



FOREST TIMBER LICENCE APPLICATION FORM (FTLAP)

(To be submitted together with Forest Timber Licence Application Checklist -FTLCL)

Important Notes:

- (a) All the application for new and renewal of licence will be charged Processing Fee as stipulated under **Section 48 (2)** and **Third Schedule** of Forests Ordinance 2015 (Cap. 71). The fee payable is non-refundable. Please refer to the Rate of Fees as attached.
- (b) For renewal, the licensee must settle all outstanding bills such as compound, royalty & other charges before they can apply or submit the form for renewal.

To: **Director of Forests**

Attn.: **Head of Licensing Division**, 8th Floor, Wisma Sumber Alam, Petra Jaya, Kuching) or
Divisional Forest Officer _____ (Name of Division)

Please (✓) in the appropriate box:

NEW APPLICATION

RENEWAL (LICENCE NO./NAME: _____)

PART 1 - TYPES OF LICENCE					
Long-Term (F30)		Occupation Ticket (OT)		Letter of Authority (LA) (For new application only)	
Licence for Planted Forest (LPF)		Belian (BT)		Others (Please specify):	
Short-Term Licence (F3)		Mangrove (PF/P/F)			

PART 2 - APPLICANT PROFILE						
INDIVIDUAL		ASSOCIATION		COMPANY		STATUTORY BODY
NAME						
IDENTIFICATION CARD (IC) NO (Attach copy of IC)						
CORRESPONDENCE ADDRESS						
TELEPHONE NO.						
FAX NO.						
EMAIL						
AUTHORIZED PERSON NAME (Attach copy of Authorization Letter)					TELEPHONE NO. :	

PART 3 - FOR COMPANY / ASSOCIATION / STATUTORY BODY (Please (✓) and submit the copy of documents as below)				
NO	ITEM	COMPANY	ASSOCIATION	STATUTORY BODY
1.	Form 24			
2.	Form 49			
3.	Form 32A			
4.	Trade Licence			
5.	Certificate of ROS			
6.	Other relevant document (Please specify)			

PART 4 - INFORMATION OF AREA APPLIED						
4a - TYPE / STATUS OF LAND						
PERMANENT FOREST		STATELAND		ALIENATED LAND		GAZETTED NCR
LOCALITY <i>Please submit locality map with proper coordinate</i>						
Land District						
Total Area (ha)						

4b - ALIENATED LAND* / GAZETTED NCR**						
NO***	NAME OF OWNER / AUTHORIZED REPRESENTATIVES	IDENTIFICATION CARD NO	LAND TITLES DETAILS			
			LOT NO	BLOCK NO	LAND DISTRICT	AREA (Ha)
1						
2						
3						
4						
5						

** Please provide the copy of land title together with latest extract of titles.*
***Please attach copy of Gazette Notification or supporting document from relevant authority.*
****Please use additional sheet for more than 5 landowners*

5 – OTHER INFORMATION

5.1. Has Forest Timber Licence been issued previously to you? YES NO

If yes, please give details (Please provide a copy of licence):

Licence No.:

Date of Issued:

Date of Expiry:

5.2. Has your application been rejected by the Forest Department? YES NO

If yes, please provide details:

.....

5.3. Has your licence ever compounded/suspended/cancelled by Forest Department? YES NO

If yes, please provide details:

.....

6 - DECLARATION

I/we hereby declare that all the information and documents given are correct and I/we understand that if the information is not correct or false, this application will be rejected AND If the license was issued, it will be revoked.

SIGNATURE		APPLICANT REF. NO.	
NAME		DATE	
POSITION/ DESIGNATION		OFFICIAL STAMP	

FOREST TIMBER LICENCE APPLICATION CHECKLIST (FTLCL)

(Please attach the copies of relevant documents as below and tick (√) as appropriate)

NO	ITEM	√	(FD use only)
Part A: For all applicant			
1	Forest Timber Licence Application Form (FTLAP 1/2018)		Yes / No
2	Copy of Treasury Receipt T304 (Processing fees are non-refundable)		Yes / No
3	Locality map of area applied with proper coordinates		Yes / No
4	Copy of applicant's National Registration Identity Card (IC)		Yes / No
5	Authorization Letter to be contact person to applicant (if applicable)		Yes / No
6	Original Forest Timber License document (for renewal only)		Yes / No
7	Others (please specify)		Yes / No
Part B: For applicant from Company/Association/Statutory Body			
1	Form 24		Yes / No
2	Form 49		Yes / No
3	Form 32A		Yes / No
4	Trade License		Yes / No
5	Certificate from ROS		Yes / No
6	Others (please specify)		Yes / No
Part C: For applicant on Alienated Land			
1	Land Titles with cadastral map (Scale 1:5,000)		Yes / No
2	Copy of land title together with latest extract of titles		Yes / No
3	Copy of land owner/s' IC/s		Yes / No
4	Letter of Consent from landowner/s		Yes / No
5	Tree Enumeration Data		Yes / No
6	Others (please specify)		Yes / No
Part D: For applicant on Gazetted NCR Land			
1	Copy of Gazette Notification or supporting document from relevant authority		Yes / No
2	Minutes of JKKK's meeting (to be endorsed by District Officer)		Yes / No
3	Approval letter of the Project from Land Development Authority		Yes / No
4	Joint venture Agreement (Investor/Trustee/Landowner)		Yes / No
5	Planting plan		Yes / No
6	Letter of Consent from landowner/s		Yes / No
7	Tree Enumeration Data		Yes / No
8	Others (please specify)		Yes / No

Note: All documents must be certified by Commissioner of Oaths/Magistrate/District Officer/relevant Authorities

**PROCESSING FEE FOR ISSUANCE (NEW) AND RENEWAL OF LICENCE
RATE OF FEES (SECTION 48(2))**

TYPES OF FOREST TIMBER LICENCE	FEES (RM)		
	ISSUANCE	RENEWAL	PROCESSING (Issuance & Renewal)
Class A (F30 and LPF)	RM 20, 000	RM 20, 000	RM 1,000
Class B (F3 and OT)	RM 3,000	RM 3,000	RM 500
Class C (BT and PF)	RM 1,000	RM 1,000	RM250
Class D (LA)	Area (Hectares)	Fees (RM)	-
	≤ 10	RM 100	
	> 10 - ≤ 50	RM 250	
	> 50 - 100	RM 500	
			RM 100

For Forest Department Use Only:

PART 1: RECEIVING & CHECKING THE FORM (To be filled by registry officer)

a) This application is: **Complete** **Incomplete**
 (If complete, please fill others column. If incomplete, please inform applicant accordingly)

b) New File No. (for new application):

c) Current File No. (for renewal):

d) Processing Fee received (Cash/Bank Draft):
 RM

e) Treasury Receipt (T304) No:

f) Name of registry officer:

.....
 Signature Date Stamp:

Part 2: SUBMISSION TO DF'S OFFICE(To be filled by DF's Office)

a) Received by DF's office on:

b) Remarks by DF :

Part 3: INSTRUCTION TO PROCESS APPLICATION (To be filled by Head of LID)

a) Received by Head of LID on:

b) Processing Office to process (name):

c) Remarks by Head of LID:

.....
 Name Signature Date

Part 4: PROCESSING THE APPLICATION (To be filled by Processing Officer)

a) The FTL's Application Form was received on:

b) The Processing Form was completed and submitted to Head of LID on

Name:..... Signature:

Part 5: MINISTER/DF'S DECISION (To be filled by Head of LID)

a) This application is: **Approved** **Not Approved**

b) Date of decision:

c) To Processing Office: (If approved) - please prepare new licence/renewal
 (If not approve) - please inform applicant accordingly

Date:..... Signature:.....