

GUIDELINES FOR THE CHANGE OF A LOCAL COMPANY NAME UNDER SECTION 28 COMPANIES ACT 2016

A company may change its name to another name, and only the existing company secretary is permitted to lodge the application for the change of name.

PROCEDURES FOR THE CHANGE OF COMPANY NAME

1. Application and Reservation for Name Availability

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

Upon approval and within the reservation period, the applicant must lodge the printed copy of the application for change of name at the nearest SSM counter, either at the Headquarters, State or Branch Offices (excluding UTC).

2. Documents to be Lodged for the change of company name:

- a. Form Section 28 CA 2016 Application for Change of Name;
- b. Form Section 27(1) & (4) CA2016 Application & Reservation for Availability of Names;
- c. Email notification of approval for the company's name reservation; and
- d. Fee of RM100.

LINK TO DOWNLOAD RELEVANT FORM

Form Section 28 CA2016 for the Application for Change of Name can be downloaded from the following link:

[https://www.ssm.com.my/Pages/Legal_Framework/Document/Application%20for%20change%20of%20name%20s%2028\(4\)%20r1.pdf](https://www.ssm.com.my/Pages/Legal_Framework/Document/Application%20for%20change%20of%20name%20s%2028(4)%20r1.pdf)

IMPORTANT INFORMATION

The procedure and submission of complete documents shall be based on the accuracy of the information provided, as follows:

- Fill in the details of the company name and number, as well as the name and licence number of the current secretary. Please ensure that all spellings are correct.
- The date of the document must be either the current date or a date after the approval of the name search. Ensure that the name search approval reference number and the proposed new company name are correct.
- If the name search application is submitted by a person who is not appointed as the company secretary, a supporting letter of authorisation must be prepared to confirm the proposed name submitted to the company. The letter of authorisation will be scanned for SSM's records.

CLIENT CHARTER

One (1) working day upon submission of the complete payment.

VERIFICATION OF APPLICATION

UPON APPROVAL OF THE APPLICATION

The applicant may collect the following hard copies at the SSM Counter (the same SSM Office where the fee was paid), by handing over the payment receipt for:

- Notice of Change of Name
- Letter of approval

IF THE APPLICATION IS QUERIED

The applicant may collect the hard copy of the application together with the issued query at the SSM Counter (the same SSM office where the fee was paid) by presenting the payment receipt. The completed application must then be resubmitted for processing within the client charter timeline.

The applicant may collect the hardcopy of application together with its query issued, at the SSM's Submission Counter (the same SSM Office where the fee is paid), by handing over the payment receipt. The completes application must be resubmitted to be processed again within client charter.