LAMAN SESAWANG RASMI BAGI
SURUHANJAYA KOMUNIKASI DAN MULTIMEDIA MALAYSIA
MALAYSIAN COMMUNICATIONS AND MULTIMEDIA COMMISSION

Panduan Pelesenan bagi Perkhidmatan Bukan Sejagat

Pemohon yang berminat untuk menyediakan perkhidmatan bukan sejagat hendaklah mengemukakan dokumen berikut kepada SKMM:

Borang permohonan bagi perkhidmatan bukan sejagat. Borang ini adalah terpakai untuk permohonan lesen baru dan permohonan untuk pembaharuan lesen sedia ada. 📄 **Muat Turun**

Senarai semak permohonan lesen baru dan permohonan pembaharuan lesen bagi lesen perkhidmatan bukan sejagat. 📄 **Muat Turun**

Akuan sumpah bagi permohonan lesen perkhidmatan bukan sejagat. 📄 **Muat Turun**

Senarai pemegang lesen bagi perkhidmatan sejagat dan lesen bagi perkhidmatan bukan sejagat adalah seperti di bawah:

Pemegang lesen bagi perkhidmatan sejagat 📄 **Muat Turun**

Pemegang lesen bagi perkhidmatan bukan sejagat 📄 **Muat Turun**

Postal Services (Licensing) Regulations 2015 (versi English dan Bahasa Melayu)

📄 **Muat Turun**

Our Ref:
Date:

Head of Licensing and Assignment Division
Suruhanjaya Komunikasi dan Multimedia Malaysia
MCMC Tower 1
Jalan Impact
Cyber 6
63000 Cyberjaya
Selangor Darul Ehsan

Dear Sirs,

APPLICATION FOR NON-UNIVERSAL SERVICE LICENCE

We refer to the above and wish to apply for a **new** / **renewal** [delete which is not relevant] of non-universal service licence for our company _____ [name of the company)].

2.   We hereby enclosed the required documents as per the list provided in **Annexure 1**. Please do not hesitate to contact Mr./Ms. _____ at telephone no. _____ and email _____ should you require clarification and further information on the above.

Thank you.

_____
Name:
Position:

**Checklist for Submission of New / Renewal Application for
Non-Universal Service Licence**

Company : …………………………………………………………….

We wish to apply for a **new / renewal** (delete which is not relevant) of non-universal service licence and confirm that the following documentation is submitted together with the duly completed form:

(Please tick in the boxes provided).

No	Required supporting document	(√)
1.	Non-universal service licence application form (Black and white form)	
2.	A cheque for the amount of RM100.00, made payable to *Suruhanjaya Komunikasi dan Multimedia Malaysia.*	
3.	The latest copies of detailed audited accounts (profit and loss accounts, balance sheets, cash flow statements and auditors' report) for the **last two (2) financial years**.	
4.	Employees Provident Fund ('EPF') contribution payment by employee.	
5.	Fit and proper statutory declaration by the board of directors and chief executive officer of an applicant. (Please find the template of statutory declaration from MCMC website).	
6.	Latest statutory company's documentations **certified true copy** by the Company Secretary: i) Memorandum & Articles of Association / super form (for companies incorporated under the Companies Act 2016. ii) Latest Annual Return **Alternatively, you can provide:** iii) Form 9 – Certificate of incorporation of private company. iv) Section 28 (Form 13A) - Application for change of name (if any). v) Section 46 (Form 44) – Notice of situation of registered office. vi) Section 78 (Form 24) – Return of allotment of shares vii) Section 105 (Form 32A) – Instrument of transfer of shares viii) Form 49 – Return giving particulars in register of directors, managers and secretaries. ix) Section 58 – Notification of change in the register of Directors, Managers and Secretaries (if any).	
7.	Curriculum vitae of the directors and senior management of the applicant.	
8.	Business and corporate information: i) Corporate structure of the applicant, its relationship with any related company and holding company within the group (if any), the names of such companies, percentage of shareholdings and brief description of the activities of those companies; ii) Organisation chart; iii) Courier service operational process flow chart; and iv) Delivery location and rates.	
9.	General terms and conditions, including complaint handling procedures.	
10.	Proposed trustworthy system and operation to be used for the rolling out of the courier services, roll-out plan and date. **(Note: Not applicable for renewal application)**	
11.	Feasibility analysis of business model and other relevant information and brochures of the company (if available). **(Note: Not applicable for renewal application)**	