

TOPAZ RESIDENCES @ CREST

AGENT **MUST** STRICTLY adhere to all relevant guidelines. KINDLY READ CAREFULLY.
AGENT **必须** 严格遵守所有指南，请用心阅读。

Advertisement Guidelines 广告指南&注意事项

DO NOT put developer's name **不能**放发展商名字

DO NOT put ANY ACTUAL pricing, rebate, build up & size **不能**放任何关于项目真正的资料

DO NOT use developer's render photos **不能**使用发展商任何照片

**kindly ask leader or PIC to ensure no mistake 请询问领导或 PIC 确保没有任何错误

Advertising Terms 广告字眼:

临近 Mount Austin, 20x70 双层排楼 月供只需 RM3xxx

距离 Mount Austin 只需 xx 分钟 xx KM, 18x65 双层排楼 RM7xxK/RM8xxK

*build up 也不要写

⚠️ 拍摄可以拍 Mount Austin 商圈，附近公园。不可拍到项目外观

Appointment Guidelines 预约规定指南注意事项

Kindly ensure to wear neat and tidy formal attire. Company uniform is not required.
请确保穿着整洁得体，无需穿公司制服。

Pick up lanyard from Sam Property office before appointment, agents without lanyard are not allowed to step in Crest Sales Gallery.

请在预约前到 Sam Property Office 拿 lanyard，没有 lanyard 的 agent 将不被允许进入 Crest Sales Gallery。

Before visiting showhouse, pick up pass at the front desk of Crest Sales Gallery.

Upon arrival at showhouse, give the pass to security guard who will open the door for you.

The pass does not need to be returned to Crest Sales Gallery.

参观示范屋前，请到 Crest Sales Gallery 前台领取通行证。

抵达示范屋后，将通行证交给保安人员，他们会为您开门。

通行证无需归还到 Crest Sales Gallery。

Reminder**

Photos and videos are not allowed in Crest Sales Gallery nor showhouse.
在 Crest Sales Gallery 或示范屋内禁止拍照和录视频。

Crest Sales Gallery Opening Hour:

Weekday: 8:30am – 5:30pm

Weekend/Public Holiday: 10am – 4pm

Booking Procedure 开单程序

Before booking kindly review and send customer profile.
Developer will not accept booking without customer profile.
开单之前请先过滤顾客资料和发顾客 Profile 给 PIC。
没有交 Customer Profile 发展商不会接受 Booking。

Send to PIC – JoJo customer profile 需把顾客 Profile 发给 PIC

Customer profile

1. Name:
2. Self Employed/Employed:
(if own company, please provide nature of business)
3. Position:
4. Income (Monthly/Yearly):
5. Cash buyer / Loan:
6. Downpayment ready:
7. Loan margin (%) needed:

After confirmation of customer profile, prepare cheque, fill up the registration form and send to PIC – JoJo together with customer's IC to secure unit.

Within 24hours have to submit all HARD COPY to Crest Sales Gallery.

确认 customer profile 后, 请准备好支票, 填写好 Registration Form 和把顾客的 IC 一起发给 PIC – JoJo 锁单位。

24 小时内必须把所有文件 HARD COPY 交去 Crest Sales Gallery.

Cheque issue to: Austin Senibong Development Sdn Bhd

Kindly ensure all customer details in the registration form are correct. Any changes to the details, even a single alphabet, will require you to fill our another "Request of Change" form to amend the customer details.

请确保表格中的客户资料准确无误。任何细节更改, 甚至一个字母的变动, 都需要您填写另一份 "更改请求" 表格来修改客户资料。

DO NOT USE ANY REGISTRATION FORM TO SUBMIT LOAN

请不能使用任何的 REGISTRATION FORM 来申请贷款

Developer will prepare FINANCE FORM for agents to submit to banker or mortgage.

发展商会准备 FINANCE FORM 给大家交给 Banker/Mortgage 来申请贷款。

Continue...

继续。。。。

Signing Procedure 签单程序

After loan approved, send approval detail to PIC – JoJo and ask banker to issue LO.

贷款批了,请先把 approval detail 发给 PIC – JoJo 然后安排 banker 出 LO。

After LO issued, send soft copy LO to PIC – JoJo for SPA arrangement.

当 LO soft copy 拿到后,发给 PIC – JoJo 安排签 SPA。

Things that customer have to prepare when signing SPA:

签 SPA 的时候顾客需准备:

1. Original NRIC 身份证

2. Downpayment (minimum 5%) 头期 (最少许给 5%)

Booking fee will be offset to the downpayment, if downpayment exceeds 5%, customer will need to pay at least 5% upon signing the SPA.

订金将抵扣在首付中。如果首付超过 5%，客户在签署 SPA 时支付最少 5%。

THANK YOU all for your attention. Wishing everyone successful sales!

感谢大家用心阅读，祝大家大卖!