



sains

Digital Partner for Life

SARAWAK INFORMATION SYSTEMS SDN BHD

Survey Strata Title System (SSTS)

System Version [3.0]

Enhancement Batch 2 (2025)
(Private Surveyor)

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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 2 (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. PAYMENT MODULE
2. PLAN AND OTHER DOCUMENTS TAB -IMPROVEMENT FOR EASE OF USE – FILE NAMING BY SYSTEM
3. REVISION TO SSTS WORKFLOW AND SUBMISSION OF STRATA PLAN
4. CHANGE OF LCP PRE-CHECK RULES
5. USE OF STANDARD PARCEL TYPES TO MEET L&S NEW REPORT
6. FEEDBACK ON SYSTEM PERFORMANCE : LONG WAITING TIME FOR PARCEL SPREADSHEET.
7. FEEDBACK ON SYSTEM PERFORMANCE : LONG WAITING TIME FOR SIGNING OF SSP AND SCP
8. STAGE 1B SUBMISSION – PAYMENT OF APPLICATION FEE AND DEPOSIT (ONLINE)
9. STAGE 2 SCHEDULE OF ACCESSORY PARCEL IN REDLINING CP

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.

- Plans and Other Documents tab - Improvement for ease of use - File Naming by System
- Revision to SSTS Workflow & Submission of Strata Floor Plan

2.1.1. Plans and Other Documents tab - Improvement for ease of use - File Naming by System

- Automate the renaming of uploaded file(s) by system
- Those file type not listed in the table, the system will accept the file name as uploaded by PS
- More than 1 file upload under the same file category, the system will show numbering count.

Stage	File Type	File Naming by System
Stage 1 - Approved Documents	Authorization/Appointment of Licensed Land Surveyor	Lot<number>_Stage1_Authorization_Letter
	SPA Approval Letter	Lot<number>_Stage1_SPA_Approval_Letter
	Detailed Plan Approved by SPA	Lot<number>_Stage1_SPA_Approved_Letter
	Letter of Commencement	Lot<number>_Stage1_Commencement_Letter

1. Authorization/Appointment of Licensed Land Surveyor
(Accepted file format are .zip, .pdf, .xls, .xlsx, .dxf, .jpeg, .jpg, .tif, .png)
(Maximum file size: 100 MB)

Date Appointed *

Attachment [Lot01867_Stage1_Authorization_Letter.pdf](#) 

2. SPA Approval Letter
(Accepted file format is .pdf)
(Maximum file size: 100 MB)

☐ a. Letter Reference No. *

Date Approved *

[Lot01867_Stage1_SPA_Approval_Letter.pdf](#) 

[Lot01867_Stage1_SPA_Approval_Letter\(3\).pdf](#) 

[Lot01867_Stage1_SPA_Approval_Letter\(2\).pdf](#) 

[Lot01867_Stage1_SPA_Approval_Letter\(1\).pdf](#) 

[Lot01867_Stage1_SPA_Approval_Letter\(4\).pdf](#) 

Note : Maximum of FIVE (5) attachments

2.1.2. Revision to SSTS Workflow & Submission of Strata Floor Plan**Item 4 : Strata Floor Plan**

- Optional files to be submitted under Stage 1a
- Accept PDF format. One plan per floor
- Allow multiple file uploads at one time. Once uploaded, key in the storey number
- Allow to replace uploaded file without need to delete the record - if the same file name is being uploaded, system shall automatically replace the existing file
- Allow to edit Storey Number field

4. Strata Floor Plan
(Accepted file format is .pdf)
(Maximum file size: 100 MB)

Show 10 entries

Search:

☐	Attachment		Storey Number	
☐	Strata Floor Plan 01.pdf		1	
☐	Strata Floor Plan 02.pdf		2	
☐	Strata Floor Plan 03.pdf		3	
☐	Strata Floor Plan 04.pdf		4	

Showing 1 to 5 of 5 entries

Previous **1** Next

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

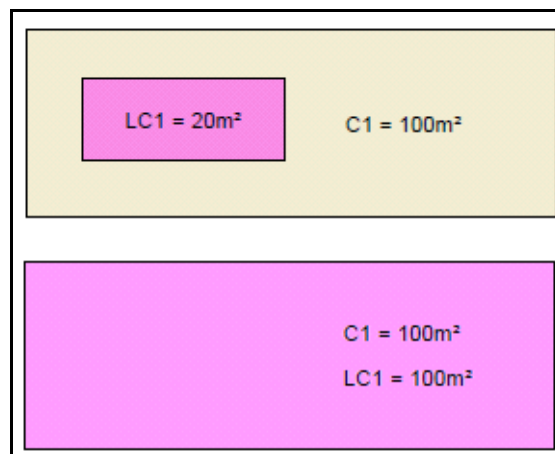
PS enters and submits SSP Application Details.

- Change of LCP Pre-Check Rules
- Use of Standard Parcel Types to meet L&S New Report
- Feedback on System Performance : Long waiting time for Parcel Spreadsheets
- Plans and Other Documents tab - Improvement for ease of use - File Naming by System & Replace file
- Feedback on System Performance : Long waiting time for Signing of SSP & SCP
- Stage 1b Submission - Payment of Application Fee & Deposit (Online)
- Payment Module

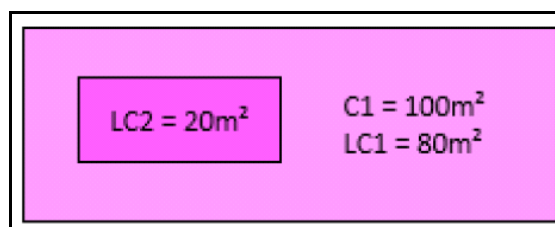
2.2.1. Change of LCP Pre-Check Rules

LCP Rules (to be read together with SSTS LCP Spreadsheet and CAD Standard Format)

1. LIMITED_COMMON will not cut COMMON

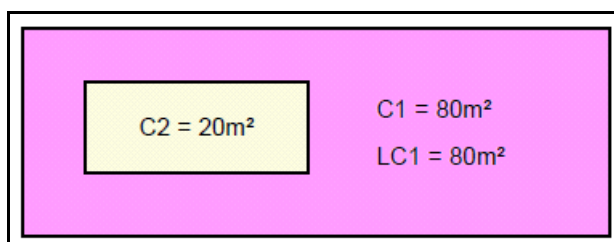


2. LIMITED_COMMON layer will always cut another LIMITED_COMMON when there is a layer within another layer

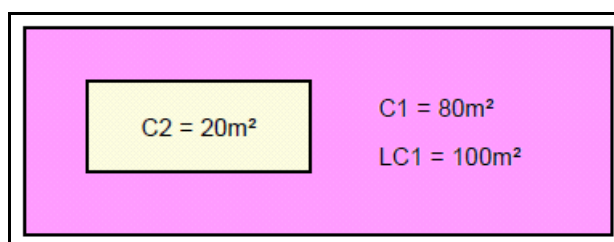


3. COMMON will cut LIMITED_COMMON if they belong to different sub scheme. Otherwise, COMMON will not cut LIMITED_COMMON. Mandatory to fill in 'Sub Scheme Name' column in spreadsheet for both common tab and LCP tab for SSP submission that includes LCP. LCP entities will be identified using 'Sub Scheme Name' column in the spreadsheet. Scheme & Sub Scheme Name are represented using digit only

C2 and LC1 is having different sub scheme = cut



C2 and LC1 is having same sub scheme = not cut



Additional Information :

- *Limited Common Parcel (LC) MUST derive from Common Area Parcel (CA).*
 - *For Parcel Spreadsheet – Common Area tab, the Sub Scheme column is to be mandatory to be filled for CA intended for LC.*
-

2.2.2. Use of Standard Parcel Types to meet L&S New Report

PS to check/download the latest *SpreadsheetTemplate2025.xlsx*

SSTS 3.0 Enhancement - What's New

1. Building Parcel - Parcel Type

Values to be based on drop down list. Based on SPA Land Use Classification

2. Land Parcel - Usage

Values to be based on drop down list. Based on SPA Land Use Classification

3. Common Area - Sub Scheme

Sub Scheme * is mandatory for SSP with LCP Spreadsheet. For common tab, the CA under sub scheme is to be filled in the sub scheme number.

4. Limited Common Area - Sub Scheme

Sub Scheme * is mandatory for LC Parcels

If you encounter “**Spreadsheet Error(s)** e.g *Building Parcel: Usage [OFFICE] in row 14 is not under land use classification*

- This is because there is control on Parcel Type entry.
- System checks on the **Building Parcel - Parcel Type** to follow the listing main land use classification used by SPA

RS - RESIDENTIAL

CR - COMMERCIAL

MX - MIXED DEVELOPMENT

IN - INDUSTRIAL

PF - INSTITUTION & PUBLIC FACILITIES

OP - RECREATION AREA

TP – ROAD & TRANSPORTATION

AG - AGRICULTURE

FS – FOREST

WB - WATER BODY

BC – BEACH

2.2.3. Feedback on System Performance : Long waiting time for Parcel Spreadsheets

Spreadsheet Uploading: System indicates progress of extracting and uploading data into SSTS and allow user to leave the page and come back

1. Start deleting previous data...
2. Deleting building parcel information...
3. Deleting accessory parcel information...
4. Deleting void area information...
5. Deleting common area information...
6. Checking on error messages...
7. Start processing parcel spreadsheet file
8. Uploading parcel spreadsheet data...
9. Checking building parcel data...
10. Inserting building parcel data...
11. Checking land parcel data...
12. Inserting land parcel data...
13. Checking limited common area data...
14. Inserting limited common area data...
15. Checking accessory parcel data...
16. Inserting accessory parcel data....
17. Checking void area data...
18. Inserting void area data....
19. Checking common area data...
20. Inserting common area data....
21. Checking for duplicate parcels...
22. Checking share unit values...
23. Spreadsheet upload is completed successfully.

PARCEL SPREADSHEET

SSP No.

SSP_01_194_JSP

Upload spreadsheet

SSP_01_194_JSP.xlsx

Upload

Drag & Drop File

Building & Land Parcel

By Usage

Accessory Parcel

Limited Common Area

By Building Area

Tree View

Show 100 entries

Search

No.	Building No.	Scheme No.	Sub Scheme No.	Tower No.	Sub Tower No.	Storey No.	Mezzanine Floor No.	Land Parcel	Parcel Name	Parcel No.	Height (m)	Elevation (m)	Floor Area (m ²)	Accessory Parcel	Parcel Type	Share Unit	Plan No.
No data available in table																	

STARTING DOCUMENTS

PLANS

CERTIFICATES

OTHERS DOCUMENTS

Start processing parcel spreadsheet file...

30%

2.2.4. Plans and Other Documents tab - Improvement for ease of use - File Naming by System & Replace file

- Allow the replace of the file without need to delete existing file
- Automate the renaming of uploaded file(s) by system
- Those file type not listed in the table, the system will accept the file name as uploaded by PS
- More than 1 file upload under the same file category, the system will show numbering count

Stage	File Type	File Naming by System
Stage 1 - Certificates	Appointed Licensed Land Surveyor	Lot<number>_Stage1_Certification_LandSurveyor
	Appointed Registered Architect or Engineer	Lot<number>_Stage1_Certification_ArchitectEngineer
Stage 1 - Payment	Prescribed Fees (Payment Receipt)	Lot<number>_Payment_Receipt
	Deposit (Payment Receipt)	Lot<number>_Payment_Receipt_Deposit

PARCEL SPREADSHEET

APPROVED DOCUMENTS

PLANS

CERTIFICATES

OTHER DOCUMENTS

1. Appointed Licensed Land Surveyor
(Accepted file format is .zip, .pdf, .xls, .xlsx, .dxf, .jpeg, .jpg, .tif, .png)
(Maximum file size: 100 MB)
 Certifies that the building parcels or land parcels shown in the schedule of parcels are capable of being subdivided under the provisions of Strata Title Ordinance

Lot01867_Stage1_Certification_LandSurveyor.pdf

Upload

Drag & Drop File

2. Appointed Registered Architect or Engineer
(Accepted file format is .zip, .pdf, .xls, .xlsx, .dxf, .jpeg, .jpg, .tif, .png)
(Maximum file size: 100 MB)
 Certifies that the building parcels or land parcels to be construed in accordance with any Approved Building Plans and specification are capable of being subdivided under the provisions of Strata Title Ordinance

Lot01867_Stage1_Certification_ArchitectEngineer.pdf

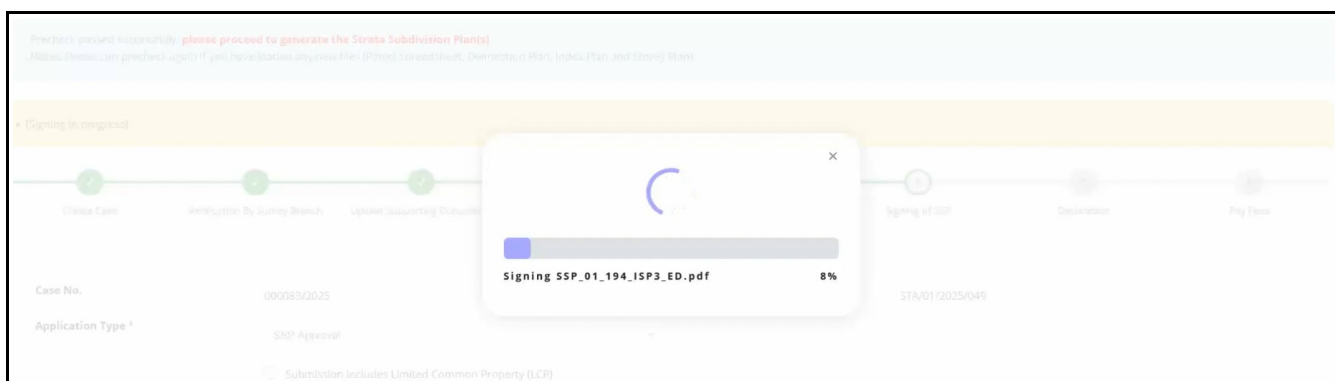
Upload

Drag & Drop File

2.2.5. Feedback on System Performance : Long waiting time for Signing of SSP & SCP

Signing SSP: System indicates progress of signing SSP and allow user to leave the page and come back

1. Loading...
2. Processing ..
3. Signing <file name>...
4. Signing of Plan(s) is completed successfully.

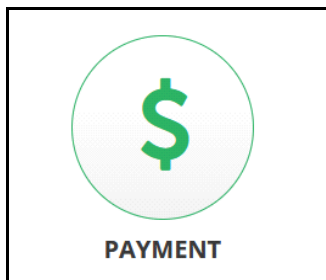


2.2.6. Stage 1b Submission - Payment of Application Fee & Deposit (Online)

Application Fees to be charged will be based on your application type, number of parcel and number of provisional block (if applicable)

Application Type	Fees to be paid at Stage 1B
SSP Approval [with LCP]	■ Strata Subdivision Plan Approval (308-002)
SSP Approval with Phasing	■ Strata Subdivision Plan Approval (308-002) ■ Strata Subdivision Plan Approval in the case of phased development (308-003) ■ Deposit by Provisional Block
SSP Approval for Provisional Building (Note: Subsequent case following SSP Approval with Phasing)	■ Strata Subdivision Plan Approval for parcels within provisional block(s) (308-004)
SSP Approval for Subdivision and Amalgamation of Parcel	■ Application for division or amalgamation of parcels (308-006)

2.2.7. Payment Module



Payment of Strata Fees						Home / STA Payment
STA / LCP No.	Scheme Name	Amount (RM)	Payment Method	Payment Status	Action	
STA/01/2019/139	Ike Village from Live	17,190.00		Pending Payment	Click Here to Pay	
STA/01/2020/071	Ike Village from Live	9,000.00		Pending Payment	Click Here to Pay	
STA/01/2022/004	The Vista	1,680.00	Payment Galaxy	Payment Completed	Payment Acknowledgement	
STA/01/2024/002	KENSHO TOWNHOUSE	1,200.00	Cash	Payment Completed	Payment Acknowledgement	
STA/01/2024/007	KUCHING RIVERINE RESORT TESTING TNT	5,610.00	Cash	Payment Completed	Payment Acknowledgement	
STA/01/2025/042	d'ISABELLE	10,590.00	Payment Galaxy	Payment Completed	Payment Acknowledgement	
STA/01/2025/049	PROJECT SAINS SSTS 3.0 2025	600.00		Pending Payment	Click Here to Pay	

Application Fees:

- Online Payment (ePayNow, Spay Global);
 - Payment Acknowledgement Receipt will be generate after successful payment
- Generate T.126 bill for payment at the L&S Counter.
 - Require PS to go to L&S Divisional counter. System will reflect after payment completed.
- Generate Payment Acknowledgement Receipt

No	Description (Subcode)	No. of Parcel	No. of Block	Amount of Fee (RM)	Fees To Be Paid (RM)
1	Strata Subdivision Plan Approval (308-002)		n/a	30.00 per parcel or 300.00 per application; whichever is higher.	
2	Strata subdivision plan approval in the case of phased development (308-003)	n/a		300.00 per provisional block	
3	Strata subdivision plan approval for parcels within provisional block(s) (308-004)		n/a	30.00 per parcel or 300.00 per application; whichever is higher.	
4	Application for creation of limited common property (308-005)		n/a	10.00 per parcel or 500.00 per application; whichever is higher.	
5	Application for division or amalgamation of parcels (308-006)	n/a	n/a	500.00 per application	
6	Total				RM

Application Fees [Source STA 1A-1]

Deposits for Provisional Block:

To pay deposit:

- Generate T.304 bill for payment at the Sarawak State Treasury Counter.

No	Description	No. of Parcel	No. of Block	Amount of Fee (RM)	Fees To Be Paid (RM)
1	Deposit for application involving provisional block			500.00 per parcel or 50,000.00 per block; whichever is higher.	

Deposit [Source STA 1A-1]

Application Fees Determination Form

Application Fees

Payment Item	Payment Code	No. of Parcel	No. of Block		Amount to be Paid (RM)
Strata Subdivision Plan Approval	308-002	570	n/a	30.00 per parcel or 300.00 per application, whichever is higher	17,100.00
Strata Subdivision Plan Approval in the case of phased development	308-003	n/a	3	300.00 per provisional block	90.00
Strata Subdivision Plan Approval for parcels within provisional block(s)	308-004	0	n/a	30.00 per parcel or 300.00 per application, whichever is higher	0.00
Application for division or amalgamation of parcels	308-006	n/a	n/a	500.00 per application	0.00
Total Application Fees:					17,190.00

Deposit (Collecting using T.304)

Deposit for application involving provisional block

500.00 per parcel or 50,000.00 per block; whichever is higher

PAID on 06/11/2025 vide Receipt No. 794250000150 (RM50,000.00)

PAID on 30/10/2025 vide Receipt No. 118250000017 (RM382,000.00)

Provisional Block	No. of Parcel	No. of Block	Amount by parcel (RM)	Amount by Block (RM)	Amount to be Paid (RM)
P1	556	1	278,000.00	50,000.00	500.00 (277,500.00)
P2	10	1	5,000.00	50,000.00	0.00 (52,000.00)

[Pay Application Fees \(Online\)](#)

[Print T.126 & Pay at L&S Counter](#)

[Confirm & Generate T.304](#)

2.3. Stage 2 : Type B Survey Job

PS enters and submits Type B Survey Jobs.

- Plans and Other Documents tab - Improvement for ease of use - File Naming by System
- Feedback on System Performance : Long waiting time for Parcel Spreadsheets
- Stage 2 Schedule of Accessory Parcel in Redlining CP
- Additional System Validation to Submit Case (Parent Lot must be issued with title)

2.3.1. Plans and Other Documents tab - Improvement for ease of use - File Naming by System

- Automate the renaming of uploaded file(s) by system
- Those file type not listed in the table, the system will accept the file name as uploaded by PS
- More than 1 file upload under the same file category, the system will show numbering count.

Stage	File Type	File Naming by System
Stage 2 - Document Checklists	Letter of Commencement	Lot<number>_Stage2_Commencement_Letter
	Survey Job Instruction (L&S 112)	Lot<number>_Stage2_LS_112
	Surveyor Report	Lot<number>_Stage2_Surveyor_Report

No. Description

1. Letter of Commencement from Land Surveyor Board *

(Accepted file format is .pdf)

(Maximum file size: 100 MB)

+ Add

Delete

a. Letter Reference No. *

Letter of Commencement LSB

Letter date *

17/11/2025

Attachment

Upload

Drag & Drop Files

Lot01867_Stage2_Commencement_Letter.pdf

x

Note : Maximum of FIVE (5) attachments

2.3.2. Feedback on System Performance : Long waiting time for Parcel Spreadsheets

Spreadsheet Uploading: System indicates progress of extracting and uploading data into SSTS and allow user to leave the page and come back

1. Start deleting previous data...
2. Deleting building parcel information...
3. Deleting accessory parcel information...
4. Deleting void area information...
5. Deleting common area information...
6. Checking on error messages...
7. Start processing parcel spreadsheet file
8. Uploading parcel spreadsheet data...
9. Checking building parcel data...
10. Inserting building parcel data...
11. Checking land parcel data...
12. Inserting land parcel data...
13. Checking limited common area data...
14. Inserting limited common area data....
15. Checking accessory parcel data...
16. Inserting accessory parcel data....
17. Checking void area data...
18. Inserting void area data....
19. Checking common area data...
20. Inserting common area data....
21. Checking for duplicate parcels...
22. Checking share unit values...
23. Spreadsheet upload is completed successfully.


08 SAMPLE FIELDBOOK.pdf (Field Book Number: FB 40)
Download

Surveyor's Report ¹

(Accepted file format are: pdf, zip)
(Maximum file size: 100 MB)

Upload
Drag & Drop File


Lot01967_Stage1_Surveyor_Report.pdf
Download

Schedule of Parcel Spreadsheet ¹

(Accepted file format are: xls, xlsx)
(Maximum file size: 100 MB)

Upload
Drag & Drop File



Start processing parcel spreadsheet file... 30%

2.3.3. Stage 2 Schedule of Accessory Parcel in Redlining CP

There is improvement on CSP plan generation to generate Schedule of Accessory Parcel under

THE SCHEDULE OF PARCELS

SCP = Delineation Plan + Index Plan + Storey Plan + Schedule of Parcels (Include Schedule of Accessory Parcels)

SCHEDULE OF PARCELS
BUILDING : M1
TOWERS: A & B
STOREY : 5

Schedule of Parcel

Parcel No	Storey	Parcel Area(m ²)			Total Parcel Area(m ²)	Total Accessory Area(m ²)	Total Stairs Area(m ²)	Accessory Parcel	Share Unit
		Floor Area(m ²)	Void Area(m ²)	Sub-Total(m ²)					
8	5	552.9	0	552.9	552.9	0.0	A16, A17, A18	19	

Schedule of Accessory Parcels

Accessory Parcel	Appurtenant Parcel	Accessory Parcel Area(m ²)
A16	8	20.9
A17	8	18.9
A18	8	18.9

CERTIFIED STRATA PLAN
DIVISION KUCHING
KUCHING CENTRAL LAND DISTRICT
BLOCK 10
LOT 3492
LOT AREA = 8246m²

SPA Ref No: SPA/DC/18/10/TP26/DA
SP Ref No: 18/03/2018/DA
STA Ref No: STA/18/03/18/DA
Cat. Sheet No: 18/03/2018/DA
Survey Job No: 18/03/2018/DA
Field Book No: 18/03/2018/DA
Drawn by: 18/03/2018/DA
Checked by: 18/03/2018/DA
Reviewed by: 18/03/2018/DA

Certification:
I, Joseph Tan Kim Hong, of United Survey Consultants Sdn Bhd, a lead surveyor licensed under the Lead Surveyors Ordinance, 2001 (Cap 49), do hereby certify that the plan is drawn based on correct and prepared in accordance with Section 10(2), 10(3), 10(4) and 10(7), and Section 11 (1)(a) and 11(1)(b) of the Survey (Subordinate Titles) Ordinance, 2019 (Cap 11) and correctly represent the survey undertaken by me/this under my personal supervision, and that both plan and survey are correct.
I hereby agree that I shall bear full responsibility as to the correctness of the survey and that it has been made in accordance with the Lead Surveyors (Conduct of Certified Lead Survey) Rules, 2001 (F.M. L.N. 117/2000).

Signature valid
Digitally signed by JOSEPH TAN KIM HONG
Date: 2025.07.24 10:50 MYT
Lead Surveyor (Registration No. 817...)

Signature valid
Digitally signed by JOSEPH TAN KIM HONG
Date: 2025.07.24 10:50 MYT
Approved by Staff Surveyor

Signature valid
Digitally signed by JOSEPH TAN KIM HONG
Date: 2025.07.24 10:50 MYT
Filed by Supt. of Land & Survey, Kuching, Div.

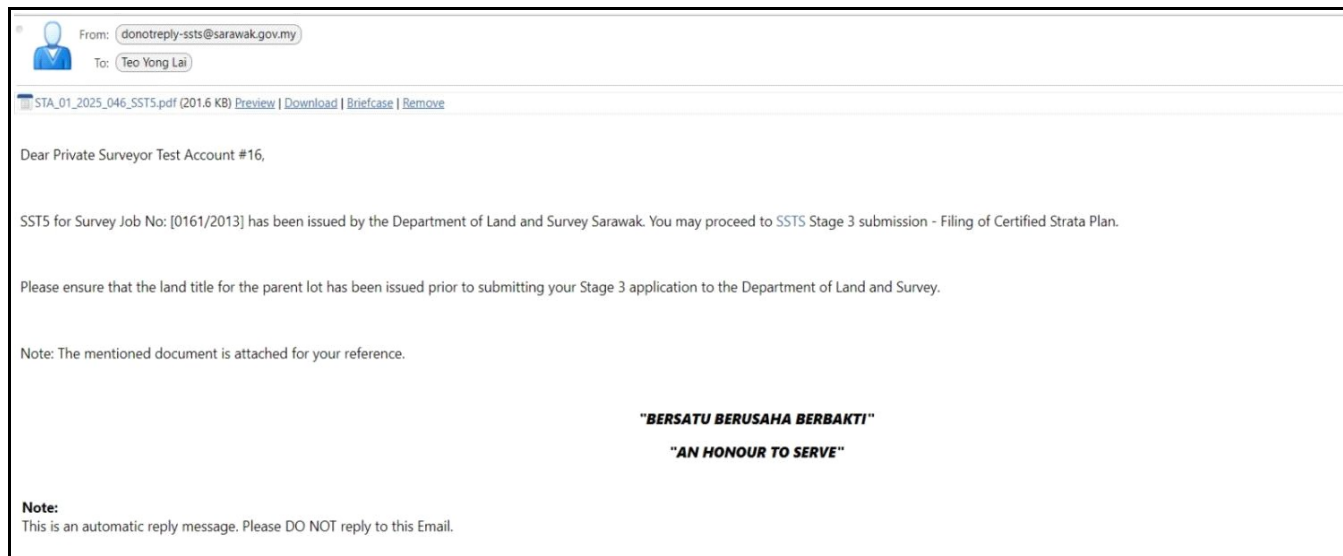
CP_01_225_ISPTS

2.3.4. Additional System Validation to Submit Case (Parent Lot must be issued with title)

Added email content to PS upon approval of Stage 2.

"Please ensure that the land title for the parent lot has been issued prior to submitting your Stage 3 application to the Department of Land and Survey."

New sample email is as below:



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

PS download and sign SCP, submit documents.

- Plans and Other Documents tab - Improvement for ease of use - File Naming by System & Replace file
- Feedback on System Performance : Long waiting time for Signing of SSP & SCP

2.4.1. Plans and Other Documents tab - Improvement for ease of use - File Naming by System & Replace file

- Allow the replace of the file without need to delete existing file
- Automate the renaming of uploaded file(s) by system
- Those file type not listed in the table, the system will accept the file name as uploaded by PS
- More than 1 file upload under the same file category, the system will show numbering count.

Stage	File Type	File Naming by System
Stage 3	Land Title	Lot<number>_Stage3_EOT
	Management Corporation Structure	Lot<number>_Stage3_Management_Corporation
	Certificate Occupation Permit	Lot<number>_Stage3_Occupation_Permit
	Consent Letter	Lot<number>_Stage3_Consent_Letter

→ Check Lot

01 - LCLS - 011 - 016 - 01867
Expiry Date :12/31/2029
Parent Lot validity is less than 20 years

Attachment

Upload Drag & Drop Files

Lot01867_Stage3_EOT.pdf

3. Management Corporation Structure

Attachment

Upload Drag & Drop Files

Lot01867_Stage3_Management_Corporation.pdf

4. Certificate Occupation Permit

2.4.2. Feedback on System Performance : Long waiting time for Signing of SSP & SCP

Signing SCP: System indicates progress of signing SCP and allow user to leave the page and come back

1. Loading...
2. Processing ..
3. Signing <file name>...
4. Signing of Plan(s) is completed successfully.

STA/01/2025/049

Process : Filing of Strata Certified Plan
 Status : Saved
 Submitted Date : 18 Nov 2025
 Application Type : SSP Approval
 Application Stage : Filing of Strata Certified Plan
 Remarks :
 Total Parcels : 20

Scheme Name : PROJECT
 Scheme Description : PROJECT
 ENHANCEMENT B2
 Location (Please enter)
 KUCHING
 Division : Kuching
 Land District : KUCHING CENTRAL LAND DISTRICT
 Block / Section : 016
 Lot Number : 01567

Process Progress

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

2.5. LCP

PS submit LCP

- Plans and Other Documents tab - Improvement for ease of use - File Naming by System & Replace file
- Payment of Application Fee & Deposit (Online)
- Payment Module

2.5.1. Plans and Other Documents tab - Improvement for ease of use - File Naming by System & Replace file

- Allow the replace of the file without need to delete existing file
- Automate the renaming of uploaded file(s) by system
- Those file type not listed in the table, the system will accept the file name as uploaded by PS
- More than 1 file upload under the same file category, the system will show numbering count.

Stage	File Type	File Naming by System
Stage 3	Authorization/Appointment of Licensed Land Surveyor	Lot<number>_LCP_Authorization_Letter
	Letter of Commencement	Lot<number>_LCP_Commencement_Letter
	SST5 Letter	Lot<number>_LCP_SSTS5_Letter
	L&S Receipt No. of LCP Survey Job Filing Stage	Lot<number>_LCP_Payment_Receipt

Attachment
Lot01867_LCP_Authorization_Letter.pdf
Upload
Drag & Drop File

2. Letter of Commencement from Land Surveyor Board
Add
Delete

a. Letter Reference No. *
LR one

Attachment
Upload
Drag & Drop Files
Lot01867_LCP_Commencement_Letter.pdf
Note : Maximum of FIVE (5) attachments

3. SST5 Letter

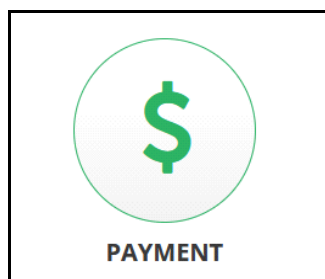
Attachment
Upload
Drag & Drop File
Lot01867_LCP_SST5_Letter.pdf

2.5.2. Payment of Application Fee & Deposit (Online)

Application Fees to be charged will be based on your application type, number of parcel and number of provisional block (if applicable)

Application Type	Fees to be paid at LCP Application Stage
☐ Creation of Limited Common Property by Management Corporation ☐ Creation of Limited Common Property by Proprietor	☒ Application for creation of limited common property (308-005)

2.5.3. Payment Module



Payment of Strata Fees						Home / STA Payment
STA / LCP No. ↓	Scheme Name	Amount (RM)	Payment Method	Payment Status	Action	Records in page: 10 ↓
000084/2025	PROJECT SAINS SSTS 3.0 2025	500.00	Payment Galaxy	Payment In Progress	Click Here to Pay	
STA/01/2019/139	Ike Village from Live	17,190.00		Pending Payment	Click Here to Pay	
STA/01/2020/071	Ike Village from Live	9,000.00		Pending Payment	Click Here to Pay	
STA/01/2022/004	The Vista	1,680.00	Payment Galaxy	Payment Completed	Payment Acknowledgement	
STA/01/2024/002	KENSHO TOWNHOUSE	1,200.00	Cash	Payment Completed	Payment Acknowledgement	
STA/01/2024/007	KUCHING RIVERINE RESORT TESTING TNT	5,610.00	Cash	Payment Completed	Payment Acknowledgement	
STA/01/2025/042	d'ISABELLE	10,590.00	Payment Galaxy	Payment Completed	Payment Acknowledgement	
STA/01/2025/049	PROJECT SAINS SSTS 3.0 2025	600.00	Cash	Payment Completed	Payment Acknowledgement	

Application Fees:

1. Online Payment (ePayNow, Spay Global);
 - Payment Acknowledgement Receipt will be generate after successful payment
2. Generate T.126 bill for payment at the L&S Counter.
 - Require PS to go to L&S Divisional counter. System will reflect after payment completed.
3. Generate Payment Acknowledgement Receipt

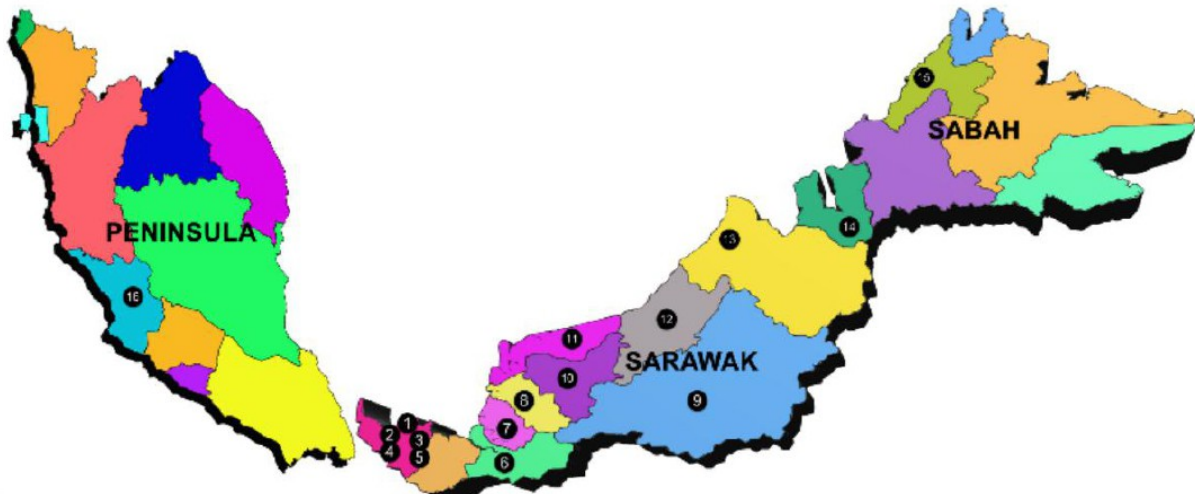
Application Fees Determination Form **Application Fees**

Payment Item	Payment Code	No. of Parcel	No. of Block	Amount to be Paid (RM)
Application for creation of limited common property	308-005	0	n/a	10.00 per parcel or 500.00 per application, whichever is higher
Total Application Fees:				500.00
Outstanding Application Fees:				500.00

[Pay Application Fees \(Online\)](#)[Print T.126 & Pay at L&S Counter](#)[Recall Case](#)[✕ Back to Listing Page](#)

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
 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
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 Fax: (60) 82-668669
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 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

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SAINS PPKS Training Centre

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Email: training@sains.com.my

Pusat Pembangunan Kemahiran Sarawak (PPKS)

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93350 Kuching, Sarawak, Malaysia