



RESIDENTIAL AND SERVICES DEPARTMENT
FINANCE DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

STANDARD OPERATING PROCEDURE (SOP)

PERMISSION TO USE UNLISTED ELECTRICAL APPLIANCES

1	Mahallah Staff	Receive the approved application form together with the receipt of payment (Bank Muamalat) amounting RM100/- per year from the resident/student.
2	Mahallah Staff	Issue the receipt from Mahallah to student upon receiving the receipt of payment (Bank Muamalat) from the applicant.
3	Mahallah Staff	Give the copy of the approval form to student to be stick at his/her electrical item or his/her notice board.

The electrical appliances fee is applicable for the basic electrical items as follows:

1. Kettle
2. Set of personal computer with printer / lap top charger
3. Hand phone charger
4. Iron
5. Toaster