

# SKILLS TRAINING CENTRES

(NATIONAL OCCUPATIONAL SKILLS STANDARDS (NOSS) ACCREDITED PROGRAMMES)

<b>REGULATOR</b>	<b>MINISTRY OF HUMAN RESOURCES</b>
<b>FOREIGN EQUITY PARTICIPATION</b>	100% (1 <sup>ST</sup> JANUARY 2012)
<b>CPC CODE</b>	92320, 92340, 92420, 929
<b>PROVISIONAL CPC CODE</b>	92310, 92900
<b>ACT</b>	NATIONAL SKILL DEVELOPMENT ACT 2006 (ACT 652)
<b>DEFINITION</b>	<p><b>ACT 652</b> defines “skills training provider” as a body corporate, organization or other body of persons which conducts a skills training programme, the primary purpose of which is to meet the requirement of the relevant Standard.</p> <p><b>92310 Post-secondary technical and vocational education services</b> Post-secondary, sub-degree technical and vocational education services. Such education services consist of a great variety of subject-matter.</p>

## 1. BUSINESS REGISTRATION

### BODY CORPORATE (COMPANY ACT 1965)

- Registering a company (private / public).  
[www.ssm.com.my](http://www.ssm.com.my)

**Contact : Registration Services Division**

**Tel : +603 7721 4000**

### FOUNDATION

- Registering a foundation.  
[www.ssm.com.my](http://www.ssm.com.my)

**Contact : Registration Services Division**

**Tel : +603 7721 4000**

### CO-OPERATIVE (CO-OPERATIVE SOCIETIES ACT 1993 )

- Registering a co-operative.  
[www.ssm.com.my](http://www.ssm.com.my)

**Contact : Registration Services Division**

**Tel : +603 7721 4000**

## 2. PRINCIPAL APPROVAL

### APPROVAL TO BE NOSS ACCREDITED PROGRAMME PROVIDER

- The approval of Ministry of Human Resources (MOHR) is required.  
[www.dsd.gov.my](http://www.dsd.gov.my)

**Contact : National Occupational Skills Standard (NOSS) Division**

**Tel : +603 8886 5589 / +603 8886 5504**

## 3. PREMISES

### RENTING OF PREMISES

- You are advised to enter into a tenancy agreement when renting premises.

## RENOVATING PREMISES

- You can renovate your premises subject to approval from the Local Authority. (ex. Kuala Lumpur – [www.dbkl.gov.my](http://www.dbkl.gov.my))

**Contact : Licensing & Hawker Management Division**

**Tel : +603 2617 8114**

## CONSTRUCTING A BUILDING

- You must obtain Construction Approval from the Local Authority. You are required to engage a Professional (Architect / Engineer) to facilitate the application on your behalf. (ex. Kuala Lumpur – [www.dbkl.gov.my](http://www.dbkl.gov.my))

**Contact : Licensing & Hawker Management Division**

**Tel : +603 2617 8114**

## 4. EMPLOYMENT

### REGISTRATION WITH EMPLOYEE PROVIDENCE FUND (EPF) (EPF ACT 1991)

- You are required to register your employees with EPF. [www.kwsp.gov.my](http://www.kwsp.gov.my)

**Contact : Corporate Communication Division**

**Tel : +603 2616 2208**

### REGISTRATION WITH SOCIAL SECURITY ORGANISATION (SOCSO) (SOCIAL SECURITY ACT 1969)

- You are required to register your employees with SOCSO.

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[www.perkeso.gov.my](http://www.perkeso.gov.my)

Contact : Customer Service Division  
Tel : +603 4264 5000 / +603 4257 5755

**REGISTRATION WITH INLAND REVENUE BOARD MALAYSIA (IRBM) (INCOME TAX (DEDUCTION FROM REMUNERATION) RULES 1994)**

- You are required to register your employees with IRBM. [www.hasil.org.my](http://www.hasil.org.my)

Contact : Customer Service Division  
Tel : +603 7713 6666

## 5. OPERATIONAL APPROVAL

**PREMISES LICENCE (LOCAL GOVERNMENT ACT 1976)**

- You must obtain Premises Licence from the Local Authority. (ex. Kuala Lumpur - [www.dbkl.gov.my](http://www.dbkl.gov.my))

Contact : Licensing & Hawker Management Division  
Tel : +603 2617 8114

**ADVERTISEMENT LICENCE (LOCAL GOVERNMENT ACT 1976)**

- License for signboard, lamp post or outdoor display advertisements is issued by the Local Authority. (ex. Kuala Lumpur - [www.dbkl.gov.my](http://www.dbkl.gov.my))

Contact : Licensing & Hawker Management Division  
Tel : +603 2617 8114

**FIRE SAFETY INSPECTION (FIRE SAFETY ACT 1988)**

- Inspection is carried out by Fire Safety & Rescue Department. [www.bomba.gov.my](http://www.bomba.gov.my)

Contact : Fire & Safety Division  
Tel : +603 8892 7700

**TEACHING PERMIT FOR LOCAL AND FOREIGN TEACHING STAFF**

- Application is made to the Ministry [www.dsd.gov.my](http://www.dsd.gov.my)

Contact : National Occupational Skills Standard (NOSS) Division  
Tel : +603 8886 5589 / +603 8886 5504

**APPLICATION TO RECRUIT INTERNATIONAL STUDENTS**

- Application is made to the Ministry [www.dsd.gov.my](http://www.dsd.gov.my)

Contact : National Occupational Skills Standard (NOSS) Division  
Tel : +603 8886 5589 / +603 8886 5504

**PUBLICATION PERMIT (PRINTING MACHINES AND PUBLISHING ACT 1984)**

- For producing and disseminating flyers and catalogues to the public. [www.moha.gov.my](http://www.moha.gov.my)

Contact : Publication Division  
Tel : +603 8886 8416 / +603 8886 8426

**FOOD HANDLER'S CERTIFICATE (FOOD HYGIENE REGULATIONS 2009)**

- All food handlers must have certificate. [www.moh.gov.my](http://www.moh.gov.my)

Contact : Food Safety & Quality Division  
Tel : +603 8883 3558

**FOOD PREMISES REGISTRATION (FOOD HYGIENE REGULATIONS 2009)**

- All food premises in Malaysia must be registered with Ministry of Health Malaysia. [www.moh.gov.my](http://www.moh.gov.my)

Contact : Food Safety & Quality Division  
Tel : +603 8883 3558

## 6. TAXATION

**CORPORATE TAX (INCOME TAX ACT 1967)**

- Corporate Tax must be paid to the Inland Revenue Board of Malaysia (IRBM). [www.hasil.org.my](http://www.hasil.org.my)

Contact : Customer Service Division  
Tel : +603 7713 6666

**INDIVIDUAL / EMPLOYEE INCOME TAX (INCOME TAX ACT 1967)**

- You are required to facilitate your employees' income tax with IRBM. [www.hasil.org.my](http://www.hasil.org.my)

Contact : Customer Service Division  
Tel : +603 7713 6666

**SERVICE TAX LICENCE & SERVICE TAX (SERVICE TAX ACT 1975)**

- You may be required to apply for Service Tax Licence to the Royal Malaysian Customs Department. The service tax must be paid to the Customs Department. [www.customs.gov.my](http://www.customs.gov.my)

Contact : Customer Service Division

# SKILLS TRAINING CENTRES

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**Tel : +603 7806 7200**

**ASSESSMENT TAX (LOCAL GOVERNMENT ACT 1976)**

- This property tax is paid to the Local Authority. (ex. Kuala Lumpur - [www.dbkl.gov.my](http://www.dbkl.gov.my))

**Contact : Licensing & Hawker Management Division**

**Tel : +603 2617 8114**

**QUIT RENT TAX (LOCAL GOVERNMENT ACT 1976)**

- This property tax is paid to the State Land Office. (ex. Kuala Lumpur - [www.ptgwp.gov.my](http://www.ptgwp.gov.my))

**Contact : Corporate Communication Divison**

**Tel : +603 2610 3300**