

**DOCUMENT CHECKLIST FOR TRAVEL AGENT APPLICATION FORM**

NAME OF COMPANY: \_\_\_\_\_

Please attach the necessary documents as per list below:

NO	ITEM	REMARK		
1	Application Form		YES	NO
2	A copy of Form 9 and/or Form 13 and/or Form 49		YES	NO
4	A copy Of Ministry of Tourism Licence (KPLN Number)		YES	NO
5	A copy of Ministry of Finance, Malaysia certificate - Optional		YES	NO
6	A copy of Accreditation certificate (e.g. IATA) - Optional		YES	NO
7	A copy of Membership certificate (e.g. MATTA)- Optional		YES	NO
8	A copy of Company Profile		YES	NO

NOTE:

*Please use this checklist to ensure that the form has been completed correctly and all*

REMARK : \_\_\_\_\_

PREPARED BY :

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_