

**PENJANA SAG**

**(as of 09.02.2021)**

**www.mida.gov.my**

**APPLICATION FORM FOR SMART AUTOMATION GRANT   
UNDER THE NATIONAL ECONOMIC RECOVERY PLAN(PENJANA)**

|  |  |
| --- | --- |
| **(A) COMPANY DETAILS** | |
| Company Name |  |
| Company Registration No. | (RoC/RoB/Others) |
| Manufacturing Company  OR | |  |  | | --- | --- | | * Manufacturing Licence; or |  |  |  |  | | --- | --- | | * Exempted from Manufacturing Licence |  | |
| Services Company | |  |  | | --- | --- | | * Business Licence; and |  |  |  |  | | --- | --- | | * License/ Permit/Support letter from relevant ministries/ agencies that govern the activities |  | |
| Category of Company | |  |  |  |  | | --- | --- | --- | --- | | Sector | Types | Criteria | Please tick | | Manufacturing | SME | Sales turnover not exceeding RM50 million  or  Employees not exceeding 200 |  | | MTC | Sales turnover  from RM50 million to RM500 million |  | | Services | SME | Sales turnover not exceeding RM20 million  or  Employees not exceeding 75 |  | | MTC | Sales turnover  from RM20 million to RM500 million |  | |
| Product / Activity |  |
| Industry |  |
| Correspondence Address |  |
| Factory Address |  |
| Telephone No. |  |
| Mobile No. |  |
| Fax No. |  |
| Email |  |
| Company Representative |  |
| Financing | |  |  |  |  | | --- | --- | --- | --- | | **1.** | **Shareholders’ Fund** | | | |  | 1. Paid Up Capital | | | |  | 1. Malaysian Individuals | (RM) | (%) | |  | * Bumiputera |  |  | |  | * Non-Bumiputera |  |  | |  | 1. Malaysian Company Incorporated in Malaysia | (RM) | (%) | |  | * *(Specify Name of Company)* * Bumiputera = % * Non-Bumiputera = % * Asing (Nayatakan Negara) =% |  |  | |  | * *(Specify Name of Company)* * Bumiputera = % * Non-Bumiputera = % * Asing (Nayatakan Negara) =% |  |  | |  |  |  |  | |  | 1. Foreign Nationals / Companies | (RM) | (%) | |  | * *(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)* |  | | |  | Sub Total (a+b) |  | | | **2.** | **Loan** | | | |  | 1. Domestic   *(to specify potential bank / financial institutions)* |  | | |  | 1. Foreign *(specify country of origin)*   *(to specify potential bank / financial institutions)* |  | | |  | *Sub-Total* |  | | | **3.** | **Other Sources *(please specify)*** | | | |  | a) |  | | |  | b) |  | | |  | *Sub-Total* |  | | |  | **Total Financing** |  | | |
| Shareholders / Members: | |  |  |  | | --- | --- | --- | | IC / Passport / Company No. | Name / Company Name | Percentage of Share (%) | |  |  |  | |  |  |  | |
| Percentage of Local Raw Materials (%) |  |
| No. of Workers | |  |  |  | | --- | --- | --- | | Nationality | No of Workers | Percentage (%) | | Malaysian |  |  | | Foreign |  |  | | Total |  |  | |
| Sales Turnover (RM) |  |
| Domestic Sales (%) and RM (Annual) | |  |  | | --- | --- | | Percentage (%) | Annual Value (RM) | |  |  | |
| Export Sales (%) and RM (Annual) | |  |  | | --- | --- | | Percentage (%) | Annual Value (RM) | |  |  | |
| Export Market (Countries) |  |

**Incentive(s) received/currently receiving (if any):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Type of Incentive | Approving Agency | Period of Incentive | Product / Activity | Date of Approval and Expiry |
|  |  |  |  |  |  |
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**Grant(s) received/currently receiving (if any):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Type of Grant | Amount (RM) | Approving Agency | Purpose and Status of Grant | Date of Approval and Expiry |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**List of related companies\* applying/currently receiving Smart Automation Grant (if any):**

|  |  |  |
| --- | --- | --- |
| Company Registration Number | Name of Company | Equity Participation (%) |
|  |  |  |
|  |  |  |

*Note:*

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 (PIA), 1986*

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| **(B) PROJECT PROPOSAL DETAILS** | |
| Objectives |  |
| Project Description |  |
| Total Cost of Project (RM) |  |
| Total Amount of Grant Requested (RM) |  |

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| --- | --- | --- | --- | --- |
| **(C) COMMITTED DELIVERABLES (must meet at least one)** | | | | |
| **No.** | **Committed Deliverables** | **Percentage\*** | | |
| **A.** | **MANUFACTURING SECTOR** | **Before** | **After** | **Formula** |
| 1. | Reduction of Unskilled Workers  \*Number of reduction for unskilled:   * + 1. **Malaysian : \_\_**     2. **Foreign Workers:\_\_\_** | *W1* | *W2* | *(W1 – W2)/W1 x 100* |
| 2. | Reduction in Man Hours | *M1* | *M2* | *(M1 – M2)/M1 x 100* |
| 3. | Increase in Production Volume | *V1* | *V2* | *(V2 – V1)/V1 x 100* |
| 4. | Quality Improvement – Reduction in Defect Rate | *D1* | *D2* | *(D1 – D2)/D1 x 100* |
| **B.** | **SERVICES SECTOR** | **Before** | **After** | **Formula** |
| 1. | Reduction of Unskilled Workers  \*Number of reduction for unskilled:   1. **Malaysian : \_\_** 2. **Foreign Workers:\_\_\_** | *W1* | *W2* | *(W1 – W2)/W1 x 100* |
| 2. | Increase in number of Services Delivery | *S1* | *S2* | *(S2 – S1)/S1 x 100* |
| 3. | Reduction of Man Hours in Delivering Services | *M1* | *M2* | *(M1 – M2)/M1 x 100* |

*\* Please refer to Appendix I for the calculation formulas and measures.*

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| **(D) BREAKDOWN OF EXPENDITURES** | | | | |
| **No.** | **Item** | **Quantity** | **Amount (RM)** | **Name of Solution Providers / System Integrators (local/foreign)** |
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|  |  |  |  |  |
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| ***TOTAL*** | | |  |  |

*\* Please attach the following documents:*

1. *Diagram of the existing production line with proposed addition/retrofitting of machine/ equipment/ system/ hardware/ software*
2. *Quotation of machine/ equipment/ system/ hardware/ software*

**DOCUMENT CHECKLIST:**

|  |  |  |
| --- | --- | --- |
|  | Latest Financial Statement (Audited) **(3 Years Requirement Except For Companies Less Than 3 Years In Operation)** |  |
|  | A copy of Business Licence from Local Authority |  |
|  | A copy of Manufacturing Licence (ML) OR a Confirmation Letter Exempted from ML from MIDA under Industrial Co-ordination Act, 1975  (Applicable for manufacturing company only) |  |
|  | A copy of License/ Permit / Support letter from relevant ministries/ agencies. (Applicable for services company only) |  |
|  | Latest SSM Company Profile (e-Info) by Companies Commission of Malaysia (SSM) |  |
|  | Diagram of the existing production line with proposed addition/retrofitting of machine/ equipment/ system/ hardware/ software |  |
|  | Quotation of machine/ equipment/ system/ hardware/ software. |  |
|  | Appendix II - Company’s Roadmap on Compliance of 80% Malaysian Employment (For company employing more than 20% foreign workers)I |  |
|  | Appendix III - Internship programme with Local Universities (If Applicable) |  |

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| **(E) COMPANY DECLARATION** |

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| --- |
| I , ………………………………………………………………….….., the Managing Director of |
| ………………………………………………………………………………………………………… |
|  |
| hereby declare that to the best of my knowledge, the particulars furnished in this application are true  hereby declare that this application will comply with at least one of the Committed Deliverables declared under Section C: Committed Deliverables.  hereby 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.  hereby acknowledge that the machine/ equipment/ system/ hardware/ software to be purchased are less than 3 years old.  hereby acknowledge that I have read, understand and agree on the above (i) until (vi). |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date |  | (Signature) |
|  | |  |
|  | | (Company’s Stamp or Seal) |

**APPENDIX I**

**COMMITTED DELIVERABLES: CALCULATION FORMULAS AND MEASURES (MUST MEET AT LEAST ONE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Committed Deliverables** | **Calculation Formulas** | **Measures** |
|  | Reduction of Unskilled Workers  \*Number of reduction for unskilled:   1. **Malaysian : \_\_**    1. **Foreign Workers:\_\_\_** | **(W1 – W2)/W1 x 100**  W1: Number of workers directly involved before use of equipment/ machine  W2: Number of workers directly involved after introduction of equipment/ machine | Percentage of reduction of workers after the use of equipment/machine |
|  | Reduction in Man Hours | **(M1 – M2)/M1 x 100**  M1: Direct man-hour involved to produce 1 item or 1 batch before use of equipment/machine  M2: Direct man-hour involved to produce 1 item or 1 batch after introduction of new equipment/ machine | Percentage of reduction in number of hours worked to produce 1 item or batch of item after the use of  equipment/machine |
|  | Increase in Production Volume | **(V2 – V1)/V1 x 100**  V1: Production volume per day before the use of equipment/ machine  V2: Production volume per day after the use of equipment/ machine | Percentage of increase in production volume as a result of the use of equipment/machine |
|  | Quality Improvement – Reduction in Defect Rate | **(D1 – D2)/D1 x 100**  D1: Defect rate before the use of equipment/ machine  D2: Defect rate after the use of equipment/ machine  Defect rate = No. of defects/Total number of goods produced | Percentage reduction of defect rate as a result of the use of equipment/machine |
|  | Increase in Number of Services Delivery | **(S2 – S1)/S1 x 100**  S1: No. of services delivered per day before the use of equipment/ machine  S2: No. of services delivered per day after the use of equipment/ machine | Percentage of increase in services delivery as a result of the use of equipment/machine |
|  | Reduction of Man Hours in Delivering Services | **(M1 – M2)/M1 x 100**  M1: Direct man-hour involved to deliver a service before use of equipment/machine  M2: Direct man-hour involved to deliver a service after introduction of new equipment/ machine | Percentage of reduction in number of hours worked to deliver after the use of equipment/machine |

**APPENDIX II**

**COMPANY’S ROADMAP ON COMPLIANCE OF 80% MALAYSIAN EMPLOYMENT**

**(For company employing more than 20% foreign workers)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIMELINE** | **RATIO (MALAYSIAN WORKERS : FOREIGN WORKERS)** | **MALAYSIANS WORKERS** | **FOREIGN WORKERS** | **TOTAL EMPLOYMENT** | **REMARKS (ACTION TAKEN)** |
| **Q1 2021** |  |  |  |  |  |
| **Q2 2021** |  |  |  |  |  |
| **Q3 2021** |  |  |  |  |  |
| **Q4 2021** |  |  |  |  |  |
| **Q1 2022** |  |  |  |  |  |
| **Q2 2022** |  |  |  |  |  |
| **Q3 2022** |  |  |  |  |  |
| **Q4 2022** |  |  |  |  |  |

**Example of Appendix II**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIMELINE** | **RATIO (MALAYSIAN WORKERS : FOREIGN WORKERS)** | **MALAYSIANS WORKERS** | **FOREIGN WORKERS** | **TOTAL EMPLOYMENT** | **REMARKS (ACTION TAKEN)** |
| **Q1 2021** | **40:60** | **80** | **120** | **200** |  |
| **Q2 2021** | **45:55**  **EXAMPLE** | **90** | **110** | **200** |  |
| **Q3 2021** | **50:50** | **100** | **100** | **200** |  |
| **Q4 2021** | **55:45** | **110** | **90** | **200** |  |
| **Q1 2022** | **60:40** | **120** | **80** | **200** |  |
| **Q2 2022** | **65:35** | **130** | **70** | **200** |  |
| **Q3 2022** | **70:30** | **140** | **60** | **200** |  |
| **Q4 2022** | **80:20** | **160** | **40** | **200** |  |

**APPENDIX III**

**INTERNSHIP PROGRAMME WITH LOCAL UNIVERSITIES (If Applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of Internship Programme** | **No. of Students** | **Name of Local Universities** | **Year/ Period** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |