

SOLICITOR GUIDELINES ON PREPARING DOCUMENT FOR EXECUTION

JURIS CREDIT SYSTEM

Complete the checklist for Customer Execution Stage until the stage change to Pending Physical BC before submitting the document.



For every query cases, solicitor must make sure they have received the physical documents first before completing the checklist (Customer Execution Stage).



Make sure all the details in checklist are accurate (Date of SPA, party type, 3rd party details, property details, case type & financing scheme).



Solicitor needs to choose the COLLECTION MODE (self-collection/normal post/courier) in the system.

PHYSICAL DOCUMENTS (BORANG CAGARAN)

Solicitors are NOT ALLOWED to amend any Clauses, Sections, Items & Particulars in the agreement without written consent/instruction from LPPSA.



Insert "NOT APPLICABLE" for any section which is not applicable - do not leave it blank or permanently removed.

Solicitor to INITIAL & AFFIX firm rubberstamp for any amendment/ strikethrough made to the agreement.



**ORIGINAL
DUPLICATE**

Solicitor to affix ORIGINAL or DUPLICATE at cover page for every documents.

Secunder Assignment Case

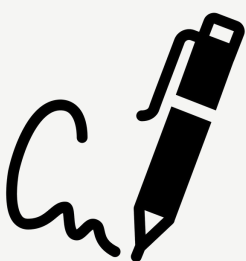
- **Insert details of developer & vendor in relevant column.**
- **CTC Principal SPA is required as supporting document.**



Insert SELLING PRICE (Islamic)/ LOAN AMOUNT (Conventional) in Form 16A/ MOC/ Form H.

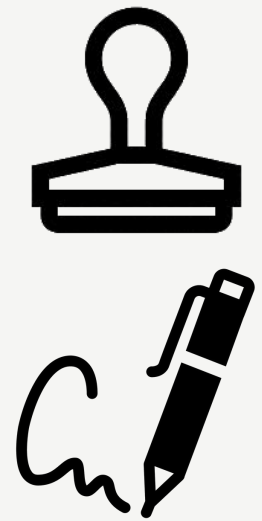
3rd Party Islamic Financing Application

- **Letter of Hibah I & II are compulsory to be presented/forwarded to LPPSA during execution.**
- **Date Letter of Hibah I (must be before/same date upon signing of PPA).**



Customer to initial at every page - SCHEDULES ONWARDS.

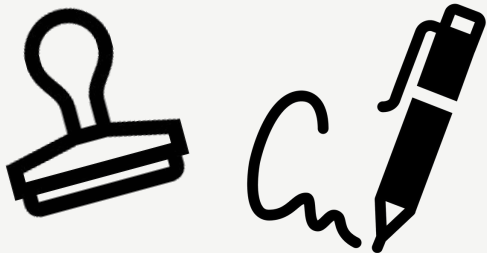
Solicitor to witness LPPSA's and customer's signatory on signing page in all security documents EXCEPT for document Form 16A/ MOC/ Form H for Malay Reserve Land & any similar category of land.



For purchase of property in Kelantan Malay Reserve Land, Solicitor is required to present supporting documents (birth certificate/father's birth certificate/consent from Land Administrator).



SPA/ Proclamation of Sale/ Contract Agreement is valid, within completion date and stamped.



Cover Letter must be completed with Solicitor's signature and firm stamp.

All supporting documents MUST BE STAMPED (CTC).



CTC Letter of Offer & Memorandum of Acceptance MUST BE SUBMITTED TOGETHER.

SOLICITOR GUIDELINES ON PREPARING ADVICE TO RELEASE (ATOR)

JURIS CREDIT SYSTEM

COMPLETE THE CHECKLIST FOR AR SOLICITOR 1 STAGE AND AR SOLICITOR 2 STAGE (IF APPLICABLE) UNTIL THE STAGE CHANGE TO PENDING PHYSICAL AR 1 STAGE AND PENDING PHYSICAL AR 2 STAGE (IF APPLICABLE) BEFORE SUBMITTING THE DOCUMENT.



UPLOAD RELEVANT DOCUMENTS IN THE CHECKLIST.

COVER LETTER MUST BE GENERATED FROM SYSTEM.



PHYSICAL DOCUMENTS



SOLICITOR TO WITNESS LPPSA'S AND CUSTOMER'S SIGNATORY ON SIGNING PAGE IN ALL SECURITY DOCUMENTS.

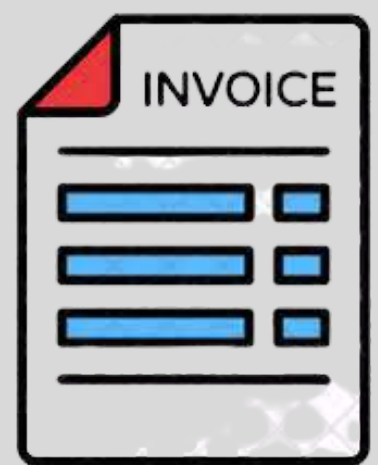
A COPY OF BANK STATEMENT (CLIENT'S/OFFICE ACCOUNT) & LAMPIRAN A1/A2 (HDA) TO BE ENCLOSED.



DOCUMENTATION SOLICITOR IS REQUIRED (MANDATORY) TO PROVIDE BORANG 3 - AKUJANJI PEMEGANG PERTARUHAN FOR EACH APPLICATION.

LEGAL FEES :-

- **THE INVOICE MUST BE SUBMITTED DURING 1ST ADVICE (UNENCUMBERED CASE).**
- **THE INVOICE MUST BE SUBMITTED DURING 2ND ADVICE (ENCUMBERED CASE).**
- **PAYMENT DETAILS MUST BE FILLED IN ADVICE CHECKLIST.**



DIFFERENTIAL SUM MUST BE SETTLED PRIOR TO 1ST ADVICE. (LEGAL FEES & FINANCING/LOAN AMOUNT)

CONSENT LETTER FROM LPPSA (CREDIT ADMINISTRATION 2 DEPARTMENT) IS REQUIRED FOR JOINT FINANCING WITH OTHER FINANCIER.

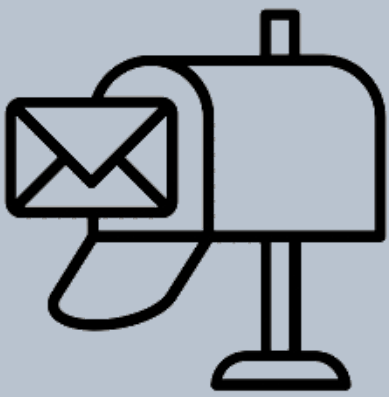




**SIGNING PAGE OF ATOR
MUST BE COMPLETED
WITH SOLICITOR'S
SIGNATURE AND FIRM
STAMP.**

**ALL SUPPORTING
DOCUMENTS MUST BE
CERTIFIED TRUE
COPY(CTC) BY SOLICITOR.**

**CERTIFIED
TRUE COPY**



**FULL SET OF CTC SPA TO
BE SUBMITTED AND
UPLOADED IN JURIS CREDIT
(CHARGE CASES).**

**ORIGINAL STAMPED
LETTER OF OFFER AND
MEMORANDUM OF
ACCEPTANCE MUST BE
SUBMITTED TOGETHER
DURING THE 1ST ADVICE.**

