

DOKUMEN YANG PERLU DISERTAKAN BERSAMA PERMOHONAN PENTADBIRAN HARTA PUSAKA *Documents to be attached together with Application for Estate Administration*

Nama Simati / Name of Deceased: _____

Sila tanda (✓) pada dokumen yang diperlukan / Please tick (✓) for the required documents.

1.0 Dokumen Am / General Documents (1 salinan setiap satu / 1 copy each)

Diminta / Required	Diterima / Received
<input type="checkbox"/> Salinan Asal : Sijil Kematian / Perakuan Kematian / Permit Pengkebumian / Salinan bermeterai atau Salinan diakui sah Perintah Anggapan Kematian Simati. <i>Original Copy : Death Certificate / Extract of Death Certificate / Burial Permit / Sealed order or certified true copy of the Presumption of Death Order.</i>	<input type="checkbox"/>
<input type="checkbox"/> Salinan Kad Pengenalan atau dokumen pengenalan diri sah setiap waris / Sijil Kelahiran Waris-waris / Perintah Pengangkatan Anak Angkat. <i>Copy of Identity Card or other valid identification document for every beneficiary / Birth Certificate of all Beneficiaries / Adoption Order of Adopted Child.</i>	<input type="checkbox"/>
<input type="checkbox"/> Bagi waris - waris meninggal terdahulu atau kemudian daripada simati :- Salinan Sijil Kematian / Salinan Rasmi Perakuan Kematian / Permit Pengkebumian / Salinan bermeterai atau Salinan diakui sah Perintah Anggapan Kematian Waris. <i>For beneficiaries who predeceased or died after the deceased : Copy of Death Certificate / Extract of Death Certificate / Burial Permit / Sealed order or certified true copy of Presumption of Death Order.</i>	<input type="checkbox"/>
<input type="checkbox"/> Salinan Kad Pengenalan atau dokumen pengenalan diri sah bukan waris (penghutang, pemiutang, pemegang akaun bersama, pemegang akaun amanah dan lain - lain). <i>Copy of Identity Card or other valid identification document for individuals other than beneficiaries (creditor, debtor, joint account holders, trust account holder and others).</i>	<input type="checkbox"/>
<input type="checkbox"/> Borang Pengesahan Akaun Bank Penerima beserta salinan Penyata Bank atau salinan Buku Bank waris atau bukan waris. <i>Form for the Confirmation of Bank Account Details together with copy of bank statement or copy of bank pass book of the beneficiary or non beneficiary.</i>	<input type="checkbox"/>
<input type="checkbox"/> Sijil Nikah / Sijil Pendaftaran Perkahwinan / Sijil Cerai / Perintah Cerai. <i>Marriage Certificate / Certificate of Marriage Registration / Certificate of Divorce / Order of Decree Nisi Absolute.</i>	<input type="checkbox"/>
<input type="checkbox"/> Wasiat Asal / Perintah Pengesahan Wasiat dan salinannya. <i>Original Will Document / Will Verification Order and its copy.</i>	<input type="checkbox"/>
<input type="checkbox"/> Surat Kuasa Wakil / Power of Attorney.	<input type="checkbox"/>
<input type="checkbox"/> Salinan diakui sah Surat Kuasa Mentadbir atau Probet bagi kes De-Bonis Non (Pentadbir terdahulu meninggal dunia) dan Penyata akaun terkini. <i>Certified True Copy of Grant of Letters of Administration or Grant of Probate for De-Bonis Non cases (The original Administrator or Executor has died) and current Statement of Account.</i>	<input type="checkbox"/>
<input type="checkbox"/> Sijil Faraid Asal / Sijil Pewarisan dari pihak berkuasa (jika berkaitan). <i>Original Faraid Certificate / Succession Certificate from the relevant authority (if relevant).</i>	<input type="checkbox"/>

2.0 Harta Tak Alih / *Immovable Asset* (1 salinan setiap satu/ 1 copy each)

Diminta / <i>Required</i>	Diterima/ <i>Received</i>
<input type="checkbox"/> I. Suratan Hakmilik Tanah (Geran Tanah) / Hak Milik Strata / Perjanjian Jualbeli. <i>Original Land Title / Strata Title / Sale and Purchase Agreement (S&P).</i>	<input type="checkbox"/>
<input type="checkbox"/> II. Carian Asal dan salinannya. <i>Official Search and its copy.</i>	<input type="checkbox"/>
<input type="checkbox"/> III. Surat Ikatan Serahan Hak. <i>Deed of Assignment.</i>	<input type="checkbox"/>
<input type="checkbox"/> IV. Surat Ikatan Penerimaan dan Penyerahan Hak. <i>Deed of Receipt and Reassignment.</i>	<input type="checkbox"/>
<input type="checkbox"/> Resit Cukai Tanah / Cukai Taksiran (Pintu) Terkini <i>Quit Rent / Latest Land Assessment.</i>	<input type="checkbox"/>

3.0 Harta Alih / *Moveable Asset* (1 salinan setiap satu/ 1 copy each)

<input type="checkbox"/> Buku-buku akaun simpanan bank asal dan salinannya /salinan penyata akaun bank / sijil simpanan tetap asal dan salinannya / maklumat peti simpanan keselamatan. <i>Original and copy of bank passbook/ bank account statement /fixed deposit certificate and its copies / particulars of safe deposit box.</i>	<input type="checkbox"/>
<input type="checkbox"/> Penyata akaun KWSP / Tabung Haji / maklumat keahlian koperasi, kelab dan sebagainya. <i>EPF statement / Tabung Haji / particulars of membership of co-operative, club etc.</i>	<input type="checkbox"/>
<input type="checkbox"/> Buku pelaburan saham amanah asal dan salinannya / Penyata unit amanah. <i>Original Unit trust passbook and its copies / Unit trust statement.</i>	<input type="checkbox"/>
<input type="checkbox"/> Polisi insurans atau Takaful / surat rujukan dengan maklumat insurans atau Takaful daripada syarikat insurans atau Takaful. <i>Insurance or Takaful policy / letter from insurance or takaful company that contains insurance or takaful information.</i>	<input type="checkbox"/>
<input type="checkbox"/> Penyata akaun CDS (Central Depository System) / sijil saham asal. <i>Central Depository System (CDS) account statement / original share certificates.</i>	<input type="checkbox"/>
<input type="checkbox"/> Kad Pendaftaran Kenderaan asal serta salinannya dan Sijil Penilaian Kenderaan daripada JKR / PUSPAKOM / AAM dan salinannya. <i>Original and copy of Vehicle Registration Card and Valuation Certificate of Vehicle from JKR / PUSPAKOM / AAM and its copies.</i>	<input type="checkbox"/>
<input type="checkbox"/> Surat dari majikan tentang emolumen / hutang (jika ada). <i>Letter from employer with regards to emolument / liabilities (if any).</i>	<input type="checkbox"/>
<input type="checkbox"/> Dokumen yang membuktikan simati adalah pemiutang seperti perjanjian / dokumen pinjaman, penyata hutang, perintah mahkamah dan seumpamanya. <i>Documents that show the deceased as creditor e.g loan agreements/documents, debt statements, court order etc.</i>	<input type="checkbox"/>

4.0 Liabiliti / *Liability* (1 salinan setiap satu/ 1 copy each)

<input type="checkbox"/> Dokumen yang membuktikan hutang simati seperti surat perjanjian/dokumen pinjaman bank, penyata kad kredit, perintah mahkamah dan seumpamanya. <i>Documents that show the deceased as debtor e.g, bank loan agreements/documents, credit card statements, court order, etc.</i>	<input type="checkbox"/>
<input type="checkbox"/> Permohonan Badal Haji dan Zakat / Fidyah dan lain-lain. <i>Application for Badal Haji and Zakat / Fidyah and others.</i>	<input type="checkbox"/>

5.0 Akuan Berkanun / Statutory Declaration (1 salinan setiap satu/ 1 copy each)

Diminta / Required	Diterima / Received
i. Akuan Berkanun Kematian Berlapis / <i>Statutory Declaration of multi-layered Death</i>	<input type="checkbox"/>
ii. Akuan Berkanun Kematian / <i>Statutory Declaration of Death</i>	
a) Ibu / <i>Mother</i>	<input type="checkbox"/>
b) Bapa / <i>Father</i>	<input type="checkbox"/>
c) Suami / Isteri / <i>Spouse</i>	<input type="checkbox"/>
d) Anak Lelaki / Anak Perempuan / <i>Son / Daughter</i>	<input type="checkbox"/>
e) Saudara Lelaki / Saudara Perempuan / <i>Sibling</i>	<input type="checkbox"/>
iii. Akuan Berkanun / <i>Statutory Declaration of</i>	
a) Nikah / Kahwin / <i>Marriage</i>	<input type="checkbox"/>
b) Penceraian / <i>Divorce</i>	<input type="checkbox"/>
c) Tiada Zuriat / <i>Without offspring</i>	<input type="checkbox"/>
d) Waris Tunggal / <i>Deceased as a sole beneficiary</i>	<input type="checkbox"/>
e) Status Bujang / <i>Bachelor Status</i>	<input type="checkbox"/>
iv. Lain-lain / <i>Others :</i>	<input type="checkbox"/>
(Sila nyatakan / <i>Please specify</i>)	

6.0 Lain-lain Dokumen / Other document (1 salinan setiap satu/ 1 copy each)

<input type="checkbox"/> Salinan kad pengenalan pemohon (Individual). <i>Copy of Applicant's ID (Individual).</i>	<input type="checkbox"/>
<input type="checkbox"/> Surat kebenaran bertindak (jika pihak peguam dilantik oleh waris). <i>Authorized Letter to act on behalf of Beneficiary (if lawyer is appointed to act on behalf of Beneficiary).</i>	<input type="checkbox"/>
<input type="checkbox"/> Pengisytiharan Hibah / <i>Declaration of Hibah.</i>	<input type="checkbox"/>

7.0 Wang Pendahuluan Minimum / Minimum Deposit

Bayaran Pendahuluan melalui tunai, cek, wang pos, atas nama "AMANA RAYA BERHAD" mengikut jenis dan nilai harta.
Payment of deposit by cash, cheque, postal order in the name of 'AMANA RAYA BERHAD' according to type and value of assets:

No.	Jenis Bidang Kuasa / <i>Types of Jurisdiction</i>	Wang Pendahuluan Minimum <i>Minimum Deposit</i>
i.	Pentadbiran Terus / <i>Direct Administration</i> Seksyen 17(1)/ 17(2) Akta Perbadanan Amanah Raya 1995 (Akta 532) <i>Section 17(1)/ 17(2) Public Trust Corporation Act 1995 (Act 532)</i>	RM50
ii.	Pentadbiran Harta Pusaka Kecil / <i>Small Estate Administration</i> Seksyen 8 Akta Harta Pusaka Kecil (Pembahagian) 1955 (Akta 98) <i>Section 8 Small Estates (Distribution) 1955 (Act 98)</i>	RM300
iii.	Pentadbiran Harta Pusaka di bawah bidang kuasa Mahkamah Tinggi / <i>Estate Administration under High Court jurisdiction</i> Seksyen 13 Akta Perbadanan Amanah Raya 1995 (Akta 532) <i>Section 13 Public Trust Corporation Act 1995 (Act 532)</i>	RM1,000

8.0 Pengesahan Penerangan mengenai Permohonan, Anggaran Fi Dan Kos.
Affirmation of Application, Estimated Fees and Cost.

Anggaran Tempoh bagi Proses Pentadbiran Harta Pusaka *.
Estimated Duration for Estate Administration Process.*

*Tertakluk kepada penerimaan dokumen dan maklumat lengkap daripada waris atau pihak ketiga (yang mana berkaitan).
 *Subject to complete receipt of documents and information from beneficiaries or any third party (whichever relevant).

Seksyen/ Section	Anggaran Tempoh Masa
Seksyen 17 (2) Akta Perbadanan Amanah Raya 1995 (Nilai harta kurang ≤ RM50,000/-) Section 17 (2) Public Trust Corporation Act 1995 (Asset value ≤ RM50,000/-)	4 bulan / 4 months
Seksyen 17 (1) Akta Perbadanan Amanah Raya 1995 (Nilai harta ≥ RM50,000 dan ≤ RM600,000/-) Section 17(1) Public Trust Corporation Act 1995 (Asset value ≥ RM50,000 and ≤ RM600,000/-)	6 bulan / 6 months
Seksyen 8 Akta Harta Pusaka Kecil (Pembahagian) 1955 (Nilai harta ≤ RM 2 juta) Section 8 Small Estates (Distribution) Act 1955 (Asset value ≤ RM2 million)	12 bulan / 12 months
Seksyen 13 Akta Perbadanan Amanah Raya 1995 (Nilai harta ≥ RM 600,000/-) Section 13 Public Trust Corporation Act 1995 (Asset value ≥ RM600,000/-)	12 bulan / 12 months

Anggaran Fi dan Kos* / Estimated Fee and Cost*.

*Jadual Fi ini adalah tertakluk kepada perubahan atas budi bicara pihak Pengurusan AmanahRaya.
 *This Fee Schedule is subject to change at the discretion of the Management of AmanahRaya.

Seksyen/ Section	Anggaran Fi / Fee
Pentadbiran Terus / Direct Administration Seksyen 17(1) Akta Perbadanan Amanah Raya 1995 Section 17(1) Public Trust Corporation Act 1995	5% ke atas RM 25,000 yang pertama 4% ke atas RM 225,000 yang berikutnya 3% ke atas RM 250,000 yang berikutnya 2% ke atas RM 500,000 yang berikutnya 1% ke atas baki selebihnya
Pentadbiran Terus / Direct Administration 17(2) Akta Perbadanan Amanah Raya 1995 17(2) Public Trust Corporation Act 1995	5% on the first RM 25,000 4% on subsequent RM 225,000 3% on subsequent RM 250,000 2% on subsequent RM 500,000 1% on the balance
Pentadbiran Harta Pusaka Biasa / Normal Estate Administration Seksyen 13 Akta Perbadanan Amanah Raya 1995 Section 13 Public Trust Corporation Act 1995	1% ke atas nilai kasar (AmanahRaya bukan pempetisyen) 2% ke atas nilai kasar (AmanahRaya sebagai pempetisyen) Fee Guaman (sekiranya ada)
Pentadbiran Harta Pusaka Kecil / Small Estate Administration Seksyen 8 Akta Harta Pusaka Kecil (Pembahagian) 1955 Section 8 Small Estates (Distribution) Act 1955	1% on the gross value (AmanahRaya is not the petitioner) 2% on the gross value (AmanahRaya as the petitioner) Legal Fees (if any)

Saya // _____ No. KP / NRIC No. _____
 bersetuju melantik Amanah Raya Berhad sebagai Pentadbir Harta Pusaka dan telah dimaklumkan dan bersetuju dengan anggaran fi dan kos serta anggaran tempoh bagi proses pentadbiran harta pusaka seperti di atas.
 agree to appoint Amanah Raya Berhad as the administrator / executor and have been informed and agreed in regards to the estimated fee, cost as well as the estimated duration for estate administration process which are as above:

Penerangan diterima oleh:
 Briefing received by:

Penerangan diberi oleh:
 Briefing by:

 Nama / Name:
 No KP / NRIC No :
 Tarikh / Date :

 Tandatangan & Cop Jawatan / Signature & Official Stamp:
 Tarikh / Date :

Penerimaan Permohonan Pentadbiran Pusaka / *Receipt of Estate Administration Application*

Dokumen diserahkan oleh:
Document submitted by:

Dokumen diterima oleh:
Document received by:

Nama / Name:
No KP / NRIC No :
Tarikh / Date:

Tandatangan & Cop Jawatan / Signature & Official Stamp :
Tarikh / Date:

Untuk Kegunaan Pejabat / *For Office Use Only*

Disemak oleh:
Checked by:

Diluluskan/ Tidak diluluskan oleh:
Approved / Not Approved by:

Tandatangan & Cop Jawatan / Signature & Official Stamp :
Tarikh / Date:

Tandatangan & Cop Jawatan / Signature & Official Stamp :
Tarikh / Date: