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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| File  SPA & TRANSFER  LOAN & REFINANCING & CHARGE | System No. | Auto-Generated (00001 – xxxxx) |  | Vendors’ 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 |  | Vendors’ Solicitors | Law Chambers of Low & Yow  (From Firm’s Info) | | | add button |
| Lawyer/PIC in charge | From list of lawyer/PIC |  | Vendors’ 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: |  | | Purchasers’ 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. |
|  | Purchasers’ Solicitors | AB Chen & Co.  (from Firm Info) | | | Add button |
|  | Purchasers’ 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.: |  | | | |

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| File  SPA (GETTING UP)  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP & CHARGE)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | System No. | Auto-Generated (00001 – xxxxx) |  | Vendors’ 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 |  | Vendors’ Solicitors | Law Chambers of Low & Yow  (From Firm’s Info) | | | add button |
| Lawyer/PIC in charge | From list of lawyer/PIC |  | Vendors’ 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: |  | | Purchasers’ 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. |
|  | Purchasers’ Solicitors | AB Chen & Co.  (from Firm Info) | | | Add button |
|  | Purchasers’ 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.: |  | | | |

SPA &

|  |  |
| --- | --- |
| File  SPA (GETTING UP & TRANSFER)  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP & CHARGE)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | * Vendor’s Documents Purchaser’s Documents correspondence Other agreement   O (Insert) give me about 20 columns  0 (insert)  0 (Insert) |

SPA (GETTING UP)

|  |  |
| --- | --- |
| File  SPA (GETTING UP & TRANSFER)  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP & CHARGE)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | * Vendor’s Documents Purchaser’s Documents correspondence Other agreement   O (Insert) give me about 20 columns  0 (insert)  0 (Insert)  SAME GOES TO CORRESPONDENCE AND OTHER AGREEMENT |

**SPA (AFTER SIGNING BEFORE REDEMPTION)**

**CORRESPONDENCE**

|  |  |
| --- | --- |
| File  SPA (GETTING UP & TRANSFER)  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP & CHARGE)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | O (Insert) give me about 20 columns  0 (insert)  0 (Insert) |

**SPA (AFTER REDEMPTION)**

**CORRESPONDENCE**

|  |  |
| --- | --- |
| File  SPA (GETTING UP & TRANSFER)  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP & CHARGE)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | O (Insert) give me about 20 columns  0 (insert)  0 (Insert) |

**LOAN (GETTING UP)**

|  |  |
| --- | --- |
| File  SPA (GETTING UP & TRANSFER)  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP & CHARGE)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | Choose bank  (like maybank2u online transfer)  Alliance Bank example |

**LOAN (GETTING UP)**

**ALLIANCE BANK**

|  |  |
| --- | --- |
| LOAN (GETTING UP)  ALLIANCE BANK | DOCUMENTS CORRESPONDENCE  (Documents 20 columns) (Correspondence 20 columns) |

**LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)**

|  |  |
| --- | --- |
| File  SPA (GETTING UP & TRANSFER)  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP & CHARGE)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | Choose bank  (like maybank2u online transfer)  Alliance Bank example |

**LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)**

**ALLIANCE BANK**

|  |  |
| --- | --- |
| File  SPA (GETTING UP )  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP & CHARGE)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | CORRESPONDENCE ADVISE  (Correspondence 20 columns) (Advise 20 columns) |

**LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN)**

|  |  |
| --- | --- |
| File  SPA (GETTING UP)  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP & CHARGE)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | Choose bank  (like maybank2u online transfer)  Alliance Bank example |

LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN)

**ALLIANCE BANK**

|  |  |
| --- | --- |
| File  SPA (GETTING UP)  SPA (AFTER SIGNING BEFORE REDEMPTION)  SPA (AFTER REDEMPTION)  LOAN (GETTING UP)  LOAN (BEFORE SIGNING UNTIL 1st ADVISE FOR DRAWDOWN)  LOAN (AFTER REDEMPTION OR FINAL DRAWDOWN) | CORRESPONDENCE ADVISE  (Correspondence 20 columns) (Advise 20 columns) |

**BEFORE ACCESS TO LOAN MUST HAVE THIS DECLARATION**

**I/we hereby declare that we are the panel of the bank/financial institution which we are authorised to access to the bank’s document. I/we hereby agree that the owner of this software shall not in any event be held liable against any losses, damages, claims, demand and suit in respect to I/we access to the bank/financial institution documents contained in this software.**