



Mass Rapid Transit Corporation Sdn Bhd (902884V)
Tingkat 5, Menara I&P 1
46 Jalan Dungun, Bukit Damansara
50490 Kuala Lumpur

APPLICATION TO RENT FORM FOR COMMERCIAL SPACE AT MASS RAPID TRANSIT (MRT) FOR MASS RAPID TRANSIT CORPORATION SDN BHD

Unit No. / Lot No. : _____
Station / Location : _____
Name of Company : _____

APPENDIX A: SUBMISSION CHECKLIST

No	Items	SUBMISSIONS	
		Original	Duplicate
1.	Appendix A: Submission Checklist	<input type="checkbox"/>	<input type="checkbox"/>
2.	Appendix B: Applicant's Particular Form	<input type="checkbox"/>	<input type="checkbox"/>
3.	Appendix C: Company's cover letter on submission of Proposal for application purpose	<input type="checkbox"/>	<input type="checkbox"/>
4.	Appendix D: Non-Disclosure Agreement	<input type="checkbox"/>	<input type="checkbox"/>
5.	Appendix E: Conflict of Interest or Relationship Disclosure Statement	<input type="checkbox"/>	<input type="checkbox"/>
6.	Appendix F: Declaration of Non-Collusion	<input type="checkbox"/>	<input type="checkbox"/>
7.	Appendix G: Applicant's Letter of Recognition	<input type="checkbox"/>	<input type="checkbox"/>
8.	Appendix H: *Applicant's Company's Incorporation Certificate from SSM	<input type="checkbox"/>	<input type="checkbox"/>
9.	Appendix I: *An extract of the Board of Director's Resolution authorizing the named personnel as the representative of the Company (Applicant) to execute all documents related to the proposal submission and acceptance of appointment or a valid Power of Attorney (if any)	<input type="checkbox"/>	<input type="checkbox"/>
10.	Appendix J: Statement of Compliance to the TOR	<input type="checkbox"/>	<input type="checkbox"/>
11.	Appendix K: Company Profile, consist of: <ul style="list-style-type: none"> • SSM Certified True Copy of Company Profile (ROC) • SSM Certified True Copy of Business Profile (ROB) • SSM Certified True Copy of Financial Comparison for a period of 3 years 	<input type="checkbox"/>	<input type="checkbox"/>
12.	Appendix L: Business Plan	<input type="checkbox"/>	<input type="checkbox"/>
13.	Appendix M: Financial Data (enclose with latest audited account)	<input type="checkbox"/>	<input type="checkbox"/>
14.	Appendix N: Bank Statements (Most recent 6 months to date)	<input type="checkbox"/>	<input type="checkbox"/>
15.	Appendix O: List of Litigation and Historical Non-Performance	<input type="checkbox"/>	<input type="checkbox"/>

Note: All documents marked with (*) must be certified as True Copies by the Applicant's Company Director or (if applicable) Company Secretary as true copies of the same and stamped with the Applicant's official rubber stamp. Documents submitted if certified by a Commissioner for Oaths are not acceptable.

Authorised Representative Signature : _____

Name : _____

Designation : _____

Date : _____

Company Stamp :

[End of Appendix A]

APPENDIX B: APPLICANT PARTICULARS FORM

Details to be incorporated into Licence Agreement if awarded

Name of Company : _____
(Name to be reflected in Licence Agreement)

Company Registration No. : _____

Registered Address : _____
: _____
: _____

Name of Authorized Person : _____

Designation : _____

Correspondence Address : _____
: _____
: _____

Contact No.(s) : _____

Email : _____

Company Website (if any) : _____

Name Displayed on Business Signage : _____

Contact Details

Any notice or communication regarding this application shall be deemed to have been duly served (if given or made by facsimile or email) immediately or (if given or made by letter) 24 hours after posting, to the following contact:

Full Name : _____

Correspondence Address : _____
: _____
: _____

Contact No.(s) : _____

Email : _____

Note: Where not applicable, please indicate with 'N.A.' or 'Nil'.

[End of Appendix B]



APPENDIX C – COVER LETTER FOR APPLICATION SUBMISSION PURPOSE

- TO BE SUBMITTED BY APPLICANT -

[End of Appendix C]



APPENDIX D – NON-DISCLOSURE AGREEMENT

We, the named Applicant in this Non-Disclosure Agreement hereby agree not to disclose, utilize and/or provide any information whatsoever duly provided by MRT Corp. except to the extent insofar necessary towards the preparation of the Application document entitled **“APPLICATION TO RENT FORM FOR COMMERCIAL SPACE AT [_____] [insert retail space unit no / commercial space lot no.] AT [_____] [insert station name / commercial location name] FOR MASS RAPID TRANSIT CORPORATION SDN BHD”**.

We hereby agree not to make any announcements and/or release any information whatsoever relating to this Application to any corporate body, press and/or public at any time and for whatsoever purpose unless a prior written approval has been furnished by MRT Corp. for such particular purpose.

We shall ensure that the terms and conditions of this Agreement are fully complied with by all employees, agents, sub-consultants, engineers and /or other relevant third parties whom we may be in contact with MRT Corp’s confidential information for the purpose of preparation of the proposal submission.

We agree that the terms and conditions of this Agreement shall survive whether or not our proposal for the **“APPLICATION TO RENT FORM FOR COMMERCIAL SPACE AT [_____] [insert retail space unit no / commercial space lot no.] AT [_____] [insert station name / commercial location name] FOR MASS RAPID TRANSIT CORPORATION SDN BHD”**.

COMPANY NAME

AUTHORISED REPRESENTATIVE

(Signature, Name & Designation)

DATE

COMPANY’S STAMP

[End of Appendix D]

APPENDIX E – CONFLICT OF INTEREST AND RELATIONSHIP DISCLOSURE STATEMENT

Note: All Applicants shall make a declaration in the event any members of the family are employed by Mass Rapid Transit Corporation Sdn Bhd to ensure that the said employee abstains from participating, deliberating and or have any form of involvement in the decision making of this Application.

I hereby declare that no member of my family is employed by Mass Rapid Transit Corporation Sdn Bhd

I hereby declare that the following employee(s) of Mass Rapid Transit Corporation Sdn Bhd is a family member of the following director/shareholder/management staff of [name of organization]

No	Name of Staff	Department/ Division	Position	Related to [name of the director/ shareholder / management]	Organisation
1					
2					
3					

Note: A member of family means spouse, parent, child, including adopted child and step child, brother, sister, in-laws and spouse of his child, brother or sister, cousin, aunt, uncle etc.

I hereby certify that the information set forth above is true and to the best of my knowledge

Applicant's Signature : _____

Full Name (Authorized Representative) : _____

Designation : _____

Date : _____

[End of Appendix E]

APPENDIX F – DECLARATION OF NON-COLLUSION

1. We hereby declare that this is a bona fide Proposal intended to be competitive, and that we have not fixed or adjusted the amount of the Proposal by or under or in accordance with any agreement or arrangement with any other person.
2. We further declare that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Proposal any of the following acts: -
 - i. Communication with a person other than the person calling for those Proposal the amount or the approximate amount of the Proposal except where the disclosure in confidence of the approximate amount of the proposal was necessary to obtain any quotations required for the preparation of the Proposal;
 - ii. Enter into any agreement or arrangement with any other person that he/she shall refrain from proposing or as to the amount of any Proposal to be submitted;
 - iii. Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this Application.
3. We take note that any reference to the word 'person' includes any persons and anybody or association corporate or otherwise and the words 'any agreement or arrangement' includes any such transaction formal or informal and whether legally binding or not.
4. We also declare that the principles described above have been or will be brought to the attention of all agents, suppliers and associated companies providing services or materials connected with this Application and any Licence Agreement entered into will be made on the basis of compliance with the above principles.
5. We confirm that any breach of the conditions of this non-collusive declaration may inevitably lead to the rescission of the Licence Agreement by MRT Corp.

We hereby cause this agreement to be executed on the date written below.

COMPANY NAME

AUTHORISED REPRESENTATIVE

(Signature, Name & Designation)

DATE

COMPANY'S STAMP

[End of Appendix F]

APPENDIX G – APPLICANTS’ LETTER OF RECOGNITION

For

“APPLICATION TO RENT FORM FOR COMMERCIAL SPACE AT [_____] [insert retail space unit no / commercial space lot no.] AT [_____] [insert station name / commercial location name] FOR MASS RAPID TRANSIT CORPORATION SDN BHD”.

I..... NRIC No.....the personnel representing.....[insert company name] Registration number.....hereby solemnly declare that I and/or any other personnel representing the Company shall not offer or give bribes to any individual in **Mass Rapid Transit Corporation Sdn Bhd** or any other individual, as a bribe for the purpose of being selected in the application/quotation* as mentioned above. A Letter of Delegation of Power is appended herewith authorising the abovenamed personnel to represent the Company as stated above to make this declaration.

2. If I or any personnel representing the Company is found guilty of offering or giving bribes to any individual in **Mass Rapid Transit Corporation Sdn Bhd** or any other individual as bribe for the purpose of being selected in the application/quotation* as above mentioned, then I as the representative of the Company hereby consent and agreed to the following actions to be taken against the Company:

- 2.1 revocation of the Licence Agreement offered for the above application/ proposal/ quotation*; or
- 2.2 termination of the Licence Agreement for the above application/ proposal/ quotation*;
and
- 2.3 other disciplinary action in accordance with Government procurement regulations.

3. Any individual attempting to seek bribe from me and/or by any individual associated with the Company for the purpose of being selected in this application/quotation* as above mentioned, then I undertake to promptly report the said action to the Office of The Malaysia Anti-Corruption Commission or to the nearest Police Station.

Yours Sincerely,

.....
(Signature)

Name : _____
NRIC : _____
Company Stamp :

Note: * To delete whichever that is not applicable.

[End of Appendix G]



**APPENDIX H – APPLICANT’S COPY OF COMPANY’S INCORPORATION CERTIFICATE
FROM SSM**

- TO BE SUBMITTED BY APPLICANT -

APPENDIX I – BOARD DIRECTOR'S RESOLUTION OR LETTER OF AUTHORISATION

- TO BE SUBMITTED BY APPLICANT -

[End of Appendix I]



APPENDIX J – STATEMENT OF COMPLIANCE TO THE TERMS OF REFERENCE

The Applicant hereby affirms that he/she has read and understood each and every Articles, Clauses, Tables, Figures, Schedules and/or Drawings of the Licensor’s Requirements in the Application and any/all schedule thereto. The Applicant accepts in its entirety the Terms of Reference and the Licensor’s Requirements as written, EXCEPT for the deviations from and/or exceptions to the Licensor’s Requirements as listed below or in an attachment hereto.

For each deviation or exception, the Applicant shall clearly state its reason and shall further state and demonstrate any/all alternative provisions. EXCEPT as specifically stated below and/or in any attachments hereto, the Applicant accepts without exception or deviation all provision and requirements to the Licensor’s Requirements.

The Applicant’s statement of Compliance to the Licensor’s Requirements and any attachment hereto shall be signed by the Applicant’s Authorized Representative and submitted in accordance with relevant requirements specified in the Instructions to the Applicant.

Authorised Representative Signature : _____
Name : _____
Designation : _____
Company Name : _____
Date & Company Stamp :

[End of Appendix J]

APPENDIX K – COMPANY PROFILE

The Applicant's company profile should contain information comprising the list below:

Business details (MANDATORY)

- Company name
- Brand name
- Established date
- Current business address
- Phone no., email address
- Current business location(s) (if any)
- Description of business – product description (merchandise/services), overall business activity
- Organisational chart

Additional details

- Product/service information with visuals
- Store information with visuals
- Brand visual
- Target market/demographics or other relevant statistics

Supporting Documents (Please obtain the documents from <https://www.ssm-einfo.my/>)
(MANDATORY)

- SSM Certified True Copy of Company Profile (ROC)
- SSM Certified True Copy of Business Profile (ROB)
- SSM Certified True Copy of Financial Comparison for a period of 3 years

- TO BE SUBMITTED BY APPLICANT -

[End of Appendix K]

APPENDIX L – BUSINESS PLAN

Information in the Business Plan to be provided by Applicants, and must include but not limited to the items listed below:

- (a) Business Concept
 - i) Description of business concept
 - ii) Target market segment
 - iii) Description of product/service
 - iv) Store concept
 - v) Store layout

- (b) Management
 - i) Organisational structure
 - ii) Operations plan

- (c) Projected Financial Analysis for 2 years
 - i) Cash flow
 - ii) Income statement
 - iii) Balance sheet

- TO BE SUBMITTED BY APPLICANT -

[End of Appendix L]



**APPENDIX M – FINANCIAL DATA (ENCLOSE WITH LATEST (2018) AUDITED ACCOUNT)
- TO BE SUBMITTED BY APPLICANT -**

Please also include the information required as below.

Company's Name: _____

1. Summary of assets and liabilities as shown in the audited balance sheets for the latest financial year.

Item	Description	Actual: Latest Financial Year
1	Authorized Capital	
2	Paid-up Capital	
3	Total Assets	
4	Current Assets	
5	Total Liabilities	
6	Current Liabilities	
7	Net Worth	
8	Shareholders' Fund	
9	Working Capital	
10	Annual Turnover	

a. Name and address of the Bank where the Account is opened:

Name of the Bank: _____

Address of the Bank: _____

Account No.: _____

APPENDIX M – (cont'd)

2. Credit Facilities

a. Name and address of the Bank / Financial Institution providing credit facilities.....

b. Form and Balance of the amount which can be used.

	Amount Committed (RM)	Balance (RM)
(i) Overdraft or Annual Credit		
(ii) Secured Overdraft		
(iii) Fixed Loan		
(iv) Others		
TOTAL (RM)		

Notes:

All financial figures quoted must be in Ringgit Malaysia (RM).

Applicants must submit the certified true copy **audited Company Account/Annual Report by Certified Accountant for the latest (2019) year** to support the data submitted. **Application submitted without the certified true copy audited account shall be disqualified.**

All attachments shall be **certified true copy by the Applicant's Company Director or (if applicable) Company Secretary.** Failing which the Applicant's submission will not be considered

Applicant's Signature : _____

Name in Full
(Authorized Representative) : _____

Designation : _____

Date : _____

[End of Appendix M]

APPENDIX N – BANK STATEMENTS (MOST RECENT 6 MONTHS TO DATE)

- TO BE SUBMITTED BY APPLICANT -

Notes:

All financial figures quoted must be in Ringgit Malaysia (RM).

Applicants must submit the certified true copy of the Monthly Bank Statement for the last six (6) months before the closing date of the Prequalification including certificate /latest statement for unpledged deposits and other unpledged short-term investment.

All attachments shall be **certified true copy by the Applicant's Company Director or (if applicable) Company Secretary.** Failing which the Applicant's submission will not be considered

[End of Appendix N]

APPENDIX O – LITIGATION (CURRENT & LAST 5 YEARS)

Company's Name: _____

(Applicant should provide information on any history of litigation or arbitration resulting from contracts executed for the last five years or currently under execution)

Year	Award For/ Against Applicant	Name Of Employer	Cause of Litigation	Matter in Dispute	Final Contract Amount (RM)	Disputed Amount (RM)

(Applicant should provide information on any historical non-performance of any projects)

Item	Historical Contract Non-Performance	Details	Year
1	Termination of Contract by Employer		
2	Blacklist by the registration authorities or the Employer		

Note: If details are not applicable, please state "N/A." in the space provided.

Applicant's Signature : _____

Name in Full (Authorized Representative) : _____

Designation : _____

Date : _____

[End of Appendix O]