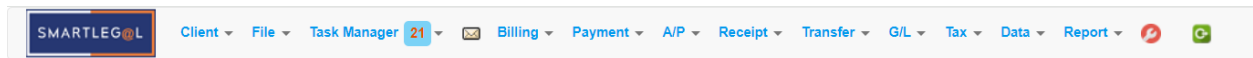


Creating File with Developer's, Purchaser's and Bank's Details



- Click on the “Client” from the navigation bar on top.
- Then, select the second option which is Manage Client

- To add a client(no matter in what category), you should click on the “+New Client” button on the top left corner.

Normal Client(Purchasers/Borrowers)

- Fill in all the available information.
- Most importantly, you should make sure that the Category stays as Client.

Developer

Separk Sdn Bhd

New

Edit

Close

C/SSB/280692 | Separk Sdn Bhd | Developer

General

More Details

Statutory Requirements

Contact Details

Documents

Quotation

Billing

Receipt

Payment Voucher

Login Info

Properties

Client

Client Code: C/SSB/280692 ☒ Active

Client Name:

Category:

Register Date:

Tags:

Personal Info.

New IC No.:

Old IC No.:

Nationality:

Passport No.:

Birth Date:

Gender:

Company Info.

Com. Reg. No.:

Branch/Office:

GST Reg. No.:

GST Status Verified:

GST Status Deregistration:

Contact Info.

Tel No.:

Mobile No.:

Fax No.:

Email:

Billing Address:

Register Address:

Corres. Address:

- Select Developer from the Category drop-down list
- Then you should fill in the developer's name and all the available informations

Bank

OSBC Bank

Save

Cancel

Close

C/OB/280700 OSBC Bank |Bank

General

More Details

Statutory Requirements

Contact Details

Documents

Quotation

Billing

Receipt

Payment Voucher

Login Info

Properties

Client

Client Code:

C/OB/280700

☒ Active

Client Name:

OSBC Bank

Category:

Bank

Register Date:

09/Jan/2024

Tags:

Personal Info.

New IC No.:

Old IC No.:

Nationality:

Malaysia

Passport No.:

Birth Date:

Gender:

Company Info.

Com. Reg. No.:

12345

Branch/Office:

Kuala Lumpur

GST Reg. No.:

GST Status Verified:

GST Status Deregistration:

Contact Info.

Tel No.:

0173126578

Mobile No.:

0173126578

Fax No.:

Email:

Billing Address:

92 Jln Transfer Georgetown, 10050 Georgetown Penang, Malaysia

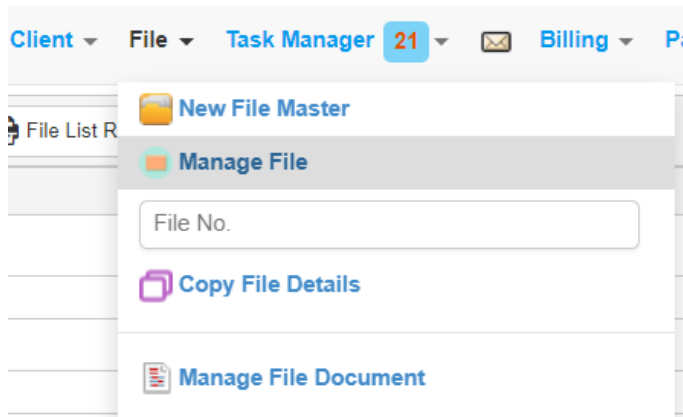
Register Address:

92 Jln Transfer Georgetown, 10050 Georgetown Penang, Malaysia

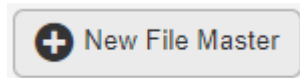
Corres. Address:

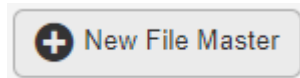
92 Jln Transfer Georgetown, 10050 Georgetown Penang, Malaysia

- Select the category from client to bank.
- To add a new bank, you must fill in the bank's branch else you will not be able to proceed to create a new one.



- Then, select “File” from the navigation menu and choose “Manage File”.



- Choose  after you have reached the “Manage File” page.

New File Wizard

> Next < Previous X Cancel ☒ Open file record after save **New File Wizard**

1. General 2. Data Mapping 3. Summary

File Type: Loan WT - Loan WT

Subject Matter:

File Group:

File Status: KIV

Task Template:

Tasks' Assign To: (Template Default)

File No. Format: Free Text (DIY)

File No.: test12333333

Control Account: 300-0001 - TRADE DEBTOR

P.I.C.: Jay

Lawyer:

Tasks' Recipients: (Template Default)

Department:

+ Add Client - Remove + New Client

Default?	Role	Client Code	Name	Category	New IC/Reg. No.	Office/Branch
No records available.						

- You must fill in the P.I.C and File No.
- Then, you should proceed with adding clients by clicking on the “+Add Client” button.

New File Wizard

> Next < Previous X Cancel

Open file record after save

1. General 2. Data Mapping 3. Summary

File Type: Subject Matter: File Group: File Status: Task Template: Tasks' Assign To: File No. Format: File No.:

Search Client

Search

Client Code: Client Name: Register Date (From):

Register Date (To): Client Category: Client ID No.:

Contact Info.: Tel No./Mobile No./Fax No./Email: Client Tag: Branch/Office:

Client's Status: Active In-active

Select & Close

Drag a column header and drop it here to group by that column

#	Client C...	Client Name	Register ...	C...	Com. Re...	New IC No.	Office/Br...	Remark
1	★ C/SSB/280704	IT Solution Sdn Bhd	10/Jan/2024	Client	C-2343423		Setapak	
2	★ C/ASB/280687	ABC Sdn Bhd	09/Jan/2024	Client	213221		Setapak	
3	★ C/CB/280697	CIMB Bank	09/Jan/2024	Bank	C-288945		Setapak	
4	★ C/J/280698	JX	09/Jan/2024	Client		080887085577		
5	★ C/OB/280700	OSBC Bank	09/Jan/2024	Bank	12345		Kuala Lumpur	
6	★ C/SSB/280692	Separk Sdn Bhd	09/Jan/2024	Develo...	C-234432		Setapak	
7	★ Soo	Tan Soo Chian	22/Dec/2023	Client				
8	★ Yung	Yung	22/Dec/2023	Client				
9	★ C/LLJ/280685	Lim Lee Jun	08/Oct/2023	Client		980903-09-6482		

- Find and choose the client that you want to add. You are allowed to choose multiple clients.
- After making decision, you should press the “Select & Close” button.

New File Wizard

> Next < Previous X Cancel

Open file record after save

1. General 2. Data Mapping 3. Summary

File Type: Loan WT - Loan WT

Subject Matter:

File Group: Control Account: 300-0001 - TRADE DEBTOR

File Status: KIV P.I.C.: Jay

Task Template: Lawyer:

Tasks' Assign To: (Template Default) Tasks' Recipients: (Template Default)

File No. Format: Free Text (DIY) Department:

File No.: test123333333

Add Client Remove New Client

Default?	Role	Client Code	Name	Category	New IC/Reg. No.	Office/Branch
<input type="checkbox"/>	Bank	C/OB/280700	OSBC Bank	Bank	12345	Kuala Lumpur
<input checked="" type="checkbox"/>	Client	C/J/280698	JX	Client	080887085577	
<input type="checkbox"/>	Client	Yung	Yung	Client		
<input type="checkbox"/>	Developer	C/SSB/280692	Separk Sdn Bhd	Developer	C-234432	Setapak

- By default, you should always tick one of them (could be multiple) as a representative.
- Click on the “> Next” button.

New File Wizard

> Next < Previous X Cancel

Open file record after save

1. General 2. Data Mapping 3. Summary

File Type: Loan WT

Auto Mapping Clear All Mapping

Section	Field Name	Client Mapping
Purchaser Details	Purchaser Details > Purchaser Name	JX (080887085577), Yung
Purchaser Details	Purchaser Company Details > Purchaser Company Name	
Purchaser Details	Purchaser Company Details > Purchaser Director Name	
Borrower Details	Borrowers Details > Borrower Name	
Borrower Details	Borrower Company Details > Borrower Company Name	
Borrower Details	Borrower Company Details > (B)Director Name	
Borrower Bank	Borrowers Bank Name	OSBC Bank
Borrower Bank	SDC Bank Name	
Developer Details	Developer Name	Separk Sdn Bhd (C-234432)
Guarantor Details	Guarantor > Guarantor Name	
Guarantor Details	Guarantor Director Details > (G)Director Name	
Vendor Details	Vendor Detail > Vendor Name	
Vendor Details	Vendor Company Details > Vendor Company Name	
Vendor Details	Vendor Company Details > Vendor Director Name	

- Click on the empty space to choose the clients from the drop-down list accordingly.
- For Purchase Details and Borrower Details, the first selected purchaser/borrower is served as the primary purchaser/borrower, second selected purchaser/borrower is served as the secondary purchaser/borrower and so forth.
- After filling in all details, click on ">Next" to proceed.

New File Wizard

Save File < Previous X Cancel

Open file record after save

1. General 2. Data Mapping 3. Summary

Summary:

- File No.: test123333333
- File Type: Loan WT
- File Status: KIV
- PIC: Jay
- Lawyer:
- Task Template:
- Tasks' Assign To:
- Department:
- Client(s): OSBC Bank (12345), JX (080887085577), Yung, Separk Sdn Bhd (C-234432)
- Data Mapping: 3

Click "Save File" button to save the details.

- Then, you may see this page.
- Select "Save file" if you have done checking.

test12333333

Edit

File Details

Close

test12333333 | 10/Jan/2024 | Loan WT | Jay

General

Details

Summary

Documents

Tasks

Workflow

Messaging

Billing

Receipt

Payment

FD

Transfer

Journal

Properties

File Master

File No.:

test12333333

File Type:

Loan WT

Subject:

Department:

Tags:

Control Account:

300-0001 - TRADE DEBTOR

File Date:

10/Jan/2024

Proposed Close:

File Group:

File Status:

KIV

Running No.:

0

PIC:

Jay

Partner:

Default?	Role	Client Code	Name	Category	New IC/Reg. No.	Office/Branch
<input type="checkbox"/>	Bank	C/OB/280700	OSBC Bank	Bank	12345	Kuala Lumpur
<input checked="" type="checkbox"/>	Client	C/J/280698	JX	Client	080887085577	
<input type="checkbox"/>	Client	Yung	Yung	Client		
<input type="checkbox"/>	Developer	C/SSB/280692	Separk Sdn Bhd	Developer	C-234432	Setapak

File's Mailing List:

	Client Name	Contact Name	Email
<input checked="" type="checkbox"/>	OSBC Bank		
<input checked="" type="checkbox"/>	JX		dads@gmail.com
<input checked="" type="checkbox"/>	Yung		
<input checked="" type="checkbox"/>	Separk Sdn Bhd		Spark@mail.com

- Then, choose "File Details".

Edit

Preview Form (V)

#

Close

File No.: test12333333

File Type: Loan WT

Property Purchase Price

Property Particulars

SPA General

Purchaser Details

Borrower Details

3rd party charger

Borrower Bank

Loan Amount

Loan General

Loan Islamic

Developer Details

Guarantor Details

Vendor Details

Vendor Bank

Proprietor Details

Redemption Details

Purchaser Solicitor

Vendor Solicitor

SPA Solicitor

Refinance Details

Previous Financier

Master Chargee Bank

Purchaser Bank

ACP Branch

Attorney Particulars of Borrower Bank

Purchaser Details

Purchaser Details (2)

Purchaser Name	Purchaser NRIC	Purchaser Old IC	Purchaser Date of Birth	Purchaser Address
JX	080887085577		26/Oct/2008	Ground Floor, Taman Sri Dagang, 97008 Bint...
Yung				

Purchaser Company Details (0)

Purchaser Company Name	Purchaser Company No	Purchaser Registered Ad...	Purchaser Company Add...	Purchaser Company Fax	Purchaser Director Name	Purchaser Director NRIC	Purchaser Director Addre...
No records available.							

Purchaser Remarks

Company Secretary Name

File No.: test123333333 File Type: Loan WT

Borrower Bank

Ref Borrowers Bank	Borrower Bank Account No
Borrowers Bank Name OSBC Bank	Borrowers Bank Company No 12345
Borrower Bank Branch OSBC Bank	Borrowers Bank Registered Address 92 Jin Transfer Georgetown, 10650 Georgetown Penang, Malaysia
Borrowers Bank Branch Address 92 Jin Transfer Georgetown, 10650 Georgetown Penang, Malaysia	Borrowers Bank Corr Address 92 Jin Transfer Georgetown, 10650 Georgetown Penang, Malaysia
Borrower Bank Tel No 0173126578	Borrower Bank Fax No
Borrower Bank Email	Borrower Bank Reg Add Street 92 Jin Transfer Georgetown

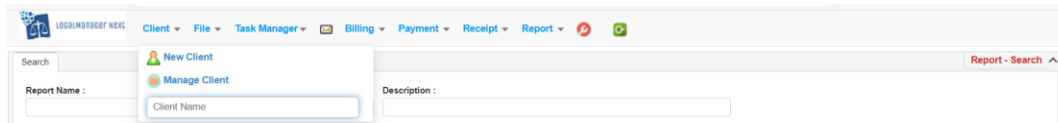
File No.: test123333333 File Type: Loan WT

Developer Details

Developers Ref No	Developer License No
Developer Name Separk Sdn Bhd	Developer Company No C-234432
Developer Branch Separk Sdn Bhd	Developer Registered Address
Developer Address	Developer Tel No 03-04331224
Developer Email Spark@mail.com	Developer Fax
Developer City	Developer Street
	Developer State

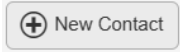
- You may see all the purchaser, borrower, developer etc chosen just now are automatically filled up here.

How to Create File with Purchaser's Company



- Click on the “Client” from the navigation bar.

- Fill in all the details after you clicked on the “Client” Windows pops up.

- Then, select “Contact Details” which places at the fourth tab on the navigation bar.
- Add new Director’s details by clicking on the  button.

- Fill in all the details as much as possible.
- If you wish to add more Directors, you may repeat the above steps.
- Eventually, click “Save” on the top left corner.



New File Wizard

> Next < Previous X Cancel ☒ Open file record after save

1. General 2. Data Mapping 3. Summary New File Wizard

File Type:
 Subject Matter:
 File Group:
 File Status:
 Task Template:
 Tasks' Assign To:
 File No. Format:
 File No.:
 Run. No. Year Lawyer User Def. Code User Def. Code 2
 TT/C/ 17503 / 24 / / / /

Add Client Remove New Client

Default?	Role	Client Code	Name	Category	New IC/Reg. No.	Office/Branch
No records available.						

- Select the File Type.

New File Wizard

> Next < Previous X Cancel ☒ Open file record after save

1. General 2. Data Mapping 3. Summary New File Wizard

File Type: DD WOT -
 Subject Matter:
 File Group:
 File Status: Work In Progress
 Task Template:
 Tasks' Assign To: (Template Default)
 File No. Format: Conveyancing
 File No.:
 Run. No. Year Lawyer User Def. Code User Def. Code 2
 TT/C/ 17503 / 24 / / / /

Add Client Remove New Client

Default?	Role	Client Code	Name	Category	New IC/Reg. No.	Office/Branch
No records available.						

- Select the PIC from the drop-down list.

New File Wizard

> Next < Previous X Cancel ☒ Open file record after save

1. General 2. Data Mapping 3. Summary New File Wizard

File Type: DD WOT -
 Subject Matter:
 File Group:
 File Status: Work In Progress
 Task Template:
 Tasks' Assign To: (Template Default)
 File No. Format: Free Text
 File No.: test12314
 Run. No. Year Lawyer User Def. Code User Def. Code 2
 TT/C/ 17503 / 24 / / / /

Add Client Remove New Client

Default?	Role	Client Code	Name	Category	New IC/Reg. No.	Office/Branch
No records available.						

- Select File No Format and key in the File No.

- Click on the  button

Search Client

Search Client - Search

Client Code : Client Name : Register Date (From) : Date in text

Register Date (To) : Date in text

Contact Info.* : Tel No./Mobile No./Fax No./Email

Client's Status : ☒ Active ☐ In-active

Client Category : (All)

Client ID No.* : New/Old IC No./Passport/Com. Reg. No.

Client Tag : (All)

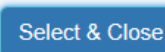
Branch/Office :

File No. :

Select & Close

Drag a column header and drop it here to group by that column

	Client Code	Client Name	C...	Register ...	Com. Re...	New IC No.	Office/Br...	Remark
<input checked="" type="checkbox"/>	★ C/A/283622	ATM	Client	15/Jan/2024	C-77857		Seremban	
<input type="checkbox"/>	★ TT/C4573/09/T/...	Atmac Equipment (M) Sdn Bhd	Client	27/Apr/2011				Lot 2.44, Jalan SU7, Lion Industrial Park, Persiaran Tengku Ampuan
<input type="checkbox"/>	★ BaPM	Batmanathan a/l P. Murugesu	Client	27/Apr/2011				No. 20, Jalan 9, Tmn Usaha Jaya, 52100 Kepong, Sel DE
<input type="checkbox"/>	★ C/FBAK/282756	FATMAH BINTI AB KADIR	Client	30/Aug/2022		670930-03-5166		

- Search the client by either typing in the Client Code or Client Name.
- Then, tick on the particular client that you wish to add in. Click on  button after you have done selecting.

New File Wizard

> Next < Previous X Cancel ☒ Open file record after save

1. General 2. Data Mapping 3. Summary New File Wizard

File Type: DD WOT -

Subject Matter:

File Group: Control Account: 3000/000 - Trade Debtors

File Status: Work In Progress P.I.C.: tyt

Task Template: Lawyer:

Tasks' Assign To: (Template Default) Tasks' Recipients: (Template Default)

File No. Format: Free Text Department:

File No.: test12313

☒ Add Client ☐ Remove ☒ New Client

Default?	Role	Client Code	Name	Category	New IC/Reg. No.	Office/Branch
<input checked="" type="checkbox"/>	Client	C/A/283622	ATM	Client	C-77857	Seremban

- The output will be like the above figure. Click on the ">Next" button.

New File Wizard

> Next < Previous X Cancel ☒ Open file record after save

1. General 2. Data Mapping 3. Summary New File Wizard

File Type: Auto Mapping Clear All Mapping

Section	Field Name	Client Mapping
Borrower Details	Borrower Details > Borrower Name	
Borrower Details	Borrower Company Details > Borrower Company Name	
Borrower Details	Borrower Company Details > (B)Director Name	
Borrower Details	Borrower Correspondence Address	
Purchaser Details	Purchaser Details > Purchaser Name	
Purchaser Details	Purchaser Company Details > Purchaser Company Name	<input type="text" value="ATM (C-77857)"/>
Purchaser Details	Purchaser Company Details > Purchaser Director Name	
Purchaser Details	Purchaser Correspondence Address	
Borrower Bank	Borrowers Bank Name	
Guarantor Details	Guarantor > Guarantor Name	
Guarantor Details	Guarantor Director Details > (G)Director Name	
Guarantor Details	Guarantor Correspondence Address	
Master Chargee Bank	Master Chargee Bank Name	
Developer Details	Developer Name	
Proprietor Details	Proprietor > Proprietor Name	

- Click on the Purchase Details which has the field of Purchaser Company Name.
- Select the Company Name.

New File Wizard

> Next < Previous X Cancel ☒ Open file record after save

1. General 2. Data Mapping 3. Summary New File Wizard

File Type: Auto Mapping Clear All Mapping

Section	Field Name	Client Mapping
Borrower Details	Borrower Details > Borrower Name	
Borrower Details	Borrower Company Details > Borrower Company Name	
Borrower Details	Borrower Company Details > (B)Director Name	
Borrower Details	Borrower Correspondence Address	
Purchaser Details	Purchaser Details > Purchaser Name	
Purchaser Details	Purchaser Company Details > Purchaser Company Name	ATM (C-77857)
Purchaser Details	Purchaser Company Details > Purchaser Director Name	<input type="text" value="ATM (C-77857) - (All Contacts)"/> ATM (C-77857) - Apple Pie (000204052341)"/>
Purchaser Details	Purchaser Correspondence Address	
Borrower Bank	Borrowers Bank Name	
Guarantor Details	Guarantor > Guarantor Name	
Guarantor Details	Guarantor Director Details > (G)Director Name	
Guarantor Details	Guarantor Correspondence Address	
Master Chargee Bank	Master Chargee Bank Name	
Developer Details	Developer Name	
Proprietor Details	Proprietor > Proprietor Name	

- Then, click on the Purchaser Details' row which has the Purchaser Director Name as field name.
- Select the Company Director Name.
- Finally, click on the "> Next" button and "Save File" button.