



PHOTOGRAPHER SERVICES APPLICATION FORM

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

PLEASE READ BEFORE SUBMIT THE FORM

1. All applications must be submitted to OCAP at least **One week** before the actual event;
2. The application form must be **approved** by Dean/Deputy Dean/Director/Deputy Director/ Assistant Director;
3. Please submit the *soft copy* through e-mail AND hard copy to OCAP;
4. **Please attach** the programme details i.e **Programme Schedule(Compulsory)**
5. Any **incomplete application form will be returned** to the applicant/organizer.
6. Any request for services from OCAP made over the phone without the form will not be entertained.
7. The priority for photographer services is for VVIP (*please refer type of VVIPs*)
8. **Assignment scheduled based on first come first serve basis.**

A. APPLICANT DETAILS

Title of Programme			
Date & Time of Programme			
Venue			
Name of VIP/VVIP & Designation	1. 2. 3.		
Contact person & Designation			
Organizer /K/C/D/I/O/M			
Email:			
Office No./HP No.		Fax No.	
NOTE:	Please attach the Final Programme (Overall & Opening Ceremony)		
Approval: (Dean/Deputy Director /Director/Deputy Director/Assistant Director of K/C/D/I/O/M)	I hereby approve the above request: Name: _____ Date: _____		
Official Stamp :			
OFFICE USE ONLY(OCAP) Approval from Person in-charge:	1 approve /not approve this application: Date: _____		
Official Stamp:	Officer in-charge		
Photographer Assigned;	Nor Azman Shah Ismail	Muhamad Nizam Samsudin	Aminuddin Fahmi Abdulah Fadzil