



**RESIDENTIAL AND SERVICES DEPARTMENT
FINANCE DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

Level 3, Central Complex, P.O BOX 10, 50728 Kuala Lumpur.
Tel: 03-61964783/4782 Fax: 03-61964861 Email: rsd@iium.edu.my

SEATING BOOKING FORM

DETAILS OF APPLICANT

Name : _____
Room No/Kull/Dept : _____
Contact No. : _____
Matric/Staff No. : _____
No. of Participants : _____

DETAILS OF FUNCTION

Purpose : _____
Date/Day : _____
Time From : _____ To : _____
Venue : _____
Name of Caterer : _____

(Applicant's Signature)

(Date)

Note:

1. Please attached approval letter from relevant K/C/D/1/O.
2. Request must be submitted at least 1 week in advance before the functions date.
3. Please get a copy for each application form before you leave RSD office.

FOR OFFICE USE

* Approved/Disapproved

Note:

Signature Officer In Charge

(Date)