IIB USER GUIDE LEASE PURCHASER
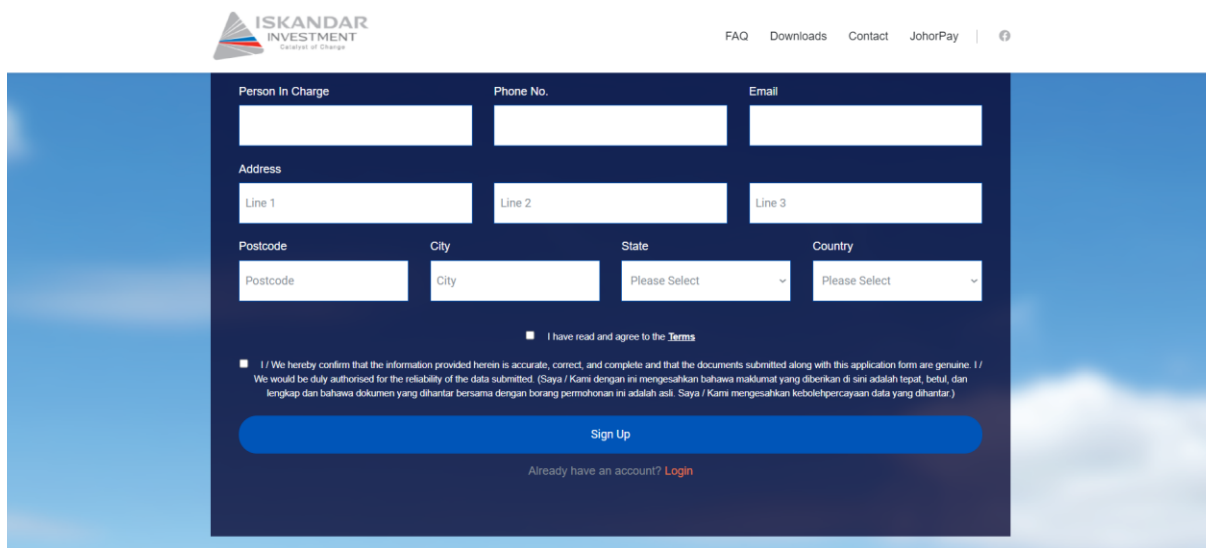
1.0 LEASE PURCHASER REGISTRATION FORM

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.

Figure 1: Registration Form

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.
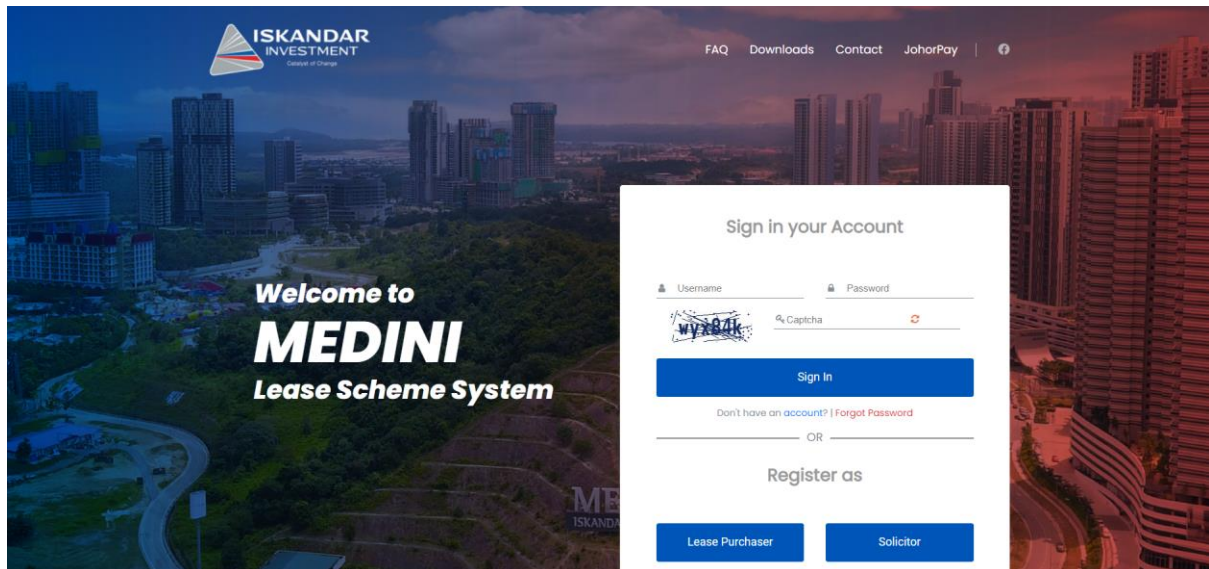

Figure 3: Login and Register page

3.0 DASHBOARD PAGE

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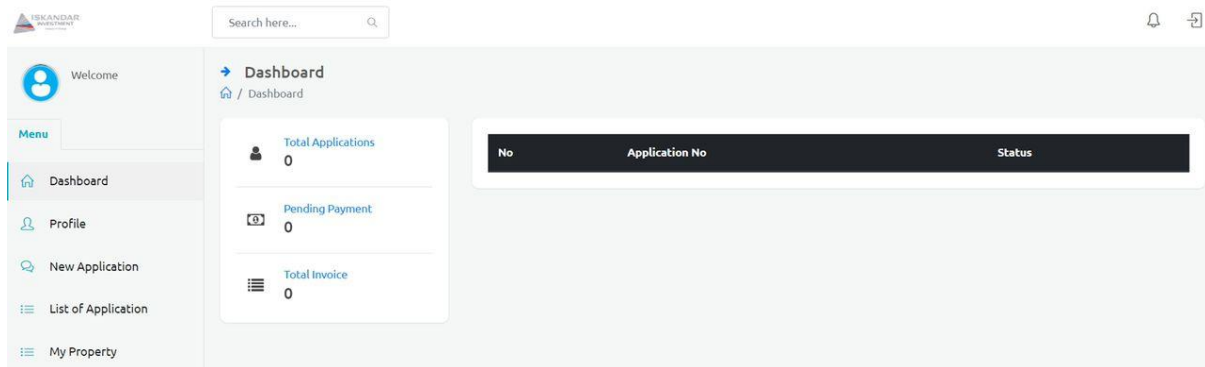

Figure 4: Dashboard page

Click **Profile**.

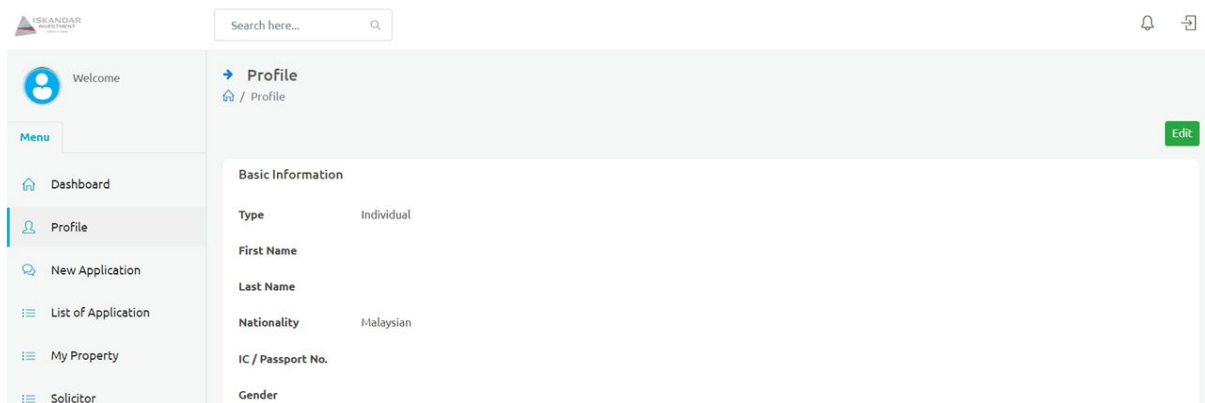Click **Edit button** to edit my profile.

Figure 5: My Profile page

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

Figure 6: Change password page

4.0 NEW APPLICATION

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

Figure 7: New application page

Fill up all the required information.

Figure 8: New application page

Select the property before proceeding.

Figure 9: New application page

Please upload all the required file checklist.

Figure 10: New application page

Select the type of Delivery mode.

Figure 11: New application page

5.0 LIST OF APPLICATION

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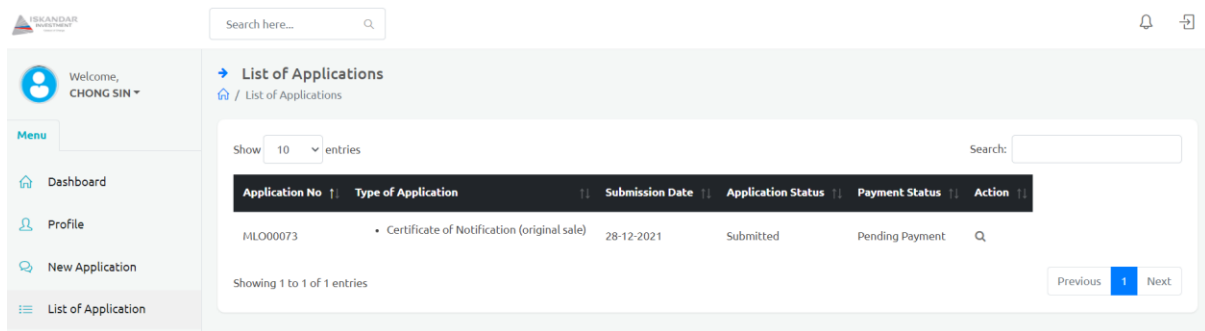

Figure 12: List of application page

6.0 MY PROPERTY
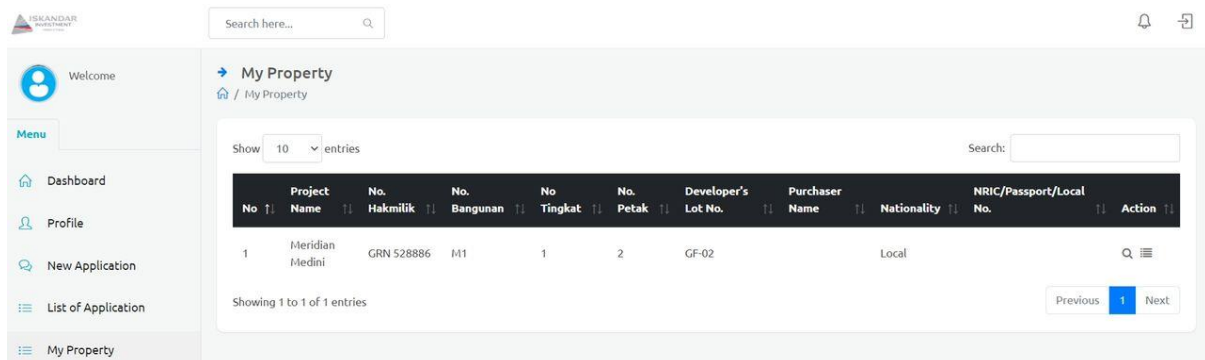
Click My Property

Figure 13: My property page

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

Figure 14: View button

Figure 15: My property details

Figure 16: My property details

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

Figure 17: Application list button

Figure 18: Property information

Figure 19: Application list

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

Figure 20: Application list

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/JMB	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.**

Figure 23: Solicitor page

8.0 INVOICE

Click **Invoice** to displays invoice details

Figure 24: Invoice details

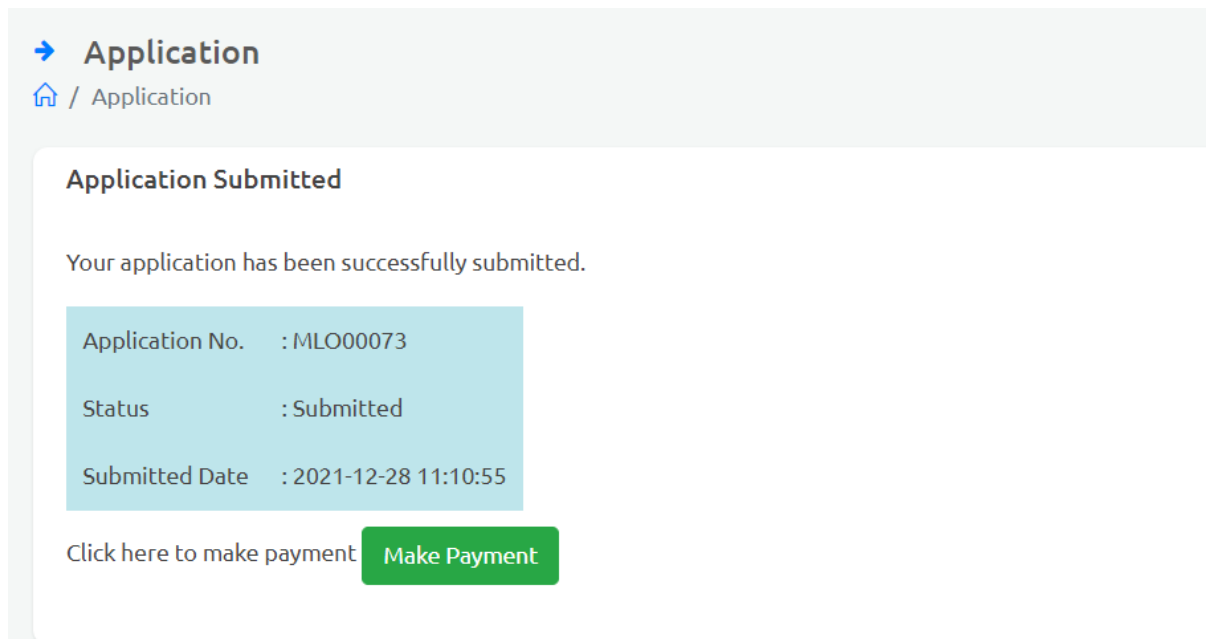After successfully make a new application, click **make payment button** to make a payment.

Figure 25: New application page

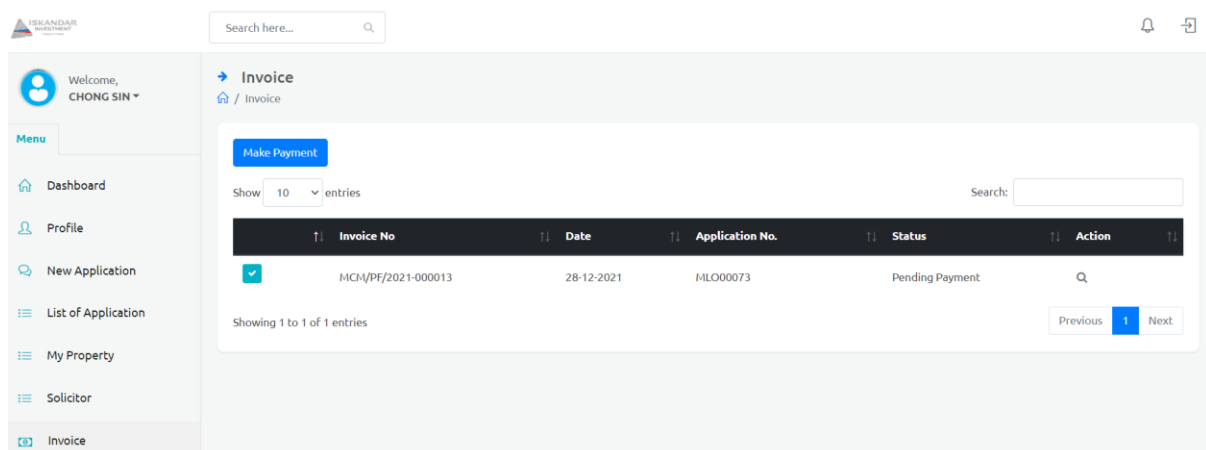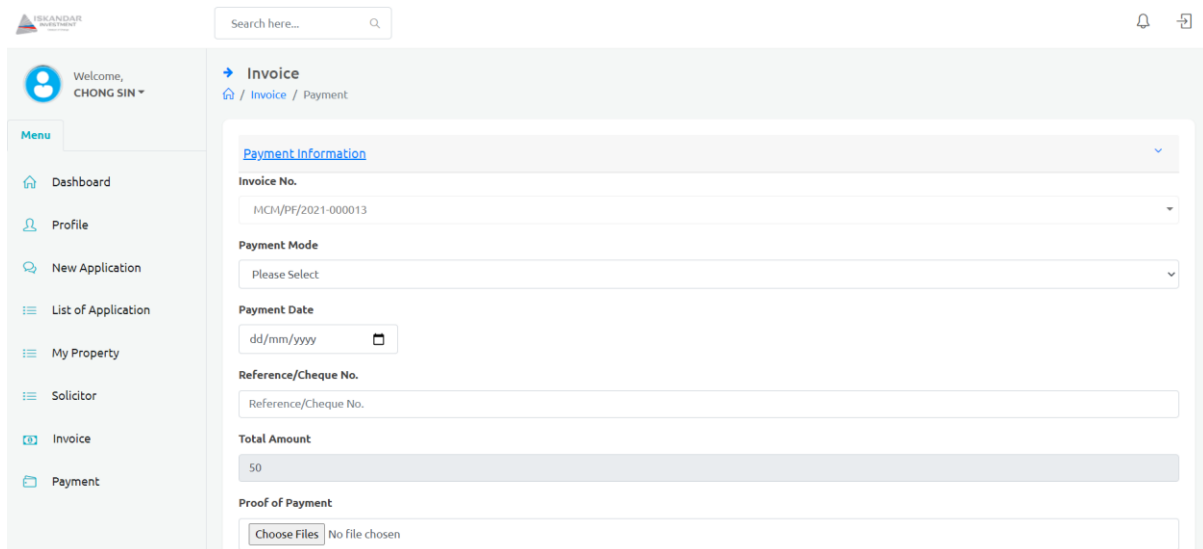Click **make payment button** to make a payment.

Figure 26: Invoice page

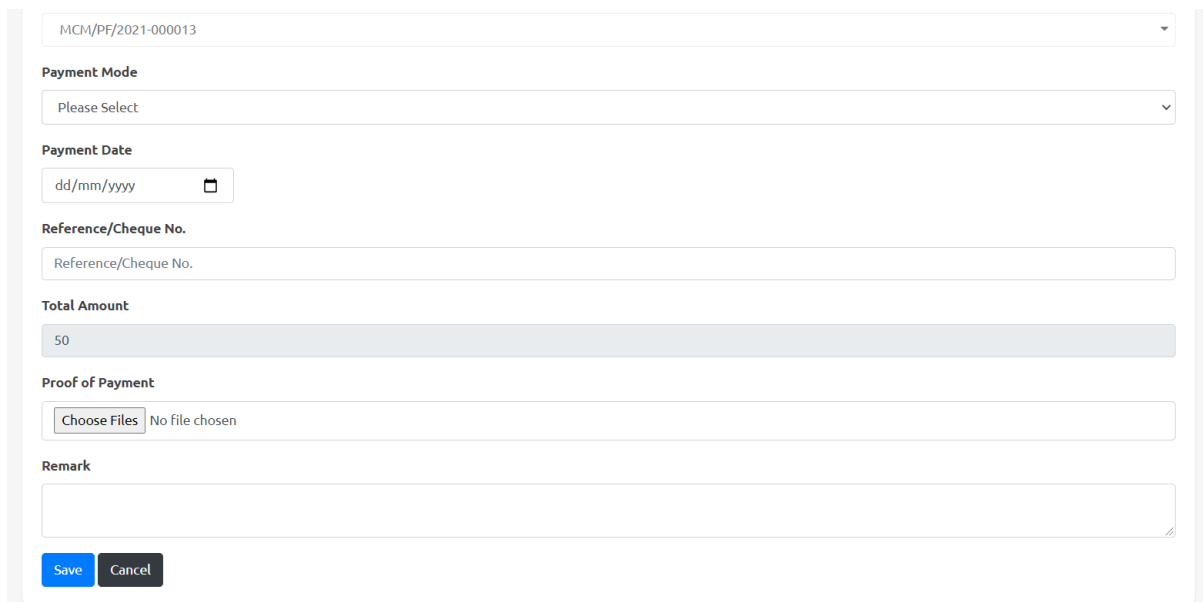Fill up all the required information for payment information.

Figure 27: Payment information

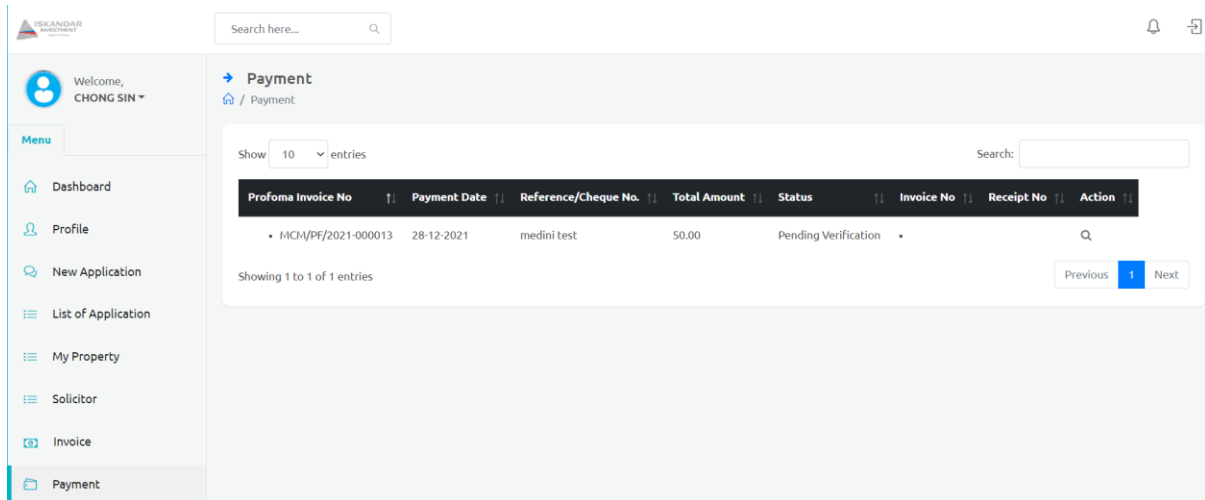Please upload proof of payment receipt and click **save button** to save the payment information.

Figure 28: Payment information

9.0 PAYMENT

Click **Payment** to displays payment details.

Figure 29: Payment page