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

|  |
| --- |
| **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: |

|  |  |  |
| --- | --- | --- |
| **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)* |

|  |
| --- |
|  **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)* |  |  |

|  |
| --- |
|  **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:** |  |

|  |
| --- |
|  **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.** |

|  |
| --- |
| **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 |

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

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

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

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

|  |  |
| --- | --- |
| (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). |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |  |  |  |
|  |  | 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 |

|  |
| --- |
| **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) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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)  | **:** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 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 (%)
 |  |  |  |