



**MEMORANDUM**  
**NO: FOB/013/2018**

To : All Lecturer & DRP, DPV, & DPM (Final Year) students of DRB-HICOM University of Automotive Malaysia  
From : Dean  
Date : 8<sup>th</sup> October 2018  
Subject : **CILTM Convocation 2018**

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Assalam & Good day,

For DRP, DPV, & DPM final year students from FOB, you are invited to join CILTM convocation 2018. You are required to fill up the membership form, ANNEX 1 and ANNEX 2 form. The forms can be obtained from FOB admin office or Moodle.

The form to be completed and submitted together with the following documents:

- a) A passport size photograph to be pasted on the form (latest photo)
- b) A copy of I/C front and back
- c) A curriculum vitae (CV)

Please fill up the payment form (Annex 2) and remit your payment to DHU Finance Department. The fees to pay are as follow:

GRADUATION CEREMONY		Total Fee
Graduation Fees	RM480-00 per student	RM960.00
Breakfast + Lunch	RM110-00 per person	
Robe + Photography	RM170-00 per student	
MEMBERSHIP (MILT) FEE FOR FRESH GRADUATES		RM500.00
Annual subscription	RM100-00	
Certification Fee	RM100-00	
Fees subsidy by DRB-HICOM University per student		RM500.00
<b>Fees to be paid by student</b>		<b>RM460.00</b>

***\*\*Please send your transaction slip to FOB admin office or email for our record purposes.***

**Accepted Modes of Payment:**

1.1) Interbank fund transfer (Interbank GIRO/IBG or Instant transfer/IBFT) via internet banking

1.2) Interbank GIRO/IBG over the counter at any banks

- For payment mode 1.1, 1.2 & 1.3, payment must be made to our Bank Muamalat account number 1211-0000-2197-18 and made payable to HICOM University College Sdn Bhd. and can be banked into our Bank Muamalat account number 1211-0000-2197-18.

1.3) JomPAY using current/saving accounts or credit card – Biller Code : 29090

- Payment alert to : [finance@dhu.edu.my](mailto:finance@dhu.edu.my) ; Ref 1 : Name ; Ref 2 : Tel No.

The completed forms and payment slip must send to Faculty of Business & Management (FOB), DRB-HICOM University or email to [masita@dhu.edu.my](mailto:masita@dhu.edu.my) or [asri@dhu.edu.my](mailto:asri@dhu.edu.my) not later than **12<sup>th</sup> October 2018**.

For any inquiries or clarifications, please do not hesitate to contact En Samsudin bin Shafii (09-424 2567) or Pn Masita (09-424 2531).

Thank you

Yours sincerely

A handwritten signature in black ink, featuring a large, stylized loop at the beginning and a long, horizontal stroke extending to the right.

(Dr Zahari bin Abu Bakar)

Dean

Faculty of Business & Management

DRB-HICOM University of Automotive Malaysia