



FORMS BYE-LAWS
(STA CONSTITUTION)
(Clause 19)

BYE-LAW 1. MEMBERSHIP APPLICATION FORM (CLAUSE 4(1)(b))

PERSATUAN KAYU KAYAN SARAWAK
(Sarawak Timber Association)
11 Floor, Wisma STA
26, Jalan Datuk Abang Abdul Rahim, 93450 Kuching

APPLICATION FOR MEMBERSHIP
(Clause 4(1)(b) & Forms Bye-law 1)

Name of Individual/Company/Corporation/Partnership:

Company Registration No. & Date: Trade License No:

Office Address:

Phone No: Fax No: Email:

Other Multi-Media Address:

Postal Address :

Classification of official membership – representation desire (please tick [] one only)

- | | | |
|--|--|--|
| <input type="checkbox"/> Log Marketing | <input type="checkbox"/> Panel Products | <input type="checkbox"/> Sawmilling |
| <input type="checkbox"/> Hill Logging | <input type="checkbox"/> Swamp Logging | <input type="checkbox"/> Timber Products Marketing |
| <input type="checkbox"/> Moulding | <input type="checkbox"/> Forest Plantation | <input type="checkbox"/> Furniture & other Woodworking |

Categories of membership wish to be listed other than the official membership (please tick [] appropriate box(es))

- | | | |
|--|--|--|
| <input type="checkbox"/> Log Marketing | <input type="checkbox"/> Panel Products | <input type="checkbox"/> Sawmilling |
| <input type="checkbox"/> Hill Logging | <input type="checkbox"/> Swamp Logging | <input type="checkbox"/> Timber Products Marketing |
| <input type="checkbox"/> Moulding | <input type="checkbox"/> Forest Plantation | <input type="checkbox"/> Furniture & other Woodworking |

Name of the representative of your organisation who is eligible to attend, vote at any General Meeting pursuant to the Clause 7(4) of the STA Constitution and be eligible for appointment or election as member(s) of the Council, Committee member(s) and/or sub-Committee member(s).

Name: (Representative) Signature:

(H/p No: Email:)

Name: (Alternate Representative) Signature:

(H/p No: Email:)

Individual applicant/Authorised representatives of partnership

The Common Seal of applicant company (affix Firm chop): is affixed in the presence of:

.....
Name:

.....
Director

.....
Director/Secretary

Date.....

Name of Proposer:

Name of Seconder:

Proposer's Membership No:

Seconder's Membership No:

Company's Name:

Company's Name:

Signature & Chop:

Signature & Chop:

Note: (1) Proposer and Seconder must be members of the Sarawak Timber Association for at least a year at the time of application.

(2) Proposer and Seconder shall also not be the same person (whether as an individual or as a representative) as the applicant.

For Official Use Only

Not Approved:

Entrance Fee: RM.....

This application is approved w.e.f.:

Subscription Fee: RM.....

STIDC Registration Ref No.:

Membership No.:

.....
Chairman

.....
Honorary Secretary



INFORMATION REQUIRED FROM INTENDING MEMBERS

Please supply us the following information about the company which is applying for STA Membership.

1. **Email address:**
2. **Date of Company Incorporation:**
3. **Paid-up Capital:**

4. **List of Shareholders of Company:**

5. **List of Directors of Company:**

6. **If exporter, please provide name of supplier/suppliers:**

- (1)
- (2)
- (3)

Please ask one of the above suppliers to confirm this by writing to Sarawak Timber Association.

7. Please enclose a copy of the following documents when returning the application form to STA Office (where applicable):

Partnership/sole proprietor	Sdn Bhd/ Berhad	
	Register with Companies Commission of Malaysia (SSM) before 31/01/17	Register with SSM after 31/01/17
<ul style="list-style-type: none"> Trade license Extract of Registration of Business Name issued by Inland Revenue Board of Malaysia Certified Extract of Board's Resolution stating your company's interest to join STA 	<ul style="list-style-type: none"> Trade license Certificate of Business Registration Section 58 Companies Act 2016 (Notification of Change in the Registration of Directors, Managers & Secretaries) Section 78 Companies Act 2016 (Return of Allotment of Shares) Certified Extract of Board's Resolution stating your company's interest to join STA 	<ul style="list-style-type: none"> Trade license Application for Registration of a Company Section 14 Companies Act 2016 (Super form) Section 78 Companies Act 2016 (Return of Allotment of Shares) Certified Extract of Board's Resolution stating your company's interest to join STA

In addition to the above documents, you are required to submit the following supporting documents for the category you are applying:

Category	Supporting documents required for the respective category
Forest Plantation	<ul style="list-style-type: none"> Certificate of Registration from Forest Department
Furniture & Other Woodworking	<ul style="list-style-type: none"> Certificate of Registration from Sarawak Timber Industry Development Corporation
Hill Logging	<ul style="list-style-type: none"> Certificate of Registration from Forest Department
Log Marketing	<ul style="list-style-type: none"> Sales & Purchase Agreement with supplier Monthly Production Quota from Forest Department, if applicable Certificate of Registration from Forest Department, if applicable
Moulding	<ul style="list-style-type: none"> Certificate of Registration from Sarawak Timber Industry Development Corporation
Panel Products	<ul style="list-style-type: none"> Certificate of Registration from Sarawak Timber Industry Development Corporation
Sawmilling	<ul style="list-style-type: none"> Mill Licence
Swamp Logging	<ul style="list-style-type: none"> Certificate of Registration from Forest Department
Timber Products Marketing	<ul style="list-style-type: none"> Letter from Supplier

Notes: All copies of the above documents must be "Certified True Copy" by Advocate, Public Accountant or Company Secretary.

8. If you have registered with Sarawak Timber Industry Development Corporation (STIDC) as a Manufacturer(M), Exporter(E), Importer(I) and/or for Local Sale/Storage of Timber(T), kindly list down your registered product name(s) and product code(s) as below:

Manufacturing (M) :

Export(E) :

Import(I) :

Local Sale/Storage of Timber(T) :



GUIDELINES FOR FILLING IN STA APPLICATION FORM

Please fill in the Application Form clearly, with special attention to the followings:

1) CLASSIFICATION OF OFFICIAL MEMBERSHIP

Please tick one category which your business or operation is related to the classification. This must be your main/biggest business activity and should be the same as your STIDC registration category/activity. Please refer to (5) below for details of payment.

2) CATEGORY OF MEMBERSHIP WISH TO BE LISTED OTHER THAN THE OFFICIAL MEMBERSHIP

You can tick as many categories here as you wish. These categories should reflect other business activities you carry out, besides the main one as indicated in (1) above. For your information, STA Secretariat will send out information for any category by using the Official Category and "Listed Categories" registered by Members. For the Fees, it bases on 10% of the normal Annual Subscription Fees of the respective Official Membership Categories (please refer to (5) below for detail of payment.)

3) NAME OF REPRESENTATIVES

Please name two persons to represent your organization in the Association. One will be the Official Representative while the other one will be the Alternate Representative. According to STA Memorandum and Articles of the Association, the Alternate Representative can only exercise his/her voting right in any general meeting in the event of death, dismissal or resignation of the mentioned Official Representative.

4) NAME OF PROPOSER AND SECONDER

According to STA Memorandum and Articles of Association, every applicant must have a proposer and a seconder who must be a member of Association for at least a year at the time of application. Proposer and seconder shall not be the same person (whether as an individual or as a representative as the applicant). Please make sure the signatures are from official representatives of the companies in accordance to STA record.

5) Entrance Fees and Annual Subscription Fees of Official Membership Categories and Listed Categories. When submitting the application please do not enclose payment as you are only required to make the payment once your application is approved by STA Council.

<u>Membership Categories</u>	<u>Official Fees (RM)</u>	<u>Listed Fees (RM)</u>
Log Marketing	1,000.00	100.00
Panel Products* ¹	1,000.00	100.00
Hill Logging	500.00	50.00
Swamp Logging	500.00	50.00
Forest Plantation* ²	500.00	50.00
Sawmilling	500.00	50.00
Moulding	100.00	10.00
Timber Products Marketing* ³	100.00	10.00
Furniture & Other Woodworking	100.00	10.00
<u>Entrance Fees*⁴</u>		
Member	500.00	
Associate Member	200.00	

Note: *1) Category of "Plywood" has been amended to "Panel Products" with approval from the Registrar of Societies on 24 June 1995. This will include manufacturing of Plywood, Veneer, Medium Density Fibreboard (MDF), Fibreboard, Particleboard, and other wood panel products.
*2) New Category "Forest Plantation" was approved by the Registrar of Societies on 22 June 1999. Oil Palm Plantation as a new business activity within the "Forest Plantation" category was approved in the Annual General Meeting on 31 March 2011.
*3) Category of "Sawn Timber Marketing" has been amended to "Timber Products Marketing" with approval from Registrar of Societies on 28 August 1992. This will include trading (export/local sales) of sawntimber, plywood, veneer, moulding, dowels, laminated board, furniture parts, furniture and other timber products.
*4) Revised entrance fees for Members and Associate Members in all Categories with effective from 1st March 2004 were approved in the 49th Council Meeting on 27 February 2004.