

Date:

Asset Management Department
Finance Division
Level 2, MAR Building, IIUM Gombak
Tel: 03-64213195/3180/3112/3198
Email: amd@iium.edu.my

NOMINATION OF DISPOSAL INSPECTION COMMITTEE

With regard to the above, please find below the Disposal Inspection Committee of
Kulliyah/Centre/Division/Institute/Office/Mahallah:.....

Name	
Position	
Department/Unit (if any)	
Telephone/Extension No.	
Email	 (IIUM Email/alternative Email)

Name	
Position	
Department/Unit (if any)	
Telephone/Extension No.	
Email	 (IIUM Email/alternative Email)

Note: Please make extra copies of this form for more than two nominations.

Thank you.

Signature & Official Stamp :
(Dean/Director/Head)

TERMS OF REFERENCE FOR DISPOSAL INSPECTION COMMITTEE **(DIC)**

The Disposal Inspection Committee is required to ensure the following:

1. Notify the inspection date or schedule to Asset Disposal Secretariat;
2. Inspect the asset and related records within one (1) month from the notification date of the K/C/D/I/O/M;
3. Ensure all private and confidential information in the equipment is removed prior to disposal;
4. Complete the Disposal Inspection Committee Report IIUM.AM-17;
5. Recommend the appropriate disposal method; and
6. Sign off the Form IIUM.AM-17 and submit to Asset Disposal Secretariat.