



GUIDELINES

ON APPLICATION FOR CERTIFICATE OF CLEARANCE OF INDEBTEDNESS [FORM G (1)]

Majlis Perbandaran Padawan
Kota Padawan, Jalan Penrissen
93250 Kuching
082-615566
<https://mpp.sarawak.gov.my>



Guidelines on Application for Form G (1)

1.1. Introduction

The new amendment to the Local Authorities Ordinance, 1996, Section 87A stated that the Registrar or Assistant Registrar of the Land and Survey Department shall not register any documents evidencing a dealing affecting any rateable holding unless it is accompanied by a Certificate of Clearance of Indebtedness issued by the local authority having jurisdiction in respect of the holding.

This procedure is to ensure that the Certificate of Clearance of indebtedness Form G(1) is issued by the local authority only upon payment of all rates and dues in relation to the holding and within a time frame of 3 working days with a fee of RM30.00.

If the application for Form G(1) is made during:

- January to May: 1st half year assessment rate bill must be paid
- June to December: 1st half and 2nd half year assessment rate must be paid.

Where the assessment rate billing for the property is on a yearly basis; the whole year assessment rate must be paid.

The property has no legal action and not caveated by the Local Council.

Objective

The objective of this procedure is to ensure that the Certificate of Clearance of indebtedness Form G(1) is issued by the local authority in respect of a holding;

- upon payment of all rates, fees, charges other moneys for services rendered and expenses incurred by the local authority in relation to the holding;
- within a time frame of 3 working days from the date of receipt of the application.

2.0 Who can apply?

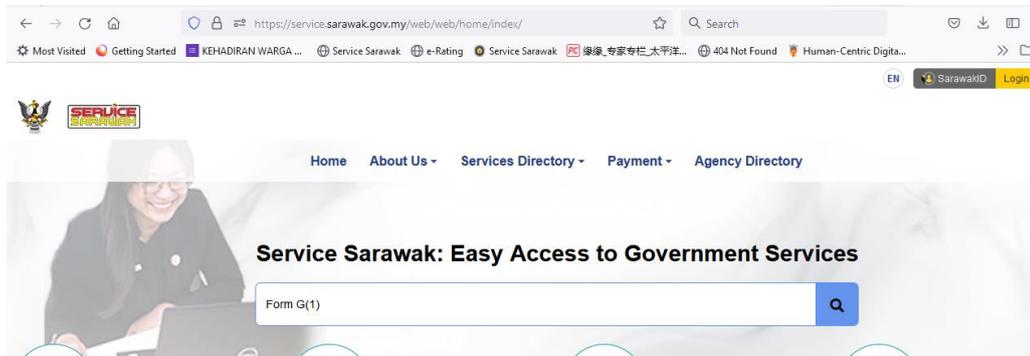
- i. Owner / joint owner.
- ii. Solicitor acting on behalf of owner.

3.0 What will you need?

- i. Proof of ownership - Land Title / Extract of Title / Print out Title.
- ii. Site plan (for vacant land only).
- iii. Application letter from solicitor if the application is done by solicitor.

4.0 How to access the services?

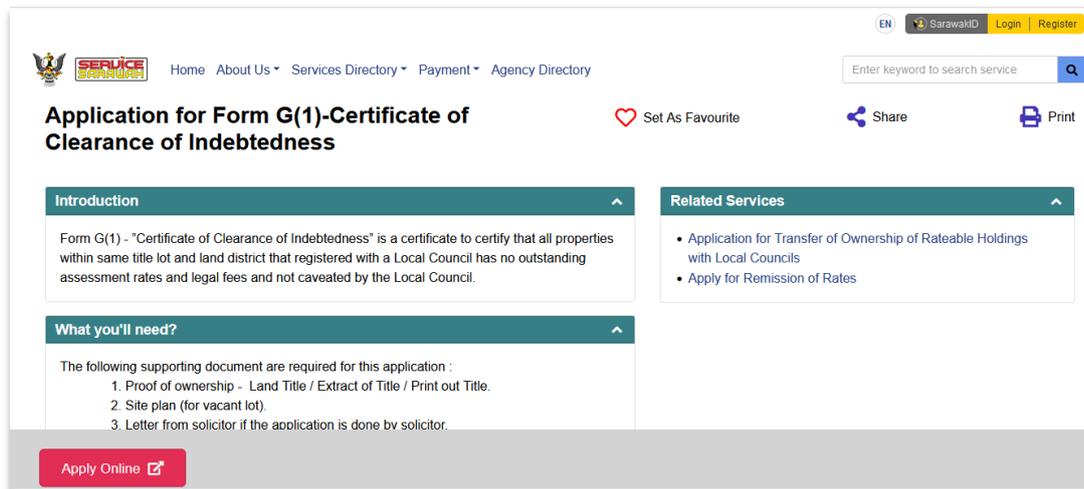
4.1 Open a browser, enter the URL <https://service.sarawak.gov.my>. Then enter keyword “Form G (1)” to search for the service.



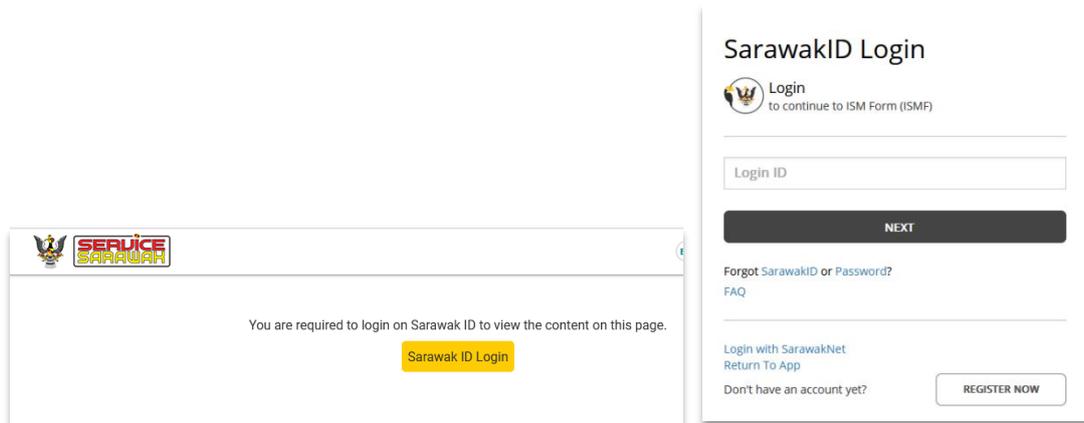
4.2 Click the service link on the search result:



4.3 Read the service information then click 'Apply Online'



4.4 System will prompt login if you have yet login before, if you do not have account, click “Register Now” to register an account:



5.0 Guide on form filling for solicitor who apply on behalf of owner

Step 1: Select a local authority. Then select ‘Solicitor’ under the Type of Applicant. Follow by fill in the owner information.

Application for Form G(1) (CERTIFICATE OF CLEARANCE OF INDEBTEDNESS)

Local Authority * MAJLIS PERBANDARAN PADAWAN

Type of Applicant * Solicitor

Vacant Land

Owner Information Search

Owner Name * [Redacted]

ID No. [Redacted]

Ref. No. * J-12444

Solicitor Company Name * J&J Co.

Company Registration No. * 1586/25

Search Reset

Ref. No. – Please refer to assessment rate bill for Ref. No. (No. Rujukan / Account No.).

Step 2: Then click search, system will bring you to application form if the applicant record found. The requester information will be auto populate / retrieved from the profile of user who login. Fill the rest of field mark with “*”.

Application for Form G(1) (CERTIFICATE OF CLEARANCE OF INDEBTEDNESS)

Requester Information

Company Name * [Redacted]

Company Registration No. * [Redacted]

Relationship to Owner * [Redacted]

Name * wong hey ching

IC No. * 781101135540

Position in the Company [Redacted]

Step 3: Scroll down to the Property Information section and verify the information are correct before proceeding. The information are auto populate (automatically filled) from Council's system based on Ref. No. / account number entered.

Property Information
▼

Ref. No.

Title Lot of Rateable Holding*

Locality*

Strata Title*

Step 4: If “Yes” for strata title, the system will retrieve the outstanding amount for the said property.

If “No” for strata title, the system will retrieve the outstanding amount for all the properties under the same title lot.

Step 5: System will auto populate the total outstanding and Form G(1) fee, proceed to fill in the following information if you want to proceed with the application.

Outstanding Bills Pending for Payment
▼

Ref. No.	Bill Amount (RM)	Surcharge Amount (RM)	Rounding Adj. (RM)	Billed Legal fees	Total Payable (RM)
J-12444	187.55	0.00	0.00	No	187.55
[Admin Fees]	30.00	0.00	0.00	No	30.00
Overall Total (RM)					217.55

Step 6: Continue to fill owner/rate payer information. The information are retrieved from Council's rate payer database. However, some mandatory information may not be available in database, please make sure field mark with ‘*’ are all filled.

Owner/ Rate Payer Information
▼

Name*

IC No.*

Old IC No.

Email

Contact no. (Home/Mobile/Office/Fax)- either one*

Step 7: Upload all the supporting document marked with '*'. If you are from the solicitor/ legal firm, you are required to upload the application letter/form from solicitor.

Supporting Documents

Document(s) must be attached in .jpg,.png,.bmp,.gif or .pdf formats.
- Please avoid space and special characters in file name (Ex: !@\$%^&*?><).
- File name including extension must be in letters or numbers and not exceed 30 characters.
- Each file must not exceed 10 megabytes (MB) in size.

Proof of ownership (Land Title/ Extract of Title/ Print out Title) *	title.pdf	Browse...
SITE PLAN (ESPECIALLY FOR VACANT LAND)	consent_letter.pdf	Browse...
Application letter/form from Solicitor		Browse...

Step 8: Read all conditions/statement and “tick” the check box to proceed if you agreed with the conditions.

Condition

I J&J Co., 1586/25 (the representative) hereby declared that I have been consented by WONG HEY CHING, 781101-13-5540, (the owner) of this property to perform this application and fully responsible to any liability of this submission.

I agreed that this application only valid with following conditions:
- All the relevant charges imposed by Local Authority before and after this form submission (if any) are paid; and
- All the information contained in this form and any attachments submitted are true, valid and complete.

[Next](#) [Save As Draft](#) [Cancel This Application](#)

Step 9: Then system will prompt you the amount required to pay for this application. If you agree to proceed with payment, click “OK”.

Remarks

Condition

I J&J Co., 1586/25 (the representative) hereby declared that I have been consented by WONG HEY CHING, 781101-13-5540, (the owner) of this property to perform this application and fully responsible to any liability of this submission.

i

You are required to pay RM 217.55.
You will be redirected to payment page and form will be auto submitted after payment. Click OK to proceed payment.

[Cancel](#) [OK](#)

Step 10: System will show the details of payment information. Select a payment mode to proceed. You are encouraged to use **S Pay Global** to make payment to support Sarawak Government eWallet initiatives.

Payment Confirmation

Bill Type	Reference No.	Total Amount
1 Padawan Municipal Council: Council Miscellaneous Bill	MR20240129000001	30.00
2 Padawan Municipal Council: Assessment Bill	3228023	187.55
You have 2 bill(s) to pay		Total (RM) 217.55

Please proceed to payment within 5 minutes or cart item will be cancelled.

Choose a Payment Method

You are encouraged to use Sarawak Government eWallet - **S PAY GLOBAL (formerly as SARAWAK PAY)** to enjoy Cash Rebate.

Step 11: Select a mode of payment and the system will redirect you to the payment page. Select a bank and click the Continue button to proceed to the payment confirmation page.

Select Bank

Confirm Payment

Payment Status

Select a Payment Channel

Personal Banking

SBI Bank A B2C

* Please ensure that pop-up blocker is disabled. ePayNOW may open a new window to your internet banking page. (Click here for procedure to disable pop-up blocker).

Continue

Cancel

Step 12: To proceed, click on the Continue button. You will then be redirected to the bank's login page to proceed with the payment.

Select Bank

Confirm Payment

Payment Status

Payment Details

Service Fee (MYR)	0.00
Bill Amount (MYR)	2,617.25
Total (MYR)	2,617.25
Payment Reference	U241UD10100020
Payment Date/Time	30/01/2024 15:45:52
Bank	SBI Bank A B2C (via FPX Personal Banking)
Email	[REDACTED]

* Kindly print out this page for future reference.
* Please click on Continue button to complete your payment transaction at bank site.

Step 13: After successfully completing your payment, click on the "Click Here to Complete Your Transaction" button to finalize the process.



Select Bank Confirm Payment Payment Status

SiliconNet Technologies Sdn. Bhd. (394813-H)
LG12, Lower Ground Floor, Mall 2, CityOne Megamall, Jalan Song, 93050 Kuching, Sarawak.
SST Reg. No. : Y60-1808-31021715

Payment Acknowledgement

Service Fee (MYR)	0.00
Bill Amount (MYR)	5.00
Total (MYR)	5.00
Payment Reference	U241UD10101070
Payment Date/Time	30/01/2024 15:53:42
Bank	RHB Bank (via FPX)
Bank Reference No	2401301553470290
Status	APPROVED

Your payment is successful. Thank you for using PayBillsMalaysia.

[Print](#) [Click Here to Complete your Transaction](#)

Step 14: You will be redirected to the payment successful page. Click the Print Receipt button, and the receipt will be displayed for your reference.

 [Home](#) [About Us](#) [Services Directory](#) [Payment](#) [Agency Directory](#)

Home > Bill Enquiry & Payment

Payment Successful

Payment Date	30 January 2024 03:54 PM
Reference No.	U241UD10101070
Total Amount Paid (RM)	5.00

Thank you for using our service. Your payment of RM5.00 has been received. Your account will be updated within ONE(1) day.

[Print Receipt](#) [Make New Payment](#)

Guidelines on Application for Form G(1) for Vacant Land

1.1. Introduction

The new amendment to the Local Authorities Ordinance, 1996, Section 87A stated that the Registrar or Assistant Registrar of the Land and Survey Department shall not register any documents evidencing a dealing affecting any rateable holding unless it is accompanied by a Certificate of Clearance of Indebtedness issued by the local authority having jurisdiction in respect of the holding.

This procedure is to ensure that the Certificate of Clearance of indebtedness Form G(1) is issued by the local authority only upon payment of all rates and dues in relation to the holding and within a time frame of 3 working days with a fee of RM30.00.

If the application for Form G(1) is made during:

- January to May: 1st half year assessment rate bill must be paid
- June to December : 1st half and 2nd half year assessment rate must be paid

Where the assessment rate billing for the property is on a yearly basis; the whole year rate must be paid.

The property has no legal action and not caveated by the Local Council.

2.0 Who can apply?

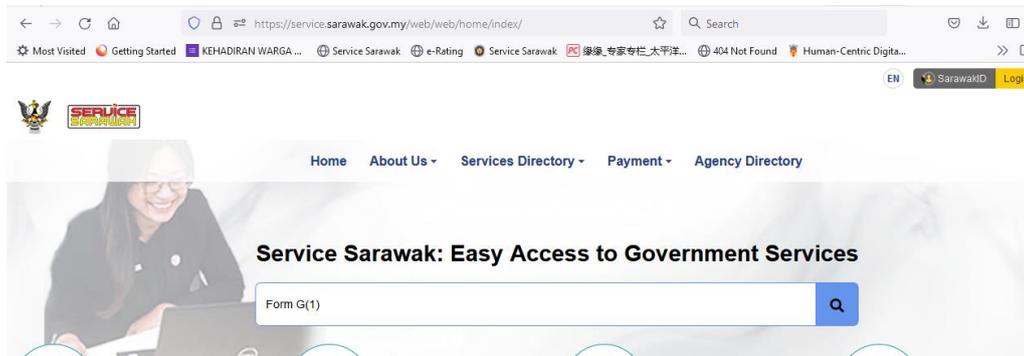
- i. Owner / joint owner.
- ii. Solicitor acting on behalf of owner.

3.0 What will you need?

- i. Proof of ownership - Land Title / Extract of Title / Print out Title.
- ii. Site plan (for vacant land only).
- iii. Letter from solicitor if the application is done by solicitor.

4.0 How to access the services?

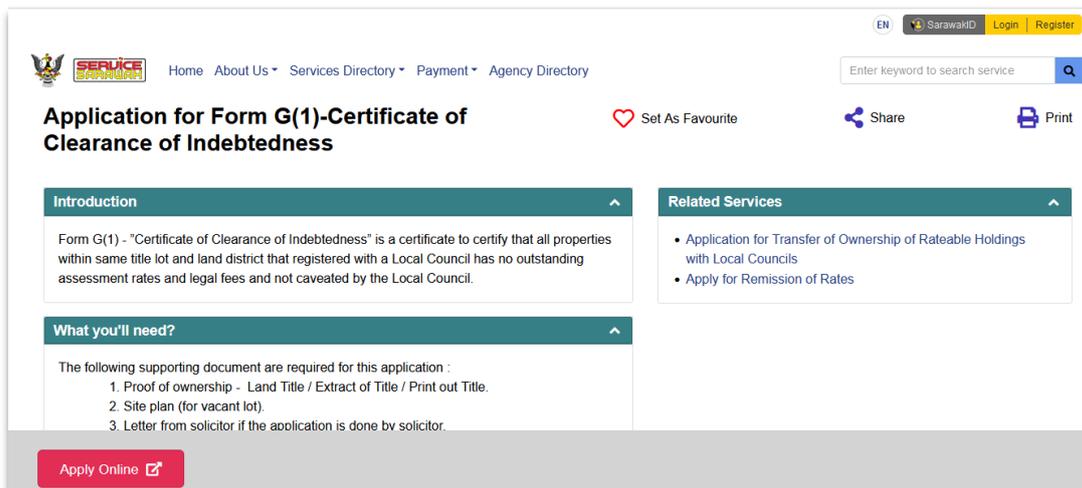
4.1 Open a browser, enter the URL <https://service.sarawak.gov.my>. Then enter keyword "Form G(1)" to search for the service.



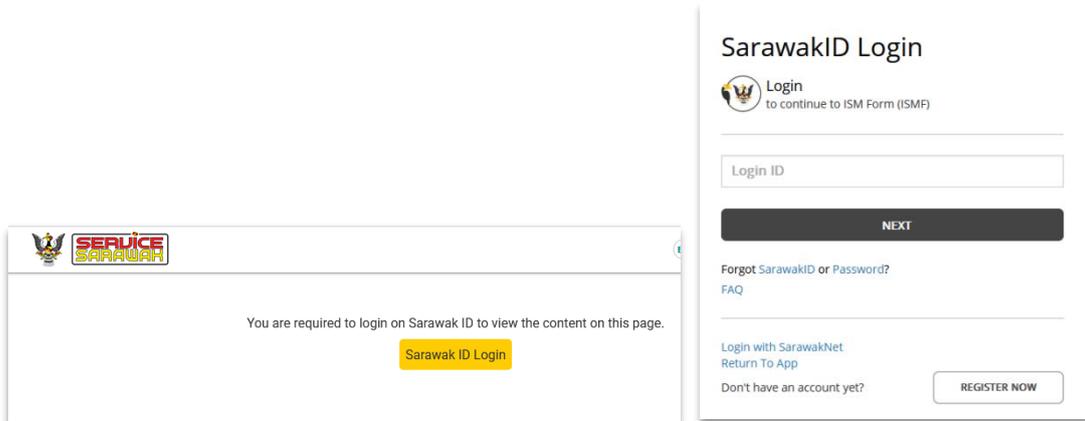
4.2 Click the service link on the search result:



4.3 Read the service information then click 'Apply Online'



4.4 System will prompt login if you have yet login before, if you do not have account, click “Register Now” to register an account:



5.0 Guide on form filling for solicitor who apply on behalf of owner

Step 1: Select a local authority. Then select ‘Solicitor’ under the Type of Applicant. Tick on the ‘Vacant Land’ checkbox then click OK button to proceed.

Application for Form G(1) (CERTIFICATE OF CLEARANCE OF INDEBTEDNESS)

The image shows a form for 'Application for Form G(1) (CERTIFICATE OF CLEARANCE OF INDEBTEDNESS)'. The form has three main sections: 'Local Authority*' with a dropdown menu showing 'Padawan Municipal Council'; 'Type of Applicant*' with a dropdown menu showing 'Solicitor'; and 'Vacant Land' with an unchecked checkbox. Below the form is a confirmation dialog box with a yellow warning icon and the text 'Confirm to proceed with application of Form G(1) for Vacant Land ?'. The dialog box has 'Cancel' and 'OK' buttons.

Step 2: The requester information will be auto populate / retrieved from the profile of user who login. Fill the rest of field mark with “*”.

Requester Information ▾

Company Name*

Company Registration No.*

Relationship to Owner*

Name*

IC No.*

Position in the Company

Company Contact no. (Mobile/Office/Fax)- either one*

Office

Step 3: Scroll down to the Property Information section and enter the all mandatory fields. Please refer to the land title.

Property Information ▾

Ref. No.

Title Lot of Rateable Holding*

Please select Land Type from the dropdown and enter the No. in Lot No.

Land Type*

Lot No.*

Sublot No.

Block (*)

Parcel

Section (*)

Land District*

Division*

Step 4: Continue to fill owner/rate payer information. The information are retrieved from Council's rate payer database. However, some mandatory information may not be available in database, please make sure field mark with "*" are all filled.

Owner/ Rate Payer Information

Name *

IC No. *

Old IC No.

Email

Contact no. (Home/Mobile/Office/Fax)- either one *

Step 5: Upload all the supporting document marked with "*". If you are from the solicitor/ legal firm, you are required to upload the application letter/form from solicitor.

Supporting Documents

Document(s) must be attached in .jpg,.png,.bmp,.gif or .pdf formats.
- Please avoid space and special characters in file name (Ex: !@\$%^&*?><).
- File name including extension must be in letters or numbers and not exceed 30 characters.
- Each file must not exceed 10 megabytes (MB) in size.

Proof of ownership (Land Title/ Extract of Title/ Print out Title) *

SITE PLAN (ESPECIALLY FOR VACANT LAND)

Application letter/form from Solicitor

Step 6: Read all conditions/statement and "tick" the check box to proceed if you agreed with the conditions.

Condition

I test, 123 (the representative) hereby declared that I have been consented by CHIENG HOP SING, 820120-13-5107, (the owner) of this property to perform this application and fully responsible to any liability of this submission.

I agreed that this application only valid with following conditions:
- All the relevant charges imposed by Local Authority before and after this form submission (if any) are paid;
and
- All the information contained in this form and any attachments submitted are true, valid and complete.

Step 7: Then system will show the application has been successfully submitted.



Application for Form G(1) (CERTIFICATE OF CLEARANCE OF INDEBTEDNESS)

Your LA20240131_000003 has been successfully submitted.

Reference No.: LA20240131 000003

Local Authority: PADAWAN MUNICIPLE COUNCIL

Date/Time: 31 Jan 2024 16:55

Progress status can be viewed in Public / Corporate Workspace under Application Status.