



**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**

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

**PART III: PARTICULARS OF BUSINESS**

<b>1</b>	<b>Proposed business name:</b>			
<b>2</b>	<b>Business address:</b>			
	Lot(s) Number: _____	<input type="checkbox"/> Ground Floor	<input type="checkbox"/> First floor	<input type="checkbox"/> Other: _____
	Lot(s) Number: _____	<input type="checkbox"/> Ground Floor	<input type="checkbox"/> First floor	<input type="checkbox"/> Other: _____
	Lot(s) Number: _____	<input type="checkbox"/> Ground Floor	<input type="checkbox"/> First floor	<input type="checkbox"/> Other: _____
	Lot(s) Number: _____	<input type="checkbox"/> Ground Floor	<input type="checkbox"/> First floor	<input type="checkbox"/> Other: _____
	*Parcel Number: _____	*Block / Section Number: _____		
	Name of road: _____	Postcode: _____		
<b>3</b>	<b>Land title condition:</b>		<b>4</b>	<b>Total area:</b>
				square metre
<b>5</b>	<b>Type of proposed business:</b>			
	_____			
	_____			
	_____			
<b>6</b>	<b>Type of business on the next premises:</b>	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	Photocopy of Land title/Extract of Land Title of 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"/>
	<b>*Additional documents for Pusat Jagaan/Taska</b>				
1	Valid approval from Land and Survey Department	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Letter from <i>Jabatan Kebajikan dan Masyarakat</i>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Letter of support from <i>Jabatan Bomba dan Penyelamat Malaysia</i>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>*Additional document for Printing Company</b>				
1	Valid approval letter from <i>Kementerian Dalam Negeri (Lesen Mesin Cetak)</i>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>*Additional document for Tuition Centre/Tadika/College, etc</b>				
1	Valid approval letter from <i>Kementerian Pelajaran Malaysia</i>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>*Additional document for Pet Shop/Pet Hotel</b>				
1	Valid approval letter from <i>Jabatan Perkhidmatan Veterinar Sarawak</i>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>*Additional document for Medical/Dental Clinic</b>				
1	Valid approval letter from <i>Jabatan Kesihatan Negeri Sarawak</i>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FOR OFFICE COMMENT(S), IF ANY</b>			Processing Fee Receipt Number: _____		
			Date: _____		
			<b>Approve / Not Approve</b>		
			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"/> Storage of Petroleum Products       | <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)