

## ON SOLICITORS' LETTER HEAD

LETTER OF OFFER'S REFERENCE NO. :  
SOLICITORS' REFERENCE NO. :

HF 4

Date:

**Documentation & Execution Unit**  
**Consumer Credit Operations**  
Level 6, Menara MBSB Bank,  
PJ Sentral, Lot 12,  
Persiaran Barat,  
Seksyen 52, 46200  
Petaling Jaya, Selangor

Dear Sir/Madam,

**CUSTOMER(S)** :  
**TYPE OF FINANCING** :  
**FINANCING AMOUNT** :  
**PROPERTY DETAILS** :  
**EXPIRY DATE OF LETTER OF** :  
**OFFER (6 MONTHS)** :  
**EXPIRY DATE OF SALE &** :  
**PURCHASE AGREEMENT**

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We enclose herewith the following Security Documents ("Documents"):-

- 1.
- 2.
- 3.
- 4.

We, as the Solicitors for the Bank hereby certify that the Documents have been duly executed by the Customer/s **within 30 days** from the date of Letter of Offer and the Documents prepared by us have complied with all Banks' requirement and that the interest of the Bank is fully protected and in order for the Bank's execution by its Attorneys.

We hereby confirm and undertake as follows:-

- a. \*(Applicable only for property with title/strata) We have conducted a land search on the title of the property offered as security for the Financing to be granted by the Bank and hereby certify that a Charge can be effected in the Bank's favour.
- b. \*(Applicable only for property under Master Title/Block Title) We have conducted a land search on the Master Title upon which the property is built. We have examined the Sale & Purchase Agreement entered into by the Customer(s) and confirm that pending the issuance of an individual title to the Property, an assignment of the Customer's rights and interest as beneficial owner of the Property offered as security for the Financing to be granted by the Bank can be accepted as security by the Bank subject (not applicable for cases under refinancing/remortgage) to us submitting the relevant consent to transfer and / or charge to the Bank's name for approval prior to the Financing disbursement (via Form HF 5) if there are restrictive covenants.

We undertake to stamp the Documents with a valid and enforceable franking and/or Stamp Certificate of stamp duty and shall indemnify the Bank in the event the Documents were stamped with fraudulent stamp duty and shall be liable for all the consequences.

We further confirm that the Documents are forwarded for vetting and execution **within 14 days** prior to the expiry date of the Letter of Offer and the following condition precedents ("Condition Precedents") as listed below have been complied prior to forwarding ALL the Documents to you for vetting and execution by the Bank's Attorney, as follows:-

Please tick (v) the relevant items below:-

**A. We are to:-**

1. Obtain the relevant Document templates from the Bank's website – <https://www.mbsbbank.com/consumer-banking/financing/property-financing-i> for any enquiries please liaise with the Bank's Documentation & Execution Unit.
2. Use the correct & latest Documents and to adhere to the following :-
  - ☐ a) to use plain white A4 (80gm) papers;
  - ☐ b) the print must be clear and **ONE SIDED** only;
  - ☐ c) all the pages are to be intact;
  - ☐ d) Customer(s) to initial every page of the Documents;
  - ☐ e) Signing pages are duly TAGGED/FLAGGED.

**B. We are to forward the following documents together with HF4:-**

- ☐ 1. Covering letter via HF4 as per the Bank's sample fully completed and duly signed together with Solicitor's Rubber Stamp by the **Solicitor-in-charge**.
- ☐ 2. Copy of duly stamped Letter of Offer and Notification letter of offer / Supplementary letter of offer, if any.
- ☐ 3. Copy of Title (individual/strata) (where applicable).
- ☐ 4. Copy of latest Land Search (individual/strata/master).
- ☐ 5. Copies of relevant pages of stamped SPA & Principal SPA (where applicable).
- ☐ 6. Copy of ICs: Customer(s), 3<sup>rd</sup> Party Chargor(s), Guarantor(s) and Vendor.
- ☐ 7. Letter of Gift & Letter of Gift (Reconveyance) (If the case is under Bai' Bithaman Ajil and Islamic 3<sup>rd</sup> Party cases only).
- ☐ 8. Forms 49, 24, 44 or equivalent to it, M&A, Board Resolution(s) (for non-individual, where applicable).

- ☐ 9. Copy of Assessment Receipt & previous SPA – (Refinance/Remortgage/Perfection of Charge (“POC”) cases only).
- ☐ 10. Copy of Developer’s letter of confirmation that the title has been issued and confirming particulars of the Property.
- ☐ 11. Specimen of caveator consent for encumbered property with title (withdrawal of private caveat is not applicable).
- ☐ 12. Copy of Letter of Instruction from the Bank to legal firm to undertake the completion of POC – (POC cases only).

**Special Conditions:-**

- ☐ 13. MRTT - Acceptance Letter and proof of payment for any shortfall (where applicable).
- ☐ 14. Copy of Valuation Report (“VR”).
- ☐ 15. Copy of Fixed Deposit Certificate (where applicable)
- ☐ 16. Status of Wealth Management Product
- ☐ 17. Others: As stated in LO, where indicated as to fulfill prior to execution of the Documents.

**C. We are to ensure:**

- ☐ 1. Acceptance of Letter of Offer (“LO”) is **within 14 days** from the date of the LO. If the LO has expired, it must be supported with extension letter.
- ☐ 2. Validity period of the LO is **within 6 months** from the date of LO (If exceeded time frame, please obtain any reinstatement via NLO/SLO before forwarding Documents for execution).
- ☐ 3. **We have checked and ensured there are no discrepancies / contradictions of property details between the LO, other security documents and SPA or assessment / VR (for refinance & remortgage)**

In the event that the Documents are not in order and is incomplete and should you as the financier suffer any loss or damage by reason of the Documents not being registered / perfected by reasons attributable to our acts of negligence, error, mistake or omission and / or by reason of the aforesaid Documents not being in order, we as the solicitors responsible for the preparation of the said Documents shall be responsible to make good to you in full such loss and damage.

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Solicitor’s name