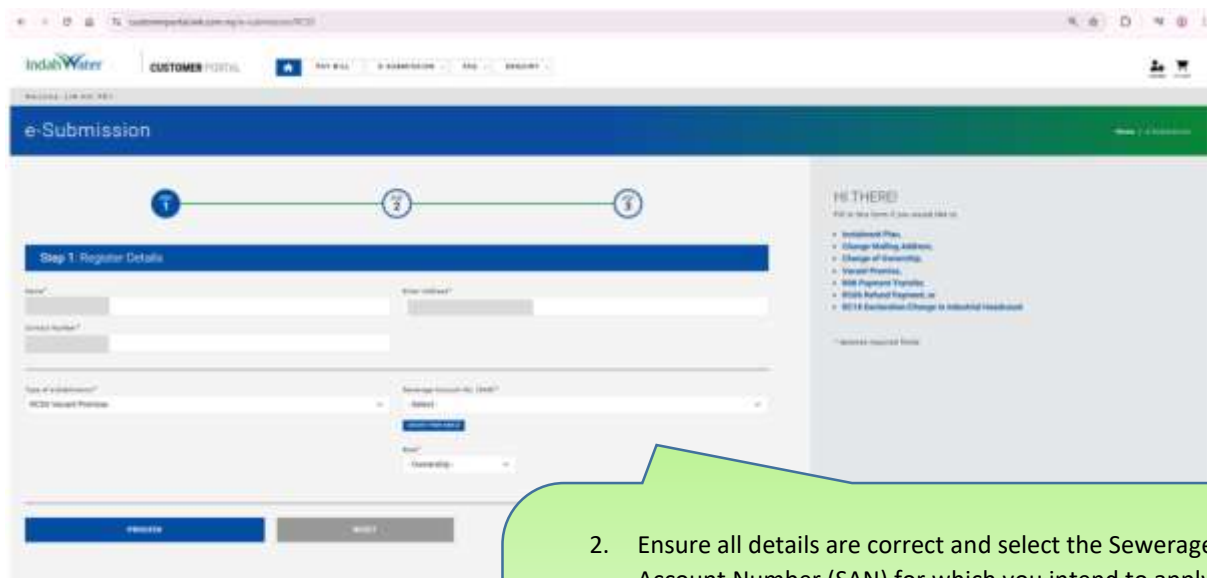
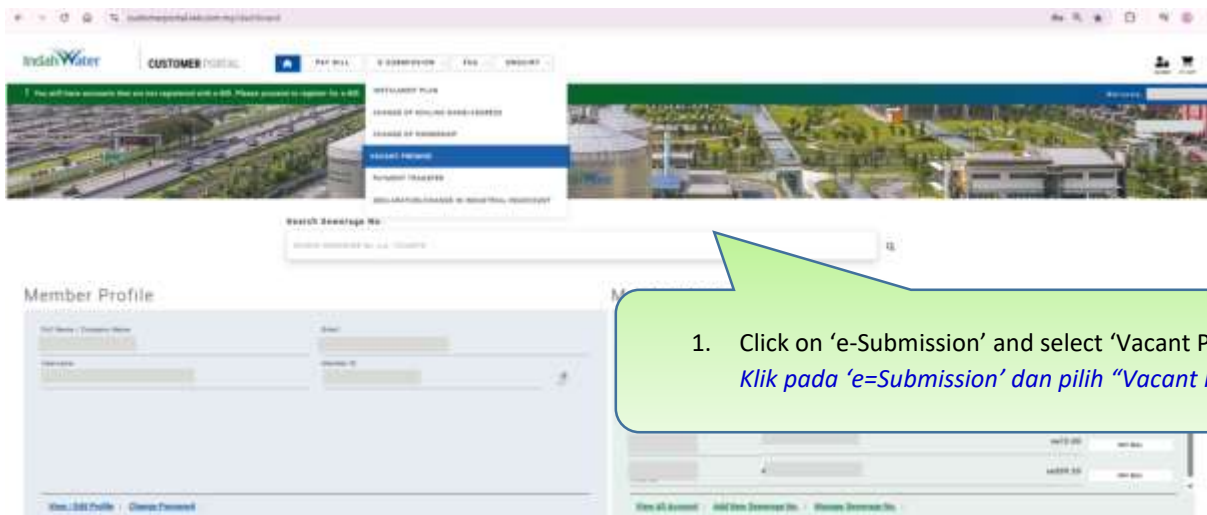


Guide to Vacant Premise

Visit our page at <https://customerportal.iwk.com.my/> and log in using your credentials. If you haven't registered on the Customer Portal yet, please proceed with the registration.

Layari laman sesawang di <https://customerportal.iwk.com.my/> dan terus log masuk dengan kata laluan anda. Pastikan anda sudah berdaftar dalam Portal Pelanggan dan jika belum, sila teruskan dengan pendaftaran Portal Pelanggan.



Guide to Vacant Premise

Step 2: Change Details

Name: [Text Field] Other: [Text Field] Other Info: [Text Field]

Address: [Text Field] Other: [Text Field]

Contact Information: [Text Field]

VACANT PREMISE

Application to change Premise Details. Fill up all the required fields and click 'Submit' to proceed.

If your property has been recently (10 years) to undergo the registration and has to comply with the minimum requirements (1) please (1) fill up the required fields and click 'Submit' to proceed.

1. Vacant with active water meter: You will be charged the minimum sewerage fees according to your premise classification. This minimum charge covers the cost of maintaining and operating the sewerage system from your premise to the sewerage treatment plant, even if the premises are unoccupied.

2. Vacant without active water meter: There is no charge for the period of vacancy if you have disconnected the water meter.

To qualify for vacant classification, you will need to provide the following documents:

1. Water Statement or Water Bill: A clear copy of water statement or water bill issued by the water operator or building management. This document should display the water meter information and reading details for a continuous vacant period of at least 6 months, with a total water consumption of up to 1 cubic meter (1m³). This demonstrates that your property has had minimal usage during the vacant period.

2. Letter Confirming Water Disconnection: A letter confirming water disconnection from your water or building management. This letter should clearly state the date when the water meter was disconnected.

3. Ensure that your selections comply with the requirements described in the right panel of this page. If the minimum requirements are not met, the premise will not be eligible for a vacant premise application, and you will not be able to proceed further.

Pastikan pilihan anda mematuhi keperluan seperti yang dinyatakan dalam panel sebelah kanan halaman ini. Jika syarat minima tidak dipenuhi, premis tersebut tidak layak untuk permohonan premis kosong, dan anda tidak akan dapat meneruskan ke peringkat seterusnya.

Step 2: Change Details

Name: [Text Field] Other: [Text Field] Other Info: [Text Field]

Address: [Text Field] Other: [Text Field]

Contact Information: [Text Field]

VACANT PREMISE

Application to change Premise Details. Fill up all the required fields and click 'Submit' to proceed.

If your property has been recently (10 years) to undergo the registration and has to comply with the minimum requirements (1) please (1) fill up the required fields and click 'Submit' to proceed.

1. Vacant with active water meter: You will be charged the minimum sewerage fees according to your premise classification. This minimum charge covers the cost of maintaining and operating the sewerage system from your premise to the sewerage treatment plant, even if the premises are unoccupied.

2. Vacant without active water meter: There is no charge for the period of vacancy if you have disconnected the water meter.

To qualify for vacant classification, you will need to provide the following documents:

1. Water Statement or Water Bill: A clear copy of water statement or water bill issued by the water operator or building management. This document should display the water meter information and reading details for a continuous vacant period of at least 6 months, with a total water consumption of up to 1 cubic meter (1m³). This demonstrates that your property has had minimal usage during the vacant period.

2. Letter Confirming Water Disconnection: A letter confirming water disconnection from your water or building management. This letter should clearly state the date when the water meter was disconnected.

4. Remember to upload complete supporting documents to ensure fast and accurate processing. Please ensure that each file does not exceed 5MB in size.

Pastikan anda memuat naik dokumen sokongan yang lengkap bagi memastikan proses yang cepat dan tepat. Sila pastikan setiap fail tidak melebihi 5MB

Step 3: Complete e-Submission

Successful! Thank you for your e-Submission (RCS Vacant Premise).
Please be advised that your submission is subject to approval with supporting documents. If your submission is deemed incomplete, you may return and provide additional requirements.

Name: _____
Address: _____
Contact Information: _____

Water Meter Status: **Water meter removed/uninstalled**
Date of Water Meter removed/uninstalled: 01/04/2022

RCS VACANT PREMISE
Application to change Vacant Premise. Fill up all the required fields and click 'Submit' to proceed.

If your property has been vacant, it's important to understand the regulations and how to notify the Corporation. From January 2020, it is required in the Sewerage Service Charge Regulations 2020, vacant premises will be charged as follows:

1. Vacant with active water meter: You will be charged the minimum sewerage fees according to your previous classification. This minimum charge covers the cost of maintaining and operating the sewerage system from your premises to the sewerage treatment plant, even if the premises are unoccupied.
2. Vacant without active water meter: There are no charges for the period of vacancy if you have disconnected the water meter.

To qualify for vacant classification, you will need to provide the following documents:

1. Water Statement or Water Bill: A true copy of water statement or water bill issued by the water supplier to building management. This statement should display the water meter information and reading details for a continuous seven-day period of at least 1 month, with a total water consumption of up to 1 cubic meter (1m³). This demonstrates that your property has had minimal usage during the vacant period.
2. Letter Confirming Water Disconnection: A letter confirming water disconnection from water supplier or building management. This letter should clearly state the date when the water meter was disconnected.

7. Submit required fields

5. A summary will be displayed for your reference, followed by an email sent to your registered email address. Once application is approved, IWK will issue a confirmation letter. *Halaman ringkasan akan dipaparkan untuk rujukan anda, diikuti dengan e-mel yang dihantar ke alamat e-mel berdaftar anda. Setelah permohonan diluluskan, IWK akan mengeluarkan surat pengesahan.*

IMPORTANT

Please note that approval for a Vacant Premise application will only be granted if all requirements are met and is subject to IWK's approval. All supporting documents must be provided by the customer. IWK shall not, and does not have the authority to, obtain supporting documents on behalf of the customer from third parties or other operators. IWK reserves the right to reject any submission that does not comply with the stated requirements

PENTING

Sila ambil perhatian bahawa kelulusan permohonan Premis Kosong hanya akan diberikan sekiranya semua keperluan dipenuhi dan tertakluk kepada kelulusan IWK. Semua dokumen sokongan hendaklah disediakan oleh pelanggan. IWK tidak akan dan tidak mempunyai kuasa untuk mendapatkan dokumen sokongan bagi pihak pelanggan daripada pihak ketiga atau pengendali lain. IWK berhak untuk menolak sebarang permohonan yang tidak mematuhi keperluan yang ditetapkan