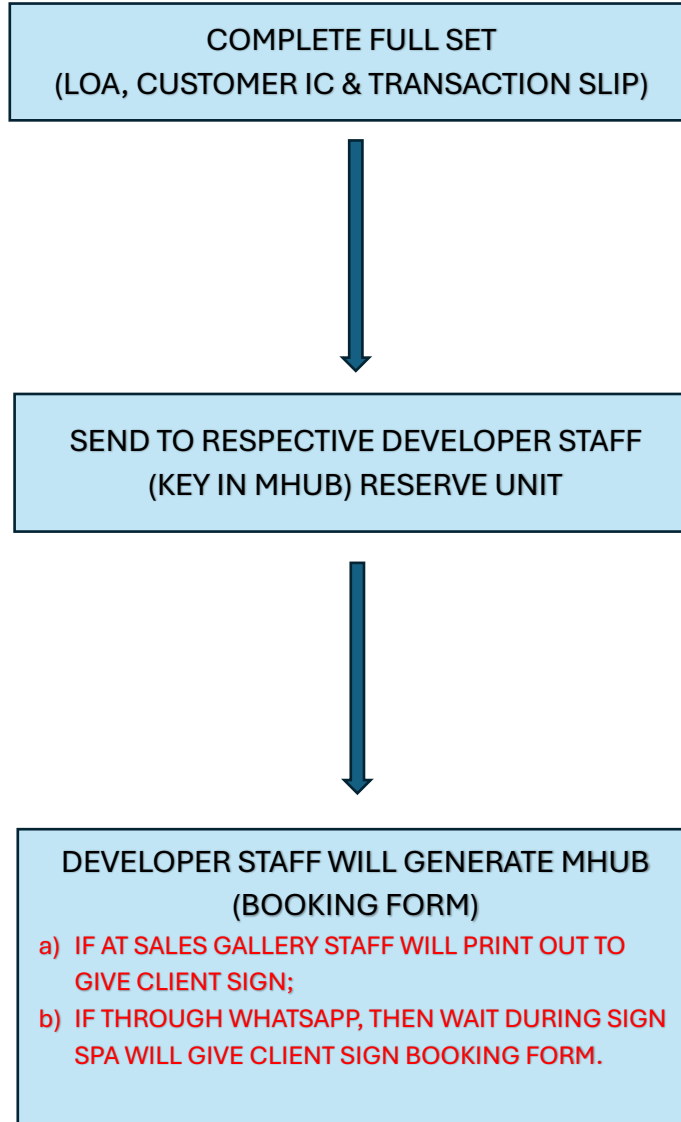


BOOKING PROCEDURE



LOAN PROCESS PROCEDURE

AFTER BOOKED, GIVEN CLIENT A WEEK TIME TO PREPARE DOCUMENTS.

- From the date booked, developer will give grace period 30 days for client from booking until sign SPA



EVERY RESPECTIVE AGENT MUST COLLECT DOCUMENTS FROM THEIR CLIENT AND SUBMIT TO OUR **PANEL BANKER** ONLY.

- Banker listing, we will send to each respective agency P.I.C
- Every week we need each of the P.I.C to send us “**Loan Status Report**” by **12pm on every Friday**.



Once agent submitted the case to banker, our panel banker will contact our developer staff to get the client Booking Form.

- If our staff found that the banker is not our respective panel banker, we have the right not to provide the Booking Form.
- Any case which is more than 30 days, we developer have the rights to release the unit from MHUB. (especially those special case, P.I.C have to write in an email to developer explain reason, then only Sales Manager/ Asst. Sales Manager will seek for management approval; any extension reason have to base on case to case basis for approval.)