



APPLICATION FOR SPECIAL EAST COAST ECONOMIC REGION ("ECER") INCENTIVES TOURISM 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

2. Proposed Projects in ECER

(a) Hotel and/or Resort project

(b) Tourism project

(c) Hallmark events

(d) Others (please specify)

3. For item 2 (a), the type of tourism project

(a) Coastal Town

(b) Cross boarder Tourism

(c) Urban and Heritage Tourism

(d) Island Tourism

Please complete the relevant Sections marked (√)

Sections to complete	Hotel Project	Tourism project	Hallmark Events
Section A: Company Profile	√	√	√
Section B: Project Details	√	√	√
Section C: Project Cost & Financing	√	√	Not applicable
Section D: Manpower	√	√	Not applicable
Section E: Employment by Income	√	√	Not applicable
Section F: Date of Commencement of Construction/ Business	√	√	Not applicable
Section G: Source of Technical Know-How	√	√	Not applicable
Section H: Estimated Labour Cost & Earnings	√	√	Not applicable
Section I: Details of Expatriate Posts	If applicable	If applicable	Not applicable
Section J: Stamp Duty	If applicable	If applicable	Not applicable
Section K: Declaration	√	√	√
Appendix for additional information	If applicable	If applicable	If applicable

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/ Group Annual Report (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. (a) Name and location of hotel/tourism project

Type of project (Hotel/Tourism/Intergrated)	Name of project	Location

(b) Date of registration by the Ministry of Tourism Malaysia : _____
(Please attach a copy of the Certificate of Registration)

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

Date	Incentive	Activity

5. 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

6. 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*

** (1) *Other companies in which the applicant company or any shareholder of the applicant company has equity participation (at least 20%)*

(2) *Definition of related companies in accordance to the Promotion of Investments Act, 1986*

Section B: Project Details

I. Hotel project

1. Name of hotel _____

2. Hotel standard _____ star

3. Type of project Existing/New (please indicate)

4.

Type of rooms		Number of rooms		Daily rates (RM)	
Existing	New	Existing	New	Existing	New

5. Indicate facilities to be provided such as recreational facilities, restaurants, swimming pools & etc. for this project

II. Tourism project

1. Main features of the project

2.

Type of facilities	Charges (RM)

3. Details of recreational facilities and exhibits and other fixed-assets.

Item	Unit	Country of origin	Cost (RM)

III. Hallmark event

1. Name of event: _____
2. Provide details of the event's programs: _____
(if available, submit a copy of the program's brochure/flyer)
3. Location of event : _____
4. Date and duration of event : _____
5. Support from government ministries / agencies / department: _____
(Please submit a copy of support letter, if the event supported by them)
6. Cost of event (RM)
 - (a) Structure : _____ (Including installation)
 - (b) Equipment : _____ (Including installation)
 - (c) Operational : _____
 - (d) Advertisements : _____
 - (e) Others : _____ (Please provide details)
 - TOTAL** : _____
7. Financing (RM)
 - (a) Sponsorship : _____
 - (b) Grants from the Government : _____ (if any)
 - (c) Loans : _____ (if any)
 - (d) Others : _____ (Please provide details)
 - TOTAL** : _____
8. Expected income from the event: RM _____
9. Benefit of the event to the local economy of ECER:
 - (a) Total number of visitors:
 - (i) Locals : _____
 - (ii) Foreigners : _____
 - (b) Total number of participants:
 - (i) Locals : _____
 - (ii) Foreigners : _____
 - (c) Employment during the duration of event (both full and part-time): _____

(d) Details of suppliers

Name of Company/Individual	Type of Services Supplied	Value

(e) Others (Please specify)

10. Details of the Sponsor of the Hallmark Event

(If there is more than one sponsor, please provide the details of other sponsors on a separate sheet of paper)

- (a) Name of Company / Individuals : _____
- (b) Registration Address : _____
- (c) Contact Person : _____
- (d) Designation : _____
- (e) Telephone : _____
- (f) Fax No : _____
- (g) E-mail : _____
- (h) Website : _____

(no. i-12 applicable only for private companies / individual with business income)

- (i) Date of Incorporation : _____
- (j) Company Registration Number : _____
- (k) Income Tax Reference : _____
- (l) Income Tax Branch Office : _____
- (m) Total value of Sponsorship
 - (i) In Kind : RM _____ (estimated cost)

Details of the items:

Type of items	Estimated Value

- (ii) Cash : RM _____

(Please provide receipt from the organizer)

Section C: Project Cost & Financing

(C-I) PROJECT COST								
I. Hotel Project								
(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) Hotel building & other built-up facilities <i>(specify built-up area in m2)</i>	(m2)	(RM)	(m2)	(RM)	(m2)	(RM)	(m2)	(RM)
(c) Furniture and furnishing								
(d) Others								
<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) Hotel building & other built-up facilities <i>(specify built-up area in m2)</i>	(m2)	(RM)
(c) Furniture & furnishing		
(d) Others		
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

II. Tourism Project								
(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) Land cleaning and development	(m2)	(RM)	(m2)	(RM)	(m2)	(RM)	(m2)	(RM)
(c) Landscaping								
(d) Construction of roads and other infrastructure facilities								
(e) Buildings (excluding building for guest accommodation)								
(f) Recreational facilities and exhibits								
(g) Other assets								
<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) Buildings (excluding building for guest accommodation)	(m2)	(RM)
(c) Recreational facilities and exhibits		
(d) Other assets		
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>						

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

(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						Total
	Malaysian			Foreign national			
	Degree	Diploma/ Certificate	Others	Degree	Diploma/ Certificate	Others	
1. Managerial staff							
(a) Company Directors							
(b) Production and Operation Department Managers							
(c) Specialized Department Manager							
(d) General Manager							
2. Technical and supervisory staff							
(a) Mechanical Engineer							
(b) Electrical Engineer							
(c) Accountants and Auditors							
(d) Human Resource Personnel							
(e) Technician							
3. Sales, clerical and other workers							
(a) Secretaries and Keyboard Operating Clerk							
(b) Administration Clerk							
(c) Accounting and Finance Clerks							
(d) Material-recording Clerk							
4. Services workers							
(a) Cashiers and Tellers							
(b) Client Information Clerk							
(c) Housekeeping and Catering Services Workers							
(d) Protective Service and Related Workers							
(e) Domestic and Related Helpers, Cleaners and Launderers							
(f) Messengers, Porters, Attendants and Related Workers							
5. General workers*							
Total							

Note

* General workers are those involved as landscape, park and garden maintenance workers

** 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. Managerial staff								
2. Technical & supervisory staff								
3. Sales, clerical & other workers								
4. Services workers								
5. General workers								
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.				

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

Are you interested to participate in ECER's Talent Enhancement Programme?

Yes / No

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

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

Section F: Date Of Commencement of Construction/ Business

1. Date of commencement of construction : _____
2. Date of commencement of business : _____

Section G: Sources Of Technical Know-How

1. Source of Management Services:

Name and address of supplier	Years and type of experience	Name and location of projects managed previously

2. Source of other 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)

3. Entrepreneurial opportunities: (kindly tick on the table below)

No.	Type of entrepreneurial	(✓)
1	F&B	
2	Housekeeping	
3	Security	
4	Logistic rental	
5	Local culture	
6	Tour Guide	
7	Forex / Money changers	
8	Event Management	
9	Wellness Spa	
10	Florist	
11	Convenience and Merchandise store	
12	Sports and outdoor activities	
13	Insurance companies	
14	Business Services Agency (Company Secretary)	
15	M&E Consultants	
16	Legal, Tax, Accounting & Audit firm	

No.	Type of entrepreneurial	(✓)
17	Vehicle servicing and maintenance	
18	Gardening and landscaping	
19	IT services	
20	EIA Consultants	
21	Interior design consultation	
22	Raw Material (Food) supplier	
23	Hospitality College/ Training centre for Manpower	
24	Transportation, i.e. car, bus, boat, etc	
25	Sports equipment	
26	IT Equipment	
27	Hotels furniture	
28	Office equipment	
29	Lighting and electrical equipment	
30	Materials on Batik, Professional dancer and etc	
31	Construction equipment	

Section H: Estimated Labour Cost And Earnings

(H-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*

(H-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)					
% foreign tourist earnings/revenue (applicable for tourism)					
(b) Estimated Net Income After Tax (RM)					
- Held in Malaysia as reserves (%)					
- Remitted out of Malaysia (%)					
- Reinvested in Malaysia (%)					

Section I: Details Of Expatriate Post(s)

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

(I-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)

(I-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 J: 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 K: 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