



MANAGEMENT SERVICES DIVISION

## REQUEST FOR CREATION OF NEW IIUM FILING CODE

NAME : \_\_\_\_\_

STAFF NO : \_\_\_\_\_ GRADE : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_ HP / EXT. NO : \_\_\_\_\_

KCDI : \_\_\_\_\_ EMAIL : \_\_\_\_\_

Main topic       sub-topic 1       sub-topic 2       sub-topic 3

Please fill in your proposed filing code as per given example below  
 \* (Please use attachment if space provided is insufficient.)

CODE	MAIN TOPIC	CLASS	SUB NO 1	SUB TOPIC 1	SUB NO 2	SUB TOPIC 2	SUB NO 3	SUB TOPIC 2
2	Corporate Profile	G	1	Information on Univ./K/C/D	1	Info on IIUM		

EXAMPLE	PROPOSED
<b>Contents:</b> Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.	<b>Contents :</b>
<b>Code:</b> IIUM/000/2/1/1	<b>Code :</b> IIUM/000/
<b>Title:</b> Info on IIUM	<b>Title :</b>

**Description of request :**

**NOTE :**

- 1 Please email this request form to [records\\_management@iium.edu.my](mailto:records_management@iium.edu.my)
- 2 Request shall be processed within **5 working days** from the time of request

.....  
**Signature of requestor**  
 Date :

.....  
**Signature & Official Stamp of the Dean / Director**  
 Date :

**FOR OFFICE USE :**

Date of request received :

Date of information released /updated :