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JAWATANKUASA PEGUAM PULAU PINANG PENANG BAR COMMITTEE

Court Liaison 24/26

28 July 2026

To Members of the Penang Bar,

Guidelines on Uploading Photographs of Properties in the E-Filing System for Applications Under Code 38

We have received an email from the Deputy Registrar of the Penang High Court, Puan Aziana Binti Azib dated 24 July 2026 entitled "*PANDUAN MEMUATNAIK GAMBAR HARTANAH DI DALAM SISTEM E-FILING BAGI PERMOHONAN DI BAWAH KOD 38*" pertaining to the guidelines for uploading photographs of properties into the E-Filing system for applications under Code 38.

Members are reminded that, for the filing of **Code 38 Notice of Applications**, the photograph of the property uploaded into the E-Filing System must comply with the following specifications:

- i. Only **one (1) front view photograph** of the property shall be uploaded, which must be clear and of good quality (not pixelated);
- ii. The photograph must be **in colour** (black and white photographs will not be accepted);
- iii. The photograph must be **cropped to show only the property** in a rectangular format (and not an A4-sized valuation report);
- iv. The photograph must be uploaded **only in JPG or PNG format** (PDF format will not be accepted); and
- v. The photograph must **not contain any text or borders**.

The said Guidelines are appended below for Members' attention and further action.

Members will be updated further as and when we receive further information from the Court.

Gowri Subbaiyah and Tinoshiny a/p Arumugam
Co-Chairpersons
Civil Practice and Court Liaison Subcommittee



Penang Bar Committee <penangbar@gmail.com>

PANDUAN MEMUATNAIK GAMBAR HARTANAH DI DALAM SISTEM E-FILING BAGI PERMOHONAN DI BAWAH KOD 38

1 message

Pn. Aziana binti Azib <aziana@kehakiman.gov.my>
To: Penang Bar Committee <secretariat@penangbar.org>

24 July 2026 at 10:11



Tuan/Puan,

Assalamualaikum dan Salam Sejahtera,

PANDUAN MEMUATNAIK GAMBAR HARTANAH DI DALAM SISTEM E-FILING BAGI PERMOHONAN DI BAWAH KOD 38

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Bersama-sama ini dipanjangkan makluman daripada Pusat E-Lelong berhubung panduan memuatnaik gambar hartanah ke dalam sistem E-Filing untuk perhatian dan tindakan lanjut tuan/puan.

Sekian, terima kasih.

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

Aziana Azib

AZIANA BINTI AZIB

Timbalan Pendaftar.

Mahkamah Tinggi Georgetown.

Pulau Pinang.

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NOTIS GAMBAR HARTANAH ELELONG.pdf

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PERHATIAN

BAGI PEMFAILAN NOTIS PERMOHONAN KOD 38, SILA PASTIKAN GAMBAR HARTANAH YANG DIMUATNAIK KE DALAM SISTEM E-FILING MEMATUHI SPESIFIKASI BERIKUT:

- i) Satu (1) gambar hadapan hartanah sahaja (jelas dan tidak pecah);**
- ii) Berwarna ("black and white" tidak diterima);**
- iii) "Cropped" dalam bentuk segi empat gambar hartanah sahaja (bukan saiz A4 laporan penilaian);**
- iv) Dalam format JPG/PNG sahaja (PDF tidak diterima); dan**
- v) Tiada sebarang tulisan atau sempadan ("border").**

CONTOH YANG DIBENARKAN:

Update Auction Details

Reserved Price*:

Payment Terms:

Land Used*:

State*:

Picture*: 

Upload:

Update Auction Details

Reserved Price*:

Payment Terms:

Land Used*:

State*:

Picture*: 

Upload:

CONTOH YANG TIDAK DIBENARKAN:

Update Auction Details

Reserved Price*:

Payment Terms:

Land Used*:

State*:

Picture*: 

Upload:

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