

CIRCULAR NO. 61/2020

DATE: 13 APRIL 2020

Advisory for Companies on Application Form

MPMA had received from the Ministry of International Trade and Industry (MITI) a sample of the Application Form on MITI's website - CIMS 2.0 and further updates on the said system.

Below are the details as per the form requirement.

COMPANY REGISTRATION DETAILS

1. Company Name

Items 2 – 4 to complete which ever relevant

2. New SSM No. and Old SSM No.

3. Local Authority License No. and Local Authority Name

4. Regulatory Agency/Professional Body License No. and Date of Incorporation

*If none of the above is relevant, then tick the following to declare*5. I am a business owner, but have not registered with any relevant authority**CORRESPONDANCE ADDRESS**

6. Address

7. Postcode and State

OPERATION ADDRESS*Companies can add up to 10 operation addresses*

8. Address

9. Postcode and State

10. MIDA Manufacturing License No or MIDA Exemption Letter Reference No.

11. Local Authority License No. (PBT) and Local Authority Name

PRE-DECLARATION FOR SMEs (Companies need to select/tick)12. My company is: Manufacturing Services & Others

13. My company is not: Public listed company in the main board
 Subsidiaries of public listed company in the main board –
 MNCs/GLCs/State owned enterprises

14. LATEST 3 YEARS ESTIMATED REVENUE (*select from drop down menu*) 2017 2018 201915. LATEST TOTAL EMPLOYEES (*select from drop down menu*) 2017 2018 2019**mpma.org.my**

16. ECONOMIC CLUSTER ACTIVITY

Select from drop down menu. Clusters are composed of production companies, raw materials suppliers, services providers, etc

17. PRODUCT BUSINESS ACTIVITY

Describe your products IN DETAIL. Refrain from using abbreviations. For example, plastics films for food sectors – in particular for NESTLE, MAGGIE or plastics dashboard parts for automotive – in particular for PROTON, Perodua.

CONTACT PERSON

18. Name

19. Designation

20. Office Telephone No. and Mobile Telephone No.

21. Email 1 and Email 2

22. Fax Number and Website

23. BREAKDOWN NUMBER OF CURRENT EMPLOYEES (as at 15 March 2020)

This is provided in table format. Break down on numbers in terms of Malaysians and Foreigners as well as those in management; professional, technical and research; skilled; factory operator and machines and installation; sales, clerk and others; general workers.

LIST OF OPERATING PERSONNEL REQUESTED

This is to be provided in Excel Sheet. Companies are required to submit a list of 100% of your workforce. MITI will then decide on the percentage quantum of approved workers. Workers registered MUST be free from Covid 19 related symptoms such as cough, fever, difficulty in breathing and sore throat

24. Full Name, Citizenship and Passport Number or NRIC

COMPANY CHAIN OF SUPPLY

This is to be provided in Excel Sheet. List the details of your Customers here

25. Company Name, Registration Number and Product/Services Provided

SUPPLIERS

This is to be provided in Excel Sheet. List the details of your Suppliers here

26. Company Name, Registration Number and Product/Services Provided

NOTES:

1. Only COMPLETE APPLICATIONS will be processed.
2. Processing will take up to five days.
3. Decision on the application is subject to the fulfilment and set criteria.
4. CIMS 2.0 WILL AUTO-GENERATE AN APPROVAL LETTER CONTAINING A QR CODE.

5. Ensure your registered workers carry a copy of this letter.
6. Enforcement agencies may require your workers to produce IDENTIFICATION DOCUMENTS such as **COMPANY ID, APPOINTMENT LETTER IN ADDITION TO THE APPROVAL LETTER.**
7. If your applications had been rejected, you may submit an appeal in the same system.
8. Any revision to increase number of workers from the existing approval needs to be resubmitted and reviewed by MITI.

Please note that the above may be revised from time to time. We advise members to be look out for such updates.

Thank you.

ST GIAM

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