

**MAJLIS PERBANDARAN PADAWAN**

APPENDIX D4

**DOCUMENTS CHECKLIST FOR APPLICATION OF MISCELLANEOUS LICENCES**

**4 BARBERS' AND HAIRDRESSERS' SHOPS (Non Air Conditioned)**

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