

CUSTOMER'S NAME

A. MANDATORY DOCUMENTS (APPROVAL)☐ **Photocopy of MyKad (2 copies)**

- ☐ Details is readable & image is viewable
- ☐ Document Original sighted (by Sales Personnel)

☐ **Photocopy of Other ID (Army/Police) (2 copies)**

- ☐ Details is readable & image is viewable
- ☐ Document Original sighted (by Sales Personnel)

☐ **Retirement Option Letter (age 45 years old & above)**

- ☐ 1 Original
- ☐ 1 Photocopy

☐ **Transfer letter (transfer date < 6 mths from application date)**

- ☐ 1 Original
- ☐ 1 Photocopy

☐ **Saving account passbook/Statement (2 copies)**

- ☐ Applicant's Name
- ☐ Account number readable
- ☐ Verified by respective Bank officer

☐ **Latest Redemption statement (if any)**

- ☐ Details is readable
- ☐ Valid / Complete (account no & expiry date (if any))

☐ **AMLA Check**☐ **PEP Check**

- ☐ KYC Form only (no match/name match < 100%)
- ☐ KYC Form & IWD (name match @ 100% but -ve match)
- ☐ KYC Form, IWD & EDD (name match @ 100% but +ve match)

☐ **Product Disclosure Sheet**

- ☐ Correct Product & Latest version
- ☐ Applicant's Name, MyKad no, signature & dated
- ☐ Sales Name, Staff ID, MyKad no & signature

☐ **Original Terms & Condition**

- ☐ to be initial by Applicant on each pages
- ☐ Applicant's Name, MyKad no, signature & dated

☐ **Wasiat (If any)**

- ☐ Wasiat Form
- ☐ Photocopy of MyKad

☐ **Original Application Form (NEW)**

- ☐ Complete form - all column must be filled up
 - ☐ Product Code - correct option box to be tick
 - ☐ Facility details (Financing amount & Payment period)
 - ☐ Purpose of Financing applied
 - ☐ Personal details (Email address is mandatory)
 - ☐ Spouse details
 - ☐ Residential details (Mobile Phone no is mandatory)
 - ☐ Employment details
 - ☐ As per Occupation listing in My1Portal
 - ☐ Employment sector
 - ☐ As per Occupation listing in My1Portal
 - ☐ Personal Security Reference details
 - ☐ Emergency Contact Person details
 - ☐ Financing Transactions and Exposures with Connected Parties
 - ☐ Financial Obligation Self-Declaration
 - ☐ Financing Disbursement Account details
 - ☐ Correct product option box to be tick
 - ☐ RHB/Non RHB - Saving Account no
 - ☐ Settlement Instruction details
 - ☐ Authorization of Making Payment Deduction from Disbursement
 - ☐ Applicant's name & signature

☐ **Debiting of Account with RHB Bank Berhad**

- ☐ to be initial by Applicant

☐ **Purchase Order and Undertaking**

- ☐ Fill in Purchase price (Financing amount applied)
- ☐ to be initial by Applicant

☐ **RHB Islamic Bank Appointment as Agent**

- ☐ to be initial by Applicant

☐ **Credit Reporting Agencies (CRA) Consent Declaration**

- ☐ to be initial by Applicant

☐ **Privacy Notice**

- ☐ to be initial by Applicant on each pages

☐ **Consent for Cross Selling, Marketing or Promoting Products/Services**☐ **Declaration**

- ☐ Applicant's Name, MyKad no, signature & dated

☐ **Shariah Compliance Checklist**

- ☐ Sales Name & Staff ID

Please tick (/)

	NEW
	REFINANCING

B. INCOME DOCUMENTS (APPROVAL)☐ Latest 3 months payslip

- ☐ 1 set original + 1 set photocopy
- ☐ Min gross Income RM2,000
- ☐ Payslip reflect income details (name, salary, month)
- ☐ Document original sighted (by Sales Personnel at photocopy set)
- ☐ Verified by Authorized person (Employer)

☐ Latest Employee Confirmation Letter *(sample in My1Portal)*

- ☐ 1 original + 1 photocopy
- ☐ Employer letterhead
- ☐ Validity within 3 months
- ☐ Employment status under Permanent basis
- ☐ Signed by authorized person (employer)

☐ Dividend Income (ASB / Tabung Haji)

- ☐ Updated ASB passbook/UTS screen
- ☐ Updated Tabung Haji passbook

☐ Rental Income

- ☐ Valid (6 months) stamped tenancy agreement
- ☐ 3 / 6 months rental crediting bank statement

☐ Original Surat Kebenaran Potongan Gaji / BPA Form 1/79

- ☐ 1 set original + 1 set photocopy
(do not use liquid paper / correction tape, puncture & staple)
- ☐ Must use "BLACK" ink ball pen
- ☐ **Bahagian 1 - Untuk Kegunaan Organisasi**
 - ☐ Applicant's Name & ID No
 - ☐ Kod Jabatan, Pusat Bayaran, No Gaji/No Pekerja
 - ☐ Nama & Alamat Majikan *(as per Employee Confirmation Letter)*
 - ☐ No telefon, Nama Bank & No Akaun *(Salary Account)*
 - ☐ Kod Organisasi **(WL571)**

☐ Bahagian 2 - Pengakuan & Maklumat Anggota Organisasi

- ☐ Applicant's Name & ID No
- ☐ Applicant's Signature
- ☐ Witness Name, MyKad No, Date & Signature
(no stamp / chop, only in handwriting) - by Sales Personnel

☐ Bahagian 3 - Pengesahan Majikan

- ☐ Employer's Name, Position & Date
- ☐ Compulsory signature & chop by Applicant's employer
(details as per Employee Confirmation letter)

C. REMARKS & ACKNOWLEDGEMENT - FOR SALES PERSONNEL**DECLARATION**

I hereby declare that I have personally interviewed this customer, sighted the original copies of the mandatory documents and simultaneously obtained the photocopies of the original documents. All information provided above is truthful and trustworthy.

PREPARED BY**CHECKED BY**

Name :
Staff ID :
Date :

Name :
Staff ID :
Date :

D. REMARKS & ACKNOWLEDGEMENT - FOR RCUB USED ONLY**PROCESSING BY**

Name :
Staff ID :
Date :