

## REGISTRATION OF CIVIL WORK CONTRACTOR

### General Guidelines for submission through BLESS

- Application through BLESS is only for NEW Applications. Renewals and amendments to the current licence are currently not available.
- The applicant is required to attach the necessary documents as listed below in the specific guidelines and is to be submitted together with the completed application form for submissions through the BLESS system.
- The applicant can upload into the BLESS system all necessary supporting documents in Word, Excel and PowerPoint format using the upload facility provided in the BLESS system.
- The applicant can scan original documents and these scanned images can be uploaded into the system in jpeg format or other relevant formats.
- In the event that the applicant is unable to upload certain documents (drawings), please submit manually to the relevant processing centres. For manual submissions, the applicant must quote the BLESS submission number on each and every document.
- If any fees are required by the agency, the applicant may utilise the E-Payment function in BLESS provided the said agency has activated this function. If any payment is to be made, a payment request from the agency shall be prompted to the applicant. Alternatively, the agency can request that payment be made manually.
- All information from Suruhanjaya Syarikat Malaysia (SSM) related to the company is made available in BLESS, thus the applicant is no longer required to furnish this information and documents.

PRIVATE LIMITED/LIMITED COMPANY

## A. DOCUMENT TO BE INCLUDED FOR REGISTRATION APPLICATION

1. A copy of Form 9 Certificate of Incorporation and 'Memorandum And Articles of Association'.
2. A copy of Form 13, 'Certificate Of Incorporation On Changes Of Name Of Company' if there are changes in company's name.
3. A copy of latest Form 'Annual Return of a Company Having a Share Capital' WHICH HAS BEEN VERIFIED BY SURUHANJAYA SYARIKAT MALAYSIA (SSM) ON EVERY PAGE\*. A copy of Form 24, 'Return of Allotment of Shares' WHICH HAS BEEN VERIFIED BY SSM ON EVERY PAGE\* should be enclosed if there is any additional share after latest 'Annual Return' date.

Companies established less than 2 years are exempted from submitting their Annual Return but should submit Form 24, 'Return Of Allotment Of Shares' WHICH HAS BEEN VERIFIED BY SSM ON EVERY PAGE\* for all the additional series of shares since establishment of company until the current date.

OR

ORIGINAL copy of computer print-out company details issued by SSM office.

4. If company's share is held by other companies either direct or indirectly, please enclose the latest 'Annual Return' form for the companies that are VERIFIED BY SSM ON EVERY PAGE\* / Original copy of computer print-out company details issued by SSM office.
5. A copy of share transfer form (Form 32A) stamped by Stamp Office, if any transfer of share takes place after the 'Annual Return' date and verified by Company's Secretary.
6. Latest Form 49, 'Return Giving Particular In Registration Of Directors, Managers And Secretaries And Changes Of Particulars' VERIFIED BY SSM ON EVERY PAGE\*.
7. A copy of identity card for board of directors, shareholders, cheque signatory, technical officers and company's management members.
8. A copy of Birth Certificate or Surat Akaun Mahkamah Anak Negeri (for Sabah and Sarawak) that is verified\*\* for board of directors, shareholders, technical officers and all company's management members.
9. A copy of latest EPF contribution statement (Form A) together with EPF contribution payment receipt that is verified\*\*.
10. A copy of latest salary vouchers for the company's staff aged above 55 years old.

11. A copy of Certificates / Degree / Diploma or approval letter owned by management staffs, professional and company's technical that is verified\*\*.

AND / OR

A copy of registration admission letter with Board of Engineers Malaysia owned by company's technical staff that is verified\*\*.

#### B. ADDITIONAL DOCUMENT FOR ELECTRICAL REGISTRATION APPLICATION

1. A copy of Registration Admission as Electrical Contractor (Form Q) from Energy Commission (EC) that is still effective and verified\*\* for head / sub-head VII / 1, 2, 5, and 6 application.
2. A copy of Wireman / Chargeman Certificate that is verified\*\*.
3. A copy of Competent Person Registration with Energy Commission (Form ST[KE]1 or Form ST[KE]2A) that is approved and still effective if company has registered as electric contractor with EC. Please make sure all document copies are verified\*\*.
4. A copy of Admission Letter according to Statutory Admission Act 1960 made by company's Wireman / Chargeman if the company does not register with EC. Oath Admission must be made in front of Oath Commissioner whereby in the content, Wireman / Chargeman made a confession that they work full time with the company applying for the registration and does not engaged with other companies.
5. A copy of 'Certificate of Registration as an Electrical Installation Contractor' issued by Chief Electrical Inspector that is still valid and verified\*\*. This copy must be provided for Application of Electric Contractor from Sarawak that applies sub-head 1, 2, 5 and 6.

#### Note:

\* PLEASE MAKE SURE ALL DOCUMENT COPIES CONTAIN SURUHANJAYA SYARIKAT MALAYSIA (SSM) OFFICIAL STAMP AND SIGNATURE.

\*\* PLEASE MAKE SURE ALL DOCUMENT COPIES CONTAIN THE OFFICIAL STAMP AND SIGNATURE OF THE ENDORSER IS EITHER A GOVERNMENT OFFICER GROUP A (MANAGEMENT AND PROFESSIONAL) OR HEADMAN.

SUPPORTING DOCUMENTS SUCH AS APPENDIX 'A4' SHOULD BE ENCLOSED ALONG WITH APPLICATION FOR NEW REGISTRATION OF CIVIL CLASS A AND B.

FOR CERTAIN SUB HEAD APPLICATIONS, ADDITIONAL DOCUMENTS AS IN APPENDIX A8 SHOULD BE ENCLOSED.

APPLICATIONS WITH INCOMPLETE INFORMATION OR DOCUMENTS WILL BE REJECTED.

COOPERATIVECOMPANY

A. DOCUMENT TO BE PROVIDED FOR REGISTRATION APPLICATION

1. Latest list of members name / cooperative share holders stating name and respective amount of shares as well as total shares of entire members verified by the Chairman of Cooperative.
2. A copy of the latest Annual Account Statement report and verified by the Chairman of Cooperative.
3. A copy of cooperative establishment documents.
4. A copy of identity card for board of directors, cheque signatory, technical officer and cooperative management members.
5. A copy of Birth Certificate or Surat Akuan Mahkamah Anak Negeri (for Sabah and Sarawak) that is verified\* for Board of Directors, technical officer and cooperative management members.
6. A copy of latest EPF contribution statement (Form A) together with scanned copy of EPF contribution payment receipt that is verified\*.
7. A copy of latest payment voucher for company's staffs' age more than 55 years old.
8. A copy of Degree / Diploma certificates or approval letter owned by management staffs, professional and company's technical that is verified\*.

AND / OR

A copy of registration admission letter with Board of Engineers Malaysia owned by company's technical members that is verified\*. (For Class B, A and Class I).

B. ADDITIONAL DOCUMENT FOR ELECTRICAL REGISTRATION APPLICATION

1. A copy of Registration Admission as Electrical Contractor (Form Q) from Energy Commission (EC) that is still effective and verified\*\* for head / sub-head VII / 1, 2, 5, and 6 application.
2. A copy of verified\* Wireman / Chargeman Certificate.
3. A copy of Competent Person Registration with Department Of Electricity And Gas Malaysia (Form ST[KE]1 or Form ST[KE]2A) that is approved and is still effective if company has

registered as electric contractor with EC. Please make sure all document copies are verified\*.

4. A copy of Admission Letter according to Statutory Admission Act 1960 made by company's Wireman / Chargeman if the company does not register with EC. Oath Admission must be made in front of Oath Commissioner whereby in the content, Wireman / Chargeman made a confession that they work full time with the company applying for the registration and does not engaged with other companies.
5. A copy of 'Certificate of Registration as an Electrical Installation Contractor' issued by Chief Electrical Inspector that is still valid and verified\*\*. This copy must be provided for Application of Electric Contractor from Sarawak that applies sub-head 1, 2, 5 and 6.

Note:

- \* PLEASE MAKE SURE ALL DOCUMENT COPIES ARE SIGNED AND STAMPED BY THE VERIFYING OFFICER WHO IS EITHER A GOVERNMENT OFFICER GROUP A (MANAGEMENT AND PROFESSIONAL) OR HEADMAN.

SUPPORTING DOCUMENTS SUCH AS IN APPENDIX 'A4' SHOULD BE ENCLOSED FOR APPLICATION FOR NEW REGISTRATIONS OF CIVIL CLASS A AND B AND APPLICATION FOR NEW REGISTRATIONS OF ELECTRIC CLASS I, II AND III.

FOR CERTAIN SUB HEAD APPLICATIONS, ADDITIONAL DOCUMENTS AS IN APPENDIX A8 SHOULD BE ENCLOSED.

APPLICATIONS WITH INCOMPLETE INFORMATION OR DOCUMENTS WILL BE REJECTED.

A. SUPPORTING / ADDITIONAL DOCUMENT NEEDED TO PROCESS:

- i. APPLICATION OF NEW CIVIL REGISTRATION CLASS A AND B.
- ii. APPLICATION OF NEW ELECTRICAL REGISTRATION CLASS I, II AND III.

1. Projects in which companies that apply for registration is the Main Contractor.

- a) A copy of Letter of Acceptance from Project Owner / Government Agency / Consultant appointed by project owner and verified\*.
- b) A copy of Certificate Of Practical Completion from Government Agency or Consultant that is appointed and verified\*.
- c) A copy of Consultant appointment letter from project owner.

2. Projects in which companies that apply for registration is the Sub Contractor to the Main Contractor.

- a) A copy of Letter of Acceptance from Project Owner / Government Agency / Consultant appointed by project owner to Main Contractor and verified\*.
- b) A copy of Certificate Of Practical Completion from Government Agency or Consultant that is appointed and verified\*.
- c) A copy of Consultant appointment letter from project owner.
- d) A copy of the Sub Contract Agreement between the Main Contractor and the company that applies for registration that has been stamped and verified\* in the period while the project is being implemented.

3. Copies of confirmation letters regarding construction materials credit facilities from supplier.

4. Copies of confirmation letters regarding financial facility obtained from the Bank or Financial Institution.

5. Copies of equipments / plants purchasal receipts and Vehicle Registration Card owned by company (motorcycle and car is not taken into account).

OR

Copies of confirmation letters regarding plant / equipments / vehicle facilities tenancy (if there is no equipment acquisition).

Note:

- \* PLEASE MAKE SURE ALL DOCUMENT COPIES ARE SIGNED AND STAMPED BY THE VERIFYING OFFICER WHO IS EITHER A GOVERNMENT OFFICER GROUP A (MANAGEMENT AND PROFESSIONAL) OR HEADMAN.

WORK RECORDS THAT WILL BE CONSIDERED ARE PROJECTS THAT ARE 100% COMPLETE FOR A PERIOD OF 5 YEARS PRIOR TO APPLICATION SUBMISSION.

FOR CERTAIN SUB HEAD APPLICATIONS, ADDITIONAL DOCUMENT AS IN APPENDIX A8 SHOULD BE ENCLOSED.

APPLICATIONS WITH INCOMPLETE INFORMATION OR DOCUMENTS WILL BE REJECTED.



A. DOCUMENT TO BE SUBMITTED DURING APPLICATION IN UPGRADING PUBLIC AND ELECTRIC CLASS.

1. Projects whereby the applicant company is in the capacity as Main Contractor.
  - a) A copy of Letter of Acceptance from Project Owner / Government Agency / Consultant appointed by project owner and verified\*.
  - b) A copy of Certificate of Practical Completion from Government Agency or Consultant that is appointed and verified\*.
  - c) A copy of Letter of Appointment as Consultant from project owner.
2. Projects whereby the company that applies for registration is the Sub Contractor to the Main Contractor.
  - a) A copy of Letter of Acceptance from Project Owner / Government Agency / Consultant appointed by project owner to Main Contractor and verified\*.
  - b) A copy of Certificate of Practical Completion from government agency or Consultant that is appointed and verified\*.
  - c) A copy of Letter of Appointment as Consultant from project owner.
  - d) A copy of Sub Contract Agreement between Main Contractor with company that applies for registration that is stamped in the period of the project being implemented and verified\*.
3. Copies of confirmation letters regarding credit facilities from vendors for construction materials
4. Copies of confirmation letters regarding financial facilities obtained from the Bank or Financial Institution.
5. Copies of receipts for equipment / plant purchases and Vehicle Registration Card of company owned vehicles. (Motorcycles and cars are not taken into account).

OR

Copies of confirmation letters regarding rental of plant / equipment / vehicle (if no own equipment).

Note:

- \* PLEASE MAKE SURE ALL DOCUMENT COPIES ARE SIGNED AND STAMPED BY THE VERIFYING OFFICER WHO IS EITHER A GOVERNMENT OFFICER GROUP A (MANAGEMENT AND PROFESSIONAL) OR HEADMAN.

WORK RECORDS THAT WILL BE CONSIDERED ARE PROJECTS THAT ARE 100% COMPLETE FOR A PERIOD OF 5 YEARS PRIOR TO APPLICATION SUBMISSION. .

DOCUMENTS IN APPENDIX A1 OR A2 OR A3 NEED TO BE INCLUDED TOGETHER WITH THE ABOVE DOCUMENTS WHICHEVER APPLIES.

APPLICATIONS WITH INCOMPLETE INFORMATION OR DOCUMENTS WILL BE REJECTED.

A. REQUIRED DOCUMENTATION FOR CLASS UPGRADE APPLICATION

1. Identity Card copies of the technical officer, cheque signatory and company's management team if there are changes.
2. A copy of latest EPF contribution statement (Form A) together with the copy of EPF contribution payment receipt that is verified\*.
3. A copy of latest payment voucher for company staff over the age of 55.
4. Copies of Certificates / Degrees / Diplomas or approval letter of all Management, Technical, Professional staff that has been certified, if there are any changes or additional to the technical team.

AND / OR

A copy of Acknowledgement Letter from the Malaysian Engineers Board of the Company's Technical staff's registration with the Board that has been verified\*.

B. ADDITIONAL DOCUMENT FOR APPLICATION OF ELECTRIC CLASS UPGRADING

1. A copy of Confirmation of Registration as Electrical Contractor (Form Q) from Energy Commission (EC) that is still valid and verified\* for head / sub-head VII / 1, 2, 5, and 6 application.
2. A copy of Wireman / Chargeman Certificate that is verified\*.
3. A copy of Competency Registration with Department Of Electricity And Gas Malaysia (Form ST[KE]1 or Form ST[KE]2A) that is approved and is still in effective if company has registered as electrical contractor with EC. Please make sure all document copies are verified\*.
4. A copy of Statutory Declaration according to Statutory Declaration Act 1960 made by company's Wireman / Chargeman if the company has not registered with EC. Declaration on Oath must be made in front of a Commissioner of Oaths where the Wireman / Chargeman declares that they are full time employees with the company that is applying and not under the employment of other companies.
5. A copy of Certificate of Registration as an Electrical Installation Contractor issued by Chief Electrical Inspector that is still valid and verified\*. This copy must be submitted for Application of Electric Contractor from Sarawak that applies sub-head 1, 2, 5 and 6.

Note:

- \* PLEASE MAKE SURE ALL DOCUMENT COPIES ARE SIGNED AND STAMPED BY THE VERIFYING OFFICER WHO IS EITHER A GOVERNMENT OFFICER GROUP A (MANAGEMENT AND PROFESSIONAL) OR HEADMAN.

APPLICATIONS WITH INCOMPLETE INFORMATION OR DOCUMENTS WILL BE REJECTED.

DOCUMENT TO BE INCLUDED FOR BUMIPUTERA STATUS RECOGNITION APPLICATION

1. Company's latest organizational chart and tasks list together with responsibilities for key personnel (state briefly only).
2. Copies of the last 3 months EPF contribution statement (Form A) together with a copy of EPF contribution payment receipt that is verified\*.
3. Copies of the last 3 months payment voucher for company staff over the age of 55.
4. Copies of the last 3 months SOCSO contribution statement (Form 8A) together with a copy of payment receipt that is verified\*.
5. A copy of Birth Certificate or Surat Akuan Mahkamah Anak Negeri (for Sabah and Sarawak) that is verified\* for:
  - a) Board of Directors, Shareholders, Management Team and Company Employees for Private Limited and Limited company.
  - b) Proprietors / partners, management team and company staff for Sole Proprietorship / Partnership Company.
  - c) Board of Directors, Management team and staff for Cooperatives / Organisations.
6. A copy of Director's Resolution for cheque signatory for company accounts including joint venture projects with other companies. For Sole Proprietorship / Partnership Companies, please provide endorsement from the Bank concerned.
7. Copies of confirmation letters pertaining to financial facilities obtained from Banks or Financial Institutions.
8. Office location plan.
9. A copy of company's premise or office space ownership / tenancy document that is verified\*.

Note:

- \* PLEASE MAKE SURE ALL DOCUMENT COPIES ARE SIGNED AND STAMPED BY THE VERIFYING OFFICER WHO IS EITHER A GOVERNMENT OFFICER GROUP A (MANAGEMENT AND PROFESSIONAL) OR HEADMAN.

THESE DOCUMENTS ARE ONLY FOR TEMPORARY RECOGNITION (SHORT TERM) ONLY. PERMANENT RECOGNITION IS DEPENDENT ON THE PREMISE / SITE

INVESTIGATION RESULTS THAT WILL BE MADE FROM TIME TO TIME AND IS SUBJECT TO THE COMPANY FULFILLING THE BUMIPUTERA STATUS RECOGNITION TERMS ACCORDING TO THE TREASURY CIRCULAR BIL. 4 / 95.

APPLICATIONS WITH INCOMPLETE INFORMATION OR DOCUMENTS WILL BE REJECTED.

## OTHER SUPPORTING DOCUMENT THAT CAN HELP REGISTRATION APPLICATION

1. Form 11, 'Notice of Resolution'.
2. Copies of confirmation letters pertaining to financial facilities obtained from Banks or Financial Institutions.
3. Copies of the company's latest Financial Statement (Balance Sheet and Profit and Loss Account) verified by accredited Auditor.
4. Copies of payment receipts of electrical testing equipment owned by the company.
5. Copies of equipments / plants payment receipts and copies of the Vehicle Registration Card of vehicles owned by company and are verified\*.
6. A copy of equipment ownership document regarding application for Head I / 4 and 6b, IV / 2(c), 7(a), 7(b), 7(c), 9, 10(a), 10(b), 10(c) and 10(d) and verified\*.
7. Copies of confirmation letters regarding facilities to rent plants / equipments / vehicle.
8. Copies of confirmation letters regarding credit facilities of structure materials.
9. A copy of 'Dredge Master' licence from Department of Occupational Safety and Health, Ministry of Human Resource and Dredger equipment ownership document for Head I / 4 application and verified\*.
10. A copy of Agency Right Letter from Manufacturer / Producer for Head II / 3 and 4 application and verified\*.
11. Include details such as address, width and further information regarding furniture garage owned by company for Head II / 7(c) and 7(d) application and include ownership document that is verified\*.
12. A copy of Sanitary Plumbing Licence from National Sewerage Department, Ministry Of Housing and Local Government for application of Head II /8(a) and Plumbing Licence from Department of Water Supply for application of Head III / 3 and verified\*.
13. A copy of Patent Right document for Head II / 6 and IV / 2(f) application and verified\*.
14. A copy of confirmation letter from Department of Occupational Safety and Health, Ministry of Human Resources for Head III / 2, 7, 8, 9, 12(a), 12(b), 12(c), 17(c), 17(d), 17(f) and IV / 6(b) application and verified\*.
15. A copy of confirmation letter from Fire Services Department for Head III / 10 application and verified\*.

16. A copy of 'Agency Right' and 'Agency Agreement' letter from equipment supplier for Head III / 2, 12(a), 17(e), 17(g) and 17(l) application and verified\*.
17. A copy of Degree / Diploma in Electronic Engineering that is verified\* for Head III / 17(g) application.
18. A copy of supporting letter from supplier of mechanical tools for Head III / 7, 8, 9, 10, 12(b), 12(c), 13(a), 13(b), 14, 17(c), 17(d), 17(f) application and verified\*.
19. A copy of ownership proof of iron workshop for Head IV / 4(b) application and verified\*.
20. A copy of registration letter of vehicle type i.e. lorry / truck / tipper for Head V / 3, 4 and VI / 4 applications and verified\*.
21. A copy of Quarrying Licence from Mineral Department for Head V / 1 application and verified\*.
22. A copy of Rock Blasting Licence from Royal Malaysian Police Force for Head V / 2 application and verified\*.
23. A copy of Degree / Diploma in Electronic Engineering / Telecommunication that is verified\* for Head VIII / 1 and 2 application.
24. A copy of confirmation letter from "Certifying Agency" Telekom Malaysia College for Head VIII / 1 and 2 application that is verified\*.
25. A copy of admission letter from Keretapi Tanah Melayu Berhad (KTM) for Head VIII / 3(a), 3(b) and 3(c) application and verified\*.
26. For various sub-head applications namely Head II / 9 and VI / 9, the field of work must be stated specifically in Application Form at Matter 7 (Class, Head and Sub-head applied details).

Note:

- \* PLEASE MAKE SURE ALL DOCUMENT COPIES ARE SIGNED AND STAMPED BY THE VERIFYING OFFICER WHO IS EITHER A GOVERNMENT OFFICER GROUP A (MANAGEMENT AND PROFESSIONAL) OR HEADMAN.



## Guidelines

### 1. APPLICATION METHODS

Applicants must fill in the APPLICATION FOR CIVIL WORKS AND ELECTRIC FORM (PKK NO: 001/05) or REGISTRATION RENEWAL OF CIVIL WORKS AND ELECTRIC CONTRACTOR FORM (PKK NO: 002/05) whichever relevant, completely.

Completed forms must be submitted to the Centre with the processing fee (for new registrations only), as applicable to class applied as follows:

FEE ACT 1951 FEE ORDER  
(CONTRACTOR REGISTRATION) 1984

CLASS	PROCESSING FEE (RM)	CLASS	PROCESSING FEE (RM)
A	100.00	D	50.00
B	100.00	E	50.00
C	100.00	F	50.00

Payment fee should be made through Bank Draft, Cashier's Order, Postal Order or Postal Money, or crossed Postal Money, on the name of PENGARAH PUSAT KHIDMAT KONTRAKTOR. Cash Payment or other methods will not be accepted.

Application forms that are not submitted with the processing fee will not be registered and will be returned.

## 2. APPLICATION LOCATION

Applications with processing fee must be submitted to this Centre at the following address:

- (i) For Class A, B dan C registrations.

Pengarah,  
Pusat Khidmat Kontraktor,  
Aras 5, Blok Menara,  
No. 18, Persiaran Perdana,  
Presint 2,  
62652 PUTRAJAYA.  
No. Tel : 03-8880 5000  
No. Fax : 03-8880 5412  
Email : [pkk@mecd.gov.my](mailto:pkk@mecd.gov.my)

- (ii) For Class D, E dan F registrations.

Pengarah,  
Pusat Khidmat Kontraktor,  
Cawangan Negeri,  
place of applicant's business operations  
(Please refer to Appendix A for full address of Pusat Khidmat Kontraktor State Branch)

## 3. CLASS REGISTRATION

Applicant must state the registration class that is applied.

Contractor is allowed to register in one class only.

Class F Registration is specifically for Bumiputera Sole Proprietors and 100% Bumiputera companies from the point of shareholders, Board of Directors, Management and Staff.

Registered contractors are only allowed to participate in the invited tender for the in the class they are registered for.

Financial limitation (i.e. working cost) for each registration class is as follows:

SURAT PEKELILING PERBENDAHARAAN BIL. 14 TAHUN 2002

CLASS	PROJECT VALUE (RM)			
A	in excess of 10,000,000			
B	5,000,001	Up to	10,000,000	
C	2,000,001	Up to	5,000,000	
D	500,001	Up to	2,000,000	
E	200,001	Up to	500,000	
F	not exceeding 200,000			

4. OPERATIONAL AREA

4.1. Work Tender

4.1.1 Nationwide

Companies that are registered in these classes may operate nationwide:

- i) Class A, B and C.
- ii) Class D and E Bumiputera status.
- iii) Class F.

4.1.2 In Registered State Only

Companies that are registered in the following classes are allowed to only operate in the state which they are registered:

- i) Class D and E.

4.2 Work Voting, Quotations and Requisition

Class F contractors are allowed to participate in Voting, Quotations and Requisitions and restricted to only the District or Federal Territory where they are registered by PKK.

## 5. HEAD AND SUB-HEAD (FIELD OF WORK)

Applicant must state the Head and Sub-Head that is applied:

Head and Sub-Head that exist in registration of electric work contractor for this Centre are:

- Head I - Civil Engineering Works.
- Head II - Building Works.
- Head III - Mechanical, Sanitary and Water Engineering Works.
- Head IV - Other Specialist Civil Engineering Works.
- Head V - Quarrying Metal and Earth Supply, Cartage and Transport.
- Head VI - Forest and Land Development.
- Head VIII - Telecommunication Works.

Head fraction (title) and Sub-head (sub title) works of civil work contractor is as per Appendix B.

## 6. REGISTRATION CONDITIONS

### 6.1 Company or Business Incorporation (Registration)

Any company, business or cooperative that applies to register with this Centre must first be incorporated in this country, namely registered with Suruhanjaya Syarikat Malaysia (SSM) or Ministry of Entrepreneur and Co-operative Development (MeCD), whichever is relevant.

### 6.2 Company's Financial Position

Applicant must state paid-up capital / company accumulated capital. Paid-up capital and accumulated capital definition is found in Appendix C.

The minimum required capital is as follows for eligibility of a company to be considered for the applied;

CLASS	MINIMUM PAID-UP CAPITAL / ACCUMULATED CAPITAL (RM)
A	600,001
B	400,001
C	100,001
D	35,001
E	17,501
F	10,000

### 6.3 Individual's Qualification and Experience In The Company

#### 6.3.1 Individual's Qualification

Applying company must have at least one person with technical qualification in the company either as a Board of Directors, Shareholder or employee that has a paid salary and paid contributions with Employees Provident Fund (EPF).

Technical approval that is required is as follows:

- i) Class A and B.  
Degree or Advanced Degree from institutions of higher learning accredited by Government in the field that is related to the field of work applied.
- ii) Class C.  
Diploma from institutions of higher learning accredited by government in the field that is related to the field of work applied.
- iii) Class D, E and F.  
Wholesaler Certification (as per Appendix D) and / or work experience in the field of work applied.
- iv) Additional Qualification.
  - (a) For Telecommunication (Head VIII) field of work, applying company must have management team or employees who possess the Approval Certificate / Telekom College Malaysia Competency Declaration as "Certifying Agency".

- (b) For certain work as listed in Appendix E, applying company must have management team or employees who possess the working licence from relevant Department or Government Agency.

#### 6.3.2 Individual Experience

Companies whose Board of Directors or Management team who have working experience in the field applied for must submit proof of experience.

#### 6.4 Company Work Record

Companies that have carried our work successfully over a period of 5 years prior to submitting their Registration Application must also submit proof of works as follows:-

- (i) Job offer letter / Work indent.
- (ii) Certification / Declaration of Completed Works or payment voucher of works quotation, votes or requisition.
- (iii) Stamped agreement with main Contractor during project implementation together with tender offer acceptance letter and completed work certificate issued by owner to the main contractor, for works that are carried out as sub-contract.

#### 6.5 Plant and Equipment

- (i) Companies that own plants or equipment must submit equipment purchase receipts, vehicle registration cards or other documents which prove the plant and equipment ownership. Please refer to para 4 Appendix F.
- (ii) Companies which have obtained rental facility or plant and equipment lease must submit rental confirmation letter or lease agreement from company that has rented / leased the plant or equipment.
- (iii) "Agency Right" letter or equipment supplier supporting letter must be included for mechanical field of work (Head III). Please refer Appendix F.

## 6.6 Foreign Equity

Companies that have Foreign Equity (owned by foreign citizenship holders) can register with this Centre, subjected to the following terms:-

- (i) For Bumiputera and Foreign Partnership Companies, foreign equity in company cannot exceed 49% of company paid-up capital / accumulated capital and the majority of the Board of Directors, Management and Employees are Malaysian.
- (ii) For Bumiputera, Non Bumiputera and Foreign Partnership Companies, Bumiputera equity must not be less than 30% of company paid-up capital / accumulated capital and foreign equity not exceeding 30% from company paid-up capital / accumulated capital.
- (iii) Company Management team comprises of foreign nationals must have a valid Work Permit from the Human Resources Department or Immigration Department.
- (iv) Participation in tender is subjected to Surat Pekeliling Perbendaharaan Bil. 2 Tahun 1995 and other orders issued from time to time.

## 6.7 Involvement In Other Companies That Have Registered With PKK

- (i) **Equity**  
Application will not considered if any of the Shareholders shares exceed 5% or RM50,000 (whichever is lesser ) of the applicant company is found to hold the same or more either in share value or percentage in companies already registered with PKK as Electrical Works Contrator in the same Head category.
- (ii) **Board of Directors**  
Application will not considered if any of the Board of Directors are found to hold Executive / Management posts in companies already registered with PKK as Electrical Works Contrator in the same Head category.
- (iii) **Management Team and Staff**  
Application will not be considered if any of the Management team or Staff are found to hold posts in other previously PKK registered companies as Electrical Works Contrator in the same Head category.

## 6.8 Equity Changes

Any equity changes as per para 6.8.1 and 6.8.2, company's registration with PKK will be void automatically. The company must submit new registration application if still keen to be registered with PKK.

6.8.1 Changes in equity occurs (either from own transfer or additional shares) whereby shares owned by new shareholder exceeds 49% from company paid-up capital / accumulated capital OR

6.8.2 New shareholder (either individual or company) has become the individual biggest shareholder in the company overcome the previous major shareholder that was valid at the time company registration was approved by PKK.

## 7. REGISTRATION FEES

Company whose application is approved will be notified via Registration Offer Letter. This letter will state the Registration Class, Head and Sub-head which has been approved. This letter also advices the corresponding fee for the approved class that is to be settled but the company.

### FEE ACT 1951 FEE ORDER (PENDAFTARAN KONTRAKTOR) 1984

CLASS	REGISTRATION FEE (RM)	CLASS	REGISTRATION FEE (RM)
A	5,000	D	250
B	3,000	E	150
C	500	F	75

This fee should be settled within 30 days from date of the offer letter made either by Bank Draft, Cashier's Order, Crossed Postal Money Order in the name of PENGARAH, PUSAT KHIDMAT KONTRAKTOR. Cash and any other form of payment will not be accepted.

Failure to settle the fee within the stipulated time frame will automatically invalidate the given approval.



## 8. REGISTRATION VALIDITY PERIOD

Registration validity period is for two (2) years only except class F (3) year. Renewal applications must be made at least three (3) months prior to the expiry of registration.

Application for registration renewals received after registration expiry date will not be entertained and if the company still keen to register with this Centre then it must submit a new registration application.

## 9. BUMIPUTERA STATUS

Company that apply for Bumiputera Status must fulfil the conditions stated in Surat Pekeliling Perbendaharaan Bil. 4 Tahun 1995 which are:

- (i) majority or at minimum 51% company shareholders are held by Bumiputera whereby Bumiputera individual share ownership should exceed non Bumiputera individual shares;
- (ii) Majority or at minimum 51% of the Board Of Directors are Bumiputera;
- (iii) Post of Executive Chief, Managing Director or General Manager and other key posts (key post) are held by Bumiputera;
- (iv) Majority or at minimum 51% of employees are Bumiputera;
- (v) Financial operations must be managed by Bumiputera; and
- (vi) Company organization chart and management function must show full dominance by Bumiputera.

Granting Bumiputera status to eligible companies is at the discretion of Pusat Khidmat Kontraktor (PKK).

## 10. DOCUMENT TO BE SUBMITTED TOGETHER WITH THE APPLICATION

### 10.1 All Applicants

- (a) A copy of Identity Card (or Passport for Foreign Nationals) and date of birth of all Board of Directors, Shareholders, Management team, Executives and Staff.
- (b) Latest EPF Contribution Statement copy (Form A) with a copy of payment receipt.

- (c) Copies of qualifications and certifications of the Board of Directors, Shareholders, Management team, Executives and Staff that has been affirmed by the Commissioner of Oaths, A Grade Government Officer or Headman.
- (d) Copies of Work Permit from the Human Resources Department or Immigration Department (that has been verified) for company Management team who are foreign nationals.
- (e) Board of Directors, Shareholders, Management team, Officers and Company Employee experience certification.
- (f) Bank or financial institutions confirmation letter on finance facilities achieved.
- (g) Copies of Current Account bank statement for the last 3 months.
- (h) Verified copy of tool purchase receipt / plant and vehicle registration letter belonging to company.
- (i) Confirmation letter for tool / plant / vehicle rental.
- (j) Confirmation letter of credit facilities for Materials
- (k) Verified copy of Letter of Acceptance, Works Order etc as well as copies of Completed Work Certificate OR Last Payment Voucher for completed works.
- (l) A copy of Sub-contract Agreement between Main Contractor that is stamped and verified for works undertaken by the sub-contractor, together with the Main Contractor's verified Tender Acceptance Letter and Certificate of Completion of Work.

## 10.2 Other DOCUMENT

- (a) Supporting letters from manufacturer / supplier in a form of 'Agency Agreement' or 'Agency Right' for Head III applied as per Para (1) and (2) Appendix F.
- (b) Address, floor space and company ownership details:
  - Furniture Workshop - if applying Head II, Sub - head 7c, 7d.
  - Steel Workshop - if applying Head IV, Sub - head 4b.
  - Quarry - if applying Head V, Sub - head 1.
  - Nursery - if applying Head VI, Sub - head 1.
- (c) Related confirmation letter or licence from Government Department regarding Head and Sub Head applied as per in Appendix E.

## 11. GUIDELINES AND CONDITIONS FOR ELECTRIC CONTRACTOR SPECIAL PERMISSION APPLICATION

### 11.1 Type of Special Permission Allowed

- (i) Upgrading to one class higher
- (ii) Increase head / sub head in registrated Class;

### 11.2 Criteria for Special Permission

#### 11.2.1 Upgrade To One Class Higher

- (i) Has completed at least one project in the present class or;
- (ii) Has capital that is suitable for the class applied;
- (iii) Has all Heads / Sub-Heads required as per in the offer;
- (iv) Have Class 'C' and above technical staffs and who contribute to EPF.

#### 11.2.2 Increase Head / Sub-Head

- (i) Owns original Head / Sub-Head related to Head / Sub-Head applied for;
- (ii) Company / Member of Board of Directors / Management is experienced in the related field;
- (iii) Present equipment supplier confirmation letter / licence / agency right / supporting letter for the related Head / Sub-Head.

### 11.3 Required Documents

- (i) Special Permission Application letter;
- (ii) Advertisement Offer clipping;
- (iii) A copy of Registration Certificate that is still valid;
- (iv) A copy of Bumiputera Status Certificate;
- (v) A copy of EPF Form A together with the payment receipt; and
- (vi) List of works that have been and currently carried out including copies of Letter of Acceptance or Completion of Works Certificate (for Special Permission Class Upgrade Application).

#### 11.4 General Conditions

- (i) Recently registered companies without working experience do not qualify to apply. Companies registered NOT less than 6months may be considered;
- (ii) Companies that actively participate in tenders;
- (iii) Companies with good work record and with no record of complaints or disciplinary action taken against the company;
- (iv) Special Permission is given only once until tender decision is made by the Tender Board;
- (v) Companies must announce tender results / position when participating under Special Permission (to submit confirmation letter from the related Agency);
- (vi) Should the company had succeeded in the tender which uses Special Permission, further application is rejected until the project is completed and company is required to apply Upgrade Class or Increase Sub-Head regularly for Class or Sub-Head that is successful; and
- (vii) All applications need to be sent early and not later than 2 days prior to the closing date to buy document or tender closing date.

PKK ADDRESS AND TELEPHONE NUMBER  
STATESBRANCHES

HEADOFFICE

Pusat Khidmat Kontraktor,  
Aras 5, Blok Menara,  
No. 18, Persiaran Perdana,  
Presint 2,  
62652 PUTRAJAYA

Tel : 03 – 8880 5000  
Fax : 03 – 8880 5412

MELAKA

Pusat Khidmat Kontraktor Negeri Melaka,  
Tingkat 3,  
Bangunan UMNO,  
Jalan Hang Tuah,  
75300 MELAKA

Tel : 06 – 284 8244  
Fax : 06 – 282 3075

WILAYAHPERSEKUTUAN

Pusat Khidmat Kontraktor,  
Cawangan Wilayah Persekutuan,  
Aras 5, Blok Podium, No. 18,  
Persiaran Perdana, Presint 2,  
62652 PUTRAJAYA

Tel : 03 – 8880 5340  
Fax : 03 – 8880 5339

PERAK

Pusat Khidmat Kontraktor Negeri Perak,  
Tingkat 3, Blok A,  
Bangunan Persekutuan Ipoh,  
Jalan Dato' Seri Ahmad Said,  
30450 IPOH, PERAK

Tel : 05 – 253 9529  
Fax : 05 – 254 0367

SELANGOR

Pusat Khidmat Kontraktor,  
Cawangan Selangor,  
Tingkat 3, Fasa 3,  
Kompleks PKNS,  
40693 SHAH ALAM, SELANGOR

Tel : 03 – 5512 0130  
Fax : 03 – 5519 0097

PERLIS

Pusat Khidmat Kontraktor Negeri Perlis,  
Tingkat 9,  
Bangunan Persekutuan,  
Persiaran Jubli Emas,  
01000 KANGAR, PERLIS

Tel : 04 – 976 9029  
Fax : 04 – 976 8790

### NEGERISEMBILAN

Pusat Khidmat Kontraktor Negeri Sembilan,  
Tingkat 3,  
Wisma Persekutuan,  
Jalan Dato Abdul Kadir  
70000 SEREMBAN, NEGERI SEMBILAN

Tel : 06 – 765 1616  
Fax : 06 – 765 1618

### KEDAH

Pusat Khidmat Kontraktor Negeri Kedah,  
Aras G, Zon C,  
Wisma Persekutuan,  
Pusat Pentadbiran Kerajaan Persekutuan  
06550 BANDAR MUADZAM SHAH, KEDAH

Tel : 04 – 731 8995  
Fax : 04 – 730 6861

### PULAUPINANG

Pusat Khidmat Kontraktor Negeri Pulau Pinang,  
Tingkat 8, Bangunan Gunasama Persekutuan,  
Jalan Anson,  
10400 GEORGETOWN, PULAU PINANG

Tel : 04 – 226 4600  
Fax : 04 – 227 2500

### PAHANG

Pusat Khidmat Kontraktor Negeri Pahang,  
Tingkat 2,  
Plaza Jalan Gambut,  
25000 KUANTAN, PAHANG

Tel : 09 – 513 2207  
Fax : 09 – 513 1614

### KELANTAN

Pusat Khidmat Kontraktor Negeri Kelantan,  
Tingkat Mezzanine,  
Bangunan Sutera Inn,  
Jalan Dusun Muda, Off Jalan Bayam,  
15200 KOTA BHARU, KELANTAN

Tel : 09 – 744 9223  
Fax : 09 – 748 7353

### JOHOR

Pusat Khidmat Kontraktor Negeri Johor,  
Tingkat 5, Blok B,  
Wisma Persekutuan,  
Jalan Air Molek,  
80000 JOHOR BAHRU, JOHOR

Tel : 07 – 223 8012  
Fax : 07 – 223 3839

## TERENGGANU

Pusat Khidmat Kontraktor Negeri Terengganu,  
Tingkat 3, Wisma Majlis Agama Islam,  
Jalan Banggol,  
20100 KUALA TERENGGANU, TERENGGANU

Tel : 09 – 623 2911

Fax : 09 – 622 5651

## SABAH

Pusat Khidmat Kontraktor Negeri Sabah,  
Suite 5-04, Tingkat 5, Menara MAA,  
Peti Surat 41,  
88000 KOTA KINABALU, SABAH

Tel : 088 – 267 791

Fax : 088 – 267 792

## SARAWAK

Pusat Khidmat Kontraktor Negeri Sarawak,  
Tingkat 9, Bangunan Sultan Iskandar,  
Jalan Simpang Tiga,  
93592 KUCHING, SARAWAK

Tel : 082 – 424 850

Fax : 082 – 421 080

HEAD AND SUB-HEAD REGISTRATION WITH PKK FOR  
CONTRACTOR FOR GENERAL WORKS

HEAD I

CIVIL ENGINEERING WORKS

Sub-Head 1

General Civil Engineering Works.

Sub-Head 2

Bridges, Jetties & Marine Structures.

Sub-Head 3

(a) Water Retaining Structures.

(b) Dams.

Sub-Head 4

Dredging.

Sub-Head 5

Sewerage Systems.

Sub-Head 6

(a) Tunneling.

(b) Diaphragm Wall & Ground Anchors.

Sub-Head 7

Irrigation, drainage and Flood Control Works.

(a) Hydraulic Structures.

(b) Earthworks.

(c) Power Conduits.

(d) Power Houses.

Sub-Head 8

Railway Track Works.



Sub-Head 9

Laying Duct and Construction of Joint Boxes and / or Manholes For Telephone Cable Network.

## HEAD II

### BUILDING WORKS

Sub-Head 1

Building Works Excluding Reinforced Concrete Frame Structures.

Sub-Head 2

- (a) Reinforced Concrete Framed Building Not Exceeding Four Storeys In Heights.
- (b) Reinforced Concrete Framed Buildings Exceeding Four Storeys In Height.

Sub-Head 3

Prefabricated Timber Buildings.

Sub-Head 4

Prefabricated Concrete Buildings.

Sub-Head 5

Steel Framed Building.

Sub-Head 6

Patent Roofing.

Sub-Head 7

- (a) Parquet and Wood Block Flooring.
- (b) Other Floor and Wall Finishing.
- (c) Built-In-Furniture.
- (d) Joinery Fittings.

Sub-Head 8

Maintenance Works.

- (a) Sanitary System Maintenance
- (b) Repainting and General Repairs of Buildings.

Sub-Head 9

Miscellaneous (State).

### HEAD III

#### MECHANICAL SANITARY AND WATER ENGINEERING WORKS (ALL SUB-HEAD INCLUDING THE SUPPLY OF EQUIPMENT)

##### Sub-Head 1

- (a) Air Conditioning and Ventilation Systems.
- (b) Cold Room.

##### Sub-Head 2

Lifts and Escalators.

##### Sub-Head 3

Plumbing and Sanitary Installations.

##### Sub-Head 4

Pump Installations.

##### Sub-Head 5

Sewage Treatment Plant Installations.

##### Sub-Head 6

Water Treatment Plant Installations.

##### Sub-Head 7

Cooking and Kitchen Equipment Installation.

##### Sub-Head 8

Laundry Equipment Installation.

##### Sub-Head 9

Boiler Plant and Unfired Pressure Vessels Installation.

##### Sub-Head 10

Fire Protection Systems Installation.

##### Sub-Head 11

Conveyor Systems.

#### Sub-Head 12

- (a) Quay Cranes.
- (b) Workshop Cranes.
- (c) Hoist Units.

#### Sub-Head 13

- (a) Crushing and Screening Plants Installations.
- (b) Asphalt Mixing Plants Installations.

#### Sub-Head 14

Pollution Control Systems Installations.

#### Sub-Head 15

Oil / Rubber Mill Mechanical Equipment Installations.

#### Sub-Head 16

- (a) Repairs and Rehabilitation of Railway Coaches and Wagons.
- (b) Welding of Rails.

#### Sub-Head 17

Miscellaneous.

- (a) Air Compression Systems.
- (b) Water Heater Installations.
- (c) LPG Installations.
- (d) Sterilizer and Autoclave Installations.
- (e) Medical Gas Installations.
- (f) Incinerators Installations.
- (g) Building Automation Systems Installations.
- (h) Mobile Shelves Installations.
- (i) Laboratory Equipment Installations.
- (j) Swimming Pool Installations.
- (k) Hydraulic Gate Lifting Installations.
- (l) Installations and Repairs of Mechanical Plants Equipment.

## HEADIV

### OTHER SPECIALIST CIVIL ENGINEERING WORKS

#### Sub-Head 1

Earthworks.

#### Sub-Head 2

Piling Works.

- (a) In Situ Concrete
- (b) Precast, Reinforced Concrete.
- (c) Prestressed or Post-Tensioned Concrete.
- (d) Steel.
- (e) Timber.
- (f) Patented Systems.

#### Sub-Head 3

- (a) Asphaltic Coatings.
- (b) Bituminous Road Surfacing.
- (c) Road Signs and Roads Paintings.
- (d) Guard Rails Barriers, Milestones, etc. for Roads.

#### Sub-Head 4

- (a) Steelwork.
- (b) Steel Work patented and Prefabricated.

#### Sub-Head 5

Subsoil Drainage.

#### Sub-Head 6

- (a) Water Mains.
- (b) Oil and Gas Mains.

#### Sub-Head 7

- (a) Drilling For Underground Water.
- (b) Soil Investigations.
- (c) Geophysical Survey.

#### Sub-Head 8

Precast Reinforced or non-reinforced Concrete Beams, Kerbs, Culverts and Drains.

Sub-Head 9

Prestressed or Post-Tensioned Concrete Construction.

Sub-Head 10

Miscellaneous.

- (a) Pressure Grouting.
- (b) Guniting.
- (c) Non-Destructive test of concrete Members.
- (d) Underpinning.
- (e) Power Station Chimney.

HEADV

QUARRYING METAL AND EARTH SUPPLY, CARTAGE AND TRANSPORT

Sub-Head 1

Quarrying and Metal Supply.

Sub-Head 2

Quarry Drilling and Blasting.

Sub-Head 3

Earth Supply.

Sub-Head 4

Haulage and Transportation.

HEADVI

FOREST AND LAND DEVELOPMENT

Sub-Head 1

Establishment and Maintenance of Nursery Works.

Sub-Head 2

Forest Clearing and Land Preparations.

Sub-Head 3

- (a) Planting and Maintenance.
- (b) Replanting and Maintenance.

Sub-Head 4

Harvesting and Transport.

Sub-Head 5

Forest Regeneration Works.

Sub-Head 6

- (a) Landscaping.
- (b) Hydro Seeding.

Sub-Head 7

Forest Roads.

Sub-Head 8

General Agricultural Works.

Sub-Head 9

Miscellaneous (State).

**HEADVIII**

**TELECOMMUNICATION WORKS**

Sub-Head 1

- (a) Laying, Jointing and Testing of Distribution Cable Network.
- (b) Laying, Jointing and Testing of Mains Cable Network.
- (c) Laying, Jointing and Testing of Junction Cable Network.

Sub-Head 2

- (a) Installation of main Distribution Frame Cable Risers under floor Duct distribution Boxes and Telephone cable in the buildings.
- (b) Installations of one pair Telephone Cable within Subscribers Premises.

Sub-Head 3

Railway Signaling and Communication Systems.

- (a) Installations of Signalling Systems Consisting of Relay Interlocking and Relay Automatic Blocks.
- (b) Installation of Communication Systems for Central Control and Wayside Stations.
- (c) Installation of Electrical Barriers Complete with Highway / Rail Signals and Alarm.

DEFINITION OF CAPITAL FOR REGISTRATION AS WORK CONTRACTOR WITH PUSAT  
KHIDMAT KONTRAKTOR

1. For companies registered with Registrar Of Companies such as Private Limited Company or Limited Company the capital considered is the company's paid up capital.
2. For businesses registered with Business Registrar whether Individual (Sole Proprietor) or Partnership business then the capital that is considered is business accumulated capital namely either or following total elements:-
  - 2.1 Applicant's current account average balance for the last 3 including partnership's account (identifying respective individual partner share allocation) if applicant is a business partnership. For Sole Proprietor the applicant's saving account statement.
  - 2.2 Applicant's fixed deposit (including partnerships's fixed deposit) such as BSN, Tabung Haji and other Finance Institutions licenced by Government. Mortgaged fixed deposits will not be considered.
  - 2.3 Applicant shares (including partnership's shares) in ASN, ASB, Cooperative and Company shares listed on the KLSE. All these shares should be free of encumbrance. Mortgaged shares will not be considered.
  - 2.4 The Applicant's Mortgage Overdraft facilities (including partnership's overdraft facilities). In this circumstance only overdraft balances which have not been utilised in the overdraft account's average 3 month balance will be considered. Overdraft facilities that have not been mortgaged will not be considered.
  - 2.5 Fixed assets owned by applicant (including partner's fixed asset), that is encumbrance free. This property may consist of house, land, equipment or plant. This property must be assessed by accredited assessor. Forced Sale Value is the value taken into consideration.



## RECOGNISE COURSES

1. Organised by Ministry of Education.  
Polytechnic courses that are related with the field of work applied.
2. Organised by Ministry of Works.
  - (a) Bumiputera Building Wholesaler Foundation Course and / or
  - (b) Bumiputera Building Wholesaler Advanced Course.
3. Organised by Ministry of Defence
  - (a) Bumiputera Building Wholesaler Foundation Course and / or
  - (b) Bumiputera Building Wholesaler Advanced Course.
4. Organised by Ministry of Youth and Sports that is related with the field of work applied.
5. Organised by Ministry of Human Resources.  
Courses by the Industrial Training Board and National Craftsmanship Certification.
6. Organised by National Fund Production Centre (Pusat Dana Pengeluaran Negara).
  - (a) Training Program, Supervision and Building Management Course, or
  - (b)
    - (i) Program, Supervision and Building Management Course or
    - (ii) Understanding Plan and Budgetting Course as well as one of the course as follows:-
      - (1) Construction Financial Management Course.
      - (2) Site Management Course.
      - (3) Building Material Management Course.
      - (4) Construction Revolving Capital Management Course.
7. Organised by Ministry of Entrepreneurial Development and Cooperative.
  - (a) Courses organised by Pusat Khidmat Kontraktor.
  - (b) MARA Skills Institution Course that is related with the field of work applied.
  - (c) Bumiputera Building Wholesaler Foundation Course (MARA).
8. Other courses recognised by PKK from time to time.

Note : Attendance Certificate is not recognised as Approval Certificate.

DECLARATION LETTER OR RELATED LICENCE FROM GOVERNMENT DEPARTMENT  
REGARDING WITH THE FOLLOWING HEAD AND SUBHEAD

- |                 |   |  |
|-----------------|---|--|
| I/4             | - | ‘Dredge Master’ licence from Department of Occupational Safety and Health (for ‘bucket type’ dredges). For ‘suction’ type ‘Dredge Master’ is not needed. |
| II/8(a)         | - | ‘Sanitary Plumbing’ licence from Department of Sewerage Housing Ministry and Local Government.   |
| III/2           | - | Declaration letter from Department of Occupational Safety and Health (DOSHS).  |
| III/3           | - | Plumbing and sanitary licence from respective Department of Municipal Water Supply.  |
| III/7           | - | Declaration letter from Department of Occupational Safety and Health.  |
| III/8           | - | Declaration letter from Department of Occupational Safety and Health.  |
| III/9           | - | Declaration letter from Department of Occupational Safety and Health.  |
| III/10          | - | Declaration letter from Fire Brigade Service Department.   |
| III/12(a)(b)(c) | - | Declaration letter from Department of Occupational Safety and Health.  |
| III/17(c)       | - | Declaration letter from Department of Occupational Safety and Health.  |
| III/17(d)       | - | Declaration letter from Department of Occupational Safety and Health.  |
| III/17(f)       | - | Declaration letter from Department of Occupational Safety and Health.  |
| IV/6(b)         | - | Declaration letter from Department of Electric and Gas Supply.   |
| V/1             | - | Quarrying Licence from Department of Mineral.  |
| V/2             | - | Rock Blasting Licence from Royal Malaysian Police Force.   |
| VIII/1          | - | Declaration letter from Malaysian Communications and Multimedia Commission.  |
| VIII/2          | - | Declaration letter from Malaysian Communications and Multimedia Commission.  |

REQUIRING 'AGENCY RIGHT' LETTER OR  
SUPPORTING LETTER FROM EQUIPMENT SUPPLIER

1. Sub Head that requires 'agency right' letter for equipment:  
III/2, 12 (a), 17(e), 17(g), 17(1), II/3, 4
2. Sub Head that requires supporting letter from mechanical equipments supplier:  
III, 1(a), 1(b), 4, 5, 6, 7, 8, 9, 10, 12(b), 12(c),  
13(a), 13(b), 14, 15, 17(a), 17(b), 17(c), 17(d), 17(f), 17(g), 17(k)
3. 'Patent Right' for sub-head II/6 and IV/2(f).
4. Ownership of related equipment or vehicle for the following sub-head:-  
1/4, 1/6(b)  
IV/2 (c)  
IV/7(a), 7(b), 7(c)  
IV/9  
IV/10(a), 10(b), 10(c), 10(d)  
V/3, 4  
VI/4