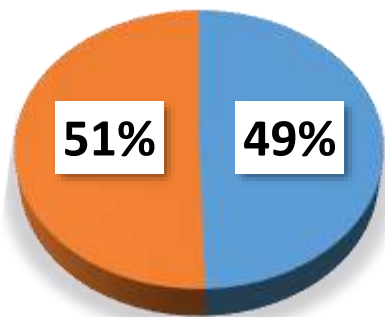

Wholesale Retail Trade ("WRT") License In Malaysia

A P P L I C A T I O N

Four Types of WRT Licenses

Non-Malaysians, intending to set up either one of the following 4 types of businesses shown below, but having more than 50% share ownership of their company, must apply for the WRT license.

SHARE OWNERSHIP



- MALAYSIAN
- NON-MALAYSIAN



TYPE OF BUSINESSES NOT ALLOWED IN DISTRIBUTIVE & RETAIL SECTORS

Nevertheless, there are still some types of businesses that non-Malaysians will not be allowed to set up in Malaysia. They are :

1	Supermarket and mini market
2	Provision shop
3	Furniture and fittings
4	Photo frames shop
5	Textiles and clothing
6	Computer accessories
7	Hair salon
8	Laundry shop
9	Small and non-exclusive Restaurant
10	Prepaid card Business
11	Cyber Café
12	Car glass and aluminum workshop
13	Herbal product Business
14	Spa- only for shareholders and spa in hotels
15	Restaurant, bistro and café – exclusive concept & shareholders allowed
16	Cleaning and maintenance
17	Massage parlour

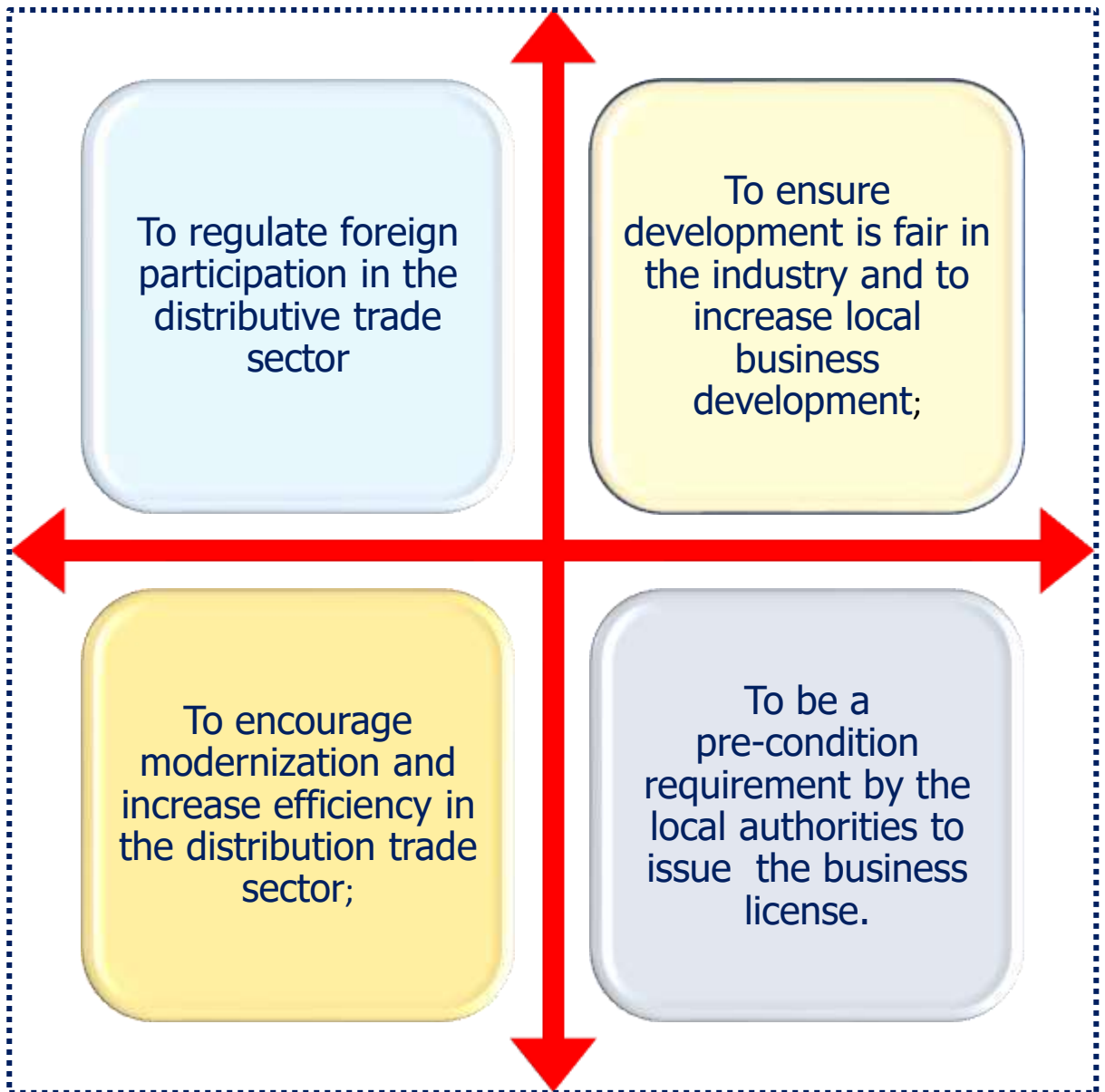
The Regulatory Body



The Ministry of Domestic Trade, Co-Operatives and Consumerism is the government body which approves all applications for the WRT Licence.

This ministry is based in Putrajaya, Selangor.

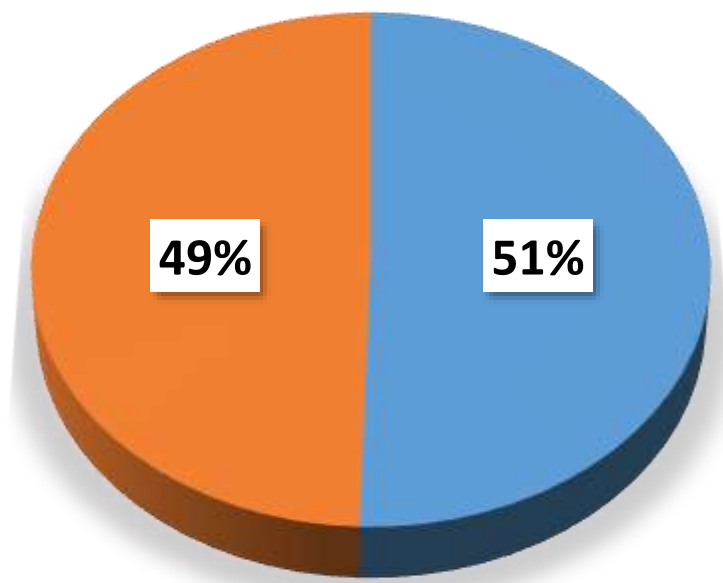
Reasons For The Introduction of The WRT License



Exemption From Applying WRT Licence

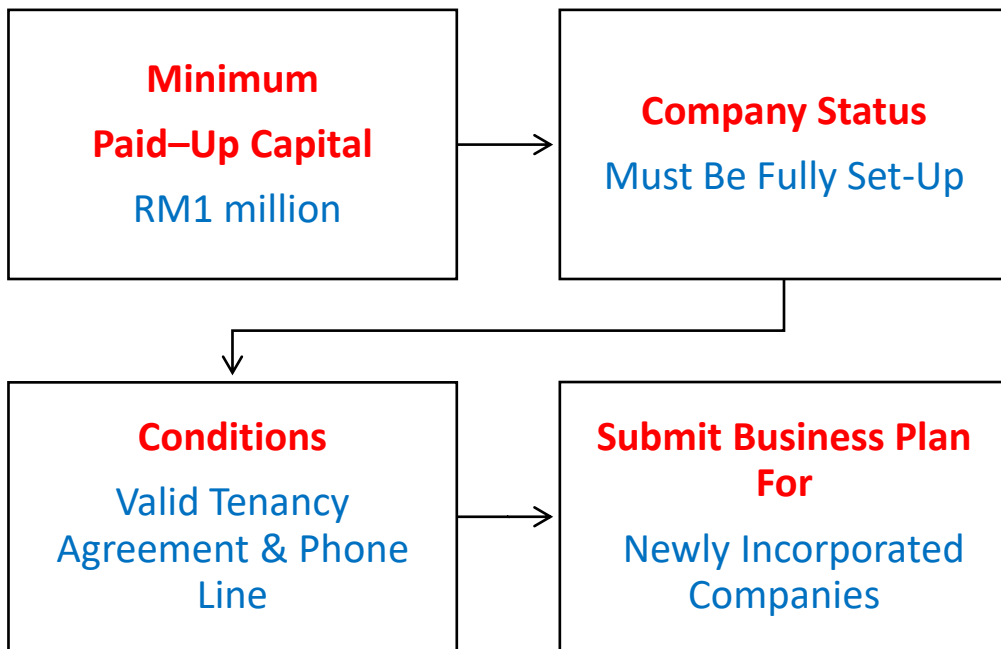
However, if the Malaysian(s) share ownership exceeds 50%, then , the company will be exempted from applying for the licence.

SHARE OWNERSHIP



- MALAYSIAN
- NON-MALAYSIAN

Application Requirements



The processing time for approval is :

1-2 months,
may take longer if inspection of office
is required.

Other Information

1. WRT License is an important supporting document to apply for

Business Premise Licence

- For local authorities approval

Work Permit

- **For Expatriates**
(directors or shareholders or employees) who wishes to apply for a [work permit](#) (DP10) from the Immigration Department

2. WRT License must be renewed every 2 years

A WRT license has a validity period of 2 years. Renewal applications must be lodged 3 months before the expiration date..

Application Form for the Establishment of Distributive Trade in Malaysia

1. Name Of Company And Establishment			
2. Address And Location Of Establishment (Established / Proposed)			
3. Date Of Incorporation In Malaysia			
4. Co. Registration No. / My CoID			
5. Date Of Commencing Business			
6. Type Of Distributive Trade	(i)		
	(ii)		
	(iii)		
7. Type Of Establishment	(i) a Headquarter	()	
	(ii) a Branch	()	
	iii) others :	_____	
8. Total Sales Floor Area Of Business Premise (Square Meters)			
9. Name And Address Of Parent Company / Headquarters (If Applicable)			
10. Share Capital			
Type	No. Of Shares	Par Value (RM)	Amount (RM)
Authorized			
Issued And Paid-Up			
11. Equity Structure			
Malaysian	Name Of Company / Individual	Nationality	%
i. Bumiputera			
ii. Non-Bumiputera			
Foreign			
Total			

12. Value Of Fixed Assets (Acquired / Proposed)		Value / Cost (RM)	Location / Size / Type
i. Land			
ii. Business Premise / Building			
iii. Warehouse			
iv. Equipment			
Total			
13. Existing Employment Structure / Proposed Employment Structure			
Category	Malaysians		Foreigners
	Bumiputera	Non-Bumiputera	
i. Management / Executive			
ii. Technical / Skilled Worker			
iii. Supervisory			
iv. Clerical			
v. General / Unskilled Worker			
Total			
14. Particulars Of Existing Expatriate Posts (If Relevant)			
Name	Citizenship	Post / Designation	Duration Of Permit Granted

15. Person To Liaise For This Application

Name :
Designation :
Telephone :
Hand Phone :
Fax No. :
Email (mandatory) :

Declaration

I hereby declare that the information provided in the application form and the accompanying documents attached to the form are true, accurate and complete. I also understand that the Ministry has the rights to reject this application if any false, inaccurate and incomplete information found in the applications.

_____ Signature of Company Representative	_____ Date
Name in Block letters _____ Designation _____	

Company's Seal

CHECKLIST

1	<i>Completed WRT 1 form</i>
2	<i>Company profile / Business Plan (for new company).</i>
3	<i>Latest details of Company Profile as in original computer print-out and copies of Form which is certified by the Companies Commission of Malaysia</i>
4	<i>Copies of Form 32A duly stamped for there is any change in shareholders</i>
5	<i>Copy of LHDN's tax registration confirmation letter</i>
6	<i>Copy of relevant license by Local Authority with valid period</i>
7	<i>Copy of Tenancy Agreement / Sale And Purchase Agreement of the business premises or outlet duly stamped.(If the company does not has PBT license)</i>
8	<i>Copies of Audited Financial Statement latest consecutive years</i>
9	<i>Copy of any licenses or approval letters related to the business activities given by any , Ministries/ Agencies/Department . (If applicable</i>
10	<i>Copy of custom clearance document (K1/K2 Form) / Bill of Lading / Airway Bill / Delivery orders /Purchase Orders / Sales Invoices latest 3 months.</i>

CHECK LIST

ONLY FOR RESTAURANT

11	a) Foods and Drinks Menu
	b) <i>Eligibility Document:</i> i) <i>Certificate or Document of Academic Qualification for Chef / Employee.</i> ii) <i>Certificate or Document which certify experience in for business for chef / employee with a minimum of 3 years experience</i>

12	<i>Photos describing business premises and products.</i> <i>Ministry only grant approval for exclusive restaurant.</i> <i>Restaurant exclusive criteria are as follows:</i>
	<u>Criteria</u>
	a) Size of the restaurants must at least as size of one shop) lot (1,000 to 1,500 square feet
	b) Air-conditioned.
	c) Unique and specialized menu.
	d) Ambience and decoration must be in line with the restaurant's menu.
e) Cleanliness and arrangement of the restaurant.	
f) Location of the restaurant.	

The End

