

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) OR 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 OR 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 OR Original Letter of Consent From The Land Owner / Premises Owner	x 1 copy	<input type="checkbox"/>
(9)	Photocopy Of Sale And Purchase Agreement OR Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)	x 3 copies	<input type="checkbox"/>
(10)	Sketch Plan Drawn to Scale (minimum A3 Size) 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 OR Contract with Shell / Petronas / Petros / Other Supplier	x 1 copy	<input type="checkbox"/>
(13)	<i>Surat Sokongan Bomba from Jabatan Bomba & Penyelamat</i>	x 1 copy	<input type="checkbox"/>
(14)	Licence (ATI & ATO) from Ministry of Utilities & Telecommunications Sarawak (if available)	x 2 copies	<input type="checkbox"/>