

CUSTOMER'S CHECKLIST

1. **NEW REGISTRATION**

- 1) Application Form
- 2) Registration Fee
- 3) Valid Trade Licence
- 4) **For Sole-Proprietorship Or Partnership**
 - i. Certificate of Registration of Business Name
 - ii. Extract of Registration of Business Names

OR

For Private Limited (Sdn Bhd) Or Public (Bhd) Companies

- i. SSM Certificate of Incorporation of Private/ Public Companies
- ii. SSM Section 14 Form (Application for Registration) / SSM Form 24 and Form 49

2. **RENEWAL / REINSTATEMENT OF REGISTRATION:**

- 1) Application Form
- 2) Registration Fee
- 3) Valid Trade Licence

3. **ADDITIONAL PRODUCT/ ACTIVITY/ BRANCH:**

- 1) Application Form
- 2) Registration Fee (*for Additional Activity and Branch **only***)
- 3) Valid Trade Licence (*for Additional Branch **only***)

4. **CANCELLATION OF PRODUCT/ ACTIVITY/ BRANCH/ COMPANY:**

- 1) Application Form
- 2) Original Certificate of Registration

5. **REPLACEMENT CERTIFICATE**

- 1) Application Form
- 2) Registration Fee

6. **CHANGE OF PARTICULARS (INCLUDING CHANGE OF COMPANY NAME OR OWNERSHIP)**

- 1) Application Form
- 2) Registration Fee (if required)
- 3) Valid Trade Licence (*For change of company registered address **only***)
- 4) SSM Form 13 / Section 28 (*For Change of Company Name **only***)
- 5) SSM Section 14 Form (Application for Registration) / SSM Form 24 and Form 49 (*For Change of Company Ownership **only***)

7. **MANUFACTURING REGISTRATION APPLICATION:**

- 1) Application Form
- 2) Registration Fee (If any)
- 3) Valid Sawmill/ Bandmill / Timber Yard Licence from Forest Department Sarawak, **or** Approved Mill Registration Application from Sarawak Timber Industry Development Corporation (Licencing Section)

Note: Approval of registration involving restricted activities / products shall be in accordance with prevailing Ordinance, Regulations and Conditions and Restrictions.