

Checklist Of Documents To Be Submitted

KFA – 3

<b>AGENCY FOR THE CONDUCT OR SALE OF ANY LICENCED LOTTERY</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
5	Latest Coloured Passport Size Photograph	1	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P)	1	
9	Photocopy Of The Latest Paid Assessment Bill	1	
10	Licence from Ministry of Finance	1	
11	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	3	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>LAUNDRY LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	<b>1</b>	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	<b>1</b>	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	<b>1</b>	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	<b>1</b>	
5	Latest Coloured Passport Size Photograph (for Applicant or Nominees)	<b>1</b>	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	<b>1</b>	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	<b>1</b>	
8	Photocopy Of Building Occupation Permit (O.P)	<b>1</b>	
9	Photocopy Of The Latest Paid Assessment Bill	<b>1</b>	
10	Medical Examination Report	<b>1</b>	
11	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) iii. Detailed Drawing of Grease Interceptor (if applicable) <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	<b>3</b>	

Checklist Of Documents To Be Submitted

KFA – 3

<b>BARBERS' AND HAIRDRESSERS' SHOPS (Air Conditioned)</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	<b>1</b>	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	<b>1</b>	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	<b>1</b>	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	<b>1</b>	
5	Latest Coloured Passport Size Photograph	<b>1</b>	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	<b>1</b>	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	<b>1</b>	
8	Photocopy Of Building Occupation Permit (O.P)	<b>1</b>	
9	Photocopy Of The Latest Paid Assessment Bill	<b>1</b>	
10	Medical Examination Report	<b>1</b>	
11	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	<b>3</b>	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>BARBERS' AND HAIRDRESSERS' SHOPS (Non Air Conditioned )</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
5	Latest Coloured Passport Size Photograph	1	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P)	1	
9	Photocopy Of The Latest Paid Assessment Bill	1	
10	Medical Examination Report	1	
11	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) (Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)	3	

Checklist Of Documents To Be Submitted

KFA – 3

<b>COFFEE &amp; TEA / FOOD SHOP / RESTAURANT LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
5	Latest Coloured Passport Size Photograph	1	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P)	1	
9	Photocopy Of The Latest Paid Assessment Bill	1	
10	Photocopy of Food Handlers Course Certificate	1	
11	Medical Examination Report	1	
12	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) iii. Detailed Drawing of Grease Interceptor (food premises only) <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	3	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>FOOD STALL / KIOSK LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
5	Latest Coloured Passport Size Photograph	1	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P)	1	
9	Photocopy of Food Handlers Course Certificate	1	
10	Medical Examination Report	1	
12	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) (Applicable for butcher stall/kiosk) iii. Detailed Drawing of Grease Interceptor (food premises only)(Applicable for butcher stall/kiosk) <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	3	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>CANTEEN (School / Commercial) LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	<b>1</b>	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	<b>1</b>	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	<b>1</b>	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	<b>1</b>	
5	Latest Coloured Passport Size Photograph	<b>1</b>	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	<b>1</b>	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	<b>1</b>	
8	Photocopy Of Building Occupation Permit (O.P) - Not Applicable for School Canteen	<b>1</b>	
9	Photocopy Of The Latest Paid Assessment Bill - Not Applicable for School Canteen	<b>1</b>	
10	Copy of Food Handlers Course Certificate (Compulsary for all food handlers)	<b>1</b>	
11	Medical Examination Report (Compulsary for all food handlers)	<b>1</b>	
12	Letter of Appointment as Canteen Operator	<b>1</b>	
13	Sketch Plan Drawn to Scale (minimum A3 Size) of:	<b>3</b>	
	i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) iii. Detailed Drawing of Grease Interceptor (food premises only) ( <b>Note</b> : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)		

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>COLD STORAGE LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	<b>1</b>	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	<b>1</b>	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	<b>1</b>	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	<b>1</b>	
5	Latest Coloured Passport Size Photograph	<b>1</b>	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	<b>1</b>	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	<b>1</b>	
8	Photocopy Of Building Occupation Permit (O.P)	<b>1</b>	
9	Photocopy Of The Latest Paid Assessment Bill	<b>1</b>	
10	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) (Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)	<b>3</b>	



Checklist Of Documents To Be Submitted

KFA – 3

<b>BAKERY LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	<b>1</b>	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	<b>1</b>	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	<b>1</b>	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	<b>1</b>	
5	Latest Coloured Passport Size Photograph	<b>1</b>	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	<b>1</b>	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	<b>1</b>	
8	Photocopy Of Building Occupation Permit (O.P)	<b>1</b>	
9	Photocopy Of The Latest Paid Assessment Bill	<b>1</b>	
10	Photocopy of Food Handlers Course Certificate	<b>1</b>	
11	Medical Examination Report	<b>1</b>	
12	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) iii. Detailed Drawing of Grease Interceptor <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	<b>3</b>	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>FRUIT / VEGETABLE LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
5	Latest Coloured Passport Size Photograph	1	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P)	1	
9	Photocopy Of The Latest Paid Assessment Bill	1	
10	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	3	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>BEER LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
5	Latest Coloured Passport Size Photograph	1	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P)	1	
9	Photocopy Of The Latest Paid Assessment Bill	1	
10	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	3	

Checklist Of Documents To Be Submitted

KFA – 3

<b>ARRACK (On / Off Premises) LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
5	Latest Coloured Passport Size Photograph	1	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P)	1	
9	Photocopy Of The Latest Paid Assessment Bill	1	
10	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	3	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>BUTCHER SHOP LICENCE</b>			
<b>No.</b>	<b>Required Documents</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
5	Latest Coloured Passport Size Photograph	1	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P)	1	
9	Photocopy Of The Latest Paid Assessment Bill	1	
10	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) <b>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)</b>	3	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>LIQUOR (WHOLESALE / RETAIL) (On / Off Premises) LICENCE</b>			
<b>No.</b>	<b>Required Document</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
5	Latest Coloured Passport Size Photograph	1	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P)	1	
9	Photocopy Of The Latest Paid Assessment Bill	1	
10	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)	3	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>FOOD PROCESSING LICENCE</b>			
<b>No.</b>	<b>Required Document</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	<b>1</b>	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	<b>1</b>	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	<b>1</b>	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	<b>1</b>	
5	Latest Coloured Passport Size Photograph	<b>1</b>	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	<b>1</b>	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	<b>1</b>	
8	Photocopy Of Building Occupation Permit (O.P)	<b>1</b>	
9	Photocopy Of The Latest Paid Assessment Bill	<b>1</b>	
10	Copy of Food Handlers Course Certificate	<b>1</b>	
11	Medical Examination Report	<b>1</b>	
12	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) iii. Detailed Drawing of Grease Interceptor (Note : Proper Building Plan [Renovation] submission is required if you intend to carried out any alteration to the structure of the existing building)	<b>3</b>	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>KAMPUNG SHOP / ISOLATED SHOP / GROCERIES LICENCE</b>			
<b>No.</b>	<b>Required Document</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy Of Identification Card (Both Sides)	1	
2	Latest Coloured Passport Size Photograph	1	
3	Original Letter Of Consent From The Land Owner / Premises Owner	1	
4	Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
5	Photocopy Of The Latest Paid Assessment Bill	1	
6	Letter of Recommendation from "Ketua Kaum / Penghulu"	1	



**Checklist Of Documents To Be Submitted**

KFA – 3

<b>ENTERTAINMENT - AUDITORIUM / HALL LICENCE</b>			
<b>No.</b>	<b>Required Document</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	<b>1</b>	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	<b>1</b>	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	<b>1</b>	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	<b>1</b>	
5	Latest Coloured Passport Size Photograph	<b>1</b>	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	<b>1</b>	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	<b>1</b>	
8	Photocopy Of Building Occupation Permit (O.P)	<b>1</b>	
9	Photocopy Of The Latest Paid Assessment Bill	<b>1</b>	
10	Letter of Clearence from Jabatan Ketua Menteri (If Involve Foreign Artistes)	<b>1</b>	
11	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Site Plan ii. Floor Layout Plan	<b>3</b>	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>ENTERTAINMENT - LOBBY / HALL / OPEN PLACE USED FOR EXHIBITION</b>			
<b>No.</b>	<b>Required Document</b>	<b>Qty</b>	<b>Tick</b>
1	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	<b>1</b>	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	<b>1</b>	
3	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	<b>1</b>	
4	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	<b>1</b>	
5	Latest Coloured Passport Size Photograph	<b>1</b>	
6	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	<b>1</b>	
7	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	<b>1</b>	
8	Photocopy Of Building Occupation Permit (O.P)	<b>1</b>	
9	Photocopy Of The Latest Paid Assessment Bill	<b>1</b>	
10	Police Security Vetting Report	<b>1</b>	
12	Letter of Clearence from Jabatan Ketua Menteri (If Involve Foreign Artistes)	<b>1</b>	
13	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Site Plan ii. Floor Layout Plan	<b>3</b>	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>ENTERTAINMENT - CIRCUS</b>			
<b>No.</b>	<b>Required Document</b>	<b>Qty</b>	<b>Tick</b>
1	Clearance from Jabatan Ketua Menteri	1	
2	Clearance from Jabatan Pertanian Sarawak	1	
3	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
4	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
5	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
6	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
7	Latest Coloured Passport Size Photograph	1	
8	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
9	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
10	Photocopy Of The Latest Paid Assessment Bill	1	
11	Police Security Vetting Report	1	
12	“Surat Sokongan” from Bomba - To Check with BOMBA	1	
13	Photocopy of Public Liability Insurance Policy (Minimum RM 1,000,000.00)	1	
14	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan (for the Marquee Tent)	3	

**Checklist Of Documents To Be Submitted**

KFA – 3

<b>ENTERTAINMENT - FUNFAIR</b>			
<b>No.</b>	<b>Required Document</b>	<b>Qty</b>	<b>Tick</b>
1	Clearance from Jabatan Ketua Menteri if it Involve Foreigners and Non-Sarawakian (If Applicable)	1	
2	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
3	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
4	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
5	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
6	Latest Coloured Passport Size Photograph	1	
7	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
8	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
9	Photocopy Of The Latest Paid Assessment Bill	1	
10	Copy of Police Permit	1	
11	Clearance Letter from Jabatan Keselamatan dan Kesihatan Pekerja (Kementerian Sumber Manusia)	1	
12	Photocopy of Public Liability Insurance Policy (Minimum RM 1,000,000.00)	1	
13	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Locality Plan & Site Plan ii. Floor Layout Plan	3	

Checklist Of Documents To Be Submitted

KFA – 3

<b>ENTERTAINMENT - FASHION SHOW BY PROFESSIONAL ARTISTES / BEAUTY CONTEST</b>			
<b>No.</b>	<b>Proposed Requirement</b>	<b>Qty</b>	<b>Tick</b>
1	Clearance from Jabatan Ketua Menteri if it Involve Foreigners and Non-Sarawakian (If Applicable)	1	
2	Photocopy of Extract of Registration of Business Name from LHDN / District Office <b>OR</b> Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company	1	
3	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
4	Photocopy Of Identification Card (Both Sides) <b>OR</b> Copy Of Passport (For Non Sarawakians)	1	
5	Photocopy Of Work Permit for Related Trades (For Non Sarawakians Nominee) - If Applicable	1	
6	Latest Coloured Passport Size Photograph	1	
7	Photocopy Of Tenancy Agreement <b>OR</b> Original Letter Of Consent From The Land Owner / Premises Owner	1	
8	Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
9	Photocopy Of Building Occupation Permit (O.P)	1	
10	Photocopy Of The Latest Paid Assessment Bill	1	
11	Photocopy of Police Permit	1	
12	Sketch Plan Drawn to Scale (minimum A3 Size) of:	3	
	i. Locality Plan & Site Plan ii. Floor Layout Plan		