





### 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) <b>OR</b> 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 <b>OR</b> 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 <b>OR</b> Original Letter of Consent From The Land Owner / Premises Owner   | x 1 copy   | <input type="checkbox"/> |
| (9)  | Photocopy Of Sale And Purchase Agreement <b>OR</b> Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)  | x 3 copies | <input type="checkbox"/> |
| (10) | Sketch Plan Drawn to Scale ( <b>minimum A3 Size</b> ) of:  |            |                          |
|      | i. Locality Plan & Site Plan   | x 4 copies | <input type="checkbox"/> |
|      | ii. Floor Layout Plan and/or skid tank details   | x 4 copies | <input type="checkbox"/> |
| (11) | Photocopy Of The Latest Paid Assessment Bill   | x 1 copy   | <input type="checkbox"/> |
| (12) | Letter from <b>OR</b> Contract with Shell / Petronas / Petros / Other Supplier   | x 1 copy   | <input type="checkbox"/> |
| (13) | <i>Surat Sokongan Bomba</i> from <i>Jabatan Bomba &amp; Penyelamat</i>   | x 1 copy   | <input type="checkbox"/> |
| (14) | Licence from Ministry of Utilities Sarawak (if available)  | x 2 copies | <input type="checkbox"/> |