



**TRAVEL AGENCIES /  
TOUR OPERATORS /  
VEHICLES FOR HIRE**

**DEPARTMENT OF STATISTICS, MALAYSIA**

**ANNUAL ECONOMIC SURVEY 2022  
(FOR REFERENCE YEAR 2021)**

**GUIDE TO COMPLETE THE QUESTIONNAIRE**

**A. GENERAL**

1. This census is conducted under the provisions of the **Statistics Act, 1965 (Revised-1989)**. This Act stipulates that the contents of the establishments / individual returns are **CONFIDENTIAL** and will not be divulged to any person or institution outside the Department. The information provided will be published in aggregated form. The Act provides the penalties for non-compliance.
2. All information furnished in the questionnaire should be in respect of the calendar year **2021**. However, if the financial year of the establishment differs from the calendar year by not more than **six (6) months**, reports relating to the financial year will be accepted. If your account is not finalised, please provide appropriate estimates.
3. The responsibility for furnishing information for this return rests with the owner of this business and not with his agent, secretaries or accountants, though the latter may act on behalf of the owner.
4. All values are to be reported to the **nearest Ringgit Malaysia (RM)**.
5. In completing the questionnaire, if there are significant differences in the data reported for any item as compared with that of the previous year, please explain these differences in the space provided in **Question 11 on page 24**. This explanation would minimize queries.

**B. SCOPE AND COVERAGE**

1. The survey covers all establishments engaged in tourism service activities in Malaysia.
2. The tourism service activities covered include travel agencies and tour operators, renting and operational leasing of passenger cars (without driver).
3. Please report all the economic activities carried out by this establishment in Malaysia, which may comprise any of the activities stated above.
4. If the type of this establishment is **INDEPENDENT**, please report all information in this questionnaire **EXCEPT Question 12 on page 25**.
5. If the type of this establishment is **HEADQUARTERS**, please report all information in this questionnaire. If the type of organisation of this establishment is a branch with no separate accounts from the headquarters, please ensure that the headquarters address is report **in Question 12.1 on page 25**.

## C. SPECIFIC GUIDE TO COMPLETE THE QUESTIONNAIRE

### Question 1: Identification Particulars

1.1 Please provide the registration number of company / business if registered with the Companies Commission of Malaysia (CCM) or other registration number.

1.2 Please mark (X) in one box only.

1) **Independent** is a single establishment and does not have any branch or operation office.

2) **Headquarters** is a legal administrative unit which has an authority in decision making with respect of financial and allocating resources for the production of goods and services.

3) **Branch / Operations Office**

**Branch** refers to two or more establishments engaged in the same types of business under single ownership and control with its headquarters. It is directly managed by the headquarters for the purpose of marketing and direct shipments of its products after receiving orders from customers.

**Operations Office** refers to establishments which display products for promotion and sales purpose.

1.3 Please provide the commencement year of your business. Commencement year was the period whereby the company started to operate the tourism service activities.

1.4 Please report the operating period of this establishment. The operating period should cover **at least six (6) months of the reference year**.

Examples:

(a) 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021

From 

Day
0 1

 / 

Month
0 1

 / 

Year
2 0 2 1

 To 

Day
3 1

 / 

Month
1 2

 / 

Year
2 0 2 1

(b) 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022

From 

Day
0 1

 / 

Month
0 7

 / 

Year
2 0 2 1

 To 

Day
3 0

 / 

Month
0 6

 / 

Year
2 0 2 2

(c) 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021

From 

Day
0 1

 / 

Month
0 7

 / 

Year
2 0 2 0

 To 

Day
3 0

 / 

Month
0 6

 / 

Year
2 0 2 1

1.4.1 If the reporting period does not cover a full year, please check the reasons below:

(a) **Seasonal operations**

Seasonal business refers to a business that is carried out in line with the season / condition changes. Most businesses may run businesses in certain seasons.

- (b) New business**  
*New business created for the purpose of providing goods and services.*
- (c) Change of ownership**  
*The business is transferred one person or entity to another.*
- (d) Change of fiscal year**  
*Change in accounting period of company.*
- (e) Ceased operations**  
*Business is no longer operational.*
- (f) Temporarily inactive**  
*Business is discontinued for the certain period.*
- (g) Others (please specify)**

**1.5 Please provide the website address for this establishment (example: <https://www.dosm.gov.my>)**

**1.6 Please specify the address of your business operation if it differs from the postal address given on the front page.** *The business address refers to the address of the physical location where the business is located. If the location of the business is outside the town limits, please indicate the detailed address or location such as the town or village nearest to the business. Please ensure the postcode is filled in the box provided.*

**1.7 Please mark (X) in one box only.**  
*Please confirm the data reported in this return relate only to this establishment where the location is the same as the address given in **Question 1.6**.*

**1.8 Please specify the principal activity of this establishment and services provided:**

- (1) *Rental and leasing of passenger car operations (without driver)*
- (2) *Travel agency activities*
- (3) *Activities of tour operators*

**1.9 Please specify the principal activity of this establishment.**

**1.10 Please specify percentage of this establishment's revenue which is generated by this principal activity.**

*If there is secondary activity other than professional, please specify the activity along with the percentage of income received.*

**1.11 Please mark (X) in one box only.**  
*Investment refers to the holding of financial asset abroad by resident (individual, establishment or other organisation). Financial asset consists of investment in subsidiaries or associated companies, equity securities, debt securities, bond, trust unit, trade credit, loan extension, deposit, advances and other assets.*

## **Question 2: Legal Organisation**

**2.1 Please mark (X) in one box only.**

- (a) Individual proprietorship**  
*Refers to the business owned, funded and managed by one person that is the owner concerned. The business is purely for profit. The owner has the ultimate right for the business and business liability is unlimited.*

**(b) Partnership**

*Refers to the group of individuals who agreed to conduct a business through an agreed contract based on the capital contribution which has been specified in the relevant agreement with the objective of making a profit. The business is managed by all or any one acting for all parties. As stipulated under Company Act 1965, trading partnership must comprise at least two members and should not exceed a maximum of twenty members. Liability for the business partnership is unlimited.*

**(c) Limited Liabilities Partnership**

*Refers to business entity regulated under the Limited Liability Partnerships Act 2012. It is featured with the protection of limited liability to its partners similar to the limited liability enjoyed by shareholders of a company coupled with flexibility of internal business regulation through partnership arrangement similar to a conventional partnership.*

**(d) Private Limited Company**

*A private company established to undertake a business with the objective of making a profit. The shares are closely held by the shareholders of the company who have control over its operation.*

*Characteristics:*

- i. Regulated under the Companies Act 1965 and is a legal entity separate from the owners;*
- ii. Number of its shareholders between 1 - 50 members;*
- iii. Company owners have limited liability;*
- iv. Shareholders who own 51% or more of the total shares shall be entitled to manage the company. The company's shares can be traded but not in the open market;*
- v. Trading of share must be with the consent of the other shareholders;*
- vi. Not listed on the Stock Exchange; and*
- vii. Business life expectancy is longer and can be identified by the words "Sendirian Berhad" (Sdn. Bhd.) at the end of the company name.*

**(e) Public limited company**

*A public limited company is a company established, with limited liability, by a minimum of two persons to operate the business with the objective of making a profit. The shares in a public limited company are openly held and in the case of company listed on the Bursa Malaysia, the shares are freely transferable.*

*Characteristics:*

- i. Regulated under the Companies Act 1965 and is a legal entity separate from the owner;*
- ii. Owned by the shareholders and there is no limit to the shareholder;*
- iii. Management of the company is under the board of director responsibilities as appointed by shareholders; and*
- iv. Listed on Bursa Malaysia.*

**(f) Co-operative**

*Refers to a voluntary association with an unrestricted number of members and registered under the Co-operative Societies Act 1993. Funds are collectively owned to meet the needs of the members.*

**(g) Public corporation**

*Refers to bodies set up for the purpose of conducting business activities which consists of Statutory Bodies and Non-Statutory Bodies.*

*Characteristics:*

- i. Statutory body established under an Act of Parliament or of the State and regulated directly by the minister whom formulated the key policies of the organisation and are usually involved in the socio-economic development (e.g.: MARA and FELDA); and*
- ii. Non-Statutory Bodies established under the Companies Act 1965 and the Government has equity with indirect control from the minister. Business is*

characterised by activities for the purposes of gain to the government in addition to socio-economic areas who cannot be undertaken by private sector activity (e.g.: Syarikat Bekalan Air Selangor Sdn Bhd (SYABAS)).

**(h) Private non-profit making organisation**

Refers to a non-stock company set up with limited liability. It comprises mainly welfare, religious, educational, health, cultural, recreational and other organisations providing social and community services to households. These services are provided free of charge or at prices which do not necessarily or fully cover the cost of providing such services. Any profit made is re-invested in the organisation.

**2.2 Please mark (X) in the appropriate box for those who answered either Item 2.1 (a), (b), (c) or (d) only.**

**Woman-owned establishment** refers to a minimum of 51 per cent of the equity held by a woman **OR** the biggest shareholders are women and the establishment is managed by a woman **OR** the Chief Executive Officer or Managing Director is a woman that owns at least 10 per cent of the equity.

**2.3 Please mark (X) in one box only.**

**Youth-owned establishment** refers to the owner's age of the establishment which is **not less than 18 years old and not more than 30 years old** on the date of appointment. **At least 51 per cent and above of the equity** held by a youth **OR** the Chief Executive Officer or Managing Director is a youth that owns **at least 10 per cent of the equity**

**Question 3: Shareholders' Fund and Ownership Structure**

**3.1 Shareholders' fund**

Shareholders' fund refers to investment through the purchase or ownership stake in the business to get some share of the income and the assets of the companies.

**(a) Paid-up capital**

Paid-up capital is the capital that has been issued by the shareholder. Each company is allowed to issue the share capital by a maximum limit of the authorised capital registered in the Companies Commission of Malaysia (CCM).

- i. For individual proprietorship, partnership establishment or limited liabilities partnership, it refers to the capital contributed by the proprietor or partners;
- ii. For private or public limited companies, it refers to the paid-up share capital of companies;
- iii. For public corporation, it refers to the capital paid by the Malaysian government; and
- iv. For co-operative, it refers to the shares subscribed and paid by members, and/or subscription capital.

**(b) Reserves**

Reserves are a special fund amount allocated for certain purposes:

- i. For limited companies, it refers to the accumulated profit or loss such as capital reserves, share premium account, general reserves, foreign exchange reserves and other reserves;
- ii. For individual proprietorship or partnership establishment, it refers to the balance in the profit and loss account; and
- iii. For co-operative, it refers to accumulated profit or loss and reserves fund.

**3.2 Ownership Structure**

Please report the percentage (%) of ownership of the establishment based on the paid-up capital as at **31<sup>st</sup> December 2021**.

The ownership of an establishment is classified by the residential status of the owner(s) of the majority (more than 50%) of the paid up capital and not by their citizenship status.

### **3.2.1 Held directly by Malaysian resident**

3.2.1.1 **Individuals** who located in Malaysia for a period of at least one year by nationality and ethnicity;

- (i) *Citizen*
  - (a) *Malay*
  - (b) *Other Bumiputera (e.g.: Iban, Kadazan, Bajau, Murut)*
  - (c) *Chinese*
  - (d) *Indians*
  - (e) *Others (e.g.: Sikh)*
- (ii) *Non-Citizen*

3.2.1.2 **Establishment or institution** that was / is operating in Malaysia for a period of at least one year in which the economic interests based in Malaysia. An institutional unit has a centre of economic interest in the region in a state where there is a location such as a building, place of production, or other premises on which or from which the unit engages and intends to continue engaging, either indefinitely or over a long period, in economic activities and transactions with significant scale. The ownership structure of an institution or establishment shall reported by ethnicity such as:

- (a) *Malay*
- (b) *Other Bumiputera (e.g.: Iban, Kadazan, Bajau, Murut)*
- (c) *Chinese*
- (d) *Indians*
- (e) *Others (e.g.: Sikh)*

### **3.2.2 Held directly by Federal, State and Local Government Agencies & Statutory Bodies**

Refers to organisations owned by the Federal, State or Local Government and the examples are as follows:

- *Khazanah Nasional Berhad*
- *Employee Provident Fund*
- *Johor Port Authority*
- *Agricultural Bank of Malaysia (Agro Bank)*
- *Penang Port Commission*
- *Public universities*
- *Malaysia Airport Berhad*
- *Majlis Amanah Rakyat (MARA)*
- *Menteri Besar Incorporation*
- *Perbadanan Usahawan Nasional Berhad (PUNB)*

### **3.2.3 Held directly by non-Malaysian resident**

A **non-Malaysian resident** is any individual, establishment or other organisation located / operating abroad.

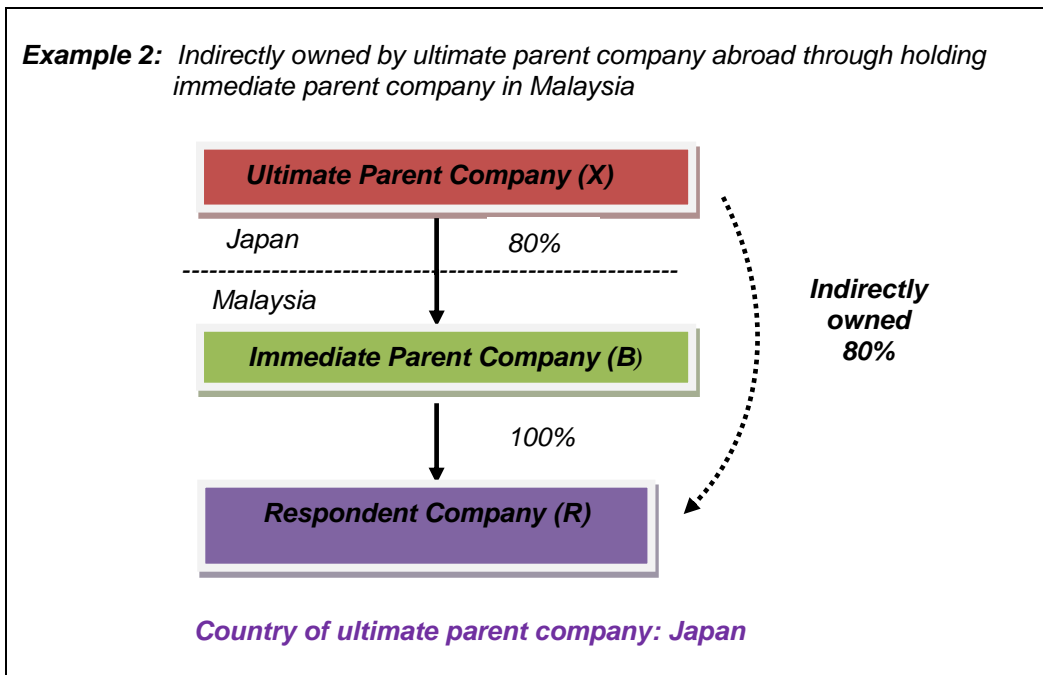
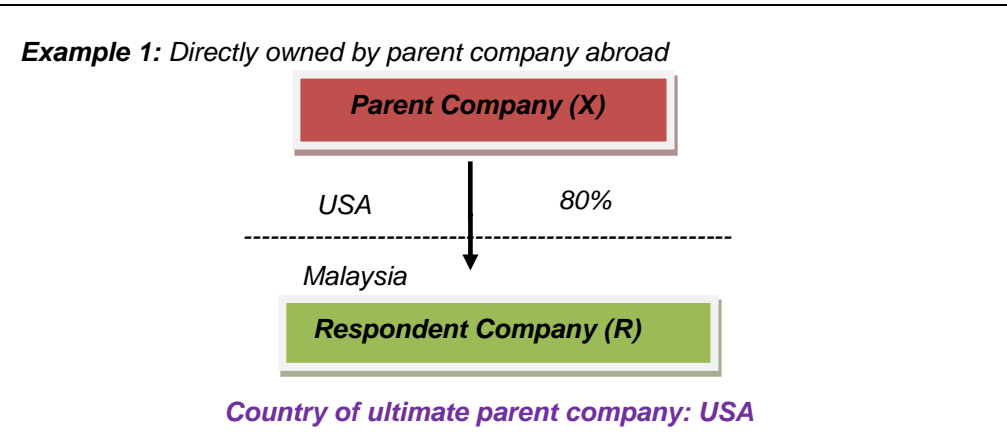
Resident status of a foreign government representatives, international organisations, foreign students and patients are as follows:

- *Foreign government representatives (embassies, consulates, military bases, foreign governments) in Malaysia are regarded as extraterritorial organisations thus regarded as non-residents;*
- *Malaysia's official representatives abroad is considered as resident of Malaysia*
- *International organisations are not regarded as resident for any economy / country; and*
- *Foreign students and patients are treated as residents of their home country.*

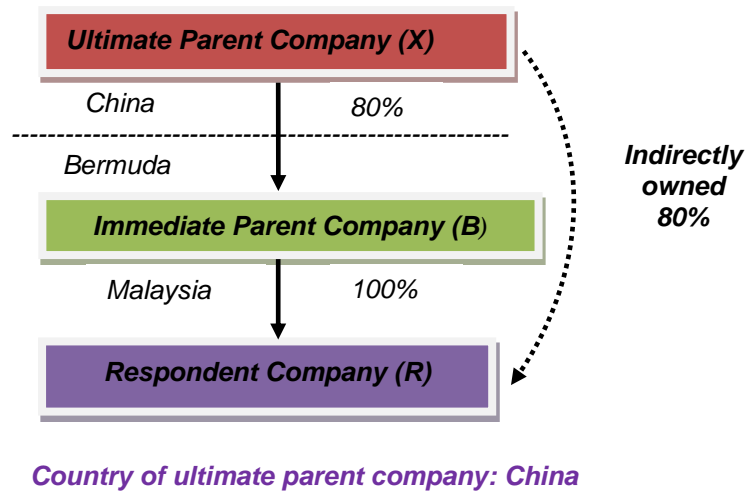
**3.3 If paid-up capital is directly or indirectly held 50 per cent or more to the establishment by a foreign company / individual, please specify the country of the ultimate parent company.**

Ultimate parent company refers to the companies that owned, directly or indirectly, the effective equity interest in this establishment (50 per cent or more). The share of ultimate parent company is not majority owned by another company.

The country refers to location where the ultimate parent company is undertaking economic activities / business.



**Example 3:** Indirectly owned by ultimate parent company abroad through holding immediate parent company in another foreign country.



**Question 4: Capital Expenditure and Value of Assets**

Capital Expenditure is the total expenditure incurred for the purchase or replacement of the assets of the establishment.

Value of assets is the value of acquisition or used of such entities in a period of time. The value of assets can be distinguished from non-financial assets and financial assets. For non-financial assets, it distinguished between production and non-production assets. Production assets consist of structure, machinery & equipment and other assets.

- i. Information required in this question are:
  - a. inventory value of assets as at the **first and last day** of the reference year; and
  - b. value of transactions of assets during the reference year.
- ii. Net book value as at the beginning of the year, to be recorded in **column 0410**, that is the book value, net of depreciation in the year before.
- iii. Value of additions during the year includes all acquisitions of assets by the establishment, whether new purchases, obtained from other establishments or produced by its employees. Major repair and improvements to existing assets which extended their normal economic life or raised their productivity are to be reported. Current repairs and routine maintenance are to be **excluded**.
- iv. Acquisition from other establishments should be valued at the full cost incurred, i.e. at delivery price plus the cost of installation, including any necessary fees and taxes (e.g. stamp duty and cost of ownership transfer), but **excluding** financing costs.
- v. Assets acquired 'in gratis' from another establishment under the same ownership should be valued as though purchased from outside the establishment.
- vi. **New purchases include imported (new & used)** cover acquisitions of new assets including imports of used assets since they represent newly acquired assets for the Malaysian economy. This refers to fixed assets that is not used in Malaysia, including imported fixed assets, whether new or used in **column 0411**.
- vii. **Used Malaysian assets** refer to all assets previously used in Malaysia including those reconditioned or modified before acquisition are to be treated as used in **column 0412**.



- viii. **Built / self-produced** for assets produced by the establishment for its own use, the costs of all works done during the year should be recorded. Any overhead costs allocated to this work should be included in **column 0413**.

Capital transaction should generally be recorded when ownership is acquired. Normally it should coincide with the time at which the assets are in its completed form and delivered to the control of the establishment. This is the basis for recording expenditure of all fixed assets **except** construction work. In the case of construction, the value of construction work done is the value of work carried out on projects completed during the reference year, plus the value of work under construction at the end of the reference year minus the value of work at the beginning of the reference year.

- ix. **The value of fixed assets sold or discarded** during the year regardless of their condition is to be reported according to the actual amount realised in **column 0414**.
- x. **Gain / loss from sales / revaluation of assets** refer to an asset is sold above / below the net book value, a gain / loss from the sale of asset is realised and should be reported in **column 0415**.

Similarly, an asset can be revalued to reflect the current market value. A gain / loss from revaluation of the asset is realised and should also be reported under **column 0415**. If it is a loss, the figure should be written beginning with symbol (-).

- xi. **Current depreciation / amortisation** represents loss or diminution of value of an asset consequent upon wear and tear, obsolescence or permanent fall in market value (depreciation allowed for a tax purposes is acceptable). The value reported in the establishment's books of accounts for each class of fixed assets should be reported separately in **column 0416**. This includes amortisation of leasehold land. Total of depreciation should be equal to item **9.27 of Question 9**.

- xii. The closing net book value of reference year in **column 0417** =
- + the opening net book value
  - + value of assets acquired
  - assets sold or discarded
  - +/- gain / loss from sales / revaluation of assets
  - current depreciation

- xiii. The amount paid for the use of any assets taken on lease or rent is to be reported in **column 0418**.

**The types of assets are defined as follows:-**

#### **4.1. Fixed assets**

**Fixed assets** cover assets (land, buildings, transport equipment, information and communications technology, machinery and equipment etc.), new or used, which have a productive life of more than one year and are intended to be used by the establishment.

##### **4.1.1 Land**

Includes the value of sites without taking into account on land improvements and structures. (e.g. reclaimed land and coastal land reclaimed to create a land

##### **4.1.2 Buildings and other construction:**

(a) **Residential** consists entirely or primarily of dwellings.

(b) **Non-residential** buildings for industrial, commercial or public use e.g. factories, warehouses, office buildings, stores, restaurants, garage, shops, hospitals, school, etc.

(c) **Other construction work** includes building or renovation of roads, railroads, sewers, bridges, harbours, car parks, pipelines, etc.

#### **4.1.3 Land improvement**

*Includes all value of work done on clearing, preparing construction sites and landscaping but excludes the value of land before improvement. It also includes outlays on land reclamation and land clearance irrespective of whether it represents an addition to total land availability or not. For example, irrigation and flood control projects, dams and dykes which are part of these projects, clearance and forestation to timber tracts and forests.*

#### **4.1.4 Transport equipment**

*Refers to equipment used for the conveyance of goods and / or persons for business purpose.*

#### **4.1.5 Information and communications technology**

##### **(a) Computer hardware**

*Refers to all computer hardware used for processing, storing and transmitting data and information related to computer system.*

##### **(b) Computer software**

*Refers to software used in operating the computer programme and database whether it is self-produced, custom-made as well as ready-made (non-customised).*

##### **(c) Telecommunications equipments**

*Refers to mobile phones, personal digital assistants (PDAs), satellite dishes, audio-visual equipments (e.g. radio, television) and other television / radio transmitters and receivers.*

#### **4.1.6 Machinery and equipment**

##### **(a) Main machinery and equipment**

*Includes power generating machinery, office machinery and equipment, metal working machinery, construction and other industrial machinery, cranes, fork-lift equipment etc., durable containers, equipment and instruments used by professionals and any other machinery and equipment including major repair and improvement to these types of machinery and equipment.*

##### **(b) Drone**

*A drone or unmanned aircraft system (UAS) means an aircraft and its associated elements which are operated with no pilot on board. There are three categories of drones, which are:*

##### **(i) Small unmanned aircraft system**

*unmanned aircraft system, other than a balloon or a kite, having a mass of not more than 20 kilogrammes without its fuel but including any articles or equipment installed in or attached to the aircraft at the commencement of its flight.*

##### **(ii) Small unmanned surveillance aircraft**

*a small unmanned aircraft which is equipped to undertake any form of surveillance or data acquisition.*

##### **(iii) Unmanned aircraft system of more than 20kg**

#### **4.1.7 Furniture and fittings**

*Covers all items required to furnish and equip a building, e.g., chairs, tables, carpeting etc.*

#### **4.2. Other assets refer to intangible assets that includes patent and goodwill.**

##### **4.2.1 Patent** refers to exclusive right to manufacture a mechanical invention which runs for numbers of years. Patent is valued at cost.

**4.2.2 Goodwill** arises from the good reputation of a company and the customer's loyalty it has gained. When a business is purchased for a price in excess of the value of its net assets, then the excess presumably is for goodwill.

**4.2.3 Work in progress**

Refers to assets (e.g. building, machinery & equipment etc.) partially completed and has yet to be capitalised. For example, if a company is constructing an asset such as building to be used in production, and the asset is only partially completed, the amount spent would be recorded as work in progress.

**4.3. Others**

This item covers assets / capital expenditure, if any, that are unable to classify above e.g. jewellery, antiques and arts. **Exclude all financial assets such as cash, debtors and stocks (share).**

**4.4. Total**

Please total up **4.1.1 to 4.3.**

**4.5. Work in progress (detailed)**

Specify the current expenditure of work in progress for the reference period by type of assets i.e. residential, non-residential, other construction, machinery and equipment and others.

**Question 5: Persons Engaged and Salaries & Wages**

**A. General definitions**

This question is divided into **FIVE** parts. Please complete your employees' particulars as the following definitions:

- i. **Question 5A (Number of Persons Engaged [Male])**
- ii. **Question 5B (Number of Persons Engaged [Female])**
- iii. **Question 5C (Salaries & Wages Paid [Male])**
- iv. **Question 5D (Salaries & Wages Paid [Female])**
- v. **Question 5E (Number of Non-Malaysian Workers by Country of Origin and Length of Service in Malaysia)**

**Question 5A and 5B (PERSON ENGAGED)**

**1. Number of persons engaged (columns 0520, 0506, 0523 and 0515)**

Please report all persons engaged in this establishment by category of workers, citizenship and ethnic group from columns **0520 & 0506 (Male) and 0523 & 0515 (Female)** during **December 2021** or the **last pay period** in the reference year. The number of persons reported should include persons on short-term leave such as sick leave or vacation leave. Directors of incorporated enterprises who are paid solely for their attendance at Board of Directors' meetings, persons on indefinite leave, military leave or on pension are **excluded**

**2. The number of non-Malaysian citizen by category of the length of services in Malaysia (columns 0521, 0522, 0524 and 0525)**

**3. Number of persons engaged provided by other establishment during December 2021 (column 0509 and 0518)**

Refers to the number of persons employed in this establishment but salaries and wages paid by establishment that supply the workers. Payment for the salaries & wages to that establishment need to be reported in **Question 9.36 on page 23.**

**Question 5C and 5D (SALARIES AND WAGES PAID)**

**Annual salaries & wages (column 0526, 0527, 0528 and 0529)**

Please report all payments (salaries, wages, bonuses, commissions, overtime pay and cash allowances including cost of living, housing, transportation, food, traveling etc.) made throughout the

reference year to all paid employees in each category and citizenship from columns **0526 & 0527 (Male) and 0528 & 0529 (Female)**. For all directly employed workers, report the total payments made before deductions for income tax and employees' contributions to Employees' Provident Fund (EPF) / Social Security Organisation (SOCSO) / other provident / superannuating funds. The employer's contributions to such funds as mentioned above should be **excluded**.

**Question 5E (NUMBER OF NON-MALAYSIAN WORKERS BY COUNTRY OF ORIGIN AND LENGTH OF SERVICE IN MALAYSIA)**

**The country of origin and length of service of employee**

The country of origin of an employee refers to the country in which an employee was born and a place of life that is different from the country of employment now. Length of service refers to the amount of time an employee has served in Malaysia, not limited to the establishment currently working.

**B. Definitions of category of workers / occupation**

**5.1 Working proprietor and active business partners**

Include all individual proprietors and partners (part-time or full-time) who are actively engaged in the work of the establishment. Sleeping partners and inactive members of proprietor's family are **excluded**, unless they participate in the control and management of the business. This category is not applicable to limited companies or public corporations, the ownership of which is represented by equity shares.

**5.2 Unpaid family workers**

Include all family members (full-time or part-time) of any of the owners of the establishment who during the specified period worked a minimum of one-third of the normal working time but did not receive any payment, neither in cash nor in kind for the work done. These workers definitely received food, shelter and other support as part of the household of the owner whether they work in the establishment or not.

**However, if regular salaries and allowances are received by family workers and they contribute to EPF or other superannuating funds, they should be considered as paid employees, thus it has to be reported in Question 5A and 5B, item 5.3 and 5.4 in accordance with whether they are full-time or part-time workers as defined above.**

This category of unpaid family workers is not applicable to limited companies or public corporations, the ownership of which is represented by equity shares.

**5.3 Paid employees (full-time)**

Full-time workers refer to all those who normally work for **at least 6 hours a day or 20 days a month**. Persons working away from the establishment whose pay and services are under the control of the establishment such as sales representatives, engineering representatives, maintenance and repair personnel, if any, are to be included. Also included among the employees are paid managers and working directors of incorporated enterprises, except when paid solely for their attendance at Board of Directors' Meetings. All such employees are to be reported according to category of workers as defined below:

**5.3.1 Manager**

Managers are those who plan, analyse, formulate, direct and advise on government policies, or carry out similar tasks on behalf of special interest organisations; or plan, organise, lead, control and coordinate the policies and activities of an enterprise, organisation, department or internal section. Example of occupation in this category is company manager.

**5.3.2 Professionals**

Professionals are those who conduct, analysis and research, and develop concept theory method of operation. Increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these three activities.

**(a) Professionals (except Researcher)**

*Other professionals except Researcher. Example of occupations in this category are engineer, administrative executives, lawyer and accountant.*

**(b) Researcher**

*Specifically refers to the Researcher Position. Researcher conducts research, improve materials and industrial products and processes or develop concepts, theories and operational methods, and apply scientific knowledge based on the investigation of systematic and organised.*

*For example, a person holding the post of an engineer and carries out research job is not classified as a researcher.*

**5.3.3 Technicians and Associate Professional**

*Technicians and Associate Professionals perform mostly technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations. Most occupations in this major group require tertiary education, e.g. motor vehicle technicians. Example of occupations in this category are motor vehicle technicians.*

**5.3.4 Clerical Support Workers**

*Clerical Support Workers perform tasks record, organise, store and retrieve related information and perform clerical duties especially in connection with administrative operations, handling of money, travel arrangements and requests for information and appointments. Example of occupations in this category are clerks, book keepers, typists, stenographers, receptionists, secretaries and storekeepers.*

**5.3.5 Service and Sales Workers**

*Service and Sales Workers are those who provide personal services related to travel, housekeeping, catering, personal care, or protection against fire and unlawful acts, or they pose as models for artistic creation and display, or demonstrate and sell goods in wholesale or retail shops and similar establishments, as well as at stalls and markets. Example of occupations in this category are cashiers, stalls and market sales person, shop sales assistant, tickets clerk and security guards.*

**5.3.6 Craft and Related Trades Workers**

*Craft and Related Trades Workers are those who apply their specific knowledge and skills in the fields of mining and construction metal forming and erect metal structures, make, fit, maintain and repair machinery, equipment or tools, carry out printing work as well as produce or process foodstuffs, textiles, or wooden, metal and other articles including handicraft goods. Example of occupation in this category are house builder, carpenter and mechanics.*

**5.3.7 Plant and Machine Operators and Assemblers**

*Plant and Machine Operators and Assemblers are those who operate and monitor industrial and agricultural machinery and equipment, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble product component parts according to strict specifications and procedures.*

*The work mainly calls for experience with and an understanding of industrial and agricultural machinery and equipment as well as an ability to cope with machine-paced operations and to adapt to technological innovations. Example of occupation in this category is plant operator.*

**5.3.8 Elementary Workers**

*Elementary occupations are those who perform simple routine tasks and non-systematic tasks which mainly require the use of handheld tools or with the assistance of simple machines and in some cases considerable physical effort. Example of occupations in those category are general workers, cleaners, dispatch rider and agricultural, forestry, livestock and fishery labourer.*

### **5.3.9 Total paid employees (full-time)**

Please total up **item 5.3.1 to 5.3.8**.

### **5.4 Paid Employees (part-time)**

Refer to those who worked **less than 6 hours a day and / or less than 20 days a month** and received pay.

### **5.5 Total**

Please total up **item 5.1, 5.2, 5.3.9 and 5.4**

## **Question 6: Number of Persons Engaged by Qualification**

The report of the number of persons engaged by qualifications are classified to the Academic and Technical / Skills divided into 7 major groups:

### **6.1 Postgraduate**

Refers to Masters Degree and Doctor of Philosophy (PhD) holders from institutions of higher learning (local / overseas).

### **6.2 Bachelor / Advanced Diploma or equivalent**

#### **(a) Academic**

Refers to first degree other than specialised in technology (as in item b) obtained from institutions of higher learning (local or overseas). Advance diploma or professional qualifications **which are deemed to be at par or higher than first degree** are also to be included, such as ACCA, CIMA (accounting), LLB (law) ICSA (secretarial) etc.

#### **(b) Technical**

Refers to the first degree **specialised in technology (Technical and Skills)** from the Malaysian Technical University Network (MTUN) of Universiti Malaysia Perlis (UniMAP), Universiti Malaysia Melaka (UTEM), Universiti Tun Hussein Onn Malaysia (UTHM) and Universiti Malaysia Pahang (UMP).

### **6.3 Diploma**

#### **(a) Academic**

Refers to certificate and diploma or equivalent certificate obtained from universities, colleges, polytechnics, recognised bodies or equivalent. The duration of study to obtain a diploma or certificate is at least two years.

#### **(b) Technical and Vocational (TVET)**

Refers to diploma from institutions of higher learning, polytechnics or colleges (local / overseas) **which are not recognised as a degree specialising in Technical and Vocational Education and Training (TVET)**. For example, Malaysians Skills Diploma (DKM) and Malaysian Advanced Skills Diploma (DLKM) certified by Department Skills Development, Ministry of Human Resource.

### **6.4 STPM or equivalent**

Refers to STPM / STP / HSC / GCE 'A' Level qualifications or passed the matriculation examination conducted by any recognised university or college.

### **6.5 Certificate**

#### **(a) Academic**

Refers to the certificate obtained from community colleges, polytechnics and private college which are academics oriented.

#### **(b) Skills Certificate (TVET)**

##### **(i) Malaysian Skills Certificate Level 3**

Refers to qualification of certificate that are certified by the Department of Skills Development, Ministry of Human Resource. Competent to perform various work

activities. Have a responsibility and in addition to control and guide the others. Recognised as a Skilled Workers.

**(ii) Malaysian Skills Certificate Level 1&2**

Refers to qualification of certificate that are certified by the Department of Skills Development, Ministry of Human Resource. Recognised as the Semi-Skilled Workers.

**(iii) Other Skills Certificate**

Refers to qualification of certificate obtained from the by Community Colleges, Polytechnics, Industrial Training Institute, National Youth Skills Institute, and private college specialising in **Technical Vocational Education and Training (TVET)**.

**6.6 SPM / SPM(V) or equivalent**

Refers to SPM / SPM(V) / MCE qualifications or equivalent examinations such as GCE 'O' Level.

**6.7 Below SPM / SPM(V) qualification**

Refers to qualifications such as PMR / SRP / LCE, completed primary school or below.

**6.8 Total**

Please total up **6.1 to 6.7**.

This total must be equal to the corresponding figures reported in **Question 5A (Male) and 5B (Female) excluding** total persons provided by other establishment.

**Question 7: Man-Hours Worked During The Reference Year**

**7.1 Number of workers per shift**

Refers to number of workers per shift.

**7.2 Number of days worked during the reference year**

Refers to the actual number of days which the establishment normally operated during the reference period.

**7.3 Number of hours worked in a shift**

Refers to the total hours of worked per shift.

**7.4 Total man-hours worked**

Refers to **7.1 x 7.2 x 7.3**.

**7.5 Total overtime man-hours worked during the reference year**

Refers to the total number of man-hours worked outside the normal working hours of the establishment.

**7.6 Total man-hours worked during the reference year**

Refers to the total **7.4 and 7.5**.

**7.7 Wages paid during the reference year**

Refers to the total wages paid for the work performed outside the normal working hours of the establishment.

**Question 8: Turnover / Income**

The data reported for this Question should be based on the Profit & Loss Account / Financial Statement and other supporting documents for the reference year **2021**. Please provide best estimates if the account is not finalised or not available.

**8.1 Commissions and brokerage received**

Refers to the commission and brokerage earned for selling goods or services on behalf of other establishments.

**8.2 Passenger fares received**

*Refers to the total amount received from passenger fares either cash or credit.*

**8.3 Income from conducted tours**

*Refers to the total amount received from conducted tour.*

**8.4 Income from rental of motor vehicles**

*Refers to income from services of rental of land motor vehicles received from other establishments.*

**8.5 Income from leasing of motor vehicles**

*Refers to income from operating leases of motor vehicles.*

**8.6 Income from rental of permit and license**

*Refers to income received from rental of permit and license provided by the establishment.*

**8.7 Income from management services**

*Refers to income received by the establishment for managing the activities or projects for other establishments.*

**8.8 Rental income received from:**

**(a) Land**

*Income received from renting land*

**(b) Residential building**

*Income received from renting residential building*

**(c) Non-residential building (e.g. store, office, etc.)**

*Income received from renting non-residential building*

**(d) Transport equipment**

*Income from renting transport without its operator.*

**(e) Machinery and equipment**

*Refers to all income received as a rental from machinery and equipment.*

**(f) Furniture and fittings**

*Income received from renting furniture.*

**(g) Others**

*The rental income other than those mentioned above*

**8.9 Royalties, copyrights, licensing and franchise fees**

*Refers to income received from royalties, copyrights, licensing and franchise fees received..*

**8.10 Non-operating income**

**(a) Subsidies**

**(i) Subsidies on salaries and wages**

*Income derived from subsidies on salaries and wages received either from the Government, Statutory Bodies, Non-Governmental Organizations or corporate sponsorships.*

**(ii) Subsidies on products**

*Income derived from subsidies on products received either from the Government, Statutory Bodies, Non-Governmental Organizations or corporate sponsorships.*



**(iii) Subsidies on production**

*Income derived from subsidies on withdrawals received either from the Government, Statutory Bodies, Non-Governmental Organizations or corporate sponsorships.*

**(b) Claims and compensation received**

*Income derived from claims and compensation received*

**(c) Bad debts recovered**

*Income derived from bad debts recovered*

**(d) Income from interest**

*Income derived from interest received*

**(e) Income from dividend**

*Income derived from dividend received*

**(f) Gain from sales / revaluation of assets**

*Income derived from gain from sales / revaluation of assets*

**(g) Gain from foreign currency exchange / financial assets**

*Income derived from gain from foreign currency exchange / financial assets.*

**(h) Remittances, gifts or grant received**

*Income derived from remittances, gifts or grant received from the Government, Statutory Bodies, Non -Governmental Organizations or corporate sponsorships.*

**(i) Others non-operating income (please specify)**

**8.11 Income from e-sports activity**

*Please indicate if this establishment have income form e-sports activity.  
If 'Yes', please state the total income in this e-sports activity*

*Electronic sports (also known as e-sports) is a form of competition using video games. e-sports often takes the form of organised, multiplayer video game competitions, particularly between professional players, either individually or as teams. Unlike traditional sports like football and badminton, e-sports players are competing virtually via gaming platforms such as personal computer, console, and mobile instead*

**8.12 Other operating income**

*Please specify others operating income earned from other than those mentioned above, if any.*

**8.13 Total income**

*Please total up item 8.1 to 8.12.*

**8.14 Capital transfers received**

*Refers to a transaction in which one institutional unit transfers a financial asset or fixed asset to another unit without receiving any goods, services or assets.*

**8.15 Grand total**

*Please total up item 8.13 to 8.14.*

### **Question 9: Expenditure**

The data reported for this Question should be based on the Profit & Loss Account / Financial Statement and other supporting documents for reference year **2021**. Please provide the best estimates if the account is not ready or finalised.

#### **9.1 Value of other supplies consumed:**

**(a) Tyres and tubes**

*Refers to expenses for tyres and tubes that have been used.*

**(b) Spare parts and accessories**

*Refers to the expenses that have been used for accessories.*

**(c) Materials for repairs and maintenance**

*Refers to the expenditure of all materials that have been used for repairs and maintenance.*

**(d) Stationery and office supplies**

*Refers to expenditure for stationery and office supplies consumed.*

**(e) Others**

*Please provide the expenditure of other supplies, if any.*

#### **9.2 Cost of printing**

*Refers to payment for printing services provided by other establishment such as poster, label, tickets, etc.*

#### **9.3 Water purchased**

*Refers to charges for water consumption. If the charges for electricity and water consumed are combined together in the account, please provide an estimate for water consumed.*

#### **9.4 Electricity purchased**

*Refers to charges for electricity consumed. If the charges for water and electricity purchased are combined together in the account, please provide an estimate for electricity consumed.*

#### **9.5 Fuel, lubricant and gas**

*Refers to payments for fuel (example diesel oil, petrol, furnace, oil, fuel oil), lubricant (example lubricating oil, grease) and gas (example liquid petroleum gas, natural gas, natural gas for vehicles) consumed.*

#### **9.6 Payments for current repairs and maintenance work done by others on this establishment's fixed assets**

*Refers to the total cost of repairs and routine maintenance work done on the establishment's fixed assets such as buildings, transport equipment, machinery & equipment, computer and furniture & fittings. However, major repairs of a capital in nature should be reported in **column (0413)** in **Question 4** as capital expenditure and value of assets.*

#### **9.7 Research and development expenditure**

*Refers to expenditure incurred on Research and Development (R&D) activities. R&D is the systematic study of new processes, techniques and applications & products.*

**(a) In-House**

*The percentage of expenses incurred by the establishment for research and development purposes.*

**(b) Outsource**

*The percentage of expenses paid to other establishment for the purposes of research and development.*

- 9.8 Payment for data processing and other services related to information technology**  
*Refers to payment for services related to data processing and tabulation (data capture and data transfer from various medium).*
- 9.9 Telecommunication fees (e.g. telephone, internet etc.)**  
*Refers to fees for telecommunication services encompass telephone, telegram, cable broadcasting, satellite, electronic mail and internet.*
- 9.10 Interest paid**  
*Refers to annual interest paid on loans taken by the establishment from financial institutions.*
- 9.11 Advertising and promotion**  
*Refers to payments for advertisement or promotion of goods, services and name of your company or business through media such as newspaper, television, radio, internet or other media, whether locally or overseas.*
- 9.12 Rental of films**  
*Refers to payment made on rental of films, compact disc, VCD and DVD.*
- 9.13 Payment for security services**  
*Refers to payments for security services such as security guards services and closed circuit tv (CCTV).*
- 9.14 Payment for other professional services**  
*Refers to fees for professional services provided by architectural, engineering, surveyor and other consultancy firm etc.*
- 9.15 Booking fees**  
*Refers to total value of booking fees made through your establishment.*
- 9.16 Ferry charges and tolls**  
*Refers to payment for ferry fare and tolls paid.*
- 9.17 Commissions and agency fees**  
*Refers to commissions and fees paid to other establishments or individuals or agents for selling goods or providing services on behalf of the establishment.*
- 9.18 Purchase of transport services**  
*Payment for purchases of transport services with driver.*
- 9.19 Touring expenses**  
*Refers to expenditure incurred by companies for employees' tour*
- 9.20 Travelling expenses (include both local and overseas travelling, petrol / diesel bills and parking fees for own vehicles)**  
*Refers to expenses incurred by the establishment for performing official duties outside the office such as travelling, lodging, food, petrol / diesel bills, parking fees and other related expenses.*
- 9.21 Accounting, secretarial and audit fees**  
*Refers to fees of accounting, auditing, tax related and sectorial duties services performed by accounting, secretarial and audit establishments.]*
- 9.22 Legal fees**  
*Refers to fees for legal services.*
- 9.23 Management fees**  
*Refers to fees for management services provided by other establishment or individuals for planning management, organisation, cost projecting and human resource.*
- 9.24 Entertainment expenses**  
*Refers to expenses for the entertainment of business clients by the establishment.*

**9.25 Postage (include courier services)**

*Refers to charges for postal services encompass the pick-up, transport and delivery of letters, newspaper, periodicals magazines and other printed matters, and parcels. Also included are mail box rental services.*

**9.26 Bank charges**

*Refers to bank charges for financial services provided by financial institution (e.g. payments for cheque books, bank drafts, letters of credit, bankers' acceptance and commissions and fees related to transactions in securities)*

**9.27 Insurance premiums except workers' compensation insurance**

*Refers to premium paid for risk protection e.g. insurance on fire and transport equipment.*

**9.28 Rental payments:**

*Refers to rent or leasing on land and also rental payments on operational leasing of building / premises, machinery and equipment, transport equipment and other assets.*

**9.29 Current depreciation on fixed assets**

*Refers to the amount reported for the reference period as in **Question 4 in field 041699**.*

**9.30 Royalties paid to**

*Refers to royalties paid including license fees for good and services used of patents, copyrights, trademarks, franchise etc. based on licensing agreements.*

**(a) Government / Statutory Bodies**

*Please specify the type of royalties.*

**(b) Non-government organisations / corporate sponsorship**

*Please specify the type of royalties.*

**9.31 Indirect taxes and government license**

**(a) Assessment (on land and buildings) and quit rent**

*Refers to assessments on land and building collected by the local authorities such as City Hall, Municipal Council and quit rent by the District Land and Mines Office*

**(b) Road tax**

*Refers to road tax collected by the Road Transport Department for motor vehicles.*

**(c) Business registration fees, driving licence, stamp duties, etc.**

*Refers to business registration fees includes co-operative for Companies Commission of Malaysia (CCM).*

**(d) Service tax or sales tax**

*Refers to the tax charged for the services or sales*

**9.32 Non-operating expenditures**

*Refers to the indirect expenditure incurred by the establishment including foreign exchange losses, losses on sales, bad debts written-off and current transfers.*

*(a) Losses from foreign exchange / financial assets*

*(b) Losses from sales / revaluation of assets*

*(c) Bad debts written-off*

*(d) Current transfers such as remittances, gifts, donations, fine, etc.*

*(e) Others non-operating expenditure (please specify)*

**9.33 Expenditure in e-sports activity**

*Please indicate if this establishment have expenditure in e-sports activity.  
If 'Yes', please state the total expenditure in this e-sports activity*

*Electronic sports (also known as e-sports) is a form of competition using video games. e-sports often takes the form of organised, multiplayer video game competitions, particularly between professional players, either individually or as a teams. Unlike traditional sports like football and badminton, e-sports players are competing virtually via gaming platforms such as personal computer, console, and mobile instead.*

**9.34 Other operating expenditure (please specify)**

*Please specify other expenses not reported above (if any)*

**9.35 Employment cost**

**(a) Salaries and wages paid**

*Refers to the amount reported for the reference period as in the Question 5C (Total annual salaries & wages male) and Question 5D (Total annual salaries & wages female).*

**(b) Payment of gratuity, retirement / retrenchment benefits to employees**

*Refers to payments paid by employers to employees upon retirement or being retrenched.*

**(c) Payment in kind to paid employees**

**(i) Free medical attention**

*Refers to value fees for medical treatment to your employees.*

**(ii) Others (e.g. free food, free accommodation etc).**

*Refers to value of food and accommodation etc. provided (free) by the establishment to your employees.*

**(d) Employer's contribution to provident funds, social security schemes, pensions and welfare schemes**

**(i) Employees Provident Funds (EPF)**

*Refers to employers' contribution paid by the establishment to EPF.*

**(ii) Other Provident Funds**

*Refers to employers' contribution paid by the establishment to provident funds other than those organised and managed by the government. E.g. Co-operative*

**(iii) Social Security Organisation (SOCSO)**

*Refers to employers' contribution paid by the establishment to SOCSO.*

**(iv) Private social security schemes (e.g. workers' compensation insurance)**

*Refers to employers' contribution by the establishment to social security schemes other than those managed by the government such as workman compensation.*

**(v) Gratuity benefits schemes, retirement / retrenchment**

*Refers to employers' contribution to retirement or retrenchment schemes other than those managed by the government.*

**(e) Fees paid to non-working directors for their attendance at Board of Directors' meetings**

*Refers to the payment by the establishment to non-working directors for their attendance at Board Meetings.*

**(f) Value of free wearing apparel provided**

*Refers to value of free wearing apparel provided to employees such as uniforms, overalls and office attire.*

**(g) Staff training cost**

*Refers to training cost, workshop and seminar funded by the employers, either locally or overseas.*

**(h) Cost of transporting workers (to and from workplace)**

Refers to cost of transportation of workers to and from work place undertaken by your establishment such as factory bus services.

**(i) Levy on labours**

Refers to charges paid in the reference year by the employer of foreign workers to the government. The levy was RM410 for domestic helper, plantation workers RM640, construction, manufacturing and services sector RM1,850.

**(j) Expenses on share-based payment to employees (including shares & stock options)**

Refers to the amount of expenses incurred from share -based payment transactions for employee performance shares or stock options, offered by companies to employees who work as part of their remuneration package.

**(k) Other labour costs (please specify)**

Please provide other cost if any.

**9.36 Payment to other establishment for providing workers**

Refers to the payments made to other establishment for providing workers for the purpose of obtaining service.

**9.37 Total expenditure**

Please total up item 9.1 to 9.36.

**9.38 Capital transfer made**

Refers to the rights to use of a capital which has been transferred to others without receiving any returned whether in term of goods, services or assets.

**9.39 Financial lease charges**

Refers to total payment made for renting or leasing of asset in view of owning the assets ultimately.

**9.40 Dividend payable**

Refers to income from the ownership of shares and is payable to the shareholders.

**9.41 Direct taxes paid (e.g. company tax and stamp duties)**

Refers to taxes paid by the establishment to the Inland Revenue Board during the reference year. Stamp duties for agreement or contract documents and entertainment duties for entertainment business activities are also included in this category.

**9.42 Grand total**

Please total up item 9.37 to 9.41

**Question 10: Value of Stocks**

Please report the value of opening and closing stock by the type of stocks, owned or controlled by the establishment irrespective of where they are stored. This item is not required to be reported if the value of the stock is not recorded in the accounts.

**Question 11: Profit / Loss Before Tax**

**11.1** Please report net profit or loss before tax for the **current year (2022)** and **previous year (2021)** as reported in Profit & Loss Account.

**11.2** If there is any change in activity or difference in the profit / loss (> or <30%) as compared to the previous year, please mark the reasons below:

- (a) **Business model change**  
*Changes in the model business as a result of changes in strategies or processes that exist in establishments used in the past. Change is also a transformation designed to be a new organisation.*
- (b) **Currency exchange rate impact**  
*Considering the effects of currency exchange fluctuations into other currencies. For example, the exchange rate of Ringgit Malaysia can be converted into dollars in the market.*
- (c) **Price changes in goods sold or services rendered**  
*Changes in current price or quantity of goods sold or services rendered.*
- (d) **Contracting out**  
*A contractual agreement to pay other entity to perform the work of the establishment.*
- (e) **Organisation change**  
*The process of changing strategies, procedures, technology and culture within the organisation.*
- (f) **Changes in the cost of labour or raw materials**  
*Changes in the amount of salary paid as well as the change in the total cost of all components in stocks that have not been utilised in the work in progress or the finished product.*
- (g) **Natural disaster**  
*Natural occurrences such as floods, landslides or earthquakes cause severe damage.*
- (h) **Recession**  
*A period of economic downturn caused a decline in trade and industry activity.*
- (i) **Product change**  
*Exchange to a new product from existing ones.*
- (j) **Sold business units**  
*Businesses sold for loss / profit.*
- (k) **Expansion**  
*Refer to opening a new branch in different locations and keeping the business in the same location.*
- (l) **New / lost contract**  
*Acceptance of new contract / lost in business.*
- (m) **Factory / premise closures**  
*Discontinue operation in factory / premise.*
- (n) **Acquisition of business units**  
*Recruitment of business units and interests of becoming a new business.*
- (o) **Strike or blockade**  
*The commotion organised by workers or associations as a protest.*
- (p) **Change toward automation**  
*Automation is the use of technology (machines or information technology) to reduce the involvement of manpower in the production process.*
- (q) **Others**  
*Please specify.*

**Question 12: Additional Information on Headquarters / Branches**

**12.1** If your establishment is a **branch**, please state the **Headquarters name** and **address**.

**12.2** If your establishment is the **Headquarters**, please state the number of **branches** with total sales value accordingly. Total value must be equal to the sum of **8.1 to 8.6 on page 17** under **Question 8**.

**Question 13: Additional Question**

**Not applicable. Please proceed to Question 14.**

**Question 14: Type of Organisation**

Franchise is a legal investment, giving the establishment the right to sell products or services allowed by the franchisor. Franchise system involves a continuing contractual relationship between a franchisor and franchisee whereby the franchisee gets to operate under the franchisor's business name (and also gets various types of support/ advice for operation of business), while a franchisor usually receives an initial fee and periodic royalty payment based on gross sales of the franchisee.

**14.1 Do this establishment operate as a franchise? Please mark (X) in one box only.**

An establishment can also be classified as a franchisee even if its franchisor is located outside Malaysia.

**14.2 If Yes, please mark (X) in one box only.**

**(1) If Franchisee**, please state franchisee's fee .

**(2) If Franchisor**, please state the total number of this franchisor.

**Question 15: Water, Lubricants, Fuels and Electricity Consumed**

**15.1 Water**

The quantity and value of water consumed during the reference year should be reported in this item.

**15.1.1 Water purchased**

Refers to the value and quantity of water purchased.

**15.1.2 Water abstracted**

Refers to amount of water that is removed from any source, either permanently or temporarily in a given period of time.

Please specify the percentage of water abstracted by source

(i) Surface water (e.g. River, Dam, Lake)

(ii) Ground water

(iii) Sea water

**(a) Water abstracted for own use**

Water abstracted for own use from surface water, groundwater and seawater sources for the purpose of operational and sanitary activities

**(b) Water abstracted for sale / distribution**

Water abstracted from surface water, groundwater and treated sea water sources to be sold to other establishments (abstraction for distribution)

**15.1.3 Reused water**

Refers to the produced wastewater that is not discharged to sewer system. It will be supplied to other users / establishments for further use with or without prior treatment. It is also commonly referred to as reused water.



**15.1.4 Water incorporated into product (e.g. beverages, food, etc.)**

Refers to the quantity of water incorporated into product produced by an establishment, usually the manufacturing industry. (e.g., use of water in the manufacture of beverages).

**15.1.5 Waste water discharged / removal**

Refers to the estimated quantity of water that is no longer needed / water released. Wastewater can be supplied to a sewerage facility (wastewater to the sewer) or discharged directly into the environment through surface water, groundwater and sea.

**15.2 Lubricants**

The quantity and value lubricants consumed during the reference year are to be reported in this item.

**15.3 Fuels**

The quantity and value of fuels consumed by type during the reference year are to be reported in this item. The quantity and value of petrol, diesel and other fuels used for vehicles and machinery are to be included.

**15.4 Electricity**

**15.4.1 Electricity purchased**

The quantity and value electricity purchased during the reference year are to be reported in this item.

**15.4.2 Electricity generated**

The quantity and value of electricity generated during the reference year are to be reported in this item. Quantity and value of hydropower, solar, biomass, biogas and other electricity generated.

**15.4.3 If the question 15.4.2 are filled, please specify the percentage for own use**

**15.5 Total**

Please total up item 15.1 to 15.4.

**SECTION A – Digital Economic Module**

**Part 1: Usage of Information and Communication Technology (ICT)**

**A1 Please report the use of computers by the establishment during the reporting period.**

**Computer** refers to personal computer, portable computer, laptop, tablet and other portable devices such as smart phone.

**A2 Percentage of persons engaged using a computer at work.**

$$= \left[ \frac{\text{Number of persons engaged using a computer at work}}{\text{Total number of persons engaged}} \right] \times 100$$

**Persons engaged** include working proprietors, active business partners, unpaid family workers, short term employees, casual employees and all employees of the establishment who worked in the establishment.

**A3 Please report use of the internet in establishment during the reporting period.**

**Internet** refers to worldwide public computer network. It provides access to multiple communication services including the World Wide Web (WWW), e-mail, news, entertainment, data files etc.

**A4 Percentage of persons engaged using the internet at work.**

$$= \left[ \frac{\text{Number of persons engaged using the Internet at work}}{\text{Total number of persons engaged}} \right] \times 100$$

**Persons engaged** include working proprietors, active business partners, unpaid family workers, short term employees, casual employees and all employees of the establishment who worked in the establishment.

**A5 Please report the use of fixed broadband to access / internet connection used by establishment during the reporting period.**

**Fixed broadband** refers to technologies of high-speed internet access services to homes and commercial premises provided by fixed network operators.

**A6 Please report the use of mobile broadband to access / internet connection used by establishment during the reporting period.**

**Mobile broadband** refers to technologies of high-speed wireless internet access services provided by mobile network operators.

**A7 Please report the access / internet connection used by establishment.**

**(a) Intranet**

Refers to the internal communications network using internet protocols and allowing communication within the organisation. Intranet is a private network that provides services similar to internet services, such as World Wide Web (WWW), File Transfer Protocol (FTP), e-mail and etc. within organisation. It is not necessarily connected to the internet.

**(b) Extranet**

Refers to a closed network that uses internet protocols to secure the sharing of business information with suppliers, vendors, customers or other business partners. It also can be part of a personal website business, where business partners can navigate after being confirmed in the login page. It is the extension of intranet of one organisation to the networks of selected organisations, customers, suppliers and mobile workers etc. in order for these parties to access the organisation's private data and applications.

**(c) Local Area Network (LAN)**

LAN is a data communication network (usually 100 Mbps) that connects personal computers, workstations and other devices into a limited area (such as a single building or campus within 1 km radius).

**(d) Wireless Local Area Network (WLAN)**

**WLAN** is a type of local area network that uses high frequency radio waves rather than wires to communicate between network-enabled devices.

**(e) Wide Area Network (WAN)**

WAN is a network that connects computers and associated devices within a wide geographic area, such as a region or country.

**(f) Others**

**A8 Use of Web presence during the reporting period.**

**Web presence** refers to web page, home page or presence on another entity's website (including a related business). **Excluding** any entry in the online directory at any other site where the business does not have control over the content of the webpage.

**A9 Please specify the purpose of use the internet for this establishment during the reporting period.**

Please mark the purpose of using the internet for this establishment. Use of the internet for **personal purpose is excluded.**

- (a) Sending or receiving email
- (b) Telephoning over the internet (e.g. Skype, WhatsApp Call)
- (c) Posting information or instant messaging
- (d) Getting information about goods or services
- (e) Getting information from government organisations
- (f) Liaise with government organisations (includes downloading / requesting forms, making online payments)
- (g) Internet banking
- (h) Accessing other financial services (e.g. purchases of insurance)
- (i) Providing customer service
- (j) Delivering online products (refers to products delivered via the internet in digital form, e.g., reports, software, computer games and other online services such as computer related services or information services)
- (k) Internal or external vacant information
- (l) Staff training (e.g.: e-learning applications available on an intranet or website)
- (m) Others

**A10 Please indicate the adoption of digital technologies used at this establishment.**

- (a) **A website** refers to a collection of related web pages, including multimedia content, typically identified with a common domain name, and published on at least one web server.
- (b) **Social media** refers to those that have user profile, an account or a user license depending on the requirements and the type of social media (e.g. Facebook, Instagram, Twitter, YouTube).
- (c) **Mobile internet and technologies** refer to activities where technology, platforms, business models and internet applications are combined with mobile communication technology (e.g., mobile IT equipment, Global Positioning System (GPS) equipment, wireless debit / credit payment terminals).
- (d) **Cloud computing** refers to the delivery of computing resources (hardware and software) by the service provider over the internet to a user. This delivery or provision is described as a “service” because the user merely “rent” the computing resources rather than actually acquiring them. It provides shared computing resources to achieve economies of scale similar to a public utility (like the electricity grid).
- (e) **Data analytics** refers to a data evaluation process that is useful for drawing conclusions from existing information.
- (f) **Management software** refers to computer software that help in increasing the productivity of business management.
- (g) **Online collaborative platform** refers to the platform used by establishment to collaborate digitally.
- (h) **Usage of internet and 5G technology necessity** refers to a mobile internet connection technology that offers faster speeds and more stable connections on mobile devices.
- (i) **Others (Please specify)**
- (j) **Not related**

**A11 Please indicate whether this establishment has provided financial allocation to implement the digital technology transformation plan.**

## **Part 2: Online services and e-commerce transactions**

**Online services** are a term which can be used for any kind of business or commercial transaction that **includes sharing information across the internet**. Commerce constitutes the exchange of products and services between businesses, groups and individuals and can be seen as one of the essential activities of any business.

**Electronic commerce** focuses on the **use of ICT to enable the external activities and relationships of the business with individuals, groups and other businesses**.

**E-commerce transactions** is the **sale or purchase** of goods or services over the **network computing / internet** with designed method for the purpose of **receive or make a booking** (purchase or sale). The transaction is between businesses, households, individuals, governments and organisations of other public / private.

**A12 Please mark whether this establishments involved in sales or purchase transactions using internet during the reporting period.**

**A13 Please indicate the type of platform use by this establishments use for online transactions (sales / purchase).**

- (a) **Social media** refers to those that have user profile, an account or a user license depending on the requirements and the type of social media (e.g. Facebook, Instagram, Twitter, YouTube).
- (b) **A website** refers to a collection of related web pages, including multimedia content, typically identified with a common domain name, and published on at least one web server.
- (c) **Online e-commerce marketplace** refers to a type of e-commerce site where product or service information is provided by multiple third parties, whereas transactions are processed by the marketplace operator.
- (d) **Designated private network** refers to a communications network within an organisation or among a group of designated organisations. (e.g.: Electronic Data Interchange (EDI)).
  - **EDI** is the computer to computer exchange of business information in a standard format. It reduces the paperwork involved in trading procedures and improves efficiency.
- (e) **Mobile Application** refers to application (apps) that run on smartphones and other mobile devices. Mobile applications usually help users by connecting them to internet services more commonly accessed on desktop or notebook computers, or help them by making it easier to use the internet on portable devices. (e.g.: Grab app, Lazada app, Pop Meal app, Mudah app, Carousell app).

**A14 Please mark the method of payment that this establishment used for transactions using internet during the reporting period.**

- (a) **A payment gateway** is a merchant service provided by an e-commerce application service provider that authorizes credit card or direct payments processing for e-commerce, online retailers or traditional business.
- (b) **Cash on delivery** is a type of transaction where the recipient pays at the time of delivery rather than using credit.

**A15 Please mark whether this establishment receive orders (make sales) for goods or services via the internet during the reporting period.**

**A16 Please indicate an estimate of the percentage of total income that receive orders from sales of goods or services via e-commerce for reference year 2021.**

- *E-commerce income refers to value of **e-commerce income transactions** from services rendered and other transactions made during the reference year of **2021**. It consists of operating and non-operating income and based on the Trading and Profit & Loss Account for the reference year.*
- ***The percentage of e-commerce income transactions** refers to the total value of online income transactions divided by the total income.*

**A17 Please indicate the percentage of e-commerce income by platform of placing order:**

- (a) Online ordering facility on the website of suppliers/vendors
- (b) Another website (online marketplace, e-commerce platform, agent's site etc.)
- (c) Electronic Commerce Transaction (e.g.: EDI and extranet)
- (d) Others (please specify)

**A18 Please indicate the percentage of e-commerce income by these categories:**

(a) **Other business**

***Business to Business (B2B)** is a commerce transaction between businesses. In this case, one business sells products or services to another business. For example, a manufacturer can sell to a wholesaler, or a wholesale can sell to a retailer.*

(b) **Individual consumers**

***Business to Consumers (B2C)** is business marketing to consumers; business transaction sales/ purchase or service to consumers. Normally selling products directly to consumers at business premises but now sales / purchases between businesses and consumers are occur online.*

(c) **Government and other non-business organisations**

***Business to Government (B2G)** is a business model that refers to businesses selling products, services or information to governments or government agencies. B2G networks or models provide a way for businesses to bid on government projects or products that governments might purchase or need for their Organisations. This can encompass public sector organisations that propose the bids. B2G activities are increasingly being conducted via the internet through real-time bidding. B2G is also referred to as public sector marketing.*

**TOTAL** - Please make sure that the sum of these percentages is equal to 100%.

**A19 Please indicate the percentage of e-commerce income by type of market:**

- (a) **Domestic** - e-commerce transactions conducted in Malaysia.
- (b) **International** - e-commerce transactions are conducted between two countries (outside Malaysia).

**TOTAL** - Please make sure the sum of the percentages is equal to 100%.

**A20 Please indicate the name of the country that has the highest international e-commerce income. If this establishment have more than three countries of e-commerce income, please provide additional attachment.**

**A21 Please mark whether this establishment place order (make purchase) for goods or services via e-commerce during the reporting period.**

**A22 Please indicate an estimate percentage of total expenditure for purchases of goods or services via e-commerce for reference year 2021.**

- ***E-commerce expenditure** refers to the value of e-commerce expenditure transactions based on the Trading and Profit & Loss Account for the reference year of **2021**.*
- ***The percentage of e-commerce expenditure transactions** refers to the total value of e-commerce expenditure transactions divided by the total expenditure.*

**A23 Please indicate the percentage of e-commerce expenditure by type of customers:**

**(a) Other business**

**Business to Business (B2B)** is a commerce transaction between businesses. In this case, one business sells products or services to another business. For example, a manufacturer can sell to a wholesaler, or a wholesaler can sell to a retailer.

**(b) Individual consumers**

**Business to Consumers (B2C)** is business marketing to consumers; business transaction sales/ purchase or service to consumers. Normally selling products directly to consumers at business premises but now sales / purchases between businesses and consumers are occur online.

**(c) Government and other non-business organisations**

**Business to Government (B2G)** is a business model that refers to businesses selling products, services or information to governments or government agencies. B2G networks or models provide a way for businesses to bid on government projects or products that government might purchase or need for their Organisations. This can encompass public sector organisations that propose the bids. B2G activities are increasingly being conducted via the internet through real-time bidding. B2G is also referred to as public sector marketing.

**TOTAL** - Please make sure that the sum of the percentage is equal to 100%.

**A24 Please indicate the percentage of e-commerce expenditure by type of customer:**

**(c) Domestic** - e-commerce transactions conducted in Malaysia.

**(d) International** - e-commerce transactions are conducted between two countries (outside Malaysia).

**TOTAL** - Please make sure that the sum of the percentage is equal to 100%.

**A25 Please indicate the name of the country that has the highest international e-commerce expenditure with this establishment. If this establishment have more than three countries of e-commerce expenditure, please provide additional attachment.**

**SECTION B - Access to Financing**

**B1 Did your establishment apply for any new or additional external financing for business purposes?**

Please mark (X) for Yes or No if your establishment has applied to any new or additional funding from outside for the business purposes.

If the answer is **Yes**, please go to **Question B2** or if **Not**, please go to **Question B3**.

External financing includes among others, any application for financing, loans, lines of credit, credit cards, credit from suppliers, government grants / loans, venture capital and equity financing.

**B2 Was the application approved?**

Please mark (X) for **Yes** or **No** or **Being processed** for the application status.

If the answer is Yes or Being process, please go to **Question B4** or if not, please go to **Question B5**.

**B3 Why did your establishment not apply for any external financing? (May choose more than one)**

Please mark (X) the reason(s) for not applying any external financing.

Please go to **Question B6**.

**B4 What were the purposes of the financing?  
(May choose more than one)**

Please mark (X) for the purposes of the financing.  
Please go to **Question B6**.

**B5 What were the reasons for rejecting the application of this establishment?  
(May choose more than one)**

Please mark (X) for the reasons given in rejecting your application.  
Please go to **Question B6**.

**B6 Which of the following sources of finance did your establishment use to operate your business?  
(May choose more than one)**

Please mark (X) the sources of finance used to operate your business.

**B7 Did your establishment own / use financial facilities and products for business purposes as follows?  
(May choose more than one)**

Please mark (X) the financial facilities and products used for business purposes.

**(a) Deposit account**

*Includes saving account, current account and fixed deposits.*

**(b) Credit card**

*Payment card facilities issued by the bank to allow cardholders to pay on goods and services based on the credit limit approved by the bank.*

**(c) Online banking**

*An electronic payment system that enables customers of a financial institution to conduct financial transactions through the financial institution's website.*

**(d) Insurance**

*The compensation promised for future losses in exchange of periodic payments. It protects the financial well-being of individuals or establishment from unexpected losses.*

**(e) Export's facilities**

*The facilities provided by the government and the related agencies for the purpose of export of goods and services.*

**SECTION C - Innovation and Research & Development**

**General Definition of Innovation**

*Definition: An innovation is the implementation of a new or significantly improved product (goods or services), or process, a new marketing method, or a new organisational method in business practices, workplace organisation or external relations (Oslo Manual 3rd Edition, 2005).*

**Description:**

*Innovation is the result of a creative and innovative idea of finding new ways or methods to produce better products or services either through modifications or improvements.*

*Innovation (new or improved) must be new to your company, but it is not necessarily new to your sector or market. Innovation can also be originally developed by your company or by another company. The level definition of innovation activities are as follows:*

<b>Level of Innovation activity</b>	<b>Definition</b>
<i>New to the world</i>	<i>Your company introduces new or improved goods or services that are the pioneer of goods or services for all markets and industries, domestic and international (no company has previously introduced them).</i>
<i>New to your market</i>	<i>Your company introduces new goods or services or significant improvements to your marketplace earlier than your competitors. (it may already be available in other markets)</i>
<i>Only new to your organisation</i>	<i>Your company introduces new or improved goods or services that are already available from your competitors in your market.</i>

**C1 Did this establishment comply with any local and / or international accreditation?  
(May choose more than one)**

- (a) **Local recognition** refers to the recognition issued by a legitimate bodies in terms of law.
- *Quality Improvement Practice (APK) refers to Six Sigma, Productivity Audit etc.*
  - *National Mark of Malaysian Brand refers to recognition issued by SME Corp. Malaysia in collaboration with SIRIM QAS International Sdn. Bhd.*
  - *Malaysia Organic Scheme (SOM) and Malaysian Phytosanitary Certification Assurance Scheme (MPCA) are the recognition issued by the Department of Agriculture.*
  - *MeSTI (Makanan Selamat Tanggungjawab Industri) is a certification that is easy to obtain and meets the minimum requirements in the PPKM 2009.*
- (b) **International recognition** refers to the recognition issued by international bodies.
- *ISO refers to International Organisation for Standardisation. It Includes ISO 9001:2000, ISO 14001:2004, ISO/IEC 27001:2005, ISO 22000:2005 etc.*
  - *HACCP refers to Hazard Analysis Critical Control Point.*
- (c) **Certification of Halal** refers to the certification issued by Department of Islamic Development Malaysia (JAKIM) or State Islamic religious Department.
- (d) **None**

**C2. Did this establishment has any Intellectual Property (IP) Protection System?  
(May choose more than one)**

**Intellectual Property** is the exclusive rights provided by law for a certain period of time to the creators of the works to control the use of their work. Intellectual property refers to patents, trademarks (including: brand registered / insured), copyright and related rights and others.

- (a) **Patent** is an exclusive right granted by the Government for a new invention, whether it is a product or a process. The protection of a patent is 20 years from the filing date.
- (b) **Trademark** may consist of words, logos, pictures, names, letters, numbers or a combination of such elements. It is a marketing tool that allows users to recognise and associate a release with certain dealers. Also known as mark, brand, logo or trademark is a sign placed on goods or services produced by a manufacturer to identify and distinguish it from goods or services produced by other parties.
- (c) **Copyright** in Malaysia is a work automatically protected when it meets the following conditions:
- *Sufficient efforts have been made to make the work original in nature;*
  - *The works were written, recorded or made in the form of materials and the creator is a qualified person;*
  - *The works were made in Malaysia or the first publication of the work, is in Malaysia.*



(d) **Others**

- **Industrial design** was the overall exterior appearance of an item or product. Shape or configuration is three dimensional aspects while decorative patterns or includes two dimensions. The characteristics of three dimensional or two or both which appear on finished goods shall be through the industrial method. These features will provide a unique appearance in an item or product.
- **Geographical indication** is an indication which identifies any goods as originating from a country or territory, or a region or a place in the national territory or, where quality is determined, or the reputation of the other characteristics of the goods is essentially attributable to their geographical origin. Geographical indications can be used above or natural or agricultural produce discharges or handicraft industry.
- **Layout Designs of integrated circuits** is the three-dimensional arrangement of the elements of an integrated circuit and part or all of the relationships that integrated circuits or such three-dimensional arrangement prepared for an integrated circuit intended to be manufactured. The law that protects the layout design of integrated circuits is the Layout-Designs of Integrated Circuits Act 2000.

(e) **None**

**C3 Did this establishment received advice / technical assistance from the following?  
(May choose more than one)**

- (a) Government agencies
- (b) Institution of Higher Education
- (c) Private
- (d) None

**C4 Did this establishment introduce any new innovation or significant improvement during the reference year 2021? (May choose more than one)**

**(a) Product Innovation**

The introduction of new goods or services or given tangible improvements and relates to the desired features or uses. This includes significant improvements in technical specifications, components and materials, combined software, user-friendly or other functional features. Product innovations can utilise new knowledge or technologies, or can be based on new uses or combinations of existing knowledge or technologies. The term "product" is used to cover both goods and services. Product innovations include both the introduction of new goods and services and **significant improvements in the functional or user characteristics** of existing goods and services.

Key words: improvements in the functional or user characteristic

Example:-

1. The use of breathable fabrics in clothing is an example of a product innovation involving the use of new materials that improves the performance of the product
2. Face cleansing with betel extract content not yet produced by other party
3. Internet banking services with greatly improved speed and ease of use

**(b) Process Innovation**

Execution of new production or delivery methods or with substantial improvements. This includes significant changes to techniques, tools and / or software. Process innovation can aim to reduce the cost of production or delivery units, to improve quality, or for the production or delivery of new products or real improvements.

*Key words: production and delivery method*

*Example:-*

1. *Some financial institutions have taken steps to facilitate the process of depositing money by requiring depositors to fill in the amount only.*
2. *The company's ability to provide quick response and maintenance solutions to customers especially in emergency situations.*
3. *Company receives certification from a certification body for example awarded with ISO 9001 and ISO14000 certificates.*
4. *Treating water using its own design and system.*
5. *The e-hailing system makes it easy to book a vehicle like Uber and Grab Car.*

**(c) Organisational innovations**

*Implementation of new organizational methods in corporate business practices, workplace organizations or outside relationships. Organizational innovation aims to improve the company's performance by reducing administrative costs or transaction costs, increasing job satisfaction (employee productivity), gaining access to non-negotiable assets (such as unauthorized external knowledge) or reducing supply costs.*

*Key words: Improve the quality and efficiency of work, enhance the exchange of information, and improve firms' ability to learn and utilise new knowledge and technologies*

*Example:-*

1. *Hiring temporary workers according to current needs to reduce recruitment costs. They are people who are experienced in the industry but do not want to be bound as permanent workers.*
2. *Index / Waiting number system to deal with an organization can be taken online without having to go to the counter.*

**(d) Marketing Innovation**

*Implementation of new marketing methods involving significant changes in product design or packaging, product placement, product promotion or price. Marketing innovation aims to address customer needs, open up new markets, or introduce new company products in the market, with the intention to increase sales of the company.*

*Key words: Orientation towards customers and markets, with a view to improving sales and market share. Changes in design, appearance and methods.*

*Example:-*

1. *Kuih Bahulu (traditional Malay cake) with strawberry jam, blueberry jam and chocolate chip as filling.*
2. *The car perfume box changes according to themes such as ketupat in the festive season.*
3. *Use stockists and agents to market the product.*
4. *The hotel provides free shuttle service to tourist attractions.*
5. *There are financial institutions that have made promotions by sponsoring and naming the university hall using their name.*

(e) **None**

**C5 Did this establishment receive funding from the following to support your innovation activities? (May choose more than one and state the amount)**

(a) **Owned funds**

*Owned funds / from own institution – Include: equity, reserves and loans.*

(b) **Business Enterprises**

*Funds obtained from other private companies / establishments.*

(c) **Government**

*Funds obtained from sources of federal, state or local governments.*

(d) **Higher Learning Institutions**

*Funds obtained from public and private higher learning institutions (HLIs).*

(e) **Foreign funds**

*Funds obtained from overseas entities / organisations.*

(f) **Other funds**

*Funds obtained from sources other than (a) to (e).*

(g) **None**

### **General Definition of Research and Development (R&D)**

*Definition: Research and experimental development (R&D) comprise creative and systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge (Frascati Manual, OECD 2020).*

### **Description:**

*R&D activities should have the following features:*

**1. Novel (aimed at new discoveries)**

- *New discoveries in research that have not been applied in the industry.  
(Examples: systematic testing / activity conducted to produce new techniques / processes / designs / products that have not been / used in the industry aimed at solving problems / increasing industrial productivity)*
- *Exemption: Activities carried out for copying, imitating or reversed engineering as a way of acquiring knowledge, are not considered a novel discovery.*

**2. Creative (including new concepts or ideas that improve existing knowledge)**

- *Objectives-oriented R&D activities and new concepts or ideas to improve existing knowledge.  
(Example: New methods developed for problem solving and increasing productivity in performing routine tasks. For example, data processing is non-R&D activity, unless it is part of a project to develop new methods for data processing.)*
- *Exemption: This excludes routine change of activity on the product or process.*

**3. Uncertain results (uncertain)**

- *In general, R&D activities are dynamic, uncertain, especially in terms of the cost or time required to achieve the desired outcome and the results obtained cannot be precisely determined compared to the objective.  
(Example: R&D prototype model used to test technical concepts and technologies in terms of usability has a high risk of failure, while non-R&D prototypes are often used to obtain technical or legal certifications.)*

4. **Systematic (Planning carefully and cost is budgeted)**
  - R&D activities are conducted in a planned manner, with records related to processes, activities, human resources and financial resources. Example: Operating / activity manual availability, activity log book, financial and human resources related documents.)
5. **Transferable and / or can be reproduced**
  - Potential R&D activities to transfer new knowledge, ensure its use and enable other researchers to reproduce it as part of their R&D activities.
  - Note: In a business environment, the nature of R&D activities will be protected by the secrecy or other means of intellectual property protection. However, the process and results of R&D activities will be recorded for use by other researchers

**R&D DOES NOT INCLUDE the following activities:**

1. **Scientific and technical information services**
  - Specific activities: collecting, composing, recording, classifying, disseminating, translating, analysing.
  - Examples: bibliographic service, patent service, scientific and technical advisory services, scientific conferences.
2. **Policy / policy related studies, management studies and efficiency studies, consumer survey, advertising and market researches**
  - In this context, "policy" covers all policies at national level, international level and policies adopted in a business enterprise / industrial.
3. **Routine activities for quality control and testing**
  - Includes the maintenance of national standards, calibration of secondary standards, routine testing and analysis of materials, components, products, processes, soils, atmospheres and others.
4. **Pre-production activities such as demonstration, prototype, equipment completion, and trial production runs**
5. **Exploring, prospecting or drilling for minerals, petroleum or natural gas**
  - Example: A geological test that provides initial information on exploration and mining.
6. **Cosmetic modification or style changes to existing products**
  - Examples: Physical changes such as colours, packages and shapes.
7. **General purpose or routine data collection**
  - Example: Routine activities for topographic mapping, geological survey, hydrology oceanographic, meteorological and astronomy observations.
8. **Routine computer programming, system maintenance or software applications**
  - Example: Routine activities such as maintenance of computers and software.
9. **Operations research and mathematical or statistical analysis**
  - Routine statistical analysis activities (collected regularly) that apply the established model and method.
  - Example: Activities using labour's survey data to identify long-term unemployment trends.
10. **Commercial, legal and administrative aspects of patenting, copyrighting or licensing activities**
  - Examples: Patent application and licensing activities, market research, manufacturing start-up, fabricating and re-designing for manufacturing processes.

**11. Activities related to standards compliance**

- *Example: Routine compliance with public inspection controls, standard enforcement and others.*

**12. Specialised routine medical care**

- *Example: Routine service and diagnosis of the disease through organ checks, body fluids (urine, blood) and whole body (autopsy).*

**C6 Please specify the total expenditure of R&D for the following reference year:**

(a) 2018

(b) 2019

(c) 2020

**C7 Does your establishment run any R&D activities during the reference year? If YES, please fill in the information related to the R&D which has been conducted internally (in-house).**

**C8 Current expenditure on R&D.**

**(a) Labour cost**

*Sum of the basic annual salary and other emoluments (such as EPF contributions, medical benefits, performance bonuses, special allowances, housing and car loans) of each personnel involved directly in R&D).*

**(b) Operating cost**

*Such as consumables, repairs, maintenance, purchasing of materials, prototypes, subscription of reference databases and commissioned work.*

**(c) Other recurrent cost**

*Wages and salaries of staff/personnel that indirectly supporting R&D. Include only part of their wages and salaries that are attributable to the indirect support of R&D (e.g. central finance, personnel services, and cleaning).*

*For example, those who prepare the payment, schedule meetings, prepare documents and so on. They may also be responsible for managing office supplies and contacting vendors and performing other administrative tasks.*

**C9 Capital expenditure on R&D**

**(a) Land, building & other structure**

*If the land and buildings purchased are also used for production, please include only the portion used for R&D.*

**(b) Vehicles, plants, software, machinery & equipment**

*If the assets purchased are also used for production, please include only the portion used for R&D.*

**(c) Others**

*Other assets other than those used for production (products etc), please include only parts used for R & D*

**C10 Source of funds for R&D**

**(a) Owned funds**

*Owned funds / from own institution – Include: equity, reserves and loans.*

**(b) Business Enterprises**

*Funds obtained from other private companies / establishments.*

- (c) **Government**  
*Funds obtained from sources of federal, state or local governments.*
- (d) **Higher Learning Institutions**  
*Funds obtained from public and private higher learning institutions (HLIs).*
- (e) **Foreign funds**  
*Funds obtained from overseas entities / organisations.*
- (f) **Other funds**  
*Funds obtained from sources other than (a) to (e).*

**C11 Please indicate the percentage by type of R&D activity**

- (a) **Basic Research**  
*Experimental or theoretical work undertaken primarily to acquire new knowledge without a specific application in view (more academically). It is carried out without looking for any long-term economic or social benefits other than for the advancement of knowledge.*

*Example 1: Research on the properties of general algorithms for handling large amounts of real-time data.*

*Example 2: Research to identify biogas sources from animal waste.*

*Example 3: Research on the potential of oil palm as a new alternative source in the manufacturing industry.*

- (b) **Applied Research**  
*Applied Research involves original activities in acquiring new knowledge with a specific application in view. It also involves research to determine possible uses from the findings of the basic research or to determine new methods or ways in achieving some specific or pre-determined objectives.*

*Example 1: Research to reduce the amount of spam by understanding the overall structure or business model of spam, behaviour and motivation of spammers for software product creation.*

*Example 2: Research to identify biogas production technology from animal waste for industrial use.*

*Example 3: Research to evaluate and identify oil palm ash (OPA) as a new filler for natural rubber compounds in manufacturing industry.*

- (c) **Experimental Research**  
*Research involving systematic activities using existing knowledge gained from research and/or practical experiences for the purpose of creating new or improved materials, equipment, products, systems, processes, or services.*

*Example 1: Start-up company adopts a computer programming code developed by researchers in the production of software products for online marketing and business development.*

*Example 2: A further study to develop a pilot plant (biogas production) from chicken manure for industrial use.*

*Example 3: Further study to produce new oil palm ash-based (OPA) products as a new filler of natural rubber compounds capable of enhancing strength and resilience to replace the use of carbon black and silica in the tyre manufacturing industrial sector.*

**C12 Please indicate the number of employees and annual salaries & wages for employees involved in research and development**

**(a) Researcher**

Researchers are professionals, which engaged in the conceptualisation or creation of new knowledge, products, processes, methods and systems, and in the management of the projects concerned. Postgraduate students at Master's degree in research mode and PhD involved in R&D should be considered as researchers.

**(b) Technician**

Technicians and equivalent staff are persons whose main tasks require technical knowledge and experience in one or more fields of engineering, physical and life sciences (Technicians) or social science and humanities (Equivalent staff). They participate in R&D by performing scientific and technical tasks involving the application of concepts and operational methods, normally under the supervision of researchers.

**(c) Supporting Staff**

Other supporting staffs include consultants, skilled and unskilled workers, secretarial and clerical staffs who participate by supporting R&D projects or are directly associated with such projects. Also included in this category are managers and administrators dealing mainly in financial and personnel matters, and in general administration, insofar as their activities are a direct service to R&D. Do not include staff outside the R&D performing unit that provides indirect support.

**Note :**

<b>Item</b>	<b>R&amp;D</b>	<b>Innovation</b>
<i>Definition</i>	<i>Systematic work undertaken in order to increase the stock of knowledge and to devise new applications of available knowledge</i>	<i>An innovation is the implementation of a new or significantly improved product (goods or services), or process, a new marketing method, or a new organisational method in business practices, workplace organisation or external relations (Oslo Manual 3rd Edition, 2005).</i>
<i>Features</i>	<i>Novel, creative, uncertain, systematic and transferable and/or reproducible results / products.</i>	<i>Creative and innovative ideas for modifications or improvements related to products / services.</i>
<i>Example (Activity)</i>	<i>Example 1: Research to identify biogas production technology from animal waste for industrial use.</i>  <i>Example 2: Further study to produce new oil palm ash-based (OPA) products as a new filler of natural rubber compounds capable of enhancing strength and resilience to replace the use of carbon black and silica in the tyre manufacturing industrial sector.</i>	<i>Example 1: The use of breathable fabrics in clothing is an example of a product innovation involving the use of new materials that improves the performance of the product</i>  <i>Example 2: The e-hailing system makes it easy to book a vehicle like Uber and Grab Car.</i>  <i>Example 3: Index / Waiting number system to deal with an organization can be taken online without having to go to the counter.</i>  <i>Example 4: The car perfume box changes according to themes such as ketupat in the festive season.</i>

## **SECTION D – Marketing and Promotion**

### **D1 Did this establishment use any marketing media to promote your business? Please indicate the medium used**

Please indicate the type of marketing and promotion undertaken by this establishment such as advertising, brochures, etc. (**May choose more than one**)

- (a) Marketing agent refers to a registered company that works to promote products of other companies.
- (b) Advertisement (newspaper, TV and magazines)
- (c) Flyers, catalogues, etc.
- (d) Domestic expo and exhibition refers to the expo / exhibition made in the country.
- (e) Overseas expo and exhibition refers to the expo / exhibition made outside the country.
- (f) Online medium statement refers to the written or recorded statement distributed to the members for the purpose of marketing / promotion.
- (g) Search engine optimisation (e.g. Google, Yahoo) is a database which stores the links web page and a keyword or phrase that can be accessed via the internet.
- (h) Social networking website (e.g. Blog, Twitter, Facebook, etc.) is a platform to build social networks or social relations among people who share similar interests, activities, backgrounds or real-life connections.
- (i) Event sponsorship refers to the relationship which the company offers financing to other companies, corporation organisation, etc. in exchange of promotional opportunities.
- (j) Not applicable

## **SECTION E – Imports and Exports**

### **E1 Please report the total amount of import and export based on the breakdown of goods and services.**

- (a) **Goods** - Includes general trading components, merchandise for processing, maintenance services on goods, goods acquired by aircraft at airports and ports and non-monetary gold.
  - **Imports of Goods** - A goods brought into the country, either directly or stored in controlled warehouses regardless of whether the goods are for their own use, processed, used in manufacturing or re-exported to another country. It is also termed 'general import'.
  - **Exports of Goods** - Goods (locally produced or manufactured or imported for re-export) brought out of the country. It is also termed 'general export'
- (b) **Services** - service activities offered by your establishment such as accounting, banking, consulting, education, insurance, transport health.
  - **Imports of services** - Services derived from non-residents (refer to individuals, companies or overseas institutions who live or reside in Malaysia for less than a year (12 months) who are brought into the country.
  - **Exports of services** - Services rendered and carried out by the Malaysian resident for less than one year (12 months).

### **E2 Please provide the top three export countries of this establishment's halal products and the use of the Free Trade Agreement (FTA) for each country. The FTA is a trade agreement between two countries to reduce tariffs and import duties as well as promote trade in goods and services between the two countries.**

### **E3 Please indicate the name of country this establishment intend to diversity its halal export markets**



## **SECTION F – Environmental Protection Expenditure**

**F1 Please indicate how this establishment manages waste and pollutants? (May choose more than one)**

**(a) Disposed by the establishment itself**

Waste and pollutants are disposed by the establishment itself, whether in private landfills or disposal sites owned by other establishments.

**(b) Managed by the appointed contractor**

Establishment pays certain amount of expenditure to the appointed contractor to dispose the generated waste and pollutants.

**(c) Using public bins**

The generated waste and pollutants are disposed of using public bins without spending any fees.

**(d) Others**

Other than the above options and should be specified.

**Environmental protection expenditure** refers to all operating and capital expenditure in relation to compliance or in anticipation of environmental regulations/conventions in Malaysia. This includes expenditure for preventing, reducing and rehabilitation of environmental degradation or preserving the environment.

**Pollution management expenditure** refers to fees incurred to ensure that pollutants produced during the production process do not harm the environment. It consists of environmental monitoring expenditure, site reclamation & decommissioning, pollution abatement & control and pollution prevention. These expenditures involve air media, surface water, soil & groundwater and noise, vibration & radiation.

**Capital Expenditure** refers to expenditure incurred in purchasing or installing parts / equipment in order to comply with environmental regulations in Malaysia.

**Operating Expenditure** refers to operational costs including labour cost, expenditure incurred in purchasing services, fuel and electricity supply, spare parts and supplies and all other cost to compliance with environmental regulations.

**F2 Environmental Monitoring**

Costs related to equipment, supplies, labour and purchased services that are used in response to or in anticipation of regulations or conventions requiring the monitoring of pollutants emitted by establishment.

E.g. Install monitoring tools (CEMS) and pH meter

**F3 Pollution abatement and control**

Capital and operating expenditure for equipment or facilities which are separately identifiable and which have been installed exclusively to prevent or to reduce emission of pollutants. Expenditure related to the operation of an incinerator centre or landfill site owned by establishment is also included.

Example: Installation of smoke chimney, waste water treatment plant and noise boundary wall

**F4 Pollution Prevention**

Utilization of technologies, equipment or processes that reduce or eliminate pollution and waste at the source instead of at the end-of-pipe or stack before the pollution or waste is created. Examples include the installation of more efficient processes that consume less energy or inputs, the redesign or reformulation of the production process to reduce pollution or emissions, reuse, recirculation or recycling of materials on-site.

Example: Use of silencers for generators and use of green technology equipment.

**F5 Site reclamation and decommissioning**

*Expenditure to clean up the environmental damage resulting from any establishment's operations and decommissioning expenditure but excludes any penalty or compound due to environmental damage or any provision for future environmental liability.*

*E.g. Recovery of landfill for recreational park.*

**F6 Waste management expenditure**

*Waste management and sewerage services include the collection, treatment, storage, disposal and recycling of all domestic, industrial, hazardous and non-hazardous waste and sewage, establishment, contractor, private and public sector.*

*Examples: Payment made to Alam Flora, Kualiti Alam, recycling companies, etc.*

**F7 Environmental assessment & audits expenditure and environmental charges**

*(i) Environmental assessment and audits expenditure include:*

- (a) Expenditures for reviews of current operations for compliance with regulations (audits).*
- (b) Expenditures to evaluate the environmental impact of proposed programs or projects (assessments).*
- (c) Expenditures for associated legal and consulting costs.*

*(ii) Environmental charges*

- (a) Permits, fees, levies, special assessments and related fees.*
- (b) Any fines, penalties or damage awards paid to government agencies or to individuals.*
- (c) Other charges paid to regulating bodies in order to allow operations to take place at this establishment.*

**F8 Expenditure to protect wildlife and habitat from the effects of any establishment's operation**

*Expenditure made in compliance with environmental laws/regulations or conventions to protect wildlife and habitat from the effects of any establishment's operation/activity.*

*Example: Providing special routes for wildlife on highways.*

**F9 Other environmental expenditure**

*Other environmental expenditures include:*

- (i) Environmental awareness campaign.*
- (ii) Courses or conference related to environment.*
- (iii) Handing monetary funds to schools or agencies to implement environmental awareness programme and activities to protect the environment e.g. Earth Day, Recycle Campaign, planting mangrove tree or others.*
- (iv) Cooperation with government agencies/NGO's/universities/colleges/schools or people in one place such as 'gotong-royong' to clean-up forest reserve area, Earth Day and so on. Excludes 'gotong-royong' by your establishment in your establishment area.*
- (v) Sponsorship such as wild life conservation programmes in zoos (medicine or food sponsorship) or adopting rivers to monitor its cleanliness and well-being.*

**F10 Did this establishment have environmental certifications? (May choose more than one)**

- (a) ISO 14001 is an international standard environmental management. It provides a set of standard requirements for environmental management system (EMS). This also provides a framework for best practices of environmental management to aid the organisations to prevent pollution, reduce environmental impact, comply with environmental laws and develop businesses in a sustainable manner.*
- (b) ISO 14004 provides guidance on the development, implementation, maintenance and improvement of environmental management system and their co-ordination with other management systems. The guidelines in this document are intended applicable to any organisation, regardless of size, type, location or maturity level. Although ISO 14004 guideline is aligned with ISO 14001 environmental management system model, it is not intended to meet the requirements of ISO 14001.*

- (c) **ISO 14064** aims to assist organizations in quantifying and reporting greenhouse gas (GHG) emissions.
- (d) **Roundtable on Sustainable Palm Oil (RSPO)** is a guarantee of sustainable palm oil production process and commodity production that does not bring any damage to the environment and harm to the community.
- (e) **Malaysian Timber Certification Scheme (MTCS)** is a certificate issued by Malaysian Timber Certification Council (MTCC). It is a voluntary scheme that provides an independent assessment about practices on forest management, to ensure a sustainable management of forests and natural forests, as well as to meet the demand for certified timber products.
- (f) **Forest Stewardship Council (FSC)** is a voluntary certification, which aims to ensure the forest products are being managed responsibly and beneficially to environment, social and economy. There are two (2) types of certificates; forest management and chain-of-custody which involved the management of production for forest products all the way to the end user.
- (g) **Other environmental certification.**  
Please specify environmental certificates other than those stated
- (h) **None**  
Does not have any Environmental certification

**F11 Did this establishment publish the Sustainability Reports?**

Sustainability Report refers to the annual report issued in relation to sustainable management either in the form of a specific report or reported through part of the company's annual report (subsidiary and parent company). For subsidiary establishments, sustainability reporting to parent company can be considered if the parent company publishes the sustainability report.

**F12 Please indicate of use of recycled materials as production input**

Please state the total purchase of recycled materials as raw materials for the Production process in value (RM) and quantity (metric tons). **Recycled materials** refer to materials that have been used (examples: paper, plastic, iron, rubber, glass, etc.) purchased from other establishments.

**F13 Please indicate percentage of use of recycled materials by type**

If question F12 is answered, please state the percentage of use by type of material as follows:

- |             |             |
|-------------|-------------|
| a. Plastics | e. Textiles |
| b. Paper    | f. Rubber   |
| c. Metal    | g. Others   |
| d. Glass    |             |

The sum for all types of materials reported should amount to 100%.

**SECTION G – Technology and Fourth Industrial Revolution (4IR)**

**G1 Please indicate the automation level of the production process for establishment**

**(a) Smart automation (integrated)**

Fully autonomous operation occurs in all situations and extends to supply chain partners. Require no human interaction at all

**(b) Fully automation**

Most assets operate autonomously and are synchronized to optimize production, safety, and maintenance under certain circumstances or conditions. It brings together autonomous components with appropriate functionality to perform as a system. However,

there is still a need for humans to perform many tasks as not all disciplines are integrated at this level. In addition, if the specific circumstances are not met, then the operators must take control of the operation.

**(c) Mixed-mode automation**

Automated systems take control in certain situations. System alerts to issues. Humans confirm proposed solutions or act as a fall-back.

**(d) Semi-automation**

The automation system takes control in certain situations when and as requested by a human operator, for limited periods of time. People are still fully responsible and heavily involved, monitoring the state of operation and specifying the targets for the limited control situations.

**(e) Manual**

No automatic actions are occurring, with operations relying on humans to make all decisions and perform all functions. Historically, most industrial operations began with significant human intervention required to run and maintain the operations.

**G2 Did this establishment using the following technology.**

Please select Yes or No. If Yes, please state the percentage (%) of usage

**(a) Biotechnology**

Biotechnology is the application of science and technology to living organisms, as well as parts, products and models thereof, to alter living or non-living materials for the production of knowledge, goods and services.

**(b) Nanotechnology**

Nanotechnology is the understanding of processes and phenomena and the application of science and technology to organisms, organic and inorganic materials, as well as parts, products and models thereof, at the nanometre-scale (but not exclusively below 100 nanometres) in one or more dimensions, where the onset of size-dependent phenomena usually enables novel applications. These applications utilise the properties of nanoscale materials that differ from the properties of individual atoms, molecules, and bulk matter for the production of knowledge, goods and services, like improved materials, devices, and systems that exploit these new properties.

**G3 Please indicate the technology or solution adopted by this establishment**

Please mark whichever is applicable

**1. Production**

Production is an activity carried out under the control and responsibility of an institutional unit that uses input of labour, capital and goods and services to produce outputs of good and services.

**(a) Enterprise Resources Planning (ERP)**

Framework for organizing, defining, and standardizing the business processes necessary to effectively plan and control an organization so the organization can use its internal knowledge to seek external advantage.

**(b) Supply Chain Management (SCM)**

The design, planning, execution, control, and monitoring of supply chain activities with the objective of creating net value, building a competitive infrastructure, leveraging worldwide logistics, synchronizing supply with demand, and measuring performance globally.

**(c) Manufacturing Execution System (MES)**

Programmes and systems that participate in shop floor control, including programmed logic controllers and process control computers for direct and supervisory control of manufacturing equipment; process information systems that gather past performance information, then generate reports; graphical displays; and

alarms that inform operations personnel what is going on in the plant currently and a very short history into the past.

**(d) Supervisory Control and Data Acquisition (SCADA)**

System operating with coded signals over communication channels in order to provide control of equipment and to acquire information about the status of the equipment.

**(e) Programmable Logic Controller (PLC)**

An electronic device that is programmed to test the state of input process data and to set output lines in accordance with the input state.

**(f) Distributed Control System (DCS)**

A development of a control system using computers and other electronic devices so that the controller of a system loop is more integrated and can be done by everyone quickly and easily.

**(g) Computerised Numerical Control (CNC)**

Method for automating control of machine tools through the use of software attached to the tool.

**(h) Computer-Aided Manufacturing (CAM)**

The use of computers to program, directs, and control production equipment in the fabrication of manufactured items

**(i) Automation (robotics, conveyor belts, lifts, automated-guided vehicles (AGV), etc.)**

The substitution of machine work for human physical and mental work continuously

**(j) In-line Quality Control (scanners, vision inspection, CCTV smart sensor, etc.)**

Process incorporates inspection points across the production line. These points inspect the product for quality in terms of various standards or specifications.

**(k) Additive Manufacturing (3D Printing, rapid prototyping, etc.)**

A concept that refers to a group of technologies that builds physical objects directly from 3D (Computer-Aided Design – CAD) data. In additive manufacturing the object is built up by the consecutive addition of liquids, sheets or powdered materials in ultra-thin layers.

**(l) Internet-of-thing (IoT)**

The Internet of Things includes all devices and objects whose state can be altered via the Internet, with or without the active involvement of individuals. While connected objects may require the involvement of devices considered part of the “traditional Internet”, this definition excludes laptops, tablets and smartphones.

**(m) Big Data Analytics**

A type of quantitative research that examines large amounts of data to uncover hidden patterns, unknown correlations and other useful information.

**(n) Artificial Intelligence**

Computer-based applications that carry out functions typically associated with humans, such as visual perception, decision-making, and speech recognition. AI’s most recent advances include machine learning (ML), in which algorithm-driven tools can self-correct and learn over time. Robotic process automation (RPA) is the application of robotics to the processes of an increasing range of white-collar jobs.

**(o) Simulation**

The technique of using representative or artificial data to reproduce in a model various conditions that are likely to occur in the actual performance of a system.

**(p) Others (please specify)**

**2. Inventory**

*Inventory refers to the stocks of items, component parts and raw materials a company uses in production.*

**(a) Inventory Management**

*Business management with related to the planning and controlling inventories as it is bought, manufactured, stored, and used.*

**(b) Warehouse Management**

*A system that manages all processes that a warehouse carries out. These processes include receiving, picking, and shipping.*

**(c) Automated Material Handling**

*Using robots and other computerized devices for moving, lifting, pulling, pushing, storing, and retrieving goods and products.*

**(d) Barcode / QR Code**

*Type of barcode that can be read easily by a digital device and which stores information as a series of pixels in a square-shaped grid.*

**(e) Radio Frequency Identification (RFID)**

*Technologies that use wireless communication between an object (or tag) and interrogating device (or reader) to automatically track and identify such objects.*

**(f) Internet-of-thing (IoT)**

*The Internet of Things includes all devices and objects whose state can be altered via the Internet, with or without the active involvement of individuals. While connected objects may require the involvement of devices considered part of the "traditional Internet", this definition excludes laptops, tablets and smartphones.*

**(g) Big Data Analytics**

*A type of quantitative research that examines large amounts of data to uncover hidden patterns, unknown correlations and other useful information.*

**(h) Artificial Intelligence**

*Computer-based applications that carry out functions typically associated with humans, such as visual perception, decision-making, and speech recognition. AI's most recent advances include machine learning (ML), in which algorithm-driven tools can self-correct and learn over time. Robotic process automation (RPA) is the application of robotics to the processes of an increasing range of white-collar jobs. In the words of AI visionary Andrew Ng, "if a task takes less than a second of thought, a machine can probably do it."*

**(i) Others (please specify)**

**3. Administration**

*Administration refers to the arrangements and tasks needed to control the operation of a plan or organisation.*

**(a) Word Processing (MS Word, Google Docs, Pages etc.)**

*Device or computer program that provides for input, editing, formatting, and output of text, often with some additional features.*

**(b) Spreadsheet (MS Excel, Numbers, etc)**

*A software application capable of organizing, storing and analysing data in tabular form.*

- (c) **Presentation (Power point, Keynote, Prezi, etc.)**  
*Application software that is specifically designed to allow users to create a presentation of ideas by stringing together text, images and audio/video.*
- (d) **Data & Document Management**  
*System or software that allows the creation, storage, managing, indexing, protection, and retrieval of digital documents.*
- (e) **Intranet**  
*A privately-owned network that makes use of internet technology and applications to meet the needs of an enterprise. It resides entirely within a department or company, providing communication and access to information, similar to the internet, with web pages, and so on for internal use only.*
- (f) **Finance & Accounting**  
*Process of recording, summarising and reporting a company's business transactions through financial statements.*
- (g) **Human Resources Management**  
*Manages all employee in an organisation (hiring, training, compensating, developing policies and strategies related to human resources)*
- (h) **e-Banking**  
*Process through which a customer is allowed to carry out, personal or commercial banking transactions using electronic and telecommunication network.*
- (i) **Attendance System (Fingerprints, Facial Recognition etc)**  
*System that enables an employer to monitor their employees (time in, time out, rest time and absenteeism).*
- (j) **Big Data Analytics**  
*A type of quantitative research that examines large amounts of data to uncover hidden patterns, unknown correlations and other useful information.*
- (k) **Artificial Intelligence**  
*Computer-based applications that carry out functions typically associated with humans, such as visual perception, decision-making, and speech recognition. AI's most recent advances include machine learning (ML), in which algorithm-driven tools can self-correct and learn over time. Robotic process automation (RPA) is the application of robotics to the processes of an increasing range of white-collar jobs. In the words of AI visionary Andrew Ng, "if a task takes less than a second of thought, a machine can probably do it."*
- (l) **Cloud Computing**  
*Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.*
- (m) **Simulation**  
*The technique of using representative or artificial data to reproduce in a model various conditions that are likely to occur in the actual performance of a system.*
- (n) **Cloud Based Data Storage Service**  
*System that allows you to save data and files in an off-site that you access either through the public internet or a dedicated private network connection*

**(o) Cloud Based Software Service**

*System that allows users access to software applications that run on shared computing resources (for example, processing power, memory, and disk storage) via the Internet.*

**(p) Others (please specify)**

**4. Security**

**Security** is freedom from, or resilience against, potential harm (or other unwanted coercive change) caused by others. Beneficiaries (technically referents) of security may be of persons and social groups, objects and institutions, ecosystems or any other entity or phenomenon vulnerable to unwanted change.

**(a) Antivirus**

*Antivirus is a computer program that works to detect computer viruses, known as malware, in order to block, remove and prevent future virus infections.*

**(b) Firewall**

*A firewall is a device used to control access to a company's data from the internet or other outside sources.*

**(c) Anti-Spam**

*Anti-spam is a way to address and protect mail servers from unsolicited electronic messages sent through various communication modes including but not limited to e-mails, mobiles short message or instant messaging services where there is no prior relationship between the sender and the recipient regardless of content whether commercial or non-commercial messages including malicious program and/or data.*

**(d) Website Security**

*Website security is the protection provided in technical and administrative terms to computer data so that the data is not intruded, destroyed or contaminated intentionally or not.*

**(e) Data Encryption**

*Data encryption is a way of translating data from plaintext (unencrypted) to ciphertext (encrypted). Users can access encrypted data with an encryption key and decrypted data with a decryption key.*

**(f) Password**

*Password is a type of data combined with a number of characters used by users for the purpose of identification and self-authentication when accessing a computer network or resource to obtain or read the desired information.*

**(g) Digital Signature**

*A digital signature is an electronic signature used to verify the identity of the sender/signer of a message and is used to ensure that information is correct and valid in an electronic transaction.*

**(h) Big Data Analytics**

*A type of quantitative research that examines large amounts of data to uncover hidden patterns, unknown correlations and other useful information.*

**(i) Artificial Intelligence**

*Computer-based applications that carry out functions typically associated with humans, such as visual perception, decision-making, and speech recognition. AI's most recent advances include machine learning (ML), in which algorithm-driven tools can self-correct and learn over time. Robotic process automation (RPA) is the application of robotics to the processes of an increasing range of white-collar jobs. In the words of AI visionary Andrew Ng, "if a task takes less than a second of thought, a machine can probably do it."*



**(j) Cloud Computing**

*Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.*

**(k) Others (please specify)**

**5. Marketing and communication**

**Marketing** is the design, pricing, promotion, and distribution of goods to create transactions between businesses and consumers.

**Communication** is a process of transferring information, feelings, ideas and thoughts of an individual to another individual or group of individuals. It is a process of meaningful interaction between living things and involves the act of transmitting information and the process of exchanging meanings in order to produce understanding.

**(a) Email**

*Email is a technology for handling mail electronically.*

**(b) Social Media (Facebook, Instagram, Twitter, etc.)**

*Social media are considered those that have user profile, an account or a user license depending on the requirements and the type of social media. Types of social media are social networks (e.g. Facebook), Enterprise's blog or microblogs (e.g. Twitter) and multimedia content sharing websites (e.g.: YouTube, Flickr, SlideShare).*

**(c) Establishment's website**

*Establishment's website is an establishment's file that contains text, audio and/or visual data accessible on the World Wide Web by a single Uniform Resource Locator (URL).*

**(d) E-Commerce**

*E-Commerce transaction is the sale or purchase of goods or services over the network computing / internet with designed method for the purpose of receive or make a booking (purchase or sale). The transaction is between businesses, households, individuals, governments and organisations of other public / private. The method of payment and the delivery of goods or services e-Commerce transactions can be carried out either through network computing / internet or not. E-Commerce transactions, including orders placed on the website, extranet or Electronic Data Interchange (EDI). However, the transactions made by telephone, fax, email and the like are not been categorised as e-Commerce transactions.*

**(e) Customer Relationship Management (CRM)**

*Customer Relationship Management (CRM) is a marketing philosophy based on putting the customer first. The collection and analysis of information designed for sales and marketing decision support (as contrasted to enterprise resources planning information) to understand and support existing and potential customer needs. It includes account management, catalogue and order entry, payment processing, credits and adjustments, and other functions.*

**(f) Video Conference / Web (Skype, GoToMeeting etc)**

*Used as an umbrella term for various types of online conferencing and collaborative services including webinars (web seminars), webcasts, and web meetings.*

**(g) Big Data Analytics**

*A type of quantitative research that examines large amounts of data to uncover hidden patterns, unknown correlations and other useful information.*

**(h) Artificial Intelligence**

Computer-based applications that carry out functions typically associated with humans, such as visual perception, decision-making, and speech recognition. AI's most recent advances include machine learning (ML), in which algorithm-driven tools can self-correct and learn over time. Robotic process automation (RPA) is the application of robotics to the processes of an increasing range of white-collar jobs. In the words of AI visionary Andrew Ng, "if a task takes less than a second of thought, a machine can probably do it."

**(i) Cloud Computing**

Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.

**(j) Simulation**

The technique of using representative or artificial data to reproduce in a model various conditions that are likely to occur in the actual performance of a system.

**(k) Others (please specify)**

**6. Research, development and design**

**Research** is creative and systematic work carried out to improve knowledge, and the use of this knowledge to design new applications.

**Development** can be understood as the process of evolution, change and growth related to a particular object, person or situation.

**Design** is the conversion of a need or innovation into a product, process, or service that meets both the enterprise and customer expectations. The design process consists of translating a set of functional requirements into an operational product, process, or service.

**(a) Computer-Aided Design (CAD)**

Computer-Aided Design (CAD) is the use of computers in interactive engineering drawing and storage of designs. Programs complete the layout, geometric transformations, projections, rotations, magnifications, and interval (cross-section) views of a part and its relationship with other parts.

**(b) Prototyping**

Prototyping is a specialized product design and development process for developing a working model of a product or a specialized system development process for performing a determination where user needs are extracted, presented, and developed by building a working model of the system. Generally, these tools make it possible to create all files and processing programs needed for a business application in a matter of days or hours for evaluation purposes.

**(c) Lab Solutions**

Features an innovative operating environment and provides complete data management to ensure secure information in networked laboratories.

**(d) Simulation**

The technique of using representative or artificial data to reproduce in a model various conditions that are likely to occur in the actual performance of a system.

**(e) Big Data Analytics**

A type of quantitative research that examines large amounts of data to uncover hidden patterns, unknown correlations and other useful information.

**(f) Artificial Intelligence**

Computer-based applications that carry out functions typically associated with humans, such as visual perception, decision-making, and speech recognition. AI's most recent advances include machine learning (ML), in which algorithm-driven tools can self-correct and learn over time. Robotic process automation (RPA) is the application of robotics to the processes of an increasing range of white-collar jobs. In the words of AI visionary Andrew Ng, "if a task takes less than a second of thought, a machine can probably do it."

**(g) Cloud Computing**

Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.

**(h) Others (please specify)**

**G4 Did this establishment analyse production data?**

**Data analysis** is a process of inspecting, cleansing, transforming, and modelling data with the goal of discovering useful information, informing conclusions, and supporting decision-making.

**Production** is an activity carried out under the control and responsibility of an institutional unit that uses input of labour, capital, and goods and services to produce outputs of goods or services.

Please select Yes or No. If Yes, please indicate the analysis for the production data of this establishment

**(a) Production Rate (Plan vs Actual)**

The rate of production usually expressed in units, cases, or some other broad measure, expressed by a period of time (e.g. per hour, shift, day, or week).

**(b) Failure/defect rate**

Product failure/defect is when a product produced does not meet the specifications required by the customer. The failure/defect rate is a calculation based on the number of failures/defects versus the total production.

**(c) Overall Equipment Effectiveness (OEE)**

Overall equipment efficiency (OEE) is a series of metrics used to measure the use of a manufacturing operation or equipment. Metrics can be used on a daily basis to identify how equipment is working but can also be used as a goal that an organization wants to achieve.

**(d) Productivity**

An overall measure of the ability to produce a good or a service. It is the actual output of production compared to the actual input of resources. Productivity is a relative measure across time or against common entities (labour, capital, etc.). In the production literature, attempts have been made to define total productivity where the effects of labour and capital are combined and divided into the output. One example is a ratio that is calculated by adding the dollar value of labour, capital equipment, energy, and material, and so forth and dividing it into the dollar value of output in a given time period. This is one measure of total factor productivity. In economics, the ratio of output in terms of dollars of sales to an input such as direct labour in terms of the total wages. This is called single factor productivity or partial factor productivity.

**(e) Inventory level**

Inventory refers to the act of listing or counting items available within a business. By keeping information on what is happening with the amount of current assets, companies can ensure that they are ready to serve customers with the right amount of finished product.

**G5 Did this establishment practise the Smart Operating Concept?**

**Smart Operating Concept** integrates information and communication technology (ICT) in a management system or the process of producing a product or service. The process of producing this product or service will involve the process of transforming inputs into outputs.

If No, please go to question G8

If Yes, what is the main objective of this establishment adopting the Smart Operating Concept? (Please select top three objectives)

- (a) Increase productivity level and products quality
- (b) Increase level of automation in production
- (c) Follow the global trend of Fourth Industrial Revolution
- (d) Transform and survive as a manufacturer
- (e) Eligible for government incentives
- (f) Reduce dependency on labour
- (g) Others (please specify)

**G6 How smart operating affect this establishment?**

Please indicate whether increasing, no change and decreasing

- (a) Revenue
- (b) Operation cost
- (c) Productivity
- (d) Human resources
  - (i) Local worker
  - (ii) Foreign worker
- (e) Marketing
- (f) Raw materials cost

**G7 Please indicate the percentage (%) of expenses related to smart operating by the following categories**

- (a) Current expenditure (e.g. labour cost and operating cost)
- (b) Capital expenditure (e.g. land, building, vehicles, plant, software, machinery, equipment)

**G8 Did this establishment receive funds / incentives / grants related to IR 4.0 from the Ministry / Agency (May choose more than one)**

- (a) **MITI:** Ministry of International Trade and Industry
- (b) **MOSTI:** Ministry of Science, Technology and Innovation
- (c) **MIDA:** Malaysian Investment Development Authority
- (d) **MIDF:** Malaysian Industrial Development Finance Berhad
- (e) **MATRADE:** Malaysia External Trade Development Corporation
- (f) **Bank Pembangunan:** Bank Pembangunan Malaysia Berhad (BPMB) formerly known as Bank Pembangunan dan Infrastruktur Malaysia
- (g) **Central Bank of Malaysia**
- (h) **CIDB:** Construction Industry Development Board
- (i) **EXIM Bank:** Export-Import Bank of Malaysia
- (j) **HRDF:** Human Resource Development Fund
- (k) **KPM:** Ministry of Education

- (l) **MAFI:** Ministry of Agriculture and Food Industries
- (m) **MIGHT:** Malaysian Industry-Government Group for High Technology
- (n) **MOF:** Ministry of Finance
- (o) **Others (please specify)**

**G9 Did this establishment have plans to adopt the Smart Operating Concept / IR 4.0?**

Please select Yes or No. If Yes, what percentage of the following resources will be allocated to make the plan a success?

- (a) Human resources
- (b) Financial resources

**G10 Did this establishment already have a plan to reskilling and upskilling to its employees?**

Please select Yes or No. If Yes, please indicate the areas of reskilling and upskilling planned for the employees of this establishment.

**(a) Artificial Intelligence / Machine Learning / Deep Learning**

**Artificial intelligence (AI)** is computer-based applications that carry out functions typically associated with humans, such as visual perception, decision-making, and speech recognition. AI's most recent advances include machine learning (ML), in which algorithm-driven tools can self-correct and learn over time. Robotic process automation (RPA) is the application of robotics to the processes of an increasing range of white-collar jobs. In the words of AI visionary Andrew Ng, "if a task takes less than a second of thought, a machine can probably do it."

**Machine learning (ML)** is the study of computer algorithms that improve automatically through experience and by the use of data. It is seen as a part of artificial intelligence.

**Deep learning** (also known as deep structured learning) is part of a broader family of machine learning methods based on artificial neural networks with representation learning.

**(b) Big Data Analytics / Data Analytics**

A type of quantitative research that examines large amounts of data to uncover hidden patterns, unknown correlations and other useful information.

**(c) Programming / Computer Science**

Programming is a method of giving instructions or commands to a computer to perform a task (or any electronic machine). The method of giving instructions or commands is basically in the form of a binary or binary numeric code.

**(d) Robotics / Autonomous Devices**

Machinery and robots are transformed towards their next generation. Robots can do more on their own, including learning on the job and teaming up with other robots and humans. This technology allows systems to think, act and react autonomously as well as conduct remote decision making. This can help contribute to a company's competitiveness, productivity and profitability.

**(e) Cybersecurity**

The industrial communication is expanding and strongly connected, as such, digital security becomes a critical aspect that must not be overlooked in the industrial environment. It has now become more complex as it consists of connected devices and environments that cannot be protected by traditional cybersecurity approaches. Current cybersecurity has largely been developed for IT-centric devices and environment.

**(f) AR / VR Content Creation**

Augmented Reality (AR) overlays digital information onto the user's real-world environment in the form of words, images, video, and audio. Digital information is displayed using tablets, mobile phones, smart watches, and other wearables. Headsets that produce an AR experience, such as the Microsoft's HoloLens, are sometimes classified as Mixed Reality

Virtual Reality (VR) completely immerses the user in a computer-generated 3D environment, removing as much sensory connection as possible with the real world. Visuals are displayed to users through VR headsets and head-mounted displays, which can be standalone or tethered to a computer, gaming console, or mobile phone. Spatial audio, haptics, interactive controllers, and other hardware can also be used to further intensify the experience.

**(g) Networking**

Networking is developing relationships with people who may be able to enhance the performance of duties or responsibilities.

**(h) PLC / SCADA**

Programmable Logic Controller (PLC) refers to an electronic device that is programmed to test the state of input process data and to set output lines in accordance with the input state, thus providing control instructions or branching to another set of tests.

Supervisory Control and Data Acquisition (SCADA) refers to system operating with coded signals over communication channels in order to provide control of equipment and to acquire information about the status of the equipment for display or recording functions.

**SECTION H – Impact of COVID-19 Pandemic**

**H1 Please mark (X) in the box whether this establishment affected by the COVID-19 pandemic.**

If Yes, please proceed to question H.2 to H.6

If No, END for this section

**H2 Please mark (X) in the box for the issues/challenges borne by your establishment during the COVID-19 pandemic?**

- (a) Shortage of raw materials
- (b) Shortage of workers
- (c) Payment of salaries and wages
- (d) Payment of premises rental
- (e) Payment of bank loans
- (f) Storage of raw materials
- (g) No marketing agents
- (h) No customer
- (i) Shortage of working capital / cash flow
- (j) Limited hours of operation
- (k) Others (please specify)

**H3 Please mark for the estimated period of this establishment to recover.**

- (a) Less than 6 months
- (b) 6 – 12 months
- (c) More than 12 months

**H4 Please indicate the total expenses for each of the following categories in the reference year:**

- (a) Vaccine
- (b) Swab test

- (c) Face mask
- (d) Hand sanitizer
- (e) Thermometer
- (f) Others equipment, please specify

**H5 Please mark (X) in the box for the changes in the operation of this establishment during the COVID-19 pandemic**

**1. Production**

- (a) Introduce or accelerate the introduction of new goods and services
- (b) Downsizing business activities (e.g. reduce goods and services offered)
- (c) Reduce costs other than labour costs
- (d) Reduce import of goods and services and increase the use of local goods & services in production

**2. Marketing**

- (a) Develop new supply chain and market
- (b) Increase prices of certain goods and services offered to customers
- (c) Decrease prices of certain goods and services offered to customers
- (d) Increase marketing budgets
- (e) Reduce marketing budgets

**3. Human resources**

- (a) Promote the remote work / work from home
- (b) Substitute labour with automation process and usage of robots in producing goods and services
- (c) Provide additional training to employees (e.g. job specific training, managerial training, new technology training, new business practices training, digital skills training, data literacy skills, other training and development)
- (d) Reduce labour costs (e.g. lay-off employees, giving unpaid leave and allowance deduction, reduce working hours, offer early retirement package)

**4. Use of informational technology**

- (a) Enhance usage of information and communication technology (e.g. cloud-based computing systems and big data analytic)

**H6 Please mark (X) in the box whether this establishment receives public assistance to continue business operations during the COVID-19 pandemic**

If No, END for this section

**H7 Please specify the amount of financial assistance obtained by this establishment:**

- (a) PRIHATIN (Wage subsidy programme, Special Prihatin Grant (GKP) and others)
- (b) Rental reduction of business premises
- (c) others (Please specify)

**SECTION I Human Resources**

Please refer to page 13 until 15 for the further definitions regarding **Categories of Workers**

**I1 Number of job vacancies as at 31 December 2021**

**Vacancies refers to the unfilled jobs in December 2021. A specific position is considered empty if it meets the following criteria:**

- A specific job exists and ready to be filled. The position can be full-time/part-time, permanent, short-term or seasonal;
- The job could start within 30 days, if qualified candidates are available within the period; and
- Employers are actively seeking candidates including advertising vacancies, issuing notices, informing public or private employment agencies or trade unions and/will contact or select the candidates who have applied.

**Exclude:**

- Jobs to be filled by existing employees due to internal transfers, promotions or demotions or recall from layoffs;
- Starting dates for the jobs is more than 30 days;
- Hiring has been made to fill in the jobs, but the employees have not reported for work; and
- Jobs to be filled by employees provided by other agencies such as subcontractors and consultants.

**Vacancies are divided into two:**

**(a) New job created**

Jobs created refer to jobs created in an organisation which were not previously available, including newly created service schemes, jobs created for the promotion of existing employees and increase in the number of jobs from existing structure.

**(ii) Existing vacancies**

Vacancies caused by retirement, termination or other reasons other than the Creation of New Posts.

**12 Please mark (X) for all reasons the job vacancies is difficult to fill**

**13 Please provide the recruitment record for full-time Malaysian citizens employees of this establishment in the reference year**

**(a) Total employees in 1<sup>st</sup> January 2021 / at the beginning of the accounting period.**

**(b) Number of new employees hired in 2021 / during accounting period**

**(c) Number of employees separation in 2021 / during accounting period:**

**(i) Number of employees resigned**

Employees who left voluntarily except for retirement and transfer to other locations.

**(ii) Number of employees retrenched/ terminated by the employers, including:**

- Layoffs with no intent to rehire;
- Employees suspended from payrolls for 7 days or more;
- Layoffs because positions were eliminated;
- Discharges resulting from mergers or downsizing of companies or closure of factories;
- Fired due to specific reasons and;
- Terminations of seasonal employees ((whether or not they are expected to return next season)).

**(iii) Number of employees retired**

Refers to employees who have retired due to reaching a certain age, health factors or choose to permanently leave the workforce.

**(iv) Others**

Retirements, transfers to other location, separations due to employee disability or deaths.

**(d) Total employees in 31<sup>st</sup> December 2021 / at the end of the accounting period.**

The sum of fields 391399 must be equal to the sum of fields 052089 in question 5A and fields 052389 in Question 5B.

**14 Please provide the recruitment record for full-time non-Malaysia citizens employees of this establishment in the reference year**

**(a) Total employees in 1<sup>st</sup> January 2021 / at the beginning of the accounting period.**

**(b) Number of new employees hired in 2021 / during accounting period**



**(c) Number of employees separation in 2021 / during accounting period:**

**(i) Number of employees resigned**

*Employees who left voluntarily except for retirement and transfer to other locations.*

**(ii) Number of employees retrenched/ terminated by the employers, including:**

- *Layoffs with no intent to rehire;*
- *Employees suspended from payrolls for 7 days or more;*
- *Layoffs because positions were eliminated;*
- *Discharges resulting from mergers or downsizing of companies or closure of factories;*
- *Fired due to specific reasons and;*
- *Terminations of seasonal employees ((whether or not they are expected to return next season).*

**(ii) Number of employees absconded**

*Foreign workers can be categorized as absconded when leaving work place without notifying the employers with the intention to escape and not returning to work place after coming back from origin country*

**(iv) Number of employees retired**

*Refers to employees who have retired due to reaching a certain age, health factors or choose to permanently leave the workforce.*

**(v) Others**

*Retirements, transfers to other location, separations due to employee disability or deaths.*

**(d) Total employees in 31<sup>st</sup> December 2021 / at the end of the accounting period.**

*The sum of fields 391499 must be equal to the sum of fields 050689 in question 5A and fields 051589 in Question 5B*

**15 Number of non-Malaysia citizen full-time employees by job category and type of pass**

**(a) Expatriate by Category of Pass**

*Foreigner who works in Malaysia with the highest level of management position / management and professional or technical skills occupation which requires experience and relevant technical skills approved by Expatriate Committee formed by agencies. (Excluding foreign coaches who provide training in Malaysia with special passes)*

**(i) Category I**

*Employment Pass (Category I) Expatriate*

- a. *Basic monthly salary of minimum RM10,000 per month*
- b. *Employment Contract up to 5 years*
- c. *Dependants allowed*

**(ii) Category II**

*Employment Pass (Category II) Expatriate*

- a. *Basic monthly salary of minimum RM5,000 to RM9,999 per month*
- b. *Employment Contract up to 2 years*
- c. *Dependants allowed*

**(iii) Category III**

*Employment Pass (Category II) Knowledge/Skilled Worker*

- a. *Basic monthly salary of minimum RM3,000 to RM4,999 per month*
- b. *Employment Contract must not exceed 12 months*
- c. *Dependants NOT allowed*

**(b) Temporary work visit pass worker**

*Foreigner who works in Malaysia without professional qualification and technical skills as well as experience.*

(c) *Permanent resident*

*Foreign citizen who has been granted the Permanent Residency status in Malaysia under the Immigration Act and Regulations 1959/63. PR is exempted from all visa requirements to enter and remain in Malaysia.*

(d) *Total*

**- THANK YOU FOR YOUR COOPERATION IN COMPLETING THIS QUESTIONNAIRE -**

**“DATA DRIVES ECONOMIC GROWTH”**