



**PERSATUAN PEMAJU PERUMAHAN DAN HARTANAH SABAH**  
**沙巴房地產發展商公會**  
**Sabah Housing And Real Estate Developers Association**

**INSTRUCTIONS ON MEMBERSHIP APPLICATION PROCEDURE**

**ELIGIBILITY**

Membership of the Association is opened to any person, company, firm or corporation who has obtained a licence issued pursuant to the Trades Licensing Ordinance (Ordinance No. 16 of 1948) to carry on the business as Housing or Real Estate Developers is eligible for membership of the Association which is unlimited in number provided that such company shall have a business office in Sabah.

**CONDITIONS**

- I. Kindly complete the particulars in the appropriate section of the Membership Application Form.
- II. Please enclose the following documents upon submission of your application:-
  1. Certified true copy of a valid Trading Licence;
  2. Certified true copy of Housing Developer's Licence and Advertisement & Sale Permit (if any);
  3. Certified true copies of Form 24, Form 49 and Certificate of Registration of Company (for limited Co.);
  4. Photocopied NRIC of representative(s);
  5. Certification of Paid-up Capital (*a minimum of RM250,000.00*);
  6. Property owned, if any (project brochures);
  7. Membership Application shall be signed by any one (1) Director of the Company in accordance to their Form 49 in its own company's letterhead (refer to *Sample A* attached); and
  8. New Ordinary Membership Application Total Fees is RM6,000.00 being
 

(i)	Entrance Fee	RM3,000.00
(ii)	Subscription Fee	RM1,000.00
(iii)	Building Fund	RM2,000.00

 (*The above sum is Refundable if the application is unsuccessful*).
  9. Renewal of Annual Membership Subscription Fee including Building Fund is RM1,100.00 being
 

(i)	Subscription Fee	RM1,000.00
(ii)	Building Fund	RM 100.00

**NOTES:**

Annual Subscription Fee for membership is due and payable in January for each current year.



## PROJECT DETAILS

### SECTION A: DETAILS OF CURRENT & ON GOING PROJECTS

Name of Project & Location (Commencement Date and Expected Completion Date)	Approval No.	Total Land Area	Total No. Of Units	Type of Development (No. of Units)			
				Residential	Commercial	Industrial	Others

### SECTION B: COMPLETED PROJECTS

Name of Project & Location	Total Land Area	No. of Units	Date Commenced & Date Completed

### SECTION C: PROJECT UNDER PLANNING / SUBMITTED FOR PLANNING APPROVAL

Name of Project & Location (Expected Commencement and Completion Dates)	Total Land Area	No. of Units	Type of Development



## MEMBERSHIP APPLICATION FORM

### A. COMPANY/PARTNERSHIP

I. Name of Company/Partnership : \_\_\_\_\_  
 Registered Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Business Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Correspondence Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No(s). : \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail : \_\_\_\_\_  
 Website : \_\_\_\_\_  
 Paid Up-Capital as at \_\_\_\_\_ : RM \_\_\_\_\_  
 Date of Formation of Company : \_\_\_\_\_

II. Names of Representative and Alternate Representative of Company/Partnership. Please attach photocopied NRIC of representative(s).

#### Representative:

Name : \_\_\_\_\_  
 NRIC No. : \_\_\_\_\_ Sex : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Mobile No : \_\_\_\_\_

#### Alternate Representative:

Name : \_\_\_\_\_  
 NRIC No. : \_\_\_\_\_ Sex : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_

### B. INDIVIDUAL PERSON/SOLE PROPRIETORSHIP

Name of Application : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Mobile No. / Telephone No. : \_\_\_\_\_ / \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 NRIC No. : \_\_\_\_\_ Sex : \_\_\_\_\_



**C. PROPOSER & SECONDER**

The proposer and seconder must be Sabah Housing And Real Estate Developers Association's [formerly Sabah Housing Developers' Association (1992)] member companies.

**I. PROPOSER:**

We, \_\_\_\_\_ (Name of Company)  
hereby propose the above application for membership.

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Mobile No : \_\_\_\_\_ (Company Chop)  
Membership No: SHAREDA/\_\_\_\_\_

**II. SECONDER:**

We, \_\_\_\_\_ (Name of Company)  
hereby second the above application for membership.

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Mobile No : \_\_\_\_\_ (Company Chop)  
Membership No: SHAREDA/\_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Date of Approval of Membership : \_\_\_\_\_
2. Membership No. : SHAREDA/\_\_\_\_\_
3. Remarks for non-approval (if any) : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY-GENERAL

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Applicant's Company Letterhead  
" **SAMPLE A** "

Ref : .....

Date : .....

To: Hon. Secretary-General  
Sabah Housing And Real Estate Developers Association  
Lot 1-3(F), 3<sup>rd</sup> Floor, Beverly Hills Plaza, Jalan Bundusan, 88300 Kota Kinabalu  
P. O. Box 15405, 88863 Kota Kinabalu

Dear Sir / Madam

**DECLARATION**

I/We, the undersigned with my/our designation described below, hereby apply to be an Ordinary member of Association and, if admitted, agree to abide by the Constitution and Rules of the Association.

I/We hereby declare both on behalf of the company and in our personal capacities that save as disclosed to you together with this letter, **that this company, its officers and members have not directly or indirectly been in control of, or involved in any capacity in a development project that has been abandoned.**

We enclose herewith Cheque No. \_\_\_\_\_ for the sum of RM6,000.00 being payment of entrance fee, subscription fee and building fund for the year \_\_\_\_\_ which is refundable if the application is unsuccessful.

Yours faithfully

\_\_\_\_\_  
Signature

Name : \_\_\_\_\_

NRIC No : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Designation: Director

Company Chop: