

## **FREQUENTLY ASKED QUESTIONS (FAQ)**

1. What is Ordinary membership?

*Ordinary membership is a company carrying on business as a manufacturer in Malaysia and has a valid business license from the local council or a manufacturing license from the Ministry of International Trade and Industry (MITI).*

2. What is Affiliate membership?

*Affiliate membership is a company in Malaysia which is not a manufacturer i.e service provider, logistics, banking, insurance, IT solution, trading, consultant, legal firm, wholesale, management and representative office.*

3. What is different between Ordinary Membership and Affiliate Membership?

*Ordinary and affiliate shall enjoy all privileges as member except Affiliate member shall not entitled to vote at any general meeting, stand for election for any position at any general meeting, be counted in the quorum for general meeting, demand or join in the demand for a vote by secret ballot and to make a requisition for a general meeting.*

4. How is the FMM annual subscription fee structure?

*Ordinary membership, the annual subscription fee is based on the company's latest annual return from a minimum of RM900 to a maximum of RM6,000.  
Affiliate membership, the annual subscription fee is fixed at RM2,600.*

5. Sole Proprietor or Partnership can register as a member of FMM?

*Can. Please refer Question #1 and #2 to determine the type of membership.*

6. My company terminated FMM membership a few years back and decided to re-apply FMM membership.

*The company can submit a new membership application, but any outstanding fees must be paid first.*

7. Who should I nominate as the company authorised representative?

*The company representative is the authorised person in the company to be allowed to attend FMM Annual General Meetings. The authorised representative must be General Manager and above.*

8. What are the supporting documents need to be provided to FMM to apply as member?

*Certificate incorporated, Section 78 (Form 24), Section 58 (Form 49), Section 68 (Latest Annual Return) and business license or manufacturing license. For affiliate membership, the business license is optional. The documents must be duly certified by company secretary or company management or digitally certified by Suruhanjaya Syarikat Malaysia (SSM).*

9. My company has a manufacturing plant but has yet to receive a business license or a manufacturing license from MITI. Does my company is qualified to apply for an Ordinary membership?

*The company can apply for Affiliate membership first. Upon approval of their business or manufacturing license, the company membership will be upgraded to Ordinary membership. Please forward the license to the Membership Division.*

10. My company outsourced the production to a third party but we own the product and the brand name. Are we entitled for Ordinary membership?

*The company can apply for Ordinary membership if it owns the product and the brand name and has intellectual property rights. It can contract out manufacturing activities locally or overseas.*

11. What type of membership if the holding company with the subsidiary involved in manufacturing register as a member?

*The holding companies with subsidiaries involved in manufacturing can apply for Ordinary membership by providing proof that their subsidiary is engaged in manufacturing activities. This includes the company's corporate structure and the subsidiary's business license or manufacturing license.*

12. How long is the process to be a member?

*The membership application will be presented for approval in either the FMM Council or EXCO meeting, which generally takes place at the end of the month. To ensure timely processing, kindly submit the completed application along with the payment to FMM branches at least ten (10) working days prior to the tabling date.*

13. What are the privileges & benefits as member?

*Refer to the page#2 in the FMM membership application form.*

14. How to update the company with the latest information to FMM?

*Members can obtain the member data update form from the FMM Secretariat at headquarters or any FMM branch.*

15. Our company industry is not listed in the ISIC Code listing, what should we put in the application form?

*Please provide information on your main products for us to assist with the ISIC code verification.*

16. Is the visitation to the factory compulsory?

*It is mandatory to visit the factory and office to confirm the registered address and verify manufacturing activities.*

17. What should I receive once my application is approved?

*Once approved, members will receive the FMM Membership Certificate and other documents. The membership kit will be sent to the registered office address provided in the application form within 10 working days.*

18. What is the recommended method to make membership payment?

*FMM members are encouraged to pay their annual membership fees through direct transfer, online payment or JOMPAY. Members still paying by cheque can email the payment slip to [membership@fmm.org.my](mailto:membership@fmm.org.my) and [FinanceDivision@fmm.org.my](mailto:FinanceDivision@fmm.org.my).*

19. Why does FMM require the CTC form?

*Certified true copies (CTC) is required to ensure the documents are legitimate.*

20. Who should we nominate under Business Enquiries in the application form?

*The person's name will be featured on both the FMM website and the FMM Directory of Malaysian Industries.*

21. Can we provide more than one (1) email address to FMM to receiving the FMM Newsletters & Circulars

*FMM permits only one primary email address, but the company can register up to three (3) email addresses with FMM to receive copies of circulars and newsletters.*

22. How we want to get the FMM Member Lounge Username and Password

*The username and password are generated automatically when membership is approved and sent to the email address listed as primary on the membership application form. If you have forgotten your password, please click "forgot password" or contact the FMM IT Division.*

23. We would like to terminate FMM membership as the company is no longer in business, how is the process?

*The company can terminate by sending an official letter or email to FMM explaining the reason.*

24. Our company is no longer in manufacturing activities, but the company is now operating as a trading company, can we still be a member of FMM?

*We will change the membership type from Ordinary to Affiliate. Please refer Q#2 and Q#3 for details.*

25. Is there any special package for group membership if we have more than one (1) company would like to register as member?

*We offer a group membership discount. Please contact your nearest branch for further information.*

26. Is the FMM providing a consultation on applying for permit, licensing etc?

*Please refer Q#13*

27. I am not receiving any newsletters or circulars from FMM even though my email is registered as the primary email address.

*Please contact or email to FMM IT Division at [webmaster@fmm.org.my](mailto:webmaster@fmm.org.my).*

28. Is it necessary to update FMM if there are changes in the Board of Directors, company capital, sales turnover, or employee count?

*It would be helpful if the company updated to FMM. Please email membership@fmm.org.my to request a member data update form.*

29. When the membership renewal invoice will be sent?

*FMM's financial year commences on July 1 and concludes on June 30. Billing is sent by July 1 each year.*

30. My company received a reminder letter from FMM requesting payment of the outstanding amount by December 31st. The letter stated that if payment was not received by this date, membership would be suspended. I would like to know if our company would still be able to enjoy membership benefits after the suspension.

*Membership benefits and privileges will not be granted until full payment is received by the company.*

31. My company received the hard copy invoice and would like to receive a copy of the invoice via email.

*Please send an email to membership@fmm.org.my requesting the necessary form to fill out. The secretariat will then forward the form to you.*

32. My company has changed its name, how to notify FMM?

*The company must attach Form A (change of company name) with the Certificate of Incorporation or Section 13 and email it to membership@fmm.org.my.*

33. If we are members of GS1, are we also a member of FMM?

*FMM Membership and GS1 membership are two separate entities. If you are a member of GS1 but not FMM, you can register for both as FMM and GS1 offer different services.*

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