

CIRCULAR NO. 58/2020

DATE: 12 APRIL 2020

**INFORMATION MEMBERS NEED TO PREPARE BEFORE APPLYING TO MITI
FOR APPROVAL TO OPERATE**

Further to MPMA's Circular No. 55/2020, dated 10 April 2020, the Ministry of International Trade and Industry (MITI) has announced the following information in regard to the Application for Approval to Operate during the MCO period.

1. The application would be DIGITAL via www.miti.gov.my and opened on Monday, 13 April 2020 at 9.00 am. No hard copy/paper applications!
2. Company registration details – SSM number, priorities license number (this could be MITI's Approval Number for companies who have already received the approval) and local authorities license number.
3. Company's correspondence and operation addresses. For operation address, companies are allowed to list up to 10 locations.
4. Company's estimated revenue for years 2017, 2018 and 2019.
5. Company's total number of PERMANENT employees. The details of each employee including name, NRIC or other identification details, nature/scope of work in the company and contact details.

Companies that have already received approval and companies that have applied but yet to receive approval from MITI as well as companies that fall under the newly announced additional sectors are advised to prepare the information stated above.

Companies that fall under the additional sectors can only operate after receiving the approval from MITI.

MITI is in process of preparing the Frequently Asked Questions (FAQs) with further details of MITI's Application Process. Members are advised to follow closely MITI's announcement via MITI's website at www.miti.gov.my or MITI's social media platforms: Facebook <https://www.facebook.com/MITIMalaysia/> or Twitter [@MITIMalaysia](https://twitter.com/MITIMalaysia) or Instagram <https://www.instagram.com/mitimalaysia/?hl=en>

Thank you.

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