



InvestMalaysia

investmalaysia.mida.gov.my

Annual Performance Report Survey User Guide for Company

Learn About the System
(Version 1.4)

Powered by  **eTRANS**

Last updated on 26/01/2024

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Chapter 1 INTRODUCTION

This user manual will walk you through the process of Filling in each Section and Print Preview Annual Performance Report (APR) Survey Form by providing step-by-step instructions with illustrations to help you understand each step.

1.1 INTENDED USER

This user manual is targeted for:

- Company appointed Contact Person

1.2 WEB BROWSER

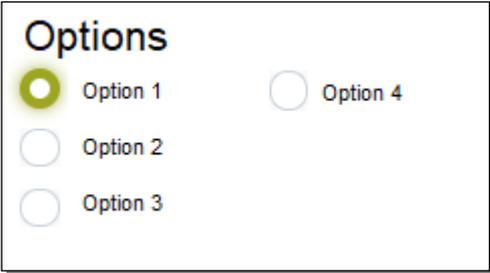
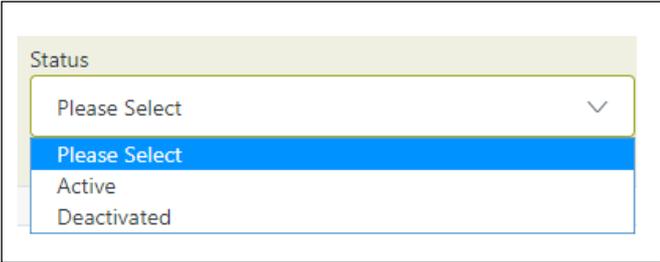
Best viewed in 1024 x 768 using Google Chrome or Mozilla Firefox. This website is mobile responsive.

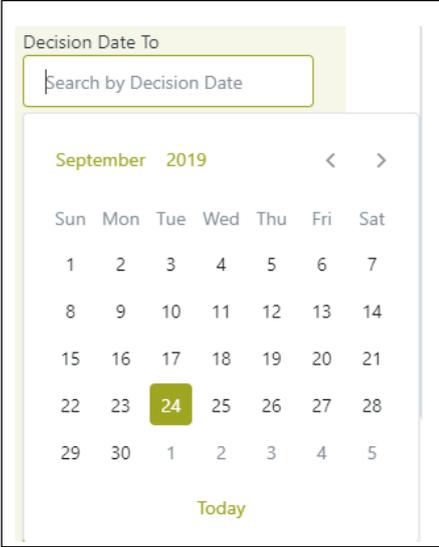
1.3 URL

<https://investmalaysia.mida.gov.my>

1.4 COMMON FIELDS AND DESCRIPTIONS

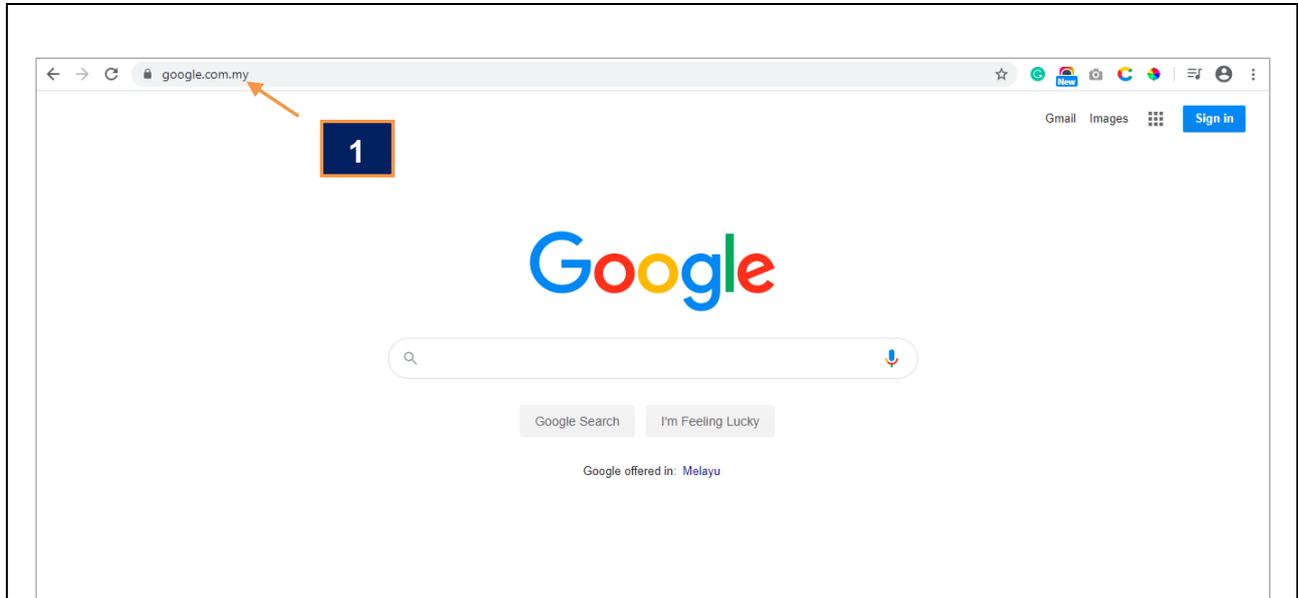
No.	Field	Description
1.	Textbox	<p>A box that allow user to type-in information. Usually, it has characters limit.</p>  <p>If there is an asterisk (*) mark at the textbox, it means the information is required/mandatory.</p>

No.	Field	Description
2.	Button	<p>An item that allow user to click and it will respond according to it's purpose; usually denoted as the button's name.</p> 
3.	Radio button	<p>A selection features that allows the user to choose only ONE selection from the data sets. Usually it's round-shaped.</p> 
4.	Check Box	<p>A selection features that allows the user to check/uncheck selections from the data sets. Usually it's box-shaped.</p> 
5.	Dropdown	<p>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.</p> 
6.	Calendar	<p>A features that allows user to select a date from a calendar and/or time from a time range.</p>

No.	Field	Description
		
7.	Success Message	<p>A message that is displayed once an action taken was successful. It is displayed in green color.</p> 
8.	Error/Failure message	<p>A message that is displayed once an action taken was failed. It is displayed in red color.</p> 

Chapter 2 Quick Guide

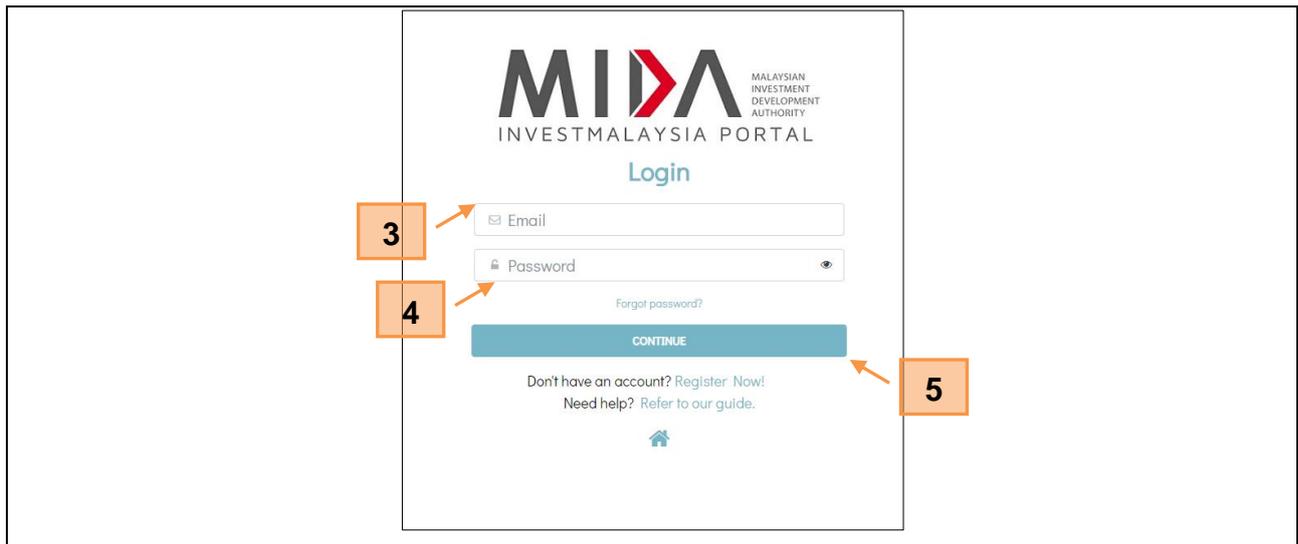
2.1 Log in to InvestMalaysia



1. Open web browser.

Insert URL: <http://investmalaysia.mida.gov.my>





1. Click the **Login** link. New login page will be displayed.
2. Enter username (must use the email that has been registered);
3. Enter password; and
4. Click the **[Continue]** button
System will redirect to the '**Dashboard**' page.

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Dashboard Tasks Applications i-Incentives Customer Service

User XXX

Welcome, User XXX Register Company

0 Tasks

Task List View All

Tasks	Status	Last Updated
No items to show...		

SURVEY ON THE PROGRESS OF IMPLEMENTATION OF APPROVED PROJECTS

MIDA Reference No.	Company Name	Application	Application Type	Date Approved	Survey Date	Status	Action
No items to show...							

SURVEY ON THE ANNUAL PERFORMANCE REPORT (APR)

Company Name	Financial Date	APR Serial Number	APR Survey Date	Status	Action
Company XYZ	31/12/2021	20211K0024	20/02/2022	Pending Survey	Start Survey

My Company

Company XYZ

Company XYZ

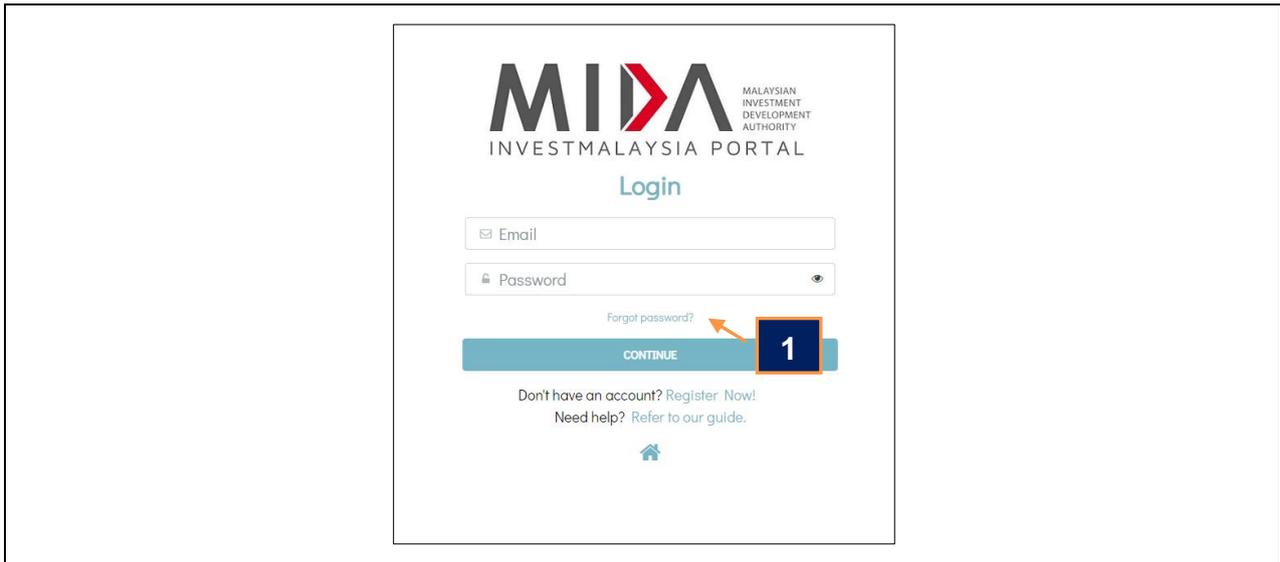
Plot 50 Tingkat Perusahaan 4

Company Profile

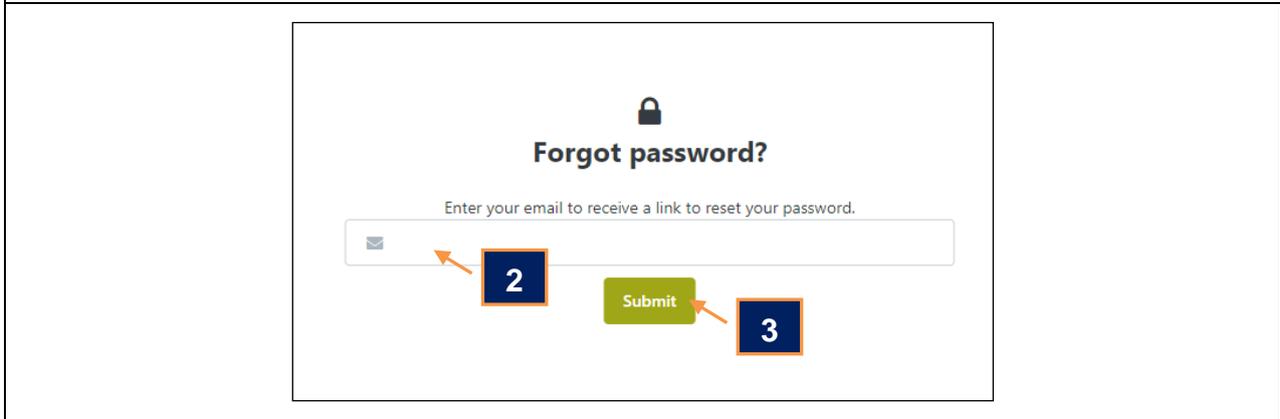
Application No.	MIDA Reference No.	Application	Application Type	Application Status

2 records

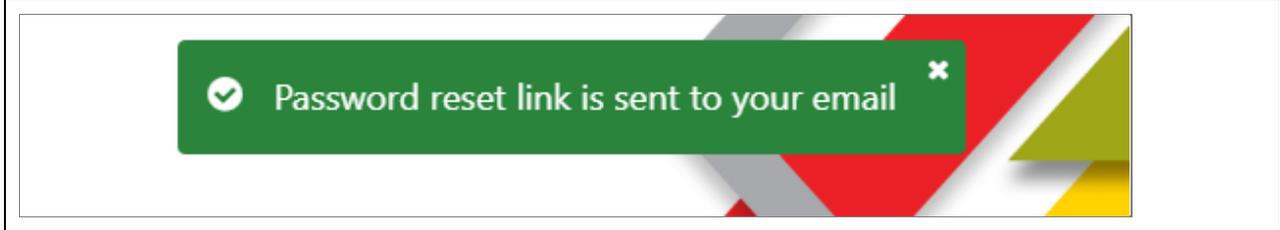
2.2 Forgot Password

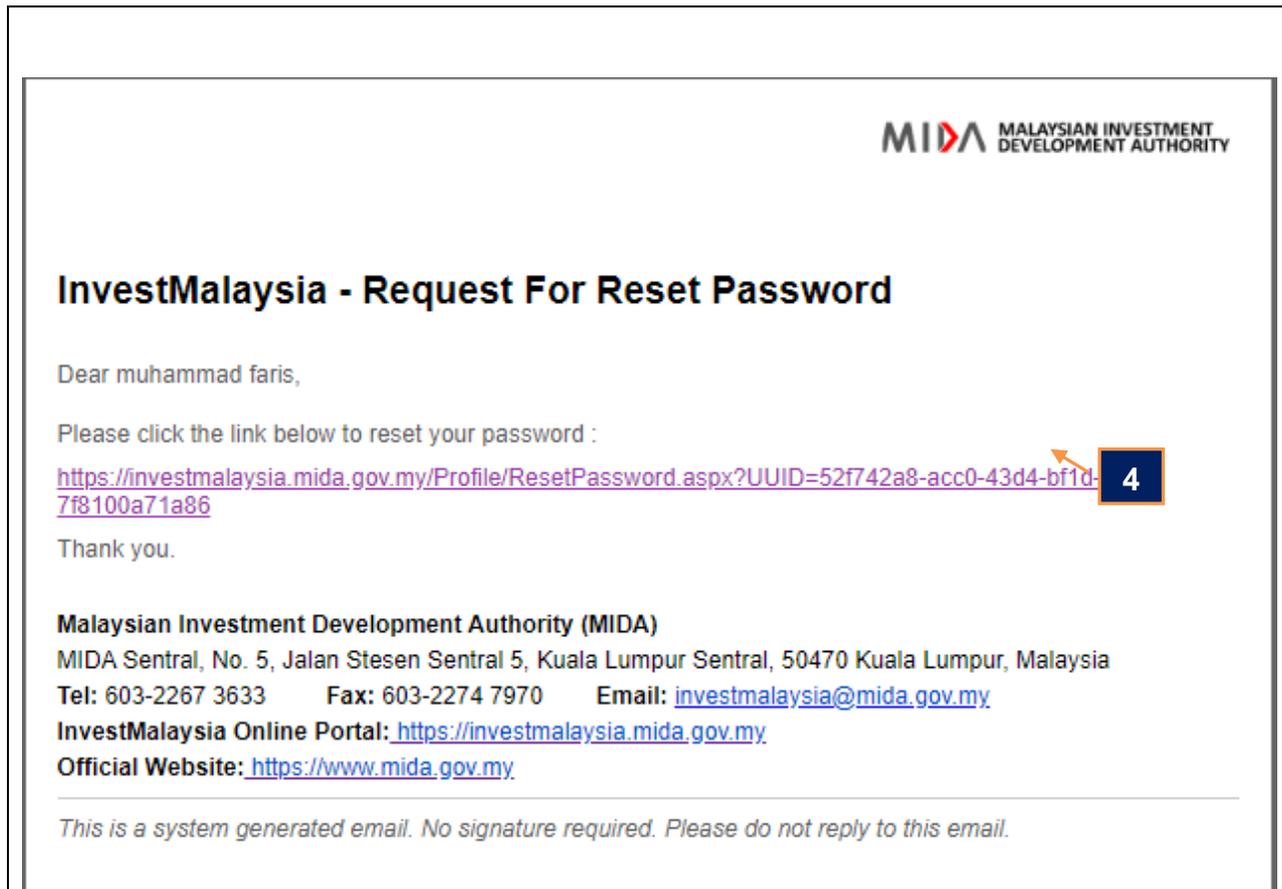


1. Click '**Forgot Password?**' . The system will display and popup screen.

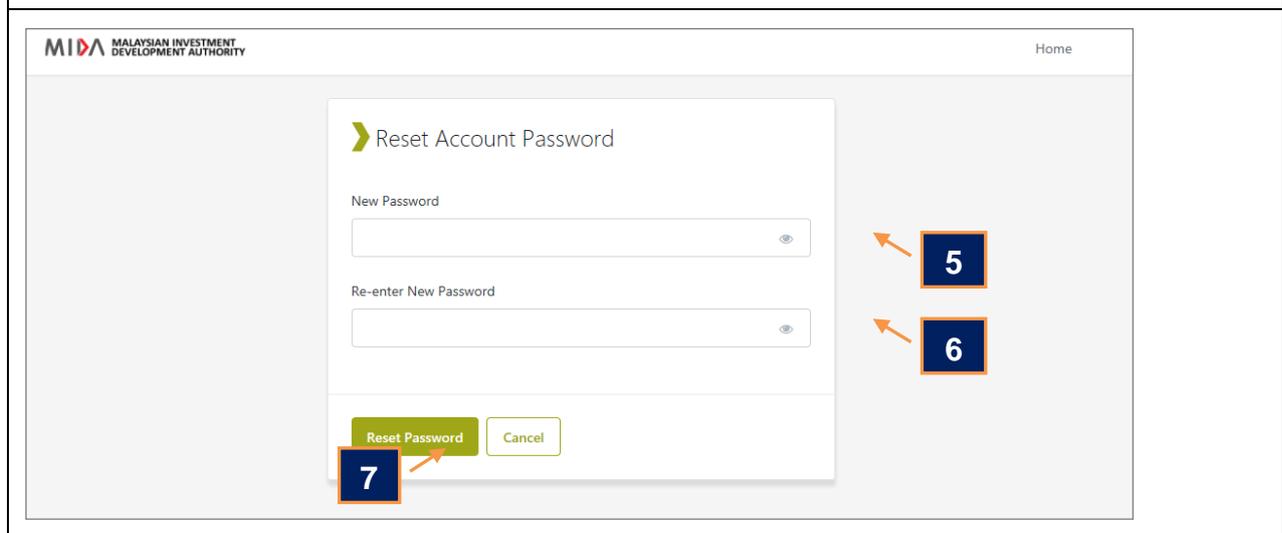


2. Enter your **email address** (must use the email that have been registered).
3. Click '**Submit**' button an email notification will be sent to your email.





4. Go to your email account. Click on the link and **Reset Account Password** page will be displayed.



5. Enter your new password; and
6. Re-enter new password.

7. Click '**Reset Password**' button. The system will redirect to '**InvestMalaysia**' login page.

Chapter 3 **Email Notification**

3.1 Email Page

1. Company will receive email notification from InvestMalaysia.



MIDA Annual Performance Report (APR) of Manufacturing and Services under MIDA's Purview

Dear Sir/Madam,

With reference to the above, we wish to inform that MIDA is conducting the Annual Performance Report (APR) for financial year 2021 on 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 company shall submit information on the investment performance under the Industrial Coordination Act 1975 [Act 156] and the Malaysian Investment Development Authority Act 1965 [Act 397]. Failure of the company to furnish this information may subject to:-

- (a) be guilty of an offence and is liable to a fine not exceeding one thousand Ringgit or to imprisonment for a term not exceeding three months or to both and the company is also liable to a further fine not exceeding Five Hundred Ringgit for each day during which such default continues; or
- (b) be guilty of an offence and is liable to a fine not exceeding two thousand Ringgit or to imprisonment for a term not exceeding six months or both if the company furnishes any return or other information that is false or misleading in any material respect.

3. Thus, we seek your kind cooperation to provide updates on the performance of your company for financial year 2021 by 26/09/2022 via InvestMalaysia Online Portal. The company is not required to submit the survey for financial year 2020.

(i) Please log in to the URL: <https://www.investmalaysia.mida.gov.my/>

2

a) For the existing users of InvestMalaysia, you may directly log into the system using the same login details created earlier.

OR

b) As for first time users, please click on the link below to activate your email address. You are required to create a password. [Click Here to Activate Email](#).

(ii) Your company's information is as provided below:

- **Company Name** : Company XYZ Sdn. Bhd.
- **ROC No.** : 202156-X

3

(iii) Upon completion of the online report, please click on the 'submit' button at the bottom of the 'Declaration and Submission' page. Failure to submit will imply that company has not responded to the survey.

4. If there are any further clarifications required, please email to the Investment Statistics Division at aprsurvey@mida.gov.my or contact the following officers:

No.	Name	Contact No.
1	Zulina Mohamed	03 - 2267 3650
2	Ezlin Omar Baki	03 - 2267 3551
3	Santha Devi Subramaniam	03 - 2267 6722
4	Nur Amirah Zolkepli	03- 2267 3799
5	Sharmila Suntherasegarun	03 - 2267 3768
6	Wan Sutan Aiman Wan Nadzarudin	03 - 2267 3421
7	Salwanu Muhammad Hanapi	03 - 2267 3426
8	Zanaria Abu	03 - 2267 3796
9	Hasnah Hamzah	03 - 2267 3433

**Note: The coverage of services sector activities under MIDA's purview are:*

- | | |
|---|---------------------------------|
| a. Logistics Services | b. Hotel & Tourism |
| c. Green Technology | d. Oil & Gas |
| e. Information and Communication Services | f. Research & Development (R&D) |
| g. Education Services | h. Health Services |
| i. Distributive Trade | |

Your cooperation on this matter is highly appreciated.

Thank you.

Yours sincerely,

DATUK ARHAM ABDUL RAHMAN
Chief Executive Officer
Malaysian Investment Development Authority (MIDA)

(This is a system generated email. No signature required. Please do not reply to this email)

Malaysian Investment Development Authority (MIDA)

MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

Tel: 603-2267 3633 **Fax:** 603-2274 7970 **Email:** investmalaysia@mida.gov.my

InvestMalaysia Online Portal: <https://investmalaysia.mida.gov.my>

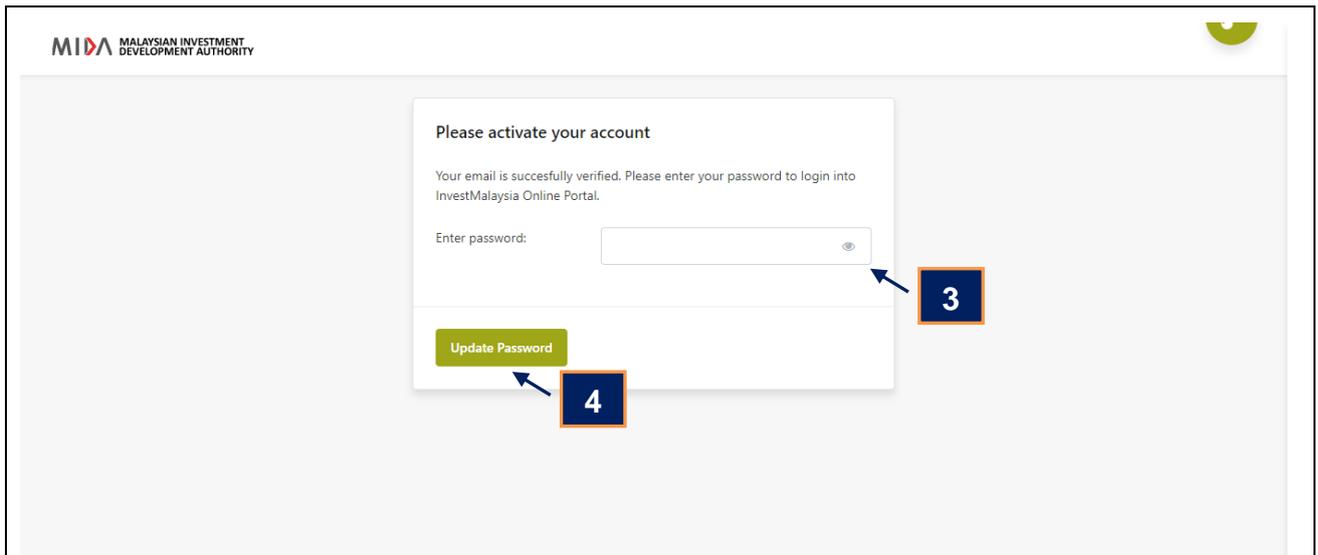
Official Website: <https://www.mida.gov.my>

This is a system generated email. No signature required. Please do not reply to this email.

2. For the existing user click on <https://www.investmalaysia.mida.gov.my>.

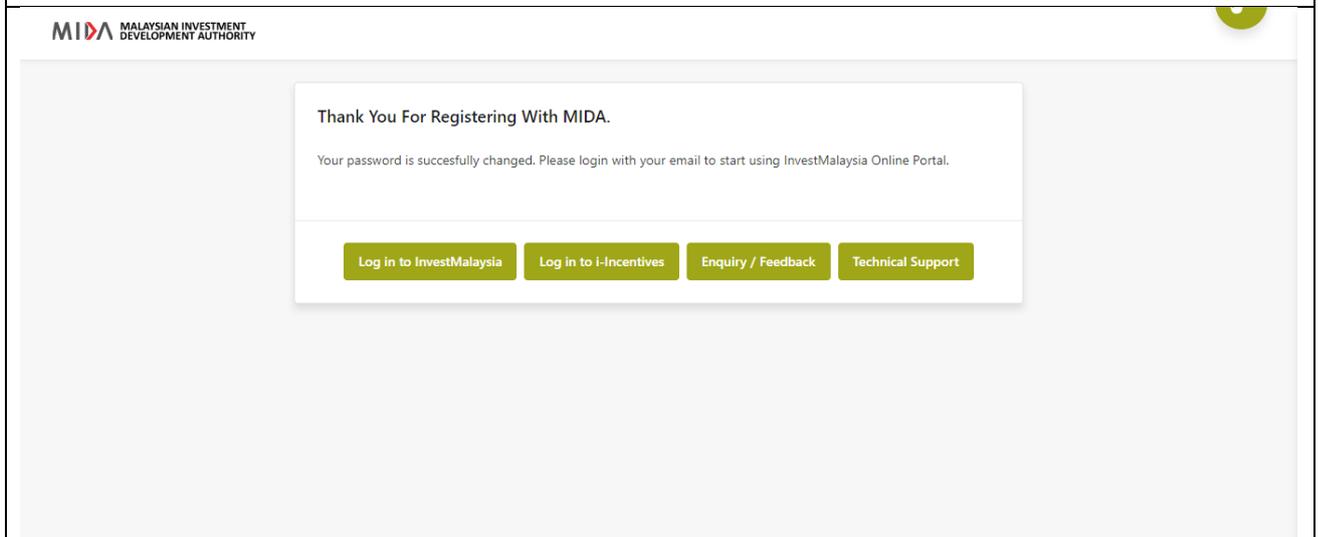
Refer to Chapter 2, section 2.1 for the next step.

3. For the first time user, they will be a link [**Click Here to Activate Email**] in email content. Click on the link to activate your account.



4. The system will redirect to an activation page. Enter password.

5. Click  button.



6. The system will redirect to a new page. Click  to redirect to login page. Refer **section 2.1**

Chapter 4 How to Respond APR Survey

4.1 Dashboard

1. Log in to InvestMalaysia (<https://investmalaysia.mida.gov.my>). Refer to the Chapter 2, section 2.1.

The screenshot shows the MIDA dashboard interface. At the top, there is a navigation bar with 'Dashboard', 'Tasks', 'Applications', 'i-Incentives', and 'Customer Service'. The user is logged in as 'User XXX'. A 'Welcome, User XXX' message is displayed, along with a 'Register Company' button and a '0 Tasks' notification. Below this is a 'Task List' section with a 'View All' button and a table that currently shows 'No items to show...'. The main content area is divided into two survey sections. The first is 'SURVEY ON THE PROGRESS OF IMPLEMENTATION OF APPROVED PROJECTS', which also shows 'No items to show...'. The second is 'SURVEY ON THE ANNUAL PERFORMANCE REPORT (APR)', which contains a table with one entry for 'Company XYZ'. A blue box labeled '1' points to the 'Start Survey' button in the 'Action' column of this table. Below this is the 'My Company' section, which is highlighted by a yellow box labeled '2'. This section shows the company profile for 'Company XYZ' and a table of applications with 2 records.

MIDA Reference No.	Company Name	Application	Application Type	Date Approved	Survey Date	Status	Action
No items to show...							

Company Name	Financial Date	APR Serial Number	APR Survey Date	Status	Action
Company XYZ	31/12/2021	20211K0024	20/02/2022	Pending Survey	Start Survey

My Company

Company XYZ

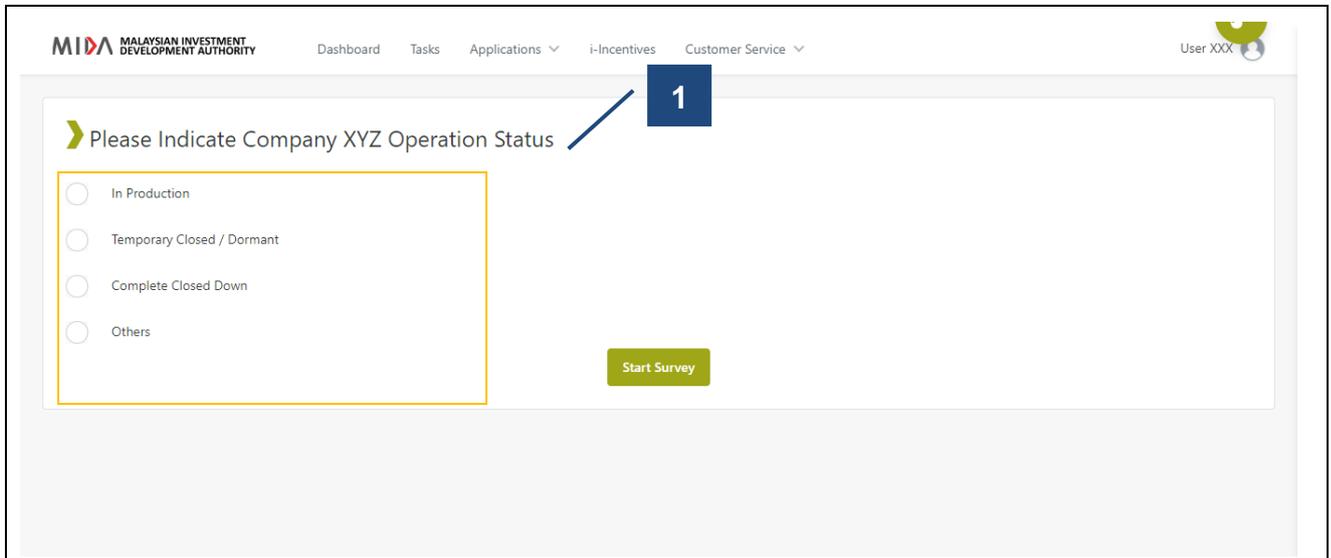
Plot 50 Tingkat Perusahaan 4
[Company Profile](#)

Application No.	MIDA Reference No.	Application	Application Type	Application Status

2 records

2. Click  button. The system will redirect to the **Company Operation Status Confirmation** page.

4.2 Company Operation Status Confirmation Page



1. At Company Operation Status Confirmation page, user will need to confirm the company status by selecting one (1) of the radio buttons:
 - a. In Production
 - b. Temporary Closed / Dormant
 - c. Complete Closed Down
 - d. Others

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY Dashboard Tasks Applications i-Incentives Customer Service User XXX

Please Indicate Company XYZ Operation Status

In Production

Is your company currently undergoing downsizing? Yes No

No of Retrenchments		Total Retrenched Employees	Date of Retrenchment	Reason / Remarks
Malaysian	Foreign			
0	0	0	20/02/2022	

Temporary Closed / Dormant
 Complete Closed Down
 Others

Start Survey

- 2. Selecting [In Production] and [Yes] radio button will display a Table
- 3. Please specify the following information:
 - a. Number of Retrenchment/s for Malaysian & Foreign (textbox entry)
 - b. Date of Retrenchment (date picker)
 - c. Reason / Remarks (textbox entry)

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY Dashboard Tasks Applications i-Incentives Customer Service User XXX

Please Indicate Company XYZ Operation Status

In Production

Temporary Closed / Dormant

Please specify the reason:

Number of years for temporary closure/dormant : 0

Following APR survey will be sent in: : 0

Complete Closed Down
 Others

Start Survey

- 4. Selecting Temporary Closed / Dormant radio button will display more information to be entered:

- a. Please specify the reason (textbox entry)
- b. Number of years for temporary closure/dormant (textbox entry)

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Dashboard Tasks Applications i-Incentives Customer Service User XXX

Please Indicate Company XYZ Operation Status

In Production
 Temporary Closed / Dormant
 Complete Closed Down
 Others

No of Retrenchments		Total Retrenched Employees	Date of Closure	Reason / Remarks
Malaysian	Foreign			
0	0	0	20/02/2022	

Submit

- 5. Selecting [**Complete Closed Down**] radio button will display a Table.
- 6. Please specify the following information in the table:
 - a. Number of Retrenchment/s for Malaysian & Foreign (textbox entry)
 - b. Date of Retrenchment (date picker)
 - c. Reason / Remarks (textbox entry)

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Dashboard Tasks Applications i-Incentives Customer Service User XXX

Please Indicate Company XYZ Operation Status

In Production

Temporary Closed / Dormant

Complete Closed Down

Others

No longer undertaking the approved project by MIDA

Other Reasons

Please specify the reason : *

Start Survey

7. Selecting [**Others**] radio button will display more information to selected:

- No longer undertaking the approved project by MIDA (checkbox)
- Other Reasons (checkbox)

8. Selecting [**Other Reasons**] checkbox button will display a **textbox to enter reason (mandatory)**.

9. Click  button to start the Survey. The system will redirect to **Section A** page.

4.3 Section A – Company Profile

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY Dashboard Tasks i-Incentives Customer Service User XXX

Registration Of Company (ROC) (166506-T)

Company Name Company XYZ **APR Serial No** 20211K0024 [Survey Form](#)

Correspondence Address
Plot 50,, Tingkat Perusahaan 4,
60300, Pulau Pinang,
Pulau Pinang

Progress 1/9

- A Company Profile**
- B Financing Structure
- C Organization Structure
- D Income / Production Cost & Sales Value
- E Earnings
- F Services Operating Expenditure
- G Employment / Salary & Wages
- H Future Investment Plan
- I Declaration

Company Profile

Company Name Company XYZ **Registration Type** Registration Of Company (ROC)

Registration No 166506-T **New SSM Registration No** 198701007788

Correspondence Address
Plot 50,
Tingkat Perusahaan 4

City Pulau Pinang **Postcode** 60300 **State** Pulau Pinang

Contact Person

No.	Name	Designation	Email	Phone No.
1.	User XXX	Manager		04392280

Factory/Premises Address

No.	Address	Product/Activity	Tariff Code	MSIC Code
No items to show...				

[Next](#)

1. At Company Profile page, **Company Profile** section will display:
 - a. Company Name

- b. Registration Type
- c. Registration No
- d. New SSM Registration No (if any)
- e. Correspondence Address
- f. City
- g. Postcode
- h. State.

2. At **Contact Person** section, it will display all the contact person assigned to this company.
3. At **Factory/Premises Address** section, it will display the address, product/activity, Tariff Code, and MSIC code.

A green rectangular button with the word "Next" written in white text.

4. Click  button.
5. System will redirect to **Section B** page.

4.4 Section B – Financing Structure

MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Dashboard
Tasks
Applications
i-Incentives
Customer Service

User XXX

Registration Of Company (ROC) (166506-T)

Company Name
Company XYZ

Correspondence Address
Plot 50,, Tingkat Perusahaan 4,
60300, Pulau Pinang,
Pulau Pinang

APR Serial No
20211K0024

[Survey Form](#)

Progress 2/9

- A Company Profile
- B Financing Structure
- C Organization Structure
- D Income / Production Cost & Sales Value
- E Earnings
- F Services Operating Expenditure
- G Employment / Salary & Wages
- H Future Investment Plan
- I Declaration

Financing Structure

Financial Year as at :

1. Shareholder's Funds : RM

1.1. Paid-up Capital : RM 0.00 %

1.1.1. Malaysian Equity : RM 0.00 %

(i) Bumiputera : RM

(ii) Non-Bumiputera : RM

1.1.2. Foreign Equity: RM 0.00 %

Country	Value (RM)
+ Add Record	
Total	0.00

1.2 Reserves (excluding capital appreciation) RM

1.3 Retained Earnings RM

2. Total Loan Outstanding RM

3. Other Financing Sources RM

4. Total Fixed Assets (Net book value) RM

4.1 Land RM

4.2 Plant/Factory/Building RM

4.3 Machinery & Equipment RM

4.4 Others * RM

5. Pre-Operational Expenditure RM

6. Working Capital (Current Assets-Current Liabilities) RM

7. Operating Expenditure ** RM

* Include warehouse facilities (which includes leased with at least a 10-year contract), commercial vehicles (inclusive of any type of vehicle used to undertake logistic services)and ICT Infrastructure (any related hardware/software)

** Item expenditure includes rental, freight & storage, transportation, maintenance, employees remuneration (expatriates and local staff), housing, travelling, statutory contribution (e.g. EPF, SOCSO), utility, communication, printing and stationery, interest, bank charges and others

Previous
Next

1. At **Financing Structure** page, user will need to key in information for:

- a. Shareholders' Funds
- b. Total Loan Outstanding
- c. Other Financing Sources
- d. Total Fixed Asset (Net Book Value)
- e. Pre-Operational Expenditure
- f. Working Capital (Current Assets-Current Liabilities)
- g. Operating Expenditure

1.1.2. Foreign Equity: RM 0.00 %

Country	Value (RM)
- Please Select Country -	0.00
	
  	
Total	0.00



2. At **Foreign Equity** section, click on **[Add Record]** button to select:

- a. Country (drop-down menu)
- b. Value (RM) (textbox entry).

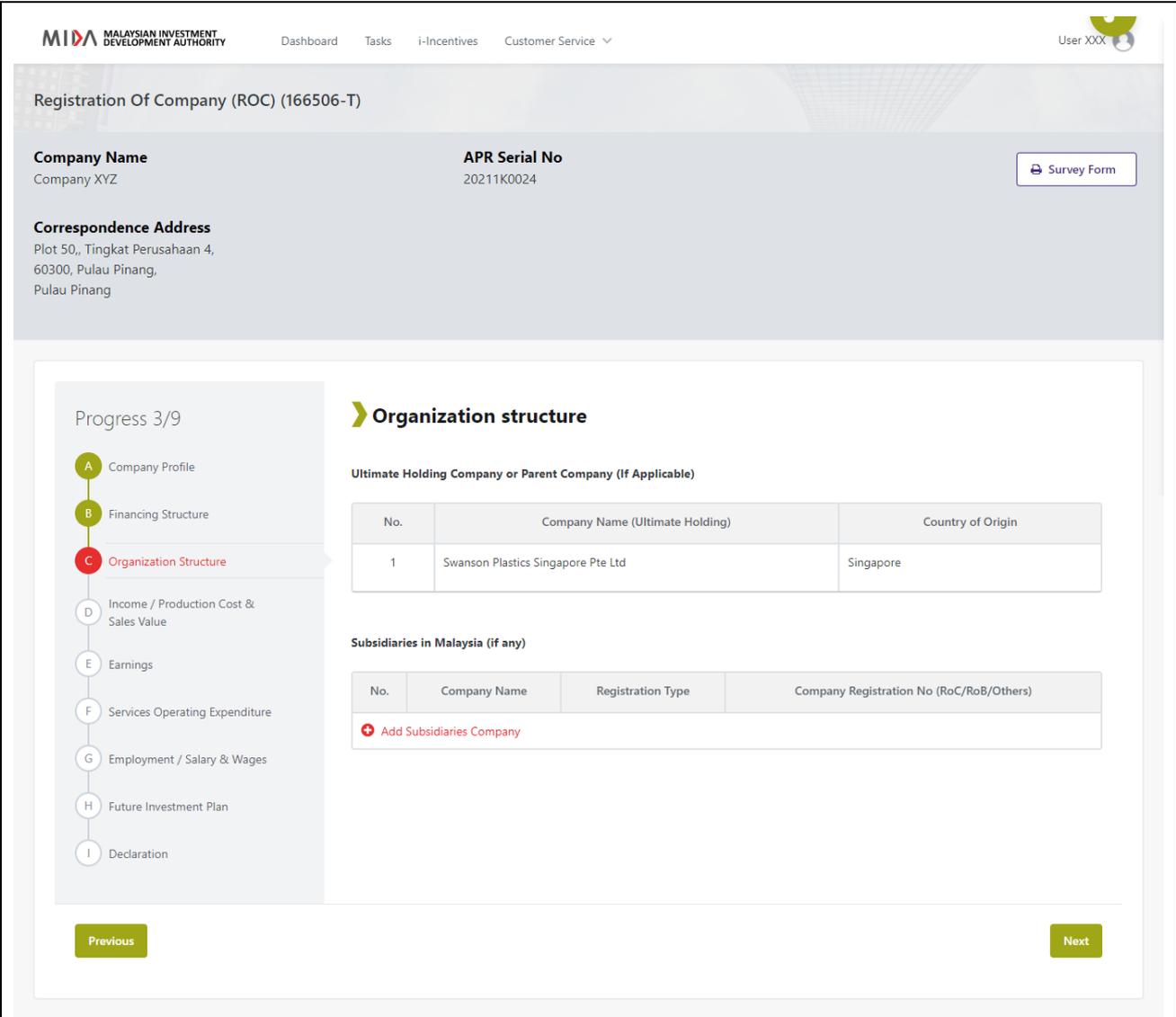
3. Click on  button to save the figures.

4. Click  button to go back to Section A page.

5. Click  button. The system will redirect to **Section C** page.

4.5 Section C – Organization Structure



1. At **Organization Structure** page, user can view **Ultimate Holding Company or Parent Company** information if available.
2. User also can view **Subsidiaries in Malaysia** information if available.

Subsidiaries in Malaysia (if any)

No.	Company Name	Registration Type	Company Registration No (RoC/RoB/Others)
1	<input type="text"/>	- Select Registration Type -	<input type="text"/>
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

3. At the Subsidiaries in Malaysia section, click [Add Subsidiaries Company] button to enter new data for (if any):

- a. Company Name (textbox entry)
- b. Registration Type (drop-down menu)
- c. Company Registration No (textbox entry)

4. Click on button to save the company.

5. Click button. The system will redirect to **Section C** page. The system will redirect to **Section D** page.

4.6 Section D – Income / Production Cost & Sales Values

MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Dashboard
Tasks
Applications ▾
i-Incentives
Customer Service ▾

User XXX

Registration Of Company (ROC) (166506-T)

Company Name
Company XYZ

Correspondence Address
Plot 50,, Tingkat Perusahaan 4,
60300, Pulau Pinang,
Pulau Pinang

APR Serial No
20211K0024

Survey Form

Progress 4/9

- A Company Profile
- B Financing Structure
- C Organization Structure
- D Income / Production Cost & Sales Value**
- E Earnings
- F Services Operating Expenditure
- G Employment / Salary & Wages
- H Future Investment Plan
- I Declaration

Income / Production Cost & Sales Value

1. Total Annual Income RM

2. Export Sales RM

3. Major Export Destination**

	Country	Percentage of Export Sales
3.1	<input style="width: 95%;" type="text" value="-Select Country-"/>	<input style="width: 80%;" type="text" value="0.00"/>
3.2	<input style="width: 95%;" type="text" value="-Select Country-"/>	<input style="width: 80%;" type="text" value="0.00"/>
3.3	<input style="width: 95%;" type="text" value="-Select Country-"/>	<input style="width: 80%;" type="text" value="0.00"/>
3.4	<input style="width: 95%;" type="text" value="-Select Country-"/>	<input style="width: 80%;" type="text" value="0.00"/>
3.5	<input style="width: 95%;" type="text" value="-Select Country-"/>	<input style="width: 80%;" type="text" value="0.00"/>
3.6	<input style="width: 95%;" type="text" value="-Select Othes-"/>	<input style="width: 80%;" type="text" value="0.00"/>
TOTAL		<input style="width: 80%;" type="text" value="0.00"/>

4. Production Cost (RM) RM

4.1 Cost of Raw Materials / Components RM

4.2 Cost of Imported Raw Materials / Components RM

4.3 Cost of Energy and Fuel RM

4.4 Cost of Labour RM

4.5 Depreciation RM

4.6 Interest Payments, Indirect Taxes, Quit Rent & etc. RM

4.7 Administrative and Marketing Costs RM

4.8 Cost of Technology
(Including royalty, management services ant other related costs) RM

4.9 Manufacturing Profit RM

5. Research & Development Cost RM

****Note :-**
If exports destination is more than 5 countries, please combine under 'Others'

Save

Previous

Next

1. At Income / Production Cost & Sales Value page, user will need to enter the following information:

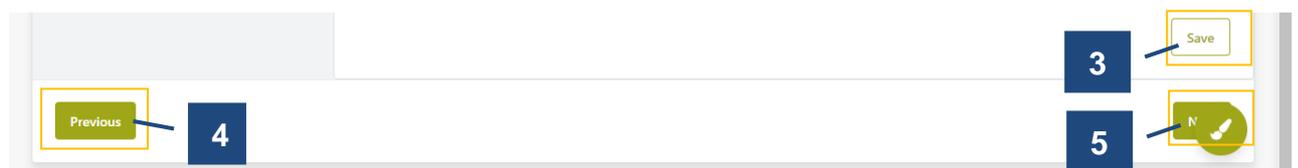
- a. Total Annual Income
- b. Export Sales
- c. Major Export Destination
- d. Production Cost (RM)
- e. Research & Development Cost

3. Major Export Destination**

Country	Percentage of Export Sales
3.1 -Select Country- <input type="text"/>	<input type="text" value="0.00"/>
3.2 -Select Country- <input type="text"/>	<input type="text" value="0.00"/>
3.3 -Select Country- <input type="text"/>	<input type="text" value="0.00"/>
3.4 -Select Country- <input type="text"/>	<input type="text" value="0.00"/>
3.5 -Select Country- <input type="text"/>	<input type="text" value="0.00"/>
3.6 -Select Othes- <input type="text"/>	<input type="text" value="0.00"/>
TOTAL	<input type="text" value="0.00"/>

2. At **Major Export Destination** section, user will need to select **Country** (if any) using **[Drop-down Menu]** and enter **Percentage of Export Sales (%)** textbox.

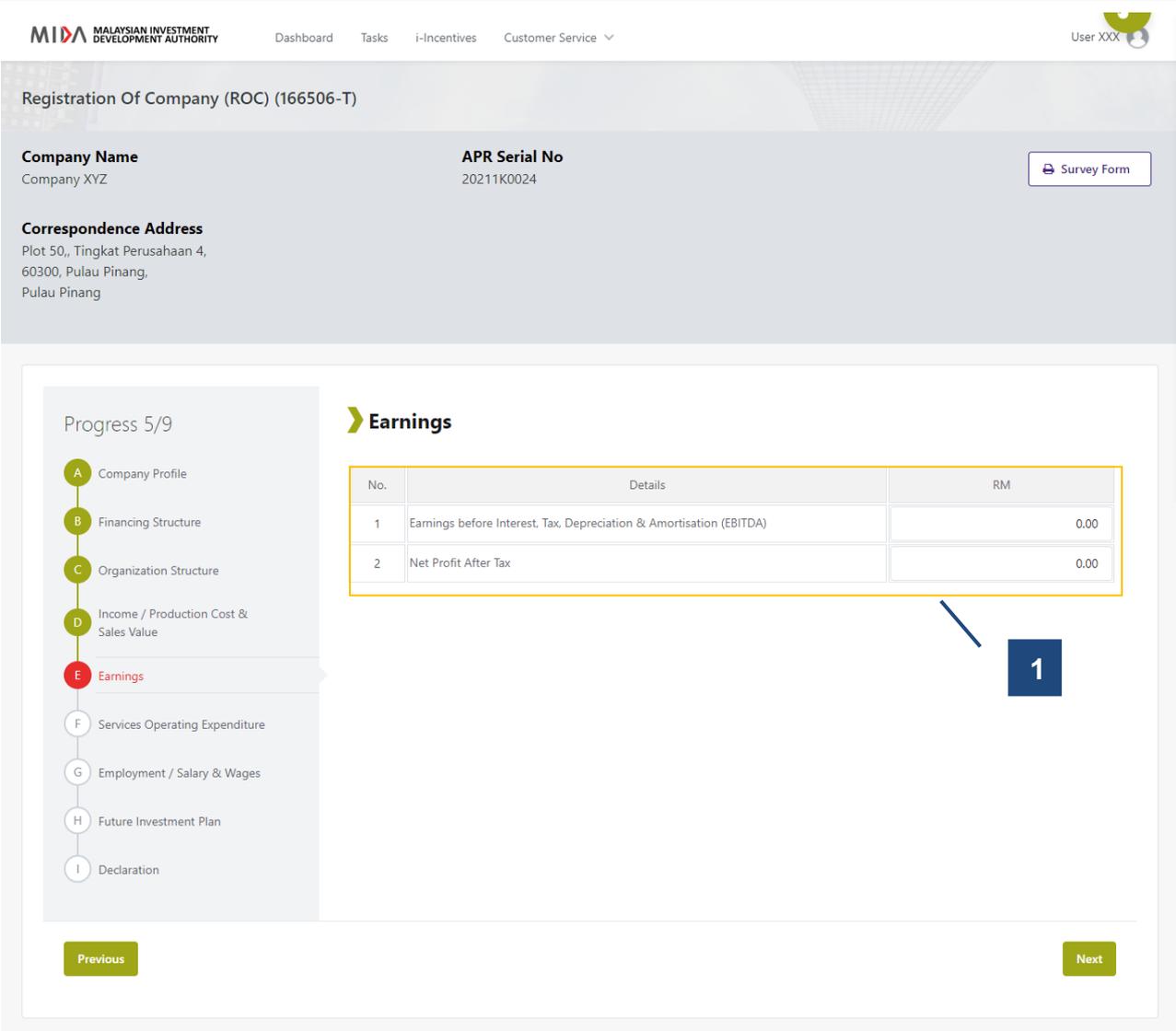
Note: Total percentage (%) must be 100%. Major export destination cannot be zero if Export Sales has been filled in.



3. Click  button to save the information entered for this page.

- 4. Click  button to go back to Section C page.
- 5. Click  button. The system will redirect to **Section E** page.

4.7 Section E – Earnings



Registration Of Company (ROC) (166506-T)

Company Name
Company XYZ

APR Serial No
20211K0024

Correspondence Address
Plot 50, Tingkat Perusahaan 4,
60300, Pulau Pinang,
Pulau Pinang

Progress 5/9

- A Company Profile
- B Financing Structure
- C Organization Structure
- D Income / Production Cost & Sales Value
- E Earnings**
- F Services Operating Expenditure
- G Employment / Salary & Wages
- H Future Investment Plan
- I Declaration

Earnings

No.	Details	RM
1	Earnings before Interest, Tax, Depreciation & Amortisation (EBITDA)	0.00
2	Net Profit After Tax	0.00

Previous Next

- 1. At Earnings page, user can enter information for:

- a. Earnings before Interest, Tax, Depreciation & Amortisation (EBITDA) (textbox entry).
- b. Net Profit After Tax (textbox entry).



- 2. Click  button to go back to Section D page.
- 3. Click  button. The system will redirect to **Section F** page.

4.8 Section F – Service Operating Expenditure



[Dashboard](#)
[Tasks](#)
[i-Incentives](#)
[Customer Service](#)

User XXX


Registration Of Company (ROC) (166506-T)

Company Name
Company XYZ

APR Serial No
20211K0024

[Survey Form](#)

Correspondence Address
Plot 50,, Tingkat Perusahaan 4,
60300, Pulau Pinang,
Pulau Pinang

Progress 6/9

- A Company Profile
- B Financing Structure
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Services Operating Expenditure 1

			Utilisation of Local Services (%)	
1	Transportation Services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input style="width: 100%;" type="text"/>
2	Banking Services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input style="width: 100%;" type="text"/>
3	Insurance Services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input style="width: 100%;" type="text"/>
4	Legal Services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input style="width: 100%;" type="text"/>
5	Information & Communication Technology (ICT) Services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input style="width: 100%;" type="text"/>
6	Others (Please Specify) <input style="width: 95%;" type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input style="width: 100%;" type="text"/>

[Previous](#)
[Next](#)

1. At **Service Operating Expenditure** page, user can enter information for:
 - a. Expenditure for the financial year (RM).
 - b. Percentage on Utilisation of Local Services (%).
 - c. Reasons for using Foreign Services



2. At **Others (Please Specify)** column, user can enter reason in **textbox** provided.



3. Click **Previous** button to go back to Section E page.



4. Click **Next** button. The system will redirect to **Section G** page.

4.9 Section G – Employment / Salary & Wages

MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY

Dashboard
Tasks
Applications ▾
i-Incentives
Customer Service ▾

User XXX

Registration Of Company (ROC) (166506-T)

Company Name
Company XYZ

Correspondence Address
Plot 50., Tingkat Perusahaan 4,
60300, Pulau Pinang,
Pulau Pinang

APR Serial No
20211K0024

[Survey Form](#)

Progress 7/9

- A Company Profile
- B Financing Structure
- C Organization Structure
- D Income / Production Cost & Sales Value
- E Earnings
- F Services Operating Expenditure
- G **Employment / Salary & Wages**
- H Future Investment Plan
- I Declaration

➤ **Employment / Salary & Wages**

1

Preview Salary Structure

Download Excel Template

Upload Excel

FULL TIME EMPLOYMENT				
No.	Job Category *	Nationality	Monthly Salary (Including Allowance) (RM)**	Number of Employees
+ Add EmployeeSalaryWages				

Note:
* Job category in accordance with Malaysia Standard Classification of Occupations (MASCO) 2013
** Include wages, salaries, bonuses, social insurance contribution and all employee benefits
*** Total is based on annual cost

Outsourced Workers (Not Under Company's Payroll)	
Nationality	Number of Employees*
Malaysian	<input style="width: 80%;" type="text" value="0"/>
Foreign	<input style="width: 80%;" type="text" value="0"/>
Total Outsourced Cost (RM)***	<input style="width: 80%;" type="text" value="0.00"/>

[Previous](#)

[Next](#)

1. At **Employment / Salary & Wages** page, user can either:

- a. Download an excel template by clicking button.

[Download Excel Template](#)

b. Upload an excel template by clicking  button.

Employment / Salary & Wages

Preview Salary Structure
Download Excel Template
Upload Excel

FULL TIME EMPLOYMENT				
No.	Job Category *	Nationality	Monthly Salary (Including Allowance) (RM)**	Number of Employees
1	-- Select Job Category --	-- Select Nationality --	0.00	0
✓ ✕ 🗑️				
➕ Add EmployeeSalaryWages				

2. Or at Full Time Employment table, user adds information by clicking **[Add Employee Salary Wages]** button.

3. A new row will be displayed, and user need to enter information for:

- a. Job Category (drop-down menu).
- b. Nationality (drop-down menu).
- c. Monthly Salary (Including Allowance) (RM) (textbox entry)
- d. Number of Employees (textbox entry).

4. Click on  button to save the entry.

Outsourced Workers (Not Under Company's Payroll)	
Nationality	Number of Employees*
Malaysian	<input type="text" value="0"/>
Foreign	<input type="text" value="0"/>
Total Outsourced Cost (RM)***	<input type="text" value="0.00"/>

5. At **Outsourced Workers (Not Under Company Payroll)** table, user will need to enter information for:

- a. Number of Workers, Malaysian & Foreign (textbox entry).
- b. Total Outsourced Cost (RM) (textbox entry).

EMPLOYMENT/ SALARY & WAGES									
Job Category	Number of Employees Based on Monthly Salary Average								
	< RM2,000		RM2,000 - RM2,999		RM3,000 - RM4,999		RM5,000 - RM9,999		
	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	Malaysian	Foreign	
Education Services(e.g. Teacher Lecturer etc.)	0	0	0	0	0	0	0	0	
Managerial	0	0	0	0	0	0	3	0	
Total Number of Full Time Persons Employed	0	0	0	0	0	0	3	0	
Total Salary and Wages for Full Time Employment (RM)								75,000.00	

6. Clicking **[Preview Salary Structure]** button will display an **Employment / Salary & Wages** summary table.



7. Click  button to go back to Section F page.

8. Click  button. The system will redirect to **Section H** page.

4.10 Section H – Future Investment Plan

MIDA MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY Dashboard Tasks i-Incentives Customer Service User XXX

Registration Of Company (ROC) (166506-T)

Company Name
Company XYZ

APR Serial No
20211K0024

Correspondence Address
Plot 50., Tingkat Perusahaan 4,
60300, Pulau Pinang,
Pulau Pinang

Survey Form

Progress 8/9

- A Company Profile
- B Financing Structure
- C Organization Structure
- D Income / Production Cost & Sales Value
- E Earnings
- F Services Operating Expenditure
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- H Future Investment Plan**
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Future Investment Plan

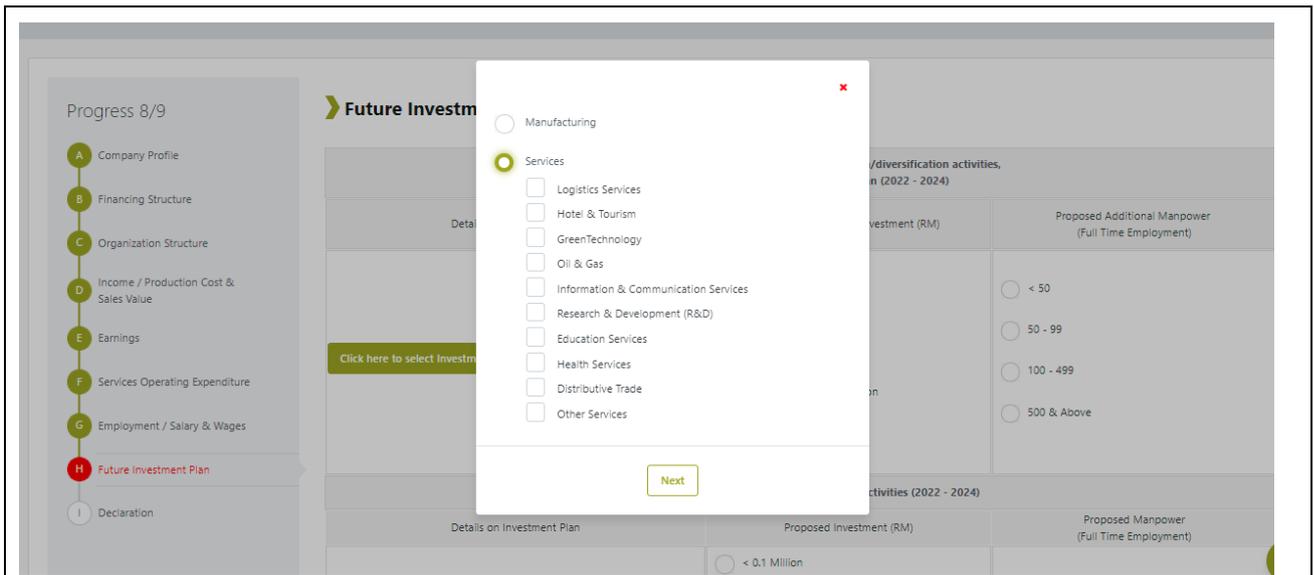
Should your company plans to undertake expansion/diversification activities, kindly indicate your future investment plan

Details on Investment Plan	Proposed Additional Investment (RM)	Proposed Additional Manpower (Full Time Employment)
<input type="checkbox"/> Click here to select Investment Plan	<input type="radio"/> < 1.0 Million <input type="radio"/> 1.0 Million - 9.9 Million <input type="radio"/> 10.0 Million - 99.9 Million <input type="radio"/> 100.0 Million - 499.9 Million <input type="radio"/> 500.0 Million & Above	<input type="radio"/> < 50 <input type="radio"/> 50 - 99 <input type="radio"/> 100 - 499 <input type="radio"/> 500 & Above

Future Investment Plan for Green Technology Activities

Details on Investment Plan	Proposed Investment (RM)	Proposed Manpower (Full Time Employment)
<input type="checkbox"/> Renewable Energy (RE) - Generation of energy such as electricity, steam, heat and chilled water using RE sources like solar*, biomass, biogas, mini-hydro and geothermal * Excluding solar FIT project	<input type="radio"/> < 0.1 Million <input type="radio"/> 1.0 Million - 0.49 Million <input type="radio"/> 0.5 Million - 0.99 Million <input type="radio"/> 1 Million - 9.9 Million <input type="radio"/> 10 Million & Above	<input type="radio"/> < 10 <input type="radio"/> 10 - 99 <input type="radio"/> 100 & Above
<input type="checkbox"/> Energy Efficiency (EE) - Investment in energy efficient equipment or technologies to reduce energy consumption e.g. Energy efficient motor, variable speed drive, chiller, co-gen etc	<input type="radio"/> < 0.1 Million <input type="radio"/> 1.0 Million - 0.49 Million <input type="radio"/> 0.5 Million - 0.99 Million <input type="radio"/> 1 Million - 9.9 Million <input type="radio"/> 10 Million & Above	<input type="radio"/> < 10 <input type="radio"/> 10 - 99 <input type="radio"/> 100 & Above
<input type="checkbox"/> Green Building - Building owners of the commercial/ industrial building which obtained green building certificates from certification body approved by the Government e.g. Green Building Index (GBI), GreenRE, MyCREST	<input type="radio"/> < 0.1 Million <input type="radio"/> 1.0 Million - 0.49 Million <input type="radio"/> 0.5 Million - 0.99 Million <input type="radio"/> 1 Million - 9.9 Million <input type="radio"/> 10 Million & Above	<input type="radio"/> < 10 <input type="radio"/> 10 - 99 <input type="radio"/> 100 & Above

Previous Next



1. At **Future Investment Plan** page, click [Click here to select Investment Plan](#) button. The system will display pop-up page to select either Manufacturing or Services. Tick on the checkbox selection and click [Next](#).

2. Please key in information for:
- a. Details of Investment Plan (textbox entry).
 - b. Proposed Additional Investment (RM) (radio button).
 - c. Proposed Additional Manpower (Full Time Employment) (radio button).
3. At Future Investment Plan for Green Technology Activities section, user can select checkbox for the following:
- a. Detail on Investment Plan (checkbox)
 - b. Proposed Investment (RM) (radio button).
 - c. Proposed Manpower (Full Time Employment) (radio button).

4. Click [Previous](#) button to go back to Section G page.

5. Click  button. The system will redirect to **Section I** page.

4.11 Section I – Declaration

The screenshot shows the MIDA portal interface for the 'Registration Of Company (ROC) (166506-T)'. The user is logged in as 'User XXX'. The page displays company details: Company Name 'Company XYZ', APR Serial No '20211K0024', and Correspondence Address 'Plot 50., Tingkat Perusahaan 4, 60300, Pulau Pinang, Pulau Pinang'. A 'Survey Form' button is visible in the top right.

The main content area is titled 'Progress 9/9' and lists sections A through I. Section I, 'Declaration', is the current step. A yellow box highlights the 'Declaration' section, which contains the following text:

I, User xxx, the Manager of Company XYZ.

(i) hereby declare that to the best of my knowledge, the particulars furnished in this report are true.

(ii) agree and understand that MIDA 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.

(iii) warrant that no components of the services activities infringe the intellectual property rights of any third party. The company 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.

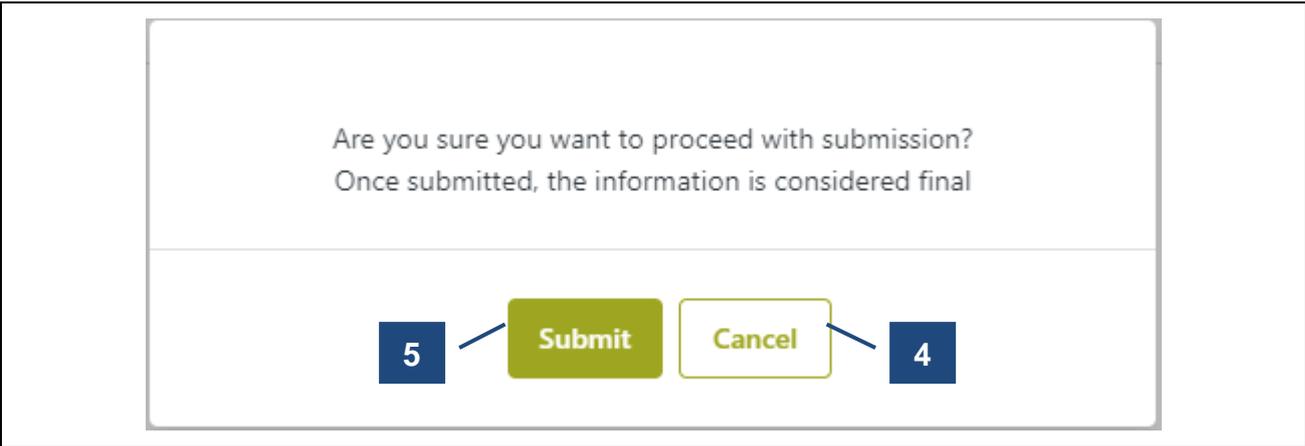
At the bottom of the page, there are two buttons: 'Previous' (labeled 2) and 'Submit' (labeled 3). A blue box labeled 1 points to the 'Declaration' section.

1. At **Declaration** page, user will be able to submit the completed survey.

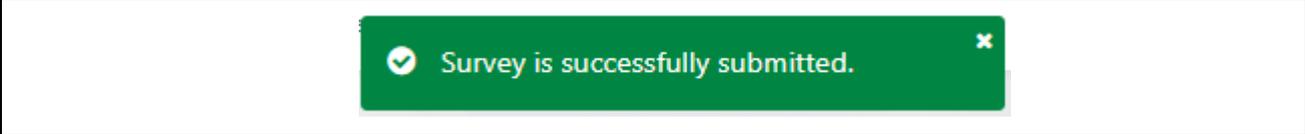
Note: User will not be able to make any changes once survey have been submitted.

2. Click  button to go back to Section H page.

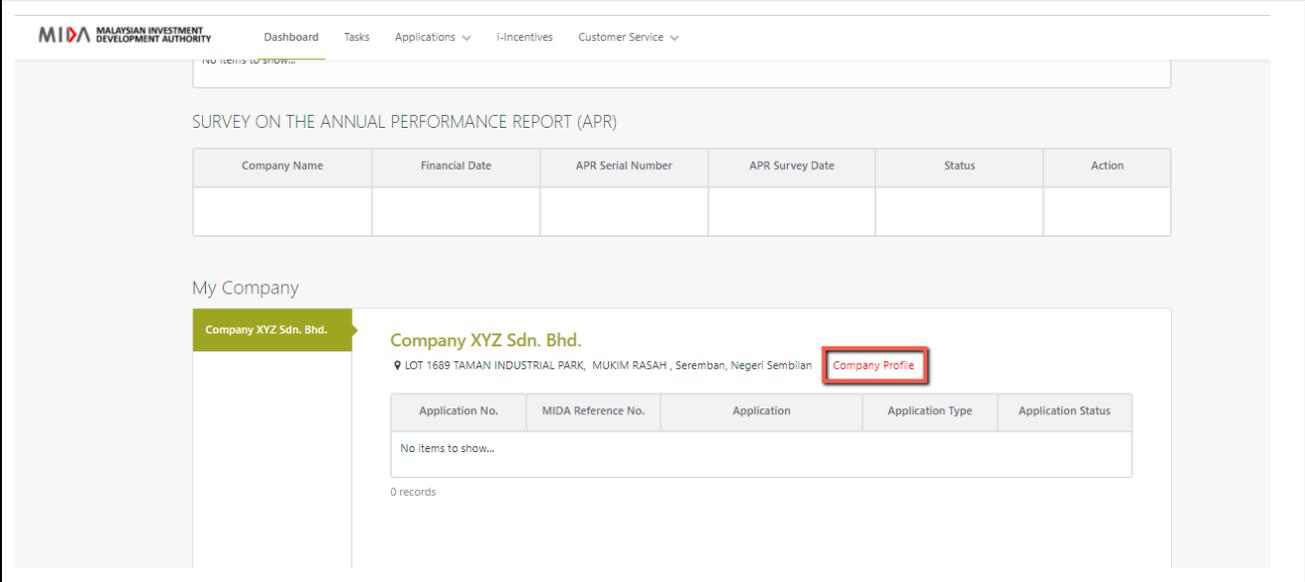
3. Click  button. The system will display a pop-up confirmation box.



- 4. Click  button to return to **Declaration** page.
- 5. Click  button to submit the APR Survey.



- 6. Upon submission, the system will display a successful message.
- 7. User may click company profile from the company dashboard and navigate to “Annual Performance Report (APR) Survey” tab to print or save the survey form.



Annual Performance Report Survey

Company Profile Organization Structure Financial Details Overall Project Cost Overall Manpower History of Applications Industrial Profile Implementation Survey **Annual Performance Report (APR) Survey**

Active Annual Performance Report (APR) Survey

Financial Date	Annual Performance Report (APR) Survey Date	Status	Action	Company Name
No Items to show...				

Annual Performance Report (APR) Survey History

No.	Financial Date	Annual Performance Report (APR) Survey Date	Status
1.	31/12/2021	28/03/2022	Submitted