



**DIVISION OF LEGAL AND INTEGRITY
APPLICATION FOR DOCUMENTS REVIEWING & DRAFTING**

PART I - DOCUMENT CHECKLIST

Please provide the following documents to Legal Unit together with the instructions:

For Individual / Partnership / Trading

- A copy of NRIC / front page passport for the authorized signatories (whichever is relevant)
- Company Registration
- Company Profile

For a registered company

- Company Profile
- Corporate Information (SSM)

For agreement drafting purposes, kindly let us have the following supporting documents

- Proposal/ Paper work;
- Meeting minutes;
- Email/ Letter or correspondence etc;
- Presentation slides; or
- Please complete Part II and III of this Form.

PART II - BACKGROUND/ AREA OF COOPERATION

PART III - PARTIES' RESPONSIBILITIES

PART IV: PREVIOUS RECORD***Have this party ever sign any agreement with other unit/division in UTMSPACE? YES/ NO******If YES, please state the details as follows:***

Division/ Unit			
Person In Charge			
Contact Information	<i>Email</i>	<i>Office No.</i>	<i>Hand phone No.</i>

Note:

Division of Legal and Integrity
(2025)