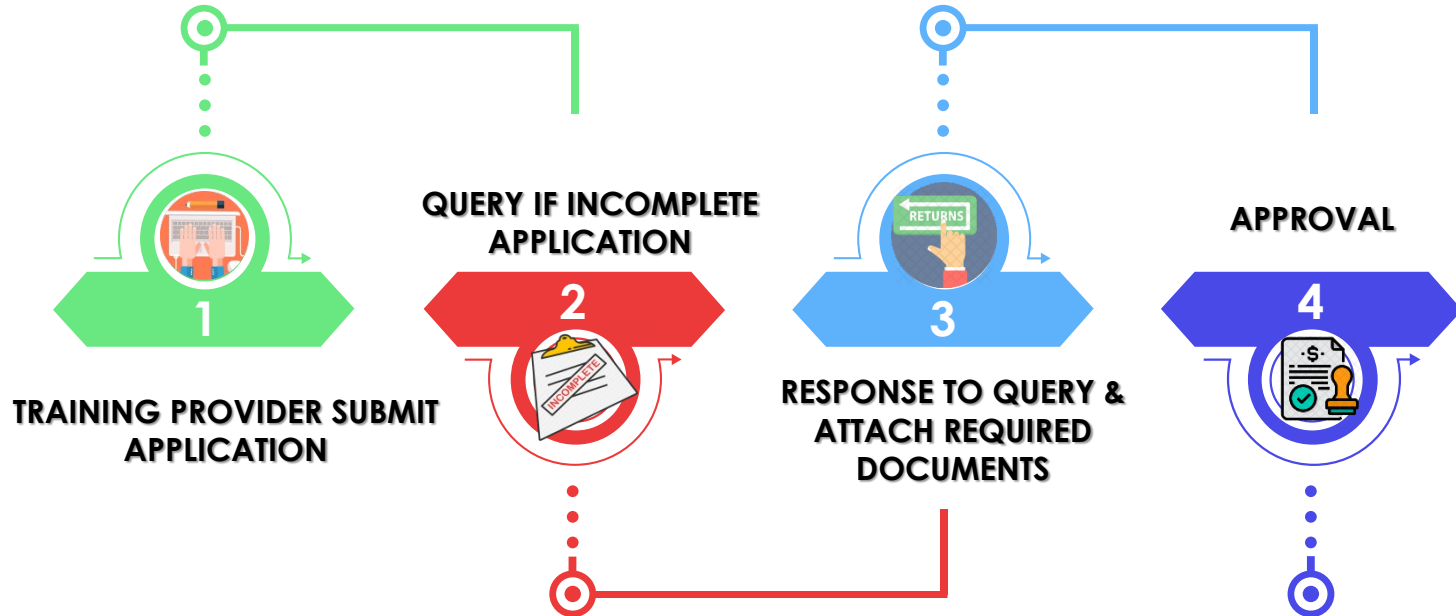


Process Flow for New Training Provider And Renewal



Criteria for New Training Provider And Renewal

Type of Company

Incorporated in Malaysia under **SSM / ROS** and hold status either:

- **Berhad** or **Sdn. Bhd.**
- **Limited Liability Partnership (LLP)**
- **Sole Proprietor / Enterprise**
- **Government / Semi-Govt.**
- **Association**

Infrastructure

Must own a **permanent office** or **dedicated room**



Submit Application
via **ONLINE**

Registration Fee

RM1,000

Resources

- **Trainer : At least (1) permanent trainer**
- **Support Staff : At least (1) adequate support staff**

Validity

1 year

Supporting Documents for New Training Provider And Renewal

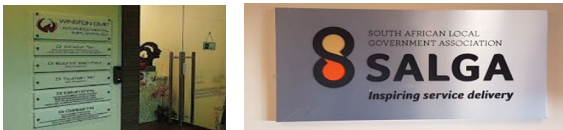
(1) SSM Form (A Complete Set)

Type of Company	Required Forms
Berhad / Sdn. Bhd.	SSM Form 8 & 49, SSM Form 9, 24 & 49 / Section 17
LLP	SSM LLP Registration Form
Association	ROS Form
Govt. / Semi-Govt.	Certificate / Letter or Act of Govt.
Sole Proprietor / Enterprise	Form D or Form E

(3) Tenancy Agreement / Property Ownership

A **stamped copy** of company's tenancy agreement / ownership of property to verify Training Provider's address for business operation.

(4) Company Signage & Office Photo



(2) Business Nature Clarification

One of the clauses in the document needs to state that the company's or association's business activity or economy or objective includes "**training or consultancy services**".

Type of Company	Required Forms
Berhad / Sdn. Bhd.	Memorandum and Article of Association (M&A) / Section 14
LLP	SSM Corporate Information
Association	Association's Constitution
Govt. / Semi-Govt.	Parent Act / Warta / Constitution
Sole Proprietor / Enterprise	Business Information and Ownership

(5) Integrity Pledge Form

- The Training Provider's Integrity Pledge form need to be signed by the owner / director of the company **AND** endorsed with company's official stamp.
- This form needs to be scan and upload into online application and put in the Corporate Integrity Pledge (CIP)'s section.