



**SENARAI SEMAK UNTUK PERMOHONAN
DIBAWAH ENAKMEN RIZAB MELAYU (SELANGOR)(ERM)
DOCUMENT CHECKLIST FOR APPLICATION
UNDER MALAY RESERVATIONS ENACTMENT (SELANGOR)(MRE)**

- PERMOHONAN UNTUK DISENARAIKAN DIBAWAH JADUAL KEDUA ERM (MENJADI PEMEGANG GADAIAN BAGI TANAH RIZAB MELAYU)**
APPLICATION TO BE LISTED UNDER SECOND SCHEDULE MRE (AS A CHARGE OF MALAY RESERVATION LAND)
- PERMOHONAN UNTUK DISENARAIKAN DIBAWAH JADUAL KETIGA ERM (MEMILIKI TANAH RIZAB MELAYU)**
APPLICATION TO BE LISTED UNDER THIRD SCHEDULE MRE (TO POSSES MALAY RESERVATION LAND)
- *Sila rujuk Soalan Lazim dalam Laman Web Rasmi PTGS di <https://ptg.selangor.gov.my/> untuk kenalpasti perbezaan diantara Jadual Kedua dan Jadual Ketiga dibawah ERM**
Please refer to the Frequently Asked Questions (FAQs) on the PTGS Official Website at <https://ptg.selangor.gov.my/> to identify the difference between the Second Schedule and Third Schedule under MRE

Permohonan oleh Koperasi/Pertubuhan/Persatuan

Application by a Co-operative Societies/Organisations/Associations

<p>*Nota : 1. Dokumen bil 4 sehingga 12 hendaklah disediakan sebanyak satu (1) salinan dan hendaklah diakui sah oleh Pengerusi dan Pegawai Kerajaan Gred A.</p> <p>*Notes : Documents no.4 to no.12 should be provided with one (1) copy and shall be certified true copies by Chairman and Grade A Government Officer.</p> <p>2. Dokumen yang TIDAK LENGKAP dan TANPA BAYARAN sama sekali tidak akan diterima di kaunter. : <i>INCOMPLETE DOCUMENTS</i> and <i>WITHOUT PAYMENT</i> will not be accepted at the counter.</p> <p>3. Sebarang pertanyaan, sila rujuk seperti dibawah: Any inquiries, please refer as below:</p> <p>* No. Tel : 03-5544 7588– Pn. Yusnidah binti Md Yurid <i>No. Tel</i></p> <p>* E-mel : yusnidah@selangor.gov.my <i>Email</i></p> <p>* Alamat : Pejabat Tanah dan Galian Selangor, <i>Address</i> Bahagian Perundangan, Tingkat 4, Bangunan Sultan Salahuddin Abdul Aziz Shah, 40576 Shah Alam, Selangor. (u.p.: Pegawai Undang-Undang)</p>

BIL NO	PERKARA ITEM	TANDAKAN TICK (√)
1.	Surat permohonan rasmi menyatakan tujuan permohonan dibuat beserta butiran tanah. <i>Application letter which states the purpose of the application and the particulars of the land.</i>	
2.	Bukti pembayaran fi sebanyak RM200.00 secara tanpa tunai sahaja. <i>Payment of fee RM200.00 by cashless only.</i> *Untuk satu permohonan sahaja <i>*For one application only</i>	
3.	Profile Syarikat yang mengandungi latar belakang syarikat, fungsi-fungsi syarikat dan lain-lain maklumat yang berkaitan syarikat. <i>Company Profile which contains company background, company functions and other related information.</i>	
4.	Sijil Pendaftaran Koperasi/Pertubuhan/Persatuan <i>Certificate of Incorporation under Co-operative Societies/ Organisations/ Associations</i>	
5.	Senarai Ahli Koperasi/Pertubuhan/Persatuan <i>List of Members of Co-operative Societies/ Organisations/ Associations</i>	
6.	Senarai Ahli Lembaga Pengarah <i>List of Board of Directors</i>	



7.	<p>Penyata Kewangan yuran/syer Koperasi/Pertubuhan/Persatuan yang diakui sah oleh e-Roses <i>Annual Return of Co-operative Societies/Organizations/Associations certified by e-Roses</i> *Jumlah modal syer/ pendapatan syarikat hendaklah sebanyak RM250,000.00 dan ke atas. * Total share capital/revenue of the company shall be RM250,000.00 and above.</p>	
8.	<p>Perlembagaan/Undang-Undang Kecil Koperasi/Pertubuhan/Persatuan yang menyatakan bahawa: <i>The Constitution of Co-operative Societies/ Organisations/ Associations which states that:</i> (a) semua ahli adalah Melayu; dan <i>all members are Malays; and</i> (b) saham tidak boleh dipindahmilik kepada orang bukan Melayu. <i>shares cannot be transferred to non Malays.</i></p>	
9.	<p>Salinan sijil lahir Pemegang Saham <i>A copy of the shareholders' Birth certificate</i></p>	
10.	<p>Salinan Kad Pengenalan Pemegang Saham <i>A copy of the shareholders' Identification Card</i></p>	
11.	<p>Salinan sijil lahir Ahli Lembaga Pengarah <i>A copy of the Board of Directors Birth certificate</i></p>	
12.	<p>Salinan Kad Pengenalan Ahli Lembaga Pengarah <i>A copy of the Board of Directors Identification Card</i></p>	

(*Sekiranya Pemegang Saham/ Ahli Lembaga Pengarah/ Ahli Jawatankuasa lahir di luar Semenanjung Malaysia) (jika berkaitan)

*(*If the Shareholder/BODs/Members's Birth Certificate if born outside the Peninsular Malaysia (if applicable)*

[*Disahkan oleh Pengerusi dan Pegawai Kerajaan Gred A]

[Certified by Chairman and Grade A Government Officer]

11.	<p>Salinan sijil lahir/sijil kematian/ Cabutan Pendaftaran/ Cabutan Kelahiran ibu dan bapa Pemegang Saham <i>A copy of birth certificate/ death certificate/Registration Draw/ Birth Draw the mother and father of the Shareholder</i></p>	
12.	<p>Salinan Kad Pengenalan/Dokumen Pengenalan ibu dan bapa Pemegang Saham <i>A copy of Identification Card/ Identification Document of the shareholder's mother and father</i></p>	

(*Sekiranya terdapat Pemegang Saham adalah seorang penjawat awam) (jika berkaitan)

*(*If there is any Shareholder who is government servant (if applicable)*

13.	<p>Surat Akuan Bersumpah yang menyatakan modal saham dibayar oleh Ahli Pemegang Saham itu sendiri <i>An Affidavit stating that the share capital is paid by the Shareholder Member himself</i></p>	
14.	<p>Surat Kebenaran daripada Ketua Jabatan <i>A Letter of Authorisation from the Head of Department</i></p>	