

Authentication of Business Document (issued by private sector)

| Requirements | Description |
|--|--|
| 1. Application form | Kindly refer to our office website |
| 2. Photocopy passport / IC of company director's (applicant) | |
| 3. Business Document | <ol style="list-style-type: none"> 1. Must be endorsed by the Notary Public and Ministry of Foreign Affairs Consular Division, Malaysia. 2. For the one set of document which is more than one page, it is required to have a merge chop. |
| 4. Photocopy of company registration certificate | <ol style="list-style-type: none"> 1. eg: Form 9 / Form7 2. If company has ever changed its name, please submit Certificate Of Incorporation On Change Of Name Of Company photocopy. |
| 5. Photocopy name list of company director | eg: Form 49 / Form22 |
| 6. Photocopy passport of the person who signed on the related document | |

Applicant is required to submit documents for authentication personally. If applicant is unable to do so, please prepare an Authorized Letter as follows:

- a. If the applicant is in Malaysia but unable to submit personally to our counter, please prepare an Authorized letter and signed in the presence of **Notary Public, Malaysia.**
- b. If the applicant is in Taiwan and unable to submit personally to our counter, please prepare an Authorized letter and signed in the presence of **District Court, Taiwan.**

Authentication of Business Document (issued by government of Malaysia)

| Requirements | Description |
|--|--|
| 1. Application form | Kindly refer to our office website |
| 2. Photocopy passport / IC of company director's (applicant) | |
| 3. Business Document | <ol style="list-style-type: none"> 1. Must be endorsed by Ministry of Foreign Affairs Consular Division, Malaysia. 2. For the one set of document which is more than one page, it is required to have a merge chop. |
| 3. Photocopy of company registration certificate | <ol style="list-style-type: none"> 1. eg: Form 9 / Form7 2. If company has ever changed its name, please submit Certificate Of Incorporation On Change Of Name Of Company photocopy. |
| 3. Photocopy name list of company director | eg: Form 49 / Form22 |
| 4. Photocopy passport of the person who signed on the related document | |

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- If the applicant is in Taiwan and unable to submit personally to our counter, please prepare an Authorized letter and signed in the presence of **District Court, Taiwan.**

Authentication of Company Power of Attorney

| Requirements | Description |
|--|--|
| 1. Application form | Kindly refer to our office website |
| 2. Photocopy passport / IC of company director's (applicant) | The applicant must be the director |
| 3. Company Power of Attorney | <ol style="list-style-type: none"> The power of attorney has to signed by the director of the company. Must be endorsed by the Notary Public and Ministry of Foreign Affairs Consular Division, Malaysia. For the one set of document which is more than one page, it is required to have a merge chop |
| 4. Photocopy of company registration certificate | <ol style="list-style-type: none"> eg: Form 9 / Form7 If company has ever changed its name, please submit Certificate Of Incorporation On Change Of Name Of Company photocopy |
| 3. Photocopy name list of company director | eg: Form 49 / Form22 |

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- If the applicant is in Taiwan and unable to submit personally to our counter, please prepare an Authorized letter and signed in the presence of **District Court, Taiwan.**

Authentication of Malaysia Certificate of Origin

| Requirements | Description |
|--|---|
| 1. Application form | Kindly refer to our office website |
| 2. Photocopy passport / IC of company director's (applicant) | The applicant must be the director |
| 3. Malaysia Certificate of Origin | Must be endorse by CCCI (Chinese Chamber of Commerce and Industry, Malaysia) and Ministry of Foreign Affairs |
| 5. Photocopy of company registration certificate | 1. eg: Form 9 / Form7 2. If company has ever changed its name, please submit Certificate Of Incorporation On Change Of Name Of Company photocopy |
| 4. Photocopy name list of company director | eg: Form 49 / Form22 |
| 5. Manufacturing License | specific the product of manufacture |
| 6. Factory Photo | |
| 7. Invoice | |
| 8. Letter of credit | |
| 9. Brochure | |
| 10. Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia) | Validity within 1 month (to proof the company is still existing) |

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