
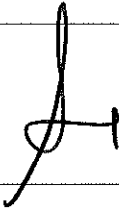


IIUM STAFF KHAIRAT FUND

Prepared By: -	Approved By:-
	
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Position: Assistant Director Employee Benefits & HR Relations Unit Management Services Division	Position: Executive Director Management Services Division
Date: 1 August 2025	Date: 1 August 2025

1.0 OBJECTIVE

This procedure is implemented in order to ensure that the process of application of IIUM Staff Khairat Fund is conducted smoothly and systematically according to the specified rules and regulations.

2.0 SCOPE

This procedure is implemented by the Employee Benefits & HR Relations Unit, Management Services Division of International Islamic University Malaysia as the Secretariat of the Fund.

3.0 ACCOUNTABILITY

The following office is accountable for processing IIUM Staff Khairat Fund

- a) Employee Benefits & HR Relations Unit
- b) Payroll & Financial Services Unit

4.0 DEFINITION / ABBREVIATION

Definitions:

The Staff Khairat Fund is a welfare fund established through voluntary contributions, deducted from staff salaries. The fund is intended to provide financial support for various eligible claims, including death, hospitalisation, wedding, retirement, and other approved purposes.

Abbreviations:

- a) AA : Administrative Assistant
- b) AD : Assistant Director
- c) EBHRRU : Employee Benefits & HR Relations Unit
- d) MSD : Management Services Division
- e) SKF : Staff Khairat Fund

5.0 REFERENCE

- a) IIUM Rules and Regulations
- b) IIUM Staff Khairat Fund Regulations (Revision 2020)

6.0 RECORD RETENTION PERIOD

No.	Quality Records	Retention Period	Location	Responsibility
1.	SKF Applications Forms and relevant documents	7 years after staff ceased employment	Staff Personal File MSD Filing Cabinet	AA
2.	Record of Membership	7 years after staff ceased employment	Staff Personal File MSD Filing Cabinet	AA
3.	Minutes of SKF Meeting	7 years	Office AD, EBHRRU	AA

7.0 PROCESS FLOW

7.1 Responsibility and Detailed Procedure

RESPONSIBILITY	DETAILED PROCEDURES
1.0 AD/AA	Processing application form for SKF assistance Receive application for SKF
2.0 AA AA	Verification of staff status Verify the applicants' membership status through HURIS If not eligible, inform the respective staff through email.
3.0 AA AA AA	Check relevant documents Check the applicants' supporting documents Stamp all copy of the supporting documents with 'For MSD Purposes Only' If insufficient, request from the respective staff via telephone call or email
4.0 AA	Check eligible amount Check the eligible amount to be given based on the nature of the case as stipulated in the SKF Regulations
5.0 AD AD/AA AA	Approval of application Recommend eligible application for approval Get approval from the approving authority of SKF If application is not eligible and not approved, notify staff on the status of approval via email
6.0 AA AA	Disbursement of claim Send approved application to the Payroll Unit to disburse claim via staff's payroll Check status of claim in HURIS
7.0 AA AA	Records of documents Compile all approved applications for endorsement in SKF Committee Meeting Records and file all relevant documents

7.2 Workflow

