

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

B : CHECKLIST OF DOCUMENTS FOR SUBMISSION (SUB-SALES)			IIB
1.	One (1) certified true copy of stamped Sale & Purchase Agreement (principal SPA)		
2.	One (1) certified true copy of stamped Sub-sale Agreement		
3.	One (1) certified true copy of Deed of Assignment by way of Transfer together with stamp certificate duly executed by the Developer and the 1 st (original) Lease Purchaser(s)		
4.	One (1) certified true copy of the Memorandum of Transfer (Form 14A] duly executed by the Developer and the 2 nd Lease Purchaser(s)		
5.	(a) if Individual: <ul style="list-style-type: none"> • One (1) certified true copy of Identity Card of Purchaser; 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. 		
6.	One (1) certified true copy of strata title. <i>(please submit the certified true copy of the strata title to IIB for safekeeping)</i>		
7.	One (1) certified true copy of Medini Trust Deed (if applicable) <i>(where the purchase of property involved for 2 or more purchaser)</i>		
8.	One (1) original duly executed Letter of Undertaking by lease purchaser(s) addressed to IIB. <i>(please submit the original Letter of Undertaking to IIB for safekeeping)</i>		
9.	Letter of confirmation by Developer/ JMB (confirmation on no outstanding payment of quit rent, assessment, maintenance and sinking fund by the lease purchaser)		
10.	Letter of Offer from financial institution <i>(for loan purchaser only)</i>		
11.	Payment of RM500 payable to Medini City Management Sdn Bhd		