

# PROCESS FLOW TO REPORT DUTY AS A NEW ACADEMIC STAFF

## MALAYSIAN

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### Upon receiving the *Offer Letter* by email

Submit the *Letter of Acceptance* (COMPULSORY) within 14 days via email or post to the Employment (Academic) Unit, Management Services Division (MSD).

### Upon receiving the *Original Offer Letter and Terms and Conditions of Service (T&C)* by post

- Sign the last page of the *Original T&C*;
- Initial every page of the *Original T&C* where 'INITIAL' is indicated in red.

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### Complete Medical Check-up

Complete the medical check-up at any clinic . If you choose to do it at IIUM Clinic, please make an appointment first. IIUM Clinic can be contacted at:

- IIUM Sejahtera Clinic, Gombak +603 6421 444
- IIUM Family Health Clinic, Kuantan +609 570 6400
- IIUM SASMEC, Kuantan +609 591 2500

### Passport size photo

Prepare one (1) copy of passport-size photograph of you for MSD.

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### Bank Account

Prepare one (1) copy of the 1st page of an active Bank Account book or bank statement.

### Signing Statutory Declaration

Complete the signing of the Statutory Declaration (Act 783) in front of the Commissioner for Oaths in Malaysia.

Commissioner for Oaths services is widely available in Malaysia and can be easily searched via the internet according to your residential area.

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### Submission of Documents to MSD

Submit the following documents by post or submit them personally to the Employment (Academic) Unit, MSD:

- Original T&C;
- Medical check-up report;
- Staff Personal Details Form;
- One (1) passport size photograph;
- One (1) copy of the 1st page of an active Bank Account book or bank statement;
- One (1) copy of EPF statement;
- Two (2) copies of Identity Card;
- TP3 Form;
- IIUM Staff Khairat Deduction Form (optional);
- Legal Documents except for Letter of Undertaking which can be submitted after reporting for duty.

### Legal Documents – send together with the Original Offer Letter:

- Letter of Undertaking
- Declaration Under the Official Secrets Act 1972 (Amendment 1986)
- Declaration of Confidentiality
- Declaration of Code of Conduct
- Statutory Declaration (Act 783)

### Report for Duty

- Inform your Kulliyah/Centre/Institute the date you want to report for duty;
- Report for duty on the agreed date;
- Sign Letter of Undertaking in front of the Dean;
- Your staff number will be generated;
- Follow onboarding programme at your Department/Kulliyah/Centre/Institute.

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### Submission of Documents to MSD after Report for Duty

- Notice of Appointment
- Letter of Undertaking;