

GUIDELINES FOR THE CONVERSION OF COMPANY STATUS FOR FOREIGN COMPANY UNDER SECTION 567(1)(fa) OF THE COMPANIES ACT 2016

1. INTRODUCTION

A foreign company that is registered and still 'Existing' may change its status in Malaysia, in line with the change that has been made in the country of origin.

Only the agent who officially appointed by the company is allowed to submit the application for change of company status.

2. PROCEDURE FOR APPLICATION OF CONVERSION OF STATUS FOR FOREIGN COMPANY

The agents must submit the application online, to change the company status through **Corporate Registry System (CRS)** portal with the following steps:

- a. Access the SSM4U's portal at <https://www.ssm4u.com.my> Enters the login ID and password, then click to CRS system portal icon.
- b. At the dashboard screen of CRS portal, select menu **Application** at the top right corner. Ensure **ROC button** as the transaction entity. From the list of services activities, click to menu **Incorporation > Post Incorporation > Alteration to Foreign Company Particulars** and click to **Apply** button.
- c. Enter the company registration number either twelve (12) digits or an old number. Press the **Search** button, hence the system displays the company name and brief information for the applicant to review.

- d. Complete all the required application information.
- e. **Note:** No payment transaction as there is no fee for this application.
- f. Submit the application electronically through the system.
- g. Check the application status at the dashboard.

3. CLIENT CHARTER

One (1) working day upon submission received with a complete fee payment.

4. APPLICATION RESULTS

IF THE APPLICATION IS APPROVED

For applications that are complete and meet all requirements, the **Notification for Application Result** will be sent to the applicant through:

- The menu of **View Notification** in the CRS system; and
- The company's registered email address.

IF THE APPLICATION IS QUERIED

For applications that are incomplete and contravene with the provisions of the relevant section, applicant may check the query at:

- The menu of **View Notification** in the CRS system; and
- The company's registered email address.

Applicants must complete their application and provide feedback on the CRS portal within **thirty (30) days** from the date the query is issued.

5. IMPORTANT INFORMATION

- 5.1 Applications with a Query status will **automatically be REJECTED** if the applicant fails to complete and resubmit the application within the stipulated period.
- 5.2 All paid fees are **NON-REFUNDABLE** in accordance with Regulation 8(4) of the Companies Regulations 2017.
- 5.3 The application for foreign company's change of name must be filed **within fourteen (14) days from the date of change of status in the country of origin**. A late lodgement fee will be incurred for any delay.