



## BAHAGIAN PENDAFTARAN & PELESENAN

### CUSTOMER'S CHECKLIST

#### BASIC DOCUMENTATIONS FOR REGISTRATION APPLICATIONS:

1. NEW APPLICATION
2. RENEWAL/ REINSTATEMENT OF REGISTRATION
3. ADDITIONAL PRODUCT/ ACTIVITY/ BRANCH
4. CANCELLATION OF PRODUCT/ ACTIVITY/ BRANCH/ COMPANY
5. REPLACEMENT CERTIFICATE
6. CHANGE OF PARTICULARS (INCLUDING CHANGE OF COMPANY NAME OR OWNERSHIP OF COMPANY)

#### NEW APPLICATION:

☐ ***STIDC Registration Form***

Duly completed STIDC Registration Application Form, stamped and signed by a company representative. The form is available FREE via [www.sarawaktimber.org.my](http://www.sarawaktimber.org.my) (download) or from any STIDC offices throughout Sarawak.

☐ ***Registration Fee***

The payment can be made to 'STIDC' via crossed cheque, postal order or money order or bank draft. Please refer to respective STIDC offices for those payment made outside Kuching.

☐ ***Valid Trade Licence (Timber Related Business Activity)***

☐ ***For Sole-Proprietorship or Partnership Business***

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

**RENEWAL / REINSTATEMENT OF REGISTRATION:**

- ☐ ***STIDC Registration Form***
- ☐ ***Registration Fee***
- ☐ ***Valid Trade Licence in Timber Related Business Activity***

**ADDITIONAL PRODUCT/ ACTIVITY/ BRANCH:**

- ☐ ***STIDC Registration Form***
- ☐ ***Registration Fee (if required)***
- ☐ ***Valid Trade Licence (Timber Related Business Activity) (if required)***
- ☐ ***Original Certificate of Registration (if still valid)***

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

- ☐ ***STIDC Registration Form***
- ☐ ***Valid Trade Licence (Timber Related Business Activity) (if required)***
- ☐ ***Original Certificate of Registration (if still valid)***

**REPLACEMENT CERTIFICATE:**

- ☐ ***STIDC Registration Form***
- ☐ ***Registration Fee***

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

- ☐ ***STIDC Registration Form***
- ☐ ***Registration Fee (if required)***
- ☐ ***Valid Trade Licence (Timber Related Business Activity)***  
*For change of company registered address **only**.*
- ☐ ***SSM FORM 13 / SECTION 28***  
*For Change of Company Name **only**.*
- ☐ ***Copy of Section 14 Form (Application for Registration) / Form 24 and Form 49***  
*For Change of Company Name and Ownership **only**.*