



CAHYA MATA SARAWAK

[Appendix C]

IMPORTANT INFORMATION TO BE ATTACHED WITH THE APPLICATION FORM

Applicable for: -

- New Registration
- Upgrading Of Registration
- Change(s) In Equity / Transfer Of Shareholders / Change Of Company's Name / Status
- Renewal of Registration

A. TYPE OF ENTITY: LIMITED COMPANY or PUBLIC LISTED COMPANY

1. Form 9 – Registration Certificate.
2. Certified copy of Form 13 – “Certificate of Incorporation On Changes Of Name Of Company” if there is any change in the company's name.
3. Form 49 – “Return Giving Particulars In Register Of Directors, Managers And Secretaries And Changes Of Particulars” **certified by the Registrar of Suruhanjaya Syarikat Malaysia (SSM) on all pages.**
4. Latest “Annual Return of a Company Having a Share Capital” **certified by Registrar of Suruhanjaya Syarikat Malaysia on all pages** and Form 24 – “Return of Allotment Of Share” **certified by the Registrar of Suruhanjaya Syarikat Malaysia on all pages.** if there are any additional shares issued after the date of the latest “Annual Return”. Companies less than two (2) years old are exempted from submitting the “Annual Return”.
5. If the company's shares are held directly or indirectly by other companies, please submit the latest “Annual Return”, Forms 24 and 49 of all such companies **certified by the Registrar of Suruhanjaya Syarikat Malaysia on all pages.**
6. Certified copy of duly stamped Form of Transfer of Shares (Form 32A), if there is any change in shareholder after the date of the “Annual Return.”
7. Certified Auditor's Report and Financial Statements of the company for the past three (3) years (for Contractors) and one (1) year (for Suppliers).

B. TYPE OF ENTITY: SOLE PROPRIETORSHIP or PARTNERSHIP

1. * Certified copy of Form R22 – Certificate of Registration.

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2. * Certified copy of Extract of Business Names' Registration.
3. * Certified copy of Valid Trade License Form I (IRD N0.7)
4. * Certified copy of duly stamped document evidencing change in the proprietorship or partnership.
5. Specimen of business stamp / seal.

C FINANCIAL PARTICULARS OF ENTITY

1. Last three (3) months' bank statements.
2. Copies of fixed deposit(s) statements, saving account(s) statements, investment books, shares certificates, Tabung Haji statements under the proprietor's name (for sole proprietorship) or under the partners' names (for partnership), certified by the relevant bodies.
3. Copies of the relevant documents evidencing overdraft facilities secured and the balance of such facilities not utilized, certified by the relevant financial institution(s).

D PARTICULARS OF OWNERSHIP/MANAGEMENT/WORKERS OF ENTITY

1. * Certified copy of degree(s), diploma(s), academic qualification(s) and/or testimonial(s) from previous employer(s) or other third parties, and/or award(s) etc. received by the shareholders/owner(s) and/or other professional or technical staff of the entity.

E WORKS COMPLETED BY THE ENTITY

1. * Certified copy of contract(s), agreement(s), letter(s) of acceptance, letter(s) of offer for works, services and/or supply contract(s), etc.
2. Certificate/confirmation of works, services and /or supply contract(s) completed and/or payment vouchers for contract(s) offered by quotations or requisitions.

* To be certified by Registrar of Suruhanjaya Syarikat Malaysia (SSM) or Company Secretary.