



Tel : 04-2615669
Fax/Tel : 04-2628664
E-mail : secretariat@penangbar.org
Website : www.penangbar.org

No. 4. Green Hall,
1st Floor,
10200 Penang,
Malaysia.

JAWATANKUASA PEGUAM PULAU PINANG PENANG BAR COMMITTEE

CPC 31/21

12 July 2021

To Members of the Penang Bar,

Information Pertaining to Operations at Office of Lands and Mines, Penang during “Total Lockdown Phase 2”

Reference is made to a meeting between Penang Bar’s Conveyancing Practice Subcommittee (“PBCPS”) and the Director of the Office of Lands and Mines, Penang (“PTG Penang”) on 9 July 2021 (“the meeting”) with regards to the operations and dealings at PTG Penang during the “Total Lockdown Phase 2”.

The meeting has decided on the following: -

1. PTG Penang will maintain its *Sistem Temujanji Perserahan* (“STP”) as per our [Circular CPC 29/21](#).
2. PTG Penang will provide a ‘dropbox’ (which is located at the entrance of *Pejabat Setiausaha Kerajaan*) effective 12 July 2021 from 9 a.m. to 3 p.m.) for Official and Private Search (“Search”) and application for State Consent (“Consent”) only. Members are to take note that the following documents must be enclosed together: -
 - a. Application letter for the above Search on Firm’s letterhead (together with Members’ Mobile No. and Firm’s Email address).
 - b. A separate cheque by type of Search and/or Consent (‘Cheque Search/Consent’) (i.e., official search for landed, official search for strata, private search for landed, private search for strata and/or for Consent).
Example: For one (1) official search for landed and one (1) official search for strata requires two (2) separate cheques. For one (1) official land search, one (1) private land search and one (1) application for Consent requires three (3) separate cheques.
 - c. Each Cheque Search/Consent is limited to only 5 *hakmilik*.
Example: for private land search with six (6) Hakmilik, requires two (2) cheques.
 - d. A4 sized envelope with Firm’s address (without stamp).
Note 1: PTG Penang will send all completed Search via post to the Firms. Seven (7) working days for Private Search, 10 (ten) working days for Official Search.
Note 2: PTG Penang will not be responsible should the Search posted is not delivered, lost, damaged or otherwise
Note 3: PTG Penang will not process any Search/Consent should there be any error in the issuance of cheque by the Firm.
Note 4: It is advisable to place item a. to d. in an envelope before placing the Search/Consent in the dropbox.
Note 5: PTG Penang Consent Unit, will contact the respective Members for completed Consent).
3. PTG Penang has agreed to accept all outstanding Transactions pending to be presented due to STP via PBCPS.
Members are advised to take note of the followings: -
 - a) Firms who have yet to submit their details of outstanding transactions (“OT”) are required to do so [here](#) before 14 July 2021, 1230 p.m (“second batch OT”).
Note: Firms MUST NOT submit the OT which has been submitted earlier in the first survey (first batch OT).

- b) The second batch OT will be forwarded directly by PBCPS to PTG Penang.
- c) The first scheduled appointment will be given to PBCPS on 15 July 2021, for the first batch OT. The same will be forwarded to respective Firms.
- d) PTG Penang will arrange the first and second scheduled appointments for the first and second batch OT from 19 July 2021 until all OT are completed.
- e) Firms are required to be present the first and second batch OT at the SPOC counter according to their schedule.

Members are required to take note of the above on an immediate and urgent basis.
Members will be updated further as and when we receive additional information from PTG Penang.

Zemilah Binti Mohd Noor
Chairperson
Conveyancing Practice Subcommittee