

Reference List of Documents (Master Checklist) (in English)

No	Documents	BNR	TL	OL
i. General & Identify Documents				
	Super Form Application for Registration of Business in Sarawak	√	√	√
	Copy of Identification Card (NRIC) applicant	√	√	√
	Latest coloured passport-size photographs (2 pcs)			√
	A copy of Directors' Identification Card (NRIC) -if applicable		√	
	The company stamp must be brought when collecting the certificate.	√	√	
ii. Premises ownership, tenancy & plans				
	Copy of Land Title / Temporary Occupation Licence (TOL) or S&P / Developer Agreement	√	√	√
	Grant of land / Lease of State Land (if applicable)	√	√	
	Tenancy Agreement	√	√	√
	Permission Letter from owner / Penghulu/tribal head (if applicable)			√
	Premises Assessment / House-tax bill			√
	Locality / Business-location plan & Site plan			√
	Scaled architectural plans (A3) – floor layout, grease interceptor, etc. (food premises) (if applicable)			√
	Renovation / building plans & council approval + Occupation Permit (new or renovated premises) (if applicable)			√
	Occupational Permit of Business Premises (existing buildings)			√
iii. Corporate & statutory registration (for companies / societies / co-ops)				
	Certificate of Incorporation / Sijil Pendaftaran		√	√
	Companies Act 2016 filings: Section 14 (Application), Section 15 (Notice), Section 58 & 236(2) (Directors/Secretaries)		√	
	Borang 49 / Extract of Shareholders & directors' NRIC copies		√	√
	Letter of Appointment of Nominee & proof of acceptance (if an individual is the licensee)		√	√
	DOSM – Census of Licensed Trading Establishment (new registration)		√	
iv. Tax & licensing forms				
	R20 Form (business-name registration)	√		
	Certificate of Incorporation /R.22 Registration Certificate		√	√
	Form 2 (I.R.D. 8 Pind.1/86)		√	
	Form 3 – Application for a Transfer of Trading Licence			
	IRD No. 7 (Form 1) (tax registration)		√	√
	Business-name signboard licence application (if applicable)			√
v. Health, safety & sector-specific approvals				
	Food Handler Course Certificate (food outlets)			√
	Medical Examination Report / Health check (where required)			√
	Letter of Support or Certificate – Fire & Rescue Dept. (LPG, petroleum)			√
	Supporting letters / approvals from other agencies (Police, sector regulators, high-risk businesses)			√
	High-risk business pack – architect-submitted plan, hotel, lodging, karaoke site approval, reflexology / health-establishment form, Form A – Application for License Entertainment by Law, 2001(SMC and SRDC), Form A - The Local Authority (Advertisement) by Law, 2012, etc.			√
vi. Personnel & immigration				
	Work Permit / Employment Pass copies for non-Sarawakians			√
vii. Premises Evidence & Photographs				
	Photographs of every corner inside & outside premises / exterior photo			√

