

**Lists of documents needed**

[Please provide copied documents only]

Note: KT will not return any of the documents submitted. Please note that the information listed below are basic information. KT will inform/request for additional information/documents if the need arises. This checklist document should be attached together with the Application Form.

A	STANDARD DOCUMENTS FOR ALL TYPES OF FINANCING	√
1	<b>Documents for Private Limited/Limited Company</b> <i>(Registration prior to 31/01/2017)</i> <ul style="list-style-type: none"> <li>• Form 9, 24, 44 &amp; 49*</li> <li>• Form 13 &amp; 32A <i>[if applicable]*</i></li> <li>• Memorandum and Articles of Association of the company <i>[M&amp;A]*</i></li> <li>• Copies of license / other relevant licenses <i>[if any]*</i></li> </ul> <i>(Registration on / after 31/01/2017)</i> <ul style="list-style-type: none"> <li>• Notice of Registration by Companies Commission of Malaysia (CCM)</li> <li>• Copies of license / other relevant licenses <i>[if any]*</i></li> </ul> <p><i>* All copies must be in Certified True Copy [CTC] by company secretary</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	<b>Documents for Sole Proprietors /Partnerships /Limited Liability Partnership (LLP)</b> <ul style="list-style-type: none"> <li>• Business Registration Certificate</li> <li>• Partnership/ LLP Agreement <i>[if any]</i></li> <li>• Latest Utility Bills</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	<b>Documents for Co-operative</b> <ul style="list-style-type: none"> <li>• By-Laws of Co-operative (UUK)</li> <li>• Co-operative Certificate of Registration</li> <li>• Co-operative List of Board of Directors</li> <li>• Co-operative list of Key Management</li> <li>• Minutes of meeting on Co-operative level of indebtedness</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	<b>Documents of Society / Association</b> <ul style="list-style-type: none"> <li>• By-Laws of Society / Association</li> <li>• Society / Association Certificate of Registration</li> <li>• Society / Association list of Key Management</li> <li>• Minutes of meeting of Management Committee of the Society / Association</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	<b>Background of Owner/Director/Main Management Team</b> <ul style="list-style-type: none"> <li>• Director Information Form and Copy of MyKad/Passport</li> <li>• Firm/Company Profile</li> <li>• Profile of the Directors, Owners / Partners and Management Team</li> <li>• Politically Exposed Person (PEP) Declaration Form</li> <li>• Connected Party (CP) Declaration Form</li> <li>• Copy of MyKad for Signatory <i>[applicable for Co-operative &amp; Association]</i></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	<b>If the Applicant Has Been in Operations</b> <ul style="list-style-type: none"> <li>• Financial Statements / Audited Financial Statements for the last 3 years</li> <li>• Latest Management Accounts</li> <li>• List of Trade Receivable, Value and Ageing List <i>[if required]</i></li> <li>• List of Trade Payable, Value and Ageing List <i>[if required]</i></li> <li>• Latest Bank Statements <i>[for the last 6 months]</i></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	<b>If the Applicant Has Facilities from Other Financial Institutions</b> <ul style="list-style-type: none"> <li>• Letter of Offer(s)</li> <li>• Latest Statement of Account</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

<b>8</b>	<b>If the business premise is rented/leased land/building</b> <ul style="list-style-type: none"> <li>• Rental or Leasing Agreement</li> <li>• Waiver Letter from the Landlord <i>[if applicable]</i></li> <li>• Sublet Tenancy Agreement <i>[if any]</i></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>9</b>	<b>If Involves First / Third-Party Charge</b> <ul style="list-style-type: none"> <li>• Ownership document</li> <li>• Consent from the owner of the property/asset</li> <li>• Valuation Report by KT's panel of valuers addressed to KT <i>[if any]</i></li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>10</b>	<b>If Involves Personal Guarantor / Corporate Guarantor</b> <ul style="list-style-type: none"> <li>• <i>Director Information Form</i> and Copy of MyKad/Passport of the Guarantor <i>[if individual]</i></li> <li>• Company Profile and All Relevant Forms <i>[if company]</i></li> <li>• Audited Financial Statements for the last 3 years <i>[if company]</i></li> <li>• Latest Management Accounts</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>11</b>	<b>If Involves Export Market</b> <ul style="list-style-type: none"> <li>• Importer/Buyer Profile</li> <li>• Related Agreement <i>[if any]</i></li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>B</b>	<b>REQUIRED DOCUMENTS FOR OTHER TYPES OF FINANCING</b>	√
<b>12</b>	<b>Required Documents for Contract Financing</b> <ul style="list-style-type: none"> <li>• Letter of award and letter of acceptance from contract awarder</li> <li>• Development order or building plan approval from local authority</li> <li>• Detailed costing or Bill of Quantities prepared by qualified Quantity Surveyor</li> <li>• Contract documents</li> <li>• Layout / Building plan prepared by project architect</li> <li>• Contractor / Consultant profiles</li> <li>• Contractors registration certificate with CIDB</li> <li>• Detailed Project Cash Flow</li> <li>• Terms of Payment</li> <li>• Contract Summary</li> <li>• Location Plan</li> <li>• Contract Awardee Profiles</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>13</b>	<b>Required Documents for Construction of Building/Factory/Commercial Building Financing</b> <ul style="list-style-type: none"> <li>• Detailed costing or Bill of Quantities prepared by qualified Quantity Surveyor</li> <li>• Layout plan or building plan prepared by project architect</li> <li>• Contractor/Consultant profiles</li> <li>• Contractor's registration certificate with CIDB</li> <li>• Development order or building plan approval from local authority</li> <li>• Information on proposed occupied land</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>14</b>	<b>Required Documents for Building/Factory/Premise Renovation Financing</b> <ul style="list-style-type: none"> <li>• Detailed costing of Bill of Quantities prepared by qualified Quantity Surveyor</li> <li>• Layout plan or building plan prepared by project architect</li> <li>• Contractor/Consultant profiles</li> <li>• Contractors registration certificate with CIDB</li> <li>• Development order or building plan/renovation plan approval from local authority</li> <li>• Information on proposed building [owned/rental]</li> <li>• Certificate of Fitness [CF] or Certificates of Completion and Compliance [CCC] for existing building/premises</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Note:** The above list will be added based on types of financing offered by KT