

**Land Dealings Electronic
Submission System (LaDESS)
User Instruction Version 1.0**

Prepared by



Lands and Surveys Department Sabah

&

Zuma Engineering Sdn Bhd

April 2010

FOREWORD

This User Instruction serves to highlight the processing stages / steps that are in use for Land Dealings to be submitted electronically to the department. The major parts of the application includes:-

- Users Registration and
- Dealings Submission

During the initial implementation period, legal firms may post enquiry and comments through **Support/Feedback** function in LaDESS Main Menu which shall be monitored by LaDESS Administrators.

The point of entry for this application is through the department homepage at **www.jtu.sabah.gov.my** and click on the button for **LaDESS**. Please ensure that your computer browser does not block pop-up and to allow opening up of new browser. You may visit our homepage for future news and tips regarding the implementation of LaDESS. Any future improvement will be posted online and send to the firms' email accounts. Each legal firm has to have a legal and official email account for the purpose of communication with the system administrator.

The recommended computer hardware and software specifications for optimum operations of LaDESS are as follows:-

Item	Specifications	Remarks
Internet Browser	<ul style="list-style-type: none">• Internet Browser IE 7.0	
Hardware	<ul style="list-style-type: none">• Intel Duel Core Processor (or AMD Equivalent) with 2GB Memory• A4 Mono Laser Printer	

Please note that this roll-out of LaDESS Application Version 1.0 will be in phases. Initially, the roll-out will only cover 6 most frequent used forms of the land dealings transactions. The other forms will be made available gradually.

The User Instruction will be edited and updated as when more forms and function are ready to be used. The future User Instruction will be made available through website downloads.

LaDESS is the acronym for "**Land Dealings Electronic Submission System**". This is the latest web application developed for the upgrading of the Departmental Delivery System to the Rakyat in the processing of land dealings for leases titles such as PL, CL and TL. The system has been developed based on **Blue Ocean Strategy** to allow the Central Registry to leapfrog in the land dealings processing deploying the latest technologies in a re-engineered working environment, resulting in a win-win scenario for both legal firms and department where cases are submitted and processed in digital manner

1. Getting Started



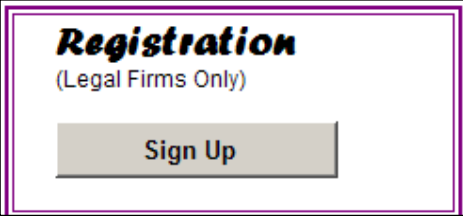

- To access **Land Dealings Electronic Submission System (LaDESS)**, please go to Lands & Surveys Department web site www.jtu.sabah.gov.my


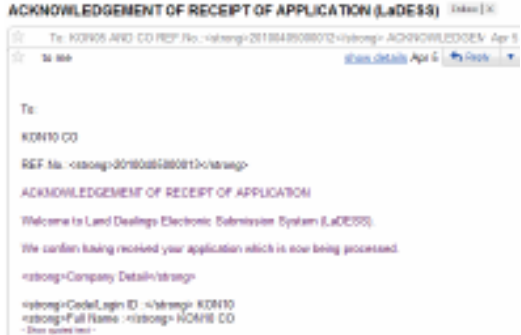

- Click on "LaDESS" icon



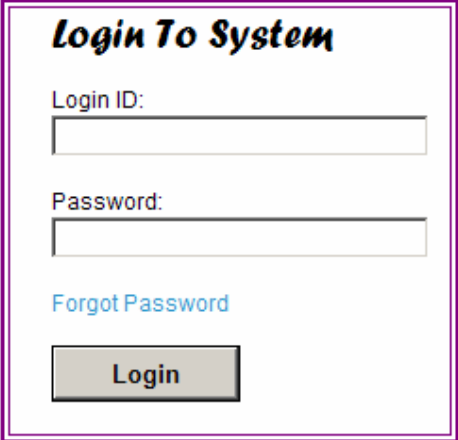

- The system will proceed to **LaDESS Login Page**

2. Registration of Company Account

 <p>Registration (Legal Firms Only)</p> <p>Sign Up</p>	<ul style="list-style-type: none">● Click on "Sign Up" for Firm who has not registered.
 <p>The screenshot shows the LaDESS Company Registration form. The header includes the LaDESS logo and the text 'LaDESS Company Registration' and 'Lands and Surveys Department'. Below the header, there are two sections: 'STEP 1: FIRM INFORMATION' and 'STEP 2: CONTACT INFORMATION'. Each section contains several input fields for text and file uploads, along with a 'Next' button. The 'STEP 1' section includes fields for 'Company Name', 'Company Type', 'Company Address', 'Company Phone', and 'Company Email'. The 'STEP 2' section includes fields for 'Admin Name', 'Admin Email', and 'Admin Phone'.</p>	<ul style="list-style-type: none">● Fill in the Firm information.● Firm Code (up to 5 characters) is important. It will be your Firm Login ID. Please note that this cannot be amended in the future. Login ID must be easy to remember and unique to your firm● Please ensure you have a valid Firm Email Address. All notification will be forwarded to this email address. For security reason, you should not mix personal and official email accounts as certain email accounts are prone to hacking and accounts can be hijacked.● All attached scanned documents are preferred to be in jpg format. For MyKad (front side, file size should be less than 200kb) or Name No – like Passport (personal detail side, file size should be less than 1mb)● There are three (3) pages to be filled. Once you press the "submit" button at the 3rd page, you can not alter your firm information any more until your account has been activated.

	<ul style="list-style-type: none"> ● You shall receive an email, entitled Confirmation of Application to your Firm Email Address. ● You are required to "click" the link provided in the email to re-confirm your application submission. ● You need to re-confirm it within 7 days of this email notification. ● When you "click" the link, the system will prompt you to enter your Firm's Password that you have entered during the firm registration submission.
	<ul style="list-style-type: none"> ● After you have re-confirmed your submission, you shall receive another email, entitled Acknowledgement of Receipt of Application ● Lands Registry Office shall process your application within seven (7) working days.
	<ul style="list-style-type: none"> ● You will be notified the status of your application (either approve or reject) through Firm Email Address. ● Should your application be approved (as per example in the left", you are required to PRINT the email, FILL in the additional information as required and present to the Land Registry Office by your representative as indicated in the Form.
<p>KON10 CO aladdin388@gmail.com</p> <p>Name of Lawyer in Charge:</p> <p>..... (Signature and rubber stamp of Lawyer in Charge)</p> <p>Office Telephone No. :</p> <p>Handphone No. :</p> <p>..... Rubber stamp of Legal firm</p> <p>Name of Land Clerk:</p> <p>IC No:</p> <p>Date :</p> <p>.....</p>	<ul style="list-style-type: none"> ● Information must be completed accordingly. ● Land Clerk shall return the completed form the Land Registry Office. ● The Land Registry Office shall ACTIVATE your Firm Account should everything are in order. ● You shall receive an email to confirm the completion of the Firm Registration exercise through Firm Email Address

3. Login by Firm Account

	<ul style="list-style-type: none"> ● To enter your Firm LOGIN ID and Password ● Should you forget your Firm LOGIN ID, please contact Land Registry Office personally. ● Should you forget your Firm Password, please “click” Forget Password. ● The system will prompt you to enter your Login ID and email address...
<p>Please Enter Your Login ID and Email Address.</p> <p>Login ID : <input type="text"/></p> <p>Email Address : <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Submit"/></p>	<ul style="list-style-type: none"> ● You should enter your Firm Login ID and Firm Email Address ● Should both information is matched with the registered data in the system, a new password will be generated and send to Firm Email Address. ● It is recommended that you should login to the system and change your password accordingly.
	<ul style="list-style-type: none"> ● After your have successful login ● You will be in LaDESS main menu. ● There are three (5) function in the main menu.

4. Profile



The screenshot shows the LaDESS user profile page. At the top, there is a header with the LaDESS logo and the text "LaDESS Sabah Lands and Surveys Department". Below the header is a navigation menu with tabs for HOME, PROFILE, FIRM, TRANSACTIONS, CONTRACTS, and ACCOUNTS. The PROFILE tab is selected. The main content area is titled "PROFILE" and contains several input fields for user information:

- Login ID: JMS
- Full Name: JMS
- Phone No: [input field]
- Mobile No: [input field]
- Email Address: [input field]

At the bottom right of the profile form, there is a red "Update Profile" button.

Updating of Firm Profile

- Only Firm Login ID is allowed to update Firm Profile.
- User Login ID will be able to view and update their personal detail.

5. User Management



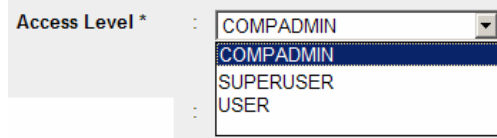
Manage User Account

- This module allows you to create, edit, suspend or delete your User Account by Firm Login ID or User (with CompAdmin access level)
- The quota for the total number of users under one firm is five, should you need to increase this quota, an application has to be given in writing to the department..
- Active User with Login ID can proceed with **Dealing Management Module**.



Create New User

- Fill in the user particular accordingly.




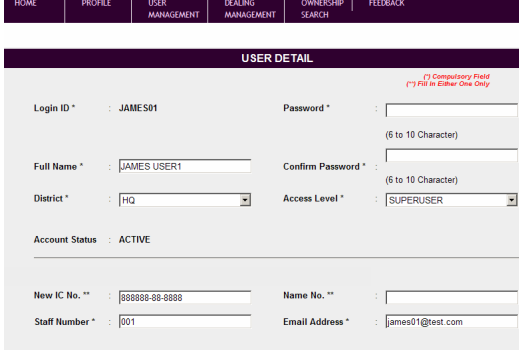
User Access Level

There are 3 type of User Access Level

- **COMPADMIN** – able to do all function and manage users, including suspending user accounts.
- **SUPERUSER** – able to prepare and submit dealing
- **USER**– able to prepare dealing only

User Login ID

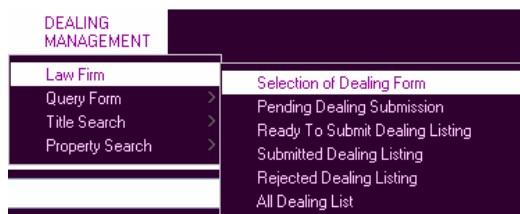
- This is a unique identity. The system will prompt you if your prefer User login ID has been used by other person.
- User ID should be between 6 to 10 characters

<p>Allow Email Notification * : <input checked="" type="radio"/> Yes <input type="radio"/> No</p>	<p>User Email Address</p> <ul style="list-style-type: none"> The system will send email notification to both Firm Email Address and User Email Address who is handling the dealing case (if Allow Email Notification is set to YES) Should the Firm DO NOT WANT their users to receive any email notification from the LaDESS System; you should enter Firm Email Address here.
	<p>Recover User Account Password</p> <ul style="list-style-type: none"> You will require to submit User Login ID and Email Address of that User Login ID to recover Password, and the new password will send directly to the Email Address of that User Login ID ONLY Firm Login ID and User with CompAdmin access level can also go to User Listing module to change their User Password.
 <p>The screenshot shows the LaDESS interface with the 'USER LISTING' module selected. It displays a table with columns for No., Firm Login ID, User Login ID, User Name, Email, Access Level, and Status. Two users are listed: JAMES USER1 and JAMES USER2.</p>	<p>User Account Listing</p> <ul style="list-style-type: none"> Firm Login ID and User with CompAdmin access level be able to view all the User accounts that has been setup The listing will not include the login person as his / she will be under "My Profile".
 <p>The screenshot shows the 'USER DETAIL' form in the LaDESS system. It includes fields for Login ID (JAMES01), Password (6 to 10 Character), Full Name (JAMES USER1), Confirm Password (6 to 10 Character), District (HQ), Access Level (SUPERUSER), Account Status (ACTIVE), New IC No. (888888-88-8888), Name No., Staff Number (001), and Email Address (james01@test.com). Buttons for 'Update Detail', 'Suspend', 'Delete', and 'Back' are at the bottom.</p>	<p>Managing the User Account</p> <ul style="list-style-type: none"> By "zooming in" to the selected User Account, the Firm Account and User with CompAdmin access level, they can update the staff profile, change password or email address, suspend, re-active or delete the staff from accessing Dealing Management Module

6. Dealing Management

<p>DEALING MANAGEMENT</p> <ul style="list-style-type: none"> Law Firm > Title Search > Property Search > 	<ul style="list-style-type: none"> This module allows you to process with your land dealings matters There are three (3) sub menu – Law Firm, Title Search and Property Search
<p>DEALING MANAGEMENT</p> <ul style="list-style-type: none"> Law Firm Title Search > Property Search > <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> Selection of Dealing Form Pending Dealing Submission Ready To Submit Dealing Listing Submitted Dealing Listing Rejected Dealing Listing All Dealing List Sample Dealing Form </div>	<p>Law Firm</p> <ul style="list-style-type: none"> User this section, there are a list of activities Refer section “Dealing Procedure”
<p>DEALING MANAGEMENT</p> <ul style="list-style-type: none"> Law Firm > Title Search > Request Property Search > 	<p>Title Search</p> <ul style="list-style-type: none"> This is to forward the request for Title Search to the department. For now, the payment has to be paid at the counter before the Title Search is to be prepared. User will enter the particular of Title that they wish to search. An email notification will be sent to Firm Email Address and User Email Address to confirm the submission Lands Registry Office shall process the request and inform the Firm accordingly through email.
<p>DEALING MANAGEMENT</p> <ul style="list-style-type: none"> Law Firm > Title Search > Property Search > Request 	<p>Property Search</p> <ul style="list-style-type: none"> This is to forward the request for Title Search to the department. For now, the payment has to be paid at the counter before the Property Search is to be prepared. User will enter the particular of Property that they wish to search. An email notification will be sent to Firm Email Address and User Email Address to confirm the submission Lands Registry Office shall process the request and inform the Firm accordingly through email.

7. Dealing Procedure



Selection of Dealing Form

- This is the start where a user will be able to **create** a **new dealing**
- There are two ways to prepare Dealing submission.

LaDESS allows both legal firms and the department to process land dealings cases electronically. However, it should be noted that the physical presentation before the counter at Central Land Registry is still a requirement under the law.

Selection of Dealing Form (for online data entry WITH printout for execution)

Please note that a Dealing Form prepared and submitted online from this listing can generate a printout of the same. For purpose of presentation over the counter of Central Land Registry, the *online printout of the Dealing Form* shall be executed by the parties involved and presented.

Selection of Dealing Form (for online data entry only)

Please note that a Dealing Form prepared and submitted online from this listing will not generate any printout of the same. For purpose of presentation over the counter of Central Land Registry, the *traditional hard copy of the Dealing Form* shall be executed by the parties involved and presented.



Selection of Dealing Form Method

(Step 1)

- Selection of Dealing Form (for online data entry WITH printout for execution)
- Selection of Dealing Form (for online data entry only)



Filling in Dealing's Particulars (Step 2)

- Fill in the Dealing's particular accordingly.
- **Title No.** is a compulsory field and the system will automatic verify the entry.
- User can select either "Monetary Consideration" or "Other Consideration" but not both.
- "**Save**" button allow you to save your entry to the system and auto generate a "Dealing ID". This shall be the reference key of the dealing

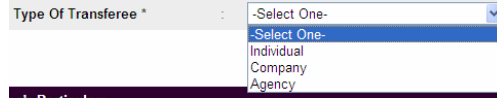
	<ul style="list-style-type: none"> • “Next” button at the bottom of the screen allow you to move forward to Step 3. • Please DO NOT use the “Forward” and “Backward” button provided by the Browser.
	<p>Filling Transferor’s Particulars (Step 3)</p> <ul style="list-style-type: none"> • Enter <u>either</u> “New IC” or “Name No.” (example of Name No – Passport no, Police ID etc) • “Existing Undivided Share Held” – it is to enter the total share own by the owner of the title. (example: if the land is own by 4 person of equal share, then 1/4 will be entered) • “Undivided Share To Be Transferred” – it is to enter the actual share unit that the owner is going to transfer away. (example: continuing from above case, if the owner (who has 1/4 share) want to transfer half of his share, then 1/8 will be entered ($1/4 \times 1/2 = 1/8$)) • User can amend the details accordingly or delete the entry line by pressing the “delete” button. • User should always “Save” the entry before move forward or backward the screen by select “Previous” or “Next” button at the bottom of the screen



Sample LSF1800:

ing Transferee's Particulars (Step 4)

- Please take note there are 3 types of Transferee, **Individual**, **Company** and **Agency**. Please select one accordingly.



- Please select one of the Transferee. Example given on the left is LSF1800 for Individual
- User can amend the details accordingly or delete the entry line by pressing the “delete” button.
- User should always “Save” the entry before move forward or backward the screen by select “Previous” or “Next” button at the bottom of the screen

Attach Documents/Image File (Step 5)

- At the top of the screen, users shall attach the digital copy of the Transferee's MyKad (front side, file size should less than 200kb) or Name No – like Passport (front side, file size should less than 1mb)
- At the lower part, users have the option to attach more supporting documents as required by Lands Registry Office. (Each digital document file size should less than 1mb)
- All scanned documents is preferred to be in jpg format
- User should always “Save” the entry before move forward or backward the screen by select “Previous” or “Next” button at the bottom of the screen

No.	Checklist (BM)	Checklist (ENG)	Yes	Not Applicable
1	Semak semua surat sokongan yang berkenaan di bawah: (i) Surat keterangan daripada pemegang Cagaran	Ensure supporting documents are attached where applicable. (i) Letter of Consent from Chargee	<input checked="" type="radio"/>	<input type="radio"/>
2	(ii) Surat keterangan daripada kaveator	(ii) Letter of Consent from Caveator	<input type="radio"/>	<input checked="" type="radio"/>
3	(iii) Borang 49 (bagi syarikat)	(iii) Form 49	<input type="radio"/>	<input checked="" type="radio"/>
4	(iv) Surat Kuasa (PIA) dan mempunyai kuasa jika berkenaan	(iv) Power of attorney	<input type="radio"/>	<input checked="" type="radio"/>
5	(v) LSF1800 (bagi pihak transferee)	(v) LSF1800 for transferees	<input checked="" type="radio"/>	<input type="radio"/>
6	(vi) Laporan Pertanian/ Haiwan/ Penolong Pemungut Hasil Tanah	(vi) Agriculture Report/ Veterinary Report/ PPHT Officer's Report	<input type="radio"/>	<input checked="" type="radio"/>
7	(vii) Borang duti setem (PDS 151)	(vii) Local Authority (Occupation Certificate)	<input type="radio"/>	<input checked="" type="radio"/>
8	(viii) Semak sama ada Perubahan Operasi adalah berdaftar (pastikan terdapat surat mesyuarat yang membenarkan penjualan/ pindamilik geran terabadi)	(viii) For transfer of land held under Co-operative ensure that the decision to transfer is confirmed to be in order by Director of Co-operative.	<input type="radio"/>	<input checked="" type="radio"/>
9	(ix) Jika syarikat asing (transferee) perlu mempunyai surat kebenaran pindamilik daripada Ketua Menteri	(ix) Permission to own land from Chief Minister of transferee is a foreign company	<input checked="" type="radio"/>	<input type="radio"/>
10	(x) Semak surat Akaun disertakan (Bagi pemilik yang mempunyai perbezaan nama)	(x) Statutory Declaration for owners' name if different spelling	<input type="radio"/>	<input checked="" type="radio"/>
11	Semak surat/cara adalah salinan asal	Checked memorandum is original copy	<input checked="" type="radio"/>	<input type="radio"/>
12	Semak syarat-syarat guna tanah dalam geran	Checked title condition	<input type="radio"/>	<input checked="" type="radio"/>

Fill in Checklist (Step 6)

- User is required to select either “Yes” or “Not Applicable” for each row of the checklist.
- The checklist is given in 2 language version, BM and English.
- During this stage, user can select either **Save** it, **Print** the draft dealing form or **Ready To Submit**
- If the users are not ready to submit, the data will be stored in the system and can be retrieved back from “**Pending Dealing Submission**”.

DEALING MANAGEMENT

- Law Firm
- Query Form >
- Title Search >
- Property Search >

- Selection of Dealing Form
- Pending Dealing Submission**
- Ready To Submit Dealing Listing
- Submitted Dealing Listing
- Rejected Dealing Listing
- All Dealing List

Sample of Pending Dealing Listing:

Pending Dealing Submission Stage

- User can retrieve and amend dealings that have not been submitted.
- After the user is satisfied with the information entered, they can select “**Ready To Submit**” option

DEALING MANAGEMENT

- Law Firm
- Query Form >
- Title Search >
- Property Search >

- Selection of Dealing Form
- Pending Dealing Submission
- Ready To Submit Dealing Listing**
- Submitted Dealing Listing
- Rejected Dealing Listing
- All Dealing List

Sample of Ready To Submit Dealing Listing:

Ready To Submit Dealing Stage

- User can retrieve and view all ready to submit dealing case from “**Ready To Submit Dealing Listing**”
- At this stage, users can not amend the dealing information.
- However, if further amendment is required, the user needs to choose “**Decline To Submit**” for this particular case, and the dealing will return to **Pending Dealing Submission** stage.
- If everything is in order and ready to proceed, the user will select “**Submit**”.
- User is required to “**tick**” the box to “**Confirm Verification Has Been Done**” before the submission process.

DEALING MANAGEMENT

- Law Firm
- Query Form
- Title Search
- Property Search

- Selection of Dealing Form
- Pending Dealing Submission
- Ready To Submit Dealing Listing
- Submitted Dealing Listing**
- Rejected Dealing Listing
- All Dealing List

Sample of Submitted Dealing Listing:

Submitted Dealing Listing

Dealing ID: [input] LSP Code: [input]
 Dealing Date From: [input] Dealing Date To: [input]
 Submission No: [input] Submission Date To: [input]
 Submission Date From: [input] Submission Date To: [input]
 Title No: [input]

[Filter] [Clear]

No.	Dealing ID	Title No.	LSP Code	LSP Description	Submission No.	Submission Date
1	JARAS00000001	10456004	LSP 102A	MEMORANDUM OF TRANSFER OF COMPANY	JARAS00000001	20/09/2018
2	JARAS00000002	10456004	LSP 102A	MEMORANDUM OF CHARGE	JARAS00000002	20/09/2018
3	JARAS00000003	10456004	LSP 102A	CHARGE	JARAS00000003	20/09/2018
4	JARAS00000004	10456004	LSP 102A	MEMORANDUM OF CHARGE OR COLLECTORS	JARAS00000004	20/09/2018
5	JARAS00000005	10456004	LSP 102A	SATISFACTION OF CHARGE	JARAS00000005	20/09/2018

Submitted Dealing Stage

- User can view all the submitted dealing in the **Submitted Dealing Listing**.
- User will be able to view the detail of the dealing form.
- User will print out the dealing form (with barcode) from the submitted dealing for their clients' signatures

Page 1 of 1 Menu Type: LSP 102A

STATE OF SABAH, MALAYSIA.

LAND ORDINANCE, CAP 68
SECTION 104
SCHEDULE VIII


MEMORANDUM OF TRANSFER

Title No. 105456004
 Count of Transfers: 1
 1. 10588032 930220-104297 SIM YONG FONG (Undivided share held (fraction or decimal) 1 / 1 9999)

being registered as the (co)owner(s) of the land described in the title as numbered above, and registered in the CENTRAL Land Registry at NOTA WINDALU subject to the subsenses, charges or other encumbrances registered against the title in the Register of Titles: In consideration of the sum of RM One Hundred Fifty Five Thousand Only

RM 155,000.00 paid to me(s) by Undivided share (fraction or decimal)

Printing of Dealing Form

- To print the dealing form, users need to press  in the screen.
- Please **DO NOT** use the print command in the browser. This will affect the OCR verification process and the dealing form might be rejected by the system.

DEALING MANAGEMENT

- Law Firm
- Query Form
- Title Search
- Property Search

- Selection of Dealing Form
- Pending Dealing Submission
- Ready To Submit Dealing Listing
- Submitted Dealing Listing
- Rejected Dealing Listing**
- All Dealing List

Sample of Rejected Dealing Listing:

Rejected Dealing Listing

Dealing ID: [input] Dealing ID Dealing: [input]
 Dealing Description: [input] Dealing Status: [input]

[Filter] [Clear]

No.	Dealing ID	Title No.	LSP Code	LSP Description	Remarks
1	JARAS00000001	10456004	LSP 102A	MEMORANDUM OF TRANSFER OF COMPANY	

Rejected Dealing Stage

- When Lands Registry Office rejects the dealing case, it will be displayed in **Rejected Dealing Listing**.
- Users will be able to re-generate a new dealing by copying all the information in the rejected dealing by pressing **Generate Dealing** at the **"Fill In Checklist"** in **Step 6**.
- User is required to confirm Dealing Generation by "tick" the box in the left hand side.
- The dealing generated will have a new "Dealing ID" and it is considered a new cases.
- The "new" dealing case will be able to view in **Pending Dealing Stage**

DEALING MANAGEMENT

- Law Firm
- Query Form >
- Title Search >
- Property Search >
- All Dealing List

Selection of Dealing Form
 Pending Dealing Submission
 Ready To Submit Dealing Listing
 Submitted Dealing Listing
 Rejected Dealing Listing
 All Dealing List



Sample of All Dealing Listing:

No.	Dealing ID	File No.	Dealing Type	U/L Code	U/L Description	Submission By	Submission Date	Submission No.	Submission Date	Status
1.	20180100100000	0000000	REVISION	UPL100	REVISIONS OF PROPOSAL OF PROJECTS OF COURSE	20180100100000	20180100	20180100100000	2018-01-01	REJECT
2.	20180100100000	0000000	REVISION	UPL100	REVISIONS OF PROPOSAL OF COURSE	20180100100000	20180100	20180100100000	2018-01-01	SUBMIT
3.	20180100100000	0000000	REVISION	UPL100	REVISIONS OF PROPOSAL OF COURSE	20180100100000	20180100	20180100100000	2018-01-01	SUBMIT
4.	20180100100000	0000000	REVISION	UPL100	REVISIONS OF PROPOSAL OF COURSE	20180100100000	20180100	20180100100000	2018-01-01	SUBMIT


All Dealing List

- User is able to search and view all the dealings cases at the various stages and status in the system

7. Utility

<p style="text-align: center; color: purple;">UTILITY</p> <div style="background-color: #4b0082; color: white; padding: 10px; text-align: center; margin: 10px 0;"> <p>Owner Name Check Agency Code Listing</p> </div>	<p>Utility</p> <ul style="list-style-type: none"> In the Utility, there are two functions, Owner Name Check and Agency Code Listing
	<p>Owner Name Check</p> <ul style="list-style-type: none"> This function allows User to verify the spelling of owner name as compare to the data stored in the Lands and Surveys Department's Land Database. Name that is fully matched with Land Database will be displayed.
	<p>Agency Code List</p> <ul style="list-style-type: none"> This function allows the User to search and view Agency Code as the data will be required to enter in some of the dealing submission.

8. Feedback/Support

	<p>Support/ Feedback Form</p> <ul style="list-style-type: none"> The system will automate capture the personal detail of the request person through the Feedback/Support Form submission. Lands Registry Office's reply will be sent to both User Email Address (requester) and Firm Email Address.
---	--