

**GUIDELINES AND PROCEDURES
APPLICATION FOR CONFIRMATION
LETTER FOR A COMPANY EXEMPTED FROM MANUFACTURING LICENCE
UNDER THE INDUSTRIAL CO-ORDINATION ACT, 1975**

1. A company with **shareholders' fund not exceeding RM2.5 million and employing not more than 75 full-time paid employees**, may apply for a confirmation letter that the company is exempted from manufacturing licence approval.
2. Based on Section 2 of the Industrial Co-ordination Act, 1975, manufacturing activities means the making, altering, blending, ornamenting, finishing or otherwise treating or adapting any article of substance with a view to its use, sale, transport, delivery or disposal and includes the assembly of part and ship repairing but shall not include any activity normally associated with retail or wholesale trade.
3. Applications should be made using Form ICA 10 to:

Chief Executive Officer

Malaysian Investment Development Authority (MIDA)
MIDA Sentral
No. 5, Jalan Stesen Sentral 5
50470 Kuala Lumpur
P.O. Box 10618
50720 Kuala Lumpur

For enquiries and clarification, please refer to:-

Website: www.mida.gov.my
Tel: 603-2267 3633
Fax: 603-2274 7970 / 2273 4204
E-mail: investmalaysia@mida.gov.my