BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

APPLICATION FORM TO BE A REGISTERED CURRENCY PROCESSOR

1. This Form is specified by Bank Negara Malaysia (BNM) under paragraph 25(1)(*b*) of the Currency Act 2020 (CA2020) for the purpose of an application to be registered as a currency processor under subsection 26(1) of the CA2020. Applicant shall submit a **cover letter** bearing the company's letterhead, a duly completed application form and appendices **(with clear labelling)** to-

   Pengarah
   Jabatan Pengurusan dan Operasi Matawang
   Bank Negara Malaysia
   Jalan Dato' Onn
   50480 Kuala Lumpur

2. This Form consists of six (6) parts, as follows:
   Part 1: Applicant's particulars
   Part 2: Information of Director, CEO, Senior Management and Shareholder with controlling interest on the Applicant
   Part 3: Financial Resources
   Part 4: Premises and Security
   Part 5: Currency Operations
   Part 6: Others

REMINDER

- An applicant must properly assess whether its business falls within the definition of currency processing business under subsection 2(1) of the CA2020 and fulfills the registration requirements under the Currency (Registration Requirements) Order 2021 [*P.U. (A) 127/2021*] before submitting an application to BNM and paying the non-refundable processing fee of RM500 as required under the Currency (Processing Fees for Application of Registration of Currency Processing Business) Regulations 2020 [*P.U. (A) 281/2020*].

- An applicant shall ensure all information provided is true, accurate, complete and not misleading. Please label supporting documents or appendices clearly.

- Only complete application will be processed. Incomplete application will be REJECTED or RETURNED to the applicant.

- Do NOT alter/amend any word or sentence in this Form.

Part 1: Applicant's particulars

(a) Background

Name of company		**Office Telephone no.**	
Business Registration (BRIC) / Certificate of Incorporation No.		**Office Fax no.**	
		Office Email Address	
Date of incorporation		**Month/Year of commencement of business operations**	
Business address			
Type of Organisation	☐ Private Limited ☐ Limited ☐ Others (please specify) _____		
Nature of Business	☐ Collect currency ☐ Sort currency by authenticity and quality ☐ Pack currency by quality, quantity and denomination ☐ Others (please specify) _____		

Documents to be enclosed:

Please tick (X) and provide a certified true copy of the following documents with the Appendix label:

Appendix	Companies Act 1965	Companies Act 2016
☐ **A**	Form 9 – Certificate of Incorporation	Section 17 – Notice of Registration
☐ **B**	Memorandum & Articles of Association	Constitution
☐ **C**	Form 49 – Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars	Section 58 & 236(2) - Notice of Particulars and Changes of Director, Manager and Secretary
☐ **D**	Form 24 - Return of Allotment of Shares	Section 75 to 78 – Allotment of Shares
☐ **E**	Form 23 - Certificate Under Section 52(3) of the Companies Act 1965 that a Company is Entitled to Commence Business [Applicable for Public Limited Company only]	[redacted]

Note:
An applicant who commenced business prior to coming into force of the Companies Act 2016 shall submit the above documents pursuant to the Companies Act 1965.

Other Documents

☐ **F**	Applicant's licence issued by Minister of Home Affairs (Menteri Dalam Negeri) under the Private Agencies Act (PAA) 1971 or licence of the applicant's outsourcing party (for currency collection) under PAA 1971.

(b) Corporate structure *(applicable if applicant is part of a group of companies)*

Document to be enclosed:

Please tick (X) and provide the following document with the Appendix label:

☐ **Appendix G**: Corporate group structure (in a diagram), with adequate details of the parent company, branches, subsidiaries and related companies, including ownership structure and percentage of shareholding **(in separate sheet of paper with brief explanation)**

(c)	**List of Board of Directors (Board) and Chief Executive Officer (CEO) of an applicant** *If space provided is insufficient, please provide in separate sheet*		
No.	**Name**	**NRIC / Passport Number**	**Designation or Type of directorship** *(e.g. non-executive/executive, independent/non-independent)*
1.			
2.			
3.			
4.			
5.			

(d)	**Organisational structure of the Applicant**

Document to be enclosed:

Please tick (X) and provide the following document with the Appendix label:

☐ **Appendix H:** Current organisational chart, showing Board of Directors, CEO, departments and control functions (i.e. internal audit, compliance and risk management) and with reporting lines **(in separate sheet of paper with brief explanation)**

Note:
*An applicant is required to pay a processing fee of **RM500 via RENTAS with TRN code ANT01, account number 1554095430** (Akauntan Negara Malaysia I/Pejabat-Kecil Terimaan) and furnish the receipt or proof of payment together with this Form. Applicant will be informed in writing of BNM's decision on the application.*

FOR BANK NEGARA MALAYSIA USE ONLY

Attended by:	Approved / Reject by:
_____ _____ Officer's Signature & Official Seal Date	_____ _____ Signature Date

The registration requirements and operations are subject to the provisions of the Currency Act 2020.

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Part 2: Detailed Information of Director, CEO, Senior Management[1] and Shareholder with controlling interest[2] on the Applicant

(Please make copies of Part 2 and fill up specifically for each individual)

(a)	**Designation of officers** *Please tick (X) where applicable. Tick more than one box if you hold more than one position.*	***Please attach latest passport sized photograph here***
1.	☐ Director	
2.	☐ Chief Executive Officer* (*or any person with similar rank or position, please specify: _____)	
3.	☐ Senior Management (please state designation): _____	
4.	☐ Shareholder with controlling interest	

(b)	**Particulars*** **For Directors, please complete Part 2(b), (e), (f) and (g)* **For others, please complete Part 2(b), (c), (d), (e), (f) and (g)*			
Name				***Certified true copy documents to be enclosed:*** ☐ **Appendix I:** Security Vetting Results from Polis DiRaja Malaysia (PDRM) or Kementerian Dalam Negeri (KDN) ☐ **Appendix J**: Copy of NRIC/Passport of the individual ☐ **Appendix K**: Insolvency report from Malaysia Department of Insolvency
NRIC/Passport number /BRIC				
Nationality (not applicable for company)				
Current address				
Mobile number		**Email address**		
Office number				

(c)	**Working experience (for the last 5 years)** *(If space provided is insufficient, please provide in separate sheet)*			
No.	**Position/ Designation**	**Organisation/Company**	**Business activity**	**Duration of service** (Year to year)
1.				
2.				
3.				
4.				
5.				

(d)	**Do you have working experience in cash operations?** ☐ Yes. (Please state such experience in part c above) ☐ No

[1] Any person concerned with the operation or management of currency processing company, e.g. Head of Department, Chief Operation Officer, Chief Finance Officer and etc.

[2] An individual or a corporate shareholder who has significant influence over the applicant's action.

(e)	**Are you involved or have been involved (e.g. holds a controlling interest, director, CEO or senior management) in any other business regulated by BNM?** *If yes, please complete the following:*			
No.	**Name of business**	**Business activity**	**Type of interest** *(e.g. shareholder, director, CEO, senior management)*	**Year**
1.				
2.				
3.				
4.				
5.				

(f) Statutory Declaration

I, _____ (name), of NRIC / Passport No. _____ do solemnly and sincerely declare that:

A:

(i) I have not been convicted of an offence relating to dishonesty, fraud, accepting gratification or corruption under any written law within or outside Malaysia;

(ii) I have not held the position of a director or CEO or been directly concerned in the operation or management of any company which has been convicted of an offence relating to dishonesty, fraud, accepting gratification or corruption under any written law within or outside Malaysia;

(iii) I have passed security vetting conducted by KDN or PDRM.

(iv) I am not an undischarged bankrupt;

(v) I am a person of probity, personal integrity and good reputation; and

(vi) I have managed my financial affairs properly and prudently.

B: I am*:

(i) representing the interest of _____; or

(ii) not representing the interests of any person;

C: All the information submitted above is true.

This declaration was made before me:

(Signature of Sessions Court Judge, Magistrate or Commissioner For Oaths)

Date:

* Delete whichever not applicable/relevant

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(g)	Consent for Disclosure of Information

Please complete where applicable:

1. For **individual** who has completed **Part 2** of this form.

   As provided under item (1) of Schedule 11 read together with section 134 of the Financial Services Act 2013 (FSA), item (1) of Schedule 11 read together with section 146 of the Islamic Financial Services Act 2013 (IFSA) and section 120(1)(c) of the Development Financial Institutions Act 2002 (DFIA), I authorize any licensed business under FSA, IFSA, and prescribed institutions under DFIA where I maintain my accounts, or has financial liabilities, to disclose to Bank Negara Malaysia, any information relating to my accounts and affairs including financial liabilities for the purpose of processing this application.

_____	_____	_____	_____
(Date)	(Signature)	(Name in capital letter)	(Designation)

2. For **company** (corporate shareholder) which has completed **Part 2** of this form.

   As provided under item (1) of Schedule 11 read together with section 134 of the Financial Services Act 2013 (FSA), item (1) of Schedule 11 read together with section 146 of the Islamic Financial Services Act 2013 (IFSA) and section 120(1)(c) of the Development Financial Institutions Act 2002 (DFIA), I authorize any licensed business under FSA, IFSA, and prescribed institutions under DFIA where the company maintains its accounts, or has financial liabilities, to disclose to Bank Negara Malaysia, any information relating to the company's accounts and affairs including financial liabilities for the purpose of processing this application.

   [Consent should be given by person authorised by the Board of Directors].

_____	_____	_____	_____
(Date)	(Signature)	(Name in capital letter)	(Designation)

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Part 3: Financial Resources

Reminder: An applicant shall meet the minimum requirements of net worth and working capital of RM100,000 respectively.

Current and projected capital position

This is intended to assess the applicant's ability to maintain the shareholders' funds requirement taking into consideration projected profit/loss.

What is the current amount of the company's shareholders' funds?	**RM**
Share capital (ordinary shares only)	
(+) Reserves - including share premium and general reserve fund	
(+) Retained Profit or (-) Accumulated Losses	
(+) *Audited* Profit for the period or (-) Unaudited Loss for the period	
(-) Intangible assets (including goodwill, capitalised development costs, licenses and intellectual properties)	
(=) Shareholders' Funds	

Documents to be enclosed as evidence:

Please tick (X) and provide the following documents with the Appendix label:

☐ **Appendix L** : Latest audited financial statements or latest unaudited management account showing adequate cash balances or cash balances equivalents, as well as, positive shareholders' funds

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Part 4: Premises and Security

(a) **Is the company's premises exclusively used by the applicant?**
☐ Yes
☐ No

(b) **Is the company's premises complied with the Street, Drainage and Building Act 1974 and Town and Country Planning Act 1976?** *(E.g. no alteration or renovation has been made to the original structure of the building or premises unless with the approval)*
☐ Yes
☐ No

(c) **Is the company's premises in compliance with safety requirements imposed by Jabatan Bomba dan Penyelamat Malaysia?**
☐ Yes
☐ No

(d) **Compliance to system and security**

No.	Description	Yes / No	Remarks (if yes)
1.	Security control room with central monitoring system	☐ Yes ☐ No	[redacted]
2.	Closed-circuit television surveillance system (CCTV) with coverage inside the premise and surrounding premise.	☐ Yes ☐ No	
3.	Trespass, theft and robbery prevention system	☐ Yes ☐ No	coverage surrounding the premises: ☐ internal and external ☐ internal only ☐ external only
4.	Patrol activity and security control at all times (24 hours/7 days) by armed security guards who have passed security vetting by relevant agency under the Ministry of Home Affairs (KDN)	☐ Yes ☐ No	☐ in-house guard ☐ engaged security company licensed by KDN
5.	Visitor control or management system	☐ Yes ☐ No	[redacted]
6.	A vault or safe room	☐ Yes ☐ No	
7.	An adequate fire-fighting equipment or fire safety installation in relation to the use of the premises as certified by the Director General of Fire and Rescue under the Fire Services Act 1988	☐ Yes ☐ No	☐ heat or smoke detector ☐ fire alarm ☐ fire extinguisher ☐ others, please specify _____ _____
8.	Safety equipment to handle emergency including first aid kit and safety signage	☐ Yes ☐ No	[redacted]
9.	Safety gear including safety boot, glove, face mask and goggle.	☐ Yes ☐ No	☐ safety boot ☐ face mask ☐ glove ☐ goggle ☐ others, please specify _____ _____

(e) **Does the company possess guideline to mitigate occupational safety and health risk at workplace (e.g. work-related incidents that is accident, injury, diseases and damage of property)?**
☐ Yes
☐ No

Documents to be enclosed:

Please tick (X) and provide the certified true copy of the following documents with the Appendix label:

☐ **Appendix M**: Document/Agreement indicating applicant's compliance on item 4(a)
☐ **Appendix N**: Document/Agreement indicating applicant's compliance on item 4(b)
☐ **Appendix O**: Document/Agreement indicating applicant's compliance on item 4(c)
☐ **Appendix P**: Document/Guideline on occupational safety and health at workplace

Part 5: Currency Operations

(a)	**Currency Collection**
1.	**How does the company perform currency collection?** ☐ By itself ☐ Outsource (*please provide supporting document as evidence e.g. certify true copy of contract / agreement between the company and the outsource company)*
2.	**If outsource, is the outsourced company licensed by Menteri Dalam Negeri?** ☐ Yes *(If yes, please provide certified true copy of the licence)* ☐ No

(b)	**Currency Processing Equipment and Machine**		
(i)	**Are the currency processing equipment and machine capable to:** *(Please tick (X) where applicable. The below questions are applicable to Malaysian Currency only)*	**Currency**	
		Note	**Coin**
1.	**Detect counterfeit currency?**	☐ Yes ☐ No	☐ Yes ☐ No
2.	**Separate (reject) counterfeit currency?**	☐ Yes ☐ No	☐ Yes ☐ No
3.	**Sort currency by quality?**	☐ Yes ☐ No	☐ Yes ☐ No
4.	**Sort currency by quantity?**	☐ Yes ☐ No	☐ Yes ☐ No
5.	**Sort currency by denomination?**	☐ Yes ☐ No	☐ Yes ☐ No
6.	**Pack currency by quality?**	☐ Yes ☐ No	☐ Yes ☐ No
7.	**Pack currency by quantity?**	☐ Yes ☐ No	☐ Yes ☐ No
8.	**Pack currency by denomination?**	☐ Yes ☐ No	☐ Yes ☐ No

Note:
For item 6, 7, and 8, If the equipment and machine are unable to perform such function, please specify the method used by the company to perform the activities, _____
_____

(ii) List of currency processing equipment and machine
(If space provided is insufficient, please provide in separate sheet)

No.	Type[2]	Manufacturer	Name / Model	Purchase Date	Number of Units
1.					
2.					
3.					
4.					
5.					

[2] E.g. Banknote Processing Systems or Compact Systems for banknote and/or coin processing machine.

(iii)	**Does the company has standard operating procedures on currency processing?** ☐ Yes ☐ No

Documents to be enclosed:

Please tick (X) and provide the certified true copy of the following documents with the Appendix label:

☐ **Appendix Q**: All relevant Standard Operating Procedures related to currency processing

Part 6: Others

(a)	**Does the company has a business continuity plan?** ☐ Yes ☐ No
(b)	**Does the company has insurance or takaful coverage to cover at all times including during transit on the total value of currencies of its clients which will be processed by the company or in the company's possession?** ☐ Yes ☐ No

Documents to be enclosed:

Please tick (X) and provide the certified true copy of the following documents with the Appendix label:

☐ **Appendix R**: Document / guideline of the business continuity plan on cash operation
☐ **Appendix S**: Latest Insurance / Takaful policy agreement issued by the Insurance / Takaful Operators

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Declaration on the information provided and consent for disclosure of information

1. The company confirms that all information given in this Form and the documents submitted are true, accurate, complete and not misleading, and understands that if the company furnishes any information required which is false, inaccurate, misleading or incomplete, the application will be rejected by Bank Negara Malaysia (BNM). In the event the company has registered, it may be deregistered;

2. The company applies for registration under section 25 of the Currency Act 2020 to carry on Currency Processing Business based on information provided in this application and any additional information provided to BNM in the course of the application; and

3. The company will promptly notify BNM in writing of any changes in the information which the company has provided and supply any other relevant information which may come to light in the period during which its application is being considered by BNM. The company acknowledges that BNM may disclose any information provided in the performance of its statutory functions or otherwise as may be specifically authorised by law.

I, the authorised signatory of _____ (name of company) and responsible for the management of the company:

(a) Make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1960; and

(b) As provided under item (1) of Schedule 11 read together with section 134 of the Financial Services Act 2013 (FSA), item (1) of Schedule 11 read together with section 146 of the Islamic Financial Services Act 2013 (IFSA) and section 120(1)(c) of the Development Financial Institutions Act 2002 (DFIA), I hereby authorize any licensed business under FSA, IFSA, and prescribed institutions under DFIA where the applicant maintains its accounts, or has financial liabilities, to disclose to BNM, any information relating to the applicant's accounts and affairs including financial liabilities for the purpose of processing this application.

_____	_____	_____
(Date)	(Signature)	(Name in capital letter)

_____	_____
(Designation)	(Official Company Stamp)

This declaration was made before me:

(Signature of Session Court Judge, Magistrate or Commissioner For Oaths)

Date: