

Version No.: 01 Revision No.: 00

Effective Date: 16th April 2007

OFFICE OF DEPUTY RECTOR (STUDENT AND ALUMNI AFFAIRS) INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

APPROVAL FOR BANNER/ BUNTING/ POSTER

(For students' programmes only)

SECTION	A :	TO	BE	FILL	ED E	BY .	THE	STU	DENT
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Na	me of the Programme :	Date :										
Na	me of student in-charge:	Matric No.:										
Coı	ntact No. :		Position:									
Sig	nature and Date :											
<u>LO</u>	CATION (PLEASE TICK /)											
Fer	in Entrance male Sports Complex le Sports Complex	KAED/Engine Mosque Others										
(P	llease attach the proposed wording	gs)										
<u>SE</u>	CTION B : FOR OFFICIAL USE											
	ENDORSEMENT BY OFFICER IN-CHARGE:		ſ	CHECKLIST	YES	NO						
	Signature and stamp:	Dat	e:	Contents	123							
			Grammar									
2.	APPROVAL BY RELEVANT AUTHORITY											
	Pomarks :	CHECKLIST	YES	NO								
	Remarks :			Size								
	Duration approved : From		Contents Approval letter									
	Daradon approved 1 110m	10	·	Sample of banner								
	Signature and stamp:	attached										
				Date of programme								
<u>GU</u>	<u>IDELINES</u> :			programme								
a) b) c)	Fill up the form accordingly and attach the Please attach the sample of the proposed The maximum size of a banner is 4' X 1.	l banner wit	9	e.								

- The size of poster is either A3 or A4.
- The wordings must be in English or Arabic. You are encouraged to check the grammar with SPICE or English Lab.
- All notices/ banners/ posters/ buntings must have the sticker provided by S-Dev.
- All notices/ banners/ posters/buntings must be put at the places approved by the authority and notice boards only

Deposit (Not from programme's budget)

i. Banner -RM10.00/ banner ii. Poster - RM10.00 (less than 20 copies) -RM50.00 (more than 20 copies)

^{*} Please request for official receipt upon payment.