



**SARAWAK INFORMATION SYSTEMS SDN BHD**

# **Survey Strata Title System (SSTS)**

**System Version [3.0]**

**Enhancement Batch 1 (2025)**  
**(Private Surveyor)**

## TABLE OF CONTENTS

1.Introduction.....	1-1
2.Enhancement Modules.....	2-1
2.1.Stage 1A : Application for Strata Case.....	2-1
2.1.1.Checking if lot exist in LASIS Cadastre.....	2-1
2.1.2.Checking on Scheme Name.....	2-2
2.1.3.Improvement on Application Details Entry.....	2-4
2.1.4.Notify Incoming Submission for All Stages.....	2-7
2.2.Stage 1B : Strata Subdivision Plan Approval (SSP).....	2-8
2.2.1.Drawing to Include Building, Building Number, Tower and Tower Number.....	2-8
2.2.2.Improvement on Application Details Entry.....	2-9
2.2.3.Generate PDF Plan Upon Successful Precheck.....	2-10
2.2.4.Notify Incoming Submission for All Stages.....	2-11
2.2.5.Print Comment.....	2-12
2.3.Stage 2 : Type B Survey Job.....	2-13
2.3.1.Letter of Commencement .....	2-13
2.3.2.Generate PDF Plan Upon Successful Precheck.....	2-14
2.3.3.Strata Certified Plan (SCP).....	2-14
2.3.4.Field Book Entry.....	2-15
2.3.5.Additional Validation Checking to Submit Case on Stage 2 Submission.....	2-17
2.3.6.Notify Incoming Submission for All Stages.....	2-18
2.4.Stage 3 : Depositing of Strata Certified Plan (SCP).....	2-19
2.4.1.Strata Certified Plan (SCP).....	2-19
2.4.2.Additional Validation Checking to Submit Case on Stage 3 Submission.....	2-20
2.4.3.Notify Incoming Submission for All Stages.....	2-21
3.Notify Incoming Submission for All Stages – Limited Common Property (LCP).....	3-1

## **1. Introduction**

The Survey Strata Title System (SSTS) is an online web application that enables the Private Surveyors to do online submission for strata title application.

The pre-checks function will ensure all the survey plans and supporting documents are complete and meet the submission requirements. This allows the Land and Survey Department to process the application following their standard processes, procedures and policies to ensure compliance with the new Strata Title Ordinance, Land Surveyors Ordinance, Building Ordinance and Cadastral Survey Rules.

Enhancement Batch 1 (2025) introduces new features, system improvements, and workflow optimizations to better support users and improve compliance and processing efficiency. The enhancements are designed based on user feedback and operational requirements.

The following outlines the new features, changes, and improvements introduced in this update:

1. CHECKING ON SCHEME NAME
2. CHECKING IF LOT EXISTS IN DCDB
3. STAGE 1A & 1B SUBMISSION – IMPROVEMENT ON APPLICATION DETAILS ENTRY
4. SSP OVERLAY PLAN
5. TO ENHANCE BUILDING PLAN SUBMISSION
6. NOTIFY INCOMING SUBMISSION FOR ALL STAGES
7. STAGE 1B SUBMISSION – MULTIPLE PAYMENT RECEIPT OF APPLICATION FEE & DEPOSIT
8. PRINT COMMENT
9. DRAWING TO INCLUDE BUILDING, BUILDING NUMBER, TOWER & TOWER NUMBER
10. STAGE 2 SUBMISSION – FIELD BOOK ENTRY
11. LETTER OF COMMENCEMENT – STAGE 2
12. STAGE 2 SUBMISSION – ADDITIONAL SYSTEM VALIDATION TO SUBMIT CASE
13. STAGE 3 SUBMISSION – ADDITIONAL SYSTEM VALIDATION TO SUBMIT CASE
14. STRATA CERTIFIED PLAN (SCP) TO CATER FOR MULTIPLE LAYOUTS UNDER DELIENATION PLAN, INDEX PLAN & STOREY PLAN
15. SCP PLANS FOLLOWING SSP FORMAT
16. STAGE 1B & STAGE 2 – NEW STEP TO GENERATE PDF PLAN UPON SUCCESSFUL PRECHECK

## 2. Enhancement Modules

This section outlines all enhancements that impact the processes carried out by Private Surveyors (PS) within the SSTS.

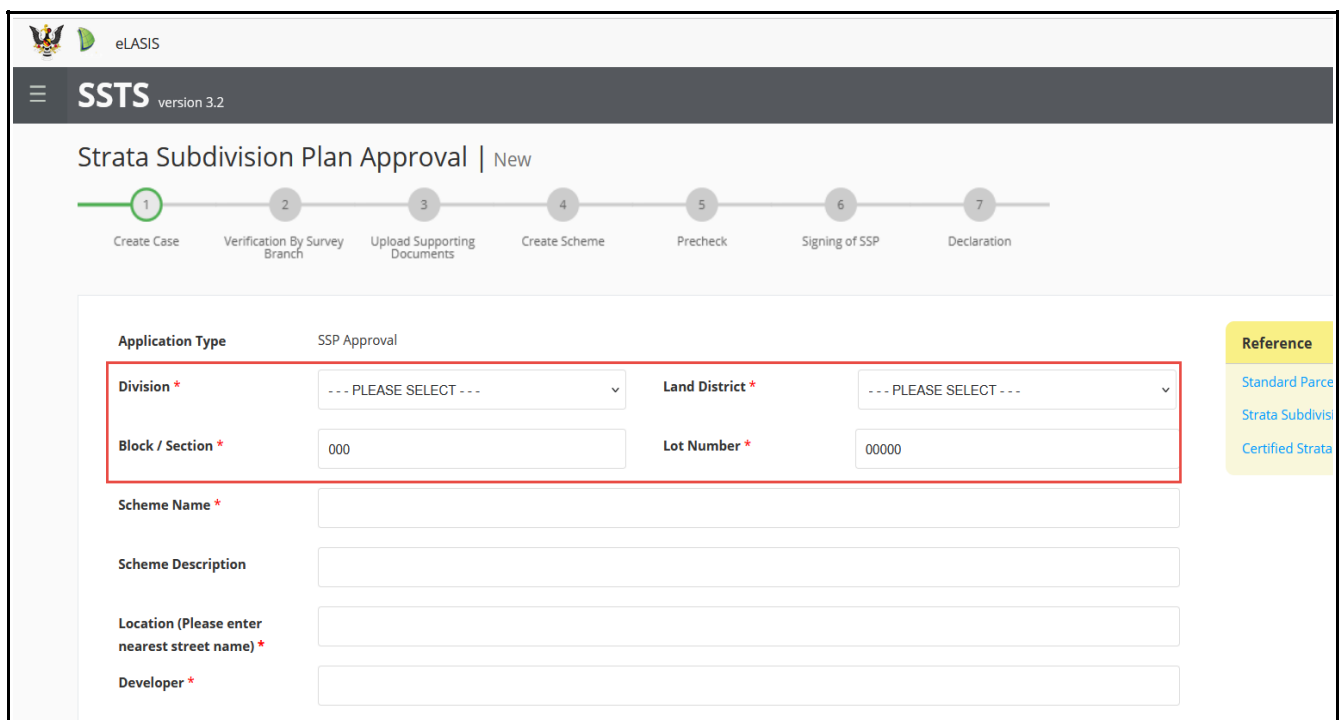
### 2.1. Stage 1A : Application for Strata Case

PS enters and submits Stage 1A Application Details.

- Additional checking to check no duplicate active Scheme Name under same division and Parent Lot exists in current LASIS Cadastre.
- Improvement on Approved Documents to provided for Stage 1A Application.
- Notify incoming submission for all stages.

#### 2.1.1. Checking if lot exist in LASIS Cadastre

1. If the parcel lot/UPI **exist** in LASIS Cadastre, there will be no alert message. PS able to proceed to enter remaining information fields.



**SSTS** version 3.2

Strata Subdivision Plan Approval | New

1 Create Case | 2 Verification By Survey Branch | 3 Upload Supporting Documents | 4 Create Scheme | 5 Precheck | 6 Signing of SSP | 7 Declaration

Application Type: SSP Approval

**Division \*** --- PLEASE SELECT --- **Land District \*** --- PLEASE SELECT ---

**Block / Section \*** 000 **Lot Number \*** 00000

**Scheme Name \***

**Scheme Description**

**Location (Please enter nearest street name) \***

**Developer \***

**Reference**

- Standard Parcel
- Strata Subdivision
- Certified Strata

Figure : 1

2. If the parcel lot/UPI **not** exist in LASIS Cadastre, there will be an alert message. PS not able to proceed to save.

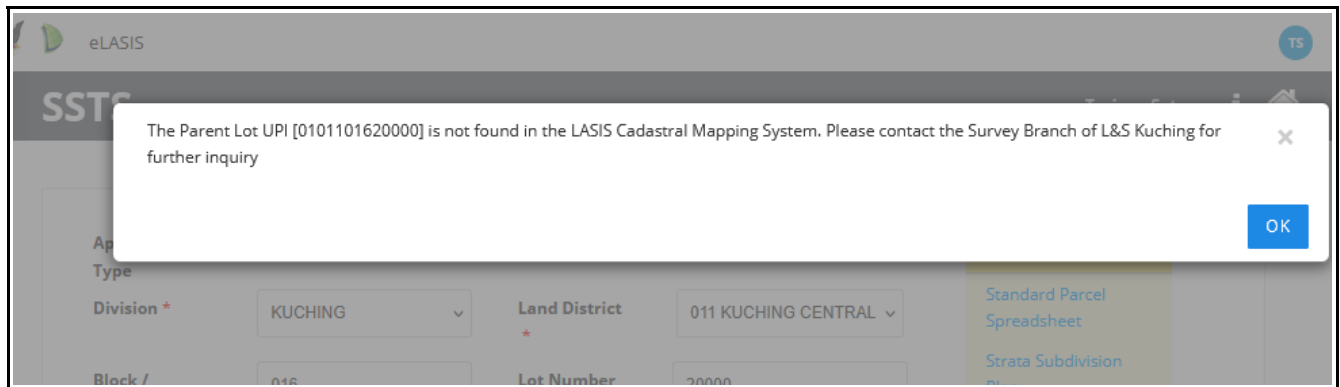


Figure : 2

### 2.1.2. Checking on Scheme Name

1. Validation checking to prevent duplicate of active scheme name to be registered under different parent lot within same division.

If scheme name (under different parent lot) duplicates with active scheme in the same division, PS unable to create the case.

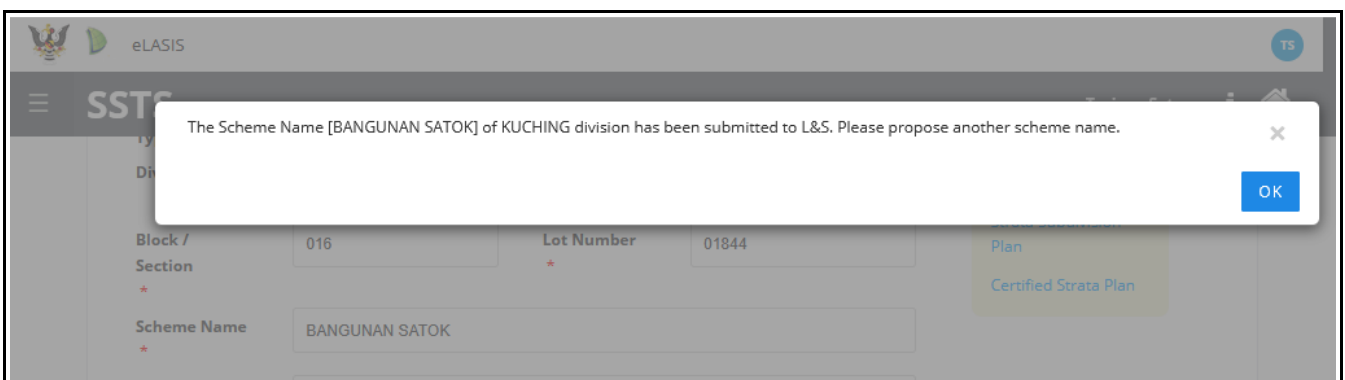


Figure : 3

- Validation checking in which active scheme name being registered under different division.  
Allow same scheme name if it registered under different division.

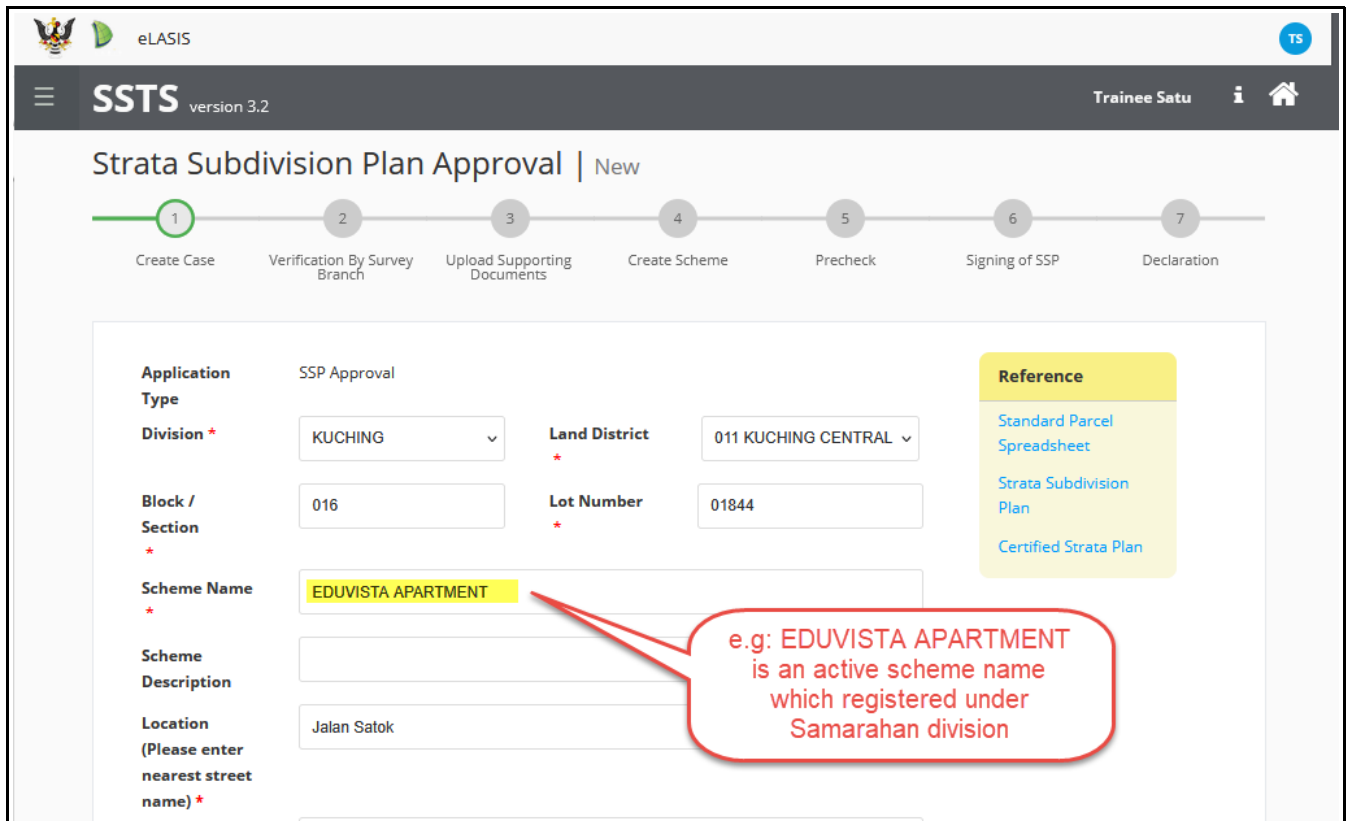


Figure : 4

- Validation checking in which terminated scheme name.  
Allow PS to proceed for terminated scheme name.

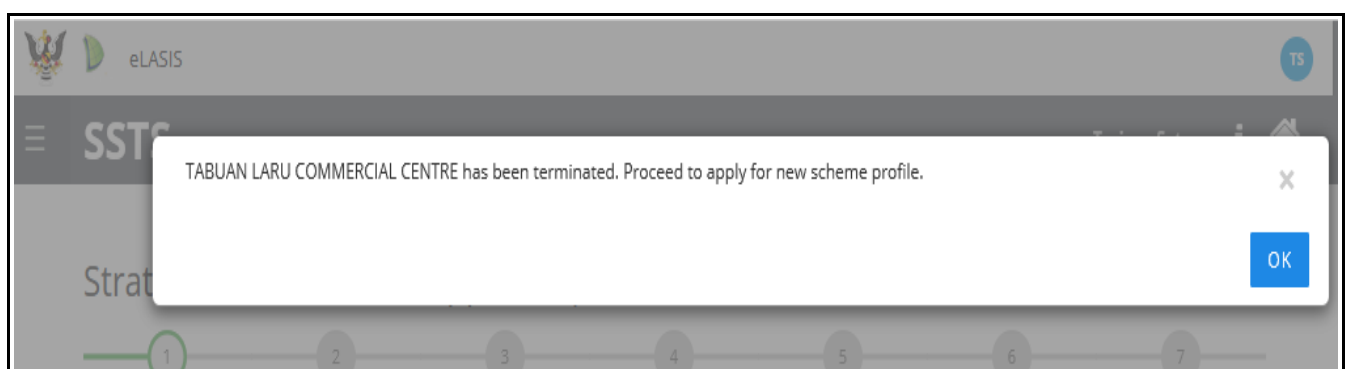


Figure : 5

## 2.1.3. Improvement on Application Details Entry

### 1. SPA Approval Letter

- Rename of label which previously known as Provisional Approval Details
- Letter Reference No. allow to key-in up to 200 characters.
- Allow add up to 5 files attachments. Mandatory to attach at least 1 file.
- Allow to add more than 1 record on SPA Approval Details.

### 2. SPA Approval Letter

*(Accepted file format is .pdf)*  
*(Maximum file size: 100 MB)*

+ Add

🗑 Delete

☐

a. Letter Reference No.

\*

Date Approved

\*

11/08/2025

02 SAMPLE PDF.pdf

00 SAMPLE PDF.pdf

05 SAMPLE PDF.pdf

04 SAMPLE PDF.pdf

03 SAMPLE PDF.pdf

Note : Maximum of FIVE (5) attachments

📄

🗑

📄

🗑

📄

🗑

📄

🗑

📄

🗑

☐

b. Letter Reference No.

\*

Date Approved

11/08/2025

Upload

Drag & Drop Files

03 SAMPLE PDF.pdf

02 SAMPLE PDF.pdf

📄

🗑

📄

🗑

Figure : 6

## 2. Detailed Plan Approved by SPA

- Rename of label to Plan No. which previously known as TP Plan No.
- Allow add up to 5 files attachments. Mandatory to attach at least 1 file.
- Allow to add more than 1 record for Detailed Plan Approved by SPA.

### 3. Detailed Plan Approved by SPA

*(Accepted file format is .pdf)*  
*(Maximum file size: 100 MB)*

+ Add

🗑 Delete

☐

a. **Plan No. \***

**Date**  
**Approved**

11/08/2025

05 SAMPLE PDF.pdf

01 SAMPLE OVERLAY.pdf

03 SAMPLE PDF.pdf

02 SAMPLE PDF.pdf

04 SAMPLE PDF.pdf

Note : Maximum of FIVE (5) attachments

☐

b. **Plan No. \***

**Date**  
**Approved**

11/08/2025

Upload

Drag & Drop Files

03 SAMPLE PDF.pdf

01 SAMPLE PDF\_200chars.pdf

02 SAMPLE OVERLAY - Copy.pdf

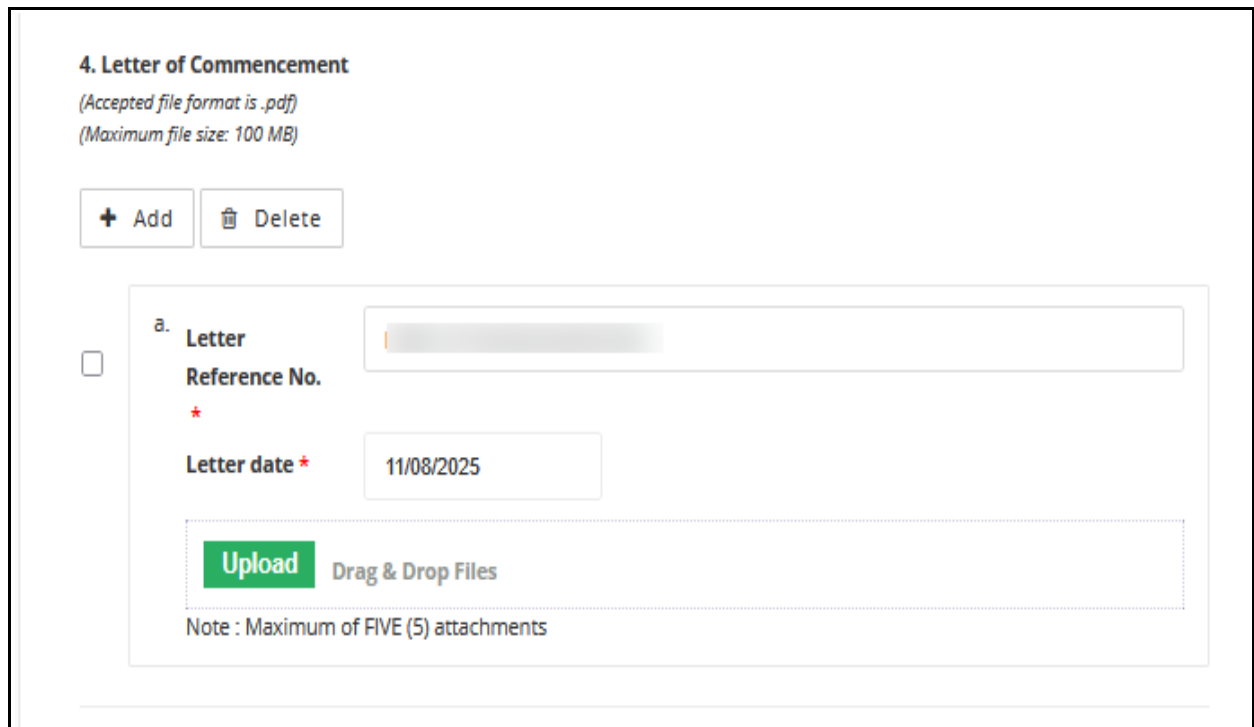
Note : Maximum of FIVE (5) attachments

Figure : 7



**3. Letter of Commencement**

- To include Letter of Commencement form LSBS – mandatory documents to be provided.
- Letter Reference No. allow to key-in up to 200 characters.
- Allow add up to 5 files attachments. Mandatory to attach at least 1 file.
- Allow to add more than 1 record on Letter of Commencement.



**4. Letter of Commencement**  
*(Accepted file format is .pdf)*  
*(Maximum file size: 100 MB)*

**+ Add** **🗑 Delete**

☐ **a. Letter Reference No.**

**Letter date \***

**Upload** Drag & Drop Files

Note : Maximum of FIVE (5) attachments

Figure : 8

## 2.1.4. Notify Incoming Submission for All Stages

### 1. Sample email for Stage 1A.

**SSTS [Case No. 000333/2024]: APPLICATION FOR ISSUANCE OF STRATA SUBDIVISION PLAN'S NUMBER**

From: donotreply-ssts@sarawak.gov.my  
To:   
Cc:

Dear Private Surveyor Test Account #1,

Your application for issuance of Strata Subdivision Plan's number has been submitted to L&S on **08 Oct 2024 10:11 AM** with following references: -

**Case Detail:**  
Division: **Kuching**  
Land District: **KUCHING TOWN LAND DISTRICT**  
Block / Section: **054**  
Lot No.: **00461**  
Scheme Name: **KUCHING RIVERINE RESORT TESTING TNT**  
Application Type: **SSP Approval**

Please use this reference in all correspondence regarding this application.

**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE"**

**Note:**  
This is an automatic reply message. Please DO NOT reply to this Email.

Figure : 9

### 2. Sample email for Stage 1A Resubmission.

**SSTS [STA No. STA/01/2024/001] : STRATA SUBDIVISION PLAN FOR APPROVAL IS SUBMITTED [Resubmission]**

From: donotreply-ssts@sarawak.gov.my  
To:   
Cc:

Dear Private Surveyor Test Account #1,

Your Strata Subdivision Plan [SSP\_01\_135\_JSP] ] has been submitted to the Department of Land and Survey Sarawak on **24 Jun 2024 11:54 AM** with following references: -

**Case Detail:**  
Division: **Kuching**  
Land District: **PUEH LAND DISTRICT**  
Block / Section: **010**  
Lot No.: **04022**  
Scheme Name: **88 TOWNHOUSE**  
Application Type: **SSP Approval**

Please use this reference in all correspondence regarding this application.

**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE"**

**Note:**  
This is an automatic reply message. Please DO NOT reply to this Email.

Figure : 10

## 2.2. Stage 1B : Strata Subdivision Plan Approval (SSP)

PS enters and submits SSP Application Details.

- Drawing to include building, building number , tower and tower number
- Improvement on application details entry on Stage 1B Submission
- Generate PDF plan upon successful precheck
- Notify incoming submission for all stages
- Print comment

### 2.2.1. Drawing to Include Building, Building Number, Tower and Tower Number

PS to prepare the SSP with Building and Tower. The Building and Tower will be included in the Delineation Plan DXF file.

- BUILDING layer is compulsory – draw the building outline
- If building got tower, have to draw in TOWER layer

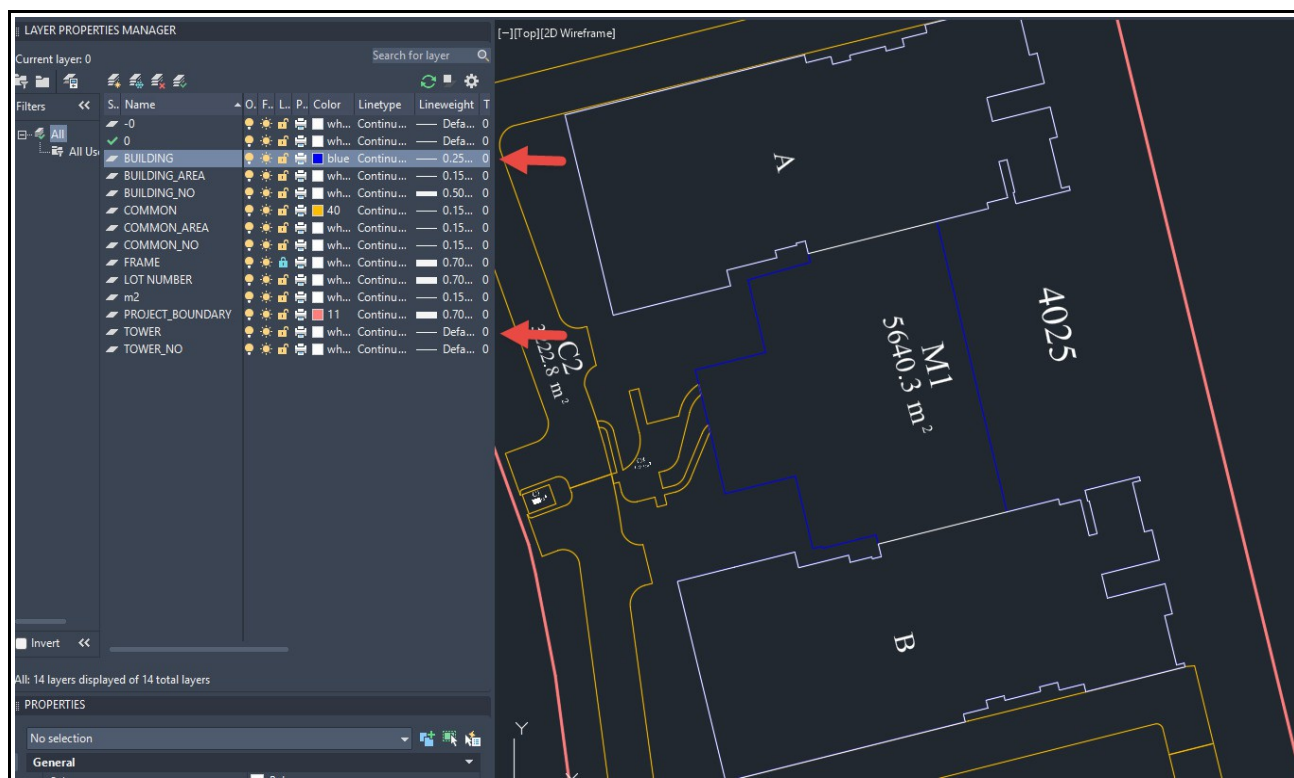


Figure : 11

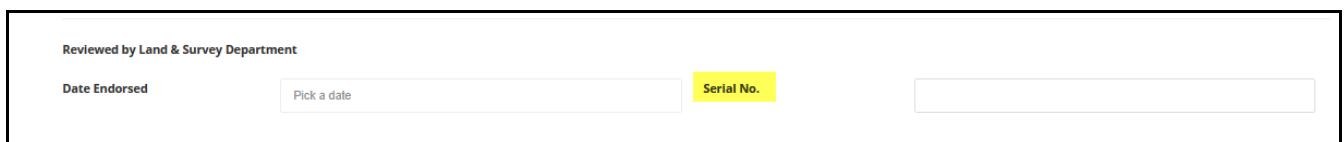
#### Notes :

- *TOWER : line color 200, lineweight 0.25. TOWER\_NO white 7, 0.5. pensize 3.5mm*
- *BUILDING : line color blue(5), lineweight 0.25 BUILDING\_NO white 7, 0.5, 3.5mm*

## 2.2.2. Improvement on Application Details Entry

### 1. PLANS tab

- Reviewed by Land & Survey Department – the *Serial No.* is now changed to be non-mandatory field.
- Endorsement by Council – enable multiple entry which include *Date Approved* and *Approved Building Plan No.* and related files
- SSP Overlay Plan\* – this allow multiple file uploaded in pdf format for SSP containing overlay of building plans.

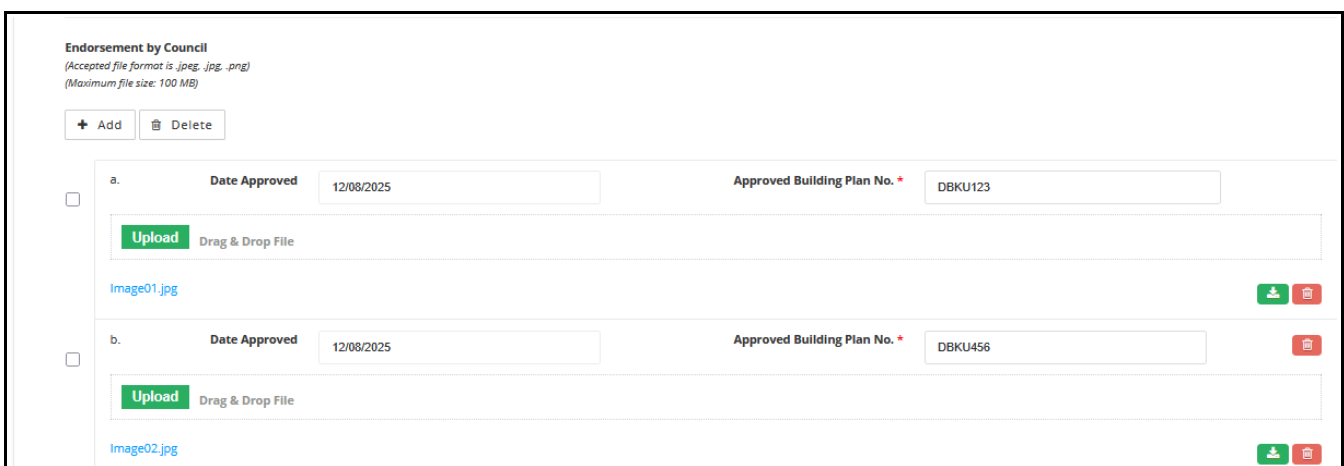


Reviewed by Land & Survey Department

Date Endorsed

Serial No.

Figure : 12





Endorsement by Council  
(Accepted file format is .jpeg, .jpg, .png)  
(Maximum file size: 100 MB)

+ Add - Delete

a. ☐ Date Approved: 12/08/2025 Approved Building Plan No. \*: DBKU123

Upload Drag & Drop File

Image01.jpg  

b. ☐ Date Approved: 12/08/2025 Approved Building Plan No. \*: DBKU456

Upload Drag & Drop File



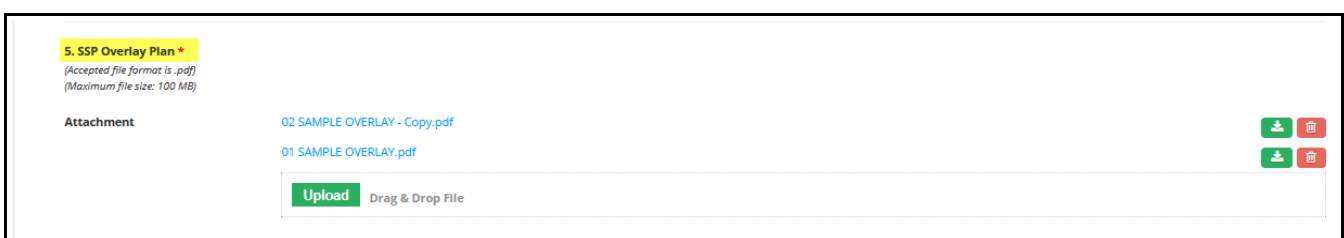


Image02.jpg  



Figure : 13



5. SSP Overlay Plan \*  
(Accepted file format is .pdf)  
(Maximum file size: 100 MB)

Attachment

02 SAMPLE OVERLAY - Copy.pdf  

01 SAMPLE OVERLAY.pdf  

Upload Drag & Drop File

Figure : 14

### 2. Payment Detail section – allow multiple payment receipts of application fee and deposits

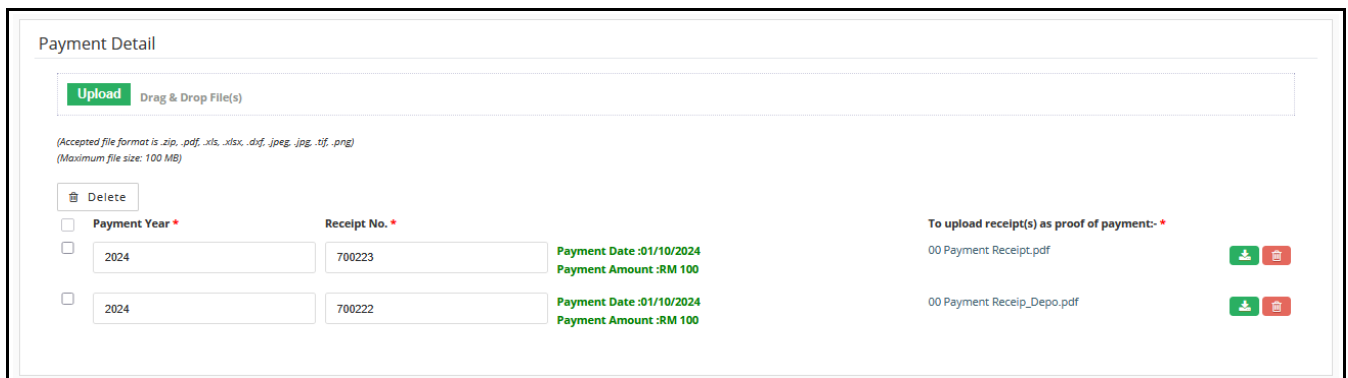


Figure : 15

### 2.2.3. Generate PDF Plan Upon Successful Precheck

New step added to generate PDF plan after successful precheck. The past precheck process includes generation of PDF plan. To reduce the time taken for precheck, the Generate Plan has been taken out as a new step to be initiated by PS.

1. Upon successful precheck, user can proceed to click on the **Generate Plan** button to generate the SSP in PDF format.

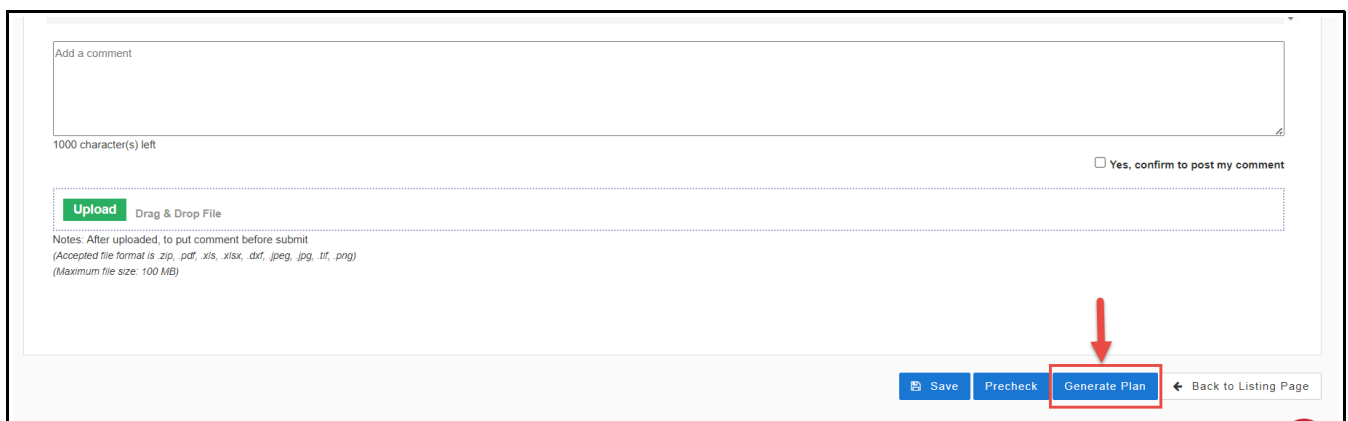


Figure : 16

## 2.2.4. Notify Incoming Submission for All Stages

### 1. Sample email for stage 1B

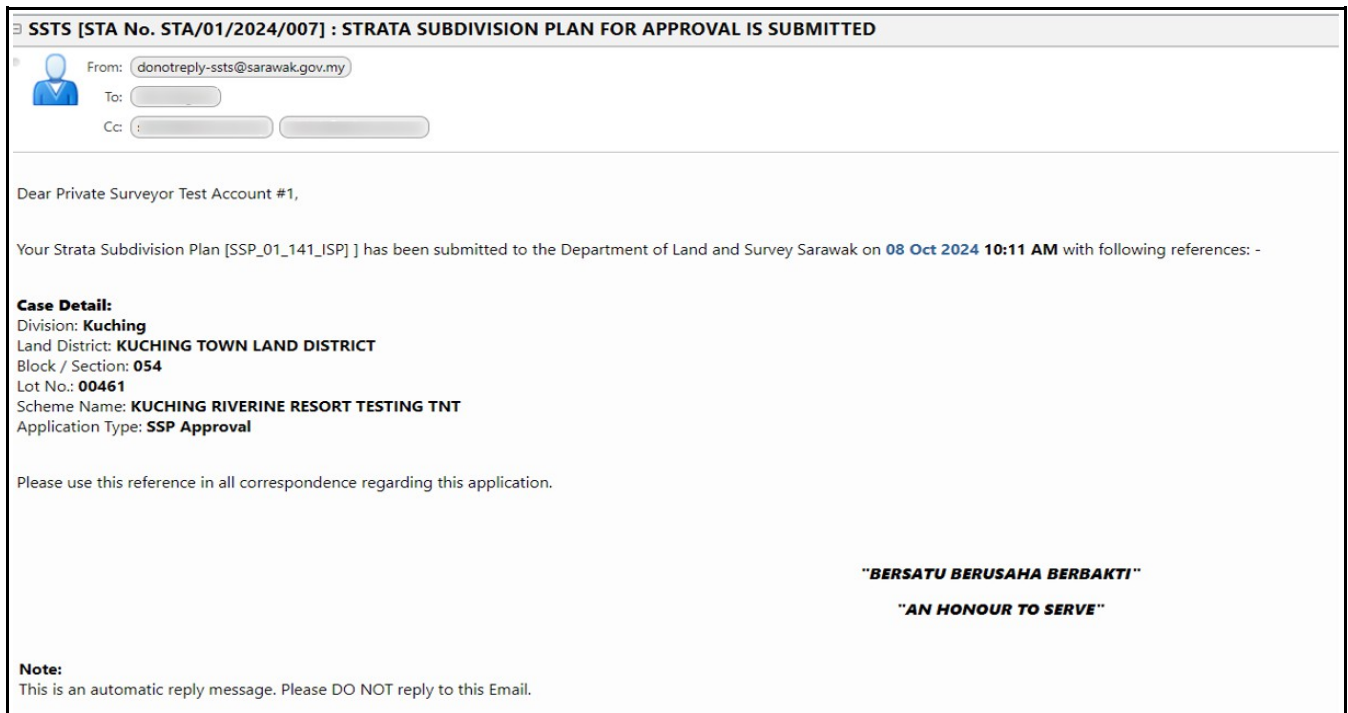


Figure : 17

### 2. Sample email for stage 1B Resubmission

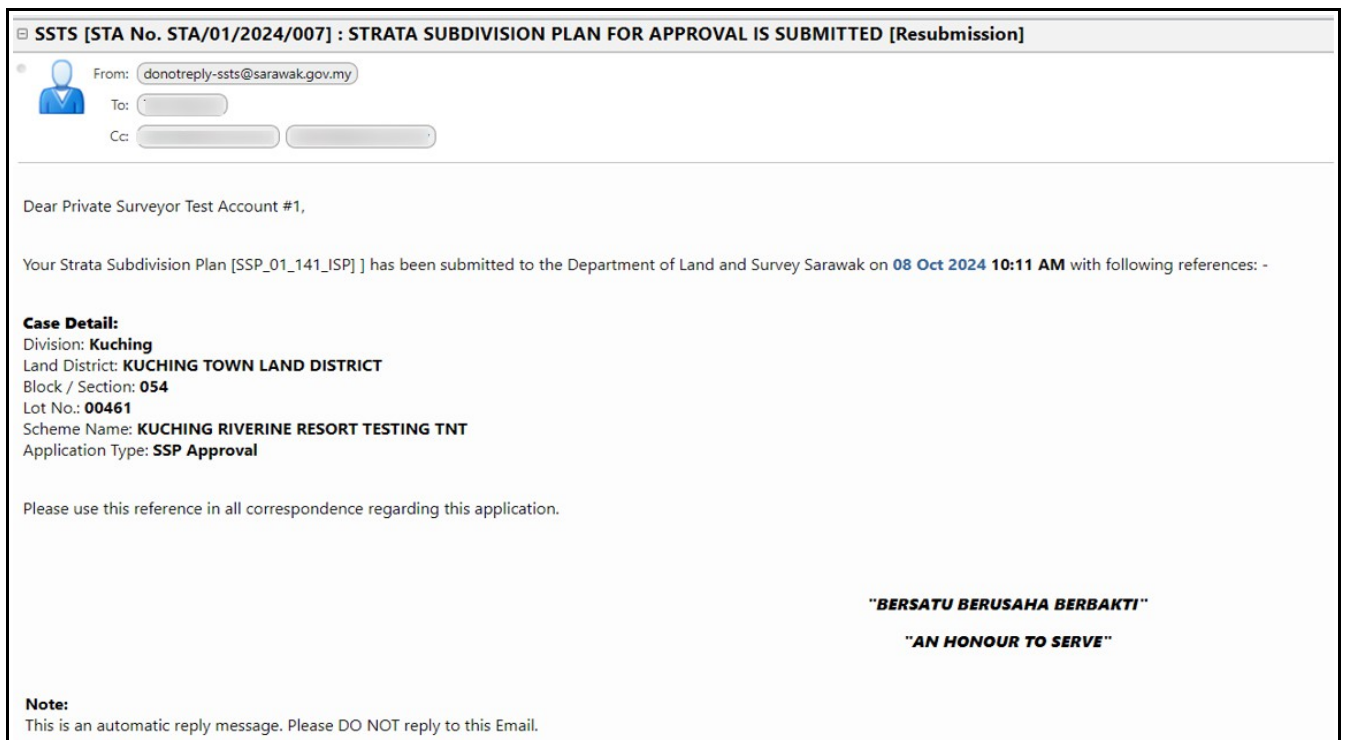
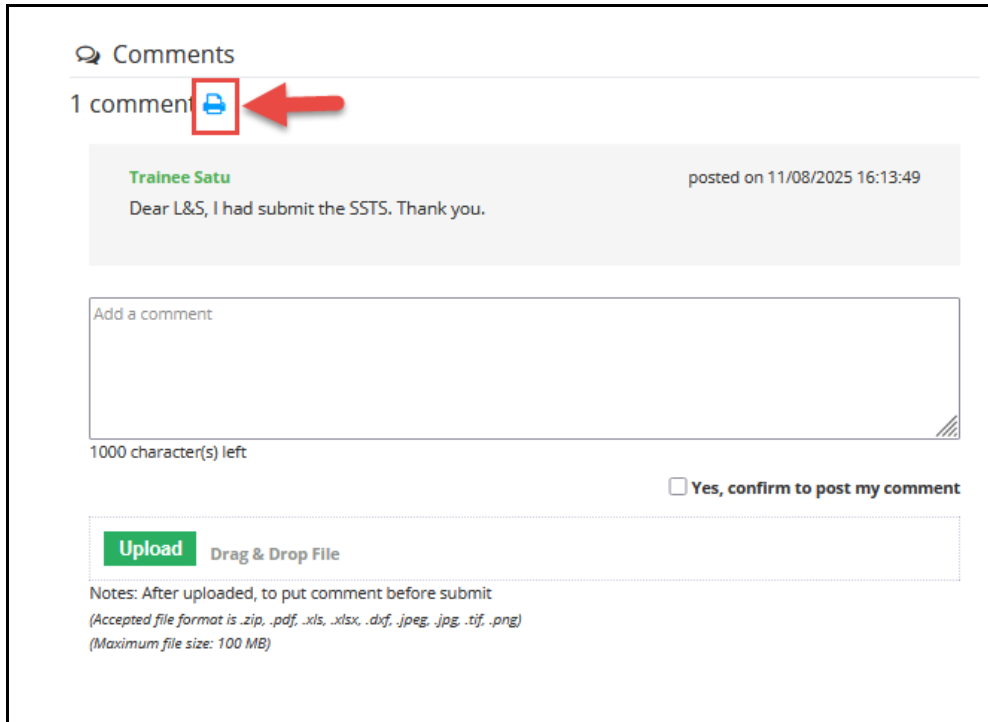


Figure : 18

### 2.2.5. Print Comment

To generate printout for comments in PDF format.



The screenshot displays the 'Comments' section of the SSTS interface. At the top, there is a search icon and the text 'Comments'. Below this, it indicates '1 comment' with a blue print icon highlighted by a red square and a red arrow pointing to it. The comment itself is from 'Trainee Satu', posted on 11/08/2025 at 16:13:49, with the text 'Dear L&S, I had submit the SSTS. Thank you.' Below the comment is a text area for adding a new comment, with a character count of '1000 character(s) left'. To the right of the text area is a checkbox labeled 'Yes, confirm to post my comment'. At the bottom, there is an 'Upload' button and a 'Drag & Drop File' area. Below these, there are notes: 'Notes: After uploaded, to put comment before submit', '(Accepted file format is .zip, .pdf, .xls, .xlsx, .dxf, .jpeg, .jpg, .tif, .png)', and '(Maximum file size: 100 MB)'.

Figure : 19

## 2.3. Stage 2 : Type B Survey Job

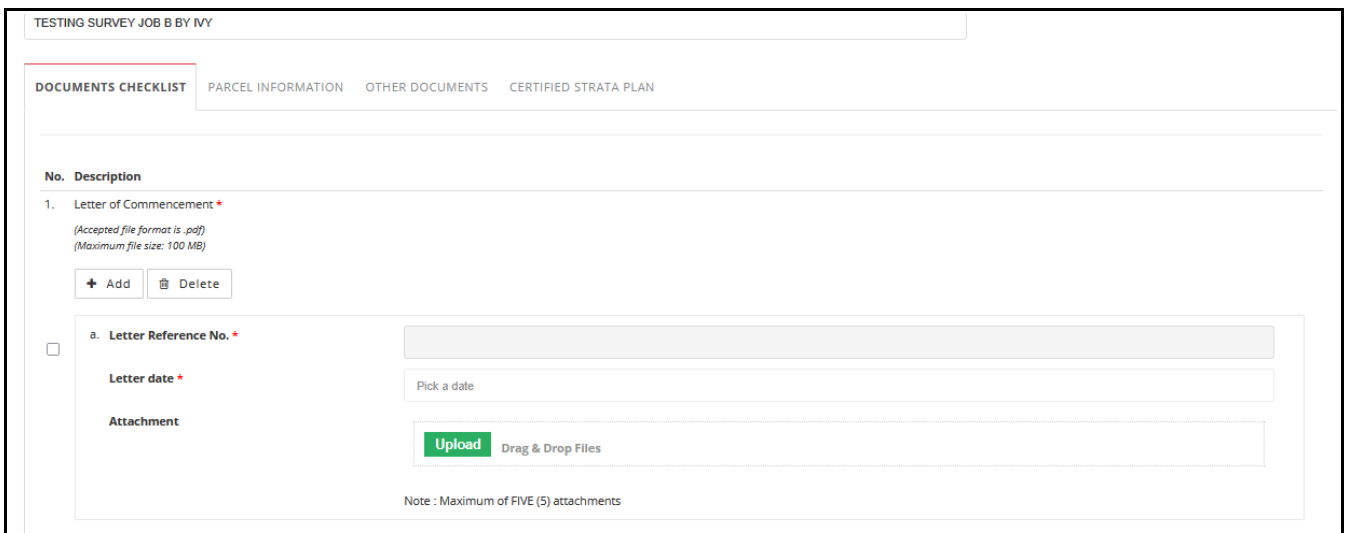
PS enters and submits Type B Survey Jobs.

- Letter of Commencement
- Generate PDF plan upon successful precheck
- Strata Certified Plan (SCP)
- Field Book Entry
- Notify incoming submission for all stages.

### 2.3.1. Letter of Commencement

To include Letter of Commencement form LSBS – mandatory documents to be provided.

1. Upload the Letter of Commencement under Document Checklist tab.



TESTING SURVEY JOB B BY IVY

**DOCUMENTS CHECKLIST** | PARCEL INFORMATION | OTHER DOCUMENTS | CERTIFIED STRATA PLAN

No.	Description
1.	<p><b>Letter of Commencement *</b></p> <p><small>(Accepted file format is .pdf) (Maximum file size: 100 MB)</small></p> <p><a href="#">+ Add</a> <a href="#">Delete</a></p>
a.	<p><b>Letter Reference No. *</b></p> <p><input type="text"/></p> <p><b>Letter date *</b></p> <p><input type="text" value="Pick a date"/></p> <p><b>Attachment</b></p> <p><a href="#">Upload</a> <input type="text" value="Drag &amp; Drop Files"/></p> <p><small>Note : Maximum of FIVE (5) attachments</small></p>

Figure : 20



## 2.3.2. Generate PDF Plan Upon Successful Precheck

New step added to generate PDF plan after successful precheck. The past precheck process includes generation of PDF plan. To reduce the time taken for precheck, the Generate Plan has been taken out as a new step to be initiated by PS.

1. Upon successful precheck, user can proceed to click on the Generate Plan button to generate the CP in PDF format.

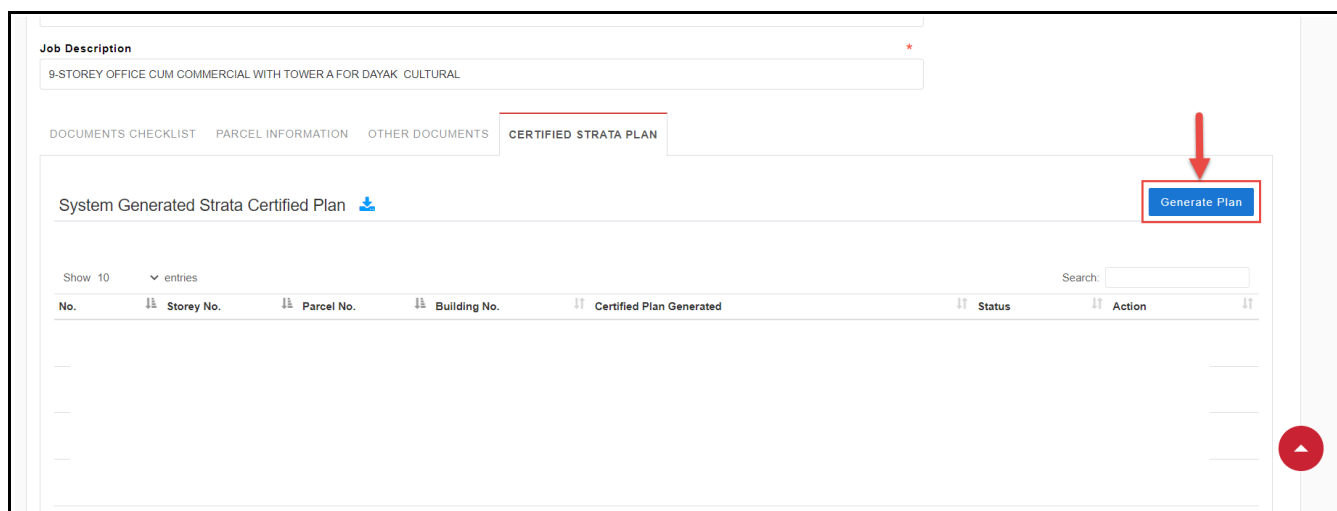


Figure : 21

## 2.3.3. Strata Certified Plan (SCP)

1. To cater for multiple layouts under Delineation Plan, Index Plan and Storey Plan.
2. SCP plans following SSP format – system generates additional SCP plan following SSP format at the end of stage 2 to ease checking by storey instead of checking by parcel.

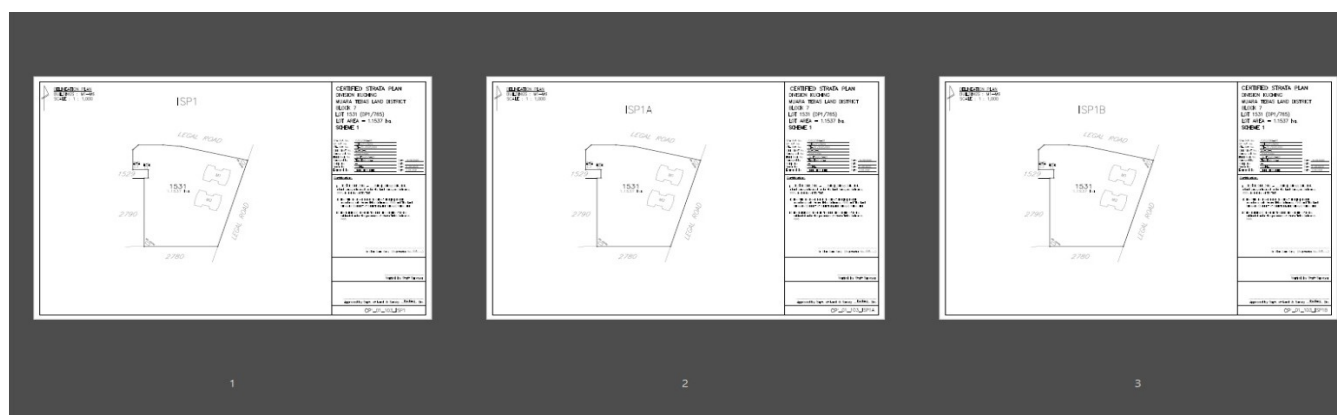


Figure : 22

### 2.3.4. Field Book Entry

1. Click on the **Download Fieldbook Spreadsheet** to download the spreadsheet under Fieldbook Spreadsheet tab.

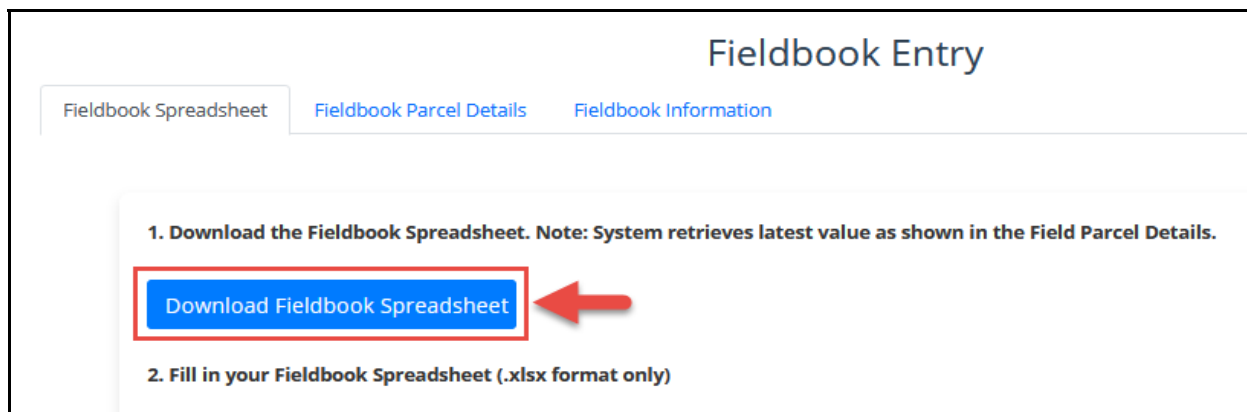
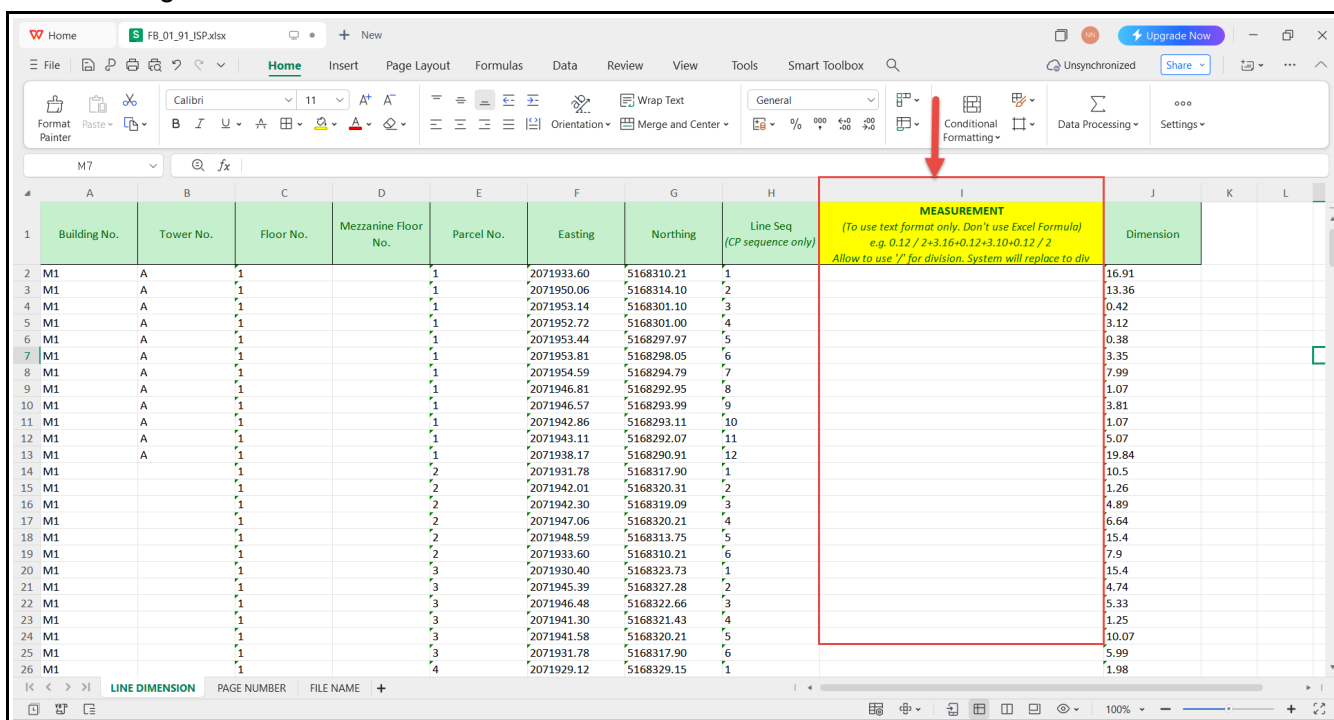


Figure : 23

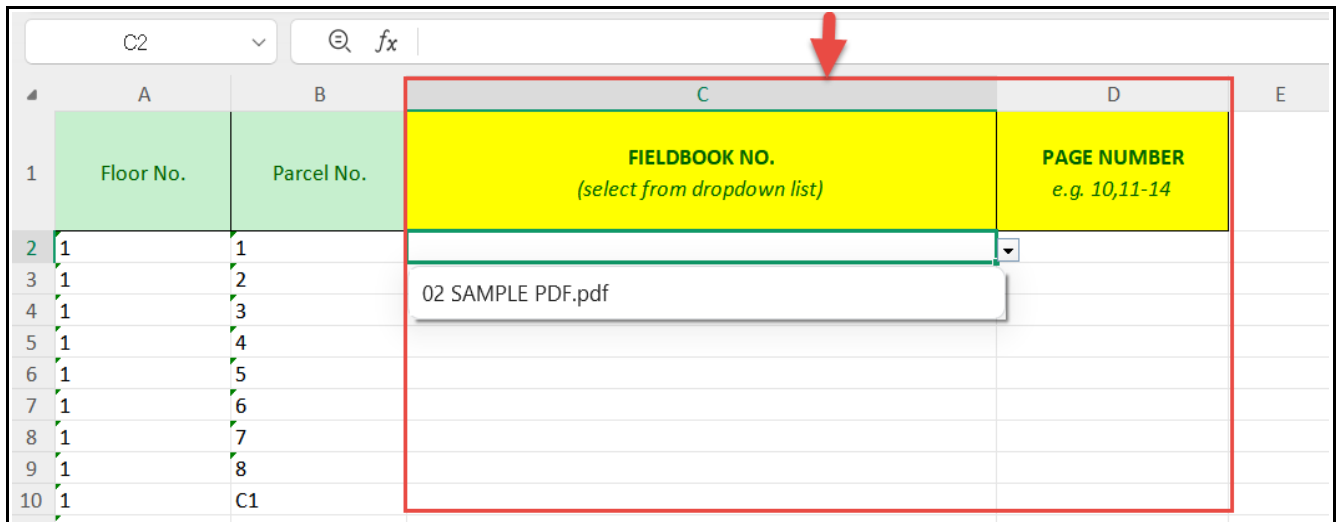
2. Fill in the excel file accordingly:
  - MEASUREMENT – to be filled in using spreadsheet and use text format only  
eg: 0.12 / 2+3.16+0.12+3



	A	B	C	D	E	F	G	H	I	J	K	L
	Building No.	Tower No.	Floor No.	Mezzanine Floor No.	Parcel No.	Easting	Northing	Line Seq (CP sequence only)	MEASUREMENT (To use text format only. Don't use Excel Formula) e.g. 0.12 / 2+3.16+0.12+3.10+0.12 / 2 Allow to use "/" for division. System will replace to div	Dimension		
2	M1	A	1		1	2071933.60	5168310.21	1		16.91		
3	M1	A	1		1	2071950.06	5168314.10	2		13.36		
4	M1	A	1		1	2071953.14	5168301.10	3		0.42		
5	M1	A	1		1	2071952.72	5168301.00	4		3.12		
6	M1	A	1		1	2071953.44	5168297.97	5		0.38		
7	M1	A	1		1	2071953.81	5168298.05	6		3.35		
8	M1	A	1		1	2071954.59	5168294.79	7		7.99		
9	M1	A	1		1	2071946.81	5168292.95	8		1.07		
10	M1	A	1		1	2071946.57	5168293.99	9		3.81		
11	M1	A	1		1	2071942.86	5168293.11	10		1.07		
12	M1	A	1		1	2071943.11	5168292.07	11		5.07		
13	M1	A	1		1	2071938.17	5168290.91	12		19.84		
14	M1	A	1		2	2071931.78	5168317.90	1		10.5		
15	M1		1		2	2071942.01	5168320.31	2		1.26		
16	M1		1		2	2071942.30	5168319.09	3		4.89		
17	M1		1		2	2071947.06	5168320.21	4		6.64		
18	M1		1		2	2071948.59	5168313.75	5		15.4		
19	M1		1		2	2071933.60	5168310.21	6		7.9		
20	M1		1		3	2071930.40	5168323.73	1		15.4		
21	M1		1		3	2071945.39	5168327.28	2		4.74		
22	M1		1		3	2071946.48	5168322.66	3		5.33		
23	M1		1		3	2071941.30	5168321.43	4		1.25		
24	M1		1		3	2071941.58	5168320.21	5		10.07		
25	M1		1		3	2071931.78	5168317.90	6		5.99		
26	M1		1		4	2071929.12	5168329.15	1		1.98		

Figure : 24

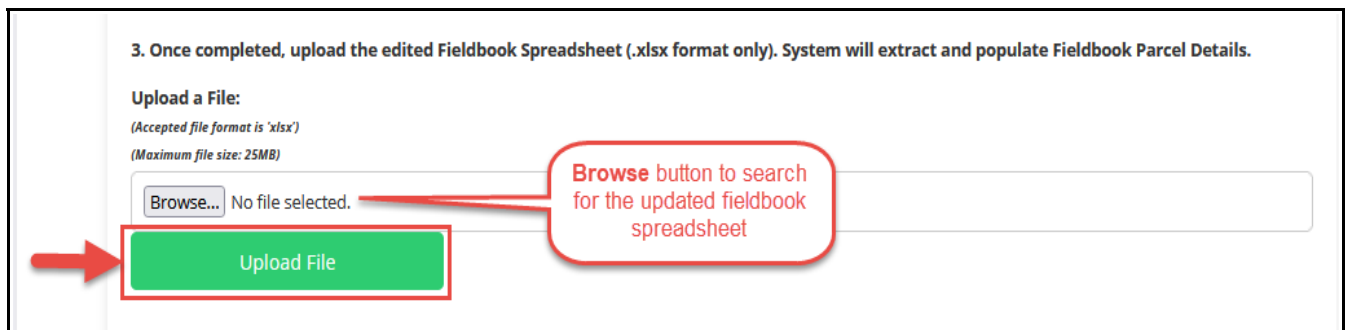
- PAGE NUMBER – for fieldbook
- FIELDBOOK NO. - to be selected from Dropdown List



	A	B	C	D	E
1	Floor No.	Parcel No.	FIELDBOOK NO. (select from dropdown list)	PAGE NUMBER e.g. 10,11-14	
2	1	1	02 SAMPLE PDF.pdf		
3	1	2			
4	1	3			
5	1	4			
6	1	5			
7	1	6			
8	1	7			
9	1	8			
10	1	C1			

Figure : 25

3. Click on the **Upload File** to upload the updated Fieldbook Spreadsheet.



3. Once completed, upload the edited Fieldbook Spreadsheet (.xlsx format only). System will extract and populate Fieldbook Parcel Details.

**Upload a File:**  
 (Accepted file format is 'xlsx')  
 (Maximum file size: 25MB)

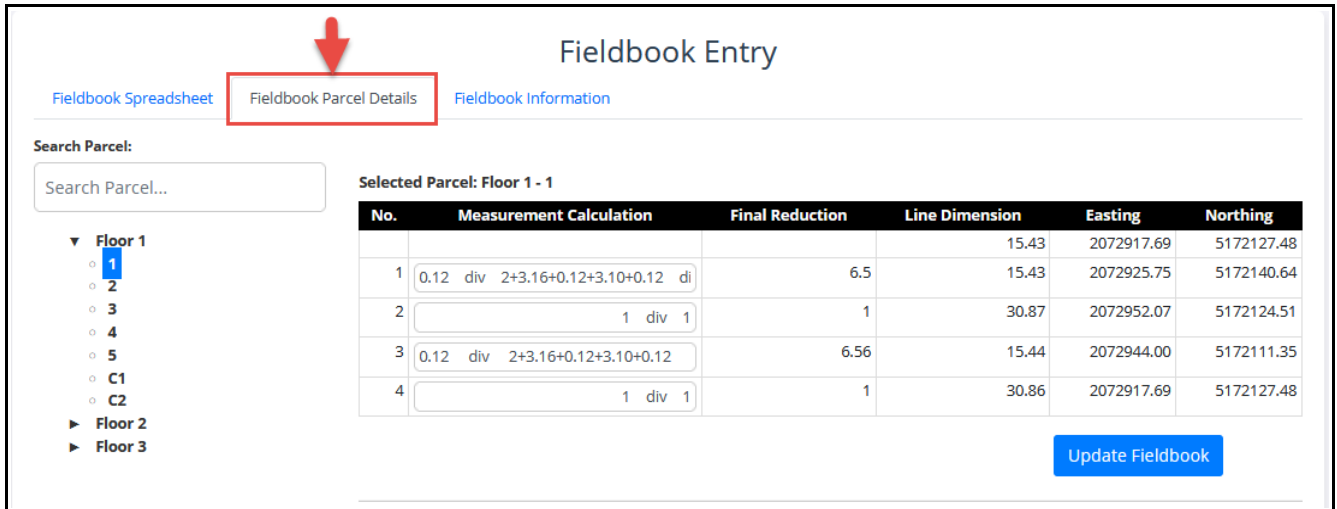
Browse... No file selected.

**Upload File**

Browse button to search for the updated fieldbook spreadsheet

Figure : 26

- Once successful upload, go to **Field Book Parcel Details** tab to check on the information uploaded and computed Final Reduction.



**Fieldbook Entry**

Fieldbook Spreadsheet **Fieldbook Parcel Details** Fieldbook Information

Search Parcel:

Search Parcel...

▼ Floor 1  
 ○ 1  
 ○ 2  
 ○ 3  
 ○ 4  
 ○ 5  
 ○ C1  
 ○ C2  
 ► Floor 2  
 ► Floor 3

**Selected Parcel: Floor 1 - 1**

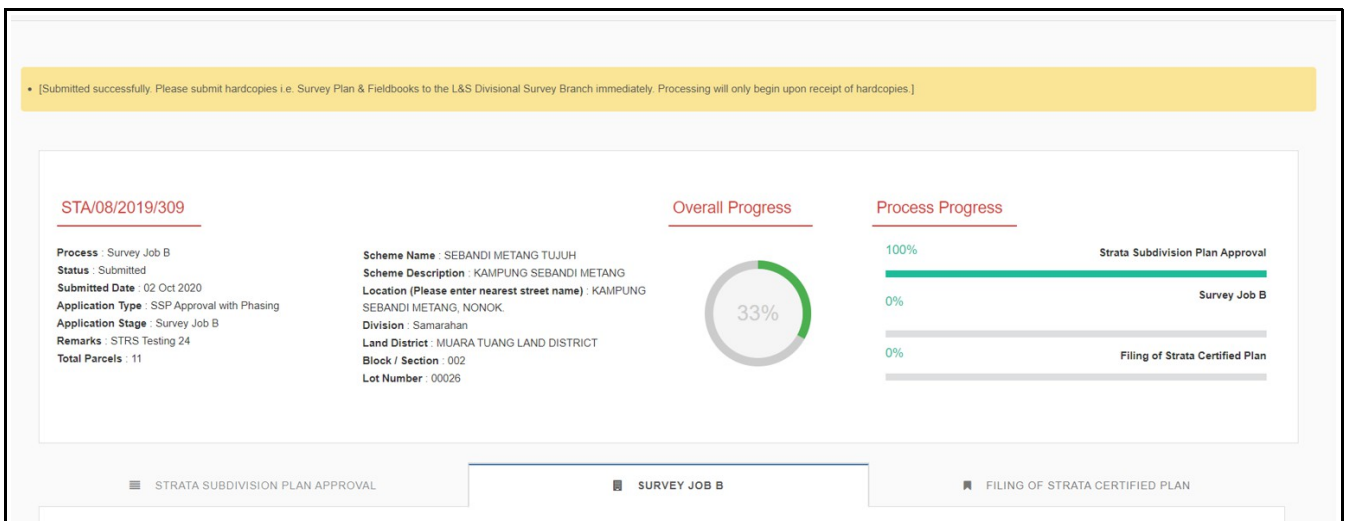
No.	Measurement Calculation	Final Reduction	Line Dimension	Easting	Northing
			15.43	2072917.69	5172127.48
1	0.12 div 2+3.16+0.12+3.10+0.12 di	6.5	15.43	2072925.75	5172140.64
2	1 div 1	1	30.87	2072952.07	5172124.51
3	0.12 div 2+3.16+0.12+3.10+0.12	6.56	15.44	2072944.00	5172111.35
4	1 div 1	1	30.86	2072917.69	5172127.48

Update Fieldbook

Figure : 27

### 2.3.5. Additional Validation Checking to Submit Case on Stage 2 Submission

Add on validation checking message when PS click on the **Submit to L&S** button on Stage 2 submission.



[Submitted successfully. Please submit hardcopies i.e. Survey Plan & Fieldbooks to the L&S Divisional Survey Branch immediately. Processing will only begin upon receipt of hardcopies.]

**STA/08/2019/309**

Process : Survey Job B  
 Status : Submitted  
 Submitted Date : 02 Oct 2020  
 Application Type : SSP Approval with Phasing  
 Application Stage : Survey Job B  
 Remarks : STRS Testing 24  
 Total Parcels : 11

Scheme Name : SEBANDI METANG TUJUH  
 Scheme Description : KAMPUNG SEBANDI METANG  
 Location (Please enter nearest street name) : KAMPUNG SEBANDI METANG, NONOK  
 Division : Samarahan  
 Land District : MUARA TUANG LAND DISTRICT  
 Block / Section : 002  
 Lot Number : 00026

**Overall Progress**

33%

**Process Progress**

100% Strata Subdivision Plan Approval  
 0% Survey Job B  
 0% Filing of Strata Certified Plan

STRATA SUBDIVISION PLAN APPROVAL SURVEY JOB B FILING OF STRATA CERTIFIED PLAN

Figure : 28

### 1. Sample email for Stage 2

Figure : 29

Figure : 30

### 2.4. Stage 3 : Depositing of Strata Certified Plan (SCP)

PS download and sign SCP, submit documents.

- Strata Certified Plan (SCP).
- Additional validation checking to submit case on Stage 3 submission – Parent Lot must be issued with title.
- Notify incoming submission for all stages.

#### 2.4.1. Strata Certified Plan (SCP)

- To cater for multiple layouts under Delineation Plan, Index Plan and Storey Plan.
- SCP plans following SSP format – system generates additional SCP plan following SSP format at the end of stage 2 to ease checking by storey instead of checking by parcel.

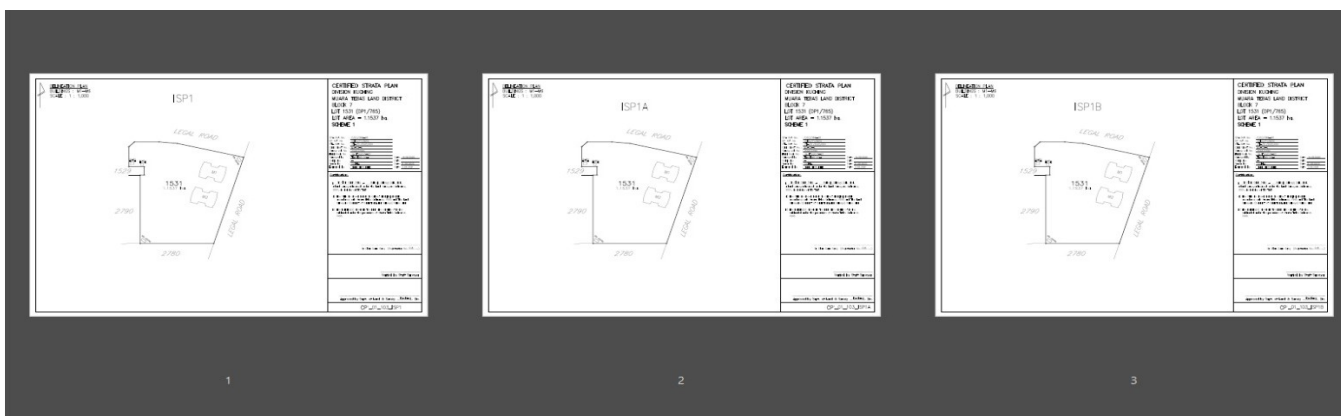
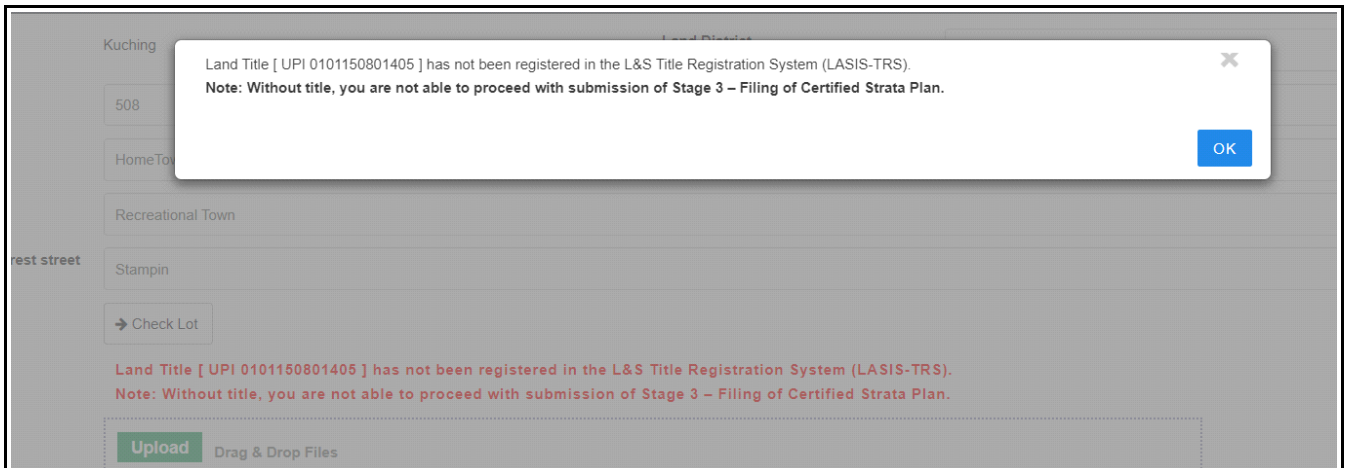


Figure : 31

## 2.4.2. Additional Validation Checking to Submit Case on Stage 3 Submission

1. Under Land Title section, click on the **Check Lot** button.
  - If title is not found, system will display a message and PS unable to proceed with the submission.
  - If the title is found, system shall display the title validity period.



The screenshot shows a web form with fields for 'Kuching', '508', 'HomeTown', 'Recreational Town', and 'rest street' with the value 'Stampin'. A 'Check Lot' button is visible. A modal dialog box is displayed in the center with the following text: 'Land Title [ UPI 0101150801405 ] has not been registered in the L&S Title Registration System (LASIS-TRS). Note: Without title, you are not able to proceed with submission of Stage 3 – Filing of Certified Strata Plan.' and an 'OK' button. Below the form, a red error message is displayed: 'Land Title [ UPI 0101150801405 ] has not been registered in the L&S Title Registration System (LASIS-TRS). Note: Without title, you are not able to proceed with submission of Stage 3 – Filing of Certified Strata Plan.' At the bottom, there is an 'Upload' button and a 'Drag & Drop Files' area.

Figure : 32



The screenshot shows a web form with the following sections: 'Scheme Description' with the value 'For testing purpose'; 'Location (Please enter nearest street name)' with the value 'JALAN KUCHING'; and 'Attachment' with an 'Upload' button and 'Drag & Drop Files' area. A 'Check Lot' button is located below the location field. Below the 'Check Lot' button, the following validation details are displayed: '01 - LCGS - 011 - 016 - 01846', 'Expiry Date :12/31/2824', and 'Parent Lot still valid for 799 year(s)'.

Figure : 33

### 2.4.3. Notify Incoming Submission for All Stages

#### 1. Sample email for Stage 3

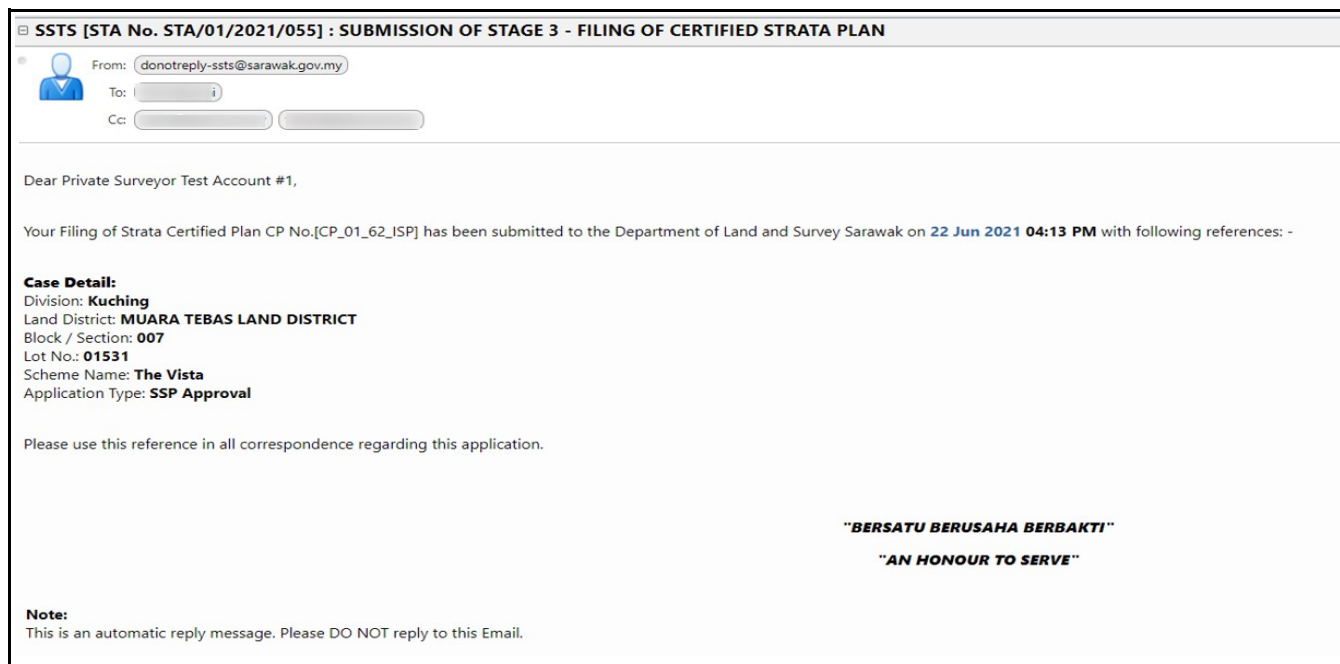


Figure : 34

#### 2. Sample email for Stage 3 Resubmission

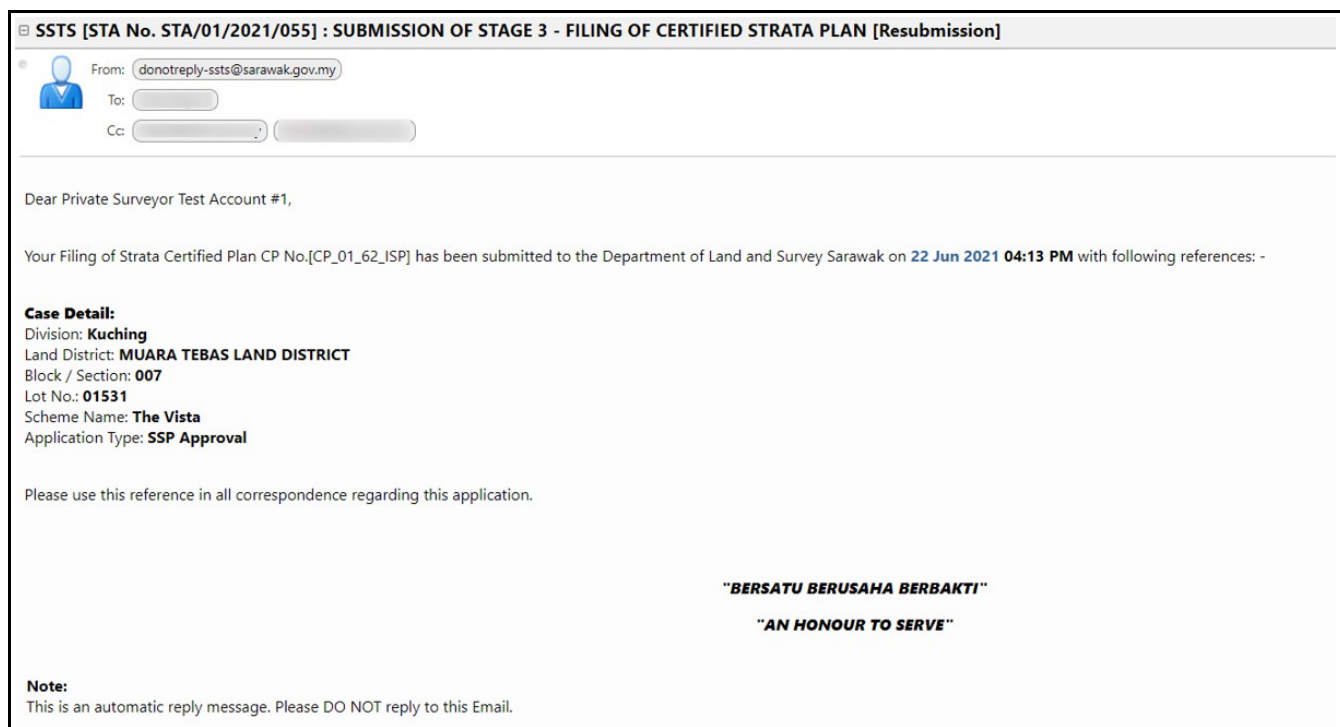



Figure : 35



### 3. Notify Incoming Submission for All Stages – Limited Common Property (LCP)

#### 1. Sample email for LCP Application.

SSTS [LCP Case No. 000166/2021] : APPLICATION FOR CREATION OF LIMITED COMMON PROPERTY (LCP)



From: donotreply-ssts@sarawak.gov.my  
To:   
Cc:

Dear Private Surveyor Test Account #1,

Your application for Creation of Limited Common Property (LCP) has been submitted to the Department of Land and Survey Sarawak on 01 Jul 2021 03:45 PM with following references: -

**Case Detail:**  
Division: Kuching  
Land District: MUARA TEBAS LAND DISTRICT  
Block / Section: 007  
Lot No.: 01531  
Scheme Name: The Vista  
Application Type:

Please use this reference in all correspondence regarding this application.


**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE"**

**Note:**  
This is an automatic reply message. Please DO NOT reply to this Email.

Figure : 36

#### 2. Sample email for LCP Application Resubmission.

SSTS [LCP Case No. 000166/2021] : APPLICATION FOR CREATION OF LIMITED COMMON PROPERTY (LCP) [Resubmission]



From: donotreply-ssts@sarawak.gov.my  
To:   
Cc:

Dear Private Surveyor Test Account #1,

Your application for Creation of Limited Common Property (LCP) has been submitted to the Department of Land and Survey Sarawak on 01 Jul 2021 03:45 PM with following references: -

**Case Detail:**  
Division: Kuching  
Land District: MUARA TEBAS LAND DISTRICT  
Block / Section: 007  
Lot No.: 01531  
Scheme Name: The Vista  
Application Type:

Please use this reference in all correspondence regarding this application.


**"BERSATU BERUSAHA BERBAKTI"**  
**"AN HONOUR TO SERVE"**

**Note:**  
This is an automatic reply message. Please DO NOT reply to this Email.

Figure : 37

### 3. Sample email for LCP Submission.

**SSTS [LCP Case No. 000166/2021] : SUBMISSION OF FILING OF LIMITED COMMON PROPERTY (LCP)**



From: donotreply-ssts@sarawak.gov.my

To:

Cc:

Dear Private Surveyor Test Account #1,

Your application for Filing of Limited Common Property (LCP) has been submitted to the Department of Land and Survey Sarawak on 01 Jul 2021 03:45 PM with following references: -

**Case Detail:**  
Division: Kuching  
Land District: MUARA TEBAS LAND DISTRICT  
Block / Section: 007  
Lot No.: 01531  
Scheme Name: The Vista  
Application Type:

Please use this reference in all correspondence regarding this application.

**"BERSATU BERUSAHA BERBAKTI"**


**"AN HONOUR TO SERVE"**

**Note:**  
This is an automatic reply message. Please DO NOT reply to this Email.

Figure : 38

### 4. Sample email for LCP Resubmission.

**SSTS [LCP Case No. 000166/2021] : SUBMISSION OF FILING OF LIMITED COMMON PROPERTY (LCP) [Resubmission]**



From: donotreply-ssts@sarawak.gov.my

To:

Cc:

Dear Private Surveyor Test Account #1,

Your application for Filing of Limited Common Property (LCP) has been submitted to the Department of Land and Survey Sarawak on 01 Jul 2021 03:45 PM with following references: -

**Case Detail:**  
Division: Kuching  
Land District: MUARA TEBAS LAND DISTRICT  
Block / Section: 007  
Lot No.: 01531  
Scheme Name: The Vista  
Application Type:

Please use this reference in all correspondence regarding this application.

**"BERSATU BERUSAHA BERBAKTI"**

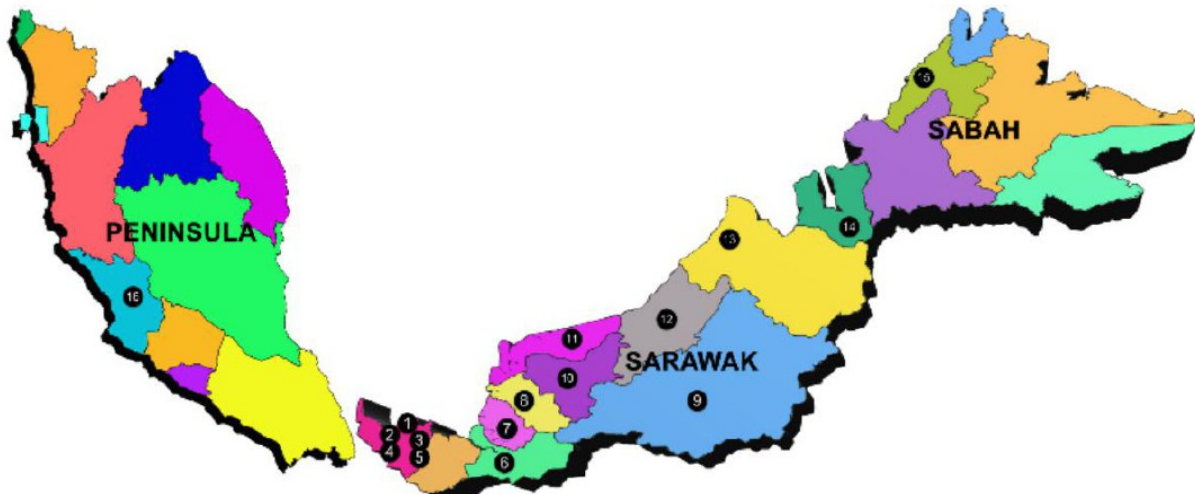
**"AN HONOUR TO SERVE"**

**Note:**  
This is an automatic reply message. Please DO NOT reply to this Email.

Figure : 39

**1 SAINS Head Office**  
Tel : (60) 82-444199  
Fax: (60) 82-444211  
Level 3, Wisma Bapa Malaysia  
Petra Jaya, 93502 Kuching Sarawak, Malaysia

**2 SAINS Contact Centre**  
Tel : 1300-88-7246  
Fax: (60) 82-442522  
Email : [callcentre@sains.com.my](mailto:callcentre@sains.com.my)  
Website: <http://callcentre.sains.com.my>



**3 SAINS Samarahan Office**  
Tel: (60) 82-668668  
Fax: (60) 82-668669  
Lot 250, Block 250, Kuching-Samarahan  
Expressway, 93010 Samarahan, Sarawak,  
Malaysia.

**4 SAINS Training Centre**  
Tel: (60) 82-668668  
Fax: (60) 82-668669  
Level 1, Lot 250, Kuching-Samarahan Expressway,  
93010 Samarahan, Sarawak, Malaysia.

**5 SAINS CityOne Office (CT1)**  
Tel : (06) 82-266266  
Fax: (06) 82-266255  
LG 12, Lower Ground Floor, Mall 2, CityOne  
Megamall, Jalan Song, 93350 Kuching, Sarawak

**6 SAINS Sri Aman**  
Tel: (60) 83 - 324 423  
Fax: (60) 83 - 324 423  
Pejabat Residen Sri Aman, Jln Abang Aing,  
95000, Sri Aman

**7 SAINS Betong**  
Tel: (60) 83-472 811  
Fax: (60) 83-472 811  
Lot 611, 1st Floor, Jln Ah Wee, Betong Town  
District, 95700 Betong

**8 SAINS Sarikei**  
Tel: (60) 84 - 658 793  
Fax: (60) 84 - 651 132  
1st Floor, Sublot 3, Lot 1799, Block 36 No. 5,  
Lorong Mutiara 2, Jln Bersatu, 96100 Sarikei

**9 SAINS Kapit**  
Tel: (60) 84-789 040  
Lot 2141, 1st Floor, Shop Lot 35, Jln. Bletch,  
96800 Kapit, Sarawak

**10 SAINS Sibu**  
Tel: (60)16 306 7246  
1st & 2nd Floor, No 8, Lorong Intan 6B, 96000  
Sibu, Sarawak.

**SAINS Mukah**  
Tel: (60) 84-872 987  
Fax: (60) 84-873 987  
Tingkat Bawah, Bangunan Pejabat Daerah  
Mukah, Jln. Kubu 1, 96400 Mukah, Sarawak.

**12 SAINS Bintulu**  
Tel: (60) 86-314518 / 314519 / 313136  
Level 5, Lot 37, Town Square Bintulu,  
Jalan Tun Ahmad Zaidi, 97000 Bintulu, Sarawak

**13 SAINS Miri**  
Tel: (60) 85-431  
Fax: (60) 85-431 213 /426 117  
A-3A-31B, Miri Time Square, Marina Parkcity,  
98000 Miri, Sarawak

**14 SAINS Limbang**  
Tel : (60) 85 - 211 488  
Fax: (60) 85 - 211 488  
Bangunan Limbang Plaza, Tingkat 4 (LDC Office),  
98700 Limbang, Sarawak.

**15 SAINS Kota Kinabalu**  
Tel: (60) 88 - 746879  
Lot 2, Block F, 1st Floor, Lintas Jaya Uptownship,  
Jalan Lintas Kepyayan Highway, 88300 Kota  
Kinabalu, Sabah

**16 Silicon Communication Sdn.Bhd. (SELANGOR)**  
Tel: (60) 3-8945 8648  
Fax: (60) 3-8943 1648  
9-2, 2nd Floor, Jalan Prima Tropika Barat 2,  
Taman Prima Tropika, 43300 Seri Kembangan,  
Selangor Darul Ehsan



## SARAWAK INFORMATION SYSTEMS SDN BHD

**Head Office:**

Tel: (06) 82-444199  
Fax: (06) 82-444211

Level 3, Wisma Bapa Malaysia,  
Petra Jaya, 93502 Kuching, Sarawak, Malaysia

**Business Enquiries:**

Tel: (06) 82-266499  
Fax: (06) 82-360522

Email : salesenquiry@sains.com.my

**SAINS Contact Centre**

Tel : 1300-88-7246  
Fax: (60)-82-442522

Email: callcentre@sains.com.my  
Website: <http://callcentre.sains.com.my>

**SAINS PPKS Training Centre**

Tel : (60) 82-668668  
Fax: (60) 82-668669

Email: training@sains.com.my  
Pusat Pembangunan Kemahiran Sarawak (PPKS)  
New Admin Block PPKS, Level 1  
Jalan Canna, off Jalan Wan Alwi, Tabuan Jaya,  
93350 Kuching, Sarawak, Malaysia