

**POST LICENSING/INCENTIVE CHECKLIST**  
*(Submission To Seksyen Pematuhan & Pemantauan Pelesenan Dan Galakan)*

**NAME OF COMPANY :** .....

**A. Please tick (✓) type of application and ensure that you have submitted all required documents as listed below**

**I MANUFACTURING LICENCE**

**TYPE OF APPLICATION**

- |           |  |                          |                          |
|-----------|--|--------------------------|--------------------------|
| <b>1.</b> | <b>CHANGE OF COMPANY NAME</b>  | <input type="checkbox"/> |                          |
|           | a) Letter from company with justification  |                          | <input type="checkbox"/> |
|           | b) Original Manufacturing Licence/ A copy of Interim Letter and 'Lampiran A'       |                          | <input type="checkbox"/> |
|           | c) Certificate of Incorporation on Change of Company Name (Form 13)                |                          | <input type="checkbox"/> |
|           |  |                          |                          |
| <b>2.</b> | <b>AMENDMENT OF ADDRESS/FACTORY LOCATION</b>                                       | <input type="checkbox"/> |                          |
|           | a) Letter from company with justification  |                          | <input type="checkbox"/> |
|           | b) Original Manufacturing Licence/ A copy of Interim Letter and 'Lampiran A'       |                          | <input type="checkbox"/> |
|           | c) Confirmation Letter from Local Authorities                                      |                          | <input type="checkbox"/> |
|           |  |                          |                          |
| <b>3.</b> | <b>CHANGE OF FACTORY LOCATION</b>  | <input type="checkbox"/> |                          |
|           | a) Letter from company with justification  |                          | <input type="checkbox"/> |
|           | b) Original Manufacturing Licence/ A copy of Interim Letter and 'Lampiran A'       |                          | <input type="checkbox"/> |
|           |  |                          |                          |
| <b>4.</b> | <b>CONSOLIDATION OF MANUFACTURING LICENCE</b>                                      | <input type="checkbox"/> |                          |
|           | a) Letter from company with justification  |                          | <input type="checkbox"/> |
|           | b) Original Manufacturing Licence/ A copy of Interim Letter and 'Lampiran A'       |                          | <input type="checkbox"/> |
|           |  |                          |                          |
| <b>5.</b> | <b>DUPLICATION OF MANUFACTURING LICENCE</b>  | <input type="checkbox"/> |                          |
|           | a) Letter from company with justification  |                          | <input type="checkbox"/> |
|           | b) Copy of Original Manufacturing Licence/interim approval letter and 'Lampiran A' |                          | <input type="checkbox"/> |
|           | c) Confirmation Letter from the Company Secretary                                  |                          | <input type="checkbox"/> |

- |           |   |   |   |
|-----------|---|---|---|
| <b>6.</b> | <b>SURRENDER OR CANCELLATION OF MANUFACTURING LICENCE/INTERIM APPROVAL</b>  | <input style="width: 80px; height: 20px;" type="text"/> |   |
|           | a) Letter from company with justification   |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           | b) Original Manufacturing Licence/interim approval letter and 'Lampiran A'  |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           | c) Board resolution from company  |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           |   |   |   |
| <b>7.</b> | <b>REVERSAL OF CANCELLATION OF MANUFACTURING LICENCE</b>  | <input style="width: 80px; height: 20px;" type="text"/> |   |
|           | a) Letter from company with justification   |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           | b) Original Manufacturing Licence/interim approval letter and 'Lampiran A'  |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           |   |   |   |
| <b>8.</b> | <b>UPDATING OF MANUFACTURING LICENCE CONDITIONS (TRANSFER SHARES/CHANGE OF BOARD OF DIRECTORS/EQUITY WAIVER/OTHERS)</b> | <input style="width: 80px; height: 20px;" type="text"/> |   |
|           | a) Letter from company with justification   |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           | b) Original Manufacturing Licence/interim approval letter and 'Lampiran A'  |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           | c) Board resolution from company  |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           |   |   |   |
| <b>9.</b> | <b>DEFERMENT OF PROJECT IMPLEMENTATION</b>  | <input style="width: 80px; height: 20px;" type="text"/> |   |
|           | a) Letter from company with justification   |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           | b) Copy of Manufacturing Licence/interim approval letter and 'Lampiran A'   |   | <input style="width: 80px; height: 20px;" type="text"/> |

## **II INCENTIVE**

### **TYPE OF APPLICATION**

- |           |   |   |   |
|-----------|---|---|---|
| <b>1.</b> | <b>RETAINING OF INCENTIVE UNDER NEW COMPANY NAME</b>                                    | <input style="width: 80px; height: 20px;" type="text"/> |   |
|           | a) Letter from company with justification   |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           | b) A copy of Incentive Approval Letter  |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           | c) A copy of Manufacturing Licence/ A copy of Interim Letter and 'Lampiran A', (if any) |   | <input style="width: 80px; height: 20px;" type="text"/> |
|           | d) Certificate of Incorporation on Change of Company Name (Form 13 / Company Profile)   |   | <input style="width: 80px; height: 20px;" type="text"/> |

- 2. AMENDMENT OF PIONEER CERTIFICATION FOR CHANGE OF COMPANY NAME**
- a) Letter from company with justification
  - b) Original Pioneer Certificate
  - c) A copy of Manufacturing Licence/ A copy of Interim Letter and 'Lampiran A', (if any)
  - d) Certificate of Incorporation on Change of company (Form 13 / Company Profile)
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- 3. AMENDMENT OF PIONEER CERTIFICATION FOR CHANGE OF LOCATION / AMENDMENT OF FACTORY ADDRESS**
- a) Letter from company with justification
  - b) Original Pioneer Certificate
  - c) A copy of Manufacturing Licence/ A copy of Interim Letter and 'Lampiran A', (if any)
  - d) Certificate of Incorporation on Change of Company (Form 13 / Company Profile)

**B. Please ensure that the following documents are enclosed:**

- a) Application form for Post Licencing/Incentive (PL/PI 2017)
- b) Statutory documents from Companies Commission of Malaysia (CCM) (Form 9, Form 13, Form 24, Form 44, Form 49)/Company profile
- c) Latest Audited Account (applicable for incentive application only)

**C. A copy of the complete application and checklist should be submitted to:**

**Lembaga Pembangunan Pelaburan Malaysia (MIDA)**  
**No. 5, Jalan Stesen Sentral 5**  
**Kuala Lumpur Sentral**  
**50470 Kuala Lumpur**  
**P.O. Box 10618**  
**50720 KUALA LUMPUR**  
**MALAYSIA**  
**(Attn. : Seksyen Pematuhan & Pemantauan Pelesenan dan Galakan)**  
**Tel : 603-2267 3633**  
**Fax : 603-2274 8471**

**Note:**  
**Incomplete applications and those without supporting documents will be rejected and returned to the applicants.**