|  |
| --- |
| **BIONEXUS STATUS APPLICATION**  **FOR A EXISTING MANUFACTURING PROJECT** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Agriculture** |  | **Healthcare** |  | **Industrial** | |

|  |  |  |
| --- | --- | --- |
| Application for : |  | BioNexus Status with incentive: |
|  |  | (i) Income Tax Exemption ; or  *For a period of five (5) consecutive years of assessment commencing from the first (1st) year of assessment the company derived statutory income from the expansion project and existing business.* |
|  |  | (ii) Investment Tax Allowance  *A tax exemption of seventy percent (70%) on statutory income derived from a new business that is equivalent to an allowance of one hundred percent (100%) of qualifying capital expenditure incurred for a period of five (5 years)* |

* This application form must be ***TYPE-WRITTEN***.
* Applicant is required to complete all sections and to ensure that the supporting documents are attached for submission.
* Applicant is advised to read the BioNexus Status 3.1 Guidelines (Non-IP Income) prior filling up the application form.

Part A : Applicant’s details :

1.0 : Particulars of company

2.0 : Project cost and financing

3.0 : Proposed BioNexus Status activities

4.0 : Product pricing details

5.0 : Research &Development (R&D)

6.0 : Human resource

Part B : Declaration

Letter of consent for credit check

Personal Data Protection Act (PDPA)

Application fee – Ringgit Malaysia two thousand only (RM 2,000)\* made payable via online transfer to:

**MALAYSIAN BIOECONOMY DEVELOPMENT CORPORATION SDN BHD.**

*\* Non-refundable*

|  |
| --- |
| **PART A: APPLICANT’S DETAILS** |
| **1.0 PARTICULARS OF COMPANY** |
| *Please attach* ***SSM documents*** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1 | | (a) | Company name | | : |  | |
|  | | (b) | Company registration no. | | : |  | |
|  | | (c) | Date of incorporation | | : |  | |
|  | | (d) | Income tax reference no. | | : |  | |
|  | | (e) | First invoice date (if any) | | : |  | |
| 1.2 | | (a) | Correspondence address | | : |  | |
|  | | (b) | Registered address | | : |  | |
| 1.3 | | (a) | Contact person | | : |  | |
|  | | (b) | Designation | | : |  | |
|  | | (c) | Telephone no. | | : |  | |
|  | | (d) | Email | | : |  | |
|  | | (e) | Website | | : |  | |
|  | |  |  | |  |  | |
| 1.5 | | (a) | Incentives approved by other government agencies  (since incorporation) | | : | * *Please attach Approval Letter of the Incentive (If any)* * *Please provide the following details for each incentives:*   *Type of incentive, awarding agency, exemption period, activities, approval date, current status* | |
| 1.6 | | (b) | Grants approved by other government agencies  (since incorporation) | | : | * *Please attach Approval Letter of the Grant (If any)* * *Please provide the following details for each incentives:*   *Type of incentive, awarding agency, exemption period, activities, approval date, current status* | |
| 1.7 |  | | | Corporate structure: |  |  |
|  | (a) | | | Paid-up capital (RM) | : |  |
|  | (b) | | | Ownership structure | : |  |
|  |  | | | |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Nationality** | **Equity (RM)** | **%** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |
|  | (c) | | | Directorship structure | : |  |
|  |  | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name and residential address** | **Nationality** | **Equity (RM)** | | | | | **Direct** | **%** | **Indirect** | **%** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | | |
|  | (d) | | | Related companies / Common shareholders | : |  |
|  |  | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Company** | **Activity** | **Relationship** | **% of shares** | **Incentives approved by other government agencies** | |  |  |  |  | *Please provide the following details for each incentives:*  *Type of incentive, awarding agency, exemption period, activities, approval date, current status* | |  |  |  |  |  | | | |

|  |
| --- |
| **2.0 PROJECT COST & FINANCING** |

2.1 Reason for expansion:

2.2 Expansion project summary:

|  |  |  |
| --- | --- | --- |
| **Item** | **Existing**  ***(as at BioNexus Status application)*** | **Expansion**  **(upon completion of expansion project)** |
| i. Product list (if any) |  |  |
| ii. Production capacity for current products |  |  |
| iii. Production capacity for new related product (if any) |  |  |
| iv. Human capital employment |  |  |

*Note: Kindly ensure the followings:*

*- The new investment is equivalent to a minimum 30% of the total fixed assets involved in business; and*

*The new investment will increase the business capacity equivalent to a minimum 30% of current services (sales/revenue) capacity; or*

*- The new investment will produce new related services equivalent to a minimum 30% of current services (sales / revenue) capacity.*

2.3 Breakdown of total fixed assets used in production:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Existing**  ***(at current net book value)*** | | | **Expansion**  ***(at actual value)*** | | |
| **Unit cost (RM)** | **Unit** | **Total (RM)** | **Unit cost (RM)** | **Unit** | **Total (RM)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Kindly refer to note at Section 2.2.*

2.4 Financial performance:

(a) Year applicant first started to generate revenue : \_\_\_\_\_\_\_\_\_

(b) Revenue generated for the past 3 years :

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Revenue (RM)** | | |
| **[Year]** | **[Year]** | **[Year]** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.5 Project cost :**

*Note:*

1. *Kindly fill up new investment for cost of fixed assets every year, not an accumulative figure.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | | **Existing**  ***(At BioNexus Status application stage)*** | | **Expansion** | | | | **After Expansion** | | | | | |
| **Y1 (20xx)** | | **Y2(20xx)** | | **Y3 (20xx)** | | **Y4 (20xx)** | | **Y5 (20xx)** | |
| (a) Cost of fixed assets : | |  | |  | |  | |  | |  | |  | |
| Land  *(specify area in hectares)* | | (Hectare) | (RM) | (Hectare) | (RM) | (Hectare) | (RM) | (Hectare) | (RM) | (Hectare) | (RM) | (Hectare) | (RM) |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Factory  *(specify built-up area in m2)* | | (m2) | (RM) | (m2) | (RM) | (m2) | (RM) | (m2) | (RM) | (m2) | (RM) | (m2) | (RM) |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Plant / Machinery | (i) Local purchase: |  | |  | |  | |  | |  | |  | |
| (ii) Import: |  | |  | |  | |  | |  | |  | |
| Other Equipment | (i) Local purchase: |  | |  | |  | |  | |  | |  | |
| (ii) Import: |  | |  | |  | |  | |  | |  | |
| Sub-total | |  | |  | |  | |  | |  | |  | |
| (b) Pre-operational expenditure | |  | |  | |  | |  | |  | |  | |
| (c) Working capital | |  | |  | |  | |  | |  | |  | |
| **Total Project Cost (a+b+c)** | |  | |  | |  | |  | |  | |  | |
| **TOTAL (5 years)** | |  | |  | | | | | | | | | |

**2.6 Financing :**

*Note:*

*(i) The table is for new investment every year, it is not an accumulative table*

*(ii) Kindly ensures the total financing for 5 years is sufficient to cater for total project cost (Section 2.5) for 5 years.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Capital Structure** | **Current** | **Existing** | | | | **Additional** | | | | | |
| **Y1 (20xx)** | **Y2 (20xx)** | | | **Y3 (20xx)** | **Y4 (20xx)** | | | | **Y5 (20xx)** |
| **(A) Shareholders’ Fund** |  | | | | | | | | | | |
| 1. Paid up Capital |  |  |  | | |  | |  | | |  |
| (b) Reserves *(retained earnings for company that has generated profit) (excluding capital appreciation)* |  |  |  | | |  |  | | | |  |
| **(B) Loan** |  | | | | | | | | | | |
| (i) Domestic |  |  |  | |  | | | |  | |  |
| (ii) Foreign (specify country of origin) |  |  |  | |  | | | |  | |  |
| **(C) Other sources**  *ie grants (excluding internal generated fund)* |  | | | | | | | | | | |
| (i) *specify the name of grant* |  |  |  |  | | | | | |  |  |
| **TOTAL FINANCING (A+B+C)** |  |  |  |  | | | | | |  |  |
| **TOTAL (5 YEARS)** |  | | | | | | | | | | |

**2.7 Rental / lease**

*If assets are rented / leased, please indicate the annual cost of rental / lease below*

|  |  |  |
| --- | --- | --- |
| **Item** | **Annual Cost of Rental / Lease** | |
| Land  *(specify area in hectares)* | (Hectare) | (RM) |
| Factory  *(specify built-up area in m2)* | (m2) | (RM) |
| Plant / machinery |  | |
| Other equipment |  | |
| **Total annual rental / lease** |  | |

|  |  |
| --- | --- |
| **3.0** | **PROPOSED BIONEXUS ACTIVITIES** |

**3.1 Commercialisation activities:**

(a) Products to be commercialised :

*Note: Kindly ensure the list of products stated in this section is the same as the production schedule section 3.5.*

|  |  |
| --- | --- |
| **Products** | **Detailed description** |
|  |  |
|  |  |
|  |  |

(b) Location of operations :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (i) Office | | | | |
| * Address | | : |  | |
| (ii) Laboratory / facility | | | | |
| * Address | : | | |  |
| * Size of facility | : | | |  |

**3.2 Technology**

(a) Technology details:

|  |
| --- |
| *(please provide details such as history of invention and research works conducted, description of the biotechnology application, name of microbes used, type of enzyme used and any other related information)* |

(b) Technology:

|  |  |  |
| --- | --- | --- |
|  |  | **Description of the technology utilised (if any)** |
|  | Automation | (*technology by which a process or procedure is performed with minimal human assistance)* |
|  | Digitalisation | (*Information technology equipment (computers and related hardware); communications equipment; and software (includes acquisition of pre-packaged software, customised software and software developed in-house)* |
|  | Industry 4.0 | |  |  | | --- | --- | |  | Robotic | |  | Artificial intelligence | |  | Horizontal & vertical integration | |  | Augmented reality | |  | Big data analytics | |  | Internet of things | |  | Cybersecurity | |  | Additive manufacturing | |  | Cloud computing | |

(c) Process / production flow :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Please provide manufacturing process flow chart, indicate the biotechnology process, as well as if the whole manufacturing process involves the following:   |  |  |  |  | | --- | --- | --- | --- | | R – Robotic machinery | A – Automatic machinery | S – Semi automatic machinery | M – Manual operation | |
|  |

(d) Is the technology patented? If yes, please provide the followings:

*Please attach a copy of the patent (if any)*

|  |  |  |
| --- | --- | --- |
| i. | Title |  |
| ii. | Filing / patent no.umber |  |
| iii. | Filiing date |  |
| iv. | Applicant’s name |  |
| v. | Status |  |

(e) Legal rights to the technology :

*Note:* *Please attach a copy of the agreement.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| i. Was the technology developed in-house? |  | Yes |  | No |
| ii. If “No”, who does the technology belong to? |  | | | |
| iii. What is the arrangement between the applicant and company / individual mentioned in (e)(ii) above? |  | Technology licensing / transfer agreement | | |
|  | Technology acquisition agreement | | |
|  | Others | | |

(f) Supporting information on the readiness of the technology :

|  |
| --- |
| Test / field trial / pilot manufacturing / clinical trial report (if any)  *Please provide details such as : type of activities undertaken, date / duration, location, status (completed / on-going), summary of the results from the above activities, validation or verification process / certification (if any)* |

(g) Competitive advantage / uniqueness of the technology :

|  |
| --- |
|  |

(h) Target market:

|  |
| --- |
| *Distribution channels, offtake arrangement / contracts (if any)* |

(i) Market size / growth for products:

|  |
| --- |
| *Please provide the market overview (with CAGR) and the source of the statistic for local and / or global (if export).* |

(j) Threat of substitutes:

|  |
| --- |
| *Please provide a list of similar services and the applicant’s competitive advantages against similar services.* |

**3.3 Main machinery and equipment**

*Note: Kindly ensures the cost of the machines and equipment, import and export section is tally with Section 2.5 Project Cost.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Type\*** | **Unit** | **Function** | **Source** | | | Total Cost (**RM**) |
| **Local manufacturer** | **Import\*** | |
| **Cost (RM)** | **Cost (RM)** | **Country of origin** |
| Existing: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Additional: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*\*Note: “Import” refers to direct import and imported machineries through traders i.e foreign made machine but purchased in Malaysia.*

**3.4 Main raw materials and components**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Raw materials and**  **components** | **Quantity\***  **per annum** | **Value**  **per annum**  **(RM)** | **Source** | | | |
| **Local manufacturer / supplier** | | **Import\*** | |
| **% of value** | **Name and address** | **% of value** | **Country of origin** |
| Existing services: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Proposed additional services: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**3.6 Breakdown of revenue**

*Note: Kindly ensure the list of services are same as stated in Section 3.1(a) and the total annual revenue is same as Section 3.9(a).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Services** | **Y1 (RM)** | **Y2 (RM)** | **Y3 (RM)** | **Y4(RM)** | **Y5 (RM)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

**3.7 Market**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Services** | **% of market** | | | | |
| **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
| For domestic market |  |  |  |  |  |
| For FZ/LMW (Free Zone / Licensed Manufacturing Warehouse) market |  |  |  |  |  |
| For export market |  |  |  |  |  |

*\* Revenue received by the applicant for services rendered to non-residents in the country and/or abroad.*

**3.8 Annual OPEX**

*Notes:*

1. *Excludes OPEX related to R&D*
2. *A BioNexus Status company is required to comply with a minimum spending on OPEX yearly.*
3. *Employees remuneration include wages, salaries, bonuses, social insurance contribution etc.*
4. *Includes: Local services for insurance, legal, banking, ICT and transportation if the service is available from local suppliers locally.*
5. *Excludes: The cost of goods sold (COGS)/cost of sales\*\*, depreciation, loan benefits as well as expenses not directly attributable to the company's proposed activities.*

*\*\* COGS/Cost of sales refers to but not limited to direct labour, direct materials, rent of production facilities, depreciation of production equipment and facilities, maintenance and repair of production equipment and facilities, utility cost for production facilities etc.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Y1 (RM)** | **Y2 (RM)** | **Y3 (RM)** | **Y4(RM)** | **Y5 (RM)** |
| Rental |  |  |  |  |  |
| Freight and storage |  |  |  |  |  |
| Transportation |  |  |  |  |  |
| Maintenance |  |  |  |  |  |
| Employees remuneration – expatriates |  |  |  |  |  |
| Employees remuneration – local staffs |  |  |  |  |  |
| Travelling |  |  |  |  |  |
| Statutory contribution (e.g EPF, SOCSO) |  |  |  |  |  |
| Utility |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Printing and stationary |  |  |  |  |  |
| Interest |  |  |  |  |  |
| Bank charges |  |  |  |  |  |
| Others: (please specify) |  |  |  |  |  |
| **Total** |  |  |  |  |  |
| **Percentage of local spending for OPEX (%)** |  |  |  |  |  |
| **Percentage of local spending for services i.e insurance, logistics (%)** |  |  |  |  |  |

**3.9 Estimated earnings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year in operation** | **Y1 (RM)** | **Y2 (RM)** | **Y3 (RM)** | **Y4(RM)** | **Y5 (RM)** |
| (a) Revenue |  |  |  |  |  |
| (b) Estimated earnings before interest, tax, depreciation & amortisation (EBITDA)(RM) |  |  |  |  |  |
| (c) Estimated net income after tax (RM) |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**3.10** **Productivity related expenses**

*This expenses is not included in Section 3.7 OPEX.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Y1 (RM)** | **Y2 (RM)** | **Y3 (RM)** | **Y4 (RM)** | **Y5 (RM)** |
| a. Automation / Digitalisation / Adoption of Industry 4.0 (non-CAPEX) |  |  |  |  |  |
| b. Intellectual Property (IP)  *Eg. Cost of registration and filing of IP* |  |  |  |  |  |
| c. R&D expenses \*  *\* Must be tally with Section 4.2* |  |  |  |  |  |
| d. Training of employees |  |  |  |  |  |
| **Total** |  |  |  |  |  |

* *Automation – technology by which a process or procedure is performed with minimal human assistance*
* *Digitalisation – information technology equipment (computers and related hardware); communications equipment; and software (includes acquisition of pre-packaged software, customised software and software developed in-house)*
* *Industry 4.0 – big data analytics, autonomous robots, simulation, industrial internet of things, cyber security, horizontal and vertical system integration, cloud computing, additive manufacturing, augmented reality, artificial intelligence*

**3.11 Training of employees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of training** | **No. of Malaysian employee** | **In-house / external overseas training** | **Collaboration with local universities / training institutes** |
|  |  |  | *(name of local universities / training institutes)* |
|  |  |  | *(name of local universities / training institutes)* |

**3.12 Other Social & Environmental Measures**

|  |  |  |
| --- | --- | --- |
|  | **Yes / No** | **Details** |
| Industry-academia collaboration (other than R&D and training) |  | *Type of collaboration and no. of collaboration per year* |
| Structured internship programme for local students |  | *No. of students per year and qualification* |
| Apprenticeship Programme for local student |  | *No. of students per year and qualification* |
| Corporate Social Responsibility (CSR) such as scholarship, sponsorship, infrastructure development, contribution, etc |  | *Type of CSR and no. of CSR per year* |
| Implement energy saving through energy efficiency or renewable energy or green building |  | *Type of energy saving and amount of saving per year* |
| Undertake recycling activity |  | *Type of recycling activity* |
| Utilisation of recycled materials |  | *Type of materials and source (Malaysia or other countries)* |
| Environment pollution (air, water, etc) |  | *If produce pollution, type of pollution control equipment installed* |

|  |  |
| --- | --- |
| **4.0** | **FUTURE RESEARCH AND DEVELOPMENT (R&D)** |

**4.1 Proposed future R&D projects**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **R&D 1** | | | | | | | |
| Project title | | : |  | | | | |
| R&D arrangement | | : | i. Conducted in-house  ii. Outsourced to third party (to state local or foreign)  iii. Collaboration with university / research institutes / etc  *\*For option (ii) and (iii), please attach supporting documents (if any)* | | | |  |
| Project investigator(s) | | : | Name | | Institution & Designation | | |
| i. | |  | | |
| ii. | |  | | |
| Objectives | | : |  | | | | |
| Project benefits | | : |  | | | | |
| Specific work plan | | : | i. Key milestones & time schedule : | | | | |
| Activities | Date of commencement and duration | | | |
|  |  | | | |
|  |  | | | |
| **R&D 2** | | | | | | | |
| Project title | | : |  | | | | |
| R&D arrangement | | : | i. Conducted in-house  ii. Outsourced to third party *(to state local or foreign)*  iii. In collaboration with university / research institutes / etc  *\*For option (ii) and (iii), please attach supporting documents (if any)* | | | |  |
| Project investigator(s) | : | | Name | | | Institution & Designation | |
| i. | | |  | |
| ii. | | |  | |
| Objectives | : | |  | | | | |
| Project benefits | : | |  | | | | |
| Specific work plan | | : | i. Key milestones & time schedule : | | | | |
| Activities | Date of commencement and duration | | | |
|  |  | | | |
|  |  | | | |

**4.3 Annual operational expenditure for R&D**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Y1 (RM)** | **Y2 (RM)** | **Y3 (RM)** | **Y4(RM)** | **Y5 (RM)** |
| i. Cost of raw materials / components used in R&D |  |  |  |  |  |
| ii. Payment for technical services |  |  |  |  |  |
| iii. Salary and allowance for personnel involved directly in the research project |  |  |  |  |  |
| iv. Other costs:   * Travelling cost of research personnel * Transportation cost of raw materials * Rental and maintenance of buildings, machinery and equipment * Prototyping of products |  |  |  |  |  |
| **Total *(a)*** |  |  |  |  |  |
| **Total 5 years** |  |  |  |  |  |
| **Total revenue from qualifying activities *(b)*** |  |  |  |  |  |
| **% R&D investment**  ***(a/b) x 100%*** |  |  |  |  |  |

*Note: Please ensure minimum 3% R&D investment.*

**4.4 Main Machinery and Equipment for R&D**

|  |  |
| --- | --- |
| **Description** | **Function** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **5.0** | **HUMAN CAPITAL** |

**5.1 List of Management Team:**

Note: Please attach resume.

|  |  |
| --- | --- |
| 1. Name : |  |
| Designation : |  |
| Qualifications : | |  |  |  | | --- | --- | --- | | **Qualifications** | **University** | **Year** | |  |  |  | |  |  |  | |
| Working Experiences : | |  |  |  | | --- | --- | --- | | **Company** | **Position** | **Period** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| 2. Name : |  |
| Designation : |  |
| Qualifications : | |  |  |  | | --- | --- | --- | | **Qualifications** | **University** | **Year** | |  |  |  | |  |  |  | |
| Working Experiences : | |  |  |  | | --- | --- | --- | | **Company** | **Position** | **Period** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| 3. Name : |  |
| Designation : |  |
| Qualifications : | |  |  |  | | --- | --- | --- | | **Qualifications** | **University** | **Year** | |  |  |  | |  |  |  | |
| Working Experiences : | |  |  |  | | --- | --- | --- | | **Company** | **Position** | **Period** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

**5.2 Human resource projection for 5 years (full time)**

*Notes:*

1. *BioNexus Status company is required to comply with minimum 80% of Malaysian employees condition.*
2. *You may change the department name (e.g. management, R&D division, manufacturing) to suit your company practices.*
3. *Definition of full time: For Malaysian staffs, those with EPF contribution and for Non-Malaysian staffs, those with expatriate passes/ valid work permit.*
4. *Total full time staffs that include all general workers (drivers, cleaners, etc.). Part time workers should not be included in the projection.*
5. *Please identify and indicate the knowledge (mark with \*) and general workers (mark with #). You may refere to BNX 3.0 Framework guideline for the defintion of knowledge and general workers.*
6. *For percentage knowledge workers calculation, kindly exclude general workers.*
7. *To provide detailed breakdown projection for Malaysian and Non-Malaysian employees.*

Legend : \* : knowledge worker # : general worker M : Malaysian NM :Non-Malaysian

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **Current** | | | **5 years projection** | | | | | | | | | |
| **Y1 (20xx)** | | **Y2 (20xx)** | | **Y3 (20xx)** | | **Y4 (20xx)** | | **Y5 (20xx)** | |
| M | NM | | M | NM | M | NM | M | NM | M | NM | M | NM |
| Management | | | | | | | | | | | | | |
|  |  | |  |  |  |  |  |  |  |  |  |  |  |
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| R&D | | | | | | | | | | | | | |
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| Business development/ marketing | | | | | | | | | | | | | |
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| Finance & administration | | | | | | | | | | | | | |
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| Manufacturing | | | | | | | | | | | | | |
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| Total staff |  | |  |  |  |  |  |  |  |  |  |  |  |
| Total staff (a) |  | | |  | |  | |  | |  | |  | |
| No. general workers (b) |  | |  |  |  |  |  |  |  |  |  |  |  |
| Total staff excluding general workers (a-b) |  | | |  | |  | |  | |  | |  | |
| **No. knowledge workers (c)** |  | | |  | |  | |  | |  | |  | |
| **% of knowledge worker : (d) = (c) / (a-b)** |  | | |  | |  | |  | |  | |  | |

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| **5.3 Employment by income** |

1. **Existing human resource**

*Note: Please fill this table based on Section 5.2: current employment.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Category  (Only for full time employment under company’s payroll) | | | Number of Persons Employed by Average Monthly Salary\* (RM) | | | | | | | |
| **R&D Activities / services** | | | | | | | |
| <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | 10,000 and above | |
| M | NM | M | NM | M | NM | M | NM |
| 1 | Managerial staff | |  |  |  |  |  |  |  |  |
| 2 | Professionals/ Technical and supervisory staff with | |  |  |  |  |  |  |  |  |
|  | (a) | Technical/ Engineering Professions/ qualifications |  |  |  |  |  |  |  |  |
|  | (b) | Science Professions/ Qualifications |  |  |  |  |  |  |  |  |
|  | (c) | Technicians and Associate Professionals |  |  |  |  |  |  |  |  |
| 3 | Other professions | |  |  |  |  |  |  |  |  |
| 4 | Clerical Support Workers | |  |  |  |  |  |  |  |  |
| 5 | Sales & Service Workers | |  |  |  |  |  |  |  |  |
| 6 | General workers | |  |  |  |  |  |  |  |  |
| **Total** | | |  |  |  |  |  |  |  |  |

*Note: Includes wages, salaries, bonuses, social insurance contribution and all employee benefits.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Percentage of foreign workers with basic salary less than RM1,500 per month (of the total workforce) | **:** | % |
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1. **Human resource after expansion**

*Note: Please fill this table based on Section 5.2: Y5 employment.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Category  (Only for full time employment under company’s payroll) | | | Number of Persons Employed by Average Monthly Salary\* (RM) | | | | | | | |
| **R&D Activities / services** | | | | | | | |
| <3,000 | | 3,000-<5,000 | | 5,000-<10,000 | | 10,000 and above | |
| M | NM | M | NM | M | NM | M | NM |
| 1 | Managerial staff | |  |  |  |  |  |  |  |  |
| 2 | Professionals/ Technical and supervisory staff with | |  |  |  |  |  |  |  |  |
|  | (a) | Technical/ Engineering Professions/ qualifications |  |  |  |  |  |  |  |  |
|  | (b) | Science Professions/ Qualifications |  |  |  |  |  |  |  |  |
|  | (c) | Technicians and Associate Professionals |  |  |  |  |  |  |  |  |
| 3 | Other professions | |  |  |  |  |  |  |  |  |
| 4 | Clerical Support Workers | |  |  |  |  |  |  |  |  |
| 5 | Sales & Service Workers | |  |  |  |  |  |  |  |  |
| 6 | General workers | |  |  |  |  |  |  |  |  |
| **Total** | | |  |  |  |  |  |  |  |  |

*Note: Includes wages, salaries, bonuses, social insurance contribution and all employee benefits.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Percentage of foreign workers with basic salary less than RM1,500 per month (of the total workforce) | **:** | % |
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| **PART B : DECLARATION** | | | | | | |
|  | | | | | | |
| *I/We, the undersigned authorise representative/representatives of the Applicant, hereby certify that all information provided in this application are, to the best of my/our knowledge, true and accurate. I/We further undertake to promptly notify Malaysian Bioeconomy Development Corporation Sdn Bhd of any change in the information.*  *I/We understand that Malaysian Bioeconomy Development Corporation Sdn Bhd may require further information to evaluate this application, and that the authorised representative identified herein may be contacted if additional information is required.*  *I/We further confirm that this application is made on the basis that if successful, the applicant company will be bound by the terms and conditions of the BioNexus Status.* | | | | | | |
|  | Name | : |  | | |  |
|  | | | | | | |
|  | Designation | : |  | | |  |
|  |  | | |  |  |  |
| Date | | | (Signature) |
|  | | | | |
| (Company stamp or Seal) | | | | |
| To be submitted to :  Evaluation  **Malaysian Bioeconomy Development Corporation Sdn Bhd**  Ground Floor, Menara Z10  Jalan Alamanda 2, Presint 1  62000 Putrajaya  Tel : 603-8893 4200 | | | | | | |

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| --- | --- | --- |
|  | **Documents Checklist** |  |
| 1. | Statutory documents **certified** *(digital certification is acceptable)* by Companies Commission of Malaysia (CCM) : |  |
|  | * + Section 17 : Certificate of registration |  |
|  | * + Section 78 : Return of allotment of shares |  |
|  | * + Section 51 : Register of members / shareholders |  |
|  | * + Section 28 : Change of name (if applicable) |  |
|  | * + Section 58 : Change of register of members / shareholders (if applicable) |  |
|  | * + Section 105 : Transfer of shares (if applicable) |  |
| 2. | Audited financial statement (past 3 years) (if applicable) |  |
| 3. | Copy of Intellectual Property  (e.g Patent / Trademarks / Copyrights / Industrial Design ) (if applicable) |  |
| 4. | Copy of technology licensing agreement (if applicable) |  |
| 5. | Copy of validation report from third party (if applicable) |  |
| 6. | Processing fees of RM2,000 (proof of payment) |  |
| 7. | Letter of consent for credit checking and copies of IC |  |
| 8. | Personal Data Protection Act (PDPA) |  |

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| **LETTER OF CONSENT** |  |
| ***Note:***  ***i. Please print on your company’s letter head***  ***ii. Kindly ensure the person giving consent is a Director. Any other persons providing consent on behalf of the company i.e CEO, Managers etc. will be deemed as authorised person, ONLY IF a copy of Board Resolution or any other equivalent authorisation document authorising such person to give consent on behalf of the Company.***  ***iii. Please provide copies of IC (front and back) belonging to the Director (or authorised person).*** | |
| Date :\_\_\_\_\_\_\_\_\_\_\_\_  To:   1. **Malaysian Bioeconomy Development Corporation Sdn Bhd (the “Company”)**   **&**   1. **Credit Bureau Malaysia Sdn Bhd**   From:  **Company ABC**  **Address:**  **Tel:**  **Email:**  I/We hereby agree and grant consent to the (“Company”) and its authorized officers/authorized representativeto:   1. conduct credit, property, litigation, trade, CCRIS, DCHEQS, due diligence, identity, compliance risk and any other checks, review, monitoring and verifications which are relevant to my/our business relationship/credit facility/transaction/potential engagement with the Company onme/our company, its directors/its shareholders/owners/partners/guarantors/related individuals/party providing securities with Credit Bureau Malaysia and/or any registered credit reporting agencies under Credit Reporting Agencies (CRA) Act 2010 at any time, for as long as such business relationship/credit facility/transaction/potential engagement continues to exist and/or where any dues owed to the Company remain unpaid and outstanding; 2. disclose my/our information including trade information/account conduct to Credit Bureau Malaysia and/or any registered credit reporting agency/ies;   I/we also hereby grant consent to Credit Bureau Malaysia & any other registered credit reporting agency/ies under the CRA Act to:   1. procure my/our CCRIS, DCHEQ and any other credit information from relevant data sources; 2. disclose credit information and other information pursuant to checks, review, monitoring and verifications mentioned in clause (a) above relating to me/our company, its directors/its shareholders/owners/partners/ guarantors/related individuals/party providing securities to the Companyas and when the services of the credit reporting agency/ies is/are used for purposes mentioned above; 3. share any of trade information/account conduct as mentioned in clause (b) above to other subscribers of their services; 4. transfer and disclose any credit information relating to me/our company, its directors/ its shareholders/ owners/ partners/guarantors/related individuals/party providing securities to relevant third parties and/or data processor either located within or places outside Malaysia when required.   I/We agree that;   1. consent wherever mentioned in this letter is irrevocable and shall continue to be valid to the extent it remains consistent with any changes in law and for as long as there is existing business relationship/credit facility/transaction/potential engagement continues to exist and/or any dues owed to the Company remain outstanding; 2. the database of Credit Bureau Malaysia & the relevant registered credit reporting agency/ies may retain credit and trade information relating to me/us as long as it is consistent with applicable laws and any changes thereto; 3. Credit Bureau Malaysia & the relevant credit reporting agency/ies, its respective directors, officers, members, servants or agents are absolved and held harmless from all liability however arising from the abovementioned consent, the exercise of any/all activity stated above by Credit Bureau Malaysia & the relevant credit reporting agency/ies including the subsequent disclosure of any information relating to me/us to the Company.   Date:  Authorized Signatory of Applicant  Affix Company/Business Stamp here (if applicable):  Name :  NRIC/Passport No :  Designation : **CEO/ Director**    FOR COMPANY/BUSINESS RELATED INDIVIDUAL (e.g partners, directors, shareholders, third party guarantors)  **Signature & details of Director 1 Signature & details of Director 2**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name : Name :  NRIC/Passport No : NRIC/Passport No :  Designation: Designation:  Date : Date :    **Signature & details of Director 3 Signature & details of Director 4**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name : Name :  NRIC/Passport No : NRIC/Passport No :  Designation: Designation:  Date : Date : | |

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| **PERSONAL DATA PROTECTION ACT (PDPA)** |
| **Notice Pursuant to the Personal Data Protection Act 2010**  **(Organisation)** |
| The Personal Data Protection Act 2010 (hereinafter referred to as the “PDPA”), which regulates the processing of personal data in commercial transactions, applies to Malaysian Bioeconomy Development Corporation Sdn Bhd and its related companies. For the purpose of this Notice Pursuant to the PDPA (hereinafter referred to as the “Notice”):   1. the words (wherever appearing) “we”, “us”, or “our” shall be construed as references to Malaysian Bioeconomy Development Corporation Sdn Bhd, and “you”, “your” or “yours” shall be construed as references to the Organisation (as hereinafter defined); and 2. the terms “personal data”, “sensitive personal data” and “processing” shall have the meaning prescribed in the PDPA. 3. This Notice serves to inform you that relevant personal data of your personnel or representatives (hereinafter referred to as the “Data Subject”) is being collected, processed and/or stored by Malaysian Bioeconomy Development Corporation Sdn Bhd (and/or Malaysian Bioeconomy Development Corporation Sdn Bhd’s authorised service providers acting on its behalf. 4. The Data Subject’s personal data which is being collected, processed and/or stored by us and/or our authorised service providers includes all information contained in each of our relevant forms completed by you and/or the Data Subject and submitted to us together with other information we may have obtained about the Data Subject, including but not limited to, all information (oral or written) provided to, procured by and/or communicated to us through your contractors, vendors or any third parties such as data providers and governmental agencies (collectively referred to as “Third Parties”). 5. The Data Subject’s personal data (oral or written) which is being collected, processed and/or stored by us strictly for the Purposes (as hereinafter defined) may include the Data Subject’s sensitive personal data. 6. The examples of the Data Subject’s personal data which we may collect, process and/or store are the Data Subject’s name, contact details, address, facsimile number, race, sex, date of birth, family details, relevant financial details and/or other information needed for the Purposes. 7. The examples of the Data Subject’s sensitive personal data which we may collect, process and/or store are information about the Data Subject’s health condition, political opinions, religious beliefs and the commission or alleged commission by the Data Subject of any offence. 8. The collection, processing and/or storing of the Data Subject’s personal data includes the collection, processing and/or storing of any additional information you and/or the Data Subject may subsequently provide to us and/or collected by us from Third Parties, for the following purposes: 9. for internal record keeping, analysis and operation of Malaysian Bioeconomy Development Corporation Sdn Bhd; 10. to provide and improve our services to you; 11. to administer or otherwise carry out our obligations in relation to any agreement you have entered with Malaysian Bioeconomy Development Corporation Sdn Bhd; 12. to assess and process your application(s) to us; 13. to administer your participation in any of our programmes; 14. to conduct activities and/or events; 15. to organise and carry out marketing or promotional operations and similar events; 16. to provide you with customer support and troubleshoot problems; 17. to request feedback or participation in any of our surveys; 18. to anticipate and/or resolve disputes; 19. to verify your identity; 20. to communicate any relevant messages to you; 21. to protect your interest, including but not limited to fraud prevention; 22. other legitimate activities of Malaysian Bioeconomy Development Corporation Sdn Bhd and/or its associated company(ies); and/or 23. such other purposes as may be related to the foregoing.   (hereinafter collectively referred to as “Purposes”).  We will retain the Data Subject’s personal data for as long as is necessary to carry out any of the Purposes set out above and to comply with the PDPA and/or applicable laws and orders of competent authorities.  It is necessary that you supply us with the Data Subject’s relevant personal data unless otherwise specified by us. If you fail to supply us with such personal data, please note that we may not be able to perform any of the Purposes stated above (whichever is applicable).   1. The Data Subject’s relevant personal data (oral or written) is and/or will be collected from you and/or the Data Subject through the information you and/or the Data Subject have provided and/or will provide to us. 2. The Data Subject shall have the right to access and if necessary, to correct, complete or remove his/her personal data (hereinafter referred to as “Request”). 3. You and/or the Data Subject may contact us for the purpose of the abovementioned Request and/or any enquiries or complaints in respect of the Data Subject’s personal data as follows:  |  |  | | --- | --- | | Designation of the Contact Person: | Assistant Manager, Evaluation | | Phone Number: | 03-8893 4200 | | Mailing address: | Malaysian Bioeconomy Development Corporation Sdn Bhd  Ground Floor, Menara Z10, Jalan Alamanda 2, Presint 1, 62000 Putrajaya. | | E-mail address: | [siewmun.loh@bioeconomycorporation.my](mailto:siewmun.loh@bioeconomycorporation.my) |   Note: We may refuse to comply with the Request pursuant to the PDPA and/or other relevant laws.  *PDPA : 2* |
| **PERSONAL DATA PROTECTION ACT (PDPA)** |
| **Notice Pursuant to the Personal Data Protection Act 2010**  **(Organisation)** |
| 1. The Data Subject’s relevant personal data may be disclosed to our stakeholders, subsidiaries, related and/or associated company(ies), licensee(s), governmental and/or quasi-governmental department(s) and/or agency(ies), regulatory authority and/or statutory body(ies), business partner(s) and/or service provider(s) for any of the above Purposes, any other purpose directly related to any of the above Purposes, or any other purpose for which the Data Subject’s relevant personal data are required to be disclosed. 2. The Data Subject’s relevant personal data may be transferred to a place outside Malaysia in accordance with the PDPA. 3. You and/or the Data Subject are responsible for ensuring that the Data Subject’s personal data is accurate, complete and not misleading and that such personal data is kept up to date. 4. If you disclose to us any personal data or information of the Data Subject and/or any another person, you confirm that you are authorised to disclose such personal data or information, and to receive on the Data Subject and/or that person’s behalf any data protection notices issued by Malaysian Bioeconomy Development Corporation Sdn Bhd from time to time, and the Data Subject and/or that person has consented to Malaysian Bioeconomy Development Corporation Sdn Bhd’s collection, processing and storing of his/her personal data and information. 5. In the event of any inconsistency between the English version and the Bahasa Malaysia version of this Notice, the English version of this Notice shall prevail over the Bahasa Malaysia version.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **ACKNOWLEDGMENT AND CONSENT**  I, on behalf of ………..…….[Organisation Name]………………… (hereinafter referred to as the “Organisation”), hereby confirm receipt of the Notice, acknowledge to have notice of, understood and agreed to the Notice, and warrant that the Organisation is authorised to disclose the personal data (including sensitive personal data) of each Data Subject and the same has duly consented to your collection, processing and storing of his/her personal data and information in accordance with the Notice.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name :  Designation :  Date : |
| *PDPA : 3* |