|  |  |  |
| --- | --- | --- |
| midalogoNew_coloured |  | **www.mida.gov.my** |
|  | ICA/JA-4*(w.e.f 1/7/2020)* |  |
|  |  |
| **HIGH TECHNOLOGY / STRATEGIC PROJECT****APPLICATION FOR INCENTIVE** **FOR EXPANSION AND/OR DIVERSIFICATION** **AND/OR EXPATRIATE POSTS**  |

|  |  |
| --- | --- |
|  | Type of application (Please tick (✓) where relevant): |
|  | 1. Expansion
 |  |
| 1. Diversification
 |  |
| 1. Incentive:
 |  |
| (i) Pioneer Status |  |
|  | or |  |
|  | (ii) Investment Tax Allowance |  |
|  | 1. Expatriate Posts
 |  |

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| **Section A: Company Profile** |
| **(A1) Company / Applicant Name**  |  |
| **(A2) Company Registration Number** | **(RoC/RoB/Others)**  |
| **(A3) Date of** **Incorporation** |  | **(A4) Income Tax****Reference No.** |  |
| **(A5) Correspondence****Address**  |   | **(A6) Registered****Address** |   |
| **Contact Person** |  | **Designation** |  |
| **Tel. No.** |  | **Fax No.** |  |
| **Website** |  | **Email** |  |
| **(A7) Product(s) / Produce (s) / Activity(s)**  | **(A8) HSTariff Code** | **(A9) Factory / Farm** **Location(s)**  **Tel / Fax. No.** | **(A10) Date of Commercial Production** |
| **Existing**1.2.3. |  |  |  |
| **Additional** **(if applicable)**1.2.3. |  |  |  |
| **(A11) Incentives/ Grant Approved by Other Government Agencies** |  **Yes (Please Specify) No**  |
| 1. |
| 2. |
| 3. |
| 4 |
| **(A13) Other activities undertaken by the applicant company** |  |

|  |
| --- |
| **(A14) Please attach the following documents (where applicable):** |
| 1. Memorandum and Articles of Association (M & A)/Corporate Profile from Companies Commision of Malaysia (CCM)
 |
| 1. Manufacturing Process Flow Chart
 |
| 1. Manufacturing Licence(s) And Conditions Imposed on the Project(s) Approved

(Please provide a copy of Manufacturing License and /or Incentive Letter and / or Pioneer Certification and / or Letter on Effective date of Investment Tax Allowance granted to the company)  |
| 1. Latest Audited Accounts
 |
| 1. Other supporting information /documents for project proposal
 |

|  |
| --- |
| **(A15) Particulars of Board of Directors\*** |
| **Name and residential address** | **Nationality** | **% shares held in the company** |
| 1.2.3. |  |  |
|  |  |  |

|  |
| --- |
| **(A16) List of related companies\*\* in Malaysia manufacturing / undertaking same or similar products / activities**  |
| **Company registration no.** | **Name of company** |
| 1.2.3. |  |
|  |  |

*Note:*

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

*\*\* (1) Other companies in which the applicant company or any shareholder of the applicant company has equity participation (at least 20%)*

 *(2) Definition of related companies in accordance to the Promotion of Investments Act, 1986*

|  |
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| **Section B: Project Cost & Financing**  |
| **(B-I) PROJECT COST** |
| **(B1) Cost of Fixed Assets:** |
| **Item** | **Existing** | **Expansion/ Additional Project** | **Total** |
| 1. Land

*(specify area in hectares)*  | (Hectare) |  (RM) | (Hectare) | (RM) |  |
| 1. Factory

*(specify built-up area in m2)*  | (m2) | (RM) | (m2) | (RM) |  |
| 1. Plant / Machinery
 |  |  |  |  |
| 1. Other equipment
 |  |  |  |  |
| *Sub-Total* |  |  |  |  |
| **(B2) Pre-operational Expenditure**  |  |  |  |  |
| **(B3) Working Capital**(Current Assets – Current Liabilities)  |  |  |  |  |
| **Total Project Cost** (B1+B2+B3) |  |  |  |  |
|  |
| **Section B: Project Cost & Financing**  |
| **Rental / Lease** If assets are rented / leased, please indicate the annual cost of rental / lease below  |
| **Item** | **Annual Cost of Rental / Lease** |
| 1. Land

*(specify area in hectares)*  | (Hectare) | (RM) |
| 1. Factory

*(specify built-up area in m2)*  | (m2) | (RM) |
| 1. Plant / Machinery
 |  |
| 1. Other equipment
 |  |
| **Total Annual Rental / Lease**  |  |
|  |
| **(B-II) FINANCING**  |
| **Capital Structure** | **Existing** | **Additional** | **Total** |
| **(B4) Authorised Capital\*** |  |  |  |
| **(B5) Shareholders’ Fund**  |  |
| 1. **Paid Up Capital**
 |  |
| 1. Malaysian Individuals
 | **(RM)** | **(%)** | **(RM)** | **(%)** | **(RM)** | **(%)** |
| * Bumiputera
 |  |  |  |  |  |  |
| * Non-Bumiputera
 |  |  |  |  |  |  |
| 1. Malaysian Company Incorporated in Malaysia
 |  |
| * (Specify Name of Company)
 |  |  |  |  |  |  |
| * (Specify Name of Company)
 |  |  |  |  |  |  |
| 1. Foreign Nationals / Companies
 |  |
| * (Specify Name of Company / Individual)
* Nationality / Country of Origin)
 |  |  |  |  |  |  |
| * (Specify Name of Company / Individual)
* Nationality / Country of Origin)
 |  |  |  |  |  |  |
| **Total (i), (ii) and (iii)** |  |  |  |
| 1. **Reserves** (excluding capital appreciation)
 |  |  |  |
| **Total (a) and (b)** |  |  |  |

*\*Note: Applicable for companies incorporated before 31 January 2017*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(B6) Loan** |  |  |  |  |
| 1. Domestic
 |  |  |  |  |
| 1. Foreign

 (specify country of origin) |  |  |  |  |
| *Sub-Total* |  |  |  |  |
| **(B7) Other Sources** (please specify) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Sub-Total* |  |  |  |  |
| **(B8) Total Financing**  **(B5+B6+B7)** |  |  |  |  |
| **Malaysian Company Incorporated in Malaysia as indicated in B5 (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 B5 (a) (iii)**  |
| **Name** | **Country of origin** |
| **(Name of Company)** |  |

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| **Section C: Manufacturing Process** |
| **(C1) Please attach the Manufacturing Process Flow Chart and Indicate the Processes** **involving:** |
| R - Robotic  Machinery | A – Automatic Machinery | S - Semi Automatic Machinery | M - Manual  Operation |

|  |
| --- |
| **(C2) Please provide details on emission of pollutants**  |
| Point of emission | Type of pollutants | Quantity |
|  |  |  |
|
|
|

|  |
| --- |
| **(C3) Sources of Technical Know-How** |
| Name and addressof supplier | Years of experience | Name of other global companies with similar projects | Relationship with applicant(e.g. machinery supplier, parent company/associate company/licensor) |
|  |  |  |  |

|  |
| --- |
| **(C4) Main Machinery and Equipment**  |
| Description | Type\* | Unit | Function | Source | Total Cost (RM) |
| Local manufacturer | Import\* |
| Cost (RM) | Cost (RM) | Country of origin |
| Existing |  |  |  |  |  |  |  |
| Additional |  |  |  |  |  |  |  |

**Note: Please indicate type of processes involve:**

 R - Robotic Machinery A - Automatic Machinery S - Semi-Automatic Machinery M - Manual Operation

*\*Note: Import refers to direct import and imported machineries through traders*

|  |
| --- |
| **(C5) Pollution Control Equipment**  |
| Description | Type\* | Unit | Function | Source | Total Cost (RM) |
| Local manufacturer | Import\* |
| Cost (RM) | Cost (RM) | Country of origin |
| Existing |  |  |  |  |  |  |  |
| Additional |  |  |  |  |  |  |  |

**Note: Please indicate type of processes involve:**

 R - Robotic Machinery A - Automatic Machinery S - Semi-Automatic Machinery M - Manual Operation

*\*Note: Import refers to direct import and imported machineries through traders*

|  |
| --- |
| **(C6) Main Raw Materials And Components**  |
| Raw materials andcomponents | Quantity\*per annum | Valueper annum(RM) | Source |
| Local manufacturer | Import\* |
| % of value | Name and address | % of value | Country of origin |
| Existing products/activities |  |  |  |  |  |  |
| Proposed additional products/activities |  |  |  |  |  |  |

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

*\*Note: Import refers to direct import and imported machineries through traders*

|  |
| --- |
| **(C7) Production Schedule\***  |
| **Existing products/activities** |
| Product/activities | Actual annual production | Installed production capacity | Additional production capacity |
| Quantity\*\* | Ex-factoryValue (RM) | Quantity\*\* | Quantity\*\* |
|  |  |  |  |  |
| **Total** |  |  |  |  |
| Number of shifts : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Proposed additional products/activities** |
| Products /activities | Year 1 | Year 2 | Year 3 | Maximumannual production capacityper 8-hour shift |
| Quantity\* | Ex-factoryvalue(RM) | Quantity\* | Ex-factory value(RM) | Quantity\* | Ex-factory value(RM) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |   |   |  |   |   |   |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  **(i)Total** |  |  |  |  |  |  |  |
| **(ii) Total Gross Sales Value** |  |  |  |  |  |  |  |
| **Number of shifts** |  |  |  |  |

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

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

|  |
| --- |
| **(C8) Vendor Development Programme (If Applicable)** |
| Please indicate if your company plans to create a Vendor Development Programe | Yes / No |
| 1. Please provide the proposal of Vendor Development programme to be undertaken
 |
|  |
| 1. List type of high value components / services to be developed by local vendors
 |
| **No.** | **Product / Services** | **Timeline** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

|  |
| --- |
| **(C9) Market**  |

|  |  |  |
| --- | --- | --- |
| Products/ produce/ activities | % of market |  |
| Year 1 | Year 2 | Year 3 |
| Existing products/ activites |
| For domestic market |  |  |  | Principal Customer |
|  |  |  |
| For FZ/LMW (Free Zone / Licensed Manufacturing Warehouse) market |  |  |  |
| For export market |  |  |  | Principal Customer and Destination |
| Proposed additional products/ activites |
| For domestic market |  |  |  | Principal Customer |
| For FZ/LMW (Free Zone / Licensed Manufacturing Warehouse) market |  |  |  |
| For export market |  |  |  | Principal Customer and Destination |

*Note \*The information on market is for record purposes only and not a factor to be considered in the granting of incentives*

|  |
| --- |
| **(C10) Estimated Labour Cost** |
| Year in Operation | Year 1 | Year 2 | Year 3 |
| Salaries and Wages (RM)\*\*Include wages, salaries, bonuses, social insurance contribution and all employee benefits |  |  |  |

|  |
| --- |
| **(C11) Estimated Earnings**  |
| Year in Operation | Year 1 | Year 2 | Year 3 |
| 1. Estimated Earnings before Interest, Tax, Depreciation & Amortization (EBITDA) (RM)
 |  |  |  |
| 1. Estimated Net Income After Tax (RM)
 |  |  |  |
| * Held in Malaysia as reserves (%)
 |  |  |  |
| * Remitted out of Malaysia (%)
 |  |  |  |
| * Reinvested in Malaysia (%)
 |  |  |  |
| **Total**  | **100%** | **100%** | **100%** |

|  |
| --- |
| **Section D: Product Pricing Details** |
|  |
| **Item** | **% of ex-factory price for each product \*** |
| **Product 1** | **Product 2** | **Product 3** |
| **(D1) Cost of Local Raw Materials / Components**  |  |  |  |
| **(D2) Cost of Imported Raw Materials / Components** |  |  |  |
| **(D3) Cost of Energy and Fuel** |  |  |  |
| **(D4) Cost of Labour** |  |  |  |
| **(D5) Depreciation** |  |  |  |
| **(D6) Interest Payments, Indirect Taxes, Quit Rent & etc.** |  |  |  |
| **(D7) Administrative and Marketing Costs** |  |  |  |
| **(D8) Cost of Technology** (including royalty, management services and other related costs) |  |  |  |
| **(D9) Manufacturing Profit** |  |  |  |
| **Total** | **100%** | **100%** | **100%** |

*Note:*

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

|  |
| --- |
| **Section E : Research and Development (R&D) (if applicable)**  |
| **(E1) Research and Development (R&D) Activities** |
| **Title of project/activity** | **Objective** | **Date of commencement****and duration** |
|  |  |  |
| Existing products/produce/activities |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Proposed additional products/produce/activities |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Note: \* From the date of commencement of R&D activity*

|  |
| --- |
| **( E2) Job Function of Research and Development (R&D) Staff** |
| **Designation** | **Job function** |
|  |  |
| Existing |  |
|  |  |
|  |  |
|  |  |
| Additional |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **(E3) Annual Operational Expenditure for Research and Development (R&D)** |
| Item | Annual expenditure for Existing products / activities (RM) | Additional Products / activities |
| Year 1(RM) | Year 2(RM) | Year 3(RM) |
| (i) | Cost of raw materials / components used in R&D |  |  |  |  |
| (ii) | Payment for technical services |  |  |  |  |
| (iii) | Salary and allowance for personnel involved directly in the research project |  |  |  |  |
| (iv) | Other costs:- |  |  |  |  |
|  | (a) Travelling cost of research personnel |  |  |  |  |
|  | (b) Transportation cost of raw materials |  |  |  |  |
|  | (c) Rental and maintenance of buildings, machinery and equipment |  |  |  |  |
|  | (d) Prototyping of product(s) |  |  |  |  |
| **Total** |  |  |  |  |

|  |
| --- |
| **( E4) Percentage of Research And Development (R&D) Expenses Over Gross Sales** |
| **Products/produce/activities** | Annual gross sales for Existing products / activities (RM) | **R&D Expenses / Gross Sales** |
|  | **Year 1****%** | **Year 2****%** | **Year 3****%** |
|  |  |  |  |  |

|  |
| --- |
| **(E5) Main Machinery And Equipment For Research And Development (R&D)**  |
| Description | Function | Unit | Cost (RM) |
|  |  |  |  |
| Existing |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Sub -Total |  |
| Additional |  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Sub -Total |  |
| **Total** |  |

|  |
| --- |
| **(E6) Collaboration with Local Universities / Research Institutes / Companies (If any)** |
| Please indicate if your company has collaborated/ intends to collaborate with Local Universities / Research Institutes / Companies | Yes / No |
| List type of existing collaborations: |
| **No.** | **Name of Universities / Research Institutes / Companies** | **Type of Collaboration** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| List type of new collaborations: |
| **No.** | **Name of Universities / Research Institutes / Companies** | **Type of Collaboration** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

*Note:*

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

|  |
| --- |
| **(E7) Creation, Filing & Registration of Intellectual Properties (IPs) (If any)** |
| Please indicate if your company has created, filed or registered Intellectual Properties (IPs) | Yes / No |
| Please tick (✓) where relevant: |
| (a) | File IPs only |  |
| (b) | Only File and Register IPs in Malaysia |  |
| (c) | Create, File and Register IPs in Malaysia |  |
|  |
| Please indicate if your company plans to create, file or register additional Intellectual Properties (IPs) | Yes / No |
| Please tick (✓) where relevant: |
| (a) | File IPs only |  |
| (b) | Only File and Register IPs in Malaysia |  |
| (c) | Create, File and Register IPs in Malaysia |  |

|  |
| --- |
| **SECTION F: Manpower**  |
| **(a) Existing manpower** |
| **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** |
| 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 |
| 2 | Professionals/ Technical and supervisory staff with |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Technical/ Engineering Professions/ qualifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (i) | Electrical & Electronics Engineers qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (ii) | Mechanical Engineers qualifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iii) | Chemical Engineers qualifications  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iv) | Other qualifications(please specify) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | (b) | Science Professions/ Qualifications |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  | (i) | Physicists |   |  |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  | (ii) | Chemists |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  | (iii) | Biotechnologist/ Microbiologist |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  | (iv) | Pharmacists  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |  | (v) |  Computer Science |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (vi) |  Others  (Please specify): |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 |
| 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) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  f) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  g) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*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)

|  |
| --- |
| **SECTION F: MANPOWER**  |
| **(b) Additional manpower** |
| **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** |
| 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 |
| 2 | Professionals/ Technical and supervisory staff with |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Technical/ Engineering Professions/ qualifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (i) | Electrical & Electronics Engineers qualification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (ii) | Mechanical Engineers qualifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iii) | Chemical Engineers qualifications  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (iv) | Other qualifications(please specify) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | (b) | Science Professions/ Qualifications |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  | (i) | Physicists |   |  |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  | (ii) | Chemists |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  | (iii) | Biotechnologist/ Microbiologist |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  | (iv) | Pharmacists  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |  | (v) |  Computer Science |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | (vi) |  Others  (Please specify): |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 |
| 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) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  f) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  g) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **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 |
| 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*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)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **R&D Activities** |  | **Other Activities** |
|  |  |  | **Existing** |  | **Additional** |  | **Existing** |  | **Additional** |
| 1. | Percentage of science and technical staff having degrees or diplomas with a minimum of 5 years experience (of the total workforce) | **:** | % |  | % |  | % |  | % |
|  |  |  |  |  |  |  |  |
| 2. | Number of Staff with Post Graduate (ie. Masters/PhD etc) qualifications | **:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Foreign** |  | **Domestic** |
|  |  |  | **Existing** |  | **Additional** |  | **Existing** |  | **Additional** |
| 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)  | **:** |  |  |  |  |  |  |  |

|  |
| --- |
| **SECTION G: Employment by Income** **BY INCOME**  |
| **(a) Existing manpower** |
| 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(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 |
| 3 | Other professions |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |
|
| 4 | Clerical Support Workers |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |
| 5 | Sales & Service Workers |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |
| 6 | Plant & Machine Operators & Assemblers |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |
| 7 | Elementary Workers |   |   |   |   |   |   |  |  |  |   |   |   |   |   |   |   |
| **Total** |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |

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) | **:** | % |
|  |  |  |  |

|  |
| --- |
| **SECTION G: Employment by Income INCOME**  |
| **(b) Additional manpower** |
| 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(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 |
| 3 | Other professions |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |
|
| 4 | Clerical Support Workers |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |
| 5 | Sales & Service Workers |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |
| 6 | Plant & Machine Operators & Assemblers |   |   |   |   |   |  |  |  |  |   |   |   |   |   |   |   |
| 7 | Elementary Workers |   |   |   |   |   |   |  |  |  |   |   |   |   |   |   |   |
| **Total** |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |

*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) | **:** | % |
|  |  |  |  |

|  |
| --- |
| **Section H: Details Of Expatriate Post(s)** |

(Please exclude the expatriate posts that have been directly applied to the Immigration Department or other approving agencies)

**(H-I) Post applied for:**

1. New/Additional posts applied for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation / Job Title\*** | **Type of post****(key/term post)** | **Number of posts** | **Duration** **(years)****(if term post)** | **Proposed minimum basic****salary (RM)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Note:*

*\* Please list according to priority*

2. Extension post applied for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation / Job Title\*** | **Ref. No and Date of MIDA Approval Letter** | **Number of posts** | **Duration****(years)****(if term post)** | **Proposed minimum basic****salary (RM)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Note:*

*\* Please list according to priority*

|  |
| --- |
| **3.**  **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 post(s) |
|  | Innitiaves to appoint Malaysian(s) to fill the relevant post(s) *e.g; collaboration with Department of Labour, Advertisements, Job Fairs etc. (please specify)* |

**(H-II) Existing approved post(s) (if any)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Designation/ Job Tittle** | **Ref. No and Date of MIDA Approval Letter** | **Name and nationality** | **Duration****approved** | **Date post filled** | **Expiry date** | **Basic** **salary paid (RM)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 *Note: Please include expatriate post(s) approved by Immigration Department or any other department / agencies.*

|  |
| --- |
| **For each approved expatriate post, please submit the following details:** |
|  | Name of Malaysian who has taken over/will take over the post  |
|  | If the post(s) has not been/will not be filled by Malaysian(s), please state the reason(s) and plans for the post(s) |
|  | Organisational chart of the company indicating the positions of all the expatriate post(s) |

|  |
| --- |
| **Section I:** **Declaration**  |

|  |
| --- |
|  I , …………………………………………………………………………………….., the Managing Director of |
|  …………………………………………………………………………………………………………………… |
|  |
| hereby declare that to the best of my knowledge, the particulars furnished in this application are truehereby furnished all the documents required as stated in the checklist;"agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company’s information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies" warrant that no components of the project/manufacturing activities infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.\*have engaged the services of the following consultant for my application : |
| Company Name  |  |
| Address  |  |
| Contact Person |  | Designation |  |
| Tel. No. |  | Fax No. |  |
| Website |  | Email |  |

I take full responsibility for all information submitted by the consultant(s).

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

**APPENDIX**

**UTILITY REQUIREMENT FOR PROJECT**

|  |
| --- |
| **1. Projection of electricity requirement** |
| **Year** | **Maximum Demand (kW)** | **Remarks** |
| 20 …….. |  |  |
| 20 …….. |  |  |
| 20 …….. |  |  |
| 2. **Projection of water requirement** |
| **Year** | **Maximum Demand (MLD)** | **Remarks** |
| 20 …….. |  |  |
| 20 …….. |  |  |
| 20 …….. |  |  |
| **3. Projection of gas requirement** |
| **Year** | **Maximum Demand (MMbtu)** | **Remarks** |
| 20 …….. |  |  |
| 20 …….. |  |  |
| 20 …….. |  |  |
| **4. Projection of broadband (internet) requirement** |
| **Year** | **Maximum Demand (Mbps)** | **Remarks** |
| 20 …….. |  |  |
| 20 …….. |  |  |
| 20 …….. |  |  |

Note:

kW = Kilowatt

MLD = Millions of Liters Per Day

MMbtu = One million British Thermal Units (BTU)

Mbps = Megabytes Per Second

|  |
| --- |
| **CHECKLIST (separate from form)** |
| Please ensure that you have submitted all required documents as listed below where applicable |

1. Memorandum and Articles of Association (M&A) /

Corporate profile from Companies Commision of Malaysia (CCM)

2. Manufacturing Licences and Conditions Granted / Incentives (if any)

3. Business License from the Local Authorities (if applicable)

4. Manufacturing Process flow chart

5. For expatriate post application,

* Details of the Job Description for Expatriate Post(s)
* Organisation Chart

(Positions of the expatriate post(s) must be indicated in the chart)