

CHECKLIST FOR BUSINESSES – GENERAL REQUIREMENTS
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		Yes	No	N/A	Remarks
1	Certificate of Incorporation of Business or Certificate of Registration				
2	Local Authority Licence				
3	Signboard Licence				
4	Fire Department Licence				
5	Approval for Renovations				
6	Department of Environment Approval				
7	Notification to Labour Office				
8	Registration with SOCSO				
9	Registration with EPF				
10	Registration as Employer for Tax Purposes (EA)				
11	Notification to Tax Office				
12	Adequate Insurance Coverage <ul style="list-style-type: none"> • Property • Machinery / Equipment • Inventory • Staff • Consequential Loss • Others 				

CHECKLIST FOR BUSINESSES – SPECIFIC REQUIREMENTS

		Yes	No	N/A	Remarks
1	Foreign Investment Committee				
2	Manufacturing Licence				
3	Sales / Service Tax Licence				
4	Licensed Manufacturing Warehouse				
5	Human Resource Development Council				
6	Occupational Safety and Health Committee				
7	Factory and Machinery Department Approval				
8	Importers / Exporters Code				
9	Export / Import Licence				
10	GSP / PTA / CEPT				
11	Sales Tax Exemption				
12	Treasury Exemptions				
13	Control Items' Licences				
14	Chemistry Department Requirements				
15	Industry Specific Licences <ul style="list-style-type: none"> • Housing Developer Licence • Construction Industry Development Board • Printing Licence • TDC Licence • Second-Hand Dealers' Licence • Halal Registration • Ministry of Health Requirements 				
16	Other Relevant Matters <ul style="list-style-type: none"> • Work Permits • Quit Rent for Properties • Duty Exemptions 				