

**Permohonan Lesen Pungutan Rumah Ke Rumah Dan Di Jalan Bagi Satu Negeri & Lebih
Dari Satu Negeri Di Semenanjung Malaysia. (POL. 162)**

General Guidelines for Submission for Licence/Approval/Permit using BLESS

- Application for licence/approval/permit through BLESS can be done by individuals, companies, businesses, cooperatives, societies, government agencies, consultant, and institution.
- Applicant must first register as an individual in BLESS and proceed to register the entity that they are representing, may it be company, business, cooperatives, society, government agencies, consultant, or institution. The company and business profile in BLESS must be obtained through the data extraction process from *Suruhanjaya Syarikat Malaysia* (SSM) e-Info system directly to BLESS. A fee of RM15.00 is charged by SSM.
- The applicant is required to select their entity they are representing before selecting and filling up the licence's online form.
- Any fees to the agency can be made using BLESS's e-Payment module (specific for the agencies who has subscribed to this function). Payment can still be made manually and the payment information as well as the proof of payment must be available to the respective agency.
- For the licence application that requires an upfront payment (payments made prior to application submission), payment must be made using the e-Payment module before the licence application can be submitted (no manual payment is allowed). The licence application will not be able to be submitted otherwise.
- The applicant is required to upload the documents as stated in the licence's Checklist and Guidelines together with a complete application form through BLESS.
- BLESS supports all file formats (Word, Excel, Powerpoint and etc) to be uploaded using the Upload Document function.
- The original documents and images can be scanned to a JPEG or other relevant format and uploaded to BLESS.
- If the applicant is unable to upload certain documents such as drawings, please proceed to submit the documents manually (via post or to the agency's counter) based on the requirements from the respective agency. For the manual submission, the applicant is required to specify the BLESS submission number in each document for reference.
- The complete licence application together with the supporting documents can be submitted online through BLESS and an email notification will be sent to the applicant.

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Pemohon dikehendaki berurusan dengan Ibu Pejabat Polis Daerah berhampiran untuk mendapatkan borang permohonan (Pol. 162) - Permohonan diluluskan oleh Ketua Polis.

Dokumen yang perlu disertakan seperti berikut:-

- i) Senarai AJK Pertubuhan/PIBG/Tokong/Kuil;
- ii) Senarai pemungut derma;
- iii) Sijil Pertubuhan (Form 9) Persatuan/Tokong/Kuil;
- iv) Contoh kad derma Jogathon, Walkathon, Resit rasmi;
- v) Contoh lencana pemungut; dan
- vi) Suratsokongan Kementerian (Pertubuhan/Pendidikan).

Mendirikan Bangunan

- i) Salinan Plan Bangunan.
- ii) Anggaran pembinaan oleh kontraktor pendaftar
- iii) Salinan surat kebenaran tuan tanah.

Membeli Bangunan

- i) Salinan surat perjanjian jual beli.
- ii) Salinan geran tanah.

Membeli Peralatan

- i) Salinan sebut harga bangunan.

Syarat-syarat

1. Pungutan hanya dibenarkan bagi negeri-negeri di Semenanjung Malaysiasahaja.
2. Pemungut derma hendaklah berumur 16 tahun ke atas.
3. Pungutan yang dijalankan dari rumah ke rumah di jalan dan di tempat awam tidak boleh menggunakan orang perantara.
4. Pungutan hendaklah dibuat tanpa menggunakan unsur-unsur kekerasan, ugutan dan ancaman.
5. Pengutip derma hendaklah menunjukkan tanda pengenalan (Lencana) dan surat kebenaran untuk mengutip derma semasa mengutip derma.
6. Semua penerimaan pungutan hendaklah diakui dengan resit.
7. Perbelanjaan untuk pungutan hendaklah seboleh-bolehnya tidak melebihi 1/12 dari jumlah keseluruhan kutipan.
8. Semua pungutan lebih dari RM 1,000 ke atas, resit penerimaan hendaklah dikeluarkan dalam tempoh 3 hari.
9. Penyata kewangan yang telah diaudit oleh Juruaudit Berdaftar dikehendaki dikemukakan dalam tempoh 3 bulan selepas akhir kutipan.
10. Segala pungutan hendaklah digunakan bagi tujuan permohonan.