

1. Memorandum of Transfer (Section 215 NLC)

| No. | Transfer Type | Documents Required |
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| 1. | Liquidator – Purchaser | <ul style="list-style-type: none"> - Form 14A; - Original Title; - Liquidator Order; - Payment of Quit rent/Parcel rent; - 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; - Payment of Quit rent/Parcel rent; - 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</u></p> <ul style="list-style-type: none"> - Latest SSM search (valid for 3 months). - Memorandum of Article of Association/ Company Resolution on Malay-holding shares duly certified as true copy by company secretary (applicable for Malay Reservation); - Supporting document(s) if signatory is not the Director/Secretary in SSM Search. <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; - Identity card duly certified as true copy by the solicitors. <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 |
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| | | <ul style="list-style-type: none"> - Identity card duly certified as true copy by the solicitors. |
| 3. | Transfer (Individual – Individual) | <ul style="list-style-type: none"> - Form 14A; - Original Title; - Payment of Quit rent/Parcel rent; - 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; - Payment of Quit rent/Parcel rent; - 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</u></p> <ul style="list-style-type: none"> - Latest SSM search (valid for 3 months). - Memorandum of Article of Association/ Company Resolution on Malay-holding shares duly certified as true copy by company secretary (applicable for Malay Reservation); - Supporting document(s) if signatory is not the Director/Secretary in SSM Search. |

2. Charge (Section 242 NLC)

| Individual Title | Strata Title |
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| <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) Payment of Quit rent/Parcel rent; | <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) Payment of Quit rent/Parcel rent; |

| 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</p> <ul style="list-style-type: none"> - Latest SSM search (valid for 3 months). - Supporting document(s) if signatory is not the Director/Secretary in SSM Search. | <p>Individual (g) Identity Card of chargor (s) duly certified true copy by solicitor. (Individual Chargor).</p> <p>Company</p> <ul style="list-style-type: none"> - Latest SSM search (valid for 3 months). - Supporting document(s) if signatory is not the Director/Secretary in SSM Search. |

3. Discharge Registration (Section 278 NLC)

| Strata Title / Landed Title |
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| <p>Documents Required:-</p> <ul style="list-style-type: none"> (a) Form 16N; (b) Original Title and Duplicate Charge (Form 16A); (c) Payment of Quit rent/Parcel rent; |

4. Application for Consent to Transfer

| Strata Title / Landed Title |
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| <p>Documents required:-</p> <ul style="list-style-type: none"> (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) Payment of Quit rent/Parcel rent; <p>Individual</p> <ul style="list-style-type: none"> (f) Identity card of both the Vendor/Owner and Purchaser/Beneficiary duly certified as true copy by the solicitor. <p>Company</p> <ul style="list-style-type: none"> (a) Latest SSM search (valid for 3 months). (b) Memorandum of Article of Association/ Company Resolution on Malay-holding shares duly certified as true copy by company secretary (applicable for Malay Reservation); (c) Supporting document(s) if signatory is not the Director/Secretary in SSM Search. |

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) Payment of Quit rent/Parcel rent;

Individual

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

Company

- (a) Latest SSM search (valid for 3 months).
- (b) Memorandum of Article of Association/ Company Resolution on Malay-holding shares duly certified as true copy by company secretary (applicable for Malay Reservation);
- (c) Supporting document(s) if signatory is not the Director/Secretary in SSM Search.

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.