



APPLICATION FORM
LETTER OF NO OBJECTION FOR REGISTRATION OF BUSINESS, ETC.

PART I: INSTRUCTIONS

- 1 A processing fee of RM50.00 shall be imposed upon registration of this application.
- 2 Applicant shall provide up to date and complete particulars to facilitate processing.
- 3 Tick in the relevant boxes.
- 4 *Delete whichever is not applicable.

PART II: PARTICULARS OF APPLICANT/NOMINEE

1	Name of applicant/ *Nominee:			
2	Identity Card / Passport number:	3	Date of birth:	
4	Position hold:	5	Race:	
6	Nationality & country:	7	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
8	Telephone number:	9	Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Single	
10	Residential address:			
11	*If applicant is a firm / company, to nominate a nominee & also fill in 11(a) - (g):			
a	Name of firm / company:	b	Registration number:	
c	Address of firm / company:			
d	Date of registration:	e	License expires on:	
f	Telephone number:	g	Fax number & e-mail address:	
12	Total investment:	RM		

PART III: PARTICULARS OF BUSINESS

1	Proposed business name: _____				
2	Business address: Lot(s) Number: _____ <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> Ground Floor</div> <div style="text-align: center;"><input type="checkbox"/> First floor</div> <div style="text-align: center;"><input type="checkbox"/> Other: _____</div> </div> <hr/> Lot(s) Number: _____ <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> Ground Floor</div> <div style="text-align: center;"><input type="checkbox"/> First floor</div> <div style="text-align: center;"><input type="checkbox"/> Other: _____</div> </div> <hr/> Lot(s) Number: _____ <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> Ground Floor</div> <div style="text-align: center;"><input type="checkbox"/> First floor</div> <div style="text-align: center;"><input type="checkbox"/> Other: _____</div> </div> <hr/> Lot(s) Number: _____ <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> Ground Floor</div> <div style="text-align: center;"><input type="checkbox"/> First floor</div> <div style="text-align: center;"><input type="checkbox"/> Other: _____</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">*Parcel Number: _____</div> <div style="width: 45%;">*Block / Section Number: _____</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Name of road: _____</div> <div style="width: 45%;">Postcode: _____</div> </div>				
3	Land title condition: _____		4	Total area: _____	square metre
5	Type of proposed business: _____ _____ _____				
6	Type of business on the next premises:	Left side:	_____		
		Right side:	_____		

PART IV: DECLARATION

I, _____ (NRIC No.: _____) hereby declare that the details and information given in this Form are true and correct and I undertake to notify the Council of the City of Kuching South of any changes therein immediately.

I understand that the Council is entitled to revoke any approval 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 (Act 574) to furnish false information. Penalty: RM2,000 or imprisonment for 6 months or both.

.....
(Signature of applicant / *Nominee)

Date:

Note: *if applicable

No.	DOCUMENTS TO BE SUBMITTED	No. of copy	FOR OFFICE USE ONLY		
			Complied	Not complied	Not applicable
1	Completed application form	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Photocopy of applicant/*nominee identity card (Both sides)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*To attach work permit if applicant is non-Sarawakian	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Photocopy of Form 9 or 24, etc if applicant is a firm/company, etc	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Proposed Business Name Search slip/Trade Registration Application	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Locality and/or site plan of the proposed business premises	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Occupation permit of the proposed business premises	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Land title or approved building plan	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Commercial business requires commercial title/usage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Manufacturing/fabrication business requires industrial title/usage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Management office requires at least an office title/usage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Right of Occupancy	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Photocopy of sale & purchase agreement if applicant is the owner		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Photocopy of tenancy agreement / consent letter from owner(s)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Receipt of proposed premises' current year paid assessment bill	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Additional documents for Pusat Jagaan / Taska				
1	Valid approval from Land and Survey Department	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Letter from Jabatan Kebajikan dan Masyarakat	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Letter of support from Jabatan Bomba dan Penyelamat Malaysia	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Additional document for Printing Company				
1	Kementerian Dalam Negeri, Bahagian Kawalan Penerbitan dan Teks Al-Quran valid approval letter	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Additional document for Tuition Centre/Tadika/College, etc				
1	Valid approval letter from Kementerian Pelajaran Malaysia	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Additional document for Pet Shop				
1	Valid approval letter from Jabatan Pertanian	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><u>FOR OFFICE COMMENT(S), IF ANY</u></p> 	Processing Fee Receipt Number: _____ Date: _____
	Approve / Not Approve
	Ref. No. : _____ _____ Signature (Name: _____)

LETTER OF AUTHORIZATION

City Secretary
Majlis Bandaraya Kuching Selatan
Jalan Padungan
93675 Kuching

Date:

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

Application for:-

A. License

- | | | |
|--|--|--|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Reflexology & Health Establishments | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Barber / Hairdressing | <input type="checkbox"/> Petroleum | <input type="checkbox"/> Lottery |
| <input type="checkbox"/> Hotel / Lodging House | <input type="checkbox"/> Laundry | <input type="checkbox"/> Coldstorage |
| <input type="checkbox"/> Confectionary | <input type="checkbox"/> Food & Beverage Establishments | <input type="checkbox"/> Butcher Shop |
| <input type="checkbox"/> Convenience Shop | <input type="checkbox"/> Fruit & Vegetables | <input type="checkbox"/> Others: |

B. Letter of No Objection

Proposed Business Name:

I / We, owner of the above-mentioned company / application

hereby authorized [Name] [I.C No.]

[Tel. No.] to apply and submit application on my / our behalf on the

above-mentioned letter or license.

Thank you.

Yours faithfully,

.....
Name:

Company's Official Stamp:
(Where applicable)