# 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 D

Form D submission is for Company/Business Declaration. The details are described as below.



**Figure 4-Form D-1:** Asset Declaration – Form Selection Page

### Enter Form D Info

1. Click on *Fill in Declaration Form* button. System will display *Form Selection* page [Figure 4-Form D-1].

2. Select *Form = D – Company/Business Declaration* from dropdown list.

3. Select the desired *Declaration Type* from dropdown list.

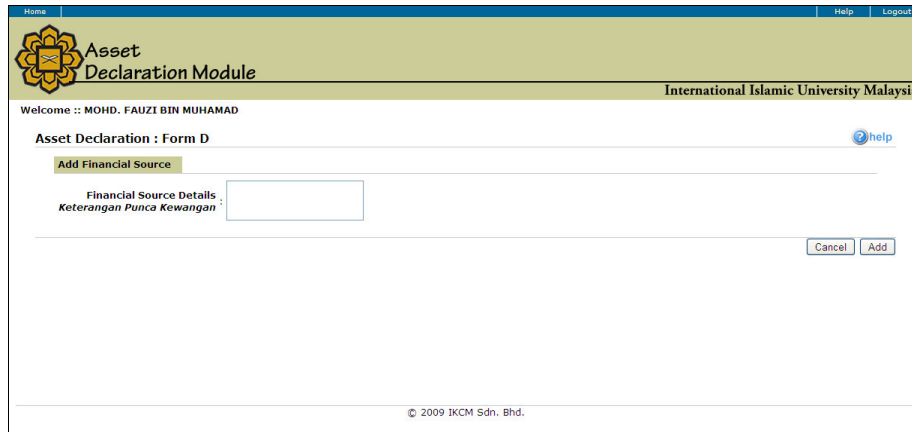4. Click on *Continue* button. System will display Asset Declaration: Form D page [Figure 4-Form D-2].

**Figure 4-Form D-2:** Asset Declaration – Form D – Company Tab Page

5    Fill in Company Information to add:

  i. *Name of Company*: Type in company name

  ii. *Registration No.*: Type in registration number

  iii. *Registered Address*: Type in company's registered address

  iv. *Type of Company/Business*: Type in company/business type

  v. *Annual Profit*: Type in annual profit

  vi. *Authorized Capital*: Type in authorized capital

  vii. *Paid-up Capital*: Type in paid-up capital

6    Click on *Next* button. System will display *Financial* tab [Figure 4—Form D-3].



**Figure 4-Form D-3:** Asset Declaration – Form D – Financial Tab Page

7    Click on *Add* button for *Company Financial Sources Information*. System will display *Add Financial Source* page [Figure 4-Form D-4].

8    Fill in financial source details to add:

   i.    *Financial Source Details:* Type financial source details

9    Click on *Add* button. System will save the information and display *Financial* tab
     page [Figure 4-Form D-3] displaying the added info.



**Figure 4-Form D-4:** Asset Declaration – Form D – Add Financial Source Page

10   Click on *Add* button for *Family Involvement in Company Information*. System will
     display *Add Family Member Information* page [Figure 4-Form D-5].

11   Fill in family member information details to add:

   i.    *Name:* Type in name

   ii.   *Relationship:* Select relation from dropdown list

   iii.  *Position in the Company:* Select position from dropdown list

   iv.   *Number of Share Held:* Type in share amount

   v.    *Share Value:* Type in share value

12   Click on *Add* button. System will save the information and display *Financial* tab
     page [Figure 4-Form D-3] displaying the added info.

**Figure 4-Form D-5:** Asset Declaration – Form D – Add Financial Source Page

### Edit Information

1    Click on *Edit* button.

2    Edit financial info

3    Click on *Add* button

### Deleting Financial Information

1    Click on *Delete* button.

### Save Asset Information

1    Click on *Save* button. System should display saved message page [Figure 4-Form D-6] message: "Saved! Your declaration has been saved for later editing".



**Figure 4-Form D-6:** Asset Declaration – Saved Message Page

**Submit Form D**

1    Click on *Submit* button. System will display *Form Submission* page [Figure 4-
     Form D-7]

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 D-8]



**Figure 4-Form D-7:** Asset Declaration – Form Submission Page



**Figure 4-Form D-8:** Asset Declaration – Successful Message Page