

APPLICATION FOR MANUFACTURING LICENCE

Regularisation ☐

Expansion ☐

Diversification ☐

(Company Previously Exempted
From Manufacturing License)

Section A: Company Profile

ROC No.		Income Tax Ref. No.	
Manufacturing Licence No. (if applicable)			
Business Licence No. (a copy to be attached)			
Company Name			
Mailing Address			
Tel. No.		Fax No.	
Website		Email	
Products / Activities	HS Tariff Code	Annual Production Capacity	Commencement Date
<u>Existing</u>			
<u>Additional (if applicable)</u>			

Please attach the following documents:-

- (1) Manufacturing process flow chart explaining major processes, list of major machinery and raw materials and copies of Manufacturing Licences and conditions granted to the company (if any).
- (2) Please attach a copy of the approval letter of tax incentives (Pioneer Status/Investment Tax Allowance/Reinvestment Allowance), if any.

Source of Technology	Existing	Additional

Please furnish the following documents. All documents are to be certified by External Auditors.

- (1) List of purchased and installed equipment/ machines specifying its functions.
- (2) Purchase Order/ Invoice and other documents of purchase
- (3) Proof of documents to indicate that the entire cost of the machine/ equipment has been paid.

Section B: Project Cost

1. Cost of Fixed Assets :

Item	Value		Annual Lease (if applicable)	
	Existing (RM)	Additional (RM)	Existing (RM)	Additional (RM)
a) Land				
b) Factory				
c) Plant/Machinery				
d) Other Equipment				
<i>Total</i>				
Item	Value			
	Existing (RM)	Additional (RM)		
2. Pre-operational Expenditure				
3. Working Capital (Current Assets - Current Liabilities)				
4. Total Project Cost (1+2+3)				

Section C: Financing

5. Capital Structure	Existing (RM)	Additional (RM)		
1. Authorised Capital				
2. Shareholders' Fund				
(a) Paid Up Capital				
(i) Malaysian Individuals				
• Bumiputera				
• Non-Bumiputera				
(ii) Company Incorporated in Malaysia*				
•				
•				
(iii) Foreign Nationals / Companies (specify Name and Nationality / Country of Origin)				
•				
•				
Total of (i), (ii) and (iii)				
(b) Reserves (excluding capital appreciation)				
Total of (a) and (b)				
*For 2(a)(ii), please provide equity structure as follows:				
Name	RM	Bumiputera (%)	Non - Bumiputera (%)	Foreign (specify country) (%)
i)				
ii)				

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6. Loan	Existing (RM)	Additional (RM)
a) Domestic		
b) Foreign (specify country of origin)		
Total of (a) and (b)		
7. Other Sources (please specify)	Existing (RM)	Additional (RM)
a)		
b)		
Total of (a) and (b)		

Section D: Employment

8. Please provide information as per APPENDIX I.

Section E: Sales

10. Proposed Export (%):			
11. Product Pricing Details :			
Item	% of ex-factory price for each product		
	Product 1	Product 2	Product 3
a) Cost of Raw Materials / Components			
b) Cost of Labour			
c) Other Costs			
d) Manufacturing Profit			
Total	100%	100%	100%

Section F: Estimated Labour Cost and Earnings

12. Please provide information as per APPENDIX II.

Section G: Production Schedule

13. Please provide information as per APPENDIX III.

Section H: Declaration

I, _____, the Managing Director of

(i) hereby declare that 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	:	_____ _____ _____
Contact Person	:	_____
Designation	:	_____
Telephone no.	:	_____
Fax no.	:	_____
E-mail	:	_____ _____

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

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.

[illegible]

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APPENDIX I

	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
4 Machine operators and assemblers**																
Total																

* 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.

- Percentage of science and technical staff having degrees or diplomas with a minimum of 5 years experience (of the total workforce) : _____ %
- Number of Staff with Post Graduate (ie. Masters/PhD etc) qualifications : _____

Foreign Local
- 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) : _____

- Percentage of foreign workers with basic salary less than RM1,500 per month (of total Workforce) : _____ %

Section F: Estimated Labour Cost and Earnings

A. ESTIMATED LABOUR COST - Salaries and Wages*

Year in Operation	Year 1	Year 2	Year 3
Salaries and Wages (RM)			

Note:

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

B. ESTIMATED EARNINGS

Year in Operation	Year 1	Year 2	Year 3
(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 (%)			

Section G: Production Schedule

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. Proposed 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”