**SALES [STAGE 1]**

**PROCESS FLOWS [Application Form]**

Task 1 Task Detail Target Date Alert Me If

- File Ref No

- Sales Name

Date In

**ID Created**

Task 2 Task Detail Target Date Alert Me If

Applicant

Qualification

Date In (T1)

**Verified Stage**

Task 3 Task Detail Target Date Alert Me If

Date In (T1)

More Than 1 day

Ic no

**(1) IC**

Task 4 Task Detail Target Date Alert Me If

- Basic Salary

- Fix Allowance

More Than 1 day

Date In (T1)

**(2) Slip Gaji**

Task 5 Task Detail Target Date Alert Me If

Date In (T1)

More Than 1 day

Service

**(3) TTP**

Task 6 Task Detail Target Date Alert Me If

Date In (T1)

- Pernah Apply

- Belum Apply

More Than 1 day

**(4) Rumah**

**Pertama (PPK1)**

Task 7 Task Detail Target Date Alert Me If

Amount / Figure

More Than 1 day

Date In (T1)

**(5) Anggaran**

**Hutang (Settlement)**

Task 8 Task Detail Target Date Alert Me If

Date In (T1)

More Than 1 day

Location

**(6) KEM**

**RISK ASSESSMENT [STAGE 1]**

**PROCESS FLOWS**

Task 9 Task Detail Target Date Alert Me If

- Required

Document

Date In

**Check List :**

Task 10 Task Detail Target Date Alert Me If

- Document

(10 Copy)

More Than 3 days

Date In (T9)

**(1) I/C Pembeli**

Task 11 Task Detail Target Date Alert Me If

- Document

(3 Copy)

More Than 3 days

Date In (T9)

**(2) I/C Waris**

Task 12 Task Detail Target Date Alert Me If

- Document

(3 month)

More Than 3 days

Date In (T9)

**(3) Latest Payslip**

Task 13 Task Detail Target Date Alert Me If

More Than 3 days

Date In (T9)

- Document

**(4) Penyata Hutang**

**Settlement letter**

Task 14 Task Detail Target Date Alert Me If

Tidak kurang dari 18bln dari tarikh submission

More Than 3 days

Date In (T9)

**(5) TTP**

Task 15 Task Detail Target Date Alert Me If

- Document

(Pengesahan)

More Than 3 days

Date In (T9)

**(6) Cop Ketua**

**Jabatan**

Task 16 Task Detail Target Date Alert Me If

- Document

(Pengesahan)

More Than 3 days

Date In (T9)

**(7) PPK 1**

**RISK ASSESSMENT [STAGE 2]**

Task 17 Task Detail Target Date Alert Me If

File / Document at level stage

**Process Stages:**

Task 18 Task Detail Target Date Alert Me If

More than 3 days

Date In (T9)

**Cheque Requested**

Task 19 Task Detail Target Date Alert Me If

Acknowledge

More than 30 Days

Date In (T9)

**Cheque Receives**

Task 20 Task Detail Target Date Alert Me If

Sign Document Aku janji

More than 7 Days

Date In (T19)

**Purchaser collect**

**Cheque**

Task 21 Task Detail Target Date Alert Me If

Serahan dari

Pembeli kepada Syarikat

More than 7 Days

Date In (T20)

**Resit Bayar Hutang**

Task 22 Task Detail Target Date Alert Me If

Pelarasan Gaji

Ke UGAT

More than 5 Days

Date In (T21)

**Hantar Resit**

**Ke UGAT**

Task 23 Task Detail Target Date Alert Me If

More than 30 Days

Date In (T22)

**Gaji Diselaraskan**

**RISK ASSESSMENT [STAGE 3]**

**PROCESS FLOWS**

Task 24 Task Detail Target Date Alert Me If

**Follow Up**

3 Hari dari gaji selaras

Latest Payslip

(document)

Date In (T23)

**Payslip**

Task 25 Task Detail Target Date Alert Me If

**G-mail**

3 Hari dari Terima Payslip

Create G-mail pembeli

Date In (T24)

**Pembeli**

Task 26 Task Detail Target Date Alert Me If

Daftar Permohonan LMS/Email ke pembeli

**Permohonan**

7 Hari dari Terima Payslip

Date In (T24)

**LMS/Email**

**RISK ASSESSMENT [STAGE 4]**

**PROCESS FLOWS**

Task 27 Task Detail Target Date Alert Me If

Date In

Document Checklist :

**Document**

**Verification**

Task 28 Task Detail Target Date Alert Me If

Document

Date In (T27)

**(1) Surat**

More than 10 days

**Pengesahan**

**Perkhidmatan**

Task 29 Task Detail Target Date Alert Me If

**(2) Salinan I/C**

More than 10 days

Date In (T27)

Document

**Pembeli**

Task 30 Task Detail Target Date Alert Me If

More than 10 days

Date In (T27)

Document

**(3) Borang LMS**

Task 31 Task Detail Target Date Alert Me If

**(4) Penyata Gaji**

More than 10 days

Date In (T27)

Document

**(3 BLN)**

Task 32 Task Detail Target Date Alert Me If

**(5) Geran**

More than 10 days

Date In (T27)

Document

**Hak Milik**

Task 33 Task Detail Target Date Alert Me If

**(6) Sijil**

More than 10 days

Date In (T27)

Document

**Carian Rasmi**

Task 34 Task Detail Target Date Alert Me If

**(7) Aku Janji**

More than 10 days

Date In (T27)

Document

**Pemegang Taruh**

**(Lawyer)**

Task 35 Task Detail Target Date Alert Me If

**(8) Perjanjian**

More than 10 days

Date In (T27)

Document

**Jual Beli (Lawyer)**

Task 36 Task Detail Target Date Alert Me If

**(9) Pengesahan Bebas**

More than 10 days

Date In (T27)

Document

**Gadaian (Lawyer)**

Task 37 Task Detail Target Date Alert Me If

**(10) Aku Janji Borang**

Document

Date In (T27)

Date In

More than 10 days

**5A/5B & HDA (Pemaju)**

Task 38 Task Detail Target Date Alert Me If

**(11) Perakuan**

More than 10 days

Date In (T27)

Date In

Document

**Pemegang Taruh**

**(Peguam)**

Task 39 Task Detail Target Date Alert Me If

**(12) Lesen Permit/**

More than 10 days

Date In (T27)

Date In

Document

**Sijil Layak Duduk**

Task 40 Task Detail Target Date Alert Me If

**Set Kemasukkan**

More than 14 days

More than 14 days

Date In (T27)

Date In

**MINDEF**

Task 41 Task Detail Target Date Alert Me If

**Submit Document**

More than 7 days

More than 14 days

Date In (T40)

Date In

Document

**Ke MINDEF**

Task 42 Task Detail Target Date Alert Me If

More than 14 days

Date In

cv

Document

**Terima Document**

Task 43 Task Detail Target Date Alert Me If

Date In (T41) (Submit Semula) ke MINDEF

Date In

cv

More than 14 days

More than 14 days

Document

**Tolak Document**

**RISK ASSESSMENT [STAGE 5]**

**PROCESS FLOWS**

Task 44 Task Detail Target Date Alert Me If

**Document Submit**

30 hari dari Tarikh Submit ke MINDEF

More than 14 days

Date In (T40)

Date In

cv

Document

**To LPPSA**

Task 45 Task Detail Target Date Alert Me If

More than 14 days

Date In

cv

Processing

**Query**

Task 46 Task Detail Target Date Alert Me If

**Permohonan**

More than 14 days

Date In

cv

Processing

**Sedang Diproses**

Task 47 Task Detail Target Date Alert Me If

**Dalam Proses**

More than 14 days

Date In

cv

Processing

**Kelulusan**

Task 48 Task Detail Target Date Alert Me If

More than 14 days

Date In (T48)

Date In

cv

Processing

**Lulus Permohonan**

Task 49 Task Detail Target Date Alert Me If

**Email LO ke Pembeli**

More than 3 Days

More than 14 days

Date In (T48)

Date In

cv

Document

**Lawyer & Pemaju**

Task 50 Task Detail Target Date Alert Me If

**Klik Pinjaman**

More than 3 Days

More than 14 days

Date In (T48)

Date In

cv

Document

**Perumahan (LMS)**

Task 51 Task Detail Target Date Alert Me If

**Request Cagaran**

More than 3 Days

More than 14 days

Date In (T48)

Date In

cv

Document

**Peguam**

Task 52 Task Detail Target Date Alert Me If

**Terima Cagaran**

More than 7 Days

More than 14 days

Date In (T48)

Date In

cv

Document

**Dari Peguam**

Task 53 Task Detail Target Date Alert Me If

**Pembeli Sign**

More than 14 days

More than 14 days

Date In (T52)

Date In

cv

Document

**Cagaran / LE**

Task 54 Task Detail Target Date Alert Me If

**Submit Cagaran/**

More than 2 Days

More than 14 days

Date In (T53)

Date In

cv

Document

**LE kepada Peguam**

Task 55 Task Detail Target Date Alert Me If

**Submit Cagaran/**

More than 3 Days

More than 14 days

Date in (T54)

Date In

cv

Document

**LE kepada LPPSA**

**RISK ASSESSMENT [STAGE 6]**

**PROCESS FLOWS**

Task 56 Task Detail Target Date Alert Me If Remarks

**Advice Claim**

More than 14 days

More than 14 days

Date In

cv

**Pemaju**

Task 57 Task Detail Target Date Alert Me If Remarks

**Advice Claim**

More than 14 days

More than 14 days

Date In

cv

**Peguam**

Task 58 Task Detail Target Date

**Shedule H**

Percentage

Date In

Date In

cv

**(3rd Schedule)**

Task 59 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(1)10 %**

Task 60 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(2)10 %**

Task 61 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(3)15 %**

Task 62 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(4)10 %**

Task 63 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(5)10 %**

Task 64 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(6)5 %**

Task 65 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(7)5 %**

Task 66 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(8)12.5 %**

Task 67 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(9)2.5 %**

Task 68 Task Detail Target Date

Working Progress

Date In

Date In

cv

**(10)5 %**