



Bar Malaysia  
Malaysian Bar

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**Circular No 171/2017**  
**Dated 9 Aug 2017**

To Members of the Malaysian Bar

**Issues Relating to e-Tanah System at PPTG WPKL**

The Bar Council Conveyancing Practice Committee, together with the Kuala Lumpur Bar Committee Corporate and Conveyancing Practice Committee (“KLBC CCPC”) and Selangor Bar Committee Conveyancing Practice, SRE and Non-Contentious Matters Committee, had joint meetings with the Pejabat Pengarah Tanah dan Galian, Wilayah Persekutuan Kuala Lumpur (Federal Territories Director of Lands and Mines Office Kuala Lumpur, “PPTG WPKL”) on 18 July 2017 and again on 7 Aug 2017, with a view to finding ways to alleviate the difficulties affecting Members of the Bar in respect of the e-Tanah system.

With the implementation of the e-Tanah system on 19 June 2017, PPTG WPKL has started the process of converting all titles into e-titles. Pending completion of the same, Members of the Bar will encounter problems and delays in conducting online land searches because the titles in question have yet to be converted into e-titles. The conversion process is expected to be substantially completed by 30 Aug 2017.

PPTG WPKL has explained that the conversion process is complex and involves at least four different stages, each with a different officer checking the particulars. This process is to verify the veracity and ensure the accuracy of the particulars of title, and hence takes time. Another factor contributing to the delay is that if the land plan in its records is not a clearly legible copy, PPTG WPKL will need to request such a copy from the Jabatan Ukur dan Pemetaan Malaysia before the conversion to e-title can be completed.

In fact, PPTG WPKL had initially set up a counter to deal with conversion of titles for urgent matters. However, PPTG WPKL informed us that a backlog resulted at the counter, because most Members had approached the counter regardless of the urgency of their matters.

KLBC CCPC then agreed to assist PPTG WPKL to vet the urgent applications from Members, and had informed Members practising in Kuala Lumpur accordingly, in its eblast circular dated 10 July 2017, entitled “Online Title Search at the Wilayah Land Office”.

At the joint meeting on 18 July 2017, PPTG WPKL had agreed to the request of the Bar Council Conveyancing Practice Committee to include an additional category of urgent matters, ie pre-sale and purchase agreement searches.

There are, therefore, four categories for **urgent cases** for online land searches:

- (1) Before execution of sale and purchase agreement;
- (2) Execution of loan documentation by the bank;
- (3) Advising the bank to release redemption sum; and
- (4) Advising the bank to release the balance purchase price or balance of loan where the completion date of the sale and purchase agreement is less than three weeks away.

In respect of any of the four abovementioned categories of land searches, Members may, regardless of their practice locations, send an email to [searches.klbar@gmail.com](mailto:searches.klbar@gmail.com) so that KLBC CCPC can then forward the same to PPTG WPKL as soon as possible, for their immediate action.

Members are requested to provide full particulars and supporting documents in their email, including the category applicable to the urgent case, title particulars, and completion date. Please note that emails with incomplete or no information at all will not be entertained, since PPTG WPKL has imposed a limit of 100 titles per day.

This service by KLBC CCPC is only available to Members who have registered with PPTG WPKL under the e-Tanah system. Members are also required to have first submitted each relevant title for conversion to an e-title before contacting KLBC CCPC for assistance.

All other issues that are not related to urgent cases are to be directed to PPTG WPKL via the following means:

- By email at [etanahklsupport@ptgwp.gov.my](mailto:etanahklsupport@ptgwp.gov.my);
- By telephone at 03-2610 3402; or
- By fax at 03-2610 3494.

Members were informed in Bar Council [Circular No 146/2017](#) dated 11 July 2017, entitled “Applications to Expedite Conversion of Titles at PPTG WPKL Must Be Made Online from 12 July 2017”, that manual applications for conversion of titles are no longer accepted by PPTG WPKL. All applications must now be made online via its website ([www.ptgwp.gov.my](http://www.ptgwp.gov.my)), with effect from 12 July 2017.

Any law firms that are registered with PPTG WPKL, but that have yet to apply for an Online User ID, are advised to do so by completing the attached form, and emailing it to [etanahklsupport@ptgwp.gov.my](mailto:etanahklsupport@ptgwp.gov.my). It is only upon successful registration that you may proceed to conduct the online land search. Please follow the instructions on registration in the Portal e-Tanah, at <https://www.ptgwp.gov.my/etanah-awam>.

Please view either the manuals or the videos on the e-Tanah website at <https://www.ptgwp.gov.my/etanah-awam>, which guide users on usage of the services.

Attached is a copy of a notice dated 7 Aug 2017 from PPTG WPKL entitled “Penyeragaman Maklumat Hakmilik Strata”, regarding the standardisation of particulars of strata titles under the e-Tanah system, for your information.

Should you have any enquiries, please contact Donovan Lee Shyun Hyn, Officer, by telephone at 03-2050 2106, or by email at [donovan@malaysianbar.org.my](mailto:donovan@malaysianbar.org.my).

Thank you.

**Roger Tan**  
**Chairperson**  
**Conveyancing Practice Committee**

## BORANG KEPERLUAN ID PENGGUNA FIRMA GUAMAN - APLIKASI e-TANAH

| B. MAKLUMAT FIRMA   |                     |          |
|---|---------------------|----------|
| Nama Firma :  | Kod Firma :         |          |
| E-mel (akan digunakan sebagai ID Pengguna) :                                |                     |          |
| Alamat Berdaftar :  |                     |          |
| Poskod :  | Negeri :            | Negara : |
| <input type="checkbox"/> Alamat berdaftar adalah sama Alamat Surat Menyurat |                     |          |
| Alamat Surat Menyurat :   |                     |          |
| Poskod :  | Negeri :            | Negara : |
| No Telefon 1 :  | No Telefon 2 :      |          |
| No Faks :   | No Telefon Bimbit : |          |

| C. SOALAN KESELAMATAN  |
|--|
| <p><b>Soalan Keselamatan 1 :</b> <input type="checkbox"/> Apakah kereta kegemaran anda?   <input type="checkbox"/> Makanan kegemaran anda?   <input type="checkbox"/> Nama Ibu anda?</p> <p style="padding-left: 40px;"><input type="checkbox"/> Nama sekolah rendah anda?   <input type="checkbox"/> Nama binatang kesayangan anda?   <input type="checkbox"/> Nama pasangan anda</p> <p><b>Jawapan 1 :</b> .....</p> |
| <p><b>Soalan Keselamatan 2 :</b> <input type="checkbox"/> Apakah kereta kegemaran anda?   <input type="checkbox"/> Makanan kegemaran anda?   <input type="checkbox"/> Nama Ibu anda?</p> <p style="padding-left: 40px;"><input type="checkbox"/> Nama sekolah rendah anda?   <input type="checkbox"/> Nama binatang kesayangan anda?   <input type="checkbox"/> Nama pasangan anda</p> <p><b>Jawapan 2 :</b> .....</p> |

|                    | Nama | Tandatangan | Tarikh |
|--------------------|------|-------------|--------|
| Nama Wakil Firma : |      |             |        |

| PENGESAHAN PIHAK FIRMA GUAMAN :                    |      |                            |        |
|--|------|----------------------------|--------|
|  | Nama | Tandatangan & Cop Syarikat | Tarikh |
| Disahkan Oleh :<br><i>(Authorized Signatories)</i> |      |                            |        |



**PEJABAT PENGARAH TANAH DAN GALIAN  
WILAYAH PERSEKUTUAN**  
Aras G - 6, Rumah Persekutuan  
Jalan Sultan Hishamuddin  
50678 KUALA LUMPUR  
MALAYSIA



Tel. : 03-2610 3300  
Faks : 03-2610 3499  
Portal Rasmi : [www.ptgwp.gov.my](http://www.ptgwp.gov.my)

Rujukan Tuan :  
Rujukan Kami : PTGWP16/17 Jld 80 (6)  
Tarikh : 07 Ogos 2017

Badan Peguam Malaysia,  
No. 13, 15 & 17,  
Leboh Pasar Besar,  
**50050 Kuala Lumpur**

Jawatankuasa Peguam Kuala Lumpur  
4th Floor,  
Wisma Hangsam,  
No. 1, Jalan Hang Lekir,  
**50000 Kuala Lumpur**

Jawatankuasa Peguam Selangor  
No. 41, Jalan Bola Jaring 13/15,  
Seksyen 13,  
40100 Shah Alam  
**Selangor**

Persatuan Bank-Bank Malaysia  
34th Floor, UBN Tower,  
10, Jalan P. Ramlee,  
**50250 Kuala Lumpur**

Persatuan Bank-Bank Islam Malaysia  
4th Floor, Menara Bumiputra,  
21 Jalan Melaka,  
**50100 Kuala Lumpur**

Tuan/Puan,

## **PENYERAGAMAN MAKLUMAT HAKMILIK STRATA**

Dengan hormatnya saya diarah merujuk kepada perkara di atas

2. Untuk makluman tuan/puan, selaras pelaksanaan Sistem e-Tanah di Wilayah Persekutuan Kuala Lumpur mulai 19 Jun 2017, pejabat ini telah melaksanakan penyeragaman maklumat-maklumat hakmilik strata mengikut kaedah penomboran hakmilik yang terkini.

*Sekata Kita Kota*



CERTIFIED TO ISO 9001:2008  
CERT. NO. : AR 5152

3. Perubahan ini ketara ke atas hakmilik-hakmilik strata yang telah lama dikeluarkan. Antara perubahan melibatkan hakmilik strata adalah seperti berikut:-

| <b>Maklumat</b> | <b>Contoh sebelum pengemaskinian</b> | <b>Selepas pengemaskinian</b> | <b>Catatan</b>                           |
|-----------------|--------------------------------------|-------------------------------|--|
| Nombor Bangunan | M1-A                                 | M1A                           | Tiada simbol (-)                         |
| Nombor Tingkat  | 1, 2                                 | 1                             | Merujuk kepada tingkat yang paling bawah |
|                 | B1, 1, 2                             | B1                            |  |
| Petak Aksesori  | TK1-A3                               | A3                            | Hanya nombor petak aksesori dipaparkan   |
|                 | TK1-3                                | A3                            |  |

4. Pengemaskinian ini melibatkan rekod ke atas hakmilik dan carian-carian hakmilik yang dikeluarkan oleh pejabat ini. Kerjasama pihak tuan/puan dimohon untuk membuat hebahan kepada ahli-ahli di bawah seliaan pihak tuan/puan bagi melancarkan proses melibatkan hakmilik-hakmilik di Wilayah Persekutuan Kuala Lumpur.

Sekian, terima kasih.

**“BERKHIDMAT UNTUK NEGARA”**

Saya yang menurut perintah,



**(NOR AZURA BINTI ABDUL RAHMAN)**

b.p. Pengarah Tanah dan Galian  
Wilayah Persekutuan