



# DBKL SUBMISSION

## - PERFORMANCE/ CONCERT

No	DOCUMENTS	
1	Copy of identity identification/ passport of applicant/ company owner	
2	Copy of company/ business/ organization registration (Form 9, 24, 49, Act 777, Section 14, Section 58 or Form D along with business and owner information)	
3	Copy of the rental agreement or venue owner consent letter	
4	Copy of premises floor plan	
5	4R-sized photos of the premises (2 photos outside the premises and 2 photos inside the premises) in color	
6	Approval letter from JK PUSPAL (Attach proof of PUSPAL application form with chop) if foreign artistes.	
7	Copy of poster & stating activities that will be carried out	
8	<ul style="list-style-type: none"> <li>Specify the selling price of the ticket (Entertainment Tax – 10%)</li> <li>Specify the ticket categories and prices</li> </ul>	
9	Other information	

- The process will take 1 to 3 weeks before the event date
- Attend the interview with IPD before the approval is given

No	DOCUMENTS FOR REFUND OF DEPOSIT DBKL	
1	Copy of identity identification/ passport of applicant/ company owner	
2	Bank details/information and CTC by bank officer – front page of bank statement	
3	<ul style="list-style-type: none"> <li>Form refund deposit and</li> <li>Form bank detail with sign &amp; chop.</li> </ul>	
4	Original receipt (deposit)	
5	Letter of undertaking (surat wakil kuasa)	
6	Processing slip printed by the officer at counter for your reference.	

- The process will take 1 to 2 months after submission