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Overview

The World Tourist Organisation forecasts that international arrivals worldwide are expected to reach 1.0 billion by 2010. Malaysia's tourism sector is expected to benefit considerably from the growth of international travel during this period. Tourist arrivals to Malaysia are estimated to reach 24.6 million by 2010. Correspondingly, tourist receipts are also set to rise to RM59.4 billion by that year.

The anticipated growth in tourism industry will require the expansion of tourism related infrastructures and facilities and thus offers wide ranging investment opportunities for entrepreneurs, particularly the hotel subsector. In terms of tourist expenditure pattern, accommodation still remained the highest component, comprising more than 33 per cent of the total expenditure. In tandem with the increase of tourist arrivals, the number of hotels is also expected to rise from 2,256 in 2005 to 3,218 in 2010.

The tourism industry will continue to be a key foreign exchange earner, contributing to growth, investment and employment. The prime focus of the government is to continue enhancing the country's position as a leading global tourist destination as well as promoting domestic tourism. Close collaboration with the private sector will continue to be strengthened in the formulation and implementation of tourism strategies and programmes. The private sector for instance, is encouraged to provide better accommodation ranging from high-end to the more affordable in order to cater for different target groups of tourist.

To further facilitate the growth of the tourism industry, the government has taken efforts to examine its regulations and procedures so that these will be streamlined to reduce bureaucracy and increase efficiency. Among the initiatives taken is the improvements made to the approval and licensing requirements to start a hotel business which are all been compiled in this Guidebook.

It is hoped that this Guidebook would provide a comprehensive reference to investors who are interested to start a new hotel business in this country.

Stages of Approvals in Starting The Hotel Business

On the assumption that the hotel building is completed and ready to be occupied, a hotelier is required to apply a minimum of 12 approvals* to start the business. However, he may also apply for a maximum of 22 approvals, depending on the number of business activities he intends to provide in the hotel.

The 22 approvals can be categorized into 4 stages as follows:

STAGE	NO. OF APPROVALS
Stage 1 :	
Company Registration	2
Stage 2 :	
Employer/Employee Registration	6
Stage 3 :	
Pre Operational Approvals	4
Stage 4 :	
Additional Approvals	10
Total	22

Note:

** Approvals include licences, permits, registrations and authorisation letters.*

The minimum 12 approvals involved approvals in Stage 1 to Stage 3. Stage 4 comprised of 10 additional approvals that may be applied individually if the hotelier intends to add other business activities.

The summary of approvals in all the four stages is shown in **Diagram 1**.

DIAGRAM 1: THE SUMMARY OF APPROVALS FOR HOTEL BUSINESS





Stage 1

Company Registration





Stage 1

Company Registration

1

For the purpose of conducting business in Malaysia, the most common type of company incorporated under the Companies Act 1965 (CA) is a company limited by shares. It may be incorporated as a private company or public company.

The requirements to form a company are:

- i. A minimum of two subscribers to the shares of the company (Section 14 CA);
- ii. A minimum of two directors (Section 122 CA); and
- iii. A company secretary who can either:
 - an individual who is a member of a professional body prescribed by the Minister of Domestic Trade and Consumer Affairs; or
 - an individual licensed by the Companies Commission of Malaysia.

Both the director and company secretary shall have their principal or only place of residence within Malaysia.

For starting the hotel business, this Guidebook shall outline the incorporation procedures of a local company limited by shares and also the registration procedures of a foreign branch company. A hotelier has to apply for two approvals namely the approval of company's name followed by the certificate of incorporation (local company) or certificate of registration (foreign company)





APPROVAL OF COMPANY'S NAME



CERTIFICATE OF INCORPORATION OF LOCAL COMPANY/ CERTIFICATE OF REGISTRATION OF FOREIGN COMPANY

A. Incorporation Procedures of A Local Company

a. Name Search With CCM And Application For Name

A name search must be conducted to determine whether the proposed name of the company is available. The steps involved are:

- i. Completion and submission of Form 13A of the CA (Request For Availability of Name) to CCM; and
- ii. Payment of RM30.00 fee for each name applied.

When the proposed company's name is approved by CCM, it shall be valid for three months from the date of approval.

Approving Time

The approving time for company's name is 1 day.

b. Lodgement of Incorporation Documents

The following documents must be submitted to CCM within three months from the date of approval of the company's name:

- i. Memorandum and Articles of Association
 - An original copy of the Memorandum and Articles of Association shall each be stamped at RM100.00. Stamps are affixed at the Inland Revenue Board's stamp office.



- The directors and secretaries shall be named in the Memorandum And Articles of Association.
- The subscribers to the company's shares shall sign the Memorandum and Articles of Association in front of a witness.
- Table A of the Fourth Schedule in the Company Act can be adopted as the Articles of Association of the company (Section 30 CA).

ii. Form 48A (Statutory Declaration By A Director Or Promoter Before Appointment)

The director or promoter declares under oath that:

- he/she is not a bankrupt; and
- he/she has not been convicted and imprisoned for the prescribed offences.

iii. Form 6 (Declaration of Compliance)

This declaration states that all the requirements of the CA have been complied with. It must be signed by the company secretary who handles the registration and is named in the Memorandum and Articles of Association.

iv. Additional documents:

- Original Form 13A.
- A copy of the letter from CCM approving the name of the company.
- A copy of the identity card of each director and company secretary.



Registration Fees

Each application for the incorporation of a company shall be accompanied with payment as per schedule below:

AUTHORISED SHARE CAPITAL (RM)	FEES (RM)
Up to 100,000	1,000
100,001 - 500,000	3,000
500,001 - 1 million	5,000
1,000,001 - 5 million	8,000
5,000,001 - 10 million	10,000
10,000,001 - 25 million	20,000
25,000,001 - 50 million	40,000
50,000,001 - 100 million	50,000
100,000,001 and above	70,000

Approving Time

The approving time for the incorporation of a local company is 1 day. A Certificate of Incorporation in Form 9 will be issued by CCM upon compliance with procedures and submission of completed documents.



B. Registration Procedures Of A Foreign Company

A foreign company may carry on a hotel business in Malaysia by either:

- incorporating a local company; or
- registering a branch in Malaysia.

Foreign company is defined under the CA as:

- i. a company, corporation, society, association or other body incorporated outside Malaysia; or
- ii. an unincorporated society association, or other body which under the law of its place of origin may sue or be sued, or hold property in the name of the secretary or other officer of the body or association appointed for that purpose and which does not have its head office or principal place of business in Malaysia



a. Name Search With CCM And Application For Name

A name search must be conducted to determine whether the proposed name of the company is available for registration. The steps involved are:

- i. Completion and submission of Form 13A of the CA (Request for Availability of Name) to CCM; and
- ii. Payment of RM30.00 fee for each name applied.

The name to be used to register the foreign company should be the same as registered in its country of origin. When the proposed company's name is approved by CCM, it shall be valid for three months from the date of approval.

Approving Time

The approving time for company's name is 1 day.

b. Lodgement of Registration Documents

Registration documents must be submitted to CCM within three months from the date of approval of the company's name as follows:

- i. A certified copy of the certificate of incorporation or registration of the foreign company;
- ii. A certified copy of the foreign company's charter, statute or Memorandum and Articles of Association or other instrument defining its constitution;
- iii. Form 79 (Return By Foreign Company Giving Particulars Of Directors and Changes Of Particulars);



Note:

If the list includes directors residing in Malaysia who are members of the local board of directors of the foreign company, a memorandum stating their powers must be executed by or on behalf of the foreign company and submitted to CCM.

- iv. A memorandum of appointment or power of attorney authorising the person(s) residing in Malaysia, to accept on behalf of the foreign company any notices required to be served on such foreign company;
- v. Form 80 (Statutory Declaration By Agent Of Foreign Company); and
- vi. Additional documents consisting of:
 - The original Form 13A; and
 - A copy of the letter from CCM approving the name of the foreign company.

Note:

If any of the described registration documents are in languages other than Malay or English, a certified translation of such documents in Malay or English shall be required.



Registration Fees

Registration fees shall be as per the payment schedule below:

AUTHORISED SHARE CAPITAL (RM)	FEES (RM)
Up to 100,000	1,000
100,001 - 500,000	3,000
500,001 - 1 million	5,000
1,000,001 - 5 million	8,000
5,000,001 - 10 million	10,000
10,000,001 - 25 million	20,000
25,000,001 - 50 million	40,000
50,000,001 - 100 million	50,000
100,000,001 and above	70,000

Note:

- i. In determining the amount of registration fees, the nominal share capital of the foreign company should first be converted to the Malaysian currency (Ringgit Malaysia) at the prevailing exchange rate.
- ii. In the event a foreign company does not prescribe any share capital, a flat rate of RM1,000 shall be paid to CCM.





Approving Time

The approving time for registration of a foreign company is 1 day. A certificate of registration will be issued by CCM upon compliance with procedures and submission of completed documents.

Note:

Foreigners are advised to seek the services of an advocate and solicitor, an accountant or a practicing company secretary for further assistance.

For further details, please contact:

Company Commission of Malaysia (CCM)

Level 2 & 10-18,

Putra Place,

100, Jalan Putra,

50622 Kuala Lumpur

Tel: 03-40476000

Fax: 03-40476371

Hotline: 03-40476011 / 6222

Email: enquiry@ssm.com.my

Website: www.ssm.com.my



Stage 2

Employer/Employee Registration





Stage 2 Employer/Employee Registration

2

A hotelier has to make both employer and employee registration with 3 agencies as follows:

- a. Employees Provident Fund (EPF);
- b. Social Security Organisation (SOCSO); and
- c. Inland Revenue Board (IRB).

Application to the above agencies can be applied concurrently and approvals can be obtained in one day.



EMPLOYER REGISTRATION WITH EPF

As an employer, a hotelier must register with EPF within 7 days from the date the company becomes liable to contribute, that is as soon as an employee is hired.

An employer is then required to make EPF contributions, both for the Employee and Employer portions, at the prevailing rates spelt out in the Third Schedule of the EPF Act 1991. Currently, contribution rates are 11% for the employee and 12% for the employer. However, an employer is advised to keep abreast with changes which may take place from time to time.

Approving Authority

Employees Provident Fund

Laws and Regulations

EPF Act 1991

Application Process

A hotelier is required to complete Form EPF 1 and forward it together with the following documents:

- a. Photocopy of Identity Card (IC) of the person who signs the application form. Photocopy of IC must have company chop and certified by the company secretary; and
- b. Company Registration documents (Form 49 and Form 9)

Validity Period

One-off registration.

Approving Time

Employer's Registration will be processed within 1 day from the date of submission of complete application.



4 MEMBER REGISTRATION WITH EPF

As an employer a hotelier is also responsible to register an employee with the EPF, if he works for the first time.

Approving Authority

Employees Provident Fund

Laws and Regulations

EPF Act 1991

Application Process

An employer is required to complete Form EPF 3 and forward it together with the following documents:

- a. Photocopy of IC affixed with right and left thumbprint certified by employer;
- b. Photocopy of Birth Certificate (if do not have IC).
- c. Photocopy of Passport/Work Permit and complete Form 16B (Foreigners).

Validity Period

One-off registration.

Approving Time

Members' Registration will be processed within 1 day from the date of submission of complete application.

For further details, please contact:

Employees Provident Fund (EPF)
Bangunan KWSP, Jalan Raja Laut,
50350 Kuala Lumpur
Tel: 03-87326000
Fax:03-26948433
Website: www.kwsp.com.my



EMPLOYER REGISTRATION WITH SOCSO



EMPLOYEE REGISTRATION WITH SOCSO

SOCSO administers two social security schemes for workers earning wages not exceeding RM3,000 per month. Employees who receive a monthly wage exceeding RM3,000 and who have not previously registered or paid contributions to SOCSO are given an option to be covered under the Act. Both the employer and employee have to consent to the coverage by filling the optional form (PKS: (F)42). Once covered, workers remain covered irrespective of their wages. However, the maximum contribution is based on wages of RM3,000 per month. All employees who have been employed by an employer under a contract of service of apprenticeship are liable under Social Security Act, 1969.

Contribution under Employment Injury Insurance Scheme:

- a. Employers - 1.25% of the employee's wages
- b. Employees - Nil

Contribution under the Invalidity Pension Scheme:

- a. Employers - 0.5% of the employee's wages
- b. Employees - 0.5% of the employee's wages

Employer's Registration

A hotelier who employs employees is required to register and contribute monthly to SOCSO.



Employee's Registration

All employees eligible for coverage under the Act must register and contribute to SOCSO irrespective of the employment status whether it is permanent, temporary or casual in nature.

Approving Authority

Social Security Organisation

Laws & Regulations

Social Security Act, 1969

Application Process

A hotelier is required to submit Form 1 (Employer Registration Form) and Form 2 (Employee Registration Form) to the relevant Local Office with the following documents:

- a. Form 9 - (Company Act, 1965)
- b. Form 49 - Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars (Company Act, 1965)
- c. Form 13 - for change of name of company (Company Act, 1965)

Validity Period

One-off registration.

Approving Time

The approving time for registration process is 1 day.

For further details, please contact:

Social Security Organisation (SOCSO)
Menara PERKESO, 281, Jalan Ampang,
50538 Kuala Lumpur
Tel: 03-42645000
Fax: 03-42567713
Website: www.perkeso.gov.my



EMPLOYER REGISTRATION WITH IRB

A hotelier is required to register as an employer with IRB for the purpose of payment of Schedular Tax Deductions pursuant to the Income Tax (Deduction From Remuneration) Rules 1994.

Approving Authority

Inland Revenue Board

Laws & Regulations

Income Tax (Deduction From Remuneration) Rules 1994

Application Process

Registration can be made by using the Return Form of An Employer (Form E) which must be furnished to the IRB branch with the following documents:

- a. Form 9 - Certificate of Incorporation of Company; and
- b. Form 49 - Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars.

Validity Period

One-off registration.

Approving Time

The approving time for registration is 1 day.

For further details, please contact:

**Pusat Khidmat Pelanggan
Level 12, Menara C, Persiaran MPAJ,
Jalan Pandan Utama, Pandan Indah,
55100 Kuala Lumpur
Toll Free line: 1-300-88-3010**



REGISTRATION AS CORPORATE TAXPAYER

A hotelier who conducts business in Malaysia is required to furnish the income Tax Return Form to IRB pursuant to section 77A of the Income Tax Act 1967 irrespective of profit or loss.

Approving Authority

Inland Revenue Board

Laws & Regulations

Income Tax Act 1967

Application Process

The application for registration must be furnished to IRB with the following information/documents:

- a. Registered address with CCM;
- b. Address of main business premise;
- c. Name and address of tax agent;
- d. Date of commencement of operations;
- e. Accounting period of the company;
- f. Company's Memorandum & Articles of Association;
- g. Form 9 - Certificate of Incorporation of Company;
- h. Form 49 - Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars;
- i. Form 24 - Return of Allotment of Shares; and
- j. Form 13 - Change in name of company (if any).

For further details, please contact:

Pusat Khidmat Pelanggan
Aras 12, Menara C, Persiaran MPAJ
Jalan Pandan Utama, Pandan Indah
55100 Kuala Lumpur
Toll Free Line: 1-300-88-3010

Validity Period

One-off registration.

Approving Time


The approving time for registration is 1 day.



Stage 3

Pre-operational Approvals





Stage 3 Pre-Operational Approvals

3

To enable a hotelier to start operating the business activities in the hotel, 4 approvals are required. These 4 approvals can be applied concurrently.



COMPOSITE LICENCE FOR HOTEL

A hotelier is required to apply Composite Licence to carry out business activities. The business activities of Composite Licence varies according to the hotel's star rating. For a 5 star hotel, the business activities in the Composite Licence comprised of:

- a. Hotel/lodging house
- b. Bar
- c. Lounge
- d. Banquet/conference hall
- e. Entertainment/performance activities
- f. Restaurant/coffee house
- g. Swimming pool for adult and children
- h. Parking lot
- i. Dobby
- j. Health club/gymnasium/sauna/outdoor and indoor facilities
- k. Beauty salon
- l. Souvenir shop and drugstore selling newspaper, magazines, books, postcards, tobacco and photographic films
- m. Signboard advertisement

Approving Authority

Respective Local Authorities

Laws & Regulations

Local Authority By-Laws

Application Process

The application can be made together with signboard advertisement licence simultaneously. Application forms are available on the website or can be obtained at the counter of respective local authorities.



Completed application form must be accompanied by the following documents:

- a. 1 copy of the company's Memorandum and Articles of Association;
1 copy of Form 9; and
1 copy of Form 49 - Return Giving Particulars in Register of Directors, Managers and Secretaries and Change of Particulars;
- b. 1 copy of the location plan for the premise;
- c. 1 drawing indicating the design for each proposed signboards;
- d. A letter of agreement or consent from the owner of the building (if applicable); and
- e. 1 copy of identity card/passport.

Validity Period

The Composite Licence for Hotel is valid between 1 to 3 years depending on the option by the applicant.

Approving Time

A hotelier may commence business upon receiving an acknowledgement for licence application from local authority. Business licence will be issued within 7 days from the date of the application. 60 days reprieve time is given to a hotelier to fulfil the requirements imposed by the local authority.

For further details, please contact:

**Respective Local Authorities
as per Appendix A**





REGISTRATION OF TOURIST ACCOMMODATION PREMISES

A hotelier who operates accommodation premises is required to register the premises as tourist accommodation premises.

Approving Authority

Ministry of Tourism

Laws & Regulations

- a. Tourism Industry Act 1992
- b. Tourism Industry (Registration, Classification, Reclassification and Rating of Tourist Accommodation Premises) Regulations 2003

Application Process

Registration must be made by using Form 1 (Regulation 3) which is available at Ministry of Tourism and its regional licensing offices. The form can also be downloaded from the ministry website at www.motour.gov.my. The application must be submitted with the following documents:

- a. Company Registration documents:
 - Copy of the company's Memorandum and Articles of Association
 - Copy of Form 24 - Return of Allotment of Shares
 - Copy of Form 49 - Return Giving Particulars in Register of Directors, Managers and Secretaries and Change of Particulars





- b. Copy of the Certification of Fitness for Occupation (CFO) or Certification of Completion and Compliance (CCC)
- c. Copy of the document change of building status from local authority (if applicable)

Completed application must be submitted to the following offices according to their operating areas:

a. Licensing Division, Ministry of Tourism, Malaysia, Kuala Lumpur

Applications from the Federal Territory of Kuala Lumpur, Putrajaya, Selangor, Negeri Sembilan, sections of the districts of Pahang (Temerloh, Jerantut, Bera, Raub, Bentong, Kuala Lipis and Cameron Highlands) and sections of Perak (Ipoh, the districts of Tanjung Malim, Tapah, Teluk Intan, Lumut, Pangkor Island, Sitiawan and Batu Gajah)

b. Northern Region Licensing Office

Applications from Kedah, Langkawi, Penang, Perlis and northern Perak which covers towns in northern Ipoh (the districts of Taiping, Grik, Lenggong, Sg Siput, Kampar, Kuala Kangsar and Krian)

c. Eastern Region Licensing Office

Applications from Kelantan, Terengganu and sections of Pahang (Kuantan, Pekan and Maran)

d. Southern Region Licensing Office

Applications from Johor, Malacca and parts of Pahang (Rompin and Pulau Tioman)



e. Sabah Regional Licensing Office

Applications from Sabah and the Federal Territory of Labuan

f. Sarawak Regional Licensing Office

Applications from Sarawak

A processing fee of RM20.00 shall be submitted with the application and a registration fee of RM50.00 is to be paid after the registration is approved. All payments must be made in the form of bank draft/money order/cashier's order in the name of the Commissioner of Tourism, Ministry of Tourism. The name of the company and the Ministry's file reference number (if any) must be clearly written on the back of the bank draft/money order/cashier's order.

Validity Period

One-off registration.

Approving Time

The Registration of Tourist Accommodation Premise will be issued within 6 days from the date of submission of complete application.

For further details, please contact:

**Licensing Division
Ministry of Tourism (MOTOUR)
Level 33, Menara Dato' Onn,
PWTC, 45, Jalan Tun Ismail
50695 Kuala Lumpur
Tel: 03-2693 7111
Fax: 03-2694 4789
Email: info@motour.gov.my
Website: www.motour.gov.my**



REGISTRATION OF INSTALLATION

A hotelier is required to register the electrical installation under Section 21 of the Electricity Supply Act 1990.

Approving Authority

Energy Commission of Malaysia (EC).

Laws & Regulations

- a. Electricity Supply Act 1990
- b. Electricity Regulations 1994

Application Process

Application for the registration of installation must be made by using Form ST(KE)9 which can be obtained from EC Regional Offices. The form can also be downloaded from EC website at www.st.gov.my. The application must be submitted with the following documents:

- a. **Form A** (First Schedule in Electricity Regulations 1994) which is signed by the owner or management of the installation themselves;
- b. Plan and schematic drawing and specification which are signed by Professional Electrical Engineer;
- c. **Form G** (Supervision and Completion Certificate) which is made out and signed by registered wiremen whereby the registered wiremen must be employed on a full-time basis by a registered Electrical Contractor; and
- d. **Form H** (Test Certificate), which is made out and signed by registered wiremen/Electrical Services Engineer.



A hotelier may also appoint a consultant or registered electrical contractor with the EC to apply the registration of installation for him.

The application must be submitted to EC Regional Offices according to the installation address as per **Appendix B**.

Registration is subjected to an annual fee based on the installation capacity.

Validity Period

The Registration for Installation is valid for 1 to 5 years depending on the option by the applicant.

Approving Time

Fast-track approval will be issued within 7 days from the date of submission of complete application.

For further details, please contact:

Energy Commission of Malaysia
13th Floor, Menara TH Perdana
1001, Jalan Sultan Ismail
50250 Kuala Lumpur
Tel: 03-2612 5400
Fax: 03-2693 7791
Email: info@st.gov.my
Website: www.st.gov.my



AUTHORISATION LETTER TO PURCHASE DIESEL

For generator standby, a hotelier is required to apply for the authorisation letter to purchase diesel.

Approving Authority

Ministry of Domestic Trade and Consumer Affairs

Laws & Regulations

- a. Control of Supplies Act 1961
- b. Control of Supplies Regulation 1974

Application Process

Application for the Authorisation Letter to Purchase Diesel must be made by using Form PKB 2 that can be obtained and submitted to the Ministry of Domestic Trade and Consumer Affairs with the following documents:

- a. Company Registration documents:
 - Copy of Form 24 - Return of Allotment of Shares
 - Copy of Form 49 - Return Giving Particulars in Register of Directors, Managers and Secretaries and Change of Particulars
- b. Approval Letter from Fire & Rescue Department.

For further details, please contact:

Ministry of Domestic Trade and Consumer Affairs (KPDNHEP)
No. 13, Persiaran Perdana, Presint 2,
Pusat Pentadbiran Kerajaan Persekutuan,
62323 Putrajaya
Tel: 03-8882 5500
Fax: 03-8882 5762
Hotline: 1800 886 800
Website: www.kpdnhep.gov.my

Validity Period

One-off approval.

Approving Time

The Authorisation Letter to Purchase Diesel will be issued within 7 days from the date of submission of complete application.



Stage 4

Additional Approvals





Stage 4

Additional Approvals

4

A hotelier may apply for additional approvals depending on the number of business activities he intends to provide in the hotel.





13 PUBLIC HOUSE LICENCE



14 TEMPORARY PUBLIC HOUSE LICENCE (EXTENSION OF TIME)

Excise Act 1976 requires a hotelier to apply for Public House Licence to enable them to sell and serve liquor in the hotel premise. There are 3 classes of Public House Licence depending on the time liquor can be sold and served in the hotel premise as follows:

- a. Class 1 : 10.00 am to 12 midnight,
- b. Class 2 : 10.00 am to 10.00 pm, and
- c. Class 3 : 10.00 am to 9.00 pm.

However, the hotelier is allowed to sell and serve liquor beyond the specified time during the festive seasons and for this purpose he is required to apply Temporary Public House Licence (Extension of Time).

Approving Authority

- a. Penang State Secretariat Office/Penang Island Municipal Council/Seberang Perai Municipal Council
- b. Kuala Lumpur City Hall
- c. Respective District Offices (other than Penang and Kuala Lumpur)

Laws & Regulations

- a. Excise Act 1976
- b. Excise Regulations 1977
- c. Excise (Sales of Intoxicating Liquors) Regulations 1977
- d. Excise (Licensing Boards) Regulations 1977



Application Process

Application for both Public House Licence and Temporary Public House Licence (Extension of Time) can be made by using the form in Third Schedule of Excise Act 1976 – Public House Licence that are available at all approving authorities. The application must be submitted with the following documents:

- a. 5 copies of Memorandum and Articles of Association, Certificate of Incorporation of Company and Form 49 - Return Giving Particulars in Register of Directors, Managers and Secretaries and Change of Particulars
- b. 5 copies of authorisation letters (if the applicant is not company director)
- c. 5 original copies of advertisement of application for the licence as published in the newspaper (both English and Malay versions)
- d. 5 copies of Premise Licence or document certifying that the Premise Licence has been submitted for renewal
- e. 5 copies of applicant's photo (passport size)
- f. 5 copies of applicant's identity card
- g. 5 copies of location map showing the proposed location in the building
- h. 5 copies of premise photo (internal and external)
- i. 5 copies of the premise location map
- j. 5 copies of tenancy agreement/sales and purchase agreement

The application will be tabled in the Licensing Board meeting that is held every three months.



Validity Period

The validity period of newly issued Public House Licence varies from 6 months to 1 year. On the other hand, Temporary Public House Licence (Extension of Time) is only valid during the festive season as specified in the approval.

Approving Time

The approving time for both Public House Licence and Temporary Public House Licence (Extension of Time) is 90 days.

For further details, please contact:

**District Offices/Penang State Secretariat Office
as per Appendix C
Kuala Lumpur City Hall as per Appendix A**



15 TEMPORARY EXTERNAL ADVERTISEMENT PERMIT/LICENCE

A hotelier who intends to publicly display an advertisement (eg. bunting and banner) is required to apply for the Temporary External Advertisement Licence to carry out these activities.

Approving Authority

Respective Local Authorities in areas the advertisement will be displayed.

Laws and Regulations

Local Authority Advertisement By-Laws

Application Process

Application for the licence must be made by using Application Form for Temporary External Advertisement Licence not later than 7 days before the advertisement is set up and displayed. The application must be submitted with the following documents:

- a. Copy of applicant's Identity Card
- b. Advertisement sketch
- c. Location map (if in public area)
- d. Licence fee as prescribed by the respective Local Authorities

Validity Period

The validity period is subjected to the option made by the applicant with the maximum period of 3 months.

Approving Time

The Temporary External Advertisement Licence will be issued within 5 days from the date of submission of complete application.

For further details, please contact:

Local Authorities as per Appendix A



MONEY CHANGER LICENCE

A hotelier who intends to conduct money changing business is required to apply for the Money Changer Licence.

Approving Authority

Central Bank of Malaysia

Laws & Regulations

Money Changing Act 1998

Qualifying Criteria

- a. A company incorporated under Malaysia's Companies Act 1965
- b. Possess a minimum paid-up share capital, unimpaired by losses of RM100,000
- c. Directors and officers meet the criteria of "fit and proper" as stipulated in the Act
 - The officer in charge of money changing operation is required to sit for the assessment test on the understanding of Money Changing Act 1998 and Companies Act 1965 as part of the "fit and proper" criteria.





Application Process

The Application Form is available at:

- Laman Informasi Khidmat Nasihat, Central Bank of Malaysia; or
- Central Bank of Malaysia's branches in Penang, Kuala Terengganu, Johor Bahru, Kota Kinabalu and Kuching.

Applicant may also write to the Foreign Exchange Administration Department, Central Bank of Malaysia to obtain the form.

The request for application form must be supported with the following documents from the Registrar of Companies in Malaysia:

- a. Form 9 – Certificate of Incorporation of Company
- b. Form 24 – Return of Allotment Of Shares
- c. Form 49 – Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars

A licence fee of RM500 is imposed upon licensing and subsequent renewal of the licence.

Validity Period

Money Changing Licence is valid for five years and shall be renewed one month prior to the expiry date of the licence.

For further details, please contact:

Foreign Exchange Administration Department
Central Bank of Malaysia,
Jalan Dato' Onn,
50480 Kuala Lumpur
Tel: 03-2698 8044
Fax: 03-2691 2990
E-mail: bnmtelelink@bnm.gov.my
Website: www.bnm.gov.my



Approving Time

Money Changing licence will be issued to the qualified company within 21 days upon receipt of complete documents.



17 HALAL CERTIFICATION

A hotelier is encouraged to apply for Halal Certification for eating outlet/ kitchen hotel to cater the domestic and international Muslim tourists.

Approving Authority

- a. Department of Islamic Development (JAKIM); and
- b. State Islamic Religious Department (JAIN)

Laws & Regulations

- a. Trade Descriptions Act 1972
 - i. Trade Descriptions (Use of Expression “Halal”) Order 1975
 - ii. Trade Descriptions (Marking of Food) Order 1975
- b. Act/Enactment on Syariah Criminal Laws (Federal Territories) 1997
- c. Food Act 1983 and Food Regulations 1985
- d. Animal Rules Ordinance 1962
- e. Custom Act 1962
- f. Local Authority By-Laws

Application Process

Application for Halal Certification can be made by using the Application Form for Halal Certificate (Eating Outlet) and submitted to JAKIM/JAIN offices.

Hotelier may also apply on-line at JAKIM website www.halal.gov.my.





Application forms must be completed and submitted with the following documents:

- a. Photocopy of Registration of Company Certificate;
- b. Photocopy of Local Authority Licence;
- c. Halal Executive (Syariah);
- d. 2 Muslim Chef (for each outlet);
- e. Halal certificate of ingredients and product specifications; and
- f. Maps of premises location.

Completed application will receive a letter of acknowledgment and instruction for payment of service fee based on the rate specified. A site inspection will be conducted after the application meets all requirements and service fee had been fully paid. The inspection report will be presented at the Halal Certification Panel Meeting and Halal Certificate will be issued to the hotelier upon the approval of the said Panel.

Validity Period

The Halal Certificate is valid for two years and the hotelier is required to submit a renewal application four months prior to the expiry date.

For further details, please contact:

**Department of Islamic Halal Hub Division,
Ground & 3rd Floor, Block K 2200,
Enterprise Building 3, Persiaran APEC,
63000 Cyberjaya, Selangor
Tel: 03-83150200 / 83150221
Fax: 03-83187044
Website: www.halal.gov.my**

**and State Islamic Religious Departments
as per Appendix D.**

Approving Time

Upon approval by the Halal Certification Panel Meeting, the Halal Certificate will be issued within 2 months after the payment of service fee has been made.



APPARATUS ASSIGNMENT

A hotelier who intends to use or operate telecommunication apparatus in a specific frequency band is required to apply for the Apparatus Assignment.

Under the Communications and Multimedia (Spectrum) Regulations 2000, apparatus includes:

- a. any transmitter or receiver or a combination of both including any accessory equipment,
- b. any other device or equipment which either alone or together with one or more other devices or equipment is capable of interfering with or being subject to interference by electromagnetic radiation, or
- c. any device which can be used for the purposes of radio communications-based network facilities, network services or application services

Approving Authority

Malaysia Communication and Multimedia Commission (MCMC)

Laws & Regulations

- a. Communications and Multimedia Act 1998
- b. Communications and Multimedia (Spectrum) Regulations 2000

Application Process

Application must be made by using the Application for Apparatus Assignment Form which is available at MCMC Headquarters and its regional offices. The form can also be downloaded from MCMC website at www.mcmc.gov.my.



The application must be submitted to the MCMC Headquarters or any of its regional offices with the following documents:

- a. Letter of approval or agreement from Ministry of Information for the applicant applying for Apparatus Assignment to receive Cable News Network (CNN) via satellite,
- b. Letter of approval from Ministry of Energy, Water and Communications for the applicant applying for Television Received Only (TVRO),
- c. Other relevant document such as the equipment specification and network diagram.

A processing fee of RM60 is charged per application.



The apparatus assignment fee (licence fee) will be invoiced to the applicant after the application has been processed. Applicant will be issued with the apparatus assignment certificate once the apparatus assignment fee has been paid.

Validity Period

Apparatus Assignment is valid for 3 months to 5 years depending on the option by the applicant.

Approving Time

Fast-track approval for hotel will be issued within 14 days from the date of submission of complete application.

For further details, please contact:

**Malaysia Communication and
Multimedia Commission,
63000 Cyberjaya, Selangor**
Tel: 03-86888000
Fax: 03-83187044
Freephone: 1-800-888-030
webmaster@cmc.gov.my
Website: www.mcmc.gov.my



PUBLICATION PERMIT

Hotelier who intends to print, import, publish, sell, circulate or distribute any newspaper printed in Malaysia or Singapore must apply for Publication Permit. 'Newspaper' means any publication printed in any language for sale or free distribution at regular or irregular intervals by the hotel. However, the Publication Permit is exempted for one-off publication.

Approving Authority

Ministry of Home Affairs.

Laws & Regulations

Printing Presses and Publication Act 1984

Application Process

The application must be made by one of the Board of Directors or Company Secretary whose name is stated in Form 49 by using Publication Permit Form and submitted with the following documents:

- a. Company's Registration documents:
 - 1 copy of Memorandum and Articles of Association
 - 1 copy of Form 9 / 13 / 20
 - 1 copy of Form 24 – Return of Allotment Of Shares
 - 1 copy of Form 49 – Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars
- b. Mock-up Publication
- c. 1 copy of valid Ministry of Information, Communication and the Arts, Singapore (MITA) permit (Singapore's Publication only)



Validity Period

The Publication Permit is valid for one year and the application for renewal must be submitted not less than three months before the expiry date.

Approving Time

The Publication Permit will be issued within 32 days from the date of submission of complete application.

For further details, please contact:

Ministry of Home Affairs
Blok D1, Parcel D,
Pusat Pentadbiran Kerajaan Persekutuan,
62540 Putrajaya
Tel: 03-8886 8000
Fax: 03-8888 8812
Website: www.mois.gov.my



VISIT PASS (PROFESSIONAL)

A hotelier who intends to employ foreign artists and musicians is required to apply for Visit Pass (Professional) to enable the artists and musicians perform at the hotel. The artists or musicians must be outside Malaysia at the time of application and are allowed to enter only when the passes are approved.

Approving Authority

Immigration Department of Malaysia

Laws & Regulations

Immigration Regulations 1963

Application Process

Application for Visit Pass (Professional) must be made by using Form IM.12 at least one month before the performance and arrival of the artist/musicians and submitted to the Central Committee for Filming and Performance by Foreign Artist (PUSPAL) with the following documents:

- a. Letter from sponsor to Immigration Department
- b. Letter from sponsor to Ministry of Unity, Culture, Art and Heritage
- c. 2 passport sized photographs of applicant
- d. Photostat copy of passport
- e. Stamped Security Bond/ Personal Bond
- f. Bank Guarantee
- g. Name list of applicant
- h. A copy of local artiste contract



Validity Period

The validity period of the Visit Pass depends on the option by the applicant, but not exceeding 12 months at any time.

Approving Time

The Visit Pass (Professional) will be approved within 3 days from the date of submission of complete application.

For further details, please contact:

Immigration Department of Malaysia,
Visit Pass (Professional) Unit,
Visa, Pass and Permit Division,
Level 3, Block 2G4 (Podium), Presint 2,
62550 Putrajaya.

Tel: 03-8880 1409/1406/1405

Fax: 03-8880 1374

Email: pro@imi.gov.my

Website: www.imi.gov.my



21 APPROVAL FOR EXPATRIATE POSTS



22 EMPLOYMENT PASS/VISIT PASS (TEMPORARY EMPLOYMENT)

A hotelier who intends to employ expatriate to work in the hotel is required to apply for the Approval for Expatriate Posts and subsequently for the Employment Pass/Visit Pass (Temporary Employment).

Expatriates are only allowed to work in the following three categories of post:

a. Key Posts

These are the high level managerial posts in foreign-owned private companies and firms operating in Malaysia. Key posts are posts that are essential for companies to safeguard their interest and investments. These expatriates are responsible in determining the company's policies in achieving its goals and objectives

E.g. Executive Chairman, Chief Executive Officer, Managing Director and Project Manager.

b. Executive Posts

These are intermediate level of managerial and professional posts. The posts require academic qualifications, practical experience, skills and expertise related to the respective jobs. The expatriates are responsible for implementing the company's policies and supervision of staff.

E.g. Management function such as Marketing Manager and Investment Manager.

c. Non-executive Posts

These are posts for the performance of technical jobs that require specific technical or practical skills and experience.

E.g. Food/Nutrition Technologist and Products/Flavouring Specialist and Chef.

Approving Authority

a. For Approval of Key Posts and Executive Posts

- Malaysian Industrial Development Authority (MIDA)

b. For Approval of Non-executive Posts

- Expatriate Committee, Employment Pass Division, Immigration Department of Malaysia

c. For Endorsement of Employment Pass/Visit Pass (Temporary Employment)

- Immigration Department of Malaysia





Laws & Regulations

For Employment Pass/Visit Pass (Temporary Employment):

- a. Immigration Act 1959/63
- b. Immigration Regulation 1963

Application Process

There are two stages of approval in the employment of expatriates comprising Approval for Expatriate Post and Endorsement of Employment Pass/Visit Pass (Temporary Employment).

A. Approval to Employ Expatriate

A hotelier is required to apply for the Approval of Expatriate Posts (Key Posts and Executive Posts) to the Malaysian Industrial Development Authority (MIDA). The application must be made using the application forms that can be downloaded from MIDA's website at www.mida.gov.my or obtained from MIDA's Headquarters, MIDA's State Offices or MIDA's Overseas Centres.

For approval of Non-Executive Posts, the application must be made using Form DP10 and submitted to Expatriate Committee, Employment Pass Division, Immigration Department.



B. Employment Pass/Visit Pass (Temporary Employment)

Upon approval of expatriate posts by MIDA, the hotelier must submit the application for the endorsement of Employment Pass/Visit Pass (Temporary Employment) to the Immigration Department.

The application for endorsement of related passes must be made by using Form DP11 submitted with the following documents:

- a. Identification as the company's officer/authorisation letter as the company's representative.
- b. Completed Form DP11 attached with a photograph of the expatriate.
- c. Offer or acceptance letter or employment contact (stamped RM10.00 at the Duty Stamp Office) or personal bond (stamped RM10.00 at Duty Stamp Office) for Visit Pass (Temporary Employment)/Social Visit Pass (for dependant)
- d. Photocopy of the latest passport of the expatriate.
- e. The approval letter from MIDA.
- f. Company's corporate information's print out from Companies Commission of Malaysia (CCM) or Forms 9, 24 and 49 of the CCM.
- g. The expatriate's resume, a photocopy of certificate, diploma or degree for MIDA approval of posts other than key posts (if MIDA's approval is for both the post and the expatriate, the document is not necessary).
- h. If applicable;
To attach the release letter from a previous employer when switching to a new employer.



There are two types of passes issued subjected to the duration of expatriate's employment period and basic monthly salary offered which are Employment Pass (for duration of employment contract not less than 2 years and basic monthly salary not less than RM3,000.00) and Visit Pass (Temporary Employment) if employment contract less than 2 years or basic monthly salary less than RM3,000.00.

Once the Employment Pass/Visit Pass (Temporary Employment) has been endorsed, the expatriate can be hired. For expatriates who are required to have Reference Visa (RV) to enter this country, the visa are obtainable at any Malaysian Mission abroad on application after getting approval from Immigration Department in Malaysia.

Validity Period

The validity period of a pass is subjected to the type of passes issued as follows:

- a. Employment Pass – 2 years to 5 years
- b. Visit Pass (Temporary Employment) – up to 1 year (yearly basis)

The validity of a pass is also subjected to the validity of passport where the validity of a pass cannot exceed the validity of passport.

Approving Time

- a. Approval for Expatriate Posts (Key Posts and Executive Posts) will be issued by MIDA in four weeks from date complete information is received
- b. Approval for Non-executive Posts will be issued by Immigration Department in 7 days
- c. Employment Pass/Visit Pass (Temporary Employment) will be issued by Immigration Department in 3 days



For further details on the Approval
for Key Posts and
Executive Posts, please contact:

**Malaysian Industrial Development
Authority (MIDA)**
Block 4, Plaza Sentral,
Jalan Stesen Sentral 5,
Kuala Lumpur Sentral,
50470 Kuala Lumpur
Tel: 03-2267 3633
Fax: 03-2274 7970
Email: promotion@mida.gov.my
Website: www.mida.gov.my

For further details on the Approval of
Non-executive Posts/Employment Pass/Visit Pass
(Temporary Employment), please contact:

**Immigration Department of Malaysia,
Employment Pass Division,
Level 3, Block 2G4 (Podium),
Presint 2,
62550 Putrajaya.**
Tel: 03-8880 1423/1424/1431
Fax: 03-8880 1394
Email: pro@imi.gov.my
Website: www.imi.gov.my

Acknowledgement

This Guidebook is a collaborative efforts of Malaysian Administrative Modernisation and Management Planning Unit (MAMPU), related Government Agencies that are responsible for approvals and Hotel Associations:



Ministry of Tourism



Ministry of Home Affairs



Ministry of Domestic Trade and Consumer Affairs



Department of Islamic Development Malaysia



Local Government Department



Immigration Department of Malaysia



Royal Customs Malaysia



Companies Commission of Malaysia



Central Bank of Malaysia



Energy Commission of Malaysia



Malaysian Communication and Multimedia Commission



Malaysian Industrial Development Authority



Inland Revenue Board of Malaysia



Employee Provident Fund



Social Security Organisation



Petaling District and Land Office



Malaysian Association of Hotels



Malaysian Association of Hotel Owners



Malaysian Employers Federation



Appendices



APPENDIX A

List of Local Authorities

Local Authority	Address	Tel/Fax
JOHOR DARUL TAKZIM		
Johor Bahru City Council	P.O Box 232, Jalan Dato' Onn 80720 JOHOR BAHRU	Tel: 07-2282525 Fax: 07-2230619
Johor Bahru Tengah Municipal Council	Skudai 81300 JOHOR BAHRU	Tel: 07-5561005 Fax: 07-5568007
Batu Pahat Municipal Council	Jalan Pejabat 83000 BATU PAHAT	Tel: 07-4341045/ 4341944 Fax: 074321164
Kluang Municipal Council	Jalan Pejabat Kerajaan 86000 KLUANG	Tel: 07-7771401 Fax: 07-7713209
Kulai Municipal Council	Jalan Pejabat Kerajaan 81000 KULAI	Tel: 07-6632132 Fax: 07-6632407
Muar Municipal Council	Karung Berkunci No. 516 84009 MUAR	Tel: 06-9521204/ 206 Fax: 06-9522691
Kota Tinggi District Council	Jalan Padang 81900 KOTA TINGGI	Tel: 07-8831004 Fax: 07-8834015
Labis District Council	85300 SEGAMAT	Tel: 07-9251781 Fax: 07-9251308
Mersing District Council	No. 243, Jalan Ibrahim 86800 MERSING	Tel: 07-7981818 Fax: 07-7992616
Pontian District Council	Jalan Alsagoff 82000 PONTIAN	Tel: 07-6871442 Fax: 07-6873131
Segamat District Council	No.1, Jalan Abdullah 85000 SEGAMAT	Tel: 07-9314455/ 2708 Fax: 07-9312712
Simpang Renggam District Council	Jalan Pejabat 86200 SIMPANG RENGAM	Tel: 07-7551300/ 7551303 Fax: 07-7556131



Local Authority	Address	Tel/Fax
Tangkak District Council	Pejabat Besar, 84900 TANGKAK	Tel: 06-9781261/ 9782226 Fax: 06-9782670
Yong Peng District Council	Km 1, Jalan Labis 83700 YONG PENG	Tel: 07-4671276 Fax: 07-4671712
KEDAH DARUL AMAN		
Alor Setar City Council	Jalan Kolam Air 05675 ALOR SETAR	Tel: 04-7332499 Fax: 04-7334377
Kulim Municipal Council	No.102-140, Lorong Kota Kenari 5/1, Kota Kenari 09000 KULIM	Tel: 04-4907526/ 4906522 Fax: 04-4901443
Sungai Petani Municipal Council	08000 SUNGAI PETANI	Tel: 04-4212205 Fax: 04-4233416
Langkawi Municipal Council	Bandaraya Pelancongan 07000 LANGKAWI	Tel: 04-9666590 Fax: 04-9666158
Baling District Council	09100 BALING	Tel: 04-4701800 Fax: 04-4701580
Bandar Baharu District Council	09800 SERDANG	Tel: 04-4077264 Fax: 04-4077581
Kubang Pasu District Council	District Administration Complex 06000 JITRA	Tel: 04-9171901 Fax: 04-9174057
Padang Terap District Council	06300 KUALA NERANG	Tel: 04-7866328 Fax: 04-7866639
Pendang District Council	Level 3, Wisma Sri Pendang 06700 PENDANG	Tel: 04-7596077 Fax: 04-7596709
Sik District Council	08200 SIK	Tel: 04-4695394 Fax: 04-4695448
Yan District Council	06900 YAN	Tel: 04-4655745 Fax: 04-4655990



Local Authority	Address	Tel/Fax
KELANTAN DARUL NAIM		
Kota Bharu Municipal Council	Jalan Hospital 15000 KOTA BHARU	Tel: 09-7484477/ 7483209 Fax: 09-7486026
Bachok District Council	16300 BACHOK	Tel: 09-7788524 Fax: 09-7788563
Gua Musang District Council	18300 GUA MUSANG	Tel: 09-9121235 Fax: 09-9121044
Ketereh District Council	16450 KETEREH	Tel: 09-7886112/ 7887267 Fax: 09-7886031
Kuala Krai Selatan District Council	18200 DABONG	Tel: 09-7440725 Fax: 09-7440725
Kuala Krai Utara District Council	JKR 60, Jalan Sultan Yahya Petra 18000 KUALA KRAI	Tel: 09-9665215/ 9666121 Fax: 09-9663284
Machang District Council	Level1&2, Bangunan Aked MDM Jalan Dato' Hashim 18500 MACHANG	Tel: 09-9751076 Fax: 09-9751431
Pasir Mas District Council	Jalan Pejabat 17000 PASIR MAS	Tel: 09-7909250 Fax: 09-7903250
Pasir Puteh District Council	16800 PASIR PUTEH	Tel: 09-7866272/ 6011 Fax: 09-7867011
Tanah Merah District Council	17500 TANAH MERAH	Tel: 09-9556026 Fax: 09-9556826
Tumpat District Council	Jalan Dato' Keramat 16200 TUMPAT	Tel: 09-7252244 Fax: 09-7256919
Jeli District Council	17600 JELI	Tel: 09-9440023 Fax: 09-9440007



Local Authority	Address	Tel/Fax
MELAKA BANDARAYA BERSEJARAH		
Melaka Bersejarah City Council	No.1, Graha Makmur Lebuh Ayer Keroh 75450 MELAKA	Tel: 06-2326411 Fax: 06-2325716
Alor Gajah Municipal Council	Jalan Dato' Dol Said 78000 ALOR GAJAH	Tel: 06-5562575 Fax: 06-5564909
Jasin Municipal Council	77000 JASIN	Tel: 06-5291811/ 5291245 Fax: 06-5293537
NEGERI SEMBILAN DARUL KHUSUS		
Seremban Municipal Council	Jalan Yam Tuan 70990 Seremban	Tel: 06-7642944 Fax: 06-7637449
Nilai Municipal Council	No.1, Kompleks Pentadbiran Kerajaan, Persiaran Pusat Bandar 71800 NILAI	Tel: 06-8501890 Fax: 06-8501893
Port Dickson Municipal Council	KM 1, Jalan Pantai 71009 PORT DICKSON	Tel: 06-6473904/ 6471122 Fax: 06-6474984
Jelebu District Council	Dewan Besar, Kuala Kelawang 71600 JELEBU	Tel: 06-6136479/ 6136991 Fax: 06-6137515
Jempol District Council	72120 BANDAR SERI JEMPOL	Tel: 06-4581233 Fax: 06-4685800
Kuala Pilah District Council	JKR 74, Jalan Perpatih 72009 KUALA PILAH	Tel: 06-4814025 Fax: 06-4811042
Rembau District Council	Dewan Merdeka, Jalan Dato' Maharaja Lela 71309 Rembau	Tel: 06-6851144 Fax: 06-6855117
Tampin District Council	73000 TAMPIN	Tel: 06-4411601 Fax: 06-4413001



Local Authority	Address	Tel/Fax
PAHANG DARUL MAKMUR		
Kuantan Municipal Council	Jalan Tanah Putih 25100 KUANTAN	Tel: 09-5121666/ 555 Fax: 09-5161273
Temerloh Municipal Council	28000 TEMERLOH	Tel: 09-2961477/ 2901222 Fax: 09-2962664
Bentong Municipal Council	Jalan Ketari 28700 BENTONG	Tel: 09-2221148 Fax: 09-2223729
Cameron Highlands District Council	P.O.Box 66 39007 TANAH RATA	Tel: 05-4911455/ 4912097 Fax: 05-4911728
Jerantut District Council	27000 JERANTUT	Tel: 09-2662205/ 2663511 Fax: 09-2661545/
Lipis District Council	Level 4, Lipis Centerpoint Building 27200 KUALA LIPIS	Tel: 09-3121253 Fax: 09-3123953
Maran District Council	26500 MARAN	Tel: 09-4771411/ 4771412 Fax: 09-4771511
Pekan District Council	Jalan Mahkota 26600 PEKAN BANDAR DIRAJA	Tel: 09-4211077 Fax: 09-4221954
Raub District Council	26700 RAUB	Tel: 09-3551175/ 3551804 Fax: 09-3554270
Rompin District Council	26800 KUALA ROMPIN	Tel: 09-4146677/ 4146688 Fax: 09-4146077
Bera District Council	Bandar Bera 28200 BERA	Tel: 09-2501700 Fax: 09-2501708



Local Authority	Address	Tel/Fax
PULAU PINANG		
Penang Island Municipal Council	Level 4, KOMTAR Jalan Penang 10675 PULAU PINANG	Tel: 04-2637637 Fax: 04-2626260
Seberang Perai Municipal Council	Jalan Perda Utama, Bandar Perda 14000 BUKIT MERTAJAM	Tel: 04-5497555 Fax: 04-5389700
PERAK DARUL RIDZWAN		
Ipoh City Council	Jalan Sultan Abdul Jalil, Greentown 30450 IPOH	Tel: 05-2413733 Fax: 05-2537396/ 2540144
Manjung Municipal Council	Jalan Pinang Raja 32040 SERI MANJUNG	Tel: 05-6871363/ 6871365 Fax: 05-6882102
Kuala Kangsar Municipal Council	Jalan Raja Chulan 33000 KUALA KANGSAR	Tel: 05-7763199 Fax: 05-7761004
Taiping Municipal Council	Wisma Perbandaran Taiping 34000 TAIPING	Tel: 05-8080777 Fax: 05-8068957
Teluk Intan Municipal Council	Jalan Sekolah 36000 TELUK INTAN	Tel: 05-6221299 Fax: 05-6212446
Kinta Selatan District Council	Kompleks Pentadbiran MDKS, Jalan Iskandar 31900 KAMPAR	Tel: 05-4671020 Fax: 05-4671040
Gerik District Council	Jalan Haji Meor Yahaya 33300 GERIK	Tel: 05-7912305/ 7912686 Fax: 05-7912288
Kerian District Council	No.1 Wisma MDK, Jalan Padang 34200 PARIT BUNTAR	Tel: 05-7161228 Fax: 05-7169268
Kinta Barat District Council	P.O Box 35, 31000 BATU GAJAH	Tel: 05-3632020 Fax: 05-3665930



Local Authority	Address	Tel/Fax
Lenggong District Council	Jalan Alang Iskandar 33400 LENGGONG	Tel: 05-7677207 Fax: 05-7677002
Pengkalan Hulu District Council	33100 PENGKALAN HULU	Tel: 04-4778148 Fax: 04-4778735
Perak Tengah District Council	Kompleks Pentadbiran Daerah Perak Tengah 32600 BOTA	Tel: 05-3712088 Fax: 05-3712089
Selama District Council	34100 SELAMA	Tel: 05-8394201 Fax: 05-8394377
Tanjung Malim District Council	No.59, Bandar Behrang 35900 TANJUNG MALIM	Tel: 05-4590100/ 4530101 Fax: 05-4590102
Tapah District Council	Jalan Station 35000 TAPAH	Tel: 05-4011326 Fax: 05-4012288
PERLIS INDERA KAYANGAN		
Kangar Municipal Council	No.192, Persiaran Jubli Emas 01000 KANGAR	Tel: 04-9762188 Fax: 04-9766052
SELANGOR DARUL EHSAN		
Shah Alam City Council	Level 1, Wisma MBSA Persiaran Perbandaran 40000 SHAH ALAM	Tel: 03-55105133 Fax: 03-55108010
Petaling Jaya City Council	Jalan Yong Shook Lin 46675 PETALING JAYA	Tel: 03-79563544 Fax: 03-79581494
Ampang Jaya Municipal Council	Menara MPAJ, Jalan Pandan Utama, 55100 PANDAN INDAH	Tel: 03-42968000 Fax: 03-42968050
Kajang Municipal Council	Menara MPKj, Jalan Cempaka Putih, Off Jalan Semenyih 43000 KAJANG	Tel: 03-87377899 Fax: 03-87377897



Local Authority	Address	Tel/Fax
Klang Municipal Council	Sultan Alam Shah Building, Jalan Perbandaran 41675 KLANG	Tel: 03-33716044 Fax: 03-33720244
Selayang Municipal Council	Menara MPS, Persiaran 3, Bandar Baru Selayang 68100 BATU CAVES	Tel: 03-61380001/ 03-61204903 Fax: 03-61388933
Subang Jaya Municipal Council	Persiaran Perpaduan, USJ 5 47610 SUBANG JAYA	Tel: 03-80263131 Fax: 03-56376585
Sepang Municipal Council	Persiaran Semarak Api 63100 CYBERJAYA	Tel: 03-83190200 Fax: 03-83190220
Hulu Selangor District Council	Jalan Bukit Kerajaan 44000 KUALA KUBU BHARU	Tel: 03-60641331 Fax: 03-60643991
Kuala Langat District Council	Persiaran Majlis, Off Jalan Sultan Alam Shah 42700 BANTING	Tel: 03-31872825 Fax: 03-31879304
Kuala Selangor District Council	Jalan Semarak 45000 KUALA SELANGOR	Tel: 03-32891439 Fax: 03-32891101
Sabak Bernam District Office	45300 SUNGAI BESAR	Tel: 03-32241655 Fax: 03-32242766
TERENGGANU DARUL IMAN		
Kuala Terengganu City Council	Menara Permint Jalan Sultan Ismail 20200 KUALA TERENGGANU	Tel: 09-6221044/ 6221662 Fax: 09-6226570
Kemaman Municipal Council	Jalan Air Putih 24000 KEMAMAN	Tel: 09-8597777/ 8597700 Fax: 09-8595455
Besut District Council	Kampung Raja 22200 BESUT	Tel: 09-6956388/ 6956389 Fax: 09-6956199



Local Authority	Address	Tel/Fax
Dungun District Council	23000 DUNGUN	Tel: 09-8481931/ 8481932 Fax: 09-8483210
Hulu Terengganu District Council	21700 KUALA BERANG	Tel: 09-6811466/ 6811149 Fax: 09-6811655
Marang District Council	21400 MARANG	Tel: 09-6182490 Fax: 09-6182366
Setiu District Council	Wisma MDS Bandar Permaisuri 22100 SETIU	Tel: 09-6099377/ 6099434 Fax: 09-6099367
SABAH		
Kota Kinabalu City Hall	No.1 Jalan Bandaran 88675 KOTA KINABALU	Tel: 088-254063 Fax: 088-219175
Sandakan Municipal Council	P.O Box 221 90702 SANDAKAN	Tel: 089-275400 Fax: 089-272112
Tawau Municipal Council	P.O Box 412 91007 TAWAU	Tel: 089-701698 Fax: 089-701604
Beaufort District Council	P.O Box 181 89808 BEAUFORT	Tel: 087-211550 Fax: 087-211539
Beluran District Council	P.O Box 1 90107 BELURAN	Tel: 089-511255 Fax: 089-511272
Keningau District Council	P.O Box 181 89008 KENINGAU	Tel: 087-341164 Fax: 087-339986
Kinabatangan District Council	W.D.T No.8 90200 KINABATANGAN	Tel: 089-560101 Fax: 089-560100
Kota Belud District Council	P.O Box 8 89157 KOTA BELUD	Tel: 088-976529 Fax: 088-976627
Kota Marudu District Council	P.O Box 129 89108 KOTA MARUDU	Tel: 088-661323 Fax: 088-661163

Local Authority	Address	Tel/Fax
Kuala Penyu District Council	P.O Box 120 89507 KUALA PENYU	Tel: 087-884248 Fax: 087-884709
Kunak District Council	P.O Box 15 91207 KUNAK	Tel: 089-851205 Fax: 089-851398
Lahad Datu District Council	P.O Box 60249 91112 LAHAD DATU	Tel: 089-881621 Fax: 089-881832
Nabawan District Council	P.O Box 27 89957 NABAWAN, PENSIANGAN	Tel: 087-366194 Fax: 087-366212
Papar District Council	P.O Box 177 89608 PAPAR	Tel: 088-912318/ 911094 Fax: 088-913608
Penampang District Council	P.O Box 80 89507 PENAMPANG	Tel: 088-711712 Fax: 088-712588
Ranau District Council	P.O Box 57 89308 RANAU	Tel: 088-876411 Fax: 088-875542
Semporna District Council	P.O Box 134 91308 SEMPORNA	Tel: 089-785350 Fax: 089-785484
Sipitang District Council	P.O Box 28 89857 SIPITANG	Tel: 087-821701 Fax: 087-821284
Tambunan District Council	P.O.Box 31 89650 TAMBUNAN	Tel: 087-770126/ 770127 Fax: 087-774441
Tenom District Council	P.O Box 114 89907 TENOM	Tel: 087-735553 Fax: 087-737552
Tuaran District Council	P.O Box 580 89209 TUARAN	Tel: 088-788303 Fax: 088-787573
Kudat Town Board	P.O Box 201 89058 KUDAT	Tel: 088-611204 Fax: 088-613002



Local Authority	Address	Tel/Fax
SARAWAK		
Kuching Utara City Hall	Bukit Siol, Jalan Semariang Petra Jaya 93050 KUCHING	Tel: 082-446688 Fax: 082-446414
Kuching Selatan City Council	Jalan Padungan 93675 KUCHING	Tel: 082-242311 Fax: 082-417372
Miri City Council	Jalan Raja 98000 MIRI	Tel: 085-433501 Fax: 085-415486
Padawan Municipal Council	Kota Padawan, P.O.Box 620 93712 KUCHING	Tel: 082-615566 Fax: 082-611832
Sibu Municipal Council	Level 19-24, Wisma Sanyan P.O Box 557 96007 SIBU	Tel: 084-333411 Fax: 084-320240
Bau District Council	94000 BAU	Tel: 082-763128 Fax: 082-763545
Betong District Council	Kubu Rentap Building 95700 BETONG	Tel: 083-472124 Fax: 083-472192
Dalat & Mukah District Council	Jalan Kubu, P.O Box 68 96400 MUKAH	Tel: 084-871622 Fax: 084-871041
Kanowit District Council	Jalan Kubu, P.O Box 1, 96707 KANOWIT	Tel: 084-752093 Fax: 084-752695
Kapit District Council	P.O Box 57 96800 KAPIT	Tel: 084-796266 Fax: 084-796323
Lawas District Council	Jalan Hospital 98850 LAWAS	Tel: 085-284001 Fax: 085-285485
Limbang District Council	P.O Box 390 98708 LIMBANG	Tel: 085-211358 Fax: 085-212577
Sibu Rural District Council	Level 18, Wisma Sanyan Jalan Sanyan 96008 SIBU	Tel: 084-336077 Fax: 084-324694



Local Authority	Address	Tel/Fax
Lubok Antu District Council	Jalan Penghulu Imong ak Awan 95800 ENKGILILI, BAHAGIAN SRI AMAN	Tel: 083-563015 Fax: 083-563144
Lundu District Council	94500 LUNDU	Tel: 082-735006 Fax: 082-735035
Maradong & Julau District Council	P.O Box 4, Jalan Mahkamah 96507 BINTANGOR	Tel: 084-693232 Fax: 084-693973
Marudi District Council	P.O Box 374 98058 BARAM	Tel: 085-755755 Fax: 085-755336
Matu & Daro District Council	96250 MATU	Tel: 084-832233 Fax: 084-832343
Samarahan District Council	94300 KOTA SAMARAHAN	Tel: 082-671023 Fax: 082-671342
Saratok District Council	Jalan Datuk Abang Abu Talib P.O Box 73 95400 SARATOK	Tel: 083-436104 Fax: 083-436511
Sarikei District Council	Jalan Nyelong 96100 SARIKEI	Tel: 084-651201 Fax: 084-658623
Serian District Council	No.1, Jalan Bunga Tanjung 94700 SERIAN	Tel: 084-874154 Fax: 084-874799
Simunjan District Council	Lot 805 Gunung Ngeli Service Centre 94800 SIMUNJAN	Tel: 082-803610/ 803622 Fax: 082-803785
Sri Aman District Council	P.O Box 78 95007 SRI AMAN	Tel: 083-322072 Fax: 083-320829
Subis District Council	98150 BEKENU	Tel: 085-719018 Fax: 085-719527
WILAYAH PERSEKUTUAN		
Kuala Lumpur City Hall	Level 5, Bangunan DBKL Jalan Raja Laut 50350 Kuala Lumpur	Tel: 03-26179804 Fax: 03-26980640



Local Authority	Address	Tel/Fax
Labuan Corporation	Wisma Perbadanan Labuan P.O.Box 235 87008 WILAYAH PERSEKUTUAN LABUAN	Tel: 087-408699 Fax: 087-419400
Putrajaya Corporation	Kompleks Perbadanan Putrajaya 24, Persiaran Perdana Persint 3 62675 PUTRAJAYA	Tel: 03-88877000 Fax: 03-88875000



APPENDIX B

List of Energy Commission Regional Offices

EC Regional Office	State/Areas Responsible
<p>Energy Commission Level 10A, Menara PKNS-PJ No. 17, Jalan Yong Shook Lin, 46050 PETALING JAYA SELANGOR.</p>	<p>Wilayah Persekutuan (Kuala Lumpur & Putrajaya only) Selangor Negeri Sembilan Melaka</p>
<p>Energy Commission Suite 18A, Level 18, Menara Ansar, No. 65, Jalan Trus, 80000 JOHOR BHARU JOHOR.</p>	<p>Johor</p>
<p>Energy Commission Level 7, Kompleks Teruntum, Jalan Mahkota 25000 KUANTAN PAHANG.</p>	<p>Pahang</p>
<p>Energy Commission Level 1, Bangunan KWSP Jalan Green Town 30450 IPOH PERAK.</p>	<p>Perak</p>
<p>Energy Commission Level 6, Bangunan KWSP Jalan Padang Garong 15000 KOTA BHARU KELANTAN.</p>	<p>Kelantan Terengganu</p>



EC Regional Office	State/Areas Responsible
<p>Energy Commission Level 10, Bangunan KWSP 13700 SEBERANG JAYA PULAU PINANG.</p>	<p>Perlis Kedah Pulau Pinang</p>
<p>Energy Commission Level 7, Wisma BSN Sabah Jalan Kemajuan, Karamunsing, 68000 Kota KINABALU SABAH.</p>	<p>Kudat Kota Kinabalu Beaufort Tuaran Tamparuli Ranau W. Persekutuan Labuan</p>
<p>Energy Commission Level 3, Wisma Saban KM 12, Jalan Labuk W.D.T. No. 25 90500 SANDAKAN SABAH.</p>	<p>Sandakan Telupid Semporna Kunak Tawau Lahad Datu Beluran</p>

APPENDIX C

List of District Offices

District Office	Address	Tel/Fax
JOHOR DARUL TAKZIM		
Johor Bharu District Office	Jalan Datin Halimah, 80350 JOHOR BHARU	Tel: 07-2231963 Fax: 07-2233132
Muar District Office	Sultan Abu Bakar Building Jalan Petrie, P.O Box 111 84007 MUAR	Tel: 06-9521021 Fax: 06-9528817
Batu Pahat District Office	Tunku Mahkota Ibrahim Ismail Building, Jalan Bakau Chondong 83000 BATU PAHAT	Tel: 07-4341333 Fax: 07-4347766
Kluang District Office	86000 KLUANG	Tel: 07-7721963 Fax: 07-7733896
Segamat District Office	Km.5 Jalan Genuang, 85000 SEGAMAT	Tel: 07-9435670 Fax: 07-9435675
Pontian District Office	Level 1, Sultan Ismail Building 82000 PONTIAN	Tel: 07-6871322 Fax: 07-6870077
Kota Tinggi District Office	Level 2, Sultan Iskandar Building 81900 KOTA TINGGI	Tel: 07-8831241 Fax: 07-8831963
Mersing District Office	Level 1, Government Office Complex, 86800 MERSING	Tel: 07-7991121 Fax: 07-7992616
KEDAH DARUL AMAN		
Kota Setar District Office	Wisma Negeri, 05350 ALOR SETAR	Tel: 04-7305499 Fax: 04-7305498
Kuala Muda District Office	08000 SUNGAI PETANI	Tel: 04-4212322 Fax: 04-4214998
Kulim District Office	09000 KULIM	Tel: 04-4906963 Fax: 04-4906627



District Office	Address	Tel/Fax
Baling District Office	09100 BALING	Tel: 04-4701949 Fax: 04-4701172
Kubang Pasu District Office	06000 JITRA	Tel: 04-9183107 Fax: 04-9174400
Yan District Office	06900 YAN	Tel: 04-4655234 Fax: 04-4655936
Sik District Office	08200 SIK	Tel: 04-4695231 Fax: 04-4695682
Pendang District Office	06700 PENDANG	Tel: 04-7596232 Fax: 04-7596515
Padang Terap District Office	06300 KUALA NERANG	Tel: 04-7866963 Fax: 04-7866042
Langkawi District Office	Jalan Persiaran Putra, 07000 LANGKAWI	Tel: 04-9666963 Fax: 04-9666904
Bandar Baharu District Office	09800 SERDANG	Tel: 04-4077963 Fax: 04-4079953

KELANTAN DARUL NAIM

Kota Bharu District and Land Office	Jalan Hospital 15000 KOTA BHARU	Tel: 09-7481814 Fax: 09-7440688
Bachok District and Land Office	Jalan Kg Telok, 16300 BACHOK	Tel: 09-7788963 Fax: 09-7789500
Gua Musang District and Land Office	18300 GUA MUSANG	Tel: 09-9121963 Fax: 09-9121669
Jeli District and Land Office	17600 JELI	Tel: 09-9440063 Fax: 09-9440250
Machang District and Land Office	18500 MACHANG	Tel: 09-9752826 Fax: 09-9751903
Kuala Krai District and Land Office	18000 KUALA KRAI	Tel: 09-9666393 Fax: 09-9667060
Pasir Mas District and Land Office	17000 PASIR MAS	Tel: 09-7908863 Fax: 09-7904963



District Office	Address	Tel/Fax
Pasir Puteh District and Land Office	16800 PASIR PUTEH	Tel: 09-7866963 Fax: 09-7867931
Tanah Merah District and Land Office	17500 TANAH MERAH	Tel: 09-9556963 Fax: 09-9556776
Tumpat District and Land Office	16200 TUMPAT	Tel: 09-7257267 Fax: 09-7256577

MELAKA BANDARAYA BERSEJARAH

Alor Gajah District and Land Office	78000 ALOR GAJAH	Tel: 06-5591203/ 204 Fax: 06-5563488
Melaka Tengah District and Land Office	Wisma Negeri Building, MITC Complex, 75450 AYER KEROH	Tel: 06-2327026 Fax: 06-2326721
Jasin District and Land Office	77000 JASIN	Tel: 06-529 8100 Fax: 06-529 3396

NEGERI SEMBILAN DARUL KHUSUS

Gemas Sub District and Land Office	73400 GEMAS	Tel: 07-9481242 Fax: 07-9482395
Jelebu District and Land Office	Kuala Klawang 71600 JELEBU	Tel: 06-6136311 Fax: 06-6136528
Jempol District and Land Office	Government Office Complex 72120 BANDAR SERI JEMPOL	Tel: 06-4585200 Fax: 06-4581242
Kuala Pilah District and Land Office	Government Office Complex 72000 KUALA PILAH	Tel: 06-4814155 Fax: 06-4815511
Port Dickson District and Land Office	Batu 1, Jalan Pantai 71009 PORT DICKSON	Tel: 06-6471555 Fax: 06-6474007
Rembau District And Land Office	District Administration Complex 71309 REMBAU	Tel: 06-6851225 Fax: 06-6852884



District Office	Address	Tel/Fax
Seremban District and Land Office	District Administration Complex Persiaran S2 A2, Seremban 2 70300 SEREMBAN	Tel: 06-6032200 Fax: 06-6032260
Tampin District and Land Office	73000 TAMPIN	Tel: 06-4421229 Fax: 06-4419511
PAHANG DARUL MAKMUR		
Bentong District and Land Office	Wisma Sri Bentong 28700 BENTONG	Tel: 09-2221417 Fax: 09-2222044
Bera District and Land Office	Bandar Bera 28200 BERA	Tel: 09-2553109/ 2555364 Fax: 09-2553444
Cameron Highlands District and Land Office	39000 TANAH RATA	Tel: 05-4901700 Fax: 05-4901707
Jerantut District and Land Office	Government Office Complex 27000 JERANTUT	Tel: 09-2663511 Fax: 09-2665513
Kuantan District and Land Office	Jalan Masjid 25000 KUANTAN	Tel: 09-5131500 Fax: 09-5137500
Lipis District and Land Office	Government Office Complex 27200 KUALA LIPIS	Tel: 09-3121963 Fax: 09-3123595
Maran District and Land Office	Government Office Complex 26500 MARAN	Tel: 09-4771500/ 4771501 Fax: 09-4771858
Pekan District and Land Office	26600 PEKAN	Tel: 09-4221011 Fax: 09-4225494
Raub District and Land Office	Jalan Tengku Abdul Samad 27600 RAUB	Tel: 09-3551963 Fax: 09-3551344
Rompin District And Land Office	Government Office Complex 26800 KUALA ROMPIN	Tel: 09-4145205 Fax: 09-4146818
Temerloh District and Land Office	Government Office Complex 28000 TEMERLOH	Tel: 09-2962311 Fax: 09-2964963



District Office	Address	Tel/Fax
PULAU PINANG		
Penang State Secretariat Office	Level 25, KOMTAR 10503 GEORGETOWN	Tel: 04-2621957 Fax: 04-2618618
Seberang Perai Tengah District and Land Office	Jalan Betik, Sungai Rambai 14000 BUKIT MERTAJAM	Tel: 04-5402360 Fax: 04-5399549
Timur Laut District and Land Office	Level 50 & 51, KOMTAR 10000 PULAU PINANG	Tel: 04-6505523 Fax: 04-2616137
Seberang Perai Utara District and Land Office	Bertam 13200 KEPALA BATAS	Tel: 04-5759963 Fax: 04-5758969
Barat Daya District and Land Office	11000 BALIK PULAU	Tel: 04-8691104 Fax: 04-8661593
Seberang Perai Selatan District and Land Office	14200 SUNGAI JAWI	Tel: 04-5824511 Fax: 04-5821003
PERAK DARUL RIDZWAN		
Batang Padang District and Land Office	35000 TAPAH	Tel: 05-4011402 Fax: 05-4013588
Hilir Perak District and Land Office	36000 TELUK INTAN	Tel: 05-6221766 Fax: 05-6215166
Kerian District and Land Office	34200 PARIT BUNTAR	Tel: 05-7161963 Fax: 05-7161227
Kinta District and Land Office	31000 BATU GAJAH	Tel: 05-3661963 Fax: 05-3665770
Kuala Kangsar District and Land Office	33000 KUALA KANGSAR	Tel: 05-7761055 Fax: 05-7764441
Larut, Matang and Selama and Land Office	34000 TAIPING	Tel: 05-8081963 Fax: 05-8079929
Manjung District and Land Office	32040 SERI MANJUNG	Tel: 05-688 6269 Fax: 05-6882106
Perak Tengah District and Land Office	Seri Iskandar, 32600 BOTA	Tel: 05-3712095 Fax: 05-3712080



District Office	Address	Tel/Fax
Slim River District and Land Office	35800 SLIM RIVER	Tel: 05-4528014 Fax: 05-4528085
SELANGOR DARUL EHSAN		
Gombak District and Land Office	Sultan Sulaiman Buliding Persiaran Pegawai Bandar Baru Selayang 68100 BATU CAVES	Tel: 03-61311020/ 61311061 Fax: 03-61361073
Hulu Langat District and Land Office	District Administration Complex, Section 9 43650 BANDAR BARU BANGI	Tel: 03-89251992 Fax: 03-89252137
Hulu Selangor District and Land Office	Jalan Bukit Kerajaan 44000 KUALA KUBU BHARU	Tel: 03-60641030/ 60641026 Fax: 03-60644253
Klang District and Land Office	Jalan Kota 41902 KLANG	Tel: 03-33719028/ 33711963 Fax: 03-33723079
Kuala Langat District and Land Office	Telok Datuk 42700 BANTING	Tel: 03-31871963 Fax: 03-31872011
Kuala Selangor District and Land Office	District Administration Complex 45000 KUALA SELANGOR	Tel: 03-32891010 Fax: 03-32892145
Petaling District and Land Office	Petaling District Government Office Complex, Jalan SS 16/1 47500 SUBANG JAYA	Tel: 03-56331963 Fax: 03-56384902
Sabak Bernam District and Land Office	45300 SUNGAI BESAR	Tel: 03-32241963 Fax: 03-32242178
Sepang District and Land Office	Bangunan Tun Aziz, Bandar Baru Salak Tinggi, 43900 SEPANG	Tel: 03-87061211 Fax: 03-87061731



District Office	Address	Tel/Fax
TERENGGANU DARUL IMAN		
Besut District and Land Office	Kampung Raja 22200 BESUT	Tel: 09-6956326 Fax: 09-6956930
Hulu Terengganu District and Land Office	21700 HULU TERENGGANU	Tel: 09-6811244 Fax: 09-6811964
Kemaman District and Land Office	24000 KEMAMAN	Tel: 09-8591616 Fax: 09-8594954
Kuala Terengganu District and Land Office	Seri Iman Complex, Jalan Sultan Mahmud, 20692 KUALA TERENGGANU	Tel: 09-6222966 Fax: 09-6270329
Marang District and Land Office	21600 MARANG	Tel: 09-6182211 Fax: 09-6181963
Setiu District and Land Office	22100 SETIU	Tel: 09-6099266 Fax: 09-6099277
SABAH		
Beaufort District Office	P.O Box 38 89807 BEAUFORT	Tel: 087-201208 Fax: 087-211519
Beluran District Office	P.O Box 1 90107 BELURAN	Tel: 089-511212 Fax: 089-511255
Kemabong Sub District Office	P.O Box 352 89909 KEMABONG	Tel: 087-733490 Fax: 087-736490
Keningau District Office	P.O Box 10 89007 KENINGAU	Tel: 087-301509 Fax: 087-331535
Kinabatangan District Office	90200 KOTA KINABATANGAN	Tel: 089-561811 Fax: 089-561009
Kota Belud District Office	P.O Box 1 89157 KOTA BELUD	Tel: 088-976542 Fax: 088-977064
Kota Marudu District Office	P.O Box 128 89100 KOTA MARUDU	Tel: 088-661416 Fax: 088-661419
Kuala Penyu District Office	P.O Box 27 89747 KUALA PENYU	Tel: 087-884364 Fax: 087-884229



District Office	Address	Tel/Fax
Kudat District Office	P.O Box 21 89057 KUDAT	Tel: 088-620401 Fax: 088-611303
Kunak District Office	P.O Box 1 91207 KUNAK	Tel: 089-852478 Fax: 089-851398
Lahad Datu District Office	P.O Box 60165 91111 LAHAD DATU	Tel: 089-881177 Fax: 089-884518
Menumbok Sub District Office	P.O Box 5 89767 MENUMBOK	Tel: 087-831104 Fax: 087-831071
Nabawan District Office	P.O Box 66 89957 NABAWAN, PENSIANGAN	Tel: 087-366211 Fax: 087-366212
Papar District Office	P.O Box 324 89608 PAPAR	Tel: 088-913584 Fax: 088-911021
Penampang District Office	P.O Box 320 89507 PENAMPANG	Tel: 088-711791 Fax: 088-711003
Pitas District Office	P.O Box 373 89108 PITAS	Tel: 088-615767 Fax: 088-615521
Putatan Sub District Office	Jalan Pusat Bengkel JKR / Pasir Putih, 88200 PUTATAN	Tel: 088-762305 Fax: 088-771506
Ranau District Office	P.O Box 2 89307 RANAU	Tel: 088-870504 Fax: 088-876754
Semporna District Office	P.O Box 1 91308 SEMPORNA	Tel: 089-781663 Fax: 089-781472
Sipitang District Office	P.O Box 26 89857 SIPITANG	Tel: 087-821965 Fax: 087-822433
Tambunan District Office	P.O.Box 31 89657 TAMBUNAN	Tel: 087-770126 Fax: 087-774441
Tenom District Office	P.O Box 100 89907 TENOM	Tel: 087-735607 Fax: 087-736334
Tongod District Office	P.O. Box 159 89300 TELUPID	Tel: 011-890240 Fax: 011-890230
Tuaran District Office	P.O. Box 207 89208 TUARAN	Tel: 088-788511 Fax: 088-788363



District Office	Address	Tel/Fax
SARAWAK		
Asajaya District Office	94600 ASAJAYA	Tel: 082-828200 Fax: 082-828437
Bau District Office	94000 BAU	Tel: 082-763022 Fax: 082-763530
Belaga District Office	96900 BELAGA	Tel: 086-461326 Fax: 086-461435
Betong District Office	Lot 628 & 629, Sie Kwang Ngak Road 95700 BETONG	Tel: 083-472204 Fax: 083-472504
Bintulu District Office	97000 BINTULU	Tel: 086-331896 Fax: 086-338441
Dalat District Office	96300 DALAT	Tel: 084-864219 Fax: 084-864435
Daro District Office	96200 DARO	Tel: 084-823363 Fax: 084-823528
Julau District Office	96600 JULAU	Tel: 084-734371 Fax: 084-734449
Kuching District Office	Jalan Barrack 93000 KUCHING	Tel: 082-242533 Fax: 082-425487
Lawas District Office	98850 LAWAS	Tel: 085-285303 Fax: 085-284553
Limbang District Office	Level 6, Limbang Plaza 98700 LIMBANG	Tel: 085-202115 Fax: 085-215003
Lubok Antu District Office	95900 LUBOK ANTU	Tel: 083-584108 Fax: 083-584141
Lundu District Office	94500 LUNDU	Tel: 082-735017 Fax: 082-735599
Marudi District Office	98058 MARUDI	Tel: 085-755211 Fax: 085-756084
Matu District Office	96250 MATU	Tel: 084-832231 Fax: 084-832239



District Office	Address	Tel/Fax
Meradong District Office	Jalan Mahkamah 96500 BINTANGOR	Tel: 084-693245 Fax: 084-692578
Miri District Office	98000 MIRI	Tel: 085-411841 Fax: 085-422146
Mukah District Office	96400 MUKAH	Tel: 084-871963 Fax: 084-872117
Pakan District Office	96510 SARIKEI	Tel: 084-717211 Fax: 084-717200
Samarahan District Office	94300 KOTA SAMARAHAN	Tel: 082-671105 Fax: 082-671042
Saratok District Office	95400 SARATOK	Tel: 083-436103 Fax: 083-436833
Sarikei District Office	96100 SARIKEI	Tel: 084-656725 Fax: 084-651012
Selangau District Office	KM 80, Sibul Road/Bintulu 96000 SIBU	Tel: 084-366034 Fax: 084-805357
Serian District Office	94700 SERIAN	Tel: 082-874511 Fax: 082-875159
Sibu District Office	Awang Ramli Amit Road 96000 SIBU	Tel: 084-330244 Fax: 084-337022
Simunjan District Office	94800 SIMUNJAN	Tel: 082-803649 Fax: 082-803916
Song District Office	96850 SONG	Tel: 084-777221 Fax: 084-777046
Sri Aman District Office	95000 SRI AMAN	Tel: 083-322011 Fax: 083-320568
Tatau District Office	97200 TATAU	Tel: 086-584617 Fax: 086-584718
Kanowit District Office	96700 KANOWIT	Tel: 084-752963 Fax: 084-752937
Kapit District Office	Level 2, State Government Complex 96800 KAPIT	Tel: 084-796321 Fax: 084-797625

APPENDIX D

List of State Islamic Religious Department

State Islamic Religious	Address	Tel/Fax
JOHOR DARUL TAKZIM		
State Islamic Religious Department Johor	Islam Complex Johor, Masjid Abu Bakar Road, 80990 JOHORE BHARU	Tel: 07-2282900 Fax: 07-2239062
KEDAH DARUL AMAN		
State Department of Islamic Affairs Kedah	1st Floor, Wan Mat Saman Building Raja Road 05676 ALOR SETAR	Tel: 04-7333288/ 203 Fax: 04-7338333
KELANTAN DARUL NAIM		
State Department of Islamic Affairs Kelantan	Darul Naim Islamic Complex, Sultan Yahya Petra Road 15200 KOTA BHARU	Tel : 09-7443633 Fax : 09-7446685
MELAKA BANDAR BERSEJARAH		
State Islamic Religious Department Malacca	Imarah B, Maim Complex, Bukit Palah, 75150 MALACCA	Tel: 06-2882063 Fax: 06-2834022
NEGERI SEMBILAN DARUL KHUSUS		
State Department of Islamic Affairs Negeri Sembilan	Dato' Hamzah Road, Karung Berkunci 30, 70990 SEREMBAN	Tel: 06-7622692 Fax: 06-7631395
PAHANG DARUL MAKMUR		
State Islamic Religious Department Pahang	26600 PEKAN	Tel: 09-4211111 Fax: 09-4221781



State Islamic Religious	Address	Tel/Fax
PULAU PINANG		
State Islamic Religious Department Penang	Leboh Pantai, 10300 PENANG	Tel: 04-2637200 Fax: 04-2502810
PERAK DARUL RIZUAN		
State Islamic Religious Department Perak	Islamic Complex Darul Ridzuan, Panglima Bukit Gantang Wahab Road, 30000 IPOH	Tel: 05-2558148 Fax: 05-2555512
PERLIS INDERA KAYANGAN		
State Department of Islamic Affairs Perlis	Islam Complex, Persiaran Jubli Emas 01000 KANGAR	Tel: 04-9794401 Fax: 04-9761344
SELANGOR DARUL EHSAN		
State Islamic Religious Department Selangor Darul Ehsan	4th Floor, Sultan Idris Shah Building, 40000 SHAH ALAM	Tel: 03-55143400 Fax: 03-55103368
TERENGGANU DARUL IMAN		
State Department of Islamic Affairs Terengganu	Centre Terengganu, Sri Aman Complex Sultan Mohamad Road, 20676 KUALA TERENGGANU	Tel: 09-6252525 Fax: 09-6235185
SABAH		
State Department of Islamic Affairs Sabah	3, 9 & 10th Floor, Block A, Wisma MUIS, Beg Berkunci 103, Sembulan Road 88737 KOTA KINABALU	Tel: 088-267092 Fax: 088-267094



State Islamic Religious	Address	Tel/Fax
SARAWAK		
State Islamic Religious Department Sarawak	Syariah Court Building Satok Road, 93400 KUCHING	Tel: 082-429811 Fax: 082-258145
WILAYAH PERSEKUTUAN		
Federal Territory Islamic Religious Department	Islamic Centre Complex, Perdana Road 50519 KUALA LUMPUR	Tel : 03-22749333 Fax : 03-22731575



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