

Submission Checklist

This checklist shows all the documents required upon submission:

- 1) **Completed SME Digitalisation Initiative Application Form**
- 2) **Copy of Identity Card** or Passport of Director (s) / Partner (s) / Proprietor(s), whichever is applicable.
- 3) **Copy of business registration licenses** (CCM, Form A/B, Form 24 & 49 and M&A or any similar forms under the Companies Act 2016).
- 4) **Audited financial statement for the last financial year** and the latest management account or evidence of sales turnover (if any).
- 5) **Company's bank statement for the last two (2) months.**
- 6) **Company's profile** (if any).

SUBMISSION CHECKLIST

Please use this checklist to ensure all required documents are completed upon submission.

No.	Item	Status
1	Fully Completed SME Digitalisation Initiative Application Form	
2	Copy of Identity Card or Passport of Director (s) / Partner (s) / Proprietor(s), whichever is applicable.	
3	Copy of business registration licenses (CCM, Form A/B, Form 24 & 49 and M&A or any similar forms under the Companies Act 2016).	
4	Audited financial statement for the last financial year and the latest management account or evidence of sales turnover (if any).	
5	Company's bank statement for the last two (2) months.	
6	Company's profile (if any).	