



**NAZA**

# STANDARD OPERATING PROCEDURE -STAFF PURCHASE SCHEME-



### Step 1

- View and test drive at branches or outlets
- Identify and confirm car model, color and variant

### Step 2

- Customer to complete CIF Form

### Step 3

- Customer to get MMA HQ to confirm membership

### Step 4

- Customer or MMA HQ to scan and email signed & stamped CIF form to [nato.corporatesales@naza.com.my](mailto:nato.corporatesales@naza.com.my)

### Step 5

- Naza Auto Corporate sales representative will contact customer and guide on the next course of action

### Step 6

- END

# NAZA Auto Sdn Bhd - CIF Form



NAZA AUTO SDN. BHD. (963357-A)  
FRANCHISE HOLDER AND SOLE IMPORTER OF KIA, CITROEN & PEUGEOT VEHICLES

<b>NAZA AUTO SDN BHD Corporate Sales Program Customer Information Form (CIF)</b>		
<b>SECTION 1: PARTNER INFORMATION</b>		
Company Name: <b>Malaysian Medical Association</b>		
Mailing Address:	<b>4<sup>th</sup> Floor MMA House, 124 Jalan Pahang</b>	
	<b>53000 Kuala Lumpur</b>	
Contact Name: <b>Rafikah Nordin</b>		
Contact's Email Address:	Contact's Phone:	
<b>schomos@mma.org.my</b>	<b>03-40411375 ext 113</b>	
<b>SECTION 2: To be completed by Eligible Corporate Partner/Employee, Professional Associate, Potential Purchase or Loyalty Purchase</b>		
Owner's Full Name:	Title: <b>Doctor</b>	
<b>John Doe</b>		
Email Address: <b> johndoe@gmail.com </b>	Phone: <b>012-345 6789</b>	
Mailing Address: <b>No.1 Jalan Permaisuri-1/11, Taman Permaisuri, 56000 Kuala Lumpur</b>		
<b>Section 3: To be completed by the Naza Auto Sdn Bhd Corporate Sales Program participating Branch or Dealer</b>		
Branch/Dealer Name:		Branch/Dealer Location:
Peugeot Model:	Date of Order:	Customer Delivery Date:
Salesperson Name:		
Sales Manager Name:		

Applied by :

Verified by:

Approved by:

Name: **Dr. John Doe**  
Date: **10<sup>th</sup> Oct 2017**

Name: **Dr. Arvindran**  
Designation: **MMA Chairman**  
Date: **10<sup>th</sup> Oct 2017**  
Co. Stamp:

Name:  
Designation:  
Date:

# Supporting Documents Required

## For Individual Registration

1. Signed and stamped CIF Form
2. NRIC
3. Driving license
4. Passport and Employment/Contract Letter (foreigners)
5. 3 months Salary Slip
6. 3 months bank statement
7. Latest EA Form

**Note :** Local guarantor is compulsory for foreigner and guarantor need to submit documents as per item 2, 5 and 6



09<sup>th</sup> January 2018

Malaysian Medical Association  
4<sup>th</sup> Floor MMA House  
124 Jalan Pahang  
53000 Kuala Lumpur

Attn : Dr Koh Kar Chai

**RE : SPECIAL OFFER EXTENSION FOR MALASYIAN MEDICAL ASSOCIATION MEMBERS PURCHASE**

Dear Dr Koh Kar Chai,

In regards to the above and the overwhelming response from the Malaysian Medical Association members, we are pleased to extend our special scheme offer as tabulated below:-

Brand	Model	Prevailing Promo (Subject to change on a monthly basis)	Additional Rebate Exclusively for MMA Members
KIA	Rio YB	Please call our Corporate Sales Managers or email directly to Naza- Corporate Sales Department <a href="mailto:nato.corpsales@naza.com.my">nato.corpsales@naza.com.my</a> for latest prevailing promos.	3% discount (after prevailing promo)
	Cerato 1.6SX		
	Sportage 2.0L GT		
	Sportage 2.0D AWD GT		
	Sorento 2.4L MS		
	Sorento 2.4L HS		
	Sorento 2.2D HS		
	Grand Carnival 2.2D EX		
	New KF Optima JF		
PEUGEOT	208 Puretech		
	308 THP		
	3008 Active THP		
	3008 Allure THP		
	408 THP		
	508		
CITROEN	GC4P Petrol		
	C4 Picasso		
	C4 Picasso L2		
	DS5 FL		

**Additional Privileges:**

- **1 Year FREE access to Subang Airport Sky Lounge**  
(To be entitled for subsequent 1 Year FREE access to Subang Airport Sky Lounge, car owner must renew their motor insurance with NAZA)

*For motor insurance renewal, please contact:-*

**Eight Valuations Sdn Bhd**  
+603 2617 7815 / +603 2617 7793  
[eightvaluations@naza.com.my](mailto:eightvaluations@naza.com.my)

## Terms and Conditions

1. Offer is valid for 6 months from **01<sup>st</sup> January 2018 to 30<sup>th</sup> June 2018**.
2. Subject to the stock availability of the car models set out in the table above.
3. Offer is only valid for Malaysian Medical Association (MMA) staff, members and immediate family members of staff and members of the MMA in Malaysia only.
4. MMA staff, members or immediate family members must first get the Customer Information Form (hereinafter referred to as "CIF") verified by MMA HQ and approved NAZA Corporate Sales Department prior to any bookings or reservations.

Note : Definition of immediate family members are as tabled below :-

• Father	• Mother	• Legal Spouse/s	• Son/s
• Daughter/s	• Brother/s	• Sister/s	

## Enquiries, Bookings and Reservations Process

1. MMA staff, members or immediate family members could either visit our closest outlet or website to view the car. (Test drive only at outlets)
2. If any MMA staff, member and/or his/her immediate family member is interested, he/she is required to fill-in the CIF form (as attached) and submit to MMA HQ for verification purposes. ALL applications must get prior approval from NAZA Auto Sdn Bhd – Corporate Sales Department.
3. MMA HQ to verify, sign and stamp onto the CIF form to confirm customer is a MMA staff, member or immediate family member in Malaysia.
4. MMA staff, members or immediate family members to email the verified, sign and stamped CIF form to Naza Auto Sdn Bhd at [nato.corpsales@naza.com.my](mailto:nato.corpsales@naza.com.my)
5. Naza Auto Corporate Sales representative will be in contact with the interested customer and guide them accordingly on the next course of action.

We trust that the above scheme will bring about greater savings for MMA staff, members and immediate family members who are considering purchasing any of our car models and it will be of great pleasure for us to serve them.


Please feel free to contact our Corporate Sales Managers should you require any further clarification and we will be more than happy to assist. Details are as follows;

Name : **Mr Evan Hiefnie** or **Mr Leonard Khoo**  
Contact : **012-6547347** **012-9241282**  
Email : [evanhiefnie@naza.com.my](mailto:evanhiefnie@naza.com.my) [chkhoo@naza.com.my](mailto:chkhoo@naza.com.my)

Kindly sign and stamp on the below column to accept our offer. Looking forward to hear a favourable reply from you soon. Have a pleasant day ahead.

Yours faithfully,

Naza Auto Sdn Bhd

  
.....  
Jasrine Lee Chee Lian  
Head of Corporate Sales

Accepted and Approved by:

**Dr. Koh Kar Chai (MMC No: 29132)**  
**Honorary General Secretary**  
**MALAYSIAN MEDICAL ASSOCIATION**  
Name :  
Designation :  
Date : 22 / 01 / 2018

Company stamp:

**MALAYSIAN MEDICAL ASSOCIATION**

4th Floor, MMA House, 124, Jalan Pahang,  
53000 Kuala Lumpur, Malaysia.

Tel: 03 - 40411375 (HUNTOYS LINE)  
Fax : 03 - 40418187, 03 - 40419929

Website: [www.mma.org.my](http://www.mma.org.my)

E-mail : [info@mma.org.my](mailto:info@mma.org.my)