Malaysian Timber Council is expanding its assistance programme to the timber industry by introducing MTC’s financial incentive for the purchase of Air Pollution Control (APC) equipment to assist Small and Medium Enterprises (SMEs) to comply with the Environmental Quality (Clean Air) Regulations 2014 (CAR 2014).

1. INCENTIVE
   • Partial reimbursement of the cost of purchasing APC equipment for the Applying Company’s Air Pollution Control System (APCS).

2. REIMBURSEMENT RATE
   • Non-Bumiputera company: 10% of the price of APC equipment, limited to a maximum of RM50,000 per company/group of companies.
   • Bumiputera company: 15% of the price of APC equipment, limited to a maximum of RM50,000 per company/group of companies.

3. COMPANIES’ ELIGIBILITY
   • 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:
     - Malaysian Wood Industries Association (MWIA);
     - The Timber Exporters' Association of Malaysia (TEAM);
     - The Malaysian Panel-Products Manufacturers’ Association (MPMA);
     - Malaysian Wood Moulding & Joinery Council (MWMJC);
     - Malaysian Furniture Council (MFC); and
     - Persatuan Pengusaha Kayu-Kayan & Perabot Bumiputra Malaysia (PEKA)
     [Association of Malaysian Bumiputra Timber & Furniture Entrepreneurs]
   • Must be based in Peninsular Malaysia, installed with wood-based manufacturing facilities, in operation for at least three (3) years and is financially stable;
   • 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;
• Eligible companies are not confined only to manufacturing for export;
• Companies with 50% or more common controlling shareholders may apply. However, companies within
  the same group must have different core businesses;
• For companies within the same group that are using/sharing the same site/facility, only one company may apply; and
• Companies that have received other grant or subsidy for the procurement of the said equipment from other
  government or government-linked agencies are not eligible for this incentive programme.

4. AIR POLLUTION CONTROL EQUIPMENT PURCHASED
• The APC equipment purchased must have air pollution control as its primary purpose;
• The APC equipment is constructed/installed and used at the factory floor for the extraction of air pollutants,
  i.e. particulates, VOCs, etc;
• The APC equipment must be designed and constructed in strict compliance with the minimum requirements
  and specifications as stipulated in the “Guidance Document for Fuel Burning Equipment and Air Pollution
  Control Systems” specified by the Director-General (DG) of Department of Environment (DoE)
  Burning-Equipments-And-Air-Pollution-Control-Systems-29122015.pdf);
• Only new equipment is eligible for the financial incentive;
• APC equipment purchased for the upgrading of existing APCS are eligible for the financial incentive; and
• Both imported and locally fabricated APC equipment purchased are eligible for this incentive programme.

5. APPLICATION
• Completed Application Form shall be submitted to MTC together with supporting documents after the
  purchase of APC equipment has been confirmed but not less than 30 days before the installation of the equipment.
• The applying company must submit Written Notification to the DG of DoE not less than 30 calendar days
  before the commencement of construction work/installation of the new APC equipment.
• 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.
  ▶ Form of Annual Return.
  ▶ Purchase Contract, technical specifications and drawing/brochure with photos of the APC equipment.
  ▶ Written Notification to DoE.
  ▶ List of all machineries that are emitting air pollutants that will be controlled by the APC equipment.
  ▶ Manufacturing process flow chart (Highlighting the generating points of the air pollutants in the process).
  ▶ Latest 3 years Audited Accounts.
  ▶ Latest 3 months Bank Statements.
  ▶ Latest Employees Provident Fund (EPF) statement.
• The applying company must allow an independent due diligence audit to be carried out by MTC.
• The company must notify MTC the schedule for installation of the new APC equipment not less than 2 weeks
  before commissioning of the APC equipment.
• A Written Declaration (AS/PUB-DECLARE) on the design and construction of the APC equipment and “As
  Built Drawing” must be submitted to the DG of DoE within 30 days after the testing and commissioning of the
  APC equipment.
• The applying company is also required to engage a third party accredited laboratory to conduct the first stack
  sampling within 3 to 6 months after the commissioning of the APC equipment and to submit a “Dust Sampling
  Test Report” to DoE to ascertain whether the performance of the APC equipment installed is able to comply
  with the limit values as stipulated in the CAR 2014.
6. REIMBURSEMENT

- Submission for reimbursement (with full supporting documents) must reach MTC within 6 months from the date of Written Declaration submitted to DoE. Certified true copies of documents required include:
  - Supplier’s Invoice and Delivery Order for the APC equipment.
  - Bill of Lading, Customs Declaration Form (K1) and packing list (if purchased offshore).
  - Written Declaration and Dust Sampling Test Report submitted to DoE.
  - Written Declaration and Dust Sampling Test Report submitted to DoE.
  - Proof of document to indicate that the entire cost of the APC equipment purchased has been paid.
  - Proof of document to show that the APC equipment has been installed and used in the factory (i.e. letter of commissioning).

- Late submission for reimbursement after aforementioned 6 months will not be considered by MTC.
- Approval for reimbursement is at the sole discretion of MTC.
- The financial incentive provided is on a first-come, first-served basis, until the budget allocation is completely utilised in the particular year.

For further enquiries and information, please contact:

1. Ms Ong Lay Lee, ext 506, email: ong@mtc.com.my
2. Ms Mariatul Amira ext 508, email: amira@mtc.com.my
# Application Form

**MTC Financial Incentive**

**For Purchase of Air Pollution Control Equipment 2020**

## A. Company Information

1. **Company:**
   - Name: [Your Company Name]

2. **Address:**
   - Line 1: [Address Line 1]
   - Line 2: [Address Line 2]
   - Postcode: [Postal Code]
   - Town: [City/Town]
   - State: [State/Province]

3. **Factory address (If different from item no. 2):**
   - Name: [Factory Name]
   - Address: [Factory Address]
   - Postcode: [Postal Code]
   - Town: [City/Town]
   - State: [State/Province]

4. **Company Status (Please Tick):**
   - SME
   - Non-SME

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

6. **Tel no.:** [Telephone Number]
   - Line 1: [Line 1 Number]
   - Line 2: [Line 2 Number]

7. **Fax no.:** [Fax Number]
   - Line 1: [Line 1 Number]
   - Line 2: [Line 2 Number]

8. **Contact person:** [Contact Person Name]
   - Title: [Title]

9. **H/P no.:** [Home/Personal Number]
   - Line 1: [Line 1 Number]
   - Line 2: [Line 2 Number]

10. **E-mail:** [Email Address]

11. **Member of one of the following associations (Membership No.:)**
   - MWIA
   - TEAM
   - MPMA
   - MWMJC
   - MFC
   - PEKA

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**Instructions:**

- Please fill in all the required fields.
- Provide accurate contact information for both business and personal use.
- Indicate if you have your own manufacturing facility or if you share with other companies.
- Specify the company status (SME or Non-SME).
- Include the name, address, and contact details for the factory address if different from the main address.
- List any associated membership numbers for the mentioned associations.

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**Note:**

- All fields are mandatory unless otherwise specified.
- Ensure all information is up-to-date and accurate.
- Submit the completed form electronically or post it to the designated address.
B. Products Manufactured

12. Main products:

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

C. Air Pollution Control (APC) Equipment

14. Details of APC equipment purchased

<table>
<thead>
<tr>
<th>Description*</th>
<th>No. of Unit</th>
<th>Function/Improvements</th>
<th>Country of Origin</th>
<th>Cost (RM)</th>
</tr>
</thead>
</table>

*Please attach additional sheets if applicable

15. Manufacturing process flow chart* (please indicate the generating points of air pollutants)

*Please attach additional sheets if applicable

16. Project and commissioning schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Scheduled Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submission of Written Notification to DoE</td>
<td></td>
</tr>
<tr>
<td>2. Delivery of equipment (Arrival)</td>
<td></td>
</tr>
<tr>
<td>3. Installation of equipment</td>
<td></td>
</tr>
<tr>
<td>4. Trial operation</td>
<td></td>
</tr>
<tr>
<td>5. Commissioning</td>
<td></td>
</tr>
</tbody>
</table>
D. Company’s Declaration

I, declare and confirm that the APC equipment purchased is utilised directly in our own manufacturing plant. I shall undertake to refund in full the disbursed amount to MTC in the event of non-compliance. I confirm that the details furnished herein are true and accurate:

- [ ] Company is incorporated in Peninsular Malaysia and involved in sawmilling or production of value-added wood-based products.
- [ ] Company is in operation for at least three (3) years.
- [ ] Company does not receive other grant or subsidy for the procurement of the said machine(s) from other government or government-linked agencies.

Applicant’s Signature: ____________________________
Name: ____________________________
Designation: ____________________________
Date (dd/mm/yy): ____________________________

E. Verification by Timber Association

We hereby confirm that ____________________________ (applicant) is an active member of our association, and is an SME incorporated in Peninsular Malaysia.

Signature: ____________________________
Name: ____________________________
Designation: ____________________________
Date (dd/mm/yy): ____________________________
**F. Document Checklist**

<table>
<thead>
<tr>
<th>NO.</th>
<th>DOCUMENT</th>
<th>CERTIFIED AS TRUE COPIES (Please tick)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>COMPLETED APPLICATION FORM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>THIS CHECKLIST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>OTHER DOCUMENTS REQUIRED (see item 1 to 11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Form 24 as per the Companies Act 1965 or Section 78 as per the Companies Act 2016.</td>
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<td>2.</td>
<td>Form of Annual Return</td>
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<td>Form 49 as per the Companies Act 1965 or Section 58 as per the Companies Act 2016.</td>
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<td>Purchase Contract</td>
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<td>5.</td>
<td>Brochure with technical specifications and photos/drawings of the equipment</td>
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<td>6.</td>
<td>Written Notification to the Director-General (DG) of Department of Environment (DoE)</td>
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<tr>
<td>D</td>
<td>OTHER SUPPORTING DOCUMENTS (If any)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.