

VENDOR: SEARCH INSTRUCTIONS

TO:

Liew Chambers
Suite 1.01 Level 1
Straits Trading Building
No. 2 Lebuhr Pasar Besar
50050 Kuala Lumpur, MALAYSIA.

By Facsimile
(Fax: 603 2697 1099)
(Tel: 603 2697 1088)

FROM:

Name : _____
Tel. No. : _____ / _____ **(Office / Mobile)**
Fax No. : _____
Email : _____

Kindly conduct a search on the following Purchaser for and on my behalf:

Company(ies)

Company Name : _____
Company No. : _____

I would like to conduct the following searches:

- CTOSNet Search**
- CCM (Companies Commission of Malaysia) Search**
- Official Receiver Search**

Individual (only available for Malaysian nationals)

Name : _____
NRIC No. : _____

Name : _____
NRIC No. : _____

I would like to conduct the following searches

- CTOSNet Search**
- Official Assignee Search**

I hereby undertake to pay for all charges for undertaking the above search.

Notes : _____

Date:

Note(s) from Liew Chambers:

- (1) *You will be contacted at the correspondences provided for verbal confirmation of your instructions. Therefore, kindly provide us with contactable details.*
- (2) *This letter of instructions is not an offer by Liew Chambers to provide legal services. Verification will be conducted as to the authenticity of requests received.*

PURCHASER: INSTRUCTING LIEW CHAMBERS

TO:

Liew Chambers
Suite 1.01 Level 1
Straits Trading Building
No. 2 Lebuhr Pasar Besar
50050 Kuala Lumpur, MALAYSIA.

By Facsimile
(Fax: 603 2697 1099)
(Tel: 603 2697 1088)

FROM:

Name : _____
Tel. No. : _____ / _____ (**Office / Mobile**)
Fax No. : _____
Email : _____

I attach the following documents for your reference:

- Copy of NRIC (back and front)
- Letter of Offer (if signed)
If Letter of Offer not available, the following details are relevant:
 - Purchase Price** : RM _____
 - Earnest Deposit** : RM _____
 - Payment Terms** : _____

Other information / Documents

- Copy of Title (if available)
- Purchaser's (or solicitor's) contact
- For property with title: Copy of Title
- For property without title: Latest Management Receipt
- Sale and Purchase Agreement (for purchase of Property)
- Income Tax File Reference of all Vendor(s) and Branch(es) of Service

I will will not be claiming exemption from Real Property Gains Tax.
If claiming, a copy of the Certificate of Fitness for Occupation ("CF") should be attached.

If Property is charge / assigned to bank for loan granted to Vendor:

- Loan / Facility Agreement
- For property with title: (a) Charge Documents
- For property without title: (a) Deed of Assignment;

If Vendor is a Company, in addition to the above, the following:

- M&A
- Director's Resolution for Purchase
- Forms 9, 11, 24, 49

Notes : _____

Date:

VENDOR: VACANT POSSESSION CHECKLIST

TO:

Liew Chambers
Suite 1.01 Level 1
Straits Trading Building
No. 2 Lebuhr Pasar Besar
50050 Kuala Lumpur, MALAYSIA.

By Facsimile
(Fax: 603 2697 1099)
(Tel: 603 2697 1088)

FROM:

Name : _____
Tel. No. : _____ / _____ (**Office / Mobile**)
Fax No. : _____
Email : _____

Date of delivery of vacant possession: _____

Please mark ✓ in relevant box(es) when complete:

- | | | | | | | |
|--|---|--|--|--|--|--|
| <p>1. Keys delivered by Vendor to Purchaser</p> <p>2. Furniture and Fittings are checked and are in order</p> <p>3. Meter Readings:
Electricity Meter: _____
Water Meter: _____
Gas Meter (if any): _____</p> <p>4. Bills and Outgoings have been apportioned?</p> <p>5. Condition of Property is in order</p> | <table border="1" style="border-collapse: collapse; width: 80px; height: 60px;"><tr><td style="width: 100%; height: 100%;"></td></tr><tr><td style="width: 100%; height: 100%;"></td></tr><tr><td style="width: 100%; height: 100%;"></td></tr></table>
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Signed by both Vendor and Purchaser

Vendor
Name:

Purchaser
Name:

Dated: