



PRACTICAL MANUAL FOR SUBMISSIONS TO THE
PTGWPKL



1. Memorandum of Transfer (Section 215 NLC)

No.	Transfer Type	Documents Required
1.	Liquidator – Purchaser	<ul style="list-style-type: none"> - Form 14A; - Original Title; - Liquidator Order; - Latest quit rent receipt duly certified as true copy by the solicitors; - Identity card of Purchaser certified as true copy by the solicitors; - Original Letter of Approval of Consent to Transfer / Foreigner Consent (if applicable)
2.	Transfer (Company - Individual)	<ul style="list-style-type: none"> - Form 14A; - Original Title; - Latest quit rent receipt duly certified as true copy by the solicitors; - Blanket Consent (duly certified as true copy by the Land Office) / Original Letter of Approval of Consent to Transfer / Foreigner Consent (if applicable) <p><u>Individual</u></p> <ul style="list-style-type: none"> - Identity card duly certified as true copy by the solicitors. <p><u>Company – Execution by company seal</u></p> <ul style="list-style-type: none"> - Form 49 duly certified as true copy by the company secretary; - Memorandum of Article of Association duly certified as true copy by company secretary (applicable for Malay Reservation); - Latest SSM search (valid for 3 months). <p><u>For Estate</u></p> <p><u>Transferee as Administrator/Executor</u></p> <ul style="list-style-type: none"> - Letter of Administration / Grant of Probate / Borang F duly certified as true copy by the Court or JKPTG; <p><u>Transferee as Beneficiary</u></p> <ul style="list-style-type: none"> - Copy of Grant of Probate / Court Order / Borang F & E duly certified as true copy by JKPTG; - Identity card duly certified as true copy by the solicitors. <p><u>Transferee (buying under Order for Sale)</u></p> <ul style="list-style-type: none"> - Court Order duly certified as true copy by the Court.

No.	Transfer Type	Documents Required
3.	Transfer (Individual – Individual)	<ul style="list-style-type: none"> - Form 14A; - Original Title; - Latest quit rent receipt duly certified as true copy by the Solicitors; - Identity card of Vendor/Purchaser duly certified as true copy by the Solicitors; - Original Letter of Approval of Consent to Transfer / Foreigner Consent (if applicable)
4.	Transfer (Company)	<ul style="list-style-type: none"> - Form 14A; - Original Title; - Latest quit rent receipt duly certified as true copy by solicitors; - Blanket Consent (duly certified as true copy by Land Office) / Original Letter of Approval of Consent to Transfer / Foreigner Consent (if applicable) <p><u>Company – Execution by company seal</u></p> <ul style="list-style-type: none"> - Form 49 duly certified as true copy by company secretary; - Memorandum of Article of Association duly certified as true copy by company secretary (applicable for Malay Reservation); - Latest SSM search (valid for 3 months).

2. Charge (Section 242 NLC)

Individual Title	Strata Title
<p>Documents required:-</p> <ul style="list-style-type: none"> (a) Charge Form (16A) original & Bank Annexure (duly endorse with stamp duty); (b) Copy of Facility Agreement endorsement duly certified by as true copy by solicitors; (c) Duplicate copy Form (16A) & Bank Annexure (duly stamped); (d) Consent to Charge / Foreigner Consent (if applicable); (e) Original Title; (f) Latest quit rent receipt duly certified as true copy by the solicitors. 	<p>Documents required:-</p> <ul style="list-style-type: none"> (a) Charge Form (16A) original & Bank Annexure (duly endorse with stamp duty); (b) Copy of Facility Agreement endorsement duly certified by as true copy by solicitors; (c) Duplicate copy Form (16A) & Bank Annexure (duly stamped); (d) Blanket Consent to Charge / Foreigner Consent (if applicable); (e) Original Strata Title; (f) Latest quit rent receipt duly certified as true copy by the solicitors.

Individual Title	Strata Title
<p>Individual (g) Identity Card of chargor (s) duly certified as true copy by the solicitor. (Individual Chargor).</p> <p>Company (h) Form 49 duly certified as true copy by the company secretary. (i) Latest SSM Search (valid for 3 months).</p>	<p>Individual (g) Identity Card of chargor (s) duly certified true copy by solicitor. (Individual Chargor).</p> <p>Company (h) Form 49 duly certified as true copy by the company secretary. (i) Latest SSM Search (valid for 3 months).</p>

3. Discharge Registration (Section 278 NLC)

Strata Title / Landed Title
<p>Documents Required:-</p> <p>(a) Form 16N; (b) Original Title and Duplicate Charge (Form 16A); (c) Latest quit rent receipt duly certified as true copy by the solicitors.</p>

4. Application for Consent to Transfer

Strata Title / Landed Title
<p>Documents required:-</p> <p>(a) Jadual 17 together with Statutory Declaration duly affirmed by the Commissioner for Oath; (b) Title for the property duly certified as true copy by the solicitor; (c) Identification documents of both the Vendor/Owner and Purchaser/Beneficiary; (d) Sale and purchase agreement/ conveyance instruments duly certified as true copy by the solicitor; (e) Latest paid Quit Rent and Assessment Receipts.</p> <p>Individual (f) Identity card of both the Vendor/Owner and Purchaser/Beneficiary duly certified as true copy by the solicitor.</p> <p>Company (g) Form 24, 49 and Memorandum of Article of Association duly certified as true copy by the company secretary; (h) Board Resolution for selling/ purchasing the property duly certified as true copy by the company secretary.</p>

Foreigner Consent

Documents Required:-

- (a) Jadual 18 together with Statutory Declaration duly affirmed by the Commissioner for Oath;
- (b) Individual/Strata Title for the property duly certified as true copy by the solicitor;
- (c) Identification documents of both the Vendor/Owner and Purchaser/Beneficiary;
- (d) Sale and purchase agreement/ conveyance instruments duly certified as true copy by the solicitor.
- (e) Latest paid Quit Rent and Assessment Receipts.

Individual

- (f) Valid passport of both the Vendor/Owner and Purchaser/Beneficiary duly certified as true copy by the solicitor.

Company

- (g) Form 24, 49 and Memorandum of Article of Association duly certified as true copy by the company secretary;

5. Registration for Private Caveat (Section 323 NLC)

Documents required:-

- (a) Form 19B (to be signed using Black Ink Fountain / Gel Pen only) duly attested by solicitors;
- (b) Statutory Declaration affirmed by Commissioner for Oath.

6. Application for Change of Name (Section 378 NLC)

Documents required:-

Individual

- (a) Change of Name Form (Section 378 NLC);
- (b) Certified true copy of Identity Card (MyKad);
- (c) Statutory declaration affirmed by Commissioner for Oath;
- (d) Original Title.

Company

- (a) Form 13 (Companies Act 1965);
- (b) Change of Name Form;
- (c) Original Title.

Change of Passport – Foreigners (if applicable)

- (a) A copy of New Passport and Old Passport duly certified by solicitors;
- (b) Statutory Declaration affirmed by Commissioner for Oath;
- (c) Original Title.