DOCUMENTS (ENGLISH)	DOCUMENTS (MALAY)	REMARKS	SECTOR																							
			CONSTRUCTION (CIDB)	AGRICULTURAL (MAFI)				MANUFACTURING (MITI)	PLANTATION (MPIC)					SERVICES (KPDNHEP)			SERVICES (MOTAC)					SERVICES (MOT)			MINING & QUARRYING (KeTSA)	
				Crops	Livestock	Fishery	Slaughterhouse		Oil Palm	Rubber	Cocoa	Forest Farm	Nursery Worker	Restaurant	Cleaning	Wholesale and Retail	Hotel	SPA	Golf	Island Resort	Foot Massage	Cargo Handling in the Port	Cargo Handling at Airport	Baggage Handling at Airport	Mining	Quarrying
Tab: MyFUTUREJobs Information																										
Hiring Outcome Report	Laporan Pengambilan Pekerja	Mandatory (Quota Normal)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Tab: Regulatory Agency																										
CIDB Registration Certificate	Sijil Perakuan Pendaftaran CIDB	Mandatory	x																							
Manufacturing License	Lesen Pengilang	Optional						x																		
PBT License and Agency Approval License	Lesen PBT dan Lesen Kebenaran Agensi	Mandatory						x						x	x	x	x	x	x	x	x					
License from Malaysian Palm Oil Board	Lesen dari Lembaga Minyak Sawit Malaysia	Manadatory							x																	
License from Malaysia Rubber Board	Lesen dari Lembaga Getah Malaysia	Manadatory								x																
License from Malaysian Cocoa Board	Lesen dari Lembaga Koko Malaysia	Mandatory									x															
License from Forest Department Malaysia	Lesen dari Jabatan Perhutanan Malaysia	Manadatory										x	x													
Supporting Letter from Airport Authority	Surat Sokongan dari Pihak Berkuasa Lapangan Terbang	Mandatory																					x	x		
Supporting Letter from Port Authority	Surat Sokongan dari Pihak Berkuasa Perlabuhan	Mandatory																				x				
Surat Kelulusan Skim Pengendalian Melombong (SKSPM)	Surat Kelulusan Skim Pengendalian Melombong (SKSPM)	Mandatory																							x	
Confirmation Letter from Depatment of Minerals and Geoscience Malaysia (JMG)	Confirmation Letter from Depatment of Minerals and Geoscience Malaysia (JMG)	Mandatory																							x	x
Surat Kelulusan Skim Kuari (SKSK) / Permit 4B/4C/Lesen Kecil Hutan	Surat Kelulusan Skim Kuari (SKSK) / Permit 4B/4C/Lesen Kecil Hutan	Mandatory																								x
Lesen Operasi Kuari	Lesen Operasi Kuari	Mandatory for Negeri Perlis or Pulau Pinang																								x
Manufacturing Exemption License	Lesen Pengecualian Pengilangan	Mandatory						x																		
Tab: Financial Information																										
Latest 3 months' EPF Statement	Penyata Caruman KWSP bagi 3 bulan terkini	Mandatory	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Latest 3 months' company bank statement	Penyata Bank syarikat bagi 3 bulan terkini	Mandatory	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Tab: Worker Information																										
Employment Contract	Kontrak Pekerjaan	Mandatory	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Certificate of Accommodation	Sijil Pengakuan Penginapan	Optional (Quota Normal)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Tab: Company Information																										
Letter Of Award / Work Contract	Surat Tawaran / Kontrak kerja	Mandatory													x											
CIDB Levy Payment Receipt	Resit Pembayaran Levi CIDB	Mandatory	x																							
Land Grants (if own land)	Geran Tanah (bagi yang mengusahakan tanah sendiri)	Mandatory		x	x	x	x		x	x	x	x	x													
Birth Certificate (if land belongs to parents) OR Marriage cert (if land belongs to spouse)	Sijil Kelahiran (bagi tanah milik ibu bapa) / Sijil Nikah (bagi tanah milik suami/isteri)	Mandatory either one		x	x	x	x		x	x	x	x	x													
Assessment Report & Approval Letter from Jabatan Pertanian Negeri/ Daerah/Perikanan/Veterinar	Laporan Penilaian dari Jabatan Pertanian Negeri/ Daerah/Perikanan/Veterinar	Mandatory for Crops/Aquaculture/ Livestocks		x	x	x	x																			
FORM 24:Return Of Allotment Of Shares	Borang 24:Return Of Allotment Of Shares	Optional		x	x	x	x																			
FORM 32A:Form Of Transfer Of Securities	Borang 32A:Form Of Transfer Of Securities	Optional		x	x	x	x																			
Approval letter from Land and Mines office	Surat Kelulusan dari Pejabat Tanah & Galian	Optional		x	x	x	x		x	x	x	x	x													
Lease Agreement (Valid & Stamped)	Perjanjian Sewa Pajak (Disah dan dicop)	Mandatory																				x	x	x		
3 years lease agreement / certificate	Sijil / Perjanjian Sewa Pajak 3 Tahun	Mandatory for MAFI and KPDNHEP Sub-Sector		x	x	x	x							x	x	x										
Registration / Letter related to seaculture system/livestock	Registration / Letter related to seaculture system/livestock	Mandatory for Livestocks/ Aquaculture			x	x																				
Picture of premise: Front view with signboard	Gambar Hadapan Premis	Mandatory						x						x	x	x	x	x	x	x	x					
Picture of premise: Inside view	Gambar Dalam Premis	Mandatory						x						x	x	x	x	x	x	x	x					
Brochure/pamphlet related to machine	Risalah Berkaitan Mesin	Mandatory						x																		
Brochure/pamphlet related to products	Risalah Berkaitan Produk	Mandatory						x																		
K2/ ZB1 Form	Borang K2/ZB1	Optional						x																		
Summary statement of export sales	Ringkasan Penyata Jualan Eksport	Mandatory						x																		
Customs Export Document of Main Contractor	Salinan Dokumen Eksport Kastam Kontraktor Utama	Mandatory if sub contractor to main contractor						x																		
Contract Agreement/Summary of Sub-Contractor Invoice with the Main Contractor	Kontrak Perjanjian/Ringkasan Invois Sub-Kontraktor dengan Kontraktor Utama	Mandatory if sub contractor to main contractor						x																		
Pictures of Menu/Foods	Gambar Menu/Makanan	Mandatory												x												
WRT letter (For Foreign Company)	Surat WRT	Optional												x	x	x										
Sale & Purchase Agreement (S&P)	Perjanjian Jual Beli	Optional																			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										
LOA / Work Contract	Kontrak Kerja / "Letter of Award"	Mandatory													x											
Memorandum and Articles (M&A)	"Memorandum and Articles" Syarikat	Mandatory													x											
Floor Plan (sqm)	Plan Lantai (meter persegi)	Mandatory														x										
Spa Classification/Rating Certificate	Sijil Pengelasan Spa (Subsector: Spa, Job Category:Spa Therapist)	Mandatory for Sub-sector:Spa																x								
Membership letter/certificate Association of Malaysian Spa (AMPSA) / Malaysian Association Wellness SPA (MAWSPA)	Membership letter/certificate Association of Malaysian Spa (AMPSA) / Malaysian Association Wellness SPA (MAWSPA)	Mandatory for Sub-sector:Spa & Foot Massage Centre																x			x					
Hotel Classification/Rating Certificate	Sijil Pengelasan Hotel (Subsector: Hotel)	Mandatory for Sub-sector:Hotel															x									
Membership Letter/ Certificate by Malaysia Association of Hotel (MAH) / Malaysian Hotel Association Owners (MAHO)	Membership Letter/ Certificate by Malaysia Association of Hotel (MAH) / Malaysian Hotel Association Owners (MAHO)	Mandatory for Sub-sector:Hotel & Island resort															x			x						
Island Resort Classification / Rating certificate	Island Resort Classification / Rating certificate	Mandatory for Sub-sector:Island resort																		x						
Reflexsologist Classification/Rating Certificate	Sijil Pengelasan Pusat Urutan Kaki (Subsector: Spa, Job Category: Reflexlogist)	Mandatory for Sub-sector:Foot Massage Centre																			x					
Confirmation document from Akademi Kemahiran Belia Golf	Dokumen pengesahan daripada Akademi Kemahiran Belia Golf (Subsector: Caddy)	Mandatory for Sub-sector:Golf																	x							
Membership letter/ Certificate Malaysia Golf Association (MGA)	Membership letter/ Certificate Malaysia Golf Association (MGA)	Mandatory for Sub-sector:Golf																	x							
License Issued by Aiport Authority	Lesen Dikeluarkan oleh Pihak Berkuasa Pelabuhan	Mandatory																					x	x		
License Issued by Habor Authority	Lesen Dikeluarkan oleh Pihak Berkuasa Lapangan Terbang	Mandatory																				x				
Handling Approval Document/ letter of Job Offer (Ex. Invoice, Contract,LOA)	Dokumen pengesahan Pengendalian/ Surat Tawaran Kerja (cth Invois, Kontrak ,LOA)	Mandatory	x																			x	x	x		
Operating license expiry date (port)	Tarikh tamat lesen operasi (perlabuhan)	Mandatory																				x				
Quarry Lease (QL)/ Land Ownership/ Temporary Occupation License (TOL)	Quarry Lease (QL)/ Land Ownership/ Temporary Occupation License (TOL)	Mandatory																								x
Mining Lease (PM) / Proprietor Mining Lisence (PML)	Mining Lease (PM) / Proprietor Mining Lisence (PML)	Mandatory																							x	
Deed of Agreement with The Owner/Operator/Contractor that is still in force and stamped	Deed of Agreement with The Owner/Operator/Contractor that is still in force and stamped	Mandatory																							x	x
Flow Chart (with job description)	Flow Chart (with job description)	Mandatory																							x	x
Summary Statements of Land lots	Ringkasan Penyata Lot Tanah	Mandatory							x	x	x	x	x													
3 Years and aboved Lease Agreement (Stamped) and below 1 year Certificated Landowner Grants / Latest Offical Search Certificate	Perjanjian Sewa Pajak yang melebihi 3 tahun yang disetemkan dan Geran Permilik Tanah yang dIsankan yang tidak melebihi 1 tahun / Sijil Carian Rasmi terkini	Mandatory							x	x	x	x	x													
Other Documents	Lain-lain Dokumen	Optional							x	x	x	x	x													
Exit Policy	Dasar Keluar	Mandatory												x	x	x										