

SALE TAX LICENCE

General Guidelines for Submission for Licence/Approval/Permit using BLESS

- Application for licence/approval/permit through BLESS can be done by individuals, companies, businesses, cooperatives, societies, government agencies, consultant, and institution.
- Applicant must first register as an individual in BLESS and proceed to register the entity that they are representing, may it be company, business, cooperatives, society, government agencies, consultant, or institution. The company and business profile in BLESS must be obtained through the data extraction process from *Suruhanjaya Syarikat Malaysia* (SSM) e-Info system directly to BLESS. A fee of RM15.00 is charged by SSM.
- The applicant is required to select their entity they are representing before selecting and filling up the licence's online form.
- Any fees *to the agency can be made* using BLESS's e-Payment module (specific for the agencies who has subscribed to this function). Payment can still be made manually and the payment information as well as the proof of payment must be available to the respective agency.
- For the licence application that requires an upfront payment (payments made prior to application submission), payment must be made using the e-Payment module before the licence application can be submitted (no manual payment is allowed). The licence application will not be able to be submitted otherwise.
- The applicant is required to upload the documents as stated in the licence's Checklist and Guidelines together with a complete application form through BLESS.
- BLESS supports all file formats (Word, Excel, Powerpoint and etc) to be uploaded using the Upload Document function.
- The original documents and images can be scanned to a JPEG or other relevant format and uploaded to BLESS.
- If the applicant is unable to upload certain documents such as drawings, please proceed to submit the documents manually (via post or to the agency's counter) based on the requirements from the respective agency. For the manual submission, the applicant is required to specify the BLESS submission number in each document for reference.
- The complete licence application together with the supporting documents can be submitted online through BLESS and an email notification will be sent to the applicant.

Specific Checklist and Guidelines

1. Applicant must select the online licence based on the application processing centre that is the nearest to the location of the applicant's premise that is required to be licensed.
 - a) Pusat Pelesenan Bersetempat Selangor,
Aras Bawah, Wisma Kastam Selangor,
Jalan Perigi Nenas 7/1 KS11, Taman
Perindustrian Pulau Indah,
42097, Pelabuhan Klang, Selangor.
 - b) Pusat Pelesenan Bersetempat,
Aras Bawah, Blok B,
Kompleks Kastam WPKL,
No. 22, Jalan SS 6/3, Kelana Jaya.
 - c) Pejabat Kastam Cawangan Pelesenan dan Industri,
Tingkat 2, Bangunan Pentadbiran, 64000,
Kuala Lumpur International Airport, Sepang.
2. Applicant to complete the online application form.
3. Applicant to complete Appendix A and upload accordingly (please download Appendix A as listed in the Checklist and Guidelines page).
4. Applicant to complete Appendix B and upload accordingly (please download Appendix B as listed in the Checklist and Guidelines page).
5. Please scan and upload the following documents:
 - a) Copy of company's owner identity card.
 - b) Office and factory location plan.
6. Please prepare and upload the following attachments:
 - a) Manufacturing process flow chart.
 - b) Copy of sub-contract if applicable (name, identity card number and address).