LETTER OF APPLICATION

Registered Business Name :_____

Registered Business Address :_____

Telephone :_____

Fax :_____

To: Director
Currency Management and Operation Department
M Floor, Block D
Bank Negara Malaysia
Jalan Dato' Onn
50480 Kuala Lumpur
Malaysia

Dear Sirs,

1. We hereby apply to be considered as a tenderer to be appointed as Coin Agent (CA) with Money in Trust (MIT) or without Money in Trust (Non-MIT) facility for the purpose of storage, processing, packaging and distributing coins on behalf of BNM throughout Malaysia.

2. We authorize Bank Negara Malaysia, or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspect of this application. For this purpose, we hereby authorize any public official, engineer, bank, depository, manufacturer and distributor, etc. or any other person or firm to furnish pertinent information deemed necessary and requested by Bank Negara Malaysia to verify statements and information provided in this application or regarding our competence and standing.

   We declare that the statements made and information provided in the duly completed application are complete, true and correct in every detail.

   Signed :_____

   Name in full :_____

   Designation :_____

   Duly authorized to :_____

   sign on behalf of

   Company stamp :_____

Company Background

a. Company Profile

Company name & Registration Number	
Official address	
Contact person(s)	
Telephone number	
Facsimile number	
Email address	
Any awards or recognitions accredited to Company? Please list.	

b. Financial Strengths

Financial Net Worth (based on latest year of audited account)	

c. Organizational Strengths (HQ and Malaysia, where applicable)

- Please provide organisation chart and total head count of your current organisation structure.

d. Industry Experiences

- Please provide list of clients in cash related business, length of appointments or services extended, contact person and number.

e. List of Major Shareholders

Name	I/C Number	% Equity	Designation

f. List of Company's Experience in Cash Related Business

(evidence of experience in cash related business in the last 3 years)

Description of Business	Client Name, Contact Person & Contact Number	Contract Value	Commencement Date	Current Status (still servicing or terminated)

Checklist for Submissions to Bank Negara Malaysia

No.	Items	Ref.	Yes	No	Remarks
1	Name of Principal / Main Shareholders				
2	Companies Commission Malaysia Certificate of Business Registration				
3	Relevant Certificates of registration with KDN				
4	List of customers references and contact information for contracts in cash related services				
5	Company profile and organization chart including Directors information				
6	List of previous customers, detailed information on previous clients, contact person and contact number for the last 3 years				
7	Declaration of any pending litigation or dispute that has been instituted against the company and / or its Directors				
8	Declaration of all key personnel have passed the security vetting by KDN or any other relevant agency				
9	Audited financial statements for financial year ended 2014 and/or 2015				
10	Declaration on the specification of the secured storage facility/vault				

Signature :_____

Name :_____

Designation :_____

Date :_____

Company stamp :