



Tel : 04-2615669  
Fax/Tel : 04-2628664  
E-mail : [secretariat@penangbar.org](mailto:secretariat@penangbar.org)  
Website : [www.penangbar.org](http://www.penangbar.org)

No. 4. Green Hall,  
1st Floor,  
10200 Penang,  
Malaysia.

## **JAWATANKUASA PEGUAM PULAU PINANG PENANG BAR COMMITTEE**

CPC 29/20

3 Dec 2020

To Members of the Penang Bar,

### **Update No 2: Operations at Office of Lands and Mines, Penang (PTG Penang) during and post-Conditional Movement Control Order**

Further to our previous Circulars CPC 27/20 and CPC 28/20, we have continued to engage with the Office of Lands and Mines, Penang (PTG Penang) pertaining to the following feedback received from Members over the course of the past 2 weeks:

- Several legal firms' representatives who went to PTG Penang as early as 5:00 am were unable to obtain a queue number because there were others ahead of them who had been queuing since 9:00 pm of the previous night.
- Some legal firms' representatives took approximately 1.5 hours to complete their transactions at the PTG Penang counter.

As informed via our previous Circular CPC 28/20 dated 27 Nov 2020, PTG Penang is currently operating with 50% of its usual workforce due to the ongoing Conditional Movement Control Order (CMCO) and the related Standard Operating Procedures (SOP).

At present, each legal firm's representative is allowed a maximum of 5 dockets and they start queuing late at night or from very early in the morning. We have also been informed that counter transactions are occasionally delayed as the documents presented for registration are not in order or incomplete.

The Subcommittee met with the Director of PTG Penang, Tuan Haji Zulkifli Bin Long, Deputy Director of PTG Penang's Registration and Revenue Department Encik Syazmin Bin Baharom Shah and Director of PTG Penang's Strata Division, Encik Mohd Nizam Bin Mokhtar on 2 Dec 2020 to discuss the current issues related to the operations at PTG Penang.

Based on the discussions that took place and after considering our views and feedback, PTG Penang agreed to introduce and impose the following new measures with effect from 4 Dec 2020:

- a) Each legal firm representative will be limited to 1 queue number for a maximum of 2 dockets daily.
- b) Each legal firm representative will be limited to 1 application for consent daily.
- c) No limit will be imposed for title searches.
- d) There will be an express/priority lane to cater for the following circumstances:
  - i) presentation for 1 title only; and
  - ii) the presentation is for the last day registration for Form 14A /6A, which must be accompanied with a cover letter from the legal firm stating the need for registration via the express/priority lane due to it being the last day for registration.

- e) To save time, legal firms' representatives are encouraged to fill in the docket in advance at their respective offices before going to PTG Penang. [The docket template will be made available on the Penang Bar website under this Circular.](#)
- f) Any presentations that are found to be incomplete will be rejected by the PTG Penang counter to prevent delays to other pending transactions and presentations.

A notice on the introduction of these new measures will be posted at PTG Penang.

PTG Penang has also asked us to remind Members and their legal firms' representatives that as only 20 visitors are allowed in the PTG Penang registration and counter area in accordance to the SOP in place, those who have completed their respective transactions must leave the area immediately to prevent crowding and enable others to enter the area for their own transactions.

PTG Penang is also considering the Subcommittee's suggestion to introduce a daily appointment system as a long-term plan and solution in the event they are restricted to operate with a reduced workforce to ensure that all transactions can continue to be carried out without any interruptions, delays or the current problems Members are facing.

As we will continue to have regular discussions with PTG Penang on these and other related issues, we welcome further feedback from Members.

**Zemilah Mohd Noor**  
**Chairperson**  
**Conveyancing Practice Subcommittee**

**PEJABAT TANAH DAN GALIAN  
NEGERI PULAU PINANG**

**PERMOHONAN UNTUK PENDAFTARAN DOKUMEN/CONSENT CARIAN DAN SALINAN SAH SEPERTI BERIKUT:**

**1. PENDAFTARAN DOKUMEN**

BIL	DAERAH	MUKIM/ SEKSYEN/BANDAR	LOT	NO HAKMILIK (GRN/HSD/PN)	URUSAN TANDAkan (√)			
					GDL	16F	PJT	KVSPT
1.					PMT	TN	KVST	KVSTB
					GD	PHMM	KVLT	TRANS
					GDL	16F	PJT	KVSPT
2.					PMT	TN	KVST	KVSTB
					GD	PHMM	KVLT	TRANS
					GDL	16F	PJT	KVSPT
3.					PMT	TN	KVST	KVSTB
					GD	PHMM	KVLT	TRANS
					GDL	16F	PJT	KVSPT
4.					PMT	TN	KVST	KVSTB
					GD	PHMM	KVLT	TRANS
					GDL	16F	PJT	KVSPT
5.					PMT	TN	KVST	KVSTB
					GD	PHMM	KVLT	TRANS
					GDL	16F	PJT	KVSPT

**2. CARIAN PERSENDIRIAN**

**\*BAGI HAKMILIK STRATA ISIKAN NO. BANGUNAN/ NO. TINGKAT/ NO. PETAK)**

BIL	DAERAH	MUKIM/ SEKSYEN/BANDAR	LOT	NO HAKMILIK (GRN/HSD/PN)	KOD PEGUAM
1.					
2.					
3.					
4.					
5.					

**3. CARIAN RASMI**

**\*BAGI HAKMILIK STRATA ISIKAN NO. BANGUNAN/ NO. TINGKAT/ NO. PETAK)**

BIL	DAERAH	MUKIM/ SEKSYEN/BANDAR	LOT	NO HAKMILIK (GRN/HSD/PN)	KOD PEGUAM
1.					
2.					
3.					
4.					
5.					

4. SALINAN SAH (HAKMILIK/PELAN/DOKUMEN)

\*BAGI HAKMILIK STRATA ISIKAN NO. BANGUNAN/ NO. TINGKAT/ NO. PETAK)

BIL.	DAERAH	MUKIM/ SEKSYEN/BANDAR	LOT	NO. HAKMILIK (GRN/HSD/PN)	KOD PEGUAM
1					
2					
3					
4					
5					

DISEMAK OLEH :

JUMLAH BAYARAN : .....

T/TANGAN : .....

NAMA : .....

TARIKH : .....

5. PENDAFTARAN CONSENT

BIL.	DAERAH	MUKIM/ SEKSYEN/BANDAR	LOT	NO. HAKMILIK (GRN/HSD/PN)	KOD PEGUAM
1					
2					
3					
4					
5					

MAKLUMAT PEMOHON :

A. NAMA PEMOHON : .....

B. NAMA SYARIKAT/ GUAMAN : .....

C. KOD GUAMAN : .....

D. ALAMAT : .....

E. NO TELEFON : .....

F. TARIKH : .....

.....

(TANDATANGAN)

