

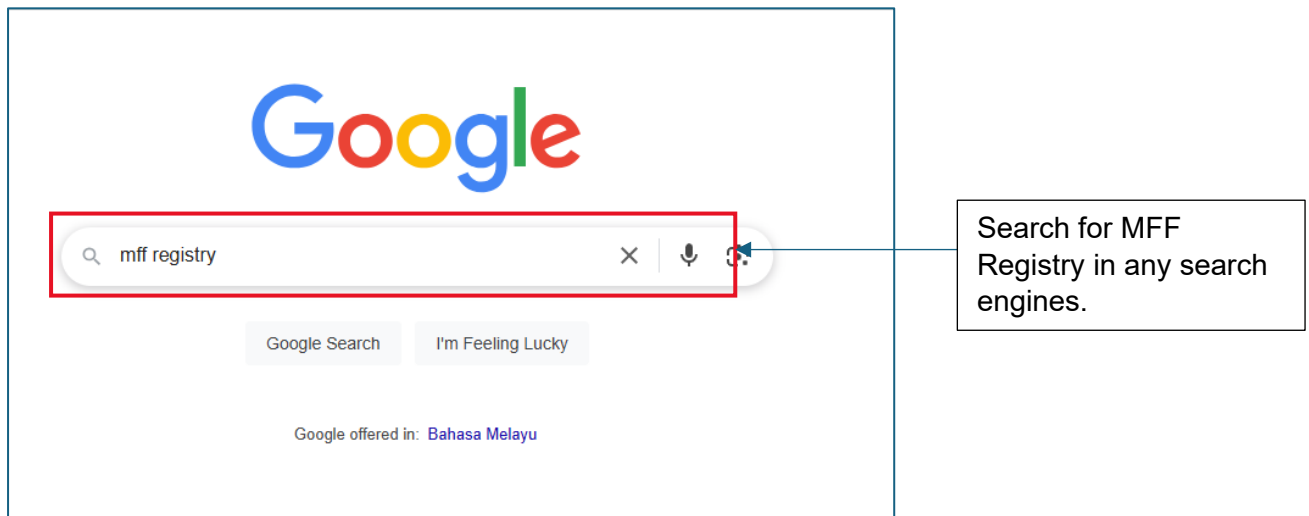


# **MFF REGISTRY USER MANUAL FOR ACCOUNT REGISTRATION**

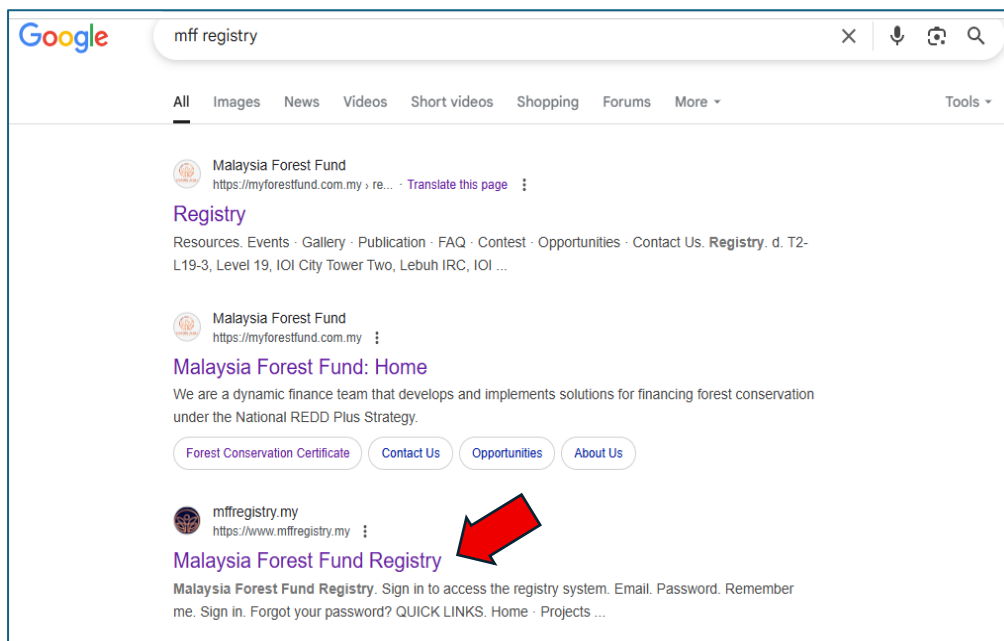
**PREPARED BY:  
MALAYSIA FOREST FUND**

## Accessing MFF Registry

1. Open any preferable search engines and browse for “MFF Registry”.



2. Select the result with the URL: <https://www.mffregistry.my/>



3. You will be redirected to the homepage as follows.

Log in

mffregistry.my/Account/Login?ReturnUrl=%2F

**MALAYSIA FOREST FUND**  
REGISTRY

HOME PROJECTS DONORS PROPONENTS VERIFICATION BODY COMPLAINTS CONTACT US

## Malaysia Forest Fund Registry

Sign in to access the registry system

Email

Password

☐ Remember me

**Sign in**

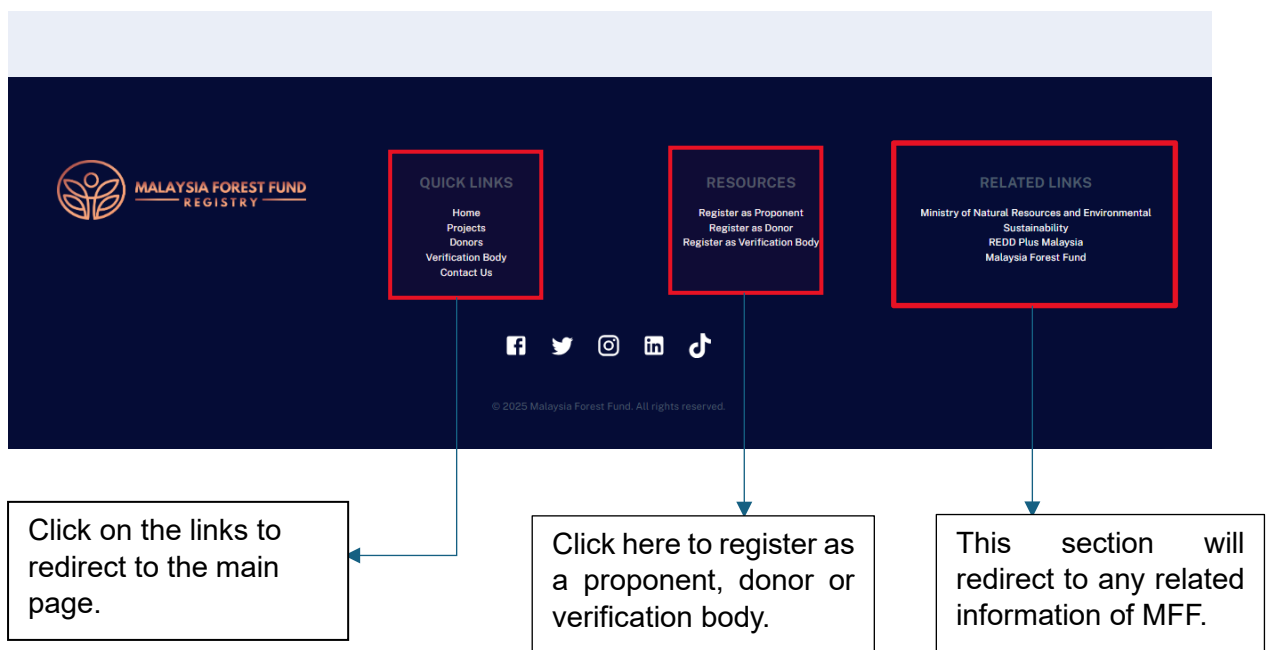
[Forgot your password?](#)

## TAX INCENTIVE FOR FOREST CONSERVATION CERTIFICATE

- Individuals and companies that make contributions to forest through the Forest Conservation Certificate can enjoy tax deductions of up to 10% of aggregate income subject to the provisions under the subsection 44(11C) of the Income Tax Act 1967.
- This approval is valid from 1st January 2023 to 31st December 2027 and is limited to a maximum cumulative amount of RM55 million in allowable tax deductions.

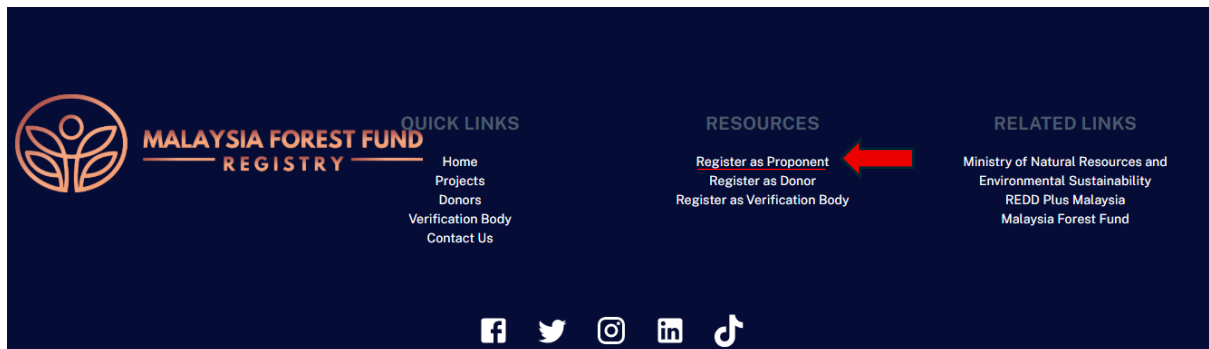
[Privacy - Terms](#)

4. You may scroll down to the footer to find quick links, resources, and related links.



## Proponent Registration

1. Click on the hyperlink “Register as Proponent” under Resources.



2. Fill in the required information.

The image shows a web browser window with the URL "mffregistry.my/Register". The registration form is displayed with a red border around the input fields. The form contains the following fields: "Organization Name\*", "Contact Person\*", "PIC Email Address\*", "PIC Telephone Number\*", "Office Address\*", "Street 1\*", "Street 2", "Postal Code\*", "City\*", and "State\*" (a dropdown menu). Below these fields is an "Upload Files" button, a file upload area showing "0 Files:", a "Clear Uploaded Files" button, a checkbox labeled "I agree to the terms and conditions", and a "Register" button.

### 3. Upload supporting document(s).

The screenshot shows the registration form on [mffregistry.my/Register](http://mffregistry.my/Register). The form includes fields for Organization Name\*, Contact Person\*, PIC Email Address\*, PIC Telephone Number\*, Office Address\*, Street 1\*, Street 2, Postal Code\*, City\*, and State\*. Below these fields is an 'Upload Files' button, which is highlighted with a red box. To its right is a 'Clear Uploaded Files' button, also highlighted with a red box. A blue arrow points from the 'Clear Uploaded Files' button to a text box that says 'Click here to clear the uploaded file, if needed.' Another blue arrow points from the 'Upload Files' button to a text box that says 'Upload necessary supporting documents such as organization/ company registration, organization/ company profile and brief.' Below the upload section is a checkbox for 'I agree to the terms and conditions' and a 'Register' button.

Organization Name\*

Contact Person\*

PIC Email Address\*

PIC Telephone Number\*

Office Address\*

Street 1\*

Street 2

Postal Code\*

City\*

State\*

Upload Files

0 Files:

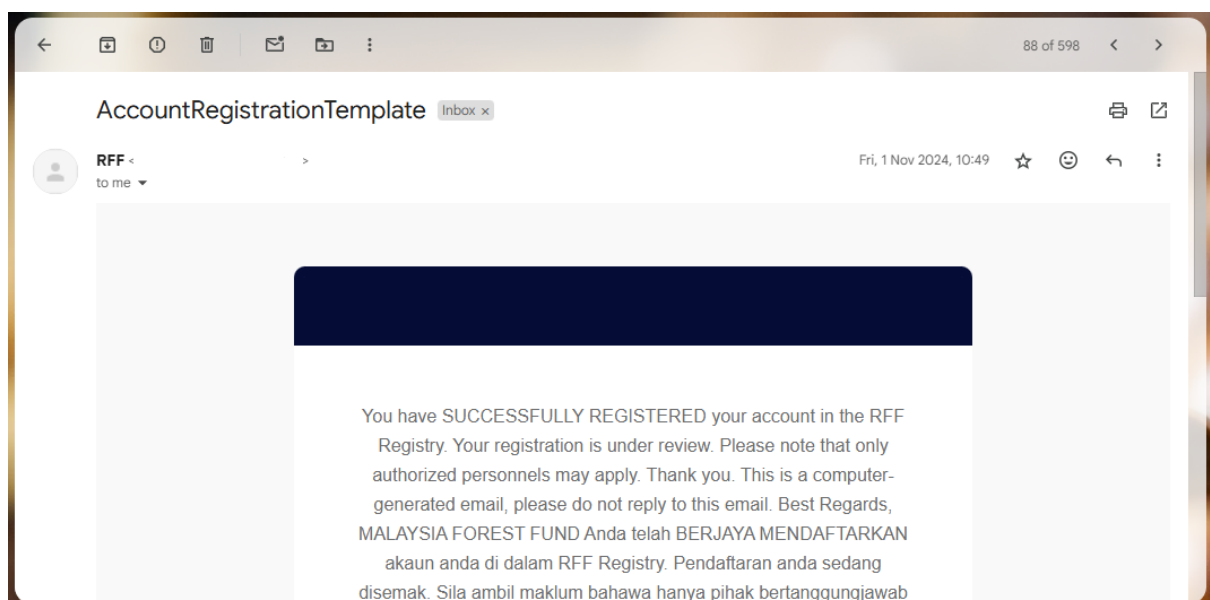
☐ I agree to the terms and conditions

Register

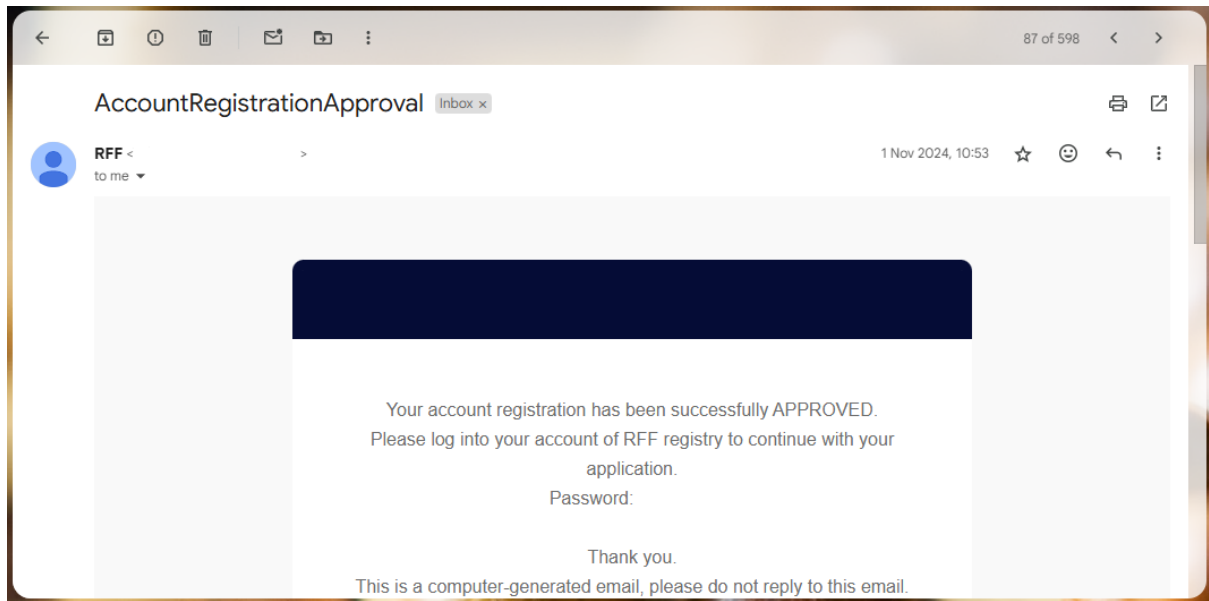
Click here to clear the uploaded file, if needed.

Upload necessary supporting documents such as organization/ company registration, organization/ company profile and brief.

### 4. Upon submission, you will receive an acknowledgement email.

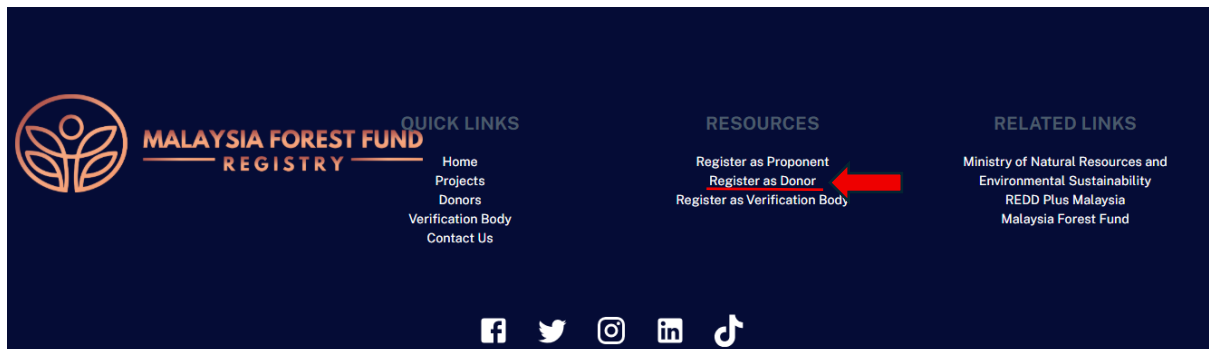


5. MFF will review the submission and conduct due diligence. Once approved, you will receive an email with password for first time log in.



## Donor Registration

1. Click on the hyperlink “Register as Donor” under Resources.



2. You are advised to read through the preamble section prior to proceed with registration.




3. Fill in the required information.

## (B) REGISTRATION

### 1.APPLICANT DETAILS

Note : Please upload your company registration documents, SSM, license

 Upload Files

0 Files:

Clearable Uploaded Files




4. Upload supporting document(s).

## (B) REGISTRATION

### 1.APPLICANT DETAILS

Note : Please upload your company registration documents, SSM, license

 Upload Files

0 Files:

Clearable Uploaded Files

Click here to clear the  
uploaded file, if needed.

Donor is required to provide  
business registration  
documents, company profiles  
and business particulars.

## 5. Filling in the donation details

2.DONATION DETAILS

Estimated Donation Amount\*: MYR (For purpose of estimation and facilitation only. The Final Donation amount is subject to item [3] above and agreement by the Applicant)

Estimated Donation Amount\*: MYR\*

Interest for : \*

3.CONSENT FOR DISCLOSURE

☐ We understand that, subject to the approval for the FCC processes, we agree that information regarding this application shall be made available on MFF Registry.

4.ADDITIONAL INFORMATION

(a) Please provide supporting document that identify the following:  
(i) Legal identity;  
(ii) Core activities;  
(iii) Representative capacity of the person acting on the entity's behalf; and  
(iv) Legal ownership.

Upload Files

0 Files:

Clearable Uploaded Files

(b) Please provide specific preference/requirement of projects or areas within forest conservation that you would like to support (if any)

Projects of Interest\*

Provide description for project of interest (e.g. 5-year project, 10-year project, wetland, indigenous people, wildlife corridor etc.).

Provide supporting documents needed to qualify as a donor.

(C) MUTUAL NON-DISCLOSURE TERMS

TERMS

☐ I agree to the terms specified above.

Register

## 6. Be sure to carefully read through the Terms prior to register.

### TERMS



1. Purpose The Participant intends to explore potential strategic partnership with Malaysia Forest Fund and/or landowners in development, obtaining information, collaboration and conservation plan in relation to potential FCC project (hereinafter referred to as the "Purpose") which requires disclosure of Confidential Information.

2. Disclosing & Receiving Parties A party disclosing Confidential Information shall herein be referred to as the "Disclosing Party" with respect to the disclosed Confidential Information that it discloses, and a party receiving Confidential Information shall herein be referred to as the "Receiving Party" with respect to the Confidential Information that it receives. The Disclosing Party and Receiving Party shall hereinafter be referred to collectively as the "Parties".

3. Confidential Information and Proprietary Information, In the execution of its contract with the Disclosing Party, the Receiving Party will be exposed to Proprietary or Confidential Information and Trade Secrets from the Disclosing Party, consisting of information or material that is valuable to the Disclosing Party and not generally known or readily ascertainable in the industry or to the public. For the purposes of this document, "Confidential Information" means ALL INFORMATION (either oral, written, or digital) provided to the Receiving Party by the Disclosing Party, including, but not limited to:

3.1 Technical information concerning the Disclosing Party's products and services, including product know-how, formulas, designs, plans, in-development products and services; devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence.

3.2 Information concerning the Disclosing Party's business and business model, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies.

3.3 Information concerning the Disclosing Party's partners, investors, promoters, and employees, including salaries, strengths, weaknesses and skills.

3.4 Information submitted by the Disclosing Party's customers, suppliers, employees, consultants or co-venture partners for study, evaluation or use.

3.5 Any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect the Disclosing Party's business.

3.6 Any information or materials which the Disclosing Party, its subsidiaries and/or affiliates are required to keep confidential pursuant to a document with a third party.

4. Confidential Information of Other Parties Neither Party will disclose to the other Party, or use in joint business, or cause either Party to use any trade secrets or Confidential Information obtained from other Parties.

5. Information that may not be considered confidential Confidential Information" shall not include information that: (a) is or has entered the public domain through no fault of the Receiving Party or its Representatives; (b) is or was independently developed by or for the Receiving Party without use, directly or indirectly, of the Confidential Information; (c) is or was received by the Receiving Party in good faith from a third party on a non-confidential basis, provided that the source of such Confidential Information was not bound by an obligation of confidentiality with respect to such information; or (d) is approved for release by the prior written authorization of the Disclosing Party. It is the obligation of the Receiving Party to show that any such information is no longer Confidential Information as defined herein.

6. Strict confidentiality The Receiving Party agrees to treat the Confidential Information as strictly confidential and shall not, directly or indirectly: (a) use the Confidential Information for any purpose other than the purpose both Parties have discussed; a purpose suggested by discussion with the Disclosing Party; or a purpose mutually understood to be beneficial to both Parties; (b) copy or modify the Confidential Information without the prior written consent of the Disclosing Party; or (c) distribute or disclose the Confidential Information to any third party other than to the Receiving Party's employees, directors, agents and independent contractors (collectively, "Representatives") who have a specific need to know the Confidential Information and who are obligated to maintain the Confidential Information in confidence to at least the same extent as the Receiving Party is obligated under this document. The Receiving Party agrees, at its sole expense, to take all reasonable measures to prevent its Representatives from breaching this document and the Receiving Party agrees that it shall be responsible for any breach or threatened breach of this document by any of its Representatives or by any third parties not part of this document that may have received the Confidential Information from the Disclosing Party or any of its Representatives. The obligations of confidentiality contained herein shall remain in full force until the completion of the Purpose or in the event the transaction is terminated and has not resulted in any such participation by the Receiving Party in the Purpose, the obligations of confidentiality shall continue in full force for a period of ten (10) years from the date of termination and/or non-participation, whichever is earlier

7. Personally Identifiable Information As used herein, "Personally Identifiable Information" means any information regarding or that identifies (or that could be used to identify) any individual, including, for example and without limitation, any individual's name, address, personal identifiers such as Identification Card Numbers and any other information or combination or information that would make the identity of the individual easily traceable. The parties acknowledge and

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any individual's name, address, personal identifiers such as Identification Card Numbers and any other information or combination of information that would make the identity of the individual easily traceable. The parties acknowledge and agree that it is not necessary to exchange Personally Identifiable Information to achieve the Purpose in this document or a purpose suggested by discussion with the Disclosing Party at this point in time.

8. Steps to protect The Receiving Party shall take reasonable steps to protect the Confidential Information from unauthorized use, access, disclosure, duplication, modification, loss, alteration, or destruction. Security measures shall include access controls, encryption and/or other means, where appropriate. The Receiving Party must immediately notify the Disclosing Party of any actual, attempted, or suspected breaches of the security or privacy of the data that has resulted or may result in the unauthorized use, access, disclosure, alteration or destruction of the Confidential Information.

9. Breach The Receiving Party agrees to notify the Disclosing Party promptly in writing of any breach or threatened breach of this document, such notice to include a detailed description of the circumstances of the breach or threatened breach and the parties involved. The Receiving Party agrees to provide reasonable assistance to the Disclosing Party in the prosecution of any parties who are in violation of this document. No failure or delay by Disclosing Party in exercising any right, power or privilege under this Terms shall operate as a waiver of such right, power or privilege and no single or partial exercise of any right or remedy shall prevent any further exercise of such right or remedy or the exercise of any other right or remedy available.

10. Indemnity The Receiving Party hereby agrees to indemnify, defend and hold the Disclosing Party harmless from and against any and all loss, cost, expense, liability, claim or cause of action, including legal fees and other costs of litigation incurred in connection with such claims, which the Disclosing Party may incur or be subject to arising from the breach of any provision of this Terms by the Receiving Party or the Representatives.

11. Compliance with laws The Receiving Party will comply with all applicable federal, state, and local laws and regulations in the maintenance, disclosure and use of all Confidential Information that is disclosed to the Receiving Party or its representatives hereunder.

12. Return of materials At any time during or after the term of the document, and except as otherwise agreed in writing by the parties, within five (5) days after the Receiving Party's receipt of the Disclosing Party's written request, the Receiving Party shall (a) return to the Disclosing Party all tangible materials containing or embodying the Confidential Information, and/or (b) at the specific request of the Disclosing Party, destroy all documents (paper, electronic or otherwise) containing or embodying the Confidential Information. In the case of (b) above, upon the Disclosing Party's request, the Receiving

Party must certify in writing that the Confidential Information that the Disclosing Party requested to be destroyed has in fact been destroyed. Notwithstanding the return and destruction of the Confidential Information, the Receiving Party and its Representatives shall continue to be bound by the terms and conditions of this document.

13. Term The terms and conditions shall apply to Confidential Information disclosed by the Disclosing Party prior to, on and after the Effective Date set forth above, and shall continue until it is no longer Confidential Information. The document continues in effect perpetually unless either party provides prior written notice of termination to the other party.

14. Relationship Nothing contained in this document shall be construed as: (a) granting, conferring, or implying any rights to the Receiving Party by license or otherwise; (b) creating any partnership or joint venture between the Disclosing Party and the Receiving Party; or (c) obligating the parties to enter any form of business transaction.

15. Governing Laws This document shall be governed by, construed and enforced in accordance with the laws of Malaysia, without giving effect to its conflict of laws provisions. The exclusive jurisdiction and venue for all legal actions arising out of the document shall be in an appropriate state court of Malaysia, and the parties hereby consent to the jurisdiction of such courts. Each party expressly waives any rights it may have to contest the jurisdiction, venue or convenience of any court.

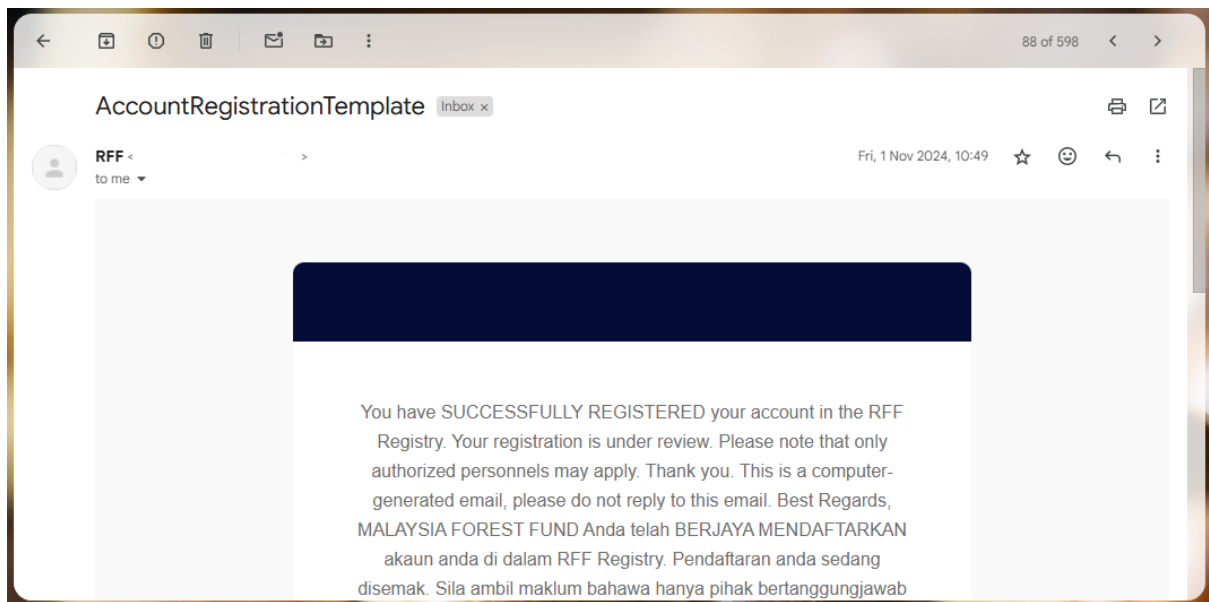
☐ I agree to the terms specified above.

Register

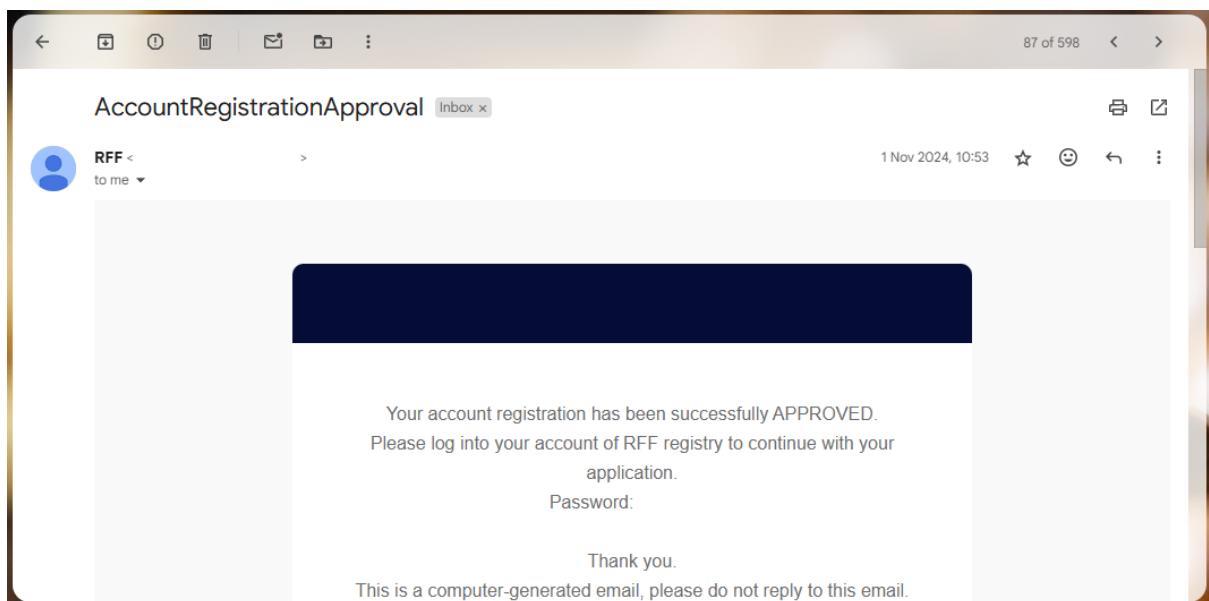
Tick the box if you agreeable to the terms outlined.

Click the register button after agreeing to the terms.

7. Upon submission, you will receive an acknowledgement email.

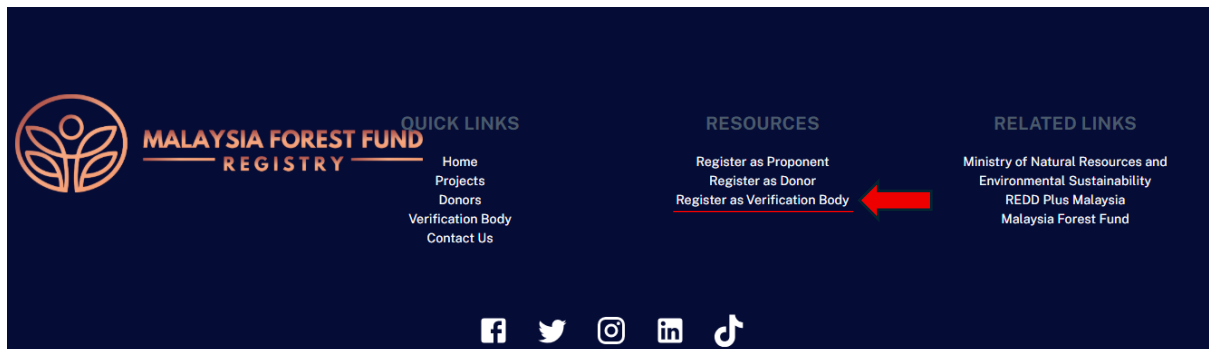


8. MFF will review the submission and conduct due diligence. Once approved, you will receive an email with password for first time log in.



## Verification Body Registration

1. Click on the hyperlink “Register as Verification Body” under Resources.



2. Fill in the required information.

The image shows a web browser window displaying the "Registration as Verification Body" form on the website mffregistry.my. The browser's address bar shows the URL. The form is titled "Registration as Verification Body" and is divided into two main sections. The first section, "1. Applicant Details", is highlighted with a red border and contains several input fields: "Organization Name\*", "Office Address\*", "Contact Person\*", "PIC Email Address\*", "PIC Telephone Number\*", "City\*", and "State\*". Below these fields is a note: "Note : Please upload your Company Registration documents, SSM, Licence". Under the note is an "Upload Files" button and a section showing "0 Files:" with a "Clear Uploaded Files" button. The second section, "2. General Requirements", is partially visible and contains two bullet points: "i. Be a legal entity, such as a company, business or society, within Malaysia;" and "ii. Agree to be listed on the publicly available on the MFF Registry, which is a central repository for all information and documentation relating to REDD Plus Finance Framework projects which may include the VB's identification data and/or other data as required; and".



3. Fulfill the requirements in Section 2 (General Requirements) and provided required information in Section 3 (Verification Experience). Provide the description in great details.

i. Be a legal entity, such as a company, business or society, within Malaysia;

ii. Agree to be listed on the publicly available on the MFF Registry, which is a central repository for all information and documentation relating to REDD Plus Finance Framework projects which may include the VB's identification data and/or other data as required; and

iii. A valid accreditation, please choose at least one (1) of the following:

- ☐ Accreditation certificate issued by the Department of Standards Malaysia ("STANDARDS MALAYSIA"), issued against the MS ISO/ IEC 17021-1 Conformity assessment – Requirements for Bodies Providing Audit and Certification of Management Systems and the scope of the accreditation shall include the Malaysian Criteria and Indicators for Sustainable Forest Management (MC&I SFM);
- ☐ Have a valid accreditation under ISO 14065 for General Principles and Requirements for Bodies Validating and Verifying Environmental Information.;
- ☐ Have a valid accreditation under ISO 14066 for Environmental Information for Competence Requirements for Teams Validating and Verifying Environmental Information.
- ☐ Have a valid accreditation as a Certifying Body for sustainable forest management audit under the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC).

### 3.Verification Experience

Previous Projects:

Audit staffs' biographies and CV(s):

Please provide evidence of claims where accreditations, certificates, awards, or other forms of documents are cited.

Verification Experience\*

Note: Please upload your Accreditations, Certifications, Awards, etc.

Upload Files

0 Files:

Clear Uploaded Files

Upload necessary supporting documents such as business registration documents, company profiles and business particulars.

### 4.Approved VB Fee

Fee	Amount
New Application	RM2,000.00
Renewal (Annually)	RM2,000.00
Assessment for Auditor	RM1,200.00 per day or RM600.00 if less than 4 hours

Each Approved VB shall be subject to an application fee, payable in full upon the approval of the application. The application fee shall cover the cost of the application and the review of VB agreement.

Each Approved VB shall also be subject to an annual renewal fee, where applicable, payable in full by January each year. The annual renewal fee shall cover the cost to maintain and update the account throughout the calendar year.

### 4.Declaration

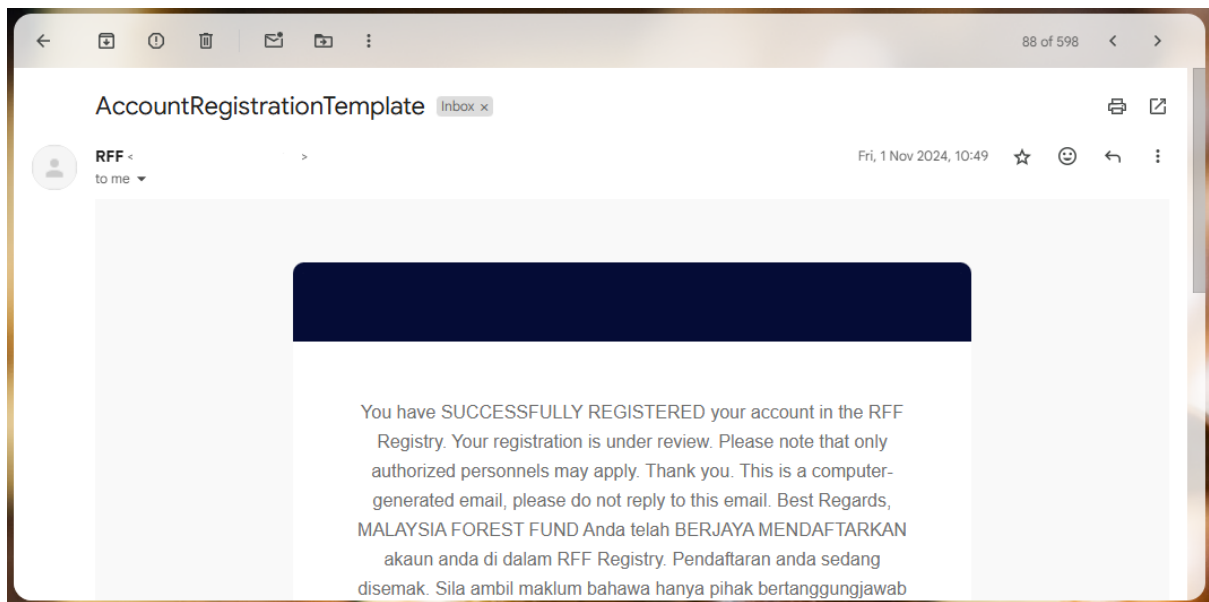
☐ I declare that the information provided is true and accurate to the best of my knowledge.

Click the register button after agreeing to the declaration.

Register



4. Upon submission, you will receive an acknowledgement email.



5. MFF will review the submission and conduct due diligence. Once approved, you will receive an email with password for first time log in.

