

Dear Managing Partners / Solicitors / Valuer,

We are pleased to introduce you to our new online system called “**BFIDECS- Bank Islam Financing Documentation Electronic System**”. All solicitors and valuers instructed to handle our conveyancing cases need to have access to this system. Solicitors will be able to view & interact with the bank on the documentation matters in real time manner.

Due to the same, we appreciate if you could assist to fill up the attached form with your necessary details & forward the same to us via email to CAD.FOSonline@bankislam.com.my for our further action.

PLEASE BE INFORMED THAT THIS SYSTEM IS A COMPULSORY FOR ALL SOLICITORS HANDLING OUR DOCUMENTATION AND KINDLY WAIT FOR OUR NEXT INSTRUCTION ONCE YOU HAVE FORWARDED THE DULY COMPLETED FORM TO US.

Thank you in advance for your co-operation.

Should you need further clarification/problems, please email CAD.FOSonline@bankislam.com.my or you may reach the team individually as follows:

Name	Tel No
Muhammad Alif Noor Ahmad	03-2688 2693
Noor Dalila Noor Rashid	03-2688 2697
Nurul Haifaa Mohd Fuad	03-2782 1036

Guidelines in filling our form :

Step 1: Identify the computer(s) that you require to have access to our system.

Step 2: Know the meaning of the idiosm used in our form

- a. Requestor = Name of the person/your staff using the identified computer
- b. Supervisor = Name of the authorized person who can grant the approval of your request (ie managing partner, solicitor, manager)
- c. Physical/Registered MAC Address = The address of your computer. Each computer has its own unique address. To know your physical address, please refer Step 4

Step 3: Filling in request forms (Refer “BFIDECS ID REQUEST” attachment)

You are required to fill in 2 forms as per below and forward the completed forms to us via email to CAD.FOSonline@bankislam.com.my

- A. Filling in BFIDECS ID request form (Please fill in a separate form for each computer)**
 - (i) You need to fill Part A ONLY
 - (ii) Tick (✓) if you are our Panel/Non Panel Solicitor
 - (iii) Profile Maintenance: To tick (✓) ‘Activate”
 - (iv) Insert your particulars ie. Requestor Name, Lawyer Firm, Physical /Registered MAC Address, Tel No, Requestor Email Address, Fax No, Company Email Address, Company Address.
 - (v) Requestor to sign & approved by the Supervisor. (If the requestor is the Supervisor, requestor need to only sign on the requestor side)
 - (vi) Please refer enclosed for the example of a duly filled form for your reference
- B. Filling in BFIDECS ID request template**

Fill in the required information as stated (refer the example given)

Step 4: Obtaining your Physical / Registered MAC Address

The steps in obtaining your Physical Address might vary according to your type of Internet connection you are using ie LAN, WIFI, Broadband, or the Internet Dongle. For solicitors using LAN, WIFI, & Broadband, please see attachment “Getting your MAC@Physical address” for guidance. If your search is not successful/or if you are using Dongle, you may try to use other option in obtaining your Physical Address in which by using “RUN” in your computer.

If you using “RUN” to view your Physical Address, please printscreen the screenshot of the ipconfig /all command output & attach together with your form