

**GARIS PANDUAN PERMOHONAN
PEJABAT PERWAKILAN BAGI SEKTOR PELANCONGAN DI MALAYSIA**

- 1) Pejabat Perwakilan merujuk kepada **syarikat** atau **perbadanan asing** yang pejabat induknya di luar Negara.
- 2) **Syarat-syarat Permohonan** :
 - i. Hanya dibenarkan menjalankan **aktiviti promosi dan kajian** melibatkan pelancongan sahaja.
 - ii. **Tiada** melibatkan aktiviti transaksi atau urusan jual/beli.
 - iii. Dibiayai **sepenuhnya** oleh pejabat induk.
 - iv. Tidak perlu berdaftar atau diperbadankan di bawah Akta Syarikat 1965. Hanya perlu mendapat kelulusan dari Kementerian Pelancongan Malaysia.
 - v. Aktiviti-aktiviti pejabat perwakilan yang **dibenarkan** adalah seperti berikut :-
 - a) Merancang dan menyelaras aktiviti-aktiviti perniagaan;
 - b) Mengumpul dan menganalisa maklumat iaitu menjalankan kajian yang berkaitan dengan pelaburan dan peluang-peluang perniagaan pelancongan di Malaysia;
 - c) Menjalankan penyelidikan dan pembangunan produk; dan
 - d) Menjalankan aktiviti penyelarasan "the corporation's affiliates, subsidiaries agents" di rantau ini dan lain-lain aktiviti yang tidak melibatkan transaksi kewangan secara langsung.
 - vi. Aktiviti-aktiviti pejabat perwakilan yang **tidak dibenarkan** adalah seperti berikut :-
 - a) Menandatangani kontrak perniagaan bagi pihak syarikat atau perbadanan asing iaitu memberikan perkhidmatan untuk mendapatkan fee;
 - b) Mengambil bahagian di dalam pengurusan harian semua subsidiari, atau cawangannya di Malaysia (jika ada); dan
 - c) Menjalankan apa-apa aktiviti yang melibatkan transaksi kewangan secara langsung.
 - vii. Syarat-syarat lain rujuk "**Lampiran A**".
- 3) **Dokumen Yang Diperlukan** :
 - i. **Borang** seperti di "**Lampiran B**"
 - ii. Profil Syarikat/ Pejabat Perwakilan
 - iii. Latarbelakang aktiviti syarikat
- 4) Kemukakan ke Bahagian Pelesenan, Kementerian Pelancongan Malaysia.
- 5) **Piagam Pelanggan** : **7 hari berkerja** dari tarikh permohonan lengkap diterima.

**GUIDELINES AND CONDITION FOR THE REGISTRATION
A REPRESENTATIVE OFFICE**

1. The Representative Office is only established to **gather** important **information** on tourism investment opportunities in Malaysia as required by the head office. The Representative Office **should not participate in activities which fall under the ambit of the Companies Act, 1965; and the Tourism Industry Act 1992.**
2. The Representative Office should **display a sign board** in front of its office indicating that, it is **only a representative office;**
3. The Representative Office should operate from its own premises and have its own facilities and should **notify** the Ministry of Tourism Malaysia its address within **14 days of establishing its offices;**
4. Expatriates working in the Representative Office should get the approval from the relevant authorities before commencing operations;
5. Local supporting staff should reflect at all levels the multiracial composition of the country.
6. All its operational cost should be financed entirely by its Head Office.
7. The Representative Office is allowed to operate for two (2) years from the date of its registration and application for extension should be made two (2) months before the expired date; and
8. Notwithstanding the above, Ministry of Tourism Malaysia reserves the right to withdraw the approval if the office is found to be in breach of the conditions imposed on the Representative Office.

LICENSING DIVISION,
MINISTRY OF TOURISM MALAYSIA,
35th. FLOOR, MENARA DATO' ONN,
PUTRA WORLD TRADE CENTRE (PWTC),
45, JALAN TUN ISMAIL,
50694 KUALA LUMPUR

**APPLICATION FORM FOR
ESTABLISHING REPRESENTATIVE OFFICE OF
FOREIGN CORPORATION FOR THE TOURISM SECTOR**

Tick () where applicable

1. Type of office to be established:

- (a) Regional Office
- (b) Representative Office
- (c) Branch Office

2. Enclose a copy of each of the following documents:

- a) Latest Annual Report of Company
- b) Certified certificate of incorporation of company and change of name of company if any
- c) Other information which may support the application (example: The company's pamphlet, brochure etc)
- d) Approval from other Ministry/Department/Agency (where necessary)

3. Particulars of the agent of the application (if application is made through local agent/management firm)

- a) Name of agent/firm:
- b) Name of contact person:
- c) Address:.....
.....
- d) Telephone: Fax:..... Telex:

4. Particulars of the applicant

a) Name of company: _____

b) Address: _____

c) Date and Place of Incorporation : _____

d) Nature of activities : _____

5. Particulars of the Proposal Office

a) Reasons for establishment

b) Activities of proposed office/branch

(explain the nature of goods/service offered, research to be done or project to be implemented):

c) Source funds to finance activities of proposed office/branch:

i) from operation in Malaysia

ii) from operation in South Asia and Pacific

iii) from parent company

d) Will the proposed office/branch have its own office premise:

i) Yes ii) No

If **"No"** : Please furnish the following

i) Name and address of company which the proposed office/branch will share the office premise:

ii) Its business activities:

iii) Percentage of applicant's ownership in the company:

e) Estimated annual income and expenditure of the proposed office/branch

Income : RM_____

Expenditure : RM_____

(please give details in separate sheet)

f) Will the proposed office/branch exercise any control or participate in the administration of its affiliates/subsidiaries in or to be established in Malaysia:

i) Yes ii) No

g) Employment structure:

Workers Category	Malaysian				Foreign	
	Malays	Chinese	Indian	Others	No. of Employers	Period of Stay Required
Management Executive						
Technical						
Supervisor						
Clerical						
Skilled Worker						
Unskilled Worker						
General						
Total						

h) Particulars of Expatriate

i) Name : _____

ii) Date of Birth : _____

iii) Citizenship : _____

iv) Designation : _____

v) Qualification and Experience : _____

i) Duties: _____

6. Does the company have any office affiliates/subsidiaries/branches in Southeast Asia and Asia Pacific region?

i) Yes ii) No

If "Yes" : please furnish the following

i) Name and address of company which the proposed office/branch will share the office premise:

ii) Its business activities:

iii) Percentage of applicant's ownership in the company:

7. Does the company currently conduct any business in Malaysia?

i) Yes ii) No

If "Yes" : What is the nature of business conducted in Malaysia :

if through agent

Name and address of agent : _____

Agents ownership : _____

Agents business activities : _____

If business is currently conducted through agent, give reasons why current agent is unable to undertake the activities proposed :

If the company does not have any local agent in Malaysia, state reasons why unable to appoint suitable agents :

8. Benefits to Malaysia arising from the establishment of office/branch:

9. Turnover of parent company for the past 2 years

	20.....	20.....
Sales Turnover		
Net Profit		
Authorised Capital		
Paid Up Capital As		
Date Of Application		

DECLARATION

I/we hereby confirm that all the above information given is true and accurate. We also understand that the Ministry of..... reserves the right to reject the application, should I/we fall the furnish accurately and fully the above information.

.....

Signature

(To be signed by the CEO or an authorized Signatory of the parent company)

Name of Officer

Official Seal of Applicant

Date :