



COMPANIES ACT 2016: PRACTICE DIRECTIVE NO. 11/2026

**LODGEMENT OF SHAREHOLDERS' AND SHARE CAPITAL
INFORMATION**

1. This Practice Directive is issued pursuant to section 20C of the Companies Commission of Malaysia Act 2001 [Act 614].

OBJECTIVE

2. The objective of this Practice Directive is to provide procedures for lodgement of shareholders' and share capital information of local and foreign companies ("the information") required under the Companies Act 2016 [Act 777] ("CA 2016").

3. This lodgement will ensure that the information in the Registry is updated with current information as maintained at the registered office to ensure structural records accurately reflect issued and paid-up capital of the companies.

LODGEMENT OF SHAREHOLDERS' AND SHARE CAPITAL INFORMATION

4. The CA 2016 stipulates that every company is required to keep the information in the registered office and lodge such information as required by the Act.

5. Pursuant to the introduction of SSM's Corporate Registry System (CRS), companies are required to update and lodge their members' and share capital information of local and foreign companies with the Registrar.

6. The following are the criteria of companies which must comply with this Practice Directive:

- (a) Local companies with members holding more than one type of shares; and
- (b) All foreign companies.

7. Pursuant to paragraph 5 above, if such companies wish to lodge any of the services in the CRS as listed in Annexure A, companies must first lodge the information based on the following requirement:

- (a) If the company is a local company, please lodge information as per forms in Annexure B;
- (b) If the company is a foreign company, please lodge information as per forms in Annexure C.

8. Companies must lodge the information over the counters (OTC) at the SSM's Head Office or any of SSM's State Offices.

9. Companies are given a **six months' time frame from 14 July 2026 to 14 January 2027** to lodge the required information with the Registrar. The Registrar may extend this time frame if he deems necessary to do so.

10. The companies will not be able to access any of the services as listed in Annexure A unless and until the information under paragraph 7 above is duly lodged with the Registrar.

11. No fees will be imposed for the lodgement of the information as required by the Registrar in this Practice Directive.

12. For further information on this lodgement, companies are advised to peruse the relevant FAQ which can be found at <https://www.ssm.com.my/Pages/Services/Other-Services/CRS.aspx>.

EFFECT OF THIS PRACTICE DIRECTIVE

13. This Practice Directive hereby supersedes Practice Directive 11/2026 issued on 14 July 2026.

REGISTRAR OF COMPANIES
COMPANIES COMMISSION OF MALAYSIA
5 August 2026

Annexure A

No.	Services
1	Notification of Changes to Particulars in the Register of Members (Subsection 51(1) or 567(4))
2	Notification of Redemption of Preference Shares (Subsection 72(7))
3	Lodgement of Approval for allotment of shares or grant of right (Section 76)
4	Lodgement of Return of Allotment of Shares (Subsection 78(1))
5	Lodgement of Notice of Alteration of Share Capital (Subsection 84(2))
6	Lodgement of Court Order or Resolution and Notice for Variation of Class Rights (Subsection 94(1) or 95(1))
7	Lodgement of Court Order or Notice and Solvency Statement for Reduction of Share Capital (Subsections 116(6), or 117(1)(a) and 117(3)(c) or 117(4))
8	Lodgement of Documents Where No Objection Is Made or Objection Is Dismissed, Withdrawn or Otherwise Concluded for Reduction of Share Capital (Subsection 119(1) or (2))
9	Lodgement of Notice of Increase in the Share Capital of a Foreign Company (Subsection 567(3))

Annexure B

Company No.

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COMPANIES ACT 2016 [ACT 777]

**NOTICE TO UPDATE SHARES AND SHAREHOLDERS
INFORMATION**

(Company Name – Local Company)

To
Registrar of Companies,

..... (Name of Company and Co. Registration No.) hereby
gives notice that the share capital and shareholders information of the
company as at is as per Annexure B. Details of share
capital and shareholders are stated in the Table A and B.

Declaration:

I confirm that the facts and information stated in this document are true
and to the best of my knowledge.

Signed:

(*Secretary/Director)

Name :
License No/ Membership No. :
SSM Practicing Certificate No. :
Date :

Annexure B

Company No.

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Attention:

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3million or to both.

**LODGER INFORMATION
(COMPANY SECRETARY ONLY)**

Name :
NRIC No :
Address :
Phone No :
Email :

*strikethrough which are not applicable.

PD 11/2026
14 July 2026
Revised: 5 August 2026

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Annexure B

**TABLE A - STATEMENT BY COMPANY ON ITS SHARE CAPITAL
(SHARE CAPITAL - LOCAL COMPANY)**

[illegible]

Company No.

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14 July 2026
Revised: 5 August 2026

Annexure B

Otherwise than cash	Preference									
	Preference - Golden Share									
	Preference - Others									
	Preference - Priority Share									
	Preference - Special Share									

Company No.

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Annexure B

TABLE B (LOCAL COMPANY) - SHAREHOLDERS BREAKDOWN

SECTION 1

SHAREHOLDER INFORMATION	
Name	
ID Type	
ID Number / Company Number	
Expired date (If ID Type is Passport)	
Nationality	
Country	
Date of Birth	
Race	
Gender	
CONTACT INFORMATION (shareholder)	
Residential Address / Office Address	
Phone No	
Email	
CORPORATE REPRESENTATIVE (if the shareholders are not individual)	
Name	
Designation	
Id Type	
Id No	
Email Address	
Phone No	

Company No.

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Annexure B

SECTION 2

CAPITAL STRUCTURE										
Detail of Shares	Type of Shares	Number of Unit	Amount of Issued Shares (RM)	Paid Share (RM)	Unpaid Share (RM)	Voting Rights (Yes/No)	Cumulative /Non Cumulative	Redeemable/ Non Redeemable	Convertible / Non Convertible	Participating (Yes/No)
ORDINARY										
Cash	Ordinary									
	Ordinary - Golden Share									
	Ordinary - Others									
	Ordinary - Priority Share									
	Ordinary - Special Share									
Otherwise than Cash	Ordinary									
	Ordinary - Golden Share									
	Ordinary - Others									
	Ordinary - Priority Share									
	Ordinary - Special Share									
PREFERENCE										
Cash	Preference									
	Preference - Golden Share									
	Preference - Others									
	Preference - Priority Share									
	Preference - Special Share									
Otherwise than Cash	Preference									
	Preference - Golden Share									
	Preference - Others									

Company No.

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	Preference - Priority Share									
	Preference - Special Share									

SECTION 3

Listed / Unlisted (Please specify)	
Is the shareholder a body corporate and holding company? Yes / No (If YES , please proceed to Declaration of Holding Company)	
Declaration of Holding Company	
Does the corporation control the composition of BOD? (Yes/No)	
Does the corporation control more than half of voting power? (Yes/No)	
Does the corporation hold more than half of the issued share capital excluding Preference Share? (Yes/No)	

Notes:

This form must be submitted before lodgement of any update on share information via CRS.

Declaration:

I confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed:

(*Secretary/Director)
Name :
License No. / Membership No. :
SSM Practicing Certificate No. :

Annexure C

Company No.

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COMPANIES ACT 2016 [ACT 777]

NOTICE TO UPDATE SHARES AND SHAREHOLDERS INFORMATION

(Company Name- Foreign Company)

To
Registrar of Companies,

..... (Name of Company and Co. Registration No.) hereby gives notice that the share capital and shareholders information of the **company as at** is as per Annexure C. Details of share capital and shareholders are stated in the Table A and B.

Declaration:

I confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed:

(*Agent /Director)

Name :
License No/ Membership No. :
SSM Practicing Certificate No. :
Date :

Annexure C

Company No.

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Attention:

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3million or to both.

**LODGER INFORMATION
(AGENT ONLY)**

Name :

NRIC No :

Address :

Phone No :

Email :

*strikethrough which are not applicable.

Company No.

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Annexure C

STATEMENT BY COMPANY ON ITS SHARE CAPITAL
(Company Name)
TABLE A

(SHARE CAPITAL - FOREIGN COMPANY)

SECTION 1

AUTHORISED CAPITAL	
Total Authorized Capital (RM)	
Authorized Date	
Currency	
Type of Share (Ordinary/ Preference)	
Total Share (Unit)	

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Annexure C

SECTION 2

Detail of Shares	Type of Shares	Number of Unit	Amount of Issued Shares (Origin Currency)	Amount of Issued Shares (RM)	Paid Share (RM)	Unpaid Share (RM)	Voting Rights (Yes/No)	Cumulative /Non Cumulative	Redeemable /Non Redeemable	Convertible /Non Convertible	Participating (Yes/No)
ORDINARY											
Cash	Ordinary										
	Ordinary - Golden Share										
	Ordinary - Others										
	Ordinary - Priority Share										
	Ordinary - Special Share										
Otherwise than Cash	Ordinary										
	Ordinary - Golden Share										
	Ordinary - Others										
	Ordinary - Priority Share										
	Ordinary - Special Share										
PREFERENCE											
Cash	Preference										
	Preference - Golden Share										
	Preference - Others										
	Preference - Priority Share										
	Preference - Special Share										

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Otherwise than cash	Preference										
	Preference - Golden Share										
	Preference - Others										
	Preference - Priority Share										
	Preference - Special Share										

Company No.

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Annexure C

TABLE B (FOREIGN COMPANY) - SHAREHOLDERS BREAKDOWN

SECTION 1

SHAREHOLDER INFORMATION	
Name	
ID Type	
ID Number / Company Number	
Expired date (if ID Type is passport)	
Nationality	
Country	
Date of Birth	
Race	
Gender	
CONTACT INFORMATION (shareholder)	
Residential Address / Office Address	
Phone No	
Email	
CORPORATE REPRESENTATIVE (if the shareholders are not individual)	
Name	
Designation	
Id Type	
Id No	
Email Address	
Phone No	

Company No.

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Annexure C

SECTION 2

Detail of Shares	Type of Shares	Number of Unit	Amount of Issued Shares (Origin Currency)	Amount of Issued Shares (RM)	Paid Share (RM)	Unpaid Share (RM)	Voting Rights (Yes/No)	Cumulative /Non Cumulative	Redeemable /Non Redeemable	Convertible /Non Convertible	Participating (Yes/No)
ORDINARY											
Cash	Ordinary										
	Ordinary - Golden Share										
	Ordinary - Others										
	Ordinary - Priority Share										
	Ordinary - Special Share										
Otherwise than Cash	Ordinary										
	Ordinary - Golden Share										
	Ordinary - Others										
	Ordinary - Priority Share										
	Ordinary - Special Share										
PREFERENCE											
Cash	Preference										
	Preference - Golden Share										
	Preference - Others										
	Preference - Priority Share										
	Preference - Special Share										
Otherwise than cash	Preference										
	Preference - Golden Share										
	Preference - Others										

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Preference - Priority Share											
Preference - Special Share											

SECTION 3

Listed / Unlisted (please specify)	
Is the shareholder a body corporate and holding company? (Yes /No) (If YES , please proceed to Declaration of Holding Company)	
Declaration of Holding Company	
Does the corporation control the composition of BOD? (Yes/No)	
Does the corporation control more than half of voting power? (Yes/No)	
Does the corporation hold more than half of the issued share capital excluding Preference Share? (Yes/No)	

Notes:

- (1) This form is mandatory for foreign companies registered with SSM.
- (2) This form must be submitted before lodgement of any update on share information via CRS.

Declaration:

I confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed:

(*Agent /Director)

Name :
License No. / Membership No. :
SSM Practicing Certificate No. :