



**MALAYSIAN  
FOOTBALL  
LEAGUE**



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# CLUB LICENSING REGULATIONS

E D I T I O N 2 0 2 2

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**LIGA SUPER  
MALAYSIA**



**LIGA PREMIER  
MALAYSIA**



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## DEFINITIONS

| Term   | Definitions  |
|--|--|
| <b>Accounting Policies</b>                   | The specific principles, bases, conventions, rules and practices adopted by an entity in preparing and presenting its financial statements.  |
| <b>ACC</b>                                   | The AFC Cup.   |
| <b>ACL</b>                                   | The AFC Champions League.  |
| <b>AFC Club Licensing Financial Handbook</b> | The handbook issued by the AFC which provides operational and technical guidance in relation to the financial criteria in these Regulations. It is a compilation of explanations and templates to support the Licence Applicant in complying with the financial criteria.  |
| <b>AFC</b>                                   | Asian Football Confederation.  |
| <b>AFC Club Competitions</b>                 | AFC Champions League and/or AFC Cup.   |
| <b>AFC Season</b>                            | See Season to be licensed.   |
| <b>AFC Stadium Regulations</b>               | These regulations set out the minimum requirements for a Stadium to be eligible to host matches in AFC competitions.   |
| <b>Agreed-Upon Procedures (AUP)</b>          | In an engagement to perform agreed-upon procedures, an auditor is engaged to carry out those procedures of an audit nature to which the auditor and the entity and any appropriate third parties have agreed and to report on factual findings. The recipients of the report must form their own conclusions from the report by the auditor. The report is restricted to those parties that have agreed to the procedures to be performed since others, unaware of the reasons for the procedures, may misinterpret the results. |
| <b>Amortisation</b>                          | The systematic allocation of the depreciable amount of an intangible asset over its useful life. For example, for the capitalized direct costs of acquiring a player's registration, the useful life is the contract life.   |
| <b>Annual Financial Statements</b>           | A complete set of financial statements prepared as at the Statutory Closing Date, normally including a balance sheet, profit and loss account, a statement of cash flows and those notes, other statements and explanatory material that are an  |



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|                                  | integral part of the financial statements.   |
| <b>Approved Company Auditor</b>  | Chartered Accountant approved by Minister charged with the responsibility for finance as defined in Section 263 of Companies Act 2016.   |
| <b>Associate</b>                 | An entity, including an unincorporated entity such as a partnership, over which the investor has Significant Influence and that is neither a Subsidiary nor an interest in a Joint Venture.  |
| <b>Audit</b>                     | <p>The objective of an audit of financial statements is to enable the auditor to express an opinion whether the financial statements are prepared, in all Material respects, in accordance with an identified financial reporting framework. The phrases used to express the auditor's opinion are "give a true and fair view" or "present fairly, in all material respects", which are equivalent terms. A similar objective applies to the audit of financial or other information prepared in accordance with appropriate criteria</p> <p>In an audit engagement, the auditor provides a high but not absolute, level of assurance that the information subject to audit is free of Material misstatement. This is expressed positively in the audit report as reasonable assurance</p> <p>The term "Audited" shall be interpreted accordingly.</p> |
| <b>Budget</b>                    | The schedules containing an entity's Future Financial Information, based on management's assumptions about events that may occur in the future and possible actions by an entity.  |
| <b>CAS</b>                       | The independent arbitration tribunal known as the Court of Arbitration for Sport (Tribunal Arbitral du Sport) in Lausanne (Switzerland)  |
| <b>Cash and Cash Equivalents</b> | Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.  |
| <b>CLA</b>                       | Club Licensing Administration.   |



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| <b>CLAS or Club Licensing Administration System</b>                      | The IT system developed by the AFC for the purpose of gathering information from Licence Applicants/Licensees and for sharing information with Licensors concerning their affiliated clubs, within the scope of the implementation, assessment and enforcement of these Regulations. |
| <b>CLO</b>   | Club Licensing Officer.  |
| <b>CLM</b>   | Club Licensing Manager.  |
| <b>Consolidated Financial Statement(s)</b>                               | Financial statements of a Group presented as those of a single economic entity.  |
| <b>Control</b>   | <p>The power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. Control may be gained by share ownership, statutes or agreement.</p> <p>The terms “Controlled” and “Controlling” shall be interpreted accordingly.</p>        |
| <b>Core Process</b>  | Minimum requirements that the licensor has to put in place for verification of compliance with the criteria described in the regulations as basis for the issuance of a license to an applicant.   |
| <b>Club Licensing Criteria</b>   | The requirements applicable to the grant of Licences to Licence Applicants, as set out in these Regulations, which are divided into six categories (sporting, infrastructure, personnel and administrative, legal, financial and business).  |
| <b>Deadline for Submission of the List of Licensing Decisions to AFC</b> | <p>The date by which each licensor must submit to the AFC the list of licensing decisions. This date is defined by the AFC each year and announced to the licensors.</p> <p>(See “List of Licensing Decisions”)</p>  |
| <b>Deadline for Submission of the Application to the Licensor</b>        | The date by which each licensor requires license applicant to have submitted all relevant information for its application for a license.   |





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| <b>Depreciable Amount</b>                                | <p>The cost of an asset, or other amount substituted for cost, less its residual value.</p> <p>Residual value is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful economic life.</p>  |
| <b>Direct Costs of Acquiring a Player's Registration</b> | <p>Those payments to third parties for the acquisition of a player's registration, excluding any internal development or other costs. Costs to include: -</p> <ul style="list-style-type: none"> <li>a) Transfer fee payable for securing the registration;</li> <li>b) Transfer fee levy (if applicable); and</li> <li>c) Other direct costs of obtaining the player's registration (e.g. payments to agents for services to the club, legal fees, compensation payments for training and development of young players in accordance with FIFA and/or FAM transfer regulations and other direct costs relating to the transfer).</li> </ul> |
| <b>Employee Benefits</b>                                 | <p>All forms of consideration given by an entity in exchange for service rendered by employees.</p>  |
| <b>Event or Condition of Major Economic Importance</b>   | <p>An event or condition is of major economic importance if it is considered Material to the financial statements of the Reporting Entity and would require a different (adverse) presentation of the results of the operations, financial position and net assets of the Reporting Entity if it had occurred during the preceding Financial Year or Interim Period.</p>   |
| <b>FAM</b>   | <p>Football Association of Malaysia.</p>   |
| <b>Financial Year</b>                                    | <p>The financial reporting period ending on the Statutory Closing Date, whether this is a year or not, and which is not an Interim Period.</p>   |
| <b>Future Financial Information</b>                      | <p>Information about the prospective financial effects of future events and possible actions on the entity concerned.</p>  |
| <b>Going Concern</b>                                     | <p>The 'going concern' concept, or assumption, is an accountancy term that describes an entity which can</p>   |



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|                                       | continue operating without the significant threat of liquidation, and which can therefore continue in operation for the foreseeable future. A Reporting Entity is normally viewed as a Going Concern. It is assumed that the Reporting Entity has neither the intention nor the necessity of liquidation, ceasing trading nor seeking protection from creditors pursuant to laws or regulations. |
| <b>Group</b>                          | A Parent and all its subsidiaries.   |
| <b>Historic Financial Information</b> | Information about the financial effects of past events on the entity concerned. Historic Financial Information is in respect of the financial performance and position prior to the licensing decision.  |
| <b>Independent Auditor</b>            | An auditor who is independent of the entity, in compliance with the IFAC Code of Ethics for Professional Accountants. The term 'auditor' may also be used when describing related services or assurance engagements other than audits.   |
| <b>Intangible Asset</b>               | An identifiable non-monetary asset without physical substance, such as the registration of a player.   |
| <b>Interim Financial Statements</b>   | A financial report containing either a complete set of financial statements or a set of condensed financial statements for an Interim Period.  |
| <b>Interim Period</b>                 | A financial reporting period shorter than a Financial Year. It does not necessarily have to be a six-month period.   |
| <b>Joint Venture</b>                  | A contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control.   |
| <b>License</b>                        | Certificate granted by the Licensor confirming fulfilment of all minimum Club Licensing Criteria by the Licence Applicant as part of the admission procedure for entering AFC / National club competitions   |
| <b>License Applicant</b>              | Legal entity fully and solely responsible for the football team participating in national and international club competitions which applies for a Licence.   |



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| <b>Licensee</b>                    | Licence Applicant that has been granted a Licence by its Licensor.   |
| <b>Licensing Administration</b>    | The staff within the Licensor that deals with club licensing matters.  |
| <b>License Season</b>              | AFC and/or National season for which a Licence Applicant has applied for/been granted a Licence. It starts the day following the deadline for submission of the List of Licensing Decisions by the Licensor to the AFC and/or National League Organiser and lasts until the same deadline the following year.  |
| <b>Licensor</b>                    | The Body that operates the club licensing system and grants the Licences in accordance with these Regulations.   |
| <b>List of Licensing Decisions</b> | The list submitted by the Licensor to the AFC and/or National League Organiser containing, among other things, information about the Licence Applicants that have undergone the licensing process and been granted or refused a Licence by the national decision-making bodies in the format established and communicated by the AFC General Secretariat and/or National League Organiser. |
| <b>Lower Division League</b>       | Malaysia Third Division / M3.  |
| <b>Management (Personnel)</b>      | Describes those responsible for the preparation and fair representation of the financial statements and other financial information. Other terms may be appropriate depending on the legal framework in the particular jurisdiction. For example, in some jurisdictions, the appropriate reference may be 'to those charged with governance' (for example, the directors).                 |
| <b>Malaysian Liga Super</b>        | Malaysian football first league division.  |
| <b>Malaysian Liga Premier</b>      | Malaysian football second league division.   |
| <b>Material or Materiality</b>     | Omissions or misstatements of items or information are Material if they could, individually or collectively, influence   |



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|   | the decisions of users taken on the basis of the financial information submitted by the Licence Applicant/ Licensee. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances or context. The size or nature of the item or information, or a combination of both, could be the determining factor. |
| <b>May</b>  | Indicates a party's discretion to do something (i.e. optional, rather than mandatory).  |
| <b>MFL</b>  | Malaysia Football League or any legal entity appointed and established with FAM's approval to organise and manage Football tournament sanctioned by FAM.  |
| <b>MFL BOD</b>                                      | MFL Board of Directors.   |
| <b>MFL Club Licensing Regulations (Regulations)</b> | The regulations consisting of six categories of criteria and a core process applying to the AFC and/or the National Club Competitions.  |
| <b>MFL Manual Liga Malaysia</b>                     | the rules and regulations of the league pertaining to stadium, broadcasting, commercial, media, competitions matters.   |
| <b>MIA</b>  | Malaysian Institute of Accountants.   |
| <b>Must or Shall</b>                                | Indicates an obligation to do something.  |
| <b>National Accounting Practice</b>                 | The accounting and reporting practices and disclosures required of entities in a country.   |
| <b>National Club Competitions</b>                   | National Liga Super and Liga Premier Divisions.   |
| <b>National Season</b>                              | See Season to be licensed.  |
| <b>National Stadium Regulations</b>                 | Working document which describes the requirements to be fulfilled by the clubs about the Stadium to be used for National club competition matches.  |
| <b>Parent</b>                                       | An entity that has one or more subsidiaries.  |
| <b>Registered Member</b>                            | Any legal entity according to national law and/or FAM statutes, which is member of the FAM and/or its affiliated league.  |



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| <p><b>Reporting Entity/Entities</b></p> | <p>A Registered Member and/or football company or Group of entities or some other combination of entities which is included in the reporting perimeter and which must provide the Licensor with information for club licensing purposes.</p>  |
| <p><b>Review</b></p>                    | <p>The objective of an engagement to review financial information is to enable an auditor to express a conclusion whether, on the basis of the review, anything has come to the auditor's attention that causes the auditor to believe that the financial information is not prepared, in all Material respects, in accordance with an identified financial reporting framework.</p> <p>A review, in contrast to an Audit, is not designed to obtain reasonable assurance that the financial information is free from Material misstatement. A Review consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A Review may bring significant matters affecting the financial information to the auditor's attention but it does not provide the evidence that would be required for an audit.</p> |
| <p><b>Season to Be Licensed</b></p>     | <p>The AFC and/or National season for which the license applicant has applied for the license.</p>  |
| <p><b>Significant Change</b></p>        | <p>An event that is considered Material to the documentation previously submitted to the Licensor and that would require a different presentation if it had occurred prior to the submission of the licensing documentation.</p>  |
| <p><b>Significant Influence</b></p>     | <p>Ability to influence but not control financial and operating policy decision-making. Significant Influence may be gained by share ownership, statute or agreement. For the avoidance of doubt, a party or in aggregate parties with the same ultimate controlling party (excluding AFC, an AFC Member Association and an affiliated league) is deemed to have Significant Influence if it provides within a reporting period an amount equivalent to thirty percent (30%) or more of the Licensee's total revenue.</p>   |



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| <b>Stadium</b>   | The venue for a competition match including, but not limited to, all surrounding properties and facilities (for example, offices, hospitality areas, press centre and accreditation centre).   |
| <b>Statutory Closing Date</b>  | The annual accounting reference date of the Reporting Entity.  |
| <b>Subsequent Events</b>   | Events or conditions occurring after the licensing decision.   |
| <b>Subsidiary</b>  | An entity, including an unincorporated entity such as a partnership that is Controlled by another entity (known as the Parent).  |
| <b>Supplementary Information</b>   | <p>Financial information to be submitted to the Licensor in addition to the financial statements if the minimum requirements for disclosure and accounting are not met.</p> <p>The supplementary information must be prepared on a basis of accounting, and Accounting Policies, consistent with the financial statements. Financial information must be extracted from sources consistent with those used for the preparation of the Annual Financial Statements. Where appropriate, disclosures in the supplementary information must agree with, or be reconciled to, the relevant disclosures in the financial statements.</p> |
| <b>Training Facilities</b>   | The venue(s) at which a club's registered players undertake football training and/or youth development activities on a regular basis.  |
| <p>For the purposes of these Regulations, and provided the context so permits:</p> <ul style="list-style-type: none"> <li>a) the singular shall include the plural and vice-versa;</li> <li>b) the masculine gender shall include the feminine and vice-versa;</li> <li>c) references to natural persons shall include any legal person or corporation; and</li> </ul> |  |



## SECTION I: PROCEDURES



# 1. INTRODUCTION

These Regulations is the basic working document for Malaysian Football League (MFL) which incorporates the AFC and National minimum requirements for the AFC and/or the National Club Competitions.

The Regulations must be read for the purpose of participation in the AFC and/or the National Club Competitions. The latter provides the clubs with further understanding into the reasons behind the criteria as well as a standard interpretation of the criteria and assessment process stated in the Regulations.

These Regulations is directed to the football clubs in Malaysia. The six categories of minimum criteria are described in six chapters, which are as follows:

- **Sporting Criteria**
- **Infrastructure Criteria**
- **Personal and Administrative Criteria**
- **Legal Criteria**
- **Financial Criteria**
- **Business Criteria**

The criteria are divided into three different grades (“A”, “B” and “C”).

Each chapter also includes the objectives and the benefits for the football clubs. Clubs should first carefully read through the objectives of each category of criteria.

In contrast, MFL lays down some “mandatory”, to ensure a certain unified quality standard throughout Malaysia, as a step towards the development of Malaysian football. Some flexibility has been given to the discretion of the MFL. In such circumstances the regulations shall be individually tailored by each club according to its specific needs and in compliance with national law.

## **The License applicants are invited to: -**

1. Read and understand these Regulations.
2. Adapt its own structure and relevant organisation according to the minimum requirements regarding the core process and further procedures.
3. Set-up a working plan for the implementation of these Regulations considering the AFC / National competitions deadlines for exceptions and accreditation as well as the MFL decision-making process.





## **1.1 OBJECTIVES OF THE MFL CLUB LICENSING SYSTEM**

The MFL Club Licensing System has the following objectives: -

- safeguarding the credibility and integrity of all club football competitions participating in AFC and/or the National Club Competitions;
- allowing the development of benchmarking for clubs in sporting, infrastructure, personnel, administrative, legal, and business criteria throughout Malaysia;
- continuously improve the standard of all aspects of football in Malaysia and to give priority to the training and care of young players in every club;
- increasing the level of management and organization within the clubs;
- improve the financial capability of the clubs, increasing their transparency and credibility, and place the necessary importance on the protection of creditors and to ensure that clubs settle their liabilities with employees, social/tax authorities and other clubs punctually; and
- improve clubs' sporting infrastructure to provide the various stakeholders with well-equipped and safe stadiums and facilities;
- monitoring the financial fair play in the competitions;
- ensure clubs can compete off-field in terms of its commercial values.

## **1.2 ENFORCEMENT**

The regulations come into force on its approval by the FAM Executive Committee / MFL Board and applies for the AFC and/or the National Club Competitions.

## **1.3 LEGAL BASIS**

The licensor has the jurisdiction to govern the Licensing system by virtue of the FAM Statutes and MFL Constitution.

## **1.4 DELEGATION TO LEAGUE**

The FAM, with the approval of the AFC Executive Committee, has delegated the club licensing system to the MFL.



## 1.5 SCOPE OF APPLICATION

All clubs wishing to participate in MFL Liga Super & Liga Premier must apply for a license.

All clubs who have qualified for AFC Club Competitions on sporting merit, must obtain a license in order to participate in the AFC Club Competitions.



## 2. PROCEDURE

### 2.1 CLUB LICENSING CRITERIA

The criteria which the license applicant must comply with to obtain the license are divided into 6 categories;

- **Sporting Criteria**
- **Infrastructure Criteria**
- **Personal and Administrative Criteria**
- **Legal Criteria**
- **Financial Criteria**
- **Business Criteria**

### 2.2 CLUB LICENSING CRITERIA GRADATION

The criteria described in this Regulations are minimum requirements. Clubs may increase the minimum requirements and report attainments of higher quality standards for any of the criteria if they wish to.

The criteria in the regulations have been graded into three separate categories. The different grades have been defined as follows;

- a) **“A”**- Club Licensing Criteria Gradation – **“MANDATORY”**: These are mandatory criteria to be fulfilled by the licence applicant. If the licence applicant does not fulfil any of the A - Club Licensing Criteria, then it shall not be granted with a Licence to enter the relevant AFC club competition(s) and/or National club competitions.
- b) **“B”** – Club Licensing Criteria Gradation – **“MANDATORY”**: If the license applicant does not fulfil any B - Club Licensing Criteria, then it shall be sanctioned as specified by the licensor but may still receive a license to enter the AFC Club Competitions and/or National club competitions.
- c) **“C”**- Club Licensing Criteria Gradation – **“BEST PRACTICE”**: C - Club Licensing Criteria are best practice recommendations. Non-fulfilment of any C - Club Licensing Criteria do not lead to any sanction or to the refusal of the license. Certain C - Club Licensing Criteria may become **“MANDATORY”** criteria at a later stage.

The licensor is free to increase the minimum requirements or to upgrade the criteria gradation established by the AFC for the purposes of entering the AFC and/or the National Club Competitions. The licensor may also introduce additional Club Licensing Criteria not included in the AFC Club Licensing Regulations.



## 2.3 EXCEPTION POLICY

The AFC administration may grant an exception to any provisions in these Regulations as set out in **Annex I** for AFC Club Competition only.

The MFL secretariat may grant an exception to any provisions in these Regulations as set out in **Annex I.I** for National Club Competition only.

## 2.4 LICENSING SANCTIONS

The following sanctions may be set by the Decision-Making Bodies (**Article 3.2**) for breaches of these Regulations such as submission of falsified documents, non-respect of deadlines, sanctions against deadlines, failure to cooperate with Club Licensing Administration in any way, non-fulfilment and/or noncompliance of “**B**” criteria of any sub-criteria for AFC license applicant (**Article 4.3.1.1 (a)**) and non-fulfilment and/or noncompliance of “**A**” & “**B**” criteria of any sub-criteria for National license applicant (**Article 4.3.1.1 (b)**);

- a) Caution
- b) Extended deadline to fulfil criteria
- c) Deduction of points
- d) Ban on taking part in any football-related activity
- e) Obligation to fulfil criteria deadline
- f) A minimum fine of RM15,000 not exceeding RM100,000
- g) Reporting of issues to appropriate bodies within MFL
- h) Obligation to submit guarantees and undertakings
- i) Relegation to a lower division
- j) Ban on playing in a particular stadium
- k) Withhold grants / prize money
- l) Seek more financial details
- m) License review
- n) License withdrawal
- o) Transfer ban
- p) Withhold the promotion



## 2.5 COMPLIANCE AUDITS

- a) The AFC and MFL and/or its nominated bodies/agencies reserve the right to, at any time, conduct compliance audits of the Licensor and Licence Applicant/ Licensee.
- b) Compliance audits aim to ensure that the Licensor, as well as the Licence Applicant/ Licensee, have fulfilled their obligations as defined in these Regulations and that the Licence was correctly awarded at the time of the final decision of the Licensor. Non-cooperation of the Licensor or the Licensee to execute a compliance audit shall be referred to the AFC judicial bodies and/or MFL secretariat for its appropriate action.
- c) In the event of a discrepancy between these Regulations and the AFC Club Licensing Regulations, the AFC Club Licensing Regulations shall be authoritative.



## 3. LICENSOR

### 3.1 LICENSOR DEFINITION

The Malaysian Football League (MFL) is the Licensor in Malaysia. The licensor governs the licensing system, appoints the corresponding Licensing Bodies and fixes the necessary processes. The licensor shall use the AFC Club Licensing Administration System (CLAS) to govern the Club Licensing System.

The licensor may change, vary, amend and/or modify any provisions set out in this Regulations only for the National License related criterion and sub-criterion.

In particular, the Licensor must:

- a) establish an appropriate Licensing Administration as defined in Article 3.6 and Article 3.7;
- b) establish at least two decision-making bodies as defined in Article 3.2;
- c) set up a catalogue of sanctions as defined in Article 2.4;
- d) define the core process as defined in Article 5;
- e) assess the documentation submitted by the Licence Applicants, consider whether this is appropriate and define the assessment procedures in accordance with Article 5.4;
- f) ensure equal treatment of all clubs applying for a Licence and guarantee the clubs full confidentiality with regard to all information provided during the licensing process as defined in Article 6;
- g) strictly follow the core process;
- h) determine whether each criterion has been met and what further information, if any, is needed for a Licence to be granted.

### 3.2 DECISION-MAKING BODIES

3.2.1 The licensor shall establish two decision-making bodies;

- a) First Instance Body (FIB)
- b) Appeals Body (AB)

3.2.2 The decision-making bodies shall be independent from each other and the Licensor. They shall receive administrative support from the licensing administration of the MFL.

3.2.3 The decision-making bodies will decide whether licenses should be



issued to licence applicants or not and have the power to issue a variety of sanctions as described in **(Article 2.4)**.

### 3.3 FIRST INSTANCE BODY (FIB)

- 3.3.1 The FIB decides on whether a license should be granted to an applicant based on the documents provided and in accordance with the provisions of the Regulations at the submission deadline set by the licensor and on whether a license shall be withdrawn upon the application of the Licensing Manager.
- 3.3.2 In the case of a license refusal, the decision must be put in writing and include the reasoning.
- 3.3.3 The licensor decides on the quorum of the FIB. The quorum must be of minimum three members. The chairman has the casting vote in case of a tie.

### 3.4 APPEALS BODY (AB)

- 3.4.1 The AB decides on appeals submitted in writing together with the “*MFL Club Licensing Appeal Form*” and makes a final and binding decision on whether a license should be granted or withdrawn. The AB may decide to reject the appeal if the ground for appeal stated in “*MFL Club Licensing Appeal Form*” is not adequate.
- 3.4.2 The license applicant is required to pay an appeal deposit fee of RM 5,000 to the licensor, returnable to the license appellant unless the license were rejected by the AB.
- 3.4.3 Appeals may only be lodged by: -
  - a) the license applicant, who received the refusal of the FIB;
  - b) the licensee, whose license has been withdrawn by the FIB; or
  - c) the Licensor, the competent body of which must be defined (e.g. licensing manager).
- 3.4.4 The AB shall make its decision based on the decision of the FIB and all the evidence provided by the license applicant or licensor before the FIB with its written request for appeal together with submission of the “*MFL Club Licensing Appeal Form*” within the deadline determined by the chairman of the AB.
- 3.4.5 In the case of a license refusal, the decision must be put in writing and include the reasoning.
- 3.4.6 Appeal against the decision of the AB may be appealed against before an independent and duly constituted arbitration tribunal pursuant to the Arbitration Act currently enforced in Malaysia by an Arbitrator mutually



agreed by the parties. This process must be held in Malaysia and the decision of the Arbitrator is final and must be accepted by all parties involved. In this respect, attention must be paid to the relevant deadlines for entering the AFC and/or the National Club Competitions.

3.4.7 Recourse for arbitration should only be made after all other internal channels have been exhausted.

3.4.8 The licensor decides on the quorum of the AB. The quorum must be of minimum three members. The chairman has the casting vote in case of a tie.

### 3.5 REQUIREMENTS OF MEMBERS OF THE DECISION MAKING BODIES

3.5.1 The licensor appoints the members of the FIB and AB. Members will serve for a term of 4 years and may be re-appointed.

3.5.2 The decision-making bodies must have at least one qualified lawyer, one qualified auditor and one qualified sporting personnel holding a qualification recognized by the appropriate national professional body among their members.

3.5.3 Members of the decision making bodies shall not simultaneously be members of any Standing Committees, Judicial Bodies or any Committee of the licensor as prescribed under the FAM Statutes and MFL Constitution currently enforced.

3.5.4 not belong simultaneously to the executive body of the FAM and MFL Board or its affiliated league;

3.5.5 not belong simultaneously to the management personnel of an affiliated club;

3.5.6 The committee members will have full voting rights.

3.5.7 Administrative staff of the FAM, MFL and its affiliated league cannot be members of the FIB and AB.

3.5.8 Members of the decision-making bodies must follow the strict confidentiality rules in the same way as members of the Club Licensing Administration (**Article 3.6.4**). The MFL defines these rules and the members have to accept them in writing (**Article 6.2**).

3.5.9 In addition to the requirements set out in above, the licensor may establish further conditions to be satisfied by members of the licensing bodies (academic, professional training, experience, etc.) to ensure that they perform their functions to high professional standards.





- 3.5.10 abstain if there is any doubt as to their independence from the Licence Applicant or if there is a conflict of interest. In this regard the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, child, parent or sibling) is a member, shareholder, business partner, sponsor or consultant of the Licence Applicant;
- 3.5.11 In this connection, the independence of a member may not be guaranteed if he/she or any member of his/her family (spouse, children, parents, and siblings) is a:
- a) Member
  - b) Shareholder
  - c) Business partner
  - d) Sponsor or
  - e) Consultant, etc.
- of the license applicant. The foregoing list is illustrative and not exhaustive.
- 3.5.12 Members of the decision-making bodies shall act impartially in the discharge of their duties.
- 3.5.13 Any member of the decision-making bodies shall not act simultaneously as the Licensing Manager.
- 3.5.14 The decision-making bodies must operate according to principles of natural justice and must as a minimum define:
- a) deadlines (e.g. submission deadline, etc.)
  - b) safeguards of the principle of equal treatment
  - c) representation (e.g. legal representation, etc.)
  - d) the right to be heard (e.g. convocation, hearing)
  - e) official language (if applicable)
  - f) time limit for requests (e.g. calculation, compliance, interruption, extension)
  - g) time limit for appeal
  - h) effects of appeal (e.g. no delaying effect)
  - i) type of evidence requested
  - j) burden of proof (e.g. licence applicant has burden of proof)
  - k) decision (e.g. in writing with reasoning, etc.)
  - l) grounds for complaints
  - m) content and form of pleading
  - n) deliberation/hearings



o) cost of procedure/administrative fee/deposit

### 3.6 MFL CLUB LICENSING ADMINISTRATION

- 3.6.1 The licensor shall establish an appropriate administration and appoint its qualified staff members.
- 3.6.2 The tasks of the MFL Club Licensing Administration (CLA) will include:
- a) preparing, implementing and further developing the club licensing system;
  - b) access and administer the AFC CLAS (Club Licensing Administration System);
  - c) provide training and support for the license applicants in using AFC CLAS;
  - d) providing administrative support to the decision-making bodies;
  - e) assisting, advising and monitoring the licensees during the season;
  - f) informing the AFC and Licensor of any event occurring after the licensing decision that constitutes a significant change to the information previously submitted to the licensor;
  - g) serving as the contact point for and sharing expertise with the licensing departments of other AFC member associations, with AFC itself, with affiliates as defined under the FAM Statutes and MFL constitution and all participating clubs in the national League.
- 3.6.3 At least one staff member or an external financial adviser must have a financial background and a diploma in accountancy/auditing recognised by the appropriate national body (e.g. national trade association), or must have several years' experience in the above matters (a "recognition of competence").
- 3.6.4 All persons involved in the licensing process must comply with strict confidentiality and independence rules regarding information received during the licensing procedure. The MFL shall set up the necessary confidentiality clauses in this respect (**Article 6.2**).
- 3.6.5 The Licensing Administration must have the necessary resources available.

### 3.7 MFL CLUB LICENSING MANAGER

- 3.7.1 The MFL must have appointed a Club Licensing Manager, responsible for the administrative procedure relating to the club licensing in accordance with the Core Process (**Article 5**). He/she must not be a member of the other bodies of the MFL dealing with an MFL club licensing matters (the Decision-Making Bodies). The MFL Club Licensing Manager must also appoint an Assistant Club Licensing Manager, an Expert for each of the MFL Club Licensing Criteria and 3



people in the staffs (Finance Executive, Administrator and Secretary) of the Licensing Administration.

- 3.7.2 The Licensing Manager must ensure that the necessary procedures relating to the MFL Club Licensing System as provided in these Regulations are carried out in the most efficient manner within the time limits established in **(Article 5)**. Furthermore, the Licensing Manager and his/her staffs are subject to the confidentiality rules as mentioned in these Regulations and must strictly follow these rules.
- 3.7.3 The Licensing Manager must inform of any event occurring after the licensing decision that constitutes a Significant Change to the information previously submitted to AFC. The Licensing Manager serves as the contact point for and shares expertise with the licensing departments of other AFC Member Associations.
- 3.7.4 The Licensing Manager will have the power to make recommendations to the decision-making bodies on any matter pertaining to the issuance of a License, sanctions, withdrawal of license or other related licensing matters.



## 4. LICENSE APPLICANT AND LICENSE

### 4.1 INTRODUCTION

This chapter defines the legal entity that must apply for the license and the license to enter the AFC and/or the National Club Competitions.

The legal entity applying for a license is called the license applicant. Once the license applicant has been granted with a license by the licensor it becomes a licensee. For this chapter, only the term license applicant is used.

### 4.2 DEFINITION OF LICENSE APPLICANTS

#### 4.2.1 PRINCIPLE

4.2.1.1 A Licence Applicant shall only be a football club, i.e. a legal entity fully responsible for a football team participating in national and international competitions which either:

a) is a Registered Member of an FAM and/or participates in its affiliated league(s); or

b) has a contractual relationship with a registered member (hereinafter: football company).

4.2.1.2 AFC Club Competition:

The membership and/or the contractual relationship must have lasted at the start of the licensing process for at least two consecutive years. Any change to the legal form, legal Group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name or colours) of a Licence Applicant's during this period to the detriment of the integrity of a competition or to facilitate the Licence Applicant qualification for a competition on sporting merit or its receipt of a Licence is deemed as an interruption of membership or contractual relationship (if any) within the meaning of this provision.

4.2.1.3 National Club Competition:

The membership and/or the contractual relationship must have lasted at the start of the licensing process for at least two consecutive years. Any change to the legal form, legal Group structure (including a merger with another entity or transfer of football activities to another entity) or identity (including headquarters, name or colours)



of a Licence Applicant's during this period to the detriment of the integrity of a competition or to facilitate the Licence Applicant qualification for a competition on sporting merit or its receipt of a Licence is deemed as an interruption of membership or contractual relationship (if any) within the meaning of this provision.

- 4.2.1.4 The license applicant is responsible for ensuring the following: -
- a) The license applicant requires to pay a club licensing application fee annually to the licensor within the stipulated licensing application deadline given by the licensor. The following license types and license fees amount as stated;
    - i. **AFC License: RM 10,000**
    - ii. **National License: RM 5,000**
  - b) That all players are registered with the FAM and/or its affiliated league and, if professional players, that they have a written contract with either the registered member or the football club (in accordance with the FIFA/FAM Regulations for the Status and Transfer of Players);
  - c) That all the compensation paid to the players arising from contractual or legal obligations and all the revenues arising from gate receipts are accounted for in the books of either the registered member or the football club;
  - d) That the licensor is provided with information on the reporting entity/entities in respect of which sporting, infrastructure, personnel and administrative, legal, financial and business information are required to be provided. In turn, the licensor must assess whether, in respect of each license applicant, the selected reporting entity/entities is appropriate for club licensing purposes;
  - e) Any event occurring after the submission of the licensing documentation to the licensor representing a significant change to the information previously submitted must be promptly notified to the licensor, especially a change of legal form, legal group structure or identity;
- 4.2.1.5 If the license applicant is a football company, it must provide a written contract of assignment with a registered member that must be approved by the FAM and/or its affiliated league and must include



the following minimum content;

- a) The football club shall comply with the applicable statutes, regulations and decisions of FIFA, AFC, the FAM and the league as amended from time to time. This system of rules shall constitute an integral part of the contract of assignment. This football club shall also comply with decisions made by the said football bodies.
- b) The football club must not further assign the rights to other registered member or football club to participate in the national or international level competitions on behalf.
- c) The right of this football club to participate in the competition operations shall cease to apply if the assigning club's membership of the association ceases.
- d) If the football club is put into bankruptcy or enters into liquidation the right to apply for a license in the international and/or national competition shall revert to the registered member. For the sake of clarity should the license already be granted to the football club, then it cannot be transferred from the football club to the registered member; only the right to apply for a license in the following season shall revert to the registered member.
- e) The MFL shall be reserved the right to approve the name under which the club participates in the national competitions.
- f) The club shall, on request of the competent national or international arbitration tribunal, provide views and information, as well as documents on matters regarding the club's participation in the national and/or international competition.
- g) Confirmation of the fact that the registered member has the majority of the voting rights of the club. The club may not be owned directly or indirectly by anyone who also has a significant influence over another registered member or club entitled to participate at the same level in the association leagues system.
- h) The contract of assignment and any amendment to it shall be approved by the appropriate body of the MFL to become valid.

4.2.1.6 All documents and/or evidences that are provided to the Licensor must be submitted only via the AFC Club Licensing Administration System (<https://clas.afc-link.com>) by the submission deadline announced in the Core Process (**Article 5.2**).

4.2.1.7 Any documents submission via hardcopy and/or hand delivery and/or via email to the club licensing administration shall not considered.



## 4.3 LICENSE

### 4.3.1 PRINCIPLE

- 4.3.1.1 Licenses must be issued according to the provisions of the accredited Regulations. The following license will be awarded:
- a) AFC License – Grant admission to play in the AFC club competitions
  - b) National License – Grant admission to play in the national club competitions
- 4.3.1.2 The licensor must issue an invitation to the football clubs concerned to apply for a license punctually and in writing. The club applying for a license (i.e. license applicant) must submit a written MFL Club Licensing Application Form and submit a proof of club licensing application fees payment receipts to the licensor based on the license type they applied. In this application, the club must declare that it will fulfil the obligations of the licensing system.
- 4.3.1.3 Only clubs which fulfil the criteria set out in the accredited Regulations at the deadlines defined by MFL and which have qualified based on their sporting results may be granted with a license by the MFL to enter the AFC and/or the National Club Competitions.
- 4.3.1.4 A license expires without prior notice: -
- a) at the end of the season for which it was issued for;
  - b) on the dissolution of the division in question.
- 4.3.1.5 A license may be withdrawn during a season by the AFC or by the MFL decision making bodies if: -
- a) for any reason a licensee becomes insolvent and enters into liquidation during the season, as determined by the applicable national law (where a licensee becomes insolvent but enter into administration during the season, for so long as the purpose of the administration is to rescue the club and its business, the license should not be withdrawn);
  - b) any of the conditions for the issuing of a license are no longer satisfied; or
  - c) the licensee violates any of its obligations under the AFC and/or National Regulations.
- 4.3.1.6 As soon as a license withdrawal is envisaged the MFL must



inform the AFC General Secretariat accordingly.

- 4.3.1.7 A license cannot be transferred.
- 4.3.1.8 AFC reserves the right to sanction a club or eliminate a club from the future AFC club competitions based on the applicable AFC regulations.  
MFL reserves the right to sanction a Club or eliminate a Club from future national club competitions based on the applicable FAM/MFL regulations.
- 4.3.1.9 As there are no guarantees that a club in administration will be able to come out of administration and there will be significant doubt about whether the club can continue as a going concern, therefore a license cannot be granted to a club in administration.

#### **4.4 ADMISSION TO THE AFC and/or NATIONAL CLUB COMPETITION**

##### **4.4.1 PRINCIPLE**

The license applicant must further fulfil all the requirements according to the relevant the AFC and/or the National club competitions regulations.

#### **4.5 EXTRAORDINARY APPLICATION FOR ENTERING AFC & NATIONAL CLUB COMPETITIONS**

- 4.5.1 If a club qualifies for an AFC club competition on sporting merit but has not undergone any licensing process at all or has undergone a licensing process which is lesser/not equivalent to the licence required for the competition it became eligible for, the licensor of the club concerned may on behalf of such a club request an extraordinary application of the club licensing system in accordance with Annex III of these regulations.
- 4.5.2 Based on such an extraordinary application, AFC may grant special permission to the club to enter the corresponding AFC club competition subject to the relevant AFC club competitions regulation. Such an extraordinary application applies only to the specific club and for the season in question.
- 4.5.3 In practice, such a club could for example be the winner or the runner-up of the main domestic cup playing in a division other than the top division.
- 4.5.4 If a club qualifies for a National Liga Premier competition on sporting merit from the lower division league must undergo the MFL Club Licensing





system in order to participate into the National Liga Premier. The MFL Club Licensing Administration may on behalf of the club concerned request an extraordinary application of the Club Licensing System of the MFL Club Licensing Regulations.

#### **4.6 ADMISSION TO LIGA SUPER & LIGA PREMIER: CLUB LICENSING FOR NEWLY PROMOTED CLUBS**

##### **4.6.1 PRINCIPLE**

- 4.6.1.1 Clubs who have qualified to the Liga Super competition by virtue of being the champion and runners-up of the National Liga Premier must undergo the MFL Club Licensing system in accordance with **(Article 1.5)**.
- 4.6.1.2 Clubs who have qualified to the Liga Premier competition from the lower division league must undergo the MFL Club Licensing system in accordance with **(Annex III)**.



## 5. CORE PROCESS

### 5.1 INTRODUCTION

This chapter defines the assessment process (*hereafter core process*) of the MFL club licensing system. The core process describes the procedure to be followed by the licensor to control the issuance of a license to the license applicant. The emphasis of the core process is for license applicants to perform self-assessment and for the licensor and AFC to verify that quality standards have been fulfilled according to the criteria described in these regulations.

#### 5.1.1 PRINCIPLE

5.1.1.1 The MFL defines the core process for the verification of the criteria described in this regulation and thus to control the issuance of a license to a license applicant.

5.1.1.2 **AFC CLUB COMPETITION:**

The core process shall start at the deadline defined by MFL and shall end with the submission of the list of licensing decisions to the AFC General Secretariat by the deadline set by AFC

5.1.1.3 **NATIONAL CLUB COMPETITION:**

The core process shall start at the deadline defined by MFL and shall end with the submission of the list of licensing decisions to the AFC General Secretariat and the league organiser by the deadline set by MFL.

5.1.1.4 The core process is aimed at: -

- a) Helping the licensor in establishing an appropriate and efficient licensing process according to its needs and organisation;
- b) Agreeing on the main requirements that the licensor must comply with to issue the license, necessary for entering AFC and National club competitions.
- c) Ensuring that the decision on the granting of a club license is made by an independent body.
- d) Ensuring that the decision-making bodies receive adequate support from the licensing administration of the licensor.

5.1.1.5 The core process must, as a minimum, include the following information and consist of the key steps (**Annex II**)



## 5.2 TIMETABLE FOR MFL CLUB LICENSING CORE PROCESS FOR 2022

MFL will follow the below timetable for the core process for admission to the National Club Competition. The below timetable also applies for the AFC Club Competitions within the deadline set by the AFC.

| NO | REQUIREMENT   | DEADLINE DATE        |
|----|---|----------------------|
| 1  | The MFL Club Licensing Administration invites Clubs to notify in writing MFL Club Licensing Application Form of their intention to apply for an AFC and/or National License                   | <b>27 Jan</b>        |
| 2  | The MFL Club Licensing Administration receives formal notification together with the MFL Club Licensing Application Form from Clubs interested in applying for an AFC and/or National License | <b>3 Feb</b>         |
| 3  | Club to submit a proof of club licensing application fees payment receipts to the MFL Club Licensing Administration based on the license type they applied                                    | <b>10 Feb</b>        |
| 4  | The MFL Club Licensing Administration will prepare the access to the AFC CLAS for the License Applicants  | <b>17 Feb</b>        |
| 5  | The MFL Club Licensing Administrative visits to the Liga Super and Liga Premier clubs   | <b>Feb to August</b> |
| 6  | The License Applicant submits the documentation for the <b>Personnel &amp; Administrative</b> Criteria to the MFL Club Licensing Administration through the AFC CLAS                          | <b>31 March</b>      |
| 7  | The License Applicant submits the documentation for <b>Legal</b> Criteria to the MFL Club Licensing Administration through the AFC CLAS   | <b>15 April</b>      |
| 8  | The License Applicant submits the documentation for the <b>Sporting</b> Criteria to the MFL Club Licensing Administration through the AFC CLAS  | <b>31 May</b>        |



|    |   |                         |
|----|---|-------------------------|
| 9  | The License Applicant submits the documentation for <b>Infrastructure</b> Criteria to the MFL Club Licensing Administration through the AFC CLAS  | <b>15 June</b>          |
| 10 | The License Applicant submits the documentation for the <b>Business</b> Criteria to the MFL Club Licensing Administration through the AFC CLAS  | <b>30 June</b>          |
| 11 | The License Applicant submits the documentation for the <b>Finance</b> Criteria to the MFL Club Licensing Administration through the AFC CLAS   | <b>15 September</b>     |
| 12 | The MFL Club Licensing Administration reviews the submitted documentation for all criteria and prepares written feedback to each License Applicant advising on further information being required or existing documentation re-submission for the document amendment /rectification | <b>Feb to September</b> |
| 13 | The MFL Club Licensing Administration to conduct inspection / compliance audit  | <b>July to Sept</b>     |
| 14 | The MFL Club Licensing Administration prepares report on each AFC and/or National License applicants and submits to FIB for Liga Super & Liga Premier   | <b>30 Sept</b>          |
| 15 | <b>The FIB reviews the Liga Super &amp; Liga Premier License applications and decides on grant/refusal of the AFC and/or National License. Written decision is sent to each License Applicant</b>   | <b>10 &amp; 11 Oct</b>  |
| 16 | Unsuccessful Liga Super & Liga Premier AFC and/or National license applicants appeal to the FIB Decision via AFC CLAS and submit the MFL Club Licensing Appeal Form within 7 days of the FIB Decision   | <b>18 Oct</b>           |
| 17 | The MFL Club Licensing Administration informs the Appeals Body (AB) of the existing appeals for <b>AFC and/or National license applicants</b> and forwards the FIB Decision and relevant Appellant documentation to the AB  | <b>21 Oct</b>           |



|    |   |               |
|----|---|---------------|
| 18 | <b>The AB sits, and reviews appeals and decides on grant/refusal of Liga Super &amp; Liga Premier AFC and/or National license applicant's appeal. Written Decision will be sent to appellant</b>  | <b>28 Oct</b> |
| 19 | The MFL Club Licensing Administration informs AFC and National League organiser of the licenses granted and refused for AFC & National Competitions for Malaysia Liga Super and Liga Premier clubs  | 31 Oct        |
| 20 | The AFC and/or National licence applicants must prove that, in respect of contractual and legal obligations with its current and former employees it has no payables overdue towards <b>EMPLOYEES, LHDN, KWSP, PERKESO</b> and <b>EIS</b> as at <i>30 November</i> proceeding the season to be licensed | <b>15 Dec</b> |

### 5.3 MFL CLUB LICENSING WORKSHOP / SEMINAR

- The MFL Club Licensing Seminar for all the Malaysian Liga Super & Liga Premier Clubs are scheduled on **26 January 2022**.

### 5.4 ASSESSMENT PROCEDURE

The Licensor defines the assessment methods based on MFL Club Licensing Regulations.

### 5.5 LANGUAGES

Unless otherwise allowed by these Regulations, all documents, information and evidence provided by the Licence Applicant for each criterion must be submitted in English, and/or are legally translated into English. It is the responsibility of the Licence Applicant to ensure that the legal translation is done.



## 6. EQUAL TREATMENT & CONFIDENTIALITY

- 6.1 The licensor ensures equal treatment of all licence applicants during the core process.
- 6.2 The licensor shall guarantee the licence applicants full confidentiality regarding all information submitted during the licensing process. Anyone involved in the licensing process or appointed by the licensor shall sign a confidentiality agreement before assuming their tasks.



## SECTION II: CRITERIA



## 7. SPORTING CRITERIA



### 7.1 OBJECTIVES

The objectives of the Sporting Criteria are for Licence Applicants to:

- a) ensure top quality football players are being developed and produced continuously;
- b) establish progressive development structures with clear pathways;
- c) design and implement club-specific, quality-driven youth development programmes;
- d) provide elite player technical education, supported by football related education and supplementary academic education for youth players;
- e) provide comprehensive medical support services for all players;
- f) ensure that qualified personnel are engaged in the development and management of elite footballers;





## 7.2 CRITERIA

| S.01<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>YOUTH DEVELOPMENT PROGRAMMES<br/>(YDP)</b>   | <b>A</b>        | <b>A</b>             |
| <ol style="list-style-type: none"> <li>1. The Licence Applicant must have a written youth development programme approved by the Licensor. The Licensor must evaluate the quality of the youth development programme before approving it and verify the implementation by periodic visits to the training and games.</li> <li>2. The programme must cover at least the following areas:               <ol style="list-style-type: none"> <li>a) objectives, youth playing philosophy and youth development philosophy;</li> <li>b) organization of youth sector (organisational chart, bodies involved, relation to Licence Applicant, youth teams, etc.);</li> <li>c) personnel (technical, medical, administrative, etc.) and minimum qualifications required;</li> <li>d) infrastructure available for youth sector (training and match facilities, etc.);</li> <li>e) financial resources (available Budget, contribution by Licence Applicant, players or local community, etc.);</li> <li>f) football education programme for the different age Groups (psychological, technical, tactical and physical);</li> <li>g) education programmes (Laws of the Game, anti-doping, integrity, anti-racism);</li> <li>h) medical support for youth players (including medical checks);</li> <li>i) individual performance evaluation of players in the programme;</li> <li>j) review and feedback process to evaluate the results and the achievements of the set objectives; and</li> <li>k) validity of the programme (at least three years but maximum seven).</li> </ol> </li> <li>3. The Licence Applicant must further ensure that:               <ol style="list-style-type: none"> <li>a) every youth player involved in its youth development programme has the possibility to follow mandatory school education in accordance with national law; and</li> <li>b) no youth player involved in its youth development programme is prevented from continuing their non- football education.</li> </ol> </li> </ol> |                 |                      |



4. It is recommended to be inline expressly referred to by the national DNA “Developing the Future of Malaysia Football” philosophy

**Required Details / Documents:**

1. Objectives, Youth Playing Philosophy and Youth Development Philosophy
2. Proof of approval of the Youth Development Programme by the Licensor
3. Validity of the Program
4. Organisational Chart for the YDP
5. Infrastructure Available for YDP
6. Financial Resources Allocated for YDP
7. Football Education Programmes
8. Education Programmes
9. Full Medical Support for Youth Players
10. Individual Youth Player’s Performance Evaluation
11. YDP Team’s Performance Evaluation

| S.02<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>YOUTH TEAMS</b>   | <b>A</b>        | <b>A</b>             |
| <ol style="list-style-type: none"> <li>1. The licence applicant must at least have the following youth teams within its legal entity, another legal entity included in the reporting perimeter or a club affiliated to its legal entity.</li> <li>2. At least <b>four (4)</b> age group squads below the first team for <b>Liga Super</b> clubs;</li> <li>3. At least <b>three (3)</b> age group squads below the first team for <b>Liga Premier</b> clubs. A newly promoted club from lower league division to the Liga Premier will be given a first-year exemption;</li> <li>4. At least <b>two (2)</b> youth teams of different age groups within the age range of <b><u>15 to 21</u></b>;</li> <li>5. At least <b>one (1)</b> under <b><u>17 team</u></b>;</li> <li>6. At least <b>one (1)</b> under <b><u>10 team</u></b>;</li> <li>7. Youth team age group between <b><u>15 to 21</u></b>, must take part in official competitions or programmes played at national level and recognized by the FAM; and</li> </ol> |                 |                      |



8. Youth team age group under **17** and **10 teams**, must take part in official competitions or programmes played at national, state or local level and recognized / endorsed by the FAM.

**Required Details / Documents:**

1. *Player Development Structures*
2. *Player Squads Under-21 (U-21)*
3. *Officials Under-21 (U-21)*
4. *Team U-21 Participation in FAM National Level Competition – Images*
5. *Players Squads Under-19 (U-19)*
6. *Officials Under-19 (U-19)*
7. *Team U-19 Participation in FAM National Level Competition – Images*
8. *Players Squads Under-17 (U-17)*
9. *Officials Under-17 (U-17)*
10. *Team U-17 Participation in Competition – Images*
11. *Written Letter / Agreement Between Club and School*
12. *Players Squads Under-10 (U-10)*
13. *Officials Under-10 (U-10)*
14. *Team U-10 Participation in Competition – Images*
15. *Written Letter / Agreement Between Club and Grassroot Academy*

| <b>S.03<br/>CRITERIA DESCRIPTION</b>               | <b>AFC<br/>CRITERIA</b> | <b>NATIONAL<br/>CRITERIA</b> |
|--|-------------------------|------------------------------|
| <b>MEDICAL CARE OF PLAYERS &amp;<br/>OFFICIALS</b> | <b>A</b>                | <b>A</b>                     |

1. The licence applicant shall provide all players and officials registered in the club with full access to medical support services. These shall include, but not limited to the following;
  - a) yearly medical examination for all players above the age of 12;
  - b) yearly medical examination including cardio vascular screening for all its players eligible to play for its first squad;
  - c) comprehensive medical insurance coverage for first team, U21 & U19;
  - d) comprehensive medical insurance coverage for contracted official of first team, U21 & U19; and
  - e) Pre-Competition Medical Assessment (PCMA)



**Required Details / Documents:**

1. *No of Registered Players*
2. *No of Registered Officials*
3. *Medical Insurance Documents for Players*
4. *Medical Insurance Coverage for Players*
5. *Medical Insurance Documents for Officials*
6. *Medical Insurance Coverage for Officials*
7. *Player Identification Documents (IC Copy)*
8. *Passport Size Photo*
9. *Yearly medical examination for all players U17, U19 & U21*
10. *Pre-Competition Medical Assessment Report for First Team Players*

| <b>S.04<br/>CRITERIA DESCRIPTION</b> | <b>AFC<br/>CRITERIA</b> | <b>NATIONAL<br/>CRITERIA</b> |
|--------------------------------------|-------------------------|------------------------------|
| <b>GRASSROOTS PROGRAMMES</b>         | <b>B</b>                | <b>A</b>                     |

1. The licence applicant has to be part of the FAM SupaRimau Charter Family - either a Bronze/Silver/Gold membership level.
2. To organize at least 2 football activities such as festival/carnival or clinics in a year to promote Grassroots football to children below the age of 12.
3. To ensure the grassroots player's development pathway are in line with FAM Grassroots. (Age 6-12 years old)
4. The activity must involve at least 40 children per season.
5. Children, youths, amateurs, veterans, those with learning or physical disabilities and the socially disadvantaged shall be included in the grassroots programmes.
6. The main objectives of the Licence Applicant's grassroots football programme shall be to encourage mass participation, stimulating greater interest in the game, providing more opportunities for social inclusion, supporting healthy lifestyles and the development of young people, both the sporting and educational aspects.

**Required Details / Documents:**

1. *List of Participants*
2. *Five (5) Images of each Grassroots Event*
3. *Bronze/Silver/Gold Membership Level Certificate*



| <b>S.05<br/>CRITERIA DESCRIPTION</b>   | <b>AFC<br/>CRITERIA</b> | <b>NATIONAL<br/>CRITERIA</b> |
|--|-------------------------|------------------------------|
| <b>EDUCATIONAL PROGRAMMES</b>  | <b>A</b>                | <b>A</b>                     |
| <p>1. The licence applicant must ensure that players and all technical coaching staff of at least the first squad have attended a session or an event related to:</p> <ul style="list-style-type: none"><li>a) Sports Integrity matters;</li><li>b) FIFA Laws of the Game;</li><li>c) doping control;</li><li>d) LHDN, KWSP, PERKESO; and</li><li>e) other topics as required by the AFC / FAM / MFL</li></ul> <p>2. These sessions or events must be provided either by the license applicant, or a third party in collaboration with the license applicant / FAM / MFL, during the year prior to the season to be licensed.</p> <p>3. The licence applicant must organise at least <b>two (2)</b> education programmes in one Club Licensing cycle.</p> <p><i>These criteria are fulfilled if the license applicant can provide evidence that these persons have attended the session or event.</i></p> <p><b><u>Required Details / Documents;</u></b></p> <ul style="list-style-type: none"><li>1. 1<sup>st</sup> Session - List of Speakers</li><li>2. 1<sup>st</sup> Session - List of Participants</li><li>3. 1<sup>st</sup> Session - Date of Event</li><li>4. 1<sup>st</sup> Session - Photos of Event</li><li>5. 2<sup>nd</sup> Session – List of Speakers</li><li>6. 2<sup>nd</sup> Session – List of Participants</li><li>7. 2<sup>nd</sup> Session – Date of Event</li><li>8. 2<sup>nd</sup> Session – Photos of Event</li></ul> |                         |                              |



| S.06<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA                | NATIONAL<br>CRITERIA           |
|--|--------------------------------|--------------------------------|
| <p align="center"><b>CORPORATE SOCIAL RESPONSIBILITY PROGRAMMES</b></p>  | <p align="center"><b>C</b></p> | <p align="center"><b>B</b></p> |
| <p>1. The licence applicant to establish strategies and implementation programmes to promote the Club, the game and to address current issues in football and society.</p> <p>2. Support should be provided for initiatives and campaigns to implement strategies and programmes as promulgated by either the license applicant, the MFL, FAM, the AFC and FIFA.</p> <p>3. Such programmes connect and create links with the community which will facilitate the following:</p> <ul style="list-style-type: none"> <li>a) establishment and enlargement of their fan base;</li> <li>b) creation of a pool of volunteers;</li> <li>c) organisation of grassroots football activities, initiatives and events for and within the community;</li> <li>d) creation of strong links with the community; and</li> <li>e) creation of a market base for branding, merchandising, sponsors and commercial partners.</li> </ul> <p>4. To organize at least <b>two (2)</b> corporate social responsibility programmes in one Club Licensing cycle.</p> <p><b><u>Required Details / Documents:</u></b></p> <ul style="list-style-type: none"> <li>1. <i>1<sup>st</sup> Session - A Brief Description of the Event</i></li> <li>2. <i>1<sup>st</sup> Session - Date of Event</i></li> <li>3. <i>1<sup>st</sup> Session - List of Participants</i></li> <li>4. <i>1<sup>st</sup> Session - Photos of the Event</i></li> <li>5. <i>2<sup>nd</sup> Session - A Brief Description of the Event</i></li> <li>6. <i>2<sup>nd</sup> Session - Date of Event</i></li> <li>7. <i>2<sup>nd</sup> Session - List of Participants</i></li> <li>8. <i>2<sup>nd</sup> Session - Photos of the Event</i></li> </ul> |                                |                                |



| S.07<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>CLUB YOUTH ACADEMY</b>   | <b>C</b>        | <b>C</b>             |
| <p>The Licence Applicant must establish a Club Youth Academy with the required infrastructure and facilities as prescribed in the <i>AFC Elite Youth Scheme</i>.</p> <p><b><u>Required Details / Documents;</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Ownership Documents of the Academy</i></li> <li>2. <i>Location and Address Details</i></li> <li>3. <i>List of Students</i></li> <li>4. <i>List of Coaches and their Qualification</i></li> <li>5. <i>Photos of the Facilities</i></li> <li>6. <i>Organisational Structure</i></li> </ol> |                 |                      |

| S.08<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>RACIAL EQUALITY PRACTICE</b>   | <b>B</b>        | <b>B</b>             |
| <p>The Licence Applicant <b>MUST</b> establish a policy to tackle racism in football. All players and staff of the Licence Applicant shall acknowledge the policy by signing the policy document.</p> <p><b><u>Required Details / Documents;</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Policy Document to Tackle Racism</i></li> <li>2. <i>Signed policy document by all players and staff of the Licence Applicant</i></li> <li>3. <i>Proof of Racial Equality Practice - Implementation</i></li> </ol> |                 |                      |



| S.09<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>REGISTRATION OF PLAYERS</b>   | <b>B</b>        | <b>A</b>             |
| <p>1. All the Licence Applicant's players, including youth players above the age of 10, must be registered with the FAM and/or its affiliated league in accordance with the relevant provisions of the FIFA Regulations on the Status and Transfer of Players.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. Youth team U-21 Registration Documents with FAM</li> <li>2. Youth team U-19 Registration Documents with FAM</li> <li>3. Youth team U-17 Registration Documents with League Organiser</li> <li>4. Youth team U-10 Registration Documents with League Organiser</li> </ol> |                 |                      |

| S.10<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>CHILD PROTECTION AND WELFARE</b>  | <b>C</b>        | <b>C</b>             |
| <p>1. The Licence Applicant must establish and apply measures, in line with any relevant AFC policies and guidelines, to protect and safeguard children from potential abuses and to promote their wellbeing within football when participating in activities organised by the Licence Applicant. The Licence Applicant should work with locally based child protection expertise and have a child safeguarding officer within its administration to develop and implement such measures, including having a child safeguarding policy.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. Child Protection and Welfare Policy</li> <li>2. CV of Child Safeguarding Officer</li> </ol> |                 |                      |





| <b>S.11<br/>CRITERIA DESCRIPTION</b>  | <b>AFC<br/>CRITERIA</b> | <b>NATIONAL<br/>CRITERIA</b> |
|---|-------------------------|------------------------------|
| <b>WOMEN'S TEAM</b>   | <b>C</b>                | <b>C</b>                     |
| <p>1. The Licence Applicant must have at least one women's team within its legal entity or another legal entity included in the reporting perimeter.</p> <p>2. The women's team must take part in official competitions played at national, regional or local level and recognised by FAM.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"><li>1. <i>Player Squads Women's Team</i></li><li>2. <i>Officials Squads Women's Team</i></li><li>3. <i>Women's Team Participation in Competition – Images</i></li><li>4. <i>Women's Team Registration Documents with League Organiser</i></li></ol> |                         |                              |



## 8. INFRASTRUCTURE CRITERIA



### 8.1 INTRODUCTION

The objectives of the infrastructure criteria are that:

- a) licence applicants have a stadium for playing in the AFC and/or the National Club Competitions matches with adequate facilities for teams & officials, spectators, VIPs, media representatives and broadcasting & commercial partners;
- b) licence applicants have suitable training facilities for their players to help them improve their technical skills.



## 8.2 CRITERIA

| I.01<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>APPROVED STADIUMS FOR AFC &amp; NATIONAL CLUB COMPETITIONS</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. The licence applicant must have a stadium available to play in the AFC and/or the National Club Competitions. The licence applicant either:</p> <ul style="list-style-type: none"><li>a) owns the stadium; or</li><li>b) can provide a written contract with the owner of the stadium it will use. This contract must guarantee the use of the stadium for the AFC and the National matches for the coming season, for which the licence applicant qualifies in sporting terms.</li></ul> <p>2. The stadium must meet the requirements expressly referred to by the:</p> <ul style="list-style-type: none"><li>a) AFC Stadium Regulations &amp; National Stadium Regulations; and respective;</li><li>b) respective AFC club competition regulations/AFC Competition Operations Manual (only for AFC Competitions);</li><li>c) AFC Stadium Floodlight Requirements (only for AFC Competitions);</li><li>d) Stadium must be Insurance covered for the coming season.</li></ul> <p>3. The stadium must be approved by the National League organizer and located in the same city where the license applicant is based. If the stadium is not located in the license applicant's base city, a justifiable reason should be provided.</p> <p><b><u>Required Details / Documents;</u></b></p> <ul style="list-style-type: none"><li>1. <i>Name of the Stadium</i></li><li>2. <i>Ownership Document or Contract with Owner</i></li><li>3. <i>Stadium Approval Document from National League Organiser</i></li><li>4. <i>Address of Stadium</i></li><li>5. <i>Capacity of Stadium</i></li><li>6. <i>Stadium Checklist - Venue Questionnaire</i></li><li>7. <i>Floodlight Certificate/lux Report</i></li><li>8. <i>Stadium Insurance Document</i></li><li>9. <i>Images of Various Parts of the Stadium</i></li></ul> |                 |                      |



| <b>I.02<br/>CRITERIA DESCRIPTION</b>   | <b>AFC<br/>CRITERIA</b> | <b>NATIONAL<br/>CRITERIA</b> |
|--|-------------------------|------------------------------|
| <b>STADIUM SAFETY CERTIFICATION</b>  | <b>A</b>                | <b>A</b>                     |
| <p>1. The stadium must be certified for safety. The certification is defined according to national/local law and must include provisions related to safety. If such law does not exist, the licensor shall establish the content of the stadium certificate and the procedure in close cooperation with the appropriate body/bodies (e.g. local security authorities, the local hospital, fire brigade, police, etc.).</p> <p>2. The certificate shall comply with the requirements in the MFL Manual Liga Malaysia / AFC Safety and Security Regulations and must provide at least the following information:</p> <ul style="list-style-type: none"><li>a) safety status of the stadium structure and building fitness;</li><li>b) compliance statement regarding the safety/security regulations of the competent civil authority;</li><li>c) approval of the entire stadium capacity (individual seats, terraces and total number).</li><li>d) approved evacuation plan which ensures that the whole Stadium can be emptied in a case of emergency according to the applicable national law.</li><li>e) a colour coded floor plan diagram showing the possible evacuation routes should be prominently displayed in the Stadium; and</li><li>f) an approved match security plan covering the organisational measures intended to ensure safety and security strategy covering all aspects of the organisation of a football match, such as ticket distribution system, screening of spectators, segregation strategy, crowd dispersal strategy, medical service, measures taken in case of fire, loss of power supply, or other emergency.</li></ul> <p>3. The certificate issued by the appropriate body shall be valid for a maximum of <b>two (2) years</b> and shall be valid throughout the licensing season.</p> <p><b><u>Required Details / Documents;</u></b></p> <ul style="list-style-type: none"><li>1. <i>Name of the Stadium &amp; Fire Safety Certificates Issuing Authorities</i></li><li>2. <i>Stadium Safety Certificates from the Competent Authority</i></li><li>3. <i>Date of Issuance for Stadium Safety Certificate</i></li><li>4. <i>Date of Expiry for Stadium Safety Certificate</i></li><li>5. <i>Fire Safety Certificates from the Competent Authority</i></li><li>6. <i>Date of Issuance for Fire Safety Certificate</i></li><li>7. <i>Date of Expiry for Fire Safety Certificate</i></li></ul> |                         |                              |



| I.03<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>STADIUM APPROVED EVACUATION PLAN</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. The appropriate body (e.g. safety and security authority, competent civil authority or other qualified and approved firms, etc.) approves the evacuation plan which ensures that the whole stadium can be emptied in a case of an emergency according to the applicable national law.</p> <p>2. If such law does not exist, the licensor establishes the content of the evacuation plan, including an evacuation time and the approval body, in close co-operation with the appropriate civil body (e.g. local security authorities, the local hospital, fire brigade, police, etc.).</p> <p>3. A colour coded stadium floor plan diagram showing the possible evacuation routes should be prominently displayed in the stadium.</p> <p>4. Risk analysis specific to the Stadium.</p> <p>5. The Security Officer, stewards and club &amp; stadium employees shall be briefed on the evacuation plan.</p> <p><b><u>Required Details / Documents;</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Date of Approval</i></li> <li>2. <i>Date of Validity</i></li> <li>3. <i>Stadium Evacuation Plan</i></li> <li>4. <i>Name of the Approving Authority</i></li> <li>5. <i>Stadium Colour Coded Floor Plan Diagram</i></li> <li>6. <i>Risk Analysis Specific to the Stadium</i></li> </ol> |                 |                      |

| I.04<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>TRAINING FACILITIES AVAILABILITY</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. The licence applicant must have training facilities available throughout the year. The licence applicant either:</p> <ol style="list-style-type: none"> <li>a) owns the training facilities; or</li> <li>b) shall provide a written contract with the owner of the training facilities. This contract must guarantee that the Training Facilities</li> </ol> |                 |                      |



can be used by all teams of the Licence Applicant during the Licence Season, taking into account its youth development programme.

- c) in order to protect players on the training field from lightning strikes, the training field should be equipped with the appropriate safety devices. To ensure functionality of the training field lightning device are tested and in a good working condition;
  - d) doctor and/or Physiotherapy must present in all the training sessions to ensure the players safety.
  - e) automated external defibrillator (AED) device **MUST** be available for all training sessions. AED device should be tested and in a good working condition.
2. It must be guaranteed that the Training Facilities can be used by all teams of the Licence Applicant during the Licence Season, taking into account its youth development programme.

**Required Details / Documents;**

1. *Name of the Training Ground*
2. *Location Address of the Training Ground*
3. *Images of the Training Field*
4. *Images of Training Ground*
5. *Images of the Outdoor Training Facilities*
6. *Images of Dressing Room*
7. *Images of the Medical Room or Direct Access to First Aid*
8. *Images of Doctor and/or Physiotherapy Present at the Training Ground*
9. *Training Fields Ownership Documents or Contract with Owner*
10. *Name of the Indoor Training Facilities*
11. *Location Address of the Indoor Training Facilities*
12. *Images of the Indoor Training Facilities*
13. *Images of the Preventive Safety Device for Lighting Strikes*
14. *Functionality test Report of the Preventive Safety Device for Lighting Strikes*
15. *Image of the Automated External Defibrillator (AED) Device Available at the Training Session*
16. *Image of the EXPIRY DATE of the AED Device*



| I.05<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>TRAINING FACILITIES FOR<br/>PLAYER DEVELOPMENT<br/>MINIMUM INFRASTRUCTURE (YOUTH)</b>   | <b>B</b>        | <b>A</b>             |
| <p>1. As a minimum, the infrastructure of the training facilities for player development (youth) must include:</p> <ol style="list-style-type: none"> <li>1. outdoor training facilities;</li> <li>2. indoor training facilities;</li> <li>3. dressing rooms;</li> <li>4. medical room(s) or direct access to first aid at the training site.</li> </ol> <p>2. In order to protect the YDP players on the training field from lightning strikes, the training field should be equipped with the appropriate safety devices. To ensure functionality of the training field lightning device are tested and in a good working condition.</p> <p>3. Doctor and/or Physiotherapy must present in all the training sessions to ensure the YDP players safety.</p> <p>4. Automated external defibrillator (AED) device <b>MUST</b> be available for all YDP training sessions. AED device should be tested and in a good working condition.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Name of the Training Ground</i></li> <li>2. <i>Location Address of the Training Ground</i></li> <li>3. <i>Images of the Training Field</i></li> <li>4. <i>Images of Training Ground</i></li> <li>5. <i>Images of the Outdoor Training Facilities</i></li> <li>6. <i>Images of Dressing Room</i></li> <li>7. <i>Images of the Medical Room or Direct Access to First Aid</i></li> <li>8. <i>Images of Doctor and/or Physiotherapy Present at the Training Ground</i></li> <li>9. <i>Training Fields Ownership Documents or Contract with Owner</i></li> <li>10. <i>Name of the Indoor Training Facilities</i></li> <li>11. <i>Location Address of the Indoor Training Facilities</i></li> <li>12. <i>Images of the Indoor Training Facilities</i></li> <li>13. <i>Images of the Preventive Safety Device for Lighting Strikes</i></li> <li>14. <i>Functionality test Report of the Preventive Safety Device for Lighting Strikes</i></li> <li>15. <i>Image of the Automated External Defibrillator (AED) Device Available at the Training Session</i></li> <li>16. <i>Image of the EXPIRY DATE of the AED Device</i></li> </ol> |                 |                      |



| I.06<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>STADIUM GROUND RULES</b>   | <b>B</b>        | <b>B</b>             |
| <p>Each stadium must have stadium ground rules and affix to the stadium and visible to the spectators. These rules must provide information on at least the following:</p> <ul style="list-style-type: none"> <li>a) admission rights;</li> <li>b) abandonment or postponement of events;</li> <li>c) description of prohibitions and penalties, such as entering the field of play, throwing objects, use of foul or abusive language, racist behaviour, etc.;</li> <li>d) restrictions about smoking, alcohol, fireworks, banners, etc.;</li> <li>e) seating rules; and</li> <li>f) causes for ejection from the ground</li> </ul> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Stadium Ground Rules Document</i></li> <li>2. <i>Images Showing Stadium Ground Rules Display (Max:10)</i></li> </ol> |                 |                      |

| I.07<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>STADIUM SAFETY DEVICE FOR<br/>LIGHTNING STRIKES</b>  |                 | <b>A</b>             |
| <p>Each stadium must have stadium safety device for lighting strikes in order to protect those on the field or in other parts of the stadium from lightning strikes, the stadium should be equipped with the appropriate safety devices. To ensure functionality of the stadium lightning device are tested and in a good working condition.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Preventive safety device for lighting strikes (images)</i></li> <li>2. <i>Preventive safety device for lighting strikes (functionality test report)</i></li> </ol> |                 |                      |





| I.08<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>STADIUM SEATING</b>  |                 | <b>C</b>             |
| <p>1. All spectators shall be seated. Their seats shall be individual and separated, affixed to the structure (e.g. the floor) and comfortably shaped, with backrests to provide support.</p> <p>2. Seats shall be unbreakable, fireproof and capable of withstanding the rigours of the prevailing climate.</p> <p>3. There shall be sufficient leg-room between the rows of the seats behind from the row of the seats in front to ensure that spectators' knees do not touch the seats in front and simultaneously do not obstruct the pathway.</p> <p>4. The pathway between the rows of seats shall ensure that there is easy access for spectators to move in and out of the rows even when they are full.</p> <p>5. Row identification shall be clearly exhibited in the passageways or aisles in an easy-to find location on the outside of the end seat.</p> <p>6. All seats shall be numbered in a way that makes them clearly, easily and immediately identifiable.</p> <p>7. From the season <b>2024</b>, all license applicants must comply to the item 1 to 6 as stated in I.08.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Images of Stadium Seating</i></li> <li>2. <i>Images of Stadium Seat Numbering</i></li> <li>3. <i>Images of Floors, Zone, Gate and Row</i></li> <li>4. <i>Images of Stadium Ticket with the Floors, Zone, Gate and Row Numbers</i></li> </ol> |                 |                      |

| I.09<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>STADIUM FACILITIES FOR FANS</b>   |                 | <b>B</b>             |
| <p>1. Entry gates and/or turnstiles shall be designed in such a way as to avoid congestion and ensure the smooth flow of spectators.</p> |                 |                      |



2. A Stadium shall have a minimum one official **Merchandise Stands** for the home team.
3. Each Stadium shall be equipped with an emergency lighting approved by the competent local authorities.
4. A Stadium shall be equipped with a **Public-Address System (PA)** which ensures that messages can be delivered to the public inside and outside the Stadium.
5. The Stadium must have a giant screen that provides optimal viewing for all spectators and in a location which provides no risk to the spectators.
6. A Stadium shall have clean and hygienic toilets shall be available throughout all sectors of a Stadium.
7. A Stadium shall have a reasonable **First-Aid** facilities and shall be made available for spectators if in case of any emergency.
8. A Stadium shall have a dedicated access and seats for spectators with disabilities and their helpers.
9. A Stadium shall provide parking places which affording spectators direct entrance to the Stadium.
10. The Stadium shall be equipped with refreshment facilities for spectators.
11. A Stadium shall be equipped with the number of VVIP and VIP seats.
12. A Stadium shall provide parking for VVIP and VIPs and shall be located near to the VVIP and VIP entrance which is separated from the public car parks.

**Required Details / Documents;**

1. *Images of Entry Gates and/or Turnstiles*
2. *Images of Merchandise Stands*
3. *Images of Stadium Emergency Lighting*
4. *Images of Stadium Public-Address System (PA)*
5. *Images of Stadium Giant Screen*
6. *Images of Toilets*
7. *Images of First-Aid Facilities*
8. *Images of Dedicated Access & Seats for Spectators with Disabilities*
9. *Images of Stadium Car Parking*
10. *Images of Refreshment Facilities for Spectators*
11. *Images of VVIP and VIP Seats*
12. *Images of VVIP and VIP Parking*



## 9. PERSONNEL AND ADMINISTRATIVE CRITERIA



### 9.1 OBJECTIVES

The objectives of the personnel and administrative criteria are that:

- a) licence applicants are managed in a professional manner;
- b) licence applicants have well-educated, qualified and skilled specialists with know-how and experience;
- c) the players of the first and other teams are trained by qualified coaches and supported by the necessary staff.



## 9.2 CRITERIA

| P.01<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>CLUB SECRETARIAT OFFICE</b>   | <b>A</b>        | <b>A</b>             |
| <ol style="list-style-type: none"><li>1. The Licence Applicant <b>MUST</b> have an office space sufficiently spacious to run its administration with the required infrastructure.</li><li>2. The Licence Applicant must have appointed adequate number of skilled secretarial staff according to its needs to run its daily business.</li><li>3. It must ensure that its office is open to communicate with the Licensor and the public and that it is equipped, as a minimum, with phone, fax, email facilities and a website.</li><li>4. Legal document about the use of the office space: whether it is owned or rented and the club <b>MUST</b> have own domain email address contact information.</li><li>5. This will be followed by physical inspection of the office premises to check the required minimum facilities.</li></ol> <p><b><u>Required Details / Documents;</u></b></p> <ol style="list-style-type: none"><li>1. <i>Secretariat Office Ownership or Tenancy Document</i></li><li>2. <i>Official Domain Email Address Details</i></li><li>3. <i>Official Website of Club</i></li><li>4. <i>Secretariat Office Address</i></li><li>5. <i>Secretariat Office Official Phone Number</i></li><li>6. <i>Official Fax Number of Club</i></li><li>7. <i>Secretariat Office premise with allocated infrastructure (Images)</i></li></ol> |                 |                      |



| P.02<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>CHIEF EXECUTIVE OFFICER (CEO)</b>   | <b>A</b>        | <b>A</b>             |
| <ol style="list-style-type: none"><li>1. The licence applicant <b>MUST</b> have appointed a <b>FULL TIME</b> CEO being responsible for running its daily business (operative matters).</li><li>2. The appointment must have been done by the appropriate body (e.g. Owner, Director or Executive Board) of the licence applicant.</li><li>3. The CEO must have a minimum of 2 years' experience in management and familiar with the football industry.</li><li>4. Document outlining the responsibilities and powers of the CEO combined with a copy of the Board or Committee confirming the appointment of the CEO.</li><li>5. The rights and duties of the CEO must be set out in a job description for this role. The title used to define this role may also be defined as CEO or General Manager (GM) and in all instances the person filling this role will be responsible for overseeing all operational and football aspects of the day to day running of the licence applicant.</li></ol> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"><li>1. <i>Name of the CEO</i></li><li>2. <i>Letter of Appointment or Contract</i></li><li>3. <i>Duration of Contract</i></li><li>4. <i>Qualification Documents</i></li><li>5. <i>CV</i></li><li>6. <i>Passport Size Photo</i></li></ol> |                 |                      |



| P.03<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>FINANCE OFFICER</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. The licence applicant <b>MUST</b> have appointed a <b>FULL TIME</b> qualified Finance Officer being responsible for its financial matters.</p> <p>2. The Finance Officer must hold as a minimum of one of the following qualifications:</p> <p style="margin-left: 40px;">a) a degree in accountancy, finance or related field; or</p> <p style="margin-left: 40px;">b) a recognition of competence issued by an organisation recognised by the Licensor.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Name of the Finance Officer</i></li> <li>2. <i>Letter of Appointment or Contract</i></li> <li>3. <i>Duration of Contract</i></li> <li>4. <i>Qualification Documents</i></li> <li>5. <i>CV</i></li> <li>6. <i>Passport Size Photo</i></li> </ol> |                 |                      |

| P.04<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>SECURITY OFFICER</b>   | <b>A</b>        | <b>A</b>             |
| <p>1. The Licence Applicant <b>MUST</b> have appointed a qualified Security Officer being responsible for safety and security matters.</p> <p>2. The Security Officer must hold as a minimum one of the following qualifications:</p> <p style="margin-left: 40px;">a) a certificate as policeman according to national law who at least holds the position of assistant superintendent of police (ASP) - (still in service or retired).</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Name of the Security Officer</i></li> <li>2. <i>Letter of Appointment or Contract</i></li> <li>3. <i>Duration of Contract</i></li> </ol> |                 |                      |



4. CV
5. *Qualification Documents*
6. *Passport Size Photo*

| <b>P.05<br/>CRITERIA DESCRIPTION</b> | <b>AFC<br/>CRITERIA</b> | <b>NATIONAL<br/>CRITERIA</b> |
|--------------------------------------|-------------------------|------------------------------|
| <b>MEDIA OFFICER</b>                 | <b>A</b>                | <b>A</b>                     |

1. The licence applicant **MUST** have appointed a qualified Media Officer being responsible for media matters.
2. The Media Officer must hold as a minimum one of the following qualifications:
  - a) diploma in journalism;
  - b) concluded a media officer education course provided by the FAM or an organisation recognised by the FAM;
  - c) a “recognition of competence” approved by the FAM, which requires at least one (1) year experience in such matters.
3. The role and responsibilities related to this position must be set out in a job description, though it is recommended that the job description will include:
  - a) managing all press and media relations as well as external relations;
  - b) preparing press releases related to the Club, players and match results;
  - c) the organization of interviews with players and coaches and distribution of information of the team during and after matches;
  - d) the organization of regular press conferences during the sporting season;
  - e) being present at all the official matches of the Club; and
  - f) the issue of regular press release concerning the club.

**Required Details / Documents:**

1. *Name of the Media Officer*
2. *Letter of Appointment or Contract*
3. *Duration of Contract*
4. *Qualification Documents*
5. *CV*
6. *Passport Size Photo*



| P.06<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| MEDICAL DOCTOR  | A               | A                    |
| <p>1. The licence applicant <b>MUST</b> have appointed at least one doctor who is responsible for medical support during matches and training as well as for doping prevention.</p> <p>2. The qualification of the medical doctor must be recognised by the appropriate national health authorities. Registered with Malaysian Medical Council (MMC) and has an Annual Practicing Certificate (APC).</p> <p>3. The medical doctor must be duly registered with FAM and/or the national league organiser.</p> <p>4. If the Licence Applicant does not directly employ a Medical Doctor the written agreement with external Medical Doctor or Medical Services for the Licence Applicant must be named with the practice address and letter of appointment.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"><li>1. <i>Name of the Medical Officer</i></li><li>2. <i>Letter of Appointment or Contract</i></li><li>3. <i>Duration of Contract</i></li><li>4. <i>Registration with the FAM and/or National League Organiser Document</i></li><li>5. <i>Qualification Documents</i></li><li>6. <i>Provide Yearly APC Certificate</i></li><li>7. <i>CV</i></li><li>8. <i>Passport Size Photo</i></li></ol> |                 |                      |





| P.07<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>PHYSIOTHERAPIST</b>   | <b>A</b>        | <b>A</b>             |
| <p>1.The licence applicant <b>MUST</b> have appointed at least <b>one (1)</b> physiotherapist being responsible for medical treatment and massages for the first squad during trainings and matches.</p> <p>2. The qualification of the physiotherapist must be recognised by the appropriate national health authorities.</p> <p>3. The physiotherapist must be duly registered with FAM or national league organiser.</p> <p>4.The physiotherapist must be duly registered with 'Malaysia Physiotherapist Association'</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Name of the Physiotherapist</i></li> <li>2. <i>Letter of Appointment or Contract</i></li> <li>3. <i>Duration of Contract</i></li> <li>4. <i>Registration with the FAM and/or National League Organiser Document</i></li> <li>5. <i>Registration with the 'Malaysia Physiotherapist Association' Document</i></li> <li>6. <i>Qualification Documents</i></li> <li>7. <i>CV</i></li> <li>8. <i>Passport Size Photo</i></li> </ol> |                 |                      |

| P.08<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>FIRST TEAM HEAD COACH</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. The licence applicant <b>MUST</b> appoint a Head Coach with a valid coaching diploma/licence responsible for all football technical matters of the first team squad.</p> <p>2. The First Team Head Coach must:</p> <ol style="list-style-type: none"> <li>a) hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual. The current MCR is benchmarked at the AFC is <b>'Professional</b></li> </ol> |                 |                      |



**Coaching Diploma**” or its equivalence recognised and approved by AFC;

- b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (2.a) above or;
- c) already have started/enrolled in the required education course, recognized by AFC, to achieve the required certificate as defined under (2.a) above or;
- d) Liga Super first team head coach requires a **“Professional Coaching Diploma”** to participate in the Liga Super or already have started/enrolled in the required education course.
- e) Liga Premier first team head coach requires a “Coaching Certificate A” to participate in the Liga Premier or already have started/enrolled in the required education course.

3. From the season **2023** onwards, it is compulsory that all the Liga Premier first team head coach require a **“Professional Coaching Diploma”** to participate in the Liga Premier or already have started/enrolled in the required education course.

4. The Head Coach must be duly registered with the FAM and undertaken by the appropriate body of the licence applicant.

**Required Details / Documents:**

- 1. *Details of First Team Head Coach*
- 2. *Letter of Appointment or Contract*
- 3. *Duration of Contract*
- 4. *Registration with the FAM and Undertaken by the Club*
- 5. *Qualification Documents*
- 6. *CV*
- 7. *Passport Size Photo*

| P.09<br>CRITERIA DESCRIPTION                  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>ASSISTANT HEAD COACH OF<br/>FIRST TEAM</b> | <b>A</b>        | <b>A</b>             |

1. The licence applicant **MUST** appoint an Assistant Coach with a valid coaching diploma/licence assisting the Head Coach in all football technical matters of the first squad.

2. The Assistant Coach of First Squad must:



- a) hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual. The current MCR is benchmarked at the AFC is ‘Coaching Certificate “A” or its equivalence recognised and approved by AFC; or
  - b) hold a Recognition of Coaching Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Head Coach of the first team does not have the required certification as defined under (2.a) above or;
  - c) already have started/enrolled in the required education course, recognized by AFC, to achieve the required certificate as defined under (2.a) above.
3. From the season **2023** onwards, it is compulsory that all the Liga Super assistant head coach of first team require a “**Professional Coaching Diploma**” to participate in the Liga Super or already have started/enrolled in the required education course.
4. From the season **2025** onwards, it is compulsory that all the Liga Premier assistant head coach of first team require a “**Professional Coaching Diploma**” to participate in the Liga Premier or already have started/enrolled in the required education course.
5. The Assistant Coach must be duly registered with the FAM and undertaken by the appropriate body of the licence applicant.
- Required Details / Documents;**
- 1. *Details of Assistant Coach of First Team*
  - 2. *Letter of Appointment or Contract*
  - 3. *Duration of Contract*
  - 4. *Registration with the FAM and Undertaken by the Club Document*
  - 5. *Qualification Documents*
  - 6. *CV*
  - 7. *Passport Size Photo*

| P.10<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>HEAD OF YOUTH DEVELOPMENT</b>  | <b>A</b>        | <b>A</b>             |
| 1. The licence applicant <b>MUST</b> appoint a Head of Youth Development (HYD) with a valid coaching diploma/licence responsible for managing |                 |                      |



and implementing all aspects of youth development matters including the Youth Development Programme (YDP).

2. The Head of the Youth Development must:

- a) hold at least the AFC 'A' Coaching Certificate or its equivalence recognised and approved by AFC;
- b) already have started the required education course, recognized by FAM, to achieve the required diploma as defined under (2.a) above.
- c) have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;
- d) have strong management and administration skills to ensure the efficient implementation of the programme, activities, roles and duties in collaboration with other relevant personnel; and
- e) It is recommended that the club youth development philosophy is inline expressly referred to by the national football development philosophy.

3. The HYD must be duly registered with the FAM and undertaken by the appropriate body of the licence applicant.

4. From year 2023 onwards, the HYD **SHOULD NOT** hold any other position within the same organisation.

**Required Details / Documents;**

1. *Details of Head of Youth Development*
2. *Letter of Appointment or Contract*
3. *Duration of Contract*
4. *Registered with the FAM and Undertaken by the Club Document*
5. *Qualification Documents*
6. *CV*
7. *Passport Size Photo*

| P.11<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>YOUTH TEAM COACHES</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. The Licence applicant <b>MUST</b> have appointed qualified Youth Team Coaches responsible for all football matters for each youth team squad (U21, U19 &amp; U17).</p> |                 |                      |



2. Positions of youth team coaches for each youth team squad (U21, U19 & U17) consist of;
  - a) Head Coach
  - b) Assistant Coach
  - c) Goalkeeper Coach
  - d) Fitness Coach
3. Youth Team Head Coaches must have the following coaching qualification as stated below:
  - a) President Cup – ‘A’ Coaching Certificate
  - b) Belia Cup – ‘A’ Coaching Certificate
  - c) U17 – ‘C’ Coaching Certificate
4. All Coaching certificates or its equivalence shall be recognised and approved by AFC and/or FAM;
5. Have specific youth coaching experience and/or supplementary certification/qualification related to coaching and managing young players;
6. Have strong competencies to ensure the efficient implementation of the technical programme to develop elite youth players in collaboration with other relevant personnel.
7. Except U21 & U19, the other youth coaches must hold the minimum qualification as defined by the FAM which shall not be below the FAM ‘C’ coaching diploma/licence or its equivalence recognised and approved by AFC.
8. The Youth Coaches must be duly registered with the FAM and undertaken by the appropriate body of the licence applicant.

**Required Details / Documents:**

1. *No of Youth Team Coaches*
2. *Details of Youth Team Coaches (U21, U19 and U17)*
3. *Letter of Appointment or Contract*
4. *Duration of contract (U21) – Head Coach*
5. *Duration of contract (U21) – Assistant Coach*
6. *Duration of contract (U21) – Goalkeeper Coach*
7. *Duration of contract (U21) – Fitness Coach*
8. *Duration of contract (U19) – Head Coach*
9. *Duration of contract (U19) – Assistant Coach*
10. *Duration of contract (U19) – Goalkeeper Coach*
11. *Duration of contract (U19) – Fitness Coach*
12. *Duration of contract (U17) – Head Coach*
13. *Duration of contract (U17) – Assistant Coach*
14. *Duration of contract (U17) – Goalkeeper Coach*
15. *Duration of contract (U17) – Fitness Coach*



- 16. Registration with the FAM and undertaken by the club document
- 17. Qualification documents (at least two youth coach should have AFC 'A' coaching diploma/licence)
- 18. CV
- 19. Passport size photo

| P.12<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>SAFETY AND SECURITY ORGANISATION<br/>/ STEWARDING</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. The licence applicant <b>MUST</b> have engaged qualified stewards to ensure safety and security at home matches. For this purpose, it must:</p> <ul style="list-style-type: none"> <li>a) employ the stewards; or</li> <li>b) conclude a written contract with the stadium owner providing the stewards; or an external security company providing stewards; or</li> <li>c) National Police Force</li> </ul> <p><b><u>Required Details / Documents;</u></b></p> <ul style="list-style-type: none"> <li>1. Name of Safety and Security Organisation / Stewards</li> <li>2. Letter of Appointment or Contract</li> <li>3. Duration of contract</li> <li>4. Passport size photo or Organisation logo</li> <li>5. Qualification / Experience documents</li> </ul> |                 |                      |

| P.13<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>RIGHTS, RESPONSIBILITIES AND DUTIES</b>  | <b>A</b>        | <b>A</b>             |
| <p>The rights, responsibilities and duties of the license applicant's personnel mentioned in these Regulations must be defined in writing.</p> <p>All the following Job description documents has to be sign off from both ends.</p> <p><b><u>Required Details / Documents;</u></b></p> <ul style="list-style-type: none"> <li>1. Job Description of the CEO (has to be signed)</li> <li>2. Job Description of the Finance Officer (has to be signed)</li> <li>3. Job Description of the Security Officer (has to be signed)</li> <li>4. Job Description of the Media Officer (has to be signed)</li> <li>5. Job Description of the Medical Officer (has to be signed)</li> <li>6. Job Description of the Physiotherapist (has to be signed)</li> </ul> |                 |                      |



7. *Job Description of the First Team Head Coach (has to be signed)*
8. *Job Description of the Assistant Coach of First Team (has to be signed)*
9. *Job Description of Head of Youth Development (has to be signed)*
10. *Job Description of the Youth Coaches (has to be signed)*
11. *Job Description of the Legal Advisor (has to be signed)*
12. *Job Description of the Club Technical Director (has to be signed)*
13. *Job Description of the First Team Goalkeeper Coach (has to be signed)*
14. *Job Description of the Club Licensing Officer (has to be signed)*
15. *Job Description of the First Team Fitness Coach (has to be signed)*
16. *Job Description of the Marketing Manager (has to be signed)*
17. *Job Description of the Infrastructure Officer (has to be signed)*
18. *Job Description of the Team Administrator (has to be signed)*

| P.14<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>DUTY TO NOTIFY SIGNIFICANT CHANGES</b>   | <b>A</b>        | <b>A</b>             |
| <p>Any event occurring after the submission of the licensing documentation to the licensor representing a significant change compared to the information previously submitted and related to criteria <b>P.02 to P.23</b>, must be notified to the licensor within <b>seven (7)</b> working days of the event.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Signed undertaking that all significant changes shall be notified within seven (7) working days</i></li> </ol> |                 |                      |

| P.15<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>DUTY OF REPLACEMENT<br/>DURING THE LICENSING SEASON</b>  | <b>A</b>        | <b>A</b>             |
| <ol style="list-style-type: none"> <li>1. If a function defined in these Regulations becomes vacant during the licensing season, the licensee must ensure that, within a period of a maximum of sixty (60) days, the function is taken over by someone who holds the required qualification except for the position of <b>P.08 (First Team Head Coaches)</b>.</li> <li>2. In the event that a function becomes vacant due to illness or accident, the licensor may grant an extension to the sixty (60) day period only if</li> </ol> |                 |                      |



reasonably satisfied that the person concerned is still medically unfit to resume duties.

3. For the position of **P.08 First Team Head Coaches** becomes vacant during the licensing season, the licensee must ensure that, within a period of a maximum of **fourteen (14) days**, the function is taken over by someone who holds the required qualification.

**Required Details / Documents;**

1. *Signed undertaking that the vacancy replacement of such roles within sixty (60) days*
2. *Signed undertaking that the P.08 First Team Head Coaches vacancy replacement within fourteen (14) days*

| P.16<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>LEGAL ADVISOR</b>   | <b>C</b>        | <b>A</b>             |
| <ol style="list-style-type: none"> <li>1. The licence applicant <b>MUST</b> have appointed a qualified legal advisor who is responsible to handle all legal matters in the licence applicant's activities.</li> <li>2. The legal advisor shall have the necessary legal qualifications.</li> </ol> <p><b><u>Required Details / Documents;</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Name of the Legal Advisor</i></li> <li>2. <i>Letter of Appointment or Contract</i></li> <li>3. <i>Duration of Contract</i></li> <li>4. <i>CV</i></li> <li>5. <i>Qualification Documents</i></li> <li>6. <i>Passport Size Photo</i></li> </ol> |                 |                      |

| P.17<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>CLUB TECHNICAL DIRECTOR</b>   | <b>B</b>        | <b>A</b>             |
| <ol style="list-style-type: none"> <li>1. The License applicant <b>MUST</b> employ a full time Club Technical Director.</li> <li>2. He should have a relevant technical qualification/certification (recommended – minimum AFC 'A' Coaching certificate) and/or</li> </ol> |                 |                      |





supplementary qualities like an extensive playing and work experience at the professional club level, or have been a long serving dedicated member of the club as a player, coach, manager or advisor.

3. He must have strong management skills, visionary and lead the technical development of the club.
4. He shall be responsible for but not limited to the following:
  - a) establish and/or implement Club Philosophy;
  - b) establish Youth and Player Development Structures and Programmes;
  - c) ensure technical standards are maintained and enhanced;
  - d) monitor and evaluate all technical and developmental programmes;
  - e) talent scouting;
  - f) management of Club's Youth Academies;
  - g) recruitment and management of coaches and talent scouts;
  - h) management of match analysis processes; and
  - i) It is recommended to be inline expressly referred to by the national DNA "*Developing the Future of Malaysia Football*" philosophy.
5. The Club Technical Director **SHOULD NOT** hold any other position within the same organisation.

**Required Details / Documents:**

1. *Details of Club Technical Director*
2. *Letter of Appointment or Contract*
3. *Duration of Contract*
4. *CV*
5. *Qualification Documents*
6. *Passport Size Photo*

| P.18<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>FIRST TEAM GOALKEEPER COACH</b>   | <b>B</b>        | <b>A</b>             |
| <ol style="list-style-type: none"> <li>1. The Licence Applicant <b>MUST</b> have appointed a qualified Goalkeeper Coach with a valid coaching diploma/licence for the first team.</li> <li>2. The Goalkeeper Coach must:               <ol style="list-style-type: none"> <li>a) hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual; or</li> </ol> </li> </ol> |                 |                      |



- b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Goalkeeper Coach does not have the required certification as defined under (2.a) above; or
  - c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (2.a) above.
3. It is compulsory for the Liga Super first team goalkeeper coach to require either “**Goalkeeper Level 3**” or have already have started/enrolled in the required coaching course.
  4. It is compulsory for the Liga Premier first team goalkeeper coach to require either “**Goalkeeper Level 2**” or have already have started/enrolled in the required coaching course.
  5. All first team goalkeeper coach must be duly registered with the FAM and undertaken by the appropriate body of the licence applicant.

**Required Details / Documents:**

1. *Details of First Team Goalkeeper Coach*
2. *Letter of Appointment or Contract*
3. *Duration of contract*
4. *CV*
5. *Passport size photo*
6. *Qualification documents*

| P.19<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>FIRST TEAM FITNESS COACH</b>  | <b>B</b>        | <b>A</b>             |
| <ol style="list-style-type: none"> <li>1. The licence applicant <b>MUST</b> have employed a qualified Fitness Coach with a valid coaching diploma/licence for the first team.</li> <li>2. The Fitness Coach must:               <ul style="list-style-type: none"> <li>a) hold at least the Minimum Coach Education Requirements (MCER) as stipulated by the AFC Competition Operations Manual; or</li> <li>b) hold a Recognition of Experience and Current Competence (RECC) issued by AFC in compliance with the RECC regulations for cases where the Fitness Coach does not have the required certification as defined under (2.a) above; or</li> </ul> </li> </ol> |                 |                      |



c) already have started the required education course, recognized by AFC, to achieve the required diploma as defined under (2.a) above.

3. It is compulsory for the Liga Super first team fitness coach to require either “**Fitness Level 2**” or have already have started/enrolled in the required coaching course.

4. It is compulsory for the Liga Premier first team fitness coach to require either “**Fitness Level 1**” or have already have started/enrolled in the required coaching course.

5. All first team fitness coach must be duly registered with the FAM and undertaken by the appropriate body of the licence applicant.

**Required Details / Documents;**

1. *Details of First Team Fitness Coach*
2. *Letter of Appointment or Contract*
3. *Duration of Contract*
4. *CV*
5. *Passport Size Photo*
6. *Qualification Documents*

| P.20<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|-------------------------------|-----------------|----------------------|
| <b>CLUB LICENSING OFFICER</b> |                 | <b>A</b>             |

1. The licence applicant **MUST** have employed a full time or designated Club Licensing Officer to handle all matters and correspondence with the Licensor.
2. The club licensing officer must confirm that he/she has sufficient time to execute their club licensing tasks. The rights and duties of the Club Licensing Officer must be detailed in a job description.
  - a) The Club Licensing Officer must be able to communicate fluently in English, both in writing and spoken English.
  - b) The Club Licensing Officer must act as the point of contact between the license applicant and the Licensor. This person must be readily contactable via email or telephone during normal business hours.

**Working Group**

It is a recommended that the Club Licensing Officer set up a Club Licensing Working Group to manage and implement the Club Licensing



system within the applicant club. The Club Licensing Officer should delegate tasks and responsibilities among the members of the Working Group and monitor the performance of the license applicant in fulfilling the licensing requirements.

**Required Details / Documents:**

1. *Name of the Club Licensing Officer*
2. *Letter of Appointment or Contract*
3. *Duration of Contract*
4. *CV*
5. *Passport Size Photo*
6. *Qualification Documents*

| P.21<br>CRITERIA DESCRIPTION | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|------------------------------|-----------------|----------------------|
| <b>MARKETING MANAGER</b>     |                 | <b>A</b>             |

1. The License Applicant must have appointed a Marketing Manager who is responsible for the License Applicant's Marketing Strategy as well as all other marketing and commercial matters.
2. The Marketing Manager must be a full-time employee of the License Applicant working exclusively as a Marketing Manager.
3. It is obligatory for the appointed person to ensure that at least he / she is present and be overall responsible for all marketing and commercial arrangements at every single match of the MFL Competitions.
4. The Marketing Manager must possess either of the following qualification:
  - A Bachelor's Degree in Marketing, Business or equivalent; or
  - Worked two years in the area of Sports Marketing.
5. The Marketing Manager must be ultimately responsible for the preparation and implementation of the License Applicant's Business Criteria (*Sub-Criteria B.01*) and Club Marketing (*Sub-Criteria B.02*).
6. The Marketing Manager compulsory must attend the Marketing workshops conducted by MFL.

**Required Details / Documents:**

1. *Name of the Marketing Manager*
2. *Letter of Appointment or Contract*
3. *Duration of Contract*



4. CV
5. *Passport Size Photo*
6. *Qualification Documents*
7. *Attendance in MFL Marketing Workshop*

| P.22<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>INFRASTRUCTURE OFFICER</b>  |                 | <b>B</b>             |
| <p>1. It is recommended that the license applicant employs a full time or designated Infrastructure Officer to handle all matters and correspondence with the Licensor.</p> <p>2. The Infrastructure Officer must confirm that he/she has sufficient time to execute their Infrastructure related tasks. The rights and duties of the Infrastructure Officer must be detailed in a job description.</p> <p>3. The Infrastructure Officer must act as the point of contact between the club and the stadium authority.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Name of the Infrastructure Officer</i></li> <li>2. <i>Letter of Appointment or Contract</i></li> <li>3. <i>Duration of Contract</i></li> <li>4. <i>CV</i></li> <li>5. <i>Passport Size Photo</i></li> <li>6. <i>Qualification Documents</i></li> </ol> |                 |                      |

| P.23<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>TEAM ADMINISTRATOR</b>   |                 | <b>B</b>             |
| <p>1. It is recommended that the license applicant employs a Team Administrator to handle the first team's logistics and tour operations.</p> <p>2. A Team Administrator should hold a minimum degree or diploma qualification or equivalent.</p> <p>3. He/she should have adequate knowledge and skills on project management.</p> |                 |                      |



4. He/she should have a knowledge in professional football league rules and regulations.
5. He/she shall be responsible for coordinating all administrative matters with the national league organizer and/or AFC.

**Required Details / Documents:**

1. *Name of the Team Administrator*
2. *Letter of Appointment or Contract*
3. *Duration of Contract*
4. *CV*
5. *Passport Size Photo*
6. *Qualification Documents*

| <b>P.24<br/>CRITERIA DESCRIPTION</b>  | <b>AFC<br/>CRITERIA</b> | <b>NATIONAL<br/>CRITERIA</b> |
|---|-------------------------|------------------------------|
| <b>ORGANIZATIONAL CHART</b>   |                         | <b>B</b>                     |
| <p>The Licence Applicant must have an organizational structure reflecting all the necessary employments in the club as per the MFL Club Licensing Regulations. The organizational chart must provide for clear assignment of hierarchical and functional responsibility in its organizational set-up.</p> |                         |                              |
| <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"><li>1. <i>Organisation Chart of Licence Applicant</i></li></ol>  |                         |                              |



## 10. LEGAL CRITERIA



### 10.1 INTRODUCTION

This chapter defines the minimum legal criteria for license applicants.



## 10.2 CRITERIA

| L.01<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>DECLARATION IN RESPECT OF THE PARTICIPATION IN CLUB COMPETITIONS</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. The licence applicant must submit a legally-valid declaration which confirms that:</p> <ol style="list-style-type: none"> <li>a) it recognizes as legally-binding the statutes, rules and regulations and decisions of FIFA, the AFC, FAM and, if it exists as a separate legal entity, of its national league as well as the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne as provided in the relevant articles of the AFC Statutes;</li> <li>b) it recognises the exclusive jurisdiction of the Court of Arbitration for Sport (domiciled in Lausanne, Switzerland) for any dispute of international dimension and in particular involving FIFA and/or the AFC;</li> <li>c) it recognises the prohibition on recourse to ordinary courts under the FIFA, AFC, FAM, MFL Statutes;</li> <li>d) at national level, it will play in competitions that are recognised and endorsed by its FAM (e.g. national league, national cup);</li> <li>e) at international level, it will participate in competitions recognised and endorsed by the AFC and/or FIFA. To avoid any doubt, this provision does not relate to friendly matches;</li> <li>f) it undertakes to abide by and observe the provisions and conditions of the MFL Club Licensing Regulations;</li> <li>g) its reporting perimeter is defined in accordance with Article 11.1.1 of these Regulations and it will be accountable for any consequences of an entity included in the reporting perimeter not abiding by and observing this declaration.</li> <li>h) all submitted documents are complete and correct;</li> <li>i) it authorises the competent licensor and the AFC to examine documents and seek information and, in the event of any appeal procedure, to seek information from any relevant public authority or private body according to national law;</li> <li>j) it acknowledges that the AFC and MFL reserves the right to execute compliance audit at national level accordance with Article 2.5.</li> </ol> <p>2. This declaration must be executed by an authorised signatory no more than <b>three (3) months</b> prior to the corresponding deadline for its submission to the licensor.</p> |                 |                      |





**Required Details / Documents:**

1. *Name of the Authorized Person*
2. *Title of the Authorized Person*
3. *Declaration Signed by the Authorised Person*
4. *Date of Signature*

| L.02<br>CRITERIA DESCRIPTION | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|------------------------------|-----------------|----------------------|
| <b>LEGAL DOCUMENTS</b>       | <b>A</b>        | <b>A</b>             |

1. The licence applicant must submit the following documents:
  - a) a copy of its current company articles, similar-type governing document;
  - b) an extract from a public register (e.g. trade register) which demonstrates that the licence applicant is a legal entity which contains the following minimum information:
    - i) registered name;
    - ii) popular name;
    - iii) address of headquarters;
    - iv) legal form;
    - v) list of authorised signatories and;
    - vi) type of signature (e.g. individual, collective).
  - c) (if applicable) the agreement between the licence applicant and the relevant member which has the right to participate in affiliated competitions of FAM.
  - d) If there were any changes in the license applicant's legal form or company structure, including its secretariat office, name, club colours, ownership structure or shareholders in between the season, then the license applicant must update the relevant details into question 2.

**Required Details / Documents:**

1. *Company Constitution (or alternatively the Companies Act 2016)*
2. *Were there any changes in the license applicant's legal form or company structure, including its secretariat office, name, club colours, ownership structure or shareholders in the last two years?*
3. *SSM Company Certificate*
4. *Declaration by the authorized person that the documents are valid*
5. *Date of Declaration.*



6. *Registered Name of the License Applicant*
7. *Trademark Registration Certificate*
8. *Popular Name of the License Applicant*
9. *Registered Address of the License Applicant*
10. *Annual General Meeting Minutes*

| L.03<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>OWNERSHIP AND CONTROL OF CLUBS</b>  | <b>A</b>        | <b>A</b>             |
| <ol style="list-style-type: none"> <li>1. The licence applicant must submit a legally-valid declaration outlining the ownership structure and control mechanism of the club. Such declaration should ensure conformity with the conditions set out below.</li> <li>2. No natural or legal person involved in the management, administration and/or sporting performance of the club, either directly or indirectly:               <ol style="list-style-type: none"> <li>a) holds or deals in the securities or shares that allows such person to exercise significant Influence in the activities of any other club participating in the same competition;</li> <li>b) holds a majority of the shareholders' voting rights of any other club participating in the same competition;</li> <li>c) has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of any other club participating in the same competition;</li> <li>d) is a shareholder and alone controls a majority of the shareholders' voting rights of any other club participating in the same competition pursuant to an agreement entered into with other shareholders of the club in question;</li> <li>e) is a member of any other club participating in the same competition;</li> <li>f) is involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in the same competition; and</li> <li>g) has any power whatsoever over the management, administration and/or sporting performance of any other club participating in the same club competition.</li> </ol> </li> <li>3. These declarations must be executed by an authorised signatory no more than <b>three (3) months</b> prior to the corresponding deadline for its submission to the licensor.</li> <li>4. If the license applicant intends to change the club's ownership, shareholders, board of directors or chief executive officer in between the season, then the license applicant must send the details to the MFL administration to get an approval prior to the official appointment of the relevant category. The license</li> </ol> |                 |                      |



applicant must submit the L.03 forms (1 – 4) and upload into this sub-criteria document submission.

**Required Details / Documents:**

1. *Name of Chairman of Board of Directors*
2. *Letter of Appointments for Board of Directors*
3. *Declaration Signed by the Authorized Signatory with the Date Stated*
4. *Date of Declaration*
5. *Is the License Applicant Part of a Group Structure?*
6. *L.03 forms (1 – 4) (if applicable)*

| L.04<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>LEGAL GROUP STRUCTURE AND<br/>ULTIMATE CONTROLLING PARTY</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. The Licence Applicant must provide the MFL with information on the legal Group structure at the Statutory Closing Date prior to the deadline for the submission of the application to MFL. It must be presented in a chart and duly approved by management. MFL must be informed of any changes there may have been to the legal Group structure during the period between the Statutory Closing Date and the submission of the chart to the MFL.</p> <p>2. This document must clearly identify and include information on:</p> <ol style="list-style-type: none"> <li>a) the Licence Applicant and, if different, the Registered Member of the MFL;</li> <li>b) any Subsidiary of the Licence Applicant and, if different, the Registered Member of the MFL;</li> <li>c) any Associate entity of the Licence Applicant and, if different, the Registered Member of the MFL;</li> <li>d) any direct or indirect Controlling entity of the Licence Applicant, up to and including the ultimate Controlling party;</li> <li>e) any party that has 10% or greater direct or indirect ownership of the Licence Applicant, or 10% or greater voting rights;</li> <li>f) any party with a Significant Influence over the Licence Applicant;</li> <li>g) any other football club, in respect of which any of the parties identified in (2.a) to (2.f) or any of their key management personnel have any ownership interest, voting rights, and/or any involvement or influence whatsoever in relation to the governance of its financial and operating policies; and</li> </ol> |                 |                      |



- h) the reporting perimeter as defined in Article 11.1.1 must also be clearly identified in the document.
3. If deemed relevant MFL may request the Licence Applicant/Licensee to provide additional information other than that listed above (e.g. information about any subsidiaries and/or Associates of the ultimate Controlling entity and/or direct Controlling entity).
  4. The following information must be provided in relation to all entities included in the legal Group structure:
    - a) name of legal entity;
    - b) type of legal entity;
    - c) main activity of legal entity; and
    - d) percentage of ownership interest (and, if different, percentage of voting power held).
  5. For any Subsidiary of the Licence Applicant/Licensee and, if different, the Registered Member of the MFL, the following information must also be provided:
    - a) Share capital;
    - b) Total assets;
    - c) Total revenues; and
    - d) Total equity.
- Required Details / Documents:**
1. Declaration Signed by the Authorized Signatory with the Date Stated
  2. Club Legal Group Structure
  3. SSM Super Form

| L.05<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>WRITTEN CONTRACT<br/>WITH PROFESSIONAL PLAYERS</b>   | <b>A</b>        | <b>A</b>             |
| <p>The professional players of the licence applicant must have a written contract with the licence applicant in accordance with the relevant provisions of the FIFA Regulations for the Status and Transfer of Players and shall incorporate all key provisions required by the national law and of FIFA, the AFC, and the FAM.</p> |                 |                      |



**Required Details / Documents:**

1. *Contract of Each Professional Player – First Window*
2. *List of Professional Players – First Window*
3. *Contract of Each Professional Player – Second Window*
4. *List of Professional Players – Second Window*
5. *List of Players In/Out for Second Window*

| L.06<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>DISCIPLINARY PROCEDURE<br/>AND CODE OF CONDUCT<br/>FOR PLAYERS AND OFFICIALS</b> | <b>B</b>        | <b>B</b>             |

1. The licence applicant establishes a legally binding code of conduct for players and officials in compliance with the national law, and the Statutes of FIFA, the AFC, FAM and MFL.
2. The code of conduct should be supplemented by a legally binding disciplinary regulation under which the infringement of the code of conduct, club rules, club regulations, and club decisions shall be prosecuted, and sanctions may be applied.

**Required Details / Documents:**

1. *Code of Conducts for Players & Officials*
2. *Code of Disciplinary Regulations*
3. *Signed Undertaking that the Disciplinary Regulations are in Compliance with the National Law, FIFA, AFC, FAM's rules & Regulations*

| L.07<br>CRITERIA DESCRIPTION                            | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>PARTNERSHIP AGREEMENT BETWEEN<br/>CLUB &amp; FAM</b> |                 | <b>A</b>             |

It is compulsory for all the Liga Super and Liga Premier clubs to sign the partnership agreement with FAM in order for their participation in the Liga Super and Liga Premier club competitions.

**Required Details / Documents:**

1. *Partnership agreement between club & FAM*



|  |
|--|
|  |
|--|

| L.08<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>WRITTEN AGREEMENT / OFFER LETTER<br/>WITH YDP PLAYERS</b>  |                 | <b>A</b>             |
| <p>All youth players must have a written contract or amateur contract with the licence applicant in accordance with the relevant provisions and shall incorporate all key provisions required by the national law and the FAM.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"><li><i>1. Contract or Amateur Contract of Each YDP Players – First Window</i></li><li><i>2. Contract or Amateur Contract of Each YDP Players – Second Window</i></li><li><i>3. List of YDP Players In/Out for Second Window</i></li></ol> |                 |                      |

| L.09<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>WORK PERMIT FOR FOREIGN<br/>EMPLOYEES</b>   |                 | <b>A</b>             |
| <p>All foreign employees (e.g. players, officials. etc) must have a working permit under the employment of the licence applicant in accordance with the relevant provisions required by the national law.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"><li><i>1. List of Foreign Players</i></li><li><i>2. List of Foreign Officials</i></li><li><i>3. Work Permit of Each Foreign Employees</i></li></ol> |                 |                      |



# 11. FINANCIAL CRITERIA



## 11.1 INTRODUCTION

a) The financial criteria relates to:

- Historic financial information about a club's financial performance and position;
- Future financial information about a club's future prospects; and
- Subsequent information after the licensing decision has been made.

b) To facilitate the implementation of the financial criteria, historic financial information may continue to be prepared on the basis of national accounting practice requirements.

### 1. Reporting Entity/Entities and reporting perimeter

a) The Licence Applicant determines and provides to the Licensor the reporting perimeter, i.e. the entity or combination of entities in respect of which financial information (e.g. single entity, consolidated or combined financial statements) has to be provided.

b) The reporting perimeter must include:

- i. the Licence Applicant and, if different, the Registered Member of the MFL;
- ii. any Subsidiary of the Licence Applicant and, if different, the Registered Member of the MFL;
- iii. any other entity included in the legal Group structure which generates



revenues and/or performs services and/or incurs costs in respect of the football activities defined in paragraph c) iii. to x. below;

- iv. any entity, irrespective of whether it is included in the legal Group structure, which generates revenues and/or performs services and/or incurs costs in respect of football activities as defined in paragraph c) i. and ii. below.

c) Football activities include:

- i. employing/engaging personnel (as defined in Criteria F.04) including payment of all forms of consideration to employees arising from contractual or legal obligations;
- ii. acquiring/selling players' registrations (including loans);
- iii. ticketing;
- iv. sponsorship and advertising;
- v. broadcasting;
- vi. merchandising and hospitality;
- vii. club operations (e.g. administration, matchday activities, travel, scouting, etc.);
- viii. financing (including financing secured or pledged against the assets of the Licence Applicant);
- ix. use and management of Stadium and Training Facilities; and
- x. youth sector.

d) An entity may be excluded from the reporting perimeter only if:

- i. its activities are entirely unrelated to the football activities defined in paragraph c) above and/or the locations, assets or brand of the football club; or
- ii. it is immaterial compared with all the entities that form the reporting perimeter and it does not perform any of the football activities defined in paragraph c) i. and ii. above; or
- iii. the football activities it performs are already entirely reflected in the financial statements of one of the entities included in the reporting perimeter.

e) The Licence Applicant must submit a declaration by an authorised signatory which confirms:

- i. that all revenues and costs related to each of the football activities indicated in paragraph c). have been included in the reporting perimeter and provide a detailed explanation should this not be the case; and
- ii. whether any entity included in the legal Group structure has been excluded from the reporting perimeter, justifying any such exclusion with reference to paragraph d).

2. For further information on the mandatory reporting period and the minimum requirements on the format of reporting and accounting, as well as a detailed explanation of each of the criteria below, please refer to the AFC Club Licensing Financial Handbook





## 11.3 CRITERIA

### 11.3.1 HISTORIC FINANCIAL INFORMATION

| <b>F.01<br/>CRITERIA DESCRIPTION</b>  | <b>AFC<br/>CRITERIA</b> | <b>NATIONAL<br/>CRITERIA</b> |
|---|-------------------------|------------------------------|
| <b>ANNUAL FINANCIAL STATEMENTS<br/>- AUDITED</b>  | <b>A</b>                | <b>A</b>                     |
| <p>1. Regardless of the legal structure of the licence applicant, annual financial statements based on the local legislation for incorporated companies shall be prepared and audited by independent auditor.</p> <p>2. The Audited Annual Financial Statement shall be in respect of the Statutory Closing Date immediately prior to the deadline for submission of the List of Licensing Decisions to AFC and must consist of:</p> <ul style="list-style-type: none"><li>a) a balance sheet;</li><li>b) a profit and loss account;</li><li>c) a cash flow statement;</li><li>d) notes, comprising a summary of significant Accounting Policies and other explanatory notes; and</li><li>e) a financial review by management;</li><li>f) a financial review by the Auditor;</li><li>g) a format of the financial audit financial report must be in accordance to the MIA's guidelines (Malaysian Institute of Accountants);</li><li>h) an external audit firm must be registered under SSM (Suruhanjaya Syarikat Malaysia)</li></ul> <p>3. The audited annual financial statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook.</p> <p>4. If the audited annual financial statements do not meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook, then supplementary information must be prepared by the licence applicant and assessed by the auditor.</p> <p>5. Financial Statements to be audited by an Approved Company Auditor under an Audit Firm registered with both SSM (Suruhanjaya Syarikat Malaysia) and MIA (Malaysian Institute of Accountants)</p> |                         |                              |



**Required Details / Documents:**

1. Audited Annual Financial Statement
2. Period of Audited Financial Statement
3. Date of Audit Report
4. Currency Exchange Rate (MYR to USD)
5. Income from Media (TV) rights (amount in USD)
6. Income from Sponsorship (amount in USD)
7. Income from Merchandising (amount in USD)
8. Gate Receipts/Ticketing (amount in USD)
9. Transfer Fee Income (amount in USD)
10. Income from the Government (amount in USD)
11. Income from the FAM / MFL (amount in USD)
12. Membership Fees [i.e. season tickets] (amount in USD)
13. Rental Income of Stadium/Facilities (amount in USD)
14. Other Income (amount in USD)
15. Breakdown of "Other Income" (amount in USD)
16. Total Income (amount in USD)
17. Salary for Players (amount in USD)
18. Salary for Coaches (amount in USD)
19. Salaries for Club Employee's (amount in USD)
20. Player Transfer Expenses (amount in USD)
21. Operational Expenses of Teams [trip/training camp etc.] (amount in USD)
22. Advertisement Expenses (amount in USD)
23. Rental/Maintenance Fee of the Stadium/Training Centre (amount in USD)
24. Administrative Costs [office etc.] (amount in USD)
25. Finance Costs (amount in USD)
26. Other Expenses (amount in USD)
27. Breakdown of "Other Expenses" (amount in USD)
28. Total Expenses (amount in USD)

| F.02<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>FINANCIAL STATEMENTS FOR<br/>THE INTERIM PERIOD – REVIEWED</b>  | <b>A</b>        | <b>A</b>             |
| <p>1. If the statutory closing date of the licence applicant is more than <b>six (6) months</b> before the deadline for submission of the list of licensing decisions to the AFC and/or the National Club Competitions, then the licence applicant shall prepare and submit additional financial statements covering the interim period.</p> <p>2. If the financial statements for the interim period are prepared and</p> |                 |                      |



submitted, they should cover the interim period up to a date within six (6) months preceding the deadline for submission of the list of licensing decisions to the AFC and/or the National Club Competitions and must be reviewed or audited by an independent auditor.

3. The interim financial statements shall meet the minimum disclosure requirements and accounting principles set out in the AFC Club Licensing Financial Handbook;

- a) a balance sheet;
- b) a profit and loss account;
- c) a cash flow statement;
- d) explanatory notes;
- e) a financial review by management;
- f) a financial review / written representation by the Auditor;

**Required Details / Documents;**

1. *Statutory Closing Date of the License Applicant*
2. *Audited or Reviewed by the Auditor Interim Financial Statements*
3. *Period of Financial Statements*
4. *Date of Report*

| <b>F.03<br/>CRITERIA DESCRIPTION</b>   | <b>AFC<br/>CRITERIA</b> | <b>NATIONAL<br/>CRITERIA</b> |
|--|-------------------------|------------------------------|
| <b>NO PAYABLES OVERDUE TOWARDS<br/>FOOTBALL CLUBS ARISING FROM<br/>TRANSFER ACTIVITIES</b> | <b>A</b>                | <b>A</b>                     |

The licence applicant must prove that it has no overdue payables towards football clubs arising from transfer activities as at *30 June* preceding the season to be licensed, unless by the following *31 August* they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.

**Required Details / Documents;**

1. *Declaration – As of 30 June*
2. *Player Identification Tables – Transfer Receivables*
3. *Player Identification Tables - Transfer Payables*



| F.04<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>NO PAYABLES OVERDUE<br/>TOWARDS EMPLOYEES, LHDN, KWSP,<br/>PERKESO &amp; EIS</b>  | A               | A                    |
| <p>1. The licence applicant must prove that, in respect of contractual and legal obligations with its current employees, former employees and LHDN, KWSP, PERKESO and EIS, it has no overdue payables as at <i>30 June</i> preceding the season to be licensed, unless by the following <i>31 August</i> they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>2. The term “employees” shall include but not limited to:</p> <p style="margin-left: 40px;">a) all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and</p> <p style="margin-left: 40px;">b) the administrative, technical, medical, security staff and etc specified in the MFL Club Licensing Regulations</p> <p><b><u>Required Details / Documents:</u></b></p> <p style="margin-left: 40px;">1. <i>List of employees employed anytime during the year</i></p> <p style="margin-left: 40px;">2. <i>Declaration that there are No Dues Towards LHDN, KWSP, PERKESO and EIS</i></p> <p style="margin-left: 40px;">3. <i>Statement from LHDN, KWSP, PERKESO and EIS</i></p> <p style="margin-left: 40px;">4. <i>Declaration that there are No Dues Payables Towards Employees</i></p> <p style="margin-left: 40px;">5. <i>Confirmation Letter from its Current and Former Employees</i></p> |                 |                      |

| F.05<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>WRITTEN REPRESENTATIONS<br/>PRIOR TO THE LICENSING DECISION</b>   | A               | A                    |
| <p>1. Within <b>seven (7) days</b> prior to the date on which the licensing decision is to be made by the First Instance Body, the licence applicant must make written representations to the licensor.</p> <p>2. The written representations shall confirm:</p> <p style="margin-left: 40px;">a) that all documents submitted to the Licensor are complete and correct;</p> |                 |                      |



- b) whether or not any Significant Change in relation to all the licensing criteria has occurred;
  - c) whether or not any Events or Conditions of Major Economic importance have occurred that may have an adverse impact on the clubs's financial position since the balance sheet date of the preceding Audited Annual Financial Statements or Reviewed Interim Financial Statements (if applicable). If Any Events or Conditions of Major Economic Importance have occurred, the management representations letter must include a description of the nature of the event or condition and an estimate of its financial effect, or a statement that such an estimate cannot be made; and
  - d) whether or not the licence applicant's (or the Registered Member of the MFL which has a contractual relationship with the licence applicant within the meaning of Article 12) or any Parent company of the licence applicant included in the reporting perimeter is seeking or has received protection from its creditors pursuant to laws or regulations within the 12 months preceding the Licence Season.
3. Approval by management must be evidenced by way of a signature on behalf of the executive body of the licence applicant.

**Required Details / Documents;**

1. *Management Representation Letter*
2. *Date of the Signature*



### 11.3.2 FUTURE FINANCIAL INFORMATION

| F.06<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>FUTURE FINANCIAL INFORMATION</b>   | <b>A</b>        | <b>A</b>             |
| <ol style="list-style-type: none"> <li>1. The licence applicant must prepare and submit future financial information in order to demonstrate to the licensor its ability to continue until the end of the licence season.</li> <li>2. Future financial information must cover the period commencing immediately after the later of the statutory closing date of the annual financial statements or, if applicable, the balance sheet date of the interim financial statements, and it must cover at least the entire licence season.</li> <li>3. Future financial information consists of:               <ol style="list-style-type: none"> <li>a) a budgeted profit and loss account, with comparative figures for the immediately preceding financial year and interim period;</li> <li>b) budgeted cash flow, with comparative figures for the immediately preceding financial year and interim period; and</li> <li>c) explanatory notes, including a brief description of each of the significant assumptions (with reference to the relevant aspects historic financial information and other information) that have been used to prepare the budgeted profit and loss account and cash flow statement, as well as of the key risks that may affect the future financial results.</li> </ol> </li> <li>4. Future financial information must be prepared, as a minimum, on a quarterly basis (<i>1<sup>st</sup> July 2022 to 31<sup>th</sup> December 2023</i>).</li> <li>5. Future financial information must be prepared on a consistent basis with the audited annual financial statements and follow the same accounting policies as those applied for the preparation of the annual financial statements, except for accounting policy changes made after the date of the most recent annual financial statements that are to be reflected in the next annual financial statements, in which case details must be disclosed.</li> <li>6. Future financial information must meet the minimum disclosure requirements as set out in the AFC Club Licensing Financial Handbook. Additional line items or notes must be included if they provide clarification or if their omission would make the future financial information misleading.</li> </ol> |                 |                      |



7. Future financial information with the assumptions upon which they are based must be approved by management and this must be evidenced by way of a brief statement and signature on behalf of the executive body of the reporting entity.

**Required Details / Documents;**

1. *Budget profit and loss account (1<sup>st</sup> July 2022 to 31<sup>th</sup> December 2023)*
2. *Budget cash flow (1<sup>st</sup> July 2022 to 31<sup>th</sup> December 2023)*
3. *Explanatory notes on assumptions and risks*



### 11.3.3 SUBSEQUENT INFORMATION

Criteria F.07 and F.08 and F.09 apply to Licensees after the Licensing Decision. Criterion F.07 (duty to notify Subsequent Events) applies to all Licensees. Criterion F.08 (duty to update Future Financial Information) only applies to those Licensees who exhibited a breach of one or more of the indicators., and Criterion F.09 (statutory declaration) for payables overdue towards **EMPLOYEES, LHDN, KWSP, PERKESO & EIS** as at 30 November.

| F.07<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>DUTY TO NOTIFY SUBSEQUENT EVENTS</b>   | <b>A</b>        | <b>A</b>             |
| <p>1. Following the licensing decision by the decision-making body, the licensee must promptly notify the licensor in writing about any subsequent events that may cast significant doubt upon the licensee's ability to continue as a going concern until at least the end of the season for which the licence has been granted.</p> <p>2. Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"><li><i>Financial Statement Regarding Estimate</i></li><li><i>Description of the Event with an Estimate of Financial Effect</i></li></ol> |                 |                      |





| F.08<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>DUTY TO UPDATE<br/>FUTURE FINANCIAL INFORMATION</b>   | <b>A</b>        | <b>A</b>             |
| <p>1. License applicant must prepare and submit an updated version of the future financial information (prepared according to F.06). In addition, the prepared information shall include a comparison of budget to actual figures including explanations of variances. The updated version of the future financial information must be prepared, as a minimum, on a <b>six (6) month</b> basis.</p> <p>2. The updated future financial information shall meet the minimum disclosure requirements set out in the AFC Club Licensing Financial Handbook.</p> <p>3. Compliance with this criterion shall be assessed by the licensor in respect of the following licensing cycle.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Original Budgeted Profit and Loss Account and Cash Flow Figures in Respect of Six-Month Before the Interval Date</i></li> <li>2. <i>Actual Profit and Loss Account and Cash Flow Figures for Six Months Before the Interval Date</i></li> <li>3. <i>Brief Explanation of Significant Differences Between the Budgeted and Actual Result</i></li> </ol> |                 |                      |

| F.09<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>STATUTORY DECLARATION</b>  |                 | <b>A</b>             |
| <p>The AFC and/or National licensee must submit the Statutory Declaration as per the Statutory Declaration Act 1960 Malaysia declaring, in respect of contractual and legal obligations with its current and former employees it has no overdue payables overdue towards <b>EMPLOYEES, LHDN, KWSP, PERKESO and EIS</b> as at 30 November preceding the season to be licensed in Malay or English language in an appropriate form by 15 December.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Statutory Declaration declaring that no payables overdue towards Employees, LHDN, KWSP, Perkeso and EIS as at 30 November</i></li> </ol> |                 |                      |



| F.10<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>NO PAYABLES OVERDUE TOWARDS FOOTBALL CLUBS ARISING FROM TRANSFER ACTIVITIES – As at 31 August 2022</b>  |                 | <b>B</b>             |
| <p>The licence applicant must prove that it has no payables towards football clubs arising from transfer activities as at <i>31 August</i> preceding the season to be licensed, unless by the following <i>30 September</i> they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p><b><u>Required Details / Documents:</u></b></p> <p>1. <i>Declaration – As of 31 August</i></p> |                 |                      |

| F.11<br>CRITERIA DESCRIPTION   | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|--|-----------------|----------------------|
| <b>NO PAYABLES OVERDUE TOWARDS EMPLOYEES, LHDN, KWSP, PERKESO &amp; EIS – As at 31 August 2022</b>   |                 | <b>B</b>             |
| <p>1. The licence applicant must prove that, in respect of contractual and legal obligations with its current employees, former employees and LHDN, KWSP, PERKESO and EIS, it has no overdue payables as at <i>31 August</i> preceding the season to be licensed, unless by the following <i>30 September</i> they have been fully settled, deferred by mutual agreement with the creditor or are subject to a not obviously unfounded dispute submitted to a competent authority.</p> <p>2. The term “employees” shall include but not limited to:</p> <ul style="list-style-type: none"> <li>c) all professional players according to the applicable FIFA Regulations on the Status and Transfer of Players; and</li> <li>d) the administrative, technical, medical, security staff and etc specified in the MFL Club Licensing Regulations</li> </ul> |                 |                      |



**Required Details / Documents:**

1. *Declaration that there are No Dues Towards LHDN, KWSP, PERKESO and EIS*
2. *Declaration that there are No Dues Payables Towards Employees*



## 2. BUSINESS CRITERIA



### 12.1 INTRODUCTION

Football is no longer just a sporting activity. With the amount of interest and fans, football has become a business. The economic situation of football has changed and to remain competitive on the field, it is vital that Licence Applicants are able to compete off the field.

Football clubs should look for new and different sources of revenue in addition to the existing ones (TV, gate receipts, sponsors) in order to be more independent of the income from the sporting success of the Licence Applicant and to have greater possibilities of functioning as a financially successful entity.

### 12.2 OBJECTIVES

The objectives of the business and commercial criteria are, among others, that:

- Licence Applicants have a set of objectives, targets and strategies so that business performances can be monitored; and
- Commercial activities are given a priority with a focus on revenue diversification and increasing fan attendance as well as experience.



## 12.3 CRITERIA

| B.01<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>BUSINESS PLAN</b>  |                 | <b>A</b>             |
| <p>The Licence Applicant must have a written business plan to be approved by the MFL. The business plan may cover a period of <b>(3) years</b>.</p> <p><b><u>The business plan must include at least the following:</u></b></p> <ul style="list-style-type: none"><li>a) Vision, mission and target;</li><li>b) Marketing research analysis; (i.e. SWOT analysis, PEST analysis, etc.);</li><li>c) Technical plans (short term &amp; long-term plans for on the pitch performances), including strategies and activities to achieve the plans;</li><li>d) Commercial plans (short term &amp; long-term plans on marketing and promotion) including strategies and activities to achieve the plans;</li><li>e) Human Resource plan and management;</li><li>f) Facility management and operation;</li><li>g) Budget and financial planning;</li><li>h) Customer Relationship Management process;</li><li>i) Merchandise Plan</li><li>j) Approval from the Management</li></ul> <p>The business plan must have been approved by the highest decision-making body of the Licence Applicant.</p> <p>The business plan should be in Malay or English for review by MFL.</p> <p><b><u>Required Details / Documents:</u></b></p> <ol style="list-style-type: none"><li>1. <i>The Business Plans</i></li></ol> |                 |                      |



| B.02<br>CRITERIA DESCRIPTION  | AFC<br>CRITERIA | NATIONAL<br>CRITERIA |
|---|-----------------|----------------------|
| <b>CLUB MARKETING</b>   |                 | <b>B</b>             |
| <p><b>A. <u>SPONSORSHIP &amp; ADVERTISING</u></b></p> <ol style="list-style-type: none"> <li>1. License applicant to have:               <ol style="list-style-type: none"> <li>a) Sponsorship proposal</li> <li>b) Long term strategy sponsorship plans (min. 3 years)</li> </ol> </li> <li>2. License applicant to have:               <ol style="list-style-type: none"> <li>a) Proper sponsorship contract</li> <li>b) Checklist of rights &amp; benefits of each respective sponsorship contract (matrix)</li> <li>c) Checklist of rights &amp; benefits that have been delivered of each respective sponsorship contract</li> </ol> </li> <li>3. License applicant to share the summary of rights &amp; benefits checklist &amp; sponsors activation (rights &amp; benefits delivered) report to MFL, within 1 month from the end of the final match the club has played.</li> </ol> <p><b>B. <u>SOCIAL MEDIA</u></b></p> <ol style="list-style-type: none"> <li>1. License applicant to have a minimum of 2 social media platforms (Facebook, Instagram, Twitter, or as and when the most popular new social media platform is included).</li> <li>2. Clubs post a minimum of 2 x times a week per social media platform, in a weekly engaging content such as match result, match highlights (not infringe with league rights), any ancillary contents which is fans engaging &amp; promote the club partners.</li> <li>3. License applicant must show the growth of club's social media fanbase of 5% to 10% from 1<sup>st</sup> August of last season to 31<sup>st</sup> July of current season. Club to send report of number of followers on FB, IG, Twitter as at 1<sup>st</sup> August of each season for verification.</li> </ol> <p><b>C. <u>FANS ENGAGEMENT</u></b></p> <ol style="list-style-type: none"> <li>1. License Applicant to have a minimum of 1 x fan engagement activity via online or offline, of which is to promote the clubs &amp; clubs' partners.<br/>Example:               <ol style="list-style-type: none"> <li>a. Meet &amp; Greet session</li> <li>b. Sign Merchandise with partner &amp; fans</li> <li>c. Players attending to Partners event - Internal (Employee Engagement)</li> <li>d. Any other activities which is lawful &amp; legally binding.</li> </ol> </li> </ol> |                 |                      |



Do share the fans report with images and total audience that attend for reference.

#### **D. MERCHANDISING**

1. License Applicant to have a minimum of 2 merchandise items (excluding Club Jersey) to be sold via online and/or offline. The merchandise items can consist of apparel wear (Club T-shirt, muffler, cap, mugs, coasters, bags, mousepads, stationery etc).
2. Merchandise sales & revenue report to be shared with MFL for reference.

**NOTE:** For 2022 Club licensing Cycle, please submit reports from 1<sup>st</sup> August 2021 until 31<sup>st</sup> July 2022. 1<sup>st</sup> January 2022 to 31<sup>st</sup> July 2022.

#### **Required Details / Documents:**

1. Club Sponsorship Proposal (Generic)
2. Long Term Sponsorship Strategy (min. 3 years)
3. Club Sponsorship Contract (Generic)
4. Checklist of Rights & Benefits (Matrix)
5. Summary of Rights & Benefits Matrix & Delivered
6. Club Social Media Marketing Report
7. Club Fans Engagement Report
8. Club Merchandising Report



## 13. FINAL PROVISIONS

### 13.1 APPENDICES

13.1.1 All appendices to the present regulations form an integral part thereof.

### 13.2 DISCIPLINARY PROCEDURES

13.2.1 Any breach of these regulations may be penalized by MFL in accordance with the FAM Disciplinary Code.

### 13.3 IMPLEMENTING PROVISIONS

13.3.1 The MFL Administration shall take the decisions and adopt, in the form of directives, the detailed provisions necessary for implementing these regulations.

### 13.4 MATTERS NOT PROVIDED FOR

13.4.1 Matters not provided for in these regulations shall be decided by the FAM Executive Committee and MFL Board, whose decisions are final.

### 13.5 RATIFICATION

13.5.1 ***MFL Club Licensing Regulations Edition 2022 is Edited by;***

***MFL Club Licensing Manager, Vijash Naidu Meniandi***

***Approved by;***

***Asian Football Confederation, January 2022***

***FAM Executive Committee, February 2022***

***MFL Board, January 2022***

These regulations were ratified by the FAM Executive Committee and MFL Board at its meetings and came into force immediately.





**For the MFL Board of Directors**

**DATO' AB GHANI HASSAN**  
MFL President

**STUART RAMALINGAM**  
MFL Chief Executive Officer

**MFL, Kuala Lumpur, January 2022**



## SECTION III: ANNEXES



# ANNEX I: EXCEPTIONS POLICY FOR AFC CLUB COMPETITIONS

## A. Principle

1. The AFC General Secretariat may, in accordance with Article 2.3, grant exceptions on the following matters:
  - a) non-applicability of a minimum requirement concerning the decision-making bodies or process defined in Article 3.2 to Article 3.5 due to national law or any other reason;
  - b) non-applicability of a minimum requirement concerning the core process defined in Article 5 due to national law or any other reason;
  - c) non-applicability of a minimum assessment procedure defined in Article 5.4 due to national law or any other reason;
  - d) non-applicability of a certain criterion defined in Section II, due to national law or any other reason;
  - e) extension of the introduction period for the implementation of a criterion or a category of criterion defined in Section II;
  - f) non-applicability of the two-year rule defined in Article 4.2.1.2 in case of change of legal form or company structure of the Licence Applicant on a case by case basis
2. Exceptions related to items a) to e) are granted to MFL and may apply to all clubs which are registered with the MFL and which submit a licensing application to enter the AFC club competitions. Exceptions related to item f) are granted to the individual club that applies for a Licence.
3. In principle an exception is granted for a period of one Licence Season. Under specific circumstances this period may be extended and MFL may be placed on an improvement plan.
4. A renewal of the exception is possible upon a new request.

## B. The Process

1. The AFC General Secretariat acts as the first instance decision making body on exception requests.
2. An exception request must be in writing, clear and well founded.



3. Exceptions related to items defined under A (1) a) to e) must be submitted by the MFL to the AFC General Secretariat thirty (30) days prior to the start of the core process.
4. Exceptions related to the item defined under A (1) f) can be submitted at any time. A Licensor notified of the reorganisation or restructuring of an affiliated club (e.g. change of legal form, merger of clubs, split of club, liquidation or bankruptcy) is responsible for notifying the AFC General Secretariat accordingly as soon as it becomes aware of it.
5. The AFC General Secretariat shall exercise necessary discretion to grant any exception within the limits of these Regulations
6. The status and situation of football within the territory of the MFL will be taken into account when granting an exception. This encompasses, for example:
  - a) Size of the territory, population, geography, economic background, force majeure;
  - b) size of the MFL (number of clubs, number of registered players and teams, size and quality of the administration of the association, etc.); c) the level of football (professional, semi-professional or amateur clubs);
  - d) status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.);
  - e) the AFC and FIFA ranking;
  - f) Stadium ownership situation (club, city/community, etc.) within the association;
  - g) support (financial and other) from the national, regional and local authorities, including the national sports ministry;
  - h) protection of creditors;
  - i) legal Group structure and reporting perimeter;
  - j) club identity.
7. The decision will be communicated to the MFL. The decision shall be in writing and state the reasoning. MFL shall then communicate it to all Licence Applicants concerned.
8. Appeals can be lodged against decisions made by the AFC General Secretariat in writing before the Court of Arbitration for Sport (CAS) in accordance with the relevant provisions laid down in the AFC Statutes.



# ANNEX I.I: EXCEPTIONS POLICY FOR NATIONAL CLUB COMPETITIONS

## A. Principle

1. The MFL Secretariat may, in accordance with Article 2.3, grant exceptions on the following matters:
  - a) non-applicability of a minimum requirement concerning the decision-making bodies or process defined in Article 3.2 to Article 3.5 due to national law or any other reason;
  - b) non-applicability of a minimum requirement concerning the core process defined in Article 5 due to national law or any other reason;
  - c) non-applicability of a minimum assessment procedure defined in Article 5.4 due to national law or any other reason;
  - d) non-applicability of a certain criterion defined in Section II, due to national law or any other reason;
  - e) extension of the introduction period for the implementation of a criterion or a category of criterion defined in Section II;
  - f) non-applicability of the two-year rule defined in Article 4.2.1.3 in case of change of legal form or company structure of the Licence Applicant on a case by case basis.
2. Exceptions related to items a) to e) are granted to MFL and may apply to all clubs which are registered with the MFL and which submit a licensing application to enter the MFL club competitions. Exceptions related to item f) are granted to the individual club that applies for a Licence.
3. In principle an exception is granted for a period of one Licence Season. Under specific circumstances this period may be extended and MFL may be placed on an improvement plan.
4. A renewal of the exception is possible upon a new request.

## B. The Process

1. The MFL Secretariat acts as the first instance decision making body on exception requests.
2. An exception request must be in writing, clear and well founded.



3. Exceptions related to items defined under A (1) a) to e) must be submitted by the MFL Club Licensing Administration to the MFL Secretariat thirty (30) days prior to the start of the core process.
4. Exceptions related to the item defined under A (1) f) can be submitted at any time. A Licensor notified of the reorganisation or restructuring of an affiliated club (e.g. change of legal form, merger of clubs, split of club, liquidation or bankruptcy) is responsible for notifying the MFL Secretariat accordingly as soon as it becomes aware of it.
5. The MFL Secretariat shall exercise necessary discretion to grant any exception within the limits of these Regulations
6. The status and situation of football within the territory of the MFL will be taken into account when granting an exception. This encompasses, for example:
  - a) Size of the territory, population, geography, economic background, force majeure;
  - b) size of the MFL (number of clubs, number of registered players and teams, size and quality of the administration of the association, etc.); c) the level of football (professional, semi-professional or amateur clubs);
  - d) status of football as a sport within the territory and its market potential (average attendance, TV market, sponsorship, revenue potential, etc.);
  - e) Stadium ownership situation (club, city/community, etc.) within the association;
  - f) support (financial and other) from the national, regional and local authorities, including the national sports ministry;
  - g) protection of creditors;
  - h) legal Group structure and reporting perimeter;
  - i) club identity.
7. The decision will be communicated to the MFL Club Licensing Administration. The decision shall be in writing and state the reasoning. MFL Club Licensing Administration shall then communicate it to all Licence Applicants concerned.



## ANNEX II: CORE PROCESS

The following procedure provides a core process: -

The **numbers** in the procedure detail in logical order refer to the steps to be taken in terms of processing a club license on behalf of the license applicants. The procedure follows the sequence of numbers from 1 to 21. These steps will be the ones to follow where no issues arise in the process, that is a license applicant meets all the requirements and the licensor's management proceeds according to the ideal plan.

The **letters** in the procedure refer to the issues that may or are likely to arise in the process and which need to be dealt with appropriately. The procedure follows the sequence of letters from (A) to (I). The procedure provides the reader with a short description of each single step.



1. The MFL Club Licensing Administration will send the “MFL Club Licensing Application Form Year 2022” to all the clubs in the Liga Super and Liga Premier to submit their application to become the license applicant for the year 2023 to AFC and/or National Club Competitions.
2. The Liga Super and Liga Premier clubs must reply the complete “MFL Club Licensing Application Form Year 2022” by the deadline as stated in the application form and via writing. The MFL Club Licensing Administration shall request an acknowledgement of receipt.
3. The MFL Club Licensing Administration will acknowledge and reply all the license applicants via email.
4. The MFL Club Licensing Administration will distribute the AFC CLAS access and the templates for all the criteria to the license applicant. These can be email, posted, faxed, posted on the extranet, etc.
5. The license applicant completes the documents submissions via AFC CLAS within the submission deadline. Supporting documents can be enclosed if required.
6. The MFL Club Licensing Administration checks the documents uploaded by the license applicant via the AFC CLAS within the submission deadline.
7. Decision.  
Two alternatives: step 6 or step (A)
8. If the documents are complete and sent within the submission deadline, the MFL Club Licensing Manager will forward it to the respective club licensing administrative personal with responsibilities for those areas for review (e.g. Legal documents will be forwarded to the legal expert, financial information to the financial expert, etc.).
9. The respective MFL Club Licensing Administration will review the documents, check the fulfilment of the criteria and then report back to the MFL Club Licensing Manager within the agreed deadline and according to prepared (checklists, templates, reports etc.). The checks must be justified by supporting documents (evidence that the criteria have been fulfilled), (e.g. Criteria I.02 Stadium Safety Certification must be supported by a copy of the valid stadium certificate).
10. Decision.  
Two alternatives: step 9 or step (A)
11. The MFL Club Licensing Manager verifies that the reports of the respective club licensing administrative are complete and returned within the agreed deadline. The MFL Club Licensing Manager reviews the reports and the opinion of the respective club licensing administrative.
12. The MFL Club Licensing Manager assesses the license applicant. Based on the reports the respective MFL Club Licensing Administration of the he/she may identify areas of concern that may require further investigation.





13. Decision.  
Two alternatives: step 12 or step (B)
14. If the MFL Club Licensing Manager does not identify any area that requires further review, he/she prepares the report for consideration of the FIB within the agreed deadline. This report will contain aspects of the review (analysis of the documents received and, if performed, information on site visits).
15. The MFL Club Licensing Administration obtains management representation letter from license applicant stating whether any events or conditions of major economic importance have occurred. This is included to his/her report. According to the results of the review, the report will include the recommendation to grant or to refuse the license.
16. The FIB receives the report via the AFC CLAS within the agreed deadline, reviews it, asks MFL Club Licensing Manager for further explanations and documents if necessary and makes the decision whether to grant the license or not.
17. Decision.  
Two alternatives: step 16 or step (D).
18. After careful review of the license applicant's documents and of the report of the MFL Club Licensing Manager, the decision-making body issues the license. The issuance of the license is subject to the condition that the license applicant fulfils all criteria defined in the MFL club licensing regulations. The issued license may or may not detail areas for future attention of the license applicant.
19. The MFL Club Licensing Manager receives the report of the decision-making body. Based on the decision made by the decision-making body, he/she prepares the list of licensing decisions authorized to enter in an AFC and/or National club competition for season 2023. The list of licensing decisions is sent to the AFC and League Organiser by 31 October of the year preceding the season to be licensed.
20. After it has been issued a license, up until the end of the season to be licensed, the licensee must promptly notify the licensor in writing of any subsequent event, that it is aware of at any time, that may cast significant doubt upon the licensee's ability to continue as a going concern until at least the end of the season from which the license has been granted.
21. The licensee must prepare and submit an updated version of the future financial information. The future financial information must be prepared, as a minimum, on a six-month basis.
  - (A) From step 5:  
If the documents are not complete or if they are not sent within the agreed deadline the MFL Club Licensing Manager contacts the license applicant to agree on the next actions to be taken (e.g. to request information, supporting documents, questionnaire or form that is missing).



- (B) From step 8:  
If the licensing expert identifies areas that require further information, he/she contacts the license applicant to discuss any issue to obtain clarifications and reaches an agreement on the actions to be taken.

If the MFL Club Licensing Manager identifies areas that require further review (non-compliance with certain criteria, errors, lack of information, etc.) he/she contacts the license applicant to discuss any concerns. The MFL Club Licensing Manager may require further explanations or supporting documents or may decide to perform a site visit for the purposes of further investigation. If a site visit is planned, the club licensing manager and/or the expert meet with the license applicant and address the problem areas.

They identify potential actions by the club to rectify these areas together with a timescale.

- (C) Decision  
Two alternatives:
- If the license applicant agrees with the MFL Club Licensing Manager on the actions to be taken, then go back to step 10.
  - If the license applicant does not agree with the MFL Club Licensing Manager's report and refuses to deliver new information or to take the necessary actions, then go back to step 12.
- (D) After careful review of the license applicant's documents and of the report of the club licensing manager the FIB refuses to grant the license. The refusal details the areas to be addressed and the license applicant is given the possibility of lodging an appeal with the AB.
- (E) The license applicant lodges an appeal. The license applicant has to fulfil the requirements as stated in Article 3.4.1 and 3.4.2 of the MFL Club Licensing Regulations for the license appeal application process. The AB is notified, and the meeting date is set by agreement.
- (F) The MFL Club Licensing Manager produces a report and delivers it to the AB. The report details areas of concern and the reasons for the refusal.
- (G) The AB meets and considers the license applicant's appeal.
- (H) Decision.  
Two alternatives: step 15 or step (I).
- (L) After careful review of the license applicant's documents and of the report of the MFL Club Licensing Manager, the AB refuses to grant the license. The report should detail the reasons for the refusal and the areas to be addressed.
- (I) After careful review of the license applicant's documents and of the report of the licensing manager, the AB refuses to grant the license. The report of the B



details the reasons for the refusal and the areas to be addressed.  
Fulfilment of steps 18 and 19 shall be assessed in respect of the following  
licensing cycle.



## ANNEX III: EXTRAORDINARY APPLICATION OF THE CLUB LICENSING SYSTEM

1. The minimum licensing criteria applicable shall be the same as in Section II of these Regulations.
2. MFL must notify the AFC of any potential extraordinary applications in writing latest by 31 August of the year preceding the season to be licensed.
3. MFL must provide the criteria for the extraordinary application to the club(s) concerned. They must prepare the club(s) concerned for the extraordinary application procedure.
4. The club(s) concerned must provide the necessary documentary proof to the MFL. MFL will assess the club(s) against the minimum criteria in Section II of these Regulations.
5. For the extraordinary applications process to enter into the AFC competitions, MFL shall forward the following (in English) to the AFC by the 30 September of the year preceding the season to be licensed:
  - a) a written petition to the AFC Entry Control Body duly signed and dated by the club requesting it to grant a Licence to participate in the corresponding AFC club competition. Such request must provide:
    - i. the name and address of the club;
    - ii. the identity of any club(s) directly affected by its petition;
    - iii. its full written argument with reference to the relevant regulations;
    - iv. all documentary evidence provided to MFL;
  - b) a recommendation by MFL (including the dates and names of the persons that assessed the club);
  - c) any other documents requested by the AFC.
6. For the extraordinary applications process to enter into the MFL competitions, MFL shall forward the following to the FIB by the 30 November of the year preceding the season to be licensed:
  - a) a written petition to the FIB duly signed and dated by the club requesting it to grant a Licence to participate in the corresponding MFL club competition. Such request must provide:
    - i. the name and address of the club;
    - ii. the identity of any club(s) directly affected by its petition;
    - iii. its full written argument with reference to the relevant regulations;



- iv. all documentary evidence provided to MFL;
  - b) a recommendation by MFL (including the dates and names of the persons that assessed the club);
  - c) any other documents requested by the FIB.
7. For the extraordinary application process to enter into the AFC competitions, If during this extraordinary application procedure any such club is eliminated on sporting merit, the MFL concerned shall notify the AFC General Secretariat immediately, and the procedure will be immediately terminated, without further decision. Any such terminated procedure cannot be resumed or restarted at a later stage.
8. For the extraordinary application process to enter into the MFL competitions, if during this extraordinary application procedure any such club is eliminated on sporting merit, the MFL concerned shall notify the FIB immediately, and the procedure will be immediately terminated, without further decision. Any such terminated procedure cannot be resumed or restarted at a later stage.



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