

SCHEDULE A

HOUSING (CONTROL AND LICENSING OF DEVELOPERS) ENACTMENT 1978

HOUSING (CONTROL AND LICENSING OF DEVELOPERS) RULES 1995
(Rule 3(1))

APPLICATION FOR A HOUSING DEVELOPER'S LICENCE

To,

The Controller of Housing,

1. *I/We the undersigned hereby apply for housing developer's licence in accordance with the provisions of the Housing (Control and Licensing of Developers) Enactment 1978 and the Housing (Control and Licensing of Developers) Rules 1995 and for the purpose of complying with such provisions, *I/We submit the following:

- 1.1 A copy of statutory declaration (Appendix A) stating that the applicant has complied with all the conditions or restrictions set out section 6(1) of the Enactment.
- 1.2 Form 24 and Form 49 under the Companies Act 1965 (For limited company only).
- 1.3 A copy of Directors Guarantee (Appendix B).
- 1.4 Estimated total development cost prepared and certified by a Quantity Surveyor or Architect or Engineer —
 - 1.4.1 Land cost.
 - 1.4.2 Land Premium, survey and subdivision fees.
 - 1.4.3 Capital Contribution to Sabah Electricity Board.
 - 1.4.4 Estimated cost of construction (Building and infrastructure works).
 - 1.4.5 Professional fees.
 - 1.4.6 Administration and promotion expenses.
 - 1.4.7 Financing charges.

- 1.5 Name of the bridging and end financier.
- 1.6 A copy of the land title and whether any encumbrances on the land purposed for housing development.
- 1.7 Copy of application for the subdivision of the land and a copy of approval for the conversion of the land for building purpose and for the subdivision.
- 1.8 Copy of agreement —
 - 1.8.1 If the housing developer is the proprietor of the land, a copy of the sales and purchase agreement between the house purchaser and the developer,

OR

- 1.8.2 If the housing developer is NOT the proprietor of the land,
 - 1.8.2.1 the tripartite sales and purchase agreement between the land owner, the housing Developer and the house purchaser, and
 - 1.8.2.1 a copy of the agreement between the land owner and the developer to develop the lands into housing development.
- 1.9 A copy of list of legal firms who undertake the sales and purchase agreement.
- 1.10 All existing agreements relating with the proposed development.
- 1.11 A planned schedule of works in the form of the Bar Chart, which is up to the stage of application for occupation certificate and within a period of 24 months.
- 1.12 A cash flow programme which must tally with the total development cost.

- 1.13 Fee payable for the new Developer's Licence (in the form of Postal Order or Cashier's Order)(RM1,000,00 @ RM500,00 per annum).
- 1.14 Approved Development Plan and Building Plan (copy endorsed by appropriate Local Authority) together with the Approval letter.
- 1.15 Name of the project to be approved by the relevant Local Authority.
- 1.16 Past record of housing development undertaken.
- 1.17 Intended selling price.
- 1.18 Sales records if any.
- 1.19 Identification of certificates of all Directors.

2. *I/We also submit the following documents duly verified in accordance with section 5(3) of the Enactment:

<i>Applicant</i>	<i>Document to be Submitted</i>	<i>Document to be verified by Statutory Declaration by</i>
Person ...	(i) A copy of the latest audited balance sheet, if any, relating to all housing development undertaken by that person.	That person himself.
Body of persons ...	(i) A copy of an agreement between or amongst person forming that body. (ii) A copy of the latest audited balance sheet, if any, relating to all housing developments undertaken by that body of persons.	Any of the persons forming that body.

Company	...	(i) A copy of memorandum of association.	A Managing Director.
		(ii) A copy of articles of association.	Secretary or any
		(iii) A copy of the latest audited balance sheet.	Senior Officer of the Company
Firm	...	(i) A copy of the partnership agreement, if any.	A Partner
		(ii) A copy of the certificate of registration of business.	
		(iii) A copy of the latest audited balance sheet.	
Society	...	(i) A copy of the rules or by-laws of the society.	President or Secretary
		(ii) A copy of the latest audited balance sheet.	

2.1 The statutory Declaration verifying the above documents must stipulate that the provisions of the section 6(1)(c) or 6(1)(d) of the Housing (Control and Licensing of Developers) Enactment, 1978, as the case may be, have not been contravened and that the provisions of section 15 of the said Enactment will be complied with.

2.2 Particulars of all persons should include, in the case of —

- (i) a company; the name of director, directors, manager or secretary;
- (ii) a society; the name of the president, secretary, treasurer or such other person in a position analogous to that of president, secretary or treasurer;
- (iii) a partnership; the names of all the partners, and
- (iv) a person or group of persons; the name of person or the names of all persons within the group.

3. Particulars of the Developers:

3.1 Name of Housing Developers:
.....

3.2 Registered Address:
.....

3.3 Telephone No:
.....

3.4 Fax No:
.....

3.5 Status of Organisation
.....
(e.g. Limited company, partnership etc.)

3.6 Date of Commencement of Business
.....
(to be supported by document)

3.7 Previous Licence No. and date of issue (if any):
.....

3.8. The following license issued to me has since been revoked
.....

4. Particulars of ALL Office-Bearers in the Organisation.

Designation	Full Name (Underline surname)	Address	Citizenship	I.C. No.	Occupation

(In the case of —

- (i) Limited company - Board of Directors
- (ii) Firm - Proprietor or partners
- (iii) Society or body of persons - Office-Bearers)

5. Particulars of the Capital.

(for company incorporated under the Companies Act 1965 only)

Authorised Capital (if any) = RM\$		
Issued Capital (if any) = RM\$		
Paid-up Capital (if any)	Cash	Otherwise
	RM\$	RM\$

6. Name of the housing development:

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7. Particulars of Land to be developed — Particulars of the proposed building —

Lot No:	Types of building	No. of units
Area of Land:		
*Town/Village/Kampung:		
District:		
State:		
Nature of Land Title:		
Registered Owner(s):		

And *I/We hereby declare to the best of *my/our knowledge that the particulars given above are true. *I/We understand that any misrepresentation of the above particulars is an offence under the Housing (Control and Licensing of Developers) Rules 1995.

Date:

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Signature of applicant and/or Common Seal of Company

Application for a housing developers licence examined by:

Date:

.....

Signature/Designation

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(Name)

Recommendation
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.....
.....

Date:

.....

Signature/Designation

.....

(Name)

Application approved/rejected.....
.....
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.....

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Controller of Housing

Date:

.....

(Name)

* Delete whichever is not applicable.