



INTERNATIONAL ISLAMIC
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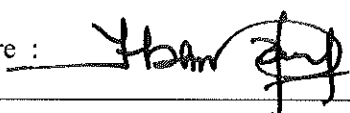
DOCUMENT TITLE : APPLICATION FOR BENEFIT
AND ASSISTANCE OF IUM
STAFF KHAIRAT FUND

EFFECTIVE DATE : 02/02/2016


DOCUMENT NO. : IUM/MSD/17

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APPLICATION FOR BENEFIT AND ASSISTANCE OF IUM STAFF KHAIRAT FUND

Prepared By :-	Approved By :-
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Position : Senior Assistant Director Employee Benefits and HR Relations Unit Management Services Division	Position : Executive Director Management Services Division
Date : 02/02/2016	Date : 02/02/2016

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<p>1. OBJECTIVE</p> <p>This procedure is implemented in order to ensure the processing of application for the IIUM Staff Khairat Fund is conducted smoothly and systematically according to the specified rules and regulations</p> <p>2. SCOPE</p> <p>This procedure is implemented by the Employee Benefits and Human Resource Relations Unit, Management Services Division, IIUM as Secretariat of the Fund.</p> <p>3. DEFINITION/ABBREVIATION</p> <p style="text-align: center;"><u>Definitions :</u></p> <p>3.1 MSD : Management Services Division</p> <p>3.2 SKF : Staff Khairat Fund</p> <p>3.3 EBHRRU : Employee Benefits and Human Resource Relations Unit</p> <p>3.4 SAD : Senior Assistant Director</p> <p>3.5 AA : Administrative Assistant</p> <p>4. REFERENCES</p> <p>4.1 IIUM Staff Khairat Fund(SKF) Regulations (Revised 3rd December, 2015)</p>


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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES
5.1	Processing application form for SKF assistance
SAD/AA	5.1.1 Receive application form for SKF
5.2	Verification of staff status and documents
AA	5.2.1 Verify the applicants' status through the SKF Membership Record
AA	5.2.2 If not eligible, inform respective staff through letter/email. (Refer to IIUM SKF Regulation for members' eligibility)
5.3	Check relevant documents
AA	5.3.1 Check the applicants' supporting documents
AA	5.3.2 Stamp all copy of customer property with "For MSD Purposes Only".
AA	5.3.2 If insufficient, request from the respective staff through telephone call, letter or email
5.4	Check eligibility amount
SAD	5.4.1 Check the eligible amount to be given based on the nature of the case as stipulated in the IIUM Staff Khairat Fund (SKF) Regulations


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RESPONSIBILITY	DETAILED PROCEDURES
SAD	5.4.2 Recommend the application for approval
5.5	Approval of Approving Authority
SAD	5.5.1 Get approval from the approving authority of SKF
AA	5.5.2 If application is not approved, send letter to respective staff on the status
5.6	Disbursement of claim
AA	5.6.1 Key in claim in HURIS. 5.6.2 Inform respective staff through email. 5.6.3 Check status of claim in payroll record
5.7	Records of documents
AA	5.7.1 Compile all approved applications for endorsement in SKF Committee Meeting
AA	5.7.2 File all documents

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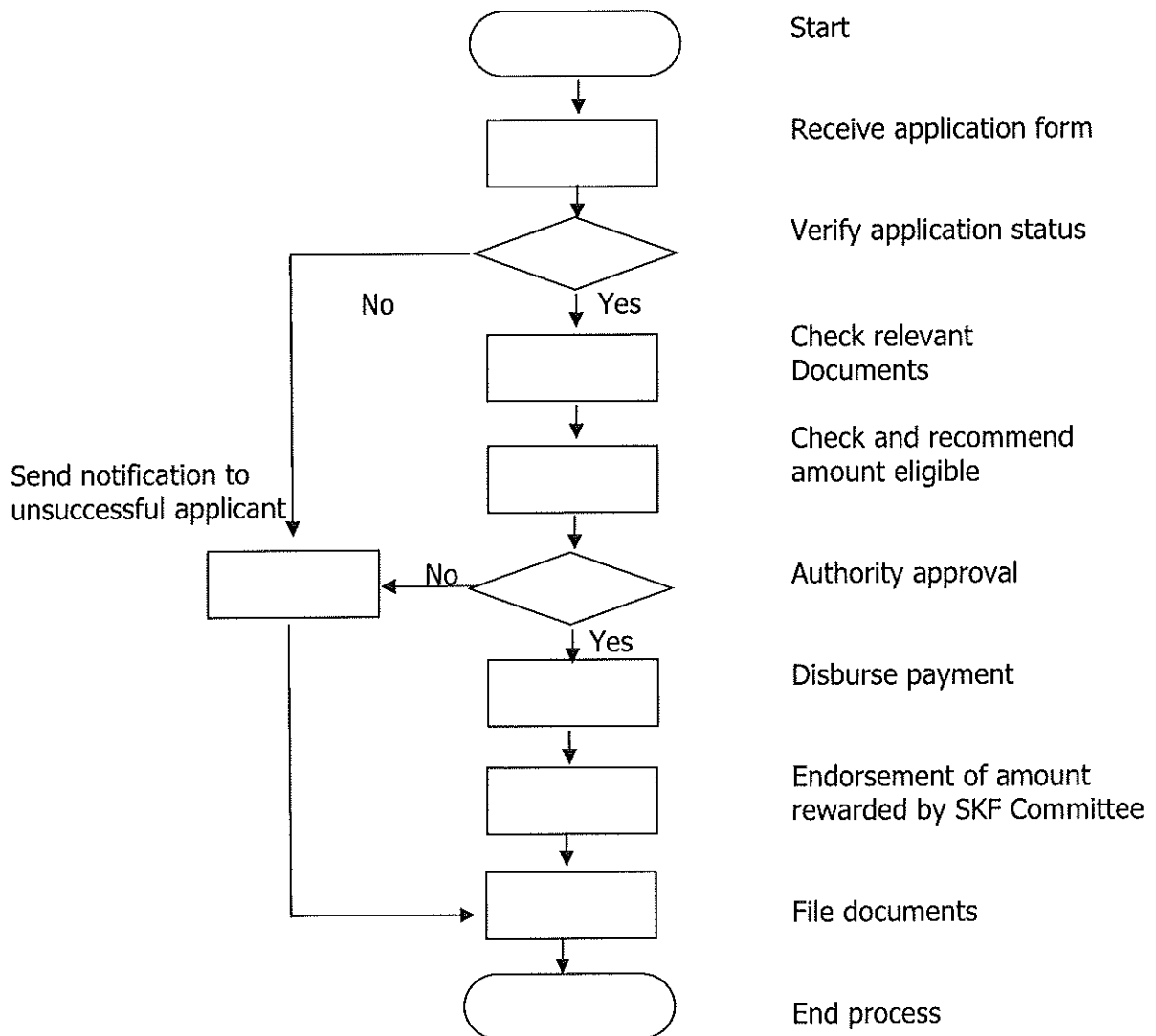
6.0 QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	SKF applications forms and relevant documents	6 years	Filing Room, MSD	AA
2.	Record of Membership	6 years	Filing Room, MSD	AA
3.	Minutes of SKF Meeting	6 years	Filing Room, MSD	AA

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7.0 FLOWCHART

APPLICATION FOR BENEFIT AND ASSISTANCE OF IUM STAFF KHAIRAT FUND





INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

IIUM STAFF KHAIRAT FUND (SKF) REGULATIONS

1.0 **CITATION**

This regulation may be cited as Staff Khairat Fund Regulations

2.0 **INTERPRETATION**

In this regulation unless the context otherwise requires:-

'Fund' means Khairat Fund established and governed by this Regulations;

'Committee' means the committee formed to administer the Fund;

'Staff' means a person who is a legally registered staff of this University; and

'University' means International Islamic University Malaysia

3.0 **SOURCES OF THE FUND**

All contributions to the Fund are voluntary and the amount contributed varies. Contributions are deducted from the salary upon signing the application form issued out to interested individual/s.

4.0 **OBJECTIVES OF THE FUND**

The objectives of the fund are as the following: -

- i. To be a channel/platform for Fund members to gain rewards from Allah SWT due to their monthly contribution (*'sedeqah'*)
- ii. To provide assistance to the IIUM Staff who are members of the Fund in time of need
- iii. To jointly contribute towards the welfare of the members of the Fund.
- iv. To strengthen the feeling of togetherness in time of need among member of the Fund.

5.0 BENEFITS PROVIDED UNDER THE FUND

NO.	RECIPIENT	AMOUNT AWARDED
1	<p>a. Death of Parents or child (<i>regardless of legal or biological Including death of baby upon delivery at week 22 and above</i>)</p> <p>b. Death of spouse</p> <p>c. Death of SKF Member (i) If the staff are married and passed away, the contribution shall be made to their spouses / children (ii) If the staff are not married the contribution shall be made to their parents/next of kin.</p>	<p>RM 500.00</p> <p>RM500.00</p> <p>RM1,000.00</p>
2	<p>Victims of Fire, robbery, theft, accident, natural disaster i.e landslide, flash flood, hurricanes)</p> <p>Upon application, SKF member shall attached police report or other necessary documents. Own property only. <i>(SKF committee have the right to define on the natural disaster)</i></p>	<p>10% from total lost or Maximum RM1,000.00 and on case-to-case basis</p>
3	<p>Hospitalised/warded/sickness/Critical illness</p> <p>a) Bill paid by IIUM For staff, spouse, children and parents who were hospitalized and the bill paid by IIUM, token of minimum of RM50.00 would be given per claim subject to the following conditions: i) Warded in hospital for minimum of 1 night ii) Maximum of 4 claims/per year/staff</p> <p>b) Bill paid by employee Contribution can be made to any SKF members who are hospitalized due to illness/accident that incurred high medical bills in view to reduce his/her financial burdens. This contribution will be given to the contributors to the fund and their spouse, children and parents.</p> <p>c) Staff other than a) & b) above but diagnosed with critical illness or severe injuries due to accident - Eligible for staff, spouse, children and parents - Covers all critical illness as listed in EPF Regulations <i>(the secretariat need to seek recommendation from the Chief Medical Officer before approval be given by the Chairman)</i></p> <p><i>Note: Children means unmarried children age below 18 years. Children from 18 to 24 years are eligible if still on fulltime higher education.</i></p>	<p>Minimum RM100.00 Staff – RM150.00 Dependent – RM100.00</p> <p>10% from total bill or Maximum RM1,000.00 and on case-to-case basis</p> <p>Maximum RM2,000.00 on case-to-case basis</p>
4	<p>Education</p> <p>a) <u>Children achievements in major examinations</u> As appreciation for the children of contributing members who have shown excellent achievement in their studies. The contribution will be given based on the following criteria:-</p> <p>i. UPSR (5 As) RM100 ii. UPSRA (5 Mumtazs) RM100 iii. PT3 (at least 5As) RM150 iv. SPM / (at least 6As, i.e.: not inclusive of A-)/'O' Level (5As) or equivalent RM200</p>	

	v. STPM/Matriculation (min. CGPA 3.5)/STAM(Mumtaz) 'A' Level (3As) or equivalent	RM250
	b) <u>Children enrolling for bachelor's degree programme</u> Children's of support staff admission to higher learning institution recognized by Malaysian Government (once only).	RM200
	c) Administrative and Technical staff completed Diploma / Bachelor Degree / Master / PhD (Diploma / degree must be from institutions recognized by Malaysian Government)	RM300
5	Wedding Contribution This benefit shall be provided to the SKF member once throughout their services in IIUM.	RM 300
6	Birth All contributing members are eligible to get their benefit.	RM 100
7	Retirement The provision on the contribution to SKF contributors when they retire from the University on condition that they have at least been a member of the SKF for ten (10) years.	RM 500
8	Disabled Child Contribution to be given once for any of handicapped child of the SKF contributors.	RM 500
9	Hajj Contribution Contribution to be given once to the SKF contributor who wish to perform hajj	RM300

6.0 PERSONS WHO ARE ELIGIBLE FOR ASSISTANCE

- 6.1 All registered staff who has signed the application form consenting on the monthly deduction from their salary and he/she has not made whatsoever directive to the Finance division authority to stop his monthly deduction.
- 6.2 The minimum amount of contribution is RM2.00.
- 6.3 For these existing contributors with the monthly contribution of RM1.00, who are not willing to increase their contribution to RM2.00, their scope of benefits under the SKF would remain the same as in the previous one as per attached Appendix 3 i.e without eligibility to any new additional benefits as approved by the SKF Committee.
- 6.4 Each staff member may apply for the fund more than once.
- 6.5 All application shall be made within 1 year from the date of the event.
- 6.6 The total amount approved will be considered on case-to-case basis.

- 6.7 New applicants will only be eligible for assistance (benefits) after 2 months of contributions, except for emergency or death cases.
- 6.8 Minimum membership should be withdrawn until the registered member is retired or resigned from the university.

7.0 MANAGEMENT

7.1 The committee should be structured as follows:

Chairman	:	Executive Director, MSD
Deputy Chairman	:	Director of MSD
Members	:	Representative from Finance Division
	:	President of ASA or representative
	:	President of PMA or representative
	:	President of KURNIA or representative
	:	President of KESATU or representative
	:	Four (4) contributing members from various K/C/D/I according to each work group
Secretariat	:	Employee Benefit & Human Resource Relations Unit, MSD

- 7.2 In the absence of the Chairman, Director of HRS, MSD will have the rights to chair any meetings held.
- 7.3 The Secretary shall be responsible for covering all meetings of the Fund Committee.
 - 7.3.1 All committee members should be appointed based on his/her post except for the Chairman and four (4) contributing members, where their appointment should be made by the Rector for a period of three (3) years.
 - 7.3.2 The fund should be administered properly and adopted similar process with other trust funds in the university according to the University's Financial Policy and Procedures.
 - 7.3.3 However, the monthly account will be monitored by the Secretary of the Fund for reporting purposes.

8.0 MEETING

- 8.1 The quorum at all fund meeting shall be two-third of the number of Fund Committee. In case there is no quorum the meeting shall stand adjourned for at least two days and any number present at the adjourned meeting shall constitute the quorum.
- 8.2 All decision to be made by the meetings shall require a simple majority of those present and voting.
- 8.3 The Fund meeting shall be held minimum twice a year provided that the Chairman shall have the power to call for Fund meeting at any time and number as he deems fit.

The circumstance which may require a meeting to be called is as the following:

- a. To deliberate on the specific amount to be set i.e. the 'accident / sickness' case where the ceiling amount of assistance is set at RM1,000.00 on case-to-case basis depending on severances of cases.
- b. Application/s received are vague in nature thus need to be verified by the Fund Committee.

- 8.4 The Deputy Chairman shall have the authority for the approval for benefit under SKF not exceeding RM2,000.00 for every application provided that the disbursement shall be tabled in the following Fund meeting and approved in retrospective. The Fund Committee would further delegate any other authority vested to it to the Chairman as it deems fit.
- 8.5 For '*Critical Illness*' disbursement which could be up to a maximum of RM2,000.00, the Chairman shall have the authority for the approval with advise from the Chief Medical Officer of IIUM Health and Wellness Centre.
- 8.6 The decision of the Fund Committee relating to the issue of financial assistance should be final.

9.0 APPLICATION

- 9.1 The Fund Committee shall make available the standard application form (as appendix 4).
- 9.2 The Secretary shall process the ordinary application until the final stage of issuing of cheque to the staff who had placed application.
- 9.3 The original documents or the certified copy by any of IIUM's officers must be produced to the Secretariat for verification purpose.
- 9.4 The Fund Committee shall make such number of financial assistance, as it shall determine from time-to-time in accordance with such terms and conditions as it may decide.

10.0 WITHDRAWAL OF FUND AND REIMBURSEMENT

- 10.1 Any staff found to have willfully furnished false information, either in writing or otherwise, with the intention of misleading the Fund Committee, shall have, in the event already been received the amount from the Fund, shall reimburse the Fund with the same amount which had been granted to him in a manner as may be determined by the Committee.
- 10.2 His case also shall be referred to the Office of the Legal Adviser of this University.

11.0 INVESTMENT

Subject to the approval and conditions as may be determined by the Executive Director, Management Service Division, the money from this fund may be invested in a manner it is deems fit.

12.0 ACCOUNTS

12.1 Fund management should be decided by the Standing Finance Committee as the Fund itself is one of the university's official establishments.

12.2 The Finance Division shall be responsible to submit the Fund's account quarterly (or as determined by the SKF), and a copy of monthly deduction made by all contributors of the Fund, and shall administer the Fund.

13.0 AUTHORISED SIGNATORIES

Group A

SIGNATORIES	POSITION
Dato' Abdul Rahim Ahmad	Executive Director, Management Services Division
Dato' Hj. Ahmad Zailan Shaari	Executive Director, Finance Division
Mdm. Nor Aminah Kostor	Director, Management Services Division
Mdm. Norhana Yunus	Director, Finance Division

Group B

SIGNATORIES	POSITION
Rusnani Din @ Yaakob	Sen. Asst. Director, Management Services Division

14.0 AMENDMENT

These regulations may from time to time with the approval of the Fund Committee be revised, added to or repealed or other regulations substituted thereto.