

**APPLICATION FOR AUTOMATION CAPITAL ALLOWANCE  
(AUTOMATION CA)**

<b>Company Name</b>	
<b>Mailing Address</b>	
<b>Factory Address</b>	
<b>Company Contact Details</b>	Telephone Number: Fax Number: Email: Website:
<b>Date of Incorporation</b>	
<b>ROC Number</b>	
<b>Income Tax Reference Number</b>	
<b>Business Licence Number (a copy to be attached) (mandatory requirement)</b>	
<b>Manufacturing Licence Number (a copy to be attached) (if applicable)</b>	
<b>Confirmation Letter for Exempted from Manufacturing License (a copy to be attached) (if applicable)</b>	
<b>Contact Person 1 (preferably technical person)</b>	Name: Designation: Telephone Number: Fax Number: Email:
<b>Contact Person 2 (preferably technical person)</b>	Name: Designation: Telephone Number: Fax Number: Email:

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Products / Activities		HS Tariff Code	Factory Location	Commencement Date	Annual Production Capacity
<b>Existing</b>					
<b>Additional / Expansion</b> <i>(if applicable)</i>					

Please attach the following documents:-

- (1) Manufacturing process flow chart explaining major processes, list of major machinery and raw materials and copies of Manufacturing Licences and conditions granted to the company (if any).
- (2) Please attach a copy of the approval letter of tax incentives (Pioneer Status/Investment Tax Allowance/Reinvestment Allowance) (if any).

### Section B: Project Cost

#### 1. Cost of Fixed Assets :

Item	Value		Annual Lease <i>(if applicable)</i>	
	Existing (RM)	Additional (RM)	Existing (RM)	Additional (RM)
a) Land				
b) Factory				
c) Plant/Machinery				
d) Other Equipment				
<b>Total</b>				
Item	Value			
	Existing (RM)	Additional (RM)		
<b>2. Pre-operational Expenditure</b>				
<b>3. Working Capital</b> <i>(Current Assets - Current Liabilities)</i>				
<b>4. Total Project Cost (1+2+3)</b>				

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## Section C: Financing

Capital Structure	Existing (RM)	Additional (RM)
1. Authorised Capital		
2. Shareholders' Fund		
(a) Paid Up Capital		
(i) Malaysian Individuals		
• Bumiputera		
• Non-Bumiputera		
(ii) Company Incorporated in Malaysia*		
•		
•		
(iii) Foreign Nationals / Companies (specify Name and Nationality / Country of Origin)		
•		
•		
<b>Total of (i), (ii) and (iii)</b>		
(b) Reserves (excluding capital appreciation)		
<b>Total of (a) and (b)</b>		

\*For 2(a)(ii), please provide equity structure as follows:

Name	RM	Bumiputera (%)	Non - Bumiputera (%)	Foreign (specify country) (%)
i)				
ii)				

<b>3. Loan</b>	<b>Existing (RM)</b>	<b>Additional (RM)</b>
a) Domestic		
b) Foreign (specify country of origin)		
<b>Total of (a) and (b)</b>		
<b>4. Other Sources (please specify)</b>	<b>Existing (RM)</b>	<b>Additional (RM)</b>
a)		
b)		
<b>Total of (a) and (b)</b>		
<b>Total of 2, 3 and 4</b>		
<b>Financial year end:</b>		
<b>Year of Assessment:</b>		

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**Section D: Machines/ Equipment for Automation Capital Allowance**

Description*	Location of machine	Unit	Function	Country of Origin	Cost (RM)
<u>Existing</u>					
<u>Additional/ Expansion</u>					

**\*Note: (1) All machines that require verification from SIRIM have to be listed in this section. If the space provided is insufficient, please provide the information on a separate sheet of paper**

**(2) SIRIM's application fee includes verification for a maximum of 3 machines at the same location. Additional verification will incur additional fee. Please refer to SIRIM information sheet**

Please furnish the following documents. All documents are to be certified by External Auditors.

- (1) List of purchased and installed machines/equipment specifying its functions.
- (2) Invoice and Delivery order for the machines/equipment.
- (3) Proof of documents to indicate that the entire cost of the machine/ equipment has been paid.

Source of Technology	Existing	Additional

**Section E: Employment**

**Please provide information as per APPENDIX I.**

Products/ produce/ activities	% of market			
	Year 1	Year 2	Year 3	
For domestic market				<u>Principal Customer</u>
For FZ/LMW (Free Zone / Licensed Manufacturing Warehouse) market				
For export market				<u>Principal Customer and Destination</u>

### Section G: Estimated Labour Cost and Earnings

Please provide information as per APPENDIX II.

### Section H: Production Schedule

Please provide information as per APPENDIX III.

Item	% of ex-factory price for each product *		
	Product 1	Product 2	Product 3
(i) Cost of Local Raw Materials / Components			
(ii) Cost of Imported Raw Materials / Components			
(iii) Cost of Energy and Fuel			
(iv) Cost of Labour			
(v) Depreciation			
(vi) Interest Payments, Indirect Taxes, Quit Rent & etc.			
(vii) Administrative and Marketing Costs			
(viii) Cost of Technology (including royalty, management services and other related costs)			
(ix) Manufacturing Profit			
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Note:

\* If there are more products, please provide the same information on a separate sheet of paper

**Section J: Declaration**

I, \_\_\_\_\_, the Managing Director of

(i) hereby declare that 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

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(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

JOB CATEGORY	Full-time employment													
	Manufacturing /Agricultural Activities							R&D Activities						
	Malaysia			Foreign Nationals			TOTAL	Malaysia			Foreign Nationals			TOTAL
	Degree / Professional	Diploma	Certificate / Others	Degree / Professional	Diploma	Certificate / Others		Degree / Professional	Diploma	Certificate / Others	Degree / Professional	Diploma	Certificate / Others	
1 Managerial staff* with *(e.g CEO, CFO, COO, CTO, MD, Directors & Managers)														
(a) Technical qualifications														
(i) Electrical & Electronics Engineering														
(ii) Mechanical Engineering														
(iii) Chemical Engineering														
(iv) Others (Please specify): _____														
(b) Science qualifications														
(i) Chemistry														
(ii) Physics														
(iii) Biotechnology / Microbiology														
(iv) Pharmacy														
(v) Computer Science														
(vi) Others (Please specify): _____														
(c) Other qualifications / experience (e.g. economics, marketing, finance & accounting. Please specify): _____														
JOB CATEGORY	Full-time employment													
	Manufacturing /Agricultural Activities							R&D Activities						

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## APPENDIX I

	Malaysia			Foreign Nationals			TOTAL	Malaysia			Foreign Nationals			TOTAL		
	Degree / Professional	Diploma	Certificate/ Others	Degree / Professional	Diploma	Certificate/ Others		Degree / Professional	Diploma	Certificate/ Others	Degree / Professional	Diploma	Certificate/ Others			
<b>2 Professionals/ Technical and supervisory staff with</b>																
<b>(a) Technical/ Engineering Professions/ qualifications</b>																
(i) Electrical & Electronics Engineers qualification																
(ii) Mechanical Engineers qualifications																
(iii) Chemical Engineers qualifications																
(iv) Other qualifications (please specify) _____																
<b>(b) Science Professions/ Qualifications</b>																
(i) Physicists																
(ii) Chemists																
(iii) Biotechnologist/ Microbiologist																
(iv) Pharmacists																
(v) Computer Science																
(vi) Others (Please specify): _____																
<b>JOB CATEGORY</b>	<b>Full-time employment</b>															
	<b>Manufacturing /Agricultural Activities</b>						<b>R&amp;D Activities</b>									
	Malaysia			Foreign Nationals			TOTAL			Malaysia			Foreign Nationals			TOTAL



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	Degree / Professional	Diploma	Certificate/ Others	Degree / Professional	Diploma	Certificate/ Others		Degree / Professional	Diploma	Certificate/ Others	Degree / Professional	Diploma	Certificate/ Others	
2 (c ) Technicians and Associate Professionals														
(i) Technician														
(ii) CNC Technician														
(iii) CAD/ CAM Programmer														
(iv) Quality Controller														
(v) Supervisor														
Craft & Related Trade Workers														
(vi) Tool & Die/ Mould Maker														
(vii) Industrial Machinist														
(viii) CNC Machinist														
(ix) Welder														
(x) Chargeman/ Electrician														
(xi) Plant Maintenance Mechanics														
(xii) Other special skills related to the sector (please specify)														
a)														
b)														
c)														
d)														
e)														
<b>JOB CATEGORY</b>	<b>Full-time employment</b>													
	<b>Manufacturing /Agricultural Activities</b>							<b>R&amp;D Activities</b>						
	Malaysia			Foreign Nationals			<b>TOTAL</b>	Malaysia			Foreign Nationals			<b>TOTAL</b>
	Degree /	Diploma	Certificate/ Others	Degree / Professional	Diploma	Certificate/ Others		Degree / Professional	Diploma	Certificate/ Others	Degree / Professional	Diploma	Certificate/ Others	

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	Professiona I													
3 Other professions, please specify (e.g accountant, business and admin professionals):														
4 Clerical Support Workers														
5 Sales & Service Workers														
6 Plant & Machine Operators & Assemblers														
(i) Machine Operators														
(ii) Assemblers														
(iii) Forklift Driver														
(iv) Truck Driver														
(v) Others (please specify)														
_____														
7 Elementary Workers														
(i) General Workers														
(ii) Others														
<b>TOTAL</b>														

Note:

\*\* Machine operators and assemblers are those involved in the production/assembly line who receive mainly on-the-job training for a period between 3 to 6 months, e.g. production operators.

\*\*\* Job Categories are based on Malaysia Standard Classification of Occupations (MASCO)

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	R&D Activities	Other Activities
1 . Percentage of science and technical staff having degrees or diplomas with a minimum of 5 years experience (of the total workforce)	: <input style="width: 100%; height: 20px;" type="text"/> %	: <input style="width: 100%; height: 20px;" type="text"/> %
2 . Number of Staff with Post Graduate (ie. Masters/PhD etc) qualifications	: <input style="width: 100%; height: 20px;" type="text"/>	: <input style="width: 100%; height: 20px;" type="text"/>
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)	: <input style="width: 50%; height: 20px;" type="text"/>	: <input style="width: 50%; height: 20px;" type="text"/>
	Foreign n	Domesti c
	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>
	Foreign n	Domesti c
	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>

SECTION E: EMPLOYMENT BY INCOME																
Job Category (Only for full time employment under company's payroll)	Number of Persons Employed by Average Monthly Salary* (RM)															
	Manufacturing / Agricultural Activities								***R&D Activities							
	<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	
	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National
1 Managerial staff																
2 Professionals/ Technical and supervisory staff with																
(a) Technical/ Engineering Professions/ qualifications																
(b) Science Professions/ Qualifications																
(c) Technicians and Associate Professionals including Craft & Related Trade Workers																

Job Category	Number of Persons Employed by Average Monthly Salary* (RM)															
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(Only for full time employment under company's payroll)	Manufacturing / Agricultural Activities								***R&D Activities							
	<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	
	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National	Malaysia	Foreign National
3 Other professions																
4 Clerical Support Workers																
5 Sales & Service Workers																
6 Plant & Machine Operators & Assemblers																
7 Elementary Workers																
<b>Total</b>																

Note:

\* include wages, salaries, bonuses, social insurance contribution and all employee benefits. If there is more than one factory location, please provide the same information on a separate sheet of paper.

\*\* Machine operators and assemblers are those involved in the production/assembly line who receive mainly on-the-job training for a period between 3 to 6 months, e.g. production operators.

\*\*\* Job Categories are based on Malaysia Standard Classification of Occupations (MASCO)

1.	Percentage of foreign workers with basic salary less than RM1,500 per month (of the total workforce)	:	%
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## Section G: Estimated Labour Cost and Earnings

### A. ESTIMATED LABOUR COST - Salaries and Wages\*

Year in Operation	Year 1	Year 2	Year 3
Salaries and Wages (RM)			

Note:

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

### B. ESTIMATED EARNINGS

Year in Operation	Year 1	Year 2	Year 3
(a) Estimated Earnings before Interest, Tax, Depreciation & Amortization (EBITDA) (RM)			
(b) Estimated Net Income After Tax (RM)			
- Held in Malaysia as reserves (%)			
- Remitted out of Malaysia (%)			
- Reinvested in Malaysia (%)			

## Section H: Production Schedule

## 1. Existing products/activities

Products/activities	Actual annual production		Installed production capacity	Additional production capacity
	Quantity**	Ex-factory value (RM)	Quantity**	Quantity**
<b>Total</b>				

Number of shifts: \_\_\_\_\_

Note:

\* If there is more than one factory location, please provide the same information on a separate sheet of paper

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\*\* Units as specified in "The Malaysian Trade Classification and Customs Duties Order"

## APPENDIX III

### 2. Proposed additional products/activities

Products/activities	Year 1		Year 2		Year 3		Maximum annual production capacity per 8-hour shift
	Quantity**	Ex-factory value (RM)	Quantity**	Ex-factory value (RM)	Quantity**	Ex-factory value (RM)	
<b>Total</b>							
<b>Number of shifts</b>							

Note:



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