



“FORM R”

Home Ownership Programme (HOPE) 2022/2023

Home Ownership Initiative (i-Miliki)

Registration and Verification of Residential Properties for HOPE i-Miliki Initiative 2022/2023 for the Purpose of Applying for Associated Stamp Duty Exemption and/or Remission

REGISTRATION

Name of Developer: _____

Company No.: _____ SHEDA Membership No.: _____ / Not a SHEDA Member

Registered Address: _____

Tel: _____ Fax: _____ E-mail: _____

Contact Person: _____ Designation: _____ H/P No.: _____

Housing Developer's License No.: _____ (valid from ___/___/___ to ___/___/___)

Advertisement and Sale Permit No.: _____ (valid from ___/___/___ to ___/___/___)

Name of Project Development: _____

No. of Unit(s) Registered: _____ (Details to be provided in Registered Units Report; refer to Guidelines/ Process)

Property Type: Residential Landed Residential Strata Serviced Apartment SOHO (select one)

Project Status: Under Construction Completed Build-then-Sell Under 8 units (select one)

Payment Details

Bank Draft/ Cheque No.: _____ Amount: RM _____

Bank Draft/ Cheque:

Crossed and made payable to Sarawak Housing and Real Estate Developers' Association

Bank Deposit: Account No: 3126520221 (Public Bank).

For online banking, please state SHEDA's Invoice Number in Recipient Information and provide the transaction slip.

<p><i>For Developer</i></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Position: _____</p> <p>Date: _____</p> <p><i>By signing this Form R, I/we confirm that I/we have read, understood and agree to the i-MILIKI Participation Regulations.</i></p>	<p>Company Stamp</p>
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<p><i>For SHEDA State Secretariat office use only</i></p> <p><input type="checkbox"/> Registration Form received on: _____</p> <p><input type="checkbox"/> Supporting documents are complete and in order.</p> <p><input type="checkbox"/> Registration Payment made in full. Official Receipt No. _____</p> <p><input type="checkbox"/> Letter of Confirmation of Registration issued on _____</p>	<p>Reference Number</p>
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ELIGIBILITY

- ▶ The i-Miliki Initiative is for **Residential Property**, defined as a house, condominium unit, apartment or flat, including service apartment and small office home office (SOHO).
- ▶ Purchaser is Malaysian and first-time homeowner of Residential Property, to be used as a dwelling house.
- ▶ Developer has registered the eligible property unit with SHEDA.
- ▶ Normal housing: a discount of at least ten per cent has been granted by the Developer from the Original Selling Price (OSP) approved in the Advertising and Sale Permit, under the Housing Development (Control & Licensing) Ordinance 2013, Sarawak.
- ▶ Affordable housing: Housing which falls under Government-sanctioned controlled pricing are not required to provide 10% discount.
- ▶ The Sale and Purchase Agreement (SPA) of the said Residential Property is executed between and including **1 June 2022 and 31 December 2023**. The said SPA is duly stamped not later than **31 January 2024**.

GUIDELINES / PROCESS

Registration (Step One)

- ▶ Developer to register each Project separately through the **prescribed Form R and relevant documentation**. “Project” is defined by the Developer’s Licence and Advertisement and Sale Permit issued.
- ▶ Units in each Project must be registered/ clearly identified. Unregistered Units cannot be verified in Step Two.
- ▶ **Checklist:** All supporting documents marked (*) below to be certified true copy (CTC) by a practising Malaysian lawyer. Signed Letter of Indemnity to be printed on Developer letterhead.

	Developer’s License*	Advertisement & Sale Permit*	Screenshot of HomeApps Price Listing*	Certificate of Occupation Permit*	Registered Units Report	Letter of Indemnity
Under Construction	√	√	√	N/A	√	√
Completed	N/A			√	√	√
Build-then-Sell	N/A			√	√	√
Developments below 8 units	Letter from Architect (registered with the Board of Architect Malaysia) to confirm that the total number of units for the development is below 8 units				√	√

- ▶ SHEDA to issue Invoice to Developer for Registration Fees.
- ▶ SHEDA to issue Letter of Confirmation and Receipt once documentation is confirmed in order and payment received in full.
- ▶ Letter of Confirmation is prerequisite to Verification.

Verification (Step Two)

- ▶ No Verification shall be made for Unregistered Units. Number of Units Verified may not be greater than the number of Units Registered. Developers who want to include Unregistered Units in Verification will have to apply to amend the Registration.
- ▶ Each Unit/ Transaction to be verified with a separate prescribed Statutory Declaration.
- ▶ **Checklist:** Developer to submit the following documents to michelle.comm@sheda.org.my
 - Verification Form (Form V).
 - Statutory Declaration Forms (details inserted);
 - Sale and Purchase Agreement (only relevant pages required: details of Purchaser, Developer, Property, Selling Price and duly executed signatory page(s)); and
 - Letter by Purchaser confirming receipt of at least 10% discount (for normal housing).
- ▶ SHEDA to issue Invoice to Developer for Verification Fees.
- ▶ SHEDA to send Verification Email confirming documentation is in order. Branch copied.

After SHEDA confirms that documentation is in order, the Original Statutory Declaration may be signed by:
EITHER a designated SHEDA State Principal Office Bearer
OR a designated SHEDA Branch Principal Office Bearer.

- ▶ Where a Developer based outside Kuching elects to have the Statutory Declaration Form signed by a SHEDA State Principal Office Bearer, the original documents are to be couriered to SHEDA State Office for execution.



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FEES: REGISTRATION, VERIFICATION AND AMENDMENT(S)

	Category	SHEDA Members	Non-Members
Registration (per Project)	OSP is RM500,000.00 and below	RM800.00	RM7,000.00
	OSP is above RM500,000.00 to RM1million		
Verification (per Unit)	OSP is RM500,000.00 and below	RM100.00	
	OSP is above RM500,000.00 to RM1million	RM150.00	
Amendments	After issuance of Letter of Confirmation	RM200.00/ amendment	

OSP: Original Selling Price

TERMS AND CONDITIONS

(i-Miliki Participation Regulations)

1. Terms of Reference – Unless otherwise determined by SHEDA State Council, the following Terms of Reference shall apply:- “Administrator” shall mean Sarawak Housing and Real Estate Developers’ Association (SHEDA), including officers, employees, servants and/or agents of the same; “Developer” shall mean any Person who has submitted a valid Registration Form; “Fee” shall mean prescribed fees incurred by Developer under Regulations; “Initiative Period” shall mean 1 June 2022 until 31 December 2023 and shall include any extension of effective period as provided by Legislation; “Initiative” shall mean the Home Ownership Programme (HOPE) i-Miliki Initiative for Stamp Duty Exemption/ Remission; “Regulations” shall mean the terms and conditions governing Registration and subsequent Verification (if any), and shall constitute Form R, Form V, i-Miliki Participation Regulations, Letter of Confirmation, Letter of Indemnity, Administrator Invoice(s), Registered Units Report, other supporting documents and any amendment, supplement, addition and/or variation from time to time in force; “Signatory” shall mean designated SHEDA State Principal Office Bearers and/or designated SHEDA Branch Principal Office Bearers.

2. Application for Participation shall be made in Registration Form (Form R) and submission of signed and valid Registration Form to Administrator shall be deemed acceptance by Developer of Regulations.

3. Terms of Payment – Fees by Developer are payable upon issuance of Administrator Invoice, according to details provided in Regulations. Registration and/or Verification shall only be validated upon receipt of full payment. Bank Draft/ Cheque to be crossed and made payable to: **Sarawak Housing and Real Estate Developers’ Association, Bank Deposit: Account No: 3126520221 (Public Bank)**. For payment through online banking, please state Administrator’s Invoice Number in Recipient Information and provide the transaction slip to florence.acct@sheda.org.my. Developer is responsible for ensuring payment is directed to the correct account. All Fees are non-refundable and non-transferable.

4. Closing Date: The Closing Date for submission of Application for Participation is on **15 December 2023** and the Closing Date for submission of scanned Statutory Declaration for Verification is on **16 February 2024**. Notwithstanding the same, should the Initiative Period be extended by Legislation, the Closing Date(s) will likewise be announced and extended.

5. Developer is responsible for ensuring that Registration Form, Statutory Declaration(s) and all other documentation is complete and accurate. Administrator is not responsible for any delay and associated consequences, where documents submitted are found to be incomplete and/or inaccurate.

6. Verification in Statutory Declaration by Administrator is reliant upon information provided by Developer during Registration and/or at any other time after Registration and before Verification. All information is received in good faith. Developer agrees to indemnify Administrator and/or Signatory against all claims, proceedings, costs, losses and damages which Administrator and/or Signatory may sustain, incur or pay, as a result of reliance on information provided by Developer in the Registration and/or Verification process.

7. Legislation: Provisions for Initiative is provided under Stamp Duty (Exemption) Order 2023 [P.U.(A) 176]; Stamp Duty (Exemption)(No.2) Order 2023 [P.U.(A) 177]; Stamp Duty (Remission) Order 2023 [P.U.(A) 179]; Stamp Duty (Remission)(No.2) Order 2023 [P.U.(A)180]; subsequent Orders extending and/or varying the abovementioned Orders and any other relevant Act, Ordinance, Regulation and/or Order as may apply in Sarawak.

8. Language and Interpretation: Interpretation of Regulations rests entirely with SHEDA State Council whose decision shall be binding and final, except where there is discrepancy between Regulations and Legislation, the meaning intended by Legislation shall prevail.

9. Developer agrees to waive rights of subrogation against SHEDA, its officers, employees, servants and/or agents. Administrator and/or Signatory shall not be liable for failure to fulfil Regulations as a result of strikes, riots, acts of God, Government sanction or any other cause beyond its control (Force Majeure).

10. Any dispute between Developer and Administrator shall first be referred to the SHEDA State Council and should a resolution not be reached, subsequently to a mutually-agreed, independent mediator or arbitrator under Malaysian law.

11. No waiver of any term, provision or condition, in any one or more circumstances, shall be deemed a waiver of any other provision or shall constitute a continuing waiver unless expressly provided in writing.

12. Administrator reserves the right to make such waivers, changes, amendments and additions to these terms as and when considered necessary for the proper conduct of Registration and/or Verification of Initiative.