



PORT KLANG FREE ZONE SDN BHD (708970-U)

P.O. Box 261, Jalan Pelabuhan, 42009 Port Klang, Selangor D.E., Malaysia
Jalan FZ 2-P5, Port Klang Free Zone / KS 12, 42920 Pulau Indah, Selangor Darul Ehsan
Tel : +603 3101 5568 Fax : +603 3101 4489 E-mail : info@pkfz.com Website :
www.pkfz.com

Types of Licenses

1. Manufacturing License

The Industrial Coordination Act (ICA) 1975 requires person(s) engaging in any manufacturing activity to obtain a license from the Licensing Office* in respect of such manufacturing activity. The objective of the Act is to ensure orderly development and growth in the manufacturing sector. Only manufacturing companies with shareholders' funds of RM2.5 million and above or engaging 75 or more full time employees need to apply for a licence under the ICA. In this context, "manufacturing activity" is defined as the making, altering, blending, ornamenting, finishing or otherwise treating or adapting any article or substance with a view to its use, sale, transport, delivery or disposal and includes the assembly of parts and ship repairing but shall not include any activity normally associated with retail or wholesale trade.

Application for a Manufacturing License should be made by sending in three (3) copies to:

Director General
Malaysia Industrial Development Authority (MIDA)
Plaza Sentral, Jalan Stesen Sentral 5
50470 Kuala Lumpur
Tel: +603-2267 3633
Fax: +603-2274 7970
Website: www.mida.gov.my
E-mail: secretariat@mida.gov.my

** The Licensing Office is the Secretary-General of the Ministry of International Trade and Industry as gazetted under Gazette Notification P.U. (B) 31/78.*

2. No-Objection Letter For The Location Of Projects

All manufacturing projects (except expansion projects at the same location) need to obtain approval from the State Government for the location of a project. Approval in the form of a No-Objection Letter from the State Government to verify the location of a project in the designated zone can be obtained by applying to the respective State. The No-Objection Letter needs to be subsequently submitted to MIDA for the issuance of the manufacturing licence.

Applications for No-Objection Letter for investment in Port Klang Free Zone should be addressed to Selangor State Investment Centre.

SSIC Berhad
24th Floor, Wisma MBSA
Persiaran Perbandaran
40000 Shah Alam
Selangor.

Tel: +603-5510 2005/6
Fax: +603-5519 6403/5511 2008

3. Planning Permission

Under the Town and Country Planning Act 1976 (Act 172), an application for planning permission in respect of development and use of all land and buildings should be made to the local planning authority. In this regard, apply to the Municipal Council of Klang.

Majlis Perbandaran Klang
Bangunan Sultan Alam Shah,
Jalan Perbandaran,
41675 Klang Bandar Diraja,
Selangor, MALAYSIA
Tel: +603-3371 6044
Fax: +603-3372 0344

4. Building Planning Approval

Under the Street, Drainage and Building Act 1974 (Act 133), construction of buildings including factories can only be undertaken with the written approval of the local authority. Manufacturers who wish to construct any building need to submit the required plans to the local authority as required by Act 133 and the Uniform Building By-laws 1984.

Every plan, drawing or calculation in respect of the building must be submitted by a 'qualified person' defined as architect, registered building draughtsman or engineer. Applications for approval of building plan should be made to the One-Stop-Centre (OSC) established at the Municipal Council of Klang office.

5. Certificate Of Fitness For Occupation

Under the Uniform Building By-laws 1984, all completed buildings need to be certified as being fit for occupation by the local authority. Applications for approval of a Certificate of Fitness for Occupation should be made to the One Stop Centre (OSC) established at the Municipal Council of Klang office.

6. Business-Related Licenses

Investors are required to apply to the Municipal Council of Klang office for four main licenses, namely for factory premises, advertising signage, storage and canteen.

7. Approval From The Department Of Environment

Under the Environmental Quality Act 1974 industrial activities are required to obtain the following approvals from the Department of Environment:

- Environmental Impact Assessment reports (for prescribed activities);
- Site suitability evaluation (for non-prescribed activities);
- Written permission to construct any building or carry out any work that may result in a new source of effluent or discharge;
- Written approval for installation of incinerator, fuel burning equipment and chimney; and
- Licence to use and occupy prescribed premises.

A handbook on 'Environmental Requirements: A Guide for Investors' can be obtained from the Department of Environment. Enquires and applications should be made to:

Department of Environmental Selangor
Tingkat 12-14, Wisma SunwayMas,
Jalan Tengku Ampuan Zabedah C9/C,
Seksyen 9, 40100 Shah Alam,
Selangor Darul Ehsan.

Tel: +603-5519 4787
Fax: +603-5519 4788

8. Approval From The Department Of Occupational Safety & Health

Under the Factories and Machinery Act 1967, manufacturers are required to:

- I. Obtain design approval of "certified machinery", i.e steam boilers, unfired pressure vessels and hoisting machines such as cranes and lifts
- II. Obtain a "Certificate of Fitness" prescribed for "certified machinery"
- III. Serve written notice to the nearest Inspector of Factories and Machineries of the intention to take occupancy of the factory and operate the machines.

Approval should be made to:

Jabatan Keselamatan dan Kesihatan Negeri Selangor(JKKP)
Tingkat 7, Wisma Consplant 2,
Jalan SS 16/1,
47500 Subang Jaya,
Selangor Darul Ehsan.

Tel: +603-5638 0340
Fax: +603-5638 9159

9. Factory Vehicle License

Company wishing to operate their own vehicles for transportation of their own workers and goods are required to apply for a license. Application should be made to the nearest regional office of the CVLB.

Enquires and applications can be made to:

Secretary
Commercial Vehicle Licencing Board (CVLB)
Ministry of Entrepreneur and Cooperative Development
4th Floor, Podium Block
Block 2G6, Precinct 2
62100 Putra Jaya
Tel: +603-8880 5000
Fax: +603-8880 5621

10. Other Approvals

Manufacturers of certain types of products are required to obtain specific licenses from the relevant government department/agency. These include pharmaceutical and food products and the use of nuclear energy electrical appliances.

For more details on approvals and licensing for specific industries, manufacturers are requested to communicate with the relevant Industry Division of MIDA.