

## TECHNICAL NOTES

### ANNUAL PERFORMANCE REPORT (FOR FINANCIAL YEAR 2019)

#### A. Instructions Relating to the Questionnaire

The information provided herewith is a guide in answering the main sections of the survey.

##### **Section A: Company Profile and Factory Location**

- *Please fill up the company details and update if there are any changes.*
- *Details on HS Code, kindly visit <http://tariff.customs.gov.my>*

##### **Section B: Financing Structure**

- *To provide details on financing based on audited accounts and company's financial year.*

##### **Item 1: Shareholders' fund**

###### ➤ **Paid-up Capital**

*The amount of a capital that is funded by company's shareholders.*

- **Malaysian Equity (RM)**

*Malaysian ownership (shareholdings) of the company based on the paid-up capital as at the end of the financial year.*

- **Foreign Equity (RM)**

*Foreign ownership (shareholdings) of the company based on the paid-up capital as at the end of the financial year.*

- ❖ **Source of Foreign Equity**

*Foreign ownership by source country.*

###### ➤ **Reserves (excluding capital appreciation) (RM)**

*Capital reserves, share premium account, general and other reserves.*

➤ **Retained Earnings (RM)**

*Net earnings not paid out as dividends, but retained by the company to be reinvested in its core business or to pay debt.*

**Item 2: Total Loans Outstanding (RM)**

*Loan and financial obligations lasting more than one year.*

**Item 3: Other Financing Sources (RM)**

*Other sources of financing e.g. intra-company loans, shareholders' advance etc.*

**Item 4: Total Fixed Assets (RM) (Net Book Value)**

*Fixed Assets are company's tangible, non-current assets that are used in its business operation. Example: land, plant, factory, building, machinery, vehicles, computer, etc., new or used, which have productive life and are intended for use by the company.*

**Item 5: Working Capital (RM)**

*Current Assets – Current Liabilities*

**Section C : Production Cost & Sales Value**

**Item 1: Annual Sales Turnover (RM)**

*Sales of manufactured goods made during reference year.*

**Item 2: Export Sales (as % Annual Sales Turnover)**

$$\frac{\text{Total Export}}{\text{Annual Sales Turnover}} \times 100\%$$

**Item 3: Major Export Destination**

*Top five (5) export destinations of manufactured goods being exported and percentage of exports*

**Item 4: Production Cost (RM)**

*Total unit of output produced x cost per unit (RM)*

**Item 5: R&D Expenditure (RM)**

*Total R& D spending carried out by company.*

**Item 6: Cost of Raw Materials & Components (RM)**

*Cost incurred by company for raw materials/ components/parts used to produce finished goods.*

- Local Content (%)

*Percentage of locally sourced raw materials/components/parts used to produce finished goods.*

#### **Section D: Earnings**

##### **Item 1: Earnings Before Interest, Tax, Depreciation and Amortisation (EBITDA) (RM)**

*An indicator of a company's financial performance.*

*EBITDA = Revenue - Expenses (excluding tax, interest, depreciation and amortisation).*

##### **Item 2: Net Profit After Tax (RM)**

*Refers to company's after-tax operating profit.*

#### **Section E: Employment / Salary & Wages**

- Full time employment

##### **Item 1: Job Category**

###### ➤ **Managerial**

*Plan, organise, lead, control and coordinate the policies and activities of enterprise, organisations, departments or the internal section.*

###### ➤ **Professionals (Engineers)**

*Design, plan and organise the structure of testing, construction, installation and maintenance of machines and their components, and plant and production systems, and plan production schedules and work procedures to ensure engineering projects are undertaken safely, efficiently and in a cost effective manner. (e.g. industrial & production engineers, civil engineers, environmental engineers, mechanical engineers, chemical engineers, mining engineers, etc.)*

*Or;*

*Conduct research and design, advice on, plan and direct the construction and operation of electronic, electrical and telecommunications systems, components, motors and equipment and establish control systems to monitor the performance and safety of electrical and electronic assemblies.*

(e.g. electrical engineers, electronic engineers, telecommunications engineers etc)

➤ **Professionals & Executives (Non – Engineers)**

*Perform analytical, conceptual and practical tasks to provide services in financial, human resource development, public relations, marketing, sales, medical, information and communication technology matters and conduct reviews of organisational structures, methods and systems as well as quantitative analyses of information in investment activities.*

➤ **Technical/Supervisory & Craft Workers**

*Perform technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.*

Or;

*Apply their specific knowledge and skills in the fields of mining and construction, metal forming, and erect metal structures, make, fit, maintain and repair machinery, equipment or tools, carry out printing work as well as produce or process foodstuffs, textiles, or wooden, metal and other articles including handicraft goods.*

- **Technician**

*Look after technical equipment or do practical work in a laboratory.*

- **Supervisor**

*Co-ordinate, supervises, control and schedule the activities of workers in manufacturing operations.*

- **Plant Maintenance Mechanic**

*Maintain repair and install plant equipment, machinery and related facilities; maintains a variety of records; participates in special projects; and performs a variety of technical tasks.*

- **Tools & Die / Mould Maker**

*Make and repair tools, locks, dies, patterns and other metal articles, as well as make engines or machinery components, and parts thereof, using hand and machine tools to work metal to fine tolerance.*

- **Machinist**

*Set up and operate a variety of machine tools to produce precision parts and instruments. Fabricate, modify, or repair mechanical instruments, machine tools or maintain industrial machines, applying knowledge of mechanics, metal properties, layout, and machining procedures.*

- **IT Personnel**

*Provide support for the running of computer systems, communications systems and networks and perform technical task related to telecommunications, broadcast of image and sound as well as other types of telecommunications signals on land, sea or in aircraft.*

- **Quality Controller**

*Monitor each stage of production, use statistical analysis to make sure that machined parts are within tolerance limits, inspect materials for defects, assess and rate suppliers, review and update quality control policies.*

- **Electrician / Chargeman**

*Install, adapt and maintain electrical wiring systems and associated equipment, electrical machinery and other appliances, and install, build and repair electrical power transmission cables, and associated equipment.*

- **Welder**

*Weld and cut metal parts using gas flame, or an electric arc and other sources of heat to melt and fuse metal.*

- **Other special skills related to the sector**

*Transform raw materials / components into finished products; or undertake processes / activities that require other related skills, not elsewhere specified.*



## **Operators & Assemblers**

*Operate and monitor industrial and agricultural machinery and equipment, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble product component parts according to strict specifications and procedures.*

➤ **Clerical / Sales & Service / Administrative Staff**

*Record, organise, store and retrieve related information and perform clerical duties especially in connection with administrative operations, handling of money, travel arrangements and requests for information and appointments.*

➤ **General Workers**

*Perform simple, routine and non-systematic task which mainly require the use of handheld tools or with the assistance of simple machines, and in some cases considerable physical efforts.*

➤ **Total Number of Full Time Person Employed**

*Number of full time employees engaged by the company by citizenship (Malaysian or foreign). Full time employees refer to all workers who work for at least 6 hours a day and 20 days a month.*

**Item 2: Total Salary & Wages for Full Time Employment (RM)**

*Wages, salaries, bonuses, social insurance contribution and all employee benefits*

**Item 3: Outsourced Workers (Not under company's payroll)**

*Outsourced workers are those employed and supplied by a third party.*

**Item 4: Organisation Structure**

➤ **Ultimate Holding Company / Parent Company**

- Company Name (Ultimate Company / Organisation)
- Country of Origin

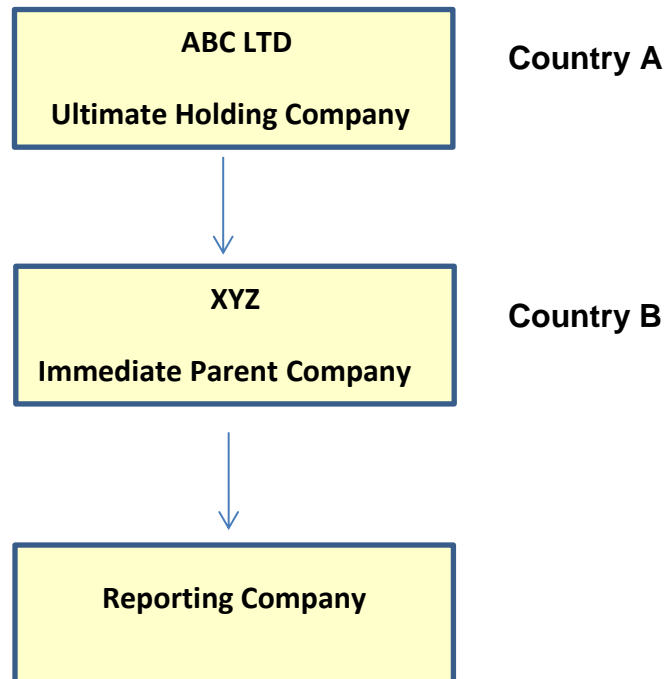
➤ **Subsidiaries (if any)**

- Company Name
- RoC/RoB/Others No.

**Example:**

Reporting company is a subsidiary of XYZ which in turn is a subsidiary of ABC Ltd. Thus, Reporting Company will fill in as follows:

Answer : Name (Ultimate Holding) : ABC Ltd  
Country of Origin : Country A



**Section F : Future Investment Plan**

*Should your company plans to undertake expansion/ diversification, for manufacturing and Green Technology activities, kindly indicate your future investment plan (2020 – 2022).*

**Renewable Energy (RE)**

- *Generation of energy such as electricity, steam, heat and chilled water using RE sources like solar\*, biomass, biogas, mini-hydro and geothermal*
- *\*Excluding solar Feed-in Tariff (FiT) project*

**Energy Efficiency (EE)**

- *Investment in energy efficient equipment or technologies to reduce energy consumption e.g. energy efficient motor, variable speed drive, chiller, cogeneration, etc*

**Green Building**

- *Building owners of the commercial / industrial building which obtained green building certificates from certification body approved by the Government. e.g. Green Building Index (GBI), GreenRE, MyCREST*

## Section G : Services Expenditure

*Kindly indicate the operational services expenditure for year 2018 undertaken by company.*

No.	Type of Services	Notes – Sub categories
1.	Architectural Services	<ul style="list-style-type: none"> <li>• Architectural advisory and pre-design services</li> <li>• Architectural design and contract administration services</li> <li>• Interior design services</li> <li>• Landscape architectural services</li> <li>• Rural planning services</li> <li>• Urban planning services</li> </ul>
2.	Construction And Related Services	<ul style="list-style-type: none"> <li>• Building completion and finishing services (glazing, plastering, painting, tiling, joinery and carpentry, etc.)</li> <li>• Concrete services</li> <li>• Construction services of commercial buildings</li> <li>• Construction framing services (for buildings and roofs)</li> <li>• Construction project management services</li> <li>• Construction services of bridges, elevated highways, tunnels and subways</li> <li>• Construction services of harbors, waterways, dams, irrigation and other water works</li> <li>• Construction services of highway, roads, railway and airfields runways</li> <li>• Construction services of industrial buildings</li> <li>• Construction services of outdoor sport and recreation facilities</li> <li>• Construction services of pipelines (including for transportation of oil &amp; gas) and cables</li> <li>• Construction services of power plants and industrial plants</li> <li>• Construction services of residential buildings</li> <li>• Construction services of water treatment and purification plants</li> <li>• Electrical installation services</li> <li>• Gas fitting installation services</li> <li>• Heating, ventilation and air conditioning installation services</li> <li>• Insulation services</li> <li>• Lift and escalator installation services</li> <li>• Other special trade construction services</li> <li>• Renting services related to equipment for construction or demolition of buildings or civil engineering works</li> <li>• Roofing and waterproofing services</li> <li>• Scaffolding services</li> <li>• Site preparation services</li> <li>• Structural steel erection services</li> <li>• Water plumbing and drain laying services</li> </ul>
3.	Engineering Services	<ul style="list-style-type: none"> <li>• Engineering advisory and design services</li> <li>• Engineering services during the construction and installation phase</li> <li>• Integrated engineering services for buildings (residential, industrial, commercial)</li> <li>• Integrated engineering services for civil engineering works</li> <li>• Integrated engineering services for industrial plants, including power plants and processes</li> <li>• Integrated engineering services for other projects, including traffic</li> </ul>



		<ul style="list-style-type: none"> <li>control systems</li> <li>Other engineering services</li> </ul>
4.	Distribution And Logistics Services	<ul style="list-style-type: none"> <li>Air transport services (freight and passengers)</li> <li>Cargo handling services</li> <li>Land transport services (freight and passengers)</li> <li>Maintenance services for transport vehicles</li> <li>Packaging services</li> <li>Postal and courier services</li> <li>Rental services of transport vehicles (land, water and air)</li> <li>Storage and warehousing services</li> <li>Supporting services for air transport (airport operation services, air traffic control services, etc)</li> <li>Supporting services for land transport (passenger terminal services, operational services of highway, bridges, tunnel, parking lot services)</li> <li>Supporting services for water transport (port and waterway operation services)</li> <li>Water transport services (freight and passengers)</li> </ul>
5.	Banking Services	<ul style="list-style-type: none"> <li>Banking and finance consultancy</li> <li>Banking solution</li> <li>Mobile commerce, mobile wallet</li> <li>Debt collection software and solutions</li> <li>Digital wallet and micropayments</li> </ul>
6.	Insurance Services	<ul style="list-style-type: none"> <li>Insurance advisory and consultancy services, insurance and reinsurance broking</li> <li>Employee insurance, general insurance, medical insurance</li> </ul>
7.	Information & Communication Technology	<ul style="list-style-type: none"> <li>Computer facilities management services</li> <li>Computer/ system security</li> <li>Consultancy</li> <li>E-commerce service/ solution providers</li> <li>Education / training</li> <li>Hardware consultancy and system integration services</li> <li>Internet telecommunications services</li> <li>Maintenance services for computer hardware</li> <li>Maintenance services for computer systems</li> <li>Online information provision services, including online data retrieval services, web-sites, online information</li> <li>Rental or leasing of computers</li> <li>Software consultancy services</li> <li>Software development services</li> <li>Telecommunication and program services, including fixed telephony services, mobile telecommunication services, private network services, data transmission services, etc</li> <li>Web hosting / web publishing</li> </ul>
8.	Legal Services	<ul style="list-style-type: none"> <li>Legal advisory/consultancy</li> <li>Secretarial</li> <li>Corporate affairs</li> </ul>
9.	Accounting Services	<ul style="list-style-type: none"> <li>Accounting and financial auditing services</li> <li>Advisory services related to taxation</li> </ul>
10.	Other Professional & Technical	<ul style="list-style-type: none"> <li>Other management services, except construction project management services</li> </ul>

	Services	<ul style="list-style-type: none"> <li>• Scientific and technical consulting services</li> <li>• Surveying</li> <li>• Technical testing and analysis services</li> </ul>
11.	Other Services	<p>Other services such as:</p> <ul style="list-style-type: none"> <li>• Environment protection services</li> <li>• Printing &amp; publishing services</li> <li>• Support services</li> <li>• Other business services</li> </ul>

Source:

1. *Guidebook on Malaysia: Investment in The Services Sector by MIDA*
2. *SITS Components from MITI's website*

## **Section H : Remarks**

*If company does not operate in financial year 2018, please indicate a valid reason (i.e. dormant / closed down/ complete closed down, etc.)*