

APPLICATION LETTER AS MEMBER OF CREST



Date:

CREST
Sains@usm,
Block C, Ground Floor,
No. 10 Persiaran Bukit Jambul,
11900 Bayan Lepas,
Pulau Pinang,
Malaysia.

Dear Director,

CREST Membership Application

With reference to the above, we _____ (company name) _____ (company registration number) are pleased to submit our application to join the Collaborative Research in Engineering, Science and Technology Center ("CREST Center"). Please find attached with this letter the following items as stated below:

- i) Application Form (Original Copy)
- ii) A crossed cheque of RM _____ (cheque no: _____) made payable to "Collaborative Research in Engineering, Science and Technology Centre" or payment can also be made to the below account (please send remittance slip to naja@crest.my)

Account Holder	Collaborative Research In Engineering, Science & Technology Center
Account Number	8600286028
Current Account Type	CIMB Islamic Mudharabah Current Account-i
Branch	Plaza Damansara

- iii) Copy of the company's "Certificate of Incorporation"

We hereby understand that the approval of our application is subject to the decision of the Board of Directors of the CREST Center. Kindly contact the representative as stated below should you enquire any clarifications or once our application has been approved.

Name _____
Designation _____
Telephone _____ Fax _____
E-mail _____

We look forward to the approval of our application as soon as possible.

Yours faithfully,

Name:
Company Stamp:

APPLICATION FORM

We _____ (company name) hereby apply for the following type of membership

(Please tick one):

Core Member

Full Member

Ordinary Member (See below)
(for SMEs only)

Company Details (Based in Malaysia)

Address	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
Website	<input type="text"/>		
Principal Business Activities	<input type="text"/>	Products & Services	<input type="text"/>
No. of Employees	<input type="text"/>	Date of Incorporation	<input type="text"/>
		Registration No.	<input type="text"/>

Primary Company Representative (i.e. Chief Executive Officer, Managing Director, President etc.)

Name	<input type="text"/>	Designation	<input type="text"/>
E-Mail	<input type="text"/>	Contact	<input type="text"/>

Parent Company		Subsidiaries (if applicable)
Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	

Company Representative to CREST

	Representative	Alternate
Name	<input type="text"/>	<input type="text"/>
Designation	<input type="text"/>	<input type="text"/>
E-Mail	<input type="text"/>	<input type="text"/>

*Any changes to the company representative or the alternate must be communicated to CREST in writing.

With the express permission of the company named above, I am hereby authorized to submit this application on behalf of the company and I certify that the information provided is true to the best of my knowledge.

Authorised Signatory	<input type="text"/>	Company Stamp	<input type="text"/>
Name	<input type="text"/>	Date	<input type="text"/>

FOR OFFICE USE			
Payment Receipt Date	<input type="text"/>	Cheque No. / Remittance No	<input type="text"/>
Approval by Board of Directors	<input type="text"/>	Name of Officer	<input type="text"/>

Table 1: SME Definition

Category	Small	Medium
Manufacturing	Sales turnover from RM300,000 to less than RM15 million OR full-time employees from 5 to less than 75	Sales turnover from RM15 million to not exceeding RM50 million OR full-time employees from 75 to not exceeding 200
Services & Other Sectors	Sales turnover from RM300,000 to less than RM3 million OR full-time employees from 5 to less than 30	Sales turnover from RM3 million to not exceeding RM20 million OR full-time employees from 30 to not exceeding

- A business can qualify as an SME if it meets **either one of the two specified criteria**, namely sales turnover or full-time employees, **whichever is lower**.

Reference: *SME Corp. Malaysia*