



**E-MANUFACTURING
LICENCE
(E-ML)
USER REFERENCE
GUIDE**

Ver. 3.0

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1 Introduction

Welcome to the MIDA e-Manufacturing Licence User Reference Guide. This reference guide is designed to help you navigate through the system and maximize its full potential. It also explains on MIDA e-Manufacturing Licence features & functions in the system.

2 About e-Manufacturing Licence

MIDA e-Manufacturing Licence is a system for company to apply and submit an online form for the following applications:

- ❖ Application for New Manufacturing Licence or;
- ❖ Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer or;
- ❖ Application for Confirmation Letter for a Company Exempted from Manufacturing Licence.

This system will help company to manage their current or previous applications.

3 General

3.1 URL

<https://eml.mida.gov.my>

3.2 Username and Password

Username and password will be given after company register their profile in the system. Company username and password will be sent through their registered email. Please ensure that the company use valid email address during company registration.

3.3 System Requirements

Requirements	Details
Processor	At least Intel Pentium® III 400 MHz
Memory	At least 128 megabyte (MB)
Operating System	Microsoft Windows® XP or higher
Web Browser	<ul style="list-style-type: none"> o Google Chrome (best viewed) o Mozilla Firefox o IE 11 & above

4 Getting Started

- Go to URL <https://eml.mida.gov.my>. You will be directed to below page.

MIDA Not yet register? **REGISTER**

MIDA e-Manufacturing Licence (e-ML)

- ✓ Application for New Manufacturing Licence
- ✓ Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer
- ✓ Application for Confirmation Letter for a Company Exempted from Manufacturing Licence

[Application Guidelines](#)
[Technical Enquiries](#)
[Learn about the system](#)

Sign in

Email

Password

[Forgot password?](#)

Stay signed in

[Sign in](#)

Notes: Submissions received after **3.00 PM** on a working day will be evaluated on the following working day.

✉ *Any enquiries on e-ML, please email to investmalaysia@mida.gov.my*


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Disclaimer: While every effort has been made to ensure that the information provided in this website is accurate and reliable, MIDA shall not be liable for any special, incidental or consequential damages that may result from the usage of information obtained from this Website.


Best viewed using Google Chrome, or Mozilla Firefox.

- Click here [Application Guidelines](#) for guideline on application for manufacturing licence.
- Click here [Technical Enquiries](#) if you have any enquiries regarding the system.
- Click here [Learn about the system](#) for user manual on how to use this system.

- Click button **REGISTER** to register your company for the first time. You will be directed to below page.



MALAYSIAN INVESTMENT DEVELOPMENT AUTHORITY
INVEST IN MALAYSIA > YOUR PROFIT CENTRE IN ASIA




Company Registration Form

Company Information

<p>* Company Name <input type="text" value="Company ABC"/></p> <p>* New SSM Registration No. <input type="text" value="2019030991"/> <small>Please insert '0' if not applicable.</small></p> <p>* Date of Incorporation <input type="text" value="09-03-1991"/></p> <p>* Correspondence Address <input type="text" value="Company ABC Jalan 1"/> <input type="text" value="Company ABC Jalan 2"/> <input type="text" value="Company ABC Jalan 3"/></p> <p>* City <input type="text" value="Kuala Lumpur"/> * Postcode <input type="text" value="50250"/></p> <p>* State <input type="text" value="W.P. - Kuala Lumpur"/></p> <p>* Office Telephone No. <input type="text" value="0123456789"/> Fax No <input type="text" value="0123456789"/></p>	<p>* Old SSM Registration No. <input type="text" value="H-123456"/> <small>Please insert '-' if not applicable.</small></p> <p>* Income Tax Ref. No. <input type="text" value="123456789"/></p>
---	---

Contact Person

<p>* Name <input type="text" value="ABC Manager"/></p> <p>* Email <input type="text" value="haziqah@mida.gov.my"/></p> <p>* Enter Code  <input type="text" value="c2BdM6"/> [Change Image]</p>	<p>* Designation <input type="text" value="Manager"/></p> <p>* Mobile Telephone No. <input type="text" value="0123456789"/></p>
---	---

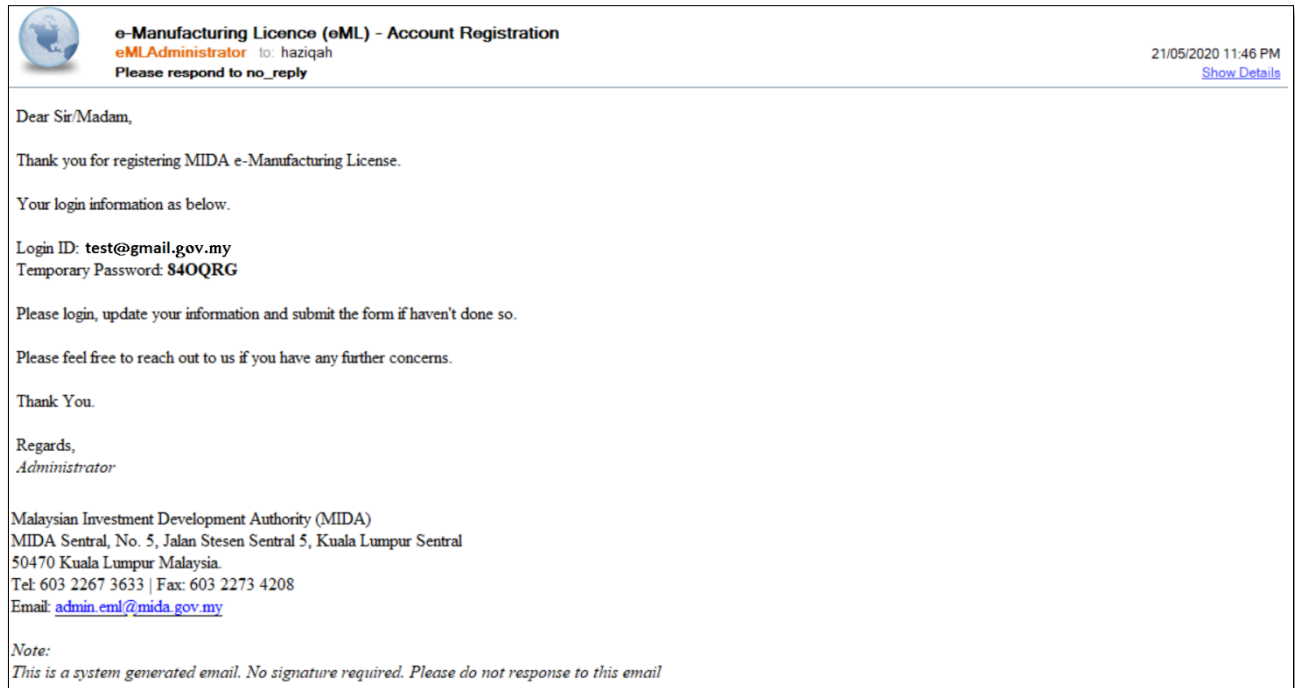
- Please fill-in all required information. Make sure you use valid email address as sign-in information will be sent to your email.
- Click button **Register →** to register your company details. Once you successfully register, you will receive your sign-in details.
- Below popup will be displayed once your information is successfully registered.


Success!

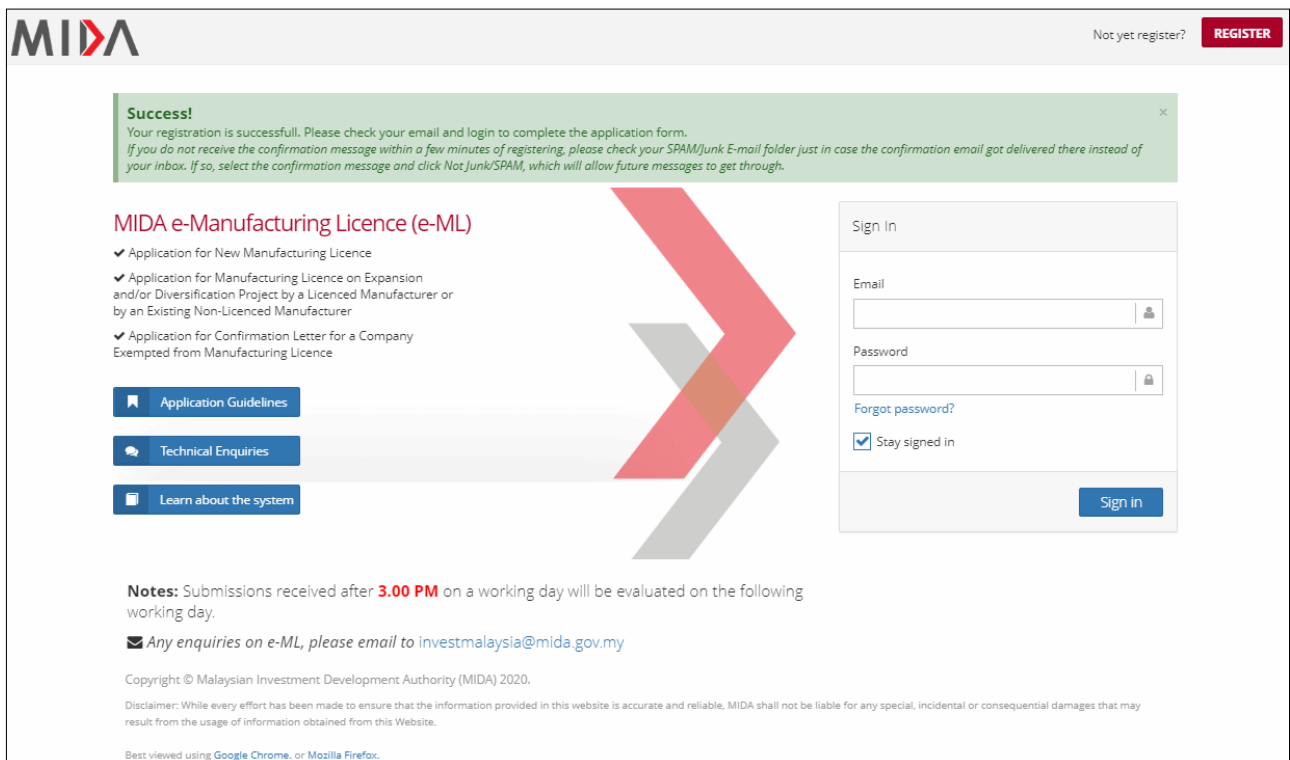
Your registration is successful. Please check your email and login to complete the application form.

If you do not receive the confirmation message within a few minutes of registering, please check your SPAM/Junk E-mail folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation message and click Not Junk/SPAM, which will allow future messages to get through.

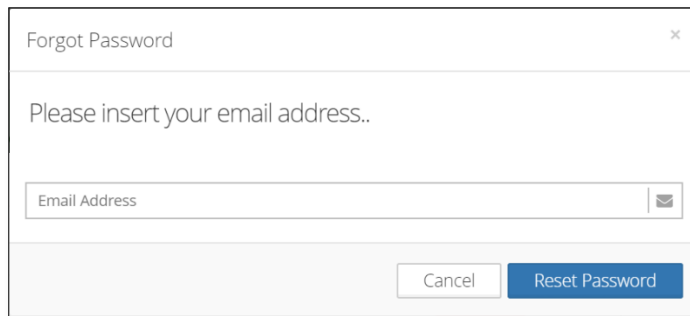
- Below is example of email you will receive after you successfully registered.



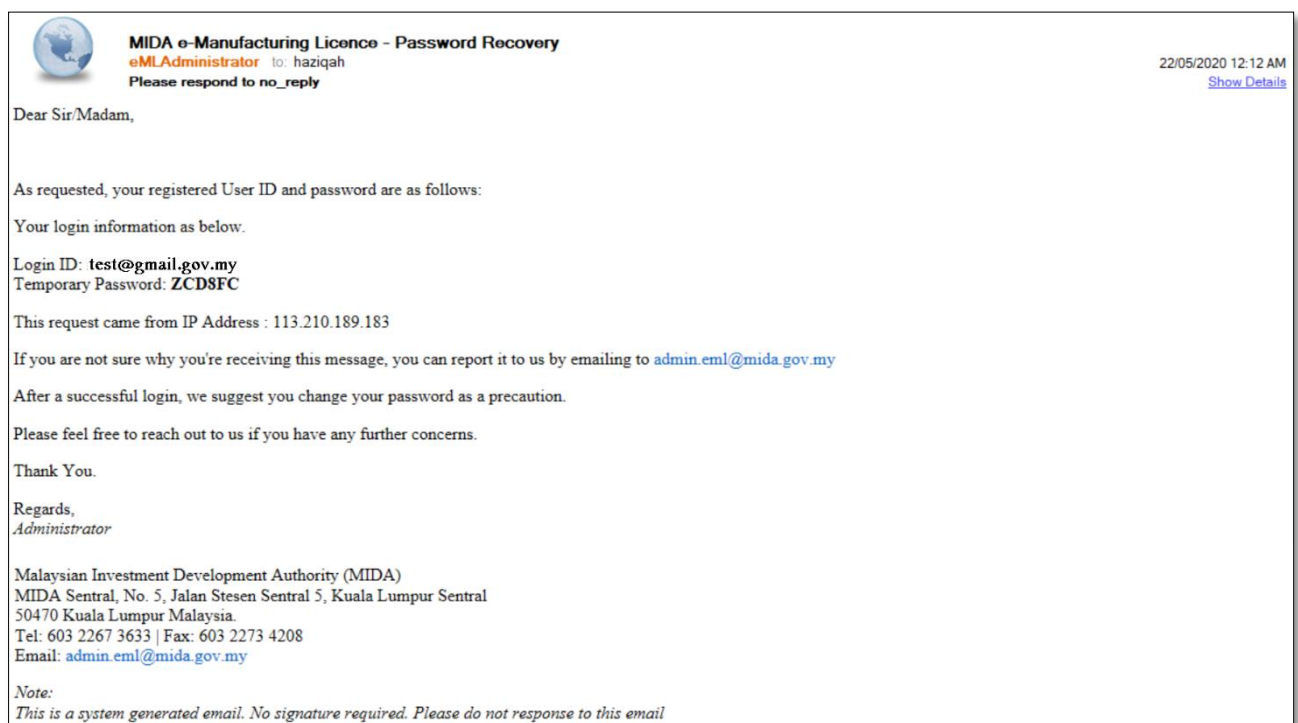
- Enter Login ID in Email field and Temporary Password in Password field. Then click button  to sign in.



- If you forgot your password you can click [Forgot password?](#) to reset your password. Below box will popup.



- Enter you registered email address. Then click button [Reset Password](#) to reset your password. Your new password will be sent to your email.
- Below is example of email you will receive after you reset your password.



MIDA e-Manufacturing Licence - Password Recovery
eMLAdministrator to: haziqah
 Please respond to no_reply

22/05/2020 12:12 AM
[Show Details](#)

Dear Sir/Madam,

As requested, your registered User ID and password are as follows:

Your login information as below.

Login ID: **test@gmail.gov.my**
 Temporary Password: **ZCD8FC**

This request came from IP Address : 113.210.189.183

If you are not sure why you're receiving this message, you can report it to us by emailing to admin.eml@mida.gov.my

After a successful login, we suggest you change your password as a precaution.

Please feel free to reach out to us if you have any further concerns.

Thank You.

Regards,
 Administrator

Malaysian Investment Development Authority (MIDA)
 MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral
 50470 Kuala Lumpur Malaysia.
 Tel: 603 2267 3633 | Fax: 603 2273 4208
 Email: admin.eml@mida.gov.my

Note:
 This is a system generated email. No signature required. Please do not response to this email

5 Edit Company Details

- Once you have successfully login, you will be directed to below page.

The screenshot shows the MIDA e-Manufacturing Licence (e-ML) dashboard. The top navigation bar includes the MIDA logo and a user profile for 'Company ABC'. The left sidebar contains 'Application List' and 'New Application'. The main content area is titled 'List Of Application' and features a search section with the following fields:

- MIDA Ref No:
- Application Type:
- Status: All Submitted In-Process Returned

Buttons for 'Reset' and 'Search' are located to the right of the search fields. Below the search section is a table titled 'List Of Application (All)' with the following columns: No, Application ID / MIDA Ref No, Application Type, Date Submitted, Date Completed, Status, and Action. The table is currently empty, showing '- No result found -'.

- To update your company details, click Company Name.


The screenshot shows the MIDA e-Manufacturing Licence (e-ML) dashboard with the 'Edit Company Profile' page. The top navigation bar includes the MIDA logo and a user profile for 'Company ABC'. The left sidebar contains 'Application List' and 'New Application'. The main content area is titled 'Edit Company Profile' and features two tabs: 'Company Profile' (selected) and 'Change Password'. The 'Company Information' section includes the following fields:

- * Company Name:
- * New CCM /SSM Registration No.:
- * Date of Incorporation:
- * Correspondence Address:
- * City:
- * State:
- * Office Telephone No.:
- * Old CCM/SSM Registration No.:
- * Income Tax Ref. No.:
- * Postcode:
- * Fax No.:

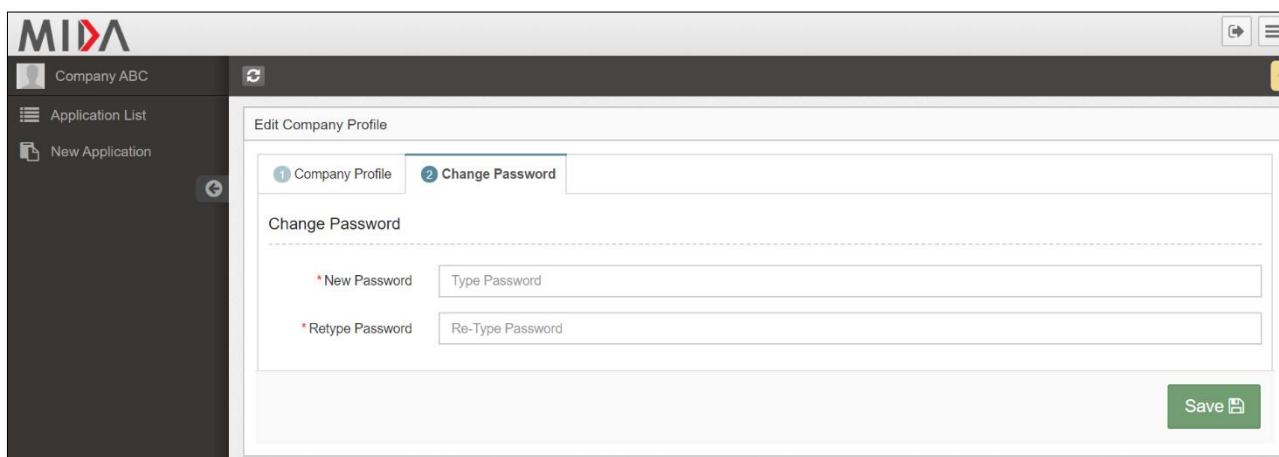
The 'Contact Person' section includes the following fields:


- * Name:
- * Designation:
- * Email:
- * Mobile Telephone No.:

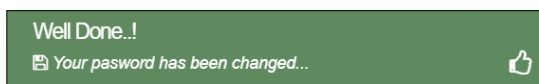
A 'Save' button is located at the bottom right of the form.

- Update your company profile, then click button  to save your data.
- To change password click Changes Password tab.

- Below page will be displayed.



- Enter your New Password then Retype Password.
- Then click button  to save your new password.




- You can now sign-in using your new password.


6 Application List – Search for Application

The screenshot shows the MIDA e-Manufacturing Licence (e-ML) application list search interface. The interface includes a search form with the following fields and controls:

- MIDA Ref No:** A text input field with the placeholder text "Insert MIDA Ref No".
- Application Type:** A dropdown menu with the placeholder text "Please select..".
- Status:** Radio buttons for "All" (selected), "Submitted", "In-Process", and "Returned".
- Buttons:** "Reset" and "Search" buttons.

Below the search form is a table titled "List Of Application (All)". The table has the following columns: No, Application ID / MIDA Ref No, Application Type, Date Submitted, Date Completed, Status, and Action. The table currently displays "- No result found -".

- By default, system will display list of applications related to your company. However, you can also search for your application. Below are the steps:
 - i. Enter MIDA Ref No / Application Type.
 - ii. Then click button  to search for your application.
 - iii. Your application will be displayed in the List of Application (All) section.

 **Note:** Once you've submitted your application, you will be able to see the status of application under this screen.

7 Register for New Application

- On this page, the system will automatically display the General Tab as shown below.

The screenshot shows the 'New Application' form in the MIDA e-ML system. The form is titled 'New Application' and has a 'General' tab selected. The form contains the following fields and tables:

- * Application Type:** A dropdown menu with 'Please select...' as the placeholder.
- * Product Category:** Radio buttons for 'Sensitive' and 'Non-Sensitive'. A yellow tooltip box with a document icon says 'Product List: (Please refer to the product list before choosing the product category)'.
- * Industry:** A dropdown menu with 'Please select...' as the placeholder.
- * Factory:** A '+Add' button above a table with columns: No, Address, State, Product, Previous MRN, and Delete.
- * Project Description:** A dropdown menu with 'Please select...' as the placeholder.
- * Factory Type:** A dropdown menu with 'Please select...' as the placeholder.
- * Products:** A '+Add' button above a table with columns: No, Products, HS Tariff Code, Date of Commercial Production, Cost of Local Raw Materials (%), Cost of Imported Raw Materials (%), Cost of Others (%), Manufacturing Profit (%), and Delete.
- * Proposed Export (%):** A text input field containing '0.00' and a '%' symbol.

A 'Save' button is located at the bottom right of the form.

- You are required to fill in all information based on selection of Application Type which are as follow:
 - ❖ [Application for New Manufacturing Licence](#)
 - ❖ [Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer](#)
 - ❖ [Application for Confirmation Letter for a Company Exempted from Manufacturing Licence \(ICA10\)](#)

Chapter A: Application for New Manufacturing Licence

Tab 1: General

- Click New Application to register for new application.
- Select Application Type: **Application for New Manufacturing Licence**

MIDA

Company AB...

Application List

New Application

New Application

1 General

General

* Application Type: Application for New Manufacturing Licence

* Product Category: Sensitive Non-Sensitive [Product List](#) (Please refer to the product list before choosing the product category)

* Industry: Information Technology System Development (IT)

* Factory: [+ Add](#)

No	Address	State	Product	Delete
1	Company ABC Jalan 1 Company ABC Jalan 2 Company ABC Jalan 3 Kuala Lumpur 50250	W.P. - Kuala Lumpur	Makeup and Beautyline	

* Project Description: New Project

* Factory Type: 1 New Location

* Products: [+ Add](#)

No	Products	HS Tariff Code	Date of Commercial Production	Cost of Local Raw Materials (%)	Cost of Imported Raw Materials (%)	Cost of Others (%)	Manufacturing Profit (%)	Delete
1.	Mask	123456789	09-03-1991	50.00	30.00	10.00	10.00	

* Proposed Export (%): 100 %

[Save](#)

- Fill-in all required field.
- Click [Product List](#) to view product list before choosing product category.

- Click button **+ Add** to add **Factory** and **Products**.

Add Factory
✕

Factory Address

City

Postcode

State ▾

Product

Add Product
✕

* Product

* HS Tariff Code

* Date of Commercial Production

Product Pricing Details (%)

ⓘ Total SUM must be 100%.

Cost of Local Raw Materials	<input type="text" value="50"/>	%
Cost of Imported Raw Materials	<input type="text" value="30"/>	%
Other Cost	<input type="text" value="10"/>	%
Manufacturing Profit	<input type="text" value="10"/>	%

- Click button **Add** to add your data.
- Click button **Delete** delete **Factory** and **Products**.
- Then click button **Save** to save your data.





Tab 2: Cost

The screenshot shows the 'New Application' form with the 'Cost' tab selected. The form contains the following data:

Category	Unit	Value	Unit	Value
* Land	RM	1000000	Hectare	0.00
* Factory Building	RM	500000	m2	0.00
* Plant & Machinery	RM	500000		
* Other Equipment	RM	200000		
Total Fixed Asset	RM	11200000		
* Pre-Operational Expenditure	RM	150000		
* Working Capital	RM	350000		
Total Project Cost	RM	11700000		

A 'Save' button is located at the bottom right of the form.

- Fill in all required field in project cost.
- Then click button  to save your data.

Successful..!
 This page has been saved... 

Tab 3: Rental / Lease

MIDA

Company AB...

Application List

New Application

New Application


1 General 2 Cost 3 **Rental / Lease** 4 Financing 5 Manpower 6 Attachments 7 Self Declaration 8 Declaration

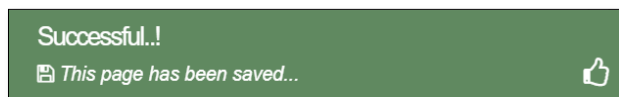
i Info! Please leave this section if not applicable

Project Rental / Lease (If assets are rented / leased, please indicate the annual cost of rental / lease below)

* Land	RM	150000	Hectare	0.00
* Factory Building	RM	150000	m2	0.00
Plant & Machinery	RM	150000		
Other Equipment	RM	150000		

Save

- Fill in all required field in project rental / lease. (if related to you).
- Then click button  to save your data.



Tab 4: Financing

MIDA

Company AB...

Application List

New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 **Financing** 5 Manpower 6 Attachments 7 Self Declaration 8 Declaration

Project Financing

Authorised Capital RM 2500000

* (i) Paid Up Capital (a+b+c) RM 1750000.00

a) Malaysian Individuals

Bumiputera RM 900000

Non-Bumiputera RM 100000

b) Company Incorporated in Malaysia + Add Toggle All

• Sinma Sdn Bhd (RM 300000.00)

i) Bumiputera 70 %

ii) Non Bumiputera 20 %

iii) Foreign, Specify Countries

Country	Percentage	Delete
Japan	10.00 %	

Delete Save

c) Foreign Nationals/Companies (specify Name and Nationality/Country of Origin) + Add

No	Name	Nationality	Amount (RM)	Delete
1.	Face Shop	Korea, Rep.	450000.00	

(ii) Reserves (excluding capital appreciation) RM 0.00

(iii) Loan RM 0.00

1) Domestic (to specify potential bank / financial institutions) + Add

No	Name	Amount (RM)	Delete
----	------	-------------	--------

2) Foreign (to specify potential bank / financial institutions & country of origin) + Add

No	Name	Country of Origin	Amount (RM)	Delete
----	------	-------------------	-------------	--------

(iv) Other Sources RM 0.00

Other Sources + Add

No	Name	Amount (RM)	Delete
----	------	-------------	--------

(i + ii + iii + iv) Total Financing RM 1750000.00

Ultimate Parent Holding Company for Foreign Company

Ultimate Parent Holding Company for Foreign Company + Add

No	Name	Country	Delete
----	------	---------	--------

Save

- Fill in all required field in project financing. (if related to you).
- Click button **+ Add** to add **Company Incorporated in Malaysia, Foreign Nationals/Companies, Domestic Loan, Foreign Loan, Other Sources** and **Ultimate Parent Holding Company for Foreign Company**.

Add Company Incorporated in Malaysia

Company Name

Amount

Add Foreign Nationals/Companies

Name

Nationality

Amount

Add Domestic Loan

Name

Amount

Add Foreign Loan

Name

Country of Origin

Amount

Add Other Sources

Name

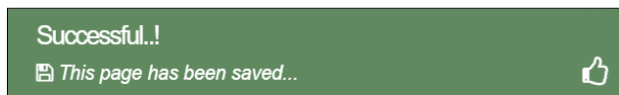
Amount

Add Ultimate Parent Holding Company for Foreign Company

Name

Country of Origin

- Click button to add your data.
- Click button to delete data.
- Then click button to save your data.



Tab 5: Manpower

MIDA

Company AB...

Application List

New Application


New Application



1 General 2 Cost 3 Rental / Lease 4 Financing 5 **Manpower** 6 Attachments 7 Self Declaration 8 Declaration

Project Manpower


	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales & Service Workers	Clerical Support Workers	General Workers	TOTAL
Malaysian	10	30	30	30	15	20	30	165
Foreign	5	5	25	20	5	30	15	105
TOTAL	15	35	55	50	20	50	45	270

Save

- Fill in all required field in project manpower. (if related to you).
- Then click button  to save your data.

Successful..!
 This page has been saved... 

Tab 6: Attachment












Company AB...
⌵
⚙️



Application List
New Application

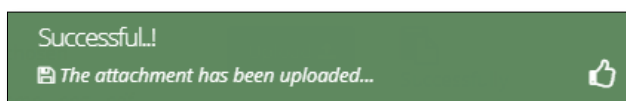
New Application
⌵
⚙️

1 General
2 Cost
3 Rental / Lease
4 Financing
5 Manpower
6 Attachments
7 Self Declaration
8 Declaration

Attachments

No	Details	Attach File	Upload	Document
1.	Business Premise Licence from Local Authority.	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
2.	* Latest printout of SSM Company Profile (e-Info) by Companies Commission of Malaysia (CCM)/ Memorandum and Articles of Association (M&A)	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
3.	Manufacturing Licence issued under Industrial Coordination Act 1975 or Confirmation Letter for a Company Exempted from Manufacturing Licence under the Industrial Coordination Act 1975 from MIDA	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
4.	* Manufacturing Process Flow Chart Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
5.	* List of Main/New Machinery and Equipment Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
6.	* List of Main/New Raw Materials and Components Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
7.	* Existing/New Production Schedule Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
8.	* Market for Existing/New Product Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
9.	* Estimated Labour Cost Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
10.	* Estimated Earning Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
12.	* Manpower with Salary Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
13.	Others	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
14.	Others	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
15.	Others	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	

- Upload all related document.
- For certain section we provided standard template for you to use.
- Click  [Download Template](#) to download our format. Make sure you changed the format into .pdf before re-upload the document.
- This icon  is displayed if your document is successfully attached.



- Click button  **Delete** to delete **uploaded documents**.

Tab 7: Self Declaration

MIDA

Company AB...

Application List

New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Self Declaration 8 Declaration

Self Declaration

Section G: Self-Declaration on Compliance of Criteria / Conditions of Manufacturing Licence
(Please tick the checkboxes where necessary)

A. ELIGIBILITY CRITERIA UNDER THE INDUSTRIAL COORDINATION ACT (ICA), 1975 [Formulae to calculate CIPE, MTS, Value-Added and Malaysian Workers Percentage](#)

Details	
a. Company employs more than 75 full-time workers; or/and	<input type="checkbox"/>
b. Company has more than RM2.5 million of shareholders' funds.	<input type="checkbox"/>
c. Capital Investment Per Employee (CIPE) is at least RM140,000; and	<input type="checkbox"/>
d. Company's full time employees shall comprise of at least 80% Malaysians; and	<input type="checkbox"/>
e. At least 25% of the company's full time workforce are managerial, technical, and supervisory (MTS) staff with degree and/or diploma/certificate; and/or	<input type="checkbox"/>
f. Product's value added is at least 40%.	<input type="checkbox"/>
g. Company is incorporated under the Companies Act 2016 and reside in Malaysia; *This criterion will be used for the purpose of approving Manufacturing Licence under the Green Lane mechanism.	<input type="checkbox"/>
h. The project must be consistent with the national economic and social objectives and promotes an orderly development of manufacturing activities in Malaysia.	<input type="checkbox"/>

B. MANUFACTURING LICENCE CONDITIONS

Details	
a. Capital Investment Per Employee (CIPE) is at least RM140,000; and NEW PROJECTS AND EXPANSION/DIVERSIFICATION PROJECTS THAT CAN COMPLY WITH THE FOLLOWING CONDITION	<input type="checkbox"/>
b. Company's full time employees shall comprise of at least 80% Malaysians; or EXPANSION/DIVERSIFICATION PROJECTS THAT CANNOT COMPLY IMMEDIATELY WITH THE FOLLOWING CONDITION	<input type="checkbox"/>
c. Company's full time employees shall comprise of at least 80% Malaysians by 31 December 2022.	<input type="checkbox"/>

Agree

- Tick checkboxes where necessary.
- Then click button for self-declaration.

Tab 8: Declaration

MIDA

Company AB...

Application List

New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Self Declaration 8 Declaration

Declaration

I, Manager ABC

the Managing Director of Company ABC

i. hereby declare that to the best of my knowledge, the particulars furnished in this application are true;

ii. acknowledge that all the specific criteria as stated in Section G: Self-Assessment of Manufacturing Licence Criteria/Conditions above will be imposed as conditions;

iii. hereby declare that this application is in compliance with the eligibility criteria and conditions including additional conditions (where necessary) imposed for the approval of Manufacturing Licence (Section G: Self-Assessment of Manufacturing Licence Criteria/Conditions);

iv. hereby furnished all the documents required as stated in the checklist;

v. "agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company's information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies"

vi. warrant that no components of the project/manufacturing activities infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.

vii. company is required to submit information on investment performance and project implementation status under the Industrial Coordination Act (ICA), 1975 whenever requires by MIDA. Failure to do so will result in company to:

a. commit an offence and can be penalised with not more than one thousand ringgit or imprisonment for no longer than three months or both and can be further penalised with not more than five hundred ringgit for each day for as long as the offence is being committed; or

b. commit an offence if company refurbish any false statement or other false information or creating confusion in any of the refurbished materials and can be penalised with not more than two thousand ringgit or imprisonment for no longer than six months or both.

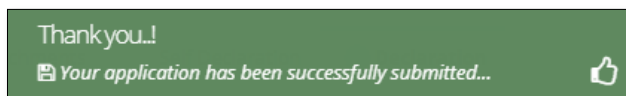
viii. hereby acknowledge that I have read, understand and agree on the above (i) until (viii).

ix. *have engaged the services of the following consultant for my application :

I take full responsibility for all information submitted by the consultant(s).

PREVIEW Save Consultant Submit

- Click button to preview your application.
- Below is the example of application preview.
- Tick for declaration.
- Click button if you use consultant services.
- Then click button to submit your application.



App ID: WCU3TN20200706080927



APPLICATION FOR NEW MANUFACTURING LICENCE

COMPANY PROFILE

Company Name	:	COMPANY ABC
Company Registration No. (CCM - New No)	:	2019030991
Company Registration No. (CCM - Old No)	:	H-123456
Income Tax Ref. No. (if applicable)	:	123456789
Date of Incorporation	:	09/03/2020
Correspondence Address	:	Company ABC Jalan 1, Company ABC Jalan 2, Company ABC Jalan 3, 12345 Kuala Lumpur, W.P. - Kuala Lumpur
Office Tel. No.	:	0123456789
Office Fax No.	:	0312345678

CONTACT PERSON

Name	:	ABC MANAGER
Designation	:	MANAGER
Email	:	test@gmail.com
Mobile Phone No.	:	0123456789

APPLICATION DETAILS

Processing Division	:	INFORMATION TECHNOLOGY SYSTEM DEVELOPMENT (IT)
Product Category	:	SENSITIVE
Project Description	:	NEW PROJECT
Factory Type	:	TAPAK BAHARU

- Once your application has been submitted you will receive a notification email.
- Below is example of email you will receive after your application is successfully submitted.



e-Manufacturing Licence (eML) - Your application JZAJUM20200521183251 is successfully submitted
 eMLAdministrator to:
 Please respond to no_reply

22/05/2020 02:44 AM
[Show Details](#)

Dear Sir/Madam,

You have successfully submitted your application to MIDA e-Manufacturing Licence System. MIDA is reviewing the application.

The details of the application are as follows:

Reference No. : JZAJUM20200521183251
 Company Name: **Company ABC**
 Application Type: **Application for New Manufacturing Licence**

Thank You.

Regards,
 Administrator

Malaysian Investment Development Authority (MIDA)
 MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral
 50470 Kuala Lumpur Malaysia.
 Tel: 603 2267 3633 | Fax: 603 2273 4208
 Email: admin.eml@mida.gov.my

Note:
 This is a system generated email. No signature required. Please do not response to this email

Chapter B: Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer

Tab 1: General

- Click New Application to register for new application.
- Select Application Type: **Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer**

The screenshot shows the 'New Application' form in the MIDA e-ML system. The form is titled 'New Application' and is currently on the 'General' tab. The left sidebar shows the navigation menu with 'Company AB...', 'Application List', and 'New Application' options. The main form area contains the following fields and sections:

- Application Type:** A dropdown menu set to 'Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Exist'.
- Product Category:** Radio buttons for 'Sensitive' (selected) and 'Non-Sensitive'. A yellow tooltip box says 'Product List (Please refer to the product list before choosing the product category)'.
- Industry:** A dropdown menu set to 'Information Technology System Development (IT)'.
- Factory:** A '+ Add' button above a table with columns: No, Address, State, Product, Previous Approval, Manufacturing Licence, Manufacturing Serial No., and Delete. One row is visible with '1' in the No column, 'Company ABC' in the Address column, 'W.P. - Kuala Lumpur' in the State column, and 'Fragrance and Mist' in the Product column. A blue 'Existing Location' button is at the bottom of the first cell.
- Project Description:** A dropdown menu set to 'Expansion Project'.
- Products:** A '+ Add' button above a table with columns: No, Products, HS Tariff Code, Date of Commercial Production, Cost of Local Raw Materials (%), Cost of Imported Raw Materials (%), Cost of Others (%), Manufacturing Profit (%), and Delete. One row is visible with '1.' in the No column, 'Raspberry Mist' in the Products column, '123456' in the HS Tariff Code column, '09-03-1991' in the Date of Commercial Production column, '60.00' in the Cost of Local Raw Materials (%) column, '20.00' in the Cost of Imported Raw Materials (%) column, '10.00' in the Cost of Others (%) column, and '10.00' in the Manufacturing Profit (%) column.
- Proposed Export (%):** A text input field containing '100' and a '%' symbol.

A green 'Save' button is located at the bottom right of the form.

- Fill-in all required field.
- Click button **+ Add** to add **Factory** and **Products**.

Add Factory

Factory Address

City

Postcode

State

Product

Previous Approval (if any)

Manufacturing Licence

Manufacturing Serial No.

Factory Type
 Existing Location
 New Location

Cancel Add

Add Product

* Product

* HS Tariff Code

* Date of Commercial Production

Product Pricing Details (%)

Total SUM must be 100%.

Cost of Local Raw Materials
 %

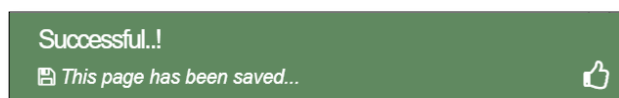
Cost of Imported Raw Materials
 %

Other Cost
 %

Manufacturing Profit
 %

Cancel Add

- Click button **Add** to add your data.
- Click button **Delete** delete **Factory** and **Products**.
- Below is list of **Project Description** that you can select:
 - Expansion Project
 - Diversification Project
 - Regularisation Project
- Then click button **Save** to save your data.



Tab 2: Cost

MIDA

Company AB...

Application List

New Application

New Application

1 General 2 **Cost** 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Self Declaration 8 Declaration


Existing Cost



* Land	RM	150000	Hectare	0.00
* Factory Building	RM	250000	m2	0.00
* Plant & Machinery	RM	100000		
* Other Equipment	RM	200000		
Total Fixed Asset	RM	700000		
* Pre-Operational Expenditure	RM	300000		
* Working Capital	RM	500000		
Total Project Cost	RM	1500000		

Additional Cost

* Land	RM	50000	Hectare	0.00
* Factory Building	RM	15000	m2	0.00
* Plant & Machinery	RM	10000		
* Other Equipment	RM	10000		
Total Fixed Asset	RM	85000		
* Pre-Operational Expenditure	RM	10000		
* Working Capital	RM	10000		
Total Project Cost	RM	105000		

Save

- Fill in all required field in existing cost and additional cost.
- Then click button  to save your data.

Successful..!
 This page has been saved... 

Tab 3: Rental / Lease

MIDA

Company AB...

Application List

New Application

New Application

1 General 2 Cost 3 **Rental / Lease** 4 Financing 5 Manpower 6 Attachments 7 Self Declaration 8 Declaration

i Info! Please leave this section if not applicable


Existing Rental / Lease (If assets are rented / leased, please indicate the annual cost of rental / lease below)



* Land	RM	50000	Hectare	0.00
* Factory Building	RM	30000	m2	0.00
Plant & Machinery	RM	20000		
Other Equipment	RM	10000		

Additional Rental / Lease (If assets are rented / leased, please indicate the annual cost of rental / lease below)


* Land	RM	10000	Hectare	0.00
* Factory Building	RM	10000	m2	0.00
Plant & Machinery	RM	10000		
Other Equipment	RM	10000		

Save

- Fill in all required field in existing rental / lease and additional rental / lease.
- Then click button  to save your data.

Successful...!
 This page has been saved... 

Tab 4: Financing


Company AB...

Application List
New Application

New Application

1 General
2 Cost
3 Rental / Lease
4 Financing
5 Manpower
6 Attachments
7 Self Declaration
8 Declaration

Project Financing

Authorised Capital RM 25000000

* (i) Paid Up Capital (a+b+c) RM 1750000.00

a) Malaysian Individuals

Bumiputera RM 900000

Non-Bumiputera RM 100000

b) Company Incorporated in Malaysia + Add Toggle All

Sinma Sdn Bhd (RM 300000.00)

i) Bumiputera 70 %

ii) Non Bumiputera 20 %

iii) Foreign, Specify Countries	Country	Percentage	Delete
	Japan	10.00 %	Delete

Delete Save

c) Foreign Nationals/Companies (specify Name and Nationality/Country of Origin) + Add

No	Name	Nationality	Amount (RM)	Delete
1.	Face Shop	Korea, Rep.	450000.00	Delete

(ii) Reserves (excluding capital appreciation) RM 0.00

(iii) Loan RM 0.00

1) Domestic (to specify potential bank / financial institutions) + Add

No	Name	Amount (RM)	Delete
----	------	-------------	--------

2) Foreign (to specify potential bank / financial institutions & country of origin) + Add

No	Name	Country of Origin	Amount (RM)	Delete
----	------	-------------------	-------------	--------

(iv) Other Sources RM 0.00

Other Sources + Add

No	Name	Amount (RM)	Delete
----	------	-------------	--------

(i + ii + iii + iv) Total Financing RM 1750000.00

Ultimate Parent Holding Company for Foreign Company

Ultimate Parent Holding Company for Foreign Company + Add

No	Name	Country	Delete
----	------	---------	--------

Save

- Fill in all required field in project financing. (if related to you).
- Click button **+ Add** to add **Company Incorporated in Malaysia, Foreign Nationals/Companies, Domestic Loan, Foreign Loan, Other Sources** and **Ultimate Parent Holding Company for Foreign Company**.

Add Company Incorporated in Malaysia

Company Name

Amount

Add Foreign Nationals/Companies

Name

Nationality

Amount

Add Domestic Loan

Name

Amount

Add Foreign Loan

Name

Country of Origin

Amount

Add Other Sources

Name




Amount

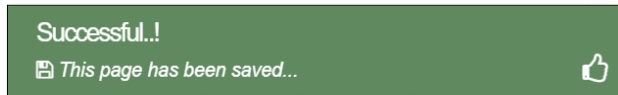
Add Ultimate Parent Holding Company for Foreign Company

Name

Country of Origin

Cancel Add

- Click button  to add your data.
- Click button  to delete data.
- Then click button  to save your data.



Tab 5: Manpower

Company AB...
⌵
⚙️

- Application List
- New Application

New Application

1 General
2 Cost
3 Rental / Lease
4 Financing
5 Manpower
6 Attachments
7 Self Declaration
8 Declaration

Existing Manpower

Nationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales & Service Workers	Clerical Support Workers	General Workers	TOTAL
Malaysian	30	50	30	30	15	30	15	200
Foreign	10	20	20	15	10	50	25	150
TOTAL	40	70	50	45	25	80	40	350

Additional Manpower

Nationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales & Service Workers	Clerical Support Workers	General Workers	TOTAL
Malaysian	20	20	20	20	20	20	20	140
Foreign	15	10	10	15	15	15	15	95
TOTAL	35	30	30	35	35	35	35	235

Save

- Fill in all required field in existing manpower and additional manpower. (if related to you).
- Then click button Save to save your data.


Successful..!

This page has been saved...

User Guide – July 2020

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Tab 6: Attachment















Company AB...
Application List
New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower **6 Attachments** 7 Self Declaration 8 Declaration

Attachments

No	Details	Attach File	Upload	Document
1.	Business Premise Licence from Local Authority.	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
2.	* Latest printout of SSM Company Profile (e-Info) by Companies Commission of Malaysia (CCM)/ Memorandum and Articles of Association (M&A)	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
3.	* Manufacturing Licence issued under Industrial Coordination Act 1975 or Confirmation Letter for a Company Exempted from Manufacturing Licence under the Industrial Coordination Act 1975 from MIDA	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
4.	* Manufacturing Process Flow Chart  Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
5.	* List of Main/New Machinery and Equipment Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
6.	* List of Main/New Raw Materials and Components Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
7.	* Existing/New Production Schedule Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
8.	* Market for Existing/New Product Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
9.	* Estimated Labour Cost Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
10.	* Estimated Earning Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
12.	* Manpower with Salary Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded..!! <input type="button" value="Delete"/>
13.	Others	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
14.	Others	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
15.	Others	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	

- Upload all related document.
- For certain section we provided standard template for you to use.
- Click [Download Template](#) to download our format. Make sure you changed the format into .pdf before re-upload the document.
- This icon  is displayed if your document is successfully attached.



- Click button  **Delete** delete **uploaded documents**.

Tab 7: Self Declaration

Self Declaration

Section G: Self-Declaration on Compliance of Criteria / Conditions of Manufacturing Licence
(Please tick the checkboxes where necessary)

A. ELIGIBILITY CRITERIA UNDER THE INDUSTRIAL COORDINATION ACT (ICA), 1975 (Formulae to calculate CIPE, MTS, Value-Added and Malaysian Workers Percentage)

Details	
a. Company employs more than 75 full-time workers; or/and	<input type="checkbox"/>
b. Company has more than RM2.5 million of shareholders' funds.	<input type="checkbox"/>
c. Capital Investment Per Employee (CIPE) is at least RM140,000; and	<input type="checkbox"/>
d. Company's full time employees shall comprise of at least 80% Malaysians; and	<input type="checkbox"/>
e. At least 25% of the company's full time workforce are managerial, technical, and supervisory (MTS) staff with degree and/or diploma/certificate; and/or	<input type="checkbox"/>
f. Product's value added is at least 40%.	<input type="checkbox"/>
g. Company is incorporated under the Companies Act 2016 and reside in Malaysia; *This criterion will be used for the purpose of approving Manufacturing Licence under the Green Lane mechanism.	<input type="checkbox"/>
h. The project must be consistent with the national economic and social objectives and promotes an orderly development of manufacturing activities in Malaysia.	<input type="checkbox"/>

B. MANUFACTURING LICENCE CONDITIONS

Details	
a. Capital Investment Per Employee (CIPE) is at least RM140,000; and NEW PROJECTS AND EXPANSION/DIVERSIFICATION PROJECTS THAT CAN COMPLY WITH THE FOLLOWING CONDITION	<input type="checkbox"/>
b. Company's full time employees shall comprise of at least 80% Malaysians; or EXPANSION/DIVERSIFICATION PROJECTS THAT CANNOT COMPLY IMMEDIATELY WITH THE FOLLOWING CONDITION	<input type="checkbox"/>
c. Company's full time employees shall comprise of at least 80% Malaysians by 31 December 2022.	<input type="checkbox"/>

Agree

- Tick checkboxes where necessary.
- Then click button **Agree** for self-declaration.

Tab 8: Declaration

MIDA

Company AB...

Application List

New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Self Declaration 8 Declaration

Declaration

I, Manager ABC

, the Managing Director of Company ABC

i. hereby declare that to the best of my knowledge, the particulars furnished in this application are true;

ii. acknowledge that all the specific criteria as stated in Section G: Self-Assessment of Manufacturing Licence Criteria/Conditions above will be imposed as conditions;

iii. hereby declare that this application is in compliance with the eligibility criteria and conditions including additional conditions (where necessary) imposed for the approval of Manufacturing Licence (Section G: Self-Assessment of Manufacturing Licence Criteria/Conditions);

iv. hereby furnished all the documents required as stated in the checklist;

v. "agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company's information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies"

vi. warrant that no components of the project/manufacturing activities infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.

vii. company is required to submit information on investment performance and project implementation status under the Industrial Coordination Act (ICA), 1975 whenever requires by MIDA. Failure to do so will result in company to:

a. commit an offence and can be penalised with not more than one thousand ringgit or imprisonment for no longer than three months or both and can be further penalised with not more than five hundred ringgit for each day for as long as the offence is being committed; or


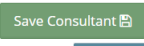

b. commit an offence if company refurbish any false statement or other false information or creating confusion in any of the refurbished materials and can be penalised with not more than two thousand ringgit or imprisonment for no longer than six months or both.

viii. hereby acknowledge that I have read, understand and agree on the above (i) until (viii).



ix. *have engaged the services of the following consultant for my application :

I take full responsibility for all information submitted by the consultant(s).

PREVIEW Save Consultant Submit

- Click button  to preview your application.
- Below is the example of application preview.
- Tick for declaration.
- Click button  if you use consultant services.
- Then click button  to submit your application.

Thank you..!

 Your application has been successfully submitted... 

App ID: 2EKABW20200708023851



**APPLICATION FOR MANUFACTURING LICENCE ON EXPANSION AND/OR DIVERSIFICATION PROJECT BY A
LICENSED MANUFACTURER OR BY AN EXISTING NON-LICENSED MANUFACTURER**

COMPANY PROFILE

Company Name	:	COMPANY ABC
Company Registration No. (CCM - New No)	:	2019030991
Company Registration No. (CCM - Old No)	:	H-123456
Income Tax Ref. No. (if applicable)	:	123456789
Date of Incorporation	:	09/03/2020
Correspondence Address	:	Company ABC Jalan 1, Company ABC Jalan 2, Company ABC Jalan 3, 12345 Kuala Lumpur, W.P. - Kuala Lumpur
Office Tel. No.	:	0123456789
Office Fax No.	:	0312345678

CONTACT PERSON

Name	:	ABC MANAGER
Designation	:	MANAGER
Email	:	test@gmail.com
Mobile Phone No.	:	0123456789

APPLICATION DETAILS

Processing Division	:	INFORMATION TECHNOLOGY SYSTEM DEVELOPMENT (IT)
Product Category	:	SENSITIVE
Project Description	:	EXPANSION PROJECT
Factory Type	:	NOT SELECTED
Manufacturing License	:	
Manufacturing Serial No	:	

- Once your application has been submitted you will receive a notification email.
- Below is example of email you will receive after your application is successfully submitted.



e-Manufacturing Licence (eML) - Your application USDQSO20200522022103 is successfully submitted
eMLAdministrator to: haziqah
Please respond to no_reply

22/05/2020 10:45 AM
[Show Details](#)

Dear Sir/Madam,

You have successfully submitted your application to MIDA e-Manufacturing Licence System. MIDA is reviewing the application.

The details of the application are as follows:

Reference No. : USDQSO20200522022103

Company Name: Company ABC

Application Type: **Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licenced Manufacturer or by an Existing Non-Licenced Manufacturer**

Thank You.

Regards,
Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral
50470 Kuala Lumpur Malaysia.
Tel: 603 2267 3633 | Fax: 603 2273 4208
Email: admin.eml@mida.gov.my

Note:

This is a system generated email. No signature required. Please do not response to this email

Chapter C: Application for Confirmation Letter for a Company Exempted from Manufacturing Licence

Tab 1: General

- Click New Application to register for new application.
- Select Application Type: **Application for Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10)**

MIDA

Company AB...

Application List

New Application

New Application

1 General

General

* Application Type: Application for Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10)

* Product Category: Sensitive Non-Sensitive

Product List (Please refer to the product list before choosing the product category)

* Industry: Information Technology System Development (IT)

* Factory: + Add

No	Address	State	Product	Annual Production Capacity	Delete
1	Company ABC Jalan 1 Company ABC Jalan 2 Company ABC Jalan 3 Kuala Lumpur 50250	W.P. - Kuala Lumpur	Hand Wash	930000	

* Products: + Add

No	Products	HS Tariff Code	Date of Commercial Production	Cost of Local Raw Materials (%)	Cost of Imported Raw Materials (%)	Cost of Others (%)	Manufacturing Profit (%)	Delete
1.	Strawberry Hand Wash	123456	09-03-1991	60.00	30.00	5.00	5.00	

* Proposed Export (%): 100 %

Licence/ Incentives Approved By Other Government Agencies: + Add

No	Licence/Incentives	Government Agencies	Delete
1.	Licence 1	Agencies 1	

* Source of Technology: Green Technology

* Purpose of Application for Manufacturing Licence Exemption Letter:

Duty/Tax exemption Government/private sector tenders

Foreign labours Subsidies on utilities

Others (Please specify)

Others (Please specify)

Save

- Fill-in all required field.
- Click button **+ Add** to add **Factory, Products and Licence / Incentives Approved by Other Government Agencies.**

Add Factory

Factory Address

City

Postcode

State

Product

Previous Approval (if any)

Manufacturing Licence

Manufacturing Serial No.

Factory Type
 Existing Location
 New Location

Add Product

* Product

* HS Tariff Code

* Date of Commercial Production

Product Pricing Details (%)

Total SUM must be 100%.

Cost of Local Raw Materials
 %

Cost of Imported Raw Materials
 %

Other Cost
 %

Manufacturing Profit
 %

Add Licence

Licence/Incentives

Government Agencies

- Click button to add your data.
- Click button delete **Factory, Products and Licence / Incentives Approved by Other Government Agencies.**
- Tick one (1) or more Purpose of Application for Manufacturing Licence Exemption Letter.
- Then click button to save your data.


Successful..!



Tab 2: Cost

The screenshot shows the 'New Application' form in the MIDA e-Manufacturing Licence (e-ML) system. The 'Cost' tab is selected, and the 'Existing Cost' section is visible. The form contains the following data:

Item	Unit	Value	Unit	Value
* Land	RM	250000	Hectare	0.00
* Factory Building	RM	150000	m2	0.00
* Plant & Machinery	RM	100000		
* Other Equipment	RM	100000		
Total Fixed Asset	RM	600000		
* Pre-Operational Expenditure	RM	300000		
* Working Capital	RM	500000		
Total Project Cost	RM	1400000		

A 'Save' button is located at the bottom right of the form.

- Fill in all required field in existing cost.
- Then click button  to save your data.

Successful..!
 This page has been saved... 

Tab 3: Rental / Lease

MIDA

Company AB...

Application List

New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 8 Declaration

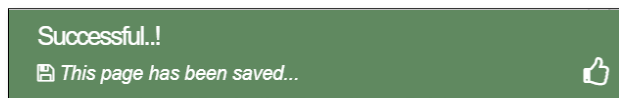
i Info! Please leave this section if not applicable

Existing Rental / Lease (If assets are rented / leased, please indicate the annual cost of rental / lease below)


* Land	RM	150000	Hectare	0.00
* Factory Building	RM	50000	m2	0.00
Plant & Machinery	RM	50000		
Other Equipment	RM	25000		

Save

- Fill in all required field in existing rental / lease.
- Then click button  to save your data.



Tab 4: Financing


Company AB...

Application List
New Application

New Application

General
Cost
Rental / Lease
Financing
Manpower
Attachments
Self Declaration
Declaration

Project Financing

Authorised Capital RM 25000000

* (i) Paid Up Capital (a+b+c) RM 1750000.00

a) Malaysian Individuals

Bumiputera RM 900000

Non-Bumiputera RM 100000

b) Company Incorporated in Malaysia + Add + Toggle All

Sinma Sdn Bhd (RM 300000.00)

i) Bumiputera 70 %

ii) Non Bumiputera 20 %

iii) Foreign. Specify Countries	Country	Percentage	Delete
	Japan	10.00 %	Delete

Delete Save

c) Foreign Nationals/Companies (specify Name and Nationality/Country of Origin) + Add

No	Name	Nationality	Amount (RM)	Delete
1.	Face Shop	Korea. Rep.	450000.00	Delete

(ii) Reserves (excluding capital appreciation) RM 0.00

(iii) Loan RM 0.00

1) Domestic (to specify potential bank / financial institutions) + Add

No	Name	Amount (RM)	Delete
----	------	-------------	--------

2) Foreign (to specify potential bank / financial institutions & country of origin) + Add

No	Name	Country of Origin	Amount (RM)	Delete
----	------	-------------------	-------------	--------

(iv) Other Sources RM 0.00

Other Sources + Add

No	Name	Amount (RM)	Delete
----	------	-------------	--------

(i + ii + iii + iv) Total Financing RM 1750000.00

Ultimate Parent Holding Company for Foreign Company

Ultimate Parent Holding Company for Foreign Company + Add

No	Name	Country	Delete
----	------	---------	--------

Save

- Fill in all required field in project financing. (if related to you).
- Click button **+ Add** to add **Company Incorporated in Malaysia, Foreign Nationals/Companies, Domestic Loan, Foreign Loan, Other Sources** and **Ultimate Parent Holding Company for Foreign Company**.

Add Company Incorporated in Malaysia

Company Name

Amount

Add Foreign Nationals/Companies

Name

Nationality

Amount

Add Domestic Loan

Name

Amount

Add Foreign Loan

Name

Country of Origin

Amount

Add Other Sources

Name

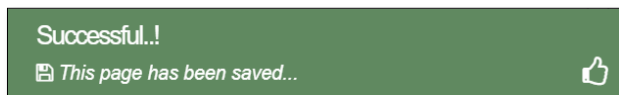
Amount

Add Ultimate Parent Holding Company for Foreign Company

Name

Country of Origin

- Click button to add your data.
- Click button to delete data.
- Then click button to save your data.



Tab 5: Manpower


New Application

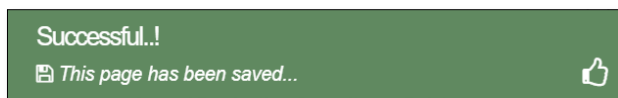
1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Declaration

Existing Manpower


Nationality	Managerial	Professionals/ Technical & Supervisory	Craft Skills	Plant & Machine Operators & Assemblers	Sales & Service Workers	Clerical Support Workers	General Workers	TOTAL
Malaysian	30	25	30	30	30	40	20	205
Foreign	15	10	15	15	15	50	25	145
TOTAL	45	35	45	45	45	90	45	350

Save

- Fill in all required field in existing manpower. (if related to you).
- Then click button  to save your data.



Tab 6: Attachment












Company AB...
Application List
New Application

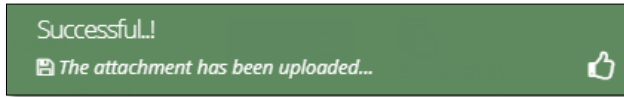
New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Declaration

Attachments

No	Details	Attach File	Upload	Document
1.	* Business Premise Licence from Local Authority.	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
2.	* Latest printout of SSM Company Profile (e-Info) by Companies Commission of Malaysia (CCM) Memorandum and Articles of Association (M&A)	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
4.	* Manufacturing Process Flow Chart Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
5.	* List of Main/New Machinery and Equipment Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
6.	* List of Main/New Raw Materials and Components Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
7.	Existing/New Production Schedule Download Template	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
8.	* Market for Existing/New Product Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
9.	Estimated Labour Cost Download Template	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
10.	Estimated Earning Download Template	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
12.	* Manpower with Salary Download Template	<input type="button" value="Choose File"/> eML-4. Manu...Process.pdf <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	 Successfully uploaded...!! <input type="button" value="Delete"/>
13.	Others	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
14.	Others	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	
15.	Others	<input type="button" value="Choose File"/> No file chosen <small>Max file size 2mb - jpeg bmp png pdf</small>	<input type="button" value="Upload"/>	

- Upload all related document.
- For certain section we provided standard template for you to use.
- Click  [Download Template](#) to download our format. Make sure you changed the format into .pdf before re-upload the document.
- This icon  is displayed if your document is successfully attached.



- Click button  **Delete** to delete **uploaded documents**.

Tab 7: Declaration

MIDA

Company AB...

Application List

New Application

New Application

1 General 2 Cost 3 Rental / Lease 4 Financing 5 Manpower 6 Attachments 7 Self Declaration 8 Declaration

Declaration

i. Manager ABC

, the Managing Director of Company ABC

i. hereby declare that to the best of my knowledge, the particulars furnished in this application are true;

ii. acknowledge that all the specific criteria as stated in Section G: Self-Assessment of Manufacturing Licence Criteria/Conditions above will be imposed as conditions;

iii. hereby declare that this application is in compliance with the eligibility criteria and conditions including additional conditions (where necessary) imposed for the approval of Manufacturing Licence (Section G: Self-Assessment of Manufacturing Licence Criteria/Conditions);

iv. hereby furnished all the documents required as stated in the checklist;

v. "agree and understand that MIDA, in amongst its functions to advise the Government on matters related to economic planning, may disclose my company's information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies"

vi. warrant that no components of the project/manufacturing activities infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.

vii. company is required to submit information on investment performance and project implementation status under the Industrial Coordination Act (ICA), 1975 whenever requires by MIDA. Failure to do so will result in company to:

a. commit an offence and can be penalised with not more than one thousand ringgit or imprisonment for no longer than three months or both and can be further penalised with not more than five hundred ringgit for each day for as long as the offence is being committed; or

b. commit an offence if company refurbish any false statement or other false information or creating confusion in any of the refurbished materials and can be penalised with not more than two thousand ringgit or imprisonment for no longer than six months or both.

viii. hereby acknowledge that I have read, understand and agree on the above (i) until (viii).




ix. *have engaged the services of the following consultant for my application :

I take full responsibility for all information submitted by the consultant(s).

PREVIEW

Save Consultant

Submit

- Click button  to preview your application.
- Below is the example of application preview.
- Tick for declaration.
- Click button  if you use consultant services.
- Then click button  to submit your application.

App ID: 4ADGTP20200708061851


APPLICATION FOR CONFIRMATION LETTER FOR A COMPANY EXEMPTED FROM MANUFACTURING LICENCE
COMPANY PROFILE

Company Name	:	COMPANY ABC
Company Registration No. (CCM - New No)	:	2019030991
Company Registration No. (CCM - Old No)	:	H-123456
Income Tax Ref. No. (if applicable)	:	123456789
Date of Incorporation	:	09/03/2020
Correspondence Address	:	Company ABC Jalan 1, Company ABC Jalan 2, Company ABC Jalan 3, 12345 Kuala Lumpur, W.P. - Kuala Lumpur
Office Tel. No.	:	0123456789
Office Fax No.	:	0312345678

CONTACT PERSON

Name	:	ABC MANAGER
Designation	:	MANAGER
Email	:	test@gmail.com
Mobile Phone No.	:	0123456789

APPLICATION DETAILS

Processing Division	:	INFORMATION TECHNOLOGY SYSTEM DEVELOPMENT (IT)
Product Category	:	SENSITIVE
Source of Technology	:	Green Technology
Purpose of Application for Manufacturing Licence Exemption Letter	:	- Duty/Tax Exemption - Foreign labours - Others:

- Once your application has been submitted you will receive a notification email.
- Below is example of email you will receive after your application is successfully submitted.



e-Manufacturing Licence (eML) - Your application 065CJM20200522044025 is successfully submitted
eMLAdministrator to: haziqah
Please respond to no_reply

22/05/2020 11:54 AM
[Show Details](#)

Dear Sir/Madam,

You have successfully submitted your application to MIDA e-Manufacturing Licence System. MIDA is reviewing the application.

The details of the application are as follows:

Reference No. : **065CJM20200522044025**

Company Name: **Company ABC**

Application Type: **Application for Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10)**

Thank You.

Regards,
Administrator


Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral
50470 Kuala Lumpur Malaysia.
Tel: 603 2267 3633 | Fax: 603 2273 4208
Email: admin.eml@mida.gov.my

Note:

This is a system generated email. No signature required. Please do not response to this email

8 Email Notification:

8.1 For Returned Application



e-Manufacturing Licence (e-ML) - Returned Application 43GHJ220200707001550
MIDAeML to: hanisars
Please respond to no_reply

History: This message has been forwarded.

Dear Sir/Madam,

Kindly be informed that your application 43GHJ220200707001550 has been returned for the following reason:

Reason : Pls amend project cost

Please update and resubmit your application

Thank You.


Regards,
Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral
50470 Kuala Lumpur Malaysia.
Tel: 603 2267 3633 | Fax: 603 2273 4208
Email: investmalaysia@mida.gov.my

Note:
This is a system generated email. No signature required. Please do not response to this email

- You will receive this email notification if your application is incomplete. Please update the information and resubmit to MIDA by clicking the Submit button in e-ML System (In Declaration Page).

8.2 For Acknowledgement on *Akuan Penerimaan*



e-Manufacturing Licence (e-ML) - Application Acknowledgement Letter Application for Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10) (MIDA Ref. No.: MCO-160/2020/00012)
MIDAEML to: haziqah
 Please respond to no_reply

08/07/2020 17:09
[Show Details](#)

Dear Sir/Madam,

Kindly be informed that your application of Application for Confirmation Letter for a Company Exempted from Manufacturing Licence (ICA10) dated 08-07-2020 has been received and is being processed.

The details of the Application Acknowledgment Letter are well explained [here](#)

For better viewing, please log into the e-Manufacturing Licence System

Thank You.

Regards,
Administrator

Malaysian Investment Development Authority (MIDA)
 MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral
 50470 Kuala Lumpur Malaysia.
 Tel: 603 2267 3633 | Fax: 603 2273 4208
 Email: investmalaysia@mida.gov.my

Note:
 This is a system generated email. No signature required. Please do not respond to this email

- You will receive this email notification where MIDA start evaluating your application. MIDA Reference Number (MIDA Ref. No) will display on the subject of email.
- Click **here** link to access the Akuan Penerimaan.
- You could also download it in the e-ML system.
- Below is an example of Akuan Penerimaan.


MIDA e-Licence Manufacturing – Akaun Penerimaan

Tuan/Puan,

Adalah dimaklumkan, bahawa permohonan syarikat tuan/puan telah diterima dan sedang dipertimbangkan.

Jenis Permohonan : PERMOHONAN SURAT PENGESAHAN BAGI SYARIKAT PERKILANGAN
DIKECUALIKAN DARIPADA LESEN PENGILANG

No. Rujukan MIDA : MCO-160/2020/00012 **Tarikh Diterima** : 08/07/2020

Nama Syarikat : COMPANY ABC

No Pendaftaran Syarikat (SSM-No Baru) : 2019030991

No Pendaftaran Syarikat (SSM-No Lama) : H-123456

Pegawai Dihubungi : ABC MANAGER

Jawatan : MANAGER

Emel :

Alamat : Company ABC Jalan 1, Company ABC Jalan 2, Company ABC Jalan 3, 12345 Kuala Lumpur, W.P. - Kuala Lumpur

Office Tel. No. : 0123456789

Bahagian :

Pengarah / Timbalan Pengarah :

No. Tel :

Emel :

Pegawai MIDA :

No. Tel :

Emel :

Sekian, terima kasih

MIDA e-Manufacturing Licence Administrator

Malaysian Investment Development Authority (MIDA)

MIDA Sentral ,No. 5, Jalan Stesen Sentral 5,Kuala Lumpur Sentral, 50470 Kuala Lumpur Malaysia.

Tel: 603 2267 3633 Fax: 603 2273 4208 .

This is a system generated email. No signature required.

1/1

8.3 For Acknowledgement on:

a. **Surat Keputusan Interim Lesen Pengilang or;**

b. **Surat Pengesahan Untuk Syarikat Pekilangan Dikecualikan Daripada Lesen Pengilang**



e-Manufacturing Licence (e-ML) - Pemberitahuan Surat Pengesahan Untuk Syarikat Pekilangan Dikecualikan Daripada Lesen Pengilang Company ABC, MIDA Ref. No: MCO-160/2020/00012

MIDAeML to: norashimah

Cc: hartinah, ibaneznuke

Please respond to no_reply

Tuan/Puan,

Adalah dimaklumkan bahawa Surat Pengesahan Untuk Syarikat Pekilangan Dikecualikan Daripada Lesen Di Bawah Akta Penyelaras Perindustrian 1975 (Akta 156) bagi permohonan syarikat tuan/puan, Company ABC, No Rujukan MIDA MCO-160/2020/00012 telah dikeluarkan.

Surat Pengesahan Untuk Syarikat Pekilangan Dikecualikan Daripada Lesen Pengilang tersebut boleh dimuat turun menerusi: <https://eml.mida.gov.my>

Untuk makluman, MIDA menggunakan Tandatangan Digital (Public Key Infrastructure (PKI/Digital Certificate)) ke atas Surat Pengesahan Untuk Syarikat Pekilangan Dikecualikan Daripada Lesen Pengilang

Penggunaan sistem ini juga membolehkan

i) Pihak syarikat tuan/puan menerima Surat Pengesahan Untuk Syarikat Pekilangan Dikecualikan Daripada Lesen Pengilang

*Pengesahan daripada Bahagian Industri diperlukan ke atas dokumen yang dinyatakan di (i)

S ehubungan itu semua Surat Pengesahan Untuk Syarikat Pekilangan Dikecualikan Daripada Lesen Pengilang akan ditandatangani secara digital oleh Pengarah Bahagian yang memproses. Ini merupakan salahsatu inisiatif dalam mengurangkan kos menjalankan perniagaan dan mempertingkatkan kecekapan sistem penyampaian MIDA.

Sekian, harap maklum.

Terima kasih
Administrator

Malaysian Investment Development Authority (MIDA)
MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral
50470 Kuala Lumpur Malaysia
Tel: 603 2267 3633 | Fax: 603 2273 4208
Email: investmalaysia@mida.gov.my

Note:
This is a system generated email. No signature required. Please do not respond to this email

- You will receive this email notification after the application has been processed by MIDA.
- Click **url: <https://eml.mida.gov.my>** link to download the document in the e-ML system.

Note: The information captured for this user guide is dummy data.


FAQ's

The first time you login to access MIDA e-Manufacturing Licence Login Page, you will need to do the following:

1. Click [here](#) to see more details.

Login Issues

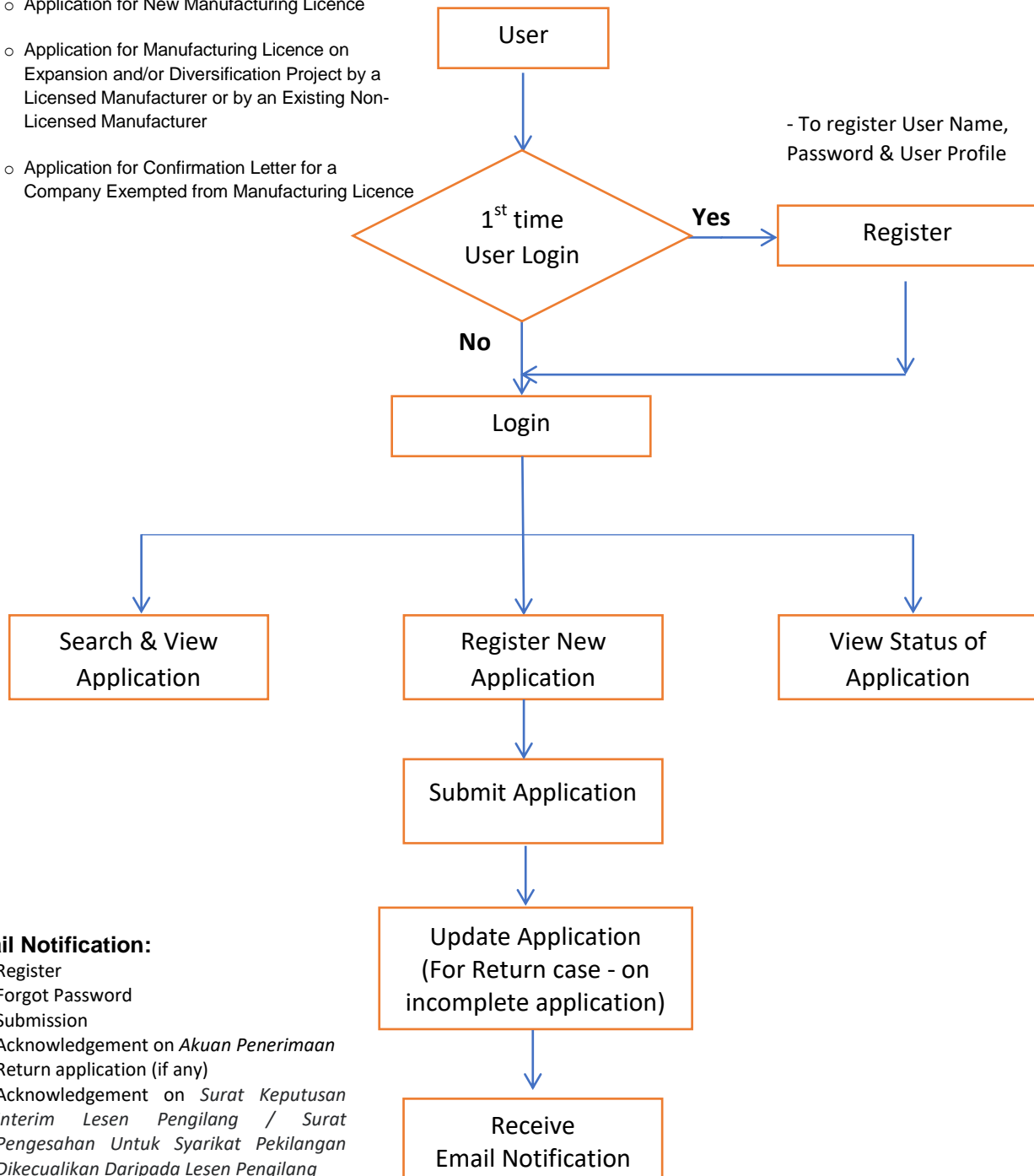
Some general things to note if you are having trouble logging in

1. Incorrect user ID or password.
Make sure you're using the correct user ID and password. Refer to the email sent to you during the creation of the user ID and password.
2. I've forgotten my password or I can't remember my User ID or Password. It happens! In order to retrieve both, you will need to take below steps.
 - i. First, request your password by clicking Forgot Password on the login page.
 - ii. We will resend the user ID and password to the email address for the account created.
 - iii. If you're not sure about your email address created under MIDA e-Manufacturing Licence System, please call MIDA Helpdesk at 03-22673633 or log your problem in  (Technical Enquiries).
3. How can I tell if I'm logged in?
If you are logged in, you will see page with your user registered name being displayed at top left corner of the page. If you are not logged in, you will see the Login Page.

System Flow Diagram

Type of Application:

- Application for New Manufacturing Licence
- Application for Manufacturing Licence on Expansion and/or Diversification Project by a Licensed Manufacturer or by an Existing Non-Licensed Manufacturer
- Application for Confirmation Letter for a Company Exempted from Manufacturing Licence



Email Notification:

- Register
- Forgot Password
- Submission
- Acknowledgement on *Akuan Penerimaan*
- Return application (if any)
- Acknowledgement on *Surat Keputusan Interim Lesen Pengilang / Surat Pengesahan Untuk Syarikat Pekilangan Dikecualikan Daripada Lesen Pengilang*