

CONVEYANCE LOAN

Role: Department Guarantor Endorser

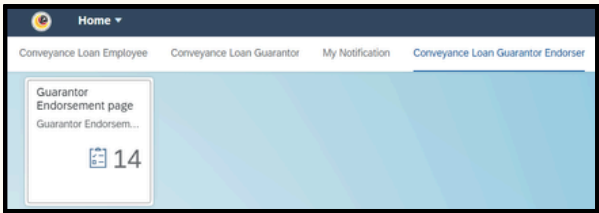


This module is an online application process of managing Conveyance Loan in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

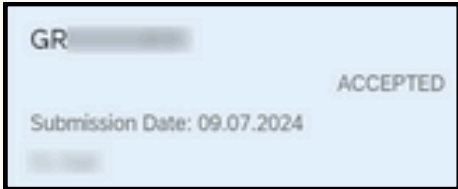
Below are the quick guide for Department Guarantor Endorser to Endorse / Reject Guarantor request:

Endorse / Reject Guarantor Request

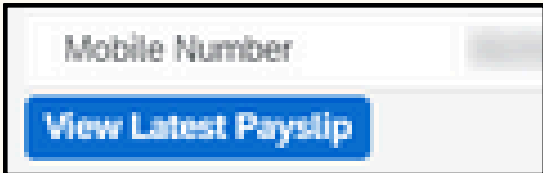
1 In SAPGUI (front-end system), click on **Conveyance Loan Guarantor Endorser** tile



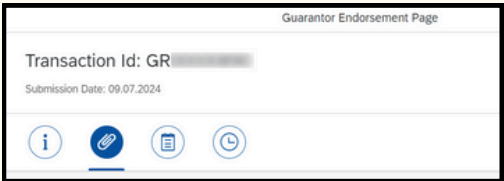
2 In **Guarantor Endorsement Page**, select application with **Accepted** status



3 Under **Section II. Guarantor Details**, review **Latest Payslip**

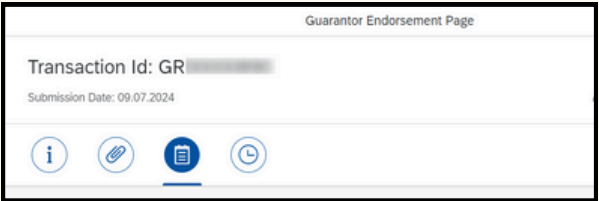


4 Select **Attach** icon

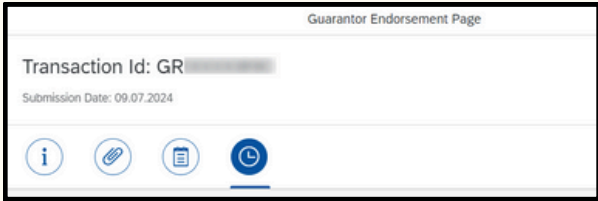


Click **Display** button to view supporting documents

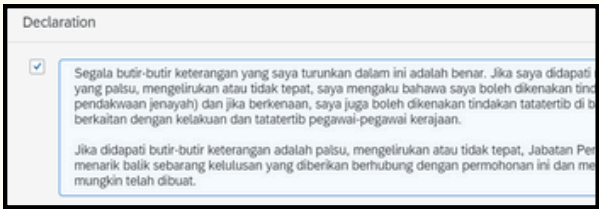
5 Select **Application Notes** icon to view notes from applicant



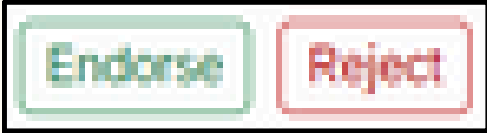
6 Select **Application Historical Data** icon to view previous status



7 Tick **Declaration** checkbox



8 Click **Endorse / Reject** button



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