



**DAYA BERSIH SDN BHD**  
 AHC 2-3, LEVEL 2, AZMAN HASHIM COMPLEX  
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
 JALAN GOMBAK  
 53100, KUALA LUMPUR.  
 TEL NO : 03-64215415

**EVENT FACILITATION REQUEST**

DATE REQUEST :			
NAME :			
CONTACT NO :			
STAFF / MATRIC NO :			
DESIGNATION :			
KULL/DIV/MAHALLAH :			
ORGANISER :			
TYPE OF PROGRAMME :			
VENUE :			
DATE OF PROGRAMME :	FROM		TO
TIME OF PROGRAMME :	FROM		TO

*\*Please confirm the venue and the date before programme.*

**Description of Request**

ITEM	QUANTITY	ITEM	QUANTITY
SOFA		BANQUET TABLE (ROUND)	
BANQUET CHAIR		PLATFORM	
BANQUET CHAIR WITH ARM		POTTED PLANT	
PLASTIC CHAIR		REGISTRATION COUNTER	
COFFEE TABLE		ROSTRUM	
BUFFET TABLE		OTHER	

**Additional Request**

i. ii. iii. iv.
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**Recommended by :**

.....  
 Dean of Kulliyah/Director/Assistant Director/  
 Head of Dept./Officer/Principal/Assistant Hostel Manager

Date : .....

<b>For office use (DAYA BERSIH)</b>  .....	Date : .....
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*\*Kindly submit this form along with details and working paper 7 days proir to date of event.*