**APPLICATION FOR AUTOMATION CAPITAL ALLOWANCE (AUTOMATION CA) FOR SERVICES SECTOR**

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| **Section A: Company Profile** | |
| **Company Name** |  |
| **Mailing Address** |  |
| **Project Location** |  |
| **Company Contact Details** | Telephone Number:  Fax Number:  Email:  Website: |
| **Date of Incorporation** |  |
| **ROC Number** |  |
| **Income Tax Reference Number** |  |
| **Business Licence Number**  **(a copy to be attached)**  ***(mandatory requirement)*** |  |
| **Permit/licence/registration/ accreditation/certificate/approval letter/supporting letter from relevant ministry/agency/regulator**  **(a copy to be attached)**  ***(whichever applicable)*** |  |
| **Contact Person 1**  ***(preferably technical person)*** | Name:  Designation: Telephone Number:  Fax Number:  Email: |
| **Contact Person 2**  ***(preferably technical person)*** | Name:  Designation: Telephone Number:  Fax Number:  Email: |

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| --- | --- | --- | --- |
| **Products / Activities** | | **Project Location** | **Commencement Date** |
| **Existing** |  |  |  |
| **Additional / Expansion**  ***(if applicable)*** |  |  |  |
| *Please attach a copy of the approval letter of tax incentives (Pioneer Status / Investment Tax Allowance / Reinvestment Allowance) (if any)* | | | |

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| **Section B: Project Cost** | | | | | |
| **1. Cost of Fixed Assets:** | | | | | |
| **Item** | **Value** | | **Annual Lease *(if applicable)*** | | |
| **Existing**  **(RM)** | **Additional**  **(RM)** | **Existing**  **(RM)** | | **Additional**  **(RM)** |
| a) Land |  |  |  | |  |
| b) Building |  |  |  | |  |
| c) Plant/Machinery |  |  |  | |  |
| d) Other Equipment |  |  |  | |  |
| ***Total*** |  |  |  | |  |
| **Item** | | **Value** | | | |
| **Existing**  **(RM)** | | **Additional**  **(RM)** | |
| **2. Pre-operational Expenditure** | |  | |  | |
| **3. Working Capital**  *(Current Assets - Current Liabilities)* | |  | |  | |
| **4. Total Project Cost** *(1+2+3)* | |  | |  | |

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| **Section C: Financing** | | | | | | |
| **Capital Structure** | | **Existing**  **(RM)** | | | **Additional**  **(RM)** | |
| 1. Authorised Capital | |  | | |  | |
| 2. Shareholders’ Fund | |  | | | | |
| (a) Paid Up Capital | |  | | | | |
| (i) Malaysian Individuals | |  | | | | |
| * Bumiputera | |  | | |  | |
| * Non-Bumiputera | |  | | |  | |
| (ii) Company Incorporated in Malaysia\* | |  | | | | |
|  | |  | | |  | |
|  | |  | | |  | |
| (iii) Foreign Nationals / Companies (specify Name and Nationality / Country of Origin) | |  | | | | |
|  | |  | | |  | |
|  | |  | | |  | |
| **Total of (i), (ii) and (iii)** | |  | | |  | |
| (b) Reserves (excluding capital appreciation) | |  | | |  | |
| **Total of (a) and (b)** | |  | | |  | |
| \*For 2(a)(ii), please provide equity structure as follows: | | | | | | |
| Name | RM | | Bumiputera (%) | Non -Bumiputera (%) | | Foreign (specify country) (%) |
| i) |  | |  |  | |  |
| ii) |  | |  |  | |  |
|  |  | |  |  | |  |
| 3. **Loan** | | **Existing**  **(RM)** | | | **Additional**  **(RM)** | |
| 1. Domestic | |  | | |  | |
| 1. Foreign (specify country of origin) | |  | | |  | |
| **Total of (a) and (b)** | |  | | |  | |
| 4. **Other Sources (please specify)** | | **Existing**  **(RM)** | | | **Additional**  **(RM)** | |
| a) | |  | | |  | |
| b) | |  | | |  | |
| **Total of (a) and (b)** | |  | | |  | |
| **Total of 2, 3 and 4** | |  | | |  | |
| **Financial year end:** | |  | | | | |
| **Year of Assessment:** | |  | | | | |

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| **Section D: Machinery/Equipment/Software/System for Automation Capital Allowance**  **Section E: Sales** |
| | **Description\*** | **Location of the machinery/ equipment/ software/ system** | **Unit** | **Function** | **Country of Origin** | **Cost (RM)** | **Adaptation of Industry 4.0**  (If yes, please indicate the Industry 4.0 technology) | **The machinery/ equipment/ software/ system is purchased through Grant approved by the Government**  (If yes, please indicate the Grant’s name, period and approval Ministry/ Agency) | | --- | --- | --- | --- | --- | --- | --- | --- | | Existing |  |  |  |  |  |  |  | | Additional/ Expansion |  |  |  |  |  |  |  |   ***\*Note: (1) All machines that require verification from SIRIM have to be listed in this section. If the space provided is insufficient, please provide the information on a separate sheet of paper***  ***(2) SIRIM’s application fee includes verification for a maximum of 3 machines at the same location. Additional verification will incur additional fee. Please refer to SIRIM information sheet***  *Please furnish the following documents. All documents are to be certified by External Auditors.*   1. *List of purchased and installed machines/equipment specifying its functions.* 2. *Invoice and Delivery order for the machines/equipment.* 3. *Proof of documents to indicate that the entire cost of the machine/ equipment has been paid.*  |  |  |  | | --- | --- | --- | | **Source of Technology** | **Existing** | **Additional** | |  |  |  | |

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| **Section E: Employment**  **Section E: Sales** |
| **Please provide information as per APPENDIX I.** |

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| --- |
| **Section F: Market** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Products/ produce/ activities | % of market | | |  |
| Year 1 | Year 2 | Year 3 |
| For domestic market |  |  |  | Principal Customer |
|  |  |  |
| For export market |  |  |  | Principal Customer and Destination |

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| **Section G: Estimated Labour Cost and Earnings**  **Section E: Sales** |
| **Please provide information as per APPENDIX II.** |

|  |
| --- |
| **Section H: Declaration** |

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| --- | --- | --- | --- |
| I , |  | , the Managing Director of | |
|  | | |  |

|  |  |
| --- | --- |
| (i) | hereby declare that the particulars furnished in this application are true. |

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| (ii)\* | have engaged/is planning to engage the services of the following consultant for my application : | | | | |
|  |  | | | | |
|  |  | Company Name | : |  |  |
|  |  | Address | : |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | Contact Person | : |  |  |
|  |  | Designation | : |  |  |
|  |  | Telephone no. | : |  |  |
|  |  | Fax no. | : |  |  |
|  |  | E-mail | : |  |  |
|  |  |  |  |  |  |
|  |  | |  |  | |
|  | I take full responsibility for all information submitted by the consultant(s). | | | | |

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|  |  | | | |
|  |  |  |  |  |
|  |  | Date |  | (Signature) |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | | (Company’s Stamp or Seal) |
|  | \*Please complete this section if the company has engaged/is planning to engage the services of consultant(s) to act on behalf of the company. Please provide information on a separate sheet of paper if space is insufficient | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **SECTION E: EMPLOYMENT** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **JOB CATEGORY** | | | | | | | **Full-time employment** | | | | | | | | | | | | | | | | | | | |
| **Existing** | | | | | | | **Additional** | | | | | | | | | | | | |
| Malaysia | | | Foreign Nationals | | | **TOTAL** | Malaysia | | | | | | Foreign Nationals | | | | | | **TOTAL** |
| Degree / Professional | Diploma | Certificate/ Others | Degree / Professional | Diploma | Certificate/ Others | Degree / Professional | | Diploma | | Certificate/ Others | | Degree / Professional | | | Diploma | Certificate/ Others | |
| 1 | Managerial staff\* with | | | | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  | \*(e.g CEO, CFO, COO, CTO, MD, Directors & Managers) | | | | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  | (a) | | Technical qualifications | | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (i) | Electrical & Electronics Engineering | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (ii) | Mechanical Engineering | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (iii) | Chemical Engineering | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (iv) | Others (Please specify): | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  | (b) | | Science qualifications | | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (i) | Chemistry | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (ii) | Physics | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (iii) | Biotechnology / Microbiology | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (iv) | Pharmacy | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (v) | Computer Science | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  |  | | (iv) | Others (Please specify): | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
|  | (c) | | Other qualifications / experience  (e.g. economics, marketing, finance & accounting. Please specify):  ------------------------------ | | | |  |  |  |  |  |  |  |  | |  | |  | |  | | |  |  | |  |
| **JOB CATEGORY** | | | | | | | **Full-time employment** | | | | | | | | | | | | | | | | | | | |
| **Existing** | | | | | | | | **Additional** | | | | | | | | | | | |
| Malaysia | | | Foreign Nationals | | | **TOTAL** | | Malaysia | | | | | | | Foreign Nationals | | | **TOTAL** | |
| Degree / Professional | Diploma | Certificate/ Others | Degree / Professional | Diploma | Certificate/ Others | Degree / Professional | | Diploma | | Certificate/ Others | | | Degree / Professional | Diploma | Certificate/ Others |
| 2 | Professionals/ Technical and supervisory staff with | | | | | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  | (a) | | Technical/ Engineering Professions/ qualifications | | | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (i) | Electrical & Electronics Engineers qualification | | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (ii) | Mechanical Engineers qualifications | | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (iii) | Chemical Engineers qualifications | | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (iv) | Other qualifications  (please specify) | | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  | (b) | | Science Professions/ Qualifications | | | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (i) | | Physicists | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (ii) | | Chemists | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (iii) | | Biotechnologist/ Microbiologist | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (iv) | | Pharmacists | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (v) | | Computer Science | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
|  |  | | (vi) | | Others  (Please specify): | |  |  |  |  |  |  |  | |  | |  | |  | | |  |  |  |  | |
| **JOB CATEGORY** | | | | | | | **Full-time employment** | | | | | | | | | | | | | | | | | | | |
| **Existing** | | | | | | | **Additional** | | | | | | | | | | | | |
| Malaysia | | | Foreign Nationals | | | **TOTAL** | Malaysia | | | | | | | Foreign Nationals | | | | **TOTAL** | |
| Degree / Professional | Diploma | Certificate/ Others | Degree / Professional | Diploma | Certificate/ Others | Degree / Professional | | Diploma | | | Certificate/ Others | | Degree / Professional | | Diploma | Certificate/ Others |
| 2 | (c) | | Technicians and Associate Professionals | | | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (i) | | Technician | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (ii) | | CNC Technician | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (iii) | | CAD/ CAM Programmer | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (iv) | | Quality Controller | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (v) | | Supervisor | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | Craft & Related Trade Workers | | | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (vi) | | Tool & Die/ Mould Maker | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (vii) | | Industrial Machinist | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (viii) | | CNC Machinist | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (ix) | | Welder | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (x) | | Chargeman/ Electrician | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (xi) | | Plant Maintenance Mechanics | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | (xii) | | Other special skills related to the sector (please specify) | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | a) | |  | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | b) | |  | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | c) | |  | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | d) | |  | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
|  |  | | e) | |  | |  |  |  |  |  |  |  |  | |  | | |  | |  | |  |  |  | |
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| **JOB CATEGORY** | | | | | | | **Full-time employment** | | | | | | | | | | | | | | | | | | | |
| **Existing** | | | | | | | **Additional** | | | | | | | | | | | | |
| Malaysia | | | Foreign Nationals | | | **TOTAL** | Malaysia | | | | | | | Foreign Nationals | | | | | **TOTAL** |
| Degree / Professional | Diploma | Certificate/ Others | Degree / Professional | Diploma | Certificate/ Others | Degree / Professional | | Diploma | | Certificate/ Others | | | Degree / Professional | | Diploma | Certificate/ Others | |
| 3 | Other professions, please specify  (e.g accountant, business and admin professionals): | | | | | |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
| 4 | Clerical Support Workers | | | | | |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
| 5 | Sales & Service Workers | | | | | |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
| 6 | Plant & Machine Operators & Assemblers | | | | | |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
|  |  | (i) | | | | Machine Operators |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
|  |  | (ii) | | | | Assemblers |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
|  |  | (iii) | | | | Forklift Driver |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
|  |  | (iv) | | | | Truck Driver |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
|  |  | (v) | | | | Others  (please specify) |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
| 7 | Elementary Workers | | | | | |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
|  |  | (i) | | | | General Workers |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
|  |  | (ii) | | | | Others |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |
| **TOTAL** | | | | | | |  |  |  |  |  |  |  |  | |  | |  | | |  | |  |  | |  |

*Note:*

*\*\* Machine operators and assemblers are those involved in the production/assembly line who receive mainly on-the-job training for a period between 3 to 6 months,e.g. production operators.*

*\*\*\* Job Categories are based on Malaysia Standard Classification of Occupations (MASCO)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Existing** | | |  | **Additional** | | |
| 1. | Percentage of science and technical staff having degrees or diplomas with a minimum of 5 years experience (of the total workforce) | **:** | % | | |  | % | | |
|  |  |  |  | | |  |  | | |
| 2. | Number of Staff with Post Graduate (ie. Masters/PhD etc) qualifications | **:** |  | | |  |  | | |
|  |  |  | **Foreign** |  | **Domestic** |  | **Foreign** |  | **Domestic** |
| 3. | In addition to the full-time employees as mentioned in the above tables, please provide the number of workers which are outsourced (not under the company’s payroll) | **:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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| **SECTION E: EMPLOYMENT BY INCOME** | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Category  (Only for full time employment under company’s payroll) | | | Number of Persons Employed by Average Monthly Salary\* (RM) | | | | | | | | | | | | | | | | | | | | | |
| **Existing** | | | | | | | | | | **Additional** | | | | | | | | | | | |
| <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | | 10,000 and above | | | <3,000 | | | 3,000-<5,000 | | | 5,000-<10,000 | | | 10,000 and above | | |
| Malaysia | Foreign National | Malaysia | Foreign National | Malaysia | Foreign National | Malaysia | | Foreign National | Malaysia | | Foreign National | Malaysia | | Foreign National | Malaysia | | Foreign National | Malaysia | | Foreign National |
| 1 | Managerial staff | |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |
| 2 | Professionals/ Technical and supervisory staff with | |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |
|  | (a) | Technical/ Engineering Professions/ qualifications |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |
|  | (b) | Science Professions/ Qualifications |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |
|  | (c) | Technicians and Associate Professionals including Craft & Related Trade Workers |  |  |  |  |  |  |  | |  |  | |  |  | |  |  | |  |  | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Category  (Only for full time employment under company’s payroll) | | Number of Persons Employed by Average Monthly Salary\* (RM) | | | | | | | | | | | | | | | | | | |
| **Existing** | | | | | | | | **Additional** | | | | | | | | | | |
| <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | 10,000 and above | | <3,000 | | | 3,000-<5,000 | | 5,000-<10,000 | | | 10,000 and above | | |
| Malaysia | Foreign National | Malaysia | Foreign National | Malaysia | Foreign National | Malaysia | Foreign National | Malaysia | | Foreign National | Malaysia | Foreign National | Malaysia | Foreign National | Malaysia | | Foreign National |
| 3 | Other professions |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |
|
| 4 | Clerical Support Workers |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |
| 5 | Sales & Service Workers |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |
| 6 | Plant & Machine Operators & Assemblers |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |
| 7 | Elementary Workers |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |
| **Total** | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |

*Note:*

*\* include wages, salaries, bonuses, social insurance contribution and all employee benefits. If there is more than one factory location, please provide the same information on a separate sheet of paper.*

*\*\* Machine operators and assemblers are those involved in the production/assembly line who receive mainly on-the-job training for a period between 3 to 6 months,e.g. production operators.*

*\*\*\* Job Categories are based on Malaysia Standard Classification of Occupations (MASCO)*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Percentage of foreign workers with basic salary less than RM1,500 per month (of the total workforce) | **:** | % |

**APPENDIX II**

|  |
| --- |
| **Section G: Estimated Labour Cost and Earnings** |

1. ESTIMATED LABOUR COST - Salaries and Wages\*

|  |  |  |  |
| --- | --- | --- | --- |
| Year in Operation | Year 1 | Year 2 | Year 3 |
| Salaries and Wages (RM) |  |  |  |

Note:

\*Include wages, salaries, bonuses, social insurance contribution and all employee benefits

1. ESTIMATED EARNINGS

|  |  |  |  |
| --- | --- | --- | --- |
| Year in Operation | Year 1 | Year 2 | Year 3 |
| (a) Estimated Earnings before Interest, Tax, Depreciation & Amortization (EBITDA) (RM) |  |  |  |
| (b) Estimated Net Income After Tax (RM) |  |  |  |
| * Held in Malaysia as reserves (%) |  |  |  |
| * Remitted out of Malaysia (%) |  |  |  |
| * Reinvested in Malaysia (%) |  |  |  |