



Ministry Of Utilities Sarawak
 7th, 8th, 9th & 10th Floor, LCDA Tower,
 Lot 2879, The Isthmus,
 Off Jalan Bako, 93050 Kuching,
 Sarawak.

Tel: 082-551000 (General Line)
 Fax: 082-551010

GD 5 (a)

APPLICATION FOR CERTIFICATE OF APPROVAL FOR MANUFACTURER, ASSEMBLER OR IMPORTER OF GAS FITTINGS, GAS APPLIANCES AND GAS EQUIPMENT

Please duly complete Form Gas/COA/01 (GD 5(a)), supplying all necessary information and documentation to support your application and send to **Director of Gas Distribution, Ministry of Utilities Sarawak**. Your application will not be processed unless it is completed, and all required documentation **as listed in Part D & E are provided**.

PART A: TYPE OF APPLICATION *Check (✓) the appropriate box.*

New Application

Renewal of Certificate

PART B: CATEGORY OF APPLICATION *(Tick where applicable)*

Manufacturer

Assembler

Importer

PART C: PARTICULAR OF APPLICANT AND COMPANY

(a) Particular of Applicant

Name of Applicant	:	
IC No. /Passport No.*	:	
Position in Company	:	
Address	:	
Contact No.	:	
Email	:	

(b) Particular of Company / Business *(Please attach a copy of the registration certificate)*

Company Name	:	
Company Registration No.	:	
Company Address	:	
Office No.	:	
Fax No.	:	
Company Email	:	

** delete whichever inapplicable*

PART D: SUPPORTING DOCUMENT**Please ensure the followings are enclosed to expedite processing of application:**

1. 2 pieces of passport-sized photographs of the applicant (enclosed with form).
2. A copy of company registration certificate or registration issued by the Companies Commission of Malaysia (SSM).
3. A copy of company profile which contains information about the organization technical, expertise, work records and registration with other relevant agencies.
4. A copy of full-time employment letter for competent person (for manufacturer)
5. A copy of premises title (if own) or premises rental agreement (if rented)
6. Company Procedure manual and quality control for manufacturer / assembler process.
7. Copy of document as authorised agent (for importers) or copy of document as OEM (for manufacturer or assembler).
8. Copy of QAS / ISO certificate (if any) issued by SIRIM (for manufacturer or assembler).
9. Copy of ISO / API certificate (if any) for principal manufacturer outside of country (for importers).

*(Check (√) the boxes)***Applicant shall note the following:**

1. Type test for the gas fittings/appliances/equipment must be carried out at recognized testing laboratory.
2. Manufacturer of gas fittings, appliances and equipment shall apply and enter the SIRIM Product Certification Scheme.
3. Appropriate markings or labels shall be fixed on the gas fittings/appliances/equipment when instructed to do so.

PART E: COA FOR MANUFACTURER, ASSEMBLER OR IMPORTER OF GAS FITTINGS, GAS APPLIANCES AND GAS EQUIPMENT		
Check by Applicant	COMPLETE PART 1 FOR NEW APPLICATION OR PART 2 IF RENEWAL	Check by Officer
	PART 1 : NEW APPLICATION	
<input type="checkbox"/>	1. Technical Evaluation Report from SIRIM. SIRIM Certificate No.: _____	<input type="checkbox"/>
<input type="checkbox"/>	2. Other approval certificate.	<input type="checkbox"/>
<input type="checkbox"/>	3. Supporting documents as in Part D.	<input type="checkbox"/>
<input type="checkbox"/>	4. Processing fee for Issuance of Certificate of Approval (COA) to manufacturer/ assembler or importer <ul style="list-style-type: none"> • Manufacture/ Assembler – RM 500 • Importer – RM 800 	<input type="checkbox"/>
	PART 2 : RENEWAL	
<input type="checkbox"/>	1. Attach Original Certificate of Approval (COA) to manufacturer/ assembler or importer COA Certificate No.: _____	<input type="checkbox"/>
<input type="checkbox"/>	2. Photocopy of company registration certificate or registration issued by the Companies Commission of Malaysia (SSM).	<input type="checkbox"/>
<input type="checkbox"/>	3. Renewal fee for Certificate of Approval (COA) to manufacturer/ assembler or importer <ul style="list-style-type: none"> • Manufacture/ Assembler – RM 250 • Importer – RM 400 	<input type="checkbox"/>
I hereby declare that: <ol style="list-style-type: none"> 1. All particulars given are correct. 2. I shall provide sample(s) of the gas fitting/appliance/equipment if requested to do so. 3. The Director of Gas Distribution may reject this application if any particular are found to be false incomplete or appropriate copies of information are not attached. 		
Signature of Applicant: _____ Name: _____ Date: _____		Company chop: