

## **GUIDELINES OF MRB LICENCE AND PERMIT APPLICATIONS**

### **INTRODUCTION**

Guidelines of MRB license and permit application is provided as a reference for applicants who are interested in doing business in the rubber industry in Malaysia in accordance with the Malaysian Rubber Board (Licensing and Permit) Regulations 2014.

According to Regulation 3 (1), Malaysian Rubber Board (Licensing and Permit) Regulations 2014, no person shall –

- a) buy, store, sell, process or pack, or export rubber;
- b) buy and store rubber for the manufacture of rubber products;
- c) export rubber gloves; or
- d) buy, store or sell, or germinate, grow, plant or transplant rubber planting materials for commercial purposes,

unless he holds a licence.

According to Regulation 22 (1), Malaysian Rubber Board (Licensing and Permit) Regulations 2014, no person shall –

- a) in the case of a smallholder or rubber plantation operator, sell rubber unless he or it holds a Rubber Transaction Authority Permit;
- b) buy, store and sell rejected rubber gloves and scrap rubber gloves unless the person holds a PST-G Permit; and
- c) export rubber consignments unless the person holds an Export Permit.

This guidelines explains the types of licenses and permits issued by MRB, the conditions that must be complied by licensee, fees of license/permit and the documents required for license/permit application.

NO.	TYPES OF LICENSE/PERMIT	CONDITIONS TO BE FULFILLED BY APPLICANT	FEE	DOCUMENT TO BE SUBMITTED
1	<b>RUBBER NURSERY LICENCE</b> (TO BUY, STORE OR SELL, OR GERMINATE, GROW, PLANT OR TRANSPLANT RUBBER PLANTING MATERIALS FOR COMMERCIAL PURPOSES)	<ul style="list-style-type: none"> <li>Permission Letter from the Local Authority (PBT) if on unmeasured land or on Native Customary Land – NCR)</li> </ul>	<u><b>Administrative Fee</b></u> RM100 <u><b>Licence Fee</b></u> RM500	<ul style="list-style-type: none"> <li>Duly completed license application form</li> <li>Copy of MyKad or passport of the applicant or responsible officer</li> <li>Copy of Business Registration from the SSM or copy of cooperative registration from SKM</li> <li>Copy of Memorandum and Article of Association (M&amp;A)</li> <li>Copy of Section 78 (Company Shares)</li> <li>Copy of Section 58 (Details relating to Directors, Managers and Secretaries)</li> <li>Land title draw / copy of land grant or; Land / building lease / lease agreement (if any)</li> <li>Copy of business license from Local Authority (PBT) (if related)</li> </ul>
2	<b>RUBBER ESTATE LICENCE</b> (TO STORE AND SELL RUBBER)	<ul style="list-style-type: none"> <li>A rubber estate/plantation with an area of over 40.46 hectares (100 acres)</li> </ul>	<u><b>Administrative Fee</b></u> RM100 <u><b>Licence Fee</b></u> RM300	<ul style="list-style-type: none"> <li>Duly completed license application form</li> <li>Copy of MyKad or passport of the applicant or responsible officer</li> <li>Copy of Business Registration from the SSM or copy of cooperative registration from SKM</li> <li>Copy of Memorandum and Article of Association (M&amp;A)</li> <li>Copy of Section 78 (Company Shares)</li> <li>Copy of Section 58 (Details relating to Directors, Managers and Secretaries)</li> <li>Land title draw / copy of land grant or; Land / building lease / lease agreement (if any)</li> </ul>

NO.	TYPES OF LICENSE/PERMIT	CONDITIONS TO BE FULFILLED BY APPLICANT	FEE	DOCUMENT TO BE SUBMITTED
3	<b>RUBBER DEALER</b>  (TO BUY, STORE OR SELL RUBBER)	<p><b><u>Conditions for Premise Location</u></b></p> <p>Premises must exceed 100 meters from the following sensitive area:</p> <ol style="list-style-type: none"> <li><b>Sources of water</b> such as seas, lakes, rivers, ponds, paddy fields and any water drainage or water collection point that can affect the environment.</li> <li><b>Residential house</b> unless the house is the applicant's residence.</li> <li><b>Education, training and skills centres</b> such as nurseries, schools, colleges, universities, and others.</li> <li><b>Administrative Centre and government offices.</b></li> <li><b>Places of worship</b> such as mosques, suraus, churches, temples and others.</li> <li><b>Food Stall and restaurants licensed by local authorities (PBT)</b> including food courts and others.</li> <li><b>Medical and health centres</b> such as clinics, hospitals, treatment centres and health rehabilitation centres.</li> <li><b>Hotels and accommodations</b> such as government restrooms, homestays, hotels and resorts.</li> <li><b>Other public facilities</b> such as ballrooms, multipurpose halls,</li> </ol>	<p><b><u>Administrative Fee</u></b></p> <p>RM100</p> <p><b><u>Licence Fee</u></b></p> <p>RM400</p>	<ul style="list-style-type: none"> <li>▪ Duly completed license application form</li> <li>▪ Copy of MyKad or passport of the applicant or responsible officer</li> <li>▪ Copy of Business Registration from the SSM or copy of cooperative registration from SKM</li> <li>▪ Copy of Memorandum and Article of Association (M&amp;A)</li> <li>▪ Copy of Section 78 (Company Shares)</li> <li>▪ Copy of Section 58 (Details relating to Directors, Managers and Secretaries)</li> <li>▪ Land title draw / copy of land grant or; Land / building lease / lease agreement (if any)</li> </ul>

NO.	TYPES OF LICENSE/PERMIT	CONDITIONS TO BE FULFILLED BY APPLICANT	FEE	DOCUMENT TO BE SUBMITTED
		<p>grocery stores, public transport stations and others.</p> <p><b>Conditions After Approval:</b></p> <ul style="list-style-type: none"> <li>▪ Set up premises according to MRB specifications</li> <li>▪ Must use RRIMniaga application when conducting the activities of buying and selling rubber</li> </ul>		
4	<b>RUBBER COLLECTION CENTER</b> (TO SELL RUBBER)	<p><b><u>Conditions for Premise Location</u></b></p> <p>Must exceed 100 meters from the following sensitive area:</p> <ul style="list-style-type: none"> <li>i. <b>Sources of water</b> such as seas, lakes, rivers, ponds, paddy fields and any water drainage or water collection point that can affect the environment.</li> <li>ii. <b>Residential house</b> unless the house is the applicant's residence.</li> <li>iii. <b>Education, training and skills centres</b> such as nurseries, schools, colleges, universities, and others.</li> <li>iv. <b>Administrative Centre and government offices.</b></li> <li>v. <b>Places of worship</b> such as mosques, suraus, churches, temples and others.</li> <li>vi. <b>Restaurants and restaurants</b></li> </ul>	<p><b><u>Administrative Fee</u></b></p> <p>RM100</p> <p><b><u>Licence Fee</u></b></p> <p>RM200</p>	<ul style="list-style-type: none"> <li>▪ Duly completed license application form</li> <li>▪ Copy of MyKad or passport of the applicant or responsible officer</li> <li>▪ Copy of Business Registration from the SSM or copy of cooperative registration from SKM</li> <li>▪ Copy of Memorandum and Article of Association (M&amp;A)</li> <li>▪ Copy of Section 78 (Company Shares)</li> <li>▪ Copy of Section 58 (Details relating to Directors, Managers and Secretaries)</li> <li>▪ Land title draw / copy of land grant or; Land / building lease / lease agreement (if any)</li> </ul>

NO.	TYPES OF LICENSE/PERMIT	CONDITIONS TO BE FULFILLED BY APPLICANT	FEE	DOCUMENT TO BE SUBMITTED
		<p><b>licensed by local authorities (PBT)</b> including food courts and others.</p> <p>vii. <b>Medical and health centres</b> such as clinics, hospitals, treatment centres and health rehabilitation centres.</p> <p>viii. <b>Hotels and accommodations</b> such as government rest houses, homestays, hotels and resorts.</p> <p>ix. <b>Other public facilities</b> such as ballrooms, multipurpose halls, grocery stores, public transport stations and others.</p> <p><b>Conditions After Approval:</b></p> <ul style="list-style-type: none"> <li>▪ Set up premises according to MRB specifications</li> <li>▪ Must use RRIMniaga application when conducting the activities of buying and selling rubber</li> </ul>		

NO.	TYPES OF LICENSE/PERMIT	CONDITIONS TO BE FULFILLED BY APPLICANT	FEE	DOCUMENT TO BE SUBMITTED
5	<b>RUBBER TRADER LICENCE</b> (TO BUY AND SELL RUBBER) (TO EXPORT RUBBER) – Additional activity	<b>Conditions After Approval:</b> <ul style="list-style-type: none"> <li>Have a valid rubber export permit (if export rubber)</li> <li>Certificate of Origin (CO) (if required)</li> <li>Make a cess payment (if final seller)</li> </ul> <p>*Note: Rubber storage activities should be located in premises certified by MRB.</p>	<b><u>Administrative Fee</u></b> RM100 <b><u>Licence Fee</u></b> RM300 or; RM800 (if export rubber)	<ul style="list-style-type: none"> <li>Duly completed license application form</li> <li>Copy of MyKad or passport of the applicant or responsible officer</li> <li>Copy of Business Registration from the SSM or copy of cooperative registration from SKM</li> <li>Copy of Memorandum and Article of Association (M&amp;A)</li> <li>Copy of Section 78 (Company Shares)</li> <li>Copy of Section 58 (Details relating to Directors, Managers and Secretaries)</li> <li>Land title draw / copy of land grant or; Land / building lease / lease agreement (if any)</li> </ul>
6	<b>RUBBER PROCESSING LICENCE</b> (TO BUY, STORE, SELL, PROCESS OR PACK OR EXPORT RUBBER)	<ul style="list-style-type: none"> <li>Companies newly registered with the SSM starting 1 January 2020 must operate in the Industrial Area</li> <li>The company or applicant must have a business license from the Local Authority (PBT)</li> </ul>	<b><u>Administrative Fee</u></b> RM100 <b><u>Licence Fee</u></b> RM1700	<ul style="list-style-type: none"> <li>Duly completed license application form</li> <li>Copy of MyKad or passport of the applicant or responsible officer</li> <li>Copy of Business Registration from the SSM or copy of cooperative registration from SKM</li> <li>Copy of Memorandum and Article of Association (M&amp;A)</li> <li>Copy of Section 78 (Company Shares)</li> <li>Copy of Section 58 (Details relating to Directors, Managers and Secretaries)</li> <li>Land title draw / copy of land grant or; Land / building lease / lease agreement (if any)</li> <li>Copy of business license from Local Authority (PBT)</li> </ul>

NO.	TYPES OF LICENSE/PERMIT	CONDITIONS TO BE FULFILLED BY APPLICANT	FEE	DOCUMENT TO BE SUBMITTED
7	<b>RUBBER PRODUCT MANUFACTURING LICENCE</b>  (TO BUY AND STORE RUBBER FOR MANUFACTURE OF RUBBER PRODUCTS)	<ul style="list-style-type: none"> <li>Companies newly registered with the SSM starting 1 January 2020 must operate in the Industrial Area</li> <li>The company or applicant must have a business license from the Local Authority (PBT)</li> </ul> <p><b>Conditions After Approval:</b></p> <ul style="list-style-type: none"> <li>Comply with glove specifications and test from MRB.</li> </ul>	<p><b><u>Administrative Fee</u></b></p> <p>RM100</p> <p><b><u>License Fee</u></b></p> <p>RM500</p>	<ul style="list-style-type: none"> <li>Duly completed license application form</li> <li>Copy of MyKad or passport of the applicant or responsible officer</li> <li>Copy of Business Registration from the SSM or copy of cooperative registration from SKM</li> <li>Copy of Memorandum and Article of Association (M&amp;A)</li> <li>Copy of Section 78 (Company Shares)</li> <li>Copy of Section 58 (Details relating to Directors, Managers and Secretaries)</li> <li>Land title draw / copy of land grant or; Land / building lease / lease agreement (if any)</li> <li>Copy of business license from Local Authority (PBT)</li> </ul>
8.	<b>RUBBER GLOVES EXPORT LICENCE</b>  (TO EXPORT RUBBER GLOVES)	<p><b>Conditions After Approval:</b></p> <ul style="list-style-type: none"> <li>Comply with glove specifications and test from MRB.</li> </ul>	<p><b><u>Administrative Fee</u></b></p> <p>RM100</p> <p><b><u>License Fee</u></b></p> <p>RM500</p>	<ul style="list-style-type: none"> <li>Duly completed license application form</li> <li>Copy of MyKad or passport of the applicant or responsible officer</li> <li>Copy of Business Registration from the SSM or copy of cooperative registration from SKM</li> <li>Copy of Memorandum and Article of Association (M&amp;A)</li> <li>Copy of Section 78 (Company Shares)</li> <li>Copy of Section 58 (Details relating to Directors, Managers and Secretaries)</li> <li>Land title draw / copy of land grant or; Land / building lease / lease agreement (if any)</li> </ul> <p><b><u>Additional documents</u></b></p> <ul style="list-style-type: none"> <li>Proof of source of supply of rubber gloves (PO/PI/LO/LOI)</li> <li>Proof of demand for supply of rubber gloves from abroad (PO/PI/LO/LOI)</li> </ul>

NO.	TYPES OF LICENSE/PERMIT	CONDITIONS TO BE FULFILLED BY APPLICANT	FEE	DOCUMENT TO BE SUBMITTED
9.	<p><b>A RUBBER TRANSACTION AUTHORITY PERMIT (PAT-G)</b></p> <p>(TO SELL RUBBER)</p> <p>By a smallholder or rubber plantation operator</p>	<ul style="list-style-type: none"> <li>Malaysian citizen (Blue colour MyKad only)</li> <li>Someone who owns and operates a privately owned rubber plantation or someone else's rubber plantation.</li> <li>Possess a rubber plantation not exceeding 40.46 hectares or 100 acres</li> <li>Aged 18 years and above; and</li> <li>The rubber plantation is mature or ripe.</li> </ul>	<ul style="list-style-type: none"> <li>New application is FOC</li> <li>However, for PAT-G replacement (lost or damaged): - <ul style="list-style-type: none"> <li>i. A police report must be lodged, or statutory declaration letter made by the PAT-G holder and;</li> <li>ii. Fee of RM10 will be charged for the issuance of the new PAT-G</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Duly completed PAT-G application form</li> <li>Passport size photo of the applicant</li> <li>Copy of applicant MyKad</li> <li>Copy of book / statement / bank slip</li> <li>Copy of land grant (if landowner)</li> </ul> <p><b>If not a landowner:</b></p> <p><b>i. Confirmation of PAT-G application if rubber plantation owner has died:</b></p> <ul style="list-style-type: none"> <li>Administrator - Official Letter / Document from the Land Office naming the Administrator for the estate/land.</li> <li>Entrepreneur - Official Letter / Document from the Land Office naming the Administrator for the plantation; and</li> <li>PAT-G Administrator copy.</li> </ul> <p><b>ii. Confirmation of the applicant is a native / indigenous person working in the rubber plantation:</b></p> <ul style="list-style-type: none"> <li>Confirmation from Tok Batin / Village Development and Security Committee (JKKK) / Federal Village Development and Security Committee (JKKKP) / State Village Development and Security Committee (JKKKN) or Penghulu or equivalent serving in the area; and</li> <li>Confirmation from the Officer / Manager of the Department of Orang Asli Development (JAKOA) in charge of the area.</li> </ul>



NO.	TYPES OF LICENSE/PERMIT	CONDITIONS TO BE FULFILLED BY APPLICANT	FEE	DOCUMENT TO BE SUBMITTED
				<p><b>iii. Confirmation of application to operate rubber plantation without grant / land temporary occupancy license (TOL):</b></p> <ul style="list-style-type: none"> <li>▪ Chairman of the Village Development and Security Committee (JKKK) / Federal Village Development and Security Committee (JKKKP) / State Village Development and Security Committee (JKKKN) or Penghulu or equivalent who is serving in the area.</li> <li>▪ Enclose with the land application letter or receipt (if any).</li> </ul> <p><b>iv. Verification of land planted with rubber if land conditions other than rubber:</b></p> <ul style="list-style-type: none"> <li>▪ Chairman of the Village Development and Security Committee (JKKK) / Federal Village Development and Security Committee (JKKKP) / State Village Development and Security Committee (JKKKN) or Penghulu or equivalent who is serving in the area; or</li> <li>▪ Enclose with the letter or receipt of the application to change the land conditions or;</li> <li>▪ Include a rubber plant confirmation letter from the relevant government agency.</li> </ul> <p><b>v. Application for PAT-G category Owner or Entrepreneur for Agropolitan Project or rubber plantation under government agency or any company is not allowed because the owner of rubber plantation is not a smallholder.</b></p>

NO.	TYPES OF LICENSE/PERMIT	CONDITIONS TO BE FULFILLED BY APPLICANT	FEE	DOCUMENT TO BE SUBMITTED
10.	<b>RUBBER EXPORT PERMIT</b> (TO EXPORT RUBBER CONSIGNMENTS)	<ul style="list-style-type: none"> <li>Must have a valid rubber export activity licence</li> </ul>	<ul style="list-style-type: none"> <li>RM3 per metric tonne</li> </ul>	<ul style="list-style-type: none"> <li>Duly completed rubber export permit application form</li> <li>Copy of rubber export activity licence</li> </ul>
11.	<b>PERMIT REJECTED RUBBER GLOVES AND SCRAP RUBBER GLOVES (PST-G)</b> (TO BUY, STORE AND SELL REJECTED RUBBER GLOVES AND SCRAP RUBBER GLOVES)	<ul style="list-style-type: none"> <li>Allowed to buy rejected rubber gloves/scrap rubber gloves only</li> </ul>	<p><b><u>Administrative Fee</u></b></p> <p>RM100</p> <p><b><u>Permit Fee</u></b></p> <p>RM100</p>	<ul style="list-style-type: none"> <li>Duly completed PST-G application form</li> <li>Copy of MyKad of the applicant or responsible officer</li> <li>Copy of Business Registration from the SSM</li> <li>Copy of Memorandum and Article of Association (M&amp;A)</li> <li>Copy of Section 78 (Company Shares)</li> <li>Copy of Section 58 (Details relating to Directors, Managers and Secretaries)</li> <li>Land title draw / copy of land grant OR; Land / building lease / lease agreement (if any)</li> </ul> <p><b><u>Additional documents</u></b></p> <ul style="list-style-type: none"> <li>Proof of source obtaining rejected rubber gloves and scrap rubber gloves</li> <li>Proof of sale of rejected rubber gloves and scrap rubber gloves</li> </ul>
12.	<b>CERTIFICATE OF ORIGIN (CO)</b> (FOR ANY RUBBER PRODUCED IN AND EXPORTED FROM MALAYSIA) – If required	<ul style="list-style-type: none"> <li>Must have a valid rubber export licence</li> <li>Purchase CO Book from MRB</li> </ul>	<p><b><u>CO Book</u></b></p> <p>RM10</p> <p><b><u>Endorsement of Certificate of Origin (CO)</u></b></p> <p>RM10 per copy</p> <p><b><u>Application for certified copy of Certificate of Origin (CO)</u></b></p> <p>RM5 per copy</p>	<ul style="list-style-type: none"> <li>Copy of valid rubber export licence</li> <li>Letter of indemnity (LOI)</li> <li>Copy of MyKad of CO signer</li> <li>Example of CO signer signage</li> </ul>

**ISSUANCE PERIOD**

TYPES OF LICENSE/PERMIT	TYPES OF APPLICATION	ISSUANCE PERIOD
Licence and Permit	New Application	14 working days
	Renewal Application	1 working day
	Amendment Application	14 working days
	Revocation Application	14 working days
Rubber Export Permit	Issuance of Rubber Export Permit	14 working days
Certificate of Origin (CO)	Endorsement of certificate of origin (CO)	7 working days
Rubber Transaction Authority Permit (PAT-G)	New Application	14 working days
	Renewal Application	
	Amendment Application	
	Revocation Application	
	Replacement Application	

Note : The issuance period of license and permit are subject to the completed application submitted by applicant.

Source : **Licensing and Permit Unit, Malaysian Rubber Board.**

Note : Effective from 1<sup>st</sup> January 2020.