

GUIDELINES FOR APPLYING CHANGE OF NAME OF A FOREIGN COMPANY UNDER SECTION 567(1) COMPANIES ACT 2016

A foreign company may change its name in Malaysia to align with the name change made in its country of origin. The application for the name change may only be submitted by an officially appointed agent.

PROCEDURE FOR APPLYING CHANGE OF COMPANY NAME

1. Application and Reservation of a Company Name

The applicant is required to submit the Section 27(1) and (4) form under the Companies Act 2016 (CA 2016), titled 'Availability of Company Name', through the MyCoID portal.

Once the proposed name has been approved and is still within the reservation period, the applicant must submit a printed copy of the name change application at any SSM counter, either at the Head Office, state office or branch (excluding UTC).

2. The Required Documents for Name Change Application are as follows:

- a) Section 567(1) CA 2016 form '*Particulars of Change or Alteration relating to Foreign Company*';
- b) Section 27(1) & (4) CA 2016 form '*Availability of Company's Name*';
- c) Printed email notification of name approval and reservation;
- d) A fee of RM250.

FORM DOWNLOAD LINK

Section 567(1) CA 2016 form '*Particulars of Change or Alteration relating to Foreign Company*' can be accessed and downloaded at:

https://www.ssm.com.my/Pages/Legal_Framework/Document/s%20567%20fa.pdf

CLIENT'S CHARTER

A complete application lodged together with the payment will be processed within one (1) working day.

VERIFICATION OF APPLICATION

UPON APPROVAL OF THE APPLICATION

If the application is approved, the applicant must go to the same SSM counter with the payment receipt to collect the following documents:

- Notice of Change of Name
- Approval letter

IF THE APPLICATION IS QUERIED

If the application is queried, the applicant must collect both the application copy and the query letter from the same counter by presenting the payment receipt. The corrected and completed application must then be resubmitted at the counter for processing in accordance with the Client Charter.