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|  | **APPLICATION FOR ADDITIONAL PRODUCT FOR INTERNATIONAL PROCUREMENT CENTRE (IPC) / REGIONAL DISTRIBUTION CENTRE (RDC)** | **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) |  |  |
|  | List of previous MITI/MIDA approvals of additional products |  |  |
|  | Flow chart of the IPC/RDC additional products in terms of procurement and sales including transshipment and drop shipment |  |  |
|  | Flow chart outlining the flow of funds for the additional products in particular, export proceeds |  |  |
|  | Justification for request of application for additional products |  |  |

APPLICATION FOR ADDITIONAL PRODUCT

FOR INTERNATIONAL PROCUREMENT CENTRE (IPC) /

**REGIONAL DISTRIBUTION CENTRE (RDC)**

Application for (Please tick (✓) where relevant):

 (a) International Procurement Centre (IPC)

 or

 (b) Regional Distribution Centre (RDC)

**A. PARTICULARS OF IPC/RDC**

|  |  |  |
| --- | --- | --- |
| 1. | (a)  | Name of company: |
|  |  |  |  |
|  |  |  |  |
|  | (b) | MITI/MIDA reference number: |
|  |  |  |  |
|  |  |  |  |
|  | (c) | Date of commencement of IPC/RDC activities: |  |
|  |  |  |  |
|  | (d) Correspondence address: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |
|  |  | Contact person: | Designation: |  |
|  |  |  |  |  |  |
|  |  |  |
|  | Telephone no.:  |  | Fax no.: |  |
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|  |  | E-mail: |  | Website: |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 2. | Current sales turnover : | RM |  |  |  |

\* Please attach a copy of the Annual Performance Report (APR) of the company

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

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

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

4. Proposed operating expenditure for the next 3 years:

 - Year 1: RM…………………………….

 - Year 2: RM…………………………….

 - Year 3: RM…………………………….

5 Proposed Sales turnover for the next 3 years:

 - Year 1: RM…………………………….

 - Year 2: RM…………………………….

 - Year 3: RM…………………………….

6. To attach a copy of previous MITI/MIDA approvals of additional products:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | MITI/MIDA reference no. | Date of Approval | Please append the list of products approved | Copy of the approval letter |
|  |  |  |  |  |

|  |  |
| --- | --- |
| 7. | Manpower\* -  |

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** | **Malaysian** | **Foreign national** | **Total** |
|  | **Managerial staff** |  |  |  |
|  |  **Professional/technical/skilled/** **specialist staff** |  |  |  |
|  | **Administrative/supporting staff** |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |

**\*(Please attach a complete organization chart and highlight the expatriate posts, if any)**

2

 **:**

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

 **:**

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

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

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 ……… %

8. 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 |
|  | **Managerial staff** |  |  |  |  |  |  |  |  |
|  | **Professional/technical/skilled/****specialist staff**  |  |  |  |  |  |  |  |  |
|  | **Administrative/supporting staff** |  |  |  |  |  |  |  |  |

Note:

\* include wages, salaries, bonuses, social insurance contribution and all employee benefits.

3

9. **Proposed additional products to be distributed by IPC/RDC**

 (a) Finished products\*

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | Finished products | Quantity\*\* | Value(RM ‘000) | % Local sales | % LMW/FZ sales | % Direct export/transhipment | % Drop Shipment |
|  |  | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

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

\*\* Units as specified in the “Malaysian Trade Classification and Customs Duties Order”

4

(b) Semi-finished products, parts and components\*

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | Semi-finished products, parts and components | Quantity\*\* | Value(RM ‘000) | % Local sales | % LMW/FZ sales | % Direct export/transhipment | % Drop Shipment |
|  |  | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

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

\*\* Units as specified in the “Malaysian Trade Classification and Customs Duties Order”

5

 (c) Raw materials\*

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  | Raw materials | Quantity\*\* | Value(RM ‘000) | % Local sales | % LMW/FZ sales | % Direct export/transhipment | % Drop Shipment |
|  |  | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

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

\*\* Units as specified in the “Malaysian Trade Classification and Customs Duties Order”

6

|  |  |  |  |
| --- | --- | --- | --- |
| 10. | Additional sales turnover : RM  |  |  |
|  |  |
| 11. | Estimated quantity, value and percentage of products traded through invoicing (i.e. drop shipment) as a percentage of total sales turnover: |
|  |  |
|  | Year | Quantity\* | Value(RM ‘000) | % of total sales turnover |
|  | Year 1 |  |  |  |
|  | Year 2 |  |  |  |
|  | Year 3 |  |  |  |
|  |  |
|  | Note:\* Units as specified in the “Malaysian Trade Classification and Customs Duties Order” |
|  |  |
| 12. | Overall IPC sales structure with the inclusion of additional product: |
|  |
| **Year** | **Local sales****(RM ‘000)** | **‘DropShipment’****(RM ‘000)** | **Sales to LMW/FZ****(RM ‘000)** | **Direct Export****(RM ‘000)** | **Proposed Sales turnover****(RM ‘000)** |
|  | Y1 | RM………….( %) | RM………….( %) | RM………….( %) | RM………….( %) | RM……………. |
|  | Y2 | RM………….( %) | RM………….( %) | RM………….( %) | RM………….( %) | RM……………. |
|  | Y3 | RM………….( %) | RM………….( %) | RM………….( %) | RM………….( %) | RM……………. |
| 13. | Procurement sources |
|  |  |
|  | Purchase | Value(RM ‘000) | % |
|  | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 |
|  | **Local** |  |  |  |  |  |  |
|  | (a) Related companies |  |  |  |  |  |  |
|  | (b) Other companies |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Foreign** |  |  |  |  |  |  |
|  | (a) Related companies |  |  |  |  |  |  |
|  | (b) Other companies |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  | **100%** | **100%** | **100%** |

7

|  |  |
| --- | --- |
| 14. | Details of foreign and local sourcing |
|  |  |
|  | (a) Foreign sourcing of products/raw materials/parts and components by country(from related/other companies)\*\*: |
|  | (Please tick (✓) where appropriate) |
|  |  |
|  |  | Company name | Company activities (i.e trading/manufacturing) | Products/raw materials/parts and components | Country | Related (✓) | Others (✓) |
|  |  |  |  |  |  |  |  |
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Note:

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

|  |  |
| --- | --- |
|  | (b) Local sourcing of products/raw materials/parts and components (from related/other companies/SMIs)\*: |
|  |  (Please tick (✓) where appropriate) |
|  |  |
|  |  | Company name | Company activities (i.e trading/manufacturing) | Products/raw materials/parts and components | Related (✓) | Others (✓) |
| MNC | SMI |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
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|  |  |  |
|  | (c) Attach a detailed presentation indicating the flow of the IPC/RDC products both in terms of procurement and sales including transhipment and drop shipment, as detailed in items (3) and (6). |
|  |  |
|  | (d) Attach a presentation outlining the flow of funds, in particular export proceeds. |

8

|  |  |
| --- | --- |
|  |  |
| 15. | Details of foreign and local distribution of products (**to be filled if the applicant is applying for RDC only**): |
|  | (a) Foreign distributors\* |
|  |  |
|  |  | Company name | Products | Value(RM ‘000) | Related(✓) | Others(✓) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |
|  | (b) Local distributors\* |
|  |  |
|  |  | Company name | Products | Value(RM ‘000) | Related(✓) | Others(✓) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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Note:

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

|  |  |
| --- | --- |
| 16. | Proposed usage of local ports and airports for exports and transhipment by IPC/RDC. Please provide projections for the next 3 years: |
|  |  |
|  | Usage of local ports and airports |
|  | Name of port/airport | Quantity\* | Value of direct export(RM ‘000) | Total direct export (including transhipment) as a percentage of total sales turnover |
|  | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 | Year 1 | Year 2 | Year 3 |
|  | **Ports** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  | **Sub-total** |  |  |  |  |  |  |  |  |  |
|  | **Airports** |  |  |  |  |  |  |  |  |  |
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|  | **Sub-total** |  |  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |  |  |  |

Note:

\* Units as specified in the “Malaysian Trade Classification and Customs Duties Order”

9

1. **ESTIMATED EARNINGS**

|  |  |  |  |
| --- | --- | --- | --- |
| Year in Operation | Year 1 | Year 2 | Year 3 |
| 1. Estimated Earnings before Interest, Tax,

Depreciation & Amortization (EBITDA) (RM) |  |  |  |
| 1. Net Income abroad remitted to the applicant (RM)
 |  |  |  |

10

**C. 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 |

11