

PRODUCT NEW REGISTRATION AND RENEWAL FOR JABATAN AIR NEGERI SABAH

Please find with this attached are form (**BORANG PR2**) and checklist (**SENARAI SEMAK PR1**) for your **NEW/RENEWAL** submission through email **AND** hardcopy to our office. Official application letter should be address to the **Pengarah** Jabatan Air Negeri Sabah.

Please note that asterisk () items on the checklist are compulsory and please do arrange your documents accordingly to the checklist items number.*

We will not follow up and process your submission if your documents are insufficient, so please make sure your documents are complete and binded, especially the () items.*

Email softcopy to:

Jans.hq@sabah.gov.my

Cc : Terrence.Majin@sabah.gov.my

Hardcopy to :

Jabatan Air Negeri Sabah,
Block A, Tingkat 6,
Wisma Muis,
Beg Berkunci 210
88825, Kota Kinabalu
Sabah

THANK YOU

IMPORTANT NOTES/GUIDELINES FOR SUBMITTING YOUR APPLICATIONS

1. ALL ITEM WITH CHECKLIST WITH ASTERISKS (*) ARE COMPULSARY
 - a. ITEM NO 3* - ONLY REQUIRED FOR RENEWAL SUBMISSION
 - b. ITEM NO 5* - ONLY REQUIRED FOR AUTHORIZED DEALER/DISTRIBUTOR
2. ALL DOCUMENTS SHOULD BE ARRANGE ACCORDING TO ITEM NUMBERS
 - a. USING DIVIDERS ARE PREFERABLE
 - b. CHECKLIST (SENARAI SEMAK PR1) TO BE ON THE FIRST PAGE
3. ALL SUBMISSION TO BE COMPILE IN A FORM OF BOOKLET OR BINDED
4. FORMS (BORANG PR2)
 - a. ONE (1) PRODUCT PER FORM (*I.e. GATE VALVE and BUTTERFLY VALVE, SO TWO (2) FORMS REQUIRED IN YOUR BOOKLET SUBMISSION*)
5. INSUFFICIENT DOCUMENTS WILL NOT BE PROCESS
6. PLEASE STATE YOU **MODELS/SIZE/SERIES** CLEARLY IN ITEM NO (B)2 IN BORANG PR2.



SAMPLE OF BINDED SUBMISSION

THE PROCESS

