



Evaluation – Post Approval Grant User Guide for Applicant

Learn About the System



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Chapter 1 **INTRODUCTION**

This user guide will walkthrough the process of submitting Post Approval Grant application by providing step-by-step instructions with illustrations to help applicant understand each step.

1.1 Intended User

This user guide is targeted for:

• Applicant or Company

1.2 Web Browser

Best viewed in 1024 x 768 using <u>Google Chrome</u> or <u>Mozilla Firefox</u>. This website is mobile responsive.

1.3 **URL**

https://investmalaysia.mida.gov.my

1.4 **Common Fields and Definitions**

No.	Field	Description
1.	Textbox	A box that allow user to type-in information. Usually, it has characters limit.
		Correspondence Address 9800 Montgomery Blvd NE
		If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.

No.	Field	Description
2.	Button	An item that allow user to click and it will respond according to it's purpose; usually denoted as the button's name.
3.	Radio button	A selection features that allows the user to choose only ONE selection from the data sets. Usually it's round-shaped. II. Sector Research and Development Private Higher Training Institution (Science, Technical or Vocational) Tourism Project (without Accommodation)
4.	Check Box	A selection features that allows the user to check/uncheck selections from the data sets. Usually it's box-shaped. III. Type of Exemption Import Duty Exemption
5.	Dropdown	A features that allows user to select a value from a series of option. Usually when user click a dropdown, a list of options will be displayed vertically and user may select one value from the list.
6.	Calendar	A features that allows user to select a date from a calendar and/or time from a time range.

No.	Field	Description
		Decision Date To September 2019 $<$ > Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5
7.	Success Message	A message that is displayed once an action taken was successful. It is displayed in green color.
8.	Error/Failure message	A message that is displayed once an action taken was failed. It is displayed in red color.

Chapter 2 INVEST MALAYSIA ONLINE PORTAL

2.1 Login Page

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1		Gmail Images 🏭 <mark>Sign in</mark>
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	Google Search I'm Feeling Lucky	
	Google offered in: Melayu	
1. Open web browser.		
Insert URL: http://investma	<u>alaysia.mida.gov.my</u>	



	Online Application To provide a single gateway of informational access to applications, company profile and MIDA promotional events. MIDA investor / Company Portal will integrate with microstor Relationship Management System (RRM) for access to company application and history. Cooin
	Kathelene@mesiniaga.com.my Image: state in the second se
Online Payment I - Incentives Learn About The System etrans-FAQs Copyright ® Maleysian Investment Development Authority (MIDA) 2021 Disclaimer: While every effort has been made to ensure that the information provided in this website is accurate and reliable, MIDA shall not be itable for any special, in obtained from this Website. Best viewed in 1024 x 760 using Google Chrome or Mobila Firefox. This website is mobile responsive.	Technical Support
3. Enter username (must use the email that	t has been registered);
4. Enter password; and	
5. Click the [Log In] button	
System will redirect to the 'Dashboard' pag	je.

2.2 Dashboard Page

MIDA Mevel	ENT DRITY	Dashboard Tasks	Applications 🗸 M	eeting i-Ince	entives	Customer Support 🗸				Anny Rozana Bin
	Wel	come, Anny Roz	zana Binti Moh	d Faizal	Kim			My Applicati	ons Register Company	
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	Tasks						Status		Last Updated	
	Confi	rmation Letter for Exemptio	n (Natalie Sdn Bhd)				Return	for Resubmission	27/09/2019	
2	Machi	inery and Equipment (Agric	ulture) (Agriculture) PC12	01900132 - red	lmen corp		Return	for Resubmission	30/10/2019	
	Confi	rmation Letter for Exemptio	n (SPM) (Manufacturer) S	PM120190030	6 - redmen	ı corp	Return	for Resubmission	31/10/2019	
	Confi	rmation Letter for Exemptio	n (SPM) (Agriculture) PC1	1201900163 - re	edmen corp	p	Return	for Resubmission	15/11/2019	
	Machi	inery and Equipment (Agric	ulture) (Agriculture) PC12	01900175 - red	lmen corp		Return	for Resubmission	03/12/2019	
3	My C Felcr	Company a Berhad ten corp	Felcra Berhad 9 Jalan Permaisuri 3/4,	Taman Permaisu	ıri, Seksyen	Permalsuri, Muadzam Shah, Pahang	Update	Profile IRPM Profile		
			Application No.	MIDA Refer	ence No.	Application		Application Type	Application Status	
			PC1202000475	CDE1/2020/	00083	Machinery and Equipment (Agriculto	ure)	New	Accepted for Processing	
			PC2202000508			Raw Materials and Components (Oth HS Code 7201-7316)	her than	New	Draft	
			PC2202000507			Raw Materials and Components (Oth HS Code 7201-7316)	her than	Amendment	Draft	
			PC3202000328			Raw Materials and Components (Iro Steel, HS Code 7201-7316)	n and	Amendment	Draft	
			PC3202000327			Raw Materials and Components (iro Steel, HS Code 7201-7316)	n and	Extension	Draft	
			1 to 5 of 245 records					< 1 2	3 4 5 >	
	Regi	stration Status								
4	No.	Company Name			Registrat	tion No.		Status		6 \
	1.	Choco Farm Sdn. Bhd.			98765-X			Pending Approval		

- 1. The **Main Menu** is a menu that will be on every page to make it easy for users to access each page.
- 2. The **Tasks and Task List** shall display a task list that needs to take action by the applicant (Refer 2.2.1 Task List).
- 3. My Company shall display a list of companies and applications for the applicant (Refer 2.2.2 My Company).
- 4. Register Company to allow applicants to create a new company (Refer 2.2.3 Register Company).

- 5. **My Applications** shall display a list of applications for the company and to create new application (Refer 2.2.4 My Applications).
- 6. Color Brush to customize the theme (Refer 2.2.5 Color Brush).

2.2.1 Task and Task List

Status Return for Resubmission	View All Last Updated 27/09/2019 30/10/2019 31/10/2019 15/11/2019 03/12/2019
Status Return for Resubmission Splayed.	Last Updated 27/09/2019 30/10/2019 31/10/2019 15/11/2019 03/12/2019
Return for Resubmission	27/09/2019 30/10/2019 31/10/2019 15/11/2019 03/12/2019
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Return for Resubmission Return for Resubmission	03/12/2019
Return for Resubmission	03/12/2019
splayed.	
	Application Form
	Comment 💬
	correction purpo

information will be listed on the task list.

2.2.2 My Company

My Company	7										
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	Application No. MIDA Reference No. Application Application Type Application Status										
3	PC1202000475	CDE1/2020/00083	Machinery and Equipment (Agriculture)	New	Accepted for Processing						
а	PC2202000508		Raw Materials and Components (Other tha HS Code 7201-7316)	n New	Draft						
	PC2202000507		Raw Materials and Components (Other tha HS Code 7201-7316)	n Amendment	Draft						
	PC3202000328		Raw Materials and Components (Iron and Steel, HS Code 7201-7316)	Amendment	Draft						
	PC3202000327		Raw Materials and Components (Iron and Steel, HS Code 7201-7316)	Extension	Draft						
	1 to 5 of 245 records			< 1 2	3 4 5 >						
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PC2202000508	PC2202000508 Raw Materials and Components (Other than HS Code 7201-7316) New Draft										
a. Click th	e [Application	n No.] link									
The application page shall be displayed.											

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- i. Update the company's profile and all required details:
 - a) Date of Incorporation *
 - b) Income Tax Reference No.
 - c) EPF No.
 - d) Socso No.
 - e) Address *
 - f) Poscode *
 - g) Region *
 - h) Country *
 - i) State *
 - j) City *
 - k) Company Website
 - I) Company Background *
 - m) Particular Board of Director *
 - n) Contact Person *
 - o) Authorised Person (Position: Manager and above) *
- ii. Click the **[Update]** button and system shall display success message:

Company info is updated.

2.2.3 Register Company



f The c	ompany in search does not exi ister Verify other company	st in MIDA's database. Please register	to proceed.
f. If the com message. g. Click the [R	pany is not registered w Register] button to proceed	ith MIDA, the system will displ d with company registration.	ay the above
Company Registration	shboard Tasks Applications v Meeting i-Incentives Cust	omer Support v 	Anny Rozana Bin
h ~	Company Details Company Name * Honda Malaysia Registration Type	Registration No. *	
	Registration Of Company (ROC)	33224-X Income Tax Reference No. SOCSO No.	
	Address * Address 1 Address 2 Address 3 (Optional) State *	City *	
	- select State - · · · · · · · · · · · · · · · · · ·	-Seet City - *Please choose state first	
i >	Company Document Attachment * (Please provide the latest SSM company profile) Format supported: .pdf Torp a file here or browse to upload Benister Back		0
h. Enter comp i. Date of ii. Income	pany details such as: f Incorporation * e Tax Reference No.		

- iii. SOCSO No.
- iv. EPF No.
- v. Address *
- vi. State *
- vii. City *
- viii. Postcode *
- ix. Company Website
- x. Company Document Attachment * (Latest SSM company profile)
- i. Click the [Register] button

Your Company Is Now Pending for Approval! Your company is succesfully registered and pending for approval from MIDA. You will receive an email notification once your company registration is approved.

j. The system will prompt the above message. Once the result is ready, the user will receive an email.

k The company in sear	ch is already being registered a	and pending for approval.
Verify other company	/	
Registration Status		/ 1
No. Company Name	Registration No.	Status
1. Choco Farm Sdn. Bhd.	98765-X	Pending Approval

- k. This validation shall be displayed if the company in search is already being and pending for approval.
- I. Registration Status will be displayed on the dashboard.

The compa person(s):	ny you're searching for already exist in MIDA database. Please get in touch with the following contac
Name: Nur H	lazwani
Name: Anny	Rozana Binti Mohd Faizal Kim
Verify oth	m m
m. This	validation shall be displayed if the company in search already exists.
The compa database. P	ny you're searching for already exist with same Company Name but different Registration No. in MIDA 'lease get in touch with the following contact person(s):
Name: Nur Ha	azwani
Name: Anny F	Rozana Binti Mohd Faizal Kim
Verify oth	n n
n. This diffe	validation shall be displayed if the company in search already exists but w rent Registration No.
The compa database. P	ny you're searching for already exist with same Registration No. but different Company Name in MIDA 'lease get in touch with the following contact person(s):
Name: Nur Ha	azwani
Name: Anny F	Rozana Binti Mohd Faizal Kim
Verify oth	er company p
o. This sam	validation shall be displayed if the company in search already exists with the Registration No. but different Company Name.

p. Click the [Verify other company] button to verify other companies.

2.2.4 Applications



- Company Name
- Application No. and
- Application Type
- ii. List of **Buttons** will display Application Form Print Preview and Application Trail
- iii. List of **Sections** will display all sections involved in the application form
- iv. **Application Form** will display the detailed application form and need to fill in by the applicant/company



2.2.5 Color Brush



Chapter 3 COMMON SECTIONS FOR (ALL APPLICATION)

3.1 Company

Company					
Company/Applicant Name *					
- Select Company/Applicant Name -					\sim
D. 11. Non Truck			C		
Registration Type *		V	Company Registration No. *		
- Select Registration Type -					
Date of Incorporation *			Income Tax Reference No.		
DD/MM/YYYY					
EDE NIG			SOCSO No		
			50030 NO.		
Registered Address *					
Address 1					
Address 2					
Address 5 (Optional)					
Country *		State *		City *	
- Select Country -	\sim				
Same as Registered Address Correspondence Address *					
Address I					
Address 2					
Address 3 (Optional)					
Country *		State *		City *	
Malaysia	\sim	- Select State -	\sim	- Select City -	\sim
Postcode *					
Customs Control Station *					
- Select State -	\sim	- Select Customs Control St	ation -		\sim
Total Employment *					
0					
Wahrita					
website					

- 1. The following information are automatically pulled from the system when compose any new form listed under chapter 4 and chapter 5:
 - a) Company

IS dD	out chemical m	anufacturing (added text in Co	mpany Profile-IRPM)					
Partic	ular Board o	of Director *						
No.		Name			Nationality		Share Held in Company (%)	
1.	Abu							75
2.	Added BOD	01-Malaysia		Malaysia				25
								Total 100
Conta	ct Person							
No.	Title	Name	Designatio	n	Em	ail	Phone No.	Fax No.
1.	Mrs.	Faridah Ariffin	Manager		midaml.001@gmail.com		01101234567	

- d) Particular Board of Director
- e) Contact Person
- 2. Click the [Next] button

The system will redirect to the 'Previous Company Activity/Project' section.

3.2 **Previous Company Activity / Projects**

PIEV	lous App	proval Record	ds								
pprova	al of Manuf	acturing Licenc	e or Permi	t under th	e Petroleu	m Develo	pment Act, 1974				
No. L	licence No. *	Serial No	o. *	Effective [Date *	Product/A	ctivity	Address *		Country *	
O Add I	Record										
onfirm	ation Lette	r for a Compan	y Exempte	d from Ma	anufacturir	ng Licence	e (ICA 10) (if applica	ble)	Country		Shale *
O Add I	Record	Effective	Date	Floadcor	ACTIVITY		Address		country		State
•											
ncentiv	e Granted f	from MIDA and	/or other I	Ministry/A	gency (if a	pplicable)				
No. 1	Type of Incent	ive *	Reference	e No. *	Date of Ap	oproval *	Effective Date *	Ministry/A	Agency *	Incentive F	Period (Years) *
O Add	Record										
irant G	ranted fron	n MIDA and/or	other Min	istry/Agen	ncy (if appl	icable)					
No. 1	Supe of Crant										
	type of Grant	•	Reference	e No. *	Effective D)ate *	Ministry/Agency *	Grant Am	ount (RM) * Grant Per	iod (Years) *	Product/A
O Add I	Record	•	Reference	e No. *	Effective D)ate *	Ministry/Agency *	Grant Am	ount (RM) * Grant Per	iod (Years) *	Product/4
O Add I	Record		Reference	e No. *	Effective D)ate *	Ministry/Agency *	Grant Am	ount (RM) * Grant Per	iod (Years) *	Product//
• Add 1	Record The f	ollowing	Reference	nation	Effective D	utoma	Ministry/Agency*	Grant Ame	ount (RM) • Grant Per	iod (Years) *	Product//
• Add	The f	ollowing	inform of Ma	nation	are a	utoma	Ministry/Agency*	ed fro	m the syste	em:-	rdination A
• Add 1	The f a) A	ollowing Approval 975.	inform of Ma	nation anufac	are a	utoma	Ministry/Agency*	ed fro	m the syste e Industria	em:-	rdination A
• Add I	The f a) <i>A</i> b) F	ollowing Approval 975. Permit(s)	inform of Ma	nation anufac	are a cturing	utoma Lice	Ministry/Agency* atically pull ence(s) une Developmen	ed fro der th	m the syste e Industria 1974	em:-	rdination A
• Add 1	The f a) <i>A</i> b) F c) C	ollowing Approval 975. Permit(s) Confirma	inform of Ma under tion Lo	nation anufac	are a cturing Petrole s) for	utoma Lice um D a Co	Ministry/Agency* atically pull ence(s) une Development mpany Exe	ed fro der th nt Act, empte	m the syste e Industria 1974 d from Mai	em:- I Coo	rdination A uring Licer
• Add 1	Record The f a) A b) F c) C	ollowing Approval 975. Permit(s) Confirma ICA 10)	inform of Ma under tion Lo	nation anufac the F etter(s	are a cturing Petrole s) for	utoma Lice eum E a Co	Ministry/Agency* atically pull ence(s) une Developmen mpany Exe	ed fro der th nt Act, empte	m the syste e Industria 1974 d from Mai	em:- I Coo	rdination A
• Add 1	Record The f a) A b) F c) C (d) C	ollowing opproval 975. Permit(s) Confirma ICA 10) DHQ/IPC	inform of Ma under tion Lo	nation anufac the F etter(s	effective I are a cturing Petrole s) for	utoma utoma Lice eum E a Co	Ministry/Agency* atically pull ence(s) une Developmen mpany Exe O Status Ap	ed fro der th nt Act, empte	m the syste e Industria 1974 d from Mai	em:- I Coo	rdination A
• Add 1	The f a) A b) F c) C ((d) C e) I	ollowing opproval 975. Permit(s) Confirma ICA 10) DHQ/IPC ncentive	inform of Ma under tion Lo /RDC/ Appro	nation anufac the F etter(s /R&D/	Effective D are a cturing Petrole s) for /IILS/R by MID	utoma utoma Lice eum E a Co E/RC	Ministry/Agency* atically pull ence(s) une Developmen mpany Exe D Status Ap	ed fro der th ht Act, empte	m the syste e Industria 1974 d from Mai d by MIDA	em:- I Coo	rdination A
Add I	The f a) A b) F c) C ((() d) C f) C	ollowing opproval 975. Permit(s) Confirma ICA 10) DHQ/IPC ncentive Grant App	inform of Ma under tion Lo /RDC/ Appro	nation anufac the F etter(s /R&D/ oved b	Effective I are a cturing Petrole s) for /IILS/R by MID /IIDA	utoma utoma Lice eum E a Co E/RC	Ministry/Agency* atically pull ence(s) une Developmen mpany Exe O Status Ap	ed fro der th ht Act, empte	m the syste e Industria 1974 d from Mai	em:- I Coo	rdination A
• Add 1.	The f a) A b) F c) C d) C f) C f) C	ollowing opproval 975. Permit(s) Confirma ICA 10) DHQ/IPC ncentive Grant App o the follo	inform of Ma under tion Lo /RDC/ Appro provec	nation anufac the F etter(s /R&D/ oved b I by N inforn	Effective I are a cturing Petrole s) for /IILS/R oy MID /IIDA nation	utoma utoma Lice eum E a Co E/RC A if app	Ministry/Agency* atically pull ence(s) une Developmen mpany Exe Dicable:-	ed fro der th ht Act, empte	m the syste e Industria 1974 d from Mai	em:- I Coo	rdination A
• Add 1.	The f a) A b) F c) C () C d) C f) C Fill up a) a) I	ollowing opproval 975. Permit(s) Confirma ICA 10) DHQ/IPC ncentive Grant App o the follo	inform of Ma under tion Lo /RDC/ Appro provector owing Appro	The F etter(s /R&D/ vved b I by N inforn	Effective D are a cturing Petrole s) for /IILS/R by MID /IDA nation by Oth	utoma utoma utoma utoma utoma eum E a Co a Co A E/RC A if app er Go	Ministry/Agency* atically pull ence(s) une Developmen mpany Exe Dicable:-	Grant Anv ed fro der th nt Act, empte oprove	m the syste e Industria 1974 d from Mai d by MIDA	em:- I Coo	rdination A
• Add 1 1.	The f a) A b) F c) C () C d) C f) C f) C iii G iiii G i	ollowing opproval 975. Permit(s) Confirma ICA 10) DHQ/IPC ncentive Grant App o the follon ncentive Grant App	inform of Ma under tion Lo /RDC/ Appro provec owing Appro	The F etter (s /R&D/ ved b I by N inforn ved b I by C	Effective I are a cturing Petrole s) for /IILS/R by MID /IDA nation by Oth Other (utoma utoma utoma utoma a Co a Co E/RC A if app er Go Gover	Ministry/Agency* atically pull ence(s) une Developmen mpany Exe Development mpany Exe Development Management Development Management Age	Grant Anv ed fro der th nt Act, empte oprove	m the syste e Industria 1974 d from Mai d by MIDA	em:- I Coo	rdination A

The system will redirect to **next** section. The next section that appears depends on the composed form, which are listed under chapter 4 and chapter 5.

3.3 Supporting Documents

- 1. Depending on the form, system will list out the list of documents that you need to upload as supporting documents for the application.
- 2. Upload mandatory document (denoted as '*' sign) by click [Upload File]
- 3. The system will display pop-up message 'File Upload'

		×
	File Upload	
	Drop a file here or browse to upload	
	Upload Cancel	
4. Click the 'brows	e to upload'	

💿 Open		:
\leftarrow \rightarrow \checkmark \uparrow \square \ll De	sktop > Test_Docs > Test_Docs	✓ ♂ Search Test_Docs
Organize 👻 New folde	er	EI 🕶 🔲 💡
User Guide ^	Name	Date modified Type
 OneDrive - MESIN This PC 3D Objects Desktop Documents Downloads Music Pictures Videos 	 Testing_Document.pdf Testing_Document_1.pdf Testing_Document_2.pdf 	13/12/2019 3:52 PM Microsoft Edge P 13/12/2019 3:52 PM Microsoft Edge P 13/12/2019 3:52 PM Microsoft Edge P
File na	< ame:	 ✓ All Files (*.*) ✓ Open Cancel
 Select a file and Then system w 	d click [Open] button ill display the filename and re	eady to be uploaded.
	File Upload	*

The system will display the uploaded filename under the 'Filename' column. You may click on the ^a icon to remove the uploaded file.

e accept robat (.p	the following files under 10MB size and file name under 300 characters: df) , Excel (.xis, xisx) , PowerPoint (.ppt, .pptx) , Word (.doc, .docx) , Images (.jpg, .jfif, .gif, .tiff)	+ Add New Docume
No.	Documents to be submitted	Filename
1.	Certificate of Incorporation on Change of Name of Company (Form 13 / Companies Act 2016 (Act 777))	Testing_Document.pdf 🛱 View Download Upload New File
2.	Form of Transfer of Security (Form 32A / Company Act 2016 Section 105)	File Upload
з.	Lampiran A (Incentive Conditions)	File Upload

10. If you would like to add other supporting document which is not listed in the table, click the **[Add New Document]** button.

11. The system will display pop-up message 'New Document & Upload File'

12. Enter the title of the document. Follow step 4 to 9 listed above to complete the upload process.

		×
	New Document & Upload File	
	Title *	
	Drop a file here or browse to upload	
-	Upload Cancel	
	Upload Cancel	

13.Click the [Next] button

The system will redirect to the 'Declaration' section.

3.4 **Declaration**

Declaration
Name * 1
- Select Name -
Identity Card/Passport No.
×
Designation
· · · · · · · · · · · · · · · · · · ·
1. Click the dropdown 'Name'. Select an Authorised Person from the dropdown list.
> Declaration
Name *
Azhar V
Add Authorised Person
987654321
Designation
Manager
2. The system will auto-fill:
a) Identity No./Passport No.
b) Designation
i hereby declare that to the best of my knowledge, the particulars furnished in this application are true;
ii hereby furnished all the documents required as stated in the checklist:
iii agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company's information as and when necessary
and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies;
warrant that no components of the project(s)/activity(ies) infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and the project(s)/activity(ies) infringe the intellectual property rights of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual or provide the project(s)/activity (ies) infringement of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual or provide the project(s)/activity (ies) infringement of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual or provide the project(s)/activity (ies) infringement of the project(s)/activity (ies) infringement of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual or provide the project(s)/activity (ies) infringement of the project(s)/activit
has engaged the services of the following consultant for my application :
hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.
3. Tick the checkbox if engaging consultant services.

Address *				
- Select State -	City *	ate -	Postcode *	
ame *				
esignation *				
hone No. *		Fax No.		
mail Address *				
Vebsite				
	uitant details such	as:		
(a) Compar	ny Name			
(-)	2			
(b) Address	2			
(b) Address (c) State	,			
(b) Address (c) State (d) City	,			
(b) Address(c) State(d) City(e) Postcod	le			
 (b) Address (c) State (d) City (e) Postcod (f) Name 	je			
 (b) Address (c) State (d) City (e) Postcod (f) Name (g) Designal 	de ation			
 (b) Address (c) State (d) City (e) Postcod (f) Name (g) Designa (h) Phone N 	de ation No.			
 (b) Address (c) State (d) City (e) Postcod (f) Name (g) Designa (h) Phone N (i) Fax No. 	de ation No.			
 (b) Address (c) State (d) City (e) Postcod (f) Name (g) Designa (h) Phone N (i) Fax No. (j) Email Address 	de ation No. ddress			

i hereby declare that to the best of my knowledge, the particulars furnished in this application are true;
ii hereby furnished all the documents required as stated in the checklist;
iii agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company's information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies:
iv warrant that no components of the project(s)/activity(ies) infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.
has engage 5 lices of the following consultant for my application :
hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.
5. Tick the checkbox to agree with the terms and conditions stated in the 'Declaration' section.
hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.
6 Save Submit
6. Click the [Save] button. The system will display a success message.
Successfully saved details
hereby acknowledge that I have read, understood and agree on the above statements, and take full responsibility for all information and documents submitted to MIDA.
7 Save Submit
7. Click the [Submit] button and a popup message will appear to verify the Digicert.
> Verify Digicert
IC/Passnort
987654321
Confirm Cancel

- 8. Click the [Cancel] button system will return to the 'Declaration' section.
- 9. Insert PIN and click the [Confirm] button

10. The system will display a success message.



Chapter 4 APPLICATION Post Approval Grant

4.1 **Retaining Grant to a Wholly Owned Subsidiary**

 Identify the company on the dashboard.by selecting the registered company listed under the "My Company" section.
My Company
Syarikat Kimia Malaysia Bhd Syarikat Kimia Malaysia Bhd Image: Syarikat Kimia Utara Berhad Image: Syarikat Kimia Utara
2. Click the [Company Profile] hyperlink.
3. The system will redirect to the 'Company Profile' page.
4. Click the [Industrial Profile] hyperlink located at the top of the screen.
Company Name SYARIKAT KIMIA MALAYSIA BHD (0005136T)
Company Profile Organization Structure Financial Details Overall Project Cost Overall Manpower History of Applications Industrial Profile Implemetation Survey APR Survey
5. The system will redirect to the 'Industrial Profile' page.
 Locate the 'Grant Approved by MIDA' section and identify a previously approved grant record listed in the table.
7. Click on the [Action] button located at the right most column.
8. On the pop up window, click on [Retaining Grant to a Wholly Owned Subsidiary] hyperlink.
 The system will redirect to the 'Retaining Grant to a Wholly Owned Subsidiary' section.
10. The details of the grant would be shown in the 'Grant Details' table.
11. The following information about the company is shown on the form:-
i. Existing Company Name

InvestMalaysia Evaluation – Post Approval Grant for Applicant

- ii. Existing Company Registration No.
- iii. Registration Type
- iv. Date of Incorporation

Reference NO.	Date of Approval	Product/Activity	Addros	c	Country	State	City
Testing Trustmark	08/12/2017	PRD No1	No 1. Ja	alan Rahmit.	Malaysia	Kedah	Kepala Batas
	00,12,2017			aut Rummr,	Walaysia	Reduit	
ll. Company Details							
Existing Company Name	5			Existing Compa	ny Registration No.		
TESTING SDN BHD				12345-X			
Registration Type				Date Of Incorp	oration		
Registration Of Comp	bany (ROC)			13/08/2008			
Now Company Namo				Now Company	Pagistration No.		
-Select Company-			\sim	New Company	Registration No.		
							Next
					inder Now		w Namo' -
12. Select	the compar	ny from the	drop	bdown เ		Compan	ly Name .
12. Select selecte	the compar d company	ny from the registration	e drop num	bdown u ber wil	be show	n under	'New Compa
12. Select selecte Regist	the compar d company r ation Numb	ny from the registration er' .	e dror num	ber wil	be show	n under	'New Compa
12. Select selecte Regist	the compar d company ration Numb	ny from the registration per '.	num	ber wil	l be show	n under	'New Compa

(Refer to Chapter 3 Common Sections for (All Application): 3.1 Company)

16. If you would like to check for the previous activity / project for the existing company, click on the '**Previous Company Activity / Project**' hyperlink on the left menu.

17. The system will redirect to the 'Previous Company Activity / Project' section. (Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Company Activity / Projects)

- 18. Click the 'Next' button.
- 19. The system will redirect to the 'Supporting Documents' section.

(Refer to Chapter 3 Common Sections for (All Application): 3.3 Supporting Documents)

20. Click the 'Next' button.

21. The system will redirect to the 'Declaration' section.

(Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)

22. Click on the 'Submit' button to submit the application.

4.2 **Change of Company Name**

1. Identify the company on the dashboard.by selecting the registered company listed under the "My Company" section. My Company arikat Kimia Malaysia Syarikat Kimia Malaysia Bhd 🛿 13TH FLOOR, MENARA PNB, 201-A, JALAN TUN RAZAK , Wilayah Persekutuan Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur | Update Company Profile | Company Profile Syarikat Kimia Utara Berhad 2. Click the [Company Profile] hyperlink. 3. The system will redirect to the 'Company Profile' page. 4. Click the **[Industrial Profile]** hyperlink located at the top of the screen. Company Name SYARIKAT KIMIA MALAYSIA BHD (0005136T) ⊖ ¢ Company Profile Organization Structure Financial Details Overall Project Cost Overall Manpower History of Applications Industrial Profile Implemetation Survey APR Survey 5. The system will redirect to the 'Industrial Profile' page. 6. Locate the 'Grant Approved by MIDA' section and identify a previously approved grant record listed in the table. 7. Click on the [Action] button located at the right most column. 8. On the pop up window, click on [Change of Company Name] hyperlink. 9. The system will redirect to the 'Change of Company Name' section. 10. The details of the grant would be shown in the 'Grant Details' table. 11. The following information about the company is shown on the form:-**Registration Type** i. ii. Company Registation No. iii. Date of Incorporation

Reference No.						
Tecting Tructmark	Date of Approval	Product/Activity	Address	Country	State	City
lesting hustiliark	08/12/2017	PRD No1	No 1, Jalan Rahmit,	Malaysia	Kedah	Kepala Batas
4						•
I. Company Details						
Existing Company Nam	2					
TESTING SDN BHD						
Registration Type			Company Re	gistration Number *		
Registration Of Com	bany (ROC)		12345-X	,		
Date Of Incorporation						
13/08/2008						
12. Enter t 13. Provide	he new comp e the justific	pany name u cation for r	inder 'New C retaining the	ompany Na grant to	a me' . a new c	company uno
	would like	to check fo	or the existin	a company	information	n click on t
'Comp	any' hyperlir	ik on the left	menu.	g company	inomation	
	stem will red	irect to the ' 3 Common (Company'se Sections for	ction. (All Applica	ation): 3.1	Company)
15. The sy (Refer	to Chapter					

(Refer to Chapter 3 Common Sections for (All Application): 3.2 Previous Company Activity / Projects)

18. Click the 'Next' button.

19. The system will redirect to the 'Supporting Documents' section.

(Refer to Chapter 3 Common Sections for (All Application): 3.3 Supporting Documents)

- 20. Click the 'Next' button.
- 21. The system will redirect to the 'Declaration' section.

(Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)

22. Click on the 'Submit' button to submit the application.

4.3 **Amendment/Deletion of Conditions**

 Identify the company on the dashboard.by selecting the registered company listed under the "My Company" section.

My Company
Syarikat Kimia Malaysia Syarikat Kimia Malaysia Bhd Image: Syarikat Kimia Utara Image: Syarikat Kimia Utara Berhad Image: Syarikat Kimia Utara
2. Click the [Company Profile] hyperlink.
3. The system will redirect to the 'Company Profile' page.
4. Click the [Industrial Profile] hyperlink located at the top of the screen.
Company Name SYARIKAT KIMIA MALAYSIA BHD (0005136T)
Company Profile Organization Structure Financial Details Overall Project Cost Overall Manpower History of Applications Industrial Profile Implementation Survey APR Survey
5. The system will redirect to the 'Industrial Profile' page.
6. Locate the 'Grant Approved by MIDA' section and identify a previously approved
grant record listed in the table.
7. Click on the [Action] button located at the right most column.
8. On the pop up window, click on [Amendment/Deletion of Conditions] hyperlink.
9. The system will redirect to the 'Amendment/Deletion of Conditions' section.
10. The details of the grant would be shown in the 'Grant Details' table.
11. The grant conditions from the approved grant s are shown in the 'Grant Conditions' table.

I. Gran	t Details						
Refe	ence No.	Date of Approval	Product/Activity	Address	Country	State	City
Testir	g Trustmark	08/12/2017	PRD No1	No 1, Jalan Rahmit,	Malaysia	Kedah	Kepala Batas
ll. Grai	nt Conditions (Existing)					
No.	Conditions				Update		
1.	sdq				No Changes		~
III. Jus	tification						
Prov	de justification h	ere					
							New
							Nex
							-
12.3	Select tl	ne options u	under each	listed condition	ons in the	table. Sele	ect 'Amen o
12.5	Select tl	ne options une condition	under each or select 'De	listed conditio	ons in the	table. Sele	ect 'Amen o
12.5	Select tl amend tl	ne options un ne condition	under each or select 'De	listed condition	ons in the	table. Sele	ect 'Amen o
12.5	Select tl amend tl Provide	ne options un ne condition the justification	under each or select ' De on for amend	listed condition elete' to remond d / delete con	ons in the ove the cond	table. Sele dition er 'Justific	ect 'Amend ation'.
12.5	Select tl amend tl Provide	ne options un ne condition the justification	under each or select ' De on for ameno	listed conditioned to the conditioned of the condit	ons in the ove the cond fitions unde	table. Sele dition er 'Justific	ect 'Ameno ation'.
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19. The system will redirect to the 'Supporting Documents' section.

(Refer to Chapter 3 Common Sections for (All Application): 3.3 Supporting Documents)

20. Click the 'Next' button.

21. The system will redirect to the 'Declaration' section.

(Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)

22. Click on the 'Submit' button to submit the application.

4.4 **Redefinition of Products**

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1. Identify the company on the dashboard.by selecting the registered company listed under the "My Company" section.
My Company
Syarikat Kimia Malaysia Bhd Syarikat Kimia Malaysia Bhd Image: Syarikat Kimia Utara Berhad Image: Syarikat Kimia Utara
2. Click the [Company Profile] hyperlink.
3. The system will redirect to the 'Company Profile' page.
4. Click the [Industrial Profile] hyperlink located at the top of the screen.
Company Name SVARIKAT KIMIA MALAYSIA BHD (0005136T)
Company Profile Organization Structure Financial Details Overall Project Cost Overall Manpower History of Applications Industrial Profile Implementation Survey APR Survey
5. The system will redirect to the 'Industrial Profile' page.
 Locate the 'Grant Approved by MIDA' section and identify a previously approved grant record listed in the table.
7. Click on the [Action] button located at the right most column.
8. On the pop up window, click on [Redifinition of Products] hyperlink.
9. The system will redirect to the 'Redifinition of Products' section.
10. The details of the grant would be shown in the 'Grant Details' table.
11. The proposed products / activities from the approved grant are shown in the
'Existing Proposed Product/Activity by Project Location' table and 'Redefined
Proposed Product/Activity by Project Location' table respectively.

Reference No. Testing Trustmark	Date of Approval 08/12/2017 /Activity(s) by Project	Product/Activity PRD No1	Address No 1, Jalan Rahmit,	Country Malaysia	State	City
Testing Trustmark	08/12/2017 /Activity(s) by Projec	PRD No1	No 1, Jalan Rahmit,	Malaysia	Kedah	-
 II. Proposed Product(s)/ No 1, Jalan Rahmit 	/Activity(s) by Projec	t Location			Reduit	Kepala Batas
No 1, Jalan Rahmit						
	t, , 12366, Kepala E	atas, Kedah, Malaysia	3			~
III. Justification						
Provide justification here.						
12. You may	/ enter a r	new proposed	d product /	activity on e	each availa	ble produc
13. Provide ti	he justificati	on for redifini	ition of produ	cts/activities	under 'Jus	stification'
14. lf you w 'Compan	ould like to 1 y' hyperlint	o check for a on the left n	the existing nenu.	company ir	nformation,	click on
15. The syste (Refer to	em will redir Chapter 3	ect to the 'Co Common Se	ompany'sec ections for (tion. All Applicati e	on): 3.1 C	ompany)
16. lf you w company menu.	vould like t v, click on th	o check for ne 'Previous	the previou: Company A	s activity / ctivity / Proj	project for j ect' hyper	the exist

Company Activity / Projects)

18. Click the 'Next' button.

19. The system will redirect to the 'Supporting Documents' section.

(Refer to Chapter 3 Common Sections for (All Application): 3.3 Supporting Documents)

20. Click the 'Next' button.

21. The system will redirect to the 'Declaration' section.

(Refer to Chapter 3 Common Sections for (All Application): 3.4 Declaration)

22. Click on the 'Submit' button to submit the application.

4.5 **Cancellation(Surrender) of Grant**

(Surrender) of Grant

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under the "My Company" section.
My Company
Syarikat Kimia Malaysia Bhd Syarikat Kimia Malaysia Bhd Image: Syarikat Kimia Utara Berhad Image: Syarikat Kimia Utara
2. Click the [Company Profile] hyperlink.
3. The system will redirect to the 'Company Profile' page.
4. Click the [Industrial Profile] hyperlink located at the top of the screen.
Company Name SYARIKAT KIMIA MALAYSIA BHD (0005136T)
Company Profile Organization Structure Financial Details Overall Project Cost Overall Manpower History of Applications Industrial Profile Implementation Survey APR Survey
5. The system will redirect to the 'Industrial Profile' page.
6. Locate the 'Grant Approved by MIDA' section and identify a previously approved
grant record listed in the table.
7. Click on the [Action] button located at the right most column.
8. On the pop up window, click on [Surrender of Grant] hyperlink.
9. The system will redirect to the 'Surrender of Grant section.
10. The details of the frant would be shown in the 'Grant Details' table.
11. Provide the justification for surrendering the grant under 'Justification'.

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l Grant Details						
Reference No.	Date of Approval	Product/Activity	Address	Country	State	City
Testing Trustmark	08/12/2017	PRD No1	No 1, Jalan Rahmit,	Malaysia	Kedah	Kepala Batas
4						
Justification *						
Provide justification	here					
						Next
12.11 you	would like it	o check for	the existing	company ir	normation,	CIICK ON
'Compa	any' hyperlink	c on the left r	nenu.			
-	2 2					
			_			
13. The sys	stem will redir	ect to the 'C	ompany' sec	tion.		
13. The sys (Refer	stem will redir to Chapter 3	ect to the 'Co Common So	ompany'sec ections for (tion. All Applicati	on): 3.1 C	ompany)
13. The sys (Refer	stem will redir to Chapter 3	Common So	ompany' sec ections for (,	tion.	on): 3.1 C	ompany)
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20. Click on the 'Submit' button to submit the application.