



### **REGISTRATION COMMITTEE SUBMISSION CHECKLIST**

Please ensure that copies of the following documents (where applicable) are attached and submitted together with your application form:

- Company Profile**  
[Must Include Organisation Structure]
  
- List of Projects or Track Records** minimum of two (2) years  
[in a table layout including name of company, name of project, amount, status of the project (ongoing or complete) and the dates of the project, attached with Purchase Order, Letter of Awards, Photographs, Brochures, List of Equipment and so on for all the work categories that you apply]
  
- Labour Quota** (Please refer to item No. 9 in company Registration Form).
- Special License** (Please refer to item No. 10 in company Registration Form).
- Organisational OSH Policy / OSH Manual**
- Reference Letter from bank**
- Section 16& 17**
- Form X – List(s) of Directors (For Sendirian Berhad)**
- Certificate of Incorporation (For Sendirian Berhad)**
- Extract of Certified True Copy of Memorandum and Articles of Association (For Sendirian Berhad)**

#### **Additional requirement for Renewal**

- Certificate from Registration Committee**

Incomplete submission will not be entertained.

Please contact Nusidah Hj Mohammad Salleh at 2410888 ext 1918 should you require further information.

Thank you for your co-operation.