

Guide to eSubmission : Change of Ownership



If you have purchased or sold a property, remember to update your profile via eSubmission.

Visit our page at <https://customerportal.iwk.com.my/>

You may choose not to log in to the Customer Portal to submit your request for a Change of Ownership. This function is available both before and after logging in.

Jika anda telah membeli atau menjual hartanah, sila anda melalui eSubmission

Lawati laman web di <https://customerportal.iwk.com.my/>

Anda boleh memilih sama ada untuk log masuk atau tidak ke Portal Pelanggan untuk mengemukakan permintaan anda untuk Penukaran Hakmilik Hartanah. Fungsi ini tersedia sama ada sebelum atau selepas log masuk

1. Click on e-Submission
Klik 'e-Submission'

Step 1: Register Details

Name*
Test

Role*
Other

Email Address*
test@gmail.com

Contact Number*
0123456789

Type of e-Submission*
R04 Change of Ownership

Sewerage Account No. (SAN)*
12345678

PROCEED **RESET**

Change Ownership

It is crucial to keep your records updated immediately upon change of ownership by following the below steps:

1. Complete the eSubmission by selecting Type of eSubmission : R04 Change of Ownership
2. Scan and attached the following requirements:
 - a. **Sales and Purchase Agreement** : including the date of agreement, names of the vendor(s) and purchaser(s), postal address of the premise, and the signature page signed by both parties
 - b. **Annual Assessment Bill** with the name of the registered owner and the premise address
 - c. **Form 14A** : Property transfer done based on love and affection
 - d. **SSM Certificate** to confirm change of company name (applicable for commercial/industrial property)

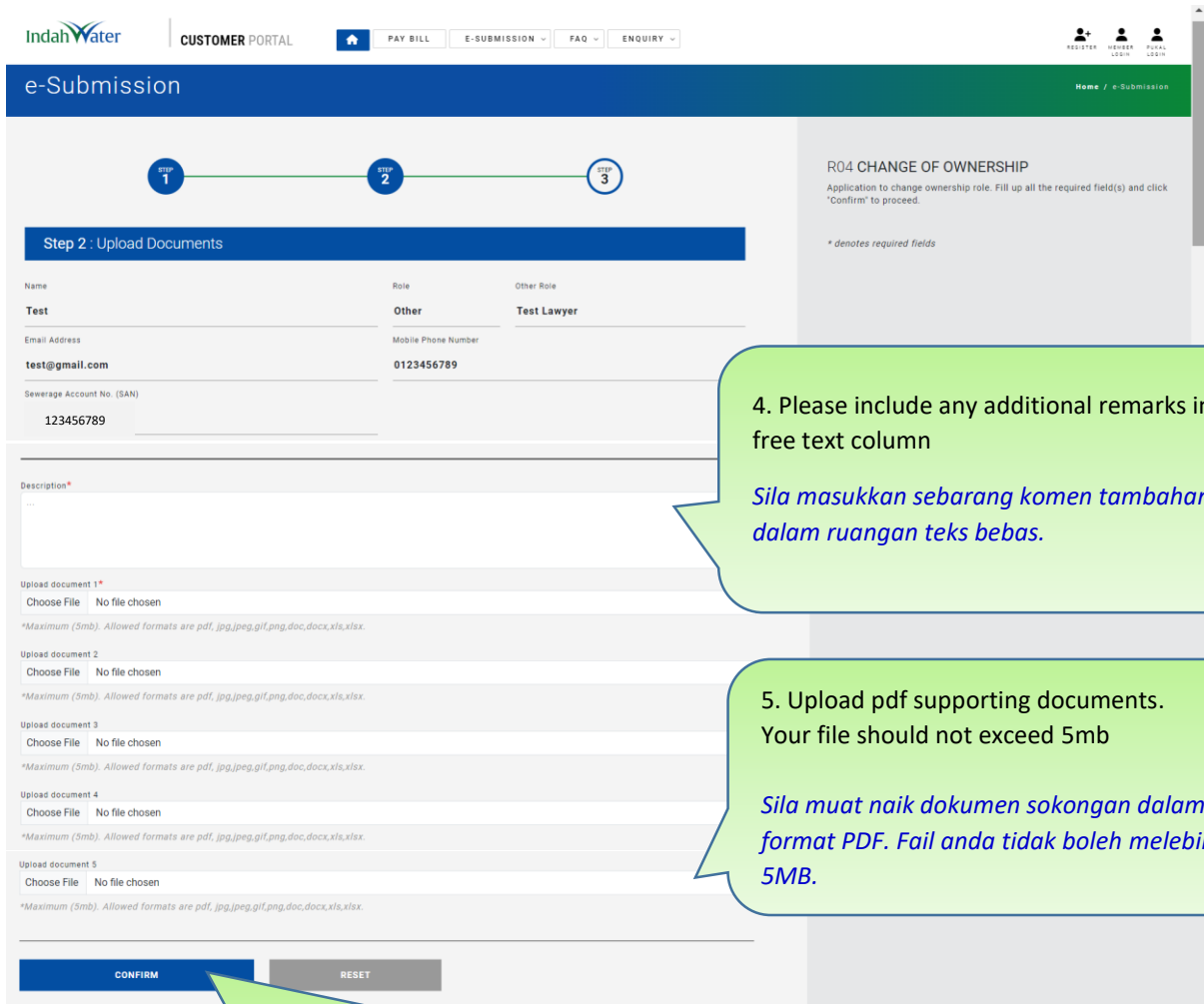
2. Select R04 Change of Ownership from the drop down list

Pilih 'R04 Change of Ownership' dari pilihan yang sedia ada

3. Fill up all the field details accordingly before click **PROCEED**

Lengkapkan semua butiran dan klik 'PROCEED'

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Indah Water CUSTOMER PORTAL

PAY BILL E-SUBMISSION FAQ ENQUIRY

REGISTER USER SOCIAL LOGIN

Home / e-Submission

STEP 1 — **STEP 2** — **STEP 3**

Step 2 : Upload Documents

Name	Role	Other Role
Test	Other	Test Lawyer

Email Address: test@gmail.com Mobile Phone Number: 0123456789

Sewerage Account No. (SAN): 123456789

Description*

Upload document 1*
Choose File No file chosen
*Maximum (5mb). Allowed formats are pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx.

Upload document 2
Choose File No file chosen
*Maximum (5mb). Allowed formats are pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx.

Upload document 3
Choose File No file chosen
*Maximum (5mb). Allowed formats are pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx.

Upload document 4
Choose File No file chosen
*Maximum (5mb). Allowed formats are pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx.

Upload document 5
Choose File No file chosen
*Maximum (5mb). Allowed formats are pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx.

CONFIRM **RESET**

4. Please include any additional remarks in the free text column

Sila masukkan sebarang komen tambahan dalam ruangan teks bebas.

5. Upload pdf supporting documents. Your file should not exceed 5mb

Sila muat naik dokumen sokongan dalam format PDF. Fail anda tidak boleh melebihi 5MB.

6. Click CONFIRM to proceed submission an email notification will be send to your email address

Klik CONFIRM unutm meneruskan penghantaran. Notifikasi melalui emel akan dihantar ke alamat emel anda.



Remember to upload the following supporting requirements!

- a. Relevant pages from the **Sales and Purchase Agreement**, including the date of agreement, names of the vendor(s) and purchaser(s), postal address of the premise, and the signature page signed by both parties
- b. **Annual Assessment Bill** with the name of the registered owner and the premise address

Jangan lupa untuk memuat naik dokumen sokongan berikut!

- a. *Halaman berkaitan dari Perjanjian Jual Beli, termasuk tarikh perjanjian, nama penjual dan pembeli, alamat pos premis, dan halaman tandatangan yang ditandatangani oleh kedua-dua pihak.*
- b. *Bil Penilaian Tahunan dengan nama pemilik berdaftar dan alamat premis.*

Now, just sit back and relax and your details will be updated approximately within 5 working days. Simply log in to Customer Portal to add the Sewerage Account Number to view the details.

Butiran anda akan dikemaskini dalam masa kira-kira 5 hari berkerja. Sila log masuk ke Portal Pelanggan dan tambahkan Nombor Akaun Pembetung untuk akses butiran lanjut.

