

Yang Di-Pertua:

Dato' Sr Haji A'zmi bin Abdul Latif D.S.P.N

Pendaftar:

Sumarni Binti A. Rahman



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Pegawai Perkhidmatan

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CIRCULAR 14/21

DATE : 13 DECEMBER 2021

TO : ALL REGISTERED VALUERS, APPRAISERS, ESTATE AGENTS AND PROPERTY MANAGERS

Dear Sir/Madam

LETTERHEAD

The Board's Circular 4/96 dated 12 March 1996 refers.

Kindly be informed that you are required to include the following contents in your letterhead:-

- Name of Firm
- Firm Registration Number (Given by the Board)
- Address
- Telephone, Fax Numbers and Electronic Mail Address of the registered firm
- Board's LP Logo (Can either be placed at the header or footer of the Letterhead)
- Name, Designation of Directors, partners of the registered firm and Registered individual license **(Optional)**

A sample of the letterhead is attached herewith, for your easy reference.

All registered persons are to ensure that their letterheads comply with the above requirement. You are given a grace period until the **renewal for 2023** to revise your letterhead accordingly. All new firm registration applications are to abide with this new requirement with immediate effect.

Please be guided accordingly. Thank you.

Yours faithfully

SUMARNI BINTI A. RAHMAN

Registrar

LEMBAGA PENILAI, PENTAKSIR, EJEN HARTA TANAH DAN
PENGURUS HARTA

SAR/ad

FIRM'S NAME



Firm's Registration No.
(Header or Footer)

Address:

Phone No:

Fax No.

Email Address:

*Name, Designation of directors and
partners of the Registered Firm
Registered Individual License No.*

} (Optional)

SPECIMEN OF THE LETTERHEAD TO BE FOLLOWED