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.