



# Carol Tan

**Pusaka Service Agent**  
遗产助理

## Pusaka Kecil Made Easy

✓ We handle the forms, submissions & follow-ups for you!

“我们为您处理表格、递交与跟进！”



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# SET 1

## Submission Checklist

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### DECEASED'S & BENEFICIARIES' DOCUMENTS

#### 死者及受益人文件

##### Deceased's Documents 死者文件

- Death Certificate 死亡证书
- NRIC (front & back) 身份证
- Birth Certificate 报生纸
- Marriage Certificate 结婚证书

##### Beneficiaries' Documents 受益人文件

- NRIC (front & back) 身份证
- Birth Certificate 报生纸
- Death Certificate (If any)  
死亡证书 (如有)

Beneficiaries include: Spouse, children, parents (if still alive)  
受益人包括: 配偶、子女、父母 (如仍然在世)

### ESTATE DOCUMENTS

#### 遗产文件

##### Properties 不动产

- Geran 地契
- TNB/ Water Bill 水电单
- Cukai Tafsiran/ Cukai Pintu  
地税

##### Business 生意

- SSM 生意注册

##### Bank / Unit Trust / EPF / ASNB 银行/信托基金/公积金/ASNB

- Passbook / Bank Statement 账单

##### Vehicle 车辆

- Vehicle Ownership Document  
(Geran) 车卡

# SET 2

## Submission Checklist

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### LEGAL DOCUMENTS (PREPARE BY ME) 法律文件（由我准备）

- Borang A (Small Estate Application Form)
- Statutory Declaration
- Consent Letters from all heirs
- Renunciation Letter (if required)
- DDA
- Carian Rasmi (Land Office Search)
- Attestation before Commissioner for Oaths
- Application submission
- Follow-up for outstanding documents

### Our Services 我们的服务

Scope and authority 范围与权限.



Semenanjung Malaysia  
(West Malaysia)西马 Only



Estate Value 遗产价值  
少于 < RM 5,000,000



根据法律分配遗产 或 受益人们遗产分配达成共识  
Distribution according to the law or  
Peaceful distribution to beneficiaries

# Small Estate Process (Step 1—10)

- 1 — Client prepares SET 1 (Deceased, Beneficiaries, Assets)
- 2 — We prepare SET 2 legal forms (Permohonan Pentadbiran / Pembahagian Harta Pusaka Kecil )
- 3 — **Signing + Commissioner for Oaths.**
- 4 — Submission SET 1 & 2 to Pejabat Pusaka
- 5 — Pejabat Pusaka reviews application.  
We follow up for pending documents until approval.  
Once approved → wait 3—6 months for hearing date  
(Depending on Magistrate / Pusaka Office).
- 6 — **All beneficiaries attend Hearing at Pejabat Pusaka**  
FORM DDA prepared by us.
- 7 — Pay Surat Perintah Fee to Pejabat Pusaka Kecil.  
(Fee varies depending on estate/property value).
- 8 — Pejabat Pusaka issues the Surat Perintah (2—3 months).
- 9 — Submit Surat Perintah & Old Geran to Pejabat Tanah.
- 10 —Collect new Geran (New title issued with updated ownership).

Expected Completion Date:

**6~9 months Upon Submission**

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# 遗产处理流程 (步骤 1—10)

- 1 — 客户准备 SET 1 (逝者资料、受益人资料、资产资料)
- 2 — 我们准备 SET 2 法律表格 (小遗产管理/分配申请表):  
Permohonan Pentadbiran / Pembahagian Harta Pusaka Kecil)
- 3 — 客户签署文件 + 在宣誓官面前认证
- 4 — 提交 SET 1 & SET 2 至遗产办公室 (Pejabat Pusaka)
- 5 — 遗产办公室审核申请, 我们会跟进所有待补文件直到获批  
批准后 → 等候 3—6 个月安排听证日期  
(时间依据推事/遗产办公室决定)
- 6 — 所有受益人到遗产办公室出席听证会  
DDA 表格由我们准备
- 7 — 支付法庭令 (Surat Perintah Fee) 给小遗产办公室  
(费用依据遗产/资产价值而定)
- 8 — 遗产办公室签发 (Surat Perintah) (约 2—3 个月)
- 9 — 递交 Surat Perintah 及旧地契到土地局 (Pejabat Tanah)
- 10 — 领取新地契 (新产权将更新为正确的继承人/受益人)

预计完成日期

提交后预计 6—9 个月

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