

SMEs Digitalization Grant

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SME Digitalization Initiative Check List for Customer

Company Name:	Date:
Company Contact Name:	
Phone no:	Email:
Sales Person In Charge Name:	

Application Information Required.

No	Item	Pls Fill Up
1.	Date of incorporation:	Date
2.	Date of Commencement:	Date
3.	No of Full-time employee	Head Count
4.	No of Part time employee:	Head count
5.	Gross yearly income: RM	RM
6.	One of Director mobile phone no.:	Mobile Number
7.	One of Director Academic Qualification	Circle one: Certificate / Diploma / Degree / Others _____
8.	One of Director email:	eMail
9.	One of Director Residential Type	Circle one: Own / Rent

Document Submission Check List

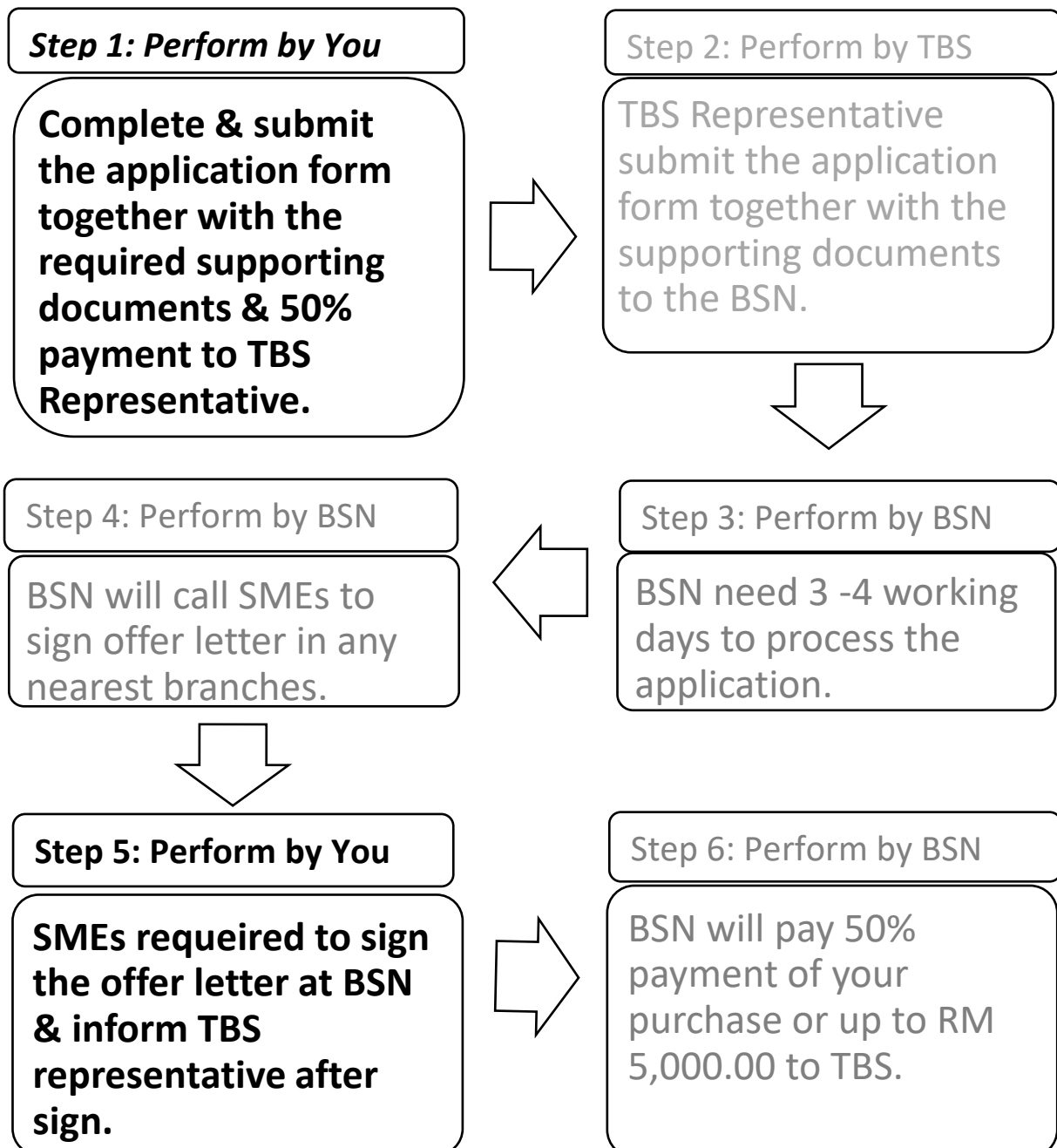
No	Item	Tick (✓)
1.	Authorized signature application & declaration form with company chop	
2.	Photocopy of director's IC (all directors)	
3.	a. Sdn Bhd - CTC of Business Registration Licenses (Full set of SSM)	
	I. Form 9 (Section 17)	
	II. Form 24 (Section 78)	
	III. Form 32A (Section 105) (If Applicable)	
	IV. Form 44 (Section 46)	
	V. Form 49 (Section 58)	
	VI. M&A	
	b. Enterprise (Sole Proprietor / Partnership / LLP) – CTC full set of Borang D	
4.	a. Latest 2 months bank statement (The most active bank)	
	b. P&L / Latest Audit Report (If Applicable)	

SME Application Eligibility and Application Flow

SME Eligibility

No	Item
1.	At least 60% owned by Malaysian individually.
2.	Registered under relevant laws of Malaysia & classified as SME.
3.	a. Had been in operation for 1 year and above, the SME is required to have minimum annual sales turnover of RM 100,000.00, or b. Had been in operation for 2 years or more, the SME is required to have minimum annual sales turnover of RM 50,000.00 for the preceding 2 consecutive years.

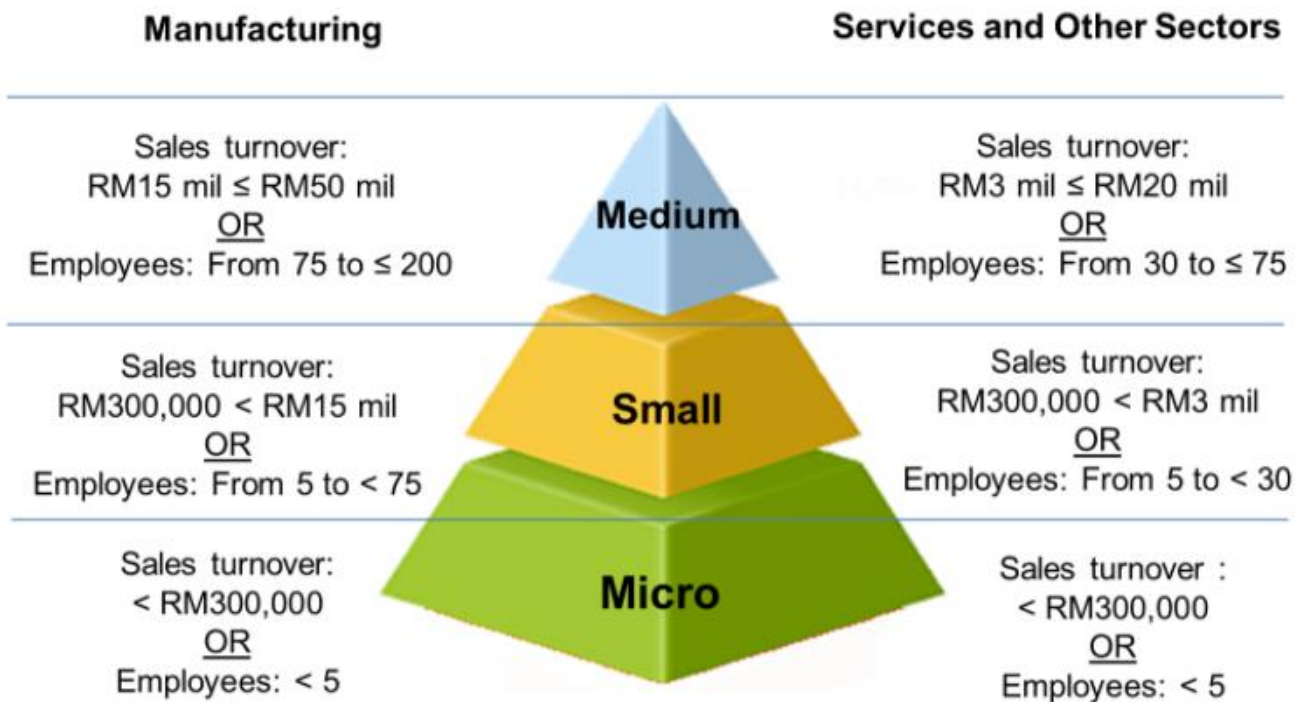
Application Flow



SMEs Definition

Small and mid-size enterprise (SMEs) are businesses that maintain revenues, assets or number of employees below a certain threshold.

Category	Micro	Small	Medium
Manufacturing	Sales turnover of less than RM 300,000.00 or full-time employees less than 5	Sales turnover from RM 300,000.00 to less than RM 15 million OR full-time employees from 5 to less than 75	Sales turnover from RM 15 million to not exceeding RM 50 million OR full-time employees from 75 to not exceeding 200
Services & Other Sectors		Sales turnover from RM 300,000.00 to less than RM 3 million OR full-time employees from 5 to less than 30	Sales turnover from RM 3 million to nit exceeding RM 20 million OR full-time employees from 30 to not exceeding 75



Classification of sectors

1. **'Manufacturing'** refers to physical or chemical transformation of materials or components into new products.

2. **'Services'** refers to all services including distributive trade; hotels & restaurants; business, professional & ICT services; private education & health; entertainment; financial Intermediation; & manufacturing-related services such as R&D, logistics, warehouse engineering.

3. **'Others'** refers to remaining 3 key economic activities
 - a. Primary Agriculture – Perennial crops (e.g. rubber, oil palm, cocoa, pepper) & cash crops (e.g. vegetables, fruits etc), Livestock, Forestry & logging, Marine fishing & Aquaculture.
 - b. Construction – Infrastructure, Residential & non-residential & special trade.
 - c. Mining & quarrying – Classification of economic activities for purposes of definition will be based on the Malaysian Standard Industrial Classification (MSIC) 2008 codes as Annex 1. This is to ensure comparability of data from various sources & to facilitate data harmonization across the various providers of SME statistics. However, the list of activities is not exhaustive and may be subject to amendments from time to time.

i. I/We hereby consent and authorize the Bank to process my/our personal information and disclose any information in connection with the application(s) to any bureau, board or agencies established by Bank Negara Malaysia (BNM) such as the Central Credit Bureau (CCRIS), Dishonoured Cheques Information System (DCHEQS), RAM Credit Information (RAMCI), the Association of Banks in Malaysia or any other authorities including but not limited to any subsidiary of the Bank and any related party which the Bank deems appropriate for the purpose of processing this application.

Saya/Kami dengan ini memberi persetujuan dan kebenaran kepada pihak Bank untuk memproses maklumat peribadi saya/kami dan menzahirkan apa - apa maklumat berkaitan permohonan ini kepada mana - mana biro, lembaga atau agensi yang ditubuhkan oleh Bank Negara Malaysia (BNM) seperti, Biro Kredit Pusat (CCRIS), Sistem Maklumat Cek Tidak Laku (DCHEQS), Maklumat Kredit (RAMCI), Persatuan Bank - Bank Malaysia atau mana - mana pihak berkuasa lain, termasuk mana - mana anak syarikat Bank dan mana - mana pihak yang difikirkan wajar oleh pihak Bank untuk tujuan pemprosesan permohonan ini.

j. Please choose one:-
Silalah pilih salah satu:-

I/We hereby **CONSENT** and authorized the Bank to disclose and share any information that is relevant for the purpose of cross-selling, marketing and promotional activities including to the subsidiaries, service providers, strategic business partners of the Bank or any third party(ies) associated with the Bank.
Saya/Kami dengan ini BERSETUJU dan memberi kuasa kepada Bank untuk menzahirkan dan berkongsi apa-apa maklumat yang dianggap relevan untuk tujuan jualan silang, pemasaran dan aktiviti promosi termasuk subsidiari, pembekal perkhidmatan, rakan niaga strategik bagi pihak Bank atau mana-mana parti ketiga yang bekerjasama dengan pihak Bank.

or / atau

I/We hereby **DO NOT CONSENT** and do not allow the Bank to disclose and share any information that is relevant for the purpose of cross-selling, marketing and promotional activities including to the subsidiaries, service providers, strategic business partners of the Bank or any third party(ies) associated with the Bank.
Saya/Kami dengan ini TIDAK BERSETUJU dan tidak memberi kuasa kepada Bank untuk menzahirkan dan berkongsi apa-apa maklumat yang dianggap relevan untuk tujuan jualan silang pemasaran dan aktiviti promosi termasuk subsidiari, pembekal perkhidmatan, rakan niaga strategik bagi pihak Bank atau mana-mana parti ketiga yang bekerjasama dengan pihak Bank.

k. If there are any changes to your personal information, the Bank reserves the right to update your information in the Bank's system based on your feedback. In order to ensure that the records are accurate, we encourage you to inform us if there are any changes to your information.
Jika terdapat sebarang perubahan maklumat peribadi anda, pihak Bank berhak untuk mengemaskini maklumat tersebut di sistem kami berdasarkan maklumbalas anda. Demi memasti memastikan ketepatan maklumat tersebut, adalah sangat penting untuk anda memaklumkan kepada kami jika terdapat sebarang perubahan maklumat.

l. I/We agree to be bound by all the terms of conditions of the SME Digitalization Initiative and all future amendments thereto. This application shall form my/our agreement with the Bank for this Initiative..

Saya/Kami bersetuju kepada segala terma dan syarat - syarat Inisiatif Pendigitalan PKS dan sebarang pindaan pada masa akan datang. Borang permohonan ini akan dianggap sebagai perjanjian saya dengan Bank bagi Inisiatif tersebut.

Authorized Signature
Tandatangan yang diberi kuasa

Authorized Signature
Tandatangan yang diberi kuasa

Name / Nama _____

Name / Nama _____

Designation / Jawatan _____

Designation / Jawatan _____

Date / Tarikh

d	d	m	m	y	y	y	y
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Date / Tarikh

d	d	m	m	y	y	y	y
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Company Stamp / Cop Syarikat

4. FOR BANK USE ONLY / UNTUK KEGUNAAN BANK SAHAJA

To be filled by the Bank's representative. / Untuk diisi oleh pegawai Bank.

I hereby declare that I have accepted the documents required for this application.

Saya mengaku saya telah menerima dokumen-dokumen yang diperlukan bagi permohonan ini.

Staff's Signature and Stamp
Tandatangan dan Cop Kakitangan

Date / Tarikh

d	d	m	m	y	y	y	y
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