



## FOREST TIMBER LICENCE APPLICATION FORM

**To: Director of Forests**

(Please (√) in appropriate box)

<b>NEW APPLICATION</b>		<b>RENEWAL (LICENCE NO./NAME):</b>	
<b>PART 1 - APPLICANT PROFILE</b>			
INDIVIDUAL		ASSOCIATION	COMPANY
NAME			
IDENTIFICATION CARD (IC) NO / REGISTRATION NO.			
CORRESPONDENCE ADDRESS			
TELEPHONE NO./ FAX NO.			
EMAIL			
AUTHORIZED PERSON NAME		TELEPHONE NO.	
<b>PART 2 - FOR COMPANY / ASSOCIATION / STATUTORY BODY (Please (√) and submit the latest copy of documents as below)</b>			
ITEM	COMPANY	ASSOCIATION	STATUTORY BODY
Companies Act 2016, Section 78 (Return of Allotment of Shares)			
Companies Act 2016, Section 51 (Register of Member)			
Companies Act 2016, Section 58 (Notification of Change in The Register of Directors, Managers and Secretaries)			
Trade License			
Certificate of Register of Society (ROS)			
Other relevant documents (please specify)			
<b>PART 3 - INFORMATION OF AREA APPLIED</b>			
PERMANENT FOREST	STATELAND	ALIENATED LAND	GAZETTED NCR
LOCALITY <i>Please submit locality map with coordinate</i>			
Lot No. & Land District (If Any)			
Total Area (ha.)			
<b>4 - DECLARATION</b>			
I/we hereby declare that all the details furnished in this application form are true and correct to the best of my knowledge at the material time. I/we undertake to inform you that I/we shall be liable for any discrepancies or false declaration.			
SIGNATURE		DATE	
NAME		<b>OFFICIAL STAMP</b>	
POSITION/ DESIGNATION			

**CHECKLIST***(Please attach the copies of following relevant documents where applicable (√) )*

<b>NO</b>	<b>ITEM</b>	<b>Applicant (√)</b>	<b>(FD use only)</b>
<b>Part A: Supporting Document</b>			
1	Forest Timber License Application Form (FTLAF/REV.1/2023)		
2	Copy of Treasury Receipt T304 (Processing fees are non-refundable)		
3	Locality map of area applied with proper coordinates		
4	Copy of applicant's National Registration Identity Card (IC)		
5	Authorization Letter for company representative (if applicable)		
6	Original Forest Timber License document (for renewal only)		
7	Others (please specify)		
<b>Part B: Application by Company/Association/Statutory Body</b>			
1	Companies Act 2016, Section 78 (Return of Allotment of Shares) / Form 24 (if applicable)		
2	Companies Act 2016, Section 58 (Notification of Change in The Register of Directors, Managers and Secretaries / Form 49 (if applicable)		
3	Companies Act 2016, Section 105 (Form of Transfer of Securities) / Form 32A (if applicable)		
4	Trade License		
5	Certificate of registration from ROS / Verification letter from ROS (if applicable)		
6	Others (please specify)		
<b>Part C: Additional Requirement for Alienated Land</b>			
1	Copy of land title together with latest extract of titles		
2	Copy of landowner/s' IC/s		
3	Letter of Consent from landowner/s (if the applicant is not the landowner)		
4	Tree Enumeration Data (if necessary)		
5	Others (please specify)		
<b>Part D: Additional Requirement for Gazetted NCR Land</b>			
1	Copy of Gazette Notification or supporting document from relevant authority		
2	Minutes of JKKK's meeting (to be endorsed by District Officer)		
3	Approval letter of the Project from Land Development Authority		
4	Joint venture Agreement (Investor/Trustee/Landowner)		
5	Planting plan		
6	Letter of Consent from landowner/s		
7	Tree Enumeration Data (if necessary)		
8	Others (please specify)		

**FOR REFERENCE: RATE OF PROCESSING, ISSUANCE (NEW) AND RENEWAL FEE  
(SECTION 48(2))**

TYPES OF FOREST TIMBER LICENCE (FTL)		FEES (RM)			
		ISSUANCE		RENEWAL	PROCESSING (Issuance & Renewal)
Class A	A1: Pre Forest Management Certification	RM 20, 000		RM 20, 000/year	RM 1,000
	A2: Certified Sustainable Forest Management (SFM)			RM 30,000	
	A3: Others			RM 24,000/year	
Class B	B1: Special License	RM 3,000		RM 3,000/year	RM 500
	B2: Occupational Ticket (OT)				
Class C	C1: Belian (BT)	RM 1,000		RM 1,000/year	RM250
	C2: Mangrove (PF)				
Class D	D1: Letter of Authority (LA)	<b>Area (Hectares)</b>	<b>Fees (RM)</b>	No Renewal	RM 100
		≤ 10	RM 100		
		> 10 - ≤ 50	RM 250		
		> 50 - 100	RM 500		
Class E	E1: Licence for Planted Forest	> 5,000	RM 20,000	RM 20,000	RM 1,000
	E2: Licence for Planted Forest (Medium Scale)	> 1,000 - ≤ 5,000	RM 500	RM 3,000	RM 500
	E3: Licence for Planted Forest (Small Scale)	≤ 1,000	RM 100	RM 500	RM 250

**For Forest Department Use Only:**

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

- a) Processing Fee received (Cash/Bank Draft): RM .....
- b) Treasury Receipt (T304) No: .....
- c) Name of registry officer: .....

.....  
Signature

.....  
Date Stamp

**Part 2: INSTRUCTION TO PROCESS APPLICATION (To be filled by Head of LID)**

a) Received by Head of LID on: .....

b) Processing Officer (name): .....

c) Remarks by Head of LID: .....

.....  
**Name**

.....  
**Signature**

.....  
**Date**