



Guideline for Application of Certificates to be Issued under the Electricity Rules, 1999 **SWITCHBOARD MANUFACTURER**

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The Electrical Inspectorate Unit, Ministry of Public Utilities Sarawak, 11th Floor, Wisma Satok, Jalan Satok, 93400 Kuching.
Tel :082-258258 Fax : 082-259843
<http://www.mpu.sarawak.gov.my>
<http://www.eminds.sarawak.gov.my>

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ENGLISH VERSION

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Switchboard Manufacturer Electrical Inspectorate Unit

A. Application and downloads

Switchboard Manufacturer	ONLINE	eMINDS.sarawak.gov.my	
	OFFLINE	New Application Form	Renewal Form
	OTHERS	Document Checklist (New/ Upgrading)	
	CERTIFICATE ISSUANCE	Fulfilling of requirements and pre-requisites can be in any sequence, but Certificate issued upon ALL requirements and pre-requisites fulfilled	

B. General Requirement

No	Description	Requirements
1	Citizen	Malaysian
2	Registration of business	<ul style="list-style-type: none"> • Registered business with Registrar of Business Names or Registrar of Companies; or Consent letter from owner of business registered with Registrar of Business Names or Registrar of Companies • Names and addresses of all partners in the case of registered partnership, and all directors, managers and shareholders in the case of a registered company • Address and locality map of premises rented or owned for carrying on the business
3	Competent person	<p>i. Low Voltage</p> <ul style="list-style-type: none"> • Full time Wireman First Grade; and • Full time Chageman L1 (Low Voltage) <p>ii. Low and High Voltage</p> <ul style="list-style-type: none"> • Full time Wireman First Grade; • Full time Chageman H1; and • Full time Professional Engineer in electrical engineering who is registered with the BEM
4	Employees	Insurance coverage for employees under the Employees' Social Security Act 1969
5	Equipment	Possession of suitable equipment and instruments related to the work including machine for manufacturing

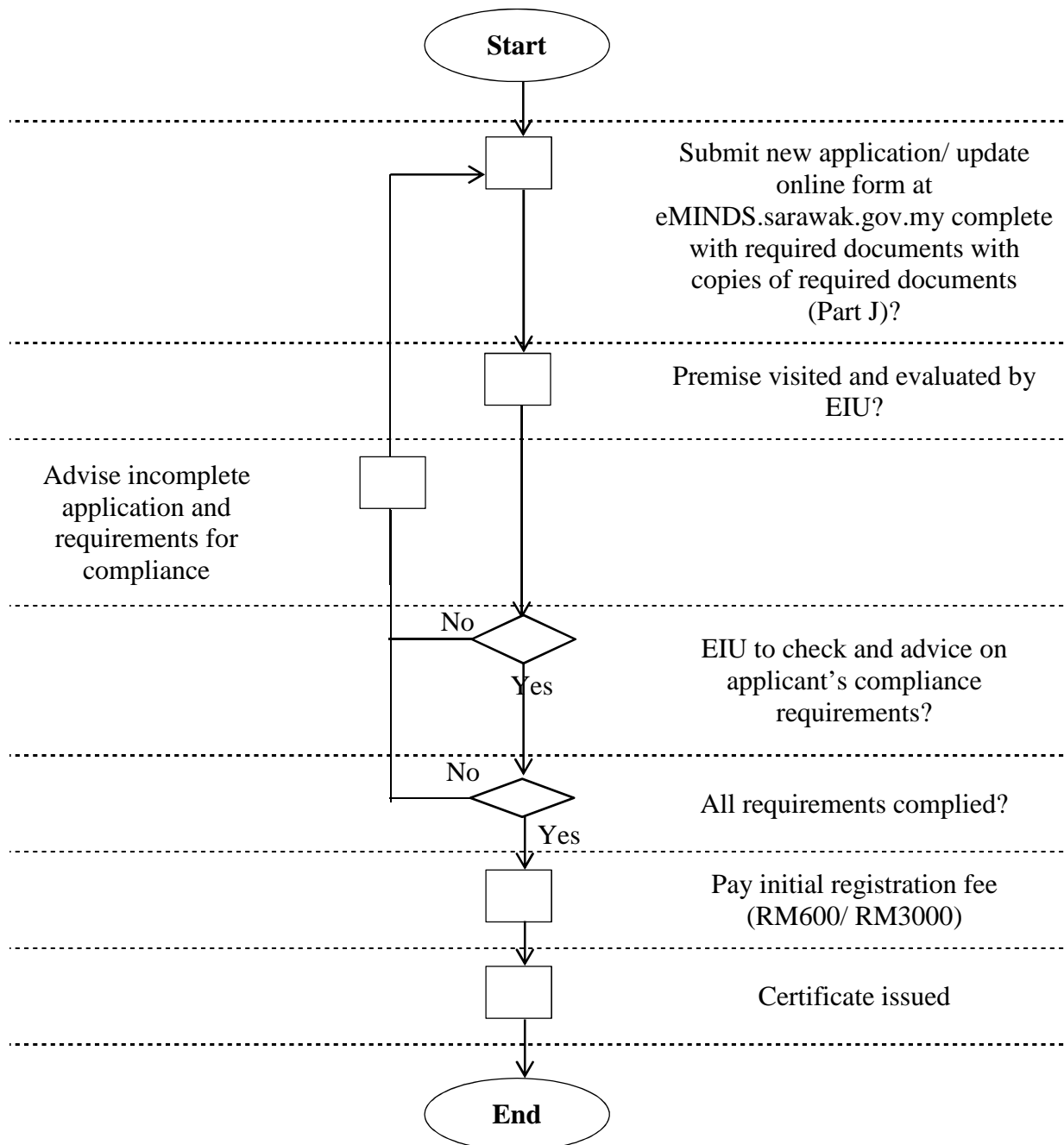
C. Categories of certificate registration

Maximum Busbar Rating (A)	1600, 2000, 2500, 3000, 4000, 6000, 14000, Nil
Approximate Operational voltage (kV)	0.6, 11, 33

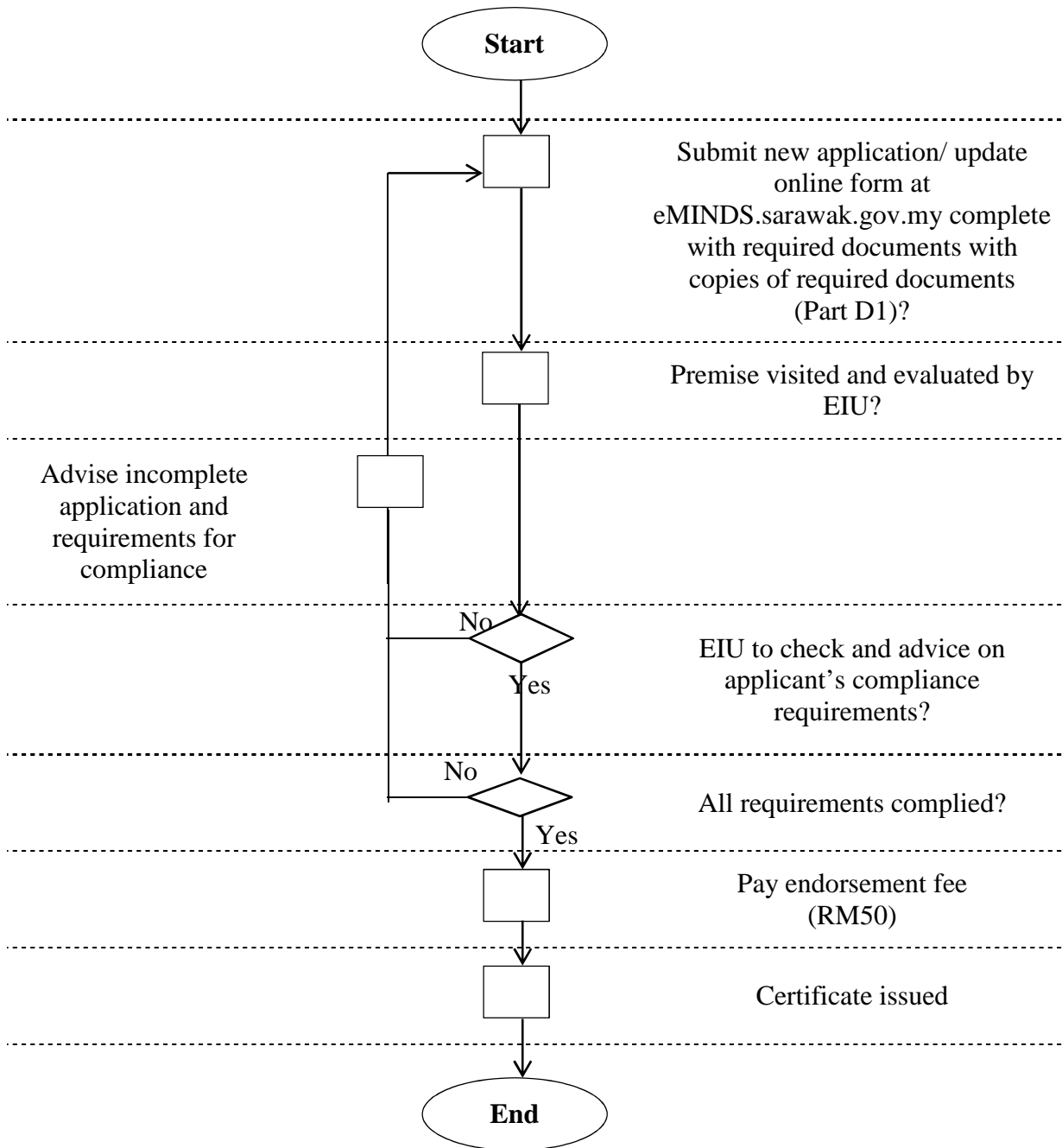
D. Certificate endorsement

No	Description	Documents
1	Upgrade in category	<ul style="list-style-type: none"> • Name/ IC No/ insurance registration/ EPF statement for company competent person • List of equipment and instruments related to the work including machine for manufacturing • List of relevant projects (Scope of work, size of project in kW, and supporting letter from previous clients or consultants) • Details of switchboard to be manufactured and process/ stages of manufacture • Standards for switchboard manufactured • List of switchboard tests and test form/ Test Certificate sample
2	Change of business or holder particulars	<ul style="list-style-type: none"> • Registration of business with Registrar of Business Names or Registrar of Companies; or Consent letter from owner of business registered with Registrar of Business Names or Registrar of Companies • Names and addresses of all partners in the case of registered partnership, and all directors, managers and shareholders in the case of a registered company • Address and locality map of premises rented or owned for carrying on the business

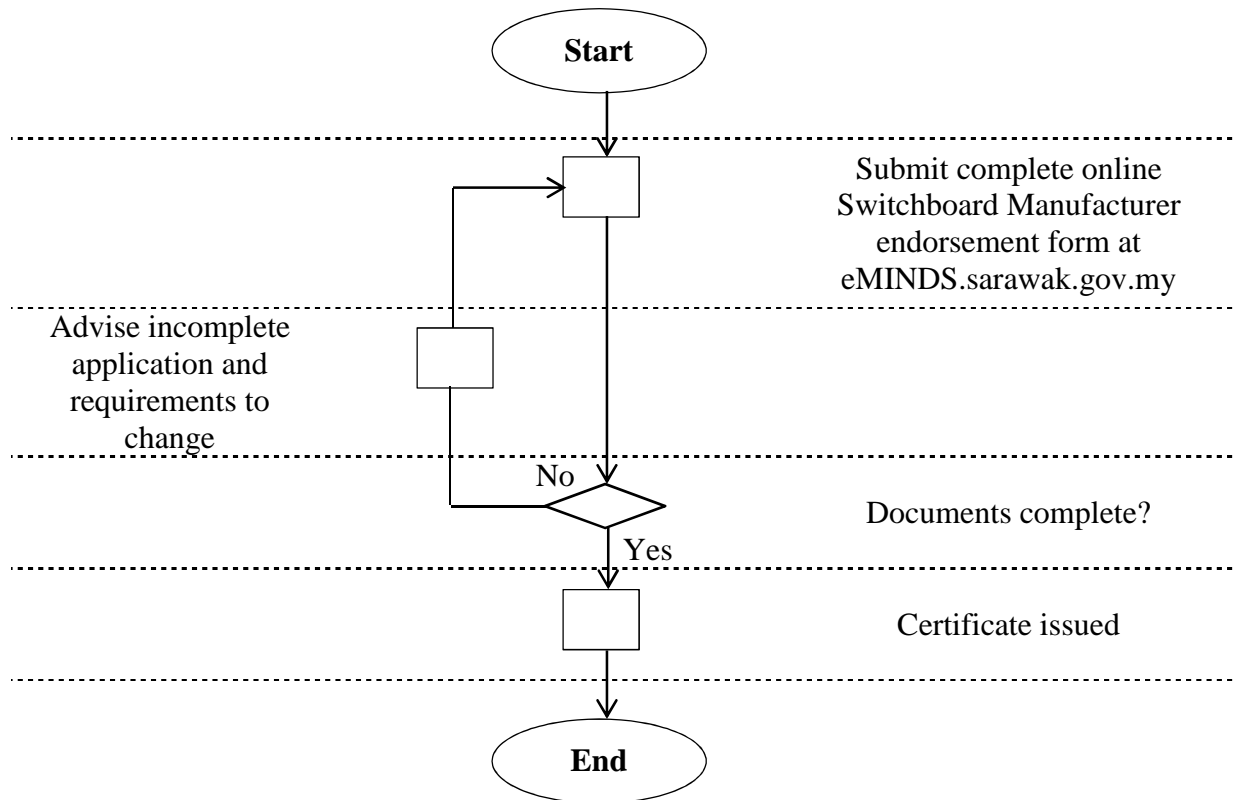
E. Procedures for new application of Certificate of Registration as a Switchboard Manufacturer



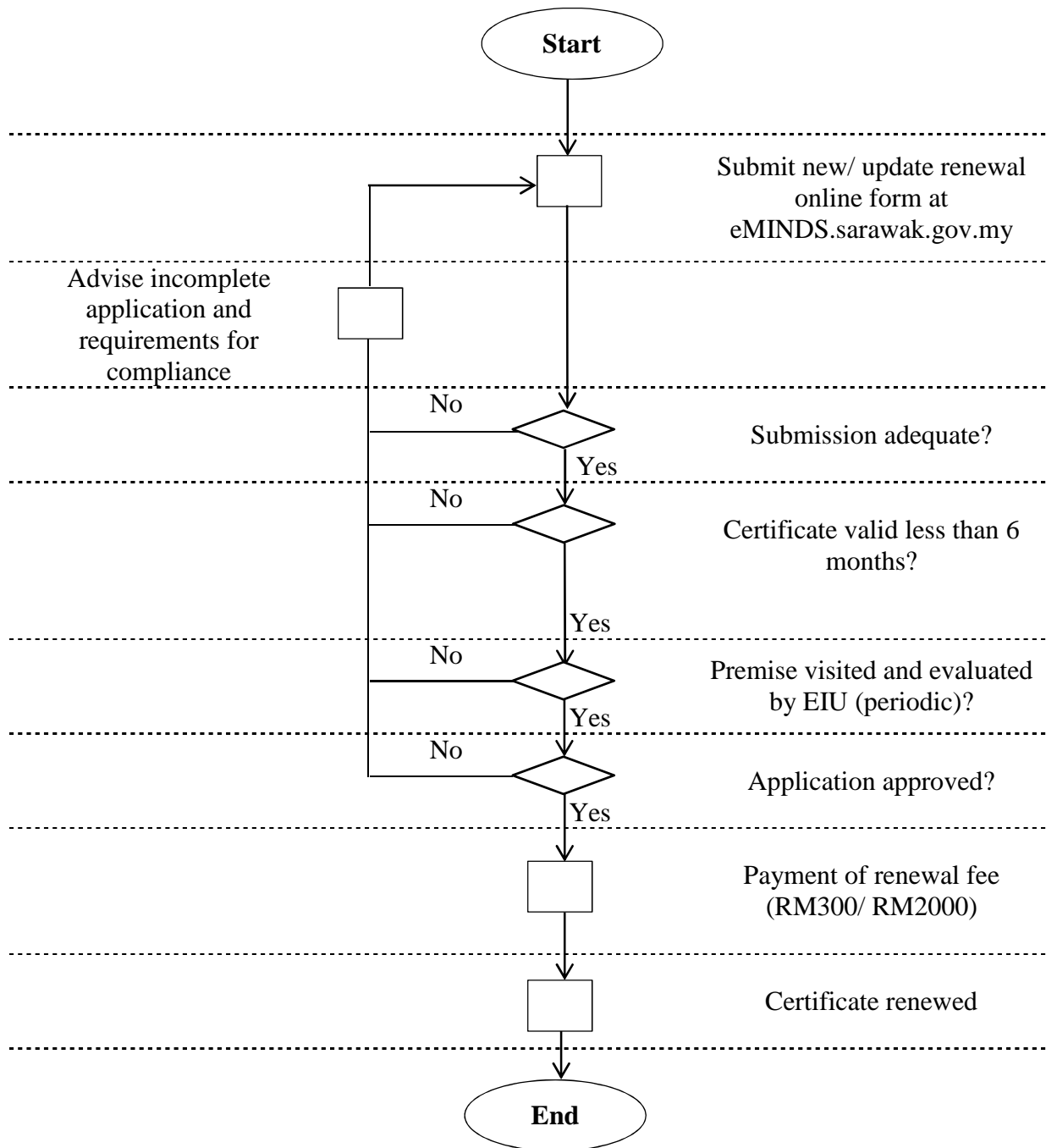
F. Procedure for upgrading endorsement on certificate



G. Procedure to change business and/ or holder particulars



H. Procedure for renewal of Certificate of Registration as a Switchboard Manufacturer



I. Fees

No	Types of Application	Fees
1	Initial Registration	
	i Switchboard operated at low voltage	RM600
	ii Switchboard operated at voltage higher than low voltage	RM3000
2	Renewal (annually)	
	i Switchboard operated at low voltage	RM300
	ii Switchboard operated at voltage higher than low voltage	RM2000
3	Endorsement (i.e. upgrade)	RM50
4	Endorsement (i.e. change business or holder particulars)	Nil
5	Replacement (i.e. lost, destroyed)	RM100

J. Preparation of document

No	Document
1	Copy of valid trading license
2	Copy of valid registration of company
3	Copy of valid business extract or shareholder, their identification card no. and address
4	Consent letter from business owner if the certificate holder is not an owner of the business
5	Locality map of premises rented or owned for carrying on the business
6	Copy of recent EPF & SOCSO statement for the competent person registered with the business and their identification card no.
7	List of equipment and instruments related to the work including machine for manufacturing
8	List of relevant projects (scope of work, size of project in kW, and supporting letter from previous clients or consultants)
9	Details of switchboard to be manufactured and process/ stages of manufacture
10	Standards for switchboard manufactured
11	List of switchboard tests and test form/ Test Certificate sample

All documents in item (J) are to be uploaded at:
eMINDS@sarawak.gov.my

PENGILANG PAPAN SUIS UNIT MERINYU ELEKTRIK

A. Permohonan dan Muat Turun

Pengilang Papan Suis	ATAS TALIAN	eMINDS.sarawak.gov.my	
	MANUAL	Borang Permohonan Baru	Borang Pembaharuan
	LAIN-LAIN	Senarai semak dokumen (Baru/ Naiktaraf)	
	PENGELUARAN SIJIL	Memenuhi keperluan boleh mengikut mana-mana urutan, tetapi sijil dikeluarkan apabila SEMUA keperluan dipenuhi	

B. Syarat-syarat Umum

No	Keterangan	Syarat
1	Warganegara	Malaysia
2	Pendaftaran Perniagaan	<ul style="list-style-type: none"> • Perniagaan yang berdaftar dengan Pendaftar Nama-Nama Perniagaan atau Pendaftar Syarikat; atau Surat kebenaran daripada pemilik perniagaan yang berdaftar dengan Pendaftar Nama-Nama Perniagaan atau Pendaftar Syarikat • Nama dan alamat semua rakan kongsi dalam suatu perkongsian berdaftar, dan semua pengarah, pengurus dan pemegang saham dalam suatu syarikat yang berdaftar. • Alamat dan peta lokasi premis yang disewa atau dimiliki untuk menjalankan perniagaan.
3	Orang Kompeten	iii. Voltan Rendah <ul style="list-style-type: none"> • Wireman Grade 1 sepenuh masa; dan • Chargeman L1 sepenuh masa iv. Voltan Rendah dan Tinggi <ul style="list-style-type: none"> • Wireman Grade 1 sepenuh masa; • Chargeman L1 sepenuh masa; dan • Jurutera Profesional yang berdaftar dalam bidang kejuruteraan elektrik dengan BEM sepenuh masa
4	Pekerja	Perlindungan insurans untuk pekerja di bawah Akta Keselamatan Sosial Pekerja 1969
5	Kelengkapan	Memiliki peralatan yang sesuai dan instrumen yang berkaitan dengan kerja

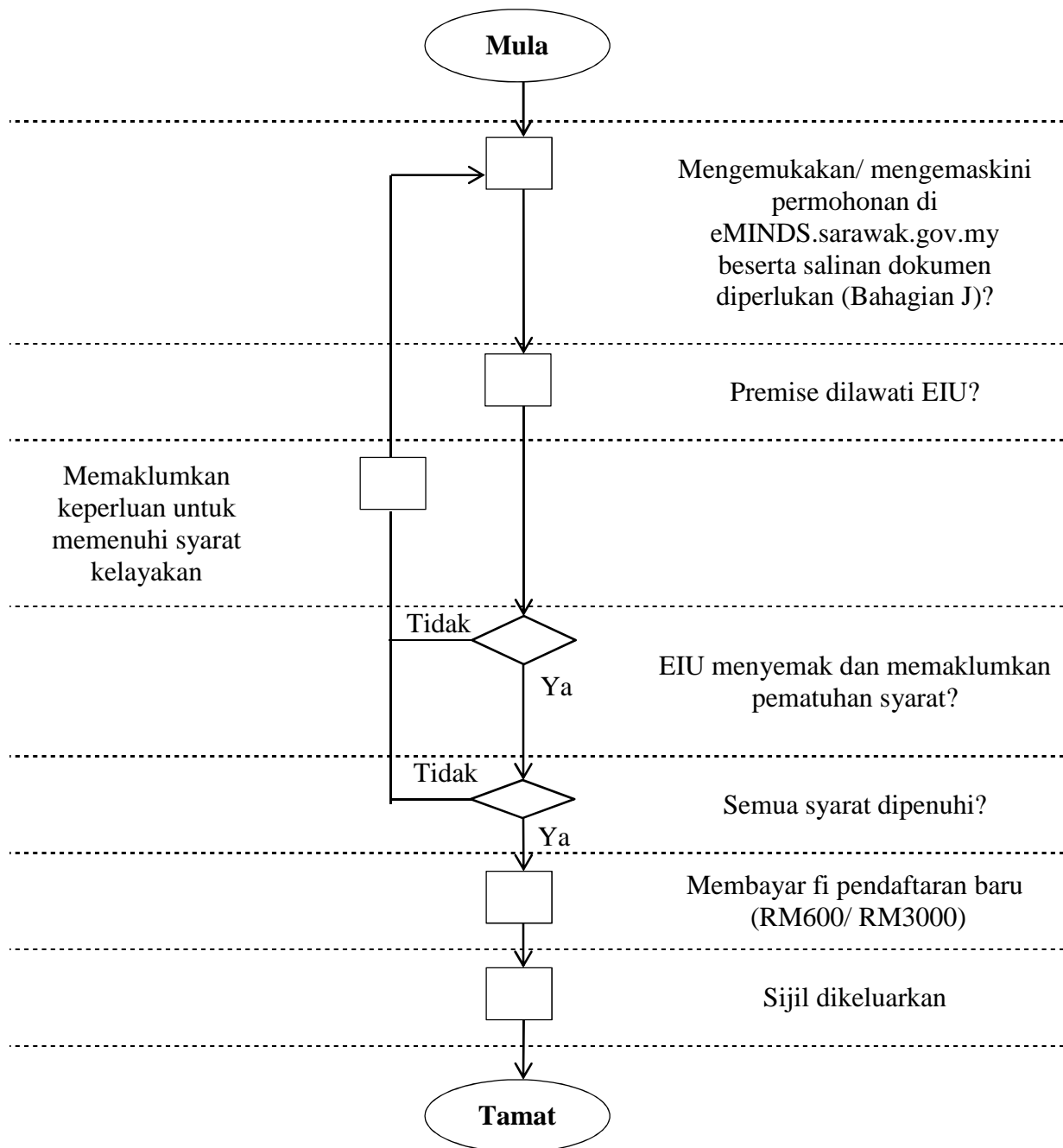
C. Kategori pendaftaran sijil

Kadar Maksimum Basbar (A)	1600, 2000, 2500, 3000, 4000, 6000, 14000, Nil
Anggaran operasi voltan (kV)	0.6, 11, 33

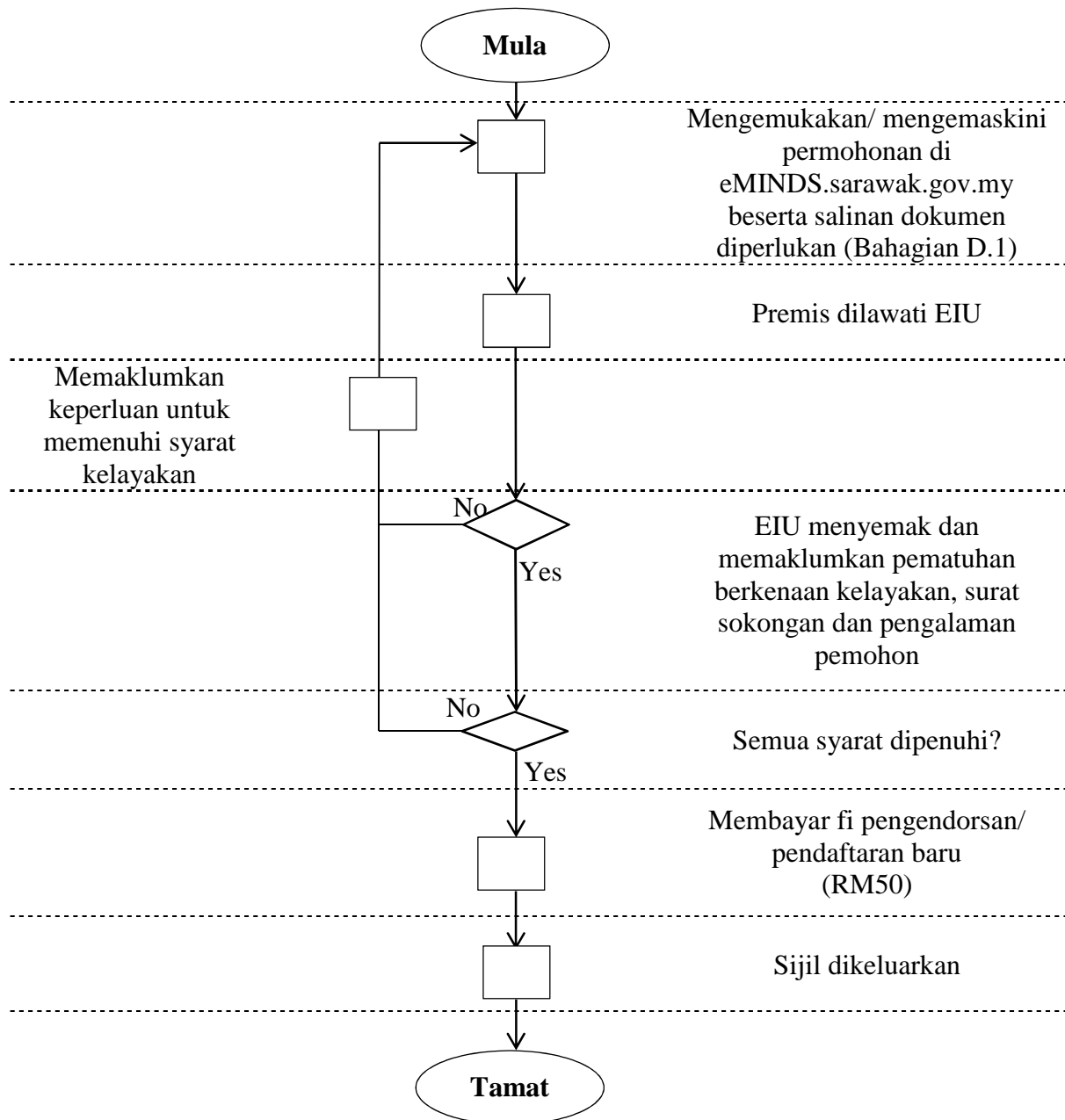
D. Pengendorsan sijil

No	Keterangan	Dokumen
1	Naik taraf dalam Kategori	<ul style="list-style-type: none"> Nama/ No KP/ pendaftaran insuran/ penyata KWSP terkini orang kompeten syarikat Senarai peralatan dan perkakas yang berkaitan dengan kerja termasuk mesin pembuatan Senarai projek-projek (skop kerja, saiz projek dalam kW, dan surat sokongan daripada pelanggan-pelanggan atau perunding sebelumnya) Butir-butir papan suis yang akan dihasilkan dan proses/peringkat pembuatan Piawaian papan suis yang dikeluarkan Senarai pengujian papan suis dan sampel borang/ sijil pengujian
2	Pertukaran perniagaan atau butir-butir pemegang	<ul style="list-style-type: none"> Perniagaan yang berdaftar dengan Pendaftar Nama-Nama Perniagaan atau Pendaftar Syarikat; atau Surat kebenaran daripada pemilik perniagaan yang berdaftar dengan Pendaftar Nama-Nama Perniagaan atau Pendaftar Syarikat Nama dan alamat semua rakan kongsi dalam suatu perkongsian berdaftar, dan semua pengarah, pengurus dan pemegang saham dalam suatu syarikat yang berdaftar. Alamat dan peta lokasi premis yang disewa atau dimiliki untuk menjalankan perniagaan.

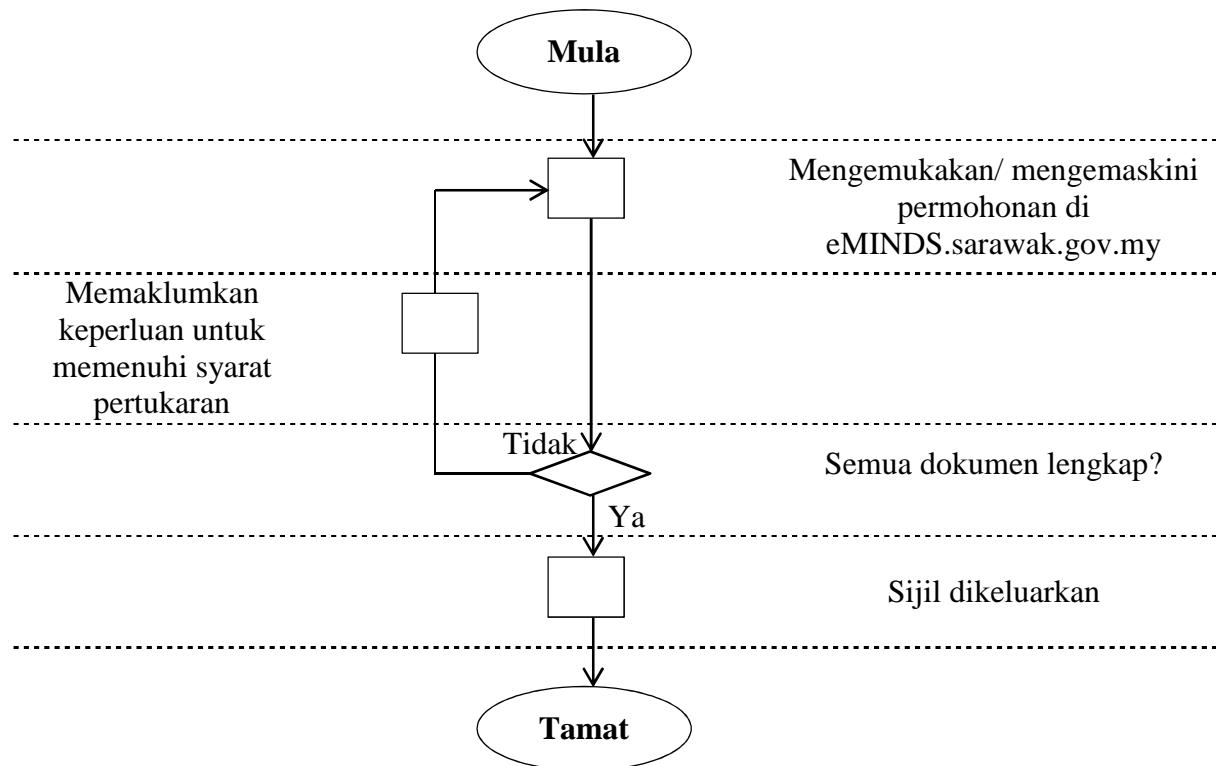
E. Prosedur bagi permohonan baru Sijil Pendaftaran sebagai Pengilang Papan Suis



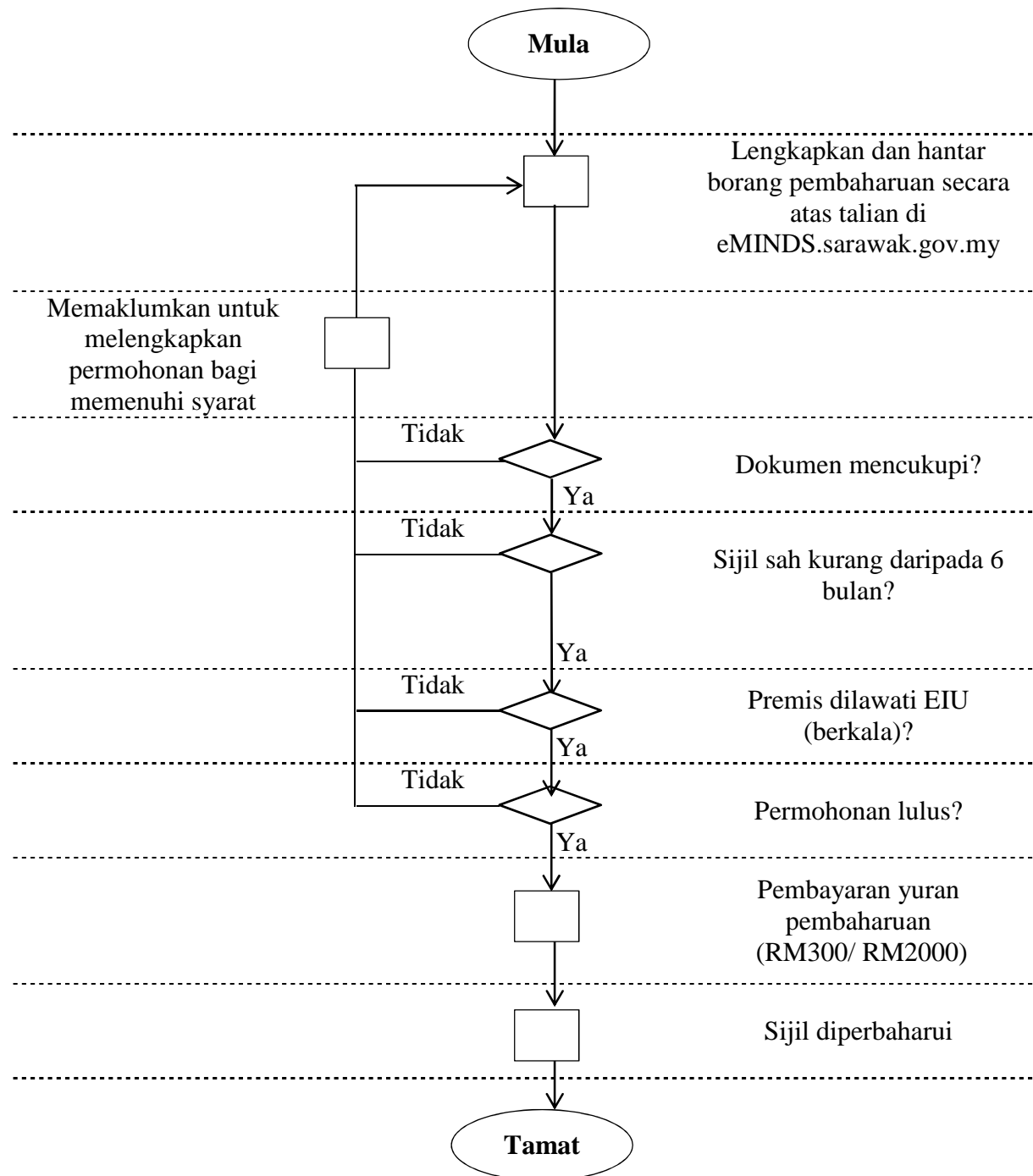
F. Prosedur untuk pengendorsan menaik taraf sijil



G. Prosedur bagi pertukaran butir-butir perniagaan atau pemegang



H. Prosedur bagi pembaharuan Sijil Pendaftaran sebagai Pengilang Papan Suis



I. Fi

No	Jenis Permohonan	Fi
1	Pendaftaran	
	i Papan suis beroperasi pada voltan rendah	RM600
	ii Papan suis beroperasi pada voltan tinggi daripada voltan rendah	RM3000
2	Pembaharuan (tahunan)	RM50
	i Papan suis beroperasi pada voltan rendah	RM300
	ii Papan suis beroperasi pada voltan tinggi daripada voltan rendah	RM2000
3	Pengendorsan (i.e. menaik taraf)	RM50
4	Pengendorsan (i.e. pertukaran perniagaan dan butir-butir pemegang)	NIL
5	Penggantian sijil	RM100

J. Penyediaan Dokumen

No	Dokumen
1	Salinan lesen perniagaan yang sah
2	Salinan pendaftaran syarikat yang sah
3	Salinan ekstrak perniagaan yang sah atau pemegang saham, no. kad pengenalan dan alamat mereka
4	Salinan surat kebenaran daripada pemilik perniagaan jika pemegang sijil bukan pemilik perniagaan
5	Peta lokasi premis yang disewa atau dimiliki untuk menjalankan perniagaan.
6	Salinan penyata KWSP & PERKESO yang terbaru bagi orang kompeten yang berdaftar dengan perniagaan dan nombor kad pengenalan mereka
7	Senarai peralatan dan perkakas yang berkaitan dengan kerja termasuk mesin pembuatan
8	Senarai projek-projek (skop kerja, saiz projek dalam kW, dan surat sokongan daripada pelanggan-pelanggan atau perunding sebelumnya)
9	Butir-butir papan suis yang akan dihasilkan dan proses/peringkat pembuatan
10	Piawaiian papan suis yang dikeluarkan
11	Senarai pengujian papan suis dan sampel boring/ sijil pengujian

Semua dokumen di butiran (J) dimuat naik di:
eMINDS@sarawak.gov.my

FORMS, CHECKLISTS & GUIDELINES
BORANG, SENARAI SEMAK & PANDUAN

(Your Name in Capital Letters)
(Your Mailing Address)

Director of Electricity Supply,
Ministry of Public Utilities,
11th Floor Wisma Satok,
Jalan Satok,
93400 Kuching, Sarawak

Tuan,

Submission for Certificate of Registration as a Switchboard Manufacturer

New application

Upgrade in category

Note: To submit updated information as marked (*) relevant to the upgraded category applied

(Tick which is applicable)

Please find attached the following documents:

Copy of valid trading license

Copy of valid registration of company

Copy of valid business extract or shareholder, their identification card no. and address or Consent letter from business owner if the certificate holder is not an owner of the business

Locality map of premises rented or owned for carrying on the business

Copy of recent EPF & SOCSO statement for the competent person registered with the business and their identification card no.*

List of equipment and instruments related to the work including machine for manufacturing*

List of relevant projects (scope of work, size of project in kW, and supporting letter from previous clients or consultants)*

Details of switchboard to be manufactured and process/ stages of manufacture*

List of Standards for switchboard manufactured *

List of switchboard tests and Test Certificate sample*

(Tick which is applicable)

I look forward to your favourable response and will be available when called for site visit as to be advised by your office.

Thank you.

(Your signature)

.....

(Your Name in Capital Letters)

(Your IC No)

(Your Telephone No)

(Your email address)