



Version : 01
 Revision : 00
 Effective Date : 9 Aug. 2017

KULLIYAH OF LANGUAGES AND MANAGEMENT
International Islamic University Malaysia

REQUEST FORM FOR SOUVENIR

APPLICATION DETAILS :

Name :

Staff No : Ext. No/HP :

Name of Programme :

Organizer :

Venue : Date/Time :

Name of VIP & Designation:

.....
(if space is insufficient, please use attachment)

Signature : Date :

RECOMMENDATION

I hereby recommend/do not recommend the above request.

.....
Signature and Chop
(Dean/Head of Department)

For Office Use Only :

NO	ITEM	QUANTITY	ACKNOWLEDGEMENT
1		 Signature Name : Date :
2			
3			
4			
5			
6			

Prepared by : Date ;

(Officer in-charge)

I hereby approved/ not approved this application.

..... Date :

(Dean/Deputy Director, KLM)

GUIDELINES FOR APPLICATION OF KULLIYAH'S SOUVENIR

1. Kulliyah's souvenir is provided for external guest(s) only.
2. Application forms from staff or students must be recommended by Dean/Deputy Dean/Head of Department.
3. All applications must be forwarded to Administration Unit at least four working days before the event.
4. Letter of approval for the programme should be attached with the form.