



PANDUAN PENDAFTARAN  
**KONTRAKTOR,  
PEMBEKAL DAN PERKHIDMATAN, &  
JURUPERUNDING**



UNIT PENDAFTARAN KONTRAKTOR &  
JURUPERUNDING (UPKJ)

State Financial Secretary  
Level 14, 17 & 18  
Wisma Bapa Malaysia  
Petra Jaya, 93502, Kuching, SARAWAK

(i)

Tel: +60 82 235 810  
Fax: +60 19 847 5194  
Email: [upkj@sarawak.gov.my](mailto:upkj@sarawak.gov.my)



Office  
State Finance Secretary

Contractor Registration Unit  
And Consultant (UPKJ)  
7th floor, Wisma Satok  
93400 Kuching

Tel : 082 - 235710/ 235810  
Fax : 082 - 2515

# Table of Contents

---

## Table of Contents ..... iii

### PART A: INTRODUCTION..... 11

1	<b>Background of the Contractor and Consultant Registration Unit (UPKJ).....</b>	11
2	<b>Registering Authority .....</b>	11
	<b>3 Application for Compensation With UPKJ.....</b>	12
	3.1 Categories of Registration Fields .....	12
	3.2 Types of Applications .....	12
	3.3 Period of Validity of Registration.....	12
	<b>4 Disciplinary Actions on Contractors, Suppliers and Consultants.....</b>	13
5	<b>Warning .....</b>	14
	<b>6 Help Desk UPKJ.....</b>	14
	6.1 Operation Counter/ UPKJ Kiosk.....	14
	6.2 UPKJ Line/Email.....	14
7	<b>Terminology Used in UPKJ Registration.....</b>	14

### PART B: JOB APPLICATION GUIDE..... 16

1	<b>Introduction to the Field of Work.....</b>	16
	1.1 Classification of Work Fields .....	16
	1.2 Registration Class of Work Areas .....	17
	1.3 Work Area Process Fee .....	17
	1.4 Work Area Registration Fees .....	17
	1.4.1 New Registration Fee/ Add Head .....	17
	1.4.2 Class Up Registration Fee.....	18
	1.4.3 Renewal Registration Fee .....	18
	1.5 Fee Payment Method.....	18
	1.6 Duration of the Application Process.....	19
	1.7 Period of Validity of Registration.....	19
	1.8 Application Results And Registration Certificate.....	19

1.8.1 Application Decision .....	19	1.8.2
Certificate of Registration.....		19
<b>2      Conditions and Rules of Application for Work Areas .....</b>	<b>20</b>	
2.1 New Application/ Class Upgrade/ Add Head/ Sub-Head .....	20	2.1 .1 Types
of Companies/Firms That Can Apply .....	20	2.1.2 CIDB
Registration Requirements .....	20	2.1.3
Company Ownership And Management Requirements.....		21
2.1.4 Business License Requirements.....		21
2.1.5 Office Requirements.....		
21 2.1.6 Capital Requirements .....		
21 2.1.7 Technical Qualification Requirements (Technical Workers).....		
22 2.1.8 Work Record/Course Record Requirements.....		
23 2.1.9 Requirements for Certificates of Competence/ Permit/ Special License. ....	24	2.1.10 Safety Course
Requirements ... .....	24	2.1.11 Applications That Use Both Type
Having a Work Record And Companies That Don't Have a Work Record.....	24	
2.1.12 New Registration Process Flow Chart/ Up Class/ Add Head/ Sub- Head of Work Area .....	25	
2.2 Work Field Application Checklist.....	26	
2.3 Chapter VIII (Telecommunications Works) New Applications/ Upgrades/ Additions		
Head/ Sub-Head .....	29	2.3.1
Types of Companies/ Firms That Can Apply .....	29	2.3.2
CIDB Registration Requirements .....	29	2.3.3
Company Ownership And Management Requirements.....		29
2.3.4 Business License Requirements.....		29
2.3.5 Office Requirements.....		29
2.3.6 Capital Requirements .....		30
2.3.7 Technical Qualification Requirements (Technical Workers).....		
30 2.3.8 Requirements for Competency Certificates/ Permits/ Special Licenses.....	31	2.3.9 Safety Course
Requirements .....	31	2.3.10 New Registration Process Flow
Head of Work Field (Head VIII).....	32	
2.3.11 Work Field Application Checklist (Chapter VIII) .....	33	2.4 Head
IX (Facilities Management) - New Applications/ Upgrading/ Sub-Head ..	35	2.4.1 Types of
Companies/ Firms That Can Apply .....	35	2.4.2 CIDB
Registration Requirements .....	35	2.4.3
Business License Requirements.....		35 2.4
.4 Office Requirements.....		35
2.4.5 Capital Requirements .....		
36 2.4.6 New Registration Process Flow Chart/ Up Class/ Add Head/ Sub- Head of Work Area (Head IX).....	37	
2.4.7 Work Field Application Checklist (Head IX) .....	38	
2.5 Application for Renewal of Work Area.....	39	2.5.1
Capital Requirements .....	39	2.5.2
Business License Requirements.....		39 2.5.3
CIDB Registration Requirements .....		39 2.5.4
Technical Qualification Requirements (Technical Workers).....		40
2.5.5 Requirements for Certificates of Competence/ Permits/ Special Licenses.....	41	2.5.6 Security Course
Requirements .....	41	2.5 .7 Work Field Renewal Registration
2.6 Work Field Renewal Application Checklist .....	43	
2.7 Application for Change of Work Area.....	44	

2.7.1 Process Flow Chart for Change of Work Field Application .....	44
2.8 Checklist for Application for Change of Work Area .....	45
2.9 Foreign Ownership .....	45
2.10 Engagement .....	46
In Companies/ Firms/ Cooperatives/ Other Corporations That Have Registered with UPKJ in the Same Field .....	46
the Consulting Field .....	46

## PART C: APPLICATION GUIDE FOR THE MECHANICAL FIELD<sup>48</sup>

<b>1</b>	<b>Introduction to the Mechanical Field .....</b>	<b>48</b>
1.1	Classification of Mechanical Fields.....	48
1.2	Mechanical Field Registration Class.....	48
1.2.1	Sub-Head Registration 1 .....	49
1.3	Mechanical Field Process Fee.....	49
1.4	Mechanical Field Registration Fee.....	49
1.4.1	New Registration Fee.....	49
1.4.2	Class Up Registration Fee.....	50
1.4.3	Renewal Registration Fee .....	50
1.5	Fee Payment Method.....	50
1.6	Duration of the Application Process.....	51
1.7	Period of Validity of Registration.....	51
1.8	Application Results And Registration Certificate.....	51
	Results .....	51
	Certificate.....	51
<b>2</b>	<b>Mechanical Field Application Conditions and Regulations .....</b>	<b>52</b>
2.1	New Application/Upgrade/Add Sub-Head.....	52
	2.1.1 Types of Companies/ Firms That Can Apply .....	52
	2.1.2 CIDB Registration Requirements .....	52
	2.1.3 Company Ownership And Management Requirements.....	52
	2.1.4 Business License Requirements.....	53
	2.1.5 Office Requirements.....	53
	2.1.6 Capital Requirements .....	53
	2.1.7 Technical Qualification Requirements .....	53
	2.1.8 Work Record/Course Record Requirements (Technical Workers).....	53
	2.1.9 Requirements for Certificates of Competence/ Permit/ Special License.....	54
	2.1.10 Safety Course Requirements .....	55
	2.1.11 New Registration Process Flow Chart/ Up Class/ Add Sub - Head Mechanical Field.....	55
	Mechanical Field Application Checklist .....	56
	57	57
2.2	Application for Renewal of the Mechanical Field .....	58
	2.2.1 Capital Requirements .....	58
	2.2.2 Business License Requirements.....	59
	2.2.3 CIDB Registration Requirements .....	59
	2.2.4 Technical Qualification Requirements ( Technical Worker).....	59
	2.2.5 Requirements for Certificates of Competence / Permits / Special Licenses.....	59

2.2.6 Security Course Requirements .....	60	2.2.7
Mechanical Field Renewal Registration Process Flow Chart .....	60	2.2.8 Mechanical
Field Renewal Application Checklist.....	61	2.3 Application for Changes in the
Mechanical Field .....	61	2.3.1 Mechanical Field Change
Application Process Flow Chart.....	62	2.3.2 Mechanical Field Change Application
Checklist.....	63	
2.4 Foreign Ownership .....	63	
2.5 Engagement .....	64	2.5.1
Involvement In Companies/ Firms/ Cooperatives/ Other Corporations That Have Registered with UPKJ in the Same Field .....	64	2.5.2
Involvement With the Consulting Field .....	64	

## PART D: APPLICATION GUIDE FOR ELECTRICAL FIELD 65

<b>1</b>	<b>Introduction to the Electrical Field .....</b>	<b>65</b>	
	1.1 Classification of Electrical Fields .....	65	
	1.2 Electrical Field Registration Class .....	66	1.2.1 VIIA
	Head Registration.....	66	1.2.2 Head VIIB
	Registration .....	66	
	1.3 Electrical Field Process Fee.....	67	
	1.4 Electrical Field Registration Fee.....	67	1.4.1 New
	Registration Fee/ Add Head .....	67	1.4.2 Class Up Registration
	Fee.....	68	
	1.4.3 Renewal Registration Fee .....	68	
	1.5 Fee Payment Method.....	68	
	1.6 Duration of the Application Process.....	69	
	1.7 Period of Validity of Registration.....	69	
	1.8 Application Results And Registration Certificate.....	69	1.8.1
	Application Results .....	69	1.8.2 Registration
	Certificate.....	69	
<b>2</b>	<b>Conditions and Regulations for Electrical Applications.....</b>	<b>69</b>	
	2.1 New Application / Class Upgrade / Add Head / Sub-Head.....	69	2.1.1 Type
	Companies / Firms That Can Apply .....	69	2.1.2 CIDB
	Registration Requirements .....	70	2.1.3
	Company Ownership And Management Requirements.....	70	
	2.1.4 Business License Requirements.....	70	
	2.1.5 Office Requirements .....	70	
	2.1.6 Requirements Capital .....	71	
	2.1 .7 Technical Qualification Requirements (Technical Workers).....	71	
	2.1.8 Work Record Requirements/ Course Record.....	71	
	2.1.9 Requirements for Certificates of Competence/ Permit/ Special License.....	72	2.1.10 Safety Course
	Requirements .....	73	2.1.11 New Registration Process Flow Ch
	Head of Electrical Field.....	74	
	2.1.12 Electrical Field Application Checklist.....	75	
	2.2 Application for Renewal of the Electrical Field .....	76	

2.2.1 Capital Requirements .....	76	2.2.2
Business License Requirements.....	77	2.2.3 CIDB
Registration Requirements .....	77	2.2.4 Technical
Qualification Requirements (Technical Workers).....	77	2.2.5 Requirements
for Certificates of Competence/ Special Permits/ Licenses. ....	77	2.2.6 Safety
Course Requirements ... ..	78	2.2.7 Electrical Field Renewal
Registration Process Flow Chart .....	79	2.2.8 Checklist for Electrical Field Renewal
Applications .....	80	
2.3 Application for Changes in the Electrical Field .....	81	2.3.1 Process
Flow Chart for Electrical Field Change Application .....	81	2.3.2 Electrical Field Change
Application Checklist .....	82	
2.4 Foreign Ownership .....	82	
2.5 Engagement .....	83	2.5.1 Involvement
In Companies/ Firms/ Cooperatives/ Other Corporations That Have Registered with UPKJ in the Same Field .....	83	2.5.2 Involvement
With the Consulting Field .....	83	

## **PART E: SUPPLY FIELD APPLICATION GUIDE AND SERVICES..... 84**

<b>1</b>	<b>Introduction to the Field of Supply and Services.....</b>	<b>84</b>
1.1	Classification of Supplies and Services .....	84
1.2	Registration Class in the Field of Supply and Services.....	85
1.3	Supply And Service Field Process Fee.....	86
1.4	Registration Fees for Supply and Services.....	86
	1.4.1 New Registration Fee/ Head Add .....	86
	1.4.2 Registration Fee to Increase Category .....	86
	1.4.3 Renewal Registration Fee .....	87
1.5	Fee Payment Method.....	87
1.6	Duration of the Application Process.....	87
1.7	Period of Validity of Registration.....	87
1.8	Application Results And Registration Certificate.....	88
	1.8.1 Application Results .....	88
	1.8.2 Registration Certificate.....	88
<b>2</b>	<b>Conditions And Regulations For Applications In The Field Of Supply And Services .....</b>	<b>88</b>
2.1	New Application/ Increase Category/ Add Head/ Sub-Head .....	88
	2.1.1 Type of Company/ Firm Who Can Apply .....	88
	2.1.2 Company Ownership And Management Requirements.....	88
	2.1.3 Business License Requirements.....	89
	2.1.4 Office Requirements.....	89
	2.1.5 Capital Requirements .....	89
	2.1.6 Work/Principal Record Requirements .....	90
	2.1.7 Requirements for Certificates of Competence / Permit/ Special License.....	90
	2.1.8 New Registration Process Flow Chart/ Up Class/ Add Head/ Sub– Head of Supply and Services.....	92
	2.1.9 Supply And Service Field Application Checklist .....	93

2.2 New Application/ Increase Category/ Add Head/ Sub-Head Head X (Telecommunications And ICT).....	95	2.2.1 Types
of Companies/Firms That Can Apply ..... Management Requirements.....	95	2.2.2 Company Ownership And Management Requirements.....
Requirements.....	95	2.2.3 Business License
Requirements.....	95	2.2.4 Office
Requirements.....	95	2.2.5 Capital
Requirements .....	96	2.2.6 Technical Qualification
Requirements (Technical Workers)..... Competence/ Permit/ Special License.....	96	2.2.7 Requirements for Certificates of Competence/ Permit/ Special License.....
Chart/ Up Category/ Add Head/ Sub - Head Head X.....	100	2.2.8 New Registration Process Flow
Checklist in the Field of Supply and Services (Head X)....	101	100 2.2.9 Application
2.3 Application for Renewal in the Supply and Services Sector .....	103	2.3.1 Capital
Requirements .....	103	2.3.2 Business License
Requirements..... (Technical Workers).....	103	2.3.3 Technical Qualification Requirements
Permits/ Special Licenses.....	103	2.3.4 Requirements for Certificates of Competence/
Chart .....	104	2.3.5 Renewal Registration Process Flow
106 2.3.6 Application Checklist Supply And Service Sector Reform	107	
2.4 Application for Changes in the Field of Supply and Services .....	108	
2.4.1 Change Application Process Flow Chart .....	108	
2.4.2 Change Application Checklist .....	109	
2.5 Foreign Ownership .....	109	
2.6 Engagement .....	110	2.6.1 Involvement In
Companies/ Firms/ Cooperatives/ Other Corporations That Have Registered with UPKJ in the Same Field .....	110	2.6.2 Involvement With the
Field of Consulting .....	110	

## **SECTION F: GUIDELINES FOR CONSULTANCY APPLICATIONS 111**

<b>1</b>	<b>Introduction to the field of consulting.....</b>	<b>111</b>
	1.1 Classification of Consulting Areas.....	111
	Consultant.....	111
	Consultants.....	112
	1.2 Duration of the Application Process.....	112
	1.3 Period of Validity of Registration.....	112
	1.4 Application Results And Registration Certificate.....	112
	1.4.1 Application Decision .....	112
	1.4.2 Registration Certificate.....	112
<b>2</b>	<b>Terms and Conditions of Application for the Consultant Field .....</b>	<b>113</b>
	2.1 New Application/ Add Category .....	113
	2.1.1 Types of Consulting Firms That Can Apply .....	113
	2.1.2 Ownership Requirements of Consulting Firms .....	113
	2.1.3 Business License Requirements.....	113
	2.1.4 Office Requirements.....	114
	2.1.5 Capital Requirements .....	114
	2.1.6 Staff Requirements.....	114

2.1.7 Professional And Sub-Professional Requirements And Registration As Consultant Practitioner.....	114
i. Professional and Sub-Professional Requirements and Registration as a Consulting Practitioner for the Physical Consulting Field.....	114
i. Professional, Sub-Professional and Consultant Practitioner Requirements for Non-Physical Consultants.....	122
2.1.8 New Registration Process Flow Chart/ Add Consultant Field Category	128
2.2 Checklist for Consultant Field Applications.....	129
2.3 Application for Renewal of Consultant Area.....	130
2.3.1 Capital Requirements .....	130
2.3.2 Business License Requirements.....	131
2.3.3 Professional/ Sub-Professional Requirements/ Consultant Practitioner Registration ..	131
i. Professional/ Sub-Professional / Registration of Consultant Practitioners for the Field of Physical Consultant Consultants .....	131
i. Professional/ Sub-Professional/ Consultant Practitioner Registration for Non-Physical Consultants.....	140
2.3.4 Flow Chart of the Consultant Field Renewal Registration Process.....	145
2.4 Checklist for Application for Renewal of the Consultant Field .....	146
2.5 Application for Change of Consultant Area.....	146
2.6 Process Flow Chart for Application for Change in Consultant Area .....	147
2.7 Checklist for Application for Change of Consultant Field .....	148
2.8 Foreign Ownership .....	148
2.9 Engagement .....	149
2.9.1 Involvement In Consulting Firms That Are Registered With UPKJ Dalam Category of Same Field of Consulting.....	149
2.9.2 Involvement With Work / Mechanical / Electrical / Supply And Services.....	149

## **PART G: STATUS APPLICATION GUIDE EARTH..... 150**

1	<b>UPKJ Bumiputera Status Recognition .....</b>	<b>150</b>
1.1	Application Conditions for UPKJ Bumiputera Status Recognition.....	150
1.1.1	If Share Ownership Is Individual:.....	150
1.1.2	If Corporate/Nominee Share Ownership.....	150
1.1.3	Must Pass Bumiputera Status Interview/ Pass Premises Visit .....	151
1.2	Bumiputera Status Application Flow Chart.....	152
1.3	UPKJ Bumiputera Status Application Checklist .....	153
1.4	UPKJ Bumiputera Status Renewal.....	153
1.5	Change Application For Companies/ Firms/ Cooperatives/ Corporations Which Possess UPKJ Bumiputera Status.....	153

## **APPENDIX I: DETAILED CLASSIFICATION OF UPKJ REGISTRATION. 153**

1 FIELD OF WORK .....	154
2 MECHANICAL FIELD .....	157
3 ELECTRICAL FIELD.....	158
4 FIELDS OF SUPPLY AND SERVICES.....	160
5 CONSULTANT FIELDS .....	168

**APPENDIX II: LIST OF TYPES OF DISCIPLINARY OFFENSES,  
PERIOD OF PUNISHMENT AND INTERPRETATION..... 169**

<b>1 Offense for Violating Upkj Registration Conditions (Including Bumiputera Status) 169</b>	
1.1 Offense for Violating UPKJ Registration Conditions .....	169
1.2 Offenses for Violating the Bumiputera Status Registration Conditions.....	170
<b>2 Mistakes During the Contract Procurement and Execution Process .....</b>	<b>172</b>
2.1 Mistakes During the Procurement Process .....	172
2.2 Mistakes During the Implementation of Work / Service / Supply / Service Contracts Consultant .....	173
<b>3 Civil and Criminal Offenses.....</b>	<b>176</b>

# SECTION A: INTRODUCTION

## 1 Background of the Contractor Registration Unit and Consultant (UPKJ)

The Contractor and Consultant Registration Unit (UPKJ) was established under the State Finance Secretary's Office Sarawak to manage the registration of contractors, suppliers and consultants which includes the following functions:

- a. As a registration center for contractors, suppliers and consultants
- b. As a monitoring center:
  - (i) Performance of contractors, suppliers and consultants
  - (ii) Compliance with registration requirements
- c. As a reference center for contractor, supplier and consultant registration and performance information for State Government Agencies

Effective from 1 January 1997, all contractors, suppliers and consultants who wish to participate in Sarawak State Government procurement activities are required to be registered with UPKJ.

## 2 Registering Authority

The authority to register firms/companies for UPKJ registration is from the following sources:

- a. **Treasury Directive (AP) 166.2(i)** which stipulates that the treasury has specific authority to determine the criteria and conditions of registration and to register individuals, firms, companies, organizations and consultants to enable them to do business with the Government;
- b. **Treasury Directive (AP) 184.2** which stipulates that all matters relating to the registration of Supply and Service Contractors shall be handled by the Ministry of Finance only, while for the registration of the State of Sabah and Sarawak the registration of Supply and Service Contractors shall be handled by the Malaysian Treasury of Sarawak; and
- c. **Instruction 5 (1)**, The Financial Procedure (Registration of Contractor) Instruction 1999, yang establish;

*"The Head of Department, if satisfied that the applicant possesses or has the requisite experience, qualifications, proper track record, if any, plant or equipment and has a sound financial capability or such other criteria as may be specified by him to undertake contracts for works or supply of goods and services to the Government or any agency of the Government, shall cause the applicant to be registered as a contractor in any one or more of the kelases or categories stipulated in clause 3 of this Instruction. A certificate of registration shall thereupon be issued to the contractor upon payment by him of the fees prescribed in clause 6."*

### 3 Application for compensation with UPKJ

All registrations must be forwarded directly to UPKJ *online* using the *Online Application Module (OLAM)* system.

#### 3.1 Registration Field Categories

The following are the categories of registration areas offered by UPKJ:

- a. Field of work
- b. Mechanical Field
- c. Electrical Field
- d. Supply And Service Area
- e. Consultant field

#### 3.2 Types of Applications

The types of applications open to applicants are as follows:

- a. New Application
- b. Application for Upgrading/ Additional
- c. Renewal Application ÿ Renewal  
application can be made as early as six (6) months before the registration expiry date  
up to a period of one (1) year after registration expires. If the registration has expired for more than one (1)  
year, then the applicant must make a New Application.
- d. Change Application ÿ  
Change of information such as company name, registered address, individuals authorized by the company  
in government procurement matters, equity, shareholders and company directors.
- e. Bumiputera Status Application

#### 3.3 Duration of Registration

The validity period of UPKJ registration is three (3) years from the date the application is approved.

## 4 Disciplinary Actions On Contractors, Suppliers And Consultant

The sources of authority to take disciplinary action against contractors, suppliers and consultants are as follows:

**a. Treasury Instruction 166.2(ix):**

"Monitoring and/or taking disciplinary action against individuals, firms, companies, organizations and consultants who are found guilty of violating registration conditions, tender conditions/contracts or agreements with the Government or have committed crimes/experienced civil liability."

**b. Treasury Instruction 175.1(d):**

"If the supplier or contractor rejects the offer after the offer has been made to him during the validity period of the offer or violates any offer conditions or contract conditions set by the Ministry/Department from time to time, disciplinary action will be taken against them. The Ministry/Department must report the fault of the supplier or contractor to the Treasury/CIDB for disciplinary action to be taken."

**c. Instruction 5 (3), The Financial Procedure (Registration of Contractors), Instruction 1999:**

*"The Head of Department may suspend for such period as he deems fit, or may cancel the registration of any contractor who, in his opinion, has defaulted in carrying or performing or executing any contract with the Government or its agency or whose performance or execution of such contract is found by the Head of Department, to be unsatisfactory for whatever reason: Provided that before such suspension or cancellation, the Head of Department shall require the defaulting contractor to show cause in writing why his registration should not be suspended or cancelled, as the case may be."*

Disciplinary action will be taken against contractors, suppliers and consultants if they are found to have committed offenses as listed in **APPENDIX II** which includes three (3) main categories as follows:

### Main Error Categories

Kesalahan Kerana Melanggar Syarat Pendaftaran UPKJ (Termasuk Status Bumiputera)

Kesalahan Semasa Proses Perolehan dan Pelaksanaan Kontrak

Kesalahan Sivil dan Jenayah

**Note: Please refer to Appendix II for a list of types of disciplinary offences, punishment period and interpretation.**

## 5 Warnings

The terms and conditions of registration can be found in these guidelines. Applicants are advised to **read these guidelines carefully before submitting an application.** Applications that do not meet the specified conditions will not be considered.

The terms and conditions of this registration are subject to the regulations and laws in force from time to time.

In order to prevent your document from being misused by irresponsible individuals, you are advised to put two (2) crosses on the official document and write the purpose of the document.

## 6 Help Desk UPKJ

UPKJ can be contacted by the following methods:

### 6.1 Operation Counter/ UPKJ Kiosk

Contractor And Consultant Registration Unit (UPKJ)  
State Finance Secretary's Office  
7th floor, Wisma Satok  
Jalan Satok, 93400 Kuching  
Sabah

### 6.2 UPKJ Line/Email

Telephone: 082-235810  
WhatsApp: 019-8475194  
Email: [upkj@sarawak.gov.my](mailto:upkj@sarawak.gov.my)

## 7 Terminology Used in UPKJ Registration

The following is the terminology used during the application and in the UPKJ registration process:

Field **Field** refers to the field categories offered for UPKJ registration, namely Work Field, Mechanical Field, Electrical Field, Supply & Service Field and Consulting Field.

Class **Class** refers to the classification used in the Work Field, Mechanical Field and Electrical Field. For example, for the Work and Mechanical Fields, the class is divided into Class A, B, BX, C, D, E, EX and F. While for the Electrical Field, the class is divided into Class I, II, III, IV, V and VI.

#### Category a. Supply And Service Area

Category refers to the categorization used in the Supply And Services Sector. In the field of supply and services, categories are divided into categories A, B and C.

#### b. Consultant field

Categories refer to the types of consulting services/consultancy/studies available for Consulting Fields such as Civil Engineering, *Environment Impact Assessment (EIA)*, Project Management and other consultancy/studies offered for applications.

	<b>Head Head</b> refers to a group of types of work/supply/service in general for Work Field, Mechanical Field, Electrical Field and Supply & Service Field.
	<b>Sub-Heads</b> Sub-Heads refer to detailed types of work/ supplies/ services under something Head.
<b>Application New</b>	New Application refers to an application made for the first time for a field that has not yet been registered or a re-application for the registration of a field that has expired.
<b>Application Promoted to next grade / Category</b>	Class/Category Upgrade Application refers to the upgrade of a Class/Category in existing registration to a higher Class/Category. Up category <b>does not apply to Consultant Field.</b>
<b>Application Add Head, Add Sub- Chief Dan Add Category</b>	<p>a. <b>Application for Add Head</b> refers to adding a head that has not yet been registered to an existing registration. b. <b>Application to Add Sub-Head</b> refers to the addition of sub-sub work, supplies or services to an existing Head in the registration.</p> <p>c. <b>Category Add Application</b> refers to the addition of categories at the existing field of consulting.</p>
<b>Application Renewal</b>	Renewal applications can be made as early as six (6) months before the expiry date of the registration up to a period of one (1) year after the expiry of the registration. If the registration has expired for more than one (1) year, then the applicant must make a New Application.
	<b>Note: Please refer to the rules for renewal applications</b>
<b>Application Cancelled Registration</b>	Application for Cancellation refers to an application to cancel an existing registration to enable the company owner to re-apply for registration using another company/firm.
<b>Withdrawal Sub- Consultant</b>	of Head/ Sub-Head/ Consultant's Category ( <i>Withdrawal of Head/ Sub-Head/ Kepala/ Sub- Consultant's Category</i> ) refers to the <b>head / sub-head/ discipline withdrawn or dropped from</b> existing registration because the company / firm no longer <b>Category</b> meets the registration requirements.
	<b>Note: Excludes unapproved renewal applications.</b>
	For companies/firms that are only registered under one (1) head/one (1) sub-head/ consultant category only for a certain field, withdrawal/revocation of the head/sub-head/ consultant category will cause that field to be abolished.

# SECTION B:

# FIELD APPLICATION GUIDE

# WORK

---

## 1 Introduction to the Field of Work

The field of work includes physical infrastructure construction works including new construction, upgrading, repair and maintenance.

### 1.1 Classification of Work Areas

Fields of work are classified using heads and sub-heads. There are seven (7) heads below areas of work as follows:

Head	Sub - Head	Description
I	1 2a(i),2a(ii),2b(i),2b(ii),2c(i),2c(ii) 3a(i),3a(ii),3b,3c 4(a),4(b),4(c) 5(a),5(b) 6	General engineering works such as piles, bridges, wharves, piers, flyovers, erosion protection, reservoirs, dams, pipe connections, geotechnical ( <i>soil investigation</i> ) and tunnels
II	1(a),1(b),1(c) 2(a),2(b) 3(a),3(b),3(c) 4 5(a),5(b),5(c) 6(a),6(b) 7	Building works, plumbing & sanitation, fence/ gate, bus stop and other related structures
III	1(a),1(b),1(c),1(d),1(e) 2(a),2(b),2(c),2(d) 3(a),3(b),3(c) 4(a),4(b),4(c)	Earthworks, construction site clearing, deforestation, terraces, roads, footpaths, road crossings, road linings <i>including</i> striped crossings and road dividers/blocks
IV	1(a),1(b) 2(a),2(b) 3 4(a),4(b)	Drainage, drainage and sewerage works
WE	1 2 3 4 5a(i),5a(ii),5(b),5(c),5(d) 6	Nursery work, tree planting/ forest/ other crops/ plantations, silviculture, forest boundaries, forest reserve, landscaping, grass cutting, ornamental tree trimming, grass planting and a playground
VIII	1(a),1(b) 2(a),2(b),2(c),2(d),2(e),2(f)	Telecommunication works, installation of fiber/ <i>radio frequency</i> / VSAT/ wireless and line equipment

	3(a),3(b)	fiber
IX	1 2	General Building and Infrastructure Facilities Health Care Building Facilities

## 1.2 Class of Work Area Registration

There are eight (8) registration classes under the field of work. Each class has a financial limit on the value of the work (quotation/tender) that can be joined as follows:

Class	Financial Limit of Value of Work that Can Be Joined (RM)
A	Over 4 million and above
B	More than 2 million up to 8 million
BX	More than 1 million up to 4 million
C	Over 750,000 up to 2 million
D	Over 150,000 up to 750,000
AND	Over 100,000 up to 350,000
EX	Over 50,000 up to 150,000
F	100,000 and below

Use:  
Head IX is only open for Class A, B and BX only

## 1.3 Work Field Process Fee

The field processing fee is only applicable for new applications. It is subject to the registration class applied for as follows:

No.	Applied Class Class C to	Processing Fee (RM)
a.	A Class F to D	100
b.	Combination a. and b.	50
c.		100

Use:  
1. For new applications only  
2. Applications will only be processed once the processing fee has been received.

## 1.4 Field of Work Registration Fee

The registration fee is a fee charged after the application is approved. The field registration fee is subject to the approved registration class as follows:

### 1.4.1 New Registration Fee/ Head Add

Class	New Registration Fee/ Head Add (RM)
A	1,000 per Head
B	700 per Head
BX	400 per Head
C	100 a Head
D	60 a Head
AND	30 a Head
EX	10 a Head

#### 1.4.2 Class Upgrade Registration Fee

Class	Upgrade Registration Fee (RM)
A	The difference between the registration fee for the new class and the previous registration fee for the upgraded head is charged per head.
B	
BX	<u>Example:</u>  The company/firm is registered under class F and is applying to upgrade to class E.
C	
D	The up-class fee to be paid is the registration fee for Class E minus the registration fee for class F as follows:  = RM30 (Class E Fee) - RM10 (Class F Fee) = RM20
AND	
EX	So the fee to be paid to upgrade from F to E is RM20
F	

#### 1.4.3 Renewal Registration Fee

The renewal registration fee is charged at fifty percent (50%) of the new registration fee rate as follows:

Class	Renewal Registration Fee (RM)
A	500 per Head
B	350 per Head
BX	200 a Head
C	50 a Head
D	30 a Head
AND	15 a Head
EX	5 a Head
F	5 a Head

### 1.5 Fee Payment Method

All fee payments can be made as follows:

- a. Online using SarawakPay; and
- b. Manually using a Bank Draft or Postal Money in the name of STATE GOVERNMENT SARAWAK which is crossed "Beneficiary Account Only".

A period of three (3) working days is required to process fee payments made manually while the online fee payment processing period is immediate.

## 1.6 Duration of Application Process

The duration of the application process is as follows:

No.	Application a.	Process Period
	New Application Class F	<b>30 working days</b> * Includes waiting time for Status interview Interview
	b. Application to Add Class F Head	<b>30 working days</b> * If you do not have Bumiputera Status before
	c. New/ Upgrade/ Add Head/ Sub-Head (Class EX up to A) d.	<b>14 working days</b> * If you already have Bumiputera Status
	New/ Upgrade/ Add Head/ Sub-Head (Class EX up to A) For Head VIII	<b>21 working days</b>
	e. Updates/Changes that are not causes a change in Class/ Head/ Sub-Head and does not involve Bumiputera Status f. Changes	<b>3 working days</b>
that	cause changes in Class/Head/Sub-Head and involve Bumiputera Status	<b>14 working days</b> * If it involves a change of Class/Head/ Sub-Head  <b>30 working days</b> * If the change involves Status native
<b>Use:</b> For any combination application (a), (b), (c), (d), (e) and (f) the process period is according to the longest number of days.		

## 1.7 Duration of Registration

The valid period of registration is three (3) years only.

## 1.8 Application Results And Registration Certificate

### 1.8.1 Application Results

All application results along with the applicable registration fee can be checked through the OLAM system. Applicants will receive a notification via email if the application results are passed.

### 1.8.2 Certificate of Registration

Applicants can print a registration certificate through the OLAM system after the registration fee has been paid. Please refer to paragraph 1.4 (Job Field Registration Fee) for an explanation of the registration fee and payment method.

## 2 Terms and Conditions of Application for Work Areas

There are two (2) sets of criteria for job application as follows:

- a. For companies that have a work record
- b. For companies that do not have a work record

Applicants can choose to use one of the criteria or a combination of the two criteria in one application.

*Example:*

*In one application, head I is applied using the criteria of a company that has a work record while head ii is applied using the criteria of a company that does not have a work record.*

This criterion does not apply to chapter VIII (Telecommunications Works) and chapter IX (Facilities Management). Please refer to the application conditions and regulations of chapter VIII (Telecommunications Works) and chapter IX (Facilities Management) to know the criteria for chapter VIII and IX.

### 2.1 New Application/ Class Upgrade/ Add Head/ Sub-Head

#### 2.1.1 Types of Companies/Firms That Can Apply

A company/firm/cooperative/corporation that wishes to apply for UPKJ registration must first be incorporated in accordance with the laws of the country in force.

The types of companies/firms that can apply for work field registration are subject to the following registration classes:

Class	Types of Companies/Firms That Can Apply
A	Berhad/ Sole Proprietorship/ Corporation
B, BX, C, D, E, EX, F	Berhad/ Sole Proprietorship/ Corporation/ Enterprise (Individual or Perkongsian)/ Limited Liability Of Partnership/ Cooperative

#### 2.1.2 CIDB Registration Requirements

A company/firm/cooperative/corporation that wants to be registered with upkj under the field of work must be registered with CIDB first, in accordance with Act 502, Malaysian Construction Industry Development Act 1994, Part IV, Article 25 which states:

*"No person shall carry out or complete, undertake to carry out or complete any construction work or hold himself out as a contractor, unless he is registered with the Lembaga and holds a valid certificate of registration issued by the Lembaga under this Act"*

Companies/ firms/ cooperatives/ corporations are required to have a CIDB Registration Certificate under the Building Construction (B) and Civil Engineering Construction (CE) Categories for any grade.

### 2.1.3 Company Ownership And Management Requirements

The company's ownership and management requirements are as follows:

- a. The company/ firm/ cooperative/ corporation must have at least one (1) member of management either owner/shareholder/member of the board of directors or staff appointed as a member of management.
- b. Management members who are not owners/shareholders/board members must contribute to the EPF.
- c. Management members (if they are the only management members) who are not Sarawak natives need to submit a permit to work in Sarawak (including management members from among owners/shareholders/board members). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.

### 2.1.4 Business License Requirements

The company/firm/cooperative/corporation must have a business license (IRD.7) relevant to the field/head/sub-head applied for. The IRD.7 must still be valid.

### 2.1.5 Premises/ Office Requirements

The company/firm/cooperative/corporation must have valid Premises/Offices operating in Sarawak, whether owned or rented (the rental period is still valid), including if renting at the Entrepreneur Incubator and Guidance Center (PIBU) on a full or part-time basis.

Rentals using an office address only (without a physical office) other than PIBU will not be accepted.

### 2.1.6 Capital Requirements

The minimum capital requirement is subject to the type of application criteria used and also the class applied for. The following are the minimum capital requirements and the required form of capital;

Class	Minimum Capital Requirement (RM)		Form of Capital
	Yang Company Have a Record Work	Companies That Don't Have a Record Work	
A	Over 600,000	Over 800,000	i. For Limited Companies / Sole Proprietorships the form of capital is Company Paid Up Capital ( <i>paid up capital</i> ).
B	Over 400,000	Over 600,000	
BX	Over 200,000	Over 400,000	
C	Over 100,000	Over 200,000	i. For Enterprise Type Companies (Individuals/ Partnerships)/ Cooperatives/ Corporations the form of capital can include:
D	Over 35,000	Over 50,000	
AND	Over 17,500	Over 17,500	a. Company/firm/cooperative/corporation bank account balance
EX	Over 7,500	Over 7,500	b. Personal Savings including ASB/ Tabung Haji and other personal savings (for Enterprise type companies/firms only)
F	Over 5,000	Over 5,000	

## 2.1.7 Technical Qualification Requirements (Technical Workers)

Technical qualification requirements (technical workers) are based on the class applied for as follows:

Class	Technical Qualification Requirements	
	Companies That Have a Work Record	Companies That Have No Work Record
<b>A-BX</b>	<p>At least one Degree holder in the field (1) a minimum of Civil Engineering who has work experience in the field for two (2) years*.</p>	<p>i) Two (2) Degree holders in fields related to construction, who have minimum experience in relevant field for three (3) years.  <b>One of the degree holders it must be under the field Civil engineering</b></p> <p>ii) For head VI/ 1, 2, 3 and 4 Degree holders in fields related to landscape/ horticulture/ agriculture/forestry required</p> <p>Use:  While for head VI/ 5a(i)(ii), 5b, 5d and 6, any criteria (i) or (ii) can be accepted</p>
<b>c</b>	<p>At least (1) a diploma holder in the field of civil engineering who has a minimum work experience in the field for one (1) year.*</p>	<p>i) Two (2) diploma holders in fields related to construction, who have minimum experience in the relevant field for two (2) years. <b>One of the holders the diploma must be under the field civil engineering</b></p> <p>ii) For head VI / 1, 2, 3 and 4 degree holders in fields related to landscape / horticulture / agriculture / forestry is required</p> <p>Use:  While for head VI/5a(i)(ii), 5b, 5d and 6, any criteria (i) or (ii) can be accepted</p>
<b>D</b>	<p>Technical workers are not required but company owners must at least have spm</p> <p>*for new applications only, not applicable for class upgrade/ add head/ sub-head applications</p>	<p>i) Two (2) diploma holders in fields related to construction, who have minimum experience in the relevant field for two (2) years. <b>One of the diploma holders must be under the field  civil engineering</b></p> <p>ii) For head VI/ 1, 2, 3 and 4 Degree holders in fields related to landscape / horticulture / agriculture / forestry is required</p> <p>Use:  While for head VI/5a(i)(ii), 5b, 5d and 6, any criteria (i) or (ii) can be accepted</p>

<p><b>E/EX/F</b> Technical employees are not required but the company owner should at least have:</p> <ul style="list-style-type: none"> <li>i. SPM (for Class E)</li> <li>i. Grade 6 Certificate (For Class EX/ F)</li> </ul> <p>*For new applications only. Not applicable for class upgrade/ add-head/ sub-head applications</p>	<p>Technical workers are not required but company owners should at least have:</p> <ul style="list-style-type: none"> <li>i. SPM (for Class E)</li> <li>i. Grade 6 Certificate (For Class EX/F)</li> </ul> <p>Use:</p> <p>While for head VI/5a(i)(ii), 5b, 5d and 6, any criteria (i) or (ii) can be accepted. For new applications only. Not applicable for class upgrade/ add-head / sub-head applications</p>
<p><b>Use:</b></p> <ol style="list-style-type: none"> <li>1. If the company has technical employees who have high academic qualifications from the above conditions, the company still needs to meet the requirements of the number of technical employees and the length of work experience in the relevant field 2.</li> </ol> <p>Examples of degrees/diplomas related to construction are such as Degrees /Diploma in the field of material measurement, architect and other degrees/diplomas are subject to the type of job applied for</p> <ol style="list-style-type: none"> <li>3. Work experience* needs to be proven using a <i>Curriculum Vitae</i> (CV)</li> <li>4. Technical workers who are not among the owners/shareholders/directors need to contribute to the EPF.</li> <li>5. Technical workers who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical worker is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a <i>Permanent Resident (PR)</i>.</li> </ol>	

## 2.1.8 Work Record/Course Record Requirements

Work record/course record requirements are as follows:

Class	Work Record/Course Record Requirements	
	Companies That Have a Work Record	Companies That Don't Have a Work Record
<b>A</b>	Project work record related to a minimum accumulated value of RM 1 million	<p>No work record is required but the company must comply with the requirements of the company type, financial and technical employee requirements for companies without a work record</p>
<b>B</b>	Project work records related to a minimum accumulated value of RM 500,000	
<b>BX</b>	Project work record related to a minimum accumulated value of RM 250,000	
<b>C</b>	Project work record related to the minimum accumulated value of RM 200,000	
<b>D</b>	Project work record related to a minimum accumulated value of RM 35,000	
<b>AND</b>	Project work record related to a minimum accumulated value of RM 25,000	
<b>EX</b>	Project work record related to a minimum accumulated value of RM 12,000	
<b>F</b>	Project work record related to a minimum accumulated value of RM 2,500	
<p><b>Use:</b></p> <ol style="list-style-type: none"> <li>1. Work Record that needs to be proven using:           <ol style="list-style-type: none"> <li>a. Offer letter along with letter of agreement to accept the contract (if you are the main contractor)</li> <li>b. The main contractor's job offer letter along with the sub-contract agreement letter that <u>has been signed</u> (if as a sub-contractor)</li> </ol> </li> <li>2. Owners of course certificates who are not among the owners/shareholders/members of the board of directors need to contribute EPF</li> <li>3. The owner of the course certificate who is not a Sarawakian must submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a <i>Permanent Resident (PR)</i>.</li> </ol>		

### 2.1.9 Requirements for Certificates of Competence/ Permit/ Special License

The requirement of competency certificates/permits/special licenses is required for specific heads/sub-heads only. The requirements for competency certificates/permits/special licenses are as follows:

Sub-Chief		Certificate- Certificate of Competence/ Permit/ Special License	Issued by
I	4	Installer/ Plumber License	Ministry of Utilities and Telecommunication, Merinyu Electric Unit
II	4	Plumber License	Ministry of Utilities and Telecommunication, Merinyu Electric Unit

Use:

1. **Competency license holders who are not owners/shareholders/board members are required contributed by EPF.**
2. **Competency license holders who are not Sarawak natives must submit a Work Permit in Sarawak (including if the competency license holder is among the owners/shareholders/board members). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).**

### 2.1.10 Safety Course Requirements

Applicants must submit evidence such as a certificate of attendance at a basic safety course organized by NIOSH/ NIOSH Safety Card or a recognized equivalent qualification. Holders of NIOSH course certificates/ NIOSH Safety Cards or recognized equivalent qualifications who are not owners/ shareholders/ members of the board of directors must contribute to the EPF.

Holders of a NIOSH course certificate/ NIOSH Safety Card or recognized equivalent qualification who are not Sarawakian must submit a Sarawak Work Permit (including if the technical employee is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.

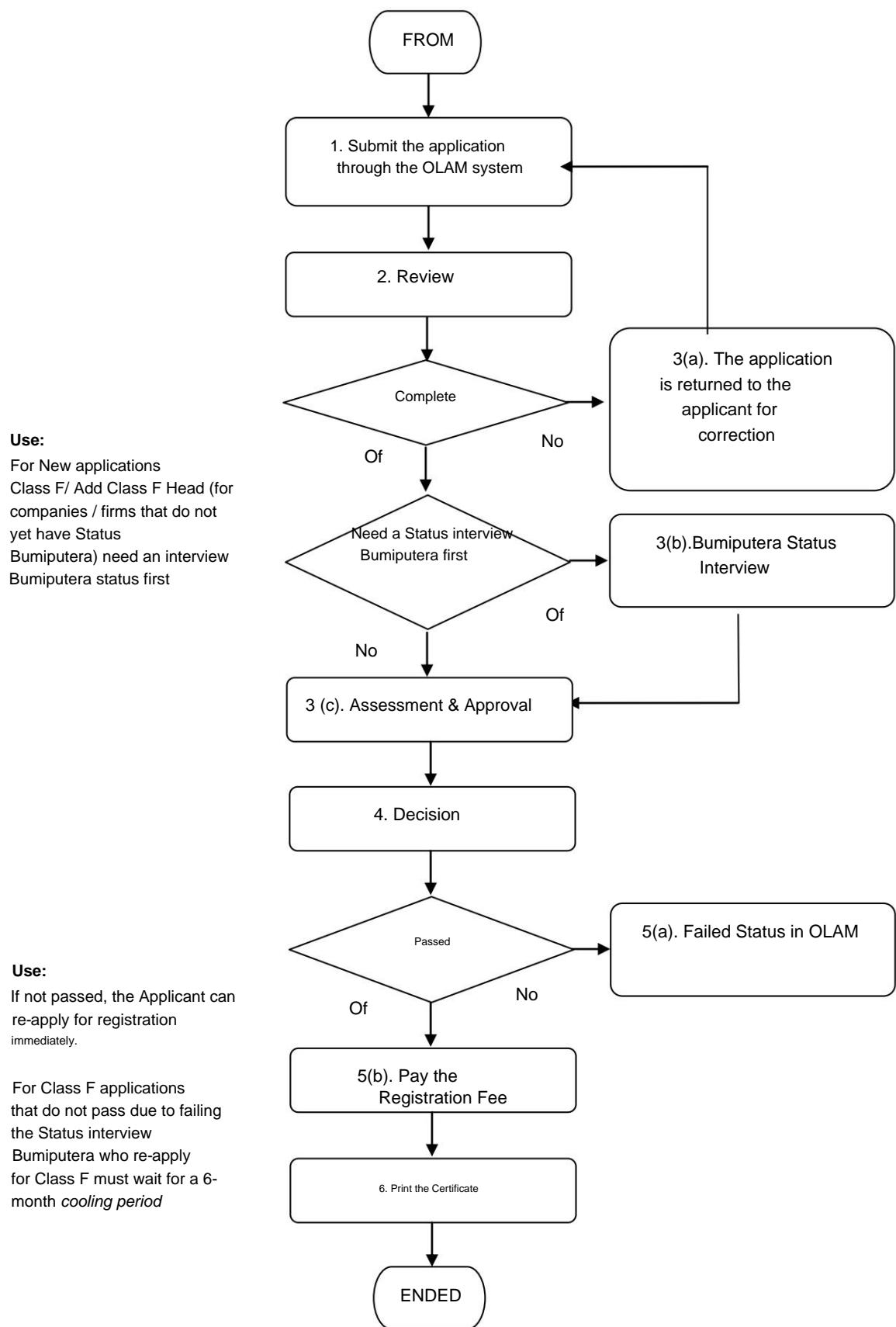
### 2.1.11 Applications That Use Both Types of Criteria Companies That Have a Work Record And Companies That Do Not Have a Work Record

Applications that use a combination of both the criteria of a company that has a work record and a company that does not have a work record are required to meet the requirements of both criteria.

### 2.1.12 Specific Conditions for the Use of the Criteria for Having a Work Record for Head I Subhead 4a,4b,4c and Head II Subhead 4

Applications for Head I Subhead 4a, 4b, 4c and Head II subhead 4 are required to have a special competency license (please refer to Certificates/ Competence/ Permit/ Special License Requirements). If applying for this Head/ sub-head, the criteria of having a work record will automatically apply. However, the work record is not mandatory to be included because the competency license i.e. the Pipe Installation/ Connection license and the Emergency Technician license are equivalent to the work record.

## 2.1.13 New Registration Process Flow Chart/ Up Class/ Add Head/ Sub-Head Work Field



## 2.2 Field of Work Application Checklist

**Table B1. New Application Checklist (Field of Work)**

For companies that have a work record		For Companies That Have No Work Record			
Type Bhd Company/ Pte Ltd	Company Type Enterprise (Individual/ sharing)	Limited Liability Of Partnership/ Cooperative/ Corporation	Company Type Bhd/ Sdn.Bhd	Company Type Enterprise (Individual/ sharing)	Limited Liability Of Partnership/Cooperative/ Corporation
1) SSM Corporate Info latest*	1) Form R22*	1) Registration certificate *	1) SSM Info Latest corporate*	1) Form R22*	1) Registration certificate *
2) Form I (IRD 7) which is still valid	2) Extract Of Business Name	2) Extract Of Business Name / documents Agreement Shareholders (for LLPs) *	2) Form I (IRD 7) which is still valid*	2) Extract Of Business Name	2) Extract Of Business Name / documents Agreement Shareholders (for LLPs) *
3) Certification Certificate CIDB Registration*	3) Form I (IRD 7) that is still valid*	3) Minutes of meetings The most recent Annual General Meeting (for Cooperative type)*	3) Certification Certificate Registration CIDB*	3) Minutes of meetings The most recent Annual General (for type Cooperative)*	3) Minutes of meetings The most recent Annual General (for type Cooperative)*
4) Course Certificate Safety Contractors (All Risk) by NIOSH & UPKP or Card Safety Contractors (All Risk) by NIOSH or recognized equivalent*	4) Certification Certificate CIDB Registration*	4) Form I (IRD 7) which is still valid*	4) Course Certificate Safety Contractor (All Risks) by NIOSH & UPKP or Card Safety Contractor (All Risks) by NIOSH or recognized equivalent*	4) Form I (IRD 7) that is still valid*	5) Certification Certificate CIDB Registration*
5) Employee Information Technical: Degree/ Relevant diploma and CV to demonstrate work experience* (please refer to the registration guidelines to know the required technical qualifications)	5) Course Certificate Safety Contractors (All Risk) by NIOSH & UPKP or Card Safety Contractors (All Risk) by NIOSH or recognized equivalent*	6) Bank Statement for the last three (3) months*	6) Bank Statement for the last three (3) months*	6) Bank Statement for the last three (3) months*	6) Bank Statement for the last three (3) months*
6) Work Record* (please refer to the registration guidelines to know the cumulative value of the required work record)	6) Bank Statement for the last three (3) months*	7) Workers' information Technical: Degree/ Relevant diploma and CV to demonstrate work experience* (please refer to the registration guidelines to know the required technical qualifications)	7) Course Certificate Safety Contractors (All Risk) by NIOSH & UPKP or Card Safety Contractors (All Risk) by NIOSH or recognized equivalent*	7) Employee Information Technical: Degree/ Relevant diploma and CV to demonstrate work experience* (please refer to the registration guidelines to know the required technical qualifications)	7) Course Certificate Safety Contractors (All Risk) by NIOSH & UPKP or Card Safety Contractors (All Risk) by NIOSH or recognized equivalent*
7) Information Competence/ Permit/Read Special, if applicable ** (please refer to the registration link to find out which registrations require a Certificate Competence or Special Permit) EPF (if applicable)***	8) Work Record* (please refer to the registration guidelines to find out the cumulative value of the required work record)	8) Employee Information Technical: Degree/ Relevant diploma and CV to demonstrate work experience* (please refer to the registration guidelines to know the required technical qualifications)	8) Employee Information Competence/ Permit/Read Special, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate Competence or Special Permit)**	8) Work Record (please refer to the registration guidelines to know the cumulative value of the required work record)*	8) Course Record for application Classes F to E only (please refer to the registration guidelines to know the type of course required)*
8) Permit to work at Sarawak for technical/ competent/ special permit/ NIOSH certificate workers who are not children State of Sarawak or PR**	9) Information Competence/ Permit/Read Special, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate Competence or Special Permit)**	9) Work Record (please refer to the registration guidelines to know the cumulative value of the required work record)*	9) Work Record (please refer to the registration guidelines to know which course type required)*	9) Information Competency/ Permit/ Special License, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate Competence or Special Permit)**	9) Course Record for Class F to E applications only (please refer to the registration guidelines to know the type of course required)*
9) Other supporting information, if any such as equipment, machines and so on	10) EPF (if applicable)***	10) Information Competence/ Permit/Read Special, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate Competence or Special Permit)**	10) EPF (if applicable)***	10) EPF (if applicable)***	10) Information Competence/ Permit/ Special License, if applicable (please refer to the registration guidelines to know which registrations require a Certificate Competence or Special Permit)**
	11) Permit to Work In Sarawak for technical/ competent/ special permit/ NIOSH certified workers who are not Children State of Sarawak or PR**	11) EPF (if applicable)***	11) EPF (if applicable)***	11) Permit to Work In Sarawak for technical/ competent/ special permit/ NIOSH certified workers who are not children State of Sarawak or PR**	11) EPF (if applicable)***
	12) Other supporting information, if any such as equipment, machines and so on	12) Permit to Work In Sarawak for technical/ competent/ special permit/ NIOSH certificate workers who are not children State of Sarawak or PR**	12) Permit to Work In Sarawak for technical/ competent/ special permit/ NIOSH certificate workers who are not children State of Sarawak or PR**	12) Other supporting information, if any such as equipment, machines and so on	12) Permit to Work In Sarawak for technical/ competent/ special permit/ NIOSH certificate workers who are not children State of Sarawak or PR**
		13) Other supporting information, if any	13) Other supporting information, if any	9) Permit Working in Sarawak for technical workers/ competent/ special permit/	13) Other supporting information, if any

		such as equipment, machines and so on	non-NIOSH certificate Native Sarawak or PR**  10) Other supporting information, if any such as equipment, machines and so on		etc
<b>Use:</b>					
* Mandatory					
** Mandatory if the work requires technical workers/ competence/ special permit					
*** EPF is mandatory if competent employees/ NIOSH certificate holders are not shareholders/ board members					

**Table B2: Checklist for Upgrading Application/ Add Head/ Sub-Head (Field of Work)**

For companies that have a work record			For Companies That Have No Work Record		
Company Type Bhd/ Sdn.Bhd	Company Type Enterprise (Individual/ sharing)	Limited Liability Of Partnership/Buyer as/ Corporation	Company Type Bhd/ Sdn.Bhd	Company Type Enterprise (Individual/ sharing)	Limited Liability Of Partnership / Cooperative / Corporation
1) Form I (IRD 7) which is still valid*	1) Form I (IRD 7) which is still valid*	1) Form I (IRD 7) which is still valid*	1) Form I (IRD 7) which is still valid*	1) Form I (IRD 7) which is still valid*	1) Form I (IRD 7) which is still valid*
2) SSM Info Latest corporate*	2) Bank Statement for the last three (3) months*	2) Bank Statement for the last three (3) months*	2) Form I (IRD 7) which is still valid*	2) Bank Statement for the last three (3) months*	2) Bank Statement for the last three (3) months*
3) Information Employee Technical: Degree/ Diploma related as well as CV for demonstrated work experience* (please refer to registration guidelines for required technical qualifications)	3) Information Technical Workers: Degree/ Diploma related as well as CV to demonstrate work experience* (please refer to registration guidelines for required technical qualifications)	3) Information Technical Workers: Degree/ Diploma related as well as CV to demonstrate work experience* (please refer to registration guidelines for required technical qualifications)	3) SSM Info Latest corporate**	3) Information Technical Workers: Degree/ Diploma related as well as CV to demonstrate work experience* (please refer to the registration guidelines for required technical qualifications)	3) Employee Information Technical: Degree/ Relevant diploma and CV to demonstrate work experience*
4) Work Record (please refer to registration guidelines for know the cumulative value of the required work record*)	4) Work Record (please refer to registration guidelines for)	4) Work Record (please refer to registration guidelines for)	4) Course Record for application Class F to E only (please refer to the registration guidelines to know the type of course required)*	4) Course Record for application Classes F to E only (please refer to the registration guidelines to know the type of course required)*	4) Course Record for application Classes F to E only (please refer to the registration guidelines to know the type of course required)*
5) Information cumulative value of the required work record*	5) Information Competence/ Permit/Read Specials, if applicable (please refer to the registration guidelines to know the type of course required)*	5) Information Competence/ Permit/Read Specials, if applicable (please refer to the registration guidelines to know the type of course required)*	5) Course Record for application Class F to E only (please refer to the registration guidelines to know the type of course required)*	5) Information Competency/ Permit/ Special Licence, if applicable (please refer to the registration link to find out which registration requires a Certificate Competence or Special Permit)*	5) Information Competency/ Permit/ Special Licence, if applicable (please refer to the registration link to find out which registration requires a Certificate Competence or Special Permit)*
5) Information Competence/ Permit/Read Special, if	to the registration merge line to find out	to the registration merge line to find out	6) Information Competence/ Permit/Read	6) EPF (if applicable)***	6) EPF (if applicable)***

<b>applicable (please refer to the registration link to know the registration in need Certificates Competency or Permit Special)**</b>	registration which requires a Certificate Competence or Special Permit)*	registration which requires a Certificate Competence or Special Permit)*	Special, if applicable (please refer to registration guidelines for know registration which requires a Certificate Competence or Special Permit)*	to know registration which requires a Certificate Competence or Special Permit)*	7) Permit to work in Sarawak for technical/ competent/ special permit/ NIOSH certified workers who are not Children State of Sarawak or PR**
<b>6) EPF (if applicable)**</b>	6) EPF (if applicable)***	6) EPF (if applicable)***		6) EPF (if applicable)***	
<b>7) Permit to work in Sarawak for technical workers/ competent/ special permit/ certificate NIOSH is not a Child State of Sarawak or PR**</b>	7) Permit to work in Sarawak for technical workers/ competent/ special permit/ certificate NIOSH is not a Child State of Sarawak or PR**		7) EPF (if applicable)***	7) Permit to work in Sarawak for technical workers/ competent/ special permit/ certificate The NIOSH not a child State of Sarawak or PR**	
<b>7) Permit to work in Sarawak for technical/ competent/ special permit/ NIOSH certified workers who are not Native Sarawak or PR**</b>			8) Permit to work in Sarawak for technical workers/ competent/ special permit/ certificate NIOSH is not a Child State of Sarawak or PR**		

**Use:**  
**\* Mandatory**  
**\*\* Mandatory if the work requires technical workers/ competence/ special permit**  
**\*\*\* EPF is mandatory if competent employees/ NIOSH certificate holders are not shareholders/ board members**

## 2.3 Chapter VIII (Telecommunications Works) New/Upgrade Applications Class/ Add Head/ Sub-Head

### 2.3.1 Types of Companies/Firms That Can Apply

A company/firm/cooperative/corporation that wishes to apply for upkj registration (head viii of telecommunications works) must first be incorporated according to the laws of the country in force.

The types of companies/firms/cooperatives/corporations that can apply for registration in the field of work of head viii are subject to the registration class as follows:

Class	Types of Companies/Firms That Can Apply
A	Berhad/ Sole Proprietorship/ Corporation
B, BX, C, D, E, EX, F	Berhad/ Sole Proprietorship/ Corporation/ Enterprise (Individual or Perkongsian)/ Limited Liability Of Partnership/ Cooperative

### 2.3.2 CIDB Registration Requirements

A company/firm/cooperative/corporation that wants to be registered with UPKJ under the field of work must be registered with CIDB first, in accordance with Act 502, Act Development of the Malaysian Construction Industry 1994, Part IV, Article 25 which states:

*"No person shall carry out or complete, undertake to carry out or complete any construction work or hold himself out as a contractor, unless he is registered with the Lembaga and holds a valid certificate of registration issued by the Lembaga under this Act"*

For head VIII, companies/firms/cooperatives/corporations are required to have a CIDB Registration Certificate of civil engineering category (CE) and/or mechanical category and electrical category (ME) of any grade.

### 2.3.3 Company Ownership And Management Requirements

The company's ownership and management requirements are as follows:

- The company/ firm/ cooperative/ corporation must have at least one (1) management member either among the owners/ shareholders/ members of the board of directors or staff appointed as management members.
- Management members who are not owners/shareholders/board members need to be paid by the EPF.
- Management members (if they are the only management members) who are not Sarawak natives need to submit a permit to work in Sarawak (including management members from among owners/shareholders/ board members). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).
- Eighty percent (80%) equity/ shares of companies/ firms/ cooperatives/ corporations and ninety percent (90%) of the management must be Sarawakian.

### 2.3.4 Business License Requirements

The company/firm/cooperative/corporation must have a business license (ird.7) relevant to the field/head/sub-head applied for. The IRD.7 must still be valid.

### 2.3.5 Premises/ Office Requirements

The company/ firm/ cooperative/ corporation must have Premises/ Offices operating at Valid Sarawak, whether self-owned or rented (the rental period is still valid), incl

if renting at Pusat Incubator And Bimbingan Usahawan (PIBU) fully or partially time.

Rentals using an office address only (without a physical office) other than PIBU will not be accepted.

### 2.3.6 Capital Requirements

The following are the minimum capital requirements and the form of capital required for the head VIII;

Class	Minimum Capital Requirement (RM)	Form of Capital
A	<b>Over 600,000</b>	i. For limited companies/ sole proprietorships, the form of capital is the company's paid <i>up capital</i> .
B	<b>Over 400,000</b>	
BX	<b>Over 200,000</b>	ii. For the type of enterprise (individual/partnership)/ cooperative/corporation, the capital form can include:
C	<b>Over 100,000</b>	
D	<b>Over 35,000</b>	
AND	<b>Over 17,500</b>	a. Company/firm/cooperative/corporation bank account balance
EX	<b>Over 7,500</b>	b. Personal savings including ASB/ hajj fund and other personal savings (for enterprise type companies only)
F	<b>Over 5,000</b>	

### 2.3.7 Technical Qualification Requirements (Technical Workers)

Technical qualification requirements (technical workers) are based on the class applied for as follows:

Class	Sub-Chief		Technical Qualification Requirements
A, B, BX	VIII	1a, 1b	At least one (1) civil engineering degree holder
c			At least one (1) civil engineering diploma holder
A, B, BX	VIII	2b, 2c, 2f	At least one (1) degree holder in <i>networking/information technology/computer science</i> (major in <i>networking</i> . If the major is other than <i>networking</i> , work experience* in <i>networking</i> required)/ electrical engineering/ electronic engineering
c			At least one (1) diploma holder <i>networking/information technology/sains komputer</i> (major in <i>networking</i> . If the major is other than <i>networking</i> , work experience* in <i>networking</i> required)/ electrical engineering/ electronic engineering
A, B, BX	VIII	3a, 3b	At least one (1) electrical engineering or electronic engineering degree holder
c			At least one (1) diploma holder in electrical engineering or electronic engineering
F-D	VIII	all	At least one (1) technical employee who has a course related to the applied subhead OR The company has a record of work related to the subhead applied for.
<b>Use:</b>			
1. Work experience needs to be proven using a <i>Curriculum Vitae (CV)*</i>			
2. Technical workers who are not among the owners/shareholders/members of the board of directors need to be contributed			

**EPF**

3. Technical employees who are not Sarawak natives must submit a permit to work in Sarawak (including if the technical employee is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.

### 2.3.8 Requirements for Certificates of Competence/ Permits/ Special Licenses

The requirement of competency certificates/permits/special licenses is required for specific heads/sub-heads only.

The requirements for competency certificates/permits/special licenses are as follows:

<b>Head</b>	<b>Sub-Head/ Class</b>	<b>Certificate- Certificate of Competence/ Permit/ Special License</b>	<b>Issued by</b>
VIII	Sub-Heads 1a, 1b, 2b, 2c, 2f	<i>Working At Height (WAH) Certificate , or Course/ License Competence as Chargemen Overhead Line</i>	NIOSH  Ministry of Utilities and Telecommunication, Merinyu Electric Unit
VIII	Class A <i>Network Service Provider and/or Network Facilities Provider</i>		Communications Commission and Malaysian Multimedia (MCMC)
VIII	F-D	<i>Working At Height (WAH) Certificate , or Course/ License Competence as Chargemen Overhead Line</i>	NIOSH  Ministry of Utilities and Telecommunication, Merinyu Electric Unit

**Use:**

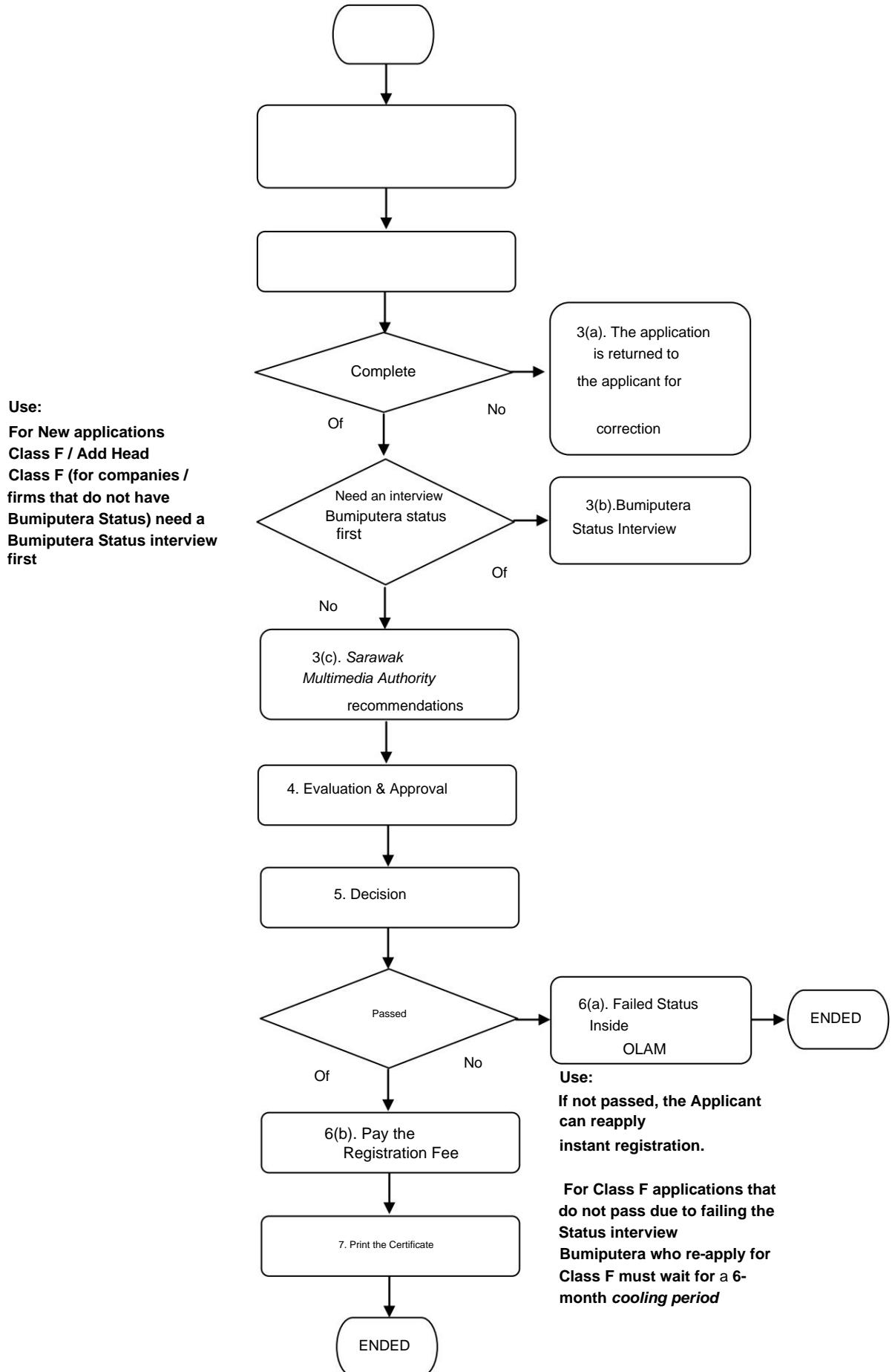
1. **Competence license holders who are not owners/shareholders/members of the board of directors need to contribute EPF**
2. **Competency license holders who are not Sarawak natives must submit a permit to work in Sarawak (including if the technical employee is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.**

### 2.3.9 Security Course Requirements

Applicants must submit evidence such as a certificate of attendance at a basic safety course organized by NIOSH/ NIOSH safety card or a recognized equivalent qualification. Holders of NIOSH course certificates/ NIOSH safety cards or recognized equivalent qualifications who are not among the owners/ shareholders/ members of the board of directors must contribute to the EPF.

Holders of NIOSH course certificates/ NIOSH safety cards or recognized equivalent qualifications who are not Sarawak natives need to submit a work permit in Sarawak (including if technical employees are owners/ shareholders/ members of the board of directors). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.

### 2.3.10 New Registration Process Flow Chart/ Up Class/ Add Head/ Sub-Head of Work Field (Head VIII)



### 2.3.11 Work Field Application Checklist (Chapter VIII)

**Table B3. New Application Checklist (Work Area-Head VIII)**

<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/Institution</b>
<p>1) The latest SSM Corporate Info*</p> <p>2) Form I (IRD 7) which is still valid *</p> <p>3) CIDB Registration Certificate*</p> <p>4) Contractor safety course certificate (all risks) by NIOSH &amp; UPKP or contractor safety card (all risks) by NIOSH or recognized equivalent*</p> <p>5) Technical Employee Information: Relevant degree/diploma and CV to demonstrate work experience* (please refer to chapter VIII registration guidelines for required technical qualifications)**</p> <p>6) Competency information/ permit/ special license, if applicable (please refer to the registration guidelines to know which requires a competency certificate or special permit)**</p> <p>7) EPF (if applicable)***</p> <p>8) Permit to work in Sarawak for technical/ competent workers/ special permit/ NIOSH certificate who are not Sarawak natives or PR**</p> <p>9) Other supporting information, if any such as equipment, machines and so on</p>	<p>1) Form R22*</p> <p>2) <i>Extract Of Business Name</i></p> <p>3) Form I (IRD 7) which is still valid*</p> <p>4) CIDB Registration Certificate*</p> <p>5) Contractor safety course certificate (all risks) by NIOSH &amp; UPKP or contractor safety card (all risks) by NIOSH or recognized equivalent*</p> <p>6) Bank statements for the last three (3) months*</p> <p>7) Technical Employee Information: Relevant degree/diploma as well as CV to show work experience* (please refer to head registration guidelines VIII to find out the required technical qualifications)**</p> <p>8) Competency/ permit/ special license information, if applicable (please refer to the registration guidelines to find out which registration requires a certificate of competence or special permit)**</p> <p>9) EPF (if applicable)***</p> <p>10) Work permit in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH who is not a native of Sarawak or PR**</p> <p>11) Other supporting information, if any such as equipment, machines and so on</p>	<p>1) 1. Registration Certificate *</p> <p>2) <i>Extract Of Business Name/Dokumen Shareholders Agreement (for LLP)</i></p> <p>3) Minutes of the most recent Annual General Meeting (for cooperative types)*</p> <p>4) Form I (IRD 7) which is still valid*</p> <p>5) CIDB Registration Certificate*</p> <p>6) Bank statements for the last three (3) months*</p> <p>7) Contractor safety course certificate (all risks) by NIOSH &amp; UPKP or contractor safety card (all risks) by NIOSH or recognized equivalent*</p> <p>8) Technical Employee Information: Relevant degree/diploma as well as CV to show work experience (please refer to chapter VIII registration guidelines to know the required technical qualifications)**</p> <p>9) Competency/permit/special license information, if applicable (please refer to the registration guidelines to find out which registration requires a certificate of competency or special permit)**</p> <p>10) EPF (if applicable)***</p> <p>11) Permit to work in Sarawak for technical/ competent workers/ special permit/ NIOSH certificate who are not children State of Sarawak or PR**</p> <p>12) Other supporting information, if there is equipment, machines and the like</p>

**Use:**

\* Mandatory

\*\* Mandatory if the work requires technical workers/ competence/ special permit

\*\*\* EPF is mandatory if competent employees/ NIOSH certificate holders are not shareholders/ board members

**Table B4: Checklist for Upgrading Application/ Add Head/ Sub-Head (Work Field-Head VIII)**

<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperatives/ Corporations</b>
<p>1) Form I (IRD 7) which is still valid*</p> <p>2) The latest SSM Corporate Info*</p> <p>3) Technical Employee Information: Relevant degree/diploma and CV to demonstrate work experience (please refer to chapter VIII registration guidelines for required technical qualifications)*</p> <p>4) Competency/ permit/ special license information, if applicable (please refer to the registration guidelines to find out which registration requires a certificate of competence or special permit)**</p> <p>5) EPF (if applicable)***</p> <p>6) Permit to work in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH is not a Child State of Sarawak or PR**</p>	<p>1) Form I (IRD 7) which is still valid*</p> <p>2) Bank statements for the last three (3) months*</p> <p>3) Technical Employee Information: Relevant degree/diploma and CV to demonstrate work experience (please refer to chapter VIII registration guidelines for required technical qualifications)*</p> <p>4) Competency/ permit/ special license information, if applicable (please refer to the registration guidelines to find out which registration requires a certificate of competence or special permit)**</p> <p>5) EPF (if applicable)***</p> <p>6) Permit to work in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH who is not a native of Sarawak or PR**</p>	<p>1) Form I (IRD 7) which is still valid*</p> <p>2) Bank statements for the last three (3) months*</p> <p>3) Technical Employee Information: Relevant degree/diploma and CV to demonstrate work experience (please refer to chapter VIII registration guidelines for required technical qualifications)*</p> <p>4) Competency/permit/special license information, if applicable (please refer to the registration guidelines to know the registration which requires a competency certificate or special permit)**</p> <p>5) EPF (if applicable)***</p> <p>6) Permit to work in Sarawak for technical/ competent/ special permit/ NIOSH certificate workers who are not Sarawak or PR**</p>

**Use:****\* Mandatory****\*\* Mandatory if the work requires technical workers/ competence/ special permit****\*\*\* EPF is mandatory if competent employees/ NIOSH certificate holders are not shareholders/ board members**

## 2.4 Chapter IX (Facilities Management) - New Applications/ Upgrading/ Sub-Head

### 2.4.1 Types of Companies/Firms That Can Apply

A company/firm/cooperative/corporation that wishes to apply for UPKJ registration (Head IX - Facility Management) must first be incorporated in accordance with the laws of the country in force.

The types of companies/firms that can apply for Chapter IX registration are subject to the following registration classes:

Class	Types of Companies / Firms That Can Apply
A	Berhad/ Sole Proprietorship/ Corporation
B,BX	Berhad/ Sole Proprietorship/ Corporation/ Enterprise (Individual or Perkongsian)/ Limited Liability Of Partnership/ Cooperative

### 2.4.2 CIDB Registration Requirements

A company/firm/cooperative/corporation that wants to be registered with UPKJ under the field of work must be registered with CIDB first, in accordance with Act 502, Act

Development of the Malaysian Construction Industry 1994, Part IV, Article 25 which states:

*"No person shall carry out or complete, undertake to carry out or complete any construction work or hold himself out as a contractor, unless he is registered with the Lembaga and holds a valid certificate of registration issued by the Lembaga under this Act"*

For Chapter IX, the required CIDB Registration Certificate is as below:

Class	Sub-Head 1	CIDB Registration Requirements	
A		F01	G7 or G6 or G5
B-BX		F01	G7 or G6 or G5 or G4
A	2	F02	G7 or G6 or G5
B-BX		F02	G7 or G6 or G5 or G4

### 2.4.3 Business License Requirements

The company/ firm/ cooperative/ corporation must have a business license (IRD.7) relevant to the field / head / sub-head applied for. The IRD.7 must still be valid.

### 2.4.4 Office Requirements

The company/ firm/ cooperative/ corporation must have Premises/ Offices operating at Valid Sarawak, whether owned or rented (the rental period is still valid), including if renting at Pusat Incubator Dan Bimbingan Usahawan (PIBU) fully or partially time.

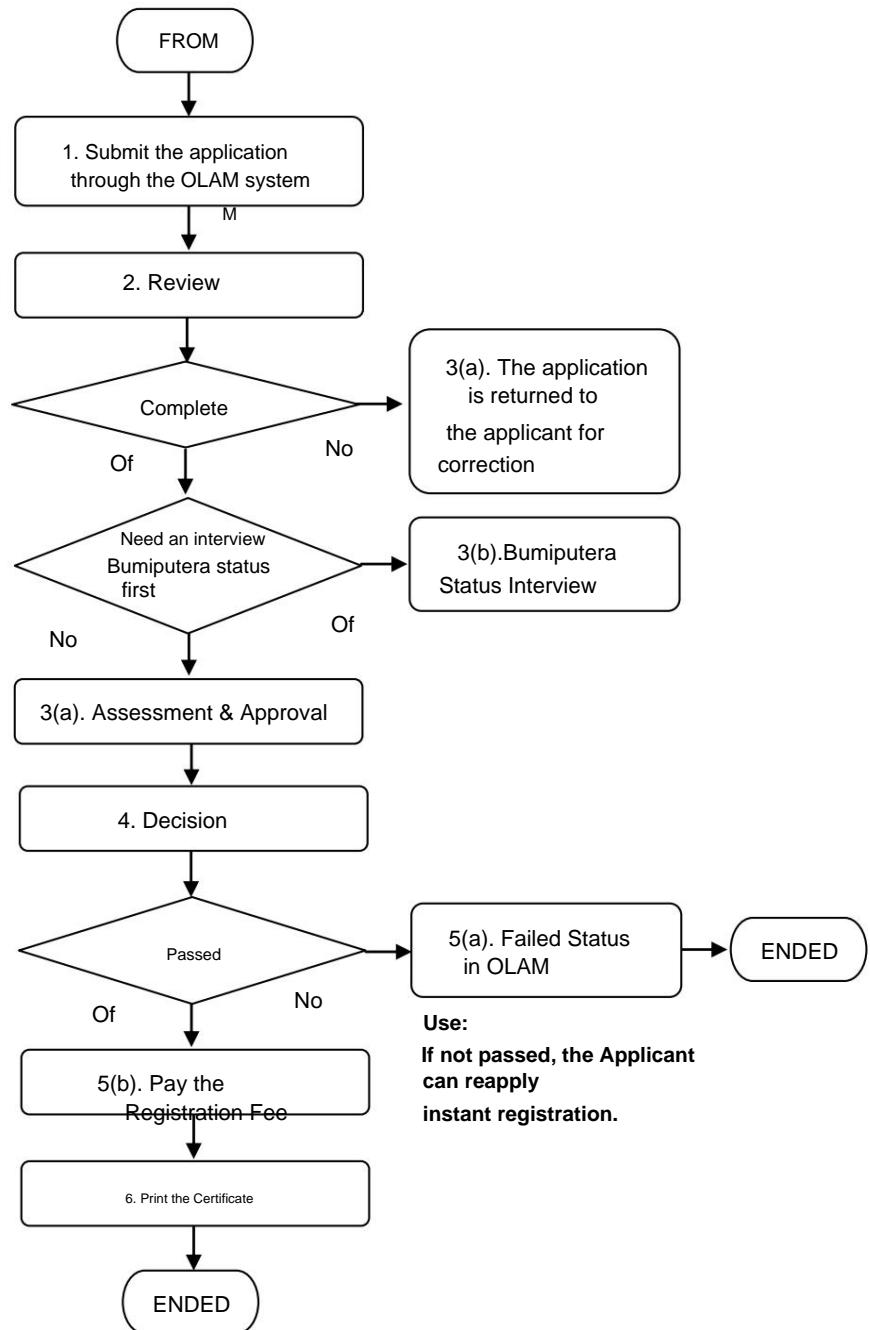
Rentals using an office address only (without a physical office) other than PIBU will not be accepted.

## 2.4.5 Capital Requirements

The minimum capital requirement is subject to the type of application criteria used and also the class applied for. The following are the minimum capital requirements and the required form of capital;

Class	Minimum Capital Requirement (RM)	Form of Capital
A	Over 600,000	iii. For limited companies/ sole proprietorships, the form of capital is the company's paid <i>up capital</i> .
B	Over 400,000	
<b>BX</b>	Over 200,000	iv. For the type of enterprise (individual/partnership)/ cooperative/corporation, the capital form can include: <ul style="list-style-type: none"> <li>a. Company/firm/cooperative/corporation bank account balance</li> <li>b. Personal savings including ASB/hajj fund and other personal savings (for companies/enterprise type firms only)</li> </ul>

## 2.4.6 New Registration Process Flow Chart/ Up Class/ Add Head/ Sub-Head of Work Field (Head IX)



## 2.4.7 Field of Work Application Checklist (Chapter IX)

<b>Table B3. Checklist for New Applications (Fields of Work - Chapter IX)</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperatives/ Corporations</b>
1) The latest SSM Corporate Info* 2) Form I (IRD 7) which is still valid* 3) CIDB Registration (Please refer to CIDB registration requirements for Chapter IX)* 4) EPF (if applicable)*** 5) Permit to work in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH who is not a native of Sarawak or PR** 6) Other supporting information, if any such as equipment, machines and so on	1) Form R22* 2) Extract Of Business Name 3) Form I (IRD 7) which is still valid* 4) CIDB Registration (Please refer to CIDB registration requirements for Chapter IX)* 5) Bank statements for the last three (3) months* 6) EPF (if applicable)*** 7) Permit to work in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH who is not a native of Sarawak or PR** 8) Other supporting information, if any such as equipment, machines and so on	1) Registration certificate 2) Extract Of Business Name 3) Form I (IRD 7) which is still valid* 4) CIDB Registration (Please refer to CIDB registration requirements for Head IX)* 5) Bank statements for the last three (3) months* 6) EPF (if applicable)*** 7) Permit to work in Sarawak for technical/ competent workers/ special permit/ NIOSH certificate who are not children State of Sarawak or PR** 8) Other supporting information, if there is equipment, machines and the like
<b>Use:</b> * Mandatory ** EPF is mandatory if competent employees/ NIOSH certificate holders are not shareholders/ board members		

<b>Table B4: Checklist of Application for Upgrading Class/ Sub-Head (Field of Work-Head IX)</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Koperasi/ Corporation</b>
1) Form I (IRD 7) which is still valid* 2) The latest SSM Corporate Info* 3) CIDB Registration (Please refer to CIDB Registration Requirements for Chapter IX)*	1) 1.Form I (IRD 7) which is still valid* 2) 2. Bank Statement for the last three (3) months* 3) 3.CIDB Registration (Please refer to CIDB Registration Requirements for Chapter IX)*	1) 1.Form I (IRD 7) which is still valid* 2) 2. Bank Statement for the last three (3) months* 3) 3.CIDB Registration (Please refer to CIDB Registration Requirements for Chapter IX)*
<b>Use:</b> * Mandatory		

## 2.5 Application for Renewal of Work Field

### 2.5.1 Capital Requirements

The minimum capital requirements for renewal are as follows:

Class	Minimum Capital Requirements (RM) Capital Form	
A	Over 150,000	i. For limited companies/ sole proprietorships, the form of capital is the company's paid <i>up capital</i> .
B	Over 100,000	
BX	Over 50,000	i. For enterprise-type companies (individuals/partnerships)/ cooperatives/corporations, the capital form can include:
C	Over 25,000	
D	Over 8,750	a. Company/firm/cooperative/corporation bank account balance
...	Over 4,375	b. Personal savings including ASB/hajj fund and other personal savings (for companies/enterprise type firms only)
EX	Over 1,875	
F	Over 1,250	

### 2.5.2 Business License Requirements

The company/ firm/cooperative/corporation must still maintain a business license (ird.7) relevant to the field/head/sub-head to be renewed. The IRD.7 must still be valid.

### 2.5.3 CIDB Registration Requirements

a. For Chapters I, II, III, IV and VI:

Companies/firms/cooperatives/corporations are required to have a CIDB registration certificate under the category of building construction (B) and civil engineering construction (CE) for any grade.

b. For Chapter VIII:

Companies/firms/cooperatives/corporations are required to have a CIDB registration certificate in the civil engineering category (CE) and/or mechanical category and electrical category (ME) of any grade.

c. For Head IX:

Companies/firms/cooperatives/corporations are required to have a CIDB registration certificate as follows:

Class	Sub-Head	CIDB Registration Requirements	
A	1	F01	G7 or G6 or G5
B-BX		F01	G7 or G6 or G5 or G4
A	2	F02	G7 or G6 or G5
B-BX		F02	G7 or G6 or G5 or G4

## 2.5.4 Technical Qualification Requirements (Technical Workers)

The company/firm/cooperative/corporation still maintains the following technical employees:

Class	Technical Qualification Requirements (Technical Workers) For Renewal
A, B, BX	<ul style="list-style-type: none"> <li>i. At least one (1) degree holder in civil engineering for the following heads:           <ul style="list-style-type: none"> <li>• Head I</li> <li>• Chapter II</li> <li>• Chapter III</li> <li>• Head IV •</li> <li>Head VI sub-head 5a (i) (ii), 5b, 5d and 6 (or can use degree holders in fields related to landscape/ horticulture/ agriculture/ forestry)</li> <li>• Head VIII sub-heads 1a,1b</li> </ul> </li> <li>ii. At least one (1) degree holder in a field related to landscape/ horticulture/ agriculture/ forestry is required for <b>the head VI sub-head 1,2,3,4</b></li> <li>iii. At least one (1) holder of a <i>networking / information technology / computer science</i> degree (major in <i>networking</i>. If the major is other than <i>networking</i>, experience in <i>networking</i> required) /electrical engineering/ electronic engineering for <b>head VIII sub-head 2b,2c,2f</b></li> <li>iv. At least one electrical engineering or electronics engineering degree holder for <b>chapter VIII sub-head 3a, 3b</b></li> </ul>
c	<ul style="list-style-type: none"> <li>i. At least one (1) diploma holder in civil engineering for the following heads:           <ul style="list-style-type: none"> <li>• Head I</li> <li>• Chapter II</li> <li>• Chapter III</li> <li>• Head IV •</li> <li>Head VI sub-head 5a (i) (ii), 5b, 5d and 6 (or can use diploma holders in fields related to landscape/ horticulture/ agriculture/ forestry)</li> <li>• Head VIII sub-heads 1a,1b</li> </ul> </li> <li>ii. At least one (1) diploma holder in a field related to landscape/ horticulture/ agriculture/ forestry is required for <b>the head VI sub-head 1,2,3,4</b></li> <li>iii. At least one (1) diploma holder in <i>networking / information technology / computer science</i> (major in <i>networking</i>. If the major is other than <i>networking</i>, experience in <i>networking</i> required) /electrical engineering/ electronic engineering for <b>head VIII sub-head 2b,2c,2f</b></li> <li>iv. At least one holder of diploma in electrical engineering or electronic engineering for <b>chapter VIII sub-head 3a, 3b</b></li> </ul>
<b>Use:</b>	
<ol style="list-style-type: none"> <li>1. Technical workers who are not among the owners/ shareholders/ members of the board of directors are necessary contributed by EPF.</li> <li>2. Technical workers who are not Sarawak natives must submit a permit to work in Sarawak (including if the technical worker is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a <i>Permanent Resident (PR)</i>.</li> </ol>	

### 2.5.5 Requirements for Certificates of Competence/ Permits/ Special Licenses

Companies/firms/cooperatives/corporations still maintain competency certificates/permits/special licenses as follows:

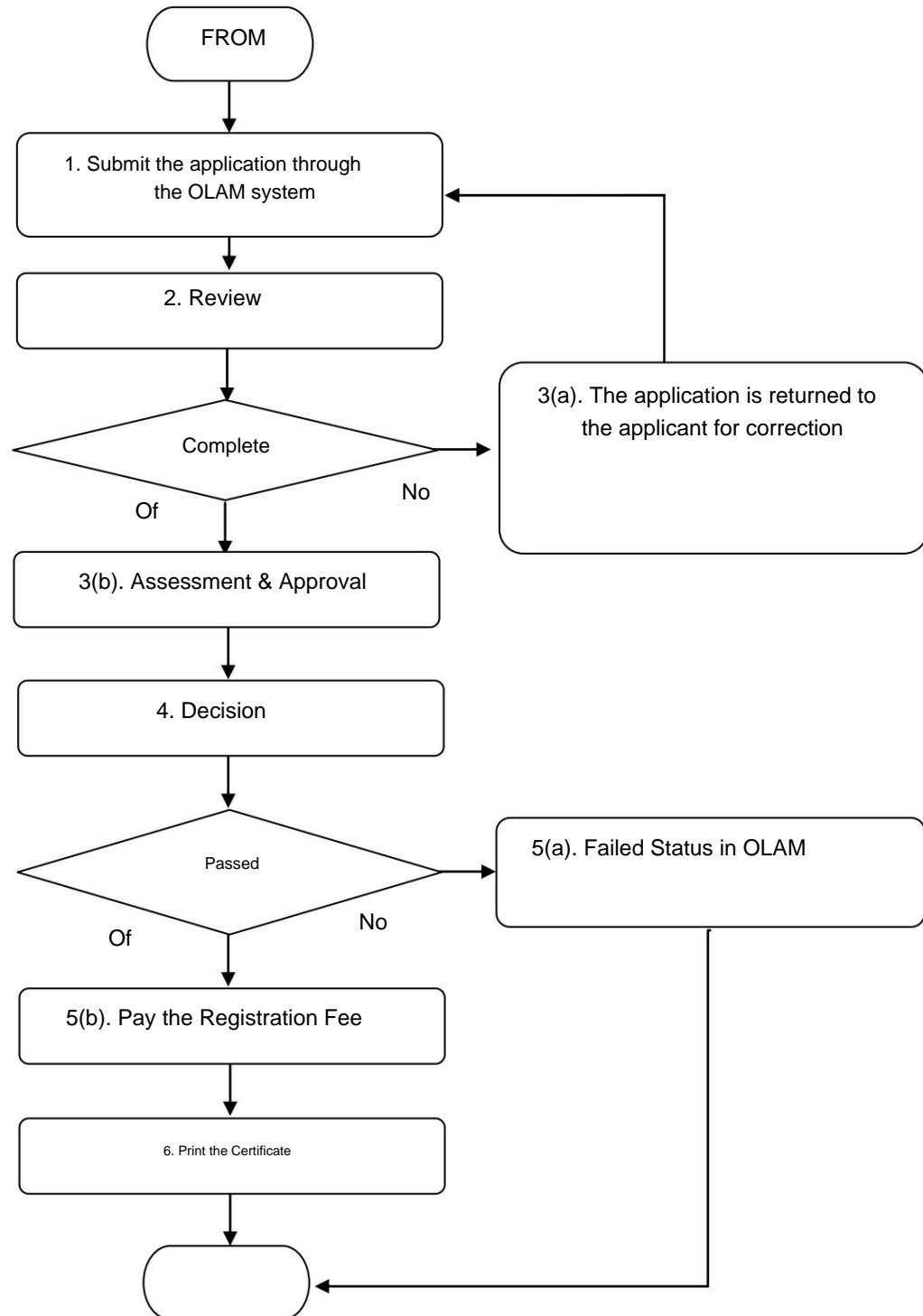
Head	Sub-Head/ Class	Certificates of Competence/ Permit/ License Special	Issued by
I	4	Installer/ Plumber License	Ministry of Utilities and Telecommunication, Merinyu Electric Unit
II	4	Plumber License	Ministry of Utilities and Telecommunication, Merinyu Electric Unit
VIII	1a, 1b, 2b, 2c, 2f	<i>Working At Height (WAH) certificate , or Competency Course/License as Chargemen Overhead Line</i>	NIOSH Ministry of Utilities and Telecommunication, Merinyu Electric Unit
VIII	Class A	<i>Network Service Provider and/or Network Facilities Provider</i>	Communications Commission and Multimedia Malaysia (MCMC)
<b>Use:</b>			
1. Competency license holders who are not among the owners/shareholders/directors need to contribute EPF 2. Competency license holders who are not Sarawak natives must submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit proof of being a Permanent Resident (PR).			

### 2.5.6 Safety Course Requirements

Applicants must submit evidence such as a certificate of attendance at a basic safety course organized by NIOSH/ NIOSH safety card or a recognized equivalent qualification. Holders of NIOSH course certificates/ NIOSH safety cards or recognized equivalent qualifications who are not among the owners/ shareholders/ members of the board of directors must contribute to the EPF.

Holders of NIOSH course certificates/ NIOSH safety cards or recognized equivalent qualifications who are not Sarawak natives need to submit a work permit in Sarawak (including if technical employees are owners/ shareholders/ members of the board of directors). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.

Note : Not applicable to Chapter IX (Facilities Management)

**2.5.7 Work Area Renewal Registration Process Flow Chart**

## 2.6 Work Area Renewal Application Checklist

<b>B5. Renewal Application Checklist (Field of Work)</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperatives/ Corporations</b>
<p>1) The latest SSM InfoKorporat*</p> <p>2) Form I (IRD 7) which is still valid*</p> <p>3) CIDB Registration Certificate (Please refer to CIDB registration required for renewal application)*</p> <p>4) Contractor safety course certificate (all risks) by NIOSH &amp; UPKP or contractor safety card (all risks) by NIOSH or recognized equivalent*</p> <p>5) Technical worker's degree/diploma* (please refer to the technical qualification (technical worker) required for renewal)</p> <p>6) Competency/ permit/ special license information, if applicable (please refer to the registration guidelines to find out which registration requires a certificate of competence or special permit)*</p> <p>7) EPF (if applicable)***</p> <p>8) Permit to work in Sarawak for technical/ competent workers/ special permit/ NIOSH certificate who are not children State of Sarawak or PR**</p> <p>9) Other supporting information, if any such as equipment, machines and so on</p>	<p>1) Form R22*</p> <p>2) <i>Extract of Business Name</i></p> <p>3) Form I (IRD 7) which is still valid*</p> <p>4) CIDB Registration Certificate (Please refer to registration CIDB required for renewal application)*</p> <p>5) Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or the contractor's safety card (all risks) by NIOSH or recognized equivalent*</p> <p>6) Bank statements for three (3) months final*</p> <p>7) Technical worker's degree/diploma* (please refer to the technical qualification (technical worker) required for renewal)</p> <p>8) Competency/permit/special license information, if applicable (please refer to the registration guidelines to find out which registration requires a certificate of competency or special permit) **</p> <p>9) EPF (if applicable)***</p> <p>10) Permit to work in Sarawak for technical/ competent workers/ special permit/ NIOSH certificate who are not children State of Sarawak or PR**</p> <p>11) Other supporting information, if any such as equipment, machinery and etc</p>	<p>1) Registration certificate *</p> <p>2) <i>Extract of Business Name/ Dokumen Shareholders Agreement (for LLP)</i> *</p> <p>3) Minutes of the most recent Annual General Meeting (for types of Cooperatives) *</p> <p>4) Form I (IRD 7) which is still valid*</p> <p>5) CIDB Registration Certificate (Please refer to CIDB registration required for renewal application)*</p> <p>6) Bank statements for the last three (3) months*</p> <p>7) Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or the contractor's safety card (all risks) by NIOSH or recognized equivalent*</p> <p>8) Technical worker's degree/diploma* (please refer to the technical qualification (technical worker) required for renewal)</p> <p>9) Competency/ permit/ special license information, if applicable (please refer to the registration guidelines to find out which registration requires a certificate of competence or special permit) **</p> <p>10) EPF (if applicable)***</p> <p>11) Permit to work in Sarawak for technical/ competent workers/ special permit/ NIOSH certificate who are not children State of Sarawak or PR**</p> <p>12) Other supporting information, if there is equipment, machines and the like</p>

**Use:**

\* Mandatory

\*\* Mandatory if the work requires technical workers/ competence/ special permit

\*\*\* EPF is mandatory if competent employees/ NIOSH certificate holders are not shareholders/ board members

## 2.7 Application for Change of Work Field

Companies/firms/cooperatives/corporations can make a Change Application as follows:

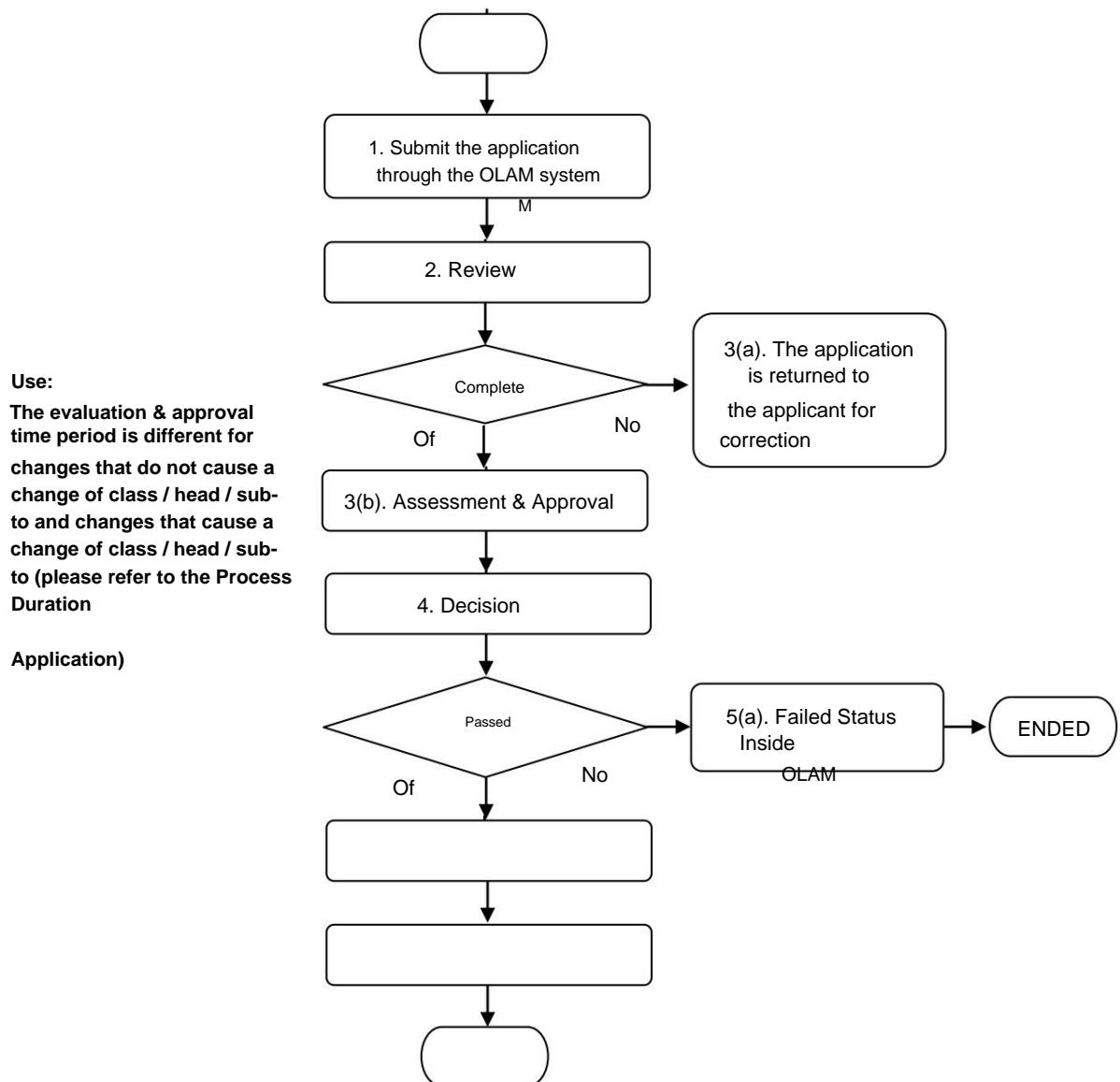
a. Change of Registered Address

b. Change of Shareholders / Directors

**Note: If there is a total change of shareholders / equity, then the company / firm / cooperative / corporation needs to apply for a new registration.**

c. Updating Company Information (technical/competent employees and other information that allowed)

### 2.7.1 Work Area Change Application Process Flow Chart



## 2.8 Work Field Change Application Checklist

<b>Table B6-Change Request</b>		
<b>Change of Company Name/ Registration Address</b>		
Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	<i>Limited Liability Of Partnership/ Koperasi/ Corporation</i>
1.xcSSM Latest Corporate Info showing New name/ address*	1. Latest R22 form showing New name/address*	1. Latest Registration Certificate showing New name/address*
Use: * Mandatory		
<b>Changes in Shareholders/Company Owners</b>		
Company Type Bhd/ Sdn.Bhd	Enterprise (Individual/ Partnership)	<i>Limited Liability Of Partnership/ Koperasi/ Corporations/ Associations</i>
1. The latest SSM Corporate Info showing the names of the New shareholders*	1. The latest Extract Of Business Name (the exchange has been updated)	1.Extract Of Business Name/ Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative type) showing the name of the new owner*
Use: * Mandatory		
<b>Change of Company Directors</b>		
Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	<i>Limited Liability Of Partnership/ Koperasi/ Corporation</i>
1. The latest SSM Corporate Info showing the names of the New share directors*	-Irrelevant-	1.Extract Of Business Name/ Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative types) showing the name of the new director/ top management (Chairman, Deputy, Treasurer, Secretary (for cooperatives/ associations)*
Use: * Mandatory		

## 2.9 Foreign Ownership

The permitted foreign equity is as follows:

- (a). Not exceeding thirty percent (30%) of the total paid-up capital or accumulated capital
- (b). Not exceeding fifty-one percent (51%) of the total paid-up capital or accumulated capital for ASEAN countries is allowed
- (c). For countries under the Free Trade Agreement (FTA) as follows:
  - Malaysia-Australia – foreign equity does not exceed 49%
  - ASEAN-Australia-New Zealand – foreign equity does not exceed 49%
  - ASEAN-Korea – foreign equity does not exceed 30%
  - ASEAN-China – foreign equity does not exceed 30%
  - Malaysia – Pakistan – foreign equity does not exceed 49%
  - Malaysia – Japan – foreign equity does not exceed 30%
  - Malaysia – New Zealand – foreign equity does not exceed 49%

Note: Subject to laws/regulations in force from time to time  
current

## 2.10 Engagement

Involvement refers to companies/firms/cooperatives/corporations as well as company personnel (shareholders/directors/technical workers/competent workers) who have more than one registration in the same field/involved in other companies/firms/cooperatives/corporations that have registration fields The same.

### 2.10.1 Involvement In Companies/Firms/Cooperatives/Other Corporations That Have Been Registered With UPKJ In The Same Field

Applications will not be considered if:

- (a). The company's shareholders own stocks/shares exceeding 5% or RM50,000 (whichever is less) in any company/firm that has been registered with UPKJ in the field applied for.
- (b). Parent company/ Associated company/ Holding company/ Subsidiary of a business that has been registered with UPKJ in the field applied for.
- (c). A member of the Board of Directors of the company applying to hold any position whether executive/non-executive in a company/firm that has been registered with UPKJ in the field applied for.
- (d). Management members or competent employees/engineers who apply to hold any position in the company of a company that has been registered with UPKJ in the same field.

Exemption from involvement is given if the personal is a *government representative* (*Government Representative*) in a company/subsidiary belonging to a government agency.

### 2.10.2 Involvement With the Field of Consulting

- a. Applications will not be considered if the company/firm/cooperative/corporation as well as company personnel (shareholders/directors/technical employees/competent employees) are involved with consulting firms that have been registered with the Consulting Field under the same category as the Work Field.

*Examples of Involvement With the Field of Consulting:*

*Has been registered under the Field of Work and at the same time also registered under the Field of Consultants for the Civil Engineering Category.*

- b. Shareholders who have been registered under the Work Field but wish to be involved in the equivalent Consulting Field must submit a Letter of Authorization to Invest from the relevant Professional Body.

If the Professional body/Professional agency does not issue the letter, then condition (a) is applied.

### 2.10.3 Important Warning

It is reminded that companies / firms / cooperatives / Corporations need to ensure that S/F/K/P comply with the registration requirements of this field of work throughout the registration period. Failure to do so will result in SFKP registration being canceled or suspended.

The upkj will from time to time monitor the SFKP that has been registered and ensure that the SFKP still complies with the registration conditions.



# SECTION C:

## FIELD APPLICATION GUIDE

## MECHANICAL

### 1 Introduction to the Mechanical Field

The Mechanical field includes the work of installing, maintaining and testing mechanical parts an infrastructure, system, equipment, machinery and other specialist work related to mechanical.

#### 1.1 Classification of Mechanical Fields

Mechanical Fields are classified using Heads and Sub-Heads. There is one (1) Head under the Mechanical Field as follows:

Head	Sub - Chapter	Description
<b>IN</b>	1(a), 1(b), 1(c), 1(d) 2(a), 2(b) 3 4 5(a), 5(b), 5(c) 6 7 8 9(a), 9(b) 10(a), 10(b)	Mechanical works such as generators, treatment plants, air conditioners, elevators/escalators, traffic lights, street lights, HT lighting systems, fire prevention systems, motors and alternators, PABX, fountains, computer networks and <i>others</i> - other mechanical expertise

#### 1.2 Mechanical Field Registration Class

There are eight (8) Registration Classes under the Mechanical Field. Each Class has a financial limit on the value of the work (quotation/tender) that can be joined as follows:

Class	Financial Limit of Value of Work that Can Be Joined (RM)
<b>A</b>	Over 4 million and above
<b>B</b>	More than 2 million up to 8 million
<b>BX</b>	More than 1 million up to 4 million
<b>C</b>	Over 750,000 up to 2 million
<b>D</b>	Over 150,000 up to 750,000
<b>AND</b>	Over 100,000 up to 350,000
<b>EX</b>	Over 50,000 up to 150,000
<b>F</b>	100,000 and below

The Mechanical Field can only be registered under one (1) Class except for Sub-Head 1 which can be registered under a different Class from the other Sub-Heads.

*Example:*

Class	Head	Sub-Head
<b>D</b>	<b>IN</b>	<b>1 d</b>
<b>AND</b>	<b>IN</b>	<b>2(a), 2(b), 3, 4, 5(a), 5(b), 5(c), 6, 7, 8, 9(a), 9(b), 10(a), 10(b)</b>

### 1.2.1 Sub-Head Registration 1

Sub-Head 1 can only be registered either under Class A, B, C or D only as follows:

- a. 1a (if applying for Class A)
- b. 1b (if applying for Class B)
- c. 1c (if applying for Class C)
- d. 1d (if applying for Class D)

Applicants can only choose to be registered under one of the Sub-Heads above according to the Class that has been set.

### 1.3 Mechanical Field Process Fee

The Mechanical Field process fee is only applicable for New Applications only, subject to the Registration Class applied for as follows:

No.	Applied Class	Class C to A Class F to D	Processing Fee (RM)
a.	A Class F to D		100
b.	Combination a. and b.		50
c.			100

**Use:**

**For New Applications only**  
Applications will only be processed once the Processing Fee has been received.

### 1.4 Mechanical Field Registration Fee

The Registration Fee is a fee charged after the application is approved. The Mechanical Field registration fee is subject to the approved Registration Class as follows:

#### 1.4.1 New Registration Fee

Class	New Registration Fee(RM)
A	1,000 per Head
B	700 per Head
BX	400 per Head
C	100 a Head
D	60 a Head
AND	30 a Head
EX	10 a Head
F	10 a Head

#### 1.4.2 Class Upgrade Registration Fee

Class	Class Up Registration Fee (RM)
A	The difference between the registration fee for the New class and the previous registration fee for the Upgraded Head.
B	Fees are charged per head.
<b>BX</b>	<u>Example:</u>
c	<i>The company / firm is registered under Class F and is applying to upgrade to Class E.</i>
D	<i>The Upgrading Fee payable is the Registration Fee for Class E minus the Class F Registration Fee as follows:</i>
AND	$= RM30 (\text{Class E Fee}) - RM10 (\text{Class F Fee})$
<b>EX</b>	$= RM20$
F	<i>So, the fee to be paid to upgrade from F to E is RM20</i>

#### 1.4.3 Renewal Registration Fee

The Renewal Registration Fee is charged at fifty percent (50%) of the New Registration Fee rate as follows:

Class	Renewal Registration Fee (RM)
A	500 per Head
B	350 per Head
BX	200 a Head
c	50 a Head
D	30 a Head
AND	15 a Head
<b>EX</b>	5 a Head
F	5 a Head

### 1.5 Fee Payment Method

All fee payments can be made as follows:

- (a). Online using Sarawak Pay, and
- (b). Manually using a Bank Draft or Postal Money in the name of STATE GOVERNMENT SARAWAK which is crossed "Beneficiary Account Only".

A period of three (3) working days is required to process fee payments made manually while the online fee payment processing period is immediate.

## 1.6 Duration of Application Process

The duration of the application process is as follows:

No.	Application	Process Duration
a.	New Application Class F	30 working days * Includes interview waiting time Bumiputera status
b.	New / Upgrade / Add Sub-Head	14 working days
c.	Reforms/Changes that do not cause a change in Class/Sub-Head and involve Bumiputera Status	3 working days
d.	Changes that cause Class changes / Sub-Head and involving Bumiputera Status	14 working days * If it involves a change of Class/ Sub-Head  30 working days * If the change involves Status native

**Use:**  
**For any combination application (a), (b), (c) and (d) the process period is according to the longest number of days.**

## 1.7 Duration of Registration

The validity period of registration is for three (3) years only.

## 1.8 Application Results And Registration Certificate

### 1.8.1 Application Results

All application results along with the registration fee charged can be checked through the OLAM system. Applicants will receive notification via email if the application results are passed.

### 1.8.2 Certificate of Registration

Applicants can print a registration certificate through the OLAM system after the Registration Fee has been paid. Please refer to paragraph 1.4 (Mechanical Field Registration Fee) for an explanation of the Registration Fee and Payment Method.

## 2 Terms and Rules for Mechanical Field Applications

### 2.1 New Application/ Upgrade/ Add Sub-Head

#### 2.1.1 Types of Companies/Firms That Can Apply

A company/firm/cooperative/corporation that wishes to apply for UPKJ registration must first be incorporated in accordance with the laws of the country in force.

The type of company/firm that can apply for registration in the Mechanical Field is subject to the Registration Class as follows:

Class	Types of Companies / Firms That Can Apply
<b>A</b>	Berhad/ Sole Proprietorship/ Corporation
<b>B,BX,C,D,E,EX,F</b>	Berhad/ Sole Proprietorship/ Corporation/ Enterprise (Individual or Partnership)/ <i>Limited Liability Of Partnership</i> / Cooperative

#### 2.1.2 CIDB Registration Requirements

A company/firm/cooperative/corporation that wishes to register with UPKJ under the Work Area must first register with CIDB, in accordance with Act 502, Malaysian Construction Industry Development Act 1994, Part IV, Article 25 which states:

*"No person shall carry out or complete, undertake to carry out or complete any construction work or hold himself out as a contractor, unless he is registered with the Lembaga and holds a valid certificate of registration issued by the Lembaga under this Act"*

Applicants are required to have CIDB Mechanical Category and Electrical Category (ME) Certificate of any grade.

#### 2.1.3 Company Ownership And Management Requirements

The company's ownership and management requirements are as follows:

- a. The company/ firm/ cooperative/ corporation must have at least one (1) management member either among the owners/ shareholders/ members of the board of directors or staff appointed as members management.
- b. Management members who are not owners/shareholders/board members need to be paid by the EPF.
- c. Management members (if they are the only management members) who are not Sarawak natives must submit a Sarawak Work Permit (including management members from among owners/ shareholders/ board members). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).

#### 2.1.4 Business License Requirements

The company/ firm/ cooperative/ corporation must have a Business License (IRD.7) that is relevant to the Field / Head / Sub-Head applied for. The IRD.7 must still be valid.

#### 2.1.5 Office Requirements

The company/firm/cooperative/corporation must have valid Premises/Offices operating in Sarawak, whether owned or rented (the rental period is still valid), including if renting at the Entrepreneur Incubator and Guidance Center (PIBU) on a full or part-time basis.

Rentals using an office address only (without a physical office) other than PIBU will not be accepted.

#### 2.1.6 Capital Requirements

The minimum capital requirement is subject to the Class applied for as follows:

Class	Minimum Capital Requirement (RM)	Form of Capital
A	Over 600,000	
B	Over 400,000	
<b>BX</b>	Over 200,000	
c	Over 100,000	
D	Over 35,000	
AND	Over 17,500	
<b>EX</b>	Over 7,500	
F	Over 5,000	

#### 2.1.7 Technical Qualification Requirements (Technical Workers)

Technical qualification requirements (technical workers) are based on the Class applied for as follows:

Class	Technical Qualification Requirements
<b>A-BX</b>	<p>At least one (1) Degree holder in the field of Engineering Mechanical</p> <p>OR</p> <p>At least one (1) Degree holder in the field of Engineering Electrical or Mechanical for Sub-head 1 (<i>Genset Installation, Repair &amp; Maintenance</i>) dan Sub-kepala 7 (<i>Repair and Rewinding of Motors and Alternators</i>)</p>
c	<p>At least one (1) Diploma holder in the field of Engineering Mechanical</p> <p>OR</p> <p>At least one (1) Diploma holder in the field of Engineering Electrical or Mechanical for Sub-head 1 (<i>Genset Installation, Repair &amp; Maintenance</i>) dan Sub-kepala 7 (<i>Repair and Rewinding of Motors and Alternators</i>)</p>

D/E/EX/F	<p>The company owner has at least a Sixth Grade (6) school leaving certificate</p> <p>*For New Applications only. Not applicable for Class Upgradation / Add Sub-Head Application</p>
<p><b>Use:</b></p> <p><b>Technical workers who are not among the owners/shareholders/members of the board of directors must contribute to the EPF.</b></p> <p><b>Technical workers who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical workers are among the owners/shareholders/members of the board of directors). If residing in Sarawak, the applicant must submit evidence as a <i>Permanent Resident (PR)</i>.</b></p>	

## 2.1.8 Work Record/Course Record Requirements

Applicants can choose whether to submit work records or course records or both. However there is a limit to the Classes that can be applied for using course records.

Work Record/Course Record Requirements are as follows:

Class	Work Record Requirements	Course Record Requirements
A	Relevant work records regardless of mandatory value for all sub-heads	For class A, B, BX, C and D applications, course records are not required, but work records must be submitted together.
B		For class F and EX applications, relevant course records are accepted.
BX	except Sub-Heads 4 & 6 where a competency license / permit is required.	Degree/Diploma in Mechanical Field is acceptable for Class F,EX and E applications.
C		
D		
EX		
F		For Sub-Head 4 & 6 applications, a competency license / permit is required regardless of the Application Class

**Use:**

**Work Record that needs to be proven using:**

- a. Offer Letter along with Letter of Agreement to Accept the Contract (if you are the Main Contractor)
- b. The Main Contractor's Job Offer Letter along with the Sub-Contract Approval Letter that has been signed (if it is as a Sub-Contractor)

**Owners of Course Certificates who are not owners/shareholders/members of the board of directors must contribute to the EPF.**

**Owners of Course Certificates who are not Sarawakian must submit a Work Permit in Sarawak (including if technical employees are owners/shareholders/members of the board of directors). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.**

### 2.1.9 Requirements for Certificates of Competence/ Permits/ Special Licenses

Requirements Certificates of Competence/ Special Permits/ Licenses are required for certain Sub-Heads only. Requirements for Certificates of Competence/ Special Permits/ Licenses are as follows:

Head	Sub-Head	Certificates of Competence/ Permit/ License Special	Issued by
IN	4	Security Department Certificate And Employee Health (JKKP)	Security department And Employee Health (JKKP)
IN	6	Fire Department Certification Letter And Rescuers for work organize fire extinguishers  Or  Declaration Letter, if not involved in the work of providing fire extinguishers	Fire Department And rescuer

**Use:**

**Competency license holders who are not among the owners/shareholders/members of the board of directors must contribute to the EPF.**

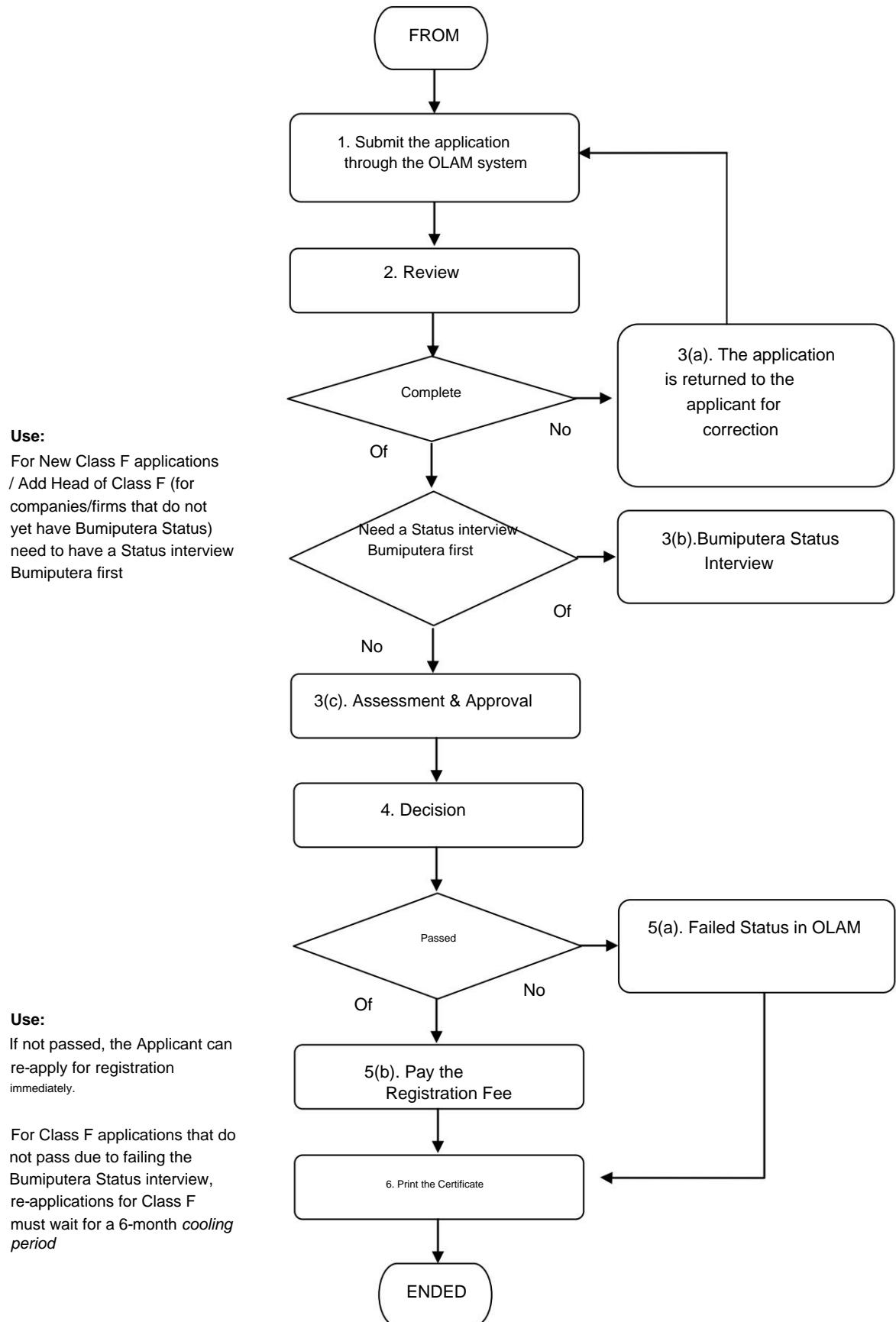
**Competency license holders who are not natives of Sarawak need to submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/member of the board of directors). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.**

### 2.1.10 Safety Course Requirements

Applicants must submit evidence such as a certificate of attendance at the Basic Safety Course organized by NIOSH/ NIOSH Safety Card or a recognized equivalent qualification. Holders of NIOSH course certificates/ NIOSH Safety Cards or recognized equivalent qualifications who are not owners/ shareholders/ members of the board of directors must contribute to the EPF.

Holders of a NIOSH course certificate/ NIOSH Safety Card or recognized equivalent qualification who are not Sarawakian must submit a Sarawak Work Permit (including if the technical employee is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit proof as a *Permanent Resident (PR)*.

## 2.1.11 Flow Chart of New Registration Process/ Upgrade/ Add Sub – Head of Mechanical Field



## 2.1.12 Mechanical Field Application Checklist

Table C1. New Application Checklist (Mechanical Field)

Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	Limited Liability Of Partnership/ Cooperatives/Corporations
<p>1) The latest SSM Corporate Info*</p> <p>2) Form I (IRD 7) which is still valid Certificate</p> <p>3) CIDB Registration (ME)*</p> <p>4) Safety Course Certificate Contractor (All Risks) by NIOSH &amp; UPKP or Card Safety Contractor (All Risks) by NIOSH or recognized equivalent*</p> <p>5) Technical Employee Information: Degree/ Diploma related* (please refer to the registration guidelines to know the required technical qualifications)</p> <p>6) Work Record/ Course Record (please refer to the registration guidelines to find out the required work record/course record)</p> <p>7) Competency Information / Permit/ Special License if applicable ** (please refer to the registration guidelines to find out what registration requires Which Certificate Competency or Permit special)</p> <p>8) EPF (if applicable)***</p> <p>9) Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH is not a Child State of Sarawak or PR**</p> <p>10) Others information support, if any such as equipment, etc machine</p>	<p>1) Form R22*</p> <p>2) Extract Of Business Name</p> <p>3) Form I (IRD 7) which is still valid* 4) Certificate Certificate Registration CIDB(ME)*</p> <p>5) Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or Contractor's Safety Card (All Risks) by NIOSH or recognized equivalent*</p> <p>6) Bank Statement for the last three (3) months*</p> <p>7) Technical Employee Information: Degree/ Relevant diploma* (please refer to the registration guidelines to know the required technical qualifications)</p> <p>8) Work Record/Course Record* (please refer to the registration guidelines to find out the required work record/course record)</p> <p>9) Competency Information / Permit/ Special License if applicable (please refer registration guidelines to find out which registrations require a Certificate of Competence or Special Permit)**</p> <p>10) EPF (if applicable)***</p> <p>11) Work permit in Sarawak for technical/ competent workers/ special permit/ NIOSH certificate who are not children State of Sarawak or PR**</p> <p>12) Other supporting information, if any such as equipment, machines and so on</p>	<p>1) Registration certificate *</p> <p>2) Extract Of Business Name / Dokumen Shareholders' Agreement (for LLP) *</p> <p>3) Minutes of the most recent Annual General Meeting (for Cooperative types)*</p> <p>4) Form I (IRD 7) which is still valid*</p> <p>5) CIDB Registration Certificate (ME)*</p> <p>6) Bank Statement for the last three (3) months*</p> <p>7) Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or Contractor's Safety Card (All Risks) by NIOSH or recognized equivalent*</p> <p>8) Technical Employee Information: Degree/ Relevant diploma* (please refer to the registration guidelines to find out the required technical qualifications)</p> <p>9) Work Record / Course Record* (please refer to the registration guidelines to find out the required work record / course record)</p> <p>10) Competency Information / Permit/ Special License if applicable (please refer to the registration guidelines to find out which registrations require a Certificate of Competence or Special Permit)**</p> <p>11) EPF (if applicable)***</p> <p>12) Permit to Work in Sarawak for technical/ competent workers/ special permit/ NIOSH certificate who are not children State of Sarawak or PR**</p> <p>13) Other supporting information, if any such as equipment, machines and so on</p>

**Use:****\* Mandatory****\*\* Mandatory if the work requires technical workers/ competence/ special permit****\*\*\* EPF is mandatory if competent Employees/ NIOSH certificate holders are not made up of Shareholders/****Member of the Board of Directors**

**Table C2: Checklist for Upgrading Applications / Add Sub-Head (Mechanical Field)**

<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/Institution</b>
<p>1. Form I (IRD 7) which is still valid*</p> <p>2. The latest SSM Corporate Info*</p> <p>3. Technical Worker Information: Relevant Degree/ Diploma* (please refer to chapter VIII registration guidelines to know the required technical qualifications)</p> <p>4. Work record / course record (please refer to the registration guidelines to find out the required work record / course record*)</p> <p>5. Competency Information/ Special Permit/ License, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate of Competency or Special Permit)**</p> <p>6. EPF (if applicable)***</p> <p>7. Permit to Work in Sarawak for technical / competent / special permit / NIOSH certificate workers who are not Sarawak or PR**</p>	<p>1. Form I (IRD 7) which is still valid*</p> <p>2. Bank Statement for three (3) months final*</p> <p>3. Technical Worker Information: Relevant Degree/ Diploma* (please refer to chapter VIII registration guidelines to know the required technical qualifications)</p> <p>4. Work Record / Course Record (please refer to the registration guidelines to find out the required work record / course record*)</p> <p>5. Competency/ Permit/ Special License Information, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate of Competency or Special Permit)*</p> <p>6. EPF (if applicable)***</p> <p>7. Permit to Work in Sarawak for technical / competent / special permit / NIOSH certificate workers who are not Sarawak or PR**</p>	<p>1. Form I (IRD 7) which is still valid*</p> <p>2. Bank Statement for the last three (3) months*</p> <p>3. Technical Worker Information: Relevant Degree/ Diploma* (please refer to chapter VIII registration guidelines to know the required technical qualifications)</p> <p>4. Work Record / Course Record (please refer to the registration guidelines to find out the required work record / course record*)</p> <p>5. Competency/ Permit/ Special License Information, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate of Competency or Special Permit)*</p> <p>6. EPF (if applicable)***</p> <p>7. Permit to Work in Sarawak for technical / competent / special permit / NIOSH certificate workers who are not Sarawak or PR**</p>

**Use:**

\* **Mandatory**

\*\* **Mandatory if the work requires technical workers/ competence/ special permit**

\*\*\* **EPF mandatory if pe**

**Competent work / NIOSH certificate holder is not made up of Shareholders / Board Members**

## 2.2 Mechanical Field Renewal Application

### 2.2.1 Capital Requirements

The minimum capital requirements for renewal are as follows:

<b>Class</b>	<b>Minimum Capital Requirement (RM)</b>	<b>Form of Capital</b>
<b>A</b>	Over 150,000	For Berhad / Sole Proprietorship the form of capital is paid <i>up capital</i> .
<b>B</b>	Over 100,000	
<b>BX</b>	Over 50,000	For Enterprise Type Companies (Individuals/ Partnership) / Cooperative / Corporation capital form can include:
<b>C</b>	Over 25,000	a. Company/ firm/ cooperative/ corporation bank account balance
<b>D</b>	Over 8,750	b. Personal Savings including ASB/Tabung Haji and other personal savings (for Enterprise type companies only)
<b>AND</b>	Over 4,375	
<b>EX</b>	Over 1,875	
<b>F</b>	Over 1,250	

## 2.2.2 Business License Requirements

The company/firm/cooperative/corporation must maintain a Business License (IRD.7) that is relevant and still valid with the Field / Head / Sub-Head to be renewed.

## 2.2.3 CIDB Registration Requirements

Companies/firms/cooperatives/corporations are required to have CIDB Mechanical Category and Electrical Category (ME) Certificates of any grade.

## 2.2.4 Technical Qualification Requirements (Technical Workers)

The company/firm/cooperative/corporation still maintains the following technical employees:

Class	Technical Qualification Requirements
A-BX	<p>At least one (1) Degree holder in the field of Mechanical Engineering</p> <p>OR</p> <p>At least one (1) degree holder in the field of Electrical or Mechanical Engineering for Sub-head 1 (<i>Genset Installation, Repair &amp; Maintenance</i>) and Sub-Kepala 7 (<i>Repair and Rewinding of Motors and Alternators</i>)</p>
c	<p>At least one (1) Diploma holder in the field of Mechanical Engineering</p> <p>OR</p> <p>At least one (1) Diploma holder in the field of Electrical or Mechanical Engineering for Sub-head 1 (<i>Genset Installation, Repair &amp; Maintenance</i>) and Sub-Kepala 7 (<i>Repair and Rewinding of Motors and Alternators</i>)</p>

**Use:**  
**Technical workers who are not among the owners/shareholders/members of the board of directors must contribute to the EPF.**  
**Technical workers who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical worker is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR)**

## 2.2.5 Requirements Certificates of Competence / Permit / Special License

The company/ firm/ cooperative/ corporation still maintains Certificates of Competence/ Permits/ Special License as follows:

Head	Sub-Head	Certificate- Certificate of Competence/ Permit / Special License	Issued by
IN	4	Security Department Certificate And Employee Health (JKKP)	Security Department And Employee Health (JKKP)
IN	6	<p>Fire Department Certification Letter And Lifesaver for work – work organizing fire extinguishers</p> <p>Or</p> <p>Declaration Letter, if not involved with work - work organizing fire extinguishers</p>	Fire Department And rescuer

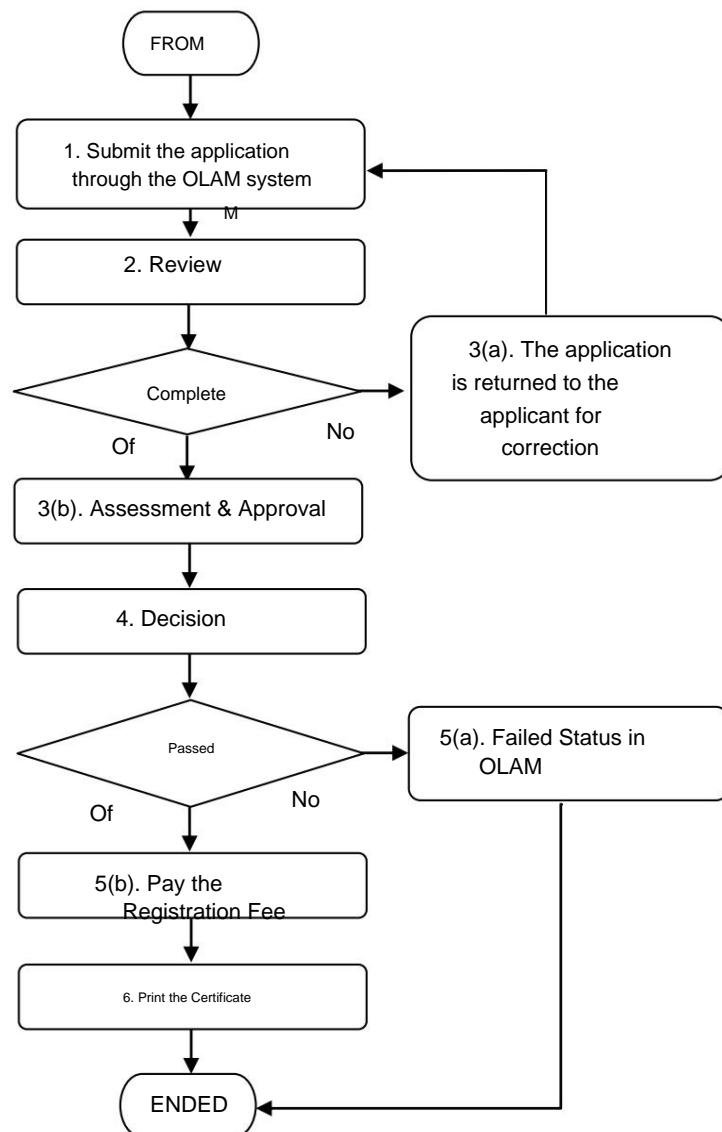
**Use:**  
**Competence license holders who are not owners/shareholders/members of the board of directors must contribute to the EPF.**  
**Competency license holders who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/board member). If resident in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).**

## 2.2.6 Safety Course Requirements

Companies/firms/cooperatives/corporations still retain personnel who have a NIOSH Safety certificate by submitting evidence such as a certificate of attendance at the Basic Safety Course organized by NIOSH/NIOSH Safety Card. Holders of NIOSH course certificates/NIOSH Safety Card who are not among the owners/shareholders / members of the board of directors must contribute to the EPF.

For holders of NIOSH course certificates/ NIOSH Safety Cards who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/board member). If resident in Sarawak, the applicant must submit proof of being a Permanent Resident ( PR ).

## 2.2.7 Mechanical Field Renewal Registration Process Flow Chart



## 2.2.8 Mechanical Field Renewal Application Checklist

**Table C3. Renewal Application Checklist (Mechanical Field)**

Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	Limited Liability Of Partnership/ Koperasi/ Corporation
<p>1. The latest SSM Corporate Info*</p> <p>2. Form I (IRD 7) which is still valid <small>Certificate</small></p> <p>3. CIDB Registration Certificate*</p> <p>4. Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or Contractor Safety Card (All Risks) by NIOSH or recognized equivalent*</p> <p>5. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the registration guidelines to know the required technical qualifications)</p> <p>6. Competency / Permit / Special License Information, if applicable ** (please refer to the registration guidelines to find out which registration requires a Certificate of Competency or Special Permit)</p> <p>7. EPF (if applicable)***</p> <p>8. Permit to Work in Sarawak for technical/ competent/ special permit/ NIOSH certificate workers who are not Sarawak or PR**</p>	<p>1. Form R22*</p> <p>2. Extract Of Business Name</p> <p>3. Form I (IRD 7) which is still valid*</p> <p>4. CIDB Registration Certificate*</p> <p>5. Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or Contractor's Safety Card (All Risks) by NIOSH or recognized equivalent*</p> <p>6. Bank Statement for the last three (3) months*</p> <p>7. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the guidelines to know the required technical qualifications)</p> <p>8. Competency / Permit / Special License Information, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate of Competency or Special Permit)**</p> <p>9. EPF (if applicable)***</p> <p>10. Permit to Work in Sarawak for technical/ competent/ special permit/ NIOSH certificate workers who are not Sarawak or PR**</p>	<p>1. Registration certificate *</p> <p>2. Extract Of Business Name / Shareholder Agreement Document (for LLP) *</p> <p>3. Minutes of the most recent Annual General Meeting (for Cooperative types)*</p> <p>4. Form I (IRD 7) which is still valid*</p> <p>5. CIDB Registration Certificate*</p> <p>6. Bank Statement for the last three (3) months*</p> <p>7. Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or Contractor Safety Card (All Risk) by NIOSH or recognized equivalent*</p> <p>8. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the guidelines to know the required technical qualifications)</p> <p>9. Competency / Permit / License Information Special, if applicable (please refer to the registration guidelines to find out which registration requires a Certificate of Competence or Special Permit)**</p> <p>10. EPF (if applicable)***</p> <p>11. Permit to Work in Sarawak for technical/ competent/ special permit/ NIOSH certificate workers who are not Sarawak or PR**</p>

**Use:**

\* Mandatory

\*\* Mandatory if the work requires technical workers / competence / special permit

\*\*\* EPF is mandatory if competent Employees / NIOSH certificate holders are not Shareholders / Board Members

## 2.3 Application for Changes in the Mechanical Field

Companies/firms/cooperatives/corporations can make a Change Application as follows:

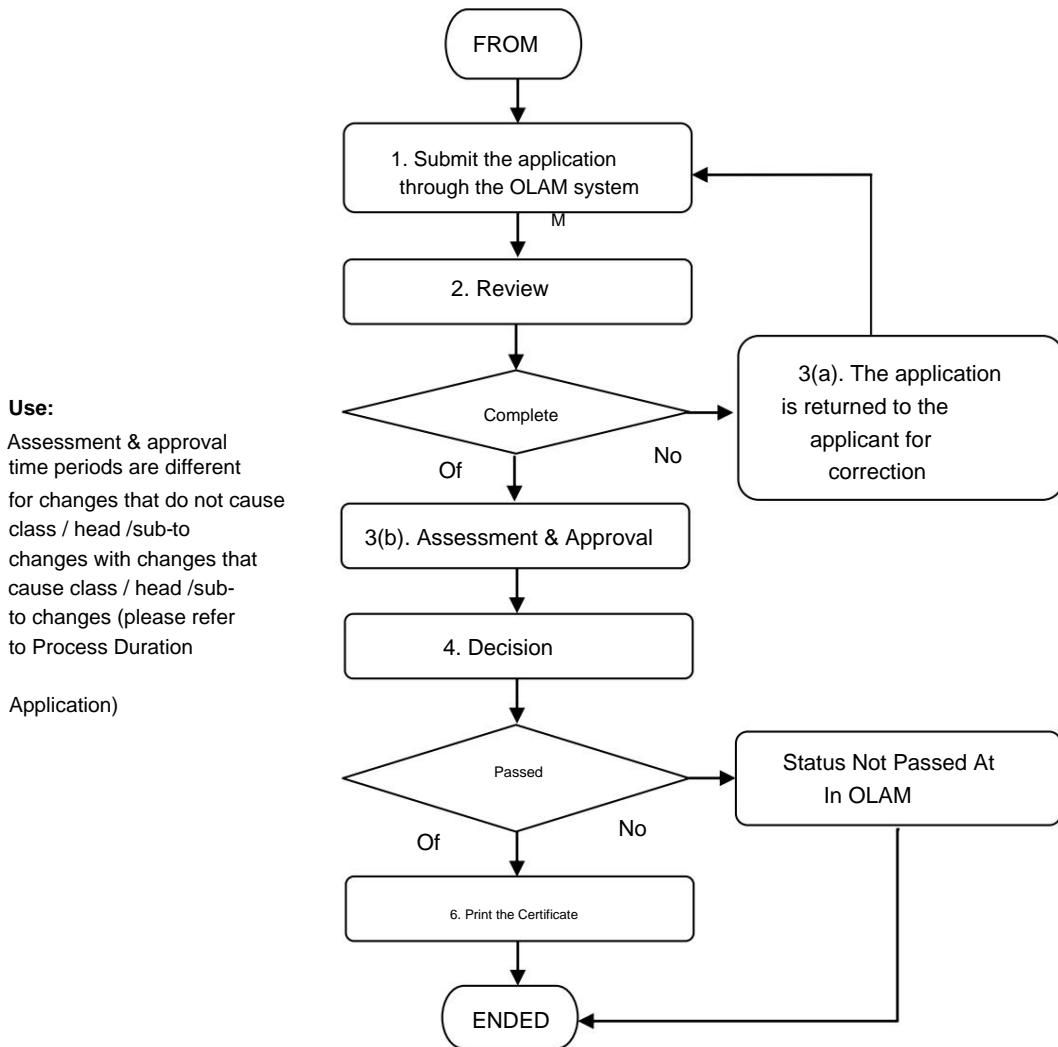
(a). Change of Registered Address

(b). Change of Shareholders/ Directors.

**Note:** If there is a *total change* of shareholders/equity, then the Company/firm/cooperative/corporation needs to apply for New Registration.

(c). Updating Company Information (technical/competent employees and other information that allowed)

### 2.3.1 Process Flow Chart for Requesting Changes in the Mechanical Field



### 2.3.2 Mechanical Field Change Application Checklist

Schedule C4-Change Request		
<b>1. Change of Company Name/ Registration Address</b>		
<b>Company Type Bhd/ Company Type Enterprise Sdn.Bhd (Individual/ Partnership)</b>	<b>Company Type Enterprise Sdn.Bhd (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/Institution</b>
1. The latest SSM Corporate Info showing the New name/address*	1. Latest R22 form showing New name/address* Which	1. Latest Registration Certificate showing New name/address*
Use: * Mandatory		
<b>2. Changes in Shareholders/Company Owners</b>		
<b>Bhd Type Company/ Enterprise Type Company Pte Ltd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/ Body/ Association</b>
1. The latest SSM Corporate Info showing the names of the New shareholders*	1. Latest Extract Of Business Name (Exchange has been updated)	1.Extract Of Business Name/ Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative type) showing the name of the new owner*
Use: * Mandatory		
<b>3. Change of Company Director</b>		
<b>Company Type Bhd/ Company Type Enterprise Sdn.Bhd (Individual/ Partnership)</b>	<b>Company Type Enterprise Sdn.Bhd (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/Institution</b>
1. The latest SSM Corporate Info showing the names of the New share directors*	-Irrelevant-	1.Extract Of Business Name / Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative types) showing the name of the new director / top management (Chairman, Deputy, Treasurer, Secretary (for cooperatives associations))*
Use: * Mandatory		

### 2.4 Foreign Ownership

The permitted foreign equity is as follows:

- (a). Not exceeding thirty percent (30%) of the total paid-up capital or accumulated capital
- (b). Not exceeding fifty-one percent (51 %) of the total paid-up capital or capital accumulated for ASEAN countries is allowed
- (c). For countries under the Free Trade Agreement (FTA) as follows:
  - Malaysia-Australia – foreign equity does not exceed 49%
  - ASEAN-Australia-New Zealand – foreign equity does not exceed 49%
  - ASEAN-Korea – foreign equity does not exceed 30%
  - ASEAN-China – foreign equity does not exceed 30%
  - Malaysia – Pakistan – foreign equity does not exceed 49%
  - Malaysia – Japan – foreign equity does not exceed 30%
  - Malaysia – New Zealand – foreign equity does not exceed 49%

Note: Subject to laws / regulations in force from time to time current.

## 2.5 Engagement

Involvement refers to companies/firms/cooperatives/corporations as well as company personnel (shareholders, directors, technical workers, competent workers) who have more than one registration in the same field/involved in other companies/firms/cooperatives/corporations that have registration fields The same.

### 2.5.1 Involvement In Companies/ Firms/ Cooperatives/ Other Corporations That Have Been Registered With UPKJ In The Same Field

Applications will not be considered if:

- (a). A. The company's shareholders own more than 5% or RM50,000 (whichever is less) in any company/firm registered with UPKJ in the field applied for.
- (b). Parent Company/ Associate Company/ Holding Company/ Subsidiary of a business that has been registered with UPKJ in the field applied for.
- (c). A member of the Board of Directors of the company applying to hold any position whether executive/non-executive in a company/firm that has been registered with UPKJ in the field applied for.
- (d). Management members or competent employees/engineers who apply to hold any position in a company registered with UPKJ in the same field.

Exemption from involvement is given if the personal is a *government* representative in a company / subsidiary belonging to a government agency.

### 2.5.2 Involvement With The Consulting Field

- a. Applications will not be considered if the company/firm/cooperative/corporation as well as company personnel (shareholders/directors/technical employees/ competent employees) are involved with a consulting firm that has been registered with the Consulting Field under a category equivalent to the Mechanical Field.

*Examples of Involvement With the Field of Consulting:*

*Has been registered under the Mechanical Field and at the same time also registered under the Consultant Field for the Mechanical Engineering Category.*

- b. Shareholders who have been registered under the Mechanical Field but wish to be involved in the equivalent Consulting Field must submit a Letter of Authorization to Invest from the relevant Professional Body. If the Professional body/Professional agency does not issue the letter, then condition (a) is applicable.

# SECTION D: FIELD APPLICATION GUIDE ELECTRICAL

---

## 1 Introduction to the Electrical Field

The Electrical field includes the work of installing, maintaining and testing the electrical parts of an infrastructure and machinery, wiring, electrical substations, transmission and electrical lines (*overhead line/underground line*).

### 1.1 Classification of the Electrical Field

The Electrical Field is classified using Heads and Sub-Heads. There are two (2) Heads under the Electrical Field as follows:

Head	Sub - Head	Description
LEAVE	1 2(a), 2(b)	Electrical wiring works for infrastructure in buildings and install, maintain and testing electrical parts of machinery.
TAKES	1(a), 1(b),1(c),1(d) 2(a), 2(b),2(c),2(d) 3(a), 3(b),3(c),3(d) 4(a), 4(b),4(c),4(d) 5(a), 5(b),5(c),5(d) 6(a), 6(b),6(c),6(d) 7(a), 7(b),7(c),7(d)	The work of installing cables, installing and maintaining electrical substations, <i>switchgear</i> , transmission, electrical lines ( <i>overhead line / underground line</i> ) and others.

## 1.2 Electrical Field Registration Class

### 1.2.1 Head VIIA Registration

There are six (6) Registration Classes under the Electrical Field for **Head VIIA**. Each Class has a **financial limit on the value of the work (quotation/tender)** that can be joined as follows:

Class	Head	Sub-Head	Financial Limits on the Value of the Work That Can Be Done Included (RM)
I	LEAVE	1 2(a), 2(b)	Over 50,000
II			1,000,001 and below
III			500,000 and below
IV			150,000 and below
IN			50,000 and below
WE			20,000 and below

Head VIIA can only be registered under one (1) Class only.

### 1.2.2 Head VIIB Registration

There are four (4) Registration Classes according to the **voltage limit** of electrical works for Head VIIB as follows:

Class	Head	Sub-Kepala	Electrical Working Voltage Limits
I	TAKES	1a/2a/3a/4a/5a/6a/7a 1b/2b/	Over 33kv
II		3b/4b/5b/6b/7b 1c/2c/3c/4c/5c/	Up to 33kv
III		6c/7c 1d/2d/3d/4d/ 5d/6d/7d	Up to 11kv
IV			Up to 415v

Sub-Heads under Head VIIB can only be registered either under Class I, II, III or IV according to the voltage limit as follows:

- a. 1a/2a/3a/4a/5a/6a/7a (jika memohon Kelas I)
- b. 1b/2b/3b/4b/5b/6b/7b (if applying for Class II) 1c/2c/3c/4c/5c/6c/
- c. 7c (if applying for Class III) 1d/2d/3d/4d/5d/6d/ 7d (if applying for Class IV)

Applicants can only choose to be registered under one of the Sub-Heads above according to the Class that has been set.

**Example:**

*Sub-Head 1 can be registered under Class as follows:*

Class	Sub-Head
I	1a
II	1b
III	1c
IV	1 d

Applicants can only choose one of the sub-heads either 1a, 1b, 1c or 1d.

Choice of more than one (1) sub-head such as 1a and 1b is not allowed.

## 1.3 Electrical Field Process Fee

The Electrical Field process fee is applicable for New Applications only, subject to Registration classes applied for as follows:

No.	Applied Class	Processing Fee (RM)
a.	Class I and II	100
b.	Kelas III, IV, V dan VI	50
c.	Combination a. and b.	100
Use: For New Applications only Applications will only be processed once the Processing Fee has been received.		

## 1.4 Electrical Field Registration Fee

The Registration Fee is a fee charged after the application is approved. The Electrical Field registration fee is subject to the approved Registration Class as follows:

### 1.4.1 New Registration Fee/ Head Add

Class	New Registration Fee / Head Add (RM)
I	1,200 a head
II	400 a head
III	200 a head
IV	100 a head
IN	50 a head
WE	30one head

#### 1.4.2 Class Upgrade Registration Fee

Class	Upgrade Registration Fee (RM)
I	The difference between the registration fee for the new class and the previous registration fee for the Upgraded Head. Fees are charged per head.
II	<i>Example:</i>
III	<i>The company/firm is registered under Class IV and is applying to upgrade to Class III.</i>
IV	<i>The Upgrading Fee payable is the Registration Fee for Class III minus the Class IV Registration Fee as follows:</i>
IN	$= RM200 \text{ (Class III Fee)} - RM100 \text{ (Class IV Fee)}$ $= RM100$
WE	<i>So the fee to be paid to upgrade from IV to III is RM100</i>

#### 1.4.3 Renewal Registration Fee

The Renewal Registration Fee is charged at fifty percent (50%) of the New Registration Fee rate as follows:

Class	Renewal Registration Fee (RM)
I	600 per Head
II	200 a Head
III	100 a Head
IV	50 a Head
IN	25 a Head
WE	15 a Head

### 1.5 Fee Payment Method

All fee payments can be made as follows:

- (a). Online using Sarawak Pay, and
- (b). Manually using a Bank Draft or Postal Money in the name of STATE GOVERNMENT SARAWAK which is crossed "Beneficiary Account Only".

A period of three (3) working days is required to process fee payments made manually while the online fee payment processing period is immediate.

## 1.6 Duration of Application Process

The duration of the application process is as follows:

No.	Application	Process Duration
i.	New/ Upgrade/ Add Head/ Sub-Head	21 working days
ii.	Updates/Changes that do not cause changes to the Class/Head/Sub-Head and involve Bumiputera Status	3 working days
iii.	Changes that cause changes to Class/ Head/Sub-Head	21 working days * If it involves changes Class/ Head/ Sub-Head
Use:		For any combination application (i), (ii) and (iii) the process period is according to the longest number of days.

## 1.7 Duration of Registration

The validity period of registration is for three (3) years only.

## 1.8 Application Results And Registration Certificate

### 1.8.1 Application Results

All application results along with the applicable registration fee can be checked through the OLAM system. Applicants will receive a notification via email if the application results are passed.

### 1.8.2 Certificate of Registration

Applicants can print a registration certificate through the OLAM system after the Registration Fee has been paid. Please refer to paragraph 1.4 for an explanation of the Registration Fee and Payment Method.

## 2 Conditions And Rules Of Application In The Electrical Field

### 2.1 New Application / Class Upgrade / Add Head / Sub-Head

#### 2.1.1 Types of Companies / Firms That Can Apply

A company/firm/cooperative/corporation that wishes to apply for UPKJ registration must first be incorporated in accordance with the laws of the country in force.

The types of companies/firms that can apply for registration in the Electrical Field are as follows:

<b>Class</b>	<b>Types of Companies/Firms That Can Apply</b>
I, II, III, IV, V, VI	Berhad / Sole Proprietorship / Corporation / Enterprise (Individual or Partnership)/ <i>Limited Liability Of Partnership/ Cooperative</i>

### **2.1.2 CIDB Registration Requirements**

A company/ firm/ cooperative/ corporation that wants to be registered with UPKJ below Field of Work must be registered with CIDB first, in accordance with Act 502, Act Development of the Malaysian Construction Industry 1994, Part IV, Article 25 which states:

*"No person shall carry out or complete, undertake to carry out or complete any construction work or hold himself out as a contractor, unless he is registered with the Lembaga and holds a valid certificate of registration issued by the Lembaga under this Act"*

Applicants are required to have CIDB Mechanical Category and Electrical Category (ME) Certificate of any grade.

### **2.1.3 Company Ownership And Management Requirements**

The company's ownership and management requirements are as follows:

- a. The company/ firm/ cooperative/ corporation must have at least one (1) management member either among the owners/ shareholders/ members of the board of directors or staff appointed as management members.
- b. Management members who are not owners/shareholders/board members need to be paid by the EPF.
- c. Management members (if they are the only management members) who are not Sarawak natives must submit a Sarawak Work Permit (including management members from among owners/ shareholders/board members). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).

### **2.1.4 Business License Requirements**

The company/firm/cooperative/corporation must have a Business License (IRD.7) relevant to the Field applied for. The IRD.7 must still be valid.

### **2.1.5 Office Requirements**

The company/ firm/ cooperative/ corporation must have Premises/ Offices operating at Valid Sarawak, whether owned or rented (the rental period is still valid), including if renting at Pusat Incubator Dan Bimbingan Usahawan (PIBU) fully or partially time.

Rentals using an office address only (without a physical office) other than PIBU will not be accepted.

## 2.1.6 Capital Requirements

The minimum capital requirement is subject to the Class applied for as follows:

Class	Minimum Capital Requirement (RM)	Form of Capital
I	Over 100,000	For Berhad / Sole Proprietorship the form of capital is paid up capital.
II	Over 50,000	For Enterprise Type Companies (Individuals/ Partnerships) / Cooperatives / Corporations in the form of capital can include:
III	Over 25,000	
IV	Over 7,500	Bank account balance Company/ firm/ cooperative/ corporation Personal Savings including ASB/ Tabung Haji and other personal savings (for companies/ firms of the type Enterprise only)
IN	Over 2,500	
WE	Over 1,000	

## 2.1.7 Technical Qualification Requirements (Technical Workers)

Technical qualification requirements (technical workers) are based on the Class applied for as follows:

Class	Technical Qualification Requirements
I, II	At least one (1) degree holder in the field Electrical Engineering or Electrical & Electronics Engineering
III	At least one (1) Diploma holder in the field Electrical Engineering or Electrical & Electronics Engineering
IV, V, VI	The company owner has at least a Grade school leaving certificate More (6)  *For New Applications only. Not applicable for Class Upgradation/ Add-Head/ Sub-Head Application
Use:  Technical workers who are not among the owners/ shareholders/ members of the board of directors must be contributed to the EPF.  Technical workers who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical worker is an owner/shareholder/board member). If resident in Sarawak, the applicant must submit evidence as a Permanent Resident (PR) .	

## 2.1.8 Work Record/Course Record Requirements

Class	Work Record Requirements	Course Record Requirements
I	Work record is not required.	<i>Safety Awareness Working Near Overhead Line</i> course record for Head VIIB Sub-Head 7 b, c and d only.
II	Mandatory Having competent work (please refer to the requirements of the Certificates competency / permit / special license in the electrical field)	
III		
IV		
IN		
WE		

## 2.1.9 Requirements for Certificates of Competence/ Permit/ Special License

Requirements Certificates of Competence/ Special Permits/ Licenses are required for certain Heads/ Sub-Heads only. The requirements for Competency Certificates/Permits/Special Licenses are as follows:

Head of Sub-Head of Competency/License/Khas Permit	Issued by
LEAVE 1 <i>Wireman Single phase (Grade II) or three phase (Grade I) or Chargeman L1 and EIC Unit Merinyu</i>	
LEAVE 2a,2b <i>Wireman single phase (Grade II) or three phase (Grade I) or Chargeman L1</i>	Electrician, Ministry Public facilities
TAKES 1a <i>Cable jointer</i> Over 33kv	
1b Up to 33kv	
1c Up to 11kv	
1 d Up to 415V	
TAKES 2a <i>ESE or CEE or ES or Chargeman Overhead Line</i> H2,H2 (OH) (Over 33kv)	
2b H2, H2 (OH) Up to 33kv	
2c H2, H2 (OH) Up to 11kv	
2d L2, L2 (OH) Up to 415V	
TAKES 3a <i>ESE or CEE or ES or Chargeman Underground Cabling</i> H2,H2 (UG) (Melebih 33kv)	
3b H2, H2 (UG) Up to 33kv	
3c H2, H2 (UG) Up to 11kv	
3d L2, L2 (UG) Up to 415V	
TAKES 4a <i>ESE or CEE or ES or Chargeman Switchgear &amp; Substation</i> H1 (Over 33kv)	
4b H1 Up to 33kv	
4c H1 Up to 11kv	
4d L1 Up to 415V	
TAKES 5a <i>ESE or CEE or ES or Chargeman Aerial Cables Installation</i> H2,H2 (OH) (Over 33kv)	
5b H2, H2 (OH) Up to 33kv	
5c H2, H2 (OH) Up to 11kv	
5d L2, L2 (OH) Up to 415V	
TAKES 6a <i>ESE or CEE or ES or Chargeman Transmission Lines Maintenance Works</i> H2,H2 (OH) (Over 33kv)	
6b H2, H2 (OH) Up to 33kv	
6c H2, H2 (OH) Up to 11kv	
6d L2, L2 (OH) Up to 415V	
TAKES 7a <i>Safety Awareness Working Near Overhead Line</i> Over 33kv <i>ESE or CEE or ES or Chargeman</i>	Electrical Inspectorate Unit

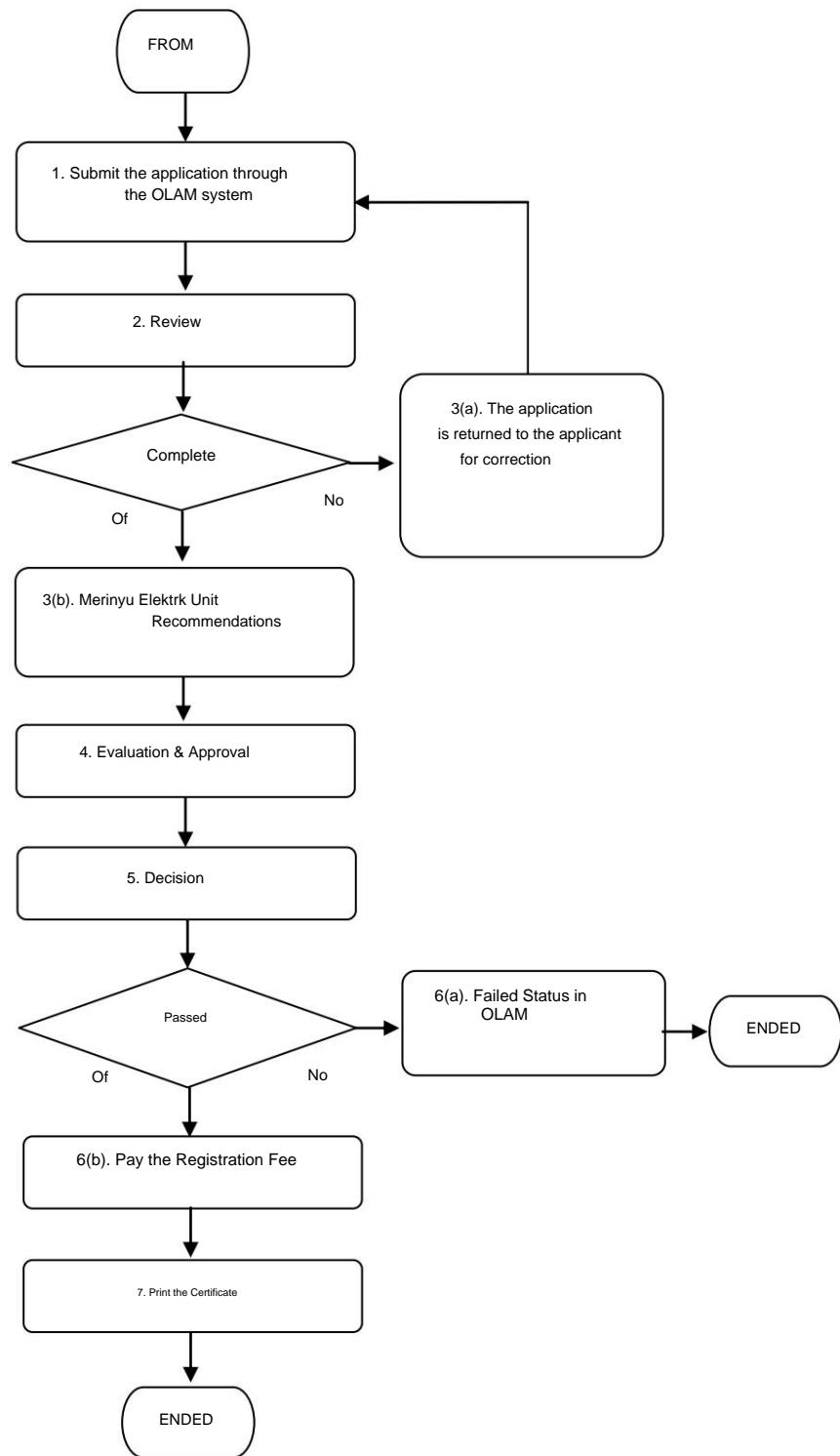
		<b>Overhead Line – 245 KV</b>	(EIU), Ministry of Utilities and Telecommunication
7b	Up to 33kv <b><u>Safety Awareness Working Near Overhead Line Course</u></b>	Sarawak Energy	
7c	Up to 11kv		
7d	Up to 415V		
<p><b>Definition:</b></p> <p><i>EIC: Electrical Installation Contractor</i></p> <p><i>ESE : Electrical Service Engineer</i></p> <p><i>CEE : Competent Electrical Engineer</i></p> <p><i>ES: Electrical Supervisor</i></p> <p><b>Use:</b></p> <p>Competency license holders who are not owners/shareholders/members of the board of directors must contribute to the EPF.</p> <p>Competency license holders who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/board member). If resident in Sarawak, the applicant must submit evidence as a Permanent Resident (PR) .</p>			

### 2.1.10 Safety Course Requirements

Applicants must have evidence such as attendance certificates attending the Basic Safety Course organized by NIOSH/ NIOSH Safety Card. Holders of NIOSH course certificates/ NIOSH Safety Cards who are not among the owners/ shareholders/ members of the board of directors must contribute to the EPF.

For holders of NIOSH course certificates/ NIOSH Safety Cards who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/board member). If resident in Sarawak, the applicant must submit proof of being a Permanent Resident ( PR ).

## 2.1.11 New Registration Process Flow Chart/ Up Class/ Add Head/ Sub – Head of Electrical Field



## 2.1.12 Electrical Field Application Checklist

<b>Table D1. New Application Checklist (Electrical Field)</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Koperasi/ Corporation</b>
<p>1. The latest SSM Corporate Info*</p> <p>2. Form I (IRD 7) which is still valid CIDB</p> <p>3. Registration Certificate*</p> <p>4. Safety Course Certificate Contractor (All Risks) by NIOSH &amp; UPKP or Card Contractor Safety (All Risks) by NiOSH or recognized equivalent*</p> <p>5. Technical Employee Information: Degree/ Diploma related* (please refer to the registration guidelines to know eligibility technical required)</p> <p>6. Safety Awareness Course Record Working Near Overhead Line **if applying for Head VIIB Sub-Head 7</p> <p>7. Information on Competence/ Special Permit/ License, if applicable ** (please fill in the registration line to find out which registration requires a Certificate of Competence or Special Permit)</p> <p>8. EPF (if applicable)***</p> <p>9. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH is not a Child State of Sarawak or PR**</p> <p>10. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Form R22*</p> <p>2. Extract Of Business Name</p> <p>3. Form I (IRD 7) which is still valid*</p> <p>4. CIDB Registration Certificate*</p> <p>5. Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or Contractor's Safety Card (All Risks) by NiOSH or recognized equivalent*</p> <p>6. Bank Statement for the last three (3) months*</p> <p>7. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the registration guidelines to find out the required technical qualifications)</p> <p>8. Safety Awareness Course Record Working Near Overhead Line ** If applying for Head VIIB Sub-Head 7</p> <p>9. Competency Information/ Special Permit/ License, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate of Competency or Special Permit)**</p> <p>10. EPF (if applicable)***</p> <p>11. Permit to Work in Sarawak for technical/ competent/ special permit/ NIOSH certified workers who are not Children State of Sarawak or PR**</p> <p>12. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Registration certificate *</p> <p>2. Extract Of Business Name / Dokumen Shareholders Agreement (for LLP) *</p> <p>3. Minutes of the most recent Annual General Meeting (for Cooperative types)*</p> <p>4. Form I (IRD 7) which is still valid*</p> <p>5. CIDB Registration Certificate*</p> <p>6. Bank Statement for the last three (3) months*</p> <p>7. Contractor Safety Course Certificate (All Risk) by NIOSH &amp; UPKP or Card Contractor Safety (All Risks) by NiOSH or recognized equivalent*</p> <p>8. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the registration guidelines to find out the required technical qualifications)</p> <p>9. Safety Awareness Working Course Record Near Overhead Line** if applying Kepala VIB Sub-Kepala 7</p> <p>10. Information on Competence/ Special Permit/ License, if applicable (please fill in the registration line to find out which registrations require a Certificate of Competence or Special Permit)**</p> <p>11. EPF (if applicable)***</p> <p>12. Permit to Work in Sarawak for technical/ competent/ special permit/ NIOSH certificate workers who are not Sarawak or PR**</p> <p>13. Other supporting information, if any such as equipment, machines and so on</p>

Use:

\* Mandatory

\*\* Mandatory if the work requires technical workers/competence/special permit

\*\*\* EPF is mandatory if competent Employees/ NIOSH certificate holders are not made up of Shareholders/ Members board of directors

<b>Table D2: Checklist for Upgrading Applications/ Add Head/ Sub-Head (Electrical Field)</b>		
<b>Company Type Bhd/ Sdn.Bhd Limited Liability Of Partnership/ Company Type Enterprise (Individual/ Partnership)</b>		<b>Cooperatives/ Corporations</b>
<p>1. Form I (IRD 7) which is still valid*</p> <p>2. The latest SSM Corporate Info*</p> <p>3. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the registration guidelines for know the technical qualifications required)</p> <p>4. Safety Awareness Course Record <i>Working Near Overhead Line** if requested by Head VIIB Sub-Head 7</i></p> <p>5. Competency Information/ Permit/ Special License, if applicable ** (please fill in the registration line to find out which registration requires a Certificate of Competence or Special Permit)</p> <p>6. EPF (if applicable)***</p> <p>7. Permit to Work in Sarawak for technical/ competent/ special permit/ NIOSH certified workers who are not Children State of Sarawak or PR**</p>	<p>1. Form I (IRD 7) which is still valid*</p> <p>2. Bank Statement for the last three (3) months*</p> <p>3. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the registration guidelines for know the technical qualifications required)</p> <p>4. Safety Awareness Course Record <i>Working Near Overhead Line** if requested by Head VIIB Sub-Head 7</i></p> <p>5. Information on Competence/ Special Permit/ License, if applicable ** (please fill in the registration line to find out which registration requires a Certificate of Competence or Special Permit)</p> <p>6. EPF (if applicable)***</p> <p>7. Permit to Work in Sarawak for technical/ competent/ special permit/ NIOSH certified workers who are not Children State of Sarawak or PR**</p>	<p>1. Form I (IRD 7) which is still valid*</p> <p>2. Bank Statement for the last three (3) months*</p> <p>3. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the registration guidelines for know the technical qualifications required)</p> <p>4. Safety Awareness Course Record <i>Working Near Overhead Line** if requested by Head VIIB Sub-Head 7</i></p> <p>5. Competency Information/ Permit/ Special License, if applicable ** (please fill in the registration line to find out which registration requires a Certificate of Competence or Special Permit)</p> <p>6. EPF (if applicable)***</p> <p>7. Permit to Work in Sarawak for technical/ competent/ special permit/ NIOSH certified workers who are not Children State of Sarawak or PR**</p>

**Use:**

- \* Mandatory
- \*\* Mandatory if the work requires technical workers/ competence/ special permit
- \*\*\* EPF is mandatory if competent Employees/ NIOSH certificate holders are not made up of Shareholders/ Members board of directors

## 2.2 Application for Renewal of the Electrical Field

### 2.2.1 Capital Requirements

The minimum capital requirements for renewal are as follows:

<b>Class</b>	<b>Minimum Capital Requirement (RM)</b>	<b>Form of Capital</b>
I	Over 25,000	For Limited Companies / Sole Proprietorships the form of capital is Company Paid Up Capital (paid up capital).
II	Over 12,500	For Enterprise Type Companies (Individuals/ Partnership)/ Cooperative/ Corporation form Capital can include:
III	Over 6,250	
IV	Over 1,875	Bank account balance Company/ firm/ cooperative/ corporation Personal Savings included ASB/Tabung Haji and other personal savings (for Enterprise type companies/firms only)
IN	Over 625	
WE	Over 250	

## 2.2.2 Business License Requirements

The company/ firm/ cooperative/ corporation must still maintain a Business License (IRD.7) that is relevant to the Field/ Head/ Sub-Head to be renewed. The IRD.7 must still be valid.

## 2.2.3 CIDB Registration Requirements

Companies/firms/cooperatives/corporations are required to have a CIDB Registration Certificate Mechanical Category and Electrical Category (ME) of any grade.

## 2.2.4 Technical Qualification Requirements (Technical Workers)

The company/firm/cooperative/corporation still maintains the following technical employees:

Class	Technical Qualification Requirements
I, II	At least one (1) degree holder in the field Electrical Engineering or Electrical & Electronics Engineering
III	At least one (1) Diploma holder in the field Electrical Engineering or Electrical & Electronics Engineering
Use:	<p>Technical workers who are not among the owners/ shareholders/ members of the board of directors must be contributed to the EPF.</p> <p>Technical workers who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical worker is an owner/shareholder/board member). If resident in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).</p>

## 2.2.5 Requirements Certificates of Competence/ Permit/ Special License

The company/ firm/ cooperative/ corporation still maintains Certificates of Competence/ Permit/ License Special as follows:

Head of Sub-Head of Competency/License/Khas Permit	Issued by
LEAVE	1 <i>Wireman Single phase (Grade II) or three phase (Grade I) or Chargeman L1 and EIC</i>
LEAVE	2a,2b <i>Wireman single phase (Grade II) or three phase (Grade I) or Chargeman L1</i>
TAKES	1a <i>Cable jointer</i> Over 33kv
	1b Up to 33kv
	1c Up to 11kv
	1d Up to 415V
TAKES	2a <i>ESE or CEE or ES or Chargeman Overhead Line</i> H2,H2 (OH) (Over 33kv)
	2b H2, H2 (OH) Up to 33kv
	2c H2, H2 (OH) Up to 11kv
	2d L2, L2 (OH) Up to 415V
TAKES	3a <i>ESE or CEE or ES or Chargeman Underground Cabling</i> H2,H2 (UG) (Melebihi 33kv)
	3b H2, H2 (UG) Up to 33kv
	3c H2, H2 (UG) Up to 11kv
	3d L2, L2 (UG) Up to 415V

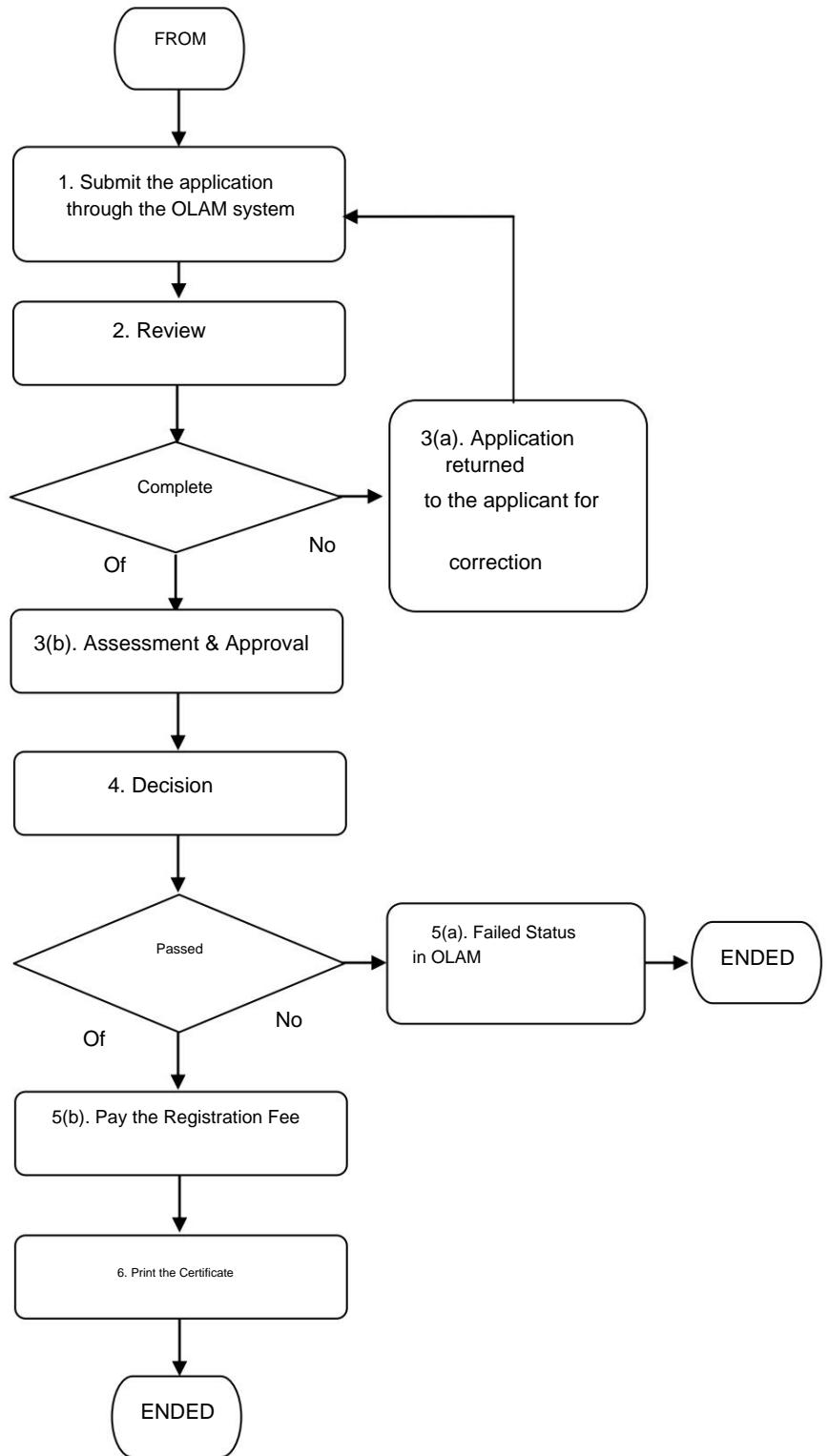
TAKES		<b>ESE or CEE or ES or Chargeman</b> <u>Switchgear &amp; Substation</u> H1 (Over 33kv)		
	4a	H1 Up to 33kv		
	4b	H1 Up to 11kv		
	4d	L1 Up to 415V		
TAKES		<b>ESE or CEE or ES or Chargeman</b> <u>Aerial Cables Installation</u> H2,H2 (OH) (Over 33kv)		
	5a	H2, H2 (OH) Up to 33kv		
	5c	H2, H2 (OH) Up to 11kv		
	5d	L2, L2 (OH) Up to 415V		
TAKES		<b>ESE or CEE or ES or Chargeman</b> <u>Transmission Lines Maintenance Works</u> H2,H2 (OH) (Over 33kv)		
	6a	H2, H2 (OH) Up to 33kv		
	6c	H2, H2 (OH) Up to 11kv		
	6d	L2, L2 (OH) Up to 415V		
TAKES	7a	<b>Safety Awareness Working Near Overhead Line</b> Over 33kv  <b>ESE or CEE or ES or Chargeman</b> <u>Overhead Line – 245 KV</u>	Inspectorate Unit (EIU), Ministry of Utilities and Telecommunication	
	7b	<b>Safety Awareness Working Near Overhead Line</b> Up to 33kv	Sarawak Energy	
	7c	Up to 11kv		
	7d	Up to 415V		
Definition:				
<p><i>EIC: Electrical Installation Contractor</i>  <i>ESE : Electrical Service Engineer</i>  <i>CEE : Competent Electrical Engineer</i>  <i>ES: Electrical Supervisor</i></p> <p>Use:  Competency license holders who are not owners/shareholders/members of the board of directors must be contributed to the EPF.</p> <p>Competency license holders who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/board member). If resident in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).</p>				

## 2.2.6 Safety Course Requirements

Companies/firms/cooperatives/corporations still retain personnel who have a NIOSH Safety certificate by submitting evidence such as a certificate of attendance at the Basic Safety Course organized by NIOSH/ Safety Card

NIOSH. Holders of NIOSH course certificates/ NIOSH Safety Cards who are not among the owners/ shareholders/ members of the board of directors must contribute to the EPF.

For holders of NIOSH course certificates/ NIOSH Safety Cards who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical employee is an owner/ shareholder/board member). If resident in Sarawak, the applicant must submit proof of being a Permanent Resident ( PR ).

**2.2.7 Electrical Field Renewal Registration Process Flow Chart**

## 2.2.8 Electrical Renewal Application Checklist

**Table D3. Renewal Application Checklist (Electrical Field)**

Company Type Bhd/ Sdn.Bhd	Company Type Enterprise Limited Liability Partnership	Of Partnership/ Cooperative/ (Individual/ Corporation
<p>1. The latest SSM Corporate Info*</p> <p>2. Form I (IRD 7) which is still Certificate validity *</p> <p>3. CIDB Registration*</p> <p>4. Safety Course Certificate Contractor (All Risks) by NIOSH &amp; UPKP or Card Contractor Safety (All Risks) by NiOSH or recognized equivalent*</p> <p>5. Technical Employee Information: Degree/ Diploma related* (please refer to the registration guidelines to know eligibility technical required)</p> <p>6. Safety Awareness Course Record Working Near Overhead Line **if applying for Head VIIIB Sub-Head 7</p> <p>7. Competency Information/ Special Permit/License, if applicable ** (please fill in the registration line to find out which registrations require a Certificate of Competency or Special Permit)</p> <p>8. EPF (if applicable)***</p> <p>9. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH is not a Child State of Sarawak or PR**</p> <p>10. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Form R22*</p> <p>2. Extract Of Business Name</p> <p>3. Form I (IRD 7) which is still valid*</p> <p>4. CIDB Registration Certificate*</p> <p>5. Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or Contractor's Safety Card (All Risks) by NiOSH or recognized equivalent*</p> <p>6. Bank Statement for the last three (3) months*</p> <p>7. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the registration guidelines to know the required technical qualifications)</p> <p>8. Safety Awareness Course Record Working Near Overhead Line ** if applying for Head VIIIB Sub-Head 7</p> <p>9. Competency Information/Special Permit/ Licence, if applicable (please refer to the registration guidelines to find out which registrations require a Certificate of Competency or Special Permit)**</p> <p>10. EPF (if applicable)***</p> <p>11. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH certified workers who are not Children State of Sarawak or PR**</p> <p>12. Other supporting information, if any such as equipment, machines and etc</p>	<p>1. Registration certificate *</p> <p>2. Extract Of Business Name / Dokumen Shareholders Agreement (for LLP) *</p> <p>3. Minutes of the most recent Annual General Meeting (for Cooperative types)*</p> <p>4. Form I (IRD 7) which is still valid*</p> <p>5. CIDB Registration Certificate*</p> <p>6. Bank Statement for the last three (3) months*</p> <p>7. Contractor Safety Course Certificate (All Risks) by NIOSH &amp; UPKP or Contractor Safety Card (All Risks) by NiOSH or recognized equivalent*</p> <p>8. Technical Employee Information: Relevant Degree/ Diploma* (please refer to the line registration guide to find out technical qualifications required)</p> <p>9. Safety Awareness Course Record Working Near Overhead Line* * if applying Kepala VIB Sub-Kepala 7</p> <p>10. Information on Competence/ Special Permit/ License, if applicable (please fill in the registration line to find out which registrations require a Certificate of Competence or Special Permit)**</p> <p>11. EPF (if applicable)***</p> <p>12. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate NIOSH who is not a native of Sarawak or PR**</p> <p>13. Other supporting information, if any such as equipment, machines and so on</p>

Use:

\* Mandatory

\*\* Mandatory if the work requires technical workers/ competence/ special permit

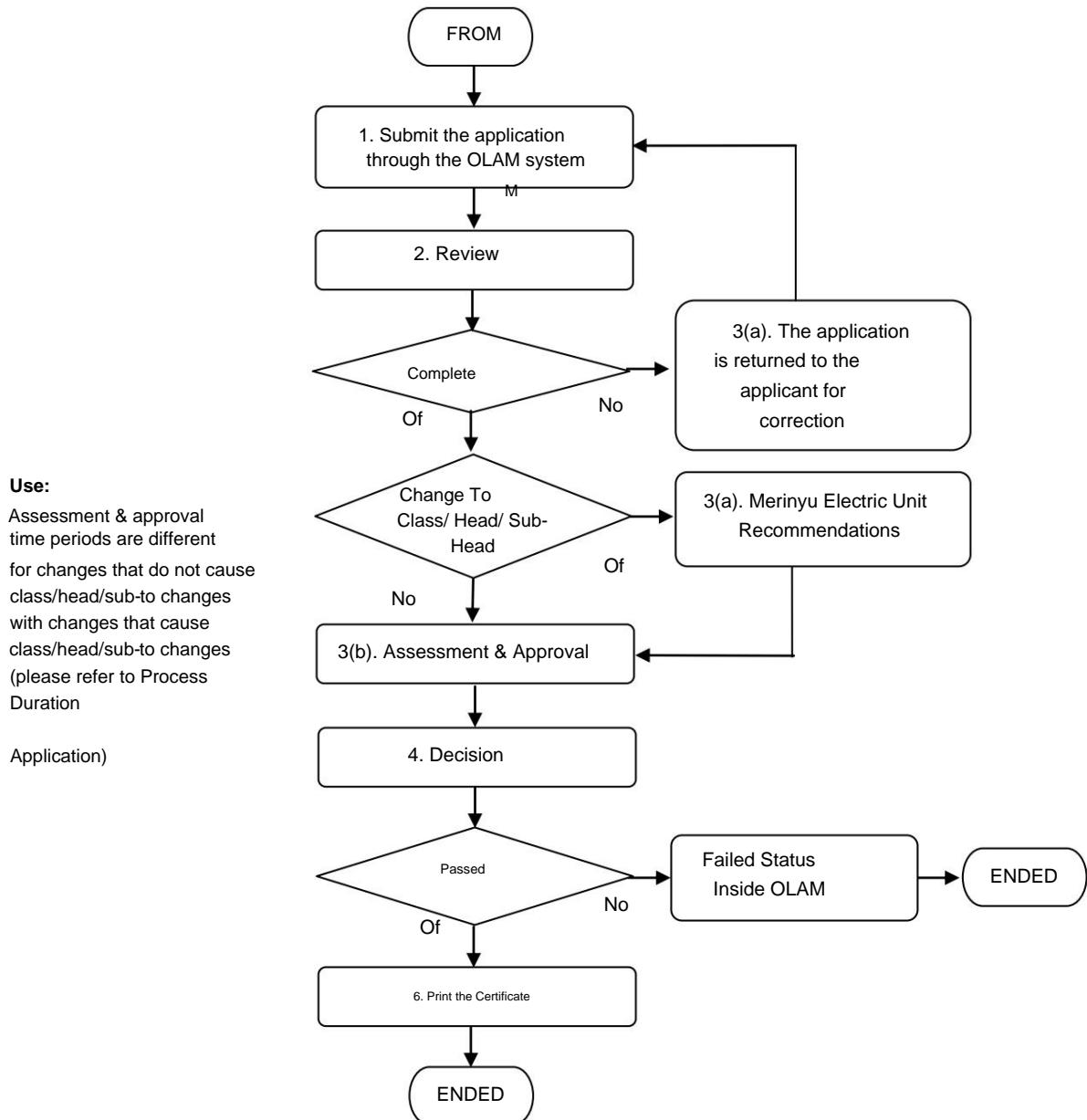
\*\*\* EPF is mandatory if competent Employees/ NIOSH certificate holders are not made up of Shareholders/ Members board of directors

## 2.3 Application for Changes in the Electrical Field

Companies/firms/cooperatives/corporations can make a Change Application as follows:

- a. Change of Registered Address
- b. Change of Shareholders/ Directors  
**Note: If there is a *total change* of shareholders/equity, then the company/firm/cooperative/corporation needs to apply for New Registration.**
- c. Updating Company Information (technical/competent employees and other authorized information)

### 2.3.1 Process Flow Chart for Electrical Field Change Application



### 2.3.2 Electrical Change Application Checklist

Schedule D4-Change Request		
<b>1. Change of Company Name/ Registration Address</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/Institution</b>
1. The latest SSM Corporate Info showing the New name/address*	1. Latest R22 form showing New name/address*	1. Latest Registration Certificate showing New name/address*
Use: * Mandatory		

<b>2. Changes in Shareholders/Company Owners</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Company Type Enterprise (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/ Body/ Association</b>
1. The latest SSM Corporate Info showing the names of the New shareholders*	1. The latest Extract Of Business Name (Exchange has been updated)	1.Extract Of Business Name/ Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative type) showing the name of the new owner*
Use: * Mandatory		

<b>3. Change of Company Director</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/Institution</b>
1. The latest SSM Corporate Info showing the names of the New share directors*	-Irrelevant-	1.Extract Of Business Name / Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative types) showing the name of the new director / top management (Chairman, Deputy, Treasurer, Secretary (for cooperatives / associations))*
Use: * Mandatory		

### 2.4 Foreign Ownership

The permitted foreign equity is as follows:

- (a). Not exceeding thirty percent (30%) of the total paid-up capital or accumulated capital
- (b). Not exceeding fifty-one percent (51%) of the total paid-up capital or accumulated capital for ASEAN countries is allowed
- (c). For countries under the Free Trade Agreement (FTA) as follows:
  - Malaysia-Australia – foreign equity does not exceed 49%
  - ASEAN-Australia-New Zealand – foreign equity does not exceed 49%
  - ASEAN-Korea – foreign equity does not exceed 30%
  - ASEAN-China – foreign equity does not exceed 30%
  - Malaysia – Pakistan – foreign equity does not exceed 49%
  - Malaysia – Japan – foreign equity does not exceed 30%

- Malaysia – New Zealand – foreign equity does not exceed 49%

Note: Subject to laws / regulations in force from time to time  
current

## 2.5 Engagement

Involvement refers to companies/firms/cooperatives/corporations as well as company personnel (shareholders, directors, technical workers, competent workers) who have more than one registration in the same field/involved in other companies/firms/cooperatives/corporations that have registration fields The same.

### 2.5.1 Involvement In Companies/ Firms/ Cooperatives/ Other Corporations That Have Been Registered With UPKJ In The Same Field

Applications will not be considered if:

- a. The company's shareholders own stocks/shares exceeding 5% or RM50,000 (whichever is less) in any company/firm that has been registered with UPKJ in the field applied for.
- b. Parent Company/ Associate Company/ Holding Company/ Subsidiary of a business that has been registered with UPKJ in the field applied for.
- c. A member of the Board of Directors of the company applying to hold any position whether executive/non-executive in a company/firm that has been registered with UPKJ in the field applied for.
- d. Management members or competent employees/engineers who apply to hold any position in the company of a company that has been registered with UPKJ in the same field.

Exemption from involvement is given if the personal is a government representative (Government Representative) in a company/subsidiary belonging to a government agency.

### 2.5.2 Involvement With The Consulting Field

Applications will not be considered if:

- a. Companies/firms/cooperatives/corporations as well as company personnel (shareholders/directors/technical employees/competent employees) are involved with consulting firms that have been registered with the Consulting Field under a category equivalent to the Electrical Field.

*Examples of Involvement With the Field of Consulting:*

*Has been registered under the Electrical Field and at the same time also registered under the Consultant Field for the Electrical Engineering Category.*

- b. Shareholders who have been registered under the Electrical Field but want to be involved in the equivalent Consulting Field do not submit a Letter of Authorization To Invest from the relevant Professional Body. If the Professional body/Professional agency does not issue the letter, then condition (a) is applicable.

# SECTION E:

## FIELD APPLICATION GUIDE

## SUPPLIES AND SERVICES

### 1 Introduction to Supply and Services

Supplies and Services include supplies for construction materials/equipment, offices, laboratories, general supplies and *charter services*, printing, *ICT* and other services.

#### 1.1 Classification of Supplies And Services

Supply And Service Fields are classified using Heads and Sub-Heads. There are ten (10) Heads under the Supply and Services Area as follows:

Head	Sub - Head	Description
I	1(a),1(b),1(c),1(d),1(e) 2(a),2(b),2(c),2(d),2(e) 3(a),3(b),3(c)	Supply of building materials for civil engineering
II	1(a),1(b),1(c),1(d)(i),1(d)(ii) 2(a),2(b),2(c),2(d) 3 (i),3(ii),3(iii) 4(a),4(b),4(c),4(d),4(e) 5(a) (i),5(a)( ii),5(a)(iii),5(b)(i),5(b)(ii),5(b)(iii),5(c) 6(a),6(b),6 (c),6(d),6(e),6(f),6(g) 7(a),7(b),7(c),7(d),7(e),7(f) 8(a), 8(b), 8(c), 8(d), 8(e)	Supply of machinery, vehicles, mechanical & electrical equipment, power generators, workshop equipment including spare parts and accessories
III	1(a),1(b),1(c) 2 3(a),3(b),3(c)	Water supply material
IV	1 2 3 4 5 6(a),6(b),6(c),6(d),6(e),6(f),6(g),6(h) 7 8 9(a),9(b),9(c),9(d) 10 11 12	Supply of machines, office equipment/tools and other technical supplies
IN	1(a),1(b),1(c),1(d),1(e) 2(a),2(b),2(c),2(d),2(e),2(f),2(g), 3(a),3(b),3(c),3(d),3(e) 4(a),4(b),4(c),4(d) 5	Supply of chemicals, laboratory, <i>agro-chemical</i> , veterinary, aquaculture and agriculture

WE	1(a),1(b),1(c) 2(a),2(b) 3(a),3(b),3(c)(i),3(c)(ii) 4(a),4(b),4(c),4(d),4(e),4(f),4(g) 5 6(a),6(b) 7(a),7(b),7(c) 8	General supplies such as foodstuffs, uniforms, <i>general utility</i> , sports and recreation, weapons and ammunition, labor, security guards, marine equipment and boats/ships
VII	1(a),1(b),1(c) 2(a)(i),2(a)(ii),2(a)(iii),2(a)(iv),2(b)(i), 2(b)(ii), 2(c), 2(d) 3(a)(i),3(a)(ii),3(a)(iii),3(b),3(c),3(d) 4(a),4(b) 5(i),5(ii)	<i>Aircraft supplies and services , transportation services, cleaning, delivery agents and couriers, landfill management and septic tank desludging</i>
VIII	1(a),1(b),1(c),1(d) 2 3(a),3(b),3(c) 4(a),4(b),4(c),4(d)	Supply of books and stationery, publishing and printing services
IX	1 2 3(a)(i),3(a)(ii),3(a)(iii),3(a)(iv),3(a)(v),3(b)(i),3( b)(ii), 3(b)(iii), 3(c)(i), 3(c)(ii) 4(a),4(b),4(c) 5 6(a),6(b)	Musical equipment repair services, office, repair, modification and <i>overhaul</i> of vehicles, sign supply, welding, purchase and disposal of scrap metal and shipwrecks
X	1(a),1(b),1(c),1(d),1(e) 2 3 4 5 6 7 8 9	Supply of telecommunications tower structures, telecommunications equipment, multimedia and ICT services

## 1.2 Registration Class of Supply and Services

There are three (3) Registration Categories under the Supply And Services Area. Each Category has a financial limit on the value of supplies/services (quotes/tenders) that can be joined as follows:

Category	Financial Limit of Value of Eligible Supplies/Services (RM)
A	Over 1 million
B	Over 200,000 up to 2 million
C	200,000 and below

## 1.3 Supply And Service Field Process Fee

The Supply And Services Field processing fee is only applicable for New Applications only as follows:

Applied Category	Processing Fee (RM)
Category C to A	100
<b>Use:</b>	
<b>For New Applications only</b>	
<b>Applications will only be processed once the Processing Fee has been received.</b>	

## 1.4 Supply And Service Field Registration Fee

The Registration Fee is a fee charged after the application is approved. The Supply And Service Field registration fee is subject to the approved Registration Category regardless of the number of heads as follows:

### 1.4.1 New Registration Fee/ Head Add

Category	New Registration Fee/ Head Add (RM)
	400 (regardless of the number of Heads)
	200 (regardless of the number of Heads)
	50 (regardless of the number of Heads)
<b>ABC</b>	
<b>Note: If there are two (2) Categories in the registration for different Heads, the fee will be charged according to the highest Category.</b>	

### 1.4.2 Category Upgrade Registration Fee

Class	Category Up Registration Fee (RM)
A	The difference between the registration fee for the New Category and the registration fee for the old Category.  <u>Example:</u>
B	<i>The company/firm is registered under Category C and is applying to upgrade to Category B.</i>  <i>The Category Upgrade Fee to be paid is the Registration Fee for Category B minus the Category C Registration Fee as follows:</i>  <i>= RM200 (Category B Fee) – RM50 (Category C Fee) = RM150</i>
C	<i>So the fee to be paid to Upgrade Category from C to B is RM150</i>

#### 1.4.3 Renewal Registration Fee

A Renewal Registration Fee is charged at fifty percent (50%) of the rate

New Registration Fee as follows:

Category	Renewal Registration Fee (RM)
A	200 (regardless of the number of Heads)
B	100 (regardless of the number of Heads)
C	25 (regardless of the number of Heads)

**Note:**  
If there are two (2) Categories in the registration for different Heads, the fee will be charged according to the highest Category.

#### 1.5 Fee Payment Method

All fee payments can be made as follows:

- a. Online using Sarawak Pay or *online banking*
- b. Manually using a Bank Draft or Postal Money in the name of the SARAWAK STATE GOVERNMENT marked "Account Beneficiary Only".

A period of three (3) working days is required to process fee payments made manually while the process period for paying fees online is immediate.

#### 1.6 Duration of Application Process

The duration of the application process is as follows:

No. Application		Process Duration
a.	New/ Up Category/ Add Head/ Sub-Head	14 working days
b.	New/ Up Category/ Add Head/ Sub-Head To Head X (ICT Services)	21 working days
c.	Renewal/ Change that does not cause a change in Category/ Head/ Sub-Head	3 working days
d.	Change that causes change Category/ Head/ Sub-Head	14 working days

**Use:**  
For any combination application (a), (b), (c) and (d) the process period is according to the longest number of days.

#### 1.7 Duration of Registration

The validity period of registration is for three (3) years only.

## 1.8 Application Results And Registration Certificate

### 1.8.1 Application Results

All application results along with the applicable registration fee can be checked through the OLAM system. Applicants will receive notification via email if the application results are already available in the system.

### 1.8.2 Certificate of Registration

Applicants can print a registration certificate through the OLAM system after the Registration Fee has been paid. Please refer to paragraph 1.4 for an explanation of the Registration Fee and Payment Method.

## 2 Terms and Conditions of Application in the Supply Area And Services

This criterion does not apply to Head X (Telecommunications And ICT Supplies/Services). Please refer to the terms and conditions for the application.

### 2.1 New Application/ Increase Category/ Add Head/ Sub-Head

#### 2.1.1 Types of Companies/Firms That Can Apply

A company/firm/cooperative/corporation that wishes to apply for UPKJ registration must first be incorporated in accordance with the laws of the country in force.

Types of companies/firms that can apply for registration in the field of Supply And Services are subject to Registration Classes as follows:

Category	Types of Companies / Firms That Can Apply
A,B,C	Berhad/ Sole Proprietorship/ Corporation/ Enterprise (Individual or Partnership)/ <i>Limited Liability Of Partnership/ Cooperative</i>

#### 2.1.2 Company Ownership And Management Requirements

The company's ownership and management requirements are as follows:

- a. The company/ firm/ cooperative/ corporation must have at least one (1) management member either among the owners/ shareholders/ members of the board of directors or staff appointed as management members.
- b. Management members who are not owners/shareholders/board members must contribute to the EPF.
- c. Management members (if they are the only management members) who are not Sarawak natives must submit a Sarawak Work Permit (including management members from among owners/shareholders/board members).  
If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.

### **2.1.3 Business License Requirements**

The company/ firm/ cooperative/ corporation must have a Business License (IRD.7) that is relevant to the Field/ Head/ Sub-Head applied for. The IRD.7 must still be valid.

### **2.1.4 Office Requirements**

The company/firm/cooperative/corporation must have valid Premises/Offices operating in Sarawak, whether owned or rented (the rental period is still valid), including if renting at the Entrepreneur Incubator and Guidance Center (PIBU) on a full or part-time basis.

Rentals using an office address only (without a physical office) other than PIBU will not be accepted.

### **2.1.5 Capital Requirements**

The minimum capital requirement is subject to the type of application criteria used and also the Class applied for. The following are the minimum capital requirements and the required form of capital;

Category	Capital Requirements Minimum (RM)	Form of Capital
A	Over 200,000	For Limited Companies / Sole Proprietorships the form of capital is Company Paid Up Capital ( <i>paid up capital</i> ).  For Enterprise Type Companies (Individual/ Partnership)/ Cooperatives/Corporations in the form of capital can include:
B	Over 50,000	a. Company/firm/cooperative/corporation bank account balance  b. Personal Savings including ASB/Tabung Haji and other personal savings (for Enterprise type companies/firms only)
C	Over 5,000	

## 2.1.6 Work/Principal Record Requirements

The requirements for work/principal records are as follows:

- i. Companies/ firms/ cooperatives/ corporations may choose to submit records service supply works or principals set according to Category as follows:

Category	Work/Principal Record Requirements
A	Supply/service or principal work record with a minimum accumulated value of RM750,000
B	Supply/service or principal work record with a minimum accumulated value of RM 150,000
C	Record of work of supply/ service or principal regardless of value
<b>Use:</b>	
<b>1. Work Record that needs to be proven using:</b> <ul style="list-style-type: none"> <li>i. Offer Letter along with Letter of Agreement to Accept the Contract (if you are the Main Contractor)</li> <li>i. The Main Contractor's Job Offer Letter along with the Sub-Contract Approval Letter that has been signed (if it is as a Sub-Contractor)</li> </ul> <b>2. The Principal Letter must state the following details:</b> <ul style="list-style-type: none"> <li>i. Types of goods that are given principal</li> <li>i. Credit amount (Malaysian Ringgit)</li> <li>iii. Credit Period</li> </ul>	

iii. For Head II, Sub-Head 2b (*vehicles and trailers*), the company/ firm/ cooperative/ corporation must be an *Authorized Dealer*. A letter as an *Authorized Dealer* must be submitted in the name of the company/firm/cooperative/ corporation applying for registration.

iv. However, there are head/sub-head applications that **cannot be supported using principal records**. Please refer to appendix I in the field of supply and services:

v. For Head/Sub-head applications that require Certificates of Competence/Permit/Special License, **Work Record/ Principal are excluded**. Please refer to the matter to find out the Head/ Sub-head that requires Certificates of Competence/ Permit/ Special License, Work Record/ Principal.

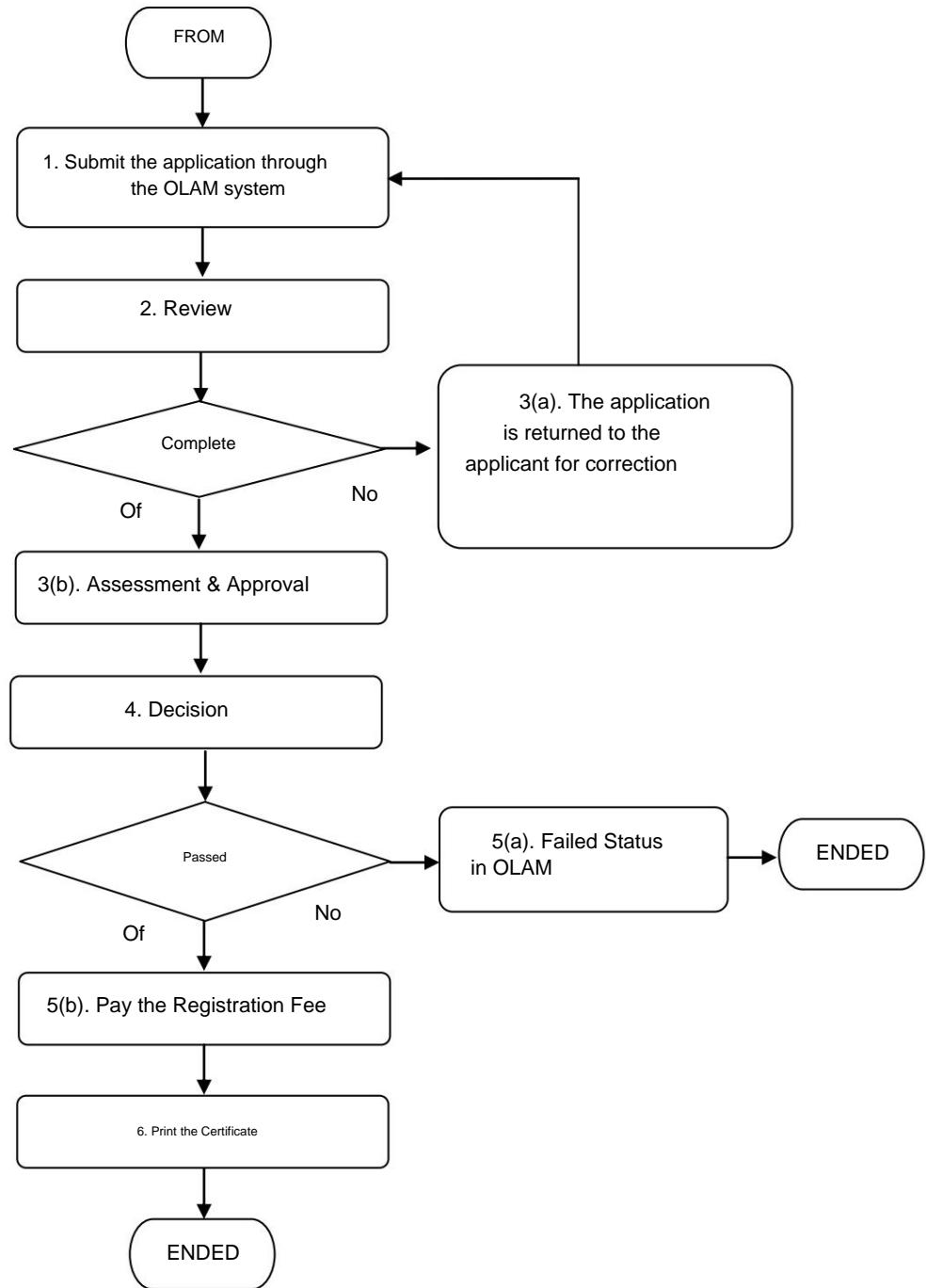
## 2.1.7 Requirements for Certificates of Competence/ Permits/ Special Licenses

Requirements Certificates of Competence/ Special Permits/ Licenses are required for certain Heads/ Sub-Heads only. The requirements for Competency Certificates/ Permits/ Special Licenses are as follows :

Head of Sub- Head	Certificate- Certificate of Competence/ Permit / Special License		Issued by
I	2d	Certificate of Registration with <i>The Sarawak Timber Industry (Registration) Regulation 2008</i> Regulation 7(2)	Corporation Lumber Progress Sarawak
	2e	Certificate of Registration with <i>The Sarawak Timber Industry (Registration) Regulation, 1999</i> Regulation 7(3)	
II	7d	Permission Under Section 6(3) of the Development Act Petroleum 1974 (Marketing And Distributing Wholesale/Retail LPG)	Ministry Inside Trading State, Cooperative And Consumerism

<b>IN</b>	2a	Permission to Market and Distribute Fertilizer Wholesale (Section 6(3) Petroleum Development Act 1974)  <i>Certificate from the company if not Wholesalers by submitting: (i) Not a Contractor Declaration Letter (ii) Principal Letter (iii) Work Record</i>	Ministry Inside Trading State, Cooperative And Consumerism
<b>IN</b>	2b	License to Sell/Store Pesticides Pests (Pesticides Act 1974 [Section 17(2)])	Agriculture Department Malaysia
<b>WE</b>	5	License to Buy and Sell and/ Or/ Repair Arms And Ammunition [Arms Act 1960 Section 10(5)]	Royal Police Malaysia
<b>WE</b>	6b	License To Conduct Agency Business Private (Section 3, Private Agency Act No. 27/71)  i) Letter of Authorization to Bring Dan Using Guns and Bullets [Arms Act, 1960-Section 4(3)]  ii) License to Have Guns and Bullets [Arms Act, 1960-Section 4(3)]  <i>Note: If Armed Security Officer please present items (i) and (ii)</i>	Ministry of the Interior state  Royal Police Malaysia
<b>VII</b>	1c	Tourism Industry Act 1992 License Tourism Industry Regulations (Tourism Management Business And Travel Agency Business 1992)	Ministry Tourism
<b>VII</b>	2a (i,ii,iii)	Carrier License [LPKP 5 (Pin. 2/98)]	Licensing Board Vehicle trade
	2a (iv)	Carrier License [LPKP 5 (Pin. 2/98)]  OR  Declaration Letter for Outer Land Transportation City or Supply & Service Work Record	Licensing Board Vehicle trade
<b>VII</b>	2b (i,ii)	River Transport Permit (River Transport Permit)	River Board-Sarawak River
	2d	River Transport Permit (River Transport Permit)  OR  Declaration Letter for Outer Land Transportation City or Supply & Service Work Record	River Board-Sarawak River
<b>VII</b>	4a	Shipping And Shipping Agent Permit (Section 90 of the Customs Act 1967)	Royal Customs Malaysia
<b>VIII</b>	3a	Printing Press License (Printing and Publishing Machines Act 1984)	Ministry of the Interior state
<b>Use:</b>			
i) Competency license holders who are not owners/shareholders/institution experts directors need to contribute to the EPF. ii) Competency license holders who are not Sarawak natives must submit a Work Permit in Sarawak (including if the technical employee is the owner/shareholder/director). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).			

## 2.1.8 New Registration Process Flow Chart/ Up Class/ Add Head/ Sub-Head of Supply and Service Field



## 2.1.9 Supply And Service Field Application Checklist

Table E1. Checklist for New Applications (Field of Supply and Services)		
Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	Limited Liability Of Partnership/ Cooperatives/ Corporations
<p>1. The latest SSM Corporate Info*</p> <p>2. Form I (IRD 7) which is still valid*</p> <p>3. Work Record/ Principal/ Certificate (please refer to the registration guidelines to know the minimum accumulated value work record/principal and required type of certificate)*</p> <p>4. Competency/ Permit/ Special License Information (if applicable, please refer to the registration guidelines to find out which registrations require a Certificate of Competency or Special Permit)**</p> <p>5. EPF (if applicable)***</p> <p>6. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>7. Other supporting information (if any such as equipment, machines and so on)</p>	<p>1. Form R22*</p> <p>2. Extract Of Business Name</p> <p>3. Form I (IRD 7) which is still valid*</p> <p>4. Bank Statement for the last three (3) months*</p> <p>5. Work Record/ Principal/ Certificate (please refer to the registration guidelines to know the minimum cumulative value of the work record/ principal and type of certificate required)*</p> <p>6. Competency Information/ Special Permit/ License if applicable (please refer to the registration guidelines to find out which registrations require a Certificate of Competence or Special Permit)**</p> <p>7. EPF (if applicable)***</p> <p>8. Permit to Work in Sarawak for employees technical/ competent/ special permit/ certificate or PR**</p> <p>9. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Registration certificate *</p> <p>2. Extract Of Business Name/ Dokumen Shareholders Agreement (for LLP) *</p> <p>3. Minutes of the most recent Annual General Meeting (for Cooperative types)*</p> <p>4. Form I (IRD 7) which is still valid*</p> <p>5. Bank Statement for the last three (3) months*</p> <p>6. Work Record/ Principal/ Certificate (please refer to the registration guidelines to know the minimum accumulated value work record/principal and required type of certificate)*</p> <p>7. Competency Information/ Special Permit/ License if applicable (please refer to the registration guidelines to find out which registration requires a Certificate of Competency or Special Permit)**</p> <p>8. EPF (if applicable)***</p> <p>9. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>10. Other supporting information, if any such as equipment, machines and so on</p>

**Use:**

\* Mandatory

\*\* Mandatory if the work requires the competence/permit/special license

\*\*\* EPF is mandatory if the competent employee/certificate owner is not a shareholder/member board of directors

This checklist is not included for Head X (Telecommunications And ICT Supplies And Services) applications.

For Head X (Telecommunications And ICT Supplies And Services) please refer to Table E3: New Applications In The Field Of Supplies And Services Head X (Telecommunications And ICT Supplies And Services)

**Table E2. Checklist for Upgrading Application/ Add Head/ Sub-Head  
(Supply And Service Field)**

<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/Institution</b>
<p>1. The latest SSM Corporate Info*</p> <p>2. Form I (IRD 7) which is still valid*</p> <p>3. Work Record/Principal/Certificate (please refer to the registration guidelines to know the minimum accumulated value work record / principal and required type of certificate)*</p> <p>4. Competency/ Permit/ Special License Information (if applicable, please refer to the registration guidelines to find out which registrations require a Certificate of Competency or Special Permit)**</p> <p>5. EPF (if applicable)***</p> <p>6. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>7. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Form I (IRD 7) which is still valid*</p> <p>2. Latest bank statement for the last one (1) month</p> <p>3. Work Record/ Principal/ Certificate (please refer to the registration guidelines to know the minimum cumulative value of the work record/ principal and type of certificate required)*</p> <p>4. Competency Information/ Special Permit/ License (if applicable, please refer to the registration guidelines to find out which registrations require a Competency Certificate or Special Permit)**</p> <p>5. EPF (if applicable)***</p> <p>6. Permit to Work in Sarawak for employees technical/ competent/ special permit/ certificate or PR**</p> <p>7. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Form I (IRD 7) which is still valid*</p> <p>2. Latest bank statement for the last one (1) month</p> <p>3. Work Record/ Principal/ Certificate (please refer to the registration guidelines to know the minimum accumulated value work record/principal and required type of certificate)*</p> <p>4. Competency/ Permit/ Special License Information (if applicable, please refer to the registration guidelines to find out which registrations require a Certificate of Competency or Special Permit)**</p> <p>5. EPF (if applicable)***</p> <p>6. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>7. Other supporting information, if any such as equipment, machines and so on</p>

**Use:****\* Mandatory****\*\* Mandatory if the work requires the competence/permit/special license****\*\*\* EPF is mandatory if the competent Employee/certificate owner is not a Shareholder/Board Member****Director****This checklist is not included for Head X (Telecommunications And ICT Supplies And Services) applications.****For Head X (Telecommunications And ICT Supply And Services), please refer to Table E4: Application To Increase Category/Add Head/ Sub-Head In The Field Of Supply And Services Head X (Telecommunications And ICT Supply And Services)**

## 2.2 New Application/ Increase Category/ Add Head/ Sub-Head Head X (Telecommunications and ICT)

### 2.2.1 Types of Companies/Firms That Can Apply

A company/firm/cooperative/corporation that wants to apply for UPKJ registration under the Supply and Services of Head X (Telecommunications and ICT Supplies and Services) must first be incorporated in accordance with the laws of the State in force.

Types of companies/firms that can apply for registration in the Supply Sector and Services are subject to the following Registration Categories:

Category	Types of Companies/Firms That Can Apply
<b>A,B,C</b>	Berhad/ Sole Proprietorship/ Corporation/ Enterprise (Individual or Partnership)/ <i>Limited Liability Of Partnership</i> / Cooperative

### 2.2.2 Company Ownership And Management Requirements

The company's ownership and management requirements are as follows:

- a. The company/ firm/ cooperative/ corporation must have at least one (1) management member either among the owners/ shareholders/ members of the board of directors or staff appointed as management members.
- b. Management members who are not owners/shareholders/board members must contribute to the EPF.
- c. Management members (if they are the only management members) who are not Sarawak natives must submit a Sarawak Work Permit (including management members from among owners/shareholders/board members). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.
- d. Eighty percent (80%) of the equity/ shares of the company/ firm/ cooperative/ corporation and ninety percent (90%) of the management must be Sarawakian.

### 2.2.3 Business License Requirements

The company/ firm/ cooperative/ corporation must have a Business License (IRD.7) that is relevant to the Field/ Head/ Sub-Head applied for. The IRD.7 must still be valid.

### 2.2.4 Office Requirements

The company/firm/cooperative/corporation must have legally operating Premises/Offices in Sarawak, whether owned or rented (the rental period is still valid), including if renting from the Entrepreneur Incubator and Guidance Center (PIBU) on a full or part-time basis. Rentals using an office address only (without a physical office) other than PIBU will not be accepted.

## 2.2.5 Capital Requirements

The minimum capital requirement is subject to the type of application criteria used and also the category applied for. Here are the minimum capital requirements and the form of capital required;

Category	Capital Requirements Minimum (RM)	Form of Capital
A	Over 200,000	For Berhad/Sendirian Berhad companies, the form of capital is paid <i>up capital</i> .  For Enterprise type companies (Individual/Partnership)/ Cooperatives / Corporations in the form of capital can include:  a) Company/ firm/ cooperative/ corporation bank account balance b) Personal savings including ASB/ Tabung Haji and other personal savings (for Enterprise type companies/ firms only)
B	Over 50,000	
C	Over 5,000	

## 2.2.6 Technical Qualification Requirements (Technical Workers)

Technical qualification requirements (technical workers) are based on the category applied for as follows:

Category	Head	Sub-head	Technical Qualification Requirements
A,B, C	x	2	At least one (1) Degree holder or Diploma berkaitan <i>Information Technology (IT)/ Graphic Design</i>
A	x	3,4,5,	At least one (1) holder of a Degree/ Diploma related to <i>Information Technology/ Computer Engineering/ Computer Science / Other related degree AND work experience*</i> for five (5) years in a related field  OR  At least one (1) employee who has work experience* for eight (8) years in a related field.
B			At least one (1) holder of a Degree/ Diploma related to <i>Information Technology/ Computer Engineering/ Computer Science/ Other related degrees AND work experience*</i> for three (3) years in a related field  OR  At least one (1) employee who has work experience* for six (6) years in a related field.
C			At least one (1) holder of a Degree/ Diploma related to <i>Information Technology/ Computer Engineering/ Computer Science/ Other related degrees</i>  OR  At least one (1) employee who has work experience* for three (3) years in a related field

A	x	6	<p>At least one (1) holder of a Degree/ Diploma related to <i>Information Technology/ Computer Engineering/ Data Scientist/ Computer Science/ Other related degrees</i> AND work experience* for five (5) years in a related field</p> <p>OR</p> <p>At least one (1) employee who has work experience* for eight (8) years in a related field.</p>
B			<p>At least one (1) holder of a Degree/Diploma related to <i>Information Technology/ Computer Engineering/ Data Scientist/ Computer Science/ Other related degrees</i> AND work experience* for three (3) years in a related field</p> <p>OR</p> <p>At least one (1) employee who has work experience* for six (6) years in a related field.</p>
C			<p>At least one (1) holder of a Degree/Diploma related to <i>Information Technology/ Data Scientist/ Computer Engineering/ Computer Science/ Other related degrees</i></p> <p>OR</p> <p>At least one (1) employee who has work experience* for three (3) years in a related field</p>
A	x	7	<p>At least one (1) Degree/Diploma holder related to <i>Information Technology/ Cyber Security/ Science Computer/ Other related degrees</i> AND experience work* for five (5) years in a related field</p> <p>OR</p> <p>At least one (1) employee who has work experience* for eight (8) years in a related field.</p>
B			<p>At least one (1) holder of a Degree/Diploma related to <i>Information Technology/ Cyber Security/ Computer Science/ Other related degrees</i> AND experience work* for three (3) years in a related field</p> <p>OR</p> <p>At least one (1) employee who has work experience* for six (6) years in a related field.</p>
C			<p>At least one (1) holder of a Degree/Diploma related to <i>Information Technology/ Data Scientist/ Computer Engineering/ Computer Science/ Other related degrees</i></p> <p>OR</p> <p>At least one (1) employee who has work experience* for three (3) years in a related field.</p>
A	x	8	<p>At least one (1) holder of a Degree/Diploma related to <i>Information Technology/ Computer/ other related degrees</i> AND work experience* for five (5) years in a related field</p> <p>OR</p> <p>At least one (1) employee who has work experience* for eight (8) years in a related field.</p>

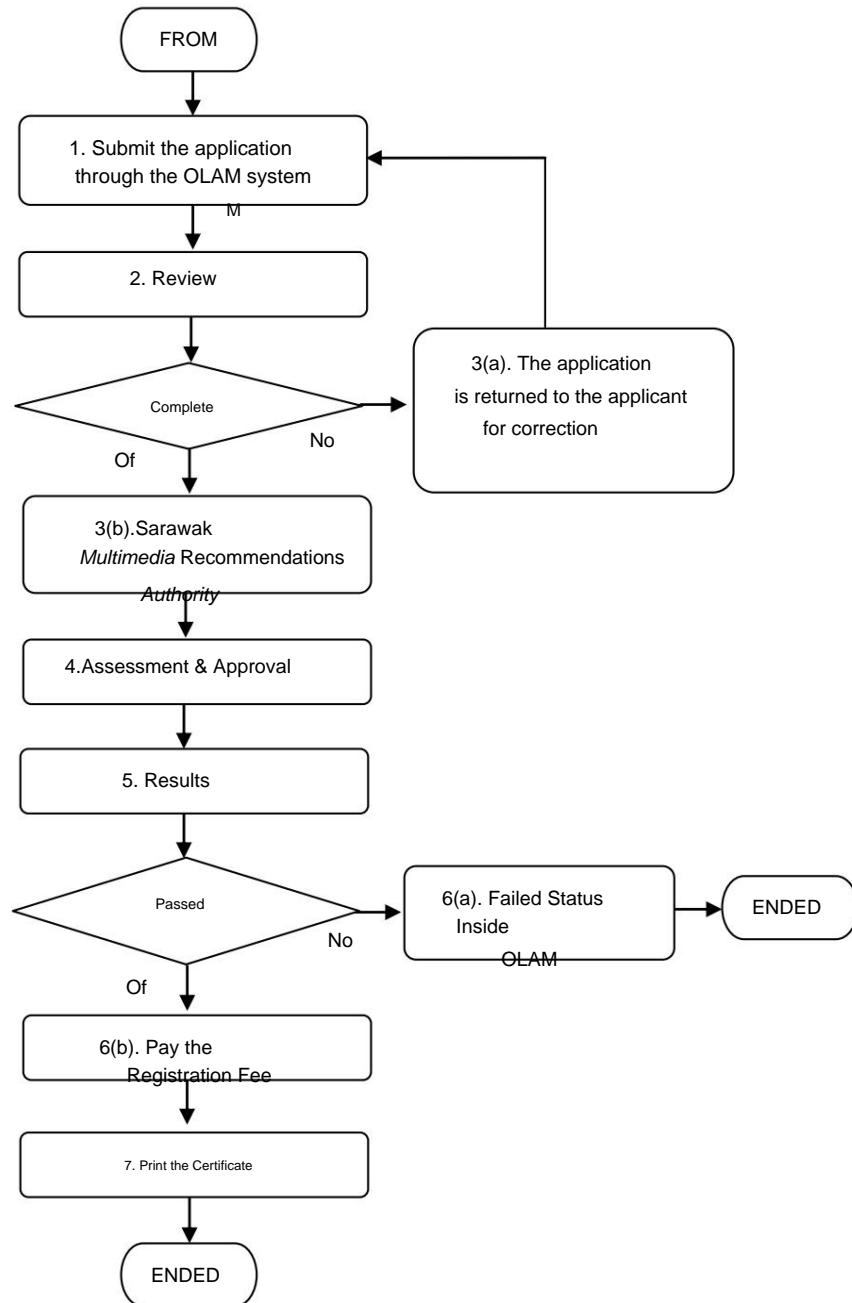
B			<p>At least one (1) holder of a Degree/Diploma related to <i>Information Technology/Computer/other related degrees AND work experience*</i> for three (3) years in a related field</p> <p>OR</p> <p>At least one (1) employee who has work experience* for six (6) years in a related field</p>
c			<p>At least one (1) holder of a Degree/Diploma related to <i>Information Technology/Computer/Other relevant Degree</i></p> <p>OR</p> <p>At least one (1) employee who has work experience* for three (3) years in a related field.</p>
A	x	9	<p>At least one (1) holder of a Degree/Diploma related to <i>Law Of Intellectual Property/other related degrees AND work experience*</i> for five (5) years in a related field</p> <p>OR</p> <p>At least one (1) employee who has work experience* for eight (8) years in a related field.</p>
B			<p>At least one (1) holder of a Degree/Diploma related to <i>Law Of Intellectual Property/other related degrees AND work experience*</i> for three (3) years in a related field</p> <p>OR</p> <p>At least one (1) employee who has work experience* for six (6) years in a related field</p>
c			<p>At least one (1) holder of a Degree / Diploma related to <i>Law Of Intellectual Property / other relevant Degree</i></p> <p>OR</p> <p>At least one (1) employee who has work experience* for three (3) years in a related field</p>
<p><b>Use:</b></p> <p><b>Work experience* needs to be proven using a <i>Curriculum Vitae (CV)</i></b></p> <p><b>Technical workers who are not among the owners/shareholders/members of the board of directors need to contribute to the EPF.</b></p> <p><b>Technical workers who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical worker is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a <i>Permanent Resident (PR)</i>.</b></p>			

## 2.2.7 Requirements of Certificates of Competence/ Permit/ Special License

Requirements Certificates of Competence/ Special Permits/ Licenses are required for certain Heads/ Sub-Heads only. Requirements for Certificates of Competence/ Special Permits/ Licenses are as follows:

<b>Head</b>	<b>Sub-Head</b>	<b>Certificate- Certificate of Competence/ Permit/ License Issued by Special</b>	
X	1a	SIRIM certificate	FLUSH
X	1c	SIRIM certificate  <i>Valid Department Of Civil Aviation (DCA) Approval Certificate</i>	<i>Department Of Civil Aviation (DCA)</i>
X	1 d	<i>Contract From Malaysian Nuclear Agency Malaysian Nuclear</i>	<i>Agency</i>
X	4	<i>License or approval by Bank Negara Malaysia on the specific Fintech area as below:</i>  <i>e-money</i> <i>i. Payment System Operator</i> <i>ii. iii. Internet and Mobile Banking Services</i>	Malaysian National Bank
<b>Use:</b> <b>Competency license holders who are not owners/shareholders/members of the board of directors must be contributed to the EPF.</b>  <b>Competency license holders who are not natives of Sarawak need to submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/member of the board of directors). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).</b>			

## 2.2.8 New Registration Process Flow Chart/ Up Category/ Add Head/ Sub-Head of Head X



## 2.2.9 Supply and Service Application Checklist (Head X)

**Table E3. Checklist for New Applications (Field of Supply and Services-Head X)**

Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	Limited Liability Of Partnership/ Cooperatives/ Corporations
<p>1. The latest SSM Corporate Info*</p> <p>2. Form I (IRD 7) which is still valid *</p> <p>3. Technical Employee Information: Relevant Degree/ Diploma as well as to CV demonstrate work experience* (please refer to the X head registration guidelines to know the required technical qualifications)</p> <p>4. Information on Competence/ Permit/ Special License (if applicable, please refer to the registration guidelines to find out if registration requires a or Certificate of Competence Special Permit)**</p> <p>5. EPF (if applicable)***</p> <p>6. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>7. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Form R22*</p> <p>2. Extract Of Business Name</p> <p>3. Form I (IRD 7) which is still valid*</p> <p>4. Bank Statement for the last three (3) months*</p> <p>5. Technical Employee Information: Relevant degree/diploma as well as CV to show work experience* (please refer to the X head registration guidelines to know the qualifications technical required)</p> <p>6. Competency Information/ Special Permit/ License (if applicable, please refer to the registration guidelines to find out which registration requires a Certificate of Competency or Special Permit)**</p> <p>7. EPF (if applicable)***</p> <p>8. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>9. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Registration certificate *</p> <p>2. Extract Of Business Name/ Dokumen Shareholders Agreement (for LLP) *</p> <p>3. Minutes of the most recent Annual General Meeting (for Cooperative types)*</p> <p>4. Form I (IRD 7) which is still valid*</p> <p>5. Bank Statement for the last three (3) months*</p> <p>6. Technical Employee Information: Relevant degree/ diploma as well as CV to demonstrate work experience* (please refer to the X head registration guidelines to know the required technical qualifications)</p> <p>7. Competency/ Permit/ Special License Information (if applicable please refer to the registration guidelines for knowing the registration that requires a Certificate of Competence or Special Permit)**</p> <p>8. EPF (if applicable)***</p> <p>9. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>10. Other supporting information, if any such as equipment, machines and so on</p>

Use:

\* Mandatory

\*\* Mandatory if the work requires technical workers/ competence/ special permit

\*\*\* EPF is mandatory if the competent employee/certificate owner is not a shareholder/board member

**Table E4: Checklist of Requests to Increase Category / Add Heads / Sub-Heads (Field of Supply and Service-Head X)**

<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/Institution</b>
<p>1. Form I (IRD 7) which is still valid*</p> <p>2. The latest SSM Corporate Info*</p> <p>3. Technical Employee Information: Relevant Degree/Diploma and CV to demonstrate work experience* (please refer to the X head registration guidelines to know the required technical qualifications)</p> <p>4. Competency Information/ Special Permit/ License (if applicable, please refer to the registration guidelines to find out which registration requires a Certificate of Competency or Special Permit)*</p> <p>5. EPF (if applicable)***</p> <p>6. Permit to Work in Sarawak for technical/ competent/permit workers special/certificate for those who are not natives of Sarawak or PR**</p>	<p>1. Form I (IRD 7) which is still valid*</p> <p>2. Bank Statement for the last three (3) months*</p> <p>3. Technical Employee Information: Relevant Degree/Diploma and CV to demonstrate work experience* (please refer to the X head registration guidelines to know the required technical qualifications)</p> <p>4. Competency Information/ Special Permit/ License (if applicable, please refer to the registration guidelines to find out which registration requires a Certificate of Competency or Special Permit)*</p> <p>5. EPF (if applicable)***</p> <p>6. Permit to Work in Sarawak for technical/ competent/special permit/certificate workers who are not Sarawak or PR**</p>	<p>1. Form I (IRD 7) which is still valid*</p> <p>2. Bank Statement for three (3) months final*</p> <p>3. Technical Employee Information: Relevant Degree/Diploma as well as CV to show work experience* (please refer to the X head registration guidelines for eligibility technical required)</p> <p>4. Competency Information/ Special Permit/ License (if applicable, please refer to the registration guidelines to find out which registration requires a Certificate of Competency or Special Permit)*</p> <p>5. EPF (if applicable)***</p> <p>6. Permit to Work in Sarawak for technical/ competent/permit workers special/certificate for those who are not natives of Sarawak or PR**</p>

Use:

\* Mandatory

\*\* Mandatory if the work requires technical workers/ competence/ special permit

\*\*\* EPF is mandatory if the competent Employee / certificate holder is not a Shareholder / Board Member

## 2.3 Application for Renewal of Supply and Services

### 2.3.1 Capital Requirements

The minimum capital requirements for renewal are as follows:

Category	Capital Requirements Minimum (RM)	Form of Capital
A	Over 200,000	For Limited Companies / Sole Proprietorships the form of capital is Company Paid Up Capital ( <i>paid up capital</i> ).  For Enterprise Type Companies (Individual / Partnership) / Cooperatives/Corporations in the form of capital can include:  a. Company/firm/cooperative/corporation bank account balance
B	Over 50,000	b. Personal Savings including ASB/ Tabung Haji and other personal savings (for Enterprise type companies/firms only)
C	Over 5,000	

### 2.3.2 Business License Requirements

The company/ firm/ cooperative/ corporation must still maintain a Business License (IRD.7) relevant to the Category/ Head/ Sub-Head to be renewed. The IRD.7 must still be valid.

### 2.3.3 Technical Qualification Requirements (Technical Workers)

The company/firm/cooperative/corporation still maintains the following technical employees:

Category	Head	Sub-head	Technical Qualification Requirements
A, B, C	x	2	At least one (1) Degree or Diploma holder related to <i>Information Technology (IT)/ Graphic Design</i>
A, B, C	x	3,4,5	At least one (1) holder of a Degree/ Diploma related to <i>Information Technology/ Computer Engineering/ Computer Science/ Other related degrees</i>
A, B, C	x	6	At least one (1) Degree/ Diploma holder related to <i>Information Technology/ Computer Engineering/ Data Scientist/ Computer Science/ Other related degrees</i>
A, B, C	x	7	At least one (1) Degree/Diploma holder related to <i>Information Technology/ Cyber Security/ Science Computer/ Other related degrees</i>
A, B, C	x	8	At least one (1) holder of a Degree/Diploma related to <i>Information Technology/ Computer/ Other relevant Degree</i>
A, B, C	x	9	At least one (1) holder of a Degree/Diploma related to <i>Law Of Intellectual Property/ other related Degree</i>

**Use:**

Experience needs to be proven using *Curriculum Vitae (CV)*

**Technical workers who are not among the owners/shareholders/members of the board of directors need to contribute to the EPF.**

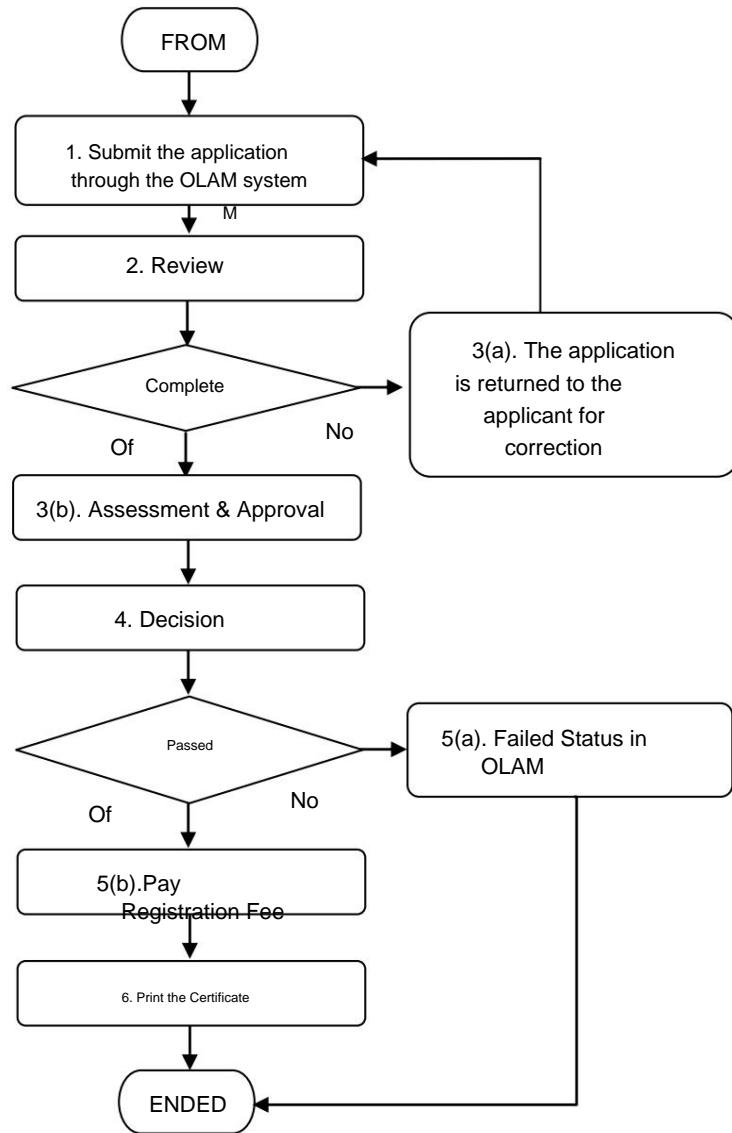
**Technical workers who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical worker is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).**

### 2.3.4 Requirements for Certificates of Competence/ Permits/ Special Licenses

The company/ firm/ cooperative/ corporation still maintains Certificates of Competence/ Permit/ Special License as follows:

Head of Sub- Head		Certificate- Certificate of Competence/ Permit / Special License	Issued by
I	2d 2e	Certificate of Registration with <i>The Sarawak Timber Industry (Registration) Regulation 2008 Regulation 7(2)</i>	Corporation Lumber Progress Sarawak
		Certificate of Registration with <i>The Sarawak Timber Industry (Registration) Regulation, 1999 Regulation 7(3)</i>	
II	7d	Permission Under Section 6(3) of the Development Act Petroleum 1974 (Marketing And Distributing Wholesale/Retail LPG)	Ministry Inside Trading State, Cooperative And Consumerism
IN	2a	Permission to Market and Distribute Fertilizer Wholesale (Section 6(3) Petroleum Development Act 1974)  <i>Certificate from the company if not Wholesalers by submitting: (iv) Declaration Letter Not a Contractor (v) Principal letter (vi) Work Record</i>	Ministry Inside Trading State, Cooperative And Consumerism
IN	2b	License to Sell/Store Pesticides Pests (Pesticides Act 1974 [Section 17(2)])	Agriculture Department Malaysia
WE	5	License to Buy and Sell and/ Or/ Repair Arms And Ammunition [Arms Act 1960 Section 10(5)]	Royal Police Malaysia
WE	6b	License To Conduct Private Agency Business  (Section 3, Private Agency Act No. 27/71)	Ministry of the Interior state
		iii) Letter of Authorization to Bring Dan Using Guns and Bullets [Arms Act, 1960-Section 4(3)]  iv) License to Have Guns and Bullets [Arms Act, 1960-Section 4(3)]  <i>Note: If Armed Security Officer please submit items (i) and (ii)</i>	Royal Police Malaysia
VII	1c	Tourism Industry Act 1992 License Tourism Industry Regulations (Tourism Management Business And Travel Agency Business 1992)	Ministry Tourism
VII	2a (i,ii,iii)	Carrier License [LPKP 5 (Pin. 2/98)]	Licensing Board Vehicle trade

	2a (iv)	Carrier License [LPKP 5 (Pin. 2/98)]  OR  Declaration Letter for Outer Land Transportation City or Supply & Service Work Record	Licensing Board Vehicle trade
<b>VII</b>	2b (i,ii)	River Transport Permit ( <i>River Transport Permit</i> )	River Board- Sarawak River
	2d	River Transport Permit ( <i>River Transport Permit</i> )  OR  Declaration Letter for Outer Land Transportation City or Supply & Service Work Record	River Board- Sarawak River
<b>VII</b>	4a	Shipping And Shipping Agent Permit (Section 90 of the Customs Act 1967)	Royal Customs Malaysia
<b>VIII</b>	3a	Printing Press License (Printing and Publishing Machines Act 1984)	Ministry of the Interior state
X	1a	SIRIM certificate	FLUSH
X	1c	SIRIM certificate  <i>Valid Department Of Civil Aviation (DCA) Approval Certificate</i>	<i>Department Of Civil Aviation (DCA)</i>
X	1 d	Contract From Malaysian Nuclear Agency	<i>Malaysian Nuclear Agency</i>
X	4	<i>License or approval by Bank Negara Malaysia on the specific Fintech area as below:</i>  <i>e-money</i> <i>i. ii. Payment System Operator</i> <i>iii. Internet and Mobile Banking Services</i>	Malaysian National Bank
<p><b>Use:</b></p> <ul style="list-style-type: none"> <li>i. Competence license holders who are not owners/shareholders/members of the board of directors must contribute to the EPF.</li> <li>i. Competence license holders who are not Sarawakian must submit a Work Permit in Sarawak (including if the technical employee is the owner/shareholder/director). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).</li> </ul>			

**2.3.5 Renewal Registration Process Flow Chart**

### 2.3.6 Checklist of Application for Renewal of Supply and Services

Table E5. Renewal Application Checklist (Field of Supplies and Services)		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Koperasi/ Corporation</b>
<p>1. The latest SSM Corporate Info*</p> <p>2. Form I (IRD 7) which is still valid certificate</p> <p>3. Technical Worker Information: Relevant Degree/ Diploma (please refer to the guidelines to find out which registrations require technical workers)</p> <p>4. Information Competence/ Permit/ Special License / Certificate (if applicable, please refer to the registration guidelines to find out which registration requires a Certificate of Competence/ Special Permit/ Certificate)**</p> <p>5. EPF (if applicable)***</p> <p>6. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>7. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Form R22*</p> <p>2. Extract Of Business Name</p> <p>3. Form I (IRD 7) which is still valid*</p> <p>4. Bank Statement for the last three (3) months*</p> <p>5. Technical Worker Information: Relevant Degree/ Diploma (please refer to the guidelines to find out which registrations require technical workers)</p> <p>6. Competency Information/ Permit/ Special License/ Certificate (if applicable, please refer to the registration guidelines to find out which registration requires a Certificate of Competence/ Special Permit/ Certificate)**</p> <p>7. EPF (if applicable)***</p> <p>8. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>9. Other supporting information, if any such as equipment, machines and so on</p>	<p>1. Registration Certificate *</p> <p>2. Extract Of Business Name/ Shareholder Agreement Document (for LLP) *</p> <p>3. Minutes of the most recent Annual General Meeting (for Cooperative types)*</p> <p>4. Form I (IRD 7) which is still valid*</p> <p>5. Bank Statement for the last three (3) months*</p> <p>6. Technical Worker Information: Relevant Degree/ Diploma (please refer to the guidelines to find out which registrations require technical workers)</p> <p>7. Information on Competence/ Permit/ Special License/ Certificate (if applicable, please refer to the registration guidelines to find out which registration requires a Certificate of Competence/ Special Permit / Certificate)**</p> <p>8. EPF (if applicable)***</p> <p>9. Permit to Work in Sarawak for technical/ competent workers/ special permit/ certificate or PR**</p> <p>10. Other supporting information, if any such as equipment, machines and so on</p>

**Use:**

\* **Mandatory**

\*\* **Mandatory if the work requires technical workers/ competence/ special permit**

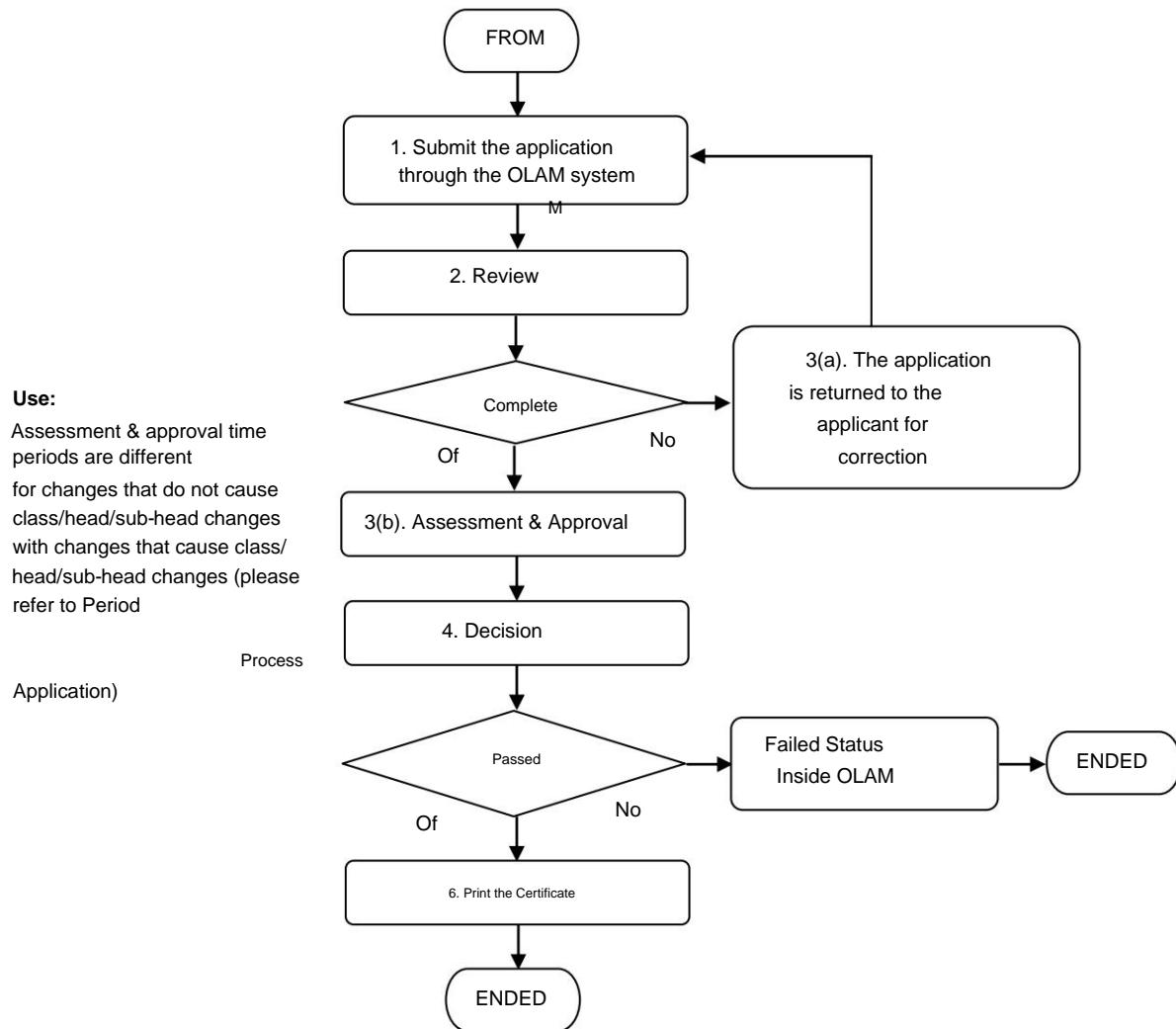
\*\*\* **EPF is mandatory if the competent employee/permit or certificate owner is not a shareholder/member board of directors**

## 2.4 Application for Changes in the Field of Supply and Services

Companies/firms/cooperatives/corporations can apply for changes as follows:

- a. Change of Registered Address
- b. Change of Shareholders/ Directors  
**Note: If there is a total change of shareholders/equity then the company/firm/cooperative/corporation needs to apply for new registration.**
- c. Update company information (technical/competent employees and other authorized information)

### 2.4.1 Change Application Process Flow Chart



#### 2.4.2 Change Request Checklist

<b>Schedule E6-Change Request</b>		
<b>Change of Company Name/ Registration Address</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Koperasi/ Corporation</b>
1. The latest SSM Corporate Info showing the new name/address*	1. Recent R22 form showing new name/address*	1. Latest Registration Certificate showing new name/address*
Use: * Mandatory		
<b>Changes in Shareholders/Company Owners</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperative/ Body/ Association</b>
1. The latest SSM Corporate Info showing the name of the new shareholder*	1. The latest Extract Of Business Name (Exchange has been updated)	1.Extract Of Business Name/ Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative type) which shows the name of the new owner*
Use: * Mandatory		
<b>Change of Company Directors</b>		
<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Koperasi/ Corporation</b>
1. The latest SSM Corporate Info showing the names of the new share directors*	-Irrelevant-	1.Extract Of Business Name/ Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative type) which shows the name of the new director/top management (Chairman, Deputy, Treasurer, Secretary (for cooperatives/associations))*
Use: * Mandatory		

#### 2.5 Foreign Ownership

The permitted foreign equity is as follows:

- a. Not exceeding thirty percent (30%) of the total paid-up capital or accumulated capital
- b. Not exceeding fifty-one percent (51%) of the total paid-up capital or accumulated capital for ASEAN countries is allowed
- c. For countries under the Free Trade Agreement (FTA) as follows:
  - Malaysia-Australia – foreign equity does not exceed 49%
  - ASEAN-Australia-New Zealand – foreign equity does not exceed 49%
  - ASEAN-Korea – foreign equity does not exceed 30%
  - ASEAN-China – foreign equity does not exceed 30%
  - Malaysia – Pakistan – foreign equity does not exceed 49%
  - Malaysia – Japan – foreign equity does not exceed 30%
  - Malaysia – New Zealand – foreign equity does not exceed 49%

Note: Subject to laws/regulations in force from time to time  
current

## 2.6 Engagement

Involvement refers to companies/firms/cooperatives/corporations as well as company personnel (shareholders/directors/technical workers/competent workers) who have more than one registration in the same field/involved in other companies/firms/cooperatives/corporations that have registration fields The same.

### 2.6.1 Involvement In Companies/ Firms/ Cooperatives/ Other Corporations That Have Been Registered With UPKJ In The Same Field

Applications will not be considered if:

- (a). The company's shareholders own stocks/shares exceeding 5% or RM50,000 (whichever is less) in any company/firm that has been registered with UPKJ in the field applied for.
- (b). Parent Company/ Associate Company/ Holding Company/ Subsidiary of a business that has been registered with UPKJ in the field applied for.
- (c). A member of the Board of Directors of the company applying to hold any position whether executive/non-executive in a company/firm that has been registered with UPKJ in the field applied for.
- (d). Management members or competent employees/engineers who apply to hold any position in companies that have been registered with UPKJ in the same field.

Exemption from involvement is given if the personal is a government representative (*Government Representative*) in a company/subsidiary belonging to a government agency.

### 2.6.2 Involvement With The Consulting Field

Applications will not be considered if:

- a. Companies/firms/cooperatives/corporations as well as company personnel (shareholders/directors/ technical employees/competent employees) involved with consulting firms have been registered with the Consulting Division under a category equivalent to any Head/Sub-head of the Supply and Services Division .

Examples of Involvement With the Field of Consulting:

Has been registered under the Supply And Services Field under Head X Sub-head 3 (*Digital Solutions Development, Provision and Support*) and at the same time also registered under the Consultant Field for Information and Information Technology (ICT) Category.

- b. Shareholders who have been registered under the Supply And Services Field but want to be involved in the equivalent Consulting Field do not submit a Letter of Authorization To Invest from the relevant Professional Body.

Subject if there is such a letter issued. If the professional body/professional agency does not issue the letter, then condition (a) is applicable.

# SECTION F:

## FIELD APPLICATION GUIDE

### CONSULTANT

#### 1 Introduction to the Consulting Field

The Consulting field includes consulting services for physical development and non-physical development.

In these guidelines, companies/cooperatives/corporations applying/registered under the Consulting Field will be referred to as Consulting Firms.

#### 1.1 Classification of Consulting Areas

There are two (2) types of classification for the field of Consultants, namely Physical Consultants and Non-Physical Consultants.

##### 1.1.1 Physical Consultant

Physical Consulting includes consulting services for physical development and other technical services related to engineering and/or construction projects including consulting services for physical studies

Among the categories open for registration under Physical Consultant are as follows:

Types of Physical Consultant Categories
Civil engineering
Structural Engineering
electrical engineering
Mechanical engineering
Electronic Engineering
Chemical engineering
Mining Engineering
Marine Engineering
Geotechnical Engineering
Industrial Engineering
Telecommunication Engineering
Architect (Architecture)
Measure Ingredients
Measure the Land
Interior decoration
Landscape Architect (previously known as the field of Landscape Planning)
Urban And Regional Planning (previously known as the field of Planning)
Environmental Assessment (EIA)
Project management

## 1.1.2 Non-Physical Consultants

Non-Physical Consultants include advisory services/ studies that do not involve infrastructure development/ construction projects/ physical studies.

Among the categories open for registration under Non-Physical Consultants are as follows:

Category Type of Non-Physical Consultants
Economic Studies
Community Studies (previously known as the field of Social Studies)
Human Resource Studies
Health Sciences/ Medical Planning
Property/Property Appraisal
Agricultural Studies
Natural Resource Studies/ Recreation & Parks
Telecommunication Studies
ICT studies
Legal Studies (previously known as the field of Law)
Occupational Safety And Environment
Laboratory Studies
Quality management
Auditing
Acknowledgment
Management
Marine Management

## 1.2 Duration of the Application Process

The duration of the application process is as follows:

No. Application	Process Duration
a. New Application/ Add Category	Fourteen (14) working days
b. Updates/Changes that do not cause Category changes	Three (3) working days
c. Change that causes change Category	Fourteen (14) working days * If it involves changes Category
<b>Use:</b> <b>For any combination application (a), (b), and (c) the process period is according to the longest number of days.</b>	

## 1.3 Duration of Registration

The validity period of registration is for three (3) years only.

## 1.4 Application Results And Registration Certificate

### 1.4.1 Application Results

All registration application results can be checked through the OLAM system. The applicant will receive notification via email if the application results are already available in the system.

### 1.4.2 Certificate of Registration

Applicants can print a registration certificate through the OLAM system.

## 2 Terms and Conditions of Application for the Consultant Field

### 2.1 New Application/ Add Category

#### 2.1.1 Types of Consulting Firms That Can Apply

A consulting firm that wishes to apply for UPKJ registration must first be incorporated in accordance with the laws of the country in force.

The types of consulting firms that can apply for registration in the field of consulting are as follows:

Category	Types of Consulting Firms That Can Apply
<b>All Categories</b>	Berhad/ Sole Proprietorship/ Corporation/ Enterprise (Individual or Perkongsian)/ <i>Limited Liability Of Partnership/ Cooperative</i>

#### 2.1.2 Consulting Firm Ownership Requirements

The company's ownership and management requirements are as follows:

- i. Ownership requirements of the consulting firm (share ownership is owned by individuals):
  - a. Ownership must be in the name of an individual, individually or in partnership;
  - b. The owner must consist of individuals who are professionally qualified in the applied consulting field category (having registration from a recognized Professional Registered Body/Board);
  - c. The owner must serve full-time with a registered consulting firm; and
  - d. If you are not a native of Sarawak, you must submit a Work Permit to work in Sarawak or if you are a resident, you must submit evidence as a *Permanent Resident (PR)*.
  
- i. Ownership requirements of the consulting firm (share ownership owned corporately/nominees):
  - a. Directors must consist of professionally qualified individuals in the applied consulting field category and registered with their respective specialist boards;
  - b. Professional and sub-professional employees must serve full-time with a consulting firm that is registered and contributed to the EPF; and
  - c. If you are not a native of Sarawak, you must submit a Work Permit to work in Sarawak or if you are a resident, you must submit evidence as a *Permanent Resident (PR)*.

#### 2.1.3 Business License Requirements

The company/firm/cooperative/corporation must have a business license (IRD.7) that is relevant to the category of consulting field applied for. The IRD.7 must still be valid.

## 2.1.4 Office Requirements

The company/firm/cooperative/corporation must have a Premises/Office or office branch (if not a Sarawak Based Company) operating in Sarawak that is valid either owned or rented.

The office must be an official office with a fixed address and if operating at home, must have a Premises/Office that has the characteristics of an official office.

## 2.1.5 Capital Requirements

The minimum capital requirement for the registration of the consulting field is as follows:

Capital Requirements Minimum (RM)	Form of Capital
<b>Exceed 5,001</b>	<ul style="list-style-type: none"> <li>i. For Berhad / Sole Proprietorship the form of capital is paid up capital of the company .</li> <li>i. For Enterprise Type Companies (individuals/partnerships)/cooperatives/ corporations, the capital form can include: a. Company/firm/ cooperative/ corporation bank account balance;</li> <li>b. Personal Savings including ASB/ Tabung Haji and other personal savings (for Enterprise type companies/firms only)</li> </ul>

## 2.1.6 Personnel Requirements

The company/firm/cooperative/corporation must meet the professional and sub-professional staff requirements as stated in the item.

Companies/ firms/ cooperatives/ corporations are also required to employ staff such as clerical and general staff apart from professional and sub-professional staff.

## 2.1.7 Professional And Sub-Professional Requirements And Registration As Consultant Practitioner

The professional and sub-professional requirements and registration as a consulting practitioner are as follows:

### i. Professional and Sub-Professional Requirements and Registration As Consultant Practitioner for Physical Consulting Field

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
<b>engineering Public</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Civil Engineering or equivalent and five (5) years of work experience*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in the Field</li> </ul>	<p>At least one (1) sub-professional who have a degree/ diploma in the field Civil engineering/ Structure or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>Company/ firm/ cooperative/ the corporation must have registration with the Institution Malaysian engineers as consulting practitioners in Field engineering Public</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
Civil engineering			
<b>engineering Structure</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Civil/ Structural Engineering or equivalent and five (5) years of work experience*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Civil/Structural Engineering</li> </ul>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Civil engineering/ Structure or equivalent*</p> <p>Use: *<i>Related engineering field</i></p>	<p>Company/ firm/ cooperative/ The corporation must be registered with the Board Malaysian engineers as consulting practitioners in Field engineering Structure</p>
<b>engineering Electricity</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Electrical Engineering or equivalent and work experience for five (5) years*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Electrical Engineering Field</li> </ul>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Electrical Engineering or equivalent*</p> <p>Use: *<i>Related engineering field</i></p>	<p>Company/ firm/ cooperative/ The corporation must be registered with the Board Malaysian engineers as consulting practitioners in Field engineering Electricity</p>
<b>engineering Mechanical</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Mechanical Engineering or equivalent and work experience for five (5) years*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Mechanical Engineering Field</li> </ul>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Mechanical engineering or equivalent*</p> <p>Use: *<i>Related engineering field</i></p>	<p>Company/ firm/ cooperative/ The corporation must be registered with the Board Malaysian engineers as consulting practitioners in Field engineering Mechanical</p>
<b>engineering Electronic</b>	At least one (1) professional who is	At least one (1) sub-	Company/ firm/ cooperative/

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
	<p>firm owner (for individually owned firms) or director (for corporate/nominally owned firms) with the following eligibility:</p> <p>a. Have a degree in Electrical Engineering/ Electronics Engineering or equivalent and work experience for five (5) years*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Electronic Engineering Field</p>	<p>professionals with a degree/diploma in the field</p> <p>Electrical engineering/ Electronic Engineering or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>The corporation must be registered with the Board</p> <p>Malaysian engineers as consulting practitioners in Field engineering Electricity/ Electronic</p>
<b>engineering</b> Chemistry	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Chemical/ Petrochemical Engineering or equivalent and work experience for five (5) years*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Field of Chemical Engineering/ Petrochemical.</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Chemical engineering/ Petrochemical or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>Company/ firm/ cooperative/ The corporation must be registered with the Board</p> <p>Malaysian engineers as consulting practitioners in Field engineering Chemistry</p>
<b>engineering</b> Mining	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Mining Engineering/ Petroleum/ Mineral Science or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Mining Engineering</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>engineering mining/ Petroleum, Engineering Geology, Mineral Science or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>Company/ firm/ cooperative/ The corporation must be registered with the Board</p> <p>Malaysian engineers as consulting practitioners in Field engineering Mining</p>
<b>engineering</b> Marin	<p>At least one (1) professional who is the firm owner (for individually owned firms) or director (for firms owned</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p>	<p>Company/ firm/ cooperative/ the corporation must have</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
	<p>corporate/ nominee) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Marine Engineering/ Nautical Science/ Marine Transport/ Marine Mechanical Technology or equivalent and work experience for five (5) years*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Field of Marine Engineering</li> </ul>	<p>Marine Engineering/ Sains Nautica/ Marine Transport/ Mechanical Technology Marine or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>registration with the Institute Malaysian engineers as consulting practitioners in Field engineering Marin</p>
<b>engineering Geotechnical</b> <i>(Previously known as engineering Geology)</i>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Civil Engineering/ Geotechnical or equivalent and work experience for five (5) years*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Field of Civil Engineering/ Geotechnical</li> </ul>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Civil engineering/ Geotechnical or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>Company/ firm/ cooperative/ The corporation must be registered with the Board Malaysian engineers as consulting practitioners in Field engineering public/ Geotechnical</p>
<b>engineering Industry</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Industrial Engineering/ Chemical/ Mechatronics/ Robotics or equivalent and work experience for five (5) years*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Field of Industrial Engineering/ Chemical/ Mechatronics/ Robotics</li> </ul>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Industrial Engineering/ Chemistry/ Mechatronics/ Robotic or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>/business Companies / cooperatives / corporations must have registration with the Board Malaysian engineers as consulting practitioners in Field engineering Industry/ Chemistry/ Mechatronics/ Robotics</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
<b>engineering Telecommunication</b>	<p>At least one (1) professional who is a firm owner (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in the field of Telecommunication Engineering/ Electrical (Communication)/ Electronics or equivalent and experience for five (5) years*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in the field of Electrical Engineering and Mechanical</li> </ul>	<p>At least one (1) sub-professional who has a Degree / Diploma in the field engineering Telecommunication/ Electricity (Communications)/ Electronic or equivalent</p> <p><i>Use:</i> <i>*Engineering Related</i></p>	<p>The company/firm/ cooperative/ corporation must have registration with Board of Engineers Malaysia as a consulting practitioner in the field engineering Electrical and Mechanical</p>
<b>Architect (architecture)</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Architecture or equivalent and five (5) years of work experience*;</li> <li>b. Have registration with the Malaysian Architects Board as a professional architect</li> </ul>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Architecture or equivalent*</p>	<p>The company/ firm/ cooperative/ corporation must have registration with the Board</p> <p>Malaysian Architect as a consulting practitioner in Field of Architecture</p>
<b>Measure Ingredients</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Material Measurement or equivalent and work experience for five (5) years*;</li> <li>b. Have registration with the Malaysian Board of Material Surveyors as <i>Consultant Quantity Surveyor (CQS)</i></li> </ul>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Measure Ingredients or equivalent*</p>	<p>The company/ firm/ cooperative/ corporation must have registration with the Board</p> <p>Surveyor      Material Malaysia as a consultant practitioner in Field measuring Material</p>
<b>Measure the Land</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Land Surveying or equivalent and work experience</li> </ul>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Land Measurement or equivalent*</p> <p><i>Use:</i> <i>*Land Survey Field Related</i></p>	<p>The company/ firm/ cooperative/ corporation must have registration with the Board</p> <p>Land surveyor Sarawak as a consultant practitioner in</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
	<p>for five (5) years*;</p> <p>b. Have registration with the Sarawak Land Surveyor Board as a professional Land Surveyor</p>		Field Land measuring
<b>Decoration Inner</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in the field of Architecture/ Interior Decoration or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Board of Architects as a Professional in the field of Interior Decoration</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Architecture/ Decoration Internal or equivalent*</p> <p>Use: *Decoration field Internally Related</p>	<p>The company/ firm/ cooperative/corporation must have registration with the Board</p> <p>Malaysian Architect as a consulting practitioner in Field Decoration Inner</p>
<b>Architect</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p>	<p>The company/ firm/ cooperative/corporation must have registration with the Board</p>
<b>Landscape Planning landscape</b>	<p>(previously known as <del>field</del>)</p> <p>a. Have a degree in Architecture/Landscape Architecture or equivalent and work experience for three (3) years*;</p> <p>b. Have registration with the Malaysian Board of Architects or the Malaysian Institute of Landscape Architects</p>	<p>Architecture/ Architecture Landscape or equivalent*</p> <p>Use: *Architect field Related Landscapes</p>	<p>Malaysian Architect or Institute Landscape Malaysia as a consulting practitioner</p>
<b>Planning City And Region/ Planning</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Urban Planning or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Town Planning Board as a Registered Town Planner</p> <p>c. Has registration with the State Planning Authority of Sarawak as</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Urban Planner or equivalent*</p> <p>Use: *Planning Field City And Region Related</p>	<p>The company/ firm/ cooperative/corporation must have registration with the Board</p> <p>Planning Malaysian cities and State Planning Authority Sarawak as a consultant practitioner in Field Planning City And Region</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
Professional in the field of Planning City/Province			
<b>Nature Study Sekitar (EIA)</b>	<p>1. Have at least one (1) professional who is a firm owner (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) who covers a combination of any three (3) areas of expertise/discipline from the four (4) the following fields of expertise/discipline and one of the Professionals must be registered with <i>the Natural Resources And Environmental Board Sarawak (NREB)</i>:</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p>	<p>Companies/firms/cooperatives/corporations must have registration with <i>Natural Resources And Environmental Board Sarawak (NREB)</i> as a consultant practitioner in Field Around know</p>

has. Healthy:

At least one (1) professional with a degree in Environment, Ecology, Zoology, Botany, Chemistry, Physics, Fisheries, Ocean (Marine), Forestry or equivalent and five (5) years of work experience\*.

b. Planning:

At least one (1) professional with a degree in Architecture, Geography, Land Surveying, Town & Country Planning or equivalent and five (5) years of work experience\*.

c. Engineering:

At least one (1) professional with a degree in the field of Environment, Civil, Electrical, Mechanical, Chemical, Agricultural, Petroleum, Mining or equivalent and five (5) years of work experience\*.

d. Socio Economy:

At least one (1) professional with a degree in Economics, Social Sciences, Resource Economics, Material Survey, Anthropology or equivalent and five (5) years of work experience\*.

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
	<p>2. Professionals who have more than one (1) qualification for the above specialization/discipline are allowed</p> <p>3. For professionals whose service ethics are controlled by the Board/ Professional Institute are required to be registered with the respective Professional Institute Board</p>		
<b>Management Project:</b> <b>(Engineering Public)</b> <b>(Architect)</b> <b>(Electrical)</b>  <b>And other project management</b>	<p>1. Have at least one (1) professional who is the owner of the firm (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) that covers a combination of two (2) professional groups according to the type of project management field chosen:</p> <p>a) Professional Group Infrastructure:   At least one (1) professional with a degree in the field of Engineer/ Architect/ Material Surveyor and other related project management certification and five (5) years of work experience*.</p> <p><i>Example: If applying for Project management (Civil engineering), professionals must be professionals in the field of civil engineering</i></p> <p>b) Management Group/ Financial Analyst:   At least one (1) professional with a degree in Economics, Financial Analysis, Law and other relevant fields and five (5) years of work experience*.</p> <p>2. Professionals who have more than one (1) qualification for the professional group above are allowed</p> <p>3. For which professionals</p>	<p>At least one (1) sub-professional who has a degree/diploma in a field related to Infrastructure/ Management/ Analysis Finance or equivalent</p>	

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant										
service ethics are controlled by the Board/ Institute Professionals are required to be registered with respective Professional Institutes													
<b>Use:</b>													
<ol style="list-style-type: none"> <li>1. Professionals/sub-professionals who are not among the owners/shareholders/institution experts directors need to contribute to the EPF.</li> <li>2. Professionals/sub-professionals who are not Sarawak natives need to submit a Permit Work in Sarawak (including if the technical employee is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).</li> <li>3. Work experience must be proven by using <i>Curriculum Vitae (CV)</i>*</li> <li>4. Professional registration and registration as a consulting practitioner must still be valid.</li> <li>5. All degrees/diplomas must be recognized by the government from educational institutions height</li> <li>6. For companies with <b>MULTI DISCIPLINARY</b> or <b>BODY CORPORATE</b> status, the owner of the firm registered with the specialized board must hold a minimum of 70% equity shares</li> </ol>													
<b>Example:</b>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Types of Engineering Consulting Firms</th><th style="text-align: left;">Improvement of Registration Conditions With the Ministry of Finance</th></tr> </thead> <tbody> <tr> <td>Limited Liability Partnership (PLT)</td><td>a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party</td></tr> <tr> <td>Multi discipline Limited Liability Partnership (PLT).</td><td>a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) The next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.</td></tr> <tr> <td>Company Sdn. Bhd.</td><td>a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Do not allow overlap of fields for owners, management and staff.</td></tr> <tr> <td>Company Sdn. Bhd. multi discipline</td><td>a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.</td></tr> </tbody> </table>				Types of Engineering Consulting Firms	Improvement of Registration Conditions With the Ministry of Finance	Limited Liability Partnership (PLT)	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party	Multi discipline Limited Liability Partnership (PLT).	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) The next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.	Company Sdn. Bhd.	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Do not allow overlap of fields for owners, management and staff.	Company Sdn. Bhd. multi discipline	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.
Types of Engineering Consulting Firms	Improvement of Registration Conditions With the Ministry of Finance												
Limited Liability Partnership (PLT)	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party												
Multi discipline Limited Liability Partnership (PLT).	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) The next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.												
Company Sdn. Bhd.	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Do not allow overlap of fields for owners, management and staff.												
Company Sdn. Bhd. multi discipline	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.												

### *i. Professional, Sub-Professional and Consultant Practitioner Requirements for Non-Physical Consultants*

Category	Professional	Sub-Professional	Registration Practitioner Consultant
Economic Studies	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p class="list-item-l1">a. Have a degree in Economics/ Business Management or equivalent and three (3) years of work experience*</p> <p class="list-item-l1">b. A degree other than the field above must have at least five (5) years of work experience in a related field*.</p>	<p>At least (1) a sub-professional Which diploma in degree/ have a the field Economics/ Management Business or equivalent</p>	

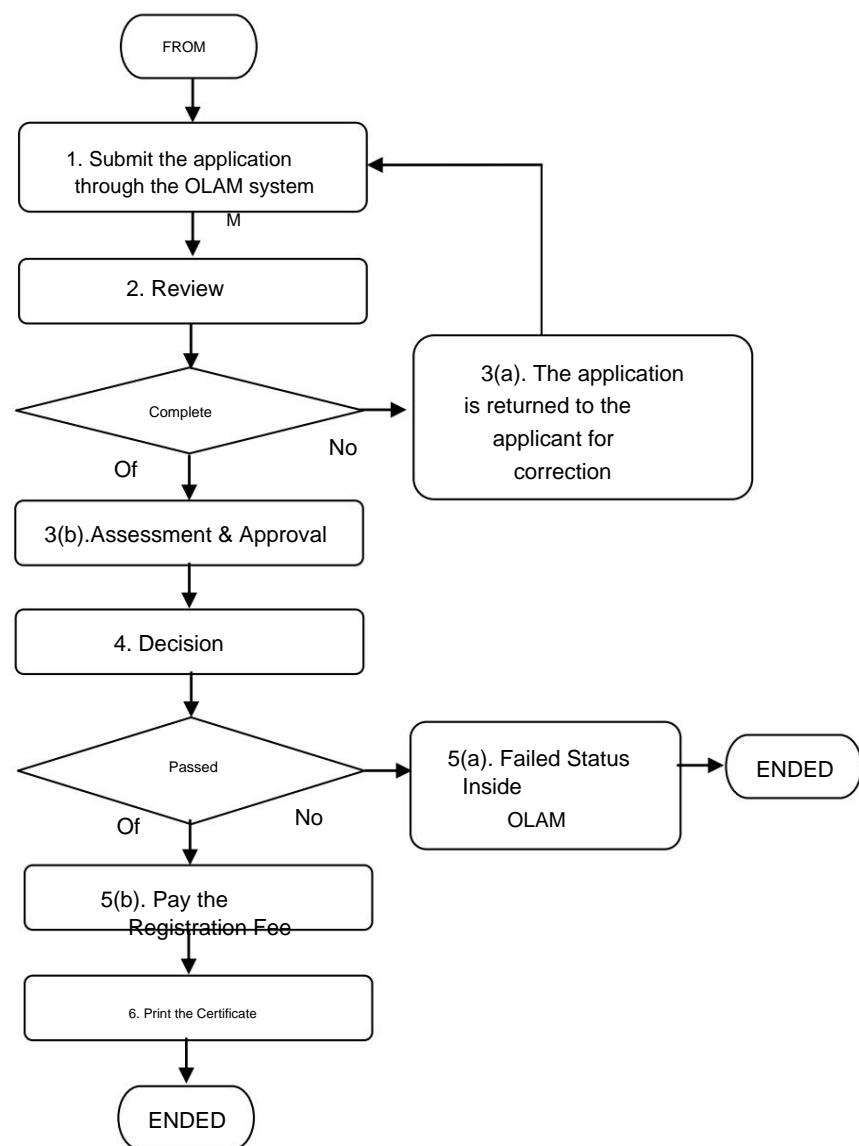
Category	Professional	Sub-Professional	Registration Practitioner Consultant
<b>Research Community (previously known as field Research social)</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Economics/ Social Sciences/ Management/ Business Management or equivalent and work experience for three (3) years*</p> <p>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</p>	<p>At least (1) a sub-professional with a degree/ diploma in the field</p> <p>Economics/ Social Science/ Management/ Management Business or equivalent</p>	
<b>Resource Study Man</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Human Resources/ Management/ Organizational Management/ Social Science/ Business Management or equivalent and work experience for three (3) years*</p> <p>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</p>	<p>At least (1) a sub-professional who has a diploma in the field</p> <p>Source Man/ Management/ Management Organization/Social Science/ Business Management or equivalent</p>	
<b>Health Sciences/ Planning Medicine</b>	<p>At least one (1) professional who is a firm owner (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) who has a degree in Science</p> <p>Medicine/ Medical Electronic/ Architect or equivalent and work experience for five (5) years*</p>	<p>At least (1) a sub-professional with a degree/ diploma in the field</p> <p>Medical Science Electronic/ Architect or equivalent</p>	
<b>Property Valuation/ Property</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Management/ Investment/ Real Estate Valuation or equivalent and three (3) years of work experience*.</p> <p>b. A degree other than the field above must have at least five (5) years of work experience in a related field*.</p> <p>c. Have registration</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Management/ Investment/ Valuation Real estate or equivalent*</p> <p>Use: *Evaluation Area Property/ Property Related</p>	

Category	Professional	Sub-Professional	Registration Practitioner Consultant
	with the Appraisal Agency, Appraisers, Estate Agents Land and Property Manager (LPPEH)		
<b>Agricultural Studies</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Agricultural Science/ Horticulture/ Agribusiness or equivalent and three (3) years of work experience*</p> <p>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</p>	<p>At least (1) a sub-professional with a degree/ diploma in the field</p> <p>Science Agriculture/ Horticulture/ Business Farmer or equivalent</p>	
<b>Resource Study Original/ Recreational &amp; Parks</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in the field of Parks and Recreation Science/ Natural Resource Management/ Geoscience/ Mining/ Public Parks Management/ Mineral Science/ Aquatic Science or equivalent and three (3) years of work experience*</p> <p>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</p>	<p>At least a (1) sub-professional who has a diploma in degree/ the field</p> <p>Garden Science And Recreation/ Management Natural Resources/ Geoscience/ mining/ Management Park- Public Park/ Science Mineral/ Aquatic Science or equivalent</p>	
<b>Research Telecommunication</b>	<p>At least one (1) professional who is the owner of the firm (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) who has a degree in the field</p> <p>Telecommunications/ Broadcasting/ Electrical (telecommunications)/ Electronics or equivalent with minimum work experience of five (5) years*</p>	<p>At least (1) a sub-professional with a degree/ diploma in the field</p> <p>Telecommunication/ Broadcasting/ Electricity (telecommunications)/ Electronics or equivalent with a minimum work experience of five (5) years*</p>	
<b>ICT studies</b>	<p>At least one (1) professional who is the owner of the firm (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) who has a degree in the field</p> <p>Computer or equivalent with minimum work experience of five (5) years*</p>	<p>At least (1) a sub-professional who has a diploma in degree/ the field</p> <p>Computer or equivalent with minimum work experience of five (5) years*</p>	
<b>Research Legislation</b>	At least one (1) professional who is the owner	At least (1) person sub-	

Category	Professional	Sub-Professional	Registration Practitioner Consultant
<b>(previously known as the field of Law-Law)</b>	<p>firm (for individually owned firms) or director (for corporate/nominee owned firms) with the following eligibility:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Law/Legal or equivalent and three (3) years of work experience*</li> <li>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</li> </ul>	<p>professionals who have a degree/in the field diploma</p> <p>Law/ Legislative or equivalent</p>	
<b>Safety Dan's Job Environment</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in the field of Risk Management/ Service/ Security/ Strategic or equivalent and three (3) years of work experience*</li> <li>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</li> <li>c. Have registration with <i>the Department of Occupational Safety &amp; Health (DOSH)</i></li> </ul>	<p>At least (1) a professional with a sub-degree/diploma in the field</p> <p>Management Services/ Security/ Strategic or equivalent</p>	
<b>Laboratory Studies</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Chemistry or equivalent and five (5) years of work experience*</li> <li>b. Have registration as a chemist with the Malaysian Institute of Chemistry</li> </ul>	<p>At least (1) a professional who has sub-a degree/diploma in the field</p> <p>Chemistry or equivalent</p>	
<b>Management Quality</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Management or equivalent and work experience* in the ISO field for five (5) years</li> <li>b. Have registration with the Malaysian Standards Department (SIRIM)</li> </ul>	<p>At least (1) a professional with a sub-degree/diploma in the field</p> <p>Management or equivalent</p>	
<b>Auditing</b>	<p>At least one (1) professional who is the owner of the firm (for individually owned firms) or director (for firms</p>	<p>At least (1) a professional has sub-the degree/</p>	

Category	Professional	Sub-Professional	Registration Practitioner Consultant
	<p>owned by the corporation/nominee) with the following eligibility:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Accounting / Auditing or equivalent and five (5) years of work experience*</li> </ul> <p>Have as a <i>Certified Public Accountant</i> registration b.</p> <ul style="list-style-type: none"> <li>c. Has a certificate as an Auditor from the Tax Division of the Ministry of Malaysia</li> </ul>	diploma in the field Accounting/ Auditing or equivalent	
<b>Accounting (Have registration as a CPA from MIA)</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Accounting or equivalent and five (5) years of work experience*</li> <li>b. Have registration as a <i>Certified Public Accountant</i></li> <li>c. Has a certificate from the Malaysia Institute Of Accountants</li> </ul>	At least (1) a professional with a sub-degree/diploma in the field Accounting or equivalent	
<b>Management</b>	<p>At least one (1) professional who is a shareholder/owner of a company/ firm with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Management/ Business or Management equivalent and three (3) years of work experience*</li> <li>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</li> </ul>	At least (1) a professional who has sub-a degree/diploma in the field Management/ Management Business or equivalent	
<b>Management Marin</b>	<p>At least one (1) professional who is a shareholder/owner of a company/ firm with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Science/ Marine Science/ Nautical Science/ Applied Science/ Marine Technology/ Marine Engineering or equivalent and three (3) years of work experience*</li> <li>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</li> </ul>	At least (1) a professional with a sub-degree/diploma in the field Science/ Marine Science/ Science Nautical/ Applied Science/ Technology Marin/ Marine Engineering or equivalent	
<b>Use:</b> <ol style="list-style-type: none"> <li>1. Professionals/sub-professionals who are not among the owners/shareholders/institution experts directors need to contribute to the EPF.</li> <li>2. Professionals/sub-professionals who are not Sarawak natives need to submit a Permit</li> </ol>			

Category	Professional	Sub-Professional	Registration of Consultant Practitioner
<b>Work in Sarawak (including if the technical employee is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit evidence as a Permanent Resident (PR).</b>			
	<p>3. Work experience must be proven by using <i>Curriculum Vitae (CV)</i>*</p> <p>4. Professional registration and registration as a consulting practitioner must still be valid.</p> <p>5. All degrees/diplomas must be recognized by the government from educational institutions height</p> <p>6. For companies with <b>MULTIDISCIPLINARY</b> or <b>BODY CORPORATE</b> status, the owner of a firm registered with a specialized board must hold a minimum of 70% equity shares</p>		
	<b>Example:</b>		
Types of Engineering Consulting Firms	Improvement of Registration Conditions With Ministry of Finance		
Partnership/Limited Liability Partnership (PLT) a) 70% of the	shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party		
Multi discipline Limited Liability Partnership (PLT).	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate.  b) The next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.		
Company Sdn. Bhd.	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Do not allow overlap of fields for owners, management and staff.		
Company Sdn. Bhd. multi discipline	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.		

**2.1.8 New Registration Process Flow Chart/ Add Consultant Field Category**

## 2.2 Checklist for Consultant Field Applications

**Table F1. New Application Checklist (Consultant Field)**

Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	Limited Liability Of Partnership/ Cooperatives/ Corporations
<p>1) The latest SSM Corporate Info*</p> <p>2) Form I (IRD 7) which is still valid*</p> <p>3) Professional information including CV and sub-professionals (please refer to the guidelines to know the professionals/ requirements sub-Professional)**</p> <p>4) Registration business as a professional consultant practitioner, if relevant (please refer to the guidelines to know the registration requirements as a consultant practitioner)**</p> <p>5) EPF (if applicable)***</p> <p>6) Permit to work in Sarawak for professionals/ sub-professionals who are not Sarawak natives or PR**</p> <p>7) Other supporting information, if there are things like equipment, machines and so on</p>	<p>1) Form R22*</p> <p>2) Extract Of Business Name</p> <p>3) Form I (IRD 7) which is still validity*</p> <p>4) Bank statement for three (3) months final*</p> <p>5) Professional information along with CV and sub-professionals (please refer to the line to guide know professionals/ professional sub-requirements)**</p> <p>6) Registration business as a professional consultant practitioner, if relevant (please refer to the guidelines for registration requirements as a consultant practitioner)**</p> <p>7) EPF (if applicable)***</p> <p>8) Permit to work in Sarawak for professionals/ sub-professionals who are not Sarawak natives or PR**</p> <p>9) Other supporting information, if any such as equipment, machines and so on</p>	<p>1) Registration certificate *</p> <p>2) Extract Of Business Name/ Holder Agreement Document Shares (for LLPs)*</p> <p>3) Minutes of the most recent Annual General Meeting (for Cooperative types)*</p> <p>4) Form I (IRD 7) which is still valid*</p> <p>5) Bank statement for three (3) months final*</p> <p>6) Professional information along with CV and sub-professionals (please refer to the guidelines to know professionals/ professional requirements)** sub-</p> <p>7) Registration business as professional consultant practitioner, if relevant (please refer to the guidelines to know the requirements for registration as a consulting practitioner)**</p> <p>8) EPF (if applicable)***</p> <p>9) Permit to work in Sarawak for professionals/ sub-professionals who are not Sarawak natives or PR**</p> <p>10) Other supporting information, if any such as equipment, machines and so on</p>

**Use:**

\* Mandatory

\*\* Mandatory if the work requires technical workers/ competence/ special permit

\*\*\* EPF mandatory if the sub-professional is not made up of shareholders/board members

**Table F2. Checklist for Application to Add Category (Consultant Field)**

<b>Company Type Bhd/ Sdn.Bhd</b>	<b>Enterprise Type Company (Individual/ Partnership)</b>	<b>Limited Liability Of Partnership/ Cooperatives/ Corporations</b>
<p>1) Form I (IRD 7) which is still valid*</p> <p>2) Professional information included CV and sub-professional (please refer to the guidelines for professional/sub-professional requirements)**</p> <p>3) Registration of the firm as a professional consultant practitioner, if relevant (please refer to the guidelines to know the requirements for registration as a consultant practitioner)**</p> <p>4) EPF (if applicable)***</p> <p>5) Permit to work in Sarawak for professionals/ sub-professionals who are not Sarawak natives or PR**</p> <p>6) Other supporting information, if any such as equipment, machines and so on</p>	<p>1) Form I (IRD 7) which is still valid*</p> <p>2) Bank statements for the last three (3) months*</p> <p>3) Professional information with CV and sub-professionals (please refer to the guidelines to know professional/ sub-professional requirements)**</p> <p>4) Registration as a professional consultant practitioner, if relevant (please refer to the guidelines to know the requirements for registration as a consultant practitioner)**</p> <p>5) EPF (if applicable)***</p> <p>6) Permit to work in Sarawak for professionals/ sub-professionals who are not Sarawak natives or PR**</p> <p>7) Other supporting information, if any such as equipment, machines and so on</p>	<p>1) Form I (IRD 7) which is still valid*</p> <p>2) Bank statements for the last three (3) months*</p> <p>3) Professional information with CV and sub-professionals (please refer to the guidelines to know professional/ sub-professional requirements)**</p> <p>4) Registration as a professional consultant practitioner, if relevant (please refer to the guidelines to know the requirements for registration as a consultant practitioner)**</p> <p>5) EPF (if applicable)***</p> <p>6) Permit to work in Sarawak for professionals/ sub-professionals who are not Sarawak natives or PR**</p> <p>7) Other supporting information, if any such as equipment, machines and so on</p>

**Use:**

\* Mandatory

\*\* Mandatory if the work requires technical workers/ competence/ special permit

\*\*\* EPF mandatory if the sub-professional is not made up of shareholders/board members

## 2.3 Application for Renewal of the Consultant Field

### 2.3.1 Capital Requirements

The minimum capital requirement for renewal of the Consulting Area is as follows:

<b>Capital Requirements Minimum (RM)</b>	<b>Form of Capital</b>
Over 5,000	<p>i. For Berhad / Sole Proprietorship the form of capital is paid <i>up capital</i>.</p> <p>i. For Enterprise Type Companies (Individuals/ Partnerships)/ Cooperatives/ Corporations the form of capital can include:</p> <ul style="list-style-type: none"> <li>a. Company/firm/cooperative/corporation bank account balance</li> <li>b. Personal Savings including ASB/Tabung Haji and other personal savings (for Enterprise type companies/firms only)</li> </ul>

### 2.3.2 Business License Requirements

The consulting firm must still maintain a Business License (IRD.7) that is relevant to the category of consulting field to be renewed. The IRD.7 must still be valid.

### 2.3.3 Professional/ Sub-Professional Requirements/ Consultant Practitioner Registration

The consulting firm must still maintain a professional/sub-professional/consulting practitioner registration as follows:

#### i. Professional/ Sub-Professional / Consultant Practitioner Registration for Physical Consultant Consultant Field

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
<b>engineering Public</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Civil Engineering or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Civil Engineering</p>	<p>At least one (1) sub-professional who have a degree/diploma in the field Civil engineering/ Structure or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>The company/ firm/ cooperative/ corporation must have registration with the Board</p> <p>Malaysian engineers as consulting practitioners in Field engineering Public</p>
<b>engineering Structure</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Civil/ Structural Engineering or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Civil/Structural Engineering</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field Civil engineering/ Structure or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>The company/ firm/ cooperative/ corporation must have registration with the Board</p> <p>Malaysian engineers as consulting practitioners in Field engineering Structure</p>
<b>engineering Electricity</b>	At least one (1) professional who is the owner of the firm (for firms owned by individuals) or a director	At least one (1) sub-professional who has a degree/	Company/ firm/ cooperative/ corporation must be

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
	<p>(for corporate/nominee owned firms) with the following eligibility:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Electrical Engineering or equivalent and five (5) years of work experience*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Electrical Engineering Field</li> </ul>	<p>diploma in the field Electrical Engineering or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>have registration with the Board Malaysian engineers as consulting practitioners in Field engineering Electricity</p>
<b>engineering Mechanical</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Mechanical Engineering or equivalent and five (5) years of work experience*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Mechanical Engineering Field</li> </ul>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Mechanical Engineering or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>The company/ firm/ cooperative/ corporation must have registration with the Board Malaysian engineers as consulting practitioners in Field engineering Mechanical</p>
<b>engineering Electronic</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Electrical Engineering/Electronic Engineering or equivalent and five (5) years of work experience*;</li> <li>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Electronic Engineering Field</li> </ul>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Electrical engineering/ Electronic Engineering or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>The company/ firm/ cooperative/ corporation must have registration with the Board Malaysian engineers as consulting practitioners in Field engineering Electricity/ Electronic</p>
<b>engineering Chemistry</b>	<p>At least one (1) professional who is the owner of the firm (for firms owned by individuals) or a director</p>	<p>At least one (1) sub-professional who has a degree/</p>	<p>Company/ firm/ cooperative/ corporation must be</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
	<p>(for corporate/nominee owned firms) with the following eligibility:</p> <p>a. Have a degree in Chemical/ Petrochemical Engineering or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Field of Chemical Engineering/ Petrochemical.</p>	<p>diploma in the field Chemical engineering/ Petrochemical or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>have registration with the Board Malaysian engineers as consulting practitioners in Field engineering Chemistry</p>
<b>engineering Mining</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Mining Engineering/ Petroleum/ Mineral Science or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Field of Mining Engineering</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field engineering mining/ Petroleum, Engineering Geology, Mineral Science or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>Company/ firm/ cooperative/ The corporation must be registered with the Board</p> <p>Malaysian engineers as consulting practitioners in Field engineering Mining</p>
<b>engineering Marin</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Marine Engineering/ Nautical Science/ Marine Transport/ Marine Mechanical Technology or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Field of Marine Engineering</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field Marine Engineering/ Sains Nautica/ Marine Transport/ Mechanical Technology Marine or equivalent*</p> <p><i>Use:</i> <i>*Related engineering field</i></p>	<p>The company/ firm/ cooperative/ corporation must have registration with the Board</p> <p>Malaysian engineers as consulting practitioners in Field engineering Marin</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
<b>engineering Geotechnical</b>  (Previously known as <b>engineering Geology</b> )	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Civil Engineering/ Geotechnical or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Field of Civil Engineering/ Geotechnical</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Civil engineering/ Geotechnical or equivalent*</p>	<p>The company/ firm/ cooperative/ corporation must have registration with the Board</p> <p>Malaysian engineers as consulting practitioners in Field engineering public/ Geotechnical</p>
<b>engineering Industry</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Industrial Engineering/ Chemical/ Mechatronics/ Robotics or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Field of Industrial Engineering/ Chemical/ Mechatronics/ Robotics</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Industrial Engineering/ Chemistry/ Mechatronics/ Robotic or equivalent*</p>	<p>/business Companies / cooperatives / corporations must have registration with the Board</p> <p>Malaysian engineers as consulting practitioners in Field engineering Industry/ Chemistry/ Mechatronics/ Robotics</p>
<b>engineering Telecommunication</b>	<p>At least one (1) professional who is a firm owner (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) with the following qualifications:</p> <p>a. Have a degree in the field of Telecommunication Engineering/ Electrical (Communication)/ Electronics or equivalent and experience for five (5) years*;</p> <p>b. Have registration with the Malaysian Engineers Board as <i>Professional Engineers with Practicing Certificate (PEPC)</i> in Electrical and Mechanical Engineering</p>	<p>At least one (1) sub-professional who has a Degree / Diploma in the field engineering Telecommunication/ Electricity (Communications)/ Electronic or equivalent</p>	<p>The company/ firm/ cooperative/ corporation must have registration with</p> <p>Board of Engineers Malaysia as a consulting practitioner in the field engineering Electrical and Mechanical</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
<b>Architect (architecture)</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Architecture or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Malaysian Architects Board as a professional architect</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Architecture or equivalent*</p> <p><i>Use: *Architect field related</i></p>	<p>The company/ firm/cooperative/corporation must have registration with the Board</p> <p>Malaysian Architect as a consulting practitioner in Field of Architecture</p>
<b>Measure Ingredients</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Has a degree in Surveying Materials or equivalent and five (5) years work experience*;</p> <p>b. Have registration with the Malaysian Board of Material Surveyors as a <i>Consultant Quantity Surveyor (CQS)</i></p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Measure Ingredients or equivalent*</p> <p><i>Use: *Related Material Measurement Field</i></p>	<p>The company/ firm/cooperative/corporation must have registration with the Board</p> <p>Surveyor Material Malaysia as a consultant practitioner in Field measuring Material</p>
<b>Measure the Land</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Land Surveying or equivalent and five (5) years of work experience*;</p> <p>b. Have registration with the Sarawak Land Surveyor Board as a professional Land Surveyor</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Land Measurement or equivalent*</p> <p><i>Use: *Land Survey Field Related</i></p>	<p>The company/ firm/cooperative/corporation must have registration with the Board</p> <p>Land surveyor Sarawak as a consultant practitioner in Field measuring Land</p>
<b>Decoration Inner</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in the field of Architecture/ Interior Decoration or equivalent and five (5) years of work experience</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Architecture/ Decoration Internal or equivalent*</p> <p><i>Use: *Decoration field Internally Related</i></p>	<p>The company/ firm/cooperative/corporation must have registration with the Board</p> <p>Malaysian Architect as a consulting practitioner in Field Decoration Inner</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
	<p>year*;</p> <p>b. Have registration with the Malaysian Board of Architects as a Professional in the field of Interior Decoration</p>		
<b>Architect</b> <b>Landscape (previously known as field Planning landscape)</b>	<p>At least one (1) professional who is a firm owner (for individually owned firms) or director (for corporate/nominee owned firms) with the following eligibility:</p> <p>a. Have a degree in Architecture/Landscape Architecture or equivalent and work experience for three (3) years*;</p> <p>b. Have registration with the Malaysian Board of Architects or the Malaysian Institute of Landscape Architects</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Architecture/ Architecture Landscape or equivalent*</p> <p><i>Use:</i>  <i>*Architect field Related Landscapes</i></p>	<p>The company/ firm/ cooperative/corporation must have registration with the Board</p> <p>Malaysian Architect or Institute Landscape Malaysia as a consulting practitioner</p>
<b>Planning City And Region/ Planning</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Urban Planning or equivalent and work experience for five (5) years*;</p> <p>b. Have registration with the Malaysian Town Planning Board as a Registered Town Planner</p> <p>c. Have registration with the State Planning Authority of Sarawak as a Professional in the field of Urban/Regional Planning</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Urban Planner or equivalent*</p> <p><i>Use:</i>  <i>*Planning Field City And Region Related</i></p>	<p>The company/ firm/ cooperative/corporation must have registration with the Board</p> <p>Planning Malaysian cities and State Planning Authority Sarawak as a consultant practitioner in Field Planning City And Region</p>
<b>Nature Study Sekitar (EIA)</b>	<p>1. Have at least one (1) professional who is a firm owner (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) who covers a combination of any three (3) areas of expertise/discipline from the four (4) the following fields of expertise/discipline and one of the Professionals must be registered with the Natural Resources And Environmental Board</p>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Science, Planning, Engineering, Socio-Economy or equivalent</p>	<p>Companies/firms/ cooperatives/ corporations must have registration with Natural Resources And Environmental Board Sarawak (NREB) as a consultant practitioner in Field Around know</p>

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
	<i>Sarawak (NREB):</i>		
	has. Healthy:	At least one (1) professional with a degree in Environment, Ecology, Zoology, Botany, Chemistry, Physics, Fisheries, Ocean (Marine), Forestry or equivalent and five (5) years of work experience*.	<p>b. Planning:</p> <p>At least one (1) professional with a degree in Architecture, Geography, Land Surveying, Town &amp; Country Planning or equivalent and five (5) years of work experience*.</p> <p>c. Engineering:</p> <p>At least one (1) professional with a degree in the field of Environment, Civil, Electrical, Mechanical, Chemical, Agricultural, Petroleum, Mining or equivalent and five (5) years of work experience*.</p> <p>d. Socio Economy:</p> <p>At least one (1) professional with a degree in Economics, Social Sciences, Resource Economics, Material Survey, Anthropology or equivalent and five (5) years of work experience*.</p>
<b>Management Project: (Engineering Public) (Architect)</b>	2. Professionals who have more than one (1) qualification for the above specialization/discipline are allowed	3. For professionals whose service ethics are controlled by the Board/ Professional Institute are required to be registered with the respective Professional Institute Board	1. Have at least one (1) professional who is the owner of the firm (for firms owned by individuals) or
			At least one (1) sub-professional who has a degree/diploma in the field

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
<b>(Electrical) And others project management</b>	<p>director (for corporate owned/nominated firms) which includes a combination of two (2) professional groups according to the type of project management field selected:</p> <p>a. Professional Group Infrastructure:  At least one (1) professional with a degree in the field of Engineer/ Architect/ Material Surveyor and other related project management certification and five (5) years of work experience*.</p> <p><i>Example: If applying for Project management (Civil Engineering), professionals must be professionals in the field of civil engineering</i></p> <p>b. Management Group/ Financial Analyst:  At least one (1) professional with a degree in Economics, Financial Analysis, Law and other relevant fields and five (5) years of work experience*.</p> <p>2. Professionals who have more than one (1) qualification for the professional group above are allowed</p> <p>3. For professionals whose service ethics are controlled by the Board/ Professional Institute are required to be registered with the respective Professional Institute Board</p>	related to Infrastructure/ Management/ Analysis Finance or equivalent	

**Use:**

1. Professionals/ sub-professionals who are not among the owners/ shareholders/ members of the board of directors need to contribute to the EPF.
2. Professionals/sub-professionals who are not natives of Sarawak must submit a Work Permit in Sarawak (including if the technical employee is an owner/shareholder/board member). If residing in Sarawak, the applicant must submit proof of being a Permanent Resident (PR).
3. Work experience must be proven by using *Curriculum Vitae (CV)*\*
4. Professional registration and registration as a consultant practitioner must be still validity.
5. All degrees/diplomas must be recognized by the government from institutions higher education
6. For companies with **MULTI DISCIPLINARY** or **BODY CORPORATE** status, the firm owner

Category	Professional	Sub-Professional	Registration As a Practitioner Consultant
<b>registered with a specialized board must hold a minimum equity share of 70%</b>			
<b>Example:</b>			
	Types of Engineering Consulting Firms	Improvement of Registration Conditions With the Ministry of Finance	
	Limited Liability Partnership/Partnership (PLT)	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party	
	Limited Liability Partnership/Partnership (PLT) multi discipline	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate.  b) The next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.	
	Company Sdn. Bhd.	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Do not allow overlap of fields for owners, management and staff.	
	Company Sdn. Bhd. multi discipline	a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.  c) Allowed overlap of fields for owners, management and staff.	

***i. Professional/ Sub-Professional/ Consultant Practitioner Registration  
for Non-Physical Consultants***

Category	Professional	Sub-Professional	Registration Practitioner Consultant
<b>Economic Studies</b>	At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications: <ol style="list-style-type: none"> <li>Have a degree in Economics/ Business Management or equivalent and three (3) years of work experience*</li> <li>A degree other than the field above must have at least five (5) years of work experience in a related field*.</li> </ol>	At least (1) a sub-professional who has a diploma in degree/ the field <i>Economics/ Management Business or equivalent</i>	
<b>Research Community (previously known as field Research social)</b>	At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications: <ol style="list-style-type: none"> <li>Have a degree in Economics/ Social Sciences/ Management/ Business Management or equivalent and three (3) years of work experience*</li> <li>A degree other than the field above must have at least five (5) years of work experience in a related field*.</li> </ol>	At least (1) a sub-professional with a degree/ diploma in the field <i>Economics/ Social Science/ Management/ Management Business or equivalent</i>	
<b>Resource Study Man</b>	At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications: <ol style="list-style-type: none"> <li>Have a degree in Human Resources/ Management/ Organizational Management/ Social Science/ Business Management or equivalent and three (3) years of work experience*</li> <li>A degree other than the field above must have at least five (5) years of work experience in a related field*</li> </ol>	At least (1) a sub-professional Which diploma in degree/ have a the field <i>Source Man/ Management/ Management Organization/Social Science/ Business Management or equivalent</i>	
<b>Health Sciences/ Planning Medicine</b>	At least one (1) professional who is a firm owner (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) who has a degree in Science  <i>Medicine/ Medical Electronic/ Architect or equivalent and five (5) years of work experience*</i>	At least (1) a sub-professional with a degree/ diploma in the field  <i>Medical Science Electronic/ Architect or equivalent</i>	

Category	Professional	Sub-Professional	Registration Practitioner Consultant
<b>Property Valuation/ Property</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Management/ Investment/ Valuation Real estate or equivalent and work experience for three (3) years*.</p> <p>b. A degree other than the field above must have at least five (5) years of work experience in a related field*.</p> <p>c. Have registration with the Board of Valuers, Appraisers, Real Estate Agents and Property Managers (LPPEH)</p>	<p>At least one (1) sub-professional who has a degree/ diploma in the field</p> <p>Management/ Investment/ Valuation Real estate or equivalent*</p> <p><i>Use:</i> <i>*Evaluation Area Property/ Property Related</i></p>	
<b>Agricultural Studies</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in Agricultural Science/ Horticulture/ Agribusiness or equivalent and three (3) years of work experience*</p> <p>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</p>	<p>At least (1) a sub-professional who has a diploma in degree/ the field</p> <p>Science Agriculture/ Horticulture/ Business Farmer or equivalent</p>	
<b>Resource Study Original/ Recreational &amp; Parks</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <p>a. Have a degree in the field of Parks and Recreation Science/ Natural Resource Management/ Geoscience/ Mining/ Public Parks Management/ Mineral Science/ Aquatic Science or equivalent and three (3) years of work experience*</p> <p>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</p>	<p>At least (1) a sub-professional with a degree/ diploma in the field</p> <p>Garden Science And Recreation/ Management Natural Resources/ Geoscience/ mining/ Management Park- Public Park/ Science Minerals/ Aquatic Science or equivalent</p>	
<b>Research Telecommunication ( This follow kejuruteraan telco however</b>	At least one (1) professional who is the firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) who	At least (1) a sub-professional who has a diploma in degree/ the field	

Category	Professional	Sub-Professional	Registration Practitioner Consultant
<b>mof follow ICT studies requirement)</b>	have a degree in the field Telecommunications/ Broadcasting/ Electrical (telecommunications)/ Electronics or equivalent with minimum work experience of five (5) years*	Telecommunication/ Broadcasting/ Electricity (telecommunications)/ Electronics or equivalent with a minimum work experience of five (5) years*	
<b>ICT studies</b>	At least one (1) professional who is the owner of the firm (for an individual-owned firm) or a director (for a corporate/nominee-owned firm) who has a degree in the field	At least (1) a sub-professional with a degree/diploma in the field	
	Computer or equivalent with minimum work experience of five (5) years*	Computer or equivalent with minimum work experience of five (5) years*	
<b>Research Legislation (previously known as the field of Law-Law)</b>	At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:  a. Have a degree in Law/Legal and field or equivalent work experience for three (3) years*	At least (1) a person sub-professional Which a diploma degree/ have in the field Law/ Legislative or equivalent	
	b. A degree other than the field above must have at least five (5) years of work experience in a related field*		
<b>Safety Dan's Job Environment</b>	At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:  a. Have a degree in the field of Risk Management/ Service/ Security/ Strategic or equivalent and three (3) years of work experience*	At least (1) a sub-professional who has a diploma in degree/ the field Management Services/ Risk/ Security/ Strategic or equivalent	
	b. A degree other than the field above must have at least five (5) years of work experience in a related field*		
	c. Have with the registration Department of Occupational Safety & Health (DOSH)		
<b>Laboratory Studies</b>	At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:	At least (1) a sub-professional Which a diploma degree/ have in the field Chemistry or equivalent	
	a. Have a degree in Chemistry or equivalent and five (5) years of work experience*		
	b. Have registration		

Category	Professional	Sub-Professional	Registration Practitioner Consultant
	as a chemist with Malaysian Institute of Chemistry		
<b>Management Quality</b>	<p>At least one (1) professional who is the owner of the firm (for individually owned firms) or director (for firms owned by the corporation/nominee) with the following eligibility:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Management or equivalent and work experience in ISO for five (5) years*</li> <li>b. Have registration with the Malaysian Standards Department (SIRIM)</li> </ul>	<p>At least (1) a professional with a sub-degree/diploma in the field</p> <p>Management or equivalent</p>	
<b>Auditing</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Accounting or equivalent and five (5) years of work experience*</li> <li>b. Have registration with the Malaysian Institute of Accountants</li> <li>c. Has a certificate as an auditor from the National Accountant Department of Malaysia</li> </ul>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Accounting or equivalent</p>	<p>The company/firm/cooperative/corporation must have registration with Institute Accountant Malaysia as a consulting practitioner</p>
<b>Accounting</b>	<p>At least one (1) professional who is a firm owner (for individual owned firms) or director (for corporate/ nominally owned firms) with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Accounting or equivalent and five (5) years of work experience*</li> <li>b. Have registration with the Malaysian Institute of Accountants</li> </ul>	<p>At least one (1) sub-professional who has a degree/diploma in the field</p> <p>Accounting or equivalent</p>	<p>The company/firm/cooperative/corporation must have registration with Institute Accountant Malaysia as a consulting practitioner</p>
<b>Management</b>	<p>At least one (1) professional who is a shareholder/owner of a company/ firm with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Have a degree in Management/ Business or Management equivalent and three (3) years of work experience*</li> <li>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</li> </ul>	<p>At least (1) a professional who has a sub-degree/diploma in the field</p> <p>Management/ Management Business or equivalent</p>	

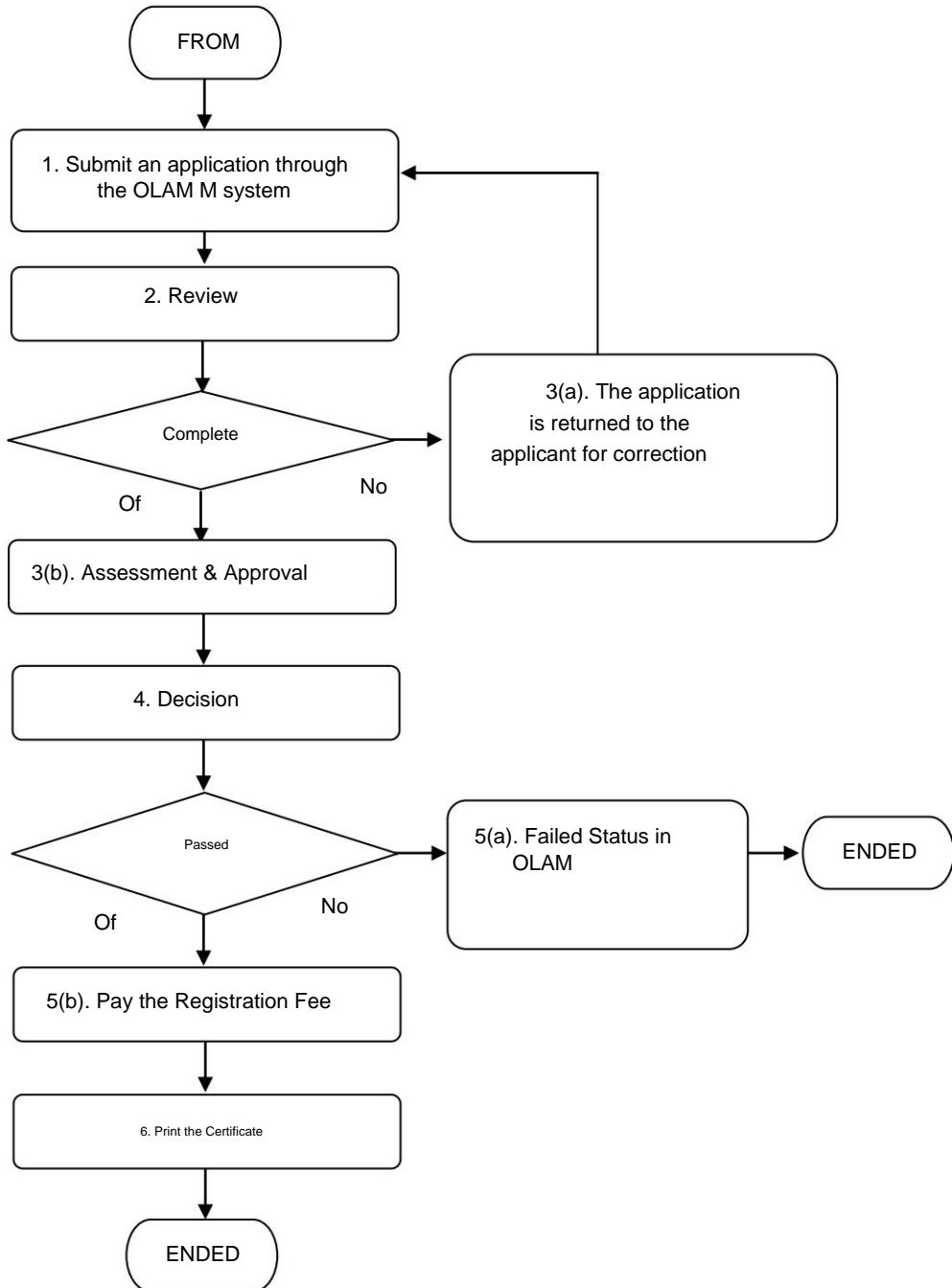
Category	Professional	Sub-Professional	Registration Practitioner Consultant
<b>Management Marin</b>	<p>At least one (1) professional who is a shareholder/ owner of a company/ firm with the following qualifications:</p> <p>a. Have a degree in Science/ Marine Science/ Nautical Science/ Applied Science/ Marine/ Marine Engineering Technology or equivalent and three (3) years of work experience*</p> <p>b. A degree other than the field above must have at least five (5) years of work experience in a related field*</p>	<p>At least (1) a professional who has sub-a degree/diploma in the field</p> <p>Science/ Marine Science/ Science Nautical/ Applied Science/ Technology Marin/ Marine Engineering or equivalent</p>	

**Use:**

1. Professionals/ sub-professionals who are not among the owners/ shareholders/ members of the board of directors need to contribute to the EPF.
2. Professionals/sub-professionals who are not natives of Sarawak need to submit a Work Permit in Sarawak (including if technical employees are owners/shareholders/members of the board of directors). If residing in Sarawak, the applicant must submit evidence as a *Permanent Resident (PR)*.
3. Work experience must be proven by using *Curriculum Vitae (CV)\**
4. Professional registration and registration as a consultant practitioner must be still validity.
5. All degrees/diplomas must be recognized by the government from institutions higher education
6. For companies with *MULTIDISCIPLINARY* or *BODY CORPORATE* status, the owner of a firm registered with a specialized board must hold a minimum of 70% equity shares

**Example:**

Types of Engineering Consulting Firms	Improvement of Registration Conditions With the Ministry of Finance
Partnership/Limited Liability Partnership (PLT)	<p>a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party</p>
Partnership/Limited Liability Partnership (PLT) multi discipline	<p>a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate.</p> <p>b) The next 30% can be owned by any party.</p> <p>c) Allowed overlap of fields for owners, management and staff.</p>
Firma Sdn Bhd.	<p>a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.</p> <p>c) Do not allow overlap of fields for owners, management and staff.</p>
Firma Sdn Bhd multi discipline	<p>a) 70% of the shares must be owned by professionals who have an Engineering Practice Certificate b) the next 30% can be owned by any party.</p> <p>c) Allowed overlap of fields for owners, management and staff.</p>

**Consultant Field Renewal Registration Process Flow Chart**

## 2.4 Checklist for Application for Renewal of Consultant Field

**Table F3. Renewal Application Checklist (Consultant Field)**

Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	Limited Liability Of Partnership/ Cooperatives/ Corporations
<p>1) The latest SSM Corporate Info*</p> <p>2) Form I (IRD 7) which is still valid*</p> <p>3) Professional information included CV and sub-professional (please refer to the guidelines for professional/sub-professional requirements)**</p> <p>4) Registration of the firm as a consultant practitioner professional, if relevant (please refer to the guidelines for registration requirements as a consulting practitioner)**</p> <p>5) EPF (if applicable)***</p> <p>6) Permit to work in Sarawak for professionals/sub-professionals who are not natives Sarawak or PR**</p> <p>7) Other supporting information, if any such as equipment, machines and so on</p>	<p>1) Form R22*</p> <p>2) Extract Of Business Name</p> <p>3) Form I (IRD 7) which is still valid*</p> <p>4) Bank Statement for the last three (3) months*</p> <p>5) Professional information along with CV and sub-professionals (please refer to the guidelines to know professional/sub-professional requirements)**</p> <p>6) Registration of the firm as a professional consultant practitioner, if relevant (please refer to the guidelines to know the requirements for registration as a consultant practitioner)**</p> <p>7) EPF (if applicable)***</p> <p>8) Permit to work in Sarawak for professionals/sub-professionals who are not Sarawak natives or PR**</p> <p>9) Other supporting information, if any such as equipment, machines and so on</p>	<p>1) Registration Certificate *</p> <p>2) Extract Of Business Name/ Holder Agreement Document Shares (for LLPs) *</p> <p>3) Minutes of the most recent Annual General Meeting (for type Cooperative)*</p> <p>4) Form I (IRD 7) which is still valid*</p> <p>5) Bank Statement for the last three (3) months*</p> <p>6) Professional information included CV and sub-professional (please refer to the guidelines for professional/sub-professional requirements)**</p> <p>7) Firm registration as a consultant practitioner professional, if relevant (please refer to the guidelines for registration requirements as a consulting practitioner)**</p> <p>8) EPF (if applicable)***</p> <p>9) Permit to work in Sarawak for professionals/sub-professionals who are not natives Sarawak or PR**</p> <p>10) Other supporting information, if there are such as equipment, machines and so on</p>

Use:

\* Mandatory

\*\* Mandatory if the work requires technical workers/ competence/ special permit

\*\*\* EPF mandatory if the sub-professional is not made up of shareholders/board members

## 2.5 Application for Change of Consultant Field

Consulting Firms can make Change Requests as follows:

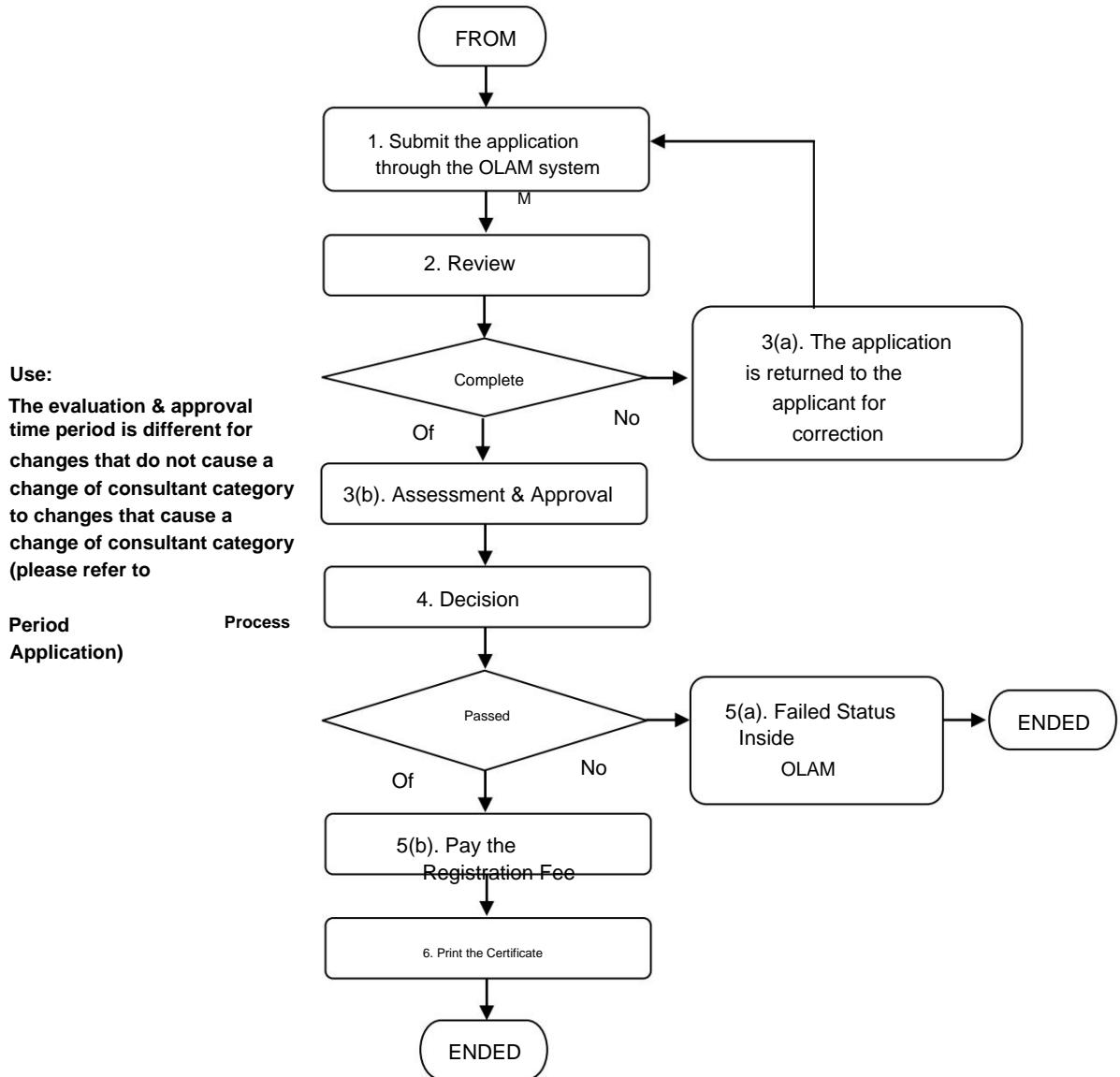
- a. Change of registered address
- b. Change of Shareholders/ Directors

**Note: If there is a total change of shareholders/equity, then the company/firm/cooperative/corporation needs to apply for New Registration.**

- c. Update company information (technical/competent employees and other authorized information
- d.

)

## 2.6 Process Flow Chart of Application for Change of Consultant Field



## 2.7 Checklist for Application for Change of Consultant Field

Table F4-Change Request		
<b>1. Change of Company Name/ Registration Address</b>		
Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	<i>Limited Liability Of Partnership/ Koperasi/ Corporation</i>
1. The latest SSM Corporate Info showing the new name/address*	1. Latest R22 form showing New name/address*	1. Latest Registration Certificate showing new name/address*
Use: * Mandatory		

<b>2. Changes in Shareholders/Company Owners</b>		
Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	<i>Limited Liability Of Partnership/ Cooperative/ Body/ Association</i>
1. The latest SSM Corporate Info showing the names of the New shareholders*	1. The latest Extract Of Business Name (Exchange has been updated)	1.Extract Of Business Name/ Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative type) showing the name of the new owner*
Use: * Mandatory		

<b>3. Change of Company Director</b>		
Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	<i>Limited Liability Of Partnership/ Koperasi/ Corporation</i>
1. The latest SSM Corporate Info showing the names of the New share directors*	-Irrelevant-	1.Extract Of Business Name/ Shareholder Agreement Document (for LLP) Minutes of the most recent Annual General Meeting (for Cooperative types) showing the name of the new director/ top management (Chairman, Deputy, Treasurer, Secretary (for cooperatives/ associations)*
Use: * Mandatory		

## 2.8 Foreign Ownership

The permitted foreign equity is as follows:

- (a). Not exceeding thirty percent (30%) of the total paid-up capital or capital accumulated
- (b). Not exceeding fifty-one percent (51%) of the total paid-up capital or accumulated capital for ASEAN countries is allowed
- (c). For countries under the Free Trade Agreement (FTA) as follows:
  - Malaysia-Australia – foreign equity does not exceed 49%
  - ASEAN-Australia-New Zealand – foreign equity does not exceed 49%
  - ASEAN-Korea – foreign equity does not exceed 30%
  - ASEAN-China – foreign equity does not exceed 30%
  - Malaysia – Pakistan – foreign equity does not exceed 49%
  - Malaysia – Japan – foreign equity does not exceed 30%
  - Malaysia – New Zealand – foreign equity does not exceed 49%

Note: Subject to laws/regulations in force from time to time  
current

## 2.9 Engagement

Involvement refers to companies/firms/cooperatives/corporations as well as company personnel (shareholders/directors/technical workers/competent workers) who have more than one registration in the same field/involved in other companies/firms/cooperatives/corporations that have registration fields The same.

### 2.9.1 Involvement In Consulting Firms That Are Registered With UPKJ In The Same Consulting Field Category

Applications will not be considered if:

- a. The company's shareholders own stocks/shares exceeding 5% or RM50,000 (whichever is less) in any company/firm that has been registered with UPKJ in the field applied for.
- b. Parent Company/ Associate Company/ Holding Company/ Subsidiary of a business who have been registered with UPKJ in the field applied for.
- c. A member of the Board of Directors of the company applying to hold any position whether executive/non-executive in a company/firm that has been registered with UPKJ in the field applied for.
- d. Management members or professional/sub-professional employees who apply to hold any position in companies that have been registered with UPKJ in the field same

Exemption from involvement is given if the personal is a government representative (*Government Representative*) in a company/subsidiary belonging to a government agency.

### 2.9.2 Involvement With Work / Mechanical / Electrical / Supply And Services

Applications will not be considered if:

- a. Consulting firms including shareholders, directors, professionals and sub-professionals are involved with companies/firms/cooperatives/corporations that have been registered with the field of consulting under the category equivalent to any field of work, mechanical, electrical and supply and service.

---

**Examples of Engagement With Work Areas:**

*Has been registered under the field of consultants for the civil engineering category and at the same time also registered under the field of work*

**Examples of Involvement With the Mechanical Field:**

*Was registered under consultant field for mechanical engineering category and at the same time also registered under mechanical field.*

**Examples of Involvement With the Electrical Field:**

*Has been registered under the consultant field for the electrical engineering category and at the same time also registered under the electrical field.*

**Examples of Involvement With the Field of Supply and Services:**

*Has been registered under the consulting field for the infrastructure management study category (ICT) and at the same time also registered under the field of supply and services under head X sub-head 3 (Digital Solutions Development, Provision and Support)*

b. Shareholders who have been registered under the consulting field but want to be involved in the work/mechanical/electrical field need to submit a Letter of Authorization to Invest from the relevant professional body.

Subject if there is such a letter issued. If the professional body/professional agency does not issue the letter, then condition (a) is applicable.

# SECTION G: APPLICATION GUIDELINES BUMIPUTERA STATUS

## 1 UPKJ Bumiputera Status Recognition

UPKJ Bumiputera status is a privilege given to companies/firms/cooperatives/corporations if they have met the conditions that have been set and NOT a RIGHT according to the individual's birth status as Bumiputera.

### 1.1 Application Conditions for UPKJ Bumiputera Status Recognition

**Companies/firms/cooperatives/corporations must comply with the Status registration requirements Bumiputera UPKJ as follows:**

#### 1.1.1 If Share Ownership Is Individual:

1.1.1 If the shareholder is an individual:

- a. The majority or at least 51% of the shares/equity is held by Sarawakian Bumiputera and the main shareholder must be Sarawakian Bumiputera.
- b. The majority or at least 51% of the members of the board of directors are made up of Bumiputera Sarawak c. The majority or at least 51% of the management members are composed from Bumiputera Sarawak
- d. The majority or at least 51% of the employees consist of Native of Sarawak.
- e. The majority or at least 51% of financial management is dominated by Bumiputera Sarawak (company check signatories in the Bank Report or Company Check Signatory Declaration Letter or *Director's Resolution*)

#### 1.1.2 If Share Ownership is Corporate/ Nominee

- a. The majority or at least 51% of the largest equity/shares are held by companies/cooperatives/corporations owned by Bumiputera Sarawak.
- b. The majority or at least 51% of the members of the board of directors are composed of Bumiputera Sarawak

- c. The majority or at least 51% of the management members are composed from Bumiputera Sarawak
- d. The majority or at least 51% of the employees consist of Native of Sarawak.
- e. The majority or at least 51% of financial management is dominated by Bumiputera Sarawak (company check signatories in the Bank Report or Company Check Signatory Declaration Letter or *Director's Resolution*)

### **1.1.3 Must Pass Bumiputera Status Interview/ Pass Premises Visit**

- a. Applicants must **pass the bumiputera status interview/premises visit**.
- b. For the interview, the applicant must attend the interview on the date that has been set. Rescheduling the interview date once confirmed (if unable to attend the interview) is only allowed once before a period of three (3) days from the original interview date. New date change requests can be made through the OLAM system.

*Example:*

- *Confirmed interview date : 23.03.2022*
- *Rescheduling the interview date after confirmation on or before 20.03.2022*
- *New selected date: 26.03.2022*

Failure to attend the interview will cause the bumiputera status application to FAIL.

- c. Premises visits are only for certain cases.
- d. If you fail the bumiputera status interview/premises visit, re-application is only allowed after a period of six (6) months. This is to make sure the applicant as the owner/director of the company gives full commitment and prepares himself with the necessary experience and knowledge especially in the management and operation of the company before applying for Bumiputera status in the future.

*Use:*

ÿ Bumiputera Status re-interview is required if a company/firm/cooperative/corporation applies for registration under the field of work/mechanical/electrical even though it already has Bumiputera Status for the supply and service field.

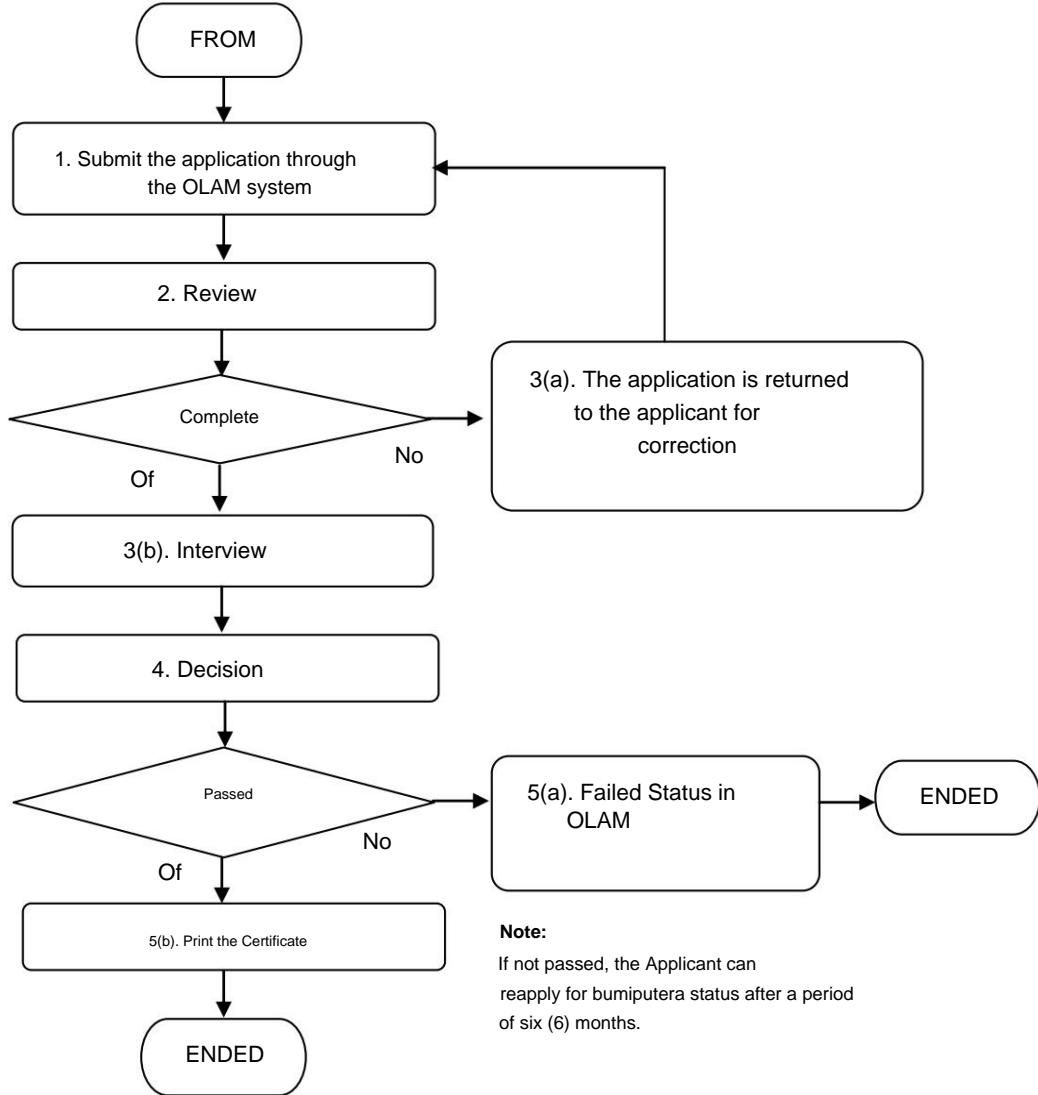
ÿ *However, if the company/firm/cooperative/corporation has Bumiputera Status under the work/mechanical/electrical field, the Bumiputera Status interview for new applications in the supply and service field is not required.*

---

ÿ *The consultant field does not have Bumiputera Status.*

ÿ *Any change of interview date is only allowed within two (2) weeks from the original confirmed date.*

## Bumiputera Status Application Flow Chart



## 1.2 UPKJ Bumiputera Status Application Checklist

**Table G1. Bumiputera Status Application Checklist**

Company Type Bhd/ Sdn.Bhd	Enterprise Type Company (Individual/ Partnership)	Limited Liability Of Partnership/ Cooperatives/ Corporations
<p>1. The latest SSM Corporate Info*</p> <p>2. Bank statement or financial signature confirmation letter/ company check that has been certified by the Bank (with the following information):*</p> <ul style="list-style-type: none"> <li>a. The name of the company/ cooperative/corporation along with the no. registration</li> <li>b. Bank name, no. account and the date the account was opened</li> <li>c. Name of owner and share handle</li> <li>d. The authorized nominee contests the cheque</li> <li>e. <i>Signatory condition</i></li> </ul> <p>3. EPF (If applicable)** Birth certificate of owner/ holder 4. shares/ director*</p> <p>5. Image</p> <ul style="list-style-type: none"> <li>a. outside the office building (front door),</li> <li>b. in the office,</li> <li>c. outside the building (from a distance - visible office area).</li> </ul>	<p>1. Extract Of Business Name</p> <p>2. Bank statement or confirmation letter financial signature/company check that has been certified by the Bank (with the following information):*</p> <ul style="list-style-type: none"> <li>a. The name of the company/ cooperative/corporation along with the no. registration</li> <li>b. Bank name, no. account and the date the account was opened</li> <li>c. Name of owner and share handle</li> <li>d. The authorized nominee contests the cheque</li> <li>e. <i>Signatory condition</i></li> </ul> <p>3. EPF (If applicable)** Birth certificate of owner/ holder 4. shares/ director*</p> <p>5. Image</p> <ul style="list-style-type: none"> <li>a. outside the office building (front door),</li> <li>b. in the office,</li> <li>c. outside the building (from a distance - visible office area).</li> </ul>	<p>1. Registration certificate *</p> <p>2. Extract Of Business Name / Dokumen Shareholders Agreement (for LLP)*</p> <p>3. Bank statement or confirmation letter financial signature/company check that has been certified by the Bank (with the following information):*</p> <ul style="list-style-type: none"> <li>a. The name of the company/ cooperative/corporation along with the no. registration</li> <li>b. Bank name, no. account and date account opened</li> <li>c. Name of owner and share handle</li> <li>d. The authorized nominee contests the cheque</li> <li>e. <i>Signatory condition</i></li> </ul> <p>4. EPF (If applicable)**</p> <p>5. Birth certificate of owner/ shareholder/ director*</p> <p>6. Image</p> <ul style="list-style-type: none"> <li>a. outside the office building (front door),</li> <li>b. in the office,</li> <li>c. outside the building (from a distance - visible office area).</li> </ul>

Use:

\* Mandatory

\*\* Mandatory if you contribute to the EPF

## 1.3 UPKJ Bumiputera Status Update

Renewal of bumiputera status is automatic when a company/firm/cooperative/corporation make a renewal application for the field that has been registered.

## 1.4 Change Application For Companies/ Firms/ Cooperatives/ Corporations That Have UPKJ Bumiputera Status

Bumiputera Status will be revoked if the company/firm/cooperative/corporation no longer complies with the mandatory conditions of Bumiputera Status (Refer to 1.1.1 and 1.1.2).

A Bumiputera Status re-interview is required if there is a major shareholder/equity change *in* the company/firm/cooperative/corporation.

# APPENDIX I: CLASSIFICATION UPKJ REGISTRATION DETAILS

## 1 FIELD OF WORK

<b>HEAD I:</b> <b>CIVIL ENGINEERING WORKS</b>	
<b>Sub-Head</b>	<b>Work description</b>
1	General Civil Engineering Works including Piling
2a(i)	Bridges - Construction
2a(ii)	Bridges - Repair & Maintenance
2b(i)	Wharfs/Jettie and other – Construction
2b(ii)	Wharfs/Jettie and other – Repair & Maintenance
2c(i)	Flyover – Construction
2c(ii)	Flyover - Repair & Maintenance
3a(i)	Protection Works/Reservoir – Sea / Riverwalls
3a(ii)	Protection Works/Reservoir – Retaining walls
3b	Service Reservoirs
3c	Dams / Water Retaining Structures
4a	Water Works – Pipe-laying works
4b	Water Works – Water mains
4c	Water Works – Other Related Works
5a	Other Specialist Engineering works – Geotechnical works
5b	Other Specialist Engineering works – Underground Tunnelling / Drilling
6	Gas Pipe Laying

<b>CHAPTER II :</b> <b>BUILDING WORKS</b>	
<b>Sub-Head</b>	<b>Work description</b>
1a	Non-Reinforced Concrete Framed structure.
1b	Pre-fabricated Timber Buildings
1c	Pre-fabricated/Fabricated Steel Structure
2a	Reinforced Concrete Framed Buildings
2b	Pre-fabricated Concrete Buildings
3a	High Rise Building (Exceeding 4-Storrees)-Repainting/Repair/Maintenance
3b	High Rise Building (Exceeding 4-Storrees)-Demolition
3c	High Rise Building (Exceeding 4-Storrees)-Other related works
4	Plumbing & Sanitary Works
5a	Low Rise Building (Not Exceeding 4-Storrees)-Repainting/Repair/Maintenance
5b	Low Rise Building (Not Exceeding 4-Storrees)-Demolition
5c	Low Rise Building (Not Exceeding 4-Storrees)-Other related works
6a	Fencing Works
6b	Others

7	Bustop Sheds &	Other Related Structures
---	----------------	--------------------------

<b>CHAPTER III:</b> <b>ROAD WORKS/EARTHWORKS</b>		
<b>Sub-Head</b>	<b>Work description</b>	
1a	Earthworks – Levelling	& Earthworks
1b	Earthworks – Site Clearing	
1c	Earthworks – Jungle Felling &	Terracing
1 d	Earthworks – Farm Road/Gravel Road	
1e	Earthworks – Other Related Works, Sand-filling, etc	
2a	Road Works – Asphaltic Coatings	
2b	Road Works – Bituminous Road	
2c	Road Works – Other Materials Associated With Road Construction	
2d	Road Works – Repair &	Maintenance
3a	Footpath - Earth	
3b	Footpath - R.C.	
3c	Footpath -Plankwalk	
4a	Miscellaneous – Construction, Repair &	Maintenance of Road-Railing
4b	Miscellaneous – Road Lining &	Associated Works
4c	Miscellaneous – Construction, Repair &	Maintenance of road Kerbs/Dividers

<b>CHAPTER IV:</b> <b>DRAINAGE &amp; IRRIGATION WORKS</b>		
<b>Sub-Head</b>	<b>Work description</b>	
1a	River - Clearing/ Widening	
1b	Drainage - Clearing /	Widening
2a	Drainage /Irrigation - Construction	
2b	Hydraulic Structures - Construction	
3	Sewerage Works	
4a	Drain /Culvert - Construction	
4b	Drain / Culvert- Maintenance	

<b>CHAPTER VI:</b> <b>REFORESTATION (FORESTRY) &amp; LANDSCAPING WORKS</b>		
<b>Sub-Head</b>	<b>Work description</b>	
1	Establishment/Maintenance of	Nursery (Seedlings)
2	Planting, Replanting &	Maintenance
3	Sivilcultural Treatment	
4	Maintenance of	Forest Reserve &Forest Boundaries
5a(i)	Landscaping – Construction	
5a(ii)	Landscaping – Maintenance	
5b	Grass- cutting	

5c	Landscaping - Pruning & Management of Ornamental Trees/Plants
5d	Landscaping - Turfing
6	Playground

**CHAPTER VIII :**  
**TELECOMMUNICATION WORKS**

<b>Sub-Head</b>	<b>Work description</b>
1a	Telecommunication Works – Construction
1b	Telecommunication Works – Maintenance
2a	Fiber Equipment - Installation/Repair/Maintenance
2b	Radio Frequency (FR) Antenna - Installation/Repair/Maintenance
2c	Microwave Dish/Wireless Backhaul - Installation/Repair/Maintenance
2d	Very Small Aperture Terminal (VSAT) - Installation/Repair/Maintenance
2e	Base Station Telecommunication Equipment - Installation/Repair/Maintenance
2f	Wireless Equipment - Installation/Repair/Maintenance
2g	<b>Others (Note: This subhead has been cancelled)</b>
3a	Overhead Fiber Works
3b	Underground Fiber Works

**HEAD IX:**  
**FACILITIES MANAGEMENT**

<b>Sub-Head</b>	<b>Work description</b>
1	General Building and Infrastructure Facilities
2	Healthcare Facilities

## 2 MECHANICAL FIELD

<b>Kepala V:</b> <b>MECHANICAL WORKS AND OTHER SPECIALIST WORKS</b>		
<b>Sub-Head</b>	<b>Work description</b>	
1a	Genset Installation, Repair & Maintenance – limit	No
1b	Genset Installation, Repair & Maintenance –	Up to 5MW
1c	Genset Installation, Repair & Maintenance –	Up to 1MW
1 d	Genset Installation, Repair & Maintenance –	Up to 150 KW
2a	Treatment Plants – Water Treatment Plants	
2b	Treatment Plants – Sewage Treatment Plants	
3	Air-conditioning: Installation, Repair &	Maintenance
4	Lifts/ Escalator: Installation, Repair &	Maintenance
5a	Traffic Lights Installation, Repair &	Maintenance
5b	Street Lighting	
5c	HT Flood-Lighting System	
6	Fire Protection System	
7	Repair and Rewinding of	Motors and Alternators
8	Other Specialist Works:- *PABX & other Telecommunication systems *Kitchen & Laundry *Maintenance of Pools *Etc	
9a	Fountain Works :-	Construction Commission
9b	Fountain Works :-	Repair and Maintenance
10a	Computer Networking	:- Supply, install, commission
10b	Computer Networking	:- Repair and maintenance

### 3 ELECTRICAL FIELD

Chapter VIIA: ELECTRICAL WORKS (BUILDING)	
Sub-Head	Work description
1	Building Electrical Works
2a	Wiring & Installation – Motors
2b	Wiring & Installation – Pumps etc

Kepala VIB ELECTRICAL WORKS (TRANSMISSION/DISTRIBUTION SYSTEM)	
Sub-Head	Work description
<b>Cable Jointing</b>	
1a	Cable Jointing – No Limit
1b	Cable Jointing – Up to 33 KV
1c	Cable Jointing – Up to 11 KV
1d	Cable Jointing – Up to 415 IN
<b>Overhead Lines</b>	
2a	Overhead Line - No Limit
2b	Overhead Line - Up to 33 KV
2c	Overhead Line - Up to 11 KV
2d	Overhead Line - Up to 415 IN
<b>Underground Cabling</b>	
3a	Underground Cabling - No Limit
3b	Underground Cabling - Up to 33 KV
3c	Underground Cabling - Up to 11 KV
3d	Underground Cabling - Up to 415 IN
<b>Switchgear &amp; Substation</b>	
4a	Switchgear & Substation – limit
4b	Switchgear & Substation – Up to 33 KV
4c	Switchgear & Substation – Up to 11 KV
4d	Switchgear & Substation – Up to 415 IN
<b>Ariel Cables Installation</b>	
5a	Aerial Cables Installation – No Limit
5b	Aerial Cables Installation – Up to 33 KV
5c	Aerial Cables Installation – Up to 11 KV

5d	Aerial Cables Installation – Up to 415 KV IN
<b>Transmission Lines Maintenance Works</b>	
6a	Transmission Lines Maintenance Works – No Limit
6b	Transmission Lines Maintenance Works – Up to 33 KV
6c	Transmission Lines Maintenance Works – Up to 11 KV
6d	Transmission Lines Maintenance Works – Up to 415 IN
<b>Vegetation Clearing</b>	
7a	Vegetation Clearing – No Limit
7b	Vegetation Clearing – Up to 33 KV
7c	Vegetation Clearing – Up to 11 KV
7d	Vegetation Clearing – Up to 415 IN

## 4 FIELDS OF SUPPLY AND SERVICES

<b>Head I:</b> <b>CIVIL ENGINEERING BUILDING MATERIALS</b>		<b>Required documents</b>
<b>Sub - Head</b>	<b>Description of Supply / Service</b>	
1a	Civil - Bitumen	Work/Principal Record
1b	Civil - Structural Steel /Reinforcement steel	Work/Principal Record
1c	Civil - Pre-Stressed Concrete Products /Culvert & Inverts	Work/Principal Record
1 d	Civil - Casting Ferrous & Non-Ferrous	Work/Principal Record
1e	Civil - Miscellaneous	Work/Principal Record
2a	Civil/Building - General Hardware (Cement & Additives, Bricks, Concrete Blocks, Sanitary Wares, Local Manufactured implements, Roofing materials, aluminium sheets, General building materials)	Work/Principal Record
2b	Civil/Building – Specialist Items	Work/Principal Record
2c	Civil/Building – Prefabricated Timber Structure	Work/Principal Record
	Civil/Building – Prefabricated Steels Works Structure	Work/Principal Record
2d	Sawn Timber/Timber – sawn timber peg , buy timber, buy	Permit
2e	Miscellaneous – door, panels board, low screen partitions	Permit
3a	Construction & Others Materials – Sand	Work/Principal Record
3b	Construction & Others Materials – Aggregates	Work/Principal Record
3c	Construction & Others Materials - Earth	Work/Principal Record

<b>Chapter II :</b> <b>MECHANICAL &amp; ELECTRICAL ENGINEERING PLANT/EQUIPMENT</b>		<b>Required documents</b>
<b>Sub - Head</b>	<b>Required documents</b>	
1a	Earthmoving Equipment & Plant	Work/Principal Record
1b	Vehicles & Trailers	Letter of Authorized dealer
1c	Farming Machinery & Other Agriculture Equipment Hatching Equipment	Work/Principal Record
1d (i)	Civil Engineering Plants/ Machineries	Work/Principal Record
1d (ii)	Civil Engineering Equipments / Tools	Work/Principal Record
2a	Mechanical/Motors, etc – Engines including speedboat engines	Work/Principal Record
2b	Mechanical/Motors, etc – Pumps	Work/Principal Record
2c	Mechanical/Motors, etc – General Engineering Plants & Tools	Work/Principal Record
2d	Mechanical/Motors, etc – Motorcycles/Scooter/Bicycles	Work/Principal Record
3 (i)	Electrical Equipment – Transformers	Work/Principal Record
3 (ii)	Electrical Equipment - Switchgears Switchboard/Pillars	Work/Principal Record
3 (iii)	Electrical Equipment – Electric Meters Measuring and Testing Equipment CT's, VT's	Work/Principal Record
4a	Generating Plant – Diesel Genset (inclusive of alternators),	Work/Principal Record

	Auxiliaries and Spares	
4b	Generating Plant – Gas Turbine (inclusive of alternators), Auxiliaries and Spares	Work/Principal Record
4c	Generating Plant – Hydro Turbine (inclusive of alternators), Auxiliaries and Spares	Work/Principal Record
4d	Generating Plant – Genset Spares	Work/Principal Record
4e	Generating Plant – Generators	Work/Principal Record
5 a(i)	Electrical Conductors & Accessories – Conductor & Cable (XPLE, Aerial, PILC etc)	Work/Principal Record
5 a(ii)	Electrical Conductors & Accessories – Cables Jointing Materials & Accessories	Work/Principal Record
5 a(iii)	Electrical Conductors & Accessories – Overhead Lines Materials	Work/Principal Record
5 b(i)	Electrical Accessories - Fuses, Fuselink & Earthing Materials	Work/Principal Record
5 b(ii)	Electrical Accessories - Lighting & Accessories	Work/Principal Record
5 b(iii)	Electrical Accessories - Batteries, UPS & Accessories	Work/Principal Record
5c	Solar Energy Equipments & Accessories	Work/Principal Record
6a	Mechanical/Electrical- Miscellaneous – Poles, Pipes & Accessories	Work/Principal Record
6b	Mechanical/Electrical- Miscellaneous – Mechanical Tools and Equipment & Hardwares, (Food Processing Machines ,Tree/Plants Shredder, Timber Drying Machine ,Etc)	Work/Principal Record
6c	Chemicals / Plants - Building Paints , Marine Paints, Specialist Paints & Perivels	Work/Principal Record
6d	P.O.L	Work/Principal Record
6e	Electrodes	Work/Principal Record
6f	Other Specialised Electrical Equipment -Supply of Air-Cond only	Split unit
6g	Electrical Motor Switches	Work/Principal Record
7a	Workshop Items – Sawdoctoring/Sawmilling Equipment/Sparepart-Chainsaw	Work/Principal Record
7b	Workshop Items - Grinding Machines	Work/Principal Record
7c	Workshop Items – Woodworking Machine	Work/Principal Record
7d	Workshop Items – Industrial Chemical & Cooking Domestic Industrial Appliances	Gases, Gas
7e	Workshop Items – Emery Cloth, Glass Paper & Wheels	Grinding
7f	Workshop Items – Miscellaneous (Steel Wires & Ropes, Jointing, Packing & Rubber Materials)	Manila
8a	Spareparts and Accessories – Spareparts	Work/Principal Record
8b	Spareparts and Accessories – Batteries	Work/Principal Record
8c	Spareparts and Accessories – Tyres & Relugging Tyres)	Tubes (Retreading &
8d	Spareparts and Accessories – Miscellaneous	Work/Principal Record
8th	Spareparts and Accessories – Vehicles Accessories & etc, condition Auto air-	Work/Principal Record

Chapter III : WATER SUPPLY MATERIALS		Required documents
Sub - Head	Required documents	
1a	Equipment – Water Meters Measurement Instrument & Spares	Work/Principal Record
1b	Miscellaneous Water Supply Fitting & Equipment	Work/Principal Record
1c	Water Tanks	Work/Principal Record
2	Pipes & Pipefittings ( Cast Iron Pipes & fittings, Steel Pipes & Specials, Asbestos-Cement Pipes & joints, Polythene & PVC Tubes & Specials, Galvanised Pipes & Fittings, Copper Tubers & Specials, Pitch Fibres & Sub-Soil Pipes, Gal Pipe & Fittings, Bitumen Coated Galvanised, Corrugated Metal Pipe Culvert & Fittings	Work/Principal Record
3a	General Items – Water Treatment Chemicals	Work/Principal Record
3b	General Items – Filter Cartridges	Work/Principal Record
3c	General Items – Miscellaneous	Work/Principal Record

Chapter IV: OFFICE MACHINES/EQUIPMENT/TECHNICAL SUPPLIES AND OTHERS		Required documents
Sub - Head	Required documents	
1	Typographic (Typewriters, Lettering Machines, Addressing Machines)	Work/Principal Record
2	Accounting (Calculators, Addlisters, Receipting, Cheque Signing Machines, Franking Machines, Perforating Machines, Currency Note Detector, Coin & Note Counting Machines , Cash Register, Cash Terminal)	Work/Principal Record
3	Reprographic (Copiers, Stencil Scanner, Duplicators, Off- Plan Printers, Scan Printers, Collating Machines, set, Sorting Machines, Paper Drill, Paper Cutter, Shredding Machines, Binding Machines, Folding Machines, Punching Machines)	Work/Principal Record
4	Audio Visual ( TV, Video, Aerial Cameras, Cameras, Systems, Dictating Machines, Sound Systems, Projector, Conference Systems, White Board, Projector Screen, Exhibition/ Display Board etc)	Work/Principal Record
5	Communication (Office Intercom, Key Telephone/Cellular Phone, Facsimile Machine, Radio and Communication Equipment, Wireless Walkie-Talkie)	Work/Principal Record
6a	Security Identification system	Work/Principal Record
6b	Sealing Machines	Work/Principal Record
6c	Close Circuit TV Supervision	Work/Principal Record
6d	Punch Clock	Work/Principal Record
6e	Watchman Clock	Work/Principal Record
6f	Embossing system	Work/Principal Record
6g	Safety Equipment	Work/Principal Record
6h	Firefighting Equipment	Work/Principal Record
7	Filling systems/Security Storage (Cabinets, Mass Storage	Work/Principal Record

	System, Iron Safe & Security Storage)	
8	Computers (Computer Hardware & Software, Printers, Scanners, Computer Accessories, Decollator)	Work/Principal Record
9a	Furniture/Household Items – General Furniture	Work/Principal Record
9b	Furniture/Household Items – General House-Wares	Work/Principal Record
9c	Furniture/Household Items – Carpet	Work/Principal Record
9d	Furniture/Household Items – Blinds / Curtains	Work/Principal Record
10	Archival System ( Microfilm Camera, Microfilm Processor, Microfilm reader/ Printer, Microfilm Filing System, Microfilm Duplicating System, Optical Storage System, Document Scanner For Optical Disk)	Work/Principal Record
11	Miscellaneous (Sign Making system, Vacuum Cleaner, Freshner (Ionizer), Dehumidifier Floor Polisher)	Air Work/Principal Record
12	Drafting & Other Technical Equipment (Plotting Machines, Digitiser, Planimeter, Drawing Equipment & Materials, Survey/ Photo grammetry/Photolito/ Cartography Equipment, Soil Testing Equipment)	Work/Principal Record

HeadV: <b>CHEMICALS AND MATERIALS</b>		<b>Required documents</b>
<b>Sub - Head</b>	<b>Description of Supply / Service</b>	
1a	Laboratory – Laboratory Equipment	Work/Principal Record
1b	Laboratory – Laboratory Chemicals	Work/Principal Record
1c	Laboratory – Laboratory Glassware	Work/Principal Record
1 d	Laboratory – Others (Laboratory Furniture)	Work/Principal Record
1e	Laboratory – Surgical Equipment & Implements	Work/Principal Record
2a	Agro-Chemical/Veterinary, etc – Fertilizer	Permit
2b	Agro-Chemical/Veterinary, etc – Pesticides	Permit
2c	Agro-Chemical/Veterinary, etc – Medicines & Pharmaceutical Products	Work/Principal Record
2d	Agro-Chemical/Veterinary, etc – Sprayers	Work/Principal Record
2e	Agro-Chemical/Veterinary, etc – Animals Feeds	Work/Principal Record
2f	Agro-Chemical/Veterinary, etc – Fencing Materials	Work/Principal Record
2g	Agro-Chemical/Veterinary, etc – Others	Work/Principal Record
3a	Aquaculture – Fish fry	Work/Principal Record
3b	Aquaculture – Aquaculture Equipment	Work/Principal Record
3c	Aquaculture – Aquarium Equipment	Work/Principal Record
3d	Aquaculture – Fish feeds	Work/Principal Record
3e	Aquaculture – Others	Work/Principal Record
4a	Planting Materials – Seedlings	Work/Principal Record
4b	Planting Materials – Rubber Budded Stumps	Work/Principal Record
4c	Planting Materials – Others (Top Soil, Plants,Turfs)	Work/Principal Record
4d	Planting Materials – General Planting material i.e.pots etc	Work/Principal Record
5	Cleaning Chemical - Detergent	Work/Principal Record

Head VI: GENERAL SUPPLY		Required documents
Sub - Head	Required documents	
1a	Rations & Stores – Dry & Wet Ration (including controlled items)	Work/Principal Record
1b	Rations & Stores – Canteen Operation	Work/Principal Record
1c	Rations & Stores – Catering Services	Work/Principal Record
2a	Uniforms etc – Uniforms, Uniform Material & Textiles, Sewing Materials	Work/Principal Record
2b	Miscellaneous Store - Canvas, Tarpaulin, Textiles, Flags, Banners & Bunting Plastic bags	Work/Principal Record
3a	Makeshift Stage etc	Work/Principal Record
3b	Sanitary (Equipments including Mobile Toilets)	Work/Principal Record
3c (i)	Bins	Work/Principal Record
3c (ii)	Bulk Bins/ Roll Off Container	Work/Principal Record
4a	Sports and Recreational – General Health and Physical Exercise Equipment & Accessories	Work/Principal Record
4b	Sports and Recreational – Track and Field Sport Equipment & Accessories	Work/Principal Record
4c	Sports and Recreational – Water sport Equipment & Accessories	Work/Principal Record
4d	Sports and Recreational – Mountaineering sports Equipment & Accessories	Work/Principal Record
4e	Sports and Recreational – General Camping Equipment & Accessories	Work/Principal Record
4f	Sports and Recreational – Musical Instrument	Work/Principal Record
4g	Sports and Recreational – Miscellaneous ( Souvenirs, Trophies,Wrist Watch)	Work/Principal Record
5	Arms & Ammunitions	Permit
6a	Manpower Supply – General Labourer	Work/Principal Record
6b	Manpower Supply – Security Guards	Permit
7a	Boats– Longboat	Work/Principal Record
7b	Boats - Speed Boats	Work/Principal Record
7c	Boats– Vessels	Work/Principal Record
8	Marine Equipment	Work/Principal Record

Head VII : CHARTER SERVICES & OTHER SERVICES		Required documents
Sub - Head	Description of Supply / Service	
1a	Aircraft – Aerial Photography	Work/Principal Record
1b	Aircraft – Aerial Survey/Mapping	Work/Principal Record
1c	Aircraft – Miscellaneous ( Airfare ticketing, Travel Agent)	Permit
2a(i)	Land Transport -General Truck Services	
2a(ii)	Land Transport - Scavenging Services	
2a(iii)	Land Transport - Transportation Services	
2(iv)	Land Transport - Others (Land Rural Transportation)	
2b (i)	Sea Transport -Shipping	
2b(ii)	Sea Transport- Ferry Services	
2c	Sea Transport- River Scavenging	Work/Principal Record
2d	Sea Transport - Boats / Longboats	Permit
3a (i)	Cleaning Services – Internal Cleaning Services	Work/Principal Record
3a (ii)	Cleaning Services – External Cleaning Services	Work/Principal Record
3a(iii)	Cleaning Services – Market Cleaning Services	Work/Principal Record
3b	Fire Inspection services	Work/Principal Record
3c	Plants Watering Services	Work/Principal Record
3d	Pest Control	Permit
4a	Forwarding Agent	
4b	Courier Services	Work/Principal Record
5 (i)	Management of Dumping Grounds	Work Record
5 (ii)	Disludging of Septic Tank	Work Record

Head VIII : BOOKS / PRINTING		Required documents
Sub - Head	Description of Supply / Service	
1a	Books – Bahasa Malaysia Books	Work/Principal Record
1b	Books – English Books	Work/Principal Record
1c	Books – Chinese Books	Work/Principal Record
1 d	Books - Others	Work/Principal Record
2	Publications Periodicals – Magazines, Newspaper & Other Publications	Work/Principal Record
3a	Printing of Books/ other Publications & Other Related Items	Read/Permit
3b	Stationeries	Work/Principal Record
3c	Papers	Work/Principal Record
4a	Printing – Photographs	Work/Principal Record
4b	Colour Photostating	Work/Principal Record
4c	Printing – White Format Printing	Work/Principal Record
4d	Printing – Fabric	Work/Principal Record

Head IX: MISCELLANEOUS		Required documents
Sub - Head	Description of Supply / Service	
1	Musical Instruments - Repair	Work Record and Bankel which operates
2	Office Machine/Equipment - Repair	
3a(i)	Repair - Vehicles	
3a(ii)	Repair - Machinery/Plants	
3a(iii)	Repair - Boats	
3a(iv)	Repair - Longboats	
3a(v)	Repair -Vessels	
3b(i)	Overhaul- Vehicles /Car Engines	
3b(ii)	Overhaul- Boat /Vessel Engines	
3b(iii)	Overhaul- Speedboat Engines	
3c(i)	Miscellaneous -Repainting of Vehicles / Cars	
3c(ii)	Miscellaneous - Refurbishment of Car seats & etc	
4a	Signages-Billboard	Work/Principal Record
4b	Signages- Road Signages	
4c	Signages- Others	
5	Welding Works	Work record/ certificate Welding
6a	Purchase, Collection & Disposal Of Scrap Irons	
6b	Removal & Disposal Of Ship Wrecks	

HeadX: TELECOMMUNICATION & MULTIMEDIA		Required documents
Sub - Head	Description of Supply / Service	Note: Refer to Table Competency/License/Permit Special
1a	Tower/Structure	Read/Permit
1b	Telecommunication Fencing	Work/Principal Record
1c	Aviation Lights	Read/Permit
1 d	Electromagnetic Field Emission From Telecommunications Infrastructure	Work/Principal Record
1e	Other	Work/Principal Record
2	Multimedia Services  Digital Advertising Website Design Online Services	Work/Principal Record
3	Digital Solution Development, Provision and Support	Work/Principal Record
4	Financial Technology (FinTech)	Work/Principal Record
5	Data Application Hosting	Work/Principal Record
6	Data Processing And Analytics	Work/Principal Record
7	Cyber Security	Work/Principal Record
8	Network Solution	Work/Principal Record
9	Intellectual Property (IP) Management	Work/Principal Record

## 5 CONSULTANT FIELDS

Physical Consultant Category
Civil engineering
Structural Engineering
electrical engineering
Mechanical engineering
Electronic Engineering
Chemical engineering
Mining Engineering
Marine Engineering
Geotechnical Engineering
Industrial Engineering
Telecommunication Engineering
Architect
Measure Ingredients
Measure the Land
Interior decoration
Landscape Architect (previously known as the field of Landscape Planning)
Urban And Regional Planning (previously known as the field of Planning)
Environmental Assessment (EIA)
Project management
Property/Property Appraisal

Category of Non-Physical Consultants
Economic Studies
Community Studies (previously known as the field of Social Studies)
Human Resource Studies
Health Sciences/ Medical Planning
Agricultural Studies
Natural Resource Studies/ Recreation & Parks
Telecommunication Studies
ICT studies
Legal Studies (previously known as the field of Law)
Occupational Safety And Environment
Laboratory Studies
Quality management
Auditing
Acknowledgment
Management
Marine Management

# APPENDIX II: LIST OF TYPES DISCIPLINARY OFFENSES, PERIOD PUNISHMENT AND INTERPRETATION

---

## 1 Offense for Violating the Upkj Registration Conditions (Including Bumiputera Status)

### 1.1 Offenses for Violating UPKJ Registration Conditions

Error Type	Disciplinary Action/ Punishment	Interpretation
1.1.1  Forging or amending information/documents in the application	<p><u>For companies/firms that have not yet registered:</u> _____</p> <p>the board of directors/ capital owners of companies/ firms are blacklisted for a <b>maximum period of five (5) years</b> and are not allowed to make registration applications <b>for all fields</b></p> <p><u>For companies/firms that have _____ existing registration:</u></p> <p>a. Company/firm registration <b>canceled for all fields</b>. b. Directing agency/capital owner companies/firms are blacklisted for a <b>maximum period of five (5) years for all fields</b>. c. Re-registration applications for all fields can only be made/applied after the end of the sentence.</p>	<p>The company/firm has submitted/used false or untrue information in the application either:</p> <ul style="list-style-type: none"> <li>• New registration;</li> <li>• Update: add field/head/sub-head;</li> <li>• Change of details; or</li> <li>• Other applications.</li> </ul> <p>Example: misdemeanor false information for registration:</p> <p>a. Forgery/misuse of name without written permission from competent employees or professionals paid by EPF; b. Falsification of academic certificates; c. Falsification of bank statements/ bank reports; d. Falsification of company information; e. Falsification of license/permit validity date special/ registration with agencies including CIDB registration; f. Falsification of contracts, sub-contracts, letters of awards, quotations, invoices, receipts; g. Forgery of principal's letter; h. Forgery of letters of truth from professional bodies/institutions; or i. Miscellaneous counterfeiting</p>
1.1.2  Allowing the registration certificate to be used by other individuals/ companies/ firms.	<p>a. Company/firm registration <b>canceled for all fields</b></p> <p>b. Directing agency/capital owner companies/firms are blacklisted for a <b>maximum period of five (5) years for all fields</b></p> <p>c. Re-registration applications for all fields can only be made/applied after the end of the sentence.</p>	The company/firm allows the registration certificate issued by UPKJ to be used by other individuals/contractors/suppliers/consultants for any Government procurement purpose

## 1.2 Offenses for Violating the Bumiputera Status Registration Conditions

Error type		Disciplinary action / punishment	Interpretation
1.2.1	Forging or altering information/documents.	<p><u>For companies/firms that have not yet registered:</u></p> <p>The board of directors/capital owners of companies/firms are blacklisted for a maximum period of five (5) years and are not allowed to make registration applications for all fields.</p> <p><u>For companies/firms with existing registration:</u></p> <p>Company/firm registration <b>canceled for all fields</b></p> <p>The board of directors/capital owners of companies/firms are blacklisted for a <b>maximum period of five (5) years for all fields</b></p> <p>Re-registration applications for all fields can only be made/applied after the end of the sentence</p>	<p>The company/firm has submitted/used false or untrue information including falsifying Bumiputera equity holdings in the company/consulting firm with the aim of obtaining Bumiputera status</p>
1.2.2	Cheating for a level native	<p>a. Company/firm registration canceled for all fields</p> <p>b. Directing agency/capital owner companies/firms are blacklisted for a maximum period of five (5) years for all fields</p> <p>c. Re-registration applications for all fields can only be made/applied after the end of the sentence</p>	<p>The company/firm has been given Bumiputera Status based on the documents submitted, it was found that it did not meet the conditions for the recognition of Bumiputera status when the inspection was made.</p>
2.1.1	Falsify or amend information / documents for tender / quotation purposes	<p>a. Company/firm registration <b>canceled for all fields</b></p> <p><b>b. Directing agency/capital owner companies/firms are blacklisted for a maximum period of five (5) years for all fields</b></p> <p>c. Re-registration applications for all fields can only be made/applied after the end of the sentence</p>	<p>Contractors, suppliers and consultants have falsified or amended any information/certificates/documents related to Government procurement in order to meet the conditions set to participate in procurement</p> <p>Government or contract terms</p>
2.1.2	<p>i) Withdraw after the closing date and before the quotation/tender decision is made</p> <p>ii) Submitting more than one (1) quotation/tender in the participation of a quotation/tender</p>	<p><b>First Mistake</b></p> <p>a. Company/firm registration <b>is suspended for a period of one (1) year for related fields only;</b> and</p> <p>b. The company/firm is not allowed to participate in any Government procurement during the punishment period</p> <p><b>Second Offense</b></p> <p>a. Company/firm registration <b>is suspended for a period of two (2) years for related fields only;</b> and</p> <p>b. Companies/firms are not allowed to participate</p> <p>c. Any government revenue during the sentence period</p> <p><b>Third offense a.</b></p> <p>Company/firm registration <b>cancelled for a period of three (3) years for the field</b></p>	<p>Contractors, Suppliers and Consultants have participated in Government procurement such as quotations / tenders issued by the Agency but withdrew after the closing of the quotations / tenders.</p>

		<p><b>related only;</b></p> <p>b. Directing agency/capital owner companies/firms are blacklisted for a period exceeding three (3) years and a maximum of five (5) years for canceled fields only; and</p> <p>c. The company/firm is not allowed to participate in any government procurement during the punishment period</p> <p>Use: Re-registration applications for related fields by the board of directors/ capital owners of the company/ firm can only be made/ applied for after the expiry of the punishment period</p>	
	<p>iii) Reject quotation/tender offer after Letter of Agreement Receive (Letter of Acceptance) issued</p> <p>iv) Reluctant to sign a contract</p>	<p>a. Company/firm registration <b>is suspended for a period of two (2) years for related fields only</b></p> <p>b. Directing agency/capital owner companies/firms are blacklisted for a period of <b>two (2) years for related fields only</b></p> <p>c. re-registration application for related fields can only be made/applied after the end of the sentence</p>	<p>Rejecting a quotation or tender offer after a letter of acceptance has been issued:</p> <p>Contractors, suppliers and consultants act as: cooperate to</p> <ul style="list-style-type: none"> <li>• Not accept/ Refuse to reject offers; or returning the Letter of</li> <li>• Acceptance issued by the government after the letter was issued.</li> </ul> <p>However, this interpretation/rule does not apply to procurement methods set by the state government from time to time (such as procurement by drawing lots, direct appointment/ rotation for the appointment of consultant services).</p> <p>The company/firm refuses to sign the contract (including acts) as follows:</p> <ul style="list-style-type: none"> <li>• Not attending the agency office to sign the official document contract (letter of award/ letter of acceptance/ form of contract); Attending the agency's office but not signing the official document contract (letter of award/letter of acceptance/form of contract): or Giving unreasonable reasons for refusing to sign the contract.</li> </ul>
2.1.3	Collusion	<p>a. Company/firm registration <b>canceled for all fields</b></p> <p>b. Directing agency/capital owner companies/firms are blacklisted for a <b>maximum period of five (5) years for all fields</b></p> <p>c. Re-registration applications for all fields can only be made/applied after the end of the sentence</p>	Companies/firms conspire to determine prices with contractors, suppliers and other consultants when participating in government procurement such as quotations/tenders issued by agencies with the aim of obtaining a high price or to guarantee that only certain companies/firms win the relevant procurement

## 2 Mistakes During the Acquisition and Implementation Process Contract

### 2.1 Mistakes During the Procurement Process

Error Type		Disciplinary Action / Punishment a.	Interpretation
2.1.1	Forging or amending information/documents for tender/quotation purposes	<p>Company/firm registration canceled for all fields</p> <p>b. Directing agency/capital owner companies/firms are blacklisted for a maximum period of five (5) years for all fields</p> <p>c. Re-registration applications for all fields can only be made/applied after the end of the sentence</p>	Contractors, suppliers and consultants have falsified or amended any information/certificates/documents related to government procurement in order to meet the conditions set to participate in government procurement or contract conditions.
2.1.2	i. Withdraw after the closing date and before the quotation/tender decision is made  ii. Submitting more than (1) one quotation/tender in the participation of a quotation/tender	<p><b>First Mistake</b></p> <p>a. Company/firm registration is suspended for a period of one (1) year for related fields only; and</p> <p>b. The company/firm is not allowed to participate in any government procurement during the punishment period</p> <p><b>Second Mistake</b></p> <p>a. Company/firm registration is suspended for a period of two (2) years for related fields only; and</p> <p>b. The company/firm is not allowed to participate in any Government procurement during the punishment period.</p> <p><b>Third Mistake</b></p> <p>a. Company/firm registration is canceled for a period of three (3) years for related fields only;</p> <p>b. Board of directors/capital owners of companies/firms are blacklisted for a period of more than three (3) years and a maximum of five (5) years for canceled fields only; and</p> <p>c. Companies/firms are not allowed to participate in any procurement Government throughout the sentence</p> <p>Use: Re-registration applications for related fields by the board of directors/ capital owners of the company/firm can only be made/ applied for after the expiry of the punishment period</p>	
	iii) Rejecting a quotation/tender offer after a letter of acceptance (Letter of Acceptance) issued	<p>a. Company/firm registration is suspended for a period of two (2) years for related fields only</p> <p>b. The board of directors/ capital owners of companies/firms are blacklisted for a period of two (2) years for the field</p>	Rejecting a quotation or tender offer after a letter of acceptance is issued: contractors, suppliers and consultants act as: cooperate to accept/ <ul style="list-style-type: none"> <li>• Refuse to refuse an offer; or</li> </ul>

	iv) Reluctant to sign a contract	<b>related only</b>  c. Re-registration applications for relevant fields can only be made/applied after the end of the sentence.	<ul style="list-style-type: none"> <li>Not returning the letter of acceptance (Letter of Acceptance) issued by the Government after the letter was issued.</li> </ul> <p>However, this interpretation/rule does not apply to procurement methods set by the state government from time to time (such as procurement by drawing lots, direct appointment/rotation for the appointment of consultant services).</p> <p>The company/firm refuses to sign the contract (including acts) as follows:</p> <ul style="list-style-type: none"> <li>Not present at the agency office to sign the official document contract (Letter of Award/Letter of Acceptance/Form of Contract);</li> <li>Attend the agency office but do not sign the official document contract (Letter of Award/Letter of Acceptance/Form of Contract); or •</li> </ul> <p>Giving unreasonable reasons for refusing to sign the contract</p>
2.1.3	Collusion	a. Company/firm registration <b>cancelled for all fields</b>  b. The board of directors/capital owners of companies/firms are blacklisted for a <b>maximum period of five (5) years for all fields</b>  c. Re-registration applications for all fields can only be made/applied after the end of the sentence	Companies/firms conspire to determine prices with contractors, suppliers and other consultants when participating in government procurement such as quotations/tenders issued by agencies with the aim of obtaining a high price or to guarantee that only certain companies/firms win the relevant procurement

## 2.2 Mistakes During the Implementation of Work Contracts/ Services/ Supplies/ Consultant Services

Error Type		Disciplinary Action / Punishment	Interpretation
2.2.1	Failed to comply with contractual obligations as follows: <i>Critical Delay (critically delayed;)</i>	a. Recorded in the contractors/suppliers/consultants report (corris system) throughout the duration of the contract categorized as critically delayed by the agency; and  b. Companies/firms are not allowed to make any registration application (example: add head/sub-head, class upgrade, new application if registration has expired) as long as the contract is categorized as critically delayed by the agency.	<p><b>Employment contract:</b> <b>Critically delayed</b> due to the appointed company/firm failing to carry out the work according to the schedule and period set in the contract (due to contractor's fault). A critical delay (critically delayed) is in a state of where:</p> <p>a. The progress of physical work has been experiencing a delay of more than 60 days or 20% (whichever is earlier) for a project with a duration of not more than 2 years compared to the schedule set in the contract</p> <p>b. The progress of physical work has been delayed by more than 100 days or 20% (whichever is earlier) for projects with a duration of 2 years and above compared to the set schedule</p>

			<p>in the contract</p> <p>If the delay is caused by the agency and not by the appointed Company/Firm then the Company/Firm's project does not need to be reported in the corris system since an extension of <i>time</i> can be granted based on the terms of the contract.</p>
			<p><b>Supply and Service Contracts:</b></p> <p>The company/firm committed a critical delay due to the failure of the supplier/contractor (<i>due to supplier/contractor's fault</i>) to complete the supply/services according to the date specified in the contract or government order</p> <p>If the delay is caused by the Agency and not by the Company/Firm, then the contract of the Company/Firm does not need to be reported in the CoRRIS system since an extension of time can be granted based on the terms of the contract.</p>
			<p><b>Consulting Services:</b></p> <p>Critical delays caused by the failure of the Company/Firm (<i>due to consultant's fault</i>) to complete the service according to the date specified in the contract.</p> <p>If the delay is caused by the Agency and not by the Company/Firm, then the contract of the Company/Firm does not need to be reported in the CoRRIS system considering the extension of time (<i>Extension of Time</i>) can be given based on the terms of the contract</p> <p><b>Employment contract:</b></p> <p>The contract is terminated due to the company/firm (<i>due to contractor's fault</i>) violated the terms of the contract.</p> <p>(if the contract is terminated by mutual agreement (<i>mutual termination</i>), then this termination is not considered a wrongdoing of the company/firm and the project does not need to be reported in the corris system. The agency only needs to update the project information in the project details only.)</p> <p><b>Supply and Service Contracts:</b></p> <p>The contract is terminated due to the supplier/contraktor (<i>due to supplier/contractor's fault</i>) violate the terms of the contract. (If the contract is terminated by mutual agreement (<i>mutual termination</i>), then this termination is not considered as contractor/supplier misconduct and does not need to be reported in the CoRRIS system. The agency only needs to update the project information in <i>Project Details</i> only)</p> <p><b>Consulting Services:</b></p> <p>The contract is terminated due to the Company/Firm (<i>due to consultant's fault</i>) violating the terms of the contract.</p> <p>(If the contract is terminated by mutual agreement (<i>mutual termination</i>), then this termination is not considered a wrongdoing Company/ Firm and does not need to be reported at</p>
Contract termination	a. Company/ <b>firm registration cancelled for a period of three (3) years</b> for related fields only		
Sub-contract/ Transfer of Rights (Assignment) without prior approval from the Agency involved	b. Directing agency/capital owner companies/firms are blacklisted for a period of <b>three (3) years and a maximum of five (5) years for related fields only.</b>		
	c. Re-registration applications for relevant fields can only be made/applied after the end of the sentence.		

			<p>in the CoRRIS system. Agencies only need to update the project information in <i>Project Details</i> only.</p> <p>The company/firm assigns the right/ assigned to other companies/firms for projects/ services/ supplies/ consulting services as a whole or part of the scope of the project/ services/ supplies/ consulting services obtained without prior approval from the Agency involved</p>
2.2.2	<u>Consulting Services</u>  Use foreign consultant services without the approval of the relevant authority and/or the state finance secretary's office first	First Mistake  a. Warning letter  b. Companies/Firms are not allowed for any registration application [Example: Add Field ( <i>discipline</i> ), New Application if registration has lapsed throughout the punishment period and other registration applications] until after the expiry of the punishment period.  Second Mistake  a. Company / Firm registration is canceled for a period of three <b>(3) years for related fields only</b> ;  b. Board of Directors/ Capital Owners of Companies/ Firms are blacklisted for a <b>maximum period of five (5) years (physical development projects) and a maximum of three (3) years (non-physical projects) for related fields only</b> ; and  c. A new registration application for the relevant field (which has been cancelled) by the Board of Directors/ Capital Owner of the Company / Firm can only be made/ applied for after the expiry of the penalty period.	The company/firm assigns the right/assigned to another company/firm the task of carrying out consulting/study services as a whole or part of the scope of the consulting/study services obtained without prior approval from the agencies involved.  Foreign Consultants refer to Malaysian overseas Consultants.

## 3 Civil And Criminal Offenses

Error Type	Disciplinary Action / Punishment	Interpretation
13.1	<p>Criminal offenses (bribery, fraud and breach of trust)</p> <p>a) Consulting companies/firms are subject to cancellation of registration for a <b>maximum period of up to three (3) years for all fields</b></p> <p>b) Directing agency/capital owner companies/firms are blacklisted for the duration of the conviction by the court or a <b>maximum of five (5) years or whichever is longer for all fields;</b></p> <p>c) New registration application for all fields by the board of directors/capital owners of the company/firm can only be made/applied after the expiry of the period of conviction by the court or three (3) years or whichever is longer (if the board of directors/capital owners are still in the firm)</p>	<p>Contractors, suppliers and consultants or any member of the director or any member of the management have committed a crime and been convicted by the court.</p> <p>Among the criminal offenses are:</p> <ul style="list-style-type: none"> <li>a) Corruption,</li> <li>b) Fraud; and</li> <li>c) Breach of trust.</li> </ul>
<sup>3</sup> Misdemeanor/ Civil liability: i) Debtors Judgment ( <i>Judgment Debtor</i> )  ii) Bankruptcy  iii) Company / firm placed below Acceptance order ( <i>Receivership</i> ) or Liquidation _	<p><b>First Mistake</b>  Company/Firm registration can be <b>suspended for two (2) years or until claims/liabilities are settled or whichever is longer for all areas</b></p> <p><b>Second Mistake</b></p> <p>a) Company/Firm Registration can <b>canceled for three (3) years for all fields</b></p> <p>b) Not allowed to make any registration application for all fields for three (3) years from the date of cancellation of the registration / penalty</p>	<p><b>Judgment Debtor</b>  Consulting companies/firms subject to <i>Judgment Debtor</i> orders including enforcement issued by any court having jurisdiction.</p> <p><b>Bankrupt:</b>  Company/ owner/ management that has been declared bankrupt by any court.</p> <p><b>Consulting companies/firms placed under receivership or liquidation orders :</b>  Consulting companies/firms placed under <i>receivership or liquidation orders</i></p>