

MAJLIS PERBANDARAN PADAWAN

APPENDIX D7

DOCUMENTS CHECKLIST FOR APPLICATION OF MISCELLANEOUS LICENCES

7 CANTEEN (School / Commercial) 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) - Not Applicable for School Canteen	1	
9	Photocopy Of The Latest Paid Assessment Bill - Not Applicable for School Canteen	1	
10	Copy of Food Handlers Course Certificate (Compulsory for all food handlers)	1	
11	Medical Examination Report (Compulsory for all food handlers)	1	
12	Letter of Appointment as Canteen Operator	1	
13	Sketch Plan Drawn to Scale (minimum A3 Size) comprising: i. Locality Plan & Site Plan ii. Floor Layout Plan (showing health requirements) iii. Detailed Drawing of Grease Interceptor (food premises only) (Note : Building Plan [Renovation] submission may be required if you had carried out any alteration to the Approved Layout of the Building Plan)	3	