

## Checklist for Submission of Renewal Application for Individual Licence

Please ensure that the application is submitted together with the required supporting document. A checklist is provided below for reference.

1. Submit the licence application not later than 120 days from the expiry date of its licences.
2. Form A
3. Memorandum and articles of association
4. Certified true copies of relevant forms with Companies Commission
5. Financial performance for the past 5 years. The licensee is required to explain the profitability and revenue growth or the losses incurred over the past 5 years
6. Presence in the market, namely its performance, dependence on its services and role played in enhancing the industry:-
  - i. Organization chart;
  - ii. Management / shareholding – whether the management of the licensee has been consistent, competent and professional;
  - iii. Number of subscribers / types of subscribers / market share of its subscribers;
  - iv. The licensee's contribution towards industry development; such as, its support towards new / smaller service providers that provides applications services (ASP) (if any);
  - v. Contribution towards local content;
  - vi. Contribution towards broadband penetration (if any);
  - vii. Coverage of service;
  - viii. Major technology introduced to the industry / investment in the country's infrastructure (if any);
  - ix. Capacity building activities for its employees;
  - x. Universal Service Provision roll out details and contributions (if any);
  - xi. Corporate social responsibility initiatives that has been undertaken by the licensee for the past 5 years (if any); and
  - xii. Any other information that MCMC may require
7. A banker's cheque for the amount of RM25,000.00 payable to Suruhanjaya Komunikasi dan Multimedia Malaysia – being the application fee for each licence renewal applied.
8. A Board of Directors' resolution in support of the application

Note: The Company's Director or the Company Secretary must certify all photocopies documents. Company rubber stamp must be affixed on the last page of the application form.