



## GRANT APPLICATION CHECKLIST

Company Name : \_\_\_\_\_ Date : \_\_\_\_\_

1. One softcopy and hardcopy of the following documents:-

2. Must complete all (either one):-

- (i) For Sdn Bhd registered under Companies Act 1965  
- Form 9, Form 13 (if any), Form 24 and Form 49
- (ii) For Sdn Bhd registered under Companies Act 2016  
- Form Section 17, 15, 14, and 58 & 236(2)
- (iii) For Sole Proprietor and Partnership  
- Business registration certificate and partners' details from SSM

Please note that all these forms must be ORIGINAL CERTIFIED TRUE COPY or ONLINE PURCHASE from SSM. You can but these documents via <https://www.ssm-einfo.my/>

3. One of the director / business owner needs to attend to BSN branch for thumb print verification purpose :-

Task to Complete	Tick (✓)	Tick (✓) for official use
1. Complete <a href="https://ancgroup.biz/bsn-grant-form/">SME Digitalisation Initiative Application Form</a> Link : <a href="https://ancgroup.biz/bsn-grant-form/">https://ancgroup.biz/bsn-grant-form/</a>		
2. <a href="https://ancgroup.biz/authorization-letter/">Authorization Letter</a> (if Company has more than 2 directors / Partnerships – need to assign designated one to be the in charge person) Template : <a href="https://ancgroup.biz/authorization-letter/">https://ancgroup.biz/authorization-letter/</a>		
3. Copy of Identity Card or Passport of Director / Partner / Owner, whichever is applicable		
4. Audited Financial Statement for the last financial year (for Sdn Bhd) Management Accounts and Tax Submission Forms Partnership – Form P   Sole Proprietor – Form B (for Non Sdn Bhd)		

5. Company's latest two (2) months bank statements		
6. Copy of business registration and licence  <u>Sdn Bhd : Companies Act 1965 :</u> Form 9, Form 13 (if any), Form 24, Form 49, M&A  <u>Sdn Bhd : Companies Act 2016 :</u> Sections 17, 15, 14, and 58 & 236(2) Forms  <u>Other Business Entities</u> SSM registration, local authority, MIA firm etc.		
7. Invoice, Official Receipt & Service Agreement		

**Note :**

1. **Kindly ensure all documents above are prepared and submitted in 1 set. To avoid any unnecessary redundancy and time wastage.**
2. **Application will only be processed upon completion of the submission to nearest BSN branch.**

For any further inquiries, please contact our team for assistant:

Email : [tspgrant@ancgroup.biz](mailto:tspgrant@ancgroup.biz)  
Phone : 03 - 9213 1602 / 03 – 7932 5752

Mr CY Ho : 016 – 337 6369  
Ms Annie : 011 – 1217 8183  
Mr Song Liew : 012 – 213 5752

**Received by (BSN) :**

**Date :**

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