

JURIS CREDIT LMS

USER GUIDE FOR SOLICITOR

Manuals/Guidelines



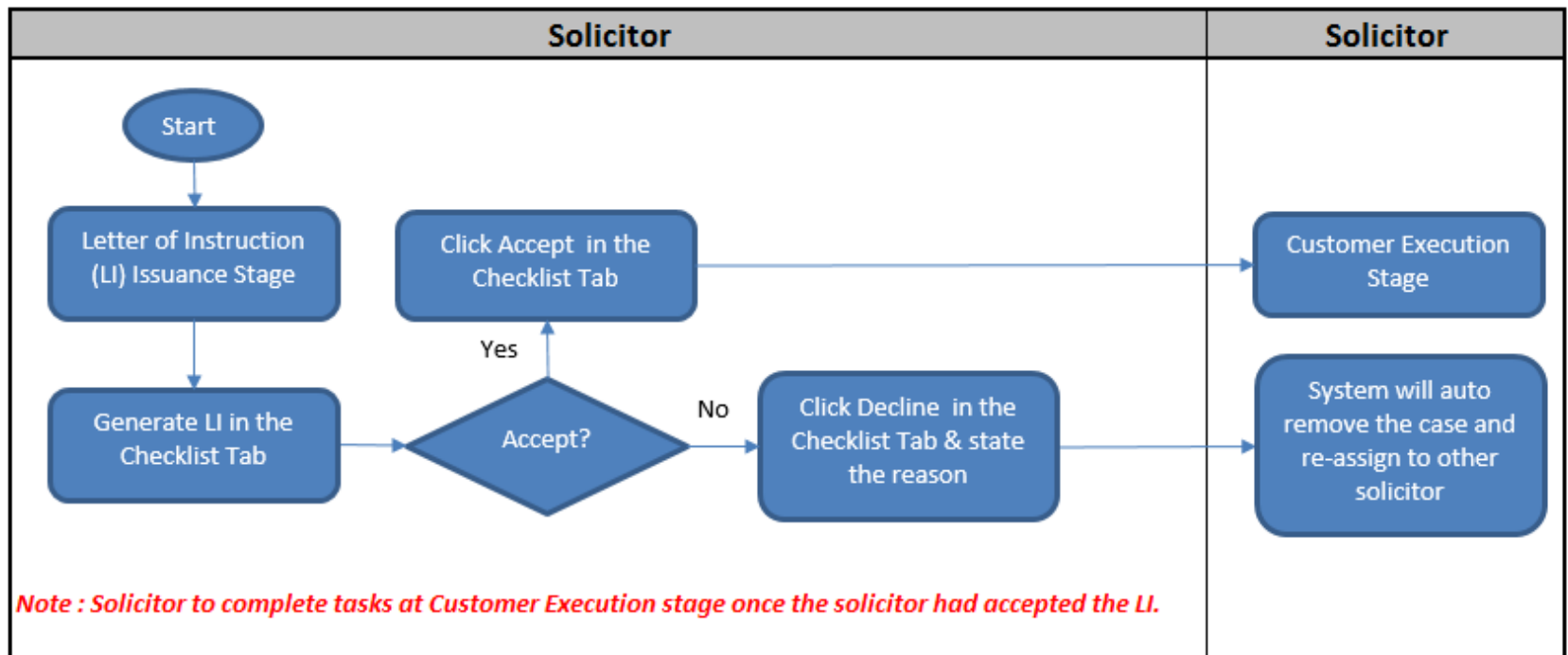
What should solicitor know?

1. Juris Credit (JCredit) only applicable for new cases (approved on 01.04.2019 onwards).
2. Cases approved during SPPB to be continued as per previous practice - process outside JCredit.
3. Solicitors are reminded to be alert for any notifications email sent out by the system to the email address as registered in JCredit.
4. **COMPULSORY** - Solicitors are required to complete all necessary tasks in the Checklist Tab. Failing which, the case will be returned to the solicitor unattended.
5. The tasks are considered completed once the system route to the next stage (LPPSA stage).
6. Part of the tasks as mentioned above are:-
 - Solicitors to generate & print security documents (BC) for PA execution through JCredit.
 - BC generated must be vetted through & amended, if necessary prior to printing and customer execution.
 - Solicitors to generate & print Solicitor Cover letter from JCredit – both for PA Execution & Advice to release (ATOR).
 - Solicitors to upload all necessary supporting documents in the system.
7. Solicitors to forward physical security documents (BC) together with all physical supporting documents to LPPSA for further action.



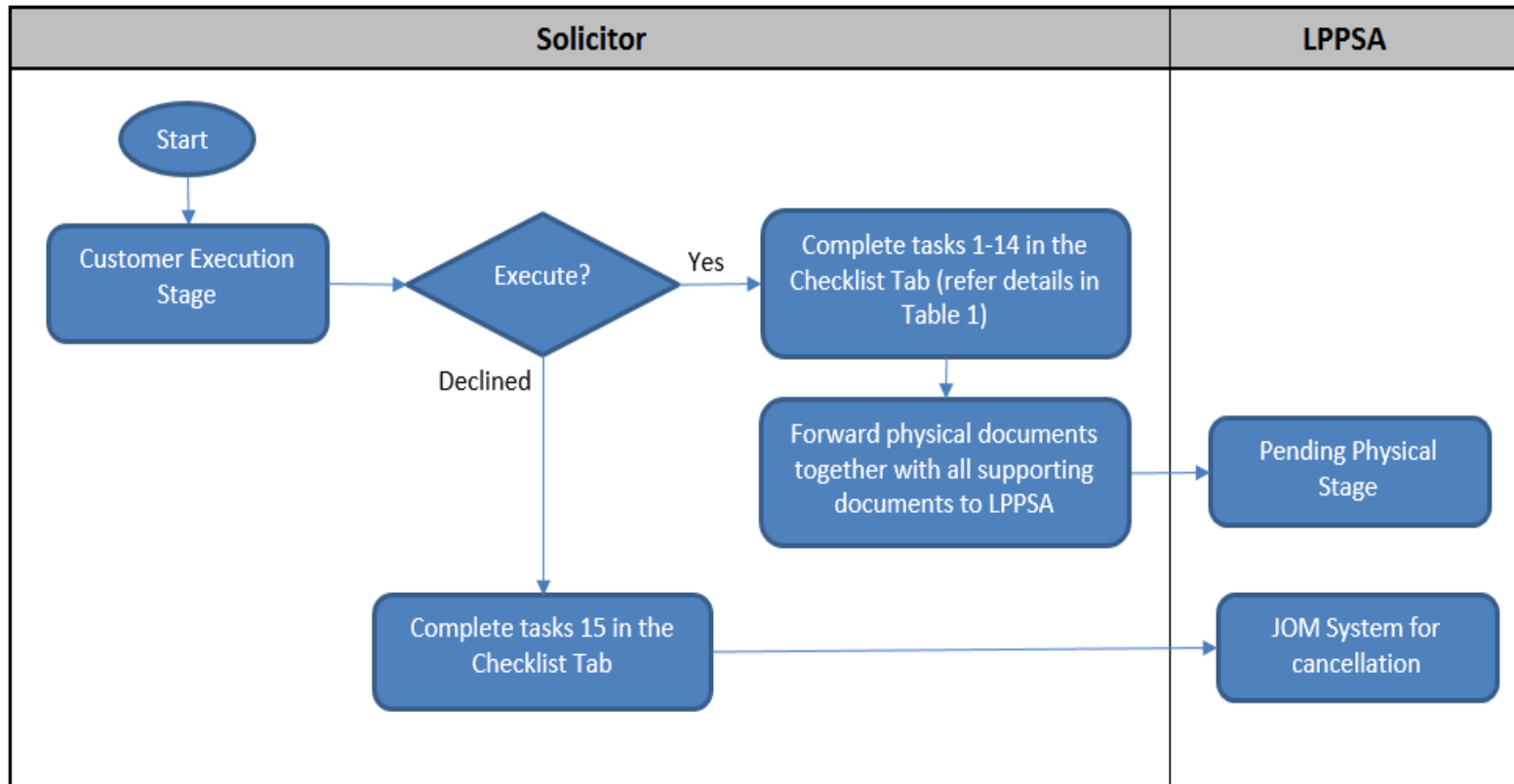
1.0 LETTER OF INSTRUCTION (LI) ISSUANCE STAGE

1.1 Process Flow



2.0 CUSTOMER EXECUTION STAGE

2.1 Process Flow



2.2 Table 1

Items checklist (Tasks)		Action
1	Attach > Copy IC of 1st Party Chargor(s)/Assignor(s)	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
2	Attach > Copy IC of 3rd Party Chargor(s)/Assignor(s)	<p><u>3rd Party:-</u></p> <ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save <p style="text-align: center;">OR</p> <p><u>1st Party:-</u></p> <ul style="list-style-type: none"> ✓ To tick Exempted ✓ Click Save
3	Confirm customer's Malay/Native status for Malay/Native reserve land	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
4	Collection Mode	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
5	Data Input for Document Generation	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
6	Attach > Signed Letter of Offer	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save

Items checklist (Tasks)		Action
7	Attach > Land Search	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
8	Attach > Relevant pages of S&P Agreement/POS/Construction Agreement	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save ✓ <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ✓ To tick Exempted ✓ Click Save
9	Attach > Other Supporting Documents	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ✓ To tick Exempted ✓ Click Save
10	Documents Requested by Solicitor	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ✓ To tick Exempted ✓ Click Save

Items checklist (Tasks)		Action
11	Security Document Generation	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save ✓ Check ✓ Add / Amend, if any ✓ Print ✓ Get customer to sign
12	Customer Executed	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
13	Solicitor Cover Letter	<ul style="list-style-type: none"> ✓ To click Gendoc ✓ Key in / tick relevant information ✓ Print ✓ Tick Completed ✓ Click Save
14	Attach > <u>SIGNED</u> Solicitor Cover Letter	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
<i>Important : Solicitor Cover Letter & Security Documents must be generated from this system.</i>		

Note :- Ensure checklist is completed at Customer Execution stage and system will route to Pending Physical BC stage to enable LPPSA to attend the case upon receipt the Physical Documents.



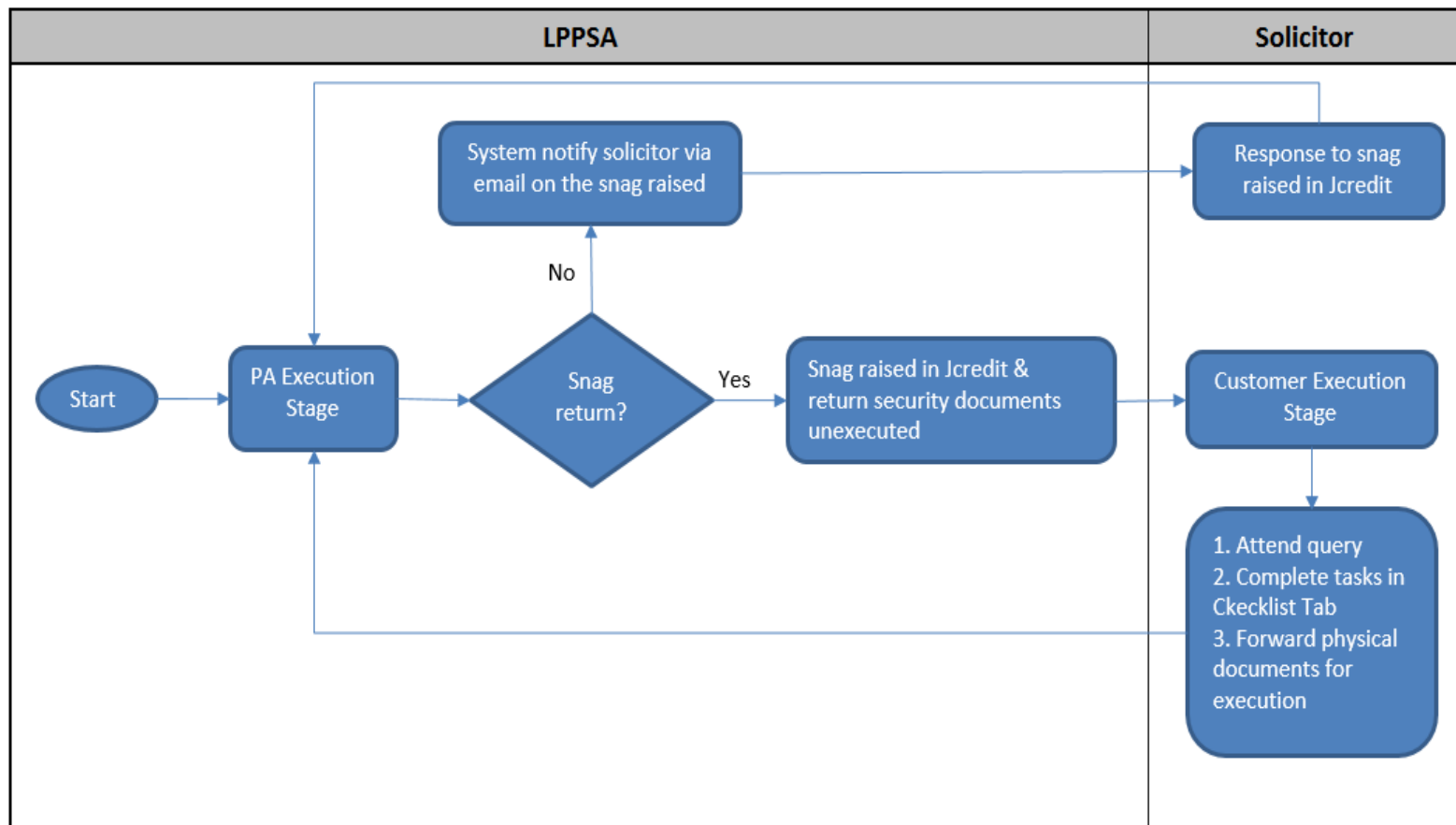
(NRIC: [REDACTED])

Created on 2019-04-09 13:00:03 | Application no. [REDACTED] | Case ID [REDACTED]

FINANCING REQUEST	Individual	FINANCING SCHEME
CASE TYPE	Charge (Gadaian)	PARTY TYPE
STAGE	Pending Physical BC	SOLICITOR FIRM
FINANCING AMOUNT	RM 579,591.65	DISBURSEMENT STATUS
REWORKED INDICATOR	Not available	REASSIGN USER

3.0 PA EXECUTION SNAG STAGE

3.1 Process Flow



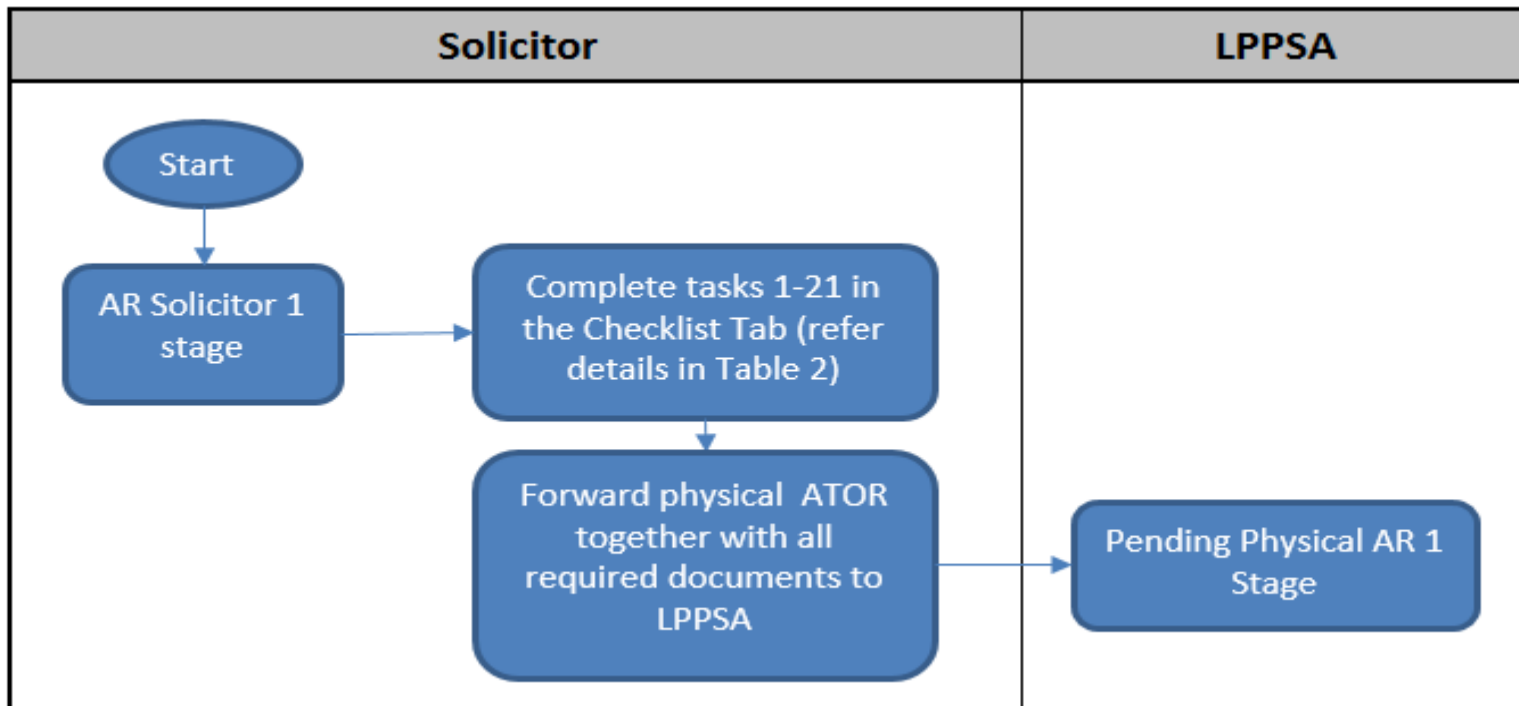
3.2 How to respond to snag raised in JCredit?

- Go to PA Execution Snag
- Upload required documents
- Tick Responded
- Save

SNAG	LAST DATE SNAG	RESPONDED	RESPONDED DATE	ACTION	SNAG RECTIFIED	DATE RECTIFIED	RECTIFIED BY	DATA ENTRY	UPLOAD
<input checked="" type="checkbox"/>	17-04-2019 05:46:18 PM	<input type="checkbox"/>			<input type="checkbox"/>			Data Input	Upload File

4.0 AR SOLICITOR 1

4.1 Process Flow



4.2 Table 2

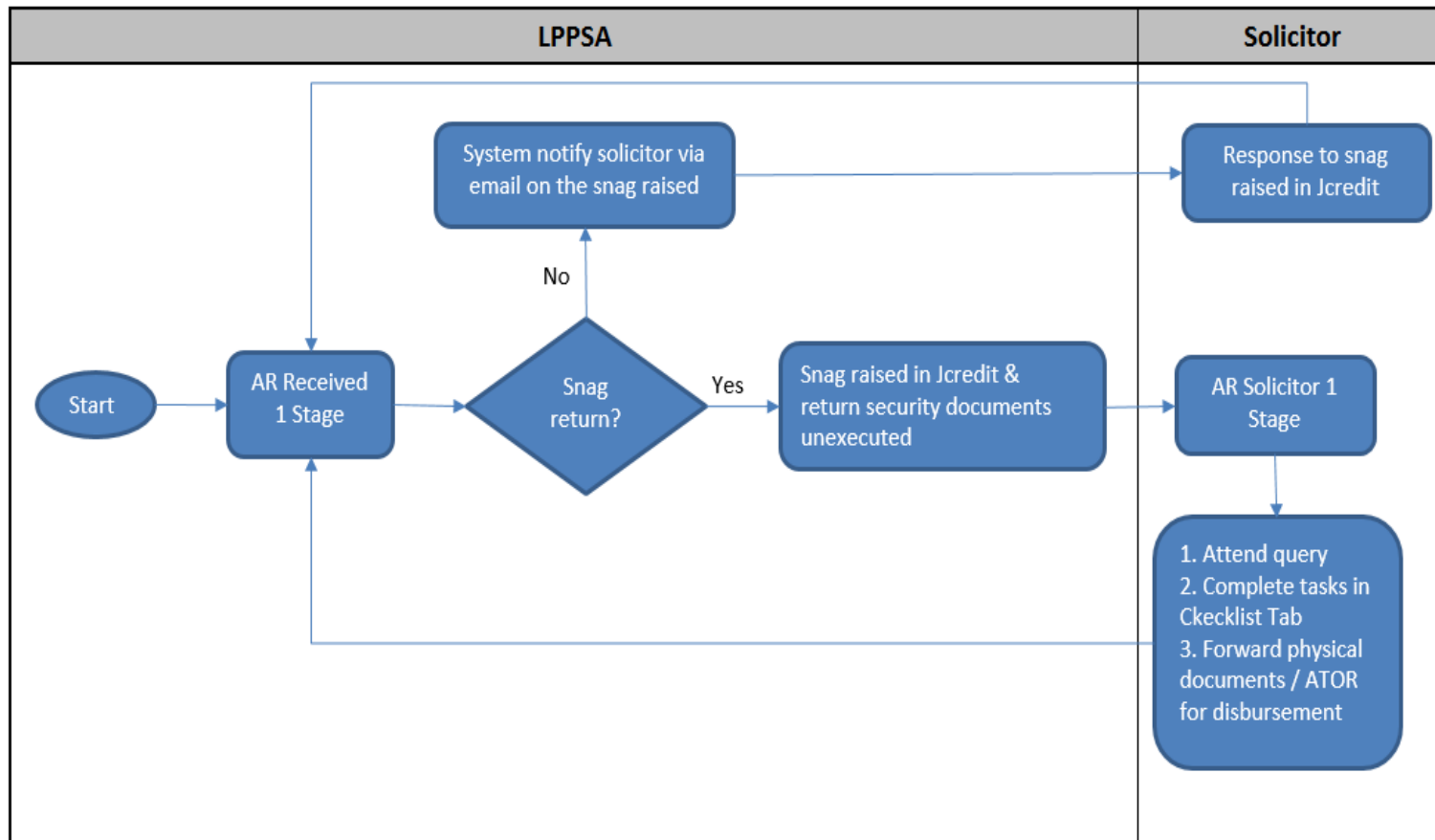
Items checklist (Tasks)		Action
1	Bankruptcy Check	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
2	Data Entry	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
3	Advise Letter Data Entry	<ul style="list-style-type: none"> ✓ To input data ✓ Tick Completed ✓ Click Save
4	Attach > Advise Letter *Signed ATOR	<ul style="list-style-type: none"> ✓ Click GenDoc ✓ Tick Completed ✓ Click Save ✓ Tick Download ✓ Print ✓ Sign ATOR
5	Attach > Confirmation Bank on Solicitor Stakeholder Clients Account No./ Bank statement of Solicitor Stakeholder Clients Account	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
6	Attach > HDA Account Number	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
7	Attach > PA Presentation Receipt	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save

Items checklist (Tasks)		Action
8	Attach > Charge Presentation Receipt	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
9	Attach > Quit Rent	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
10	Attach > Quit Rent	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
11	Attach > Redemption Statement	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
12	Attach > Land Search on Individual Title/ Copy Title	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
13	Attach > Acknowledgement of Legal Representation	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
14	View Reason to unable proceed AR1	<ul style="list-style-type: none"> ✓ Click View Data ✓ To input data ✓ Click Save
15	Attach > Notice of Assignment	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save

Items checklist (Tasks)		Action
16	Attach > Letter of Undertaking Developer/Vendor	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
17	Reason for unable to proceed issuance of AR 1	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
18	Attach > Differential Sum Amount Paid?	<ul style="list-style-type: none"> ✓ Click Upload file ✓ Tick Completed ✓ Click Save
19	Differential Sum Data Entry	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
20	AR 2 Required?	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
21	Indicate Security Documents to be Returned	<ul style="list-style-type: none"> ✓ To input data ✓ Click Save
<i>Important : Solicitor Cover Letter must be generated from this system.</i>		

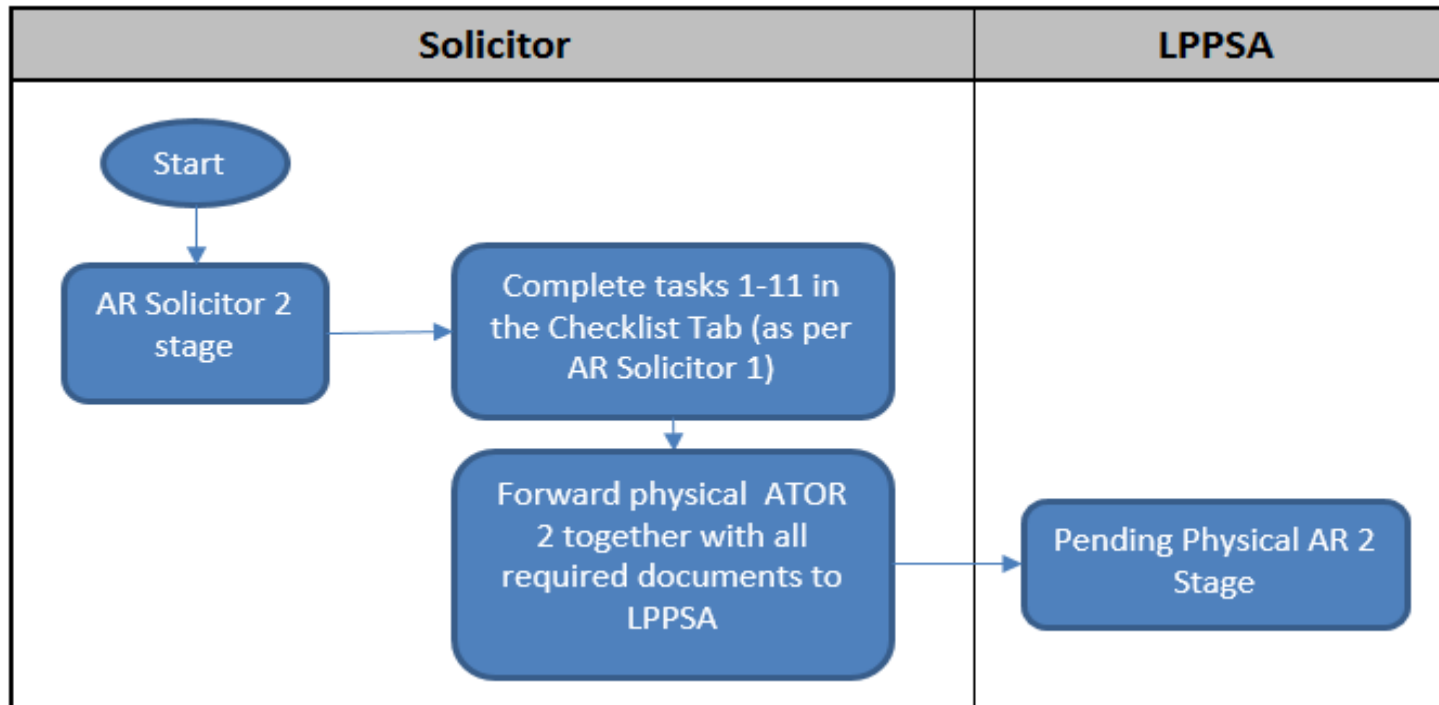
5.0 AR RECEIVED 1 SNAG

5.1 Process Flow



6.0 AR SOLICITOR 2

6.1 Process Flow



Disediakan oleh:
Jabatan Cagaran, LPPSA
25 April 2019