

**INFORMATION & CHECKLIST OF DOCUMENTS FOR ISSUANCE OF LETTER OF CONSENT FOR
THE PURPOSE OF REGISTRATION OF LEASE ON STRATA TITLES**

C: CHECKLIST OF DOCUMENTS FOR SUBMISSION (AUCTION) – ONE BIDDER ONLY			IIB
1.	One (1) certified true copy of stamped Sale & Purchase Agreement (principal SPA)		
2.	One (1) certified true copy of duly stamped Memorandum of Contract together with Proclamation of Sale		
3.	One (1) certified true copy of the Memorandum of Transfer (Form 14A] duly executed by the Developer and Successful Bidder (<i>private auction</i>) <i>or</i> One (1) certified true copy of the Certificate of Sale by Court (Form 16F] duly executed by the Registrar (<i>public auction</i>)		
4.	(a) if Individual: <ul style="list-style-type: none"> • One (1) certified true copy of Identity Card of successful bidder; and • One (1) certified true copy of Passport (<i>for foreign purchaser</i>) (b) if Company: <ul style="list-style-type: none"> • One (1) certified true copy of company resolution for acquisition of the lease and authorised signatories of the instrument; • One (1) certified true copy of Form 9 (certificate of incorporation of company); • One (1) certified true copy of Form 44 (Notification of Change in Registered Address Form) <i>or</i> Section 46 of the Companies Act 2016; • One (1) certified true copy of Form 24, Form 32A/ Form 49 or Form 58 • One (1) certified true copy of Memorandum & Article of Association. 		
5.	One (1) certified true copy of strata title. <i>(please submit the certified true copy of the strata title to IIB for safekeeping)</i>		
6.	One (1) original duly executed Letter of Undertaking by lease purchaser(s) [successful bidder] addressed to IIB <i>(please submit the original Letter of Undertaking to IIB for safekeeping)</i>		
7.	Letter of confirmation by Developer/ JMB (confirmation on no outstanding payment of quit rent, assessment, maintenance and sinking fund by the lease purchaser)		
8.	Letter of Offer from financial institution <i>(for loan purchaser only)</i>		
9.	Payment of RM500 payable to Medini City Management Sdn Bhd		