



TRADING LICENCE UNDER THE TRADES LICENSING ORDINANCE, 1948

CONDITIONS FOR APPLICATION

SUPPORTING DOCUMENTS

- Trading Licence Form must be complete;
- Applicant must be 18 years and above;
- Applicant must be local resident/ permanent resident of Sabah; or holds a valid work pass for residents of Sarawak and Peninsular Malaysia;
- For foreigners, application must be made via establishment of a registered company with a valid work pass.

TRADING LICENCE APPLICATION DOCUMENTS REQUIRED FOR SOLE PROPRIETORSHIP/ PARTNERSHIP ARE AS FOLLOWS:-

1. Premise Rental Agreement between landlord and applicant or Sales and Purchase Agreement if the applicant owns the business premise or Letter of Authorisation from the existing licence owner to share and/or rent the business premise (copy of trading licence if necessary.);
2. Copy of identity card;
3. Copy of receipt/ latest payment slip for land access.

All the above copies of the documents attached must be certified true copy (disahkan benar) by Commissioner of Oath/ Magistrate/ Justice of Peace/ Licensing Clerk by bringing the original documents.

TRADING LICENCE APPLICATION DOCUMENTS REQUIRED FOR SDN. BHD./ BERHAD ARE AS FOLLOWS:-

1. Premise Rental Agreement between landlord and applicant or Sales and Purchase Agreement if the applicant owns the business premise or Letter of Authorisation from the existing licence owner to share and/or rent the business premise (copy of trading licence if necessary.);
2. Form 9 and Form 49;
3. Work Pass if applicant is not a permanent resident of Sabah;
4. Copy of identity card for manager;
5. Letter of Authorisation issued by the company for the appointed manager, if the manager is not one of the company's director;
6. Copy of receipt/ latest payment slip for land access.

All the above copies of the documents attached must be certified true copy by a Commissioner of Licensing Clerk by bringing the original documents. However, Form 9 and 49 that have been certified by Company Secretary, can be accepted.

LICENSING RATE

- RM25/ per annum
- RM10 processing fee
- RM1 – Trading Licence Form

Source: DBKK