

PANDUAN PERMOHONAN PENGELUARAN KESEMUA WANG DARIPADA AKAUN PEMAJUAN PERUMAHAN DI BAWAH PERTURAN 11, PERATURAN-PERATURAN PEMAJUAN PERUMAHAN (AKAUN PEMAJUAN PERUMAHAN) 1991

Bil.	Perkara	Keterangan
1.	Maksud Pengeluaran Kesemua Wang, Peraturan 11 (P11)	Pengeluaran kesemua wang dalam Akaun Pemajuan Perumahan BESERTA wang deposit.
2.	Syarat	<ol style="list-style-type: none"> 1. Telah memperolehi Sijil Perakuan Siap dan Pematuhan (CCC/CF) bagi KESEMUA unit rumah. 2. Pemindahan hakmilik di bawah KESEMUA perjanjian jual beli telah ditunaikan. 3. Tempoh liabiliti kecacatan bangunan (DLP) telah tamat. 4. Pemaju tidak disenarai hitam.
3.	Cara Permohonan	<p>Secara talian/ online di laman web www.ehome.kpkt.gov.my melalui ePemaju(Pemaju TIDAK PERLU menghantar permohonan secara manual).</p> <p><u>Mulai 1 September 2016 semua permohonan P11 hendaklah dikemukakan secara online</u></p> <p>(Permohonan manual HANYA DIBENARKAN sekiranya terdapat masalah dengan permohonan secara talian).</p>
Dokumen Sokongan		
4.1	Sijil Lesen Pemaju Perumahan	<ul style="list-style-type: none"> ▪ Salinan Sijil Lesen Pemajuan Perumahan. Lesen ini perlu diperbaharui sehingga tamat tempoh tanggungan kecatatan bangunan, sekiranya ia telah tamat tempohsah laku.
4.2	Sijil Perakuan Siap dan Pematuhan (CCC/CF)	<ul style="list-style-type: none"> ▪ Salinan Sijil CCC/CF perlu dikemukakan bagi kesemua unit rumah seperti yang dinyatakan dalam lesen pemajuan perumahan. ▪ Salinan Sijil Kelayakan Menduduki Bangunan Sementara (Borang E) tidak diterima. ▪ Sekiranya terdapat perbezaan bilangan unit rumah dalam sijil CCC/CF dan Sijil Lesen Pemajuan Perumahan yang asal, pemaju hendaklah membuat pindaan/pembatalan melalui BLESS terlebih dahulu sebelum permohonan P11 dibuat.
4.3	Surat Perakuan daripada Arkitek*/Jurutera/ Juruukur Bahan	<ul style="list-style-type: none"> • Surat Perakuan daripada pihak Arkitek*/Jurutera/Juruukur Bahan hendaklah mengikut format seperti di Appendix A bagi <i>landed property</i> atau Appendix A1 bagi bangunan tinggi (<i>Highrise</i>).
4.4	Surat Pengesahan pemindahan hakmilik h (<i>Transfer of Titles</i>) dan bayaran tuntutan pampasan (<i>Liquidated and Ascertained Damages – LAD</i>) daripada Peguam berkaitan	<ul style="list-style-type: none"> • Surat pengesahan pemindahan hakmilik kepada pembeli (<i>transfer of titles</i>) di bawah perjanjian jual beli dan tiada tuntutan pampasan(LAD)daripada pembeli, oleh Peguam menggunakan kepala surat firma guaman dan mengikut format seperti di Appendix B untuk <i>landed property</i> dan Appendix B1 untuk <i>highrise building</i>. • Sekiranya terdapat LAD, jumlah LAD perlu dinyatakan, sama ada telah selesai atau belum seperti Appendix B2 untuk <i>landed property</i> dan Appendix B3 untuk <i>highrise building</i>.
4.5	Penyata Baki Bank Akaun HDA Terkini	<ul style="list-style-type: none"> ▪ Surat pengesahan daripada pihak bank, dimana Akaun Pemajuan Perumahan (HDA) dibuka dengan menyatakan penyata baki semasa akaun HDA yang terkini/bulan lepas.

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4.6		Surat Pembukaan Akaun Pemajuan Perumahan	<ul style="list-style-type: none"> • Surat bank memaklumkan pembukaan akaun HDA seperti format Lampiran A1 (Deposit HDA) atau Lampiran A2 (Jaminan Bank) ▪ Nombor akaun dan nama bank akaun HDA mestilah sama dengan Surat Pembukaan HDA yang asal. Sekiranya, terdapat pertukaran akaun bank HDA, pemaju perlu mengemukakan surat kelulusan pertukaran akaun lama ke akaun baru HDA berkenaan. • Surat daripada pihak bank mengenai pertukaran nombor akaun bank HDA sekiranya terdapat pertukaran nombor berkenaan oleh pihak bank.
4.7		Salinan BG (<i>sekiranya BG sebagai deposit</i>).	Salinan Sijil BG perlu dikemukakan . Pemaju perlu memohon pengembalian BG daripada JPN untuk pelepasan tuntutan ke atas BG berkenaan sekiranya semua obligasi telah diselesaikan dan tempoh liabiliti kecatatan bangunan (DLP) telah tamat.
4.8		Syarat-syarat dalam lesen pemajuan perumahan telah dipatuhi	Segala syarat yang dikenakan sewaktu kelulusan lesen pemaju, contohnya pecah sempadan, mestilah telah ditunaikan sepenuhnya. Sekiranya terdapat BG tanah, pemaju perlu memohon pengembalian BG untuk tujuan pembatalan BG Tanah.
5.	Tempoh Proses Permohonan		Pastikan maklumat yang diberi adalah benar, tepat dan lengkap. Tempoh proses permohonan untuk permohonan yang lengkap adalah 14 HARI BERKERJA tidak termasuk cuti umum.
6.	Alamat / No. telefon untuk dihubungi		<p style="text-align: center;">Jabatan Perumahan Negara Bahagian Pelesenan Pemajuan Perumahan Aras 31, No.51, Persiaran Perdana, Presint 4 62100 PUTRAJAYA</p> <p style="text-align: center;">Tel: 03-8891 4106/4108/4109/4130/4132/4133 Faks:03-8891 3185</p> <p style="text-align: center;">Emel: pelesenan_jpn@kpkt.gov.my</p>

(Print on Architect Firm Letterhead)

Date:

Our Ref:

Your Ref: (Developer License No.)

Housing Controller
National Housing Department
Ministry of Urban Wellbeing, Housing and Local Government
Level 31, No.51, PersiaranPerdana, Precint 4
62100 PUTRAJAYA

Dear Sir,

Project :
Properties Details :
License No. :
Developer :

COMPLETION OF HOUSING DEVELOPMENT AND DEVELOPER'S OBLIGATIONS TO BUYERS

I,(NRIC No.....) am a qualified Architect responsible for the Housing Development known as..... on Lot No.....Mukimof Districtof in the State of..... being developed by Licensed Housing Developer vide license No..... valid from..... to

2. I hereby certify that:

- 2.1. the Housing Development has been completed;
- 2.2. all rectifications and other obligations have been complied with; and
- 2.3. there are no further obligations on the Housing Developer as far as the Housing Development is concerned.

Thank you.

Yours sincerely,

()

Signature, name and official chop

(Print on Advocate & Solicitor Firm Letterhead)

Date:

Our Ref:

Your Ref: (Developer License No.)

Housing Controller
National Housing Department
Ministry of Urban Wellbeing, Housing and Local Government
Level 31, No.51, PersiaranPerdana, Precint 4
62100 PUTRAJAYA

Dear Sir,

Project :
Properties Details :
License No. :
Developer :

COMPLETION OF HOUSING DEVELOPMENT AND DEVELOPER’S OBLIGATIONS TO BUYERS

I,(NRIC No.....) an Advocate and Solicitor of the High Court Of Malaya is a solicitor for (Name & Address of Developer.....)

2. I hereby certify that the obligations of the Developer of the Housing Development known as on Lot/PT.....in respect of transfer of titles under all the Sales and Purchase agreements have been completed.

3. I hereby certify that there is **no liquidated damages (LAD) incurred.**

Thank you.

Yours sincerely,

()
Signature, name and official chop

(Print on Advocate & Solicitor Firm Letterhead)

Date:

Our Ref:

Your Ref: (Developer License No.)

Housing Controller
National Housing Department
Ministry of Urban Wellbeing, Housing and Local Government
Level 31, No.51, PersiaranPerdana, Precint 4
62100 PUTRAJAYA

Dear Sir,

Project :
Properties Details :
License No. :
Developer :

COMPLETION OF HOUSING DEVELOPMENT AND DEVELOPER’S OBLIGATIONS TO BUYERS

I,(NRIC No.....) an Advocate and Solicitor of the High Court Of Malaya is a solicitor for (*Name & Address of Developer.....*)

2. I hereby certify that the obligations of the Developer of the Housing Development known as on Lot/PT.....in respect of transfer of titles under all the Sales and Purchase agreements have been completed.

3. I hereby certify that **all liquidated ascertained damages (LAD) claim(s) by Purchaser(s) amounting to RM.....has/have been fully paid to the respective Purchaser(s)**. Enclosed are the list of Purchaser(s) and amount claimed as per **Appendix**.

Thank you.

Yours sincerely,

()
Signature, name and official chop

(Print on Architect Firm Letterhead)

Date:

Our Ref:

Your Ref: (Developer License No.)

Housing Controller
National Housing Department
Ministry of Urban Wellbeing, Housing and Local Government
Level 31, No.51, PersiaranPerdana, Precint 4
62100 PUTRAJAYA

Dear Sir,

Project :
Properties Details :
License No. :
Developer :

COMPLETION OF HOUSING DEVELOPMENT AND DEVELOPER'S OBLIGATIONS TO BUYERS

I,(NRIC No.....) am a qualified Architect responsible for the Housing Development known as..... on Lot No.....Mukimof Districtof in the State of..... being developed by Licensed Housing Developer vide license No..... valid from..... to

2. I hereby certify that:-

- 2.1 the Housing Development has been completed.
- 2.2 all obligations under the Sales and Purchase Agreements have been complied with, including rectifications of any completion of common properties and facilities.
- 2.3 the Housing Developer has no further obligations as far as the Housing Development is concerned.

Thank you.

Yours sincerely,

()

Signature, name and official chop

(Print on Advocate & Solicitor Firm Letterhead)

Date:

Our Ref:

Your Ref: (Developer License No.)

Housing Controller
National Housing Department
Ministry of Urban Wellbeing, Housing and Local Government
Level 31, No.51, PersiaranPerdana, Precint 4
62100 PUTRAJAYA

Dear Sir,

Project :
Properties Details :
License No. :
Developer :

COMPLETION OF HOUSING DEVELOPMENT AND DEVELOPER'S OBLIGATIONS TO BUYERS

I,(NRIC No.....) an Advocate and Solicitor of the High Court Of Malaya is a solicitor for (*Name & Address of Developer.....*)

2. I hereby certify that:-

2.1 the Housing Development known as has been completed.

2.2 all obligations as the Housing Developer have been completed namely:-

- (a) strata titles have been obtained.
- (b) titles have been transferred to individual purchasers.
- (c) management corporation has been established.

3. I hereby certify that there is **no liquidated damages (LAD) incurred.**

Thank you.

Yours sincerely,

()
Signature, name and official chop

(Print on Advocate & Solicitor Firm Letterhead)

Date:

Our Ref:

Your Ref: (Developer License No.)

Housing Controller
National Housing Department
Ministry of Urban Wellbeing, Housing and Local Government
Level 31, No.51, PersiaranPerdana, Precint 4
62100 PUTRAJAYA

Dear Sir,

Project :
Properties Details :
License No. :
Developer :

COMPLETION OF HOUSING DEVELOPMENT AND DEVELOPER’S OBLIGATIONS TO BUYERS

I,(NRIC No.....) an Advocate and Solicitor of the High Court Of Malaya is a solicitor for (*Name & Address of Developer.....*)

2. I hereby certify that:-

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3. I hereby certify that **all liquidated ascertained damages (LAD) claim(s) by Purchaser(s) amounting to RM.....has/have been fully paid to the respective Purchaser(s).** Enclosed are the list of Purchaser(s) and amount claimed as per **Appendix.**

Thank you.

Yours sincerely,

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Signature, name and official chop