CONFIDENTIAL

Staff Number



DECLARATION OF PROPERTY AND LIABILITY

Kindly tick (\checkmark) the appropriate box:

i) First time declaration

ii) Additional declaration

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NOTE:

- 1. Kindly read the instructions before completing this form.
- 2. This form is to be completed in three (3) copies.
- 3. Information in this form must be clearly and neatly written / typed. Duplicate copies are allowed.

1. PERSONAL INFORMATION

i. Name

ii.	Identity Card Number	:

2

:

:

- iii. Position / Grade
- iv. Department / Faculty / Centre / Branch Campus

2. FAMILY INFORMATION

*Kindly specify staff number if spouse is a staff of UiTM.

i) Spouse (Husband/Wife)

	Name	Staff Number	Identity Card Number	Occupation / Employer's Address (if applicable)
1				
2				
-				

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ii) Children / Dependant

	Name	Age	Identity Card Number (wherever applicable)
1			
2			
3			
1			
4			
5			
6			

3. MONTHLY INCOME

			Officer	Spouse
1	Basic Salary	:	RM	RM
2	Fixed Housing Allowance	:	RM	RM
3	Fixed Public Service Allowance	:	RM	RM
4	Subsistence Allowance	:	RM	RM
5	Fixed Entertainment Allowance	:	RM	RM
6	Rented Out Properties	:	RM	RM
7	Dividends (Kindly specify)	:		
		_	RM	RM
			RM	RM
			RM	RM
8	Other revenues (Kindly specify)	:		
			RM	RM
			RM	RM
			RM	RM
	TOTAL AMOUNT	:	RM	RM

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4. LIABILITIES / MONTHLY INSTALMENTS ON DEBTS / LOAN

			Officer	Sp	Spouse		
		Total Amount of Liability (RM)	Amount of Monthly Instalment (RM)	Total Amount of Liability (RM)	Amount of Monthly Instalment (RM)		
1	Housing Loan	:					
2	Hire Purchase/	·····					
	Vehicular Loan						
3	Income Tax :						
4	Cooperative						
	Loan						
5	Education	:					
	Loan						
6	Others (Kindly spe	cify) :					
	TOTAL						

			Wife	v	Wife		
		Total Amount of Liability (RM)	Amount of Monthly Instalment (RM)	Total Amount of Liability (RM)	Amount of Monthly Instalment (RM)		
1	Housing Loan	:					
2	Hire Purchase/ : Vehicular Loan						
3	Income Tax						
4	Cooperative : Loan						
5	Education						
-	Loan						
6	Others (Kindly spe	cify) :					
	TOTAL						

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5. PROPERTY INFORMATION

Type of Property	Owner of Property and Relation to Officer (self- owned, husband's, wife's, children's, etc.)	Registered Address of Property / Registration Number / Certificate Number / etc.	Date of Acquisition	Quantity / Acre / Square Feet / Unit (if property is a dwelling / building, kindly specify the land area)	Value of Property at Time of Acquisition	Method of Acquiring the Property (through inheritance, gift, bought with sale agreement, etc.)	 Source and Amount of Financing: i) If acquired through financing, kindly specify: a. Total amount of financing b. Financial institution c. Period of financing d. Monthly instalment e. First instalment date ii) If acquired through disposition of property, kindly specify: a. Type / Registered address / Registration Number of property b. Selling price c. Date of disposal 	Other Information (if any)	For Official Use

Note: If acquisition of property is through inheritance or gift, kindly provide a copy of grant or other related documents for verification.

6. DECLARATION

I hereby confirm that all properties, liabilities and information given in this form is accurate, true and complete, and is not in contravention of any rules.

7. ACKNOWLEDGEMENT BY HEAD OF DEPARTMENT

I acknowledge that this declaration form has been duly completed and is hereby submitted to the Staff Disciplinary Committee.

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