

LIST OF DOCUMENTS

No	Documents	Details	(a) Registration N/R	(b) Additional Area	(c) Company Checklists	(d) For Office Use
1.	Application form, duly signed with the Company stamp being affixed	As evidence of formal application from the Company.	✓	✗		
2.	Certified copy of the Company's certificate of incorporation and Memorandum and Article of Association (for Sdn Bhd and Bhd)	<ul style="list-style-type: none"> • As evidence that the Company has been incorporated in Malaysia. • Provides information on the Company's activities, rights of the shareholders, Board of Directors and etc. • Certified by an authorised company secretary or the Registrar of Companies. 	✓	✗		
3.	Latest Annual Return Form Date:	<ul style="list-style-type: none"> • Company which has been incorporated in less than 1 year is exempted. • Provides information on the latest shareholding structure and Board of Directors as declared in the application form. • Every page must be certified by an authorised company secretary or the Registrar of Companies. Only documents which have been certified as true copy will be accepted 	✓	✗		
4.	Latest Form 24 Date:	<ul style="list-style-type: none"> • Provides information on the latest shareholding structure of the Company as declared in the application form. • Every page must be certified by an authorised company secretary or the Registrar of Companies. • If there is any increase in the paid-up capital, the Form 24 must be certified by the Registrar of Companies. Only documents which have been certified as true copy will be accepted. 	✓	✗		
5.	Latest Form 49 Date:	<ul style="list-style-type: none"> • Provides information on the latest structure of the Board of Directors Company as declared in the application form. • Every page must be certified by an authorised company secretary or the Registrar of Companies. Only documents which have been certified as true copy will be accepted. 	✓	✗		

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6.	Form 32A (if any) Date:	<ul style="list-style-type: none"> • Provides information on any transfer of shares to a new shareholder. • Duly stamped and certified by an authorised company secretary. Only documents which have been certified as true copy will be accepted. 	✓	✗		
7.	Copy of bank statements for the last three months	<ul style="list-style-type: none"> • From active business accounts • To indicate that the Company is in operation 	✓	✗		
8.	Company's Organisational Chart	<ul style="list-style-type: none"> • To indicate the name and designation of the management. 	✓	✗		
9.	Letter of Appointment as a Local Agent	<ul style="list-style-type: none"> • Exclusive appointment letter from the manufacturer/principal, which has been certified by one of the members of the Board of Directors of the Company (Applicant). • Provides information on the direct appointment by the manufacturer/principal in each area • The appointment is still valid. • Addressed directly to the local agent. Those, which are addressed to "Whom It May Concern", will not be accepted. • Appointment on project basis and/or from Regional Office is not acceptable. 		✓		
10.	Technical Documentation (Except for Renewal Applications)	<ul style="list-style-type: none"> • Informing on the products / services for each of the areas • Informing on the specifications of the products / equipment 	✓	✓		
11.	Copy of the Licences / Permits / Certificates of Registration with statutory bodies /agencies which are related to the areas applied. Please ensure that the documents are still valid (is not expired).	<ul style="list-style-type: none"> • Contractor's Service Center (CSC) _____ _____ 	✓	✓		

Note:

- (i) For column (a), "N" means new and "R" means renew.
- (ii) For column (a) and (b), the "✓" mark means "Required" and the "✗" mark means "Not Required"
- (iii) You have to fill in column (c) only, by marking "✓" to indicate that the relevant document has been enclosed and "✗" if otherwise.

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- (iv) For column (d), the “√” mark means “documents accepted” and the “×” mark means “documents not accepted / does fulfil the specified requirement).
- (v) The “N/A” mark means “Not Applicable”
- (vi) Please arrange the documents in accordance with this list and separate each of them using labelled separator.
- (vii) Documents and completed renewal registration form must be filed using a **white** colour “PVC 2-ring” whilst new registration application and its supporting document must be filed using a blue colour “PVC 2- ring”. Please provide the following information on the respective file:

NAME AND ACOMPANY ADDRESS:

CONTACT PERSON:

TELEPHONE:

APPLICATION TYPE: NEW / RENEWAL / REGISTRATION
(Please indicate)

FOR OFFICE USE