

**OFFICE FOR COMMUNICATION, ADVOCACY & PROMOTION(OCAP),**  
**Level 2, Muhamad Abdul-Rauf Building,**  
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**Jalan Gombak, P.O Box 10, 50728 Kuala Lumpur**  
**Tel: 603-6421 4157 Fax: 603 – 6421 4156 E-mail: corporatecomm@iium.edu.my**

## BOOKING OF GALLERY VIP LOUNGE / MEETING ROOM GALLERY

APPLICANT'S NAME : .....  
 STAFF NO : .....  
 DESIGNATION : .....  
 CONTACT NO : .....  
 K/C/D/I/O : .....

| Venue        | No. of Participants | Date of Event |    | Time |    |
|--------------|---------------------|---------------|----|------|----|
|              |                     | From          | To | From | To |
| VIP Lounge   |                     |               |    |      |    |
| Meeting Room |                     |               |    |      |    |

Applicant's Signature:

Approval by the K/C/D/I/O approving Authority:

.....

.....

Name :

Name :

Date :

Date :

### FOR OFFICE USE ONLY

I hereby APPROVE / DISAPPROVE this application.

.....

Name :

Remarks :

Date :

