



PERMIT APPLICATION GUIDELINE FOR BANTUAN KHAS SARAWAKKU SAYANG (BKSS) 2020

This guideline is for unlicensed hawker / petty trader / food stall to apply permit issued by the Council.

STEP 1 : DOWNLOAD THE APPLICATION FORM

Kindly download and print out the permit application form from the official website of Sibu Municipal Council.

STEP 2 : FILL IN THE APPLICATION FORM

Complete the application form.

STEP 3 : CHECK THE APPLICATION FORM

Ensure all information given in this form is **TRUE and ACCURATE**. Incomplete application form will not be processed.

STEP 4 : AUTHENTICATION

Kindly sign the declaration section to declare the information given in this form is **TRUE and ACCURATE**.

STEP 5 : SUBMISSION OF APPLICATION FORM

Complete application form attached with photocopy of required documents must be submitted in a sealed envelope before being submitted in a box provided at Wisma Sanyan lobby during working hours only (**Monday – Friday**) from **8.00 am – 5.00 pm** OR email to smc.gov.my.

The last day to submit this application form is on **31st MAY 2020**. Any application received after the closing date will not be entertained.

***REMINDER**

Required documents :

- A photocopy of applicant & spouse MyKad
- Photo of the stall / place of business (if any)
- Recent photo of applicant
- Photo of a composite license / permit (if any)
- Other supporting documents (if any)
 - a) Letter of consent from the premises owner / coffee shop owner (for food stall in coffee shop)
 - b) Letter of consent from *Ketua Masyarakat / Ketua Kampung* (for hawker / petty trader)