

Registrar
Registrar Office
Human Resource Development Division
UTM, Skudai

Sir/Madam,

***RESIGNATION / RELIEVE OF OFFICIAL DUTIES, END OF CONTRACT,
RETIREMENT(COMPULSORY/OPTIONAL), COMPLETION OF STUDY, ETC.**

With reference to the above, * I will complete/have completed my service in UTM on and will undertake the following actions:

	Approved by :	Note/Comments
1. Pay a one-month salary of RM..... as a 24-hour notice of resignation. Bursar
2. Return the excess salary received/ leave replacement taken earlier prior to resigning which is equivalent to RM.....	Approved by : Bursar
3. Settle all payments with reference to loans for vehicles, house, computer, etc (if any).	Approved by : Bursar
4. Fill the income tax form CP22B Pin. 3/98 and send it to Bursar Office.	Approved by : Bursar
5. Return all on-loan library items to Sultanah Zanariah UTM library.	Approved by : Librarian
6. Clear all payment (debts) to the Publisher.	Approved by : Publication Officer
7. Return all equipment owned by the faculty including the key to the room, cabinet etc.	Approved by : Bursar

- | | | | |
|-----|---|--|-------------------------|
| 8. | Return the medical treatment record book. | Approved by :
.....
Assistant Registrar
Human Resource
Division/faculty |
.....
..... |
| 9. | Return the staff identification (ID) card. | Approved by :
.....
Assistant Registrar
Managemnt and
Organisational Development
Registrar Office |
.....
..... |
| 10. | *Has/Doesn't have a Scholarship Contract/ Half-Pay Study Leave with UTM, JPA etc. | Approved by :
.....
Assistant Registrar
Human Resource Pejabat
Pendaftar
Registrar Office |
.....
..... |
| 11. | Return the key to UTM
staff house (if any)
i) Assets Office
ii) Students Affair
Office. | Approved by :
.....
Assistant Registrar
Assets Office
Students Affair Office |
.....
..... |
| 12. | Pay outstanding debts to Cooperative of UTM (if any). | Approved by :
.....
Cooperative Clerk |
.....
..... |

Enclosed with this letter is the signed Secret Official Act 1972 (Appendix F).

"SERVICE TO THE COUNTRY"

Yours sincerely ,

Name : _____ Date : _____

Identity Card No : _____

Premanent/Postal Address : _____

Phone No (if any) : _____

UNIVERSITI TEKNOLOGI MALAYSIA

APPENDIX F

LETTER OF UNDERTAKING TO BE SIGNED UPON LEAVING THE SERVICE OF THE GOVERNMENT

I have noted and understood the provisions of the Secret Official Act, 1972. The Act prohibits me from disclosing official information to anyone as it would be an offence under section 8 of the Act. The offence is punishable by law and the offender may be imprisoned for not more than seven years or be fined up to a maximum of ten thousand Ringgit or both.

Information obtained or observed whilst in service is included in the Section 8 of the Act. It is an offence in accordance with this section to disclose information without any permission and authorization to other parties or to anyone who may or may not be in the service of the Duli Yang Maha Mulia Seri Paduka Baginda Yang Di Pertuan Agong or the King or any Malaysian Government before and after my resignation.

Any disclosure without prior permission of oral or multimedia information in the forms of photographs, films, negatives, tapes, recordings, maps, plans, models, graphs, paintings, records, audio recordings, things etc. located in Malaysia or other countries acquired during the period of my service will make me liable in accordance with the Act.

I do not have in my possession or under my supervision any official codes, signals or confidential official terms, items, documents or information about passwords, badges, equipment, stamp or seals owned, used or created by any Government Department or appointed diplomats acting on behalf of the Government of Malaysia or empowered by the King, Seri Paduka Baginda who had given the permission for them to be within my authority.

Place : Signature:

IC No :

Date : Name in Block Letters :

Position :

Witnessed by :
(Signature)

Name (Witness) in Block Letters :
.....