

PEKELILING AM BIL. 3 TAHUN 1999

PERATURAN-PERATURAN BAGI
MENJALANKAN
PENYELIDIKAN DI MALAYSIA

PERATURAN-PERATURAN BAGI MENJALANKAN PENYELIDIKAN DI MALAYSIA

1. TUJUAN

- 1.1 Pekeliling Am ini menggariskan peraturan baru bagi menjalankan penyelidikan di Malaysia menggantikan Surat Pekeliling Am Bil. 7/1978. Peraturan ini meliputi semua penyelidik warganegara asing dan warganegara Malaysia yang tinggal di luar negara. Tujuan peraturan ini ialah untuk memperkemas, memepercepat dan menyelaraskan kerja penyelidikan bagi penyelidik warganegara asing dan warganegara Malaysia daripada institusi dan/atau organisasi luar negara yang menjalankan penyelidikan di Malaysia.

2. LATAR BELAKANG

- 2.1 Peraturan bagi menjalankan penyelidikan di Malaysia pada masa yang lepas oleh penyelidik warganegara Malaysia dan penyelidik warganegara asing adalah tertakluk kepada Surat Pekeliling Am Bil. 7/1978 dikuatkuasakan oleh Unit Penyelidikan Sosio-Ekonomi (SERU) diserap di dalam UPE. Peraturan baru yang telah diperkemas adalah bagi menggantikan surat Pekeliling Am berkenaan supaya proses kelulusan dapat dipercepatkan.

3. TAFSIRAN

- 3.1 Bagi tujuan peraturan ini, istilah “penyelidik” merujuk kepada seseorang warganegara asing atau warganegara Malaysia daripada institusi dan/atau organisasi luar negara yang mengkaji secara sistematik dan objektif sesuatu perkara atau masalah. Penyelidikan tersebut akan meningkatkan pengetahuan dan pemahaman dalam bidang berkenaan.
- 3.2 Sesuatu penyelidikan itu boleh dijalankan sama ada secara perseorangan atau berkumpulan.

4. MEKANISMA PELAKSANAAN

- 4.1 Peraturan ini antara lain menetapkan:
 - 4.1.1 Seseorang penyelidik warganegara asing yang diluluskan untuk menjalankan penyelidikan hendaklah melaksanakan penyelidikannya bersama seorang rakan seing warganegara Malaysia (*Malaysian counterpart*);
 - 4.1.2 Semua penyelidik warganegara asing akan dikenakan yuran permohonan sebanyak RM50 (ringgit lima puluh) dan bayaran pendaftaran sebanyak RM150 (ringgit seratus lima puluh sahaja); dan
 - 4.1.3 Peranan dan tanggungjawab agensi kerajaan yang terlibat.

5. OBJEKTIF PERATURAN

- 5.1 Objektif peraturan ini ialah untuk:
 - 5.1.1 Memastikan semua penyelidikan yang dijalankan oleh penyelidik di negara ini mempunyai sistem pendaftaran berpusat;
 - 5.1.2 Memastikan hasil penyelidikan dapat memberikan manfaat kepada negara;
 - 5.1.3 Memastikan supaya spesimen tidak dibawa keluar daripada negara ini tanpa kelulusan jabatan yang berkenaan; dan
 - 5.1.4 Mengawasi penyelidikan yang boleh menimbulkan isu sensitif demi menjaga imej dan kepentingan negara. Huraian mengenai perkara-perkara sensitif diterangkan secara terperinci di APPENDIX A.

6. PEMEROSAN PERMOHONAN

- 6.1 Peraturan penyelidikan yang perlu dipatuhi adalah seperti di APPENDIX B, di mana proses permohonan menjalankan penyelidikan diterangkan dengan jelas.
- 6.2 Kuasa membenarkan seseorang penyelidik menjalankan penyelidikan adalah di bawah bidang kuasa UPE sahaja.

7. PERANAN DAN TANGGUNGJAWAB AGENSI KERAJAAN

Unit Perancang Ekonomi

- 7.1 UPE adalah agensi penyelarasan dalam segala urusan penyelidikan seperti mana yang diperuntukan dalam Pekeliling Am ini. Dalam hubungan ini UPE menentukan:
 - 7.1.1 Pelaksanaan semua peraturan penyelarasan penyelidikan seperti yang terkandung dalam APPENDIX B;
 - 7.1.2 Penyelidik yang memohon untuk menjalankan kajian mempunyai seorang rakan saing warganegara Malaysia dari institusi penyelidikan tempatan, Institut Pengajian Tinggi (IPT) tempatan atau agensi kerajaan yang berkerjasama secara aktif dalam penyelidikan berkenaan;
 - 7.1.3 Hasil penyelidikan dimaklumkan kepada agensi-agensi berkenaan; dan
 - 7.1.4 Tanggungjawab menetapkan dan mengutip bayaran permohonan, bayaran pendaftaran penyelidikan dan lain-lain bayaran yang berkenaan daripada semua penyelidik asing. Bayaran-bayaran ini tidak akan dikembalikan kepada penyelidik sama ada permohonan mereka lulus atau tidak.
- 7.2 Dalam menguatkuasakan peraturan ini, UPE antara lain:

- 7.2.1 Boleh merujuk kepada agensi-agensi (selain daripada agensi yang telah dikenalpasti oleh penyelidik) untuk mendapatkan ulasan; dan
- 7.2.2 Boleh menaraik balik pada bila-bila masa kelulusan yang telah diberi tanpa perlu memberi sebab.
- 7.3 Penyelidik asing perlu mendapatkan surat daripada UPE yang mengesahkan bahawa mereka telah memenuhi semua syarat yang telah ditetapkan sebelum mereka meninggalkan Malaysia. Surat ini hendaklah diserahkan di tempat pemeriksaan keluar.

Jabatan Imigresen Malaysia

- 7.4 Jabatan Imigresen bertanggungjawab:
 - 7.4.1 Menguruskan hal tapisan keselamatan penyelidik warganegara asing yang membuat permohonan untuk menjalankan penyelidikan;
 - 7.4.2 Memaklumkan kepada UPE mengenai keputusan tapisan keselamatan yang dilakukan ke atas penyelidik asing sebelum pas penyelidikan dikeluarkan;
 - 7.4.3 Memberi Pas Lawatan (Profesional) kepada penyelidik untuk tempoh seperti yang tercatat dalam pas penyelidikan dan surat yang diberi oleh UPE; dan
 - 7.4.4 Menentukan seseorang penyelidik warganegara asing tidak dibenar meninggalkan negara ini tanpa surat pelepasan daripada UPE.

Kedutaan Malaysia/Pesuruhjaya Tinggi Malaysia/Kementerian Luar Negeri

- 7.5 Kedutaan Malaysia/Pesuruhjaya Tinggi Malaysia/Kementerian Luar Negeri sebagai wakil negara di luar negeri adalah bertanggungjawab:
 - 7.5.1 Untuk meningkatkan kesedaran dan kefahaman mengenai peraturan berkaitan dengan penyelidikan di Malaysia;
 - 7.5.2 Membekalakan borang permohonan penyelidikan kepada pemohon yang ingin menjalankan penyelidikan di Malaysia; dan
 - 7.5.3 Menasihati UPE dari semasa ke semasa mengenai tahap layanan yang harus diberikan kepada penyelidikan dari negara berkenaan.

Agensi Kerajaan/Institusi Pengajian Tinggi/Institusi Penyelidikan Tempatan

- 7.6 Semua agensi dan IPT adalah bertanggungjawab memastikan:
 - 7.6.1 Senyap penyelidik mendapat kelulusan daripada UPE sebelum menjalankan penyelidikan

- 7.6.2 Memberi ulasan dan pandangan masing-masing mengenai cadangan penyelidika, objektif kajian, methodologi, skop, kawasan kajian, faedahnya kepada negara dan sebagainya;
- 7.6.3 Mengemukakan ulasan ke atas kertas cadangan kajian kepada UPE dalam tempoh dua minggu. Jika sekiranya tiada reaksi diterima daripada pihak-pihak yang berkenaa, UPE akan menggunakan budbicara untuk menimbangkan permohonan berkenaan;
- 7.6.4 Memastikan supaya semua spesimen tidak dibawa keluar daripada negara ini tanpa kelulusan pihak berkuasa yang berkenaan; dan
- 7.6.5 Melapor kepada UPE aduan-aduan bersabit dengan tingkahlaku dan penyelewengan yang dilakukan oleh penyelidik semasa menjalankan kajian.

8. PERANAN DAN TANGGUNGJAWAB RAKAN SAING

- 8.1 Rakan saing mempunyai peranan dan tanggungjawab tertentu ke atas seseroang penyelidik yang mereka telah setuju bekerjasama. Mereka bertanggungjawab memastikan kegiatan penyelidik di bawah kawalan mereka sentiasa di awasi. Peranan dan tanggungjawab ini adalah seeperti yang terkandung di dalam APPENDIX C.

9. TARIKH KUATKUASA DAN PEMBATALAN

- 9.1 Pekeliling Am ini berkuatkuasa mulai dari tarikh ianya dikeluarkan dan dengan ini Surat Pekeliling Am Bil. 7/1978 bersama dengan peraturan-peraturan mengenai pekeliling yang sedia ada di agensi kerajaan yang lain adalah dibatalkan.

'BEKHIDMAT UNTUK NEGARA'

(TAN SRI ABDUL HALIM BIN ALI)

Ketua Setiausaha Negara

JABATAN PERDANA MENTERI

KUALA LUMPUR

31 Julai 1999

EXPLANATORY NOTES ON SENSITIVE ISSUE

1. In the context of national security, sensitive issue that can cause prejudice, hatred, enmity or contempt between or towards any ethnic or religious group and can affect public safety, national security and/or the integrity of the Government and is generally connected with the following acts or behavior:
 - 1.1 Questioning the implementation of certain government policies pertaining to economic development, education and social matters.
 - 1.2 questioning the implementation of particular provisions in the Federal and State Constitutions pertaining to Federal Laws, the freedom of religion, the special position of the indigenous community (Bumiputera), citizenship and the rights of the other communities.
 - 1.3 Regarding a racial or religious group as neglected or given preference in the preference in the implementation of a particular policy without providing the background or reasons that necessitate it.
 - 1.4 Promoting the success of one racial or religious group on the basis of the preference and facilities provided by the government to individuals or the ethnic group concerned.
 - 1.5 Question the authority, wisdom and abilities of a group in a particular area on an ethnic basis.
 - 1.6 Associating and blaming a racial or religious group as the cause of an incident.
 - 1.7 Publicising the name or the ethnic group involved.
 - 1.8 Publicising the details of an incident or violent happening that can arouse anger amongst those read and/or hear about it.
 - 1.9 Publicising and are rude and unjust in the discharge of their duties.
 - 1.10 Conveying the impression that the authorities have failed or are unable to control the situation and are rude and unjust in the discharge of their duties.
 - 1.11 Exaggerating an incident or using rumours or information as the basis for reports that can cause panic or apprehension amongst the people.
 - 1.12 Exaggerating the weakness of the government to particular groups overseas with the intention of the demeaning the integrity or eroding the confidence of the international community in the authority of the government.

RULES FOR CONDUCTING RESEARCH

1. Rules for Application

1.1 A foreign researcher or a Malaysian national domicile overseas who intends to conduct research is required to obtain prior permission from the government. A research pass will be issued to enable the research to be conducted. A researcher is only permitted to start the research after he/she has received the letter of approval form Economic Planning Unit (EPU).

1.2 A prospective foreign researcher has to fill the following forms:

- i. Application to conduct research in Malaysia, EPU/Research Form 1;
- ii. For citizens from Commonwealth countries-Immigration Form Imm 12 Pin 4/85;
- iii. For citizens from non-Commonwealth countries-Immigration Form Imm 47-Pin.11/85; and
- iv. Immigration Form BTK 100.

Application forms can be obtained from the EPU or its website (address://epu.jpm.my).

1.3 Malaysian nationals are only required to fill the form of application to conduct research in Malaysia EPU/Research Form 1.

1.4 The forms have to be completed in full and submitted to EPU with the following:

1.4.1 The research proposal containing the objective of the research, scope, methodology, conceptual definitions, locations and schedule of research;

1.4.2 Official letter from the financial sponsor stating the amount of financial assistance obtained and terms of contract, if applicable, or bank guarantee if self-funded;

1.4.3 Letter of consent from the Malaysian counterpart who will have to be in Malaysia during the duration of the research;

1.4.4 A copy of the Identity Card in case of Malaysian counterpart who will have to be in Malaysia during the duration of the research;

1.4.5 Application fee of RM50 in bank draft.

1.5 For foreign nationals a set of forms as stated in para 1.2 must be submitted to the Immigration Department.

1.6 A copy of form EPU/Research Form 1, the research proposal, letter from the financial sponsor and a letter from the Malaysian counterpart should be submitted

to the agencies which are related to the area of research, for their comments. The list of research areas and the relevant agencies is in APPENDIX B1. The researcher can contact EPU should advice be needed as to the agencies to be contacted.

- 1.7 EPU should be notified of the agencies that have been contacted by the researcher for comment. EPU will seek additional comments if deemed necessary.

2. PROCESSING OF APPLICATION

- 2.1 EPU will co-ordinate and decide on all applicants received after taking into consideration comments from the relevant agencies as stated below:

- 2.1.1 Ministries/Departments/Government Agencies, local institution of higher learning/ local research institutions and other agencies that have a direct interest in the research area proposed or whose comments and co-operation are deemed necessary to ensure the successful completion of the research;

- 2.1.2 The relevant state governments in which the research is to be conducted; and

- 2.1.3 The Malaysian counterpart as stated in the application form.

- 2.2 EPU will contact the applicant if necessary to:

- 2.2.1 Obtain additional explanation as to particular aspects of the research proposed;

- 2.2.2 To incorporate amendments to the research proposal relating to the area of research, scope and other aspects if deemed necessary; and

- 2.2.3 Co-operate with the Malaysian counterpart for mutual benefit.

- 2.3 EPU will make its decision by taking into consideration the comments of the agencies referred to, and will then inform the applicant and the relevant agencies. The approval letter given to the researcher will stipulate all the conditions for the conduct of the research.

3. CONDUCT OF RESEARCH

- 3.1 Applicants who have received the letter of approval are required to report to EPU before beginning the research. The researcher has to submit 2 passport size photographs for the Research Pass. The pass will be issued on an annual basis. The pass will have to be return to EPU on completion of the research or before the end of the validity period.

- 3.2 The Research pass issued by EPU will enable the researcher to obtain assistance and co-operation form the relevant government agencies. However, the assistance and co-operation rendered is subject to the provisions of the Official Secrets Act, 1972 and other related laws.

- 3.3 The foreign researcher, after obtaining the Research pass form EPU, is required to obtain the professional visit pass form the Immigration Department.
- 3.4 The researcher is subject to the Code of Conduct as in APPENDIX B2, when conducting research in Malaysia and in the collection and distributing specimens as provided for in APPENDIX B3, Researchers are also required to abide by all conditions set by the agency concerned and the relevant current legislation.
- 3.5 Should a researcher intend to extend the duration of his research, a written application has to be made to EPU at least a month before the expiry date stating the reasons and attaching the following documents:
 - i) Progress Report:
 - ii) Schedule of work for the period extension is sought; and
 - iii) Letter of support from the Malaysia counterpart.

4. ON COMPLETION OF RESEARCH

- 4.1 The research should submit to EPU a preliminary report of their findings in Bahasa Malaysia or English at least two weeks prior to the expiry date of the duration of the research. Should it be deemed necessary, the researcher will be required to present and discuss the findings.
- 4.2 Before leaving Malaysia, the researcher should surrender his research pass to EPU and obtain a letter form EPU stating that he/she has complied with all the regulations. This letter must be given to the authorities at the point of departure.
- 4.3 Should a researcher want to take specimen out of Malaysia, approval will be subject to the following:
 - 4.3.1 Guidelines as provided in APPENDIX B3 have been complied with;
 - 4.3.2 The researcher consents that all benefits accrued from the use of the specimen will be notified to the government to ensure equitable benefit; and
 - 4.3.3 Sharing of royalty from any product that is marketed as a result of the use of the specimen.
- 4.4 The researcher is required to submit 3 copies of his final report or publication in Bahasa Malaysia or English together with the diskettes as soon as the research completed. Researchers who fail to submit their final report to EPU will be banned form conducting further research in Malaysia.
- 4.5 EPU will co-operate with the relevant institutions to disseminate the findings to all interested parties.

- 4.6 The researcher is barred from raising or touching on controversial issues in their findings/reports (progress, preliminary or final) and/or in papers published on the basis of the findings of the research conducted.
- 4.7 All letters and queries should be addressed to Director General, Economic Planning Unit, Jalan Dato' Onn, 50502 KUALA LUMPUR (Telephone number:03-2300133/2933333, Fax:03-2305198).

Economic Planning Unit
Prime Minister's Department
50502 KUALA LUMPUR

31 July 1999

REFERRAL AGENCIES

1. All applicants have to submit copies of the forms and other relevant documents to the following ministries/departments/agencies for comments:
 - i. Immigration Department
 - ii. The respective ministry/department based on the area of study. The following table is to serve as a guide.
 - iii. Any two of the following Universities: The University of Malaya, National Universiti of Malaysia, Universiti Sains Malaysia, Universiti Utara Malaysia, University Putra Malaysia and University of Technology Malaysia. Universiti Malaysia Sabah for research in Sarawak. The Universities must offer courses related to the area of research.
 - iv. The respective state(s) government: depending on area of study. This is only applicable for researcher wishing to conduct research in state(s) concern.
2. In the event of uncertainties as to the relevant agencies to be referred, please contact the Economic Planning Unit.

<i>Field of Study</i>	<i>Related Institution/Agencies</i>
01 SOCIAL SCIENCE	Ministry of Human Resources, Ministry of Education, Ministry of National Unity and Social Development, Ministry of Youth & Sports, Ministry of Entrepreneur Development, Ministry of Land & Cooperative Development, Ministry of Rural Development, Ministry of Housing & Local Government, Ministry of Culture, Arts & Tourism, Department of Women Affairs (HAWA), National Film Development Corporation Malaysia (FINAS), Federal Land Development Authority, National Institute of Public Administration, Public Services Department, Malaysian Tourism Promotion Board, Department of Orang Asli Affairs, Museum & Antiquity Department, Rubber Small holders Development Authority.
02 POLITICAL SCIENCE	Ministry of Home Affairs, Ministry of Defence.
03 ECONOMICS	Ministry of Finance, Ministry of Entrepreneur Development, Ministry of Rural Development, Ministry of Agriculture, Ministry of Primary Industry (MITI), Muda Agricultural Development Authority, Maritime Institute of Malaysia (MIMA).
04 SOCIAL SERVICES	Ministry of Human Resources, Ministry of National Unity and Social Development, Ministry of Youth & Sports, Ministry of Land & Cooperative Development, Ministry of Rural Development, Ministry of Housing & Local Government, Ministry of Culture, Arts & Tourism, Department of Women Affairs (HAWA), Federal Land Development Authority, Malaysian Tourism Promotion Board, Department of Orang Asli Affairs, National Union of Plantation Workers (NUPW), Federation of Malaysian Consumer Associations (FOMCA).

<i>Field of Study</i>	<i>Related Institution/Agencies</i>
07 NATURAL SCIENCES	Ministry of Health, Ministry of Science, Technology & Environment, Ministry of Agriculture, Department of Fisheries Malaysia, Department of Wildlife & National Parks, Forest Research Institute of Malaysia, Geological Survey Department. Department of Wildlife Sabah, Sabah Parks-for studies in Sabah.
08 TECHNOLOGY	Urban Development Authority, Ministry of Health, Ministry of Science, Technology & Environment, Ministry of Works, Ministry of Transport, Ministry of Housing & Local Government, Ministry of Culture, Arts & Tourism.
09 THE ARTS	Ministry of Education, Museum & Antiquity Department, Ministry of Culture, Arts & Tourism, Ministry of National Unity and Social Development, National Film Development Corporation Malaysia, Malaysian Tourism Promotion Board, Department of Orang Asli Affairs.
10 GEOGRAPHY	Ministry of Science, Technology & environment, Department of Fisheries Malaysia, Department of Wildlife & National Parks, Ministry of Agriculture, Forest Research Institute of Malaysia, Geological Survey Department, Malaysian Center for Remote Sensing. Department of Wildlife Sabah, Sabah Parks-for studies in Sabah.
11 HISTORY	Museum & Antiquity Department, Ministry of Culture, Arts & Tourism.
12 RELIGION	Ministry of Home Affairs, Institute of Islamic Understanding Malaysia (IKIM), Malaysia Islamic Centre and respective state Islamic centers.

<i>Field of Study</i>	<i>Related Institution/Agencies</i>
13 ENVIRONMENT	Ministry of Science, Technology & Environment, Department of Environment. Sabah Parks, Danum Valley Management Committee-for studies in Sabah.
14 HEALTH	Department of Orang Asli Affairs, Ministry of Housing & Local Government, Ministry of Rural Development.

CODE OF CONDUCT FOR FOREIGN RESEARCHERS IN MALAYSIA

1. Foreigners granted approval to conduct research in Malaysia should comply with the following code of conduct:
 - 1.1 On arrival in Malaysia, the foreign researcher should report to Economic Planning Unit (EPU). The foreign researcher will be issued a research pass which must be returned to EPU on completion of his research or on expiry of its validity. In the event of the research pass being lost, the foreign researcher should submit a copy of the police report before a replacement is issued.
 - 1.2 The foreign researcher must ensure that he/she has adequate funds for the duration of the researcher and his/her stay in Malaysia.
 - 1.3 The foreign researcher should confine himself/herself only to activities related to the research as approved by EPU.
 - 1.4 The foreign researcher is not permitted to make press statements or release matters with the media.
 - 1.5 Under no circumstances is the foreign researcher allowed to discuss policy matters with the media.
 - 1.6 Any collection and distribution of specimens must be in accordance with the guidelines attached. The researcher has to obtain written approval from the relevant department(s), stating details of the specimens and submit the same to EPU before taking the specimens out of the country.
 - 1.7 The foreign researcher should notify EPU of his/her Malaysian counterpart and in the event of a change, the researcher should obtain approval from EPU by submitting the curriculum vitae of the new Malaysian counterpart.
 - 1.8 In the case of studies of more than one year's duration, the researcher should submit progress reports to EPU annually.
 - 1.9 Prior to leaving the country at the end of the research, the foreign researcher form should be submitted to EPU. EPU may request the preliminary report to be discussed.
 - 1.10 On completion of the research, three copies of the final report and in diskette form should be submitted to EPU. All research reports must be written in Bahasa Malaysia or English.
 - 1.11 Should the research be used for publication overseas, prior agreement must be obtained from EPU and the royalty should accrue to Malaysia according to the relevant international conventions in force.
 - 1.12 The foreign researcher must at all times conform to the code of conduct and other rules and regulations that may be stipulated from time to time. EPU can revoke the validity of the research pass at any time without having to provide reasons.

GUIDELINES FOR THE COLLECITON AND DISTRIBUTION OF SPECIMENS

1. Herbarium Specimens

1.1 All foreign researchers collection herbarium specimens for research purposes must work in collaboration with the collaborative institution.

1.2 Specimens collected must adhere to the following mode of distribution:

1.2.1 The first set of specimens must be deposited in the herbarium of the collaborating institution, or any recognized Malaysian herbarium of his or her choice. These are:

Herbarium, Forest Research Institute of Malaysia, Kepong Kuala Lumpur

Herbarium, Sabah Forestry Department, Sabah

Herbarium, Sarawak Forestry Department

Herbarium, University of Malaya, Kuala Lumpur

Herbarium, National University of Bangi

Herbarium, National University Of Sabah, Malaysia

Herbarium, National University of Sarawak, Malaysia

Herbarium, Department of Biology, UPM, Serdang

Herbarium, Faculty of Forestry, UPM, Serdang

Herbarium, Faculty of Forestry, UPM, Bintulu

Herbarium, Science University of Malaysia

Herbarium, MARDI, Serdang, Selangor

Herbarium, Sabah Parks Department, Gunung Kinabalu, Kota Kinabalu

Herbarium, Department of Sabah Museum.

1.2.2 The second set of specimens must be deposited in the Forest Research Institute Malaysia which functions as the National Herbarium, if the first set of specimens has not already been so deposited;

1.2.3 The third set of specimens may be kept for use by the researcher;

1.2.4 Subsequent sets of specimens may be distributed by the researcher in accordance to his/her choice or to any respective specialists in the country or overseas; and

1.2.5 For the following groups of plant specimens, it is strongly recommended that a set be distributed to the following herbaria:

Fungi - Herbarium, University of Malaya

Lichen - Herbarium, National University of Malaysia

Bryophyte - Herbarium, University of Malaya

Pteridophyte - Herbarium, National University of Malaysia

2. Museum Specimens

2.1 For the collection of museum specimens of fauna, the following guidelines must be adhered to:

2.1.1 All collection of animals should be referred to the Department of Wildlife and National Parks in Peninsular Malaysia, the Wildlife Department in Sabah and the Forest Department in Sarawak. In Malaysia, most wildlife

- species are protected and a licence or permit is needed to trap, keep or export whether they are entire specimens or parts of specimens; and
- 2.1.2 The forest Research Institute of Malaysia should be consulted with regard to collection and distribution of insects and other invertebrates.

3. Living Specimens

- 3.1 Living specimens, both plants and animals including microbes, may be distributed to relevant institutions overseas for the purpose of scientific research with the prior approval of the collaborating institution.
- 3.2 The Quarantine Division of the Agriculture Department (for plants) and the Veterinary Department and Department of Wildlife and National Parks (for animals) should be consulted in all matters related to the distribution of living specimens to institutions abroad for scientific research.
- 3.3 In the event that living specimens distributed to overseas institutions for the purpose of scientific research are developed into commercial products, the royalty should accrue to Malaysia according to the relevant international conventions in force.

ROLE AND RESPONSIBILITIES OF COUNTERPART

1. A person who consents to be the local counterpart of a foreign researcher must undertake the following responsibilities:
 - 1.1. Ensure at all times that the foreign researcher whom he/she is responsible for abides by the “Code of Conduct for Foreign Researchers”.
 - 1.2 Ensure that the rules pertaining to the collection and distribution of specimens is in accordance with that specified by Economic Planning Unit (EPU).
 - 1.3 Be completely responsible for the research conducted by the foreign researcher, and ensure that the researcher does not deal with sensitive matters such as ethnic issues, national politics or matters that can adversely affect the image of the nation, but concentrates on the research proposal as approved by EPU.
 - 1.4 Under no circumstances discuss or pass on information about the research to the press.
 - 1.5 Be prepared at all times to furnish information and feedback as to the progress of the research to EPU and other agencies, if requested.
 - 1.6 Ensure that the findings of the research are submitted to EPU for its scrutiny.
 - 1.7 Ensure the findings of the research are not published without prior approval of EPU

The processing of your application is subjected to you submitting a complete application form with all the required documents.

APPLICATION TO CONDUCT RESEARCH IN MALAYSIA

The Director General,
Economic Planning Unit,
Prime Minister’s Department,
Jalan Dato’ Onn,
50502 Kuala Lumpur.

I. PERSONAL DATA

- 1. Name (capital letters):.....
- 2. Gender:.....
- 3. Occupation:.....
- 4. Official designation/position:.....
- 5. Employer:.....
- 6. Address of employer:.....
- 7. Tel. number:.....
- 8. Fax number:.....
- 9. E-mail:.....
- 10. Home address:.....
.....
- 11. City/State Code:.....
- 12. Nationality at Birth:.....
- 13. Date & Place of Birth:.....
- 14. Current Nationality:.....
- 15. Passport Number:..... Date & Place of issue:.....
Expiry Date:.....
- 16. Marital Status:.....

II. SPONSORSHIP

- 1. Name of sponsoring agencies.
[Please attach the relevant documents from the sponsoring agencies]
- 2. Amount:.....

III. PAST EDUCATION

<i>Level of Academic Qualification</i>	<i>Education: Institution & Location</i>	<i>Period of Study</i>	<i>Major Field of Study</i>
First Degree			
Post Graduate			
Others			

IV. Research Information

1. Are you candidate for a degree: Yes: [] No: []

2. If “YES”

i. Degree:.....

ii. Field of Study:.....

iii. Institution:.....

iv. Commencement date:.....

v. Completion date:.....

vi. Supervisor’s name:.....

3. Title of Research (Please attach research proposal with details of objectives, methodology, definition of concepts, locations of research, duration and research schedule).

.....

4. Field of study (refer to APENDIX B1):

.....

5. Reference Agencies (refer to APENDIX B1):

.....

6. Duration of Research in Malaysia:

.....
.....

Question 7 and 8 Refer To Foreign Researchers Only

7. Details of previous research conduct in Malaysia.

<i>Title of Research</i>	<i>Year Undertaken</i>	<i>Publications</i>	<i>Date Submitted to Malaysian Coverment</i>

8. Details of previous visit(s) to Malaysia and nature of vисти(s):

<i>Date(s)</i>	<i>Nature of Visit(s)</i>

v. **MALAYSIAN COUNTERPART (applicable to foreign researchers only)**
(Please Attach curriculum vitae and letter of consent from Malaysian counterpart).

1. Name:.....

2. Address:.....

.....

3. Research will result in:

(i) Thesis/Dissertation []

(ii) Report []

(iii) Publication []

(iv) Others (Please specify) []

.....

vi. **DECLARATION/AGREEMENT BY APPLICANT**

1. I certify that the details and information provided in this form are true and accurate.

2. I, hereby agree:

i. To personally surrender the research pass and copy of a preliminary report on the research undertaken to EPU before departure from Malaysia;

ii. To submit at no cost to the EPU three copies of my dissertation, final report or publication and in diskette form;

iii. To refrain from publishing any information prejudicial to the integrity and national interest of Malaysia

iv. Not to surreptitiously remove specimen from Malaysia without prior knowledge or written approval from the agency/agencies concerned.

ALL RESEARCHERS WHO FAIL TO COMPLY WITH THE RESEARCH PROCEDURES AND REGULATIONS WILL BE BARRED FROM UNDERTAKING ANY SUBSEQUENT RESEARCH IN MALAYSIA.

Date:.....

.....
Signature of Applicant