

CHECKLIST FOR PROCESSING SMECORP SKILLS PROGRAMME

a. SMEs (Sole Proprietorship)/Practitioners

No	Documents	Action	(✓)
1	Lampiran 2 (Revised 1/2012);	Ticked, Signed & Stamped	<input type="checkbox"/>
2	Seminar Registration Form;	Completed & Signed	<input type="checkbox"/>
3	Local Municipal Licence <i>or</i> Practising Certificate <i>or</i> Billboard Licence;	CTC with current date	<input type="checkbox"/>
4	Registration of Business (ROB) or Form 5 (for Member Firm);	CTC with current date	<input type="checkbox"/>
5	Certificate of Registration of Firm;	CTC with current date	<input type="checkbox"/>
6	Latest EPF Statement (NOT Borang A); <i>(participant name MUST be in except for sole-proprietor)</i>	CTC with current date	<input type="checkbox"/>
7	Latest Bank Statement;	CTC with current date	<input type="checkbox"/>
8	Letter Confirming Business Legal Premise.	CTC with current date	<input type="checkbox"/>

b. Company (Sdn Bhd)

No	Documents	Action	(✓)
1	1.1. Lampiran 2 (Revised 1/2012) <i>or</i> 1.2. Lampiran 2 (Revised 1/2012) - for large company	Ticked, Signed & Stamped	<input type="checkbox"/>
2	Seminar Registration Form;	Completed & Signed	<input type="checkbox"/>
3	Local Municipal Licence <i>or</i> Practising Certificate / Registrar of Company (ROC) <i>or</i> Billboard Licence;	CTC with current date	<input type="checkbox"/>
4	Form 9, 24 & 49;	CTC with current date	<input type="checkbox"/>
5	Latest Audited Financial Statements;	CTC with current date	<input type="checkbox"/>
6	Latest EPF Statement (NOT Borang A). <i>(participant name MUST be in)</i>	CTC with current date	<input type="checkbox"/>