



Office of Corporate Communication (OCCM), Level 2, Rectory Building, International Islamic University Malaysia,
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PHOTOGRAPHER SERVICES APPLICATION FORM

PLEASE READ BEFORE SUBMIT THE FORM

- All applications must be submitted to OCCM at least **One week** before the actual event;
- The application form must be **approved** by Dean/Deputy Dean/Director/Deputy Director/ Assistant Director;
- Please submit the *soft copy* through e-mail AND hard copy to OCCM;
- Please attach** the programme details i.e **Programme Schedule(Compulsory)**
- Any **incomplete application form will be returned** to the applicant/organizer.
- Any request for services from OCCM made over the phone without the form will not be entertained.
- The priority for photographer services is for VVIP (*please refer type of VVIPs*)
- Assignment scheduled based on first come first serve basis.**

A. APPLICANT DETAILS

Title of Programme			
Date & Time of Programme			
Venue			
Name of VIP/VVIP & Designation	1. 2. 3.		
Contact person & Designation			
Organizer /K/C/D/I/O			
Email:			
Office No./HP No.		Fax No.	
NOTE:	1. Please attach the Final Programme (Overall & Opening Ceremony)		
Approval : ((Dean/Deputy Director /Director/Deputy Director/Assistant Director of K/C/D/I/O)	I hereby approve the above request : Name: _____ Date: _____		
Official Stamp :			
OFFICE USE ONLY			
Approval from Person in-charge:	I approve /not approve this application : Date: _____		
Official Stamp:	Officer in-charge		
Photographer Assigned;	Nor Azman Shah Ismail	Samsuri Abd Jalil	Muhamad Nizam Samsudin