**APPLICATION FOR INCENTIVE AND / OR EXPATRIATE POST FOR**

**MANAGER OF WASTE ECO PARK (WEP)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Company profile**  (a) Name of company: | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | |  | | |
|  |  |  | | | | | | | | | | | | | | |
|  | (b) Correspondence address: | | | | | | | | | | | | | | |
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|  |  | | | | | | | | | |  | | | | | |
|  |  | | 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.: |  | | | |
|  |  | |  | |  | | | |  |  | | | |

1. 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.

1. **Company Status**

*Please tick applicable box*

|  |  |
| --- | --- |
| 1. The company’s previous/current   activity / project.  If yes, please provide details as follows;   1. Project name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Project cost/investment (RM):\_\_\_ 3. Project location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Project financing:  * Loan: RM\_\_\_\_\_   (Bank \_\_\_\_\_ / \_\_\_\_\_\_\_)   * Other source: RM\_\_\_\_\_ (eg. advance from shareholder / retained earnings / \_\_\_\_ ) | Yes  No |
| 1. Incentive/grant approved by MIDA/other government agencies (if any): | |
| 1. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Date of approval of incentive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Duration of incentive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| (Please provide a copy of each of the approval letter) | |

1. Employment Structure

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Fulltime Employment** | | | | | | | | |
|  | **Malaysian** | | | **Foreign National** | | | | **Total** | |
|  | Degree | Diploma/  Certificate | Others | Degree | Diploma/  Certificate | Others | |  | |
| 1. Managerial Staff |  |  |  |  |  |  | |  | |
| 1. Company Directors |  |  |  |  |  |  | |  | |
| 1. Department Managers |  |  |  |  |  |  | |  | |
| 1. General Managers |  |  |  |  |  |  | |  | |
| Others (Please specify) |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
| 1. Technical & Supervisory Staff |  |  |  |  |  |  | |  | |
| 1. Accountant and Auditors |  |  |  |  |  |  | |  | |
| 1. Human Resource Personnel |  |  |  |  |  |  | |  | |
| 1. Sales & Marketing Personnel |  |  |  |  |  |  | |  | |
| Others (Please specify) |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
| 1. Clerical & Other Support Staff |  |  |  |  |  |  | |  | |
| 1. Secretaries |  |  |  |  |  |  | |  | |
| 1. Administrative Clerk |  |  |  |  |  |  | |  | |
| 1. Draughtman |  |  |  |  |  |  | |  | |
| 1. Accounting & Financing Clerk |  |  |  |  |  |  | |  | |
| 1. General Worker |  |  |  |  |  |  | |  | |
| 1. Security Officer |  |  |  |  |  |  | |  | |
| Others (Please specify) |  |  |  |  |  |  | |  | |
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|  |  |  |  |  |  |  | |  | |
| **Total** |  |  |  |  |  |  | |  | |
| 1. Percentage of managerial and technical staff having diplomas/degree with a minimum of 5 years’ experience (of total workforce) | | | | | | | | % | |
|  | | | | | | | |  | |
| 1. Number of staff with post graduate (ie. Masters / PhD) qualifications. | | | | | | | |  | |
|  | | | | | | | |  | |
| 1. 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 |
| 1. Managerial Staff |  |  |  |  |  |  |  |  |
| 1. Company Directors |  |  |  |  |  |  |  |  |
| 1. Department Manager |  |  |  |  |  |  |  |  |
| 1. General Managers |  |  |  |  |  |  |  |  |
| Others (Please specify) |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1. Technical & Supervisory Staff |  |  |  |  |  |  |  |  |
| 1. Accountant / Auditors |  |  |  |  |  |  |  |  |
| 1. HR Personnel |  |  |  |  |  |  |  |  |
| 1. Sales & Marketing |  |  |  |  |  |  |  |  |
| Others (Please specify) |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| 1. Clerical & Other Support Staff |  |  |  |  |  |  |  |  |
| 1. Secretaries |  |  |  |  |  |  |  |  |
| 1. Administrative Clerk |  |  |  |  |  |  |  |  |
| 1. Account Clerk |  |  |  |  |  |  |  |  |
| 1. General Worker |  |  |  |  |  |  |  |  |
| 1. Security Officer |  |  |  |  |  |  |  |  |
| Others (Please specify) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

1. **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.

|  |  |
| --- | --- |
|  |  |

1. **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.

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I. Fixed Assets**  **(RM)** | **Year 20..** | **Year 20..** | **Year 20..** | **Year 20..** | **Year 20..** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| **Total Investment** |  |  |  |  |  |
| 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\_\_ ) |
| 1. Rental |  |  |  |  |  |
| 1. Freight and storage |  |  |  |  |  |
| 1. Transportation |  |  |  |  |  |
| 1. Maintenance |  |  |  |  |  |
| 1. Employees Remuneration\* |  |  |  |  |  |
| (i) Expatriates |  |  |  |  |  |
| (ii) Local staff |  |  |  |  |  |
| 1. Housing |  |  |  |  |  |
| 1. Travelling |  |  |  |  |  |
| 1. Statutory contribution (e.g. EPF,SOCSO) |  |  |  |  |  |
| 1. Utility |  |  |  |  |  |
| 1. Communication |  |  |  |  |  |
| 1. Printing and stationery |  |  |  |  |  |
| 1. Interest |  |  |  |  |  |
| 1. Bank charges |  |  |  |  |  |
| 1. Others (Please specify):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **Total** |  |  |  |  |  |

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

1. **Financing Structure (for first 5 years)**

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

\* 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)\* | |  |
|  | |  |
| **TOTAL** | | **100%** |

**\***Note: Provide information in a separate sheet if the company has more than one company

incorporated in Malaysia as shareholder.

1. **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) | | | |  |

1. **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: |  |

1. **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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. 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:

|  |  |
| --- | --- |
|  | Job function |
|  | Minimum academic/professional qualification required |
|  | Minimum period of experience required |
|  | Justification for request |
|  | Proposed training scheme for Malaysian personnel to fill the relevant posts |

1. 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

1. Attach company’s organisational chart/structure indicating position(s) of

existing/approved expatriate post(s).

1. **Declaration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I , |  | | | , the |  | |
|  | (name) | | |  | (designation) | |
| of | |  |  | | |

(name of company)

|  |  |
| --- | --- |
| (i) | hereby declare that to the best of my knowledge, the particulars furnished in this application are true. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (ii)\* | have engaged / is planning to engage the services of the following consultant for my application : | | | | |
|  |  | | | | |
|  |  | Company Name | : |  |  |
|  |  | Address | : |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | Contact Person | : |  |  |
|  |  | Designation | : |  |  |
|  |  | Telephone no. | : |  |  |
|  |  | Fax no. | : |  |  |
|  |  | E-mail | : |  |  |
|  |  |  |  |  |  |
|  |  | |  |  | |
|  | I take full responsibility for all information submitted by the consultant(s). | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | | |
|  |  | | | |
|  |  |  |  |  |
|  |  | Date |  | (Signature) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | (Company’s Stamp or Seal) |
|  | \* Complete this section if the company has engaged / is planning to engage the services of consultant(s) to act on behalf of the company. | | | |

**WEP MANAGER SUBMISSION CHECKLIST**

|  |  |
| --- | --- |
| **Prepare three (3) sets and submit the following items together with application form:** | |
|  | Form 9 - Companies Act, 1965  (Certificate of Incorporation of Private Company) |
|  | Form 24 - Companies Act, 1965 (Relevant forms reflecting paid up capital) |
|  | Form 44 - Companies Act, 1965  (Notice of Situation of Registered Office) |
|  | Form 49 - Companies Act, 1965  (Particulars of Directors, Managers and Secretaries) |
|  | Memorandum and Articles of Association |
|  | 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) |
|  | Copy Management / audited accounts statement (if company incorporated more than 1 year) |
|  | Letter of award by relevant authorities on the waste management activities (if any) |