



Reference No.: _____

APPROVAL FOR BANNER / BUNTING / POSTER
 (for students' programmes only)

SECTION A : TO BE FILLED BY THE STUDENT

Name of the Programme: _____ Date: _____

Name of student in-charge: _____ Matric No.: _____

Contact No. : _____ Club: _____ Position: _____

Signature and Date: _____

LOCATION (PLEASE TICK ✓)

<input type="checkbox"/> Main Entrance (OCD)	<input type="checkbox"/> SHAS Mosque	<input type="checkbox"/> Primary Care Clinic
<input type="checkbox"/> Sports Complex	<input type="checkbox"/> Mahallah	<input type="checkbox"/> Others (please specify)
<input type="checkbox"/> One Stop Student Centre	<input type="checkbox"/> Kulliyah	_____

(Please attach the proposed wordings)

SECTION B : FOR OFFICIAL USE

1. ENDORSEMENT BY OFFICER IN-CHARGE:

Signature and stamp: _____ Date : _____

CHECKLIST	YES	NO
Contents		
Grammar		

2. APPROVAL BY RELEVANT AUTHORITY

Remarks: _____

Duration approved: From _____ To: _____

Signature and stamp: _____ Date: _____

CHECKLIST	YES	NO
Size		
Contents		
Approval letter		
Sample of banner attached		
Date of programme		

GUIDELINES:

- Fill up the form accordingly and attach the Approval Letter of the Programme.
- Please attach the sample of the proposed banner with its wordings.
- The **maximum** size of a banner is 4' X 12'.
- The size of poster is either A3 or A4.
- The wordings must be in English or Arabic. You are encouraged to check the grammar with SPICE or English Lab.
- All notices/ banners/ posters/ buntings must have the sticker provided by S-Dev.
- All notices/ banners/ posters/buntings must be put at the places approved by the authority and notice boards only
- Deposit (Not from programme's budget)
 - Banner - RM10.00 / banner ii. Poster - RM10.00 (less than 20 copies) -- RM50.00 (more than 20 copies) * **Please request for official receipt upon payment.**

All notices/ banners/ posters/ buntings **MUST BE REMOVED** by the organiser within **2 DAYS AFTER** the programme. **Failure to do so will result in deduction of RM10.00/RM50.00 from the deposit per poster/ banner.**