COMPANY’S LETTERHEAD

Our Ref erence :

Date :

Puan Noor Ilyana Zakaria

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 APPLICATION FOR NON-UNIVERSAL SERVICE LICENCE**

We refer to the above and wish to renew thenon-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 : [CEO / MD / Director of the company only]

Designation :

**ANNEXURE 1**

**Checklist for Submission of Renewal Application for**

**Non-Universal Service Licence**

Company : ……………………………………………………………….

We wish to renew the 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 form and document** | **(√)** |
| 1. | Non-universal service licence application form (form in black and white)  *(The application form is available on the MCMC website).* |  |
| 2. | The application fee of RM100.00 (Ringgit Malaysia One Hundred) through online transfer to MCMC’s account, details of which will be provided by MCMC. |  |
| 3. | Certified copies of audited financial statements for the last two (2) financial years. |  |
| 4. | Fit and proper statutory declaration by the Board of Directors (as declared in Form 49 or equivalent under the Companies Act 2016) and Chief Executive Officer. |  |
| 5. | Certified copies of relevant forms under the Companies Regulation 1966 [P.U 173/1966] or any other relevant documents under the Companies Act 2016 of the applicant which have been filed with the Registrar of the Companies, as follow:   1. Memorandum & Articles of Association (relevant to courier business); 2. Form 9, 13, 24, 44, 49 and 32A; and 3. Latest Annual Return. |  |
| 6. | Business write-ups (please refer to the Licensing Guidebook). |  |

\*All photocopies must be certified by the Director or the Company Secretary.