

FWCMS eQUOTA SENARAI SEMAK DOKUMEN MAJIKAN

DOCUMENTS (ENGLISH)	DOCUMENTS (MALAY)	REMARKS	SECTOR		
			SERVICES (KPDN)		
			Textile Tekstil	Goldsmith Tukang Emas	Barber Tukang Gunting Rambut
Tab: Regulatory Agency					
PBT License and Agency Approval License	Lesen PBT dan Lesen Kebenaran Agensi	Mandatory	x	x	x
Tab: Financial Information					
Latest 3 months' EPF Statement	Penyata Caruman KWSP bagi 3 bulan terkini	Mandatory	x	x	x
Latest 3 months' company bank statement	Penyata Bank syarikat bagi 3 bulan terkini	Mandatory	x	x	x
Tab: Worker Information					
Employment Contract	Kontrak Pekerjaan	Optional	x	x	x
Certificate of Accommodation	Sijil Pengakuan Penginapan	Optional	x	x	x
Tab: Company Information					
3 years lease agreement / certificate	Sijil / Perjanjian Sewa Pajak 3 Tahun	Mandatory	x	x	x
Picture of premise: Front view with signboard	Gambar Hadapan Premis	Mandatory	x	x	x
Picture of premise: Inside view	Gambar Dalam Premis	Mandatory	x	x	x
WRT letter (For Foreign Company)	Surat WRT	Optional	x	x	x
Sale & Purchase Agreement (S&P)	Perjanjian Jual Beli	Optional	x	x	x
Check Out Memo (COM)	Memo Periksa Keluar	Optional	x	x	x
Foreign workers compensation Insurance Scheme document	Insuran Skim Pampasan Pekerja Asing	Optional	x	x	x
Floor Plan (sqm)	Plan Lantai (meter persegi)	Mandatory	x	x	
Exit Policy	Dasar Keluar	Mandatory for Barber only	x	x	x
Latest Audited Financial Report / Balance (Profit and Loss Statement)	Laporan Penyata Kewangan Tahunan Syarikat (Audit Report) / Akaun Pengurusan (Kunci Kira-kira dan Penyata Untung Rugi)	Optional	x	x	x
Income Tax Statement	Penyata Cukai Pendapatan	Optional	x	x	