

ASSET DECLARATION SYSTEM

USER MANUAL

Version 1.0



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

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1 ASSET DECLARATION SYSTEM

1.1 Asset Declaration – Form C

Form C submission is for Asset Disposal Declaration. The details are described as below.

Home Help Logout

Asset Declaration Module

International Islamic University Malaysia

Welcome :: MOHD. FAUZI BIN MUHAMAD

Asset Declaration : menu page

Form Selection

Please select from below: -
Sila pilih dari dibawah: -

Form Borang : C - Asset Disposal Declaration

Declaration Type : Asset Disposal Declaration

Jenis Pengisytiharan : Asset Disposal Declaration

<< Back Continue

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Figure 4-Form C-1: Asset Declaration – Form Selection Page

Enter Form C Info

- 1 Click on *Fill in Declaration Form* button. System will display *Form Selection* page [Figure 4-Form C-1].
- 2 Select *Form = C – Asset Disposal Declaration* from dropdown list.
- 3 Select the desired *Declaration Type* from dropdown list.
- 4 Click on *Continue* button. System will display *Information About Asset Disposal* page [Figure 4-Form C-2].

Home Help Logout

Asset Declaration Module

International Islamic University Malaysia

Welcome :: MOHD. FAUZI BIN MUHAMAD

Asset Declaration : Form C

Information About Asset Disposal

No Bil	Type of Asset Jenis Harta	Asset Owner and Relationship with Staff Pemilik Harta dan Hubungan Dengan Pegawai	Date of Acquisition Tarikh Pemilikan Harta	Date of Disposal Tarikh Pelupusan Harta
1	VEHICLE	Mohd Fauzi (Self)	26-Feb-2009	19-Mar-2009

Save Submit

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Figure 4-Form C-2: Asset Declaration – Information About Asset Disposal Page

Home Help Logout

Asset Declaration Module

Welcome :: MOHD. FAUZI BIN MUHAMAD

International Islamic University Malaysia

Asset Declaration : Form C

help

Select Asset to Dispose

Type of Asset Jenis Harta	Asset Owner and Relationship with Staff Pemilik Harta dan Hubungan Dengan Pegawai	Address of Asset/Registration No/Certificate No and others Alamat Harta/No. Pendaftaran/No. Sijil dan sebagainya	Date of Acquisition Tarikh Pemilikan Harta
<input type="radio"/> HOUSE	asd (sendiri)		10-Mar-2009
<input type="radio"/> LAND	Shahidah Ramlan (Adik)	Jalan Cochrane, Kuala Lumpur	18-Mar-2009
<input type="radio"/> OTHERS	Heman Tino (ipar sebelah adik tiri)	G1234	18-Mar-2009
<input type="radio"/> HOUSE	()		24-Mar-2009

Date of Disposal
Tarikh Pelupusan : 24/03/2009

Sale Price
Harga Jualan : RM

Method of Disposal
Cara Pelupusan :

Cancel Add

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Figure 4-Form C-3: Asset Declaration – Select Asset to Dispose Page

Adding Disposed Asset

- 1 Click on *Add* button. System will display *Select Asset to Dispose* page [Figure 4-Form C-3]
- 2 Select the desired asset by clicking on the rodeo button.
- 3 Fill in disposal information:
 - i. *Date of Disposal*: Click on calendar icon to select date
 - ii. *Sale Price*: Type in amount
 - iii. *Method of Disposal*: Type in method
- 4 Click on *Add* button. System will display Information of Asset Disposal page [Figure 4-Form C-3] displaying the added info.

Edit Disposed Asset Information

- 1 Click on *Edit* button. System will display *Select Asset to Dispose* page [Figure 4-Form C-3]
- 2 Edit the desired information.
- 3 Click on *Add* button.

Delete Disposed Asset Information:

- 1 Select the desired disposed asset and click on *Delete* button.

Save Asset Information

- 1 Click on *Save* button. System should display saved message page [Figure 4-Form C-4] message: "Saved! Your declaration has been saved for later editing".

The screenshot shows the 'Asset Declaration Module' interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below this is a header section with the module logo and the text 'Asset Declaration Module' and 'International Islamic University Malaysia'. The main content area displays a welcome message for 'MOHD. FAUZI BIN MUHAMAD' and the title 'Asset Declaration : Form C'. A 'Saved!' message states: 'Your declaration has been saved for later editing. Pengisytiharan anda telah disimpan dan boleh diubah semula kemudian.' Below this, a note reminds the user that the application is not yet submitted and they need to re-login. A 'Thank You.' message is followed by an 'OK' button. The footer contains the copyright notice '© 2009 IKCM Sdn. Bhd.'

Figure 4-Form C-4: Asset Declaration – Saved Message Page

Submit Form C

- 1 Click on *Submit* button. System will display *Form Submission* page [Figure 4-Form C-5]
- 2 Click on *View form to be submitted* link to view asset declaration form in PDF format.
- 3 Check *Staff Declaration* checkbox.
- 4 Click on *Confirm* button. System will display *Successful* message page [Figure 4-Form C-6]

The screenshot shows the 'Form Submission' page within the 'Asset Declaration Module'. The header and navigation are identical to the previous page. The main content area features a 'Form Submission' section with instructions: 'Please ensure that all information given are correct and complete. Sila pastikan semua maklumat yang diberi adalah tepat dan lengkap.' It includes a link 'View form to be submitted' and 'Lihat borang yang ingin dihantar'. Below this is a 'Staff Declaration' section with a checked checkbox and the text: 'I hereby declare that all the information given in this form is complete and correct. Saya mengaku bahawa segala maklumat yang diberikan dalam borang ini adalah lengkap dan benar.' A 'Notes' section follows, listing several points: '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', 'You are also required to submit a property disposal declaration form if you disposed any property.', and 'Thank you for submitting the complete form. Terima kasih kerana telah menghantar borang yang lengkap.' At the bottom right, there are '<< Back' and 'Confirm' buttons. The footer contains the copyright notice '© 2009 IKCM Sdn. Bhd.'

Figure 4-Form C-5: Asset Declaration – Form Submission Page



Figure 4-Form C-6: Asset Declaration – Successful Message Page
