

Checklist for Businesses					
General Requirements					Remarks
1	Certificate of Registration of Business or Certificate of Incorporation / Notice of Registration of Companies	Yes	No	N/A	
2	Local Authority/Town Council Business Licence	Yes	No	N/A	
3	Signboard Licence	Yes	No	N/A	
4	Approval for Renovations and Extensions	Yes	No	N/A	
5	Fire Department (Sponsor letter if required by Town Council for the application of Business License)	Yes	No	N/A	
6	DOSH Permission to occupy and use any premises as a factory and Written Approval to install machinery	Yes	No	N/A	
7	Department of Environment (No objection letter)	Yes	No	N/A	
8	Registration with EPF	Yes	No	N/A	
9	Registration with SOCSO	Yes	No	N/A	
10	Registration with EIS	Yes	No	N/A	
11	Notification to Department of Labour	Yes	No	N/A	
12	Registration as Employer for Schedular Tax Deduction	Yes	No	N/A	
13	Registration with the Inland Revenue Board	Yes	No	N/A	
14	Registration as a Data User (PDPA 2010)	Yes	No	N/A	
15	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					Remarks
1	Foreign Equity Compliance	Yes	No	N/A	
2	Manufacturing Licence under ICA 1975	Yes	No	N/A	
3	Service Tax Registration	Yes	No	N/A	
4	Sales Tax Registration	Yes	No	N/A	
5	Sales Tax Exemptions	Yes	No	N/A	
6	Excise Licence	Yes	No	N/A	
7	Licensed Manufacturing Warehouse (LMW)	Yes	No	N/A	
8	Human Resource Development Fund	Yes	No	N/A	
9	Fire Certificate for Designated Premises	Yes	No	N/A	
10	Occupational Safety and Health Committee	Yes	No	N/A	
11	Safety and Health Officer	Yes	No	N/A	
12	DOSH Written Approval to install machinery in respect of which a certificate of fitness is prescribed	Yes	No	N/A	
13	Serving Written Notice to DOSH for Building Operations or Works of Engineering Construction.	Yes	No	N/A	
14	DOE License (various licences required under the law such as license to occupy and use prescribed premises, and etc)	Yes	No	N/A	
15	Environmental Impact Assessment Report for Prescribed Activities	Yes	No	N/A	
16	Written Notification and Written Approval from DOE (such as construct any building to discharge effluent, sewage, installation of incinerator, fuel burning equipment and Chimney)	Yes	No	N/A	

Checklist for Businesses					
Specific Requirements					Remarks
17	Importers / Exporters Code	Yes	No	N/A	
18	Export / Import Licence	Yes	No	N/A	
19	Certificate Of Country Of Origin	Yes	No	N/A	
20	Import Duty Exemption for Machinery & Equipment & Raw materials / Components	Yes	No	N/A	
21	Control Items' Licences	Yes	No	N/A	
22	Chemistry Department Requirements	Yes	No	N/A	
23	Industry Specific Licences / Registrations				
	• Housing Developer Licence	Yes	No	N/A	
	• Construction Industry Development Board	Yes	No	N/A	
	• Malaysian Rubber 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	
24	Other Relevant Matters				
	• Work Permits / Employment Passes	Yes	No	N/A	
	• Quit Rent and Assessment for Properties	Yes	No	N/A	



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