

PRINCIPAL HUB (PH) INCENTIVE SCHEME
ANNUAL COMPLIANCE ASSESSMENT FORM (PH-CAF)

1. Financial Year:
2. Name Of Company:
3. ROC Number:
4. Income Tax Number:
5. Date and Reference of MIDA Approval Letter:
(kindly attach a copy of the approval letter)
6. Tier Approved:
7. Paid-up Capital : RM
8. Date of Operation:
9. Principal Hub Operation for Year of Assessment
(please indicate year of assessment)
10. Please fill in PH Annual Compliance Assessment Form (PH-CAF) as attached:
 - i. Employment structure income
 - ii. Employment by income
 - iii. Details on operating expenditure
 - iv. Qualifying services provided by Principal Hub
 - v. List of network companies from which the Principal Hub (PH) company received income
 - vi. Usage of ancillary services
11. Financial Statement:

Please provide an audited financial statement for the PH business/activities undertaken during the financial year.
12. A Principal Hub company which embed the cost of services rendered into the final unit price of the traded goods is required to provide documents which indicate the related pricing mechanism (verified by external auditor).

13. Foreign Currency Account:

Total amount of export proceeds received and credited into foreign currency accounts of the approved PH.

Foreign Currency (eg.:US Dollars).....

RM Equivalent

(Please refer to the website of Bank Negara Malaysia for the standard exchange rate at www.bnm.gov.my)

Declaration:

I hereby declare that the information submitted herein is correct and in accordance with the approval of the Principal Hub Scheme.

.....
(signed by authorised officer)

Name:

Designation:

NRIC or Passport No:

Date:

.....
(signed by external auditor)

Company Name:

Name:

Designation:

NRIC or Passport No:

Date:

i) **Employment structure**

Category	Malaysian	Foreign	TOTAL
<u>A. High Value Jobs</u>			
1. Managerial & Professional - Marketing - Treasury / Finance - Product / Development - Personnel - Purchasing - General Administration			
2. Technical and Supervisory Staff			
3. R&D Staff			
SUB-TOTAL			
<u>B. Supporting Staff</u>			
4. Sales & Clerical			
5. Other Staff			
SUB-TOTAL			
GRAND TOTAL			

Definition of High Value Jobs

- Jobs that require higher and more diverse set of managerial/ technical/ professional skills such as management, analytics, communication, problem-solving, and proficiency in information technology
- Minimum monthly salary for high value jobs is at least RM5,000.00.

(ii) Employment by income

Category (Only involved company's own employees)	Number of Persons Employed by Average Monthly Salary* (RM)							
	≤4,999		≥5,000-10,999		≥11,000-24,999		≥25,000 and above	
	Malaysian	Foreign National	Malaysian	Foreign National	Malaysian	Foreign National	Malaysian	Foreign National
A. High Value jobs								
1. Managerial and Professional								
2. Technical and Supervisory Staff								
3. R&D Staff								
B. Supporting staf								
4. Sales and Clerical								
5. Other Staff (a) Skilled Workers (b) Unskilled Workers								
Total								

iii. Details on Operating Expenditure

Types of Expenditure	Value (RM)
<ol style="list-style-type: none">1. Rental2. Freight and storage3. Transportation4. Maintenance5. Depreciation6. Salary and Wages7. Housing8. Travelling9. Statutory Contribution (e.g. EPF, SOCSO)10. Utility11. Communication12. Printing & Stationery13. Interest14. Bank Charges (e.g. LC charges)15. Others (please specify)	
Total	

(iv) **Qualifying services provided by Principal Hub.**

Strategic Services

- (a) Regional P&L/ Business Unit Management Strategic Business Planning and Corporate Development
- (b) Development
- (c) Corporate Finance Advisory Services
- (d) Brand Management
- (e) IP Management
- (f) Senior-level Talent Acquisition and Management

Business Services

- (g) Strategic Sourcing, Procurement and Distribution
- (h) Bid and Tender Management
- (i) Treasury and Fund Management
- (j) Research, Development & Innovation
- (k) Project Management
- (l) Sales and Marketing/ Business Development
- (m) Technical Support and Consultancy
- (n) Information Management and Processing
- (o) Economic/ Investment Research Analysis
- (p) Logistics Services

Shared Services

- (q) Corporate Training and Human Resource Management
- (r) Finance & Accounting (Transactions, Internal Audit)
- (s) General Administration
- (t) IT Services

Others

Please specify:

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(vi) **Annual Income Derived From Principal Hub Activities.**

Annual Income	Total	Income ratio (%)	
		Overseas	Domestic
Services Income			
Trading Income			

(vii) **Usage of Ancillary Services**

Company name	Type of ancillary services	Value of ancillary services (RM)
		Year:
	Sub-total	
	Total	