

# CONVEYANCE LOAN

Role: Employee

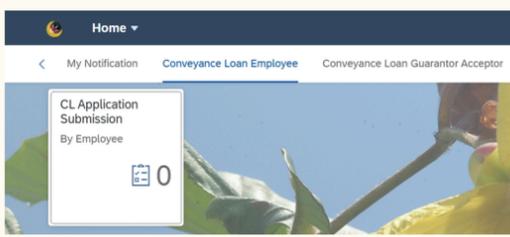


This module is an online application process of managing Conveyance Loan in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Employee to Submit / Edit Draft / Delete Conveyance Loan application:

## Submit Conveyance Loan Application

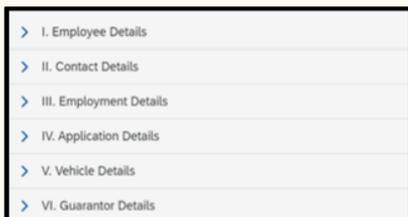
**1** In SSM Fiori, click on **CL Application Submission tile** under **Conveyance Loan Employee tab**



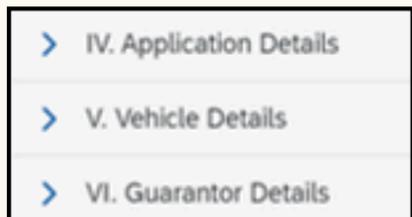
**2** In **Conveyance Loan Application Page**, click on **Add** button



**3** Ensure that the **required application details** are correct



**4** Under these **Sections**, fill in all the **required details**



**5** Select **Attach** icon



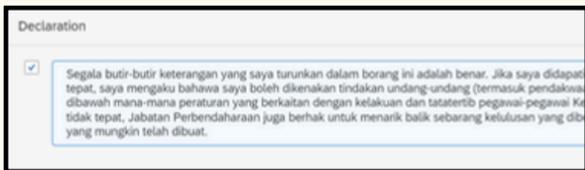
Click **Add (+)** icon to attach any supporting documents

**6** Select **Application Historical Data** icon

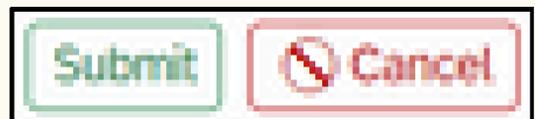


**Fill** in the notes field provided

**7** Tick **Declaration** checkbox



**8** Click **Submit** button



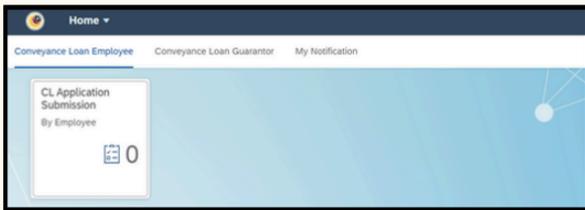
# CONVEYANCE LOAN

Role: Employee



## Edit Drafted Conveyance Loan Application

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



**2** In **CL Application Page**, select application with **Drafted** status



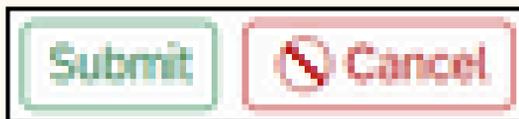
**3** Click **Edit** button



**4** Ensure that the **required application details** are correct

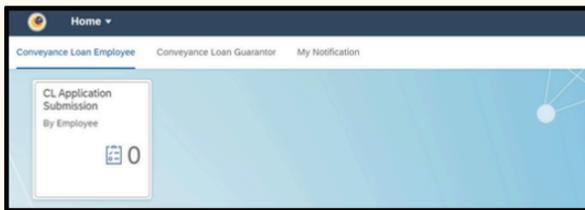


**5** Click **Submit** button

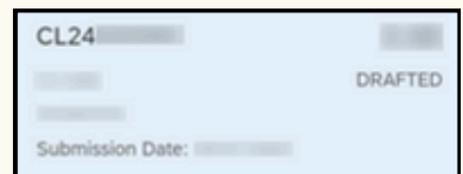


## Delete Drafted Conveyance Loan Application

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



**2** In **CL Application Page**, select application with **Drafted** status



**3** Click **Delete** button



**4** The **Delete** message will be displayed

Record deleted successfully

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](http://www.jpa.gov.bn/SSM)

# CONVEYANCE LOAN

Role: Employee

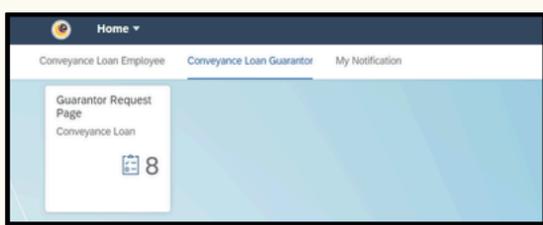


This module is an online application process of managing Conveyance Loan in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Employee to Submit Conveyance Loan request to Guarantor:

## Submit Conveyance Loan Request to Guarantor

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



**2** In **Conveyance Loan Guarantor Request Page**, click on **Add** button



**3** Under **Section I. Requestor Details**, fill in all the **required details**



**4** Tick **Declaration** checkbox



**5** Under **Section II. Guarantor Details**



Fill in **IC. No/Uniformed ID & Birth Date** of Guarantor

**6** Click **Search**



If **match**, system will auto-populate guarantor's detail to proceed with the request

**7** Select **Attach** icon

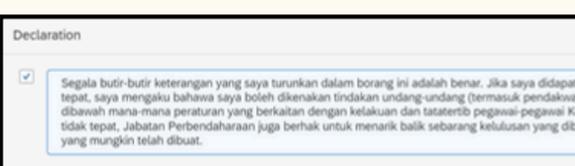


Click **Add (+)** icon to attach any supporting documents

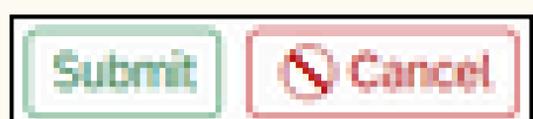
**8** Select **Notes** icon & fill in remarks (if any)



**9** Tick **Declaration** checkbox



**10** Click **Submit** 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](http://www.jpa.gov.bn/SSM)