



Checklist for SME Digitalization Grant Application

Raig Technologies (M) Sdn. Bhd.

R	CP	GC
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Suite 804.805.806. Level 8. Block A. Kelana Business Centre, 47301 Petaling Jaya. Selangor Darul Ehsan
 T: 03-7804 1412 F: 03-7805 1412 E: wecare@autoaccounts.com W: www.autoaccounts.com

Company Name:	
Contact No:	
Email:	
Application Submission Date:	

Ref No:/.....

Company Must be :-

- At least 60% Owned by Malaysian
- Registered under the relevant laws of Malaysia
- In operation for at least one (1) year
- In operation one (1) year, annual sales ≥ 100K
- In operation > two (2) years, annual sales ≥ 50K

1. Completed SME Digitalisation Initiative Application Form *

- a. Signed by 2 Authorised Signatories (Business Owner / Director)
- b. Affix company stamp

2. Copy of Identity Card or Passport *

- a. ALL Director (s) / Partner (s) / Proprietor(s) (clear copy, front AND back)

3. Copy of business registration licenses (Certified True Copy) *

- a. Sole Proprietor
 - Borang B/D/E
 - SSM Certificate (with Company and Director details)
- b. Sdn Bhd / Berhad
 - Form 9
 - Form 13 (if available)
 - Form 24
 - Form 49
 - (M&A)
- c. Non-Profit Organisation / Association
 - Registration Certificate issued by PPM
 - Committee Organisation Chart
 - Meeting Minutes

4. Finance Documents *

- Audited financial statements (last financial year) **AND** Latest management account (If any)
- OR**
- Sales turnover evidence (if any)

5. Bank Documents *

- Bank Statement (Last 2 Months)

6. Company Documents

- Company Profile (If any)

7. Other supporting documents from Raig Tech *

- Invoice/billing from Raig Technologies (M) Sdn Bhd
- Software Sales Agreement (Signed)

*Mandatory Documents

<i>For Office Use Only</i>	
a. Subscription	<input type="checkbox"/>
b. Registration	<input type="checkbox"/>
c. Installation	<input type="checkbox"/> Date:

Company Chop by Customer
