

Workshop Registration No.
(For PIAM's Use Only)

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PERSATUAN INSURANS AM MALAYSIA
(General Insurance Association of Malaysia)

APPLICATION FORM
FOR THE
PIAM APPROVED REPAIRERS SCHEME (PARS)

SECTION A - MINIMUM REQUIREMENTS

1. Please note that the Applicant meeting the below requirements does not mean an automatic approval of the application under the PARS.
2. The Applicant must possess the minimum requirements as follows before submission of the application. Applicants who do not possess the following are not eligible to apply:-

2.1 Company Status

Applicants must be a corporate company (Sdn Bhd / Berhad) incorporated under the Companies Act, 1965 with **(i) minimum paid up capital of RM 50,000, and**
(ii) minimum shareholders fund of RM 100,000.

2.2 Tools and Equipment

- | | |
|---|--|
| a) Air Compressor | g) Spray Painting Booth (Must equip with Oven and Vacuum System) |
| b) Hydraulic Floor Jack or Service Floor Jack | h) Blow Torches with Gas Cylinders |
| c) Chassis Aligner - with proper anchoring system | i) Four Post Hoist or Two Post or Scissor Lift |
| d) Mig Welding Set | j) Rotating Engine Stand or Engine Washing tank |
| e) Spot Welding Set | k) Portable Lubricators |
| f) Aluminium Welding Set (optional) | l) High Pressure Cleaner |

2.3 Experienced Manpower

- Technical Staff** - (*Minimum 5 staff members*): 2 Mechanics/Foreman, 2 Spray Painters, 1 Panel Beater
- Administrative Staff** – (*Minimum 2 staff members*)

2.4 Site Area

- a) Total Working Area including office space, customer waiting area, parts storage and repair area – Minimum 8,000 sq. ft.
- b) Admin Office Area (Minimum 200 sq. ft)
- c) Customer Waiting Room Area (Minimum 200 sq. ft)
- d) Engine Repair Room (Minimum 1)
- e) Lubrication Bay (Minimum 1)
- f) Spray Painting Sanding Area (Minimum 2)
- g) Repair Bay (Minimum 3)
- h) Repair Area (Mechanical) (Minimum 2)
- i) Parts Storage Room
- j) DOE Compliance on toxic waste
- k) Accessibility to workshop (not more than 1.5 km from any main road)

2.5 Facilities

- a) Cemented workshop flooring
- b) Vehicle Storage Facilities (Minimum 5,000 sq. ft., gated and guarded and not more than 3kms from workshop)

2.6 Security at Workshop

Workshop must have proper security and premises must be properly secured overnight.

2.7 Communication

- a) Office equipment such as computer, printer, fax and scanner
- b) Internet and valid e-mail address (own domain address eg. abc@workshopname.com.my)
- c) Fixed telephone line is compulsory
- d) Breakdown assistance
- e) Tow truck facility
- f) Confirmation of GPS co-ordinates

2.8 Housekeeping

- a) Safe and clean environment

2.9 Insurance Coverage Requirements

2.9.1 Basic Fire Insurance

- to cover stock in trade including customers motor vehicles.
- minimum sum insured of **RM 500,000.00** or per Adjusters recommendation, whichever is higher.

2.9.2 Public Liability Insurance

- Policies must be specifically endorsed to cover customers' vehicles in the custody of workshop
- minimum sum insured/limit of Indemnity of **RM 300,000.00** or per Adjusters recommendation, whichever is higher

2.9.3 Burglary Insurance

- Policies must be specifically endorsed to cover customers' vehicles held in trust.
- minimum sum insured limit of **RM 300,000.00** (whether or not on First Loss basis) or per Adjusters recommendation, whichever is higher

Applicants must notify the Association in writing immediately of any changes such as cancellation and/or reduction in the sum insured/limit of indemnity of the above policies.

2.10 Subscription to the Centralized Database on Motor Parts Prices and Labour Times (MRC Database)

For practical reasons it is a pre-requisite that the Applicant must be linked to MRC Database to be eligible to apply. For further information on subscribing to the MRC database, please contact:-

Motordata Research Consortium Sdn Bhd
Level 13, Hei Tech Village
Persiaran Kewajipan, USJ 1
UEP Subang Jaya
47600 Selangor

Tel. : (603) 80268888
Fax : (603) 80241052
Website : www.e-mrc.com.my

2.11 Connectivity to e-provider's * website

In view that all transactions will be electronically handled through the e-PARS system which is managed in the provider's portal, it is a condition that the Applicant must arrange connectivity with the provider's system themselves. PIAM will not be responsible for any data issues including breach of data privacy in the processing of use of the Applicant's data, nor for failure of connectivity

* the provider for e-PARS portal is **Merimen On-Line Sdn Bhd**. Their help-line tel no. is 03-8942-8281.

3. Applicant must register the workshop with JPJ and attach/scan a copy of your completed JPJ Application form or JPJ Certificate.
4. Applicant must have current and valid business licences to operate, including signage licence, and Municipal licence, which are to be scanned into e-PARS to support your completed Application Form.

Applicants are also required to scan in a copy of your current Insurance Certificates (or renewal policies) for the duration of your membership in PARS.

5. Statutory Declarations as per Appendix 1 must be submitted by all owners, directors and shareholders of the Applicant.
6. The Declaration of Interest must be signed by the Workshop Directors and Shareholders.
7. It is a requirement of the PARS application that a loss adjuster is to be appointed and assigned by PIAM to conduct a physical inspection of your workshop and to prepare an Inspection Report.
8. Inspection of your workshop and submission of an Inspection Report on your workshop in the specified form by a licensed adjuster is MANDATORY before there can be any acceptance of your PARS application.
 - a) Inspection will be assigned only after you have completed your e-PARS Portal online registration supported by a scanned submission of the complete set of the required supporting documents.
 - b) You must retain your original supporting documents in your office for inspection, at all times, and produce them for checking by the assigned loss adjuster, or whenever required.
 - c) You will be informed of the loss adjuster's visit and you will be issued with a debit advice on the loss adjuster's inspection fee charged which must be settled before their visit.
 - d) The inspection fee scale is provided under item 9 (a) (ii) for new Applicants and 9 (b) (i) for renewal Applicants below.
 - e) You must settle the adjuster's fee bill within 2 days of dispatch of the debit advice in order to coincide with the adjuster's visit. Payment must be settled on-line/electronically, i.e. by internet banking, ATM transfer or ATM cash payment, etc. The receipt will be collected by the adjuster as part of your supporting documentations.
 - f) The loss adjuster will hand you their Tax Invoice once you tender proof of payment.
 - g) For transparency, you will also be required to countersign the adjuster's assessment report to conclude their visit. You may make a copy of this report for your own reference.
9. The following is the scale of fees to be charged:-
 - a) **New Application**
 - i) Application/Processing Fee - RM 165.00
 - ii) Inspection Fee - RM 650.00 (West Malaysia)
- RM 750.00 (East Malaysia)
 - iii) Annual Fee - RM 600.00 (payable upon successful admission to PARS)
 - b) **Renewal Application**
 - i) Inspection Fee - RM 650.00 (West Malaysia)
- RM 750.00 (East Malaysia)
 - ii) Annual Fee - RM 600.00 (payable upon successful admission to PARS)
 - c) All fees and charges are subject to government tax as may be applicable at time of submission.
 - d) The payment for Application/ Processing Fee and Annual Fee must be paid online via e-payment or Credit Card through ePARS System.

SECTION B - TERMS AND CONDITIONS

1. Repairers who are approved under the PARS will be required to be **inspected a minimum of once annually**.
2. PIAM shall have the right to inspect or assign an inspection on your workshop at any time without any prior notice. If the inspection findings do not conform with all the particulars, terms and conditions listed in the PARS application form (and such change has not been notified to and approved by PIAM or is not a risk improvement) and/or your workshop is found to be indulging in any malpractices (as stipulated in the Terms and Conditions of the PARS Application Form and your Approval Letter), PIAM reserves the right to conduct due diligence which could lead to termination or suspension of your status in PARS for such time period as PIAM deems appropriate in upholding the standard and integrity of PARS. In serious cases, suspension may take place immediately. Such notification will be e-mailed through the e-PARS system. Transmission will be deemed proof of posting.
3. Approval of repairers under the PARS is done through a balloting exercise involving all PIAM member companies and may include Takaful members as well. Any Applicant which receives one or more objections in the balloting exercise will be subject to a Special Review to discover the underlying issue and its impact to the integrity of PARS.

The basis for objection by member companies will include the following parameters:-

- a) Intentional fraudulent claims.
 - b) Aggressive or threatening behavior against a vehicle owner or staff of Insurance Company/ Takaful Provider.
 - c) Keeping possession of stolen vehicles or property.
 - d) Unauthorised towing or retention of vehicles without the Vehicle Owner's or its Insurer's approval.
 - e) Receiving accident vehicles for repairs from unauthorized sources.
 - f) Sub-contracting of repairs for any other workshop or fronting of repairs for any unapproved workshop.
 - g) Breach of ethics as may be relevant to individual member companies.
4. By subscribing to PARS, you will have consented to PIAM's access to your data as voluntarily submitted, and agreed to its release, disclosure or other treatment by PIAM as follows:-
 - (a) any or all information provided pursuant to this application;
 - (b) any or all information derived from the balloting exercise referred to above;
 - (c) the results of the balloting exercise referred to above;
 - (d) any referred or referral issue whether relating to general information, application-support information, conduct, enquiries, investigations, complaints, analysis, reviews, appeals or the like.
 - (e) Whether to PIAM member companies and/or any governmental, regulatory, enforcement authority, processing intermediaries or agents, statistical agencies and the like, whether requested or otherwise and to the lodging of any related reports with such governmental and/or regulatory and/or enforcement authority in relation to the matters referred to in (a) to (d) above.
 - (f) You would also have consented not to take any action, demand, compensation or claim to be brought or sought by or on behalf of the Applicant against PIAM and/or any PIAM member companies with regards to any release, disclosure or lodging of your data or other information or reports related thereto.
 5. In the event any of the Directors/Shareholders/Officers of your company and/or your Workshop itself has been declared bankrupt or insolvent and/or have been in breach of the provisions of the Statutory Declarations and all related laws or by-laws that impact the integrity of PARS and/or safety of members of the public or reliability and safety of repairs, PIAM reserves the right, to refuse your application or to suspend and/or remove your approval status.

6. Workshops de-listed under Condition 3 including their Directors, Shareholders and Officers shall NOT BE eligible to apply to join PARS for a minimum period of 2 years from the date of delisting. In the event that such persons listed above are found to have an interest, whether legal or beneficial in any other workshop, PIAM shall be entitled to suspend, terminate or reject such approval for such time period as PIAM deems appropriate.

7. Your PARS status will be reviewed annually or at such interval or time as PIAM deems appropriate. The result of the balloting exercise will be notified to the repairer accordingly.

For this purpose, you are advised to update the information on your workshop on e-PARS whenever you experience a change without waiting for the next due balloting exercise. Invitation for renewal shall be based on the information record of PIAM as may be updated from time to time upon your notification.

8. A certificate of qualification will be issued by PIAM on your successful application. The PARS Certificate issued shall be valid for a period of one year from the date of approval unless suspended or cancelled earlier.

You will be required to display this PARS Certificate and any other documentary confirmation of your PARS qualification that may be issued to you by the PARS Committee.

9. PIAM reserves the right to take whatever action appropriate to preserve the integrity and standard of PARS in the event of a proven complaint that you are engaging in unethical activities such as:-

- a) Intentional fraudulent claims.
- b) Aggressive, malicious or threatening behavior against a vehicle owner or staff of an Insurance Provider.
- c) Having possession of or found to be involved in theft, stolen vehicles or other stolen property or goods.
- d) Involved in unauthorized towing or retention of vehicles without the vehicle owner or its Insurer's knowledge or approval.
- e) Sub-contracting of repairs to any other workshop or fronting for any unapproved workshop.
- f) Engaging in intentional bad or unscrupulous practices or of a criminal or fraudulent nature
- g) Habitually providing unhelpful or disrespectful customer service or misleading customers
- h) Other specific reasons by member of the public or Insurance Providers that impact the integrity of the PARS scheme and/or safety of members of the public or reliability and safety of repairs.

After Special Review, PIAM has the right to remove you from PARS if you are found guilty of such activity following due diligence. PIAM's decision will be final and you will be informed of the reason for the suspension or termination of your workshop from PARS.

10. It is mandatory that your authorized Tow Truck operator attending at the scene of accident take photographs of the scene of accident of all vehicles involved showing their number plates, position and severity of damages to the vehicles (before making arrangement for the tow). Photographs must show both directions of the road showing the demarcation line on the road. You are also requested to take photographs if there are persons injured. Photographs can be uploaded to the AACC portal for storage.

Tow Truck operators are invited to subscribe to the add-on PIAM's Accident Assist Call Centre (AACC) Tow Truck assistance program.

11. PIAM may grade PARS workshops according to a scale. Grading of workshop would be based on the criteria of location, construction, paid-up capital, tools/equipment, capabilities and experience, skilled and number of experienced employees, count of objections in the balloting exercise and the number of compliments or complaints received.

12. You are not allowed to provide fronting for body repairs and spray painting of any damaged vehicle on behalf of any workshop other than your own approved workshop.
13. A warranty period of 6 months should be given in respect of on any repair of vehicles that you have undertaken.
14. Every Workshop site shall carry its own PARS status. A separate application must be submitted for every branch if the Workshop operates at different locations.
15. Workshop providing only servicing of vehicles without collision repairs and motorcycle workshops are not within the scope of and need not apply.
16. Re-inspection may be required in the event of any changes in your operating address and/or location during the validity period of your appointment/renewal under PARS.

You are required to provide to the Association a written notification immediately you decide to relocate. For consideration of continued status, you will be required to submit for an inspection at the new address. The inspection fee to pay is as mentioned under item no. 9(b)(i) of Section A – Minimum Requirements of the PIAM Approved Repairers Scheme (PARS) application form.

17. You are informed that the approval granted to your workshop under PARS is NOT transferable to any other entity and therefore if you undergo a change of ownership in any way (even if there is a change of one shareholder) from the original application it would result in the de-listing of your workshop. You will be required to submit for re-processing as if it was a new application and to pay fees under item no. 9(a) of Section A – Minimum Requirements of the PIAM Approved Repairers Scheme (PARS) application form.

If you operate more than one (1) branch, each operation will be required to carry its own PARS certification.

18. PIAM has a right to impose any additional terms and conditions and/or to alter any existing terms and conditions to uphold the standard of PIAM as PIAM deems appropriate from time to time by serving YOU 30 days notice of any additional terms and conditions or alterations to terms and conditions, proposed by PIAM. The notice will explain the reasons for the changes and give you the opportunity to make representations within the expiry of the 30 day notice period or such longer period as may be determined by PIAM. You agree that at all times, PIAM reserves the right to review, revise, amend or replace its requirements, and introduce new policies to reflect the changing needs of insurers and the Malaysian public and to comply with new legislation Notice posted in the electronic PARS system (e-PARS) and e-mail circulation per the internal e-PARS e-mail facility tagged to the Applicant's submitted record is deemed sufficient notification.
19. The Applicant warrants that it has made sufficient compliance checks on the background of all parties it deals with to satisfy the Anti-Money Laundering and Counter Terrorism Act.
20. By subscribing to PARS you have agreed to all the Terms and Conditions imposed for membership in PARS and endorse this by agreeing that all employees and shareholders will uphold the professionalism of the Auto Repair Industry once your Workshop is accepted/renewed as a PARS member.
21. You warrant that You have fully complied with the provisions of the Personal Data Protection Act 2010 ("**the Act**") applicable to the processing of personal data as defined in the Act and specifically, that all necessary consents have been obtained from individuals whose personal data is being disclosed to PIAM in this form for the purpose of applying for the PIAM Approved Repairers Scheme (PARS), including the rights for PIAM to continue to retain and use such personal data for all regulatory and litigation purposes.

22. All completed applications (including all supporting documents) must be submitted online at the e-PARS portal, and accompanied with proof of successful payment of the requisite monies through the Payment facility provided. Upon submitting the applications and supporting documents online, it is mandatory for the Applicants to retain all the original hardcopies of the applications and supporting documents to PIAM, in your office at all times for any PIAM inspection that may be conducted.
23. All PARS Repairers agree to uphold the honour and integrity of workshops operating under the certification of PARS.

NOTE

PIAM RESERVES ITS ABSOLUTE RIGHT TO REJECT OR TO APPROVE ANY APPLICATION MADE IN THE INTEREST OF PARS. COMPLETION OF THE APPLICATION DOES NOT IMPLY OR ENSURE APPROVAL OF THE APPLICATION UNDER THE PIAM APPROVED REPAIRERS SCHEME (PARS).

ANY APPLICATION FORM SUBMITTED WITHOUT THE REQUISITE INFORMATION AND SUPPORTING DOCUMENTS SHALL NOT BE PROCESSED UNTIL ALL BASIC REQUIREMENTS ARE FULLY MET WITH.

PIAM GIVES NO WARRANTY OR ASSURANCE OF ANY KIND, WHETHER EXPRESS OR IMPLIED, THAT APPROVAL AS A PARS REPAIRER WILL AUTOMATICALLY ENTITLE A REPAIRER TO BE INCLUDED IN A PIAM MEMBER COMPANY PANEL OF REPAIRERS. ANY ADMISSION ONTO THE PANEL OF REPAIRERS OF A PIAM MEMBER COMPANY WILL BE SUBJECT TO EACH MEMBER COMPANY'S OWN SELECTION CRITERIA.

Revision History :
V2 - 6/2013
V3 - 6/2015
V4 - 6 2018
V4.1 - 4/2022

PERSATUAN INSURANS AM MALAYSIA
(General Insurance Association of Malaysia)

1 NAME OF WORKSHOP :

2 DATE OF INCORPORATION :

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 PIAM Registration _____
 (Applicable for Renewal Only)

3 LOCATION ADDRESS

 OF WORKSHOP :

 OFFICE TELEPHONE NO. : _____ FAX NO. : _____
 MOBILE PHONE NO. : _____ E - MAIL : _____
 What is your GPS position :- _____ Latitude _____ Longitude

4 COMPANY STATUS (Tick (/) appropriate box)

* Private Limited Company ☐ * Public Company ☐

Authorised share capital RM _____ * Issued paid up capital RM _____

* Enclosed Form 9, 24, 49 and 32A (if applicable) Shareholders fund RM _____

* Enclosed a copy of M&A and Audited Accounts.

5 COMPANY REGISTRATION NO:

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Local Authority/Municipal Licence No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Expiry:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Service Tax Licence No:

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Copies of licences and the latest returns to the Registrars must be enclosed.

6 Centralized Database on Motor Parts Prices and Labour times (MRC Database) Account No. : _____

7 Are you a Federation of Automobile Workshop Owners' Association of Malaysia (FAWOAM) members-*Yes/No
 If yes, state membership No. _____ * Life Membership/Ordinary Membership *

* Delete whichever not applicable.

8 OWNERSHIP AND KEY PERSONEL

A) Directors/Shareholders/Officers :-

Name	New I/C No.	No. of Years of related business experience

B) Experienced Manpower (Technical Staff)

<u>MANAGER</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>ENGINEERS</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>MECHANIC/FOREMAN</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>SPRAY PAINTERS</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>PANEL BEATERS</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>WELDERS</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>WIREMAN</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

<u>ADMINISTRATION STAFF</u>			
Name	New I/C No.	No. of years working experience	Previous Employer/Workshop

Note:-

- 1 Copies of NRIC to be enclosed.
- 2 Passport size photographs to be enclosed.
- 3 Statutory Declaration based on Appendix I attached to be submitted by all owners, directors, shareholders, officers and employees of the applicant.
- 4 Please provide copies of certificate, if technical staff possess M LVK and/or professional automobile accreditation.

9 SITE AREA

a) Location

☐ Light Industrial Area ☐ Shophouse ☐ Other, please specify _____

b) Accessibility to workshop (not more than 1.5km from any main road. Please state _____ km

c) Accessibility : Is it easily accessible? _____

☐ YES ☐ NO If No, please comment _____

d) Construction of Workshop

- i) Land Area _____ sq. feet
 ii) Built up Area _____ sq. feet
 iii) Type of Wall _____
 iv) Type of Roof _____
 v) Type of Flooring _____

e) Premises

☐ Owned ☐ Rented

If rented, please provide name of owner/company : _____

- | | Yes | No |
|---|--------------------------|---|
| f) Does the workshop have minimum 8,000 sq. ft. | <input type="checkbox"/> | <input type="checkbox"/> Please state _____ sq. ft. |
| g) Admin Office Area | <input type="checkbox"/> | <input type="checkbox"/> If Yes, please state _____ sq. ft. |
| h) Customer Waiting Room Area | <input type="checkbox"/> | <input type="checkbox"/> If Yes, please state _____ sq. ft. |
| i) Engine Repair Room | <input type="checkbox"/> | <input type="checkbox"/> If Yes, please state no. of rooms _____ |
| j) Lubrication Bay | <input type="checkbox"/> | <input type="checkbox"/> If Yes, please state no. of bay(s) _____ |
| k) Spray Painting Sanding Area | <input type="checkbox"/> | <input type="checkbox"/> If Yes, please state no. of areas _____ |
| l) Repair Bay | <input type="checkbox"/> | <input type="checkbox"/> If Yes, please state no. bay(s) _____ |
| m) Repair Area (Mechanical) | <input type="checkbox"/> | <input type="checkbox"/> If Yes, please state no. of areas _____ |
| n) Parts Storage Room | <input type="checkbox"/> | <input type="checkbox"/> If Yes, please state no. of rooms _____ |
| o) Certificate of DOE Compliance on toxic waste | <input type="checkbox"/> | <input type="checkbox"/> If Yes, please provide copy of certificate |

p) Housekeeping (floor area)

☐ Dirty/Messy ☐ Moderate ☐ Safe and clean environment

Remarks, if any _____

10 FACILITIES

a) Workshop flooring? Please tick on (✓) appropriate box below.

☐ Cemented ☐ Cemented & partly Rubberize ☐ Cemented & partly Epoxy

b) Off-site vehicle storage facilities (min. 5,000 sq.ft., gated and guarded and not more than 3km from workshop)

i) Area sq. ft. address,

Yes No

ii) Gated ☐ ☐

iii) Guarded ☐ ☐

iv) If above 5,000 sq.ft. gated and guarded and not more than 3 kms from workshop.

Please state sq. ft. and km

c) Storage capacity at workshop location? ☐ Yes ☐ No If Yes, please state area sq. ft.

If it is less than 5,000 sq.ft., please state off-site storage facility (minimum 5,000 sq.ft., gated and guarded and not more than 3 km from workshop)

No. of vehicles Covered Not Covered

11 SECURITY AT WORKSHOP

Please tick (✓) Yes/No on the following:-

a) Are you the sole occupier?

☐ Yes ☐ No

If no, please give details of other occupants and construction of partitions.

b) How long the premises has been occupied by you?

c) Do you employ any security guards/watchmen/caretaker at your workshop? ☐ Yes ☐ No

24 Hours

Day time

Night time

☐ Yes

☐ Yes

☐ Yes

☐ No

☐ No

☐ No

If security is available, please state whether the guards are employed from a security firm or own employee :-

☐ Security Firm ☐ Own employed guards

Please state the number of guards on duty

d) Fenced area for parking customers vehicles? ☐ Yes ☐ No

i) Proper fencing

With fencing but poor condition

Not all customers vehicle parked inside compound

All customers vehicle parked inside compound

ii) Brick perimeter fencing

Not all customers vehicle parked inside compound

All customers vehicle parked inside compound

e) Is there any operational fire and burglar alarm system installed? ☐ Yes ☐ No

☐ In working condition without Central Monitoring System

☐ In working condition with Central Monitoring System

f) External lightings provided at night?

☐ Dim/Dark

☐ Bright

☐ Flood light

g) Communication facilities provided for guards? ☐ Yes ☐ No If Yes, please tick below

☐ Telephone, Mobile or Walkie Talkie

☐ High-tech equipment eg. Web based CCTV, Others please state

h) Security pass procedures ☐ Yes ☐ No If Yes, please tick below

☐ Operate by own employed staffs/guards

☐ Operate by professional uniform guards

12 COMMUNICATION

a) Office equipment :

Yes

No

i) computer

☐

☐

If Yes, no. of units

ii) printer

☐

☐

If Yes, no. of units

iii) fax

☐

☐

If Yes, no. of units

iv) scanner

☐

☐

If Yes, no. of units

Yes

No

b) Internet and valid e-mail address

☐

☐

If Yes, please state email address

c) Fixed telephone line

☐

☐

Please state telephone no(s).

d) Breakdown assistance

☐

Sub-contract

☐

Day time

☐

24 hours

INSURANCE COVER

(Copies of policies must be enclosed)

Please tick (/) against "Yes/No"

a)

Basic Fire Insurance

(YES / NO)

(To cover stock in
in trade including
customers motor
vehicles)

Sum Insured :

Policy No. :

Period of Insurance :

Insurance Company :

b)

Public Liability

(YES / NO)

(Policies must be
specifically endorsed
to cover customers'
vehicles in the
custody of workshop)

Limit of Indemnity :

Policy No. :

Period of Insurance :

Insurance Company :

c)

Burglary Insurance

(YES / NO)

(Policies must be
specifically endorsed to
cover customers'
vehicles held in trust)

Sum Insured

Policy No

Period of Insurance

Insurance Company

14. TOW TRUCK INFORMATION - PLEASE COMPLETE THE INFORMATION FOR EACH TOW TRUCK OPERATOR

	Tow Truck Regn No. / Owner's Name	Type of Tow Truck (See # below) Enter 1,2,3 or 4	Operator's Mobile Nos. (Android)	Insurer on Tow Truck/ Policy Expiry Date	Operator's Consent to subscribe to AACC Tow Apps (See * below)	Attach IC, Photo of Driver & Truck (Please tick)
1					Yes /	(Dr)
					No	(TT)
2					Yes /	(Dr)
					No	(TT)
3					Yes /	(Dr)
					No	(TT)
4					Yes /	(Dr)
					No	(TT)
5					Yes /	(Dr)
					No	(TT)

4 different types of tow trucks and what they are used for:

1. Flatbed Tow Trucks

Flatbed tow trucks are one of the most common and widely used towing vehicles in the world. A flatbed truck has a long empty bed with a flat top. Hydraulics are used to move the flatbed upwards and downwards. What makes flatbed trucks easy-to-use is that you can simply drive your vehicle up the ramp, or have it pulled up. They are also helpful in transporting vehicles which have had a roadside problem or have been involved in an accident. A wide variety of vehicles and boats can be transported on flatbed tow trucks. They are also one of the safest ways to tow vehicles.

2. Integrated Tow Truck

Integrated tow trucks are used in heavy-duty purposes as they are much more specialized. They are used to transport other rigs or buses. An integrated tow truck has extra axles for added stability/strength and its arm is much more embedded in the core of the truck.

3. Hook and Chain Tow Trucks

Hook and chain tow trucks are used to tow all kinds of cargo. These trucks were used widely in the past, but now knowing that a lot of pressure is applied on the towed vehicles in this method, it is no longer so common. Wrapped chain can damage or scratch the vehicle, so it is recommended that you use this option only if you are transporting a wrecked car to a junkyard. Furthermore, the hook and chain tow trucks cannot be used on all-wheel and 4x4 drives because it can damage the drivetrain. Nowadays, the hook and chain tow trucks are mainly used for junk automobiles and wrecked automobiles, because when transporting those vehicles additional damage to the bumper, etc does not matter.

4. Wheel-Lift Tow Truck

Wheel-lift tow trucks have a mechanism similar to the hook and chain tow trucks. However, they use a metal yoke instead of chains and cause less damage to the towed vehicle. The metal yoke is hooked under the rear or front wheels. A pneumatic hoist or hydraulic lift suspends the rear or front side of the vehicle in order to lift it from the ground and pull it away. Front wheel drive vehicles are pulled by their entrance wheels. While wheel-lift tow trucks are not as safe or protected as flatbed tow trucks, they are relatively inexpensive.

*** AACC Tow Apps**

PARS is introducing a Tow Truck Apps in conjunction with the Industry's Accident Assist Call Centre. AACC's tel No. is 15500. Your Operator's consent, operator's digital passport photo and digital photo of front and side and back of tow truck is needed to enable your link.

	YES	NO	Additional notes
Welding	YES	NO
Panel Beating	YES	NO
Body Repair	YES	NO
Spray Painting	YES	NO
Car Wash & Polish	YES	NO
24 Hours Towing	YES	NO
Engine Service & Repair	YES	NO
General Overhaul	YES	NO
Electric Wiring	YES	NO
Wheel Alignment	YES	NO
Exhaust System	YES	NO
Tyre Balancing	YES	NO
Air Conditioning	YES	NO
Cushion Upholstery	YES	NO
Battery Delivery/Inspection	YES	NO
Insurance Claims Service	YES	NO
Fleet Maintenance	YES	NO
Vehicle Valet & Inspection	YES	NO
Truck Repair & Maintenance	YES	NO

16 PROCESSING/ANNUAL FEE

Enclosed herewith the following payments:-

I) Processing Fee : Money Order/Postal Order/ Cheque No. _____ for amount of RM _____

II) Inspection Fee : Money Order/Postal Order/ Cheque No. _____ for amount of RM _____

Note : Application/Processing Fee RM 165.00

Inspection Fee RM 650.00 (West Malaysia) or RM 750 (East Malaysia)

Annual Fee RM 600.00 (payable upon admission to PARS)

ALL FEES ARE SUBJECT TO ADDITIONAL CHARGE FOR GST.

17 SUPPORTING REQUIRED DOCUMENTS

The following supporting required documents must be submitted together with the duly completed application form:-

		CHECKLIST	
		YES	NO
a	Copies of valid business licences, Municipal licence, insurance policies	<input type="checkbox"/>	<input type="checkbox"/>
b	Statutory Declaration as per Appendix I together with copies of NRIC and passport size photographs to be submitted by all directors, shareholders and employees of the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
c	Sketch plan of workshop and location map of workshop.	<input type="checkbox"/>	<input type="checkbox"/>
d	Photographs showing clearly the front view of the workshop with the signboard clearly displayed together with photograph indicating the capacity and facilities of the workshop.	<input type="checkbox"/>	<input type="checkbox"/>
e	Form 9, 24, 49 and 32A (if applicable) for Private Limited Company/Public Company.	<input type="checkbox"/>	<input type="checkbox"/>
f	Copy of Memorandum and Articles of Association.	<input type="checkbox"/>	<input type="checkbox"/>
g	Copy of latest Audited Accounts.	<input type="checkbox"/>	<input type="checkbox"/>

18. APPLICANT'S DECLARATION

I/WE HEREBY:

- (a) declare that the above information and statements submitted by me/us are true, accurate and complete.
- (b) note that the registration of my/our workshop with the Association as an Approved Repairer is on an ANNUAL basis.
- (c) undertake to notify the Association of any changes either in the ownership, personnel of the workshop or location of premises both during the period whilst this application is pending approval and if approved any time in the course of the year.
- (d) agree to pay the Annual fee upon successful selection into the PARS.
- (e) agree to abide by all the terms and conditions stated in Section A and Section B of the PARS Application Form upon successful selection into the PARS as well as all other terms, conditions and guidelines imposed by Bank Negara Malaysia.
- (f) declare that by signing this Application Form, I/We agree to be bound by all the terms and conditions stated in (e) above.

Witness

Signature: _____	Signature: _____
Name: _____	Name: _____
I.C. No: _____	I.C. No: _____
Date: _____	Date: _____
Company: _____	

PARS

V4 (Revised on 1 Jun 18)

STATUTORY DECLARATION

I, _____ (NRIC No.: _____), a
Malaysian citizen and of full age and care with an address at _____
_____, do hereby solemnly affirm and say as follows:-

1. I am a _____ of _____ (hereinafter referred to as “**my Workshop**”), in which it is a registered member of the PIAM Approved Repairers Scheme (PARS).
2. I have not been declared a bankrupt nor is my Workshop declared insolvent.
3. I have not been arrested, charged, convicted or imprisoned for any crime whether within or outside Malaysia for any offence in respect of the Penal Code or any other relevant statutory provision.
4. I have not been involved in any fraud or any offence of dishonesty which is punishable on conviction with imprisonment of three months or more.
5. I have not defaulted in the repayment of any loan, security, pledge, guarantee, mortgage, lease hire-purchase or any other contract taken from any financial institutions either by myself personally or on behalf of my Workshop.
6. I acknowledge that the membership with PARS is an honour and a true reflection of the professional standing and performance of motor repairers recognised by the Insurance and Takaful industries, and therefore I am committed to uphold the honesty, integrity and professional conduct of my business.
7. I affirm that all statements and representations made in relation to this Workshop’s Application to the PARS, and that my conduct in the business now or hereinafter, are and will always be true, honest and accurate, morally and ethically correct insofar as I, my staff and my business associates are concerned, and that I shall continue to uphold this ethical principle for as long as this Workshop remains a member of PARS.
8. I also undertake to maintain a high standard of morality and integrity in all of my business dealings as a member of PARS.
9. I confirm that this statutory declaration given by me is voluntary and without any inducement or coercion.
AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration 1960.

Affirmed by the said)
)
NRIC No.:)
At Kuala Lumpur)
Day of,)

Before me,

Commissioner for Oaths

DECLARATION OF INTEREST

* I hereby declare that I do not have any personal relationship and/or interest with any persons and/or companies who are involved in and/or employed with the insurance/takaful industry or other related services which relate to the discharge of my duties concerning the operation of my business.

* I hereby declare that I have personal relationship and/or interest with the following persons and/or companies who are involved in and/or employed with the insurance/takaful industry or other related services which relate to the discharge of my duties concerning the operation of my business:-

<u>NO.</u>	<u>NAME OF PERSON/COMPANY</u>	<u>NATURE OF RELATIONSHIP/INTEREST</u>	<u>DESCRIPTION OF SERVICE</u>
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I further undertake to declare/disclose to PIAM should I and/or my family members have any direct or indirect interest with other persons and/or companies related to my business in the future.

I further declare that the information declared above is true, accurate and complete and that I will not allow my abovementioned relationship and/or interest to be conflicted with my business in any way.

Dated this

.....
CEO / OPERATING SHAREHOLDER
NAME:
NRIC:

(* Delete where applicable)