MALAYSIA DIGITAL

A QUICK INFORMATION GUIDE

This guide is prepared as a quick reference for companies to navigate the Malaysia Digital application process
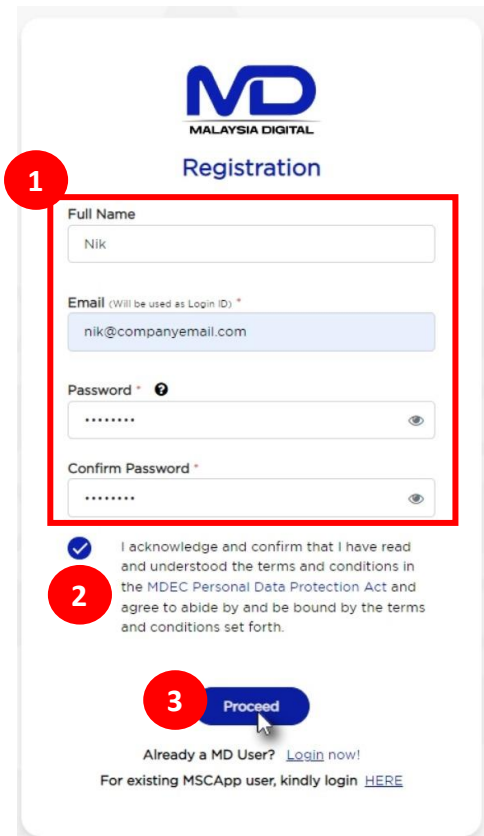
1 July 2022

USER GUIDES

MDEC

MD MALAYSIA DIGITAL

- Registration
- Eligibility Check
- Login
- Applying to Malaysia Digital
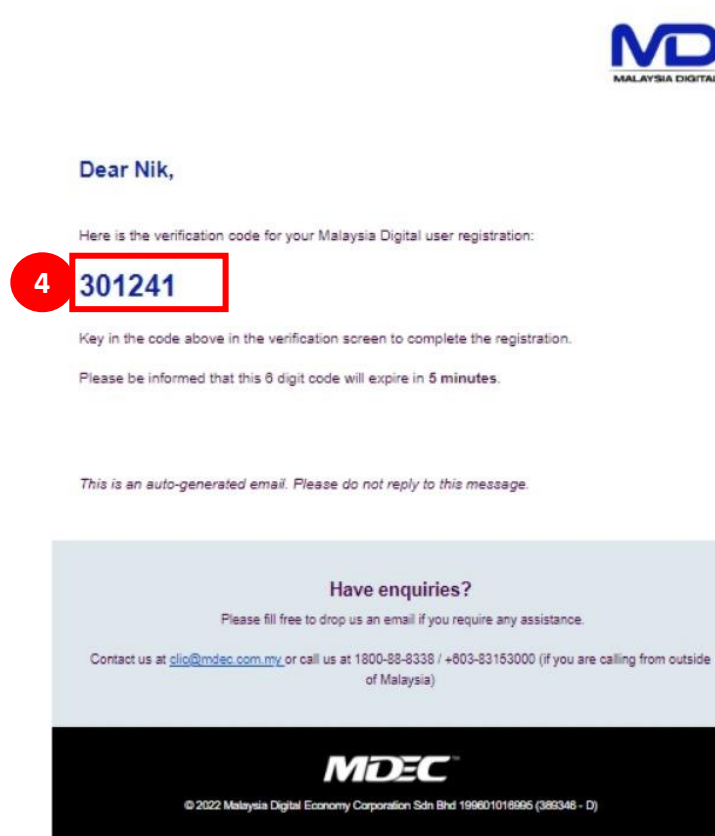
Registration

1. Fill in the registration form.
2. Acknowledge and confirm the Terms and Conditions.
3. Click the **PROCEED** button.

4. Check your registered email for the verification code.

5. Fill in the verification code provided in your email. The code is valid for 5 minutes. You may request for a new verification code by clicking the **RESEND** button.
6. Click **VERIFY AND PROCEED**.

7. You will be taken to the eligibility form.

   ⚠ Your account will only be successfully created after you submit the eligibility form.

Eligibility Check

1

Malaysia Digital Status Application

Hi there! Welcome to Malaysia Digital Status Application. You are one step closer to becoming an Malaysia Digital Status Company.

Before you begin, please ensure that you have understood the Guidelines on Malaysia Digital Status.

Eligibility Criteria

Malaysia Digital Status | Malaysia Digital Status & Tax Incentives

✔ Company incorporated under the Companies Act 2016 and resident in Malaysia

✔ Proposing to carry out or is currently carrying out one or more of the Malaysia Digital activities.

To comply within 12 months from date of award of Malaysia Digital Status:

✔ Commencement of operation and undertaking of the Malaysia Digital Approved Activities in Malaysia

✔ Minimum 2 full-time employees (comprising of knowledge workers) with minimum average monthly base salary of Ringgit Malaysia Five Thousand (RM5,000.00), employed for the Malaysia Digital Approved Activities

✔ Minimum Ringgit Malaysia Fifty Thousand (RM50,000.00) annual operating expenditure incurred for the Malaysia Digital Approved Activities

✔ Minimum Paid-up capital of Ringgit Malaysia One Thousand (RM1,000.00)

1 ✔ I have read and understand the eligibility of the Malaysia Digital application above.

Please provide your company registration number (as per SSM)*

2 `0000000000` **Proceed >** **3**

2

Please select type of application

4
Malaysia Digital Status ○

Malaysia Digital Status + Tax Incentive ○

Please refer to Guidelines on Malaysia Digital for more info

Cancel | **5** Proceed >

3

⏱ You have **30 Days** (until 30/07/2022) for Submission

Malaysia Digital Application > A: Company Background

Company Details

Company Incorporation

Company Name *
NIK COMPANY SDN. BHD.

Incorporation Date
29 June 2022

Registration No. (Old)
000000-S

Registration No. (New)
123456789123

Business Address

Address Line 1 *

Address Line 2

Country *
MALAYSIA

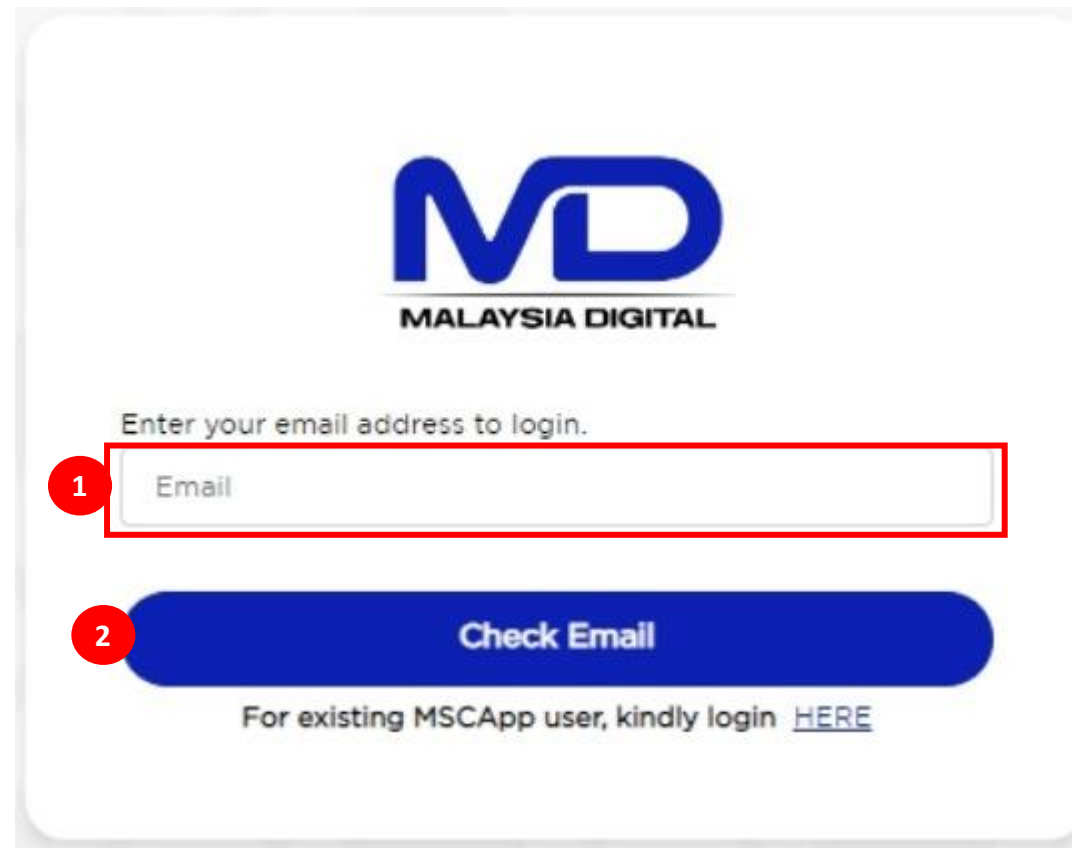State *
Select One

City *

Postcode *

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1. Acknowledge that you have understood all of the criteria above.
2. Fill in your company ROC number (Old or New ROC).
3. Click the **PROCEED** button.

4. Select the application type.
5. Click the **PROCEED** button.

6. The Company Details form will appear. Fill in the form to complete the eligibility check process.

Login

1

2

3

1. Insert your registered email address.
2. Click the **CHECK EMAIL** button.
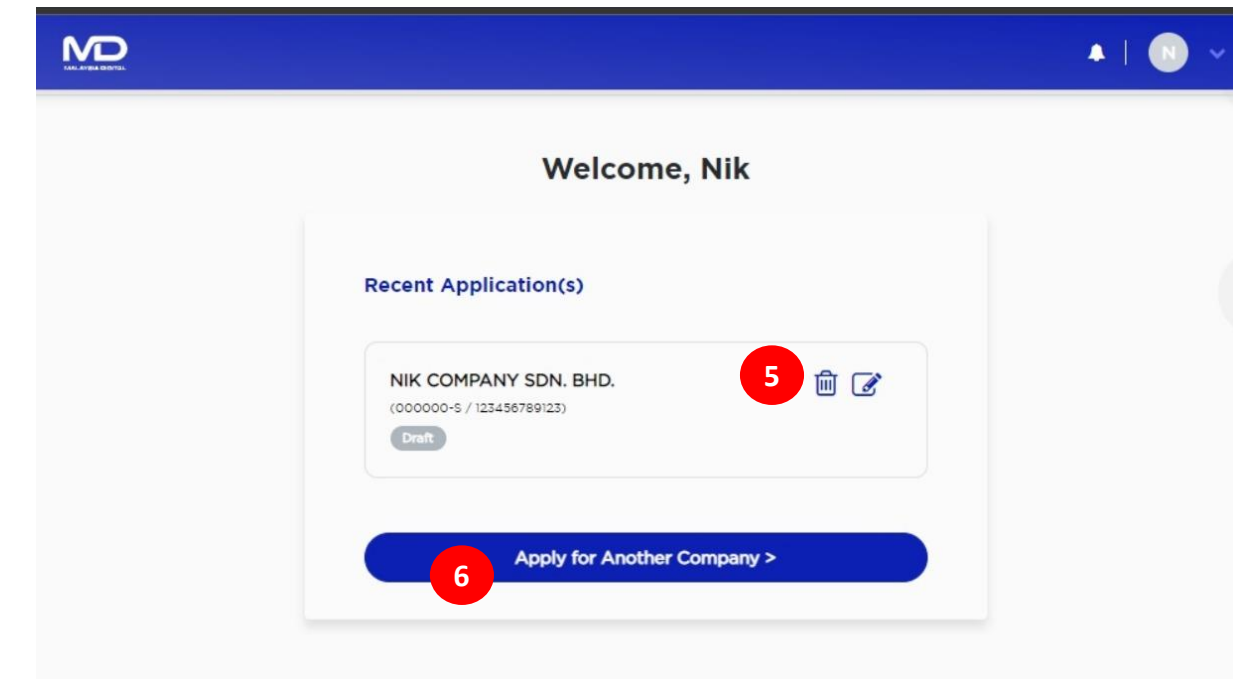
3. Insert your password.
4. Click the **LOGIN** button.

5. The company you registered for Malaysia Digital will appear on the Dashboard.
   - Click 🗑 to cancel/delete the application.
   - Click ✎ to continue.
6. You may also apply for another company.
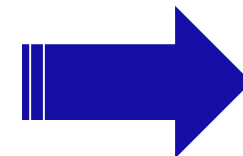
MD Status Application - Checklist

1. Fill in each section from Section A until Section E. The completed section will turn Green.

2. Click the **SAVE & NEXT** button.

3. The **SUBMIT** button will appear once you fill in Section E. Click the button to submit your application.

MD Status with Tax Incentive Application - Checklist
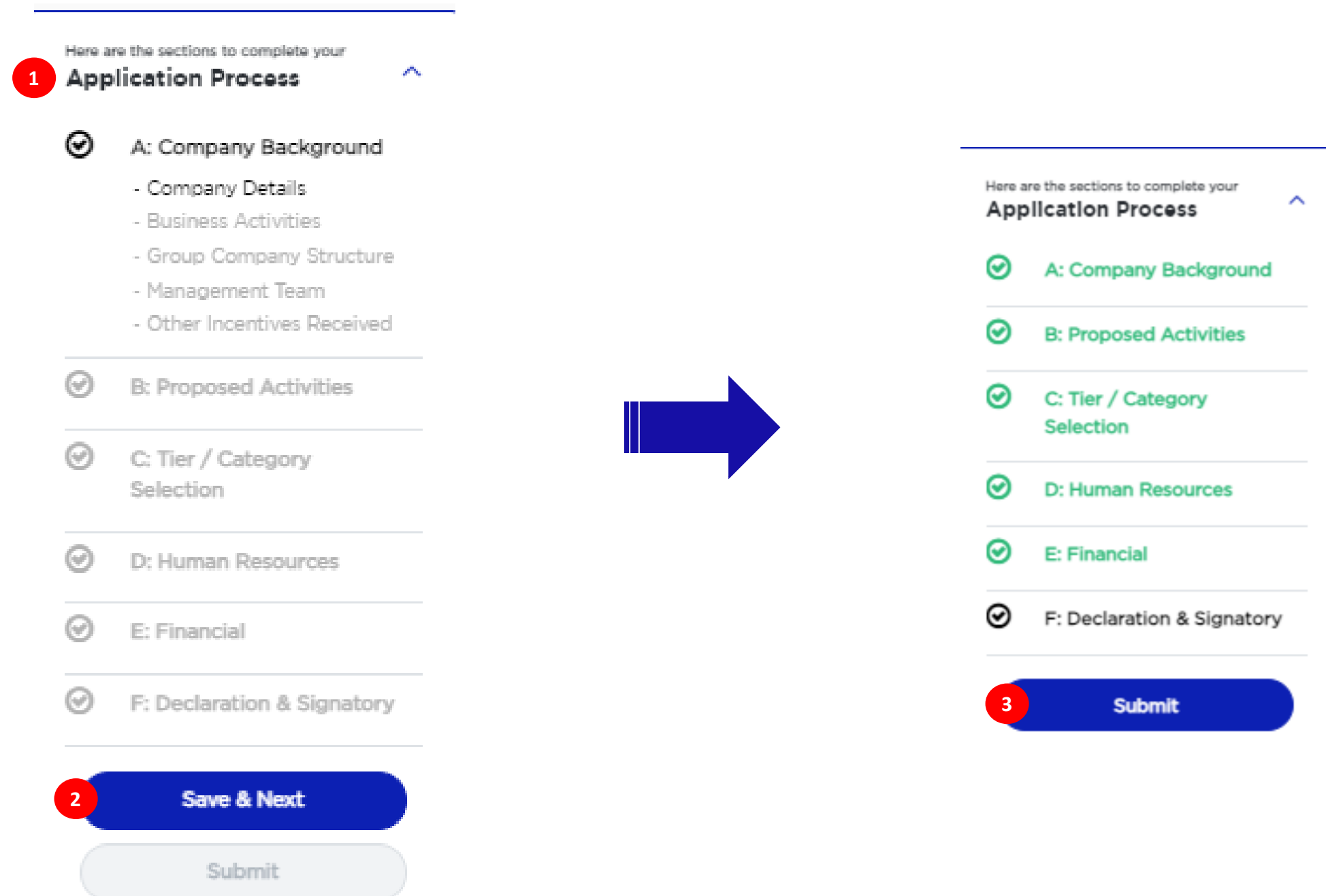
1. Fill in each section in Section A until Section F. The completed section will turn Green.

2. Click **SAVE & NEXT** button.

3. Submit button will appear once you fill in Section F. Click **SUBMIT** button to submit your application.

Section: Company Details

1. Check your company's incorporation details. Ensure that the information from SSM is correct.
2. If your company name from SSM is not correct, refer to next slide, *Section: Company Details (Update detail from SSM)*.
3. Fill in all the required information under Business Address.
4. Toggle the ⬤ button if the Correspondence Address is the same as the Business Address.
5. Fill in the required information on Other Details.
6. Click the **SAVE & NEXT** button.
   ➢ In the next sub section, the Business Activities page will appear.
   ➢ This section will turn GREEN in the checklist.

Section: Company Details (Update detail from SSM)

1. If your company name from SSM is listed incorrectly, choose **NO** at the alert message at the bottom of the page.

2. Click the **PROCEED** button.

3. Insert the new company name and commencement date.

4. At the bottom of the page, **UPLOAD** the supporting document to support the updated company name.
   - Continue to slide *Section: Company Details, step 2 to proceed*.
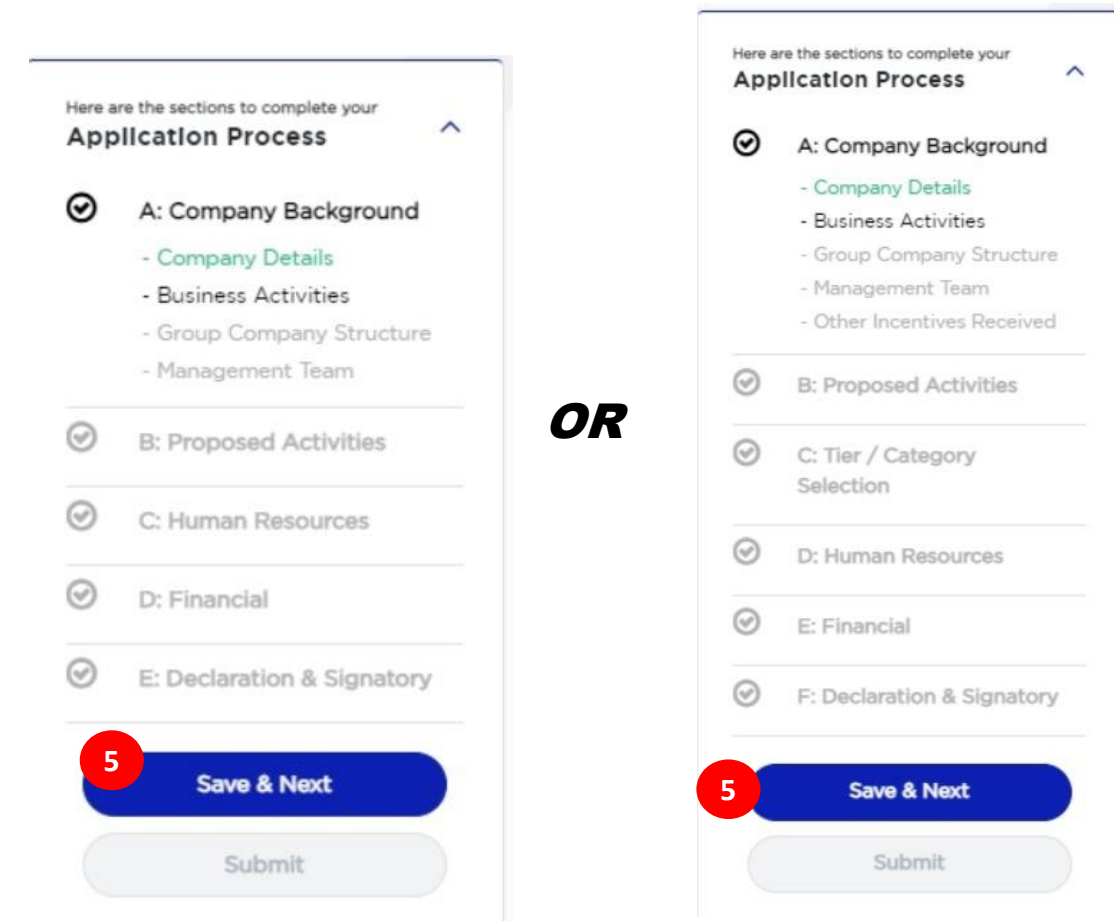
Section: Business Activities

1. Check to ensure that your company activities from SSM is correct.
2. If you click **YES**, key in all required additional information for companies that have started operation.
3. If you click yes **YES,** key in all required additional information for companies making a commitment to sustainability.
4. If your company activities from SSM is not correct, refer to next slide: *Section: Business Activities (Update detail from SSM).*

5. Click on the **SAVE & NEXT** button.
   - ➢ The next sub section, the Group Company Structure page will appear.
   - ➢ This section will turn GREEN in the checklist.

Section: Business Activities (Update detail from SSM)

1. If your company name from SSM is not correct, choose **NO** at the alert message at the bottom of the page.

2. Click the **PROCEED** button.

3. Insert your company business activities.
4. At the bottom of the page, **UPLOAD** any supporting document to support the updated company information.
   - Continue to slide *Section: Business Activities Details, step 1* to proceed.

Section: Group Company Structure

1. Check your company Shareholder Information from SSM is correct.
2. If your company shareholders from SSM is incorrect, refer to next slide, *Section: Group Company Structure* (Update detail from SSM).

3. Choose **YES** if any shareholders listed own shares in other entities. Key in all required additional information.
4. Upload the company structure document or other documents.

8. Click the **SAVE & NEXT** button.
   ➢ In the next sub section, Management Team page will appear.
   ➢ This section will turn GREEN in the checklist.

Section: Group Company Structure (Update detail from SSM)

1. If your company shareholders from SSM is not correct, choose **NO** at the alert message at the bottom of the page.

3. Click the **PROCEED** button.

4. Insert the correct company shareholders details.
5. At the bottom of the page, **UPLOAD** the supporting document to support the updated company shareholders.
   - Continue to slide *Section: Group Company Structure, step 2* to proceed.

Section: Management Team

1

Management Team

Please provide details of your Company's key management team including their education qualification, background and working experience.

1 ⓘ Must have at least 2 team members (max 3). <u>Add here</u>

2

Add New Team Member

Personal Details

2

First Name*

Last Name*

Nationality*
Malaysia

IC Number / Passport Number*

Job Position*
- Select One -

Contact No*
Malaysia (+60)

Email Address*

Alternate Email Address

Highest person of authority within the company* ⬤

Contact person for the purpose of this application* ⬤

Cancel **3** Next

3

×

Add New Team Member

Personal Details   Educational Background

4

Qualification	Discipline	University/Country	Graduation Year	
Honours Degree	123	ABC	2000	🗑

+ Add New

Please attach supporting document e.g. Education Qualification Certificate
(PDF / Max 20mb per file/ Max 5 Files)

Education Cert.pdf 🗑

5 ☁ Upload

Back **6** Next

1. Click **ADD HERE** link to add the new management team.

2. Fill in all required information. Only one person can be listed as having the highest authority.
3. Click on the **NEXT** button.

4. Key in the management team's education information.
5. Upload supporting documents for education information provided.
6. Click on the **NEXT** button.

7. Key in the information required for the management team's working experience.
8. Upload supporting documents for the working experience information provided.
9. Click on the **SAVE** button.

10. All added members will be listed in the management team page.
   - Click on **ADD NEW** to add new team member.
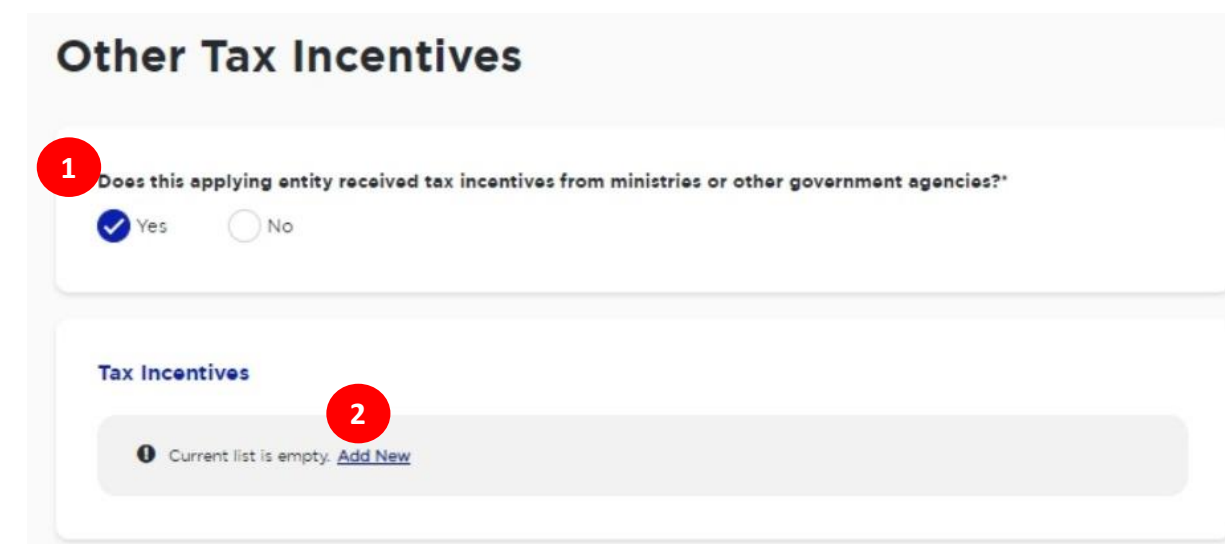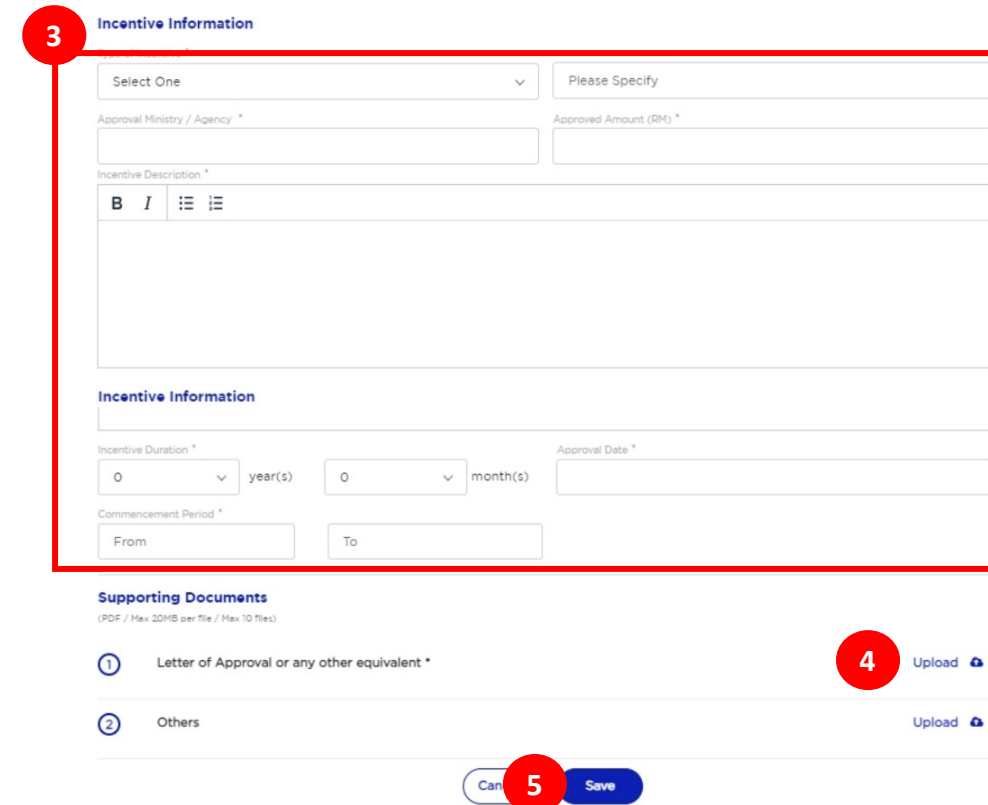   - Click icon 🗑 ✎ to delete or edit the record, respectively.
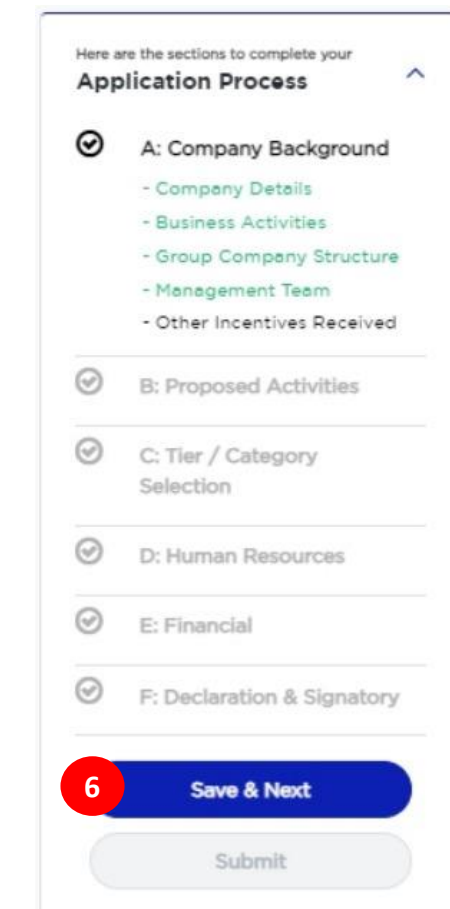
11. Click **SAVE & NEXT**. In the next sub section:
   - For **MD Status**: Section B will appear.
   - For **MD with Tax**: Page Other Incentives Received will appear.
   - This section will turn GREEN in the checklist.

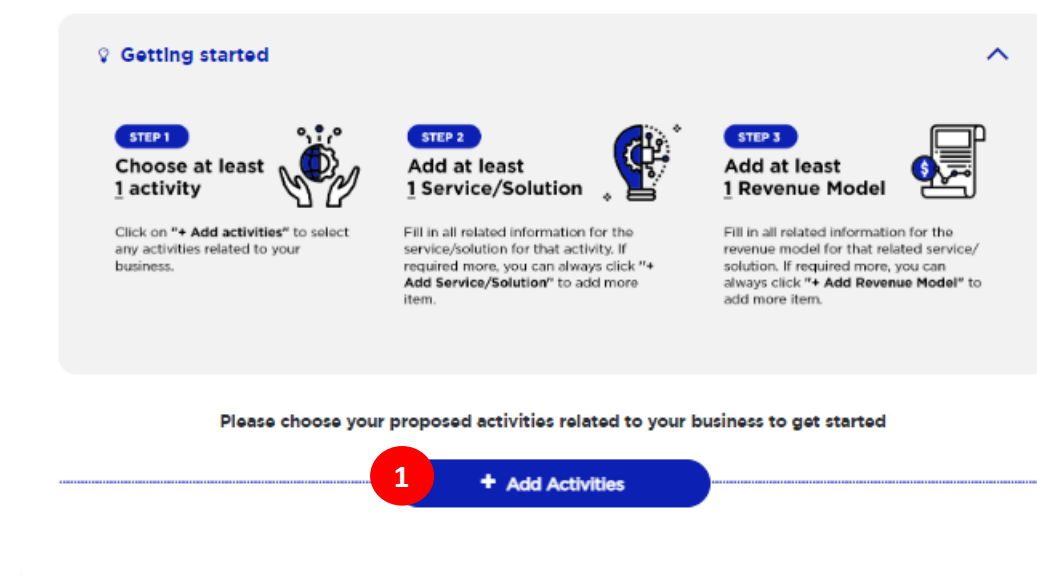# Section: Other Incentives Received (MD Status with Tax Only)

1

Other Tax Incentives

1 Does this applying entity received tax incentives from ministries or other government agencies?*

- ✓ Yes
- ○ No

Tax Incentives

ⓘ Current list is empty. **2** Add New

2

3 Incentive Information

Select One ▾ | Please Specify

Approval Ministry / Agency * | Approved Amount (RM) *

Incentive Description *

B I ☰ ☷

Incentive Information

Incentive Duration * | Approval Date *
0 ▾ year(s) | 0 ▾ month(s) |

Commencement Period *
From | To

Supporting Documents
(PDF / Max 20MB per file / Max 10 files)

① Letter of Approval or any other equivalent * **4** Upload ☁

② Others Upload ☁

Can **5** Save

3

Here are the sections to complete your
Application Process ^

⊘ A: Company Background
- Company Details
- Business Activities
- Group Company Structure
- Management Team
- Other Incentives Received

⊘ B: Proposed Activities

⊘ C: Tier / Category Selection

⊘ D: Human Resources

⊘ E: Financial

⊘ F: Declaration & Signatory

6 Save & Next

Submit

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1. Select **YES** if there are any other tax incentives received.
2. Click **ADD HERE** to add tax incentives details.

3. Fill in all required information for other tax incentives.
4. Click **UPLOAD** to add a letter of agreement.
5. Click on the **SAVE** button.

8. Click on the **SAVE & NEXT** button.
   ➢ The Section B (Proposed Activities) page will appear, and this section will turn GREEN in the checklist.

Section: Proposed Activities

1. Click on the **ADD ACTIVITIES** button.

[For MD Status]
2. If your application for the MD Status only, a popup with list of 20 activities will appear.
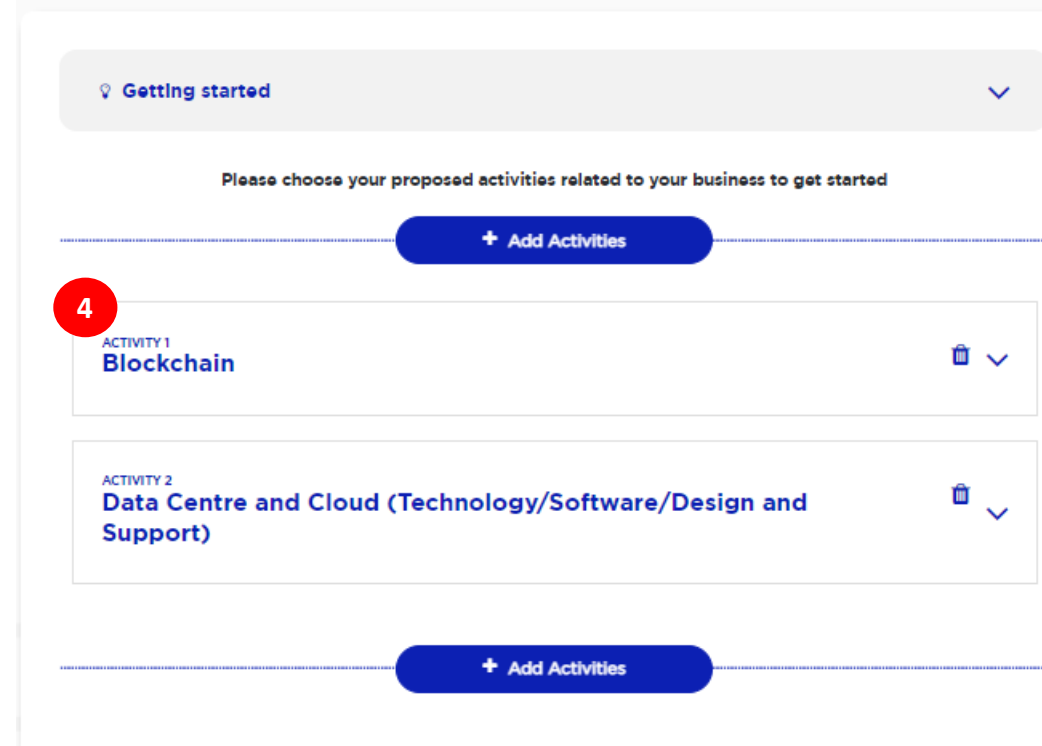3. Choose your company activities. Click on the **SAVE & NEXT** button.

[For MD Status with Tax Incentive]
2. If your application is for MD Status with Tax Incentives, a popup with list of 16 activities only will appear.
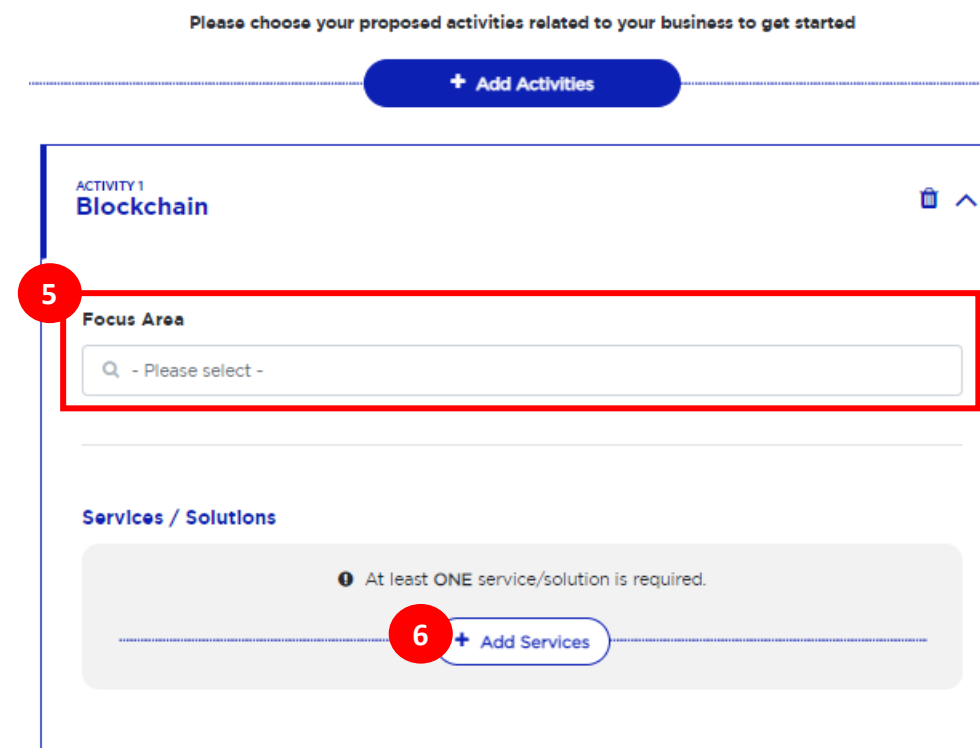3. Choose your company activities. Click **SAVE & NEXT**.

Section: Proposed Activities

3

4a

4b

4. The list of activities will be displayed.
   ➤ Click the ∨ icon to expand.
   ➤ Click the 🗑 icon to cancel the activities selected.
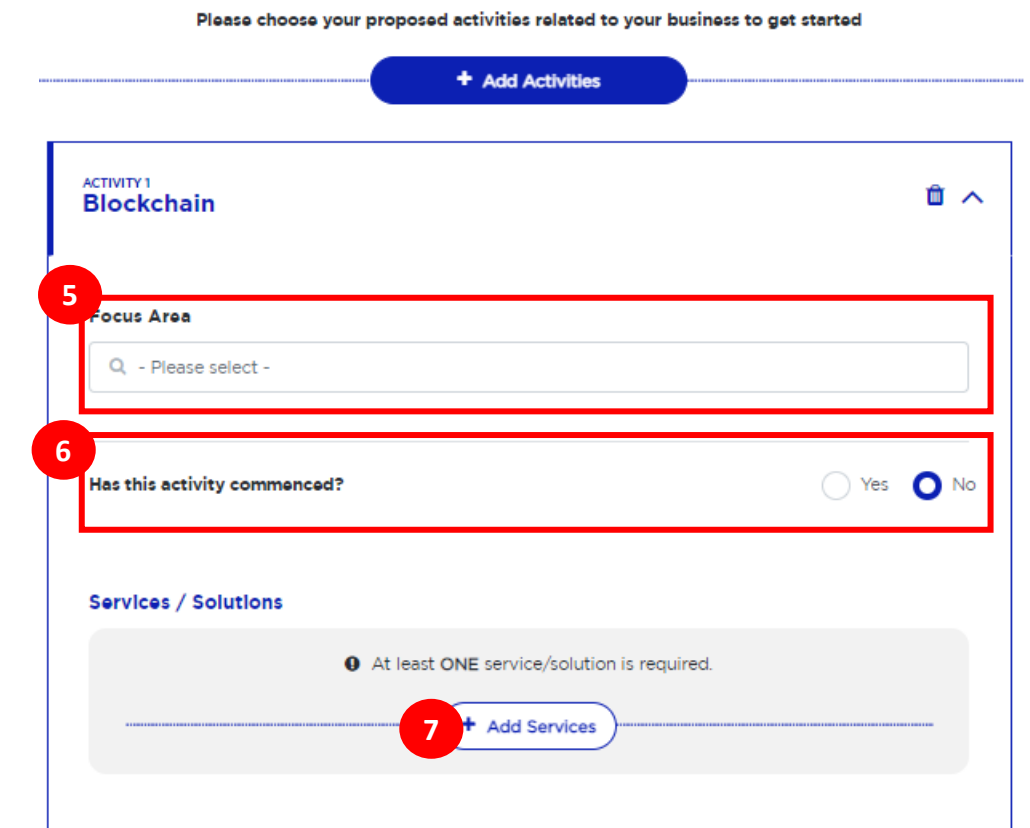
5. Fill in the Focus Area for each activities you have selected.
6. Click **ADD SERVICES** to add a new service.

5. Fill in the Focus Area for each selected activities.
6. If the activity has commenced (**YES**), fill in all required additional information.
7. Click **ADD SERVICES** to add a new service to the selected activities.

Section: Proposed Activities

1. Fill in the service general information.
2. Click on the **ADD NEW** link to add a new target offering. The minimum requirement is one (1).

[For MD Status]
3. Fill in all required information in the Description section.
4. Click **SAVE & CLOSE**.

[For MD Status with Tax Incentive]
3. Fill in all required information in the Description section.
4. Click **SAVE & CLOSE**.

Section: Proposed Activities

7

Services / Solutions

S2

Services/Solution About

Target Industry
Related /Group companies

🗑 Delete   ✎ View/Edit information

Revenue Model

Revenue Model	Target Year of Offering	Quarter	
R2	2022	Q1	🗑 ✎

5 ➕ Add Revenue Model

➕ Add Services

8

Revenue Model Details
Revenue Model is referring to mechanism use to generate the income from the proposed service/solution.

6 Revenue Model *

Revenue Model Description *

B *I* ≣ ≣

Target Year of Offering *   Quarter *
2022   Quarter 1

Supporting Documents (PDF / Max 20MB per file / Max 10 files)   **7** Upload ☁

Cancel   **8** Save and Close

9

Here are the sections to complete your
Application Process

✅ A: Company Background
☑ B: Proposed Activities
   - Proposed Activities
   - Revenue Projection
◯ C: Human Resources
◯ D: Financial
◯ E: Declaration & Signatory

9 Save & Next
Submit

OR

Here are the sections to complete your
Application Process

✅ A: Company Background
☑ B: Proposed Activities
   - Proposed Activities
   - Revenue Projection
◯ C: Tier / Category Selection
◯ D: Human Resources
◯ E: Financial
◯ F: Declaration & Signatory

9 Save & Next
Submit

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5. Next, click on the **ADD REVENUE MODEL** button to provide information on the new Revenue Model.

6. Fill in all required information for all services added.
7. Click on the **UPLOAD** link to upload your supporting document.
8. Click **SAVE & CLOSE**.

9. Click **SAVE & NEXT**.
   ➤ In the next sub section, the Revenue Projection page will appear.
   ➤ This section will turn GREEN in the checklist.

Section: Revenue Projection

1. Fill in the necessary General information.
2. Next, click on the ⌄ icon to expand the list. Fill in all required information for all activities.
3. Fill in the Export Potential details.

4. Click on the **SAVE & NEXT** button.
   ➢ For **MD Status**: Section C (Human Resource) will appear.
   ➢ For **MD with Tax**: Section C (Tier / Category Selection) will appear.
   ➢ This section will turn GREEN in checklist.

Section: Tier / Category Selection (MD Status with Tax Only)

1. Choose the tier that suits your company profile.
   ➤ Refer to the eligibility criteria to get more information, located top right in the page.

2. Click **SAVE & NEXT**.
   ➤ Section D (Human Resource) will appear.
   ➤ This section will turn GREEN in the checklist.

Section: Human Resource (Knowledge Worker)

1a

1b

2

[For MD Status]
1. Insert the work criteria and click on the **ADD** button.
2. Fill in the number of workers for each position added.
   ➤ Refer to the eligibility criteria to get more information, located on the top right of the page.
3. Click **NEXT**.

[For MD Status with Tax Incentive]
1. Insert the work criteria and click **ADD** button.
2. Fill in the number of workers for each position added.
   ➤ Refer to the eligibility criteria to get more information, located on the top right of the page.
3. Click **NEXT**.

4. Fill in number of foreign knowledge workers, if any.
5. You may add more countries as needed.
6. Click **NEXT**.

Section: Human Resource (Knowledge Worker)

3

7 ① Summary of **knowledge workers by department** in the next 5 years

Department	Year 1 (2022)	Year 2 (2023)	Year 3 (2024)	Year 4 (2025)	Year 5 (2026)
Management	4	4	4	4	4
General Admin	2	11	2	2	2
Total	**6**	**15**	**6**	**6**	**6**

② Summary of knowledge workers by salary breakdown in the next 5 years

Salary Breakdown	Year 1 (2022) Local	Foreign	Year 2 (2023) Local	Foreign	Year 3 (2024) Local	Foreign	Year 4 (2025) Local	Foreign	Year 5 (2026) Local	Foreign
>RM20,000/mth	0	0	0	0	0	0	0	0	0	0
RM10,000 - RM20,000/mth	0	0	0	0	0	0	0	0	0	0
RM8,000 - RM9,999/mth	0	0	0	0	0	0	0	0	0	0
RM5,000 - RM7,999/mth	1	1	0	11	1	1	1	1	1	1
<RM5,000/mth	2	2	2	2	2	2	2	2	2	2
KW Total	6		15		6		6		6	
Average Annual Salary (RM) (per worker)	43,333.00		56,799.00		51,999.00		51,999.00		51,999.00	
Average Montly Salary (RM) (per worker)	4,333.00		4,733.00		4,333.00		4,333.00		4,333.00	

4

OR

7. Summary of workers displayed.

8. Click on the **SAVE & NEXT** button.
   ➤ In the next sub section, the Non-Knowledge Worker page will appear.
   ➤ This section will turn GREEN in the checklist.

Section: Non_Knowledge Worker

1. Select **YES** if you have non-knowledge workers.
2. Insert work criteria and click the **ADD** button.
3. Fill in the number of workers for each position added.
4. Click **NEXT**.

5. Summary of non-knowledge workers will be displayed.

6. Click on the **SAVE & NEXT** button.
   ➢ The next sub section, Summary of Workers page will appear.
   ➢ This section will turn GREEN in the checklist.

Section: Summary of Workers

3

4

OR

1. The summary of workers based on your input under *Knowledge Workers* and *Non-Knowledge Workers* will be displayed in this page.

2. Click **SAVE & NEXT**.
   - For **MD Status**: Section D (Financial) will appear.
   - For **MD with Tax**: Section E (Financial) will appear.
   - This section will turn GREEN in the checklist.

1. Revenue value from the Revenue Projection subsection will displayed here.
2. Insert OPEX and CAPEX value.
   - Refer to the eligibility criteria to get more information, located top right of the page.

3. This table displays the Profit / Loss value calculated from Sales/Revenue and Total Investments.
4. Insert additional paid-up capital value for each year.
   - Refer to the eligibility criteria to get more information, located top right of the page.

5. Click on the **SAVE & NEXT** button.
   - In the next sub section, the Source of Funding page will appear.
   - This section will turn GREEN in checklist.

Section: Source of Funding

1. Select **YES** if your company have a source of funding.
2. Insert all related information.

3. Click **SAVE & NEXT**.
   - The next sub section, Past Performance page will appear.
   - This section will turn GREEN in checklist.

Section: Past Performance

1. Insert all required information.
2. Upload supporting documents, if any.

3. Click **SAVE & NEXT**.
   - For **MD Status**: Section E (Declaration & Signatory) will appear.
   - For **MD with Tax**: Section F (Declaration & Signatory) will appear.
   - This section will turn GREEN in checklist.

Section: Declaration & Signatory

1. Acknowledge all declarations.

2. Put down your signature.
3. Click **SUBMIT SIGNATURE**.

4. Click the **SUBMIT** button. Your application has successfully submitted.

Terima Kasih
Thank You
Nanri
Xièxiè

MDEC™