

**PANDUAN PERMOHONAN PENGELUARAN WANG LEBIHAN
DARIPADA AKAUN PEMAJUAN PERUMAHAN DI BAWAH PERTURAN 9,
PERATURAN-PERATURAN PEMAJUAN PERUMAHAN (AKAUN PEMAJUAN PERUMAHAN) 1991**

Bil.	Perkara	Keterangan
1.	Maksud Pengeluaran Wang Lebihan di bawah Peraturan 9 (P9)	Pengeluaran wang lebihan dari Akaun Pemajuan Perumahan. Jumlah yang PERLU ditinggalkan dalam akaun HDA termasuk jumlah yang diperakukan oleh Arkitek dan jumlah tuntutan pampasan (LAD) oleh pembeli (sekiranya ada) yang diperakukan oleh Peguam dan wang deposit. Jumlah tersebut DITAHAN sehingga tempoh liabiliti kecatatan bangunan tamat.
2.	Syarat	<ul style="list-style-type: none"> • Telah memperolehi Sijil Perakuan Siap dan Pematuhan (CCC/CF) bagi KESEMUA unit rumah. • Sijil Lesen Pemaju Perumahan yang sah tempoh laku. • Jaminan Bank(BG) yang sah tempoh laku (sekiranya deposit dalam bentuk BG- perlu diperbaharui sekiranya tempoh sah jaminan tidak meliputi tarikh tamat DLP). • 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 tempoh sah laku.
4.2	Sijil Perakuan Siap dan Pematuhan (CCC/CF)	<ul style="list-style-type: none"> ▪ Salinan Sijil CCC/CF perlu dikemukakan bagikesemua 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 P9 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 Jadual G(Schedule G) bagi <i>landed property</i> atau Jadual H (Schedule H) bagi bangunan tinggi (<i>Highrise</i>).
4.4	Surat Pengesahan daripada Peguam berkaitan bayaran tuntutan pampasan (<i>Liquidated and Ascertained Damages – LAD</i>)	<ul style="list-style-type: none"> • Surat pengesahan tiada tuntutan pampasan(LAD)daripada pembeli oleh Peguam menggunakan kepala surat firma guaman dan mengikut format seperti di Lampiran A dan dengan pampasan Lampiran A1. • Sekiranya terdapat LAD, jumlah LAD perlu dinyatakan, sama ada telah selesai atau belum.
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 baki semasa akaun HDA. ▪ 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.

Bil.	Perkara		Keterangan
	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)
	4.7	Salinan BG (<i>sekiranya BG sebagai deposit</i>).	Salinan Sijil BG perlu diperbaharui sekiranya telah tamat tempoh sah laku. Pembaharuan hendaklah dibuat sehingga tamat tempoh tanggungan kecatatan bangunan.
	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.
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>

(To be printed on Architect's* Firm Letterhead for application of surplus monies withdrawal under Regulation 9 Landed Property)

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,

RE:ARCHITECT'S CONFIRMATION LETTERFOR WITHDRAWAL OF SURPLUS MONIES FROM HOUSING DEVELOPMENT ACCOUNT UNDER REGULATION9, HOUSING DEVELOPMENT (HOUSING DEVELOPMENT ACCOUNT) REGULATIONS 1991

I,(*Architect's name*)NRIC No.:.....am a qualified Architect responsible for the Housing Development known as *(Project Name, Units House)*.....on Lot/PT No. Mukim/District of in the State of being developed by Licensed Housing Developer vide License No. valid from to

2. I hereby certify that the following amounts are still needed to fulfill/satisfy the Developer's obligations:-

RM

- a) An amount needed to obtain a separate Document of Title.
- b) An amount needed for the cost and expenses of maintaining, up keeping and repairing the areas reserved for roads, open spaces, electricity,substation, septic tanks and other communal amenities until the same is taken over by the Appropriate Authority.
- c) An amount needed to keep purchasers indemnified against fines, penalties or loses incurred by reason of any breach of the provision of any written law relating to the Housing Development.
- d) An amount needed to rectify any defects, shrinkages, or other faults in the said building, which may become apparent within a period of twenty four (24) months after the date of handing over of vacant possession (which amount should be in addition to the amount to the amount held by the Developer's Solicitor as stakeholder).
- e) An amount needed as outstanding Developer's solicitor's cost.
- f) Administrative expenses.
- g) Any other cost which has not been spelt out as above which the architect may deem necessary.

Total (a) to (g)
Add 10% for the contingencies and inflation

GRAND TOTAL

Yours faithfully,

.....
(Architect 's Name and Signature)
Official Chop

c.c. To Developer

Schedule H

(To be printed on Architect's* Firm Letterhead for application for surplus monies withdrawal under Regulation 9 High Rise)

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,

RE: ARCHITECT'S CONFIRMATION LETTER FOR WITHDRAWAL OF SURPLUS MONIES FROM HOUSING DEVELOPMENT ACCOUNT UNDER REGULATION 9, HOUSING DEVELOPMENT (HOUSING DEVELOPMENT ACCOUNT) REGULATIONS 1991

I, *(Architect's name)* NRIC No.: am a qualified Architect responsible for the Housing Development known as *(Project Name, Units House)*.....on Lot/PT No.Mukim/District of in the State of being developed by Licensed Housing Developer vide License No. valid fromto.....

2. I hereby certify that the following amounts are still needed to fulfill/ satisfy the Developer's obligations:-

RM

- a) An amount needed to obtaining and transferring strata title under Strata Title Act 1985.
- b) An amount needed to insure and keep the Building insured until the same is taken over by the Management Corporation.
- c) An amount needed to keep purchasers indemnified against fines, penalties or loses incurred by reason of any breach of the provision of any written law relating to the Housing Development.
- d) An amount needed to complete the common facilities of the Building
- e) An amount needed to rectify any defects, shrinkages, or other faults in the said building, which may become apparent within a period of twenty four (24) months after the date of handing over of vacant possession (which amount should be in addition to the amount to the amount held by the Developer's Solicitor as stakeholder).
- f) An amount needed as outstanding Developer's solicitor's cost.
- g) Administrative expenses.
- h) Any other cost which has not been spelt out as above which the architect may deem necessary.

Total (a) to (g)
Add 10% for the contingencies and inflation

GRAND TOTAL

Yours faithfully,

.....
(Architect 's Name)
Official Chop

c.c. To Developer

APPENDIX A

(To be printed on Advocates and Solicitor's Firm Letterhead
for application of surplus monies withdrawal under Regulation 9)*

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
(Attention: Licensing of Housing Development Division)

Dear Sir,

Project :
Properties Details :
License No. :
Developer :

**RE: LAWYER'S CONFIRMATION LETTER ON LIQUIDATED ASCERTAINED DAMAGES
(LAD) CLAIM BY BUYERS**

I, (Lawyer's name) NRIC No.: an Advocate and Solicitor of High Court of
Malaya is a solicitor for (Developer's Name & Address).....

2. I hereby certify that all units developed by Licensed Housing Developer (Developer's
name and company registration vide License No.are delivered on
schedule in accordance to the Sales and Purchase Agreement and there is **no liquidated
ascertained damage (LAD) incurred.**

Thank you.

Yours faithfully,

.....

(Lawyer 's Name)

Official Chop

c.c. To Developer

(To be printed on Advocates and Solicitor's Firm Letterhead
for application of surplus monies withdrawal under Regulation 9)*

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
(Attention: Licensing of Housing Development Division)

Dear Sir,

Project :
Properties Details :
License No. :
Developer :

**RE: LAWYER'S CONFIRMATION LETTER ON LIQUIDATED ASCERTAINED DAMAGES
(LAD) CLAIM BY BUYERS**

I, *(Lawyer's name)*, NRIC No.: an Advocate and Solicitor of High Court of Malaya is a solicitor for *(Developer's name and address)*.....

2. I hereby certify that all units developed by Licensed Housing Developer *(Developer's name...and...company...registration)* License No.are delivered in accordance to the Sales and Purchase Agreement and **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 faithfully,

.....

(Lawyer 's Name)

Official Chop

c.c. To Developer