

CHECKLIST FOR CLASS LICENCE APPLICATION

To:
Head of Licensing Department
Licensing and Monitoring Division
Malaysian Communications and Multimedia Commission

From:
Name :

Position :

Company :

*I/We hereby submit Registration Notice for Class Licence and confirm that the following documentation is submitted together with the duly completed form:
(Please tick in the boxes provided).*

- 1) Registration Notice (Form D) – Two (2) original copies.
- 2) Certified copies of relevant documents to verify the legal status of the applicant:
For companies - Form 9, Form 13, Form 24 or Latest Annual Return, Form 44, Form 49 and Memorandum and Articles of Association / Super Form (for companies incorporated under the Companies Act 2016).
 - a. For Enterprises / Partnerships / Individual(s) – copy of Identity Card ('I.C'), Companies Commission of Malaysia ('SSM') form, Registry of Societies of Malaysia ('ROS') form and any other documents which may be required by MCMC.
- 3) Payment of RM2,500.00, made payable to **Suruhanjaya Komunikasi dan Multimedia Malaysia** - via online transfer (details will be provided upon complete submission).
- 4) Company profile (for companies/partnership/society) including organization chart.
- 5) Information on the facilities/services to be deployed:
 - a. Brief description of network (s)/service(s) /facilities and other necessary information (example: (i) Messaging service or 'SMS' provisioning – explain what are the short code arrangements made and provide documentary evidence of such arrangements; (ii) Purchase of bandwidth – document to show a contract between the applicant and the relevant NSP (I) service provider).
 - b. Proposed operating procedures (example: network topology/diagram or agreement with Vision Four for a CASP Class Licence application).
 - c. Any other relevant supporting documents (example: stamped contractual agreement(s), offer letter(s), etc.) as may be required by the MCMC.
- 6) To affix a company stamp next to the signature of the applicant in Form D.
- 7) Kindly note that all Class licence applications and proof of payment shall be submitted in **PDF version ONLY** to our official email at licensing@mcmc.gov.my. The Total attachment size limit is 20MB per email.

Signature:

Date: