

Appendix 1(a) (New 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 REGISTRATION AS AN ACCREDITED EXTERNAL AUDITORS

(FIRM REGISTRATION)

New firm registration together with group of auditors to be registered under the firm.

**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.
4. Firm registration includes registration of one lead auditor.

SECTION 1.0 ORGANIZATION INFORMATION

Company Details

1.1 Full Name of Organization	
1.2 Business Registration Number	
1.3 Address	
1.4 Incorporation Status:	<div><input type="checkbox"/> Incorporated under Malaysian Law (Please specify Act: _____)</div> <div><input type="checkbox"/> Non-Malaysian Corporation (Please provide details of legal presence in Malaysia):</div>

Applicant Details

1.5 Applicant Full Name	
1.6 Email	
1.7 Mobile Number	

1.8 Phone Number	
1.9 Position	

SECTION 2.0 LEADERSHIP AND MANAGEMENT

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

Lead Auditor Details (Appoint one Lead Auditor for each firm)

3.1 Full Name ID/Passport	
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 :
Other Auditor(s) Details	
3.1 Full Name ID/ Passport	
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 :

SECTION 4.0 SUPPORTING DOCUMENTS

Please attach the following documents (certified copies):

For Firm / Organization:

- ☐ Proof of Incorporation
- ☐ Company Profile
- ☐ Letter of Authorisation, if the applicant is not the business owner (if applicable)

For Individual:

- ☐ Passport-sized Photo
- ☐ Proof of Malaysian Citizenship or Legal Presence in Malaysia / Passport for Non-Malaysian
- ☐ Educational Certificates and Transcripts
- ☐ Professional Practice Records
- ☐ GHG Verification Experience Documentation (e.g., project reports, work samples, letters of reference)
- ☐ Proof of Competency Accredited
- ☐ 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:

☐ Complete

☐ Incomplete (Reason: _____)

7.3 Review Outcome:

☐ Approved

☐ Rejected (Reason: _____)

7.4 Certificate Issued:

☐ Certificate Number: _____

☐ Date of Issuance: _____

Signature of Controller : _____

Date : _____