

INDUSTRIAL COORDINATION COMMITTEE, SARAWAK

APPLICATION FOR INDUSTRIAL COORDINATION COMMITTEE APPROVAL AND APPLICATION FOR LAND WITHIN INDUSTRIAL ESTATE DEVELOPED BY MINISTRY OF INDUSTRIAL DEVELOPMENT(MID)

PROCEDURES/ GUIDELINES

- (1) This form is applicable for all industrial projects including sole proprietorship/ enterprise and companies with paid-up capital of less than RM2.5 million and / or employs less than 75 workers. However, a company which has paid-up capital and / or employs more than amount or number as specified above and wishes to apply for industrial land within the Industrial Estates developed by the Government for a manufacturing project must also fill the form.
- (2) Submission procedure for the purpose of establishing an industrial project. Duly completed application on Form ICC-1 must be submitted to the following address:
- | | |
|---|---|
| <p>Original to:
Secretary
Industrial Coordination Committee (ICC)
c/o Ministry of Industrial Development
13th Floor, Wisma Sumber Alam
Jalan Stadium
93500 KUCHING</p> | <p>With copy to:
Director
Malaysian Industrial Development Authority (MIDA)
Tingkat 4, Bangunan Bank Negara
Jalan Satok
93400 KUCHING</p> |
|---|---|
- (and two (2) additional copies for Wood-Based Industry)
- (3) Supporting Documents (Certified Photostated Copies). Please tick (✓) whichever is applicable
- | | |
|--|---|
| <p>(a) For company under Sendirian Berhad/ Berhad applications:</p> <p><input type="checkbox"/> Certificate of Registration or Certificate Incorporation of Company;</p> <p><input type="checkbox"/> Memorandum and Articles of Association;</p> <p><input type="checkbox"/> Latest Forms 24 and 49, including list of shareholders;</p> <p><input type="checkbox"/> Land Title Deed;</p> <p><input type="checkbox"/> Brochures/ Information on machineries to be used (if any);</p> <p><input type="checkbox"/> Other documents of direct relevant to project</p> | <p>(b) For Sole Proprietorship/ Enterprise applications:</p> <p><input type="checkbox"/> Business Registration (Ordinan nama-nama perniagaan (CAP.64);</p> <p><input type="checkbox"/> Business Professions and Trading Licensing Ordinance (Borang 1(Seksyen 5, 23 dan 24(2));</p> <p><input type="checkbox"/> Land Title Deed, (if any);</p> <p><input type="checkbox"/> Borang C (PUSAKA) Pind. 1/92;</p> <p><input type="checkbox"/> Any other appraisal documents relevant to the project.</p> |
|--|---|
- (4) Food and Beverages/ Roofing Materials/ Pipes Products/ Tile/ Clay Products/ Electrical Products. For the above products, please send the sample/ ingredient list for analysis to Medical Department/ SIRIM/ Chief Electrical Inspector/ Institute of High Voltage and Engineering Faculty, UTM/ DOSH for testing and recommendation.
- (5) Application for projects outside industrial estates and on land of non-industrial title, please apply for Variation of Land Title Condition (AVTC) for industrial purpose through the respective divisional Superintendents of Lands and Surveys.
- (6) For enquiries please contact the
ICC Secretariat, Ministry of Industrial Development Sarawak
Tel No: 082- 313212 ext 107, 113,114,118,121

NOTE: THE ICC SECRETARIAT RESERVES THE RIGHT TO REJECT APPLICATION WHICH ARE INCOMPLETE OR SUBMITTED NOT IN ACCORDANCE WITH THE ABOVE GUIDELINES.

APPLICATION FOR APPROVAL OF THE INDUSTRIAL COORDINATION COMMITTEE

A. GENERAL

1. Application is submitted by:

(a) Name of company;

(b) Address:

(c) Telephone No.:
Fax No.:

(d) Date & Country of Registration or Incorporation:

(e) Contact Person(s) & Tel No.:

2. Application for, please tick (✓) whichever is relevant.

(a) Establishment of a new industrial project.

(b) Regularisation of an existing project.

(c) Expansion of an existing industrial project/ manufacturing of additional products.

(d) Resiting of an existing project.

(e) Resiting and expansion of an existing project.

B. COMPANY DIRECTORS/ PROPRIETORS/ SHAREHOLDERS BACKGROUND

(Please attach this information as in Appendix I)

1. Shareholders

- (i) %
- (ii) %
- (iii) %

2. Particulars of Proprietors/ Partners/ Directors:

Existing Proposed (please tick (✓) whichever is relevant)

Name	Date of Birth	Nationality	Position/ Designation	Residential Address

(If there are more than 5 directors, please submit list as appendix)

C. NATURE OF PROJECT

- 1. Project Description:
(Please refer to Appendix II)
- 2. This application is for the manufacturing/ provision of the following products/ services.

Proposed Products/ Services:	Major Uses
Existing Products/ Services (Currently produced, if any)	Major Uses

D. PROJECT COST, FINANCING AND CAPITAL STRUCTURE

1. Project Cost:

Cost Components	Proposed (for new project)	Existing (Regularise)	Expansion
a) Land and Land Development*			
b) Factory Building/ Rent*			
c) Plant and Machinery			
d) Other Equipment			
e) Pre- Operational Expenses			
f) Working Capital			
TOTAL			
* If the land or factory building is rented or to be rented, give annual rent amount			

2. Machineries/ Equipment Required

Item +	Country of Origin	Condition New / Used	Purchase Date	Estimated Cost
TOTAL				

+ Indicate size where ever applicable

3. Financing

Sources of Fund	Proposed (New)		Existing (Regularise)		Additional (Expansion)	
a) Equity / Paid-Up Capital						
Malaysian						
i) Bumiputera						
ii) Chinese						
iii) Other Malaysian (Specify)*						

Foreign						
i)						
ii)						
iii)						
Sub Total		100%		100%		100%
b) Loan						
Domestic						
i) Bank						
ii) Machinery Suppliers						
iii) Others						
Foreign						
i) Bank						
ii) Machinery Suppliers						
iii) Others						
Sub Total		100%		100%		100%
TOTAL						
Authorised Capital						

E. FACTORY AND UTILITY REQUIREMENTS

- (a) Existing/ Proposed* Factory Location
(Extract or copy of land title to be attached)
- (ii) Lot No.:
- (iii) Block No./ Land District
- (iv) Nearest Town and Distance:
- (v) Acreage:
- (vi) Land use condition:
(eg.: agriculture, commercial, industrial, residential, open)
- (vii) Category of land:
(eg.: Mixed Zone Land, Native Area Land, Native Customary Land etc)

(b) If factory is located within an industrial estate, provide the following:

- (i) Name of Industrial Estate:
- (ii) Date of Site Application:
- (iii) Size required:

(c) Resiting of an Existing Factory:

If your project is an on-going operation and relocation of factory is intended, indicate new location and justifications for resiting:

New Location:

Justification (note: requirement of land):

(d) Utility Requirement:

- (i) Electricity _____ KWH/ Annum
- (ii) Water _____ Gal./ annum
- (iii) Telephone _____ lines

F. EMPLOYMENT

(a) Provide figures on the racial composition of the present/ proposed additional full-time staff employed by the project.

SCALE	Existing				Additional / Proposed*				Total
	B	C	OM	NM	B	C	OM	NM	
1. Management Staff									
2. Technical & Supervisory Staff									
3. Factory Workers: (a) Skilled (b) Unskilled									
4. Sales, Clerical and Other Workers									
TOTAL									
Note: B = Bumiputera, C = Chinese, OM = Other Malaysian, NM = Non Malaysian									

* Delete whichever is not applicable

(b) Expatriate personnel Required

i) None

ii) Yes, state number, nationality and length of stay

G. MANUFACTURING PROCESS AND PRODUCTION SCHEDULE

1. Manufacturing Process

(a) Explain with the aid of a flow chart, the manufacturing process involved.

2. Production Details

a) Production Schedule:

For each proposed project, give the estimated production for the first 3 years.

Product / Service	Unit *	1st Year		2nd Year		3rd Year	
		Quantity	Value (RM)	Quantity	Value (RM)	Quantity	Value (RM)
TOTAL							

* Indicate unit used e.g. MT - Metric Ton; KG - Kilogram; Pcs - Pieces, etc.

(b) Maximum Production Capacity

Based on the proposed initial investment, state the maximum attainable production capacity of product.

Product(s) Maximum Capacity

2. Raw Materials/ Component Parts Required:

(a) Indicate the raw materials required during the first year of production.

Product(s)	Raw Materials	Quantity (State Unit)	Value (RM)	Sources and % of local Raw Materials (For wood-based project utilizing logs as raw materials indicate name of company(s) supplying raw materials)

H. MARKET

(a) Who are your major customers?

(b) Export/ Import

Provide details of the final products to be exported by the company for the first 3 years of operation.

Products(s)	Product(s) to be exported			
	%	Quantity	Value (RM)	Export Destinations

I. PRODUCT PRICING

Ex- Factory Price Analysis

Cost Component	% of Price
(i) Imported Raw Materials	%
(ii) Local Raw Material	%
(iii) Other Materials e.g. Lubricants Cleansing Agents	%
(iv) Cost of Energy and Fuel	%
(v) Cost of Labour	%
(vi) Depreciation	%
(vii) Interest Payment, Indirect Tax etc	%
(viii) Administrative and Selling Cost	%
(ix) Manufacturing Profit	%
(x) Ex-Factory Unit Selling Price	<u>100%</u>

J. ESTIMATED SALES/ PROFITS

Based on the planned output and proposed selling prices, provide an estimate of the following and indicate how the estimates are derived.

(i) Average annual basis (estimate).

(ii) Net profits before tax during each of the first 3 years of operation.

Year 1

Year 2

Year 3

(iii) Rate of return on total investment during each of the first 3 years of operation.

Year 1 %

Year 2 %

Year 3 %

(iv) Payback period of the proposed project.

K. ENVIRONMENTAL POLLUTION

(i) List the possible solid and gaseous wastes (including the quality and toxicity) that will be released during the production process.

(ii) Explain the measures that will be taken to control or minimize the effects of each pollution.

L. SOURCES OF TECHNICAL KNOW- HOW

Provide details including name and background of the company providing technical know-how.

M. ANY OTHER INFORMATION

State briefly other salient features of your project not covered above which would be used in the appraisal of your application.

N. DECLARATION

I hereby declare that to the best of my knowledge and belief, the particulars furnished under this application are true.

Signature of Applicant

Name in Block Letters

Designation in Company

Company Stamp

NOTE: ANY FORMS WITHOUT SIGNATURE WILL NOT BE ENTERTAINED
PLEASE ENSURE THAT ALL DOCUMENTS ARE INCLUDED IN THIS SUBMISSION.

Date:

COMPANY DIRECTORS/ PROPRIETORS/ SHAREHOLDERS BACKGROUND

GUIDELINE

Among other things, you should include the following information:

- Present business activities of the company, and associate companies (if any), how long in the business and at the present site. Information on the technical partner, and other source of technical should also be included.
- Background on individual directors should include business background and experience whose business activities should be highlighted (it is not sufficient to say that Mr. A is the Managing Director of ABC Sdn Bhd).

(i) Company Background:

(ii) Background of Directors/ Proprietors/ Shareholders

NATURE OF PROJECT

2. Project Description

Please describe the nature of the project and attach as Appendix II

As guideline, you can include such information:

- (i) Nature of the project/ products/ its uses and application;
- (ii) Justification for the establishment of the project;
- (iii) Benefits the project can generate;
- (iv) Company brochure(if any);
- (v) Photographs of the products and existing operation(if any);

APPLICATION FOR REGULARISATION ONLY

If you are applying for regularisation or if the company has an existing operation, please fill the information below:

- 1. Factory Location: -----
- 2. Particulars of the site:
 - (a) Size: -----
 - (b) Status of land/ land use: -----
(e.g.: agriculture, residential, open, commercial use and etc)
 - (c) Category of land: -----
e.g.: Mixed Zone Land, Native Area Land, Native Customary Land, etc).
 - (d) Distance from nearest building / house
(Please provide a locality drawing and if possible provide a photograph of the surrounding area)

3. Date of operation at the site: -----

4. Nature of operation/ products: -----

5. Established Market: -----
(please specify)

6. No. of workers:-----

Other Information:

[Signature & Company Stamp]

Date:

APPLICATION FOR LAND WITHIN INDUSTRIAL ESTATE DEVELOPED BY GOVERNMENT

Procedures For Submission

[The following requirements and conditions are read in conjunction with the application for project approval to the Industrial Coordination Committee (ICC). In respect of submission for a Manufacturing Licence under the Industrial Coordination Act 1975 (Amendment), please include also Form 24 and 49 under the Companies Act, 1965.

A. Name of Industrial Estate : _____

Acreage : _____

B. Application Must be Supported By Submitting The Following Documents:

1. Layout plan of the proposed site including landscape plan.
2. Schedule of Implementation of project including stages of activity with their respective time schemes.
3. Perspective drawing of the proposed factory.
4. Banker's Reference on the financial position of the applicant/ company.
5. Any other relevant information that would assist in the appraisal of the land application.

C. The Company Must Also Fulfill The Following Conditions:

1. The company should have increased its paid-up capital equivalent to 20-25% of the proposed project cost (if the present company has a paid- up capital of RM 2.00)
2. The company would have been registered as a limited company (if it is presently a partnership or sole proprietorship)
3. Bumiputera participation in the equity of the firm is encouraged.
4. The company should have an established office and a proper registered address for that office in a business premise.

NOTE:

- (1) Please be advised that any application not submitted in the manner specified above will not be considered.
- (2) The approving authority is under no obligation to assign any reason for not approving any application.