

This checklist is intended to assist partners and staff when advising clients of steps to be taken to establish operations for the first time in Malaysia.

The checklist is not intended to be exhaustive and so it is unlikely to cater for all situations. The list will be updated from time to time arising from changes in legislation.

In all cases proposals of the client should be discussed with a partner or manager in charge.

INTRODUCTION CHECKLIST					
General Requirements		Yes	No	N/A	Remarks
1	Nationality				
	• Malaysian	Yes	No	N/A	
	• Foreign	Yes	No	N/A	
2	Professional services required	Yes	No	N/A	
3	Nature of investment / business	Yes	No	N/A	
4	Principal place of business	Yes	No	N/A	
5	Market - operations	Yes	No	N/A	
6	Premises for operations				
	• Rented	Yes	No	N/A	
	• Owned	Yes	No	N/A	
7	Business entity	Yes	No	N/A	
8	Equity structure	Yes	No	N/A	
9	Equity participation	Yes	No	N/A	
10	Decision makers				
	• Playmakers	Yes	No	N/A	
11	Authorised person				
	• Liaison person	Yes	No	N/A	
12	Human resource needs	Yes	No	N/A	
13	Banking introductions	Yes	No	N/A	
14	Legal introductions	Yes	No	N/A	
15	Other professional introductions	Yes	No	N/A	
16	Planning				
	• Gantt chart	Yes	No	N/A	
	• Proposed implementation timeline	Yes	No	N/A	

CHECKLIST FOR BUSINESSES – General Requirements					
General Requirements		Yes	No	N/A	Remarks
1	Certificate of Registration of Business or Certificate of Incorporation / Notice of Registration of Companies Limited by shares	Yes	No	N/A	
2	Local Authority Licence	Yes	No	N/A	
3	Signboard Licence	Yes	No	N/A	
4	Fire Department Approval	Yes	No	N/A	
5	Approval for Renovations	Yes	No	N/A	
6	Department of Environment Approval	Yes	No	N/A	
7	Notification to Labour Office	Yes	No	N/A	
8	Registration with SOCSO	Yes	No	N/A	
9	Registration with EPF	Yes	No	N/A	
10	Registration as Employer for Tax Purposes (E)	Yes	No	N/A	
11	Registration with the Inland Revenue Board	Yes	No	N/A	
12	Registration as a Data User (PDPA 2010)	Yes	No	N/A	
13	Adequate Insurance Coverage				
	• Property	Yes	No	N/A	
	• Machinery / Equipment	Yes	No	N/A	
	• Inventory	Yes	No	N/A	
	• Staff	Yes	No	N/A	
	• Consequential Loss	Yes	No	N/A	
	• Any other associated risks	Yes	No	N/A	



CHECKLIST FOR BUSINESSES – Specific Requirements					
Specific Requirements		Yes	No	N/A	Remarks
1.	Foreign Equity Compliance	Yes	No	N/A	
2.	Manufacturing Licence	Yes	No	N/A	
3.	Goods and Services Tax Registration	Yes	No	N/A	
4.	Exemptions \ Reliefs from Goods and Services Tax	Yes	No	N/A	
5.	Licensed Manufacturing Warehouse	Yes	No	N/A	
6.	Human Resource Development Fund	Yes	No	N/A	
7.	Fire Certificate for Designated Premises	Yes	No	N/A	
8.	Occupational Safety and Health Committee	Yes	No	N/A	
9.	Factory and Machinery Installation Approval	Yes	No	N/A	
10.	Importers / Exporters Code	Yes	No	N/A	
11.	Export / Import Licence	Yes	No	N/A	
12.	GSP / PTA / CEPT	Yes	No	N/A	
13.	Treasury Exemptions	Yes	No	N/A	
14.	Control Items' Licences	Yes	No	N/A	
15.	Chemistry Department Requirements	Yes	No	N/A	
16.	Industry Specific Licences				
	• Housing Developer Licence	Yes	No	N/A	
	• Construction Industry Development Board	Yes	No	N/A	
	• Printing Press Licence	Yes	No	N/A	
	• WRT (Wholesale, Retail, Trade) Approval	Yes	No	N/A	
	• Second-Hand Dealers' Licence	Yes	No	N/A	
	• Halal Registration	Yes	No	N/A	
	• Ministry of Health Requirements	Yes	No	N/A	
17.	Other Relevant Matters				
	• Work Permits	Yes	No	N/A	
	• Quit Rent for Properties	Yes	No	N/A	
	• Duty Exemptions	Yes	No	N/A	
	• Approval Permits	Yes	No	N/A	

CHECKLIST OF DETAILED REQUIREMENTS					
Detailed Requirements		Yes	No	N/A	Remarks
	Licences, permits and approvals required by the manufacturing sector and where to obtain them				
1	Ministry of International Trade and Industry and the Ministry of Domestic Trade, Co-operatives and Consumerism <ul style="list-style-type: none"> • Manufacturing licence under the Industrial Co-ordination Act, 1975 -MIDA • Certificate of incorporation under the Companies Act, 1965 - SSM • Intellectual property registration - MyIPO (Intellectual Property Corporation of Malaysia) • Import / export licence, • Licence to manufacture and store controlled items under the Control of Supplies Act, 1961 • Licence to store diesel and gas under the Control of Supplies Act, 1961 • Royalty and technical assistance agreements • GSP certification • Notification of cheap sale under the Trade Descriptions Act, 1972 (Trade Descriptions (Cheap Sale Price) Regulations 1997) • Licence for weights and measure for weighing machines and weigh bridges. • Registration of contractors • Approval Permits 	Yes	No	N/A	
2	Local authorities <ul style="list-style-type: none"> • Premise licence • Building plan • Canteen licence • Signboard licence • Storage licence • Advertising licence • Sawmill / carpentry licence • Licence to trade 	Yes	No	N/A	

CHECKLIST OF DETAILED REQUIREMENTS					
Detailed Requirements		Yes	No	N/A	Remarks
3	Royal Malaysian Customs Department <ul style="list-style-type: none"> Goods and Services Tax (GST) Registration Excise Licence Licensed Manufacturing Warehouse Licence Warehouse Licence 	Yes	No	N/A	
4	Department of Occupational Safety and Health <ul style="list-style-type: none"> Approval to install and operate machinery Certificate of fitness for steam boilers and unified pressure vessels 	Yes	No	N/A	
5	Fire Department <ul style="list-style-type: none"> Approval for use of premises Certificate for fire extinguishers Fire certificate for designated premises — fire fighting requirements 	Yes	No	N/A	
6	Ministry of Public Enterprises <ul style="list-style-type: none"> Licence for commercial vehicles / company owned vehicles Licence for petroleum carrying vehicles 	Yes	No	N/A	
7	Electrical Inspectorate <ul style="list-style-type: none"> Licence for electrical installations, plant and equipment 	Yes	No	N/A	
8	Department of Environment <ul style="list-style-type: none"> Licence to emit or cause of discharge wastes or pollutants Notification of the Generation of Scheduled Waste Appointment of Scheduled Wastes Contractor 	Yes	No	N/A	
9	Ministry of Home Affairs <ul style="list-style-type: none"> Licence for printing machines Licence to publish in-house newsletters 	Yes	No	N/A	
10	Ministry of Health <ul style="list-style-type: none"> Licence to purchase and store chemicals Poison licence under the Drug Control Authority 	Yes	No	N/A	
11	Ministry of Agriculture <ul style="list-style-type: none"> Licence for importing and manufacturing pesticides 	Yes	No	N/A	

CHECKLIST OF DETAILED REQUIREMENTS					
Detailed Requirements		Yes	No	N/A	Remarks
12	Royal Malaysian Police <ul style="list-style-type: none"> Second Hand Dealers' Licence Explosives Storage Licence Purchase and Removal Licence for explosives 	Yes	No	N/A	
13	Malaysian Rubber Exchange and Licensing Board <ul style="list-style-type: none"> Licence to purchase and store rubber 	Yes	No	N/A	
14	Labour Department <ul style="list-style-type: none"> Permit on shift work for women workers 	Yes	No	N/A	
15	SIRIM <ul style="list-style-type: none"> Certification on product standard 	Yes	No	N/A	
16	Forestry Department <ul style="list-style-type: none"> Licence for carpentry shop Licence for plywood mill Steel hammer registration certificate Licence to set up and operate pencil factory 	Yes	No	N/A	
17	Atomic and Energy Licensing Board <ul style="list-style-type: none"> Licence to control the use of radioactive materials and equipment 	Yes	No	N/A	
18	Telecoms Department <ul style="list-style-type: none"> Franking machine licence 	Yes	No	N/A	
19	Immigration Department <ul style="list-style-type: none"> Approval for visa for expatriate posts and key posts Permits to employ foreign workers 	Yes	No	N/A	
20	National Tobacco Board <ul style="list-style-type: none"> Licence for manufacturer involved in the tobacco industry 	Yes	No	N/A	
21	Malaysian Timber Industry Board <ul style="list-style-type: none"> Manufacturing registration certificate Exporting registration certificate Supplying registration certificate Packing registration certificate 	Yes	No	N/A	
22	Malaysian Palm Oil Board <ul style="list-style-type: none"> Licence to buy and store palm oil 	Yes	No	N/A	
23	Malaysian Pineapple Industry Board <ul style="list-style-type: none"> Certificate of registration of pineapple cannery 	Yes	No	N/A	

CHECKLIST OF DETAILED REQUIREMENTS					
Detailed Requirements		Yes	No	N/A	Remarks
24	Petronas <ul style="list-style-type: none"> Licence to provide service to petroleum companies 	Yes	No	N/A	
25	Port Authority / Marine Department <ul style="list-style-type: none"> Permission to anchor and berth petroleum vessels at the company's terminal 	Yes	No	N/A	
26	Transport Ministry <ul style="list-style-type: none"> Cabotage Licence for domestic shipping Licence for all vessels to operate in Malaysia 	Yes Yes	No No	N/A N/A	
27	Construction Industry Development Board <ul style="list-style-type: none"> Import Permit for building materials Application for new registration Application for the accreditation of skilled construction worker 	Yes Yes Yes	No No No	N/A N/A N/A	
28	Personal Data Protection Department <ul style="list-style-type: none"> Registration as a Data User 	Yes	No	N/A	



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