

ANNEXURE 3

Checklist for Submission of Application for Individual Licence

Please ensure that the application is submitted together with the required supporting documents as per Regulation 7 of the Communications and Multimedia (Licensing) Regulations 2000. A checklist is provided below for reference.

1.	Form A.	
2.	Form 9 (Incorporation of Company) and Form 13 (if applicable) or forms of Section 14, 15 and 17 (for companies incorporated under the Companies Act 2016) of the applicant which have been filed with the Registrar of Companies.	
3.	Latest audited accounts, memorandum and articles of association and certified true copies of Form 24, 32A (if applicable), 44, and 49 or forms of Section 46(3), 51, 58, and 78 (for companies incorporated under the Companies Act 2016) of the applicant which have been filed with the Registrar of Companies.	
4.	Corporate information including the particulars of the companies referred to in Subregulation (7)(d) and particulars disclosing the ultimate beneficial shareholders of the applicant and any company referred to in Subregulation (7)(d) which hold a licence together with information detailing in the direct and indirect shareholding of all their shareholders.	
5.	Any other licences held by the applicant under the CMA, its group of companies and any company which is deemed to be associated with a director of the applicant by virtue of Section 197 of the Companies Act 2016.	
6.	A description of the nature of the facilities, service, applications or content and area of coverage and the types of technology to be used.	
7.	Anticipated operating and capital expenditure, proposed financing plan including the sources of financing, whether domestic or foreign. The minimum requirement for paid-up capital is RM2,000,000.00 for an application for a Network Facilities Provider Individual licence and a Network Service Provider Individual licence, and RM500,000.00 for an application for a Content Applications Service Provider Individual licence. This minimum requirement is necessary to indicate the financial capability of an applicant.	
8.	The proposed technical and service roll-out.	
9.	The proposed operating procedures including a disaster recovery plan.	
10.	Copies of any documentation on details of spectrum assignment or apparatus assignment. Particulars of the above must be stated in the Form A (item no. 5)	
11.	Copies of the details of the application (if any) on spectrum assignment or apparatus assignment submitted to MCMC. Particulars of the above must be stated in the Form A (item no. 6)	
12.	Joint venture (if applicable) – copies of documentation on compliance with the Foreign Investment Committee requirements.	
13.	A copy of any letter and supporting documents from the relevant authority on the suspension or revocation of the licence as per item no.9.	
14.	Payment of RM10,000.00 payable to Suruhanjaya Komunikasi dan Multimedia Malaysia via online transfer (details will be provided upon complete submission) – being the application fee for each licence applied.	
15.	Board of Directors' Resolution in support of the application and understanding of the requirement of service roll-out in the details business plan.	
16.	Attachments must be initialled by the signatory.	

Note: -All photocopies must be certified by the Director or the Company Secretary.
 -Company rubber stamp must be affixed on the last page of the application form.
 -Each licence application applied and proof of payment shall be submitted in **PDF version ONLY** to licensing@mcmc.gov.my. The total attachment size limit is 20MB per email.