

Yang Di-Pertua:
Datuk Abd Hamid Bin Abu Bakar

Pendaftar:
R. Mahaletchumi



Pegawal Perkhidmatan
Telefon : 03-2288 8815
03-2288 8816
03-2288 8817
Fax : 03-2288 8819

E-mail: lppeh@po.jaring.my
Home Page: www.lppeh.gov.my

NOTIFICATION

Date : 16 July 2014

To : **ALL COURSE PROVIDERS**

Dear Sir/Madam

NEGOTIATOR'S 2-DAY COURSE

Further to our letter dated 29 May 2014, please be informed that the Board has decided to standardize the two (2) days course module for the negotiators registration exercise and the same to be adopted by all course providers.

Meanwhile, the Board has also decided that a validity period should be inserted in the certificate of attendance by the course providers. In this connection, the validity period shall be for only one year during which time the negotiators shall register with the Board failing which they will need to undergo a fresh round of the course.

The Board would also like to advise course providers that its members may conduct site visits to ensure quality of dissemination of information.

Enclosed herewith, please find the course module for your attention and further action.

Kindly be guided accordingly.

Yours faithfully,

R.MAHALETCHUMI

Registrar
LEMBAGA PENILAI PENTAKSIR DAN
EJEN HARTATANAH MALAYSIA
RM/ad

NEGOTIATOR'S COURSE

Please be informed the following Institutions have been approved by the Board to organise the one-day negotiator's course:-

- **Persatuan Penilai Dan Perunding Harta Swasta Malaysia (PEPS)**
- **The Royal Institution of Surveyors Malaysia (RISM)**
- **Institut Pengurus Harta Professional Malaysia (MIPPM)**
- **Malaysian Institute of Estate Agents Malaysia (MIEA)**
- **Good Institute**
- **G Institute of Real Estate Sdn Bhd**
- **Starfish Training Sdn Bhd**
- **Ramscott Academy**
- **HELP University Sdn Bhd**
- **Imperia Institute of Technology**
- **Royal Institution of Surveyors (Sabah Branch)**
- **Malaysian Accredited Wealth Academy Sdn Bhd**
- **Oriental Training Centre**
- **Hartamas Academy Resources**
- **University Teknologi Mara**
- **Kent Bridge Mentoring**
- **Property Library Sdn Bhd**
- **Reapfield Academy Sdn Bhd**

MALAYSIAN INSTITUTE OF ESTATE AGENTS
NEGOTIATORS CERTIFICATION COURSE (NCC)

2 day course

Main Objective- To inculcate in all Participants the need to work as Negotiators according to the laws as clearly stipulated in the Valuers, Appraisers & Estate Agents Act 1981 (Rules 1986) and the Malaysian Estate Agency Standards 2014 (MEAS)

DAY 1

- 1) Overview of the Property Market (1.5 hrs)
- 2) The Act & the Rules (1.5 hrs)
- 3) The Malaysian Estate Agency Standards (2hrs)
- 4) Real Estate Practice - Profession or Business (1hr)

Total 6 hrs

DAY 2

- 5) IT in Real Estate/Banking (1hr)
- 6) Real Estate Forms, Title, Tenancies & SPA (1.5hrs)
- 7) Law relating to Estate Agency transaction (2hrs)
- 8) Diploma Course & Registration process (1hr)
- 9) Certificate Presentation (30mins)

Total 6 hrs

NCC Providers (NCCP) are urged to allocate time for the necessary breaks.

Preferably to commence at 9am and end by 6pm each day.

NCCP Course Subject Materials

1) Overview of the Property Market (1.5 hrs)

- i) The development of Real Estate in Malaysia over the years – history
- ii) Definition of Real Estate and its contribution to the economy
- iii) Property Market Report - Statistics
- iv) Growth of the various sectors
- v) Future Trends in Real Estate development
- vi) Role of JPPH/NAPIC/INSPEN
- vii) Role and Objectives of RISM/PEPS/MIEA

2) The Act & the Rules (1.5 hrs)

Valuers, Appraisers & Estate Agents Act 1981

- i) Definitions of Estate Agency/Estate Agents
- ii) Role of Board plus Board Members
- iii) Committees of the Board
- iv) Disciplinary Action for Offences
- v) Rules on Advertisements and Practice

3) The Malaysian Estate Agency Standards (2hrs)

- i) The Core Values
- ii) Definitions
- iii) To elaborate on all the Standards in detail – 9 Standards

4) Real Estate Practice - Profession or Business (1hr)

- i) The Code of Conduct & Ethics
- ii) The difference between Profession and Business
- iii) Common Mistakes by Negotiators
- iv) Understanding Networking-roles and responsibilities

5) IT in Real Estate/Banking (1hr) optional

6) Real Estate Forms, Title, Tenancies & SPA (1.5hrs)

- i) The Forms as stated in the MEAS 2014
- ii) Essential features of a Title, SPA, Tenancy Agreement, etc

7) Law relating to Estate Agency transaction (2hrs)

- i) Agency Law
- ii) Duties of an Agent
- iii) Land Law
- iv) Contracts – Binding- Conditional/Unconditional
- v) National Land Code
- vi) Caveats/Type of Titles
- vii) Solicitors Fees
- viii) RPGT/Stamp Duty
- ix) etc

8) Diploma Course & Registration process (1hr)

- i) How to become a Registered Estate Agent
- ii) Diploma in Estate Agency
- iii) The Negotiators Registration exercise
- iv) To elaborate on the Tag and our PR Campaign

9) Certificate Presentation (30mins)

The NCC Providers are reminded that it is of utmost importance to educate the Participants in observing and adhering strictly to the Rules and Standards as specified in the Act and that their Principals/Supervising Registrants will be held liable for any violations committed while in practice.