

Appendix 1(c) (Renewal Registration for Firm)

(Instruction: type or write clearly in black colour; leave no blank. Write N/A for non-applicable, Incomplete, wrong or vague information could subject to rejection.)

APPLICATION FORM FOR RENEWAL OF REGISTRATION AS AN ACCREDITED EXTERNAL AUDITORS

(FIRM RENEWAL REGISTRATION)

Renewal of firm registration and Lead Auditor

**To: CONTROLLER OF ENVIRONMENTAL QUALITY
NATURAL RESOURCES AND ENVIRONMENT BOARD SARAWAK (NREB)**

Instructions for Applicants

1. Ensure all sections of the form are completed accurately.
2. Attach all required supporting documents (certified copies).
3. Submit the application form along with the application fee payment proof.

SECTION 1.0 ORGANIZATION INFORMATION

Company Details

1.1	Full Name of Organization <i>(As per the Certificate of Registration)</i>	
1.2	Firm Certificate Registration Number	
1.3	Firm Certificate Validity Period	dd/mm/yyyy to dd/mm/yyyy

Applicant Details

1.4	Applicant Full Name ID/ Passport	
1.5	Email	
1.6	Mobile Number	
1.7	Phone Number	
1.8	Position	

SECTION 2.0 LEADERSHIP AND MANAGEMENT

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Please tick (✓) if there is change of information

No.	Name of Managing Partner/Director/CEO	ID/ Passport	Nationality	Position in Organization	Contact Information
1					Phone: Email:
2					Phone: Email:
3					Phone: Email:
4					Phone: Email:
5					Phone: Email:

SECTION 3.0 AUDITOR INFORMATION

PART A – Existing Lead Auditors

Fill in Section 3(Part A) if the lead auditor is still the same person.

3.1	Name of Accredited External Auditor <i>(As per the Certificate of Registration)</i> ID/ Passport	
3.2	Individual Certificate Registration Number	
3.3	Individual Certificate Validity Period	
3.4	Change of Information	<input type="checkbox"/> Renew as-is <input type="checkbox"/> Renew with change of information

PART B – Change Lead Auditors

Fill in Section 3 (Part B) if there is **change of Lead Auditor**. Either fill in the section for new auditor or the section for existing firm auditor.

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New Auditor

Please tick (✓) and fill in the details of the new auditors.

3.1	Full Name ID/ Passport	
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3.2	Educational Background	Degree/Qualification: _____ Institution : _____ Year of Graduation : _____
3.3	Citizenship Status:	<input type="checkbox"/> Malaysian <input type="checkbox"/> Non-Malaysian (Please provide details of legal presence in Malaysia):
3.4	Professional Experience	Total Years of Experience in GHG Verification: Details of Relevant Projects (Attach separate sheet if necessary): Client Name:
3.5	Specialization in Climate Change	Years of Experience: Details of Climate Change Projects (Attach separate sheet if necessary):
3.6	Additional Qualifications / Competency / Professional Certification (if applicable)	Qualification : Issuing Body : Date of Certification :
<input type="checkbox"/> Existing Firm Auditor Please tick (✓) and fill in the details of the existing auditor which to be appointed as Lead Auditor.		
3.1	Name of Accredited External Auditor <i>(As per the Certificate of Registration)</i> ID/ Passport	
3.2	Individual Certificate Registration Number	
3.3	Individual Certificate Validity Period	
3.4	Change of Information	<input type="checkbox"/> As-is <input type="checkbox"/> With change of information

SECTION 4.0 SUPPORTING DOCUMENTS

Please attach the following documents (certified copies):

For Firm / Organization:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Proof of Incorporation |
| <input type="checkbox"/> | Company Profile |
| <input type="checkbox"/> | Letter of Authorisation, if the applicant is not the business owner (if applicable) |

For Individual:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Passport-sized Photo |
| <input type="checkbox"/> | Proof of Malaysian Citizenship or Legal Presence in Malaysia / Passport for Non-Malaysian |
| <input type="checkbox"/> | Educational Certificates and Transcripts |
| <input type="checkbox"/> | Professional Practice Records |
| <input type="checkbox"/> | GHG Verification Experience Documentation (e.g., project reports, work samples, letters of reference) |
| <input type="checkbox"/> | Proof of Competency Accredited |
| <input type="checkbox"/> | Certification Records for Additional Qualifications (if applicable) |

SECTION 5.0 DECLARATION BY APPLICANT

5.1 Financial and Legal Standing:

I confirm that I am not an undischarged bankrupt, insolvent, or convicted of offenses involving corruption, fraud, or dishonesty.

- ☐ Yes
- ☐ No

5.2 Professional Conduct:

I confirm that I have not been subject to disciplinary action, suspension, or barring from practice by any professional regulatory body.

- ☐ Yes
- ☐ No

5.3 Conflict of Interest:

I confirm that I do not have any conflicts of interest that would impair my ability to verify GHG emissions reports impartially.

- ☐ Yes
- ☐ No

5.4 Accuracy of Information:

I declare that all information provided in this application is true and accurate to the best of my knowledge.

☐ Yes

☐ No

I, the undersigned hereby declared that the information given above are true and correct to the best of my belief and knowledge.

I understood that the Natural Resources and Environment Board reserves the right to cancel my registration if the information given are found to be false.

I further understood that under Section 41, of the Environment (Reduction of Greenhouse Gases Emission) Ordinance, 2023, it is an offence to submit report containing facts, data or information which are false or calculated to deceive the Board.

Signature of Applicant : _____

Name : _____

Date : _____

SECTION 6.0 PAYMENT & SUBMISSION

Payment of Fees

6.1 Application Fee:

Amount: _____ (as per Second Schedule of the Rules or Appendix 2)

Payment Method: [] Bank Transfer / [] Online Payment

Payment Reference Number: _____

6.2 Proof of Payment:

Please attach proof of payment (e.g., bank receipt, payment confirmation).

Submission

6.3 Submission Method:

Physical Submission (Address: Natural Resources and Environment Board (NREB) Sarawak, 18th-20th Floor, Menara Pelita, Jalan Tun Abdul Rahman Yakub, Petra Jaya, 93050 Kuching, Sarawak, Malaysia)

Online Submission (Website: _____)

6.4 Date of Submission: _____

SECTION 7.0 FOR INTERNAL USE ONLY (NREB)

7.1 Application Received Date: _____

7.2 Preliminary Check:

- a. Complete
- b. Incomplete (Reason: _____)

7.3 Review Outcome:

- c. Approved
- d. Rejected (Reason: _____)

7.4 Certificate Issued:

- e. Certificate Number: _____
- f. Date of Issuance: _____

Signature of Controller : _____

Date : _____