



IJN COLLEGE

WORK INSTRUCTION

TITLE:

RENEWAL OF AGGREEMENT OR MOU

DOCUMENT IDENTIFICATION:

IJNC-ADA-04

UNIT / DEPARTMENT / DIVISION:

IJN COLLEGE

EFFECTIVE DATE:

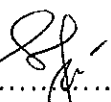
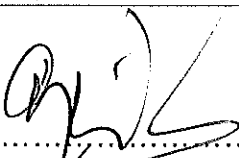
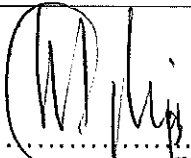
1 APRIL 2017

VERSION:

1

REVISION:

0

Prepared by	Reviewed by	Approved by
 Safarina Mohd Salleh Executive	 Abd Latif Mohamed Senior Manager	 Date: Seri Dr. Mohd Azhari Yakub Chief Executive
Date: 12/7/2017	Date: 17/7/2017	Date: 25/7/2017

Work Instruction Title	Renewal of Agreement or MOU	Effective Date : 1 March 2017
Document Identification	IJNC-ADA-04	Next Version Review : 1 March 2020
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Amendment List

Date	Description of changes	Requested by	Approved by
		Name and designation	Name and designation

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1.0 Flow Chart

Process Flow	Responsibility	Document / Record
<pre> graph TD Start([Start]) --> Alerted[Alerted] Alerted --> Status{Status} Status --> Amend{Amendment} Amend --> AmendDraft[Amend draft] AmendDraft --> ReviewLegal[Reviewed by Legal Unit & ARC] ReviewLegal --> Forward[Forward to the counterpart] Forward --> Agree{Agree} Agree --> Amended[Amended] Amended --> ReviewIJNC[Reviewed by IJNC, Legal Unit & ARC] ReviewIJNC --> Agreed[Agreed] Agree --> Signed[Signed & Stamp] Amended --> Signed Agreed --> Signed Signed --> Filing[Filing] Filing --> End([End]) </pre>	<p>Executive IJNC Executive Legal Unit</p> <p>Chief Executive/ Senior Manager</p> <p>Chief Executive/ Senior Manager</p> <p>Executive Legal Unit/ ARC</p> <p>Senior Manager</p> <p>Counterpart</p> <p>Senior Manager/ Executive Legal Unit and ARC</p> <p>Chief Executive/ Senior Manger</p> <p>Executive</p>	<p>Draft of Agreement/ MOU</p> <p>Draft of Agreement/ MOU</p> <p>Draft of Agreement/ MOU</p> <p>Draft of Agreement/ MOU</p> <p>Final Draft of Agreement/ MOU</p> <p>The Agreement/ MOU</p> <p>1. IJNC Agreement File (the copy) 2. Legal Unit Agreement File (Original Copy)</p>

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2.0 Work Instruction

2.1 The system will alert the Executive EIGHT (8) months prior to expiry of the agreement while the Legal Unit will alert College SIX (6) months prior to expiry.

2.2 Senior Manager to consult the Chief Executive on renewal status.

2.3 If the agreement/MOU to be renewed without amendment, Senior Manager shall proceed with the renewal processes.

2.4 If the agreement/MOU to be renewed with amendment, Senior Manager will draft the amendment.

2.5 The draft to be forwarded to Legal Unit and to the Audit, Risk and Compliance (ARC) Department to be reviewed, before forwarding to the counterpart.

2.6 Reviewed draft to be forwarded by Senior Manger to counterpart for review.

2.7 The counterpart may amend the draft and if so, this shall be reviewed by IJNC, Legal Unit and ARC.

2.7 The final draft to be reviewed by Legal Unit and ARC again before signing by Chief Executive.

Related documents:

1.