

Workshop Registration No.
(For PIAM's Use Only)

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PERSATUAN INSURANS AM MALAYSIA
(General Insurance Association of Malaysia)

APPLICATION FORM
FOR THE
PIAM APPROVED REPAIRERS SCHEME (PARS)

SECTION A - MINIMUM REQUIREMENTS

1. Please note that the Applicant meeting the below requirements does not mean an automatic approval of the application under the PARS.
2. The Applicant must possess the minimum requirements as follows before submission of the application. Applicants who do not possess the following are not eligible to apply:-

2.1 Company Status

Applicants must be a corporate company (Sdn Bhd/Berhad) incorporated under the Companies Act, 1965 with **(i) minimum paid up capital of RM 50,000**, and **(ii) minimum shareholders fund of RM 100,000**.

2.2 Tools and Equipment

- | | |
|---|--|
| a) Air Compressor | g) Spray Painting Booth (Must equip with Oven and Vacuum System) |
| b) Hydraulic Floor Jack or Service Floor Jack | h) Blow Torches with Gas Cylinders |
| c) Chassis Aligner - with proper anchoring system | i) Four Post Hoist or Two Post or Scissor Lift |
| d) Mig Welding Set | j) Rotating Engine Stand or Engine Washing tank |
| e) Spot Welding Set | k) Portable Lubricators |
| f) Aluminium Welding Set (optional) | l) High Pressure Cleaner |

2.3 Experienced Manpower

- a) **Technical Staff** - (*Minimum 5 staff*): 2 Mechanics/Foreman, 2 Spray Painters, 1 Panel Beater
- b) **Administrative Staff** - (*Minimum 2 staff*)

2.4 Site Area

- a) Total Working Area including office space, customer waiting area, parts storage and repair area – Minimum 8,000 sq. ft.
- b) Admin Office Area (Minimum 200 sq. ft)
- c) Customer Waiting Room Area (Minimum 200 sq. ft)
- d) Engine Repair Room (Minimum 1)
- e) Lubrication Bay (Minimum 1)
- f) Spray Painting Sanding Area (Minimum 2)
- g) Repair Bay (Minimum 3)
- h) Repair Area (Mechanical) (Minimum 2)
- i) Parts Storage Room
- j) DOE Compliance on toxic waste
- k) Accessibility to workshop (not more than 1.5 km from any main road)

2.5 Facilities

- a) Cemented workshop flooring
- b) Vehicle Storage Facilities (Minimum 5,000 sq. ft., gated and guarded and not more than 3kms from workshop)

2.6 Security at Workshop

Workshop must have proper security and premises must be properly secured overnight.

2.7 Communication

- a) Office equipment such as computer, printer, fax and scanner
- b) Internet and valid e-mail address (own domain address eg. abc@workshopname.com.my)
- c) Fixed telephone line is compulsory
- d) Breakdown assistance
- e) Tow truck facility
- f) Confirmation of GPS co-ordinates

2.8 Housekeeping

- a) Safe and clean environment

2.9 Insurance Coverage Requirements

2.9.1 Basic Fire Insurance

- to cover stock in trade including customers motor vehicles.
- minimum sum insured of **RM 500,000.00** or per Adjusters recommendation, whichever is higher.

2.9.2 Public Liability Insurance

- Policies must be specifically endorsed to cover customers' vehicles in the custody of workshop
- minimum sum insured/limit of Indemnity of **RM 300,000.00** or per Adjusters recommendation, whichever is higher

2.9.3 Burglary Insurance

- Policies must be specifically endorsed to cover customers' vehicles held in trust.
- minimum sum insured limit of **RM 300,000.00** (whether or not on First Loss basis) or per Adjusters recommendation, whichever is higher

Applicants must notify the Association in writing immediately of any changes such as cancellation and/or reduction in the sum insured/limit of indemnity of the above policies.

2.10 Subscription to the Centralized Database on Motor Parts Prices and Labour Times (MRC Database)

It is a pre-requisite requirement that the Applicant must be linked to MRC Database to be eligible to apply. For further information on subscribing to the MRC database, please contact:-

Motordata Research Consortium Sdn Bhd
Level 13, Hei Tech Village
Persiaran Kewajipan, USJ 1
UEP Subang Jaya
47600 Selangor

Tel. (603) 80268888
Fax (603) 80241052
Web-site : www.e-mrc.com.my

2.11 Connectivity to e-provider's * website

In view that all transactions will be electronically handled through the e-PARS system which is managed in the provider's portal, it is a condition that the Applicant must arrange connectivity with the provider's system themselves. PIAM will not be responsible for any data issues including breach of data privacy in the processing of use of the Applicant's data, nor for failure of connectivity

* the provider for e-PARS portal is *Merimen On-Line Sdn Bhd* . Their help-line tel no. is 03-8942-8281.

3. Applicant must have current and valid business licences to operate, including signage licence, and Municipal licence, which are to be scanned into e-PARS to support your completed Application Form.

Applicants are also required to scan in a copy of your current Insurance Certificates (or renewal policies) for the duration of your membership in PARS.

4. Statutory Declarations as per Appendix 1 must be submitted by all owners, directors, shareholders, officers and employees of the Applicant.
5. The Oath of Integrity must be signed by the Workshop Owner/Operator and witnessed by a Commissioner of Oath.
6. It is a condition of the PARS application that the assignment of the loss adjuster to conduct the physical inspection and to prepare the Inspection Report is assigned by PIAM.
7. Inspection of your workshop and submission of an Inspection Report on your workshop in the specified form by a licensed adjuster is MANDATORY.

- a) Inspection will be assigned only after you have completed your e-PARS Portal online registration supported by scanned submission of the complete set of support documents required
- b) You must retain your original support documents in your office for inspection, at all times, and produce them for checking by the assigned loss adjuster, or whenever required.
- c) You will be informed of your loss adjuster's visit and you will be issued with a debit advice on the loss adjuster's inspection fee charge which must be settled before their visit.
- d) The scale for inspection fee scale is provided under item 7 (a) (ii) for new Applicants and 7 (b) (i) for renewal Applicants below.
- e) You must settle the adjuster's fee bill within 2 days of dispatch of debit advice in order to coincide with the adjuster's visit. Payment must be settled on-line/electronically, i.e. by internet banking, ATM transfer or ATM cash payment, etc. The receipt will be collected by the adjuster as part of your support documentation.
- f) The loss adjuster will hand you their GST Invoice once you tender proof of payment.
- g) For transparency, you will also be required to countersign the adjuster's assessment report to conclude their visit. You may make a copy of this report for your own reference.

7. The following is the scale of fees to be charged :-

a) New Application

- i) Application/Processing Fee - RM 165.00
- ii) Inspection Fee - RM 650.00 (West Malaysia)
- RM 750.00 (East Malaysia)
- iii) Annual Fee - RM 600.00 (payable upon successful admission to PARS)

b) **Renewal Application**

- i) Inspection Fee
 - RM 650.00 (West Malaysia)
 - RM750.00 (East Malaysia)
 - ii) Annual Fee
 - RM 600.00 (payable upon successful admission to PARS)
- c) All fees and charges are subject to Goods and Services Tax (GST).

SECTION B - TERMS AND CONDITIONS

1. Repairers who are approved under the PARS will be required to be **inspected a minimum of once annually**.
2. PIAM shall have the right to inspect or assign an inspection on your workshop at any time without any prior notice. If the inspection findings do not conform with the particulars listed in your original PIAM application (and such change has not been notified to and approved by PIAM or is not a risk improvement) and/or your workshop is found to be indulging in any malpractices (which Terms and Conditions are re-stated in your Approval Letter), the Association reserves the right, in its absolute discretion, to terminate and/or to suspend your status in PARS for such time period as PIAM deems appropriate. In serious cases, suspension may take place immediately, and you may have to cease the carrying out of repairs to accident vehicles for Insurance Providers upon the receipt of PIAM's written notification to stop repairs. Such notification will be e-mailed through the e-PARS system and will be deemed to be received once it is sent.
3. The selection of repairers under the PARS is done through a balloting exercise involving all PIAM member companies and may include Takaful members as well. Any Applicant which receives one (1) or more veto in the balloting exercise will be automatically rejected or excluded from the PARS.

The PARS member may be summoned to explain why it should not be rejected. In the event it is unable to prove its position, PIAM may exercise discretion to reject the Workshop forthwith.

The reasons for objection by member companies include the following parameters:-

- a) Intentional fraudulent claims.
- b) Aggressive or threatening behaviour against a vehicle owner or staff of Insurance Company/Takaful Provider.
- c) Keeping possession of stolen vehicles or property.
- d) Unauthorised towing or retention of vehicles without the Vehicle Owner's or its Insurer's approval.
- e) Receiving accident vehicles for repairs from unauthorized sources.
- f) Sub-contracting of repairs to any other workshop or fronting for any unapproved workshop.
- g) Other specific reasons by member companies.

PIAM is not obliged to give any reasons, whatsoever, for the rejection or exclusion of a workshop regardless of new or renewal application.

For all intents and purposes, PIAM holds absolute discretion in managing the PARS.

4. By subscribing to the PARS, you will be deemed to have consented to PIAM's access to your data as voluntarily submitted, and agreed to its release, disclosure or other treatment by PIAM as follows:-
 - (a) any or all information provided pursuant to this application;
 - (b) any or all information derived from the balloting exercise referred to above;
 - (c) the results of the balloting exercise referred to above;
 - (d) any referred or referral issue whether relating to general information, application-support information, conduct, enquiries, investigations, complaints, analysis, reviews, appeals or the like.

(e) Whether to PIAM member companies and/or any governmental, regulatory, enforcement authority, processing intermediaries or agents, statistical agencies and the like, whether requested or otherwise and to the lodging of any related reports with such governmental and/or regulatory and/or enforcement authority in relation to the matters referred to in (a) to (d) above.

(f) No action, demand, compensation or claim whatsoever may be brought or sought by or on behalf of the Applicant against PIAM and/or PIAM member companies or any of them on any such release, disclosure or lodging of your data or other information or reports related thereto.

5. In the event any of the Directors/Shareholders/Officers of the company or the Workshop itself has been declared bankrupt or insolvent, the Association reserves the right, in its absolute discretion, to refuse your application or to suspend and/or terminate your approval until the financial status has been redeemed.

6. Workshops de-listed under item 3 including their Directors, Shareholders and Officers shall NOT BE eligible to apply to join PARS for a minimum period of 2 years from the date of delisting. In the event that such persons listed above are found to have an interest, whether legal or beneficial in any other workshop, PIAM shall be entitled to suspend, terminate or reject such approval for such time period as PIAM deems appropriate.

7. Your PARS status will be reviewed annually or at such interval or time as PIAM deems appropriate. The result of the balloting exercise will be notified to the repairer accordingly.

For this purpose, you are required to update the information on your workshop on e-PARS whenever you experience a change without waiting for the next due balloting exercise. Invitation for renewal shall be based on the information record of PIAM as may be updated from time to time upon your notification.

8. A certificate of qualification will be issued by PIAM on your successful application. The PARS Certificate issued shall be valid for a period of one year from the date of approval unless suspended or cancelled earlier.

You will be required to display this PARS Certificate and any other documentary confirmation of your PARS qualification that may be issued to you by the PARS Committee.

9. PIAM has the right to suspend you from the PARS in the event of any valid complaint from any Insurance Provider or any complainant upon clear proof that you are engaging in any of the following activities:-

- a) Intentional fraudulent claims.
- b) Aggressive, malicious or threatening behaviour against a vehicle owner or staff of an Insurance Provider.
- c) Having possession of or found to be involved in theft, stolen vehicles or other stolen property or goods.
- d) Involved in unauthorized towing or retention of vehicles without the vehicle owner or its Insurer's knowledge or approval.
- e) Sub-contracting of repairs to any other workshop or fronting for any unapproved workshop.
- f) engaging in intentional bad or unscrupulous practices or of a criminal or fraudulent nature
- g) habitually providing unhelpful or disrespectful customer service or misleading customers
- h) Other specific reasons by member of the public or Insurance Providers.

After due inquiry, PIAM has the right to terminate you from PARS if you are found guilty of such complaint. PIAM's decision will be final and PIAM is not obliged to give any reason whatsoever, for the suspension or termination of your workshop from PARS.

10. It is mandatory that your authorized tow truck operator/call man who arrive at the scene of accident take photographs of the accident of all vehicles involved showing its number plate, position and severity of damages to the vehicles (before you start to arrange the tow). Photos must show both directions of the road showing the demarcation line in the road. You are also requested to take photographs of injured persons where possible.

You are to provide the name and identification card number of the person taking the photographs. For this purpose, you are required to duly complete Appendix II as attached and forward to the insurer concerned together with the photographs.

You are also required to provide the photographs upon request by the Insurers involved even in cases where the accident vehicles are later towed to another workshop for repair.

11. PIAM may grade PARS workshops according to a scale. Grading of workshop would be based on the criteria of location, construction, paid-up capital, tools/equipment, capabilities and experience, skilled and number of experienced employees, count of objections in the balloting exercise and the number of compliments or complaints received. Decision of the Association on the grading and its purpose is entirely at PIAM's discretion.
12. You are not allowed to provide a front for body repairs and spray painting of any damaged vehicle on behalf of any workshop other than your own approved workshop.
13. A warranty period of 6 months shall be given on any repair to vehicles that you have undertaken.
14. Every Workshop site shall carry its own PARS status. A separate application must be submitted for every branch if the Workshop operates at different locations.
15. Workshop providing only servicing of vehicles without collision repairs and motorcycle workshops are excluded from the PARS and need not apply.
16. Re-inspection may be required in the event of any change in your operating address and/or location during the validity period of your appointment/renewal under PARS.

You are required to provide to the Association a written notification immediately you decide to relocate. For consideration of continued status, you will be required to submit for an inspection at the new address. The inspection fee to pay is as mentioned under item no. 7(b)(i) of Section A – Minimum Requirements of the PIAM Approved Repairers Scheme (PARS) application form.

17. You are informed that the approval granted to your workshop under the PIAM Approved Repairers Scheme (PARS) is NOT transferable to any other entity therefore if you undergo a change of ownership in any way (even if there is a change of one shareholder) from the original application it would result in the de-listing of your workshop. You will be required to submit for re-processing as if yours was a new application and to pay fees under item no. 7(a) of Section A – Minimum Requirements of the PIAM Approved Repairers Scheme (PARS) application form.

If you operate more than one (1) branch, each operation will be required to carry its own PARS certification.

18. PIAM has a right to impose any additional terms and conditions and/or to alter any existing terms and conditions as PIAM deems appropriate from time to time by serving 30 calendar days notice of such additional and/or alterations of the terms and conditions posted on the website.

Notice posted in the electronic PARS system and e-mail notification to the e-mail address provided in the Applicant's record is deemed sufficient notification.

19. The Applicant warrants that it has made sufficient compliance checks on the background of all parties it deals with to satisfy the Anti-Money Laundering and Counter Terrorism Act.
20. By subscribing to PARS you have agreed to all the Terms and Conditions imposed for membership in PARS and endorse this by agreeing that all Directors and employees sign an annual Oath of Integrity to uphold the professionalism of the Auto Repair Industry once your Workshop is accepted/renewed as a PARS member.
20. The Applicant warrants that it has fully complied with the provisions of the Personal Data Protection Act 2010 ("**the Act**") applicable to the processing of personal data as defined in the Act and specifically, that all necessary consents have been obtained from individuals whose personal data is being disclosed to PIAM in this form for the purpose of applying for the PIAM Approved Repairers Scheme (PARS), including the right for PIAM to continue to retain such personal data for regulatory and litigation purposes following any revocation of the approval granted.
21. All completed applications (including supporting documents) must be submitted online at the e-PARS portal, and accompanied with proof of successful payment of the requisite monies through the Payment facility provided.
22. All PARS Repairers agree to uphold the honour and integrity of workshops operating under the certification of PARS.

NOTE

PIAM RESERVES ITS ABSOLUTE RIGHT TO REJECT OR TO APPROVE ANY APPLICATION MADE. COMPLETION OF THE APPLICATION DOES NOT IMPLY OR ENSURE APPROVAL OF THE APPLICATION UNDER THE PIAM APPROVED REPAIRERS SCHEME (PARS).

ANY APPLICATION FORM SUBMITTED WITHOUT THE REQUISITE INFORMATION AND SUPPORTING DOCUMENTS SHALL NOT BE PROCESSED UNTIL ALL BASIC REQUIREMENTS ARE FULLY MET WITH.

Revision History :
V2 - 6/2013
V3 - 6/2015

**OATH OF INTEGRITY
AS A PIAM APPROVED REPAIRERS SCHEME (PARS)
WORKSHOP OPERATOR**

I, _____, NRIC _____,
who am employed as _____ in _____

vow to conduct myself in a truly professional manner as a member of
the PIAM Approved Repairers Scheme (PARS).

I acknowledge that membership in PARS is an honour and a true reflection of the professional standing and performance of motor repairers recognised by the Insurance and Takaful Industry and therefore I am committed to uphold the honesty, integrity and professional conduct of my business.

I agree that all statements and representations that I make in relation to this Workshop's Application to the PARS and that my conduct in the business now or hereinafter is and will always be true, honest and accurate and morally and ethically correct insofar as I, my staff and my business associates are concerned, and that I shall continue to uphold this ethical principle for as long as this Workshop remains a member of PARS

My intent is to maintain a high standard of morality and integrity in all of my business dealings as a member of PARS.

SIGNED: _____ DATE: _____

Duly Witnessed by the Commissioner of Oath

STATUTORY DECLARATION

I, being of full age and of Malaysian nationality do solemnly and sincerely declared that :

1. My personal particulars are as follows : -

Name :

I.C. No. :

Sex :

Residential Address :

2. I have not been declared a bankrupt or am/are insolvent.

3. I have not been arrested, charged, convicted or imprisoned for any crime whether within or outside Malaysia for any offence in respect of the Panel Code or any other statutory provision.

4. I have not been involved in any fraud or dishonesty punishable on conviction with imprisonment for three months or more.

5. I have not defaulted in the repayment on any loan, security, pledge, guarantee, mortgage, lease hire-purchase or any other contract taken from any financial institutions.

6. I vow that I will always practise a high moral integrity and will always uphold the true professional standards of the Motor Trade.

And I make this solemn declaration believing the same to be true, and by virtue of the provisions of the Statutory Declaration Act 1960.

Subscribed and solemnly declared)
by the abovenamed)
at in the)
this Day of)

Before me,

- (i) To be declared by all directors shareholders and employees of workshop.
- (ii) All Statutory Declaration must be declared before a Commissioner for Oaths and stamped.

DECLARATION OF PERSON TAKING PHOTOGRAPH AT SCENE

I, (insert name)

I.C. No : representing (name of workshop)

..... confirm that I have taken the photographs

provided below on(insert date) on (insert time)

at(insert location) : -

- (a) Photographs of the vehicles involved with the number plate and severity of damages to the vehicles. Photos must show both the direction of the road with the demarcation lie of the road.
- (b) Photographs of the injured passengers (third party vehicles).

.....
Signature

.....
Date

PERSATUAN INSURANS AM MALAYSIA
(General Insurance Association of Malaysia)

1 NAME OF WORKSHOP :

2 DATE OF INCORPORATION : PIAM Registration _____
 (Applicable for Renewal Only)

3 LOCATION ADDRESS
 OF WORKSHOP :

OFFICE TELEPHONE NO. : _____ FAX NO. : _____
 MOBILE PHONE NO. : _____ E - MAIL : _____
 What is your GPS position :- _____ Latitude _____ Longitude

4 COMPANY STATUS (Tick (/) appropriate box)
 * Private Limited Company * Public Company
 Authorised share capital RM _____ * Issued paid up capital RM _____
 * Enclosed Form 9, 24, 49 and 32A (if applicable) Shareholders fund RM _____
 * Enclosed a copy of M&A and Audited Accounts.

5 COMPANY REGISTRATION NO:
 Local Authority/Municipal Licence No:
 Date of Expiry:
 Service Tax Licence No:
 Copies of licences and the latest returns to the Registrars must be enclosed.

6 Centralized Database on Motor Parts Prices and Labour times (MRC Database) Account No. : _____

7 Are you a Federation of Automobile Workshop Owners' Association of Malaysia (FAWOAM) members-*Yes/No
 If yes, state membership No. _____ * Life Membership/Ordinary Membership *
 * Delete whichever not applicable.

8 OWNERSHIP AND KEY PERSONEL

A) Directors/Shareholders/Officers :-

Name	New I/C No.	No. of Years of related business experience

B) Experienced Manpower (Technical Staff)

<u>MANAGER</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>ENGINEERS</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>MECHANIC/FOREMAN</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>SPRAY PAINTERS</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>PANEL BEATERS</u>	New I/C No.	No. of years working experience	Previous Employer/Workshop
Name			

<u>WELDERS</u>	New I/C No.	No. of years working experience	Previous Employer/Workshop
Name			

<u>WIREMAN</u>	New I/C No.	No. of years working experience	Previous Employer/Workshop
Name			

<u>ADMINISTRATION STAFF</u>	New I/C No.	No. of years working experience	Previous Employer/Workshop
Name			

Note:-

- 1 Copies of NRIC to be enclosed.
- 2 Passport size photographs to be enclosed.
- 3 Statutory Declaration based on Appendix I attached to be submitted by all owners, directors, shareholders, officers and employees of the applicant.
- 4 Please provide copies of certificate, if technical staff possess MLVK and/or professional automobile accreditation.

9 SITE AREA

a) Location

Light Industrial Area Shophouse Other, please specify _____

b) Accessibility to workshop (not more than 1.5km from any main road. Please state _____ km

c) Accessibility : Is it easily accessible? _____

YES NO If No, please comment _____

d) Construction of Workshop

- i) Land Area _____ sq. feet
- ii) Built up Area _____ sq. feet
- iii) Type of Wall _____
- iv) Type of Roof _____
- v) Type of Flooring _____

e) Premises

Owned Rented

If rented, please provide name of owner/company :

- | | Yes | No | |
|---|--------------------------|--------------------------|--|
| f) Does the workshop have minimum 8,000 sq ft. | <input type="checkbox"/> | <input type="checkbox"/> | Please state _____ sq. ft. |
| g) Admin Office Area | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please state _____ sq. ft. |
| h) Customer Waiting Room Area | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please state _____ sq. ft. |
| i) Engine Repair Room | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please state no. of rooms _____ |
| j) Lubrication Bay | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please state no. of bay(s) _____ |
| k) Spray Painting Sanding Area | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please state no. of areas _____ |
| l) Repair Bay | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please state no. bay(s) _____ |
| m) Repair Area (Mechanical) | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please state no. of areas _____ |
| n) Parts Storage Room | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please state no. of rooms _____ |
| o) Certificate of DOE Compliance on toxic waste | <input type="checkbox"/> | <input type="checkbox"/> | If Yes, please provide copy of certificate |

p) Housekeeping (floor area)

Dirty/Messy Moderate Safe and clean environment

Remarks, if any _____

10 FACILITIES

a) Workshop flooring? Please tick on (✓) appropriate box below.

Cemented Cemented & partly Rubberize Cemented & partly Epoxy

b) Off-site vehicle storage facilities (min. 5,000 sq.ft., gated and guarded and not more than 3km from workshop)

i) Area sq. ft. address,

Yes No

ii) Gated

iii) Guarded

iv) If above 5,000 sq.ft. gated and guarded and not more than 3 kms from workshop.

Please state sq. ft. and km

c) Storage capacity at workshop location? Yes No If Yes, please state area sq. ft.

If it is less than 5,000 sq.ft., please state off-site storage facility (minimum 5,000 sq.ft., gated and guarded and not more than 3 km from workshop)

No. of vehicles Covered Not Covered

11 SECURITY AT WORKSHOP

Please tick (✓) Yes/No on the following:-

a) Are you the sole occupier?

Yes No

If no, please give details of other occupants and construction of partitions.

.....
.....

b) How long the premises has been occupied by you?

c) Do you employ any security guards/watchmen/caretaker at your workshop? Yes No

24 Hours Day time Night time

Yes Yes Yes

No No No

If security is available, please state whether the guards are employed from a security firm or own employee :-

Security Firm Own employed guards

Please state the number of guards on duty

d) Fenced area for parking customers vehicles? Yes No

i) Proper fencing

With fencing but poor condition

Not all customers vehicle parked inside compound

All customers vehicle parked inside compound

ii) Brick perimeter fencing

Not all customers vehicle parked inside compound

All customers vehicle parked inside compound

e) Is there any operational fire and burglar alarm system installed? Yes No

In working condition without Central Monitoring System

In working condition with Central Monitoring System

f) External lightings provided at night?

Dim/Dark Bright Flood light

g) Communication facilities provided for guards? Yes No If Yes, please tick below

Telephone, Mobile or Walkie Talkie

High-tech equipment eg. Web based CCTV, Others please state _____

h) Security pass procedures Yes No If Yes, please tick below

Operate by own employed staffs/guards Operate by professional uniform guards

12 COMMUNICATION

a) Office equipment :

Yes No

i) computer If Yes, no. of units _____

ii) printer If Yes, no. of units _____

iii) fax If Yes, no. of units _____

iv) scanner If Yes, no. of units _____

Yes No

b) Internet and valid e-mail address If Yes, please state email address _____

c) Fixed telephone line Please state telephone no(s). _____

d) Breakdown assistance Sub-contract Day time 24 hours

13

INSURANCE COVER

(Copies of policies must be enclosed)

Please tick (/) against "Yes/No"

a)

Basic Fire Insurance
(YES / NO)

(To cover stock in
in trade including
customers motor
vehicles)

Sum Insured : _____
Policy No. : _____
Period of Insurance : _____
Insurance Company : _____

b)

Public Liability
(YES / NO)

(Policies must be
specifically endorsed
to cover customers'
vehicles in the
custody of workshop)

Limit of Indemnity : _____
Policy No. : _____
Period of Insurance : _____
Insurance Company : _____

c)

Burglary Insurance
(YES / NO)

(Policies must be
specifically endorsed to
cover customers'
vehicles held in trust)

Sum Insured _____
Policy No _____
Period of Insurance _____
Insurance Company _____

14

TOW TRUCK INFORMATION - PLEASE COMPLETE THE INFORMATION FOR EACH TOW TRUCK NORMALLY USED BY YOUR WORKSHOP:-

	Tow Truck Regn No.	Name of Operator	Operator's Mobile No.	Insurer on Tow Truck
1				
2				
3				
4				
5				

15

NATURE OF WORK/SERVICES CARRY OUT/PROVIDED AT YOUR WORKSHOP

	YES	NO	Additional notes
Welding	YES	NO	_____
Panel Beating	YES	NO	_____
Body Repair	YES	NO	_____
Spray Painting	YES	NO	_____
Car Wash & Polish	YES	NO	_____
24 Hours Towing	YES	NO	_____
Engine Service & Repair	YES	NO	_____
General Overhaul	YES	NO	_____
Electric Wiring	YES	NO	_____
Wheel Alignment	YES	NO	_____
Exhaust System	YES	NO	_____
Tyre Balancing	YES	NO	_____
Air Conditioning	YES	NO	_____
Cushion Upholstery	YES	NO	_____
Battery Delivery/Inspection	YES	NO	_____
Insurance Claims Service	YES	NO	_____
Fleet Maintenance	YES	NO	_____
Vehicle Valet & Inspection	YES	NO	_____
Truck Repair & Maintenance	YES	NO	_____

8

16 PROCESSING/ANNUAL FEE

Enclosed herewith the following payments:-

- I) Processing Fee : Money Order/Postal Order/ Cheque No. _____ for amount of RM _____
- II) Inspection Fee : Money Order/Postal Order/ Cheque No. _____ for amount of RM _____

Note : Application/Processing Fee RM165.00
 Inspection Fee RM 650.00 (West Malaysia) or RM750 (East Malaysia)
 Annual Fee RM600.00 (payable upon admission to PARS)
ALL FEES ARE SUBJECT TO ADDITIONAL CHARGE FOR GST.

17 SUPPORTING REQUIRED DOCUMENTS

The following supporting required documents must be submitted together with the duly completed application form:-

		CHECKLIST	
		YES	NO
a	Copies of valid business licences, Municipal licence, insurance policies	<input type="checkbox"/>	<input type="checkbox"/>
b	Statutory Declaration as per Appendix I together with copies of NRIC and passport size photographs to be submitted by all directors, shareholders and employees of the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
c	Sketch plan of workshop and location map of workshop.	<input type="checkbox"/>	<input type="checkbox"/>
d	Photographs showing clearly the front view of the workshop with the signboard clearly displayed together with photograph indicating the capacity and facilities of the workshop.	<input type="checkbox"/>	<input type="checkbox"/>
e	Form 9,24, 49 and 32A (if applicable) for Private Limited Company/Public Company.	<input type="checkbox"/>	<input type="checkbox"/>
f	Copy of Memorandum and Articles of Association.	<input type="checkbox"/>	<input type="checkbox"/>
g	Copy of latest Audited Accounts.	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT'S DECLARATION

I/WE HEREBY:-

- (a) declare that the above information and statements submitted by me/us are true and correct.
- (b) note that the registration of my/our workshop with the Association as an Approved Repairer is on an ANNUAL basis.
- (c) undertake to notify the Association of any changes either in the ownership, personnel of the workshop or location of premises both during the period whilst this application is pending approval and if approved any time in the course of the year.
- (d) agree to pay Annual fee upon successful selection in the PARS.
- (e) undertake to uphold the honour and integrity of PARS and to be bound and to observe all the Terms and Conditions imposed under this PARS Scheme as may be varied from time to time.
- (f) declare that I/We enter into this Agreement and accept all the Terms and Conditions so imposed on our own free will.

Witness

Signature: _____ Signature: _____

Name: _____ Name: _____

I.C. No: _____ I.C. No: _____

Date: _____ Date: _____

Company: _____

