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3 FUND ADMINISTRATOR ......................................................................................... 1
4 ELIGIBILITY CRITERIA .......................................................................................... 1
5 MINIMUM FINANCING AMOUNT .......................................................................... 2
6 MAXIMUM FINANCING AMOUNT .......................................................................... 2
7 PARTICIPATING FINANCIAL INSTITUTIONS ...................................................... 2
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9 FINANCING RATE .................................................................................................. 2
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11 PURPOSE OF FINANCING .................................................................................... 3
12 APPLICATION DEADLINE ...................................................................................... 3
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1 OBJECTIVE

1.1 The objective of the Special Relief Facility 2015 (SRF) is to alleviate the problems faced by the businesses affected by the recent floods, through the provision of new financing to the businesses, to enable them to resume their business operations. The new financing through the SRF is 60% guaranteed by the Credit Guarantee Corporation (CGC).

2 TOTAL FACILITY

2.1 The total amount of financing under the Facility is RM500 million.

3 FUND ADMINISTRATOR

3.1 Bank Negara Malaysia (BNM) will act as the fund provider and administrator that will channel the funds to participating financial institutions to finance eligible applicants under the Facility.

4 ELIGIBILITY CRITERIA

4.1 Micro, small and medium enterprises affected by the floods located in the districts defined by Majlis Keselamatan Negara, Jabatan Perdana Menteri as flood disaster areas (as per Appendix I). BNM will inform the participating financial institutions of any updates to the list of flood disaster areas.

4.2 The businesses must be Malaysian-owned companies with at least 51% shareholding and institutions registered under the Companies Act 1965, Societies Act 1966 or the Cooperative Societies Act 1993, entrepreneurs registered under the Registrations of Businesses Act 1956 and under professional bodies. For self-employed individuals or micro enterprises, a valid business registration and / or business license is sufficient.
5 MINIMUM FINANCING AMOUNT

5.1 None.

6 MAXIMUM FINANCING AMOUNT

6.1 An aggregate of RM500,000 per group of companies under this Facility. Related companies are defined as in the Companies Act 1965. BNM will monitor the limit per group based on the submission through the Funds Integrated System (FIRST).

7 PARTICIPATING FINANCIAL INSTITUTIONS

7.1 All commercial banks, all Islamic banks, Small Medium Enterprise Development Bank Malaysia Berhad (SME Bank), Bank Kerjasama Rakyat Malaysia Berhad (Bank Rakyat), Bank Pertanian Malaysia Berhad (Agrobank) and Bank Simpanan Nasional.

8 FUNDING RATE

8.1 The funding rate charged to participating financial institutions is at 0% per annum.

9 FINANCING RATE

9.1 The effective financing rate is up to 2.25% per annum.

9.2 For Islamic financing, the profit rate for the Islamic contract is also up to 2.25% per annum.

10 FINANCING TENURE

10.1 Up to five (5) years, including six months of moratorium on both principal and interest/profit payments.
11 PURPOSE OF FINANCING

11.1 Repairs and/or purchases of assets for commercial use to replace those damaged by the floods and working capital only.

11.2 The Facility should not be used to refinance existing credit/financing facilities.

12 APPLICATION DEADLINE

12.1 The Facility is open for applications received by the participating financial institutions, not later than 30 June 2015 or upon exhaustion of the allocation, whichever is earlier.

13 APPLICATION PROCEDURE

13.1 Applications should be made to the participating financial institutions and at the same time for monitoring and control purposes, participating financial institutions are required to obtain a written permission from the applicants to consent to the disclosure of any information relating to the applicant’s affairs pertaining to SRF, as attached under Appendix II.

13.2 Participating financial institutions shall evaluate the applications based on the eligibility criteria, in particular, to ascertain that the businesses have been affected by the floods.

13.3 The assessment of applications should be objective, focusing on the working capital requirement of applicants, and the capital expenditure requirement to replace assets damaged by the floods.

13.4 Participating financial institutions should not require any collateral.

13.5 Participating financial institutions should expedite the financing processing time, not exceeding two weeks after receipt of required documentations.
13.6 Once approved, participating financial institutions will submit the details through the FIRST system for BNM’s subsequent approval and monitoring of the eligible aggregate limit of the applicants. The operational aspects of applications submitted for the Facility via the FIRST are described in Appendix III.

13.7 Upon concurrence from BNM, participating financial institutions shall submit the Notification for Special Relief Facility form [Form SRF-1-1 as per Appendix IV (a)], Declaration Form as per Appendix IV(b) and with a copy of FIRST approval to CGC.

13.8 CGC shall issue the Letter of Guarantee within 5 calendar days. In the event of adverse record on a customer, CGC will notify the participating financial institution accordingly to make the final decision on the application. The participating financial institution is to inform CGC via electronic mail on the decision as to whether to proceed with the application or otherwise. Where decision is to proceed, Letter of Guarantee will be issued accordingly.

13.9 Participating financial institutions shall only disburse the financing upon completion of all necessary documentation.

13.10 Stamp duty will be waived on any instruments pertaining to the facilities under this scheme.

13.11 Under SRF, participating financial institutions shall grant Term Financing only.

### 14 GUARANTEE COVER

14.1 BNM via CGC will provide 60% guarantee cover on principal and normal profit. Credit risk on the remaining 40% shall be borne by the participating institutions. Similarly, all recoveries subsequent to the settlement of claims shall follow the same risk-sharing ratio.
14.2 Automatic approval is to be given by CGC with unconditional claim criteria to the participating financial institutions once the application has been endorsed by BNM.

14.3 Simple and direct notification to the CGC for guarantee cover shall be made using Form SRF-1-1 as per Appendix IV(a), Declaration Form as per Appendix IV(b) and with a copy of the approval notification from FIRST.

14.4 No guarantee fee will be charged to the customers.

14.5 Further details on the operational aspect of the guarantee are to be obtained from the Guideline as issued by CGC (Scheme Guideline)

15 PAYMENTS

15.1 Financing extended under this Facility rank in priority to existing and future exposures.

16 CLAIMS BY PARTICIPATING FINANCIAL INSTITUTIONS

16.1 Participating financial institutions are to submit claims to CGC using Form SRF-1-2 (as per Appendix V). A claim may be submitted after the financing is classified as impaired but not later than six (6) months after the date of the impairment classification.

16.2 The claim amount represents the outstanding financing after the date of impairment/classification up to claim submission (crystallised amount) less any payment based on guarantee ratio or up to the maximum of guarantee cover, whichever is lower.

16.3 Payment of eligible claims will be made by CGC within 10 days from claim full submission date.
16.4 Participating financial institutions are to continue with recovery efforts post claim.

16.5 Irregularities that may warrant an outright rejection of the claim approval are :-
   a) Misrepresentation of material facts;
   b) Material defects in account, Loan Facilities or security documentation, which adversely affects BNM and the CGC’s interest;
   c) Failure to comply with participating financial institution’s approval terms and conditions;
   d) Failure to notify and obtain CGC’s approval on any material change in loan facilities/tenure and security structures affecting the risk-sharing ratio between the CGC and the participating financial institution; or
   e) Failure to submit the claim within the specified Claims Submission Period.

17 POST CLAIM RECOVERY

17.1 All recovery subsequent to the settlement of claims be notified and remitted to CGC as and when the amount is recovered in accordance to the risk-sharing ratio.

17.2 No time limit will be imposed on post recovery.

18 REGULATORY REPORTING

18.1 Participating financial institutions are required to submit **fortnightly reports** to BNM on the following, based on the formats as per Appendix VI:
   • Applications received from the customers;
   • Applications rejected by participating financial institutions and reasons; and
• Applications approved by participating financial institutions.

18.2 The reports are to be submitted to Jabatan Kewangan Pembangunan dan Enterpris, Bank Negara Malaysia on a fortnightly basis. The PDF version report could also be sent via e-mail to asram@bnm.gov.my and azharhamid@bnm.gov.my. The first report to be submitted for the reporting period ending 14 February 2015 is by 27 February 2015.

Bank Negara Malaysia
17 Februari 2015
APPENDIX I

List of Flood Disaster Areas as Defined by Majlis Keselamatan Negara, Jabatan Perdana Menteri as at 4 February 2015

<table>
<thead>
<tr>
<th>State</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johor</td>
<td>Batu Pahat, Kluang, Kota Tinggi, Kulaijaya, Ledang, Mersing, Muar, Pontian and Segamat.</td>
</tr>
<tr>
<td>Kedah</td>
<td>Bandar Baharu, Kota Setar, Kubang Pasu, Kulim, Padang Terap and Pendang.</td>
</tr>
<tr>
<td>Kelantan</td>
<td>Bachok, Gua Musang, Jeli, Kuala Krai, Kota Bharu, Machang, Pasir Mas, Pasir Puteh, Tanah Merah and Tumpat.</td>
</tr>
<tr>
<td>Pahang</td>
<td>Bentong, Bera, Jerantut, Kuantan, Lipis, Maran, Pekan, Raub, Rompin and Temerloh.</td>
</tr>
<tr>
<td>Perak</td>
<td>Hilir Perak, Hulu Perak, Kerian, Kuala Kangsar, Manjung and Perak Tengah.</td>
</tr>
<tr>
<td>Sabah</td>
<td>Beaufort, Keningau, Kinabatangan, Kota Belud, Kota Kinabalu, Kota Marudu, Kudat, Papar, Pitas, Sipitang and Tenom.</td>
</tr>
<tr>
<td>Sarawak</td>
<td>Betong, Bintulu, Kuching, Limbang, Miri, Mukah, Samarahan Sarikie, Sibu and Sri Aman.</td>
</tr>
<tr>
<td>Terengganu</td>
<td>Besut, Dungun, Hulu Terengganu, Kemaman, Kuala Terengganu, Marang and Setiu.</td>
</tr>
</tbody>
</table>

Source: Majlis Keselamatan Negara, Jabatan Perdana Menteri.
APPENDIX II

Written Permission to Consent to the Disclosure of Information

I/We ___________________________________________ (the customer) hereby irrevocably consent to and authorise:

i) the Bank to disclose to Bank Negara Malaysia (BNM); and

ii) BNM to disclose to any participating financial institution of the Special Relief Facility 2015 (SRF) for flood affected businesses,

at any time and without notice and liability, any information relating to the customer’s affairs, banking accounts and conduct thereof (including the customer’s credit standing) pertaining to all matters relating SRF, to such extent and for such purposes as the Bank or BNM may in their absolute discretion deem necessary or expedient.
Operational Aspects of Applications for Financing under the Special Relief Facility 2015 (SRF) via Funds Integrated System (FIRST)

1. Submission of Applications/Requests via FIRST
   1.1 Participating financial institutions should submit the following applications/requests to Bank Negara Malaysia electronically via FIRST:
      1.1.1 Confirmation on the eligibility of the potential customer under the Facility;
      1.1.2 Drawdown of funds from Bank Negara Malaysia; and
      1.1.3 Repayment of funds to Bank Negara Malaysia.
   1.2 For this purpose, participating financial institutions are required to refer to the ‘FIRST Participation and Operational Rules’ manual for further details.

2. Confirmation on the Eligibility of an Applicant
   2.1 Participating financial institutions will submit to Bank Negara Malaysia the applications for financing under the Facility.
   2.2 Bank Negara Malaysia will ascertain the eligibility of the applicants subject to the maximum limit of RM500,000 per group of companies.
   2.3 Bank Negara Malaysia will assign a unique financing code to the applicant whose eligibility has been confirmed under the Facility.

3. Drawdown on Funds from Bank Negara Malaysia
   3.1 Participating financial institutions will request for drawdown of funds from Bank Negara Malaysia by using the unique financing code assigned by Bank Negara Malaysia.
   3.2 Subsequently, Bank Negara Malaysia will credit the participating financial institution’s clearing account with the required amount on the specified value date.

4. Repayment of Funds to Bank Negara Malaysia
   4.1 Participating financial institutions will return the funds to Bank Negara Malaysia, within a month upon receiving repayment from the customers.
4.2 Participating financial institutions will inform Bank Negara Malaysia on the repayment by using the unique financing code assigned by Bank Negara Malaysia.

4.3 Subsequently, Bank Negara Malaysia will debit the participating financial institution’s clearing account with the repayment amount on the specified value date.

4.4 When an account is classified as impaired, the participating financial institution must repay the outstanding principal balance of the account as per FIRST, within a month upon receiving claim from CGC.

5. Maturity of Financing under the Facility

5.1 Bank Negara Malaysia will debit the Participating Financial Institution’s clearing account with the remaining financing outstanding amount, if any, due to Bank Negara Malaysia on the maturity date.
## APPENDIX IV (a)

### CREDIT GUARANTEE CORPORATION MALAYSIA BERHAD

**NOTIFICATION FOR SPECIAL RELIEF FACILITY 2015 (SRF-1-1)**

<table>
<thead>
<tr>
<th>Financial Institution:</th>
<th>Branch:</th>
<th>Code:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Customer</th>
<th>Paid up capital as at:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Net Shareholder fund as at:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business address</th>
<th>Tel No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business registration or Certification / inc Licence / Permit No.</th>
<th>Date registered:</th>
<th>Nature of Business:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Constitution</th>
<th>Activity Code: (use BNM code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole-proprietor</td>
<td>Partnership</td>
</tr>
<tr>
<td>Liability Partnership</td>
<td>Private Ltd Co. / Cooperative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Particulars of Sole-Proprietor, Partner, Director</th>
<th>Full Name in Capital Letters</th>
<th>Shareholding (if any) RM (%)</th>
<th>NRIC No.</th>
<th>Guarantor (Y/N)</th>
<th>Race*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Old</td>
<td>New</td>
<td></td>
</tr>
</tbody>
</table>

1.  
2.  
3.  
4.  
5.  

<table>
<thead>
<tr>
<th>Facility Approved under SRF-1</th>
<th>Type of Facilities</th>
<th>Tenure</th>
<th>Approval Date</th>
<th>Limit (RM) (to indicate portion to be guaranteed by CGC)</th>
</tr>
</thead>
</table>

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

| Total                   |                   |        |              |                                                        |

*B – Bumiputera   C – Chinese   I – Indian   O – Others
<table>
<thead>
<tr>
<th>Comments by Financial Institution</th>
<th>We have duly checked the above information and hereby confirm that the approved facility conforms with all eligibility conditions under the SRF-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature &amp; Stamp</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
</tbody>
</table>

**Declaration by Borrower**

We hereby request that application for the above credit facility be guaranteed by CGC and we duly authorize the Financial Institution to disclose all relevant information required by CGC pertaining to our application.

..........................................................  
Signature & Co. Rubber Stamp
APPENDIX IV (b)

DECLARATION BY CUSTOMER

I / We hereby:

i. confirm that to the best of my / our knowledge all particulars declared above are true and accurate.

ii. request that the application for the above financing be guaranteed by CGC and I / We duly authorized the Financing Provider and / or CGC to disclose all relevant information pertaining to my / our application and facility (ies) granted from time to time to any party (ies) deem fit.

iii. in the event of default I / We agree that CGC may subrogate all rights of the Financing Provider against the Customer in respect of the amount paid by CGC in accordance to the Scheme and agree that my / our liability under the account shall never be relinquished or reduced by CGC honouring its obligation under the guarantee to Financing Provider.

iv. CGC reserves the rights to reject this application if any of the particulars furnished in this form are subsequently found to be incorrect or misleading.

v. declare and confirm that:-

a) I am / We are not related/connected to any employee, director or shareholder of Credit Guarantee Corporation Malaysia Berhad ("CGC") or its subsidiary Credit Bureau Malaysia Sdn Bhd.

b) I am / We are not a contractor, vendor, supplier OR have any commercial transaction, contract or outsourcing dealings with CGC or its subsidiary, Credit Bureau Malaysia Sdn Bhd;

c) None of my / our family member* (either personally or through their firm or company) is a contractor, vendor, supplier OR has any commercial transaction, contract or outsourcing dealings with CGC or its subsidiary, Credit Bureau Malaysia Sdn Bhd.

*"family member" refers to spouse, parent, parent in-law, child (including adopted child and stepchild), spouse of his child, brother, sister, spouse of his brother and sister or any dependents (i.e. persons who may influence / be influenced by the Customer / Entity under CGC's guarantee).

I / We undertake to immediately inform CGC in the event that there is any changes to the above declarations or any occurrence of conflict of interests.

Note: Please provide the particulars below if unable to declare on any of the above item v. a) – c)

| Particulars of Financing / Guarantee / Commercial Transaction / Contract / Outsourcing Dealings | Particulars of Family Member / Contractor / Vendor / Supplier | Nature of Interest / Relationship |

vi. Authorizations on Personal Data

I / We hereby expressly and unconditionally authorize Credit Guarantee Corporation Malaysia Berhad (CGC) to acquire and/or verify any personal information directly or indirectly identifiable to me / us including but not limited to information on my / our identity, identification number, contact particulars, financial position, sensitive personal information and/or any other non-public information (hereinafter collectively referred to as "Personal Data") which are relevant to CGC's businesses, with or from any credit reporting / rating bureau or agency, Bank Negara Malaysia, financial institutions and/or other entities.

I / We further authorize and agree that CGC at its absolute discretions may obtain, use, retain, disclose, share, match, and/or transfer all or any part of the Personal Data in anyway, method and/or duration whatsoever either within and/or outside Malaysia (herein collectively referred to as "Process"), to, from or with any of CGC's shareholders, subsidiaries, related parties, officers, employees, agents, advisors, service providers, third party or independent contractors, co-contractors, any credit reporting / rating bureau agency, Bank Negara Malaysia, the Association of Banks in Malaysia including its members and/or any other entities which CGC deems necessary as follows:

- for the purpose of promoting, improving and furthering the provision of CGC's entire related businesses (either directly or indirectly);
- to comply with all applicable laws, rules, regulations, guidelines, other legal requirements and/or litigation, defend or respond accordingly to an actual or potential lawsuit including queries involving regulatory and non-regulatory bodies; or
DECLARATION BY CUSTOMER (cont’d)

- generally to protect its best interest, rights and properties and/or to ensure the technical competence and functioning of its operations and systems including but not limited to credit evaluation / rating / references, risk management, audit, debt collection, legal process and/or its financial position

I / We agree and understand that the Authorization on Personal Data given herein are obligatory in nature and CGC shall have the right to cease its dealings / services with me / us in the event that this Authorization on Personal Data has ceased to be effective for whatsoever reasons either wholly or partly.

All reasonable efforts and practical steps are made to ensure the integrity and security protection of the Personal Data by CGC. Pursuant thereto, I / we understand that I / we have the right to access, update or amend our Personal Data as CGC deems necessary. In the event that there are any changes or update relating to the Personal Data, I / we undertake to notify CGC’s Customer Service Centre as follows:-

Assistant Vice President,
Customer Service Centre,
Level 2, Bangunan CGC,
Kelana Business Centre,
97, Jalan SS7/2, 47301
Petaling Jaya, Selangor Darul Ehsan,
Tel: No: 063 7880 0088; Fax No: 063 7803 0077; email: csc@cgccom.my in order to ensure the accuracy of the Personal Data at all times.

Would you like to receive marketing material from CGC in the future?
Compulsory Yes [ ] No [ ]

CGC reserves the right to amend this Authorization on Personal Data from time to time.

I / We have read, understand and hereby expressly and unconditionally agree and consent to the above contents

........................................
Signature & Official Stamp: Name:
Date: NRIC No.: Designation:
## APPENDIX V

**CREDIT GUARANTEE CORPORATION MALAYSIA BERHAD**  
**CLAIMS UNDER THE SPECIAL RELIEF FACILITY 2015 (SRF-1-2)**

<table>
<thead>
<tr>
<th>LG No.</th>
<th>Claim No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For CGC Use</td>
</tr>
</tbody>
</table>

Financial Institution : ......................................
Branch : ......................................

### A. Details of Customer

i) Customer’s Name :

ii) Particulars of Sole-Proprietor/Partners/Directors (as at date of claim)

<table>
<thead>
<tr>
<th>Name</th>
<th>NRIC No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td></td>
</tr>
<tr>
<td>e)</td>
<td></td>
</tr>
<tr>
<td>f)</td>
<td></td>
</tr>
</tbody>
</table>

iii) Particulars of Facilities:-

<table>
<thead>
<tr>
<th>a)</th>
<th>Date Approved:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>_______________</td>
</tr>
<tr>
<td>b)</td>
<td>Loan Amount / Limit:</td>
</tr>
<tr>
<td></td>
<td>_______________</td>
</tr>
<tr>
<td>c)</td>
<td>Date of Disbursement:</td>
</tr>
<tr>
<td></td>
<td>_______________</td>
</tr>
</tbody>
</table>

### B. Classification as Non-Performing Loan

<table>
<thead>
<tr>
<th>a)</th>
<th>Date Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>_______________</td>
</tr>
<tr>
<td>b)</td>
<td>Total Outstanding Balance</td>
</tr>
<tr>
<td></td>
<td>_______________</td>
</tr>
</tbody>
</table>

### C. Crystallised Amount As At Claim Submission

_____________________

### D. DECLARATION

We certify that the above credit facility/facilities amounting to RM covered by the Guarantee Letter: _______________ dated _______________ (herewith attached) is/are considered bad and doubtful of recovery. The facilities have been classified as non-performing on _______ and a notice to this effect had been furnished to you as per our Monthly Report dated _______________.

We also certify that the relevant particulars and documents furnished by us are extracted from our records which have been duly segregated and additional information will be made available to officers of the Corporation when called upon at any time after lodgement of this claim.

We undertake to refund to the Corporation any amount paid on this claim, if any of the particulars furnished in this form are subsequently found to be incorrect or misleading.

Signature : _______________  (Manager/ Asst Manager)

Name : __________________
Bank. : __________________
Branch : __________________
Date : __________________
APPENDIX VI

BANK NEGARA MALAYSIA

Special Relief Facility 2015 (SRF) for Businesses Affected by Floods

Status of Applications Received as at ____________________________

Name of Participating Financial Institution: ____________________________

<table>
<thead>
<tr>
<th>Particulars</th>
<th>For the Two-Week Period*</th>
<th>Cumulative</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Applications</td>
<td>Financing (RM million)</td>
<td>Number of Applications</td>
</tr>
<tr>
<td>Applications Received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applications Rejected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applications Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reports must be submitted to:

Jabatan Kewangan Pembangunan dan Enterpris,
Level 9, Block C,
Bank Negara Malaysia
Jalan Dato’ Onn
50480 Kuala Lumpur.