

GUIDELINE FOR THE INCORPORATION OF LOCAL COMPANIES UNDER SECTION 14 COMPANIES ACT 2016

Companies limited by shares may be incorporated as private companies (*Sendirian Berhad* or *Sdn. Bhd.*) or public companies (*Berhad* or *Bhd.*) Individuals who wish to incorporate a company may do so by fulfilling the following criteria.

- (a) Private company (Sdn. Bhd.)
 - At least one (1) director who resides in Malaysia by having a principal place of residence in Malaysia.
- (b) Public company (Bhd.)
 - At least two (2) directors who reside in Malaysia by having a principal place of residence in Malaysia.

Refer to the following link for information related to company:

['Pages - Submitting Incorporation Particulars for a Company'](#)

PROCEDURES FOR INCORPORATION

Submit the application for company incorporation online via the MyCoID 2016 portal by choosing one of the following two (2) incorporation methods:

- (i) Direct Incorporation - The applicant must complete the information during the application for the name and incorporation of a company via online. The incorporation fee is RM1,000; or
- (ii) Name reservation - The applicant is required to submit an application pursuant to S27(1) & (4), Companies Act 2016 (CA2016) for availability of company's name through the MyCoID 2016 portal. The applicant must complete the information for the name of the company and the fee is RM50 for each name applied.

Upon approval and within the reservation period, the applicant shall proceed for incorporation of the company. The fee is RM1,000.

IMPORTANT INFORMATION

- Companies must appoint a company secretary within 30 days after incorporation. The appointed company secretary must be registered with SSM and possess a valid practising certificate issued by SSM.
- Once incorporated, companies are advised to obtain the necessary licenses, permits or approvals from the relevant authorities before commencing its business operations.

CLIENT CHARTER

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

VERIFICATION OF APPLICATION

UPON APPROVAL OF THE APPLICATION

The applicant will be notified of the results via system and email once the application is approved.

- Notice of Registration
- Letter of approval

IF APPLICATION IS QUERIED

The applicant may check details of the query issued through the system and email. The complete application must be resubmitted to be processed again within the client charter.