



InvestMalaysia

investmalaysia.mida.gov.my

Post Approval Representative Office (RE) / Regional Office (RO) User Guide for Applicant

Learn About the System
(Version 1.3)

Powered by  **eTRANS**

Updated Date :29/01/2024

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Chapter 1 INTRODUCTION

This user guide will walkthrough the process of submitting Import Duty and/or Sales Tax Exemption application by providing step-by-step instructions with illustrations to help applicant understand each step.

1.1 Intended User

This user guide is targeted for:

- Applicant or Company

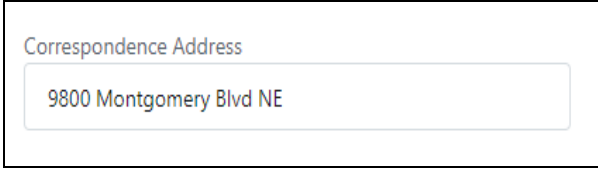
1.2 Web Browser

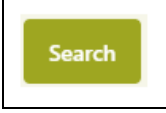
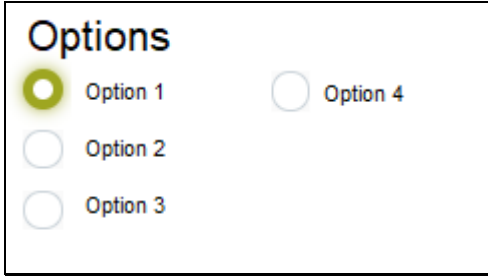

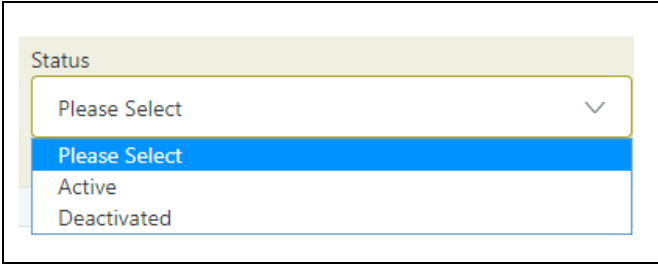
Best viewed in 1024 x 768 using Google Chrome or Mozilla Firefox. This website is mobile responsive.

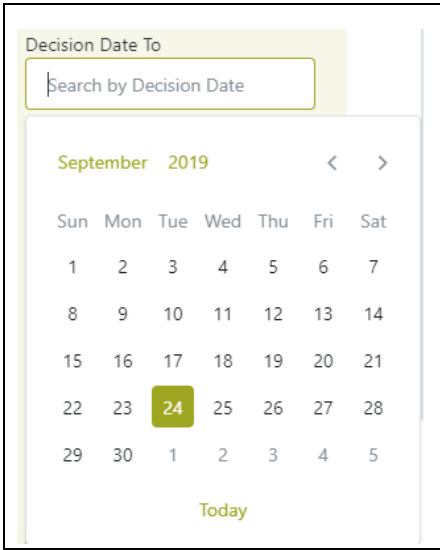


1.3 URL

<https://investmalaysia.mida.gov.my>

1.4 Common Fields and Definitions

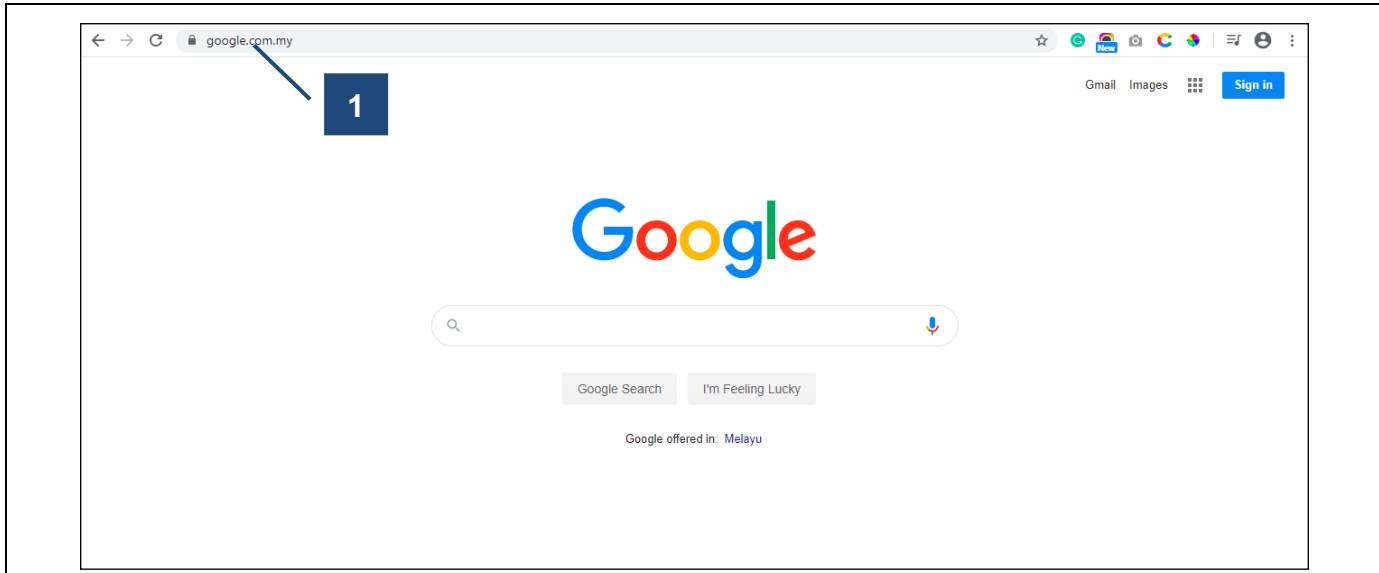
No.	Field	Description
1.	Textbox	<p>A box that allow user to type-in information. Usually, it has characters limit.</p>  <p>If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.</p>

No.	Field	Description
2.	Button	<p>An item that allow user to click and it will respond according to it's purpose; usually denoted as the button's name.</p> 
3.	Radio button	<p>A selection features that allows the user to choose only ONE selection from the data sets. Usually it's round-shaped.</p> 
4.	Check Box	<p>A selection features that allows the user to check/uncheck selections from the data sets. Usually it's box-shaped.</p> 
5.	Dropdown	<p>A features that allows user to select a value from a series of option. Usually when user click a dropdown, a list of options will be displayed vertically and user may select one value from the list.</p> 
6.	Calendar	<p>A features that allows user to select a date from a calendar and/or time from a time range.</p>

No.	Field	Description
		
7.	Success Message	<p>A message that is displayed once an action taken was successful. It is displayed in green color.</p> 
8.	Error/Failure message	<p>A message that is displayed once an action taken was failed. It is displayed in red color.</p> 

Chapter 2 INVEST MALAYSIA ONLINE PORTAL

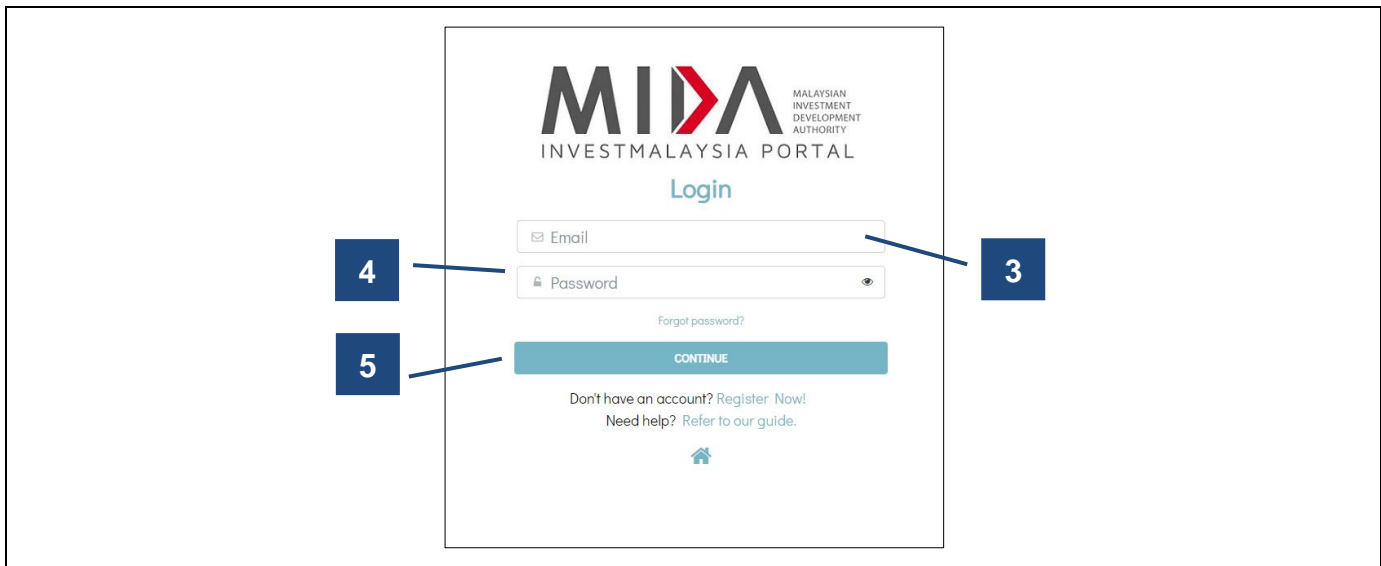
2.1 Login Page & Registration Page



1. Open web browser.

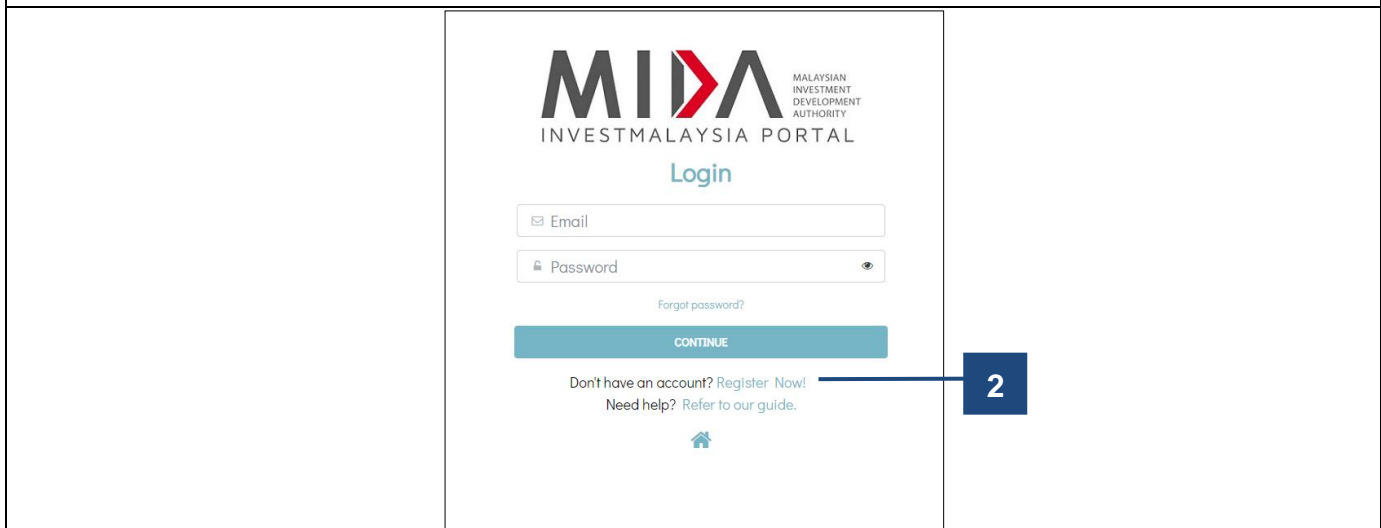
Insert URL: <http://investmalaysia.mida.gov.my>





2. Click the **Login** link. New login page will be displayed
3. Enter username (must use the email that has been registered);
4. Enter password; and
5. Click the **[CONTINUE]** button
System will redirect to the **'Dashboard'** page.

1. Go to Investmalaysia website :



2. Click **[Register Now!]**

Registration

* All fields are mandatory

Title * Name *

- Select Title -

Designation *

- Select Designation -

Email *

Password * Confirm Password *

Phone No. *

0123456789

Address *

Address 1

Please provide a valid email address as it will be used as the Username. You are also required to verify the email by clicking the link in the email which the system will send.

3. Fill up all the details and click **[Register]**

4. Applicant Email Verification *First time registration

InvestMalaysia - Applicant Email Verification

Dear Farid1,

You have successfully registered yourself to the InvestMalaysia Online Portal. Please click the link below to verify your email address.

[Confirm My Email Address](#)

Thank you.

Regards,

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

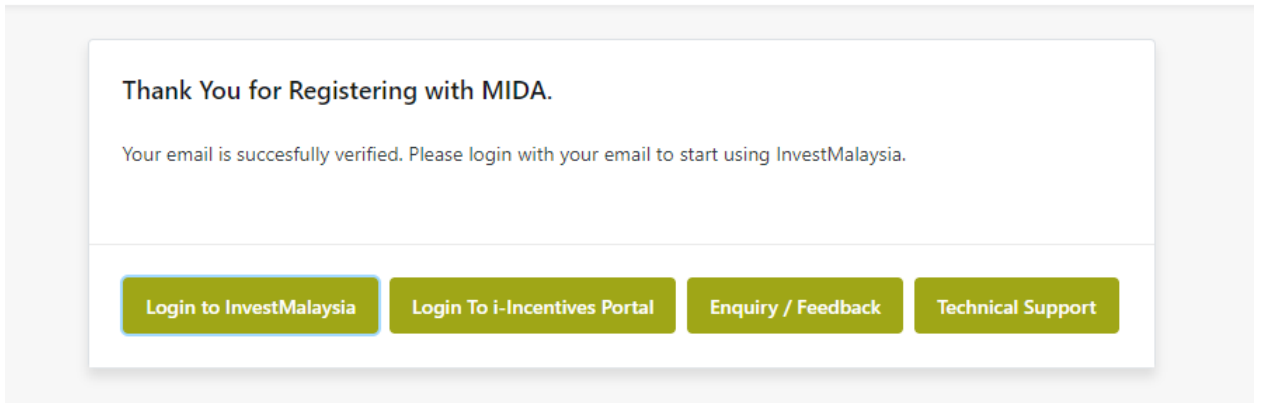
Tel: 603-2267 3633 **Fax:** 603-2274 7970 **Email:** investmalaysia@mida.gov.my

InvestMalaysia Online Portal: <https://investmalaysia.mida.gov.my>

Official Website: <https://www.mida.gov.my>

This is a system generated email. No signature required. Please do not reply to this email.

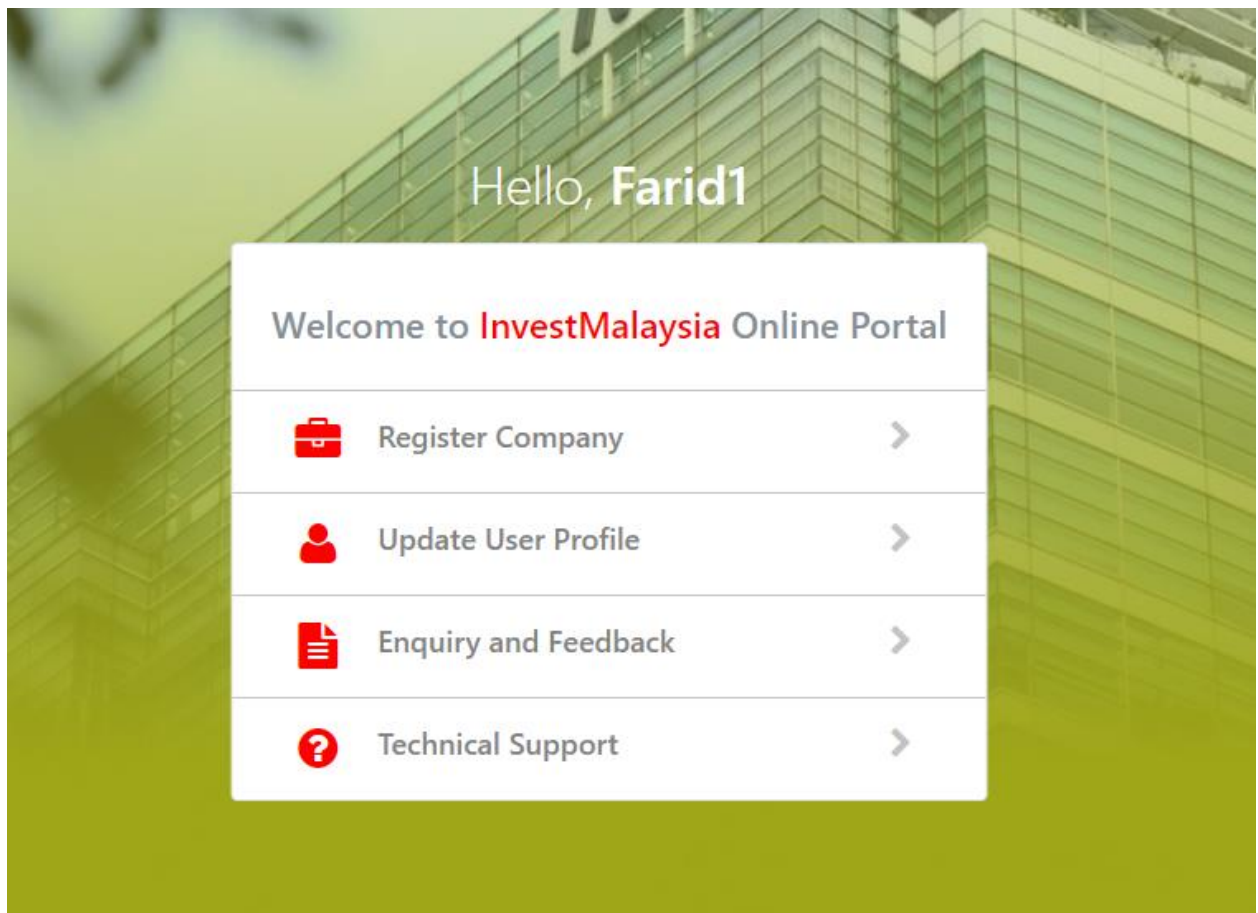
5. Once click on – **[Confirm My Email Address]** – system will pop up navigation screen



6. Click **[Login to investMalaysia]**



7. Applicant can start to applying applications



8. Click [**Register Company**] and refer to 2.2.3 for further details.

2.2 Dashboard Page

The screenshot shows the dashboard interface for an applicant. It includes a main menu, a welcome message, a tasks summary, a task list, a company profile, and a registration status table.

1. Main Menu: Dashboard, Tasks, Applications, Meeting, i-Incentives, Customer Support

2. Tasks and Task List: 13 Tasks. Task List table:

Tasks	Status	Last Updated
Confirmation Letter for Exemption (Natalie Sdn Bhd)	Return for Resubmission	27/09/2019
Machinery and Equipment (Agriculture) (Agriculture) PC1201900132 - redmen corp	Return for Resubmission	30/10/2019
Confirmation Letter for Exemption (SPM) (Manufacturer) SPM1201900306 - redmen corp	Return for Resubmission	31/10/2019
Confirmation Letter for Exemption (SPM) (Agriculture) PC1201900163 - redmen corp	Return for Resubmission	15/11/2019
Machinery and Equipment (Agriculture) (Agriculture) PC1201900175 - redmen corp	Return for Resubmission	03/12/2019

3. My Company: Felcra Berhad (redmen corp). Felcra Berhad profile: Jalan Permaisuri 3/4, Taman Permaisuri, Seksyen Permaisuri, Muadzam Shah, Pahang. Applications table:

Application No.	MIDA Reference No.	Application	Application Type	Application Status
PC1202000475	CDE1/2020/00083	Machinery and Equipment (Agriculture)	New	Accepted for Processing
PC2202000508		Raw Materials and Components (Other than HS Code 7201-7316)	New	Draft
PC2202000507		Raw Materials and Components (Other than HS Code 7201-7316)	Amendment	Draft
PC3202000328		Raw Materials and Components (Iron and Steel, HS Code 7201-7316)	Amendment	Draft
PC3202000327		Raw Materials and Components (Iron and Steel, HS Code 7201-7316)	Extension	Draft

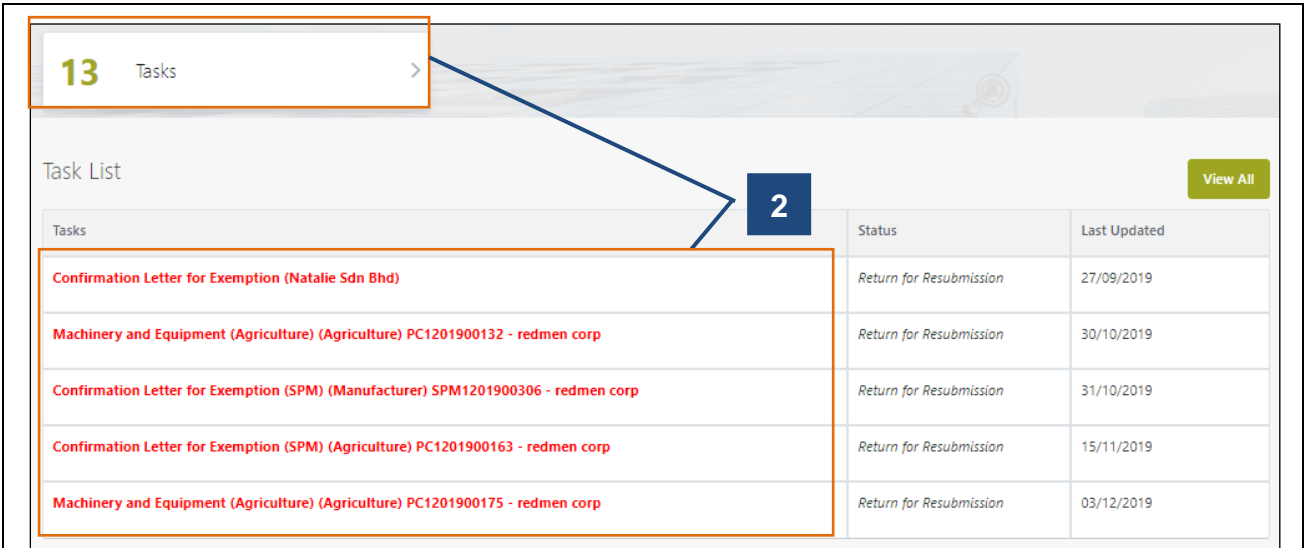
4. Register Company: Registration Status table:

No.	Company Name	Registration No.	Status
1.	Choco Farm Sdn. Bhd.	98765-X	Pending Approval

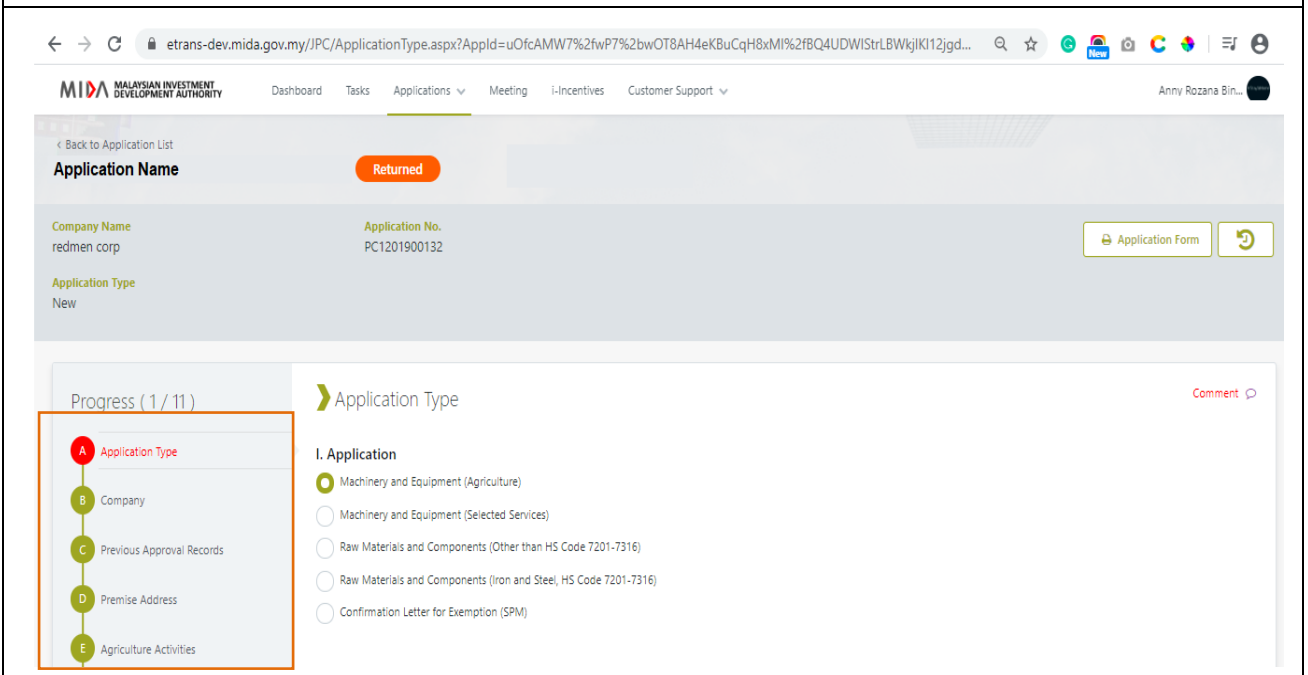
1. The **Main Menu** is a menu that will be on every page to make it easy for users to access each page.
2. The **Tasks and Task List** shall display a task list that needs to take action by the applicant (**Refer 2.2.1 Task List**).
3. **My Company** shall display a list of companies and applications for the applicant (**Refer 2.2.2 My Company**).
4. **Register Company** to allow applicants to create a new company (**Refer 2.2.3 Register Company**).

5. **My Applications** shall display a list of applications for the company and to create new application (**Refer 2.2.4 My Applications**).
6. **Color Brush** to customize the theme (**Refer 2.2.5 Color Brush**).

2.2.1 Task and Task List



2. Click the application and below page shall be displayed.



Applications that are returned by the officer for correction purposes or for more information will be listed on the task list.

2.2.2 My Company

My Company

Felcra Berhad
redmen corp

Felcra Berhad
Jalan Permaisuri 3/4, Taman Permaisuri, Seksyen Permaisuri, Muadzam Shah, Pahang [Update Profile](#) [IRPM Profile](#)

Application No.	MIDA Reference No.	Application	Application Type	Application Status
PC1202000475	CDE1/2020/00083	Machinery and Equipment (Agriculture)	New	Accepted for Processing
PC2202000508		Raw Materials and Components (Other than HS Code 7201-7316)	New	Draft
PC2202000507		Raw Materials and Components (Other than HS Code 7201-7316)	Amendment	Draft
PC3202000328		Raw Materials and Components (Iron and Steel, HS Code 7201-7316)	Amendment	Draft
PC3202000327		Raw Materials and Components (Iron and Steel, HS Code 7201-7316)	Extension	Draft

1 to 5 of 245 records

My Company section include 3 main items which are a list of companies, a list of applications, and a company profile update.

3. Select any of the listed **companies**

A list of applications for the company shall be displayed.

Application No.	MIDA Reference No.	Application	Application Type	Application Status
PC1202000475	CDE1/2020/00083	Machinery and Equipment (Agriculture)	New	Accepted for Processing
PC2202000508		Raw Materials and Components (Other than HS Code 7201-7316)	New	Draft

a. Click the **[Application No.]** link

The application page shall be displayed.

The screenshot shows the MIDA application interface. At the top, there's a navigation bar with 'Dashboard', 'Tasks', 'Applications', 'Meeting', 'i-Incentives', and 'Customer Support'. The user is logged in as 'Anny Rozana Bin...'. The main heading is 'Raw Materials and Components (Other than HS Code 7201-7316)' with a 'Draft' status. Below this, the company name is 'Felcra Berhad' and the application number is 'PC2202000508'. There are buttons for 'Application Form' and a refresh icon. The main content area is titled 'Application Type' and contains several sections:

- I. Application:** Radio buttons for 'Machinery and Equipment (Agriculture)', 'Machinery and Equipment (Selected Services)', 'Raw Materials and Components (Other than HS Code 7201-7316)', 'Raw Materials and Components (Iron and Steel, HS Code 7201-7316)', and 'Confirmation Letter for Exemption (SPM)'. The third option is selected.
- II. Sector:** Radio button for 'Manufacturer' is selected.
- III. Type of Exemption:** Checkboxes for 'Import Duty Exemption', 'Sales Tax Exemption', and 'Excise Duty Exemption'. 'Import Duty Exemption' and 'Sales Tax Exemption' are checked.
- IV. Type of Application:** Radio buttons for 'New', 'Extension', and 'Additional Quantity'. 'New' is selected.
- V. Market:** Checkboxes for 'Domestic', 'Export (Direct and not through third party)', 'Free Zone (FZ) (Direct and not through third party)', and 'Licenced Manufacturing Warehouse (LMW) (Direct and not through third party)'. All are checked.
- VI. Main Industry:** A dropdown menu showing 'Furniture & Fixtures'.

 A progress bar on the left shows steps from 'Application Type' to 'Declaration', with 'Application Type' being the current step. A 'Next' button is visible at the bottom right.

The system shall display all sections and the section details. The company can view, update, and delete the information.

The screenshot shows the 'My Company' profile page. The company name is 'Felcra Berhad' and the address is 'Jalan Permaisuri 3/4, Taman Permaisuri, Seksyen Permaisuri, Muadzam Shah, Pahang'. There are two links: 'Update Profile' and 'IRPM Profile'. A blue square with the letter 'C' and a red box around the 'Update Profile' link indicate the next step.

- c. Click the **[Update Profile]** link
Company Details page shall be displayed.

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

[Dashboard](#)
[Tasks](#)
[Applications](#)
[Meeting](#)
[i-Incentives](#)
[Customer Support](#)

Anny Rozana Bin...

Company Profile

Company Details

Company Name *
Felcra Berhad

Registration Type *
Registration Of Company (ROC)

Registration No. *
432483-U

Date of Incorporation *
01/08/2012

Income Tax Reference No.
TAX432483-U

EPF No.
EPF432483-U

SOCSSO No.
SOCSSO-432483-U

Address *

Jalan Permaisuri 3/4

Taman Permaisuri

Seksyen Permaisuri

Region *
Asia

Country *
Malaysia

State *
Pahang

City *
Muadzam Shah

Postcode *
40177

Company Website
Felcra Berhad

Company Background *

Established in 2012

Particular Board of Director *

No.	Name	Nationality	Shares Held in the Company
1.	Zana	Malaysia	100 %

Total 100 %

Contact Person *

No.	Title *	Name *	Designation *	Email *	Phone No. *
1.	Ms.	Nur Hazwani	Executive	hazwani_ruslan@yahoo.com	116776616
2.	Ms.	Anny Rozana Binti Mohd Faizal Kim	Board of Director	anny@mesiniaga.com.my	0167520717

Authorised Person (Position should be a Manager and above)

No.	Title	Name *	Designation *	ID Type *	Identity Car
1.	Ms.	Azhar	Manager	National Identity Card	987654321
2.	Mr.	Mohamad Azeem	Manager	National Identity Card	9999999988

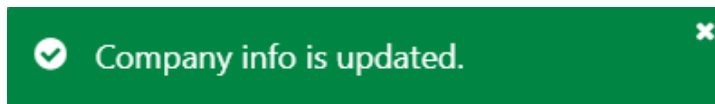
Update

ii

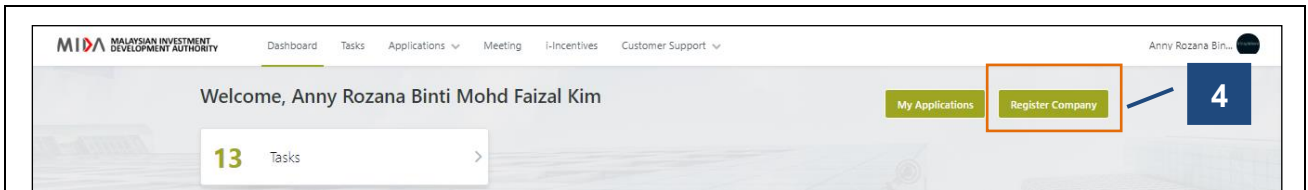
i

Page 16 of 89

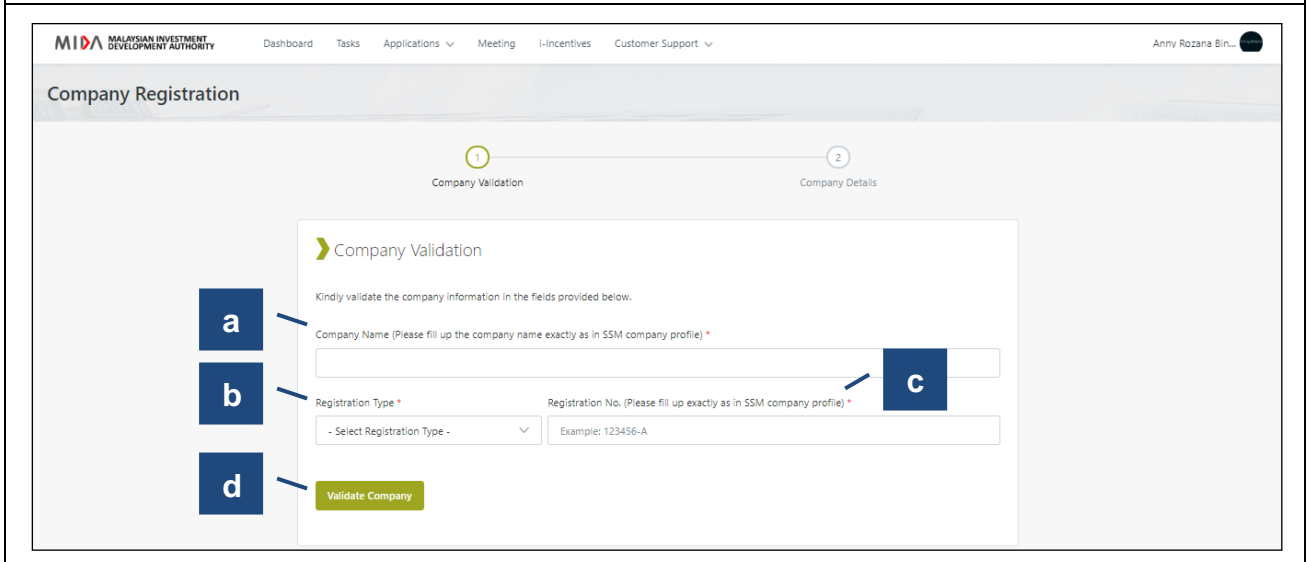
- i. Update the company's profile and all required details:
 - a) Date of Incorporation *
 - b) Income Tax Reference No.
 - c) EPF No.
 - d) Socso No.
 - e) Address *
 - f) Poscode *
 - g) Region *
 - h) Country *
 - i) State *
 - j) City *
 - k) Company Website
 - l) Company Background *
 - m) Particular Board of Director *
 - n) Contact Person *
 - o) Authorised Person (Position: Manager and above) *
- ii. Click the **[Update]** button and system shall display success message:



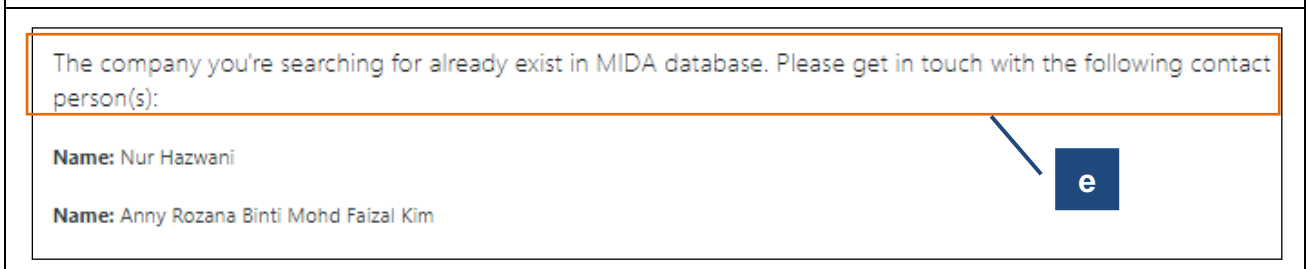
2.2.3 Register Company



4. Click the **[Register Company]** button
Register Company page shall be displayed.



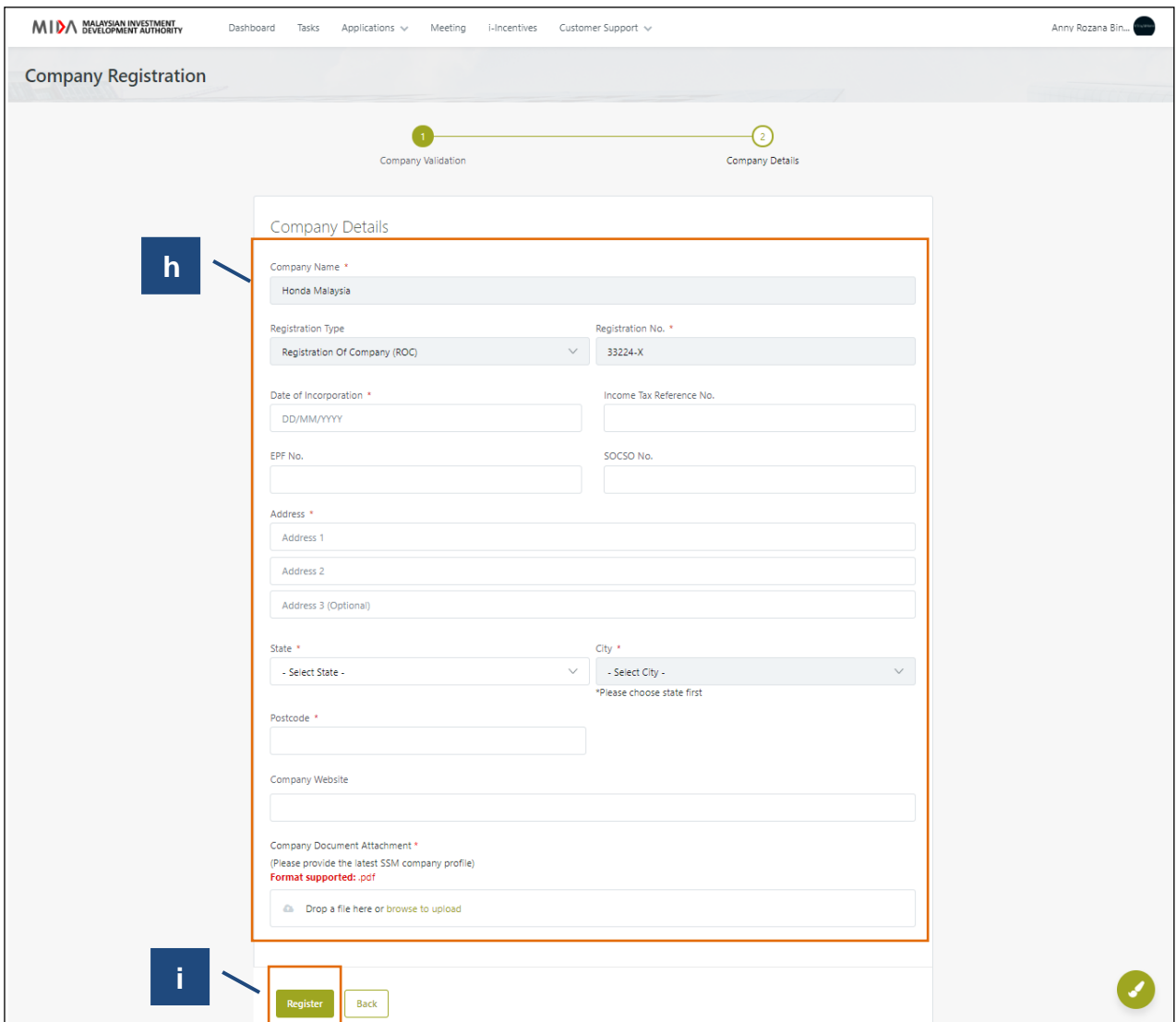
- a. Enter the exact details for Company Name * (This includes symbol characters (.) and abbreviations (Sdn Bhd));
- b. Registration Type *;
- c. Registration No. *; and
- d. Click the **[Validate Company]** button



- e. If the company is registered with MIDA, the system will display the above message.



- f. If the company is not registered with MIDA, the system will display the above message.
- g. Click the **[Register]** button to proceed with company registration.



- h. Enter company details such as:
 - i. Date of Incorporation *
 - ii. Income Tax Reference No.

- iii. SOCSO No.
 - iv. EPF No.
 - v. Address *
 - vi. State *
 - vii. City *
 - viii. Postcode *
 - ix. Company Website
 - x. Company Document Attachment * (Latest SSM company profile)
- i. Click the **[Register]** button

Your Company Is Now Pending for Approval!

Your company is successfully registered and pending for approval from MIDA. You will receive an email notification once your company registration is approved.

j

- j. The system will prompt the above message. Once the result is ready, the user will receive an email.

k

The company in search is already being registered and pending for approval.

Verify other company

Registration Status

No.	Company Name	Registration No.	Status
1.	Choco Farm Sdn. Bhd.	98765-X	Pending Approval

l

- k. This validation shall be displayed if the company in search is already being registered and pending for approval.
- l. **Registration Status** will be displayed on the dashboard.

The company you're searching for already exist in MIDA database. Please get in touch with the following contact person(s):

Name: Nur Hazwani

Name: Anny Rozana Binti Mohd Faizal Kim

Verify other company

m

m. This validation shall be displayed if the company in search already exists.

The company you're searching for already exist with same Company Name but different Registration No. in MIDA database. Please get in touch with the following contact person(s):

Name: Nur Hazwani

Name: Anny Rozana Binti Mohd Faizal Kim

Verify other company

n

n. This validation shall be displayed if the company in search already exists but with different Registration No.

The company you're searching for already exist with same Registration No. but different Company Name in MIDA database. Please get in touch with the following contact person(s):

Name: Nur Hazwani

Name: Anny Rozana Binti Mohd Faizal Kim

Verify other company

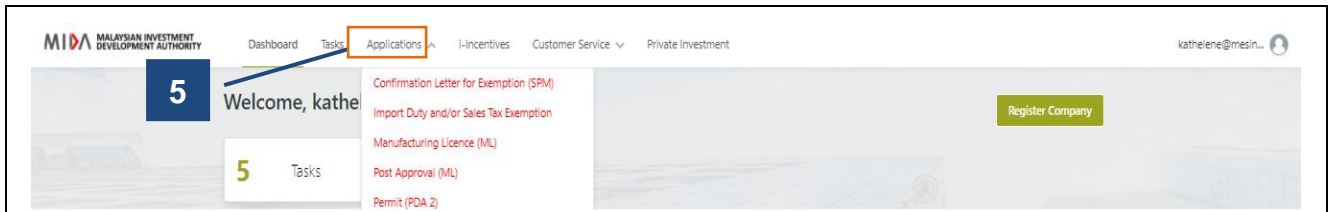
p

o

o. This validation shall be displayed if the company in search already exists with the same Registration No. but different Company Name.

p. Click the **[Verify other company]** button to verify other companies.

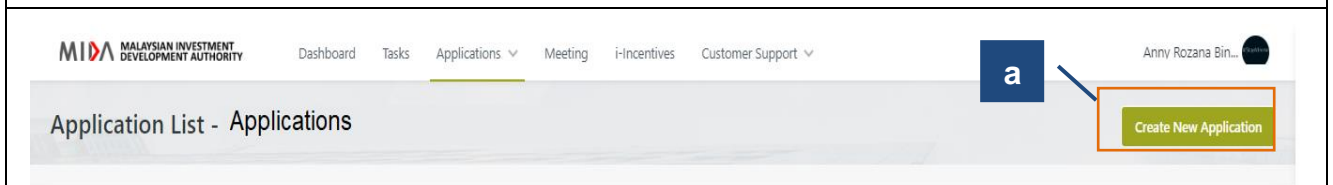
2.2.4 Applications



5. Click the **[Applications]** menu

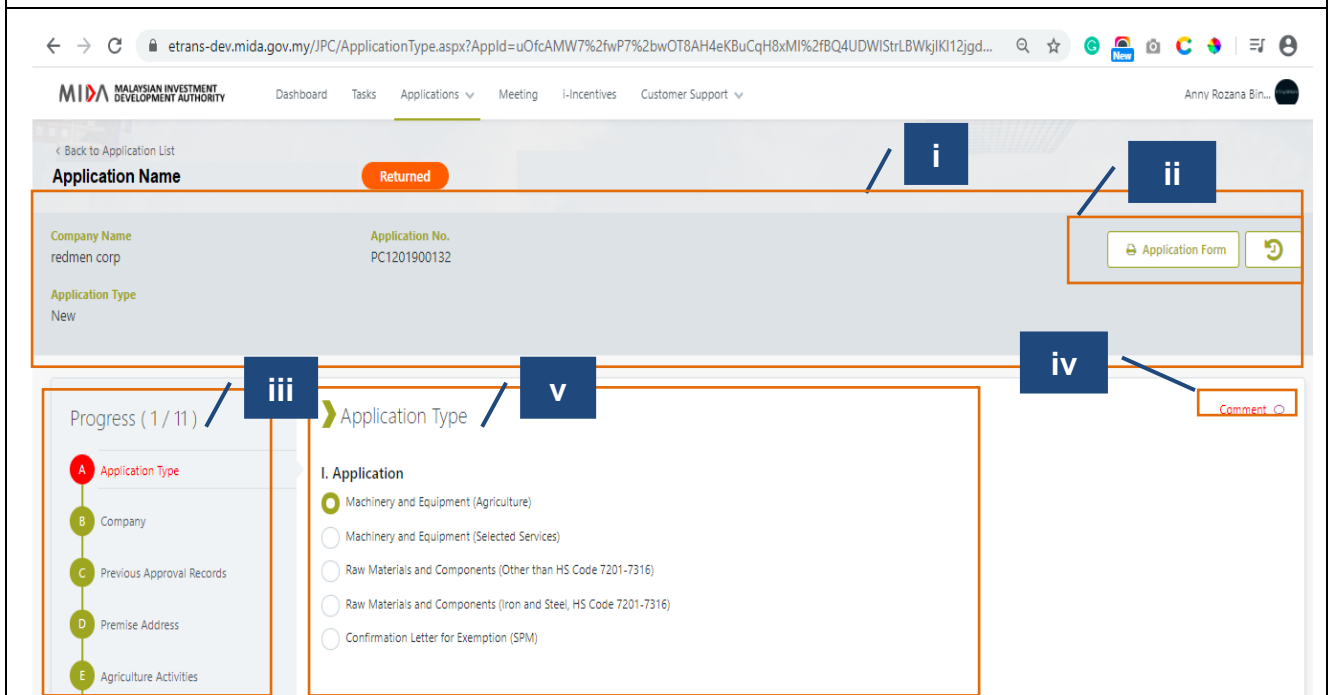
The system will display all online applications in the dropdown menu.

Click on the selected application the system will redirect to the **'Application'** page.



a. Click the **[Create New Application]** button

Depending on the selected application the system will redirect to the **'Application'** or **'Application Wizard'**. Click the **[Create New Application]** button and the system will redirect to the **'Application Form'**.



There is 4 component in the **'Application Form'** page which are:

- i. **Banner** - will display basic application information such as:
 - Company Name
 - Application No. and
 - Application Type
- ii. List of **Buttons** - will display Application Form Print Preview and Application Trail
- iii. List of **Sections** - will display all sections involved in the application form
- iv. Section's **Comment** – MIDA officers and Applicant/Company can post, response and read comments related to the section.
- v. **Application Form** - will display the detailed application form and need to fill in by the applicant/company

The screenshot displays the 'Application List - Applications' page. At the top, there is a navigation bar with 'MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY' and menu items like 'Dashboard', 'Tasks', 'Applications', 'Meeting', 'i-Incentives', and 'Customer Support'. A user profile for 'Anny Rozana Bin...' is visible in the top right. The main header shows 'Application List - Applications' and a 'Create New Application' button. A blue box with the letter 'b' and an arrow points to the search filters section.

Search Filters

- Search by Company Name:
- Registration Type: All Types (dropdown)
- Company Registration No.:
- Application No./MRN No.:
- Application Date From:
- Application Date To:
- Acceptance Date From:
- Acceptance Date To:
- Decision Date From:
- Decision Date To:
- Application Type:
- Application For:
- Sector:
- Status:
- Registered State:
- Correspondence State:
- Factory/Premise State:

Summary Statistics:

- 1310 All
- 939 Draft
- 283 In Progress
- 88 Completed

No.	Company	Application No.	MRN No.	Submission Date	Acceptance Date	Decision Date	Application Status
1.	Feicra Berhad	PC1202000475	CDE1/2020/00083	22/04/2020	22/04/2020		Accepted For Processing
2.	Feicra Berhad	PC3202000328		20/04/2020			Draft
3.	Feicra Berhad	PC2202000507		20/04/2020			Draft
4.	Etika Beverages Sdn Bhd	PCS202000133		20/04/2020			Submitted
5.	Feicra Berhad	PC2202000506		20/04/2020			Draft
6.	Feicra Berhad	PC3202000326		20/04/2020			Draft
7.	Feicra Berhad	PC2202000504		17/04/2020			Draft
8.	Feicra Berhad	PC3202000310	CDE3/2020/00089	17/04/2020	17/04/2020		Accepted For Processing
9.	Feicra Berhad	PC3202000311	CDE3/2020/00090	17/04/2020	17/04/2020		Accepted For Processing
10.	Feicra Berhad	PC3202000312	CDE3/2020/00092	17/04/2020	17/04/2020		In Progress

1 to 10 of 1310 records

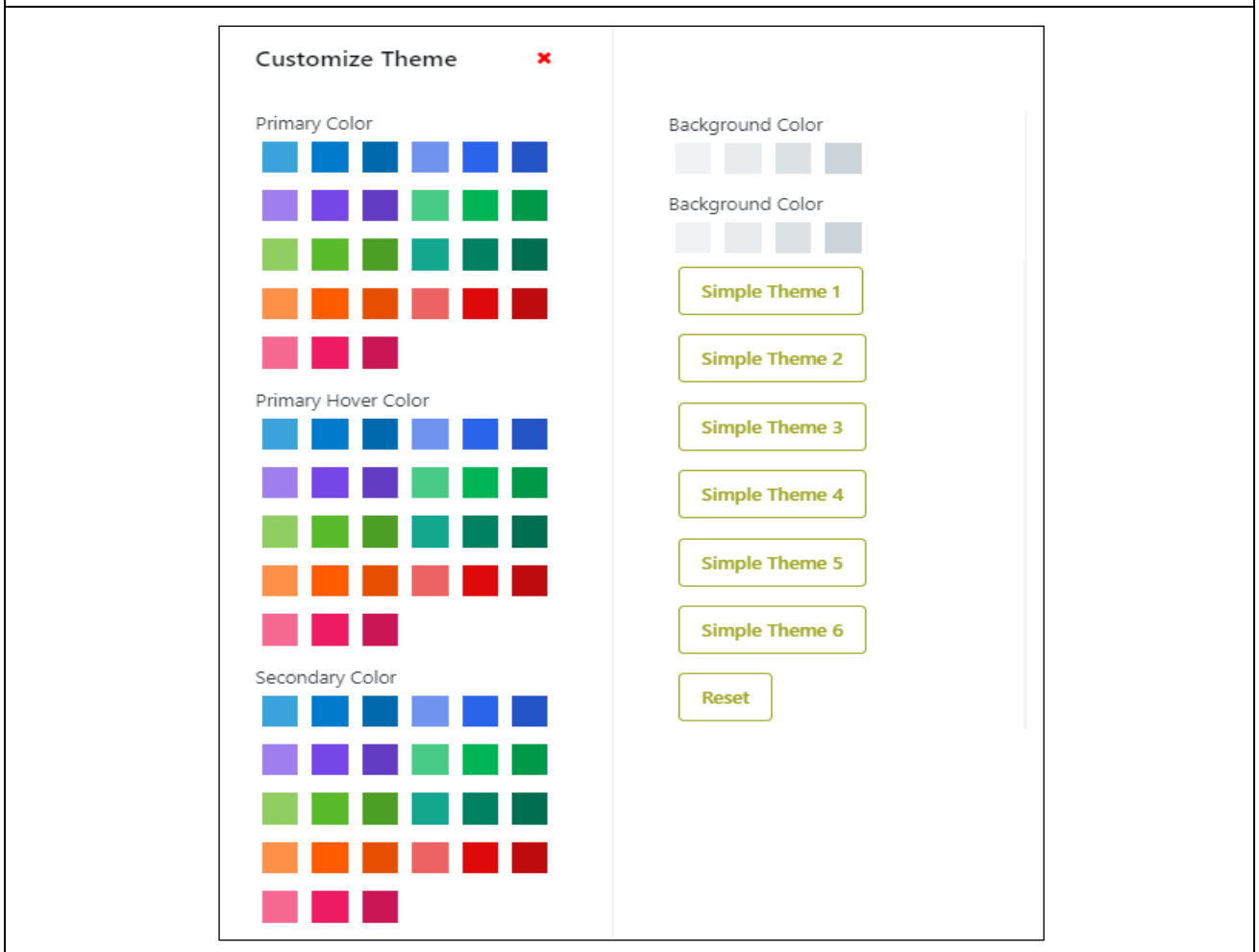
Navigation: < 1 2 3 4 5 ... >

b. The system provides a search page for applicant/company to search the application information by entering information such as Company Name, Application No., MIDA Reference No., Sector, Status, and a combination of some application information.

2.2.5 Color Brush




6. Click the **[Color Brush]** icon
The customize theme screen shall be displayed.



The applicant should be able to customize the InvestMalaysia theme by clicking Primary, Hover, Secondary, and Background Color. Customize themes can be saved and can be changed anytime. The theme can be reset as a default theme by clicking the **'Reset'** button.

Chapter 3 COMMON SECTIONS FOR (ALL APPLICATION)

3.1 Company

 Company

Company/Applicant Name *
- Select Company/Applicant Name -

Registration Type *
- Select Registration Type -

Date of Incorporation *
DD/MM/YYYY

Company Registration No. *

Income Tax Reference No.

EPF No.

SOCOSO No.

Registered Address *
Address 1
Address 2
Address 3 (Optional)

Country *
- Select Country -

State *

City *

Postcode *

Same as Registered Address

Correspondence Address *
Address 1
Address 2
Address 3 (Optional)

Country *
Malaysia

State *
- Select State -

City *
- Select City -

Postcode *


Customs Control Station *
- Select State -
- Select Customs Control Station -

Total Employment *
0


Website

a) Fill-in required details in:


a) Company

Company Background * 

Describe your company, business background, activity, establishment and etc (Limited to 1000 characters only).

Particular Board of Director * 

No.	Name *	Nationality *	Shares Held in the Company *
No items to show...			
			Total 0 %

Contact Person * 

No.	Title *	Name *	Designation *	Email *	Phone No.*	Fax No.
No items to show...						

b) Company Background


c) Particular Board of Director

d) Contact Person


e) Click the **[Next]** button

The system will redirect to the **'Previous Approval Records'** section.


3.2 Previous Approval Records

 Previous Approval Records


Approval of Manufacturing Licence or Permit under the Petroleum Development Act, 1974

No.	Licence No. *	Serial No. *	Effective Date *	Product/Activity	Address *	Country *
 Add Record						
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>						


Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA 10) (if applicable)

No.	Reference No. *	Effective Date *	Product/Activity *	Address *	Country *	State *
 Add Record						
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>						

Incentive Granted from MIDA and/or other Ministry/Agency (if applicable)

No.	Type of Incentive *	Reference No. *	Date of Approval *	Effective Date *	Ministry/Agency *	Incentive Period (Years) *
 Add Record						
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>						

Grant Granted from MIDA and/or other Ministry/Agency (if applicable)

No.	Type of Grant *	Reference No. *	Effective Date *	Ministry/Agency *	Grant Amount (RM) *	Grant Period (Years) *	Product/Acti
 Add Record							
<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>							

1. Fill in required details in:

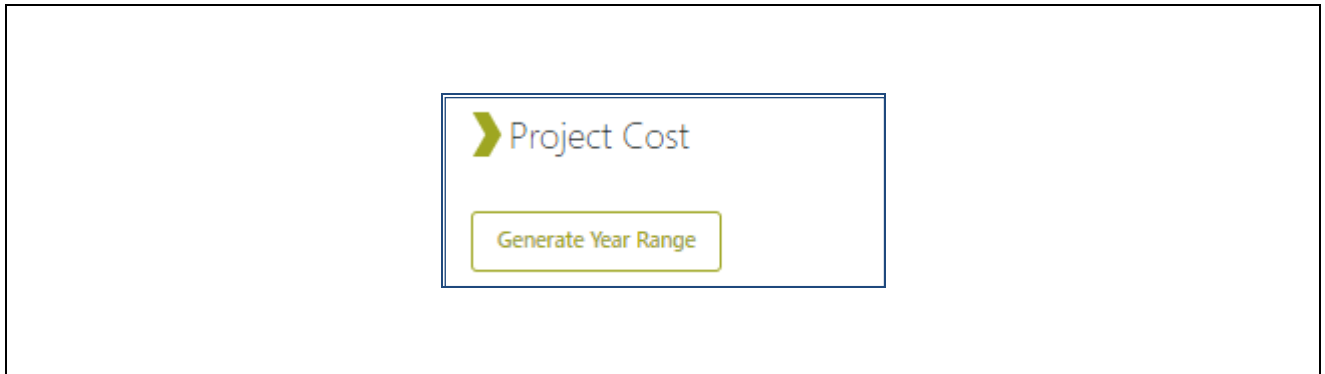
- a) Approval of Manufacturing Licence/Permit under the Petroleum Development Act, 1974 (Add at least 1 item)
- b) Confirmation Letter for a Company Exempted from Manufacturing License (ICA 10) (if applicable)
- c) Incentive Granted from MIDA and/or other Ministry/Agency (if applicable)
- d) Grant Granted from MIDA and/or other Ministry/Agency (if applicable)

2. Click the **[Next]** button

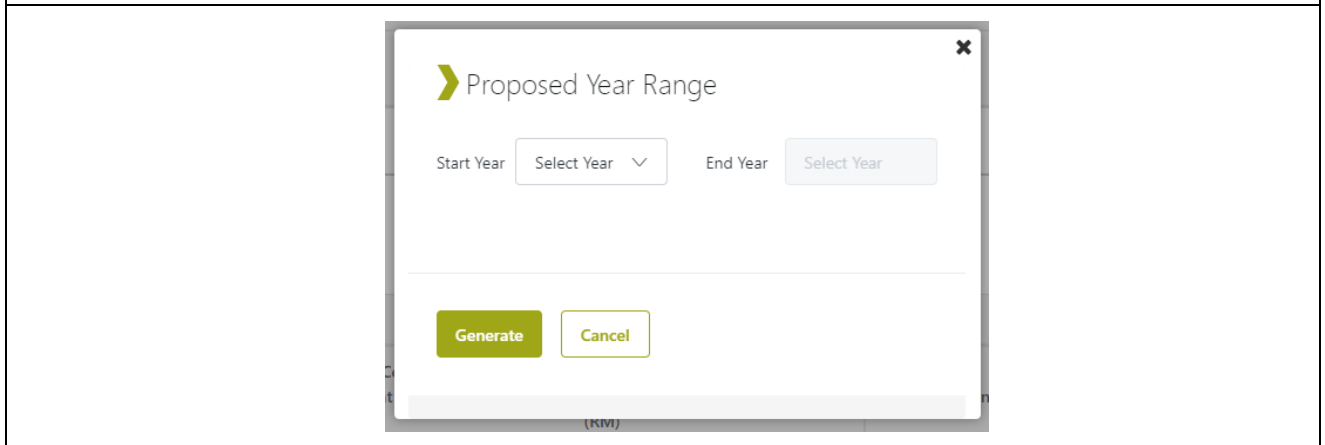
The system will redirect to '**Next**' section.


3.3 Project Cost

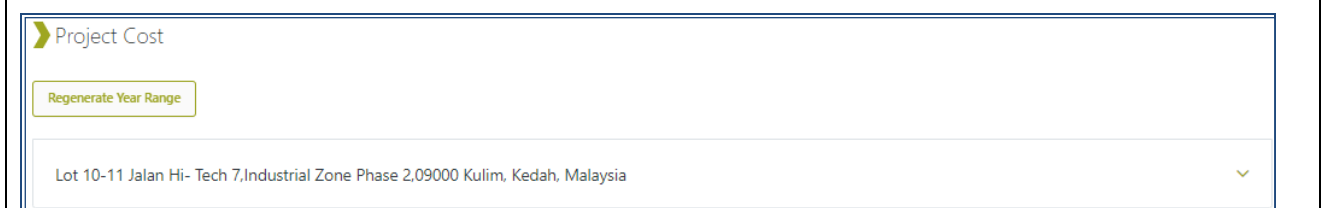
3.3.1 Application Type – New




1. Generate Year Range – once applicant click the button, system will pop up the “proposed year range” screen



2. Applicant needs to add on start year and end year by click on 
3. Click generate to generate year range by location screen and cancel to revert to current screen



4. Click on the  (expand) button to expand the Project Cost details.

Lot 10-11 Jalan Hi- Tech 7,Industrial Zone Phase 2,09000 Kulim, Kedah, Malaysia

a

Cost

Year	Cost of Fixed Assets										Working Capital *	Pre-operational Expenditure *	Total Project Cost *	
	Land	Building/Factory/Premise		Plant & Machinery *		Other Equipment *		Other Cost *						
2021	0.00 hectare RM 0.00	0.00 m ² RM 0.00	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM
2022	0.00 hectare RM 0.00	0.00 m ² RM 0.00	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM

Other Costs of Fixed Assets

2021 Total : 0.00

2022 Total : 0.00

Rental/Lease (if applicable)

b

Year	Land *	Building/Factory/Premise *		Plant & Machinery		Other Equipment		Other Cost		Total Rental/Lease	
2021	0.00 hectare RM 0.00	0.00 m ² RM 0.00	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM
2022	0.00 hectare RM 0.00	0.00 m ² RM 0.00	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM	0.00 RM

Others Cost of Rental Lease

2021 Total : 0.00

2022 Total : 0.00

Operational Expenditure

c

Year	Salary And Wages (RM)	Transportation Services (RM)	Business Services (RM)	Insurance Services (RM)	Legal Services (RM)	ICT (RM)	Other Operation (RM)	Total (RM)	Percentage of Local Spending(%)
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Other Operational Expenditure

2021 Total : 0.00

2022 Total : 0.00

[Next](#)

5. Fill in required details in:

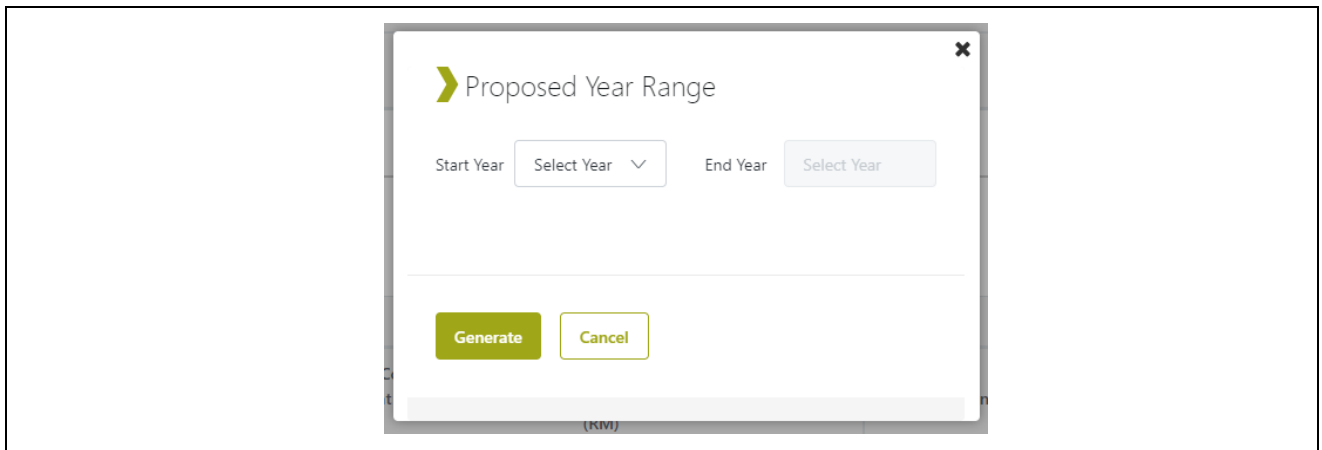
- i. Cost
 - ii. Rental/Lease (if applicable)
 - iii. Operational Expenditure
6. Click the **[Next]** button
7. The system will redirect to **'Next'** section.

3.3.2 Application Type – Expansion/Diversification

The screenshot shows the 'Project Cost' application interface. It features three main sections:

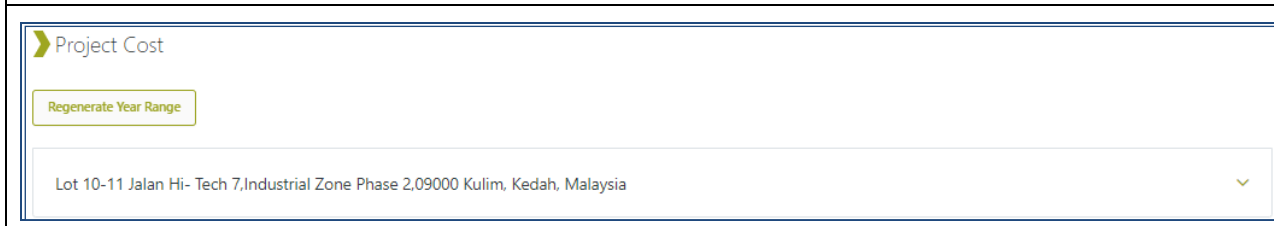
- Section 8:** 'Total Existing Project Cost'. This section contains a table with columns for 'Land (RM)', 'Building (RM)', 'Total Cost of Fixed Assets' (subdivided into 'Plant Machinery (RM)', 'Other Equipments (RM)', and 'Other Cost (RM)'), 'Working Capital (RM)', 'Pre-Operational Expenditure (RM)', and 'Total Project Cost (RM)'. Below the table, it displays 'No items to show...' and a 'Total : 0.00' value.
- Section 9:** 'Total Existing and Additional Project Cost'. This section contains a similar table to Section 8, but with numerical values (0.00) entered in all cells. It also shows a 'Total : 0.00' value at the bottom right.
- Section 10:** A button labeled 'Generate Year Range' located at the bottom left of the interface.

8. Total existing project cost – will be default display if this company have existing project cost before.
9. Total existing and additional project cost – will be default display if this company have total existing and additional project cost before.
10. Generate Year Range – once applicant click the button, system will pop up the “proposed year range” screen



11. Applicant needs to add on start year and end year by click on

12. Click generate to generate year range by location screen and cancel to revert to current screen



13. Click on the (expand) button to expand the Project Cost details.

No.5 Jalan 5,Taman Lima,86400 Hutan Melintang, Perak, Malaysia

a

Cost

Additional Project Cost

Year	Land		Building/Factory/Premise		Plant & Machinery *		Other Equipment *		Other Cost *		Working Capital *		Pre-operational Expenditure *		Total Project Cost *	
	RM	hectare	RM	m ²	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Other Costs of Fixed Assets

2021

2022

Total: 0.00

Rental/Lease (if applicable) **b**

Year	Land	Building/Factory/Premise	Plant & Machinery	Other Equipment	Other Cost	Total Rental/Lease
2021	0.00 hectare RM 0.00	0.00 m ² RM 0.00	0.00 RM	0.00 RM	0.00 RM	RM 0.00
2022	0.00 hectare RM 0.00	0.00 m ² RM 0.00	0.00 RM	0.00 RM	0.00 RM	RM 0.00

Others Cost of Rental Lease

2021 Total : 0.00

2022 Total : 0.00

Next

Operational Expenditure **c**

Year	Salary And Wages (RM)	Transportation Services (RM)	Insurance Services (RM)	Legal Services (RM)	ICT (RM)	Other Operation (RM)	Total (RM)	Percentage of Local Spending(%)
2021	0.00	0.00	0.00	0.00	0.00	0.00	RM 0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	RM 0.00	0.00

Other Operational Expenditure

2021 Total : 0.00

2022 Total : 0.00

Next

14. Fill in required details in:

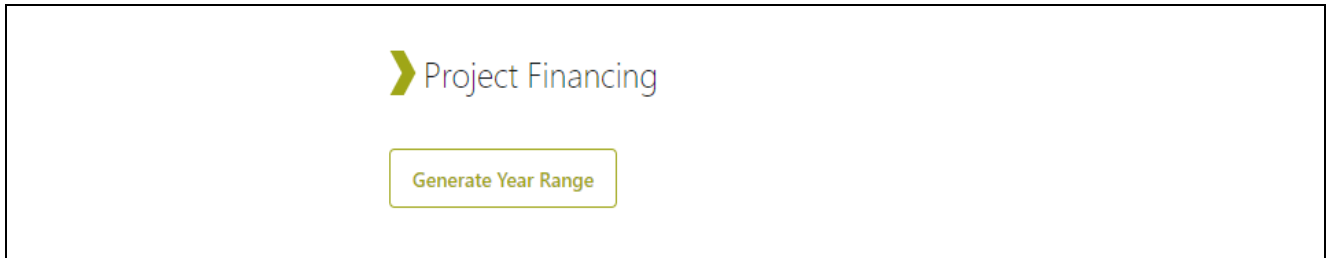
- i. Cost
- ii. Rental/Lease (if applicable)
- iii. Operational Expenditure

15. Click the **[Next]** button

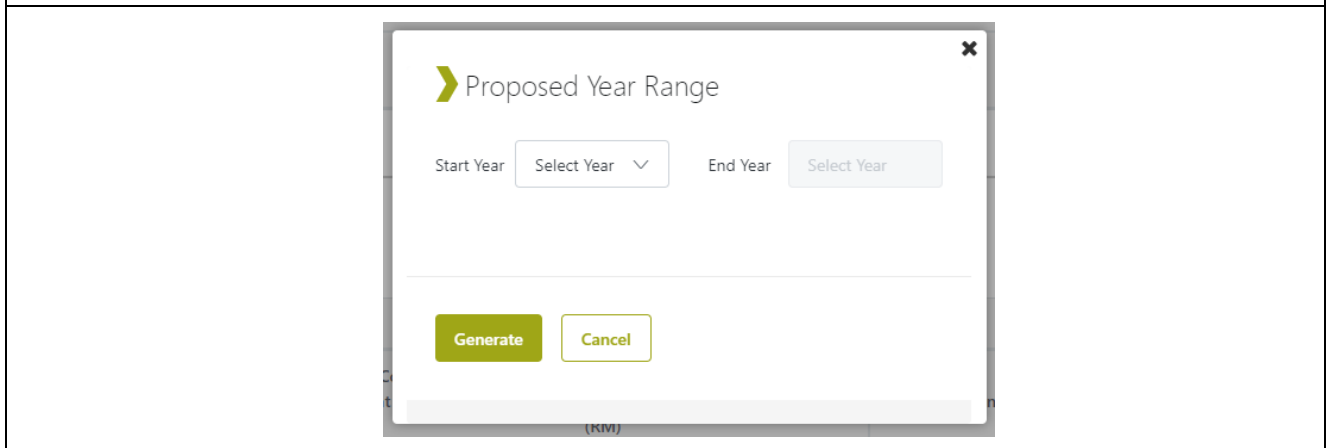
16. The system will redirect to **'Next'** section.


3.4 Project Financing

3.4.1 Application Type - New



1. Generate Year Range – once applicant click the button, system will pop up “proposed year range” screen



2. Applicant needs to add on start year and end year by click on 
3. Click generate to generate year range by location screen and cancel to revert to current screen



4. Regenerate year range – applicable for re generate year

5. Authorised Capital - Applicable for companies who incorporated before 31 January 2017

2021

Shareholders' Fund

(a) Paid-up Capital

(i) Malaysian Individuals

No.	Malaysian Individuals	Amount (RM)	(%)
1.	Bumiputera	0.00	0.00
2.	Non-Bumiputera	0.00	0.00
	Sub Total	0.00	0.00

(ii) Company Incorporated in Malaysia

No.	Company Name *	Amount (RM)	(%)
+ Add Record			
	Sub Total	0.00	0.00

(iii) Foreign Companies and Country of Origin

No.	Company Name *	Country *	Amount (RM)	(%)
+ Add Record				
	Sub Total		0.00	0.00

Total Paid-up Capital

Total (RM) of (i), (ii) and (iii)	0.00
-----------------------------------	------

(b) Reserves (excluding capital appreciation)

Total (RM)	0.00
------------	------

Shareholder's Fund

Total (RM) of (a) and (b)	0.00
---------------------------	------

6. Fill in shareholder fund details in :

- a) Paid-up Capital
- b) Reserves(excluding capital appreciation)

Company Incorporated in Malaysia as indicated in (ii), please provide the equity structure as follows:

No.	Company Name	Local Company Type *	Amount (RM)	Bumiputera (%)	Non-Bumiputera (%)	Foreign Country (%)	Total (%)
1.	MANUFACTURING INDUSTRIES SDN BHD	-	0.00	0.00	0.00	Add Country	0.00

7. Company incorporated Company Incorporated in Malaysia as indicated in (ii please provide the equity structure as follows:

b) Required if “Company Incorporated in Malaysia”

Ultimate Parent/Holding Company for Foreign Company as indicated (iii):

No.	Company Name	Ultimate Company *	Country Of Origin *
1.	MANUFACTURING INDUSTRIES SDN BHD		-

8. Ultimate Parent/Holding Company for Foreign Company as indicated (iii):

- Required if “Foreign Companies”

Equity Structure

No.	Equity Structure	Amount (RM)	Percentage (%)
A.	Malaysian		
	Total Bumiputera	0.00	0.00
	Total Non-bumiputera	0.00	0.00
	Total Malaysian	0.00	0.00
B.	Foreign		
	Total Foreign	0.00	0.00
	Total Effective Equity Structure	0.00	0.00

9. For equity structure details, system will auto calculate depends on input above.

- Malaysian
- Foreign (if applicable)

Loan

1. Domestic Loan

Total (RM)	0.00	0.00%
------------	------	-------

Description (to insert details of the domestic loan such as type of loan, name of the loan provider etc)

2. Foreign Loan

No.	Country *	Amount (RM)	(%)
+ Add Record			

Description (to insert details of the foreign loan such as type of loan, name of the loan provider etc)

3. Total Loan

Total (RM)	0.00	0.00%
------------	------	-------

10. Fill in loan details in :

- Domestic Loan
- Foreign Loan

c) Total Loan - will be auto calculate depends on input above

Other Sources

No.	Other Sources *	Amount (RM)	(%)
+ Add Record			
	Total	0.00	0.00

Total Financing

Total Paid-up Capital (RM)	Total Reserves (RM)	Total Loan (RM)	Total Other Sources (RM)	Total Financing (RM)
0.00	0.00	0.00	0.00	0.00

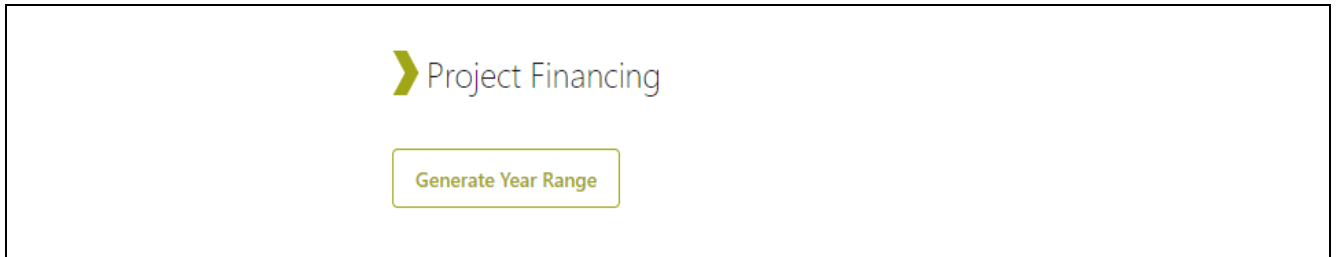
11. Fill in other source details in

12. Total Financing will be will be auto calculate depends on input above.

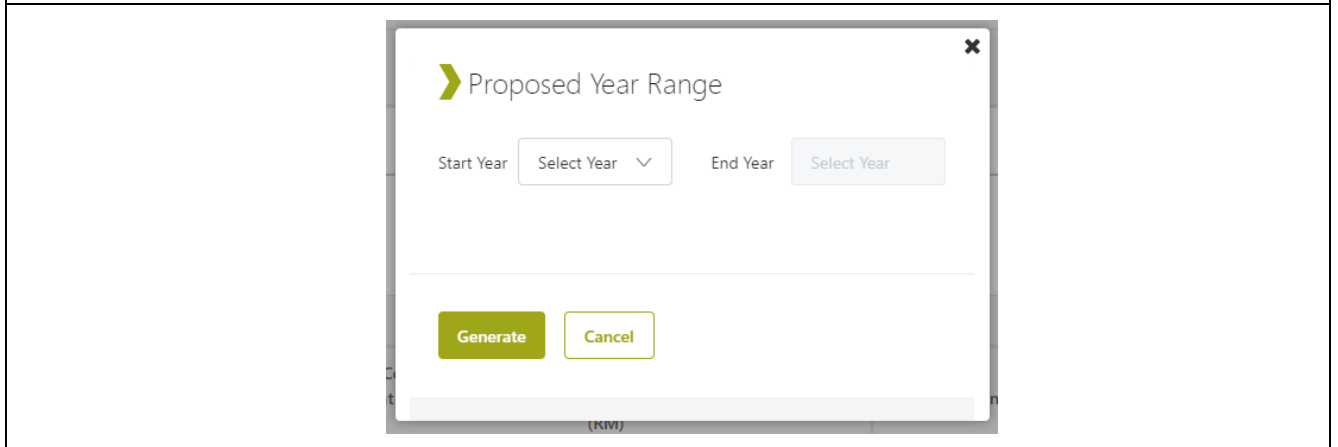
13. Click the **[Next]** button.

14. The system will redirect to **'Next'** section.

3.4.2 Application Type – Expansion/Diversification



15. Generate Year Range – once applicant click the button, system will pop up “proposed year range” screen



16. Applicant needs to add on start year and end year by click on

17. Click generate to generate year range by location screen and cancel to revert to current screen

Regenerate Year Range

Authorised Capital			
	Existing (RM)	Additional (RM)	Total (RM)
Amount (RM)	0.00	0.00	0.00

18. Regenerate year range – applicable for re generate year

19. Authorised Capital - Applicable for companies who incorporated before 31 January 2017

2021 ^

Shareholders' Fund

(a) Paid-up Capital

(i) Malaysian Individuals

No.	Malaysian Individuals	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
1.	Bumiputera	0.00	0.00	0.00	0.00	0.00	0.00
2.	Non-Bumiputera	0.00	0.00	0.00	0.00	0.00	0.00
	Sub Total	0.00	0.00	0.00	0.00	0.00	0.00

(ii) Company Incorporated in Malaysia

No.	Company Name *	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
+ Add Record							
	Sub Total	0.00	0.00	0.00	0.00	0.00	0.00

(iii) Foreign Companies and Country of Origin

No.	Company Name *	Country of Origin *	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
+ Add Record								
	Sub Total		0.00	0.00	0.00	0.00	0.00	0.00

Total Paid-up Capital

	Existing (RM)	Additional (RM)	Total (RM)
Total (RM) of (i), (ii) and (iii)	0.00	0.00	0.00

(b) Reserves (excluding capital appreciation)

	Existing (RM)	Additional (RM)	Total (RM)
Total (RM)	0.00	0.00	0.00
+ Add Record			

Shareholder's Fund

	Existing (RM)	Additional (RM)	Total (RM)
Total (RM) of (a) and (b)	0.00	0.00	0.00

Company Incorporated in Malaysia as indicated in (ii), please provide the equity structure as follows:

No.	Company Name	Local Company Type *	Amount (RM)	Bumiputera (%)	Non-Bumiputera (%)	Foreign Country (%)	Total (%)
-----	--------------	----------------------	-------------	----------------	--------------------	---------------------	-----------

Ultimate Parent/Holding Company for Foreign Company as indicated (iii):

No.	Company Name	Ultimate Company	Country Of Origin
-----	--------------	------------------	-------------------

20. Fill in shareholder fund details in :

c) Paid-up Capital

d) Reserves(excluding capital appreciation)

Equity Structure			
No.	Equity Structure	Amount (RM)	Percentage (%)
A. Malaysian			
	Total Bumiputera	0.00	0.00
	Total Non-bumiputera	0.00	0.00
	Total Malaysian	0.00	0.00
B. Foreign			
	Total Foreign	0.00	0.00
	Total Effective Equity Structure	0.00	0.00

21. For equity structure details, system will auto calculate depends on input above.

- c) Malaysian
- d) Foreign (if applicable)

Loan

1. Domestic Loan

No.	Loans	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
1.	Total	0.00	0.00	0.00	0.00	0.00	0.00

Description (to insert details of the foreign loan such as type of loan, name of the loan provider etc)

2. Foreign Loan

No.	Country *	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
+ Add Record							

Description (to insert details of the foreign loan such as type of loan, name of the loan provider etc)

3. Total Loan

No.	Loans	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
1.	Total	0.00	0.00	0.00	0.00	0.00	0.00

22. Fill in loan details in :

- d) Domestic Loan
- e) Foreign Loan
- f) Total Loan - will be auto calculate depends on input above

Other Sources							
No.	Other Sources *	Existing (RM)	(%)	Additional (RM)	(%)	Total (RM)	(%)
+ Add Record							
	Total	0.00	0.00	0.00	0.00	0.00	0.00

Total Financing				
Total Paid-up Capital (RM)	Total Reserves (RM)	Total Loan (RM)	Total Other Sources (RM)	Total Financing (RM)
0.00	0.00	0.00	0.00	0.00

Next

23. Fill in other source details in

24. Total Financing will be will be auto calculate depends on input above.

25. Click the **[Next]** button.

The system will redirect to **'Next'** section.

3.5 Manpower

3.5.1 Application Type - New

Manpower

Lot 10-11 Jalan Hi- Tech 7,Industrial Zone Phase 2,09000 Kulim, Kedah, Malaysia

1. Click on the **▼** (expand) button to expand the Manpower details.

Manpower

Lot 10-11 Jalan Hi- Tech 7,Industrial Zone Phase 2,09000 Kulim, Kedah, Malaysia

Download Excel Template Upload Excel




No.	Position *	Qualification *	Major *	Course *	Experience *	Citizenship *	Average Monthly Salary (RM) *	Number of Staff *
+ Add Record								


I. Fill in required details in **'Manpower'**

II. Click the **[+Add Record]**

III. The system will add a new row to insert the details.


No.	Position *	Qualification *	Major *	Course *	Experience *	Citizenship *	Average Monthly Salary (RM) *	Number of Staff *
1	-Select Position~	-Select Qualificat	-Select Major~		-Select Experienc	-Select Citizensh	0.00	


  


 Add Record

I. Fill in required details:

- a) Position
- b) Qualification
- c) Major
- d) Course
- e) Experience
- f) Citizenship
- g) Average Salary per Month (RM)
- h) Number of Staff

II. Click  button to save. The system will save and display the manpower details.

III. Click  button to cancel. The system will clear the active row.

IV. Click  button to delete the selected record.

2. Click the **[Next]** button

The system will redirect to **'Next'** section.

3.5.2 Application Type – Expansion/Diversification

Manpower

3

Existing		Number of Employees Based on Monthly Salary Average											
Job Category (only for full time employment under company 's payroll)	≤ RM1,499		RM1,500 - RM2,999		RM3,000 - RM4,999		RM5,000 - RM9,999		RM10,000 - RM24,999		≥ RM25,000		
	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	
	0	0	0	0	0	0	0	0	0	0	0	0	

Existing and Additional		Number of Employees Based on Monthly Salary Average											
Job Category (only for full time employment under company 's payroll)	≤ RM1,499		RM1,500 - RM2,999		RM3,000 - RM4,999		RM5,000 - RM9,999		RM10,000 - RM24,999		≥ RM25,000		
	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	
	0	0	0	0	0	0	0	0	0	0	0	0	

Existing		Number of Employees Based on Education Background													
Job Category (only for full time employment under company 's payroll)	PhD		Master		Degree		Professional Certificate		Diploma		Technical Certificate		High School Certificate		Others
	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Existing and Additional		Number of Employees Based on Education Background													
Job Category (only for full time employment under company 's payroll)	PhD		Master		Degree		Professional Certificate		Diploma		Technical Certificate		High School Certificate		Others
	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Jalan 2 taman perindustrian bangi,Presient 3/4,Bandar Baru Bangi,10100 Bandar Baru Bangi, Selangor, Malaysia

4 **5** [Next](#)

3. Existing and additional manpower application – default display only

4. Click on the  (expand) button to expand the Manpower details.

Manpower

Lot 10-11 Jalan Hi- Tech 7,Industrial Zone Phase 2,09000 Kulim, Kedah, Malaysia

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No.	Position *	Qualification *	Major *	Course *	Experience *	Citizenship *	Average Monthly Salary (RM) *	Number of Staff *
+ Add Record								


IV. Fill in required details in ‘Manpower’

V. Click the **[+Add Record]**

VI. The system will add a new row to insert the details.


No.	Position *	Qualification *	Major *	Course *	Experience *	Citizenship *	Average Monthly Salary (RM) *	Number of Staff *
1	-Select Position~	-Select Qualificat	-Select Major~		-Select Experienc	-Select Citizensh	0.00	


  


 Add Record

V. Fill in required details:

- i) Position
- j) Qualification
- k) Major
- l) Course
- m) Experience
- n) Citizenship
- o) Average Salary per Month (RM)
- p) Number of Staff

VI. Click  button to save. The system will save and display the manpower details.

VII. Click  button to cancel. The system will clear the active row.

VIII. Click  button to delete the selected record.

5. Click the **[Next]** button

The system will redirect to **'Next'** section.

3.6 Specific Industry

3.6.1 Application Type – New

Specific Industry

List of Machinery/Equipment/Others

Description	Type *	Unit *	New or Used *	Function	Country of Origin *	Cost (RM) *
<div style="display: flex; justify-content: space-between; align-items: center;"> + Add Record 1 </div>						

Column Function ⓘ

Lot 10-11 Jalan Hi- Tech 7, Industrial Zone Phase 2, 09000 Kulim, Kedah, Malaysia

1. Click [+Add Record] button

Specific Industry

List of Machinery/Equipment/Others

Description	Type *	Unit *	New or Used *	Function	Country of Origin *	Cost (RM) *
<input type="text"/>	Select Type	<input type="text"/>	-Select-	<input type="text"/>	Select Option	0.00
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

+ Add Record

Column Function ⓘ

Lot 10-11 Jalan Hi- Tech 7, Industrial Zone Phase 2, 09000 Kulim, Kedah, Malaysia

2. Fill in all information:

- a. Description
- b. Type
- c. Unit
- d. New or Used
- e. Function
- f. Country of Origin
- g. Cost (RM)


3. Click  button to save. The system will save and display the manpower details.

4. Click  button to cancel. The system will clear the active row.

5. Click  button to delete the selected record.

6. Click **[+Add Record]** to add additional machine (if applicable)

Lot 10-11 Jalan Hi- Tech 7, Industrial Zone Phase 2, 09000 Kulim, Kedah, Malaysia ▼

7. Click on the  (expand) button to expand the project location details.

Lot 10-11 Jalan Hi- Tech 7, Industrial Zone Phase 2, 09000 Kulim, Kedah, Malaysia ^

Proposed Product/Activity for First 3 Years

Products / Activities	Unit of Measurement	Production Schedule						Maximum annual production capacity per 8-hour shift	Market			Major Customer	Major Export Destination
		Year 1		Year 2		Year 3			Domestic (%)	Export (%)	LMW / FZ (%)		
		Quantity	Ex-factory Value (RM)	Quantity	Ex-factory Value (RM)	Quantity	Ex-factory Value (RM)						
Iron rod	- Select Unit of Meas.	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00			

Product Pricing Details

Factory Price for Each Product	Cost of Local Raw Materials/ Components (%)	Cost of Imported Raw Materials/ Component (%)	Cost of Energy and Fuel (%)	Cost of Labour (%)	Depreciation (%)	Interest Payments, Indirect Taxes, Quit Rent & etc (%)	Administrative and Marketing Cost (%)	Cost of Technology (Including Royalty, management services and other related cost) (%)	Manufacturing Profit (%)	Total (%)	Value Add (%)	Local Content (%)
Iron rod	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

8. Fill in the details for:

a. Proposed Product/Activity for First 3 Years




b. Product Pricing Details

Proposed Product/Activity for First 3 Years

Products / Activities	Unit of Measurement	Production Schedule						Maximum annual production capacity per 8-hour shift	Market			Major Customer	Major Export Destination
		Year 1		Year 2		Year 3			Domestic (%)	Export (%)	LMW / FZ (%)		
		Quantity	Ex-factory Value (RM)	Quantity	Ex-factory Value (RM)	Quantity	Ex-factory Value (RM)						
Iron rod	- Select Unit of Mea.	0	0.00	0	0.00	0	0.00		0.00	0.00	0.00		

Product Pricing Details


Factory Price for Each Product	Cost of Local Raw Materials/ Components (%)	Cost of Imported Raw Materials/ Component (%)	Cost of Energy and Fuel (%)	Cost of Labour (%)	Depreciation (%)	Interest Payments, Indirect Taxes, Quit Rent & etc (%)	Administrative and Marketing Cost (%)	Cost of Technology (Including Royalty, management services and other related cost) (%)	Manufacturing Profit (%)	Total (%)	Value Add (%)	Local Content (%)
Iron rod	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00


- 9. Click item in the Proposed Product/Activity, system will allow applicant to fill in the details.
- 10. Click item in the Product Pricing Details, system will allow applicant to fill in the details.
- 11. Click  button to save. The system will save and display the manpower details.
- 12. Click  button to cancel. The system will clear the active row.
- 13. Click  button to delete the selected record.
- 14. Click the **[Next]** button, system will redirect to **'Next'** section.

3.6.2 Application Type – Expansion/Diversification

Specific Industry

List of Machinery/Equipment/Others

Existing 1						
Description	Type	Unit	New Or Used	Function	Cost (RM)	
						

Additional 2						
Description	Type	Unit	New Or Used	Function	Cost (RM)	
						




No.5, Jalan 5, Taman Lima, 86400 Hutan Melintang, Perak, Malaysia


- 1. Click **[+Add Record]** button for “Existing” machinery or
- 2. Click **[+Add Record]** button for “Additional” machinery

List of Machinery/Equipment/Others

Existing




Description	Type	Unit	New Or Used	Function	Cost (RM)
<input type="text"/>	R - Robotic Machinery	<input type="text"/>	-Select-	<input type="text"/>	0.00






 Add Record

Additional


Description	Type	Unit	New Or Used	Function	Cost (RM)
<input type="text"/>	R - Robotic Machinery	<input type="text"/>	-Select-	<input type="text"/>	0.00






 Add Record

3. Fill in all information:

- a. Description
- b. Type
- c. Unit
- d. New or Used
- e. Function
- f. Country of Origin
- g. Cost (RM)


4. Click  button to save. The system will save and display the manpower details.

5. Click  button to cancel. The system will clear the active row.

6. Click  button to delete the selected record.

7. Click **[+Add Record]** to add additional machine (if applicable)

Lot 10-11 Jalan Hi- Tech 7, Industrial Zone Phase 2, 09000 Kulim, Kedah, Malaysia

8. Click on the  (expand) button to expand the project location details.

Proposed Production for the First 3 Years

Products / Activities	Unit of Measurement	Annual Production Capacity						Max Production Capacity (Qty.)	Market			Major Customer	Major Export Destination
		Year 1		Year 2		Year 3			Domestic (%)	Export (%)	LMW / FZ (%)		
		Quantity	Ex-factory Value (RM)	Quantity	Ex-factory Value (RM)	Quantity	Ex-factory Value (RM)						
Silane gas	- Select Unit of Measu.	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00			

Products / Activities	Unit of Measurement	Annual Production Capacity						Max Production Capacity (Qty.)	Market			Major Customer	Major Export Destination
		Year 1		Year 2		Year 3			Domestic (%)	Export (%)	LMW / FZ (%)		
		Quantity	Ex-factory Value (RM)	Quantity	Ex-factory Value (RM)	Quantity	Ex-factory Value (RM)						
Silane gas	- Select Unit of Measu.	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00			

Product Pricing Details

Factory Price for Each Product	Cost of Local Raw Materials/ Components (%)	Cost of Imported Raw Materials/ Component (%)	Cost of Energy and Fuel (%)	Cost of Labour (%)	Depreciation (%)	Interest Payments, Indirect Taxes, Quit Rent & etc (%)	Administrative and Marketing Cost (%)	Cost of Technology (Including Royalty, management services and other related cost) (%)	Manufacturing Profit (%)	Total (%)	Value Add (%)	Local Content (%)
Silane gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00


9. Fill in the details for:


- a. Existing Proposed Product/Activity for First 3 Years
- b. Additional Proposed Product/Activity for First 3 Years
- c. Product Pricing Details


10. Click item in the Existing Proposed Product/Activity, system will allow applicant to fill in the details.

11. Click item in the Additional Proposed Product/Activity, system will allow applicant to fill in the details.

12. Click item in the Product Pricing Details, system will allow applicant to fill in the details.

13. Click  button to save. The system will save and display the details.

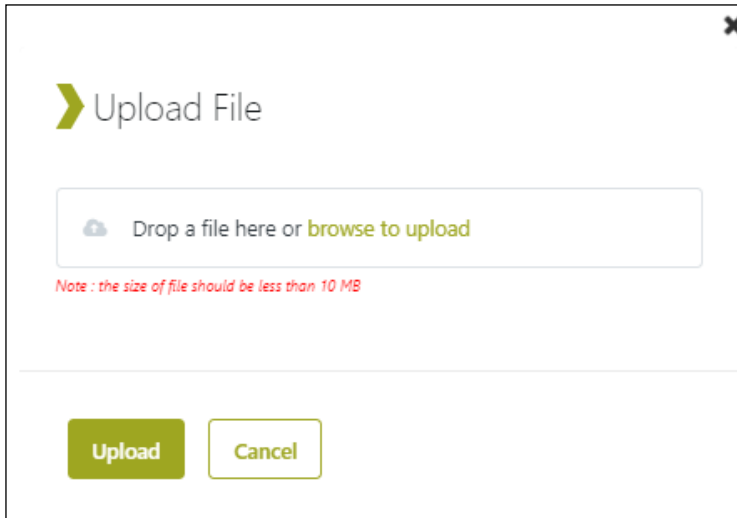
14. Click  button to cancel. The system will clear the active row.

15. Click  button to delete the selected record.

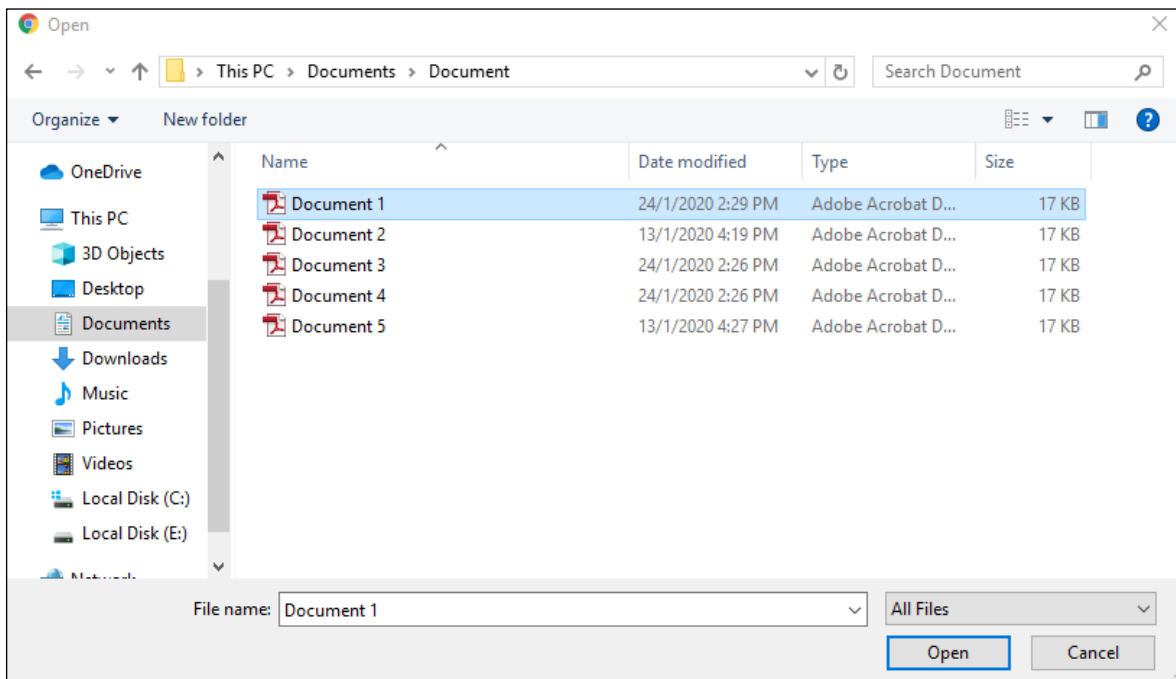
16. Click the **[Next]** button, system will redirect to **'Next'** section.

3.7 Supporting Documents

- a) Upload mandatory document (denoted as '*' sign) by click **[Upload File]**
- b) The system will display pop-up message **'Upload File'**

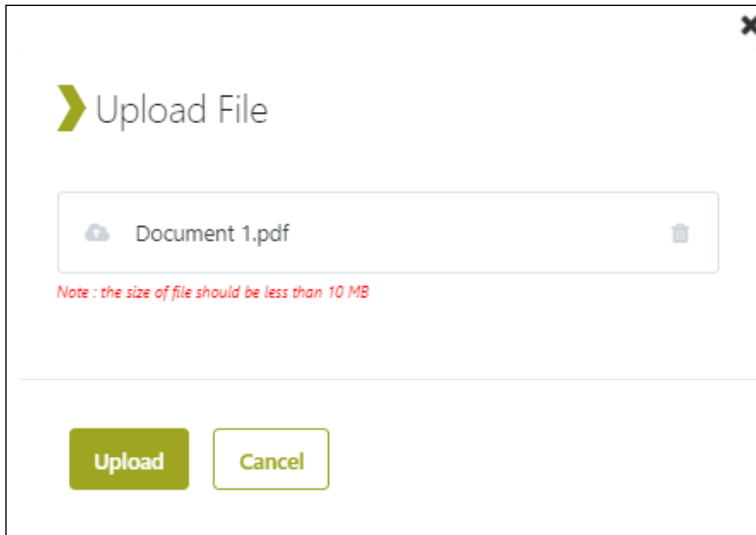


- c) Click the **'browse to upload'**
- d) The system will open the windows file upload.



6. Select a file and click **[Open]** button

7. Then system will display the filename and ready to be uploaded.



8. Click the **[Upload]** button

9. The system will display the filename at **'Supporting Document'**.



10. Click the **[Next]** button

The system will redirect to the **'Declaration'** section.

3.8 Declaration

The screenshot shows the 'Declaration' section of a form. It includes a 'Name' dropdown menu with the text '- Select Name -'. A blue box with the number '1' and an arrow points to this dropdown. Below it are fields for 'Identity Card/Passport No.' and 'Designation', both currently empty.

a) Click the dropdown 'Name'. Select an Authorised Person from the dropdown list.

The screenshot shows the 'Declaration' section with the 'Name' dropdown set to 'Azhar'. The 'Identity Card/Passport No.' field is filled with '987654321' and the 'Designation' field is filled with 'Manager'. A blue box with the number '2' and an arrow points to the 'Identity Card/Passport No.' field.

b) The system will auto-fill:

- a) Identity No./Passport No.
- b) Designation

The screenshot shows a list of four statements (i, ii, iii, iv) with checkboxes. Statement iv is: 'warrant that no components of the project(s)/activity(ies) 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.' A blue box with the number '3' and an arrow points to the checkbox next to this statement.

c) Tick the checkbox if engaging consultant services.

has engaged the services of the following consultant for my application :

4

Company Name *

Address *

State * City * Postcode *

- Select State - - Select State -

Name *

Designation *

Phone No. * Fax No.

Email Address *

Website

d) Fill in Consultant details such as:

- (a) Company Name
- (b) Address
- (c) State
- (d) City
- (e) Postcode
- (f) Name
- (g) Designation
- (h) Phone No.
- (i) Fax No.
- (j) Email Address
- (k) Website

i	hereby declare that to the best of my knowledge, the particulars furnished in this application are true:
ii	hereby furnished all the documents required as stated in the checklist:
iii	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:
iv	warrant that no components of the project(s)/activity(ies) 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.

has engaged **5** services of the following consultant for my application :

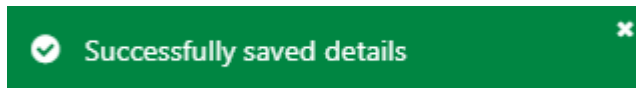
hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

e) Tick the checkbox to agree with the terms and conditions stated in the 'Declaration' section.

hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

6

f) Click the [Save] button. The system will display a success message.



hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.

7

g) Click the [Submit] button and a popup message will appear to verify the Digicert.

Verify Digicert

IC/Passport

PIN

- h) Click the **[Cancel]** button system will return to the **'Declaration'** section.
- i) Insert PIN and click the **[Confirm]** button
- j) The system will display a success message.

✔ Application ICA10202201128 has been submitted ✕

- k) The system will show the above pop-up message as the submission is successful. Now the user may wait for the notification email from MIDA regards the further process.

MIDA MALAYSIAN INVESTMENT
DEVELOPMENT AUTHORITY

InvestMalaysia - Application ICA10202100033 is in Review

Dear [REDACTED]

You have successfully submitted your application to InvestMalaysia Online Portal. MIDA is reviewing the application.

The details of the application are as follows:

Company Name : [REDACTED]
Application No. : ICA10202100033
Application : Exempted From Manufacturing Licence (Manufacturing)

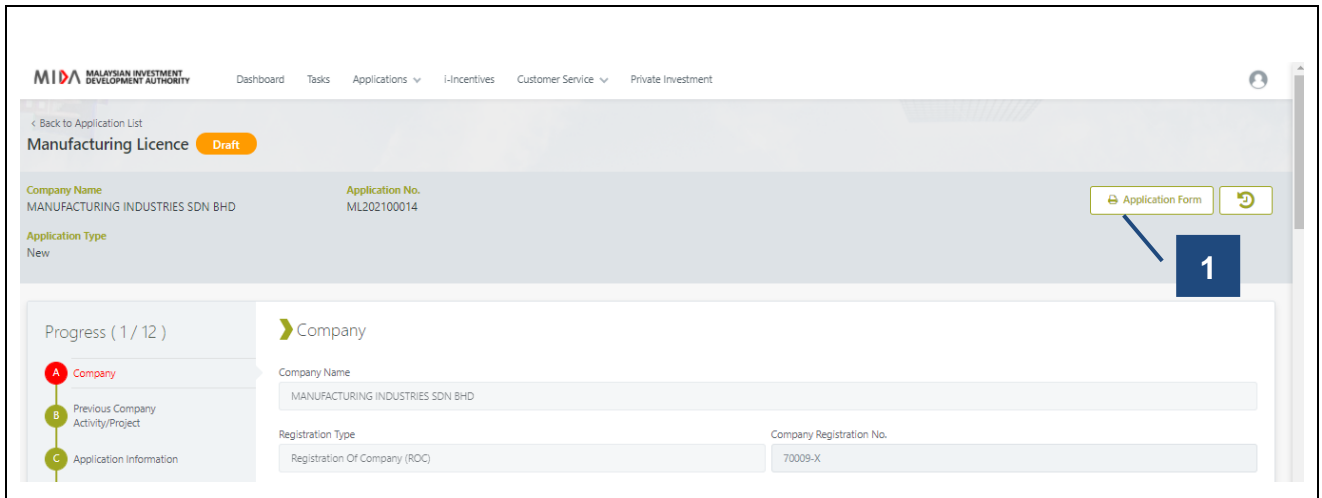
Thank you.

*Regards,
InvestMalaysia Administrator*

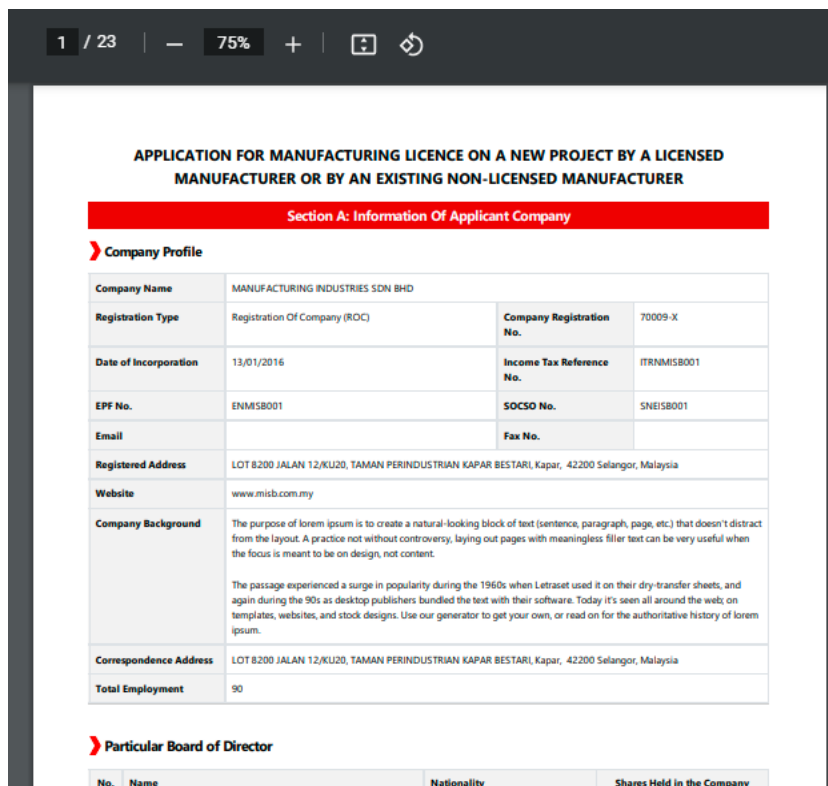
Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Tel: 603-2267 3633 Fax: 603-2274 7970 Email: investmalaysia@mida.gov.my
InvestMalaysia Online Portal: <https://investmalaysia.mida.gov.my>
Official Website: <https://www.mida.gov.my>

This is a system generated email. No signature required. Please do not reply to this email.

3.9 Print Preview Application Form



1. Click on the [Application Form] button.



2. The web browser will open a new tab and display the print preview format of the Application Form. Scroll down the document to view all pages.

3.10 Application is Submitted to Processing Division



InvestMalaysia - Submitted Application ML202100048

Dear [REDACTED]

Application ML202100048 has been submitted to Chemical & Advanced Materials Division.

The details of the application are as follows:

Company Name : SEMICONDUCTOR INDUSTRIES SDN BHD
Application No. : ML202100048
Application : Manufacturing Licence (Manufacturing)
Submission Date : 14/01/2021

Thank you.

*Regards,
InvestMalaysia Administrator*

Malaysian Investment Development Authority (MIDA)

MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

Tel: 603-2267 3633 Fax: 603-2274 7970 Email: investmalaysia@mida.gov.my

InvestMalaysia Online Portal: <https://investmalaysia.mida.gov.my>

Official Website: <https://www.mida.gov.my>

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3.11 Application is Returned by MIDA due to incomplete information



InvestMalaysia - Returned Application ML202100049

Dear midamalaysia123,

Your application ML202100049 has been returned.

Remark : No product description

Please update and resubmit your application.

Thank you.

Regards,
InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

Tel: 603-2267 3633 Fax: 603-2274 7970 Email: investmalaysia@mida.gov.my

InvestMalaysia Online Portal: <https://investmalaysia.mida.gov.my>

Official Website: <https://www.mida.gov.my>

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The screenshot displays the 'Project Financing' section of the InvestMalaysia application. The top navigation bar includes 'MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY', 'Dashboard', 'Tasks', 'Applications', 'i-Incentives', 'Customer Service', and 'Private Investment'. The main content area shows 'Manufacturing Licence' with a 'Completed' status. Key details include: Company Name: 000001P Sdn Bhd; Application No.: ML202100093; MIDA Reference No.: ML/2021/00054; and Division: Chemical & Advanced Materials. A progress bar on the left indicates 5 out of 12 steps, with 'Project Financing' (E) highlighted. The 'Project Financing' section includes an 'Authorised Capital' table with a row for 'Amount (RM)' and the value '2021'. On the right, a 'Project Financing' comment box is open, showing a comment from 'Zaidi Asraf bin Idris' dated '05 Feb, 2021' with the text 'There are some comments from MIDA Officer...'. Below the comment is a text input field with the placeholder 'Enter any comments you would like to add.' and a 'Comment' button.

Applicant/Company able to read and response to Officer comments related to the selected section:

- i. **Comments** - User name, posted date, and comments.
- ii. **Post Comment** – Enter comments in the textbox and click on “**Comment**” button to post the comments.

3.12 Acknowledgement Email and Letter when application is received and being processed

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

InvestMalaysia - Permohonan Diterima MIDA ML/2021/00026

Tuan/Puan,

Adalah dimaklumkan bahawa permohonan syarikat tuan/puan telah diterima dan sedang dipertimbangkan.

No. Ruj. MIDA	: ML/2021/00026
No. Ruj. Permohonan	: ML202100047
Tarikh Diterima	: 14/01/2021 09:18:36

Nama Syarikat	: MANUFACTURING INDUSTRIES SDN BHD
No. Pendaftaran Syarikat	: 70009-X
Pegawai Dihubungi	: Faridah Ariffin
Jawatan	: Manager
No. Telefon	: 01101234567
Emel	: [REDACTED]
Alamat	: [REDACTED]

Bahagian	: Kimia dan Bahan Termaju
Pengarah/Timbangan Pengarah	: [REDACTED]
No. Telefon	: 0322676773
Emel	: [REDACTED]

Pegawai MIDA	: [REDACTED]
No. Telefon	: 0322676726
Emel	: [REDACTED]

Sekian, terima kasih.

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Tel: 603-2267 3633 Fax: 603-2274 7970 Email: investmalaysia@mida.gov.my
InvestMalaysia Online Portal: <https://investmalaysia.mida.gov.my>
Official Website: <https://www.mida.gov.my>

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3.13 Email Notification when application is successful

 **MIDA** MALAYSIAN INVESTMENT
DEVELOPMENT AUTHORITY

InvestMalaysia - Pemberitahuan Surat Keputusan [Company Name] Reference No.]

Tuan/Puan,

Adalah dimaklumkan bahawa Surat Keputusan bagi permohonan syarikat tuan/puan [Company Name]
[Reference No.

Surat Keputusan tersebut boleh dimuat turun menerusi:
[Surat Keputusan \[Redacted\]](#)

MIDA menggunakan Tandatangan Digital (Public Key Infrastructure (PKI/Digital Certificate)) ke atas Surat
Keputusan yang dikeluarkan. Penggunaan sistem ini membolehkan:

- i) Pihak syarikat tuan/puan menerima Surat Keputusan secara online.
- ii) Pihak Kementerian Kewangan, MITI, dan Jabatan Kastam DiRaja menerima dan mengakses Surat
Keputusan secara online.

Sekian, terima kasih.

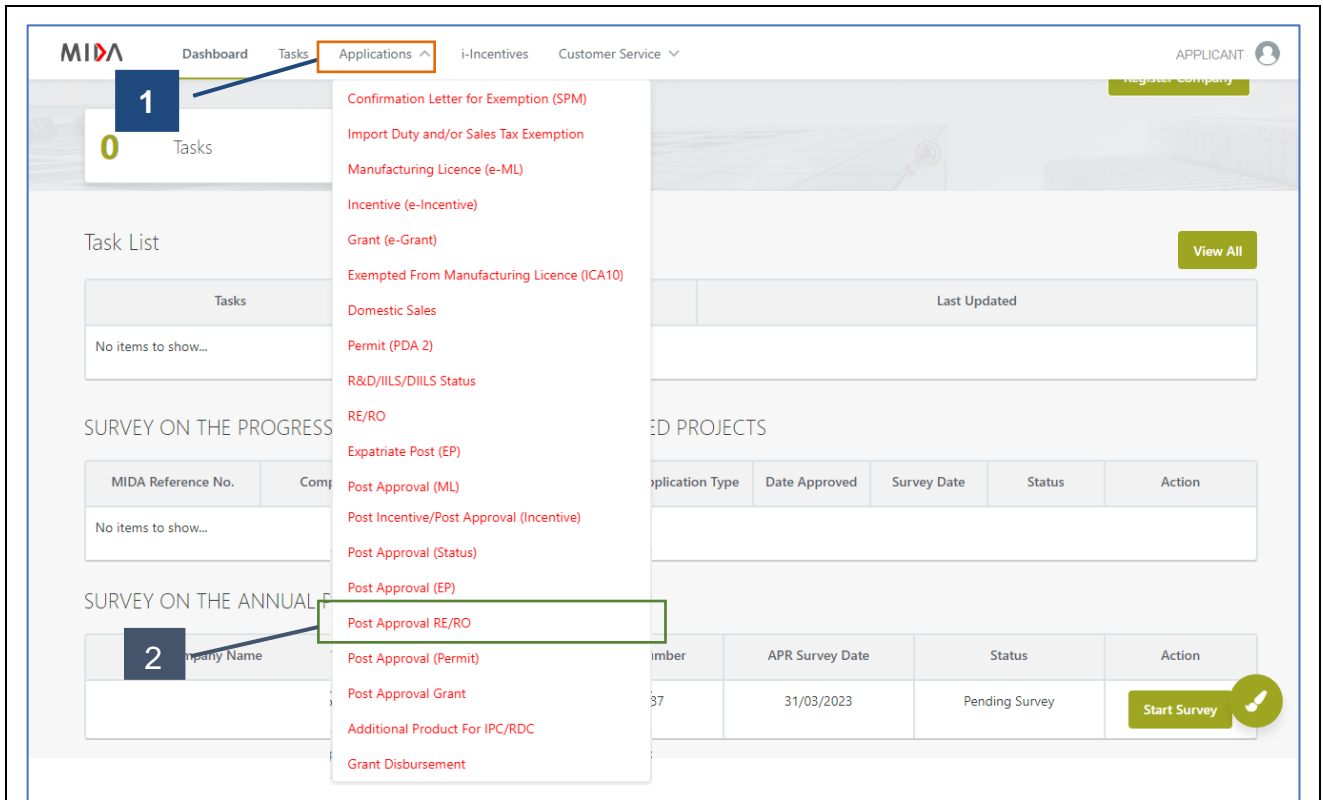
InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Tel: 603-2267 3633 Fax: 603-2274 7970 Email: investmalaysia@mida.gov.my
InvestMalaysia Online Portal: <https://investmalaysia.mida.gov.my>
Official Website: <https://www.mida.gov.my>

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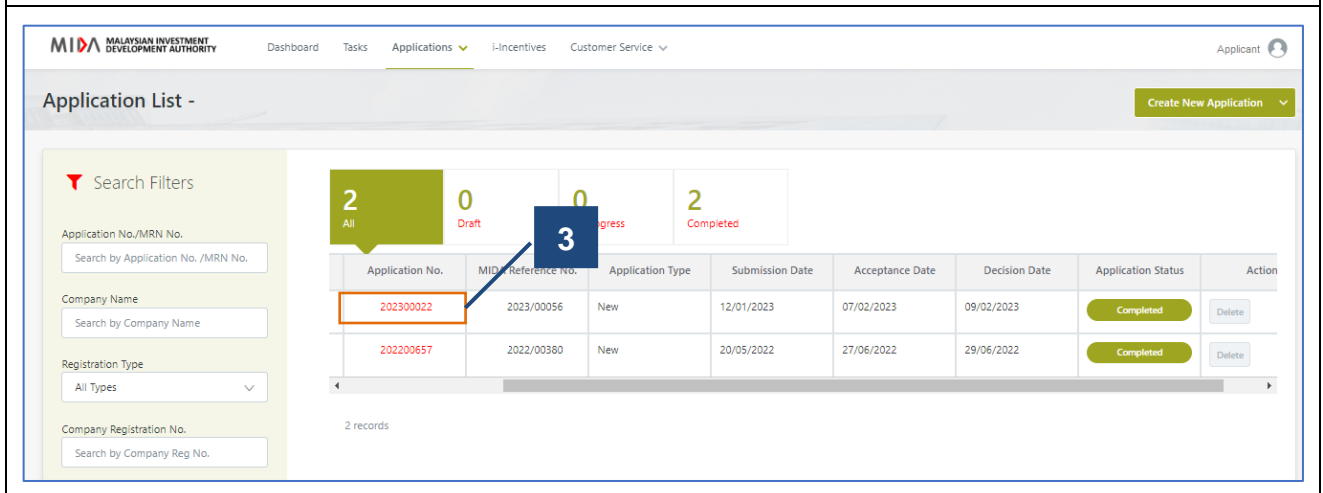
3.14 Download Decision Letter and Verify QR Code

3.14.1 View Successful Application



Upon receiving email notification when application is successful, user shall be able to view the Decision Letter in the application form.

1. To view the application, click on the **[Applications]** menu. The system will display all online modules in the dropdown menu.
2. Click on the module link that user wish to open



3. Once the **Application List** for the selected module is displayed, click on the **[Application No]** link that user wish to view.

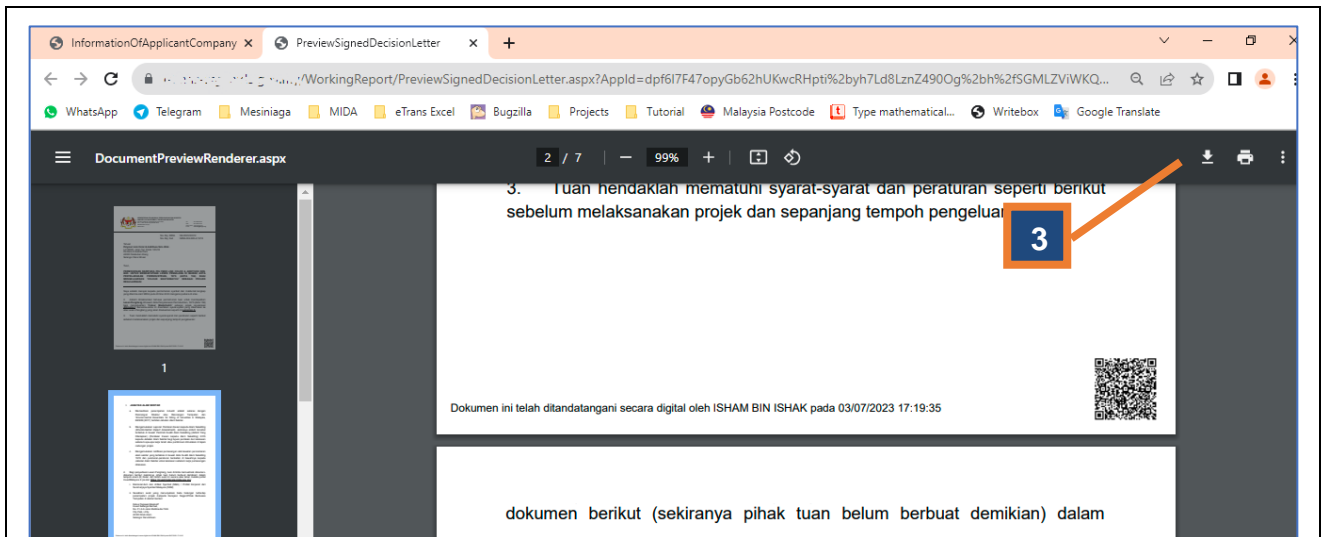
The screenshot displays the application details for 'TESTING SDN BHD'. Key information includes: Application No. 202300413, MIDA Reference No. 2023/00002, Application Type 'New', and Division 'Chemical & Advanced Materials'. The acceptance date is 31/07/2023. A progress bar shows 'Progress (1 / 11)' with three steps: 'A Company', 'B Previous Company Activity/Project', and 'C Application Information'. The 'Company Profile' section shows the company name 'TESTING SDN BHD'. Action buttons for 'Application Form', 'Acknowledgement Letter', 'Decision Letter', and a refresh icon are visible in the top right.

4. System will display the selected application form

3.14.2 Download Decision Letter

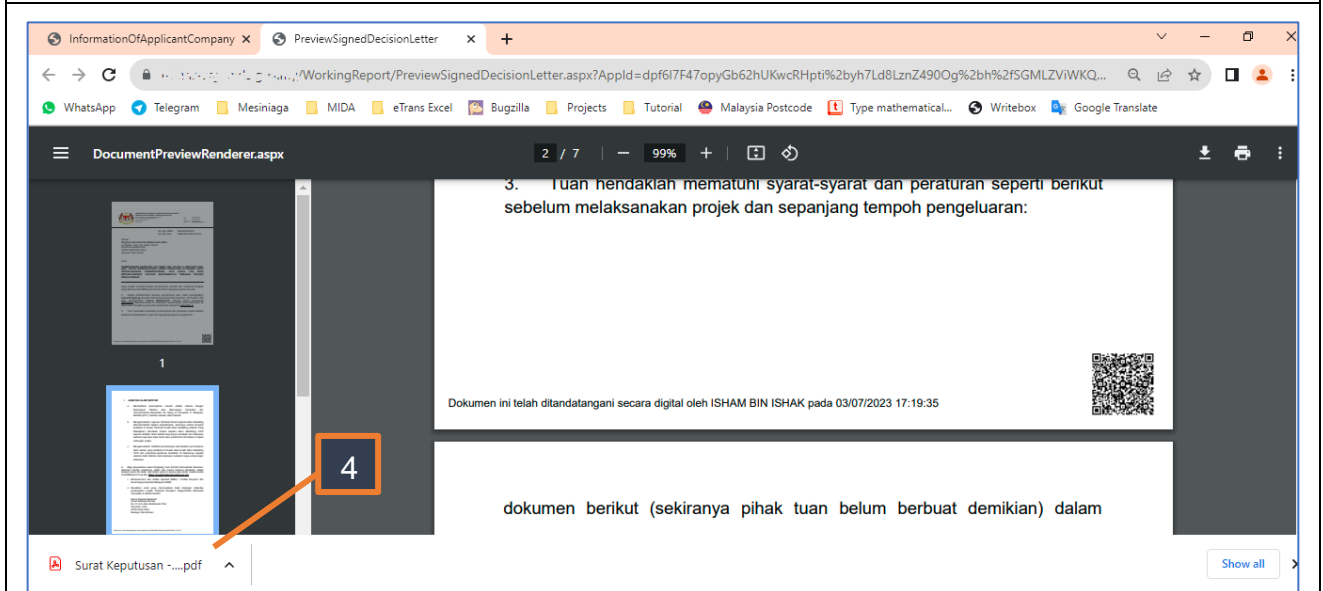
This screenshot is identical to the previous one but includes a callout box. A blue box with the number '1' is positioned above the 'Decision Letter' button, with a blue arrow pointing to it. The 'Decision Letter' button is also highlighted with an orange border.

1. From the Application Form header, click on the **[Decision Letter]** action button.



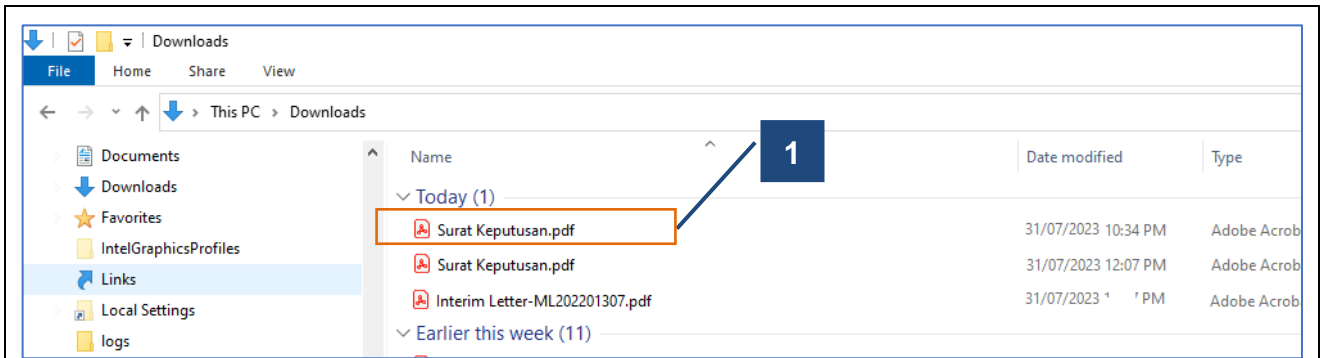
2. System will display the Decision Letter in a new browser tab.

3. Click on the **[Download]** icon to download the document to local folder.

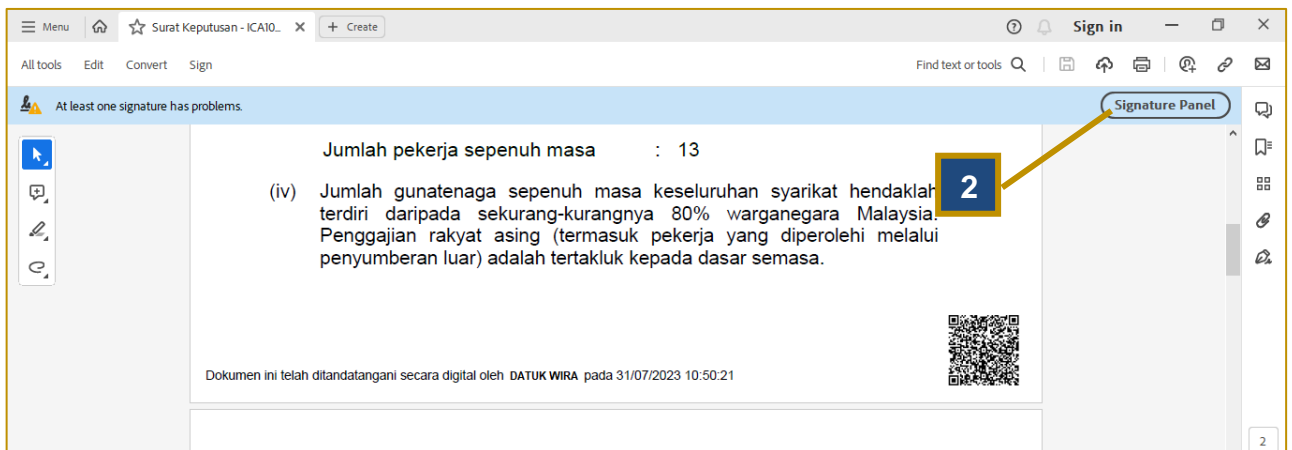


4. System will download the Decision Letter and save in PDF format.

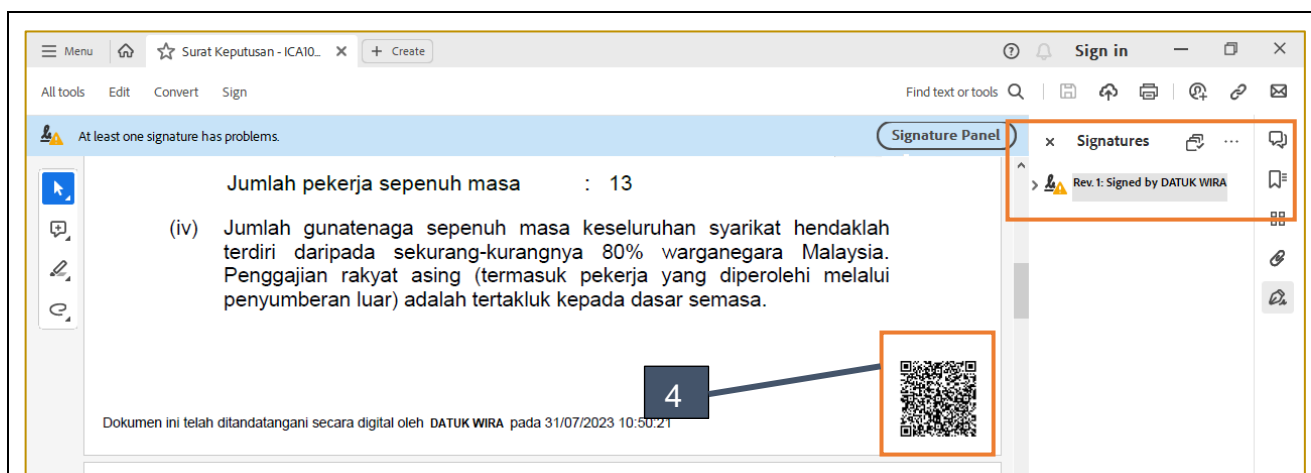
3.14.3 Verify QR Code



1. Once the Decision Letter is downloaded, navigate to the location of the document and launch the document.



2. System will display the selected document in PDF Reader application. At the top right of the document, user can click the **[Signature Panel]** to view the digital signature details.



3. System will display the name of the Officer who digitally signed the letter.

4. At the bottom of the first page, there is a QR Code that user can scan using a mobile application to validate the letter.

5. The QR Code embedded in the document **can only** be read by **eValidator** mobile application.

6. Please refer to the User Guide document “[Invest Malaysia] eValidator Mobile Application” (MIDA QR Code mobile application) on how to install the mobile application.

Chapter 4 APPLICATION (RE / RO STATUS)

4.1 Change of Company Name

Dashboard

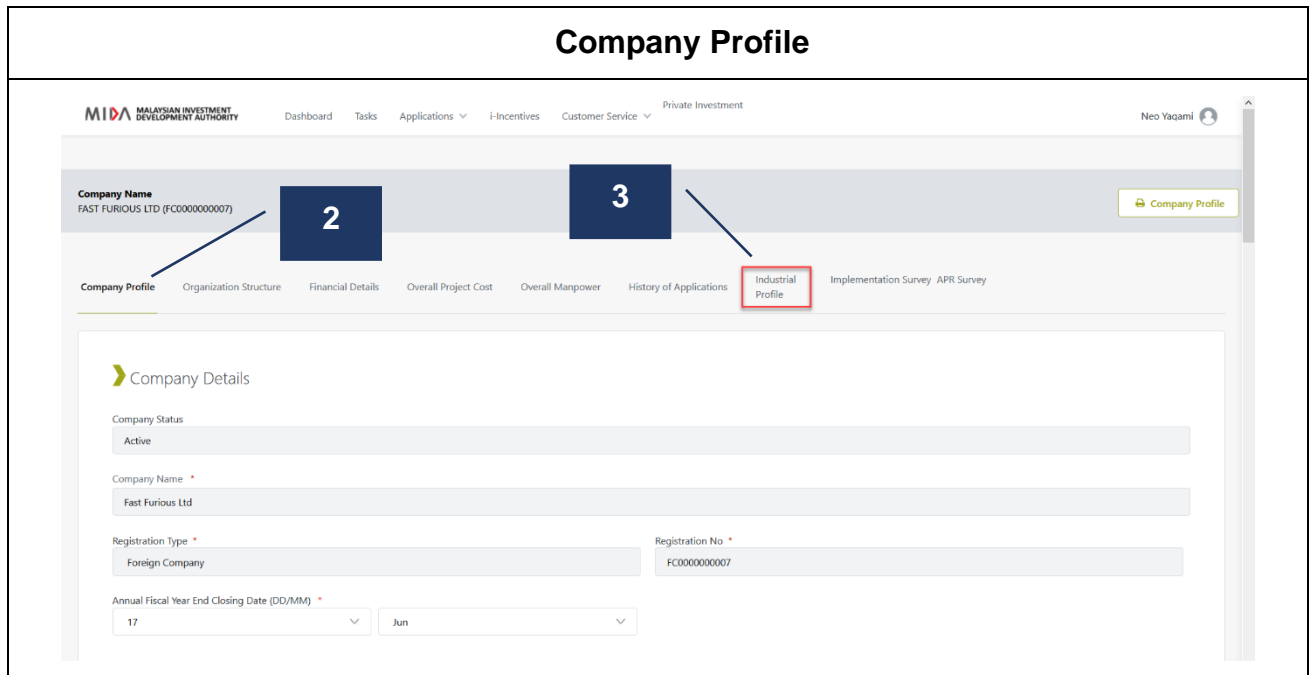
The screenshot shows the MIDA dashboard interface. At the top, there's a navigation bar with 'MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY' and various menu items like 'Dashboard', 'Tasks', 'Applications', 'Incentives', 'Customer Service', and 'Private Investment'. The user 'Neo Yagami' is logged in. A 'Welcome, Neo Yagami' message is displayed with a 'Register Company' button. Below this is a 'Task List' section with a table showing a task for 'Syarikat Kimia Malaysia Bhd - Domestic Investment Strategic Fund GOGS202100010' with a status of 'Return for Resubmission' and a last updated date of '2 Feb'. The 'Active Survey' section is currently empty. The 'My Company' section lists several companies: 'ZeroYagami Inc.', 'Light Yagami Berhad', 'Fast Furious Ltd' (highlighted with a red box), and 'Mitsuki Pte Ltd'. A blue callout box labeled '1(i)' points to the 'Fast Furious Ltd' entry. To the right, the details for 'Fast Furious Ltd' are shown, including its address and a 'Company Profile' link (highlighted with a red box). A blue callout box labeled '1(ii)' points to this link. Below the company details is a table of applications:

Application No.	MIDA Reference No.	Application	Application Type	Application Status
RERO202100282	IRPM12021200110	RERO Change Of Company Name	New	In Progress
RERO202100281	IRPM12021200110	RERO Change Of Address	New	In Progress
RERO202100280	IRPM12021200110	Surrender Of RERO	New	In Progress
RERO202100278	RERO/2021/00279	RERO	Appeal	In Progress
IRPM12021300020	MIDA_GRANT_0801	Domestic Investment Strategic Fund	Diversification	Draft

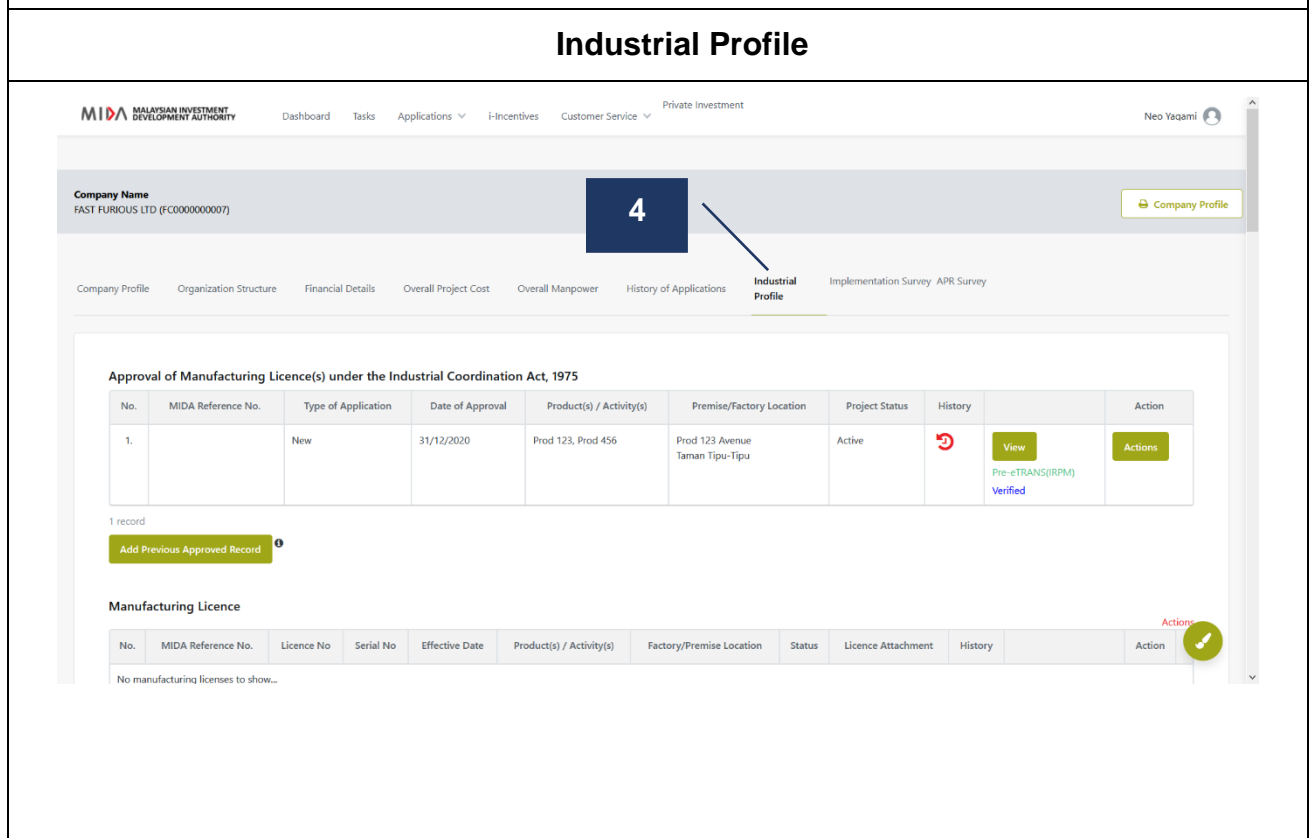
At the bottom of the application table, it shows '1 to 5 of 116 records' and a pagination control.

1. Start by:

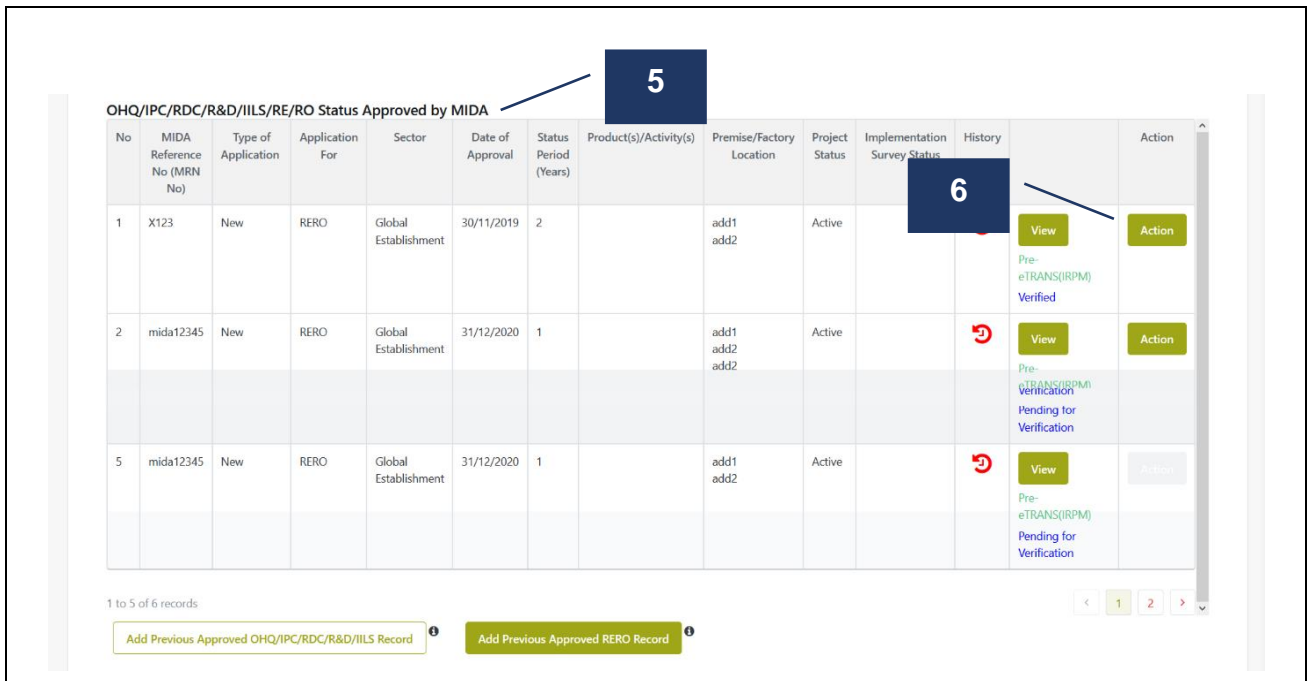
- i. Hover mouse to the "My Company" section Side Menu on the 'Dashboard' page and select the preferred e.g:- **[Fast Furious Ltd]** Company profile.
- ii. In the selected company details, click on the **[Company Profile]** link.



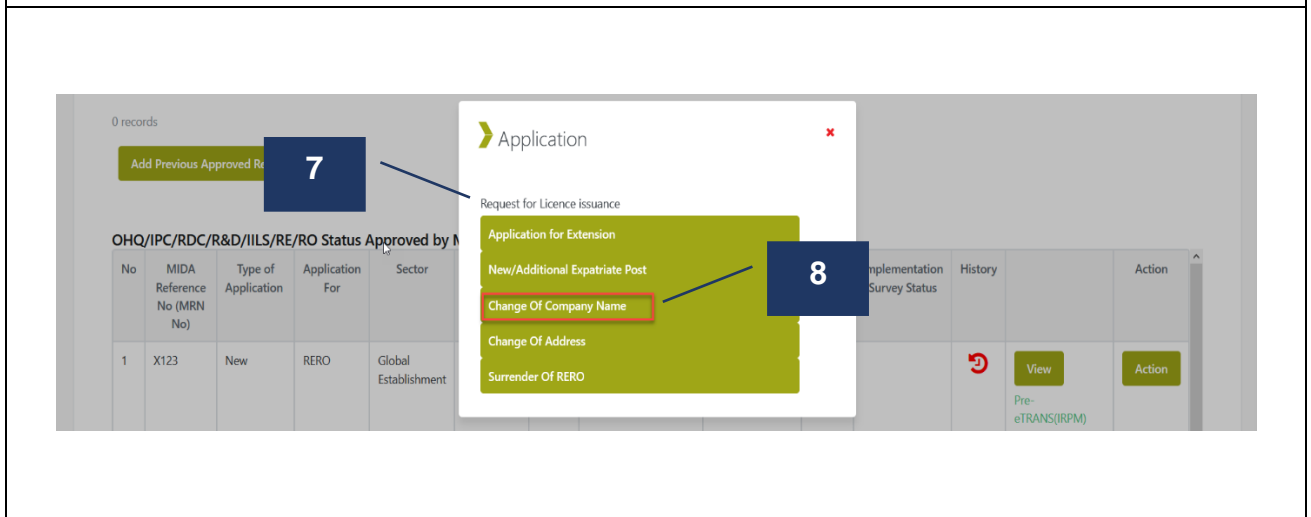
2. System shall redirect to 'Company Profile' page.
3. Click the [Industrial Profile] tab.



4. System shall redirect to 'Industrial Profile' page.



5. Scroll down to view **'OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA'** table.
6. Click the **[Action]** button, this applicable only for approved and verified status.



7. System shall display **'Application'** option list.
8. Click the **[Change of Company Name]** button.

Section A – Company

Section A – Company

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Dashboard Tasks Applications I-Incentives Customer Service Private Investment Neo Yaqami

Back to Application List

RERO Change Of Company Name Draft

Company Name: Fast Furious Ltd Application No.: RERO202100284 Application Form

Application Type: New

Progress (1 / 5)

- A Company
- B Previous Approval Records
- C Change Of Company Name
- D Supporting Documents
- E Declaration

Company 9

Company Profile

Company Name: Fast Furious Ltd

Registration Type: Foreign Company

Company Registration No.: FC0000000007 New SSM Company Registration No.:

Particular Board of Director *

No.	Name *	Nationality *	Shares Held in the Company
1.	Captain America	United States of America (USA)	50 %
2.	Black Widow	United Kingdom	50 %
			Total 100 %

Contact Person

No.	Title	Name	Designation	Email	Telephone No.	Fax No.
No items to show...						

Previous 10 Next

9. The system shall redirect to ‘Section A – Company’ page, complete accordingly the required fields if any.

(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)

10. Click the [Next] button to proceed.

Section B – Previous Approval Records

Progress (2 / 5)

- A Company
- B Previous Approval Records**
- C Change Of Company Name
- D Supporting Documents
- E Declaration

Previous Approval Records

11

Approval of Manufacturing License/ Permit under the Petroleum Development Act 1976

No	License No	Serial No.	Reference No	Effective Date	Product/Activity	Address	Country
1	SU940F	NEO123456789		31/12/2020	Prod 123 Prod 456	Prod 123 Avenue, Taman Tipu-Tipu	Malaysia

< >

Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10)

No	Reference No.	Effective Date	Product/Activity	Address	Country	State	City
No items to show...							

< >

Status Approved from MIDA

No	Type of Status	Reference No.	Date of Approval	Effective Date	Ministry/Agency	Status Period (Years)	Product/Activity	Project
1		SU940F	01/01/1900			2		299-K, Jln C

< >

Incentive Granted from MIDA

No	Type of Incentive	Reference No.	Date of Approval	Incentive Date	Ministry/Agency	Incentive Period (Year)	Product/Activity
No items to show...							

< >

Incentive Granted from other Ministry/Agency

No	Type of Incentive	Reference No.	Date of Approval	Incentive Date	Ministry/Agency	Incentive Period (Year)	Product/Activity
No items to show...							

< >

Grant Granted from MIDA

No	Type of Grant	Reference No.	Effective Date	Ministry/Agency	Grant Amount	Grant Period (Years)	Product/Activity	Grant
No items to show...								

< >

Grant Granted from Ministry/Agency

No	Type of Grant	Reference No.	Effective Date	Ministry/Agency	Grant Amount	Grant Period (Years)	Product/Activity	Grant
No items to show...								

< >

Previous 12 Next

11. The system shall redirect to ‘Section B – Previous Approval Records’ page, previous approved records shall display for user reference.

12. Click the [Next] button.

Section C – Change of Company Name

13. The system shall redirect to ‘Section C – Change of Company Name’ page, complete the form accordingly.

14. Click the [Next] button.

Section D – Supporting Documents

15. The system shall redirect to the 'Section D – Supporting Documents' page. Complete the form accordingly.

(Refer to Chapter 3 Common Sections for (All Application): 3.7 Supporting Documents)

16. Click the **[Next]** button once complete data entry.

Section E – Declaration

Progress (5 / 5)

- A Company
- B Previous Approval Records
- C Change Of Company Name
- D Supporting Documents
- E Declaration

Declaration

I hereby declare that to the best of my knowledge, the particulars furnished in this application are true.

Name
- Select Name -

Add Authorised Person

Identity Card/Passport No. *
730617035321

Designation
Director

Previous

Save Submit

17. The system will redirect to the 'Section E – Declaration' page. Complete the form accordingly.

(Refer to Chapter 3 Common Sections for (All Application): 3.8 Declaration).

18. Click the **[Save]** button will only save the application form as draft.

19. Click the **[Submit]** button will allow user user to proceed with the submission.

4.2 Change of Address

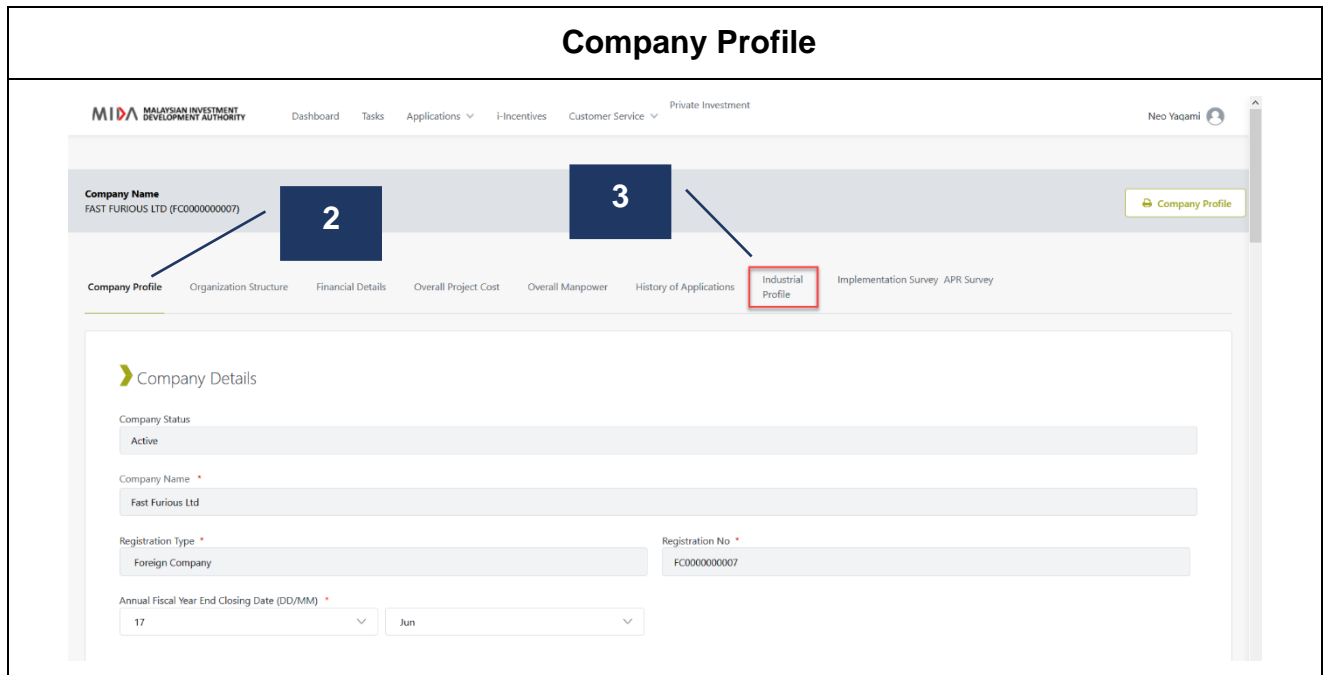
Dashboard

The screenshot shows the MIDA dashboard for user Neo Yagami. The 'My Company' section is active, displaying a list of companies. 'Fast Furious Ltd' is selected and highlighted with a red box. A callout '1(i)' points to this selection. In the details for 'Fast Furious Ltd', the 'Company Profile' link is highlighted with a red box, with a callout '1(ii)' pointing to it. Below the company details is a table of applications.

Application No.	MIDA Reference No.	Application	Application Type	Application Status
RERO202100282	IRPM12021200110	RERO Change Of Company Name	New	In Progress
RERO202100281	IRPM12021200110	RERO Change Of Address	New	In Progress
RERO202100280	IRPM12021200110	Surrender Of RERO	New	In Progress
RERO202100278	RERO/2021/00279	RERO	Appeal	In Progress
IRPM12021300020	MIDA_GRANT_0801	Domestic Investment Strategic Fund	Diversification	Draft

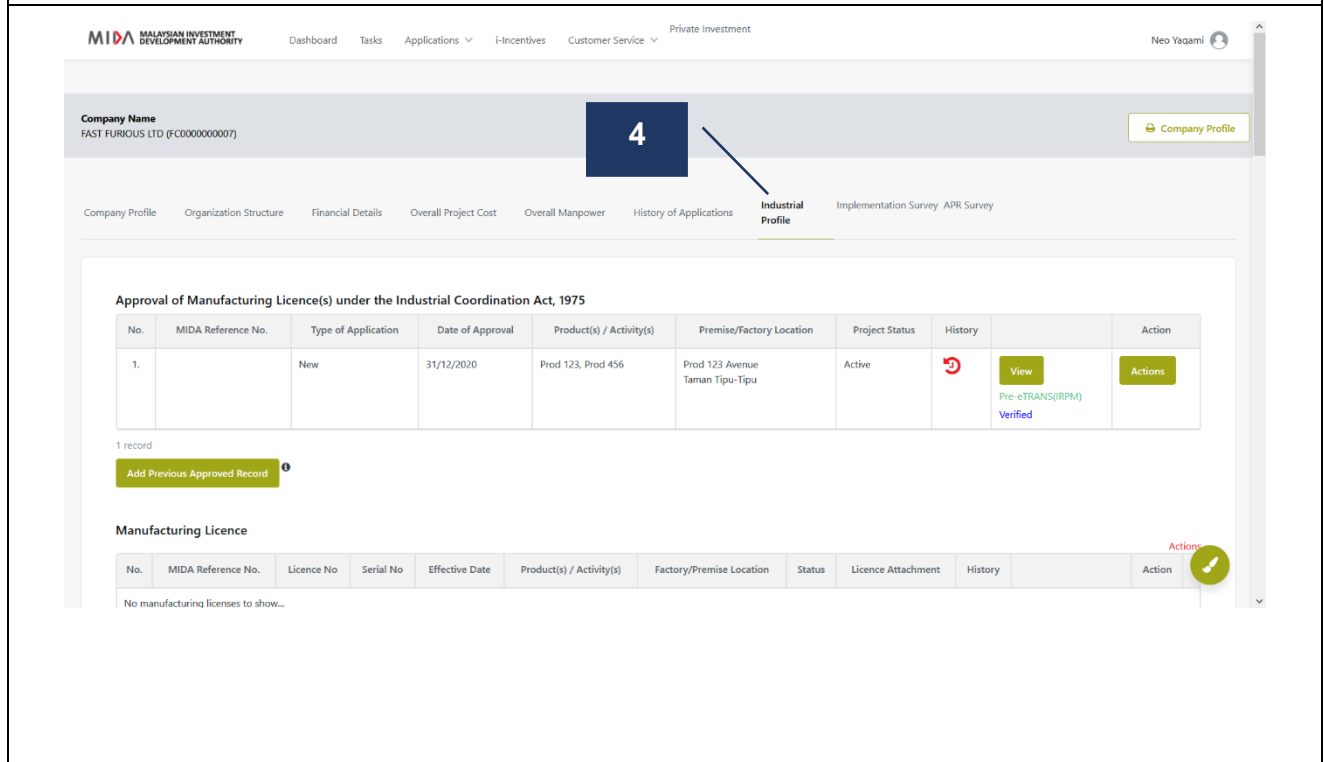
1. Start by:

- i. Hover mouse to the “My Company” section Side Menu on the ‘Dashboard’ page and select the preferred e.g:- **[Fast Furious Ltd]** Company profile.
- ii. In the selected company details, click on the **[Company Profile]** link.

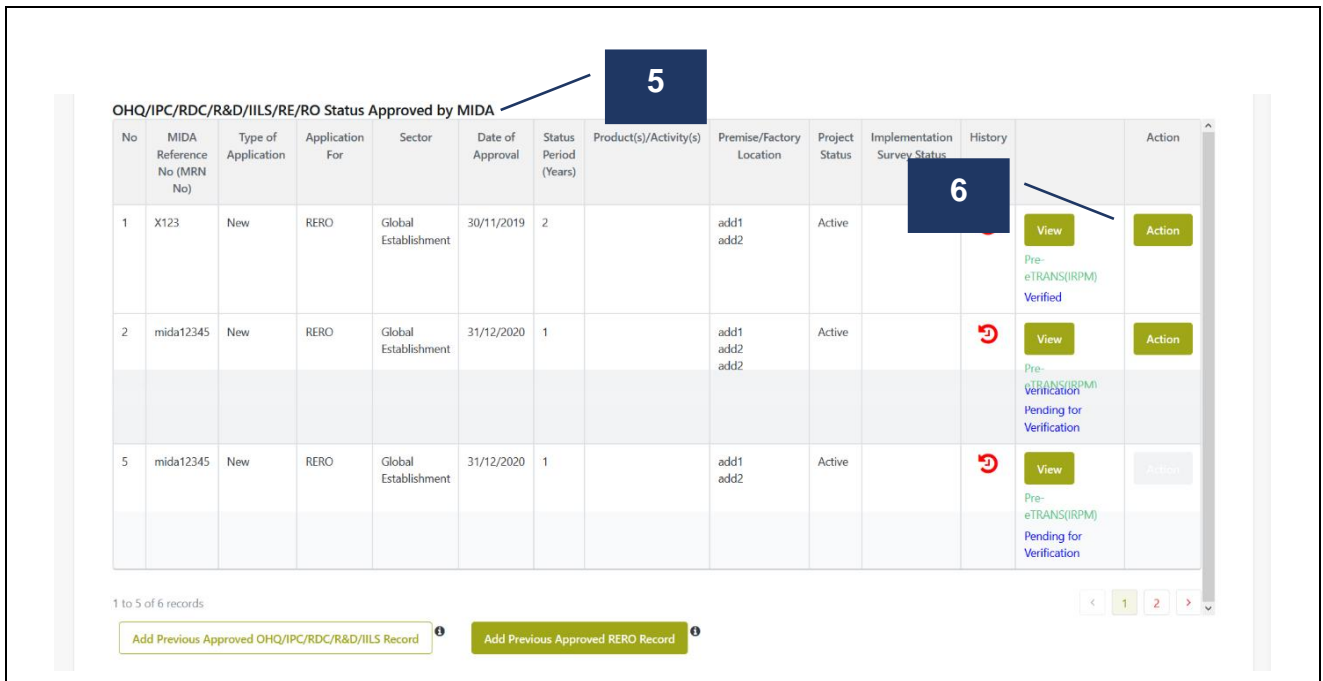


2. System shall redirect to 'Company Profile' page.
3. Click the [Industrial Profile] tab.

Industrial Profile

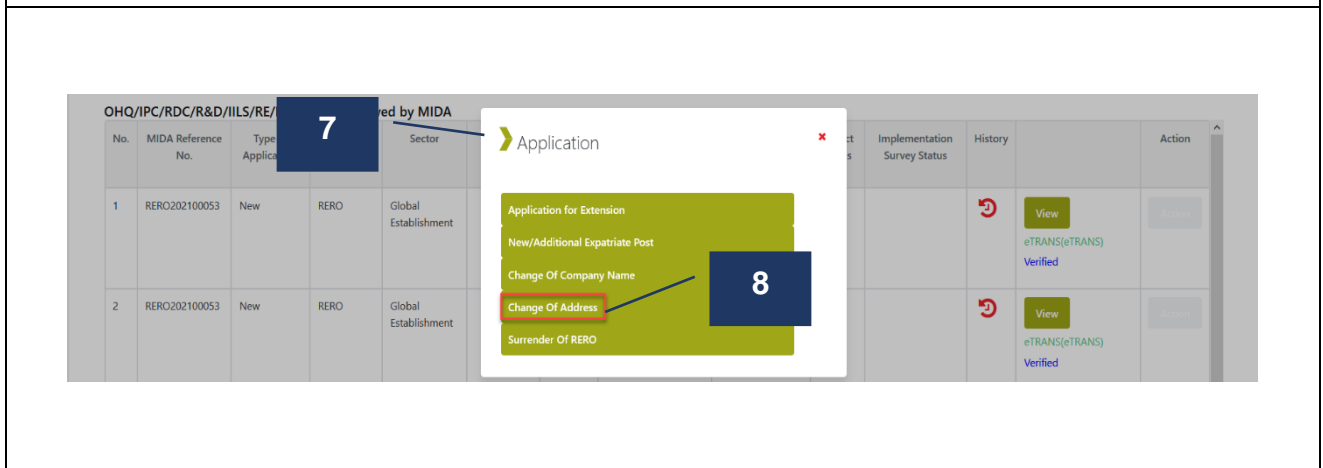


4. System shall redirect to 'Industrial Profile' page.



5. Scroll down to view ‘OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA’ table.

6. Click the **[Action]** button, this applicable only for approved and verified status.



7. System shall display ‘Application’ option list.

8. Click the **[Change of Address]** button.

Section A – Company

Back to Application List

RERO Change Of Address Draft

Company Name: Fast Furious Ltd Application No.: RERO202100291 Application Form ↻

Application Type: New

Progress (1 / 5)

- A Company
- B Previous Approval Records
- C Change Of Address
- D Supporting Documents
- E Declaration

Company Profile

Company Name: Fast Furious Ltd

Registration Type: Foreign Company

Company Registration No.: FC000000007 New SSM Company Registration No.:

Date of Incorporation: 01/01/2010 Income Tax Reference No.: SL940F-X

Particular Board of Director

No.	Name *	Nationality *	Shares Held in the Company
1.	Captain America	United States of America (USA)	50 %
2.	Black Widow	United Kingdom	50 %
			Total 100 %

Contact Person

No.	Title	Name	Designation	Email	Telephone No.	Fax No.
No items to show...						

Previous Next ✎

9. The system shall redirect to **'Section A – Company'** page, complete accordingly the required fields if any.
(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)
10. Click the **[Next]** button to proceed.

Section B – Previous Approval Records

Progress (2 / 5)

- A Company
- B Previous Approval Records**
- C Change Of Company Name
- D Supporting Documents
- E Declaration

Previous Approval Records

Approval of Manufacturing License/ Permit under the Petroleum Development Act, 1974

No	License No	Serial No.	Reference No	Effective Date	Product/Activity	Address	Country
1	SU940F	NEO123456789		31/12/2020	Prod 123 Prod 456	Prod 123 Avenue, Taman Tipu-Tipu	Malaysia

Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10)

No	Reference No.	Effective Date	Product/Activity	Address	Country	State	City
No items to show...							

Status Approved from MIDA

No	Type of Status	Reference No.	Date of Approval	Effective Date	Ministry/Agency	Status Period (Years)	Product/Activity	Projec
1		SU940F	01/01/1900			2		299-K, Jln C

Incentive Granted from MIDA

No	Type of Incentive	Reference No.	Date of Approval	Incentive Date	Ministry/Agency	Incentive Period (Year)	Product/Activity
No items to show...							

Incentive Granted from other Ministry/Agency

No	Type of Incentive	Reference No.	Date of Approval	Incentive Date	Ministry/Agency	Incentive Period (Year)	Product/Activity
No items to show...							

Grant Granted from MIDA

No	Type of Grant	Reference No.	Effective Date	Ministry/Agency	Grant Amount	Grant Period (Years)	Product/Activity	Grant
No items to show...								

Grant Granted from Ministry/Agency

No	Type of Grant	Reference No.	Effective Date	Ministry/Agency	Grant Amount	Grant Period (Years)	Product/Activity	Grant
No items to show...								

Previous Next

11. The system shall redirect to 'Section B – Previous Approval Records' page.

12. Click the [Next] button.

Section C – Change of Address

Progress (3 / 5)

- A Company
- B Previous Approval Records
- C Change Of Address**
- D Supporting Documents
- E Declaration

Change Of Address

13

I. RERO Details

No.	Reference Number	Date of Approval	Product Activity	Address	Country	State	City	P
1	IRPM12021200110		Testing	299-K, Jln Dato Kramat, et-Maqami	Malaysia	Pulau Pinang	Pulau Pinang	10150

II. Address Details

New Address *

New Address 1

New Address 2

New Address 3

Country * Malaysia State * Pulau Pinang City * Pulau Pinang

Postcode * 10150

Justification * Testing

Previous **14** Next

13. The system shall redirect to ‘Section C – Change of Address’ page, complete the form accordingly.

14. Click the [Next] button.

Section D – Supporting Documents

Progress (4 / 5)

- A Company
- B Previous Approval Records
- C Change Of Address
- D Supporting Documents**
- E Declaration

Supporting Documents

15

Note: Supported file format:
We accept the following files under 10MB size and file name under 300 characters:
Acrobat (.pdf) , Excel (.xls, .xlsx) , PowerPoint (.ppt, .pptx) , Word (.doc, .docx) , Images (.jpg, .jpeg, .gif, .tif)

+ Add New Document

No.	Documents to be submitted	Filename
1.	Tenancy Agreement	File Upload
2.	Original RERO	File Upload

Previous **16** Next

15. The system shall redirect to the ‘Section D – Supporting Documents’ page. Complete the form accordingly.

(Refer to Chapter 3 Common Sections for (All Application): 3.7 Supporting Documents)

16. Click the **[Next]** button once complete data entry.

Section E – Declaration

17. The system will redirect to the ‘Section E – Declaration’ page. Complete the form accordingly.

(Refer to Chapter 3 Common Sections for (All Application): 3.8 Declaration).

18. Click the **[Save]** button will only save the application form as draft.

19. Click the **[Submit]** button will allow user user to proceed with the submission.

4.3 Surrender of RE / RO

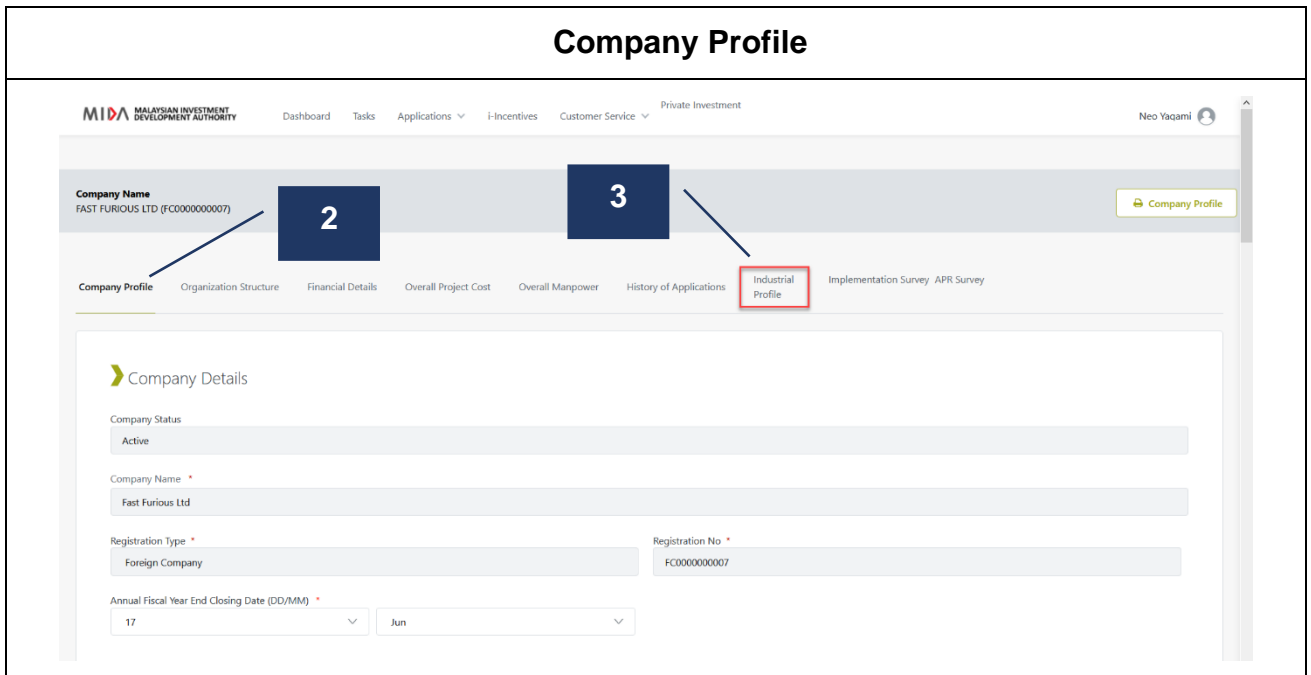
Dashboard

The screenshot displays the MIDA dashboard interface. At the top, there is a navigation bar with 'MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY' and various menu items like 'Dashboard', 'Tasks', 'Applications', 'Incentives', 'Customer Service', and 'Private Investment'. The user 'Neo Yagami' is logged in. A 'Welcome, Neo Yagami' message is shown with a 'Register Company' button. Below this is a 'Task List' section with a table containing one task: 'Syarikat Kimia Malaysia Bhd - Domestic Investment Strategic Fund GOGS202100010' with a status of 'Return for Resubmission' and a last updated date of '2 Feb'. The 'Active Survey' section is currently empty. The 'My Company' section lists several companies, with 'Fast Furious Ltd' highlighted in a red box. A blue box labeled '1(i)' points to this company. In the details for 'Fast Furious Ltd', the 'Company Profile' link is highlighted in a red box, with a blue box labeled '1(ii)' pointing to it. Below the company details is a table of applications:

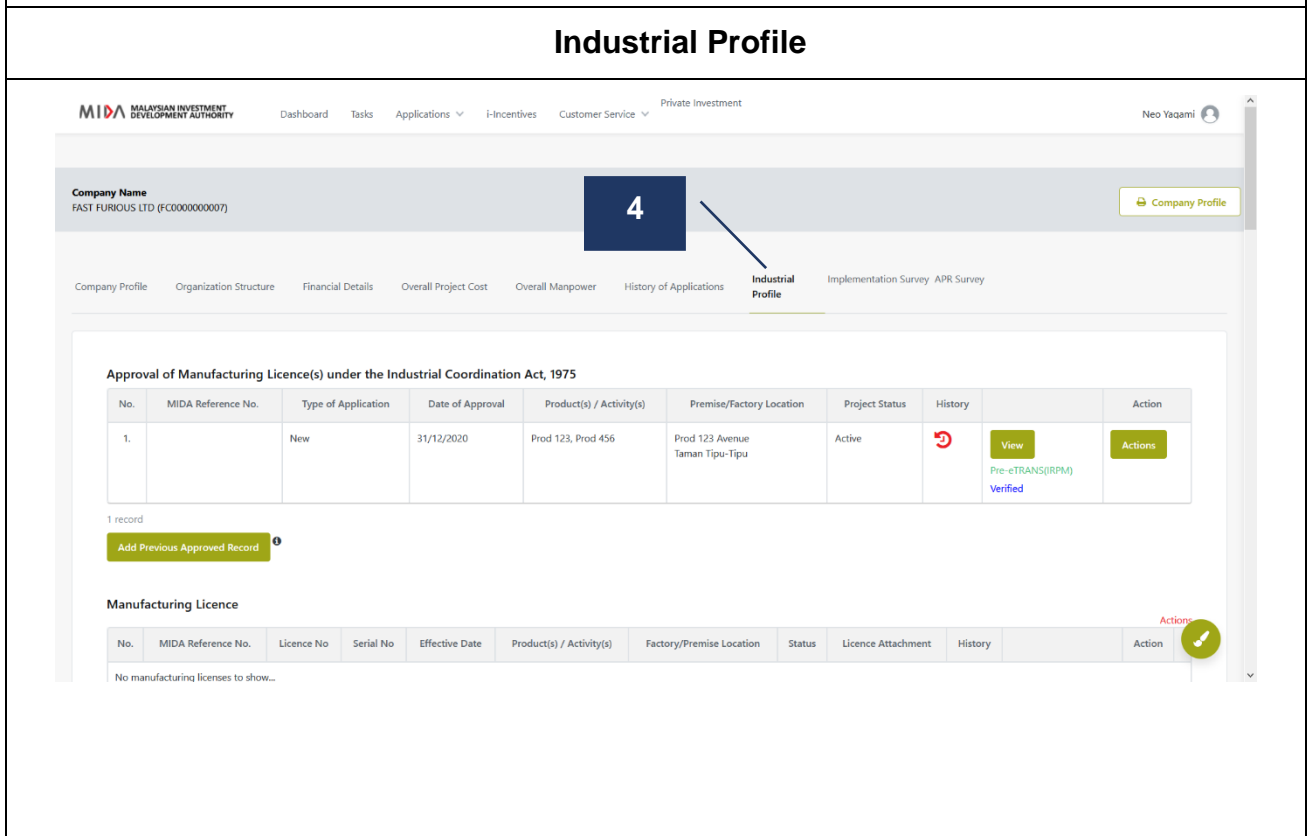
Application No.	MIDA Reference No.	Application	Application Type	Application Status
RERO202100282	IRPM12021200110	RERO Change Of Company Name	New	In Progress
RERO202100281	IRPM12021200110	RERO Change Of Address	New	In Progress
RERO202100280	IRPM12021200110	Surrender Of RERO	New	In Progress
RERO202100278	RERO/2021/00279	RERO	Appeal	In Progress
IRPM12021300020	MIDA_GRANT_0801	Domestic Investment Strategic Fund	Diversification	Draft

1. Start by:

- i. Hover mouse to the “My Company” section Side Menu on the ‘**Dashboard**’ page and select the preferred e.g:- **[Fast Furious Ltd]** Company profile.
- ii. In the selected company details, click on the **[Company Profile]** link.



2. System shall redirect to 'Company Profile' page.
3. Click the [Industrial Profile] tab.



4. System shall redirect to 'Industrial Profile' page.

No	MIDA Reference No (MRN No)	Type of Application	Application For	Sector	Date of Approval	Status Period (Years)	Product(s)/Activity(s)	Premise/Factory Location	Project Status	Implementation Survey Status	History	Action
1	X123	New	RERO	Global Establishment	30/11/2019	2		add1 add2	Active		Pre-eTRANS(IRPM) Verified	Action
2	mida12345	New	RERO	Global Establishment	31/12/2020	1		add1 add2 add2	Active		Pre-eTRANS(IRPM) Verification Pending for Verification	Action
5	mida12345	New	RERO	Global Establishment	31/12/2020	1		add1 add2	Active		Pre-eTRANS(IRPM) Pending for Verification	Action

1 to 5 of 6 records

Add Previous Approved OHQ/IPC/RDC/R&D/IILS Record Add Previous Approved RERO Record

5. Scroll down to view ‘OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA’ table.

6. Click the **[Action]** button, this applicable only for approved and verified status.

No.	MIDA Reference No.	Type of Application	Application For	Sector	Date of Approval	Status Period (Years)	Product(s)/Activity(s)	Premise/Factory Location	Project Status	Implementation Survey Status	History	Action
1	RERO202100053	New	RERO	Global Establishment					Active		eTRANS(eTRANS) Verified	Action
2	RERO202100053	New	RERO	Global Establishment					Active		eTRANS(eTRANS) Verified	Action

Application

- Application for Extension
- New/Additional Expatriate Post
- Change Of Company Name
- Change Of Address
- Surrender Of RERO**

7. System shall display ‘Application’ option list.

8. Click the **[Surrender of RERO]** button.

Section A – Company

< Back to Application List

RERO Change Of Address Draft

Company Name: Fast Furious Ltd
Application No.: RERO202100291

Application Type: New

Progress (1 / 5)

- A Company
- B Previous Approval Records
- C Change Of Address
- D Supporting Documents
- E Declaration

Company Profile

Company Name: Fast Furious Ltd

Registration Type: Foreign Company

Company Registration No.: FC000000007
New SSM Company Registration No.:

Date of Incorporation: 01/01/2010
Income Tax Reference No.: SU940F-X

Particular Board of Director

No.	Name *	Nationality *	Shares Held in the Company
1.	Captain America	United States of America (USA)	50 %
2.	Black Widow	United Kingdom	50 %
			Total 100 %

Contact Person

No.	Title	Name	Designation	Email	Telephone No.	Fax No.
No items to show...						

Previous Next

9. The system shall redirect to **'Section A – Company'** page, complete accordingly the required fields if any.

(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)

10. Click the **[Next]** button to proceed.

Section B – Previous Approval Records

Progress (2 / 5)

- A Company
- B Previous Approval Records**
- C Change Of Company Name
- D Supporting Documents
- E Declaration

Previous Approval Records

Approval of Manufacturing License/ Permit under the Petroleum Development Act, 1974

No	License No	Serial No.	Reference No	Effective Date	Product/Activity	Address	Country
1	SU940F	NEO123456789		31/12/2020	Prod 123 Prod 456	Prod 123 Avenue, Taman Tipu-Tipu	Malaysia

Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10)

No	Reference No.	Effective Date	Product/Activity	Address	Country	State	City
No items to show...							

Status Approved from MIDA

No	Type of Status	Reference No.	Date of Approval	Effective Date	Ministry/Agency	Status Period (Years)	Product/Activity	Projec
1		SU940F	01/01/1900			2		299-K, Jln C

Incentive Granted from MIDA

No	Type of Incentive	Reference No.	Date of Approval	Incentive Date	Ministry/Agency	Incentive Period (Year)	Product/Activity
No items to show...							

Incentive Granted from other Ministry/Agency

No	Type of Incentive	Reference No.	Date of Approval	Incentive Date	Ministry/Agency	Incentive Period (Year)	Product/Activity
No items to show...							

Grant Granted from MIDA

No	Type of Grant	Reference No.	Effective Date	Ministry/Agency	Grant Amount	Grant Period (Years)	Product/Activity	Grant
No items to show...								

Grant Granted from Ministry/Agency

No	Type of Grant	Reference No.	Effective Date	Ministry/Agency	Grant Amount	Grant Period (Years)	Product/Activity	Grant
No items to show...								

Previous Next

11. The system shall redirect to 'Section B – Previous Approval Records' page.

12. Click the [Next] button.

Section C – Surrender of RERO

13

Progress (3 / 5)

Surrender Of RERO

I. RERO Details

No.	Reference Number	Date of Approval	Product Activity	Address	Country	State	City	P
1	IRPM12021200110		Testing	299-K, Jin Dato Kramat, el-Maqami	Malaysia	Pulau Pinang	Pulau Pinang	10150

II. Company Application for Expatriate Post

No	EP Reference No	Designation	Job Type Of Position	Min Monthly Salary	Academic Qualification	Working Experience	Expatriate Location	Post
1	340/36109/035097 /000010ACI	Product Development Manager	Term Post	0	Degree	3		
26	RERO202100285/01	Test Engineer	Term Post	10000	Degree	3		

Justification *

Provide justification here...

Previous **14** Next

13. The system shall redirect to ‘Section C – Surrender of RERO’ page, complete the form accordingly.

14. Click the [Next] button.

Section D – Supporting Documents

15

Progress (4 / 5)

Supporting Documents

Note: Supported file format:
We accept the following files under 10MB size and file name under 300 characters:
Acrobat (.pdf) , Excel (.xls, .xlsx) , PowerPoint (.ppt, .pptx) , Word (.doc, .docx) , Images (.jpg, .gif, .tif)

+ Add New Document

No.	Documents to be submitted	Filename
1.	Letter from company with justification	File Upload
2.	Copy of RERO approval letter	File Upload

Previous **16** Next

15. The system shall redirect to the ‘Section D – Supporting Documents’ page. Complete the form accordingly.

(Refer to Chapter 3 Common Sections for (All Application): 3.7 Supporting Documents)

16. Click the **[Next]** button once complete data entry.

Section E – Declaration

The screenshot shows the 'Section E – Declaration' form. On the left, a progress bar indicates the current step is 'E Declaration'. The main form area contains a declaration statement: 'I hereby declare that to the best of my knowledge, the particulars furnished in this application are true.' Below this, there are three dropdown menus: 'Name' (with an 'Add Authorized Person' button), 'Identity Card/Passport No.', and 'Designation'. At the bottom right, there are 'Save' and 'Submit' buttons. Callout boxes 17, 18, and 19 point to the 'Declaration' header, the 'Save' button, and the 'Submit' button respectively.

17. The system will redirect to the **'Section E – Declaration'** page. Complete the form accordingly.

(Refer to Chapter 3 Common Sections for (All Application): 3.8 Declaration).

18. Click the **[Save]** button will only save the application form as draft.

19. Click the **[Submit]** button will allow user user to proceed with the submission.