



# Lex Connect System

User Guide — Legal Request & Case Management  
Platform for Little Caliphs International Sdn. Bhd.

THE CONNECTED LEGAL PLATFORM

# Legal Request & Case Management System

A trusted platform to simplify legal requests, document tracking, approvals and legal communication within Legal Department of Little Caliphs® International Sdn. Bhd.

Submit Request

Admin Portal



## Contact Us

legal@littlecaliphs.edu.my  
+60 19-647 6500



## Operation Hours

Monday – Friday working days  
8:30 AM – 5:30 PM



## User Guide

Download the Lex Connect user guide for system reference.

Download

## Getting Started

### 1 Access the Platform

Go to **<http://legal2u-staging.littlecaliphs.com/>**

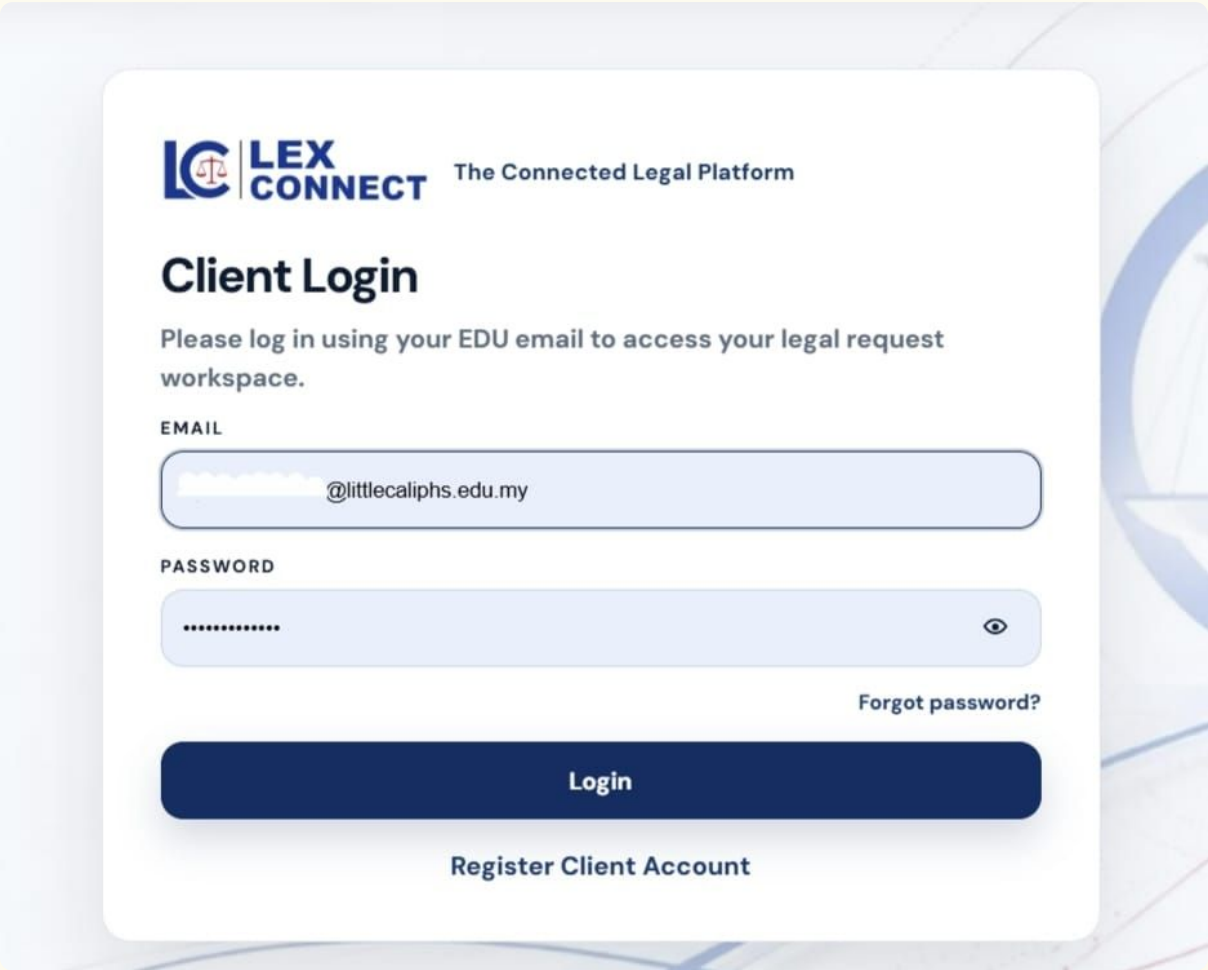
### 2 Submit Request

Click the **Submit Request** button on the homepage to proceed to the login page.

### 3 Log In

Enter your registered email and password. First-time users: click **Register Client Account**.

Example:



**LEX CONNECT** The Connected Legal Platform

## Client Login

Please log in using your EDU email to access your legal request workspace.

EMAIL

@littlecaliphs.edu.my

PASSWORD

Forgot password?

Login

[Register Client Account](#)

STEP 3

# Client Login

Log in using your **EDU email** to access your legal request workspace.

## Email

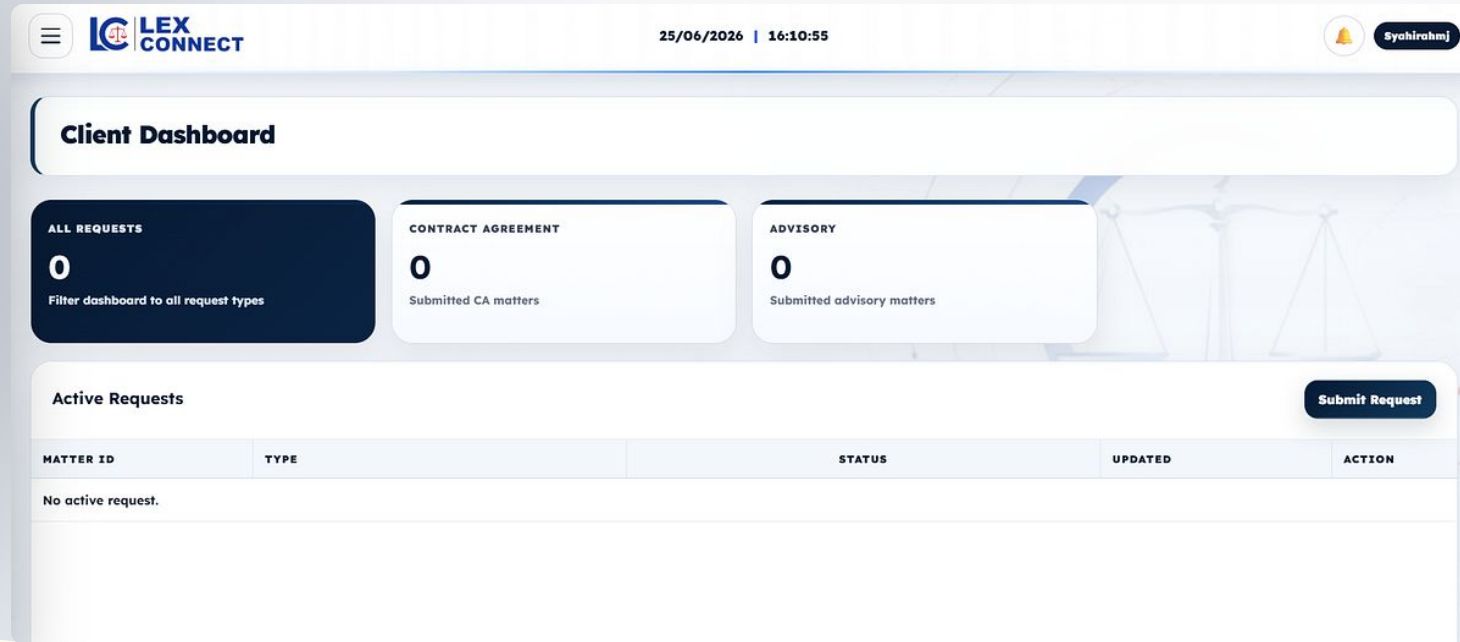
Your registered  
EDU email  
address

## Password

Use "Forgot  
password?" if  
needed

## First-Time User?

Click **Register Client Account**



# Client Dashboard

After logging in, you'll land on the **Client Dashboard**. Click **Submit Request** (top-right) to create a new request.

## All Requests

View and filter all your submitted requests

## Contract Agreement

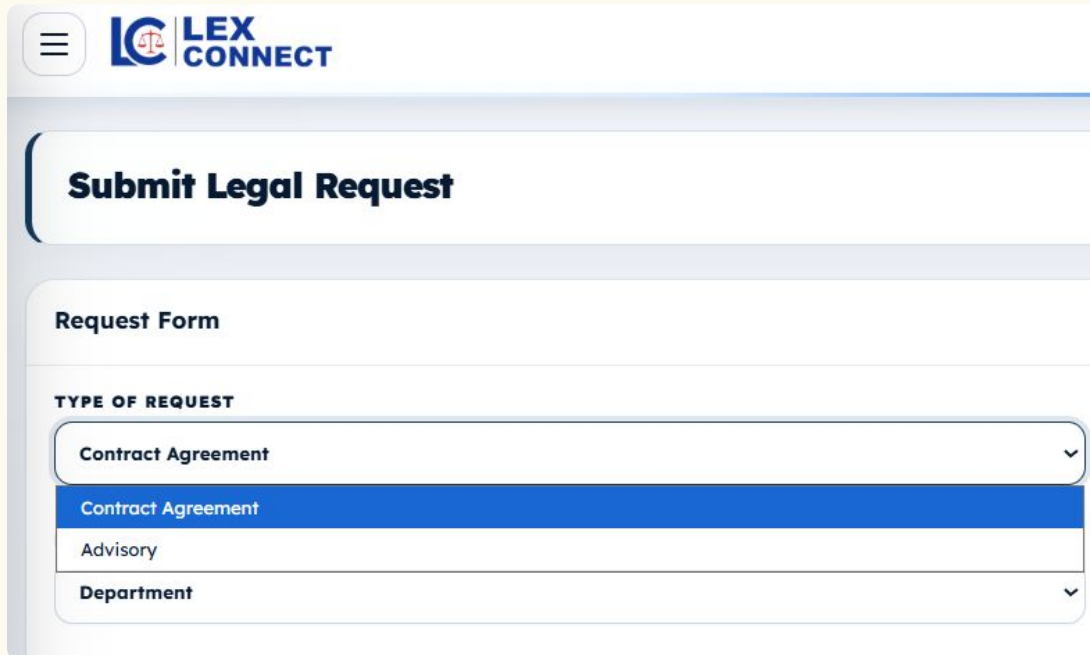
Access submitted CA matters

## Advisory

Access submitted advisory matters

# Select Your Request Type

Choose the correct **Type of Request** and complete all required fields.



 **LEX CONNECT**

**Submit Legal Request**

**Request Form**

**TYPE OF REQUEST**

Contract Agreement ▼

Contract Agreement

Advisory

Department ▼

## Contract Agreement

For drafting or reviewing legal contracts

## Advisory

For legal advice and consultation requests

 Unsure which type to choose? Contact Legal Admin at **6019-6476500**.

# Complete Your Request Form



## Identity

Client Name, Department List



## Description of Request

Describe your request (e.g., Request to draft a tenancy agreement for LC Seksyen 19)



## Supporting Info

Any additional relevant information for your request



## Deadline Urgency

Select urgency level (e.g., Normal: more than 10 working days)

# Clause Remarks, Attachments & Submission

01

## Insert Clause Remarks

Add any specific clause instructions or relevant information if applicable.

02

## Upload Attachments

Click the **Attachment** section to upload all supporting documents. *Files cannot be restored after a validation error — reattach before resubmitting.*

03

## Review & Submit

Double-check all information, then click **Submit Request**.

LEX CONNECT 25/06/2026 | 16:24:53 Syahiraahmj

**REMARK FOR CLAUSES / RELEVANT INFORMATION**

REFERENCE ID (OPTIONAL): Optional

NAME OF AGREEMENT: Tenancy Agreement LC XX

PARTIES: LCISB= Tenant, Mr. X= Landlord

DATE OF AGREEMENT: 01/04/2026

EXPIRY DATE: 30/03/2028

DURATION OF AGREEMENT: 1 year 11 months 29 days

VALUE (RM): 5250

LEX CONNECT 25/06/2026 | 16:30:56 Syahiraahmj

**ADDITIONAL CUSTOM FIELDS**

| Field Name       | Unit   | Value | Action |
|------------------|--------|-------|--------|
| Rental           | Number | 1500  | Remove |
| Security Deposit | Number | 3000  | Remove |
| Utility Deposit  | Number | 750   | Remove |

+ Add Field

Use this when a specific agreement needs extra text, number or date information.

**OTHER TERMS AND CONDITIONS**

Client please add details:  
Address (Premises + Home Address), IC No. (Both parties), Account Bank Number of Landlord, Account Name of Landlord, Email Address (Both parties), Phone Number (Both parties) and others.

Insert clauses instruction / clauses remark if any.

LEX CONNECT 25/06/2026 | 16:31:18 Syahiraahmj

**OTHER TERMS AND CONDITIONS**

Client please add details:  
Address (Premises + Home Address), IC No. (Both parties), Account Bank Number of Landlord, Account Name of Landlord, Email Address (Both parties), Phone Number (Both parties) and others.

Insert clauses instruction / clauses remark if any.

**ATTACHMENT \***

Choose File No file chosen

Required for Contract Agreement and Advisory requests. File upload cannot be restored after validation error. Reattach the file before submitting again.

Submit Request Cancel

LEX  
CONNECT

25/06/2026 | 16:32:03

Syahirahmj

**LCISB/LEGAL/CA0004/2026**  
Client request view. SLA is admin-only.

Request submitted. Matter ID: LCISB/LEGAL/CA0004/2026

**Request Detail**  
Contract Agreement

Pending

**Description:**  
A draft of Tenancy Agreement for new premise LC XX

CLIENT NAME:

Syahirahmj

FOR DEPARTMENT / COMPANY:

AIM

REFERENCE ID (OPTIONAL):

-

NAME OF AGREEMENT:

Tenancy Agreement LC XX

STATUS:

Pending

URGENCY:

Normal

**Action Required**  
Only current stage action will appear.

No action required from you right now.

# Request Submitted Successfully

## Matter ID Generated

A unique Matter ID is assigned automatically (e.g., **LCISB/LEGAL/CA0004/2026**)

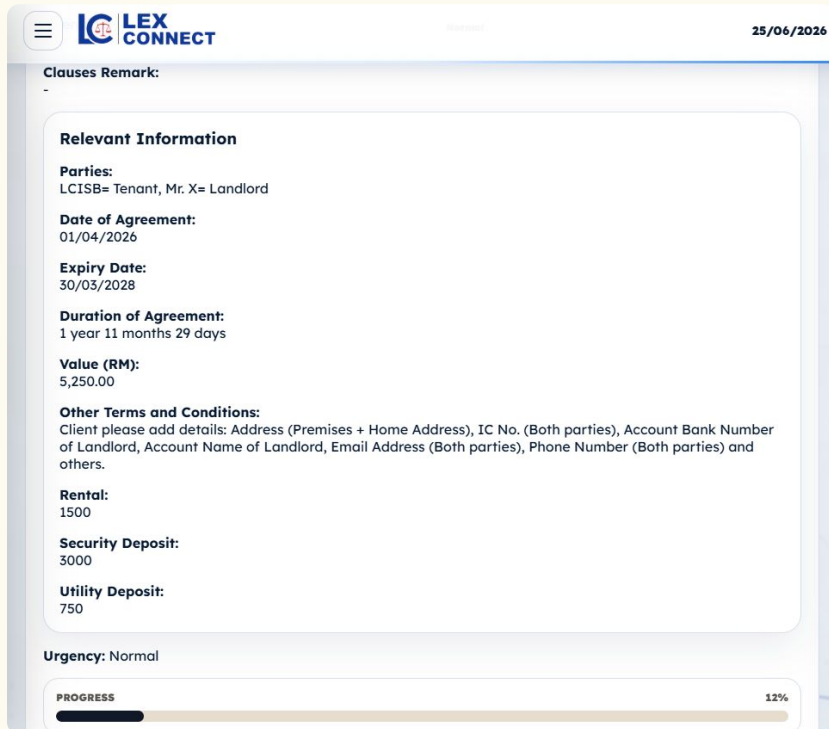
## Status: Pending

Your request initially appears as **Pending** until processed by the Legal team

## Turnaround Time

Requests are processed within **14 working days** from the date of submission

# Viewing Your Request Details



The screenshot displays the LEX CONNECT web interface. At the top, there is a header with the LEX CONNECT logo on the left, a date '25/06/2026' on the right, and a central 'REQUEST' label. Below the header, a 'Clauses Remark:' section is visible. The main content area is titled 'Relevant Information' and contains the following details:

- Parties:** LCISB= Tenant, Mr. X= Landlord
- Date of Agreement:** 01/04/2026
- Expiry Date:** 30/03/2028
- Duration of Agreement:** 1 year 11 months 29 days
- Value (RM):** 5,250.00
- Other Terms and Conditions:** Client please add details: Address (Premises + Home Address), IC No. (Both parties), Account Bank Number of Landlord, Account Name of Landlord, Email Address (Both parties), Phone Number (Both parties) and others.
- Rental:** 1500
- Security Deposit:** 3000
- Utility Deposit:** 750

Below the 'Relevant Information' section, the 'Urgency:' is set to 'Normal'. At the bottom, a 'PROGRESS' bar shows a completion of 12%.

Your request detail page displays all submitted information including:

## Agreement Details

Name, parties, dates, duration, and value

## Custom Fields

Rental, security deposit, utility deposit, and other terms

## Progress Tracker

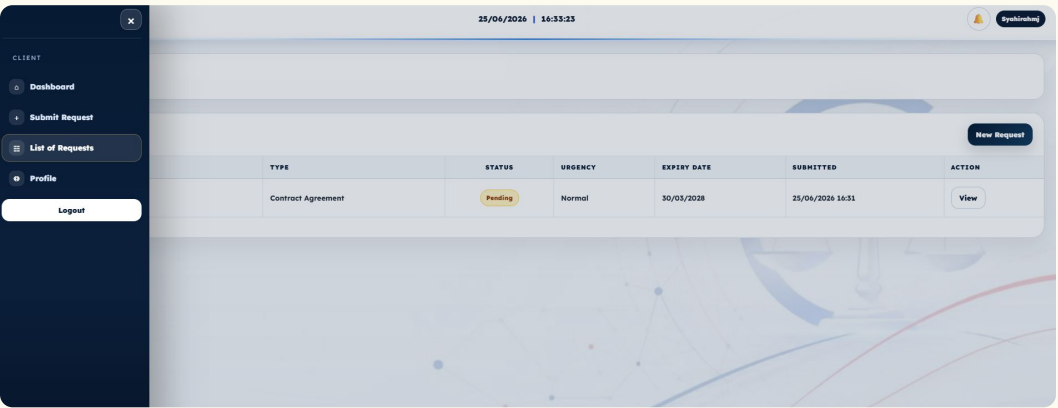
Visual progress indicator showing current stage of your request

# List of Requests

To view all submitted requests, open the sidebar and click **List of Requests**.

## Sidebar Navigation

Dashboard → Submit Request → **List of Requests** → Profile → Logout

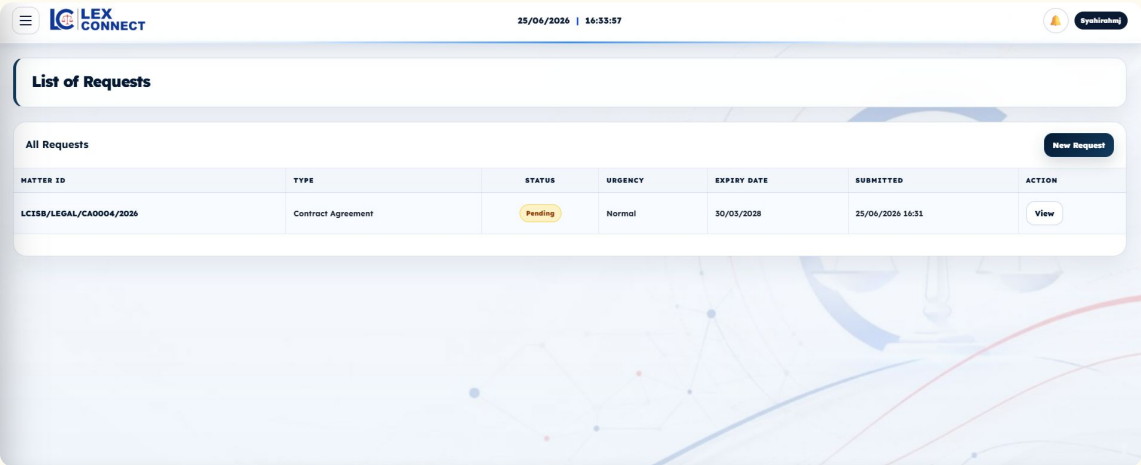


## Search & Filter

Use the search bar to locate specific requests quickly

## Request Table

View Matter ID, Type, Status, Urgency, Expiry Date, and Submitted date for all requests



**i** Need help? Contact Legal Admin at **6019-6476500** or refer to the User Guide on the homepage.