

**APPLICATION FOR INCENTIVE AND / OR EXPATRIATE POST FOR  
MANAGER OF WASTE ECO PARK (WEP)**

**1. Company profile**

(a) Name of company:

\_\_\_\_\_

(b) Correspondence address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone / mobile no.:

Fax no.:

\_\_\_\_\_

Contact person:

Designation:

\_\_\_\_\_

E-mail:

Website:

\_\_\_\_\_

(c) Date of incorporation:

Registration no.:

\_\_\_\_\_

(d) Income tax reference no.:

Income tax branch office:

\_\_\_\_\_

(e) Address of registered office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no.:

Fax no.:

\_\_\_\_\_

(f) Particular of Board of Directors\*:

Name and residential address	Nationality	% shares in company

Note: \* If insufficient space, please provide the same information on a separate sheet of paper.

**2. Company Status**

(a) The company's previous/current activity / project.

*Please tick applicable box*

Yes  No

If yes, please provide details as follows;

- i. Project name: \_\_\_\_\_
- ii. Project cost/investment (RM): \_\_\_\_\_
- iii. Project location: \_\_\_\_\_
- iv. Project financing:
  - Loan: RM \_\_\_\_\_  
(Bank \_\_\_\_\_ / \_\_\_\_\_)
  - Other source: RM \_\_\_\_\_  
(eg. advance from shareholder / retained earnings / \_\_\_\_\_)

(b) Incentive/grant approved by MIDA/other government agencies (if any):

- i. Has the company applied for/obtained any other incentives (fiscal / non-fiscal incentives)?  Yes  No

If yes, please provide details as follows;

- 1) Approval agency: \_\_\_\_\_
- 2) Type of incentive/grant: \_\_\_\_\_  
Amount of grant, if any : RM \_\_\_\_\_
- 3) Date of approval of incentive: \_\_\_\_\_
- 4) Duration of incentive: \_\_\_\_\_

(Please provide a copy of each of the approval letter)

(c) Employment Structure

Category	Fulltime Employment						
	Malaysian			Foreign National			Total
	Degree	Diploma/ Certificate	Others	Degree	Diploma/ Certificate	Others	
<b>1. Managerial Staff</b>							
(a) Company Directors							
(b) Department Managers							
(c) General Managers							
Others (Please specify)							
<b>2. Technical &amp; Supervisory Staff</b>							
(a) Accountant and Auditors							
(b) Human Resource Personnel							
(c) Sales & Marketing Personnel							
Others (Please specify)							
<b>3. Clerical &amp; Other Support Staff</b>							
(a) Secretaries							
(b) Administrative Clerk							
(c) Draughtman							
(d) Accounting & Financing Clerk							
(e) General Worker							
(f) Security Officer							
Others (Please specify)							
<b>Total</b>							

1. Percentage of managerial and technical staff having diplomas/degree with a minimum of 5 years' experience (of total workforce)

%

2. Number of staff with post graduate (ie. Masters / PhD) qualifications.

3. In addition to fulltime employees as in above table, provide number of workers outsourced (not under company's payroll)

(d) Manpower by income:

Category	Number of Persons Employed by Average Monthly Salary (RM)							
	< 3000		3000 -<5000		5000-<10,000		>10,000	
	Malaysian	Foreign National	Malaysian	Foreign National	Malaysian	Foreign National	Malaysian	Foreign National
<b>4. Managerial Staff</b>								
(a) Company Directors								
(b) Department Manager								
(c) General Managers								
Others (Please specify)								
<b>5. Technical &amp; Supervisory Staff</b>								
(a) Accountant / Auditors								
(b) HR Personnel								
(c) Sales & Marketing								
Others (Please specify)								
<b>6. Clerical &amp; Other Support Staff</b>								
(a) Secretaries								
(b) Administrative Clerk								
(c) Account Clerk								
(d) General Worker								
(e) Security Officer								
Others (Please specify)								
<b>Total</b>								

### 3. Details of WEP Developer

Details of WEP Developer(s) appointing applicant as WEP Manager:

No	Name of WEP developer(s)	WEP developer's approval date
1		
2		
3		

Attach copy of letter of award / appointment.

**4. Applicant's Proposed Role / Services under Service Agreement (SA) with Approved WEP Developer**

Name of WEP Developer: \_\_\_\_\_

Date of service agreement: \_\_\_\_\_

Tenure / Period of service agreement: \_\_\_\_\_

Scope of services:

- Promote and advertise WEP
- Manage facilities and infrastructure in WEP
- Ensure supply of types and amount/volume of wastes is according to the capacity of the facility.
- Manage segregation and separation of waste for WEP Operator's feedstock.
- Others, please specify\*:

\_\_\_\_\_

Contract Payment arrangement (RM): \_\_\_\_\_

\* Provide information on services offered to WEP Developer.

Is there any service to be provided / offered to WEP Operators (tenants)? If yes, specify below.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Estimated Investment (first 5 years)\***

I. Fixed Assets (RM)	Year 20..	Year 20..	Year 20..	Year 20..	Year 20..
1.					
2.					
3.					
<b>Total Investment</b>					

Note: Provide above same info for other fixed assets on separate sheet if insufficient space.

II. Operating Expenditure					
Item Expenditure	Value (RM)				
	Year 1 (20__ )	Year 2 (20__ )	Year 3 (20__ )	Year 4 (20__ )	Year 5 (20__ )
(a) Rental					
(b) Freight and storage					
(c) Transportation					
(d) Maintenance					
(e) Employees Remuneration*					
(i) Expatriates					
(ii) Local staff					
(f) Housing					
(g) Travelling					
(h) Statutory contribution (e.g. EPF, SOCSO)					
(i) Utility					
(j) Communication					
(k) Printing and stationery					
(l) Interest					
(m) Bank charges					
(n) Others (Please specify): _____					
<b>Total</b>					

\* To include wages, salaries, bonuses, social insurance contribution, etc.

## 6. Financing Structure (for first 5 years)

ITEM	RM	%	
<b>(1) Authorised capital</b>			
<b>(2) Shareholder's fund</b>			
(a) Paid-up Capital			
(i) Malaysian Individual			
• Bumiputera			
• Non-Bumiputera			
(ii) Companies incorporated in Malaysia*			
•			
•			
(iii) Foreign nationals / companies (Specify name & nationality / country of origin)*			
•			
<b>Total of (i), (ii) and (iii)</b>			<b>100%</b>
<b>(3) Loan</b>			
(a) Domestic			
(b) Foreign			
•			
<b>Total Loan</b>			
<b>(4) Other sources</b>			
•			
<b>Total Sources</b>			
<b>Total of (2), (3) &amp; (4)</b>			

\* Refer next page for the above (2)(a)(ii) and (iii)

\* For 2(a)(ii) & (iii), provide equity structure as follow:

ITEM		%
Name of Company No.1*		
Bumiputra		
Non-Bumiputra		
Foreign nationals / companies (Specify name & nationality / country of origin)*		
•		
<b>TOTAL</b>		<b>100%</b>

\*Note: Provide information in a separate sheet if the company has more than one company incorporated in Malaysia as shareholder.

**7. a) Waste Source(s):**

i) Local  Import  Local & Import

ii) Solid waste - Solid Waste Management and Public Cleansing Act, 2007

- Municipal solid waste
- Industrial waste
- Commercial waste
- Institutional waste
- Construction & demolition waste (C&D)
- Others, please specify :

iii) Scheduled Waste - Environmental Quality Act, 1974

Code SW : \_\_\_\_\_

Please refer to Environmental Quality (Schedule Waste Regulations) 2005, for types of scheduled wastes listed in the First Schedule.

iv) Other category of waste, (if any) \_\_\_\_\_



**(b) Type of waste to be processed (if any):**

Type of Waste	Name of supplier	Quantity per month (tonnes)	% treated / recovered / recycled (% reduction of landfill)	Remarks (Details on the waste/products, if any)
Construction & demolition				
Copper Slag				
Used Slag				
Food				
Tyre / Rubber				
Wood				
Horticultural				
Paper				
Plastic				
Metal				
Glass				
Textiles				
E-waste				
Refrigerant				
Luminaire/ Lighting Waste				
Others (please specify)				

**8. Sources of Income**

Year of assessment	Income derived from services activities related to management, maintenance, supervision and marketing of WEP (RM)	%	Other sources of income* (RM)	%	Total income (RM)
20__					
20__					
20__					
20__					
20__					
20__					
20__					
20__					
20__					

\* Please specify the activities: \_\_\_\_\_

## 9. Details of Expatriate Posts

Complete this section if applicant applying for expatriate post(s). **Exclude** expatriate post(s) applied directly with Immigration Department or any other department.

A. New/additional post(s) applied:

Designation	Type of post (key/term post)	Number of post(s)	Duration (years)	Proposed minimum salary (RM)

Provide the following details for each expatriate post(s) applied for:

(a)	Job function
(b)	Minimum academic/professional qualification required
(c)	Minimum period of experience required
(d)	Justification for request
(e)	Proposed training scheme for Malaysian personnel to fill the relevant posts

B. Existing/approved post(s) (if any)

Designation	Name and nationality	Duration approved	Date post filled	Expiry date	Basic salary paid (RM)

Note: Please include the expatriate post(s) that have been approved by the Immigration Department or any other department

C. Attach company's organisational chart/structure indicating position(s) of existing/approved expatriate post(s).



### WEP MANAGER SUBMISSION CHECKLIST

<b>Prepare three (3) sets and submit the following items together with application form:</b>	
<input type="checkbox"/>	Form 9 - Companies Act, 1965 (Certificate of Incorporation of Private Company)
<input type="checkbox"/>	Form 24 - Companies Act, 1965 (Relevant forms reflecting paid up capital)
<input type="checkbox"/>	Form 44 - Companies Act, 1965 (Notice of Situation of Registered Office)
<input type="checkbox"/>	Form 49 - Companies Act, 1965 (Particulars of Directors, Managers and Secretaries)
<input type="checkbox"/>	Memorandum and Articles of Association
<input type="checkbox"/>	Agreement with WEP Developer (i.e. letter of award / appointing applicant to provide management, consultancy, supervisory and/or marketing services in relation to the activity in WEP)
<input type="checkbox"/>	Copy Management / audited accounts statement (if company incorporated more than 1 year)
<input type="checkbox"/>	Letter of award by relevant authorities on the waste management activities (if any)