

Checklist Of Documents To Be Submitted

KFA – 3

AGENCY FOR THE CONDUCT OR SALE OF ANY LICENCED LOTTERY			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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 (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

LAUNDRY LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 (for Applicant or Nominees)	1	
6	Photocopy Of Tenancy Agreement OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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) iii. Detailed Drawing of Grease Interceptor (if applicable) (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

BARBERS' AND HAIRDRESSERS' SHOPS (Air Conditioned)			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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

BARBERS' AND HAIRDRESSERS' SHOPS (Non Air Conditioned)			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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

COFFEE & TEA / FOOD SHOP / RESTAURANT LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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) (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

FOOD STALL / KIOSK LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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) (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

CANTEEN (School / Commercial) LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	1	
8	Photocopy Of Building Occupation Permit (O.P) - Not Applicable for School Canteen	1	
9	Photocopy Of The Latest Paid Assessment Bill - Not Applicable for School Canteen	1	
10	Copy of Food Handlers Course Certificate (Compulsary for all food handlers)	1	
11	Medical Examination Report (Compulsary for all food handlers)	1	
12	Letter of Appointment as Canteen Operator	1	
13	Sketch Plan Drawn to Scale (minimum A3 Size) of:	3	
	i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) iii. Detailed Drawing of Grease Interceptor (food premises only) (Note : 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

COLD STORAGE LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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) (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

BAKERY LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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 (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

FRUIT / VEGETABLE LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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) (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

BEER LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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

ARRACK (On / Off Premises) LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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

BUTCHER SHOP LICENCE			
No.	Required Documents	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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) (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

LIQUOR (WHOLESALE / RETAIL) (On / Off Premises) LICENCE			
No.	Required Document	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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

FOOD PROCESSING LICENCE			
No.	Required Document	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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	Copy 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 (Note : Proper Building Plan [Renovation] submission is required if you intend to carried out any alteration to the structure of the existing building)	3	

Checklist Of Documents To Be Submitted

KFA – 3

KAMPUNG SHOP / ISOLATED SHOP / GROCERIES LICENCE			
No.	Required Document	Qty	Tick
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

ENTERTAINMENT - AUDITORIUM / HALL LICENCE			
No.	Required Document	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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	Letter of Clearence from Jabatan Ketua Menteri (If Involve Foreign Artistes)	1	
11	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Site Plan ii. Floor Layout Plan	3	

Checklist Of Documents To Be Submitted

KFA – 3

ENTERTAINMENT - LOBBY / HALL / OPEN PLACE USED FOR EXHIBITION			
No.	Required Document	Qty	Tick
1	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	1	
2	Letter of Appointment of Nominee and proof of acceptance of appointment	1	
3	Photocopy Of Identification Card (Both Sides) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
7	Photocopy Of Sale And Purchase Agreement OR 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	Police Security Vetting Report	1	
12	Letter of Clearence from Jabatan Ketua Menteri (If Involve Foreign Artistes)	1	
13	Sketch Plan Drawn to Scale (minimum A3 Size) of: i. Site Plan ii. Floor Layout Plan	3	

Checklist Of Documents To Be Submitted

KFA – 3

ENTERTAINMENT - CIRCUS			
No.	Required Document	Qty	Tick
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 OR 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) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
9	Photocopy Of Sale And Purchase Agreement OR 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

ENTERTAINMENT - FUNFAIR			
No.	Required Document	Qty	Tick
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 OR 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) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
8	Photocopy Of Sale And Purchase Agreement OR 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

ENTERTAINMENT - FASHION SHOW BY PROFESSIONAL ARTISTES / BEAUTY CONTEST			
No.	Proposed Requirement	Qty	Tick
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 OR 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) OR 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 OR Original Letter Of Consent From The Land Owner / Premises Owner	1	
8	Photocopy Of Sale And Purchase Agreement OR 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		