

LaDESS
Frequently Asked
Questions





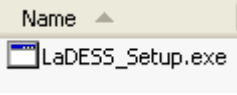

Version 1.0
Updated on 10 May 2010

1. Which Internet Browser to be used in LaDESS

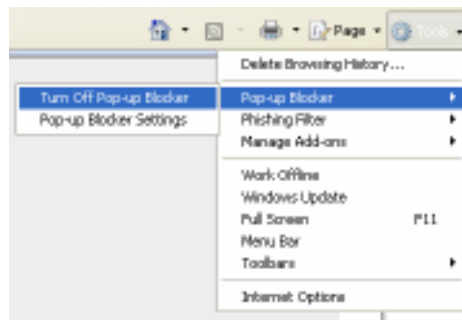


- **Internet Explorer 7** is the recommended Internet Browser be used in **LaDESS**.
- The support of later version of Internet Explorer will be informed when it is available.
- **Mozilla Firefox** is not recommended as there are some functions not support by this browser.

2. Problem In Viewing Report





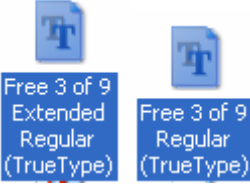
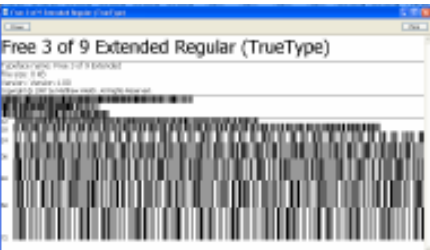
1		<ul style="list-style-type: none"> ● Login to LaDESS. ● At the “Master Configuration” menu, ● select “Setup Download”.
2		<ul style="list-style-type: none"> ● Click “Download” to download the required file.
3		<ul style="list-style-type: none"> ● Save the file “LaDESS_Setup.zip” into your hard disk
4		<ul style="list-style-type: none"> ● Double click “LaDESS_Setup.zip” ● The system will create a file called “LaDESS_Setup.exe”
5		<ul style="list-style-type: none"> ● Double click “LaDESS_Setup.exe” and follow the instructions thereof.
6		<ul style="list-style-type: none"> ● After the installation is completed, restart the computer and view the report again.

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- To disable the **Internet Explorer Pop-up Blocker**, open the browser and select **“Tools”**.
- Select **“Pop-up Blocker”** and click **“Turn Off Pop-up Blocker”**.
- Please make sure that all **“Yahoo Toolbar”**, **“Google Toolbar”** etc is uninstalled.

3. Problem To Display Barcode.

1	 <p>My Computer</p>	<ul style="list-style-type: none">● Having performed the steps in “Section 2”. If the Barcode for the relevant Dealing Form still does not appear in the printout (at Confirmed to Submitted Stage)● Please go to “My Computer”
2	 <p>Local Disk (C:)</p>	<ul style="list-style-type: none">● Double click “Local Disk (C:)”
3	 <p>WINDOWS</p>	<ul style="list-style-type: none">● Double click “Windows” Folder.
4	 <p>Fonts</p>	<ul style="list-style-type: none">● Double click “Fonts” folder.
5		<ul style="list-style-type: none">● Search for and highlight “Free 3 to 9 Extended Regular (TrueType)” and “Free 3 to 9 Regular (TrueType)”.● Double click them and close the page when data is loaded.
6		<ul style="list-style-type: none">● Restart the computer and view the report again.

4. Characters To Use

Due to the security issues, there are some restriction in using certain characters and the way of entry the data

No	Field Type	Allowed Character	Example
1	Number field	0 to 9	New IC, Share Unit held in fraction etc
2	Amount or Area field	0 to 9 and .	Share Unit held in decimal
3	Time Field	0 to 9 and :	
4	Date Field	A to Z, 0 to 9 and /	
5	String Field (Alpha-Numerical)	These characters cannot be used :- = + _ " " > < ^ { }.	Name, Name No, File Description etc
6	When you think you require multiple lines to enter your data	<ul style="list-style-type: none"> ● DO NOT use the "Enter" Key on the keyboard ● Just continuing to type your entry, and allow the system auto move to new line 	<ul style="list-style-type: none"> ● Wrong version P.O.Box 12345 88000 Kota Kinabalu, Sabah, Malaysia ● Correct version P.O.Box 12345, 88000 Kota Kinabalu, Sabah, Malaysia

5. Document/File Upload.

Attachment of Transferee Document Of Identity				
No	New IC	Old IC	Name No.	Name
No Record				

Attachment of Other Documents/Files	
File Description *	<input type="text"/>
File Location*	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload"/>	

No.	File Description	Edit	Delete
No Record			

- **Attachment of Document of Identity:** this is where user *shall* attach the Document of Identity (i.e. MyKad or other documents containing the personal information) for the Transferee, Chargee, Sublessee, Administrator and Executor etc. for verification purpose.
- **Attachment of Other Documents/Files:** this is where user *may* attach certain document(s) relevant to a particular transaction. At present, the Registrar has yet to decide the nature or type(s) of document/file(s) to be attached for any Dealing.

Procedure to upload the file as follow:

- Click "**Browse**", search for the file that to be uploaded from your hard disk
- Click "**Upload**" And the file that you want to upload will be displayed.
- Repeat above steps when more than 1 document to be uploaded

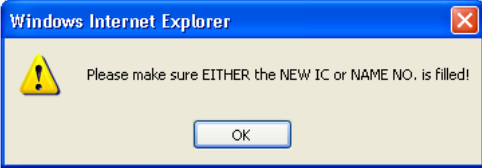
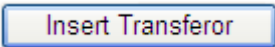
Uploaded File Format

- In JPG or PDF format
 - Please scan the document in **Gray Scale** and between **100 to 200 dpi** in order to reduce the file size.
 - For a MyKad document, the size should be less than 200 Kilo-byte
 - For a A4 page document, the size should be less than 1000 kilo-byte

6. Things To Take Note When Filling Owner and Applicant Details.

New IC	Old IC	Name No.	Name	Existing Undivided Share Held (Fraction)	Existing Undivided Share Held (Decimal)	Undivided Share To Be Transferred (Fraction)	Undivided Share To Be Transferred (Decimal)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Insert Transferor"/>							

Transferor's Particulars									
No	New IC	Old IC	Name No.	Name	Existing Undivided Share Held (Fraction)	Existing Undivided Share Held (Decimal)	Undivided Share To Be Transferred (Fraction)	Undivided Share To Be Transferred (Decimal)	Delete
1.	1111111-11-1111	<input type="text"/>	<input type="text"/>	OWNER 1	<input type="text"/>	99999	<input type="text"/>	99999	


No	Field Type Allowed Character	Example
1		<ul style="list-style-type: none"> You are required to enter ONLY ONE field New IC or Name No for a particular Transferor, Transferee, Chargor, Chargee and Others. Old IC is optional <p><i>Note - Name No is document like Passport No, Police ID or Arm Force Personal ID</i></p>
2		<ul style="list-style-type: none"> Should you have entered both fields, error message will be displayed.
3		<ul style="list-style-type: none"> After you have completed the entry in each row, you need to click "Insert Transferor" as in this example. Repeat when more Transferors are needed to be

		<p>entered.</p> <ul style="list-style-type: none"> ● It is similar to enter Transferee, Chargor, Chargee for other forms 																				
4	<table border="1" data-bbox="331 373 802 596"> <thead> <tr> <th>Existing Undivided Share Held (Fraction)</th> <th>Existing Undivided Share Held (Decimal)</th> <th>Undivided Share To Be Transferred (Fraction)</th> <th>Undivided Share To Be Transferred (Decimal)</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>/</td> <td></td> <td>/</td> <td></td> </tr> <tr> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table border="1" data-bbox="331 659 548 793"> <thead> <tr> <th>Undivided Share (Fraction)</th> <th>Undivided Share (Decimal)</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Existing Undivided Share Held (Fraction)	Existing Undivided Share Held (Decimal)	Undivided Share To Be Transferred (Fraction)	Undivided Share To Be Transferred (Decimal)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	/		/		<input type="text"/>		<input type="text"/>	<input type="text"/>	Undivided Share (Fraction)	Undivided Share (Decimal)	<input type="text"/>	<input type="text"/>	<ul style="list-style-type: none"> ● For cases of Transfer of Ownership, <ul style="list-style-type: none"> (a) There are these four fields under the <u>Transferor's</u> particulars: <ul style="list-style-type: none"> (i) The “Existing Undivided Share Held (Fraction)” and “Existing Undivided Share Held (Decimal)” indicate the total share owned by the owner / transferor. (ii) The “Undivided Share To Be Transferred (Fraction)” and “Undivided Share To Be Transferred (Decimal)” indicate the total share to be transferred. (b) There are these two fields under the <u>Transferee's</u> particulars: the “Undivided Share (Fraction)” and “Undivided Share (Decimal)” ● Please ensure that the total “Undivided Share To Be Transferred (Decimal)” by the <u>Transferor</u> is <i>equivalent</i> to the total “Undivided Share (Decimal)” under the <u>Transferee</u>.
Existing Undivided Share Held (Fraction)	Existing Undivided Share Held (Decimal)	Undivided Share To Be Transferred (Fraction)	Undivided Share To Be Transferred (Decimal)																			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																			
/		/																				
<input type="text"/>		<input type="text"/>	<input type="text"/>																			
Undivided Share (Fraction)	Undivided Share (Decimal)																					
<input type="text"/>	<input type="text"/>																					

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Example 1



If a piece of land is own by one person, and he wishes to transfer one-third of it to one son. The entry will look like this:

Name	Existing Undivided Share Held (Fraction)	Existing Undivided Share Held (Decimal)	Undivided Share To Be Transferred (Fraction)	Undivided Share To Be Transferred (Decimal)	Delete
OWNER 1	<input type="text" value="1"/> <input type="text" value="1"/>	<input type="text" value="99999"/>	<input type="text" value="1"/> <input type="text" value="3"/>	<input type="text" value="33333"/>	

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Example 2

If a piece of land is own by two person of equal share, and one of the owner wish to transfer one-third of his share to one son. The entry will look like this:

Name	Existing Undivided Share Held (Fraction)	Existing Undivided Share Held (Decimal)	Undivided Share To Be Transferred (Fraction)	Undivided Share To Be Transferred (Decimal)	Delete
OWNER 1	<input type="text" value="1"/> <input type="text" value="2"/>	<input type="text" value="50000"/>	<input type="text" value="1"/> <input type="text" value="6"/>	<input type="text" value="16667"/>	
OWNER 2	<input type="text" value="1"/> <input type="text" value="2"/>	<input type="text" value="50000"/>	<input type="text" value="1"/> <input type="text" value="2"/>	<input type="text" value="50000"/>	

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Signatories Remarks :

The “**Signatories’ Remarks**” is to be filled up where a party is signing the Dealing Form in a particular manner, for instance by way of common seal in the presence of its director(s) and/or secretary or pursuant to a power of attorney etc.. Such field is meant for the description on the signing manner.

In the event there is more than one party signing the Dealing Form in their respective manners, the description of such signing shall have identified the party’s concerned. For instance: “The *Transferor* is signing by way of Common Seal in the presence of its directors namely ... (NRIC No. ...) and ... (NRIC No. ...), and the *Transferee* is signing by its Attorney namely ... (NRIC No. ...) pursuant to the Power of Attorney registered under CLO P/A No. ...”.