

Developed as a general reminders and guide for all

- Read the **Letter of Instruction**.
- Download the Bank's **latest** Standardized Loan documents from the webpage.
www.cimbbank.com.my/solicitor/document.html
For more details, refer to Loan Documents Selection Reference in the webpage.
- No pasting is allowed on any Loan Documents Template.
- Select the documents for Bank's Power of Attorney Execution:

Conventional Loan Agreements	No. of Copies	Islamic Loan Agreements	No. of Copies
<input type="checkbox"/> Charge (Form 16A) and Annexure		<input type="checkbox"/> Charge (Form 16A) and Annexure	
<input type="checkbox"/> Facility Agreement		<input type="checkbox"/> Property Purchase Agreement <input type="checkbox"/>	
<input type="checkbox"/> Deed of Assignment		Property Sales Agreement	
<input type="checkbox"/> Power of Attorney		<input type="checkbox"/> Ijarah Agreement	
<input type="checkbox"/> Private Caveat (Form 19B)		<input type="checkbox"/> Maintenance Agreement	
<input type="checkbox"/> Withdrawal Private Caveat (Form 19G)		<input type="checkbox"/> Facility Agreement	
<input type="checkbox"/> Others (<i>Please Specify</i>) : _____		<input type="checkbox"/> Deed of Assignment	
		<input type="checkbox"/> Power of Attorney	
		<input type="checkbox"/> Private Caveat (Form 19B)	
		<input type="checkbox"/> Withdrawal Private Caveat (Form 19G)	
		<input type="checkbox"/> Letter of Hibah (For 3 rd Party Case)	
		<input type="checkbox"/> Others (<i>Please Specify</i>) : _____	

- Provide the below Supporting Documents:
 - Copy of Stamped Letter of Offer.
 - Copy of amended letter of offer/notification letter. [] N/A
 - All pages of Sales Purchase Agreement (SPA) / Proclamation of Sale. [] N/A
 - Land search (individual/strata/master). [] N/A
 - Copy of title (individual/strata). [] N/A
 - Copy NRIC of :
 - (a) Borrower.
 - (b) 3rd Party Chargor(s). [] N/A
 - (c) Guarantor(s). [] N/A
 - (d) Vendor. [] N/A
- Provide **additional** Supporting Documents for **Assignment Case**:
 - All Pages of **Principal SPA**. [] N/A
 - Developer's Confirmation** if new master title has been issued. [] N/A
 - Developer's Confirmation** if new individual or strata title has not been transferred to the vendor/owner. [] N/A
- Attach Stamped Letter of Offer in **Facility Agreement, schedule 2**.
- Initial/Sign on any changes made in documents.
- Update particulars in **Retail Credit System (RCS)** - Change status to **"Pending Solicitor Documents"**.
- Attach Documentation Fees (RM250) / Reprocessing Fees (RM50).
For more details, refer to Letter of Instruction, Item 4.
- Enclose the following declarations in the cover letter:

"We hereby confirm:

- a) That the documents prepared by us have complied with all the Bank's requirements and that the above security documents are legal, binding and enforceable on the Borrower(s) and that the interest of the bank is fully protected at all times.
- b) In the event that the security documents or any one of them are/is not in order in any respect whatsoever for reason attributable to act of negligence, error, mistakes or omission on our part resulting in the bank sustaining any loss or damage arising therefore, we as the solicitors responsible for the preparation of the security documents, shall be responsible to make good to the Bank in full such loss and damage.
- c) Based on the information that is furnish to us by your Bank, the Borrower and/or the information obtained by us from public records, the Bank's security arrangements are in order and free from any legal impediments and the security documents are in order for your execution."