



## NOTICE TO EIA CONSULTANTS 2/2025

### USE OF USB FLASH DRIVE FOR SUBMISSION OF SOFTCOPY OF TOR DOCUMENT / EIA REPORT AND SUBMISSION OF APPROVED FINAL EIA REPORT IN HARDBOUND FORMAT

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Sir/Madam,

1. The Department of Environment (DOE) wishes to inform that it has implemented improvements to the EIA Report assessment procedure to enhance the quality of delivery and services to stakeholders aligned with current departmental requirements and advancements in technology.
2. Pursuance to these improvements, EIA consultants are requested to take the following actions:
  - i. To submit a softcopy of the TOR Document / EIA Report using a USB flash drive instead of using a CD. This requirement will be fully implemented starting from 1<sup>st</sup> of July 2025. During the transitional period from 3<sup>rd</sup> of February 2025 to 30<sup>th</sup> of June 2025, submissions using both CD and USB flash drive will be accepted by DOE; and
  - ii. To submit the final approved EIA Report in a hardbound format, along with the Form for the Certificate of Submission of the hardbound copy, which needs to be attached to the front page of the EIA Report (Example of the certificate and hardbound form are provided in **Appendix 1**). The number of reports to be submitted is as specified in **Table 1**. All copies

should be submitted within 30 days from the date the EIA Report is approved, to DOE's office processing the EIA Report for verification before distribution for safe keeping.

EIA Report First Schedule	EIA Report Second Schedule
3 hardbound copies 1) DOE's record; 2) Project Proponent's record; and 3) DOE's State Library record	4 hardbound copies 1) DOE's record; 2) Project Proponent's record; 3) DOE's State Library record; and 4) DOE's Headquarters Library record

**Table 1: Number of approved EIA Report copies to be provided in hardbound format**

- All EIA consultants are kindly requested to be aware of these requirements. This directive will come into effect on the **3<sup>rd</sup> of February 2025**.

Thank you.

**DEPARTMENT OF ENVIRONMENT  
 MINISTRY OF NATURAL RESOURCES AND ENVIRONMENTAL  
 SUSTAINABILITY  
 FEBRUARY 2025**

For more information, contact:

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 No 25, Persiaran Perdana, Precinct 4  
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[TAJUK LAPORAN EIA]

UNTUK

[PENGGERAK PROJEK]

**PERAKUAN PENGEMUKAAN NASKHAH BERJILID KEMAS BAGI  
LAPORAN EIA YANG DILULUSKAN**

Saya dengan ini memperakui bahawa keseluruhan kandungan Laporan EIA **adalah sama** sebagaimana kandungan Laporan EIA yang dikemukakan kepada Jabatan Alam Sekitar Ibu Pejabat/ Negeri \_\_\_\_\_ melalui surat (**Ruj.** \_\_\_\_\_) bertarikh \_\_\_\_\_ dan telah diluluskan pada \_\_\_\_\_ melalui surat bernombor rujukan \_\_\_\_\_.

**Ketua Jururunding EIA:****Penggerak Projek:**

(i)

(i)

**Nama:****Nama:****No. Kad Pengenalan:****No. Kad Pengenalan:****Jawatan:****Jawatan:****Cop Syarikat:****Cop Syarikat:****Tarikh:****Tarikh:***Nota:**(i) Hanya tandatangan dakwat basah dibenarkan bagi perakuan ini.**(ii) Perakuan ini hendaklah diletakkan sebagai helaian pertama naskhah Laporan EIA berjilid kemas (hardbound) yang dikemukakan.*

# EXAMPLE OF HARDBOUND EIA REPORT

