



**CENTRE FOR GRADUATE STUDIES
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**

**HONORARIUM PAYMENT/PROFESSIONAL FEES/TOKEN
FOR CONSULTATION WORK**

Applicant's Name: _____

Applicant's Designation: _____

Faculty/Center/Section/Department: _____

Identification No. : _____ Staff No. : _____

APPLICATION DETAILS

(Please mark X in the appropriate box)

Honorium

Token

Professional

Amount of consultation fees: RM _____

Based on the following rate (Please complete the relevant field below):

(a) _____ *(lump sum) for one project*

(b) _____ per month x _____ month(s)

(c) _____ per day x _____ day(s)

(d) _____ per hour x _____ hour(s)

(e) Other rate (Please specify) _____

(Please attach the approval minute from the Financial Standing Committee, Management Committee, Graduate Studies Committee or the letter of approval from sponsor who has fixed the payment rate)

Name of Project/Activity: _____

Cost Centre

--	--	--	--

Description of task performed:-

Assessment of thesis for Master of Science/ Philosophy Doctor _____

Student's Name:- _____

Matric No.:- _____

DETAILS OF CONSULTATION FEES RECEIVED FOR THE YEAR

--	--	--	--

No.	Date	Voucher No.	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total			

Note: Please attach separate sheets if the columns above are insufficient

DECLARATION

I hereby declare:

- (a) Details in this claim form are true and I have never submitted the claims as stated in this form.
- (b) I have acknowledged all consultation fees paid to me for this year as in the table above.
- (c) I am fully responsible in testifying all consultation fees received from the university every year to Inland Revenue Board of Malaysia (LHDN).

Date: _____

Applicant's Signature: _____

Certified:

- (a) I have given permission to the person above to conduct consultation work as claimed.

- (b) The claim is approved / rejected.

Date: _____

Signature of the Head of PTJ: _____

CERTIFICATION BY THE CENTRE FOR GRADUATE STUDIES

It is hereby certified:

- (a) The claims have been checked and the total amount for consultation fees received by the applicant is RM_____ for the year_____
- (b) The total amount of consultation fees payable to the applicant based on the current university's rules and regulations is _____

Date: _____

Signature: _____
Stamp: _____