



**APPLICATION FOR SPECIAL EAST COAST ECONOMIC REGION
("ECER") INCENTIVES
EDUCATION PROJECT**

1. Type of application (Please tick (√) where relevant):

(A) ECER Incentive Package

(a) Kindly pick either (i) or (ii)

(i) Income Tax Exemption (Pioneer Status); or

(ii) Income Tax Exemption Equivalent to Qualifying Capital
Expenditure (ITA)

(b) Customised Incentive (please specify): _____

(c) Deduction of Hallmark Event

(d) Stamp Duty Exemption

(e) Others (please specify): _____

(B) Expatriate Posts

Please complete the relevant Sections marked (√)

| Sections to complete | Company undertaking |
|--|---------------------|
| Section A: Company Profile | √ |
| Section B: Project Details | √ |
| Section C: Project Cost & Financing | √ |
| Section D: Manpower | √ |
| Section E: Employment by Income | √ |
| Section F: Estimated Labour Costs & Earnings | √ |
| Section G: Details of Expatriate Posts | If applicable |
| Section H: Stamp Duty | If applicable |
| Section I: Declaration | √ |

List of documents attached. Please tick (√) in the relevant boxes where applicable

| Documents to be submitted | Company undertaking the project |
|--|---------------------------------|
| 1) Business Proposal | |
| 2) Company incorporation documents (Form 9 or 13; Form 24. 44 and 49. Memorandum of Association) | |
| 3) A copy of relevant approval(s) obtained from other ministries or governmental agencies (if any) | |
| 4) A copy of license(s) obtained (if any) | |
| 5) Land Status/Approval | |
| 6) Industry Status | |
| 7) Latest financial statements (if any) | |
| 8) Others (please specify) | |

* ALL copied documents must be endorsed as certified true copy by company's secretary

Section A: Company Profile

1 (a) Name of applicant/company:

(b) Correspondence address:

Contact person:

Designation:

Telephone no.:

Fax no.:

E-mail:

Website:

2 (a) Has the company been incorporated under the Companies Act, 1965?

Yes

No

If yes, please fill in the following:

Date of incorporation:

Company registration no.:

Income tax reference no.:

Income tax branch office:

(b) Address of registered office:

Telephone no.:

Fax no.:

E-mail:

3. Date of approval by the Ministry of Higher Education: _____

(Please attach a copy of the letter of approval)

4. (a) Registration Certificate number under the Education Act, 1961/ Private Higher Education Institutions Act 1996: _____

(Please attach a copy of the certificate)

(b) Date of registration: _____

5. For skills training institution, registration with Jabatan Pembangunan Kemahiran, Kementerian Sumber Manusia:

(a) Registration No.: _____ *(Please attach a copy of the approval)*

(b) Date of registration: _____

6. Particulars of Board of Directors*:

| Name and residential address | Nationality | % shares held in the company |
|------------------------------|-------------|------------------------------|
| | | |

Note: Please attach the group structure (including nationality and % of shares held). If the space provided is insufficient, please provide the information on a separate sheet of paper

7. Incentives approved by other government agencies (if any):

| Date | Incentive | Activity |
|------|-----------|----------|
| | | |
| | | |

8. List of related companies** in Malaysia undertaking same or similar activities

| Company registration no. | Name of company |
|--------------------------|-----------------|
| 1. | |
| 2. | |
| 3. | |

Note:

* *If the space provided is insufficient, please provide the information on a separate sheet of paper*

Section B: Project Details

1. Project Details:

| | | |
|-----|--|---|
| (a) | <input style="width: 80%; height: 20px;" type="checkbox"/> | New Project |
| (b) | <input style="width: 80%; height: 20px;" type="checkbox"/> | Existing Project: (i) Expansion |
| | <input style="width: 80%; height: 20px;" type="checkbox"/> | (ii) Diversification/ additional products |
| | <input style="width: 80%; height: 20px;" type="checkbox"/> | (iii) Relocation |

2. Proposed courses to be offered in ECER:

| Course (Attach course content) | Collaboration with international/ local institutions | MOE Approval Ref. No. | Date of Approval | Validity Approval | Duration | Number of students per year | | Entry requirement |
|---|--|-----------------------------|---------------------|----------------------|----------|-----------------------------------|-------|----------------------|
| | | | | | | Foreign | Local | |
| Degree | | | | | | | | |
| Pre- university | | | | | | | | |
| Technical & vocational | | | | | | | | |
| Secondary & below | | | | | | | | |
| Others | | | | | | | | |
| TOTAL | | | | | | | | |

Note: If the space provided is insufficient, please provide the information on a separate sheet of paper.

3. Have any of the above courses been accredited by the Lembaga Akreditasi Negara or by any foreign accreditation bodies (e.g. QAA-UK)?

LAN Yes No

Foreign Accreditation Yes No

If yes, please provide the following information:

| No. | Name of Approved Courses | Name of Accrediting Authority / Body | Date of Accreditation |
|-----|--------------------------|--------------------------------------|-----------------------|
| | | | |
| | | | |
| | | | |

4. Proposed date of commencement of first academic term: _____

5. For existing project only, please provide information below:

(a) Location of existing institution:

| Name of institution | Date of Commencement | Address |
|---------------------|----------------------|---------|
| | | |

(b) Courses offered in existing institutions:

| Course (Attach course content) | Collaboration with international/ local institutions | Duration | Number of students per year | | Entry requirement |
|--------------------------------|--|----------|-----------------------------|-------|-------------------|
| | | | Foreign | Local | |
| Degree | | | | | |
| Pre- university | | | | | |
| Technical & vocational | | | | | |
| Secondary & below | | | | | |
| Others | | | | | |
| TOTAL | | | | | |

6. Source of Teaching Equipment:

| Type of teaching equipment | Value per annum (RM) | Local supplier (Please indicate value % and name and address) | Import (Please indicate value % and country of origin) |
|----------------------------|----------------------|---|--|
| | | | |
| | | | |

7. Source of Services:

| Type of Services | Value per annum (RM) | Local supplier (Please indicate value % and name and address) | Import (Please indicate value % and country of origin) |
|------------------|----------------------|---|--|
| | | | |
| | | | |

8. Entrepreneurial opportunities: (Kindly tick on the table below)

| No. | Type of entrepreneurial | (✓) |
|-----|--|-----|
| 1 | Engineering works | |
| 2 | Transportation services | |
| 3 | Civil works | |
| 4 | IT support services | |
| 5 | Security services | |
| 6 | Recruitment services | |
| 7 | Cleaning services | |
| 8 | Legal, Tax, Accounting & Audit firm | |
| 9 | Business Services Agency (Company Secretary) | |
| 10 | Furniture manufacturing & supplies | |
| 11 | Sports equipment manufacturing | |
| 12 | Chemical supplies | |
| 13 | Foods & beverages | |
| 14 | Lab equipment | |
| 15 | Office equipment & supplies | |

Section C: Project Cost & Financing

| (C-1) PROJECT COST | | | | | | | | |
|--|---------------------------|------|--------------------------|------|---------------------------|------|-----------|------|
| (C1) Cost of Fixed Assets: | | | | | | | | |
| Item | Existing (..... Years) | | New Project (Investment) | | | | Total | |
| | | | Phase 1 (..... Years) | | Phase 2* (..... Years) | | | |
| (a) Land <i>(specify area in hectares)</i> | (Hectare) | (RM) | (Hectare) | (RM) | (Hectare) | (RM) | (Hectare) | (RM) |
| (b) Building <i>(specify built-up area in m2)</i> | (m2) | (RM) | (m2) | (RM) | (m2) | (RM) | (m2) | (RM) |
| (c) Teaching equipment | | | | | | | | |
| (d) Other equipment | | | | | | | | |
| <i>Sub-Total</i> | | | | | | | | |
| (C2) Pre-operational Expenditure | | | | | | | | |
| (C3) Working Capital <i>(Current Assets – Current Liabilities)</i> | | | | | | | | |
| Total Project Cost (C1+C2+C3) | | | | | | | | |

| Rental / Lease | | |
|---|-------------------------------|------|
| If assets are rented / leased, please indicate the annual cost of rental / lease below: | | |
| Item | Annual Cost of Rental / Lease | |
| (a) Land <i>(specify area in hectares)</i> | (Hectare) | (RM) |
| (b) Building <i>(specify built-up area in m2)</i> | (m2) | (RM) |
| (c) Teaching equipment | | |
| (d) Other equipment | | |
| Total Annual Rental / Lease | | |

Note: *To be filled if the second phase is implemented after 3 years

**If the space provided is insufficient, please provide the information on a separate sheet of paper

| (C-II) FINANCING | | | | | | |
|---|-----------------|------------|---------------------------------------|------------|--------------|------------|
| Capital Structure | Existing | | Proposed (Phase 1 & 2) | | Total | |
| (C4) Authorised Capital | | | | | | |
| (C5) Shareholders' Fund | | | | | | |
| (a) Paid Up Capital | | | | | | |
| (i) Malaysian Individuals | (RM) | (%) | (RM) | (%) | (RM) | (%) |
| • Bumiputera | | | | | | |
| • Non-Bumiputera | | | | | | |
| (ii) Malaysian Company Incorporated in Malaysia | | | | | | |
| • (Specify Name of Company) | | | | | | |
| • (Specify Name of Company) | | | | | | |
| (iii) Foreign Nationals / Companies | | | | | | |
| • (Specify Name of Company / Individual) • (Nationality / Country of Origin) | | | | | | |
| • (Specify Name of Company / Individual) • (Nationality / Country of Origin) | | | | | | |
| Total RM (i), (ii) and (iii) | | | | | | |
| (b) Reserves (excluding capital appreciation) | | | | | | |
| Total RM (a) and (b) | | | | | | |
| (C6) Loan | | | | | | |
| Domestic (RM) <i>(Kindly specify name of financial institution)</i> | | | | | | |
| Foreign (RM) <i>(Kindly specify country of origin)</i> | | | | | | |
| <i>Sub-Total</i> | | | | | | |

| (C7) Other Sources (please specify) | | | |
|--|--|--|--|
| a) | | | |
| b) | | | |
| <i>Sub-Total</i> | | | |
| (C8) Total Financing (C5+C6+C7) | | | |

Malaysian Company Incorporated in Malaysia as indicated in C5 (a)(ii), please provide the equity structure as follows:

| Name | Bumiputera (%) | Non Bumiputera (%) | Foreign (specify country) (%) |
|-------------------|----------------|--------------------|-------------------------------|
| (Name of Company) | | | |
| (Name of Company) | | | |

| (C-III) BUSINESS SPENDING (BEFORE AND DURING OPERATION) | | | | | | |
|--|---|------------|--------|---|--------|--------|
| <i>(Information is specifically for the proposed project for the purpose of tax incentive throughout the incentive period)</i> | | | | | | |
| A. Pre-operational Expenditure (Examples: feasibility study, market research or survey) | | | | | | |
| <i>Note : *Pre-operational refers to expenditures incurred prior to the commencement of operations.</i> | | | | | | |
| <i>**May refer to Section C under pre-operational the total value (RM)</i> | | | | | | |
| Value (RM) | | | | Percentage of local spending** (%) | | |
| | | | | | | |
| B. Operational Expenditure | | | | | | |
| No | Type of Expenditure | Value (RM) | | | | |
| | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| i. | Transportation services | | | | | |
| ii | Banking services | | | | | |
| iii | Insurance services | | | | | |
| iv | Legal services | | | | | |
| v | Information & Communication Technology (ICT) services | | | | | |
| vi | Salary and wages | | | | | |
| vii | Others (such as rental, utilities, sales & marketing other professional services) | | | | | |

| | | | | | | |
|--|---|--|--|--|--|--|
| | Please specify: (i) (ii) (iii) | | | | | |
| | Total | | | | | |
| | Percentage of local spending (%) | | | | | |

Note:

1. Local spending – Payment made by company (applicant) for utilising services provided by resident companies and bodies of persons.
2. Local Supplier – Sole proprietorship, partnership and locally incorporated company or by foreign company registered under the Companies Act 1965/Companies Act 2016
3. Operating expenditure **represent daily expenses** to run a business and not directly associated with production. The expenditure **exclude** the cost of production or cost of goods sold such as direct labour, direct materials, rent of production facilities, depreciation of production equipment and facilities, maintenance and repair of production equipment and facilities, utility cost for production facilities, interest expenses etc.

If services as listed in the table have to be imported, please provide the country of origin, percentage imported and reason.

| No. | Type of imported services | Country of origin | Percentage of import (%) | Reasons for utilisation of imported services |
|-------|---|-------------------|--------------------------|--|
| (i) | Transportation services | | | |
| (ii) | Banking services | | | |
| (iii) | Insurance services | | | |
| (iv) | Legal services | | | |
| (v) | Information & Communication Technology (ICT) services | | | |

Note:

Import - Payment made by company (applicant) for utilising services provided by non-resident in the country and/or abroad

Section D: Manpower

Please note that the information is required to enable the government to undertake the appropriate manpower planning to meet the specific manpower needs of companies proposing to establish projects in Malaysia.

| Category | Full-time employment | | | | | | | | | | | |
|--|----------------------|----------------|------------------|---------------------|--------|-------|------------------|----------------|------------------|---------------------|--------|-------|
| | Malaysian | | | | | Total | Foreign national | | | | | Total |
| | PhD | Masters Degree | Bachelors Degree | Diploma/Certificate | Others | | PhD | Masters Degree | Bachelors Degree | Diploma/Certificate | Others | |
| 1. Academia staff: | | | | | | | | | | | | |
| (a) Executives, Directors, Deans, Deputy Deans, Head of Department | | | | | | | | | | | | |
| (b) Professors, Associate Professors, Senior Lecturers | | | | | | | | | | | | |
| (c) Assistant Professors & Lecturers | | | | | | | | | | | | |
| (d) Tutors | | | | | | | | | | | | |
| 2. Instructors: | | | | | | | | | | | | |
| (a) Technical & Vocational | | | | | | | | | | | | |
| (b) Others | | | | | | | | | | | | |
| 3. Researchers: | | | | | | | | | | | | |
| (a) Professional | | | | | | | | | | | | |
| (b) Technical | | | | | | | | | | | | |
| (c) Others | | | | | | | | | | | | |
| 4. Management & Admin | | | | | | | | | | | | |
| 5. Clerical & Others | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

Note:

* Job Categories are based on Malaysia Standard Classification of Occupations (MASCO)

| | |
|--|--------------------------------|
| Percentage of science and technical staff having degrees or diplomas with a minimum of 5 years' experience (of the total workforce) | _____ % |
| Number of Staff with Post Graduate (ie. Masters/PhD etc) qualifications | |
| In addition to the full-time employees as mentioned in the above tables, please provide the number of workers which are outsourced (not under the company's payroll) : | Foreign: _____ Local: _____ |

Section E: Employment by Income

| Category | Number of Persons Employed by Average Monthly Salary (RM) | | | | | | | |
|-----------------------|---|------------------|---------------|------------------|---------------|------------------|------------------|------------------|
| | 1,100 - 2,999 | | 3,000 - 4,999 | | 5,000 - 9,999 | | 10,000 and above | |
| | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National | Malaysian | Foreign National |
| 1. Academia staff | | | | | | | | |
| 2. Instructors | | | | | | | | |
| 3. Researchers | | | | | | | | |
| 4. Management & Admin | | | | | | | | |
| 5. Clerical & others | | | | | | | | |
| Total | | | | | | | | |

Note: Include wages, salaries, bonuses, social insurance contribution and all employee benefits.

(E1) Training of employees (if applicable)

| | Type of Training | No. of Malaysian Employee | In-house / external / overseas training | Collaboration with local universities/research institutes (name of local universities/research institutes) |
|----|------------------|---------------------------|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

| | |
|--|-----------------|
| <p>ECER Talent Enhancement Program (ETEP) is a human capital development initiative to ensure adequate manpower that matches the industry's requirements in the East Coast region. The Programme entails forming strategic collaboration between the Government of Malaysia via ECERDC, investors in ECER to train Malaysian graduates from various disciplines to ensure that they are employed by the various industries in the East Coast Region</p> <p>Are you interested to participate in ECER's Talent Enhancement Programme?</p> | <p>Yes / No</p> |
|--|-----------------|

(E2) Industrial Internship Programme for Malaysian students (if applicable)

| | Qualification / Courses | No. of Malaysian Students |
|----|-------------------------|---------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

Section F: Estimated Labour Cost and Earnings

(F-I) ESTIMATED LABOUR COST - Salaries and Wages*

| Year in Operation | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|-------------------------|--------|--------|--------|--------|--------|
| Salaries and Wages (RM) | | | | | |

*Note: *Include wages, salaries, bonuses, social insurance contribution and all employee benefits*

(F-II) ESTIMATED EARNINGS

| Year in Operation | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--|--------|--------|--------|--------|--------|
| (a) Estimated Earnings before Interest, Tax, Depreciation & Amortization (EBITDA) (RM) | | | | | |
| (b) Estimated Net Income After Tax (RM) | | | | | |
| - Held in Malaysia as reserves (%) | | | | | |
| - Remitted out of Malaysia (%) | | | | | |
| - Reinvested in Malaysia (%) | | | | | |

Section G: Details Of Expatriate Post(s)

Please exclude the expatriate posts that have been directly applied to the Immigration Department or other approving agencies

(G-I) Post applied for:

1. New/Additional posts applied for:

| Designation / Job Title* | Type of post (key/term post) | Number of posts | Duration (years) (if term post) | Proposed minimum basic salary (RM) |
|--------------------------|------------------------------|-----------------|---------------------------------|------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note: Please list according to priority

For each expatriate post applied for, please submit the following details:

| | |
|-------|--|
| (i) | Job function |
| (ii) | Minimum academic/professional qualification required |
| (iii) | Minimum period of experience required |
| (iv) | Justification for request |
| (v) | Proposed training scheme for Malaysian personnel to fill the relevant post(s) |
| (vi) | Organisational chart of the company indicating the positions of all the expatriate post(s) |

(G-II) Existing approved post(s) (if any)

| Designation | Name and nationality | Duration approved | Date post filled | Expiry date | Basic salary paid (RM) |
|-------------|----------------------|-------------------|------------------|-------------|------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Note: Please include expatriate post(s) approved by Immigration Department or any other department/ agencies.

For each approved expatriate post, please submit the following details:

| | |
|-------|--|
| (i) | Name of Malaysian who has taken over/will take over the post |
| (ii) | If the post(s) has not been/will not be filled by Malaysian(s), please state the reason(s) and plans for the post(s) |
| (iii) | Organisational chart of the company indicating the positions of all the expatriate post(s) |

Section H: Stamp Duty

| | | |
|----|-------------------------------------|--|
| 1. | Parties involve in transaction | First Party: _____ Second Party: _____ |
| 2. | Purpose of transaction | (a) Transfer of real property <input type="checkbox"/> (b) Lease of land <input type="checkbox"/> (c) Lease of building <input type="checkbox"/> |
| 3. | Estimated amount of the transaction | RM |
| 4. | Estimated stamp duty to be paid | RM |
| 5. | Type of instrument | |
| 6. | Date of the instrument | |

Note: Please attach the draft/ signed copy of the transaction instrument.

Section I: Declaration

1. I hereby confirm that the Application Form has been prepared based on true information and knowledge, and that no material fact or information has been concealed or omitted in this Application Form.
2. I shall indemnify and hold harmless ECERDC, as well as its officers, employees and agents, against all claim, damages, loss and expense, in relation to or arising out of breach of paragraph (1) above.
3. I understand that the detailed content of the form will be treated as private and confidential. Notwithstanding that, I hereby agree to any disclosure of the content of this application which ECERDC might make to relevant Government bodies or agencies, firms, or consultants acting in a professional capacity for and on behalf of ECERDC.
4. I understand that ECERDC is committed to maintain the integrity of this incentive program. Therefore, the application will be rejected in the event that ECERDC finds any information provided is untrue or false.

I, _____, hereby declare that to the best of my knowledge, the particulars furnished in this application are true.

(Name)

(Designation)

(Company Stamp)

(Date)

Signature of Director / CEO / MD / GM:

(Name)

(Designation)

(Company Stamp)

(Date)

Please submit the completed form and supporting documents.

Appendix: Utility Requirement for Project (if applicable)

| 1. Projection of electricity requirement | | |
|---|------------------------|---------|
| Year | Maximum Demand (kW) | Remarks |
| 20 | | |
| 20 | | |
| 20 | | |
| 2. Projection of water requirement | | |
| Year | Maximum Demand (MLD) | Remarks |
| 20 | | |
| 20 | | |
| 20 | | |
| 3. Projection of gas requirement | | |
| Year | Maximum Demand (MMbtu) | Remarks |
| 20 | | |
| 20 | | |
| 20 | | |
| 4. Projection of broadband (internet) requirement | | |
| Year | Maximum Demand (Mbps) | Remarks |
| 20 | | |
| 20 | | |
| 20 | | |

Note:

kW = Kilowatt

MLD = Millions of Liters Per Day

MMbtu = One million British Thermal Units (BTU)

Mbps = Megabytes Per Second