



## Application Form for Appointment or Reappointment of Chief Representative

*Note: The application should be submitted by the foreign institution which the approved representative office reports to. Attach additional sheets if the space provided is insufficient.*

### PART I: General Information

New Appointment       Reappointment

Duration applied for: From  to

### PART II: Personal Information

Given Name

Family Name       Date of Birth

Nationality       Sex

Malaysian IC number/Passport number

Residential address in home country

Home address in Malaysia

Telephone number       Email

**PART III: Qualifications/Experience**

**A. Academic and Professional Qualifications**

Name of Institution/University	Qualification	Year Obtained

**B. Relevant Working Experience**

Name of Employer	Country	Designation	Period of Appointment

**PART IV: Assessment of Proposed Chief Representative**

**A. Job description of Chief Representative**

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**B. Assessment of the proposed chief representative's –**

- probity, personal integrity and reputation;
- competence and capability; and
- financial integrity.

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**C. The proposed Chief Representative:**

*Tick (✓) if applicable*

is not an undischarged bankrupt, does not have any suspended payments and has not compounded with his/her creditors and has no bankruptcy proceeding being initiated against him/her at present, whether within or outside Malaysia.	
does not have any charge proven against him/her for a criminal offence relating to dishonesty or fraud under any written law or the law of any country, territory or place outside Malaysia.	
does not have any order of detection, supervision, or deportation made against him/her under any law relating to prevention of crime, drug trafficking or immigration and does not have any form of restriction or supervision by bond or otherwise, imposed on him/her.	
does not have any penalty and reprimand imposed or issued against him/her by any supervisory authority in or outside Malaysia.	

**PART V: Work Permit for non-Malaysians**

Complete this section if the proposed Chief Representative is not a Malaysian citizen.

**A. Has the proposed Chief Representative's application for a work permit been rejected by the Immigration Department of Malaysia or Bank Negara Malaysia?**

Yes

No

*If yes, please provide reasons for the rejection, if any.*

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**B. For reappointment of Chief Representative, details of work permit:**

Date of work permit first issued

Expiry date of present work permit

**PART VI: Checklist**

*Please attach the following with the application form:*

*Tick (✓) if submitted*

Curriculum vitae of the proposed Chief Representative	
A copy of the proposed Chief Representative's identity card (for Malaysian) or passport (for non-Malaysian)	

**PART VII: Declaration**

I hereby confirm that all the above information given is true and accurate.

.....  
Name:  
Designation: CEO/Director  
Date:

.....  
Official Stamp