

## **TECHNICAL NOTES**

### **ANNUAL PERFORMANCE REPORT (APR) FOR MANUFACTURING AND SERVICES SECTORS UNDER MIDA's PURVIEW**

#### **I. Introduction**

1. This report is conducted annually to all manufacturing and services companies granted approvals for Manufacturing Licence (Industrial Coordination Act, 1975), and/or Permit (Petroleum Development Act, 1986) and/or Incentives (Promotion of Investments Act, 1986/Income Tax Act 1967). This report enables MIDA to monitor the financial performance of companies in Malaysia, which is useful for policy formulation and industrial planning.
2. The responsibility for furnishing the information is in line with the Industrial Coordination Act 1975 [Act 156] and the Malaysian Investment Development Authority (Incorporation) Act 1965, which requires companies to submit reports, information and surveys for statistics etc. containing such particulars and information as may be specified by MIDA, regarding their activities and/or proposed activities.
3. For services sector, the report covers companies with activities of:-
  - a. Integrated Logistics Services (ILS);
  - b. International Integrated Logistics Services (IILS);
  - c. Oil & Gas;
  - d. Research & Development (R&D);
  - e. Health Services;
  - f. Education Services;
  - g. Hotel & Tourism;
  - h. Green Technology; and
  - i. Information and Communication Services.

#### **II. Instructions Relating to the Questionnaire**

The information provided herewith is a guide in answering the main sections of the survey.

##### **Section A: Company Profile and Project Details**

Company profile and project details will be displayed. If there are any changes, please update the relevant details in IRPM.

- Changes/Addition in the company profile, contact person and factory/address location – company may update any changes/addition in the company profile.
- Company may update any changes/addition of the factory/premise address in the industrial profile.
- Company may update changes in the ultimate investing country in the organization structure.

## **Section B: Financing Structure**

To provide details on financing based on audited accounts and company's financial year.

### **Item 1: Shareholder's Funds:**

#### **1.1 Paid-up Capital**

The amount of a capital that is funded by company's shareholders.

##### **1.1.1 Malaysian Equity (RM)**

Malaysian ownership (shareholdings) of the company based on the paid-up capital as at the end of the financial year.

##### **1.1.2 Foreign Equity (RM)**

Foreign ownership (shareholdings) of the company based on the paid-up capital as at the end of the financial year.

##### ➤ **Source of Foreign Equity**

Foreign ownership by immediate source country

#### **1.2 Reserves (excluding capital appreciation) (RM)**

Capital reserves, share premium account, general and other reserves.

#### **1.3 Retained Earnings (RM)**

Net earnings not paid out as dividends, but retained by the company to be reinvested in its core business or to pay debt.

### **Item 2: Total Loans Outstanding (RM)**

Loan and financial obligations lasting more than one year.

### **Item 3: Other Financing Sources (RM)**

Other sources of financing e.g. intra-company loans, shareholders' advance etc.

### **Item 4: Total Fixed Assets (RM) (Net Book Value)**

Fixed Assets are company's tangible, non-current assets that are used in its business operation. Example: land, plant, factory, building, machinery, vehicles, computer, etc. new or used, which have productive life and are intended for use by the company.

### **Item 5: Pre-Operational Expenditure (RM)**

Non-construction costs incurred before the date of commencement of production / business operations or non-construction costs associated with expansion entities before the date on expanded capacity / business is activated.

**Item 6: Working Capital (RM)**

Current Assets – Current Liabilities

**Item 7: Operating Expenditure (RM)**

Cost of materials for repairs and maintenance, expenditure on rent, utilities, advertising, travelling, legal fees, professional fees etc.

**Section C: Organization Structure**

➤ **Ultimate Holding Company / Parent Company**

- Company Name (Ultimate Company / Organisation)
- Country of Origin

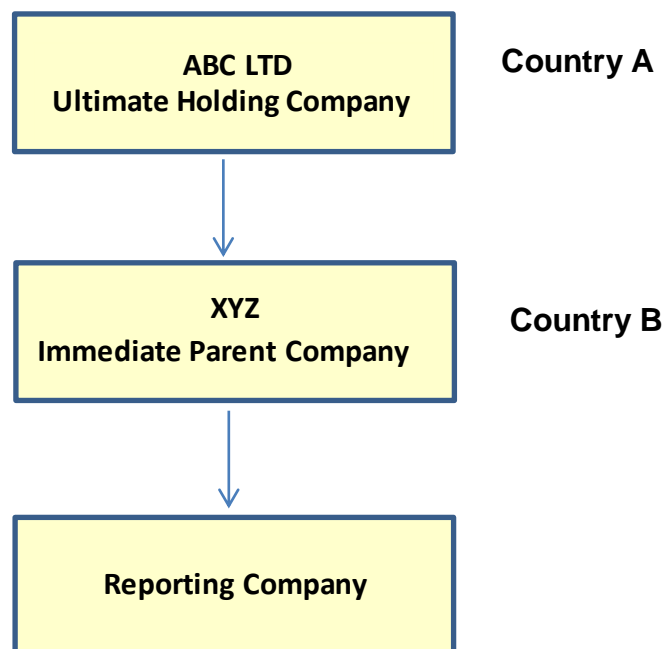
➤ **Subsidiaries in Malaysia (if any)**

- Company Name
- MyCoID/RoC/RoB/Others No.

**Example:**

Reporting company is a subsidiary of XYZ which in turn is a subsidiary of ABC Ltd. Thus, Reporting Company will fill in as follows:

Answer -      Name (Ultimate Holding) : **ABC Ltd**  
                    Country of Origin        : **Country A**



## Section D: Income/Production Cost & Sales Value

**Item 1: Total Annual Income (RM)**

Revenue earned by the company for sales of manufactured goods or services rendered in financial year

**Item 2: Export Sales (RM)**

Income received from the exports portion of sales of manufactured goods or services provided from total annual income for the financial year.

**Item 3: Major Export Destination**

Export destination of manufactured goods being exported or services provided and its percentage breakdown by destination. The percentage by country is of the export sales in item (2). If export destination is more than 5 countries, please combine under 'Others'.

**Item 4: Production Cost (RM) (Applicable to Manufacturing Sector)**

Cost of production refers to the total cost incurred by a company to produce finished goods/products. All these costs are part of value-added components and forms the value of goods/products.

**Item 5: Research & Development Cost (RM)**

Total R&D spending carried out by company.

## Section E: Earnings

**Item 1: Earnings Before Interest, Tax, Depreciation and Amortisation (EBITDA) (RM)**

An indicator of a company's financial performance.

$$EBITDA = \text{Revenue} - \text{Expenses (excluding tax, interest, depreciation and amortisation)}$$

**Item 2: Net Profit After Tax (RM)**

Refers to company's after-tax operating profit.

## Section F: Services Operating Expenditure

Kindly indicate the services expenditure undertaken by your company.

No.	Type of Services	Notes – Sub categories
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No.	Type of Services	Notes – Sub categories
1.	Transportation Services	<ul style="list-style-type: none"> <li>• Air transport services (freight and passengers)</li> <li>• Cargo handling services</li> <li>• Land transport services (freight and passengers)</li> <li>• Maintenance services for transport vehicles</li> <li>• Packaging services</li> <li>• Postal and courier services</li> <li>• Rental services of transport vehicles (land, water and air)</li> <li>• Storage and warehousing services</li> <li>• Supporting services for air transport (airport operation services, air traffic control services, etc.)</li> <li>• Supporting services for land transport (passenger terminal services, operational services of highway, bridges, tunnel, parking lot services)</li> <li>• Supporting services for water transport (port and waterway operation services)</li> <li>• Water transport services (freight and passengers)</li> </ul>
2.	Banking Services	<ul style="list-style-type: none"> <li>• Banking and finance consultancy</li> <li>• Banking solution</li> <li>• Mobile commerce, mobile wallet</li> <li>• Debt collection software and solutions</li> <li>• Digital wallet and micropayments</li> </ul>
3.	Insurance Services	<ul style="list-style-type: none"> <li>• Insurance advisory and consultancy services, insurance and reinsurance broking</li> <li>• Employee insurance, general insurance, medical insurance</li> </ul>
4.	Legal Services	<ul style="list-style-type: none"> <li>• Legal advisory/consultancy</li> <li>• Secretarial</li> <li>• Corporate affairs</li> </ul>
5.	Information & Communication Technology	<ul style="list-style-type: none"> <li>• Computer facilities management services</li> <li>• Computer/ system security</li> <li>• Consultancy</li> <li>• E-commerce service/ solution providers</li> <li>• Education / training</li> <li>• Hardware consultancy and system integration services</li> <li>• Internet telecommunications services</li> <li>• Maintenance services for computer hardware</li> <li>• Maintenance services for computer systems</li> <li>• Online information provision services, including online data retrieval services, web-sites, online information</li> <li>• Rental or leasing of computers</li> <li>• Software consultancy services</li> </ul>

No.	Type of Services	Notes – Sub categories
		<ul style="list-style-type: none"> <li>• Software development services</li> <li>• Telecommunication and program services, including fixed telephony services, mobile telecommunication services, private network services, data transmission services, etc.</li> <li>• Web hosting / web publishing</li> </ul>
6.	Others (Please Specify)	<p>Other services such as:</p> <ul style="list-style-type: none"> <li>• Environment protection services</li> <li>• Printing &amp; publishing services</li> <li>• Support services</li> <li>• Other business services including other professional services such as accounting services and advertising activities.</li> </ul>

## Section G: Employment / Salary & Wages

### Item 1: Job Category

#### ➤ Manufacturing Sector

- **Managerial**

Plan, organise, lead, control and coordinate the policies and activities of enterprise, organisations, departments or the internal section.

- **Professionals (Engineers)**

Design, plan and organise the structure of testing, construction, installation and maintenance of machines and their components, and plant and production systems, and plan production schedules and work procedures to ensure engineering projects are undertaken safely, efficiently and in a cost effective manner. (e.g. industrial & production engineers, civil engineers, environmental engineers, mechanical engineers, chemical engineers, mining engineers, etc.)

Or;

Conduct research and design, advice on, plan and direct the construction and operation of electronic, electrical and telecommunications systems, components, motors and equipment and establish control systems to monitor the performance and safety of electrical and electronic assemblies (e.g. electrical engineers, electronic engineers, telecommunications engineers etc)

- **Professionals & Executive (Non- Engineers)**

Perform analytical, conceptual and practical tasks to provide services in financial, human resource development, public relations, marketing, sales, medical, information and communication technology matters and conduct reviews of organisational structures, methods and systems as well as quantitative analyses of information in investment activities.

- **Technical/Supervisory & Craft Workers**

Perform technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.

Or;

Apply their specific knowledge and skills in the fields of mining and construction, metal forming, and erect metal structures, make, fit, maintain and repair machinery, equipment or tools, carry out printing work as well as produce or process foodstuffs, textiles, or wooden, metal and other articles including handicraft goods.

- **Technician**

Look after technical equipment or do practical work in a laboratory.

- **Supervisor**

Co-ordinate, supervises, control and schedule the activities of workers in manufacturing operations.

- **Plant Maintenance Mechanic**

Maintain repair and install plant equipment, machinery and related facilities; maintains a variety of records; participates in special projects; and performs a variety of technical tasks.

- **Tools & Die / Mould Maker**

Make and repair tools, locks, dies, patterns and other metal articles, as well as make engines or machinery components, and parts thereof, using hand and machine tools to work metal to fine tolerance.

- **Machinist**

Set up and operate a variety of machine tools to produce precision parts and instruments. Fabricate, modify, or repair mechanical instruments, machine tools or maintain industrial machines, applying knowledge of mechanics, metal properties, layout, and machining procedures.

- **IT Personnel**

Provide support for the running of computer systems, communications systems and networks and perform technical task related to telecommunications, broadcast of image and sound as well as other types of telecommunications signals on land, sea or in aircraft.

- **Quality Controller**

Monitor each stage of production, use statistical analysis to make sure that machined parts are within tolerance limits, inspect materials for defects, assess and rate suppliers, review and update quality control policies.

- **Electrician / Chargeman**

Install, adapt and maintain electrical wiring systems and associated equipment, electrical machinery and other appliances, and install, build and repair electrical power transmission cables, and associated equipment.

- **Welder**  
Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and fuse metal.
- **Other special skills related to the sector**  
Transform raw materials / components into finished products; or undertake processes / activities that require other related skills, not elsewhere specified.
- **Operators & Assemblers**  
Operate and monitor industrial and agricultural machinery and equipment, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble product component parts according to strict specifications and procedures.
- **Clerical / Sales & Service / Administrative Staff**  
Record, organise, store and retrieve related information and perform clerical duties especially in connection with administrative operations, handling of money, travel arrangements and requests for information and appointments.
- **Elementary Workers**  
Perform simple, routine and non-systematic task which mainly require the use of handheld tools or with the assistance of simple machines, and in some cases considerable physical efforts.
- **Outsourced Workers**  
Outsourced workers are those employed and supplied by a third party and not subjected to the payroll of the company

## ➤ **Services Sector**

- **Managerial**  
Plan, organise, lead, control and coordinate the policies and activities of enterprise, organisations, departments or the internal section.
- **Professionals**  
Perform analytical, conceptual and practical tasks to provide services in financial, human resource development, public relations, marketing, sales, medical, information and communication technology matters and conduct reviews of organisational structures, methods and systems as well as quantitative analyses of information in investment activities.
- **Science, Technical & Engineering**  
Conduct research and improve or develop concepts, theories and operational methods, or apply existing knowledge relating to fields such as physics, mathematics, chemistry and mining. e.g. Mining Executive, etc.
- **Health Services**  
Conduct research and improve or develop concepts, theories and operational methods, or apply existing knowledge in such fields as



medicine, nursing and midwifery, dentistry, pharmacy, traditional and complementary medicine, veterinary and other health professionals. e.g Medical Doctor, Eye Specialist, Pharmacist, etc.

- **Educational Services**  
Teach the theory and practice of one or more disciplines at different educational levels, conduct research and improve or develop concepts, theories and operational methods pertaining to their particular disciplines, and prepare academic papers and books. e.g Lecturer, Teacher, etc.
- **Business and Administration**  
Perform analytical, conceptual and practical tasks to provide services in financial, human resource development, public relations, marketing, sales, medical, information and communication technology matters. e.g. Accountant, Administrative Officer, etc.
- **Information & Communications Technology**  
Conduct, research, plan, design, write, test, advise and improve information technology systems, hardware, software and related concepts for specific applications. e.g. System Analyst, Developer, Programmer, Software Tester, etc.
- **Legal & Social**  
Conduct research, improve or develop concepts, theories and operational methods, or apply knowledge relating to fields such as law and regulations, society and religion, journalism, librarianship and creative arts. e.g. Lawyer, Judge, Economist, etc.
- **Hospitality, Retail & Other Services**  
Conduct research, improve or develop concepts, theories and operational methods, or apply technical knowledge of hotel and restaurant operations or other similar organizations. e.g. Guest Services Officer, Food Preparation Officer, etc.
- **Research & Development**  
Plan, execute policies and responsible for basic research and science to the development of technology and new inventions. e.g. Research Officer, etc.
- **Supervisors, Technicians and Associate Professional**  
Perform technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.
  - **Science, Technical & Engineering**  
Performed technical tasks related to research and the practical application of concepts, principles and operational methods connected with physical sciences. e.g. Technician, Draughtsperson, Mine Supervisor, etc.
  - **Health Services**

Perform technical tasks related to research and the practical application of concepts, principles, and operational methods in the fields of medicine, veterinary, pharmacy, sanitation, nursing, midwifery, dentistry, traditional and related disciplines. e.g. X-ray Technician, Nursing Assistant, Midwifery Assistant, Medical Assistant, etc.

➤ **Educational Services**

Perform technical task related to research and the educational activities. e.g. Tutor, etc.

➤ **Business and Administration**

Perform mostly technical tasks connected with practical application of knowledge relating to financial accounting and transaction matters, human resource development and specialised secretarial tasks. e.g. Accounts Supervisor, Administrative Executive Assistant, Personal Assistant, etc.

➤ **Information & Communications Technology**

Provide support for the running of computer systems, communications systems and network and perform technical tasks related to telecommunications, broadcast of image and sound as well as other types of telecommunications signals on land, sea or in aircraft. e.g. Computer Technician, Computer Help Desk Operator, etc.

➤ **Legal & Social**

Perform support functions in courts of law or in law offices, provide services related to such legal matters and perform technical tasks related to social work. e.g. Bailiff, Private Detective, etc.

➤ **Hospitality, Retail & Other Services**

Combine creativity and technical skills in the creation of menus, preparation and presentation of food. e.g. Chef.

➤ **Research & Development**

Perform mostly technical task to the development of technology and new inventions. e.g. Assistant Researcher, Lab Technician, etc.

• **Craft & Related Trade Workers**

Apply their specific knowledge and skills in making, fitting, maintaining and repairing machinery, equipment or tools, carry out printing works.

• **Plant and Machine Operators and Assemblers**

Operate and monitor the machinery and equipment, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble product components parts according to strict specifications and procedures. e.g. Mining operator, Machine operator, Assembler, etc.

• **Clerical Support Workers**

Record, organise, store and retrieve related information and perform clerical duties especially in connection with administrative operations, handling of money, travel arrangements and requests for information and appointments. e.g. Office clerk, Office Secretarial Assistant, Typist, etc.

- **Elementary Occupations**

Perform simple, routine and non-systematic tasks which mainly require the use of handheld tools or with assistance of simple machine, and in some cases considerable physical effort. e.g. Cleaner, Bucket Labourer, Freight Worker, Attendant, etc.

- **Total Number of Full Time Persons Employed**

Number of full-time employees engaged by the company by citizenship (Malaysian or foreign). Full time employees refer to all workers who work for at least 6 hours a day and 20 days a month.

**Item 2:        Total Salary & Wages for Full Time Employment (RM)**

Salaries, wages, bonuses, social insurance contribution and all employee benefits.

**Item 3:        Outsourced Workers (Not under company's payroll)**

Outsourced workers are those employed and supplied by a third party and not subjected to the payroll of the company

**Section H: Future Investment Plan**

Should your company plans to undertake expansion/ diversification activities, and/or investment for services activities, kindly indicate your future investment plan (2023-2025) in term of range investment value and number of manpower.