

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

