



APPLICATION FOR REBATES ON INDIVIDUAL LICENCE ANNUAL FEE

CHECKLIST

Please ensure that the application is submitted together with the required supporting information and documents as set out in the Revised Information Paper titled “*Eligible Deductions for Individual Licence Fee Rebates*” (“*Rebates Paper*”) that was published in 8 November 2005.

To assist the applicant, a short checklist is provided below for reference. However, the items set out in the checklist are not exhaustive and each applicant is expected to have read and complied with the requirements set out in the Rebates Paper.

1. Application Form for rebates on individual licence annual fee duly completed.
2. Company’s Audited Financial Statements i.e. preceding financial year. (This is required if the document has yet to be submitted by the applicant to the Commission).
3. The Appendixes (i.e. Appendixes A to E) set out in the Rebates Paper to be completed and duly attached to the Application Form (the number of Appendixes would depend on the applicable category of industry development rebates that is being applied for).
4. Certified true copies of the accounts and invoices/receipts of expenses submitted. The certification must be by a Director or Senior Officer of the Company.
5. Under each of the five (5) category of industry development items, to provide write up justifying whether the specific items being claimed fall within the definition provided in the Rebates Paper and support the policy objectives stated therein.
6. A duly completed template titled “*Self calculation of rebate entitlement based on the expenditure items submitted under the five (5) categories of industry development items*”.

Kindly refer to document template titled “Self Calculation of Rebates Entitlement (Based on the expenditure items submitted under the five (5) categories of industry development items”.

Refer link

http://www.cmc.gov.my/what_we_do/licensing/cma/individual.asp

7. Submissions (inclusive of attached documentation) to be made in two (2) sets. [One (1) original copy and one (1) duplicate copy]

Note: All photocopies must be certified by the Director or the Company Secretary. Company rubber stamp must be affixed on the last page of the application form.