

ASSET DECLARATION SYSTEM

USER MANUAL

Version 1.0



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

TABLE OF CONTENTS

CHAPTER	TITLE	PAGE
	TABLE OF CONTENTS	i
1	ASSET DECLARATION SYSTEM.....	4-1
1.1	Form A Submission	4-1

1 ASSET DECLARATION SYSTEM

1.1 Form A Submission

Form A submission is for Declaration of no difference on asset owned. Staff has to make Declaration upon Appointment, Scheduler Declaration and Declaration upon End of Service. The details are described as below.

Figure 4-Form A-1: Asset Declaration Main Page

Submit Form A

- 1 Click on *Fill in Declaration Form* button. System will display *Form Selection* page [Figure 4-Form A-1].
- 2 Select *Form = A – Declaration of no difference on asset owned* from dropdown list.
- 3 Select the desired *Declaration Type* from dropdown list.
- 4 Click on *Continue* button. System will display *Staff's Declaration* page [Figure 4-Form A-2]
- 5 Click on *Submit* button. System will display *Confirmation* page [Figure 4-Form A-3]
- 6 Click on *View form to be submitted* link to view asset declaration form in PDF format.
- 7 Click on *Confirm* button. System will display *Successful* message page [Figure 4-Form A-4]

The screenshot shows the 'Asset Declaration Module' interface for International Islamic University Malaysia. The user is identified as MOHD. FAUZI BIN MUHAMAD. The page title is 'Asset Declaration : Form A'. Under the 'Staff Declaration' section, there is a declaration text: 'I hereby declare that there is no change on my asset ownership as declared on 23 Mar, 2009. I make this declaration in adherence to paragraph 6, Service Circular No. 3 Year 2002. Dengan ini saya mengaku bahawa tiada perubahan ke atas pemilikan harta saya seperti yang telah diisytiharkan pada 23 Mar, 2009. Saya membuat pengakuan ini selaras dengan kehendak perenggan 6, Pekeliling Perkhidmatan Bil. 3 Tahun 2002.' At the bottom right of the text area are 'Cancel' and 'Submit' buttons. The footer contains the copyright notice '© 2009 IKCM Sdn. Bhd.'

Figure 4-Form A-2: Asset Declaration – Staff's Declaration Page

The screenshot shows the 'Asset Declaration Module' interface for International Islamic University Malaysia. The user is identified as MOHD. FAUZI BIN MUHAMAD. The page title is 'Asset Declaration : Form A'. Under the 'Confirmation' section, it asks 'Are you sure you want to submit this form? Adakah anda pasti anda ingin menghantar borang ini?' and provides links for 'View form to be submitted' and 'Lihat borang yang ingin dihantar'. Under the 'Notes' section, there is a list of instructions: 'Submitted form cannot be edited anymore.', 'Borang yang telah dihantar adalah muktamad dan tidak boleh diubah.', 'You are required to submit a new declaration form for any newly acquired properties or submit form A if there are no changes in 5 year's time', and 'Test notes for form A'. At the bottom right are '<< Back' and 'Confirm' buttons. The footer contains the copyright notice '© 2009 IKCM Sdn. Bhd.'

Figure 4-Form A-3: Asset Declaration - Confirmation Page

The screenshot shows the 'Property Declaration Module' interface for International Islamic University Malaysia. The user is identified as 'Welcome :: people...'. The page title is 'ADM : Complete!'. Under the 'Successful' section, it states 'Your Declaration has been successfully submitted. Pengisytiharan anda telah berjaya dihantar.' At the bottom right is an 'OK' button. The footer contains the copyright notice '© 2009 IKCM Sdn. Bhd.'

Figure 4-Form A-4: Asset Declaration – Completed Message Page