|  |  |  |
| --- | --- | --- |
|  | **APPLICATION FOR INTEGRATED LOGISTIC SERVICES - LOGISTIC SERVICES** | **DOCUMENT CHECKLIST** |

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENT CHECKLIST** | | | |
| **Name of company :** | | **Please**  **(√) once completed** | **Remarks**  **(for MIDA use only)** |
|  | Three (3) sets of completed ILS-1/ ILS-2/ IILS form |  |  |
|  | Current SSM Super Form for Incorporation of the Company & Shareholding Companies / SSM e-Info |  |  |
|  | Current Income Tax Return Form - Form C\* |  |  |
|  | Current Audited Financial Statement\* |  |  |
|  | A Copy of Business Licence (if any)\* |  |  |
|  | List of related companies undertaking the same activities  (Information may be provided in separate sheet) |  |  |
|  | A Copy of Invoices and Receipts for First Capital Expenditure (CAPEX) Incurred (if any) |  |  |
|  | Date of Commencement of Integrated Logistic Services Activity (DD/MM/YY): |  |  |
|  | Copy of APAD permit for commercial vehicles |  |  |
|  | Copy of Tenancy Agreement/ Long term Lease Agreement, Sales and Purchase Agreement, Asset ownership document for Warehouse Building |  |  |
|  | Details of Existing Forwarding Agent (Appointment letter/Customs Approval letter) |  |  |

**\*Note:**

**For existing company, the documents as listed in (c), (d) and (e) are compulsory to be submitted together with the application form.**

|  |
| --- |
| **APPLICATION FOR INCENTIVE AND/OR EXPATRIATE POSTS**  **FOR AN INTEGRATED LOGISTICS SERVICES (ILS) COMPANY** |

1. **Type of application (Please tick (✓) where relevant):**
2. Incentive:

(i) Pioneer Status

(ii) Investment Tax Allowance

(b) Expatriate Posts

1. **Status of Company**
2. Newly Incorporated Company
3. Existing Company in Operation
4. **Proposed logistics services (Please tick (✓) where relevant):**

**Existing Expansion/**

**Diversification**

(a) Freight forwarding

(b) Warehousing

(c) Transportation

(d) Distribution

(e) Supply Chain Management

(f) Other related and value-added services

(Please specify):

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

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

1. **Details of incentives, grants or any other assistance which has been granted by MIDA / other Ministries / Agencies to the applicant company (if any)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Type of incentives / grants** | **Approval Date** | **Effective Date** | **Grant Amount** | **Activity** | **Ministry / Agency** |
|  |  |  |  |  |  |  |

|  |
| --- |
| Note:   * If the company is applying for incentive / grant from MIDA or other Ministry / Agency and is under consideration, please provide the information in the table above. * Please attach the information as a separate attachment should there is insufficient space. |

1. **Details of related company\* undertaking the same activity approved with incentives or grants or any other assistance from MIDA or other ministries / agencies (if any)**

|  |  |  |
| --- | --- | --- |
| (a) | Company’s name |  |
| (b) | Company registration no. |  |

\*Note:

* As defined in the Promotions of Investments Act, 1986, a company shall be deemed to be a related company of another company if at least 20% of its issued share is owned, either directly or indirectly, by that other company.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Type of incentives / grants** | **Approval Date** | **Effective Date** | **Grants Amount** | **Activity** | **Ministry / Agency** |
|  |  |  |  |  |  |  |

|  |
| --- |
| Note:   * If the company is applying for incentive / grant from MIDA or other Ministry / Agency and is under consideration, please provide the information in the table above. * Please attach the information as a separate attachment should there are more than one (1) related companies. |

**A. PARTICULARS OF COMPANY**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | (a) Name of company: | | | | | | | | | | |
|  |  | |  | | | | | | |  | |
|  |  | |  | | | | | | | | |
|  |  | | Date of incorporation: |  | | | Company registration no.: | | | | |
|  | |  |  | | |  | |
|  |  | |  | | | | | | | | |
|  |  | | Income tax reference no.: |  | | | Income tax branch office: | | | | |
|  | |  |  | | |  | |
|  |  | |  | | | | | | | | |
|  | (b) Correspondence address: | | | | | | | | | | |
|  |  | |  | | | | | | |  | |
|  |  | |  | | | | | | |  | |
|  |  | |  | | | | | | |  | |
|  |  | | | | | | | | |  | |
|  |  | | Contact person: | | | | | Designation: | |  | |
|  |  | |  | | |  | |  | |  | |
|  |  | | | | |  | | | | | |
|  | | Telephone no.: | | |  | | Fax no.: | |  | |
|  |  | |  | | |  | |  | |  | |
|  |  | | | | | | | | | | |
|  |  | | E-mail: | | |  | | | Website: |  | |
|  |  | |  | | |  | | |  |  | |
|  | (c) Address of registered office : | | | | | | | | | | |
|  |  | |  | | | | | | |  | |
|  |  | |  | | | | | | |  | |
|  |  | |  | | | | | | |  | |
|  |  | |  | |  | | |  | |  | |
|  |  | | Telephone no.: | |  | | | Fax no.: | |  | |
|  |  | |  | |  | | |  | |  | |
|  |  | |  | |  | | |  | |  | |
|  |  | | E-mail: | |  | | |  | |  | |
|  |  | |  | |  | | |  | |  | |
|  |  | | | | | | | | | | |
| 2. | | Particulars of Board of Directors\* | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| Name, residential address and IC No. | Nationality | % shares held in the company |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

Note:

\* If the space provided is insufficient, please provide the information on a separate sheet of paper

##### B. PROJECT COST

Note :

\* If assets are rented/leased, please fill in item 4

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | Existing | | |  | Additional | | |
|  |  | | | | | |  |  |  |  |  |  |  |
|  |  | | | | | | Unit |  | RM |  | Unit |  | RM |
| 1. | Fixed assets\* | | | | | |  |  |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |  |  |
|  | (a) | Land  (Specify area in hectares) | | | | |  |  |  |  |  |  |  |
|  |  |  | | |  | |  |  |  |  |  |  |  |
|  | (b) | Building | | | | |  |  |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |  |  |
|  |  | (i) Office building  (Specify built-up area in m2) | | | | |  |  |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |  |  |
|  |  | (ii) Related building | | | | |  |  |  |  |  |  |  |
|  |  |  | - | Warehouse building  (Specify built-up area in m2) | | |  |  |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |  |  |
|  |  |  | - | Others  (Please specify): | | |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |  |  |
|  | (c) | Machinery and equipment | | | | |  |  |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |  |  |
|  |  | (i) | Warehouse equipment | | | |  |  |  |  |  |  |  |
|  |  |  |  | | | |  |  |  |  |  |  |  |
|  |  | (ii) | Transportation equipment | | | |  |  |  |  |  |  |  |
|  |  |  |  | | | |  |  |  |  |  |  |  |
|  |  | (iii) | Others  (Please specify): | | | |  |  |  |  |  |  |  |
|  |  |  |  | | |  |  |  |  |  |  |  |  |
|  |  |  |  | | |  |  |  |  |  |  |  |  |
|  |  |  |  | | | |  |  |  |  |  |  |  |
|  | (d) | ICT hardware/software | | | | |  |  |  |  |  |  |  |
|  |  |  |  | | | |  |  |  |  |  |  |  |
|  |  |  | **Total fixed assets** | | | | |  |  |  |  |  |  |
|  |  |  |  | | | |  |  |  |  |  |  |  |
| 2. | Pre-operational expenditure | | | | | |  |  |  |  |  |  |  |
|  |  |  |  | | | |  |  |  |  |  |  |  |
| 3. | Working capital | | | | | |  |  |  |  |  |  |  |
|  |  |  |  | | | |  |  |  |  |  |  |  |
|  |  |  | **Total project cost** | | | | |  |  |  |  |  |  |
|  |  |  |  | | | |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | Existing | | |  | Additional | | |
|  |  | | | | | | | |  |  |  |  |  |  |  |
| 4. | Annual cost of rental/lease | | | | | | | | Unit |  | RM |  | Unit |  | RM |
|  |  | | | | | | | |  |  |  |  |  |  |  |
|  | (a) | Land  (Specify area in hectares) | | | | | | |  |  |  |  |  |  |  |
|  |  |  | | | | |  | |  |  |  |  |  |  |  |
|  | (b) | Building | | | | | | |  |  |  |  |  |  |  |
|  |  | | | | | | | |  |  |  |  |  |  |  |
|  |  | (i) | Office building  (Specify built-up area in m2 ) | | | | | |  |  |  |  |  |  |  |
|  |  | | | | | | | |  |  |  |  |  |  |  |
|  |  | (ii) | Related building | | | | | |  |  |  |  |  |  |  |
|  |  |  | - | | Warehouse building  (Specify built-up area in m2 ) | | | |  |  |  |  |  |  |  |
|  |  | | | | | | | |  |  |  |  |  |  |  |
|  |  |  | - | | Others  (Please specify): | | | |  |  |  |  |  |  |  |
|  |  | | | | |  | |  |  |  |  |  |  |  |  |
|  |  | | | | |  | |  |  |  |  |  |  |  |  |
|  |  | | | | | | | |  |  |  |  |  |  |  |
|  | (c) | Machinery and equipment | | | | | | |  |  |  |  |  |  |  |
|  |  |  | | | | | | |  |  |  |  |  |  |  |
|  |  | (i) | | Warehouse equipment | | | | |  |  |  |  |  |  |  |
|  |  |  | |  | | | | |  |  |  |  |  |  |  |
|  |  | (ii) | | Transportation equipment | | | | |  |  |  |  |  |  |  |
|  |  |  | |  | | | | |  |  |  |  |  |  |  |
|  |  | (iii) | | Others  (Please specify): | | | | |  |  |  |  |  |  |  |
|  |  |  | |  | | | |  |  |  |  |  |  |  |  |
|  |  |  | |  | | | |  |  |  |  |  |  |  |  |
|  |  |  | |  | | | | |  |  |  |  |  |  |  |
|  | (d) | ICT hardware/software | | | | | | |  |  |  |  |  |  |  |
|  |  |  | |  | | | | |  |  |  |  |  |  |  |
|  |  |  | | Total rental/lease | | | | |  |  |  |  |  |  |  |

##### C. FINANCING

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Capital Structure** | **(RM)** | | | | | | |
| **Existing** | **New / Additional** | | **Total** | | **%** | |
| **1. Authorised Capital** |  |  | |  | |  | |
| **2. Shareholders’ Fund** |  | | | | | | |
| (a) Paid Up Capital |  | | | | | | |
| (i) Malaysian ndividuals |  | | | | | | |
| * Bumiputera |  |  | |  |  | | |
| * Non-Bumiputera |  |  | |  |  | | |
| (ii) Company Incorporated in Malaysia\* | | | | | | | |
|  |  |  | |  |  | | |
|  |  |  | |  |  | | |
|  |  |  | |  |  | | |
| (iii) Foreign Nationals / Companies (specify Name and Nationality / Country of  Origin)\*\* | | | | | | | |
|  |  |  | |  |  | | |
|  |  |  | |  |  | | |
| **Total ( i + ii + iii)** |  |  | |  | **100%** | | |
| (b) Reserves (excluding capital  appreciation) |  |  | |  | |  | |
| **Sub-total of 2(a) and (b)** |  |  | |  | |  | |
| **3. Loan** | **(RM)** | | | | | | |
| **Existing** | | **\*New / Additional** | | | | **Total** |
| 1. Domestic   (specify name of the bank) |  | |  | | | |  |
| 1. Foreign   (specify country of origin) |  | |  | | | |  |
| **Sub-total of 3(a) and (b)** |  | |  | | | |  |
| **4. Other Sources**  **(please specify)** | **(RM)** | | | | | | |
| **Existing** | | **\*New / Additional** | | | | **Total** |
| a) Eg.: Retained Earnings |  | |  | | | |  |
| b) |  | |  | | | |  |
| **Sub-total of 4(a) and (b)** |  | |  | | | |  |
| **5. Total Financing:**  **(2 + 3 + 4)** |  | |  | | | |  |

**D. WAREHOUSE & TRANSPORTATION DETAILS**

1. Warehouse Details

|  |  |  |
| --- | --- | --- |
| Warehouse Address | Warehouse Build Up Size | Ownership of Warehouse  (Lease/Owned\*) |
| -*Please provide details*- | - *Please provide details*- | -*Please provide details*- |

Note:

\* Please provide a copy of the warehouse ownership (tenancy/long term lease/sales and purchase agreement)

1. Transportation Details\*

|  |  |  |
| --- | --- | --- |
| Type of Commercial Vehicle | Plate No. | Ownership of Vehicle  (Lease/Owned) |
| -*Please provide details*- | - *Please provide details*- | -*Please provide details*- |

Note:

\* Kindly provide the list of APAD license to indicate ownership of vehicles

**E. ANNUAL INCOME**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | | Annual income: RM | |  | | |  | | | | |
|  | |  | | | | | | | | | |
| 2. | | Income derived from **existing** integrated logistics services | | | | | | | | | |
|  | | | | | | | | | | | |
| Service | | | | | | Value (RM) | | | | | |
| Year 1 | | Year 2 | | Year 3 | |
|  | | | | | |  | |  |  |  |  |
|  | (a) Freight forwarding | | | | |  | |  |  |  |  |
|  |  | | | | |  | |  |  |  |  |
|  | (b) Warehousing | | | | |  | |  |  |  |  |
|  |  | | | | |  | |  |  |  |  |
|  | (c) Transportation | | | | |  | |  |  |  |  |
|  |  | | | | |  | |  |  |  |  |
|  | (d) Distribution | | | | |  | |  |  |  |  |
|  |  | | | | |  | |  |  |  |  |
|  | (e) Supply Chain Management | | | | |  | |  |  |  |  |
|  | (f) | | Other related and value added services | | |  | |  |  |  |  |
|  | |  | |  | |
|  |  | | (Please specify): | |  |  | |  |  |  |  |
|  |  | |  | |  |  | |  |  |  |  |
|  | |  | |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. | | Estimated gross income derived from expansion/diversification of integrated logistics services | | | | | | | |
|  | | | | | | | | | |
| Service | | | | | Estimated Value (RM) | | | | |
| Year 1 | Year 2 | | Year 3 | |
|  | | | | |  |  |  |  |  |
|  | (a) Freight forwarding | | | |  |  |  |  |  |
|  |  | | | |  |  |  |  |  |
|  | (b) Warehousing | | | |  |  |  |  |  |
|  |  | | | |  |  |  |  |  |
|  | (c) Transportation | | | |  |  |  |  |  |
|  |  | | | |  |  |  |  |  |
|  | (d) Distribution | | | |  |  |  |  |  |
|  |  | | | |  |  |  |  |  |
|  | (e) Supply Chain Management | | | |  |  |  |  |  |
|  | (f) | | Other related and value added services | |  |  |  |  |  |
|  |  | |  | |
|  |  | | (Please specify): |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |

**F. EMPLOYMENT BY QUALIFICATION**

Please fill in where relevant

Please note that the information is required to enable the government to undertake the appropriate manpower planning to meet the specific manpower needs of companies proposing to establish projects in Malaysia.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Full-time employment | | | | | | Total | Full-time employment | | | | | | Total |
| Existing | | | | | | Additional | | | | | |
| Malaysian | | | Foreign national | | | Malaysian | | | Foreign national | | |
| Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others |
| 1. | Managerial staff with: | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Logistics qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Technical qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | ICT qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Other qualifications/experience |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Technical and supervisory staff with: | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Logistics qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Technical qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | ICT qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Other qualifications/experience |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | Sales and clerical | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. | Other general workers | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Total** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_ %

**Additional**

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

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

**Existing**

\_\_\_\_\_\_ %

**:**

1. Percentage of science and technical staff having degrees or diplomas with a minimum of 5 years experience (of the total workforce)

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

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

**:**

**:**

3. In addition to the full-time employees as mentioned in the above tables, please provide the number of workers which are outsourced (not under the company’s payroll)

3. If the company plans to **outsource** its production/ activities :

1. what is the estimated percentage from the total production/activities ……… %
2. the percentage of outsourced staff from company’s total employees ……… %

2. Number of Staff with Post Graduate (ie. Masters/PhD etc) qualifications

**G. EMPLOYMENT BY INCOME**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Number of Persons Employed by Average Monthly Salary\* (RM) | | | | | | | | Number of Persons Employed by Average Monthly Salary\* (RM) | | | | | | | |
| Existing | | | | | | | | Additional | | | | | | | |
| <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | 10,000 and above | | <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | 10,000 and above | |
| Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National |
| 1. | Managerial staff with: | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Logistics qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Technical qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | ICT qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Other qualifications/experience |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Technical and supervisory staff with: | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Logistics qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Technical qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | ICT qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Other qualifications/experience |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | Sales and clerical | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. | Other general workers | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Total** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**H. DATE OF COMMENCEMENT OF BUSINESS**

For ILS expansion/diversification project, kindly provide the following details:

1. Date of first Capital Expenditure (CAPEX)

Incurred : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of Commencement of Business : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. PROJECT IMPACT ASSESSMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. INFORMATION ON COMPANY BASIS – for the whole operation** | | | | | | | | | | | |
| 1. **Holding / Parent Company** | | | | | | | | | | | |
| Company Name | Country of Origin | | | Activity | | | Ranking | | | Market Share | |
|  |  | | |  | | | *Fortune 500 / Forbes Global 2000 / Malaysia 100* | | | *Top 5 in Global / Asia Pacific / ASEAN / Malaysia* | |
| 1. **Applicant Company** | | | | | | | | | | | |
| 1. Financial performance for the last 3 years (for existing company applying for grant only): | | | | | | | | | | | |
|  | | | Year 1 (RM) | | | Year 2 (RM) | | | Year 3 (RM) | | |
| Revenue | | |  | | |  | | |  | | |
| Cost of sales | | |  | | |  | | |  | | |
| Gross profit | | |  | | |  | | |  | | |
| Administrative expenditure and other operational expenditure | | |  | | |  | | |  | | |
| Profit (Loss) before tax | | |  | | |  | | |  | | |
| Tax | | |  | | |  | | |  | | |
| Net profit (loss) | | |  | | |  | | |  | | |
| Reserve | | |  | | |  | | |  | | |
| 1. Labour productivity at enterprise level   ***Year 1*** *refers to:*   1. *New company – first year of the company starts the operation of its new project* 2. *Existing company – first year of the company start the operation of its expansion/diversification project*   ***EBITDA****: Earning Before Interest + Tax + Depreciation + Amortization*  ***Labour Cost****: Wages and salaries (including commisions, bonuses and benefits), remuneration and EPF/SOCSO paid by employers*  ***Employment****: All categories of employees, including working directors/propreitors/partners, unpaid family workers and part-time workers* | | | | | | | | | | | |
|  | | Existing (latest financial year) | | | Year 1 | | | Year 2 | | | Year 3 |
| EBITDA (RM) | |  | | |  | | |  | | |  |
| Labour Cost (RM) | |  | | |  | | |  | | |  |
| No. of Employment | |  | | |  | | |  | | |  |
| Labour Productivity (RM/worker) | |  | | |  | | |  | | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **B. INFORMATION ON PROJECT BASIS – for the proposed project only** | | | | | | | | | |
| 1. **Estimated Revenue / Profit Before Tax**   *\*Year 1 refers to the first assessment year where the company starts its commercial operation*  *\*\*Revenue received by the applicant for services rendered to non-residents in the country and/or abroad* | | | | | | | | | |
|  | Year 1\* | Year 2 | | | Year 3 | | | Year 4 | Year 5 |
| Revenue (RM) |  |  | | |  | | |  |  |
| * Percentage of Export\*\* |  |  | | |  | | |  |  |
| * Export destination (country) |  |  | | |  | | |  |  |
| Profit Before Tax (RM) |  |  | | |  | | |  |  |
| 1. **Capital Expenditure (CAPEX)**   *\*Value must be same as in the application form (fixed assets excluding land and building)*  *\*\*Local purchase – machinery & equipment are manufactured in Malaysia* | | | | | | | | | |
| Machinery & equipment, furniture & fittings and other fixed assets  (including warehouse and transportation equipment, medical devices, ICT equipment/Industry 4.0 - hardware and software, and other equipment used directly in the project) | | | Value\* (RM) | | | Percentage of local purchase\*\* (%) | | | |
|  | | |  | | | |
| Please indicate if the company invests in automation/digitalisation/Industry 4.0: | | | | | | | | | |
|  | | | Value (RM) | | | | Source of Technology (Malaysia or other countries) | | |
| Automation – machinery & equipment (technology by which a process or procedure is performed with minimal human assistance) | | |  | | | |  | | |
| Digitalisation - information technology equipment (computers and related hardware); communications equipment; and software (includes acquisition of pre-packaged software, customised software and software developed in-house) | | |  | | | |  | | |
| Industry 4.0 - big data analytics, autonomous robots, simulation, industrial internet of things, cyber security, horizontal and vertical system integration, cloud computing, additive manufacturing, augmented reality, artificial intelligence | | |  | | | |  | | |
| 1. **Pre-operational Expenditure (Pre-OPEX)**   *\*Pre-operational refers to expenditures incurred prior to the commencement of operations. The value must be same as in the application form*  *\*\*Local spending – Payment made by company (applicant) for utilising services provided by resident companies and bodies of persons.* | | | | | | | | | |
| Pre-operational Expenditure\* (*Examples: feasibility study, market research or survey)* | | | | Value\* (RM) | | Percentage of local spending\*\* (%) | | | |
|  | |  | | | |
| 1. **Operational Expenditure (OPEX)**   *Note:*   1. *Local spending – Payment made by company (applicant) for utilising services provided by resident companies and bodies of persons (including salary & wage paid to local employees)* 2. *Local Supplier – Sole proprietorship, partnership and locally incorporated company or by foreign company registered under the Companies Act 1965/Companies Act 2016 that supply services to their clients* 3. *Operating expenditure* ***represent daily expenses*** *to run a business and not directly associated with production. The expenditure* ***exclude*** *the cost of production or cost of goods sold such as direct labour, direct materials, rent of production facilities, depreciation of production equipment and facilities, maintenance and repair of production equipment and facilities, utility cost for production facilities, interest expenses etc.* | | | | | | | | | |
| Type | Year 1 | Year 2 | | | Year 3 | | | Year 4 | Year 5 |
| Transportation services |  |  | | |  | | |  |  |
| Banking services |  |  | | |  | | |  |  |
| Insurance services |  |  | | |  | | |  |  |
| Legal services |  |  | | |  | | |  |  |
| Information & Communication Technology (ICT) services |  |  | | |  | | |  |  |
| Salary and wages |  |  | | |  | | |  |  |
| Others (such as rental, utilities, sales & marketing other professional services)  Please specify:  (i)  (ii)  (iii) |  |  | | |  | | |  |  |
| Total |  |  | | |  | | |  |  |
| Percentage of local spending (%) |  |  | | |  | | |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Productivity Related Expenses**   *Note: this expenses is not included in OPEX*  *\*Note:*   * *Automation – technology by which a process or procedure is performed with minimal human assistance* * *Digitalisation – information technology equipment (computers and related hardware); communications equipment; and software (includes acquisition of pre-packaged software, customised software and software developed in-house)* * *Industry 4.0 – big data analytics, autonomous robots, simulation, industrial internet of things, cyber security, horizontal and vertical system integration, cloud computing, additive manufacturing, augmented reality, artificial intelligence* * *Intellectual Property (IP) refers to patents, trademarks, copyrights, industrial processes and designs, trade secrets, and franchises* * *Research and development (R&D) means any systematic or intensive study carried out in the field of science or technology with the object of using the results of the study for the production or improvement of materials, devices, products, produce or processes.* | | | | | | | | | | | | |
| Type | | Year 1 | | Year 2 | | | Year 3 | | | Year 4 | | Year 5 |
| Automation/Digitalisation/ Adoption of Industry 4.0 (non-CAPEX) | |  | |  | | |  | | |  | |  |
| Intellectual Property (IP):   * Charges for the use of IP * Cost of registration and filing of IP | |  | |  | | |  | | |  | |  |
| Research and development activities | |  | |  | | |  | | |  | |  |
| Training of employees | |  | |  | | |  | | |  | |  |
| 1. **Productivity Related Activities** | | | | | | | | | | | | |
| 1. Automation/Digitalisation/Adoption of Industry 4.0: | | | | | | | | | | | | |
|  | | | Name of Machinery/Equipment/ Hardware/Software | | | | | | Function | | | |
| Automation | | |  | | | | | |  | | | |
| Digitalisation | | |  | | | | | |  | | | |
| Adoption of Industry 4.0 | | |  | | | | | |  | | | |
| 1. Intellectual Property (IP): | | | | | | | | | | | | |
| 1. Using of IP | | | | | | | | | | | | |
| Type of IP | | | Owner of IP | | | | | | Country | | | |
|  | | |  | | | | | |  | | | |
| 1. Registration and filing of IP | | | | | | | | | | | | |
| Type of IP | Developed | | | | | Filed | | | | | Registered | |
|  | Yes / No  *If ‘Yes” – name of country* | | | | | Yes / No  *If ‘Yes” – name of country* | | | | | Yes / No  *If ‘Yes” – name of country* | |
| 1. Generation of IP income | | | | | | | | | | | | |
| Type of IP | | | | | | Annual Income (RM) | | | | | | |
|  | | | | | |  | | | | | | |
| 1. Research & Development Activities | | | | | | | | | | | | |
| Name of R&D activities | In-house  *(No. of R&D staff)* | | | | | Outsourcing to local incorporated companies  *(Name of companies)* | | | | | Collaboration with local universities/research institutes  *(name of local universities/research institutes)* | |
|  |  | | | | |  | | | | |  | |
| 1. Training of employees | | | | | | | | | | | | |
| Type of Training | No. of Malaysian Employee | | | | | In-house / external / overseas training | | | | | Collaboration with local universities/training institutes  *(name of local universities/training institutes)* | |
|  |  | | | | |  | | | | |  | |
| 1. **Other Social & Environmental Measures** | | | | | | | | | | | | |
|  | | | | | Yes / No | | | Details | | | | |
| Industry-Academia Collaboration (other than R&D and training) | | | | |  | | | *Type of collaboration and no. of collaboration per year* | | | | |
| Structured Internship Programme for local students | | | | |  | | | *No. of students per year and qualification* | | | | |
| Apprenticeship Programme for local student | | | | |  | | | *No. of students per year and qualification* | | | | |
| Corporate Social Responsibility (such as scholarship, sponsorship, infrastructure development, contribution, etc) | | | | |  | | | *Type of CSR and no. of CSR per year* | | | | |
| Implement energy saving through energy efficiency or renewable energy or green building | | | | |  | | | *Type of energy saving and amount of saving per year* | | | | |
| Undertake recycling activity | | | | |  | | | *Type of recycling activity* | | | | |
| Utilisation of recycled materials | | | | |  | | | *Type of materials and source (Malaysia or other countries)* | | | | |
| Environment pollution (air, water, etc) | | | | |  | | | *If produce pollution, type of pollution control equipment installed* | | | | |

**J. EXPATRIATE POSTS**

Please complete this section if the applicant is applying for expatriate posts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Details of expatriate posts applied for\* | | | | |
| Designation\* | | | Type of post  (key/term post) | Number | Duration  (years) | Proposed minimum  salary (RM) | |
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|  | Note:  \* For each expatriate post applied for, please provide details as in Appendix I |
|  |  |

2. Details of existing posts approved (if any)

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| --- | --- | --- | --- | --- | --- |
| Designation | Name and nationality | Duration  approved | Date post filled | Expiry date | Basic  salary paid (RM) |
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| 3. | Please attach the organisation chart of the company indicating the positions of the expatriate posts. |

**K. DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I , |  | , the Managing Director of | |
|  | | |  |

|  |  |
| --- | --- |
| (i) | I hereby declare that the information submitted in this application is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or revocation of the certificate/incentive; |

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

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|  |  | Date |  | (Signature) |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | | (Company’s Stamp or Seal) |
|  | \*Please complete this section if the company has engaged/is planning to engage the services of consultant(s) to act on behalf of the company. Please provide information on a separate sheet of paper if space is insufficient | | | |

**DETAILS OF EXPATRIATE POST**

|  |  |  |
| --- | --- | --- |
|  | Proposed designation: |  |
|  |  | |
|  | Academic qualification: | |
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|  | Job description: | |
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|  | Justification for application: | |
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|  | Work experience: | |
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