**CONVEYANCE LOAN** Role: Department Endorser



This module is an online application process of managing Conveyance Loan in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Department Endorser to Endorse / Rework / Reject Conveyance Loan application:

In SAP Fiori, click on Application Endorsement tile	In <b>CL Endorsement Page</b> select application with <b>Submitted</b> status
Home •       weyance Loan Employee     Conveyance Loan Guarantor     My Notification     Conveyance Loan Endorsement       Application     Endorsement       Conveyance Loan     Endorsement       Conveyance Loan     Endorsement	CL24 SUBMITTED Submission Date :
Ensure that the <b>required</b> application details are correct	Select Supporting Attachment icon
I. Employee Details     II. Contact Details     III. Employment Details	Conveyance Loan Endorsement Part Transaction Id: CL24 Application Status : SUBMITTED () @ 2 () () () () () () () () () () () () ()
IV. Application Details     V. Vehicle Information     VI. Guarantor Details	Click <b>Display</b> button to view supporting documents
Select <b>Application Notes</b> icon to view notes	Select Application Historical Data icon to
previously entered.	view previous status
Conveyance Loan Endorsement Page	Conveyance Loan Endorsement Pag Transaction Id: CL24 Application Status : SUBMITTED
i) @ <sup>2</sup> ( <sup>6</sup> ) <sup>3</sup>	
Tick <b>Declaration</b> checkbox	Click Endorse button
Consta husic butic baterandan uand zaus tumuhan datam ini adatah banar. Bia zaus didanati	







## **Rework Conveyance Loan Application**

In SAP Fiori, click on Application Endorsement tile	In CL Endorsement Page, select application with Submitted status
Whene >         Conveyance Loan Employee       Conveyance Loan Guarantor       My Notification       Conveyance Loan Endorsement         Application       Endorsement       Conveyance Loan       Endorsement         Conveyance Loan       Endorsement       Endorsement	CL24 SUBMITTED Submission Date :
Ensure that the <b>required</b> application details are correct	Select Attach icon
I. Employee Details         II. Contact Details         III. Employment Details	Conveyance Loan Endorsement Page Transaction Id: CL24 Application Status : SUBMITTED
<ul> <li>IV. Application Details</li> <li>V. Vehicle Information</li> <li>VI. Guarantor Details</li> </ul>	Click <b>Display</b> button to view supporting documents
Select Application Notes	Select Application
icon to view notes from applicant	Historical Data icon to view previous status
Conveyance Loan Endorsement Page Transaction Id: CL24 Application Status : SUBMITTED	Conveyance Loan Endorsement Page Transaction Id: CL24 Application Status : SUBMITTED
	i $O$ <sup>2</sup> $O$ <sup>2</sup>
Tick <b>Declaration</b> checkbox	Click <b>Rework</b> button
Declaration	

	Segala butir-butir keterangan yang saya turunkan dalam ini adalah benar. Jika saya didapab yang palsu, mengelirukan atau tidak tepat, saya mengaku bahawa saya boleh dikenakan tind pendakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib di b berkaitan dengan kelakuan dan tatatertib pegawai-pegawai kerajaan.
	Jika didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Per menarik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan me mungkin telah dibuat.



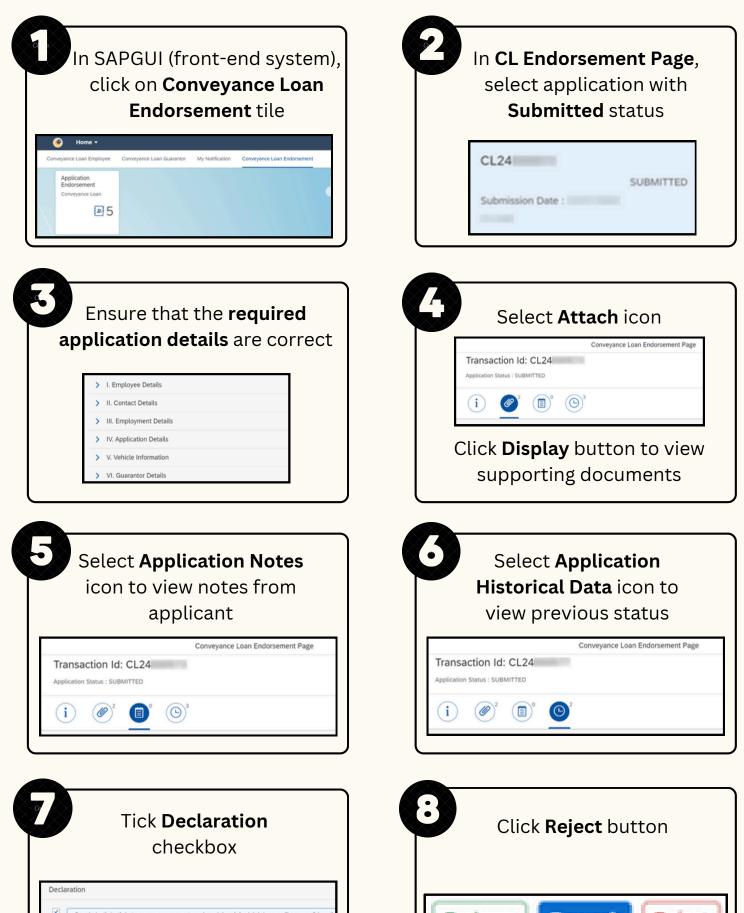




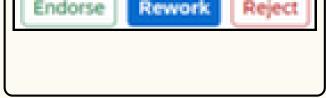




## **Reject Conveyance Loan Application**



	ndakwaan jenayah) dan jika berkenaan, saya juga boleh dikenakan tindakan tatatertib di b rkaitan dengan kelakuan dan tatatertib pegawai-pegawai kerajaan.
me	a didapati butir-butir keterangan adalah palsu, mengelirukan atau tidak tepat, Jabatan Per marik balik sebarang kelulusan yang diberikan berhubung dengan permohonan ini dan me ingkin telah dibuat.



Please refer to the **User Guide** for a step-by-step guide. **Conveyance Loan User Guide** is available on **SSM Info Website**:

www.jpa.gov.bn/SSM

