

## ANNEXURE 6

### Checklist for Submission of Renewal Application for Individual Licence

Please ensure that the application is submitted together with the required supporting document. A checklist is provided below for reference.

1.	Submit the licence application not later than 120 days from the expiry date of its licences.	<input type="checkbox"/>
2.	Form A.	<input type="checkbox"/>
3.	Certified true copies of Form 24, 32A (if applicable), 44, and 49 or forms of Section 14, 17, 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.	<input type="checkbox"/>
4.	Financial performance for the past 5 years. The licensee is required to explain the profitability and revenue growth or the losses incurred over the past 5 years.	<input type="checkbox"/>
5.	<p>Presence in the market, namely its performance, dependence on its services and role played in enhancing the industry:</p> <ul style="list-style-type: none"> <li>i. Organisation chart;</li> <li>ii. Management / shareholding – whether the management of the licensee has been consistent, competent and professional;</li> <li>iii. Number of subscribers / types of subscribers / market share of its subscribers;</li> <li>iv. The licensee’s contribution towards industry development; such as, its support towards new / smaller service providers / class licensees that provides applications services (if any);</li> <li>v. Contribution towards local content / broadband penetration (if any);</li> <li>vi. Coverage of service;</li> <li>vii. Major technology introduced to the industry / investment in the country’s infrastructure (if any);</li> <li>viii. Capacity building activities for its employees;</li> <li>ix. Universal Service Provision roll out details (if any);</li> <li>x. Corporate social responsibility initiatives that have been undertaken by the Licensee for the past 5 years (if any); and</li> <li>xi. Any other information that MCMC may require.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.	Board of Directors’ Resolution in support of the application.	<input type="checkbox"/>
7.	Payment of RM25,000.00 payable to Suruhanjaya Komunikasi dan Multimedia Malaysia via online transfer (details will be provided upon complete submission) – being the application fee for each licence renewal applied.	<input type="checkbox"/>

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](mailto:licensing@mcmc.gov.my). The total attachment size limit is 20MB per email.