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| No | Print Code | Document | ✓ | To-do |
| 1 | A1 | Agreement – Grey  Front & Back (Page 1, 2, 5 & 6) |  | 1. Print Agreement 2. Customer to initial on every page 3. Customer & witness to sign on the last page |
| 2 | A1 | Agreement – White  Front & Back (Page 1, 2, 5 & 6) |  |
| 3 |  | Terms and Conditions – Grey (Page 3 & 4) |  | 1. Customer to initial on both sides of the terms and conditions 2. Insert terms and conditions into the agreement (A1) |
| 4 |  | Terms and Conditions – White  (Page 3 & 4) |  |
| 5 | 2nd P1 | 2nd Schedule Part 1 (White & Green) – Carbonized |  | 1. Print from 2nd P1 2. Customer to sign |
| 6 | 2nd P2 | 2nd Schedule Part 2 (White & Green) – Carbonized |  | 1. Print from 2nd P2 2. Customer to sign |
| 7 | AR | Acceptance receipt |  | 1. Print from AR 2. Fill in “today’s” date 3. Customer to sign |
| 8 | RVRC | Retention of vehicle registration card letter |  | 1. Print from RVRC 2. Customer to sign |
| 9 | CCF | Customer Consent Form |  | 1. Print from CCF 2. Customer to sign |
| 10 |  | Borang Akuan |  | 1. Fill in vehicle number 2. Customer to sign 3. Customer to provide thumb print |
| 11 |  | JPJ K3 (2 copies) |  | 1. Fill in vehicle number 2. Customer to sign |
| 12 |  | Letter of undertaking |  |  |
| 13 |  | Invoice |  |  |
| 14 |  | Insurance |  |  |
| 15 |  | Copy of the Hirer’s IC |  | Please ensure it is a clear copy |
| 16 |  | Copy of the proof of mailing address |  |  |
| 17 |  | Copy of the proof of income |  |  |
| 18 |  | Original & Copy of vehicle registration card |  | Please ensure that the road tax is photocopied together with the registration card. |
| 19 |  | Approval Slip from FCC |  |  |