

Permit to Import or Export of Human Remains or Part Thereof

Health Office/District Health Office

General Guidelines for Submission for Licence/Approval/Permit using BLESS

- Applicants who are companies, businesses, cooperatives, societies and Government Agencies may apply for licence/approval/permit using BLESS.
- Applicant must first register as an individual in BLESS and proceed to register the entity that they are representing, may it be company, business, cooperatives, society or Government Agency. The applicant is required to select their entity they are representing before selecting and filling up the licence's online form.
- The company and business profile in BLESS can be obtained through two methods depending on the requirements from the licensing agency:-
 - i) Via the data extraction process from *Suruhanjaya Syarikat Malaysia* (SSM) e-Info system directly to BLESS. A fee of RM15.00 is charged by SSM.
 - ii) Manually entry by the applicant for the company and business information directly to BLESS
- If the information is extracted from SSM e-Info system, the applicant is not required to provide the company and business information or upload any related documents. It is the responsibility of the applicant to update the company and business information in the BLESS.
- Any fees to the agency can be made using BLESS's e-Payment module (specific for the agencies who has subscribed to this function). Payment can still be made manually and the payment information as well as the proof of payment must be available to the respective agency.
- For the licence application that requires an upfront payment, payment must be made using the e-Payment module before the licence application can be submitted (no manual payment is allowed). The licence application will not be able to be submitted otherwise.
- The applicant is required to upload the documents as stated in the licence's Checklist and Guidelines together with a complete application form through BLESS.
- BLESS supports all file formats (Word, Excel, Powerpoint and etc) to be uploaded using the Upload Document function.
- The original documents and images can be scanned to a JPEG or other relevant format and uploaded to BLESS/

- If the applicant is unable to upload certain documents such as drawings, please proceed to submit the documents manually (via post or to the agency's counter) based on the requirements from the respective agency. For the manual submission, the applicant is required to specify the BLESS submission number in each document for reference.
- The complete licence application together with the supporting documents can be submitted online through BLESS and an email notification will be sent to the applicant.

Specific Licence Checklist and Guidelines for Application using BLESS

1. Death Certificate
2. Certificate / Letter certifying embalming and seal (if required)
3. Burial Permit / Documents
4. Approval letter from the Embassy of the originating country
5. Approval letter from Ministry of Home Affairs (MOHA) to Import the Human Remains or Part Thereof for Non Malaysian Citizens (if necessary)
6. Other supporting documents (if necessary)