



(Company No.: 198301008860)

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي اِسْلَامْ اِنْتَارَا بَغْسَا مِلْدَسَا

Garden of Knowledge and Virtue

Version No. : 01
Revision No. : 01
Effective Date : 5 June, 2026
Workstation : KSTCL

ASSET MOVEMENT NOTIFICATION FORM

KULLIYAH OF SUSTAINABLE TOURISM AND CONTEMPORARY LANGUAGES

Asset Liaison Officer & Assigned Officer (Ext) :

aliftarmizi@iium.edu.my (2604) / muksit@iium.edu.my (2699) / najmihaziq@iium.edu.my (2614) /
aminuddin@iium.edu.my (2606) / raishans@iium.edu.my (2648)

- The purpose of the **Asset Movement Notification Form** is to record any movement of assets with IIUM tags, such as computers, audio-visual equipment, and office equipment.
- This ensures that all assets remain in their designated locations since the inception of the campus, and any movement must be formally notified to the Kulliyah.
- Failure to provide notification may result in assets being misplaced and difficult to trace, for which the individual will be held accountable.

APPLICANT'S DETAILS

Staff Name	
Staff No.	
Kulliyah / Dept / Office / Unit	
Contact Details	Mobile No.: Ext No.: Email:

MOVEMENT DETAILS

Reason for movement	
Date of movement	

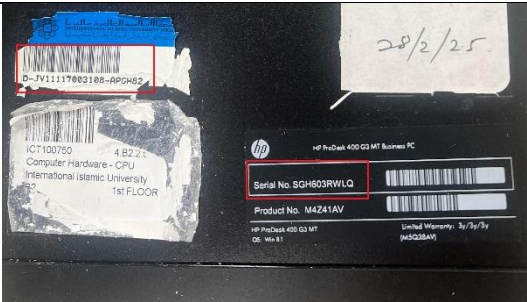
LIST OF ASSETS MOVED

No.	Equipment / Item Description	Asset Tag / Serial No.	From (Old Location)	To (New Location)
1.				
2.				

No.	Equipment / Item Description	Asset Tag / Serial No.	From (Old Location)	To (New Location)
3.				
4.				

Note: (If space is insufficient, please use attachment)

Example Picture of Asset tagging and Room number

Example: Picture of Room location	Example: Picture Asset Tag/ Serial No.
	
Example: Picture Asset Tag/ Serial No.	Example: Picture Asset Tag/ Serial No.
	

TERMS & CONDITIONS:

- The Kulliyah of Sustainable and Contemporary Languages must be notified in advance of any asset or furniture movement within or between campuses.
- Furniture and general items are allocated based on standard room requirements or staff limits. Movements resulting in excess units in a single room must be accompanied by an official justification.
- Official approval (signature) must be obtained from the Kulliyah before the submission of the form. ITD Pagoh must be notified in advance of any IT asset or computer equipment movement within or between campuses.

APPLICANT'S DECLARATION:

I hereby agree to accept responsibility and liability for any loss or damage to the University's properties and for any breach of IIUM's Rules & Regulations during the relocation of these assets once approved.

Prepared by Staff,

.....
(Signature & Official Stamping)

Date:

FOR KSTCL OFFICE USE ONLY

(For assets under Kulliyah (DPU) supervision)

Your notification regarding the movement of the asset(s) mentioned above has been:

☐

ACCEPTED

☐

REJECTED

.....
Officer's Signature & Chop

Date:

Remarks / Notes:

(Last minute / Incomplete Form / Others)

(For assets under ITD supervision)

Your notification regarding the movement of the asset(s) mentioned above has been:

☐

ACCEPTED

☐

REJECTED

.....
Officer's Signature & Chop

Date:

Remarks / Notes:

(Last minute / Incomplete Form / Others)

APPROVED BY:

I hereby APPROVED / DISAPPROVED this application
(Please delete whichever is not applicable.)

.....

DEPUTY DIRECTOR / DEAN

(Signature & Official Stamp)

Date:.....