

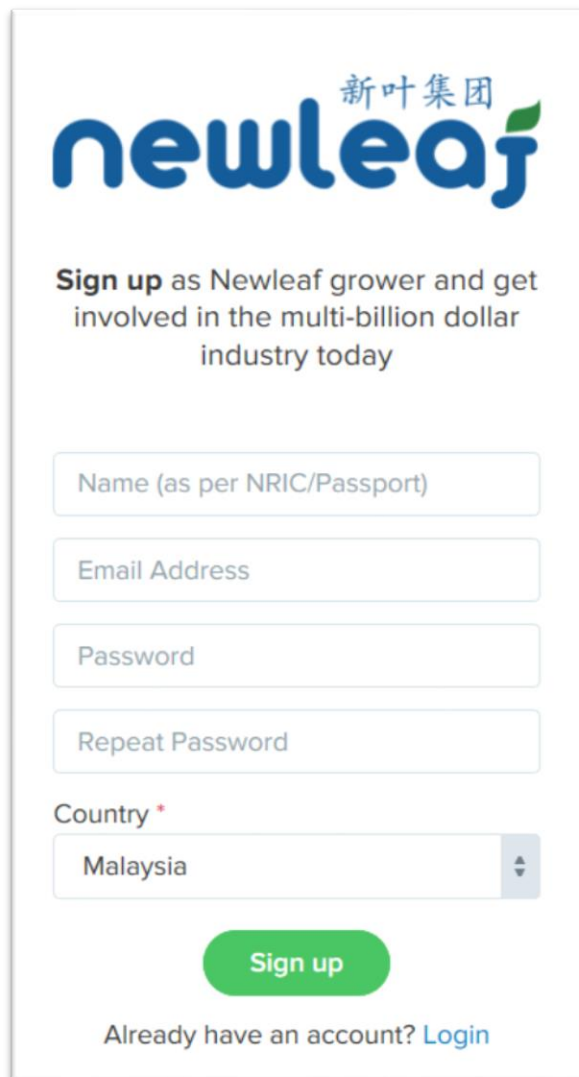
[portal.newleaf.com.my](http://portal.newleaf.com.my)



新叶集团  
newleaf

# User Manual

## Application



The image shows a mobile app sign-up screen for Newleaf. At the top is the Newleaf logo with the Chinese characters '新叶集团' above it. Below the logo is a text prompt: 'Sign up as Newleaf grower and get involved in the multi-billion dollar industry today'. The form contains five input fields: 'Name (as per NRIC/Passport)', 'Email Address', 'Password', 'Repeat Password', and a 'Country' dropdown menu currently set to 'Malaysia'. A green 'Sign up' button is positioned below the fields. At the bottom, there is a link that says 'Already have an account? Login'.

**\*Click 'Login' if you have an existing Newleaf account**

## Process to complete tree purchase

Applicants must complete step 1, 2 and 3 to qualify for the purchase.



## Step 1: Complete Information

### General Information

Fill up Referrer ID obtained from your referrer



Thank you. One last step.  
Please fill in your details below for us to process your registration.

#### General information

Referrer ID

Referrer name:

Newleaf ID can be found in dashboard section.

Newleaf ID  
MY70780

Copy referral link

<https://portal.newleaf.com.my/register?referrer=MY70780>

### Personal Information (For individual purchasers, please complete the information required)

#### Personal information

Name \*

Passport/NRIC \*

Passport/NRIC

☐ NRIC ☐ Passport

Email Address \*

lowyilian@gmail.com

Address \*

Address Line 1

Address Line 2

Country \*

Malaysia

Postcode \*

Postcode

Nationality \*

Malaysia

Contact No. \*

Contact No.

Gender

☐ Male ☐ Female

## Step 1: Complete Information

### Company Information (For corporate purchase, please tick (✓) the check box and complete information )

#### Company information

☒ Corporate Application (For Corporate Application Only)

Company/Entity Name \*

Company/Entity name

Business Registration No. \*

Business registration No.

Date Of Incorporation \*

mm/dd/yyyy

Incorporation Place \*

Incorporation place

Regulatory Body

Regulatory body

Type Of Business Entity \*

Company

Company Address \*

Address Line 1

Address Line 2

Malaysia

Postcode \*

Contact No. \*

Email Address \*

Contact Personnel

Name	Designation	Email Address	Contact No.	Add personnel
------	-------------	---------------	-------------	---------------

### Bank Information

#### Bank information

Bank Name \*

Bank name

Bank SORT/SWIFT Code

Bank SORT/SWIFT code

Bank Address \*

Bank address

Account Type \*

Account type

Account No. \*

Account No.

➡ Bank SORT/SWIFT Code. (Obtainable on the internet)

## Step 1: Complete Information

### Nominee Information

Nominee information

Nominee Name \*

Nominee name

Nominee Passport/NRIC \*

Nominee Passport/NRIC

Nominee Address \*

Nominee Address

Nominee Contact No. \*

Nominee Contact No.

**\*Nominee must be at the legal age of 18 and above.**

### Submit

☐ By Checking This Box And Submitting The Registration Form, I Agree To All Of The [Terms And Conditions](#)

Submit

Cancel

**Please read the Terms and Conditions. If agreeable, check the box (✓) and proceed to submit.**

## Step 2: Make a Purchase

### Purchase Selection

Select the quantity of trees you would like to purchase

The screenshot shows a web application interface for making a purchase. On the left is a sidebar with icons for Dashboard, Profile, Purchases (highlighted), Organization, Commissions, News, Materials, and My trees. The main content area is titled 'Make new purchase' and includes a 'Back' button. Below the title, it says 'Select from the packages below' and 'Recommended Retail Price (RRP) per Tree: RM'. There is a table with four rows for different tree packages: 1 Trees, 3 Trees, 5 Trees, and 10 Trees. Each row has a quantity input field (currently showing '0'), a unit 'x', a price 'RM', a minus sign, and a total price 'RM0.00'. A purple circle with the number '1' is placed over the table area. At the bottom right of the table is a 'Checkout' button, which is also highlighted with a purple circle containing the number '2'.

Make new purchase						<a href="#">Back</a>
Select from the packages below						
Recommended Retail Price (RRP) per Tree: RM						
1 Trees	x	<input type="text" value="0"/>	x	RM	-	RM0.00
3 Trees	x	<input type="text" value="0"/>	x	RM	-	RM0.00
5 Trees	x	<input type="text" value="0"/>	x	RM	-	RM0.00
10 Trees	x	<input type="text" value="0"/>	x	RM	-	RM0.00
Total					-	RM0.00

[Checkout](#)

1

### Select

Selection of 1, 3, 5 or 10 trees are available.

2

### Checkout

Proceed to the next section by confirming the selection.

## Step 2: Make a Purchase

### Payment

Proceed to make payment for your purchase

The screenshot shows a web application interface for making a payment. On the left is a sidebar with icons for Dashboard, Profile, Purchases, Organization, Commissions, News, Materials, and My trees. The main content area is divided into two panels. The left panel, titled 'Purchase details', shows a table of selected packages with a total of RM7,800.00. A purple circle with the number 1 highlights the 'Update' button. The right panel, titled 'Make payment', contains several sections: 'Amount Payable' (RM7,800.00) with a purple circle 2; 'Bank Details' with fields for Beneficiary Name, Bank, Address, and Account No., highlighted by a red box and a purple circle 3; 'Payment Slip' with a file upload button and a purple circle 4; and a 'Submit payment' button at the bottom with a purple circle 5.

Purchase details					
Selected packages					
Recommended Retail Price (RRP) per Tree: RM 8,000					
1 Trees	x	1	x	RM7,800.00	= RM7,800.00
Total				-	RM7,800.00

Make payment	
Amount Payable RM7,800.00	
Bank Details	
Beneficiary Name	NEWLEAF PLANTTION BERHAD (125156g-U)
Beneficiary Bank	MALAYAN BANKING BERHAD
Beneficiary Address	Suite E-07-01, Plaza Mont Kiara, No. 2 Jalan Kiara, 50480 Kuala Lumpur, Malaysia
Bank Address	21 & 23, Jalan 23/70A, Desa Sri Hartamas, 50680 Kuala Lumpur
Account No.	5647 2668 0297
SWIFT Code	MBBEMYKL
Payment Slip	
Click To Choose File...	
You can toggle between camera/file mode by pressing at the blue button (only for mobile phone)	
Submit payment	

#### Update

1

Click 'update' to amend tree purchase details.

#### Amount Payable

2

Purchase price payable to company

#### Bank Details

3

Newleaf Plantation Berhad remittance details.

#### Payment Slip

4

To upload remittance proof for verification

#### Submit Payment

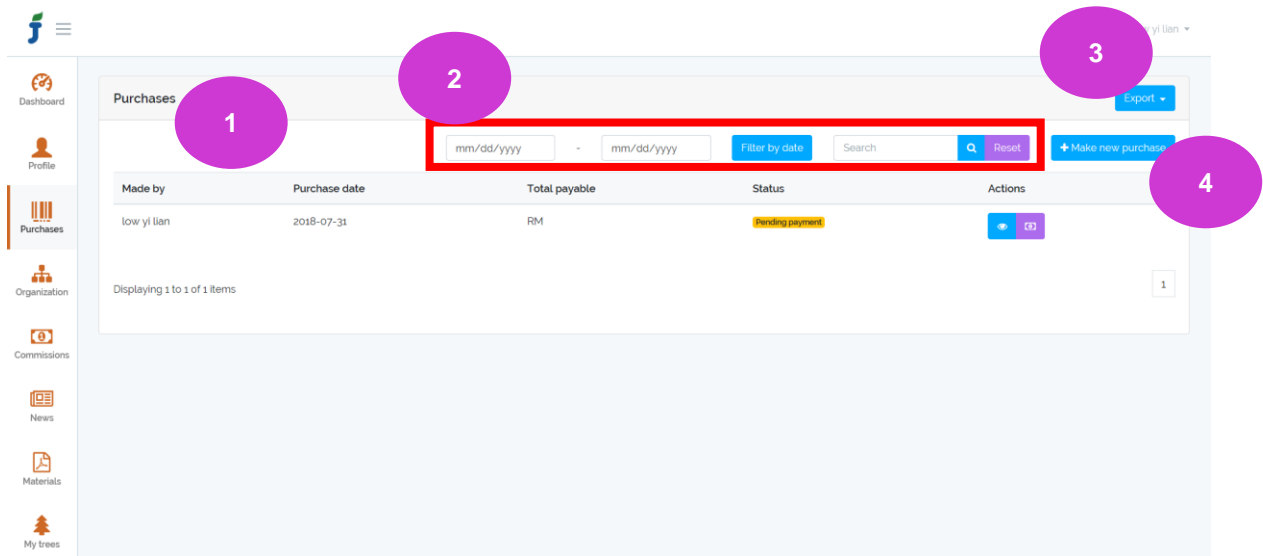
5

Click to complete the submission.

## Step 2: Make a Purchase

### Purchase History

View status of all purchases made



1

### Purchases

To check status of tree purchase.

2

### Filter by date & Reset

To sort purchases by date; or reset selection.

3

### File Export

To export the purchase record in PDF or Excel format.

4

### Make New Purchase

To purchase additional trees.



## Step 3: Submit Documents

# Identity Verification Documents

Documents are required to verify information provided

The screenshot displays the NewLeaf portal interface. On the left is a sidebar with navigation icons for Dashboard, Profile, Purchases, Organization, Commissions, News, Materials, and My trees. The main content area is divided into two columns. The left column, titled 'Personal information', contains fields for Status (Member), NewLeaf ID (MY67374), a Copy referral link, Name (low yi lian), NRIC (880808145432), Email Address (lowyilian@gmail.com), Address (2 mont kiara, mont kiara, Malaysia, 43215), Contact No. (012345678), Nationality (Malaysia), and Gender (Female). The right column, titled 'Bank information', contains fields for Bank Name (public bank), Bank SORT/STRT Code (1234), Bank Address (12A, Jalan Sufera 4), Account Type (Saving), Account No. (483286000), Nominee Name (da), Nominee Passport/NRIC (12124), Nominee Address (No 21, Jalan B/P3), and Nominee Contact No. (4124124). At the bottom of the main content area, there is a section titled 'Identity Verification Documents' with a yellow status icon and a blue 'Update document' button. A red rectangle highlights this section, and a purple circle with the number '1' is placed next to it.

## Identity Verification Documents

Select 'Update Documents' to toggle list of documents for submission.

## Step 3: Submit Documents

The screenshot shows the 'Edit profile' page in the Newleaf portal. It includes sections for Personal information, Bank information, and Identity Verification Documents. The Identity Verification Documents section contains four red-bordered boxes for uploading documents, numbered 1 through 4 in purple circles. A fifth purple circle labeled '5' is positioned at the bottom left of the document upload area, pointing towards the 'Submit' button.

**Personal information**

Status: Pending

Newleaf ID: MY67374

Copy referral link: <https://portal.newleaf.com.my/register?referral=MY67374>

Name: low yi ian

NRIC: 880808145432

Email Address: lowyilian@gmail.com

Address: 2 mont kiara, mont kiara, Malaysia, 43215

Contact No: 012345678

Nationality: Malaysia

Gender: Female

**Bank information**

Bank Name: public bank

Bank SORT/STRT Code: 1234

Bank Address: 12A Jalan Subera 4

Account Type: Saving

Account No: 4863086000

Nominee Name: da

Nominee Passport/NRIC: 12124

Nominee Address: No 21, Jalann B/P3

Nominee Contact No: 4124124

**Identity Verification Documents**

Cancel update

1. Purchaser NRIC (For Malaysian) Or Passport (For Non-Malaysian) \*

Click To Choose File...

You can toggle between camera/file mode by pressing at the blue button only for mobile phone

2. Proof Of Residence \*

Click To Choose File...

You can toggle between camera/file mode by pressing at the blue button only for mobile phone

3. Bank Statement \*

Click To Choose File...

You can toggle between camera/file mode by pressing at the blue button only for mobile phone

4. Nominee NRIC (For Malaysian) Or Passport (For Non-Malaysian) \*

Click To Choose File...

You can toggle between camera/file mode by pressing at the blue button only for mobile phone

Submit

1

**Purchaser NRIC (For Malaysian) Or Passport (For Non-Malaysian)**  
To verify purchasers name and identity number.

2

**Bank Statement**  
To verify bank account number provided.

3

**Proof of Residence**  
To verify address provided.

4

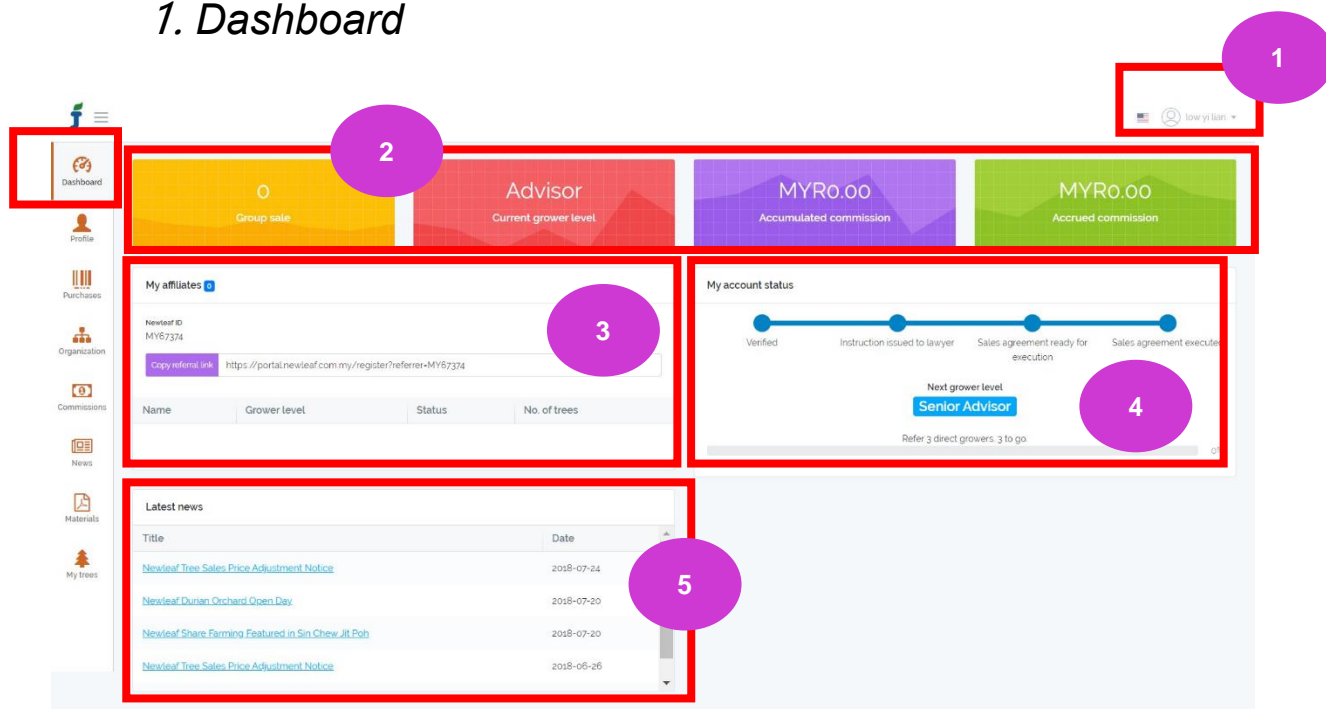
**Nominee NRIC (For Malaysian) Or Passport (For Non-Malaysian)**  
To verify Nominee name and identity number.

5

**Submit**  
The purchase is completed after submitting relevant documents.

# Portal Walkthrough

## 1. Dashboard



1

Language selection (CN/EN).  
Logout function.

2

## Group Sales

Displays total group sales.

## Current Grower Level

Displays current grower level.

(Advisor, Senior Advisor, Executive Advisor, Chief Advisor)

## Accumulated Commission

Displays commissions earned since day one

## Accrued Commission

Displays commissions pending disbursement

3

## Newleaf ID

Register new buyers via referral link or key in your Newleaf ID manually to secure referee.

4

## My Account Status

1. Displays your account legal status:

### *Verified*

Your identity verification documents is verified.

### *Instruction issued to lawyer*

Legal panel is in the midst of preparing your sales agreement.

### *Sales agreement ready for execution*

You may proceed to our office to sign the agreement.

### *Sales agreement executed*

You may proceed to our office to collect your agreement.

2. Displays your next grower level and actions required to achieve it.

5

Displays company's latest development.

# Portal Walkthrough

## 2. Profile

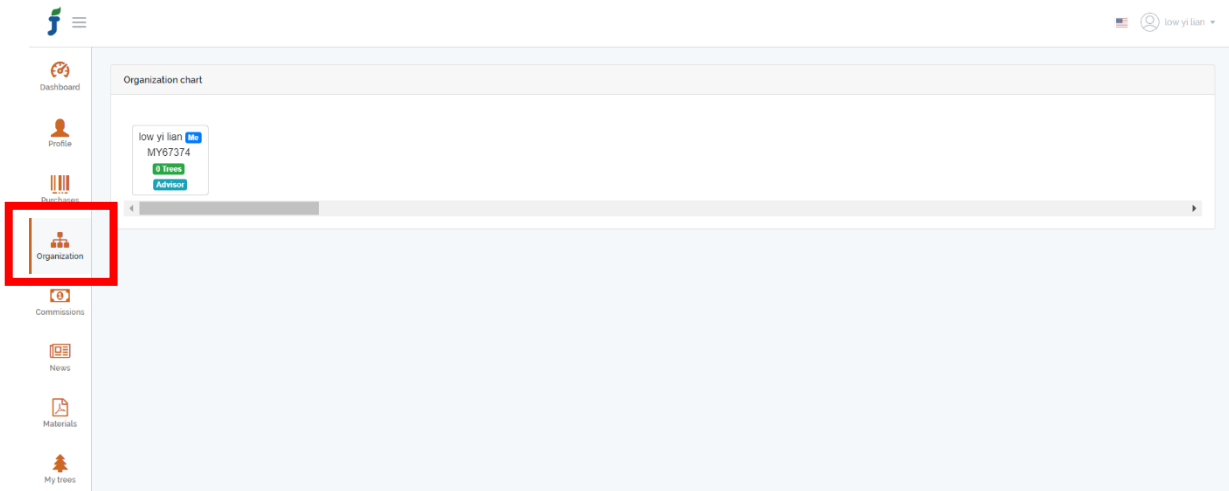
The screenshot shows the user profile page. The sidebar on the left contains a menu with items: Dashboard, Profile (highlighted with a red box), Purchases, Organization, Commissions, News, Materials, and My trees. The main content area is divided into two columns. The left column is titled 'Personal information' and contains fields for Status (Member), Newleaf ID (MY67374), a 'Copy referral link' button with the URL https://portal.newleaf.com.my/register?referrer=MY67374, Name (Low yi lian), NRIC (880808145432), Email Address (lowyiliang@gmail.com), Address (2 mont kiara, mont kiara, Malaysia, 43215), Contact No (012345678), Nationality (Malaysia), and Gender (Female). The right column is titled 'Bank information' and contains fields for Bank Name (public bank), Bank SORT/IBFT Code (1234), Bank Address (12A Jalan Sutera 4), Account Type (Saving), Account No (4853286000), Nominee Name (da), Nominee Passport/NIIC (12124), Nominee Address (No 21, Jalann B/Pg), and Nominee Contact No (4124124). At the bottom, there is a section for 'Identity Verification Documents' with an 'Update documents' button.

## 3. Purchases

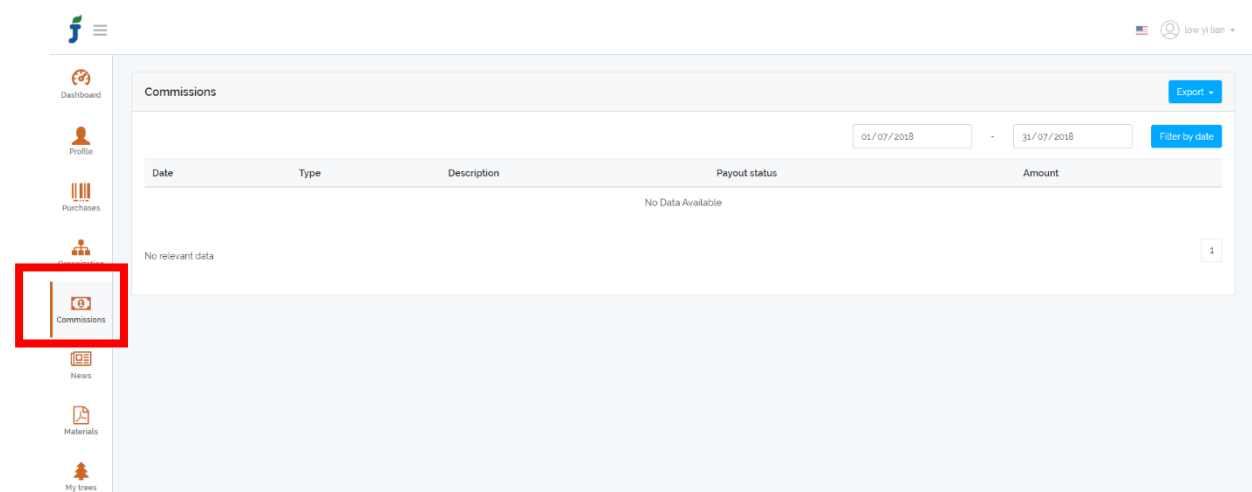
The screenshot shows the purchases page. The sidebar on the left contains a menu with items: Dashboard, Profile, Purchases (highlighted with a red box), Organization, Commissions, News, Materials, and My trees. The main content area is titled 'Purchases' and features a table with columns: Made by, Purchase date, Total payable, Status, and Actions. The table is currently empty, displaying 'No Data Available'. Above the table, there are date filters (dd/mm/yyyy), a 'Filter by date' button, a search bar, a 'Reset' button, and a '+ Make new purchase' button. An 'Export' button is located in the top right corner of the table area.

# Portal Walkthrough

## 4. Organization

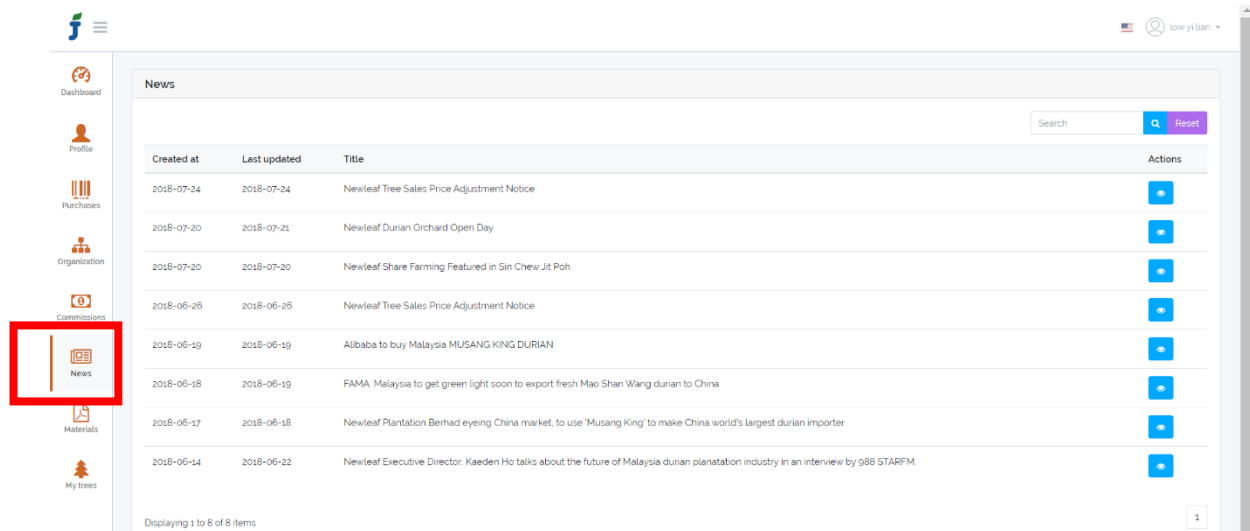


## 5. Commissions



# Portal Walkthrough

## 6. News



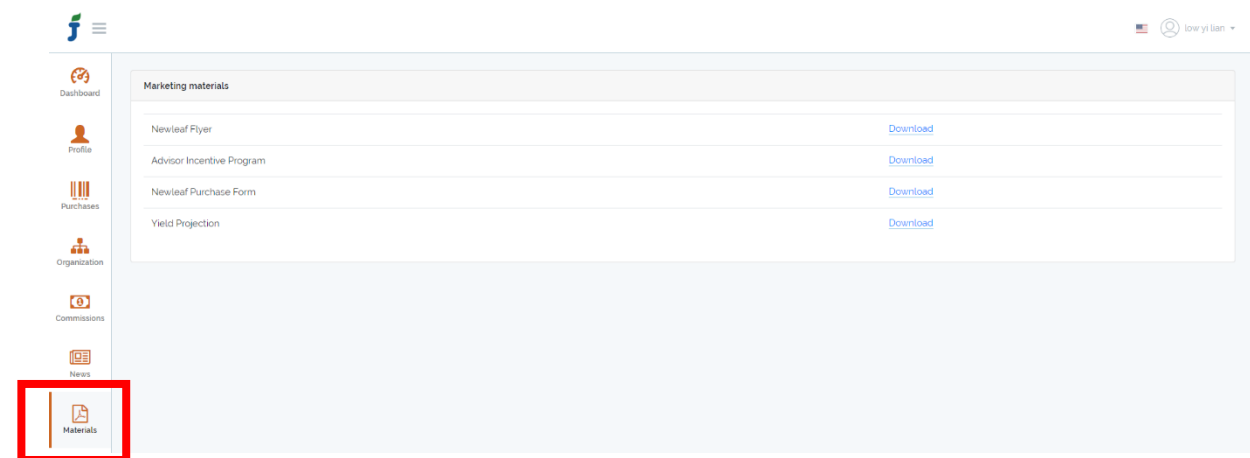
News

Search  [Reset](#)

Created at	Last updated	Title	Actions
2018-07-24	2018-07-24	Newleaf Tree Sales Price Adjustment Notice	<a href="#">+</a>
2018-07-20	2018-07-21	Newleaf Durian Orchard Open Day	<a href="#">+</a>
2018-07-20	2018-07-20	Newleaf Share Farming Featured in Sin Chew Jit Poh	<a href="#">+</a>
2018-06-26	2018-06-26	Newleaf Tree Sales Price Adjustment Notice	<a href="#">+</a>
2018-06-19	2018-06-19	Alibaba to buy Malaysia MUSANG KING DURIAN	<a href="#">+</a>
2018-06-18	2018-06-19	FAMA: Malaysia to get green light soon to export fresh Mao Shan Wang durian to China	<a href="#">+</a>
2018-06-17	2018-06-18	Newleaf Plantation Berhad eyeing China market, to use 'Musang King' to make China world's largest durian importer	<a href="#">+</a>
2018-06-14	2018-06-22	Newleaf Executive Director: Kaeden Ho talks about the future of Malaysia durian plantation industry in an interview by 988 STARFM	<a href="#">+</a>

Displaying 1 to 8 of 8 items

## 7. Materials



Marketing materials

Newleaf Flyer	<a href="#">Download</a>
Advisor Incentive Program	<a href="#">Download</a>
Newleaf Purchase Form	<a href="#">Download</a>
Yield Projection	<a href="#">Download</a>

- End -