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|  | **APPLICATION FOR INCENTIVE AND / OR EXPATRIATE POST FOR**  **MANAGER OF WASTE ECO PARK (WEP)** | **DOCUMENT CHECKLIST** |

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENT CHECKLIST** | | | |
| **Name of company :** | | **Please**  **(√) once completed** | **Remarks**  **(for MIDA use only)** |
|  | Three (3) sets of completed application form |  |  |
|  | Form 9 - Companies Act, 2016  (Certificate of Incorporation of Private Company) |  |  |
|  | Form 24 - Companies Act, 2016  (Relevant forms reflecting paid up capital) |  |  |
|  | Form 44 - Companies Act, 2016  (Notice of Situation of Registered Office) |  |  |
|  | Form 49 - Companies Act, 2016  (Particulars of Directors, Managers and Secretaries) |  |  |
|  | Memorandum and Articles of Association |  |  |
|  | Agreement with WEP Developer  (i.e. letter of award / appointing applicant to provide management, consultancy, supervisory and/or marketing services in relation to the activity in WEP) |  |  |
|  | Copy Management / audited accounts statement (if company incorporated more than 1 year) |  |  |
|  | Letter of award by relevant authorities on the waste management activities (if any) |  |  |

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| midalogoNew_coloured |  | | | **www.mida.gov.my** |
|  | **WEP-M/JA**  ***(15.05.2020)*** |  |

**APPLICATION FOR INCENTIVE AND / OR EXPATRIATE POST FOR**

**MANAGER OF WASTE ECO PARK (WEP)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Company profile**  (a) Name of company: | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | |  | | |
|  |  |  | | | | | | | | | | | | | | |
|  | (b) Correspondence address: | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | |  | | | | | |
|  |  |  | | | | | | | | |  | | | | | |
|  |  |  | | | | | | | | |  | | | | | |
|  |  | | | | | | | | | |  | | | | | |
|  |  | | Telephone / mobile no.: | | | | | Fax no.: | | |  | | | | | |
|  |  | |  | | | |  |  | | |  | | | | | |
|  |  | |  | | | |  |  | | |  | | | | | |
|  |  | | Contact person: | | | |  | Designation: | | |  | | | | | |
|  |  | |  | | | |  |  | | |  | | | | | |
|  |  | |  | | | |  |  | | |  | | | | | |
|  |  | | E-mail: | | | |  | Website: | | |  | | | | | |
|  |  | |  | | | |  |  | | |  | | | | | |
|  |  | |  | | | | | | | | | | | | | |
|  | (c) | | Date of incorporation: |  | | Registration no.: | | | | | | |
|  | |  |  | | | |  | | |
|  |  | |  | | | | | | |  | | |
|  | (d) | | Income tax reference no.: |  | | Income tax branch office: | | | | | | |
|  | |  |  | | | |  | | |
|  |  | |  | | | | | | |  | | |
|  | (e) | | Address of registered office: | | | | | | |  | | |
|  |  | |  | | | | | | |  | | |
|  |  | |  | | | | | | |  | | |
|  |  | |  | | | | | | |  | | |
|  |  | | Telephone no.: | |  | | | | Fax no.: |  | | | |
|  |  | |  | |  | | | |  |  | | | |

1. Particular of Board of Directors\*:

|  |  |  |
| --- | --- | --- |
| Name and residential address | Nationality | % shares in company |
|  |  |  |
|  |  |  |
|  |  |  |

Note: \* If insufficient space, please provide the same information on a separate sheet of paper.

1. **Company Status**

*Please tick applicable box*

|  |  |
| --- | --- |
| 1. The company’s previous/current   activity / project.  If yes, please provide details as follows;   1. Project name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Project cost/investment (RM):\_\_\_ 3. Project location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Project financing:  * Loan: RM\_\_\_\_\_   (Bank \_\_\_\_\_ / \_\_\_\_\_\_\_)   * Other source: RM\_\_\_\_\_ (eg. advance from shareholder / retained earnings / \_\_\_\_ ) | Yes  No |
| 1. Incentive/grant approved by MIDA/other government agencies (if any): | |
| 1. Has the company applied for/ obtained any other incentives (fiscal / non-fiscal incentives)? | Yes  No |
| If yes, please provide details as follows;   1. Approval agency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Type of incentive/grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Amount of grant, if any : RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Date of approval of incentive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Duration of incentive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| (Please provide a copy of each of the approval letter) | |

1. Employment Structure

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Fulltime Employment** | | | | | | | | |
|  | **Malaysian** | | | **Foreign National** | | | | **Total** | |
|  | Degree | Diploma/  Certificate | Others | Degree | Diploma/  Certificate | Others | |  | |
| 1. Managerial Staff |  |  |  |  |  |  | |  | |
| 1. Company Directors |  |  |  |  |  |  | |  | |
| 1. Department Managers |  |  |  |  |  |  | |  | |
| 1. General Managers |  |  |  |  |  |  | |  | |
| Others (Please specify) |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
| 1. Technical & Supervisory Staff |  |  |  |  |  |  | |  | |
| 1. Accountant and Auditors |  |  |  |  |  |  | |  | |
| 1. Human Resource Personnel |  |  |  |  |  |  | |  | |
| 1. Sales & Marketing Personnel |  |  |  |  |  |  | |  | |
| Others (Please specify) |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
| 1. Clerical & Other Support Staff |  |  |  |  |  |  | |  | |
| 1. Secretaries |  |  |  |  |  |  | |  | |
| 1. Administrative Clerk |  |  |  |  |  |  | |  | |
| 1. Draughtman |  |  |  |  |  |  | |  | |
| 1. Accounting & Financing Clerk |  |  |  |  |  |  | |  | |
| 1. General Worker |  |  |  |  |  |  | |  | |
| 1. Security Officer |  |  |  |  |  |  | |  | |
| Others (Please specify) |  |  |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
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|  |  |  |  |  |  |  | |  | |
| **Total** |  |  |  |  |  |  | |  | |
| 1. Percentage of managerial and technical staff having diplomas/degree with a minimum of 5 years’ experience (of total workforce) | | | | | | | | % | |
|  | | | | | | | |  | |
| 1. Number of staff with post graduate (ie. Masters / PhD) qualifications. | | | | | | | |  | |
|  | | | | | | | |  | |
| 1. In addition to fulltime employees as in above table, provide number of workers outsourced (not under company’s payroll) | | | | | | | |  | |

(d) Manpower by income:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Number of Persons Employed by Average Monthly Salary (RM)** | | | | | | | |
| **< 3000** | | **3000 -<5000** | | **5000-<10,000** | | **>10,000** | |
| Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National |
| 1. Managerial Staff |  |  |  |  |  |  |  |  |
| 1. Company Directors |  |  |  |  |  |  |  |  |
| 1. Department Manager |  |  |  |  |  |  |  |  |
| 1. General Managers |  |  |  |  |  |  |  |  |
| Others (Please specify) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1. Technical & Supervisory Staff |  |  |  |  |  |  |  |  |
| 1. Accountant / Auditors |  |  |  |  |  |  |  |  |
| 1. HR Personnel |  |  |  |  |  |  |  |  |
| 1. Sales & Marketing |  |  |  |  |  |  |  |  |
| Others (Please specify) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 1. Clerical & Other Support Staff |  |  |  |  |  |  |  |  |
| 1. Secretaries |  |  |  |  |  |  |  |  |
| 1. Administrative Clerk |  |  |  |  |  |  |  |  |
| 1. Account Clerk |  |  |  |  |  |  |  |  |
| 1. General Worker |  |  |  |  |  |  |  |  |
| 1. Security Officer |  |  |  |  |  |  |  |  |
| Others (Please specify) |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

1. **Details of WEP Developer**

Details of WEP Developer(s) appointing applicant as WEP Manager:

|  |  |  |
| --- | --- | --- |
| **No** | **Name of WEP developer(s)** | **WEP developer’s**  **approval date** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

Attach copy of letter of award / appointment.

|  |  |
| --- | --- |
|  |  |

1. **Applicant’s Proposed Role / Services under Service Agreement (SA) with   
   Approved WEP Developer**

Name of WEP Developer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of service agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenure / Period of service agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scope of services:

|  |
| --- |
| * Promote and advertise WEP |
| * Manage facilities and infrastructure in WEP |
| * Ensure supply of types and amount/volume of wastes is according   to the capacity of the facility. |
| * Manage segregation and separation of waste for WEP Operator’s  feedstock. * Others, please specify\*: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Contract Payment arrangement (RM): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Provide information on services offered to WEP Developer.

Is there any service to be provided / offered to WEP Operators (tenants)? If yes, specify below.

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

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

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

1. **Estimated Investment (first 5 years)\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I. Fixed Assets**  **(RM)** | **Year 20..** | **Year 20..** | **Year 20..** | **Year 20..** | **Year 20..** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| **Total Investment** |  |  |  |  |  |
| Note: Provide above same info for other fixed assets on separate sheet if insufficient space. | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **II. Operating Expenditure** | | | | | |
| **Item Expenditure** | **Value (RM)** | | | | |
| Year 1  (20\_\_ ) | Year 2  (20\_\_ ) | Year 3  (20\_\_ ) | Year 4  (20\_\_ ) | Year 5  (20\_\_ ) |
| 1. Rental |  |  |  |  |  |
| 1. Freight and storage |  |  |  |  |  |
| 1. Transportation |  |  |  |  |  |
| 1. Maintenance |  |  |  |  |  |
| 1. Employees Remuneration\* |  |  |  |  |  |
| (i) Expatriates |  |  |  |  |  |
| (ii) Local staff |  |  |  |  |  |
| 1. Housing |  |  |  |  |  |
| 1. Travelling |  |  |  |  |  |
| 1. Statutory contribution (e.g. EPF,SOCSO) |  |  |  |  |  |
| 1. Utility |  |  |  |  |  |
| 1. Communication |  |  |  |  |  |
| 1. Printing and stationery |  |  |  |  |  |
| 1. Interest |  |  |  |  |  |
| 1. Bank charges |  |  |  |  |  |
| 1. Others (Please specify):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| **Total** |  |  |  |  |  |

\* To include wages, salaries, bonuses, social insurance contribution, etc.

1. **Financing Structure (for first 5 years)**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **RM** | **%** |
| 1. **Authorised capital** |  |  |
| 1. **Shareholder’s fund** |  |  |
| 1. Paid-up Capital |  |  |
| 1. Malaysian Individual |  |  |
| * Bumiputera |  |  |
| * Non-Bumiputera |  |  |
| 1. Companies incorporated in Malaysia\* |  |  |
|  |  |  |
|  |  |  |
| 1. Foreign nationals / companies (Specify name & nationality / country of origin)\* |  |  |
|  |  |  |
| **Total of (i), (ii) and (iii)** |  | **100%** |
| 1. **Loan** |  |  |
| 1. Domestic |  |  |
| 1. Foreign |  |  |
|  |  |  |
| **Total Loan** |  |  |
| 1. **Other sources** |  |  |
|  |  |  |
| **Total Sources** |  |  |
| **Total of (2), (3) & (4)** |  |  |

\* Refer next page for the above (2)(a)(ii) and (iii)

\* For 2(a)(ii) & (iii), provide equity structure as follow:

|  |  |  |
| --- | --- | --- |
| **ITEM** | | **%** |
| Name of Company No.1\* |  | |
| Bumiputra | |  |
| Non-Bumiputra | |  |
| Foreign nationals / companies  (Specify name & nationality / country of origin)\* | |  |
|  | |  |
| **TOTAL** | | **100%** |

**\***Note: Provide information in a separate sheet if the company has more than one company

incorporated in Malaysia as shareholder.

1. **a) Waste Source(s):**

i) Local Import Local & Import

ii) Solid waste - Solid Waste Management and Public Cleansing Act, 2007

* Municipal solid waste
* Industrial waste
* Commercial waste
* Institutional waste
* Construction & demolition waste (C&D)
* Others, please specify :

iii) Scheduled Waste -Environmental Quality Act, 1974

Code SW : \_\_\_\_\_\_

Please refer to Environmental Quality (Schedule Waste Regulations) 2005, for types of scheduled wastes listed in the First Schedule.

iv) Other category of waste, (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(b) Type of waste to be processed (if any):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Waste** | **Name of supplier** | **Quantity per month (tonnes)** | **% treated /**  **recovered /**  **recycled**  **(% reduction**  **of landfill)** | **Remarks**  **(Details on the waste/products,**  **if any)** |
| Construction & demolition | | | |  |
| Copper Slag | | | |  |
| Used Slag | | | |  |
| Food | | | |  |
| Tyre / Rubber | | | |  |
| Wood | | | |  |
| Horticultural | | | |  |
| Paper | | | |  |
| Plastic | | | |  |
| Metal | | | |  |
| Glass | | | |  |
| Textiles | | | |  |
| E-waste | | | |  |
| Refrigerant | | | |  |
| Luminaire/ Lighting Waste | | | |  |
| Others (please specify) | | | |  |

1. **Sources of Income**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Year of assessment | Income derived from services activities related to management, maintenance, supervision and marketing of WEP  (RM) | % | Other sources of income\*  (RM) | % | Total income  (RM) |
| 20\_\_ |  |  |  |  |  |
| 20\_\_ |  |  |  |  |  |
| 20\_\_ |  |  |  |  |  |
| 20\_\_ |  |  |  |  |  |
| 20\_\_  20\_\_  20\_\_  20\_\_  20\_\_ |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| \* | Please specify the activities: |  |

1. **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) |  | | | | | |  | | | | | | |  | | | | | |  | |
| **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 (%) | | |  | | |  | | | | | |  | | | | |  | | | |  |
| 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* | | | | | | | | |

1. **Details of Expatriate Posts**

Complete this section if applicant applying for expatriate post(s). **Exclude** expatriate post(s) applied directly with Immigration Department or any other department.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. New/additional post(s) applied: | | | | |
| **Designation** | **Type of post**  **(key/term post)** | **Number**  **of post(s)** | **Duration**  **(years)** | **Proposed minimum**  **salary (RM)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Provide the following details for each expatriate post(s) applied for:

|  |  |
| --- | --- |
|  | Job function |
|  | Minimum academic/professional qualification required |
|  | Minimum period of experience required |
|  | Justification for request |
|  | Proposed training scheme for Malaysian personnel to fill the relevant posts |

1. Existing/approved post(s) (if any)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Name and nationality** | **Duration**  **approved** | **Date post filled** | **Expiry date** | **Basic salary paid (RM)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Note: Please include the expatriate post(s) that have been approved by the Immigration Department or any other department

1. Attach company’s organisational chart/structure indicating position(s) of existing/approved expatriate post(s).
2. **Declaration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I , |  | | | , the |  | |
|  | (name) | | |  | (designation) | |
| of | |  |  | | |

(name of company)

|  |  |
| --- | --- |
| (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 Stamp or Seal) |
|  | \* Complete this section if the company has engaged / is planning to engage the services of consultant(s) to act on behalf of the company. | | | |