



Nama Pelanggan
Customer's Name

BAHAGIAN A / SECTION A

Saya/Kami telah mengemukakan dokumen yang berikut bagi permohonan pinjaman/pembiayaan saya/kami. Saya/Kami akan mengemukakan dokumen tambahan yang diperlukan seperti yang bertanda (✓) dalam ruangan "Akan dikemukakan" dalam tempoh _____ hari bekerja agar permohonan saya/kami boleh diproseskan.

I/We have submitted the following documents for my/our loan/financing application. I/We shall furnish the following additional documents required as indicated (✓) in the "To be furnished" column within _____ working days for processing of my/our application.

DOKUMEN MINIMUM YANG DIPERLUKAN MINIMUM DOCUMENTS REQUIRED	Tarikh dikemukakan Date furnished	Akan dikemukakan To be furnished (✓)
Individu / Individual		
Salinan Kad Pengenalan/MyKad/Pasport / Photocopy of Identity Card/MyKad/Passport		
Surat Tawaran Kerja/Surat Pengesahan Majikan / Letter of Employment/Letter of Confirmation of Employment		
Slip Gaji/Pynta Komisn/Apa-apa sumber pendapatan bagi 3 bulan/6 bulan yang terakhir Salary Slip/Commission Statement/Any form of source income for the latest 3 months/6 months		
Borang B/BE 1 tahun yang terakhir / Form B/BE for the latest 1 year		
Borang EA 1 tahun yang terakhir / EA form for the latest 1 year		
Penyata KWSP / EPF Statement		
Bukan Individu / Non-individual		
Salinan Kad Pengenalan/MyKad/Pasport untuk Pemilik Tunggal/Rakan Kongsi/Pengarah Photocopy of Identity Card/MyKad/Passport of Sole Proprietor/Partners/Directors		
Borang/Sijil Pendaftaran Perniagaan/Borang Pembaharuan Pendaftaran Perniagaan/Perakuan Pemerdadanan (yang mana berkenaan) / Business Registration Certificate/Business Registration Renewal Certificate/Certificate of Incorporation (where applicable)		
Lesen Perniagaan / Business Licence		
Memorandum & Tataurusn Persatuan/Perlembagaan (yang mana berkenaan) Memorandum & Articles of Association/Constitution (where applicable)		
Borang 24/Akta Syarikat 2016 Seksyen 78 (yang mana berkenaan) Form 24/Companies Act 2016 Section 78 (where applicable)		
Borang 49/Akta Syarikat 2016 Seksyen 58 (yang mana berkenaan) Form 49/Companies Act 2016 Section 58 (where applicable)		
Penyata Kewangan/Penyata Untung Rugi/Kunci Kira-Kira bagi 3 tahun yang terakhir Financial Statements/Profit & Loss and Balance Sheet for the latest 3 years		
Jangkaan Aliran Tunai untuk 2 tahun akan datang / Cashflow Projection for the next 2 years		
Pelan Perniagaan/Pemasaran / Business/Marketing Plan		
Dokumen Lain / Other Documents		
Penyata Akaun Simpanan/Akaun Simpanan-i/Akaun Semasa/Akaun Semasa-i 3 bulan/6 bulan yang terakhir Saving Account/Saving Account-i/Current Account/Current Account-i Bank Statement for the latest 3 months/6 months		
Penyata Deposit Telap/Deposit Bertempoh-i / Fixed Deposit/Term Deposit-i Statement		
Senarai Pelaburan/Aset/Bentuk simpanan yang lain / List of Investment/Assets/Other forms of savings		
Perjanjian Jual Beli/Resit Tempahan / Sale & Purchase Agreement/Booking Receipt		
Perjanjian Penyewaan / Tenancy Agreement		
Laporan Penilaian Harta Tanah / Property Valuation Report		
Salinan Hak Milik / Photocopy of Title		

 **X**
Tandatangan Pelanggan / Signature of Customer
(Apabila sebahagian dokumen diterima / When partial documents received)

Tarikh / Date

BAHAGIAN B / SECTION B

Seperti yang diminta, saya/kami mengemukakan semua dokumen yang diperlukan untuk permohonan pinjaman/pembiayaan saya/kami.
As requested, I/we have furnished all the required documents for my/our loan/financing application.

 **X**
Tandatangan Pelanggan / Signature of Customer
(Apabila semua dokumen diterima / When full documents received)

Tarikh / Date

BAHAGIAN C / SECTION C (Untuk kegunaan pejabat sahaja / For office use only)

Tandatangan / Signature

Nama Pegawai / Name of Officer

No. untuk dihubungi / Contact No.

Cop Cawangan / Branch's Stamp

