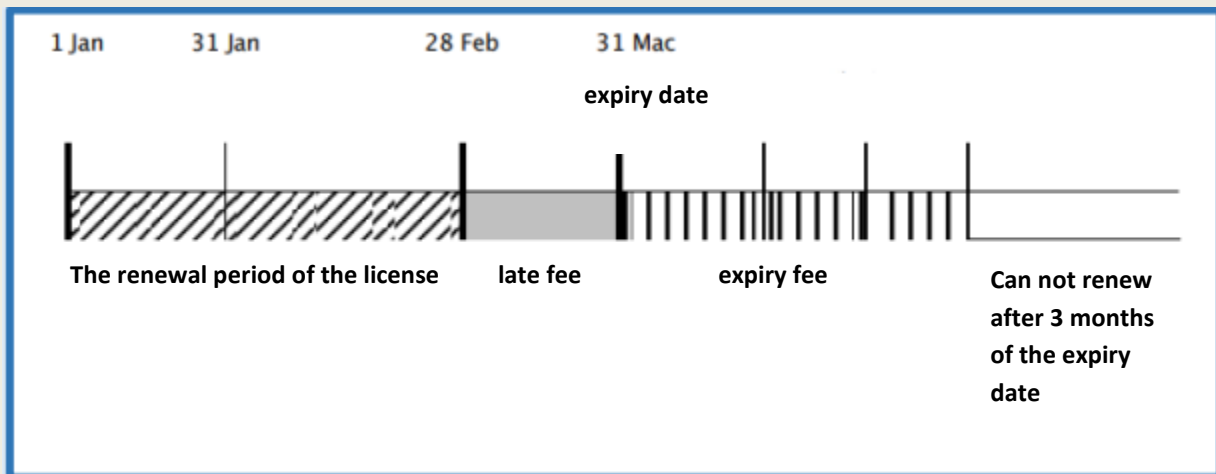

GUIDELINES ON RENEWAL OF LICENSE

WHEN TO SUBMIT RENEWAL APPLICATION?

Licensee shall apply for renewal of license through website at <http://e-lesen.mpob.gov.my> within a period of not less than 1 month but not earlier than 3 months from the expiry date.

Example :

If a license expires on March 31, the renewal application shall be submitted from January 1 to February 28.



IF APPLY LESS THAN 1 MONTH, WHAT IS THE MPOB ACTION?

A person who applies for renewal after the expiry date shall pay a late fee for one percent (1%) of the license fee or ten ringgit, which is greater, for every day of the delay and including the date of expiry.

Example : License fee for Nursery (NN) is RM300.00 and the expiry date is on March 31.

If an application is received on March 10, then the number of day of the delay is ;

10 days	(total day of the delay)
+ 1 day	(expiry date)

11 days	(total number of days to be charged for late fee)

- 1 day delay – 1% of the license fee is RM3.00 or RM10.00 (1 day delay)
- If 11 days – RM33.00 or RM110.00

➤ Thus, late fee payment is RM110.00 because greater than RM33.00

IF APPLY RENEWAL AFTER EXPIRY DATE, WHAT IS THE MPOB ACTION?

Application for renewal made after the expiry date of the license, the Director General may refuse to renew the license or may renew the license subject to an imposition of an expiry fee not exceeding 500% of the license fee or RM5,000.00, whichever is the greater. In addition to the expiry date, the licensee is also charged late fee due to renewal application for less than 1 month from the expiry date.

Example : License fee for Nursery (NN) is RM300.00 and the expiry date is on March 31.

If an application is received on April 7, then the fee will be imposed ;

(a) expiry fee

500% of the license fee is RM1500.00 or RM5,000.00

- Thus, the expiry fee payment is RM5,000.00

(b) late fee

31 days calculate from March 1 to March 31

- Thus, the expiry fee payment is 31 days X RM10.00 (greater than) = RM310.00

➤ Thus, total payment : RM5,000.00 + RM310.00 = RM5,310.00

HOW LONG AFTER THE EXPIRY DATE THE RENEWAL OF LICENSE APPLICATION CAN BE ALLOWED?

Licensee is given the opportunity to renew the license within 3 months after the expiry date subject to payment of late and expiry fee.

CAN A RENEWAL APPLICATION BE REJECTED?

An application for renewal of license may be rejected if the licensee is inactive for more than two (2) consecutive years.