

COMPANY INFORMATION				MANUFACTURER
Company Name				
Applicant Name				
Address				
Telephone Number				
NO.	ITEM	REMARKS [AS ATTACHED/INFORMATION]	PLEASE TICK [v]	FOR MITI USE ONLY
1.	Valid and Updated Document of Registration of Company/Business: <i>*Documents need to be Certified True Copy by the relevant issuing authority.</i>			
	a) <b>SSM Registration:</b> Form 9, Form 13, Form 24, Form 49 (relevant documents)	e.g: AS ATTACHED <i>*Documents may be CTC by the Company Secretary or upper management level eg: Company Director.</i>		
	b) <b>Business License:</b> MITI/Other Relevant Ministries/Agencies OR Local Authority (Majlis Perbandaran/ Pihak Berkuasa Tempatan) <i>*License must indicate manufacturing activities.</i>	e.g: MITI e.g: Majlis Perbandaran Nilai e.g: Malaysian Palm Oil Board (MPOB)		
2.	Product Details:			
	c) Name of the product			
	d) HS Code (Malaysian Customs)	e.g: 1234.56 7890		
	e) Brochures			
	f) Process Flow Chart			
	g) List of Suppliers of your Raw Materials with Contact Details.			

	<p>a) Letter from suppliers of your material to confirm that you are their client.  <b>*The letter must bear the supplier's letterhead and signed by Director/ Managing Director/ Accountant</b>  <b>**Please states name of the signer and designation.</b></p>			
3.	Photos of the Following:			
	h) Finished Product (Brochure is accepted)			
	i) Factory/Office and Manufacturing Facility (i.e. Equipment/Machine/Work Area)			
	j) Company's Signboard			
4.	<p>Bank Statement of the Company (Latest 3 months)  <b>*Documents need to be Certified True Copy by the respective bank.</b></p>			

**NOTE:**

This checklist is **MANDATORY**.

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