

**MAJLIS PERBANDARAN PADAWAN**

APPENDIX D6

**DOCUMENTS CHECKLIST FOR APPLICATION OF MISCELLANEOUS LICENCES**

**6 FOOD STALL / KIOSK LICENCE**

| No. | Documents Required   | Qty | Submitted? |
|-----|--|-----|------------|
| 1   | Photocopy of Extract of Registration of Business Name from LHDN / District Office OR Photocopy of Borang 9 or Borang 24 or Borang 49 from Suruhanjaya Syarikat Malaysia (SSM) if Applicant is a Company  | 1   |            |
| 2   | Letter of Appointment of Nominee and proof of acceptance of appointment  | 1   |            |
| 3   | Photocopy Of Identification Card (Both Sides) OR Copy Of Passport (For Non Sarawakians)  | 1   |            |
| 4   | Photocopy Of Work Permit for Related Trades (For Non Sarawakians - Nominee) - If Applicable  | 1   |            |
| 5   | Latest Coloured Passport Size Photograph   | 1   |            |
| 6   | Photocopy Of Tenancy Agreement OR Original Letter Of Consent From The Land Owner / Premises Owner  | 1   |            |
| 7   | Photocopy Of Sale And Purchase Agreement OR Photocopy Of Land Title / Temporary Occupation Lease (T.O.L)   | 1   |            |
| 8   | Photocopy Of Building Occupation Permit (O.P)  | 1   |            |
| 9   | Photocopy of Food Handlers Course Certificate  | 1   |            |
| 10  | Medical Examination Report   | 1   |            |
| 11  | Sketch Plan Drawn to Scale (minimum A3 Size) comprising:<br>i. Locality Plan & Site Plan<br>ii. Floor Layout Plan (showing health requirements) (Applicable for butcher stall/kiosk)<br>iii. Detailed Drawing of Grease Interceptor (food premises only)(Applicable for butcher stall/kiosk)<br>(Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan) | 3   |            |

Tarikh:

---

---

---

---

---

Kepada: Setiausaha Perbandaran  
Majlis Perbandaran Padawan  
Kota Padawan, Batu 10  
Jalan Penrissen  
93250 Kuching

Tuan,

**SURAT PERAKUAN**

**Berhubung Permohonan Lesen Gerai Dan Peniagaan Kebersihan Premis**

Saya, tuan punya kedai kopi yang berlesen, beralamat seperti di atas memberi kebenaran kepada para pengendali-pengendali makanan seperti berikut untuk memohon lesen gerai daripada Majlis tuan.

| <u>Nama</u> | <u>No. K/P</u> | <u>Jenis Makanan</u> | <u>Alamat Kediaman</u> |
|-------------|----------------|----------------------|------------------------|
|-------------|----------------|----------------------|------------------------|

2. Saya juga bersetuju untuk mematuhi perkara-perkara seperti di bawah:

- (i) Sentiasa menjaga premis seperti tandas, tempat penyediaan makanan dan sebagainya dalam keadaan bersih; dan
- (ii) Mematuhi kehendak-kehendak seperti yang diarah oleh Majlis dari semasa ke semasa.

Tandatangan Pelesen : \_\_\_\_\_

Nama : \_\_\_\_\_

No. Kad Pengenalan : \_\_\_\_\_

Tarikh : \_\_\_\_\_