

# MTC FINANCIAL INCENTIVE FOR ATTENDING COMPETENCY COURSE IN COMPLIANCE WITH CAR 2014



The Environmental Quality (Clean Air) Regulations 2014 or CAR 2014 was gazetted on 4 June 2014 to control emissions of air pollutants from various industrial activities. This new rule emphasises on **self-regulation** where factories concerned are required to monitor and maintain their air pollution control systems and to report on the performance of these systems.

As such, each company is required to have a **competent person** stationed at each factory premises to handle Air Pollution Control (APC) Equipment during operation hours. A designated staff is required to attend Competency Course(s) conducted by certified training provider(s), go through the certification process and comply with all the requirements before he/she to be certified by the Director-General of the Department of Environment (DoE) as a competent person.

MTC in its efforts to encourage the SMEs in sending their staff to attend the Competency Course(s) has introduced the **Financial Incentive for Attending Competency Course in Compliance with CAR 2014**.



# GUIDELINES

## 1. INCENTIVE

- Partial reimbursement (i.e. 50%) of the course fee (i.e. RM4,000) for attending one (1) Competency Course limited to one (1) staff per company/group of companies.
- Incentive available per company/group of companies: RM2,000

## 2. COMPANIES' ELIGIBILITY

To be eligible for the incentive, Applying Companies have to first fulfil the following criteria:

- Must fall within the definition of SMEs as specified by the National SME Development Council;
- A member of any one (1) of the six (6) timber associations:
  - i. Malaysian Wood Industries Association (MWIA);
  - ii. The Timber Exporters' Association of Malaysia (TEAM);
  - iii. The Malaysian Panel-Products Manufacturers' Association (MPMA);
  - iv. Malaysian Wood Moulding & Joinery Council (MWMJC);
  - v. Malaysian Furniture Council (MFC); and
  - vi. Persatuan Pengusaha Kayu-Kayan & Perabot Bumiputra Malaysia (PEKA) [Association of Malaysian Bumiputra Timber & Furniture Entrepreneurs (PEKA)].
- Must be based in Peninsular Malaysia, installed with wood-based manufacturing facilities and in operation for at least three (3) years;
- Must be a majority Malaysian-owned company (i.e. with at least 51% of Malaysian shareholding);
- Must be involved in sawmilling or production of value-added wood-based products with existing operating APC equipment;
- Companies with 50% or more common controlling shareholders may apply. However, companies within the same group must have different core businesses;
- For companies that are using/sharing the same site/facility, only one company may apply.
- Company that has received other grant [e.g. training grant such as Human Resource Development Fund (HRDF)] or subsidy from other government or government-linked agencies to send their staff to attend the Competency Course(s) is not eligible for this financial incentive programme.

## 3. COMPETENCY COURSES IN COMPLIANCE WITH CAR 2014

- The applying company is eligible to send a designated staff to attend one (1) competency course conducted by the Certified Training Provider.
- Competency Courses relevant to the timber industry are as follows:

No.	Competency Course
1	Certified Environmental Professional in Bag Filter Operation – CePBFO
2	Certified Environmental Professional in Scrubber Operation – CePSO

- Course is open to industry personnel who are in-charge of the operation, supervision, maintenance & management of the APC equipment at manufacturing plants and **not** to consultant and/or contractor.
- Further information on the courses is available in the official website of Environment Institute of Malaysia, DoE. Please visit: <http://www.doe.gov.my/eimasv2/wp-content/uploads/2020/01/CePBFO-Brochure-2020.pdf>; <http://www.doe.gov.my/eimasv2/wp-content/uploads/2020/01/CePSO-Brochure-2020.pdf>.
- Completed Course Registration Form should be submitted to the Certified Training Provider.
- Full payment for the course fee should also be made directly to the Certified Training Provider.

#### 4. APPLICATION FOR MTC FINANCIAL INCENTIVE

- Completed Application Form must reach MTC within 30 calendar days from the date of the training (i.e. last day of the course), together with supporting documents.
- Certified true copies of documents to be submitted include:
  - ▶ Form 24 as per the Companies Act 1965 or Section 78 as per the Companies Act 2016
  - ▶ Form 49 as per the Companies Act 1965 or Section 58 as per the Companies Act 2016.
  - ▶ Latest Form of Annual Return
  - ▶ Latest Audited Accounts
  - ▶ Latest Employees Provident Fund (EPF) statement
  - ▶ Proof of Attendance at the Training and Examination (Certificate of Attendance by the certified Training Provider)
  - ▶ Proof of Payment for the full course fee to the certified Training Provider
- **Late submission after aforementioned 30 calendar days would not be considered by MTC.**
- MTC reserves the sole discretion to accept or reject any application.
- The financial incentive provided is on a **first-come, first-served basis**, until the budget allocation is fully utilised.

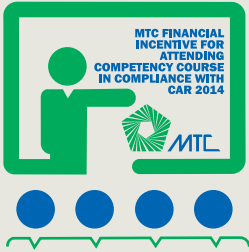
**For further enquiries, please contact:**

1. Ms Ong Lay Lee, ext 506, email: [ong@mtc.com.my](mailto:ong@mtc.com.my)
2. Ms Mariatul Amira, ext 508, email: [amira@mtc.com.my](mailto:amira@mtc.com.my)



**MALAYSIAN TIMBER COUNCIL**

18<sup>th</sup> Floor Menara PGRM  
8 Jalan Pudu Ulu Cheras  
56100 Kuala Lumpur  
Tel: +603-9281 1999  
Fax: +603-9282 8999  
Website: [www.mtc.com.my](http://www.mtc.com.my)



# MTC FINANCIAL INCENTIVE FOR ATTENDING COMPETENCY COURSE IN COMPLIANCE WITH CAR 2014

**A. Company Information**

1. Company:

2. Address:

Postcode:  Town:

State:

3. Factory address (If different from item no. 2):

Postcode:  Town:

State:

4. Company status (Please tick):  SME or  Non-SME

5.  Own manufacturing facility or  Sharing manufacturing facility with other companies under common shareholders

6. Tel no.:  -  7. Fax no.:  -

8. Contact person:

9. H/P no.:  -

10. E-mail:

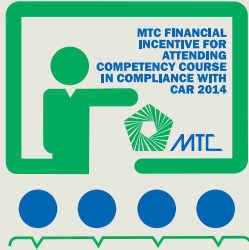
11. Member of one of the following associations (Membership No.: \_\_\_\_\_ )

MWIA                       TEAM                       MPMA  
 MWMJC                       MFC                       PEKA

**B. Products Manufactured**

12. Main products:

13. Market by percentage (100%):  Export                       Domestic



## MTC FINANCIAL INCENTIVE FOR ATTENDING COMPETENCY COURSE IN COMPLIANCE WITH CAR 2014

### C. Competency Course

15. Competency Course Attended (Please Tick):

Please tick (√)	Course Title	Date of Course
	Certified Environmental Professional in Bag Filters Operation (CePBFO)	
	Certified Environmental Professional in Scrubber Operation (CePSO)	

Note: Each applying company/group of companies is eligible to send a designated staff to attend one (1) competency course conducted by the Certified Training Provider.

### D. Company's Declaration

We, the above said company, declare and confirm that our staff, \_\_\_\_\_ (participant) attended the above Competency Course. We have read and understood the eligibility criteria and conditions of application stipulated in the Guidelines of the Financial Incentive for Attending Competency Course. We confirm that the details furnished herein are true and accurate and shall undertake to refund in full the disbursed amount to MTC in the event of non-compliance. We confirm the company status as follows (please tick where applicable):

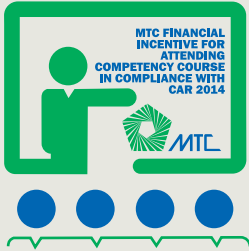
- Company is incorporated and based in Peninsular Malaysia with at least 51% of Malaysian shareholding.
- Company involves in sawmilling or production of value added wood-based products with existing operating air pollution control system.
- Company is in operation for at least three (3) years.
- Company has not received any grant or subsidies in attending the Competency Course.

<p><b>Applicant's Signature</b> _____</p> <p><b>Name:</b> _____</p> <p><b>Designation:</b> _____</p> <p><b>Date (dd/mm/yy):</b>  <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/></p>	<p><b>Company Stamp</b></p>
--	-----------------------------

### E. Verification by Timber Association

We hereby confirm that \_\_\_\_\_ (applying company) is an active member of our Association and is an SME incorporated in Peninsular Malaysia.

<p><b>Signature</b> _____</p> <p><b>Name:</b> _____</p> <p><b>Designation:</b> _____</p> <p><b>Date (dd/mm/yy):</b>  <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/></p>	<p><b>Association's Stamp</b></p>
--	-----------------------------------



# MTC FINANCIAL INCENTIVE FOR ATTENDING COMPETENCY COURSE IN COMPLIANCE WITH CAR 2014

## F. Document Checklist

NO.	DOCUMENT	CERTIFIED AS TRUE COPIES (Please tick)	REMARKS
A	COMPLETED APPLICATION FORM		
B	THIS CHECKLIST		
C	REQUIRED DOCUMENTS (see item 1 to 7)		
1.	Form 24 as per the Companies Act 1965 or Section 78 as per the Companies Act 2016.		
2.	Form 49 as per the Companies Act 1965 or Section 58 as per the Companies Act 2016.		
3.	Latest Form of Annual Return		
4.	Latest Audited Accounts		
5.	Latest Employees Provident Fund (EPF) statement		
6.	Proof of Attendance at the Training and Examination (Certificate of Attendance by the certified Training Provider)		
7.	Proof of Payment for the full course fee to the certified Training Provider		
D.	OTHER SUPPORTING DOCUMENTS		

Note: Please sort the documents submitted in the sequence as per the Checklist above.

### IMPORTANT NOTES:

1. All documents can be certified either by the Chief Executive Officers, Managing Directors, owners of the companies or Accountants.
2. All documents must be submitted according to the Checklist above.
3. Incomplete submissions may lead to delays in approval of application.