

APPLICATION FOR WRITTEN PERMISSION UNDER SECTION 19 (ENVIRONMENT QUALITY ACT, 1974) FOR SETTING UP OFF SITE SCHEDULE WASTE RECOVERY FACILITIES

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

- Application for licence/approval/permit through BLESS can be done by individuals, companies, businesses, cooperatives, societies, government agencies, consultant, and institution.
- 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, government agencies, consultant, or institution. The company and business profile in BLESS must be obtained through the data extraction process from *Suruhanjaya Syarikat Malaysia* (SSM) e-Info system directly to BLESS. A fee of RM15.00 is charged by SSM.
- The applicant is required to select their entity they are representing before selecting and filling up the licence's online form.
- *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 (payments made prior to application submission), 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.

**SENARAI SEMAK PERMOHONAN
CHECKLIST OF APPLICATION**

Bil. No.	Perkara Subject	Ada Yes		Tiada No
		Lengkap Complete	Tidak Lengkap Incomplete	
1.	Sila kepilkan salinan kad pengenalan pemohon yang disahkan benar dan gambar foto berwarna yang terkini bersaiz pasport) <i>Attached certified copy of identity card together with the latest colored photo of applicant</i>			
2.	Sila kepilkan carian maklumat berkomputer SSM syarikat <i>A company search computer printout of ROC is attached</i>			
3.	Lampirkan pelan kejuruteraan rekabentuk bekas/wagon/lori tangki) dan sila kepilkan salinan sijil pendaftaran pembawa/pengangkut yang disahkan benar <i>(Attach engineering design plans of container/wagon/tanker and certified true copy transportation vehicle registration card)</i>			
4.	Pelan lakar tempat pembersihan kenderaan pengangkutan/wagon/bekas/lori tangki yang dicemari buangan (Tandakan tempat pembersihan di dalam pelan lakar) <i>Enclose layout plan of the cleaning system of the transportation vehicle/wagon/container/tanker contaminated with the wastes</i>			
5.	Sila kepilkan salinan kad pengenalan yang disahkan benar bagi tiap-tiap penama <i>(Attached the certified copy of identity card of applicant/driver)</i>			
6.	Fee memproses Kebenaran Bertulis Seksyen 19, Akta Kualiti Alam Sekeliling 1978 RM1,000.00 atas nama Ketua Pengarah Kualiti Alam Sekeliling Malaysia <i>Processing Fee for Written Permission Section 19, Environmental Quality Act 1974 payable to Director General Environmental Quality of Malaysia</i>			