

12. PRODUCTION/BUSINESS ACTIVITIES

a. Proposed activities:

b. End products/service:

13. PARTICULARS OF DIRECTORS/PARTNERS/PROPRIETOR OF COMPANY

13.1 Name and Address

14. CAPITAL STRUCTURE (in Malaysian ringgit)

14.1 Authorised Capital _____

14.2 Paid –up Capital _____

14.3 Loan Capital _____

14.4 State sources of loans-local/foreign bank overdrafts, etc.

14.5 Equity Participation

14.5.1 Percentage (%) Local-Bumiputra

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14.5.2 Percentage (%) Local-Non-Bumiputra

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14.5.3 Percentage (%) Foreign- Please state country – Percentage %

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15. Supply Chain

15.1 Please specify your key customers (Please attach support letter from your key customer)

15.2 Please specify your suppliers

16. EMPLOYMENT

STAFF POSITION at proposed (initial) stage of operation

			Managerial & Research	Engineers	Supervisory	Technical	Other Office Staff	Skilled workers	Unskilled workers	General workers	Total
MALAYSIAN	MALE	Bumiputera									
		Chinese									
		Indian									
		Others									
	FEMALE	Bumiputera									
		Chinese									
		Indian									
		Others									
Expatriate											
TOTAL											

Note: 30% bumiputera employment is encouraged.

17. MARKET

Market of your products by stating the percentage of sales in local market and export

% LOCAL

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% EXPORT

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Countries concerned

18. PRODUCTION

- a. With the aid of a flow chart, explain the manufacturing process of the plant (Please attach flow chart for reference)

- b. Give details of any discharges/waste generated or produced. (air,water,etc.)

- c. Indicate treatment and disposal measures for above.

- d. Please give details of the following:-

- i. If chemicals are used, please specify:

Item	Quantity Per Month

ii. List of major equipment/machinery:

Item	Quantity Per Month
_____	_____
_____	_____
_____	_____

iii. If R&D activities are conducted, please specify the following:-

a. General Description of Technologies

b. General Applications

c. Potential Opportunities

19. INFORMATION ON EXISTING OPERATION

19.1 Is your company currently operating in Malaysia? YES NO

19.2 Is your company currently operating in Penang? YES NO

If YES, please answer the following:

19.3 Are you operating in rented/owner occupied premises?

19.4 Please state:

19.4.1 For rented premises:

Rent per month _____

Type of building _____

Built-up area _____

Address _____

19.4.2 For owner occupied premises: (Land area)

Present zoning _____

Type of building _____

Built-up area _____

Address _____

19.5 Would your company be relocating the entire business to the new SME Centre and cease operation at the old location?

YES, this will be the only site for the company NO

If NO, please specify status of set up at new location:

Newly Setup for _____ months

Expansion (More than 1 site /New Factories/New Branch)

20. STATE NAMES, ADDRESSES AND PHONE NO. OF THE FOLLOWING:

20.1 Your Banker

20.2 Your Company Secretary

20.3 Your Solicitor

I hereby declare that to the best of my knowledge and belief all the particulars furnished above are true.

Signature: _____

Date: _____

Name: _____

Designation: _____

IMPORTANT NOTE

Please attach a copy of:-

1. Memorandum of Article
2. Form 24 }
3. Form 44 } Certified by your Company Secretary
4. Form 49 }
5. Flow chart explaining the manufacturing processes. (as per item 18.a.)
6. Support letter from key customer. (as per item 15.1)

For sole proprietorship and partnership – Please attach a copy of Business Registration Form