



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



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

NAZA AUTO SDN BHD Corporate Sales Program Customer Information Form (CIF)		
SECTION 1: PARTNER INFORMATION		
Company Name: Malaysian Medical Association		
Mailing Address:	4th Floor MMA House, 124 Jalan Pahang	
	53000 Kuala Lumpur	
Contact Name: Rafikah Nordin		
Contact's Email Address:	Contact's Phone:	
schomos@mma.org.my	03-40411375 ext 113	
SECTION 2: To be completed by Eligible Corporate Partner/Employee, Professional Associate, Potential Purchase or Loyalty Purchase		
Owner's Full Name:	Title: Doctor	
John Doe		
Email Address: johndoe@gmail.com 	Phone: 012-345 6789	
Mailing Address: No.1 Jalan Permaisuri-1/11, Taman Permaisuri, 56000 Kuala Lumpur		
Section 3: To be completed by the Naza Auto Sdn Bhd Corporate Sales Program participating Branch or Dealer		
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: **10th Oct 2017**

Name: **Dr. Arvindran**
Designation: **MMA Chairman**
Date: **10th 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

NAZA AUTO SDN BHD Corporate Sales Program Customer Information Form (CIF)

SECTION 1: PARTNER INFORMATION

Company Name:

Mailing
Address:

Contact Name:

Contact's Email Address:

Contact's Phone:

SECTION 2: To be completed by Eligible Corporate Partner/Employee, Professional Associate, Potential Purchase or Loyalty Purchase

Owner's Full Name:

Title:

Email Address:

Phone:

Mailing Address:

Section 3: To be completed by the Naza Auto Sdn Bhd Corporate Sales Program participating Branch or Dealer

Branch/Dealer Name:

Branch/Dealer Location:

Car Brand

Date of Order:

Customer Delivery Date:

Model / Variant / Colour

Sales Manager Name:

Applied by:

Verified by:

Approved by:

Name :

Date :

Name :

Designation :

Date :

Name :

Designation :

Date :