

**POST LICENSING/INCENTIVE CHECKLIST**

*(Submission To Industry/Services Division)*

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**

- |  |   |
|--|---|
| <p><b>1. TRANSFER OF MANUFACTURING LICENCE</b></p> <p>a) Letter from company with justification</p> <p>b) Original Manufacturing Licence/ A copy of Interim Letter and 'Lampiran A'</p> <p>c) Board resolution from company</p> <p>d) SSM profile for both companies (transferor &amp; transferee)</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p><b>2. REDEFINITION OF PRODUCT</b></p> <p>a) Letter from company with justification</p> <p>b) Copy of Manufacturing Licence/interim approval letter and 'Lampiran A'</p>   | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>                                 |
| <p><b>3. AMENDMENT/DELETION OF CONDITIONS (EXPORT/CAPACITY)</b></p> <p>a) Letter from company with justification</p> <p>b) Copy of Manufacturing Licence/interim approval letter and 'Lampiran A'</p>  | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>                                 |
| <p><b>4. ISSUANCE OF MANUFACTURING LICENCE (NEW / EXPANSION AT NEW LOCATION / ADDITIONAL PRODUCTS / DIVERSIFICATION)</b></p> <p>a) Covering letter from company</p> <p>b) A copy of Interim Letter and 'Lampiran A'</p> <p>c) No Objection Letter from Local Authorities</p>                           | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>                                 |

5. **APPLICATION BY LMW/FZ COMPANIES TO SELL PRODUCTS TO LOCAL MARKET**

- a) Letter from company with justification
- b) Form DS09

  


**II INCENTIVE**

**TYPE OF APPLICATION**

1. **RETAINING OF INCENTIVE**

*(To A Wholly Owned Subsidiary/Under New Company Name)*

- a) Letter from company with justification
- b) Copy of incentive approval letter
- c) Board resolution from company
- d) SSM profile for both companies (transferor & transferee)

  
  
  


2. **REDEFINITION OF PRODUCT**

- a) Letter from company with justification
- b) Copy of incentive approval letter

  


3. **AMENDMENT/DELETION OF CONDITIONS**

- a) Letter from company with justification
- b) Copy of incentive approval letter

  


4. **SURRENDER OF INCENTIVE**

*(At Approval Stage, No Certificate Issue/Effective Date Not Yet Determined)*

- a) Letter from company with justification
- b) Copy of incentive approval letter
- c) Board resolution from company

5. **CHANGE OF INCENTIVE**

*(From Pioneer Status To Investment Tax Allowance/  
Investment Tax Allowance To Pioneer Status)*

- a) Letter from company with justification
- b) Copy of incentive approval letter

6. **DEFERMENT OF PIONEER CERTIFICATE AND  
DETERMINATION OF EFFECTIVE DATE**

*(More Than 5 Years From Approval)*

- a) Letter from company with justification
- b) Copy of incentive approval letter

**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. : *Relevant Industry/Services Division\**, MIDA)  
Tel : 603-2267 3633  
Fax : 603-2274 8471**

**Note:**

- (a) Incomplete applications and those without supporting documents will be rejected and returned to the applicants.
- (b) Applications should be submitted to Relevant Industry/Services Division, MIDA.

\*Please specify the name of relevant Industry / Services Division