

## **OUTSOURCING SALES PARTNER**

### **SERVICES**

#### **1. SCOPE OF WORKS**

(ii) The Scope of Works in relation to the Project shall be the following:

**a. Registration**

Outsourcing partner(s) shall be responsible to source for potential homebuyers for PR1MA homes through sales events i.e. roadshows, printing and distribution of flyers/brochures, etc. The cost for these sales events shall be solely borne by the outsourcing partner(s).

To assist potential PR1MA homebuyer(s) to register as PR1MA Registrants through the PR1MA Registration Portal (Website or Mobile Application). The potential homebuyers must fulfil the PR1MA eligibility criteria listed in PR1MA website ([www.pr1ma.my](http://www.pr1ma.my)). The outcome of a successful registration is a valid PR1MA Registration ID for the homebuyer.

**b. Credit Rating Check**

Wherever necessary, to work with relevant institutions and ensure the potential PR1MA homebuyer(s) are cleared of any issues related to CCRIS, PTPTN, bankruptcy, etc.

**c. Loan Eligibility**

Wherever necessary, to work with PR1MA appointed financial institutions to assess the loan eligibility for potential PR1MA homebuyer(s).

**d. Unit Selection**

To assist eligible PR1MA homebuyers to choose PR1MA projects and unit as assigned under the outsourcing agreement.

e. **Sales Documentation**

PR1MA is responsible to capture the sales in PR1MA Sales Portal and issue Letter Offer-to-Purchase (OTP) to purchaser(s). With the Letter OTP, the outsourcing partner(s) shall assist the potential PR1MA homebuyer(s) to compile the required sales documentation for loan submission to PR1MA appointed financial institutions.

f. **Loan Submission**

Wherever necessary, to assist the potential PR1MA homebuyer(s) to submit the sales documentation for loan processing to PR1MA appointed financial institutions.

g. **Loan Acceptance**

To follow-up with financial institutions and ensure the loan approval offer letter is signed and accepted by the PR1MA homebuyer(s).

h. **SPA Signing**

To assist PR1MA homebuyer(s) that has signed and accepted the loan approval offer letter to sign Sales & Purchase Agreement (SPA) with PR1MA's appointed SPA lawyers. The outsourcing partner(s) shall also follow-up with PR1MA SPA lawyer until the SPA is duly executed.

For government loan, the outsourcing partner(s) shall assist the PR1MA homebuyer(s) to sign SPA and follow-up with PR1MA SPA lawyer until the SPA is executed.

i. **SPA Execution**

To assist PR1MA homebuyer(s) that has signed and accepted the loan approval offer letter to sign and execute the Sales & Purchase Agreement (SPA) with PR1MA SPA lawyer.

j. **LPPSA Submission (for Government Loan)**

To assist potential PR1MA homebuyer(s) who are applying for government loan to submit the necessary document for LPPSA application.

**k. LPPSA Loan Acceptance (for Government Loan)**

To follow-up with LPPSA PR1MA homebuyer(s) on the LPPSA loan approval and ensure the LPPSA loan approval offer letter is signed and accepted by PR1MA homebuyer(s).

Note:

- The cost for local roadshows and sales events, including printing of sales brochures shall be borne by the outsourcing partner.
- PR1MA need to verify all sales artwork before it is being distributed out by the outsourcing partners.

**2. SUCCESSFUL SALES**

Successful sales is defined as SPA Executed (for conventional/SPEF) and 1<sup>st</sup> Loan disbursement (Government Loan).

**3. PAYMENT**

Payment of outsourcing fee is based on SUCCESSFUL SALES and shall be as follows:

- a. For Normal/SPEF/Govt Loan: 50% upon SPA execution and 50% upon 1<sup>st</sup> disbursement
- b. For Cash Buyer: 50% upon SPA Execution and payment of 10% deposit. Balance 50% upon 1<sup>st</sup> Progress Payment.

**Notes to Outsourcing Partner:**

1. Outsourcing Partner to propose the outsourcing fee based on successful sales to PR1MA. The fee is based on % against the GDV inclusive of government taxes, if any.
  - a. % of GDV is sales comes from Sales Partner namelist
  - b. % of GDV if sales comes from PR1MA Namelist (after POD)
2. Appointment shall be for period of **6 months with option to renew for another 6 months** based on performance review.
3. All artwork or flyers or advertising materials produced by outsourcing partners need to be approved by PR1MA prior to public circulation.