COMPANY’S LETTERHEAD

Our Ref :

Date :

Ms Stella J.Navaratnam

Head of Licensing and Monitoring Division

**Suruhanjaya Komunikasi dan Multimedia Malaysia**

MCMC Tower 1

Jalan Impact

Cyber 6

63000 Cyberjaya

Selangor Darul Ehsan

Madam,

**RENEWAL OF NON-UNIVERSAL SERVICE LICENCE**

We refer to the above and wish to apply forrenewalof non-universal service licence for our company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the company)].

1. We hereby enclosed the required documents as per the list provided in **Annexure 1**. Please do not hesitate to contact Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at telephone no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ should you require clarification and further information on the above.

Thank you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name :

Position: [CEO / MD / Director of the company only]

**ANNEXURE 1**

**Checklist for Submission of Renewal Application for**

**Non-Universal Service Licence**

Company : ……………………………………………………………….

We wish to apply for renewal of non-universal service licence and confirm that the following documentation is submitted together with the duly completed form:

(Please tick in the boxes provided).

|  |  |  |
| --- | --- | --- |
| **No** | **Required supporting document** | **(√)** |
| 1. | Non-universal service licence application form (form in black and white)  (The application form is available in MCMC website). |  |
| 2. | Remittance advice of renewal application fee amounting to RM100.00.   |  |  |  | | --- | --- | --- | | Account Name | : | Suruhanjaya Komunikasi Dan Multimedia Malaysia | | Account Number | : | 8003224396 | | Bank Name | : | CIMB Bank Berhad | | Bank Address | : | Cyberjaya Branch, Prima 5-A, Jalan Teknokrat 5,  63000 Cyberjaya, Selangor | | Bank Swift code | : | CIBBMYKL | | Bank ID no | : | GB0010424X | |  |  |  | |  |
| 3. | The latest copies of detailed audited accounts (profit and loss accounts, balance sheets, cash flow statements and auditors’ report) for the **last two (2) financial years**. |  |
| 4. | Employees Provident Fund (‘EPF) contribution payment by employee. |  |
| 5. | Fit and proper statutory declaration by the Board of Directors (indicated in Form 49 of the Companies Commission of Malaysia) and Chief Executive Officer.  (The template is available in MCMC website). |  |
| 6. | Latest statutory company’s documentations **certified true copy** by the Company Secretary:   1. Memorandum & Articles of Association / super form (for companies incorporated under the Companies Act 2016; and 2. Latest Annual Return   **Alternatively, you can provide:**   1. Form 9 – Certificate of incorporation of private company; 2. Section 28 (Form 13A) - Application for change of name (if any); 3. Section 46 (Form 44) – Notice of situation of registered office; 4. Section 78 (Form 24) – Return of allotment of shares; 5. Section 105 (Form 32A) – Instrument of transfer of shares; 6. Form 49 – Return giving particulars in register of directors, managers and secretaries; and 7. Section 58 – Notification of change in the register of Directors, Managers and Secretaries (if any). |  |
| 7. | Curriculum vitae of the top management of the applicant. |  |
| 8. | Business and corporate information:   1. Corporate structure of the applicant, its relationship with any related company and holding company within the group (if any), the names of such companies, percentage of shareholdings and brief description of the activities of those companies; 2. Organisation chart; 3. Courier service operational process flow chart; and 4. Delivery location and rates. |  |
| 9. | General terms and conditions, including complaint handling procedures. |  |
| 10. | Proposed trustworthy system and operation to be used for the rolling out of the courier services, roll-out plan and date.  **(Note: Not applicable for renewal application)** |  |
| 11. | Feasibility analysis of business model and other relevant information and brochures of the company (if available).  **(Note: Not applicable for renewal application)** |  |