Workstation : MSD

Version No. : 02

Revision No. : 02

Effective Date : 09/01/2017

***INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA***

*Fax No. : 03-6196 4997/4998*

Executive Director

Management Services Division
Level 3, Administration Building

International Islamic University Malaysia

P.O. Box 10, 50728 Kuala Lumpur

*(Attn: Sr. Norsuriyati bt. Abdullah)*

Dear Sr.,

*Assalamualaikum Warahmatullahi Wabarakatuh*

***ACCEPTANCE FORM FOR NON-ACADEMIC POSITION AT THE***

***INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA***

With reference to your letter, ref. no. .............................................. dated ................................... I \*agree / do not agree to accept the post of ........................................................... on \***permanent** / **contract** / **temporary** basis subject to confirmation by the Majlis of this University, and agree to observe and abide by the expressed and implied terms and conditions of the IIUM employment. I shall commence for duty on ......................................................

2. (If agree) I also enclosed the following documents :-

\*\* (i) The duly signed original copy of 'The General Terms and Conditions' of appointment

 *Dokumen "Terma-terma dan Syarat-syarat Perkhidmatan" yang telah lengkap ditandatangani* ( )

(ii) The duly completed 'Statutory Declaration Form' ( )

 *"Borang Pengisytiharan Undang-undang" yang telah lengkap*

(iii) The duly completed 'Medical Check-Up Form' & X-ray ( )

 *"Borang Pemeriksaan Perubatan" dan X-ray yang telah lengkap*

(iv) The duly completed 'Staff Personal Details' ( )

 *Butir-butir Peribadi Pekerja yang telah lengkap*

(v) Three (3) photocopies of Identity Card ( )

 *Tiga salinan fotostat kad pengenalan*

(vi) One (1) photocopy of Bank Account Book (Bank Islam or Muamalat) ( )

 *Satu (1) salinan fotostat buku akaun bank (Bank Islam atau Muamalat)*

(vii) One (1) photocopy the latest EPF statement ( )

 *Satu (1) salinan fotostat penyata EPF yang terkini*

(viii) Two (2) pieces of recent passport-size photographs ( )

 *Dua keping gambar berukuran pasport*

(ix) Letter of verification from earlier employer ( )

 letterhead stating years of service (if any)

 *Surat pengesahan daripada majikan terdahulu berkepala surat*

 *yang menyatakan tempoh perkhidmatan (jika ada)*

(x) The duly completed PCB/TP3 (1/2015) Form (if any) ( )

 “*Borang maklumat berkaitan penggajian dengan majikan-majikan*

 *terdahulu dalam tahun semasa bagi tujuan Potongan Cukai Bulanan (PCB)” (jika ada)*

Thank you. *Wassalam.*

Signature : .....................................................................

Name : .....................................................................

Date : .....................................................................

***\* Delete where not applicable***

***\*\* Please tick (/) if enclosed***

*/srm*