

7.3 Steps for Seeking Sponsorship

The list below shows the steps to be followed: -

1. Submit the details of sponsors (company name, address and contact person) to the officer in-charge for checking and approval.
2. All letters to the sponsors must be sent through the **approving authorities**.
3. All letters must be written in English. However, special exceptions may be given on a case-by-case basis.
4. All cheques from sponsors must be made payable to the “IIUM OPERATING ACCOUNT”. (BMMB Account No.: 1407-000000-4716)
5. All cash received must be submitted to the **approving authority** to enable the issuance of receipt to the sponsors for the purpose of tax deductions.
6. All claims of cash/cheques from sponsors must be made by the treasurer of the programme through the **OIC**. Upon receiving the cheque/cash from the sponsors, original IIUM receipt will be issued by the Finance Division to the respective sponsors.

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