

CHECKLIST FOR CLASS LICENCE APPLICATION

To:
Head of Licensing Department
Licensing and Monitoring Division
Malaysian Communications and Multimedia Commission

Name :
Position :
Company :

*I/We hereby submit Registration Notice for Class Licence and confirm that the following documentation is submitted together with the duly completed form:
(Please tick in the boxes provided).*

- 1) Registration Notice (Form D) – Two (2) copies.
- 2) Certified copies of relevant documents to verify the legal status of the applicant:
 - a. For companies - Form 9, Form 13, Form 24 or Latest Annual Return, Form 44, Form 49 and Memorandum and Articles of Association or forms of Section 14, 17, 46(3), 51, 58, and 78 (for companies incorporated under the Companies Act 2016).
 - b. For Enterprises / Partnerships / Individual(s) – copy of Identity Card ('I.C'), Companies Commission of Malaysia ('SSM') form, Registry of Societies of Malaysia ('ROS') form and any other documents which may be required by MCMC.
- 3) Payment of RM2,500.00, made payable to **Suruhanjaya Komunikasi dan Multimedia Malaysia** - via online transfer (details will be provided upon complete submission).
- 4) Company profile (for companies/partnership/society) including organization chart.
- 5) Information on the facilities/services to be deployed:
 - a. Brief description of network (s)/service(s) /facilities and other necessary information (example: (i) Messaging service or 'SMS' provisioning – explain what are the short code arrangements made and provide documentary evidence of such arrangements; (ii) Purchase of internet bandwidth or VoIP voice traffic from the relevant NSP (I) service provider); or (iii) agreement with Vision Four for CASP Class Licence application.
 - b. Proposed operating procedures (example: network topology/diagram).
 - c. Any other relevant supporting documents (example: stamped contractual agreement(s), offer letter(s), etc.) as may be required by the MCMC.
- 6) To affix a company stamp next to the signature of the applicant in Form D.
- 7) Kindly note that all Class licence applications and proof of payment shall be submitted in **PDF version ONLY** to our official email at licensing@mcmc.gov.my. The total attachment size limit is 20MB per email.

Signature:

Date: