



MAJLIS BANDARAYA KUCHING SELATAN
COUNCIL OF THE CITY OF KUCHING SOUTH

Dewan Bandaraya Kuching Selatan, Jalan Padungan 93675 Kuching, Sarawak, Malaysia

Tel: 082-242311 Fax: 082-240686

LICENCE APPLICATION FORM

1. Type of License Applied: _____

2. Proposed Trade/Business Name: _____

3. Name of Applicants (as in Identity Card):

4. I.C. No.: - -

5. Sex: Male Female

6. Age:

7. Nationality: Sarawakian Other State _____

8. Marital Status: Married Single

9. Name of Husband/Wife (if applicable)

I.C. No.

10. Residential/Postal Address:

Tel. No.:

Handphone:

Fax

11. Proposed Business Site:

Lot No. Block/Section No.

House No. Floor GF 1st 2nd 3rd

Floor Area sq. meters

Road Name:

Post Code:

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12. Are you holder of any MBKS license? Yes No

If yes, type of license: _____

License No.

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13. Have you ever been convicted by the Court for any Criminal Offence (including contravening of Council's By-laws)?

(a) Yes No

(b) If Yes, please give details: _____

Declaration:

I hereby declare that the information given in this form is correct and I undertake to notify the Council of the City of Kuching South of any changes in these circumstances.

I understand that the Council is entitled to revoke any licenses issued in connection with this application on account of any false information given by me in this form.

I also understand that it is an offence under the Penal Code (F.M.S. Cap 45) to give false information on this form and that I shall be liable on conviction by a Court to a fine of RM2,000/- or imprisonment for six months or both.

Note: Please tick

Date: _____

Signature of Applicant

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

(1)	Completed Application Forms	x 4 copies	<input type="checkbox"/>
(2)	Letter of Appointment of Nominee and proof of acceptance of appointment	x 1 copy	<input type="checkbox"/>
(3)	Photocopy Of Identification Card (Both Sides) OR Copy of Passport (For Non-Sarawakian)	x 1 copy	<input type="checkbox"/>
(4)	Photocopy Of Work Permit for Related Trades (For Non-Sarawakian Nominee) - If Applicable	x 1 copy	<input type="checkbox"/>
(5)	Latest Coloured Passport Size Photograph	x 1 copy	<input type="checkbox"/>
(6)	Photocopy of Extract of Registration of Business Name from LHDN / District Office OR Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	x 1 copy	<input type="checkbox"/>
(7)	Photocopy Of Building Occupation Permit (O.P)	x 3 copies	<input type="checkbox"/>
(8)	Photocopy Of Tenancy Agreement OR Original Letter of Consent From The Land Owner / Premises Owner	x 1 copy	<input type="checkbox"/>
(9)	Photocopy Of Sale And Purchase Agreement OR Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	x 3 copies	<input type="checkbox"/>
(10)	Sketch Plan Drawn to Scale (minimum A3 Size) of:		
	i. Locality Plan & Site Plan	x 3 copies	<input type="checkbox"/>
	ii. Floor Layout Plan and/or skid tank details	x 3 copies	<input type="checkbox"/>
(11)	Photocopy Of The Latest Paid Assessment Bill	x 1 copy	<input type="checkbox"/>
(12)	Letter from OR Contract with Shell / Petronas / Petros / Other Supplier	x 1 copy	<input type="checkbox"/>
(13)	<i>Surat Sokongan Bomba from Jabatan Bomba & Penyelamat</i>	x 1 copy	<input type="checkbox"/>
(14)	Licence from Ministry of Utilities Sarawak	x 2 copies	<input type="checkbox"/>