SEF Documents

Checklist

- [ ] Certificate of Incorporation Form 9 or Form 13
- [ ] Latest Form of Annual Returns of Company Having a Share Capital (full set)
- [ ] Latest Financial Audited Accounts (full set)
- [ ] Company brochure/ company profile/ other relevant documents.
- [ ] List of past projects/ jobs undertaken (including overseas projects).
- [ ] Letter of Declaration on the origin of services offered by the Malaysian entity
- [ ] Latest EPF Statement (Form A is not applicable)/ latest salary slips/ appointment letters of contract staff/s if applicable, who will undertake the various Type of Activities.
- [ ] Copy of invoice/ Purchase order/ Rental contract
- [ ] Original receipts/ Bank statements/ Credit card statements/ Telegraphic transfer statements
- [ ] Impact & Monitoring Report
- [ ] Outcome Report

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