

## **DO AND DON'T FOR BKSS7.0 AND BKSS7.0+**

### **DO**

- (i) A certified copy of Form 9, Form 24, Form 49, Form 78 OR digital certified true copy of company profile OR digital certified true copy of business profile OR digital certified true copy of personal involvement partner and compliance officer OR extract of registration of business name and other supporting documents, including the certificate of registration of the company and other certificates issued by professional bodies as well as trade license;
- (ii) A certified copy of the bank statement as the official account to disburse or remit the special financial assistance, which include bank name, bank account number, bank address, company name and company address; and
- (iii) A summary statement of SOCSO showing number of employees contributing to SOCSO for the month of May till July 2021. Company are required to submit Form 8A of SOCSO OR information extract from *MyAssist* OR summary of SOCSO statement, which clearly showing company name, employer ID, number of worker and months;
- (iv) All documents must be certified by the business owner or director or company secretary or government officer Grade 41 (professional and management group) and to be stamped with company chop. Business owner or director or company secretary that certified the documents must be registered in the Form 24 and Form 49 or extract of registration of business name or other supporting documents;
- (v) Ensure information such as company registration number, shareholder name, IC number or passport number or company of the shareholder, share in percentage, bank name and bank account number are key in correctly;
- (vi) The trade license must be valid and renewed. The acknowledgement of receipt for the renewal of trade license must be attached;
- (vii) Ensure electronic signature is signed on the signature pad of the Declaration Form; and
- (viii) Scanned documents must be in clear quality resolution.

### **DON'T**

- (i) Photocopied of certified digital documents;
- (ii) Expire trade license. Acknowledgement of receipt for renewal of trade license is not provided;

- (iii) SOCSO statement without company name, employer ID and number of employees, including not providing SOCSO statement for month of May until July 2021;
- (iv) Supporting documents are not obtained from the issuing authorities;
- (v) Incomplete submission and not up-to-date supporting documents;
- (vi) Scanned documents are in poor resolution and only showing portion of the information;
- (vii) Supporting documents such as Form 9, Form 24, Form 49, Form 78 or extract of registration of business name, certificate of business registration, bank statement and other supporting documents without certification by business owner/director/company secretary/ government officer Grade 41 (professional and management group) and without stamping with company chop;
- (viii) Personnel bank account number;
- (ix) Submit the Declaration Form without electronic signatures.