

GUIDELINE FOR INCORPORATING COMPANY LIMITED BY GUARANTEE (CLBG)

Company Limited by Guarantee (CLBG) is incorporated pursuant to the provisions of Section 14 of the Companies Act 2016 (CA 2016).

To proceed with the application for the registration of a CLBG in Malaysia, the applicant must ensure that the following key details and steps have been completed:

PROCEDURES FOR INCORPORATION

1. Application and Reservation for Availability of Names
2. The applicant is required to submit the application for the availability of the company's name under Section 27(1) and (4) of the Companies Act 2016 (CA 2016) through the MyCoID portal. Upon approval of the proposed name, and within the validity period of the name reservation, the applicant may proceed to lodge the hardcopy application for the registration of a CLBG at the nearest SSM counter. The application can be submitted at SSM's headquarters, state offices, or branch offices; however, submissions are not permitted at Urban Transformation Centres (UTCs).
3. Document to be Lodged for Incorporation of CLBG:-
 - a. Form Section 14 Application for Registration of a company limited by guarantee;
 - b. Company's constitution which has been approved by Seksyen Pengurusan Tadbir Korporat (SPTK);
 - duty stamp RM 200;

- c. Form Section 27(1) & (4) CA 2016 Application & Reservation for Availability of Names;
- d. Printed email for approval notification of company's name reservation;
- e. Approval letter of minister approval Section 45 CA 2016 (if applicable);
- f. A copy of identification card (IC)/ passport of the director;
- g. Fee of RM 3,000.

LINK TO DOWNLOAD RELEVANT FORM

Form Section 14 CA2016 for the application of a CLBG can be downloaded from the following link:

https://www.ssm.com.my/Pages/Legal_Framework/Document/incorp_s%2014%20Sch%20B%20clbg_100422.pdf

IMPORTANT INFORMATION

- Companies must appoint a company secretary within 30 days after incorporation.
- Companies must submit an application for the appointment of the first secretary through form S58 & 236(2) CA 2016 to the nearest SSM Counter.
- The amount guarantee needs to be completed (refer to the company's constitution).
- There are no changes to the information in the approved constitution.
- Ensure that the Section 14 CA2016 form is fully signed by the lodger.
- Record the reference number at the top left corner.

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 hardcopies at SSM counter (the same SSM Office where the fee was paid), by handing over the payment receipt:

- Notice of Registration
- Letter of approval

IF APPLICATION IS QUERIED

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