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|  | **APPLICATION FOR HOSPITALITY INCENTIVES – HOTEL / TOURISM PROJECTS** | **DOCUMENT CHECKLIST** |

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| **DOCUMENT CHECKLIST** | | | |
| **Name of company :** | | **Please**  **(√) once completed** | **Remarks**  **(for MIDA use only)** |
|  | Three (3) sets of **completed** H&T/JA forms |  |  |
|  | 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) |  |  |
|  | Company’s Corporate Group Structure (if any) |  |  |
|  | Land / Building’s Sales and Purchase Agreement (if any) |  |  |
|  | Artist Impressions / Pictures / Drawings of the Proposed Project (if any) |  |  |
|  | A Copy of Invoices and Receipts for First Capital Expenditure (CAPEX) Incurred (if any) |  |  |
|  | First Customer Sale Invoice (if any) |  |  |
|  | A Copy of Certificate of Registration with the Ministry of Tourism and Culture Malaysia;   1. Tourism Project Registration Certificate (Hotel / Tourism Project) 2. Tourist Accomodation Premises Certificate (Hotel Projects Only) 3. Star Rating Certificate (Hotel Projects Only) |  |  |

**Note:**

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

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| **APPLICATION FOR INCENTIVE AND/OR EXPATRIATE POSTS**  **FOR EXPANSION/MODERNISATION/REFURBISHMENT OF AN EXISTING HOTEL AND/OR TOURISM PROJECT** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (I) | Type of proposed project (please tick (✓) where relevant): | | | |
|  | (a) | **Hotel Project** | |  |
|  |  |  | |  |
|  | (b) | **Tourism Project:-** | |  |
|  |  | (i) | Theme Park |  |
|  |  | (ii) | Convention Center |  |
|  |  | (iii) | Holiday Camps / Recreational Park |  |
|  |  | (v) | International Theme Park |  |
|  |  | (vi) | Other Tourism Project |  |
|  |  |  | (please specify) |  |
|  |  |  | |  |
|  | (c) | **Integrated Project** (Hotel and Tourism)  Please specify type of tourism project:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
|  |  |  | |  |
| (II) | Type of application (please tick (✓) where relevant): | | | |
|  | (a) | **Incentive** | |  |
|  |  |  | Investment Tax Allowance |  |
|  |  |  |  |  |
|  | (b) | **Expatriate Post** | |  |

**A. PARTICULARS OF APPLICANT COMPANY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | (a) Name of applicant company:-  (company which will undertake the project / business owner) | | | | | | | |
|  |  |  | | | | | |  |
|  |  |  | | | | | | |
|  | (b) Correspondence address: | | | | | | | |
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|  |  |  | | | | | |  |
|  |  |  | | | | | |  |
|  |  | | | | | | |  |
|  |  | Name of Company Liaison Officer: | | | | Designation: | |  |
|  |  |  | | |  |  | |  |
|  |  |  | | |  |  | |  |
|  |  | Telephone No.: | | |  | Fax No.: | |  |
|  |  |  | | |  |  | |  |
|  |  |  | | |  |  | |  |
|  |  | E-mail: | | |  | Website: | |  |
|  |  |  | | |  |  | |  |
|  |  |  | | | | |  | | |
|  | (c) | Incorporation of Company: | | | | |  | | |
|  |  |  |  |  | | | | | |
|  |  | Date of incorporation: |  | Company registration no.: | | | | | |
|  |  |  | | |  | | |
|  |  |  | | | | |  | | |
|  |  | Income tax reference no.: |  | Income tax branch office: | | | | | |
|  |  |  | | |  | | |
|  |  |  | | | | |  | | |
|  | (d) | Previous / current company’s activity(s) (for existing company) | | | | | | | | |
|  |  |  | | | | | | | | |
|  |  |  | | | | | | | | |
|  |  |  | | | | | | | | |
|  | (e) | Company’s income stream from previous / current business activity(s) | | | | | | | | |
|  |  |  | | | | | | | | |
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| 2. | Particulars of applicant company’s shareholders | | | |
| Name of Shareholders | Nationality / Origin Country | % shares held in the company |
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| 3. | Particulars of board of directors of applicant company | | | |
| Name of Directors | Nationality | % shares held in the company |
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**B. INFORMATION ON COMPANY REGISTRATION APPROVAL AND PRIOR INCENTIVE APPROVAL FOR THE SAME / SIMILAR ACTIVITY**

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** | **Incentive / Grant Approval Date** | **Incentive Effective Date**  **(Pioneer Cert / ITA-I)** | **Approval Date of Verification of Compliance to Investment Tax Allowance Conditions**  **(ITA-II)** | **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 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** | **Incentive / Grant Approval Date** | **Incentive Effective Date**  **(Pioneer Cert / ITA-I)** | **Approval Date of Verification of Compliance to Investment Tax Allowance Conditions**  **(ITA-II)** | **Grants Amount** | **Activity** | **Ministry / Agency** |
|  |  |  |  |  |  |  |  |

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| --- |
| 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. |

**C. PARTICULARS OF HOTEL / TOURISM / INTEGRATED PROJECT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | (a) | Name and location of hotel / tourism / integrated project | | |
|  |  | Type of project  (Hotel/Tourism/Integrated) | Name of project | Complete Address Location  As per business license from Local Authority or registration/certificate from Ministry of Tourism, Arts and Culture Malaysia (MOTAC) |
|  |  |
|  |  | Existing |  |  |
|  |  | Additional |  |  |
|  |  |  |  |  |
|  | (b) | Approval date of registration with the Ministry of Tourism, Arts and Culture Malaysia (MOTAC) for :- | | |
|  | i | Project Registration Certificate | |  |
|  | ii | Tourist Accomodation Premises Certificate | |  |
|  | iii | Star Rating Certificate | |  |

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| 2. | **Hotel project** | | | | | | | | | | | | | | | |
|  | (a) | | Proposed hotel standard : | |  | | | | star | | | |  | | | |
|  |  | |  | | |  | | | | | | |  | | | |
|  | (b) | | Type of rooms | | | Number of rooms | | | | | | | Daily rates (RM) | | | |
|  | Existing | | | | | Additional | | Existing | | | Propose |
|  |  | | |  | | | | |  | |  | | |  |
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|  | (c) | | Indicate existing facilities such as recreational facilities, restaurant/café, swimming pool, lift, lobby, lounge, gym, spa, parking, OKU facilities, shuttle transportation, etc. | | | | | | | | | | | | | |
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|  | (d) | | Main features of expansion/modernisation/refurbishment project. | | | | | | | | | | | | | |
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|  |  | |  | | | | | | | | | | | | | |
|  |  | |  | | | | | | | | | | | | | |
|  | (e) Is there any rental space area within the hotel premise / compound? If yes, please specify the purpose; and does the rental space area more than 10% out of the total space area of the hotel? | | | | | | | | | | | | | | | |
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|  | | | |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
|  | (f) Income stream from hotel business (please specify) | | | | | | | | | | | | | | | |
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| 3. | **Tourism project** | | | | | | | | | | | | | | | |
|  | (a) | Existing features / attractions of the project (kindly elaborate on the features / attractions) | | | | | | | | | | | | | | |
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|  | (b) | | Main features / attractions of the expansion/modernisation/refurbishment project | | | | | | | | | | | | | |
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|  | (c) | Type of ticket entry | | | | | | | | | | | | | | |
|  | No. | Item  (i.e. one-time admission ticket / ticket per attraction, etc.) | | | | | Rates (RM) | | | | | | | | | |
|  | Malaysian | | | | | | | | Non-Malaysian | |
|  | Adult | | | Children | | | | Senior Citizen |
|  |  | Existing | | | | |  | | |  | | | |  |  | |
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|  |  | Additional | | | | |  | | |  | | | |  |  | |
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| (e) | Is there any rental space area within the premise / compound of the tourist project?  If yes, please specify the purpose; and does the rental space area more than 10% out of the total space area of the tourist project? |
|  |  |
|  |  |
|  |  |
| (f) | Income stream from tourist project (please specify i.e. ticket sales / merchandise or souvenirs related to tourist project, parking ticket, etc.) |
|  |  |
|  |  |

**D. PROJECT COST**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I. **Hotel project** | | | | | | | | | |  | | | | | |  | | | | | | | | |
|  |  | | | | | | | | | Existing | | |  | | | Additional | | |  | | | **Total** | | |
|  |  | | | | | | | | | RM | | |  | | | RM | | |  | | | **RM** | | |
| 1. | Fixed assets\* | | | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | |  | | | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  | | (i) | | Land  (Specify area in hectares) | | | | | |  | | |  | | |  | | |  | | |  | | |
|  | |  |  | | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | |  | | | | | | | | |  | | |  | | |  | | |  | | |  | | |
| (ii) | | | | Hotel building and other  built-up facilities  (Specify built-up area in m2) | | | | | | | |  | | |  | | |  | | |  | | |  | | |
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| (iii) | | | | Furniture and furnishing | | | | | | | |  | | |  | | |  | | |  | | |  | | |
| (iv) | | | | Machinery & Equipment | | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | |  | | | | | | | | |  | | |  | | |  | | |  | | |  | | |
| (v) | | | | Others (please specify) | | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  | | | |  | | | | |  | | | | | |  | | |  | | |  | | |
|  |  | | **Total fixed assets** | | | | |  | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | |  | | | | | | | | |  | | |  | | |  | | |  | | |  | | |
| 2. | Pre-operational expenditure | | | | | | | | |  | | |  | | |  | | |  | | |  | | |
| 3. | Working capital | | | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  | **Total project cost (1 + 2 + 3)** | | | | |  | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | |  | | | | | | | | |  | | |  | | |  | | |  | | |  | | |
| \* If assets are rented/leased, please  indicate the annual cost of rental/lease | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | (i) | Land  (Specify area in hectares) | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | |  |  | | |  | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | |  |  | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | (ii) | Hotel building and other  built-up facilities  (Specify built-up area in m2) | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | |  |  | | |  | | | |  | | |  | | |  | | |  | | |  | | |
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|  |  | | (iii) | Furniture and furnishing | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | (iv) | Machinery & Equipment | | | | | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | (iv) | Others (please specify) | | | | |  | |  | | |  | | |  | | |  | | |  | | |
|  |  | |  |  | | | | |  | |  | | |  | | |  | | |  | | |  | | |
|  | **Total rental/lease** | | | |  | | | | |  | | |  | | |  | | |  | | |  | | |

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| II. **Tourism project** | | | | | | | | |  |  |  |  |  |
|  |  | | | | | | | | Existing |  | Additional |  | Total |
|  |  | | | | | | | | RM |  | RM |  | RM |
| 1. | Fixed assets\* | | | | | | | |  |  |  |  |  |
|  |  |  | | | | | | |  |  |  |  |  |
| (i) | | | | Land (Specify area in hectares): | | | | |  |  |  |  |  |
|  |  |  | |  |  | | | |  |  |  |  |  |
|  |  |  | | | | | | |  |  |  |  |  |
| (ii) | | | | Land cleaning and development | | | | |  |  |  |  |  |
|  |  |  | |  | | | | |  |  |  |  |  |
| (iii) | | | | Landscaping | | | | |  |  |  |  |  |
|  |  |  | |  | | | | |  |  |  |  |  |
| (iv) | | | | Construction of roads and other infrastructure facilities | | | | |  |  |  |  |  |
|  |  |  | |  | | | | |  |  |  |  |  |
| (v) | | | | Buildings (excluding building for guest accommodation) | | | | |  |  |  |  |  |
|  |  |  | |  | | | | |  |  |  |  |  |
| (vi) | | | | Recreational facilities and exhibits | | | | |  |  |  |  |  |
| (vii) | | | | Machinery & equipment | | | | |  |  |  |  |  |
| (viii) | | | | Other assets (please specify) | | | | |  |  |  |  |  |
|  |  |  | | | | | | |  |  |  |  |  |
|  | | | |  |  | | | |  |  |  |  |  |
|  |  | **Total fixed assets** | | | | | |  |  |  |  |  |  |
| 2. | Pre-operational expenditure | | | | | | | |  |  |  |  |  |
|  |  | | | | | | | |  |  |  |  |  |
| 3. | Working capital | | | | | | | |  |  |  |  |  |
|  | **Total project cost (1 + 2 + 3)** | | | | | | |  |  |  |  |  |  |
|  |  | | | | | | | |  |  |  |  |  |
|  | \*\* If assets are rented/leased, please indicate  the annual cost of rental/lease | | | | | | | | | | | | |
|  |  | | (i) | Land  (Specify area in hectares) | | | | |  |  |  |  |  | |
|  |  | |  |  | |  | | |  |  |  |  |  | |
|  |  | |  |  | | | | |  |  |  |  |  | |
|  |  | | (ii) | Buildings (excluding building for guest accommodation) | | | | |  |  |  |  |  | |
|  |  | |  |  | | | | |  |  |  |  |  | |
|  |  | | (iii) | Recreational facilities and exhibits | | | | |  |  |  |  |  | |
|  |  | | (iv) | Machinery & equipment | | | | |  |  |  |  |  | |
|  |  | | (v) | Other assets (please specify) | | | | |  |  |  |  |
|  |  | |  |  | | | | |  |  |
|  |  | |  |  | | |  | |  |  |  |  |  | |
|  |  | | | | | | | |  |  |  |  |  | |
|  | **Total rental/lease** | | | | | | |  |  |  |  |  |  | |

Note:

\* To be filled if the second phase is implemented after 3 years

4. Details of recreational facilities and exhibits, machinery & equipment and other fixed-assets.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Unit | Country of origin | Cost (RM) |
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**E. FINANCING**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Capital Structure** | | | **(RM)** | | | | | | |
| **Existing** | **Additional** | | **Total** | | **%** | |
| **1. Shareholders’ Fund** | | |  | | | | | | |
| (a) Paid Up Capital | | |  | | | | | | |
| (i) Malaysian Individuals | | |  | | | | | | |
| * Bumiputera | | |  |  | |  |  | | |
| * Non-Bumiputera | | |  |  | |  |  | | |
| (ii) Company Incorporated in Malaysia \*(specify the details in next table) | | | | | | | | | |
|  | | |  |  | |  |  | | |
|  | | |  |  | |  |  | | |
|  | | |  |  | |  |  | | |
| (iii) Foreign Nationals / Companies \*\*(specify the details in next table) | | | | | | | | | |
|  | | |  |  | |  |  | | |
|  | | |  |  | |  |  | | |
| **Total ( i + ii + iii)** | | |  |  | |  | **100%** | | |
| (b) Reserves (excluding capital  appreciation) | | |  |  | |  | |  | |
| **Sub-total of 1(a) and (b)** | | |  |  | |  | |  | |
| **2. Loan** | | | **(RM)** | | | | | | |
| **Existing** | | **Additional** | | | | **Total** |
| 1. Domestic   (specify name of the bank) | | |  | |  | | | |  |
|  |  |  |  | |  | | | |  |
|  | | |  | |  | | | |  |
| 1. Foreign   (specify country of origin) | | |  | |  | | | |  |
| **Sub-total of 2(a) and (b)** | | |  | |  | | | |  |
| **3. Other Sources**  **(please specify)** | | | **(RM)** | | | | | | |
| **Existing** | | **Additional** | | | | **Total** |
| 1. *E.g.: Retained Earnings* | | |  | |  | | | |  |
| 1. *E.g.: Advance from shareholder / director* | | |  | |  | | | |  |
| **Sub-total of 3 (a) and (b)** | | |  | |  | | | |  |
| **4. Total Financing\*\*\*:**  **(1 + 2 + 3)** | | |  | |  | | | |  |

Note:

\*\*\* Kindly ensure the Total Financing is able to finance the Total Project Cost in page 9 or 10.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*Malaysian Company Incorporated in Malaysia as indicated in 1 (a) (ii), please provide the equity structure as follows:** | | | | | |
| **Name** | **RM** | **Bumiputera**  **(%)** | | **Non Bumiputera**  **(%)** | **Foreign (specify country) (%)** |
| **(Name of Company)** |  |  | |  |  |
| **(Name of Company)** |  |  | |  |  |
| **\*\*Ultimate Parent / Holding Company for Foreign Company as indicated 1 (a) (iii)** | | | | | |
| **Name** | | | **Country of origin** | | |
| **(Name of Company)** | | |  | | |

**F. EMPLOYMENT BY QUALIFICATION**

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 | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Existing | | | | | | | Additional | | | | | | |
| Malaysian | | | Foreign national | | | Total | Malaysian | | | Foreign national | | | Total |
| Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others |
| 1. | Managerial staff with | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Company Directors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Production and Operation Department Managers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Specialized Department Manager |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | General Manager |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Technical and supervisory staff | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Mechanical Engineer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Electrical Engineer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Accountants and Auditors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Human Resource Personnel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (e) | Technician |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (f) | Others |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | Sales, clerical and other workers | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Secretaries and Keyboard Operating Clerk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Administration Clerk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Accounting and Finance Clerks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Material-recording Clerk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| Category | | | Full-time employment | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Existing | | | | | | | Additional | | | | | | |
| Malaysian | | | Foreign national | | | Total | Malaysian | | | Foreign national | | | Total |
| Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others | Degree | Diploma/ Certificate | Others |
| 4. | Services workers | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Cashiers and Tellers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Client Information Clerk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Housekeeping and Catering Services Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Protective Service and Related Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (e) | Domestic and Related Helpers, Cleaners and Launderers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (f) | Messengers, Porters, Attendants and Related Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. | General workers\* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Note: |  |
| \* | General workers are those involved as landscape, park and garden maintenance workers |

**Additional**

**Existing**

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

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

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

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

**:**

1. Percentage of managerial 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 ……… %

**G. EMPLOYMENT BY INCOME**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | | | 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 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Company Directors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Production and Operation Department Managers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Specialized Department Manager |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | General Manager |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Technical and supervisory staff | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Mechanical Engineer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Electrical Engineer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Accountants and Auditors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Human Resource Personnel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (e) | Technician |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (f) | Others |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | Sales, clerical and other workers | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Secretaries and Keyboard Operating Clerk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Administration Clerk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | | | 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 |
|  | (c) | Accounting and Finance Clerks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Material-recording Clerk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. | Services workers | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Cashiers and Tellers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Client Information Clerk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Housekeeping and Catering Services Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (d) | Protective Service and Related Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (e) | Domestic and Related Helpers, Cleaners and Launderers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (f) | Messengers, Porters, Attendants and Related Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. | General workers\* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Total** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**H. DATE OF COMMENCEMENT OF CONSTRUCTION/BUSINESS**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Date of first capital expenditure (CAPEX) incurred for expansion/modernisation/refurbishment | : |  |
| 2. | Date of expansion / modernisation / refurbishment expected to be completed  (please indicate should it involve by phases) | : |  |

**I. SOURCE OF MANAGEMENT SERVICES / MANAGEMENT COMPANY / OPERATOR**

|  |  |  |
| --- | --- | --- |
| Name and address of company | Years and type of experience | Name and location of projects managed previously |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note:

To provide management agreement between business owner and management company/operator (if any)

**J. 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 expansion / modernization / refurbishment 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* | | | | |

**K. DETAILS OF EXPATRIATE POSTS**

Please complete this section if the applicant is applying for expatriate posts. Please exclude the expatriate posts that have been directly applied for to the Immigration Department or any other department.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | | | **New/additional posts applied for** | | | | | | | | |
| Designation\* | | | | | Type of Post  (Key/Term Post) | | Number | Duration  (Years) | Proposed Minimum  Salary (RM) | |
|  | | | | |  | |  |  |  | |
|  | | | | |  | |  |  |  | |
|  | | | | |  | |  |  |  | |
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|  | | | | |  | |  |  |  | |
| Note:  \* Please list according to priority | | | | | |  | | | | |
|  | | For each expatriate post applied for, please submit the following details: | | | | | | |
|  | |  | 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 | | | | | |
|  | |  |  | | | | | |
| **2.** | | **Existing/approved posts (if any)** | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Designation | Name and Nationality | Duration  Approved | Date Post Filled | Expiry Date | Basic  Salary Paid (RM) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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| --- | --- | --- |
|  | For each existing/approved expatriate post, please submit the following details: | |
|  |  | Name of Malaysian who has taken over/will take over the post |
|  |  | If the post has not been/will not be Malaysianised, state reasons and the company’s plan on the post. |
|  |  | |
| 3. | Please attach the organisational structure of the company indicating the positions of the expatriate posts. | |

**L. 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 | | | | |