Page 1

|  |  |
| --- | --- |
| New File | SPA & LOAN FOR PURCHASE OF PROPERTY  REFINANCING  Transfer  Discharge |
| Search File |
| Firm’s Profile |
| Security |

Page 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| New File | |  |  | | --- | --- | | List | According fixed no. | | File Ref. | (From saved list) | | Name | (From saved list) | | NRIC/Passport/Company | (From saved list) | | Property address | (From saved list) | | Project | (From saved list) | | Lot No. | (From saved list) | | Estate Agent Name | (From saved list) | | Banker | (From saved list) | | Developer | (from saved list) | |
| Search File |
| Firm’s Profile |
| Security |

Page 3

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| New File | Firm’s Profile   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Firm’s Name |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Partner | Name | Qualification |  |  | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  | | 6 |  |  |  |  | | Need 10 |  |  |  |  | | Legal Assistant | Name | Qualification |  |  | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  | | 6 |  |  |  |  | | 7 |  |  |  |  | | Need 40 |  |  |  |  | | Client Acc No. | Bank | Account No. | Branch | Address & SWIFT CODE | | 1 |  |  |  |  | | 2 (need 10) |  |  |  |  | |  |  |  |  |  | | Office Acc No. |  |  |  |  | | 1 (need 5) |  |  |  |  | | | Address (line 1) |  | | (line 2) |  | | (line 3) |  | | (line 4) |  | | Postcode |  | | Town |  | | State |  | | Country |  | | Phone No. 1 |  | | Phone No. 2 |  | | Phone No. 3 |  | | Fax No. 1 |  | | Fax No. 2 |  | | Email address |  | | IRB No |  | | IRB Branch |  | | SOCSO No. |  | | Socso Branch |  | | EPF No. |  | | EPF Branch |  | | GST/SST No. |  | | GST/SST Branch |  | | To be inserted (as many as possible |  | |  |  |  | |  |  |  | |
| Search file |
| Firm’s Profile |
| Security |

|  |  |  |  |
| --- | --- | --- | --- |
| New File | Name | Security Level |  |
| Search file | Yow Kian Hooi | Partner & Administrator | * View all active and close file * Extend Time line, edit timeline, add timeline, approve extension time line, click completed task * Edit & remove template (able to access template) * Create & edit User Name and password * (able to chat) * Able to generate documents |
| Firm’s Profile |  | PIC/lawyer | * View all active and close file * Extend Time line, edit timeline, add timeline, approve extension time line, click completed task * Create and edit Name and password   (able to chat)  Able to generate documents |
| Security |  | Clerk | * View all active file * Apply extension of timeline, click completed task * Able to generate documents * Able to chat   Create and edit Name and password |
|  |  | Template | Only edit & remove template  Able to generate documents |

(For Security Level we suggest there is click button to :-

1. To add group of people namely (1) partner (2) administrator (3) maybe senior clerk (4) junior clerk (5) PIC (6) lawyer and each group can do certain things which we click to select
2. View all files
3. View all active files
4. View all close files
5. View all active files which he handle
6. View all close files which he handle
7. Create Timeline template
8. Delete timeline template
9. Edit timeline
10. Apply extension of timeline
11. Approve extension of timeline
12. Click on completed task
13. Generate documents
14. Edit documents template
15. Delete documents template
16. Able to chat one the person which the file he is in charge (only on open file)
17. Able to chat one the person which the file he is in charge (only on close file)
18. Able to chat with anyone
19. Create user name & password
20. Edit user name & password
21. Delete selected pre-set shortcut

(SPA & LOAN FOR PURCHASE OF PROPERTY) – (DENNINGS IN FILE COLUMN)

|  |
| --- |
| Back and forward button (like web) |

(for all interface)

|  |  |
| --- | --- |
| Edit/Save | x |

FOR SPA & LOAN

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| File  SPA & LOAN for purchase of Property  REFINANCING  PERFECTION OF TRANSFER & CHARGE  TRANSFER | System No. | Auto-Generated (000001 – xxxxx)[[1]](#footnote-1) |  | Vendors’ information | | | | |
| File Reference | We key in |  | Particulars  (5 person) | Inserted through other interface[[2]](#footnote-2) | |  | Add button/edit button/Safe Button/Search/Delete (“AESSD”) |
| Date Open file | Auto-Generated (in accordance to date of create or save) |  | 1.  2.  3.  4.  5. |  | |  |  |
| Partner in charge VESS | From list of partner  VESS |  | Vendors’ Solicitors | Law Chambers of Low & Yow[[3]](#footnote-3)  (From Firm’s Info) | | | AESSD Inserted through other interface |
| Lawyer/PIC in charge/Administrator | From list of lawyer/PIC VESS |  | Vendors’ Solicitors No. | 03-33456611  (from Firm’s Info) | |  |  |
| Check list code | From list of check list  Maybe 2-4 check list |  | Location | Klang (link with firm info. Some firm have many branches) – so go to town column[[4]](#footnote-4) | | email |  |
| File Status | Active/close  Active: where everyone can see  Close: not everyone can see but selected person can see  From different interface | | File Ref No. | If we are the lawyer then the file reference in this column is combination of system no. and File Reference (highlighted in green in the top right portion of this page) -File reference no. come first, system no. come second  If we are not the lawyer in charge then we will key in manually[[5]](#footnote-5) | | | |
| Related file no | Import from other file which the details of the file have completed. Example, you brought a property which we have inserted all the details. Now you want to sell. We will import all the details just change your name to seller (instead of buyer)  By file no. | |  |  | |  |  |
|  | Purchasers’ information | | | | |
|  | Particulars  (5 person) | Inserted through other interface[[6]](#footnote-6) | |  | AESSD |
| 1.  2.  3.  4.  5. |  | |  |  |
|  | Purchasers’ Solicitors | AB Chen & Co.  (from Firm Info) | | | AESSD Inserted through other interface[[7]](#footnote-7) |
| Remarks: | Purchasers’ Solicitors No. |  | email | |  |
|  | Location | Petaling Jaya (link with firm info. Some firm have many branches)[[8]](#footnote-8) | | | |
|  |  |  | | File Ref No.: | If we are the lawyer then the file reference in this column is combination of system no. and File Reference (highlighted in green in the top right portion of this page) -File reference no. come first, system no. come second  If we are not the lawyer in charge then we will key in manually[[9]](#footnote-9) | | | |

FOR SPA & LOAN (PURCHASE PRICE & Existing Chargee) (DENNING IN PRICE COLUMN)

|  |  |
| --- | --- |
| Purchase Price (A) |  |
| Earnest Deposit (B) |  |
| RPGT Retention Sum (C) |  |
| Balance Deposit (D) |  |
| Total Deposit(E) = B+C+D |  |
| Balance Purchase Price = A-E=BPP |  |
| Consumption Tax or GST (Tax) | (add percentage) |
| Purchase Price After Tax | BPP + Tax |
| Adjustment Rate (Normally Project) |  |

Existing Chargee/Assignee (IN PROPETY COLUMN)

|  |  |  |
| --- | --- | --- |
| Branch Name | Insert through interface[[10]](#footnote-10) | AESSD |
| Bank Name | Link to branch name |  |
| Charge Presentation No. |  |  |
| Existing Chargee’s caveat no. |  |  |

Existing Borrower

(with one button –(x) first party existing loan – then Vendor’s/chargor’s information will be automatically inserted)

|  |
| --- |
| Existing Borrower’s information (add using interface AESSD) |
| Particulars  (5 person) |
| 1.  2.  3.  4.  5. |

FOR SPA & LOAN (PROPERTY WITH INDIVIDUAL TITLE) – **(Denning Property column)**

|  |  |  |
| --- | --- | --- |
| IMPORT[[11]](#footnote-11) | Search |  |
| Jenis Hakmilik | Select from list AESSD | Insert No. |
| Jenis lot | Select from list AESSD | Insert No. |
| Daerah | Select from list AESSD |  |
| Negeri | Select from list AESSD |  |
| Keluasan | No. | Select (sq meter/sq feet/hectare/acre  Select from list AESSD |
| Taraf Pegangan | Freehold/leasehold |  |
| Tarikh Luput Pajakan | Choose date |  |
| Kategori Kegunaan Tanah | Select from list AESSD |  |
| Syarat Nyata | Select from list AESSD | (must have favourate button) |
| Sekatan Kepentingan | Select from list AESSD | (must have favourate button) |
| Building Type | Select from list AESSD | (must have favourate button) |
| Postal Address |  |  |

FOR SPA & LOAN (PROPERTY WITH STRATA TITLE) **(Denning Property column)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| IMPORT[[12]](#footnote-12) | Search |  |  |  |  | | When we insert Bandar/Pekan/Mukim.. 99% the information for Daerah and Negeri will be the same.  Example: Mukim Klang, will be in Daerah Klang, Negeri Selangor  Mukim Bukit Raja, will be in Daerah Petaling, Negeri Selangor  Mukim Damansara, will be in Daerah Petaling, Negeri Selangor  So we need auto insert when need to change we will inform you. |
| Jenis Hakmilik | Select from list AESSD | Insert No. |  | Parcel No. |  | |
| Jenis lot | Select from list AESSD | Insert No. |  | Storey No. |  | |
| Bandar/Pekan/Mukim | Select from list AESSD | Insert No. |  | Building No. |  | |
| Daerah | Select from list AESSD |  |  | Accessory Parcel No./description |  | |
| Negeri | Select from list AESSD |  |  | Unit Area | No. | Select (sq meter/sq feet) Select from list AESSD |
| Keluasan |  | Select from list AESSD |  |  |  | |
| Taraf Pegangan | Freehold/leasehold |  |  |  |  | |
| Tarikh Luput Pajakan | Choose date |  |  |  |  | |
| Kategori Kegunaan Tanah | Select from list AESSD |  |  |  |  | |  |
| Syarat Nyata | Select from list AESSD | (must have favourate button) |  |  |  | |  |
| Sekatan Kepentingan | Select from list AESSD | (must have favourate button) |  |  |  | |  |
| Building Type | Select from list AESSD | (must have favourate button) |  |  |  | |  |
| Postal Address |  | |  |  |  | |  |
|  |  |  |  |  |  | |  |

FOR SPA & LOAN (PROPERTY WITHOUT TITLE & DIRECT TRANFER & PROJECT) **(Denning Property column)**

|  |  |  |  |
| --- | --- | --- | --- |
| Developer | Select from list AESSD |  | For Master Title list AESSD, we need to select from the Property details, normally information required is the:-    Jenis Hakmilik  Jenis lot  Bandar/Pekan/Mukim  Daerah  Negeri  So import or link property in important |
| Proprietor | Select from list AESSD |  |
| Project Name | Type (if SCH G, H (HDA – will auto insert |  |
| SCH G, H (HDA) | Select from list AESSD |  |
|  |  |  |
| Parcel/Unit No. |  |  |
| Unit Area |  | Select (sq meter/sq feet) Select from list AESSD |
| Storey No. |  |  |
| Building No. |  |  |
| Accessory Parcel No. |  |  |
| Master Title No. | May select of save info or type manually | |

Chain of Ownership **(Denning Chain of Property column)**

Purchaser Purchaser Loan

DOA Date (transfer) Bank Name FA Date DOA Date (Loan) DRR Date

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1st Purchaser |  | Select from list AESSD |  |  |  | Bank name AESSD, is the name of the Bank which we have from the list we have save |
| 2nd Purchaser |  | Select from list AESSD |  |  |  |
| 3rd Purchaser |  | Select from list AESSD |  |  |  |
| 4th Purchaser |  | Select from list AESSD |  |  |  |
| 5th Purchaser |  | Select from list AESSD |  |  |  |
| 6th Purchaser |  | Select from list AESSD |  |  |  |
| 7th Purchaser |  | Select from list AESSD |  |  |  |

FOR LOAN **(Denning Loan column)**

Borrower

(short cut – (x) first party – all the purchaser particulars will be inserted )

|  |  |  |  |
| --- | --- | --- | --- |
| Particulars  (5 person) | Inserted through other interface[[13]](#footnote-13)  (Select from List) |  | Add button |
| 1.  2.  3.  4.  5. |  |  |  |

Guarantor

|  |  |  |  |
| --- | --- | --- | --- |
| Particulars  (5 person) | Inserted through other interface [[14]](#footnote-14)Select from list AESSD[[15]](#footnote-15) |  | Add button |
| 1.  2.  3.  4.  5. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Branch Name | [[16]](#footnote-16)Select from list AESSD[[17]](#footnote-17) |  | Once Branch Name has been selected then, the Bank name address, CAC Name, will be automatically inserted. |
| Bank Name | Auto insert |  |
| Address | Auto insert |  |
| CAC Name | Auto insert |  |
| Bank Reference |  |  |
| Letter of Offer Date |  |  |
| Letter of Instruction Date |  |  |
| Officer 1 Name: | search |  |  |
| Officer 1 User name |  |  |  |
| Officer 1 Password |  |  |  |
| Officer 2 Name: | search |  |  |
| Officer 2 User name |  |  |  |
| Officer 2 Password |  |  |  |

Conventional Loan Islamic Loan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Loan Type | Inserted through other interface [[18]](#footnote-18)Select from list AESSD[[19]](#footnote-19) |  | Loan Type | Inserted through other interface [[20]](#footnote-20)Select from list AESSD[[21]](#footnote-21) |
| Type of Financing |  |  | Type of Financing | Inserted through other interface [[22]](#footnote-22)Select from list AESSD[[23]](#footnote-23) |
| Loan Amount |  |  | Financing Amount |  |
| Other Loan Items |  |  | Other Financing Items |  |
| Select from list [[24]](#footnote-24)AESSD | Amount |  | Select from list [[25]](#footnote-25)AESSD | Amount |
| Select from list AESSD[[26]](#footnote-26) | Amount |  | Select from list [[27]](#footnote-27)AESSD | Amount |
| Select from list AESSD[[28]](#footnote-28) | Amount |  | Select from list [[29]](#footnote-29)AESSD | Amount |
| Select from list AESSD[[30]](#footnote-30) | Amount |  | Select from list [[31]](#footnote-31)AESSD | Amount |
| Select from list AESSD[[32]](#footnote-32) | Amount |  | Select from list [[33]](#footnote-33)AESSD | Amount |
| Select from list AESSD[[34]](#footnote-34) |  |  | Total Financing Sum |  |
| Total Financing Sum |  |  | Bank Selling Price |  |
|  |  |  | Bank Purchase Price |  |
|  |  |  |  |  |

Other Islamic Loan (minimize)

Name of Bank Product Type Specification Amount Unit / Percentage Reference

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CIMB (example)  We insert ourself  Give us 100 columns | Equity (example)  We insert ourself  Give us 100 columns | Initial Acquisition Payment (example)  We insert ourself  Give us 100 columns | RM232,500.00(example)  We insert ourself  Give us 100 columns | 70.14%(example)  We insert ourself  Give us 100 columns | Page 2 or 3 of LO (example)  We insert ourself  Give us 100 columns |
|  |  |  | Manual entry | Manual entry | Manual entry |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Loan/Financing Solicitors Details

|  |  |
| --- | --- |
| Bank’s Solicitors | AESSD Inserted through other interface |
| Firm Tel/Fax |  |
| Firm location |  |
| Solicitors Ref. |  |
| email |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| File  SPA & LOAN for purchase of Property  REFINANCING  PERFECTION OF TRANSFER & CHARGE  TRANSFER | System No. | Auto-Generated (00001 – xxxxx) |  | Chargor’s information | | | | |
| File Reference |  |  | Particulars  (5 person) | Inserted through other interface | |  | Add button |
| Date Open file | Auto-Generated (in accordance |  | 1.  2.  3.  4.  5. |  | |  |  |
|  |  |  | Law Firm’s charge | | | | |
| Partner in charge | From list of partner |  | Firm’s name | (From Firm’s Info) (AESSD) | | | |
| Lawyer/PIC in charge | From list of lawyer/PIC |  | Firm’s No. |  | | | |
| Check list code | From list of check list |  | Location |  |  | |  |
| File Status | Active/close  Active: where everyone can see  Close: not everyone can see but selected person can see  From different interface | | Reference No. |  |  | |  |
| Related file no | Import from other file |  |  |  |  | |  |
| Remarks: |  | |  | | | | |
|  |  |  | |  |  |  | |  |

**DUPLICATE PAGE 6 to 12**

|  |
| --- |
| Back and forward button (like web) |

(for all interface)

|  |  |
| --- | --- |
| Edit/Save | x |

FOR SPA & LOAN

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| File  SPA & LOAN for purchase of Property  REFINANCING  PERFECTION OF TRANSFER & CHARGE  TRANSFER | System No. | Auto-Generated (000001 – xxxxx)[[35]](#footnote-35) |  | Vendors’ information | | | | |
| File Reference | We key in |  | Particulars  (5 person) | Inserted through other interface[[36]](#footnote-36) | |  | Add button/edit button/Safe Button/Search/Delete (“AESSD”) |
| Date Open file | Auto-Generated (in accordance to date of create or save) |  | 1.  2.  3.  4.  5. |  | |  |  |
| Partner in charge VESS | From list of partner  VESS |  | Vendors’ Solicitors | Law Chambers of Low & Yow[[37]](#footnote-37)  (From Firm’s Info) | | | AESSD Inserted through other interface |
| Lawyer/PIC in charge/Administrator | From list of lawyer/PIC VESS |  | Vendors’ Solicitors No. | 03-33456611  (from Firm’s Info) | |  |  |
| Check list code | From list of check list  Maybe 2-4 check list |  | Location | Klang (link with firm info. Some firm have many branches) – so go to town column[[38]](#footnote-38) | | email |  |
| File Status | Active/close  Active: where everyone can see  Close: not everyone can see but selected person can see  From different interface | | File Ref No. | If we are the lawyer then the file reference in this column is combination of system no. and File Reference (highlighted in green in the top right portion of this page) -File reference no. come first, system no. come second  If we are not the lawyer in charge then we will key in manually[[39]](#footnote-39) | | | |
| Related file no | Import from other file which the details of the file have completed. Example, you brought a property which we have inserted all the details. Now you want to sell. We will import all the details just change your name to seller (instead of buyer)  By file no. | |  |  | |  |  |
|  | Purchasers’ information | | | | |
|  | Particulars  (5 person) | Inserted through other interface[[40]](#footnote-40) | |  | AESSD |
| 1.  2.  3.  4.  5. |  | |  |  |
|  | Purchasers’ Solicitors | AB Chen & Co.  (from Firm Info) | | | AESSD Inserted through other interface[[41]](#footnote-41) |
| Remarks: | Purchasers’ Solicitors No. |  | email | |  |
|  | Location | Petaling Jaya (link with firm info. Some firm have many branches)[[42]](#footnote-42) | | | |
|  |  |  | | File Ref No.: | If we are the lawyer then the file reference in this column is combination of system no. and File Reference (highlighted in green in the top right portion of this page) -File reference no. come first, system no. come second  If we are not the lawyer in charge then we will key in manually[[43]](#footnote-43) | | | |

**Duplicate Page 6-12**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| File  SPA & LOAN for purchase of Property  REFINANCING  PERFECTION OF TRANSFER & CHARGE  TRANSFER | System No. | Auto-Generated (00001 – xxxxx) |  | Transferor information | | | | |
| File Reference |  |  | Particulars  (5 person) | Inserted through other interface | |  | Add button |
| Date Open file | Auto-Generated (in accordance |  | 1.  2.  3.  4.  5. |  | |  |  |
| Partner in charge | From list of partner |  | Transferors’ Solicitors | Law Chambers of Low & Yow  (From Firm’s Info) | | | add button |
| Lawyer/PIC in charge | From list of lawyer/PIC |  | Transferors’ Solicitors No. | 03-33456611  (from Firm’s Info) | |  |  |
| Check list code | From list of check list |  | Location | Klang (link with firm info. Some firm have many branches) | | email |  |
| File Status | Active/close  Active: where everyone can see  Close: not everyone can see but selected person can see  From different interface | | File Ref No. | Our file reference button: then it will be combination of system no. and File Reference (highlighted in green) | | | |
| Related file no | Import from other file |  |  |  | |  |  |
| Remarks: |  | | Transferees’ information | | | | |
|  | Particulars  (5 person) | Particulars  (5 person) | | Particulars  (5 person) | Particulars  (5 person) |
| 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. | | 1.  2.  3.  4.  5. | 1.  2.  3.  4.  5. |
|  | Transferees’  Solicitors | AB Chen & Co.  (from Firm Info) | | | Add button |
|  | Transferees’ Solicitors No. | Klang (link with firm info. Some firm have many branches) | email | |  |
|  | Location | Petaling Jaya (link with firm info. Some firm have many branches) | | | |
|  |  |  | | File Ref No.: |  | | | |
|  |  |  | | Consideration | RM??? | | | |
|  |  |  | |  |  | | | |

**REPEAT PAGE 6 to 9 (exclude loan)**

1. Numbering start from 001-0001 until 001-9999 then 002-0001 [↑](#footnote-ref-1)
2. Parties Information is inserted using page interface. You may add person and after complete press save. From time to time you may need to edit such as change of phone no. Then Edit button will be useful. Once the particulars have been saved, there is no need to redo again, we may use this over and over again. To do it we may search using, name or ic/company no and etc. I will be good if we can insert using IC photo [↑](#footnote-ref-2)
3. lawyer’s Information is inserted using page interface. You may add person and after complete press save. From time to time you may need to edit such as change of phone no. Then Edit button will be useful. Once the particulars have been saved, there is no need to redo again, we may use this over and over again. To do it we may search using, name or ic/company no and etc. I will be good if we can insert using name card. [↑](#footnote-ref-3)
4. See page interface (find TOWN column) [↑](#footnote-ref-4)
5. Denning system use a button **(representing Vendor)** – then our details will be inserted and autogenerate file reference no. which is combination of combination of system no. and File Reference (highlighted in green in the top right portion of this page) -File reference no. come first, system no. come second. [↑](#footnote-ref-5)
6. Same as footnote no. 2 [↑](#footnote-ref-6)
7. Same as footnote no. 3 [↑](#footnote-ref-7)
8. See page interface (find TOWN column) [↑](#footnote-ref-8)
9. Denning system use a button **(representing Purchaser)** – then our details will be inserted and autogenerate file reference no. which is combination of combination of system no. and File Reference (highlighted in green in the top right portion of this page) -File reference no. come first, system no. come second [↑](#footnote-ref-9)
10. For the interface see fage [↑](#footnote-ref-10)
11. There are times where the property has many transaction. As such, import from save property is important. People may buy and get refinancing later. So buy search using lot no. or address and click the button import, all the details are inserted will be good. [↑](#footnote-ref-11)
12. There are times where the property has many transaction. As such, import from save property is important. People may buy and get refinancing later. So buy search using lot no. or address and click the button import, all the details are inserted will be good. [↑](#footnote-ref-12)
13. See page interface [↑](#footnote-ref-13)
14. See page interface [↑](#footnote-ref-14)
15. See page [↑](#footnote-ref-15)
16. See page interface [↑](#footnote-ref-16)
17. See page [↑](#footnote-ref-17)
18. See page interface [↑](#footnote-ref-18)
19. See page [↑](#footnote-ref-19)
20. See page interface [↑](#footnote-ref-20)
21. See page [↑](#footnote-ref-21)
22. See page interface [↑](#footnote-ref-22)
23. See page [↑](#footnote-ref-23)
24. [↑](#footnote-ref-24)
25. [↑](#footnote-ref-25)
26. [↑](#footnote-ref-26)
27. [↑](#footnote-ref-27)
28. [↑](#footnote-ref-28)
29. [↑](#footnote-ref-29)
30. [↑](#footnote-ref-30)
31. [↑](#footnote-ref-31)
32. [↑](#footnote-ref-32)
33. [↑](#footnote-ref-33)
34. [↑](#footnote-ref-34)
35. Numbering start from 001-0001 until 001-9999 then 002-0001 [↑](#footnote-ref-35)
36. Parties Information is inserted using page interface. You may add person and after complete press save. From time to time you may need to edit such as change of phone no. Then Edit button will be useful. Once the particulars have been saved, there is no need to redo again, we may use this over and over again. To do it we may search using, name or ic/company no and etc. I will be good if we can insert using IC photo [↑](#footnote-ref-36)
37. lawyer’s Information is inserted using page interface. You may add person and after complete press save. From time to time you may need to edit such as change of phone no. Then Edit button will be useful. Once the particulars have been saved, there is no need to redo again, we may use this over and over again. To do it we may search using, name or ic/company no and etc. I will be good if we can insert using name card. [↑](#footnote-ref-37)
38. See page interface (find TOWN column) [↑](#footnote-ref-38)
39. Denning system use a button **(representing Vendor)** – then our details will be inserted and autogenerate file reference no. which is combination of combination of system no. and File Reference (highlighted in green in the top right portion of this page) -File reference no. come first, system no. come second. [↑](#footnote-ref-39)
40. Same as footnote no. 2 [↑](#footnote-ref-40)
41. Same as footnote no. 3 [↑](#footnote-ref-41)
42. See page interface (find TOWN column) [↑](#footnote-ref-42)
43. Denning system use a button **(representing Purchaser)** – then our details will be inserted and autogenerate file reference no. which is combination of combination of system no. and File Reference (highlighted in green in the top right portion of this page) -File reference no. come first, system no. come second [↑](#footnote-ref-43)