

## LAPORAN PERBINCANGAN KUMPULAN

**Nama Agensi** : MAJLIS BANDARAYA KUCHING SELATAN (MBKS)  
**Perkara** : BENGKEL ANALISA STATUS SEMASA INISIATIF MyGP  
**Tarikh/Tempat** : 25 MEI 2023 DI BILIK LATIHAN MPC KUCHING  
**Associate** : HAZIAH MALIM SIDIK MALIM  
**Wakil Agensi** : ENCIK ANDREW TIONG CHUNG UNG (Ketua wakil)

Dimaklumkan bahawa  
 perkhidmatan telah  
 diterima/dilaksanakan  
 dengan memuaskan.

  
 DR. HAZLIHA BINTI SHAFIQ  
 PENGARAH  
 MPC WILAYAH SARAWAK

| NO | AGENDA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TINDAKAN         |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1  | <p><u>Analisa status semasa jenis pelesenan perniagaan</u></p> <p>Pihak wakil MBKS dan Associate telah berbincang mengenai status semasa jenis pelesenan yang dikeluarkan oleh pihak agensi. Terdapat 20 kategori lesen perniagaan yang dikeluarkan dan diproses oleh MBKS. Akan tetapi terdapat 17 kategori lesen yang sering dipohon oleh orang awam dan bakinya dikelaskan sebagai tidak aktif kerana tiada rekod permohonan sejak kebelakangan ini iaitu lesen getah skrap, sabun dan tayar kitar-semula (tyre re-treading). Pihak agensi ada menyediakan buku panduan permohonan lesen yang boleh didapati di kaunter-kaunter pejabat MBKS dan melalui laman sesawang rasmi MBKS.</p> <p>Pada pendapat Associate, garis panduan yang disediakan oleh pihak agensi tidak menepati ketelusan yang telah ditetapkan seperti ketiadaan maklumat mengenai carta alir proses dan piagam pelanggan, bayaran fi lesen dan syarat-syarat pematuhan selepas kelulusan lesen.</p> | Associate/Agensi |
| 2  | <p><u>Pengumpulan maklumat jenis dan garis panduan lesen perniagaan</u></p> <p>Pihak agensi dan Associate bersepakat untuk membangunkan 6 garis panduan untuk 6 kategori lesen termasuk sub-sub lesen berdasarkan jumlah tertinggi permohonan dan pertanyaan atau aduan pelanggan sebagai asas pemilihan bagi penyediaan garis panduan. Associate juga telah mendapat satu sampel garis panduan yang pernah cuba dibangunkan oleh pihak agensi tetapi ia tidak dibangunkan sepenuhnya dan dikatakan sebagai projek terbengkalai. Pihak agensi amat berbesar hati dengan usaha MPC untuk bersama-sama membantu menyediakan garis panduan yang telus bagi mengurangkan bebanan perkhidmatan kaunter pertanyaan di pejabat agensi.</p> <p>Associate akan cuba membangunkan semula garis panduan yang sedia ada sebagai langkah penambahbaikan supaya menjadi contoh untuk garis</p>                                                                                            | Associate/Agensi |

|   |                                                                                                                                                                                                                                                                                                                                                   |           |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|   | panduan lesen-lesen lain yang akan dibincangkan pada sesi bengkel yang akan datang.                                                                                                                                                                                                                                                               |           |
| 3 | <p><u>Lain-lain</u></p> <p>Berikut adalah lampiran yang disertakan untuk laporan ini:</p> <ol style="list-style-type: none"> <li>1. Gambar-gambar kumpulan perbincangan semasa bengkel</li> <li>2. Senarai Semakan Ketelusan Pelesenan Perniagaan</li> <li>3. Senarai Penuh Jenis Lesen dan Bayaran Fi yang disediakan oleh pihak MBKS</li> </ol> | Associate |

Disediakan oleh: HAZIAH MALIM SIDIK MALIM

Tarikh : 31 Mei 2023

#### LAMPIRAN

1. Gambar-gambar kumpulan perbincangan semasa bengkel



**SEMAKAN KETELUSAN PELESENAN PERNIAGAAN**

PBT: MAJLIS BANDARAYA KUCHING SELATAN  
 PEGAWAI : ENCIK ANDREW TIONG CHUNG UNG  
 NO TELEFON/EMEL: 019-8282095 [mbks.tiong@gmail.com](mailto:mbks.tiong@gmail.com)

| BIL | Nama Pelesenan | Asas Perundangan/Punca Kuasa Pelesenan                                                                                                                                                        | Skop Pelesenan / Aktiviti yang dilesenkan                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Nama Borang Permohonan                         | Garis Panduan Disediakan (Ada/Tiada)                                                                                   | Jika ada Nyatakan Nama Dokumen Garis Panduan Berkenaan                         | Akses Garis Panduan (Manual/Online)                                                                                    | Jika Online, nyatakan link URL berkaitan                             | Catatan        |
|-----|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------|
| 1   | Advertisement  | The Local Authorities (Advertisements) By-laws, 2012<br>- State Planning Authority approval for advertisement higher than 4ft (1200mm)<br>- Structural Certification by Professional Engineer | <div>1.1 Advertisement (other than business name signboard, sky-sign and advertisement on electronic board or any non-print device) of over one square metre in size: measured over the area for the display of the advertisement, and includes such superficial area of frame work or support</div> <div>1.2 Small Advertisement (other than business name sign-board and poster); advertisement not exceeding one square metre in size</div> <div>1.3 Business name signboard</div> <div>1.4 Posters</div> | Application For Advertisement Licence (Form A) | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & <a href="http://mbks.sarawak.gov.my">mbks.sarawak.gov.my</a> | Guidelines on Advertisements at Public Places for Local Authorities in Sarawak | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & <a href="http://mbks.sarawak.gov.my">mbks.sarawak.gov.my</a> | <a href="http://www.mbks.sarawak.gov.my">www.mbks.sarawak.gov.my</a> | Penambahbaikan |

|   |                                       |                                                                                                                               |                                                                                                                                                                                                                                             |                                                                         |                                                                               |                                                                      |                                                                               |                     |                |
|---|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------|----------------|
| 2 | Reflexology and health establishments | The Local Authorities (Reflexology & Health Establishments) By-laws, 2009<br>- Police clearance<br>- Medical Doctor clearance | <p>1.5 Temporary Advertisement (other than posters)</p> <p>1.5.1. Fishtail</p> <p>1.5.2. Horizontal Banner</p> <p>1.5.3. Huge Banner</p> <p>1.5.4. Balloon, etc</p> <p>1.6 Advertisement by means of electronic or any non-print device</p> | <p>Reflexology &amp; Health Establishments Licence Application Form</p> | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | Reflexology & Health Establishments (Massage, Spa, Reflexology, etc) | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | mbks.sarawak.gov.my | Penambahbaikan |
|   |                                       |                                                                                                                               |                                                                                                                                                                                                                                             |                                                                         |                                                                               | Temporary Advertisement Licence Guideline                            |                                                                               |                     |                |

|   |                         |                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                           |                                                                           |                                                                               |                                                                                                                                                        |                                                                               |                     |                |
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| 3 | Entertainment           | The Entertainment Ordinance 2000 & By-laws 2001<br>- Police clearance<br>- Sarawak Billiards & Snooker Sports Federation<br>- Sarawak Multimedia Authority (for e-Sport)<br>- Medical Doctor clearance<br>- Food handlers course | Plays, dramas, operas, variety shows, concerts, dances, beauty contests, playing of music and songs, fireworks, circus, exhibition, reproduction, amusement, fun fair, kiddie machines and other device, etc                              | Entertainment Application Form A (New) & Form C (Renewal)                 | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | Pub/Karaoke/Cabaret/ Dance Hall, etc<br>Cinema/Theatre, etc<br>Bowling Alleys<br>Snooker & Billiards<br>Cyber Café<br>Amusement Centre<br>Skating Rink | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | mbks.sarawak.gov.my | Penambahbaikan |
| 4 | Petroleum               | The Kuching Municipal Council (Storage of Petroleum) By-laws                                                                                                                                                                     | Storage of Petroleum Products                                                                                                                                                                                                             | Licence Application Form (Non Food) Petroleum                             | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | Bomba, Ministry of Utilities Sarawak, KPDNHEP, Contract Letter from Supplier                                                                           | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | mbks.sarawak.gov.my | Penambahbaikan |
| 5 | Lodging House / Hotel   | The Protection of Public Health (Licensing of Hotels and Lodging Houses) Regulations, 2003 & its amendment                                                                                                                       | Hotel, Lodging House, Boarding house or dormitory                                                                                                                                                                                         | Licence Application Form (Non Food) Hotel                                 | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | Bomba, State Planning Authority (Land & Survey Department)                                                                                             | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | mbks.sarawak.gov.my | Penambahbaikan |
| 6 | Market & Hawker Centres | The Kuching Municipal Council (Licensing of Miscellaneous Occupations) By-laws 1961                                                                                                                                              | Beef / Halal Meat<br>Cake / Hot Cake<br>Candy Stall<br>Chinese Herb<br>Coconut Grinding<br>Cold Storage<br>Curry<br>Drink (Halal)<br>Drink (Non-Halal)<br>Egg<br>Food & Drink (Halal)<br>Food (Halal)<br>Food (Non-Halal)<br>Fresh Flower | Application for Market / Hawker Stall Licence (upon publicity by Council) | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | Tiada                                                                                                                                                  | Hardcopy at One Stop Service Counter, No. 9, Lobby MBKS & mbks.sarawak.gov.my | mbks.sarawak.gov.my | Penambahbaikan |

