|  |  |  |
| --- | --- | --- |
|  | **APPLICATION FOR ADDITIONAL** **EXPATRIATE POSTS FOR REGIONAL OPERATIONS** | **DOCUMENT CHECKLIST** |

|  |
| --- |
| **DOCUMENT CHECKLIST** |
| **Name of company :** | **Please****(√) once completed** | **Remarks****(for MIDA use only)** |
|  | Three (3) sets of completed application form |  |  |
|  | Certificate of Incorporation |  |  |
|  | Form 24 (return of Allotment of Shares) |  |  |
|  | Form 49 (Particulars of Directors) |  |  |
|  | Completed Annual Performance Report (APR) |  |  |
|  | Updated organization chart |  |  |
|  | Details of additional Expatriate Post/s |  |  |
|  | Details of existing posts approved (if any) |  |  |
|  | Justification for request of additional expatriate post/s |  |  |

**APPLICATION FOR**

**ADDITIONAL EXPATRIATE POSTS**

**FOR REGIONAL OPERATIONS**

**Type of operation (Please tick (✓) where relevant):**

(a) Operational Headquarters (OHQ)

(b) International Procurement Centre (IPC)

(c) Regional Distribution Centre (RDC)

**A. PARTICULARS OF COMPANY**

|  |  |  |
| --- | --- | --- |
| 1. | (a)  | Name of company: |
|  |  |  |  |
|  |  |  |  |
|  | (b) | MITI/MIDA reference number/ date of approval: |
|  |  |  |  |
|  |  |  |  |
|  | (c) | Commencement date of OHQ/IPC/RDC activities: |  |
|  |  |  |  |
|  |  |  |  |
|  | (d) Correspondence address: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |
|  |  | Contact person: | Designation: |  |
|  |  |  |  |  |  |
|  |  |  |
|  | Telephone no.:  |  | Fax no.: |  |
|  |  |  |  |  |  |
|  |  |
|  |  | E-mail: |  | Website: |  |
|  |  |  |  |  |  |

2

 (e) Manpower: Current employment structure of the OHQ/IPC/RDC\*

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.

|  |  |
| --- | --- |
| Category | Full-time employment |
| Malaysian | Foreign national | Total |
| Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others |
| **a)** | **Senior Management** |  |  |  |  |  |  |  |
| **b)** | **Senior Executive in:**1. **Marketing**
 |  |  |  |  |  |  |  |
|  | 1. **Treasury/finance**
 |  |  |  |  |  |  |  |
|  | 1. **Product/development**
 |  |  |  |  |  |  |  |
|  | 1. **Human Resource**
 |  |  |  |  |  |  |  |
|  | 1. **Purchasing**
 |  |  |  |  |  |  |  |
|  | 1. **General administration**
 |  |  |  |  |  |  |  |
|  | 1. **Others**
 |  |  |  |  |  |  |  |
|  | **Sub-total** |  |  |  |  |  |  |  |
| **c)** | **Technical/skilled staff/specialist staff** |  |  |  |  |  |  |  |
| **d)** | **Executive (sales/administration/ operation)** |  |  |  |  |  |  |  |
| **e)** | **Supervisory staff** |  |  |  |  |  |  |  |
| **f)** | **Supporting staff** |  |  |  |  |  |  |  |
| **g)** | **Others** |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |  |

\* (Please attach the organization chart of the company which includes the expatriate posts, if any).

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

 **:**

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

 **:**

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

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

 **:**

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

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 ……… %

3

 (f) Employment by income:

|  |  |
| --- | --- |
|  | Number of Persons Employed by Average Monthly Salary\* (RM) |
| <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 |
| **a)** | **Senior Management** |  |  |  |  |  |  |  |  |
| **b)** | **Senior Executive in:** |  |  |  |  |  |  |  |  |
|  | 1. **Treasury/finance**
 |  |  |  |  |  |  |  |  |
|  | 1. **Product/development**
 |  |  |  |  |  |  |  |  |
|  | 1. **Human Resource**
 |  |  |  |  |  |  |  |  |
|  | 1. **Purchasing**
 |  |  |  |  |  |  |  |  |
|  | 1. **General administration**
 |  |  |  |  |  |  |  |  |
|  | 1. **Others**
 |  |  |  |  |  |  |  |  |
|  | **Sub-total** |  |  |  |  |  |  |  |  |
| **c)** | **Technical/skilled staff/specialist staff** |  |  |  |  |  |  |  |  |
| **d)** | **Executive (sales/administration/ operation)** |  |  |  |  |  |  |  |  |
| **e)** | **Supervisory staff** |  |  |  |  |  |  |  |  |
| **f)** | **Supporting staff** |  |  |  |  |  |  |  |  |
| **g)** | **Others** |  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |  |  |

(g) Type of qualifying services provided (applicable for OHQ companies)

 (h) Proposed (operating expenditure) for the next 3 years

 Year 1: RM…………………

 Year 2: RM…………………

 Year 3: RM…………………

 (i) Proposed sales turnover for the next 3 years (applicable for IPC/RDC)

 Year 1: RM…………………

 Year 2: RM…………………

 Year 3: RM…………………

2. Incentives approved by other government agencies (if any):

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

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

4

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**B. EXPATRIATE POSTS**

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

|  |  |
| --- | --- |
|  | 1. Details of additional expatriate posts applied for\* |
| Designation | Type of post(key/term post) | Number | Duration(years) | Proposed minimum salary (RM) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note:

\* For each expatriate post applied for, please provide details as in Appendix I

|  |  |
| --- | --- |
|  | 2. Details of existing posts approved (if any) |
| Designation | Name and nationality | Durationapproved | Date postfilled | Expiry date of post | Basic salary paid (RM) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |
| 3. |  | Please attach the organisation chart of the company indicating the positions of the expatriate posts. |

**C. ESTIMATED EARNINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| Year in Operation | Year 1 | Year 2 | Year 3 |
| (a) Estimated Earnings before Interest, Tax, Depreciation & Amortization (EBITDA) (RM) |  |  |  |
| b) Net Income abroad remitted to the applicant (RM) |  |  |  |

5

**D. DECLARATION**

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

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

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

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |  |  |  |
|  |  | Date |  | (Signature) |
|  |  |  |  |
|  |  |  |  |
|  |  |  | (Company’s Chop 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 |

6

**DETAILS OF EXPATRIATE POST**

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