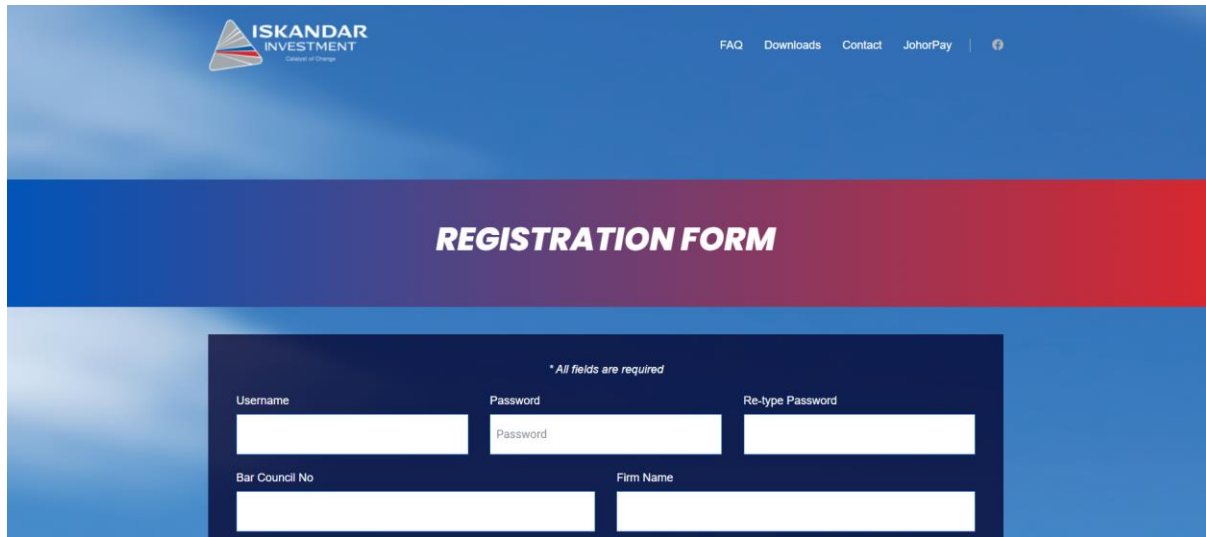




IIB USER GUIDE LEASE PURCHASER

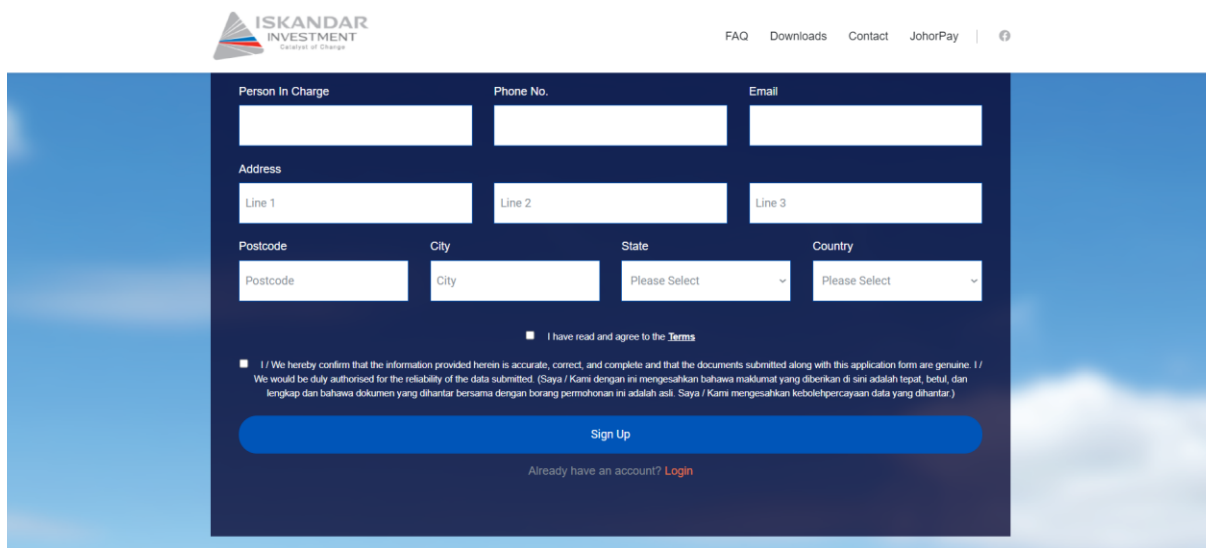
1.0 LEASE PURCHASER REGISTRATION FORM

To access the registration form, go to <https://medinicity.com.my/register/form> . Fill up all the required information. Click **sign up button** or **login button** to access lease purchaser page.



The screenshot shows the top portion of the registration form. At the top left is the Iskandar Investment logo with the tagline 'Spiral of Change'. To the right are links for FAQ, Downloads, Contact, and JohorPay. A large red banner with the text 'REGISTRATION FORM' in white is centered. Below this is a dark blue form box with the instruction '* All fields are required'. The form contains five input fields: Username, Password, Re-type Password, Bar Council No, and Firm Name.

Figure 1: Registration Form



The screenshot shows the bottom portion of the registration form. It continues with input fields for Person In Charge, Phone No., Email, Address (Line 1, Line 2, Line 3), Postcode, City, State, and Country. Below these fields is a checkbox for 'I have read and agree to the Terms'. A large blue 'Sign Up' button is centered at the bottom of the form box. Below the button, there is a link for 'Already have an account? Login'.

Figure 2: Registration Form

2.0 LOGIN AND REGISTER PAGE

After finished registration, user may enter **username**, **password** and **captcha code** to access lease purchaser page.

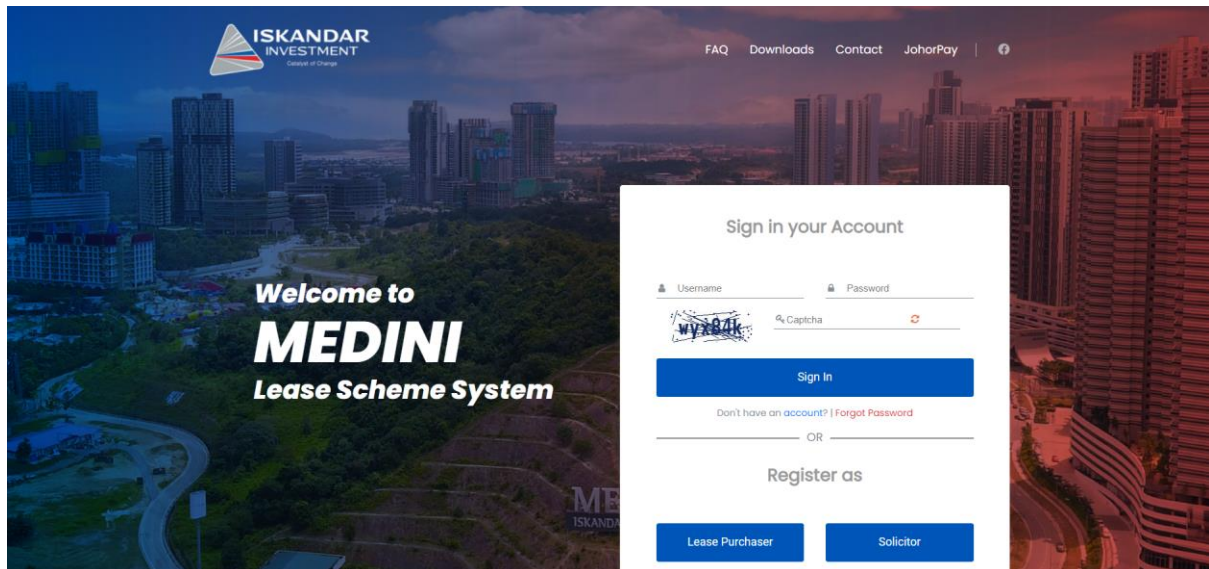


Figure 3: Login and Register page

3.0 DASHBOARD PAGE

Click **Dashboard** to displays **total application details, pending payment details** and **total invoice details**.

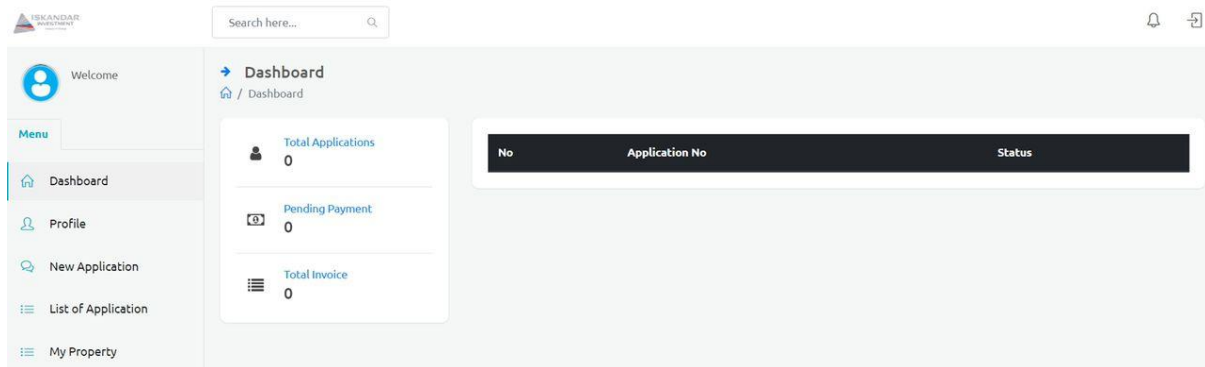


Figure 4: Dashboard page

Click **Profile**.

Click **Edit button** to edit my profile.

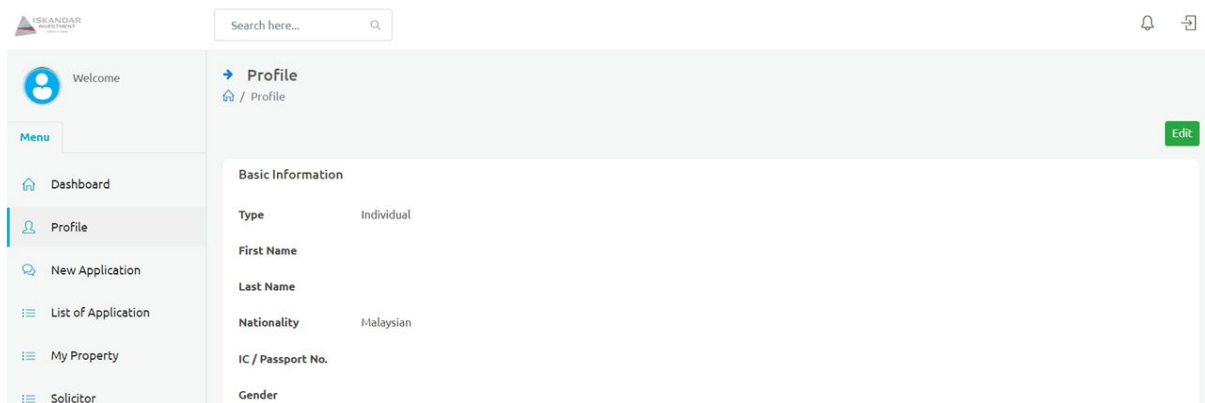


Figure 5: My Profile page

Fill up all the required information and click **Change Password** to change password.

The screenshot shows the 'Change Password' page in the VEKANDAR system. The page has a sidebar menu on the left with options like 'My Profile', 'Change Password', 'Logout', 'New Application', 'List of Application', 'My Property', and 'Solicitor'. The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A blue 'Change Password' button is located at the bottom of the form.

Figure 6: Change password page

4.0 NEW APPLICATION

Click **New Application** to add a new application and select the preferred application type.

The screenshot shows the 'New Application' page in the VEKANDAR system. The page has a sidebar menu on the left with options like 'Dashboard', 'Profile', 'New Application', 'List of Application', 'My Property', 'Solicitor', 'Invoice', and 'Payment'. The main content area is titled 'New Application' and contains a horizontal tab bar with five tabs: '1. Type of Request', '2. Purchaser Profile', '3. Property Info', '4. Checklist', and '5. Delivery Info'. The '1. Type of Request' tab is active, showing a list of application types with checkboxes: 'Certificate of Notification', 'LOC - Registration of Lease (Strata) - Original Transfer 14A', 'LOC - (Sub-Sales)', 'Letter of Consent for The Purpose of Registration of Lease on / or Individual Title (Landed Non Strata)', 'LOC (Auction case - one bidder only)', 'LOC - Divorce Case (One Name Only)', 'Request for Land Title/Strata Title', and 'Certificate of Notification (sub sale)'. At the bottom right, there are 'Previous' and 'Next' buttons.

Figure 7: New application page

Fill up all the required information.

The screenshot shows the '2. Purchaser Profile' step of a five-step application process. The steps are: 1. Type of Request, 2. Purchaser Profile, 3. Property Info, 4. Checklist, and 5. Delivery Info. The 'Purchaser Profile' section includes a 'Type' selector with 'Individual' selected and 'Company' as an option. Below this are input fields for 'Name' (split into two parts), 'Email', 'Telephone No.', 'Nationality' (with 'Malaysian' selected and 'Others' as an option), 'IC No./Passport No.', and 'Address' (split into three parts). At the bottom right, there are three buttons: 'Previous', 'Next', and 'Save as Draft'.

1. Type of Request 2. Purchaser Profile 3. Property Info 4. Checklist 5. Delivery Info

Type ☒ Individual ☐ Company

Name

Email Telephone No.

Nationality ☒ Malaysian ☐ Others

IC No./Passport No.

Address

Previous Next Save as Draft

Figure 8: New application page

Select the property before proceeding.

The screenshot shows the '3. Property Info' step of a five-step application process. The steps are: 1. Type of Request, 2. Purchaser Profile, 3. Property Info, 4. Checklist, and 5. Delivery Info. The 'Property Info' section is titled 'Please choose your property' and contains a table with one row of data. The table has columns for '#', 'Zone', 'Development', 'State', 'District', 'City', 'Building No', 'Parcel_no', 'Purchaser', and 'Purchase IC/Passport No'. The first row has a checked checkbox in the '#' column, 'Zone A' in 'Zone', 'Meridin Suites' in 'Development', 'Johor' in 'State', 'Johor Bahru' in 'District', 'Pulai' in 'City', 'M1' in 'Building No', '2' in 'Parcel_no', and empty fields for 'Purchaser' and 'Purchase IC/Passport No'. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Save as Draft'.

1. Type of Request 2. Purchaser Profile 3. Property Info 4. Checklist 5. Delivery Info

Please choose your property

| # | Zone | Development | State | District | City | Building No | Parcel_no | Purchaser | Purchase IC/Passport No |
|-------------------------------------|--------|----------------|-------|-------------|-------|-------------|-----------|-----------|-------------------------|
| <input checked="" type="checkbox"/> | Zone A | Meridin Suites | Johor | Johor Bahru | Pulai | M1 | 2 | | |

Previous Next Save as Draft

Figure 9: New application page

Please upload all the required file checklist.

Please upload all required documents below :
** Only PDF, JPG, JPEG, PNG & GIF files are allowed.

Certificate of Notification (original sale)

| # | Checklist Type | File | Note |
|---|--|---|--|
| 1 | One (1) certified true copy of Identity Card and Passport | <input type="button" value="Choose File"/> No file chosen | (for foreign purchaser, it is compulsory to provide their country identity card) |
| 2 | One (1) certified true copy of Schedule G/H or Sale & Purchase Agreement | <input type="button" value="Choose File"/> No file chosen | (for subsale of lease, please provide both agreements) |
| 3 | One (1) certified true copy of Medini Trust Deed (more than 1 purchaser) | <input type="button" value="Choose File"/> No file chosen | (joint purchased by 2 to 4 purchasers) |

Figure 10: New application page

Select the type of Delivery mode.

Please select your preferred delivery mode

Delivery Mode *

Please select

By Courier

Self Collect

Figure 11: New application page

5.0 LIST OF APPLICATION

Click **List of Application** to displays application list details.

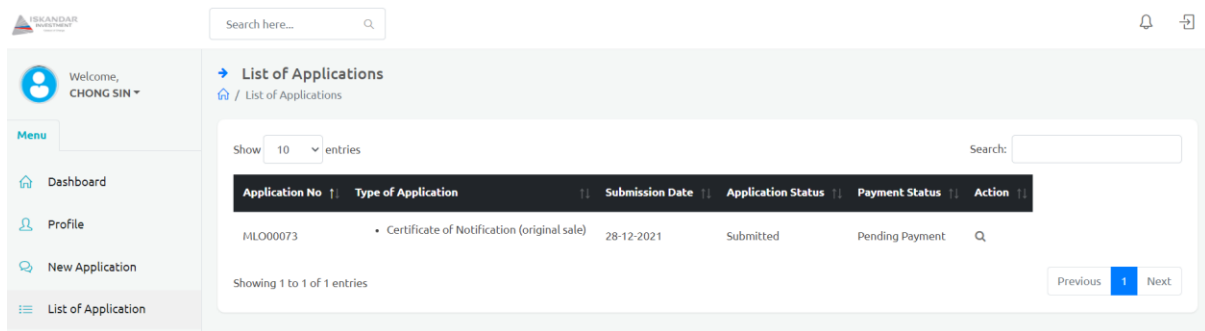


Figure 12: List of application page

6.0 MY PROPERTY

Click **My Property**

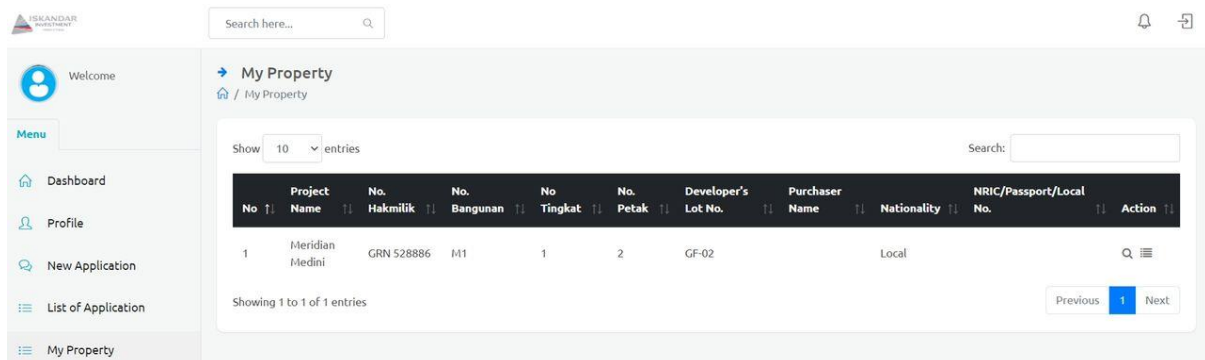


Figure 13: My property page

Click **View button** to displays **property information, purchaser information** and **solicitor information.**



Figure 14: View button

→ My Property

[Home](#) / [My Property](#) / [View](#)

Property Information

Project

Meridian Medini

No. Bangunan

M1

No. Petak

2

Remark

No. Hak Milik

No. Tingkat

1

Developer's Lot No.

GF-02

Purchaser Information

| No | Type | Name | IC No | Action |
|----|------|------|-------|--------|
|----|------|------|-------|--------|

Figure 15: My property details

Solicitor Information

Legal Firm

A RAHIM & CO

Telephone No.

Address :

A.RAHIM & CO, NO. 98 - 100, JALAN SETIA TROPIKA 1/7, TAMAN SETIA TROPIKA, 81200 JOHOR BAHRU, JOHOR. TEL : 07-2440001/072888226, EMAIL : conv@arahimadvocates.my

Email

Back

Figure 16: My property details

Click **Application list button** to displays **property information** and **application list**.



Figure 17: Application list button

→ My Property
🏠 / My Property / Application List

Property Information

| | | | |
|--------------|-----------------|---------------------|------------|
| Project | Meridian Medini | No. Hak Milik | GRN 528886 |
| No. Bangunan | M1 | No. Tingkat | 1 |
| No. Petak | 2 | Developer's Lot No. | GF-02 |
| Remark | | | |

Figure 18: Property information

Application List

Show entries

| Application No | Type of Application | Submission Date | Application Status | Payment Status | Action |
|----------------|--|-----------------|--------------------|-----------------|--------|
| MLO00063 | • LOC for Registration of Lease and/or Charge on Strata Title (Original Transfer Form 14A) | 08-04-2021 | Prepare Doc | Pending Payment | 🔍 |
| MLO00064 | • LOC for Registration of Lease and/or Charge on Strata Title (Original Transfer Form 14A) | 09-04-2021 | Prepare Doc | Pending Payment | 🔍 |

Showing 1 to 2 of 2 entries

Previous **1** Next



Back

Figure 19: Application list

Click **View button** to **displays application list details**.

Application List

Show entries

| Application No | Type of Application | Submission Date | Application Status | Payment Status | Action |
|----------------|--|-----------------|--------------------|-----------------|---|
| MLO00063 | • LOC for Registration of Lease and/or Charge on Strata Title (Original Transfer Form 14A) | 08-04-2021 | Prepare Doc | Pending Payment |  |
| MLO00064 | • LOC for Registration of Lease and/or Charge on Strata Title (Original Transfer Form 14A) | 09-04-2021 | Prepare Doc | Pending Payment |  |

Showing 1 to 2 of 2 entries

Previous **1** Next

[Back](#)

Figure 20: Application list

[My Property](#)
[My Property](#) / [Application List](#) / [View](#)

Application Info

App No. : MLO00063

Type of Application : LOC for Registration of Lease and/or Charge on Strata Title (Original Transfer Form 14A)

Submitted Date : 08-04-2021

Status : Preparing Document

Applicant Info

Type : Individual

First Name :

Last Name :

Nationality : Malaysian

IC / Passport No. :

Figure 21: Application info

Property Info

| Zone | Development | State | District | City | Building No | Parcel No | Purchaser | Purchase IC/Passport No |
|--------|----------------|-------|-------------|-------|-------------|-----------|-----------|-------------------------|
| Zone A | Meridin Suites | Johor | Johor Bahru | Pulai | M1 | 2 | | |

Checklist

| No. | Checklist | Upload Date | File | Status |
|-----|--|-------------|------------------------------------|----------|
| 1 | One (1) certified true copy of stamped Sale & Purchase Agreement (principal SPA) | 09-04-2021 | Test_data_iib.pdf | Verified |
| 2 | One (1) certified true copy of the Memorandum of Transfer (Form 14A) duly executed by the Developer and Lease Purchaser(s) | 09-04-2021 | Test_data_iib1.pdf | Verified |
| 3 | One (1) certified true copy of strata title | 09-04-2021 | Test_data_iib2.pdf | Verified |
| 4 | One (1) certified true copy of Medini Trust Deed (if applicable) | 09-04-2021 | Test_data_iib3.pdf | Verified |
| 5 | Letter of confirmation by Developer/JIMB | 09-04-2021 | Test_data_iib4.pdf | Verified |
| 6 | One (1) original duly executed Letter of Undertaking by lease purchaser(s) addressed to IIB | 09-04-2021 | Test_data_iib5.pdf | Verified |

Figure 22: Checklist

7.0 SOLICITOR

Click **Solicitor** to displays **solicitor requested status**.

Search here...

Welcome, CHONG SIN

Menu

- Dashboard
- Profile
- New Application
- List of Application
- My Property
- Solicitor

Solicitor

| No. | Request By | No Hak Milik | Status |
|-----|--------------|--------------|---------|
| 1 | A RAHIM & CO | GRN 52886 | APPROVE |

Figure 23: Solicitor page

8.0 INVOICE

Click **Invoice** to displays invoice details

Search here...

Welcome, CHONG SIN

Menu

- Dashboard
- Profile
- New Application
- List of Application
- My Property
- Solicitor
- Invoice
- Payment

Back

PROFORMA INVOICE

No : MCM/PF/2021-000013 Term : Cash

Date : 2021-12-28

To :
: No 19 Jalan Jelok Indah 7
Taman Jelok Indah
Sg Jelok 11
43000 Kajang 2
Selangor

Attn : Sir / Madam,

| Description | Transaction Amount (MYR) | Tax Rate (%) | SST Amount (MYR) | Total Amount (MYR) |
|-----------------------------|--------------------------|--------------|------------------|--------------------|
| Certificate of Notification | 50.00 | 0.00 | 0.00 | 50.00 |
| GRAND TOTAL | 50.00 | | 0.00 | 50.00 |

(RINGGIT MALAYSIA : FIFTY ONLY)

All payments should be made payable to MEDINI CITY MANAGEMENT SDN BHD with Account number: CIMB Bank Berhad 8001067351 and be crossed 'Accounts Payee Only'. Swift Code No: CIBBMYYK

Figure 24: Invoice details

After successfully make a new application, click **make payment button** to make a payment.

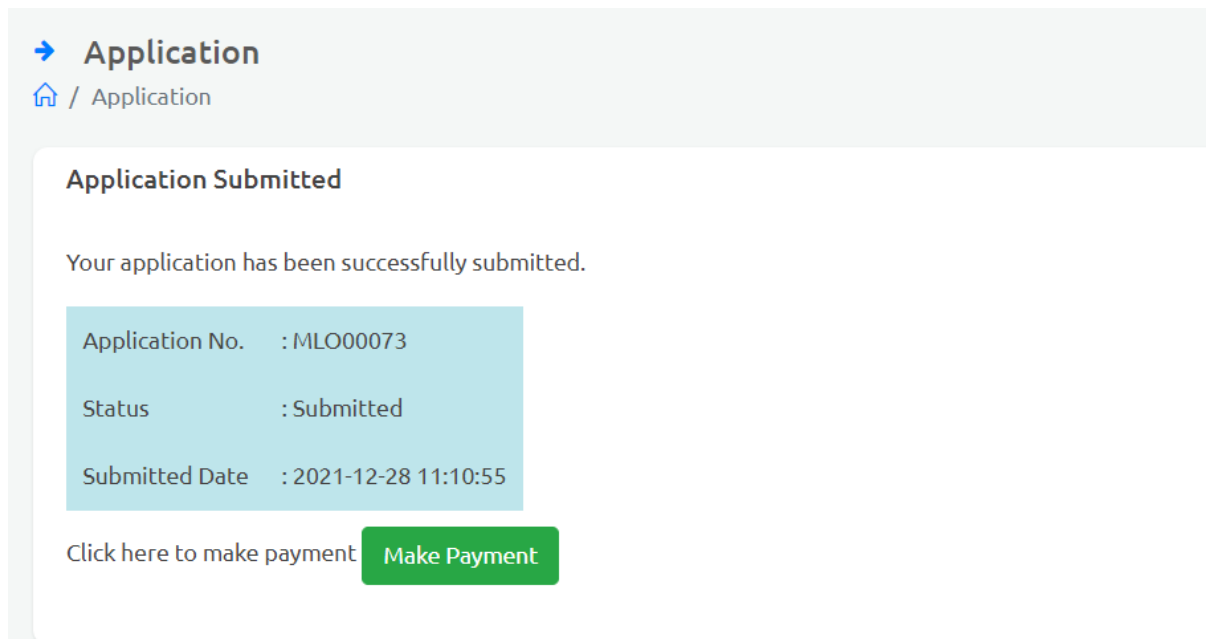


Figure 25: New application page

Click **make payment button** to make a payment.

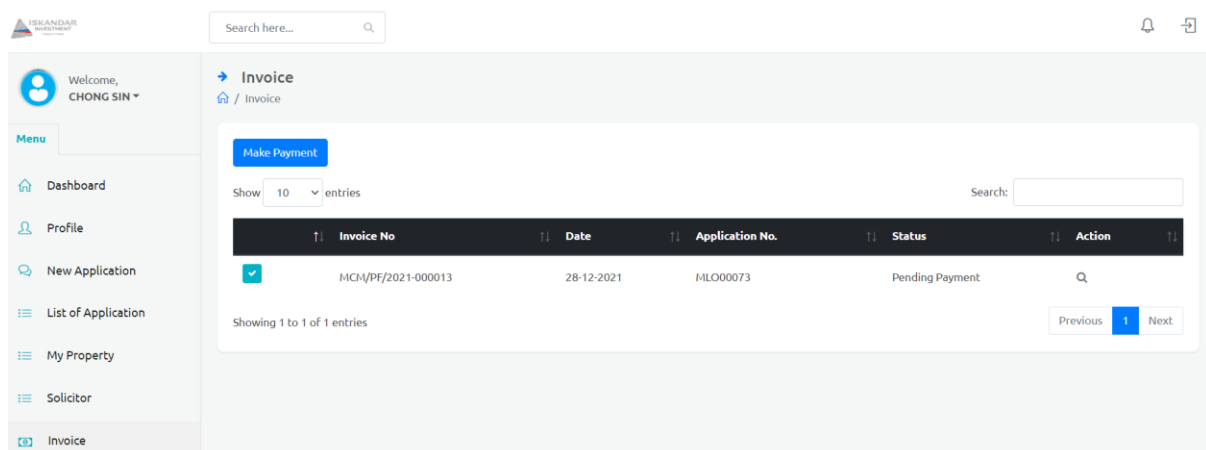
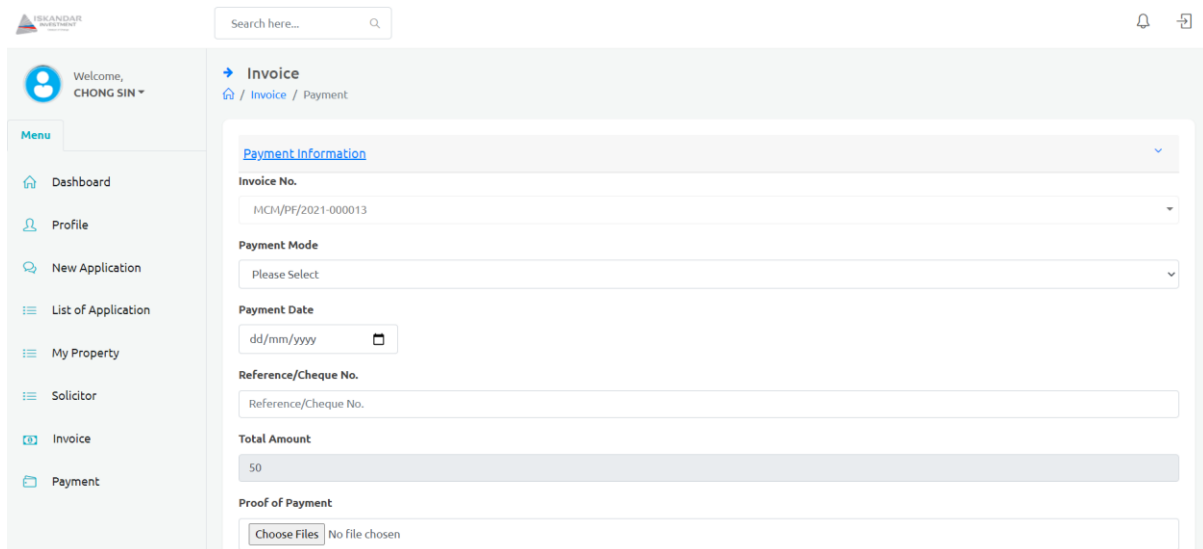


Figure 26: Invoice page

Fill up all the required information for payment information.

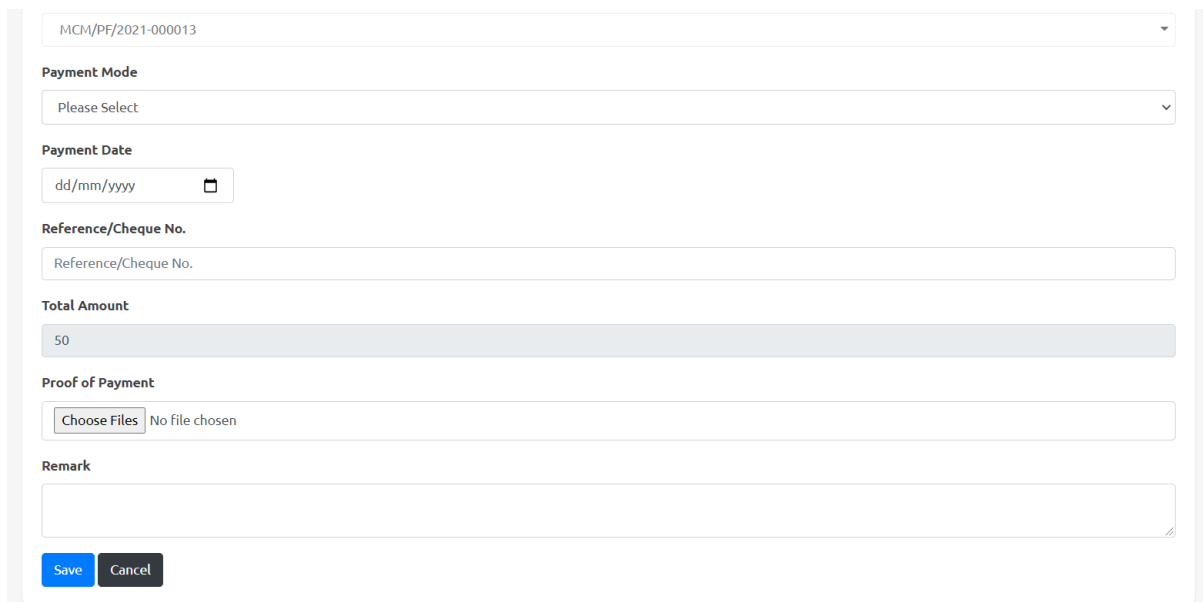


The screenshot shows the 'Payment Information' form within the Iskandar system. The interface includes a top navigation bar with a search bar and a user profile section. A left sidebar menu lists various options: Dashboard, Profile, New Application, List of Application, My Property, Solicitor, Invoice, and Payment. The main content area is titled 'Invoice' and contains the following fields:

- Payment Information:** A dropdown menu.
- Invoice No.:** A text field containing 'MCM/PF/2021-000013'.
- Payment Mode:** A dropdown menu with 'Please Select'.
- Payment Date:** A date picker field showing 'dd/mm/yyyy'.
- Reference/Cheque No.:** A text field containing 'Reference/Cheque No.'.
- Total Amount:** A text field containing '50'.
- Proof of Payment:** A section with a 'Choose Files' button and the text 'No file chosen'.

Figure 27: Payment information

Please upload proof of payment receipt and click **save button** to save the payment information.



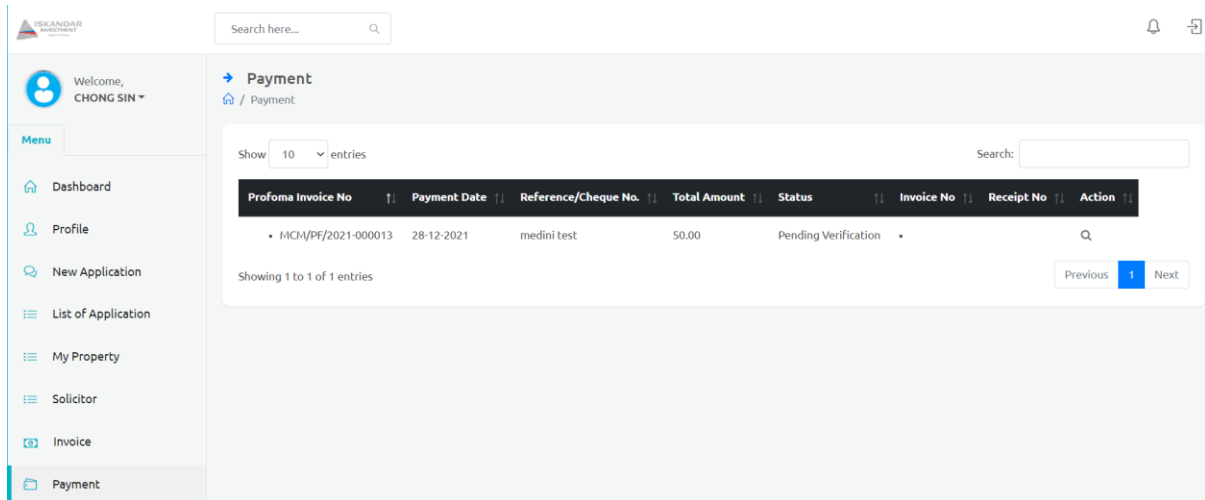
This figure provides a detailed view of the 'Payment Information' form. It includes the same fields as Figure 27, but with additional details:

- Payment Mode:** A dropdown menu with 'Please Select'.
- Payment Date:** A date picker field showing 'dd/mm/yyyy'.
- Reference/Cheque No.:** A text field containing 'Reference/Cheque No.'.
- Total Amount:** A text field containing '50'.
- Proof of Payment:** A section with a 'Choose Files' button and the text 'No file chosen'.
- Remark:** A large text area for additional notes.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Figure 28: Payment information

9.0 PAYMENT

Click **Payment** to displays payment details.



Search here...

Welcome, CHONG SIN

Menu

- Dashboard
- Profile
- New Application
- List of Application
- My Property
- Solicitor
- Invoice
- Payment

Payment

Show 10 entries

Search:

| Profoma Invoice No | Payment Date | Reference/Cheque No. | Total Amount | Status | Invoice No | Receipt No | Action |
|--------------------|--------------|----------------------|--------------|----------------------|------------|------------|--------|
| MCM/PF/2021-000013 | 28-12-2021 | medini test | 50.00 | Pending Verification | | | |

Showing 1 to 1 of 1 entries

Previous Next

Figure 29: Payment page