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|  | **MANAGEMENT SERVICES DIVISION** |

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| **MOVING TO A NEW HOUSE ALLOWANCE CLAIM FORM** |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **DETAILS OF STAFF** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Name (Capital Letters) : | | |  | | | | |  | | |  | | | | | | | | |  | | | | |  | | | | | Identification card no. / Staff no. : | | | |  | | | |  | | |  | | | | | | | | |  | | | | |  | | | | | Grade : | |  | | Position : | | | | | | | | | | | |  | |  | | | | | | | | | | | | Category : | |  | | Department : | | | | | | | | | | | |  | |  | | | | | | | | | | | | Income (RM) | | Salary | : | RM | | | | | | | | Marital status : | | | | | | | | | | | | | | | |  | | Allowances | : | RM | | | | | | | | Single | | | | |  | | | |  | | | | | | | | |  |  |  | | | | | | | |  | | | | |  | | | | | | | | |  | | | | Total | : | RM | | | | | | | | Married | | | | |  | | | |  | | | | | | | | |  | |  |  | | | | | | | | |  |  | | | | | | | | |  | | | | |  | | | **INFORMATION ON MOVING TO A NEW HOUSE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date of Moving to the New House : | | | | | | | |  | | |  | | | | | | | | |  | | | | |  | | | | | Old House Address : | | |  | | | | | New House Address : | | | | | | | | | | | |  | | | | |  | | | | |  | |  |  | | | | |  | | |  | | | | | | | | |  | | | | |  | | | | | **RATE OF PAYMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | For the abovementioned purpose, I am eligible to claim for the fixed payment according to the rates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | as stipulated in Appendix A amounting RM | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | |  | |  |  | | | | |  | | |  | | | | | | | | |  | | | | |  | | | | | **CERTIFICATION BY THE STAFF** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | I admit that: | |  |  | | | | |  | | |  | | | | | | | | |  | | | | |  | | | | | (a) | The date of moving to the new house is true; | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (b) | This claim is made according to the rate and condition as stated in the currently enforced regulation for an Officer who moved to a new house | | | | | | | | | | | | | | | | | | | | | | | | | | | | | (c) | Details as declared above are true and I am responsible for them | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | Date : | |  | | | |  | Signature : | | | | | | |  | | | | | | | | |  | | | | | | |  | |  | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | **CONFIRMATION BY THE HEAD OF DEPARTMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Signature : | |  | | | |  |  | | | | | | |  | | | | | | | | |  | | | | | | |  | |  | | | |  |  | | | | | | |  | | | | | | | | |  | | | | | | | Name : | |  | | | |  | Official Stamp : | | | | | | |  | | | | | | | | |  | | | | | | | Position : | |  | | | |  | Date : | | | | | | |  | | | | | | | | |  | | | | | | |  | |  | | | |  |  | | |  | | | | | | | | | | | | | |  | | | | | |  | |  | | |  | |  | | |  | | | | | | | | |  | | | | | | | | | | |

**RULES AND REGULATIONS FOR MOVING TO A NEW HOUSE ALLOWANCE**

1. The rules and regulations pertaining to Moving To A New House Allowance are adopted from the Government Treasury Circular No. 4 Year 1995 which took effect on 1st May 1995.
2. In the said circular, the following are the conditions which have to be fulfilled by a staff member who is claiming for the abovementioned allowance:-

2.1 All claimants must fill in Lampiran B-2 form as provided under clause 4.2.1 of the circular. **The Head of Department must certify** on the claim by signing the form.

2.2 Clause 4.1.2 stated that the house **must be bought under Government Loan Scheme i.e. IIUM Housing Loan.**

2.3 According to Clause 4.2.2, the staff member **must stay in the new** **house.**

2.4 Clause 4.2.5 stated that staff member’s application for the allowance **must be received within three (3) months from the date of moving to the new house.**

Rates of payment of the allowance are as attached in Appendix A which is an extract of the Treasury Circular WP 1.2/2013.

*Appendix A*

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| **GRADE** | **PENINSULAR MALAYSIA** | | **SABAH & SARAWAK**  **(INCLUSIVED LABUAN)** | |
| **SINGLE** | **MARRIED** | **SINGLE** | **MARRIED** |
| Special Grade A and above | 740.00 | 2,136.00 | 996.00 | 2,943.00 |
| Special Grade B and C | 612.00 | 1,699.00 | 828.00 | 2,303.00 |
| Grade 53 and 54 | 612.00 | 1,699.00 | 828.00 | 2,303.00 |
| Grade 45 until 52 | 528.00 | 1,378.00 | 723.00 | 1,882.00 |
| Grade 43 and 44 | 464.00 | 1,159.00 | 659.00 | 1,667.00 |
| Grade 41 and 42 | 420.00 | 1,042.00 | 596.00 | 1,444.00 |
| Grade 31 until 40 | 377.00 | 924.00 | 487.00 | 1,202.00 |
| Grade 27 until 30 | 337.00 | 826.00 | 464.00 | 1,105.00 |
| Grade 21 until 26 | 299.00 | 739.00 | 407.00 | 1,007.00 |
| Grade 17 until 20 | 278.00 | 671.00 | 365.00 | 899.00 |
| Grade13 until 16 | 251.00 | 601.00 | 325.00 | 806.00 |
| Grade 1 until 12 | 212.00 | 503.00 | 286.00 | 704.00 |