

(MINISTRY OF TOURISM, MALAYSIA)

## **GUIDELINES ON APPLICATION FOR NEW MALAYSIA MY SECOND HOME**

### **AGENT LICENCE**

1. Applicants must be **private limited companies** incorporated under the **Companies Act 1965**.
2. Applicants must submit **two (2)** copies of **Form 1 (Regulation 3)** to the Licensing Division through the appropriate Ministry Of Tourism State Offices. All application forms must be signed by the director and bear the company's stamp.
3. Application must provide supporting documents as required.
4. A processing fee of RM100.00 (non-refundable) is required for each application in the form of draft/money order/postal order payable to Pesuruhjaya Pelancongan (Commissioner of Tourism).
5. Applicants must not have any outstanding offer of compounds under AIP 1992 before any application could be processed.

If qualified or approved, the Ministry will issue a temporary granted in-principle letter **valid for two (2) months to enable the preparation of the operating premises**, which include:

- **Office rental agreements**
  - **Floor plans**
  - Photograph of the premise
6. The licence and sticker will only be issued when:
    - the requirements of the premises have been fulfilled
    - the necessary documents are provided
    - the licensing fee has been settled

### **INFORMATION ON SETTING UP A TOUR OPERATING/TRAVEL AGENCY BUSINESS**

1. The name of the company must put **MM2H** as a part of company's name.
2. Types of businesses licensed:
  - Tour operating business
    - i) Inbound tourism
3. Applicant must provide a **working paper** which include:
  - Objectives of setting up the company
  - business target groups
  - marketing methods

- background information on board of directors (with supporting documents)
- networking /business contact letters with foreign travel agencies (if applicable).

#### 4. Total of paid-up capital held

- Malaysians
- Foreign equity (individuals) is limited to a maximum of 30% (Non ASEAN countries) or 70% (ASEAN countries - Singapore and Cambodia) and 51% (ASEAN Countries other than Singapore and Cambodia)
- However foreign companies **are allowed** to hold 100% equity for inbound license only.

#### 5. Paid-Up Capital Requirements:

- A minimum of **RM50,000.00** is required for all locations
- Companies with **foreign equity ownership** are required a minimum of **RM250,000.**
- Companies with **100% hold by a foreign company ownership** are required minimum of **RM500,000.**

### **Required Documents**

- i) Copy of Companies Act 1965 which has been certified by the Registrar of Companies
- ii) Copy of Memorandum and Articles of Association
- iii) Copy of Form 9 (Certificate of Incorporation of Private Company)
- iv) Copy of Form 13 (Certificate of Incorporation on Change of Name of Company)
- v) Copy of Form 24 (Return of Allotment of Shares)
- vi) Copy of Form 25 (Statement Containing Particulars of Shares Allotted Otherwise than for Cash)
- vii) Copy of Form 32A - Form of Transfer of Securities (if applicable)
- viii) Copy of Form 49 (Return Giving Particulars in Register of Directors, Managers and Change of Particulars)
- ix) Copy of Shareholder's Certificate for each paid-up capital shareholder
- x) Two recent passport-sized photographs of each member of Board of Directors and paid-up capital shareholders.
- xi) Letter certifying experience of Board of Directors /shareholders or staff in a relevant business (such as property, investment and etc)
- xii) Supporting letters from related parties (if any)