

Solicitor Documentation Checklist for PA Execution (For EB Only)

Bank's Reference Number				
Solicitor's Reference Number				
Borrower / Customer / Chargor / Assignor Name				
Facility / Facilities Type				
Property Details & Description				
Conventional or Islamic? Please tick (v)		Conventional		Islamic

No	Documents Required for Bank's Power of Attorney(PA) Execution	Please v if applicable	No of Copies
1.	Charge (Form 16A) and Annexure		
2.	Facility Agreement(FA)/General Facility Agreement(GFA)		
3.	Deed of Assignment		
4.	Power of Attorney (for vetting only)		
5.	Entry of Private Caveat (Form 19B)		
6.	Withdrawal of Private Caveat (Form 19G)		
7.	Deed of Assignment on Rental Proceed		
8.	Guarantee and Indemnity		
9.	Deed of Assignment Benefit of Contract		
10.	Letter of subordination of Advances		
11.	Others, please indicate _____		

No	Other Supporting Documents	Sdn Bhd	For Sole-Proprietor/ Partnership	Limited Liability Partnerships (LLP)	No of Copies
		(Please v if applicable whichever applicable)			
12.	Sales & Purchase Agreement (Duly Stamped & Executed)				
13.	Title/Land Search				
14.	Copy of Letter of Offer (if not attached in FA/GFA)				
15.	Copy of Proprietor's/Partner's NRIC				
16.	Copy of current certificate of registration/Business name Registration				

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No	Other Supporting Documents	Sdn Bhd	For Sole-Proprietor/Partnership	Limited Liability Partnerships (LLP)	No of Copies
		(Please ✓ if applicable whichever applicable)			
	Certificate				
17.	Copy of Form A or Form B and D/Current Business License/Other Licenses to operate business				
18.	Copy of Latest Form A1, B1 and B2				
19.	Copy of LLP Agreement/Declaration under the Second Schedule of LLP Act 2012				
20.	Copy of Director's/Guarantor's NRIC				
21.	Copy of Passport if directors, guarantors are foreigners				
22.	Copy of Form 34 (for vetting only)				
23.	Copy of relevant pages of M&A				
24.	Copy of Form 24				
25.	Copy of Form 44				
26.	Copy of Form 49				
27.	Copy of Board Resolution (for acceptance)				
28.	Other supporting documents, please indicate _____				

Notes:

- Read the Letter of Instruction
- Enclose the following declarations in the cover letter to the Bank:

“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)/Customer(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 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/Customer 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.”