

# HILLS & CHERYL

Corporate Advisory Sdn. Bhd.

ACCOUNTS. ADVISORY. CoSec. GST. TAX  
"The next BIG decision."

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## RE: CHECKLIST FOR ESD (Directors' Visa) & DP 10 (Professional Worker)

Company: Roc No.:  
Qty Apply: HR PIC/ Contact:

BIL.	ITEM	DONE	REMARKS
1.	Director's passport (Printed in Colour).	<input type="checkbox"/>	
2.	Director's name Card (H/P & Email).	<input type="checkbox"/>	
3.	Company profile, catalogue & premise's photo.	<input type="checkbox"/>	
4.	Latest Company's phone bill (only bill in the name/ phone number/ company address of company or one of the director).	<input type="checkbox"/>	
5.	Premise tenancy agreement in 2016 (Must have stamp Duty or S&P/ Title of Deed).	<input type="checkbox"/>	
6.	E-info SSM print out & receipt (within half year).	<input type="checkbox"/>	
7.	Form 9 (Companies Act 1965) or Section 17 (Companies Act 2016).	<input type="checkbox"/>	
8.	Form 24 (latest) with paid- up capital of minimum <b><u>RM 500,000.00</u></b> with CTC from SSM.	<input type="checkbox"/>	
9.	Form 49 (CTC from SSM) or Section 14 (CA 2016).	<input type="checkbox"/>	
10.	Latest Financial Report in 2015/ 2016 with Oaths.	<input type="checkbox"/>	
11.	Business license (CIDB G5, G6, G7/ MITI/ SECURITY/ Wholesale/ Retail & Trading & ETC.)	<input type="checkbox"/>	
12.	Letter of Award (for construction).	<input type="checkbox"/>	

**RE: CHECKLIST FOR ESD (Directors' Visa) & DP 10 (Professional Worker) con't.**

BIL.	ITEM	DONE	REMARKS
13.	Latest 3 months Bank Statements.	<input type="checkbox"/>	
14.	Latest 3 months EPF Statements.	<input type="checkbox"/>	
15.	LHDN register number (Form C) with supporting document.	<input type="checkbox"/>	
16.	Company letter head (Original).	<input type="checkbox"/>	
17.	Authorization letter (Director's sign & Chop).	<input type="checkbox"/>	
18.	Demand Letter from Employer.	<input type="checkbox"/>	
19.	Local council license (Majlis Bandaraya/ Dewan Bandaraya) which tally with tenancy agreement.	<input type="checkbox"/>	
20.	Others supporting documents if any.	<input type="checkbox"/>	

**IMPORTANT NOTES:**

- i. All documents stated must be in clear photocopy.
- ii. For Directors' IC or passport as show at SSM E-Info need to be photocopy at both side in 1 page.
- iii. Latest financial report must have Statutory Declaration/ Certify (Commissioner of Oaths.).
- iv. For construction sector only, CIDB Grade G5 and above is only allowed to apply.
- v. Shortage one of the above documents will cause delays in application.
- vi. Foreign director's payslip is advisable to attach as supporting document.

vii. Any further questions are welcome by whatapps to 018- 66 33308.

