

REQUIRED DOCUMENT
(max size 5MB, please split to multiple files for document size > 5MB)

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p>1. Copy of ALL Director(s) IC / Passport</p> | <input type="checkbox"/> |
| <p>2. Company Profile
 <i>i.e. Business activities, Revenue model, Clientele, Website, Organization/Group structure and Disclose subsidiary(s) if applicable</i></p> | <input type="checkbox"/> |
| <p>3. Copy of Company's Telephone Bill</p> | <input type="checkbox"/> |
| <p>4. Tenancy Agreement / Sales Purchase / Sub-Tenancy Agreement (At least 6 months validity) with LHDN stamp duty</p> | <input type="checkbox"/> |
| <p>5. SSM e-Info Purchase
 <i>Must be purchased during IRDA XPATNOVA company registration with fee of RM15.30 via online transfer (FPX).</i></p> | <input type="checkbox"/> |
| <p>6. Copy of Form 9
 <i>i. Document must be endorsed by Companies Commission of Malaysia.</i></p> | <input type="checkbox"/> |
| <p>7. Copy fo Form 24
 <i>i. Document must be endorsed by Companies Commission of Malaysia</i></p> | <input type="checkbox"/> |
| <p>8. Copy of Form 49
 <i>i. Document must be endorsed by Companies Commission of Malaysia</i></p> | <input type="checkbox"/> |
| <p>9. Copy of Company's Financial Audited Report (past years) And/Or Management Account (year to date)</p> | <input type="checkbox"/> |
| <p>10. Copy of Business license from Local Authorities / PBT (Pihak Berkuasa Tempatan)</p> | <input type="checkbox"/> |
| <p>11. Copy of Approval Letter "Kelulusan Penggajian Pekerja Asing Di Bawah Seksyen 60K Akta Kerja 1955" from Department of Labour Peninsular Malaysia (JTKSM)</p> | <input type="checkbox"/> |
| <p>12. Copy of Company Registration Tax Info</p> | <input type="checkbox"/> |
| <p>13. Authorization Letter from Company
 <i>i. Indicate name and mykad/passport number of Submission Officer</i></p> | <input type="checkbox"/> |
| <p>14. Copy of Other Business License(s)</p> | <input type="checkbox"/> |
| <p>15. Copy of Other relevant supporting document
 <i>i. Copy of supporting / approval / recommendation letter of following agencies (if applicable)</i>
 <i>a) Manufacturing and Selected Services Sectors - Malaysian Investment Development Authority (MIDA)</i>
 <i>b) Healthcare (Field: Traditional and Complementary Medicine) - Traditional and Complementary Medicine Division, Ministry of Health (MOH)</i>
 <i>c) Tourism - Ministry of Tourism, Arts & Culture (MOTAC)</i></p> | <input type="checkbox"/> |

CHECKLIST FOR COMPANY REGISTRATION

- d) Biotechnology and Bio-based Sector - Malaysian Bioeconomy Development Corporation (Bioeconomy Corporation)*
e) Aviation - Civil Aviation Authority of Malaysia (CAAM)
f) Construction - Construction Industry Development Board (CIDB)
g) Education - Ministry of Education (MOE)

FOR PROJECT RELATED

- 1. Copy of CIDB Certificate of Registration (Applicable only for construction sector)**
- 2. Copy Letter of Award / Project Agreement / Contract with LHDN stamp duty**
- 3. Copy of Project Organization Chart**
