SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

Charges

Version 1.0

TABLE OF CONTENTS

1. Introduction 4
2. Model Overview 5
3. Registration of Charges 6
3.1 Registration of Charges without Court Order 6
3.2 Registration of Charges with Court Order 20
3.3 Withdraw Application (Before Application Queried By SSM Officer) 37
3.4 Withdraw Application (After Application Queried By SSM Officer) 39
4. Registration of Charges in Series of Debentures 41
4.1 First Issue of the Series selected with Court Order 41
4.2 First Issue of the Series selected without Court Order 53
4.3 Only Issue of the Series selected with Court Order 66
4.4 Only Issue of the Series selected without Court Order 77
4.5 Withdraw Application (Before Application Queried By SSM Officer) 86
4.6 Withdraw Application (After Application Queried By SSM Officer) 89
5. Assignment of Charges 91
5.1 Submit Assignment of Charges 91
5.2 Charges number doesn't exist 98
5.3 Withdraw Application (Before Application Queried By SSM Officer) 100
5.4 Withdraw Application (After Application Queried By SSM Officer) 102
6 Variations of Charges 104
6.1 Submit Variation Of Charges 104
6.2 Charges number does not exist 111
6.3 Within Time with Type of Variation - Variation of Amount or Liabilities Section 359 (2)(a) 113
6.4 Withdraw Application (Before Application Queried By SSM Officer) 121
6.5 Withdraw Application (After Application Queried By SSM Officer) 123
7 Rectification of Charge - Amendment, Cancellation, Others 125
7.1 Amendment for Registration of Charges 125
7.2 Amendment for Registration of Charges in the Series of Debenture 133
7.3 Amendment for Assignment Of Charges 141
7.4 Amendment for Variation of Charges 148

7.5 Amendment - Withdraw Application (Before Application Queried By SSM Officer) 155
7.6 Amendment - Withdraw Application (After Application Queried By SSM Officer) 157
7.7 Cancellation for Registration of Charges 158
7.8 Cancellation for Registration of Charges in the Series of Debenture 164
7.9 Cancellation - Withdraw Application (Before Application Queried By SSM Officer) 169
7.10 Cancellation - Withdraw Application (After Application Queried By SSM Officer) 171
7.11 Others for Memorandum of Satisfaction or Release of Charge 173
7.12 Others - Withdraw Application (Before Application Queried By SSM Officer) 179
7.13 Others - Withdraw Application (After Application Queried By SSM Officer) 181
8 Memorandum of Satisfaction or Release of Charge 183
8.1 Satisfaction Of Charge – Section 360(1)(a) 183
8.2 Release of Property or Undertaking – Section 360(1)(b) 190
8.3 Charges number does not exist 197
8.4 Withdraw Application (Before Application Queried By SSM Officer) 199
8.5 Withdraw Application (After Application Queried By SSM Officer) 201
9 Common User Interface for External User 203
9.1 Search for the submission after submitting 203
9.2 Check status lodgement and dashboard 205
9.3 Respond Query from SSM Executive 207

1. Introduction

This comprehensive guide is designed to help users navigate the system and effectively utilise its features and functions. It -includes step-by-step instructions, supported by illustrations to assist users in completing key tasks within the system.

The manual includes an overview of system functions, user roles, navigation and key procedures.

Users must have valid access to the CRS and the appropriate permissions to perform the transactions.

2. Model Overview

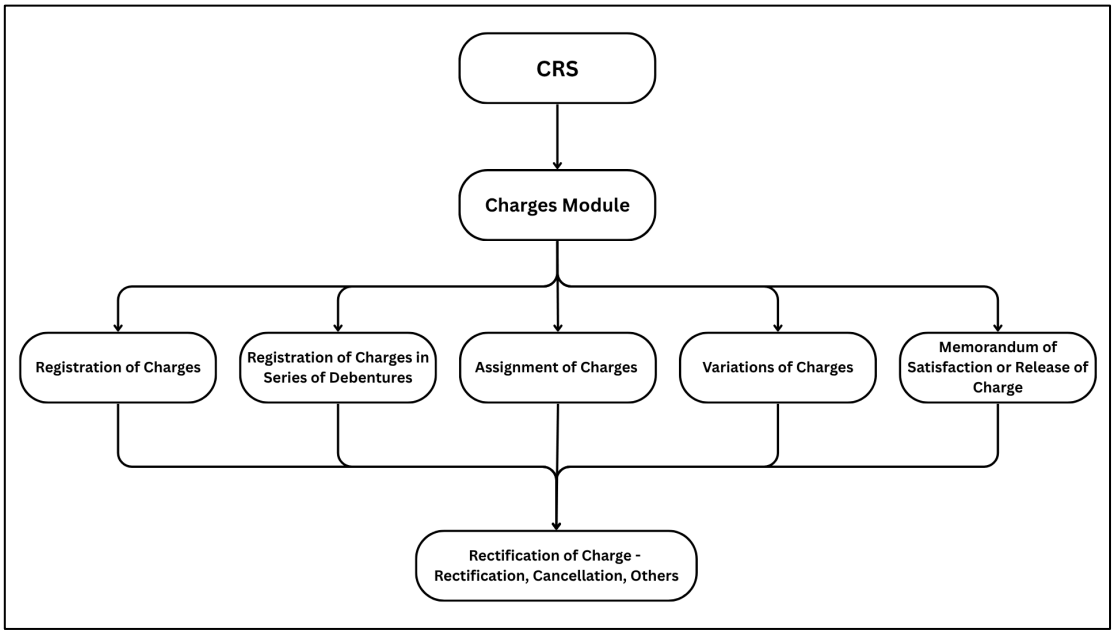
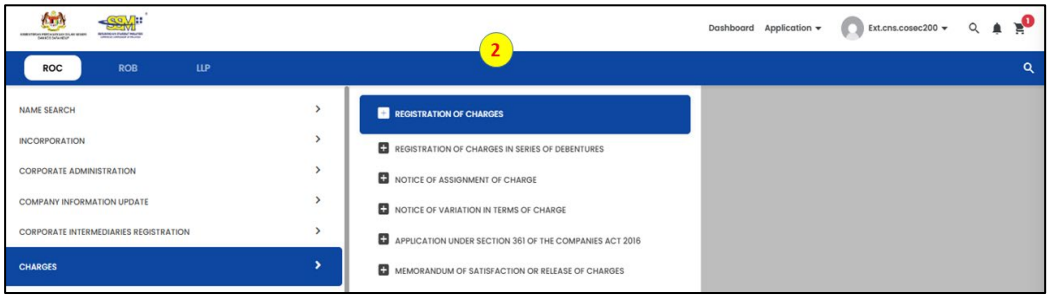
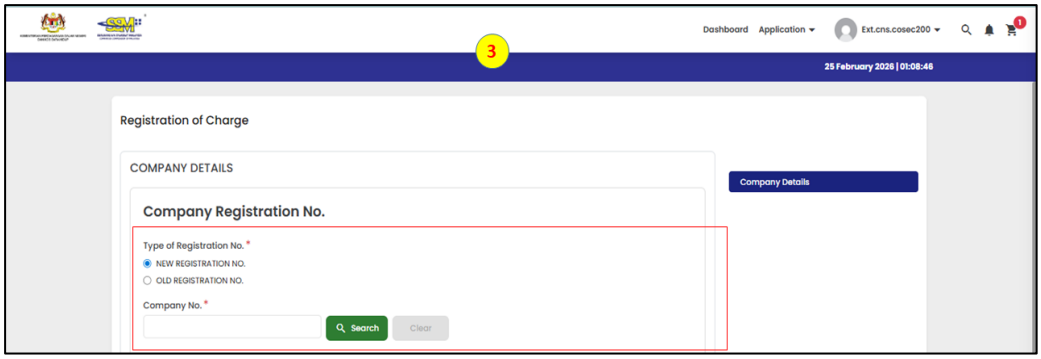
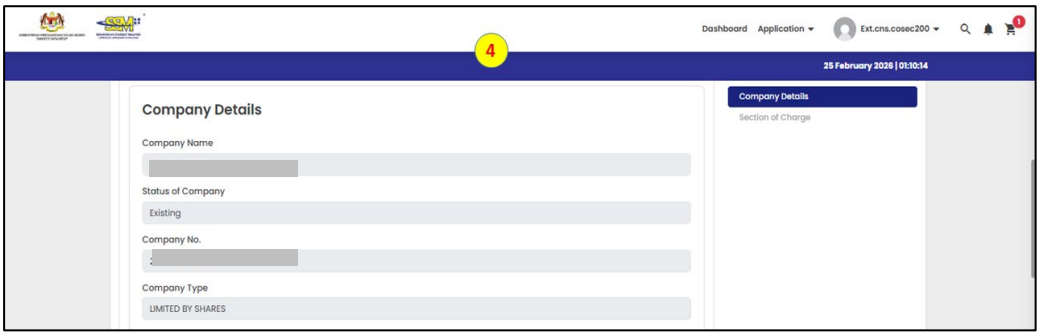
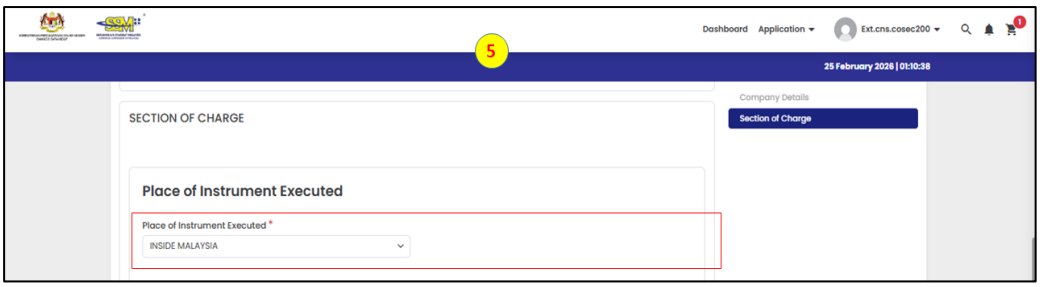
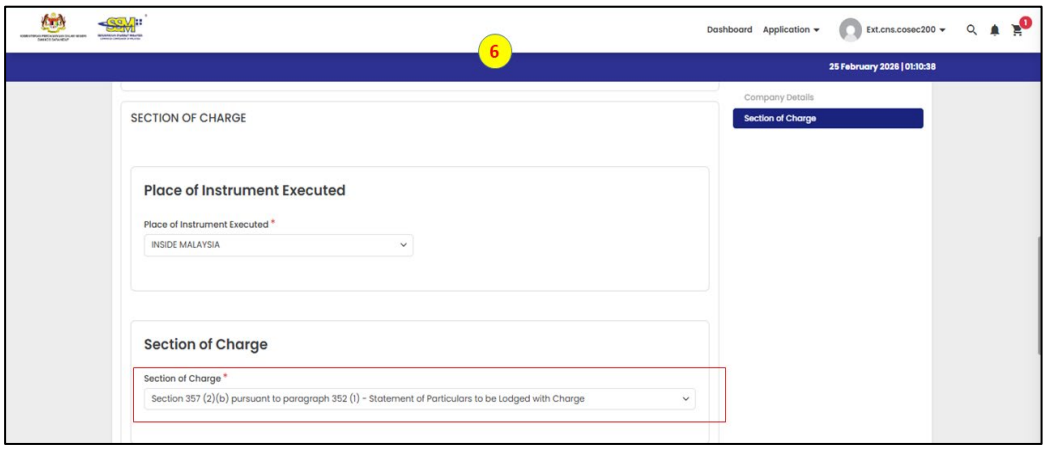


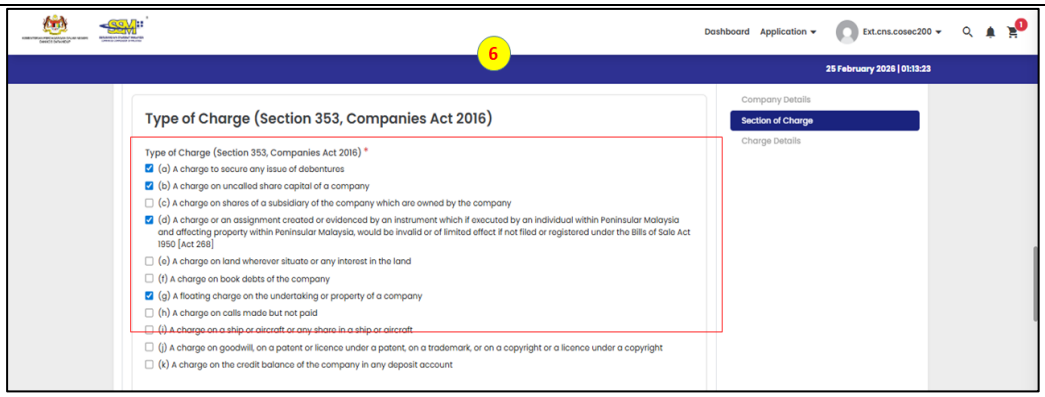
Figure 1 Functional Diagram

3. Registration of Charges

3.1 Registration of Charges without Court Order

Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.**
2	Then, click on **Application** -> **Register of Company (ROC)** -> **Charges** -> **Registration of Charges** 
3	**The Registration of Charge** form will be displayed. Fill in the following details: Click **Search** button.  *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.*

4	Check **Company Details** and click **Right tab menu** to go the **Section of Charge** or **Scroll Down** to access it. 
5	From **Section of Charge** tab under the **Place of Instrument Executed** section, select **In Malaysia.** 
6	Select **Section of Charge:**  Then select **Type of Charge:** *<Select multiple charges**: (a), (b), (d), (g)**>* Click **Right tab menu** to go to the **Charge Details** or **Scroll Down** to access it.



7

From the **Charge Details** tab, complete the following fields:

*NOTE: Upon selection **section** 352**(1),** the **Charge Date Created** field is displayed.*

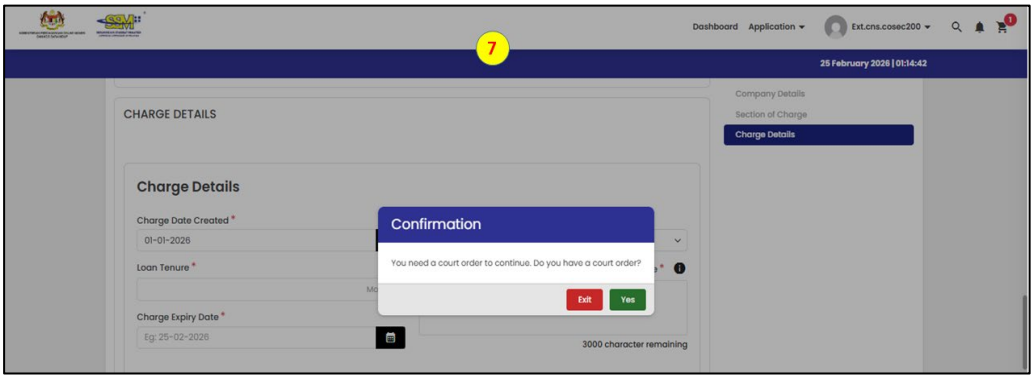
a. Charge Date Created: *<Select a date 37 days before today's date.>. Only past date or today's date can be selected.*

b. Loan Tenure: *<Input number up to 4 characters. Indicate Month(s) at the end of field>*
NOTE: Accept Numbers only.

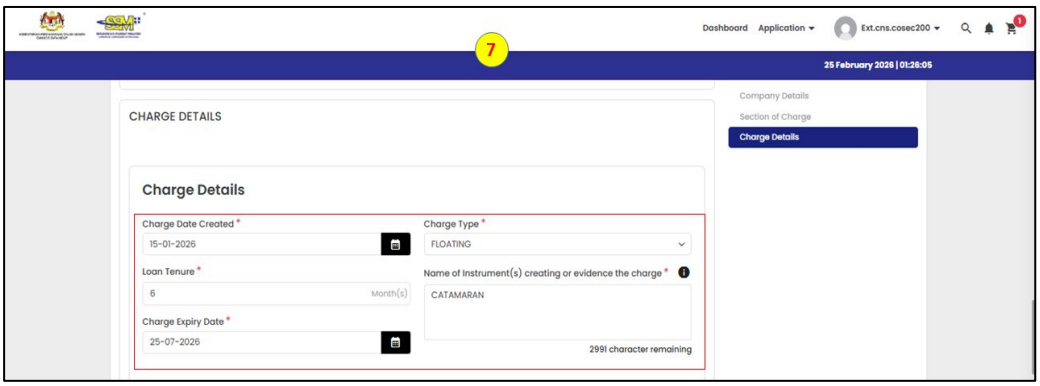
c. Charge Expiry Date: *<Select date. Only future date can be selected>*

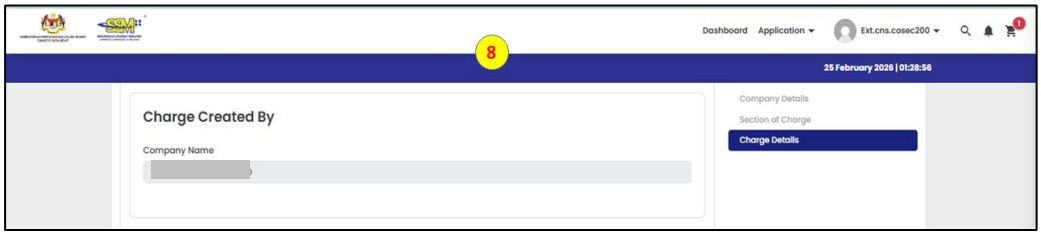
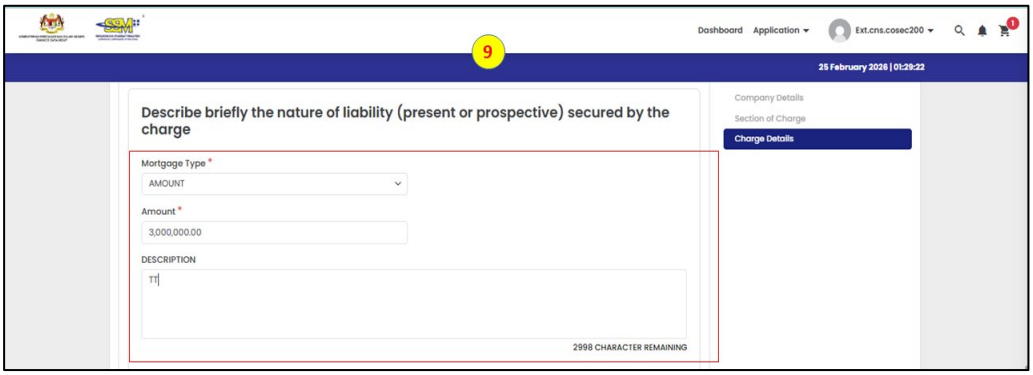
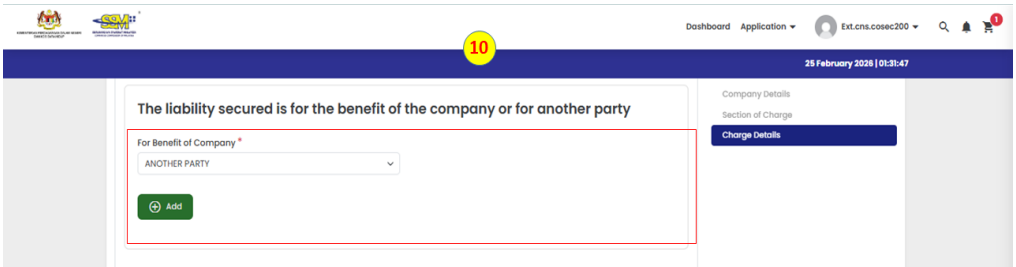
d. Charge Type: *<Select Charge Type>*
*NOTE: If **Type of Charge** is: "(g) A floating charge on the undertaking or property of a company", the options list only display "Floating" and "Fixed and Floating".*

e. Name of instrument(s) creating or evidencing the charge: *<Input description text> Auto-Capitalised.*



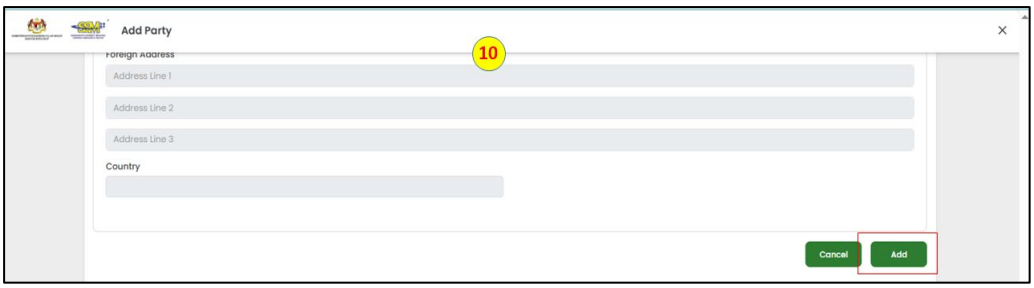
Click **Yes**



8	On **Charge Created By** section, **Charge Created By** will auto-populate as follows: a. *NOTE: If section 352(1) is selected, the system automatically populates the **Charge Created By** field.***Charge Created By:*** *<Auto-populate the **Company Name** & disable>* 
9	On **Describe briefly the nature of liability (present or prospective) secured by the charge** section, fill in the following: a. **Mortgage Type:** *<Select from the drop-down list: **Amount**>* b. **Amount:** *<Input number>* c. **Description:** *<Input text up to 900 characters> Auto-Capitalised.* 
10	On **The liability secured is for the benefit of the company or for another party** section, fill in the following details: Click **Add** button.  a. **For Benefit of Company:** *<Select from the drop-down list: **Another Party**>* b. **Type of Party:** *<Select from the drop-down list: **Individual**>* c. **Name:** *<Input Name> NOTE: Auto-Capitalised* d. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD.* *System will prompt message "Must be created by another party" if user fill the same Company Reg No or the same Identification Type as **Charge Created By**.* e. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* f. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised* g. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* h. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* i. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*

j. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*
k. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*
l. **Country**: *<Select from drop-down list>*

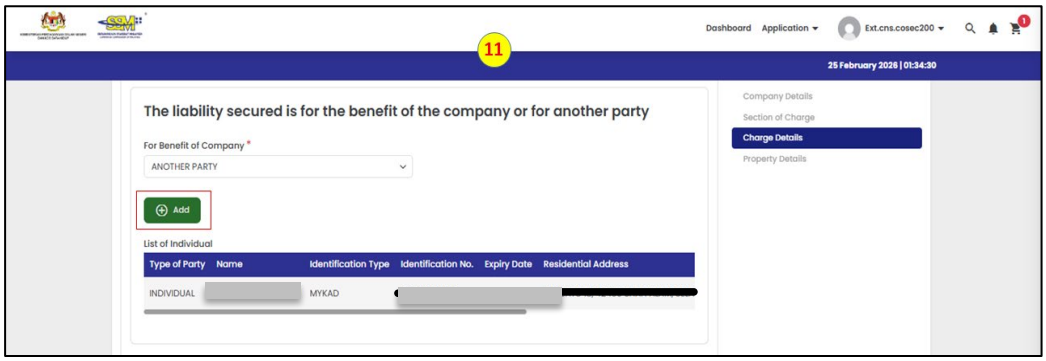
Click **Add** button.



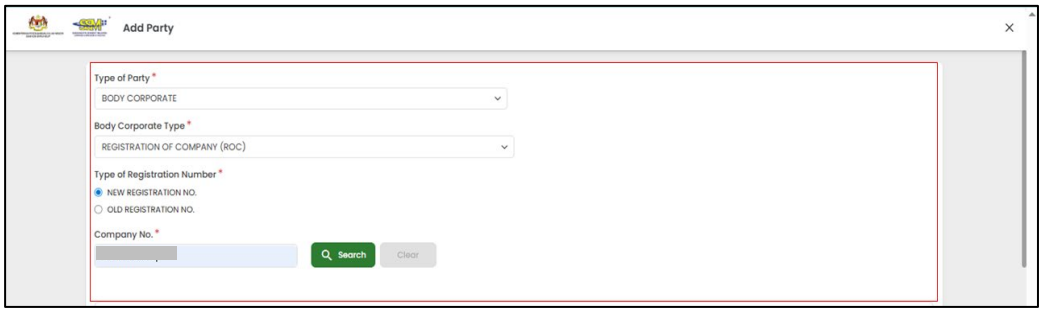
Repeat **Step 10** for any other **Type of Party** and/or **Identification Type**

11

Add another **company or for another party** as follows:
Click **Add** button.

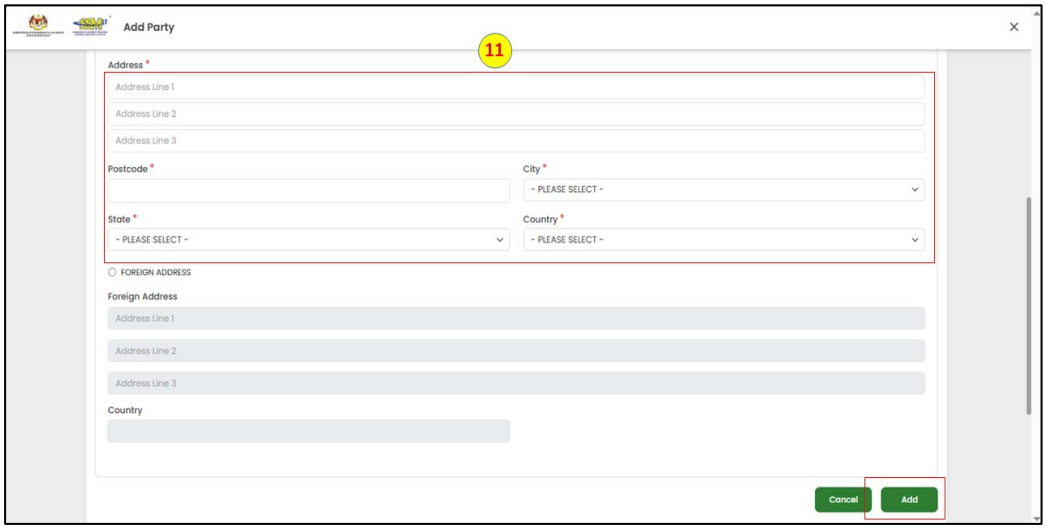


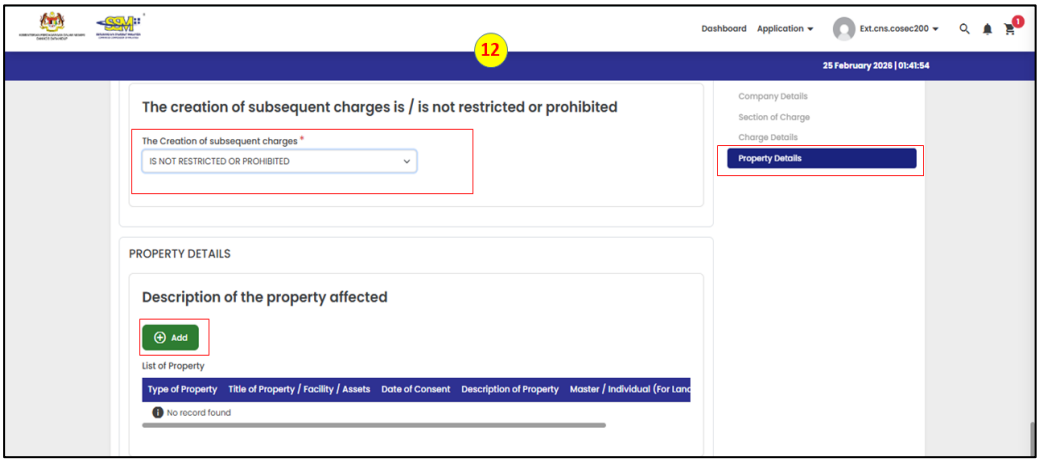
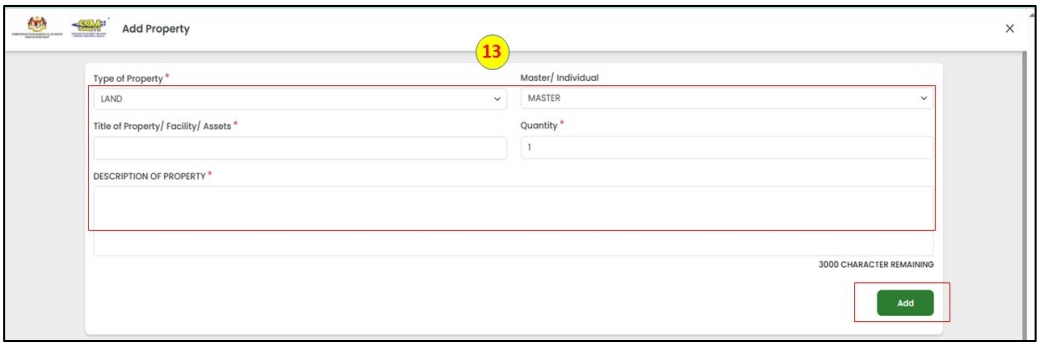
a. **For Benefit of Company:** *<Select from the drop-down list: **Another Party**>*
b. **Type of Party:** *<Select from the drop-down list: **Body Corporate**>*
c. **Body Corporate Type:** *<Select from the drop-down list: **COMPANY**>*
d. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>*
e. **Company Number:** *<Input Company No. based on Type of Reg. No.>*

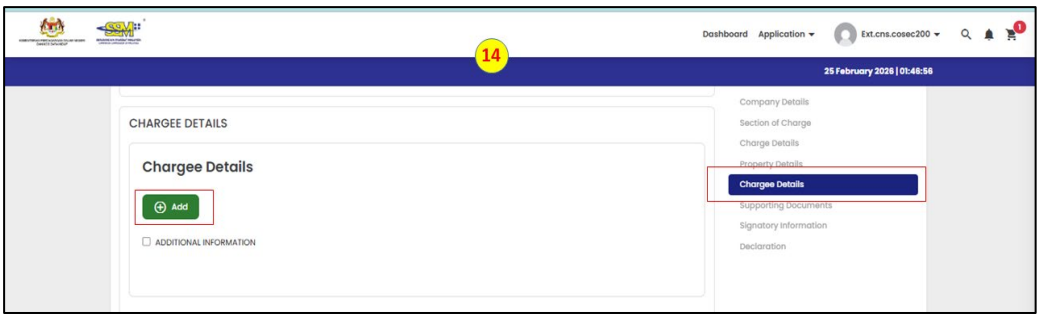
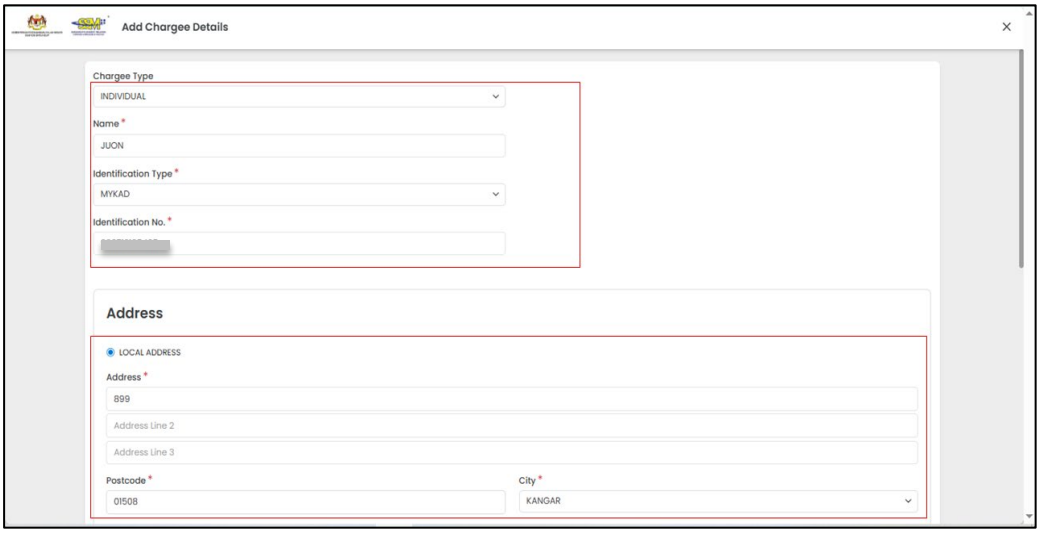


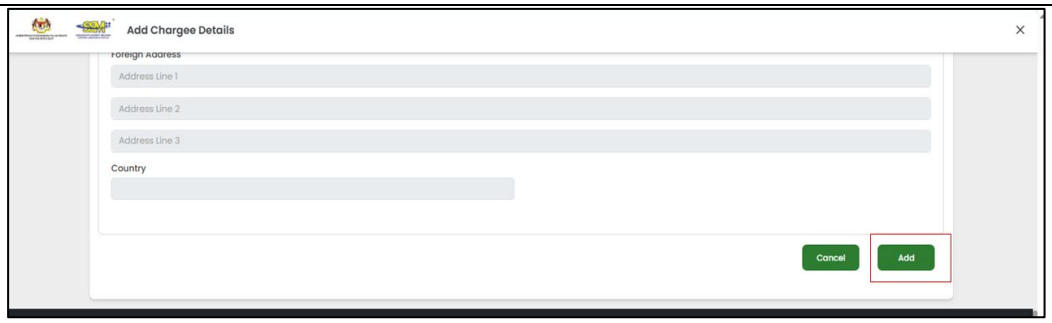
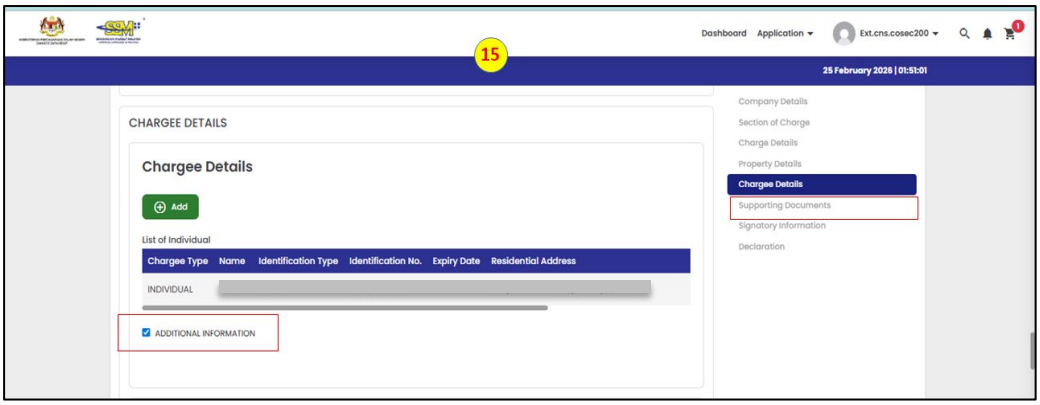
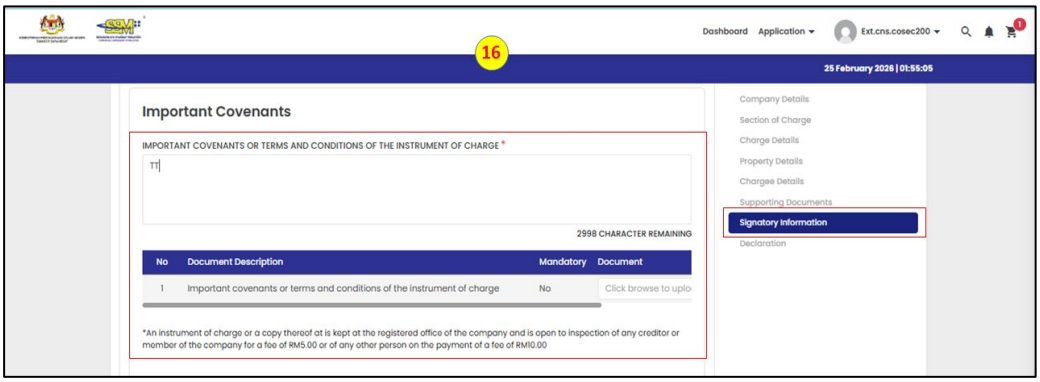
Click **Search** button.

*NOTE: System will prompt message "Must be created by another party" if user fill the same Company Reg No or the same Identification Type as **Charge Created By**.*

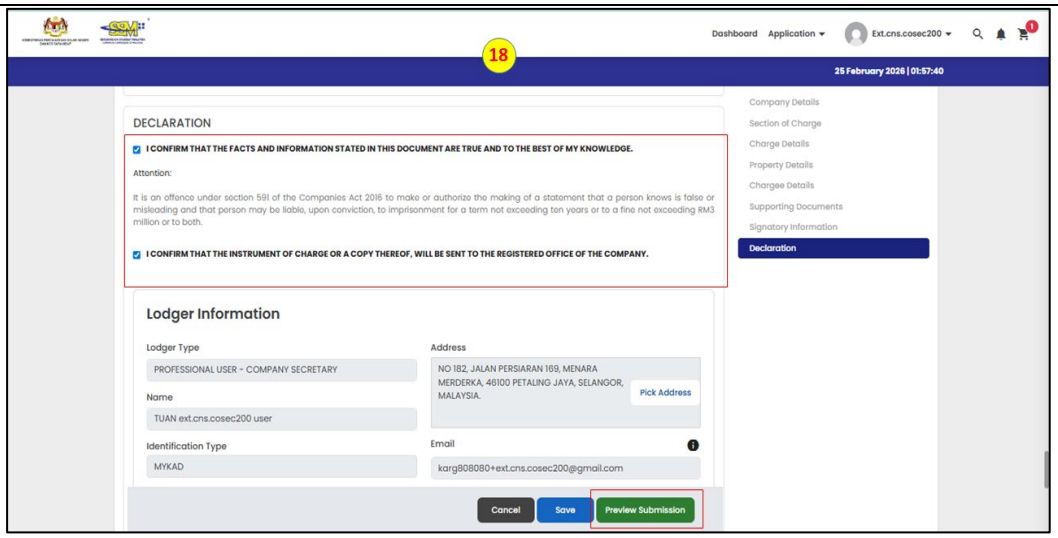
12	**Company Registration Name** field will be displayed. *NOTE:* *i. Auto-Capitalised.* *ii. Auto-populated and search from Company Number, new or old depending on user input for Type of Reg. Number.* *iii. If there is a change of Company Name and the old Company Name is not older than 12 months, display the old Company Name in a bracket: (Formerly known as <old Company Name>).* Fill in the **Address** details: **a. Address Line 1:** *<Input Address Line 1> Auto-Capitalised* **b. Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* **c. Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* **d. State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* **e. City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* **f. Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* **g. Country**: *<Select from drop-down list>*  Click **Add button**.

13	On **The Creation of Subsequent Charges** section, select *<Is NOT Restricted or Prohibited>* from the drop-down menu. Click the **Right tab menu** to go to **Property Details** or **Scroll Down** to access it. 
14	From the **Property Details** tab, under **A Short Description of the Property Affected** section, fill in the following details: *NOTE:* *i. If section **352 (1)**, **Type of charge: (d)** and Company Type is **CLBG**, system displays **Please upload consent letter from Minister** field and **Date of Consent to Charge** field.* *ii. If section **352 (1)**, **Type of charge: (e)** and Company Type is **CLBG**, system displays **Date of Consent to Charge** field only.* *iii. Because this is not a **CLBG** company, system displays the following upon selecting the **Type of Property as Land:*** a. **Type of Property:** *<Select from the drop-down list: **LAND**>* b. **Title of Property / Facility / Assets:** *<Input title text> Auto-Capitalised.* c. **Description of Property:** *<Input description text>* *Auto-Capitalised.* *NOTE:* *i. NOTE: Cannot input NIL or NULL or "-" or NA or N/A or na or n/a or not applicable.* d. **Master / Individual:** *<Select from the drop-down list: **MASTER**>* NOTE: Display Master / Individual field if **Type of Property: Land** e. **Quantity:** *<Default value: 1> Accept Numbers only.* NOTE: Default to **1** if the **Type of Property: Land**, regardless of whether 'Master' or 'Individual' is chosen. Click **Add button**.  Repeat **Step 12** to **Add Another Property**

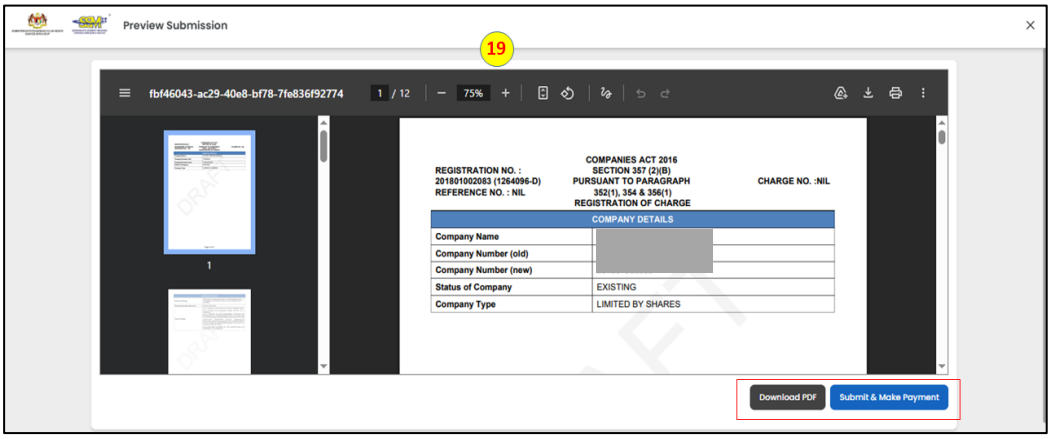
15	Click the **right tab menu** to go to **Chargee Details** or **scroll down** to access it.
16	From the **Chargee Details section,** click **add** Chargee**.**  **Fill in the following details:** a. **Chargee Type:** *<Select from the drop-down list: **Individual**>* b. **Name:** *<Input Name> NOTE: Auto-Capitalised* c. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD.* d. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* e. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised* f. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* g. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* h. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* i. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* j. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* k. **Country**: *<Select from drop-down list>*  Click **Add button**.

	 Repeat this **Step 16** to **Add** another **Chargee** and/or for different **Chargee Type**
17	Uncheck the **Additional Information** Checkbox. Then click the **Right tab menu** button to go to the **Supporting Documents or Scroll Down to access it.** 
18	On the **Supporting Documents,** under **Important Covenants** section, fill in the following fields: a. **Important covenants or terms and conditions of the instrument of charge:** *<Input text up to 999 characters> Auto-capitalised.* b. **Attachment for Important covenants or terms and conditions of the instrument of charge:** *<Browse & upload attachment>*  Then go to the **Signatory Information** tab or **Scroll Down** to access it.
19	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **DIRECTOR**>* *NOTE:* *i. Default selection to **Liquidator** if the company status is "**Winding Up**".*

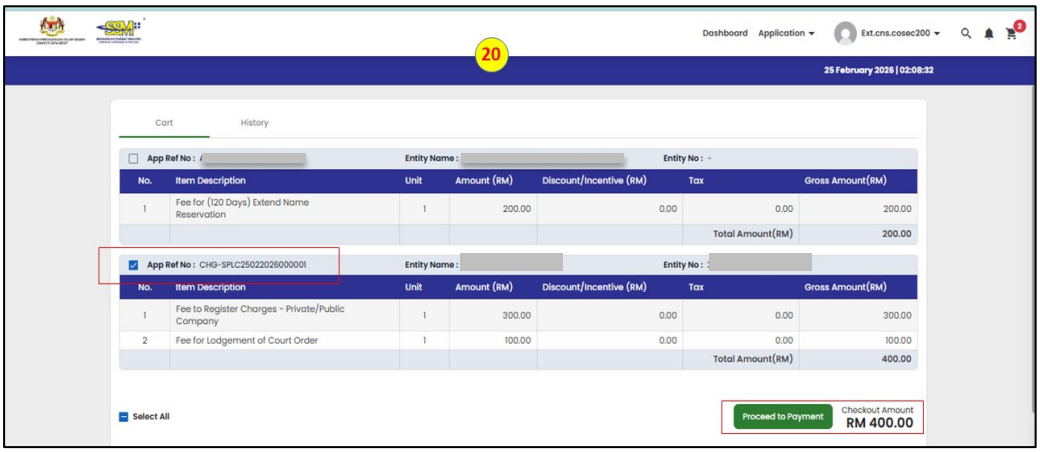
	*ii. If user chooses **Representative Is** choice other than the default **Liquidator**, **Please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *iii. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* g. **Email Address:** *<Input a valid email format>* Click **Add** button
20	Click the **Right Tab Menu** button to go to the **Declaration** tab or scroll down to access it. On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button.



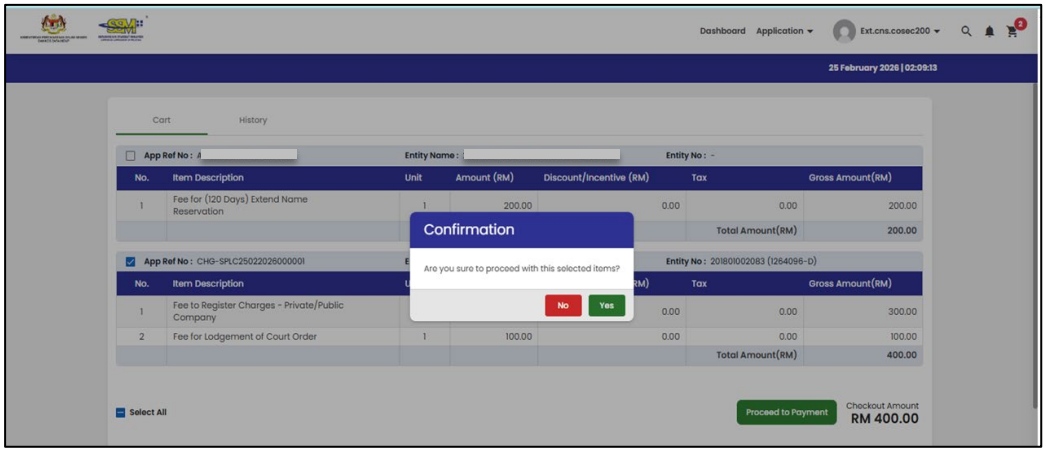
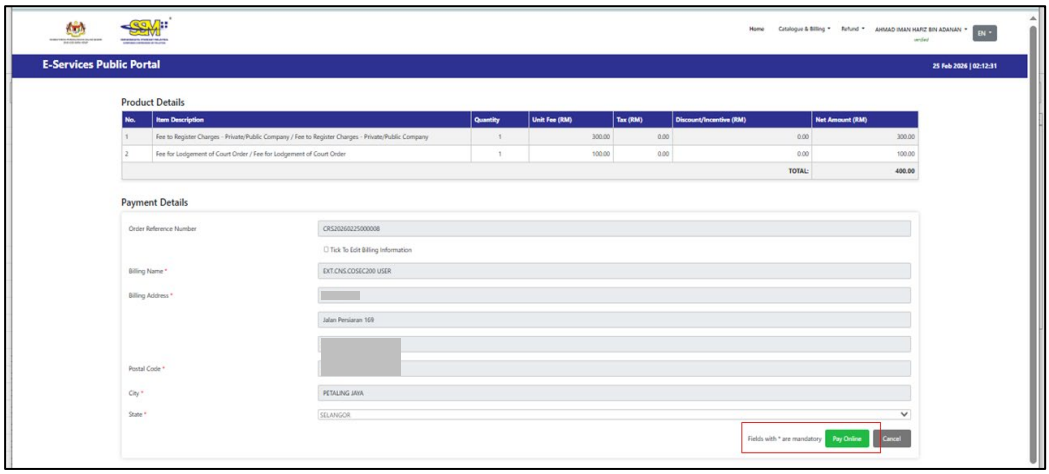
21 Click the **Download PDF** button. Then click **Submit & Make Payment** button.

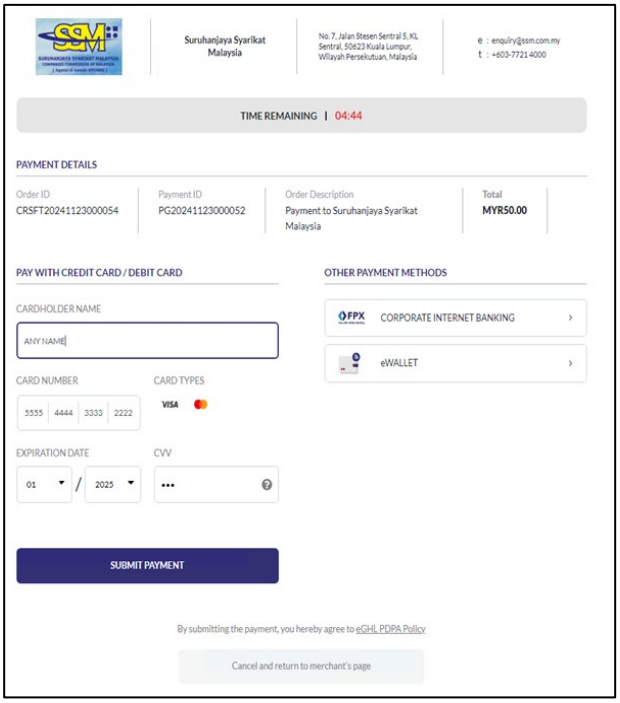
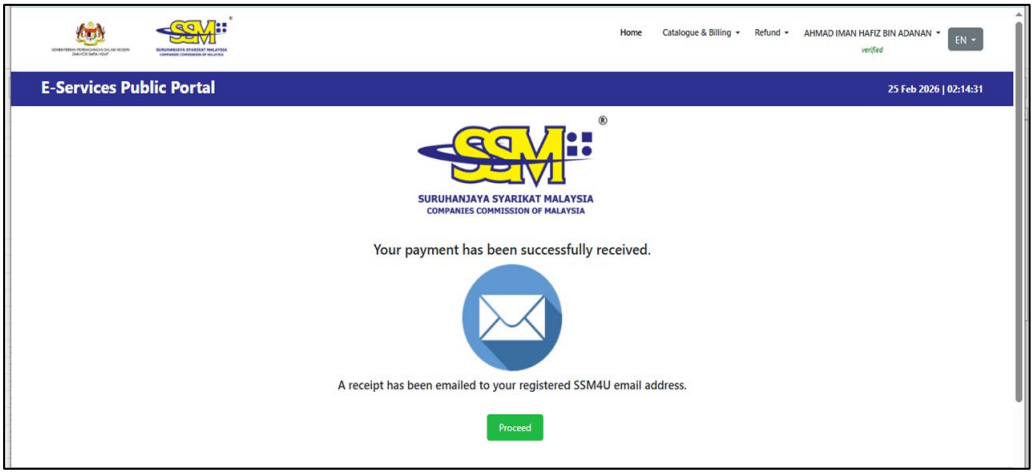


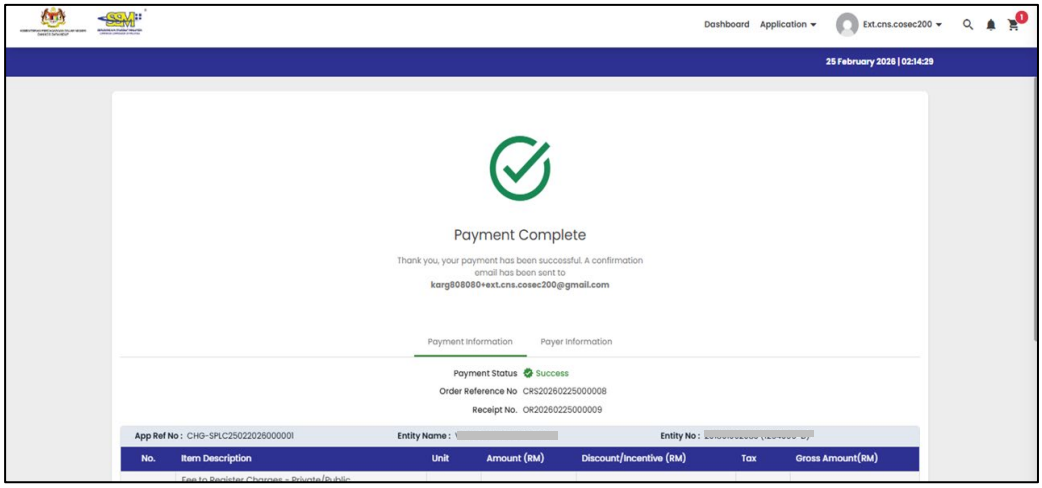
22 Make the payment as instructed & payment successful.



Click **Proceed to Payment**

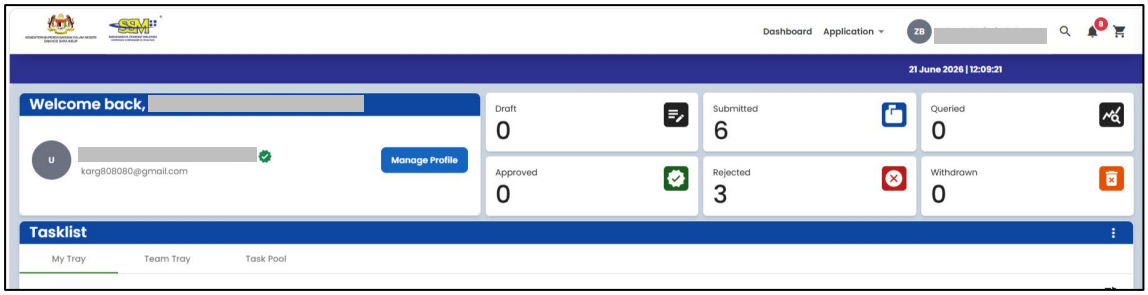
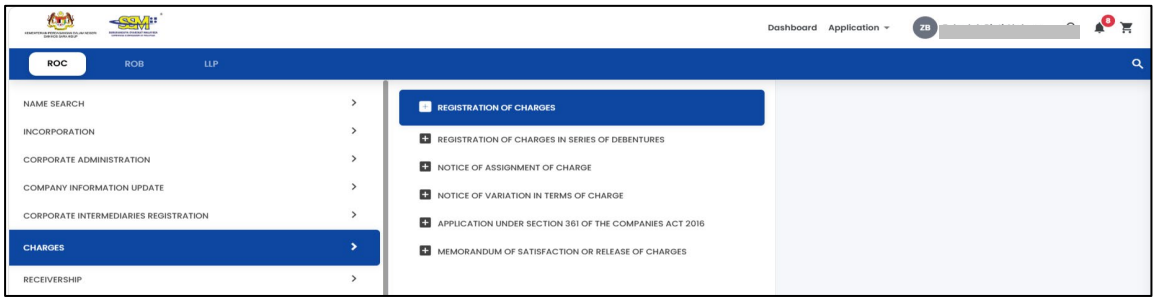
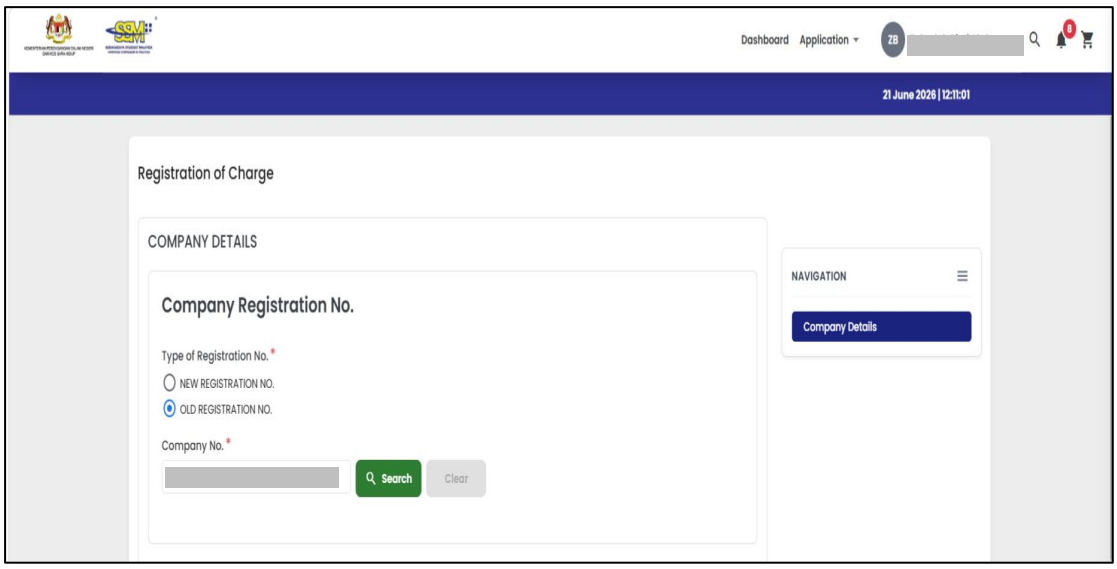
23	 Click **Yes**
24	 Click **Pay Now**
25	 Click **Pay Online** button to proceed to the **Payment Gateway**

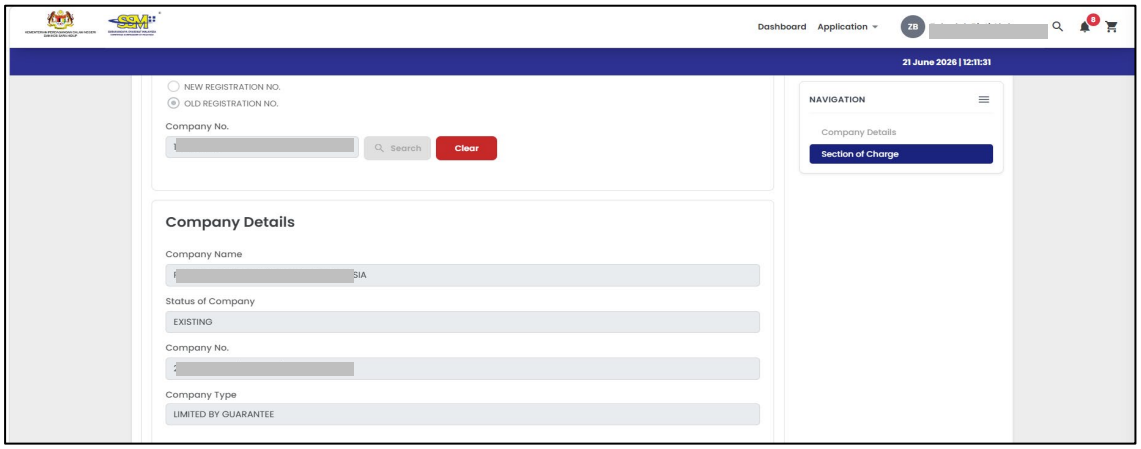
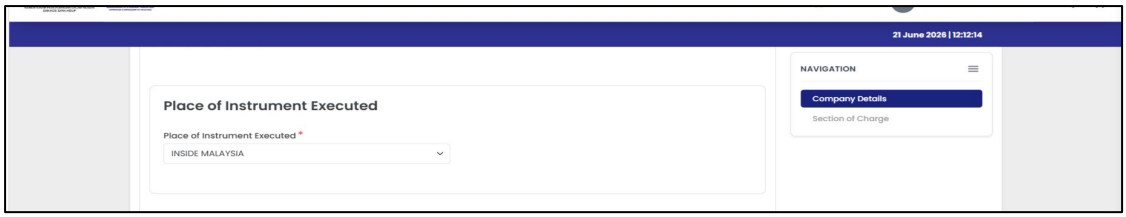
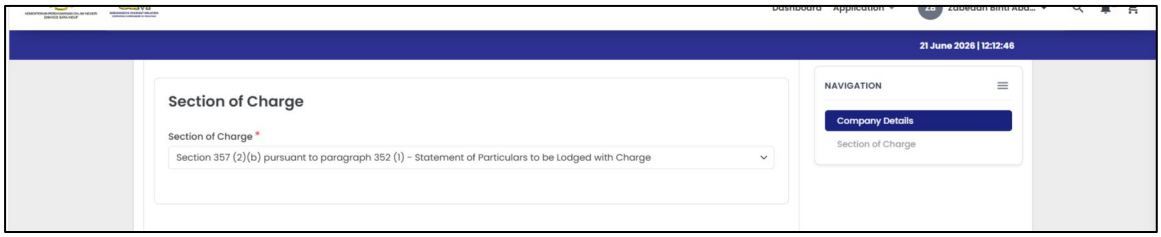
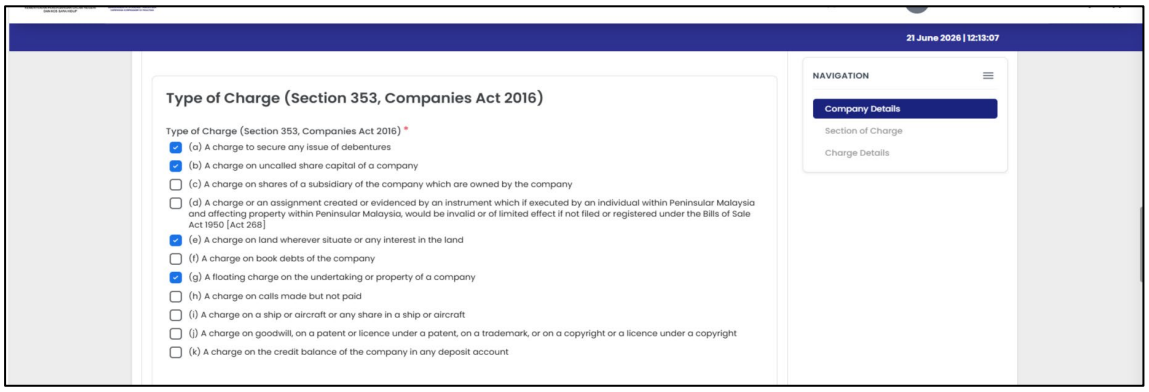
26	 Fill in the **Pay with Credit Card / Debit Card (**enter the necessary details) then click on **Submit Payment** button.
27	 Click **Proceed** button.

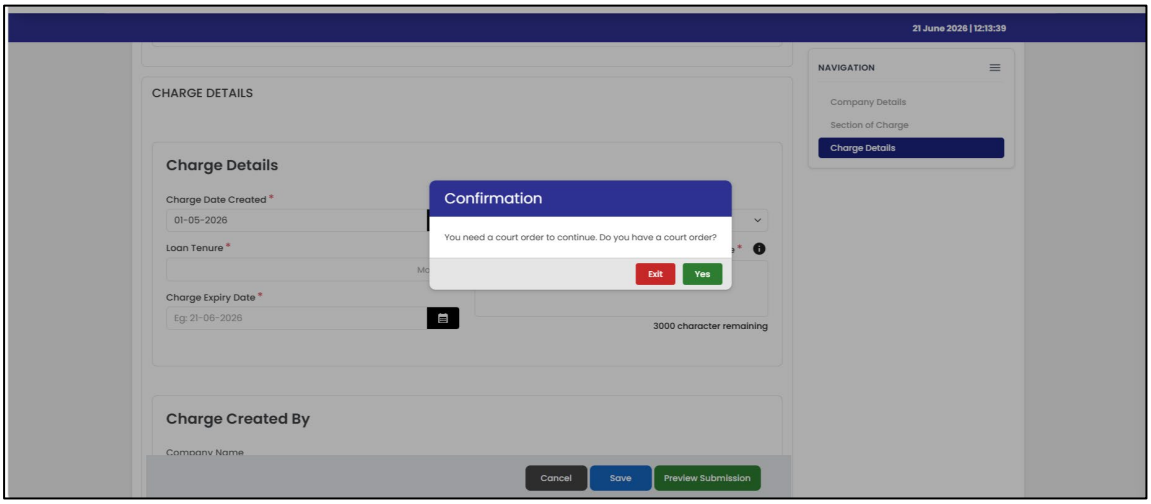
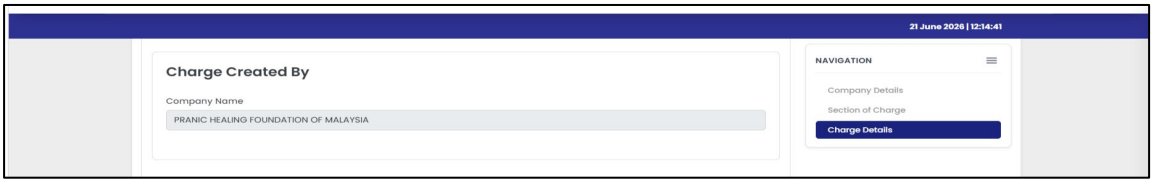
28	

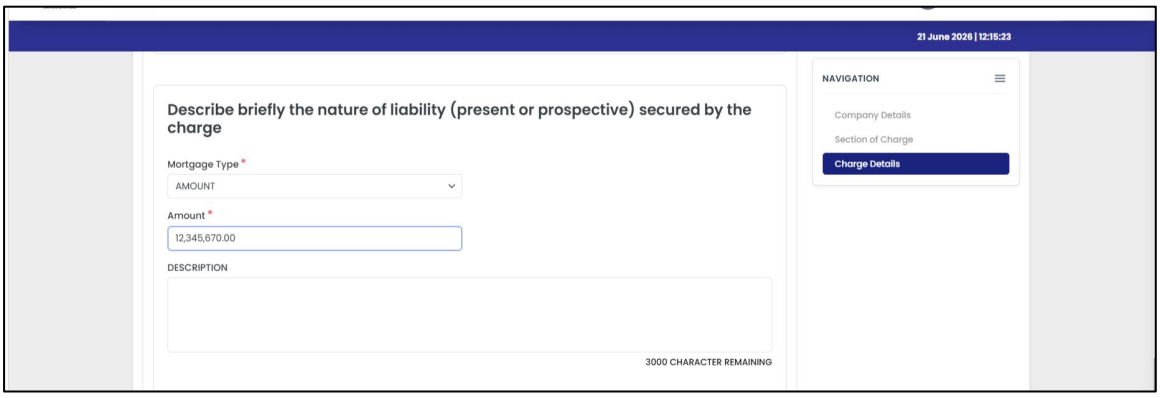
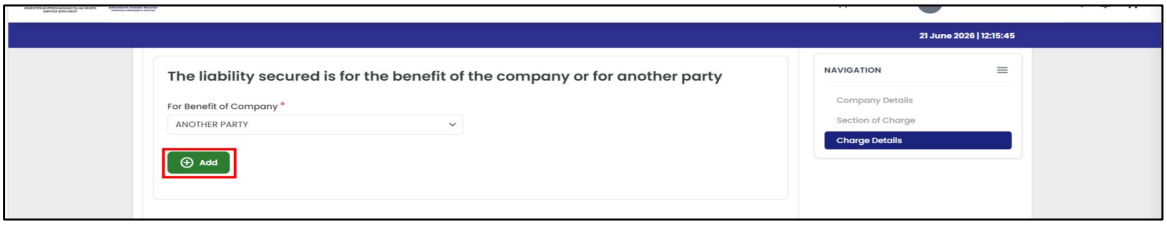
Dashboard
Application
Ext.cns.cosec200
25 February 2026 | 02:14:29
Payment Complete
Thank you, your payment has been successful. A confirmation email has been sent to
karg808080+ext.cns.cosec200@gmail.com
Payment Information
Payer Information
Payment Status Success
Order Reference No CRS20260225000008
Receipt No. OR20260225000009
App Ref No : CHG-SPLC2502202600001
Entity Name :
Entity No :
No.
Item Description
Unit
Amount (RM)
Discount/Incentive (RM)
Tax
Gross Amount(RM)

3.2 Registration of Charges with Court Order

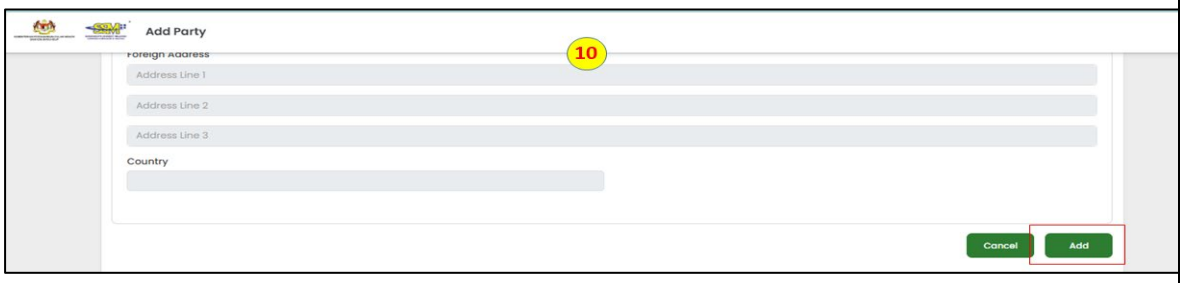
Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, click on **Application** -> **Register of Company (ROC)** -> **Charges** -> **Registration of Charges** 
3	**Registration of Charge** form will be displayed. Fill in the following details: Click **Search** button.  *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.*

4	Check the **Company Details** and click the **Right tab menu** to go the **Section of Charge** or **Scroll Down** to access it. 
5	From the **Section of Charge** tab under the **Place of Instrument Executed** section, select **In Malaysia.** 
6	Select **Section of Charge:**  Then select **Type of Charge:** *<Select multiple charges**: (a), (b), (d), (g)**>* Click the **Right tab menu** to go to the **Charge Details** or **Scroll Down** to access it. 

7	From the **Charge Details** tab, fill in the following fields: *NOTE: Upon selection of section **352(1),** the **Charge Date Created** field is displayed.* a. **Charge Date Created:** *<Select a date 37 days before today's date.>. Only past date or today's date can be selected.* b. **Loan Tenure:** *<Input number up to 4 characters. Indicate Month(s) at the end of field> NOTE: Accept Numbers only.* c. **Charge Expiry Date:** *<Select date. Only future date can be selected>* d. **Charge Type:** *<Select Charge Type>* *NOTE: If **Type of Charge** is: "(g) A floating charge on the undertaking or property of a company", the options list only display "Floating" and "Fixed and Floating".* e. **Name of instrument(s) creating or evidencing the charge:** *<Input description text> Auto-Capitalised.*  Click **Yes**
8	On the **Charge Created By** section, **Charge Created By** will auto-populate as follows: *NOTE: If section **352(1)** is selected, the system will auto-populates **Charge Created by** field.* a. **Charge Created By:** *<Auto-populate the **Company Name** & disable>* 

9	On the **Describe briefly the nature of liability (present or prospective) secured by the charge** section, fill in the following: a. **Mortgage Type:** *<Select from the drop-down list: **Amount**>* b. **Amount:** *<Input number>* c. **Description:** *<Input text up to 900 characters>* *Auto-Capitalised.* 
10	On **The liability secured is for the benefit of the company or for another party** section, fill in the following details: Click **Add** button.  a. **For Benefit of Company:** *<Select from the drop-down list: **Another Party**>* b. **Type of Party:** *<Select from the drop-down list: **Individual**>* c. **Name:** *<Input Name>* *NOTE: Auto-Capitalised* d. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* *NOTE: Default to MyKAD.* *System will prompt message "Must be created by another party" if user fill the same Company Reg No or the same Identification Type as **Charge Created By**.* e. **Identification Number:** *<Input 12-digit numbers>* *NOTE: Format validation is based on ID Type & Auto-Capitalised.* f. **Address Line 1:** *<Input Address Line 1>* *Auto-Capitalised* g. **Address Line 2:** *<Input Address Line 2 if any>* *Auto-Capitalised* h. **Address Line 3:** *<Input Address Line 3 if any>* *Auto-Capitalised* i. **State:** *<Select from drop-down list>* *Auto-populate if Country: Malaysia.* j. **City:** *<Select from drop-down list>* *Auto-populate if Country: Malaysia.* k. **Postcode:** *<Select from drop-down list>* *Auto-populate if Country: Malaysia.* l. **Country**: *<Select from drop-down list>*

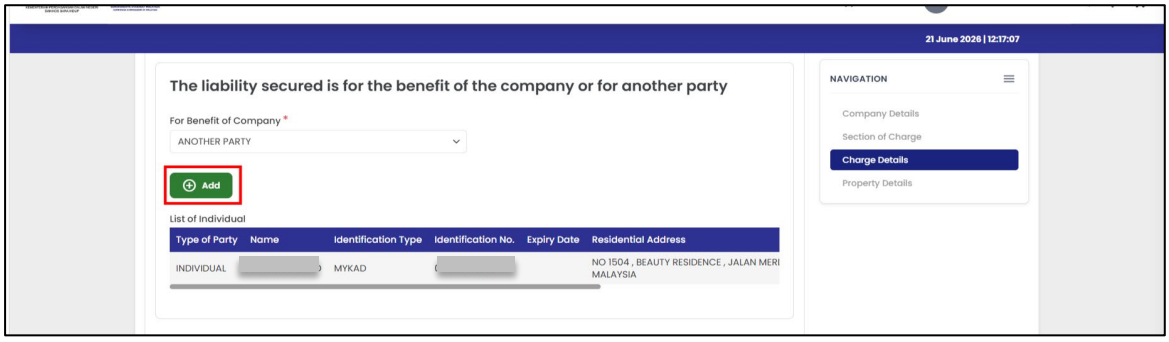
Click **Add** button.



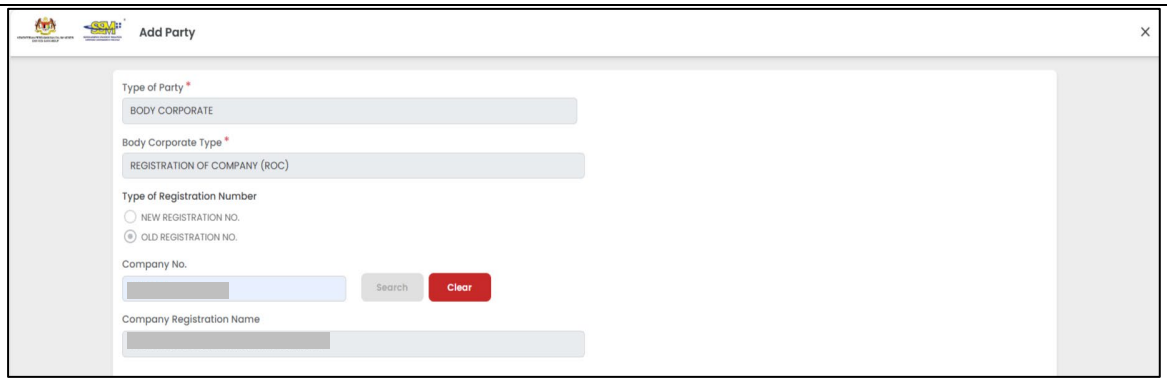
Repeat **Step 10** for any other **Type of Party** and/or **Identification Type**

11 Add another **company or for another party** as follows:

Click **Add** button.



a. **For Benefit of Company:** *<Select from the drop-down list: **Another Party**>*
b. **Type of Party:** *<Select from the drop-down list: **Body Corporate**>*
c. **Body Corporate Type:** *<Select from the drop-down list: **COMPANY**>*
d. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>*
e. **Company Number:** *<Input Company No. based on Type of Reg. No.>*



Click **Search** button.

*NOTE: System will prompt message "Must be created by another party" if user fill the same Company Reg No or the same Identification Type as **Charge Created By**.*

12

Company Registration Name field will be displayed.

NOTE:

iv. Auto-Capitalised.

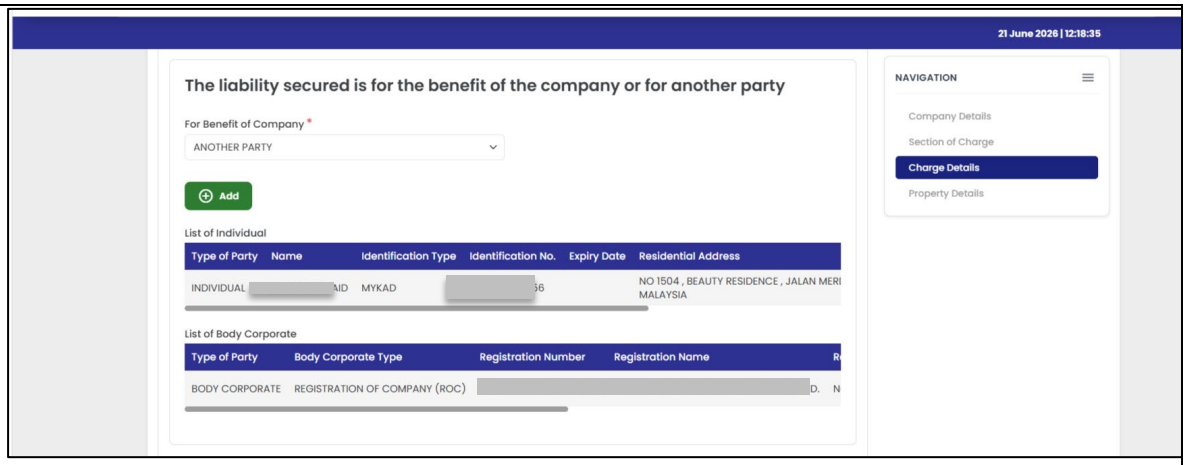
v. Auto-populated and search from Company Number, new or old depending on user input for Type of Reg. Number.

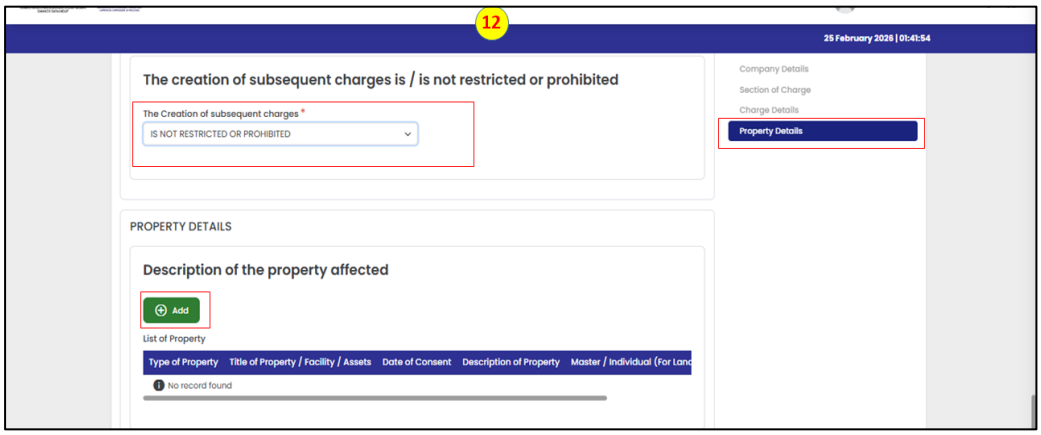
vi. If there is a change of Company Name and the old Company Name is not older than 12 months, display the old Company Name in a bracket: (Formerly known as <old Company Name>).

Fill in the **Address** details:

a. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised*
b. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised*
c. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised*
d. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*
e. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*
f. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*
g. **Country**: *<Select from drop-down list>*

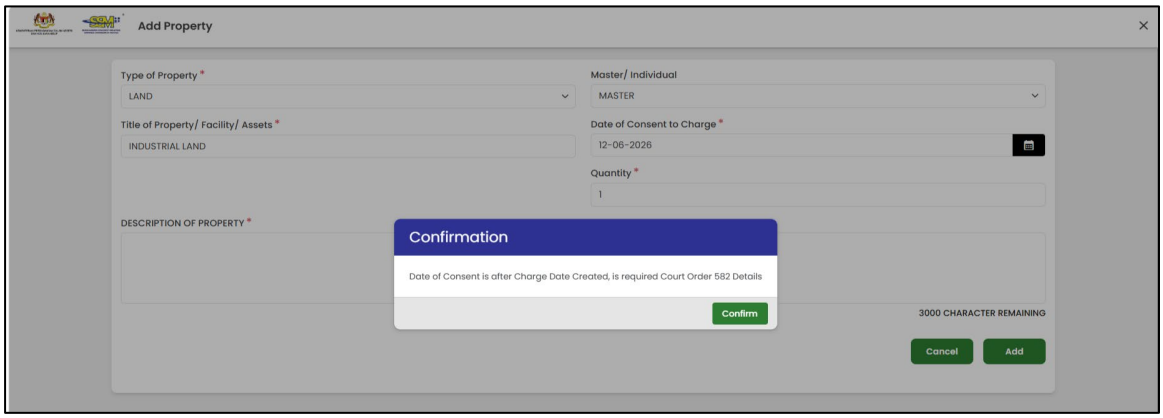
Click **Add button**.



13	On **The Creation of Subsequent Charges** section, select *<Is NOT Restricted or Prohibited>* from the drop-down menu. Click the **Right tab menu** to go to **Property Details** or **Scroll Down** to access it. 
14	From the **Property Details** tab, under **A Short Description of the Property Affected** section, fill in the following details: *NOTE:* *iv. If section **352 (1)**, **Type of charge: (d)** and Company Type is **CLBG**, system displays **Please upload consent letter from Minister** field and **Date of Consent to Charge** field.* *v. If section **352 (1)**, **Type of charge: (e)** and Company Type is **CLBG**, system displays **Date of Consent to Charge** field only.* *vi. Because this is not a **CLBG** company, system displays the following upon selecting the **Type of Property as Land:*** a. **Type of Property:** *<Select from the drop-down list: **LAND**>* b. **Title of Property / Facility / Assets:** *<Input title text> Auto-Capitalised.* c. **Description of Property:** *<Input description text>* *Auto-Capitalised.* *NOTE:* *i. NOTE: Cannot input NIL or NULL or "-" or NA or N/A or na or n/a or not applicable.* d. **Master / Individual:** *<Select from the drop-down list: **MASTER**>* NOTE: Display Master / Individual field if **Type of Property: Land** e. **Quantity:** *<Default value: 1> Accept Numbers only.*

NOTE: Default to **1** if the **Type of Property: Land**, regardless of whether 'Master' or 'Individual' is chosen.
Date of Consent to Charge: *<Select date. Only Previous date can be selected>*.

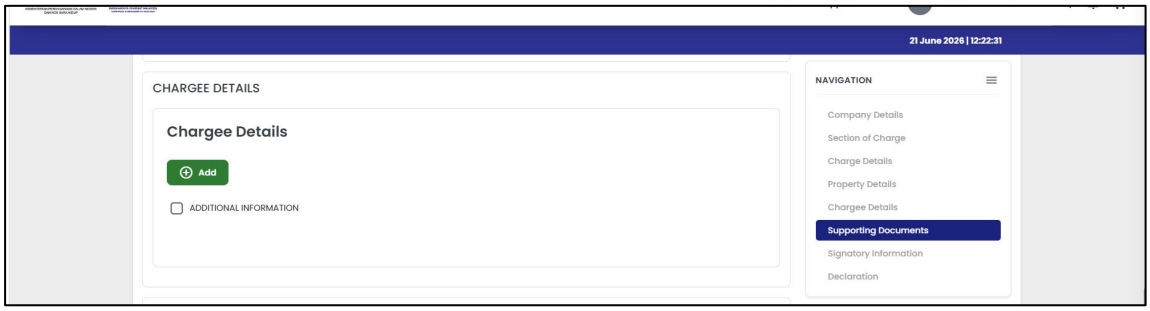
Click **Add button**.



Repeat **Step 14** to **Add Another Property**

15 Click the **right tab menu** to go to **Chargee Details** or **scroll down** to access it.

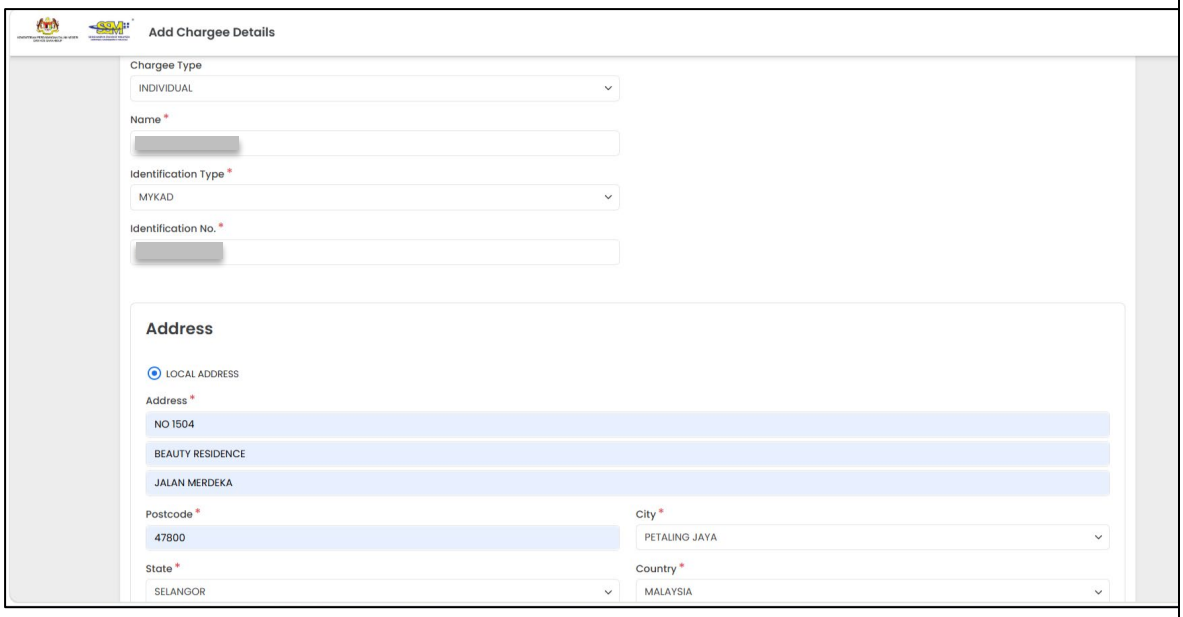
16 From the **Chargee Details section,** click **add** Chargee**.**



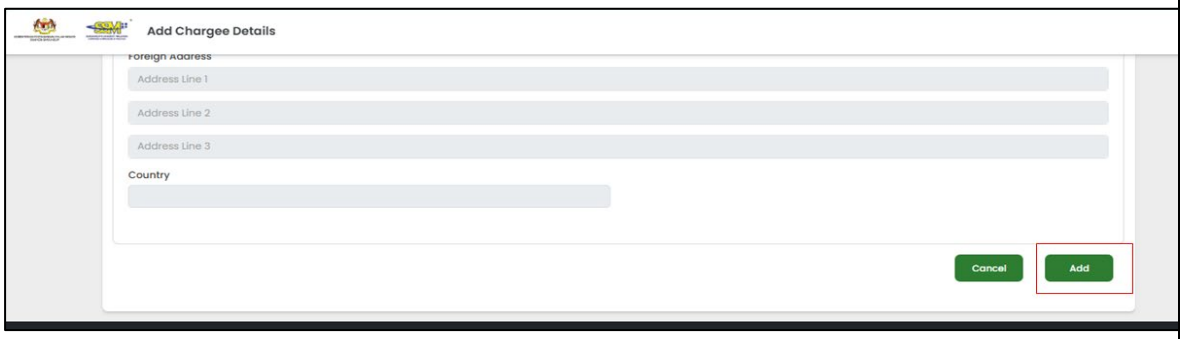
Fill in the following details:

a. **Chargee Type:** *<Select from the drop-down list: **Individual**>*
b. **Name:** *<Input Name> NOTE: Auto-Capitalised*
c. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD.*

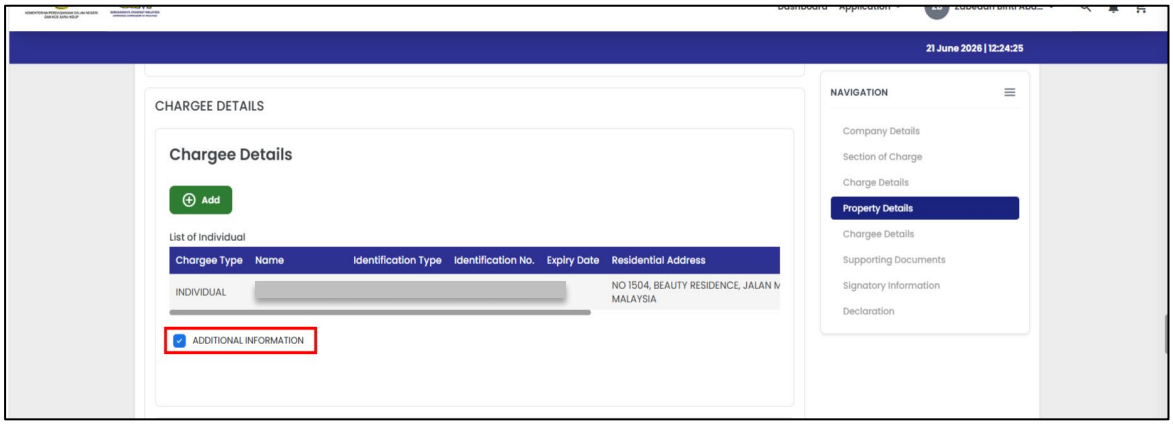
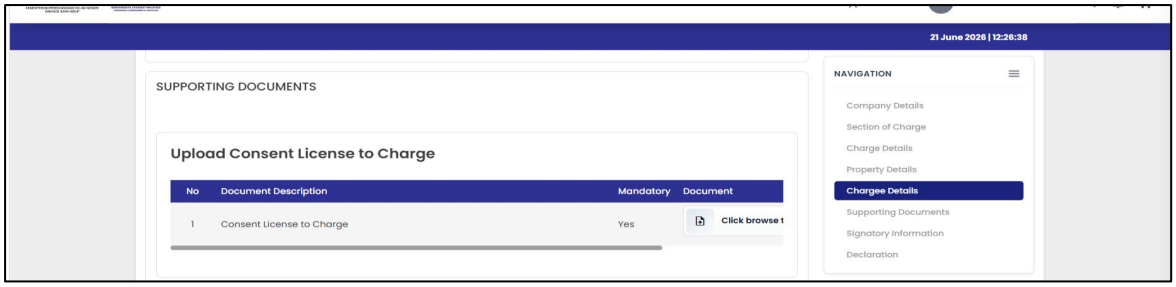
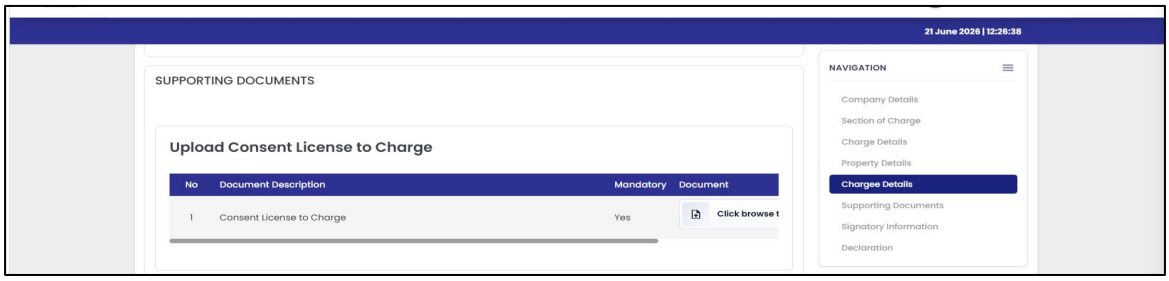
d. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.*
e. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised*
f. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised*
g. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised*
h. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*
i. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*
j. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*
k. **Country**: *<Select from drop-down list>*



Click **Add button**.



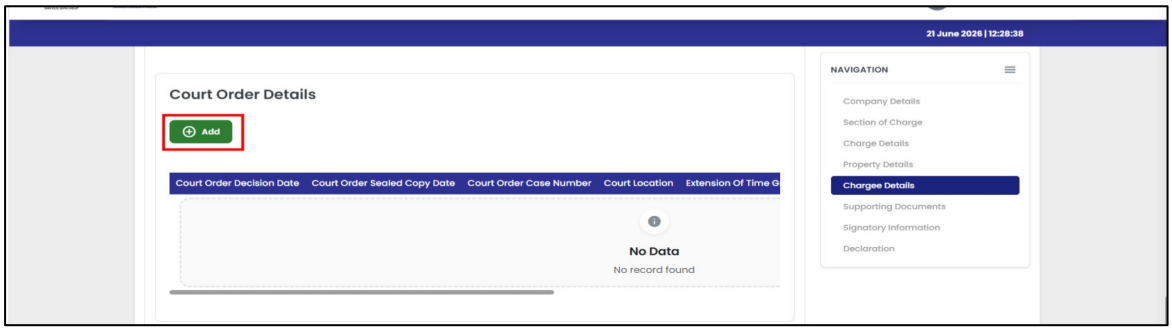
Repeat this **Step** 16 to **Add** another **Chargee** and/or for different **Chargee Type**

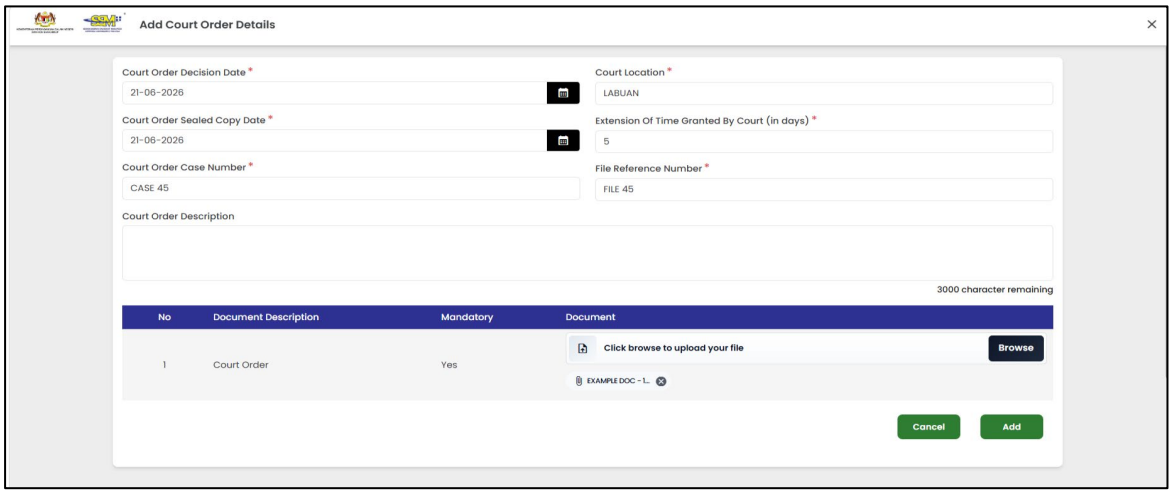
17	Uncheck the **Additional Information** Checkbox. Then Click the **Right tab menu** button to go to the **Supporting Documents or Scroll Down to access it.** 
18	On the **Supporting Documents,** Upload **Consent License to Charge.** 
19	On the **Supporting Documents,** a. Upload **Consent License to Charge.** *<Browse & upload attachment>*  b. On the **Court Order Details** section, click **Add** to add **Court Order Details** and **fill in the following fields:** **<u>Court Order Details</u>** a. **Court Order Decision Date:** *<Select a date> Only past date or today's date can be selected.* b. **Court Order Sealed Copy Date:** *<Select a date> Only past date or today's date can be selected.* c. **Court Order Case Number:** *<Input text> Auto-capitalised.* d. **Court Order Description:** *<Input description text>* e. **Court Location:** *<Input text> Auto-capitalised.*

f. **Extension of Time Granted by Court (In Days):** *<Input numbers only>*

g. **File Reference Number:** *<Input text> Auto-capitalised.*

h. **Court Order Attachment:** *<Browse & upload attachment>*

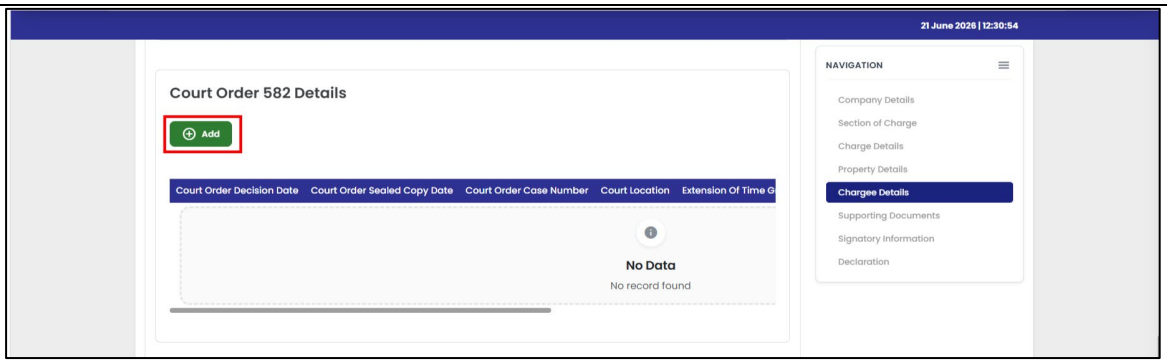


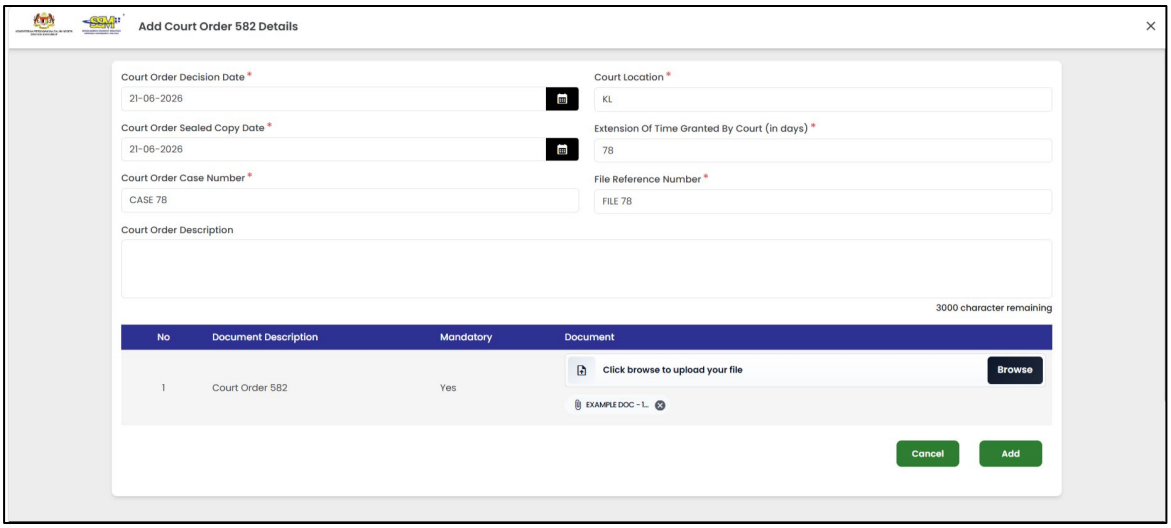


c. On the Court Order Details section, click Add to add Court Order Details and fill in the following fields: **On the Court Order Details** section, click **Add** to add **Court Order Details** and fill in the following fields**:**

<u>Court Order Details</u>

a. **Court Order Decision Date:** *<Select a date> Only past date or today's date can be selected.*
b. **Court Order Sealed Copy Date:** *<Select a date> Only past date or today's date can be selected.*
c. **Court Order Case Number:** *<Input text> Auto-capitalised.*
d. **Court Order Description:** *<Input description text>*
e. **Court Location:** *<Input text> Auto-capitalised.*
f. **Extension of Time Granted By Court (In Days):** *<Input numbers only>*
g. **File Reference Number:** *<Input text> Auto-capitalised.*
h. **Court Order Attachment:** *<Browse & upload attachment>*



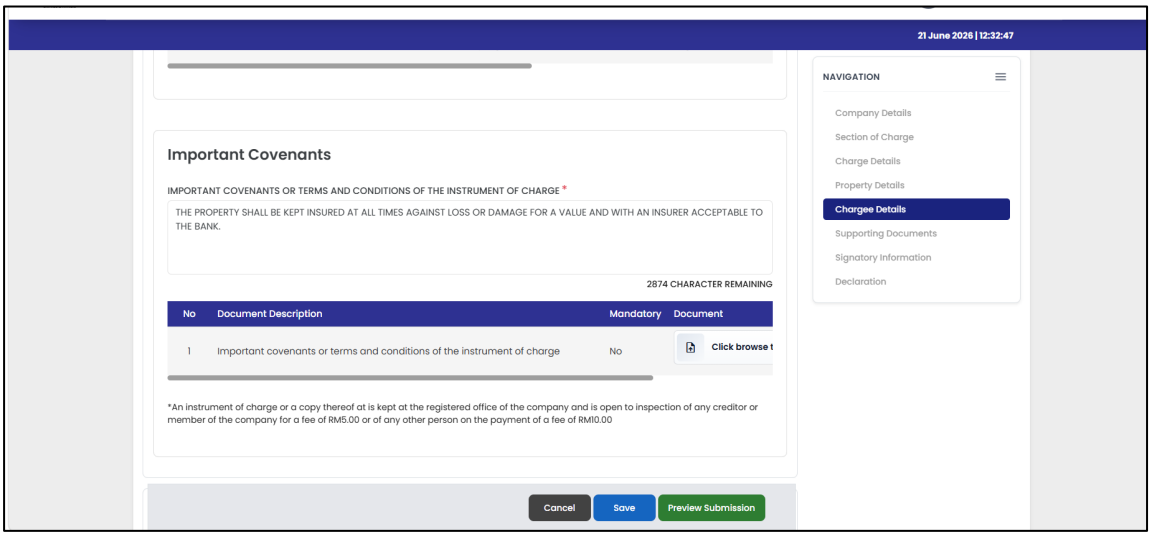


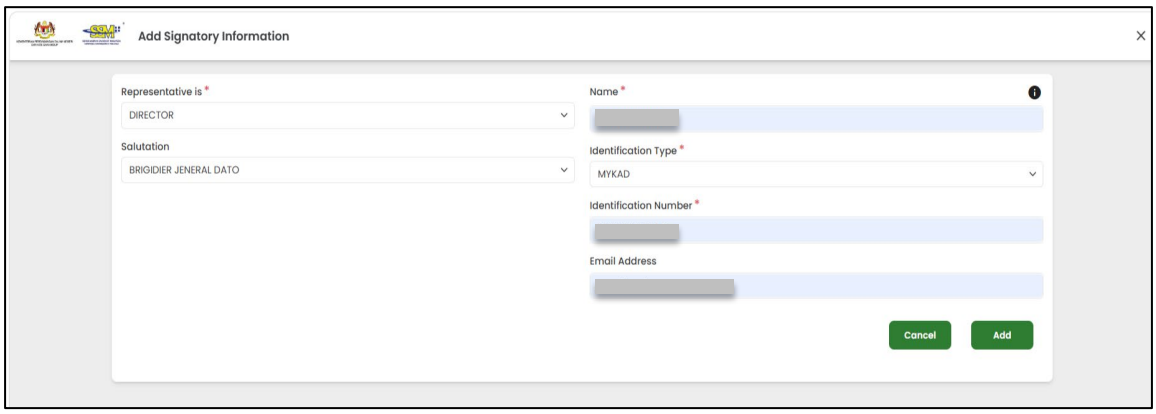
Then go to the **Signatory Information** tab or **Scroll Down** to access it.

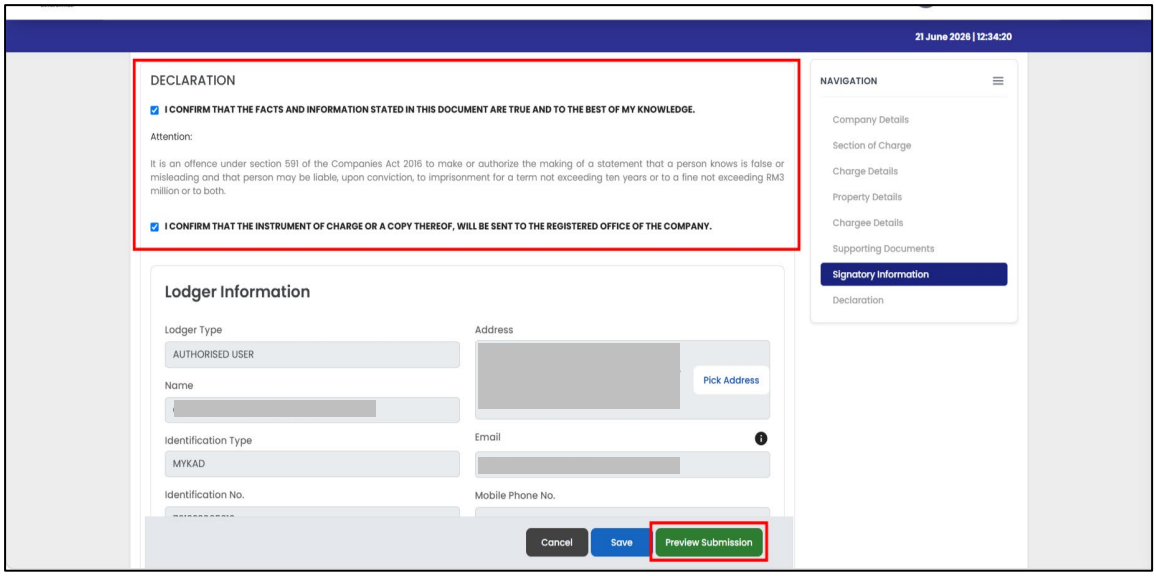
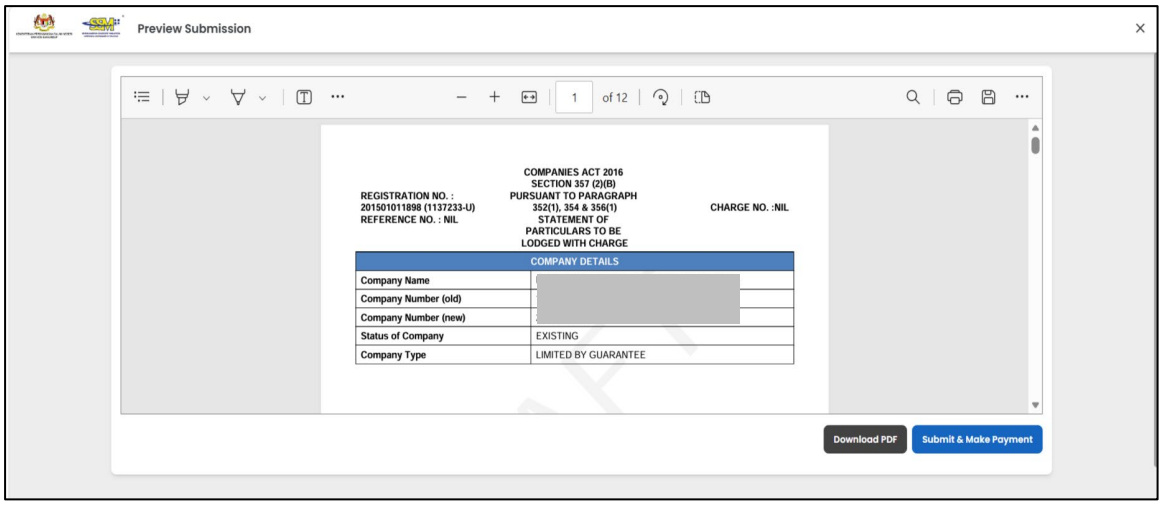
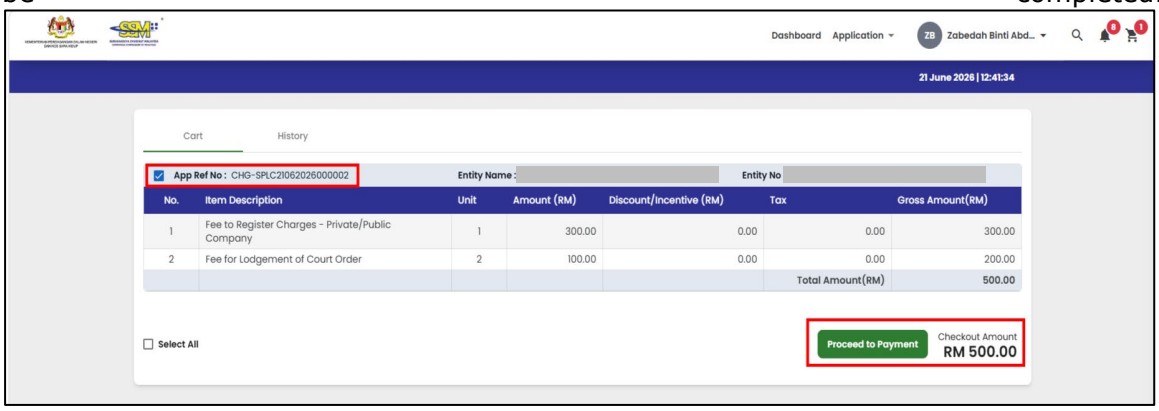
20 On the **Supporting Documents,** under **Important Covenants** section, fill in the following fields:

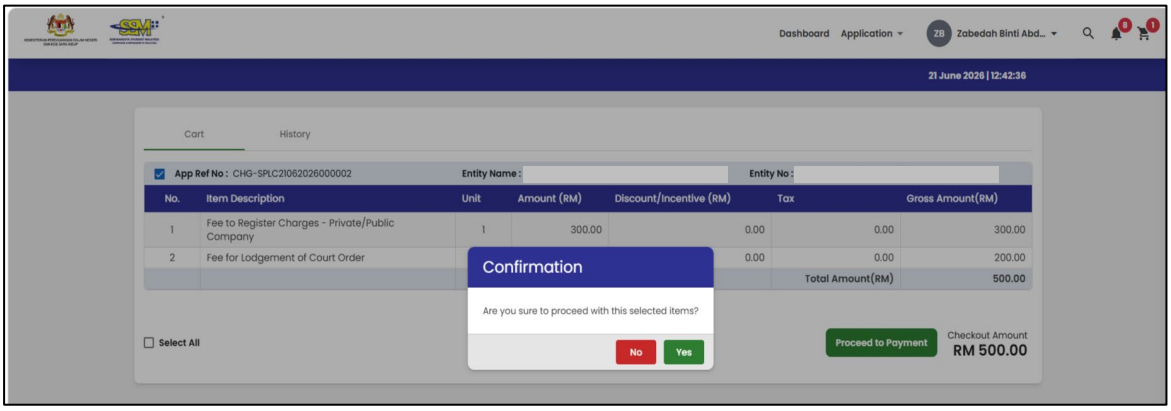
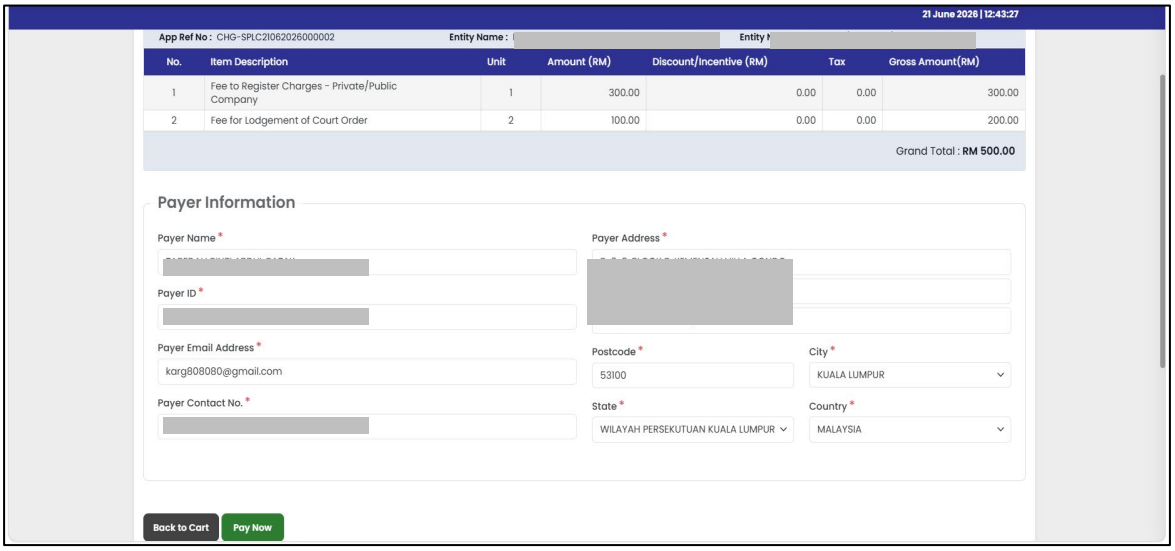
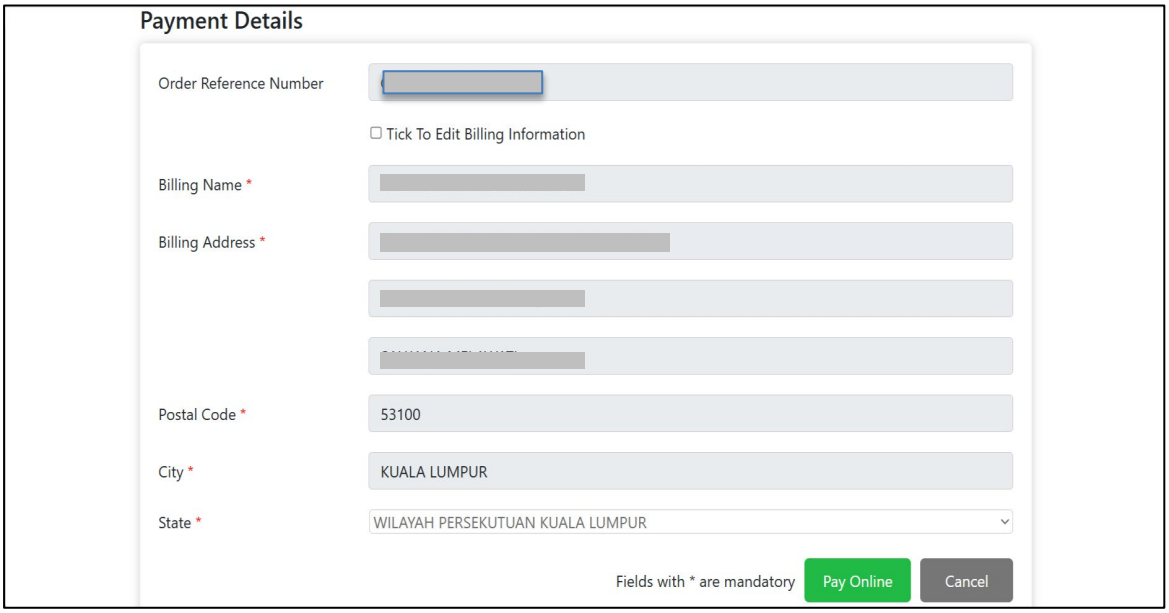
a. **Important covenants or terms and conditions of the instrument of charge:** *<Input text up to 999 characters> Auto-capitalised.*

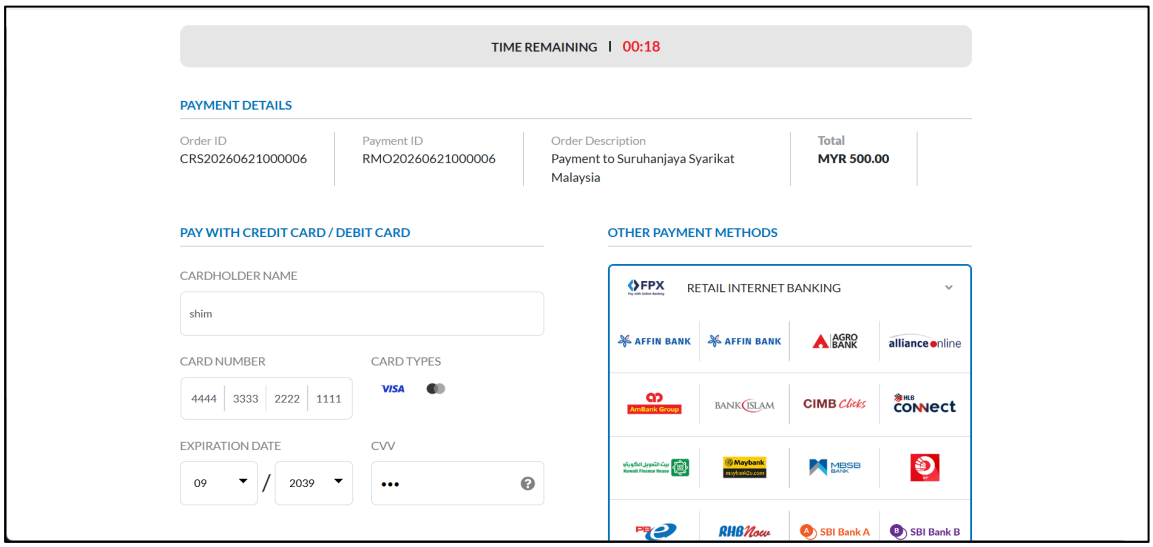
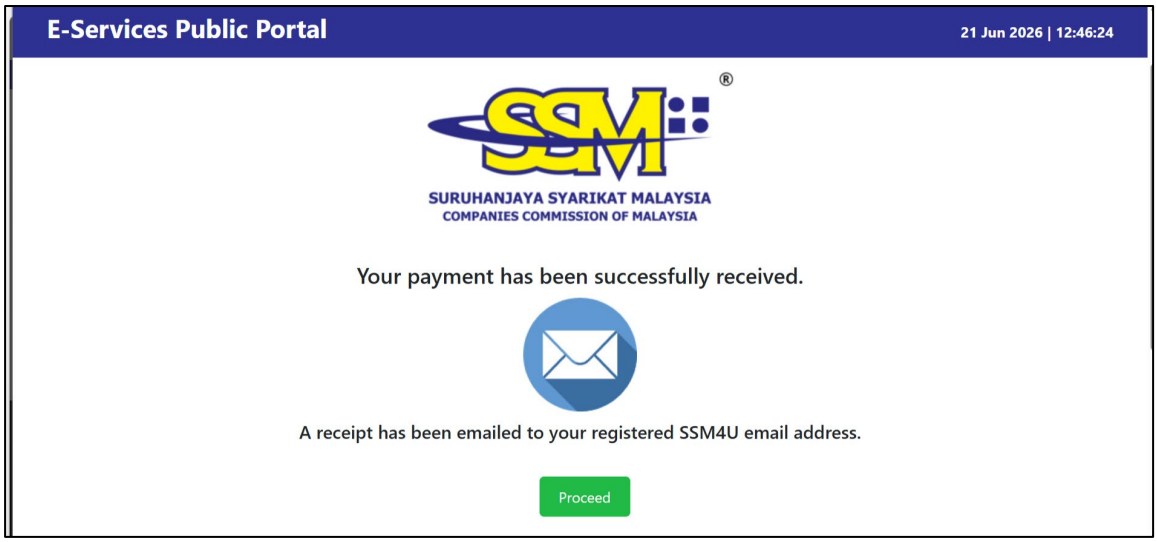
b. **Attachment for Important covenants or terms and conditions of the instrument of charge:** *<Browse & upload attachment>*



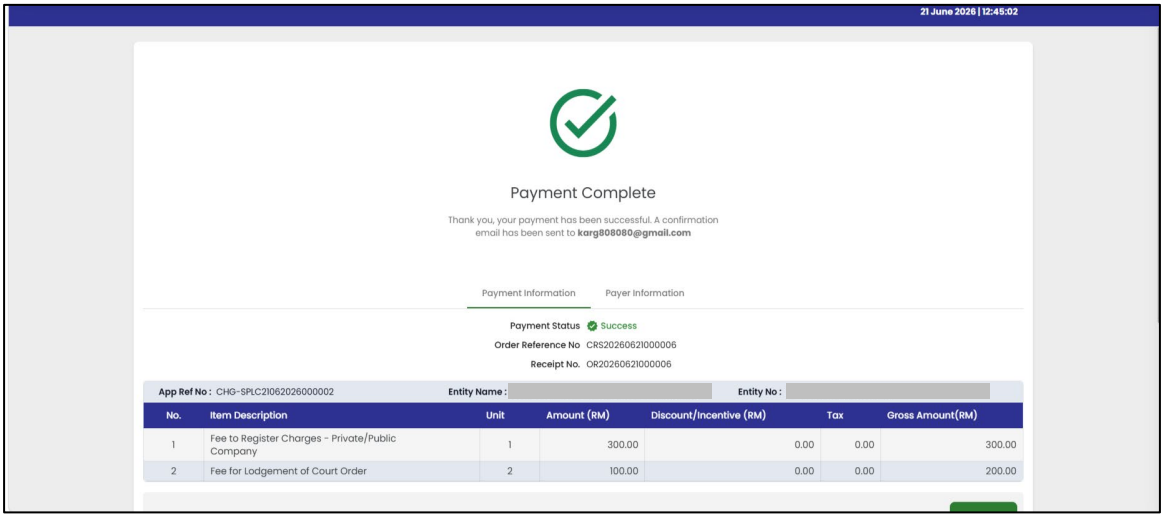
21	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **DIRECTOR**>* *NOTE:* *iv. Default selection to **Liquidator** if the company status is "**Winding Up**".* *v. If user chooses **Representative Is** choice other than the default **Liquidator**, **please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *vi. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* g. **Email Address:** *<Input a valid email format>*  Click **Add** button

22	Click **Right Tab Menu** button to go to the **Declaration** tab or scroll down to access it. On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
23	Click on **Download PDF** button. Then click on **Submit & Make Payment** button. 
24	Make the payment as instructed. Once the payment is successful, the transaction will be completed. 

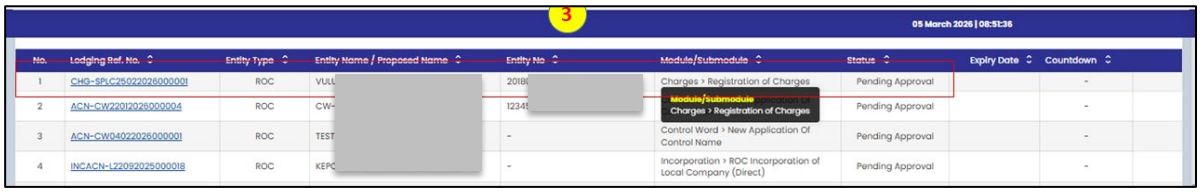
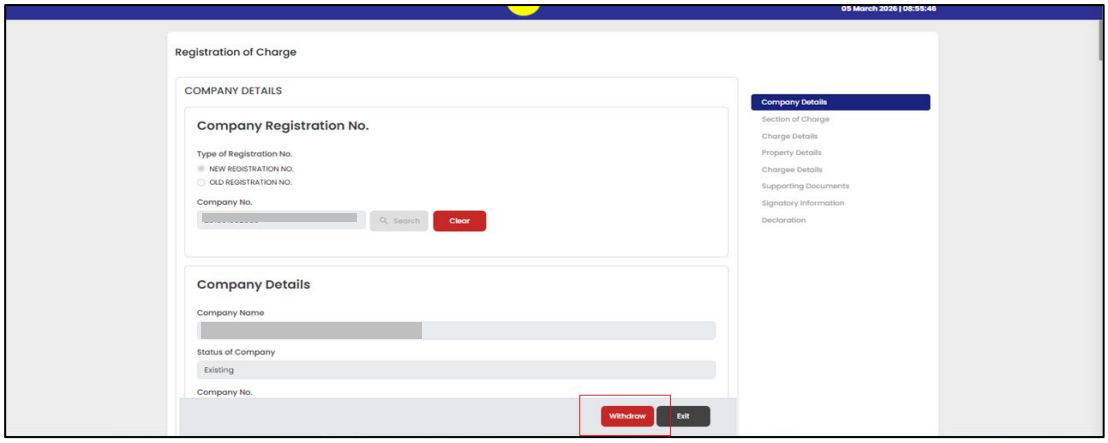
	Click **Proceed to Payment**
25	 Click **Yes**
26	 Click **Pay Now**
27	

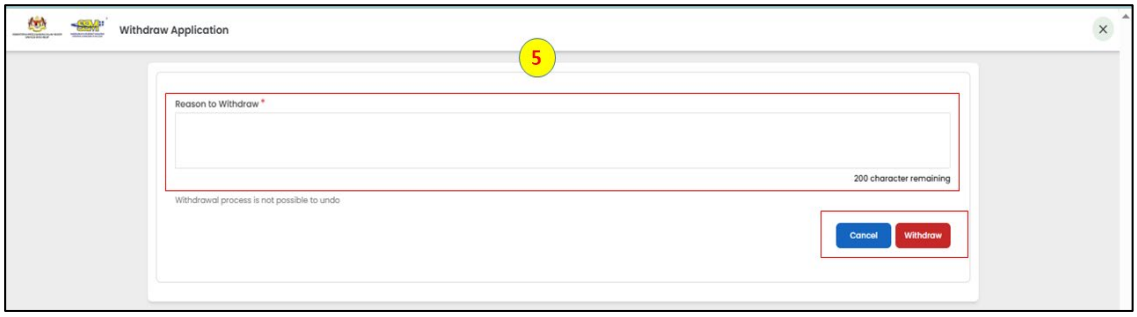
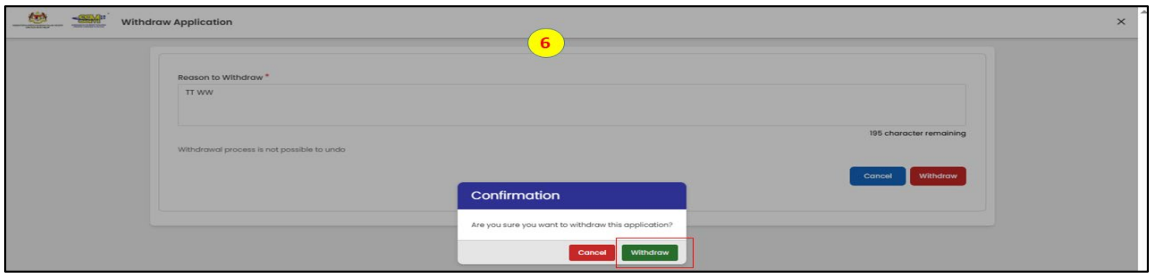
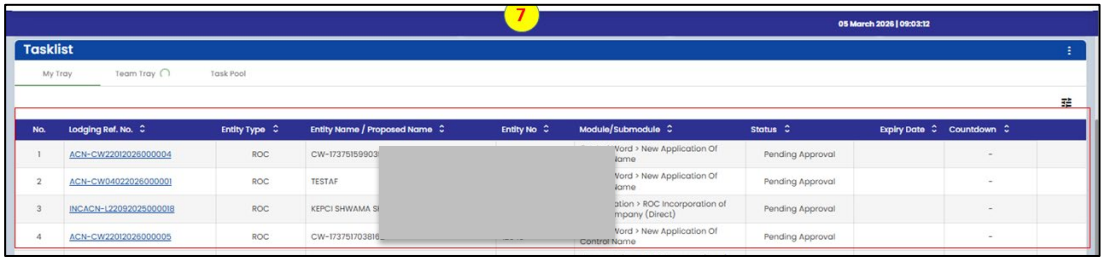
	Click **Pay Online** button to proceed to the **Payment Gateway**
28	 Fill in the **Pay with Credit Card / Debit Card (**enter the necessary details) then click on **Submit Payment** button
29	 Click **Proceed** button

30

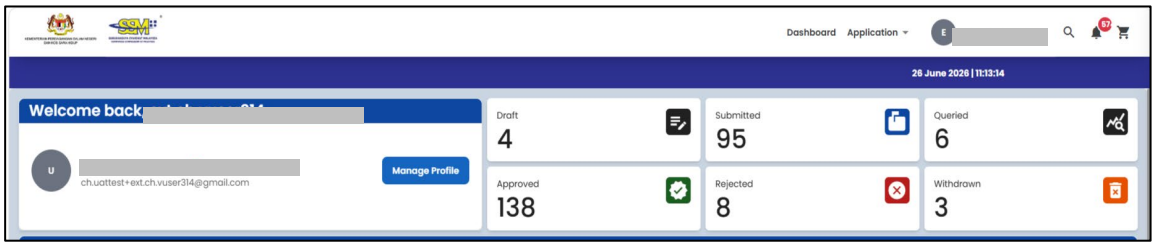
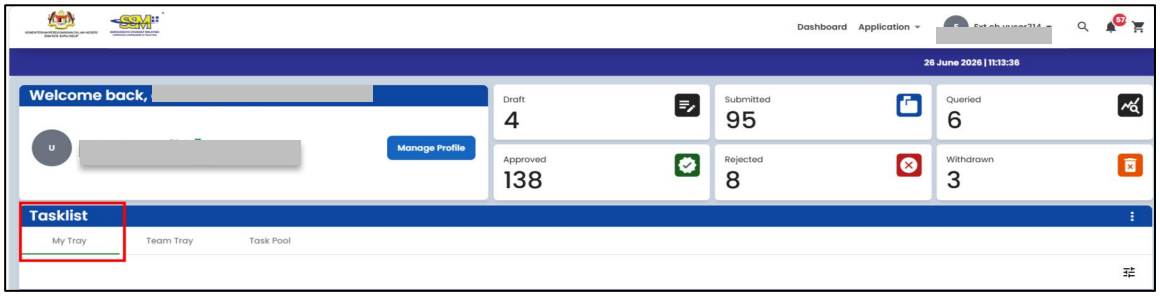
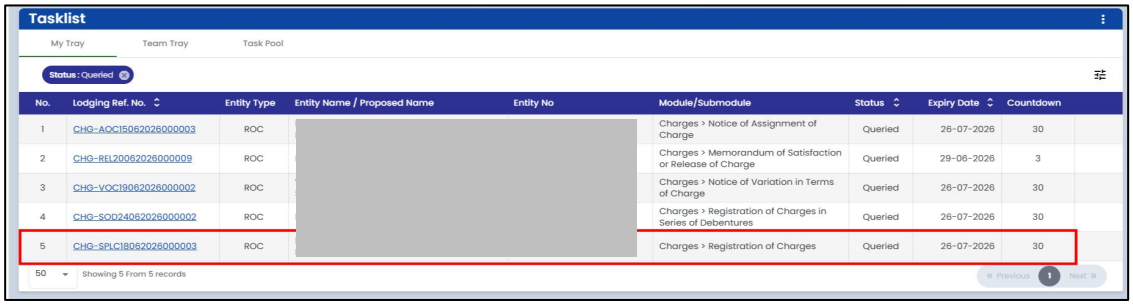

21 June 2026 | 12:45:02
Payment Complete
Thank you, your payment has been successful. A confirmation email has been sent to karg808080@gmail.com
Payment Information
Payer Information
Payment Status Success
Order Reference No CRS20260621000006
Receipt No. OR20260621000006
App Ref No : CHG-SPLC21062026000002
Entity Name :
Entity No :
No. | Item Description | Unit | Amount (RM) | Discount/Incentive (RM) | Tax | Gross Amount(RM)
1 | Fee to Register Charges - Private/Public Company | 1 | 300.00 | 0.00 | 0.00 | 300.00
2 | Fee for Lodgement of Court Order | 2 | 100.00 | 0.00 | 0.00 | 200.00

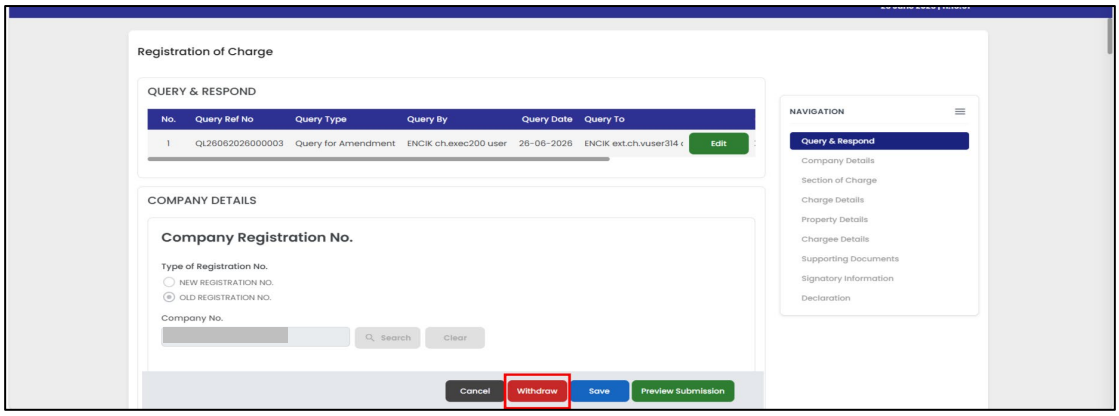
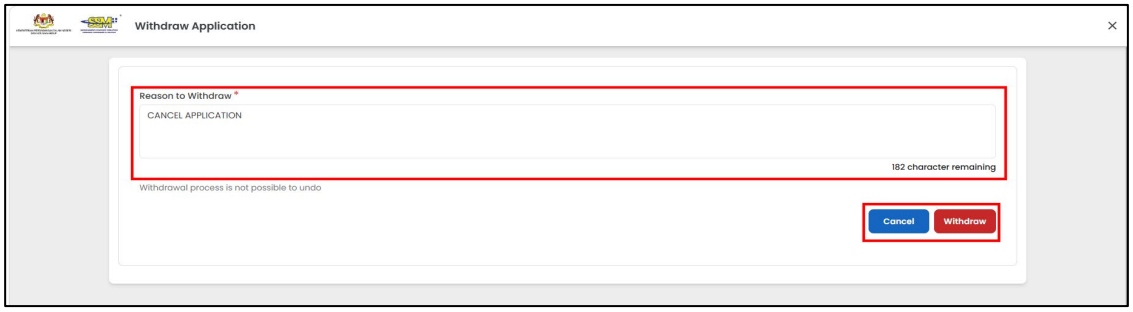
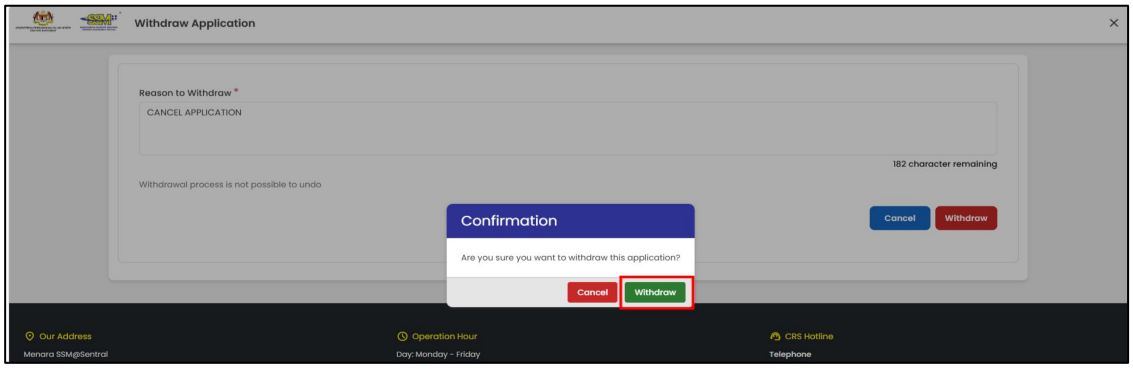
3.3Withdraw Application (Before Application Queried By SSM Officer)

Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.**
2	Then, go to the **Tasklist.**
3	Click on the **My Tray** tab and then click the submitted application with the status **Pending Approval (In-Progress)** from the **My Tray** listing. 
4	From the **Registration of Charges form,** click the **Withdraw** button on the bottom of the page. 

5	On the **Withdraw Application** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist. 

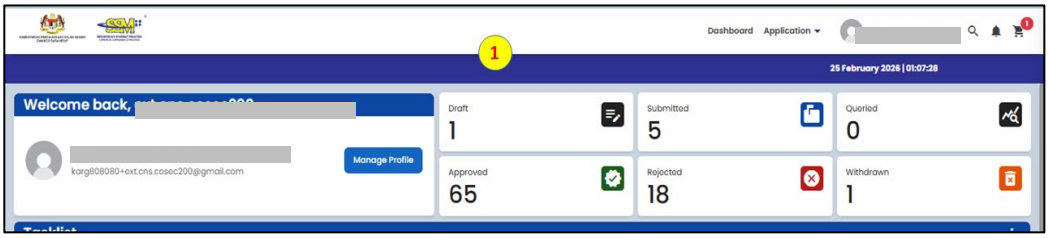
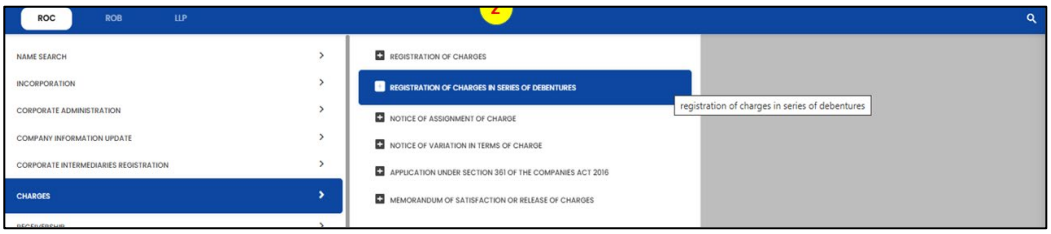
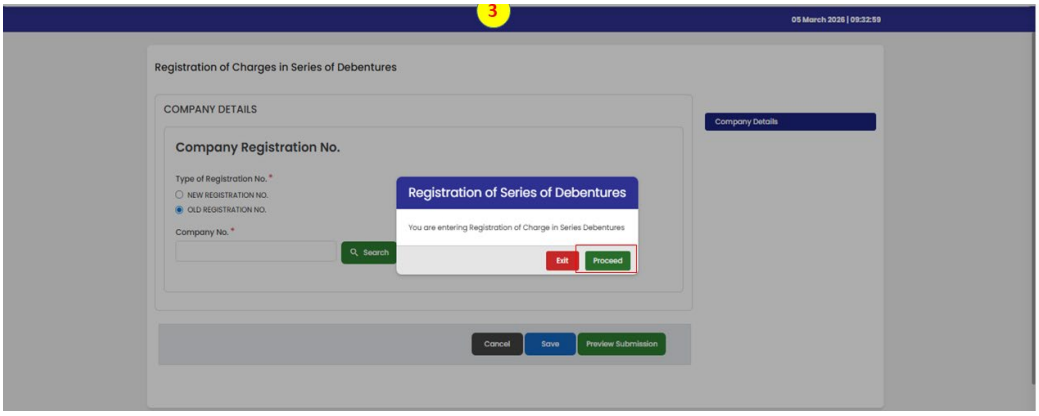
3.4 Withdraw Application (After Application Queried by SSM Officer)

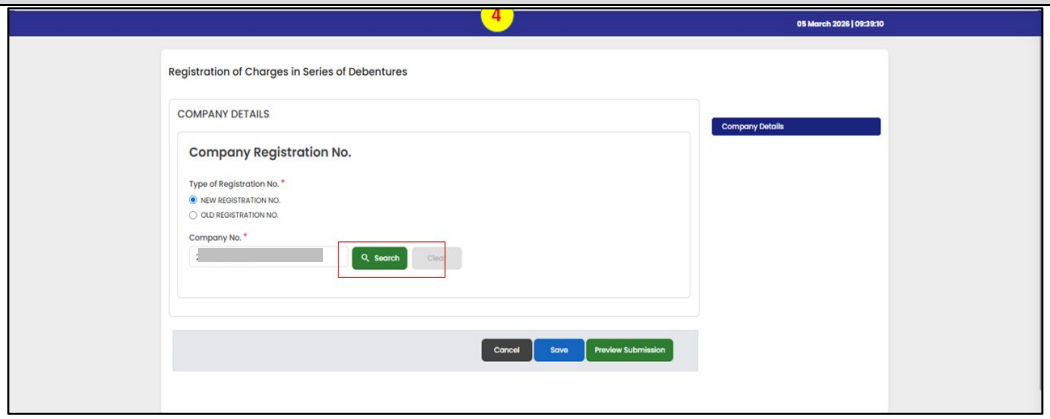
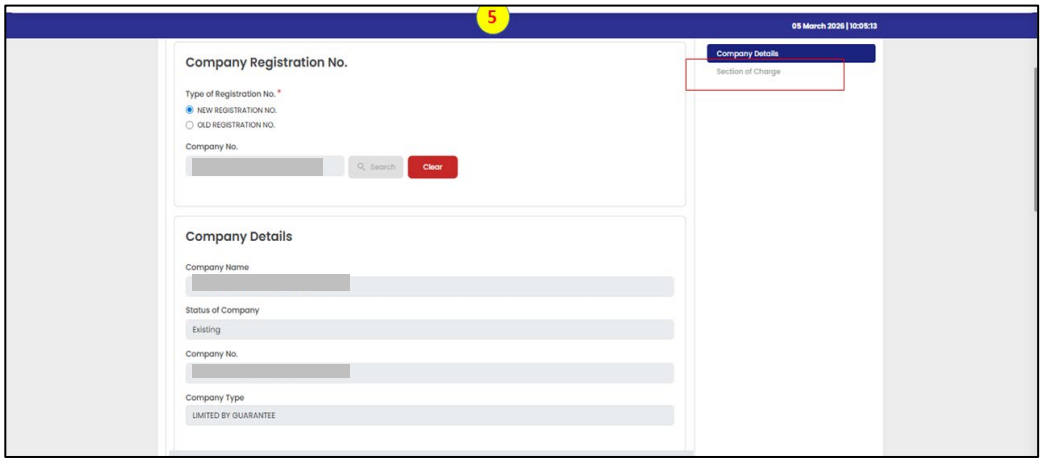
Field Num.	Description
1	On the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Queried** from the **My Tray** listing. 

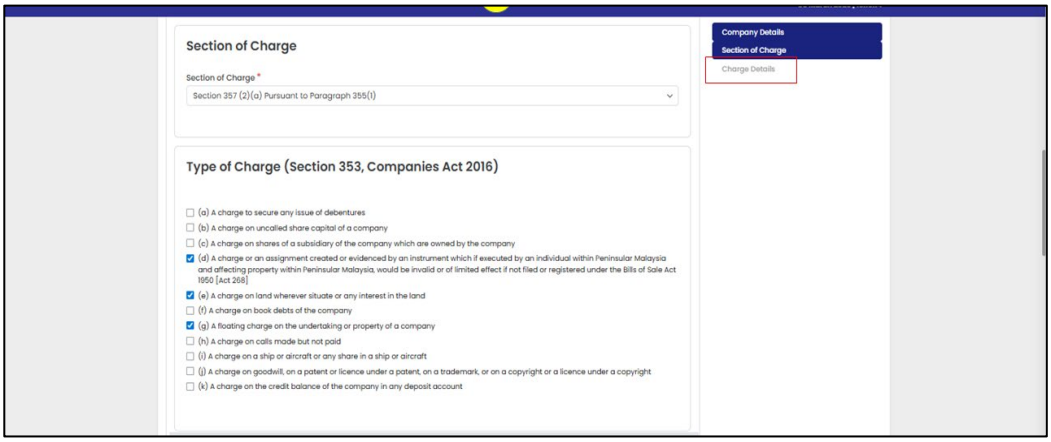
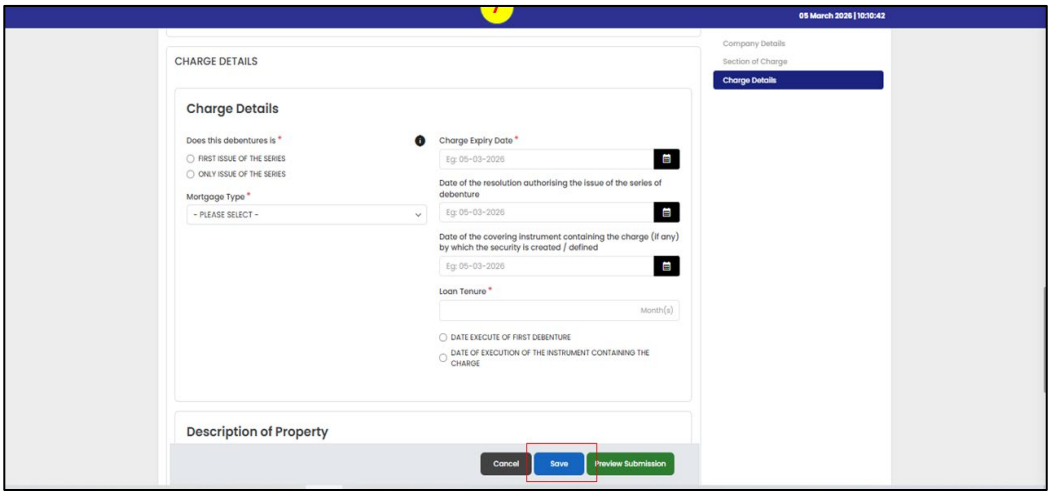
4	From the **Registration of Charges form,** click the **Withdraw** button on the bottom of the page. 
5	On the **Withdraw Application** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

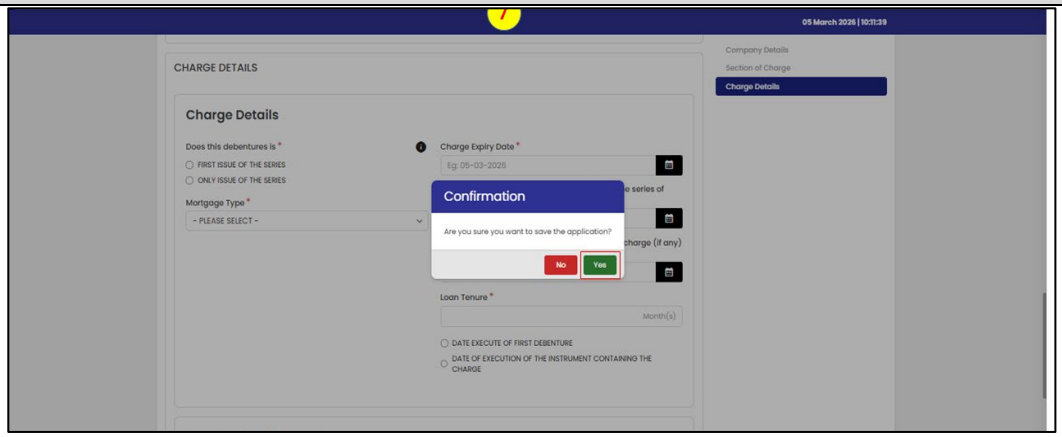
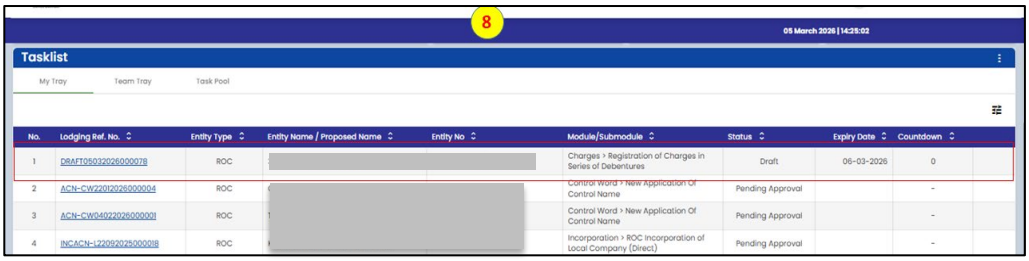
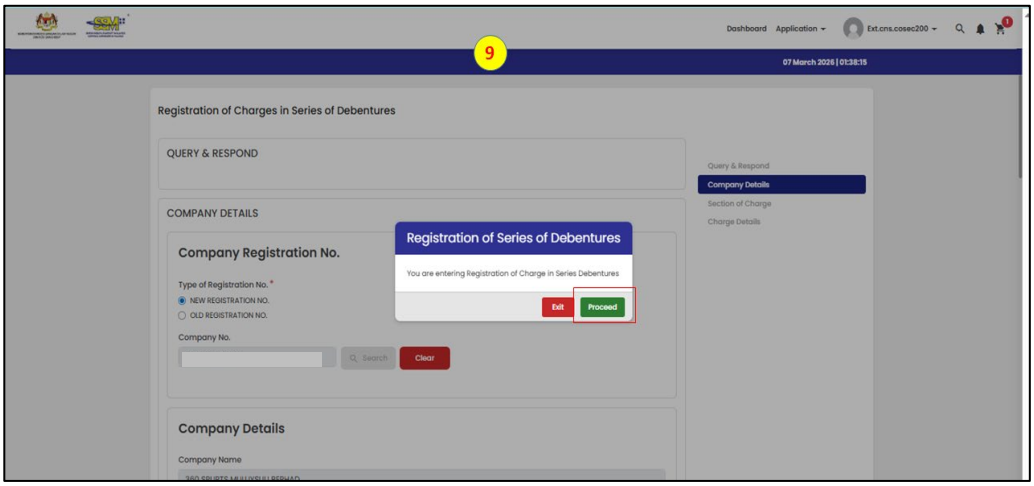
4. Registration of Charges in Series of Debentures

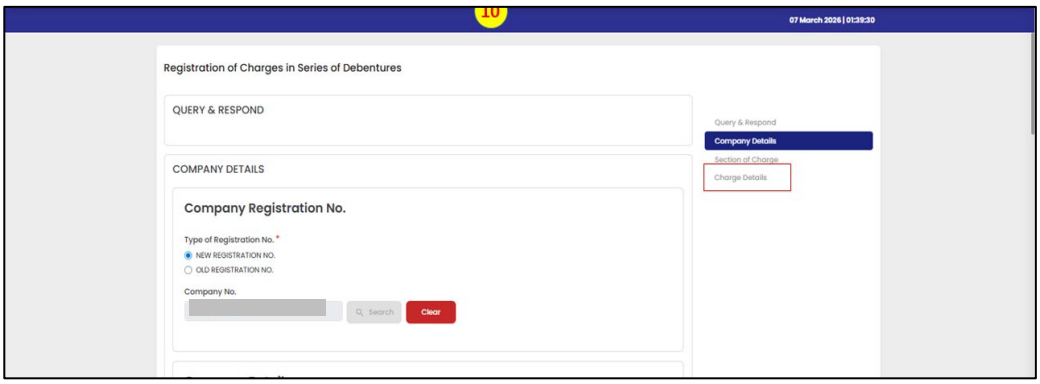
4.1 First Issue of the Series selected with Court Order

Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, click on **Application** -> **Register of Company (ROC)** -> **Charges** -> **Registration of Charges in Series of Debentures** 
3	Click **Proceed** button. 
4	**Registration of Charges in Series of Debentures** form will be displayed. Fill in the following details: **a. Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* **b. Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button.

Field Num.	Description
	
5	The **Company Details** will be populated as follows: a. **Company Name:** *<Auto-populate the company Name & disable>* *Note:* *i. Auto-Capitalised.* *ii. If there is a change of Company Name and the old Company Name is not older than 12 months, display the old Company Name in a bracket: (Formerly known as <old Company Name>).* b. **Company Number:** *<Auto populate & disable. New Company No. followed by Old Company Number in a bracket.>* c. **Status of Company:** *<Auto-populate & disable>* d. **Company Type:** *<Auto-populate & disable>*  Then go to the **Section of Charge** section or **Scroll Down** to access it.
6	From the **Section of Charge** section, fill in the following details: *Note: System populates the **Section of Charge** options:* *i. Section 357 (2)(a) Pursuant to Paragraph 355(1): <Default option>* *ii. Section 357 (2)(a) Pursuant to Paragraph 355(2) & (3)*

Field Num.	Description
	a. **Section of Charge:** *<Select: Section 357 (2)(a) Pursuant to Paragraph 355(1)>* ***Note:*** *If the user selects* ***Section 357(2)(a), pursuant to paragraph 355(1)****, the* ***Type of Charge (Section 353, Companies Act 2016)*** *and* ***Series of Debentures Created By*** *fields will be displayed.* b. **Type of Charge:** *<Select multiple of charge, include* ***3 types of charge****:* ***(d) (e) (g)****>* c. **Series of Debentures Created By:** *<Auto-populate the company name & disable>*  Then to go to the **Charge Details** or **Scroll Down** to access it.
7	Click **Save** and continue later within 7 days. *Note: System saves application as a draft in the* ***Tasklist*** *(under* ***My Tray*** *tab).* 

Field Num.	Description
	
	Continue the draft application – from **Tasklist (Dashboard)**
8	From the **Dashboard**, go to the **Tasklist.** Search for the **Registration of Charges in Series of Debentures** application that have been saved before. 
9	Click on the task. Then click **Proceed** 

10	Continue clicking the **Right Tab Menu** button until the **Charge Details** tab appears or **Scroll Down** to access it. 
11	From the **Charge Details** tab, fill in the following fields: a. **Does This Debenture Is:** *<Select radio button: First Issue of The Series>* *Options: First Issue of The Series or Only Issue of The Series.* b. **Mortgage Type:** *<Select from the drop-down list:* ***Amount****>* *Note: The below fields will be displayed.* c. **Total Amount Secured by The Whole Series (RM):** *<Input numbers> Numeric with 2 decimals format. The* ***Total Amount Secured by the Whole Series*** *for 355(2) & (3) should not more than the previous submission of Section 355 (1)* d. **Amount of First Issue of The Series:** *<Input numbers> Numeric with 2 decimals format. Amount should not more than / not equal to* ***Total amount secured by the whole series (RM).*** *Only display when* ***First Issue of the Series*** *selected.* e. **Charge Expiry Date:** *<Select a date> Only allow future date and exclude Today's date* f. **Date of the resolution authorising the issue of the series of debenture:** *<Select a date> Only allow past date and Today's date* g. **Date of the covering instrument containing the charge (if any) by which the security is created / defined:** *<Select a date> Only allow past date and Today's date* h. **Loan Tenure:** *<Input number up to 4 characters. Indicate Month(s) at the end of field> NOTE: Accept Numbers only.* i. **Date Execute:** *<Select radio button: Date Execute of First Debenture>* *Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge* j. **Date Execute of First Debenture:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if* ***Date Execute of First Debenture*** *is selected.* If the selected date more than the days limit:

i. The system validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.**

ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.

iii. Click **Yes** on the **Court Order Alert.**

iv. User can continue to fill in other fields

k. **Date Of Execution of The Instrument Containing the Charge:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if* ***Date of Execution of the Instrument Containing the Charge*** *is selected.*

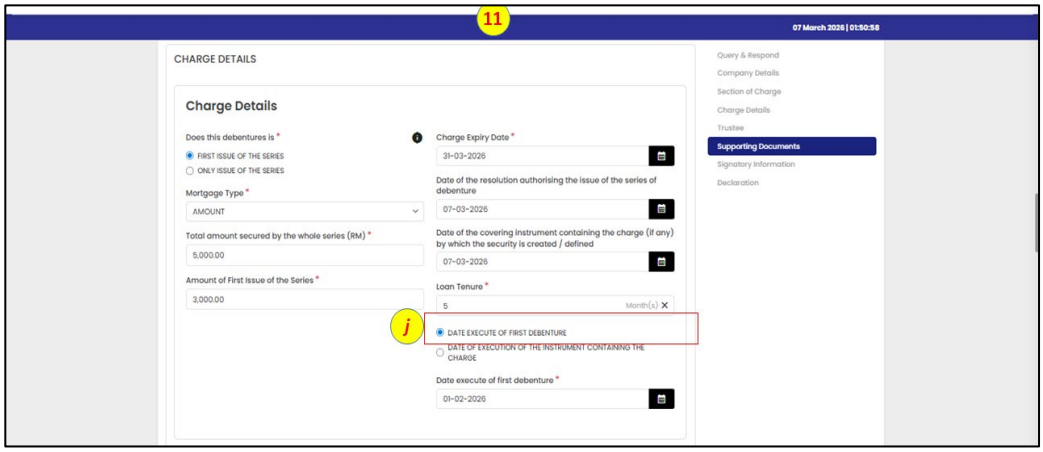
If the selected date more than the days limit:

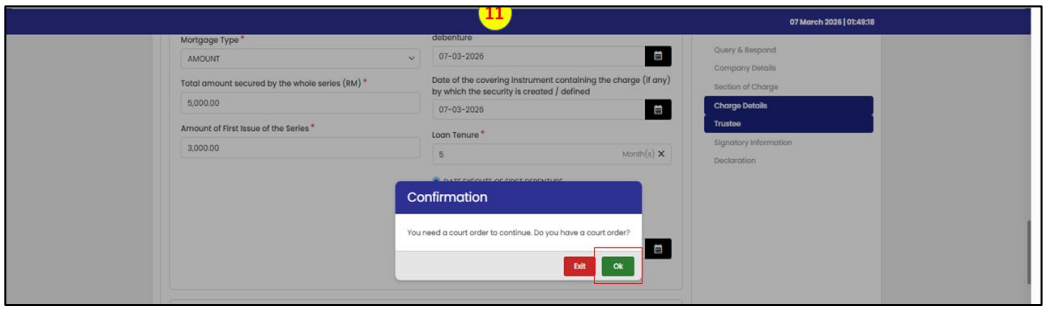
i. System validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.**

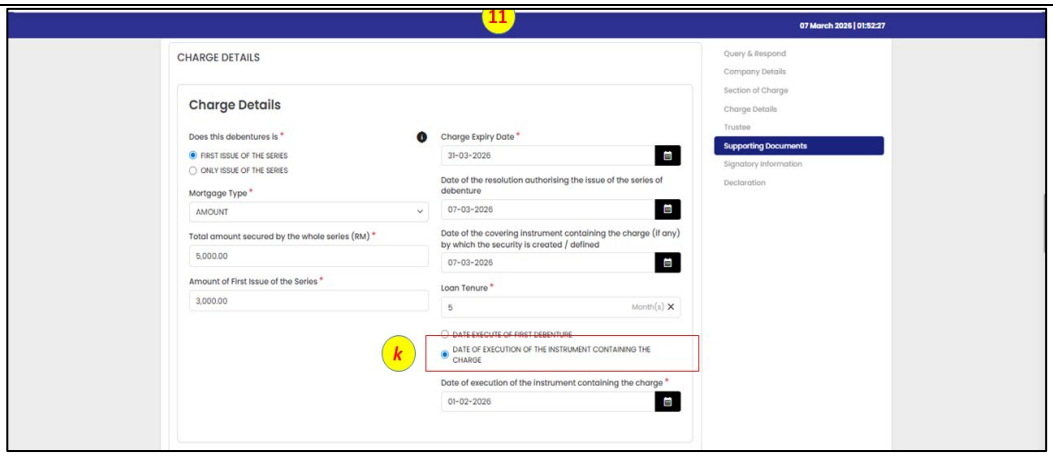
ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.

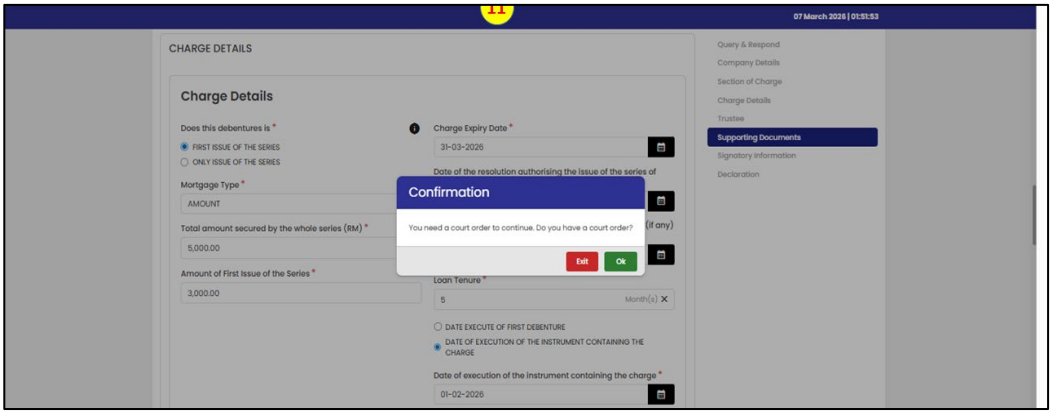
iii. Click **Yes** on the **Court Order Alert.**

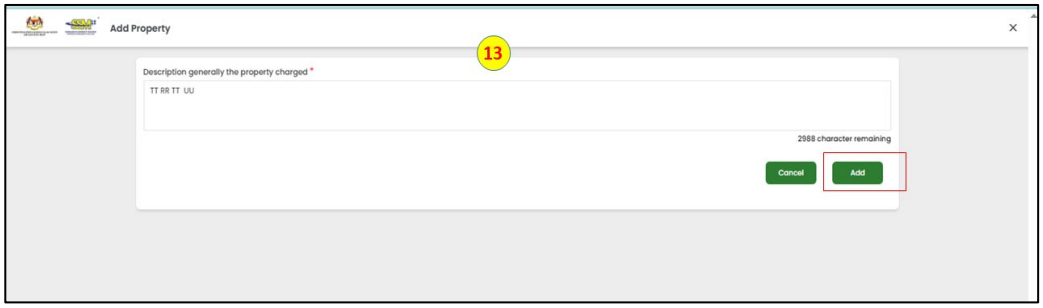
iv. User can continue to fill in other fields

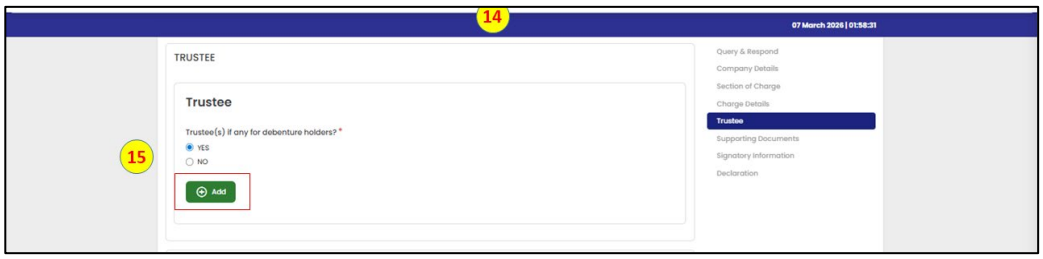
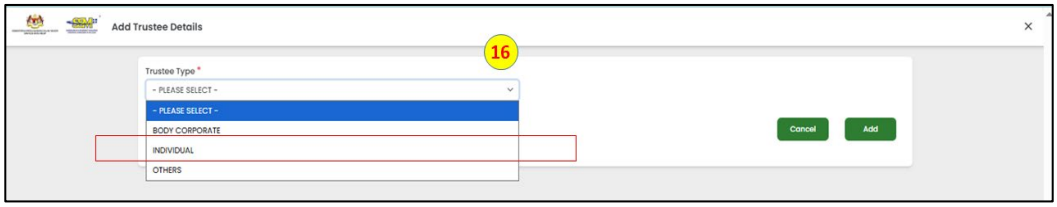


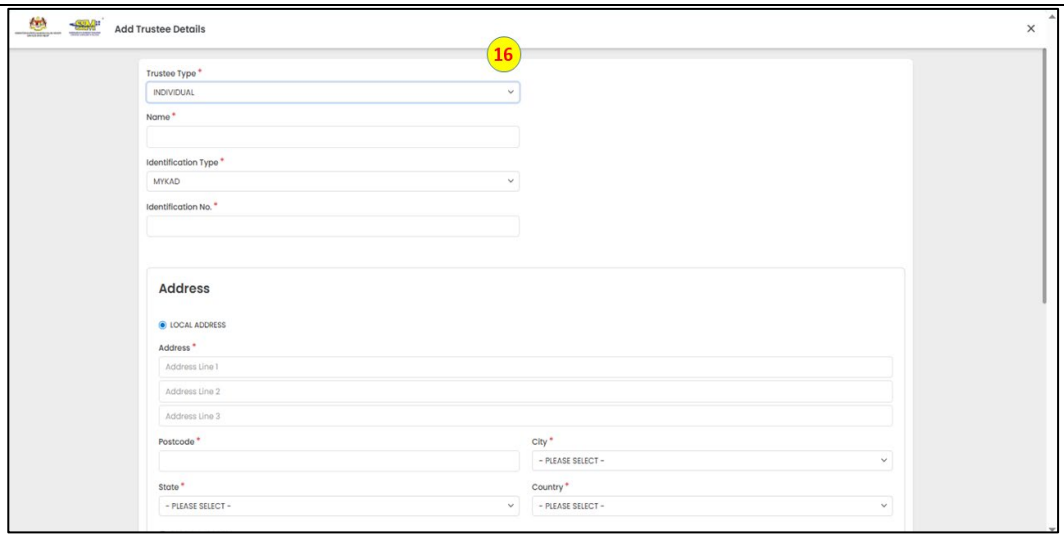


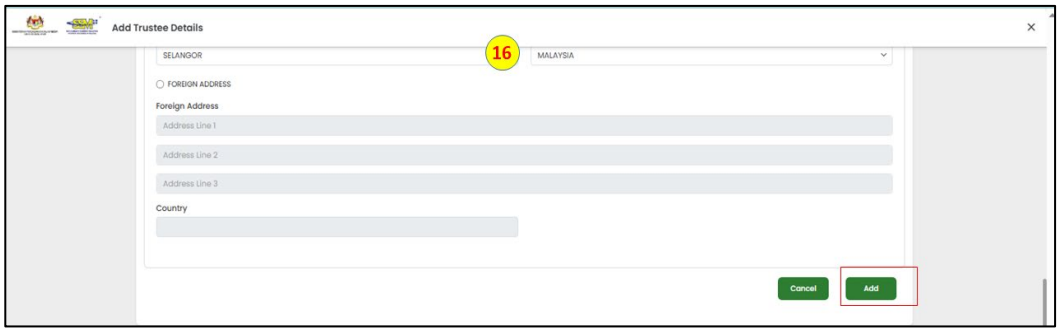




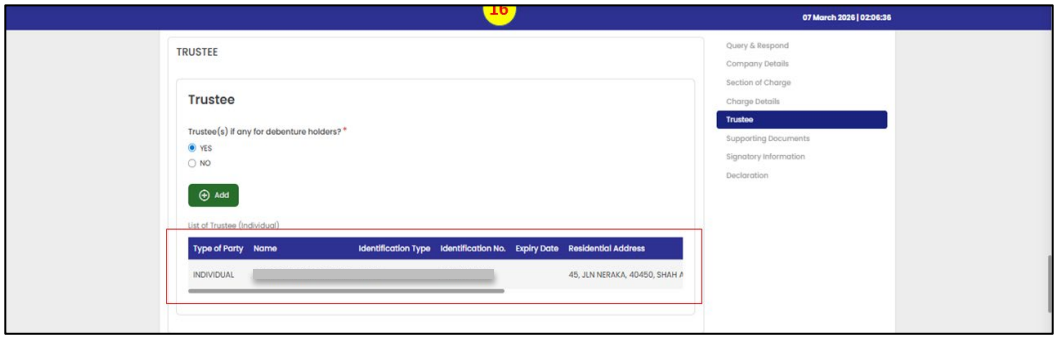
12	On the **Description of Property** section, fill in the following detail: a. **Describe generally the property charged:** *<Input **Description**> Up to 900 Characters* Click **Add** button.
13	Repeat **Step 12** to add another description on **Description of Property** section and fill in the following detail 

14	Click the **Right Tab Menu** button to go to the **Trustee** tab or **Scroll Down** to access it. 
15	On **Trustee** section, fill in the following: From the **Charge Details** tab, fill in the following fields: a. **Trustee(s) if any for debentures holders?:** *<Select radio button: **Yes**>* *Options: Yes or No.* Click **Add** Button.
16	On **Trustee Details** section, fill in the following details: a. **Type of Party:** *<Select from the drop-down list: **Individual**>* b. **Name:** *<Input Name> NOTE: Auto-Capitalised* c. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD.* d. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* e. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised* f. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* g. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* h. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* i. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* j. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* k. **Country**: *<Select from drop-down list>* 



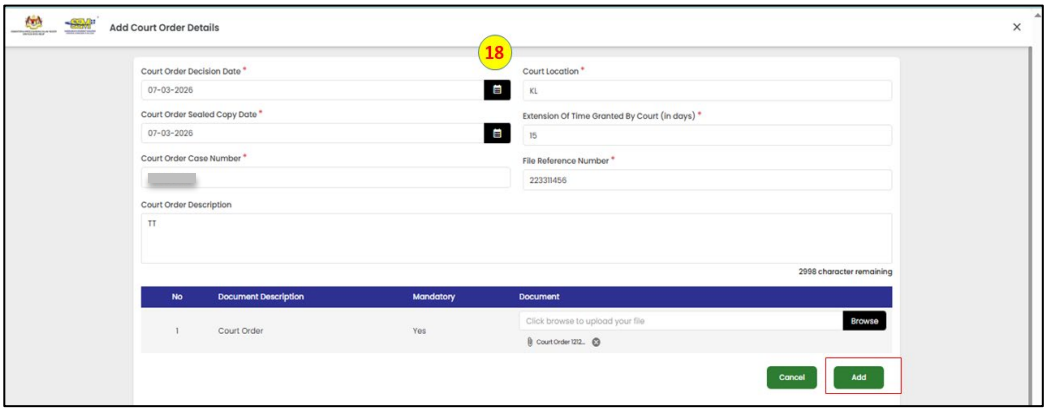


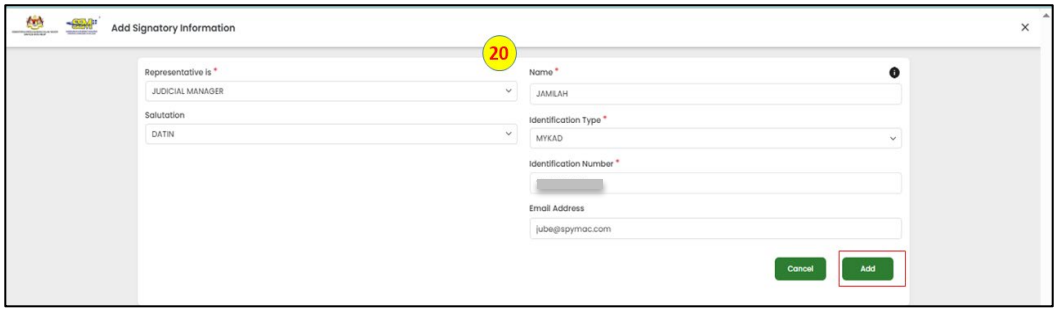
Click **Add button**.

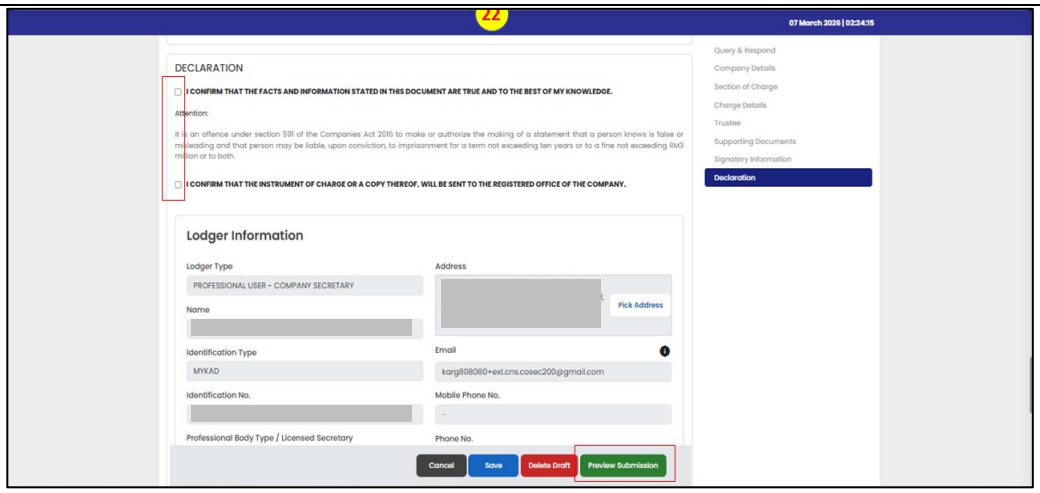
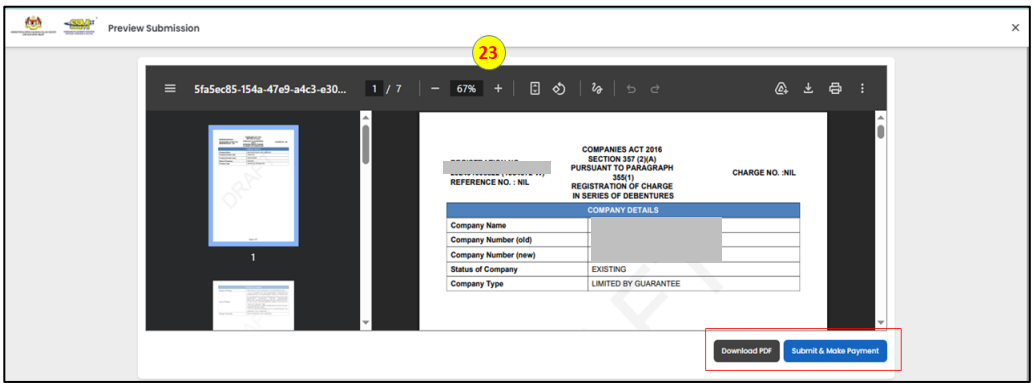
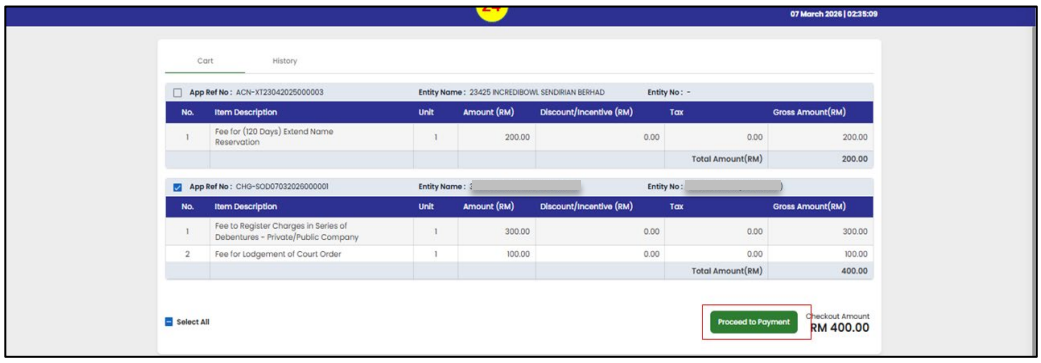


17	Repeat **Step 15** to add more **Trustee.** Go to the **Supporting Documents** or **Scroll Down** to access it. Then click **Add**

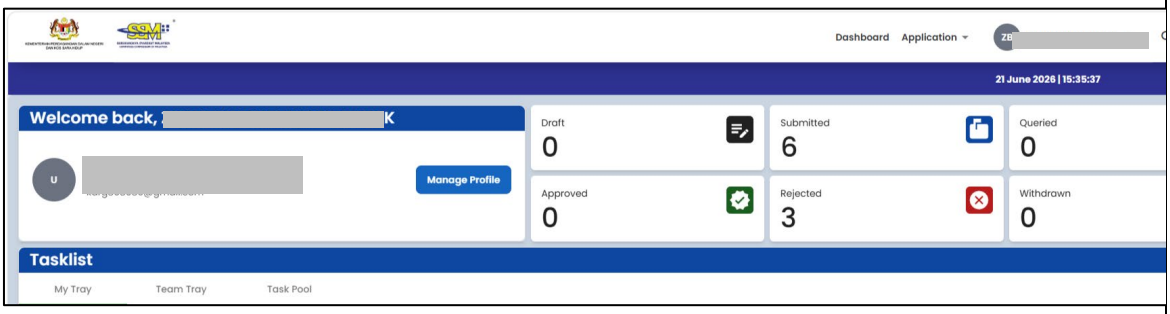
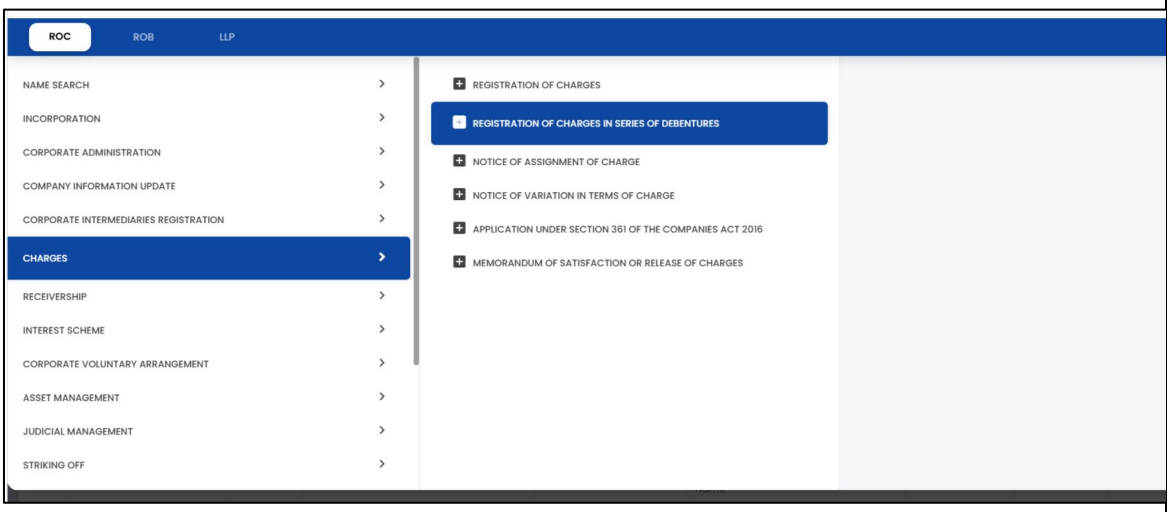
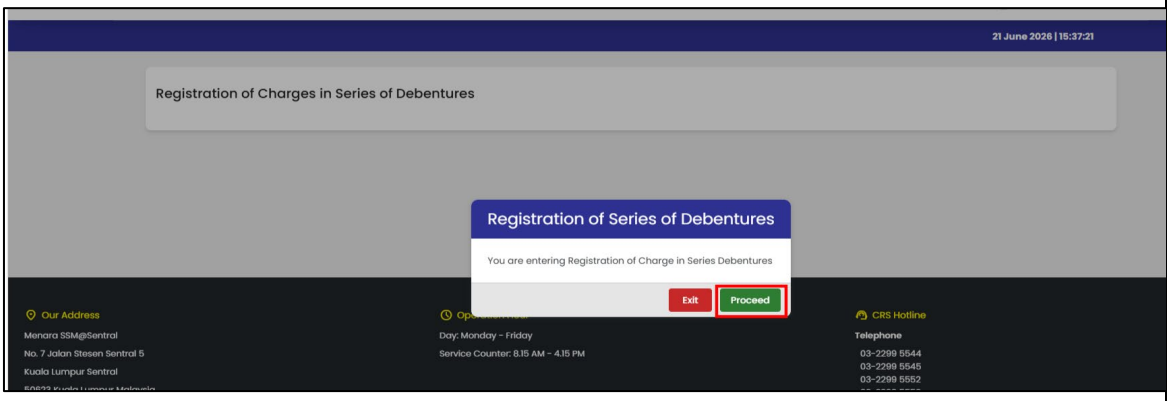
18	On the **Court Order Details** section, click **Add** to add **Court Order Details** and fill in the following fields: **<u>Court Order Details</u>**

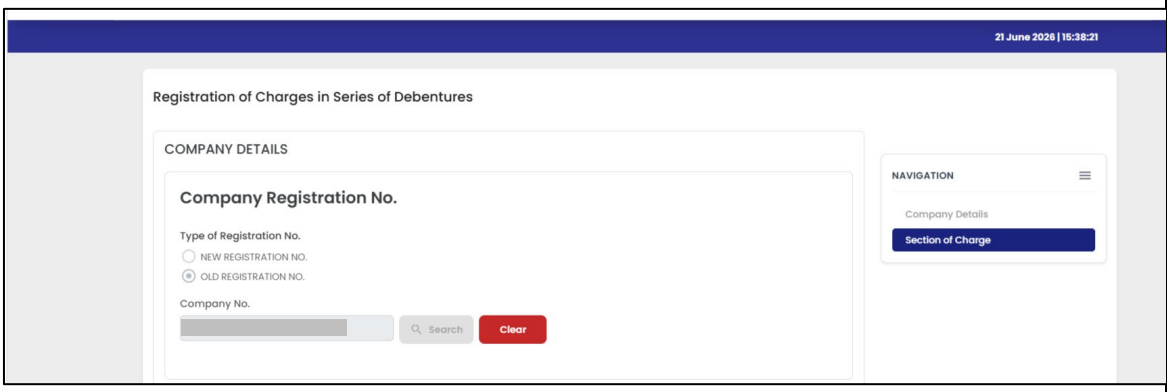
	a. **Court Order Decision Date:** *<Select a date> Only past date or today's date can be selected.* b. **Court Order Sealed Copy Date:** *<Select a date> Only past date or today's date can be selected.* c. **Court Order Case Number:** *<Input text> Auto-capitalised.* d. **Court Order Description:** *<Input description text>* e. **Court Location:** *<Input text> Auto-capitalised.* f. **Extension of Time Granted by Court (In Days):** *<Input numbers only>* g. **File Reference Number:** *<Input text> Auto-capitalised.* h. **Court Order Attachment:** *<Browse & upload attachment>*  Click **Add** button.
19	Click **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.
20	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **JUDICIAL MANAGER>*** *NOTE:* *i. Default selection to **Liquidator** if the company status is "**Winding Up**".*

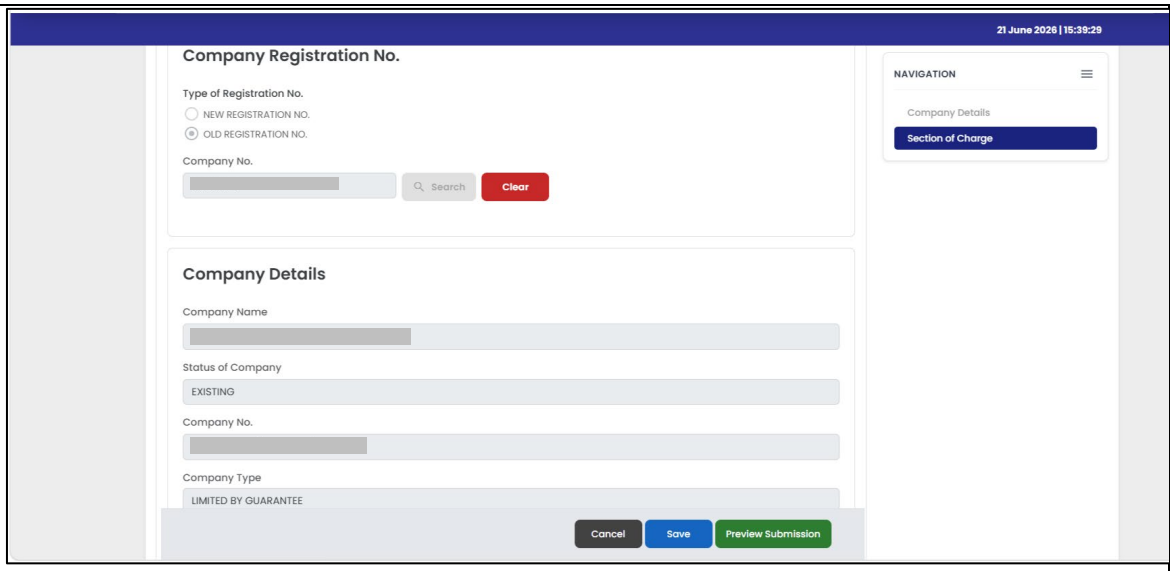
	*ii. If user chooses **Representative Is** choice other than the default **Liquidator, please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *iii. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* g. **Email Address:** *<Input a valid email format>*  Click **Add** button.
21	Repeat **Step 20** to add more **Signatory.** Click **Right Tab Menu** to go to the **Declaration** tab or **Scroll Down** to access it. *NOTE: System validates **Maximum: 2 Signatory** and **Minimum: 1 Signatory** to proceed next.*
22	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button.

	
23	Click on **Download PDF** button. Then click on **Submit & Make Payment** button. 
24	Make payment as instructed & payment successful. 

4.2 First Issue of the Series selected without Court Order

Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, click on **Application** -> **Register of Company (ROC)** -> **Charges** -> **Registration of Charges in Series of Debentures** 
3	Click **Proceed** button. 

4	**Registration of Charges in Series of Debentures** form will be displayed. Fill in the following details: a. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* b. **Company Number:** *<Input Company No. based on Type of Reg. No.>*  Click **Search** button.
5	The **Company Details** will be populated as follows: a. **Company Name:** *<Auto-populate the company Name & disable>* b. *Note:* i. *Auto-Capitalised.* ii. *If there is a change of Company Name and the old Company Name is not older than 12 months, display the old Company Name in a bracket: (Formerly known as <old Company Name>).* c. **Company Number:** *<Auto populate & disable. New Company No. followed by Old Company Number in a bracket.>* d. **Status of Company:** *<Auto-populate & disable>* e. **Company Type:** *<Auto-populate & disable>*



Then go to the **Section of Charge** section or **Scroll Down** to access it.

6 From the **Section of Charge** section, fill in the following details:

*Note: System populates the **Section of Charge** options:*

i. Section 357 (2)(a) Pursuant to Paragraph 355(1): <Default option>

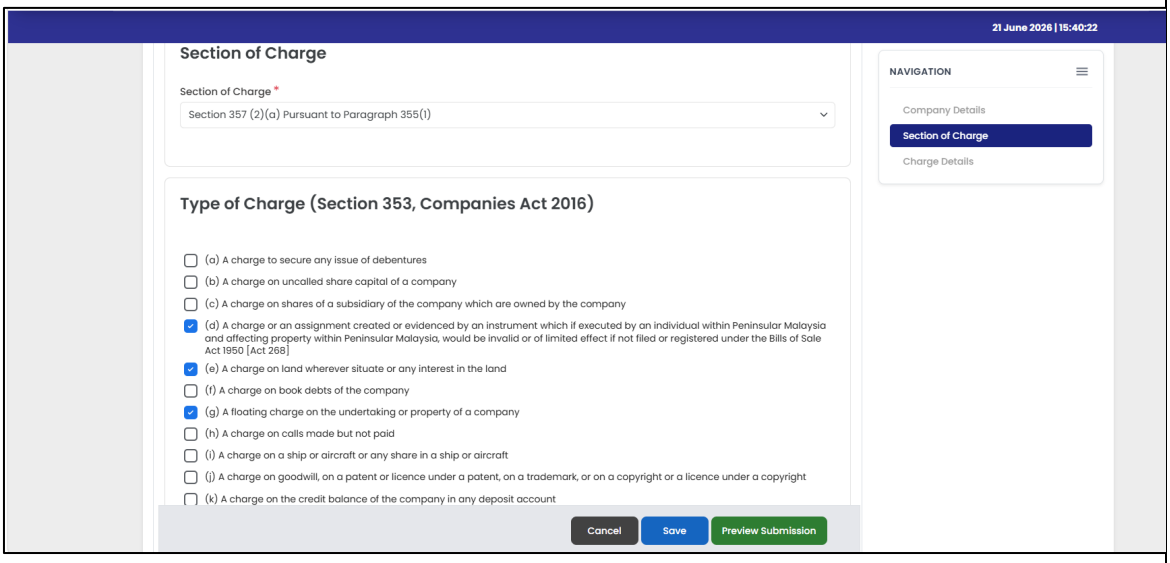
ii. Section 357 (2)(a) Pursuant to Paragraph 355(2) & (3)

a. **Section of Charge:** *<Select: Section 357 (2)(a) Pursuant to Paragraph 355(1)>*

b. *Note: If user selects **Section 357 (2)(a) Pursuant to Paragraph 355(1),** the **Type of Charge** (Section 353, Companies Act 2016) and **Series of Debentures Created By** fields will be displayed.*

c. **Type of Charge:** *<Select multiple of charge, include **3 types of charge**: **(d) (e) (g)**>*

d. **Series of Debentures Created By:** *<Auto-populate the company name & disable>*



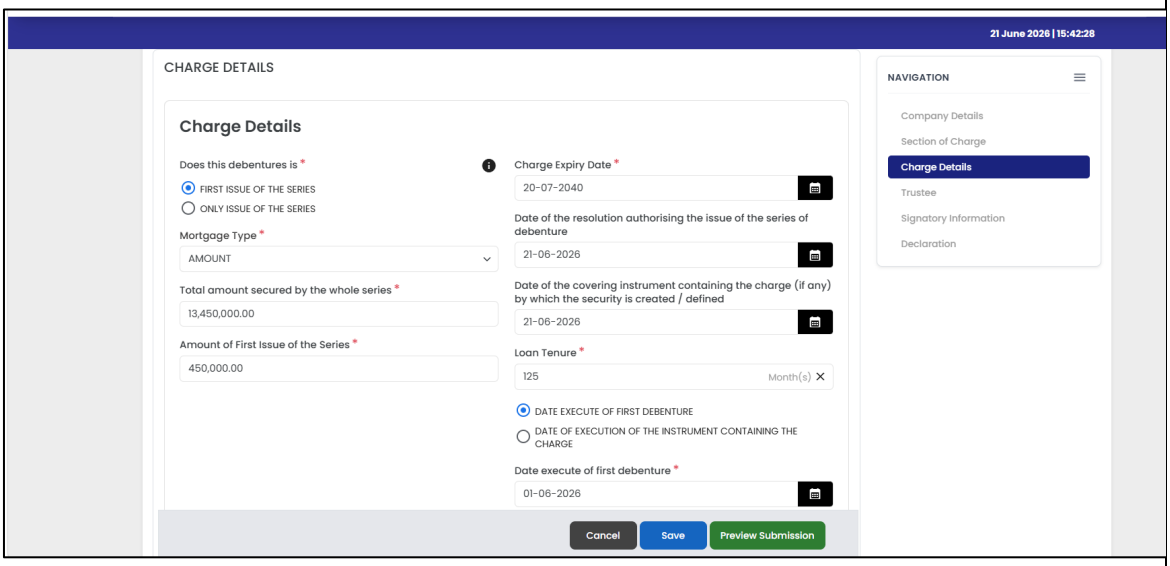
	Then to go to the **Charge Details** or **Scroll Down** to access it.
7.	From the **Charge Details** tab, fill in the following fields: a. **Does This Debenture Is:** *<Select radio button: First Issue of The Series>* b. *Options: First Issue of The Series or Only Issue of The Series.* c. **Mortgage Type:** *<Select from the drop-down list: **Amount**>* c. *Note: The below fields will be displayed.* d. **Total Amount Secured by The Whole Series (RM):** *<Input numbers> Numeric with 2 decimals format. The **Total Amount Secured by the Whole Series** for 355(2) & (3) should not more than the previous submission of Section 355 (1)* e. **Amount of First Issue of The Series:** *<Input numbers> Numeric with 2 decimals format. Amount should not more than / not equal to **Total amount secured by the whole series (RM).*** f. *Only display when **First Issue of the Series** selected.* g. **Charge Expiry Date:** *<Select a date> Only allow future date and exclude Today's date* h. **Date of the resolution authorising the issue of the series of debenture:** *<Select a date> Only allow past date and Today's date* i. **Date of the covering instrument containing the charge (if any) by which the security is created / defined:** *<Select a date> Only allow past date and Today's date* j. **Loan Tenure:** *<Input number up to 4 characters. Indicate Month(s) at the end of field> NOTE: Accept Numbers only.* k. **Date Execute:** *<Select radio button: Date Execute of First Debenture>* l. *Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge* m. **Date Execute of First Debenture:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if **Date Execute of First Debenture** is selected.* n. If the selected date more than the days limit: i. The system validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.** ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted. iii. Click **Yes** on the **Court Order Alert.** iv. The user can continue to fill in other fields o. **Date Of Execution of The Instrument Containing the Charge:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if **Date of Execution of the Instrument Containing the Charge** is selected.* p. If the selected date more than the days limit:

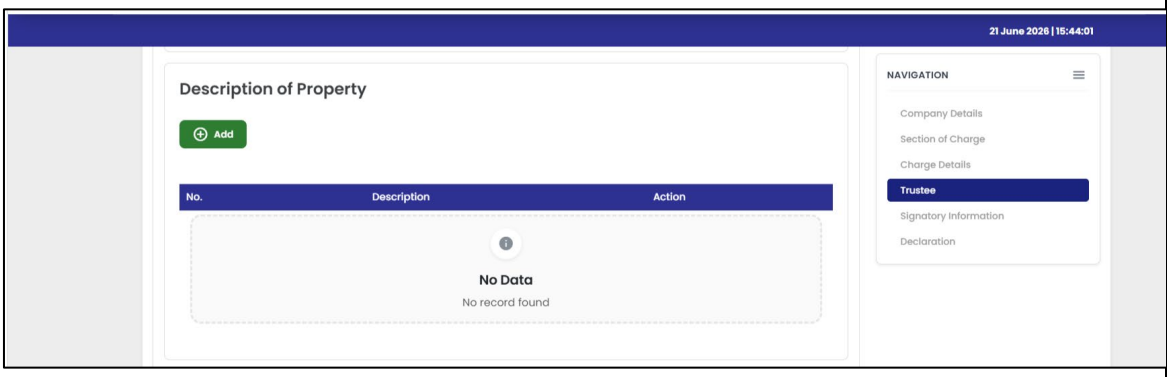
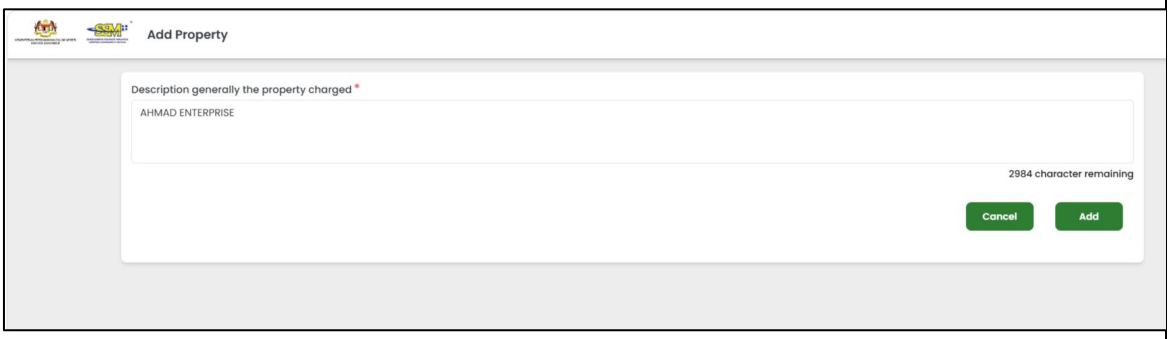
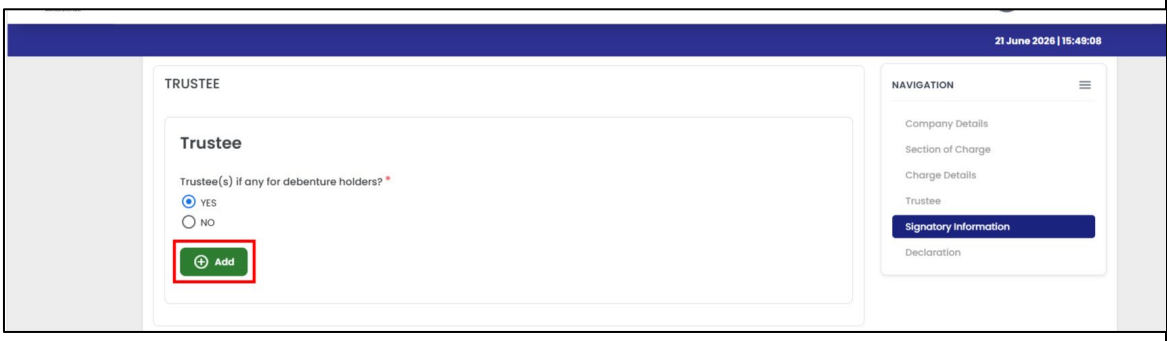
i. The system validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.**

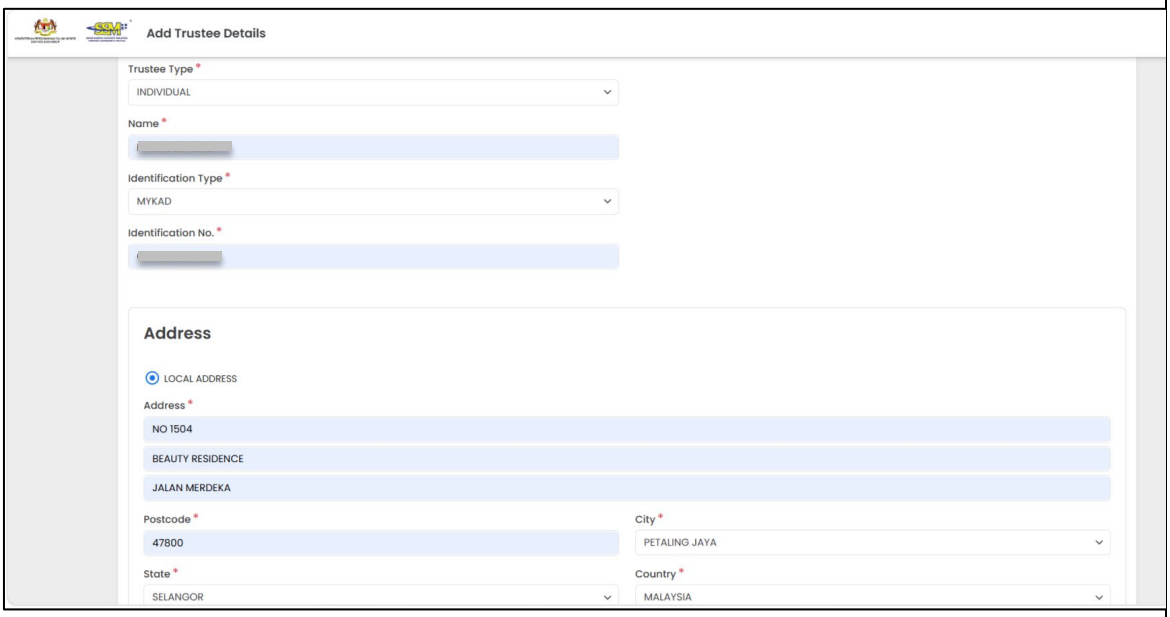
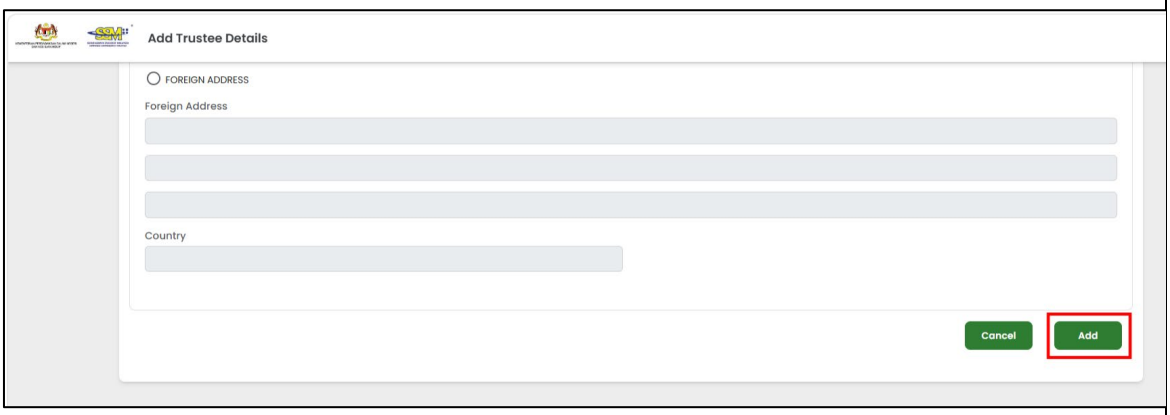
ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.

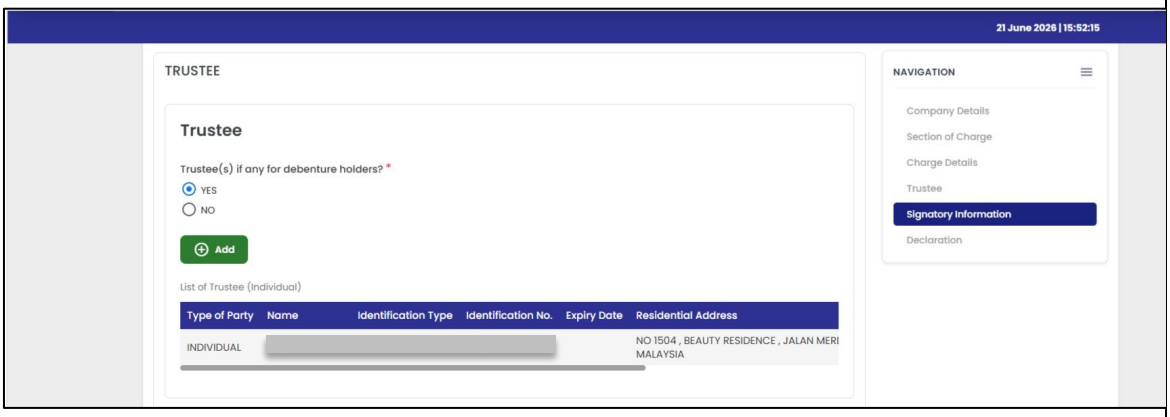
iii. Click **Yes** on the **Court Order Alert.**

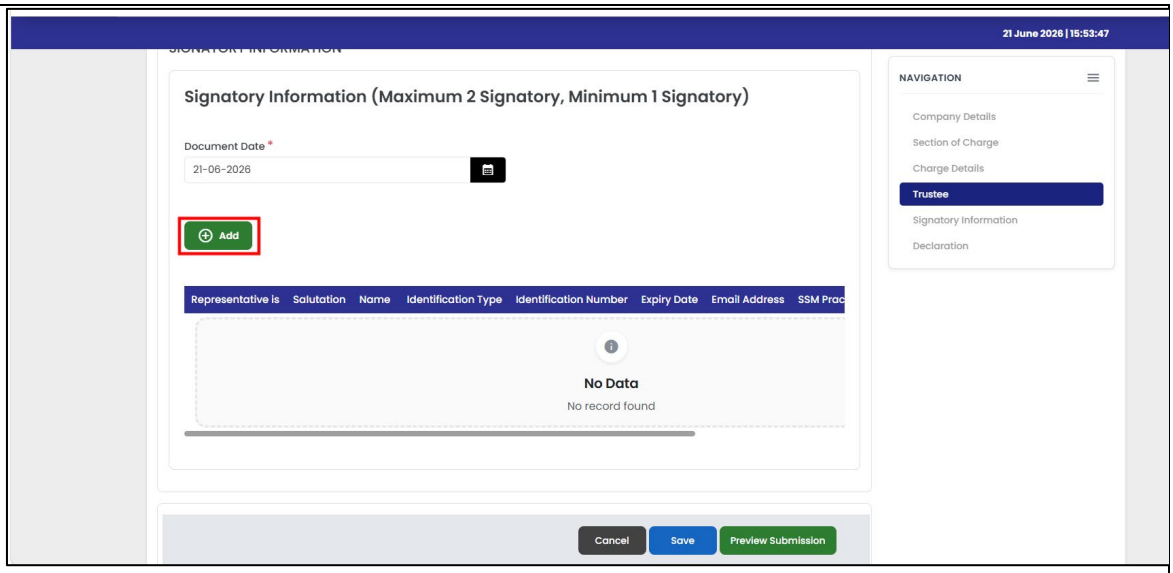
iv. The user can continue to fill in other fields

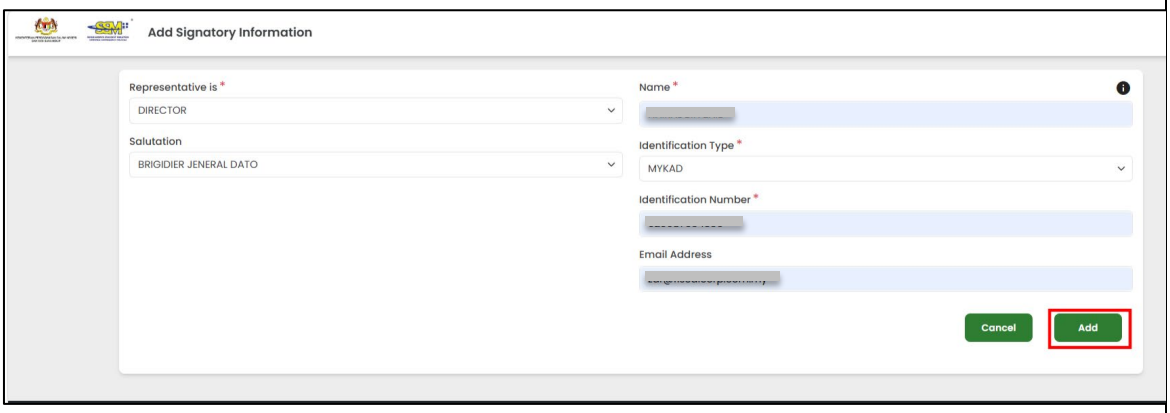


12	**On Description of Property** section, fill in the following detail: a. **Describe generally the property charged:** *<Input **Description**> Up to 900 Characters* Click **Add** button. 
13	Repeat **Step 12** to add another description in the **Description of Property** section and fill in the following detail 
14	Click the **Right Tab Menu** button to go to the **Trustee** tab or **Scroll Down** to access it.
15	On **Trustee** section, fill in the following: From the **Charge Details** tab, fill in the following fields: a. **Trustee(s) if any for debentures holders?:** *<Select radio button: **Yes**>* b. *Options: Yes or No.* Click **Add** Button. 

16	On **Trustee Details** section, fill in the following details: a. **Type of Party:** *<Select from the drop-down list: **Individual**>* b. **Name:** *<Input Name> NOTE: Auto-Capitalised* c. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD.* d. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* e. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised* f. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* g. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* h. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* i. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* j. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* k. **Country**: *<Select from drop-down list>*  

	Click **Add button**. 
17	Click **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.
18	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list:* ***JUDICIAL MANAGER>*** c. *NOTE:* *iv. Default selection to* ***Liquidator*** *if the company status is "****Winding Up****".* *v. If user chooses* ***Representative Is*** *choice other than the default* ***Liquidator****,* ***Please upload the supporting documents for Representative other than Liquidator*** *field will be displayed.* *vi. The system will not display the fields as this company's status is not* ***Winding Up*** *and there is no default selection as Liquidator.* d. **Salutation:** *<Select from drop down list>* e. **Name:** *<Input Name> NOTE: Auto-Capitalised* f. **Identification Type:** *<Select from the drop-down list:* ***MyKAD****>* g. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* h. **Email Address:** *<Input a valid email format>*

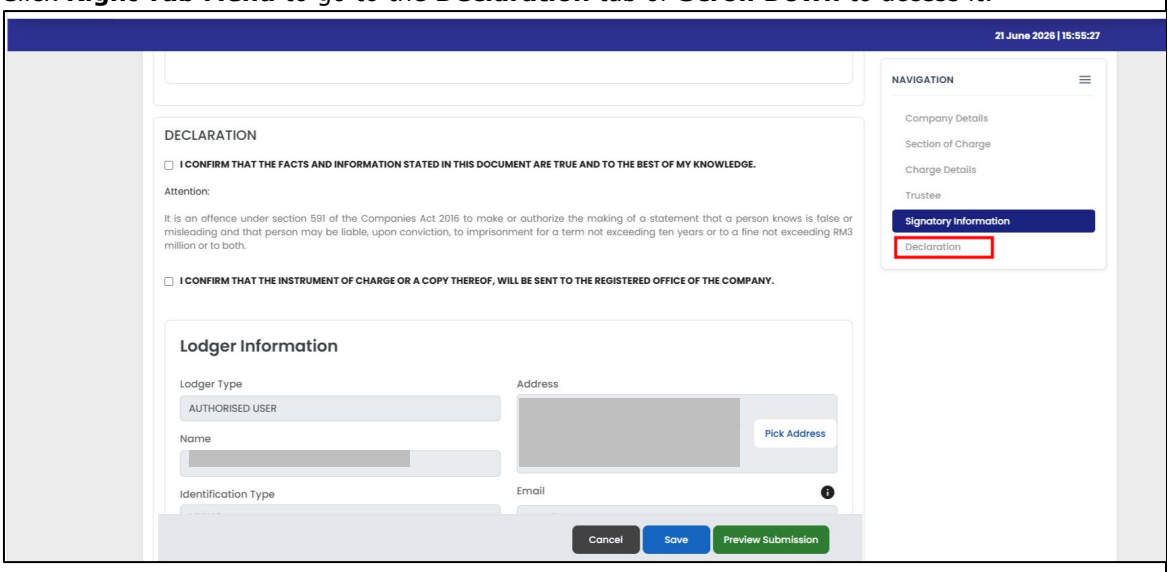


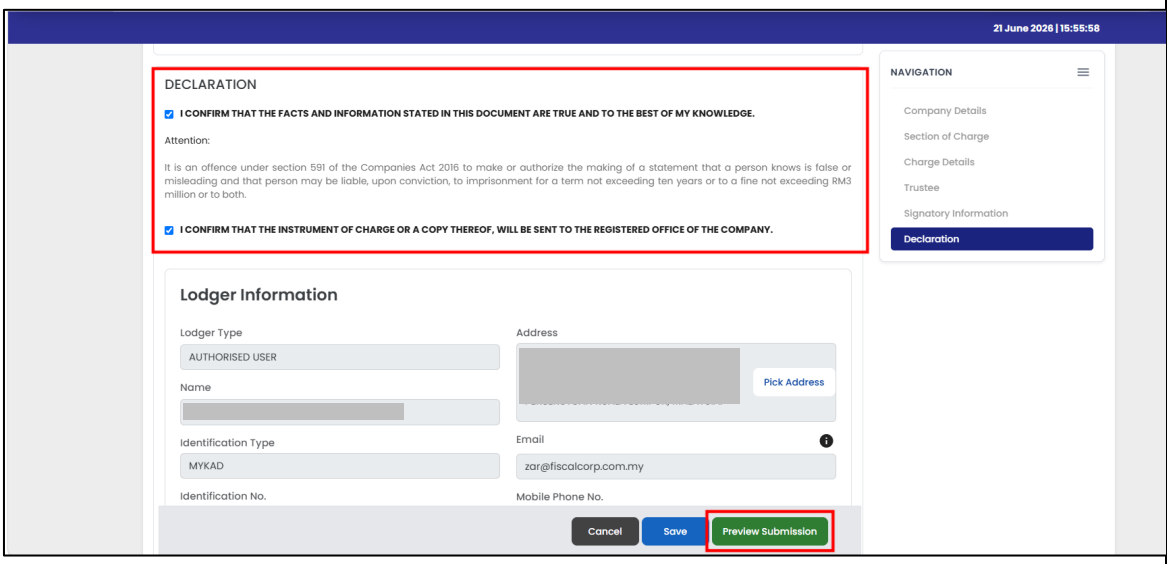
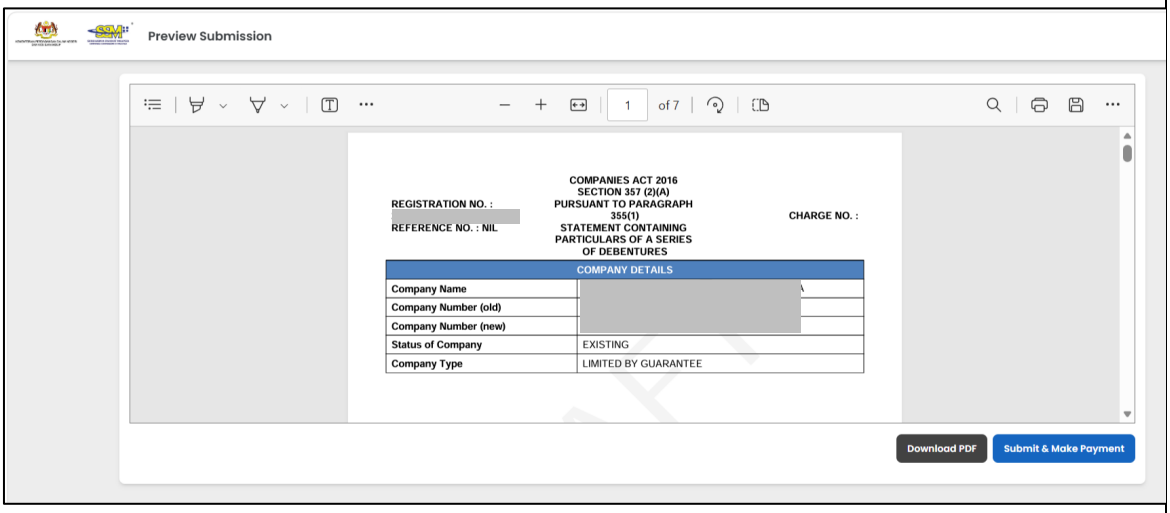


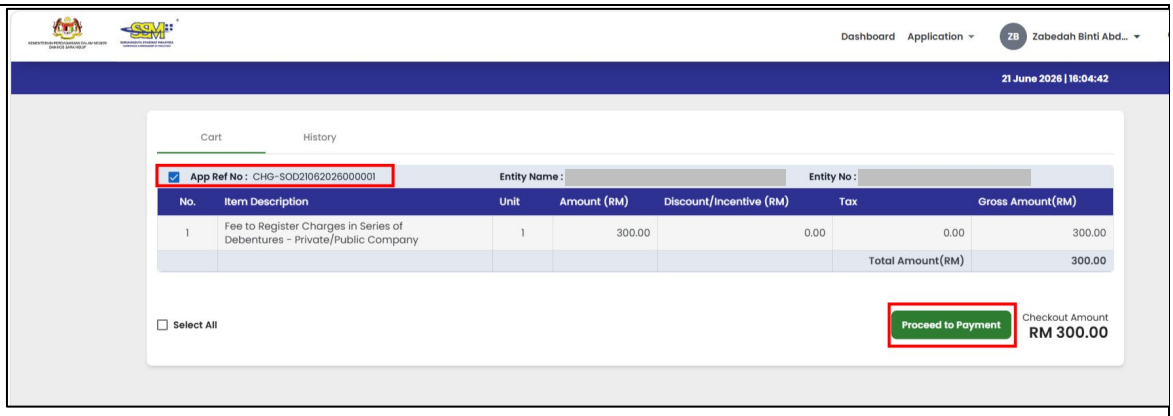
Click **Add** button.

19 Repeat **Step 18** to add more **Signatory.**

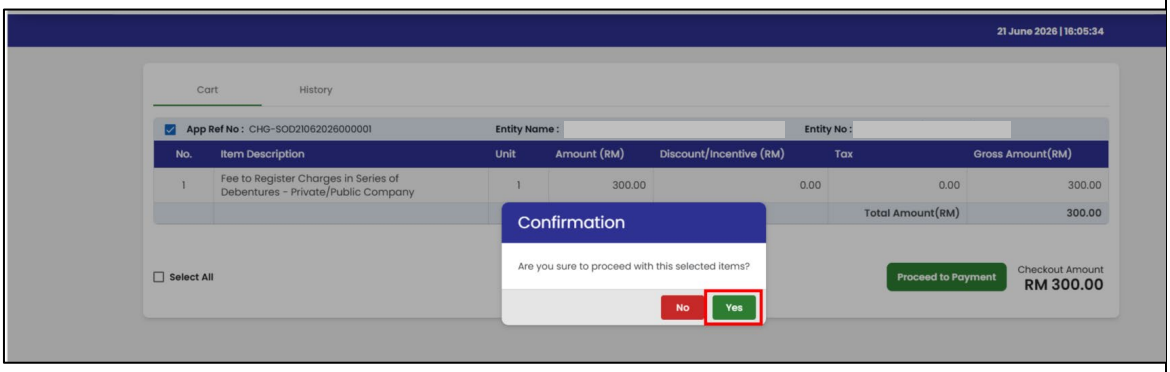
Click **Right Tab Menu** to go to the **Declaration** tab or **Scroll Down** to access it.



	*NOTE: System validates **Maximum: 2 Signatory** and **Minimum: 1 Signatory** to proceed next.*
20	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
21	Click on **Download PDF** button. Then click on **Submit & Make Payment** button. 
22	Make payment as instructed & payment successful.

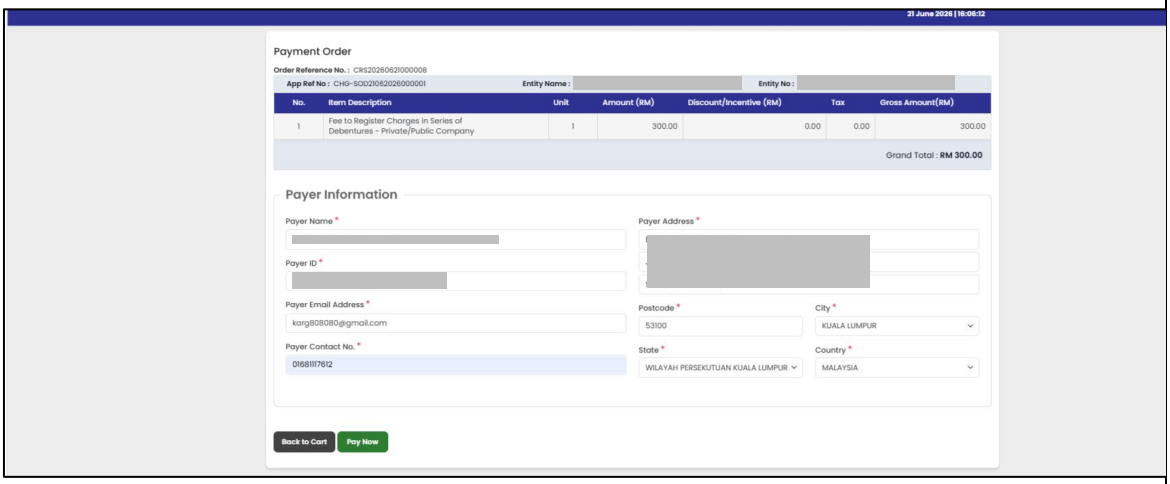


23



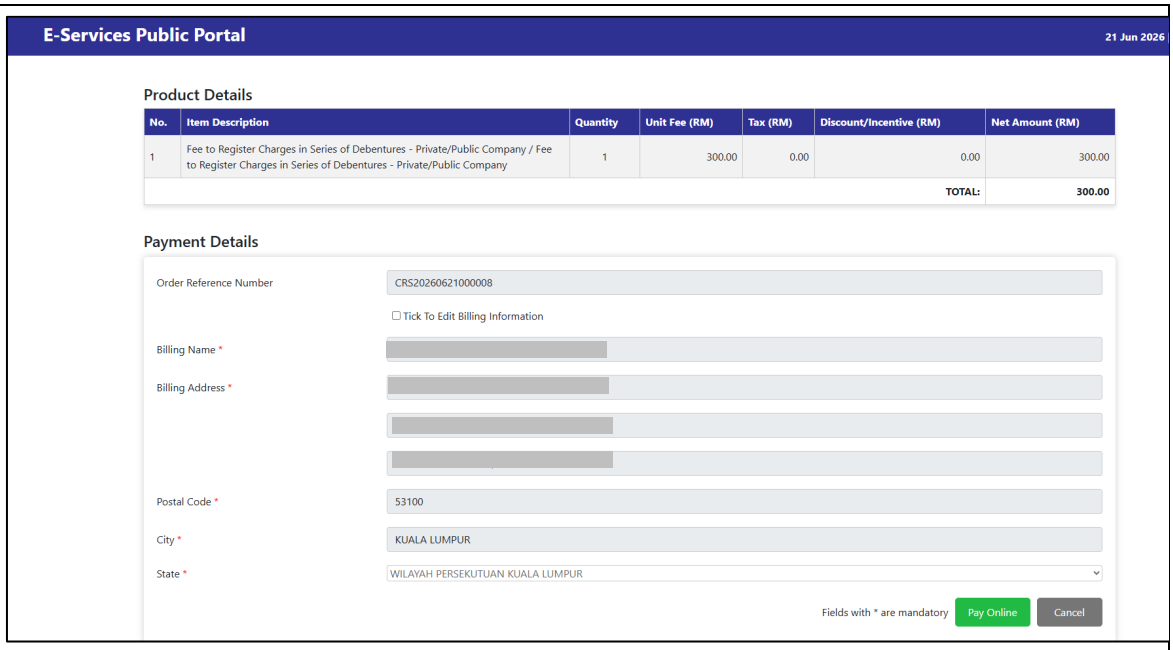
Click **Yes**

24



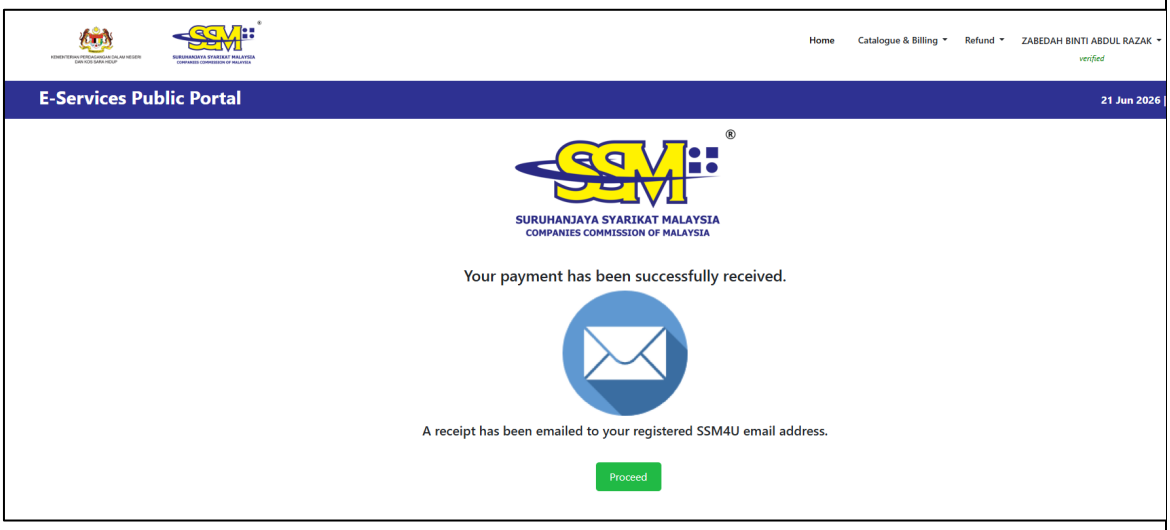
Click **Pay Now**

25



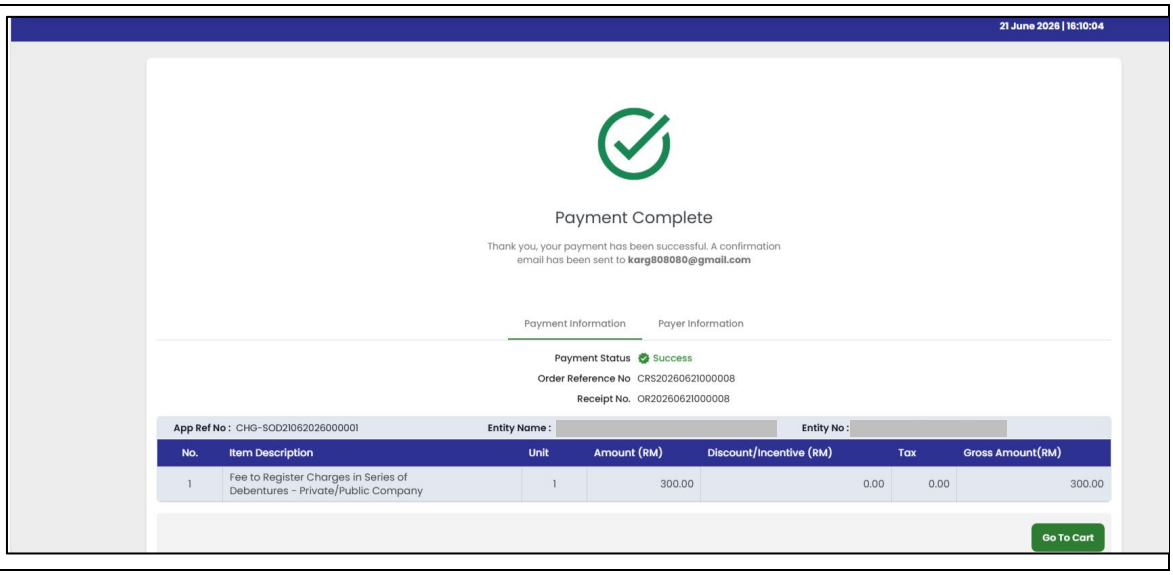
Click **Pay Online** button to proceed to the **Payment Gateway**

26

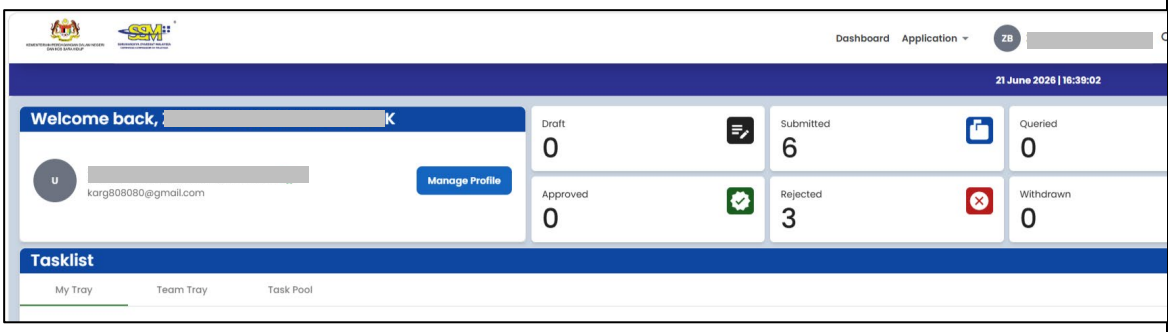
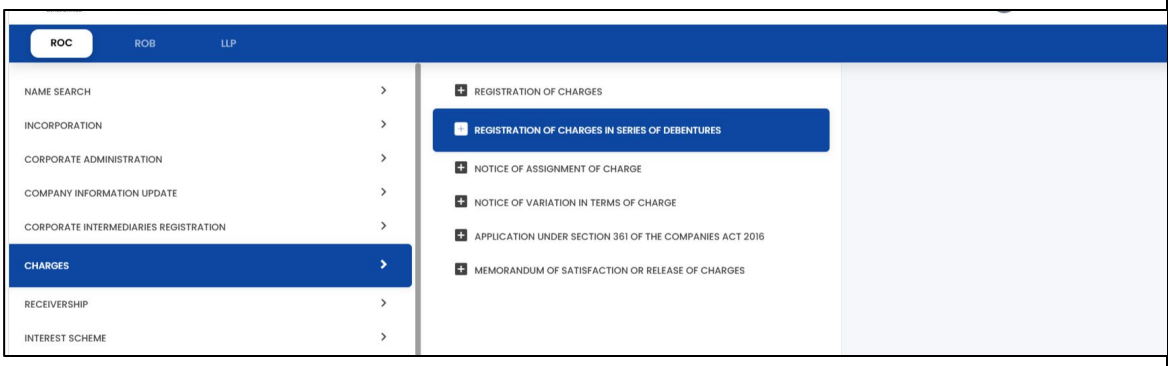
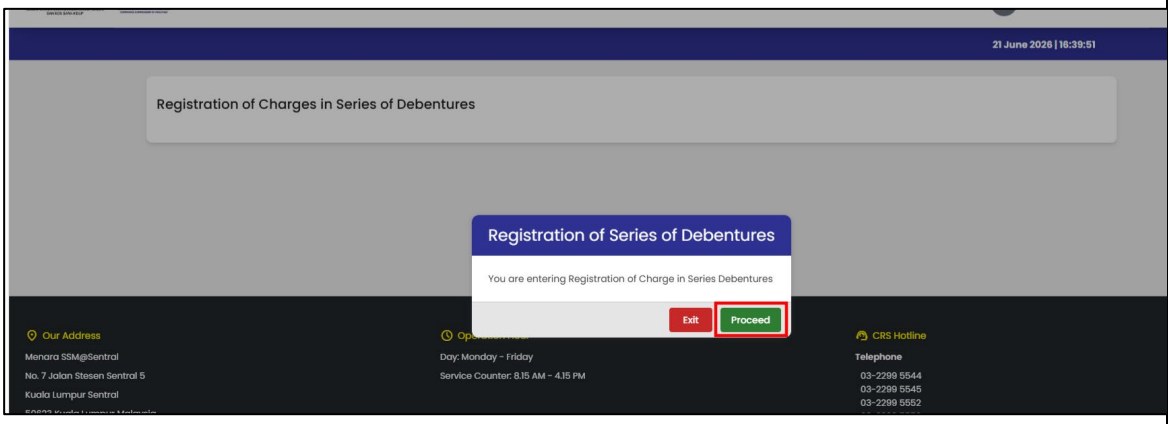


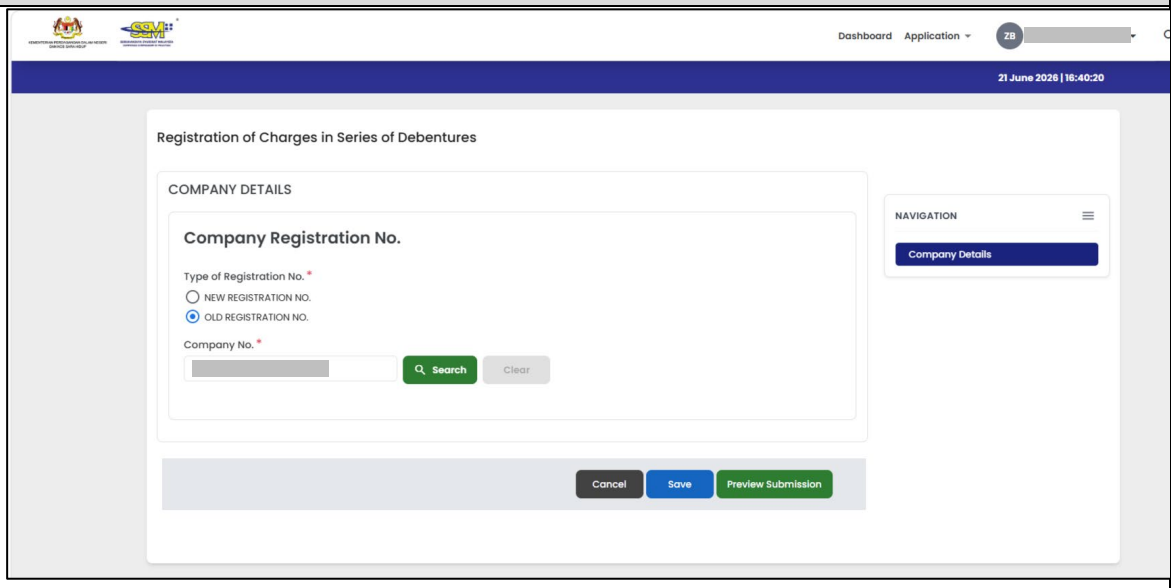
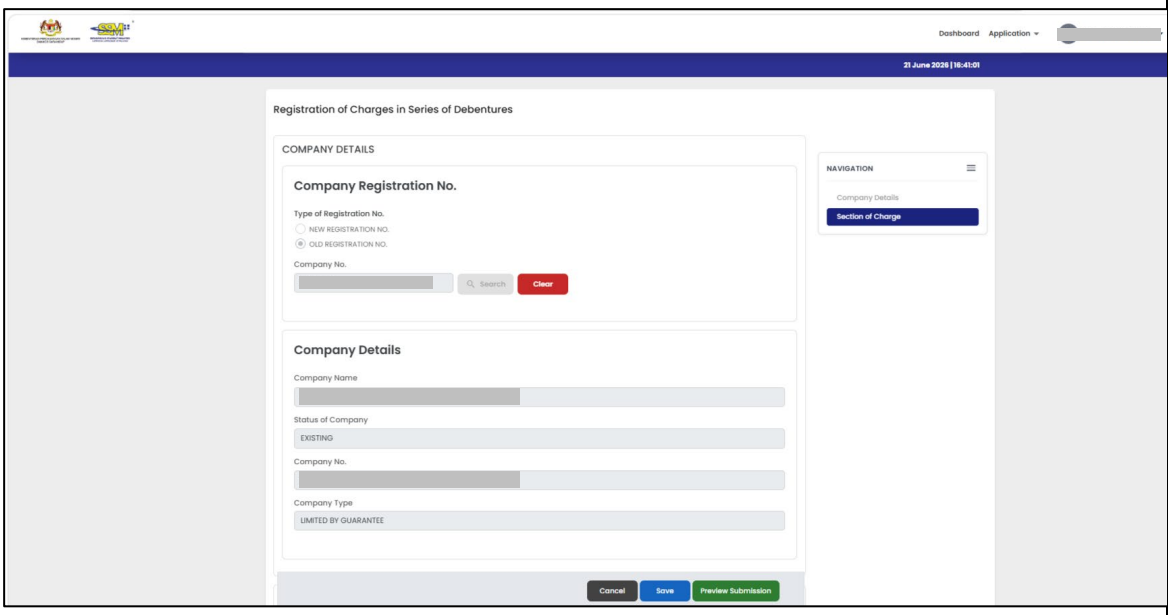
Click **Proceed** button

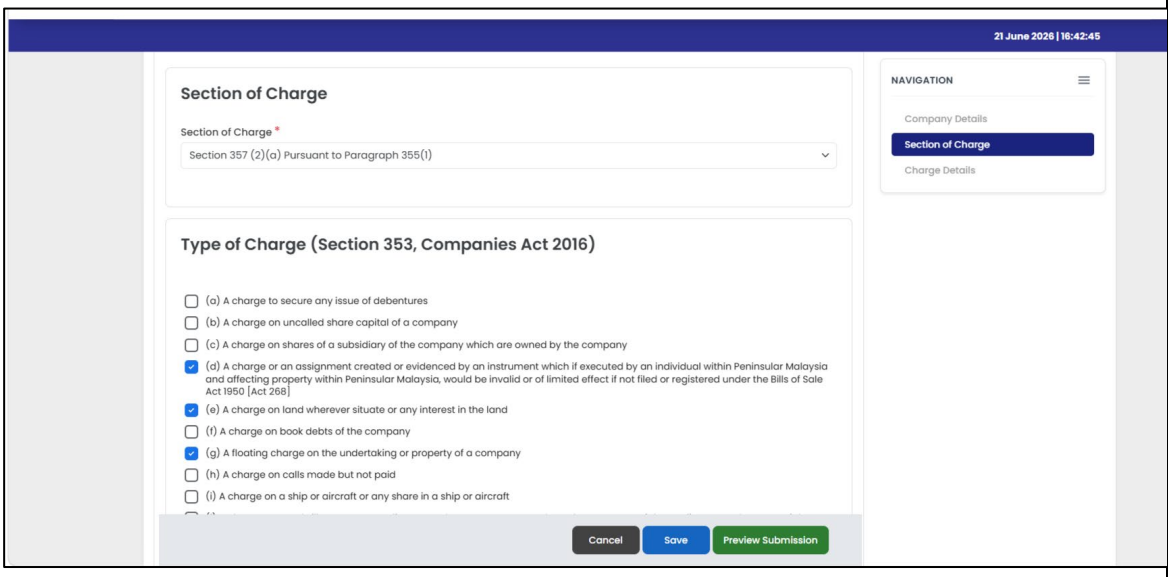
27


21 June 2026 | 16:10:04
Payment Complete
Thank you, your payment has been successful. A confirmation email has been sent to karg808080@gmail.com
Payment Information
Payer Information
Payment Status Success
Order Reference No CRS20260621000008
Receipt No. OR20260621000008
App Ref No : CHG-SOD21062026000001
Entity Name :
Entity No :
No.
Item Description
Unit
Amount (RM)
Discount/Incentive (RM)
Tax
Gross Amount(RM)
1
Fee to Register Charges in Series of Debentures - Private/Public Company
1
300.00
0.00
0.00
300.00
Go To Cart

4.3 Only Issue of the Series selected with Court Order

Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, click on **Application** -> **Register of Company (ROC)** -> **Charges** -> **Registration of Charges in Series of Debentures** 
3	Click **Proceed** button. 
4	**Registration of Charges in Series of Debentures** form will be displayed. Fill in the following details: d. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* e. **Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button.

Field Num.	Description
	
5	The **Company Details** will be populated as follows: a. **Company Name:** *<Auto-populate the company Name & disable>* *Note:* *iii. Auto-Capitalised.* *iv. If there is a change of Company Name and the old Company Name is not older than 12 months, display the old Company Name in a bracket: (Formerly known as <old Company Name>).* b. **Company Number:** *<Auto populate & disable. New Company No. followed by Old Company Number in a bracket.>* c. **Status of Company:** *<Auto-populate & disable>* d. **Company Type:** *<Auto-populate & disable>*  Then go to the **Section of Charge** section or **Scroll Down** to access it.

6	From the **Section of Charge** section, fill in the following details: *Note: System populates the **Section of Charge** options:* *iii. Section 357 (2)(a) Pursuant to Paragraph 355(1): <Default option>* *iv. Section 357 (2)(a) Pursuant to Paragraph 355(2) & (3)* a. **Section of Charge:** *<Select: Section 357 (2)(a) Pursuant to Paragraph 355(1)>* *Note: If user selects **Section 357 (2)(a) Pursuant to Paragraph 355(1),** the **Type of Charge** (Section 353, Companies Act 2016) and **Series of Debentures Created By** fields will be displayed.* b. **Type of Charge:** *<Select multiple of charge, include **3 types of charge**: **(d) (e) (g)**>* c. **Series of Debentures Created By:** *<Auto-populate the company name & disable>*  Then to go to the **Charge Details or Scroll Down to access it.**
7	From the **Charge Details** tab, fill in the following fields: a. **Does This Debenture Is:** *<Select radio button: Only Issue of The Series>* *Options: First Issue of The Series or Only Issue of The Series.* b. **Mortgage Type:** *<Select from the drop-down list: **Amount**>* *Note: The below fields will be displayed.* c. **Total Amount Secured by The Whole Series (RM):** *<Input numbers> Numeric with 2 decimals format. The **Total Amount Secured by the Whole Series** for 355(2) & (3) should not more than the previous submission of Section 355 (1)* d. **Amount of First Issue of The Series:** *<Input numbers> Numeric with 2 decimals format. Amount should not more than / not equal to **Total amount secured by the whole series (RM).*** *Only display when **First Issue of the Series** selected.* e. **Charge Expiry Date:** *<Select a date> Only allow future date and exclude Today's date* f. **Date of the resolution authorising the issue of the series of debenture:** *<Select a date> Only allow past date and Today's date* g. **Date of the covering instrument containing the charge (if any) by which the security is created / defined:** *<Select a date> Only allow past date and Today's date* h. **Loan Tenure:** *<Input number up to 4 characters. Indicate Month(s) at the end of field>* *NOTE: Accept Numbers only.* i. **Date Execute:** *<Select radio button: Date Execute of First Debenture>* *Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge*

j. **Date Execute of First Debenture:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if **Date Execute of First Debenture** is selected.*

If the selected date more than the days limit:

i. System validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.**

ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.

iii. Click **Yes** on the **Court Order Alert.**

iv. User can continue to fill in other fields

k. **Date Of Execution of The Instrument Containing the Charge:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if **Date of Execution of the Instrument Containing the Charge** is selected.*

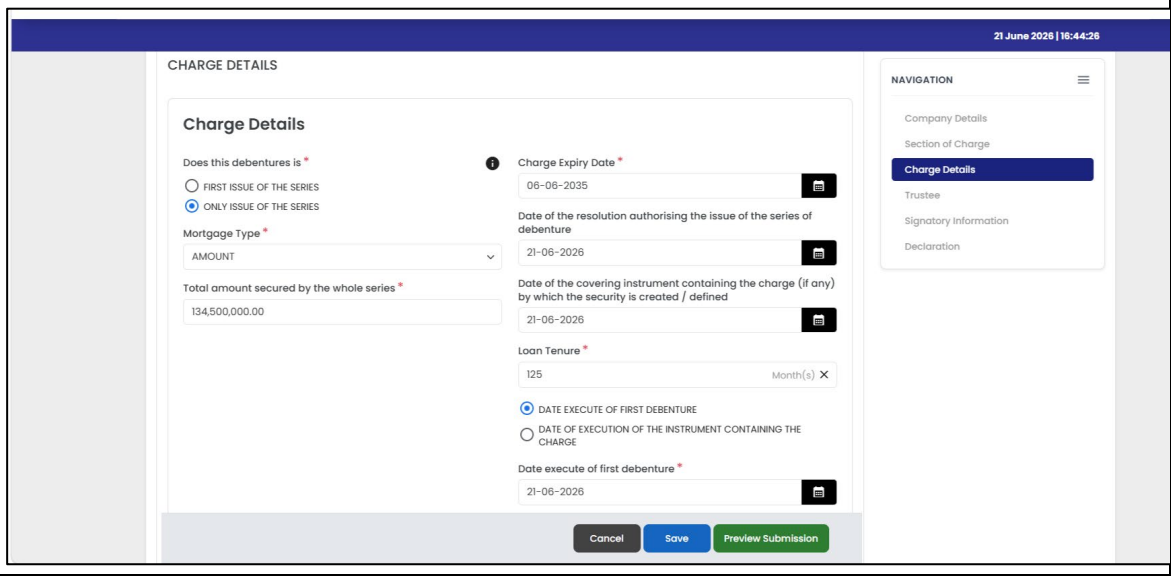
If the selected date more than the days limit:

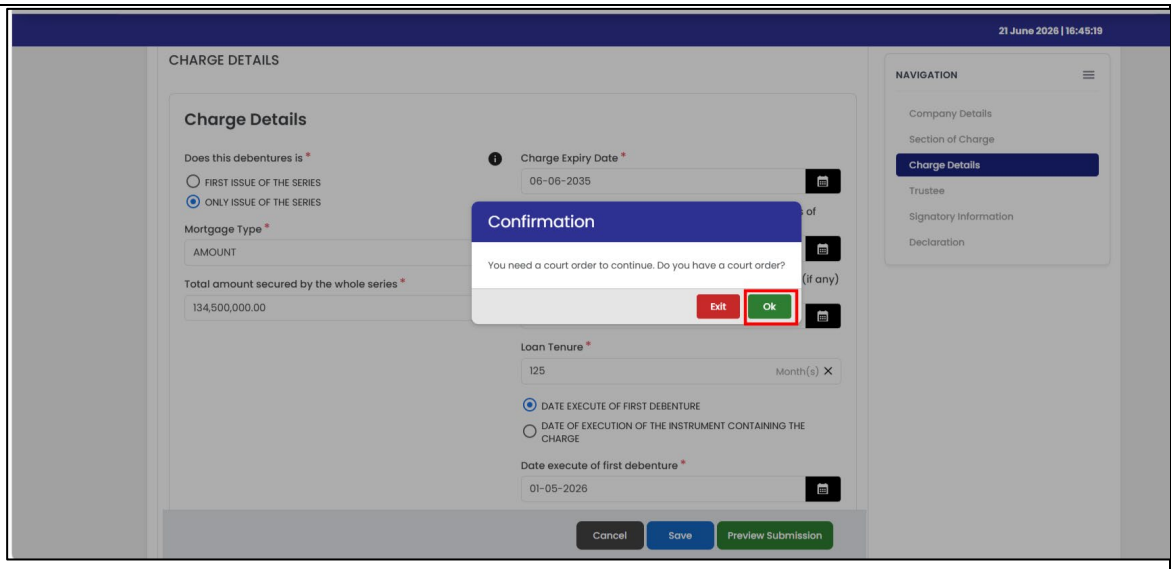
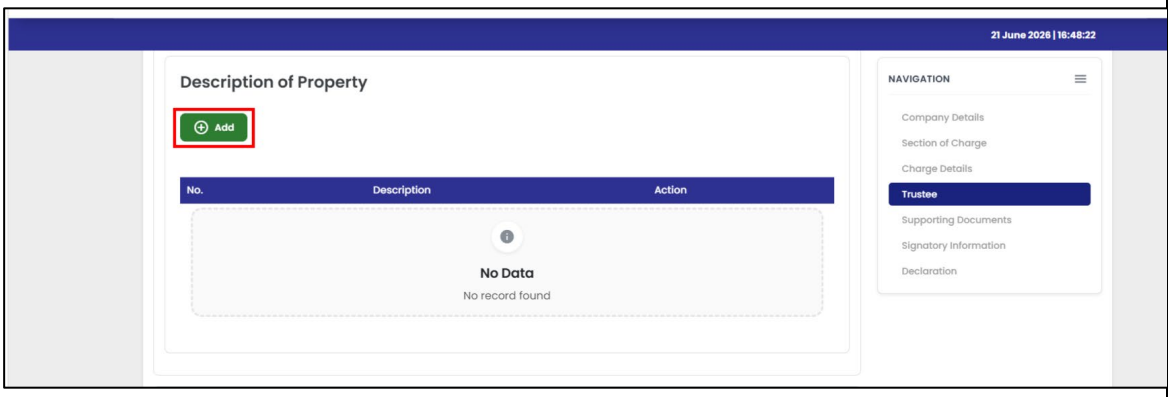
i. System validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.**

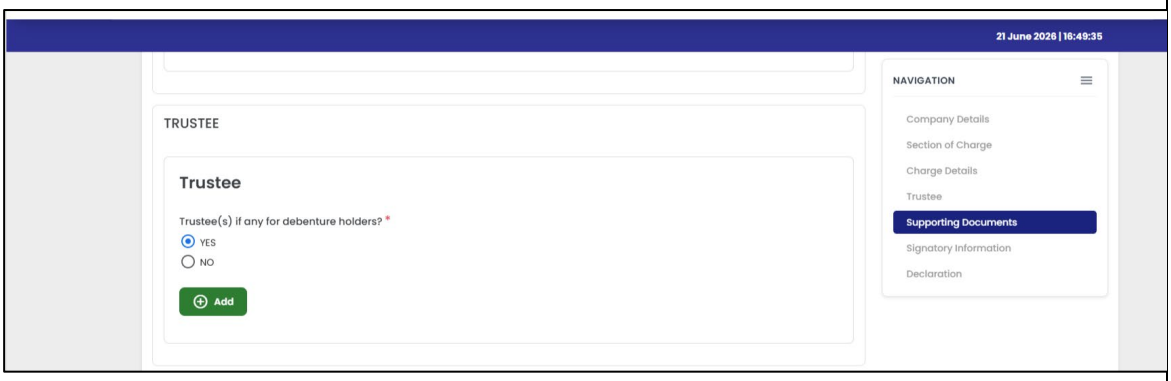
ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.

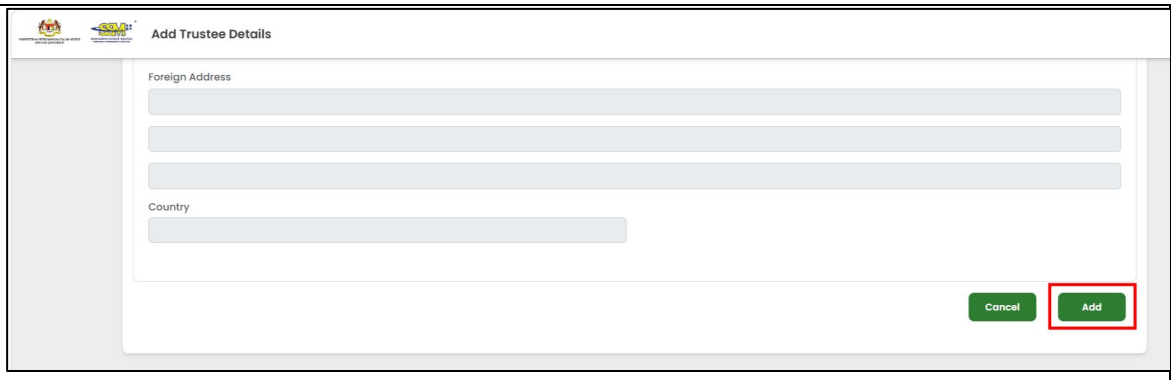
iii. Click **Yes** on the **Court Order Alert.**

iv. User can continue to fill in other fields

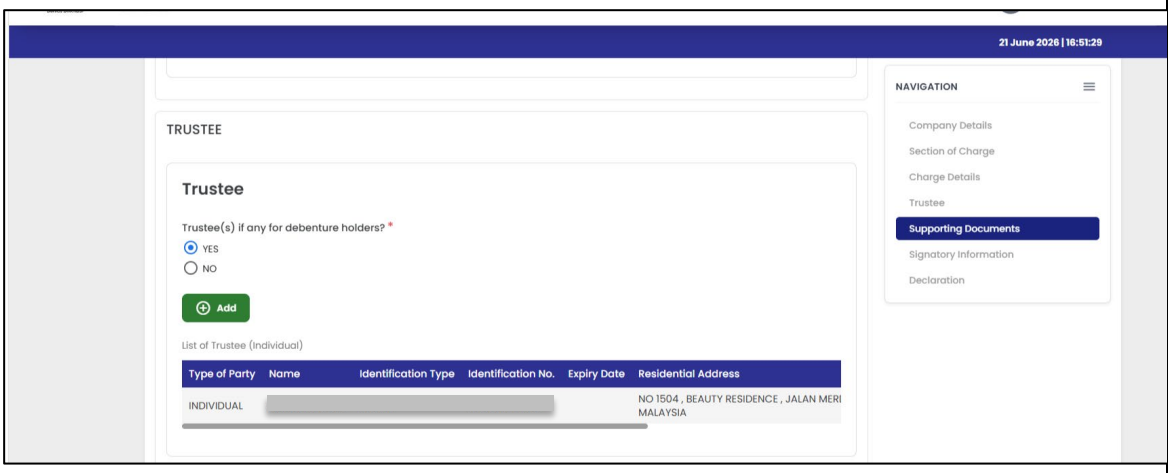


<table>
<tr><td></td><td> 
</td></tr>
<tr><td>8</td><td>On Description of Property section, fill in the following detail:
a. Describe generally the property charged: <i><Input Description> Up to 900 Characters</i>
Click Add button.
 
</td></tr>
<tr><td>9</td><td>Repeat Step 12 to add another description on Description of Property section and fill in the following detail
</td></tr>
</table>

10	Click the **Right Tab Menu** button to go to the **Trustee** tab or **Scroll Down** to access it. 
11	On **Trustee** section, fill in the following: From the **Charge Details** tab, fill in the following fields: a. **Trustee(s) if any for debentures holders?:** *<Select radio button: **Yes**>* *Options: Yes or No.* Click **Add** Button.
12	On **Trustee Details** section, fill in the following details: a. **Type of Party:** *<Select from the drop-down list: **Individual**>* b. **Name:** *<Input Name> NOTE: Auto-Capitalised* c. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD.* d. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* e. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised* f. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* g. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* h. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* i. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* j. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* k. **Country**: *<Select from drop-down list>*

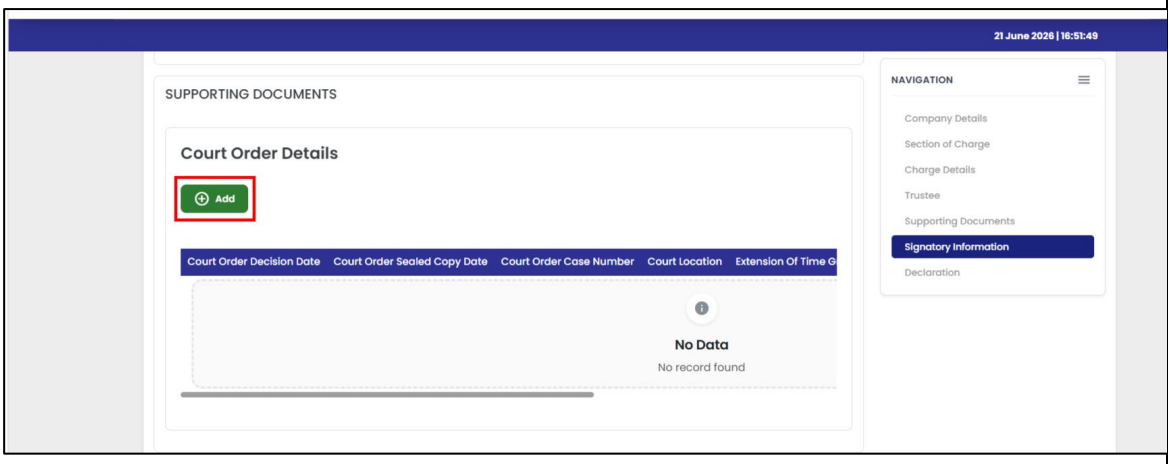


Click **Add button**.



13 Repeat **Step 15** to add more **Trustee.**

Go to the **Supporting Documents** or **Scroll Down** to access it. Then click **Add**



14 **On the Court Order Details** section, click **Add** to add Court Order Details and **fill in the following fields:**

<u>Court Order Details</u>

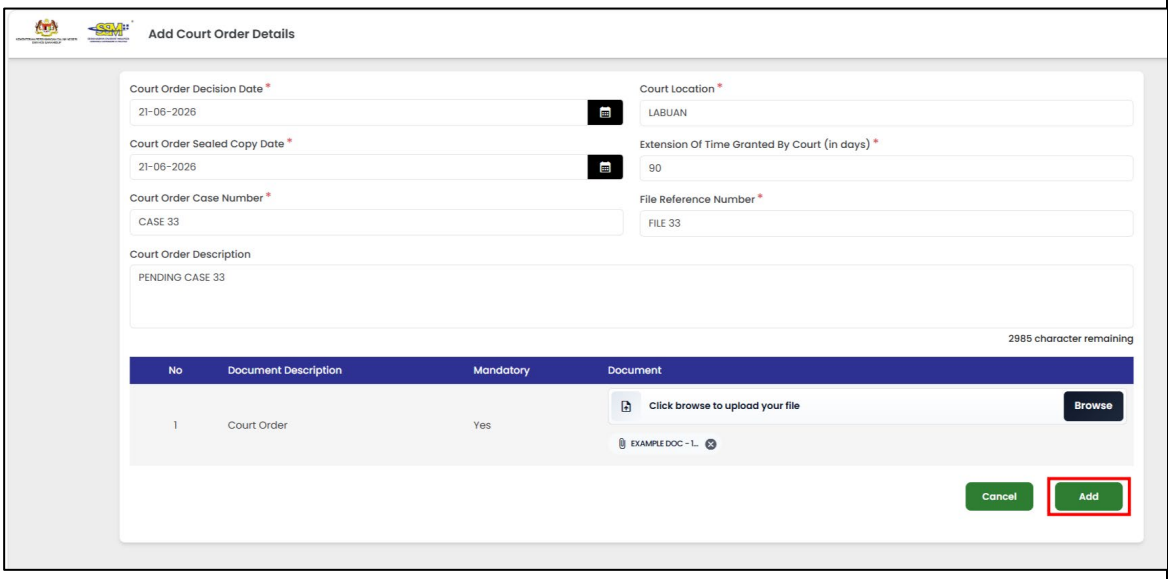
a. **Court Order Decision Date:** *<Select a date> Only past date or today's date can be selected.*

b. **Court Order Sealed Copy Date:** *<Select a date> Only past date or today's date can be selected.*

c. **Court Order Case Number:** *<Input text> Auto-capitalised.*

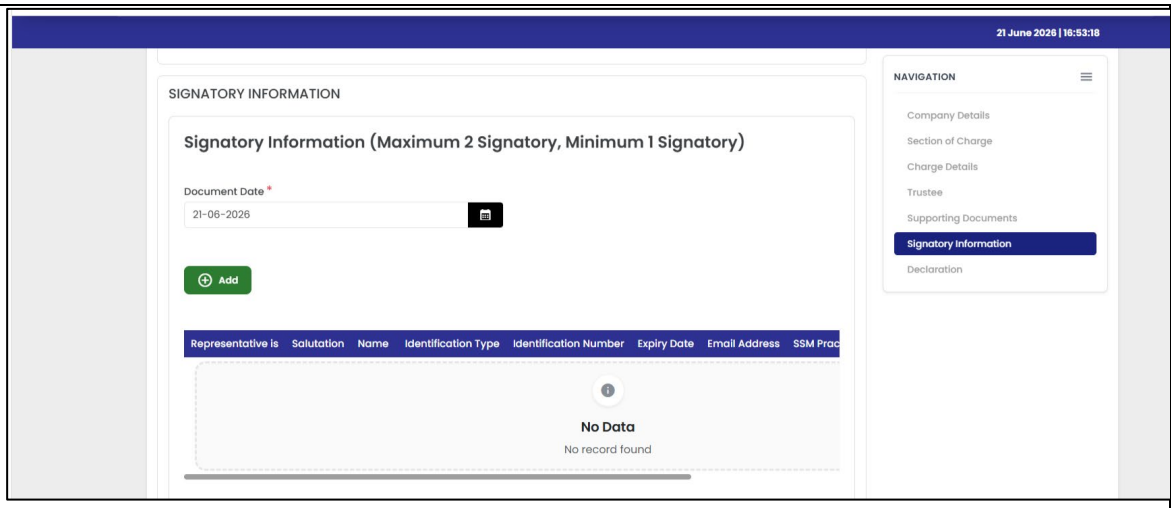
d. **Court Order Description:** *<Input description text>*

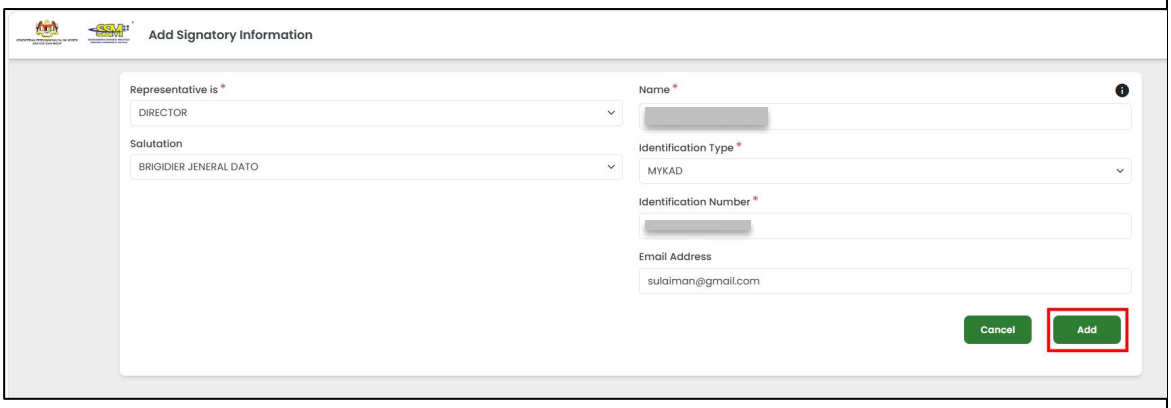
e. **Court Location:** *<Input text> Auto-capitalised.*
f. **Extension of Time Granted By Court (In Days):** *<Input numbers only>*
g. **File Reference Number:** *<Input text> Auto-capitalised.*
h. **Court Order Attachment:** *<Browse & upload attachment>*



Click **Add** button.

15	Click **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.
16	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **JUDICIAL MANAGER**>* *NOTE:* *vii. Default selection to **Liquidator** if the company status is "**Winding Up**".* *viii. If user chooses **Representative Is** choice other than the default **Liquidator**, **Please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *ix. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* g. **Email Address:** *<Input a valid email format>*



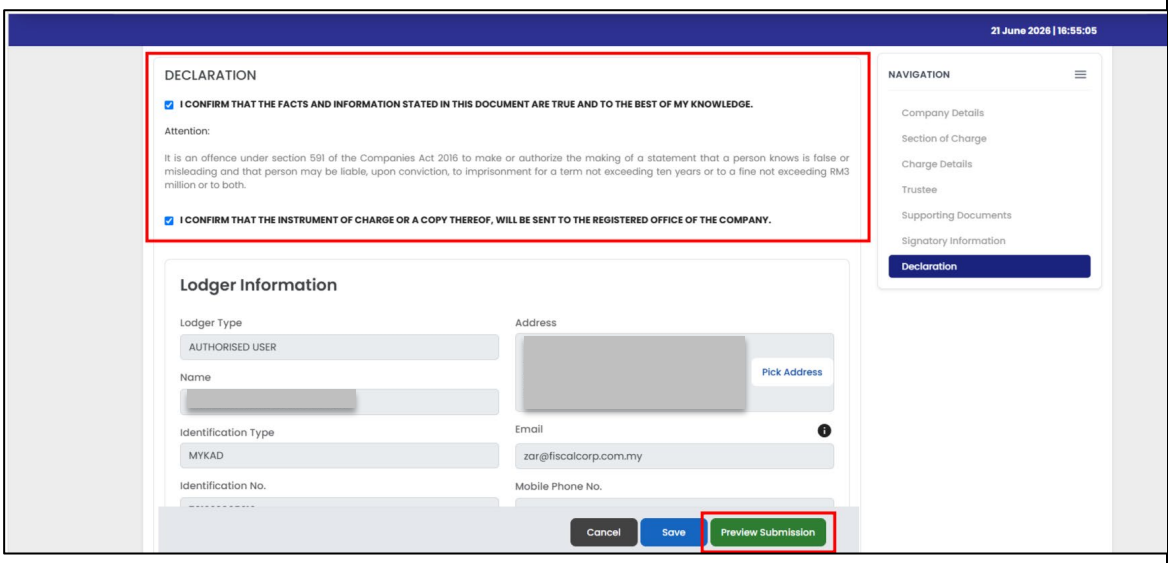
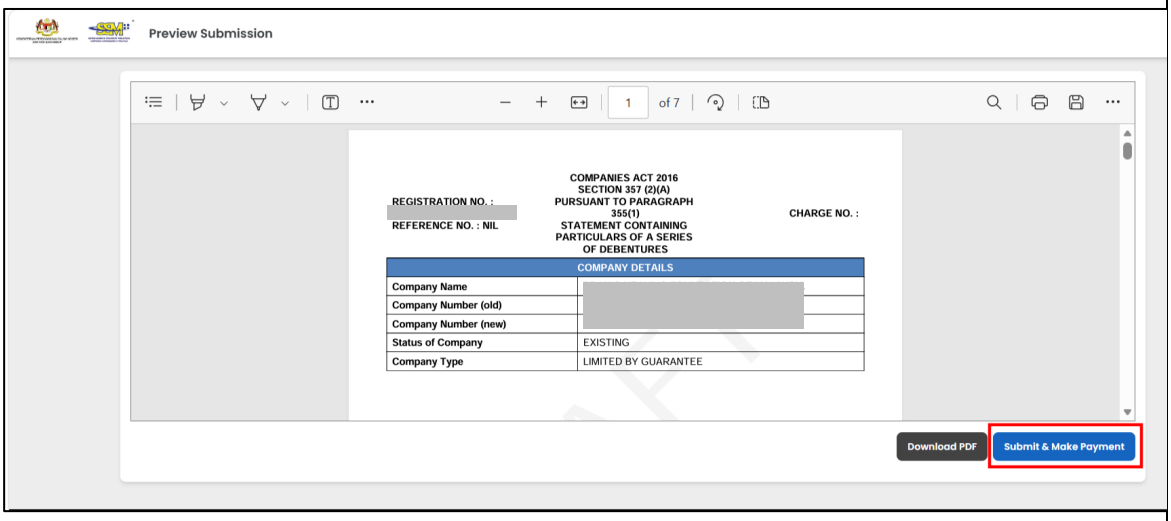
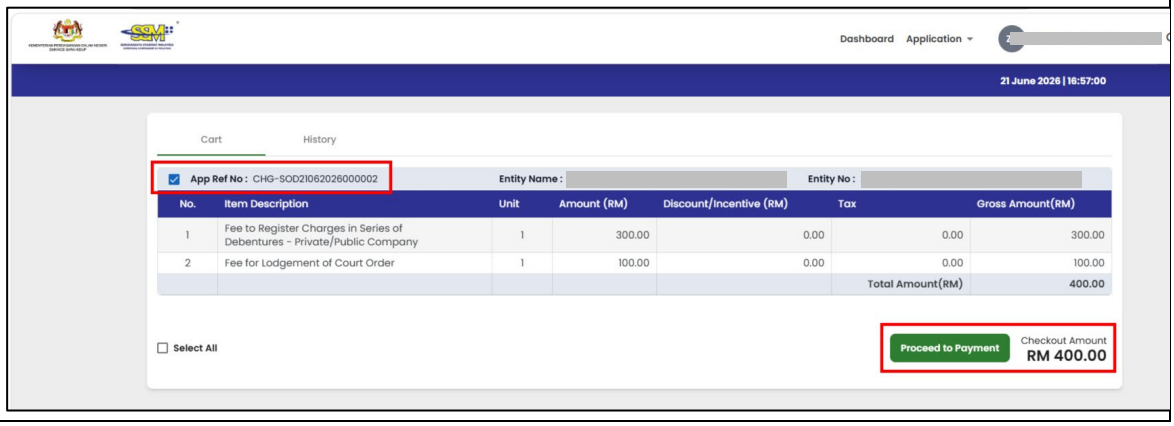


Click **Add** button.

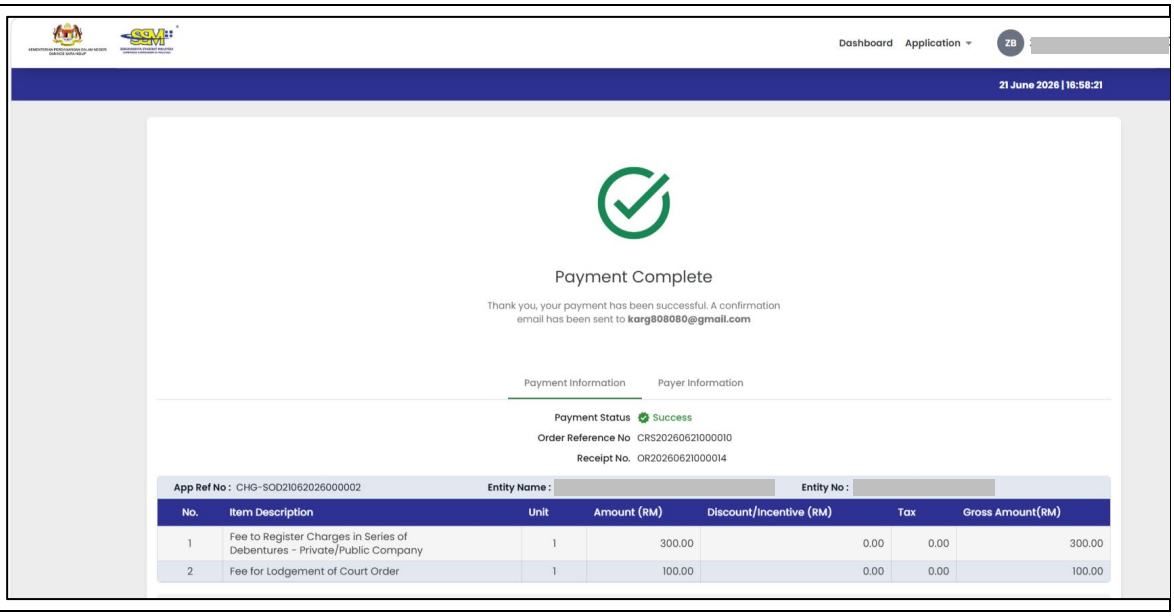
17 Repeat **Step 20** to add more **Signatory.**

Click **Right Tab Menu** to go to the **Declaration** tab or **Scroll Down** to access it.

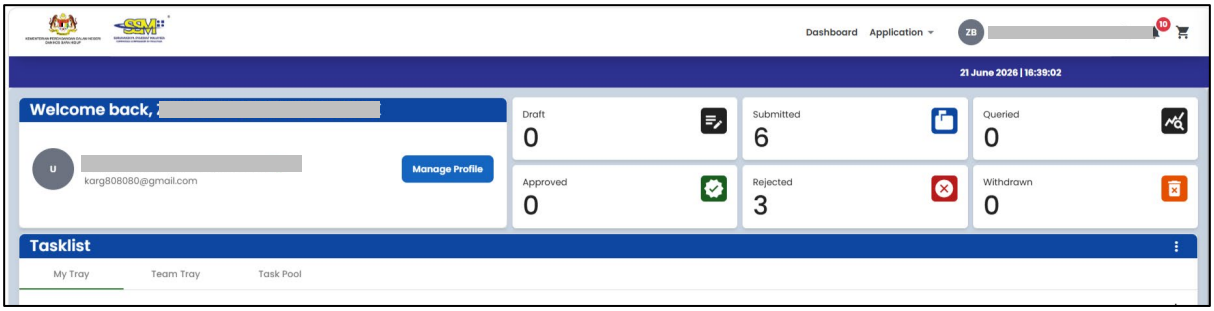
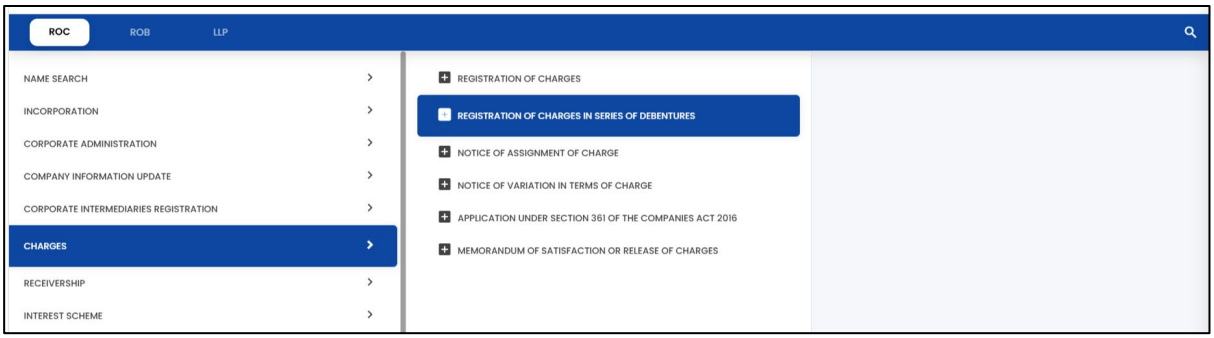
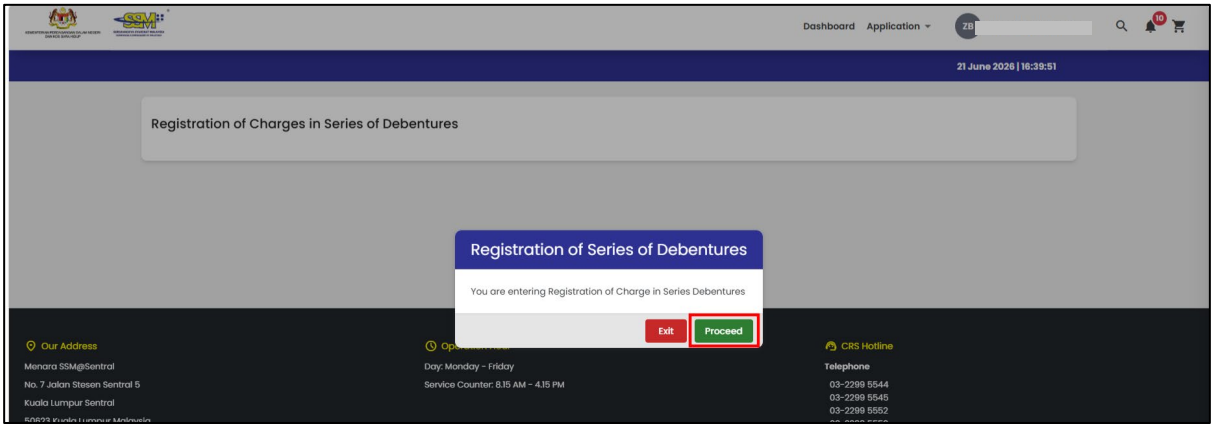
*NOTE: System validates **Maximum: 2 Signatory** and **Minimum: 1 Signatory** to proceed next.*

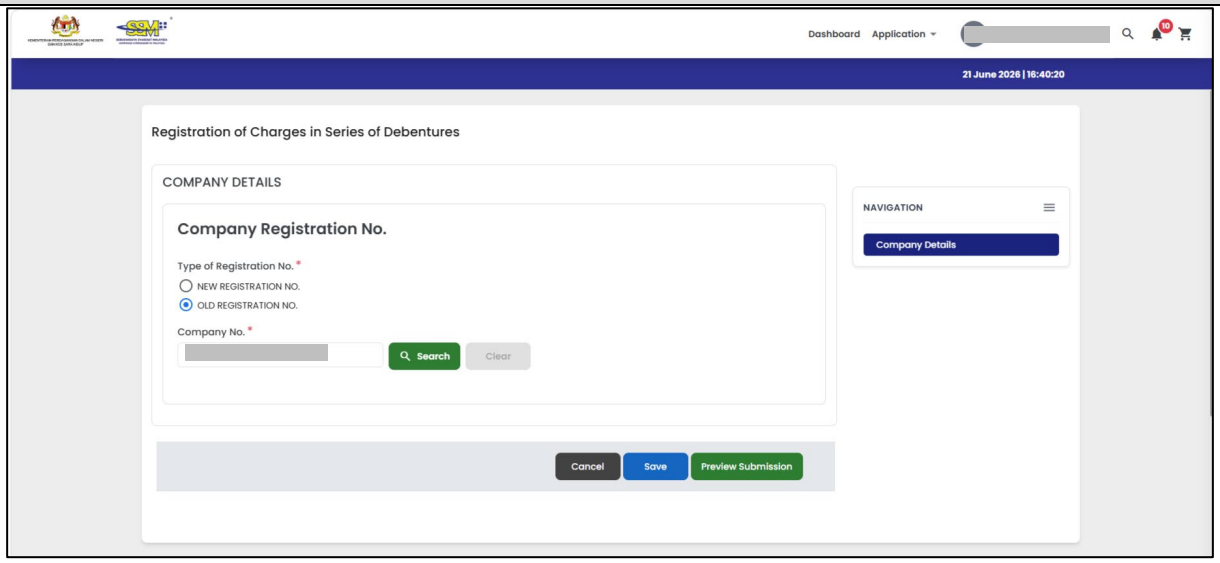
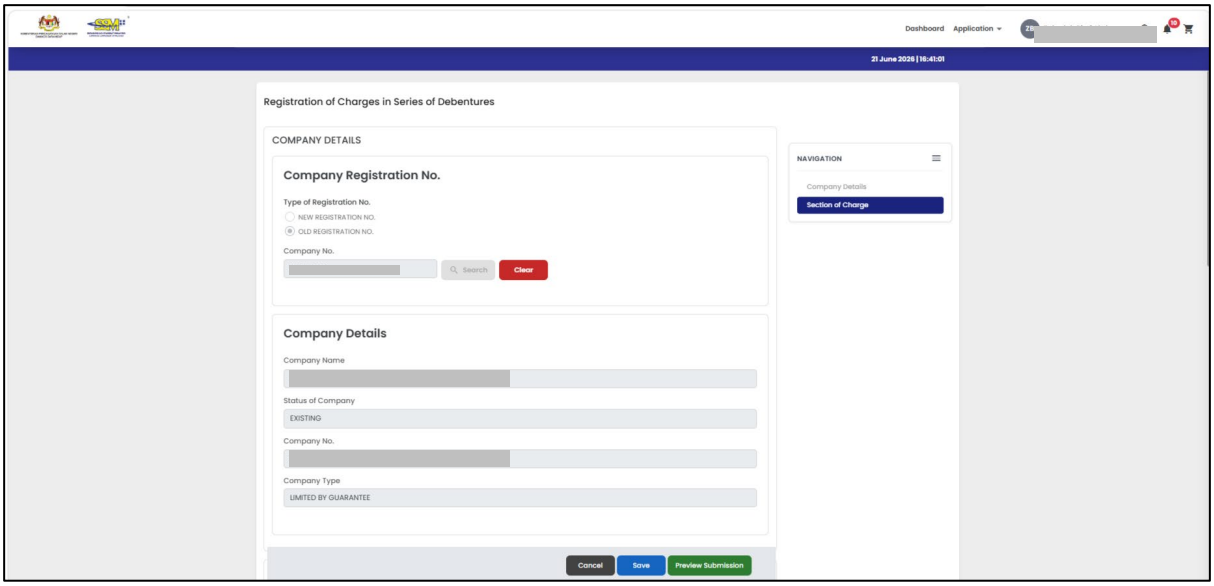
18	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
19	Click on **Download PDF** button. Then click on **Submit & Make Payment** button. 
20	Make payment as instructed & payment successful. 

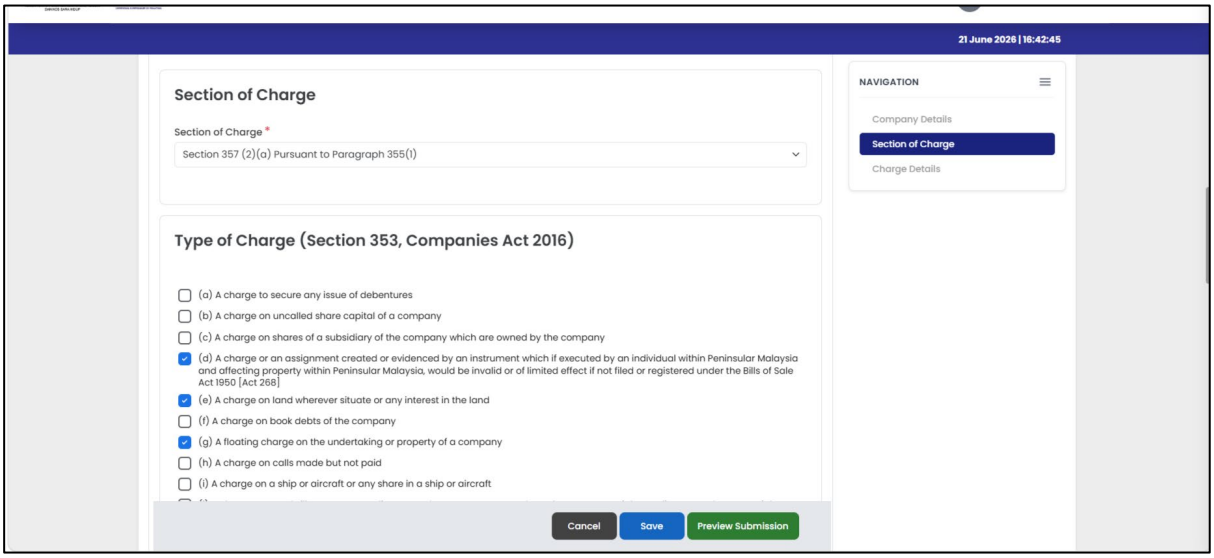
21


Dashboard
Application
ZB
21 June 2026 | 16:58:21
Payment Complete
Thank you, your payment has been successful. A confirmation email has been sent to karg808080@gmail.com
Payment Information
Payer Information
Payment Status Success
Order Reference No CRS20260621000010
Receipt No. OR20260621000014
App Ref No : CHG-SOD21062026000002
Entity Name :
Entity No :
No. | Item Description | Unit | Amount (RM) | Discount/Incentive (RM) | Tax | Gross Amount(RM)
1 | Fee to Register Charges in Series of Debentures - Private/Public Company | 1 | 300.00 | 0.00 | 0.00 | 300.00
2 | Fee for Lodgement of Court Order | 1 | 100.00 | 0.00 | 0.00 | 100.00

4.4 Only Issue of the Series selected without Court Order

Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, click on **Application** -> **Register of Company (ROC)** -> **Charges** -> **Registration of Charges in Series of Debentures** 
3	Click **Proceed** button. 
4	**Registration of Charges in Series of Debentures** form will be displayed. Fill in the following details: **a. Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* **b. Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button.

Field Num.	Description
	
5	The **Company Details** will be populated as follows: a. **Company Name:** *<Auto-populate the company Name & disable>* *Note:* *iii. Auto-Capitalised.* *iv. If there is a change of Company Name and the old Company Name is not older than 12 months, display the old Company Name in a bracket: (Formerly known as <old Company Name>).* b. **Company Number:** *<Auto populate & disable. New Company No. followed by Old Company Number in a bracket.>* c. **Status of Company:** *<Auto-populate & disable>* d. **Company Type:** *<Auto-populate & disable>*  Then go to the **Section of Charge** section or **Scroll Down** to access it.

6	From the **Section of Charge** section, fill in the following details: *Note: System populates the **Section of Charge** options:* *i. Section 357 (2)(a) Pursuant to Paragraph 355(1): <Default option>* *ii. Section 357 (2)(a) Pursuant to Paragraph 355(2) & (3)* a. **Section of Charge:** *<Select: Section 357 (2)(a) Pursuant to Paragraph 355(1)>* *Note: If user selects **Section 357 (2)(a) Pursuant to Paragraph 355(1),** the **Type of Charge** (Section 353, Companies Act 2016) and **Series of Debentures Created By** fields will be displayed.* b. **Type of Charge:** *<Select multiple of charge, include **3 types of charge**: **(d) (e) (g)**>* c. **Series of Debentures Created By:** *<Auto-populate the company name & disable>*  Then to go to the **Charge Details or Scroll Down to access it.**
7	From the **Charge Details** tab, fill in the following fields: a. **Does This Debenture Is:** *<Select radio button: First Issue of The Series>* *Options: First Issue of The Series or Only Issue of The Series.* b. **Mortgage Type:** *<Select from the drop-down list: **Amount**>* *Note: The below fields will be displayed.* c. **Total Amount Secured by The Whole Series (RM):** *<Input numbers> Numeric with 2 decimals format. The **Total Amount Secured by the Whole Series** for 355(2) & (3) should not more than the previous submission of Section 355 (1)* d. **Amount of First Issue of The Series:** *<Input numbers> Numeric with 2 decimals format. Amount should not more than / not equal to **Total amount secured by the whole series (RM).*** *Only display when **First Issue of the Series** selected.* e. **Charge Expiry Date:** *<Select a date> Only allow future date and exclude Today's date* f. **Date of the resolution authorising the issue of the series of debenture:** *<Select a date> Only allow past date and Today's date* g. **Date of the covering instrument containing the charge (if any) by which the security is created / defined:** *<Select a date> Only allow past date and Today's date* h. **Loan Tenure:** *<Input number up to 4 characters. Indicate Month(s) at the end of field> NOTE: Accept Numbers only.* i. **Date Execute:** *<Select radio button: Date Execute of First Debenture>* *Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge*

j. **Date Execute of First Debenture:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if **Date Execute of First Debenture** is selected.*

If the selected date more than the days limit:

i. System validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.**

ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.

iii. Click **Yes** on the **Court Order Alert.**

iv. User can continue to fill in other fields

k. **Date Of Execution of The Instrument Containing the Charge:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if **Date of Execution of the Instrument Containing the Charge** is selected.*

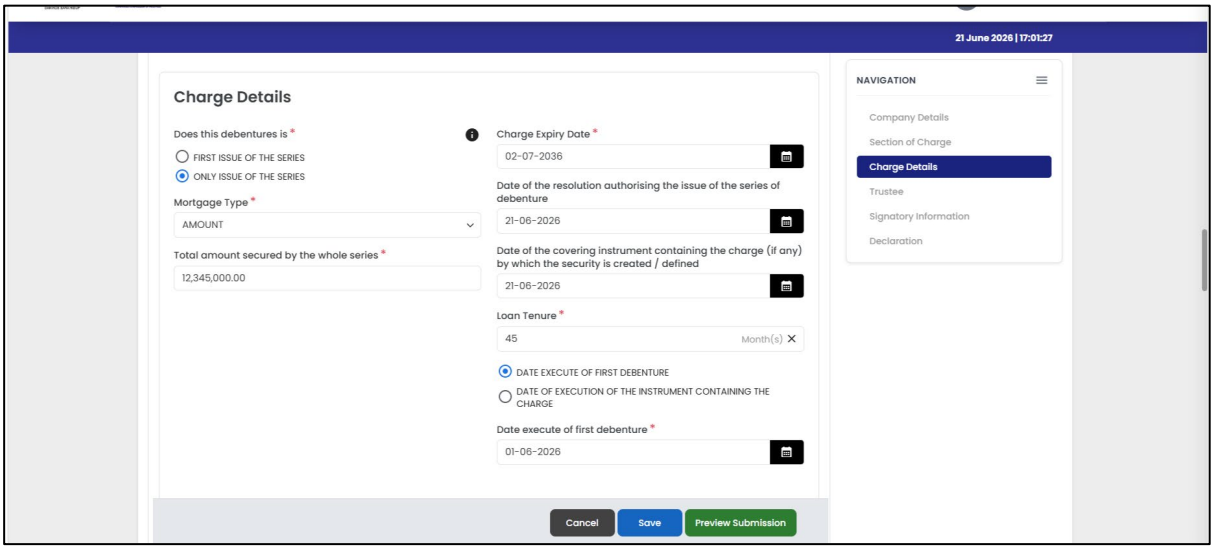
If the selected date more than the days limit:

i. System validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.**

ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.

iii. Click **Yes** on the **Court Order Alert.**

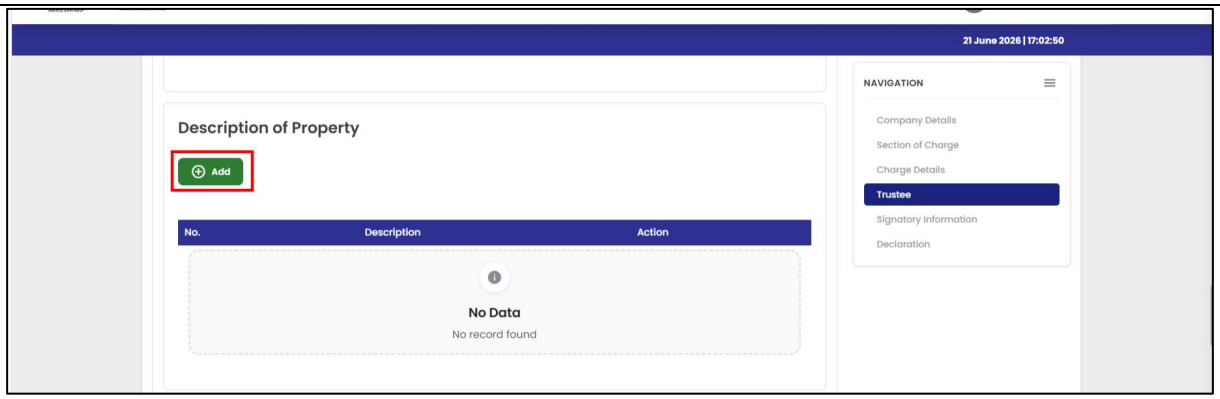
iv. User can continue to fill in other fields



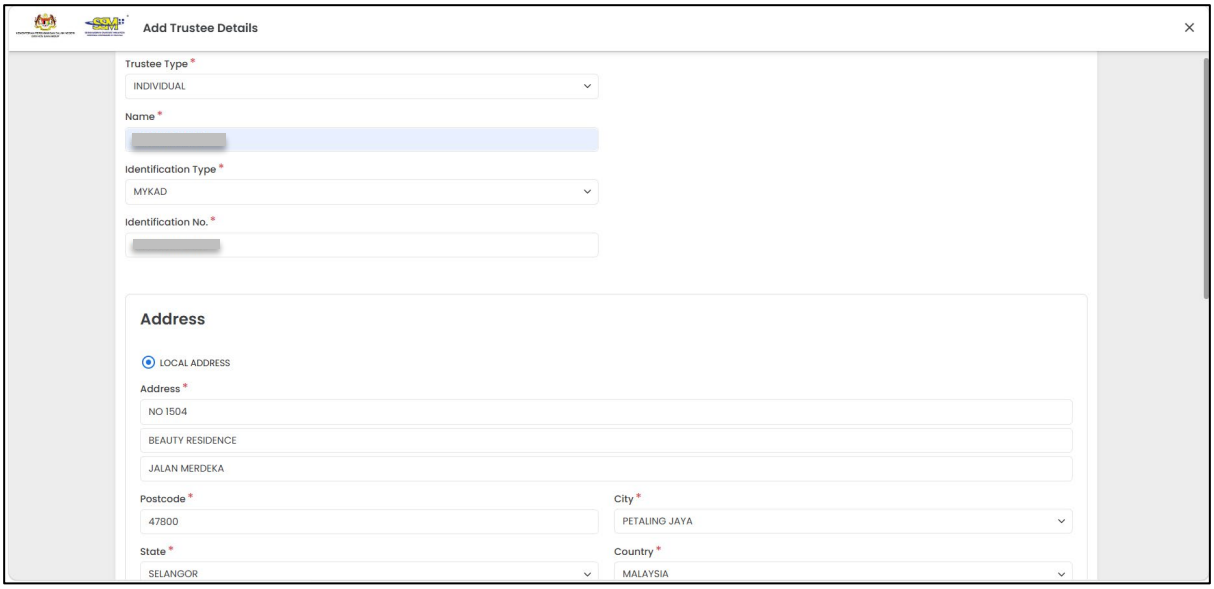
8 **On Description of Property** section, fill in the following detail:

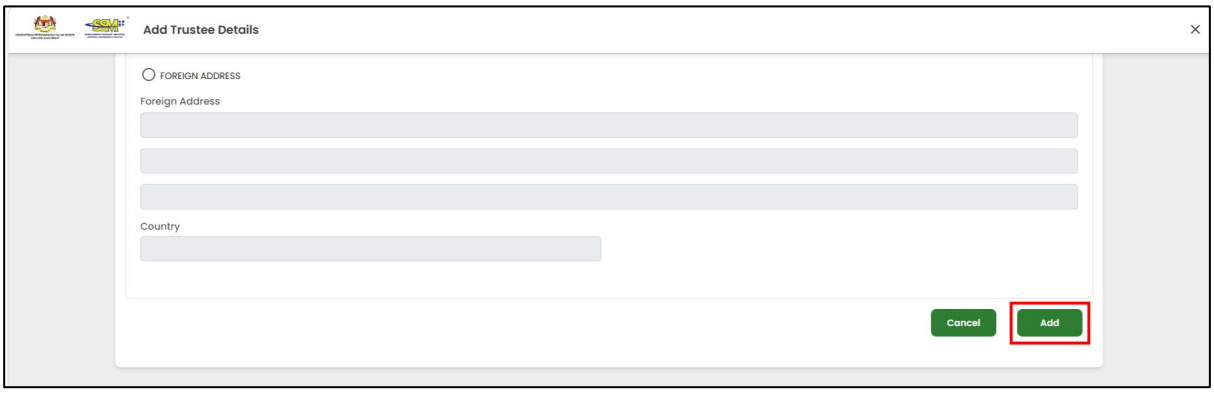
a. **Describe generally the property charged:** *<Input **Description**> Up to 900 Characters*

Click **Add** button.

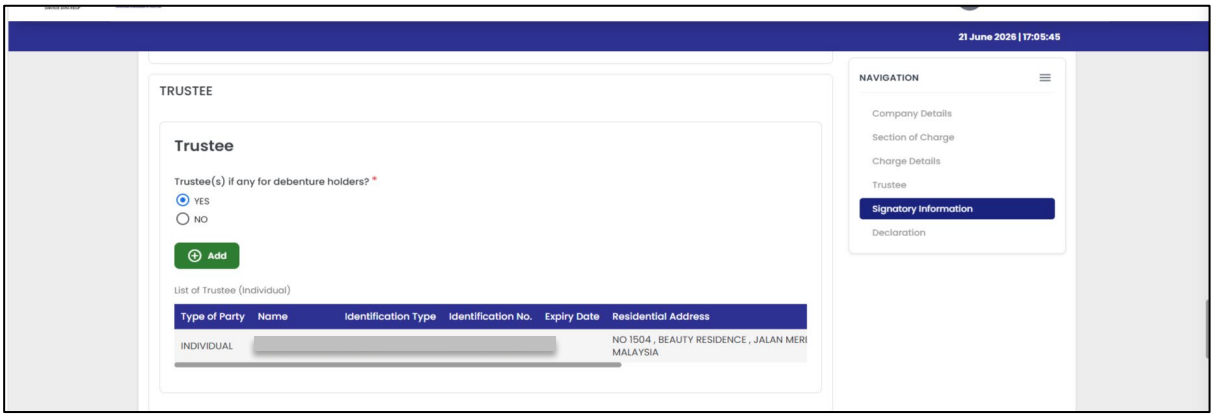
	
9	Repeat **Step 8** to add another description on **Description of Property** section and fill in the following detail
10	Click the **Right Tab Menu** button to go to the **Trustee** tab or **Scroll Down** to access it.
11	On **Trustee** section, fill in the following: From the **Charge Details** tab, fill in the following fields: a. **Trustee(s) if any for debentures holders?:** *<Select radio button: **Yes**>* *Options: Yes or No.* Click **Add** Button.
12	On **Trustee Details** section, fill in the following details: a. **Type of Party:** *<Select from the drop-down list: **Individual**>* b. **Name:** *<Input Name> NOTE: Auto-Capitalised* c. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD.* d. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* e. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised* f. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* g. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* h. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* i. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*

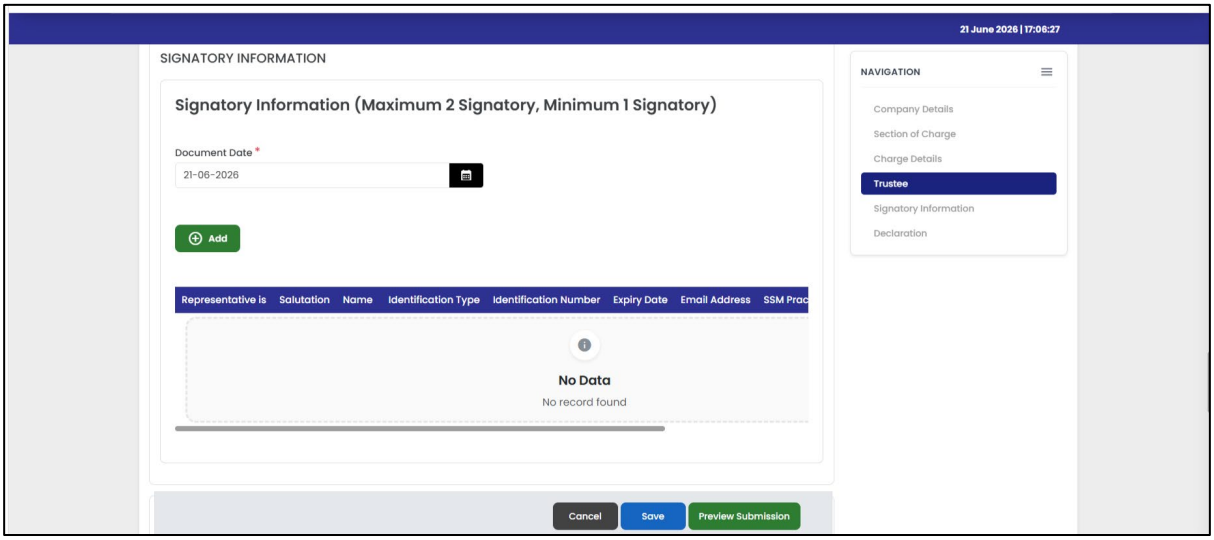
j. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.*
k. **Country**: *<Select from drop-down list>*

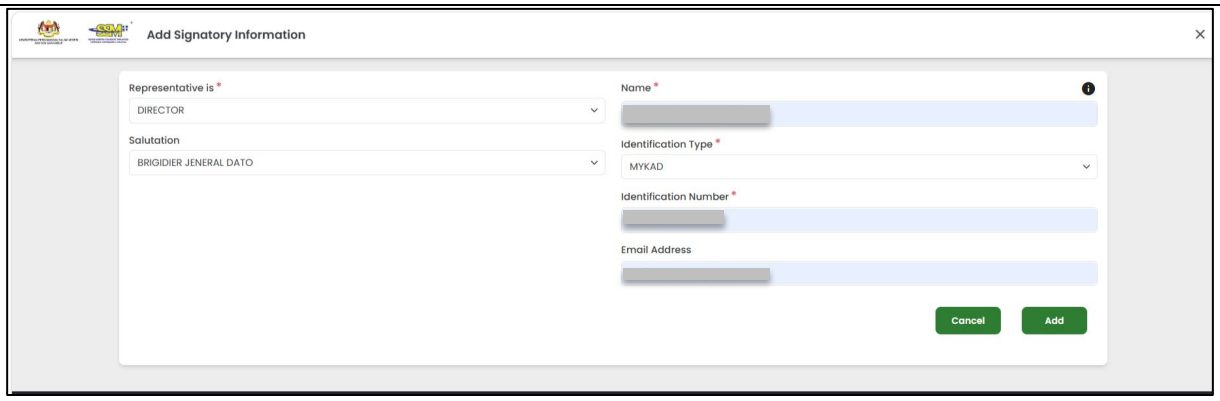




Click **Add button**.

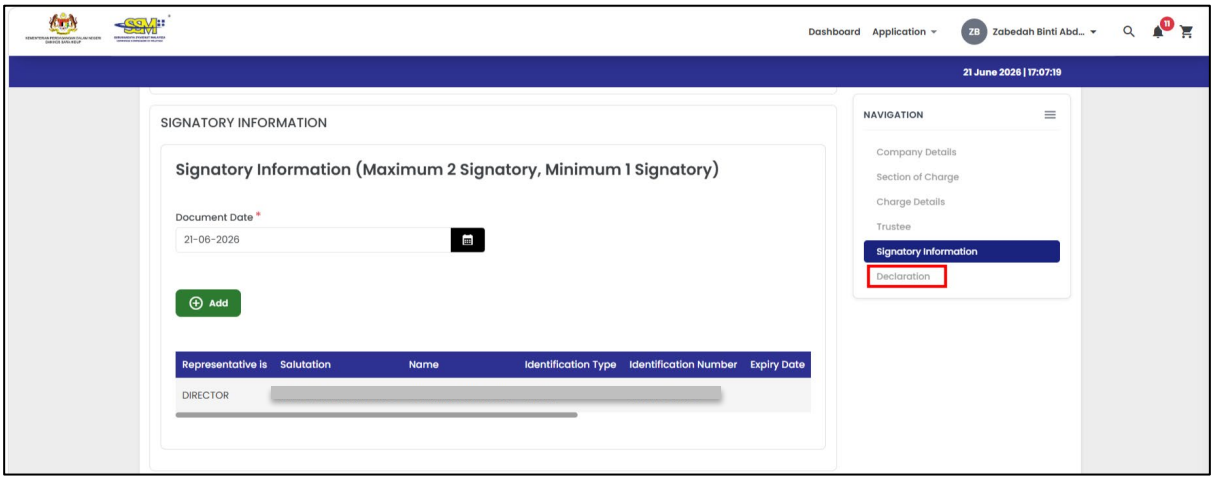


13	Click **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.
14	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **JUDICIAL MANAGER>*** *NOTE:* *i. Default selection to **Liquidator** if the company status is "**Winding Up**".* *ii. If user chooses **Representative Is** choice other than the default **Liquidator**, **Please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *iii. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* g. **Email Address:** *<Input a valid email format>* 



Click **Add** button.

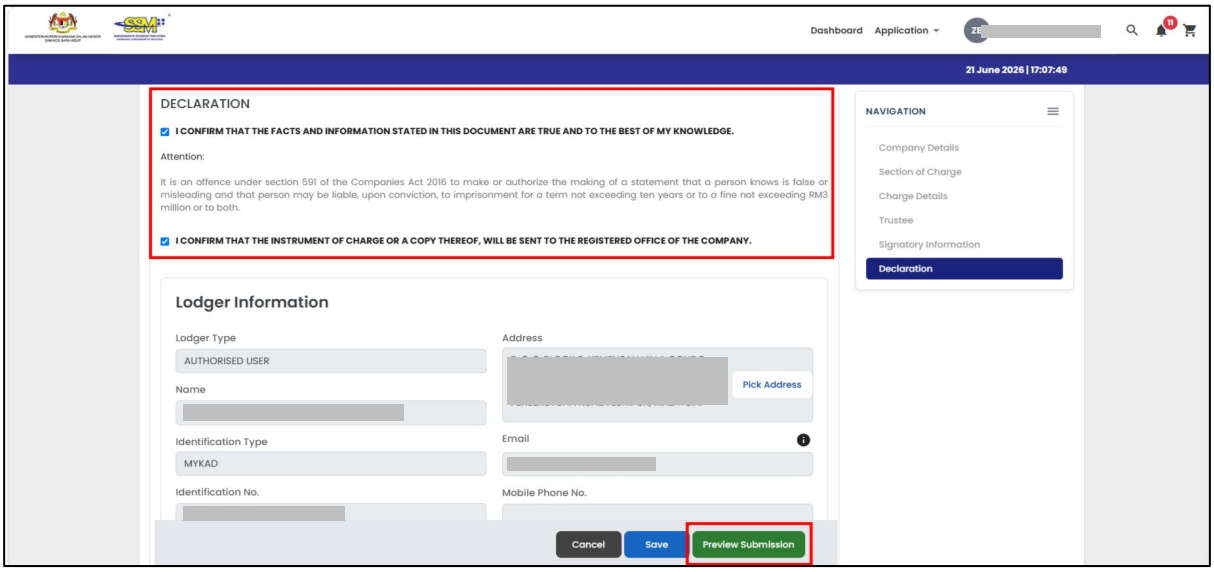
15 Repeat **Step 14** to add more **Signatory.**



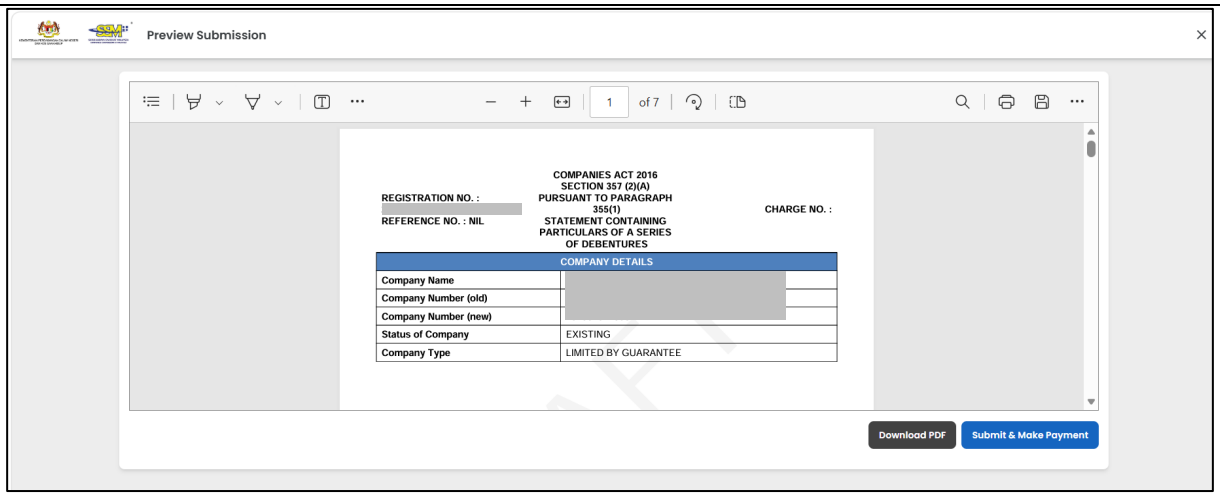
Click **Right Tab Menu** to go to the **Declaration** tab or **Scroll Down** to access it.

*NOTE: System validates **Maximum: 2 Signatory** and **Minimum: 1 Signatory** to proceed next.*

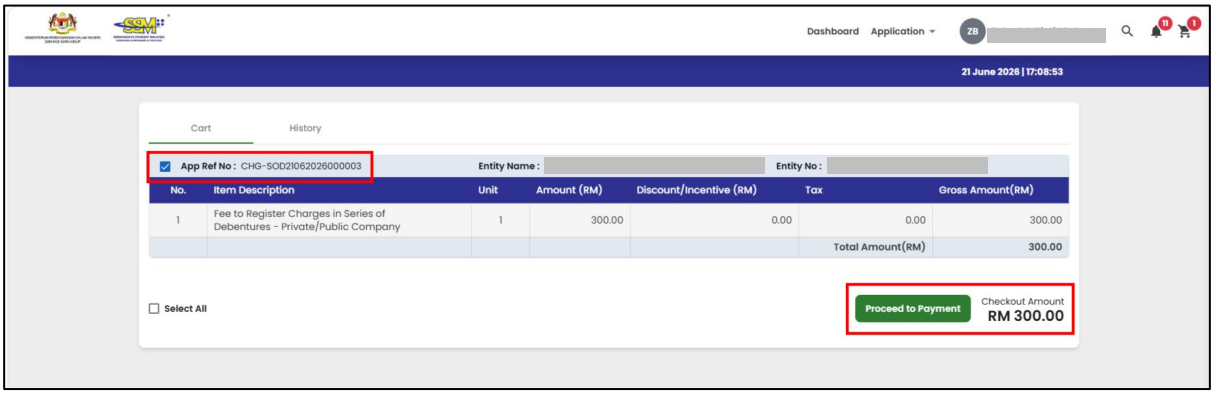
16 On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button.

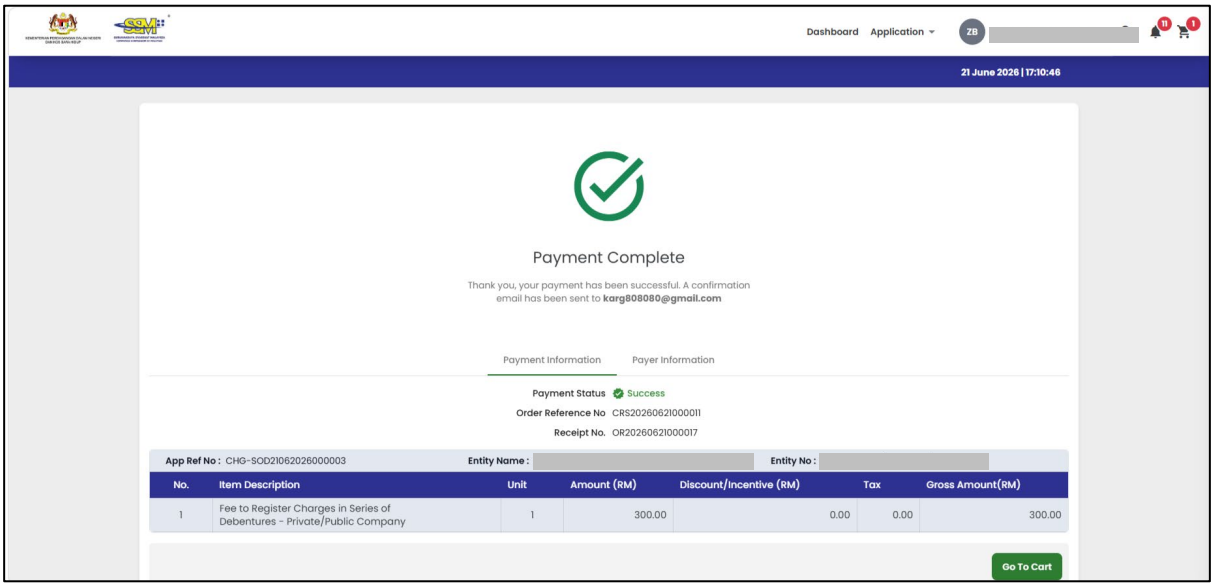


17 Click on **Download PDF** button. Then click on **Submit & Make Payment** button.

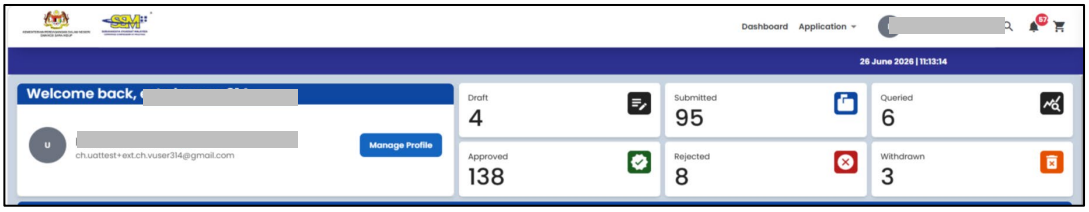
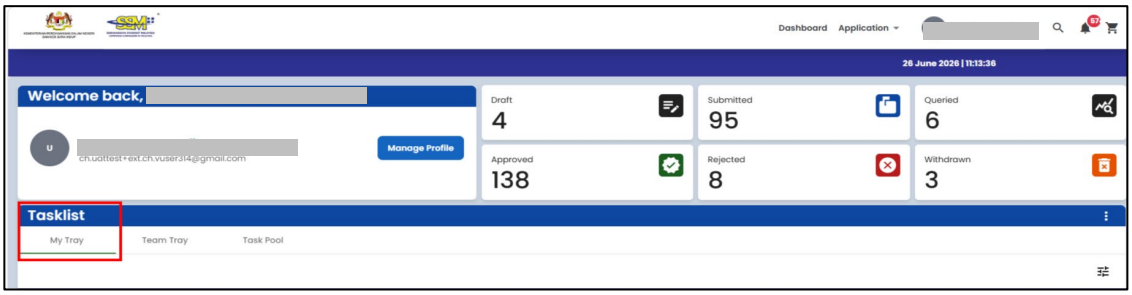
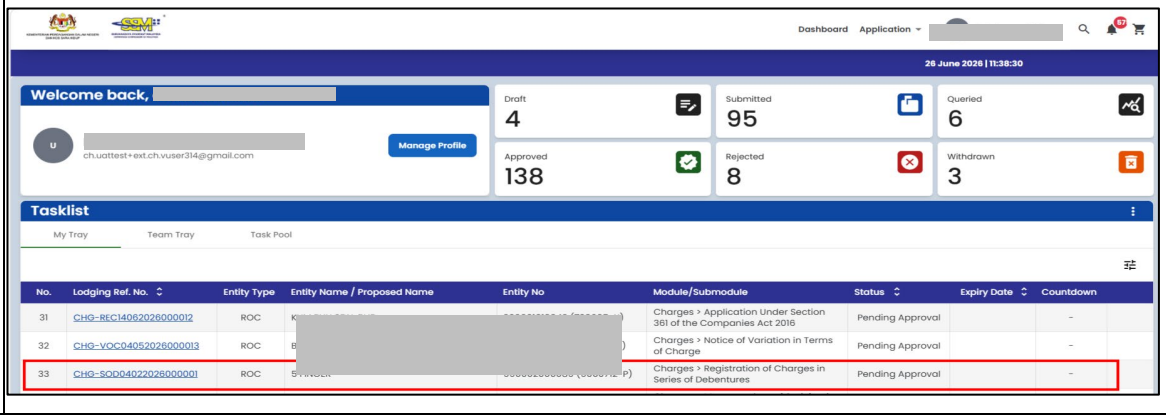


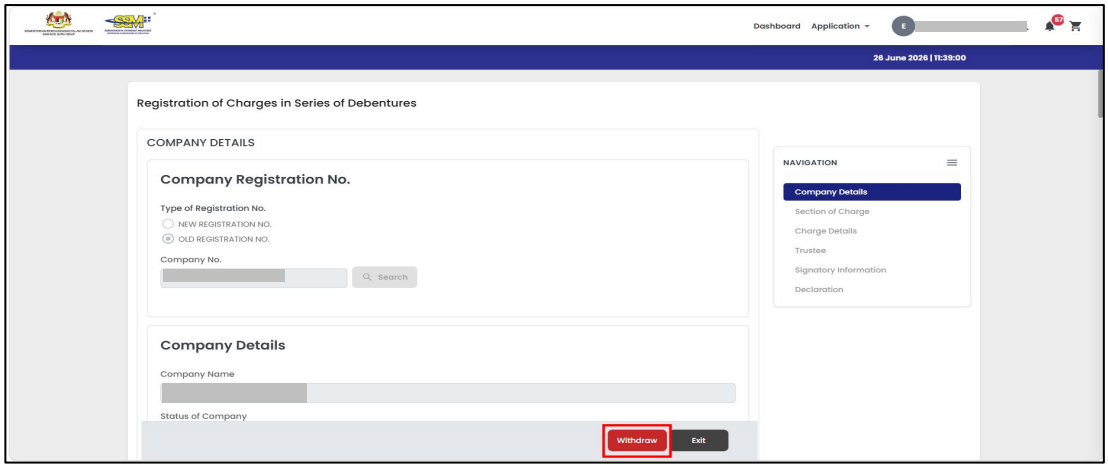
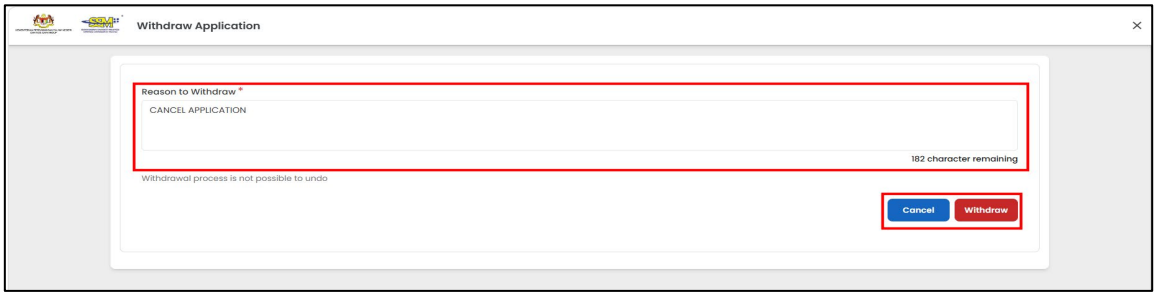
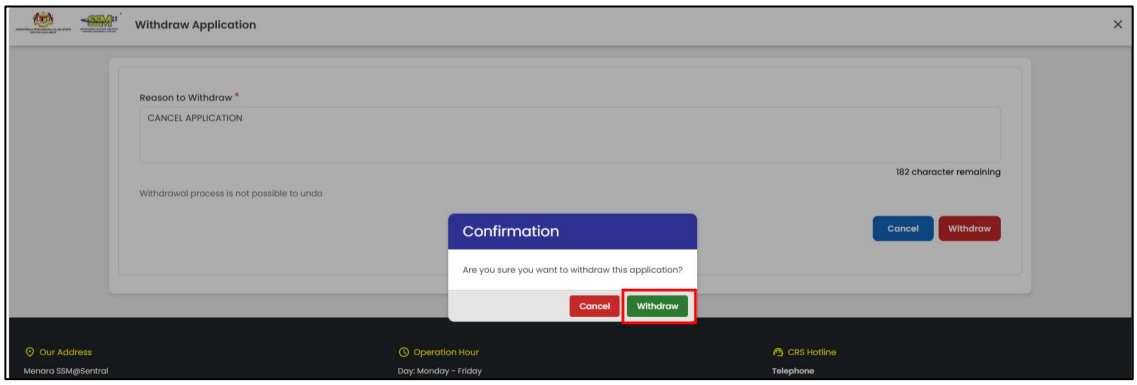
18 Make payment as instructed & payment successful.



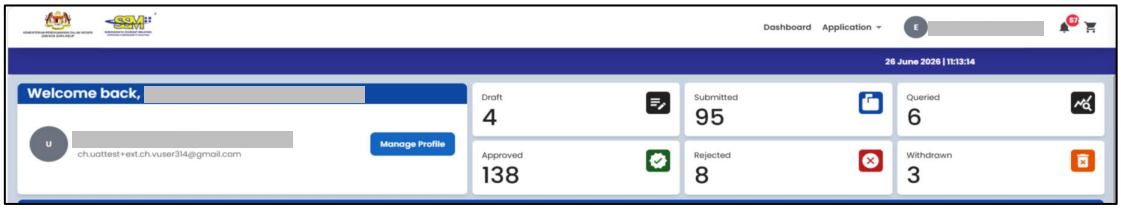
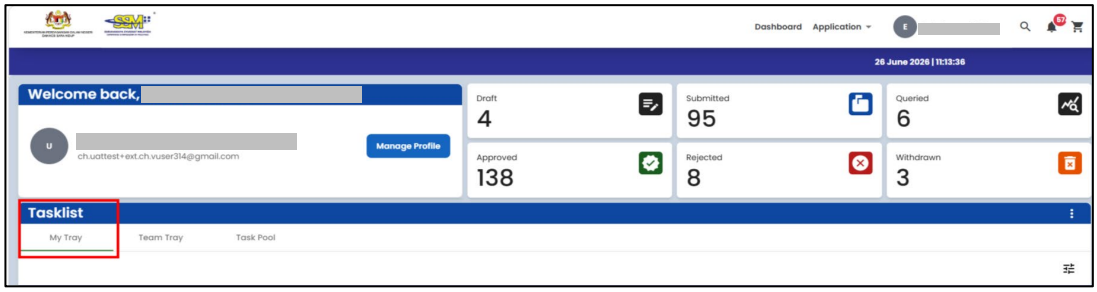
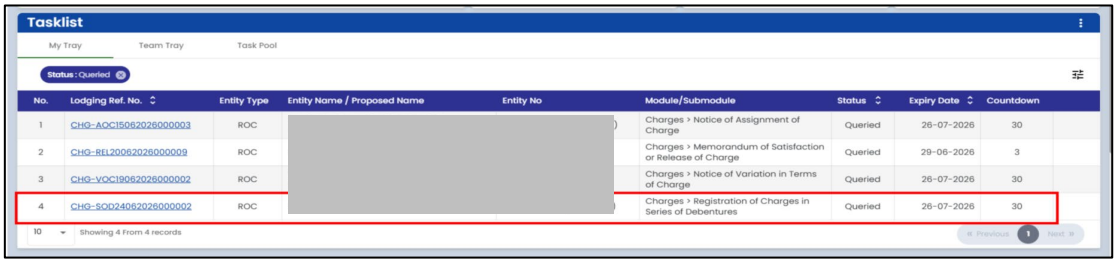


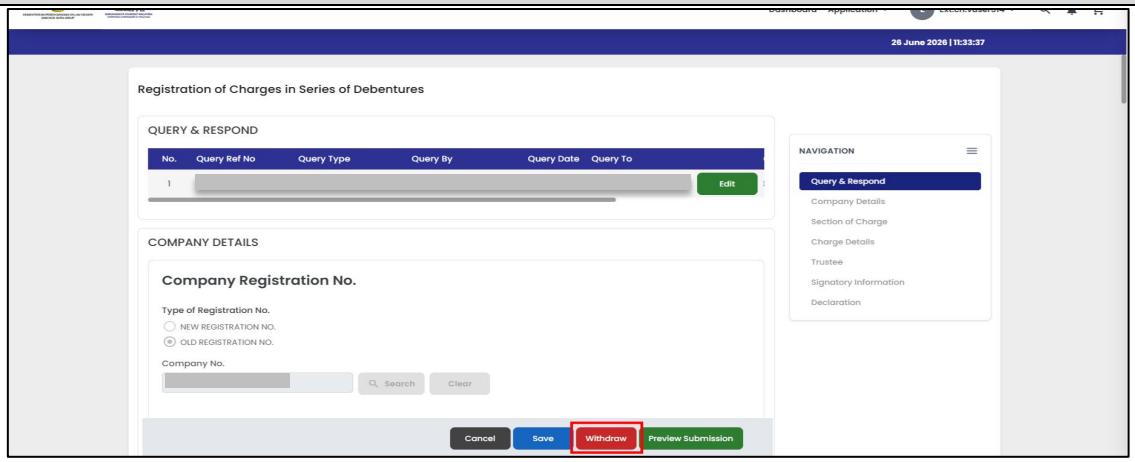
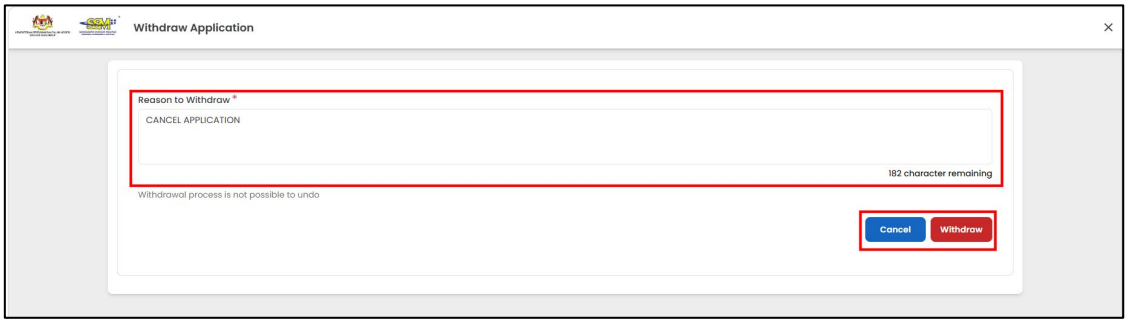
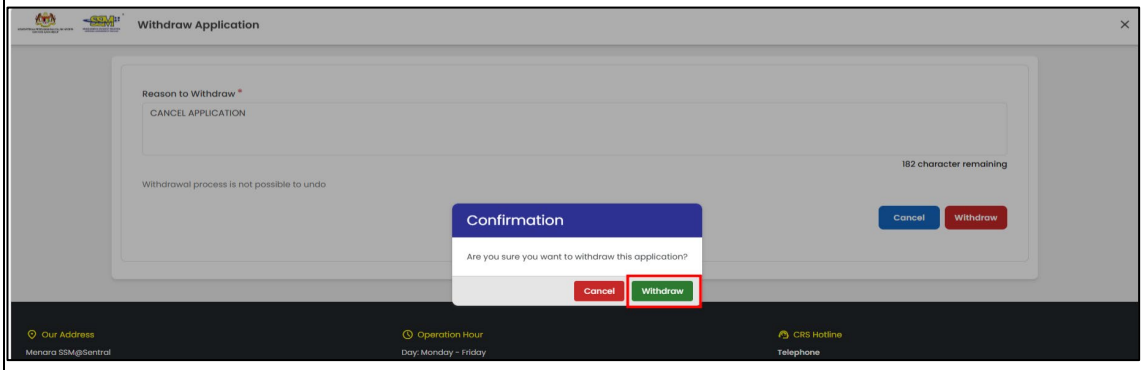
4.5 Withdraw Application (Before Application Queried by SSM Officer)

Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Pending Approval (In-Progress)** from the **My Tray** listing. 

Field Num.	Description
4	From the **Registration of Charges in Series of Debentures form,** click the **Withdraw** button on the bottom of the page. 
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will disappear in the **CH Executive's** Tasklist.

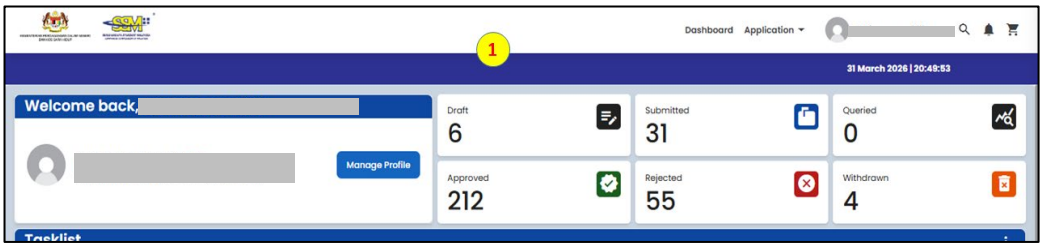
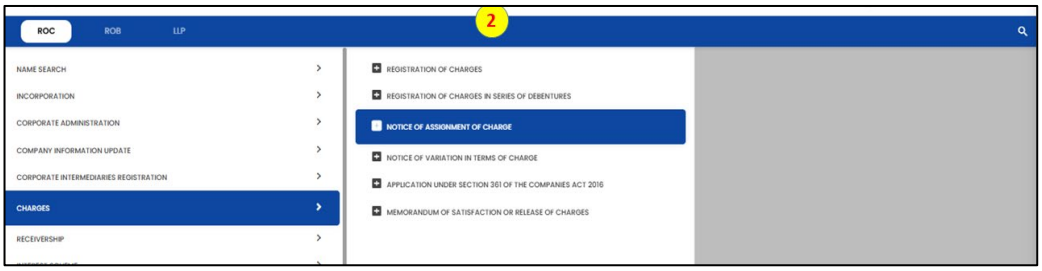
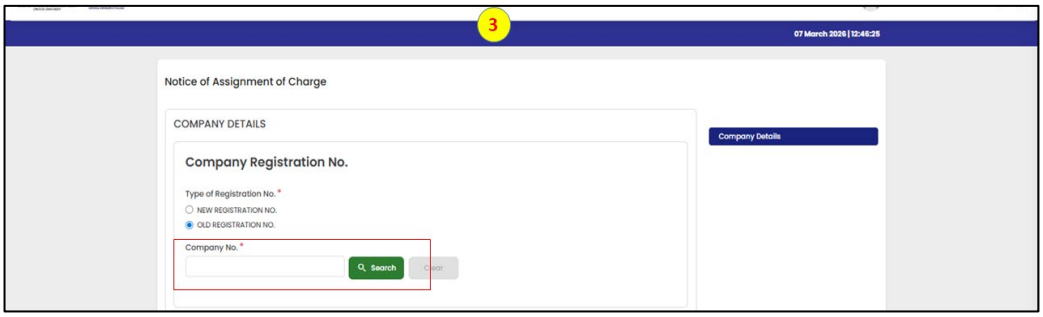
4.6 Withdraw Application (After Application Queried by SSM Officer)

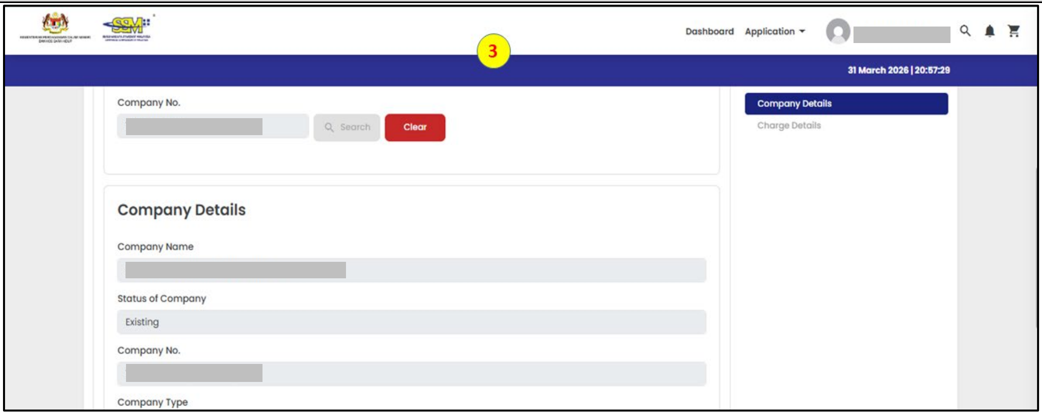
Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Quried** from the **My Tray** listing. 
4	From the **Registration of Charges in Series of Debentures form,** click the **Withdraw** button on the bottom of the page.

Field Num.	Description
	
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

5. Assignment of Charges

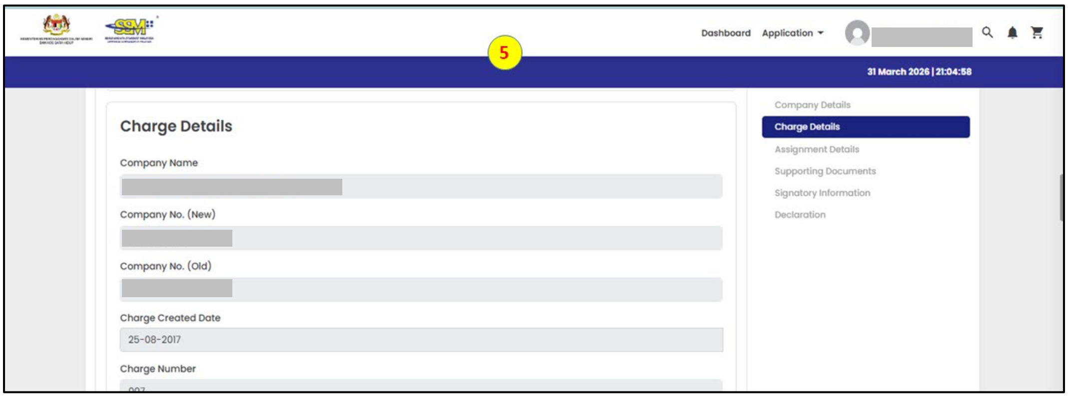
5.1 Submit Assignment of Charges

Field Num.	Description
1	From the **Dashboard**, go to the **Application** menu in the **Navigation Bar.** 
2	Click **Charges > Notice of Assignment of Charges** 
3	**Assignment of Charge** form will be displayed. Fill in the following details: **a. Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* **b. Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.* 

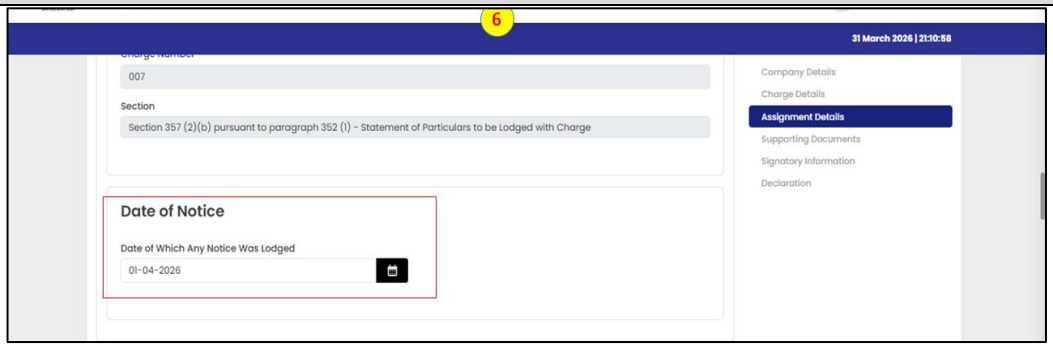
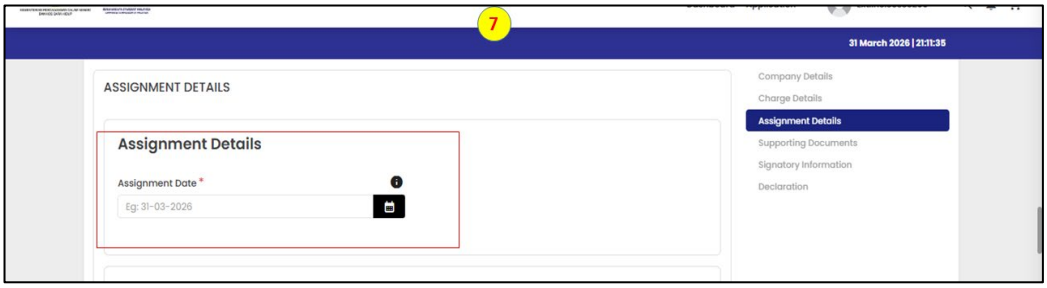
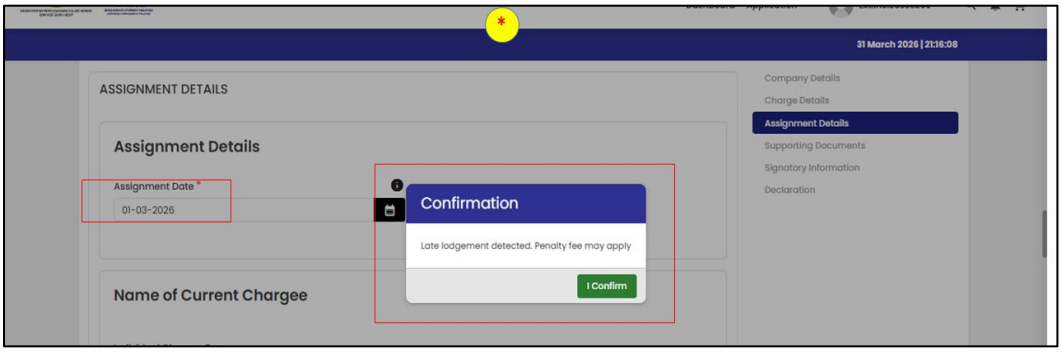
<table>
<tr><th>Field Num.</th><th>Description</th></tr>
<tr><td></td><td>


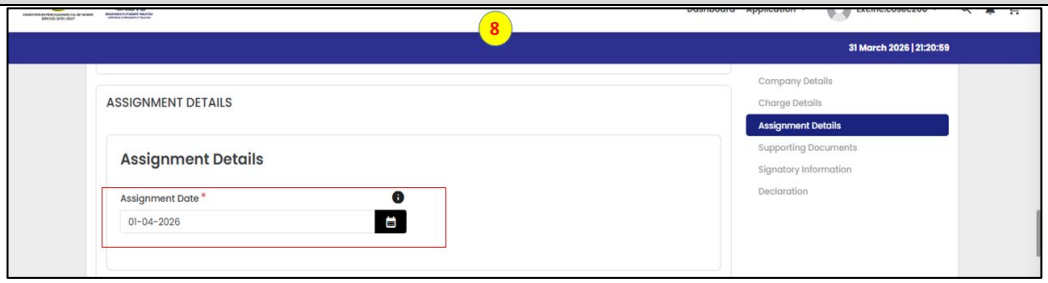
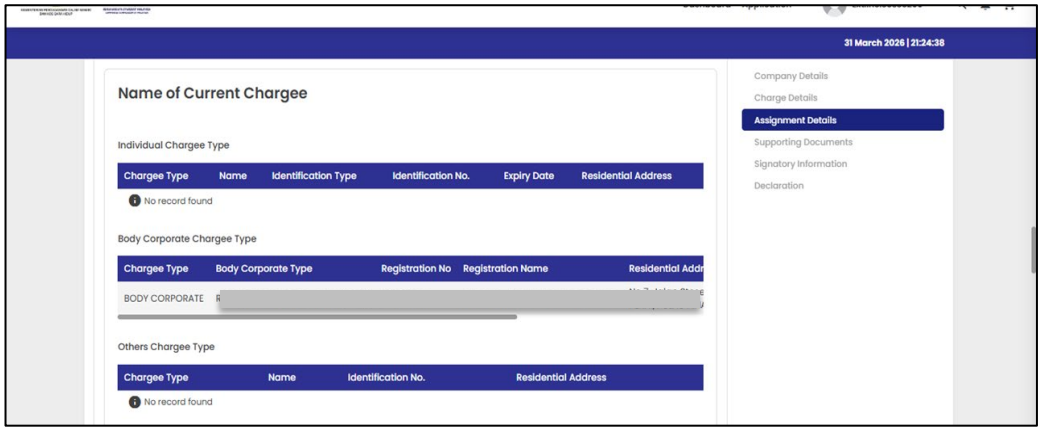
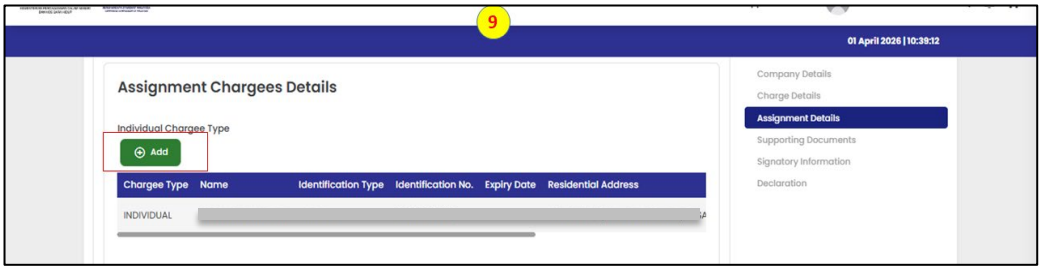
</td></tr>
<tr><td>4</td><td>
Check the Company Details and click Right Tab Menu to go to the Charge Details tab or Scroll Down to access it

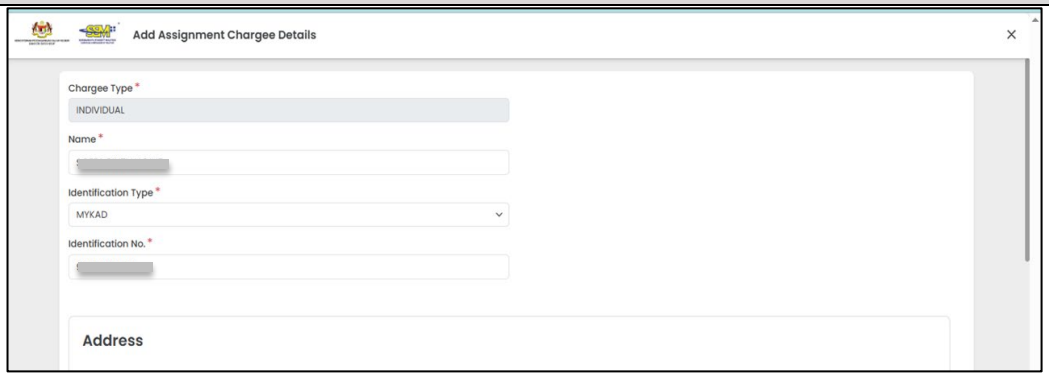
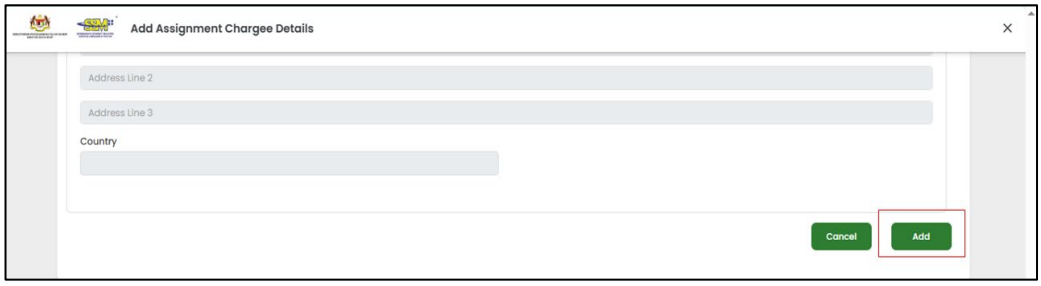
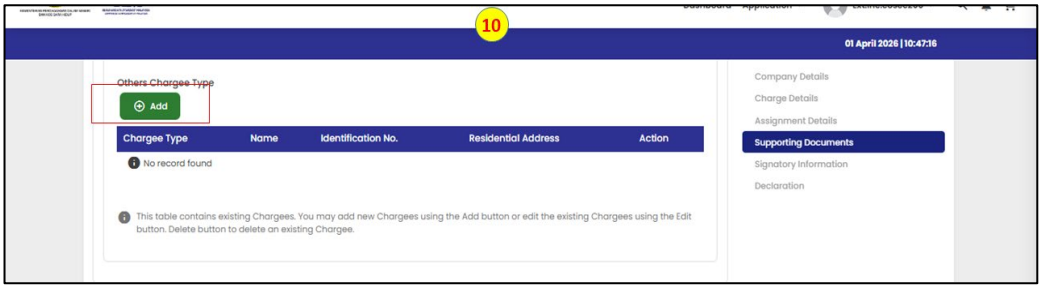
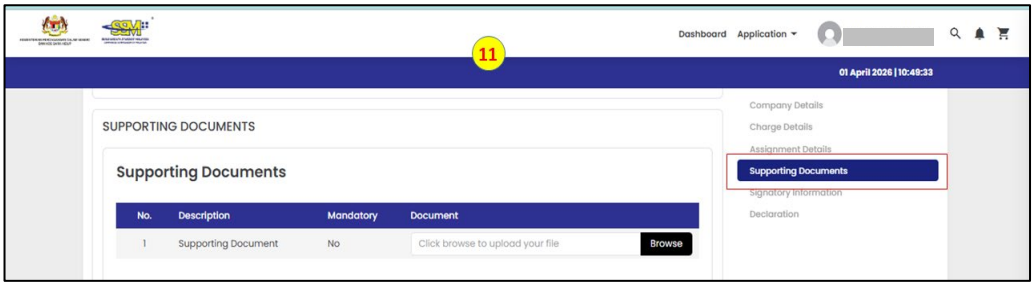
</td></tr>
<tr><td>5</td><td>
The Charge Details form will be displayed.
Fill in the following detail:
a. Charge Number <i><Input existing Charge Number></i>
Click Search button.

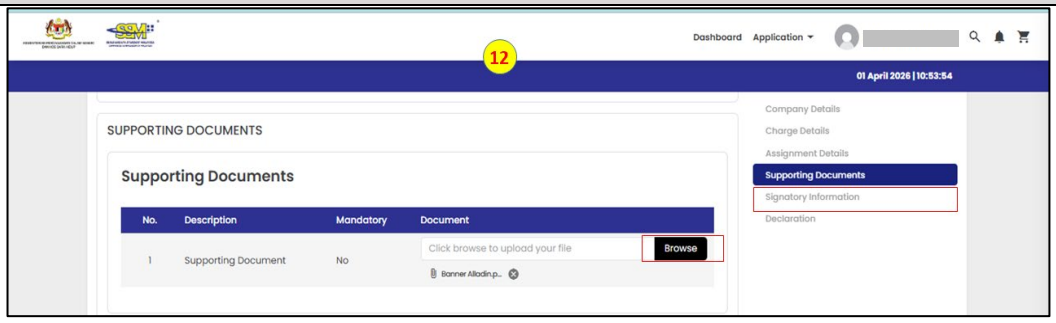
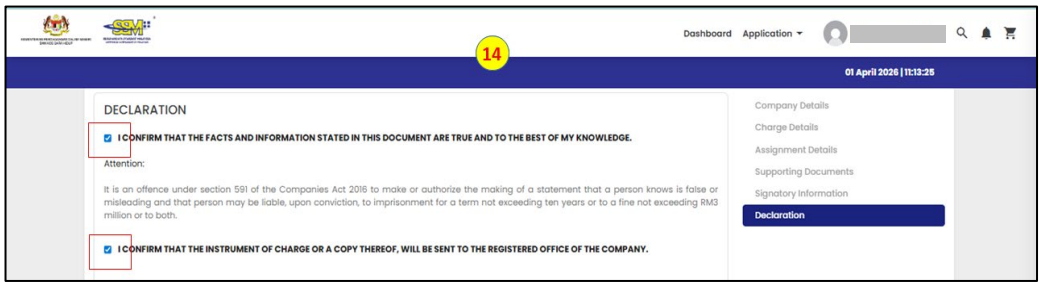


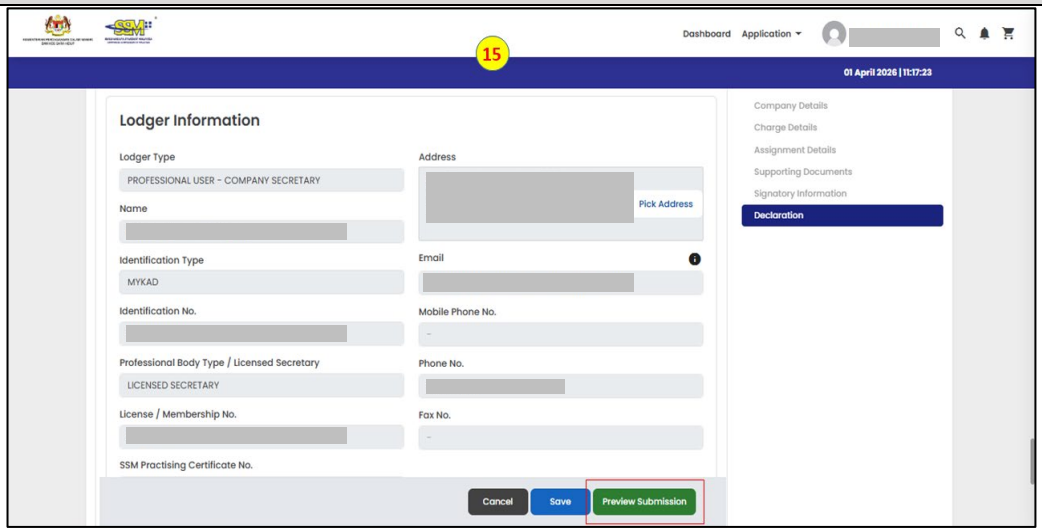
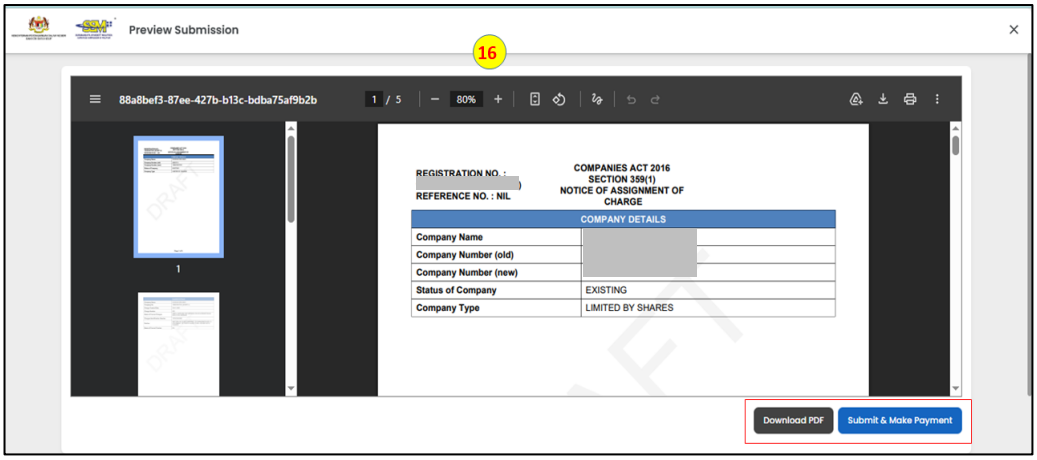
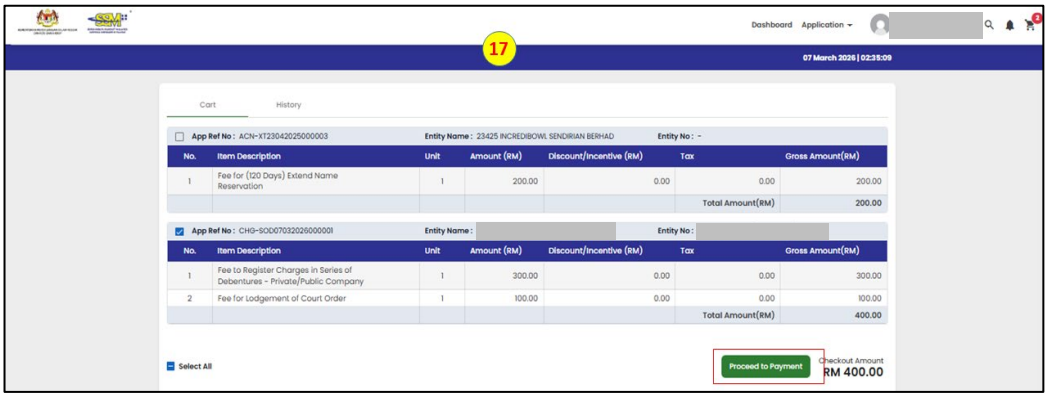
Note: Upon clicking the Search button, the Charge Details will be displayed. System to check is existing Charge Number, Only Status are allow: Unsatisfied, Partly Released, Partly Satisfied, Fully Released, Ceased
</td></tr>
<tr><td>6</td><td>Check the Charge Details and select the Date of Notice.</td></tr>
</table>

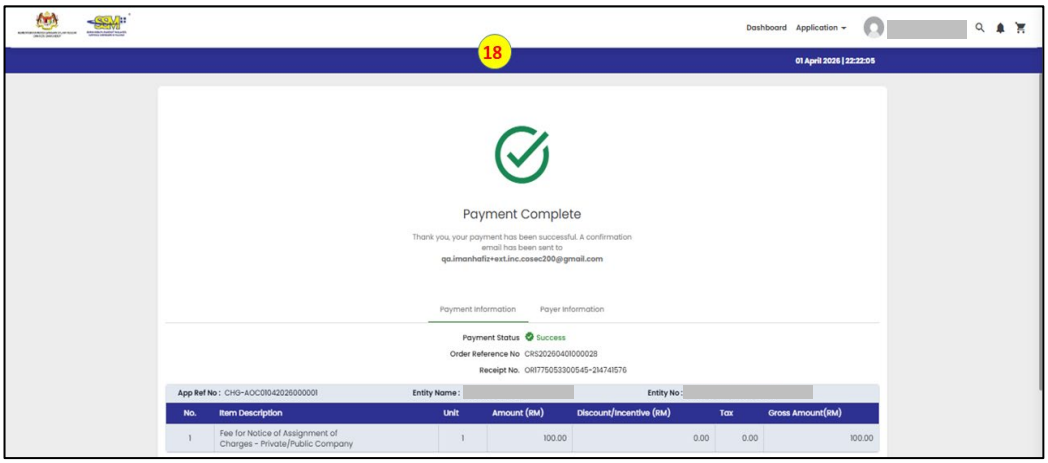
Field Num.	Description
	 Then fill in the following detail: **Date of Which Any Notice Was Lodged** *<Select **Past or Today's Date only** (optional)>*
7	Click the **Right Tab Menu** to go to the **Assignment Details** tab or **Scroll Down** to access it. 
8	The system validates if the entered date is **more than 30 days + X days**. Number of X days is configurable by Back Office. **Default to 0 days.** **If true, Lodger will be prompted with a Late Lodgement Alert.** 
9	The **Assignment Details** form will be displayed. Fill in the following detail: a. **Assignment Date** *<Select **Past or Today's Date only**>* *NOTE: Assignment date refers to Date of Effective/Merger/Acquisition/Novation*

Field Num.	Description
	 
10	On the **Assignment Chargee Details** section, fill in the following details: *NOTE: New chargee Identification Number should not be the same as old chargee Identification number.* a. **Chargee Type:** *<Select from the drop-down list: **Individual**>* b. **Name:** *<Input Name> NOTE: Auto-Capitalised* c. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD.* d. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* e. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised* f. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* g. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* h. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* i. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* j. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* k. **Country**: *<Select from drop-down list>* 

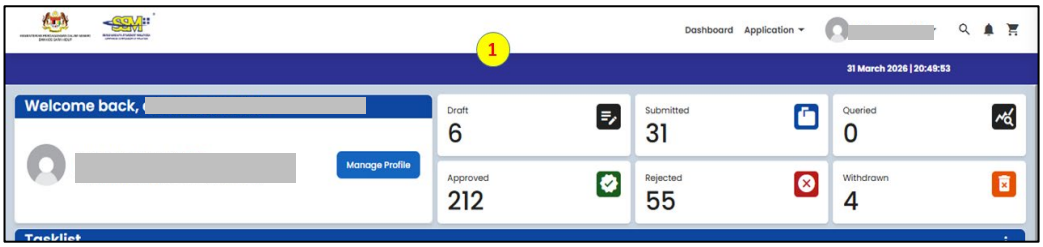
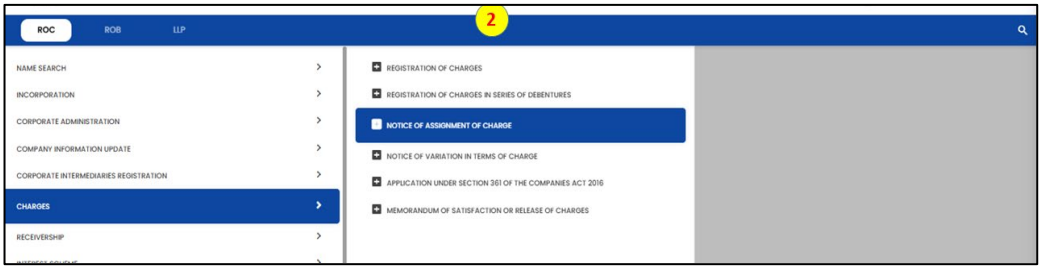
Field Num.	Description
	  I. Click **Add** button.
10	Repeat **Step 9** for any other type of Chargee and Identification 
11	Click the **Right tab menu** button to go to the **Supporting Documents** or **Scroll Down** to access it. 
12	From the **Supporting Documents tab,** on the **Supporting Documents** section, fill in the following fields: a. **Supporting Documents:** *<Browse & upload attachment> Required: Y-Yes, N-No*

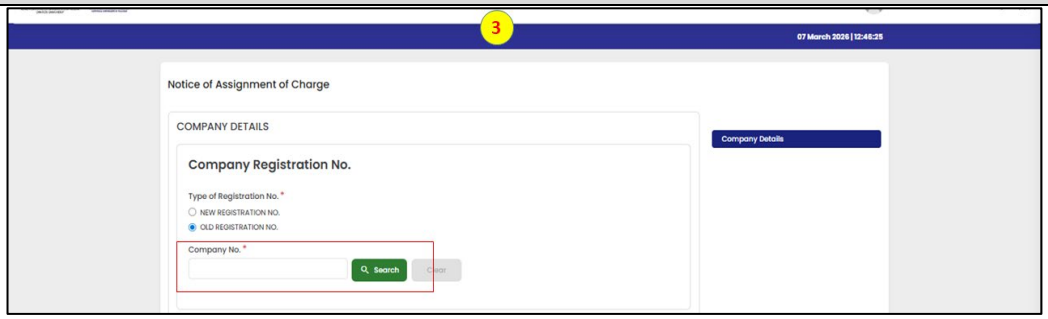
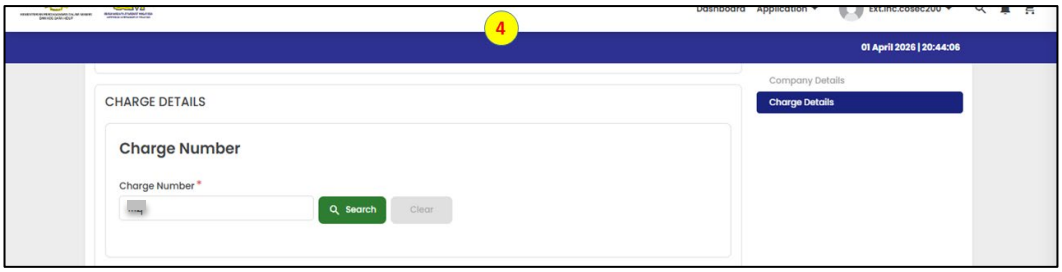
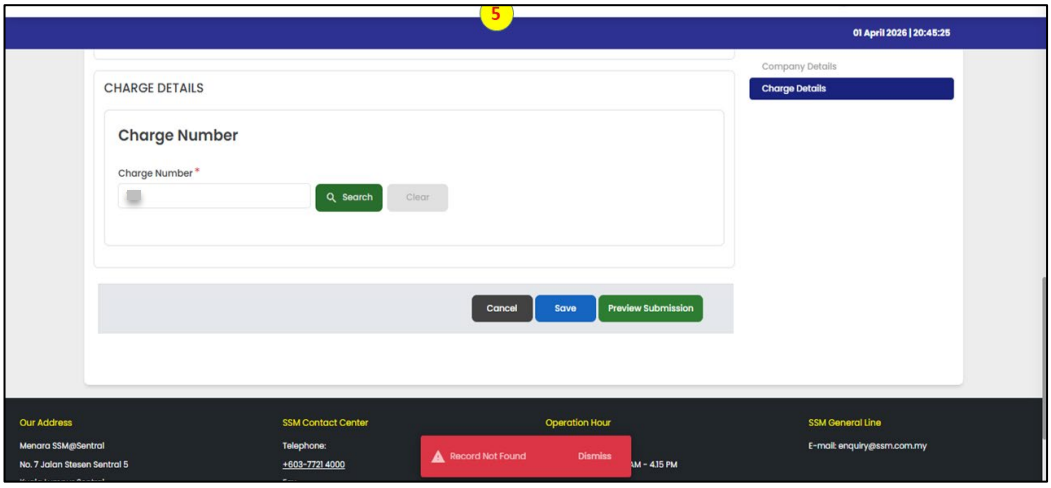
Field Num.	Description
	 Then click **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.
13	From the **Signatory Information** tab, add the **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **JUDICIAL MANAGER**> NOTE:* *i. Default selection to **Liquidator** if the company status is "**Winding Up**".* *ii. If user chooses **Representative Is** choice other than the default **Liquidator**, **please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *iii. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* g. **Email Address:** *<Input a valid email format>* h. **SSM Practicing Certificate Number:** *<Input **SSM PC No.**> NOTE: This field is only required when Representative Is "Company Secretary" & Auto-Capitalised.* i. **Power of Attorney/Support Document:** *<Browse & upload> NOTE: Required Y= Yes, N=No*
14	Click **Right Tab menu** to go to the **Declaration** tab or **Scroll Down** to access it.  On the **Declaration** statement, check on the **Declaration** checkbox
15	Then click on the **Preview Submission** button.

Field Num.	Description
	
16	Click on the **Download PDF** button. Then Click on the **Submit & Make Payment** button. 
17	Make payment as instructed & payment successful. 

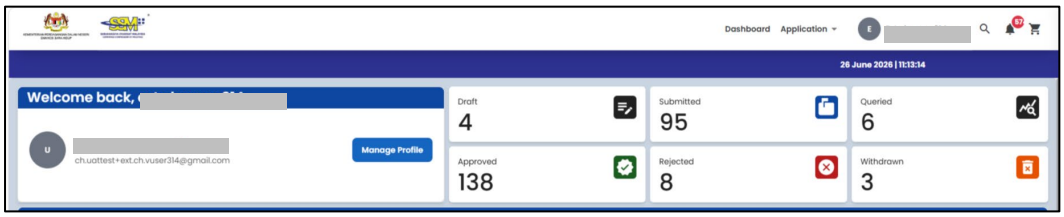
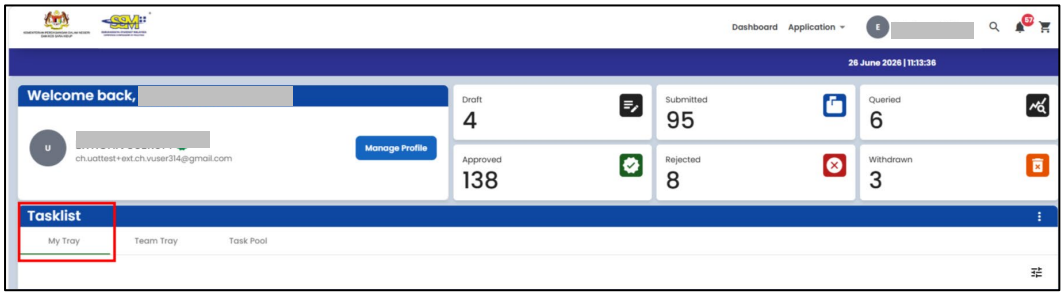
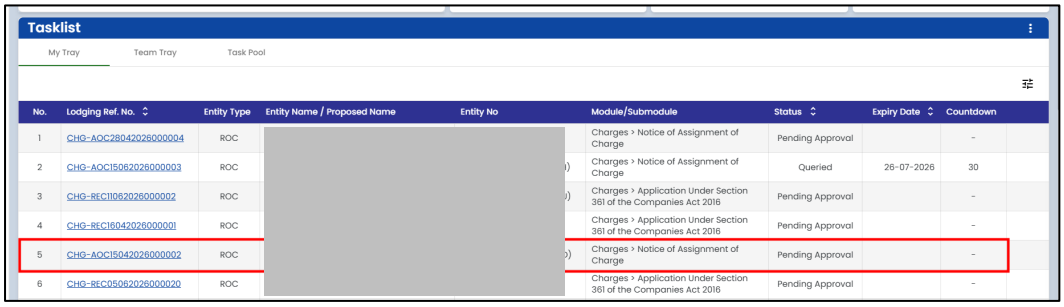
Field Num.	Description
18	

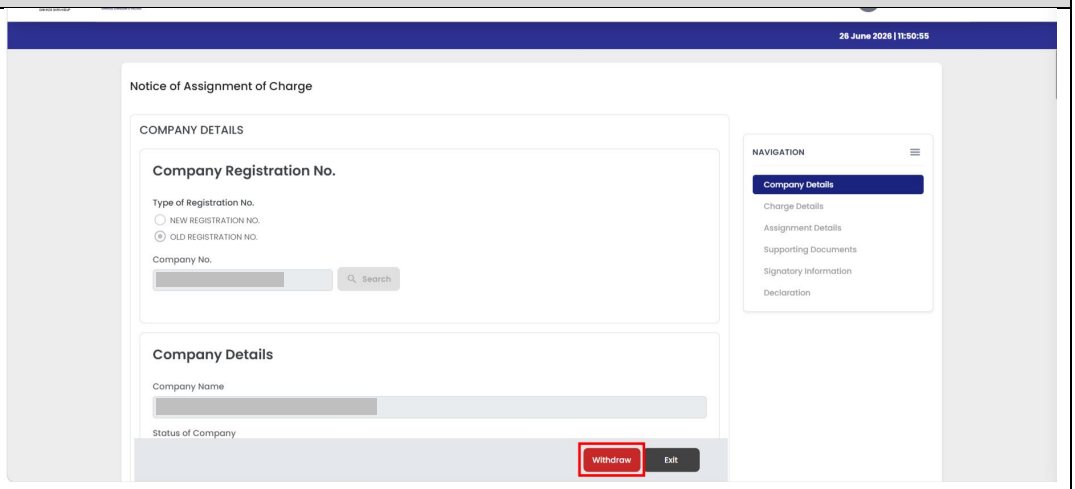
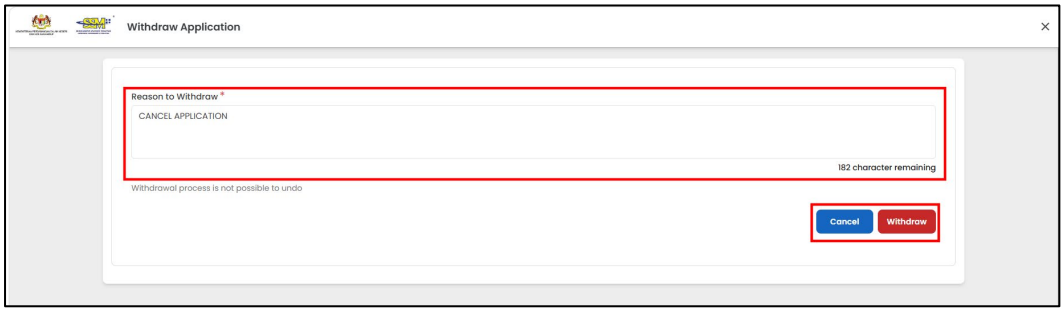
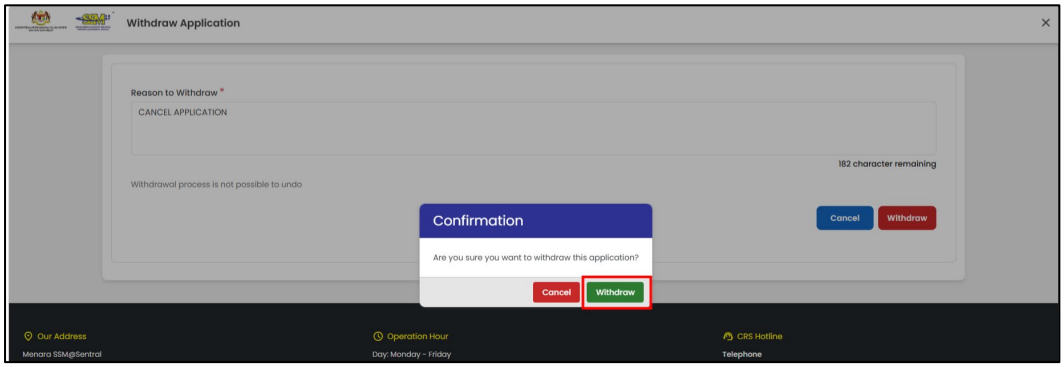
5.2 Charges number doesn't exist

Field Num.	Description
1	From the **Dashboard,** go to the **Back Office** menu on the **Navigation Bar** 
2	Click **Charges > Notice of Assignment of Charges** 
3	**Registration of Charge** form will be displayed. Fill in the following details: **a. Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* **b. Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button.

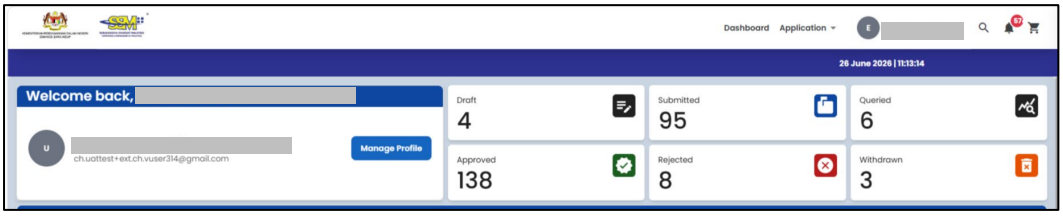
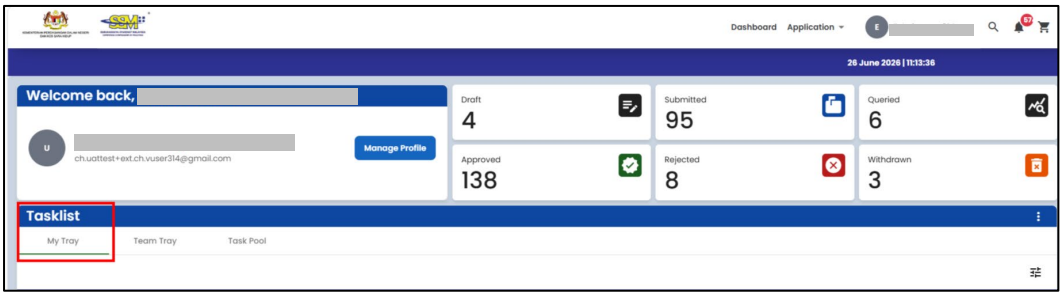
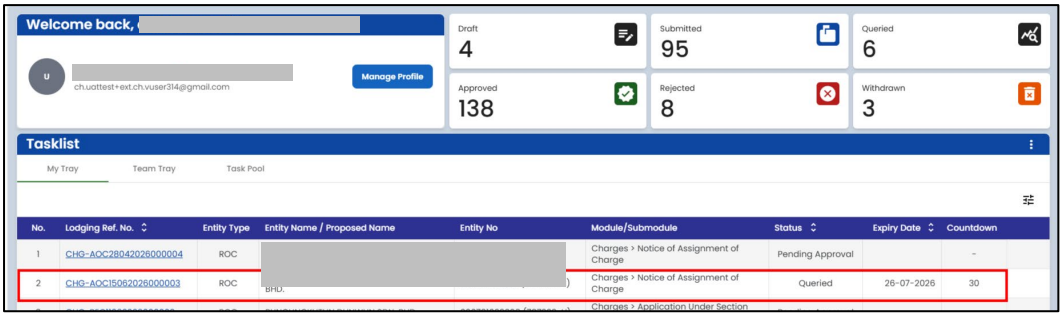
Field Num.	Description
	 *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.*
4	Check the **Company Details** and click the **Right Tab Menu** to go to the **Charge Details** tab or **Scroll Down** to access it. 
5	The **Charge Details** form will be displayed. Fill in the following detail: a. **Charge Number** *<Input non-existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Charge Details** will not be displayed.* 
6	The system does not allow lodger to proceed as the **Charge Number** not exist.

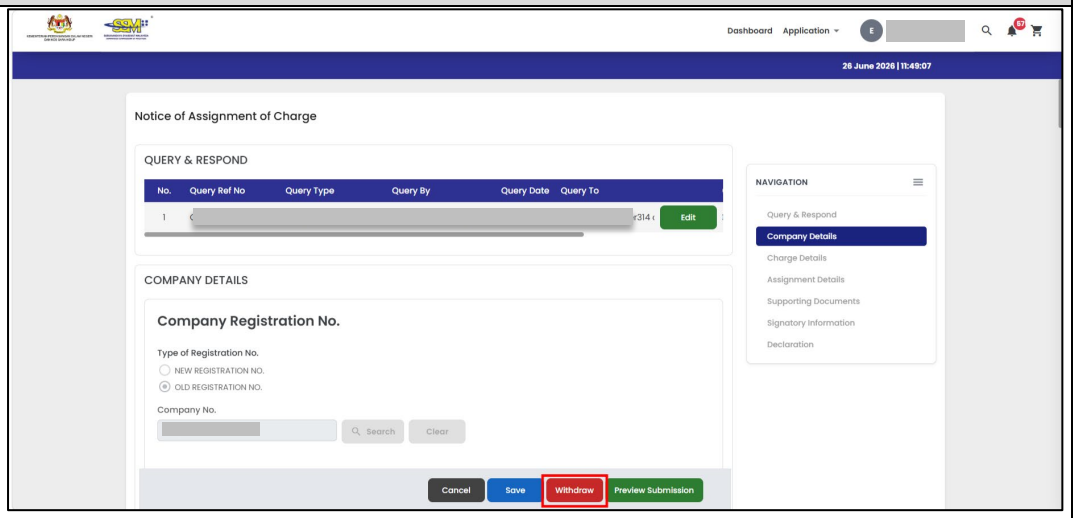
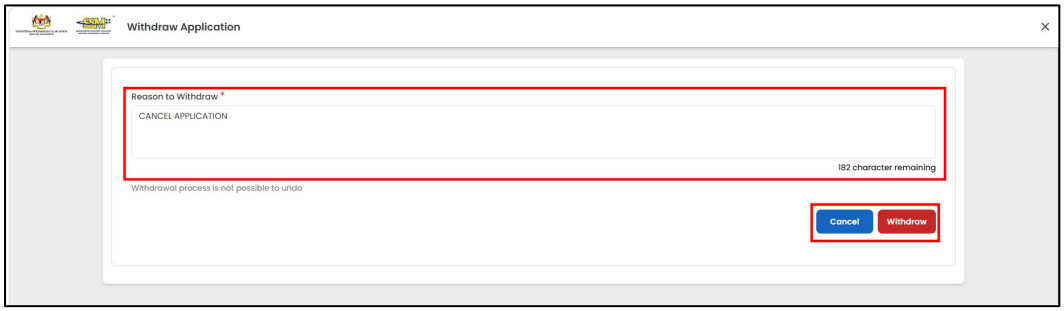
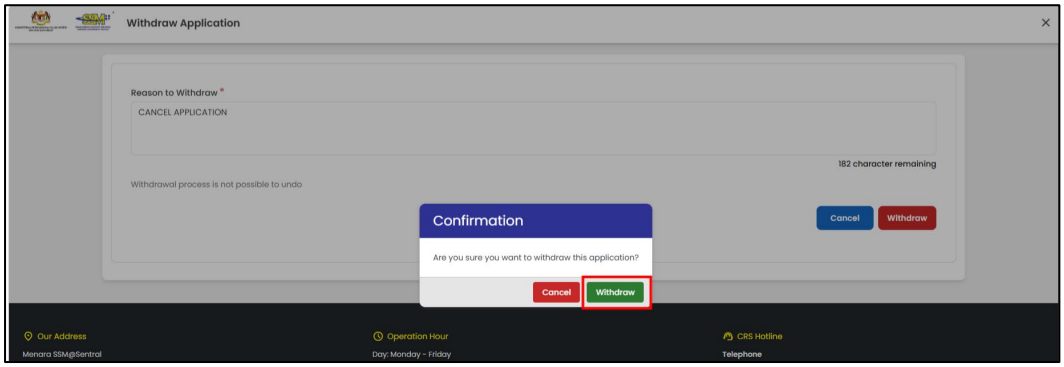
5.3 Withdraw Application (Before Application Queried By SSM Officer)

Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Pending Approval (In-Progress)** from the **My Tray** listing. 
4	From the **Assignment of Charges form,** click the **Withdraw** button on the bottom of the page.

Field Num.	Description
	
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then click the **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

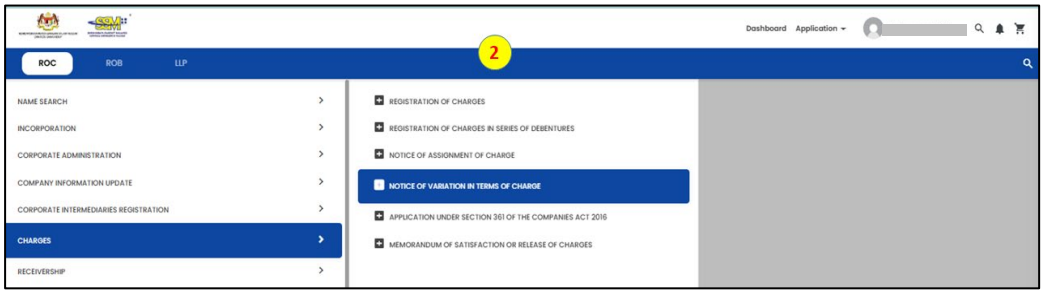
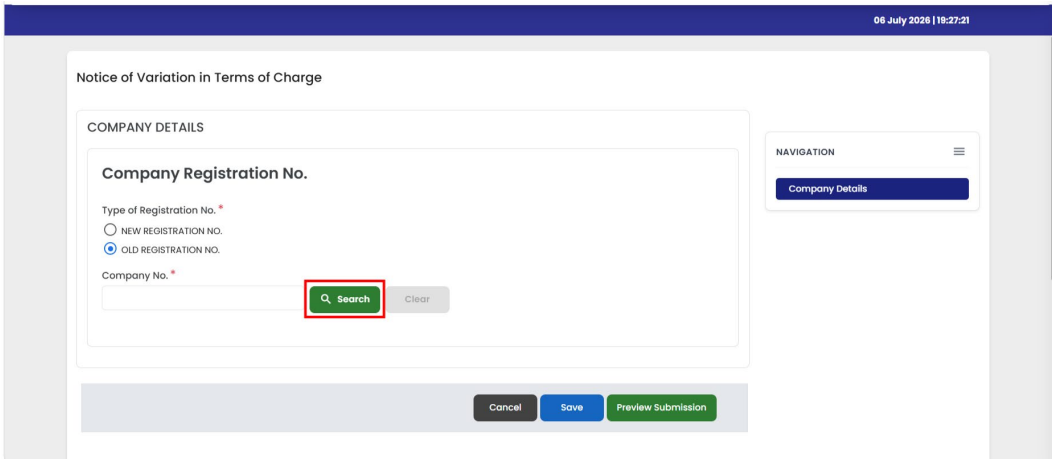
5.4 Withdraw Application (After Application Queried by SSM Officer)

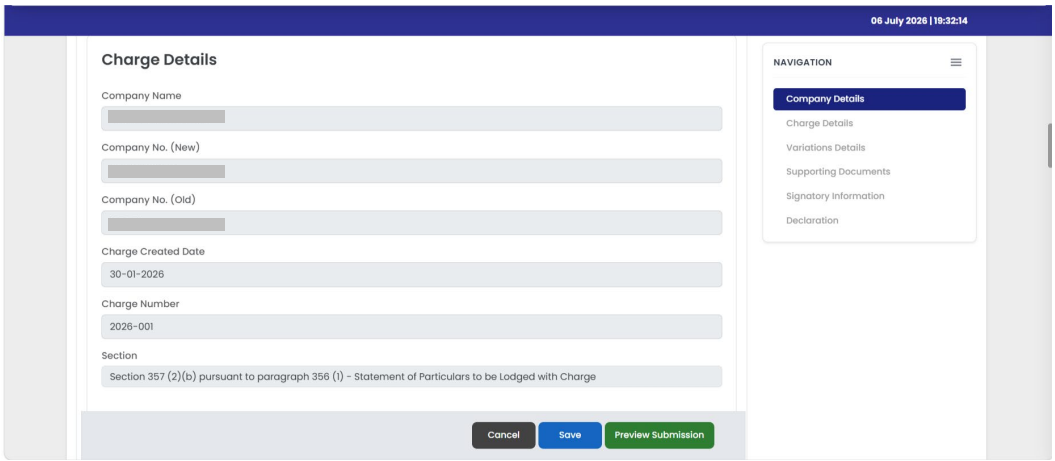
Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Queried** from the **My Tray** listing. 
4	From the **Assignment of Charges form,** click the **Withdraw** button on the bottom of the page.

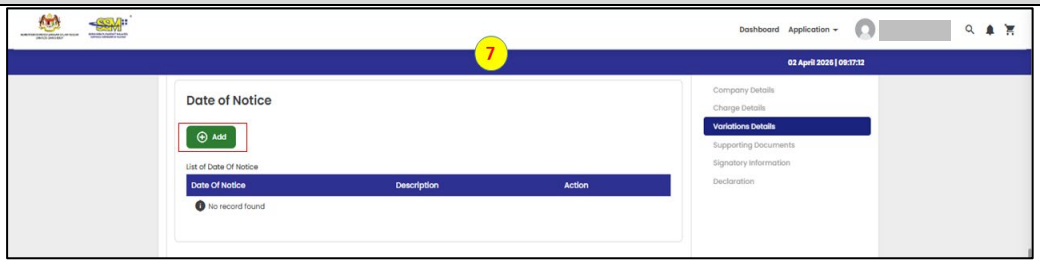
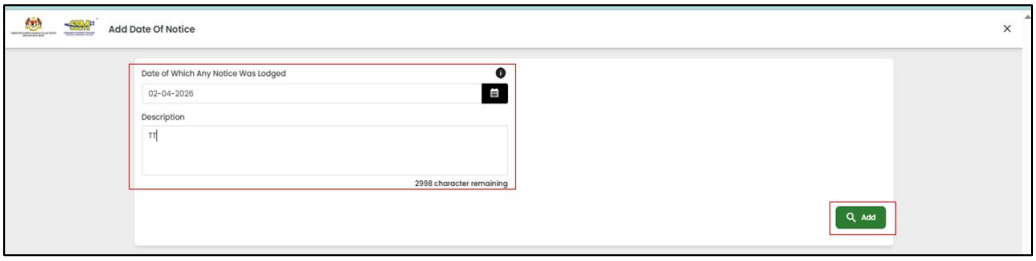
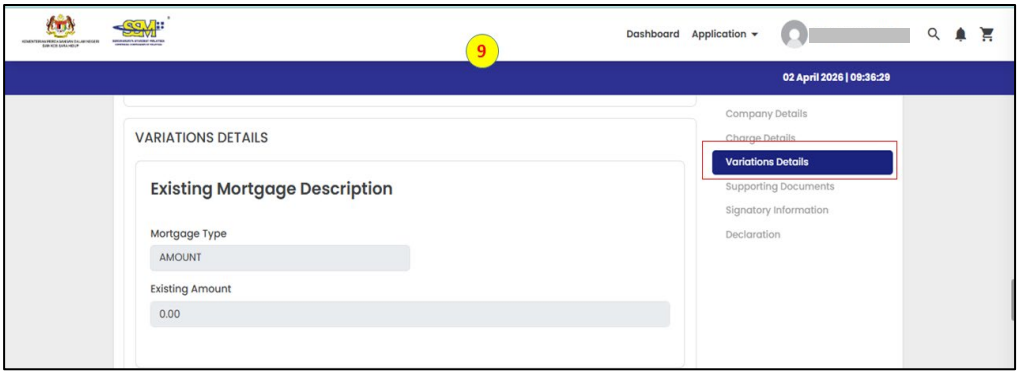
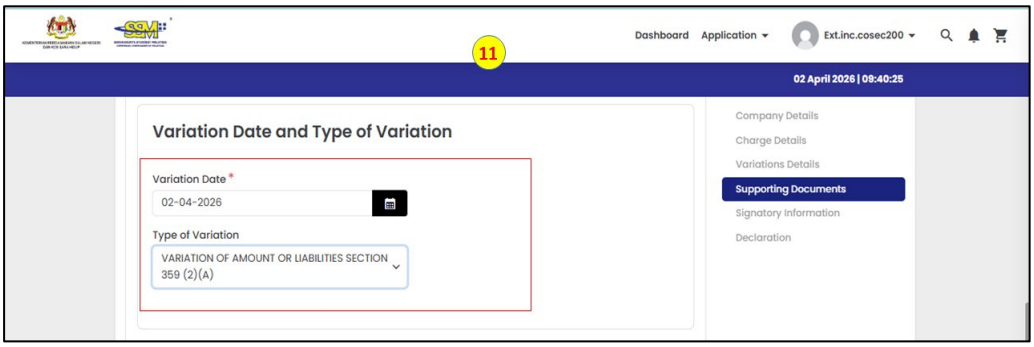
Field Num.	Description
	
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

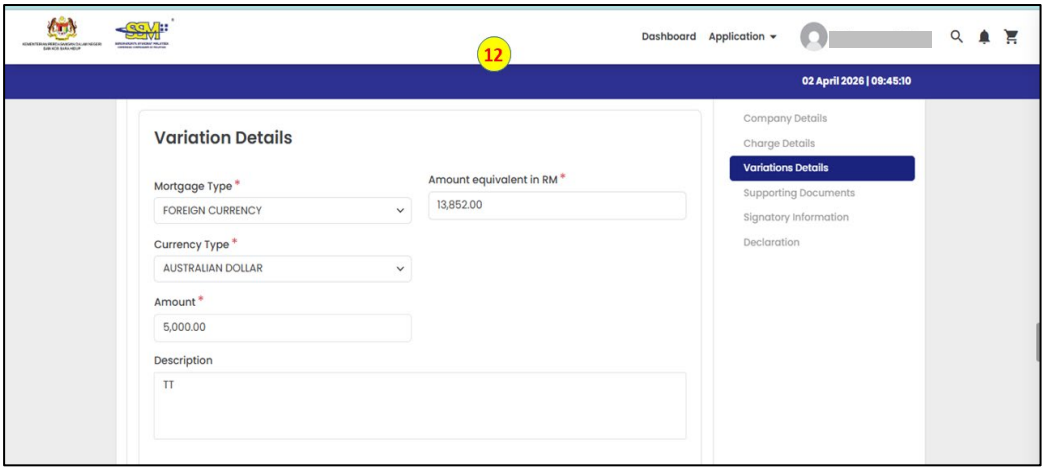
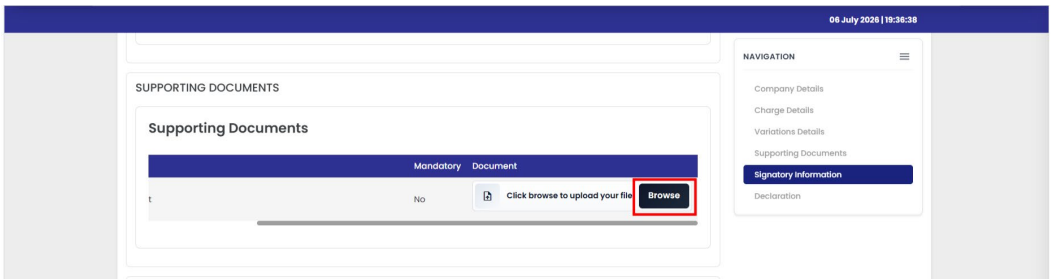
6 Variations of Charges

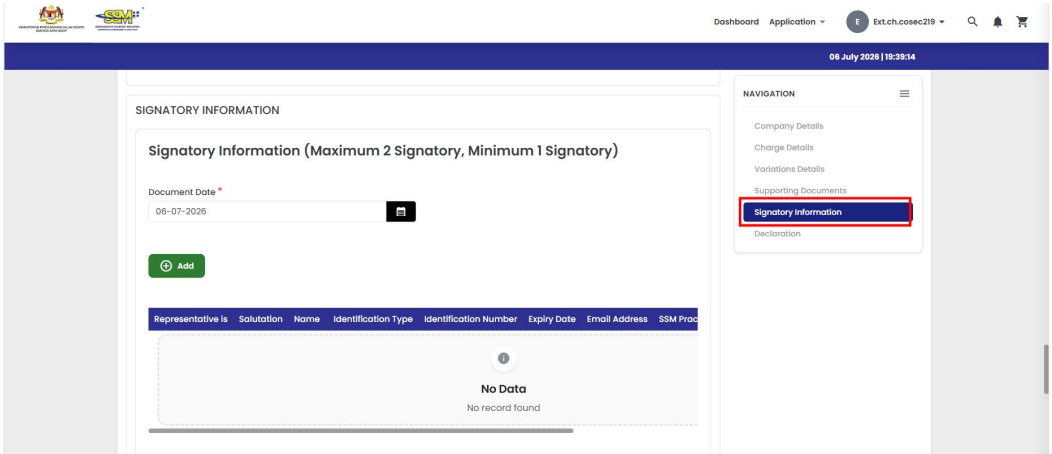
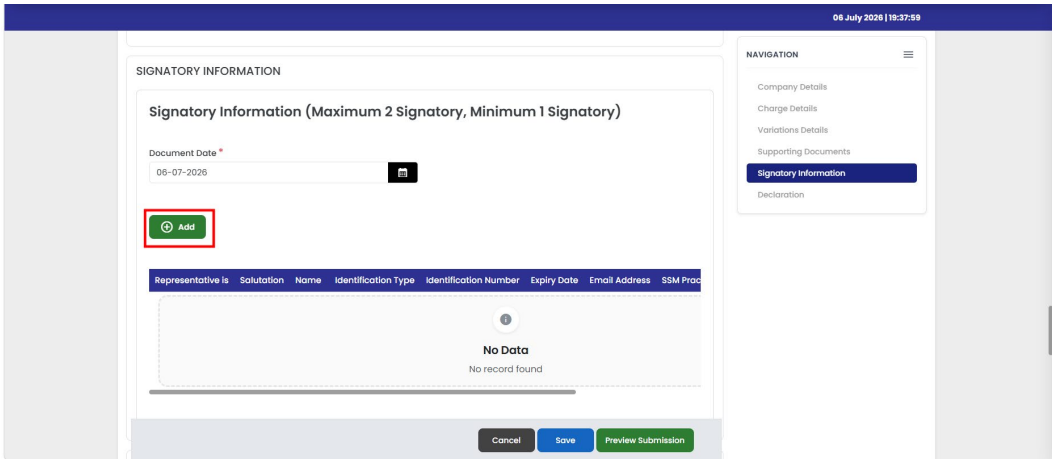
6.1 Submit Variation of Charges

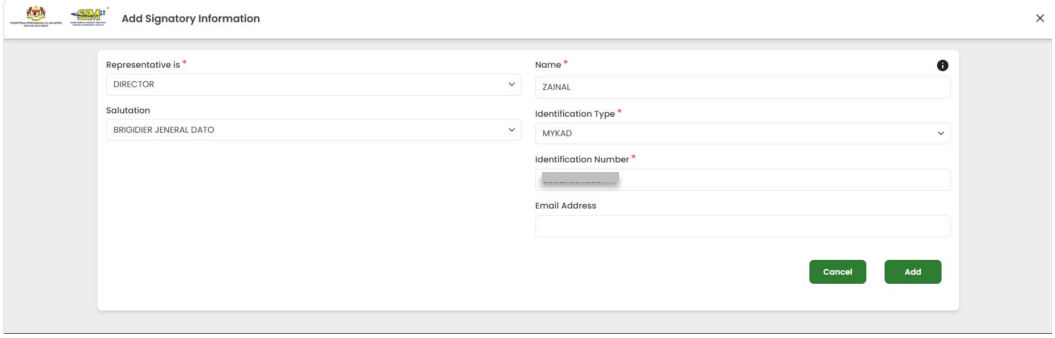
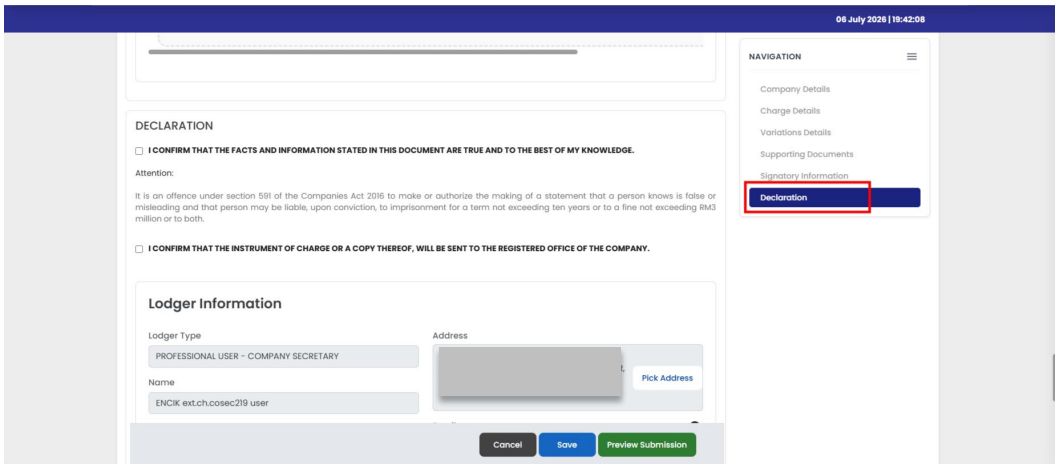
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu in the Navigation Bar.
2	Click**ROC > Charges > Notice of Variation in Terms of Charges** 
3	**Notice of Variation in Terms of Charges** form will be displayed. Fill in the following details: a. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* b. **Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button.  *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.*
4	Check the **Company Details** and click **Right Tab menu** to go to the **Charge Details** tab or **Scroll Down** to access it.

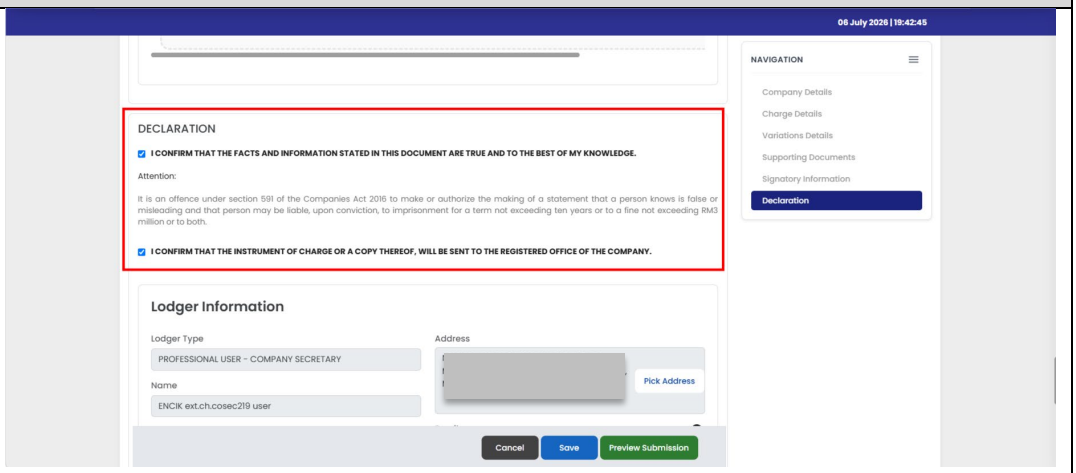
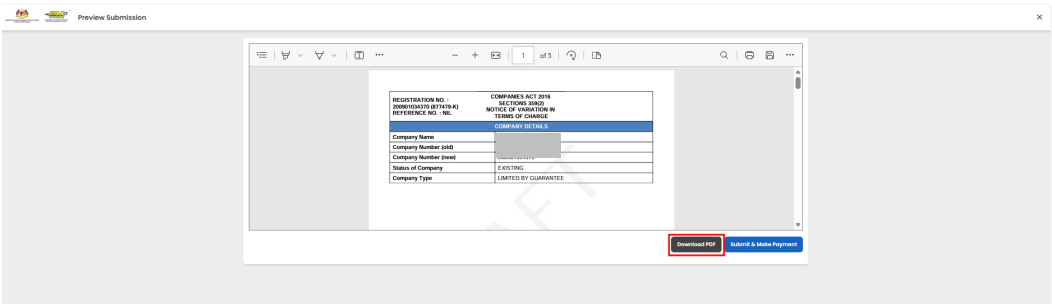
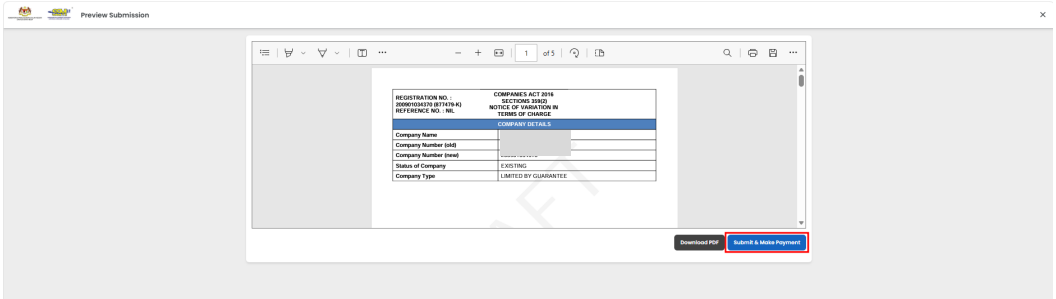
Field Num.	Description
5	The **Charge Details** form will be displayed. Fill in the following detail: a. **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Charge Details** will be displayed.*
6	Check the **Charge Details** and select the **Date of Notice**. 
7	On the **Date of Notice** section, fill in the following detail: a. **Date of Which Any Notice Was Lodged:** *<Select **Past or Today's Date only** (optional)>* b. **Description:** *<Input description (optional)>*

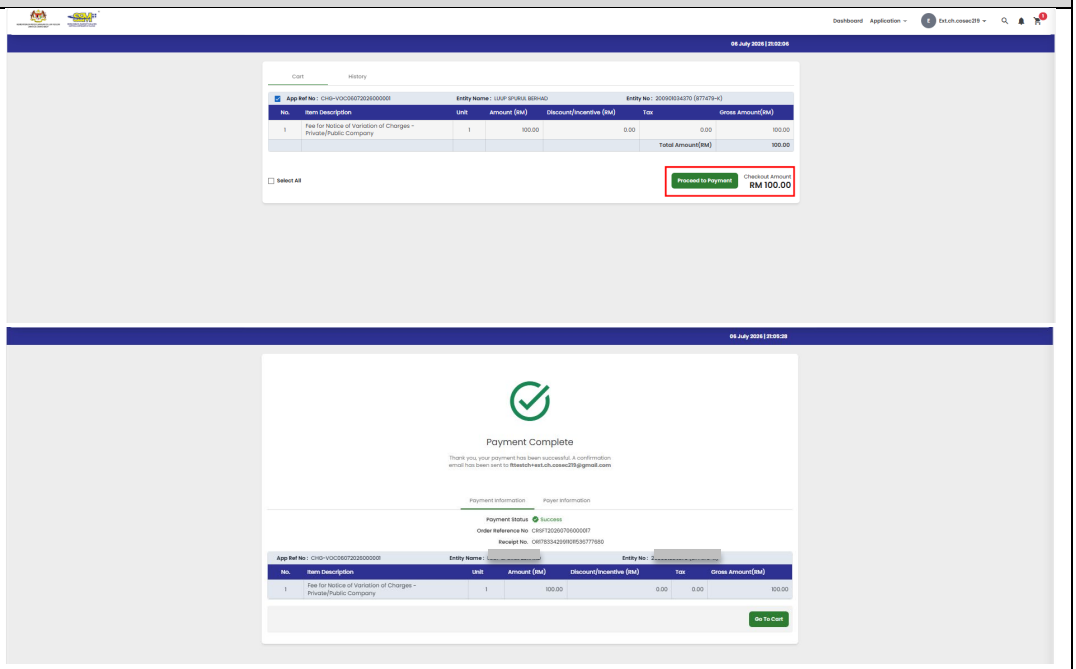
Field Num.	Description
	  Click **Add** button to add another **Date of Notice**.
8	Click the **Right tab menu** to go to the **Variation Details** tab or **Scroll Down** to access it.  The **Variation Details** form will be displayed. On the **Existing Mortgage Description**, check **Mortgage Type** and Description that auto-populate.
9	On the **Variation Date** and **Type of Variation** section, fill in the following detail: a. **Variation Date:** *<Select Past Date only>* b. **Type of Variation:** *<Select from the drop-down list: **Variation of Amount or Liabilities Section 359 (2)(a)**>* 

Field Num.	Description
	NOTE: *The system validates if the entered date is more than 30 days + X days. Number of X days is configurable by Back Office. Default to 0 days. If true, Lodger will be prompted with a Late Lodgement Alert.* *Type of variation:* *i. Variation of Amount or Liabilities Section 359 (2)(a)* *ii. Prohibited or Restricted the Creation of Subsequent Charges – Section 359(2)(b)*
12	On the **New Variation Details** section, fill in the following details: **a. Type of Variation:** *<Select from the drop-down list:* ***Variation of Amount or Liabilities Section 359 (2)(a)****>* **b. Mortgage Type:** *<Select from the drop-down list:* ***Foreign Currency****>* **c. Currency Type:** *<Select any from the drop-down list>* **d. New Amount:** *<Input 12-digit numbers>* **e. New Amount equivalent in RM:** *<Input 12-digit numbers>* **f. Description:** *<Input Description>* *Auto-Capitalised, ≤900 characters.* 
13	Click the **Right Tab Menu** to go to the **Supporting Document** tab or **Scroll Down** to access it.  On the **Supporting Document** section, fill in the following detail below.

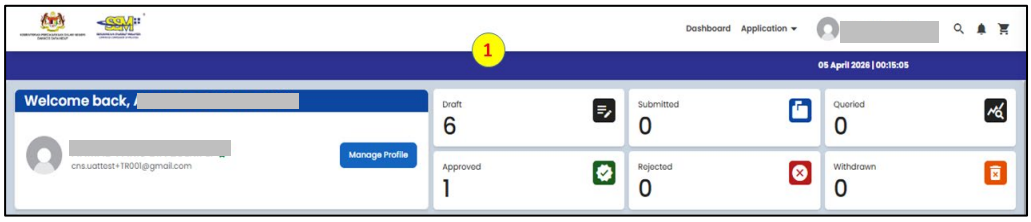
Field Num.	Description
	Support Document: *<Browse & Upload>*
14	Click the **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.  Add the **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.*  Click **Add** button
15	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **DIRECTOR**>* *NOTE:* *i. Default selection to **Liquidator** if the company status is "**Winding Up**".* *ii. If user chooses **Representative Is** choice other than the default **Liquidator**, **Please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *iii. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>*

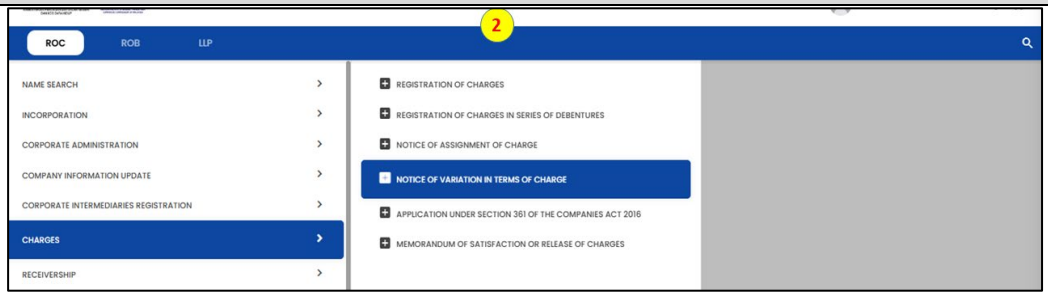
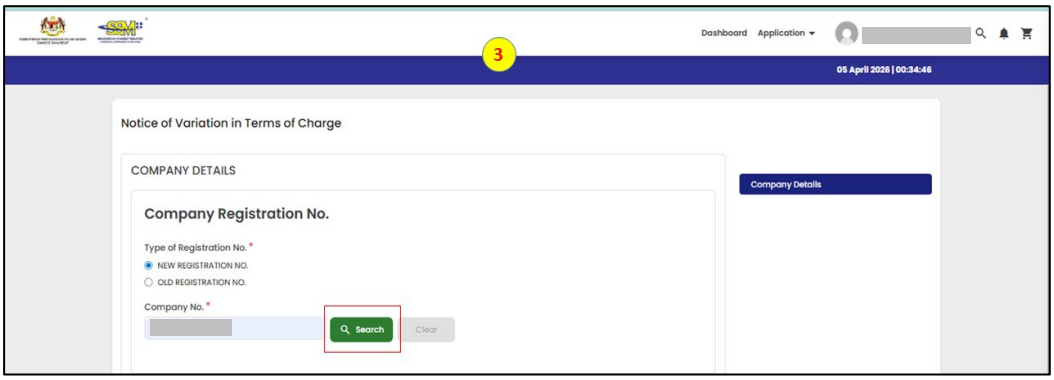
Field Num.	Description
	d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* g. **Email Address:** *<Input a valid email format>*  Then click **Add** button
16	Repeat **Steps 15 to add another Signatory Information** as follows: *NOTE: System validates **Maximum: 2 Signatory** and **Minimum: 1 Signatory** to proceed next.*
17	Click the **Right Tab Menu** button to go to the **Declaration** tab or **Scroll Down** to access it. 
18	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button.

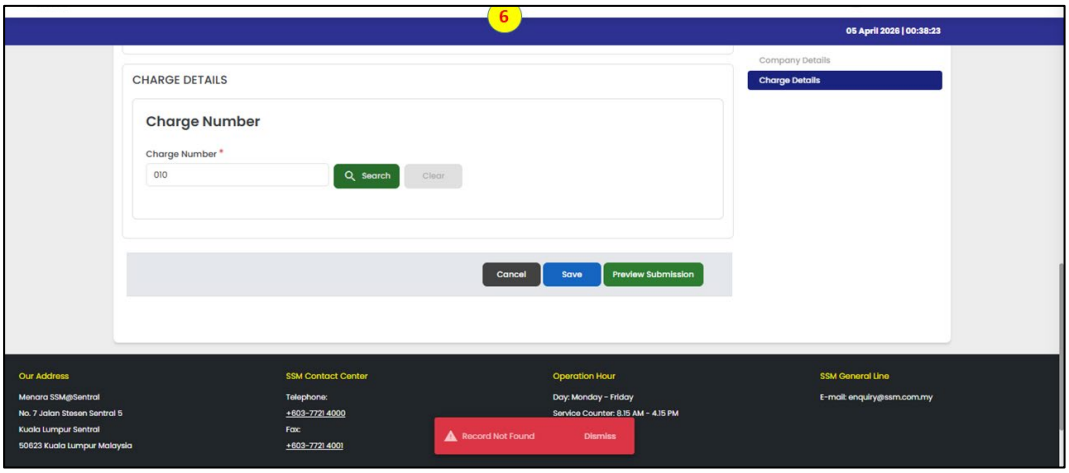
Field Num.	Description
	
19	Click on the **Download PDF** button. 
20	Click on the **Submit & Make Payment** button. 
21	Make payment as instructed & payment successful.

Field Num.	Description
	

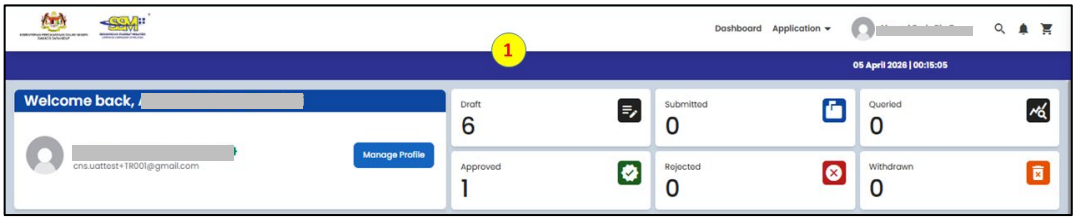
6.2 Charges number does not exist

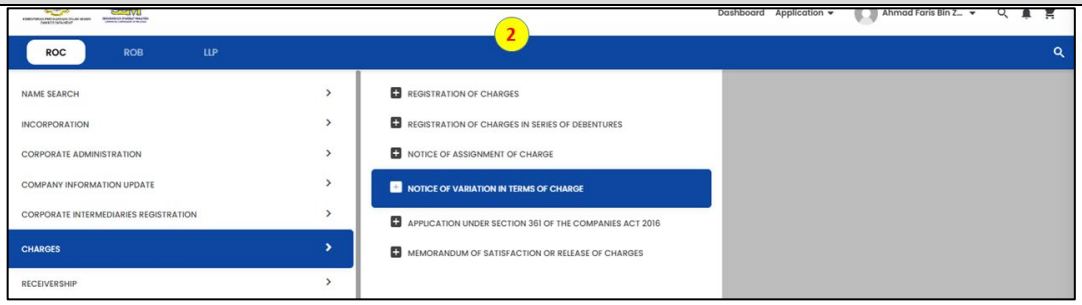
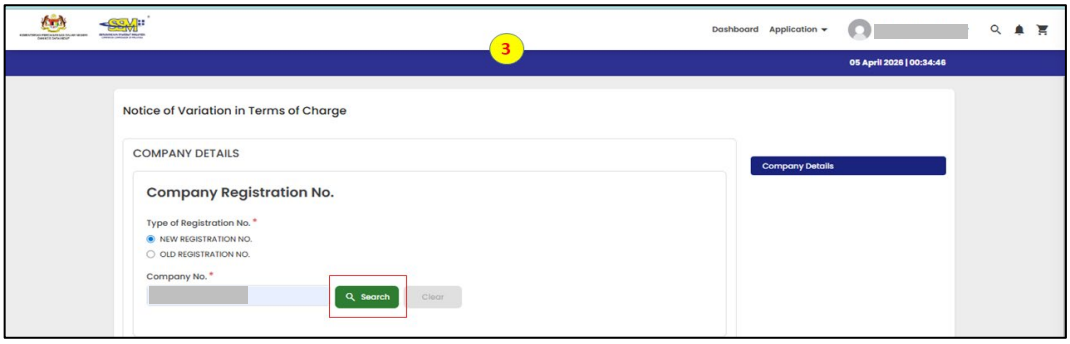
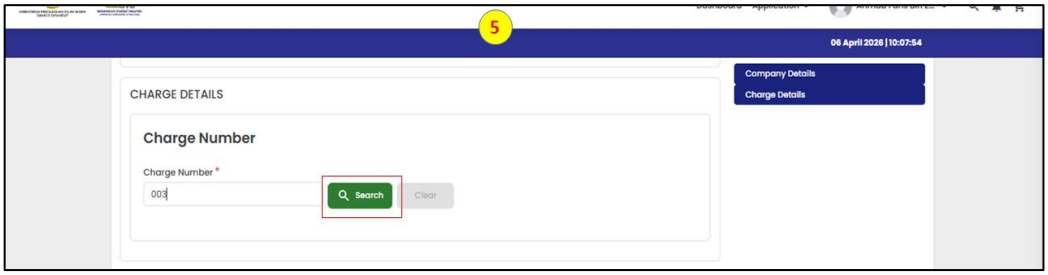
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu in the **Navigation Bar.** 
2	Then, click as follows: **Charges > Notice of Variation in Terms of Charges**

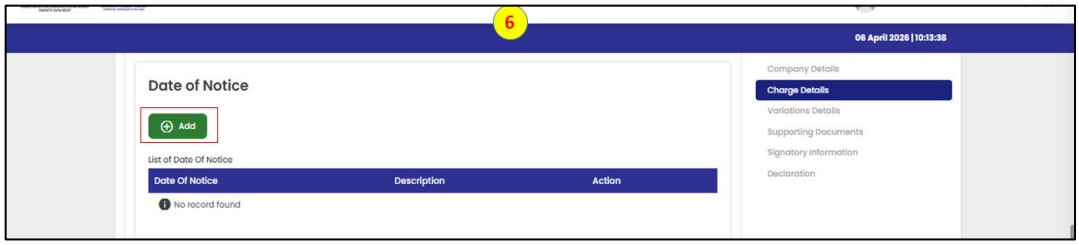
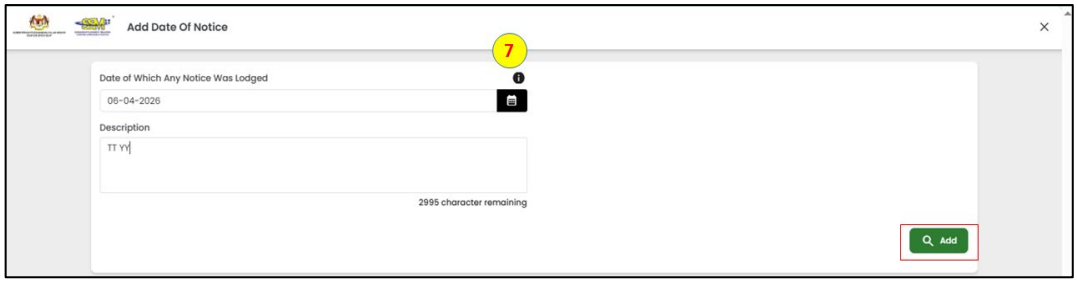
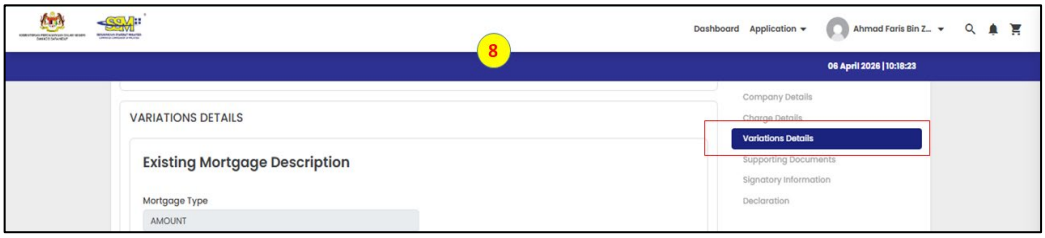
Field Num.	Description
	
3	**Notice of Variation in Terms of Charges** form will be displayed. Fill in the following details: a. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* b. **Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.* 
4	Check the **Company Details** and click the **Right Tab menu** to go to the **Charge Details** tab or **Scroll Down** to access it.
5	The **Charge Details** form will be displayed. Fill in the following detail: a. **Charge Number:** *<Input not existing **Charge Number**>* Click **Search** button.

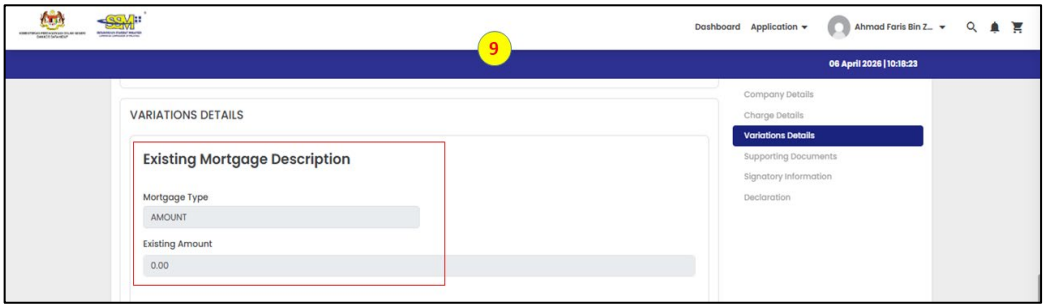
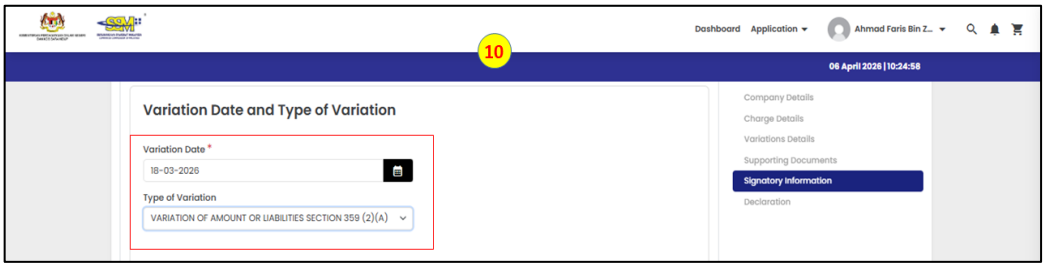
Field Num.	Description
	 *Note: Upon clicking the **Search** button, the **Charge Details** will be displayed.*
6	The Charge Number does not exist. 
7	The system does not allow lodger to proceed as the **Charge Number not exist.**

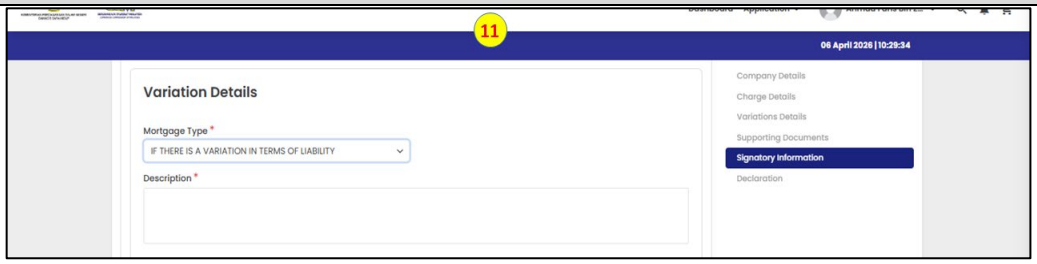
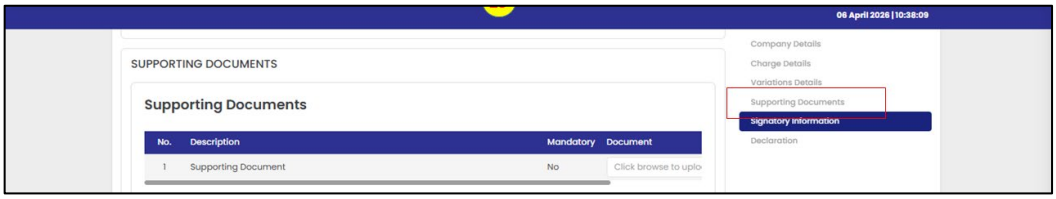
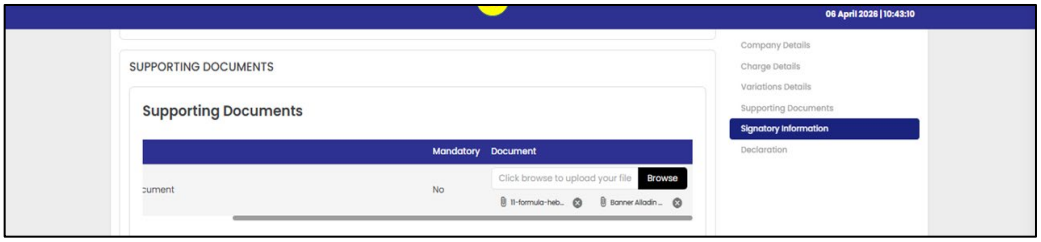
6.3 Within Time with Type of Variation - Variation of Amount or Liabilities Section 359 (2)(a)

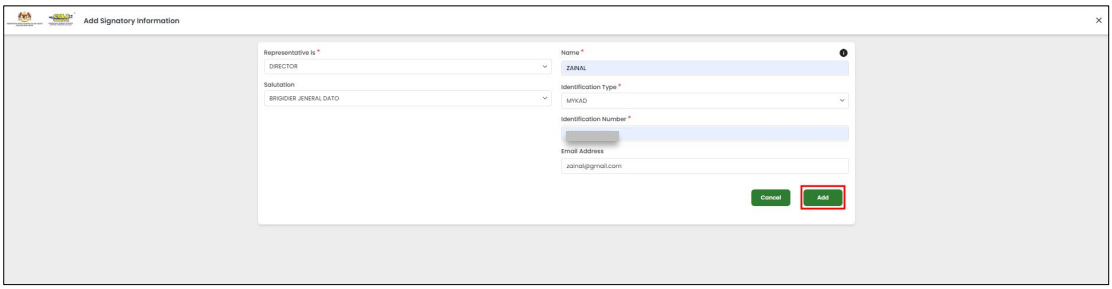
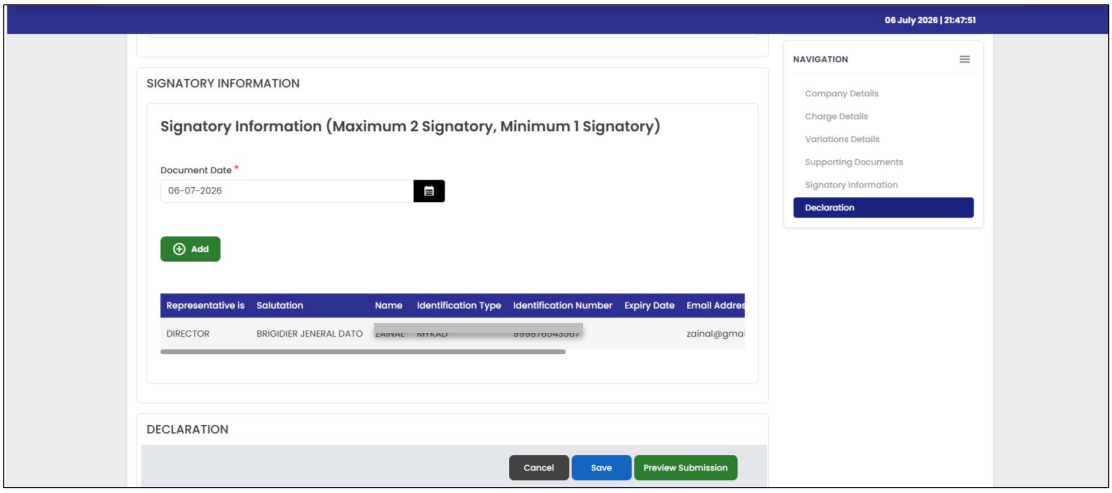
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Notice of Variation in Terms of Charges**

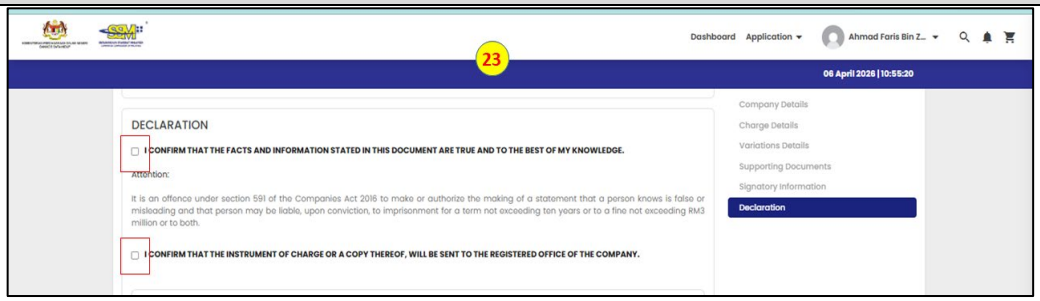
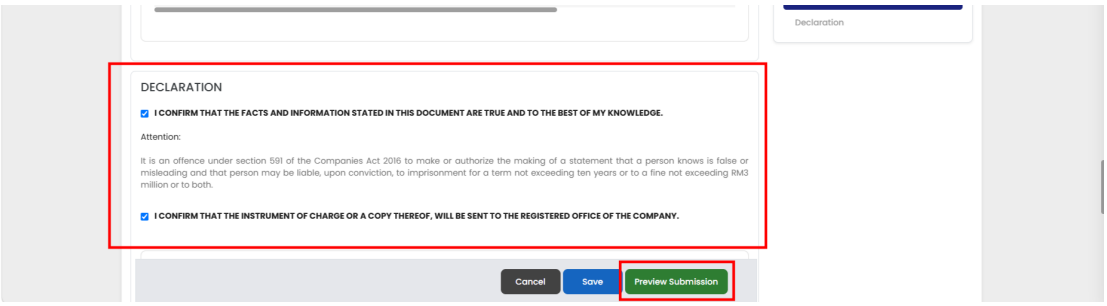
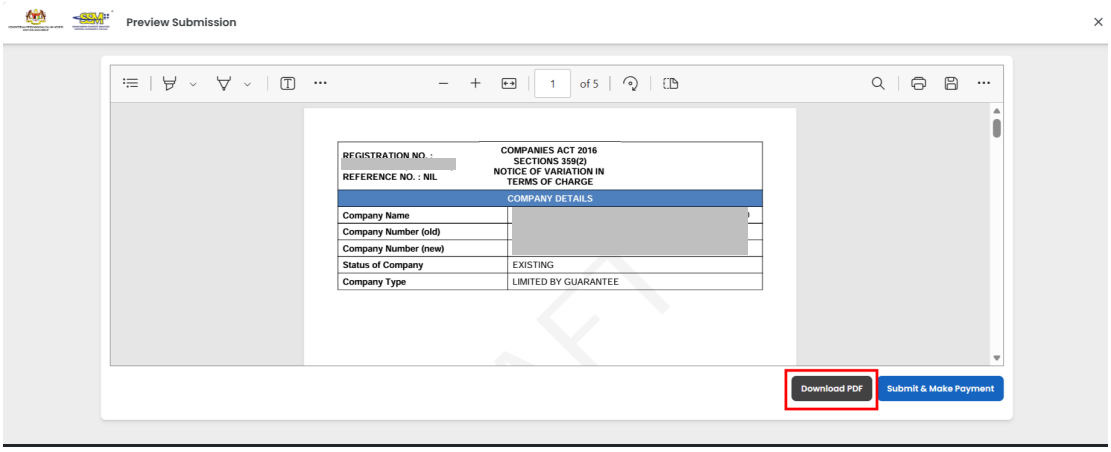
Field Num.	Description
	
3	**Notice of Variation in Terms of Charges** form will be displayed. Fill in the following details: a. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* b. **Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button.  *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.*
4	Check the **Company Details** and click **Right Tab menu** to go to the **Charge Details** tab or **Scroll Down** to access it.
5	The **Charge Details** form will be displayed. Fill in the following detail: a. **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. 

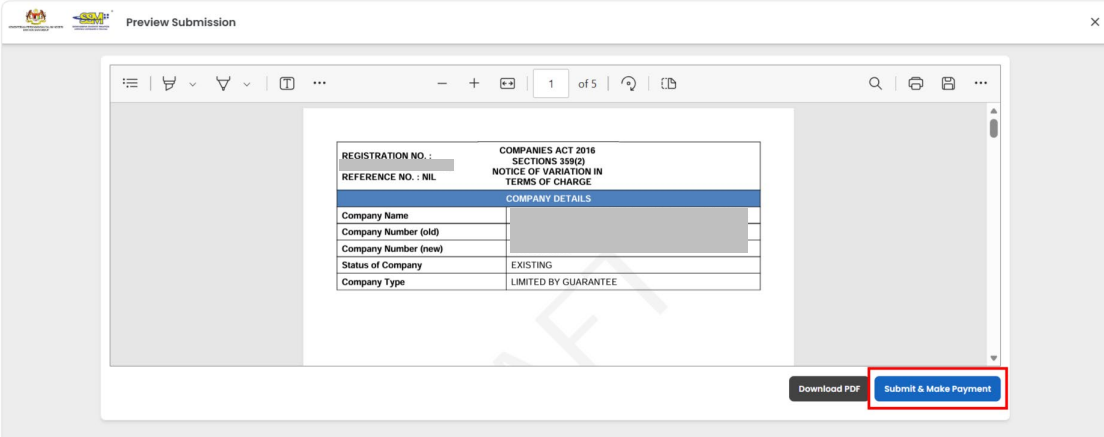
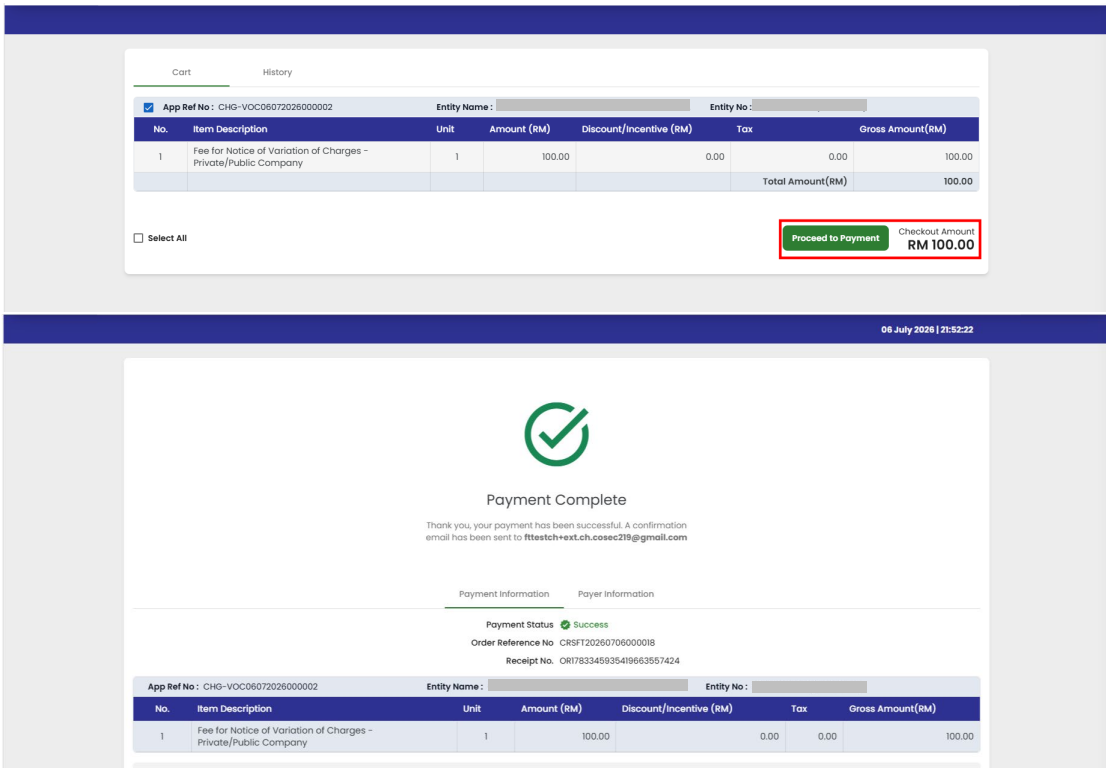
Field Num.	Description
	 *Note: Upon clicking the **Search** button, the **Charge Details** will be displayed.*
6	Check the **Charge Details** and select the **Date of Notice**. 
7	On the **Date of Notice** section, fill in the following detail: a. **Date of Which Any Notice Was Lodged:** *<Select **Past or Today's Date only** (optional)>* b. **Description:** *<Input description (optional)>*  Click **Add** button to add another **Date of Notice**.
8	Click the **Right tab menu** to go to **Variation Details** tab or **Scroll Down** to access it. 

Field Num.	Description
9	The **Variation Details** form will be displayed. On the **Existing Mortgage Description**, check Mortgage Type and Description that auto-populate. 
10	On the **Variation Date and Type of Variation** section, fill in the following detail: a. **Variation Date:** *<Select Past Date only>* b. **Type of Variation:** *<Select from the drop-down list:* ***Variation of Amount or Liabilities Section 359 (2)(a)****>*  *NOTE:* *System validates if the date entered is more than 30 days + X days. Number of X days is configurable by Back Office. Default to 0 days. If true, Lodger will be prompted with a Late Lodgement Alert.* *Type of variation:* *i. Variation of Amount or Liabilities Section 359 (2)(a)* *ii. Prohibited or Restricted The Creation of Subsequent Charges – Section 359(2)(b)*
11	On the **New Variation Details** section, fill in the following details: **a. Type of Variation:** *<Select from the drop-down list:* ***Variation of Amount or Liabilities Section 359 (2)(a)****>* **b. Mortgage Type:** *<Select from the drop-down list:* ***If there is a Variation in terms of liability****>* **c. Description of Liability:** *<Input Description> Auto-Capitalised, ≤900 characters.*

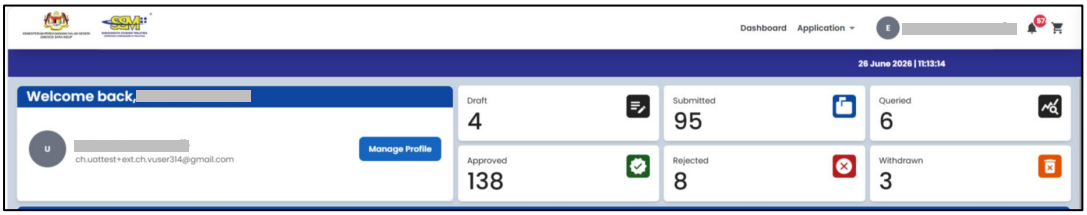
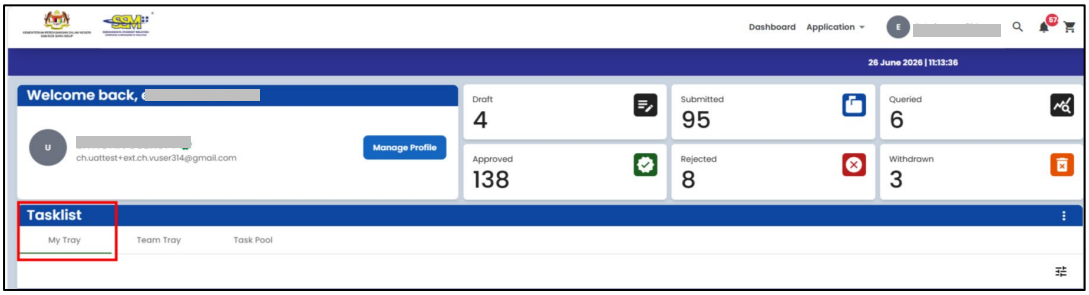
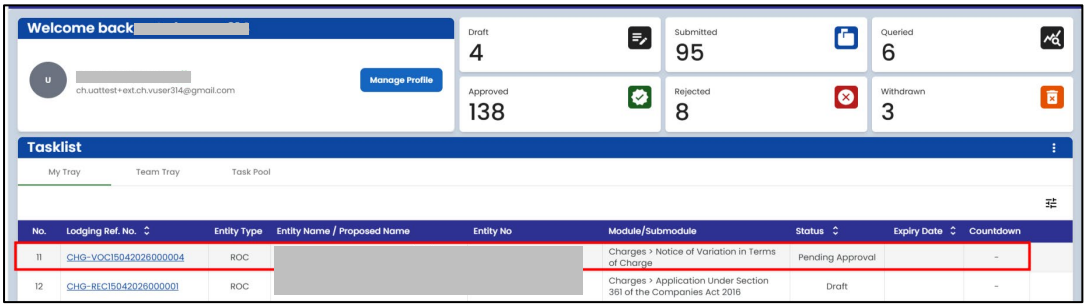
Field Num.	Description
	
12	Click the **Right Tab Menu** to go to the **Supporting Document** tab or **Scroll Down** to access it. 
13	On the **Supporting Document** section, fill in the following detail below. a. **Support Document:** *<Browse & Upload>* 
14	Click the **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.
15	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list:* ***DIRECTOR****>* *NOTE:* *i. Default selection to* ***Liquidator*** *if the company status is "****Winding Up****".*

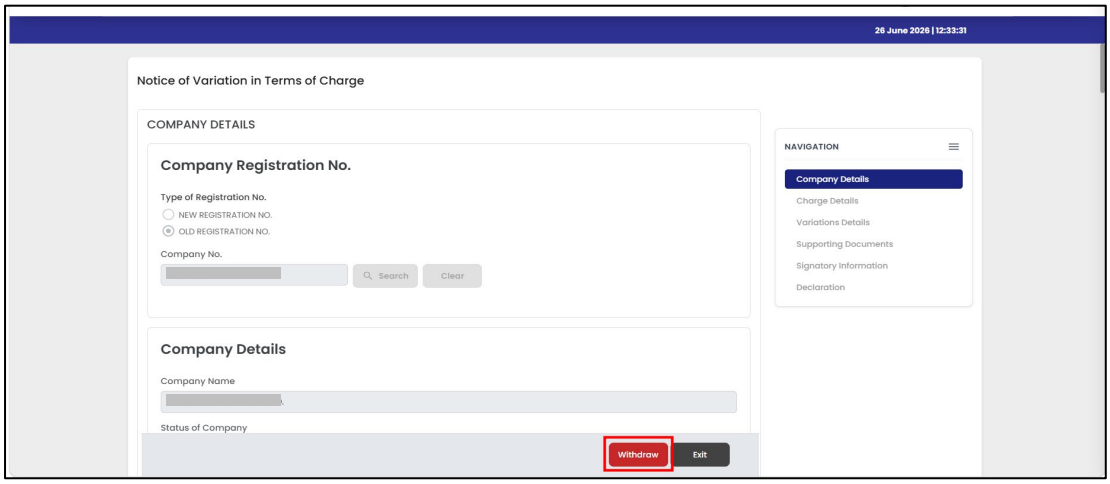
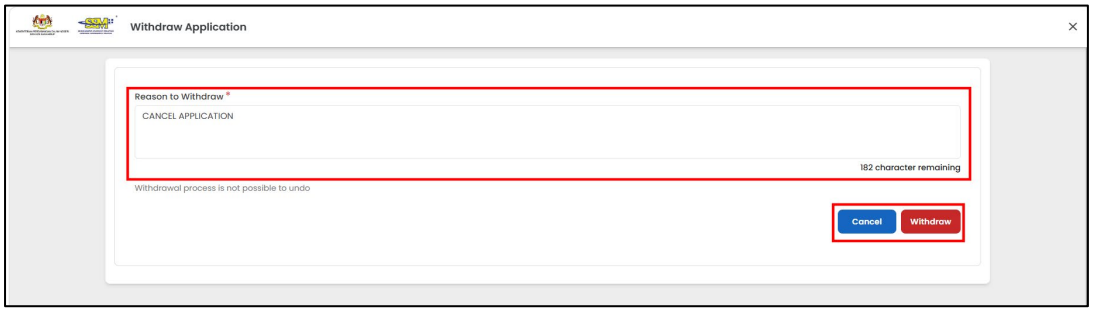
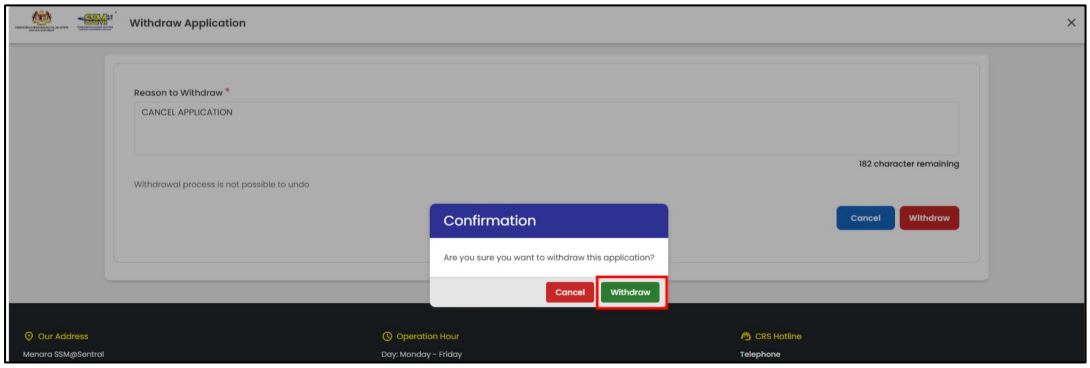
Field Num.	Description
	*ii. If user chooses **Representative Is** choice other than the default **Liquidator**, **please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *iii. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* g. **Email Address:** *<Input a valid email format>*  
	Repeat **Step 15 to add another Signatory Information**
16	Click the **Right Tab Menu** button to go to the **Declaration** tab or **Scroll Down** to access it.

Field Num.	Description
	
17	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
18	Click on the **Download PDF** button. 
19	Click on the **Submit & Make Payment** button.

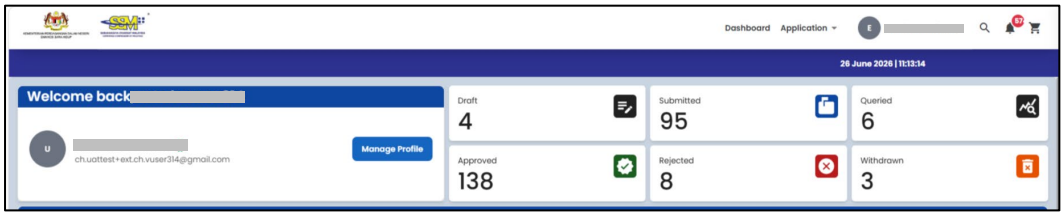
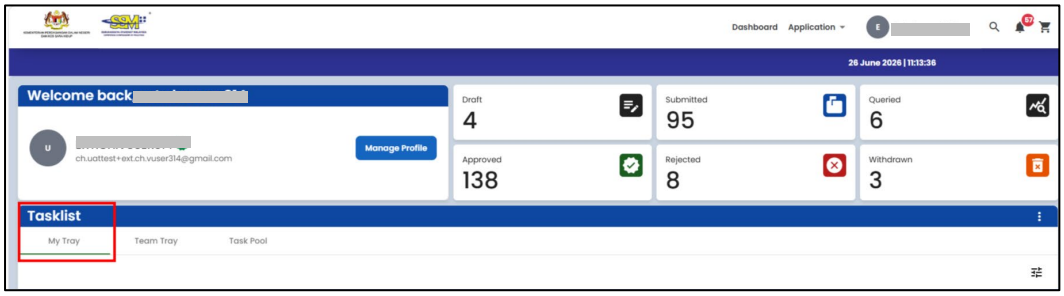
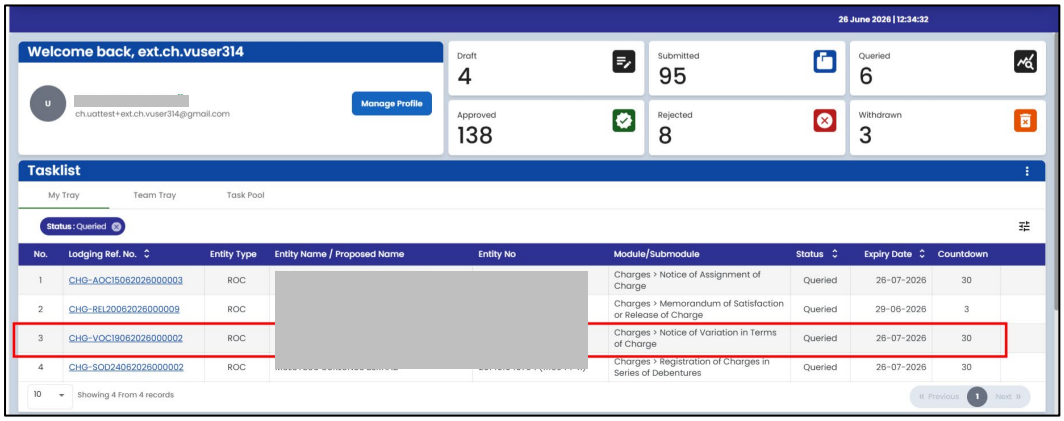
Field Num.	Description
	
20	Make payment as instructed & payment successful. 

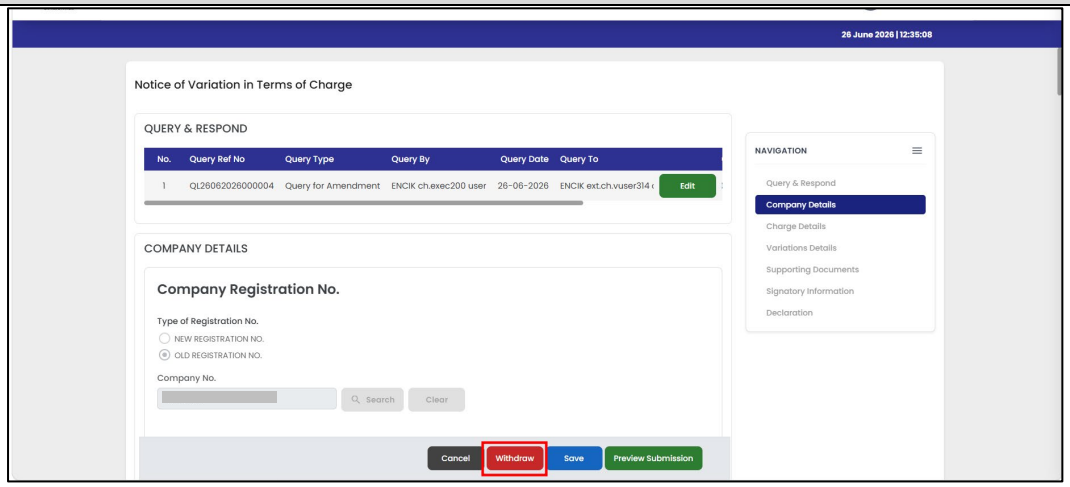
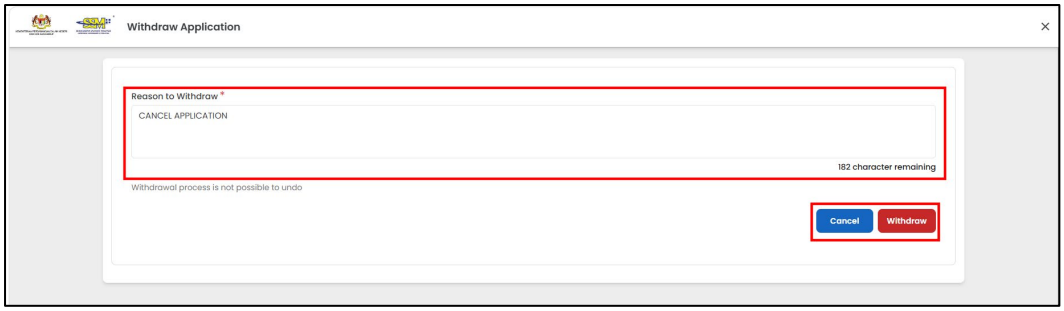
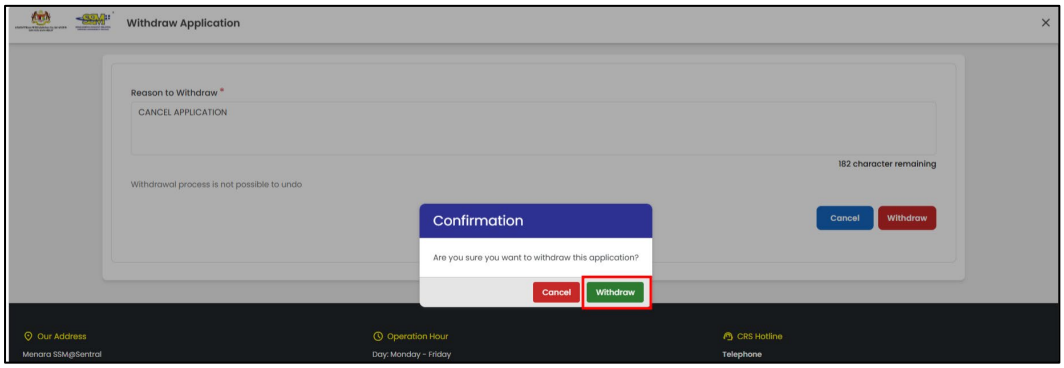
6.4 Withdraw Application (Before Application Queried by SSM Officer)

Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Pending Approval (In-Progress)** from the **My Tray** listing. 

Field Num.	Description
4	From the **Variations of Charges form,** click the **Withdraw** button on the bottom of the page. 
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

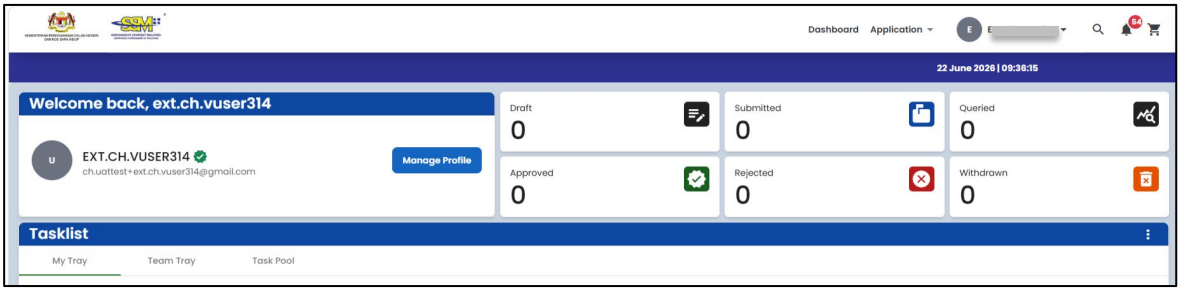
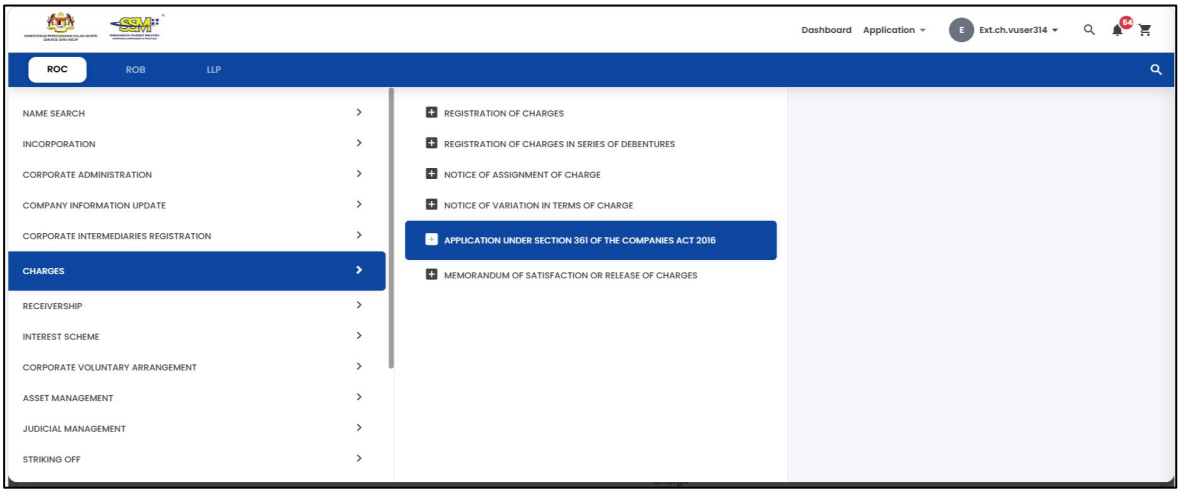
6.5 Withdraw Application (After Application Queried By SSM Officer)

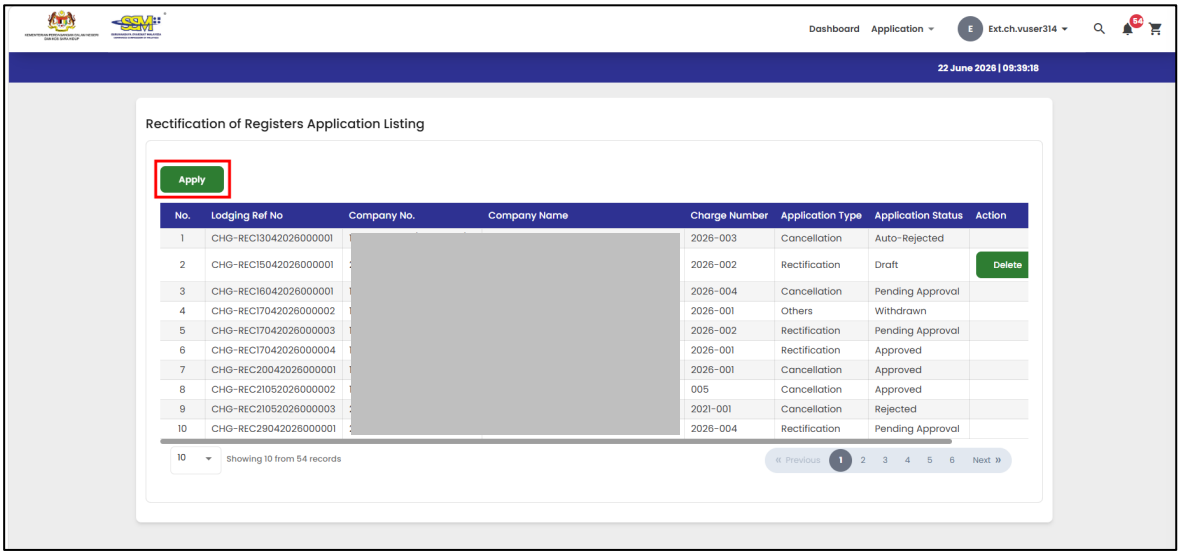
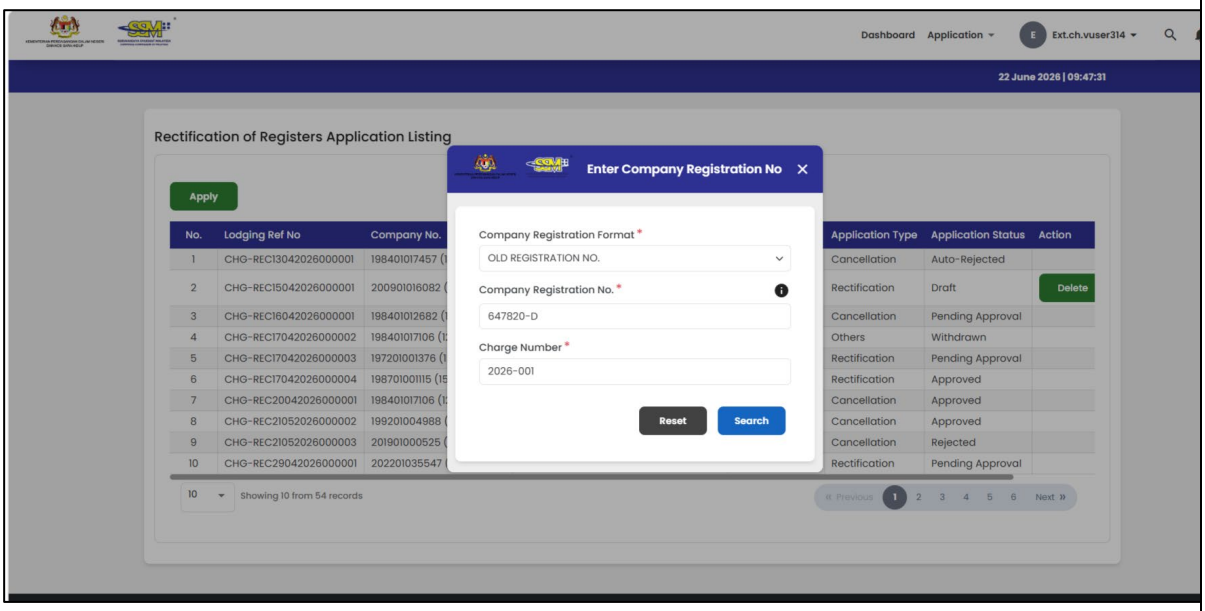
Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Queried** from the **My Tray** listing. 
4	From the **Variations of Charges form,** click the **Withdraw** button on the bottom of the page.

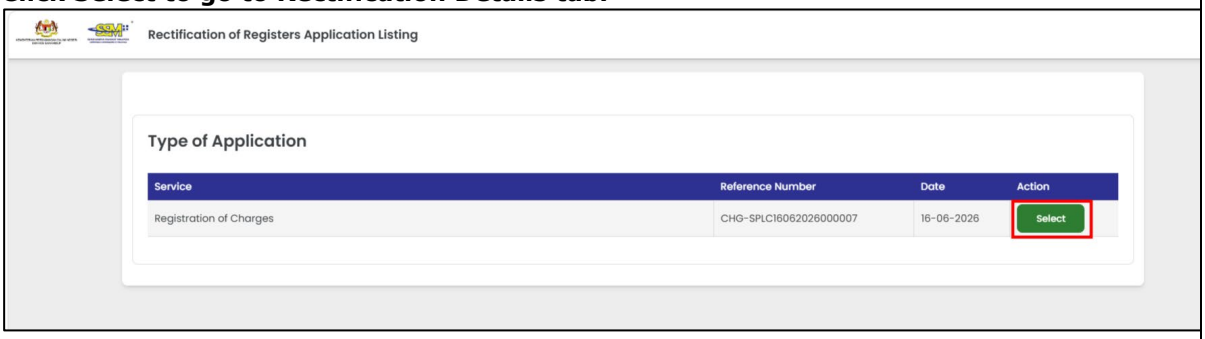
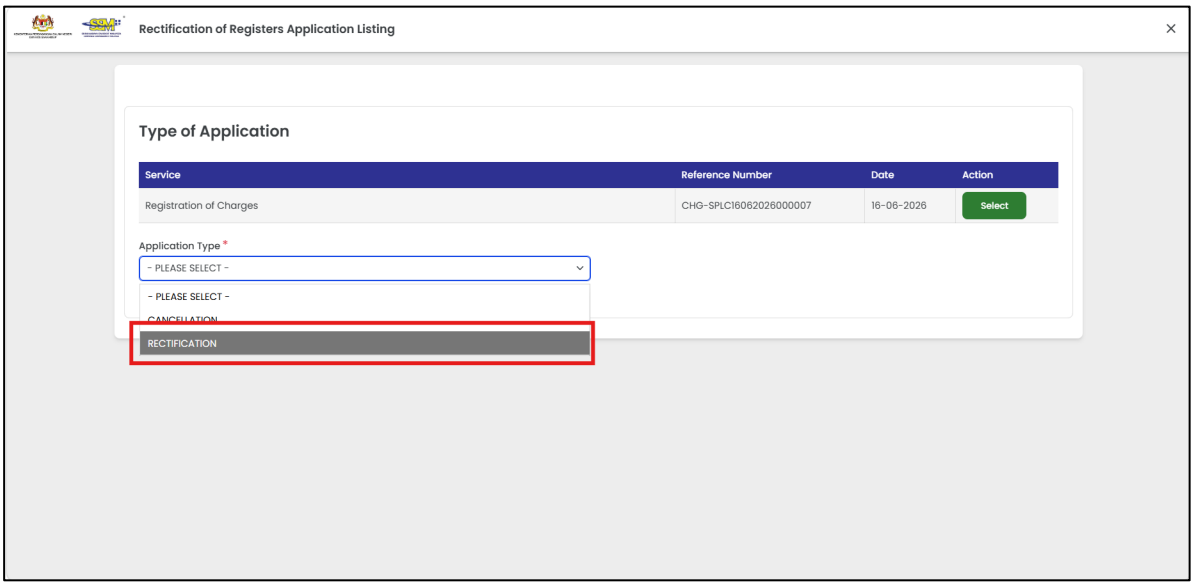
Field Num.	Description
	
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

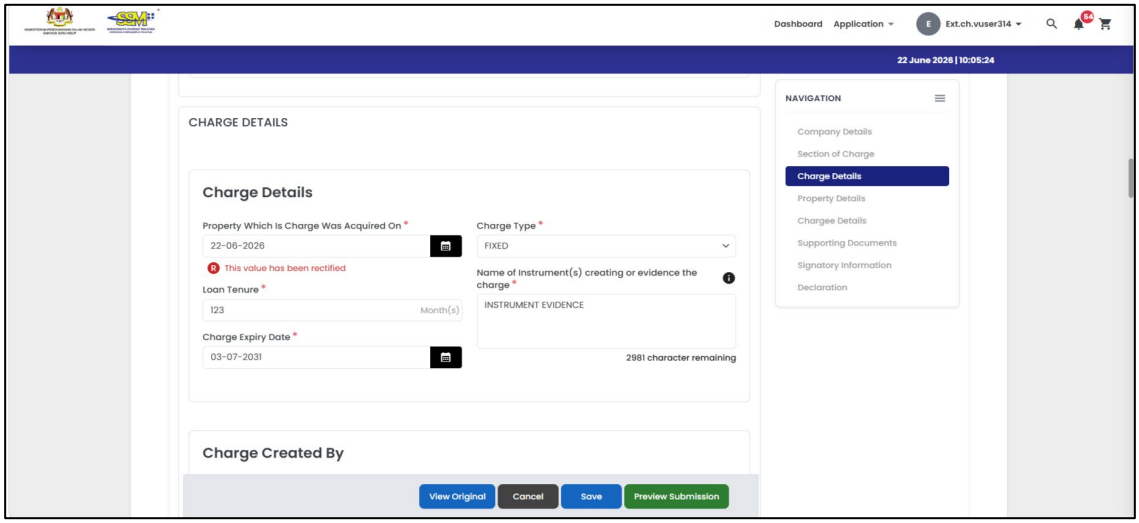
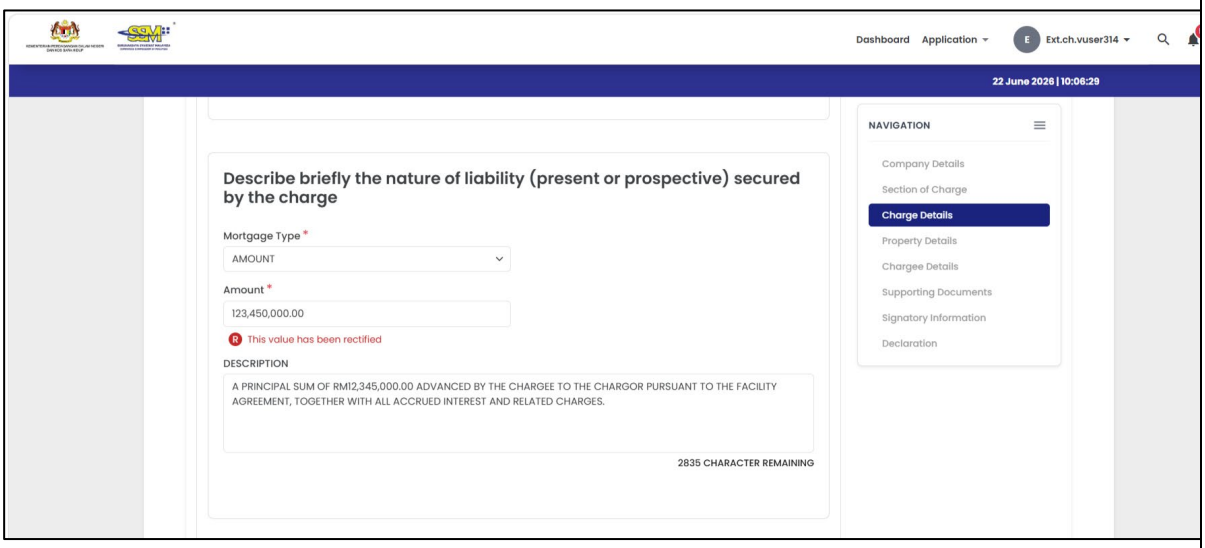
7 Rectification of Charge - Amendment, Cancellation, Others

7.1 Amendment for Registration of Charges

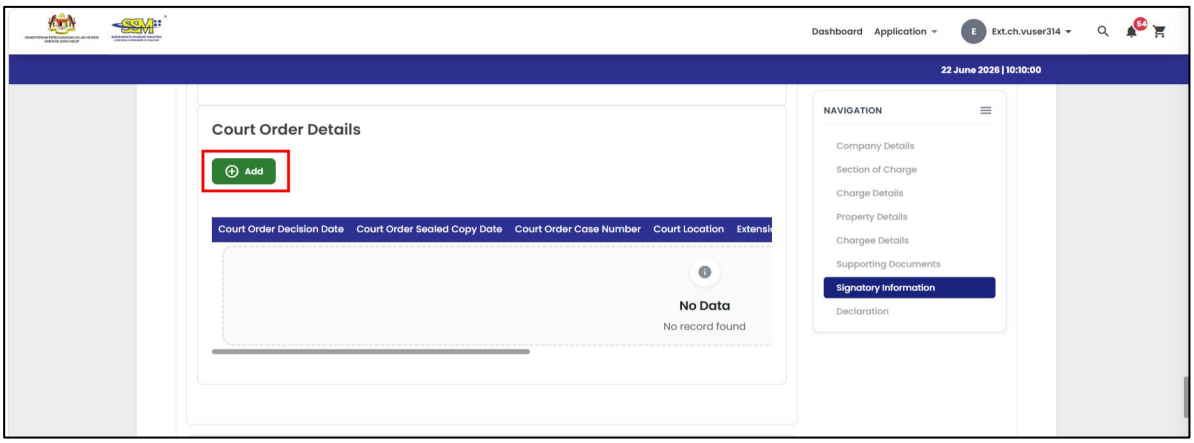
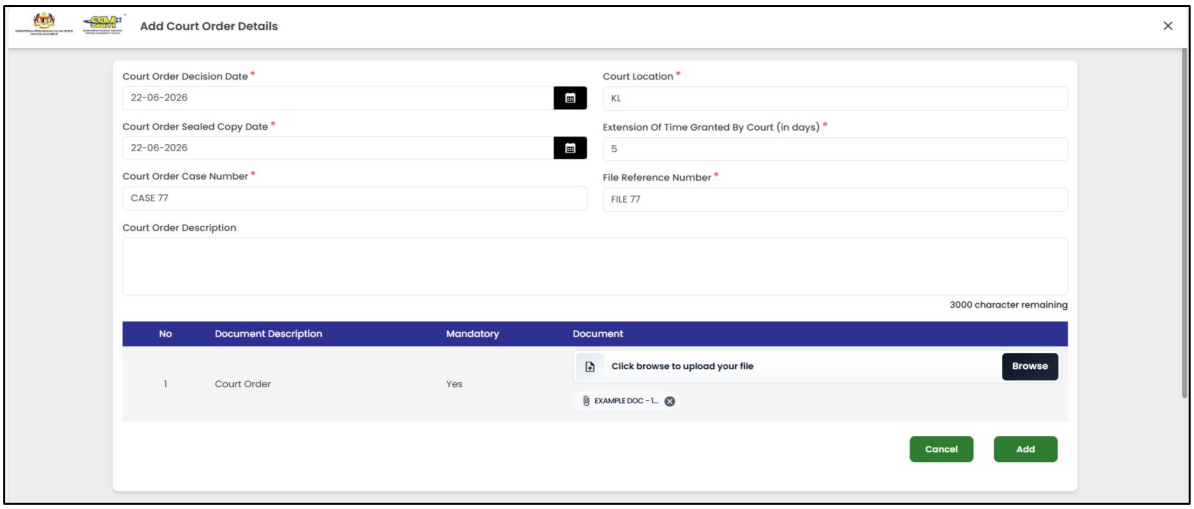
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Application Under Section 361 of the Companies Act 2016** 
3	**Rectification of Registers Application Listing** form will be displayed.

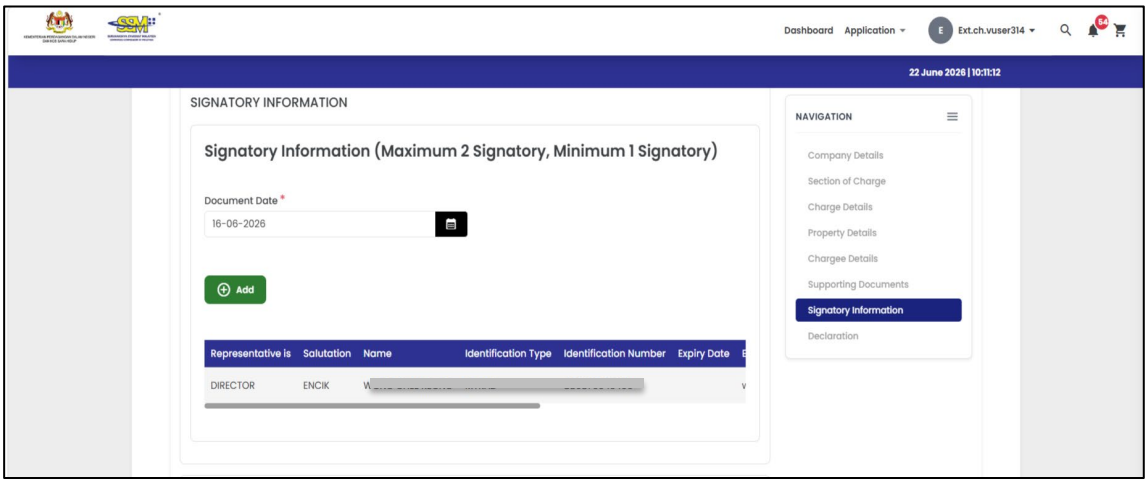
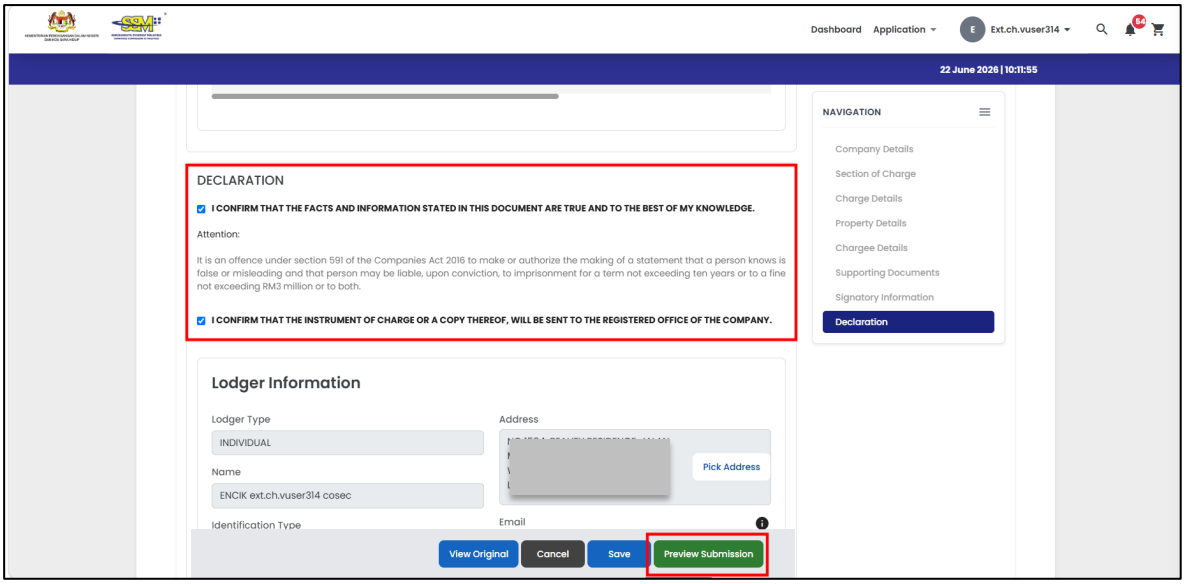
Field Num.	Description
	Select **Apply** 
4	**Application Under Section 361 of the Companies Act 2016** form will be displayed. Fill in the following details: a. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* b. **Company Number:** *<Input Company No. based on Type of Reg. No.>* c. **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.* 
5	On the **Type of Application** section, select the list of services that need to rectification**.** a. Click **Select** for the relevant application. b. **Application Type:** ***<Select from drop-down menu: Rectification>***

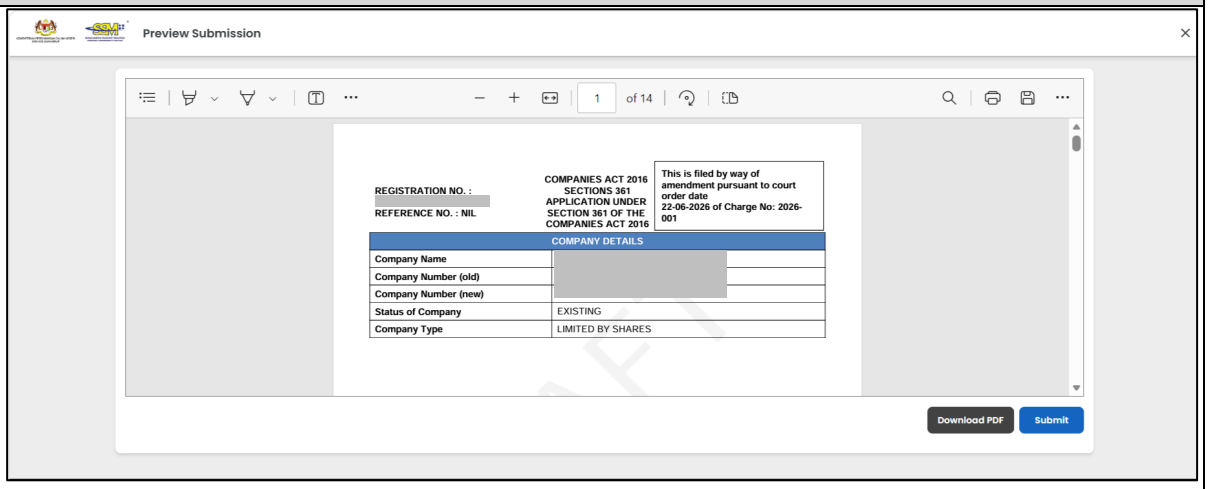
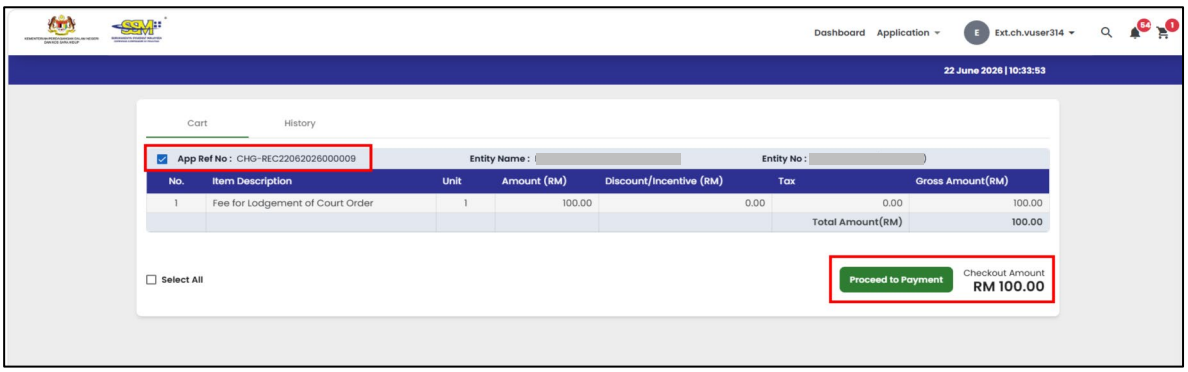
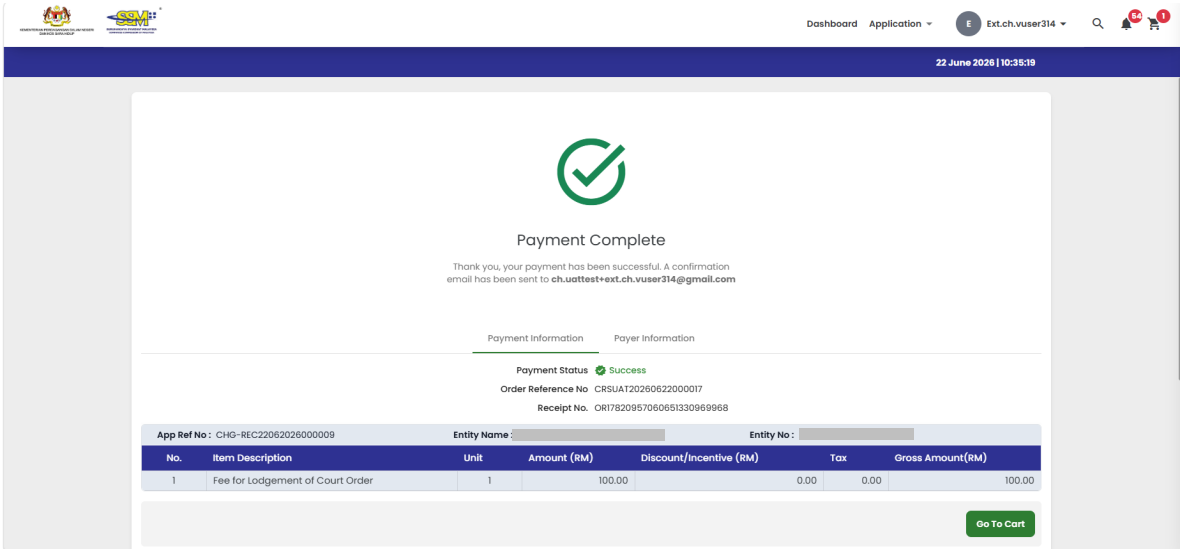
Field Num.	Description
	Click Select to go to Rectification Details tab.  
6	On the **Charge Details** section, rectify the following detail: *NOTE: All the existing details are auto populated, after made any amendment for the rectification **"R"** will displayed.* a. **Charge Date Created:** *<Select a date 37 days before today's date.>. Only past date or today's date can be selected.* b. **Loan Tenure:** *<Input number up to 4 characters. Indicate Month(s) at the end of field>* *NOTE: Accept Numbers only.* c. **Charge Expiry Date:** *<Select date. Only future date can be selected>* d. **Charge Type:** *<Select Charge Type>* *NOTE: If **Type of Charge** is: "(g) A floating charge on the undertaking or property of a company", the options list only display "Floating" and "Fixed and Floating".* e. **Name of instrument(s) creating or evidencing the charge:** *<Input description text>* *Auto-Capitalised. NOTE: Cannot input NIL or NULL or "-" or NA or N/A or na or n/a or not*

Field Num.	Description
	applicable. 
7	On the **Describe briefly the nature of liability (present or prospective) secured by the charge** section, rectify the following detail: *NOTE: All the existing details are auto populated and click **Rectify** button, after made any amendment for the rectification.* a. **Mortgage Type:** *<Select from the drop-down list: **Amount**>* b. **Amount:** *<Input number>* c. **Description:** *<Input text up to 900 characters> Auto-Capitalised.* 
	On **The liability secured is for the benefit of the company or for another party** section, rectify the following detail: *NOTE: All the existing details are auto populated and click **Rectify or Add button**, after made any amendment for the rectification.* Click **Add** button. a. **For Benefit of Company:** *<Select from the drop-down list: **Another Party**>* b. **Type of Party:** *<Select from the drop-down list: **Individual**>* c. **Name:** *<Input Name> NOTE: Auto-Capitalised*

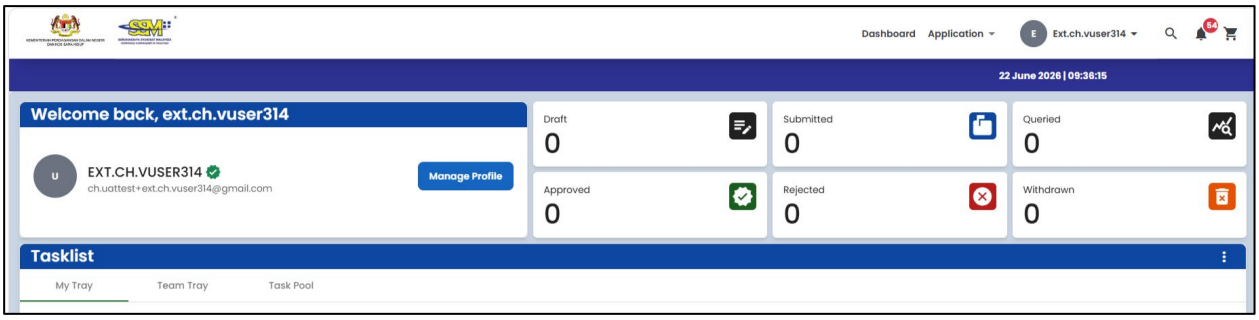
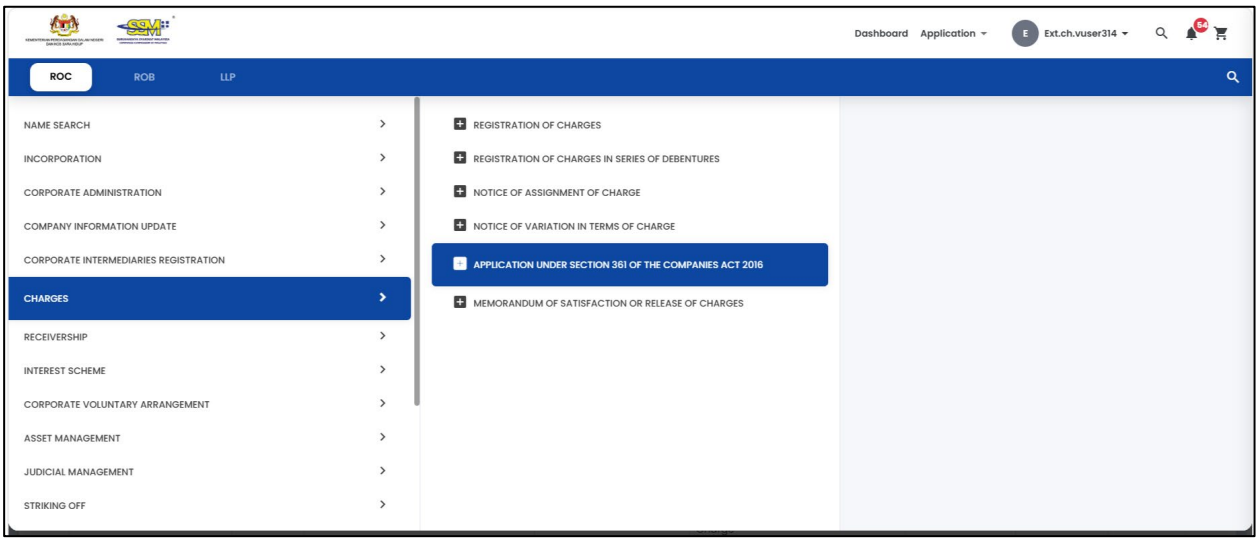
Field Num.	Description
	d. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD. System will prompt message "Must be created by another party" if user fill the same Company Reg No or the same Identification Type as **Charge Created By**.* e. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* f. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised* g. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* h. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* i. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* j. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* k. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* l. **Country**: *<Select from drop-down list>* Click **Add button**.
8	On the **The Creation of Subsequent Charges** section, select *<Is Restricted or Prohibited>* from the drop-down menu. *NOTE: All the existing details are auto populated and click, after made any amendment for the rectification. **"R"** will displayed.* Click the **Right tab menu** to go to **Summary** or **Scroll Down** to access it.
9	Click the **Right tab menu** to go to **Supporting Documents** or **Scroll Down** to access it.
10	**On the Court Order Details** section, **fill in the following fields:** Click **Add** button. b. Court Order Decision Date: <Select a date> Only past date or today's date can be selected. c. Court Order Sealed Copy Date: <Select a date> Only past date or today's date can be selected. d. Court Order Case Number: <Input text> Auto-capitalised. e. Court Order Description: <Input description text> f. Court Location: <Input text> Auto-capitalised.

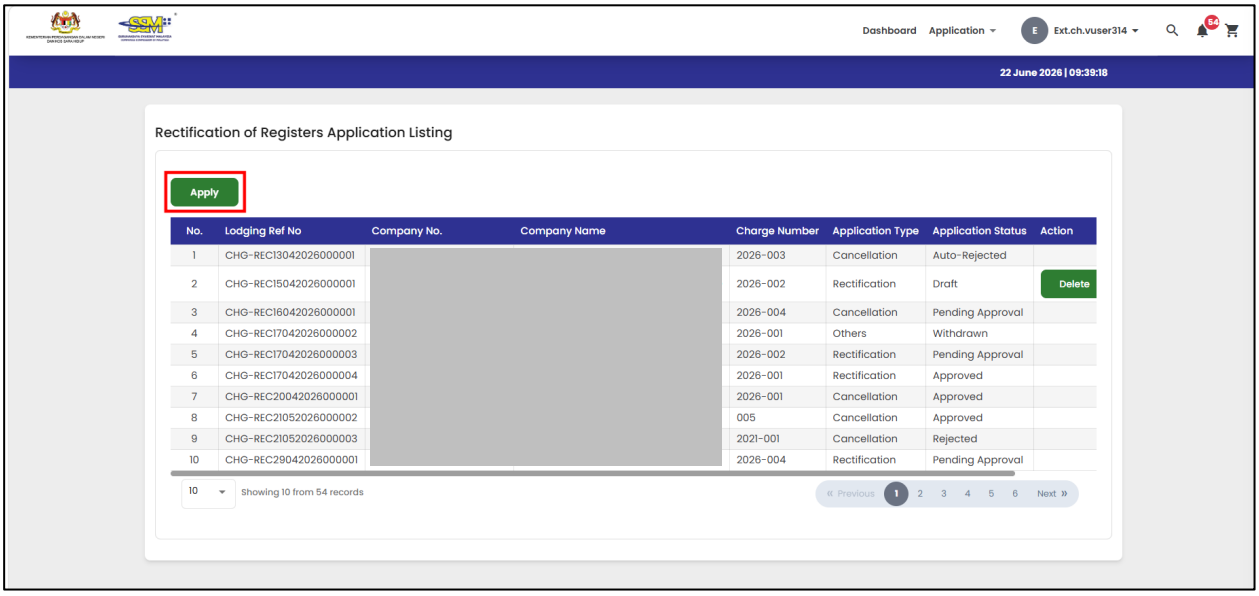
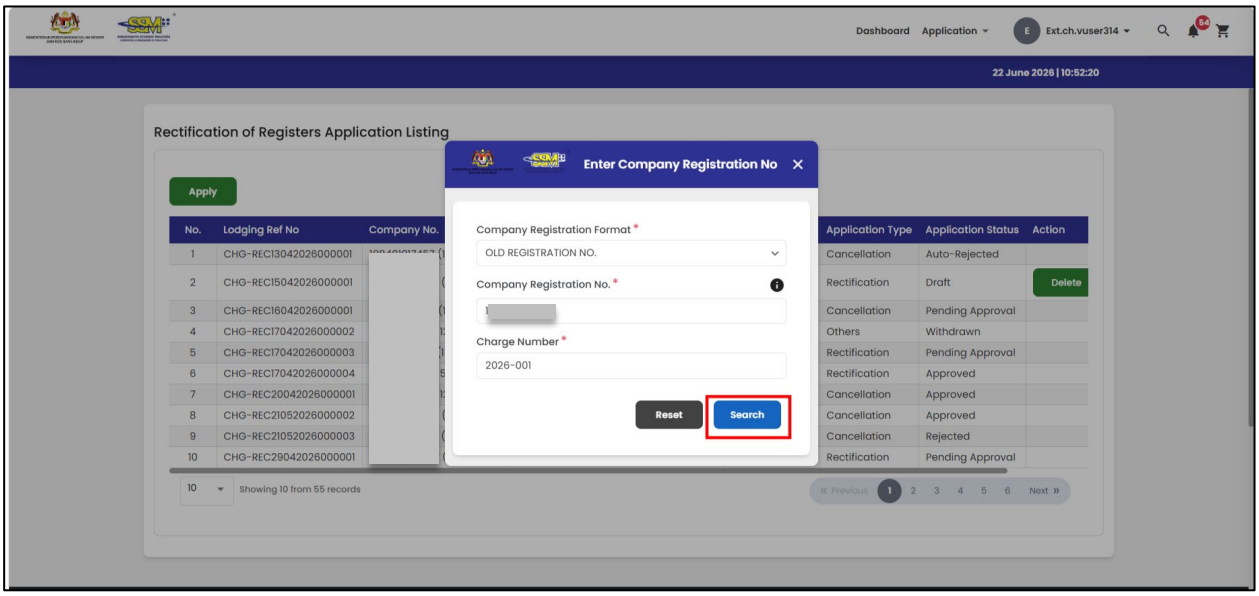
Field Num.	Description
	g. Extension of Time Granted By Court (In Days): <Input numbers only> h. File Reference Number: <Input text> Auto-capitalised. i. Court Order Attachment: <Browse & upload attachment>   Click **Submit** button.
11	Click the **Right Tab Menu** to go to **Signatory Information** tab or **Scroll Down** to access it.
12	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **DIRECTOR**>* *NOTE:* *a) Default selection to **Liquidator** if the company status is "**Winding Up**".* *b) If user chooses **Representative Is** choice other than the default **Liquidator**, **Please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *c) The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.*

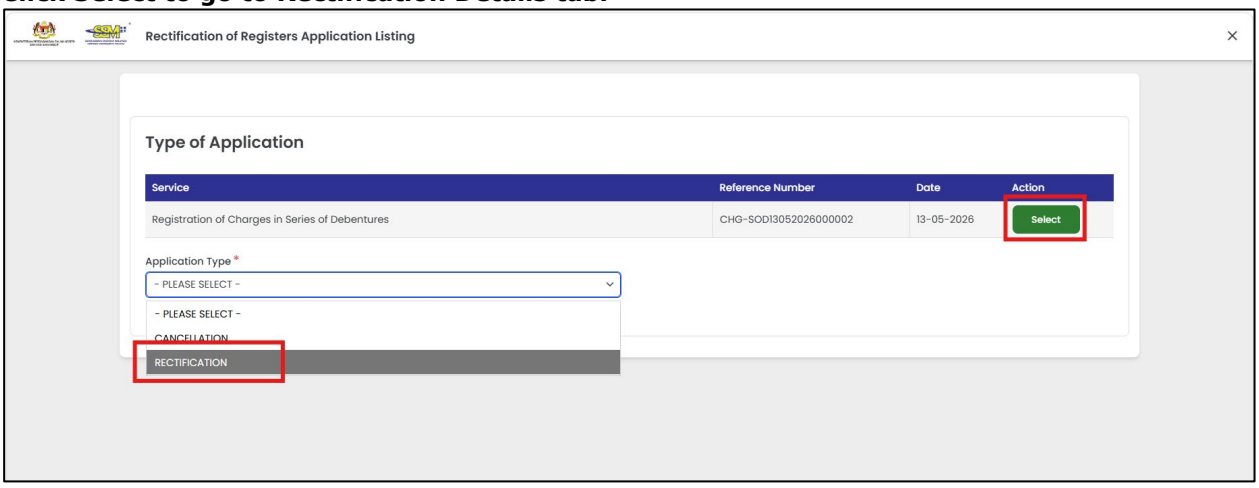
Field Num.	Description
	Email Address: *<Input a valid email format>* 
13	Click the **Right Tab Menu** button to go to the **Declaration** tab or **Scroll Down** to access it. *NOTE: System validates **Maximum: 2 Signatory** and **Minimum: 1 Signatory** to proceed next.*
14	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
15	Click on **Download PDF** button.

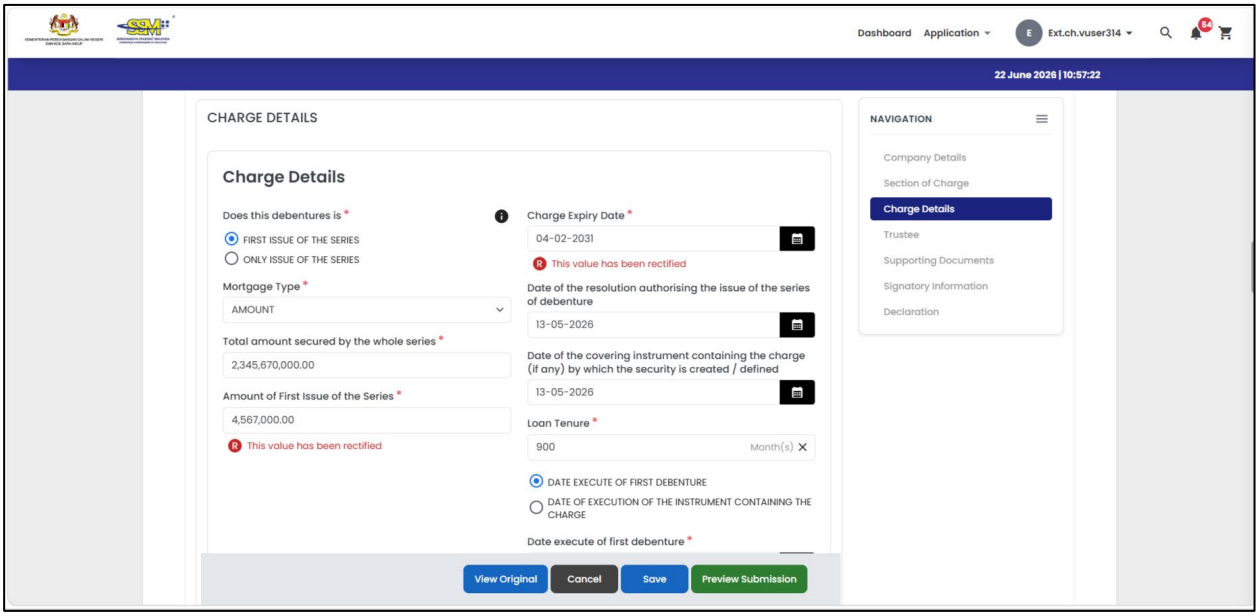
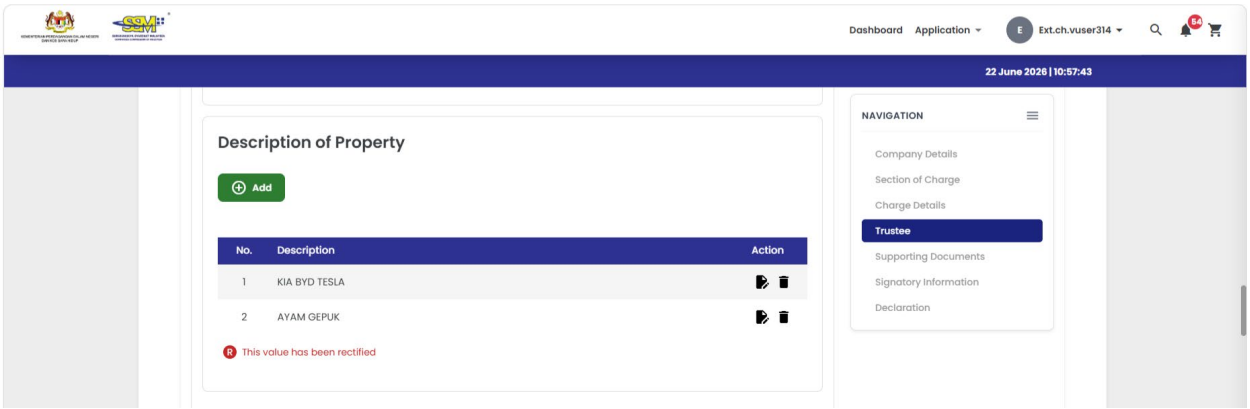
Field Num.	Description
	
	Click on **Submit & Make Payment** button.  

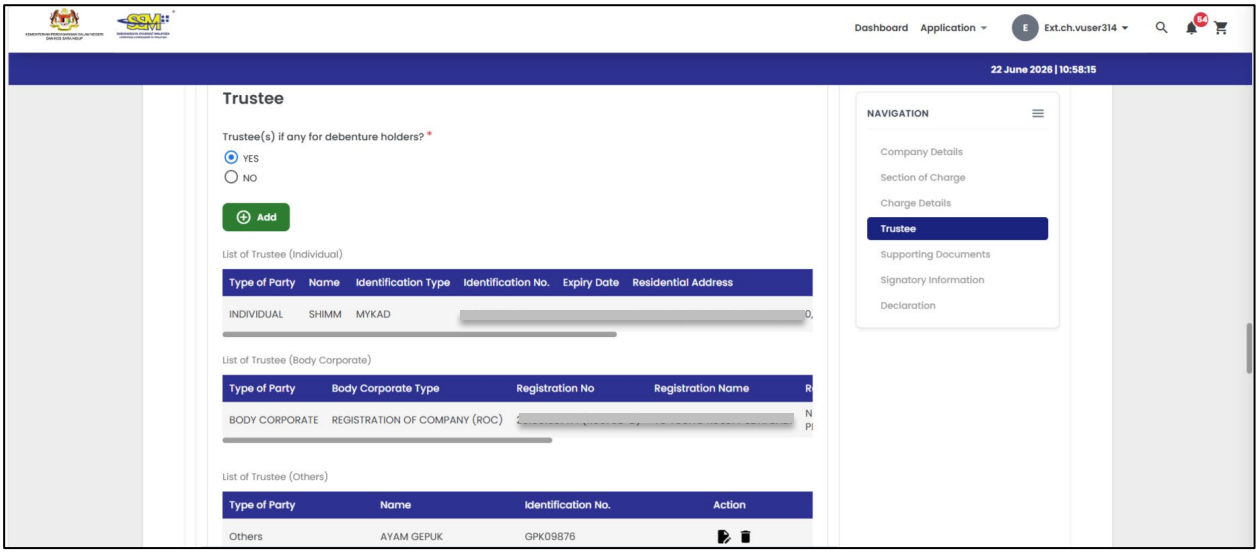
7.2 Amendment for Registration of Charges in the Series of Debenture

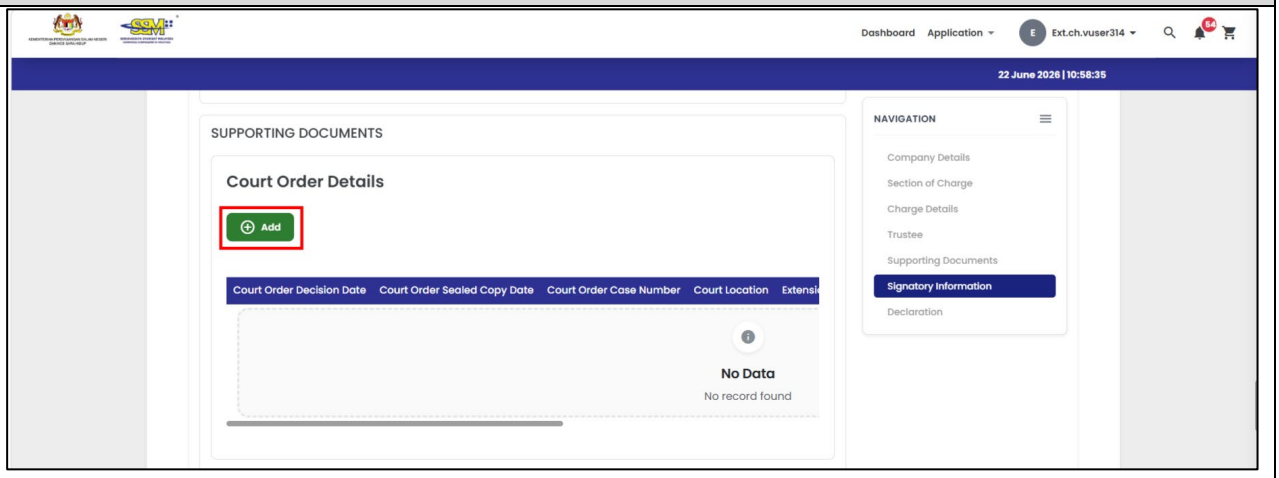
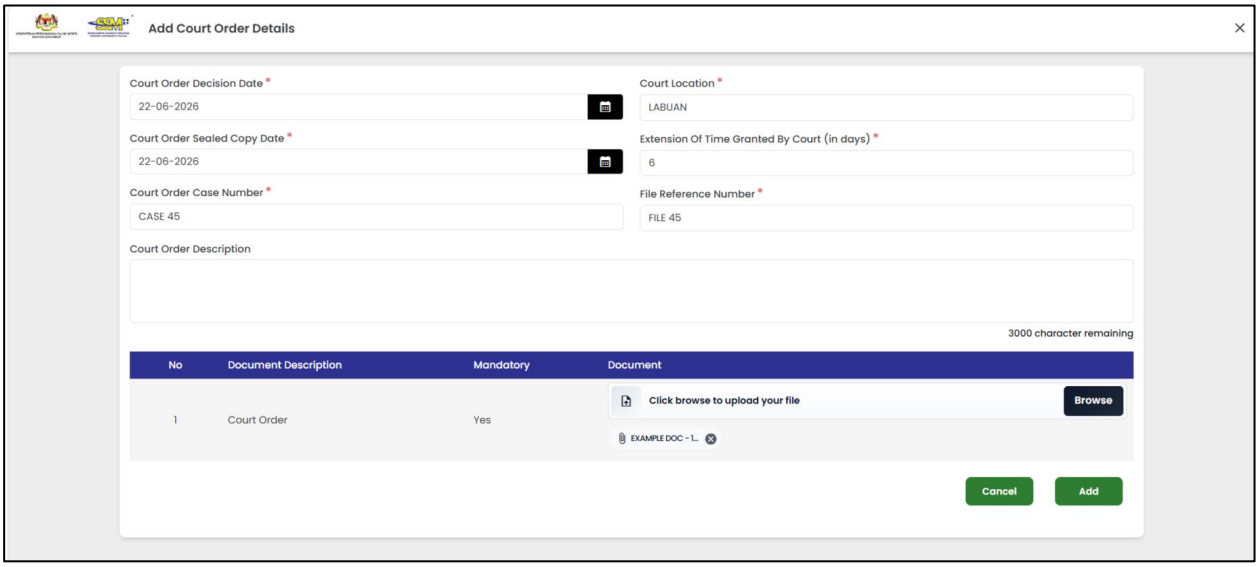
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Application Under Section 361 of the Companies Act 2016** 
3	**Rectification of Registers Application Listing** form will be displayed.

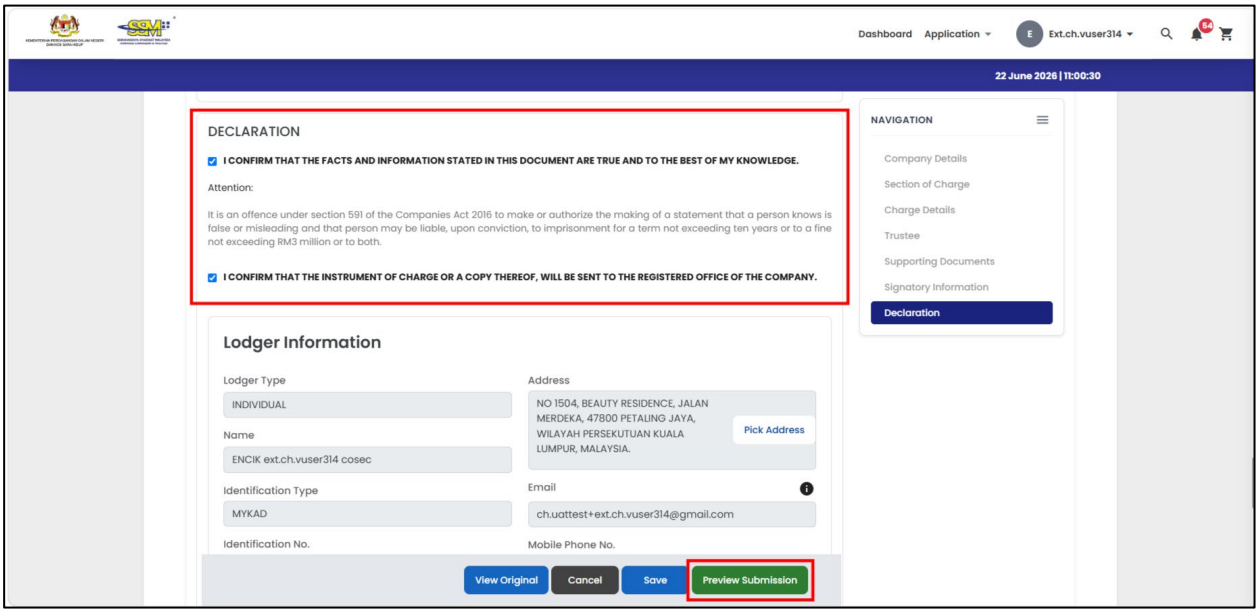
Field Num.	Description
	Select **Apply** 
4	**Application Under Section 361 of the Companies Act 2016** form will be displayed. Fill in the following details: **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* **Company Number:** *<Input Company No. based on Type of Reg. No.>* **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.* 
5	**On the Type of Application section, select the list of services that need to rectification.** a. Click **Select** for the relevant application. b. **Application Type:** ***<Select from drop-down menu: Rectification>***

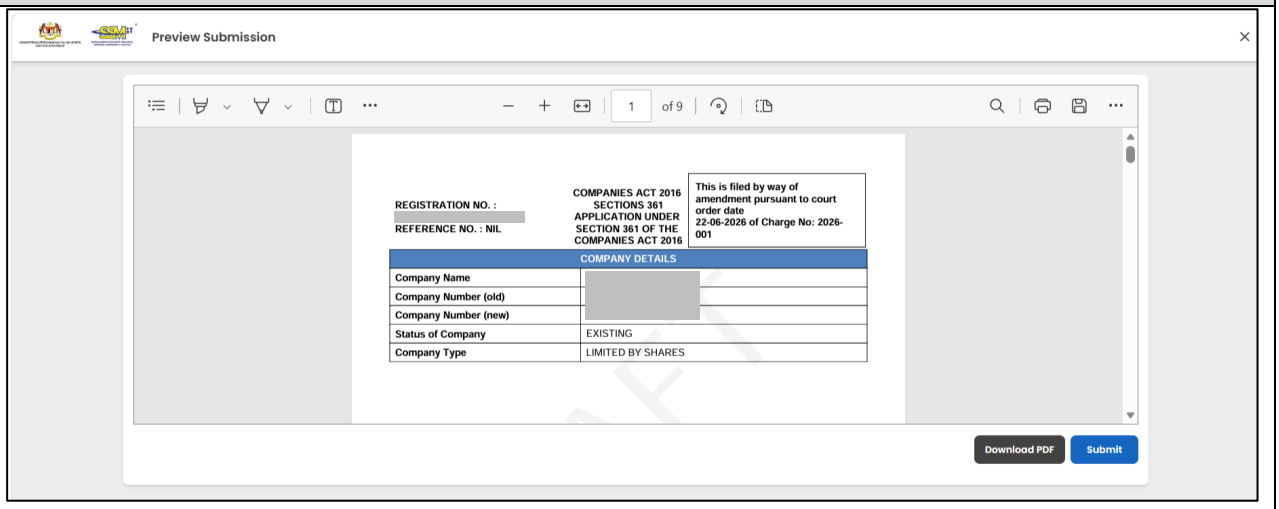
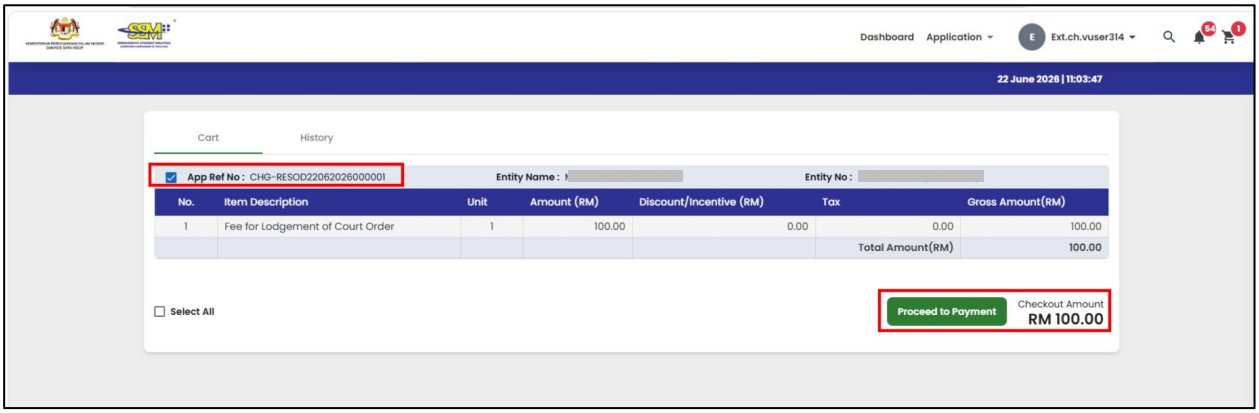
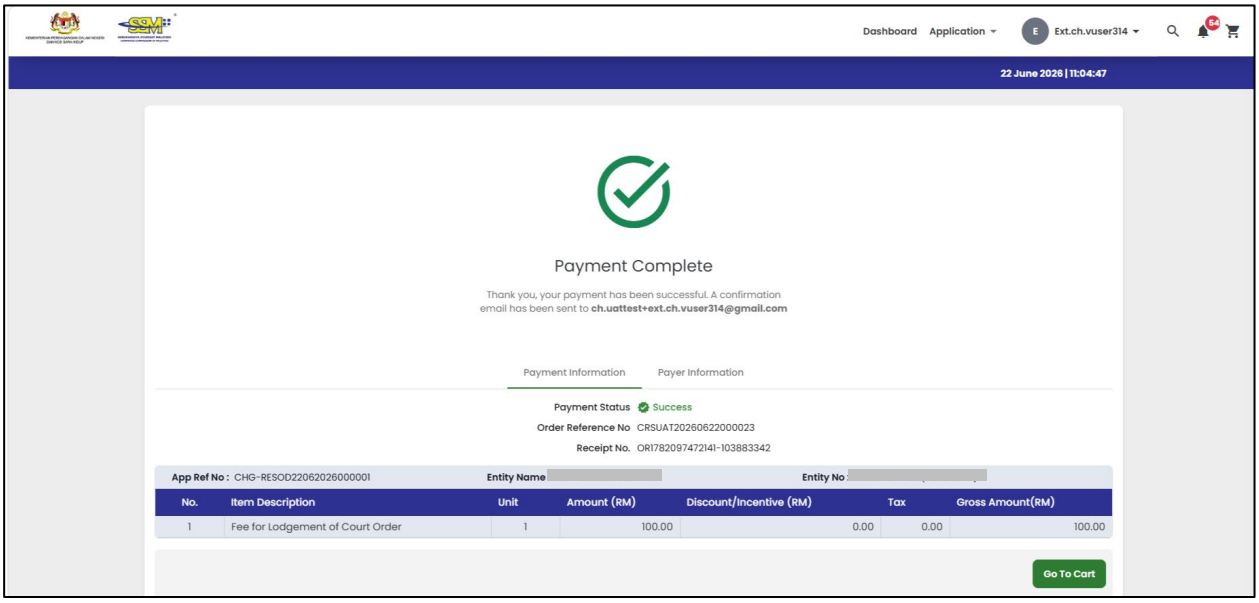
Field Num.	Description
	Click Select to go to Rectification Details tab. 
6	From the **Charge Details** tab, fill in the following fields: a. **Does This Debenture Is:** *<Select radio button: First Issue of The Series>* *Options: First Issue of The Series or Only Issue of The Series.* b. **Mortgage Type:** *<Select from the drop-down list: **Amount**>* *Note: The below fields will be displayed.* c. **Total Amount Secured by The Whole Series (RM):** *<Input numbers> Numeric with 2 decimals format. The **Total Amount Secured by the Whole Series** for 355(2) & (3) should not more than the previous submission of Section 355 (1)* d. **Amount of First Issue of The Series:** *<Input numbers> Numeric with 2 decimals format. Amount should not more than / not equal to **Total amount secured by the whole series (RM).** Only display when **First Issue of the Series** selected.* e. **Charge Expiry Date:** *<Select a date> Only allow future date and exclude Today's date* f. **Date of the resolution authorising the issue of the series of debenture:** *<Select a date> Only allow past date and Today's date* g. **Date of the covering instrument containing the charge (if any) by which the security is created / defined:** *<Select a date> Only allow past date and Today's date* h. **Loan Tenure:** *<Input number up to 4 characters. Indicate Month(s) at the end of field> NOTE: Accept Numbers only.* i. **Date Execute:** *<Select radio button: Date Execute of First Debenture>* *Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge* j. **Date Execute of First Debenture:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if **Date Execute of First Debenture** is selected.* If the selected date more than the days limit: i. System validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.** ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted. iii. Click **Yes** on the **Court Order Alert.** iv. User can continue to fill in other fields

Field Num.	Description
	k. **Date Of Execution of The Instrument Containing the Charge:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if **Date of Execution of the Instrument Containing the Charge** is selected.* If the selected date more than the days limit: i. System validates if the date entered is more than the days limit, 30 days + X days **(X can be configured by Back Office, Default to 0 days.)** from the today's date**.** ii. Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted. iii. Click **Yes** on the **Court Order Alert.** iv. User can continue to fill in other fields 
7	**On Description of Property** section, fill in the following detail: *NOTE: All the existing details are auto populated and click **Rectify** button, after made any amendment for the rectification.* a. **Describe generally the property charged:** *<Input **Description**> Up to 900 Characters* Click **Add** button. 
8	Click the **Right Tab Menu** button to go to the **Trustee** tab or **Scroll Down** to access it.

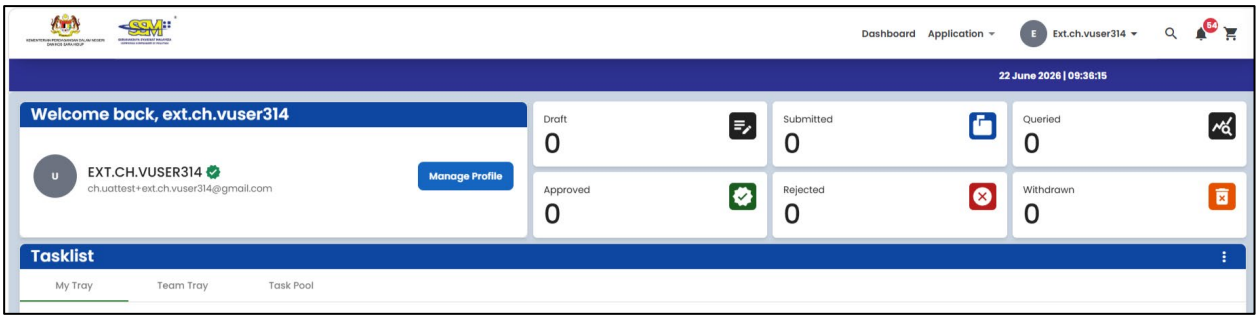
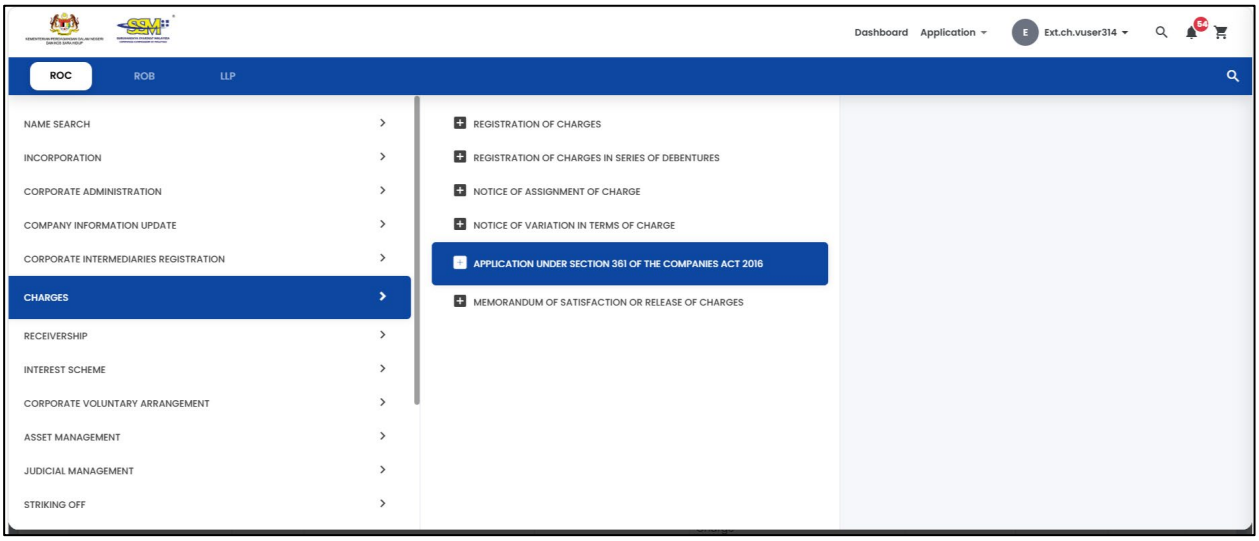
Field Num.	Description
9	On **Trustee** section, fill in the following: *NOTE: All the existing details are auto populated and click **Rectify** or **Add button**, after made any amendment for the rectification.* From the **Charge Details** tab, fill in the following fields: b. **Trustee(s) if any for debentures holders?:** *<Select radio button: **Yes**>* *Options: Yes or No.* Click **Add** Button. 
10	Click the **Right tab menu** to go to **Supporting Documents** or **Scroll Down** to access it.
11	On the **Court Order Details** section, **fill in the following fields:** Click **Add** button. a. **Court Order Decision Date:** *<Select a date> Only past date or today's date can be selected.* b. **Court Order Sealed Copy Date:** *<Select a date> Only past date or today's date can be selected.* c. **Court Order Case Number:** *<Input text> Auto-capitalised.* d. **Court Order Description:** *<Input description text>* e. **Court Location:** *<Input text> Auto-capitalised.* f. **Extension of Time Granted By Court (In Days):** *<Input numbers only>* g. **File Reference Number:** *<Input text> Auto-capitalised.* h. **Court Order Attachment:** *<Browse & upload attachment>*

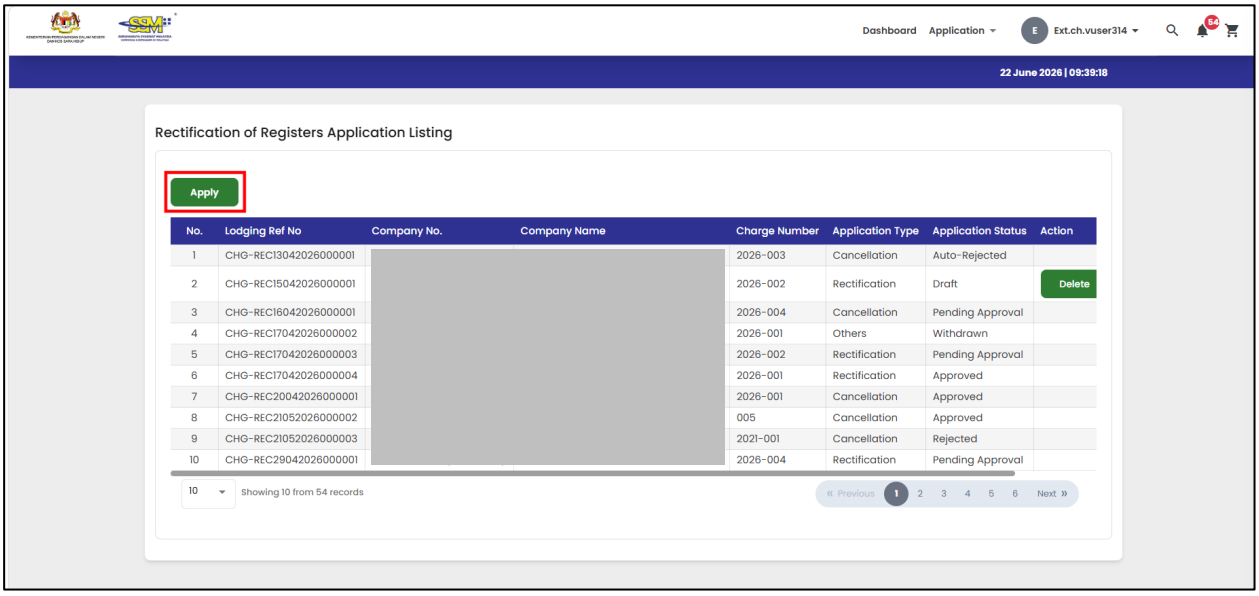
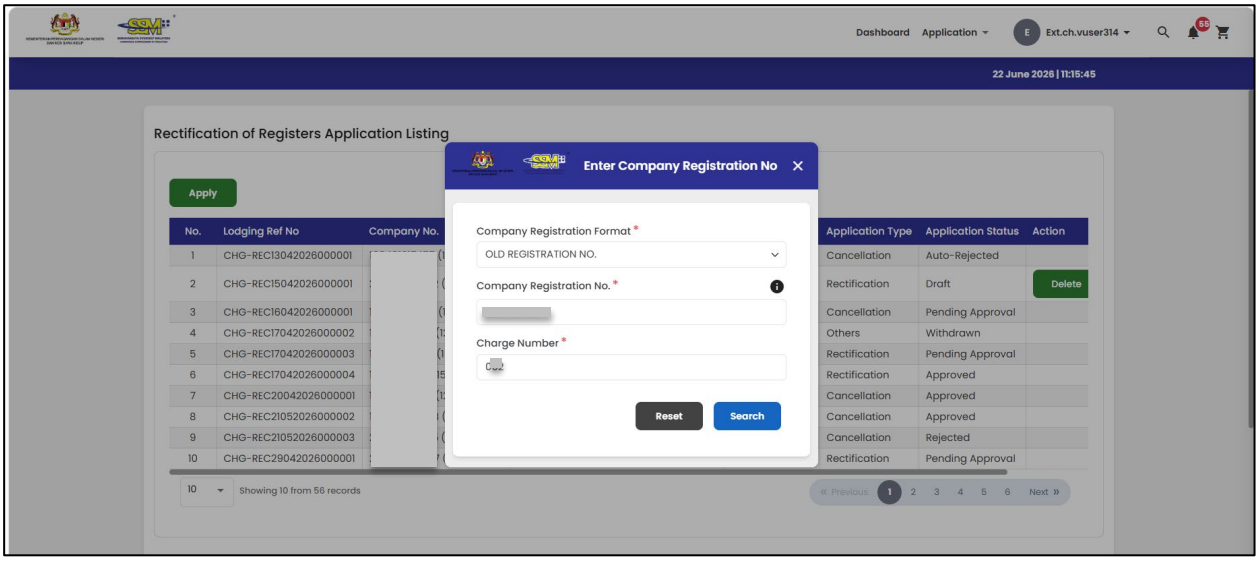
Field Num.	Description
	  Click **Add** button.
12	Click the **Right Tab Menu** to go to **Signatory Information** tab or **Scroll Down** to access it.
13	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **DIRECTOR**>* *NOTE:* *i. Default selection to **Liquidator** if the company status is "**Winding Up**".* *ii. If user chooses **Representative Is** choice other than the default **Liquidator**, **please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *iii. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.*

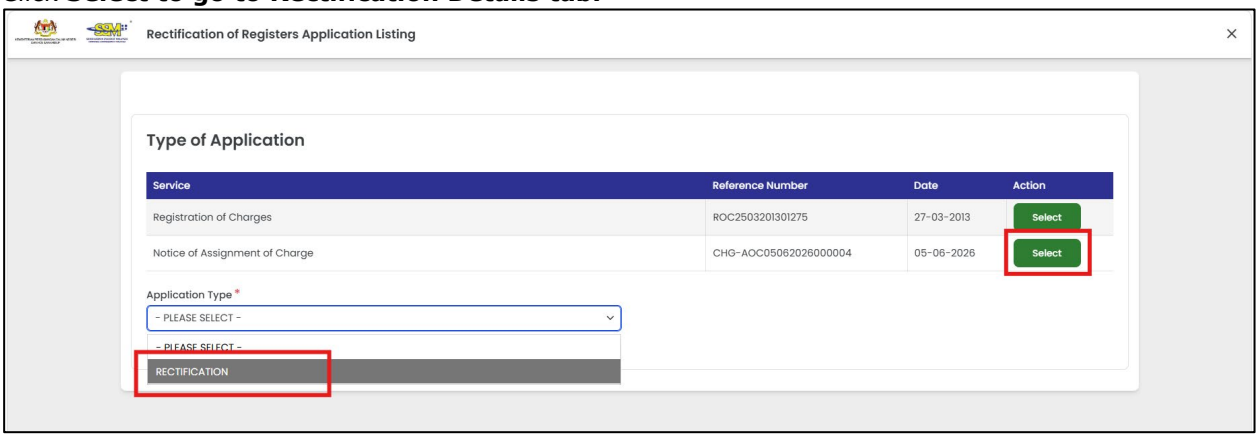
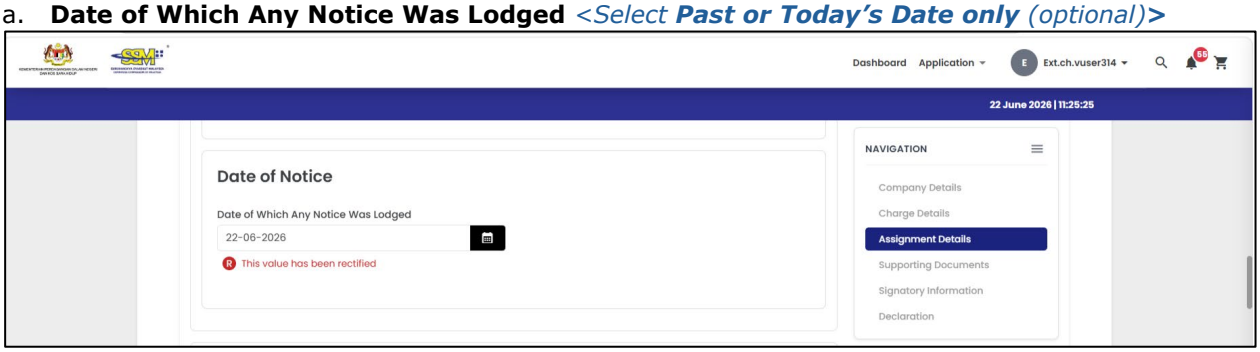
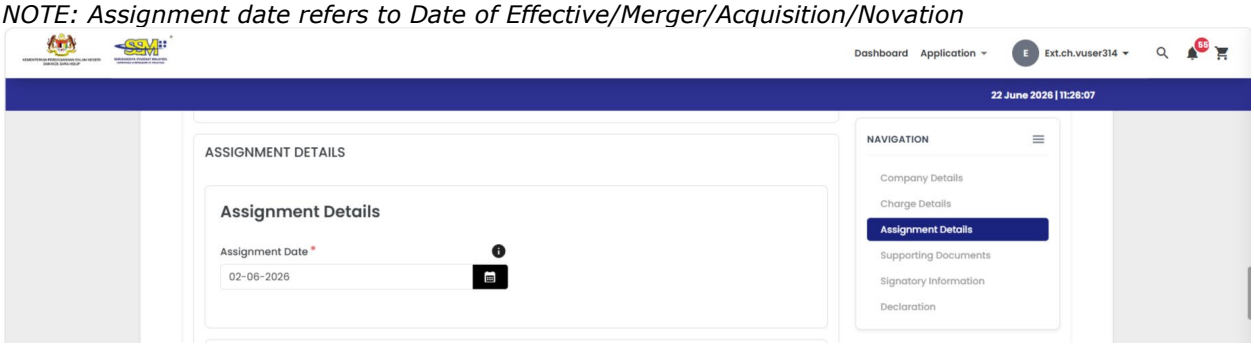
Field Num.	Description
	Email Address: *<Input a valid email format>*
14	Click **Right Tab Menu** button to go to the **Declaration** tab or **Scroll Down** to access it. *NOTE: System validates **Maximum: 2 Signatory** and **Minimum: 1 Signatory** to proceed next.*
15	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
16	Click on **Download PDF** button.

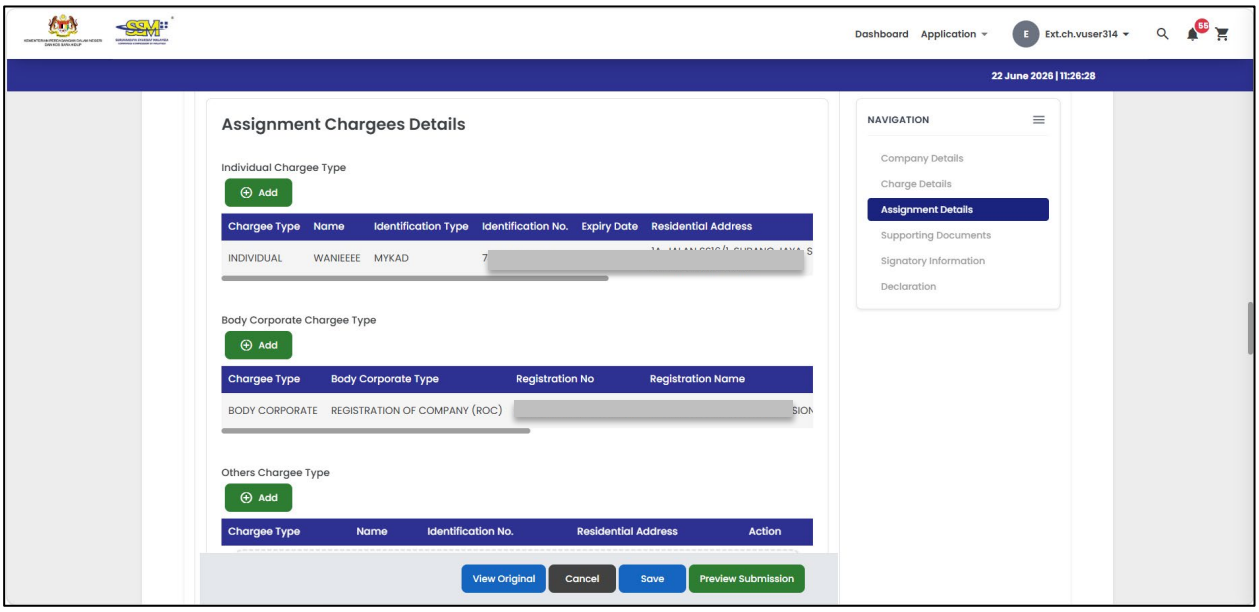
Field Num.	Description
	
17	Click on **Submit & Make Payment** button.  

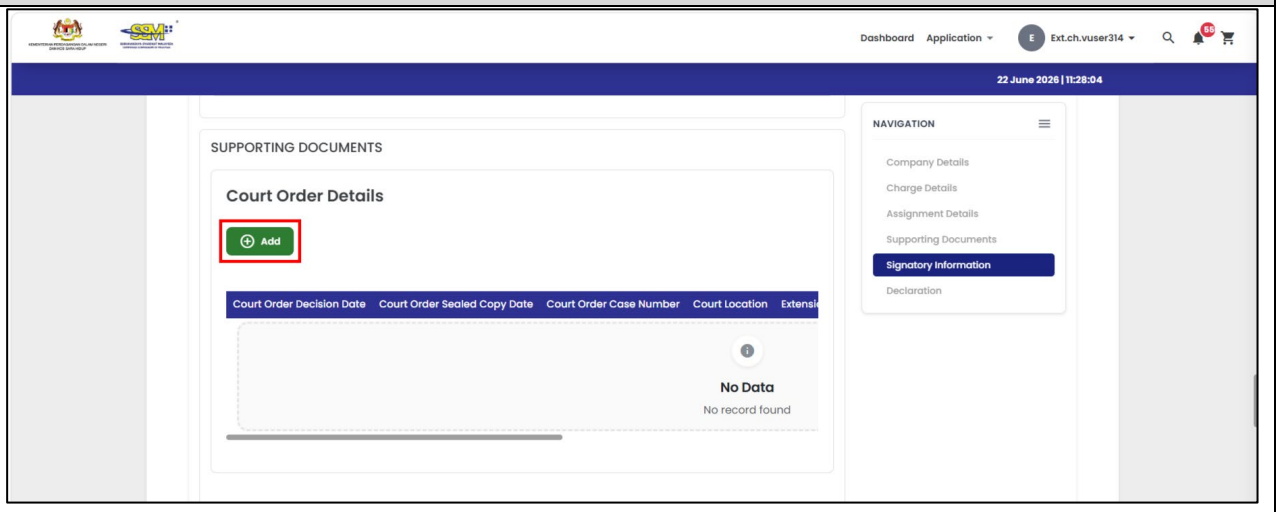
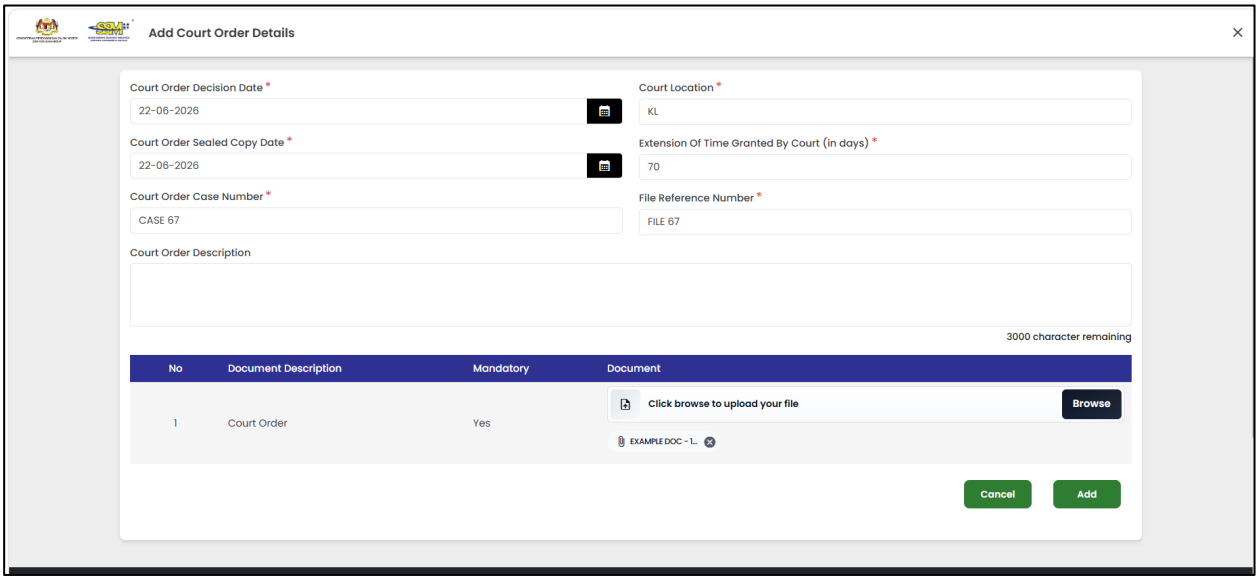
7.3 Amendment for Assignment of Charges

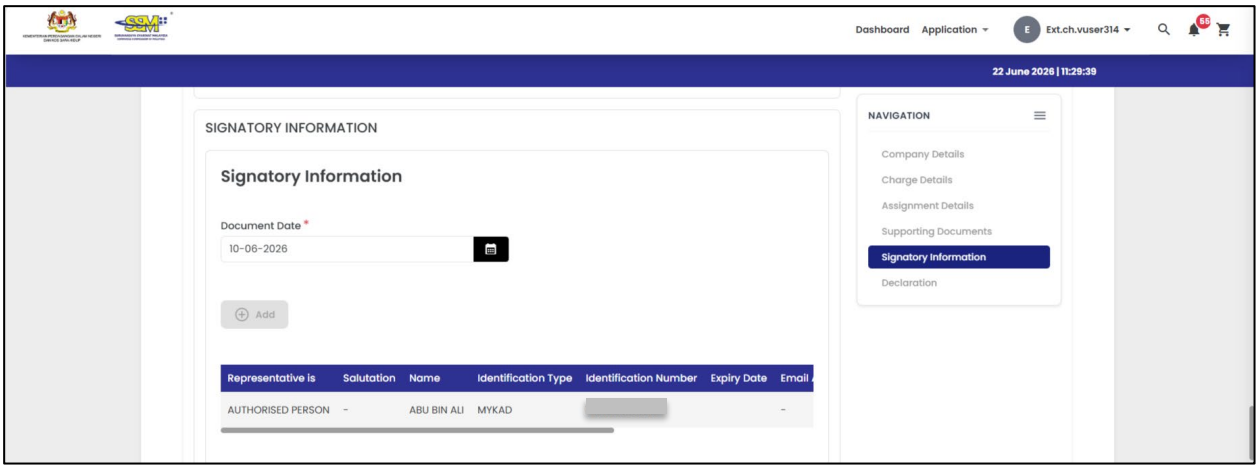
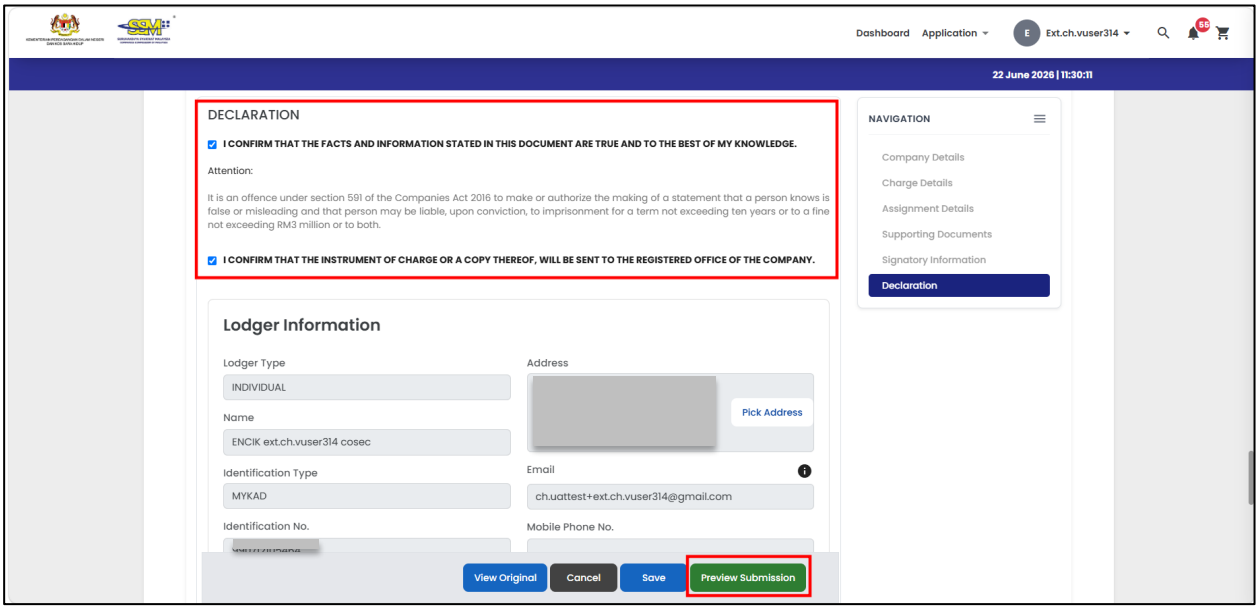
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Application Under Section 361 of the Companies Act 2016** 
3	**Rectification of Registers Application Listing** form will be displayed.

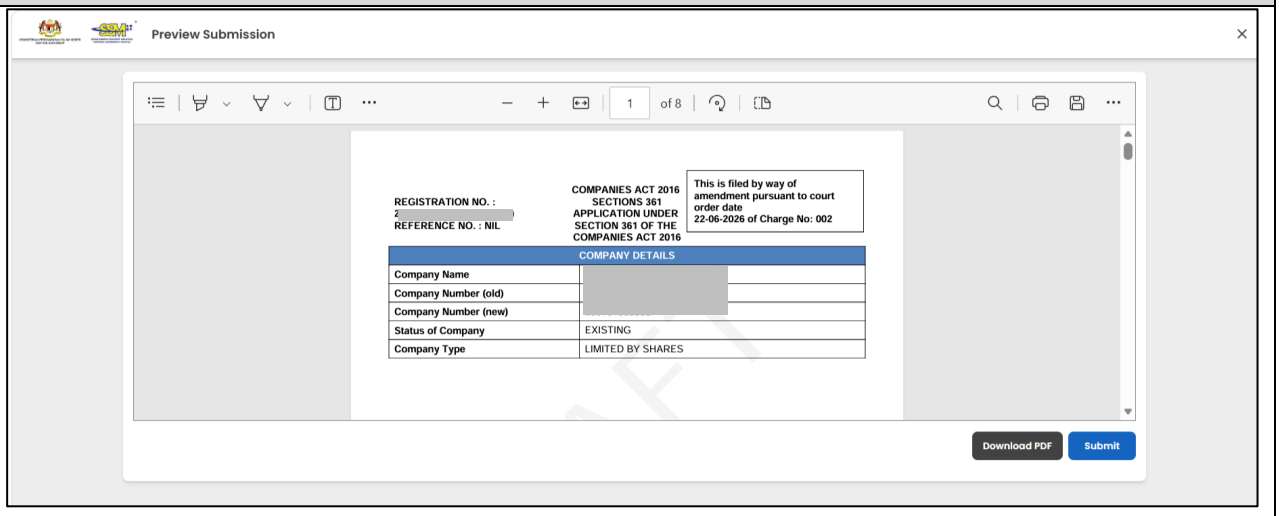
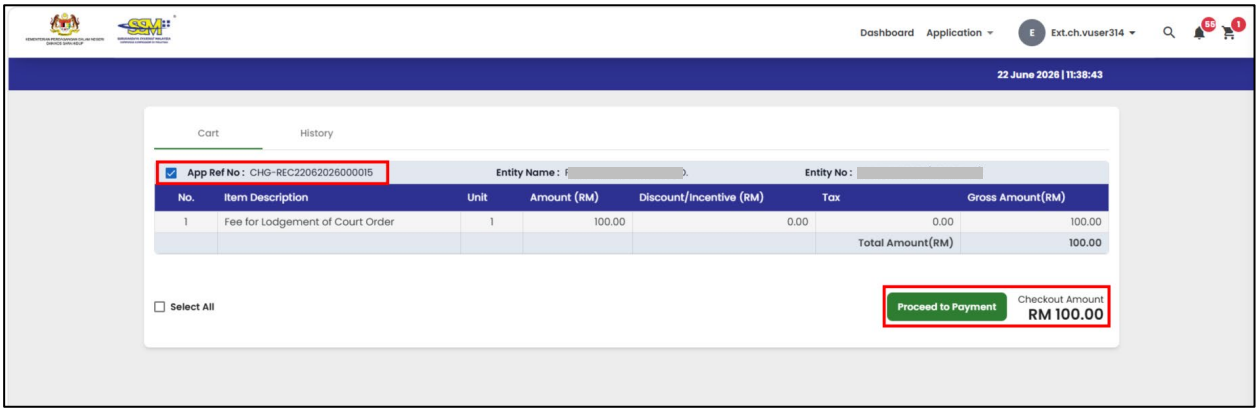
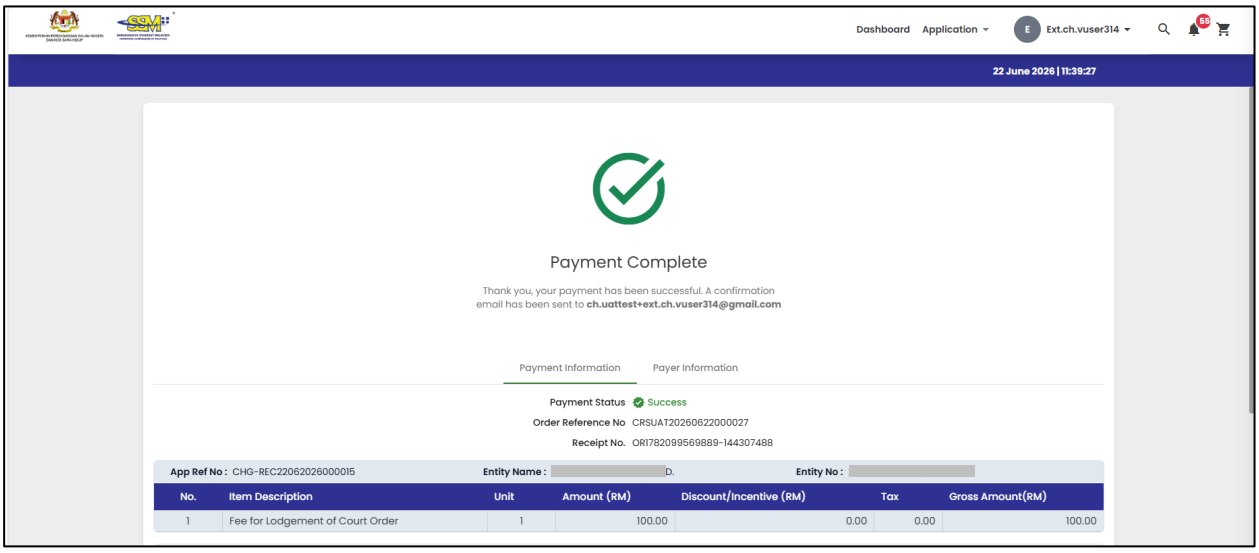
Field Num.	Description
	Select **Apply** 
4	**Application Under Section 361 of the Companies Act 2016** form will be displayed. Fill in the following details: **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* **Company Number:** *<Input Company No. based on Type of Reg. No.>* **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.* 
5	On the **Type of Application section, select the list of services that need to rectification.** a. Click **Select** for the relevant application. b. **Application Type:** ***<Select from drop-down menu: Rectification>***

Field Num.	Description
	Click **Select to go to Rectification Details tab.** 
6	On the **Date of Notice** section, fill in the following detail: a. **Date of Which Any Notice Was Lodged** *<Select **Past or Today's Date only** (optional)>* 
7	Click **Right Tab Menu** to go to **Assignment Details** tab or **Scroll Down** to access it.
8	System validates if the date entered is **more than 30 days + X days**. Number of X days is configurable by Back Office. **Default to 0 days.** **If true, Lodger will be prompted with a Late Lodgement Alert.**
9	The **Assignment Details** form will be displayed. Fill in the following detail: b. **Assignment Date** *<Select **Past or Today's Date only**>* *NOTE: Assignment date refers to Date of Effective/Merger/Acquisition/Novation* 
10	On the **Assignment Chargee Details** section, fill in the following details: *NOTE: New chargee Identification Number should not be the same as old chargee Identification number.* a. **Chargee Type:** *<Select from the drop-down list: **Individual**>*

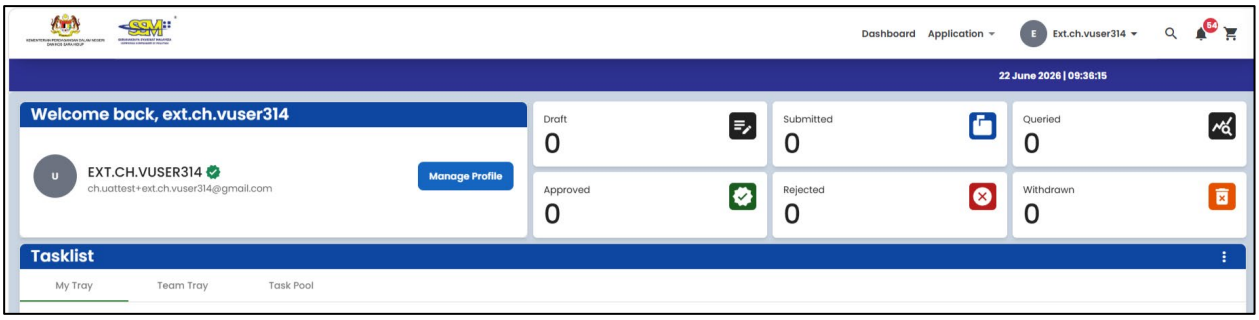
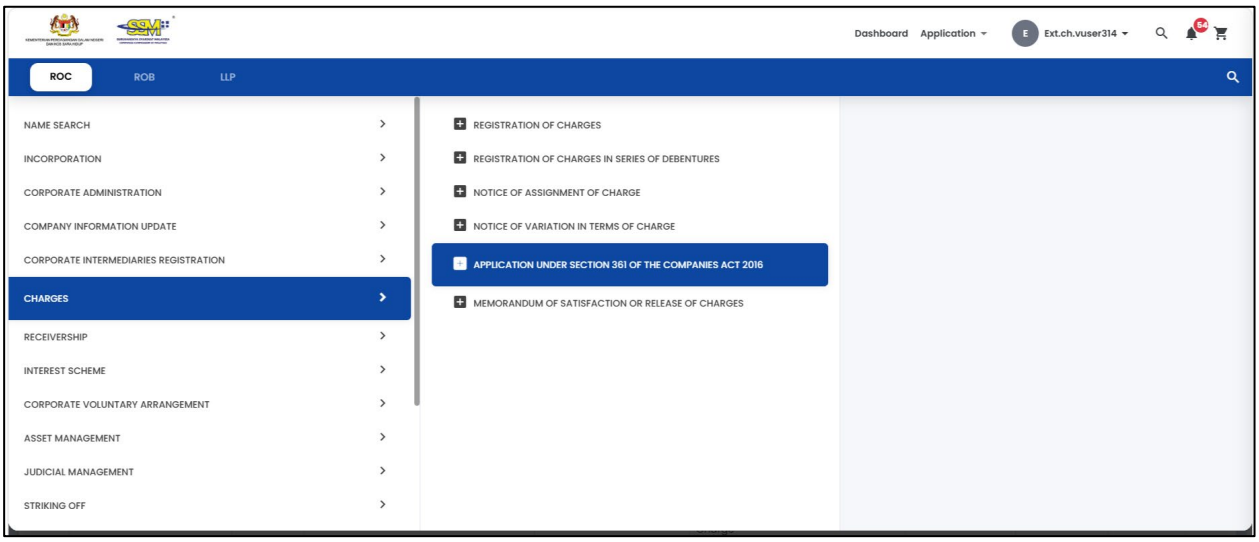
Field Num.	Description
	b. **Name:** *<Input Name> NOTE: Auto-Capitalised* c. **Identification Type:** *<Select from the drop-down list: **MyKAD**> NOTE: Default to MyKAD.* d. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* e. **Address Line 1:** *<Input Address Line 1> Auto-Capitalised* f. **Address Line 2:** *<Input Address Line 2 if any> Auto-Capitalised* g. **Address Line 3:** *<Input Address Line 3 if any> Auto-Capitalised* h. **State:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* i. **City:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* j. **Postcode:** *<Select from drop-down list> Auto-populate if Country: Malaysia.* k. **Country**: *<Select from drop-down list>* Click **Add** button. 
11	Click the **Right tab menu** to go to **Supporting Documents** or **Scroll Down** to access it.
12	**On the Court Order Details** section, **fill in the following fields:** Click **Add** button. **Court Order Decision Date:** *<Select a date> Only past date or today's date can be selected.* **Court Order Sealed Copy Date:** *<Select a date> Only past date or today's date can be selected.* **Court Order Case Number:** *<Input text> Auto-capitalised.* **Court Order Description:** *<Input description text>* **Court Location:** *<Input text> Auto-capitalised.* **Extension of Time Granted By Court (In Days):** *<Input numbers only>* **File Reference Number:** *<Input text> Auto-capitalised.* **Court Order Attachment:** *<Browse & upload attachment>*

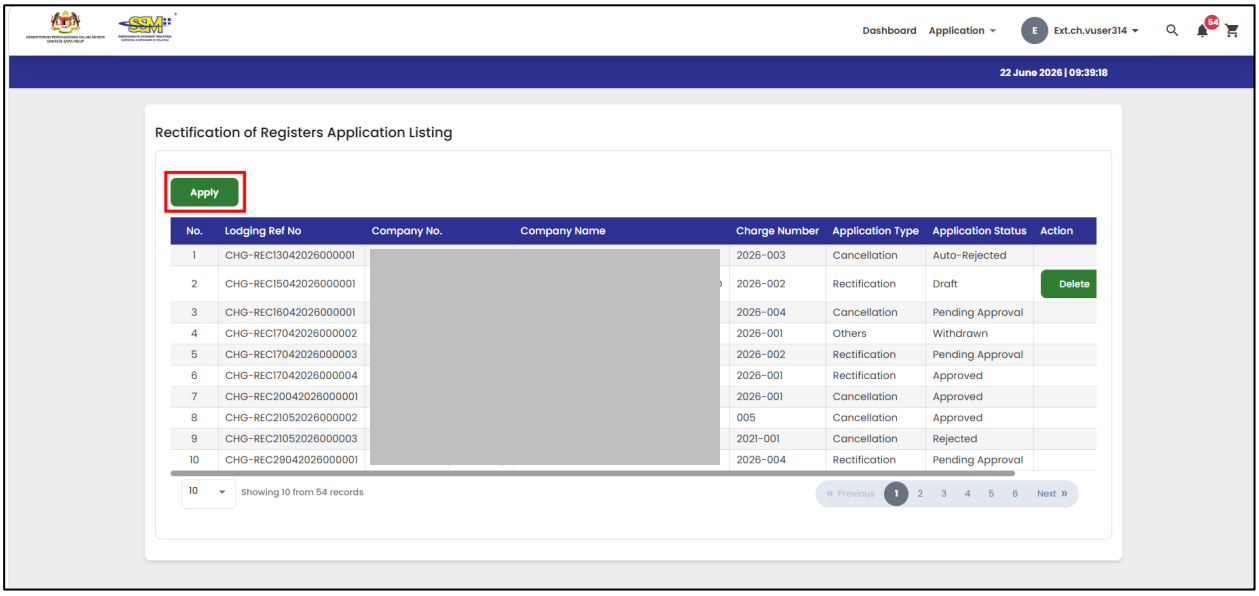
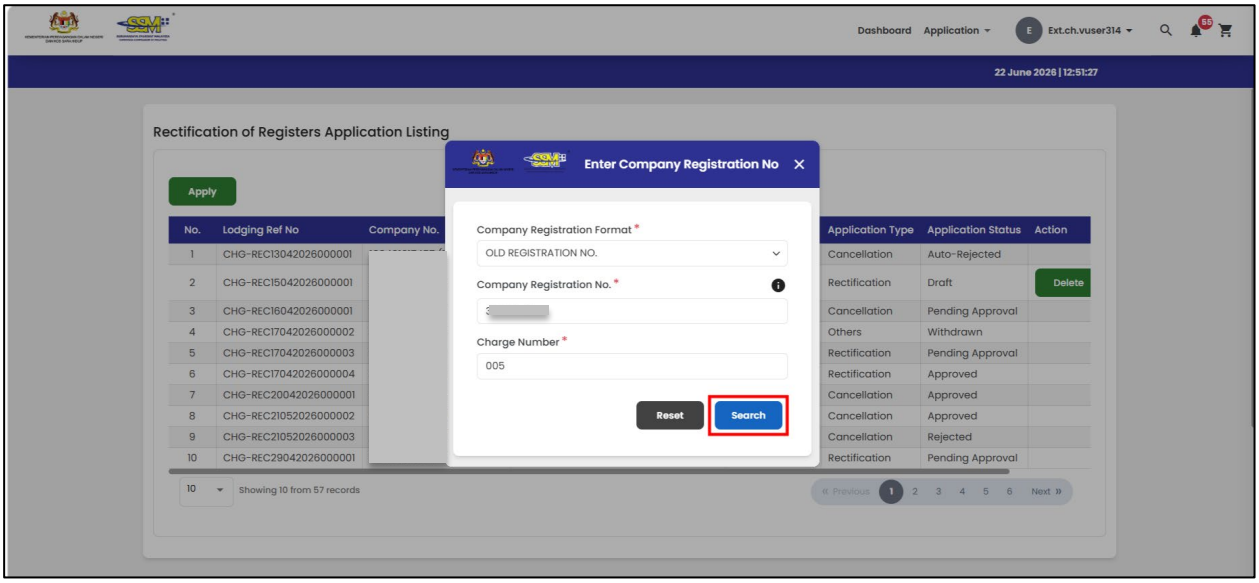
Field Num.	Description
	  Click **Add** button.
13	Click **Right Tab Menu** to go to **Signatory Information** tab or **Scroll Down** to access it.
14	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **DIRECTOR**>* *NOTE:* *iv. Default selection to **Liquidator** if the company status is "**Winding Up**".* *v. If user chooses **Representative Is** choice other than the default **Liquidator**, **please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *vi. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>*

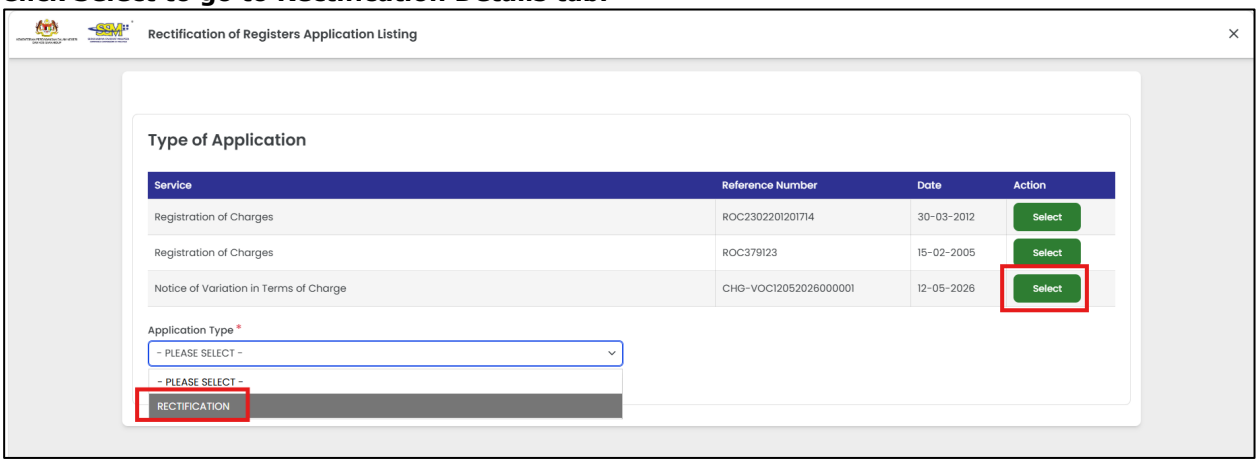
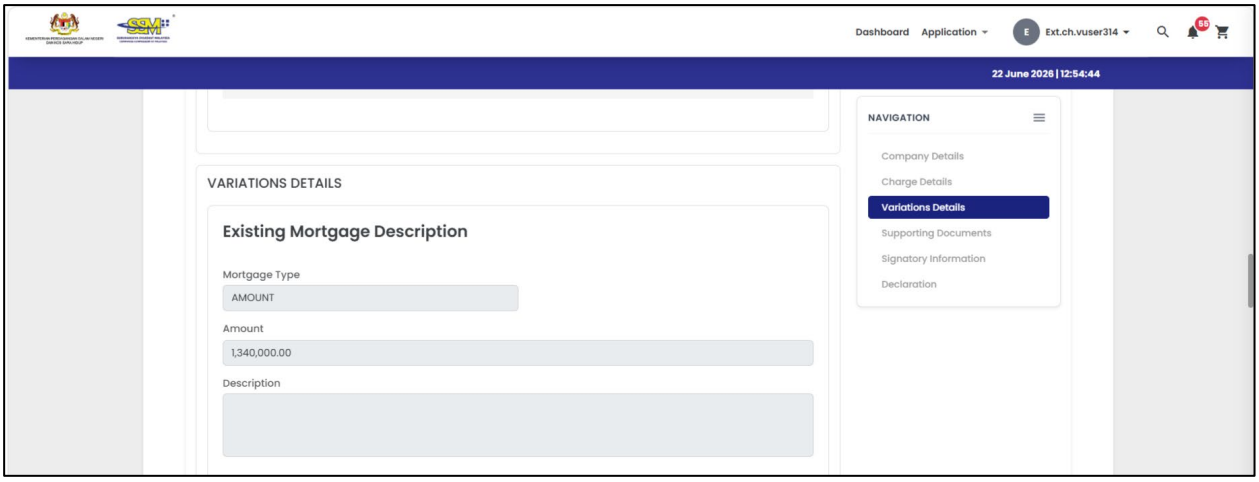
Field Num.	Description
	f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* **Email Address:** *<Input a valid email format>* 
15	Click **Right Tab Menu** button to go to the **Declaration** tab or **Scroll Down** to access it. *NOTE: System validates **Maximum: 1 Signatory** to proceed next.*
16	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
17	Click on **Download PDF** button.

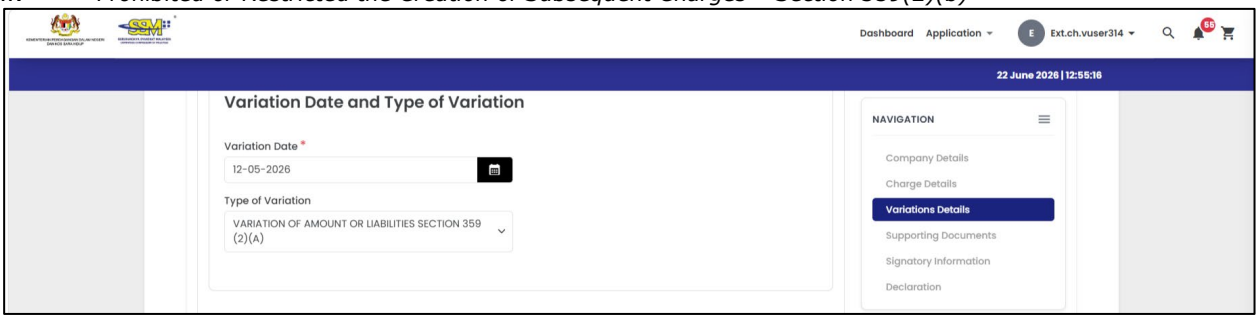
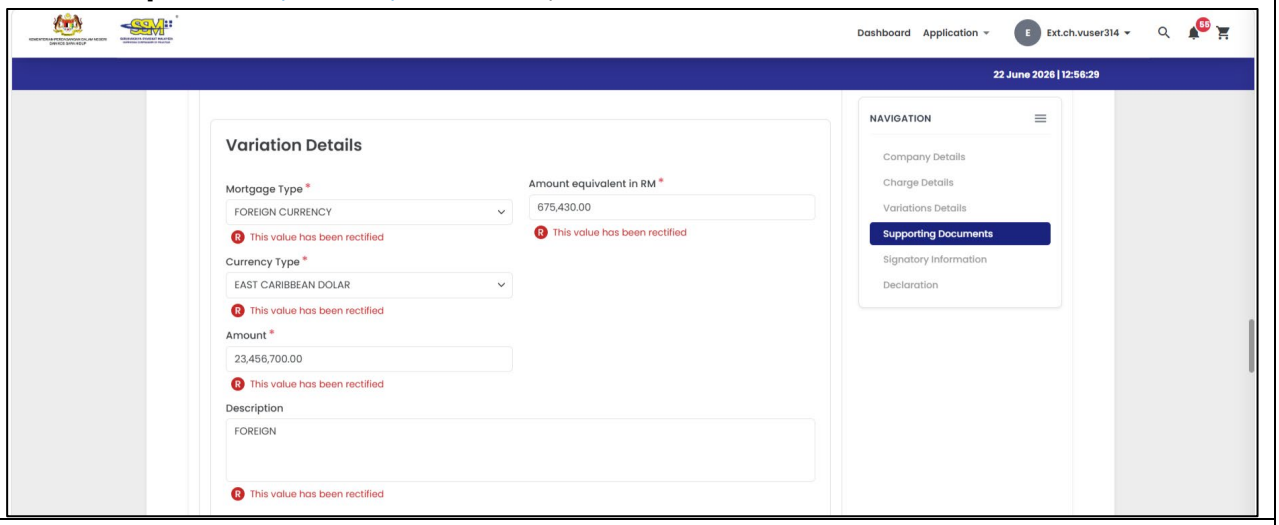
Field Num.	Description
	
18	Click on **Submit & Make Payment** button.  

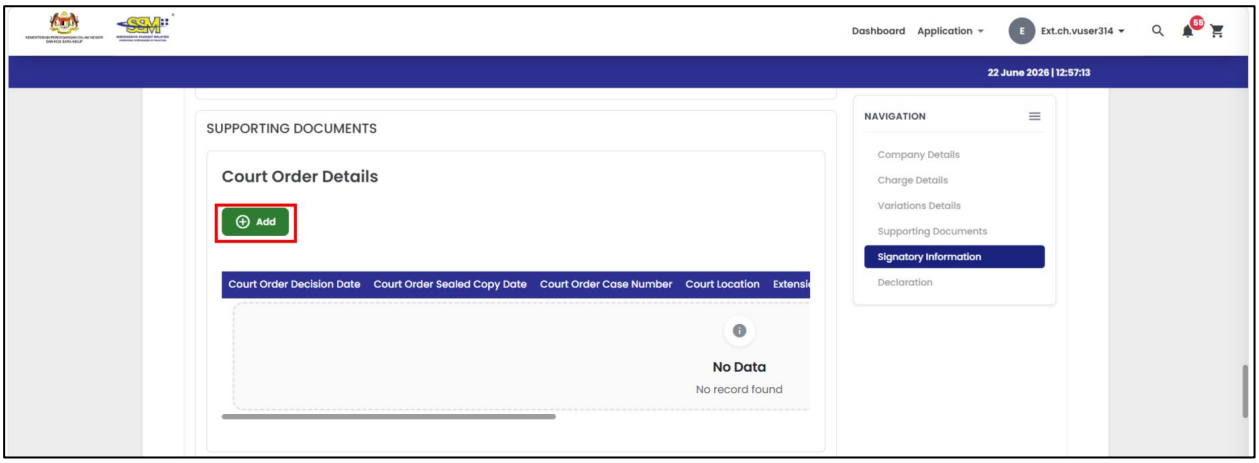
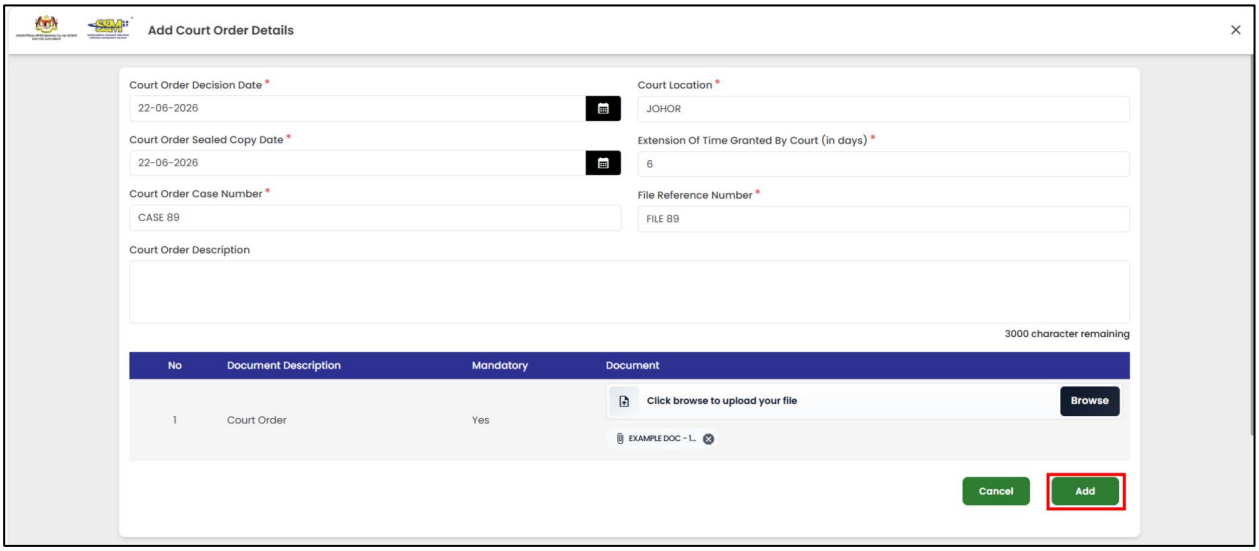
7.4 Amendment for Variation of Charges

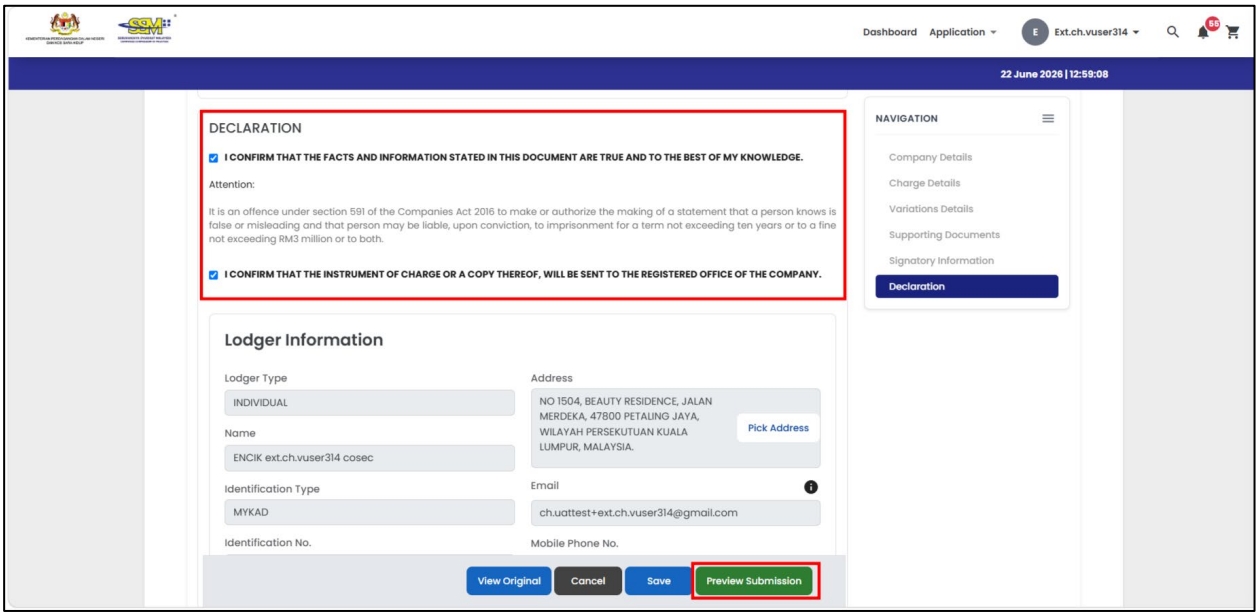
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Application Under Section 361 of the Companies Act 2016** 
3	**Rectification of Registers Application Listing** form will be displayed.

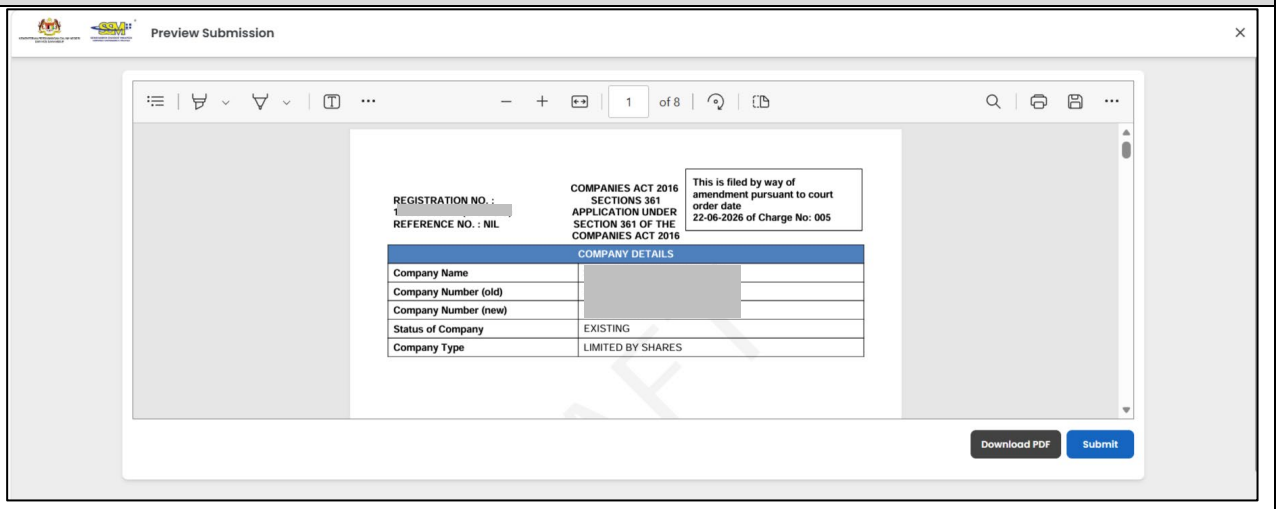
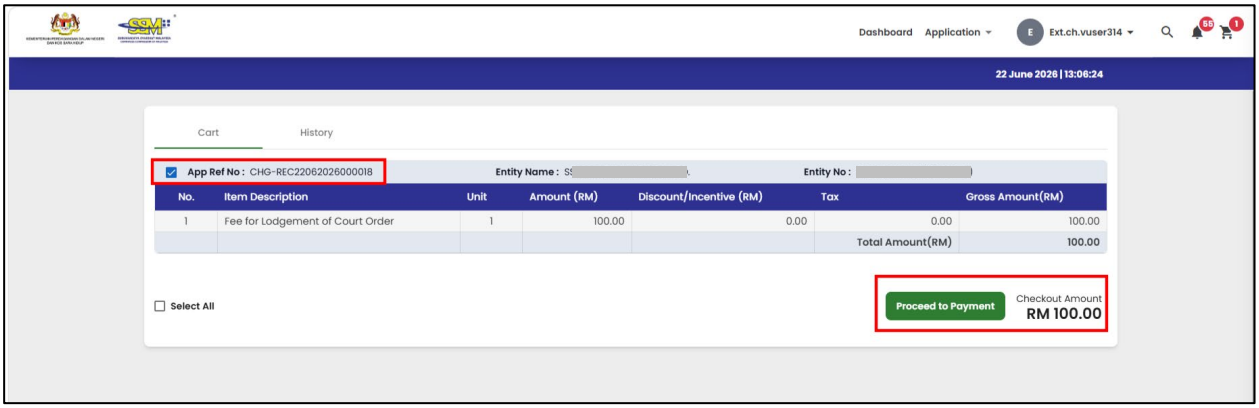
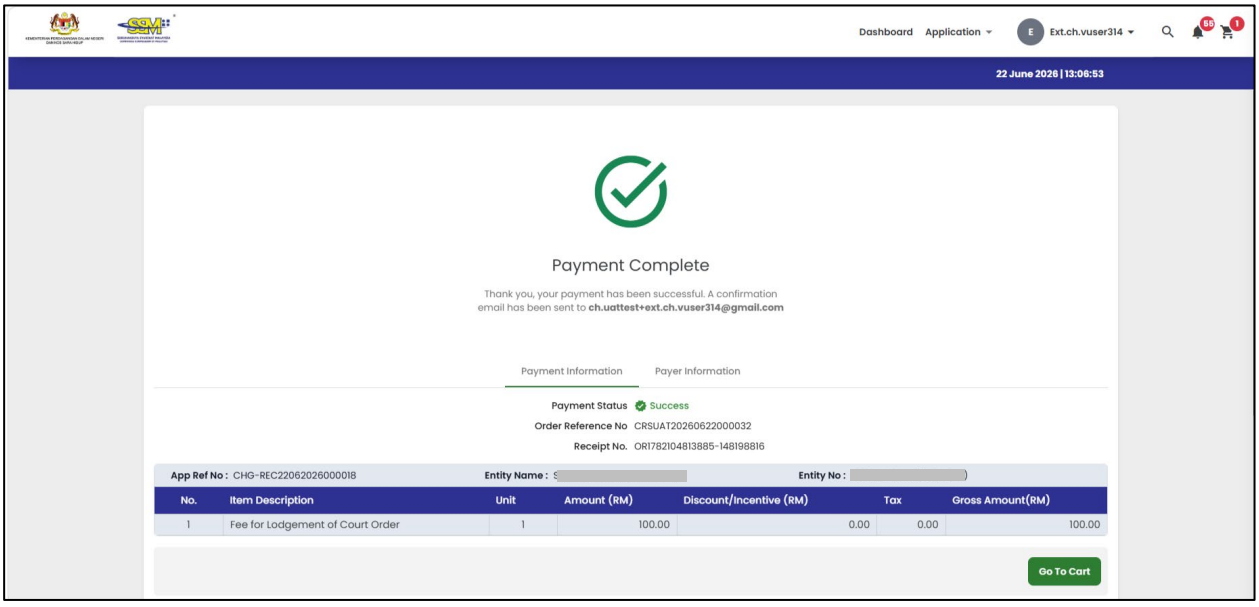
Field Num.	Description
	Select **Apply** 
4	**Application Under Section 361 of the Companies Act 2016** form will be displayed. Fill in the following details: **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* **Company Number:** *<Input Company No. based on Type of Reg. No.>* **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.* 
5	On the **Type of Application** section, select the list of services that need to rectification. c. Click **Select** for the relevant application. d. **Application Type:** ***<Select from drop-down menu: Rectification>***

Field Num.	Description
	Click Select to go to Rectification Details tab. 
6	On the **Date of Notice** section, fill in the following detail: a. **Date of Which Any Notice Was Lodged:** *<Select **Past or Today's Date only** (auto-populate)>* b. **Description:** *<Input description (auto-populate)>* Click **Add** button to add another **Date of Notice**.
7	Click **Right tab menu** to go to **Variation Details** tab or **Scroll Down** to access it.
8	The **Variation Details** form will be displayed. On the **Existing Mortgage Description**, check Mortgage Type and Description that auto-populate. 

Field Num.	Description
9	On the **Variation Date and Type of Variation** section, fill in the following detail: a. **Variation Date:** *<Select Past Date only>* b. **Type of Variation:** *<Select from the drop-down list: **Variation of Amount or Liabilities Section 359 (2)(a)**>* *NOTE:* *System validates if the date entered is more than 30 days + X days. Number of X days is configurable by Back Office. Default to 0 days. If true, Lodger will be prompted with a Late Lodgement Alert.* *Type of variation:* *i. Variation of Amount or Liabilities Section 359 (2)(a)* *ii. Prohibited or Restricted the Creation of Subsequent Charges – Section 359(2)(b)* 
10	On the **New Variation Details** section, fill in the following details: a. **Type of Variation:** *<Select from the drop-down list: **Variation of Amount or Liabilities Section 359 (2)(a)**>* b. **Mortgage Type:** *<Select from the drop-down list: **Foreign Currency**>* c. **Currency Type:** *<Select any from the drop-down list>* d. **New Amount:** *<Input 12-digit numbers>* e. **New Amount equivalent in RM:** *<Input 12-digit numbers>* f. **Description:** *<Input Description>* *Auto-Capitalised, ≤900 characters.* 
11	Click the **Right tab menu** to go to **Supporting Documents** or **Scroll Down** to access it.
12	On the **Court Order Details** section, **fill in the following fields:** Click **Add** button. **Court Order Decision Date:** *<Select a date>* *Only past date or today's date can be selected.*

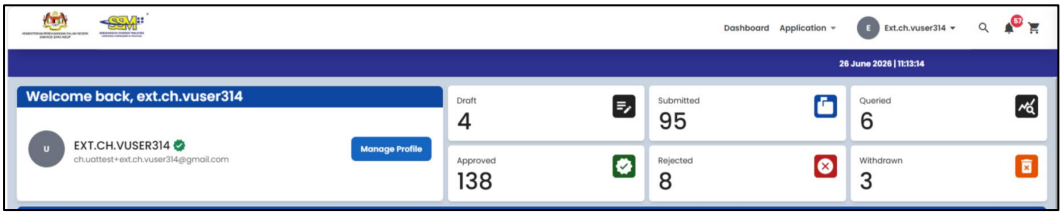
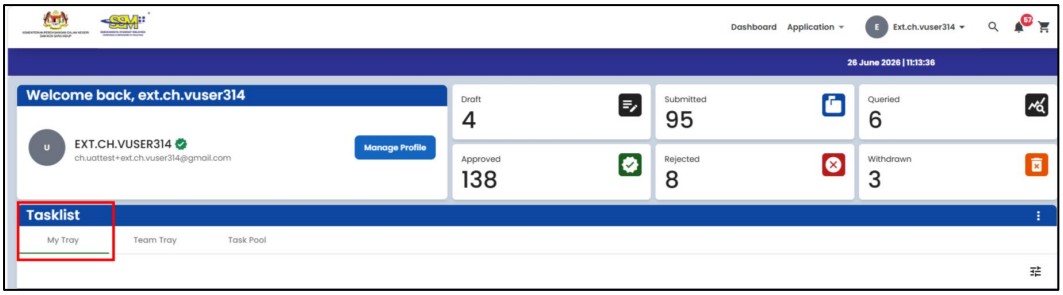
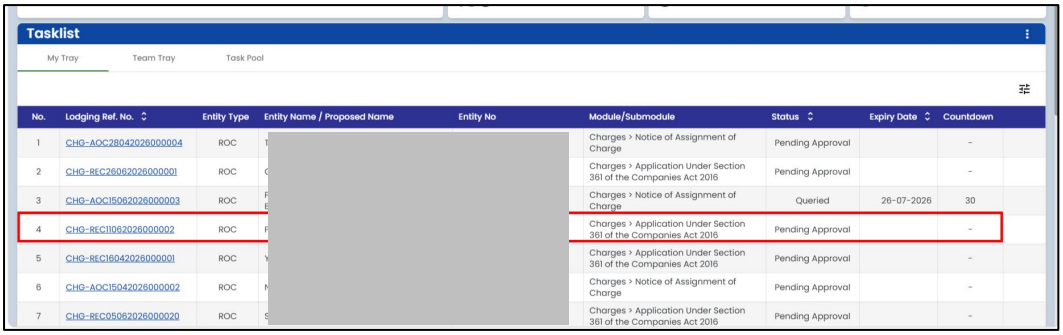
Field Num.	Description
	Court Order Sealed Copy Date: *<Select a date> Only past date or today's date can be selected.* **Court Order Case Number:** *<Input text> Auto-capitalised.* **Court Order Description:** *<Input description text>* **Court Location:** *<Input text> Auto-capitalised.* **Extension of Time Granted By Court (In Days):** *<Input numbers only>* **File Reference Number:** *<Input text> Auto-capitalised.* **Court Order Attachment:** *<Browse & upload attachment>*   Click **Add** button.
13	Click **Right Tab Menu** to go to **Signatory Information** tab or **Scroll Down** to access it.
14	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **DIRECTOR**>* *NOTE:* *vii. Default selection to **Liquidator** if the company status is "**Winding Up**".* *viii. If user chooses **Representative Is** choice other than the default **Liquidator**, **Please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *ix. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>*

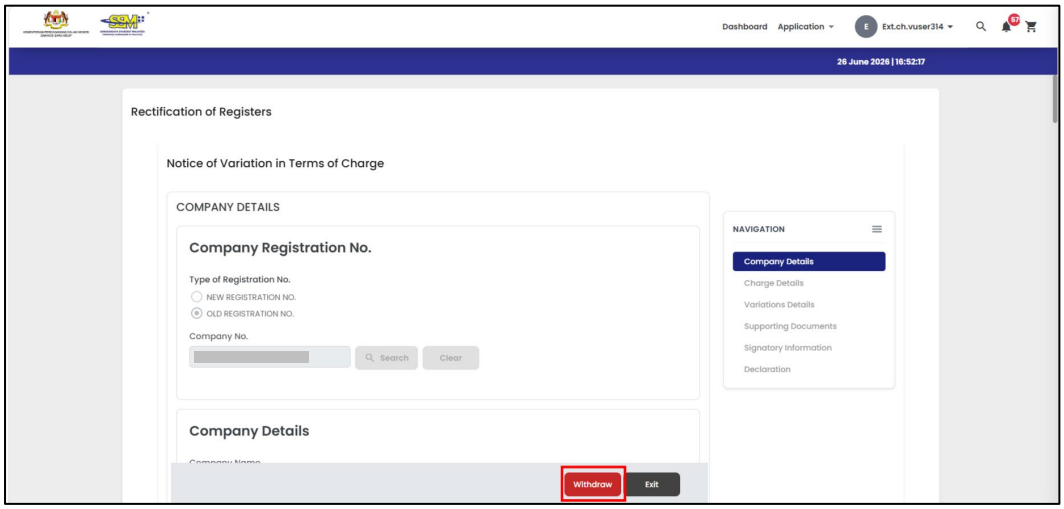
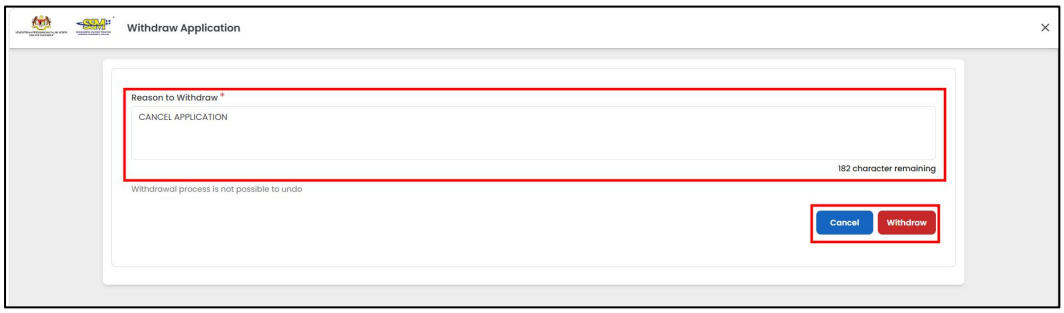
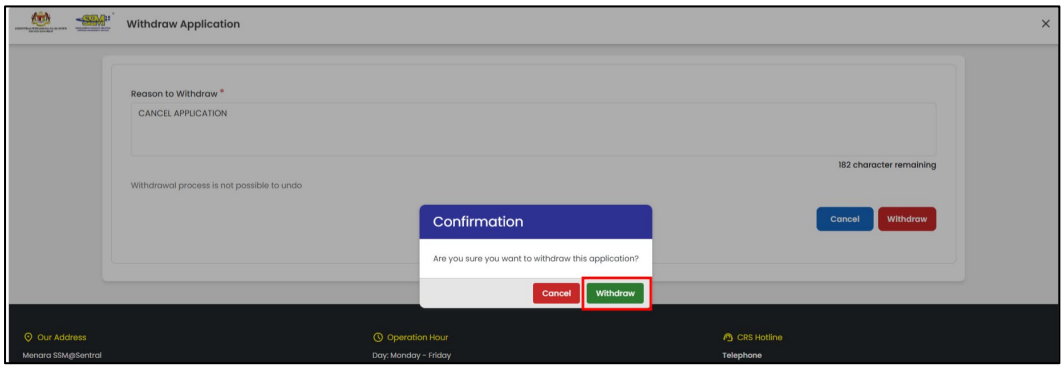
Field Num.	Description
	d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* **Email Address:** *<Input a valid email format>*
15	Click **Right Tab Menu** button to go to the **Declaration** tab or **Scroll Down** to access it. *NOTE: System validates **Maximum: 1 Signatory** to proceed next.*
16	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
17	Click on **Download PDF** button.

Field Num.	Description
	
18	Click on **Submit & Make Payment** button.  

7.5 Amendment - Withdraw Application (Before Application Queried by SSM Officer)

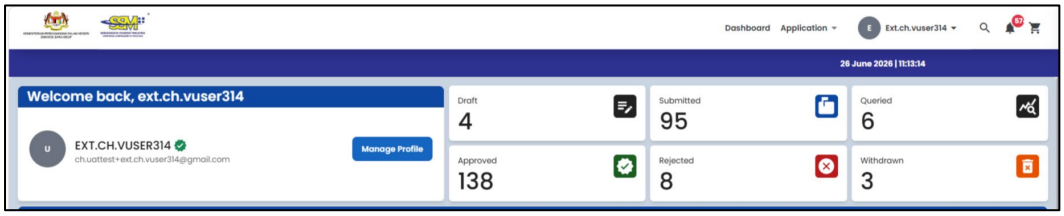
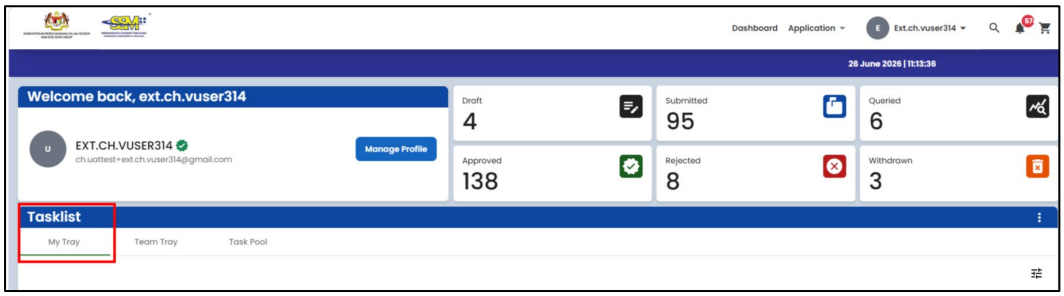
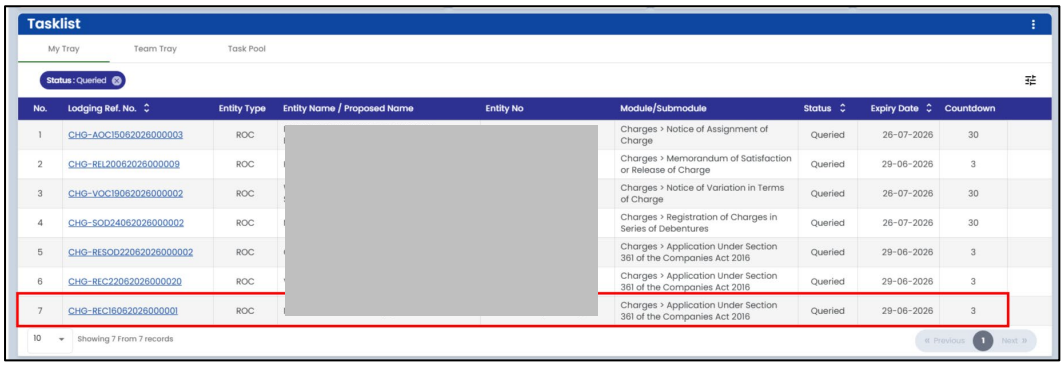
Notes: Same flow For Registration of Charges, Registration of Charges in Series of Debentures, Assignment of Charges, Variation of Charges

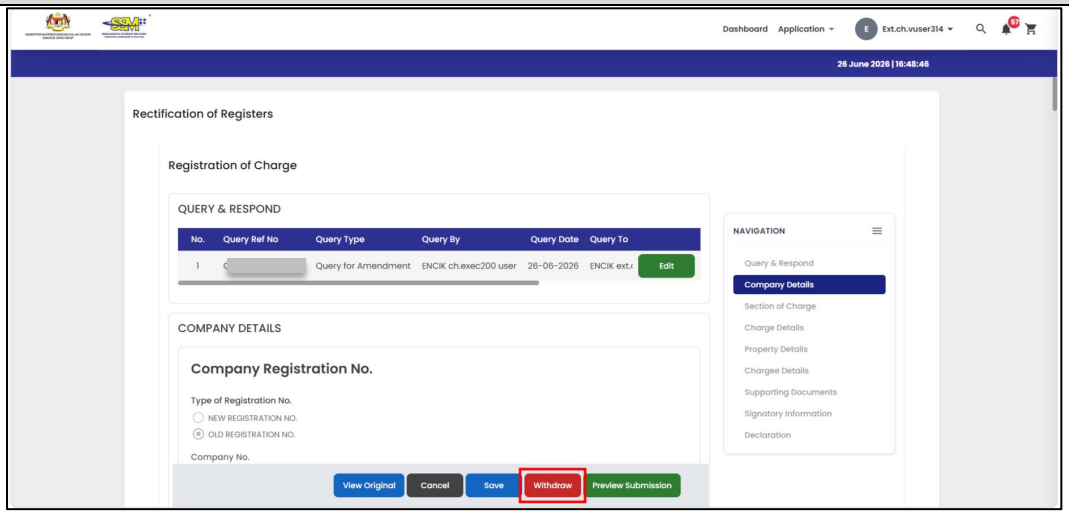
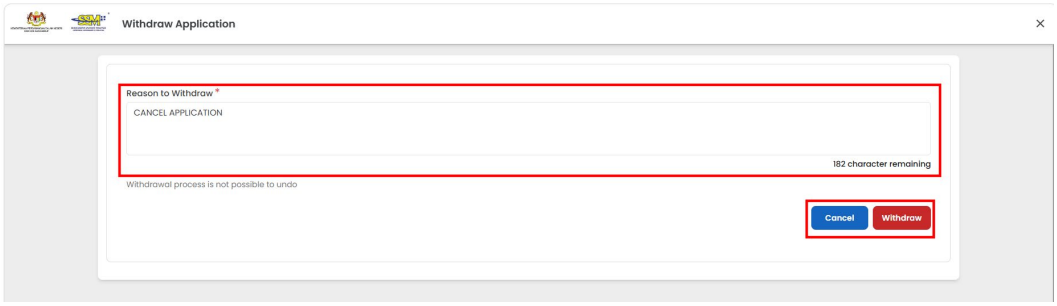
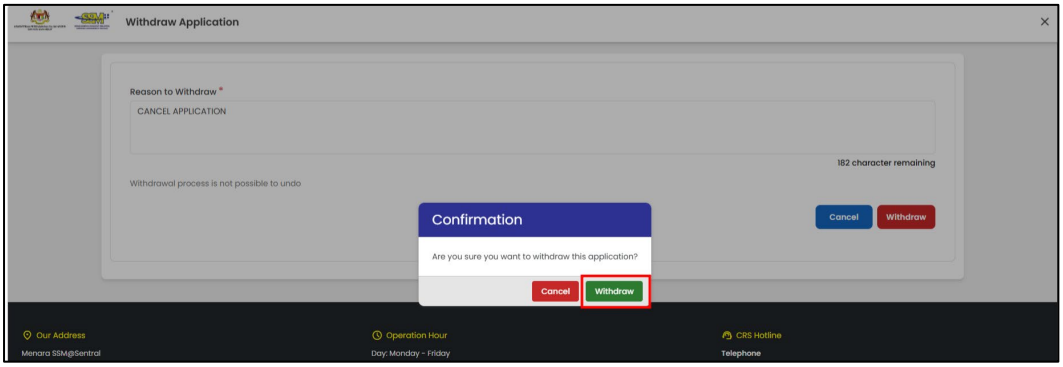
Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Pending Approval (In-Progress)** from the **My Tray** listing. 

Field Num.	Description
4	From the **Variations of Charges form,** click the **Withdraw** button on the bottom of the page. 
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

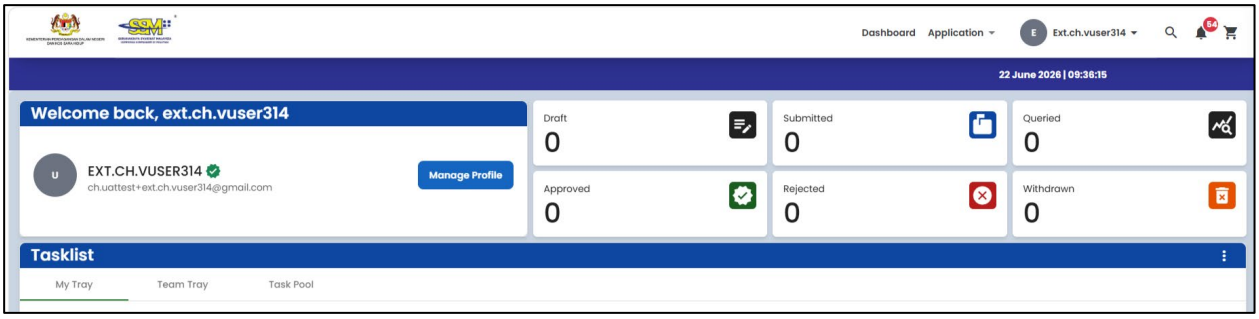
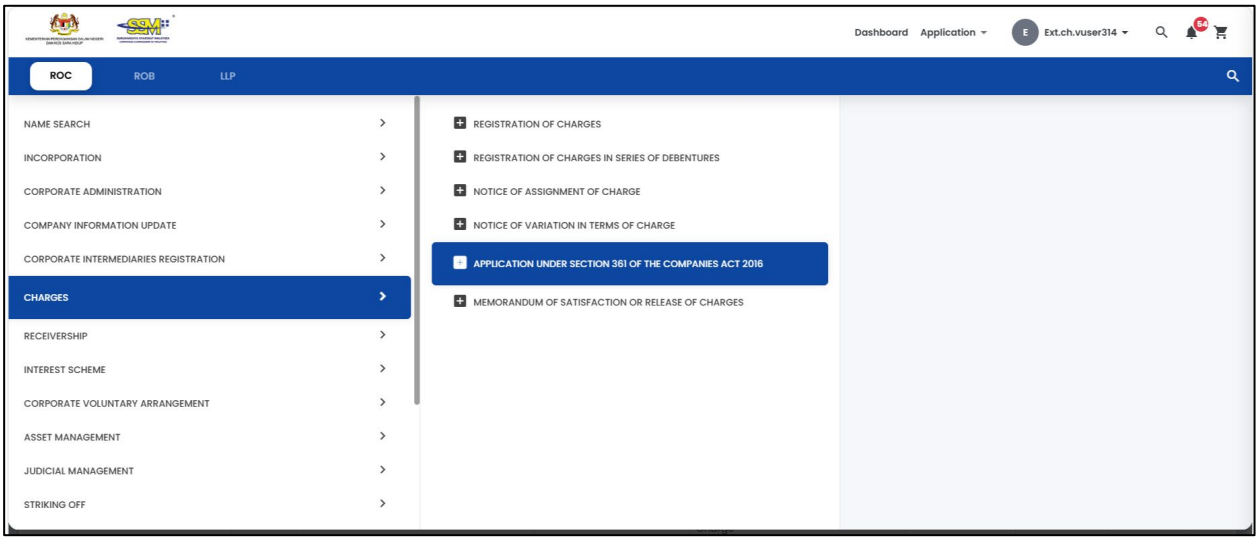
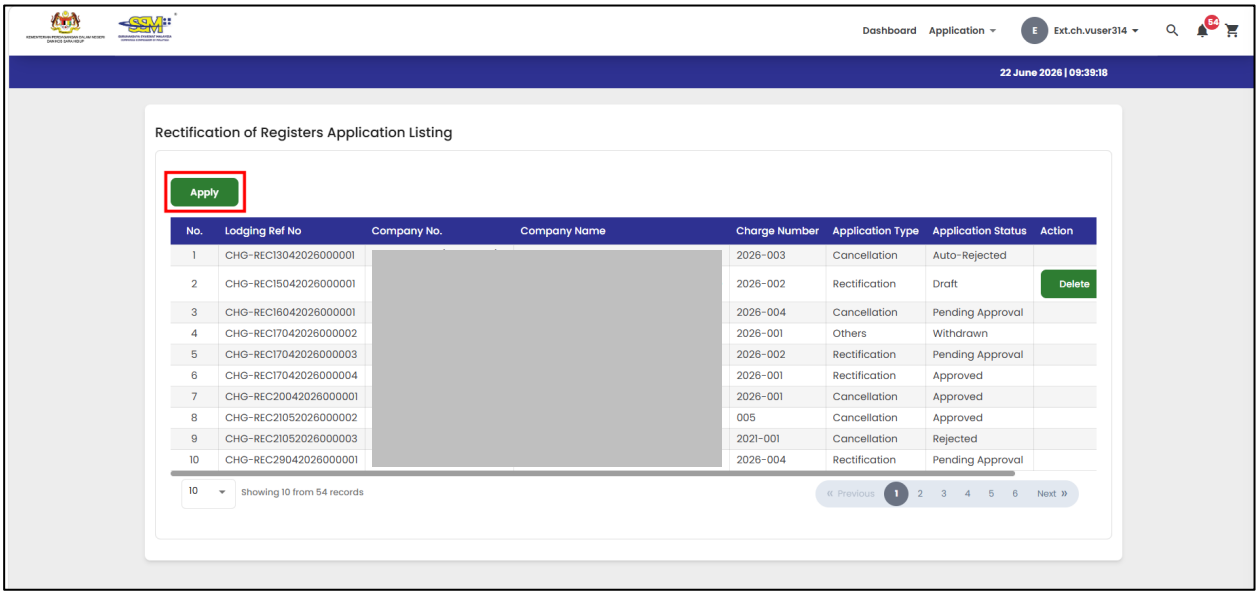
7.6 Amendment - Withdraw Application (After Application Queried by SSM Officer)

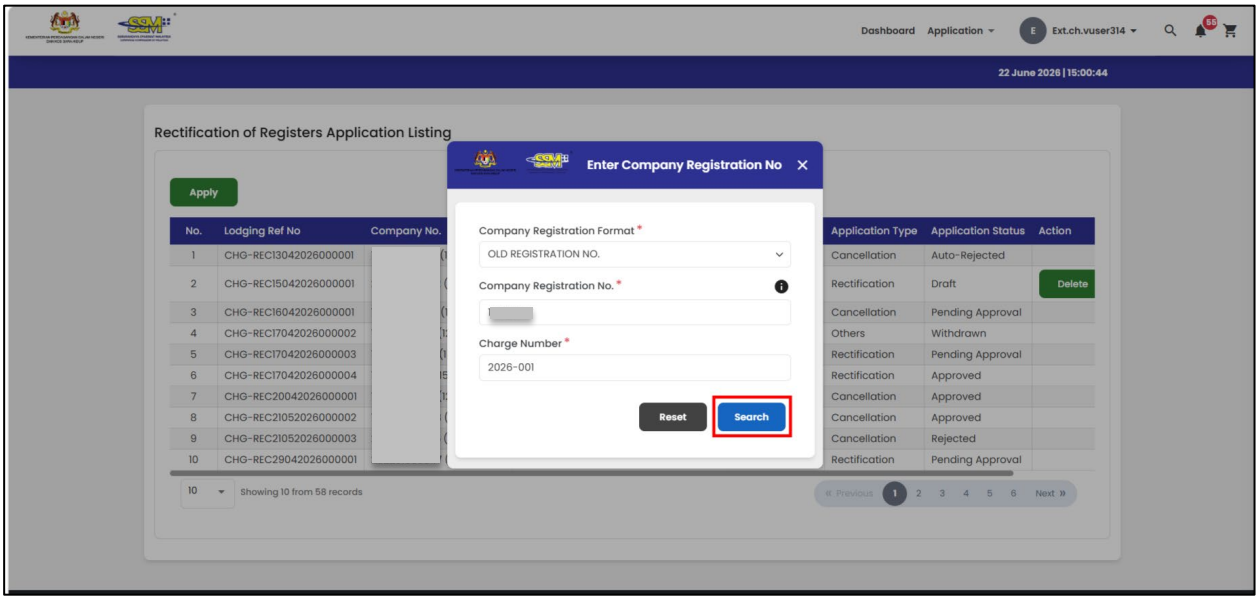
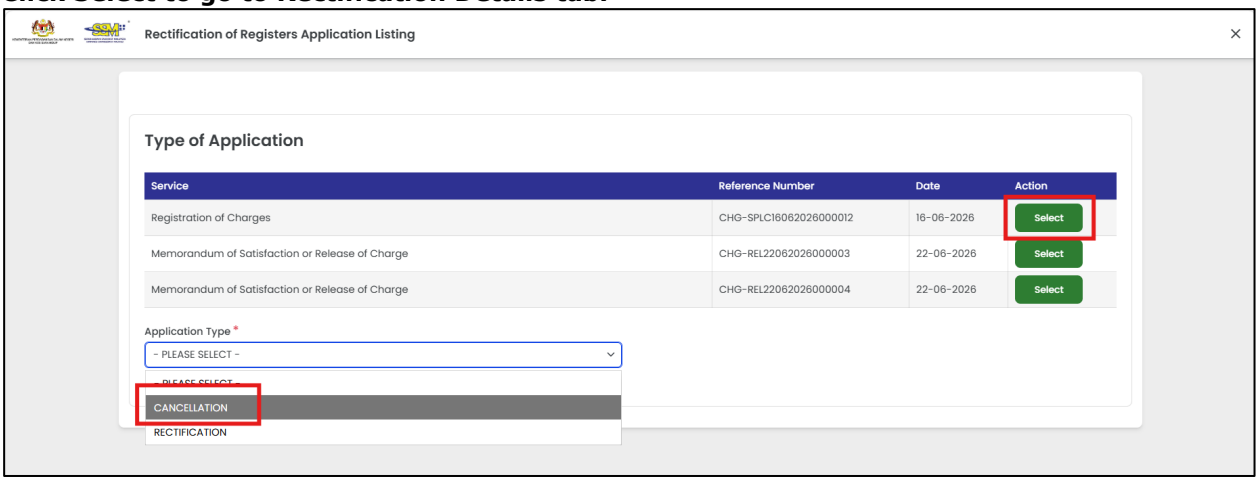
Notes: Same flow For Registration of Charges, Registration of Charges in Series of Debentures, Assignment of Charges, Variation of Charges

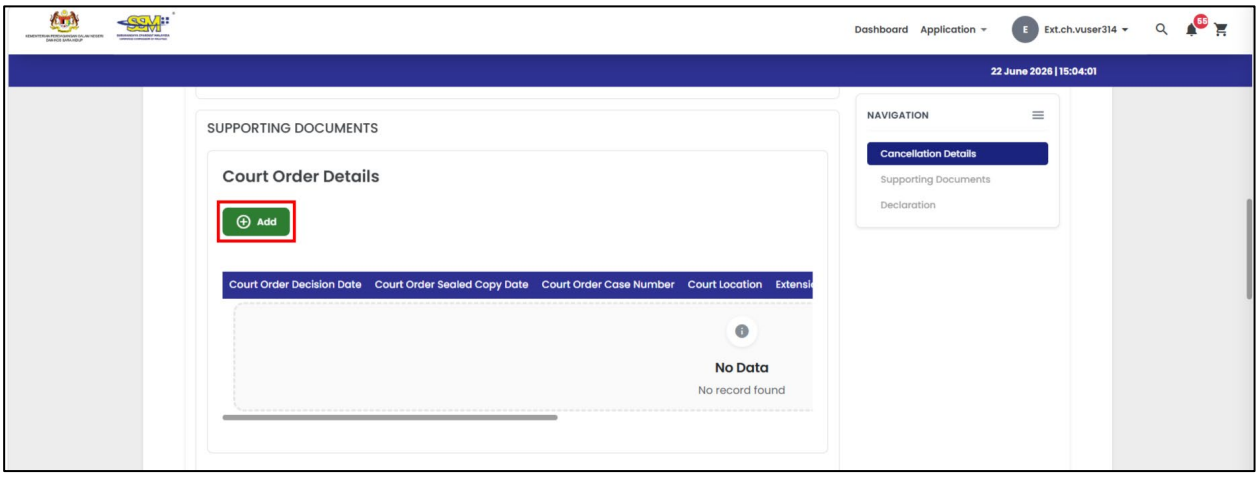
Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Queried** from the **My Tray** listing. 
4	From the **Registration of Charges form,** click the **Withdraw** button on the bottom of the page.

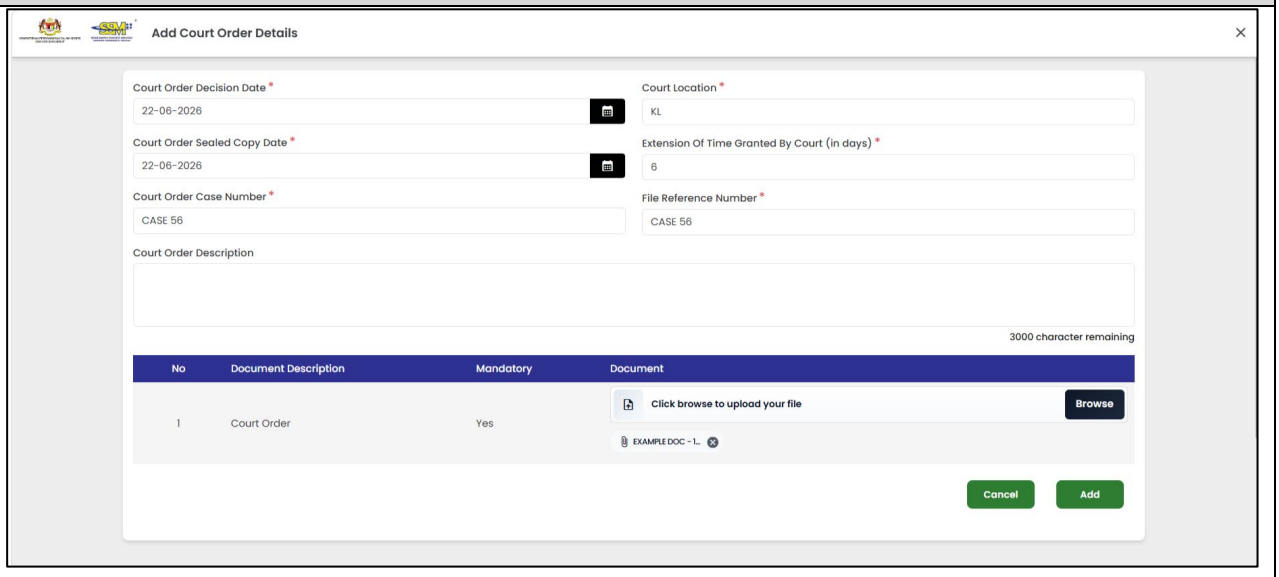
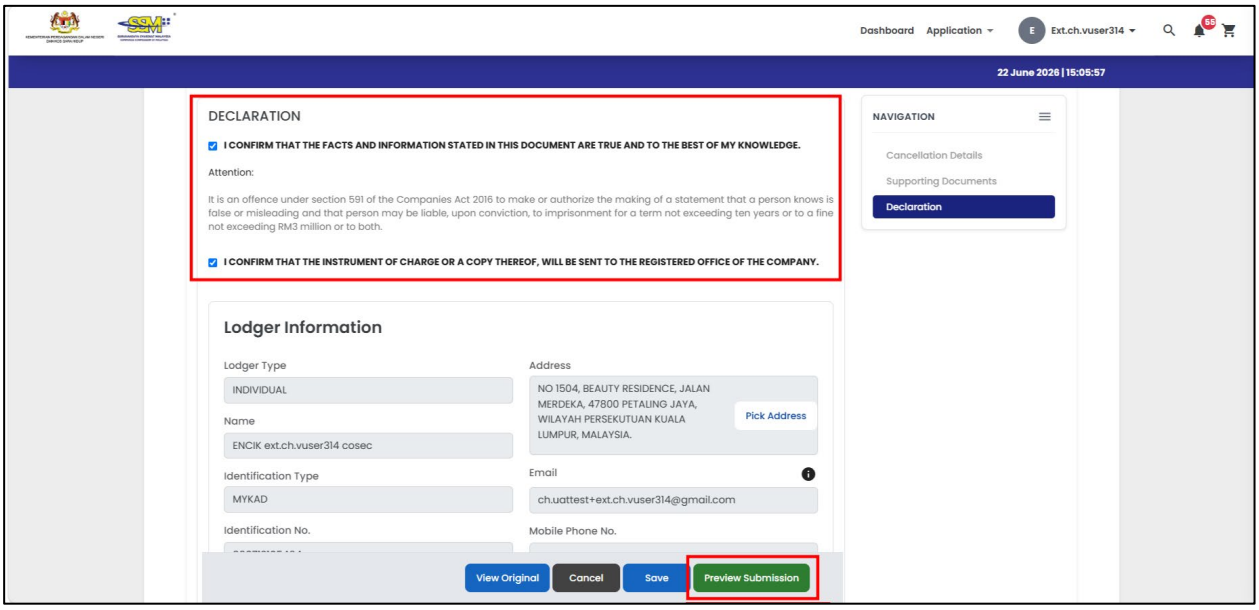
Field Num.	Description
	
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be displayed in the **CH Executive's** Task pool.

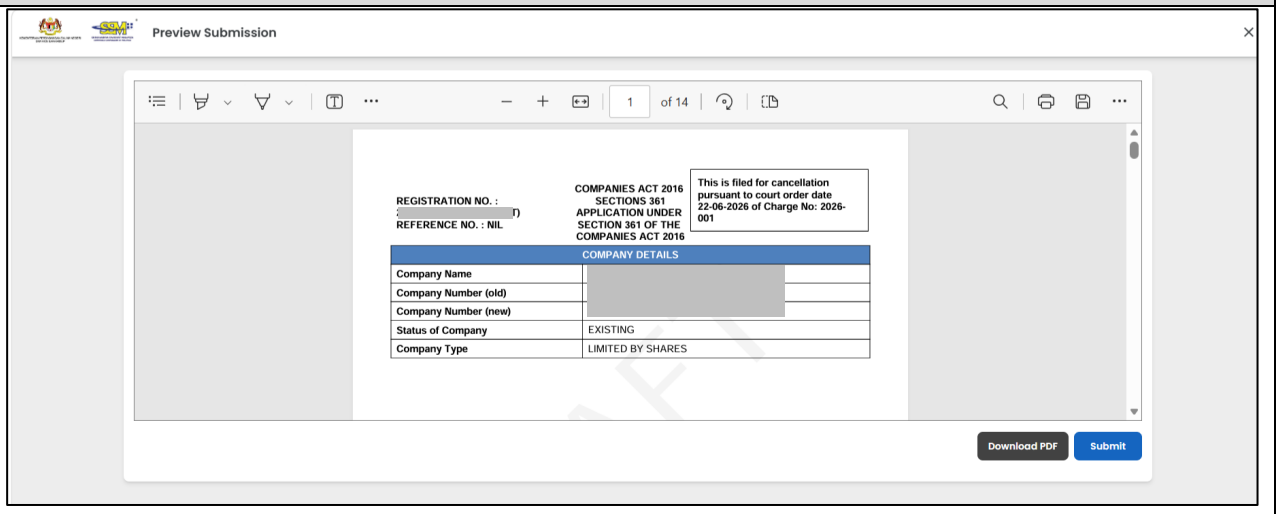
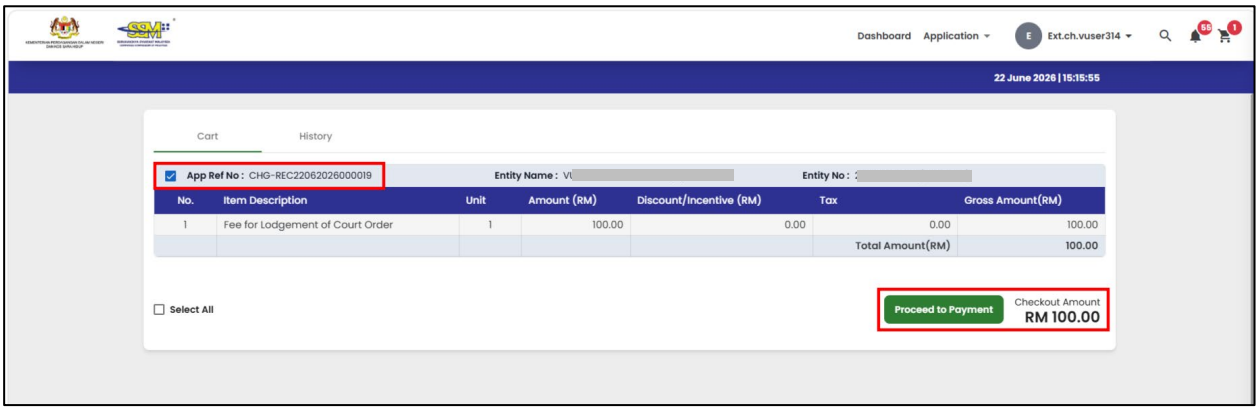
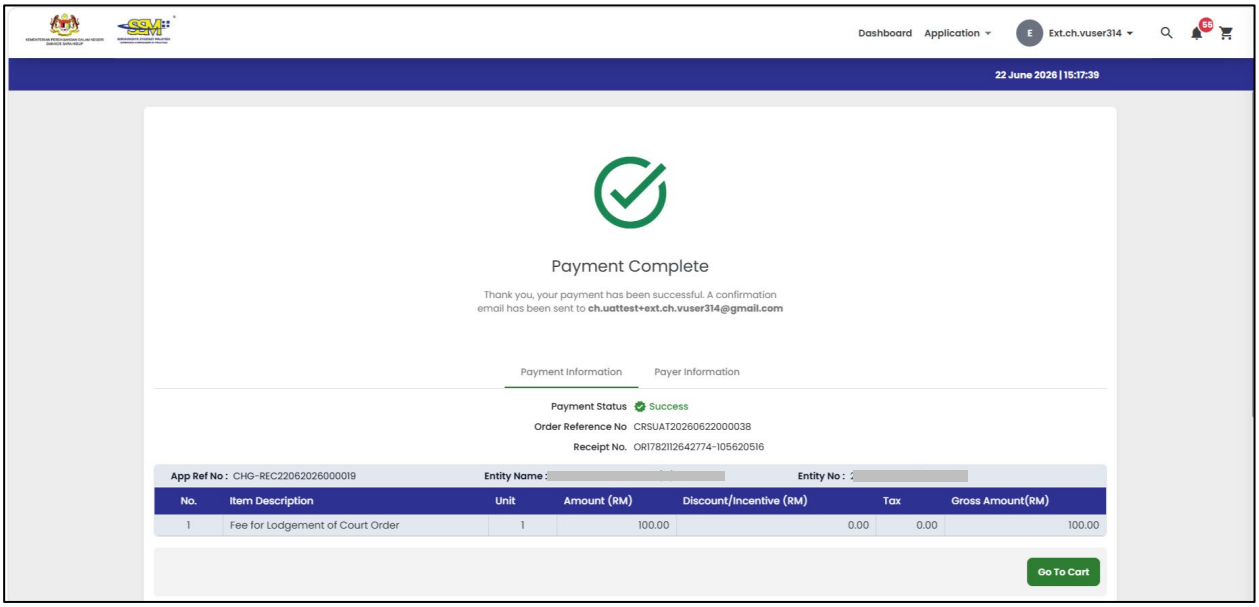
7.7 Cancellation for Registration of Charges

Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Application Under Section 361 of the Companies Act 2016** 
	Rectification of Registers Application Listing form will be displayed. Select **Apply** 

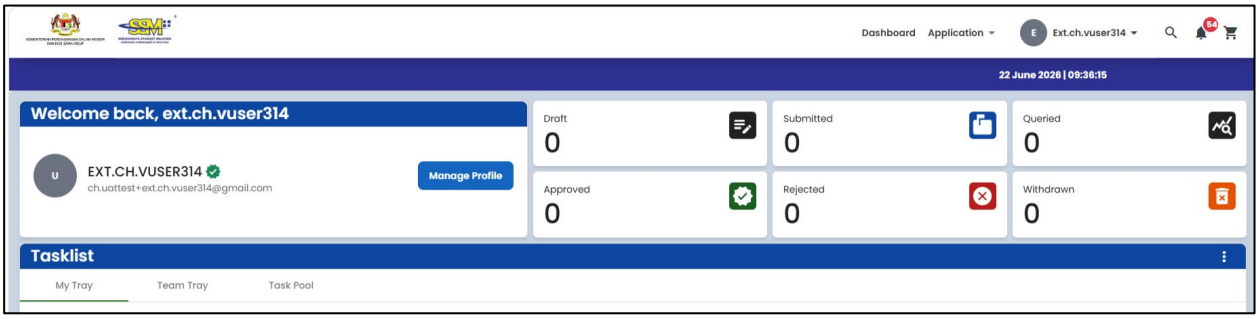
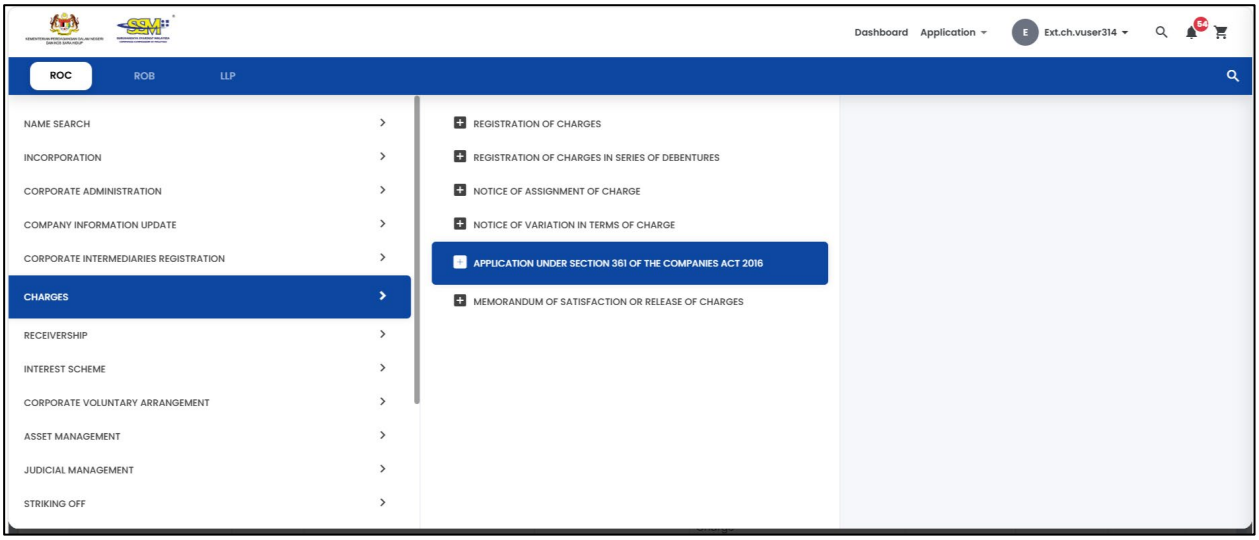
Field Num.	Description
3	**Application Under Section 361 of the Companies Act 2016** form will be displayed. Fill in the following details: **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* **Company Number:** *<Input Company No. based on Type of Reg. No.>* **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.* 
6	On the **Type of Application section, select the list of services that need to rectification.** a. Click **Select** for the relevant application. b. **Application Type:** ***<Select from drop-down menu: Rectification>*** **Click Select to go to Rectification Details tab.** 
7	On the **Rectification Details** section, fill in the following detail: a. **Reason:** *<Input description >*

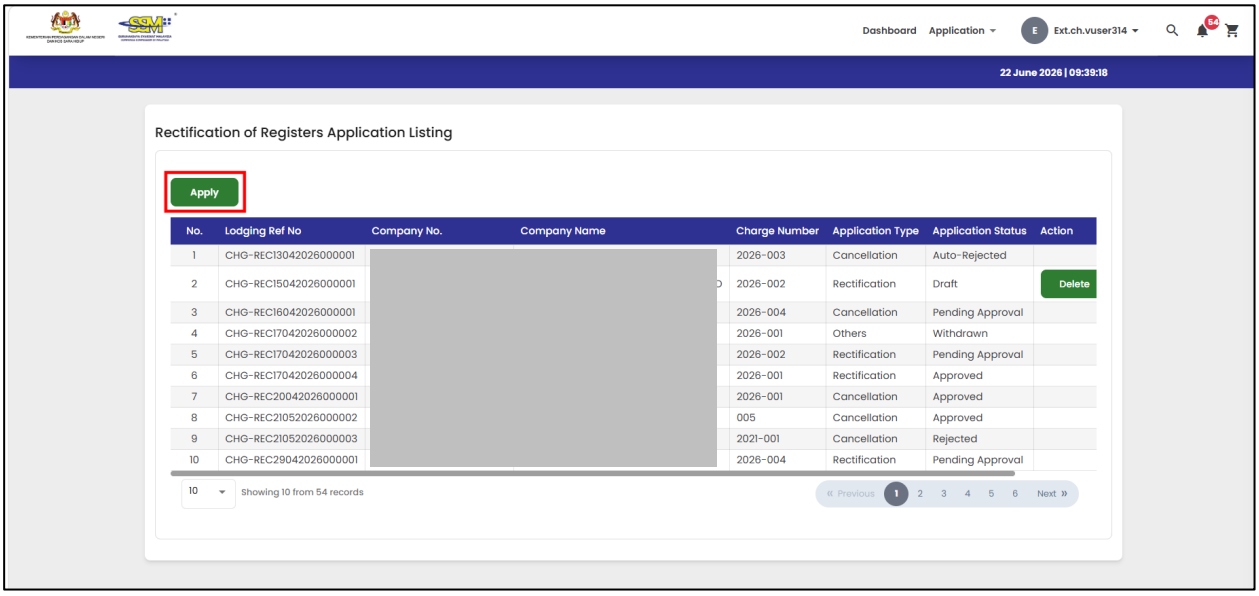
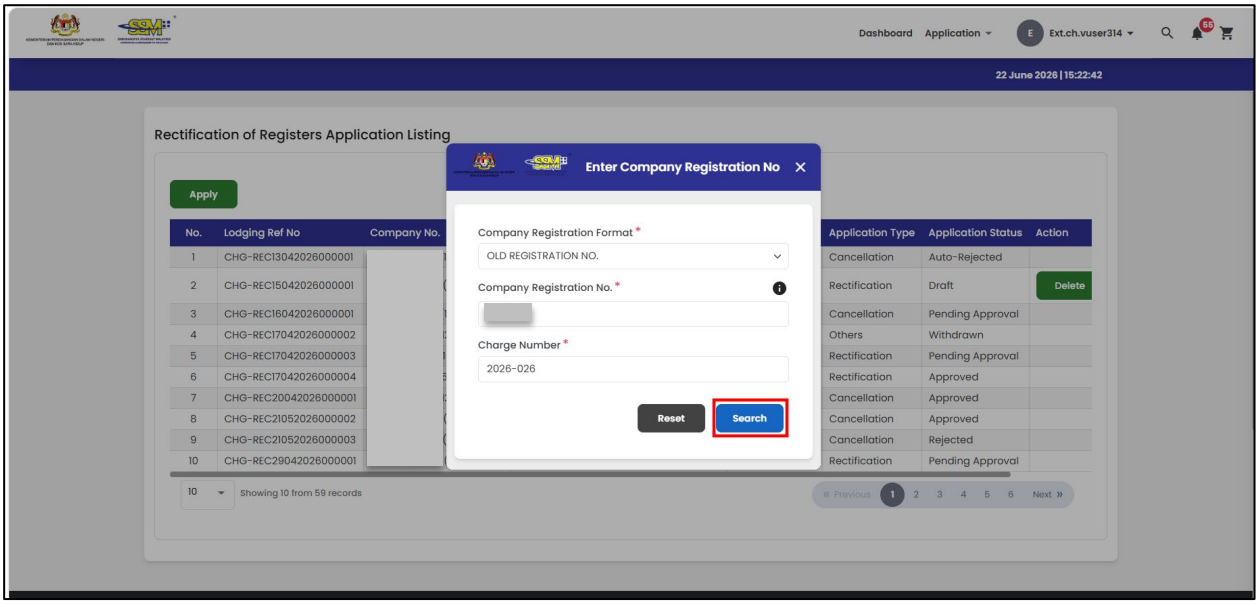
Field Num.	Description
8	Click the **Right tab menu** to go to **Supporting Documents** or **Scroll Down** to access it.
9	**On the Court Order Details** section, **fill in the following fields:** Click **Add** button. **Court Order Decision Date:** *<Select a date>* *Only past date or today's date can be selected.* **Court Order Sealed Copy Date:** *<Select a date>* *Only past date or today's date can be selected.* **Court Order Case Number:** *<Input text>* *Auto-capitalised.* **Court Order Description:** *<Input description text>* **Court Location:** *<Input text>* *Auto-capitalised.* **Extension of Time Granted By Court (In Days):** *<Input numbers only>* **File Reference Number:** *<Input text>* *Auto-capitalised.* **Court Order Attachment:** *<Browse & upload attachment>* 

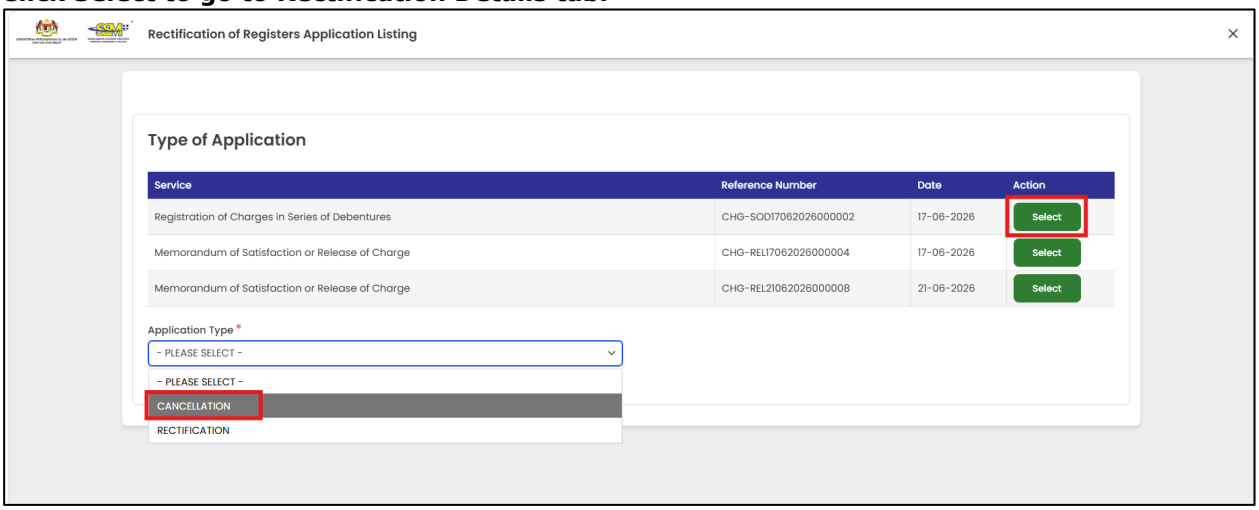
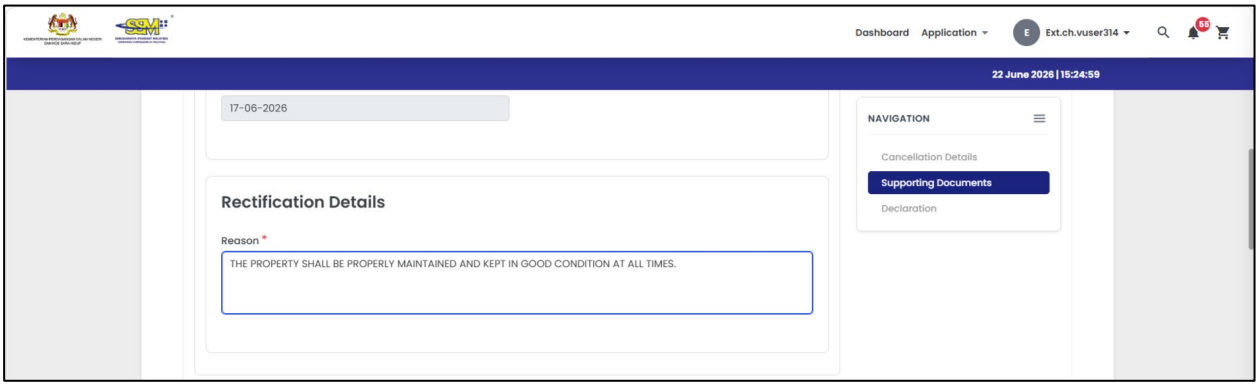
Field Num.	Description
	 Click **Add** button.
10	Click the **Right Tab Menu** button to go to the **Declaration** tab or **Scroll Down** to access it. *NOTE: System validates **Maximum: 1 Signatory** to proceed next.*
11	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
12	Click on **Download PDF** button.

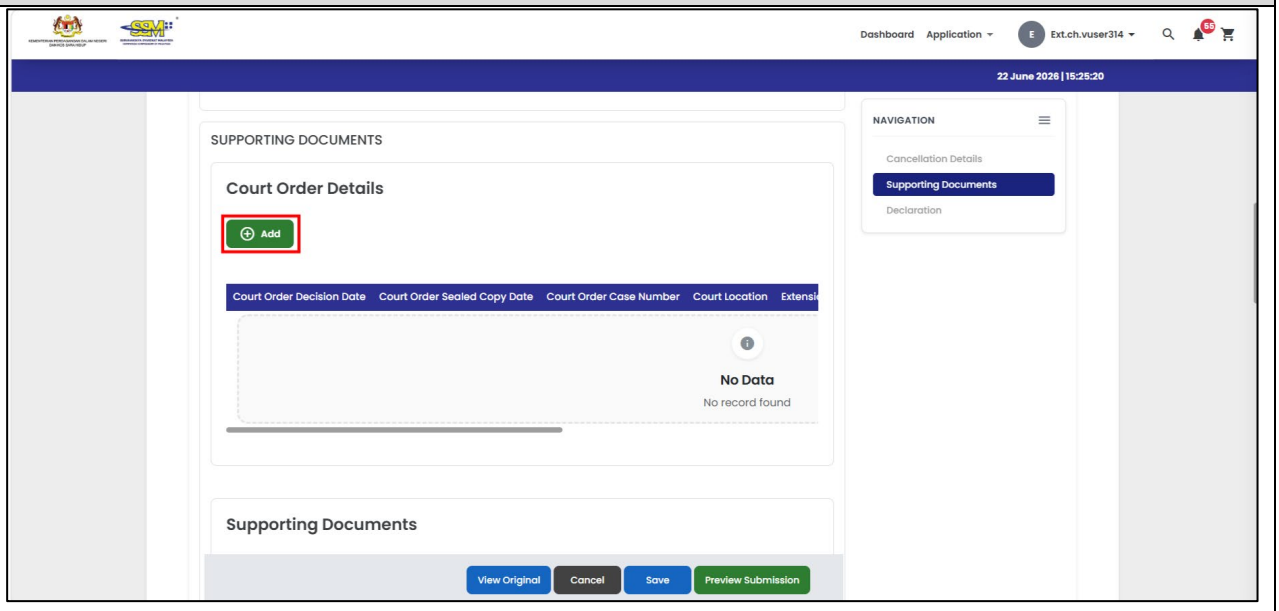
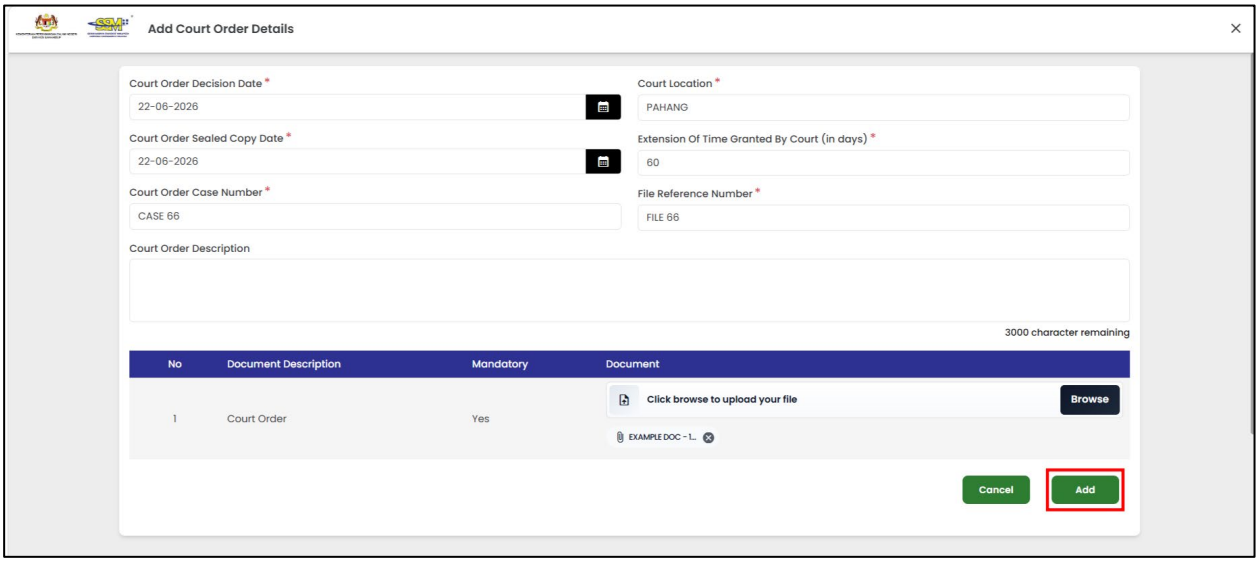
Field Num.	Description
	
13	Click on **Submit & Make Payment** button.  

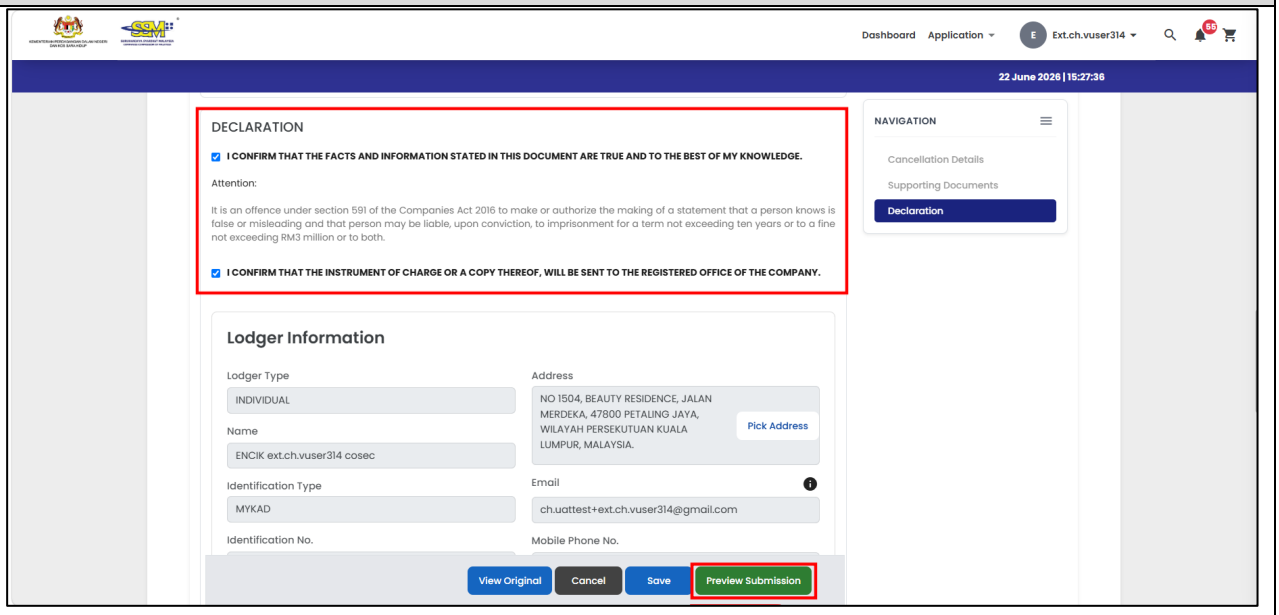
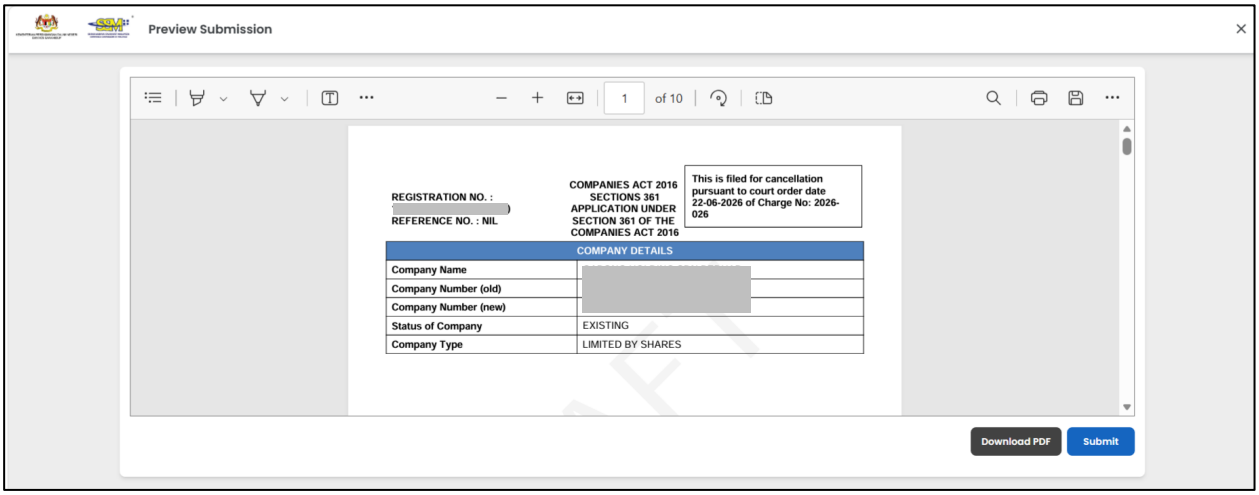
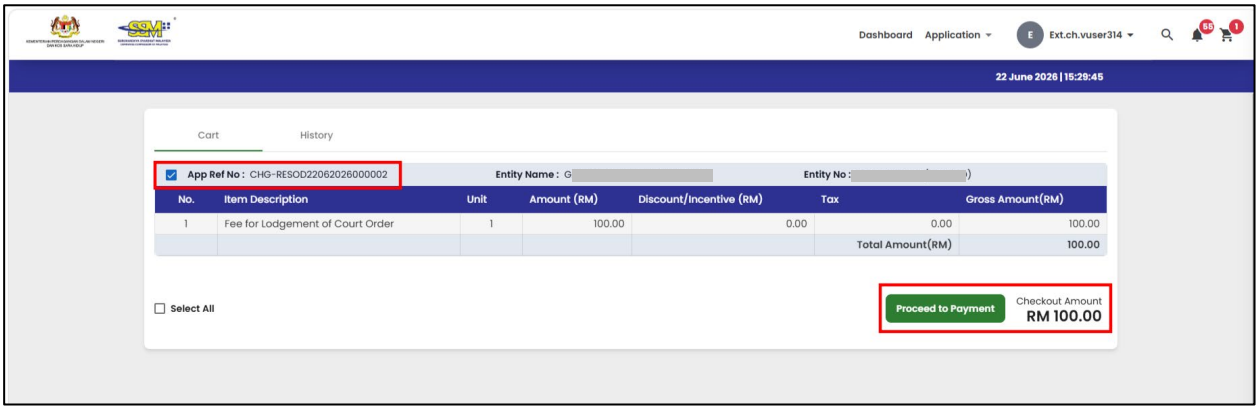
7.8 Cancellation for Registration of Charges in the Series of Debenture

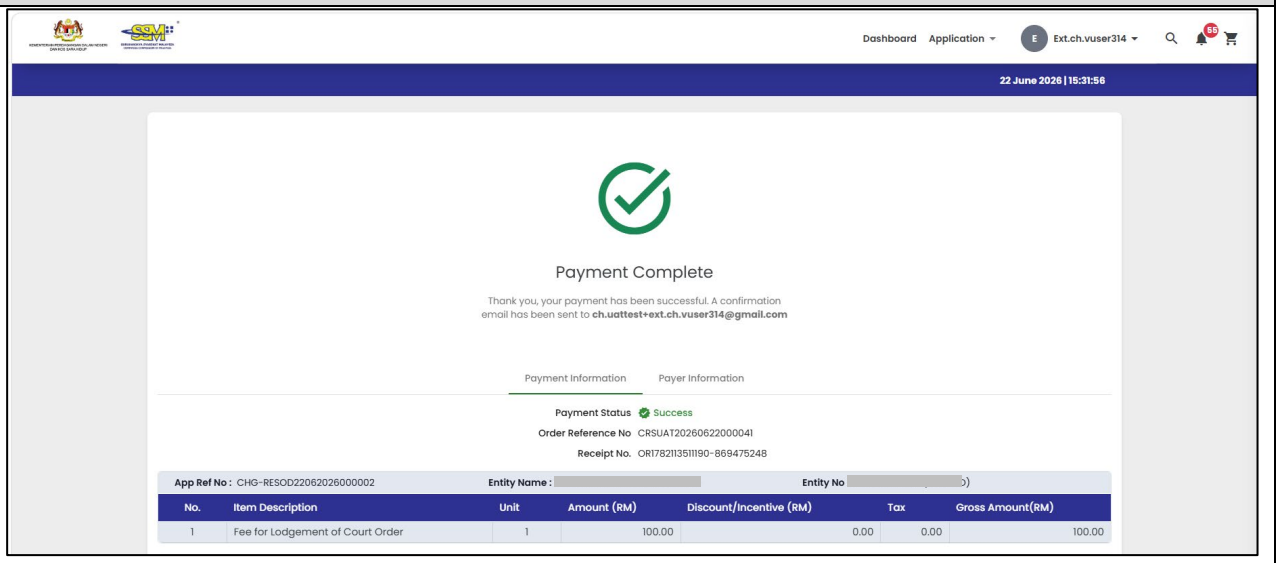
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Application Under Section 361 of the Companies Act 2016** 
3	**Rectification of Registers Application Listing** form will be displayed.

Field Num.	Description
	Select **Apply** 
3	**Application Under Section 361 of the Companies Act 2016** form will be displayed. Fill in the following details: **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* **Company Number:** *<Input Company No. based on Type of Reg. No.>* **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.* 
6	**On the Type of Application section, select the list of services that need to rectification.** a. Click **Select** for the relevant application. b. **Application Type:** ***<Select from drop-down menu: Rectification>***

Field Num.	Description
	Click Select to go to Rectification Details tab. 
7	On the **Rectification Details** section, fill in the following detail: a. **Reason:** *<Input description >* 
8	Click the **Right tab menu** to go to **Supporting Documents** or **Scroll Down** to access it.
9	**On the Court Order Details** section, f**ill in the following fields:** Click **Add** button. **Court Order Decision Date:** *<Select a date>* *Only past date or today's date can be selected.* **Court Order Sealed Copy Date:** *<Select a date>* *Only past date or today's date can be selected.* **Court Order Case Number:** *<Input text>* *Auto-capitalised.* **Court Order Description:** *<Input description text>* **Court Location:** *<Input text>* *Auto-capitalised.* **Extension of Time Granted By Court (In Days):** *<Input numbers only>* **File Reference Number:** *<Input text>* *Auto-capitalised.* **Court Order Attachment:** *<Browse & upload attachment>*

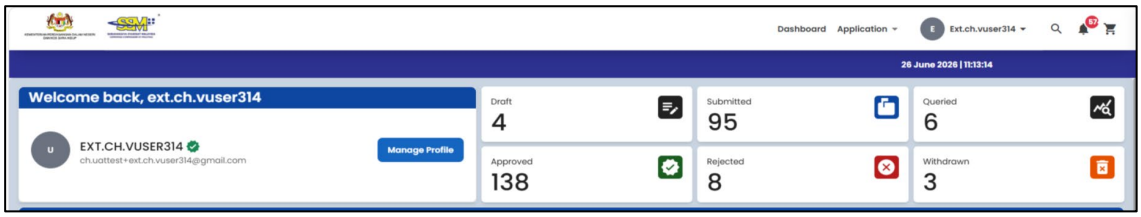
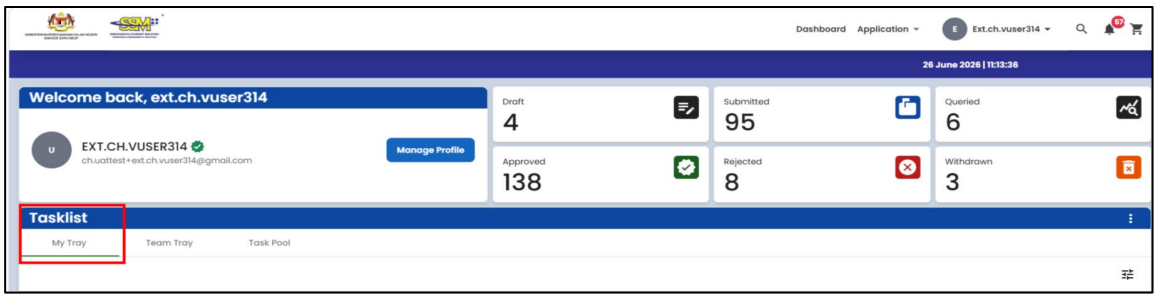
Field Num.	Description
	  Click **Add** button.
10	Click **Right Tab Menu** button to go to the **Declaration** tab or **Scroll Down** to access it. *NOTE: System validates **Maximum: 1 Signatory** to proceed next.*
11	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button.

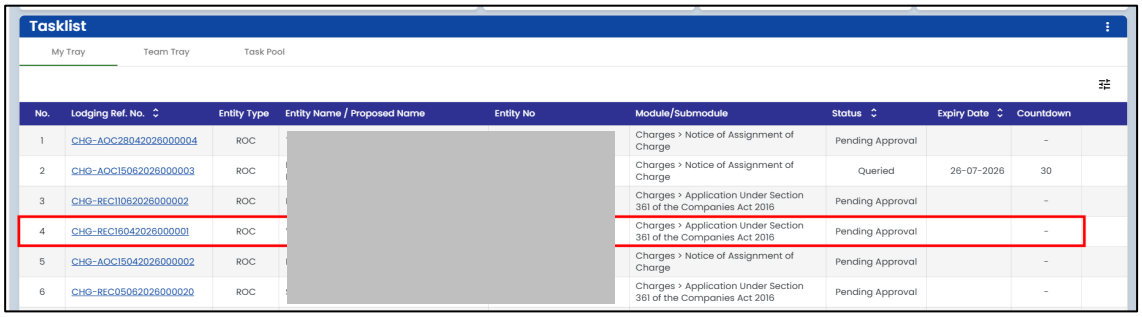
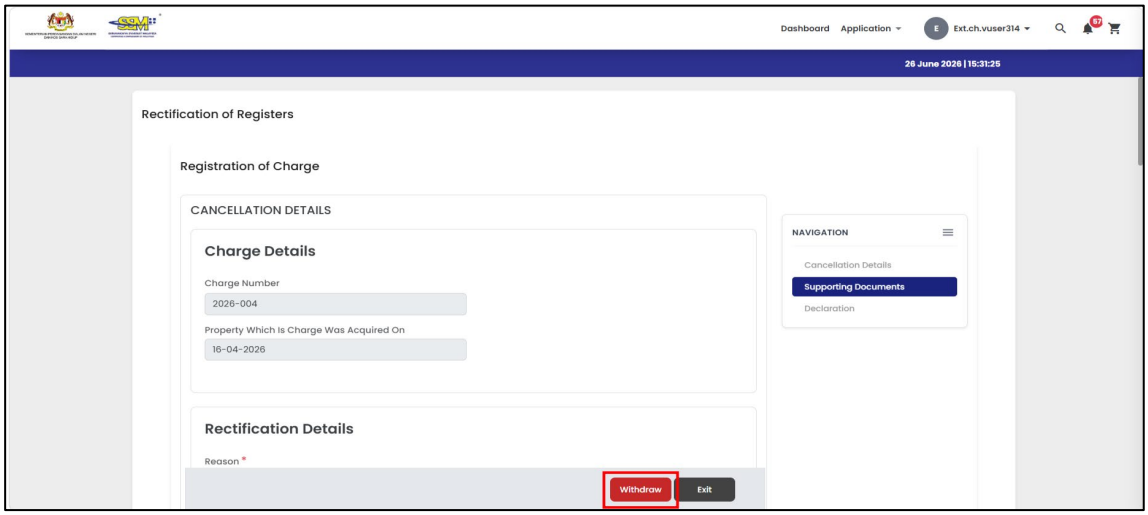
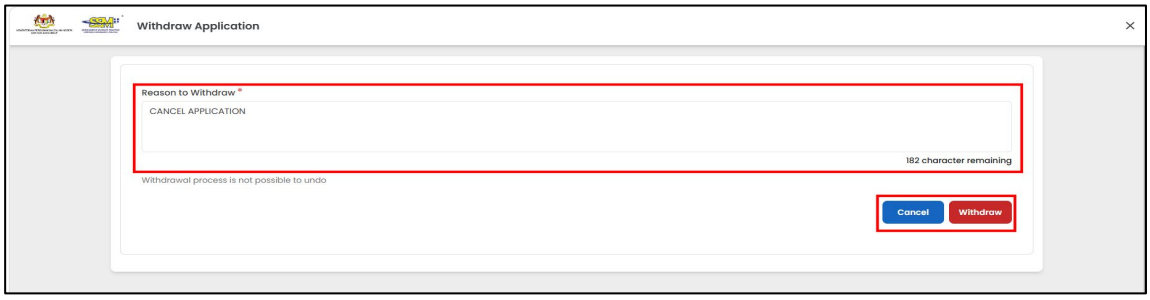
Field Num.	Description
	
12	Click on **Download PDF** button. 
13	Click on **Submit & Make Payment** button. 

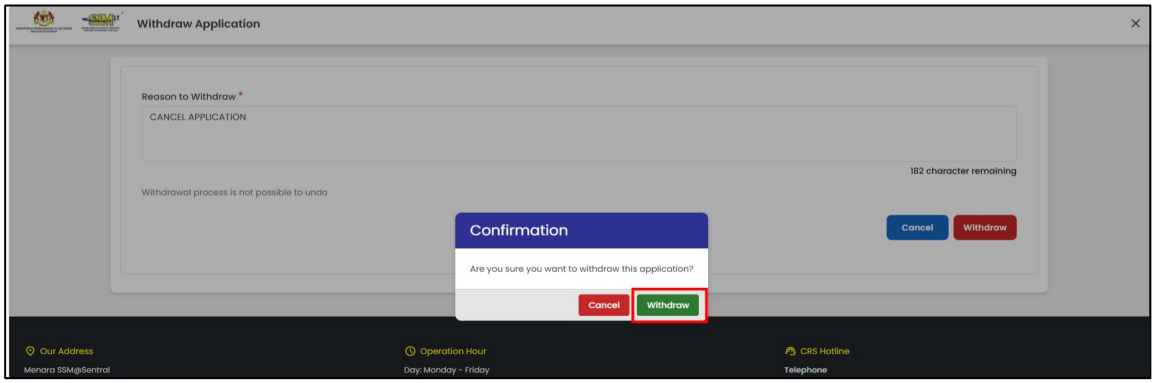
Field Num.	Description
	

7.9 Cancellation - Withdraw Application (Before Application Queried by SSM Officer)

Notes: Same flow For Registration of Charges, Registration of Charges in Series of Debentures

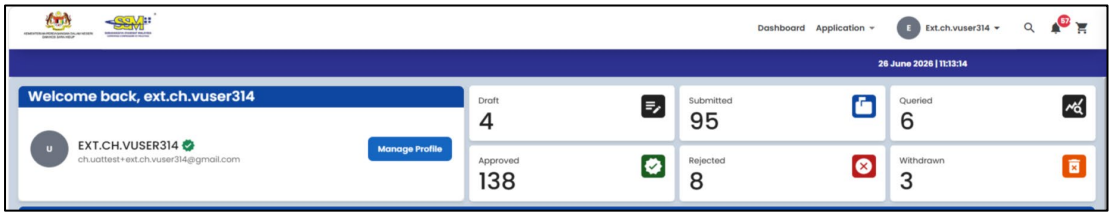
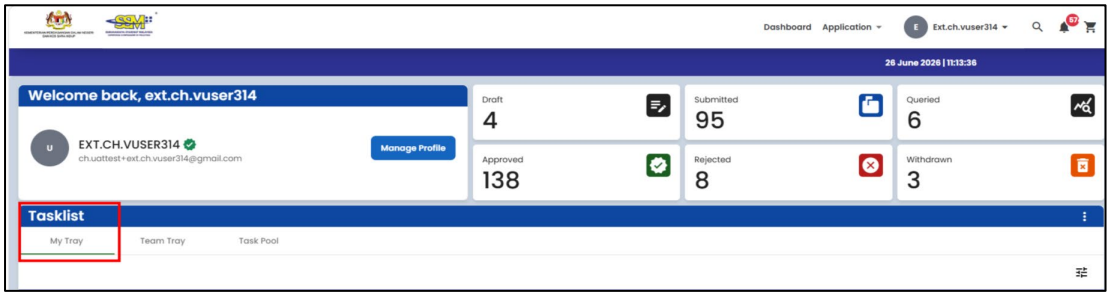
Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 

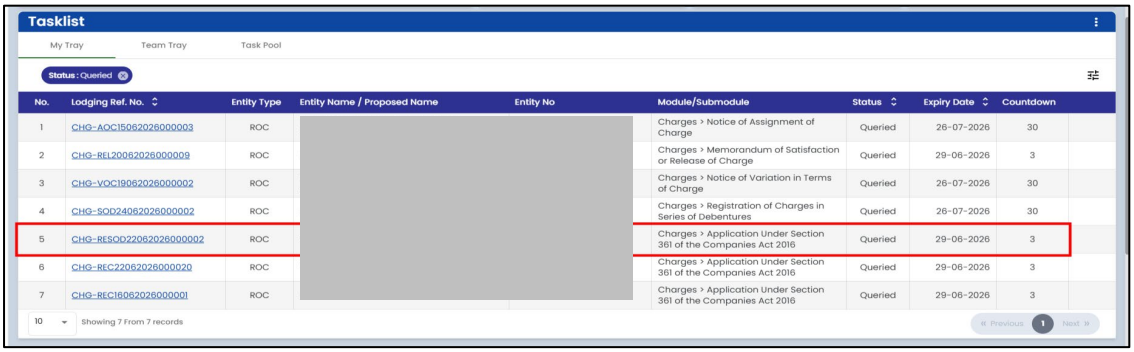
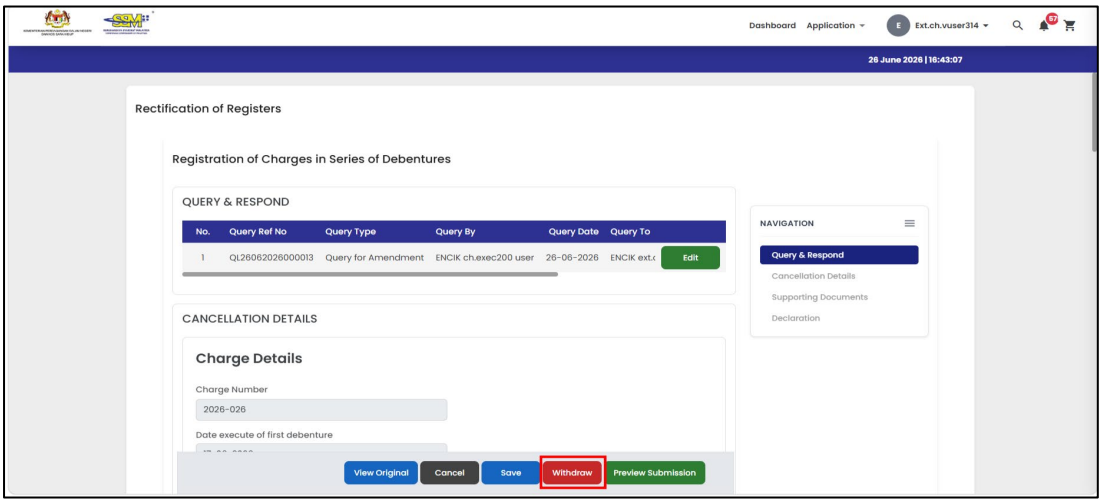
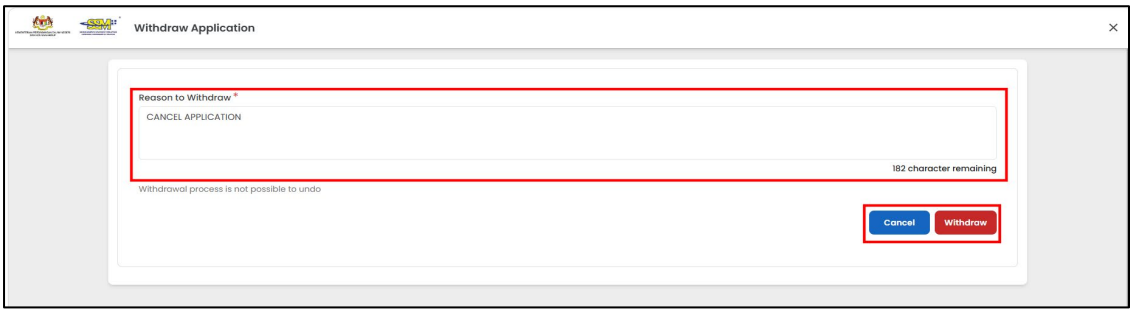
Field Num.	Description
3	Click on the **My Tray** tab and then click the submitted application with the status **Pending Approval (In-Progress)** from the **My Tray** listing. 
4	From the **Registration of Charges form,** click the **Withdraw** button on the bottom of the page. 
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.

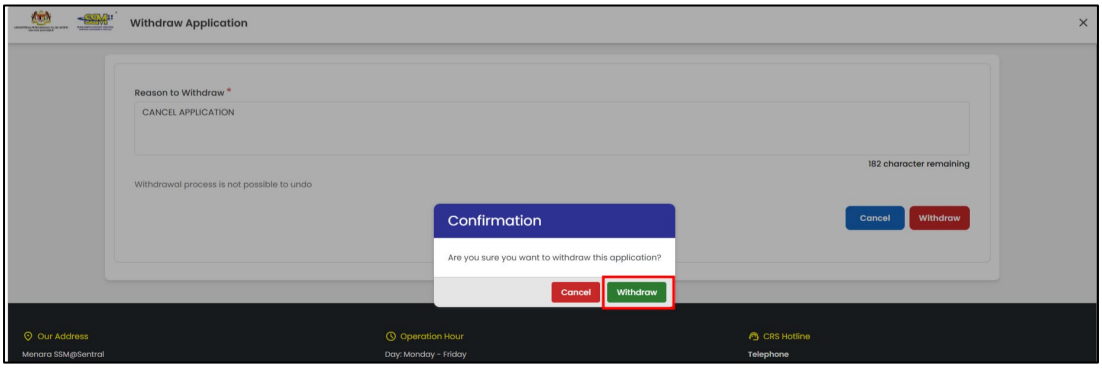
Field Num.	Description
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

7.10 Cancellation - Withdraw Application (After Application Queried By SSM Officer)

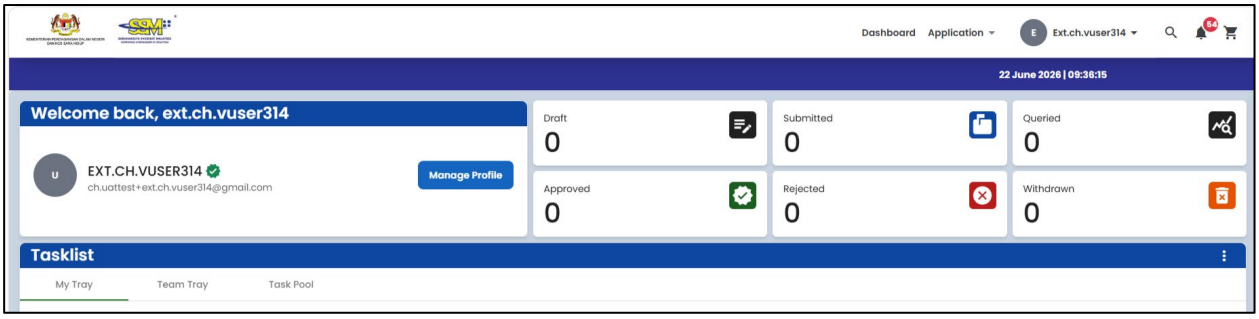
Notes: Same flow For Registration of Charges, Registration of Charges in Series of Debentures

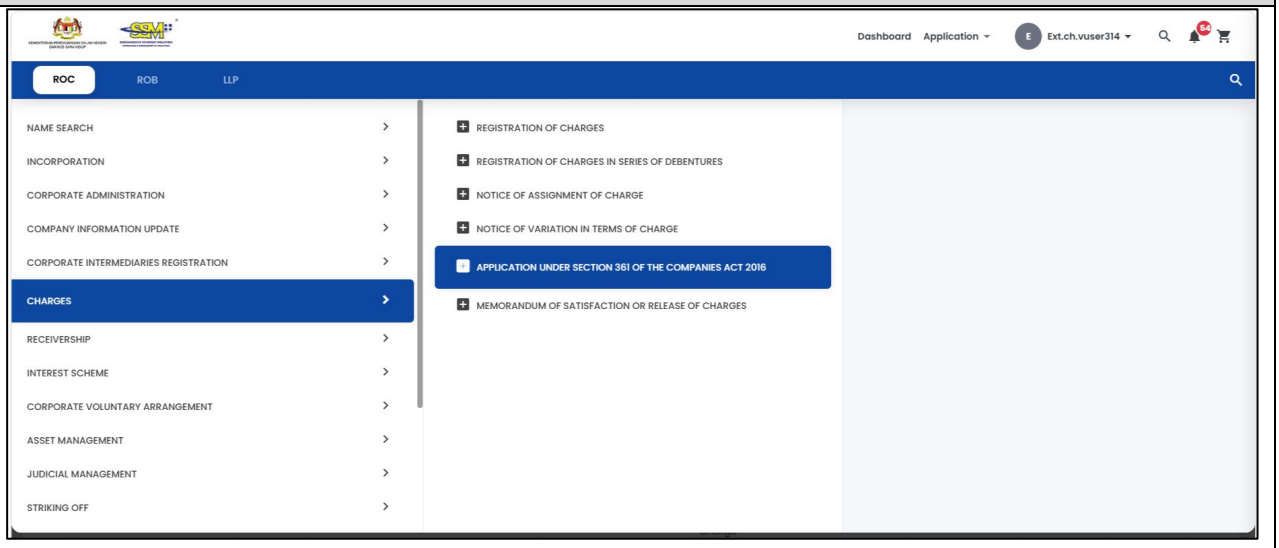
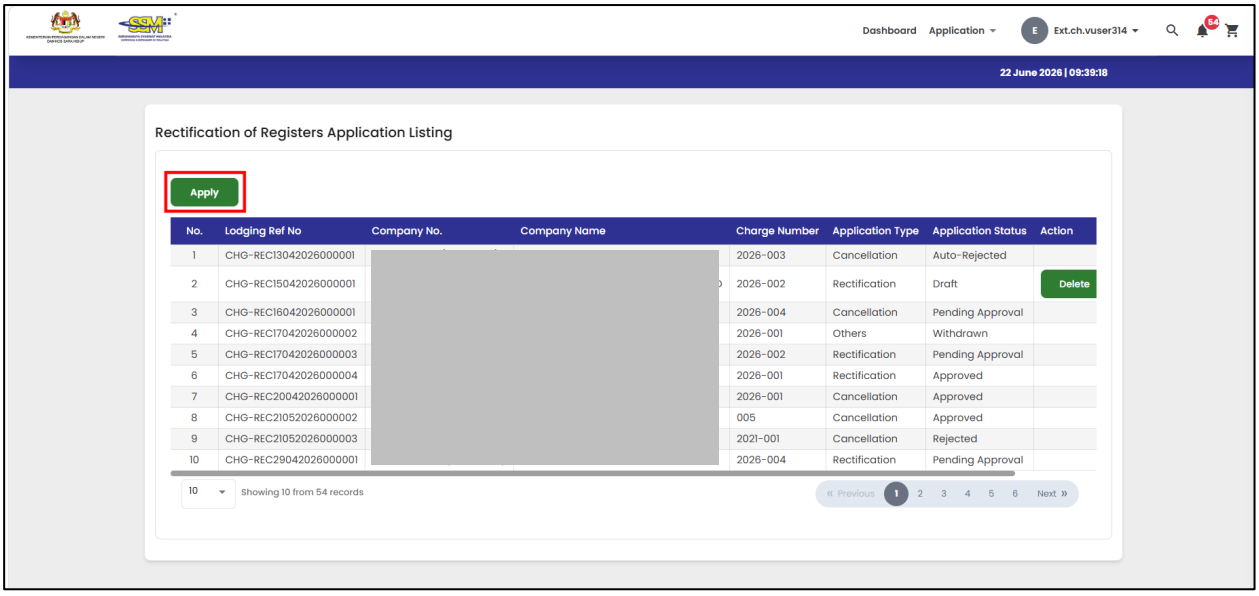
Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 

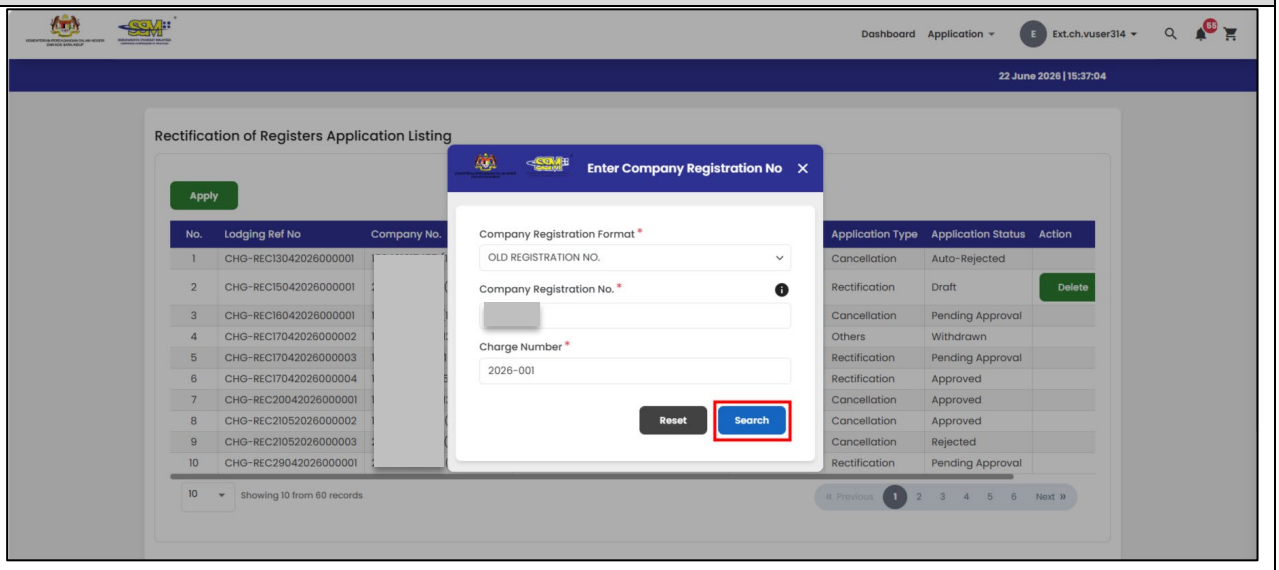
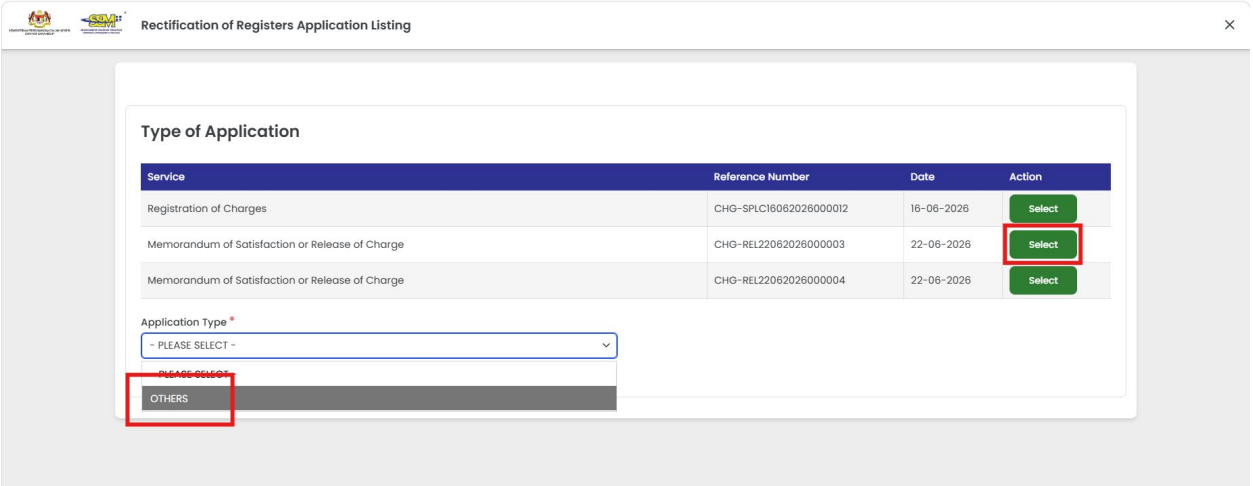
Field Num.	Description
3	Click on the **My Tray** tab and then click the submitted application with the status **Queried** from the **My Tray** listing. 
4	From the **Registration of Charges in Series of Debentures form,** click the **Withdraw** button on the bottom of the page. 
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.

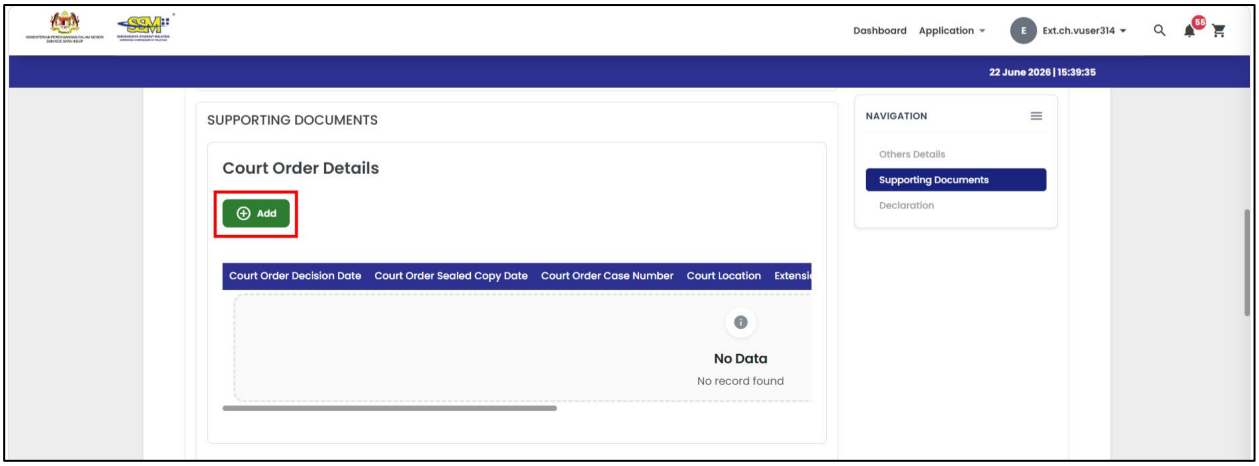
Field Num.	Description
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

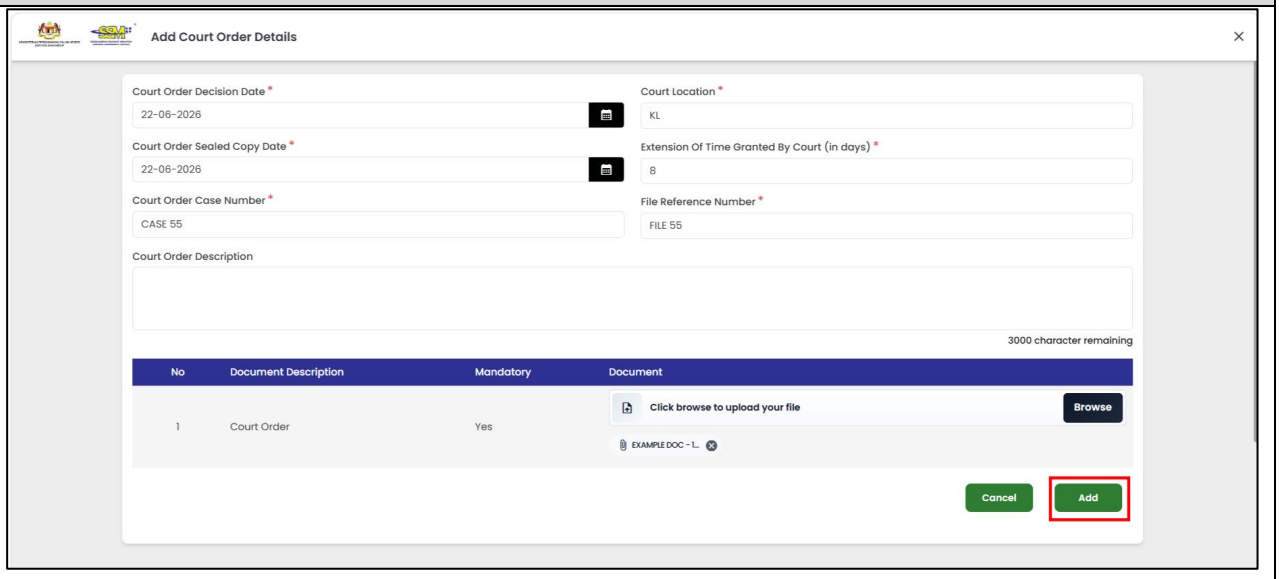
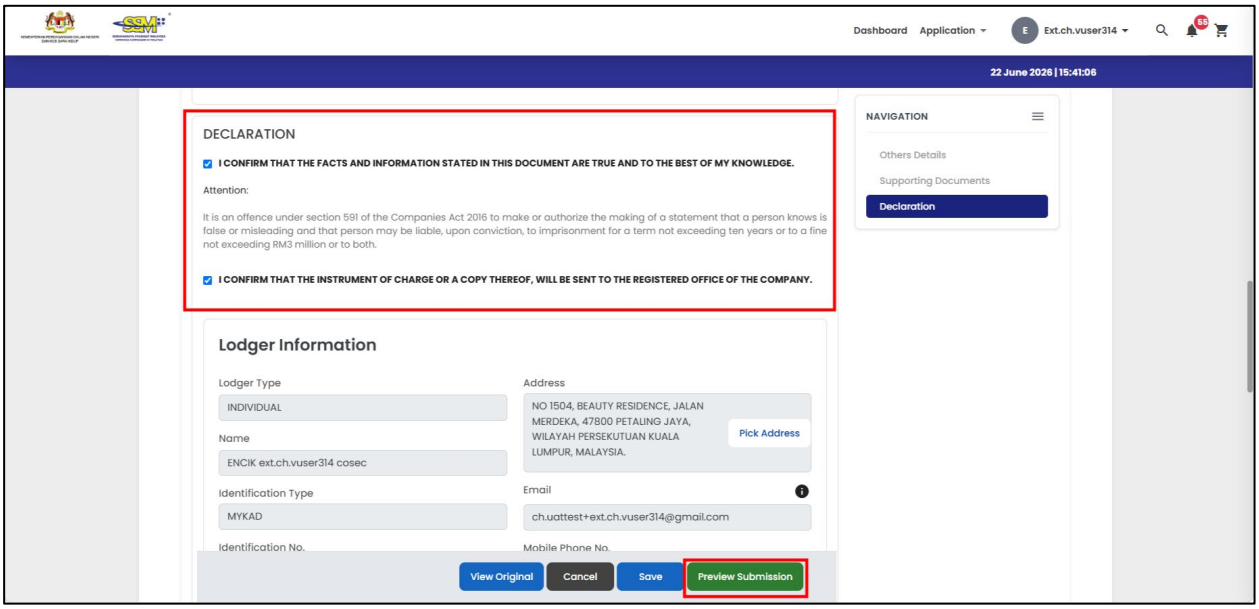
7.11 Others for Memorandum of Satisfaction or Release of Charge

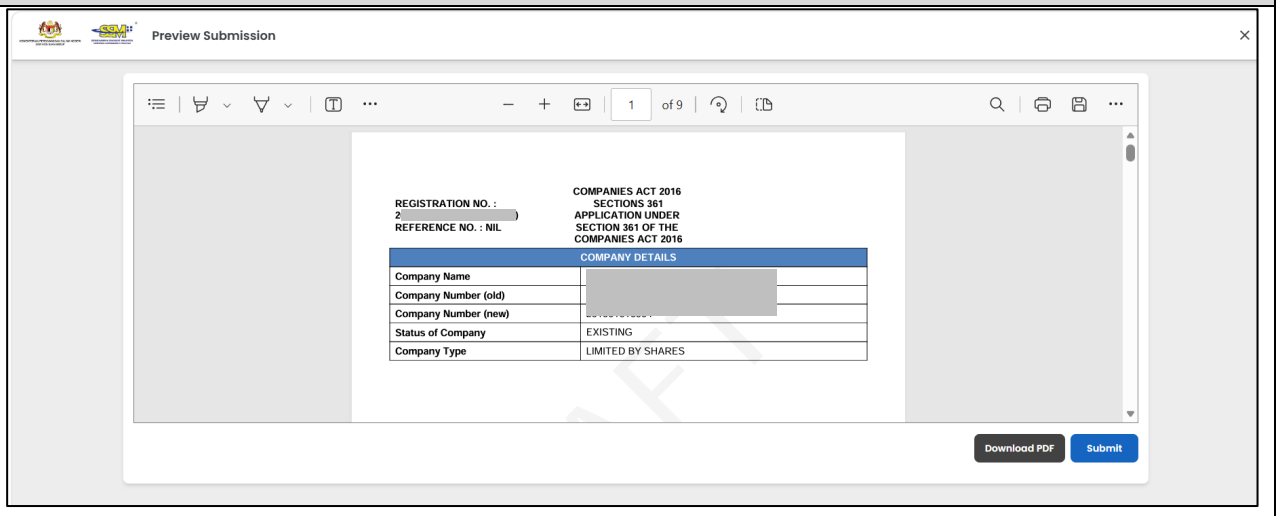
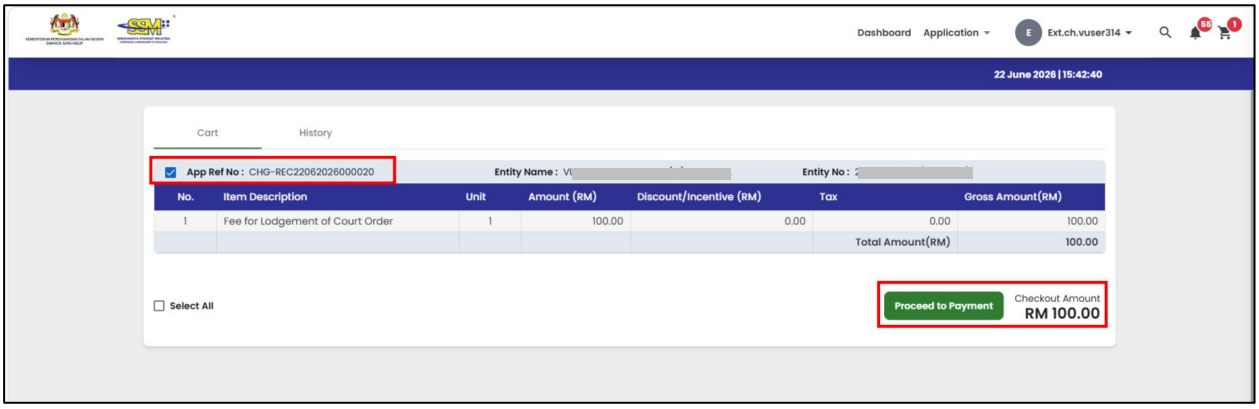
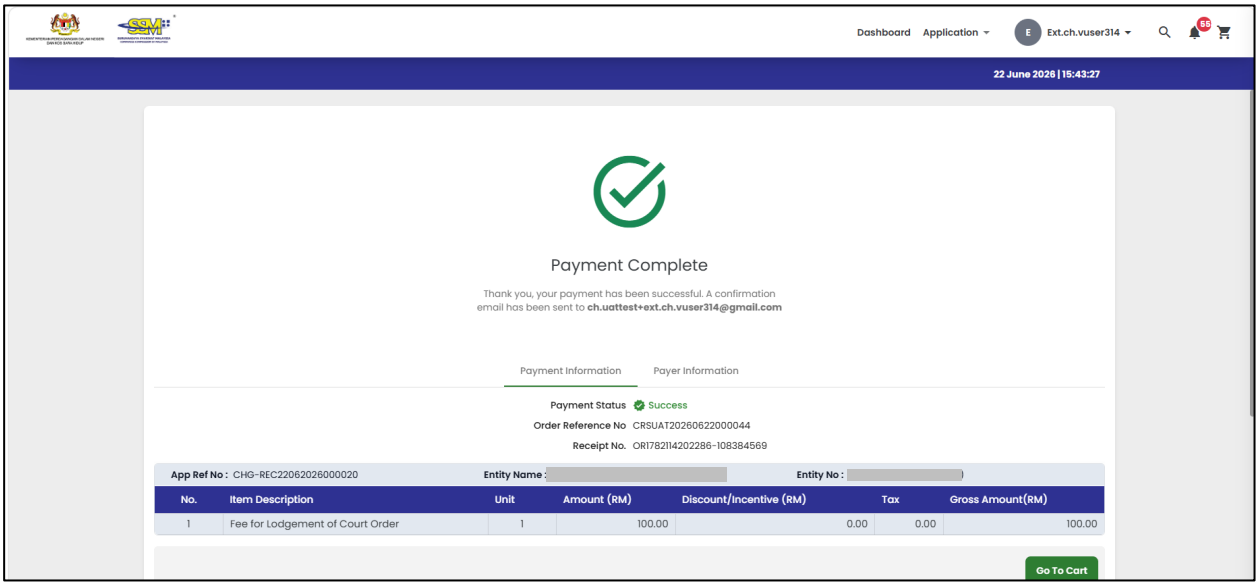
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Application Under Section 361 of the Companies Act 2016**

Field Num.	Description
	
3	**Rectification of Registers Application Listing** form will be displayed. Select **Apply** 
4	**Application Under Section 361 of the Companies Act 2016** form will be displayed. Fill in the following details: a. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* b. **Company Number:** *<Input Company No. based on Type of Reg. No.>* c. **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.*

Field Num.	Description
	
5	**On the Type of Application section, select the list of services that need to rectification.** a. Click **Select** for the relevant application. b. **Application Type:** ***<Select from drop-down menu: Rectification>*** **Click Select to go to Rectification Details tab.** 
6	On the **Rectification Details** section, fill in the following detail: b. **Reason:** *<Input description >*

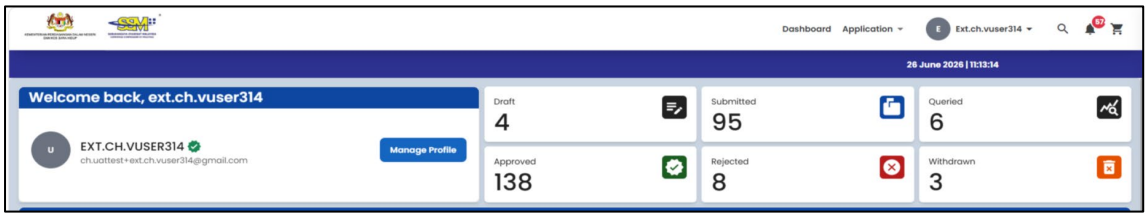
Field Num.	Description
7	Click the **Right tab menu** to go to **Supporting Documents** or **Scroll Down** to access it.
8	**On the Court Order Details** section, f**ill in the following fields:** Click **Add** button. a. **Court Order Decision Date:** *<Select a date> Only past date or today's date can be selected.* b. **Court Order Sealed Copy Date:** *<Select a date> Only past date or today's date can be selected.* c. **Court Order Case Number:** *<Input text> Auto-capitalised.* d. **Court Order Description:** *<Input description text>* e. **Court Location:** *<Input text> Auto-capitalised.* f. **Extension of Time Granted By Court (In Days):** *<Input numbers only>* g. **File Reference Number:** *<Input text> Auto-capitalised.* h. **Court Order Attachment:** *<Browse & upload attachment>* 

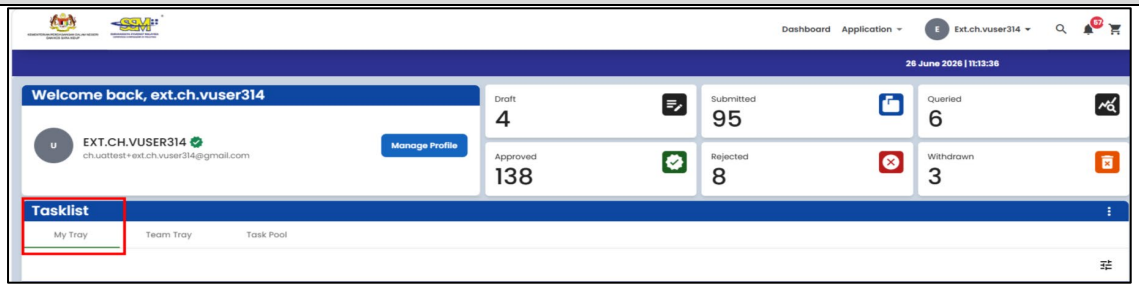
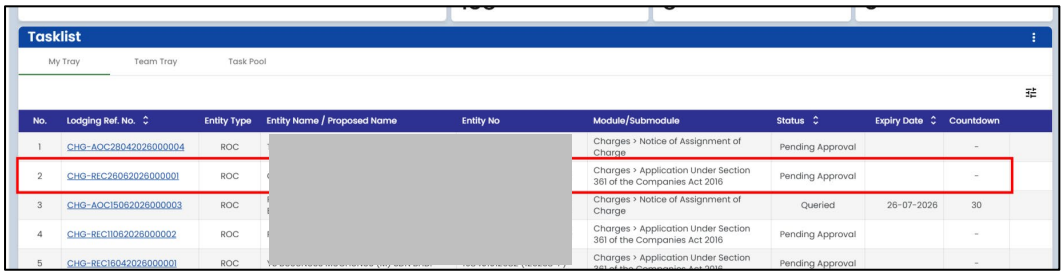
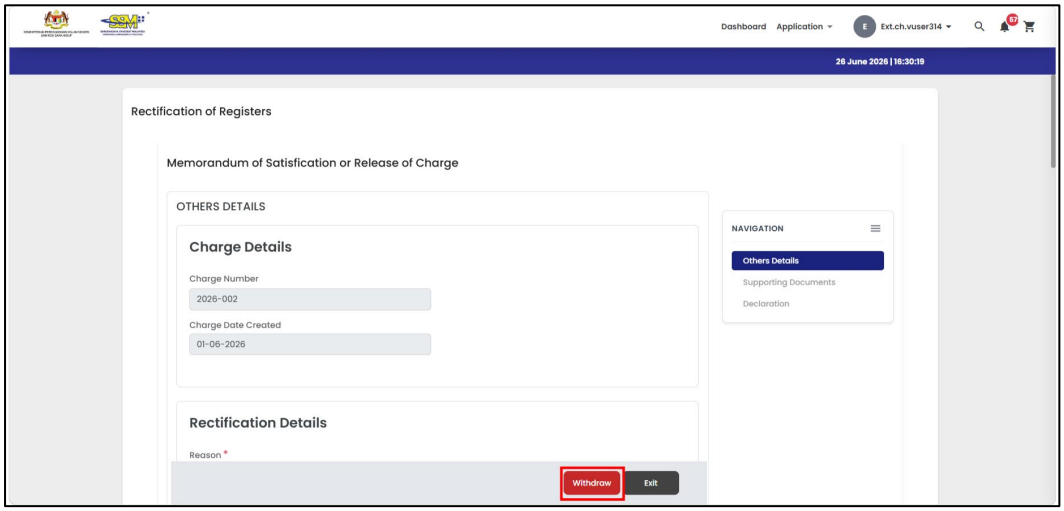
Field Num.	Description
	 Click **Add** button.
9	Click **Right Tab Menu** button to go to the **Declaration** tab or **Scroll Down** to access it. *NOTE: System validates **Maximum: 1 Signatory** to proceed next.*
10	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
11	Click on **Download PDF** button.

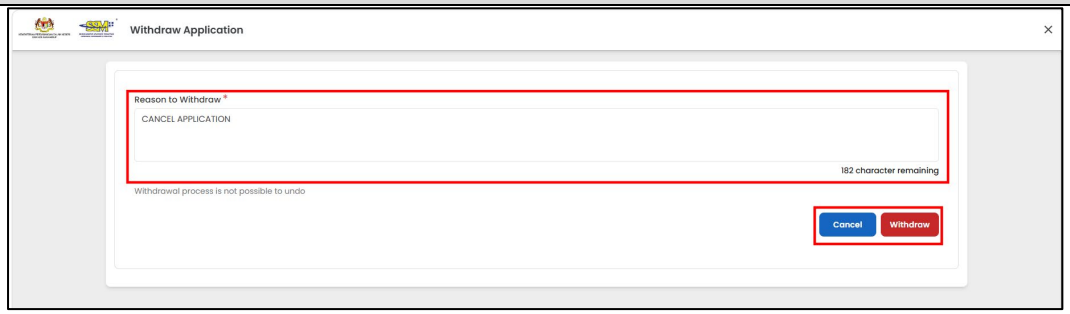
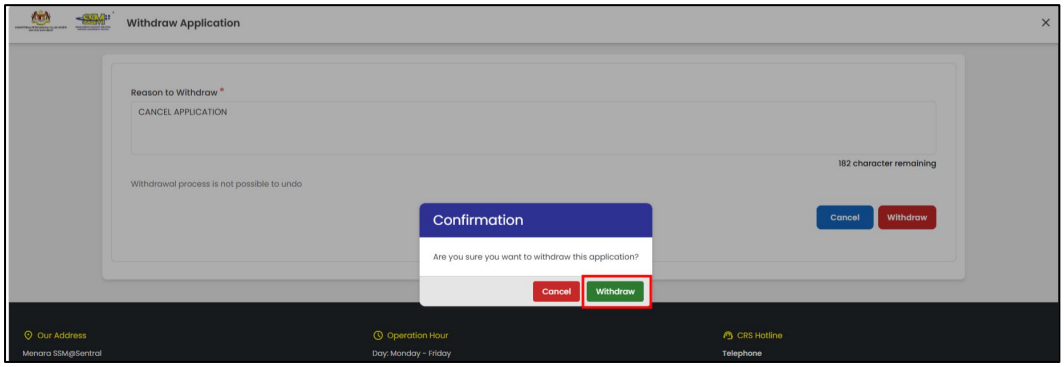
Field Num.	Description
	
12	Click on **Submit & Make Payment** button.  

7.12 Others - Withdraw Application (Before Application Queried by SSM Officer)

Notes: Memorandum of Satisfaction or Release of Charge

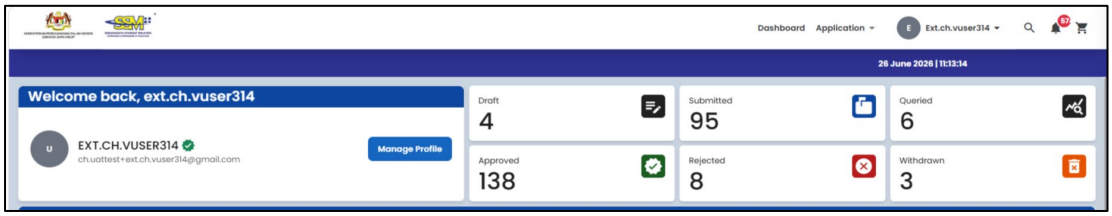
Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.**

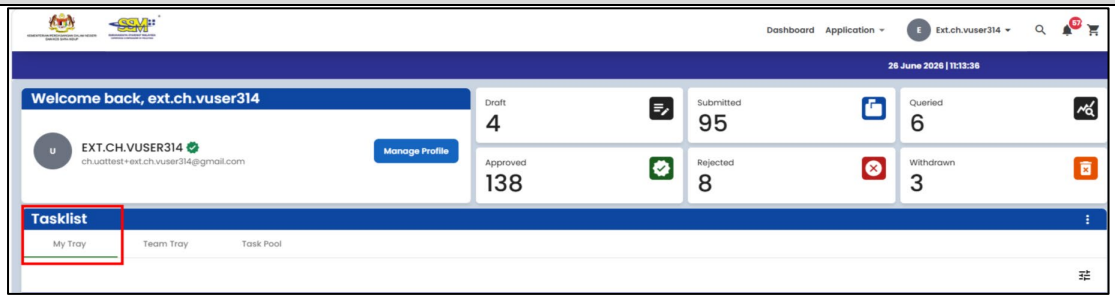
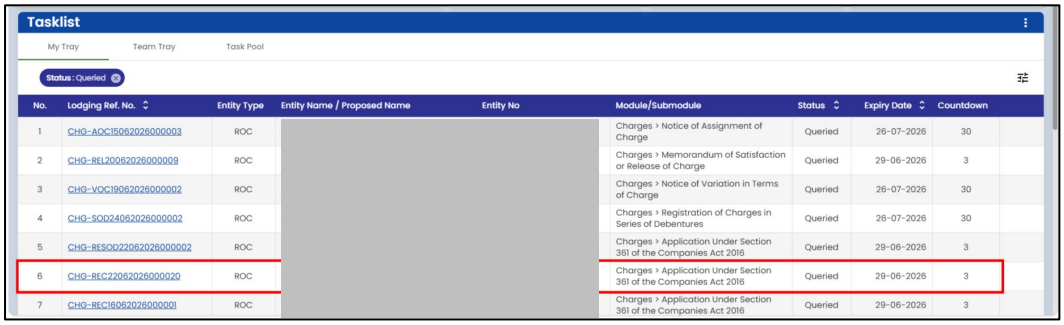
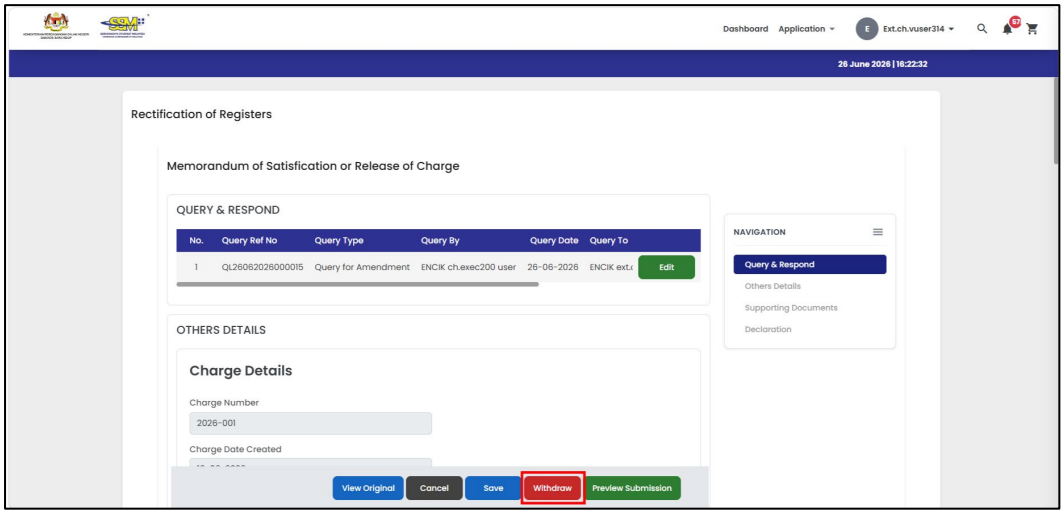
Field Num.	Description
	
3	Click on the **My Tray** tab and then click the submitted application with the status **Pending Approval (In-Progress)** from the **My Tray** listing. 
4	From the**Memorandum of Satisfaction or Release of Charge form,** click the **Withdraw** button on the bottom of the page. 
5	On the **Withdraw** popup, select the **Reason to Withdraw.**

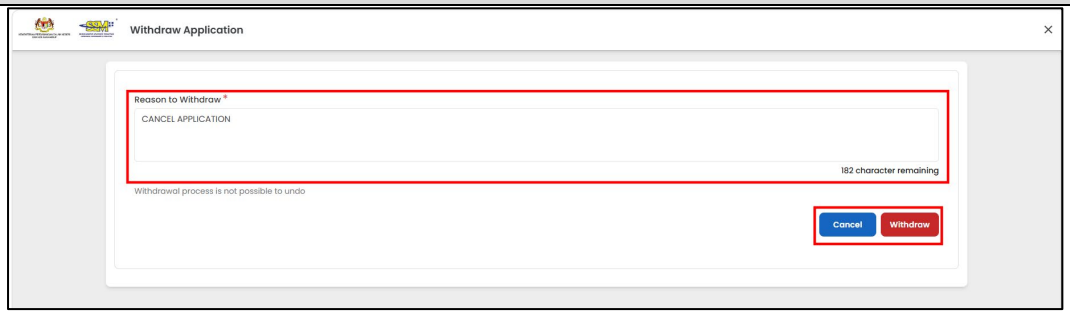
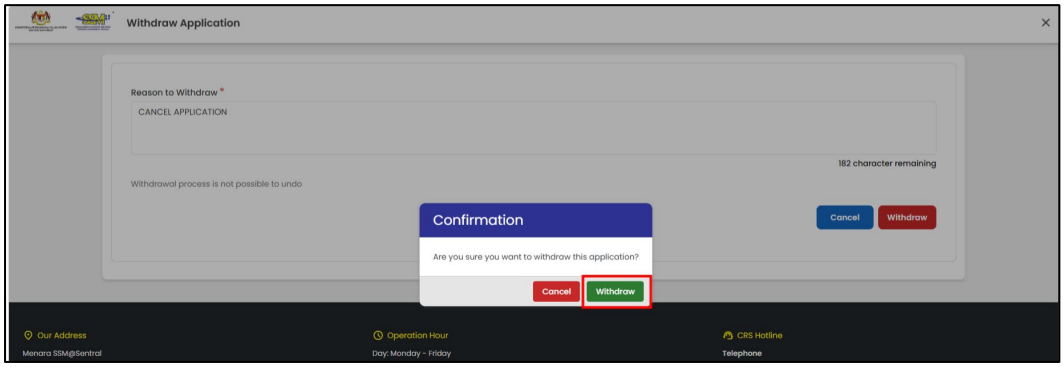
Field Num.	Description
	 Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be disappeared in the **CH Executive's** Tasklist.

7.13 Others - Withdraw Application (After Application Queried By SSM Officer)

Notes: Memorandum of Satisfaction or Release of Charge

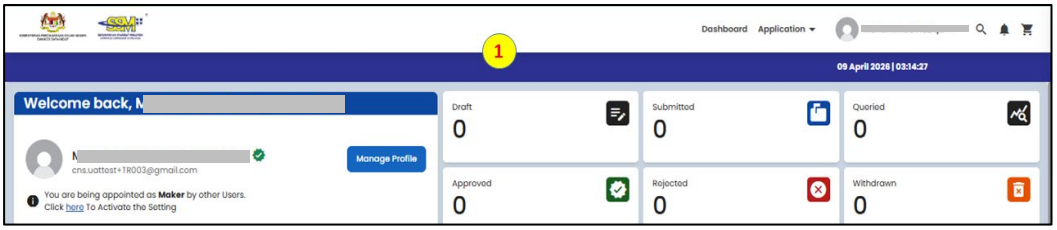
Field Num.	Description
1	From the **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.**

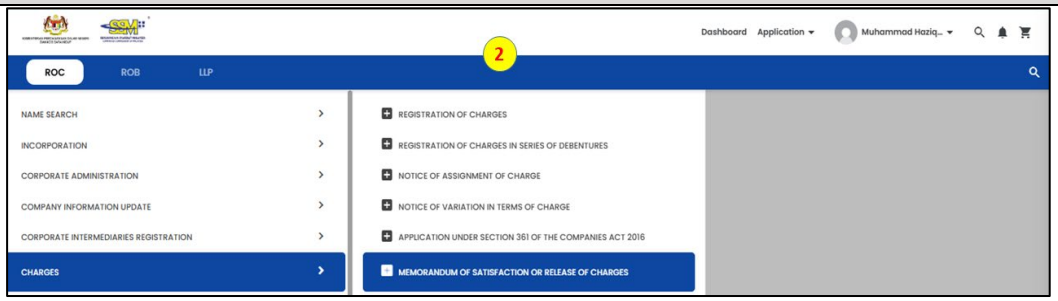
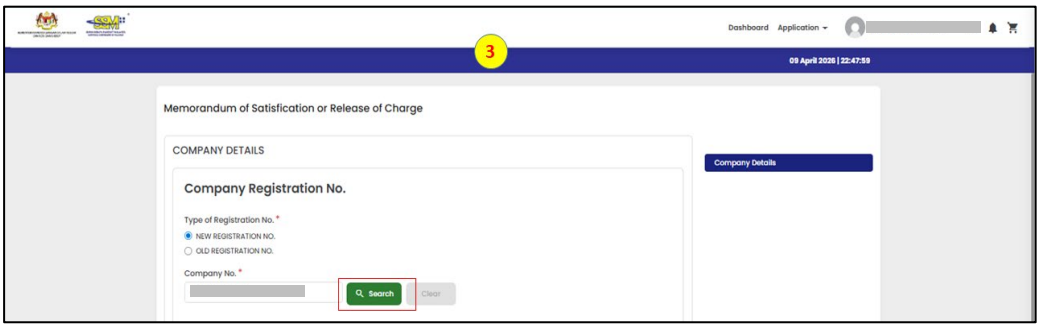
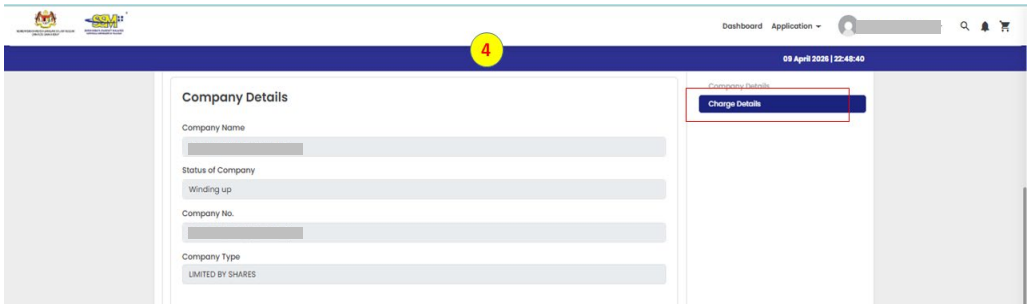
Field Num.	Description
	
3	Click on the **My Tray** tab and then click the submitted application with the status **Queried** from the **My Tray** listing. 
4	From the **Memorandum of Satisfaction or Release of Charge form,** click the **Withdraw** button on the bottom of the page. 
5	On the **Withdraw** popup, select the **Reason to Withdraw.**

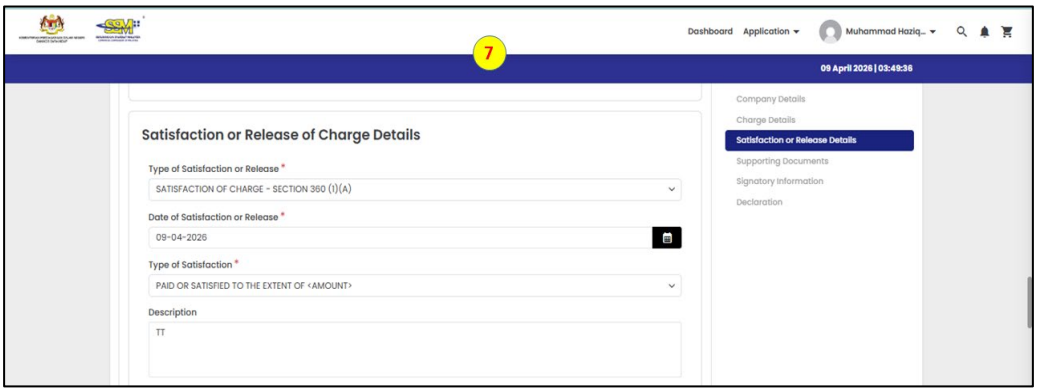
Field Num.	Description
	 Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be displayed in the **CH Executive's** Task pool.

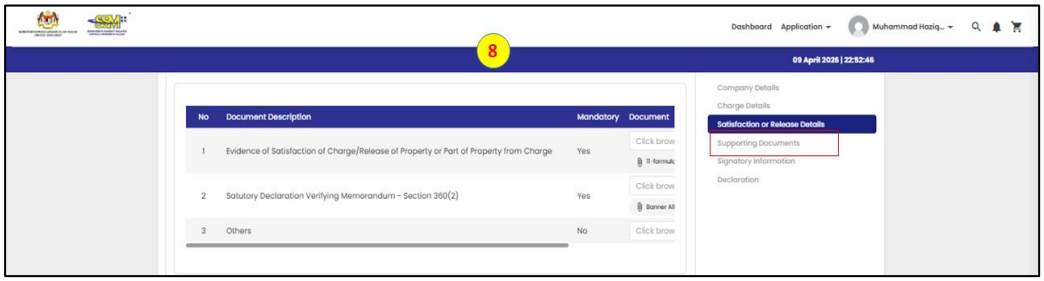
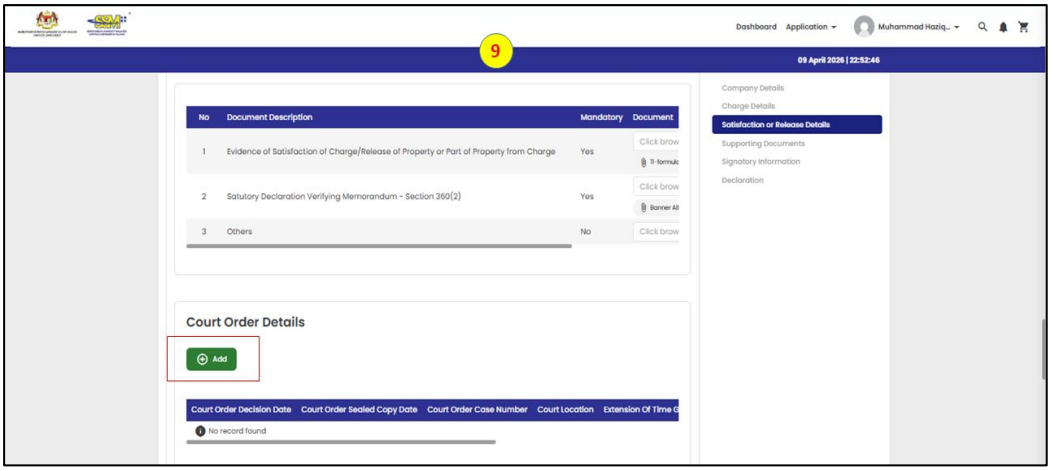
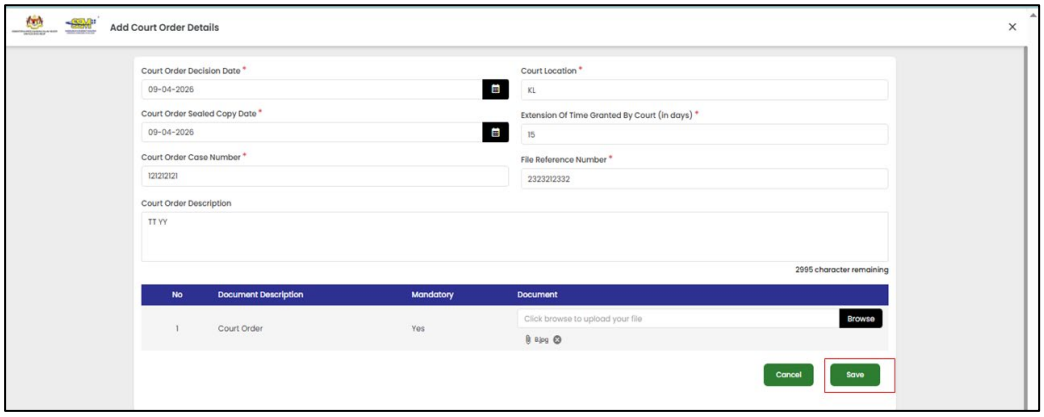
8 Memorandum of Satisfaction or Release of Charge

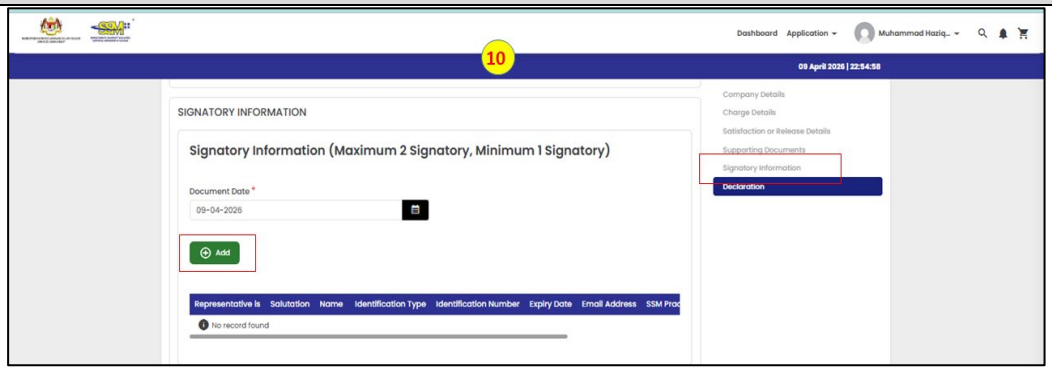
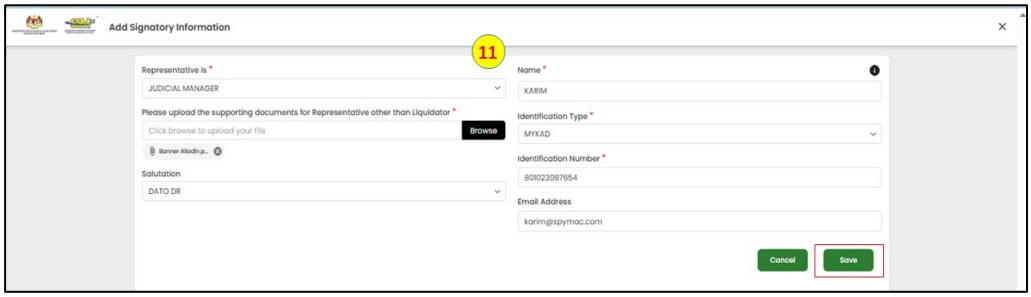
8.1 Satisfaction of Charge – Section 360(1)(a)

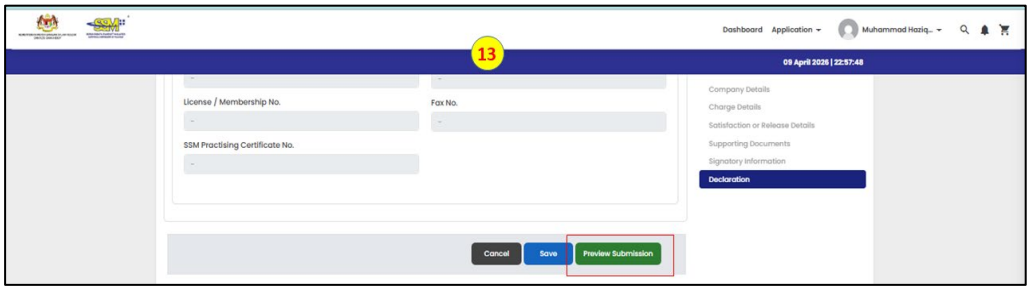
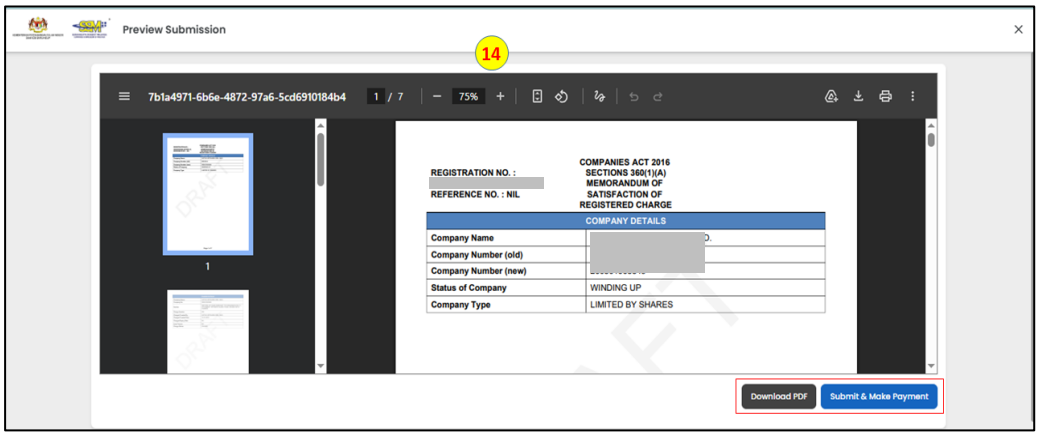
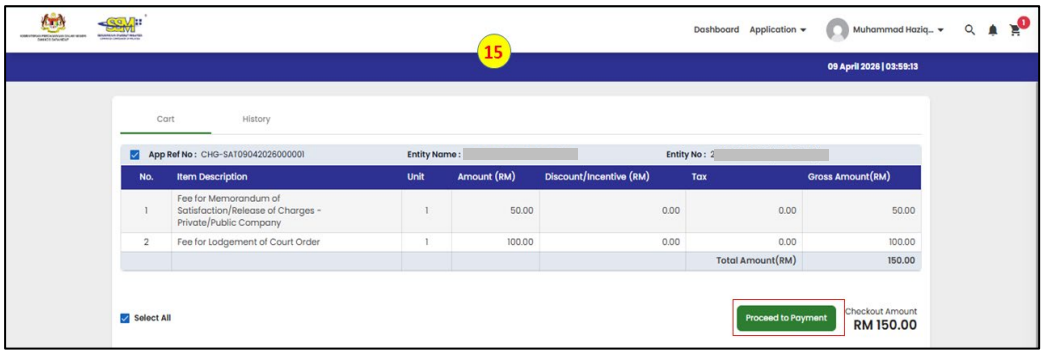
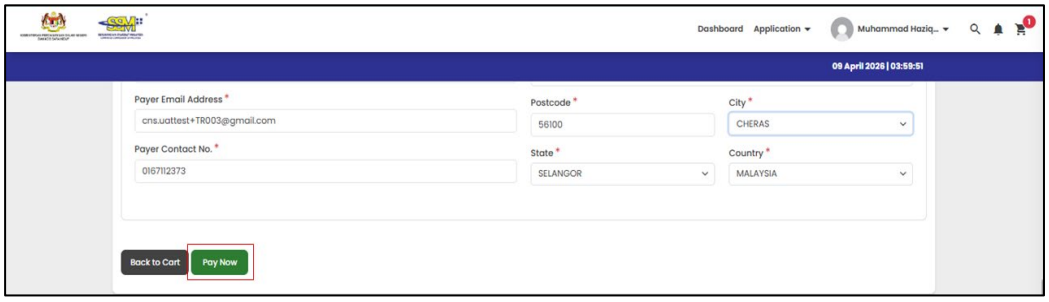
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Memorandum of Satisfaction or Release of Charge**

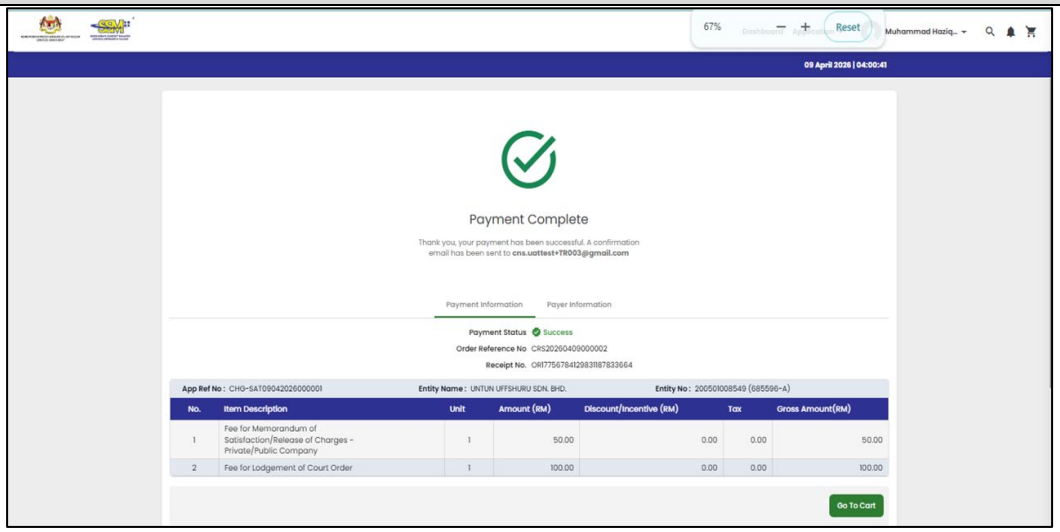
Field Num.	Description
	
3	**Memorandum of Satisfaction or Release of Charge** form will be displayed. Fill in the following details: a. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* b. **Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button. 
4	Check **Company Details** and click **Right Tab Menu** to go to the **Charge Details** tab or **Scroll Down** to access it. 
5	The **Charge Details** form will be displayed. Fill in the following detail: a. **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button.

Field Num.	Description
6	Check the **Charge Details** and click **Right Tab Menu** to **Satisfaction or Release Details** tab or **Scroll Down** to access it.
7	The **Satisfaction or Release Details** form will be displayed. Check the **Mortgage Details** and proceed to the **Satisfaction or Release Details** section. 
	On the **Satisfaction or Release Details** section, fill in the following detail: a. **Type of Satisfaction or Release:** *<Select from drop down menu: **Satisfaction Of Charge – Section 360(1)(a)**>* b. **Alert Message:** *<Click **Yes**>* c. **Date of Satisfaction or Release:** *<Select **Past or Today Date** Only)> NOTE: Use this field ad Late Lodgement calculation and 14 days from the submission date* d. **Type of Satisfaction** *<Select from drop down menu: **Paid or Satisfied to the extent "amount"**>* e. **Paid or Satisfied to the extent of Amount:** *<Input **amount**> 12 Character, 2 decimal point* f. **Balance of Amount:** *<Auto-calculate> NOTE: Total amount from the charge - Paid or Satisfied to the extent of Amount* g. **Existing Amount:** *<Auto-populate>* *NOTE:* *i. Mortgage Type: Open Type will show **Description** after Type of Satisfaction Selected "Paid or Satisfied to the extent of Amount"* *ii. Mortgage Type: Amount will show **Paid or Satisfied to the extent of Amount** field after Type of Satisfaction Selected "Paid or Satisfied to the extent of Amount"* *iii. Mortgage Type: Foreign Currency will show **Paid or Satisfied to the extent of Amount equivalent in RM** field after Type of Satisfaction Selected "Paid or Satisfied to the extent of Amount"* *iv. Mortgage Type: Multiple Currency will show **Currency Type Table and Paid or Satisfied to the extent of Amount equivalent in RM** field after Type of Satisfaction Selected "Paid or Satisfied to the extent of Amount". User can only choose one currency or all.*

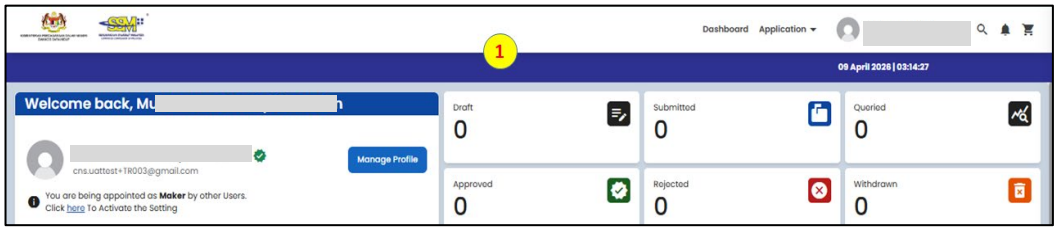
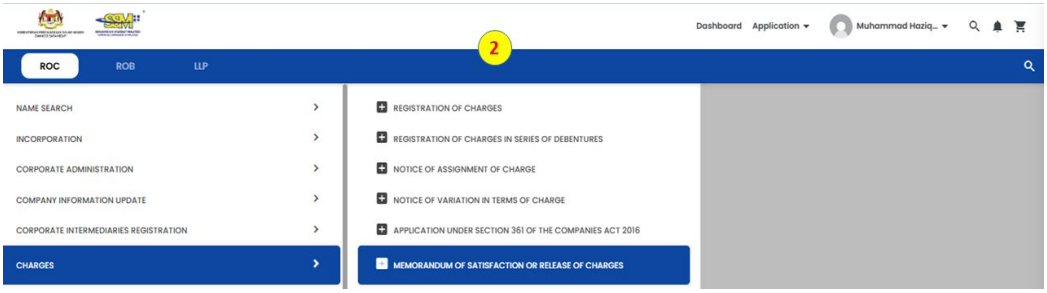
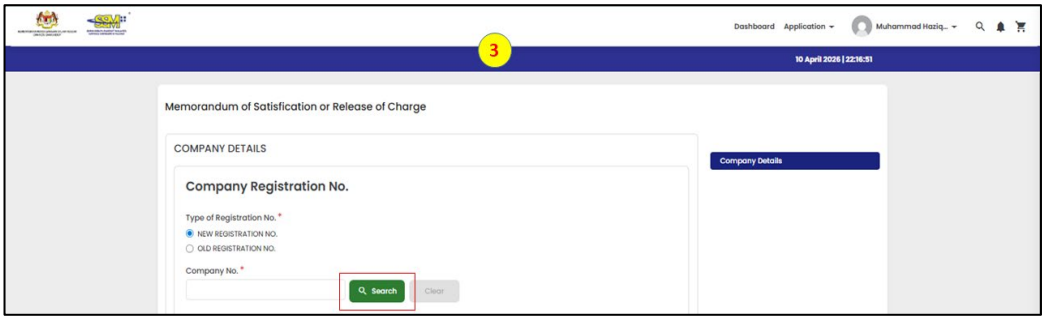
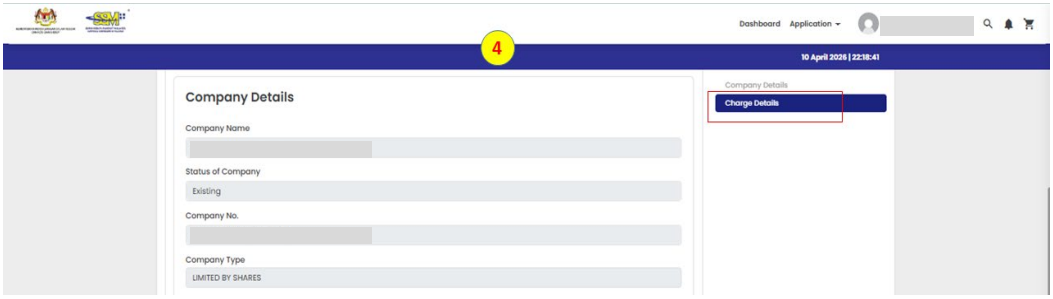
Field Num.	Description
8	Click **Right Tab Menu** to go to **Supporting Document** tab or **Scroll Down** to access it. 
9	The **Supporting Documents** section will be displayed. On the **Supporting Documents** section, upload the following documents: *a.* **Evidence of Satisfaction of Charge/Release of Property or part of Property from Charge – Section 360(2):** *<Browse & Upload Document>* b. **Statutory Declaration Verifying Memorandum – Section 360(2):** *<Browse & Upload Document>* c. **Others:** *<Browse & Upload Document>* d. **Court Order:** *<Browse & Upload Document>*  
10	Click **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.

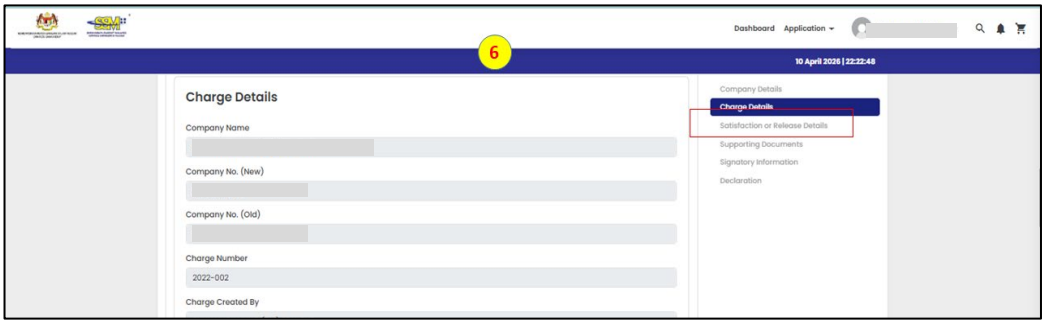
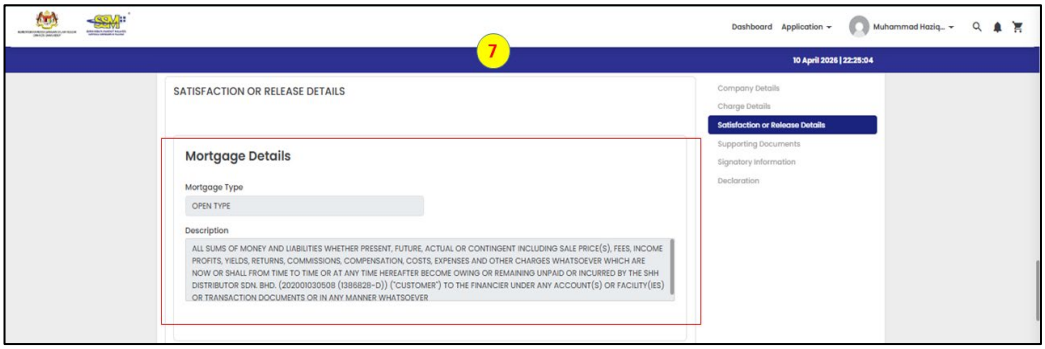
Field Num.	Description
	
11	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **JUDICIAL MANAGER**>* *NOTE:* *i. Default selection to **Liquidator** if the company status is "**Winding Up**".* *ii. If user chooses **Representative Is** choice other than the default **Liquidator**, **please upload the supporting documents for Representative other than Liquidator** field will be displayed.* *iii. The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* c. **Salutation:** *<Select from drop down list>* d. **Name:** *<Input Name> NOTE: Auto-Capitalised* e. **Identification Type:** *<Select from the drop-down list: **MyKAD**>* f. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* g. **Email Address:** *<Input a valid email format>* h. **SSM Practicing Certificate Number:** *<Input **SSM PC No.**> NOTE: This field is only required when Representative Is "Company Secretary" & Auto-Capitalised.* i. **Power of Attorney/Support Document:** *<Browse & upload> NOTE: Required Y= Yes, N=No* Click **Save** Button. 
	Repeat **Step 11** to add another **Signatory Information** as follows:
12	Click **Right Tab Menu** to go to the **Declaration** tab or **Scroll Down** to access it.

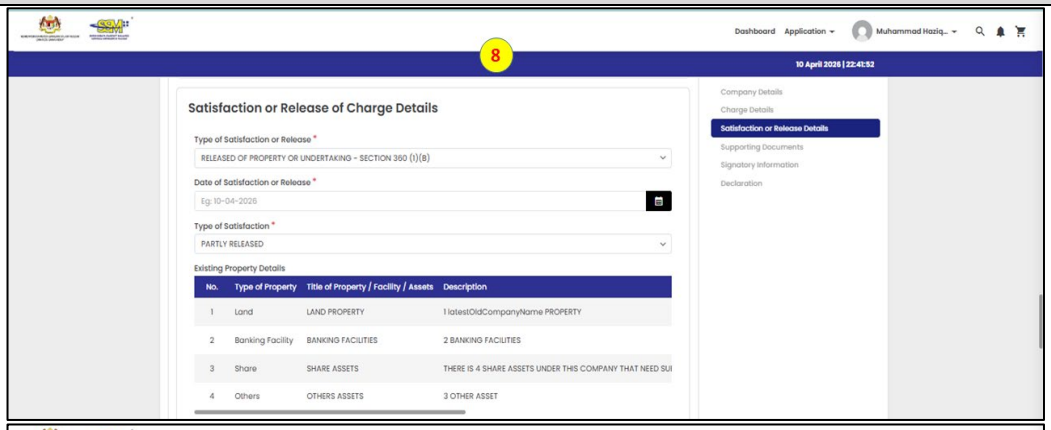
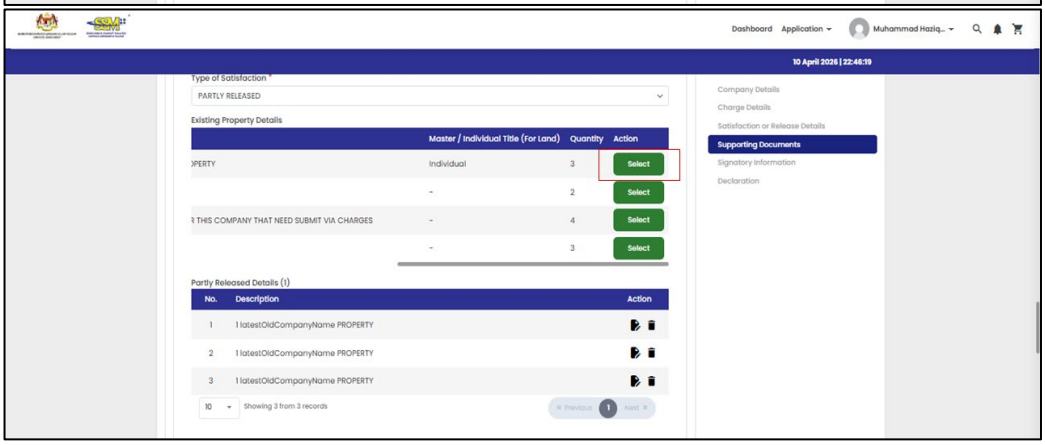
Field Num.	Description
13	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
14	Click on **Download PDF** button. Then click on **Submit & Make Payment** button. 
15	Make payment as instructed & payment successful.  

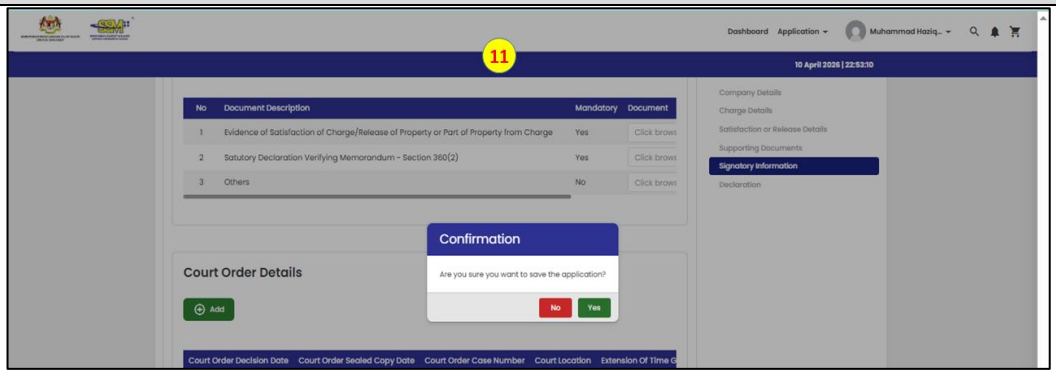
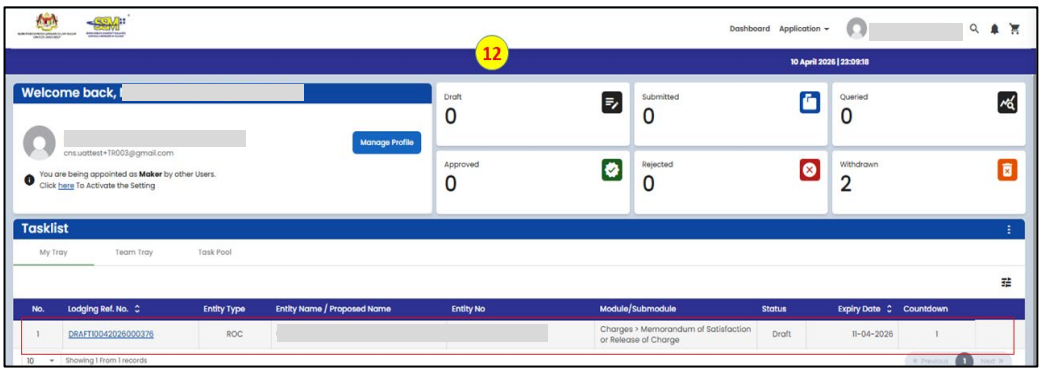
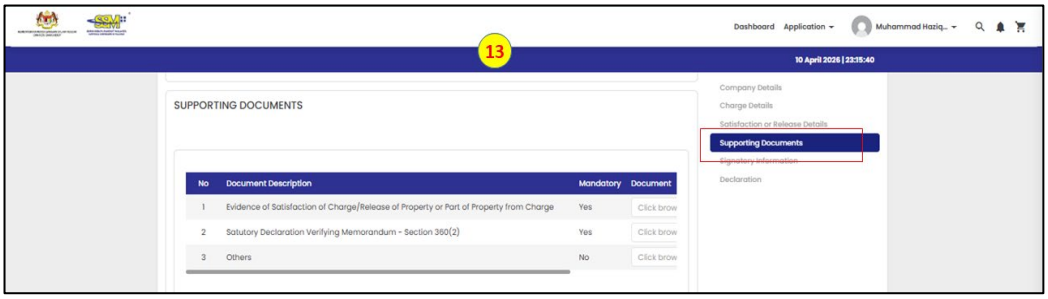
Field Num.	Description
	

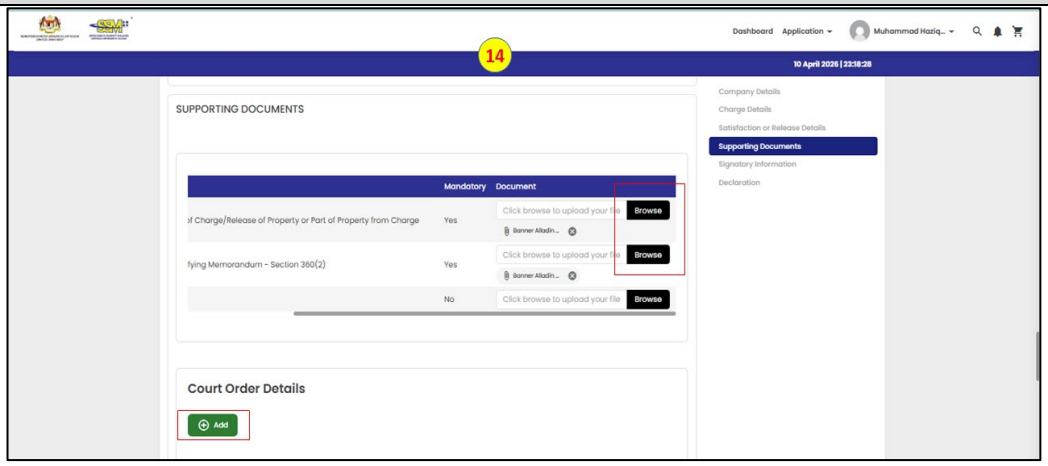
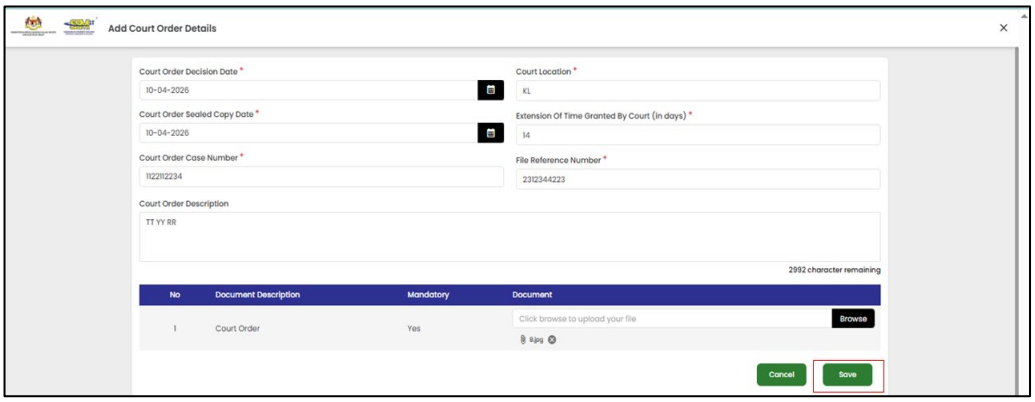
8.2 Release of Property or Undertaking – Section 360(1)(b)

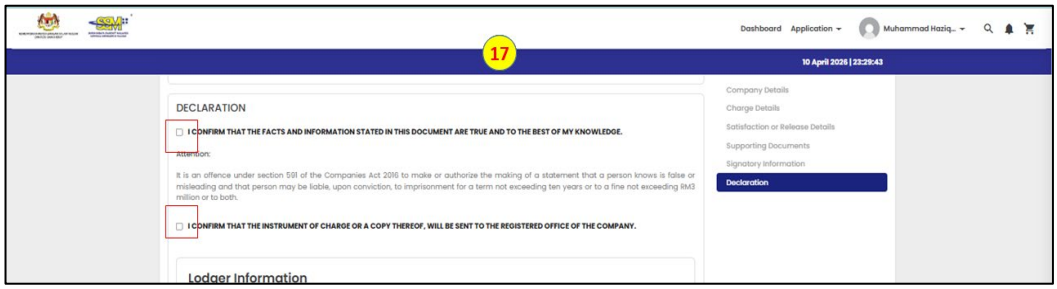
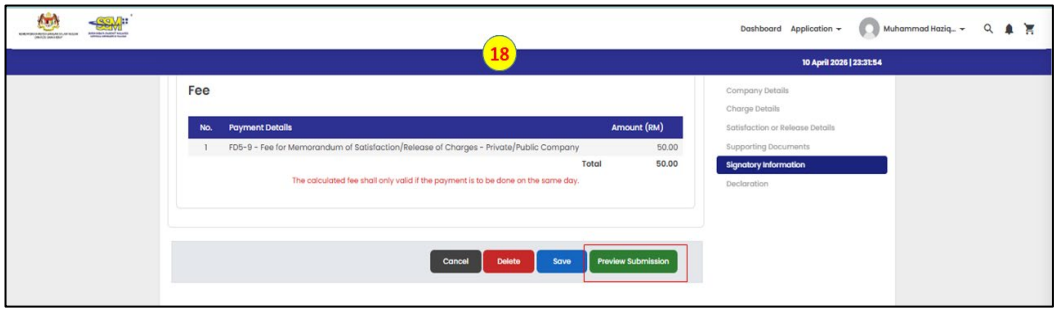
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Memorandum of Satisfaction or Release of Charge** 
3	**Memorandum of Satisfaction or Release of Charge** form will be displayed. Fill in the following details: a. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* b. **Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button.  *Note: Upon clicking the **Search** button, the **Company Details** will be displayed.*
4	Check the **Company Details** and click **Right Tab Menu** to go to the **Charge Details** tab or **Scroll Down** to access it. 
5	The **Charge Details** form will be displayed. Fill in the following detail:

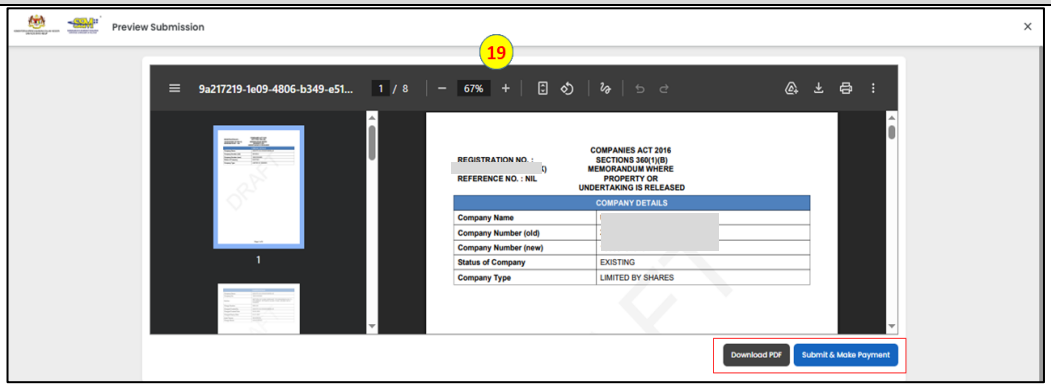
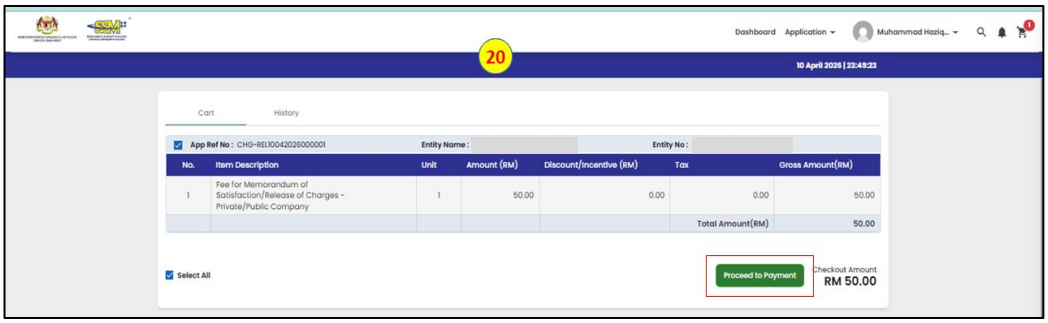
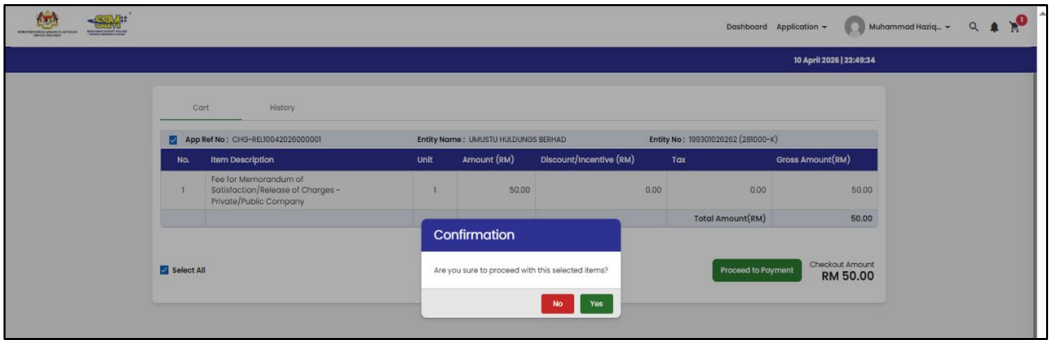
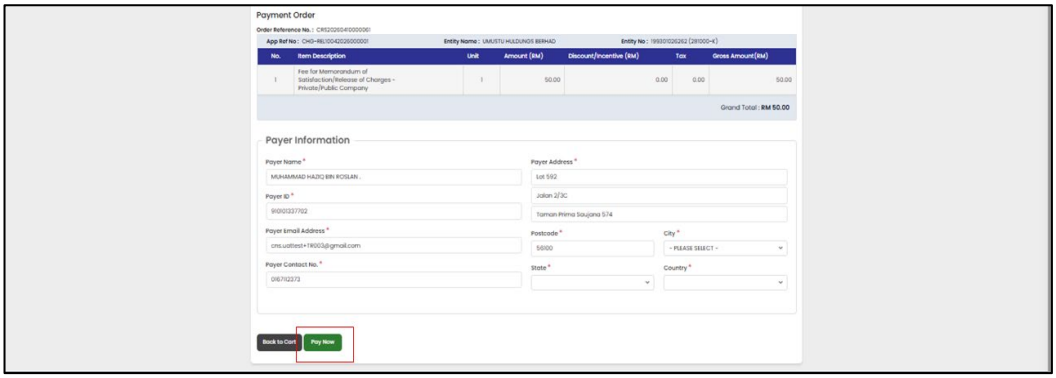
Field Num.	Description
	a. **Charge Number:** *<Input existing **Charge Number**>* Click **Search** button. *Note: Upon clicking the **Search** button, the **Charge Details** will be displayed.*
6	Check **Charge Details** and click **Right Tab Menu** to **Satisfaction or Release Details** tab or **Scroll Down** to access it. 
7	The **Satisfaction or Release Details** form will be displayed. Check the **Mortgage Details** and proceed to the **Satisfaction or Release Details** section. 
8	On the **Satisfaction or Release Details** section, fill in the following detail: a. **Type of Satisfaction or Release:** *<Select from drop down menu: **Released of Property or Undertaking – Section 360(1)(b)**>* b. **Date of Satisfaction or Release:** *<Select **Past or Today Date** Only)> NOTE: Use this field ad Late Lodgement calculation and 14 days from the submission date* c. **Type of Satisfaction** *<Select from drop down menu: **Partly Released**>* d. **Type of Property:** *Auto-populate **existing charge property details*** e. **Title of Property/Facility/Assets:** *Auto-populate **existing charge property details*** f. **Description of Property:** *Auto-populate **existing charge property details*** g. **Master/Individual (For Land):** *Auto-populate **existing charge property details*** h. **Select:** *<Click Button>*

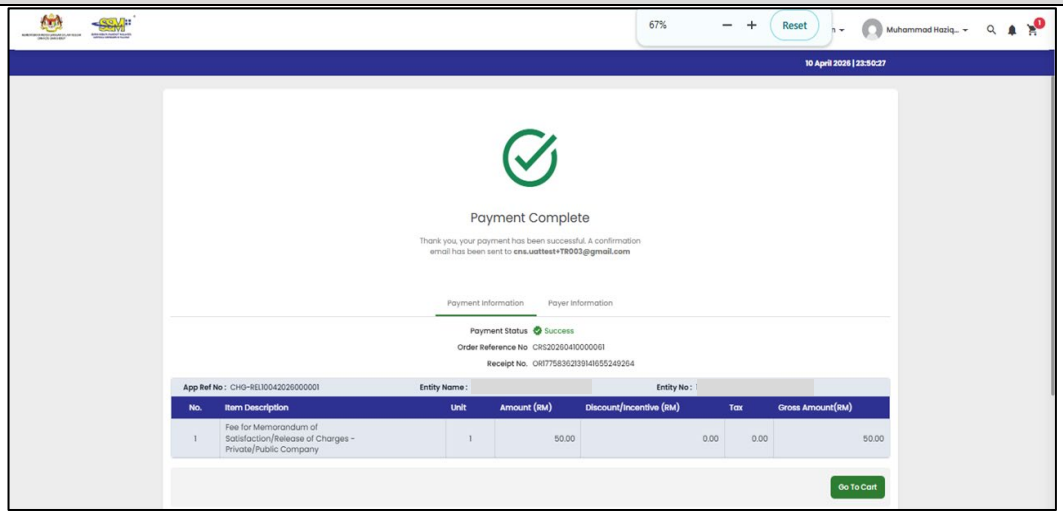
Field Num.	Description
	  *NOTE: System will validate the selected property as below:* *i. If Type of property is: Share / Banking / Facility / Others* *-System continue "Partly Released Details" Data Grid below.* *ii. If Type of property is Land: System display Partly Released Details Message Modal Box*
9	Partly Released Details Message Modal Box will pop-up. a. **Partly Released Details Message Modal Box:** *<Click **Yes** Button> NOTE: If choose NO system auto select the whole master title* b. **Total Quantity of Individual:** *<Input **total quantity of individual split from the master title**> 10-Character* c. **Amount of Quantity to Release:** *<Input amount> 10 Character, 2 Decimal. NOTE: "Amount of Quantity to Release" should not more than and equal to "Total Quantity of Individual".* d. **Balance of Quantity:** *<Auto-Calculate>"Total Quantity of Individual" - "Amount of Quantity to Release".* Click **OK.**
10	Partly Released Details Data Grid Table will show. *NOTE:* *User are required to select the exact quantity based on "Amount of Quantity to Release"* *When user perform again the Released application in future, System Auto Disable the item already Tick (Only from the Approved application)* a. **Checkbox:** *<Click Checkbox for exact quantity based on "Amount of Quantity to Release">* b. **Description:** *<Input Description> Up to 900 Character*
11	Click **Save** and continue in 7 days.

Field Num.	Description
	
12	From the **Dashboard**, go to the **Tasklist.** Search for the **Assignment of Charges** application that have been saved before. 
	Click on the task. *Note: All previously saved values will be populated. The user can edit or update any of the fields or click **Scroll Down** until the **Supporting Documents** tab or click on right side pane **Supporting Documents** tab to continue to the next steps.*
13	Continue clicking the **Right Tab Menu** button until the **Supporting Documents** tab appears or **Scroll Down** to access it. 
14	The **Supporting Documents** section will be displayed. On the **Supporting Documents** section, upload the following documents: a. **Evidence of Satisfaction of Charge/Release of Property or part of Property from Charge – Section 360(2):** *<Browse & Upload Document>* b. **Statutory Declaration Verifying Memorandum – Section 360(2):** *<Browse & Upload Document>* c. **Others:** *<Browse & Upload Document>* d. **Court Order:** *<Browse & Upload Document>*

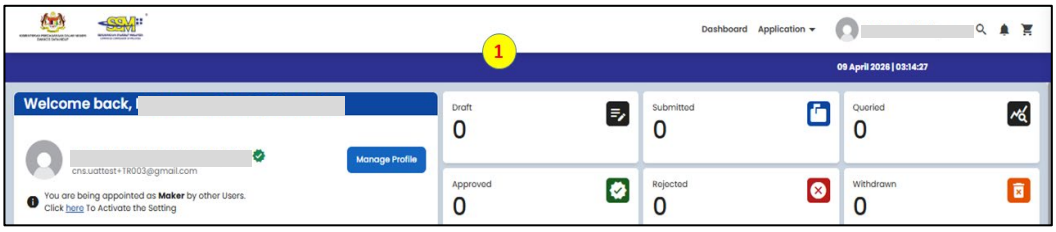
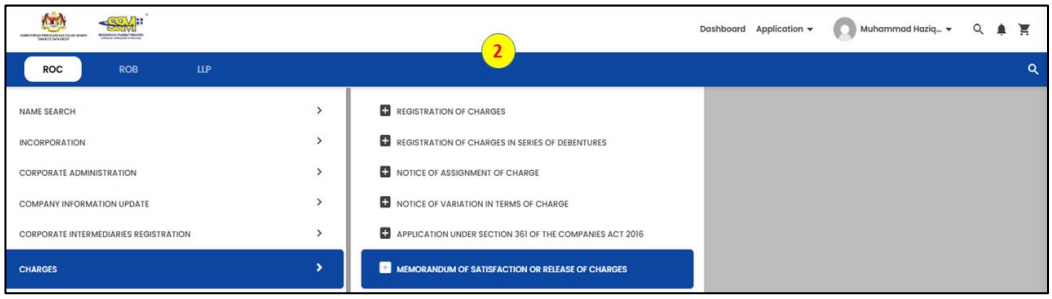
Field Num.	Description
	 
15	Click **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.
16	From the **Signatory Information** tab, add **Signatory Information** as follows: a. **Document Date:** *<Select a date> Only past date or today's date can be selected.* b. **Representative Is:** *<Select from the drop-down list: **JUDICIAL MANAGER**>* *NOTE:* c. *Default selection to **Liquidator** if the company status is "**Winding Up**".* d. *If user chooses **Representative Is** choice other than the default **Liquidator**, **Please upload the supporting documents for Representative other than Liquidator** field will be displayed.* e. *The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.* f. **Salutation:** *<Select from drop down list>* g. **Name:** *<Input Name> NOTE: Auto-Capitalised* h. **Identification Type:** *<Select from the drop-down list: **MyKAD**>*

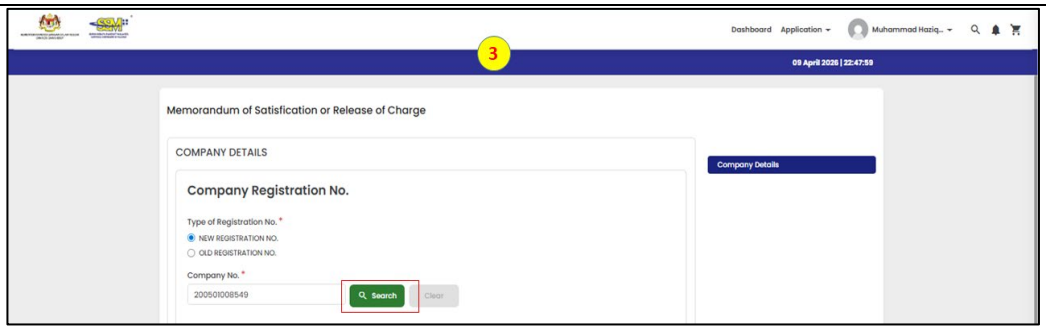
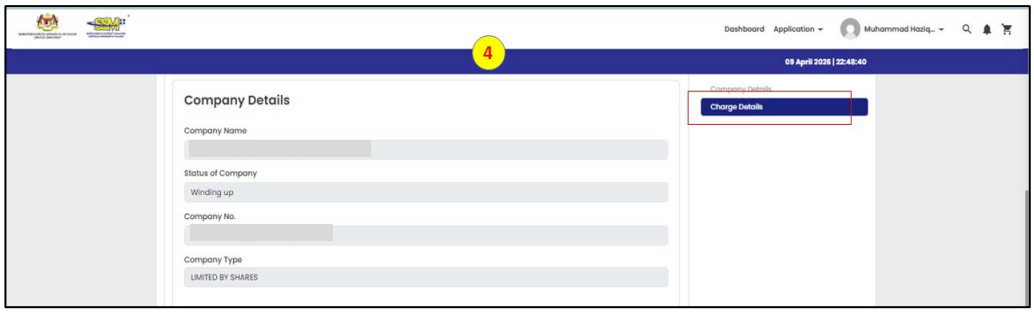
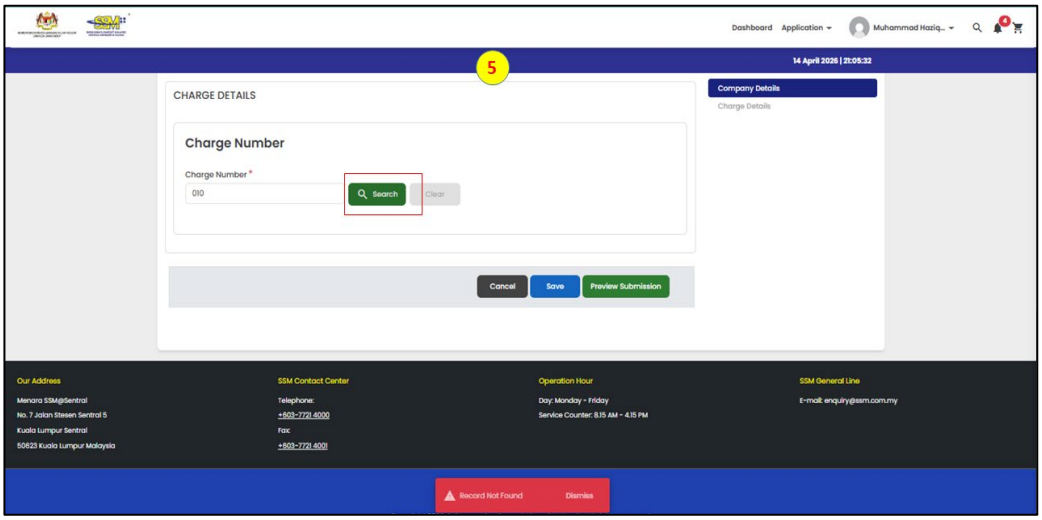
Field Num.	Description
	i. **Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.* j. **Email Address:** *<Input a valid email format>* k. **SSM Practicing Certificate Number:** *<Input **SSM PC No.**> NOTE: This field is only required when Representative Is "Company Secretary" & Auto-Capitalised.* l. **Power of Attorney/Support Document:** *<Browse & upload> NOTE: Required Y= Yes, N=No* Click **Add** Button.
	Repeat the **Step 16** above to add another **Signatory Information** as follows:
17	Click **Right Tab Menu** to go to the **Declaration** tab or **Scroll Down** to access it. 
18	On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button. 
19	Click on **Download PDF** button. Then **Submit & Make Payment** button.

Field Num.	Description
	
20	Make payment as instructed & payment successful.   

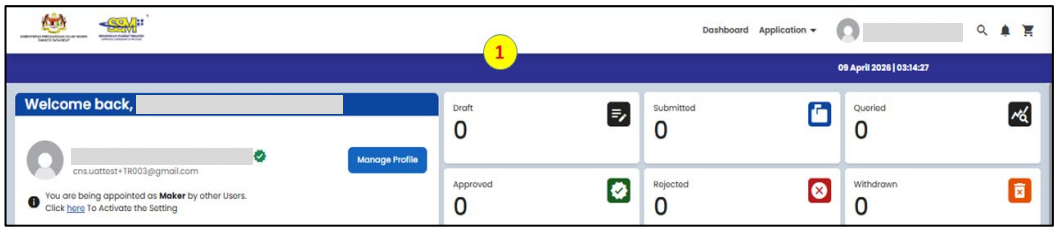
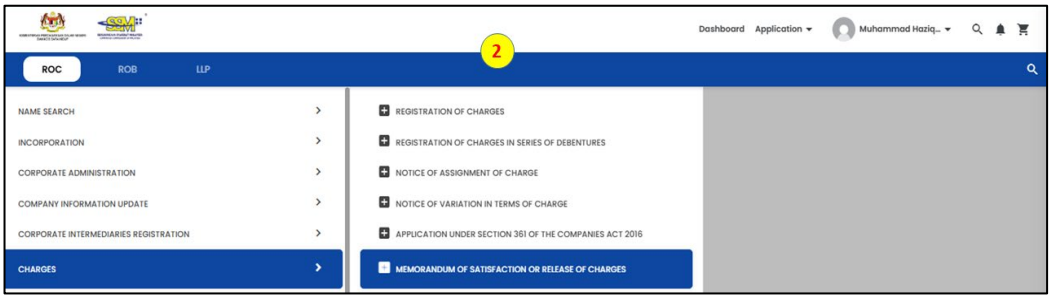
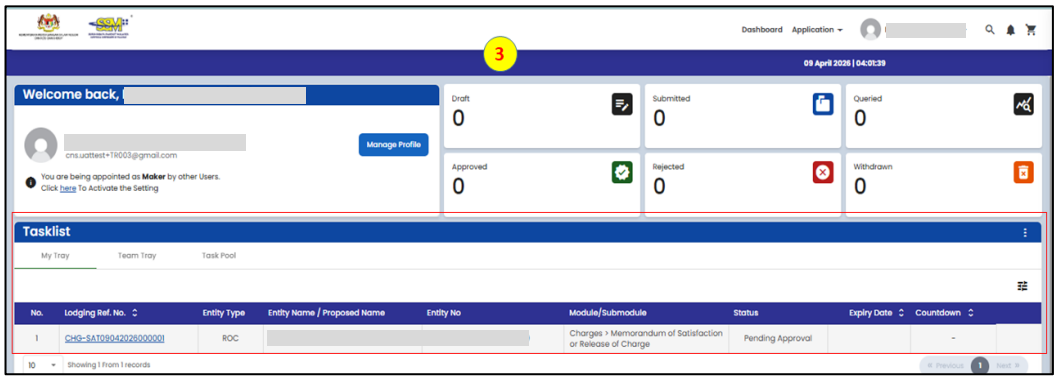
Field Num.	Description
	

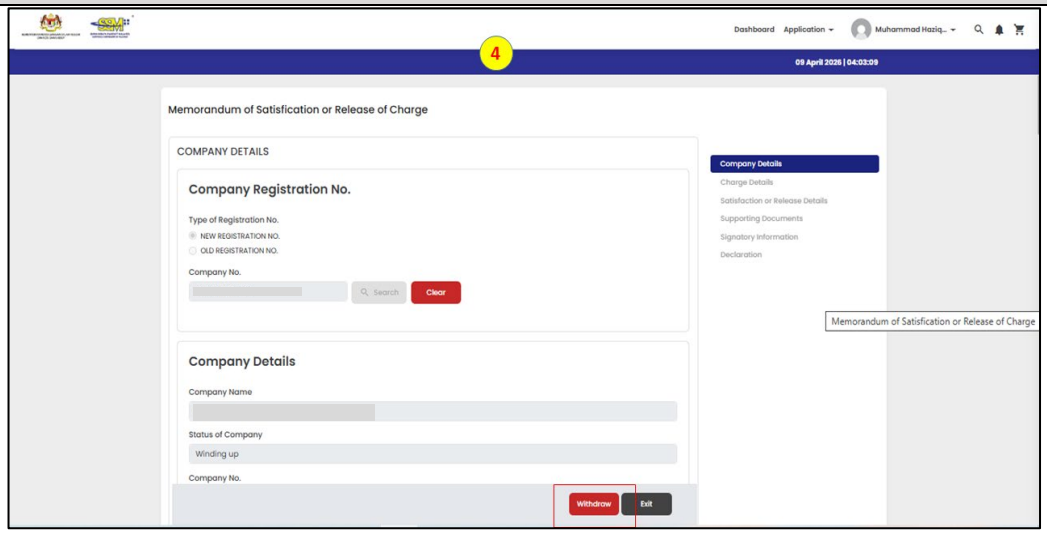
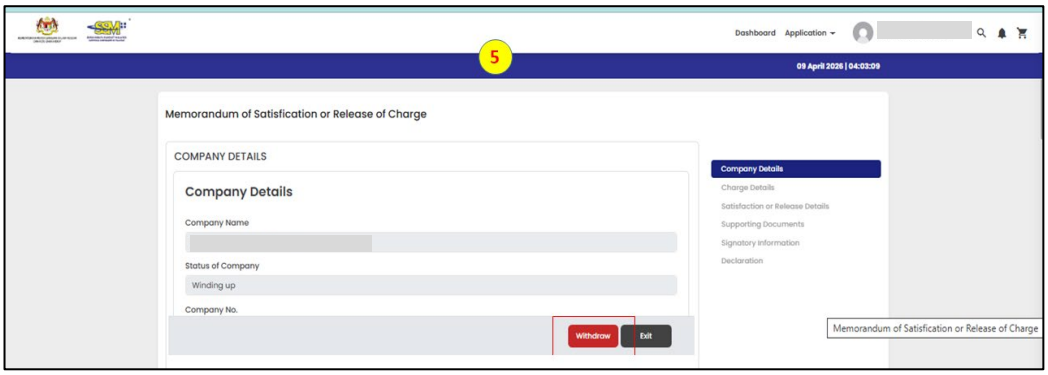
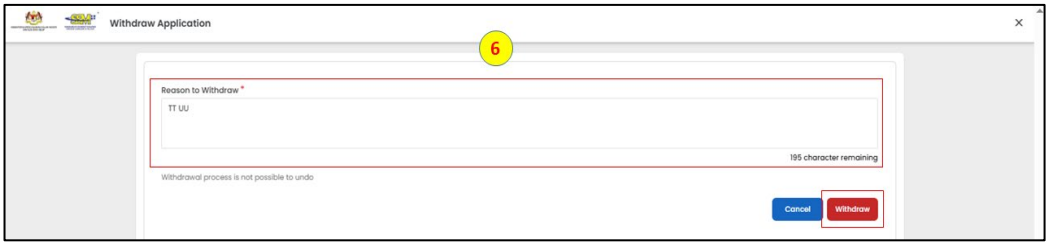
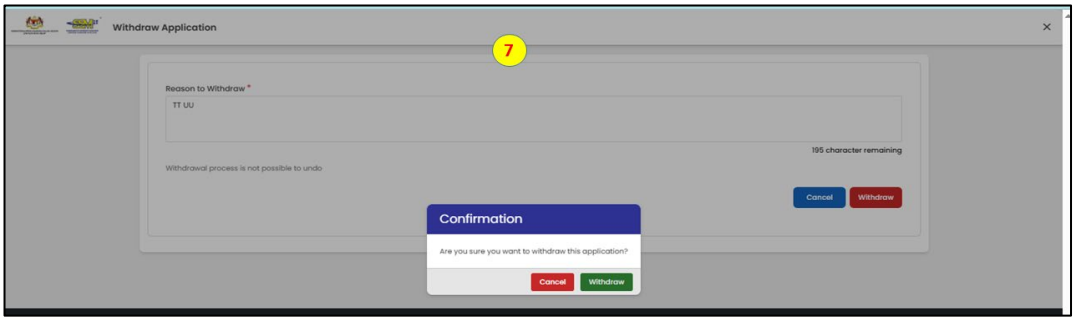
8.3 Charges number does not exist

Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Memorandum of Satisfaction or Release of Charge** 
3	**Memorandum of Satisfaction or Release of Charge** form will be displayed. Fill in the following details: a. **Type of Registration Number** *<Select radio button: **OLD** / **NEW**>* b. **Company Number:** *<Input Company No. based on Type of Reg. No.>* Click **Search** button.

	
4	Check **Company Details** and click **Right Tab Menu** to go to the **Charge Details** tab or **Scroll Down** to access it. 
5	The **Charge Details** form will be displayed. Fill in the following detail: a. **Charge Number** *<Input non-existing **Charge Number**>* Click **Search** button.  *Note: Upon clicking the **Search** button, the **Charge Details** will not be displayed.*
6	System does not allow lodger to proceed as the **Charge Number** not exist.

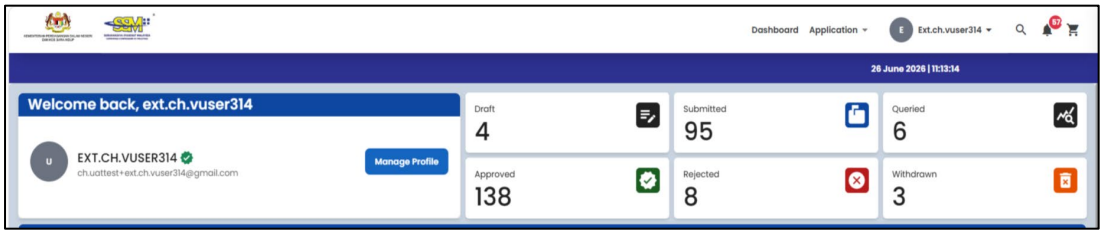
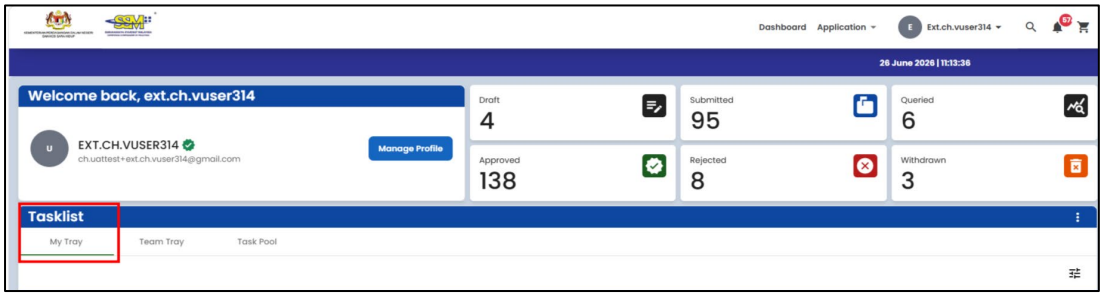
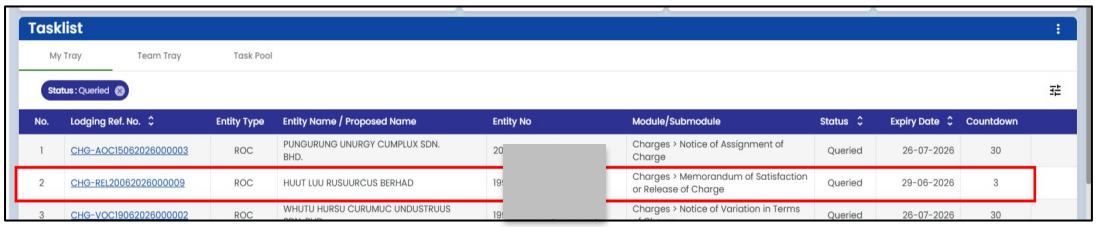
8.4 Withdraw Application (Before Application Queried by SSM Officer)

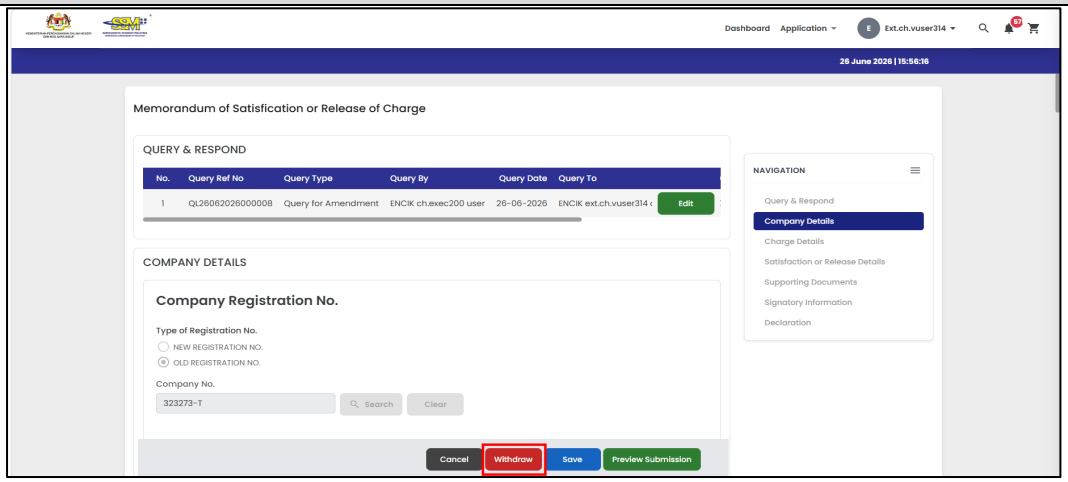
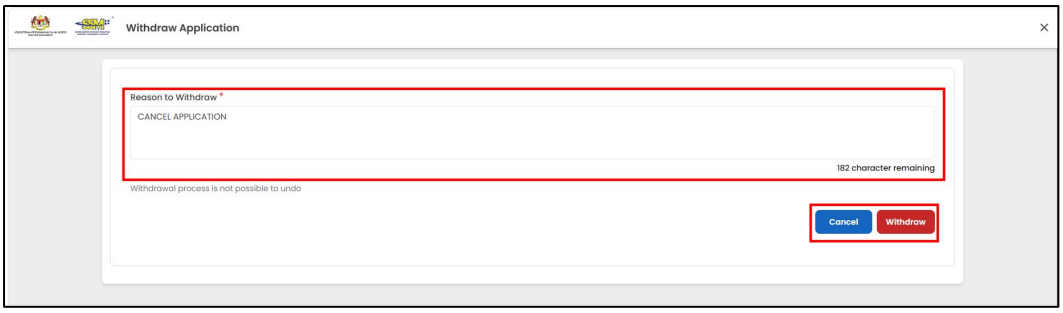
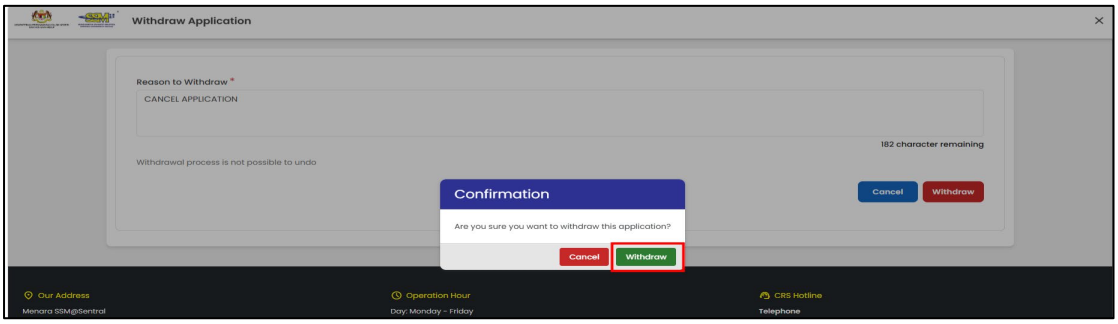
Field Num.	Description
1	From the **Dashboard,** go to the **Application** menu on the **Navigation Bar** 
2	Click **Charges > Memorandum of Satisfaction or Release of Charge** 
3	From the **Dashboard**, go to the **Tasklist.** 
4	Click on the **My Tray** tab and then click the submitted application with the status **Pending Approval (In-Progress)** from the **My Tray** listing.

Field Num.	Description
	
5	From the **Memorandum of Satisfaction or Release of Charge** form, click the **Withdraw** button on the bottom of the page. 
6	On the **Withdraw** popup, select the **Reason to Withdraw.** 
7	Click **Withdraw** button. 

Field Num.	Description
	Confirmation to proceed the withdrawal.

8.5 Withdraw Application (After Application Queried By SSM Officer)

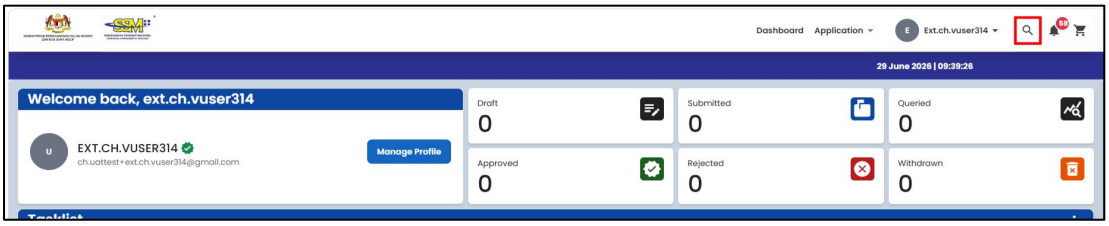
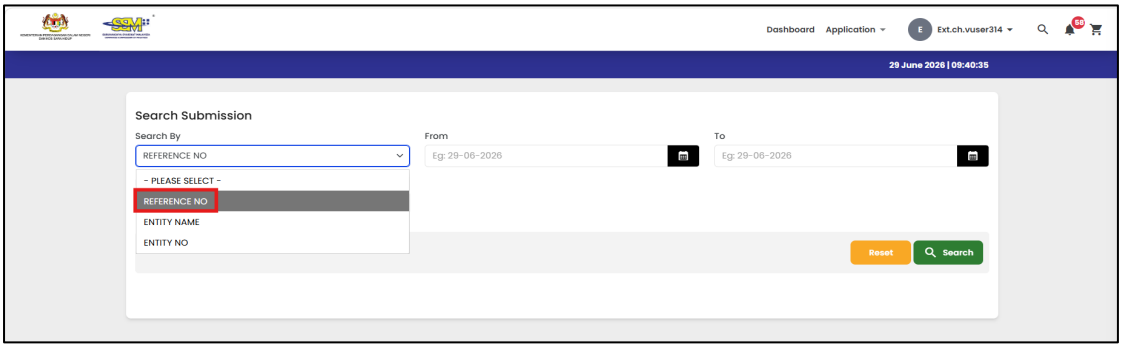
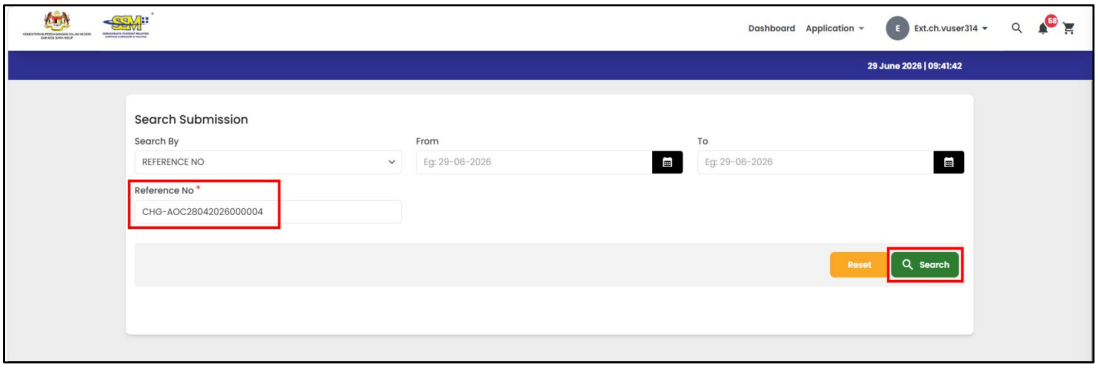
Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, go to the **Tasklist.** 
3	Click on the **My Tray** tab and then click the submitted application with the status **Queried** from the **My Tray** listing. 
4	From the **Memorandum of Satisfaction or Release of Charge form,** click the **Withdraw** button on the bottom of the page.

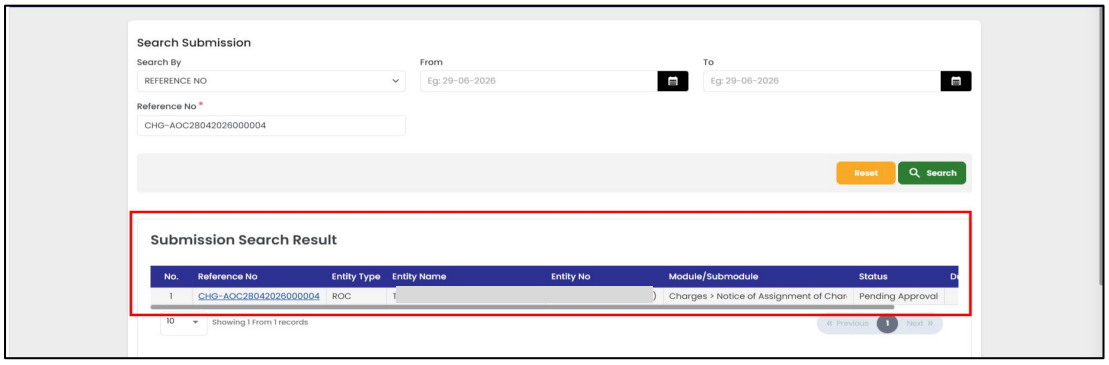
Field Num.	Description
	
5	On the **Withdraw** popup, select the **Reason to Withdraw.**  Then Click **Withdraw** button.
6	Click **Withdraw** to proceed the withdrawal. 
7	The task will be displayed in the **CH Executive's** Task pool.

9 Common User Interface for External User

9.1 Search for the submission after submitting

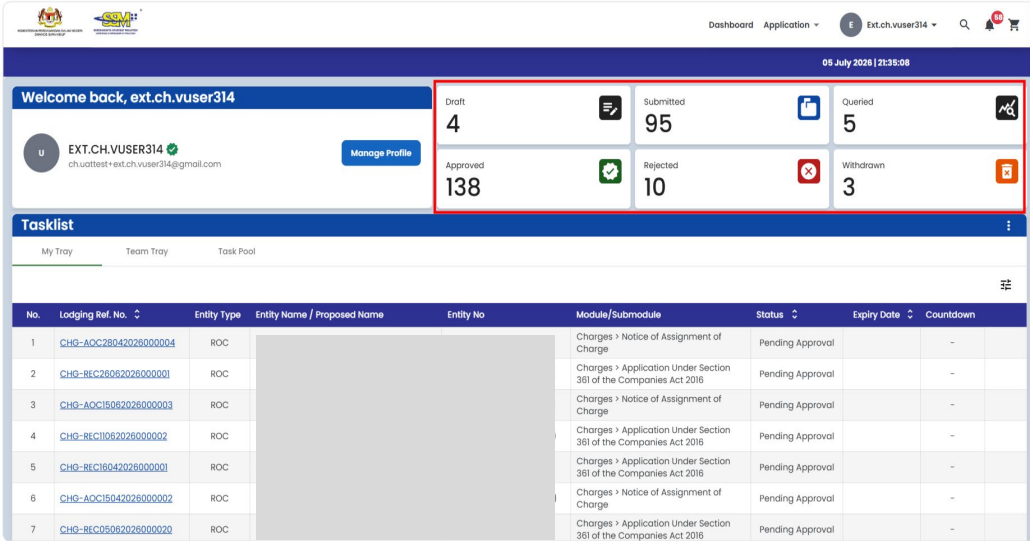
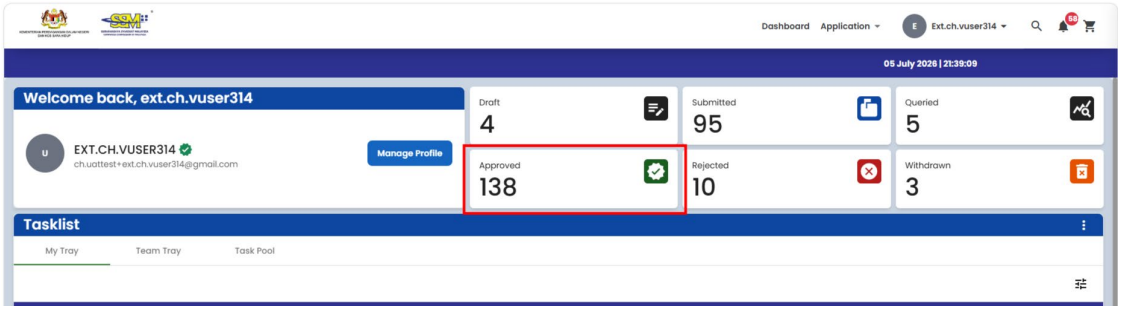
Notes: Applicable to all BPs.

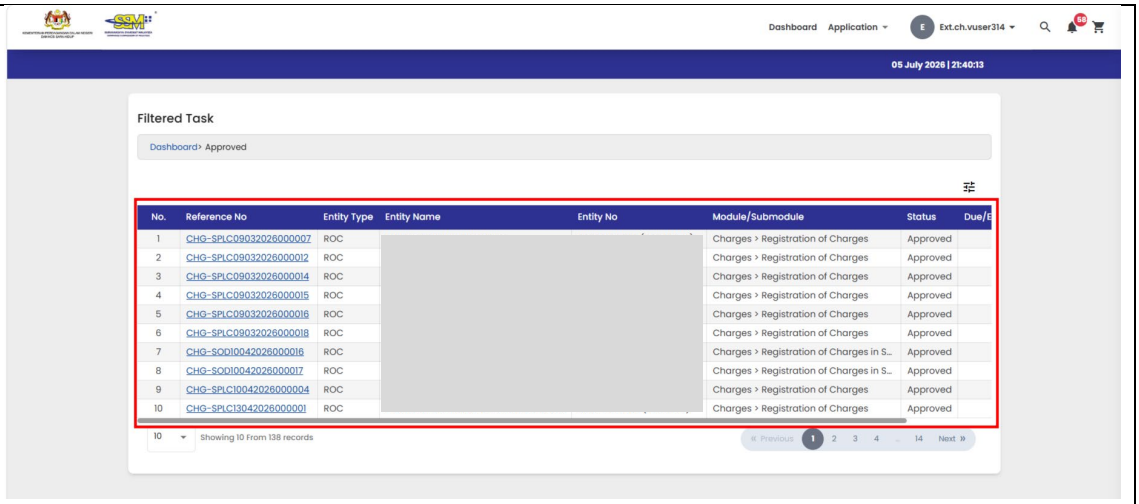
Field Num.	Description
1	From the **Dashboard,** navigate to the **Search** icon at the top-right corner of the page. 
2	Under **Search By**, Select **Reference No** 
3	Enter the **Reference Number** of the application to be searched.  Click **Search** button.

Field Num.	Description
4	The **Submission Search Result** is displayed below, listing the application that matches the entered Reference Number. 

9.2 Check status lodgement and dashboard

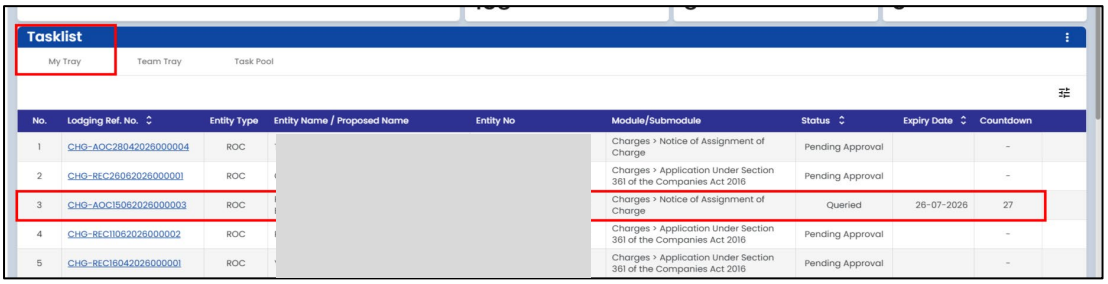
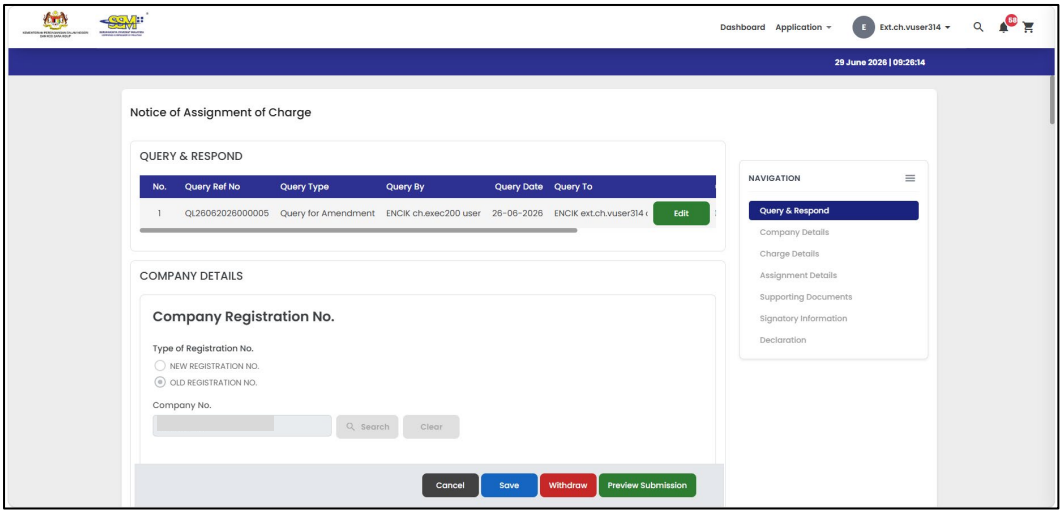
The **Menu** displays six application statuses: **Draft, Approved, Submitted, Rejected, Queried,** and **Withdrawn**. Click a status to view the corresponding submission list.

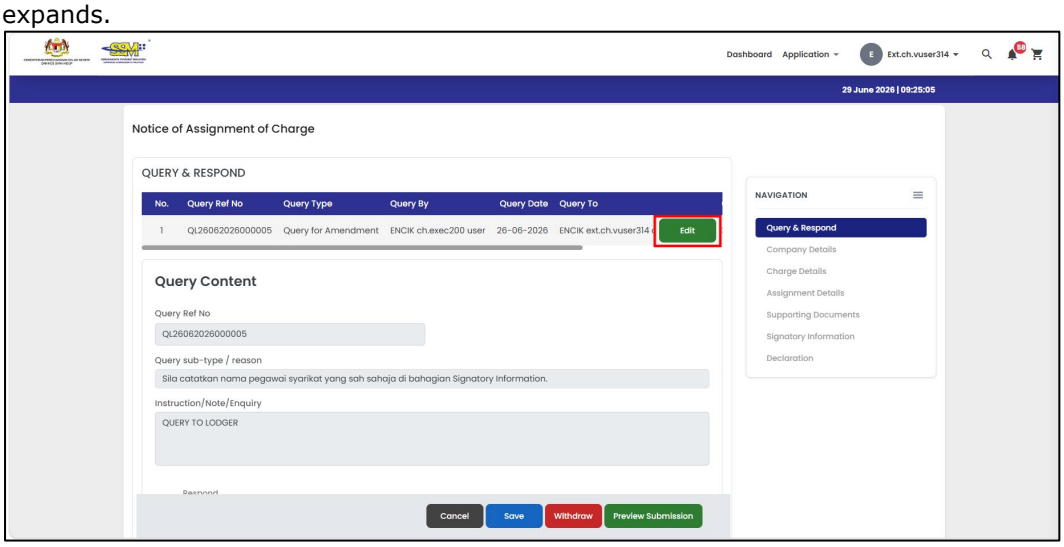
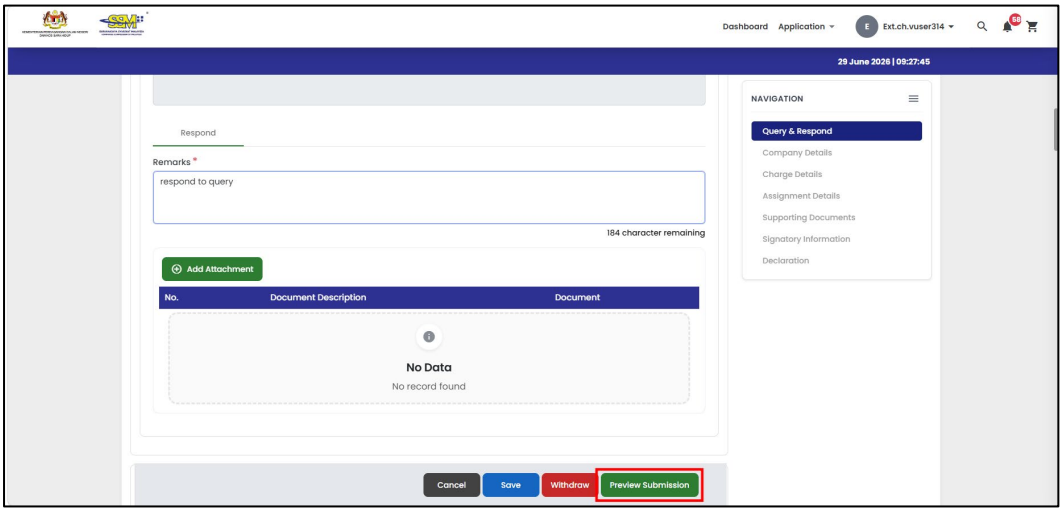
Field Num.	Description
1	From the **Dashboard,** navigate to the **Widget.** 
2	Click the required application status (**Draft, Approved, Submitted, Rejected, Queried,** or **Withdrawn**). 
3	The system displays the list of submissions for the selected status.

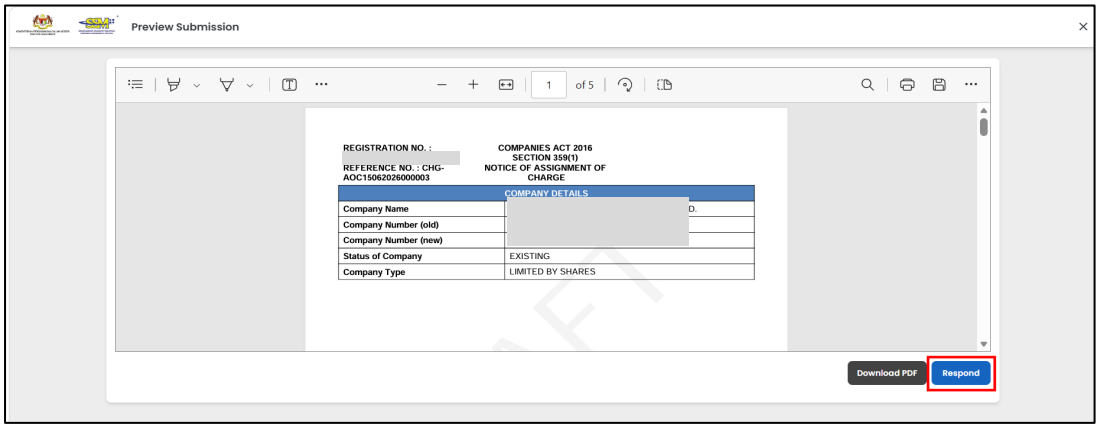
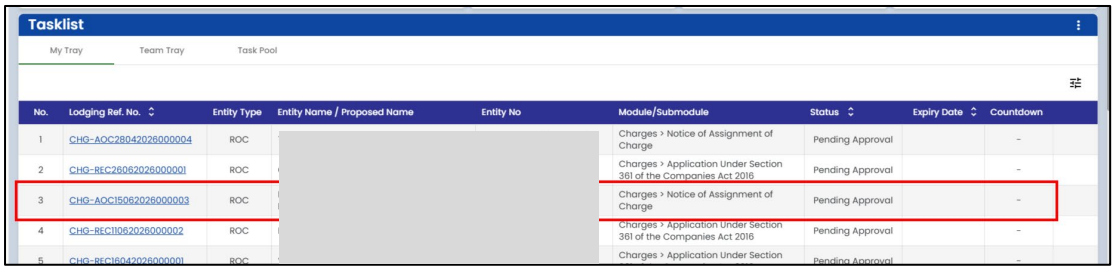

Dashboard
Application
Ext.ch.vuser314
05 July 2026 | 21:40:13
Filtered Task
Dashboard> Approved
No. | Reference No | Entity Type | Entity Name | Entity No | Module/Submodule | Status | Due/E
1 | CHG-SPLC09032026000007 | ROC | Charges > Registration of Charges | Approved
2 | CHG-SPLC09032026000012 | ROC | Charges > Registration of Charges | Approved
3 | CHG-SPLC09032026000014 | ROC | Charges > Registration of Charges | Approved
4 | CHG-SPLC09032026000015 | ROC | Charges > Registration of Charges | Approved
5 | CHG-SPLC09032026000016 | ROC | Charges > Registration of Charges | Approved
6 | CHG-SPLC09032026000018 | ROC | Charges > Registration of Charges | Approved
7 | CHG-SOD10042026000016 | ROC | Charges > Registration of Charges in S... | Approved
8 | CHG-SOD10042026000017 | ROC | Charges > Registration of Charges in S... | Approved
9 | CHG-SPLC10042026000004 | ROC | Charges > Registration of Charges | Approved
10 | CHG-SPLC13042026000001 | ROC | Charges > Registration of Charges | Approved
10
Showing 10 From 138 records
« Previous 1 2 3 4 ... 14 Next »

9.3 Respond Query from SSM Executive

Note: Applicable to all BPs and pay attention to query expiry date, user will need to respond to lodgement before expiry date to ensure that the lodgement will not be purge by the system.

Field Num.	Description
1	In the 'Tasklist' section, go to the 'My Tray' tab and locate a lodgement with status 'Queried' that has been assigned to the user. 
2	Open the pending query and review the details submitted by the SSM Executive. 

Field Num.	Description
3	In the **QUERY & RESPONSE** table, click the **Edit** button and the **Query Content** section expands. 
4	Enter a response in the remarks field, attach a document if necessary. If amendments are required, update the form accordingly.  Click the **Preview Submission** button.

Field Num.	Description
5	Click on **Respond** button. 
6	Verify that the query **status** is updated after submission. 

***Disclaimer**: The information contained in this guide is intended to assist users in understanding the processes and procedures relating to the use of the Corporate Registry System (CRS). The Companies Commission of Malaysia (SSM) reserves the right to revise, update and/or amend the contents of this guide from time to time without prior notice. Users are advised to refer to the relevant provisions of law, circulars, guidelines, practice notes and practice directive that are currently in force. Users may refer to SSM's official website at www.ssm.com.my.*