



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يونس ربيتي إسلاماً، إنباراً بعثنا ملىسنا

## MANAGEMENT SERVICES DIVISION

### APPLICATION FORM IIUM STAFF KHAIRAT FUND

#### Part A: STAFF PARTICULARS

Name :  
Staff No :  
Designation :  
Kulliyah/Centre/Division : Ext: ..... H/P : .....  
Category :  Professional & Management Group  
 Support Group  
Marital Status : Single / Married / Widow / Widower / Divorcee  
Next of Kin : Name : ..... Contact No.: .....

#### PART B : REASON FOR APPLICATION

Please tick (√) where appropriate

1. Birth of: a) Son   
b) Daughter

Date delivered: .....

2. Death of: a) Staff/spouse   
b) Father/Mother   
c) Son/daughter

**(including death of baby upon delivery at week 22 and above)**

Date of Death : .....

3. Education

a) Children's excellent results in exam

(i) UPSR(5As)   
(ii) PSRA(5 Mumtazs)   
(iii) PT3 (at least 5AS)   
(iv) SPM (at least 6As, i.e: 'O' Level (5As) or equivalent)   
(v) STPM/ Matriculation (minimum 3.5 CGPA) / STAM (Mumtaz) / 'A' Level (3As) or equivalent

b) Children admission to higher learning institution recognized by Malaysian Government (Matriculation/Diploma/Degree- once per children only)

c) Administrative and Technical staff completed Diploma/Bachelor Degree/Master/PhD

4. Hospitalised/warded/sickness/critical illness

a) Bill paid by IIUM

b) Bill paid by staff

Amount paid : RM.....

c) Critical illness/severe injuries due to accident

5. Fire/Theft /Robbery/Accident/

Natural Disaster (Landslide, Flash Flood, Hurricanes)

Total lost : RM.....

6. Retirement   
**(minimum 10 years as member of SKF)**

7. Hajj **(once only)**

8. Disable Child **(once only)**

9. Marriage **(once only)**

#### Note:

- **Relevant documents must be attached with the application form, i.e birth / death certificate, OKU card, police / medical reports, medical bills etc.**
- **For death of father/mother, birth certificate of the staff must be attached.**
- **For death of spouse, marital certificate must be attached.**
- **Personal details must also be updated in HRMS self-service**
- **The original documents or certified copy by any of IIUM's officers must be produced for verification purposes.**
- **Incomplete document shall not be entertained.**

**Part C: DECLARATION**

I, \_\_\_\_\_(full name) hereby declared that all the information given herein is true. I have also updated relevant information in the HURIS.

Signature : .....

Date : .....

**For Secretariat's use only**

**Part D: CONTRIBUTION DETAILS**

- Amount of Monthly Contribution to IIUM SKF : RM .....

- Member of IIUM SKF since : ..... (month/year)

**Part E : RECOMMENDATION AND APPROVAL**

(i) I certify that the above information is correct

(ii) The staff is eligible / not eligible for the said assistance  
Reason(s) for ineligibility .....

(iii) The amount for IIUM SKF assistance : RM .....

**Recommended by:**

Signature :

Name : .....

Designation : .....

Date : .....

**Approved by:**

Approved :  Amount Approved: RM .....

Rejected :

Signature :

Name :

Designation :

Date :

Kindly submit form to:

Secretariat IIUM Staff Khairat Fund  
Employee Benefits and HR Relations Unit  
Management Services Division  
International Islamic University Malaysia  
Tel : 4978 / 2418 / 3997 / 3999 Fax : 4997