

QUICK REFERENCE





Introduction

This booklet is one of a series of 20 booklets prepared by MIDA for the purpose of providing investors with relevant information on establishing projects in the identified services sub-sectors in Malaysia. The complete list of booklets is as follows:

- Booklet 1:** General Policies, Facilities and Guidelines
- Booklet 2:** Regional Operations
- Booklet 3:** Research and Development (R&D) Services
- Booklet 4:** Logistics Services
- Booklet 5:** Specialised Technical Support Services
- Booklet 6:** Information and Communication Technology Services
- Booklet 7:** Environmental Management Services
- Booklet 8:** Distributive Trade Services
- Booklet 9:** Tourism and Travel Related Services
- Booklet 10:** Education and Industrial Training Services
- Booklet 11:** Legal Services
- Booklet 12:** Accounting, Auditing and Taxation Services
- Booklet 13:** Architectural Consultancy Services
- Booklet 14:** Surveying Consultancy Services
- Booklet 15:** Medical and Health Care Services
- Booklet 16:** Engineering and Energy Consultancy Services
- Booklet 17:** Management Consultancy Services
- Booklet 18:** Market Research Services
- Booklet 19:** Advertising Services
- Booklet 20:** Quick Reference

The Ministry of International Trade & Industry (MITI) spearheads the development of industrial activities to further enhance Malaysia's economic growth. As an agency under MITI, the Malaysian Investment Development Authority (MIDA) is in charge of the promotion and coordination of industrial development in the country.

MIDA is the first point of contact for investors who intend to set up projects in manufacturing and services sector in Malaysia. With its headquarters in Malaysia's capital city of Kuala Lumpur, MIDA has established a global network of 20 overseas offices covering North America, Europe and the Asia Pacific to assist investors interested in establishing manufacturing projects and services activities in Malaysia. Within Malaysia, MIDA has 12 branch offices in the various states to facilitate investors in the implementation and operation of their projects.

If you wish to explore investment opportunities in Malaysia, please contact MIDA for more information as well as assistance in your decision-making (please see the last page of contact details of MIDA's headquarters and state and overseas offices).

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BOOKLET

Booklet 2: Regional Operations

Application	Where to Apply	Forms
Principal Hub (PH)		
Licensing, Registrations and Approvals		
Application Principal Hub: Company is eligible for a 3-tiered corporate taxation rate For application received from 1 May 2015 until 30 April 2018	Malaysian Investment Development Authority (MIDA) MIDA Sentral No. 5, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50470 Kuala Lumpur, Malaysia Tel: 03-2267 3633 Fax: 03-2274 7970 Email: investmalaysia@mida.gov.my	PH
Representative/Regional Office		
Licences, Registrations and Approvals	MIDA	RE/RO-1 (New) RE/RO-2 (Extension)
Approval to Establish Regional or Representative Office		
Benefits		
Expatriates Working in a Regional Office (RO): • Taxed only on the chargeable income attributable to the number of days in Malaysia	Inland Revenue Board (IRB) Menara Hasil Persiaran Rimba Permai, Cyber 8 63000 Cyberjaya, Selangor Tel: 03-8313 8888 Fax: 03-8313 7801 Email: callcentre@hasil.gov.my	Tax Return

Booklet 2: Regional Operations

Application	Where to Apply	Forms
<p>Expatriate Employment</p> <p>Expatriate Post</p> <p>Endorsement of Employment Pass</p>	<p>MIDA</p> <p>Immigration Office in MIDA Or Immigration Department of Malaysia (Head Office) Or State Immigration Department Office</p>	<p>Together with Application for Regional or Representative Office</p> <p>DP11</p>
<p>Foreign Branch Office</p>		
<p>Licences, Registrations and Approvals</p> <p>Registration</p> <p>Processing Fee: Trade/Commercial name: RM60 per year IC name: RM30 per year</p> <p>Processing Fee: Minimum RM1,000</p>	<p>Companies Commission Malaysia (CCM) Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Email: enquiry@ssm.com.my</p>	<p>a) Registration of Business (ROB): Form B3 for existing companies to apply for additional branch or renew licence; or Form A for new registration. (Registration is only applicable for local people and permanent resident)</p> <p>b) Registration of Companies (ROC): Form 13A, M&A, 14A, and 9</p>

Booklet 2: Regional Operations

Application	Where to Apply	Forms
Expatriate Employment		
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Booklet 3: Research & Development Services

Application	Where to Apply	Forms
Licensing and Registration		
Registration of a company	Companies Commission Malaysia (CCM) Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Email: enquiry@ssm.com.my	Form 13A, M&A, Form 6, Form 48A
Business Licence/ Signboard Licence	State local authority	Prescribed Forms
Expatriate Employment		
Expatriate Post	Malaysian Investment Development Authority (MIDA) MIDA Sentral No. 5, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50470 Kuala Lumpur, Malaysia Tel: 03-2267 3633 Fax: 03-2274 7970 Email: investmalaysia@mida.gov.my	R&D/JA1 (new company) R&D/JA5 (Reinvestment)
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Level 1-7, (Podium) No 15, Persiaran Perdana Precinct 2 62550 Putrajaya, Malaysia Tel: 03-8000 8000 Web: www.imi.gov.my Or State Immigration Department Office	DP11

Booklet 3: Research & Development Services

Application	Where to Apply	Forms
Financial Assistance		
ScienceFund	Ministry of Energy, Science, Technology, Environment and Climate Change Level 1-7, Block C4 & C5, Complex C, Federal Government Administrative Centre 62662 PUTRAJAYA Tel: 03-8000 8000 Fax: 03-8888 9070 Web: www.mestecc.gov.my	Application must be made online through http://ernd.mestecc.gov.my/eScience Please refer to the eScience-Fund User Manual for further instructions.
Pre-Commercialisation Funds		
(i) TechnoFund	Pre Commercialisation Fund (TechnoFund) Secretariat Fund Section, Planning Division Ministry of Energy Science, Technology Environment and Climate Change Level 1-7, Block C4 & C5, Complex C, Federal Government Administrative Centre 62662 PUTRAJAYA 03-8000 8000 03-8888 9070 Web: www.mestecc.gov.my	http://www.mestecc.gov.my
(ii) InnoFund	Pre Commercialisation Fund (InnoFund) Secretariat, Fund Section, Planning Division, Ministry of Energy, Science, Technology, Environment and Climate Change	Application forms can be download from http://www.mestecc.gov.my
Commercialisation of Research & Development Fund (CRDF1, CRDF2, CRDF3)	Malaysian Technology Development Corporation Sdn Bhd (MTDC) Malaysia Technology Level 8-9 Menara Yayasan Tun Razak Jalan Bukit Bintang 55100 Kuala Lumpur, Malaysia Tel: 03-2172 6000 Fax: 03-2163 7541 Web: www.mtdc.com.my	CRDF 1 form CRDF 2 form CRDF 3 form

Booklet 3: Research & Development Services

Application	Where to Apply	Forms
Cradle Investment Programme (CIP Catalyst) U-CIP Catalyst CIP 500	Cradle Fund Sdn Bhd Suite 4.8.1, Level 4 PNB Darby Park 10, Jalan Binjai 50450 Kuala Lumpur, Malaysia Tel: 03-2166 4730 Fax: 03-2166 4737 Web: www.cradle.com.my	Online Submission
Incentives		
Contract R&D Company: <ul style="list-style-type: none"> Pioneer Status with 100% tax exemption of statutory income for five (5) years; or Investment Tax Allowance (ITA) of 100% on qualifying capital expenditure for ten (10) years 	MIDA	R&D/JA-1
R&D Company: <ul style="list-style-type: none"> ITA of 100% on qualifying capital expenditure incurred within ten (10) years 	MIDA	R&D/JA-1
In-house R&D: <ul style="list-style-type: none"> Investment Tax Allowance (ITA) of 50% on qualifying capital expenditure for ten (10) years 	MIDA	R&D/JA-2
Incentive for Reinvestment of R&D Activities <ul style="list-style-type: none"> Second round of Pioneer Status for another 5 years; or ITA for a further ten (10) years 	MIDA	R&D/JA-5
Incentive for Commercialisation of Public Sector R&D <ul style="list-style-type: none"> Tax deduction for company that invests in its subsidiary company engaged in the commercialisation of the R&D findings Pioneer Status of 100% on statutory income for 10 years for the subsidiary company that undertakes the commercialisation of the R&D findings 	MIDA MIDA	CRD ICA(C)/JA-8

Booklet 3: Research & Development Services

Application	Where to Apply	Forms
Industrial Design Services <ul style="list-style-type: none"> Pioneer Status with income tax exemption of 70% on statutory income for five (5) years 	MIDA	DSC-1 (new) DSC-2 (existing)
Double Deduction for R&D	Inland Revenue Board (IRB) Menara Hasil Persiaran Rimba Permai, Cyber 8, 63000 Cyberjaya, Selangor Tel: 03-8313 8888 Fax: 03-8313 7801 Email: callcentre@hasil.gov.my	
Incentive for Researchers to Commercialise Research Findings	IRB	Borang Nyata Cukai Pendapatan DD1/RD/1997 Borang 1 (Sek 34A ACP 1967) Borang 2 (Sek 34A ACP 1967)
Exemption of Import Duty and Excise Duty on Machinery, Raw Materials, Components, Parts, Samples and Equipment for R&D	MIDA	PC Services
Industrial Building Allowance for Construction or Building for R&D <ul style="list-style-type: none"> Initial Allowance: 10% Annual Allowance: 3% 	IRB	No form is required, but can refer to Income Tax Act 1967, Section 42, Schedule 3

Booklet 4: Logistics Services

Application	Where to Apply	Forms
Warehousing Services		
Licensing and Registrations		
Public Bonded Warehouse Licence Fee: RM2,400 for 2 years	Royal Customs Department of Malaysia (Headquarters) Kompleks Kementerian Kewangan No. 3, Persiaran Perdana Presint 2 62596 Putrajaya, Malaysia Tel: 03-8882 2100/2300/2500	JKED1
Private Bonded Warehouse Licence Fee: RM2,400 for 2 years	Royal Customs Department Offices	JKED1
Certificate of Completion and Compliance (CCC)	Professional Architects and Professional Engineers as well as Building Draughtsmen registered with the Board of Architects Malaysia (LAM)	Prescribed 'Form Gs' under the Matrix of Responsibility (Forms G1-G21)
Approvals from the Fire and Rescue Department * Certain form has to be included after the approval of Local Council	Fire and Rescue Department	No Prescribed Form
Business Licence/ Signboard Licence	State local authority	Prescribed Forms
Expatriate Employment Expatriate Post	Malaysian Investment Development Authority (MIDA) MIDA Sentral No. 5, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50470 Kuala Lumpur, Malaysia Tel: 03-2267 3633 Fax: 03-2274 7970 Email: investmalaysia@mida.gov.my Or	Together with ILS-1 (new company) or ILS-2 (existing company)

Booklet 4: Logistics Services

Application	Where to Apply	Forms
	Immigration Department of Malaysia (Head Office) Level 1-7, (Podium) No 15, Persiaran Perdana Precinct 2 62550 Putrajaya, Malaysia Tel: 603-8880 1000 Fax: 603-8880 1200 Web: www.imi.gov.my	
Warehousing Services For Regulated Goods		
Licensing and Registrations		
(i) Class G Licence to Store Radioactive and Nuclear Materials Application Fee: RM15	Atomic Energy Licensing Board (AELB) Ministry of Science, Technology and Innovation (MOSTI) Batu 24, Jalan Dengkil 43800 Dengkil Selangor, Malaysia Tel: 03-8922 5888 Fax: 03-8922 3685 Web: www.aelb.gov.my	LPTA 5
Off-Site Storage Facilities "Collection, Movement and Transportation of Scheduled Wastes" Licence	(This licence is frozen until 17 December 2015)	-
Business Licence/ Signboard Licence	State local authority	Prescribed Forms
Certificate of Completion and Compliance (CCC)	Professional Architects and Professional Engineers as well as Building Draughtsmen registered with the Board of Architects Malaysia (LAM)	Prescribed 'Form Gs' under the MaTriX of Responsibility (Forms G1-G21)
Approvals from the Fire and Rescue Department * Certain form has to be included after the approval of Local Council.	Fire and Rescue Department	No Prescribed Form
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office)	DP 10

Booklet 4: Logistics Services

Application	Where to Apply	Forms
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Transportation Services		
Licences, Registrations and Approvals		
(i) Licence for Commercial Vehicle and Haulage Processing fee: RM10 Annual fee: RM20	Land Public Transport Commission (SPAD) Aras 10, Tower 1 Wisma Amfirst Jalan SS7/15, 47301 Kelana Jaya, Selangor Tel: 03-78853400 Fax: 03-78853500	Borang Permohonan Baru
(ii) Licence for Transporting Scheduled Wastes Renewal Fee: RM100	Department of Environment Ministry of Energy, Science, Technology, Environment and Climate Change Level 1-4, Podium 2 & 3 Wisma Sumber Asli No.25, Persiaran Perdana, Precint 4 Federal Government Administrative Centre 62574 Putrajaya, Malaysia Tel: 03-8871 2000/2200 Fax: 03-8889 1973/1975 Web: www.doe.gov.my	AS13
(iii) Class D Licence for the Transportation of Nuclear and Radioactive Materials Application Fee: RM15 Licence Fee: RM100 - 200 Annually	AELB	E-lesen AB, B
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office)	DP10

Booklet 4: Logistics Services

Application	Where to Apply	Forms
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Forwarding/Shipping		
Licensing and Registrations		
(i) Freight Forwarding and Shipping Agent Licences	Royal Customs Department Offices	JKED 1 Application to be an Agent Lampiran B3 Lampiran B4 Lampiran B5
(ii) Signboard Licence	State local authority	Prescribed Forms
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office)	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Integrated Logistics Services (ILS)		
Incentives		

Booklet 4: Logistics Services

Application	Where to Apply	Forms
<p>Pioneer Status</p> <ul style="list-style-type: none"> - Tax exemption of 70% of the statutory income for a period of five (5) years) Investment Tax Allowances (ITA) - ITA of 60% on the qualifying expenditure incurred within a period of five (5) years. The allowance can be offset against 70% of the statutory income for each year of assessment. Unutilised allowances can be carried forward to subsequent years until fully utilised. 	MIDA	<p>ILS-1 (new company)</p> <p>ILS-2 (existing company)</p>
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office)	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
International Integrated Logistics Services (IILS)		
IILS Status		
<p>IILS provider is a company that provides integrated and seamless logistics services (door-to-door) along the logistics supply chain as a single entity on a regional or global scale.</p> <p>A company that is approved with IILS status is allowed 100% foreign equity ownership.</p>	MIDA	IILS
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office)	DP10

Booklet 4: Logistics Services

Application	Where to Apply	Forms
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) or State Immigration Department Office	DP11
Cold Chain Facilities		
Licensing and Registrations		
(i) Public Bonded Warehouse Licence	Royal Customs Department Offices	JKED 1
(ii) Private Bonded Warehouse Licence Fee: RM2,400 for 2 years		
Licence for Commercial Vehicle and Haulage Fee: RM 10 for processing fee. Once approved, applicant should pay RM20 for the letter of approval. License costs: RM20	SPAD	JPKJ 1 LPKP 2
(iii) Business Licence and Signboard Licence	State local authority	Prescribed Forms
Incentives		
Integrated Logistic Services: Pioneer Status with tax exemption of 70% of statutory income for a period of five (5) years; or ITA of 60% on qualifying capital expenditure for five (5) years	MIDA	ILS-1 (new company) ILS-2 (existing company)

Booklet 5: Specialised Technical Support Services

Application	Where to Apply	Forms
Machinery Maintenance Services		
Licensing and Registration		
Registration as Boiler and Unfired Pressure Vessel Repairer	Department of Occupational Safety and Health (DOSH) Ministry of Human Resources Level 2, 3, & 4, Block D3, Parcel D Federal Government Administrative Centre 62530 Putrajaya, Malaysia Tel: 03-8886 5000 Fax: 03-8889 2449 Web: www.dosh.gov.my	Online application
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office) Level 1-7, (Podium) No 15, Persiaran Perdana Precinct 2, 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Occupational Safety and Health Management Services		
Licensing and Registration		
Registration as Assessors	DOSH Head Office	(New) Borang PENGAPIT HIE 1/2005 (Renewal) Borang PENGAPIT HIE 3/2005

Booklet 5: Specialised Technical Support Services

Application	Where to Apply	Forms
<p>Registration as Hygiene Technicians I (Monitoring of Chemical Hazardous to Health)</p> <p>Registration as Hygiene Technicians II (Engineering Control Equipment)</p>	DOSH Head Office	<p>(New) Application form for Registration as Hygiene Technician I</p> <p>(Renewal) Application form for Renewal as a Hygiene Technician</p> <p>(New) Application form for Registration as Hygiene Technician II</p> <p>(Renewal) Application form for Renewal as a Hygiene Technician</p>
<p>Registration as Hygiene Technicians I (Monitoring of Chemical Hazardous to Health)</p> <p>Registration as Hygiene Technicians II (Engineering Control Equipment)</p>	DOSH Head Office	<p>(New) Application form for Registration as an Occupational Health Doctor</p> <p>(Renewal) Application form for Renewal as an Occupational Health Doctor</p>
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office)	DP10
Endorsement of Employment Pass	<p>Immigration Department of Malaysia (Head Office)</p> <p>Or</p> <p>State Immigration Department Office</p>	DP11

Booklet 5: Specialised Technical Support Services

Application	Where to Apply	Forms
Accreditation and Certification		
Accreditation Of Certification Bodies Quality Management System (QMS) Application Fee: RM5,000	Department of Standards Malaysia (Standards Malaysia) Accreditation Division Century Square, Level 1&2 Block 2300, Jalan Usahawan 63000 Cyberjaya Malaysia Tel: 03-8318 0002 Fax: 03-8319 3131 Web: www.dsm.gov.my	FM 201
Environmental Management System (EMS) Application Fee: RM5,000	Standards Malaysia	FM 201
Environmental Management System (EMS) Application Fee: RM5,000	Standards Malaysia	FM 201
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office)	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Accreditation of Laboratory under the Laboratory Accreditation Scheme of Malaysia (SAMM) Testing Laboratory Application Fee: RM 3,500/Testing Field RM 200/Additional Field	Standards Malaysia	LA 201 C/T

Booklet 5: Specialised Technical Support Services

Application	Where to Apply	Forms
<p>Calibration Laboratory</p> <p>Application Fee: RM 3,500/Testing Field RM 200/Additional Field</p>	Standards Malaysia	LA 202 C/T
<p>Annual Licence Renewal Fee: RM 1,000</p>	<p>Malaysian Cocoa Board (MCB) 5 & 7th Floors, Wisma SEDCO Lorong Plaza Wawasan Off Coastal Highway Locked Bag 211 88999 Kota Kinabalu Sabah, Malaysia Tel: 088-234 477 Fax: 088-239 575 Web: www.koko.gov.my</p>	<p>Online application www.bless.gov.my</p>
Expatriate Employment		
<p>Employment Pass Application</p>	<p>Immigration Department of Malaysia (Head Office)</p>	DP10
<p>Endorsement of Employment Pass</p>	<p>Immigration Department of Malaysia (Head Office)</p> <p>Or</p> <p>State Immigration Department Office</p>	DP11
Licensing and Registration		
Licences for Radioactive Material and Irradiating Apparatus		
<p>Class A Licence (manufacture, trade in, produce, process, purchase, own, possess, use, transfer, handle, sell or store radioactive material)</p> <p>Application Fee: RM15</p>	<p>Atomic Energy Licensing Board (AELB) Ministry of Science, Technology and Innovation (MOSTI) Batu 24, Jalan Dengkil 43800 Dengkil Selangor, Malaysia Tel: 03-8922 5888 Fax 03-8922 3685 Web: www.aelb.gov.my</p>	<p>Online Submission & Lesen online</p>

Booklet 5: Specialised Technical Support Services

Application	Where to Apply	Forms
Class C licence (manufacture, trade in, produce, process, purchase, own, possess, use, transfer, handle, sell or store irradiating apparatus) Application fee: RM15	AELB	Online Submission & Lesen online
Expatriate Employment Expatriate Post	Malaysian Investment Development Authority (MIDA) MIDA Sentral No. 5, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50470 Kuala Lumpur, Malaysia Tel: 03-2267 3633 Fax: 03-2274 7970 Email: investmalaysia@mida.gov.my	JA1 (New Project) JA2 (Expansion / Diversification Project)
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Incentives Pioneer Status with tax exemption of 30% of statutory income for five (5) years; or Investment Tax Allowance (ITA) of 60% of qualifying capital expenditure for 5 years	MIDA	R&D/JA-1
Exemption from Import Duty on Raw Materials/ Components/ Machinery/ Equipment	MIDA	PC Services

Booklet 5: Specialised Technical Support Services

Application	Where to Apply	Forms
Clinical Trials, Bioavailability/Bioequivalence or Efficacy Trials for the Pharmaceutical Industry		
Licensing and Registration Clinical Trial in Public Hospitals	Secretariat National Institutes of Health (NIH) Ministry of Health, Malaysia Institut Pengurusan Kesihatan Jalan Rumah Sakit Bangsar 59000 Kuala Lumpur Tel: 03-22874032 Fax: 03-22874030 Web: www.nin.gov.my	(MOH MREC) Applications can be submitted only through the National Medical Research Register www.nmrr.gov.my
Clinical Trial Import Licence (CTIL) Processing Fee: RM500/Trial Product	National Pharmaceutical Regulatory Agency (NPRA) Lot 36, Jalan Universiti 46200 Petaling Jaya Selangor, Malaysia Tel: 03-7883 5400 Fax: 03-7956 2924 Web: www.npra.gov.my	PKPB/300/301
Clinical Trial Exemption for An Unregistered Product to be Manufactured in Malaysia for Clinical Trials	NPRA	PKPB/300/302
Clinical Trial Permit for Registered Drug with Special Labelling Clinical Trial Permit for New Indication of a Registered Product	NPCB	BPFK -002.5 BPFK- 002.5
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office)	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Booklet 5: Specialised Technical Support Services

Application	Where to Apply	Forms
<p>Incentives</p> <p>Contract R&D Company: Pioneer Status with tax exemption of 100% of statutory income for five (5) years; or</p> <p>Investment Tax Allowance (ITA) of 100% qualifying capital expenditure incurred within ten (10) years</p> <p>Second round Pioneer Status for another five (5) years or ITA for a further ten (10) years</p>	MIDA	<p>R&D/JA-1</p> <p>R&D/JA-5</p>
<p>R&D Company:</p> <p>Pioneer Status with tax exemption of 100% of statutory income for five (5) years; or Investment Tax Allowance (ITA) of 100% qualifying capital expenditure incurred within ten (10) years</p> <p>Second round Pioneer Status for another five (5) years or ITA for a further ten (10) years</p>	MIDA	<p>R&D/JA-1</p> <p>R&D/JA-5</p>
<p>In-house Research:</p> <p>Investment Tax Allowance (ITA) of 50% qualifying capital expenditure incurred within ten (10) years</p> <p>Second round Pioneer Status for another five (5) years or ITA for a further ten (10) years</p>	MIDA	<p>R&D/JA-1</p> <p>R&D/JA-5</p>
<p>Double Deduction for Research & Development</p>	<p>Inland Revenue Board (IRB) Menara Hasil Persiaran Rimba Permai, Cyber 8 63000 Cyberjaya, Selangor Tel: 03-8313 8888 Fax: 03-8313 7801 Email: callcentre@hasil.gov.my</p>	<p>Borang Nyata Cukai Pendapatan DD1/RD/1997</p>

Booklet 5: Specialised Technical Support Services

Application	Where to Apply	Forms
Integrated Central Utility Facilities		
Licensing and Registration Public Licence/Private Licence 5MW and above	Energy Commission (EC) (Suruhanjaya Tenaga) No.12, Jalan Tun Hussein Precint 2 62100 Putrajaya Malaysia Tel: 03 8870 8500 Fax: 03 8888 8637 Web: www.st.gov.my	Online Submission e-Electricity
Public Licence/Private Licence less than 5MW	EC Regional Offices	Online Submission e-Electricity
Certificate of Competency Competency Examination Fee: (a) Electrical Services Engineer: RM220 (b) Electrical Competent Engineer: RM220 (c) Electrical Supervisor: RM165 (d) Electrical Chargeman: RM110 (e) Wireman: RM60 (f) Cable jointer: RM60	EC Headquarters EC Headquarters EC Headquarters EC Regional offices EC Regional offices EC Regional offices	ST (PE) 1 Pin.4/2007
Approval for Waste Water Treatment Facilities and Effluent Discharge	DOE Office	Second and Third Schedule of The Effluent Regulation
Install And Operate Unfired Pressure Vessel	DOSH Office	JKJ 105
Expatriate Employment Expatriate Post	MIDA	ICA/JA-1 (New Project) ICA/ JA-2 (Expansion/ Diversification Project)

Booklet 5: Specialised Technical Support Services

Application	Where to Apply	Forms
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Booklet 6: Information and Communication Technology Services

Application	Where to Apply	Forms
Hardware And Software Consultancies, Database Activities, Content Development, Internet Based Business Application Services, E-Commerce Services/Solutions, System Integration, Computer Assisted Manufacturing Services, Call Centres And Centralised Help Lines		
Licensing and Registration		
Registration of a company	Companies Commission Malaysia (CCM) Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Email enquiry@ssm.com.my	Form 13A, M&A, Form 6, Form 48A
Expatriate Employment		
Employment Pass Application	Immigration Department of Malaysia (Head Office) Level 1-7, (Podium) No 15, Persiaran Perdana, Precinct 2, 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Incentives		
Incentives for MSC Malaysia	Malaysia Digital Economy Corporation Sdn Bhd (MDeC) 2360, Persiaran APEC 63000 Cyberjaya Selangor, Malaysia 03-8315 3000 03-8315 3115 www.mdec.my clic@mdec.com.my	Form B/Pre-Application Form

Booklet 6: Information and Communication Technology Services

Application	Where to Apply	Forms
Industrial Building Allowance (IBA) for Buildings in MSC Malaysia	Inland Revenue Board (IRB) Menara Hasil Persiaran Rimba Permai, Cyber 8 63000 Cyberjaya Selangor Tel: 03-8313 8888 Fax: 03-8313 7801 Email: callcentre@hasil.gov.my	No form is required, but can refer to Income Tax Act 1967, Section 42, Schedule 3
Accelerated Capital Allowance	IRB	Tax Return
Other Information Communication Technology (ICT) Services		
Licensing and Registration		
Class Licence * Application Fee: RM2,500 Registration Fee: RM2,500 (* Please refer to the next table for more details)	Malaysian Communication and Multimedia Commission (MCMC) 63000 Cyberjaya Tel: 03-8688 8000 Fax: 03-8688 1000 Web: www.mcmc.gov.my	Form D ANNEXURE 2
Individual Licence * Application Fee: RM10,000 Approval Fee: RM50,000 Renewal Fee: RM25,000 (* Please refer to the next table for more details)	MCMC	Form A ANNEXURE 1
Expatriate Employment		
Employment Pass	Immigration Department of Malaysia (Head Office)	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Booklet 6: Information and Communication Technology Services

Licensing Category	Individual Licence	Class Licence	Exempt / Unlicensed
Other ICT Services			
Network Facility Provider	<ul style="list-style-type: none"> • Earth Stations • Fixed links and cables • Radio communications transmitters and links • Satellite hubs • Satellite control station • Space station • Submarine cable landing centre • Switching centre • Towers, poles, ducts • And pits used in conjunction with other network facilities • Such other network Facilities which are not exempt under the CMA or not subject to a class licence under Part IV of the Licensing Regulations or not listed in this subparagraph 	Niched or limited purpose network facilities	<ul style="list-style-type: none"> • Broadcasting and production studios • Incidental network facilities • Private network facilities
Network Service Provider	<ul style="list-style-type: none"> • Bandwidth services • Broadcasting distribution services • Cellular mobile services • Access applications service • Space service • Switching services • Gateway services • Such other network services which are not exempt under the CMA or not subject to a class licence under Part IV of the Licensing Regulations or not listed in this 	<ul style="list-style-type: none"> • Niched customer access • Niched connection services 	<ul style="list-style-type: none"> • Incidental network services • LAN service • Private network services

Booklet 6: Information and Communication Technology Services

Licensing Category	Individual Licence	Class Licence	Exempt / Unlicensed
Applications Service Provider		<ul style="list-style-type: none"> • PSTN • Public cellular services • IP telephony • Public payphone service • Public switched data service • Audio text hosting services provided on an opt-in basis • Directory services • Internet access services • Messaging services 	<ul style="list-style-type: none"> • Electronic transaction service • Interactive Transaction service • Networked advertising Boards and Cineplex • Web hosting or client server
Content Applications Service Provider	<ul style="list-style-type: none"> • Satellite broadcasting subscription • Broadcasting • Terrestrial free to air TV • Terrestrial radio Broadcasting • Such other content applications services which are not exempt under the CMA or not subject to a class licence under Part IV of the Licensing Regulations or not listed in this subparagraph 	<p>Following limited content applications service:</p> <ul style="list-style-type: none"> • Content applications service limited in its availability to • Vehicles, vessels, railway or aircraft used for hire or reward or for any other valuable consideration • A single commercial or residential building or a restricted geographical area 	

Booklet 6: Information and Communication Technology Services

Licensing Category	Individual Licence	Class Licence	Exempt / Unlicensed
		<ul style="list-style-type: none"> • A content applications service of limited appeal or which is targeted to a special interest group and available through subscription by persons using equipment specifically designed for receiving the said service • A content applications service where the content is remotely generated and distributed through a network service and displayed on a screen • A content applications service for distance learning purpose or • A content applications service linked or associated specifically to a sporting, cultural or other one-off event 	

Booklet 7: Environmental Management Services

Application	Where to Apply	Forms
Environmental Impact Assessment (EIA) Consultancy		
Licensing and Registration		
(i) Registration as Environmental Impact Assessment (EIA) Consultant	DOE Office	(New) Form A/ VERI/ 27 FEB2007 (Individual) (Renewal) EIA consultant Registration Scheme Application for Renewal
Expatriate Employment Employment Pass	Immigration Department of Malaysia (Head Office) (Ministry of Home Affairs) Level 1-7 (Podium) No 15, Persiaran Perdana, Precint 2 62550 Putrajaya, Malaysia Tel: 03-88801000 Fax: 03-88801200	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Scheduled Wastes Management Services		
Licensing and Registration Operating as Scheduled Waste Operator: (i) EIA Approval Licence Fee: RM100	DOE Office	EIA report

Booklet 7: Environmental Management Services

Application	Where to Apply	Forms
<p>(ii) Written Permission to Construct Treatment and Disposal Facilities of Scheduled Wastes</p> <p>Processing Fee : RM 1,000</p>	DOE Office	<p>ASPAT Form AS 9 Application for Off-Site Treatment Facilities AS 10 Application for Setting Up land Treatment Facilities/ AS 11 Application for Setting Up Off Site Recovery Facilities AS 12 Application for Setting Up Secure Landfills/ AS 13 Application for Setting Up Off Site Storage Facilities/ Transportation</p>
<p>(iii) Licence to Occupy and Use the Prescribed Premises</p> <p>Processing Fee: RM 100</p>	DOE Office	AS1- PIN1/86
(iv) Written Approval to Erect, Install, Re-site or Alter Fuel Burning Equipment and/or Incinerator	DOE Office	AS16A/ AS16B AS16C
(v) Register, Install and Operate Machineries & Equipment to be Used in the Operation (for Scheduled Waste Operators)	DOSH Office	JKJ 105
(vi) Certificate of Fitness for Occupation Applicable for New Buildings	State local authority	Prescribed Forms

Booklet 7: Environmental Management Services

Application	Where to Apply	Forms
(vii) Manufacturing Licence to Conduct Recycling Activities	Malaysian Investment Development Authority (MIDA) MIDA Sentral No. 5, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50470 Kuala Lumpur, Malaysia Tel: 03-2267 3633 Fax: 03-2274 7970 Email: investmalaysia@mida.gov.my	ICA/JA-1 (New Project) ICA/JA-2 (Expansion/Diversification Project)
(viii) Class G Licence for Storage and Disposal of Radioactive Waste Prescribed Fee: RM 15	Atomic Energy Licensing Board (AELB) Ministry of Science, Technology and Innovation (MOSTI) Batu 24, Jalan Dengkil 43800 Dengkil Selangor, Malaysia Tel: 03-8922 5888 Fax: 03-8922 3685 Web: www.aelb.gov.my	LPTA/BP 5
Expatriate Employment		
Expatriate Post	MIDA	ICA/JA-1 (New Project) ICA/JA-2 (Expansion/Diversification Project)
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Incentives for Recycling of Waste Activities Pioneer Status with 70% tax exemption on statutory income for 5 years; or Investment Tax Allowance of 60% on qualifying capital expenditure for 5 years.	MIDA	ICA/JA-1 (New Project) ICA/JA-2 (Expansion/Diversification Project)
Exemption from Import Duty On Machinery and Equipment	MIDA	PC Services

Booklet 7: Environmental Management Services

Application	Where to Apply	Forms
Accelerated Capital Allowances	Inland Revenue Board (IRB) Menara Hasil Persiaran Rimba Permai Cyber 8 63000 Cyberjaya, Selangor Tel: 03-8313 8888 Fax: 03-8313 7801 Email: callcentre@hasil.gov.my	No form is required, but can refer to Income Tax Act 1967, Section 42, Schedule 3
Environmental Pollution Control Consultancy		
Licensing and Registration Registration of a company	Companies Commission Malaysia (CCM) Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Email: enquiry@ssm.com.my	Form 13A, M&A, Form 6, Form 48A
Expatriate Employment Employment Pass	Immigration Department of Malaysia (Head Office)	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Renewable Energy Generation and Energy Efficiency Services		
Renewable Energy Generation Licensing and Registration Approval for Fit-in-Tariff	Sustainable Energy Development Authority (SEDA) Galerie PjH, Aras 9, Jalan P4W Persiaran Perdana, Presint 4 62100 Putrajaya Tel: 03-8870 5800 Fax: 03-8870 5900 Web: www.seda.gov.my	Application form can be downloaded from SEDA website

Booklet 7: Environmental Management Services

Application	Where to Apply	Forms
<p>Energy Services Company</p> <p>Licensing and Registration</p> <p>(ESCO) Licences, Registrations and Approvals Registration with the Malaysian Association of Energy Services Company (MAESCO) as an Energy Services Company (ESCO)</p> <p>Registration fee: RM700</p> <p>Renewal fee: RM200</p>	<p>Malaysia Association of Energy Service Companies (MAESCO) No.9, Jalan SS7/10 Kelana Jaya 47301 Petaling Jaya Selangor, Malaysia Tel: 03-7873 /0784/0785 Fax: 03-7873 0769 Web: www.maesco.org.my</p>	<p>Membership Application Form</p>
<p>Expatriate Employment</p> <p>Expatriate Post</p> <p>Employment Pass</p>	<p>MIDA</p> <p>Immigration Department of Malaysia (Head Office)</p>	<p>EE/JA</p> <p>DP10</p>
<p>Endorsement of Employment Pass</p>	<p>Immigration Department of Malaysia (Head Office)</p> <p>Or</p> <p>State Immigration Department Office</p>	<p>DP11</p>
<p>Incentives</p> <p>Incentives for Energy Generation Using Renewable Energy Resources for Supply to Third Party</p> <p>Pioneer Status with 100% tax exemption on statutory income for 5 years; or Investment Tax Allowance of 100% on qualifying capital expenditure for five (5) years</p> <p>For applications received by 31 December 2015</p>	<p>MIDA</p>	<p>RE/JA</p>

Booklet 7: Environmental Management Services

Application	Where to Apply	Forms
<p>Incentives for Company Generating Energy from Renewable Energy Sources for Own Consumption</p> <p>Pioneer Status with 100% tax exemption on statutory income for 5 years; or</p> <p>Investment Tax Allowance of 100% on qualifying capital expenditure for five (5) years</p> <p>For applications received by 31 December 2015</p>	MIDA	RE/JA
<p>Incentives for Companies Providing Energy Efficiency/ Conservation Services (ESCO)</p> <p>Pioneer Status with 100% tax exemption on statutory income for 10 years;</p> <p>Investment Tax Allowance of 100% on qualifying capital expenditure for five (5) years</p> <p>For applications received by 31 December 2015</p>	MIDA	EE/JA
<p>Incentives for Companies Which Incur Capital Expenditure for Conserving Energy for Own Consumption</p> <p>Investment Tax Allowance of 100% on qualifying capital expenditure for five (5) years</p>	MIDA	EE/JA
Green Technology Incentive	MIDA&MGTC	RE/JA or EE/JA

Booklet 8: Distributive Trade Services

Application	Where to Apply	Forms
Hypermarket / Departmental Store / Supermarket / Specialty Store / Other Distributive Trade Activities		
Licensing and Registration		
Registration of a company	Companies Commission Malaysia (CCM) Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Email: enquiry@ssm.com.my	Form 13A. M&A, Form 6, Form 48A
Establishment of Wholesale and Retail Trade 30% Bumiputera equity required for Hypermarket only	Wholesale and Retail Trade Committee (WRTC) Domestic Trade Division Ministry of Domestic Trade, Co-operatives and Consumerism No 13, Persiaran Perdana Precinct 2 Federal Government Administration Centre 62623 Putrajaya, Malaysia Tel: 03-8882 5500 Fax: 03-8882 5981 Web: www.kpdnhep.gov.my	WRT 1 form
Registration of Pharmacist (New) Fee: RM100 (Renewal) Fee: RM50/year Pharmacist's Licence (Poison Licence Type A)	Secretary, Malaysia Pharmacy Board, Pharmaceutical Services Division, Ministry of Health, Malaysia Lot 36, Jalan Universiti 46350 Petaling Jaya Selangor, Malaysia Tel: 03-7841 3200 Fax: 03-7968 2222 Web: www.pharmacy.gov.my	(NEW) Form 5 (Renewal) Form 10 Form: "Permohonan untuk Lesen Jenis A/B/D/E / Permit Natrium Hidroksida / Permit Bahan Psikotropik"
Direct Selling		
Licensing and Registration		
Registration of a company	Companies Commission Malaysia (CCM) Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5	WRT 1 form

Booklet 8: Distributive Trade Services

Application	Where to Apply	Forms
	Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Email: enquiry@ssm.com.my	Form 13A. M&A, Form 6, Form 48A
<p>Direct Selling Licence</p> <p>Paid up capital requirement:</p> <ul style="list-style-type: none"> - 100% non-Bumiputera Multilevel: RM1.5M Single level: RM0.5M Mail Order: RM0.5M Foreign: RM5.0M - 100% Bumiputera Multilevel: RM0.5M Single level: RM0.1M Mail Order: RM0.1M Foreign: RM5.0M <p>Fee: RM500/year</p>	<p>Ministry of Domestic Trade and Consumer Affairs Domestic Trade Division No 13, Persiaran Perdana, Precinct 2 Federal Government Administration Centre 62623 Putrajaya, Malaysia Tel: 03-8882 5500 Fax: 03-8882 5981 Web: www.kpdnhep.gov.my</p>	Form AJL1
Franchise Business		
Licensing and Registration		
Registration of a company	<p>Companies Commission Malaysia (CCM) Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03 2299 4400 Fax: 03 2299 4411 Email: enquiry@ssm.com.my</p>	Form 13A. M&A, Form 6, Form 48A
<p>Registration of Trademark/ Service Mark</p> <p>Fee for Registration: RM370</p> <p>Fee for Renewal: RM600</p>	<p>Intellectual Property Corporation of Malaysia Ministry of Domestic Trade, Cooperatives and Consumerism Unit 1-7, Ground Floor Menara UOA Bangsar, No. 5, Jalan Bangsar Utama 1 59000 Kuala Lumpur, Malaysia Tel: 03-2299 8400 Fax: 03-2299 8989 Web: www.myipo.gov.my</p>	TM 5 (New) TM12 (Renewal)

Booklet 8: Distributive Trade Services

Application	Where to Apply	Forms
<p>Registration of Franchisor</p> <p>Processing Fees: RM50</p> <p>Registration Fee: Franchisor / Master Franchisee / Franchisee: RM1,000</p>	<p>Franchise Development Division Domestic Trade Division Ministry of Domestic Trade and Consumer Affairs</p> <p>No 13, Persiaran Perdana Precinct 2 Federal Government Administration Centre 62623 Putrajaya, Malaysia</p> <p>Tel: 03-8882 5585 Fax: 03-8882 5583 Web: www.franchisemt dcc.gov.my</p>	<p>Form 1 (BAF1) Form 2 (BAF2)</p>
<p>Registration for Franchise Development Program (only apply to Bumiputera)</p>	<p>Franchise Service Centre Perbadanan Nasional Berhad (PNS) Level 2, Menara Dato'Onn, (PWTC) 45 Jalan Tun Ismail 50480 Kuala Lumpur, Malaysia</p> <p>Tel: 03-2698 7800 Fax: 03-2698 7080 Web: www.pns.com.my</p>	<p>Online Application</p>
<p>Expatriate Employment</p> <p>Expatriate Post</p>	<p>Immigration Department of Malaysia (Head Office) Level 1-7, (Podium), No 15, Persiaran Perdana, Precinct 2 62550 Putrajaya, Malaysia</p> <p>Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my</p>	<p>DP10</p>
<p>Endorsement of Employment Pass</p>	<p>Immigration Department of Malaysia (Head Office)</p> <p>Or</p> <p>Immigration Department Offices</p>	<p>DP11</p>

Booklet 8: Distributive Trade Services

Application	Where to Apply	Forms
Financial Assistance		
Local Franchise Product Development Programme	Franchise Development Division Domestic Trade Division Ministry of Domestic Trade and Consumer Affairs	
Franchise Development Assistance Scheme	PNB	BPF2
Franchise Financing Scheme Interest rate: 4.75% per year		
Incentives		
Tax Deduction on Franchise Fee	IRB	Tax Return
Deduction for implementation of RosettaNet	IRB	Tax Return

Booklet 9: Tourism And Trade Related Services

Application	Where to Apply	Forms
Hotel and Restaurant		
Licensing and Registration		
Licences for Hotel and Restaurant Businesses	Ministry of Housing and Local Government No 51, Persiaran Perdana Precinct 4 62100 Putrajaya, Malaysia Tel: 03-8000 8000 Fax: 03-8891 5557 Web: www.kpkt.gov.my	
Expatriate Employment		
Expatriate Post	Malaysian Investment Development Authority (MIDA) MIDA Sentral No. 5, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50470 Kuala Lumpur, Malaysia Tel: 03-2267 3633 Fax: 03-2274 7970 Email: investmalaysia@mida.gov.my	Together with incentive application H&T/JA-1 (New) H&T/JA-2 (Existing)
Employment Pass	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) Block 2G4 Precint 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Booklet 9: Tourism And Trade Related Services

Application	Where to Apply	Forms
Incentives		
(i) Incentives for Undertaking New Investments in Hotel and Tourism Projects (ii) Incentives for Reinvestment in Hotel and Tourism Projects <ul style="list-style-type: none"> • Pioneer Status or • Investment Tax Allowance 	MIDA	H&T/JA-1 (New) H&T/JA-2 (Existing)
Tour Operating/Travel Agency Business		
Licensing and Registration		
Tour Operating/Travel Agency Business Licence Renewal of licence	Licensing Division Ministry of Tourism, Arts and Culture (MOTAC) (through the appropriate state offices)	Through MOTAC state offices or Tourism Industry Licensing System (SIP) at www.spip.gov.my
Expatriate Employment		
Expatriate Post	Ministry of Tourism, Arts and Culture No. 2, Tower 1, Jalan P5/6 Precinct 5 62200 Putrajaya, Malaysia Tel: 03-8891 7000 Fax: 03-8891 7100 Email: info@motac.gov.my Web: www.motac.gov.my	
Employment Pass	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) Block 2G4 Precinct 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my	

Booklet 9: Tourism And Trade Related Services

Application	Where to Apply	Forms
Incentives		
Tax Exemption for Tour Operators	MOTAC	
Must bring in at least 750 foreign tourists or at least 1,500 local tourists per year. Valid until Y/A 2015.	Inland Revenue Board (IRB) Menara Hasil Persiaran Rimba Permai, Cyber 8 63000 Cyberjaya, Selangor Tel: 03-8313 8888 Fax: 03-8313 7801 Email: callcentre@hasil.gov.my	
Tourism Vehicle Business Licence		
Licensing and Registration		
Excursion Bus Licence Application	MOTAC	Form can be obtained from MOTAC website at www.motac.gov.my
Hire and Drive Licence Application		
Incentives		
Full excise duty exemption on the purchase of national cars	Ministry of Finance Malaysia Ground Floor, North Block Ministry of Finance Complex Precint 2, Federal Government Administrative Centre 62592 Putrajaya, Malaysia Tel: 03-8882 3166 / 4341 / 4339 Web: www.eperolehan.com.my	
50% excise duty exemption on locally assembled 4WD vehicles		
Malaysia My Second Home Agent License (MM2H)		
Licensing and Registration		
Licence for Domestic Travel Agency	Licensing Division Ministry of Tourism, Arts and Culture (MOTAC) State Office	

Booklet 9: Tourism And Trade Related Services

Application	Where to Apply	Forms
Financial Assistance		
Tourism Infrastructure Fund <ul style="list-style-type: none"> • Applicants must be majority-owned by Malaysians (at least 51%) • All existing and new enterprises carrying out or planning to carry out tourism infrastructure projects are eligible • All applicants must have a minimum paid-up capital of RM5.0 million or minimum of 20% from the total loan applied whichever is higher 	MOTAC	
Other Incentives		
Double Deduction on Overseas Promotion	IRB	
Double Deduction on Approved Trade Fairs	IRB	
Tax Exemption for Promoting International Conference and Trade Exhibitions	IRB	
Deduction on Cultural Performances	IRB	
Incentives for the Luxury Yacht Industry <ul style="list-style-type: none"> (i) Construction of luxury yachts <ul style="list-style-type: none"> - Pioneer Status (ii) Repair and maintenance activities for luxury yachts in the island of Langkawi <ul style="list-style-type: none"> - income tax exemption of 100% for five years (iii) Chartering services of luxury yachts <ul style="list-style-type: none"> - income tax exemption of 100% for five years 	MIDA Ministry of Finance IRB	

Booklet 9: Tourism And Trade Related Services

Application	Where to Apply	Forms
Incentive for the Promotion of Healthcare Travel		
(i) Incentive for Private Healthcare Facilities - income tax exemption equivalent to Investment Tax Allowance (ITA) of 100% on qualifying capital expenditure incurred within five years - for application received from 1 January 2010 to 31 December 2014	MIDA	PH-1 (New) PH-2 (Existing)
(ii) Double Deduction for Expenses Incur in Obtaining Recognised Accreditation	IRB	
(iii) Automatic Employment/ Professional Pass Approval for Medical Specialists who return or come from abroad to serve in Malaysian hospitals	Relevant Professional Bodies	

Booklet 10: Education and Industrial Training Services

Application	Where to Apply	Forms
Certification of Accreditation Application Fee: Certificate: RM 6,500 Diploma & Advanced Diploma: RM 7,000 Degree, Master & Doctorate (Medical Programme): RM 25,000 Degree, Master & Doctorate (Pharmacy, Dentistry, Optometry Programme): RM 18,000 Degree, Master & Doctorate (Other Programme): RM 10,000	Malaysian Qualification Agency (MQA) Level 14B, Block B Menara PKNS-PJ, No.17 Jalan Yong Shook Lin 46050 Petaling Jaya, Selangor Malaysia Tel: 03-7968 7002 Fax: 03-7956 9496	Form B (Application for Certification of Accreditation)
Expatriate Employment		
Expatriate Post	MOE	PEUP 1 (New) PEUP2 (Extend)
Employment Pass	Immigration Department of Malaysia (Head Office) Level 1-7, (Podium) No 15, Persiaran Perdana, Precinct 2 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or Immigration Department Offices	DP11

Booklet 10: Education and Industrial Training Services

Application	Where to Apply	Forms
Permit to Teach	Education Department	Borong A KP/ JPS (Permit/ Guru) I (New) Borong B KP/ JPS (Permit/ Guru) III (Extend)
<p>Incentives</p> <p>Incentives for PHEIs providing Science Training</p> <ul style="list-style-type: none"> - Investment Tax Allowance (ITA) of 100% on Qualifying Capital Expenditure for 10 years to be offset against 70% of statutory income for each year of assessment. 	<p>Malaysian Investment Development Authority (MIDA) MIDA Sentral No. 5, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50470 Kuala Lumpur, Malaysia</p> <p>Tel: 03-2267 3633 Fax: 03-2274 7970 Email: investmalaysia@mida.gov.my</p>	<p>T/JA-1 (New) T/ JA-2 (Existing)</p>
<p>Incentives for PHEIs with MSC Malaysia Status</p> <ul style="list-style-type: none"> - Pioneer Status with income tax exemption of 100% of the statutory income for a period of 10 years; or - Investment Tax Allowance of 100% on the qualifying capital expenditure incurred within a period of five years to be offset against 100% of statutory income for each year of assessment 	<p>Malaysia Digital Economy Corporation Sdn Bhd (MDeC) MSC Malaysia Headquarters Persiaran APEC 63000 Cyberjaya, Selangor, Malaysia</p> <p>Tel: 03-8315 3000 Fax: 03-8315 3115 Web: www.mdec.com.my</p>	<p>PIA:86 (For Pioneer Status) PIA:89 (For ITA)</p>
Technical and Vocational Training Institutes		
Licensing and Registration		
Registration of a company	Companies Commission Malaysia (CCM)	Form 13A, M&A, Form 6, Form 48A

Booklet 10: Education and Industrial Training Services

Application	Where to Apply	Forms
Expatriate Employment Expatriate Post	MIDA	Together with application for tax incentive T/JA-1 (New) T/JA-2 (Existing)
Employment Pass Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Immigration Department of Malaysia (Head Office) Or Immigration Department Offices	DP10 DP11
Incentives Incentives for Technical and Vocational Training Institutes - Investment Tax Allowance (ITA) of 100% on Qualifying Capital Expenditure for 10 years to be offset against 70% of statutory income for each year of assessment.	MIDA	T/JA-1 (New) T/JA-2 (Existing)
Additional Incentives for Education and Training Services		
Special Industrial Building Allowance (IBA) of 10% for 10 years	Inland Revenue Board (IRB) Menara Hasil Persiaran Rimba Permai, Cyber 8 63000 Cyberjaya, Selangor Tel: 03-8313 8888 Fax: 03-8313 7801 Email: callcentre@hasil.gov.my	No form is required, but can refer to Income Tax Act 1967, Section 42, Schedule 3
Tax Exemption on Educational Equipment	MIDA	PC Services
Tax Exemption on Royalty Payments	IRB	Tax Return

Booklet 11: Legal Services

Application	Where to Apply	Forms
Licensing and Registration		
Annual Certificate	Malaysian Bar Council No. 13, 15, & 17, Leboh Pasar Besar 50050 Kuala Lumpur, Malaysia Tel: 03-2050 2050 Fax: 03-2026 1313 Web: www.malaysianbar.gov.my Email: council@malaysianbar.org.my	
Practising Certificate	High Court of Malaya Palace of Justice Precint 3 60506 Putrajaya, Malaysia Tel: 03-8880 3500 Web: www.kehakiman.gov.my	
<ul style="list-style-type: none"> • Sole Proprietorship • Partnership • Setting up a Branch Office • Merger 	Bar Council of Malaysia	
Signboard Licence	State local authority	
Specific Immigration Procedures		
Expatriate Post	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) No. 15, Persiaran Perdana Precint 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my	Form DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	Form DP11

Booklet 12: Accounting, Auditing and Taxation Services

Application	Where to Apply	Forms
Licensing and Registration		
Practising Certificate	Malaysian Institute of Accountants (MIA) Dewan Akauntan Unit 33-01, Level 38, Tower A Vertical Business Suite, Avenue 3 Bangsar South No.8, Jalan Kerinchi 59200 Kuala Lumpur Tel: 03-2722 9000 Fax: 03-2722 9183 Web: www.mia.org.my Email: mia@mia.org.my	PC Application Form and payment of annual fee of RM250 made payable to "Malaysian Institute of Accountants"
Audit Licence Liquidator Licence	Jabatan Akauntan Negara Malaysia Kompleks Kementerian Kewangan No. 1, Persiaran Perdana Presint 2 62594 Putrajaya, Malaysia Tel: 03- 8882 1000 Fax: 03-8882 1042 Web: www.anm.gov.my Email: maklumbalas @anm.gov.my	Online submission http://open.bless.gov.my/
Tax Licence for Tax Agent	Ministry of Finance (MOF)	Online Submission http://smpc.treasury.gov.my Payment of RM200 payable to "AKAUNTAN NEGARA MALAYSIA"
Audit Firm		
Setting up an audit firm	MIA	Form MF - A
	Companies Commission of Malaysia Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Email: enquiry@ssm.com.my	Form 5 Approval letter by MIA and payment of RM500 made payable to CCM

Booklet 12: Accounting, Auditing and Taxation Services

Application	Where to Apply	Forms
	MIA	Form M1 and Form 5 (with letter from CCM stating that the firm has been registered)
Setting up of a Branch Office	CCM MIA	Form 5 and Payment of RM500 made payable to CCM Form M2, Form 5 acknowledged by CCM and a letter from the CCM stating that the particulars have been resistered as per the Form 5 lodgremetn / certificate of the true copy Form 5 by a CCM officer.
Registration of Local / Regional / International Affiliation	MIA CCM	Form M1 Form M4 (Registration of Associated Firms) Form 5 (with proof of lodgement with CCM)- if the firm name is changed to reflect the affiliation (Change of firm name must be approved by MIA)

Booklet 12: Accounting, Auditing and Taxation Services

Application	Where to Apply	Forms
Closing of Audit Firm	CCM	Form 5 (with letter from CCM stating that the firm number can no longer be used)
	MIA	Registration of Firm Certificate issued by MIA and Practising Certificate of partners who are no longer in practice only.
Changes of Audit Firm Name	MIA	Form MF-A
	CCM	Form 5 and Approval letter for the propose change of firm name from MIA
Conversion of Audit Firm to Non-Audit Firm	MIA	Form M1 and Form 5 (with letter from CCM stating that the firm's particulars have been updated)
	CCM	Form MF-A and Approval letter for the conversion from MIA
Non-Audit Firm		
Setting up a Non- Audit Firm	MIA	Form M3 and Form 5 (with proof of lodgement with CCM)
		Form MF-A Form M3

Booklet 12: Accounting, Auditing and Taxation Services

Application	Where to Apply	Forms
Setting up of a Branch Office	MIA	Form M2
Registration of Local/ Regional/ International Affiliation	MIA	Form M3
Closing of Non-Audit Firm	MIA	The site proprietor partner is to inform MIA in writing of the closing of the firm and enclose the Registration of Firm Certificate and practising certificate of partners who are not longer in practice.
Changes in Firm Particulars <ul style="list-style-type: none"> • HQ and Branch Address • New Branch • Closure of Branch 	MIA	Form M3 (HQ) or Form M2 (Branch)
<ul style="list-style-type: none"> • Admission of partner • Resignation of Partner 	MIA	Form M3
<ul style="list-style-type: none"> • Closure of Firm 	MIA	Letter/ Email from Partner and Firm original certificate

Booklet 12: Accounting, Auditing and Taxation Services

Application	Where to Apply	Forms
Conversion of Non- Audit Firm to Audit Firm	MIA	Form MF - A
	CCM	Form 5 Approval letter for the conversion from MIA Payment of RM500 made payable to CCM
	MIA	MIA Form M1 and Form 5 5 (with letter from CCM stating that the firm has been registered) and Registration of Firm Certificate under the Non-Audit Firm
Signboard Licence	State local authority	
Specific Immigration Procedures		
Employment Pass Application	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) Precint 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03 8880 1000 Fax: 03 8880 1200 Web: www.imi.gov.my	DP10
Endorsement of Employment Pass		DP11

* PART I OF THE FIRST SCHEDULE OF THE ACCOUNTANTS ACT, 1967

- Diploma in Accounting, University of Malaya
- Bachelor of Accounting, University of Malaya
- Bachelor of Accounting (Honours), Universiti Kebangsaan Malaysia
- Advanced Diploma in Accountancy, MARA Institute of Technology
- Bachelor of Accounting, Universiti Teknologi MARA
- Bachelor of Accounting (Honours), Universiti Utara Malaysia
- Bachelor of Accounting (Honours), Univeristi Pertanian Malaysia
- Bachelor of Accounting (Honours), Universiti Putra Malaysia
- Bachelor of Accounting (Honours), Universiti Islam Antarabangsa
- Bachelor of Accounting (Honours), Universiti Sains Malaysia
- Bachelor of Accounting (Honours) (Information System), Universiti Sains Malaysia (for academic programme that commenced prior to Academic Year 2002/2003)
- Bachelor of Accounting (Honours), Universiti Tenaga Nasional (for academic programme that first commenced from Academic Year 2002/2003 and onwards)
- Bachelor of Accounting (Honours), Universiti Multimedia (for academic programme that first commenced from Academic Year 2002/2003 and onwards)

** PART II OF THE FIRST SCHEDULE OF THE ACCOUNTANTS ACT, 1967

- Malaysian Association of Certified Public Accountants (Certified Public Accountant)
- Institute of Chartered Accountants of Scotland (Chartered Accountant)
- Institute of Chartered Accountants In England & Wales (Chartered Accountant)
- Institute of Chartered Accountants in Ireland (Chartered Accountant)
- Association of Chartered Certified Accountants (United Kingdom) (Associate Member)
- Institute of Chartered Accountants in Australia (Chartered Accountant)
- Australian Society of Certified Practising Accountants (Certified Practising Accountant) (Now known as CPA Australia)
- New Zealand Chartered Accountants (Chartered Accountant) (Now known as Institute of Chartered Accountants of New Zealand)
- Canadian Institute of Chartered Accountants (Chartered Accountant)
- Institute of Chartered Accountants of India (Chartered Accountant)
- Chartered Institute of Management Accountants (United Kingdom) (Associate Member)

The following is only applicable to applications for tax licence for tax agent.

- * Association of International Accountants (AIA), UK
 - * Institute of Chartered Secretaries and Administrators, UK
- * Institute recognised by the government to be equivalent with general degree from local universities.

Booklet 13: Architectural Consultancy Services

Application	Where to Apply	Forms
Licensing and Registration		
Sole Proprietorship	<p>Companies Commission Malaysia Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Hotline: 03-2299 5500 Email: enquiry@ssm.com.my</p> <p>Board of Architects 17th Floor, Block F JKR Headquarters Jalan Sultan Salahuddin 50582 Kuala Lumpur, Malaysia Tel: 03-2698 2878 03-2696 7087 Fax: 03-2693 6881 Web: www.lam.org.my Email: info@lam.gov.my</p>	<p>Application For Registration OP Sole Proprietorship / Partnership As An Architectural Consultancy Practice</p>
Partnership	<p>CCM</p> <p>Board of Architects</p>	<p>Form A</p> <p>Application For Registration of Sole Proprietorship / Partnership As An Architectural Consultancy Practice</p>
Body Corporate	<p>CCM</p> <p>Board of Architects</p>	<p>Form 13A</p> <p>Application For Registration of body corporate As An Architectural Consultancy Practice</p>

Booklet 13: Architectural Consultancy Services

Application	Where to Apply	Forms
Multi-Disciplinary Body Corporate	CCM Board of Architects	Form 13A Application For Registration of Body Corporate As An Architectural Consultancy Practice
Registration with PETRONAS	PETRONAS Licensing & Registration Counter Group Supply Chain Management, PETRONAS, Level 9, Tower 1, PETRONAS Twin Towers Kuala Lumpur City Centre 50088 Kuala Lumpur, Malaysia Tel: 03-2331 3040 Fax: 03-2331 2757 Email: lrs_enquiries@petronas.com.my	Form BLP
Signboard Licence	State local authority	Prescribed Form
Specific Immigration Procedures		
Expatriate Post	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) Precint 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my Email: opsroom@imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Booklet 14: Surveying Consultancy Services

Application	Where to Apply	Forms
Licensing and Registration		
(i) Sole Proprietorship	<p>Companies Commission Malaysia Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Hotline: 03-2299 5500 Email: enquiry@ssm.com.my</p> <p>Land Surveyors Board Peninsular Malaysia Level 5-7, Wisma LJT Lorong Perak 53100 Kuala Lumpur, Malaysia Tel 03-4108 5191 Fax: 03-4108 5178 Web: www.ljt.org.my Email: infotech@ljt.org.my</p>	Form A
(ii) Partnership	CCM Land Surveyors Board Peninsular Malaysia	Form A
Licensed Land Surveyor Sabah		
(i) Sole proprietorship	<p>CCM</p> <p>Sabah Surveyors Board Suite Nos. B-3-2, B-3-3, B-3-3A & B-3-5 3rd Floor, Block B Plaza Tanjung Aru Jalan Mat Salleh 88100 Kota Kinabalu W.D.T. 462 88904 Kota Kinabalu Sabah, Malaysia Tel: 088-240 801 / 260 492 Fax: 088-224 160 Web: www.ljs.com.my Email: ljs@tm.net.my</p>	Form A Write in
(ii) Partnership	CCM Sabah Surveyors Board	Form A

Booklet 14: Surveying Consultancy Services

Application	Where to Apply	Forms
Licensed Land Surveyor Sarawak		
(i) Sole proprietorship	CCM Land Surveyors Board, Sarawak Lot 474, 1st Floor, Jalan Nanas 93400 Kuching, Sarawak, Malaysia Tel : 082-417 920 Fax : 082-246 149 Email: lsbs@tm.net.my	Form A Write in
(ii) Partnership	CCM Land Surveyors Board, Sarawak	Form A
Quantity Surveyor Consultancy Practice		
(i) Sole proprietorship	CCM Board of Quantity Surveyors Malaysia 17th Floor, JKR Headquarters Jalan Sultan Salahuddin 50582 Kuala Lumpur, Malaysia Tel: 03-2696 7999 Fax: 03-2692 5680 Web: www.bqsm.gov.my Email: info@bqsm.gov.my	Form A Form G
(ii) Partnership	CCM Board of Quantity Surveyors Malaysia	Form A Form G
(iii) Body Corporate	CCM Board of Quantity Surveyors Malaysia	Form A Form G
(iv) Multi-Disciplinary Body Corporate	CCM Board of Quantity Surveyors Malaysia	Form A Form G1

Booklet 14: Surveying Consultancy Services

Application	Where to Apply	Forms
Licensed Land Surveyor Sarawak		
Foreign Quantity Surveyor		
Expatriate Post	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) Precint 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my Email: opsroom@imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP 11

Booklet 15: Medical and Health Care Services

Application	Where to Apply	Forms
Licensing and Registration		
(i) Sole Proprietorship	Companies Commission Malaysia Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Hotline: 03-2299 5500 Email: enquiry@ssm.com.my	Form A
Partnership		Form A
Local Company		Form 13A
Medical Service		
Provisional Registration	Malaysian Medical Council (MMC) 7th Floor, Block E-10 Parcel E, Precint 1 Federal Government Administrative Centre 62590 Putrajaya, Malaysia Tel: 03-8883 1400 03-8883 1410 Fax: 03-8883 1406 Email: admin.mmc@moh.gov.my Web: www.mmc.gov.my	Form 4
Full Registration Housemanship in Malaysia	MMC	Form 9
Housemanship Overseas	MMC	Form 9
Temporary Practising Certificate	MMC	Temporary Registration Application Form
Annual Practising Certificate	MMC	Form 11
Dental Service		
Full Registration	Malaysian Dental Council (MDC) 5th Floor, Block E-10, Parcel E Precint 1 Federal Government Administrative Centre 62590 Putrajaya, Malaysia Tel : 03-8883 4217 Fax : 03-8888 6133 Email: mdc@moh.gov.my Web : mdc.moh.gov.my	Form 4

Booklet 15: Medical and Health Care Services

Application	Where to Apply	Forms
Annual Practising Certificate	MDC	Form 8
Temporary Practising Certificate	MDC	TPC Application Form
Pharmacy Service		
Provisional Registration	Pharmacy Board of Malaysia (PBM) Pharmaceutical Services Division Ministry of Health Lot 36, Jalan Universiti 46350 Petaling Jaya Selangor, Malaysia Tel: 03-7841 3200 Fax: 03-7968 2222 Web: www.pharmacy.gov.my	Form 1
Full Registration		
Exempted from compulsory service	PBM	Form 5
Not exempted from compulsory service	PBM	Form 5
Temporary Registration (Foreigners)	PBM	Form PS1 and officially write in to the PBM
Nursing Service		
Annual Practising Certificate (i) Registered Nurse (ii) Assistant Nurse (iii) Community Nurse	Nursing Board Malaysia Level 3, Block E-1 Parcel E, Precint 1 Federal Government Administrative Centre 62590 Putrajaya, Malaysia Tel: 03-8883 1357 Fax: 03-8883 1329 Web: nursing.moh.gov.my	(i) Form M/ APC/ JB/003 (ii) Form LJM/ APC/PJ/005 (iii) Form LJM/ APC.JM/004
Temporary Practising Certificate	Nursing Board Malaysia	Form A – Application form Form B – Verification of training Form C – Verification of registration

Booklet 15: Medical and Health Care Services

Application	Where to Apply	Forms
Midwives Services		
Application for Registration as a Midwife (i) Registered Nurse (ii) Community Nurse	Midwives Board Malaysia Level 3, Block E-1, Parcel E Precint 1 Federal Government Administrative Centre 62590 Putrajaya, Malaysia Tel: 03-8883 1357 Fax: 03-8883 1329 Web: nursing.moh.gov.my	Form A for (i) and Form C for (ii) under the Midwives Act 1966, Regulation 1990
Intention to practise for Midwives (excluding those midwives in the government service)	Midwives Board Malaysia	Schedule 3 (Regulation 34)
Signboard Licence (Medical, Dental, Pharmacy Services and Nursing Homes)	State local authority	Prescribed Form
Specific Immigration Procedures		
Expatriate Post	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) Precint 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03 8880 1000 Fax: 03 8880 1200 Web: www.imi.gov.my Email: opsroom@imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Booklet 15: Medical and Health Care Services

Application	Where to Apply	Forms
TAX Incentives		
(i) Incentive for the Promotion of Healthcare Travel -Income Tax Allowance (ITA) of 100% on the qualifying capital expenditure incurred within a period of five (5) years to be offset against 100% of the statutory income for each year of assessment	MIDA	Form PH-1 Form PH-2
(ii) Automatic Employment Professional Pass Approval for Medical Specialist	Relevant Professional Bodies	
Other Incentives		
Double Deduction on Quality Accreditation	IRB	

Booklet 16: Engineering and Energy Consultancy Services

Application	Where to Apply	Forms
Licensing and Registration		
Sole Proprietorship	Companies Commission Malaysia Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Hotline: 03-2299 5500 Email: enquiry@ssm.com.my	Form A
Partnership	CCM	Form A
Body Corporat	CCM	Form 13A
Multi - Disciplinary	CCM	Form 13A
Engineering Consultancy Practice	Board of Engineers Malaysia (BEM) Tingkat 17, Ibu Pejabat JKR Kompleks Kerja Raya Malaysia Jalan Sultan Salahuddin 50580 Kuala Lumpur, Malaysia Tel: 03-2696 7095 / 7096 Fax: 03-2692 5017 Web: www.bem.org.my Email: bem1@jkr.gov.my enquiry@bem.org.my	Form E
Registration With Ministry Of Finance (MOF)	Ministry of Finance Ministry of Finance Complex No. 5, Persiaran Perdana Precinct 2 Federal Government Administrative Centre 62592 Putra jaya, Malaysia Tel: 03-8000 3000 Fax: 03-8882 3893/3894 Web: www.treasury.gov.my Email: pro@treasury.gov.my	Online Application www.eperolehan.gov.my

Booklet 16: Engineering and Energy Consultancy Services

Application	Where to Apply	Forms
Registration with PETRONAS	PETRONAS Licensing & Registration Counter Group Supply Chain Management, PETRONAS, Level 9, Tower 1, PETRONAS Twin Towers, Kuala Lumpur City Centre 50088 Kuala Lumpur, Malaysia Tel: 03-2331 3040 Fax: 03-2331 2757 Email: lrs_equiries@petronas. com.my	Form BLP
Registration with MAESCO	Malaysia Association of Energy Service Companies (MAESCO) No. 9, Jalan SS7/10 Kelana Jaya 47301 Petaling Jaya Selangor, Malaysia Tel: 03-7873 0784 03-7873 0786 Fax: 03-7873 0769	Membership Application Form
Registration with MOF and EC	MOF EC	
Specific Immigration Procedures		
Temporary Professional Engineers	BEM	Form B2
Expatriate Post	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) Precint 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my Email: opsroom@imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Booklet 16: Engineering and Energy Consultancy Services

Application	Where to Apply	Forms
Incentives		
Green Technology Incentives (i) Tax Incentive for Green Technology Project (ii) Tax Incentive for Green Technology Services (iii) Tax Incentive for Purchase of Green Technology Assets	Malaysian Investment Development Authority (MIDA) MIDA Sentral No. 5, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50470 Kuala Lumpur, Malaysia Tel: 03-2267 3633 Fax: 03-2274 7970 Email: investmalaysia@mida.gov.my	Form GT/JA

Booklet 17: Management Consultancy Services

Application	Where to Apply	Forms
Licensing and Registration		
Sole Proprietorship	Companies Commission Malaysia Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Hotline: 03-2299 5500 Email: enquiry@ssm.com.my	Form A
Partnership Local	CCM	Form A
Company Foreign	CCM	Form 13A
Company	CCM	Form 13A
Signboard Licence	State local authority	Prescribed Form
Specific Immigration Procedures		
Employment Pass Application (MSC Malaysia Status Companies)	Malaysia Digital Economy Corporation Sdn Bhd (MDeC) MSC Malaysia Headquarters Persiaran APEC 63000 Cyberjaya Selangor, Malaysia Tel: 1-800-88-8338 03-8315 3000 Fax: 03-8315 3115 Web: www.mdec.my Email: clic@MDeC.com.my	Pass application form
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11
Incentives		
Incentive for MSC Malaysia Status Companies	Malaysia Digital Economy Corporation Sdn Bhd (MDeC)	Pre-Application Form Application Form

Booklet 18: Market Research Services

Application	Where to Apply	Forms
Licensing and Registration		
Sole Proprietorship	Companies Commission Malaysia Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Hotline: 03-2299 5500 Email: enquiry@ssm.com.my	Form A
Partnership Local	CCM	Form A
Company Foreign	CCM	Form 13A
Company	CCM	Form 13A
Signboard Licence	State local authority	Prescribed Form
Specific Immigration Procedures		
Expatriate Post	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) Precinct 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my Email: opsroom@imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Booklet 19: Advertising Services

Application	Where to Apply	Forms
Licensing and Registration		
Sole Proprietorship	Companies Commission Malaysia Menara SSM @ Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur, Malaysia Tel: 03-2299 4400 Fax: 03-2299 4411 Hotline: 03-2299 5500 Email: enquiry@ssm.com.my	Form A
Partnership Local	CCM	Form A
Company Foreign	CCM	Form 13A
Company	CCM	Form 13A
Signboard Licence	State local authority	Prescribed Form
Specific Immigration Procedures		
Expatriate Post	Immigration Department of Malaysia (Head Office) Level 1-7 (Podium) Precinct 2, Federal Government Administrative Centre 62550 Putrajaya, Malaysia Tel: 03-8880 1000 Fax: 03-8880 1200 Web: www.imi.gov.my Email: opsroom@imi.gov.my	DP10
Endorsement of Employment Pass	Immigration Department of Malaysia (Head Office) Or State Immigration Department Office	DP11

Application	Where to Apply
Advertising Practice	
Malaysian Code of Advertising Practice	Advertising Standards Authority Malaysia Unit 706, Block B Pusat Dagangan Phileo Damansara 1 9, Jalan 16/11, Off Jalan Damansara 46350 Petaling Jaya, Selangor, Malaysia Tel: 03-7660 8535 Fax: 03-7660 8532
Advertising Code	Ministry of Communications and Multimedia Lot 4G9, Persiaran Perdana, Precint 4 Federal Government Administrative Centre 62546 Putrajaya, Malaysia Tel: 03-2282 5333 Fax: 03-2282 1255 Email: webmaster@kkmm.gov.my Web: www.kkmm.gov.my
Content Code	Communications & Multimedia Content Forum of Malaysia (CMCF) Unit 706, Block B Pusat Dagangan Phileo Damansara I 9, Jalan 16/11, Off Jalan Damansara 46350 Petaling Jaya, Selangor, Malaysia Tel: 03-7954 8105 / 7958 3690 Fax: 03-7954 1260 / 7660 8532 Email: secretariat@cmcf.my Web: www.cmcf.my
Guideline for the Application & Issuance of the Made in Malaysia Certificate (MIM)	National Film Development Corporation Malaysia (FINAS) Kompleks Studio Merdeka Jalan Hulu Kelang 68000 Jalan Ampang, Selangor, Malaysia Tel: 03-4104 1300 Fax: 03-4107 5216 Email: am@finas.gov.my Web: www.finas.gov.my
Film Censorship Guidelines	Film Censorship Board/Film Control Division Ministry of Home Affairs Block D1 and D2, Parcel D Federal Government Administrative Centre 62546 Putrajaya, Malaysia Tel: 03-8886 8000 Fax: 03-8889 1613 Email: bhg_c@moha.gov.my Web: www.moha.gov.my

USEFUL ADDRESSES

MINISTRIES

PRIME MINISTER'S OFFICE

Block B8,
Prime Minister's Department Complex,
62502 Putrajaya, Malaysia
Tel: (603) 8888 8000
Fax: (603) 8888 3904
Website: www.pmo.gov.my
E-mail: ppm@pmo.gov.my

MINISTRY OF AGRICULTURE AND AGRO-BASED INDUSTRY

Block 4 G1, Wisma Tani
No. 28, Persiaran Perdana, Precinct 4
Federal Government Administrative Centre
62624 Putrajaya, Malaysia
Tel: (603) 8870 1200/1400
Fax: (603) 8888 6906
Website: www.moa.gov.my
E-mail: pro@moa.gov.my

MINISTRY OF DEFENCE

Wisma Pertahanan
Jalan Padang Tembak
50634 Kuala Lumpur, Malaysia
Tel: (603) 2059 8400
Fax: (603) 2691 4163
Website: www.mod.gov.my
E-mail: portal@mod.gov.my

MINISTRY OF DOMESTIC TRADE AND CONSUMER AFFAIRS

No. 13, Persiaran Perdana, Precinct 2
Federal Government Administrative Centre
62623 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8882 5983
Website: www.kpdnhep.gov.my
E-mail: webadmin@kpdnhep.gov.my

MINISTRY OF EDUCATION

No 2, Tower 2,
Road P5/6, Presint 5,
Administrative Centre
of Federal Government,
62200 Putrajaya, Malaysia
Tel: (603) 38870 6000
Fax: (603) 38870 6885
Website: www.moe.gov.my
E-mail: adukpm@moe.gov.my

MINISTRY OF ENERGY, SCIENCE, TECHNOLOGY, ENVIRONMENT AND CLIMATE CHANGE

Level 1-7, Block C4 & C5, Complex C
Federal Government Administrative Centre
62662 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8888 9070
Website: www.mestec.gov.my
E-mail: enquiry@mestec.gov.my

MINISTRY OF FEDERAL TERRITORIES

Block 1 & Block 2, Menara Seri Wilayah,
Precinct 2, Federal Government
Administrative Centre
62100 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8889 7957
Website: www.kwp.gov.my
Email: webmaster@kwp.gov.my

MINISTRY OF FINANCE

Ministry of Finance Complex
No. 5, Persiaran Perdana, Precinct 2
Federal Government Administrative Centre
62592 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8882 3893 / 3894
Website: www.treasury.gov.my
E-mail: pro@treasury.gov.my

MINISTRY OF FOREIGN AFFAIRS

Wisma Putra
No. 1, Jalan Wisma Putra, Precinct 2
62602 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8889 1717 / 8889 2816
Website: www.kln.gov.my
E-mail: pro.ukk@kln.gov.my

MINISTRY OF HEALTH

Block E1, E3, E6, E7 & E10, Complex E
Federal Government Administrative Centre
62590 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8888 6187
Website: www.moh.gov.my
E-mail: kkm@moh.gov.my

MINISTRIES

MINISTRY OF HOME AFFAIRS

Block D1, D2 & D9 Complex D
Federal Government Administrative Centre
62546 Putrajaya, Malaysia
Tel: (603) 8886 8000/3000
Fax: (603) 8889 1613/1610
Website: www.moha.gov.my
E-mail: webmaster@moha.gov.my

MINISTRY OF HOUSING AND LOCAL GOVERNMENT

No. 51, Persiaran Perdana, Precinct 4
Federal Government Administrative Centre
62100 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8891 5557
Website: www.kpkt.gov.my
E-mail: pro@kpkt.gov.my

MINISTRY OF HUMAN RESOURCES

Block D3 & D4, Complex D
Federal Government Administrative Centre
62530 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8889 2381
Website: www.mohr.gov.my
E-mail: akpukk@mohr.gov.my
mohr_web@mohr.gov.my

MINISTRY OF COMMUNICATIONS AND MULTIMEDIA

Lot 4G9, Persiaran Perdana, Precinct 4
Federal Government Administrative Centre
62100 Putrajaya Malaysia
Tel: (603) 8000 8000
Fax: (603) 2693 5114
Website: www.kkmm.gov.my
E-mail: webmaster@kkmm.gov.my

MINISTRY OF WATER, LAND AND NATURAL RESOURCES

Wisma Sumber Asli
No. 25, Persiaran Perdana, Precinct 4
Federal Government Administrative Centre
62574 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8889 2672
Website: www.kats.gov.my
E-mail: webmaster@kats.gov.my

MINISTRY OF PRIMARY INDUSTRIES

No. 15, Level 6-13, Persiaran Perdana
Precinct 2 Federal Government
Administrative Centre
62654 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8880 3482
Website: www.mpi.gov.my

MINISTRY OF RURAL DEVELOPMENT

No. 47, Persiaran Perdana
Precinct 4, Federal Government
Administrative Centre
62100 Putrajaya, Malaysia
Tel: (603) 8000 8000
Website: www.rurallink.gov.my
E-mail: webmaster@rurallink.gov.my

MINISTRY OF TOURISM, ARTS AND CULTURE

No. 2, Tower 1, Jalan P5/6, Precinct 5
62200 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8891 7100
Website: www.motac.gov.my
E-mail: info@motac.gov.my

MINISTRY OF TRANSPORT

No. 26, Jalan Tun Hussein, Precinct 4
Federal Government Administrative Centre
62100 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8888 0158
Website: www.mot.gov.my
E-mail: webmaster@mot.gov.my

MINISTRY OF WOMEN, FAMILY AND COMMUNITY DEVELOPMENT

No. 55, Persiaran Perdana, Precinct 4
62100 Putrajaya, Malaysia
Tel: (603) 8000 8000
Fax: (603) 8323 2000
Website: www.kpwkm.gov.my
E-mail: info@kpwkm.gov.my

MINISTRIES

MINISTRY OF WORKS

Level 1-14, Kompleks Kerja Raya
Jalan Sultan Salahuddin
50580 Kuala Lumpur, Malaysia
Tel: (603) 8000 8000
Fax: (603) 2711 1101
Website: www.kkr.gov.my
E-mail: pro@kk.gov.my

MINISTRY OF ECONOMIC AFFAIRS

Level 6, Block B5, Complex B
Federal Government Administrative Centre
62570 Putrajaya, Malaysia
Tel: (603) 8000 8000
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MINISTRY OF ENTREPRENEUR DEVELOPMENT AND COOPERATIVES

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Federal Government Administrative Centre
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MINISTRY OF YOUTH AND SPORTS

Menara KBS
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62570 Putrajaya, Malaysia
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RELEVANT ORGANISATIONS

BANK NEGARA MALAYSIA

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Website: www.bnm.gov.my
E-mail: bnmtelelink@bnm.gov.my

BURSA MALAYSIA BERHAD

Customer Service
Bursa Malaysia Berhad
10th Floor, Exchange Square
Bukit Kewangan
50200 Kuala Lumpur, Malaysia
Tel: (603) 2034 7000
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E-mail: customerservice@bursamalaysia.com

COMPANIES COMMISSION OF MALAYSIA (SSM)

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DEPARTMENT OF ENVIRONMENT

Ministry of Natural Resources and Environment
Level 1-4, Podium 2&3, Wisma Sumber Asli
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Tel: (603) 8871 2000/ 8871 2200
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E-mail: webmaster@doe.gov.my

DEPARTMENT OF INDUSTRIAL RELATIONS

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E-mail: jppm@mohr.gov.my

DEPARTMENT OF LABOUR

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62530 Putrajaya, Malaysia
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DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH

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EMPLOYEES PROVIDENT FUND

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E-mail: enquiry.kwsp.gov.my

EXPORT-IMPORT BANK OF MALAYSIA (EXIM BANK)

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HALAL INDUSTRY DEVELOPMENT CORPORATION SDN. BHD. (HDC)

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RELEVANT ORGANISATIONS

HUMAN RESOURCE DEVELOPMENT FUND

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IMMIGRATION DEPARTMENT

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MALAYSIAN TECHNOLOGY DEVELOPMENT CORPORATION SDN BHD (MTDC)

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MALAYSIAN INDUSTRY-GOVERNMENT GROUP FOR HIGH TECHNOLOGY (MiGHT)

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MALAYSIA TOURISM PROMOTION BOARD

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MULTIMEDIA DEVELOPMENT CORPORATION SDN BHD (MDeC)

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SECURITIES COMMISSION

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SME CORPORATION MALAYSIA

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Website: www.matrade.gov.my E-mail: info@matrade.gov.my

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Consulate General of Malaysia
Trade Section (MATRADE)
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ASIA EAST ASIA

CHINA, PEOPLE'S REPUBLIC OF BEIJING

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GUANGZHOU

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HONG KONG

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KOREA, REPUBLIC OF

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INDIA CHENNAI

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MAJLIS DAERAH SIPITANG

P.O. Box 28, 89857 Sipitang
Tel: (087) 821 701
Fax: (087) 821 284
Website: ww2.sabah.gov.my/md.spt

MAJLIS DAERAH TAMBUNAN

P.O. Box 31, 89657 Tambunan
Tel: (087) 770 132
Fax: (087) 774 441
Website: ww2.sabah.gov.my/md.tbn

MAJLIS DAERAH TENOM

P.O. Box 114, 89907 Tenom
Tel: (087) 735 553
Fax: (087) 737 552
E-mail: Robert.Malangkg@sabah.gov.my
Website: www.sabah.gov.my/md.tnm

MAJLIS DAERAH TUARAN

P.O. Box 580, 89208 Tuaran
Tel: (088) 788 218/ 550
Fax: (088) 787 573
E-mail: md.trn@sabah.gov.my
Website: www.sabah.gov.my/md.trn

LEMBAGA BANDARAN KUDAT

P.O. Box 201, 89057 Kudat
Tel: (088) 624 600
Fax: (088) 613 002
Website: ww2.sabah.gov.my/lbk

MAJLIS DAERAH PITAS

P.O. Box 47, 89100 Pitas
Tel: (088) 622 163
Fax: (082) 622 163

MAJLIS DAERAH PUTATAN

88200 Putatan
Tel: (088) 772 819

SARAWAK

DEWAN BANDARAYA KUCHING UTARA

Bukit Siol, Jalan Semariang, Petra Jaya
93050 Kuching
Tel: (082) 446 688
Fax: (082) 446 414
E-mail: aduanbku@dbku.gov.my
Website: www.dbku.gov.my

MAJLIS BANDARAYA KUCHING SELATAN

Jalan Padungan
93675 Kuching
Tel: (082) 354 200
Fax: (082) 417 372
E-mail: request@mbks.gov.my
Website: www.mbks.sarawak.gov.my

MAJLIS BANDARAYA MIRI

Jalan Raja
98000 Miri
Tel: (085) 433 501
Fax: (085) 415 486
E-mail: mbm@miricouncil.gov.my
Website: www.miricouncil.gov.my

MAJLIS PERBANDARAN PADAWAN

Kota Padawan, Batu 10
Jalan Penrissen
93250 Kuching
Tel: (082) 615 566
Fax: (082) 611 832 / 612 888
E-mail: mpp@tm.net.my
Website: www.mpp.gov.my

MAJLIS PERBANDARAN SIBU

No 1, Jalan Sanyan
P.O. Box 557
96007 Sibu
Tel: (084) 333 411
Fax: (084) 320 240
E-mail: smc@smc.gov.my
Website: www.smc.gov.my

MAJLIS DAERAH BAU

Jalan Ong Guan Cheng
94000 Bau
Tel: (082) 763 128
Fax: (082) 763 545
E-mail: mdbau@sarawaknet.gov.my
Website: www.baudc.sarawak.gov.my

MAJLIS DAERAH BETONG

Bangunan Kubu Rentap
95700 Betong
Tel: (083) 472 701
Fax: (083) 472 192
E-mail: betongdc@gmail.com
Website: www.betongdc.sarawak.gov.my

STATE LOCAL AUTHORITIES

MAJLIS DAERAH DALAT & MUKAH

Jalan Wawasan
P.O. Box 68
96400 Mukah
Tel: (084) 871 622 / 3
Fax: (084) 871 041
E-mail: aidens@sarawak.gov.my
Website: www.mukah-dalatdc.sarawak.gov.my

MAJLIS DAERAH KANOWIT

Jalan Kubu
P.O. Box 1
96700 Kanowit
Tel: (084) 752 093
Fax: (084) 752 695
E-mail: kdcict@tm.net.my
Website: www.kanowitdc.sarawak.gov.my

MAJLIS DAERAH KAPIT

P.O. Box 57
96800 Kapit
Tel: (084) 796 266
Fax: (084) 796 323
Website: www.kapitdc.sarawak.gov.my

MAJLIS DAERAH LAWAS

P.O. Box 80
98857 Lawas
Tel: (085) 284 001
Fax: (085) 285 485
E-mail: mdllawas@tm.net.my
Website: www.lawasdc.gov.my

MAJLIS DAERAH LIMBANG

P.O. Box 390
98708 Limbang
Tel: (085) 211 288
Fax: (085) 212 577

MAJLIS DAERAH LUAR BANDAR SIBU

Level 18, Wisma Sanyan
Jalan Sanyan
96008 Sibu
Tel: (084) 336 077
Fax: (084) 324 694
E-mail: mdlbs@sarawaknet.gov.my
Website: www.srdc.gov.my

MAJLIS DAERAH LUBOK ANTU

Jalan Penghulu, Imong Anak Awan
95800 Engkilili Bahagian Sri Aman
Tel: (083) 563 015
Fax: (083) 563 144
E-mail: said@sarawak.gov.my
Website: www.lubokantudc.sarawak.gov.my

MAJLIS DAERAH LUNDU

94500 Lundu
Tel: (082) 735 501
Fax: (082) 735 035
Website: www.lundudc.sarawak.gov.my

MAJLIS DAERAH MARADONG & JULAU

Jalan Mahkamah
96507 Bintangor
Tel: (084) 693 288
Fax: (084) 693 973
E-mail: mdmjadm@pd.jaring.my
Website: www.maradong-julaudc.sarawak.gov.my

MAJLIS DAERAH MARUDI

Peti Surat 374, Marudi
98058 Baram
Tel: (085) 755 755
Fax: (085) 755 336
E-mail: cio@marudidc-org
Website: www.marudidc.org

MAJLIS DAERAH MATU & DARO

96250 Matu, BahagianMukah
Tel: (084) 832 233
Fax: (084) 832 343
Website: www.matu-darodc.sarawak.gov.my

MAJLIS DAERAH SAMARAHAN

94300 Kota Samarahan
Tel: (082) 671 023
Fax: (082) 671 342
E-mail: mdshan@sarawaknet.gov.my
Website: www.samarahandc.sarawak.gov.my

STATE LOCAL AUTHORITIES

MAJLIS DAERAH SARATOK

P.O. Box 73
95400 Saratok
Tel: (083) 436 104
Fax: (083) 436 511
E-mail: saratokdc@sarawak.gov.my
Website: www.saratokdc.sarawak.gov.my

MAJLIS DAERAH SARIKEI

Jalan Nyelong
96100 Sarikei
Tel: (084) 651 201
Fax: (084) 658 623
E-mail: mdsarikei@sarawak.gov.my
Website: www.sarikeidc.sarawak.gov.my

MAJLIS DAERAH SERIAN

No 1, Jalan Bunga Tanjung
94700 Serian
Tel: (082) 874 154 / 155
Fax: (082) 874 799
E-mail: mdserian@sarawak.gov.my
Website: www.seriandc.sarawak.gov.my

MAJLIS DAERAH SIMUNJAN

Gunung Ngeli New Service Centre
94800 Simunjan
Tel: (082) 803 610
Fax: (082) 803 785
E-mail: mdssimu@sarawak.gov.my
Website: www.simunjandc.sarawak.gov.my

MAJLIS DAERAH SRI AMAN

Peti Surat 78
95007 Sri Aman
Tel: (083) 322 072
Fax: (083) 320 829
Website: www.sriamandc.sarawak.gov.my

MAJLIS DAERAH SUBIS

98150 Bekenu
Tel: (085) 719 018
Fax: (085) 719 527
Website: www.mdsubis.sarawak.gov.my

LEMBAGA KEMAJUAN BINTULU

Wisma Bintulu
No 1, Jalan Tanjung Kidurong
P.O. Box 55
97007 Bintulu
Tel: (086) 332 011
Fax: (086) 332 255
E-mail: bda@bda.gov.my
Website: www.bda.gov.my

MAJLIS DAERAH LIMBANG

P.O. Box 390
98708 Limbang
Tel: (085) 211 288
Fax: (085) 212 577
E-mail: lmndc@limbangdc.gov.my
Website: www.limbangdc.gov.my

STATE IMMIGRATION DEPARTMENT OFFICES

Pejabat Imigresen Negeri Selangor

Tingkat 2, Kompleks PKNS
40550 Shah Alam Selangor Darul Ehsan
Tel: (603) 5519 0653
Faks: (603) 5519 0414

Pejabat Imigresen Wilayah Persekutuan Kuala Lumpur

Kompleks Kementerian Dalam Negeri (KDN),
No.69,Jalan Sri Hartamas 1,
50480 Jalan Duta, Kuala Lumpur
Tel: (603) 6201 2423
Faks: (603) 6201 1191

Jabatan Imigresen Malaysia

Negeri Johor Darul Takzim,
Kompleks Kementerian Dalam Negeri,
Jalan Setia Tropika,
Taman Setia Tropika, Kempas
81200 Johor Bahru
Tel: (607) 233 8400
Faks: (607) 234 4292

Pejabat Imigresen Negeri Pulau Pinang

Jalan Kelasah
13700 Bandar Seberang Jaya
Pulau Pinang
Tel: (604) 397 3011
Faks: (604) 398 2759

Pejabat Imigresen Negeri Sabah

Aras 1-4, Blok B,
Kompleks Pentadbiran Kerajaan
Persekutuan
Jalan UMS, 88300 Kota Kinabalu, Sabah
Tel: (6088) 488 700
Faks: (6088) 488 800

Pejabat Imigresen Negeri Sarawak

Alamat Tingkat 1 & 2, Bangunan Sultan
Iskandar, Jalan Simpang Tiga
93550 Kuching, Sarawak
Tel: (6082) 230 280
Faks: (6082) 428 606

Pejabat Imigresen Negeri Perak

Aras 2-4, Kompleks Pejabat Kementerian
Dalam Negeri Persiaran Meru Utama
Bandar Meru Raya, Jelapang
30020 Ipoh, Perak Darul Ridzuan
Tel: (605) 501 7100
Faks: (605) 501 7121

Pejabat Imigresen Negeri Kedah

Tingkat 1-2, Bangunan KDN
Pusat Pentadbiran Kerajaan Persekutuan
06550 Bandar Muadzam Shah Alor Setar,
Kedah Darul Aman
Tel: (604) 733 3302
Faks: (604) 733 1752

Pejabat Imigresen Negeri Melaka

Alamat Aras 1-3, Blok Pentadbiran Kompleks
Kementerian Dalam Negeri Jalan Seri Negeri
75450 Ayer Keroh, Melaka
Tel: (606) 232 2662
Faks: (606) 232 2654

Pejabat Imigresen Negeri Sembilan

Alamat Tingkat 2 & 4,
Wisma Persekutuan Jalan Datuk Abdul Kadir
70000 Seremban, Negeri Sembilan
Tel: (606) 762 0000
Faks: (606) 763 2491

Pejabat Imigresen Negeri Pahang

Alamat Kompleks KDN Bandar Indera
Mahkota
25200 Kuantan
Pahang Darul Makmur
Tel: (609) 571 7999
Faks: (609) 573 6407

Pejabat Imigresen Negeri Terengganu

Alamat Tingkat 1,
Wisma Persekutuan Jalan Sultan Ismail
20200 Kuala Terengganu
Tel: (609) 622 1424 / 622 5951
Faks: (609) 623 6682

STATE IMMIGRATION DEPARTMENT OFFICES

Pejabat Imigresen Negeri Kelantan

Aras 2, Wisma Persekutuan, Jalan Bayam
15550 Kota Bharu
Kelantan Darul Naim
Tel: (609) 748 2120
Faks: (609) 744 0200

Pejabat Imigresen Negeri Perlis

Aras 1 & 2,
Kompleks Kementerian Dalam Negari (KDN)
Perlis, Persiaran Wawasan, Mukim Seriab,
01000 Kangar, Perlis.
Tel: (604) 976 2636
Faks: (604) 977 0946

LIST OF UNIVERSITIES / INSTITUTES CARRYING OUT CLINICAL TRIALS

UNIVERSITY OF MALAYA

Assistant Registrar Faculty of Medicine
Universiti Malaya
50603 Kuala Lumpur, Malaysia
Tel: (603) 7967 6686
Fax: (603) 7967 8841

SCIENCE UNIVERSITY OF MALAYSIA

Assistant Registrar
Research and Ethics Committee Pusat
Pengajian Sains Perubatan Universiti Sains
Malaysia
16150 Kubang Kerian
Kelantan, Malaysia
Tel: (609) 767 3000
Fax: (609) 765 3370
E-mail: ashalim@usm.my
Website: www.medic.usm.my

NATIONAL UNIVERSITY OF MALAYA

Secretariat of Research Committee and
Ethics Committee,
Faculty of Medicine
Universiti Kebangsaan Malaysia
Jalan Yaacob Latif, Bandar Tun Razak
56000 Cheras, Kuala Lumpur, Malaysia
Tel: (603) 9145 5555
Fax: (603) 9145 6640
E-mail: prohukm@ppukm.ukm.edu.my
Website: www.ppukm.ukm.my

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Deputy Dean (Postgraduate and Research)
Kulliyah of Medicine
International Islamic University Malaysia
Bandar Indera Mahkota Campus
Jalan Sultan Ahmad Shah
25200 Kuantan
Pahang, Malaysia
Tel: (609) 570 4000
Fax: (609) 571 6770
E-mail: medicine@iium.edu.my
Website: www.iium.edu.my/medicine

NATIONAL HEART INSTITUTE

(Institut Jantung Negara)
Secretary of Ethical Committee
National Heart Institute
145, Jalan Tun Razak
50400 Kuala Lumpur, Malaysia
Tel: (603) 2617 8200
E-mail: heart@ijn.com.my
Website: www.ijn.com.my

UNIVERSITI MALAYSIA SARAWAK

Deputy Dean (Research)
Fakulti Perubatan dan Sains Kesihatan
Universiti Malaysia Sarawak
Jalan Datuk Mohd Musa
94300 Kota Samarahan
Sarawak, Malaysia
Tel: (6082) 581 000/581 388
Fax: (6082) 665 088
Website: www.fmhs.unimas.my

LIST OF CENTRES CARRYING OUT BIOEQUIVALENCE STUDIES

DRUG RESEARCH CENTRE

Universiti Sains Malaysia Minden
1180 Pulau Pinang, Malaysia
Tel: (604) 653 3888 / 6583 444
Fax: (604) 656 8669
Email: dir_cdr@usm.my

PHARMACEUTICAL DEPARTMENT

Fakulti Sains Kesihatan Bersekutu Universiti
Kebangsaan Malaysia Jalan Raja Muda
Abdul Aziz
50300 Kuala Lumpur, Malaysia
Tel: (603) 9289 7782
Fax: (603) 2698 3271
Email: Thomas@medic.ukm.my

CLINICAL INVESTIGATION CENTRE (CIC)

13th Floor, Main Tower
University Malaya Medical Centre
Lembah Pantai
59100 Kuala Lumpur, Malaysia
Tel: (603) 7949 2351
Fax: (603) 7954 1904
Email: cic_staff@um.edu.my
Website: www.clinicalinvestigationcentre.com

INTERNATIONAL MEDICAL UNIVERSITY

No. 126, Jalan Jalil Perkasa 19
Bukit Jalil
57000 Kuala Lumpur, Malaysia
Tel: (603) 8656 7228
Fax: (603) 8656 7299
Email: imu@imu.edu.my
Website: www.imu.edu.my

CLINICAL TRIALS UNIT

Pusat Pengajian Sains Perubatan
Kampus Cawangan Kelantan
16150 Kubang Kerian
Kelantan, Malaysia
Tel: (609) 765 1700 / 1711
Fax: (609) 765 3370
Email: pssp2kb.usm.my

GLEANEAGLES CLINICAL RESEARCH CENTRE

4th Flr. Gleaneagles Medical Centre
No.1, Jalan Pangkor
10050 Pulau Pinang, Malaysia
Tel: (604) 228 5760 / 227 6111 (ext 426)
Fax: (604) 228 5715
Email: chowlee@pc.jaring.my

MALAYSIAN INSTITUTE OF PHARMACEUTICALS AND NUTRACEUTICALS

Block 5-A, Halaman Bukit Gambir
11700 Penang, Malaysia
Tel: (604) 6521 200
Fax: (604) 6563 020
Email: admin@ipharm.gov.my
Website: www.ipharm.gov.my

FREE ZONES

FREE INDUSTRIAL ZONE

No	Free Industrial Zone	Authority
1.	Pelabuhan Pasir Gudang, Johor	Johor Port Berhad
2.	Pelabuhan Tanjung Pelepas, Johor (Fasa I)	Pelabuhan Tanjung Pelepas Sdn Bhd
3.	Pelabuhan Tanjung Pelepas, Johor (Fasa II)	Pelabuhan Tanjung Pelepas Sdn Bhd
4.	Pelabuhan Tanjung Pelepas, Johor (Fasa II)	Pelabuhan Tanjung Pelepas Sdn Bhd
5.	Tanjung Bin, Johor	Johor Port Berhad
6.	Lapangan Terbang Antarabangsa Sultan Ismail, Johor	Senai Airport Terminal Services
7.	Senai Airport City Fasa Satu, Mukim Senai, Johor	Senai Airport City Sdn Bhd
8.	Senai Airport City Fasa Satu, Mukim Tebrau, Johor	Senai Airport City Sdn Bhd
9.	Batu Berendam, Melaka (Fasa I)	Majlis Bandaraya Melaka Bersejarah
10.	Batu Berendam, Melaka (Fasa II)	Majlis Bandaraya Melaka Bersejarah
11.	Batu Berendam, Melaka (Fasa III)	Majlis Bandaraya Melaka Bersejarah
12.	Tanjung Kling, Melaka	Majlis Bandaraya Melaka Bersejarah
13.	Seberang Perai, Pulau Pinang	Majlis Perbandaran Seberang Perai
14.	Bayan Lepas, Pulau Pinang (Fasa I)	Majlis Bandaraya Pulau Pinang
15.	Sama Jaya, Kuching, Sarawak	Kementerian Pembangunan Perindustrian & Usahawan
16.	Jelapang, Perak	Majlis Bandaraya Ipoh
17.	Kinta, Perak	Majlis Bandaraya Ipoh
18.	Sungai Way, WPKL	Majlis Bandaraya Petaling Jaya
19.	Ulu Klang	WPKL Majlis Perbandaran Ampang Jaya
20.	Port Klang Free Zone (PKFZ)	Selangor Port Klang Free Zone
21.	Telok Panglima Garang	Selangor Majlis Daerah Kuala Langat

FREE COMMERCIAL ZONE

No	Free Commercial Zone	Authority
1.	Stulang Laut, Johor	Majlis Bandaraya Johor Bahru
2.	Pelabuhan Pasir Gudang, Johor	Johor Port Berhad
3.	Pelabuhan Tanjung Pelepas, Johor (Fasa I)	Pelabuhan Tanjung Pelepas Sdn Bhd
4.	Terminal 2, Pelabuhan Johor, Pasir Gudang, Johor	Johor Port Berhad
5.	Tanjung Langsat, Johor Bahru, Johor	Johor Corporation
6.	Rantau Panjang, Kelantan	Majlis Daerah Pasir Mas
7.	Pengkalan Kubor, Kelantan	Majlis Daerah Tumpat
8.	Dermaga Air Dalam, Pulau Pinang	Suruhanjaya Pelabuhan Pulau Pinang
9.	Kargo MAS, Pulau Pinang	Malaysia Airports Holdings Berhad
10.	Kompleks Kargo Udara Kedua (KKUK), Pulau Pinang	Malaysia Airports Holdings Berhad
11.	Bukit Kayu Hitam, Kedah	Majlis Daerah Kubang Pasu
12.	Pekan Bukit Kayu Hitam, Kedah	Majlis Daerah Kubang Pasu
13.	Pelabuhan Utara, Selangor	Lembaga Pelabuhan Klang
14.	Pelabuhan Barat, Selangor	Lembaga Pelabuhan Klang
15.	Pelabuhan Selatan, Selangor	Lembaga Pelabuhan Klang
16.	Port Klang Free Zone (PKFZ), Selangor	Port Klang Free Zone
17.	MILS Logistik Hub, Selangor	Meriah Selalu Sdn Bhd
18.	Lapangan Terbang Antarabangsa Kuala Lumpur	Malaysia Airports Holdings Berhad
19.	Tasik Kenyir, Terengganu	Lembaga Kemajuan Terengganu Tengah
20.	Pelabuhan Kuantan, Pahang	Lembaga Pelabuhan Kuantan
21.	Pulau Layang-Layang	



Malaysian Investment Development Authority

MIDA Sentral, No.5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

Tel: (603) 2267 3633 Fax: (603) 2274 7970 Website: www.mida.gov.my

E-mail: investmalaysia@mida.gov.my

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