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:

.....

Name :

Date :

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

.....

Name :

Date :

FOR OFFICE USE ONLY

I hereby APPROVE / DISAPPROVE this application.

Received Stamp

.....

Name :

Date :

Remarks :