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| **APPLICATION FOR**  **INCENTIVE AND/OR EXPATRIATE POSTS**  **FOR EXPANSION AND/OR DIVERSIFICATION OF AN EXISTING AGRICULTURAL/INTEGRATED AGRICULTURAL PROJECT** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| (I) | Type of application (Please tick (✓) where relevant): | | | | | | |
|  | (a) | Agricultural |  | or | Integrated Agricultural | |  |
|  |  |  |  | | | | |
|  | (b) | Incentive: |  | | | | |
|  |  | (i) Pioneer Status |  | or | (ii) | Investment Tax Allowance |  |
|  | (c) | Expatriate Posts |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (II) | Existing agricultural produce and/or manufactured products/activities | HS tariff code | Existing farm/factory location | Incentive/Grant Approved By Other Government Agencies |
|  | Agricultural produce |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Manufacturing products/activities |  |  |  |
|  |  |  |  |  |
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|  | Proposed expansion additional agricultural produce and/or manufactured products/activities | HS tariff code | Proposed farm/ factory location | Incentive/Grant Approved By Other Government Agencies |
|  | Agricultural produce |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Manufacturing products/activities |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**A. PARTICULARS OF COMPANY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | (a) Name of company: | | | | | | | | | | | | | | | | | | | | | |
|  |  | |  | | | | | | | | | | | | | | | | |  | | |
|  |  | |  | | | | | | | | | | | | | | | | | | | |
|  |  | | Date of incorporation: | | |  | | | | | | Company registration no.: | | | | | | | | | | |
|  | |  | | |  | | | | | | | |  | | |
|  |  | |  | | | | | | | | | | | | | | | | | | | |
|  |  | | Income tax reference no: | | | | |  | | | | | | Income tax branch office: | | | | | | | | |
|  | |  | | | | |  | | | | | | | |  |
|  | (b) Correspondence address: | | | | | | | | | | | | | | | | | | | | | |
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|  |  | | | | | | | | | | | | | | | | | | |  | | |
|  |  | | Contact person: | | | | | | | | | | | | Designation: | | | | |  | | |
|  |  | |  | | | | | | | |  | | | |  | | | | |  | | |
|  |  | | | | | | | | | |  | | | | | | | | | | | |
|  | | Telephone no.: | | | | | | |  | | | | | Fax no.: | | | | |  | | |
|  |  | |  | | | | | | |  | | | | |  | | | | |  | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |
|  |  | | E-mail: | | | | | | |  | | | | | | Website: | | | |  | | |
|  |  | |  | | | | | | |  | | | | | |  | | | |  | | |
|  | (c) Address of registered office: | | | | | | | | | | | | | | | | | | | | | |
|  |  | |  | | | | | | | | | | | | | | | | |  | | |
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|  |  | | Telephone no.: | | | | | |  | | | | | | Fax no.: | | | | |  | | |
|  |  | |  | | | | | |  | | | | | |  | | | | |  | | |
|  |  | |  | | | | | |  | | | | | |  | | | | |  | | |
|  |  | | E-mail: | | | | | |  | | | | | |  | | | | |  | | |
|  |  | |  | | | | | |  | | | | | |  | | | | |  | | |
| 2. | Please provide a copy each of the following documents: | | | | | | | | | | | | | | | | | | | | | |
|  | (i) | Form 9 or 13 | | (ii) | Form 24 | | (iii) | | | | | | Form 44 | | | | (iv) | Form 49 | (v) | | M&A | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 3. | Date of commencement of operation: | | |  | |  | |
| 4. | Particulars of Manufacturing Licence and/or incentives approved, if any | | | | | |
|  | (a) | Please provide a copy each of Manufacturing Licence and conditions and/or Incentive Letter and/or Pioneer Certificate and/or letter on effective date of Investment Tax Allowance granted to the company | | | | |
|  |  |  | | | | |
|  | (b) | Agriculture produce/products manufactured/activities undertaken | | | | |
|  |  |  | | | | |
|  |  | Produce/products/activities | Date of commercial production | | Location | |
|  |  |  |  | |  | |
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|  |  |  | | | | |
| 5. | Particulars of Board of Directors\* | | | | | |

|  |  |  |
| --- | --- | --- |
| Name and residential address | Nationality | % shares held in the company |
|  |  |  |
|  |  |  |
|  |  |  |
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Note:

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

1. PROJECT COST\*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I | **Agricultural activities** | | | | | | | | | |  |  |  |  |  |
|  | | | | | | | | | | | Existing |  | Additional |  | Total |
|  |  | | | | | | | | | | RM |  | RM |  | RM |
| 1. | Fixed assets\*\* | | | | | | | | | |  |  |  |  |  |
|  |  |  | | | | | | | | |  |  |  |  |  |
|  | (i) | | | Land  (Specify area in hectares): | | | | | | |  |  |  |  |  |
|  |  | | |  | | | |  | | |  |  |  |  |  |
|  |  | | |  | | | | | | |  |  |  |  |  |
|  | (ii) | | | Farm building  (Specify built-up area in m2): | | | | | | |  |  |  |  |  |
|  |  | | |  | | |  | | | |  |  |  |  |  |
|  |  | | |  | | | | | | |  |  |  |  |  |
|  | (iii) | | | Infrastructure development such as  clearing and preparation of land, irrigation/drainage system, access road, bridge, pond and other structures | | | | | | |  |  |  |  |  |
|  |  | | |  | | | | | | |  |  |  |  |  |
|  | (iv) | | | Planting of crops | | | | | | |  |  |  |  |  |
|  |  | | |  | | | | | | |  |  |  |  |  |
|  | (v) | | | Plant and machinery | | | | | | |  |  |  |  |  |
|  |  | | |  | | | | | | |  |  |  |  |  |
|  | (vi) | | | Other equipment | | | | | | |  |  |  |  |  |
|  |  | | | **Total fixed assets** | | | | | |  |  |  |  |  |  |
| 2. | Pre-operational expenditure | | | | | | | | | |  |  |  |  |  |
|  |  | | | | | | | | | |  |  |  |  |  |
| 3. | Working capital | | | | | | | | | |  |  |  |  |  |
|  | Total project cost | | | | | | | | |  |  |  |  |  |  |
|  |  | | | | | | | | | |  |  |  |  |  |
| \*\* If assets are rented/leased, please indicate the annual cost of rental/lease below: | | | | | | | | | | |  |  |  |  |  |
|  |  | | (i) | | Land (Specify area in hectares) | | | | | |  |  |  |  |  |
|  |  | |  | |  |  | | | | |  |  |  |  |  |
|  |  | |  | |  | | | | | |  |  |  |  |  |
|  |  | | (ii) | | Factory building (Specify built-up area in m2) | | | | | |  |  |  |  |  |
|  |  | |  | |  |  | | | | |  |  |  |  |  |
|  |  | |  | |  | | | | | |  |  |  |  |  |
|  |  | | (iii) | | Plant and machinery | | | | | |  |  |  |  |  |
|  |  | | (iv) | | Other equipment | | | | | |  |  |  |  |  |
|  |  | | | | | | | | | |  |  |  |  |  |
|  | Total rental/lease | | | | | | | |  | |  |  |  |  |  |

Note:

\* If the fixed assets are located in more than one location, please provide the same information on a separate sheet of paper

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| II | **Manufacturing activities** | | | | |  |  |  |  |  |
|  |  | | | | | Existing |  | Additional |  | Total |
|  |  | | | | | RM |  | RM |  | RM |
| 1. | Fixed assets\*\* | | | | |  |  |  |  |  |
|  |  |  | | | |  |  |  |  |  |
|  | (i) | | Land  (Specify area in hectares): | | |  |  |  |  |  |
|  |  | |  |  | |  |  |  |  |  |
|  |  |  | | | |  |  |  |  |  |
|  | (ii) | | Factory building  (Specify built-up area in m2): | | |  |  |  |  |  |
|  |  | |  |  | |  |  |  |  |  |
|  |  |  | | | |  |  |  |  |  |
|  | (iii) | | Plant and machinery | | |  |  |  |  |  |
|  |  |  | | | |  |  |  |  |  |
|  | (iv) | | Other equipment | | |  |  |  |  |  |
|  |  | | **Total fixed assets** | |  |  |  |  |  |  |
| 2. | Pre-operational expenditure | | | | |  |  |  |  |  |
|  |  | | | | |  |  |  |  |  |
| 3. | Working capital | | | | |  |  |  |  |  |
|  | Total project cost | | | |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \*\* If assets are rented/leased, please indicate the annual cost of rental/lease below: | | | | | |  |  |  |  |  |
|  |  | (i) | Land (Specify area in hectares) | | |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  | | |  |  |  |  |  |
|  |  | (ii) | Factory building (Specify built-up area in m2) | | |  |  |  |  |  |
|  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  | | |  |  |  |  |  |
|  |  | (iii) | Plant and machinery | | |  |  |  |  |  |
|  |  | (iv) | Other equipment | | |  |  |  |  |  |
|  |  | | | | |  |  |  |  |  |
|  | Total rental/lease | | | |  |  |  |  |  |  |

Note:

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

C. FINANCING

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | | Existing |  | Additional |  | **Total** |  | % |
|  | | |  | | | | | RM |  | RM |  | **RM** |  |  |
| 1. | Authorised capital | | | | | | |  |  |  |  |  |  |  |
| 2. | Shareholders’ funds | | | | | | |  |  |  |  |  |  |  |
|  | (a) | Paid-up capital | | | | | |  |  |  |  |  |  |  |
|  |  | (i) | | Malaysian individuals | | | |  |  |  |  |  |  |  |
|  |  |  | | Bumiputera | | | |  |  |  |  |  |  |  |
|  |  |  | |  | | | |  |  |  |  |  |  |  |
|  |  |  | | Non-Bumiputera | | | |  |  |  |  |  |  |  |
|  |  | (ii) | | Companies incorporated in Malaysia\* | | | |  |  |  |  |  |  |  |
|  |  |  | |  |  | | |  |  |  |  |  |  |  |
|  |  |  | |  | | | |  |  |  |  |  |  |  |
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|  |  |  | |  | | | |  |  |  |  |  |  |  |
|  |  | (iii) | | Foreign nationals/ companies  (Specify name and nationality/ country of origin) | | | |  |  |  |  |  |  |  |
|  |  |  | |  |  | | |  |  |  |  |  |  |  |
|  |  |  | |  |  | | |  |  |  |  |  |  |  |
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|  | | | | | | | |  |  |  |  |  |  |  |
| **Total of (i), (ii) and (iii)** | | | | | |  | |  |  |  |  |  |  | **100%** |
|  | | | | | | | |  |  |  |  |  |  |  |
|  | (b)) | Reserves (excluding capital appreciation) | | | | | |  |  |  |  |  |  | |
|  |  | | | | | | |  |  |  |  |  |  | |
|  | **Total of (a) and (b)** | | | | | |  |  |  |  |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \* For 2(a)(ii), please provide equity structure as follows: | | | | | | | | | | | |
| Name of company: |  | | | |  | Name of company: | |  | | |  |
|  | | | | |  |  | | | | |  |
|  | | | | % |  |  | | | | % |  |
| Bumiputera | | | |  |  | Bumiputera | | | |  |  |
|  | | | |  |  |  | | | |  |  |
| Non-Bumiputera | | | |  |  | Non-Bumiputera | | | |  |  |
|  | | | |  |  |  | | | |  |  |
| Foreign nationals/companies  (Specify name and  nationality /country of origin) | | |  |  |  | Foreign nationals/companies  (Specify name and nationality/country of origin) | | |  |  |  |
|  |  |
|  | |  |  |  |  |  |  | |  |  |  |
| **Total** | | |  | **100%** |  | **Total** | | |  | **100%** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | Existing |  | Additional |  | **Total** |  |
|  |  | | | | | | RM |  | RM |  | **RM** |  |
| 3. | Loan: | | | | | |  |  |  |  |  |  |
|  |  | Domestic | | | | |  |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |  |
|  |  | Foreign | | | | |  |  |  |  |  |  |
| (Specify country of origin) | | | | |  |  |  |  |
|  |  |  | |  | | |  |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |  |
|  |  | **Total** | | | |  |  |  |  |  |  |  |
|  |  |  | | | | |  |  |  |  |  |  |
| 4. | Other sources (Please specify) | | | | | |  |  |  |  |  |  |
|  |  | | | |  | |  |  |  |  |  |  |
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|  | **Total** | | | | |  |  |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |  |
|  | **Total of 2, 3 and 4** | | | | |  |  |  |  |  |  |  |
|  |  | | | | | |  |  |  |  |  |  |
| 5. | State the name of any other company in Malaysia manufacturing the same/similar products in which the applicant company or any shareholder of the applicant company has equity participation. | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | Company registration no. | Name of company |
|  |  |  |
|  |  |  |
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|  |  |  |
| 6. | Please attach a copy of the latest audited accounts. | |

**D. MANPOWER\***

Please fill in where relevant

Please note that the information is required to enable the government to undertake the appropriate manpower planning to meet the specific manpower needs of companies proposing to establish projects in Malaysia.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Category | | | | | | 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) | 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): | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | |  |
|  | |  | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
| 2. | Technical and supervisory staff with | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (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 | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Craft skills | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Plant maintenance mechanic | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Tool & die maker | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Machinist | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. IT personnel   (Including CAD/CAM designer & DCS operator) | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Quality Controller | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Electrician | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Chargeman | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 1. Welder | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. Other special skills related to the sector   (Please specify): | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | (a) | Sales and clerical | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (b) | Other general workers | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. | Machine operators and assemblers\*\* | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. | Farm Workers\*\*\* | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 |
| \*\*\* | jFarm workers are those involved as agricultural farmhands and labourers who perform a variety of simple farming tasks |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **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 |  | Foreign |  | Domestic |
| 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) | **:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

1. **EMPLOYMENT BY INCOME**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CategoryCategory Category 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 and Professional | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Technical and supervisory staff with | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (a) | Engineering/Technical qualifications |  |  |  |  |  |  |  |  |
|  | (b) | Science qualifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | (c) | Other qualifications / experience  Craft skills such as plant maintenance mechanic, tool & die maker, machinist, IT personnel (including CAD/CAM designer & DCS operator), Quality Controller, Electrician, Chargeman, Welder) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CategoryCategory Category 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 |
| 3. (a) Sales and clerical |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (b) Other general workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Machine operators and assemblers\*\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Farm 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. |
| \*\*\* | jFarm workers are those involved as agricultural farmhands and labourers who perform a variety of simple farming tasks |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| 1. | Percentage of foreign workers with basic salary less than RM1,500 per month (of the total workforce) | **:** | % |
|  |  |  |  |

**F. METHODS OF PRODUCTION, MANUFACTURING PROCESS AND POLLUTION CONTROL**

1. **Agricultural activities**

Please provide the flow chart and explain the methods of production.

2. **Manufacturing activities**

(a) Please attach the manufacturing process flow chart and explain the major processes. Indicate processes according to type of machinery used as follows:

R - robotic machinery

A - automatic machinery

S - semi-automatic machinery

M - manual operation

1. From the manufacturing process flow chart, please provide details on emission of

pollutants.

|  |  |  |
| --- | --- | --- |
| Point of emission | Type of pollutants | Quantity |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**G. SOURCES OF TECHNICAL KNOW-HOW**

|  |  |  |
| --- | --- | --- |
| Name and address of supplier | Years of experience | Relationship with applicant  (e.g. machinery supplier, parent company/associate company) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**H. MAIN MACHINERY AND EQUIPMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Type\* | Unit | Function | Country of origin | Cost (RM) |
| Agricultural activities |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Manufacturing activities |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Note:

\* Indicate:

R - robotic machinery A - automatic machinery S - semi-automatic machinery M - manual operation

**I. MAIN RAW MATERIALS, INPUTS AND COMPONENTS**

**1. Agricultural activities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Raw materials and inputs | Quantity\*  per annum | Value  per annum  (RM) | Source | | | |
| Local producer | | Import | |
| % of value | Name and address | % of value | Country of origin |
| Existing produce |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Additional produce |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note:

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

**2. Manufacturing activities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Raw materials and  components | Quantity\*  per annum | Value  per annum  (RM) | Source | | | |
| Local manufacturer | | Import | |
| % of value | Name and address | % of value | Country of origin |
| Existing products |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Additional products |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note:

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

**J. PRODUCTION SCHEDULE\***

1. **Agricultural activities**

(a) Existing produce

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Produce 1 : |  | | |  | Produce 2 : |  | |  |
|  |  | | | |  | | | |
| Yield per hectare | | | |  | Yield per hectare | | |  |
| per annum : | |  | |  | per annum : |  | |  |
|  | |  | | |  | | | |
| Quantity\*\* | | | Ex-farm value  (RM) | | Quantity\*\* | | Ex-farm value  (RM) | |
| Year 1 |  | | |  | |  | |  | |
| Year 2 |  | | |  | |  | |  | |
| Year 3 |  | | |  | |  | |  | |
| Year 4 |  | | |  | |  | |  | |
| Year 5 |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
|  |  | | |  | |  | |  | |

Note :

\* If there is more than one farm location and/or more than two produce, please provide the same information

on a separate sheet of paper

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

(b) Additional produce

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | Produce 1 : |  | | |  | Produce 2 : |  | |  |
|  |  | | | |  | | | |
| Yield per hectare | | | |  | Yield per hectare | | |  |
| per annum : | |  | |  | per annum : |  | |  |
|  | |  | | |  | | | |
| Quantity\*\* | | | Ex-farm value  (RM) | | Quantity\*\* | | Ex-farm value  (RM) | |
| Year 1 |  | | |  | |  | |  | |
| Year 2 |  | | |  | |  | |  | |
| Year 3 |  | | |  | |  | |  | |
| Year 4 |  | | |  | |  | |  | |
| Year 5 |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
| Year \_\_\_\_ |  | | |  | |  | |  | |
|  |  | | |  | |  | |  | |

Note :

\* If there is more than one farm location and/or more than two produce, please provide the same information

on a separate sheet of paper

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

**Manufacturing activities\***

1. Existing products/activities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Products/activities | | Actual annual production | | Installed production capacity | Additional production capacity |
| Quantity\*\* | Ex-factory value  (RM) | Quantity\*\* | Quantity\*\* |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
| **Total** | |  |  |  |  |
|  | |  | | | |
| 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”

2. 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) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |
| **Number of shifts** |  | |  | |  | |  |

Note :

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

**K. MARKET**

1. **Agricultural produce**

|  |  |  |  |
| --- | --- | --- | --- |
| Produce | | % of market | Principal consumers/ export destination |
| Existing produce | |  |  |
|  | For own consumption |  |  |
|  | For domestic market |  |  |
|  | For export market |  |  |
| Additional produce | |  |  |
|  | For own consumption |  |  |
|  | For domestic market |  |  |
|  | For export market |  |  |

2. **Manufacturing products/activities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Products/activities | | % of market | | | Principal consumers/ export destination |
| Year 1 | Year 2 | Year 3 |
| Existing products/activities | |  |  |  |  |
|  | For own consumption |  |  |  |  |
|  | For domestic market |  |  |  |  |
|  | For export market |  |  |  |  |
| Additional products/ activities | |  |  |  |  |
|  | For own consumption |  |  |  |  |
|  | For domestic market |  |  |  |  |
|  | For export market |  |  |  |  |

Note:

\* Free Zone/Licenced Manufacturing Warehouse

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

**L. PRODUCT PRICING**

**1.** **Agricultural activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | | % of ex-farm price for each produce\* | | |
| Produce 1 | Produce 2 | Produce 3 |
| (a) | Cost of imported raw materials/inputs |  |  |  |
| (b) | Cost of local raw materials/inputs |  |  |  |
| (c) | Cost of energy and fuel |  |  |  |
| (d) | Cost of labour |  |  |  |
| (e) | Depreciation |  |  |  |
| (f) | Interest payments, indirect taxes, quit rent & etc. |  |  |  |
| (g) | Administrative and marketing costs |  |  |  |
| (h) | Cost of technology (including royalty, management services and other related costs) |  |  |  |
| (i) | Profit |  |  |  |
|  | **Total** | **100%** | **100%** | **100%** |

**2.** **Manufacturing activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | | % of ex-factory price for each product\* | | |
| Product 1 | Product 2 | Product 3 |
| (a) | Cost of imported raw materials/components |  |  |  |
| (b) | Cost of local raw materials/components |  |  |  |
| (c) | Cost of energy and fuel |  |  |  |
| (d) | Cost of labour |  |  |  |
| (e) | Depreciation |  |  |  |
| (f) | Interest payments, indirect taxes, quit rent & etc. |  |  |  |
| (g) | Administrative and marketing costs |  |  |  |
| (h) | Cost of technology (including royalty, management services and other related costs) |  |  |  |
| (i) | Manufacturing profit |  |  |  |
|  | **Total** | **100%** | **100%** | **100%** |

Note:

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

1. **ESTIMATED LABOUR COST AND EARNINGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year in Operation | | Year 1 | Year 2 | Year 3 |
| **Estimated Labour Cost** | | | | |
| Salaries and Wages\* (RM) | |  |  |  |
| **Estimated Earnings** | | | | |
| (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 (%) |  |  |  |

Note:

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

**N. 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. | |

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

**O. DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I , |  | , the Managing Director of | |
|  | | |  |

|  |  |
| --- | --- |
| (i) | hereby declare that to the best of my knowledge, the particulars furnished in this application are true. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (ii)\* | have engaged/is planning to engage the services of the following consultant for my application : | | | | |
|  |  | | | | |
|  |  | Company Name | : |  |  |
|  |  | Address | : |  |  |
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|  |  | |  |  |  |
|  |  | 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) |
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|  |  |  | | (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 | | | |