

Licenses, Permits & Approval for Manufacturing Projects

No	Procedure	Submission & Evaluation	Consideration & Recommendation	Approving Authority	Decision Conveyed	Remarks
1	Incorporation of the company	Companies Commission of Malaysia	Companies Commission of Malaysia	Companies Commission of Malaysia	Companies Commission of Malaysia	
2	Application for a Federal Manufacturing License * (FML) a. Without incentives b. With incentives	MIDA	Action Committee of Incentives (MIDA)	a. Secretary General of MITI b. MITI (Ministry of International Trade & Industry)	a. MITI b. Director General, MIDA	
3	Application for a State Government Approval ** (SGA)	Department of Industrial Development And Research (DIDR)	State Industrial Coordination Committee	Minister of Industrial Development	DIDR	
4	Trading license	Local Authority	Licensing Committee	Local Authority	Local Authority	
5	Approval for Building Plan & Development Plan	Local Authority	Town Planning Committee	Local Authority	Local Authority	
6	Expatriate Posts a. key posts only b. other posts	MIDA Immigration Department, Sabah	Action Committee on Incentives(MIDA) Expatriate Posts & Malaysia Work Pass Committee (Jawatankuasa Pegawai Dagang (JKPD) & Pas Kerja Malaysia)	Director of Immigration Department, Sabah Director of Immigration Department, Sabah	Immigration Department, Sabah Immigration Department, Sabah	
7	Work Pass for non-expatriate posts	Immigration Department, Sabah	Committee on Work Pass For Foreign Workers (Jawatankuasa Pas Kerja Pekerja Asing)	Director of Immigration Department, Sabah	Immigration Department, Sabah	
8	Recruitment license for foreign workers	Labour Department, Sabah	Labour Department, Sabah	Labour Department, Sabah	Labour Department, Sabah	
9(a)	Environmental Impact Assessment (EIA) for Prescribed Activities	EIA Study to be conducted and report to be submitted to Director, Department of Environment (DOE) Sabah for approval	DOE Sabah	DOE Sabah	DOE Sabah	Environmental Impact Statement will be requested by DOE based on a case to case basis
9(b)	Non Prescribed Activities	Site suitability evaluation to be commented by DOE Sabah	DOE Sabah	Local Authority/ State Government	Local Authority/ State Government	
9(c)	Activities subject to air and water pollution control a. Installation of Fuel Burning Equipment b. Effluent Treatment Plants	Proposal to install/construct to be submitted to DOE Sabah for written approval	DOE Sabah	DOE Sabah	DOE Sabah	
9(d)	Prescribed Premises a. Crude Palm Oil Mills b. Raw Natural Rubber c. Schedule Wastes Facilities	Application for license to occupy to be submitted to DOE Sabah for approval	DOE Sabah	DOE Sabah	DOE Sabah	Subject to yearly renewal
10	Licensed Manufacturing Warehouse Facilities	Royal Custom and Excise Department, Sabah	Royal Custom and Excise Department, Sabah	Director, Royal Custom and Excise Department, Sabah	Director, Royal Custom and Excise Department, Sabah	
11	Sales Tax License	Royal Custom and Excise Department, Sabah	Royal Custom and Excise Department, Sabah	Director, Royal Custom and Excise Department, Sabah	Director, Royal Custom and Excise Department, Sabah	
12	@ Duty Drawback	Royal Custom Department, Sabah	Royal Custom Department, Sabah	Royal Custom Department, Sabah	Royal Custom Department, Sabah	
13	Export Permit	MITI/MTIB	MITI/MTIB	MITI/MTIB	MITI/MTIB	
14	Import License	MITI	MITI	MITI	MITI	
15	Permit for installation of plant and machinery a. non-certificated machinery b. Certificated machinery	Occupational Safety & Health Department, Sabah Occupational Safety & Health Department, Sabah, HQ in KL for approval	Occupational Safety & Health Department, Sabah Occupational Safety & Health Department, Sabah	Occupational Safety & Health Department, Sabah Occupational Safety & Health Department, Sabah	Occupational Safety & Health Department, Sabah Occupational Safety & Health Department, Sabah	

* FML Manufacturing License	Manufacturing companies with paid-up capital of RM2.5million and above and a total employment of 75 people and above are required to apply for this license
** SGA (State Government Approval)	Manufacturing companies with paid-up capital of RM2.5million and above and a total employment of 75 people and above are required to apply for this approval. This approval is prerequisite before trading licenses can be issued to manufacturing companies by Local Authorities.
@ Duty Drawback	Duty Drawback is payment in the form of refund of any money which has been overpaid or erroneously paid as customs duties or taxes. Such payment may be approved if overpayment was due to:
	<ol style="list-style-type: none"> 1. Valuation, classification. Exchange rate or calculation of duty/tax error; 2. Error in payment of warehouse rental; 3. Refund of sales tax or seller; 4. Refund of duties on goods which has since been destroyed; 5. Refund of components and raw material of exported finished goods; 6. Refund of tax on re-exported goods
(Laws administered by the Malaysia Royal Customs Department i.e the Customs Act 1967, Excise Act 1976, Sales Tax Act 1972 and Service Tax Act 1975 empowers the Minister of Finance and the Director General of Customs to approve application for duty drawback subject to pre-determined conditions	