

COURIER SERVICES

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REGULATOR	MINISTRY OF COMMUNICATION AND CULTURE
CPC CODE	68120 & 68130
PROV. CPC CODE	7512
ACT	POSTAL SERVICES ACT 1991 (ACT 465)
DEFINITION	Courier services cover the following: <ul style="list-style-type: none">• conveying by post from one place to another whether by land or by sea or by air, all letters;• performing all the incidental services of receiving, collecting, sending, despatching and delivering all letters.

1. BUSINESS REGISTRATION

COMPANY

- Incorporating a limited liability / public company
www.ssm.com.my

2. PRINCIPAL APPROVAL

- A Courier Service Licence is issued by the Malaysian Communications and Multimedia Commission (SKMM). www.skmm.gov.my

3. PREMISE

RENTING A PREMISE

- If you are renting an existing premise space, you are advised to enter into a tenancy agreement.

RENOVATING A PREMISE

- You are allowed to renovate your premise, however it is subject to Local Council's approval. (Kuala Lumpur – www.dbkl.gov.my)

CONSTRUCTING A BUILDING

- You are required to obtain Construction Approval from a Local Council to construct a building. You are also required to engage Professional Architects / Engineers to facilitate the application. (Kuala Lumpur – www.dbkl.gov.my)

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4. EMPLOYMENT

REGISTERING WITH GOVERNMENT AUTHORITIES

Once you have hired your staff, you are required to register with:

- EPF (Employee Providence Fund) – www.kwsp.gov.my
- SOCSO (Social Security Organisation) – www.perkeso.gov.my
- IRBM (Inland Revenue Board Malaysia) – notify new employee. www.hasil.org.my
- PSMB (Pembangunan Sumber Manusia Berhad) – www.hrdf.com.my

5. OPERATIONAL APPROVAL

WORK PERMIT

- **Expatriates** - You can get Work Permit from Immigration Department. www.imi.gov.my
- **General workers** - You are required to get approval for foreign worker from Labour Department (JTKSM – jtksm.mohr.gov.my), foreign worker recruitment approval from MOHA - www.moha.gov.my and Work Permit from Immigration Department - www.imi.gov.my

CUSTOMS CLEARANCE AGENT APPROVAL

- If international courier services are provided, you will/may need this approval for managing import/export customs clearance duties. www.customs.gov.my

OPERATOR LICENCE

- For all operators of land public transport and goods vehicles the Operator Licence is required from the Land Public Transport Commission (SPAD). www.spad.gov.my

VEHICLE LICENCE

- For each goods vehicle a Type A licence (Permit A) is required from SPAD. www.spad.gov.my

GOODS VEHICLE INSPECTION

- All commercial vehicles need to undergo a roadworthiness inspection at PUSPAKOM every 6 months. (Road Transport Act 1987). www.puspakom.com.my

GOODS DRIVING LICENCE (GDL)

- GDL is required for all drivers of commercial vehicles carrying goods, issued by the Road Transport Department (JPJ). www.jpj.gov.my

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5. OPERATIONAL APPROVAL (continue..)

PREMISE LICENSE

- For using the premise
www.dbkl.gov.my

FIRE SAFETY INSPECTION

- For inspecting compliance of premise to fire safety standards.
www.jbpm.gov.my

OCCUPATIONAL SAFETY AND HEALTH NOTIFICATION

- You are required to notify Department of Occupational Safety and Health (DOSH) once you acquire, occupy and operate a premise. www.dosh.gov.my

PUBLICATION PERMIT

- For producing and disseminating flyers and catalogues to the public.
www.moha.gov.my

ADVERTISEMENT LICENCE

- For premise signboard, lamp post or outdoor display advertisements, issued by the local authority. (Kuala Lumpur–
www.dbkl.gov.my)

WEIGHING MACHINE LICENCE

- For using weighing machines.
www.kpdnkk.gov.my

6. TAXATION

CORPORATE TAX

- Your company is required to pay corporate tax to IRBM (Inland Revenue Board of Malaysia).
www.hasil.org.my

INDIVIDUAL / EMPLOYEE INCOME TAX

- You are required to facilitate your employees' income tax with IRBM.
www.hasil.org.my

SERVICE TAX LICENCE & SERVICE TAX

- You may be required to apply for a Service Tax Licence from Royal Malaysian Customs Department. The service tax collected must be paid to Customs.
www.customs.gov.my

PROPERTY TAXES

- You are required to pay Assessment Tax at the Local Council annually. (Kuala Lumpur - www.dbkl.gov.my)
- You are required to pay Quit Rent Tax to the Land Office annually. (Kuala Lumpur - www.ptgwp.gov.my)