

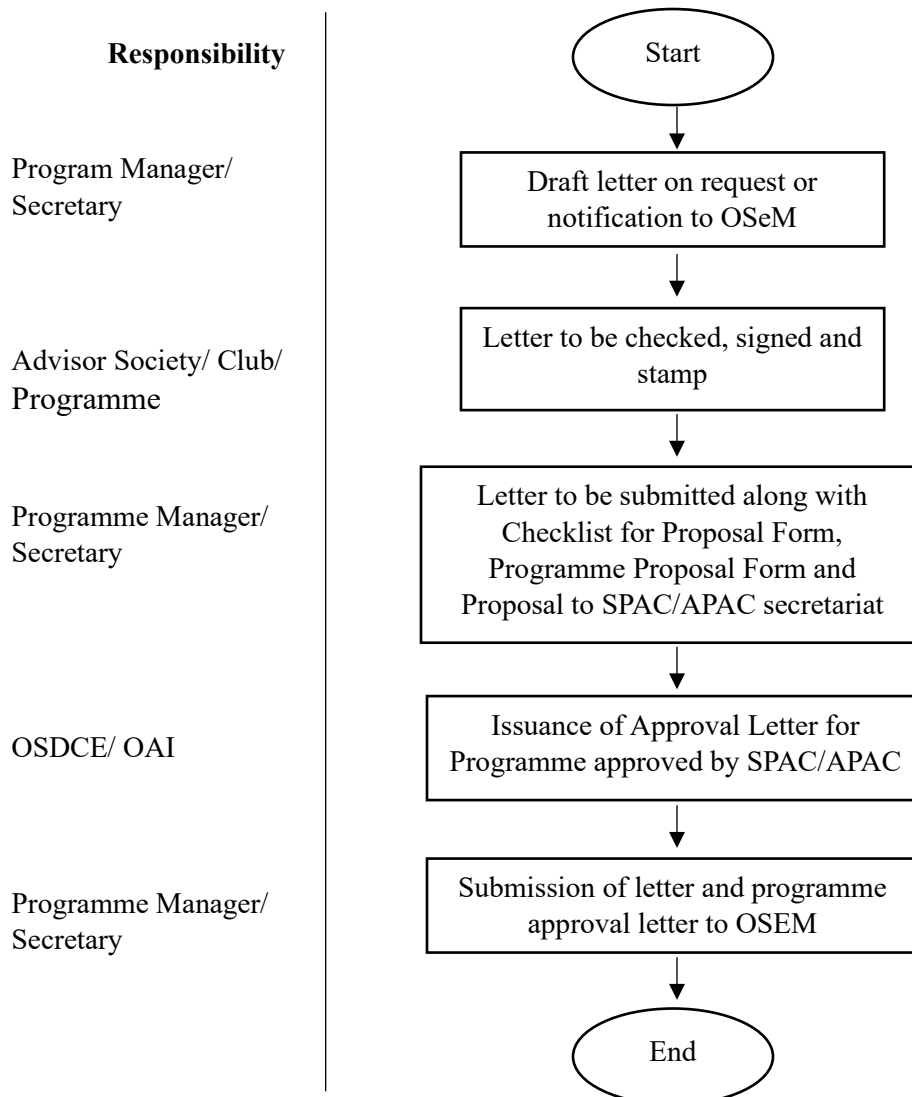
# NOTICEMENT LETTER TO OFFICE OF SECURITY MANAGEMENT (OSeM) FOR STUDENT PROGRAMME

## GUIDELINES AND FLOW CHART

### 1. List of request/notification under OSeM for student programme:

- a. Return to Mahallah after curfew hours.
- b. Staying late at KSTCL until night for programme setup.
- c. Inviting external guests and participants.
- d. External guests and participants vehicle entering MZH/KSTCL compound
- e. Borrowing OSEM equipment.
- f. Book parking lot.
- g. Traffic control assistance.
- h. Anything related to security, etc.

### 2. Flow Chart on Submission of Noticement Letter to OSeM:



Date: 13 May 2025

**Office of Security Management (OSeM)**  
International Islamic University Malaysia  
Pagoh Campus  
(Att: Kpl. Pb. Rosnita Abdul Hamid)

السلام عليكم ورحمة الله وبركاته

Dear Kpl Pb.,

**LETTER OF NOTICEMENT ON “FLAVOR AND FASHION FESTIVAL”  
PROGRAMME**

May this letter reach you in the grace of Allah S.W.T.

2. Kindly be informed that **Entrepreneurship Bureau, MRC 24/25**, in collaboration with **KSTCL Entrepreneurship Club & Kolej Komuniti Pagoh**, will be organizing the **Flavor and Fashion Festival** as follows:

<b>Date/Day</b>	<b>: 17<sup>th</sup> May &amp; 18<sup>th</sup> May 2025 / Saturday - Sunday</b>
<b>Time</b>	<b>: 9:00 a.m. – 9:00 p.m.</b>
<b>Venue</b>	<b>: Cafe Mahallah Zaid bin Harithah</b>
<b>No of Participant</b>	<b>: 1000 (Internal)</b>
<b>Transportation (if any)</b>	<b>: 12 (Cars), 6 (Vans)</b>

3. Therefore, we would like to request/notify your office (*insert request/notification here e.g.: return to Mahallah after curfew hours; staying late at KSTCL until night for programme setup; inviting external guests and participants; external guests and participants vehicle entering MZH/KSTCL compound, borrowing OSEM equipment; book parking lot; etc.*) due to (*state your reasons, justifications*) Please find attached the Appendix XX for further information.

4. We believe your **understanding/assistance** on this programme will be great for us. If you have any inquiries regarding this programme, kindly refer to **Sr./Br. Xxx (Program Manager)** at **013-xxxxxx**.

Thank you. *Wassalam*.

*Advisor Signature*

*Advisor Stamp (Name, Advisor Title, Name of Societies/Clubs)*

**Appendixes list (according to your letter):**

- a. List of external guests/participants invited.
- b. Name of external guests/participants, vehicle type/model, vehicle registration no.
- c. List of equipment from OSeM (Cone, Signage, etc.) if any.
- d. Numbers of parking lot needed (for booking) if any.
- e. Name of committees and vehicle details involved in programme (return to mahallah after curfew hours)
- f. Location of classes, time staying late (for staying late at KSTCL)
- g. Layout for Programme/Traffic Control Assistance (Request for crowd control/traffic control assistance)

**Sample:**

*Appendix A*

**LIST OF EXTERNAL GUESTS AND PARTICIPANTS WITH THE VEHICLE DETAILS  
FOR FLAVOR AND FASHION FESTIVAL**

NO.	NAME	VEHICLE MODEL	VEHICLE REGISTRATION NO.	AGENCIES/ ORGANISATION	ROLES
1.	Ahmad bin Abu	Proton Saga	JPJ 2356	Penghulu Mukim Serampang	Guest
2.	Ali bin Abdul	Mercedes E230	VMV 5689	UTHM	Speaker
3.	Arif bin Azhar	Perodua Myvi	DCF 9510	Adabi Consumer Industries	Jury
4.	Akim bin Aqil	Perodua Alza	MDH 8585	Majlis Perbandaran Muar	Guest