

COMPANY INFORMATION		TRADER
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) SSM Registration : Form 9, Form 13, Form 24, Form 49 (relevant documents)	e.g: AS ATTACHED		
	b) Business License : (Trader) MITI/Other Relevant Ministries/Agencies OR Local Authority (Majlis Perbandaran/ Pihak Berkuasa Tempatan) <i>*Kindly also attach business license for your manufacturer.</i> <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:			
	a) Name of the product			
	b) HS Code (Malaysian Customs)	e.g: 1234.56 7890		
	c) Brochures			
	d) Process Flow Chart			

	e) Name of Manufacturer			
	f) Letter of Award/Acknowledgement between Trader and Manufacturer. *The letter must bear the Manufacturer's letterhead and signed by Director/ Managing Director/ Accountant **Please states name of the signer and designation.			
3.	Photos of the Following:			
	a) Finished Product (Brochure is accepted)			
	b) Manufacturer's Factory/Office and Manufacturing Facility (i.e. Equipment/Machine/Work Area)			
	c) Company's Signboard (Both Trader & Manufacturer)			
4.	Bank Statement of the Company (Latest 3 months) *Documents need to be Certified True Copy by the respective bank.			

NOTE:

This checklist is **MANDATORY**.