

**APPLICATION FOR INDUSTRIAL AREA MANAGEMENT  
INCENTIVE AND/OR EXPATRIATE POSTS**

**CHECKLIST**

1. Three sets of Application Form
2. Form 9 (Certificate of Incorporation) or Form 13 (Certificate of Incorporation on Change of Name of Company)
3. Form 24 (Return of Allotment of Shares)
4. Form 44 (Notice of Situation of Registered Office and of Office Hours and Particulars of Changes)
5. Form 49 (Particulars of Directors)
6. Latest Annual Report of the Company
7. Proposed organisation chart
8. Memorandum & Articles of Association (M&A)
9. Brochure / pamphlet of company

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**A. PROPOSED ACTIVITIES**

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1. **The company must undertake all of the following management, upgrading and maintenance activities within the industrial area:**
  - (a) Roads, street lightings and drainage systems
  - (b) Common facilities (e.g. facilities available for all the industrial park, bridges/underpass/flyover, signage, convention/conference halls, parking and such other facilities meant for common use of the tenants located in the industrial park)
  - (c) Landscaping including grass planting and cutting, tree planting, pruning, cutting and removal and garden maintenance
  - (d) Waste (domestic & industrial) collection, transfer and disposal
  - (e) Maintaining database on the industrial area
  
2. **The company may undertake other qualifying services listed below. Please tick (✓) other qualifying services provided.**
  - (a) Maintain and repair buildings (e.g. roofing, structural, electrical, water, sewerage, HVA, leak detection, telecommunication)
  - (b) Security and personnel (e.g. security guards, parking access, CCTV)
  - (c) Relevant consultation (e.g. tenant relations and specialized advisory services on designing/planning of building/plant)
  - (d) Rental of common facilities (e.g. warehousing, parking)
  - (e) Rental of accommodation / hostels for factory workers)
  - (f) Relevant transportation (e.g. transportation for factory workers)
  - (g) Environmental management (e.g. air pollution, wastewater, water treatment, and noise pollution)
  - (h) Construction of main infrastructure supports (e.g. electrical substations, reservoir)
  - (i) Janitorial/Cleaning services
  - (j) IT infrastructure (e.g. network operating centre, IT networking infrastructure, network security centre and PC & computing training lab)

- (k) Recreational and relaxation areas for tenants and their workforce
- (l) Any adapted facilities as required by tenants

(Please specify)

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3. Details on proposed industrial area

Name of Industrial Area	Developer	Local Authority/ State	Size (hectares)	No. of tenants	Occupancy Rate (%)	Land still available (hectares)

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**B. PARTICULARS OF APPLICANT/COMPANY**

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1. (a) Name of applicant/company

\_\_\_\_\_

- (b) Correspondence address

\_\_\_\_\_  
\_\_\_\_\_

Contact person

Designation

\_\_\_\_\_

Telephone no.

Fax no.

\_\_\_\_\_

E-mail

Website

\_\_\_\_\_

2. (a) Name of company which will undertake the industrial area management

\_\_\_\_\_

- (b) Has the company been incorporated under the Companies Act, 1965?

Yes

No

If yes, please fill in the following:

- (i) Date of incorporation

- (ii) Company registration no.

\_\_\_\_\_

\_\_\_\_\_

- (iii) Income tax reference no.

- (iv) Income tax branch office

\_\_\_\_\_

\_\_\_\_\_

(c) Address of registered office

Telephone no.	Fax no.
E-mail	

3. For an existing company, provide details of activities currently undertaken

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4. Incentive/Grant approved by Other Government Agencies (if any)

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**C. PROJECT COST**

	<u>RM</u>
1. Fixed assets <sup>1</sup> :	
(i) Land	_____
(ii) Building	_____
(iii) Machinery and equipment (if applicable)	_____
(vi) Others (Please specify)	_____
_____	_____
<b>Total fixed assets</b>	<b>_____</b>

Note:

1 If assets are rented/leased, please specify and indicate the annual cost of rental/lease.

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**D. FINANCING**

	<u>RM</u>	<u>%</u>
1. Authorised capital	_____	
2. Shareholders' funds:		
(a) Paid-up capital:		
(i) Malaysian individuals		
Bumiputera	_____	_____
Non-Bumiputera	_____	_____
(ii) Companies incorporated in Malaysia <sup>1</sup>		
_____	_____	_____
_____	_____	_____
(iii) Foreign nationals/companies (Specify name and nationality/ country of origin)		

<b>Total of (i), (ii) and (iii)</b>		<b>100%</b>

(b) Reserves (excluding capital appreciation) \_\_\_\_\_

**Total of (a) and (b)** \_\_\_\_\_

Note 1: For item 2(a)(ii), please provide the breakdown of equity structure as follows:

Name of company		Name of company	
	<u>%</u>		<u>%</u>
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)	
<b>Total</b>	<b>100%</b>	<b>Total</b>	<b>100%</b>

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**E. BOARD OF DIRECTORS**

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Particulars of Board of Directors\*

Name and residential address	Nationality	% shares held in the company

Note:

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

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**F. MANPOWER**

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Employment:

Category		Full-time employment <sup>1</sup>		
		Malaysians	Foreign nationals	Total
a.	Managerial			
b.	Technical and supervisory			

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c.	Administrative			
d.	General workers			
Total				

Note:

- 1 Including contract workers

## **G. INCOME**

Please provide actual/estimated income derived/to be derived from the compulsory and other qualifying services during the first 3 years of operation.

Year	Income derived from compulsory activities (RM)	%	Income derived from other qualifying services (RM)	%	Total income (RM)
1					
2					
3					

## **H. OUTSOURCED ACTIVITIES**

If the activities undertaken are outsourced, please provide details of the outsourcing companies

No.	Types of Services	Name & Address of Outsourcing Company	Year of Establishment	Activities of Outsourcing company
1.	Roads, street lightings and drainage systems			
2.	Common facilities (e.g. facilities available for all the industrial park, bridges/underpass/flyover, signage, convention/conference halls, parking and such other facilities meant for common use of the tenants located in the industrial park)			
3.	Landscaping including grass planting and cutting, tree planting, pruning, cutting and removal and garden maintenance			
4.	Waste (domestic & industrial) collection, transfer and disposal			
5.	Maintaining database on the industrial area			
6.	Maintain and repair buildings (e.g. roofing, structural, electrical, water, sewerage, HVA, leak detection, telecommunication)			
7.	Security and personnel (e.g. security guards,			

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No.	Types of Services	Name & Address of Outsourcing Company	Year of Establishment	Activities of Outsourcing company
	parking access, CCTV)			
8.	Relevant consultation (e.g. tenant relations and specialized advisory services on designing/planning of building/plant)			
9.	Rental of common facilities (e.g. warehousing, parking)			
10.	Rental of accommodation / hostels for factory workers)			
11.	Relevant transportation (e.g. transportation for factory workers)			
12.	Environmental management (e.g. air pollution, wastewater, water treatment, and noise pollution)			
13.	Construction of main infrastructure supports (e.g. electrical substations, reservoir)			
14.	Janitorial/Cleaning services			
15.	IT infrastructure (e.g. network operating centre, IT networking infrastructure, network security centre and PC & computing training lab)			
16.	Recreational and relaxation areas for tenants and their workforce			
17.	Any adapted facilities as required by tenants (Please specify _____)			

**I. EQUIPMENT**

Description	Type*	Unit	Function	Country of origin	Cost (RM)

**J. ESTIMATED LABOUR COST AND EARNINGS**

Year in Operation	Year 1	Year 2	Year 3
<b>Estimated Labour Cost</b>			
Salaries and Wages* (RM)			
<b>Estimated Earnings</b>			

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(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 employees benefits

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**K. DETAILS OF EXPATRIATE POSTS**

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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)

Note:

\* Please list according to priority

For each expatriate post applied for, please submit the following details:

- (a) Job function
- (b) Minimum academic/professional qualification required
- (c) Minimum period of experience required
- (d) Justification for request
- (e) 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)



For each existing/approved expatriate post, please submit the following details:

- (a) Name of Malaysian who has taken over/will take over the post
- (b) 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.

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**L. DECLARATION**

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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 : \_\_\_\_\_

\_\_\_\_\_

Contact Person : \_\_\_\_\_

Designation : \_\_\_\_\_

Telephone no. : \_\_\_\_\_

Fax no. : \_\_\_\_\_

E-mail : \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Date

\_\_\_\_\_

(Signature)

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**(08.04.2015)**

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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.