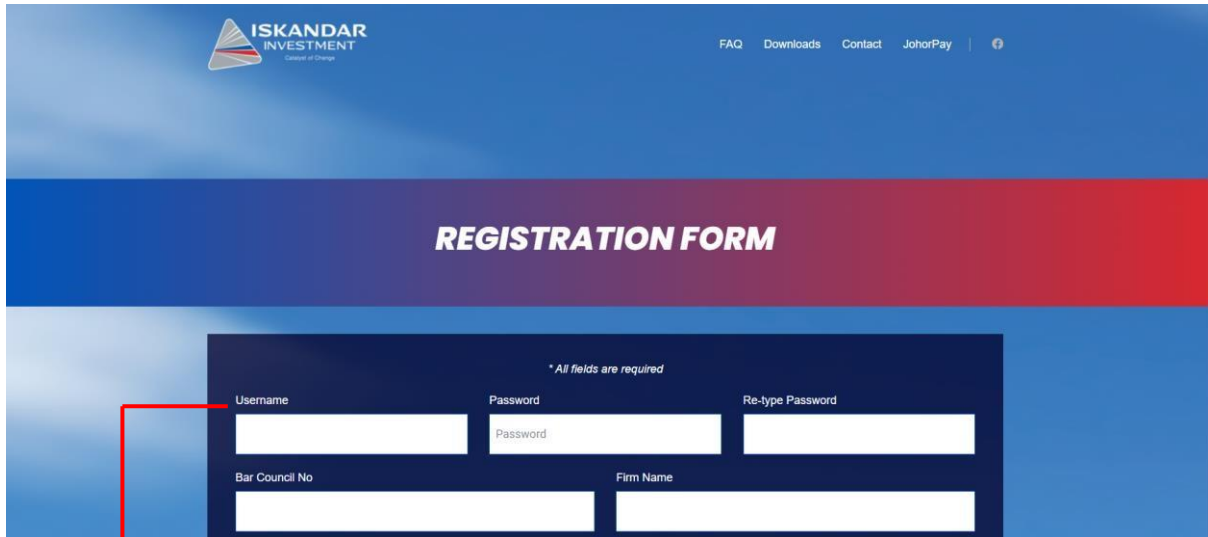




IIB USER GUIDE AS SOLICITOR

1.0 SOLICITOR REGISTRATION FORM

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



ISKANDAR INVESTMENT
Sole Agent of JohorPay

FAQ Downloads Contact JohorPay

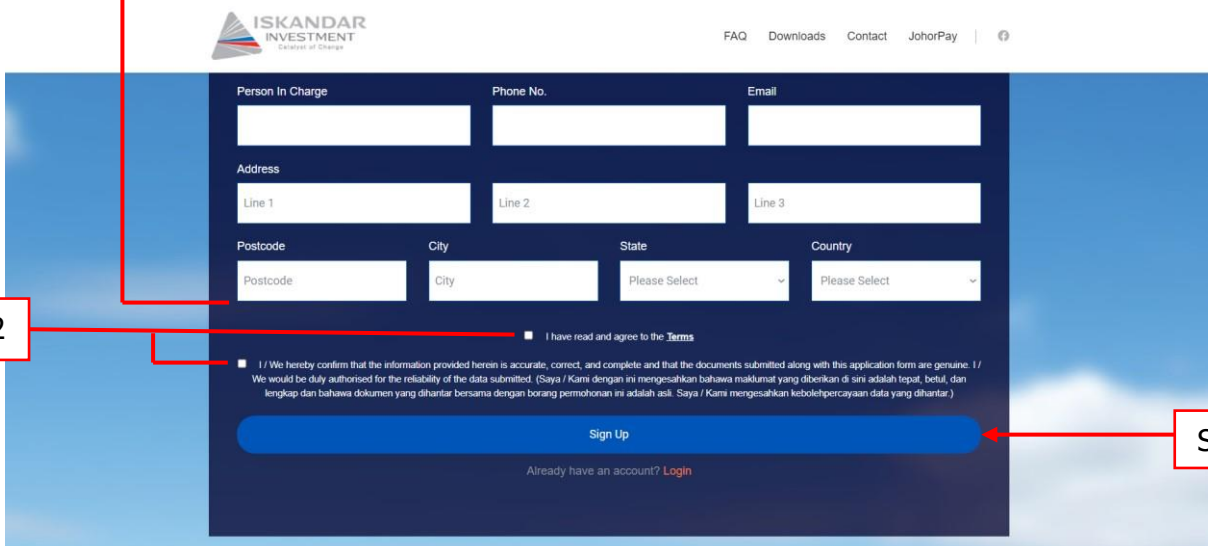
REGISTRATION FORM

* All fields are required

Username Password Re-type Password

Bar Council No Firm Name

Step 1



ISKANDAR INVESTMENT
Sole Agent of JohorPay

FAQ Downloads Contact JohorPay

Person In Charge Phone No. Email

Address
Line 1 Line 2 Line 3

Postcode City State Country
Postcode City Please Select Please Select

I have read and agree to the [Terms](#)

I / We hereby confirm that the information provided herein is accurate, correct, and complete and that the documents submitted along with this application form are genuine. I / We would be duly authorised for the reliability of the data submitted. (Saya / Kami dengan ini mengesahkan bahawa maklumat yang diberikan di sini adalah tepat, betul, dan lengkap dan bahawa dokumen yang dihantar bersama dengan borang permohonan ini adalah asli. Saya / Kami mengesahkan kebolehppercayaan data yang dihantar.)

Sign Up

Already have an account? [Login](#)

Step 2

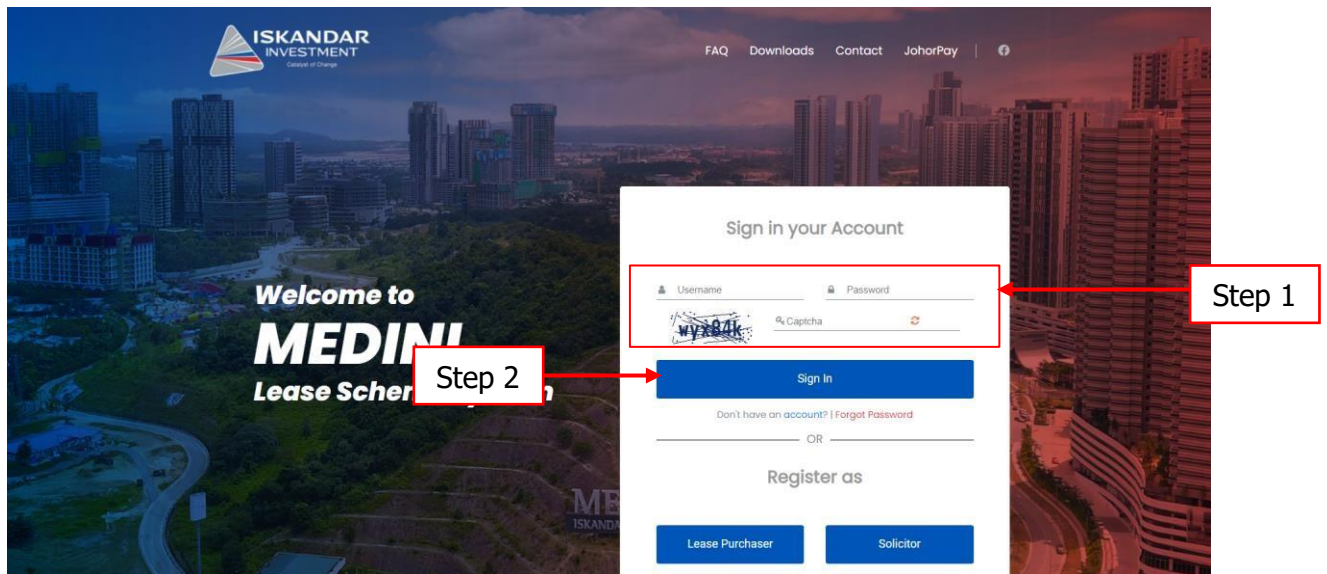
Step 3

Step 1: User may fill in the details required.

Step 2: Tick the declaration box.

Step 3: Click 'SIGN UP' to proceed.

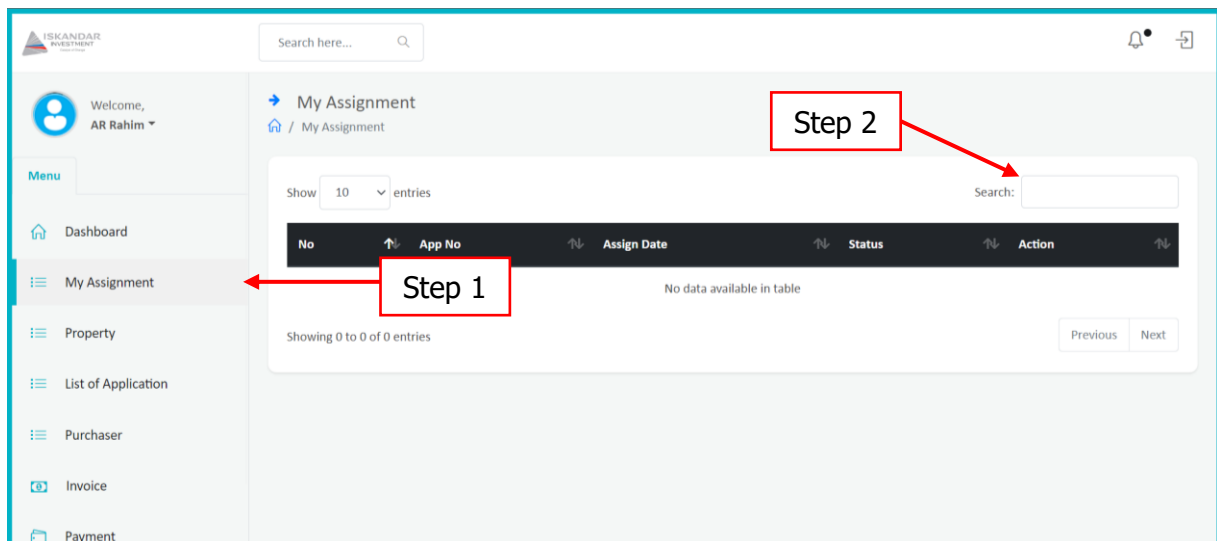
2.0 LOGIN AND REGISTER PAGE



Step 1: User may enter **username**, **password** and **captcha code**

Step 2: Click 'SIGN IN' to proceed

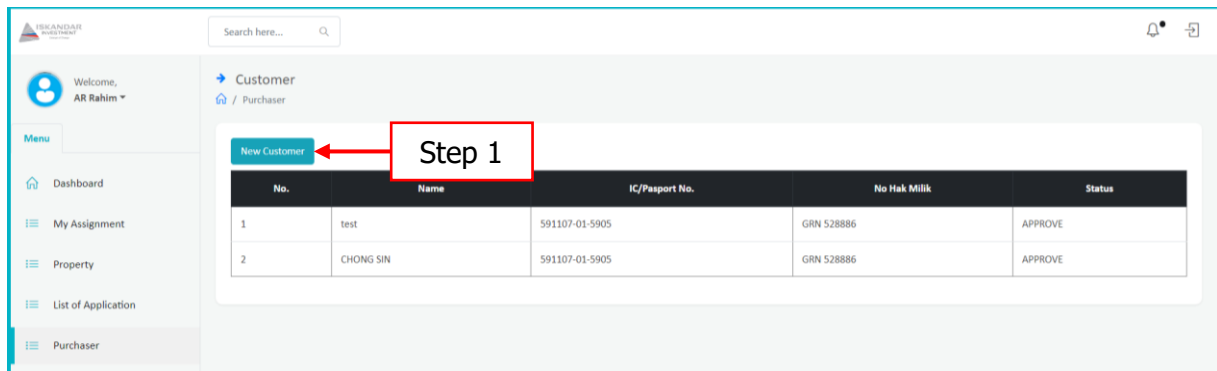
3.0 MY ASSIGNMENT



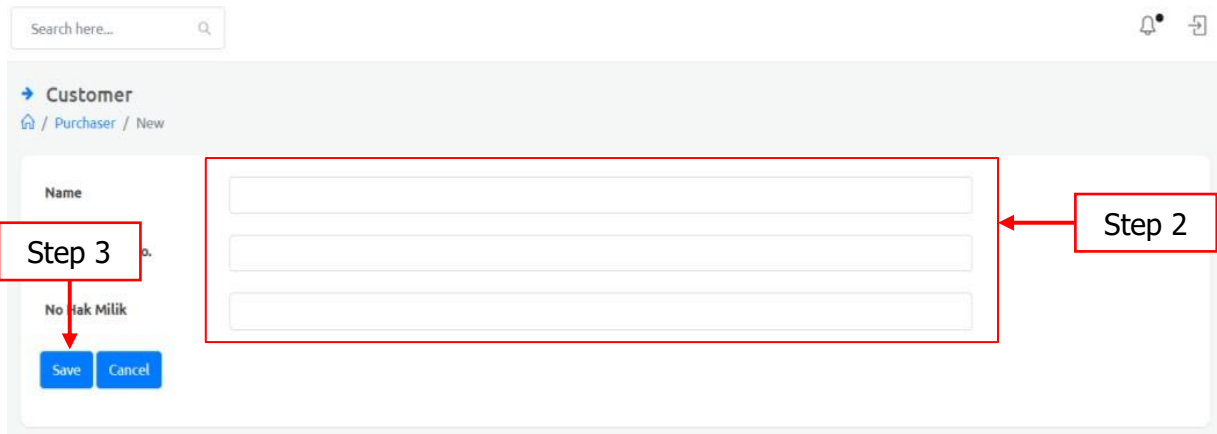
Step 1: Click **My Assignment** to display the assignment details.

Step 2: User can search for assignments.

4.0 PURCHASER



Step 1: Click **Purchaser** to view the list of purchasers and click **the new purchaser** button to add a new purchaser.



Step 2: Fill up all required information.

Step 3: Click on the **save** button to add a new purchaser

5.0 PROPERTY

Search here...

Welcome, AR Rahim

My Property

Property

Project: Please Select

No. Hak Milik

No. Bangunan

No. Tingkat

No. Petak

Developer's Lot No.

Purchaser Name

NRIC/Passport/Local No.

Show

Show 10 entries

No	Project Name	No. Hakmilik	No. Bangunan	No. Tingkat	No. Petak	Developer's Lot No.	Purchaser Name	Nationality	NRIC/Passport/Local No.	Action
1	Meridian Medini	GRN 528886	M1	1	2	GF-02	CHONG SIN KIONG	Local	591107-01-5905	

Step 1: Click on the property

Step 2: Fill up all the required information and click the **show** button to view the property details.

Show 10 entries

No	Project Name	No. Hakmilik	No. Bangunan	No. Tingkat	No. Petak	Developer's Lot No.	Purchaser Name	Nationality	NRIC/Passport/Local No.	Action
1	Meridian Medini	GRN 528886	M1	1	2	GF-02	CHONG SIN KIONG	Local	591107-01-5905	
2	Meridian Medini	GRN 528886	M1	1	3	GF-03	LAU CHANG SIONG	Local	730804-08-5519	
3	Meridian Medini	GRN 528886	M1	1	5	GF-05	KANDARIS ASSET MANAGEMENT SDN BHD	Local	1045119-V	

Step 3

Step 4

Step 3: User can view the list of properties.

Step 4: Click on the view button. Then it will display the property information, purchaser information and solicitor information.

Property Information




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

Purchaser Information

Purchaser Name	CHONG SIN KIONG	Nationality	Local
NRIC/Passport/Local No.	591107-01-5905	Gender	M
Race	CHINESE	Telephone / Handphone No.	+65-96701662/+65-64200128
Social Media		Email	alanchong@wahlooon.com.sg

Step 5: User can view details of property information

Show 10 entries

No	Project Name	No. Hakmilik	No. Bangunan	No. Tingkat	No. Petak	Developer's Lot No.	Purchaser Name	Nationality	NRIC/Passport/Local No.	Action
1	Meridian Medini	GRN 528886	M1	1	2	GF-02	CHONG SIN KIONG	Local		
2	Meridian Medini	GRN 528886	M1	1	3	GF-03	LAU CHANG SIONG	Local	730804-08-5519	
3	Meridian Medini	GRN 528886	M1	1	5	GF-05	KANDARIS ASSET MANAGEMENT SDN BHD	Local	1045119-V	

Step 6: Click on the edit button to edit

Purchaser Information

Purchaser Name: CHONG SIN KIONG

NRIC/Passport/Local No.: 591107-01-5905

Race: CHINESE

Social Media: [Empty Field]

Nationality: Malaysian Foreigner

Gender: Male Female

Telephone / Handphone No.: +65-96701662/+65-64200128

Email: alanchong@wahlooon.com.sg

Mailing Address:

Address (Line 1): 15A, CHATSWORTH ROAD

Address (Line 2): [Empty Field]

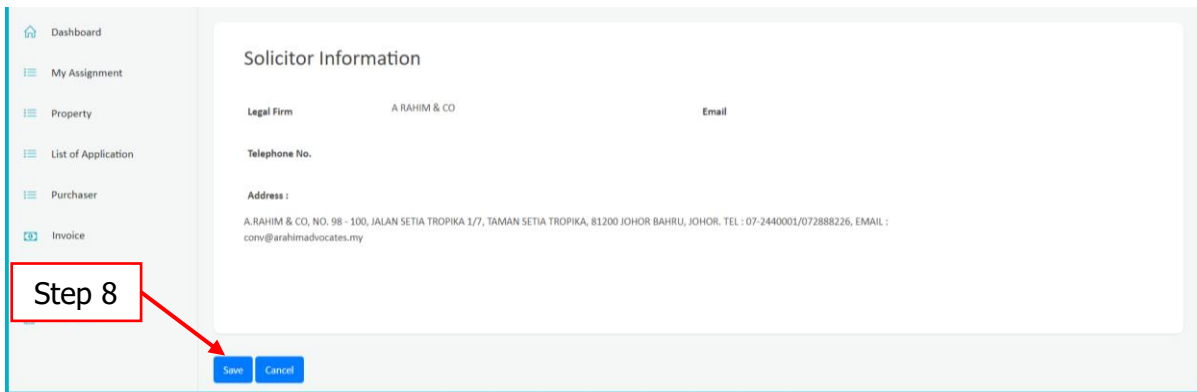
Address (Line 3): [Empty Field]

Postcode: 249770

City: [Empty Field]

State: [Empty Field]

Step 7: Fill up the required purchaser information.



Step 8: Click on the **save** button to save the updated information

Show 10 entries

No	Project Name	No. Hakmilik	No. Bangunan	No Tingkat	No. Petak	Developer's Lot No.	Purchaser Name	Nationality	NRIC/Passport/Local No.	Action
1	Meridian Medini	GRN 528886	M1	1	2	GF-02	CHONG SIN KIONG	Local		Step 9
2	Meridian Medini	GRN 528886	M1	1	3	GF-03	LAU CHANG SIONG	Local	730804-08-5519	
3	Meridian Medini	GRN 528886	M1	1	5	GF-05	KANDARIS ASSET MANAGEMENT SDN BHD	Local	1045119-V	

Step 9: Click the Application list

Application List

New Application

Show 10 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	Q
MLO00064	• LOC for Registration of Lease and/or Charge on Strata Title (Original Transfer Form 14A)	09-04-2021	Prepare Doc	Pending Payment	Q

Showing 1 to 2 of 2 entries

Previous 1 Next

Back

Step 10: Click the **New application** button to make a new application

New application

The screenshot shows the '1. Type of Request' step of a form. At the top, there are five tabs: '1. Type of Request' (active), '2. Purchaser Profile', '3. Property Info', '4. Checklist', and '5. Delivery Info'. Below the tabs, the text reads 'Hi.... What would you like to do?'. A list of 16 application types is displayed, each with an unchecked checkbox. A red box highlights the entire list, and a red arrow points from a box labeled 'Step 11' to the list. At the bottom right, there are 'Previous' and 'Next' buttons.

- 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
- Certificate of Notification (sub sale)
- Certificate of Lease Extension (Strata Title)
- Request Original Title
- LOC - Sublease TNB
- LOC - Building Subdivision Application (Strata Titles)
- Request for GIS Layout

Step 11: User can select the preferred application type.

The screenshot shows the '2. Purchaser Profile' step of a form. At the top, there are five tabs: '1. Type of Request', '2. Purchaser Profile' (active), '3. Property Info', '4. Checklist', and '5. Delivery Info'. The form contains several input fields: 'Last Name' (CHONG SIN KIONG), 'Email' (alanchong@wahloon.com.sg), 'Telephone No.' (+65-96701662/+65-64200128), 'Nationality' (radio buttons for 'Malaysian' and 'Others'), 'IC No./Passport No.' (591107-01-5905), 'Address' (15A, CHATSWORTH ROAD), 'Sg Jelok', 'Postcode' (43000), 'Country' (Malaysia), and 'State' (Selangor). A red box highlights the entire form, and a red arrow points from a box labeled 'Step 12' to the form. At the bottom right, there are 'Previous', 'Next', and 'Save as Draft' buttons.

Step 12: Confirm the Purchaser Profile information. (Please refer to **Step 7** to edit the information)

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	CHONG SIN KIONG	591107-01-5905

Step 13

Previous Next Save as Draft

Step 13: Select the property to proceed.

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

Please choose your property

Lease Holder / Land Owner Plot No

Lease Holder / Land Owner Name Plot No.

PTD No. Grant No

PTD No Grant No

Zone

Zone F

Previous Next Save as Draft

Note: User should enter all required fields ONLY for the 'LOC for Sublease TNB'

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

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)

Step 14: Upload all the required files as per the checklist.
(Notes: Max file size is 8MB)

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

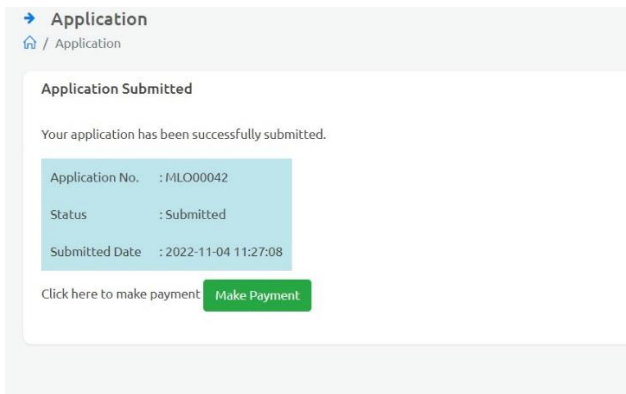
Please select your preferred delivery mode

Delivery Mode *

Please select

- Please select
- By Courier
- Self Collect

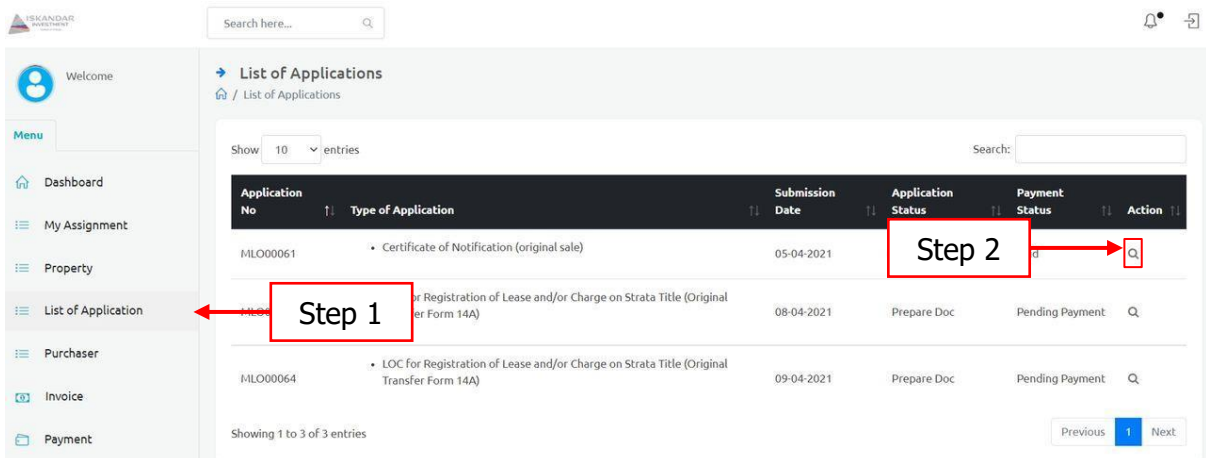
Step 15: Select the type of Delivery mode.
Step 16: Click on the Finish button once selected.



Step 17: 'Application Submitted' page displays & user receives an auto-generated email to acknowledge the successful submission.

(Notes: Click the Make Payment button to navigate to the Invoice page - Step 8)

6.0 LIST OF APPLICATIONS



Step 1: Click **List of Application** to display application list details.

(Notes: Use the Application No. as a reference when communicating with the system administrator)

Step 2: User can view the details of each application by clicking on the **view** icon in the action column.

7.0 INVOICE

The screenshot shows the 'Invoice' management interface. On the left, a sidebar menu has 'Invoice' highlighted. A red arrow labeled 'Step 1' points to this menu item. The main content area shows a 'Make Payment' button at the top left, with a red arrow labeled 'Step 2' pointing to it. Below the button is a table of invoices. The table has columns for Invoice No., Date, Application No., Status, and Action. The second row is selected with a checkmark, and its status is 'Pending Payment'. At the bottom right of the table, there are 'Previous', '1', and 'Next' navigation buttons.

Invoice No.	Date	Application No.	Status	Action
MCM/PF/2021-000001	05-04-2021	MLO00061	Paid	Q
<input checked="" type="checkbox"/>	MCM/PF/2021-000004	MLO00064	Pending Payment	Q
<input type="checkbox"/>	MCM/PF/2021-000003	MLO00063	Pending Payment	Q

Step 1: Click **Invoice** to display invoice details

Step 2: Tick at least one Pending Payment invoice. Click the **make payment** button to proceed.

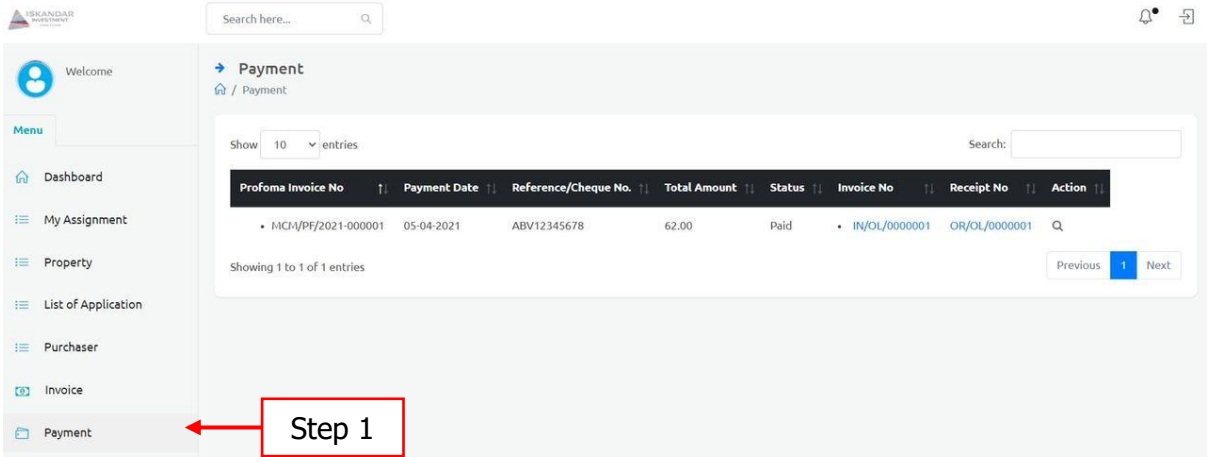
The screenshot shows the 'Payment Information' form for invoice MCM/PF/2021-000004. A red box labeled 'Step 3' is drawn around the entire form area. The form contains the following fields:

- Invoice No.:** MCM/PF/2021-000004
- Payment Mode:** Please Select
- Payment Date:** dd/mm/yyyy
- Reference/Cheque No.:** Reference/Cheque No.
- Total Amount:** 500
- Proof of Payment:** Choose Files (No file chosen)
- Remark:** (Empty text area)

At the bottom of the form are 'Save' and 'Cancel' buttons.

Step 3: Fill up all required information and upload proof of payment. Click the save button to submit.

8.0 PAYMENT



Step 1: Click **Payment** to display payment details.