

**(APPENDIX 2)**

**CHECKLIST FOR ENCLOSURES**

Company Name : .....

Company Number : .....

Please tick  to ensure items required are duly enclosed

1.  Application Fees of RM 100.00
2.  Covering Letter – Stating reasons to support application
3.  Declaration by Applicant
4.  Individual - Resolution of majority shareholders. ; OR  
 Wholly-owned subsidiary – Letter of consent and declaration from holding company. The letter must be signed by one of the directors of the holding company and be printed on the holding company’s letterhead. ; OR  
 Co-owned subsidiary (Individual and company) – Resolution of majority shareholders and a corporate representative certificate must be attached to the application.

Note : In the case of where Shareholder/s is/are untraceable, proof of attempts to contact by way of registered post must be attached to the application. Proof of any other modes of attempt (if any) must also be attached to application.

5.  \*Latest Management Accounts (Balance Sheet and Profit & Loss Statement) certified by the Director (in each page) / Latest Audited Financial Statements, in the case of an application by a company limited by guarantee. (\*Strike out whichever is not applicable)

6.  Waiver letters from directors/creditors

7.  Tax clearance (if applicable)

8.  Company Print-Out

APPLICANT'S SIGNATURE : .....

(Name)

DATE : .....