

CHECKLIST AND GUIDELINES FOR LESEN/UNTUK MEMBAHARUI LESEN/UNTUK MEMINDAH MILIK LESEN DI BAWAH AKTA KUALITI ALAM SEKELILING 1974 (KEMUDAHAN PENGOLAHAN DAN PELUPUSAN BUANGAN TERJADUAL)

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.

APENDIKS 4

SENARAI SEMAK PERMOHONAN LESEN PYDT BUANGAN TERJADUAL (SS-02-2012)



JABATAN ALAM SEKITAR NEGERI -----

ALAMAT JAS NEGERI

SS-02-2012

SENARAI SEMAK PERMOHONAN LESEN PYDT BUANGAN TERJADUAL

NAMA PREMIS :

ALAMAT :

JENIS PERMOHONAN	TANDAKAN v
LESEN BARU	
PEMBAHARUAN LESEN	
PINDAH MILIK LESEN	
PINDAAN SYARAT LESEN	

TANDAKAN v

ADA	TIADA
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1 LESEN BARU

- i) Surat rasmi permohonan
- ii) Bayaran proses RM 100 atas nama Ketua Pengarah
- iii) Borang yang lengkap AS-1
- iv) Surat Kelulusan PAT (Partial recovery)
- v) Surat Kelulusan EIA
- vi) Surat Kebenaran Bertulis Seksyen 19
- vii) Surat Kelulusan Bertulis PPKAS (UB) 1978*
- viii) Semak Akuan Bertulis bagi pembinaan premis mengikut spesifikasi Kebenaran Bertulis Seksyen 19 oleh Jurutera Bertauliah

* Jika berkaitan

2 PEMBAHARUAN LESEN

- i) Surat rasmi permohonan
- ii) Bayaran proses RM 100 (bagi satu lesen) atas nama Ketua Pengarah
- iii) Borang yang lengkap AS-1
- iv) Senarai pengeluaran buangan (Lampiran A) yang terkini
- v) Surat perakuan/laporan polis (sekiranya lesen hilang/rosak)
- vi) Senarai kenderaan pengangkut dan pemandu (Lampiran B) yang terkini
- vii) Bayaran Denda Lewat (sekiranya berkaitan)

3 PINDAH MILIK LESEN

- ii) Borang yang lengkap AS-1
- ii) Bayaran proses RM 30 atas nama Ketua Pengarah
- iii) Salinan pendaftaran Suruhanjaya Syarikat Malaysia (SSM) (Form 9 dan Form 49)

APENDIKS 4

**SENARAI SEMAK PERMOHONAN LESEN PYDT BUANGAN TERJADUAL
(SS-02-2012)**

4 PINDAAN SYARAT LESEN

- i) Surat rasmi permohonan
- ii) Kelulusan Pindaan Kebenaran Bertulis Seksyen 19

CATATAN

PEGAWAI PROSES

NAMA :
JAWATAN :
TARIKH :