
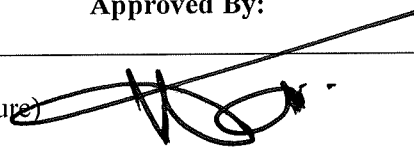


REQUEST FOR PHYSICAL INFRASTRUCTURE WORKS

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: LAr, Samsul Rohaizad B. Mohd. Jemoner	Name: Hasanul Basri bin Abdullah
Position: Deputy Director, Physical Development Department Centre for Foundation Studies, IIUM	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 TH April 2025	Date: 15 TH April 2025

1.0 OBJECTIVE

To ensure the implementation of physical infrastructure works at Centre for Foundation Studies (CFS), International Islamic University Malaysia (IIUM) process runs smoothly.

2.0 SCOPE

This process applies to Phase 2 Buildings/Infrastructure under the Daya Bersih Sdn. Bhd. (DBSB) and Phase 3 Buildings/Infrastructure under the Konsesi Pusat Asasi Gambang (KPAG) Sdn. Bhd.

3.0 ACCOUNTABILITY

- 3.1 Development Division
- 3.2 Finance Department
- 3.3 Deputy Director of Physical Development Department
- 3.4 E: Engineer

4.0 ABBREVIATION (If any)

- 4.1 PDD Physical Development Department
- 4.2 Dev. Div. Development Division
- 4.3 S.O.P Standard Operating Procedure
- 4.4 KPAG Konsesi Pusat Asasi Gambang
- 4.5 DBSB Daya Bersih Sdn. Bhd.

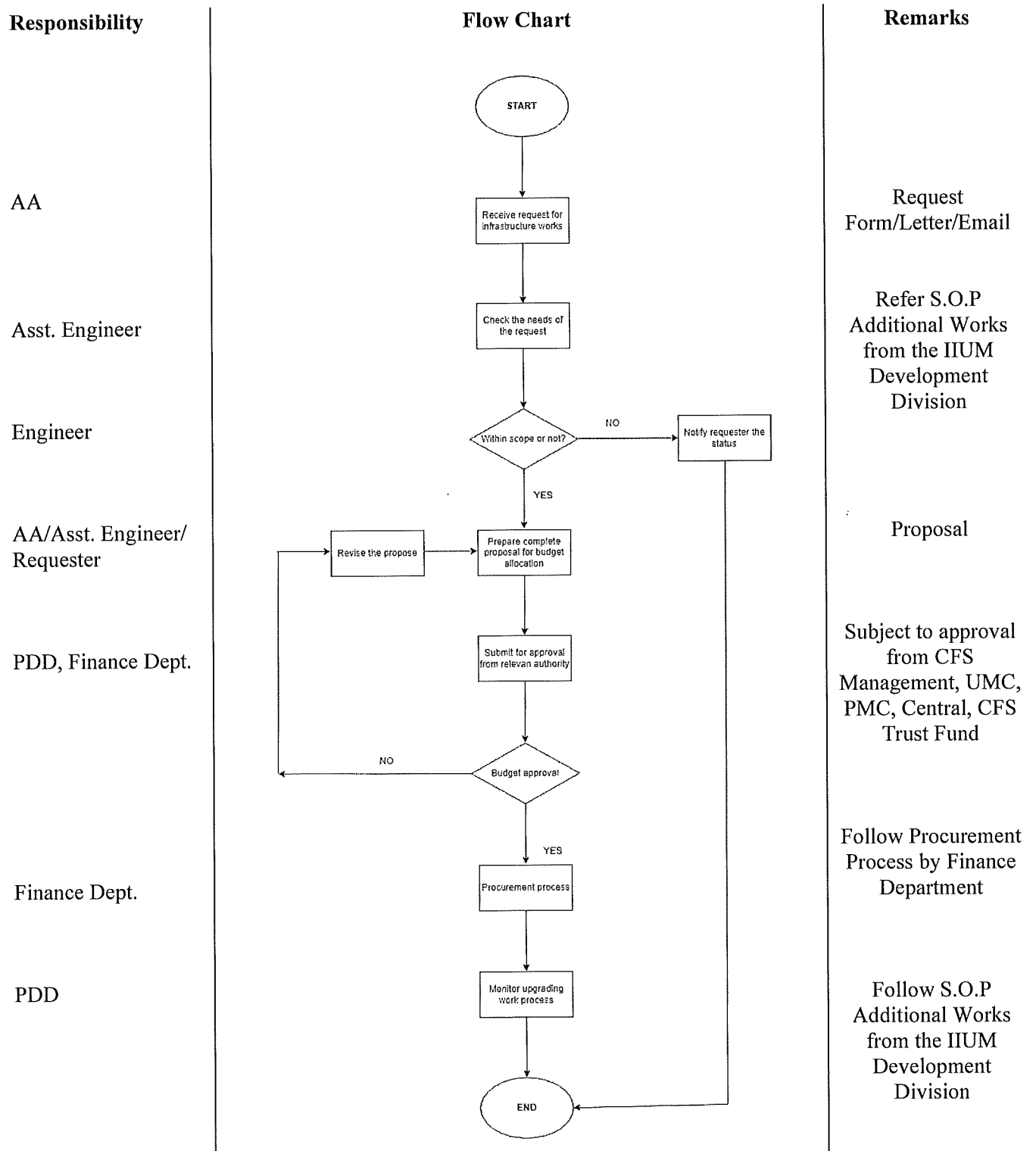
5.0 REFERENCE

- 5.1 S.O.P Additional Works Development Division
- 5.2 Additional Works Request Form
- 5.3 Concession Agreement (CA), Supplemental Agreement (SA) under KPAG Phase 3
- 5.4 Service Level Agreement (SLA) under DBSB Phase 2

6.0 RECORD RETENTION PERIOD

NO	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1.	<ul style="list-style-type: none"> Request Form and relevant documents 	Departmental Filing	7 Years	AA

7.0 PROCESS FLOW



8.0 ANNEXURE

- 8.1 S.O.P for Request for Additional Works from the IIUM Development Division –
(*Version No.: 01*)
- 8.2 Request Form: -
1) Notice to Request for Additional Works (*KPAG-IIUM-F002*) – *Rev. 1*
2) Request for Approval on Additional Works (*KPAG-IIUM-F003*)– *Rev. 1*