

CONVEYANCE LOAN

Role: Guarantor

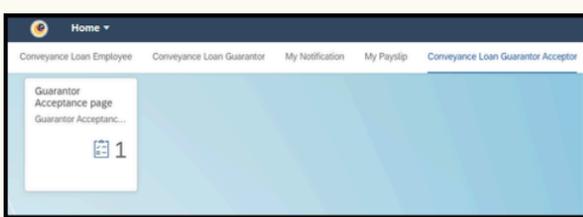


This module is an online application process of managing Conveyance Loan in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Guarantor to Accept / Reject request from employee:

Accept/Reject Conveyance Loan Request

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



2 In **Guarantor Acceptance Page**, select application with **Submitted** status



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

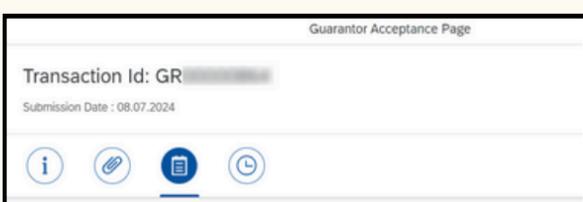


4 Select **Attach** icon

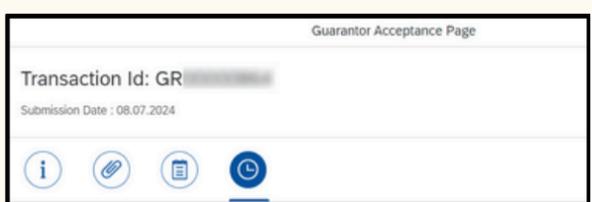


Click **Display** button to view supporting documents

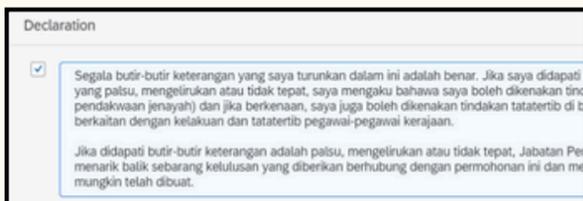
5 Select **Application Notes** icon to view notes from applicant



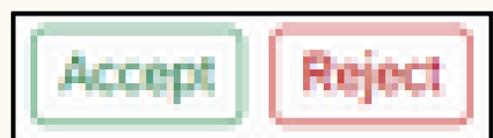
6 Select **Application Historical Data** icon to view previous status



7 Tick **Declaration** checkbox



8 Click **Accept/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