

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.
2. Form A
3. Memorandum and articles of association
4. Certified true copies of relevant forms with Companies Commission
5. 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
6. Presence in the market, namely its performance, dependence on its services and role played in enhancing the industry:-
 - i. Organization chart;
 - ii. Management / shareholding – whether the management of the licensee has been consistent, competent and professional;
 - iii. Number of subscribers / types of subscribers / market share of its subscribers;
 - iv. The licensee's contribution towards industry development; such as, its support towards new / smaller service providers that provides applications services or Mobile Virtual Network Operators (MVNOs) (if any);
 - v. Contribution towards local content / broadband penetration (if any);
 - vi. Coverage of service;
 - vii. Major technology introduced to the industry / investment in the country's infrastructure (if any);
 - viii. Capacity building activities for its employees;
 - ix. Universal Service Provision roll out details (if any);
 - x. Corporate social responsibility initiatives that has been undertaken by the licensee for the past 5 years (if any); and
 - xi. Any other information that MCMC may require
7. A banker's cheque for the amount of RM25,000.00 payable to Suruhanjaya Komunikasi dan Multimedia Malaysia – being the application fee for each licence renewal applied.
4. A Board of Directors' resolution in support of the application

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.