

**APPLICATION FOR ADVERTISEMENT LICENCE**

[By-law 6(1)]

The City Secretary  
 Council of the City of Kuching South  
 Jalan Padungan  
 93675 Kuching

Sir

I/We ..... I.C No.: ..... of

MBKS Registration No.: RAC

[name of company/agency/department]

[Correspondence Address]

Tel. No.: ..... Email Address: ..... Fax No.: .....

on behalf of

[name of company/agency/department]

[address of company/agency/department]

Tel. No.: ..... Email Address: ..... Fax No.: .....

would like to apply for the following advertisement license under By-law 6(1) of The Local Authorities (Advertisements) By-laws, 2012.

Tick [ v ] the type of Ads apply	Type of Advertisement	Security Deposit	Measurement	Quantity
	Advertisement	RM5000 per ads		
	Business Name	RM0		
	Small Advertisement [Less than 1 sq metre or 10.76 sq ft]	RM200 per ads		
	Horizontal Banner [Max. size: 4'(H) x 20'(W)]	RM50 per banner		
	Vertical Banner (Fishtail) [Max. size: 10' (H) x 2.5' (W)]	RM250 for every 50 pieces or part thereof		
	Others (Huge Banner/Balloon, etc) [.....]	RM1000 per advertisement		

Display Location(s)	
Duration of Licence	From ..... to .....
Purpose of Advertisement	

**Declaration:**

I/We hereby declare that I/We have read and fully understand the terms and conditions as per **Appendix I** and the information given in this form is correct and I/We undertake to notify the Council of the City of Kuching South [MBKS] of any changes in these circumstances.

I/We hereby understand that the Council of the City of Kuching South [MBKS] has the right to revoke any licence(s) issued in connection with this application on account of any false information given by me.

Date: .....

.....  
[ NAME & SIGNATURE ]

**FOR OWNER CONSENT\***

I/We, ..... I.C No. : ..... of

.....  
[name of company/agency/department, etc]

hereby certify that I/We am the owner of this land / building and that I/We have given full consent to this application.

Date: .....

.....  
[ NAME & SIGNATURE ]

**FOR OFFICE USE**

Date of application received	Application reference number	Date of Approval	Licence Number	Processed by
				..... [ ]

## CHECKLIST FOR ADVERTISEMENT APPLICATION

Type of documents to be submitted		No. of Copies required		Checklist
		Banner/Fishtail/ Huge Banner/Balloon	Advertisement /Business Name	
1	Application Form	1	4	
2	2.1 Site / Location Plan / Photograph showing the location of the advertisement	1	4	
	2.2 <b>Approved sites for horizontal banner: Please tick [ √ ] the site(s) that you want to apply</b>	N/A	N/A	
	Roadside railing at junction of Jalan Pending / Sekama	N/A	N/A	
	Roadside railing in front of Kuching Park Hotel	N/A	N/A	
	Fencing of MBKS Swimming Pool	N/A	N/A	
	Fencing of Stutong Community Market	N/A	N/A	
	Railing at the Junction of Setia Commercial Centre, Jalan Song/Setia Raja	N/A	N/A	
	Roadside railing at Kuching Sentral facing Jalan Lapangan Terbang	N/A	N/A	
3	Sketch plan showing full details of the advertisement (design, measurement, material, picture, etc.)	1	4	
4	Plan of advertisement hoarding or structure to be erected for the purpose of exhibiting the advertisement shall be endorsed / certified by the registered architect / engineer	N/A	4	
5	Extract of land title, Certified True Copy of Land title/S&P [for Yearly Advertisement application only]	N/A	1	
6	Certified true copy of Tenancy Agreement / Letter of Consent from the proprietor of the building	N/A	1	
7	Planning approval for advertisement (other than business name) from Land & Survey Department or State Planning Authority (SPA)	N/A	2	
8	<b>Lesen Pembangunan Perumahan dan Permit Jualan from Ministry of Housing and Urbanization</b>	1	1	
9	<b>License from Kementerian Pelancongan &amp; Kebudayaan Malaysia for display of Umrah Advertisement</b>	N/A	1	
10	Certificate 9 / Certificate of Registration or Form 1 / Form 24 / Form 49 [from <b>Inland Revenue Board / Suruhanjaya Syarikat Malaysia (SSM) / District Office</b> ] or Certificate of Registration from <b>Registrar of Society</b> if any [for Association, Club, etc]	N/A	1	
11	Registered trade mark <b>[for Business Name only]</b>	N/A	1	
12	Occupation permit if it is a building	N/A	4	
13	Latest paid assessment bill	N/A	1	
14	<b>Public liability insurance certificate.</b>	N/A	1	

Note:

\*Consent/authorization letter shall be by the Power of Attorney holder. In the event that there is no Power of Attorney holder, majority shareholders suffice.

## APPENDIX I

### Horizontal Banner Terms & Conditions

- 1.1 Size of horizontal banner shall not exceed the approved size i.e not more than 4' × 20' [1219mm × 6096mm].
- 1.2 Horizontal banner shall only be displayed on the approved site(s).
- 1.3 All tobacco and liquor advertisements are not allowed.
- 1.4 All content and visual must be non-offensive in nature.
- 1.5 Licensee shall not display any obscenity, sex, acts of violence, illicit drugs and any other sensitive issues regarding religion, racial, language & political issues.
- 1.6 Horizontal banner must be securely fastened and maintained in good state during the period of the display.
- 1.7 The construction of posts at public place such as road verges, road reserve, open space, etc for such purpose is prohibited.
- 1.8 License number must be displayed on the horizontal banner for identification purposes, failing which it will be removed by the Council.
- 1.9 Horizontal banner shall provide a white space of 4" × 18" at the bottom right hand corner of the said banner for display of license number.
- 1.10 Horizontal banner must be removed within **two days** after the expiry of the license.
- 1.11 The number of banners displayed **cannot exceed the approved quantities**.
- 1.12 Security deposit shall be forfeited for non-compliance with any of the above terms and condition(s).

Signature : \_\_\_\_\_

Name of Signatory : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Date : \_\_\_\_\_