

# **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.

The screenshot shows a web application interface for the Asset Declaration Module. 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 name, and the user's name 'MOHD. FAUZI BIN MUHAMAD' and the institution 'International Islamic University Malaysia'. The main content area is titled 'Asset Declaration : menu page' and contains a 'Form Selection' section. It prompts the user to 'Please select from below: -' and 'Sila pilih dari dibawah: -'. There are two dropdown menus: 'Form Borang' with the selected value 'D - Company /Business Declaration' and 'Declaration Type' with the selected value 'Declaration of Business Ownership'. At the bottom right of the form, there are two buttons: '<< Back' and 'Continue'. The footer of the page contains the copyright notice '© 2009 IKCM Sdn. Bhd.'.

**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].

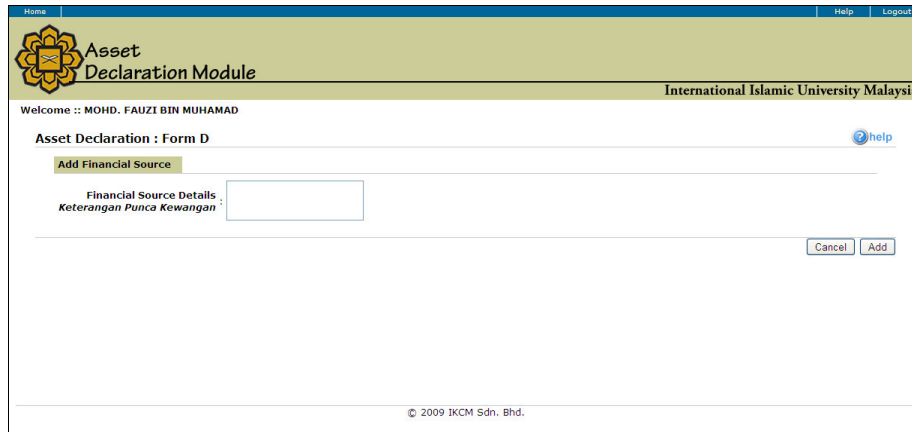
**Figure 4-Form D-2:** Asset Declaration – Form D – Company Tab Page

- 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.



The screenshot displays the 'Asset Declaration Module' interface for 'International Islamic University Malaysia'. The user is logged in as 'MOHD. FAUZI BIN MUHAMAD'. The page title is 'Asset Declaration : Form D'. There is a 'help' icon and a 'Add Financial Source' button. Below this, there is a section for 'Financial Source Details' with the Malay text 'Keterangan Punca Kewangan' and a text input field. At the bottom right, there are 'Cancel' and 'Add' buttons. The footer contains the copyright notice '© 2009 IKCM Sdn. Bhd.'.

**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.

Home Help Logout

**Asset Declaration Module**

International Islamic University Malaysia

Welcome :: MOHD. FAUZI BIN MUHAMAD

Asset Declaration : Form D [help](#)

**Add Family Member Information**

Name :

Relationship : Wife

Position in the Company : Share Holder

Number of Shares Held :  Unit.

Share Value : RM

Cancel Add

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**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”.

Home Help Logout

**Asset Declaration Module**

International Islamic University Malaysia

Welcome :: MOHD. FAUZI BIN MUHAMAD

**ADM : Saved!**

**Saved.**

Your declaration has been saved for later editing.  
Pengisytiharan anda telah disimpan dan boleh diubah semula kemudian.

Note : Please be reminded that your application is still not being submitted yet. You have to re-login back in any time to finish the submission.  
Nota : Adalah diingatkan bahawa pengisytiharan anda masih belum dihantar lagi. anda perlu log masuk semula pada bila-bila masa untuk menyelesaikannya.

Thank You.

OK

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**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]



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 D'. It features three main sections: 'Form Submission' with instructions and a 'View form to be submitted' link; 'Staff Declaration' with a checked checkbox and a declaration statement; and 'Notes' which are currently empty. Navigation buttons for '<< Back' and 'Confirm' are at the bottom right, along with a copyright notice for 2009 IKCM Sdn. Bhd.

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



The screenshot shows the 'Property Declaration Module' interface for 'International Islamic University Malaysia'. The user is identified as 'people...'. The page title is 'ADM : Complete!'. It features a 'Successful' message stating 'Your Declaration has been successfully submitted.' with a corresponding Malay translation. An 'OK' button is located at the bottom right. A copyright notice for 2009 IKCM Sdn. Bhd. is at the bottom.

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