

MPI (L) PBF1

FOR OFFICE USE	
Application No.	:
File No.	:
Name of Applicant	:
Cheque No. (RM)	:



**MINISTRY OF PLANTATION
INDUSTRIES AND COMMODITIES**

MALAYSIAN BIOFUEL INDUSTRY ACT 2007

MALAYSIAN BIOFUEL INDUSTRY (LICENSING) REGULATIONS 2008

LICENCE APPLICATION FORM

Licence Application for the following activities:
(Please tick (✓) in the appropriate box)

1	Commence to construct any biofuel plant or biofuel blending plant	
2	Produce any biofuel	
3	Blend any biofuel with any other fuel or biofuel	

PART A

1. PARTICULARS OF APPLICANT (USE CAPITAL LETTERS ONLY)

1.1 NAME OF APPLICANT/COMPANY :

1.2 CORRESPONDENCE ADDRESS :

Postcode

Telephone No.

Fax No.

E-Mail Address

1.3 ADDRESS OF REGISTERED OFFICE :

Postcode

Telephone No.

Fax No.

E-Mail Address

1.4 ADDRESS OF LICENSED PREMISE :

Postcode

Telephone No.

Fax No.

E-Mail Address

1.5 NAME OF HOLDING COMPANY (IF ANY) :

1.6 ADDRESS OF HOLDING COMPANY :

Postcode

Telephone No.

Fax No.

E-Mail Address

PART B

2. PARTICULARS OF BUSINESS / COMPANY / ORGANISATION / OTHERS

2.1 LEGAL ENTITY STATUS :

01	Sole Proprietorship	
02	Partnership	
03	Private Limited	
04	Limited	

05	Co-operative	
06	Public Corporation	
07	Others (Please specify) :	

2.2 REGISTRATION NO. :

2.3 PARTICULARS OF COMPANY DIRECTORS : (Please attach Form 49- Companies Act 1965)

2.4 PARTICULARS OF MAIN SHAREHOLDERS : (Please attach Form 24- Companies Act 1965)

2.5 SHARE CAPITAL (%) :

A. MALAYSIAN CITIZEN

BUMIPUTERA	%	NON BUMIPUTERA	%
------------	---	----------------	---

B. NON MALAYSIAN CITIZEN

SPECIFY THE COUNTRY CONCERNED	%	%	%

(Please enclose attachment if needed)

2.6 EXISTING MITI MANUFACTURING LICENCE NO. :

2.7 LICENCE IMPLEMENTATION STATUS

1	Planning	
2	Pre Construction	
3	Construction	
4	Trial Production	
5	Commercial Production	

PART C

3. PARTICULARS OF INTENDED LICENSED ACTIVITY

3.1 NAME OF PLANT :

3.2 LOCATION (Lot No., Locality, District, State):

3.3 MAXIMUM INSTALLED CAPACITY : _____ metric tonnes/hour

3.4 APPLIED THROUGHPUT : _____ metric tonnes/year

3.5 PLANT CONSTRUCTION SCHEDULE : (To be filled up by applicant in pertaining to the construction of any biofuel plant / biofuel blending plant)

Construction Planning	Expected Date Of Completion
Site Clearing Works Started	
Site Clearing Works Completed	
Construction Works Started	
Installation Of Machineries	
Trial-Run	
Plant In Operation	

3.6 PRODUCTION OF BIOFUEL :
(To be filled up by applicant for activity pertaining to the construction of any biofuel plant / biofuel blending plant)

Type of Biofuel produced :

Type of process :

Estimated Production per annum : metric tonnes /year

Palm oil product use as raw material : metric tonnes /year

Crude Palm Oil (CPO) : Sludge Palm Oil (SPO):

Processed Palm Oil (PPO) : Others (Please specify).....

Processed Palm Oil: RBD PO RBD PL RBD PS PFAD

(PPO)
Others (Please specify).....

Name of Supplier	Type of Supply	MPOB Licence No.	Quantity (mt/annum)

Method and capacity of biofuel storage :

1. Tank metric tonnes
2. Drum metric tonnes
3. Others (Please specify)

[Copy of raw material supply agreement (if any)]

3.7 BLENDING OF ANY BIOFUEL WITH ANY OTHER FUEL OR BIOFUEL:

(To be filled up by applicant in pertaining to the construction of any biofuel plant / biofuel blending plant)

Type of Blending	
Diesel + RBD PL	
Diesel + Methyl ester	
RBD PL + Methyl ester	
Others(Please specify)	

Use of diesel as raw material : metric tonnes/year
 Use of RBD PL as raw material : metric tonnes/year
 Use of methyl ester as raw material : metric tonnes/year
 Other raw materials : metric tonnes/year

Estimated Production of Blended Biofuel : metric tonnes/year

Name of Supplier	Type of Supply	MPOB Licence No.	Quantity (mt/annum)

Method and capacity of biofuel storage :

1. Tank metric tonnes
2. Drum metric tonnes
3. Others (Please specify)

BAHAGIAN D

4 INFORMATION REGARDING THE CONSTRUCTION ON THE PROPOSED PLANT
(To be filled up by applicant in pertaining to the construction of any biofuel plant / biofuel blending plant)

4.1 INFORMATION OF CONSTRUCTION CONSULTANT :

- A. Name of Company : _____
- B. Address of Company : _____

- C. Contact Officer : _____
- D. Tel. No. : _____ Fax No. : _____ E-mail: _____

4.2 APPROVAL FROM RELEVANT AGENCY :

Agency	Date
1. Department of Environment	
2. State Government	
3. Other Agency, (Please Specify) : _____	

4.3 CONSTRUCTION PLAN :

- A. Plan No. for Proposed Site Plant : _____
- B. Plan No. for Plant Layout and Effluent Pond Plan : _____
- C. Plan No. for Production Process of Biofuel/Biofuel blended with any other fuel or any other biofuel that intended to be built : _____

4.4 TECHNOLOGY SUPPLIER :

Machine Specification / Equipment	Origin	Cost (RM)

PART E

5. OTHER RELEVANT SUPPORTING DOCUMENT :

- i. Estimated Production Cost of Biofuel (As in Attachment 1)
- ii. Copy of Raw Material Supply Agreement (if any)
- iii. Copy of Agreement to Market Biofuel (if any)

PART F

**6. HAVE THE APPLICANT BEEN CONVICTED OF ANY OFFENCE RELATING TO FRAUD?
YES / NO (If Yes, please give details)**

PART G

**7. HAS THE APPLICANT AT ANY TIME BEEN ADJUDICATED BANKRUPT OR AN ORDER OF WINDING UP (IF COMPANY) IS MADE AGAINST THE APPLICANT
(If Yes, please give details)**

PART H

8. DECLARATION :

I, THE UNDERSIGNED, CONFIRM THAT ALL PARTICULARS IN THIS APPLICATION AND ANY DOCUMENTS SUBMITTED TO SUPPORT THIS APPLICATION, IF ANY, ARE TRUE, COMPLETE AND ACCURATE.

I UNDERSTAND THAT THE LICENSING AUTHORITY OF MPIC IS ENTITLED TO REQUEST FOR FURTHER INFORMATION AND DOCUMENT TO SUPPORT THIS APPLICATION.

SIGNATURE OF AUTHORISED OFFICERS * : _____

NAME : _____

IDENTITY CARD/ PASSPORT NO. : _____

OFFICIAL DESIGNATION : _____

TELEPHONE NO. : _____

DATE : _____

* ONLY THE FOLLOWING PERSONS CAN SIGN THIS APPLICATION FORM:

- IF A COMPANY IS APPLYING - THE DIRECTOR;
- IF A SOLE PROPRIETORSHIP IS APPLYING - THE OWNER;
- IF A PARTNERSHIP IS APPLYING - THE PARTNER;
- IF STATUTORY BODY IS APPLYING - THE BOARD MEMBERS OR ITS EQUIVALENT;

FOR OTHER CASES, AS MAY BE DETERMINED BY THE LICENSING AUTHORITY OF MPIC.

Estimated Cost of Biofuel Production

Plant Capacity : _____ mt/year

Money Exchange Rate (USD\$ to RM) : _____

ITEM	RM/MT
Raw Material (Please specify :)	
Variable Cost	
Refining cost for PFAD's adaptation & yield loss during process	
Methanol	
Catalyst	
Utility	
Other Chemicals	
Yield loss (Please specify: %)	
Labour cost and other direct operating cost	
Total Variable Cost (A)	
Fixed Cost	
Financial Cost	
Total operating cost (RM / year)	
Depreciation (Please Specify : Year)	
Working capital	
Total Fixed Cost (B)	
Total cost (A + B)	
Glycerine Credit (Glycerine Price :)	
Production Cost of Biodiesel (Total cost – Glycerine credit)	

THE CHECKLIST OF GENERAL CRITERIA FOR LICENCE APPLICATION FOR EVERY CATEGORY

CRITERIA	CHECKLIST												
Complete Application form	<table border="1"> <tr> <td></td> <td>Filled up completely one set of the application form</td> </tr> </table>		Filled up completely one set of the application form										
	Filled up completely one set of the application form												
Verified documents to ensure the existing of the applicant	A. SOLE PROPRIETORSHIP / PARTNERSHIP												
	<table border="1"> <tr> <td></td> <td>Copy of new identity card</td> </tr> <tr> <td></td> <td>Copy of form D – Validation of Business Registration (The Registration of Businesses Act 1956)</td> </tr> <tr> <td></td> <td>Copy of Form A or Form B – Business Information (The Registration of Businesses Act 1956)</td> </tr> <tr> <td></td> <td>Copy of Form B – Trading Licence (Commercial Licence Ordinance 1948 for Sabah)</td> </tr> <tr> <td></td> <td>Copy of Commercial Registration Certificate (Certificate of Registration of Business Names Ordinance (CAP64) (Sarawak)</td> </tr> <tr> <td></td> <td>Copy of Form 1- The Business , Professions and Trades Licensing Ordinance of Sarawak</td> </tr> </table>		Copy of new identity card		Copy of form D – Validation of Business Registration (The Registration of Businesses Act 1956)		Copy of Form A or Form B – Business Information (The Registration of Businesses Act 1956)		Copy of Form B – Trading Licence (Commercial Licence Ordinance 1948 for Sabah)		Copy of Commercial Registration Certificate (Certificate of Registration of Business Names Ordinance (CAP64) (Sarawak)		Copy of Form 1- The Business , Professions and Trades Licensing Ordinance of Sarawak
		Copy of new identity card											
		Copy of form D – Validation of Business Registration (The Registration of Businesses Act 1956)											
		Copy of Form A or Form B – Business Information (The Registration of Businesses Act 1956)											
		Copy of Form B – Trading Licence (Commercial Licence Ordinance 1948 for Sabah)											
		Copy of Commercial Registration Certificate (Certificate of Registration of Business Names Ordinance (CAP64) (Sarawak)											
		Copy of Form 1- The Business , Professions and Trades Licensing Ordinance of Sarawak											
	B. PRIVATE LIMITED (COMPANIES ACT 1965)												
	<table border="1"> <tr> <td></td> <td>Copy of Memorandum and Article of Company</td> </tr> <tr> <td></td> <td>Copy of Form 9 (If the company's name changed, please enclosed Form 13)</td> </tr> <tr> <td></td> <td>Copy of latest Form 24. (If the share capital is been transferred, please enclosed Form 32)</td> </tr> <tr> <td></td> <td>Copy of latest Form 49</td> </tr> <tr> <td></td> <td>Copy of latest Form 44</td> </tr> </table>		Copy of Memorandum and Article of Company		Copy of Form 9 (If the company's name changed, please enclosed Form 13)		Copy of latest Form 24. (If the share capital is been transferred, please enclosed Form 32)		Copy of latest Form 49		Copy of latest Form 44		
		Copy of Memorandum and Article of Company											
		Copy of Form 9 (If the company's name changed, please enclosed Form 13)											
		Copy of latest Form 24. (If the share capital is been transferred, please enclosed Form 32)											
		Copy of latest Form 49											
		Copy of latest Form 44											
	C. LIMITED (COMPANIES ACT 1965)												
	<table border="1"> <tr> <td></td> <td>Copy of Memorandum and Article of Company</td> </tr> <tr> <td></td> <td>Copy of latest Form 20 (If the company's name changed, please enclosed Form 13)</td> </tr> <tr> <td></td> <td>Copy of latest Form 28 (If the share capital has been transferred, please enclosed Form 32)</td> </tr> <tr> <td></td> <td>Copy of latest Form 79</td> </tr> <tr> <td></td> <td>Copy of latest Form 80</td> </tr> </table>		Copy of Memorandum and Article of Company		Copy of latest Form 20 (If the company's name changed, please enclosed Form 13)		Copy of latest Form 28 (If the share capital has been transferred, please enclosed Form 32)		Copy of latest Form 79		Copy of latest Form 80		
		Copy of Memorandum and Article of Company											
		Copy of latest Form 20 (If the company's name changed, please enclosed Form 13)											
		Copy of latest Form 28 (If the share capital has been transferred, please enclosed Form 32)											
		Copy of latest Form 79											
		Copy of latest Form 80											
	D. CO-OPERATIVE/ASSOCIATION												
	<table border="1"> <tr> <td></td> <td>Copy of Certificate of Registry</td> </tr> <tr> <td></td> <td>List of Names of Co-operative Society / Board of Directors</td> </tr> <tr> <td></td> <td>Latest report (If already operating more than a year)</td> </tr> </table>		Copy of Certificate of Registry		List of Names of Co-operative Society / Board of Directors		Latest report (If already operating more than a year)						
		Copy of Certificate of Registry											
		List of Names of Co-operative Society / Board of Directors											
		Latest report (If already operating more than a year)											
E. GOVERNMENT AGENCY													
<table border="1"> <tr> <td></td> <td>Organisation document copy under Parliamentary Act or respective ministries</td> </tr> </table>		Organisation document copy under Parliamentary Act or respective ministries											
	Organisation document copy under Parliamentary Act or respective ministries												

OTHER RELEVANT DOCUMENTS FOR LICENCE APPLICATION

CATEGORIES	CHECKLIST																				
PRODUCTION	<table border="1"> <tr> <td data-bbox="507 331 571 362"></td> <td data-bbox="571 331 1401 362">Copy of Approval Letter from Department of Environmental</td> </tr> <tr> <td data-bbox="507 362 571 394"></td> <td data-bbox="571 362 1401 394">Copy of Approval Letter from State Government</td> </tr> <tr> <td data-bbox="507 394 571 425"></td> <td data-bbox="571 394 1401 425">Copy of Approval Letter from other agencies (if any)</td> </tr> <tr> <td data-bbox="507 425 571 456"></td> <td data-bbox="571 425 1401 456">Copy of Site Plant Plan</td> </tr> <tr> <td data-bbox="507 456 571 488"></td> <td data-bbox="571 456 1401 488">Copy of Plant Plan</td> </tr> <tr> <td data-bbox="507 488 571 519"></td> <td data-bbox="571 488 1401 519">Copy of Effluent Pond Plan</td> </tr> <tr> <td data-bbox="507 519 571 551"></td> <td data-bbox="571 519 1401 551">Copy of Raw Material Supply Agreement (if any)</td> </tr> <tr> <td data-bbox="507 551 571 582"></td> <td data-bbox="571 551 1401 582">Copy of Agreement to Market Biofuel (if any)</td> </tr> <tr> <td data-bbox="507 582 571 613"></td> <td data-bbox="571 582 1401 613">Attachment 1 - Estimated Cost of Biofuel Production</td> </tr> <tr> <td data-bbox="507 613 571 645"></td> <td data-bbox="571 613 1401 645">Other relevant documents</td> </tr> </table>		Copy of Approval Letter from Department of Environmental		Copy of Approval Letter from State Government		Copy of Approval Letter from other agencies (if any)		Copy of Site Plant Plan		Copy of Plant Plan		Copy of Effluent Pond Plan		Copy of Raw Material Supply Agreement (if any)		Copy of Agreement to Market Biofuel (if any)		Attachment 1 - Estimated Cost of Biofuel Production		Other relevant documents
	Copy of Approval Letter from Department of Environmental																				
	Copy of Approval Letter from State Government																				
	Copy of Approval Letter from other agencies (if any)																				
	Copy of Site Plant Plan																				
	Copy of Plant Plan																				
	Copy of Effluent Pond Plan																				
	Copy of Raw Material Supply Agreement (if any)																				
	Copy of Agreement to Market Biofuel (if any)																				
	Attachment 1 - Estimated Cost of Biofuel Production																				
	Other relevant documents																				
TRADING	<table border="1"> <tr> <td data-bbox="507 772 571 804"></td> <td data-bbox="571 772 1401 835">Copy of Form 1 (for declaration of imported goods) or Form 9 (for requisition/permit to release dutiable goods) Customs Act 1967</td> </tr> <tr> <td data-bbox="507 835 571 866"></td> <td data-bbox="571 835 1401 898">Copy of Form 2 (for declaration of export of goods.) - Customs Act 1967</td> </tr> <tr> <td data-bbox="507 898 571 929"></td> <td data-bbox="571 898 1401 929">Other relevant documents</td> </tr> </table>		Copy of Form 1 (for declaration of imported goods) or Form 9 (for requisition/permit to release dutiable goods) Customs Act 1967		Copy of Form 2 (for declaration of export of goods.) - Customs Act 1967		Other relevant documents														
	Copy of Form 1 (for declaration of imported goods) or Form 9 (for requisition/permit to release dutiable goods) Customs Act 1967																				
	Copy of Form 2 (for declaration of export of goods.) - Customs Act 1967																				
	Other relevant documents																				
SERVICING	<table border="1"> <tr> <td data-bbox="507 1025 571 1057"></td> <td data-bbox="571 1025 1401 1088">Copy of Registration Document from Malaysian Chemical Institute (IKM)</td> </tr> <tr> <td data-bbox="507 1088 571 1120"></td> <td data-bbox="571 1088 1401 1120">Copy of Certificate from MPOB's Surveying Exam</td> </tr> <tr> <td data-bbox="507 1120 571 1151"></td> <td data-bbox="571 1120 1401 1182">Attachment 1 – Details of Officer which carry out activity of biofuel surveying / testing</td> </tr> <tr> <td data-bbox="507 1182 571 1214"></td> <td data-bbox="571 1182 1401 1214">Other relevant documents</td> </tr> </table>		Copy of Registration Document from Malaysian Chemical Institute (IKM)		Copy of Certificate from MPOB's Surveying Exam		Attachment 1 – Details of Officer which carry out activity of biofuel surveying / testing		Other relevant documents												
	Copy of Registration Document from Malaysian Chemical Institute (IKM)																				
	Copy of Certificate from MPOB's Surveying Exam																				
	Attachment 1 – Details of Officer which carry out activity of biofuel surveying / testing																				
	Other relevant documents																				