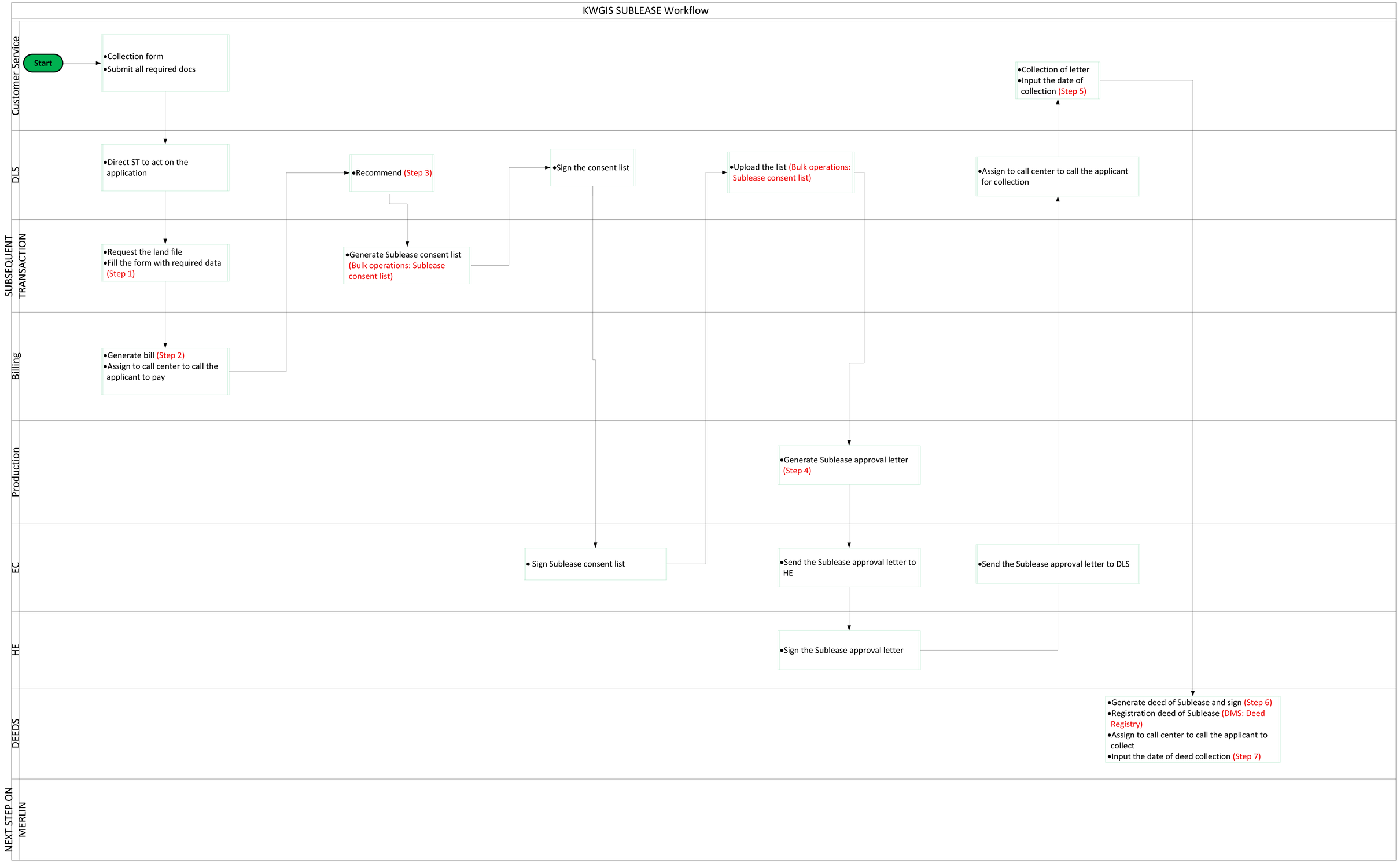
KWGIS SUBLEASE Workflow
SUBSEQUENT TRANSACTION
Customer Service
DLS
Billing
Production
EC
HE
DEEDS
NEXT STEP ON MERLIN
Start
•Collection form
•Submit all required docs
•Direct ST to act on the application
•Request the land file
•Fill the form with required data (Step 1)
•Generate bill (Step 2)
•Assign to call center to call the applicant to pay
•Recommend (Step 3)
•Generate Sublease consent list (Bulk operations: Sublease consent list)
•Sign the consent list
•Upload the list (Bulk operations: Sublease consent list)
•Generate Sublease approval letter (Step 4)
• Sign Sublease consent list
•Send the Sublease approval letter to HE
•Sign the Sublease approval letter
•Send the Sublease approval letter to DLS
•Assign to call center to call the applicant for collection
•Collection of letter
•Input the date of collection (Step 5)
•Generate deed of Sublease and sign (Step 6)
•Registration deed of Sublease (DMS: Deed Registry)
•Assign to call center to call the applicant to collect
•Input the date of deed collection (Step 7)