



CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

Charges

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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

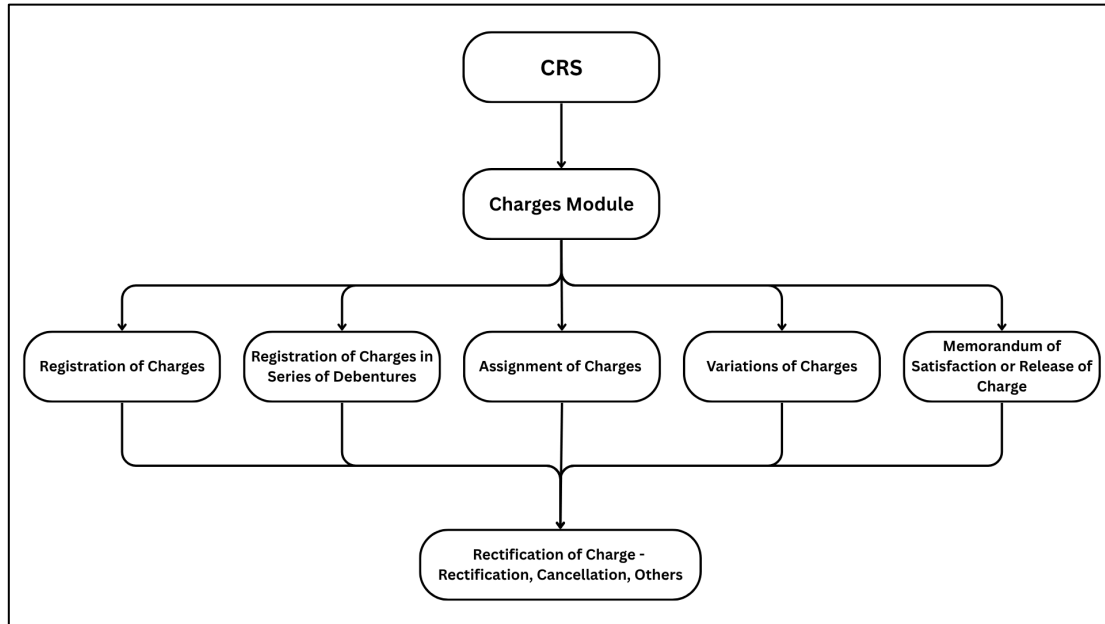
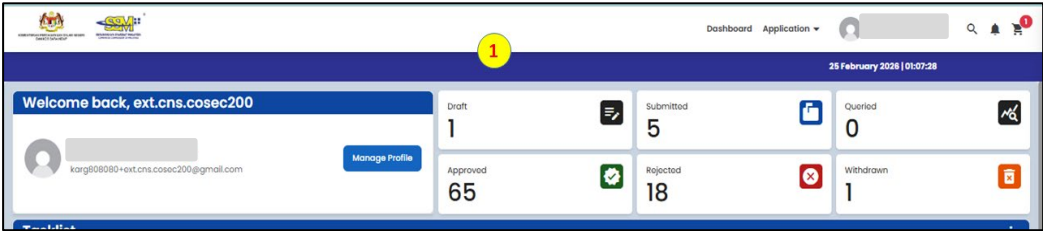
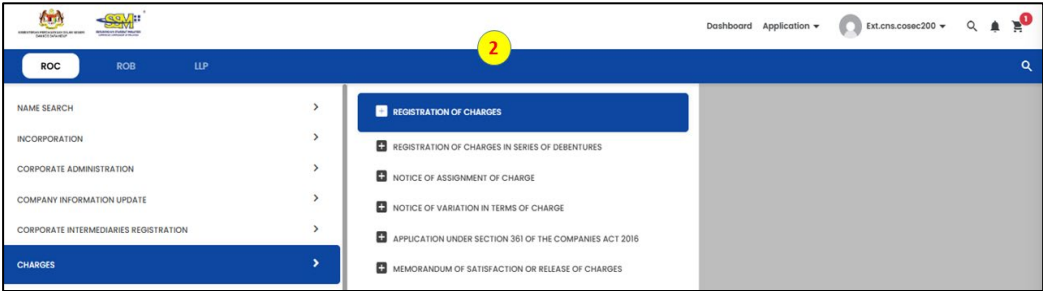
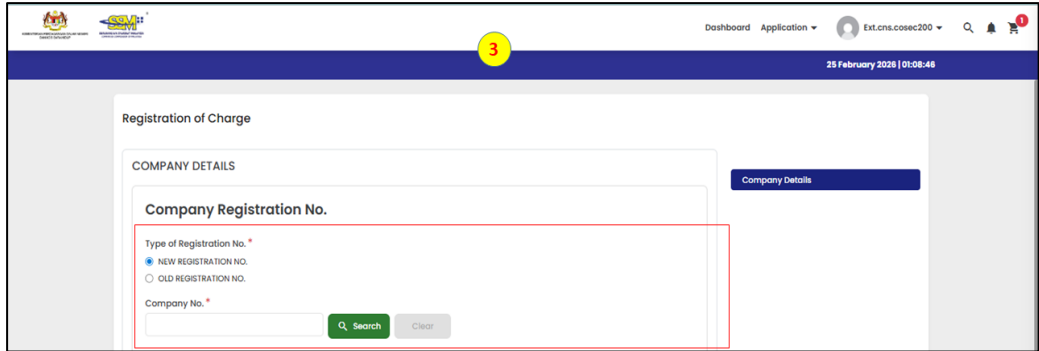


Figure 1 Functional Diagram

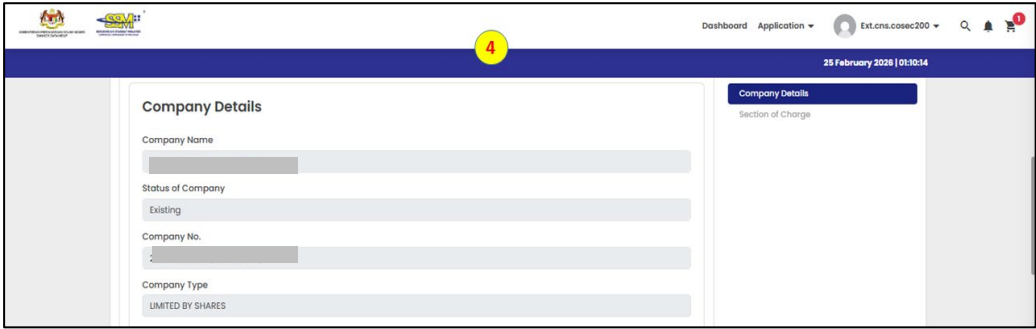
3. Registration of Charges

3.1 Registration of Charges without Court Order

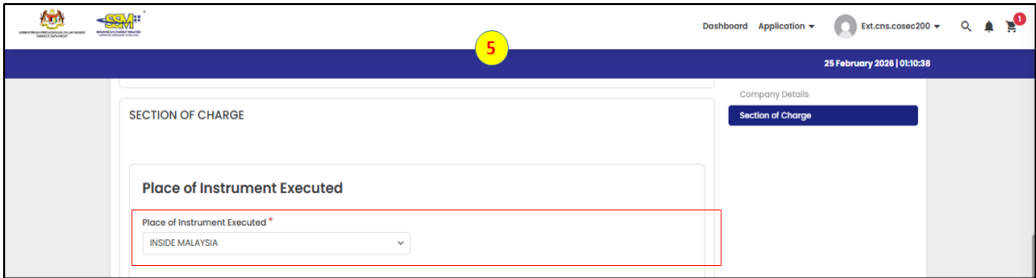
Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, click on Application -> Register of Company (ROC) -> Charges -> Registration of Charges 
3	The Registration of Charge form will be displayed. Fill in the following details: Click Search button.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

- 4

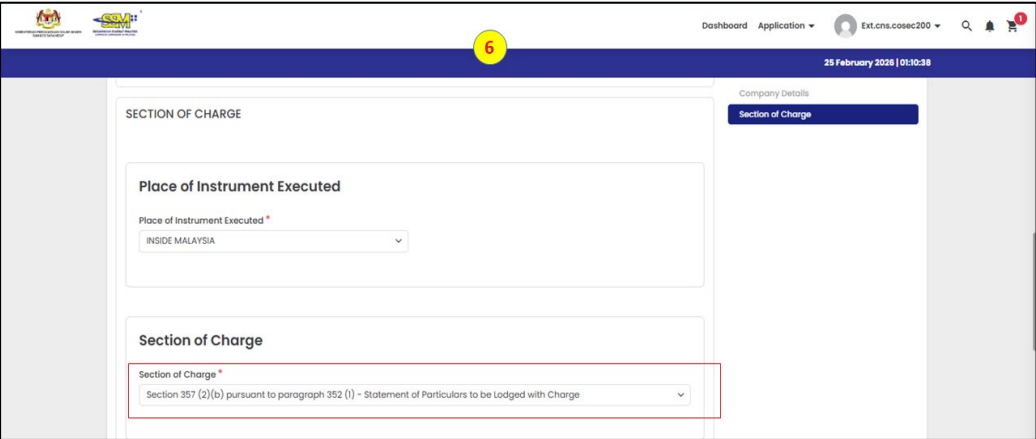
Check **Company Details** and click **Right tab menu** to go the **Section of Charge** or **Scroll Down** to access it.


- 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)>

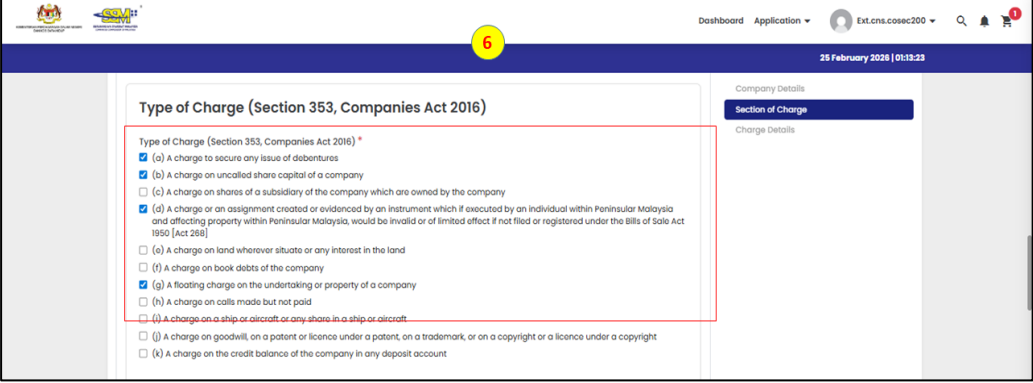
Click **Right tab menu** to go to the **Charge Details** or **Scroll Down** to access it.

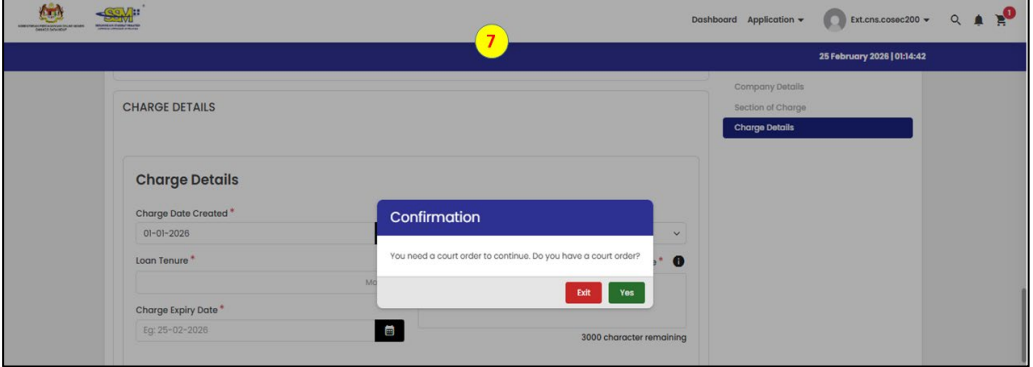
7

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

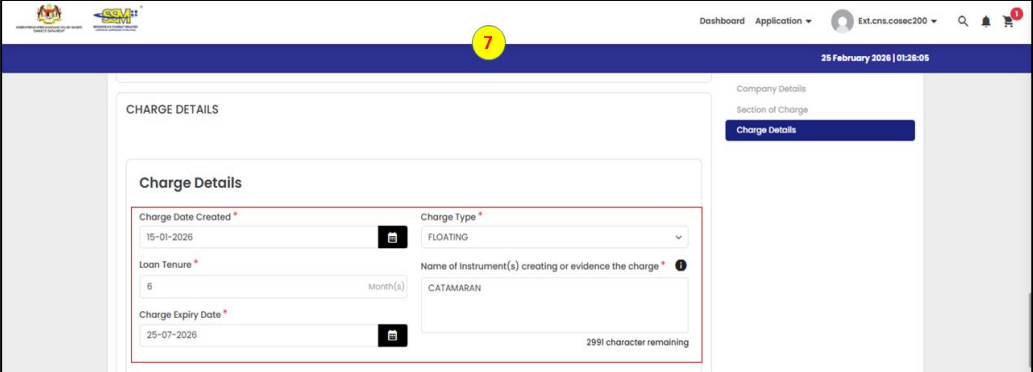
*NOTE: Upon selection **section 352(1)**, the **Charge Date Created** field is displayed.*

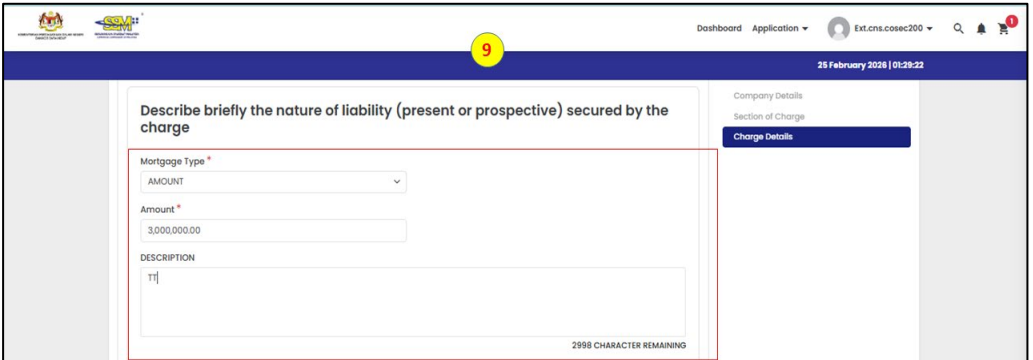
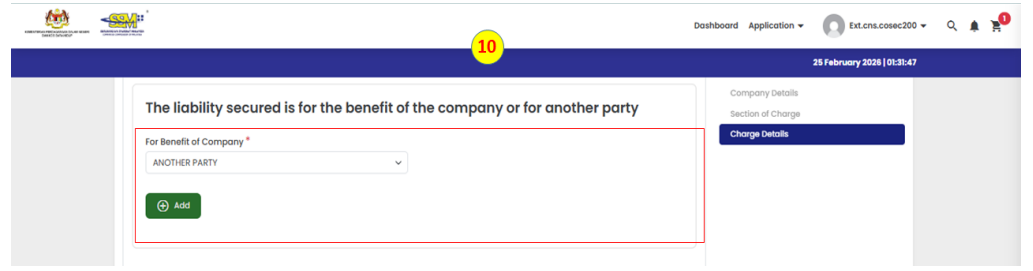
- Charge Date Created:** <Select a date 37 days before today's date.>. Only past date or today's date can be selected.
- Loan Tenure:** <Input number up to 4 characters. Indicate Month(s) at the end of field>
NOTE: Accept Numbers only.
- Charge Expiry Date:** <Select date. Only future date can be selected>
- 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".*
- Name of instrument(s) creating or evidencing the charge:** <Input description text> Auto-Capitalised.





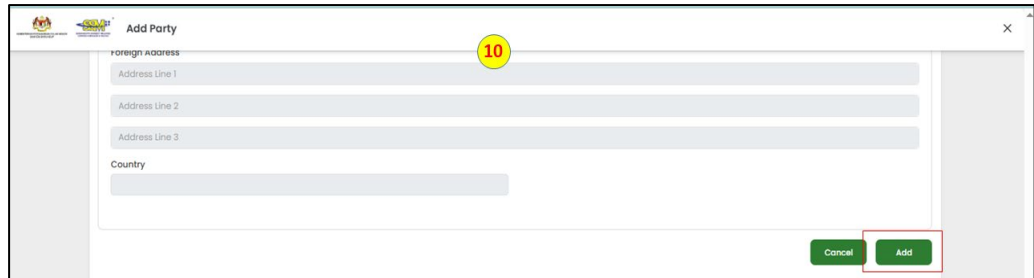
Click **Yes**



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>

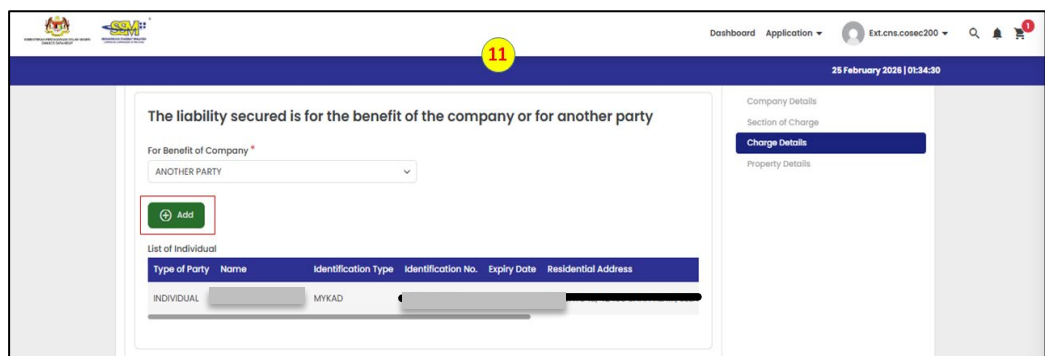
Click **Add** button.



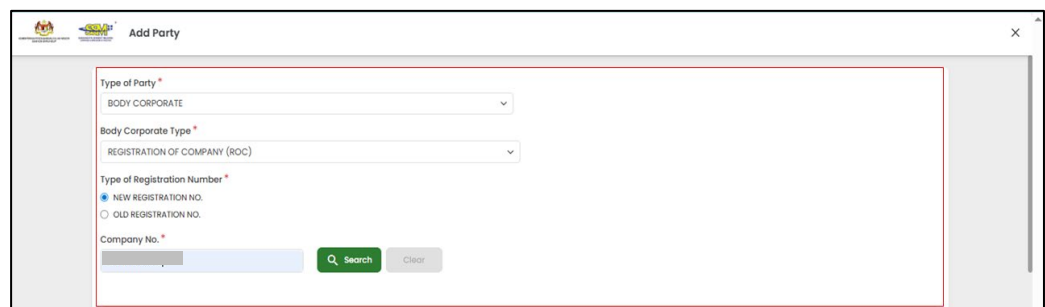
Repeat **Step 10** for any other **Type of Party** and/or **Identification Type**

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

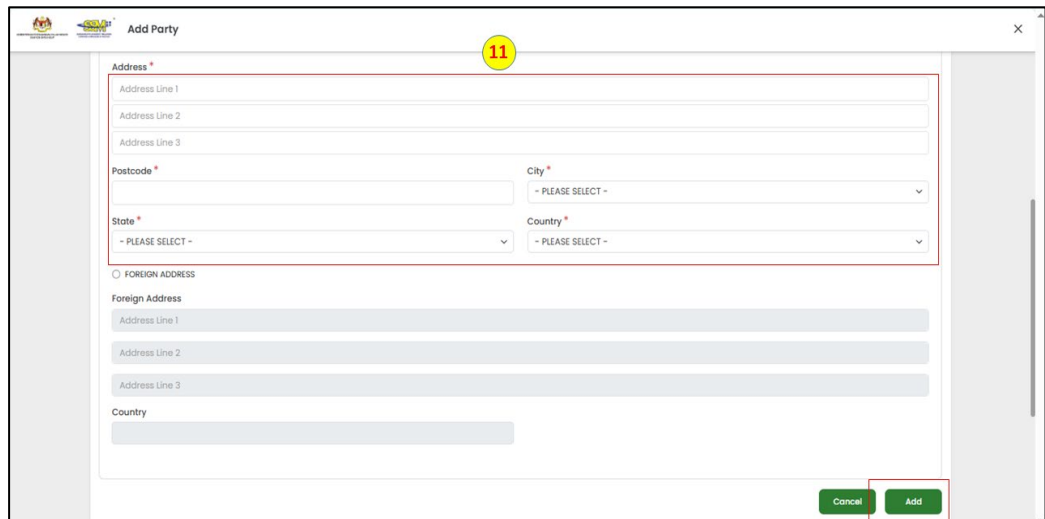
Company Registration Name field will be displayed.

NOTE:

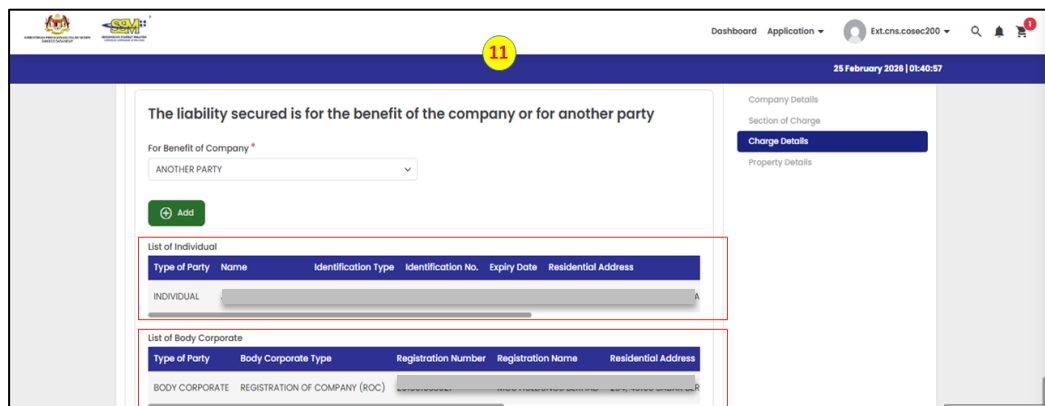
- i. Auto-Capitalised.
- ii. Auto-populated and search from Company Number, new or old depending on user input for Type of Reg. Number.
- iii. If there is a change of Company Name and the old Company Name is not older than 12 months, display the old Company Name in a bracket: (Formerly known as <old 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>



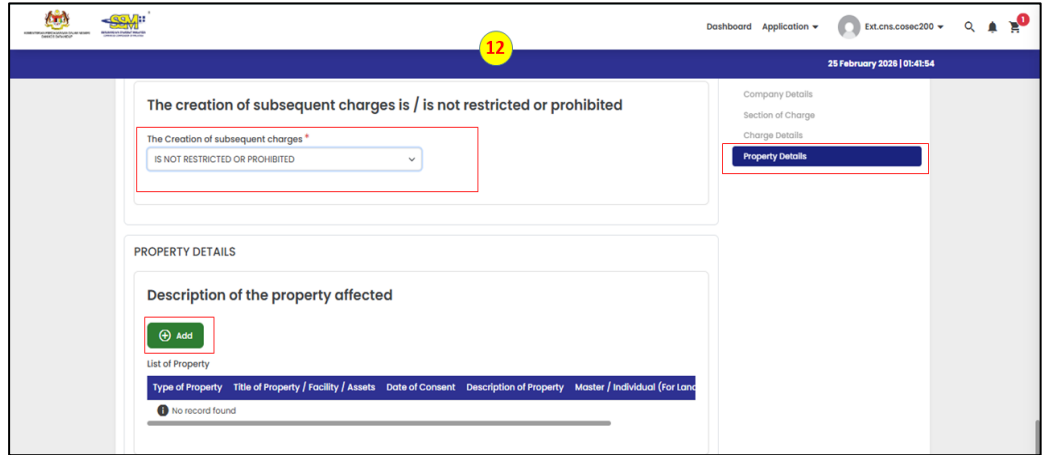
Click **Add** button.



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:

- 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.
- If section **352 (1), Type of charge: (e)** and Company Type is **CLBG**, system displays **Date of Consent to Charge** field only.
- Because this is not a **CLBG** company, system displays the following upon selecting the **Type of Property as Land**:

- Type of Property:** *<Select from the drop-down list: LAND>*
- Title of Property / Facility / Assets:** *<Input title text>* Auto-Capitalised.
- Description of Property:** *<Input description text>* Auto-Capitalised.

NOTE:

- NOTE: Cannot input NIL or NULL or "-" or NA or N/A or na or n/a or not applicable.

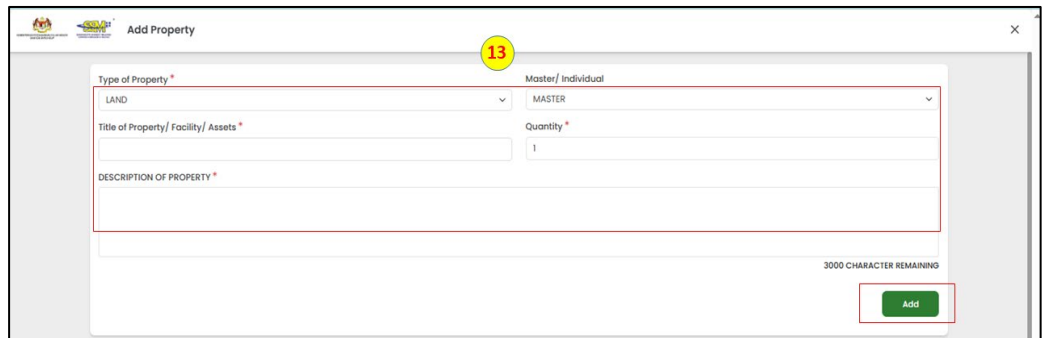
- Master / Individual:** *<Select from the drop-down list: MASTER>*

NOTE: Display Master / Individual field if **Type of Property: Land**

- 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**

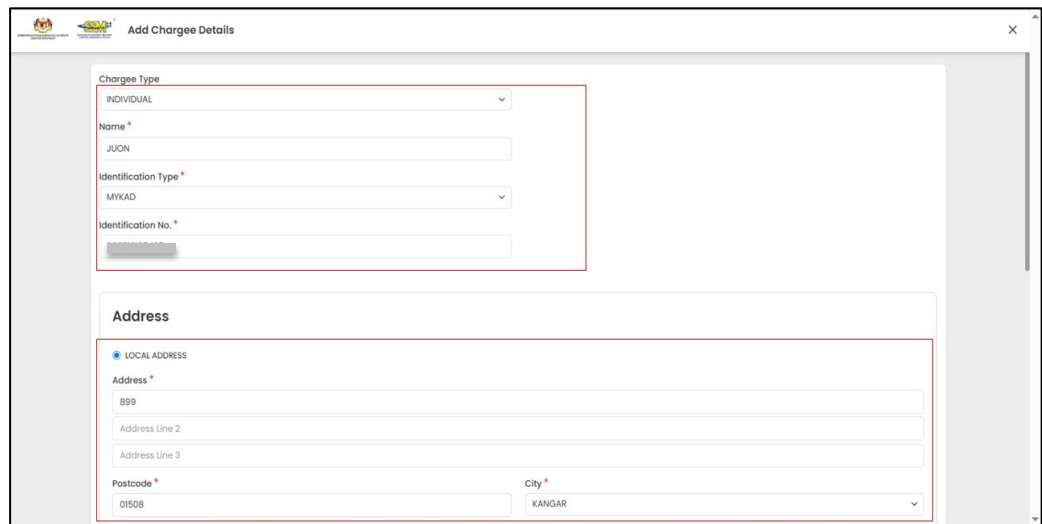
15 Click the **right tab menu** to go to **Chargee Details** or **scroll down** to access it.

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

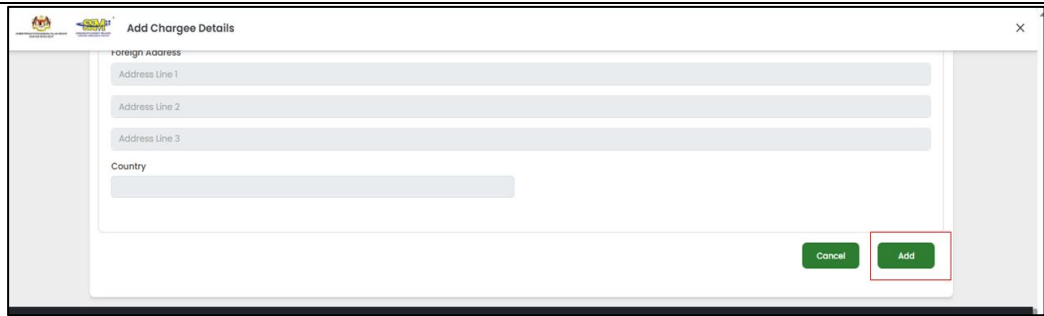


Fill in the following details:

- Chargee Type:** *<Select from the drop-down list: **Individual**>*
- Name:** *<Input Name>* NOTE: Auto-Capitalised
- Identification Type:** *<Select from the drop-down list: **MyKAD**>* NOTE: Default to MyKAD.
- Identification Number:** *<Input 12-digit numbers>* NOTE: Format validation is based on ID Type & Auto-Capitalised.
- Address Line 1:** *<Input Address Line 1>* Auto-Capitalised
- Address Line 2:** *<Input Address Line 2 if any>* Auto-Capitalised
- Address Line 3:** *<Input Address Line 3 if any>* Auto-Capitalised
- State:** *<Select from drop-down list>* Auto-populate if Country: Malaysia.
- City:** *<Select from drop-down list>* Auto-populate if Country: Malaysia.
- Postcode:** *<Select from drop-down list>* Auto-populate if Country: Malaysia.
- Country:** *<Select from drop-down list>*



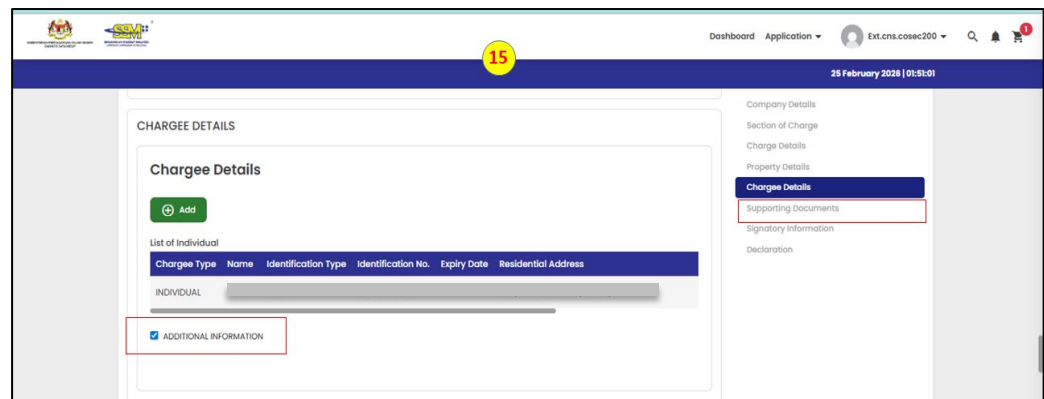
Click **Add button**.



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

17

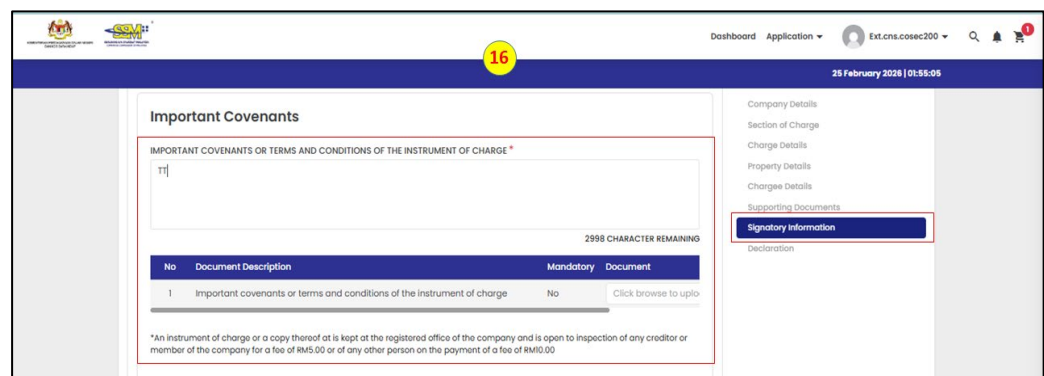
Uncheck the **Additional Information** Checkbox. Then click the **Right tab menu** button to go to the **Supporting Documents** or **Scroll Down** to access it.



18

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

- Important covenants or terms and conditions of the instrument of charge:** *<Input text up to 999 characters> Auto-capitalised.*
- Attachment for Important covenants or terms and conditions of the instrument of charge:** *<Browse & upload attachment>*



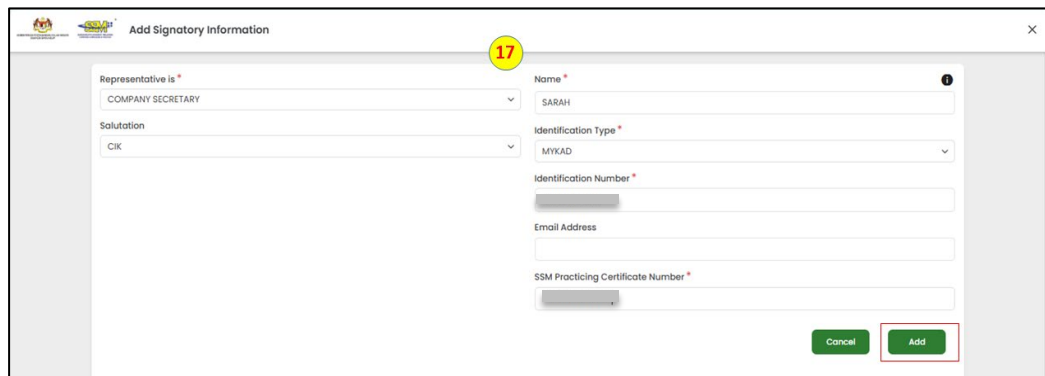
Then go to the **Signatory Information** tab or **Scroll Down** to access it.

19

From the **Signatory Information** tab, add **Signatory Information** as follows:

- Document Date:** *<Select a date> Only past date or today's date can be selected.*
- Representative Is:** *<Select from the drop-down list: **DIRECTOR**>*
NOTE:
 - Default selection to **Liquidator** if the company status is "**Winding Up**".

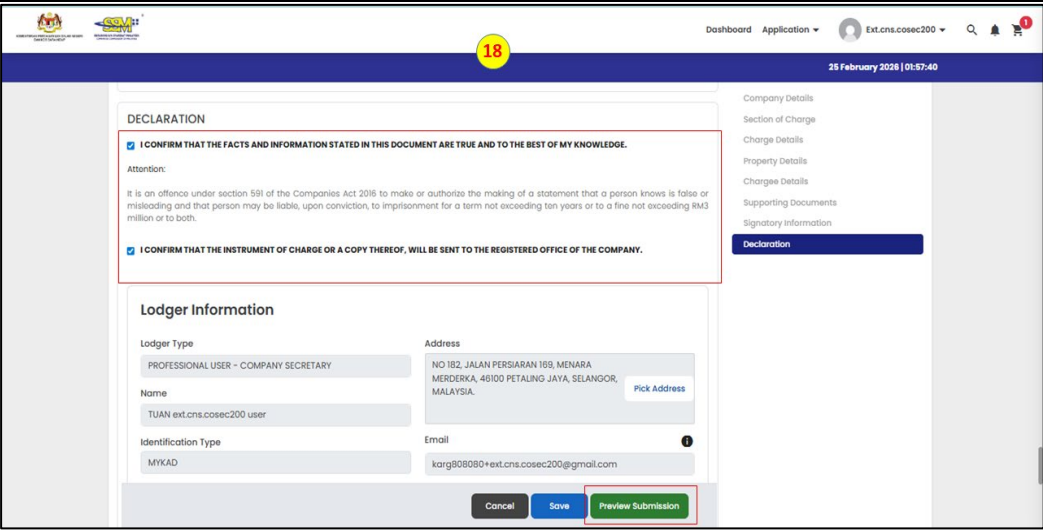
- ii. If user chooses **Representative Is** choice other than the default **Liquidator**, **Please upload the supporting documents for Representative other than Liquidator** field will be displayed.
- iii. The system will not display the fields as this company's status is not **Winding Up** and there 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.

- 

18

DECLARATION

☒ I CONFIRM THAT THE FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.

Attention:
It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3 million or to both.

☒ I CONFIRM THAT THE INSTRUMENT OF CHARGE OR A COPY THEREOF, WILL BE SENT TO THE REGISTERED OFFICE OF THE COMPANY.

Lodger Information

Lodger Type
PROFESSIONAL USER - COMPANY SECRETARY

Name
TUAN ext.cns.cosec200 user

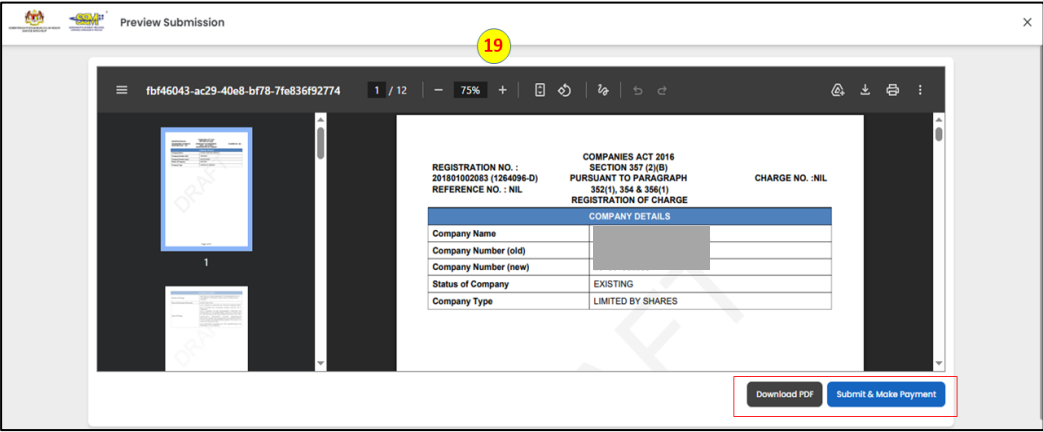
Identification Type
MYKAD

Address
NO 182, JALAN PERSARAN 188, MENARA MERDEKA, 40100 PETALING JAYA, SELANGOR, MALAYSIA. [Pick Address](#)

Email
karg908080+ext.cns.cosec200@gmail.com

[Cancel](#) [Save](#) [Preview Submission](#)
- 21

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



19

Preview Submission

fbf46043-ac29-40e8-bf78-7fe83f92774 1 / 12 75% +

REGISTRATION NO. : 201901002083 (1264996-D)
REFERENCE NO. : NIL

COMPANIES ACT 2016
SECTION 357 (2)(B)
PURSUANT TO PARAGRAPH 352(1), 354 & 356(1)
REGISTRATION OF CHARGE

CHARGE NO. : NIL

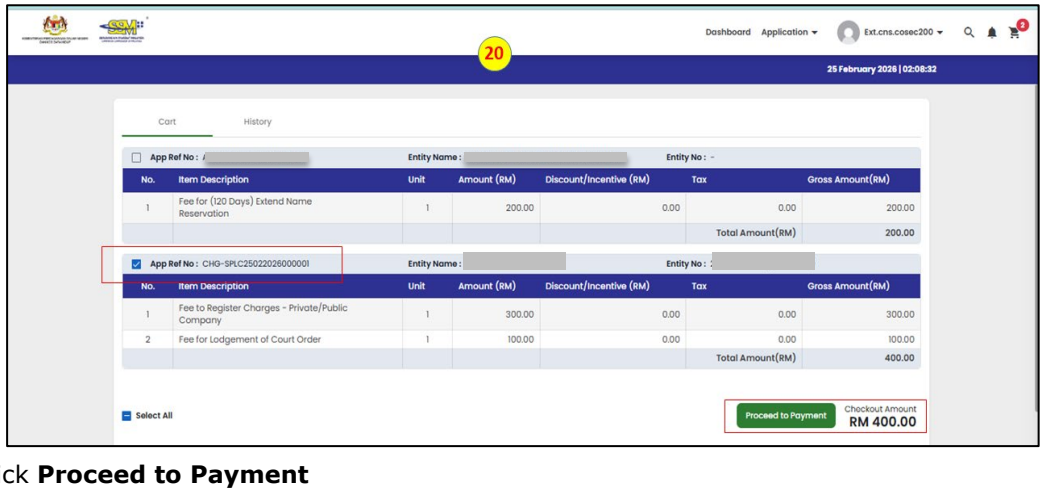
COMPANY DETAILS

Company Name	
Company Number (old)	
Company Number (new)	
Status of Company	EXISTING
Company Type	LIMITED BY SHARES

[Download PDF](#) [Submit & Make Payment](#)

22

Make the payment as instructed & payment successful.



20

Dashboard Application Ext.cns.cosec200 25 February 2028 | 02:08:32

Cart History

App Ref No : CHG-SPLC25022028000001 Entity Name : Entity No : -

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for (120 Days) Extend Name Reservation	1	200.00	0.00	0.00	200.00
Total Amount (RM)						200.00

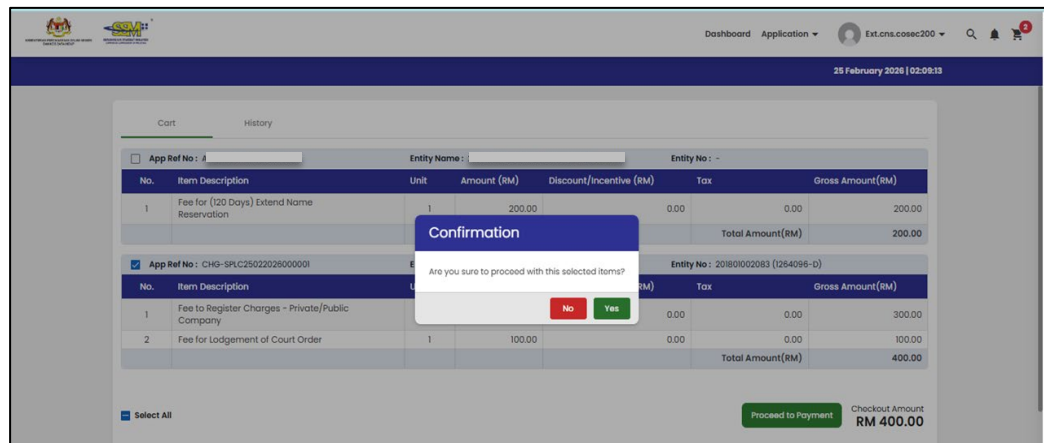
☒ App Ref No : CHG-SPLC25022028000001 Entity Name : Entity No : -

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	1	100.00	0.00	0.00	100.00
Total Amount (RM)						400.00

[Select All](#) [Proceed to Payment](#) Checkout Amount RM 400.00

Click **Proceed to Payment**

23



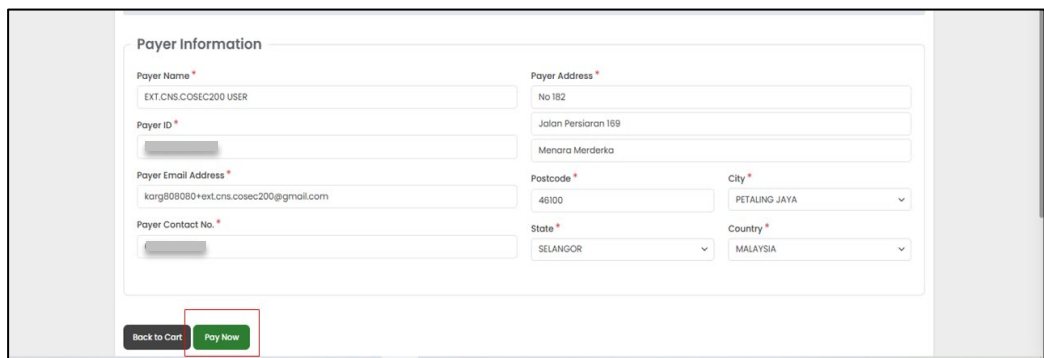
The screenshot shows a web application interface with a 'Cart' tab selected. A 'Confirmation' dialog box is displayed in the center, asking 'Are you sure to proceed with this selected items?'. The dialog has 'No' and 'Yes' buttons. In the background, a table lists items in the cart:

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for (30 Days) Extend Name Reservation	1	200.00	0.00	0.00	200.00
Total Amount (RM)						200.00

Below the table, there is a 'Proceed to Payment' button and a 'Checkout Amount RM 400.00'.

Click **Yes**

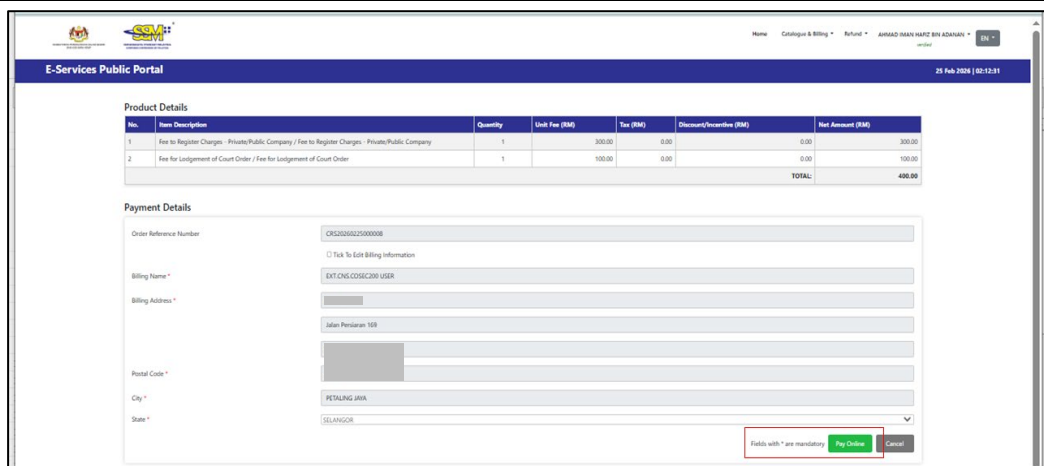
24



The screenshot shows a 'Payer Information' form. The form contains fields for Payer Name, Payer Address, Payer ID, Payer Email Address, Payer Contact No., Postcode, City, State, and Country. The 'Pay Now' button is highlighted with a red box.

Click **Pay Now**

25



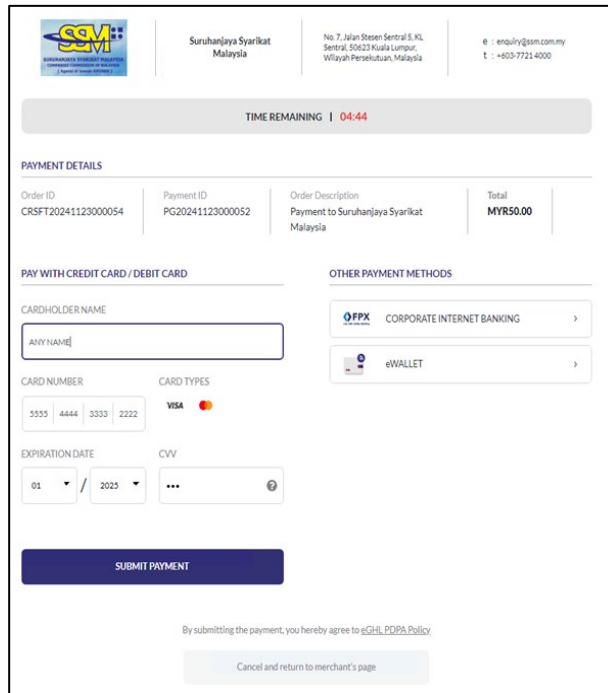
The screenshot shows the 'E-Services Public Portal' interface. It displays 'Product Details' and 'Payment Details'. The 'Product Details' table is as follows:

No.	Item Description	Quantity	Unit Fee (RM)	Tax (RM)	Discount/Incentive (RM)	Net Amount (RM)
1	Fee to Register Charges - Private/Public Company / Fee to Register Charges - Private/Public Company	1	300.00	0.00	0.00	300.00
2	Fee for Lodgement of Court Order / Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00
TOTAL						400.00

The 'Payment Details' section shows fields for Order Reference Number, Billing Name, Billing Address, Postcode, City, and State. The 'Pay Online' button is highlighted with a red box.

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

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SSM
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Suruhanjaya Syarikat Malaysia

No. 7, Jalan Stesen Sentral 5, KL Sentral, 50423 Kuala Lumpur, Wilayah Persekutuan, Malaysia
e : enquiry@ssm.com.my
t : +603-7721 4000

TIME REMAINING | 04:44

PAYMENT DETAILS

Order ID CRSFT20241123000054	Payment ID PG20241123000052	Order Description Payment to Suruhanjaya Syarikat Malaysia	Total MYR50.00
---------------------------------	--------------------------------	---	-------------------

PAY WITH CREDIT CARD / DEBIT CARD

CARDHOLDER NAME
[ANY NAME]

CARD NUMBER
5555 4444 3333 2222

CARD TYPES
VISA

EXPIRATION DATE
01 / 2025

CVV
...

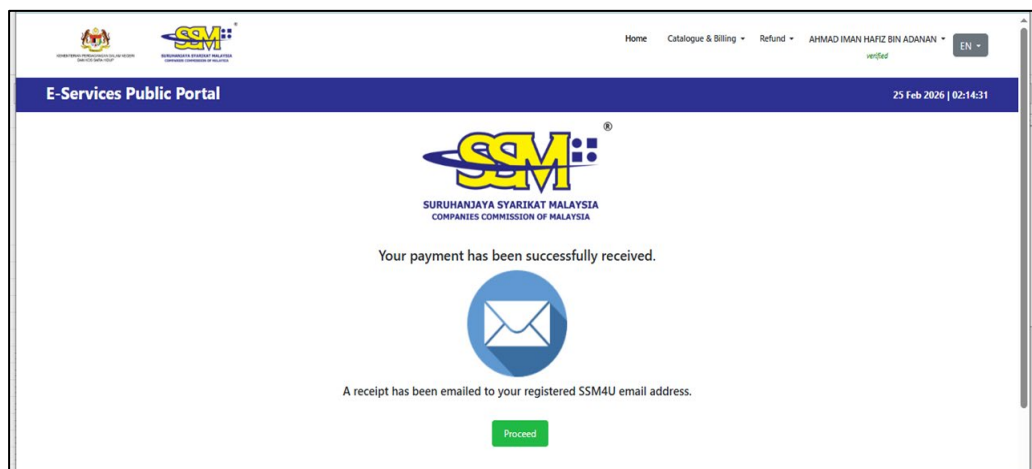
SUBMIT PAYMENT

By submitting the payment, you hereby agree to [eGHL PDPA Policy](#)

[Cancel and return to merchant's page](#)

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

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SSM
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Home Catalogue & Billing Refund AHMAD IMAN HAFIZ BIN ADANAN EN

E-Services Public Portal 25 Feb 2026 | 02:14:31

SSM
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Your payment has been successfully received.

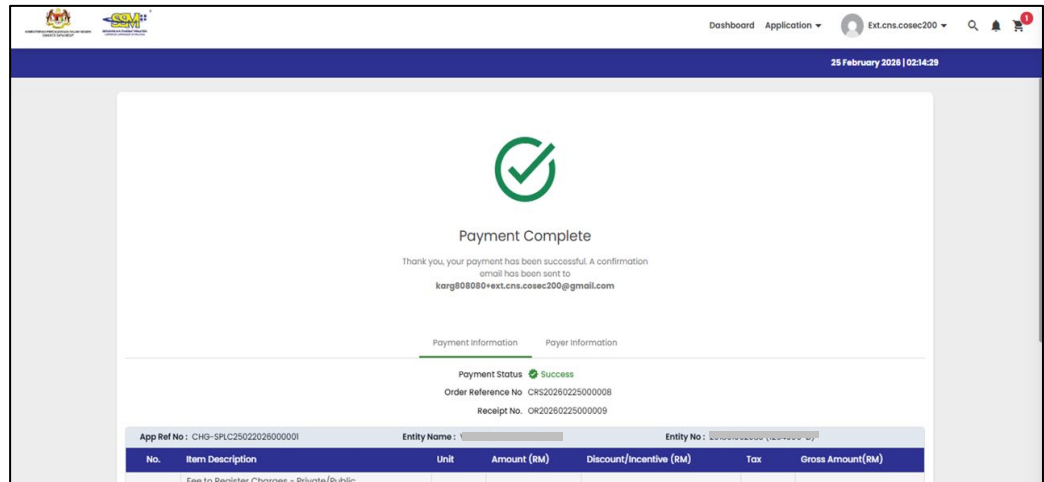


A receipt has been emailed to your registered SSM4U email address.

Proceed

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 kerg8080@ext.cns.cosec200@gmail.com

Payment Information Payer Information

Payment Status: Success

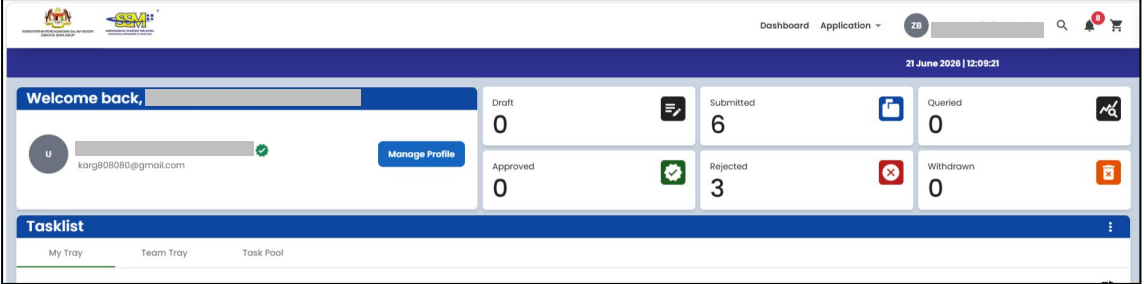
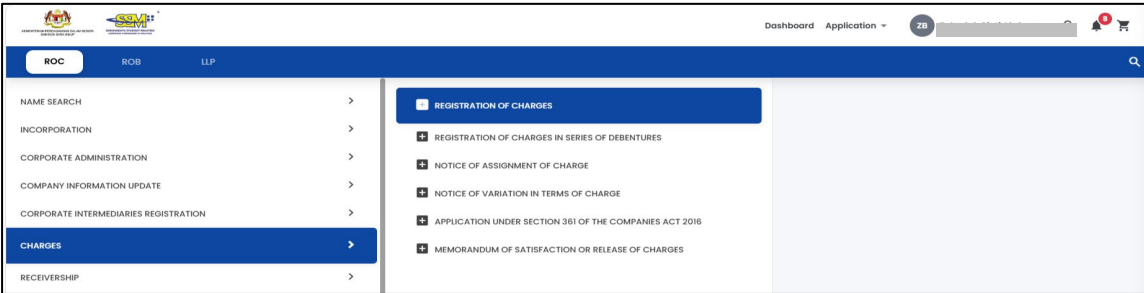
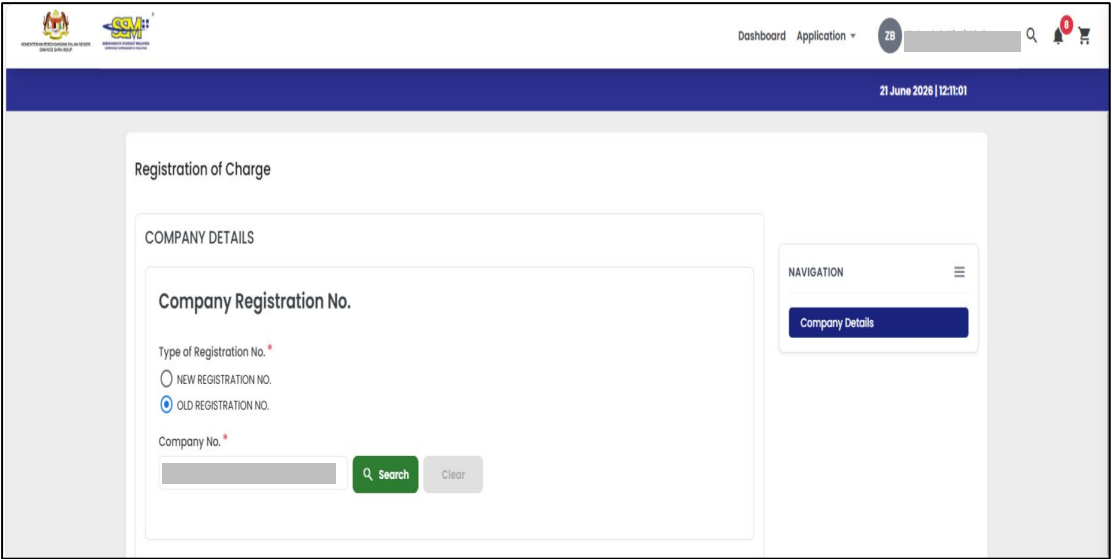
Order Reference No: CRS20260225000008

Receipt No: CR20260225000009

App Ref No: CHG-SPLC25022026000001 Entity Name: Entity No: 00000000000000000000

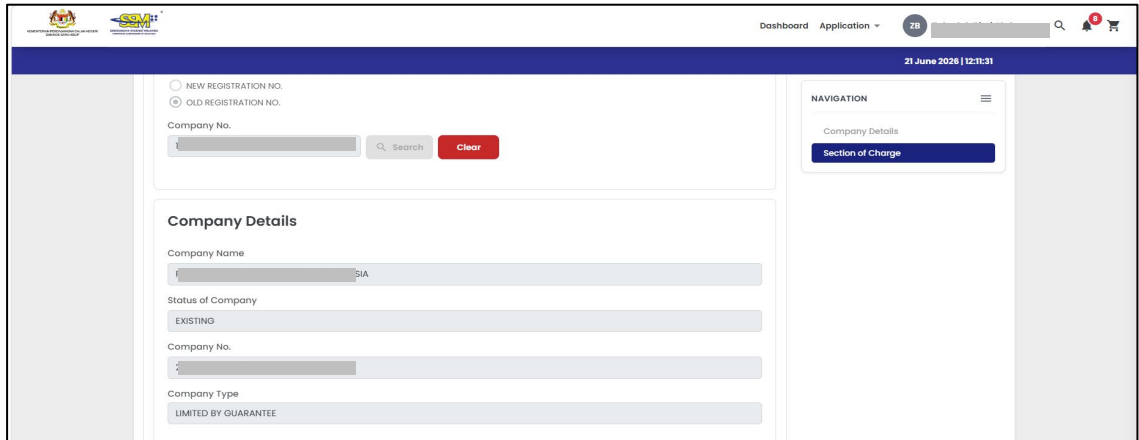
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
Go to Register Charges - Balance Public						

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.  <i>Note: Upon clicking the Search button, the Company Details will be displayed.</i>

4

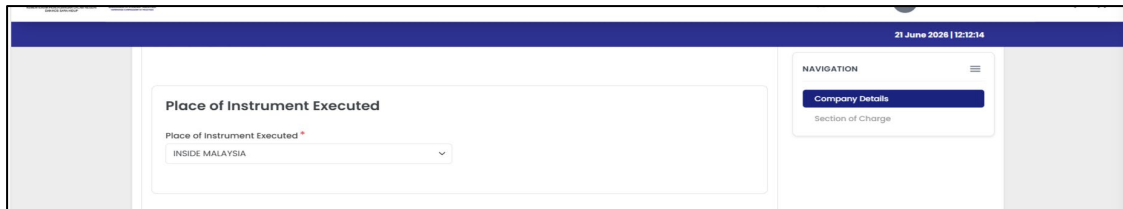
Check the **Company Details** and click the **Right tab menu** to go the **Section of Charge** or **Scroll Down** to access it.



The screenshot shows the SSM portal interface. The 'Company Details' section is active, displaying fields for Company Name, Status of Company (EXISTING), Company No., and Company Type (LIMITED BY GUARANTEE). The right-hand navigation menu has 'Section of Charge' highlighted.

5

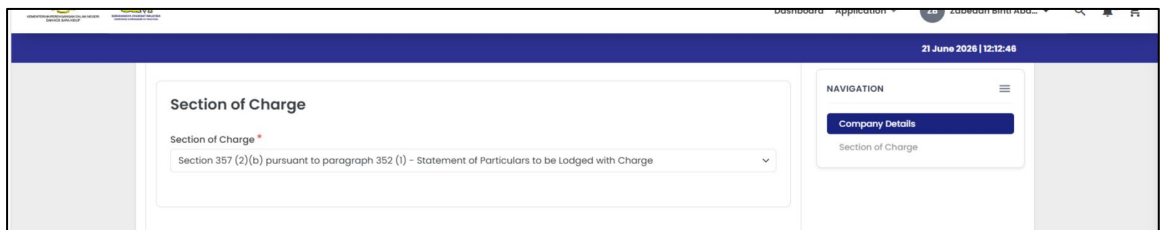
From the **Section of Charge** tab under the **Place of Instrument Executed** section, select **In Malaysia**.



The screenshot shows the 'Place of Instrument Executed' section. The dropdown menu is open, and 'INSIDE MALAYSIA' is selected.

6

Select **Section of Charge**:

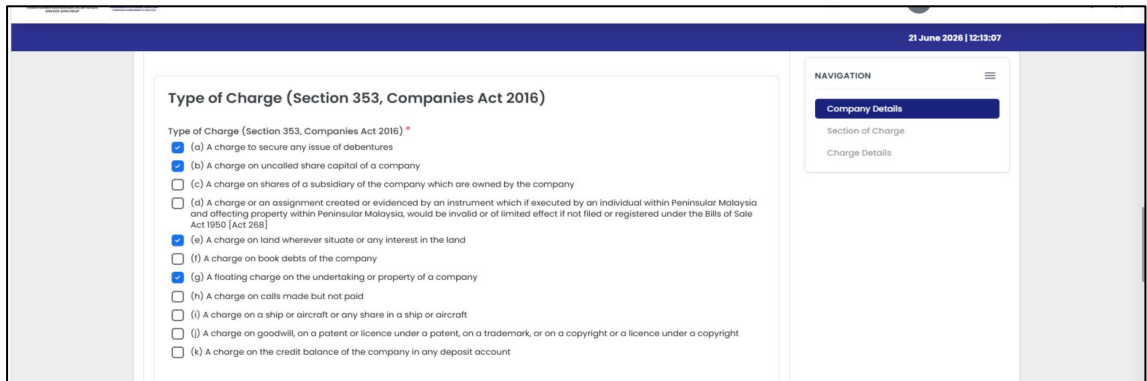


The screenshot shows the 'Section of Charge' section. The dropdown menu is open, and 'Section 357 (2)(b) pursuant to paragraph 352 (i) - Statement of Particulars to be Lodged with Charge' is selected.

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.



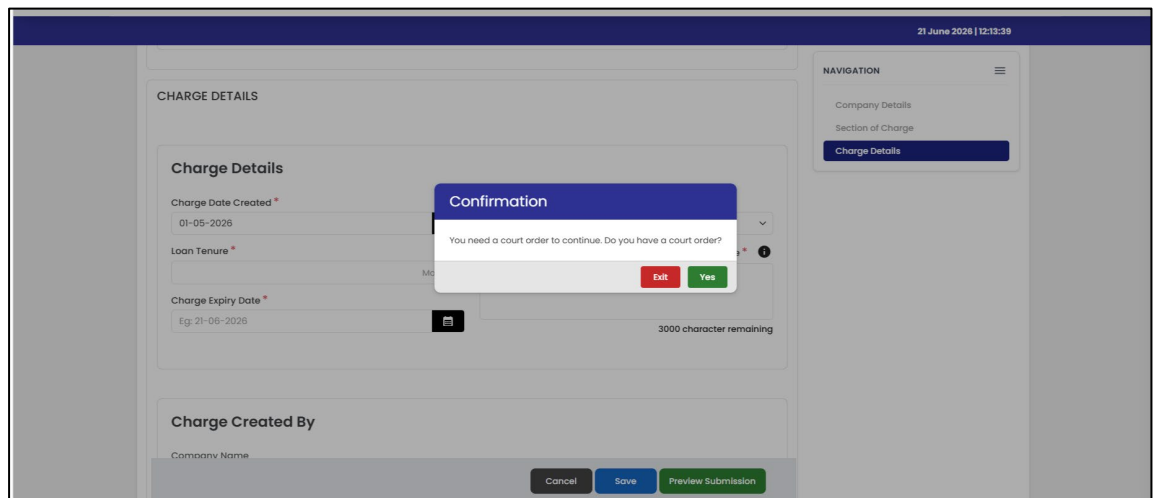
The screenshot shows the 'Type of Charge' section. The dropdown menu is open, and the following options are selected: (a) A charge to secure any issue of debentures, (b) A charge on uncalled share capital of a company, (d) A charge on land wherever situate or any interest in the land, and (g) A floating charge on the undertaking or property of a company.

7

From the **Charge Details** tab, fill in the following fields:

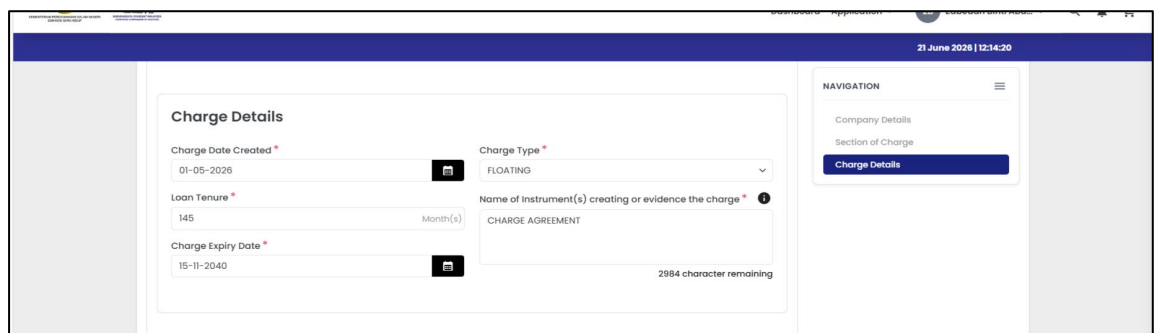
*NOTE: Upon selection of section **352(1)**, the **Charge Date Created** field is displayed.*

- Charge Date Created:** <Select a date 37 days before today's date.>. Only past date or today's date can be selected.
- Loan Tenure:** <Input number up to 4 characters. Indicate Month(s) at the end of field> *NOTE: Accept Numbers only.*
- Charge Expiry Date:** <Select date. Only future date can be selected>
- 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".*
- Name of instrument(s) creating or evidencing the charge:** <Input description text> Auto-Capitalised.



The screenshot shows the 'CHARGE DETAILS' form. A 'Confirmation' dialog box is displayed in the center, asking 'You need a court order to continue. Do you have a court order?' with 'Exit' and 'Yes' buttons. The form fields visible include 'Charge Date Created' (01-05-2026), 'Loan Tenure' (145), 'Charge Expiry Date' (15-11-2040), and 'Charge Type' (FLOATING). The 'Name of Instrument(s) creating or evidence the charge' field contains 'CHARGE AGREEMENT'. A '3000 character remaining' indicator is shown. The 'Charge Created By' section shows 'Company Name'.

Click **Yes**

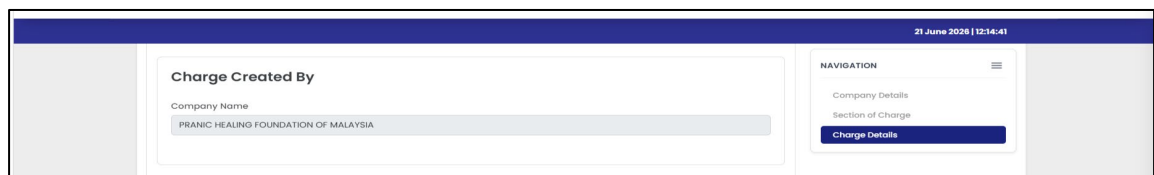


The screenshot shows the 'CHARGE DETAILS' form after clicking 'Yes'. The 'Confirmation' dialog box is no longer present. The 'Charge Date Created' field is now 01-05-2026. The 'Loan Tenure' field is 145. The 'Charge Expiry Date' field is 15-11-2040. The 'Charge Type' field is FLOATING. The 'Name of Instrument(s) creating or evidence the charge' field contains 'CHARGE AGREEMENT'. A '2984 character remaining' indicator is shown. The 'Charge Created By' section shows 'Company Name'.

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.*

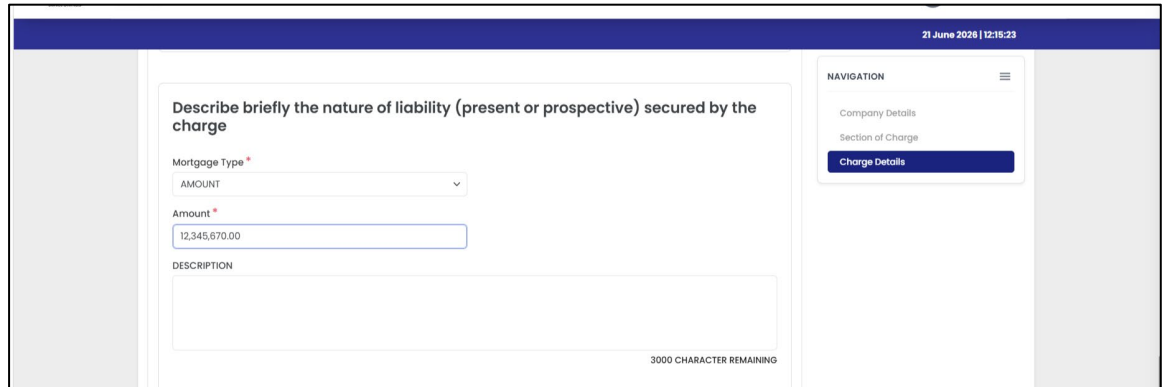
- Charge Created By:** <Auto-populate the **Company Name** & disable>



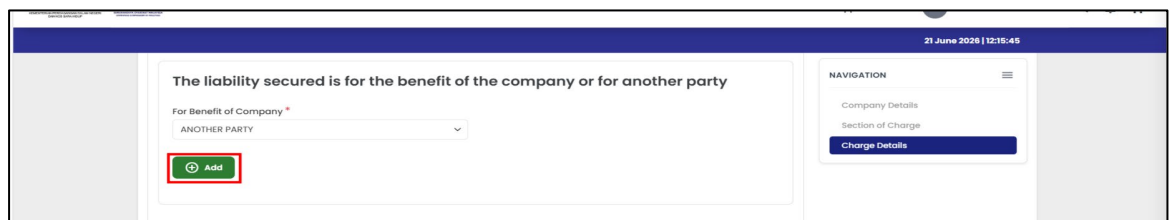
The screenshot shows the 'Charge Created By' section. The 'Company Name' field is auto-populated with 'PRANIC HEALING FOUNDATION OF MALAYSIA' and is disabled. The 'Charge Details' tab is selected in the navigation menu.

9 On the **Describe briefly the nature of liability (present or prospective) secured by the charge** section, fill in the following:

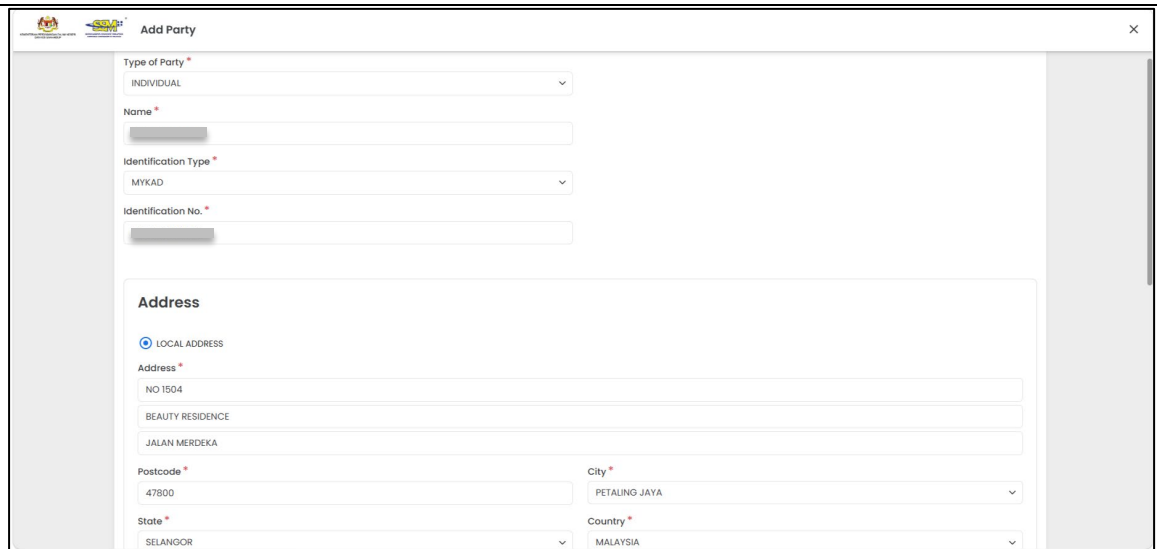
- Mortgage Type:** <Select from the drop-down list: **Amount**>
- Amount:** <Input number>
- Description:** <Input text up to 900 characters> Auto-Capitalised.



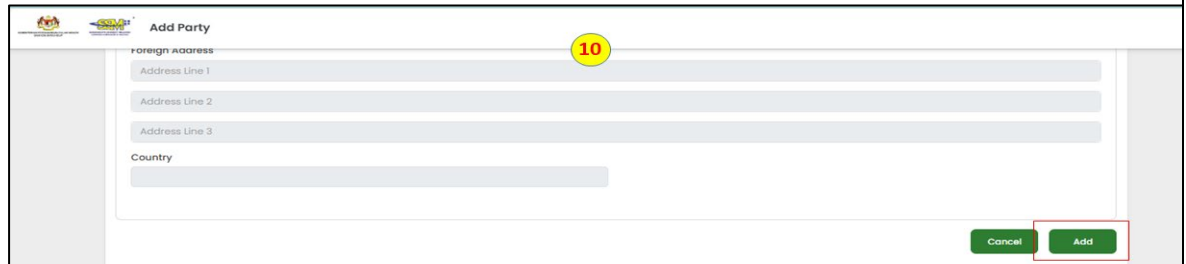
10 On **The liability secured is for the benefit of the company or for another party** section, fill in the following details:
Click **Add** button.



- For Benefit of Company:** <Select from the drop-down list: **Another Party**>
- Type of Party:** <Select from the drop-down list: **Individual**>
- Name:** <Input Name> NOTE: Auto-Capitalised
- 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**.
- Identification Number:** <Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.
- Address Line 1:** <Input Address Line 1> Auto-Capitalised
- Address Line 2:** <Input Address Line 2 if any> Auto-Capitalised
- Address Line 3:** <Input Address Line 3 if any> Auto-Capitalised
- State:** <Select from drop-down list> Auto-populate if Country: Malaysia.
- City:** <Select from drop-down list> Auto-populate if Country: Malaysia.
- Postcode:** <Select from drop-down list> Auto-populate if Country: Malaysia.
- Country:** <Select from drop-down list>



Click **Add** button.



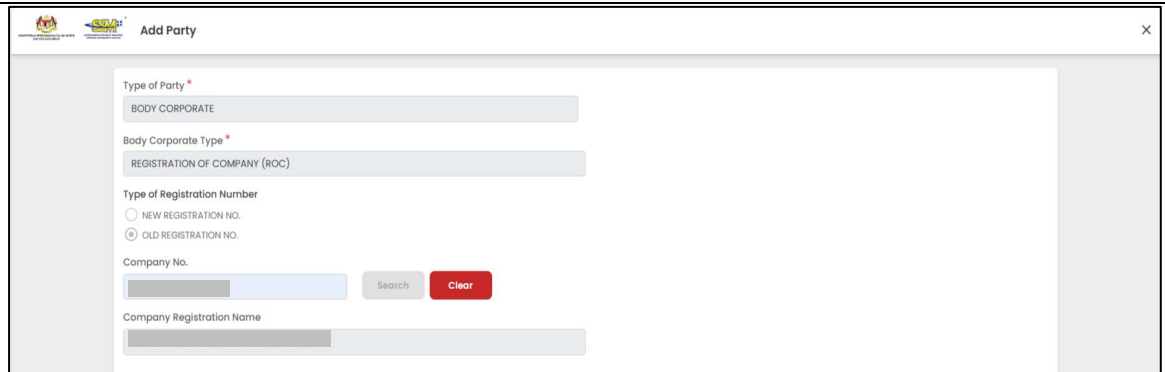
Repeat **Step 10** for any other **Type of Party** and/or **Identification Type**

11

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



- For Benefit of Company:** <Select from the drop-down list: **Another Party**>
- Type of Party:** <Select from the drop-down list: **Body Corporate**>
- Body Corporate Type:** <Select from the drop-down list: **COMPANY**>
- Type of Registration Number** <Select radio button: **OLD / NEW**>
- 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

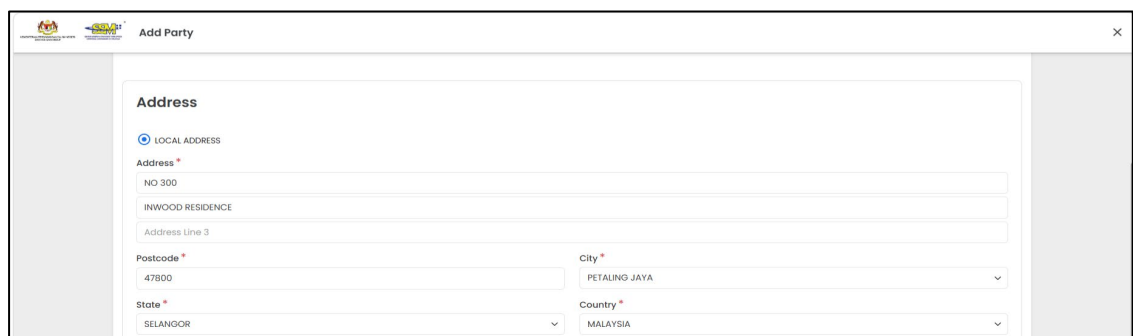
Company Registration Name field will be displayed.

NOTE:

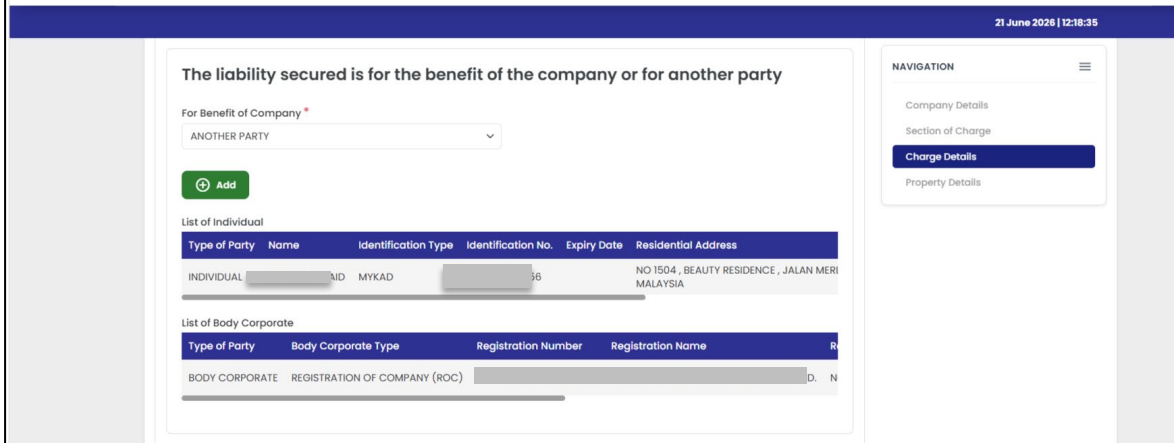
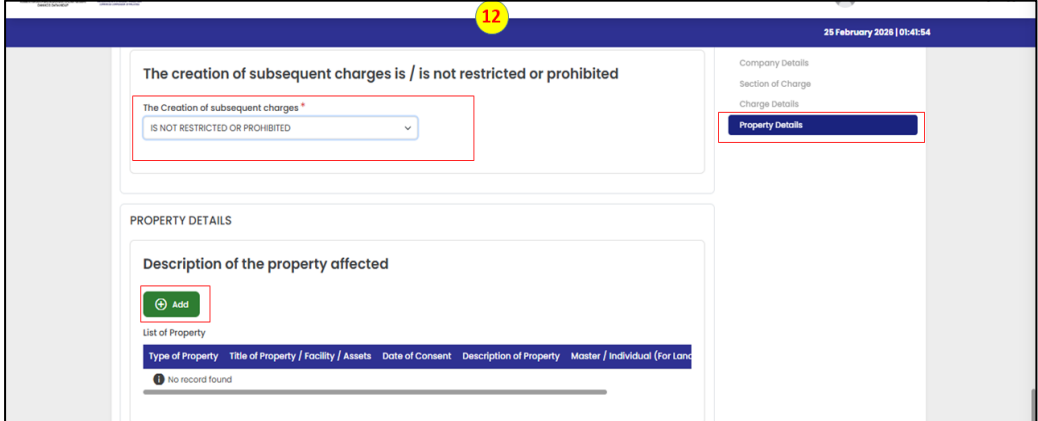
- iv. *Auto-Capitalised.*
- v. *Auto-populated and search from Company Number, new or old depending on user input for Type of Reg. Number.*
- vi. *If there is a change of Company Name and the old Company Name is not older than 12 months, display the old Company Name in a bracket: (Formerly known as <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>



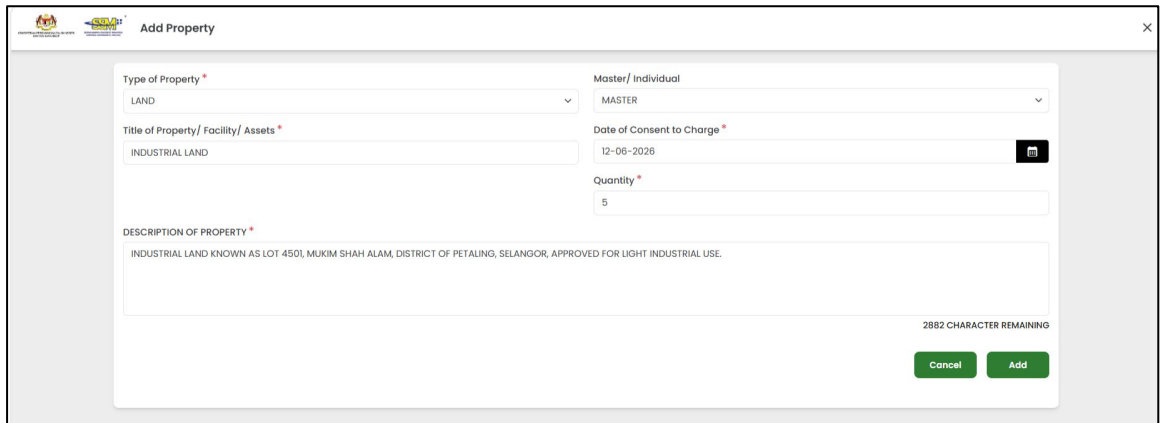
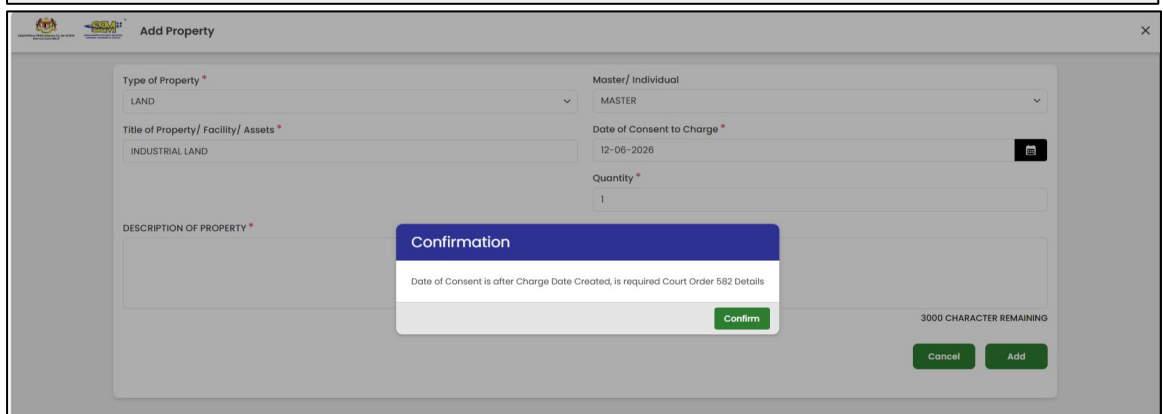
Click **Add** button.

	
13	On The Creation of Subsequent Charges section, select <i><Is NOT Restricted or Prohibited></i> 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: <i><Select from the drop-down list: LAND></i> b. Title of Property / Facility / Assets: <i><Input title text></i> Auto-Capitalised. c. Description of Property: <i><Input description text></i> 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: <i><Select from the drop-down list: MASTER></i> NOTE: Display Master / Individual field if Type of Property: Land e. Quantity: <i><Default value: 1></i> 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>*.

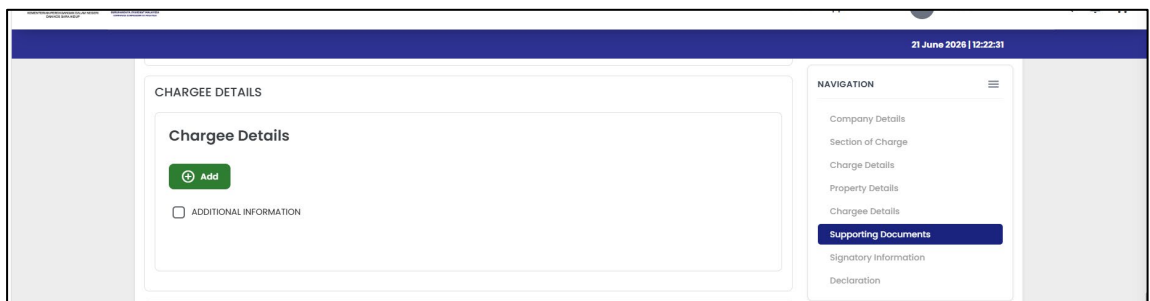
Click **Add button**.

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

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

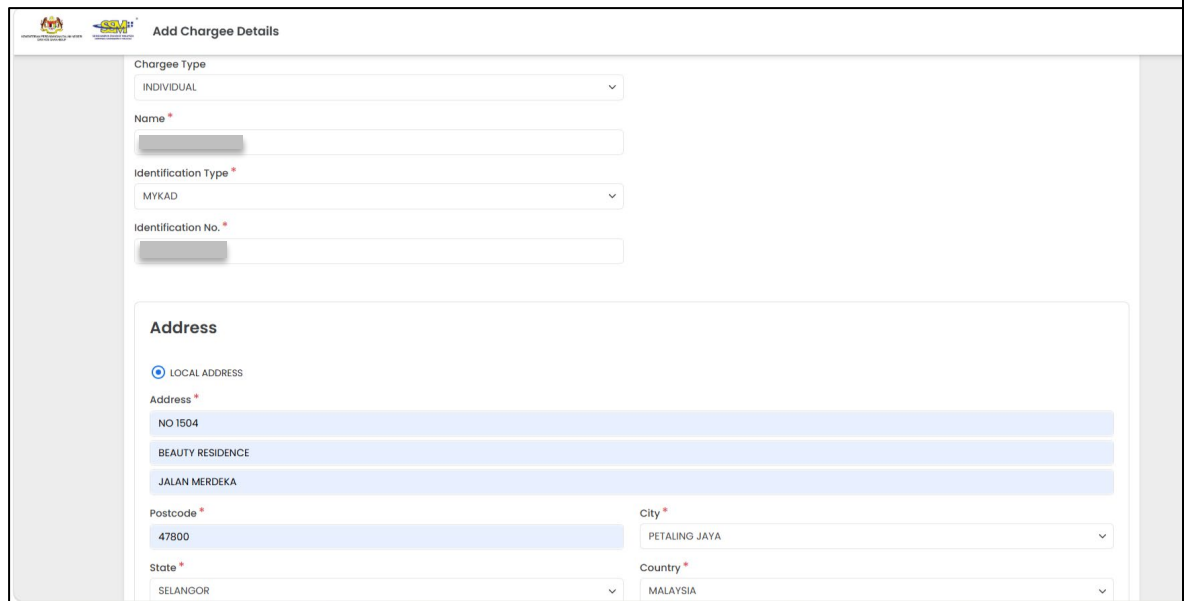
16 From the **Chargee Details section**, click **add Chargee**.



Fill in the following details:

- Chargee Type:** *<Select from the drop-down list: **Individual**>*
- Name:** *<Input Name>* NOTE: Auto-Capitalised
- 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>*



Add Chargee Details

Charge Type
INDIVIDUAL

Name *

Identification Type *
MYKAD

Identification No. *

Address

☒ LOCAL ADDRESS

Address *
NO 1504
BEAUTY RESIDENCE
JALAN MERDEKA

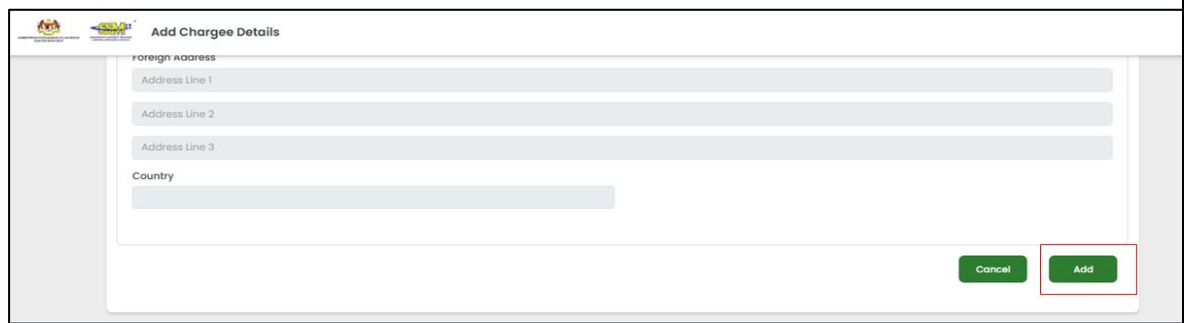
Postcode *
47800

City *
PETALING JAYA

State *
SELANGOR

Country *
MALAYSIA

Click **Add button**.



Add Chargee Details

Foreign address

Address Line 1

Address Line 2

Address Line 3

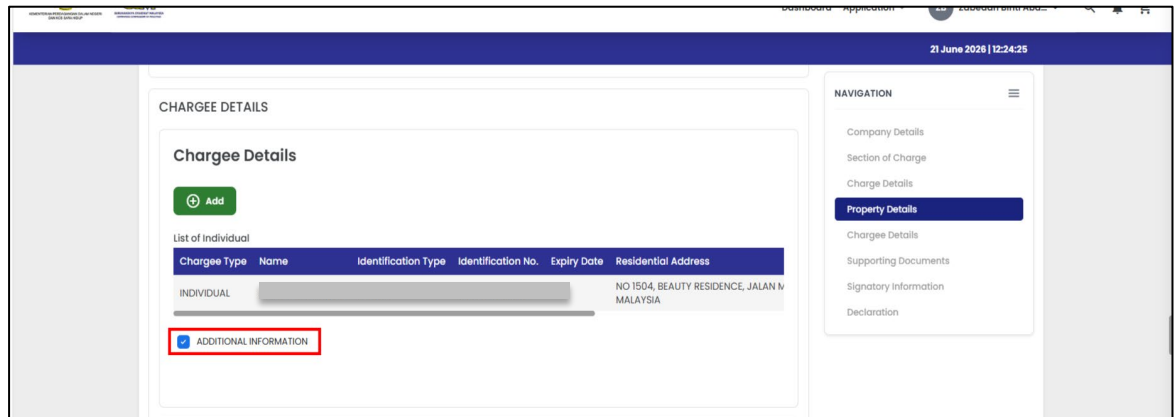
Country

Cancel Add

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

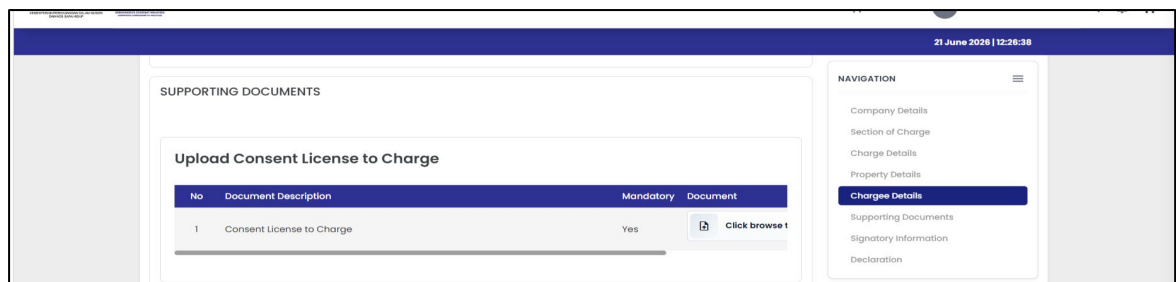
17

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

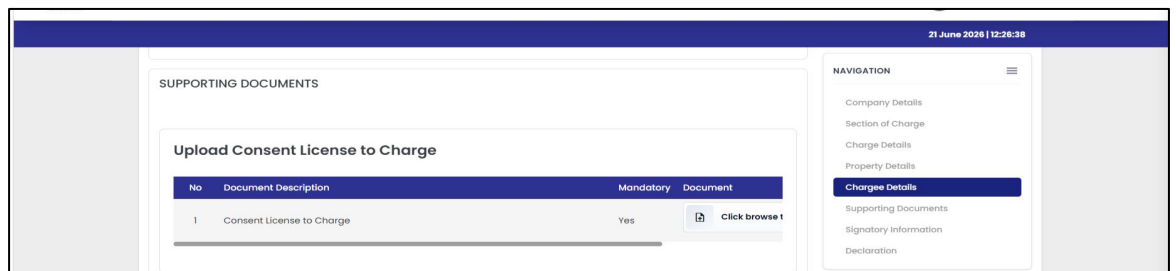
On the **Supporting Documents**, Upload **Consent License to Charge**.



19

On the **Supporting Documents**,

a. Upload **Consent License to Charge**. *<Browse & upload attachment>*

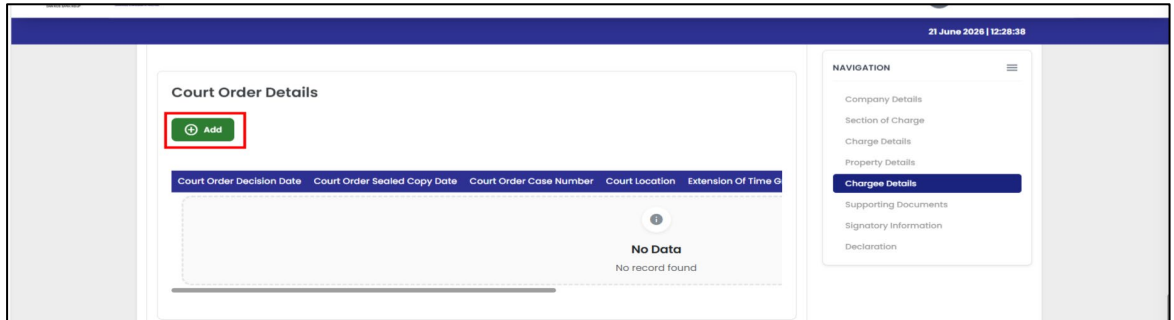
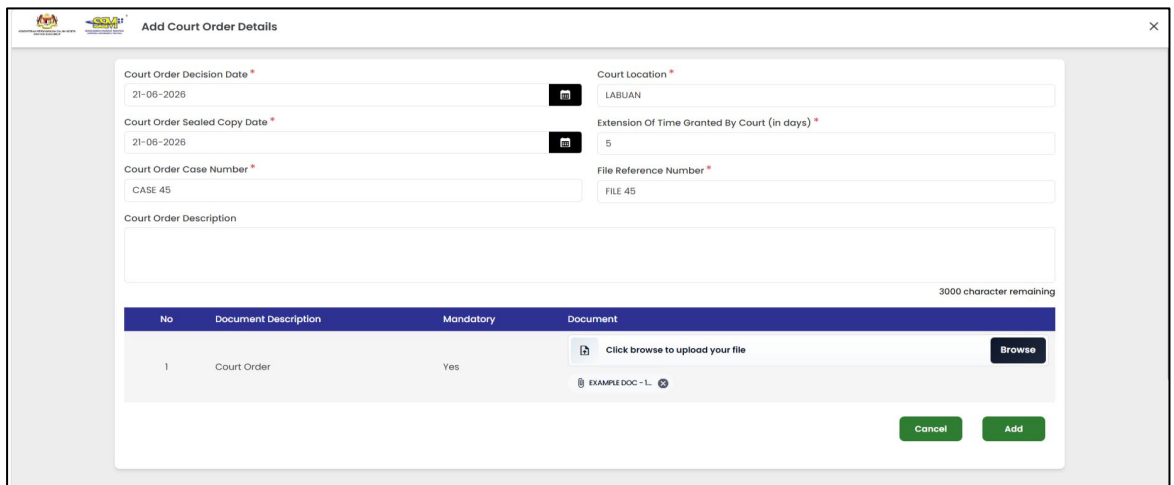


b. On the **Court Order Details** section, click **Add** to add **Court Order Details** and fill in the following fields:

Court Order Details

- 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.*

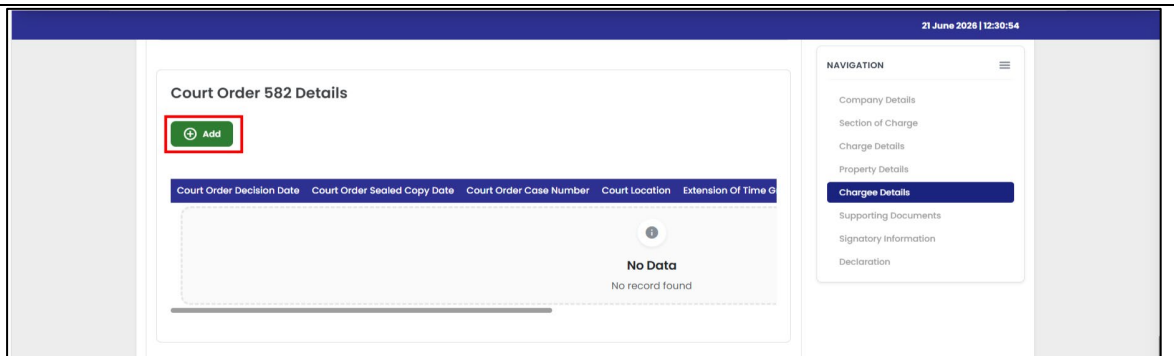
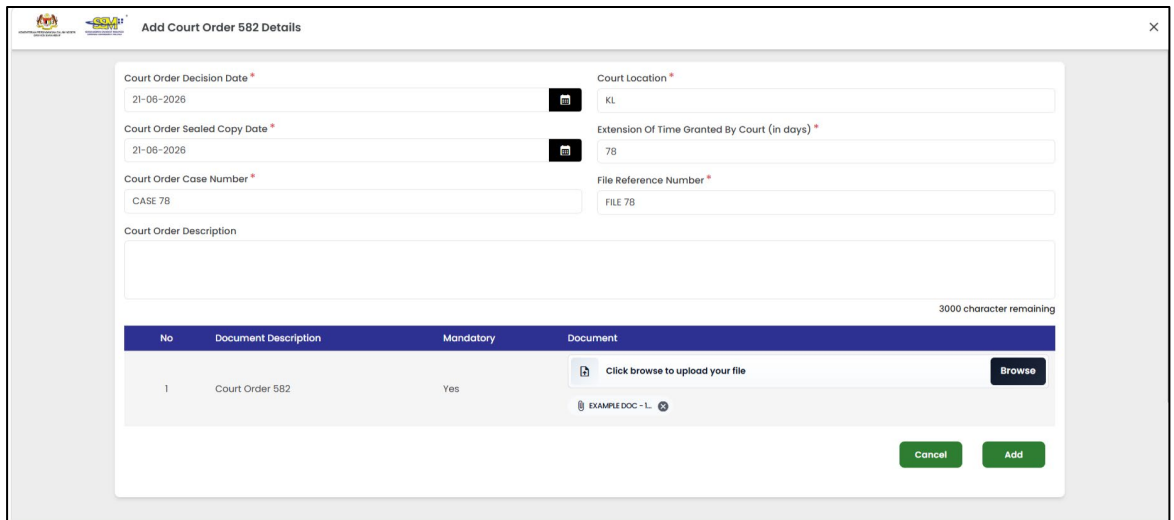
- f. **Extension of Time Granted by Court (In Days):** <Input numbers only>
- g. **File Reference Number:** <Input text> Auto-capitalised.
- h. **Court Order Attachment:** <Browse & upload attachment>

- 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:

Court Order Details

- 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>

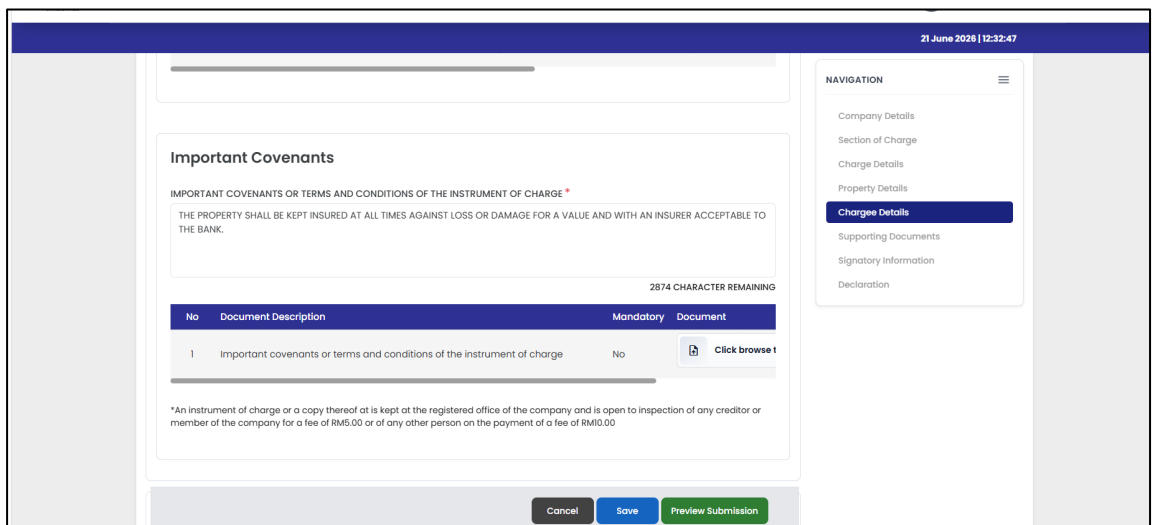



Then go to the **Signatory Information** tab or **Scroll Down** to access it.

20

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

- Important covenants or terms and conditions of the instrument of charge:** *<Input text up to 999 characters> Auto-capitalised.*
- Attachment for Important covenants or terms and conditions of the instrument of charge:** *<Browse & upload attachment>*



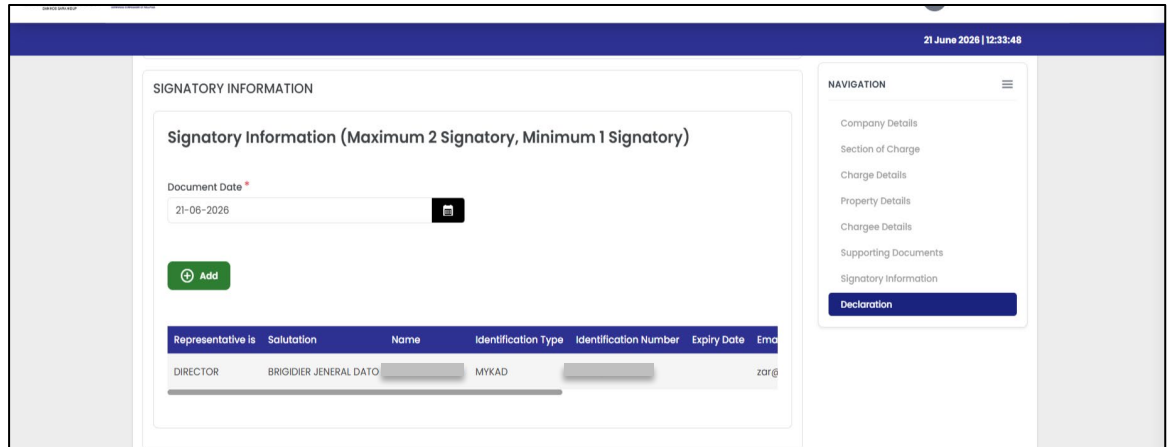
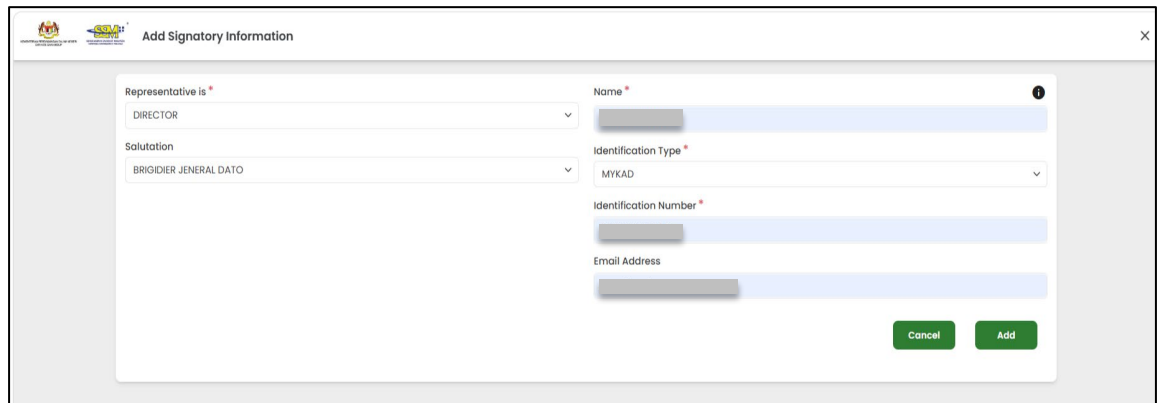
21

From the **Signatory Information** tab, add **Signatory Information** as follows:

- Document Date:** *<Select a date> Only past date or today's date can be selected.*
- Representative Is:** *<Select from the drop-down list: **DIRECTOR**>*

NOTE:

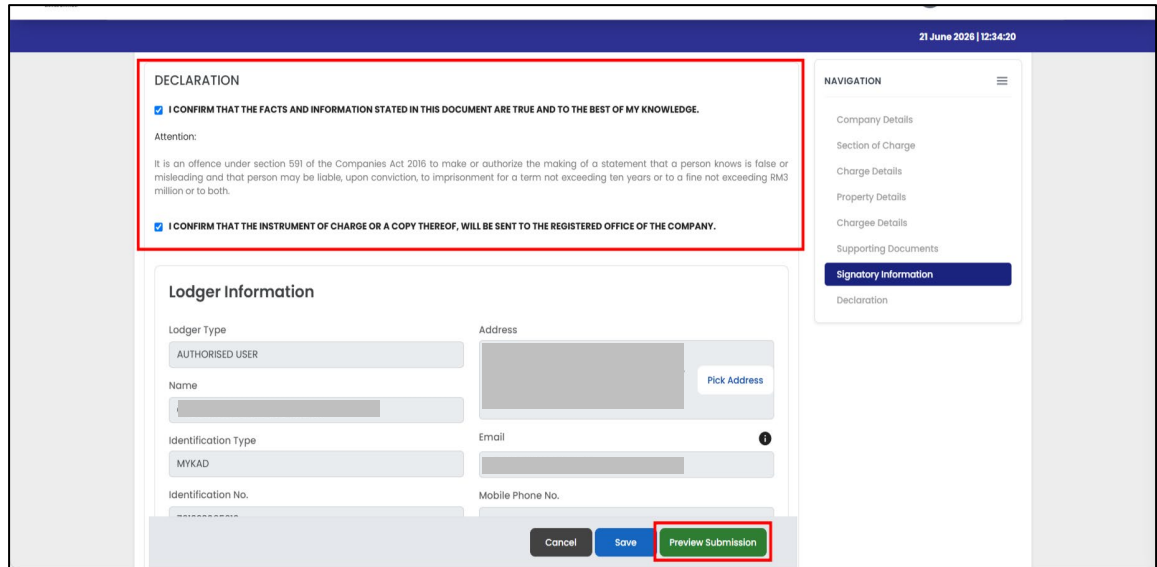
- Default selection to **Liquidator** if the company status is "**Winding Up**".
 - If user chooses **Representative Is** choice other than the default **Liquidator**, **please upload the supporting documents for Representative other than Liquidator** field will be displayed.
 - The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as **Liquidator**.
- Salutation:** *<Select from drop down list>*
 - Name:** *<Input Name> NOTE: Auto-Capitalised*
 - Identification Type:** *<Select from the drop-down list: **MyKAD**>*
 - Identification Number:** *<Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.*
 - Email Address:** *<Input a valid email format>*

Click **Add** button

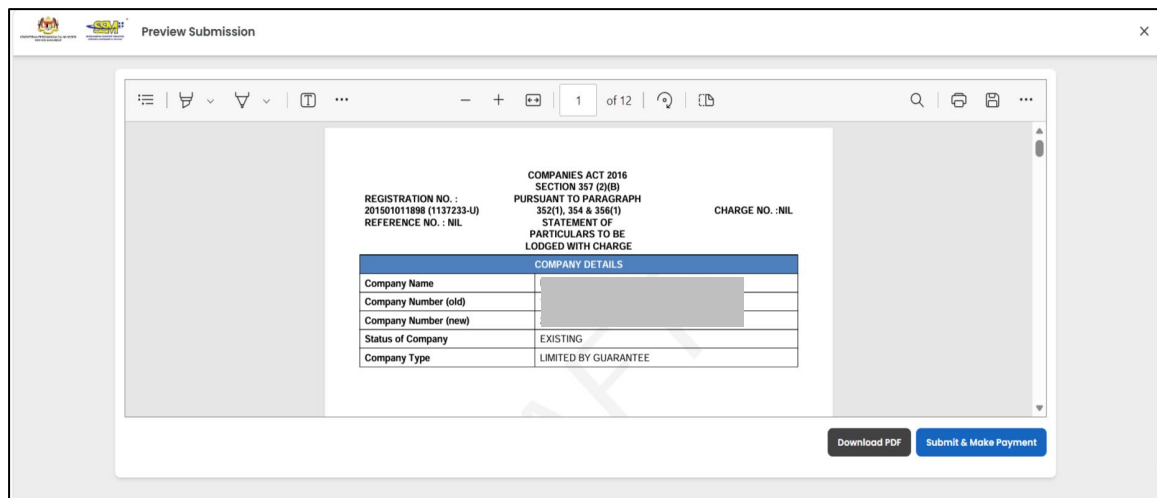
22

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.



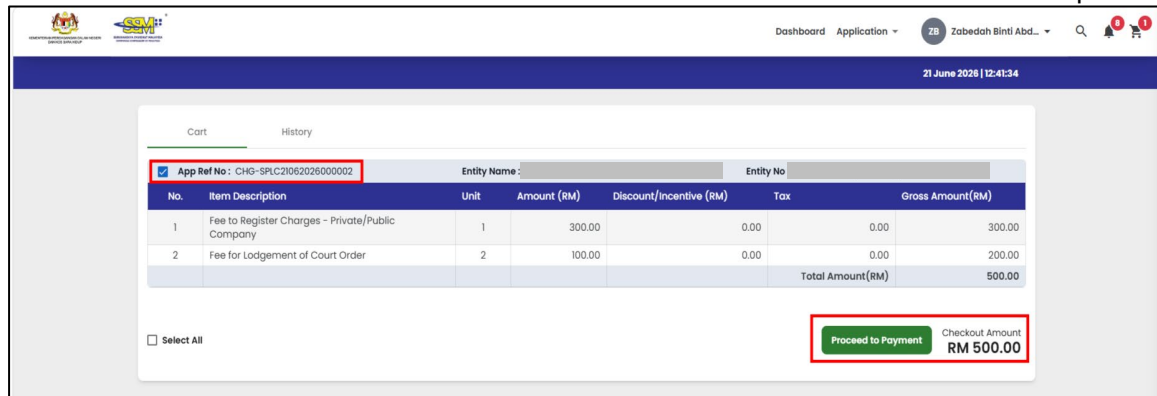
23

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



24

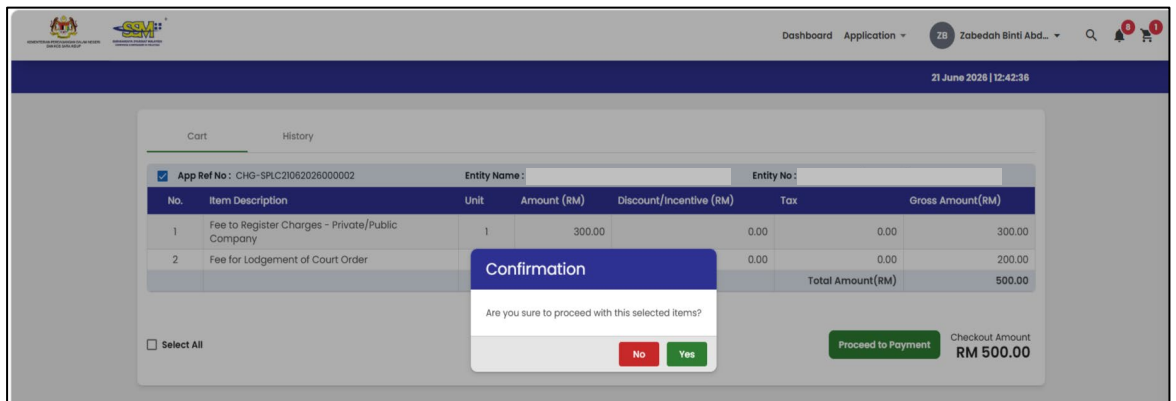
Make the payment as instructed. Once the payment is successful, the transaction will be completed.



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
Total Amount (RM)						500.00

Click **Proceed to Payment**

25



Dashboard Application ZB Zabedah Binti Abd... 21 June 2026 | 12:42:36

Cart History

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			0.00	0.00	200.00
Total Amount(RM)						500.00

Confirmation

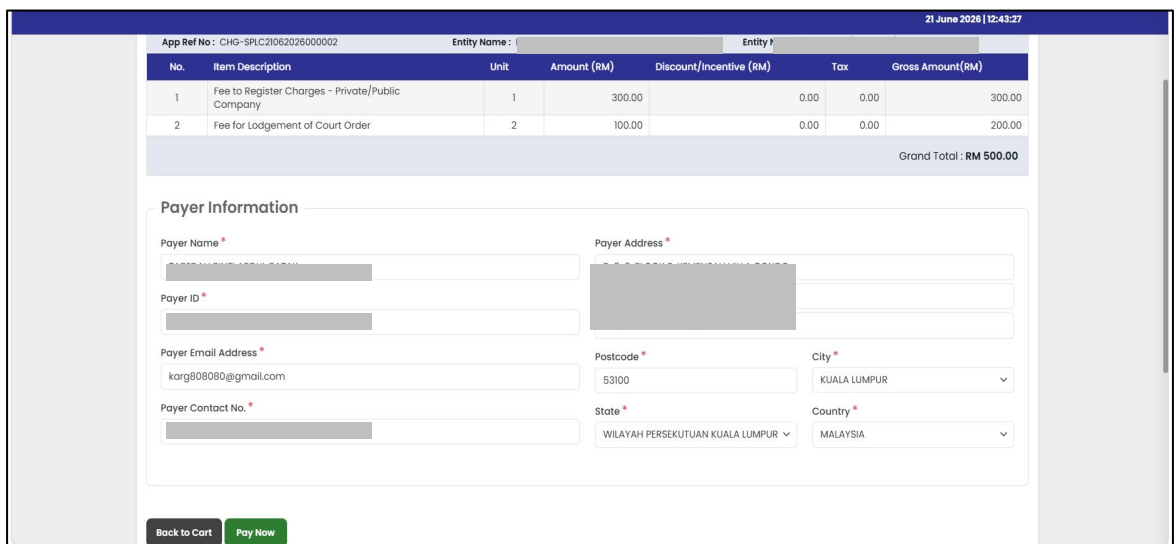
Are you sure to proceed with this selected items?

☐ Select All

Checkout Amount RM 500.00

Click **Yes**

26



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	300.00
2	Fee for Lodgement of Court Order	2	100.00		0.00	200.00
Grand Total : RM 500.00						

Payer Information

Payer Name * Payer Address *

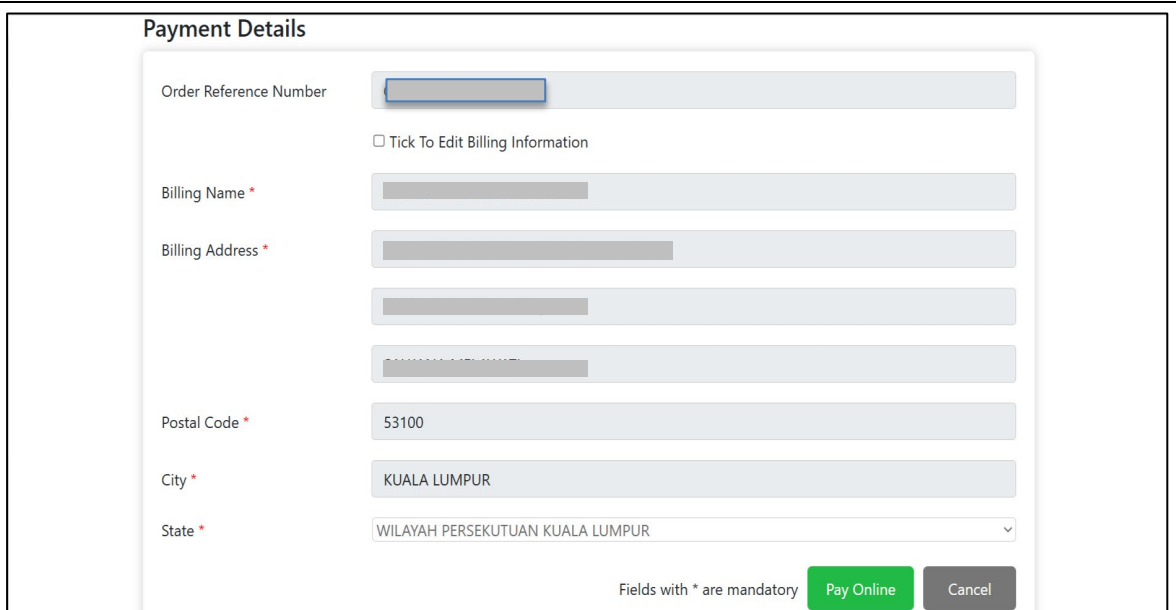
Payer ID * Payer Email Address * karg80808@gmail.com

Payer Contact No. * Postcode * 53100 City * KUALA LUMPUR

State * WILAYAH PERSEKUTUAN KUALA LUMPUR Country * MALAYSIA

Click **Pay Now**

27



Payment Details

Order Reference Number

☐ Tick To Edit Billing Information

Billing Name *

Billing Address *

Postal Code * 53100

City * KUALA LUMPUR

State * WILAYAH PERSEKUTUAN KUALA LUMPUR

Fields with * are mandatory

28

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

TIME REMAINING | 00:18

PAYMENT DETAILS

Order ID CRS20260621000006	Payment ID RMO20260621000006	Order Description Payment to Suruhanjaya Syarikat Malaysia	Total MYR 500.00
-------------------------------	---------------------------------	---	---------------------

PAY WITH CREDIT CARD / DEBIT CARD

CARDHOLDER NAME

shim

CARD NUMBER

4444 3333 2222 1111

CARD TYPES

VISA

EXPIRATION DATE

09 / 2039

CVV

...

OTHER PAYMENT METHODS

FPX

RETAIL INTERNET BANKING

AFFIN BANK

AFFIN BANK

AGRO BANK

allianceonline

Bank Islam

BANK ISLAM

CIMB Clicks

HSB connect

Maybank

Maybank

MESB

MESB

RHB

RHB

SBI Bank A

SBI Bank B

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

29

E-Services Public Portal

21 Jun 2026 | 12:46:24



SSM
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Your payment has been successfully received.



A receipt has been emailed to your registered SSM4U email address.

Proceed

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

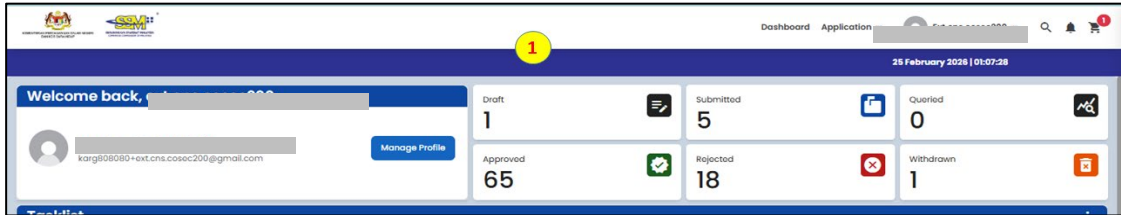
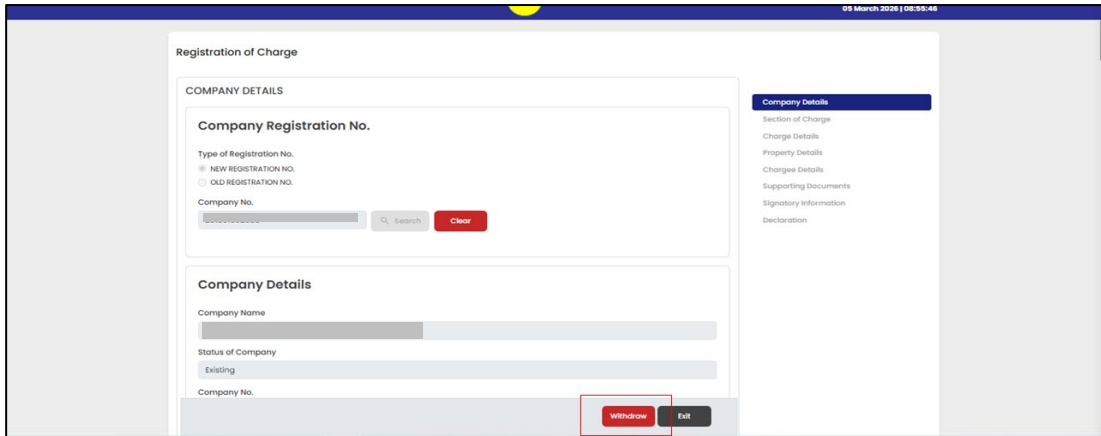
Payment Status ✔ Success

Order Reference No CRS20260621000006

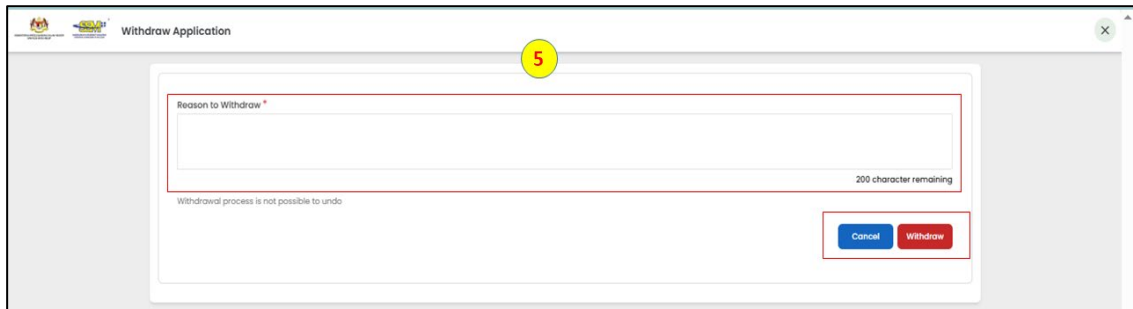
Receipt No. OR20260621000006

App Ref No : CHG-SPLC21062026000002		Entity Name :		Entity No :	
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Gross Amount(RM)
1	Fee to Register Charges - Private/Public Company	1	300.00	0.00	300.00
2	Fee for Lodgement of Court Order	2	100.00	0.00	200.00

3.3 Withdraw Application (Before Application Queried By SSM Officer)

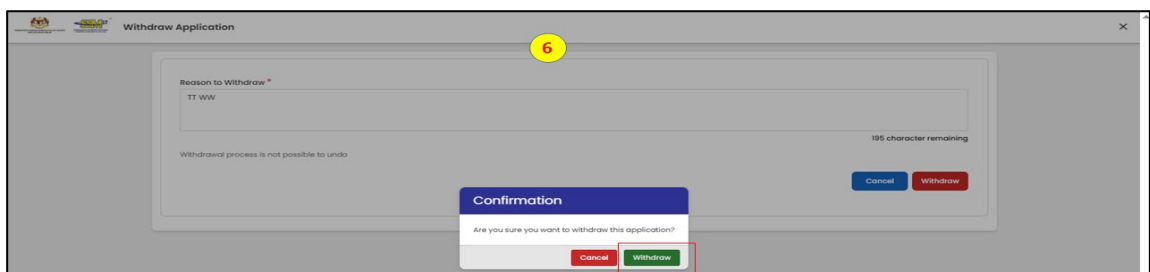
Field Num.	Description																																													
1	From Dashboard, navigate to the Application menu in the Navigation Bar. 																																													
2	Then, go to the Tasklist.																																													
3	Click on the My Tray tab and then click the submitted application with the status Pending Approval (In-Progress) from the My Tray listing.  <table><thead><tr><th>No.</th><th>Lodging Ref. No.</th><th>Entity Type</th><th>Entity Name / Proposed Name</th><th>Entity No.</th><th>Module/Submodule</th><th>Status</th><th>Expiry Date</th><th>Countdown</th></tr></thead><tbody><tr><td>1</td><td>CHG-SPLC25022025000000</td><td>ROC</td><td>VULU</td><td>2018</td><td>Charges > Registration of Charges</td><td>Pending Approval</td><td></td><td>-</td></tr><tr><td>2</td><td>ACN-CW22012025000004</td><td>ROC</td><td>CW-</td><td>1234</td><td>Charges > Registration of Charges</td><td>Pending Approval</td><td></td><td>-</td></tr><tr><td>3</td><td>ACN-CW04022025000001</td><td>ROC</td><td>TEST</td><td>-</td><td>Control Word > New Application Of Control Name</td><td>Pending Approval</td><td></td><td>-</td></tr><tr><td>4</td><td>INCACN-L22092025000018</td><td>ROC</td><td>KEPC</td><td>-</td><td>Incorporation > ROC Incorporation of Local Company (Direct)</td><td>Pending Approval</td><td></td><td>-</td></tr></tbody></table>	No.	Lodging Ref. No.	Entity Type	Entity Name / Proposed Name	Entity No.	Module/Submodule	Status	Expiry Date	Countdown	1	CHG-SPLC25022025000000	ROC	VULU	2018	Charges > Registration of Charges	Pending Approval		-	2	ACN-CW22012025000004	ROC	CW-	1234	Charges > Registration of Charges	Pending Approval		-	3	ACN-CW04022025000001	ROC	TEST	-	Control Word > New Application Of Control Name	Pending Approval		-	4	INCACN-L22092025000018	ROC	KEPC	-	Incorporation > ROC Incorporation of Local Company (Direct)	Pending Approval		-
No.	Lodging Ref. No.	Entity Type	Entity Name / Proposed Name	Entity No.	Module/Submodule	Status	Expiry Date	Countdown																																						
1	CHG-SPLC25022025000000	ROC	VULU	2018	Charges > Registration of Charges	Pending Approval		-																																						
2	ACN-CW22012025000004	ROC	CW-	1234	Charges > Registration of Charges	Pending Approval		-																																						
3	ACN-CW04022025000001	ROC	TEST	-	Control Word > New Application Of Control Name	Pending Approval		-																																						
4	INCACN-L22092025000018	ROC	KEPC	-	Incorporation > ROC Incorporation of Local Company (Direct)	Pending Approval		-																																						
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**.

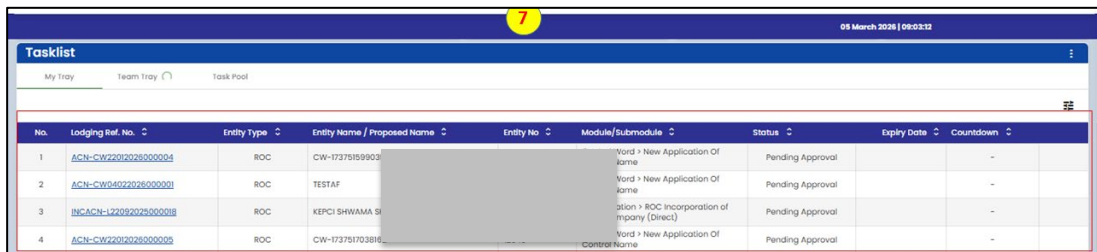


Then Click **Withdraw** button.

- 6 Click **Withdraw** to proceed the withdrawal.

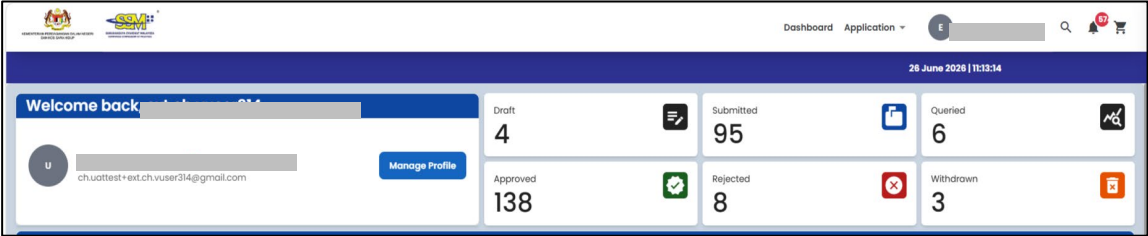
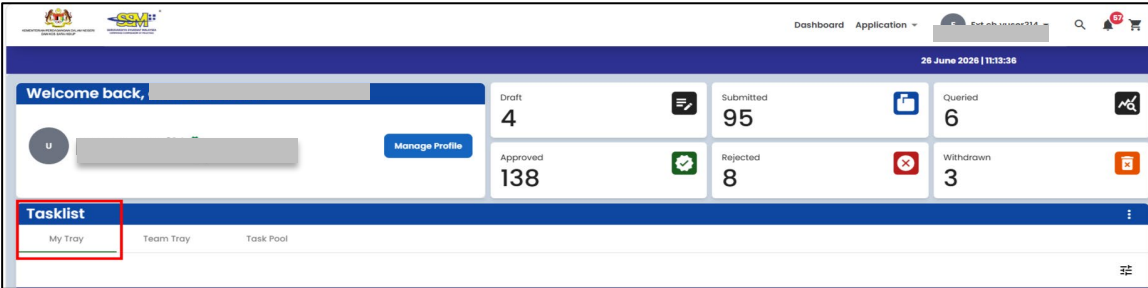
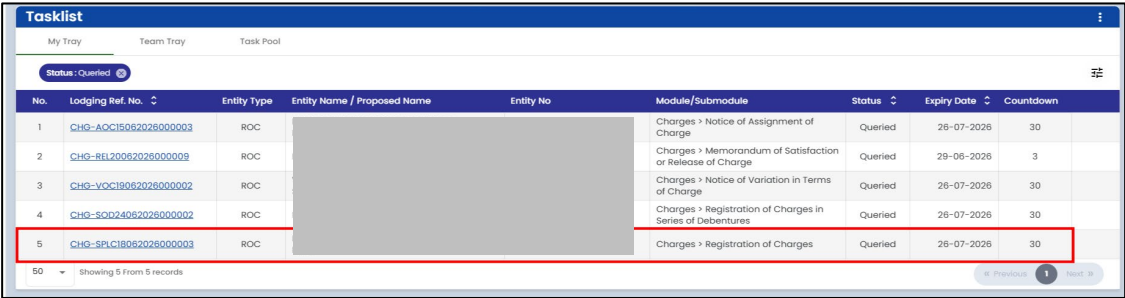


- 7 The task will be disappeared in the **CH Executive's** Tasklist.

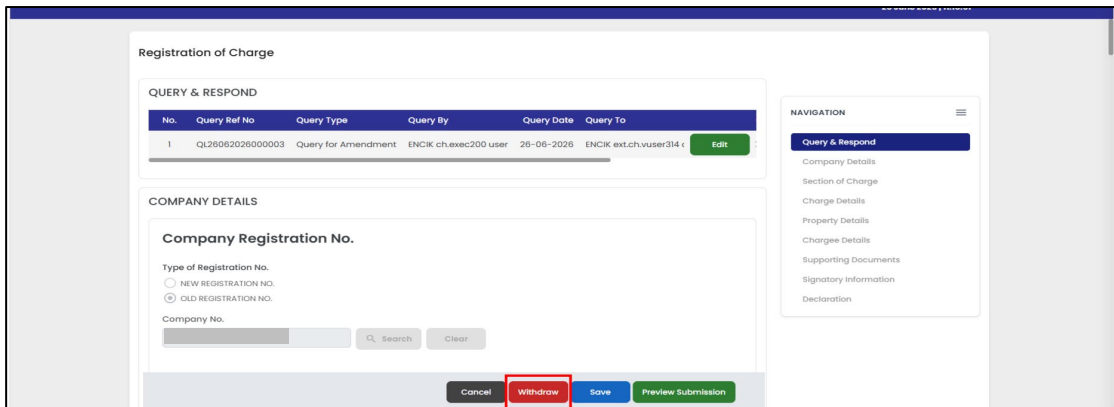


No.	Lodging Ref. No.	Entity Type	Entity Name / Proposed Name	Entity No.	Module/Submodule	Status	Expiry Date	Countdown
1	ACH-CW220120280000004	ROC	CW-17275159903		Yard > New Application Of	Pending Approval		-
2	ACH-CW040220280000001	ROC	TESTAF		Yard > New Application Of	Pending Approval		-
3	INCACH-172092029000008	ROC	KEPCI SHWAMA S		ation > ROC Incorporation of	Pending Approval		-
4	ACH-CW220120280000005	ROC	CW-172751703816		Yard > New Application Of	Pending Approval		-

3.4 Withdraw Application (After Application Queried by SSM Officer)

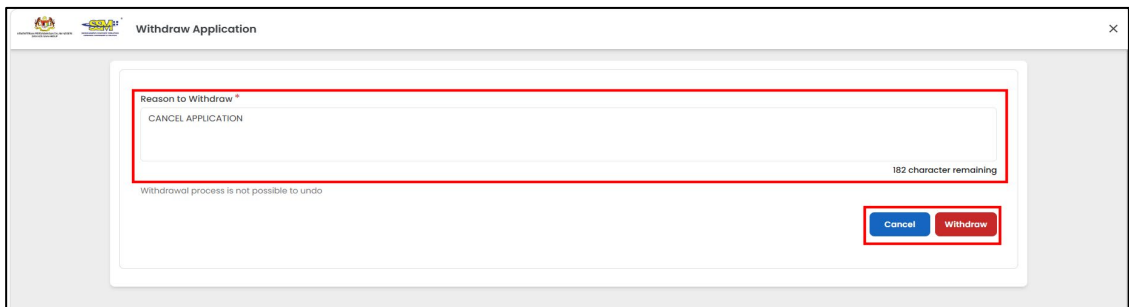
Field Num.	Description
1	On the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist. 
3	Click on the My Tray tab and then click the submitted application with the status Queried from the My Tray listing. 

- 4 From the **Registration of Charges form**, click the **Withdraw** button on the bottom of the page.



The screenshot shows the 'Registration of Charge' form. At the bottom, there are four buttons: 'Cancel', 'Withdraw' (highlighted with a red box), 'Save', and 'Preview Submission'.

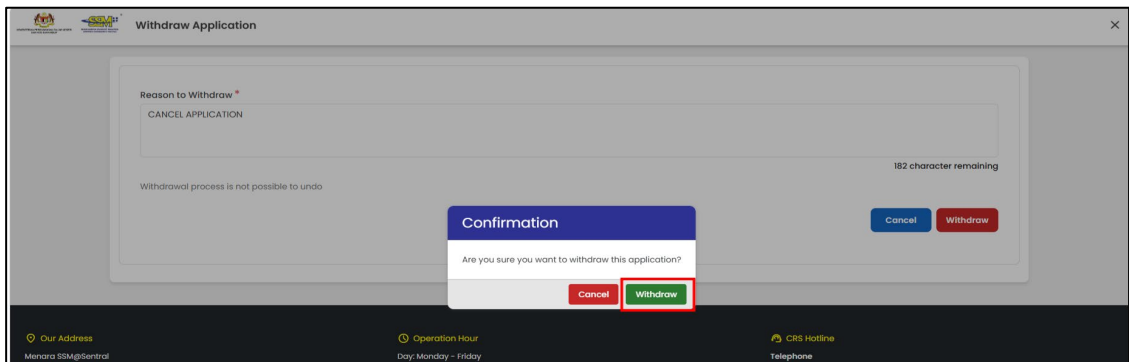
- 5 On the **Withdraw Application** popup, select the **Reason to Withdraw**.



The screenshot shows the 'Withdraw Application' popup. A text area labeled 'Reason to Withdraw *' with the placeholder 'CANCEL APPLICATION' is highlighted with a red box. Below the text area, it says '182 character remaining' and 'Withdrawal process is not possible to undo'. At the bottom right, there are 'Cancel' and 'Withdraw' buttons.

Then Click **Withdraw** button.

- 6 Click **Withdraw** to proceed the withdrawal.

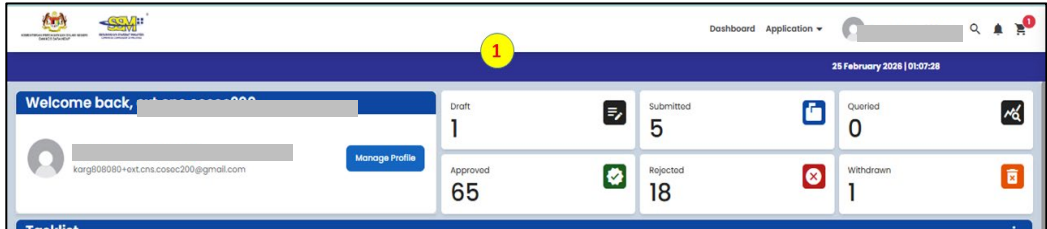
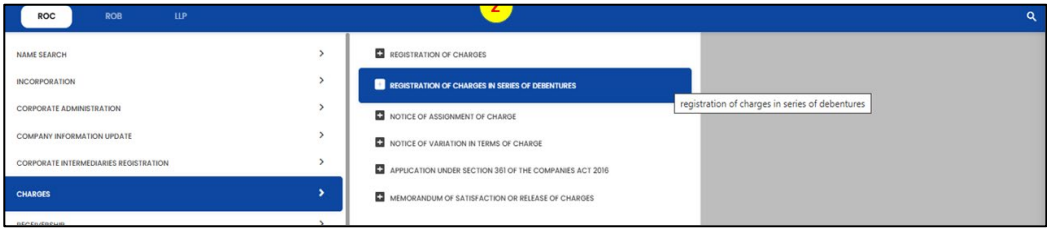
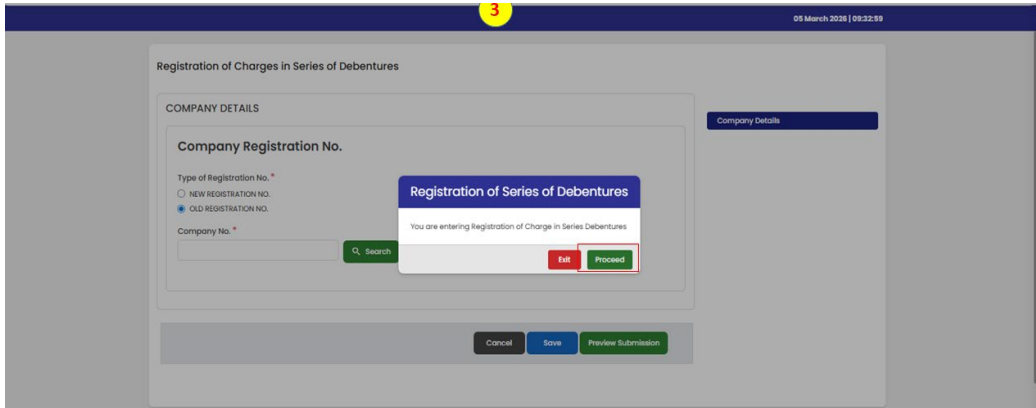


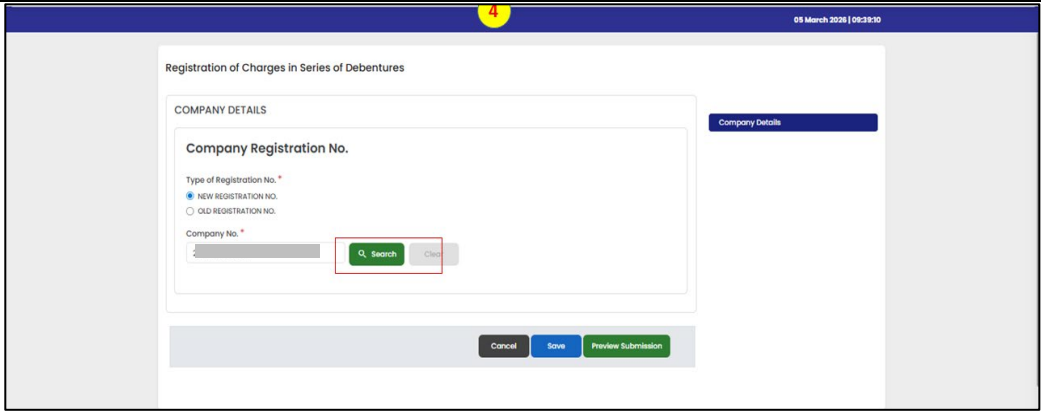
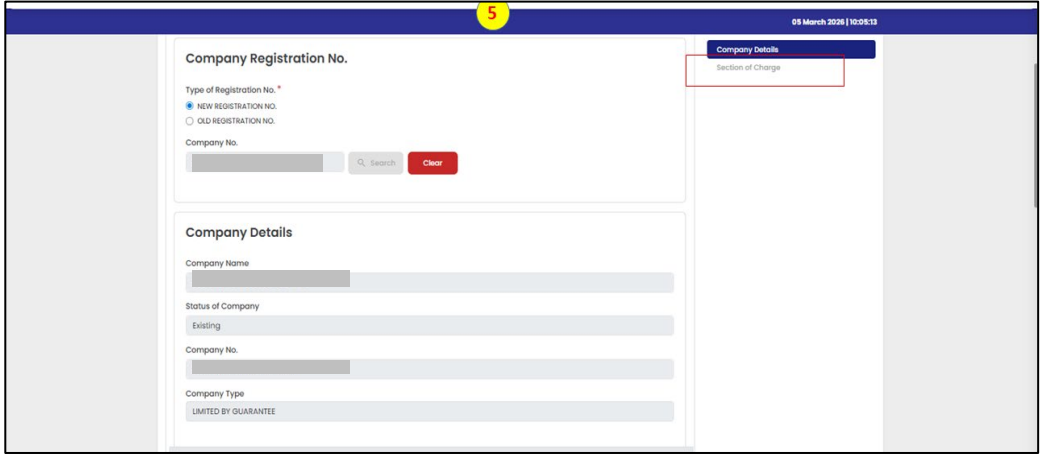
The screenshot shows the 'Withdraw Application' popup with a 'Confirmation' dialog box in the center. The dialog asks 'Are you sure you want to withdraw this application?' and has 'Cancel' and 'Withdraw' buttons. The 'Withdraw' button is highlighted with a red box. The background popup is dimmed.

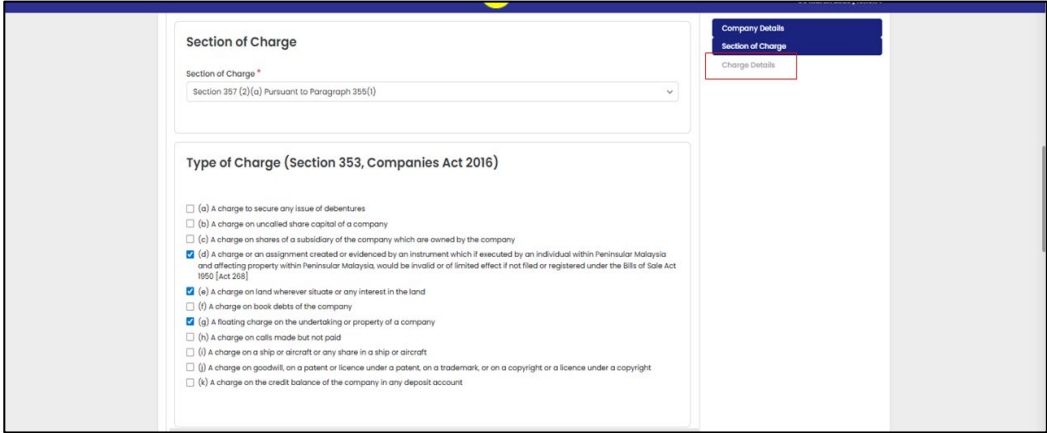
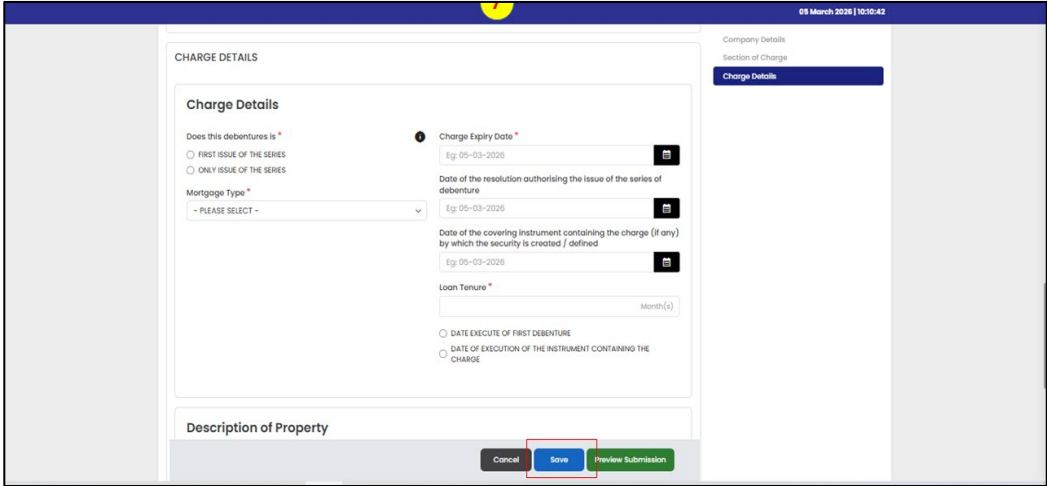
- 7 The task will be disappeared in the **CH Executive's** Tasklist.

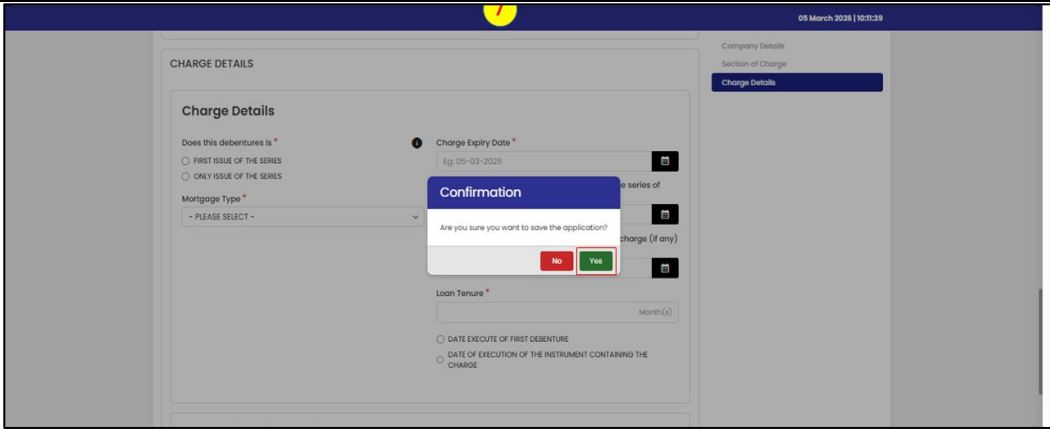
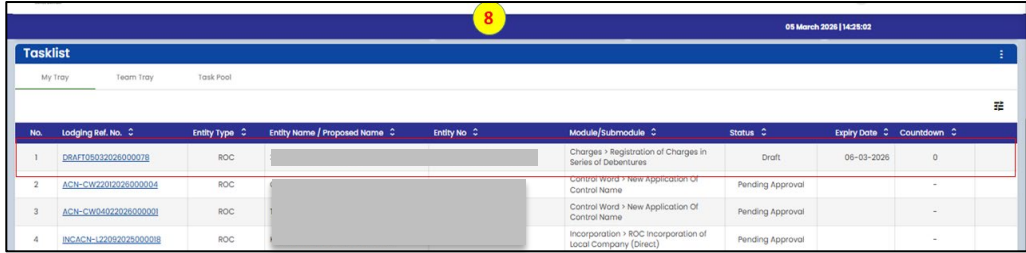
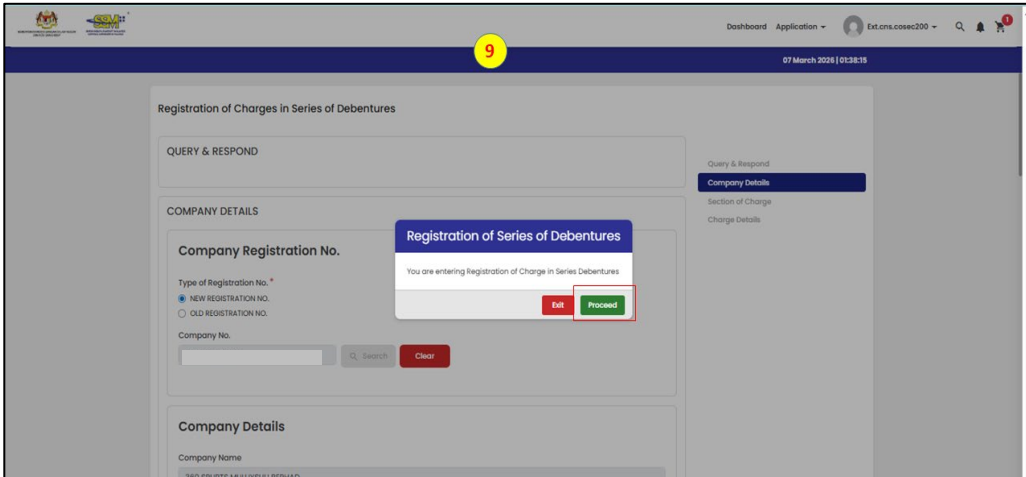
4. Registration of Charges in Series of Debentures

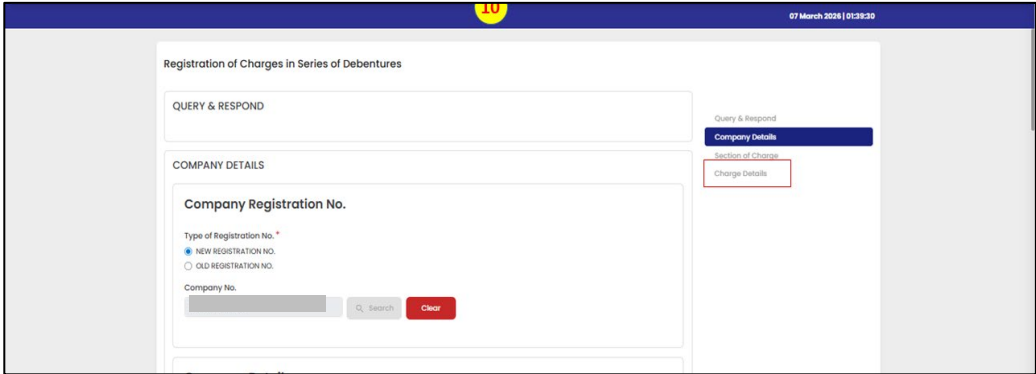
4.1 First Issue of the Series selected with Court Order

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: Company Name: <i><Auto-populate the company Name & disable></i> <i>Note:</i> <i>Auto-Capitalised.</i> <i>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>).</i> Company Number: <i><Auto populate & disable. New Company No. followed by Old Company Number in a bracket.></i> Status of Company: <i><Auto-populate & disable></i> Company Type: <i><Auto-populate & disable></i>  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: <i>Note: System populates the Section of Charge options:</i> <i>Section 357 (2)(a) Pursuant to Paragraph 355(1): <i><Default option></i></i> <i>Section 357 (2)(a) Pursuant to Paragraph 355(2) & (3)</i>

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). 

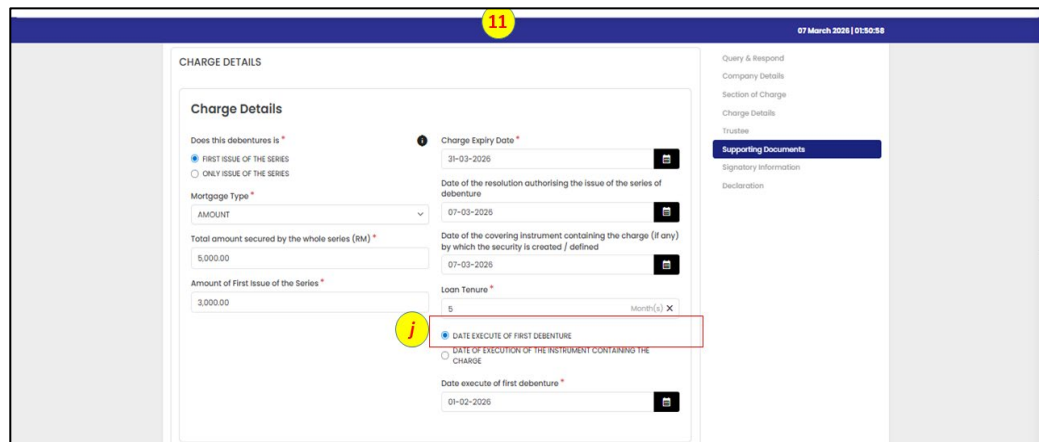
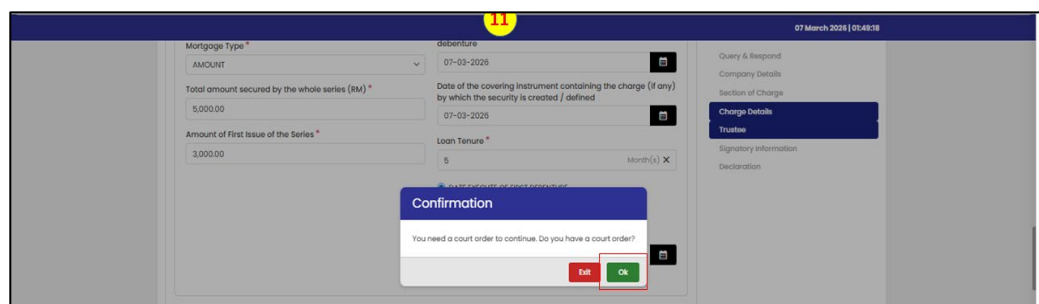
Field Num.	Description
	
	Continue the draft application – from Tasklist (Dashboard)
8	From the Dashboard, go to the Tasklist. Search for the Registration of Charges in Series of Debentures application that have been saved before. 
9	Click on the task. Then click Proceed 

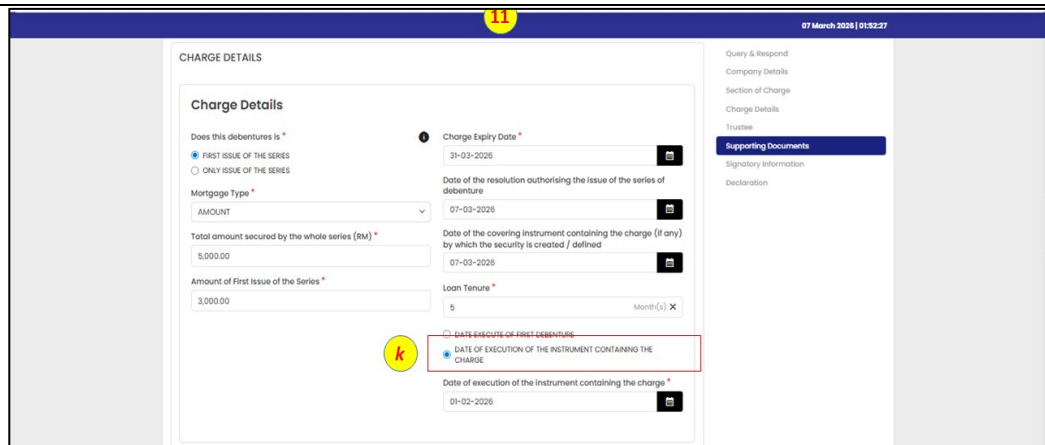
10	Continue clicking the Right Tab Menu button until the Charge Details tab appears or Scroll Down to access it. 
11	From the Charge Details tab, fill in the following fields: Does This Debenture Is: <Select radio button: <i>First Issue of The Series</i>> <i>Options: First Issue of The Series or Only Issue of The Series.</i> Mortgage Type: <Select from the drop-down list: <i>Amount</i>> <i>Note: The below fields will be displayed.</i> 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) 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). <i>Only display when First Issue of the Series selected.</i> Charge Expiry Date: <Select a date> Only allow future date and exclude Today's date Date of the resolution authorising the issue of the series of debenture: <Select a date> Only allow past date and Today's date 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 Loan Tenure: <Input number up to 4 characters. Indicate Month(s) at the end of field> NOTE: Accept Numbers only. Date Execute: <Select radio button: <i>Date Execute of First Debenture</i>> <i>Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge</i> 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



CHARGE DETAILS

Charge Details

Does this debentures is *

☒ FIRST ISSUE OF THE SERIES

☐ ONLY ISSUE OF THE SERIES

Mortgage Type *

AMOUNT

Total amount secured by the whole series (RM) *

5,000.00

Amount of First Issue of the Series *

3,000.00

Charge Expiry Date *

31-03-2026

Date of the resolution authorising the issue of the series of debenture

07-03-2026

Date of the covering instrument containing the charge (if any) by which the security is created / defined

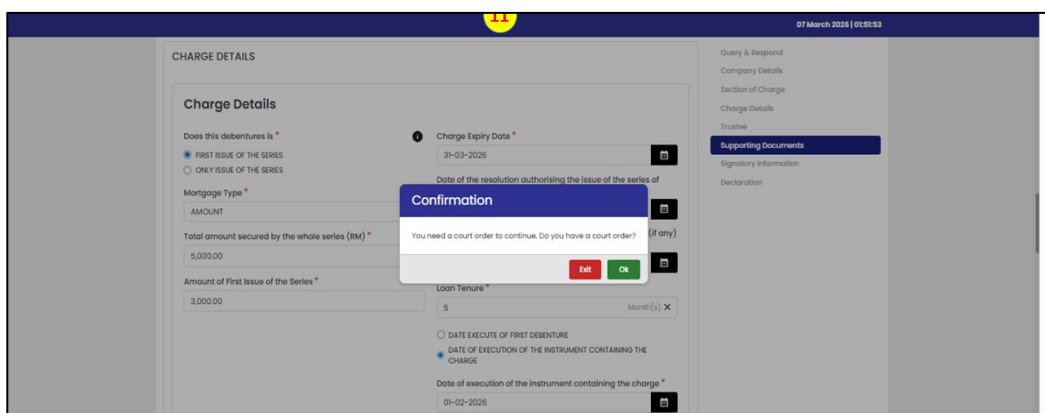
07-03-2026

Loan Tenure *

5 Month(s) X

DATE OF EXECUTION OF THE INSTRUMENT CONTAINING THE CHARGE

01-02-2026



Confirmation

You need a court order to continue. Do you have a court order? (if any)

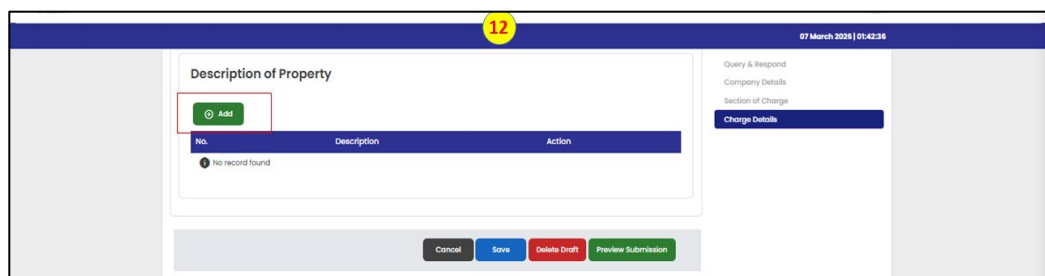
Exit Ok

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.



Description of Property

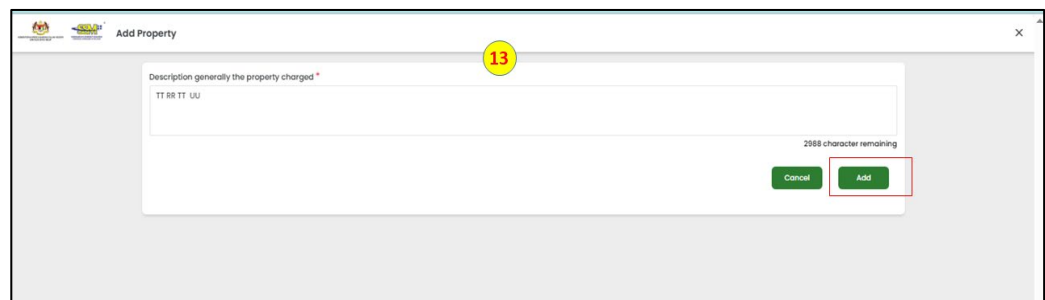
Add

No	Description	Action
No record found		

Cancel Save Delete Draft Preview Submission

13

Repeat **Step 12** to add another description on **Description of Property** section and fill in the following detail



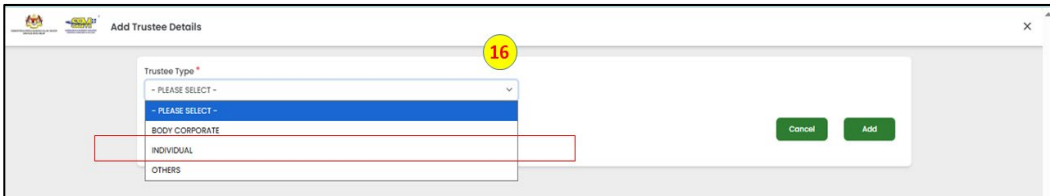
Add Property

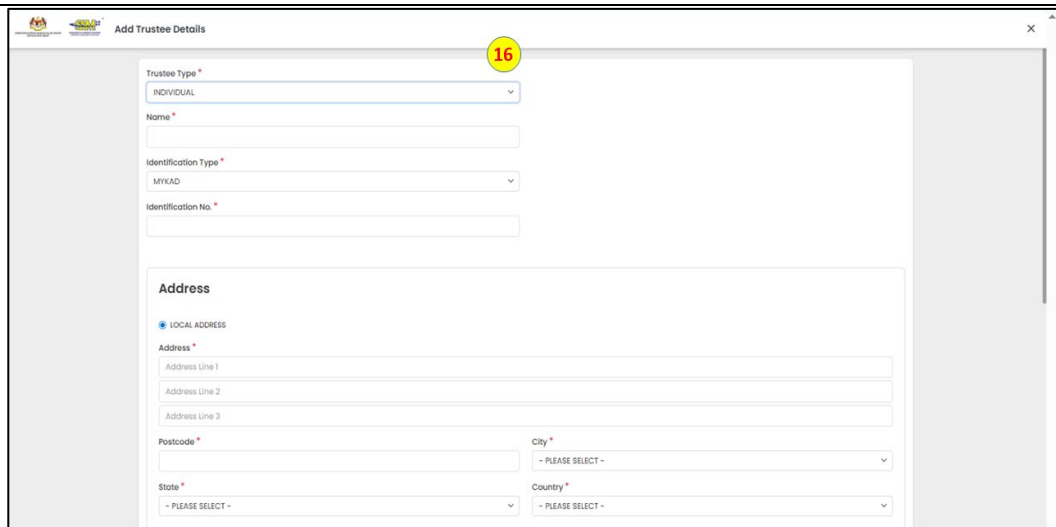
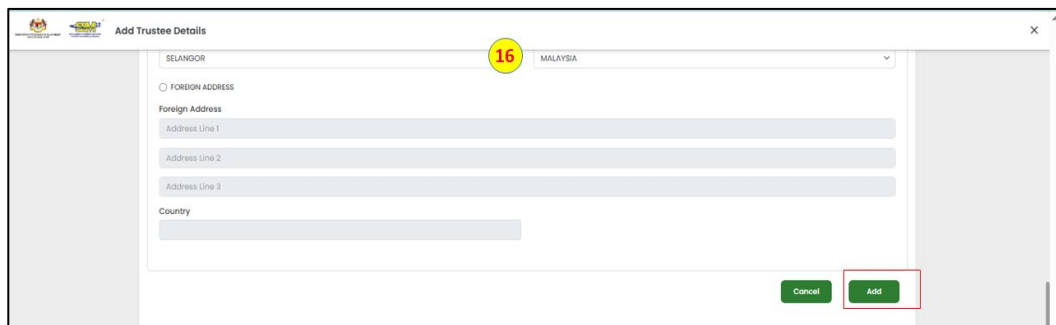
Description generally the property charged *

TT RR TT UU

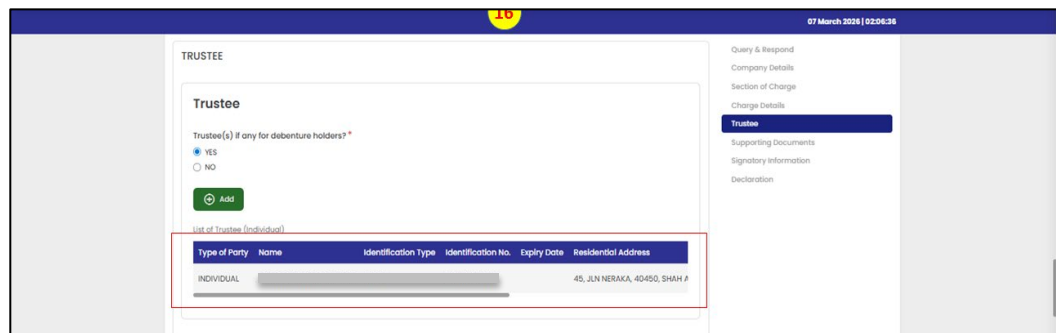
2988 character remaining

Cancel Add

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?: <i><Select radio button: Yes></i> <i>Options: Yes or No.</i> Click Add Button.
16	On Trustee Details section, fill in the following details: Type of Party: <i><Select from the drop-down list: Individual></i> Name: <i><Input Name></i> NOTE: Auto-Capitalised Identification Type: <i><Select from the drop-down list: MyKAD></i> NOTE: Default to MyKAD. Identification Number: <i><Input 12-digit numbers></i> NOTE: Format validation is based on ID Type & Auto-Capitalised. Address Line 1: <i><Input Address Line 1></i> Auto-Capitalised Address Line 2: <i><Input Address Line 2 if any></i> Auto-Capitalised Address Line 3: <i><Input Address Line 3 if any></i> Auto-Capitalised State: <i><Select from drop-down list></i> Auto-populate if Country: Malaysia. City: <i><Select from drop-down list></i> Auto-populate if Country: Malaysia. Postcode: <i><Select from drop-down list></i> Auto-populate if Country: Malaysia. Country: <i><Select from drop-down list></i> 

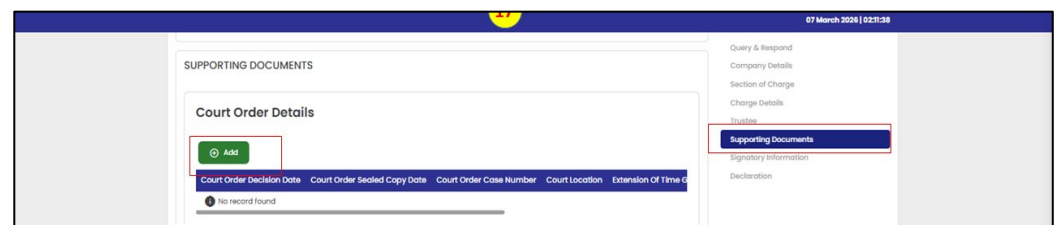
Click **Add** button.



17

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

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

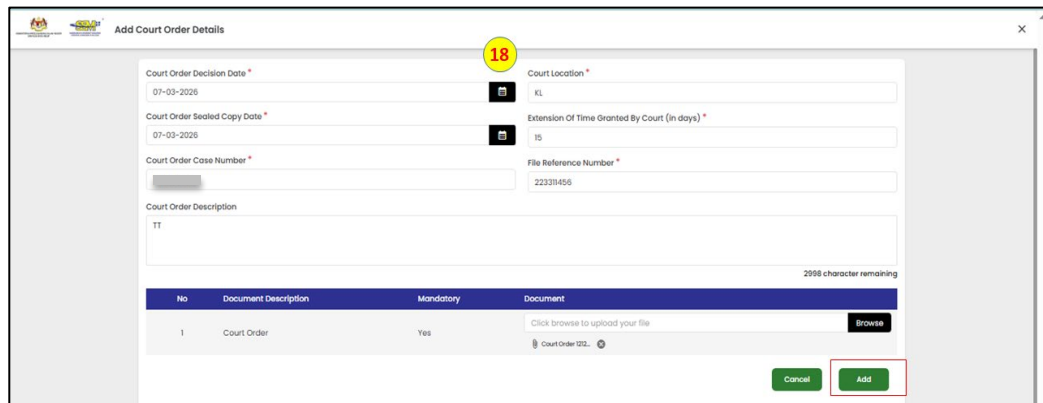


18

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

Court Order Details

- 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

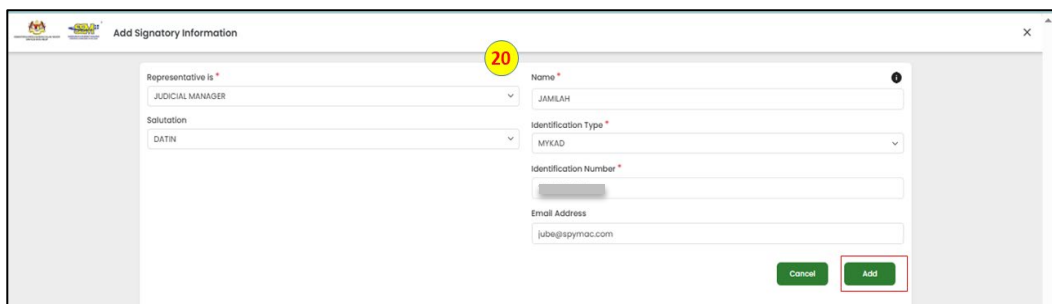
From the **Signatory Information** tab, add **Signatory Information** as follows:

- 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>

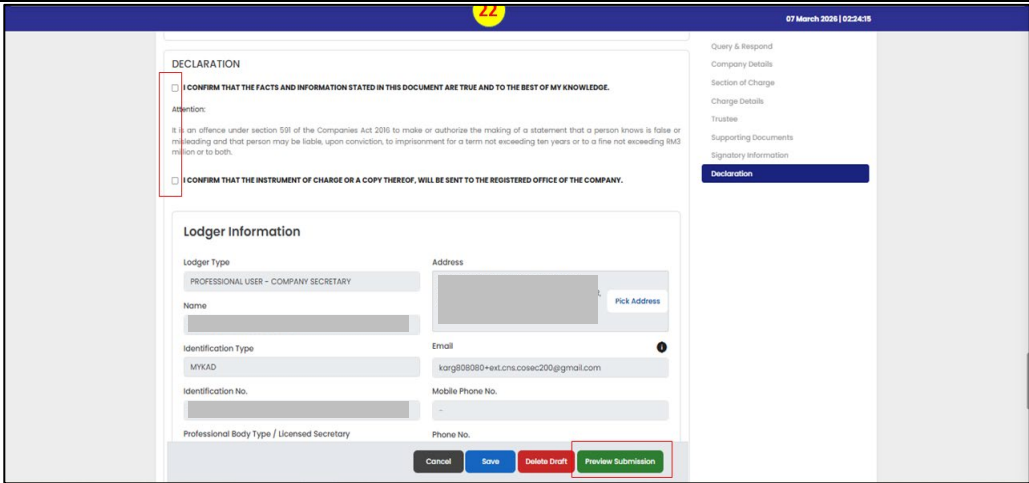
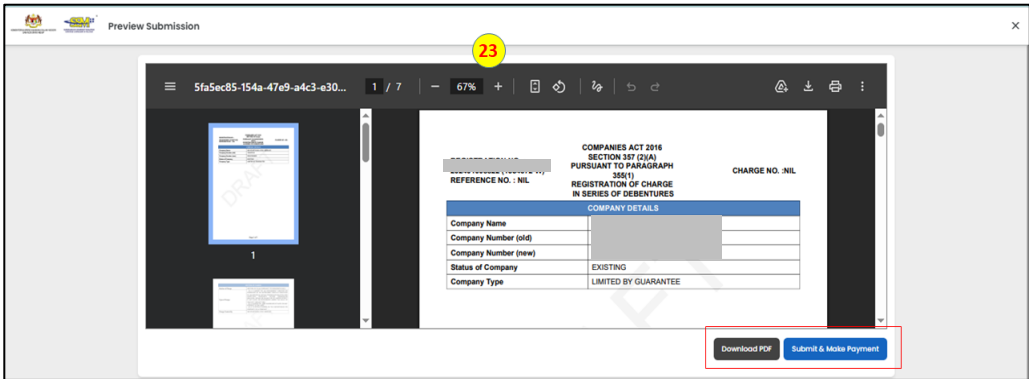
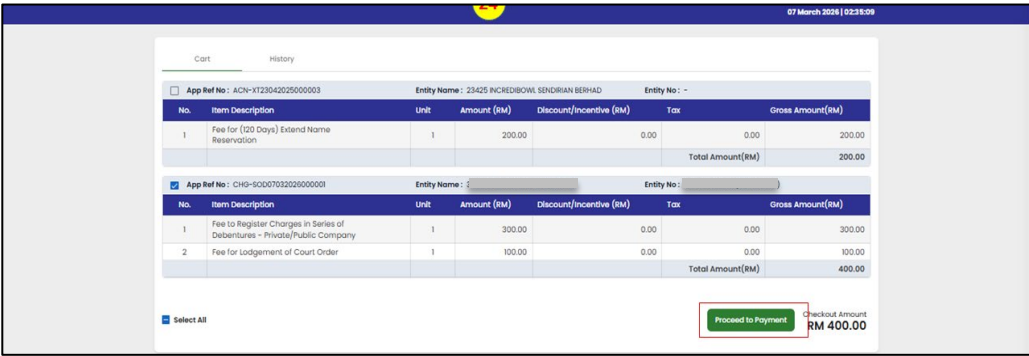
Click **Add** button.

- 21 Repeat **Step 20** to add more **Signatory**.

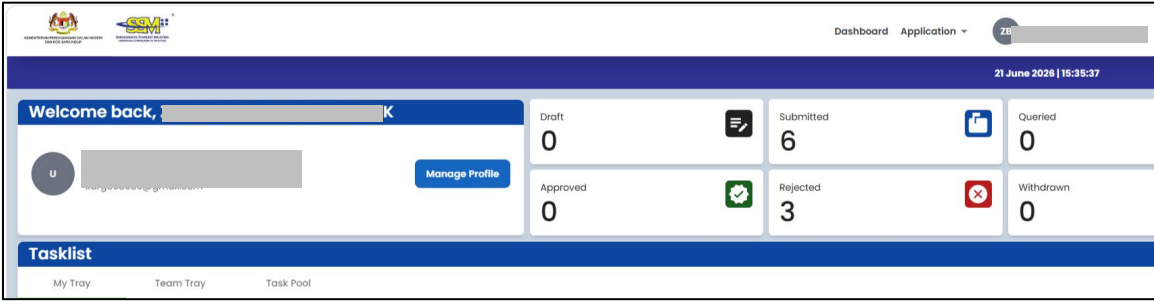
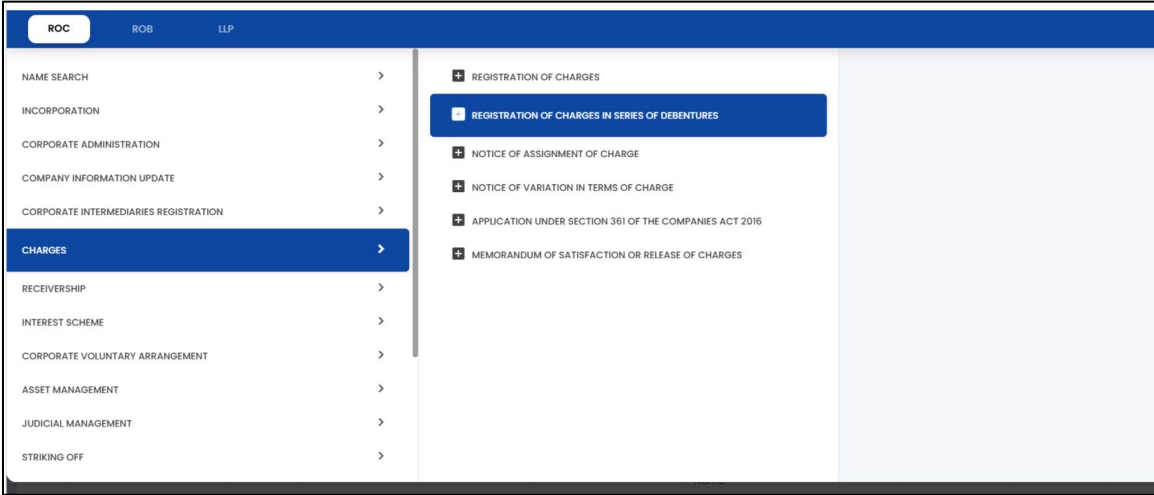
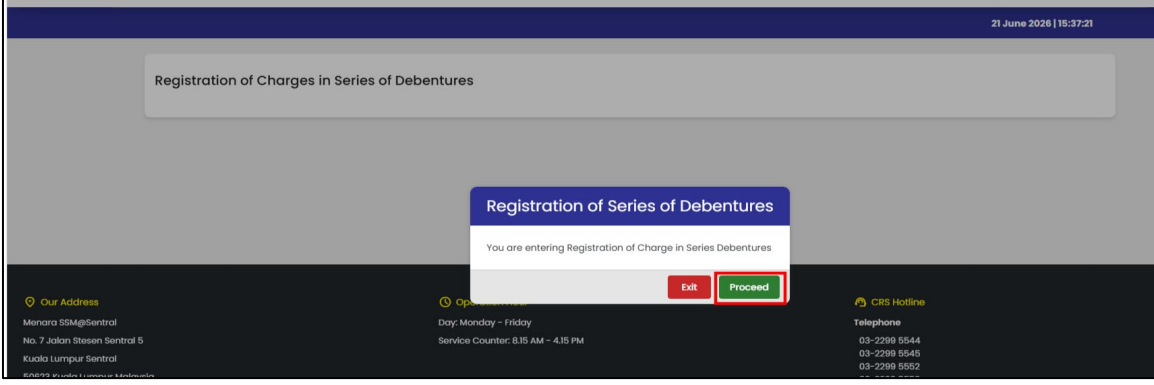


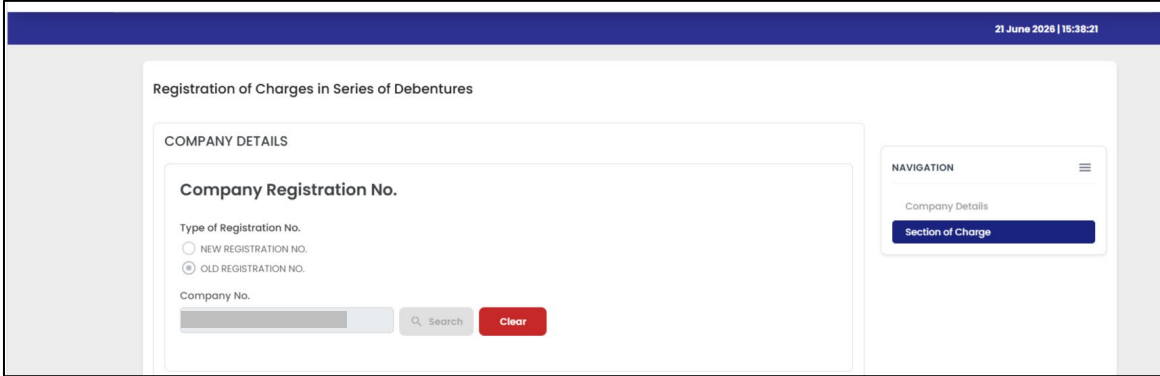
Click **Right Tab Menu** to go to the **Declaration** tab or **Scroll Down** to access it.
NOTE: System validates **Maximum: 2 Signatory** and **Minimum: 1 Signatory** to proceed next.

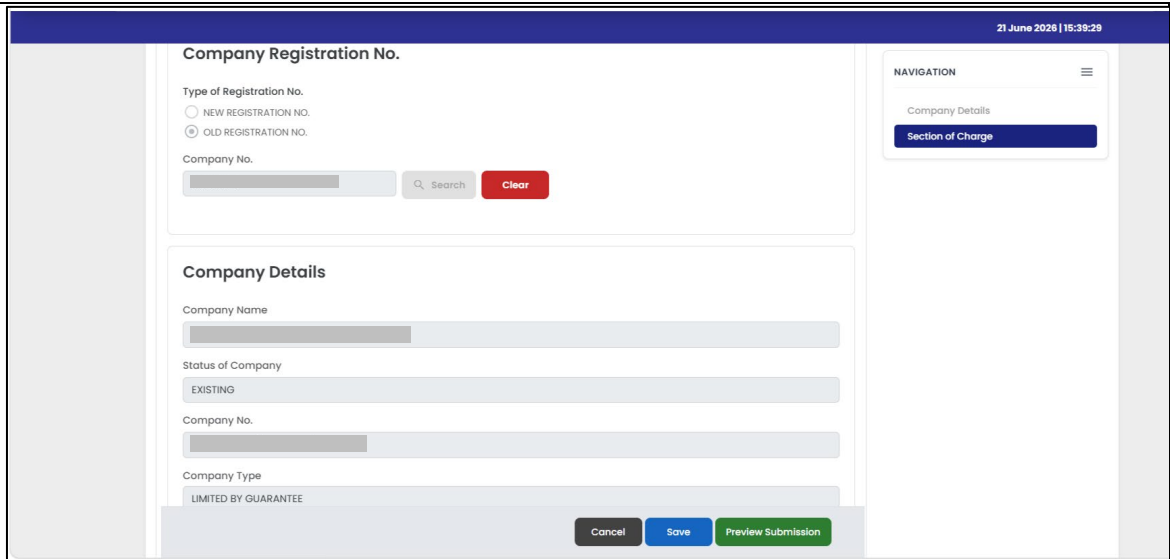
- 22 On the **Declaration** statement, check on the **Declaration** checkbox and click on the **Preview Submission** button.

	
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: Type of Registration Number <Select radio button: OLD / NEW> Company Number: <Input Company No. based on Type of Reg. No.>  Click Search button.
5	The Company Details will be populated as follows: Company Name: <Auto-populate the company Name & disable> Note: - Auto-Capitalised. - 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>). Company Number: <Auto populate & disable. New Company No. followed by Old Company Number in a bracket.> Status of Company: <Auto-populate & disable> Company Type: <Auto-populate & disable>



21 June 2026 | 15:39:29

Company Registration No.

Type of Registration No.
☐ NEW REGISTRATION NO.
☒ OLD REGISTRATION NO.

Company No.

Company Details

Company Name

Status of Company

Company No.

Company Type

NAVIGATION

Company Details
Section of Charge

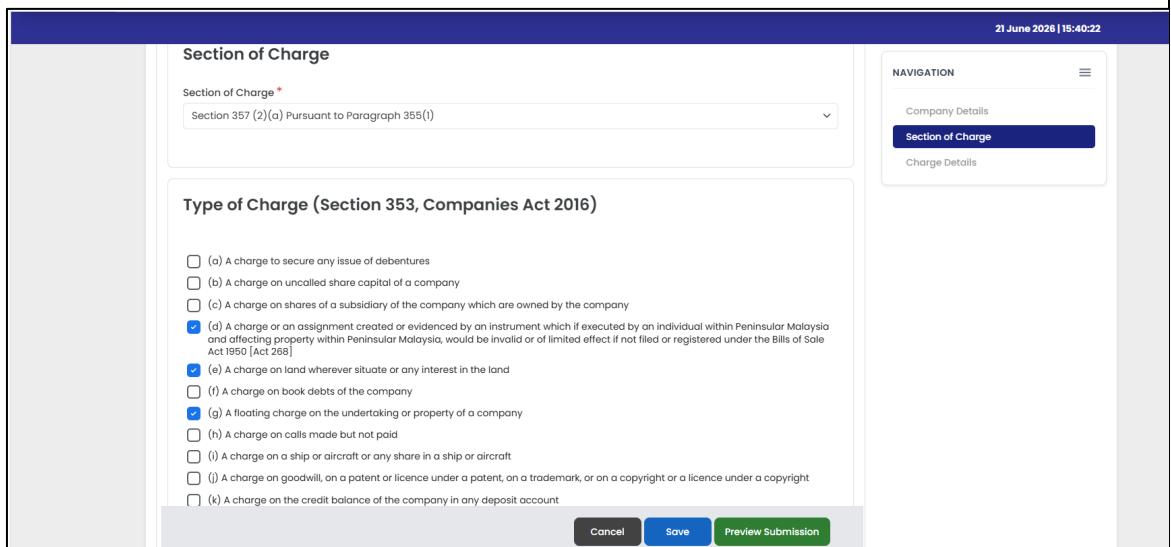
Then go to the **Section of Charge** section or **Scroll Down** to access it.

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>



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Section of Charge

Section of Charge *

Type of Charge (Section 353, Companies Act 2016)

☐ (a) A charge to secure any issue of debentures
☐ (b) A charge on uncalled share capital of a company
☐ (c) A charge on shares of a subsidiary of the company which are owned by the company
☒ (d) A charge or an assignment created or evidenced by an instrument which if executed by an individual within Peninsular Malaysia and affecting property within Peninsular Malaysia, would be invalid or of limited effect if not filed or registered under the Bills of Sale Act 1950 [Act 266]
☒ (e) A charge on land wherever situate or any interest in the land
☐ (f) A charge on book debts of the company
☒ (g) A floating charge on the undertaking or property of a company
☐ (h) A charge on calls made but not paid
☐ (i) A charge on a ship or aircraft or any share in a ship or aircraft
☐ (j) A charge on goodwill, on a patent or licence under a patent, on a trademark, or on a copyright or a licence under a copyright
☐ (k) A charge on the credit balance of the company in any deposit account

NAVIGATION

Company Details
Section of Charge
 Charge Details

	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: <i>First Issue of The Series</i>> b. <i>Options: First Issue of The Series or Only Issue of The Series.</i> c. Mortgage Type: <Select from the drop-down list: Amount> c. <i>Note: The below fields will be displayed.</i> 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. <i>Only display when First Issue of the Series selected.</i> 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: <i>Date Execute of First Debenture</i>> l. <i>Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge</i> 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:

- 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.
- Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.
- Click **Yes** on the **Court Order Alert**.
- The user can continue to fill in other fields

21 June 2026 | 15:42:28

CHARGE DETAILS

Charge Details

Does this debentures is *

☒ FIRST ISSUE OF THE SERIES
 ☐ ONLY ISSUE OF THE SERIES

Mortgage Type *

AMOUNT

Total amount secured by the whole series *

13,450,000.00

Amount of First Issue of the Series *

450,000.00

Charge Expiry Date *

20-07-2040

Date of the resolution authorising the issue of the series of debenture

21-06-2026

Date of the covering instrument containing the charge (if any) by which the security is created / defined

21-06-2026

Loan Tenure *

125

Month(s) X

☒ DATE EXECUTE OF FIRST DEBENTURE
 ☐ DATE OF EXECUTION OF THE INSTRUMENT CONTAINING THE CHARGE

Date execute of first debenture *

01-06-2026

Cancel

Save

Preview Submission

NAVIGATION

Company Details

Section of Charge

Charge Details

Trustee

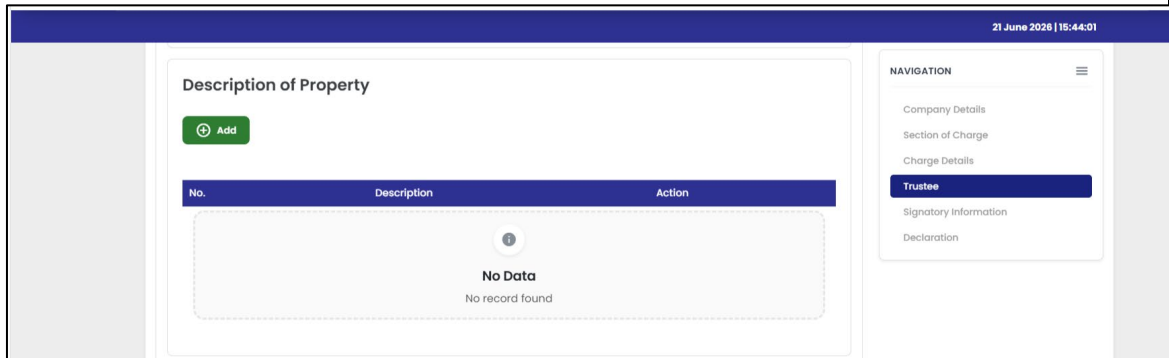
Signatory Information

Declaration

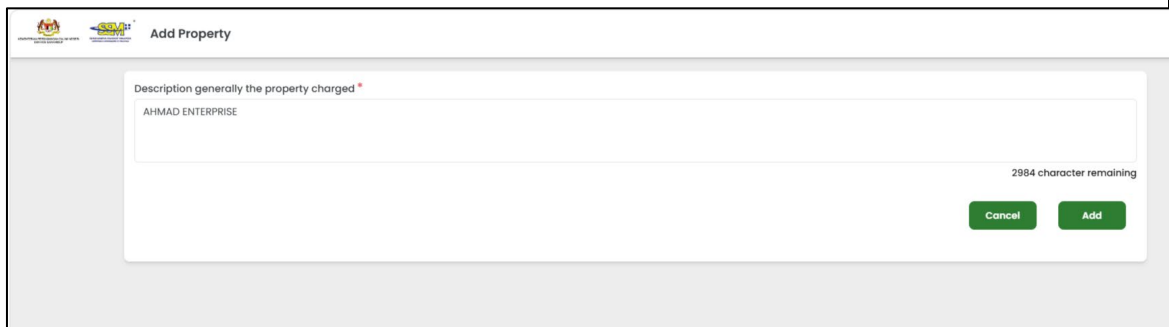
12 On **Description of Property** section, fill in the following detail:

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.

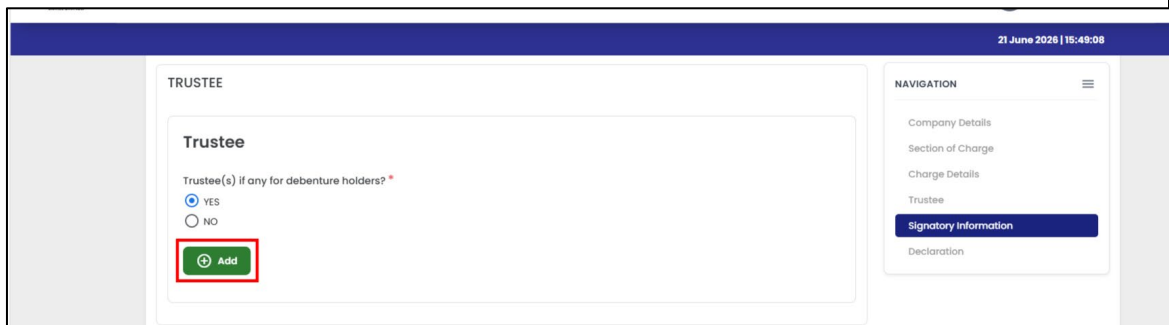
15 On **Trustee** section, fill in the following:

From the **Charge Details** tab, fill in the following fields:

a. **Trustee(s) if any for debentures holders?:** <Select radio button: **Yes**>

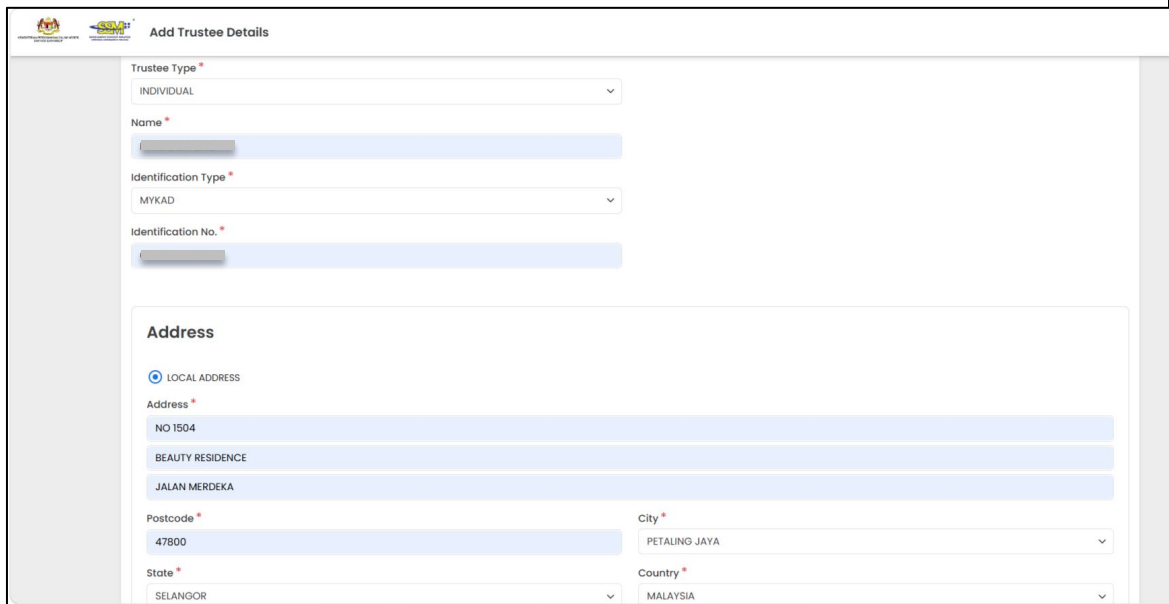
b. *Options: Yes or No.*

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>



Add Trustee Details

Trustee Type *
INDIVIDUAL

Name *
[Input Field]

Identification Type *
MYKAD

Identification No. *
[Input Field]

Address

☒ LOCAL ADDRESS

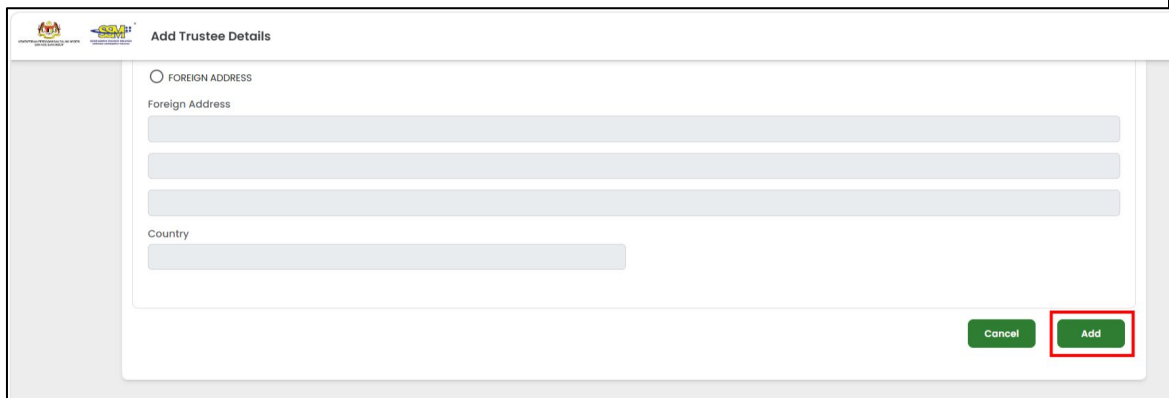
Address *
NO 1504
BEAUTY RESIDENCE
JALAN MERDEKA

Postcode *
47800

City *
PETALING JAYA

State *
SELANGOR

Country *
MALAYSIA



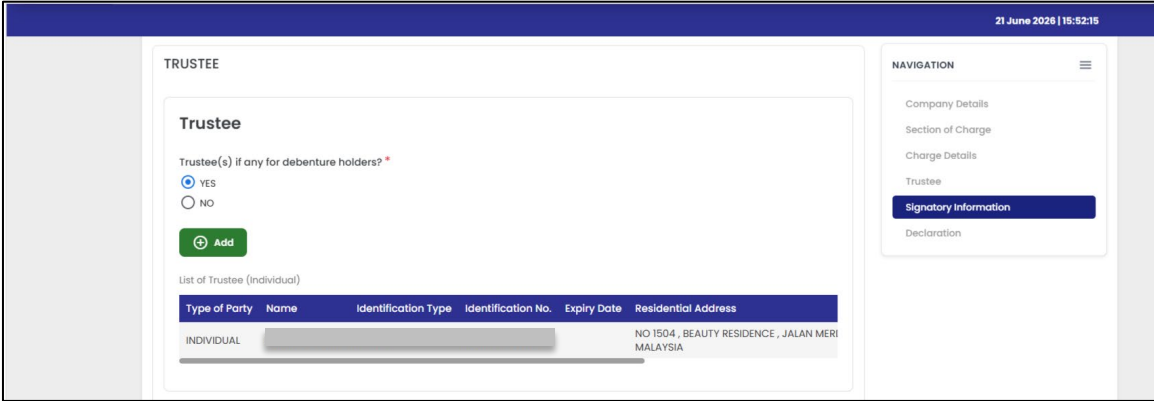
Add Trustee Details

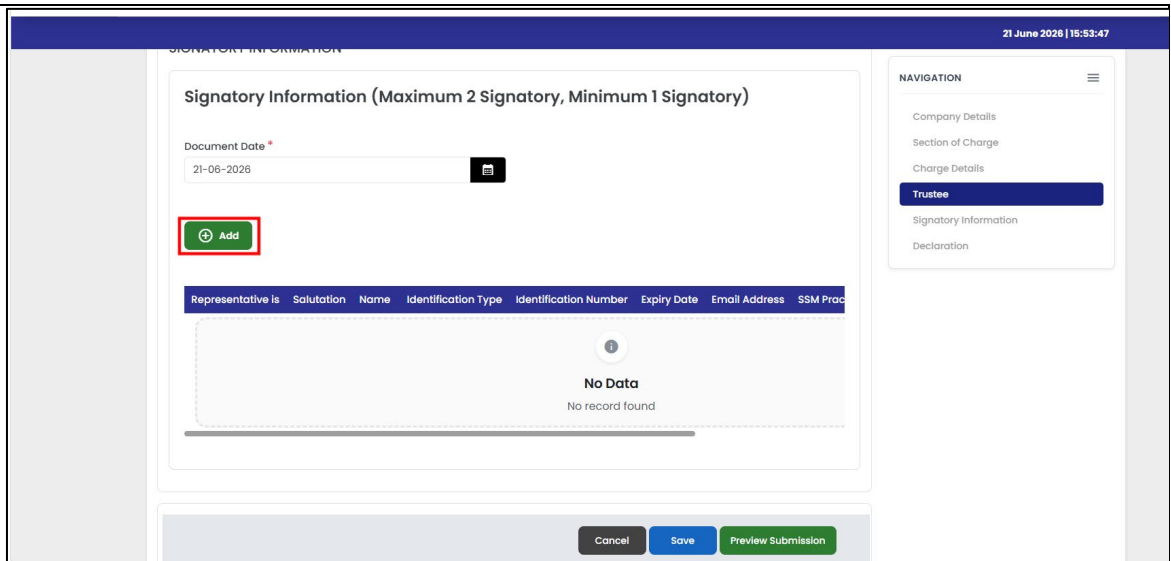
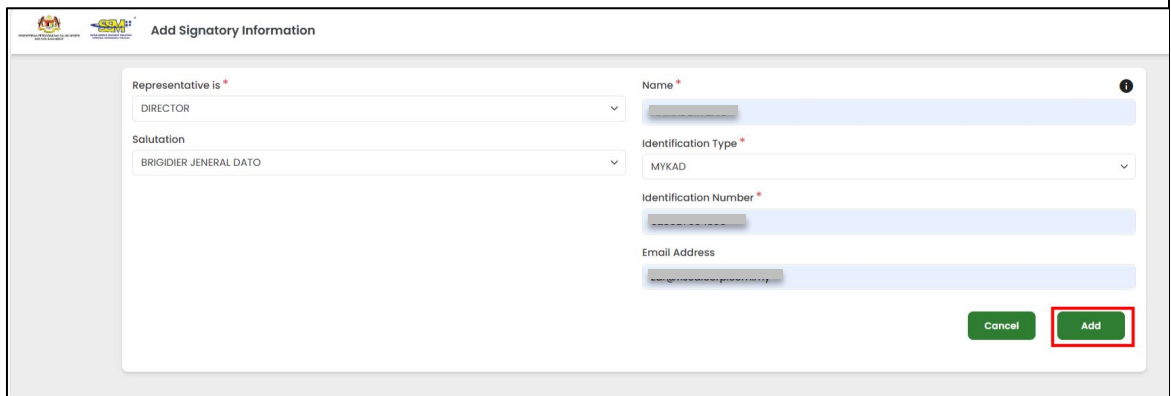
☐ FOREIGN ADDRESS

Foreign Address
[Input Field]
[Input Field]
[Input Field]

Country
[Input Field]

Cancel Add

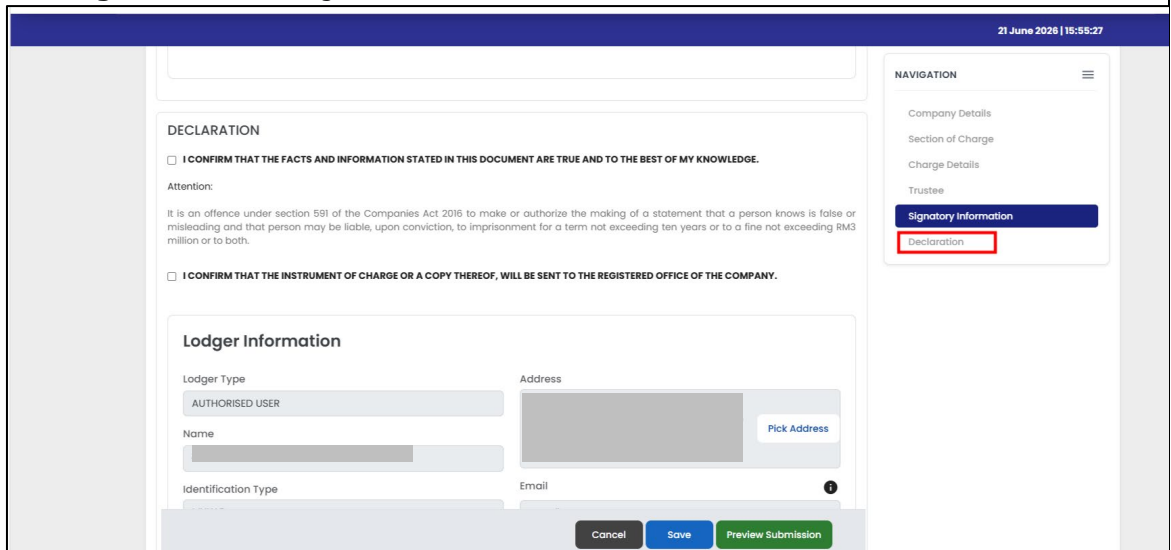
	Click Add button. 
17	Click Right Tab Menu to go to the Signatory Information tab or Scroll Down to access it.
18	From the Signatory Information tab, add Signatory Information as follows: Document Date: <Select a date> Only past date or today's date can be selected. Representative Is: <Select from the drop-down list: JUDICIAL MANAGER> NOTE: - Default selection to Liquidator if the company status is "Winding Up". - 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. - The system will not display the fields as this company's status is not Winding Up and there is no default selection as Liquidator. Salutation: <Select from drop down list> Name: <Input Name> NOTE: Auto-Capitalised Identification Type: <Select from the drop-down list: MyKAD> Identification Number: <Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised. Email Address: <Input a valid email format>

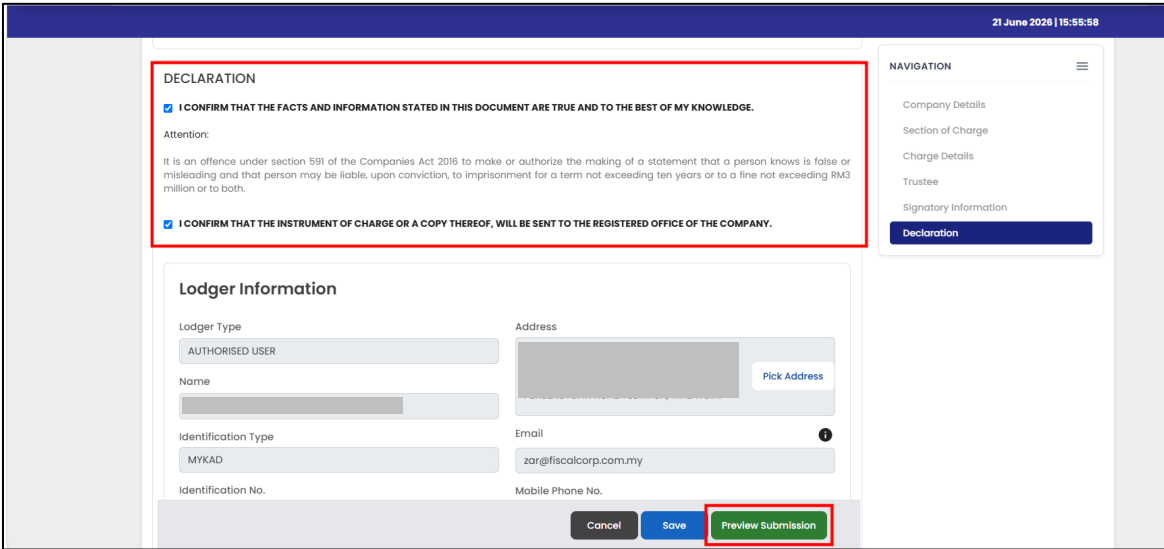
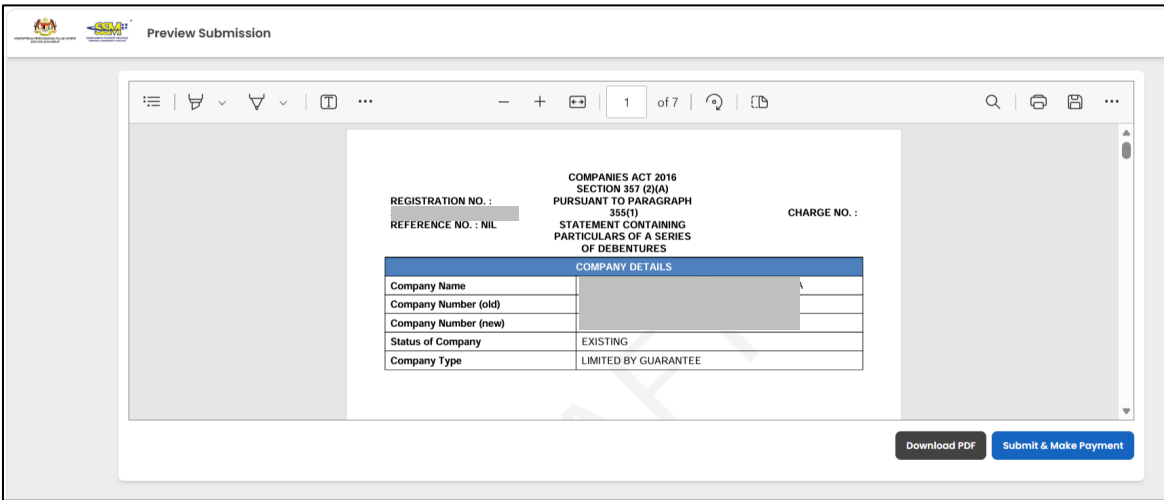



Click **Add** button.

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.

Dashboard

Application

ZB Zabedah Binti Abd...

21 June 2026 | 16:04:42

Cart

History

☒ App Ref No : CHG-SOD2106202600001

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
Total Amount(RM)						300.00

☐ Select All

Proceed to Payment

Checkout Amount
RM 300.00

23

Dashboard

Application

ZB Zabedah Binti Abd...

21 June 2026 | 16:05:34

Cart

History

☒ App Ref No : CHG-SOD2106202600001

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
Total Amount(RM)						300.00

☐ Select All

Confirmation

Are you sure to proceed with this selected items?

No

Yes

Proceed to Payment

Checkout Amount
RM 300.00

Click **Yes**

24

Dashboard

Application

ZB Zabedah Binti Abd...

21 June 2026 | 16:06:12

Payment Order

Order Reference No.: CRS20260620000008

App Ref No : CHG-SOD2106202600001

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
Grand Total : RM 300.00						

Payer Information

Payer Name *

Payer ID *

Payer Email Address *

Payer Contact No. *

Payer Address *

Postcode *

City *

State *

Country *

Back to Cart

Pay Now

Click **Pay Now**

25

E-Services Public Portal 21 Jun 2026

Product Details

No.	Item Description	Quantity	Unit Fee (RM)	Tax (RM)	Discount/Incentive (RM)	Net Amount (RM)
1	Fee to Register Charges in Series of Debentures - Private/Public Company / Fee to Register Charges in Series of Debentures - Private/Public Company	1	300.00	0.00	0.00	300.00
TOTAL:						300.00

Payment Details

Order Reference Number: CRS20260621000008

☐ Tick To Edit Billing Information

Billing Name *

Billing Address *

Postal Code * 53100

City * KUALA LUMPUR

State * WILAYAH PERSEKUTUAN KUALA LUMPUR

Fields with * are mandatory [Pay Online](#) [Cancel](#)

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

26




[Home](#)
[Catalogue & Billing](#)
[Refund](#)
[ZABEDAH BINTI ABDUL RAZAK](#) verified

E-Services Public Portal 21 Jun 2026



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Your payment has been successfully received.



A receipt has been emailed to your registered SSM4U email address.

[Proceed](#)

Click **Proceed** button

27

21 June 2028 | 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

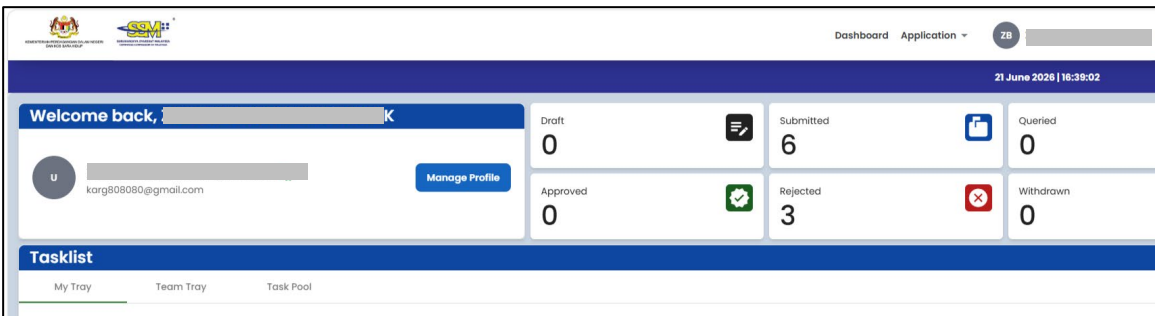
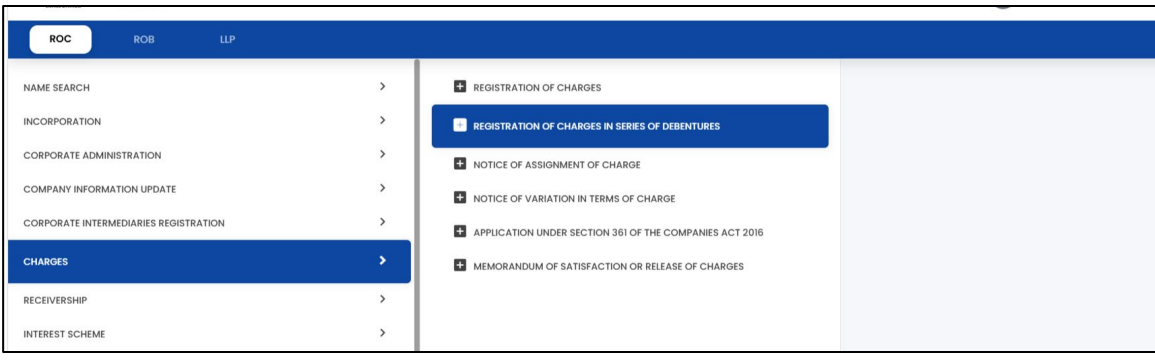
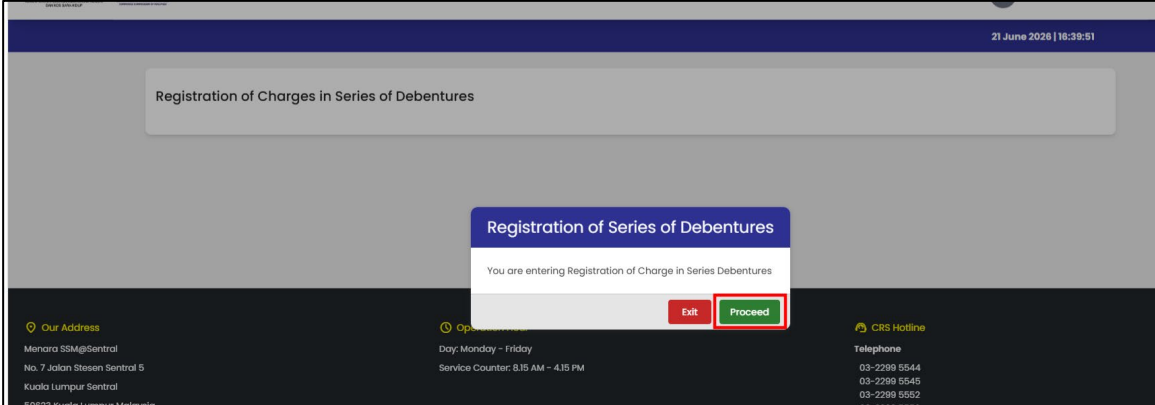
Entity Name :

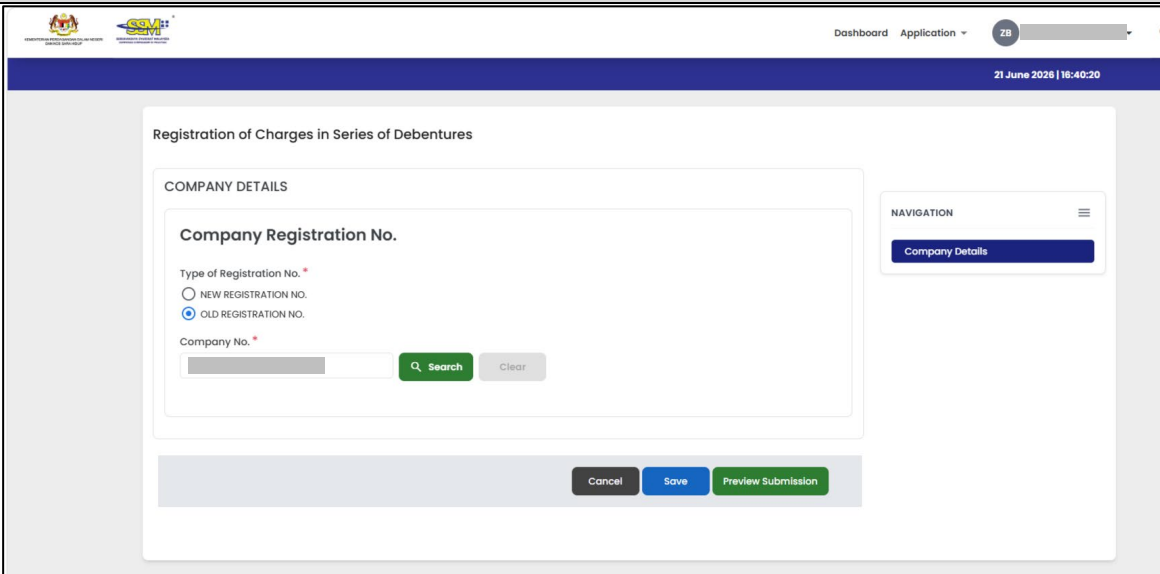
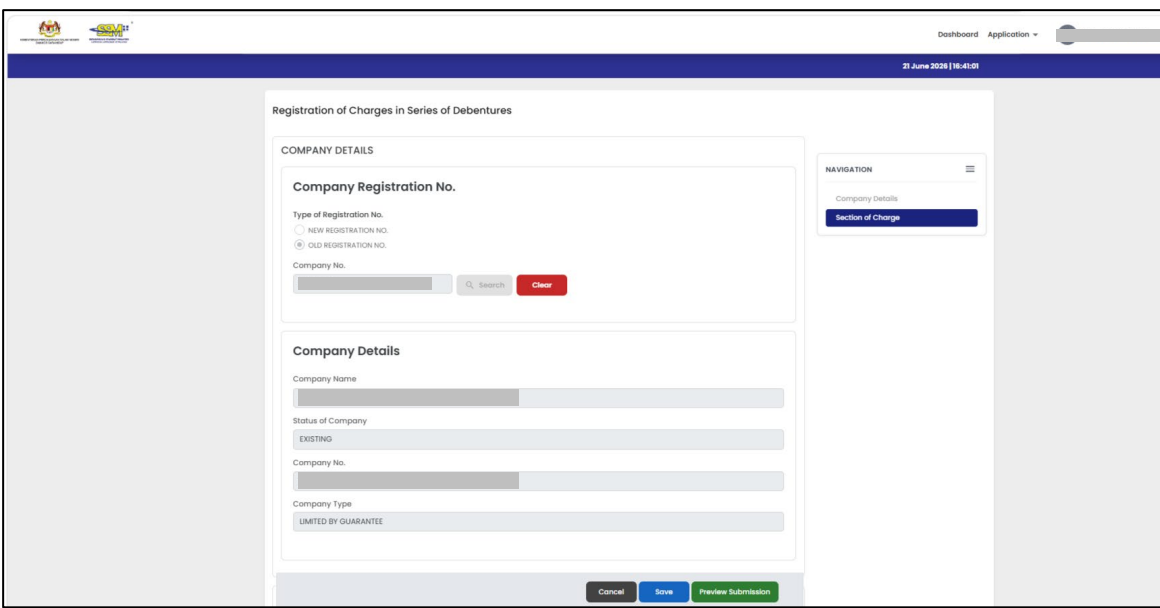
Entity No :

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: Company Name: <Auto-populate the company Name & disable> Note: - Auto-Capitalised. - 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>). Company Number: <Auto populate & disable. New Company No. followed by Old Company Number in a bracket.> Status of Company: <Auto-populate & disable> 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:*

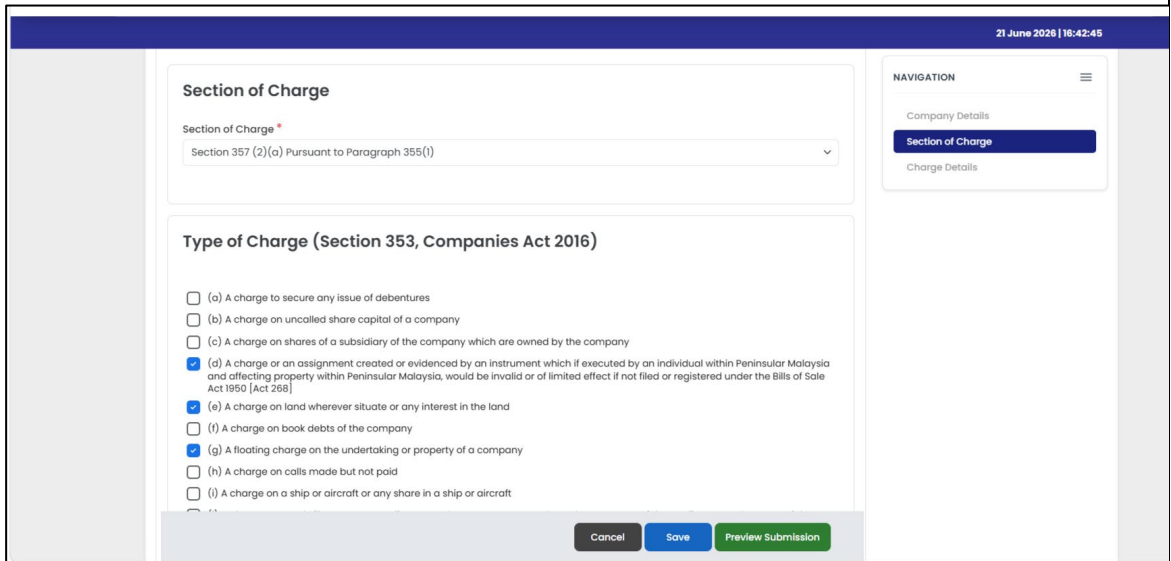
- iii. Section 357 (2)(a) Pursuant to Paragraph 355(1): [<Default option>](#)
- iv. Section 357 (2)(a) Pursuant to Paragraph 355(2) & (3)

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

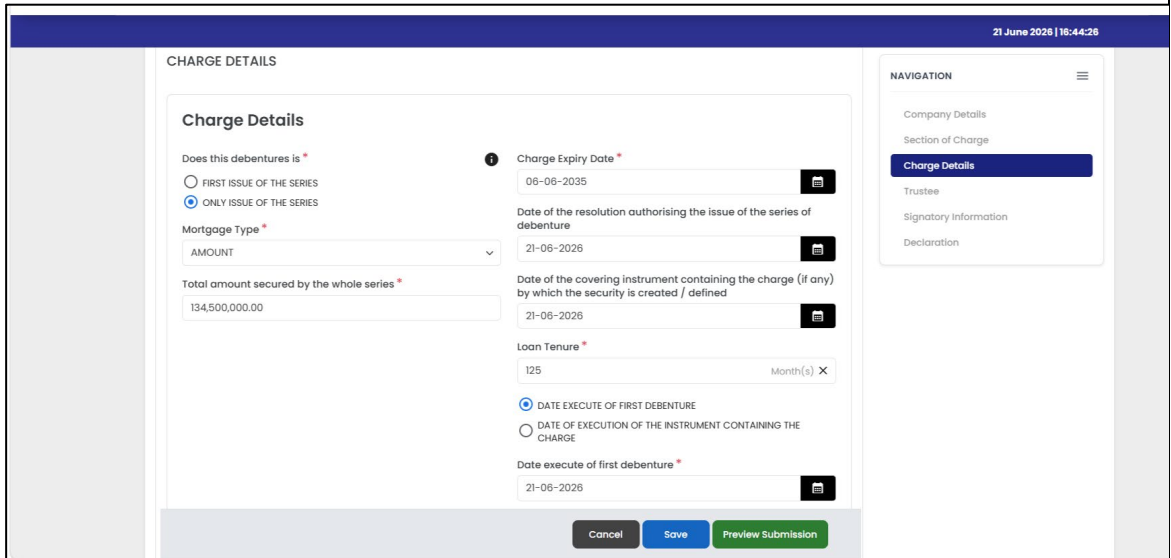
g. **Date of the covering instrument containing the charge (if any) by which the security is created / defined:** [<Select a date>](#) Only allow past date and Today's date

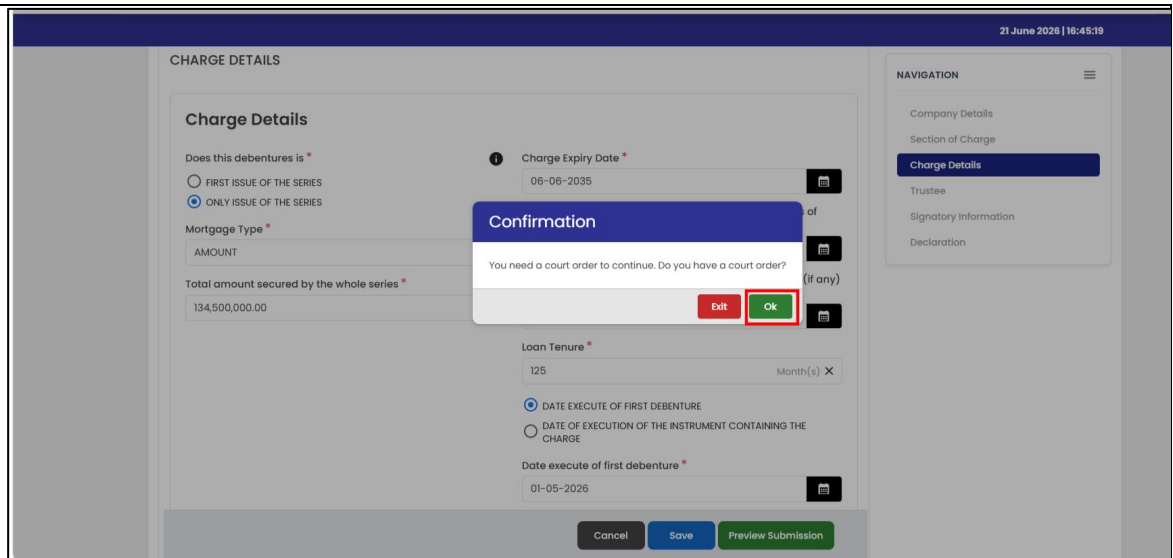
h. **Loan Tenure:** [<Input number up to 4 characters. Indicate Month\(s\) at the end of field>](#)
NOTE: Accept Numbers only.

i. **Date Execute:** [<Select radio button: Date Execute of First Debenture>](#)

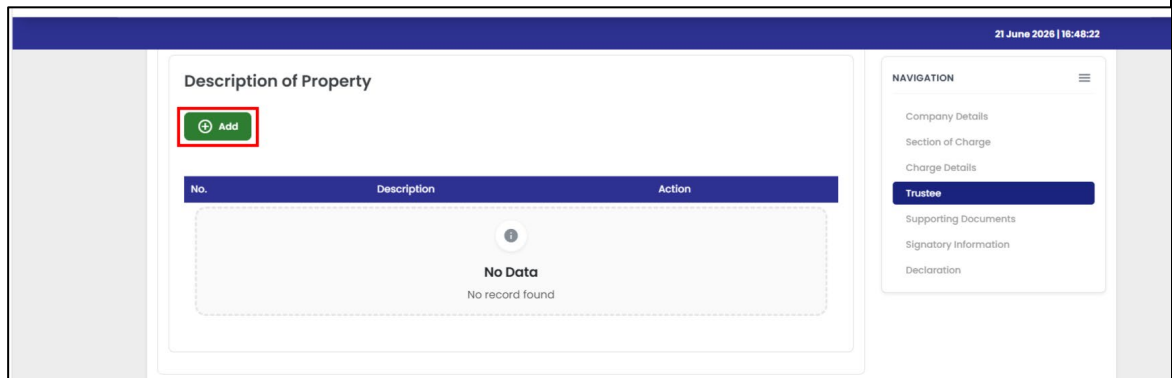
Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge

- 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:
- 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.
 - Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.
 - Click **Yes** on the **Court Order Alert**.
 - 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:
- 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.
 - Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.
 - Click **Yes** on the **Court Order Alert**.
 - User can continue to fill in other fields

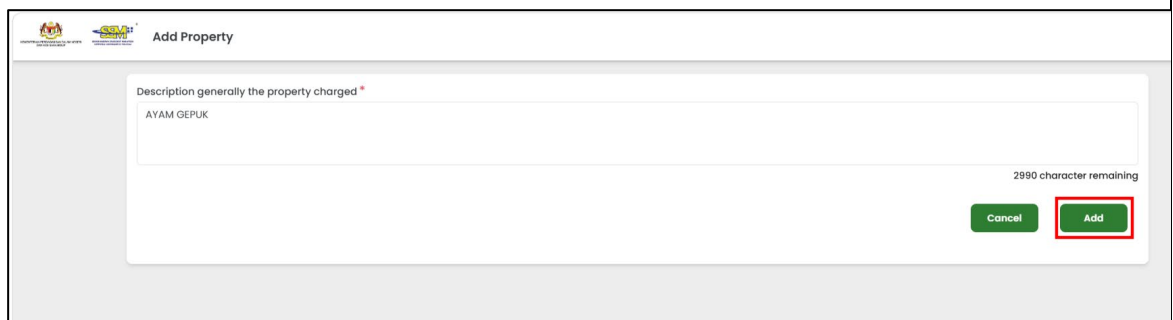




- 8 **On Description of Property section, fill in the following detail:**
a. **Describe generally the property charged:** *<Input Description> Up to 900 Characters*
Click **Add** button.



- 9 Repeat **Step 12** to add another description on **Description of Property** section and fill in the following detail

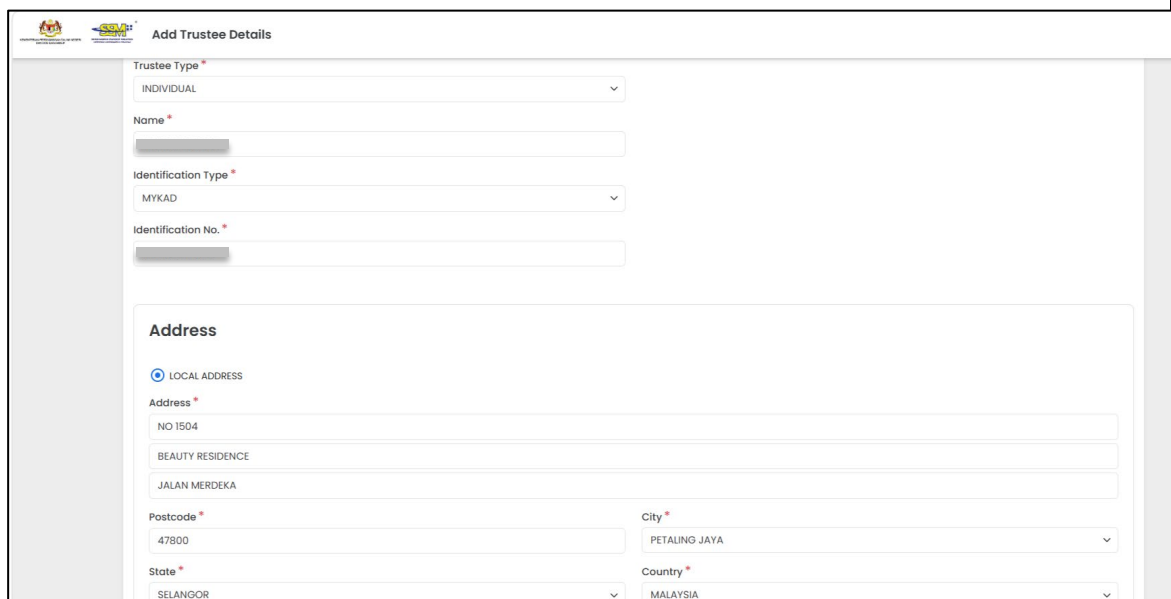


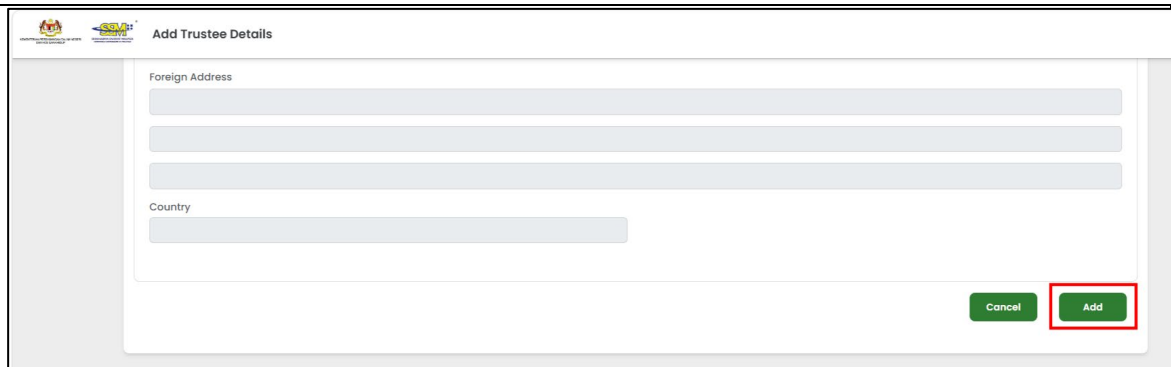
- 10 Click the **Right Tab Menu** button to go to the **Trustee** tab or **Scroll Down** to access it.



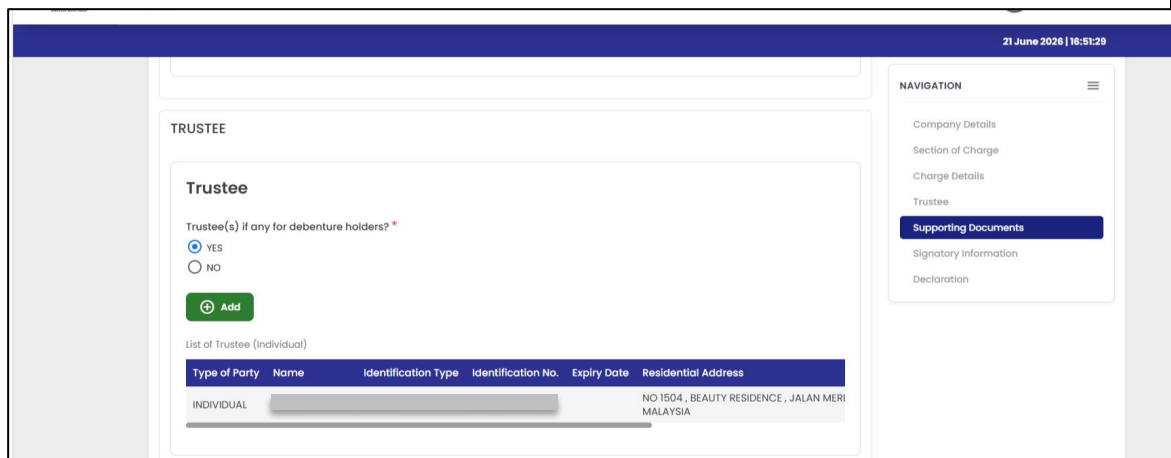
- 11 On **Trustee** section, fill in the following:
From the **Charge Details** tab, fill in the following fields:
a. **Trustee(s) if any for debentures holders?:** *<Select radio button: Yes>*
Options: Yes or No.
Click **Add** Button.

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





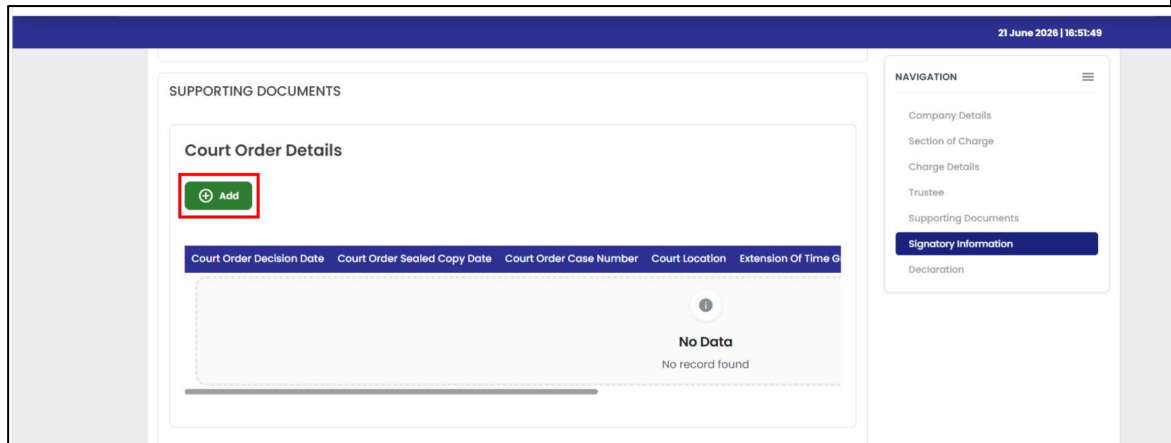
Click **Add** button.



13

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

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



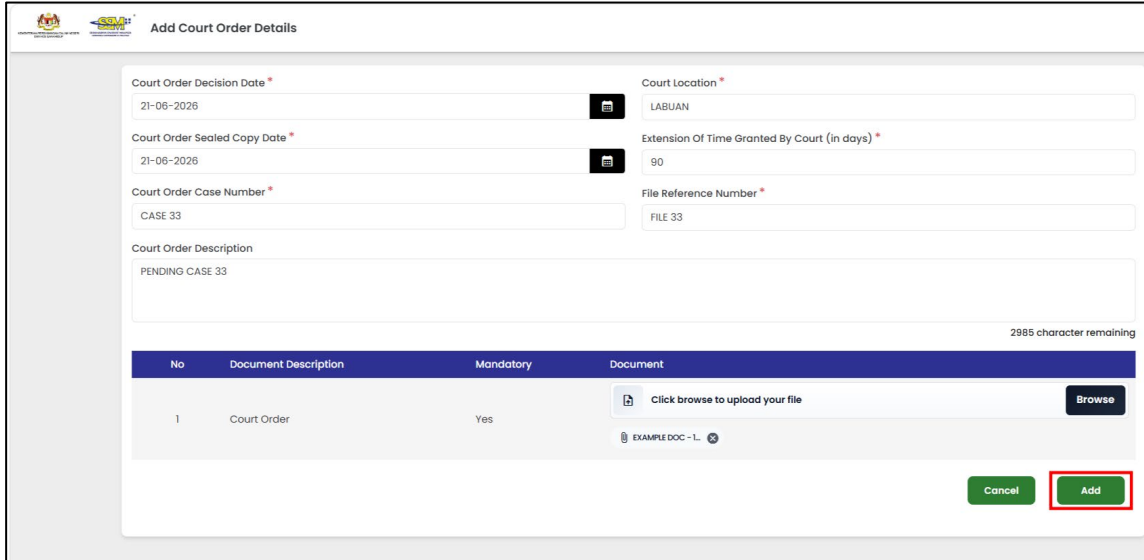
14

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

Court Order Details

- 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>*

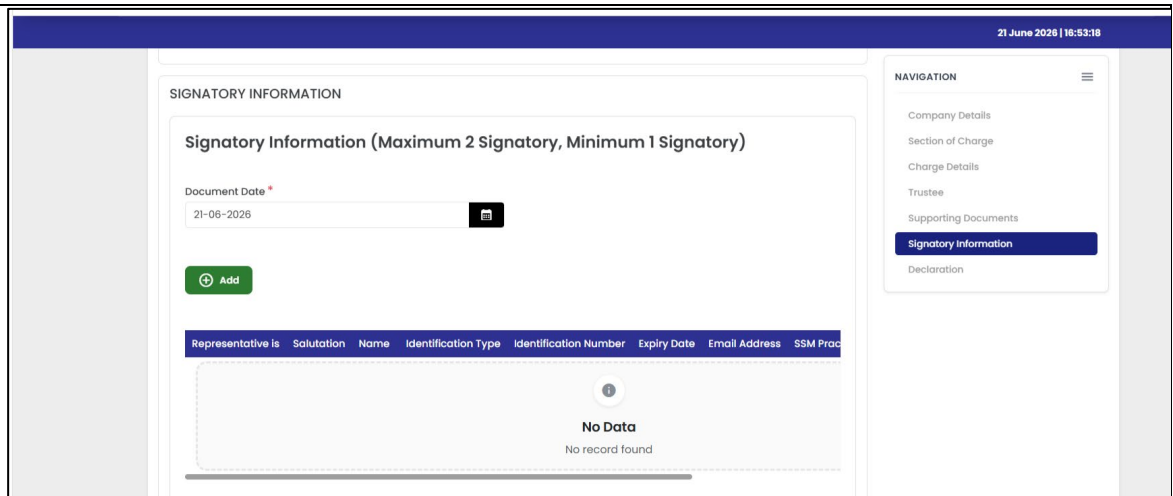
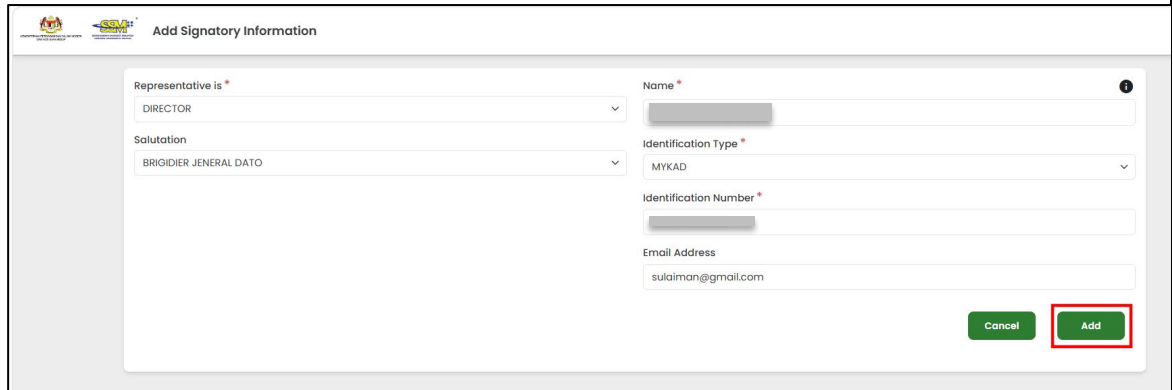
- e. **Court Location:** *<Input text> Auto-capitalised.*
- f. **Extension of Time Granted By Court (In Days):** *<Input numbers only>*
- g. **File Reference Number:** *<Input text> Auto-capitalised.*
- h. **Court Order Attachment:** *<Browse & upload attachment>*



Click **Add** button.

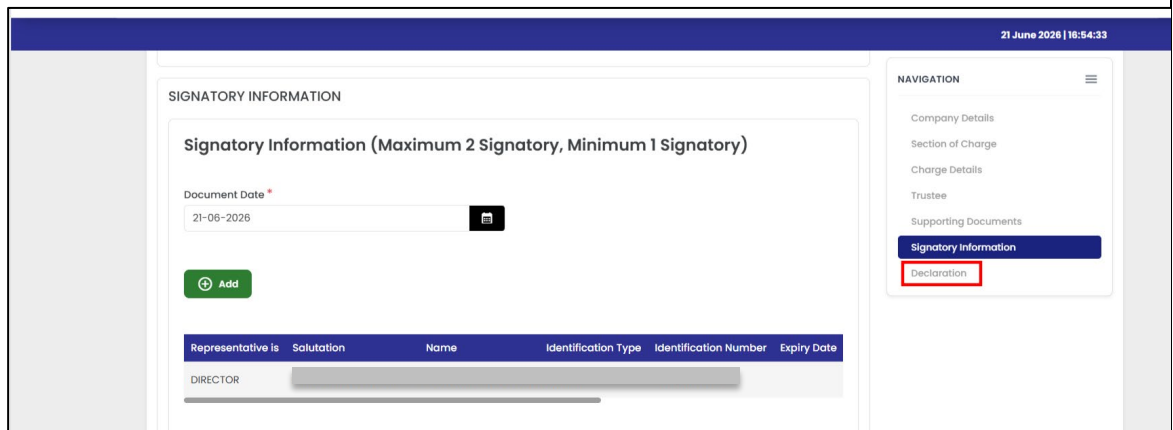
- 15 Click **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.

- 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**.

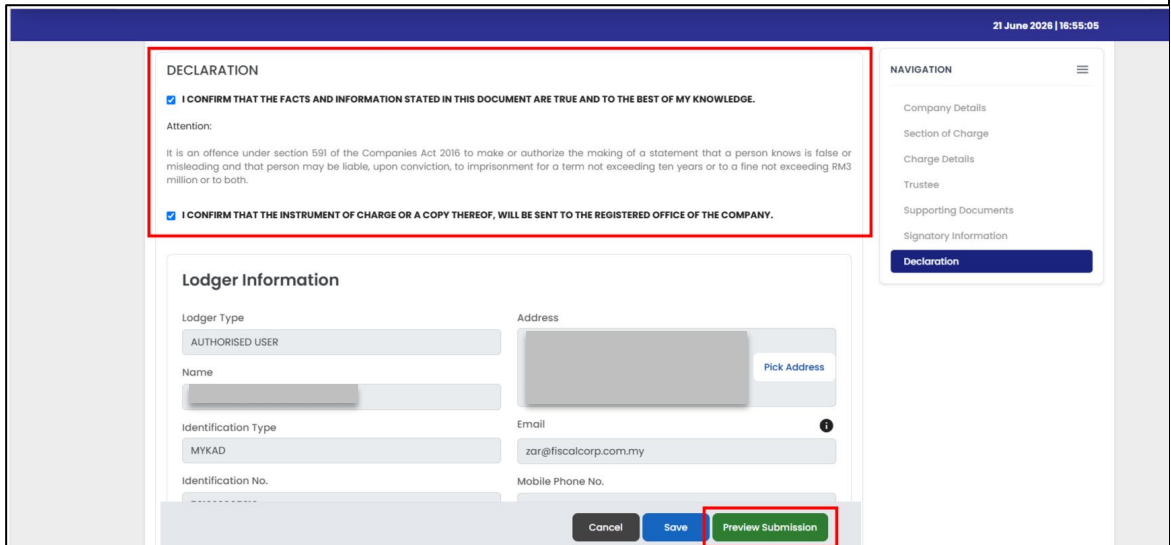


Click **Right Tab Menu** to go to the **Declaration** tab or **Scroll Down** to access it.

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

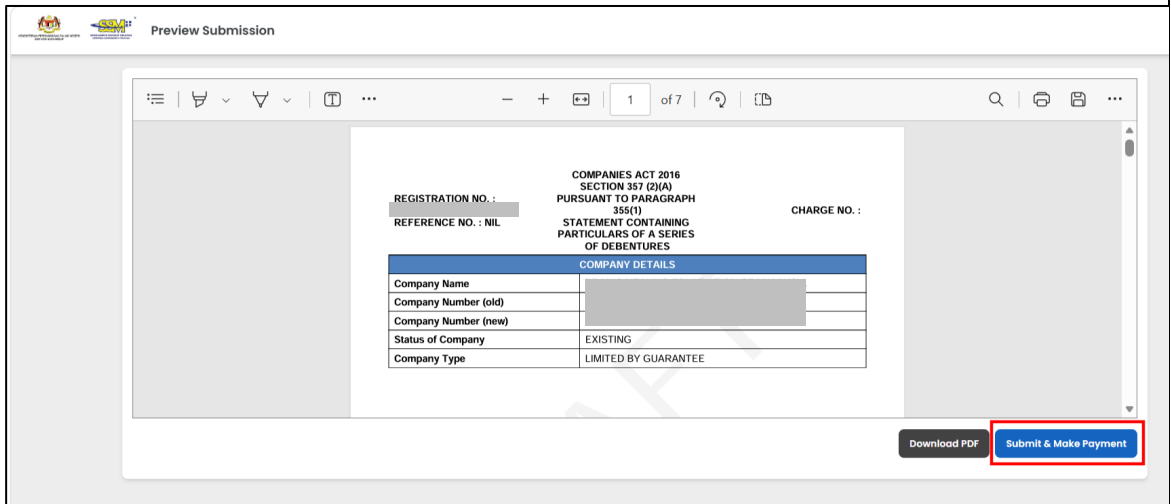
18

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



19

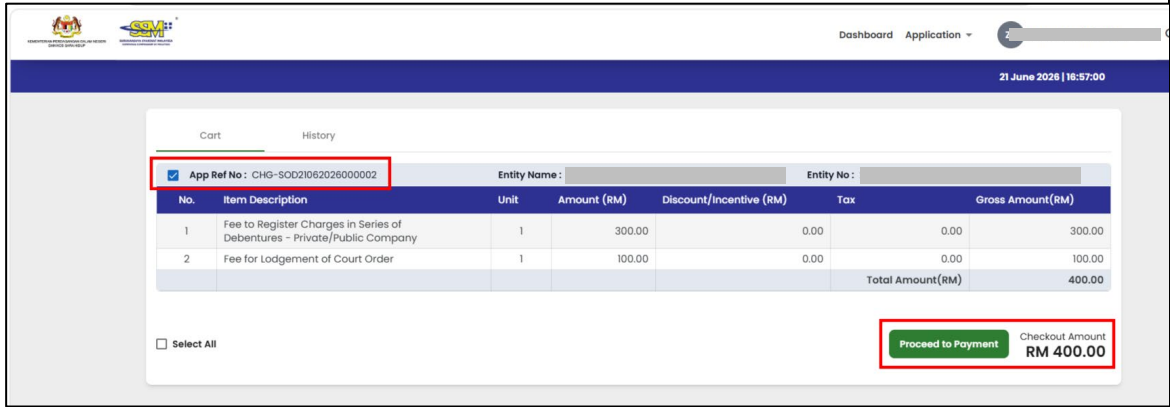
Click on **Download PDF** button. Then click on **Submit & Make Payment** button.



COMPANY DETAILS	
Company Name	
Company Number (old)	
Company Number (new)	
Status of Company	EXISTING
Company Type	LIMITED BY GUARANTEE

20

Make payment as instructed & payment successful.



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
Total Amount(RM)						400.00

21



Dashboard Application ZB

21 June 2025 | 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

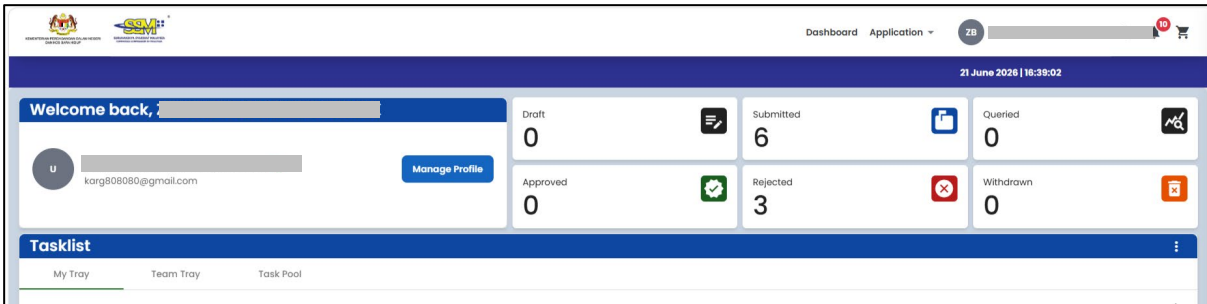
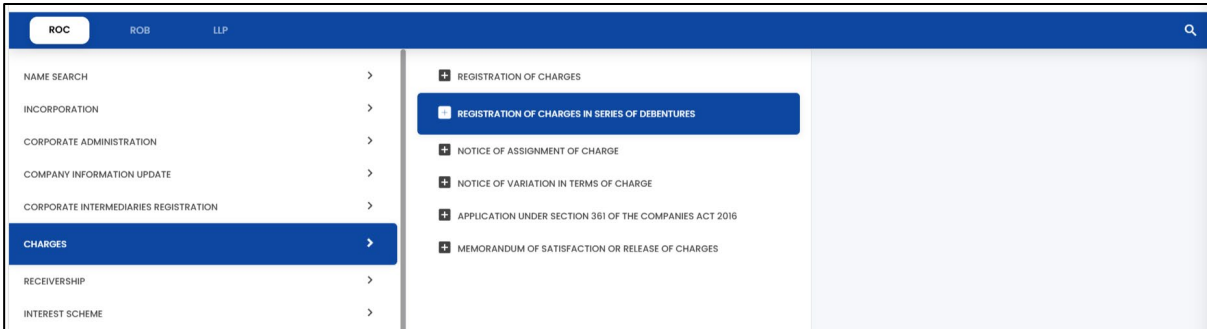
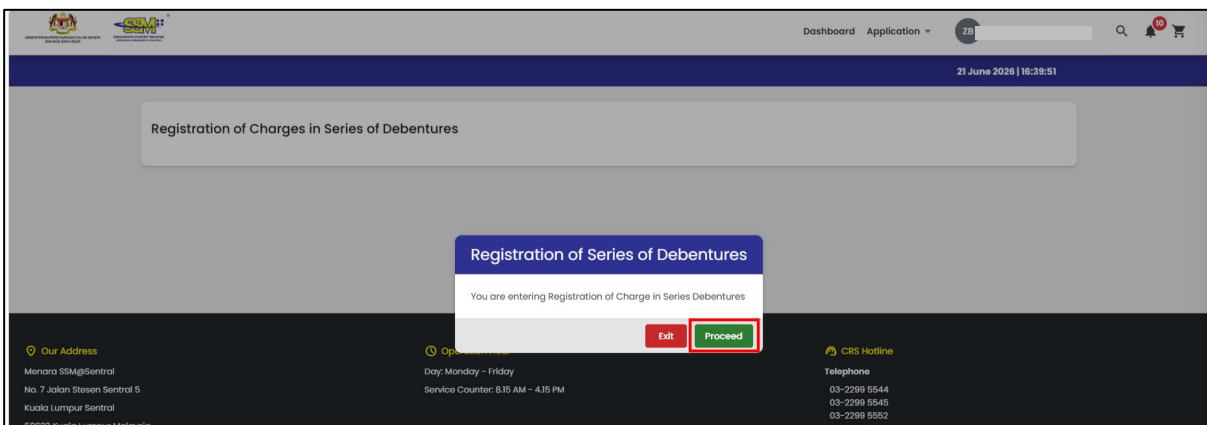
App Ref No : CHG-SOD21062026000002

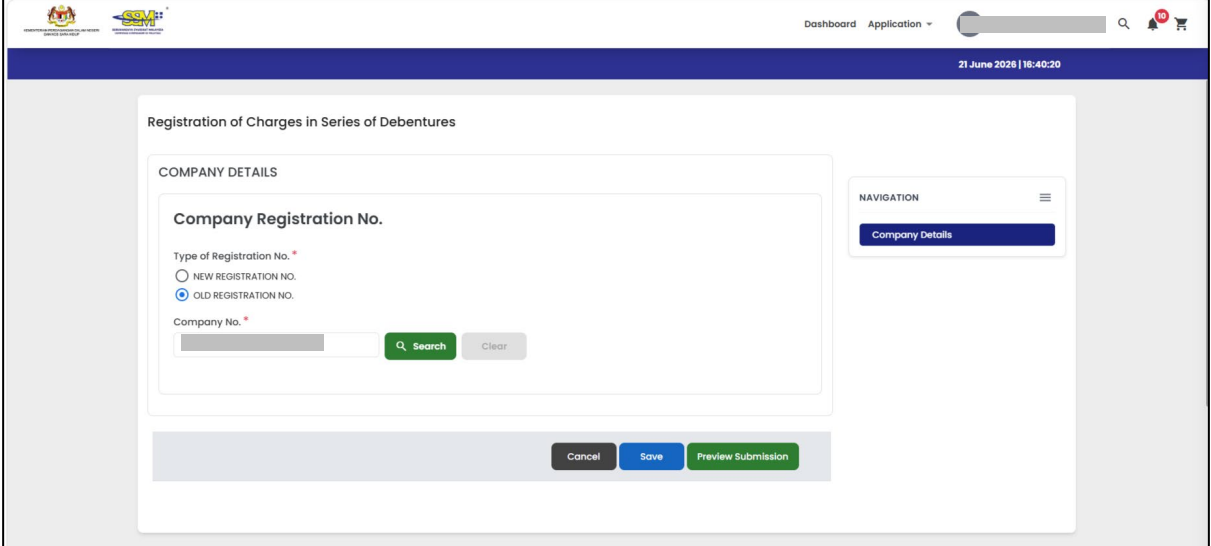
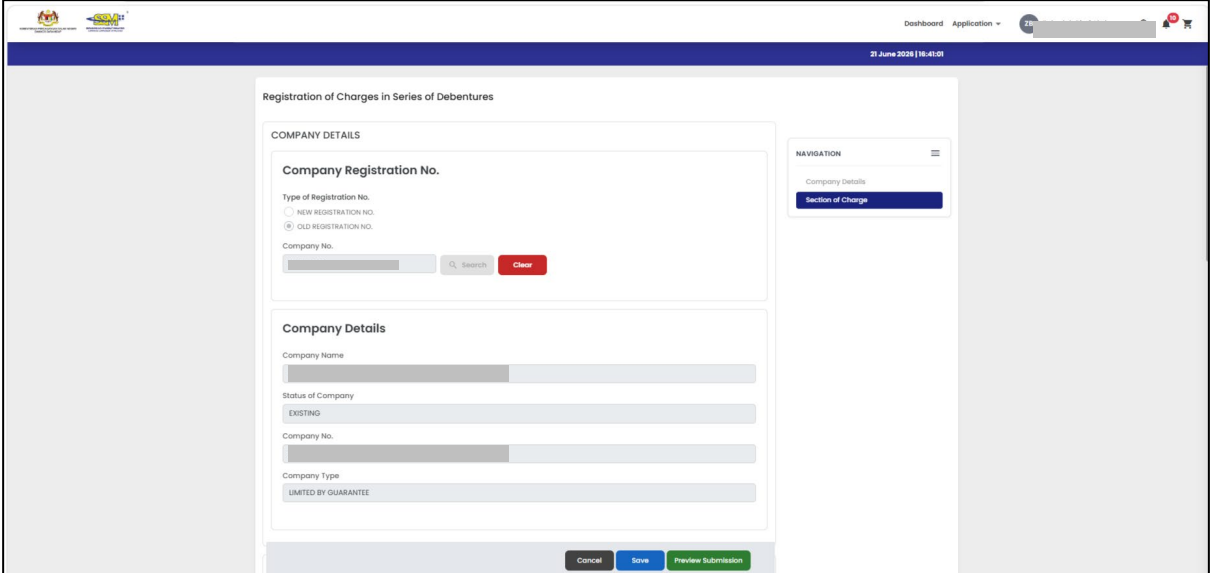
Entity Name :

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	300.00
2	Fee for Lodgement of Court Order	1	100.00		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: Type of Registration Number <Select radio button: OLD / NEW> 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: Company Name: <Auto-populate the company Name & disable> <i>Note:</i> - Auto-Capitalised. - 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>). Company Number: <Auto populate & disable. New Company No. followed by Old Company Number in a bracket.> Status of Company: <Auto-populate & disable> 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:*

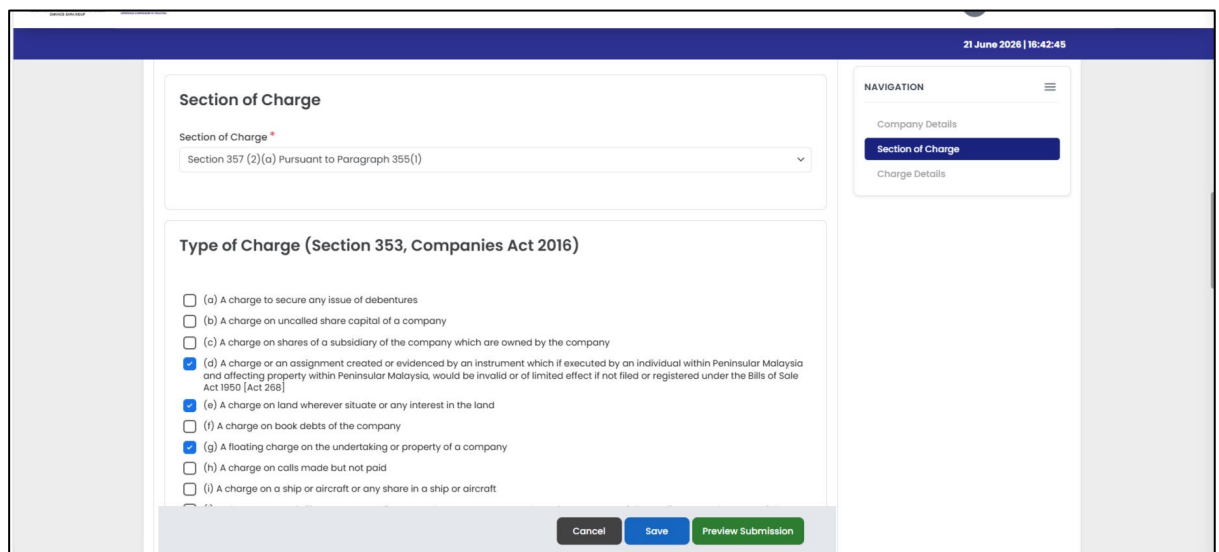
- i. Section 357 (2)(a) Pursuant to Paragraph 355(1): [<Default option>](#)
- ii. Section 357 (2)(a) Pursuant to Paragraph 355(2) & (3)

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

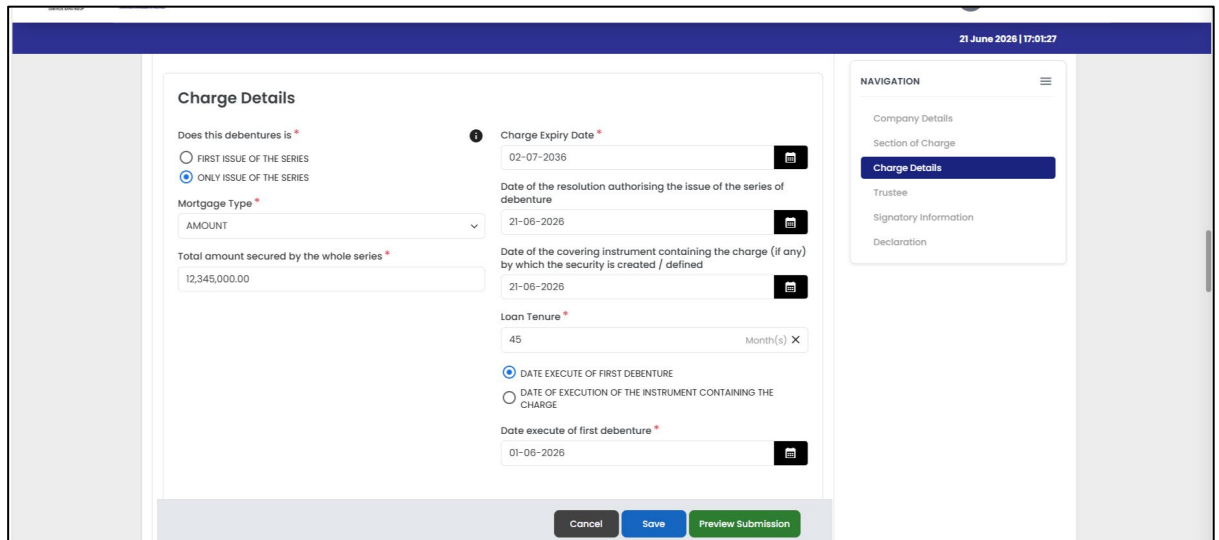
g. **Date of the covering instrument containing the charge (if any) by which the security is created / defined:** [<Select a date>](#) Only allow past date and Today's date

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

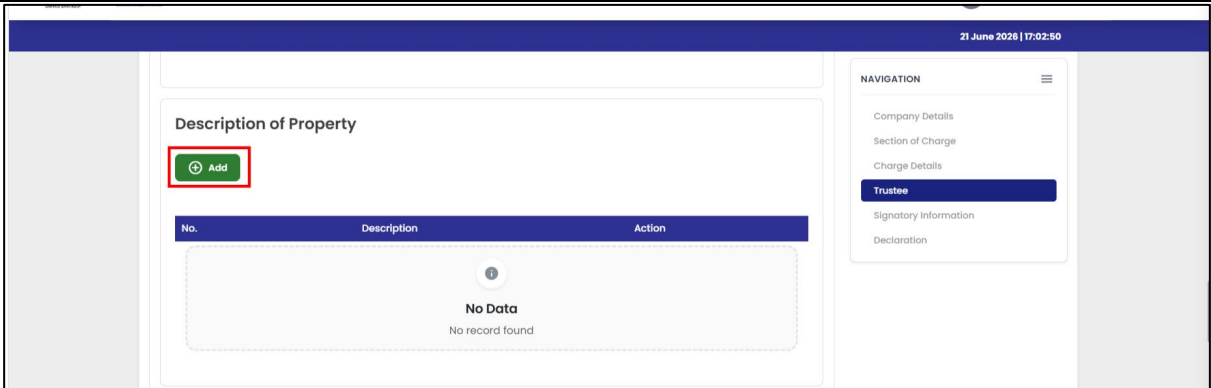
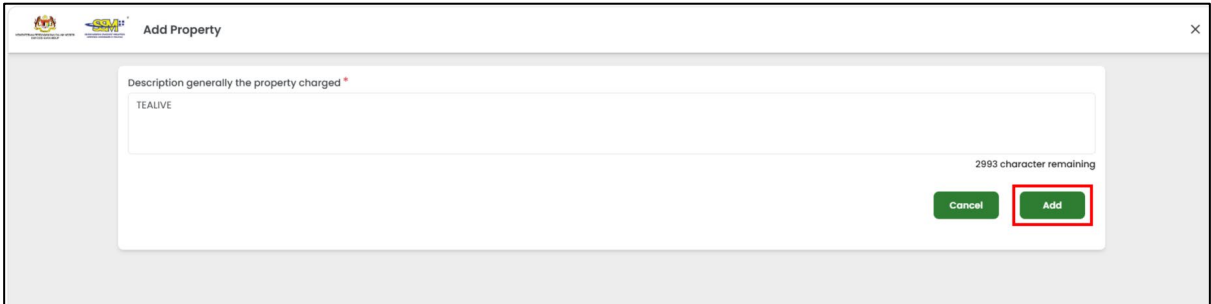
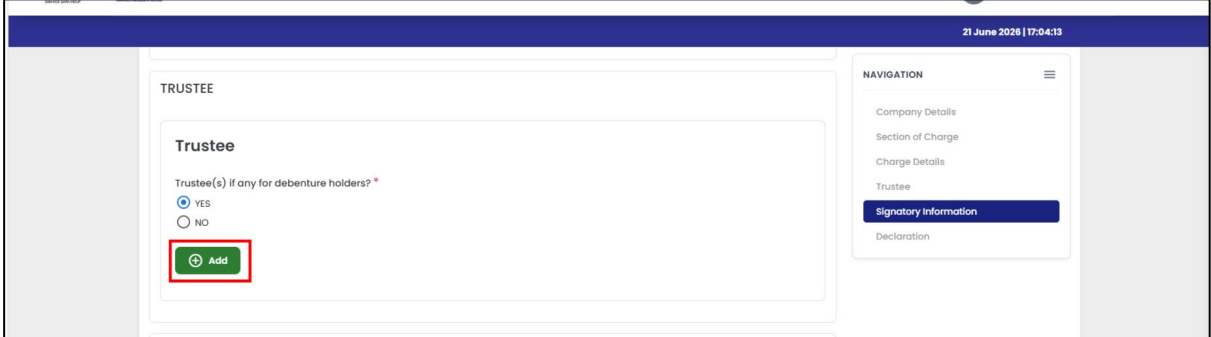
i. **Date Execute:** [<Select radio button: Date Execute of First Debenture>](#)

Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge

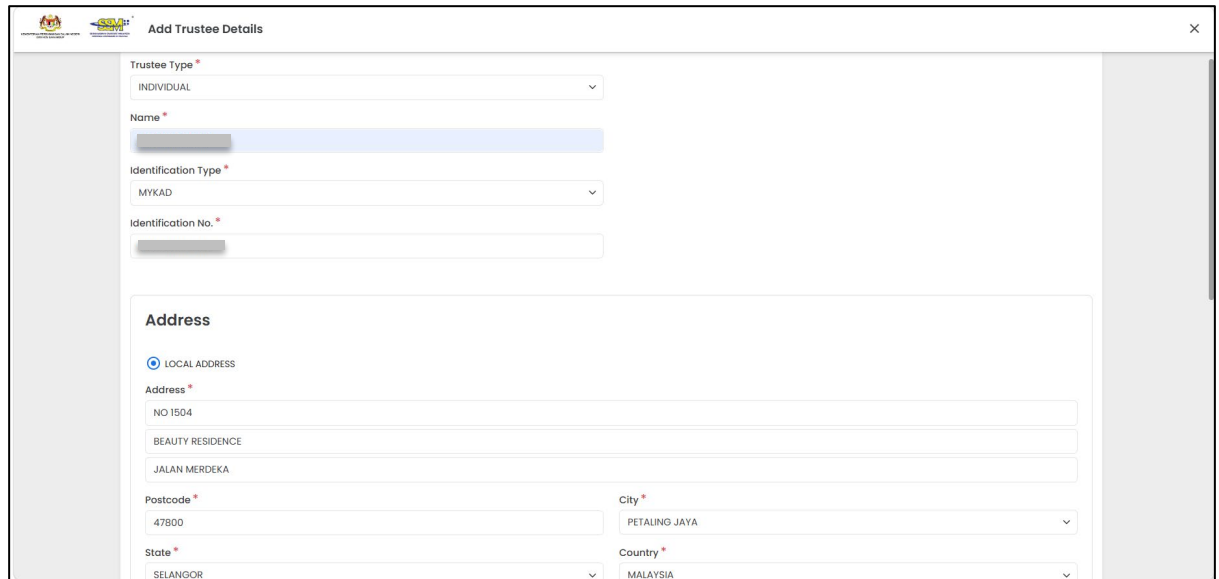
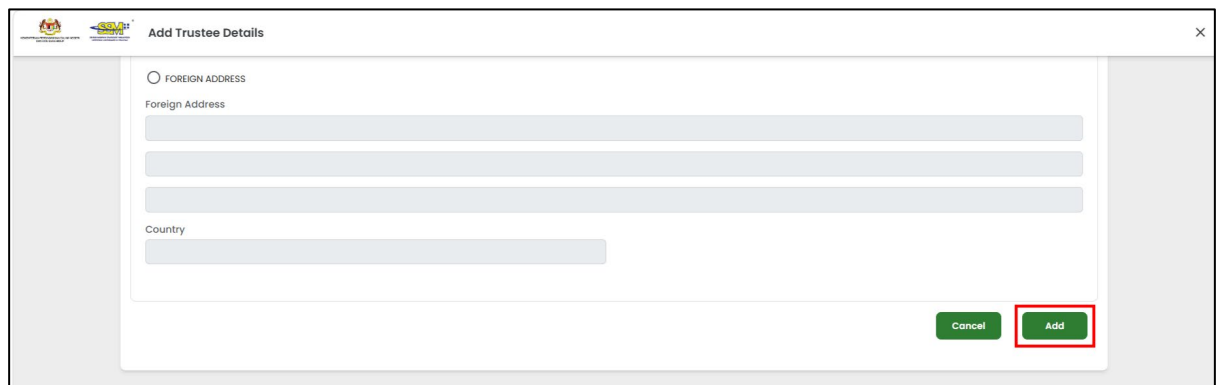
- j. **Date Execute of First Debenture:** *<Select a date more than 34 days from today's date.> Only past date or today's date can be selected. Display if **Date Execute of First Debenture** is selected.*
If the selected date more than the days limit:
- System validates if the date entered is more than the days limit, 30 days + X days (**X can be configured by Back Office, Default to 0 days.**) from the today's date.
 - Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.
 - Click **Yes** on the **Court Order Alert**.
 - 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:
- 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.
 - Upon selecting a date more than **30 days + X days** from today's date, a **Court Order Alert** will be prompted.
 - Click **Yes** on the **Court Order Alert**.
 - User can continue to fill in other fields



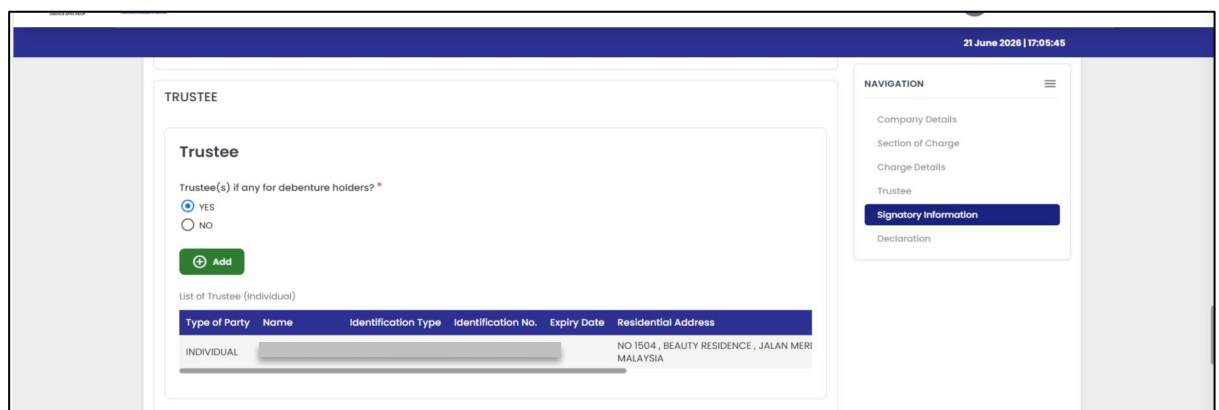
- 8 **On Description of Property** section, fill in the following detail:
- Describe generally the property charged:** *<Input Description> Up to 900 Characters*
Click **Add** button.

	
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: Trustee(s) if any for debentures holders?: <i><Select radio button: Yes></i> Options: Yes or No. Click Add Button.
12	On Trustee Details section, fill in the following details: Type of Party: <i><Select from the drop-down list: Individual></i> Name: <i><Input Name></i> NOTE: Auto-Capitalised Identification Type: <i><Select from the drop-down list: MyKAD></i> NOTE: Default to MyKAD. Identification Number: <i><Input 12-digit numbers></i> NOTE: Format validation is based on ID Type & Auto-Capitalised. Address Line 1: <i><Input Address Line 1></i> Auto-Capitalised Address Line 2: <i><Input Address Line 2 if any></i> Auto-Capitalised Address Line 3: <i><Input Address Line 3 if any></i> Auto-Capitalised State: <i><Select from drop-down list></i> Auto-populate if Country: Malaysia. City: <i><Select from drop-down list></i> 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.



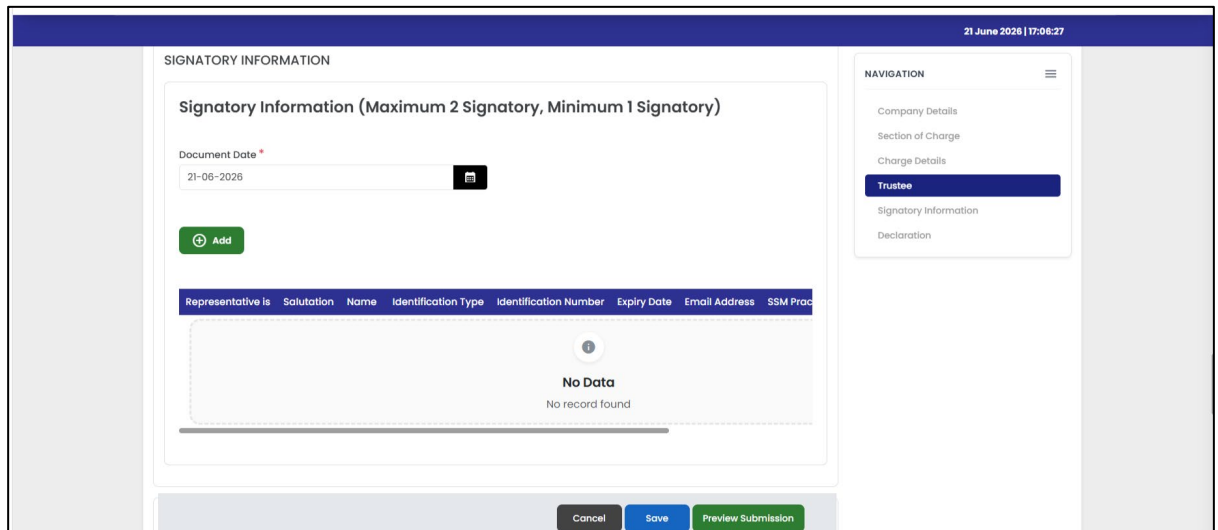
Type of Party	Name	Identification Type	Identification No.	Expiry Date	Residential Address
INDIVIDUAL					NO 1504, BEAUTY RESIDENCE, JALAN MERDEKA, PETALING JAYA, SELANGOR, MALAYSIA

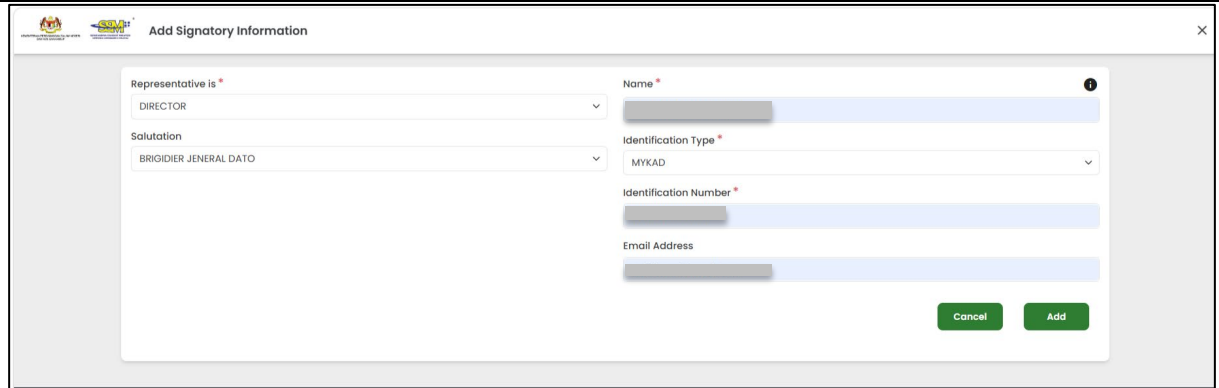
- 13 Click **Right Tab Menu** to go to the **Signatory Information** tab or **Scroll Down** to access it.



- 14 From the **Signatory Information** tab, add **Signatory Information** as follows:

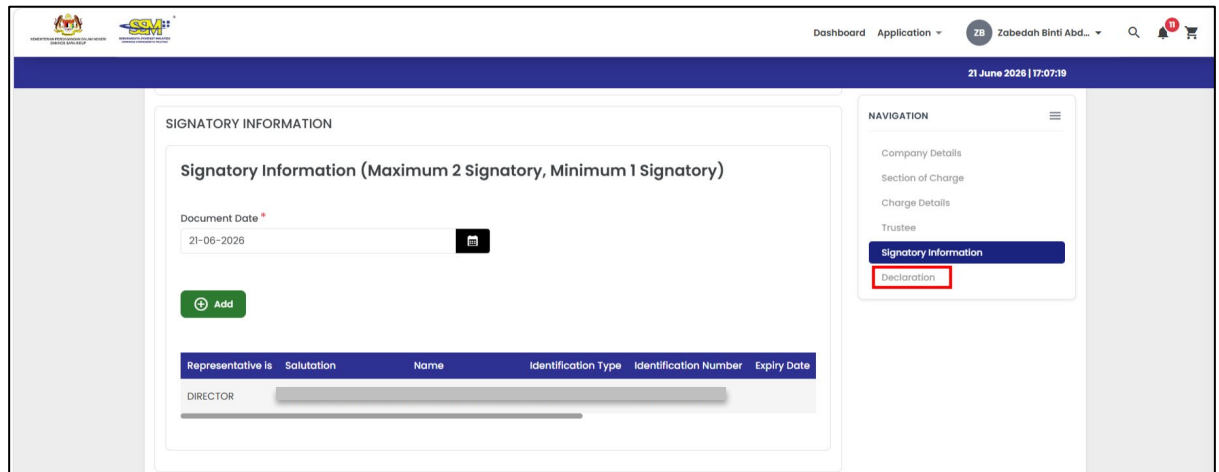
- Document Date:** <Select a date> Only past date or today's date can be selected.
- Representative Is:** <Select from the drop-down list: **JUDICIAL MANAGER**>
NOTE:
 - Default selection to **Liquidator** if the company status is "**Winding Up**".
 - If user chooses **Representative Is** choice other than the default **Liquidator**, Please **upload the supporting documents for Representative other than Liquidator** field will be displayed.
 - The system will not display the fields as this company's status is not **Winding Up** and there is no default selection as Liquidator.
- Salutation:** <Select from drop down list>
- Name:** <Input Name> NOTE: Auto-Capitalised
- Identification Type:** <Select from the drop-down list: **MyKAD**>
- Identification Number:** <Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised.
- Email Address:** <Input a valid email format>





Click **Add** button.

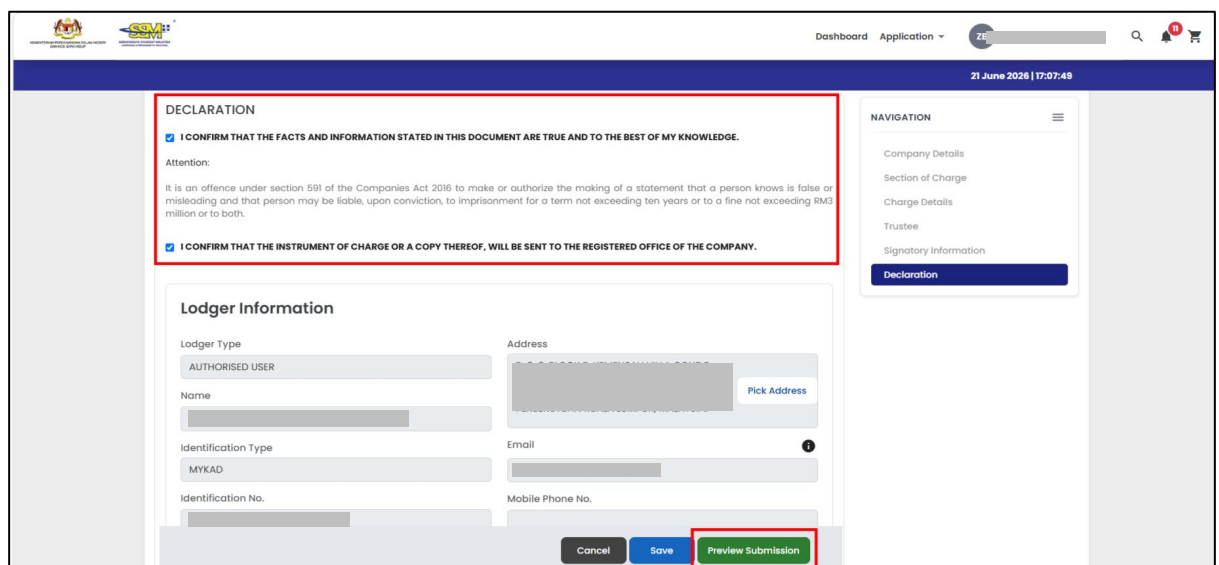
- 15 Repeat **Step 14** to add more **Signatory**.



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.

Preview Submission

REGISTRATION NO. : [REDACTED]
REFERENCE NO. : NIL

COMPANIES ACT 2016
SECTION 357 (2)(A)
PURSUANT TO PARAGRAPH
355(1)
STATEMENT CONTAINING
PARTICULARS OF A SERIES
OF DEBENTURES

CHARGE NO. :

COMPANY DETAILS	
Company Name	[REDACTED]
Company Number (old)	[REDACTED]
Company Number (new)	[REDACTED]
Status of Company	EXISTING
Company Type	LIMITED BY GUARANTEE

Download PDF Submit & Make Payment

18 Make payment as instructed & payment successful.

Dashboard Application ZB

21 June 2026 | 17:08:53

Cart History

☒ App Ref No : CHG-SOD21062026000003 Entity Name : [REDACTED] Entity No : [REDACTED]

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
Total Amount(RM)						300.00

☐ Select All

Proceed to Payment Checkout Amount RM 300.00

Dashboard Application ZB

21 June 2026 | 17:10:46

Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to karg80808@gmail.com

Payment Information Payer Information

Payment Status: Success

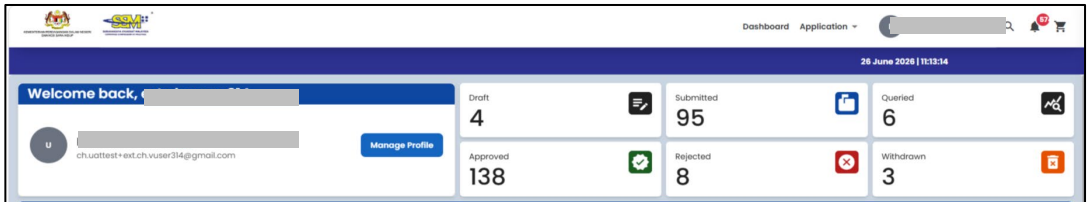
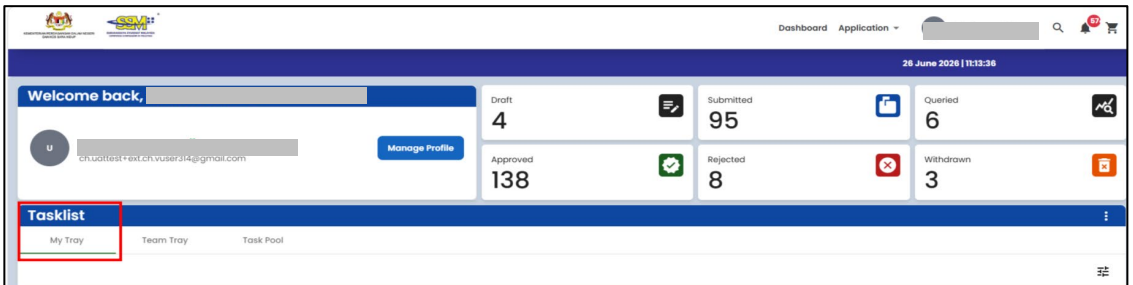
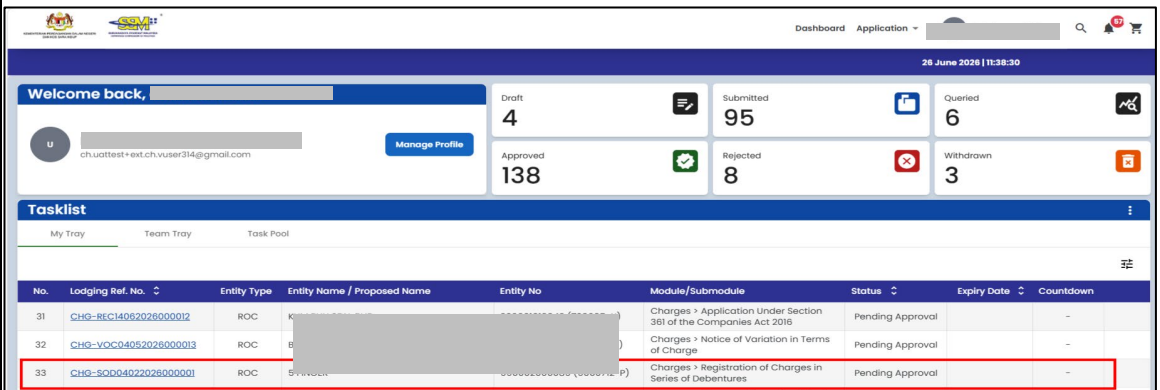
Order Reference No CRS20260621000011
Receipt No. OR20260621000017

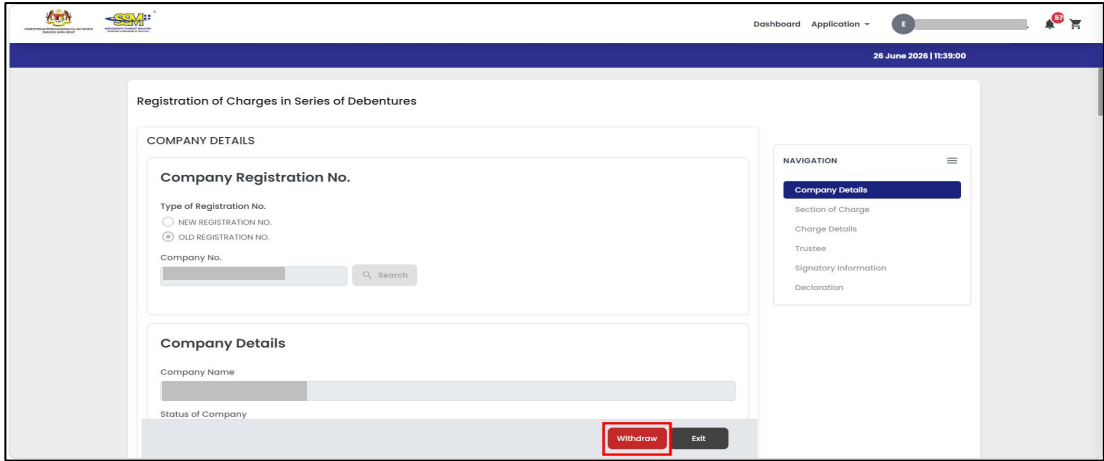
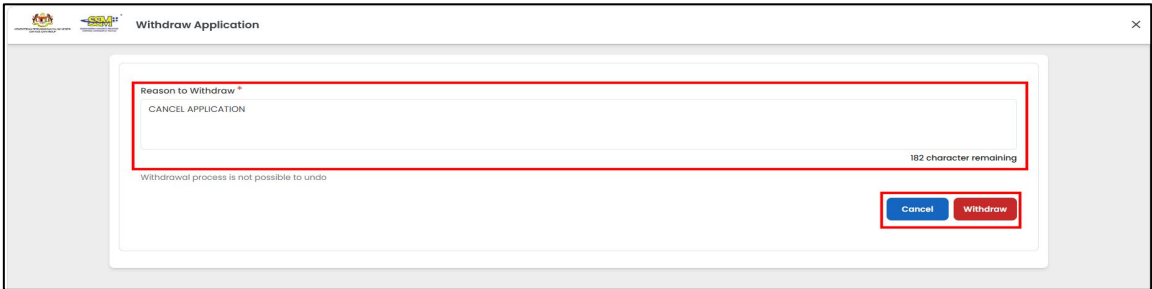
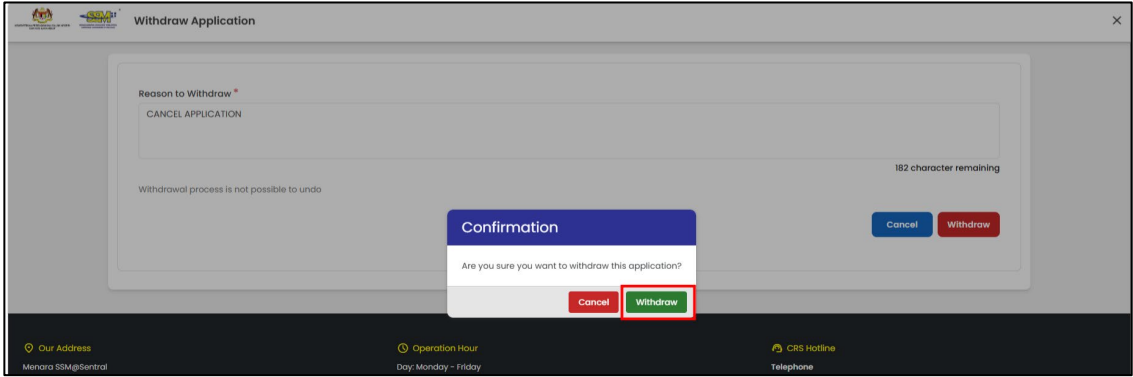
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee to Register Charges in Series of Debentures - Private/Public Company	1	300.00	0.00	0.00	300.00

Go To Cart

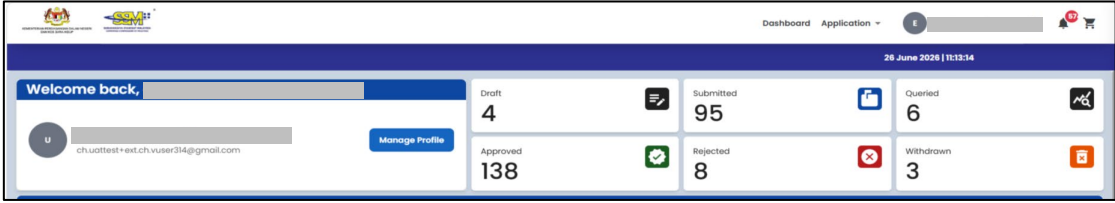
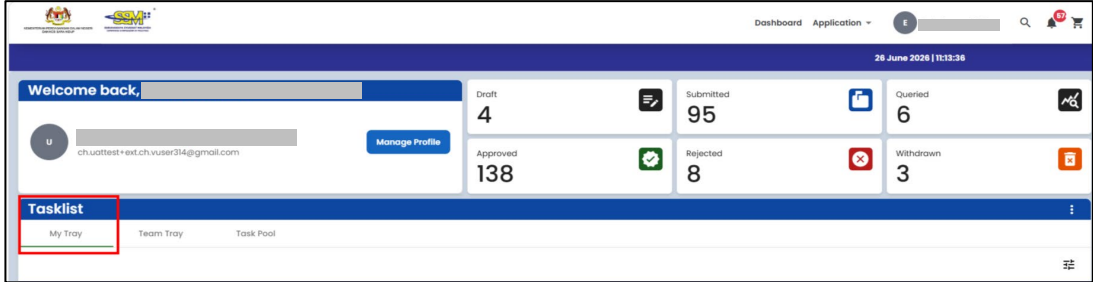
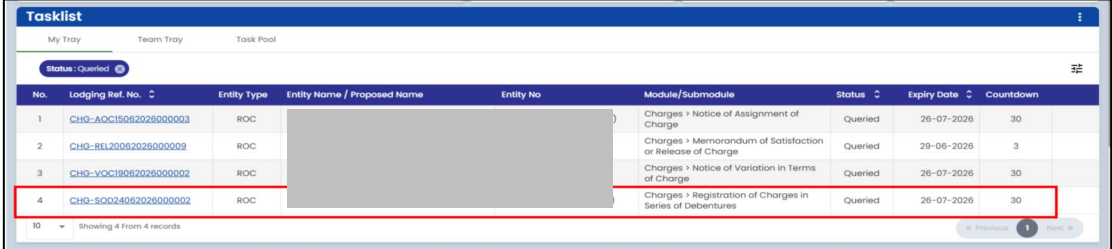
 SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMMISSION OF MALAYSIA	CRS EXTERNAL USER MANUAL	
	CRS_ROC - [CH] Charges	Page 86 of 209

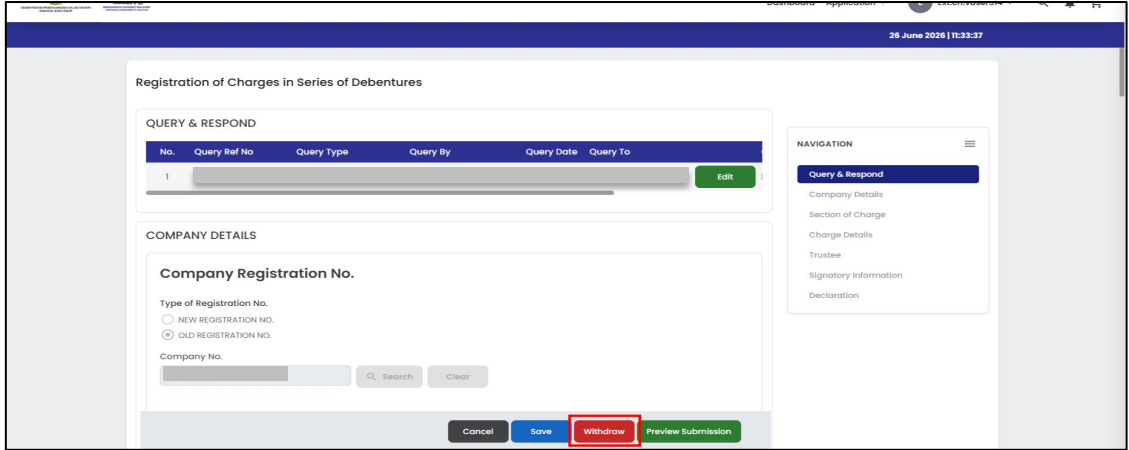
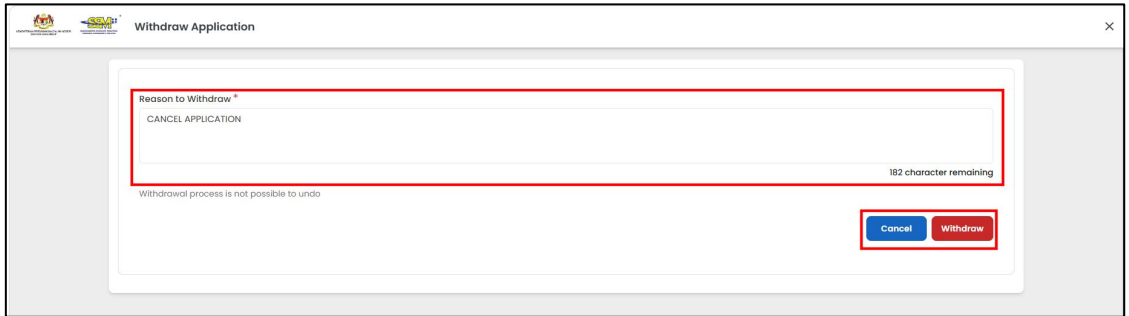
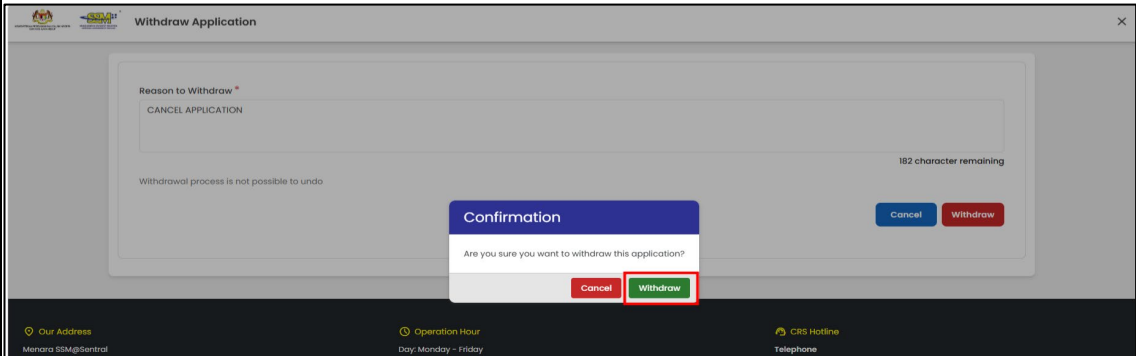
4.5 Withdraw Application (Before Application Queried by SSM Officer)

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.

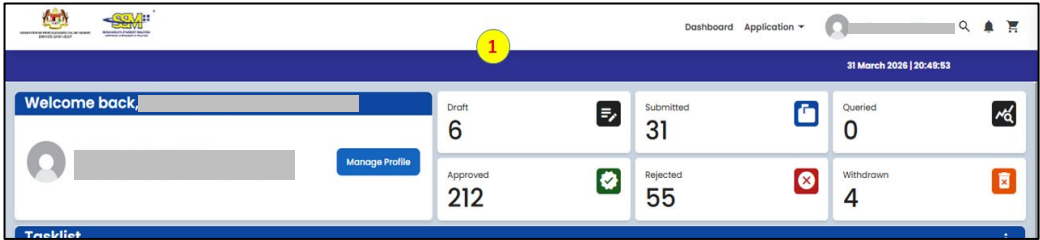
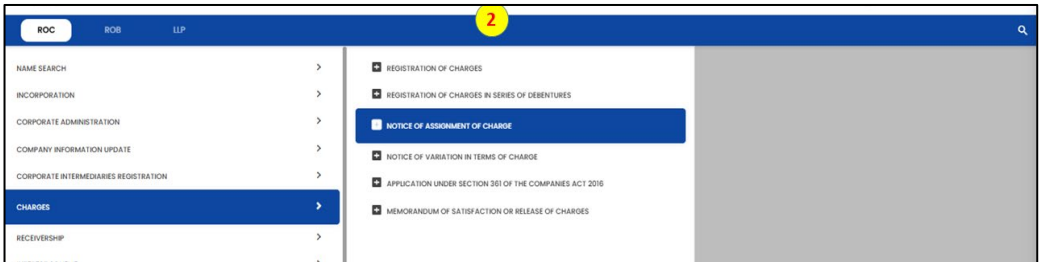
4.6 Withdraw Application (After Application Queried by SSM Officer)

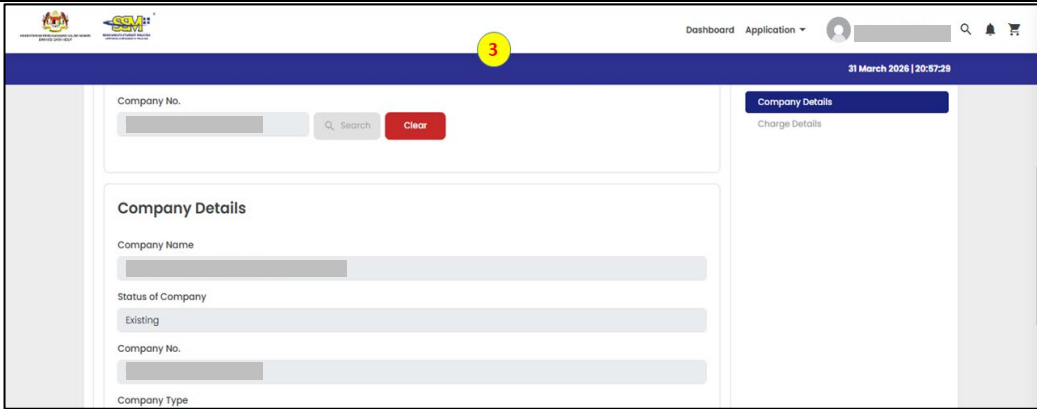
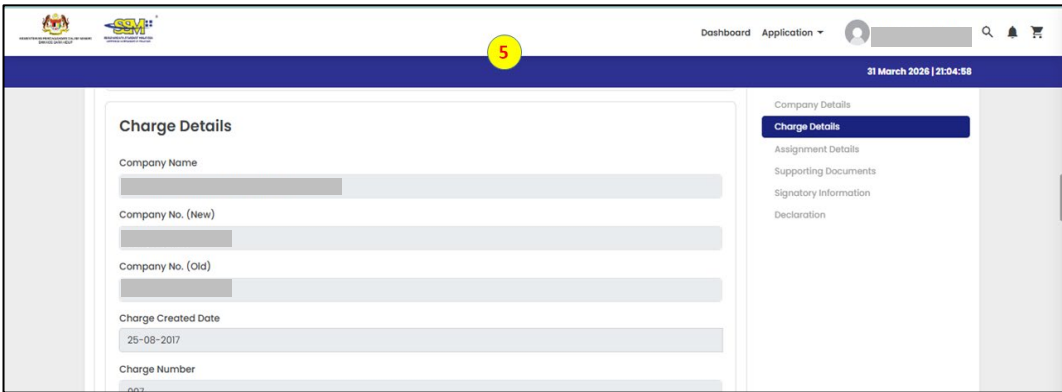
Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist. 
3	Click on the My Tray tab and then click the submitted application with the status Queried from the My Tray listing. 
4	From the Registration of Charges in Series of Debentures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

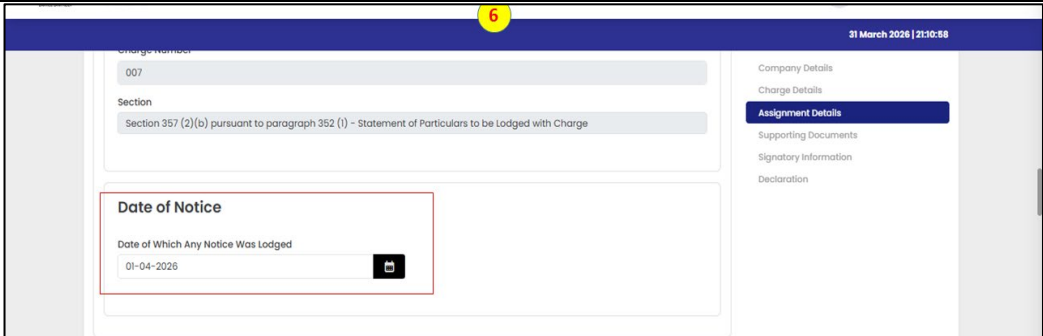
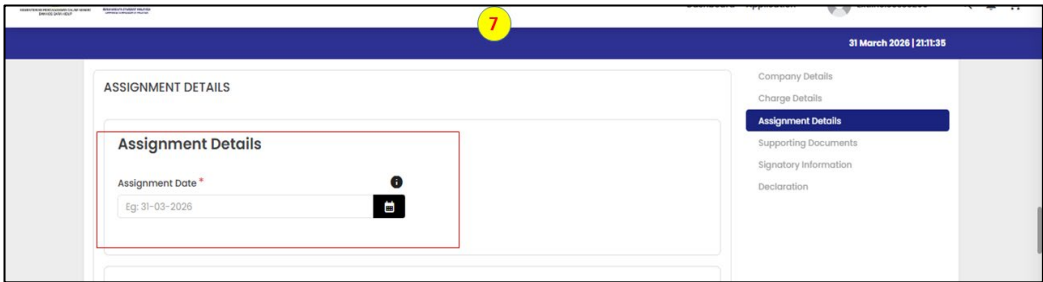
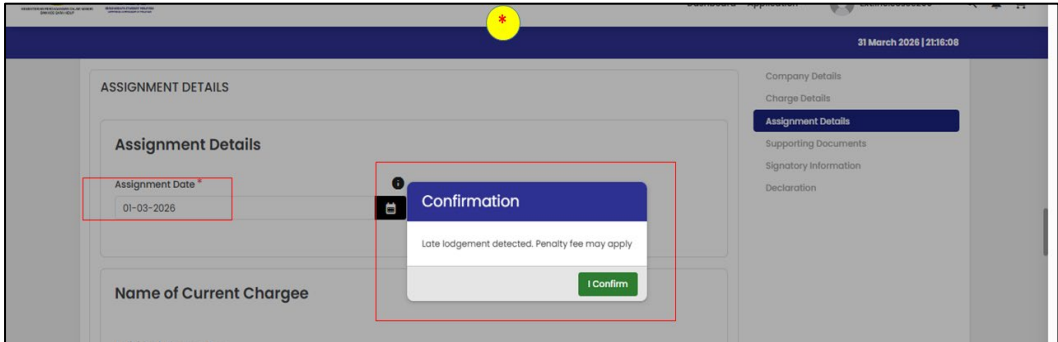
Field Num.	Description
	
5	On the Withdraw popup, select the Reason to Withdraw.  Then Click Withdraw button.
6	Click Withdraw to proceed the withdrawal. 
7	The task will be disappeared in the CH Executive's Tasklist.

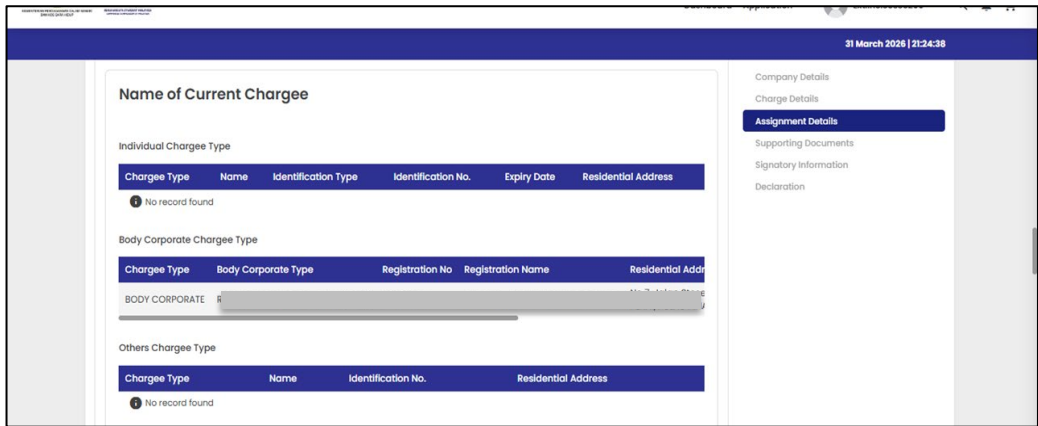
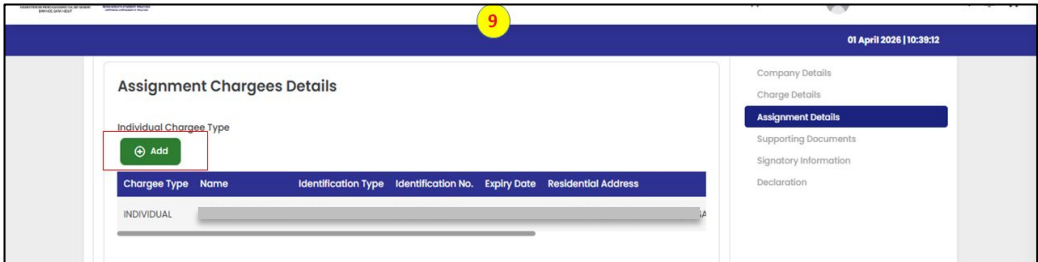
5. Assignment of Charges

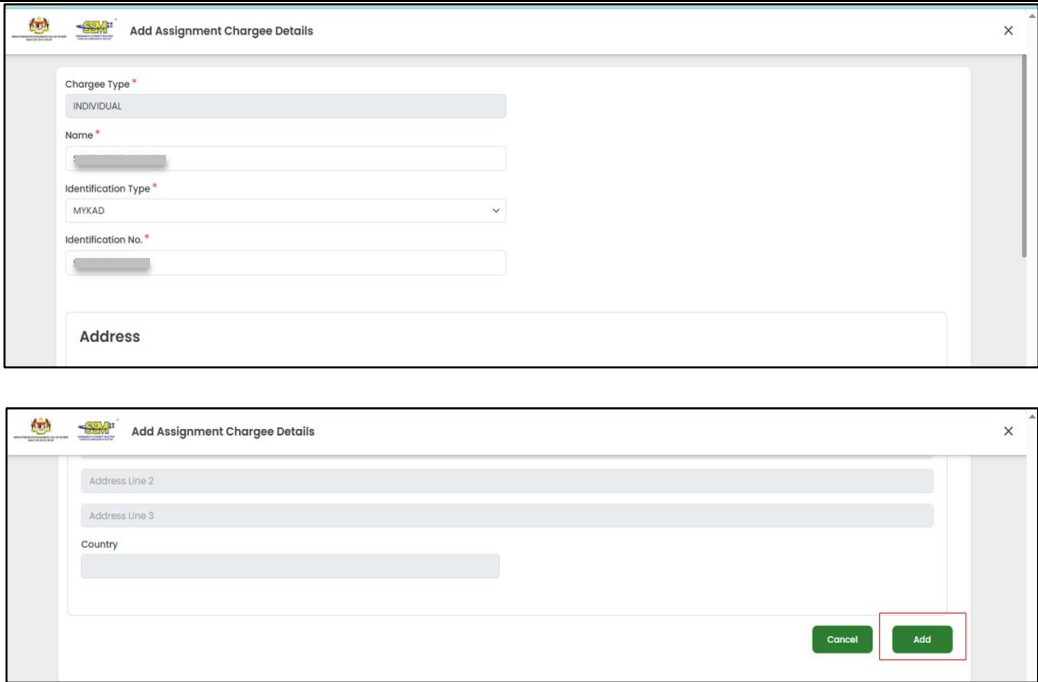
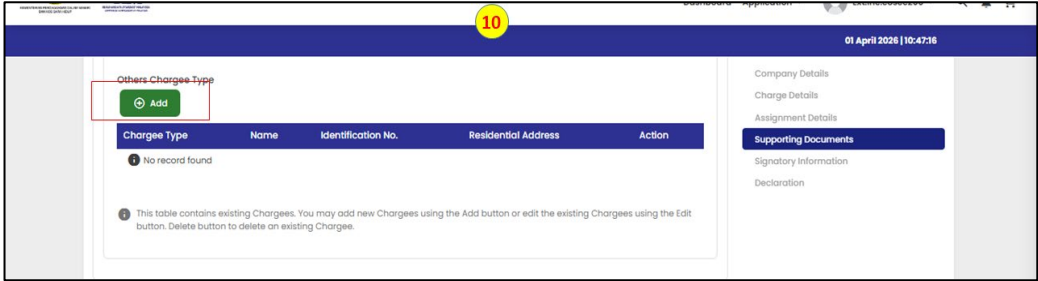
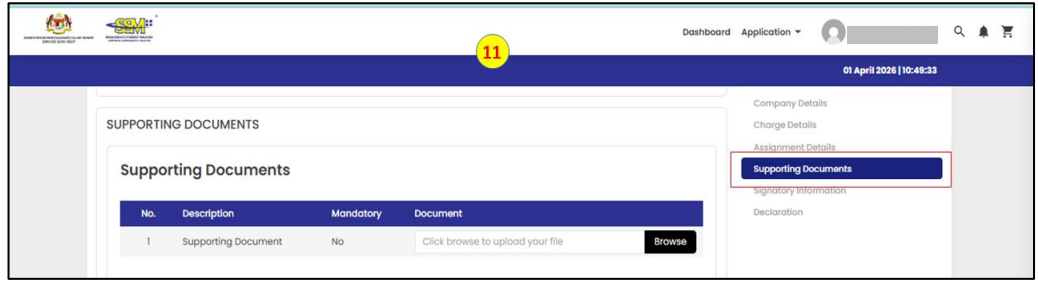
5.1 Submit Assignment of Charges

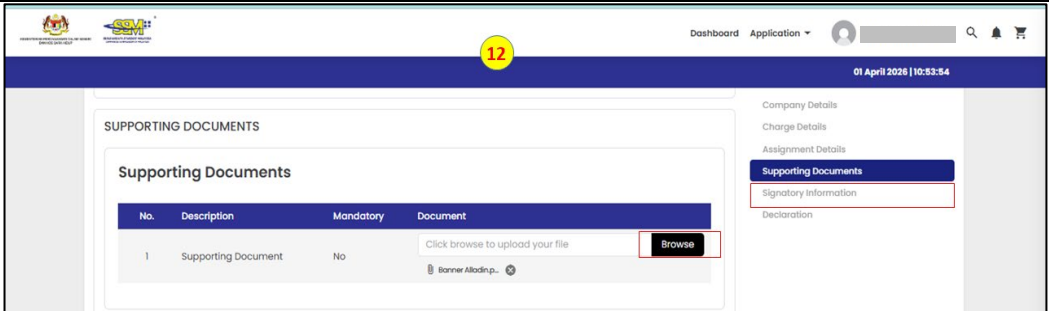
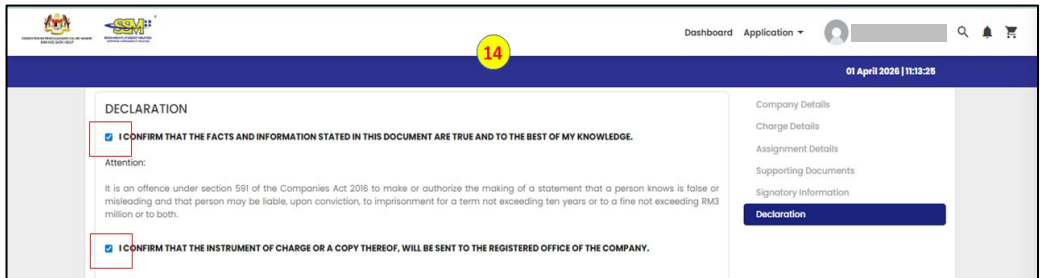
Field Num.	Description
1	From the Dashboard, go to the Application menu in the Navigation Bar. 
2	Click Charges > Notice of Assignment of Charges 
3	Assignment of Charge form will be displayed. Fill in the following details: a. Type of Registration Number <Select radio button: OLD / NEW> b. Company Number: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

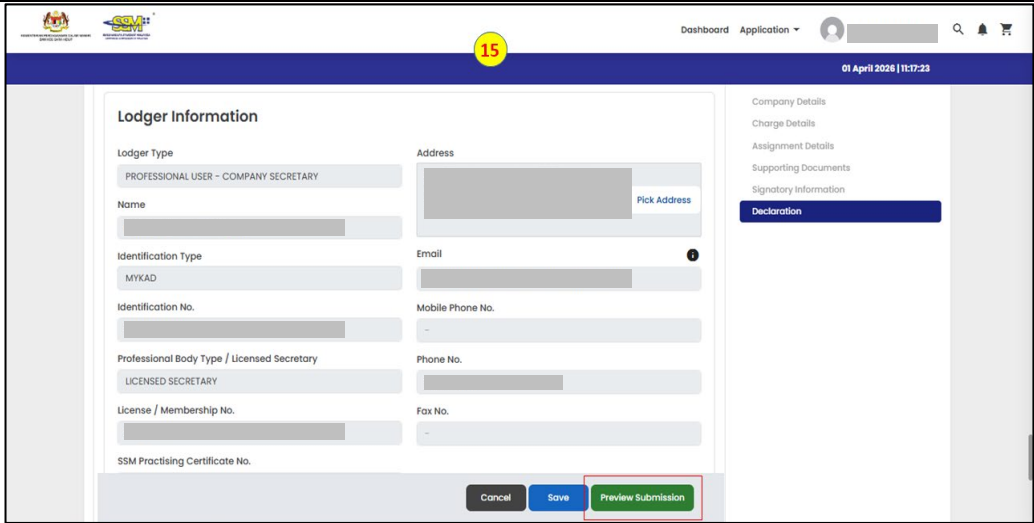
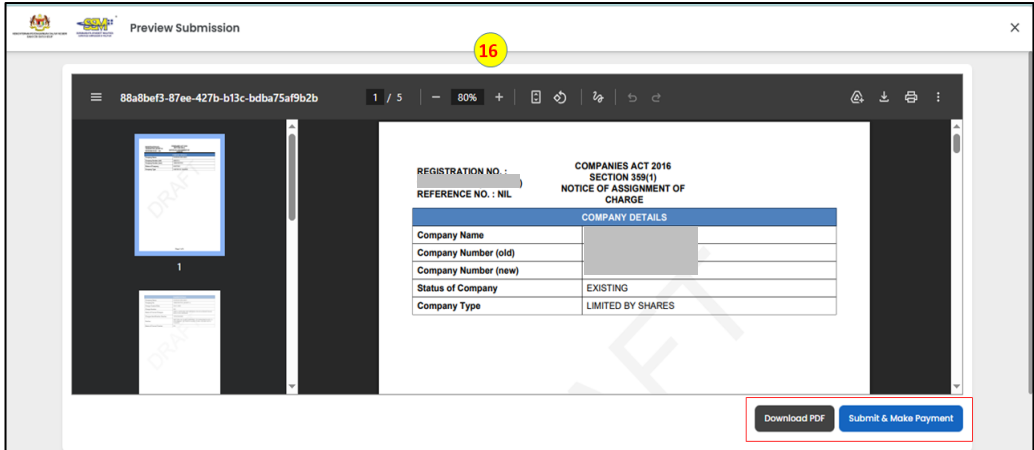
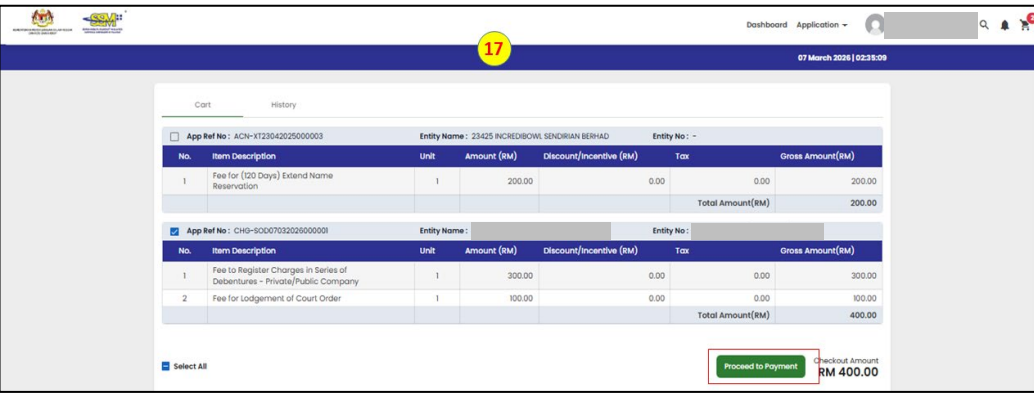
Field Num.	Description
	
4	Check the Company Details and click Right Tab Menu to go to the Charge Details tab or Scroll Down to access it 
5	The Charge Details form will be displayed. Fill in the following detail: a. Charge Number <Input existing Charge Number> Click Search button.  <i>Note: Upon clicking 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</i>
6	Check the Charge Details and select the Date of Notice.

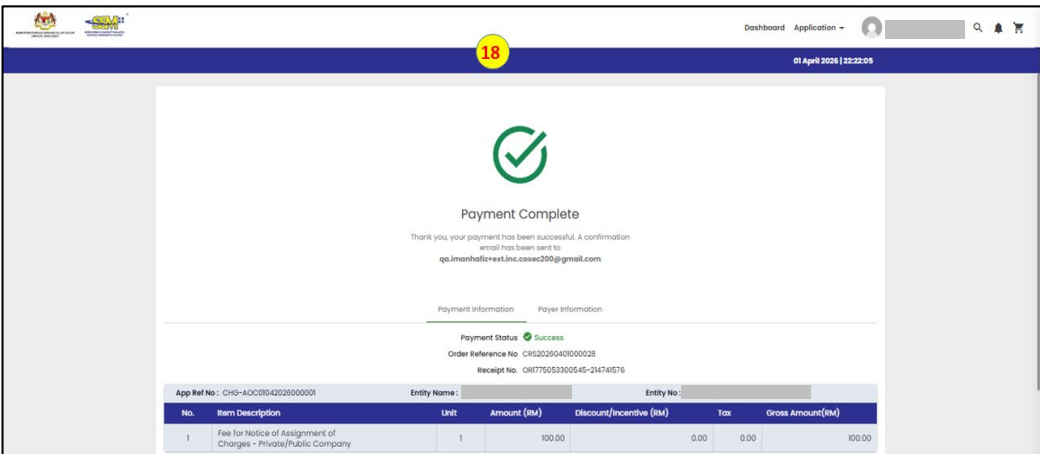
Field Num.	Description
	 Then fill in the following detail: Date of Which Any Notice Was Lodged <Select Past or Today's Date only (optional)>
7	Click the Right Tab Menu to go to the Assignment Details tab or Scroll Down to access it. 
8	The system validates if the entered date is more than 30 days + 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: <i>NOTE: New chargee Identification Number should not be the same as old chargee Identification number.</i> Chargee Type: <Select from the drop-down list: Individual> Name: <Input Name> <i>NOTE: Auto-Capitalised</i> Identification Type: <Select from the drop-down list: MyKAD> <i>NOTE: Default to MyKAD.</i> Identification Number: <Input 12-digit numbers> <i>NOTE: Format validation is based on ID Type & Auto-Capitalised.</i> Address Line 1: <Input Address Line 1> <i>Auto-Capitalised</i> Address Line 2: <Input Address Line 2 if any> <i>Auto-Capitalised</i> Address Line 3: <Input Address Line 3 if any> <i>Auto-Capitalised</i> State: <Select from drop-down list> <i>Auto-populate if Country: Malaysia.</i> City: <Select from drop-down list> <i>Auto-populate if Country: Malaysia.</i> Postcode: <Select from drop-down list> <i>Auto-populate if Country: Malaysia.</i> Country: <Select from drop-down list> 

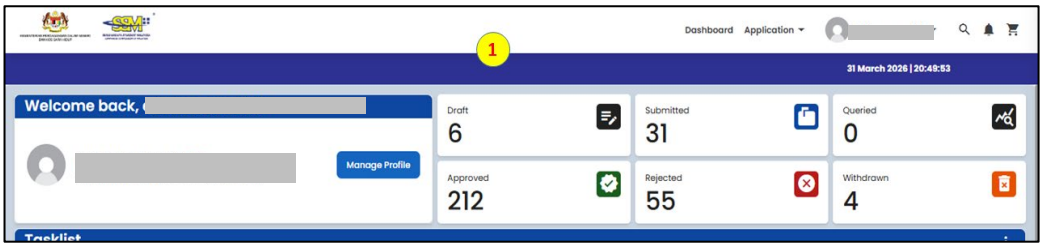
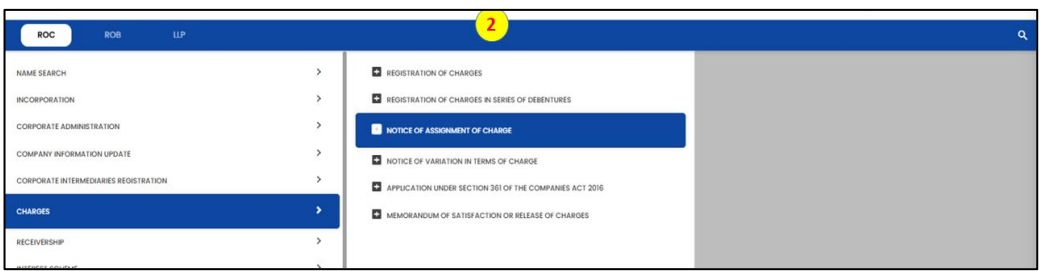
Field Num.	Description
	 I. Click Add button.
10	Repeat Step 9 for any other type of Chargee and Identification 
11	Click the Right tab menu button to go to the Supporting Documents or Scroll Down to access it. 
12	From the Supporting Documents tab, on the Supporting Documents section, fill in the following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

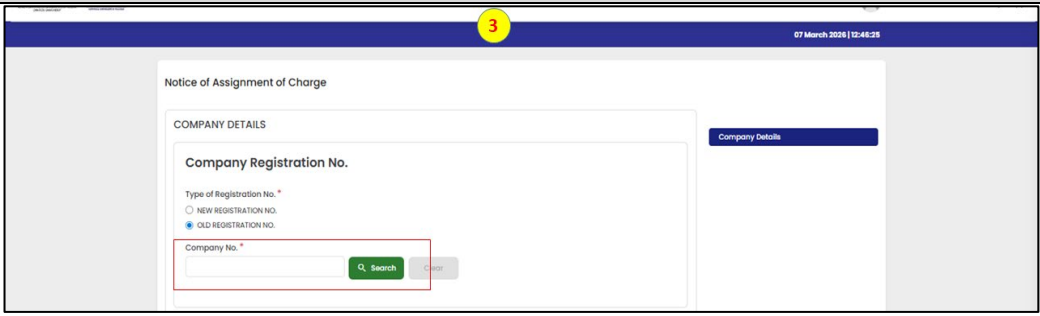
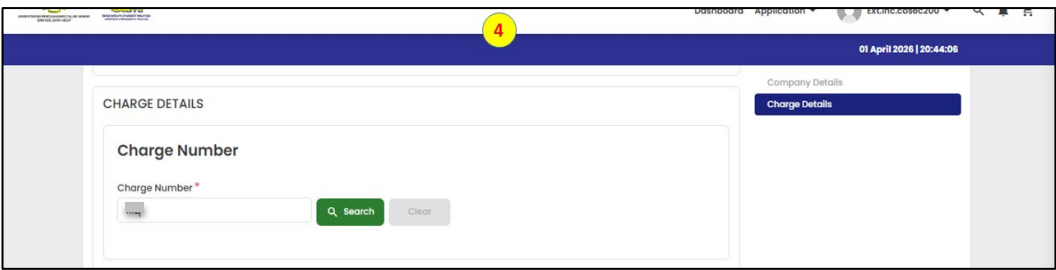
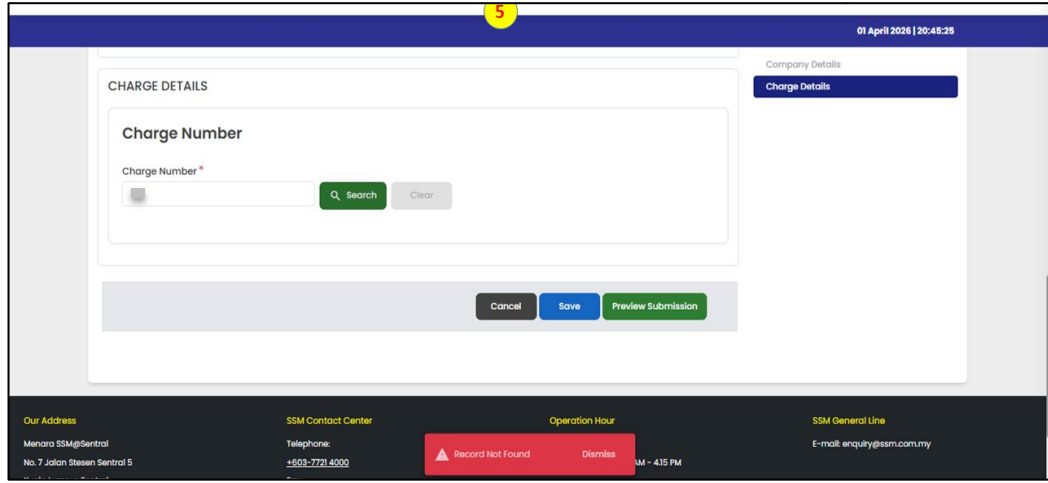
Field Num.	Description
	 Then click Right Tab Menu to go to the Signatory Information tab or Scroll Down to access it.
13	From the Signatory Information tab, add the Signatory Information as follows: Document Date: <Select a date> Only past date or today's date can be selected. Representative Is: <Select from the drop-down list: JUDICIAL MANAGER> NOTE: - Default selection to Liquidator if the company status is "Winding Up". - 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. - The system will not display the fields as this company's status is not Winding Up and there is no default selection as Liquidator. Salutation: <Select from drop down list> Name: <Input Name> NOTE: Auto-Capitalised Identification Type: <Select from the drop-down list: MyKAD> Identification Number: <Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised. Email Address: <Input a valid email format> SSM Practicing Certificate Number: <Input SSM PC No.> NOTE: This field is only required when Representative Is "Company Secretary" & Auto-Capitalised. 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. 

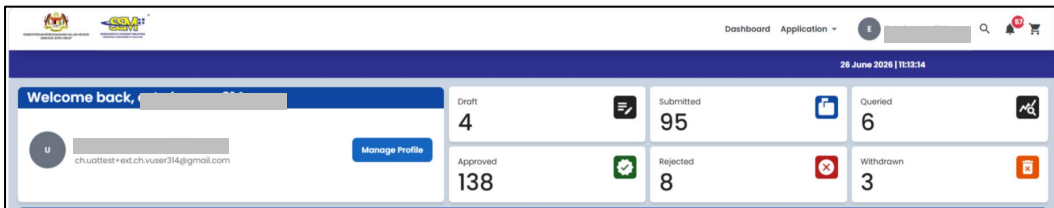
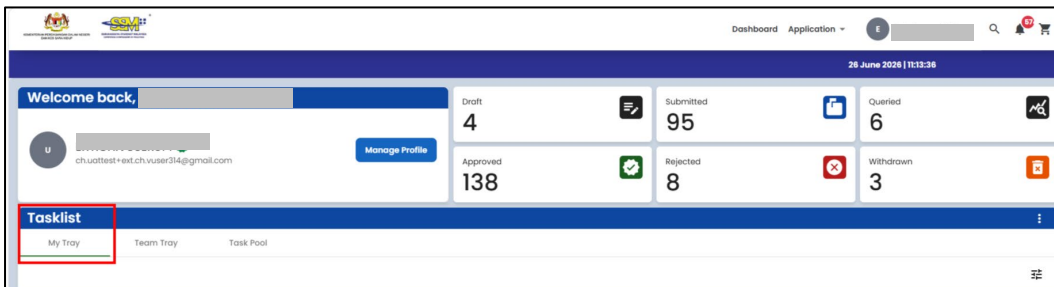
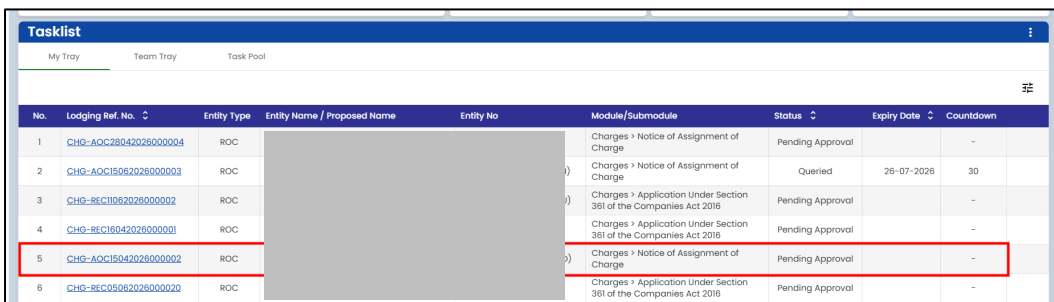
Field Num.	Description
18	

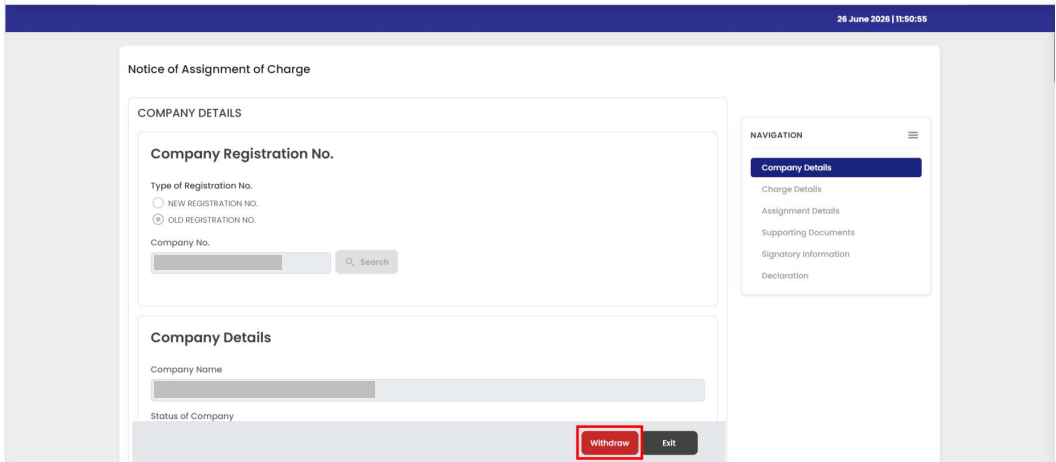
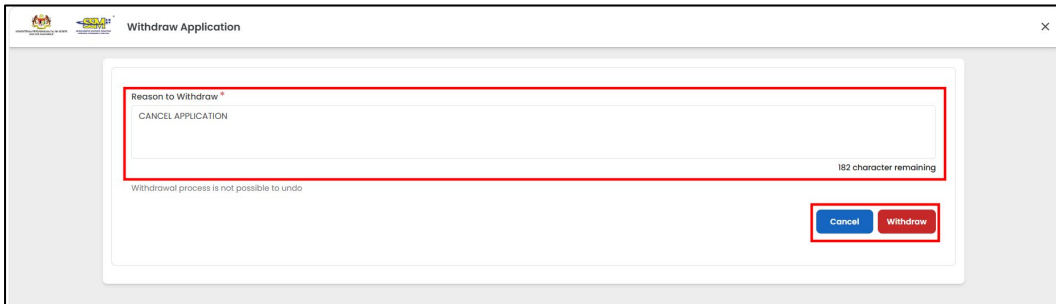
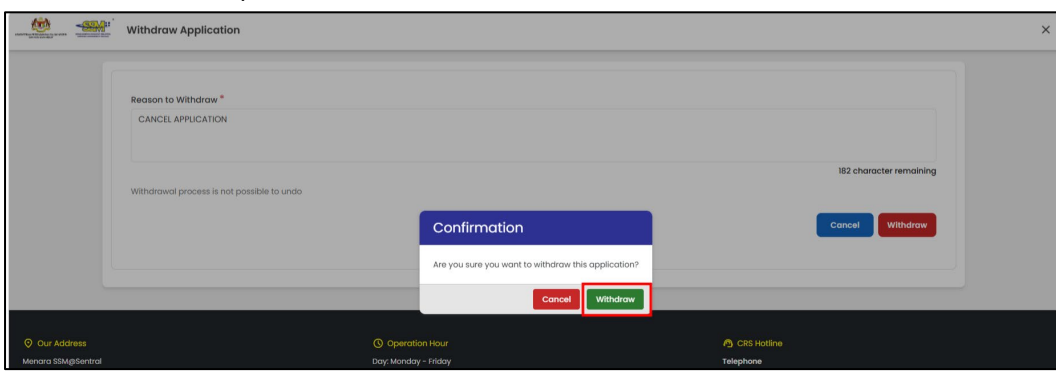
5.2 Charges number doesn't exist

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.

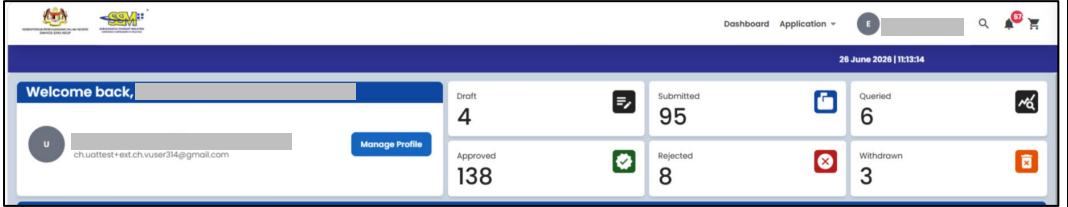
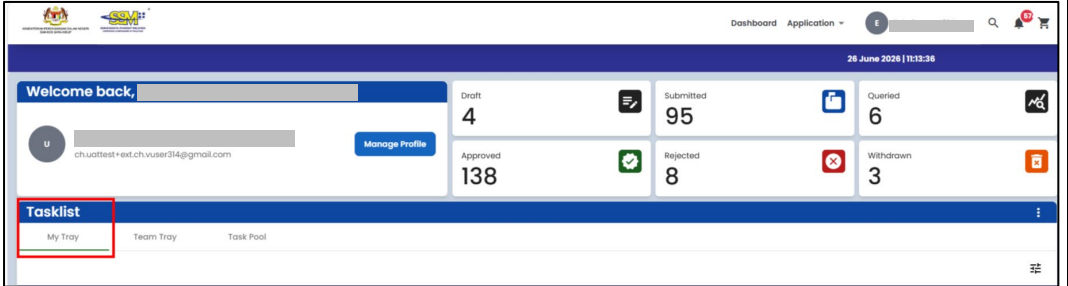
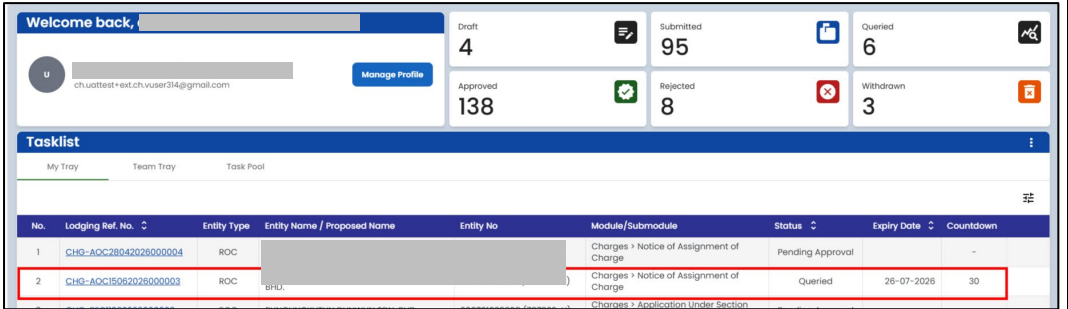
Field Num.	Description
	 Note: Upon clicking the Search button, the Company Details will be displayed.
4	Check the Company Details and click the Right Tab Menu to go to the Charge Details tab or Scroll Down to access it. 
5	The Charge Details form will be displayed. Fill in the following detail: Charge 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.

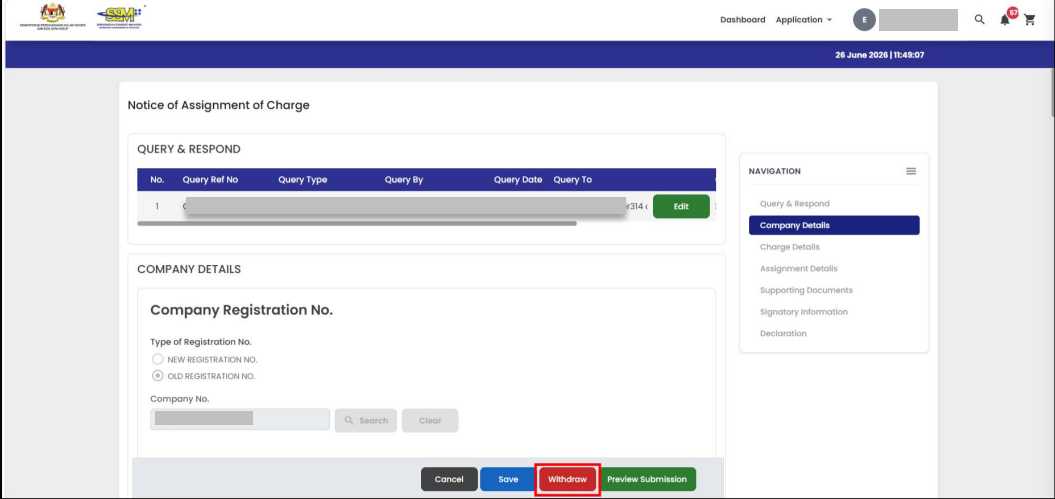
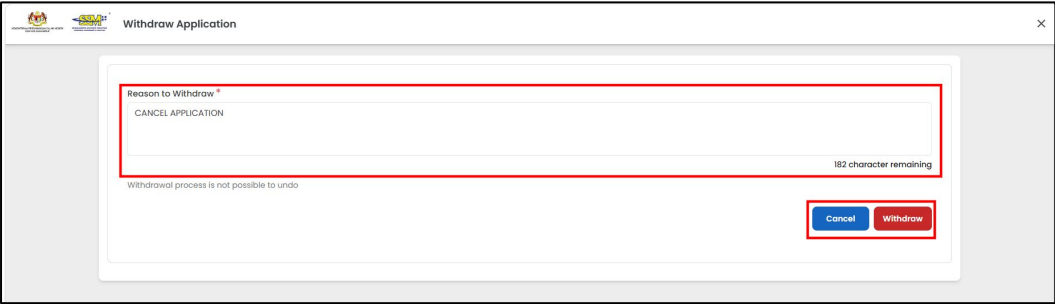
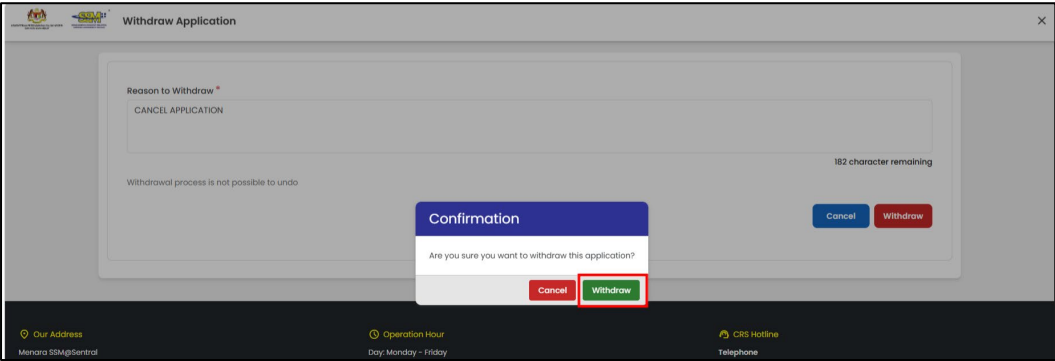
5.3 Withdraw Application (Before Application Queried By SSM Officer)

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.  <table><tr><th>No.</th><th>Lodging Ref. No.</th><th>Entity Type</th><th>Entity Name / Proposed Name</th><th>Entity No</th><th>Module/Submodule</th><th>Status</th><th>Expiry Date</th><th>Countdown</th></tr><tr><td>1</td><td>CHG-AOC28042026000004</td><td>ROC</td><td></td><td></td><td>Charges > Notice of Assignment of Charge</td><td>Pending Approval</td><td></td><td>-</td></tr><tr><td>2</td><td>CHG-AOC15062026000003</td><td>ROC</td><td></td><td></td><td>Charges > Notice of Assignment of Charge</td><td>Queried</td><td>26-07-2026</td><td>30</td></tr><tr><td>3</td><td>CHG-REC11062026000002</td><td>ROC</td><td></td><td></td><td>Charges > Application Under Section 361 of the Companies Act 2016</td><td>Pending Approval</td><td></td><td>-</td></tr><tr><td>4</td><td>CHG-REC16042026000001</td><td>ROC</td><td></td><td></td><td>Charges > Application Under Section 361 of the Companies Act 2016</td><td>Pending Approval</td><td></td><td>-</td></tr><tr><td>5</td><td>CHG-AOC15042026000002</td><td>ROC</td><td></td><td></td><td>Charges > Notice of Assignment of Charge</td><td>Pending Approval</td><td></td><td>-</td></tr><tr><td>6</td><td>CHG-REC050620260000020</td><td>ROC</td><td></td><td></td><td>Charges > Application Under Section 361 of the Companies Act 2016</td><td>Pending Approval</td><td></td><td>-</td></tr></table>	No.	Lodging Ref. No.	Entity Type	Entity Name / Proposed Name	Entity No	Module/Submodule	Status	Expiry Date	Countdown	1	CHG-AOC28042026000004	ROC			Charges > Notice of Assignment of Charge	Pending Approval		-	2	CHG-AOC15062026000003	ROC			Charges > Notice of Assignment of Charge	Queried	26-07-2026	30	3	CHG-REC11062026000002	ROC			Charges > Application Under Section 361 of the Companies Act 2016	Pending Approval		-	4	CHG-REC16042026000001	ROC			Charges > Application Under Section 361 of the Companies Act 2016	Pending Approval		-	5	CHG-AOC15042026000002	ROC			Charges > Notice of Assignment of Charge	Pending Approval		-	6	CHG-REC050620260000020	ROC			Charges > Application Under Section 361 of the Companies Act 2016	Pending Approval		-
No.	Lodging Ref. No.	Entity Type	Entity Name / Proposed Name	Entity No	Module/Submodule	Status	Expiry Date	Countdown																																																								
1	CHG-AOC28042026000004	ROC			Charges > Notice of Assignment of Charge	Pending Approval		-																																																								
2	CHG-AOC15062026000003	ROC			Charges > Notice of Assignment of Charge	Queried	26-07-2026	30																																																								
3	CHG-REC11062026000002	ROC			Charges > Application Under Section 361 of the Companies Act 2016	Pending Approval		-																																																								
4	CHG-REC16042026000001	ROC			Charges > Application Under Section 361 of the Companies Act 2016	Pending Approval		-																																																								
5	CHG-AOC15042026000002	ROC			Charges > Notice of Assignment of Charge	Pending Approval		-																																																								
6	CHG-REC050620260000020	ROC			Charges > Application Under Section 361 of the Companies Act 2016	Pending Approval		-																																																								
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.

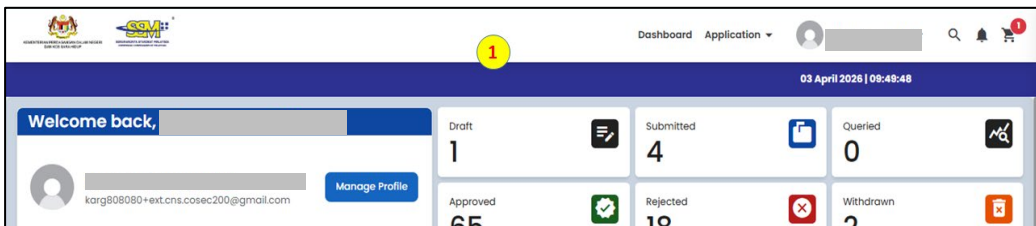
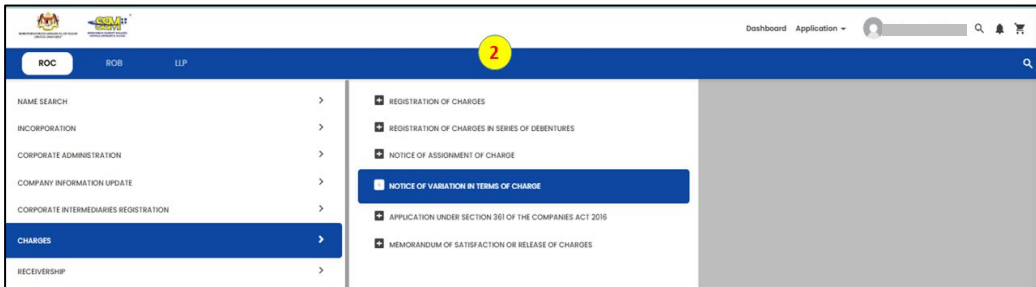
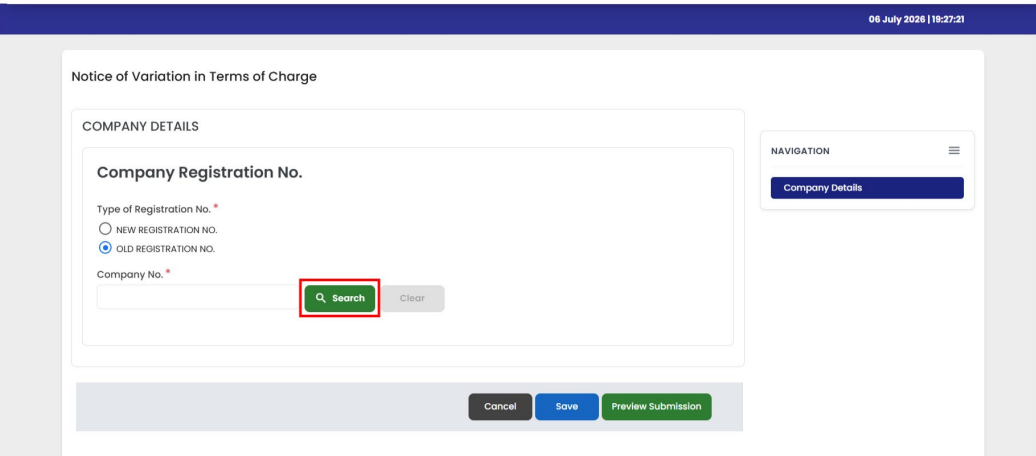
5.4 Withdraw Application (After Application Queried by SSM Officer)

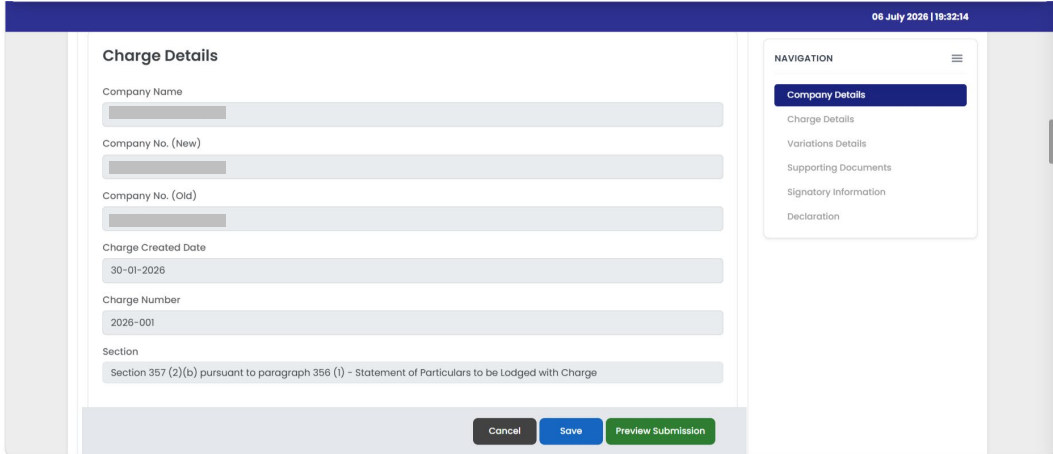
Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist. 
3	Click on the My Tray tab and then click the submitted application with the status Queried from the My Tray listing. 
4	From the Assignment of Charges form, click the Withdraw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

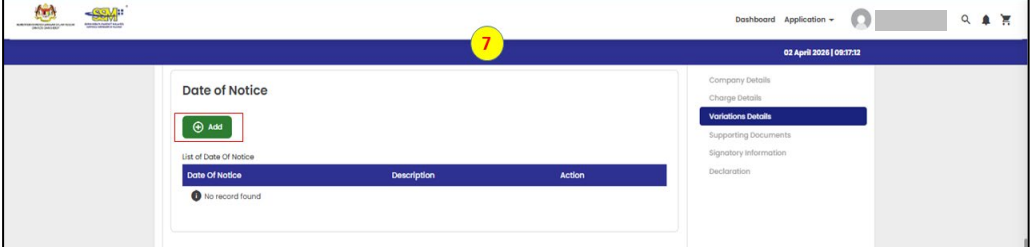
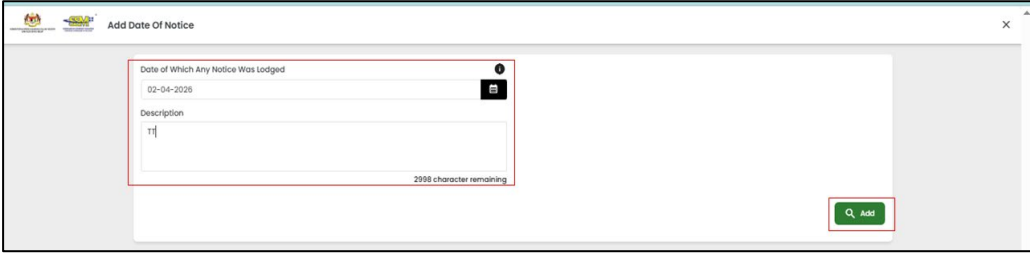
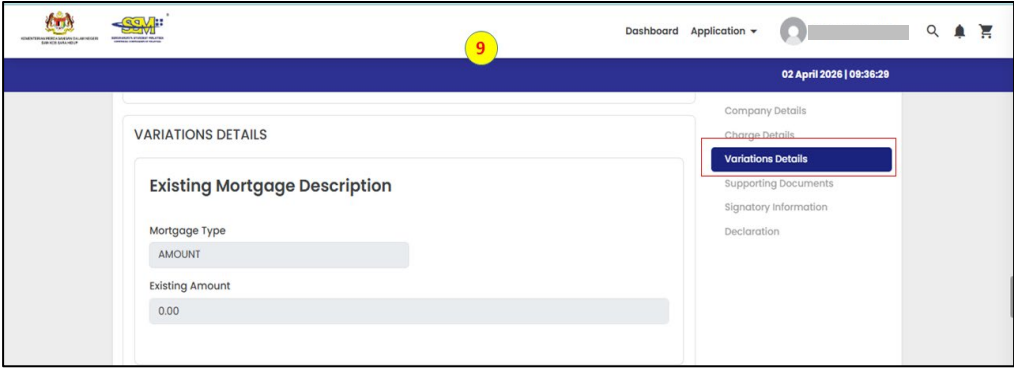
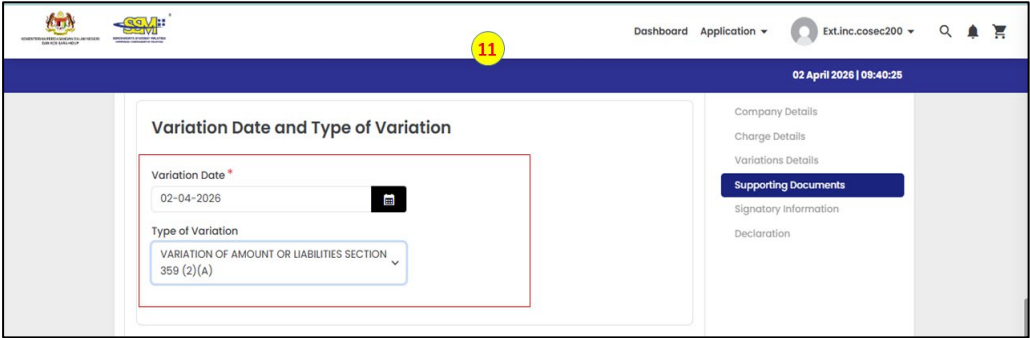
Field Num.	Description
	
5	On the Withdraw popup, select the Reason to Withdraw.  Then Click Withdraw button.
6	Click Withdraw to proceed the withdrawal. 
7	The task will be disappeared in the CH Executive's Tasklist.

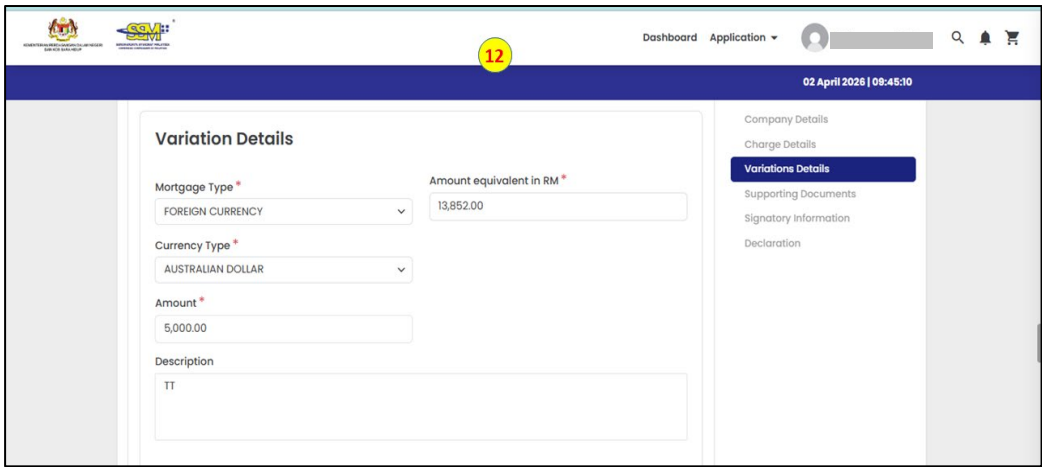
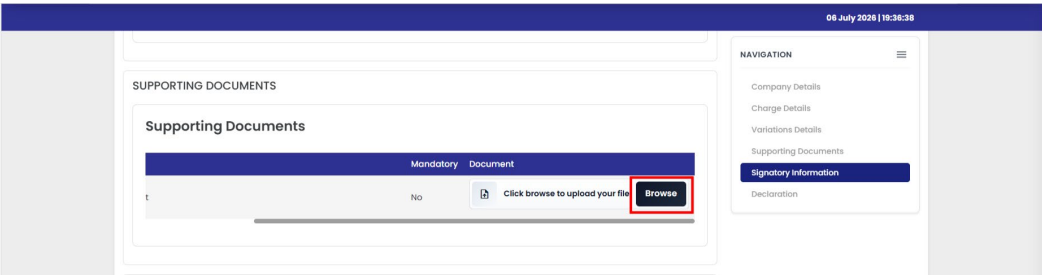
6 Variations of Charges

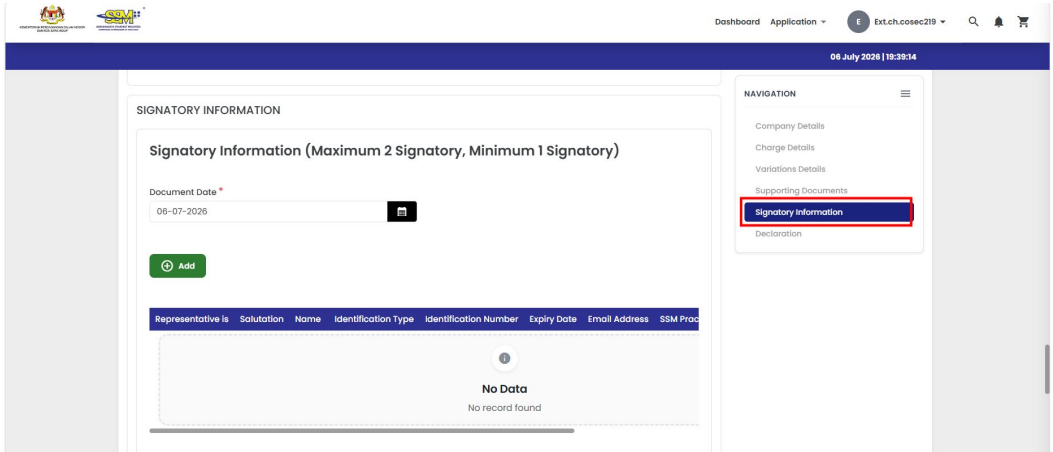
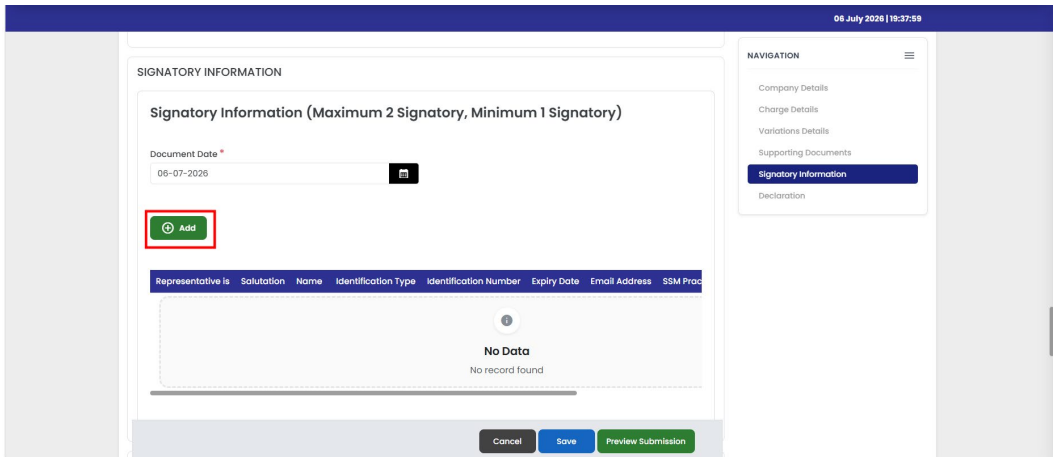
6.1 Submit Variation of Charges

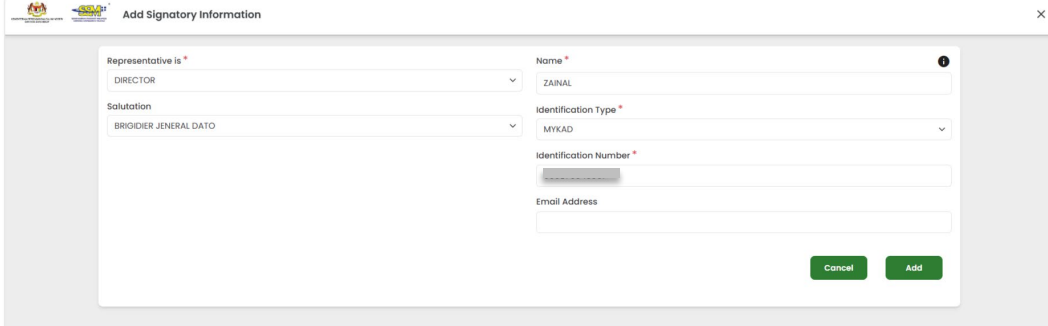
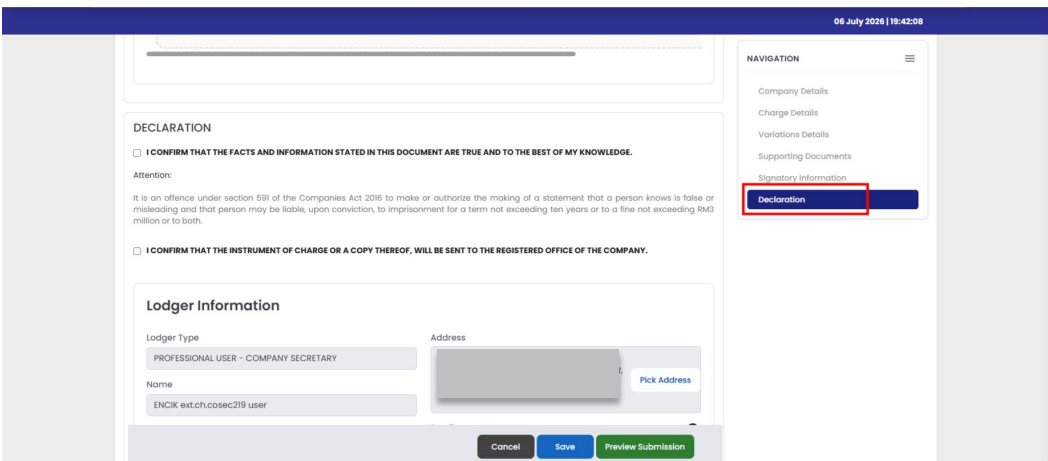
Field Num.	Description
1	From the Dashboard, go to the Application menu in the Navigation Bar. 
2	Click ROC > Charges > Notice of Variation in Terms of Charges 
3	Notice of Variation in Terms of Charges form will be displayed. Fill in the following details: Type of Registration Number <Select radio button: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

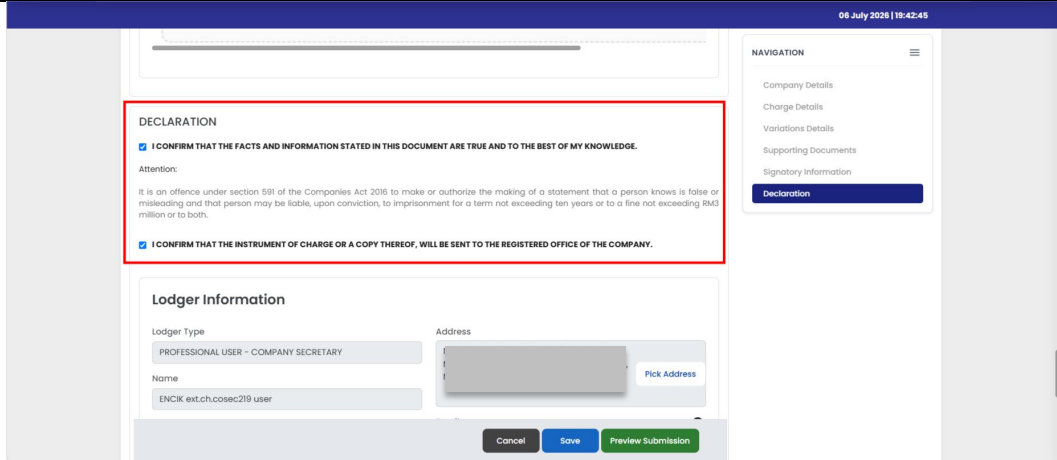
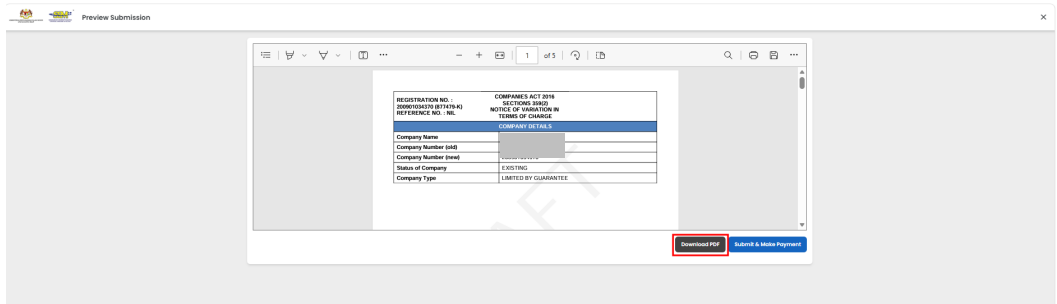
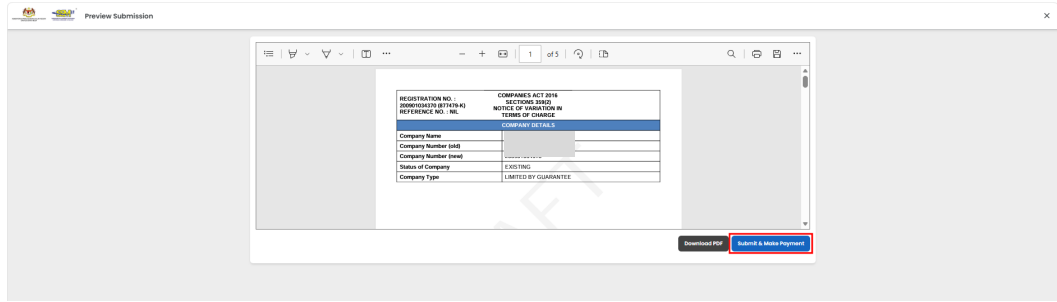
Field Num.	Description
	
5	The Charge Details form will be displayed. Fill in the following detail: a. Charge Number: <Input existing <i>Charge Number</i>> Click Search button. <i>Note: Upon clicking the Search button, the Charge Details will be displayed.</i> 
6	Check the Charge Details and select the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

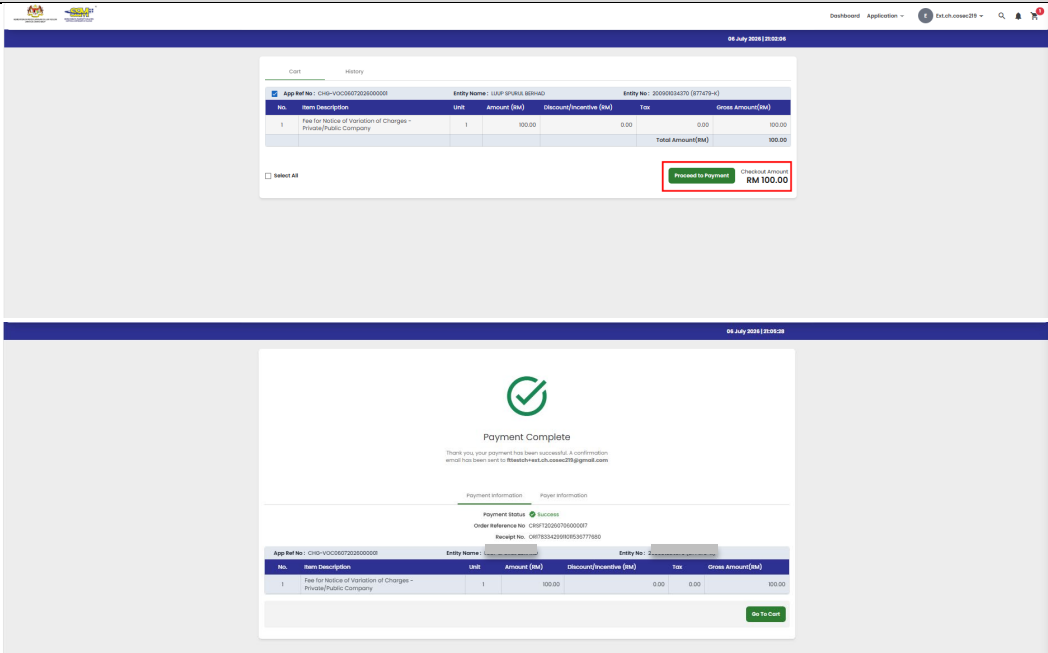
Field Num.	Description
	  Click Add button to add another Date of Notice.
8	Click the Right tab menu to go to the Variation Details tab or Scroll Down to access it.  The Variation Details form will be displayed. On the Existing Mortgage Description, check Mortgage Type and Description that auto-populate.
9	On the Variation Date and Type of Variation section, fill in the following detail: Variation Date: <Select Past Date only> 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.

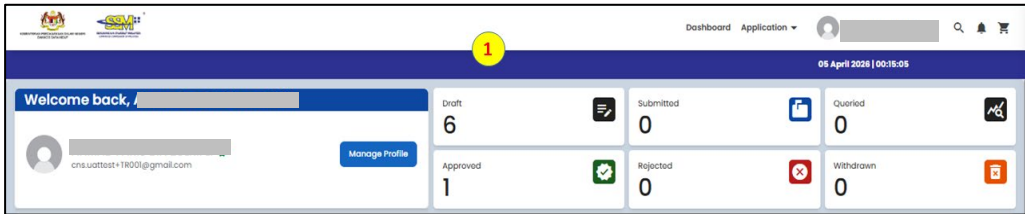
Field Num.	Description
	Support Document: <Browse & Upload>
14	Click the Right Tab Menu to go to the Signatory Information tab or Scroll Down to access it.  Add the Signatory Information as follows: a. Document Date: <Select a date> Only past date or today's date can be selected.  Click Add button
15	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: - Default selection to Liquidator if the company status is "Winding Up". - 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. - 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>

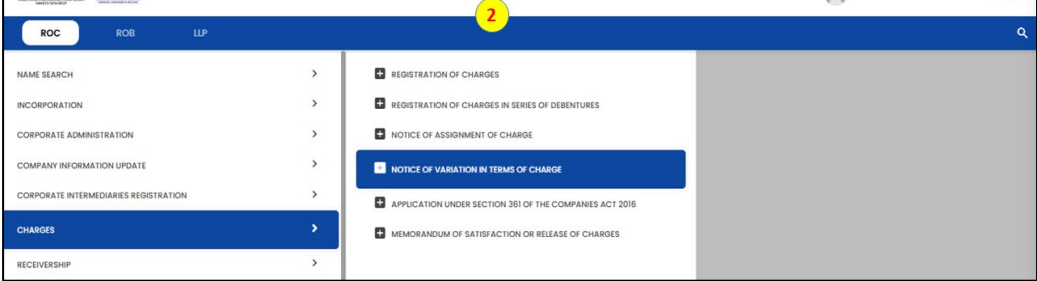
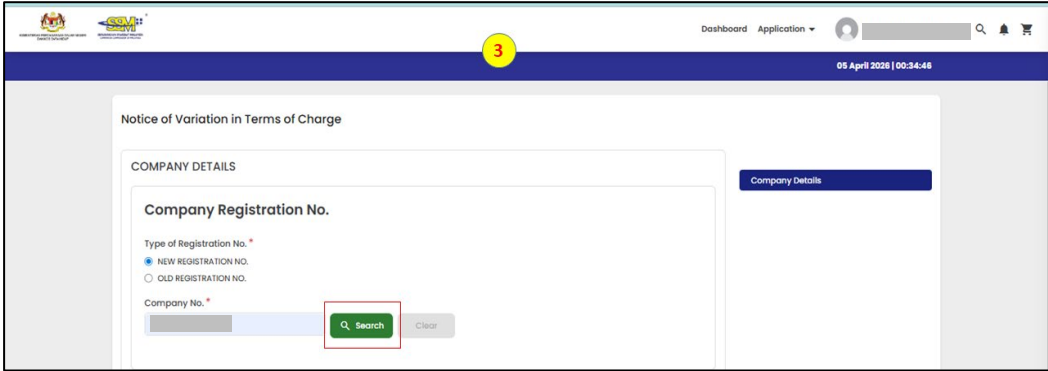
Field Num.	Description
	d. Name: <Input Name> NOTE: Auto-Capitalised e. Identification Type: <Select from the drop-down list: MyKAD> f. Identification Number: <Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised. g. Email Address: <Input a valid email format>  Then 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.

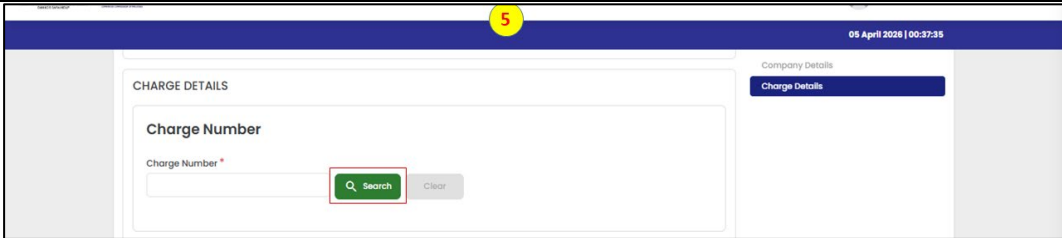
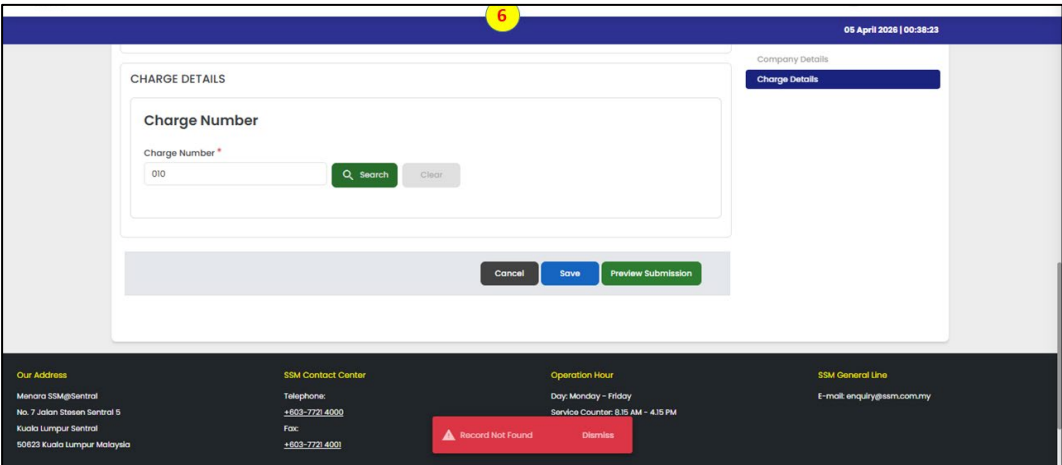
Field Num.	Description
	
19	Click on the Download PDF button. 
20	Click on the Submit & Make Payment button. 
21	Make payment as instructed & payment successful.

Field Num.	Description
	

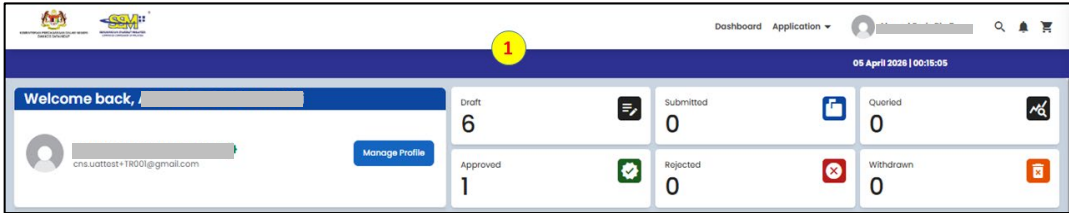
6.2 Charges number does not exist

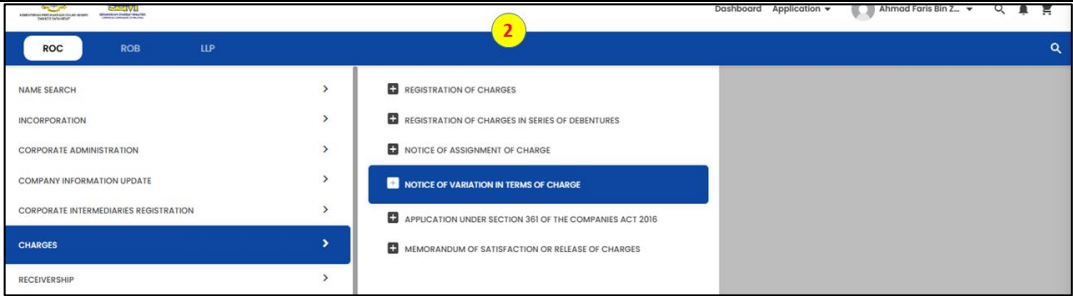
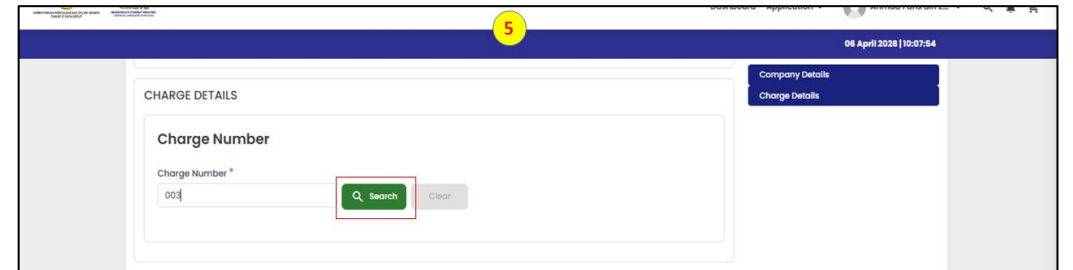
Field Num.	Description
1	From the Dashboard, go to the Application menu in the Navigation Bar. 
2	Then, click as follows: Charges > Notice of Variation in Terms of Charges

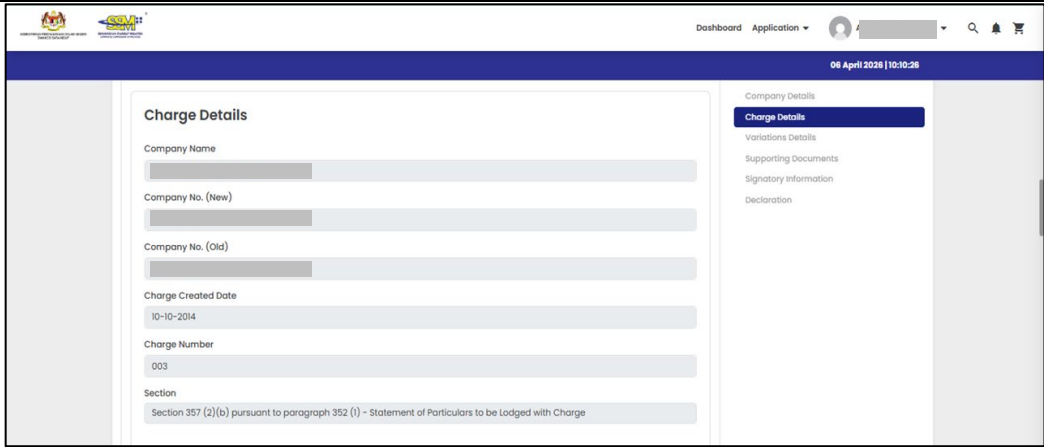
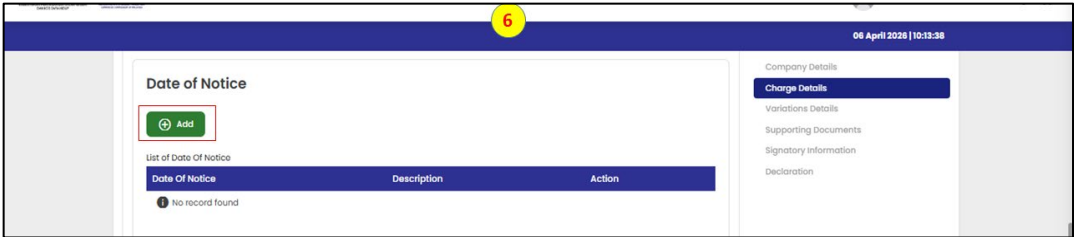
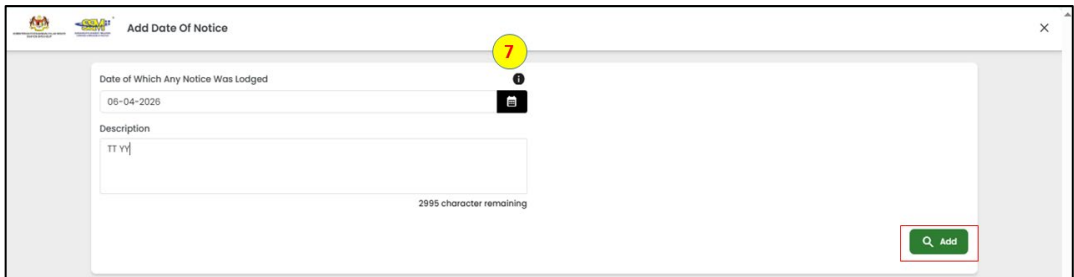
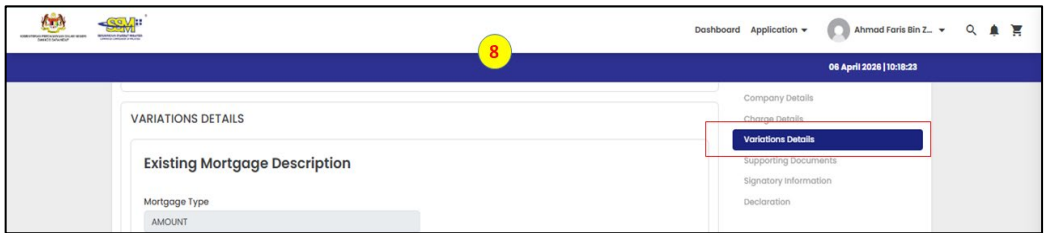
Field Num.	Description
	
3	Notice of Variation in Terms of Charges form will be displayed. Fill in the following details: a. Type of Registration Number <Select radio button: OLD / NEW> b. Company Number: <Input Company No. based on Type of Reg. No.> Click Search button. <i>Note: Upon clicking the Search button, the Company Details will be displayed.</i> 
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.

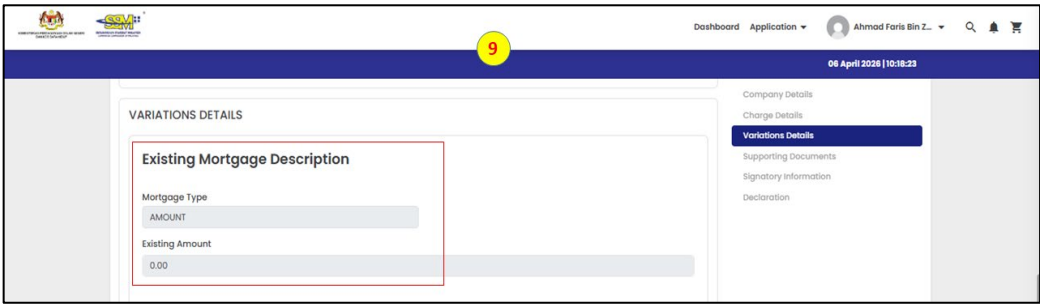
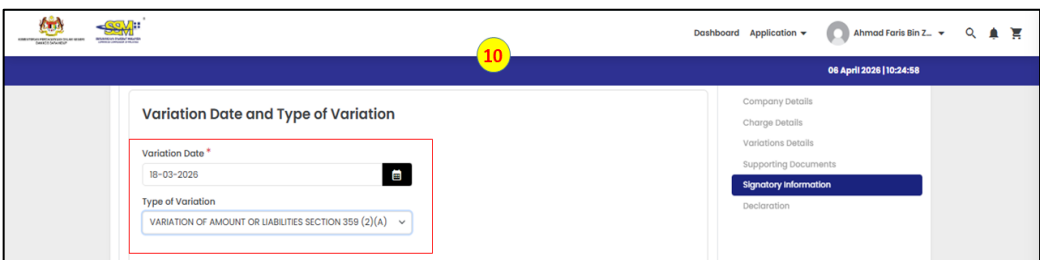
Field Num.	Description
	 <i>Note: Upon clicking the Search button, the Charge Details will be displayed.</i>
6	The Charge Number does not exist. 
7	The system does not allow lodger to proceed as the Charge Number not exist.

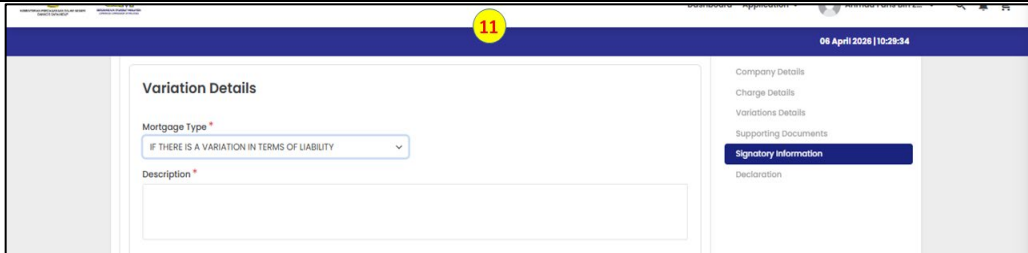
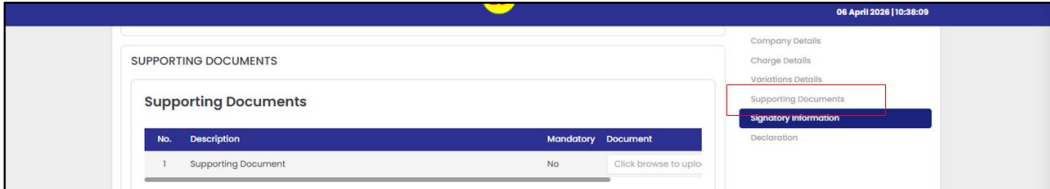
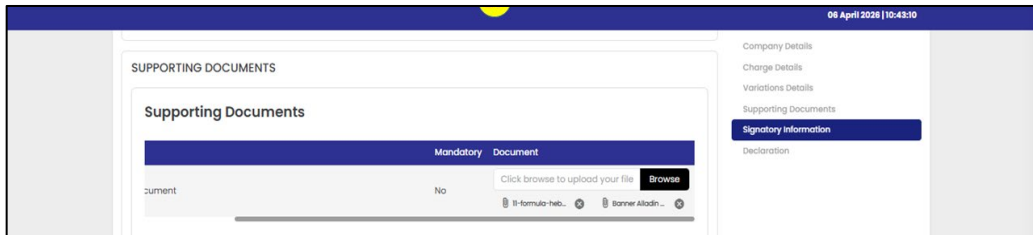
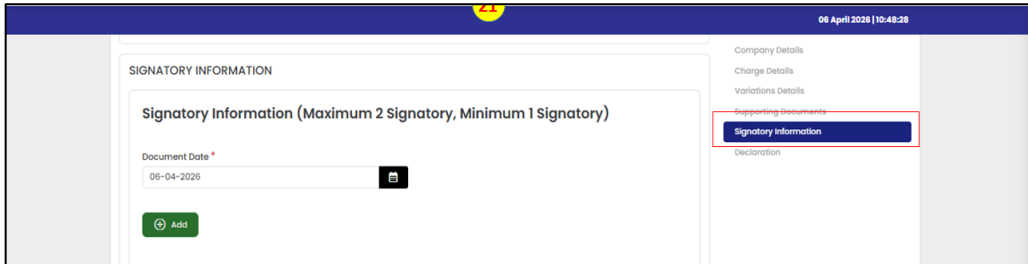
6.3 Within Time with Type of Variation - Variation of Amount or Liabilities Section 359 (2)(a)

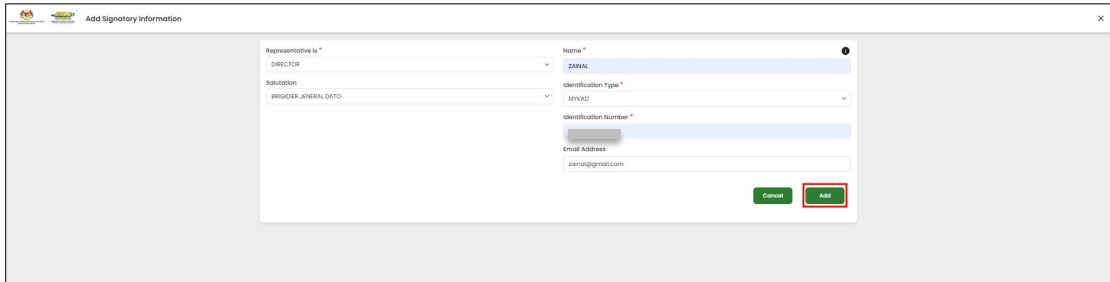
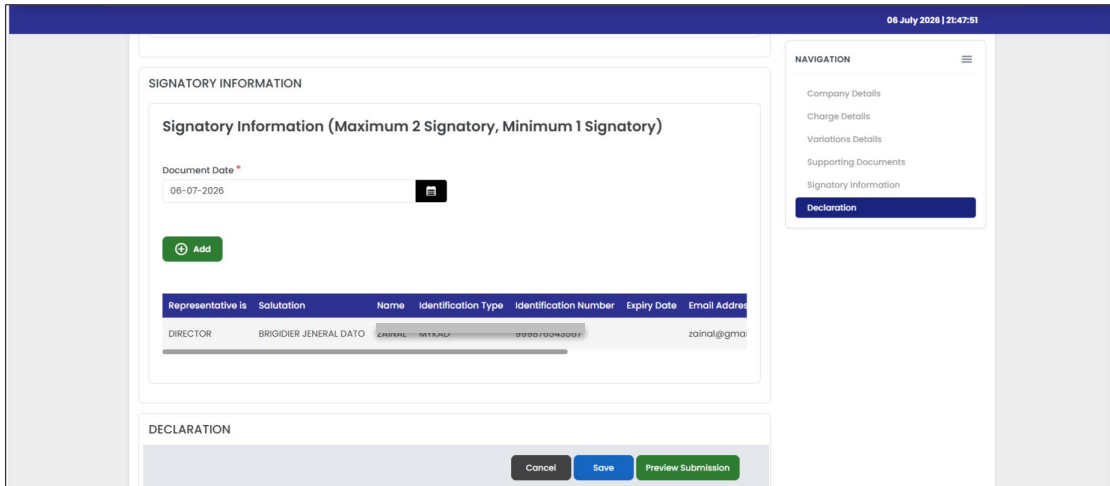
Field Num.	Description
1	From the Dashboard, go to the Application menu on the Navigation Bar 
2	Click Charges > Notice of Variation in Terms of Charges

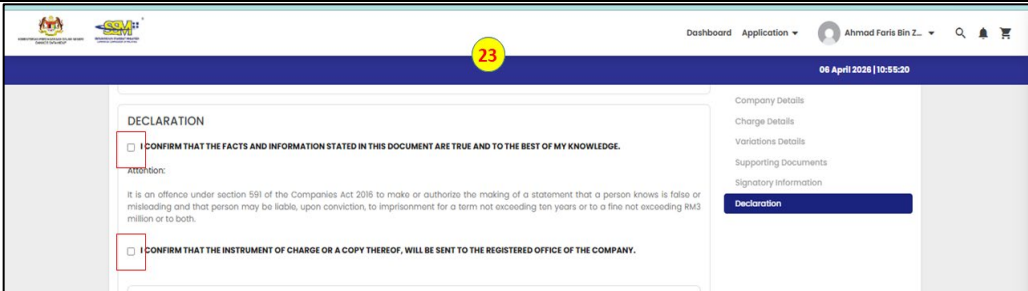
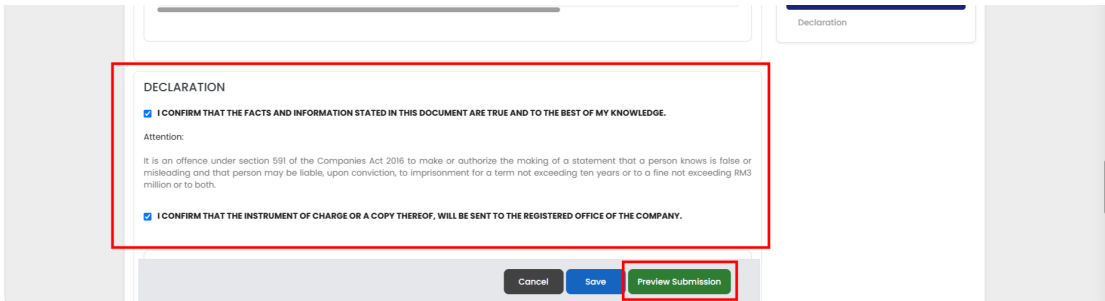
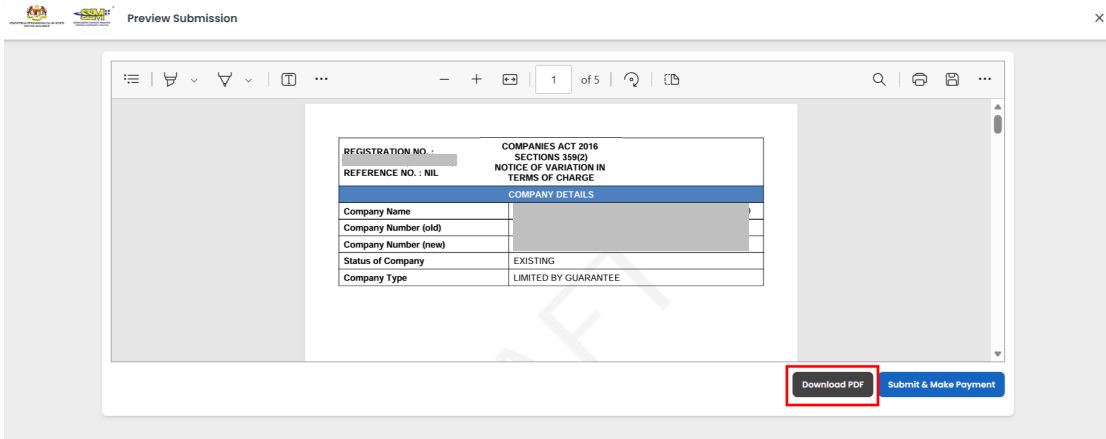
Field Num.	Description
	
3	Notice of Variation in Terms of Charges form will be displayed. Fill in the following details: Type of Registration Number <i><Select radio button: OLD / NEW></i> Company Number: <i><Input Company No. based on Type of Reg. No.></i> Click Search button.  <i>Note: Upon clicking the Search button, the Company Details will be displayed.</i>
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: Charge Number: <i><Input existing Charge Number></i> Click Search button. 

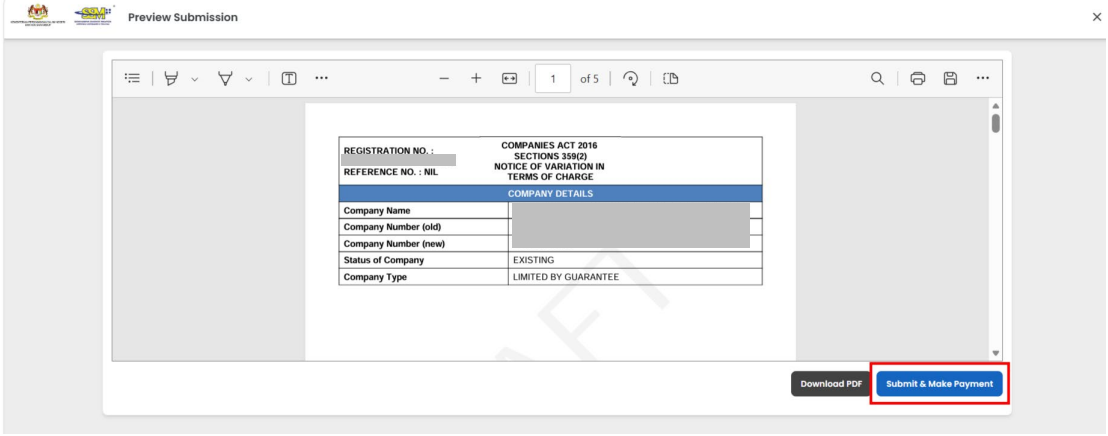
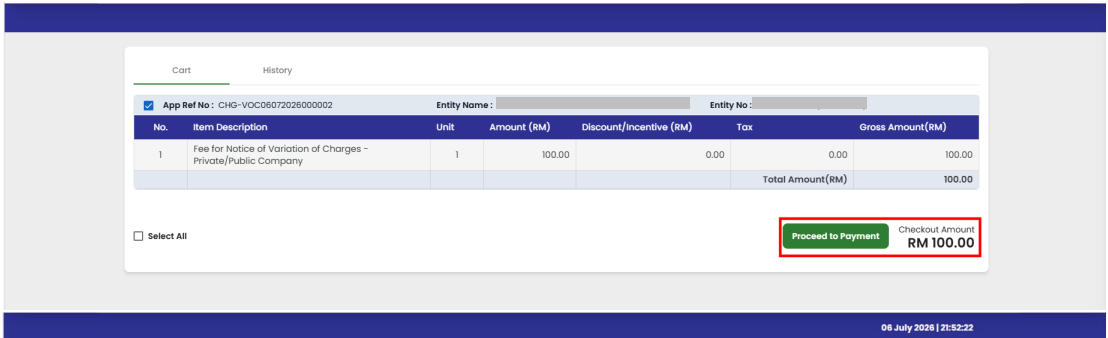
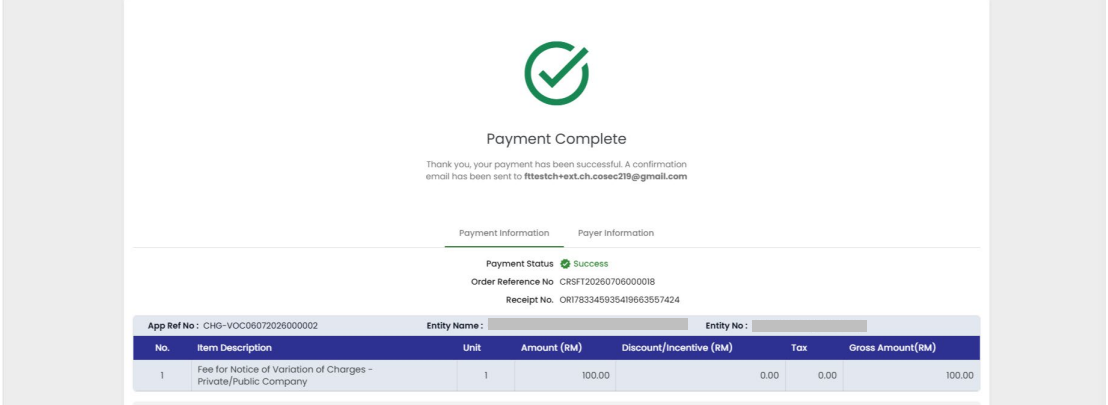
Field Num.	Description
	 Note: Upon clicking the Search button, the Charge Details will be displayed.
6	Check the Charge Details and select the Date of Notice. 
7	On the Date of Notice section, fill in the following detail: Date of Which Any Notice Was Lodged: <Select Past or Today's Date only (optional)> 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: Variation Date: <Select Past Date only> 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: - Variation of Amount or Liabilities Section 359 (2)(a) - Prohibited or Restricted The Creation of Subsequent Charges – Section 359(2)(b)
11	On the New Variation Details section, fill in the following details: Type of Variation: <Select from the drop-down list: Variation of Amount or Liabilities Section 359 (2)(a)> Mortgage Type: <Select from the drop-down list: If there is a Variation in terms of liability> Description of Liability: <Input Description> Auto-Capitalised, ≤900 characters.

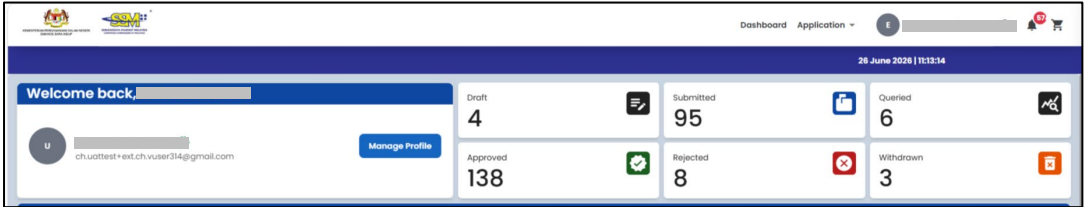
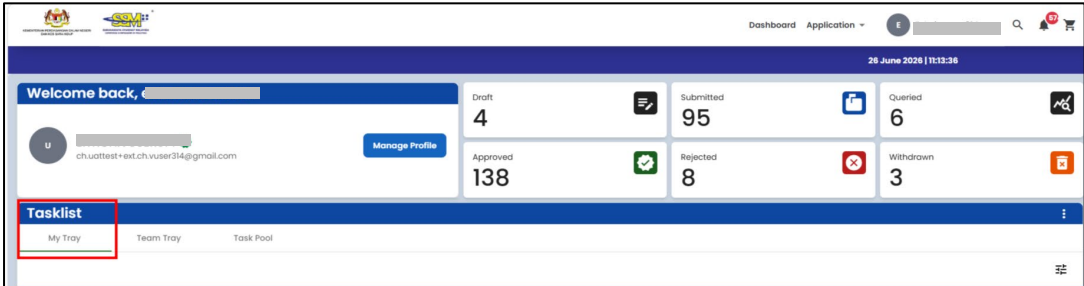
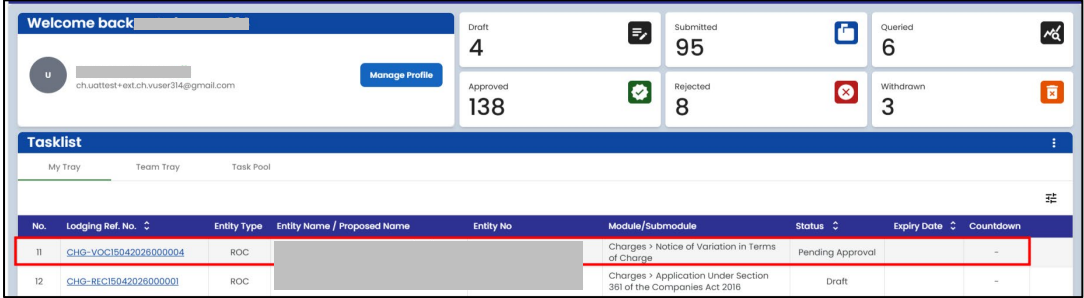
Field Num.	Description
	
12	Click the Right Tab Menu to go to the Supporting Document tab or Scroll Down to access it. 
13	On the Supporting Document section, fill in the following detail below. a. Support Document: <Browse & Upload> 
14	Click the Right Tab Menu to go to the Signatory Information tab 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".

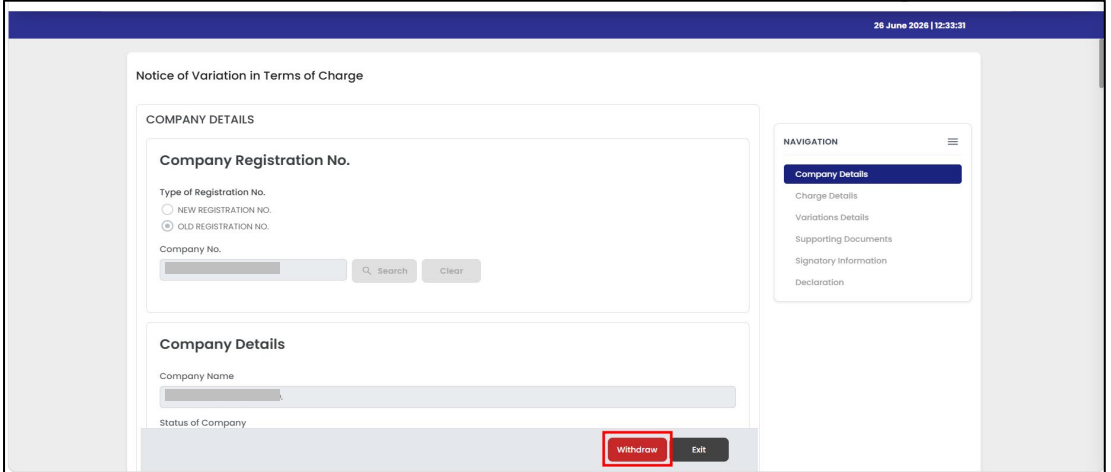
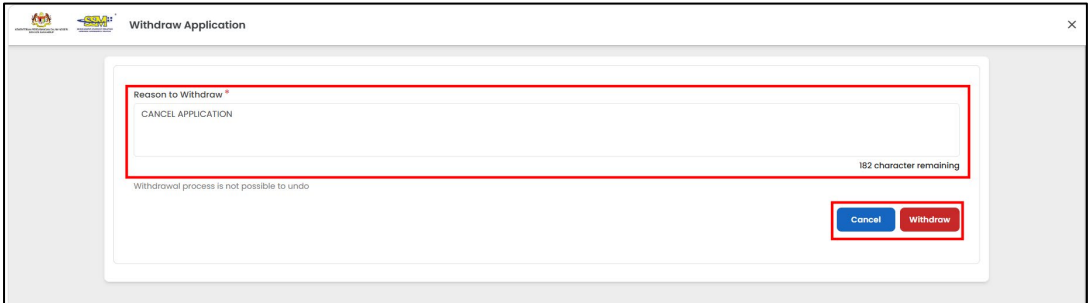
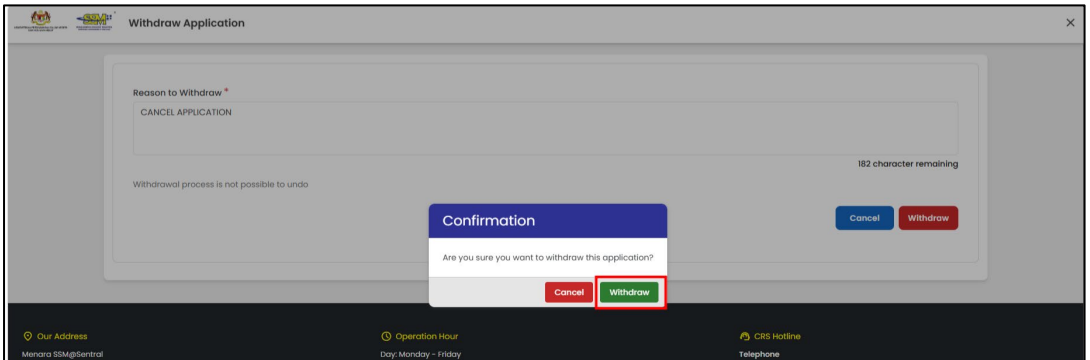
Field Num.	Description
	ii. If user chooses Representative Is choice other than the default Liquidator, please upload the supporting documents for Representative other than Liquidator field will be displayed. iii. The system will not display the fields as this company's status is not Winding Up and there 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.

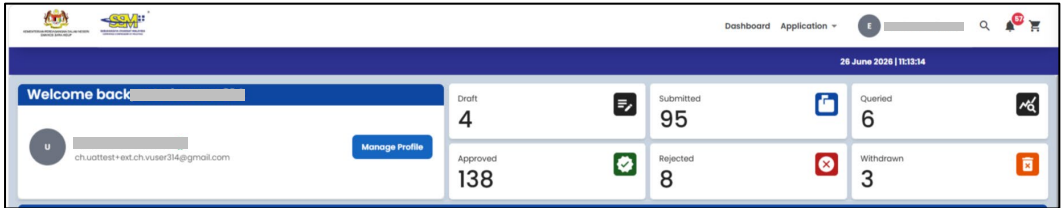
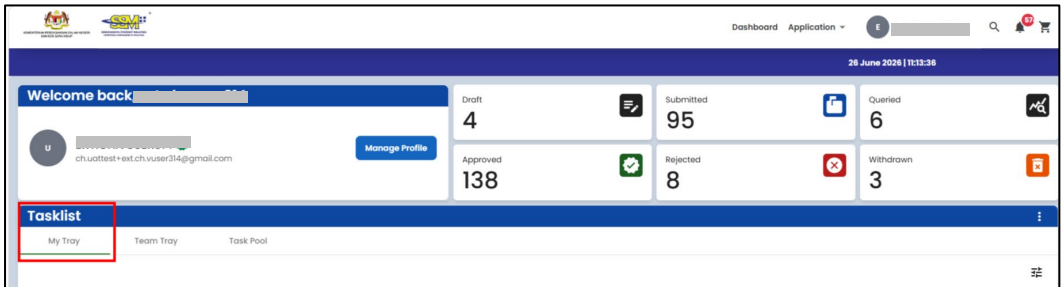
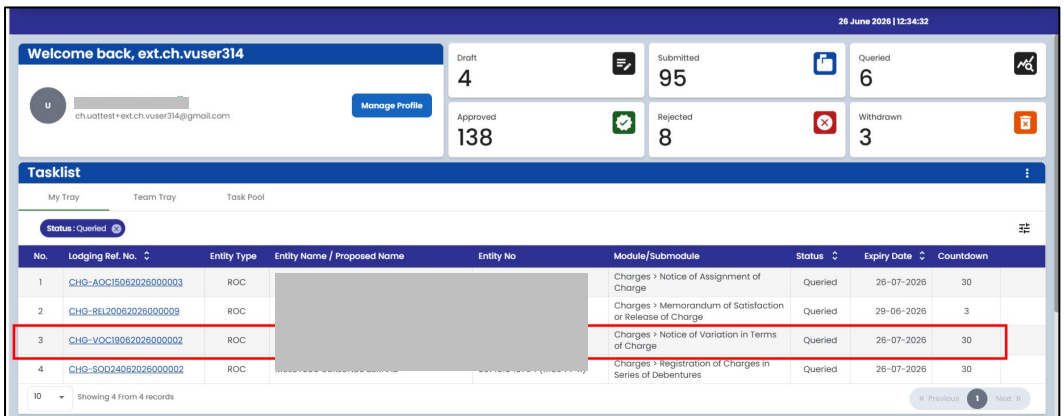
Field Num.	Description
	
20	Make payment as instructed & payment successful.  08 July 2026 21:52:22 

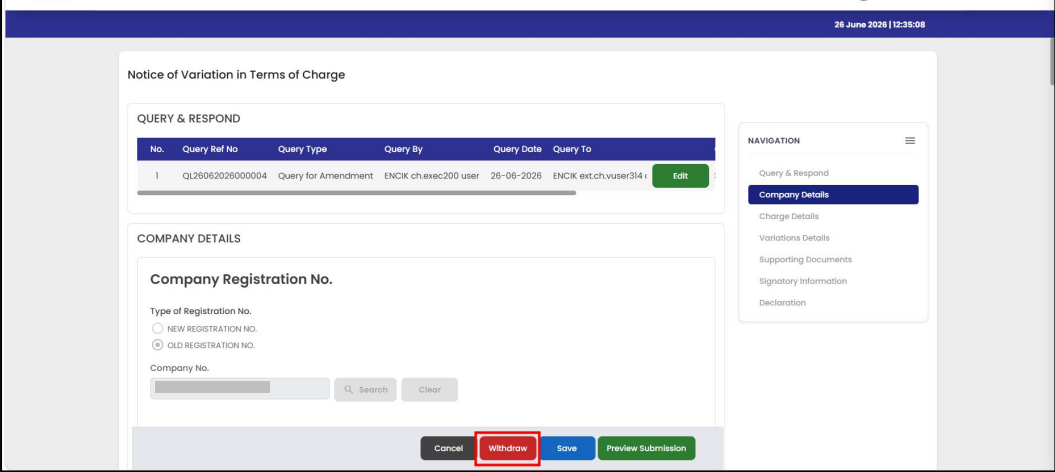
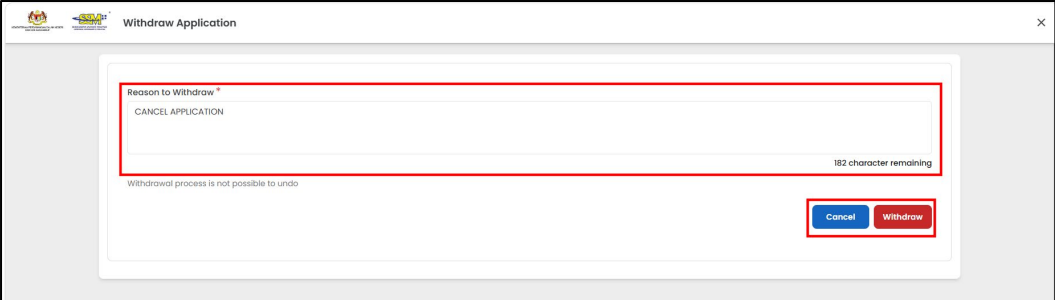
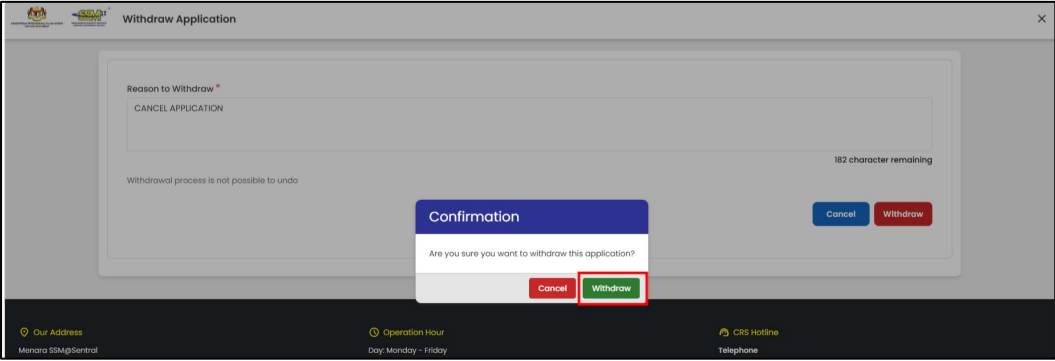
6.4 Withdraw Application (Before Application Queried by SSM Officer)

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.

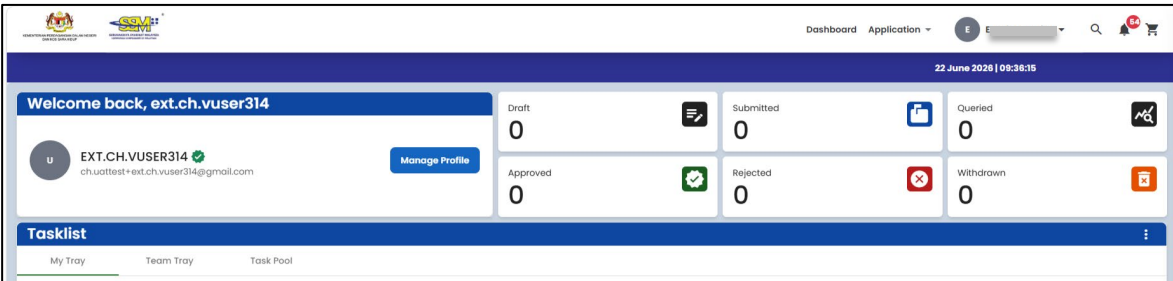
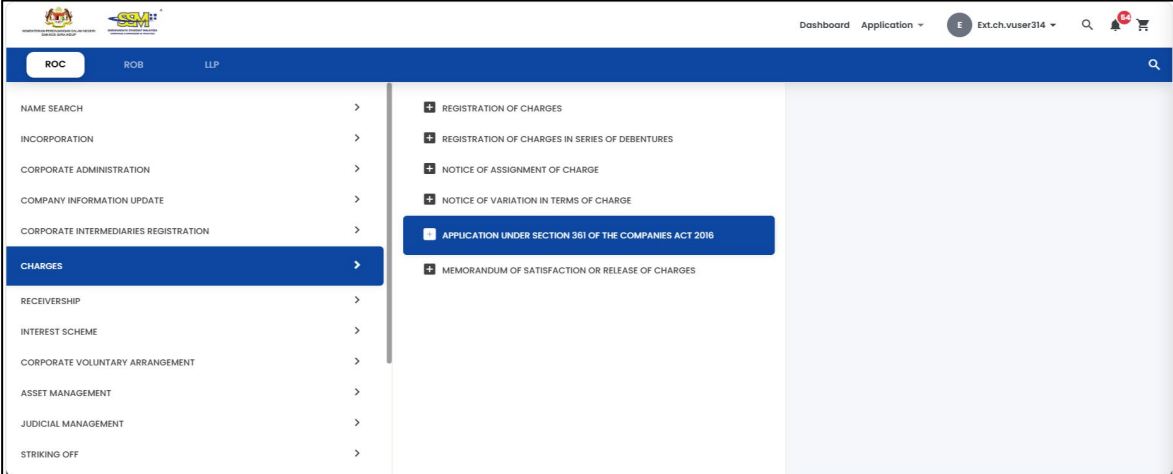
6.5 Withdraw Application (After Application Queried By SSM Officer)

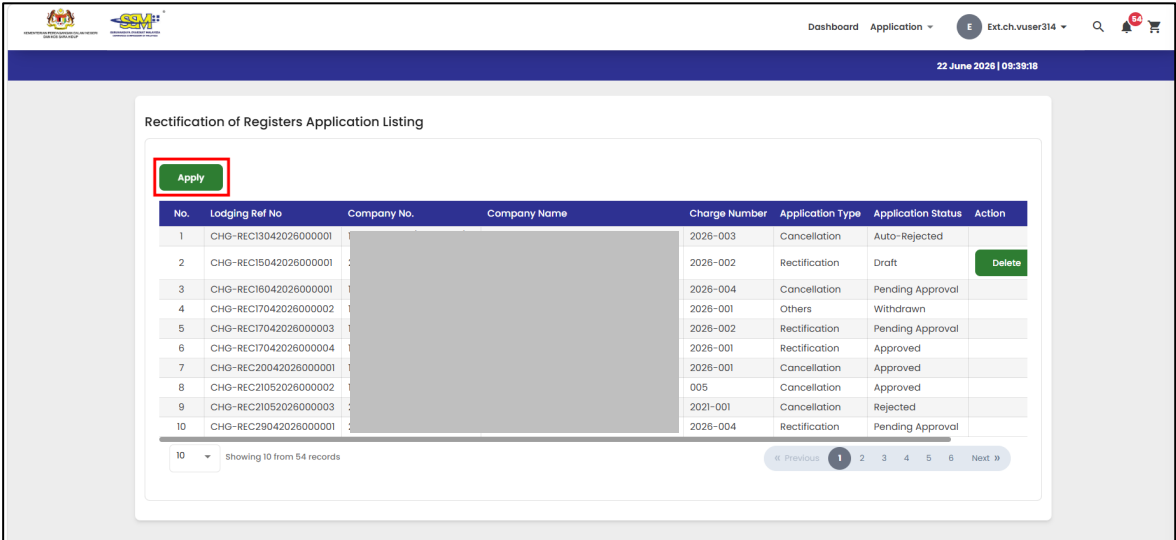
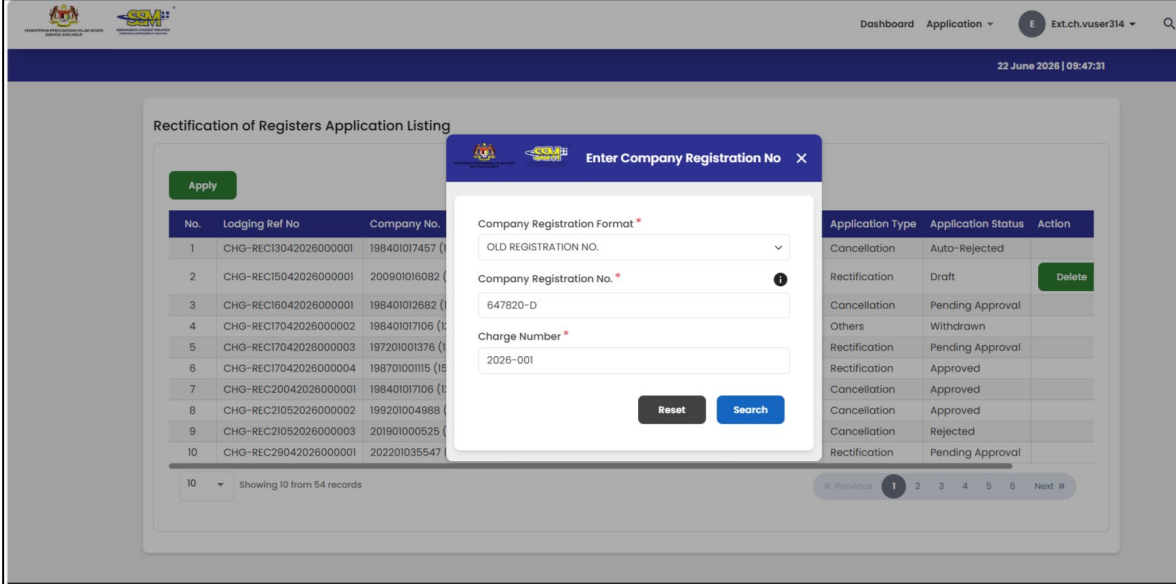
Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist. 
3	Click on the My Tray tab and then click the submitted application with the status Queried from the My Tray listing. 
4	From the Variations of Charges form, click the Withdraw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

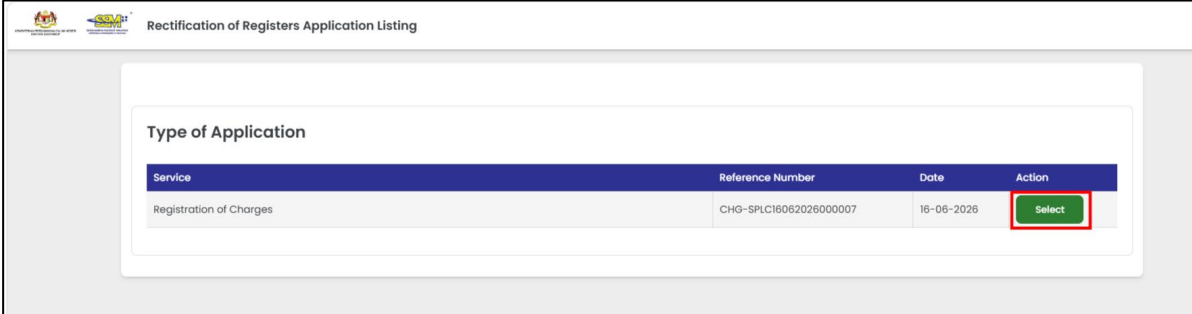
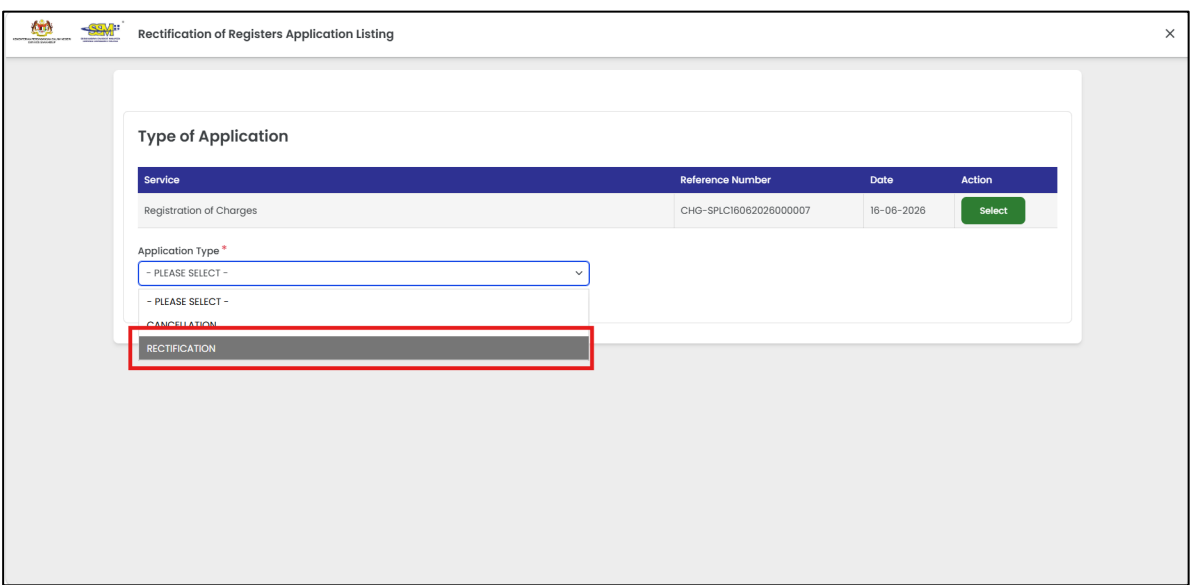
Field Num.	Description
	
5	On the Withdraw popup, select the Reason to Withdraw.  Then Click Withdraw button.
6	Click Withdraw to proceed the withdrawal. 
7	The task will be disappeared in the CH Executive's Tasklist.

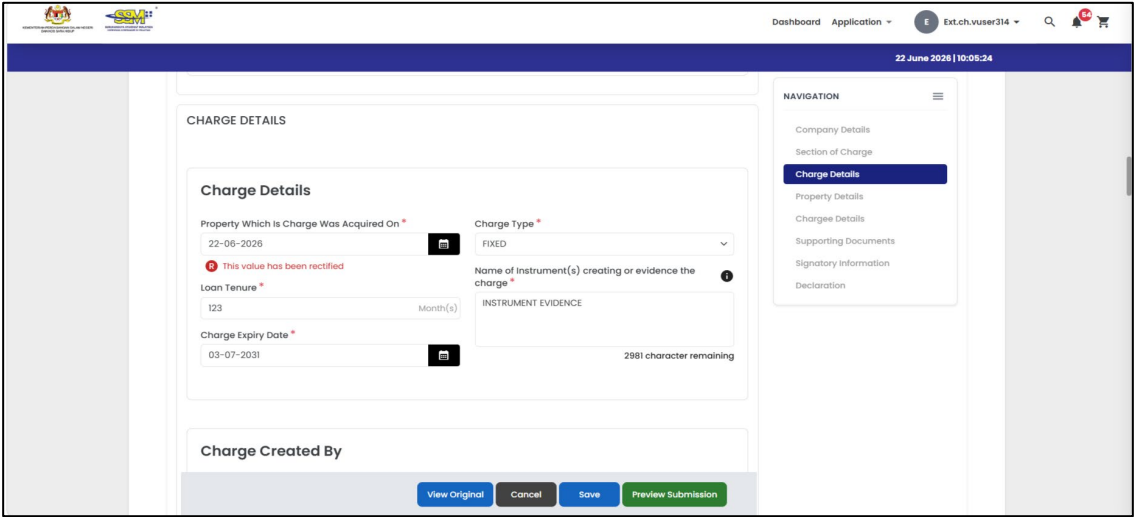
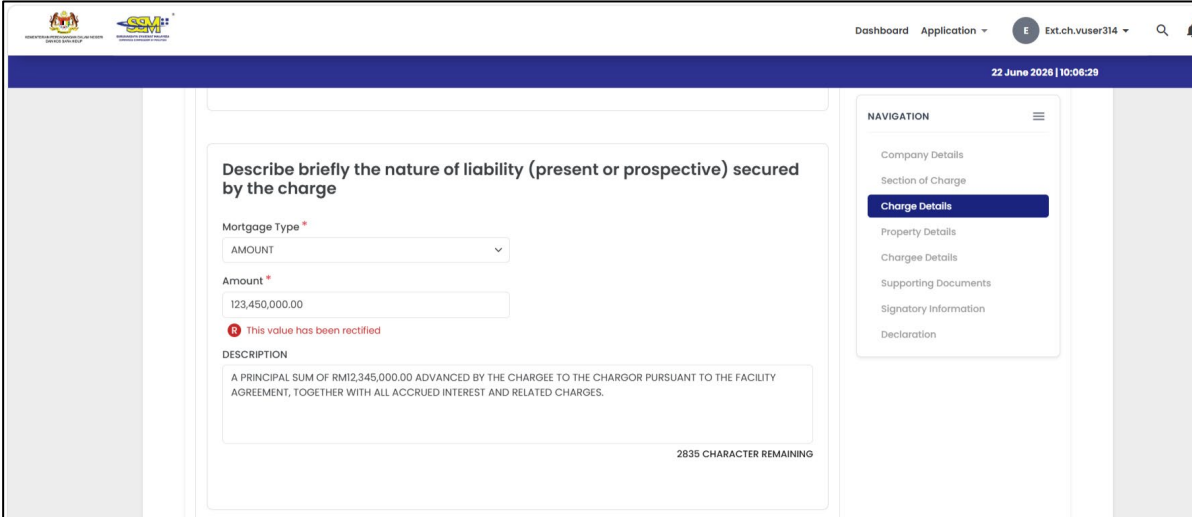
7 Rectification of Charge - Amendment, Cancellation, Others

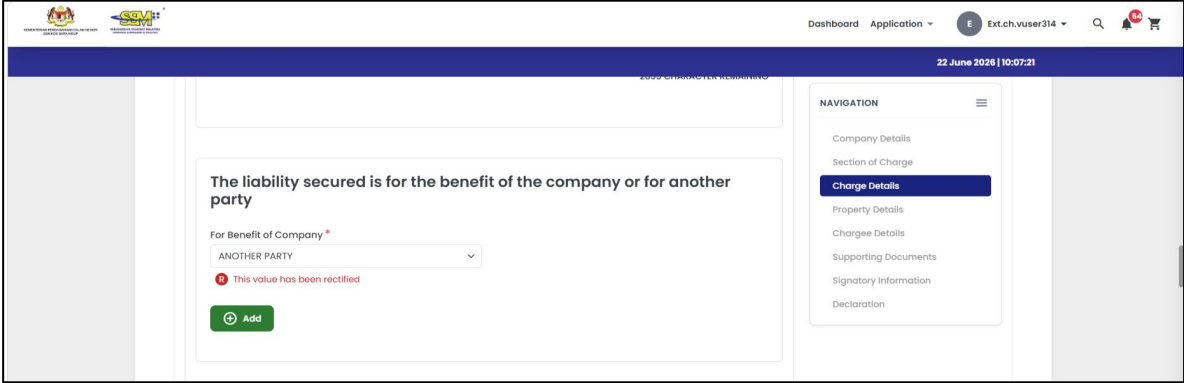
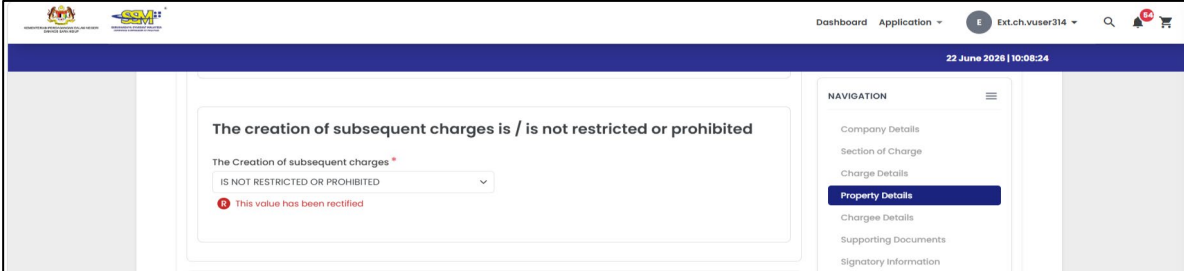
7.1 Amendment for Registration of Charges

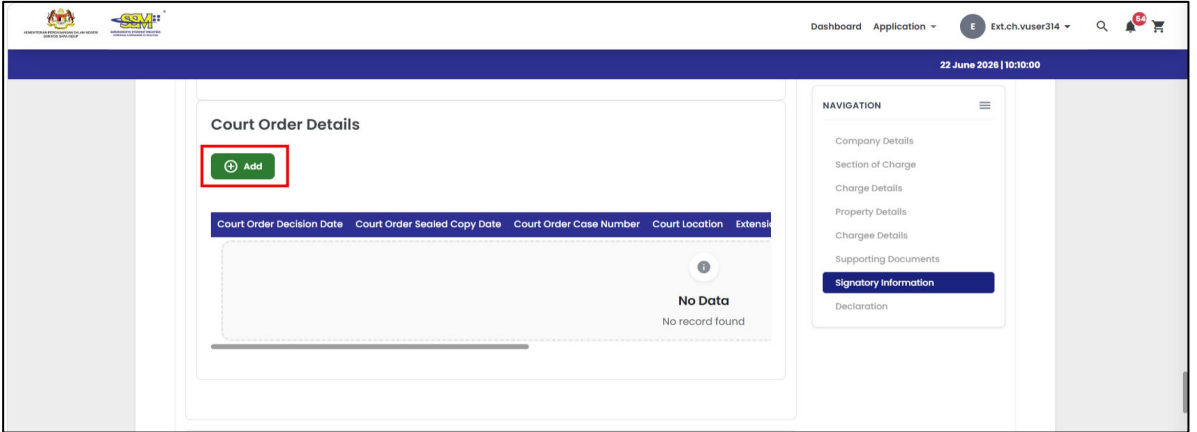
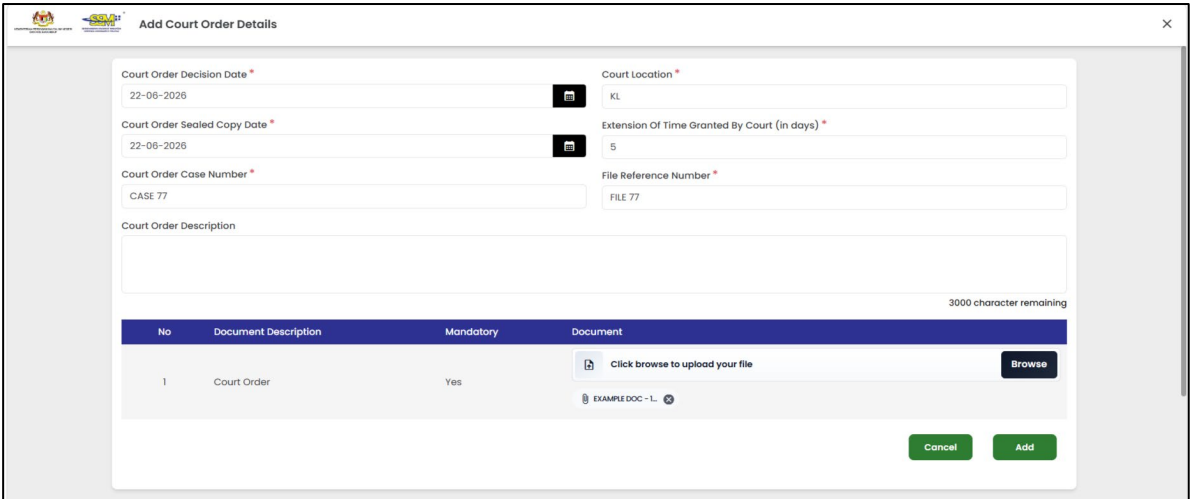
Field Num.	Description
1	From the Dashboard, go to the Application menu on the Navigation Bar 
2	Click Charges > Application Under Section 361 of the Companies Act 2016 
3	Rectification of Registers Application Listing form will be displayed.

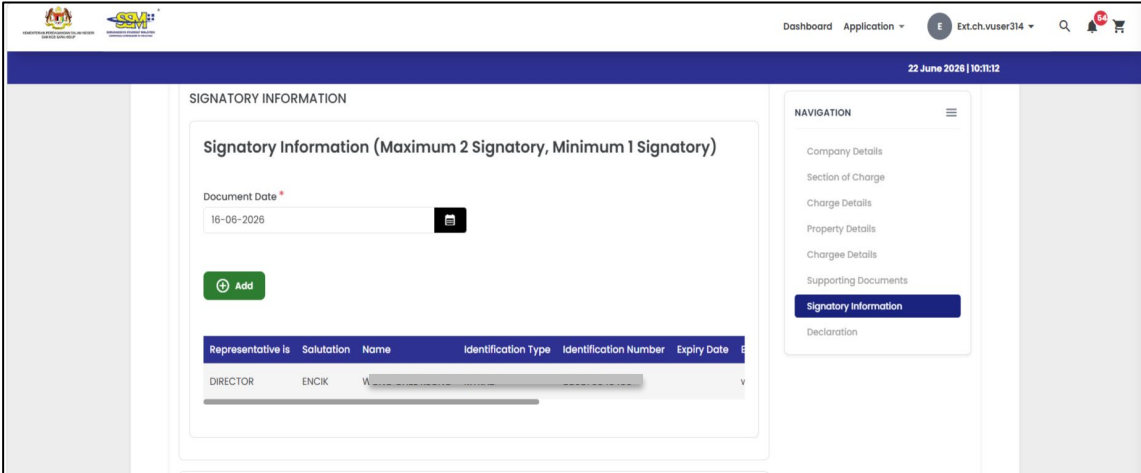
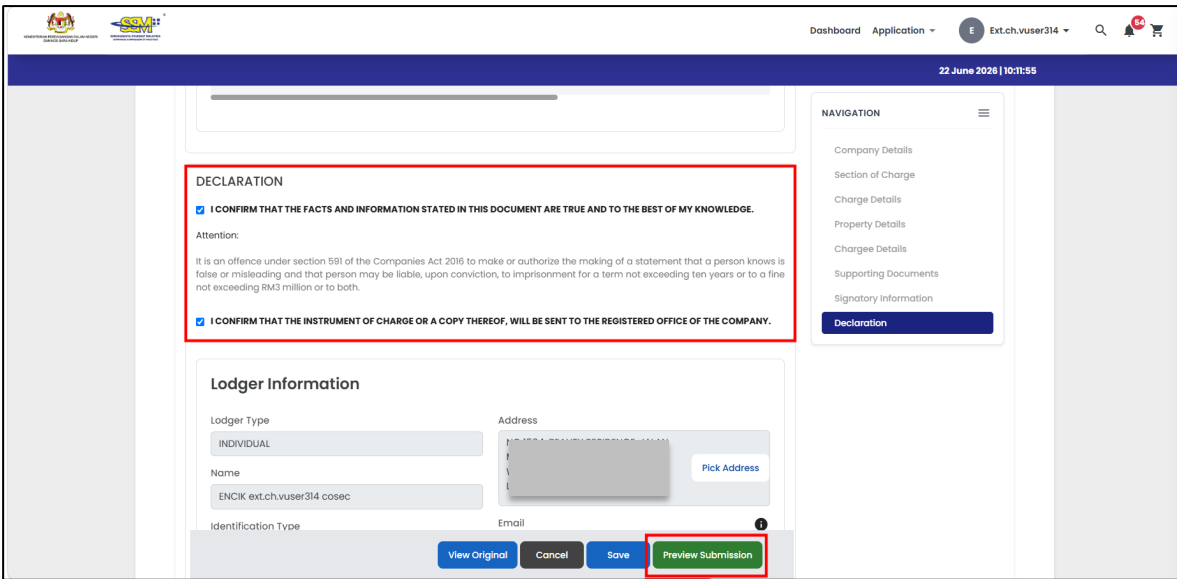
Field Num.	Description
	Select Apply 
4	Application Under Section 361 of the Companies Act 2016 form will be displayed. Fill in the following details: Type of Registration Number <Select radio button: OLD / NEW> Company Number: <Input Company No. based on Type of Reg. No.> Charge Number: <Input existing Charge Number> Click Search button. <i>Note: Upon clicking the Search button, the Company Details will be displayed.</i> 
5	On the Type of Application section, select the list of services that need to rectification. - Click Select for the relevant application. 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: <i>NOTE: All the existing details are auto populated, after made any amendment for the rectification "R" will displayed.</i> Charge Date Created: <i><Select a date 37 days before today's date.>. Only past date or today's date can be selected.</i> Loan Tenure: <i><Input number up to 4 characters. Indicate Month(s) at the end of field></i> <i>NOTE: Accept Numbers only.</i> Charge Expiry Date: <i><Select date. Only future date can be selected></i> Charge Type: <i><Select Charge Type></i> <i>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".</i> Name of instrument(s) creating or evidencing the charge: <i><Input description text></i> <i>Auto-Capitalised. NOTE: Cannot input NIL or NULL or "-" or NA or N/A or na or n/a or not</i>

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: <i>NOTE: All the existing details are auto populated and click Rectify button, after made any amendment for the rectification.</i> Mortgage Type: <Select from the drop-down list: Amount> Amount: <Input number> 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: <i>NOTE: All the existing details are auto populated and click Rectify or Add button, after made any amendment for the rectification.</i> Click Add button. For Benefit of Company: <Select from the drop-down list: Another Party> Type of Party: <Select from the drop-down list: Individual> Name: <Input Name> <i>NOTE: Auto-Capitalised</i>

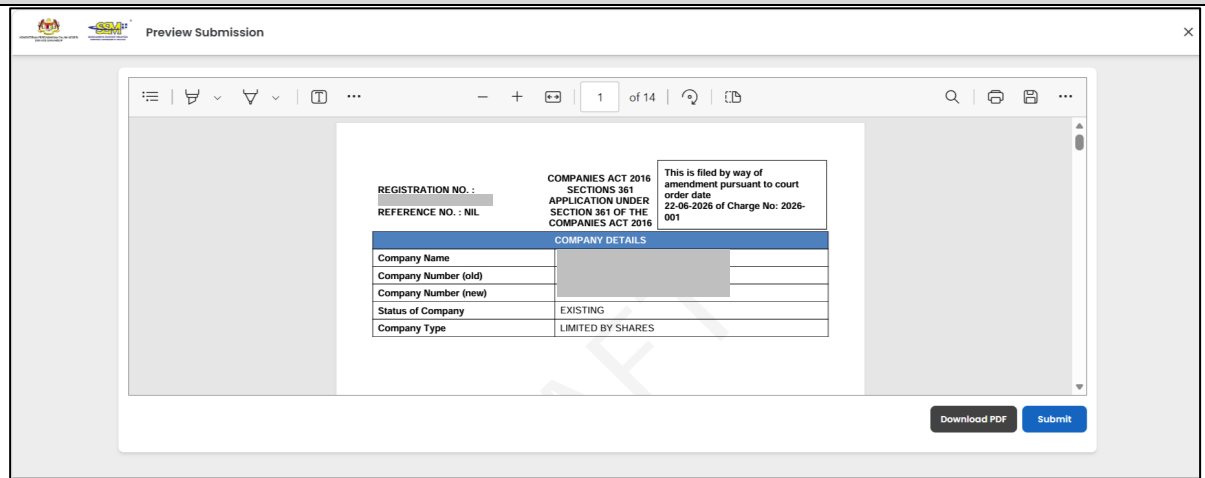
Field Num.	Description
	d. Identification Type: <Select from the drop-down list: MyKAD> NOTE: Default to MyKAD. System will prompt message "Must be created by another party" if user fill the same Company Reg No or the same Identification Type as Charge Created By. e. Identification Number: <Input 12-digit 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: Document Date: <Select a date> Only past date or today's date can be selected. Representative Is: <Select from the drop-down list: DIRECTOR> NOTE: - Default selection to Liquidator if the company status is "Winding Up". - 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. - The system will not display the fields as this company's status is not Winding Up and there is no default selection as Liquidator. Salutation: <Select from drop down list> Name: <Input Name> NOTE: Auto-Capitalised Identification Type: <Select from the drop-down list: MyKAD> 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. <i>NOTE: System validates Maximum: 2 Signatory and Minimum: 1 Signatory to proceed next.</i>
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



Preview Submission

REGISTRATION NO.: [REDACTED]
REFERENCE NO.: NIL

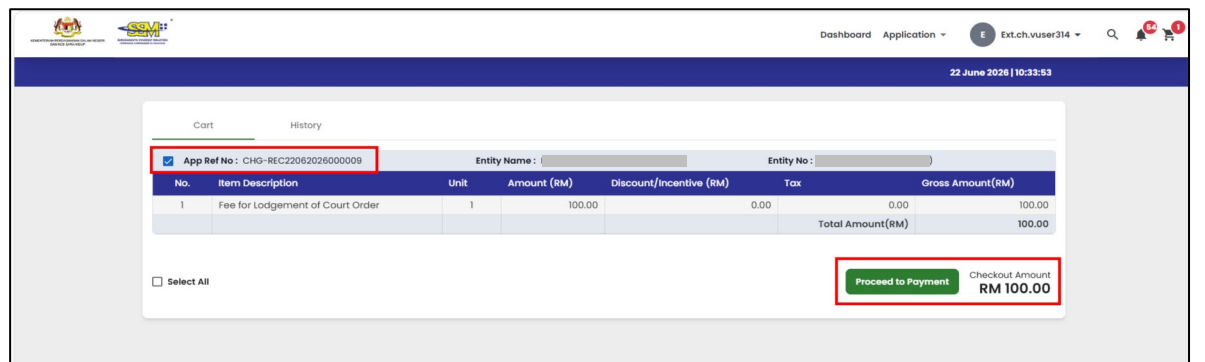
COMPANIES ACT 2016
SECTIONS 361
APPLICATION UNDER
SECTION 361 OF THE
COMPANIES ACT 2016

This is filed by way of amendment pursuant to court order date 22-06-2026 of Charge No: 2026-001

COMPANY DETAILS	
Company Name	[REDACTED]
Company Number (old)	[REDACTED]
Company Number (new)	[REDACTED]
Status of Company	EXISTING
Company Type	LIMITED BY SHARES

[Download PDF](#) [Submit](#)

Click on **Submit & Make Payment** button.



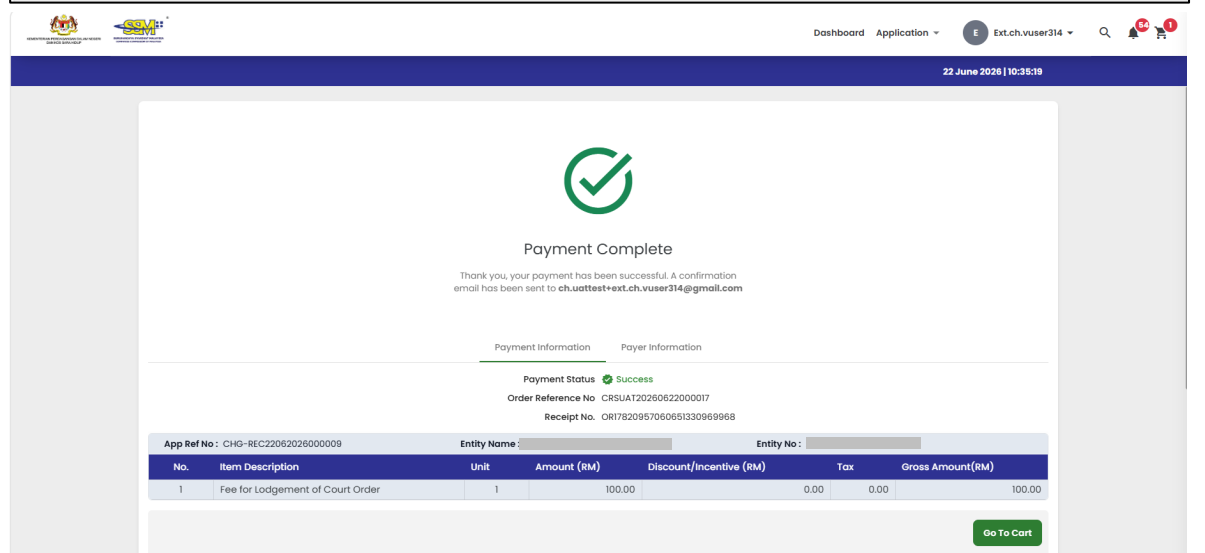
Dashboard Application Ext.ch.vuser314 22 June 2026 | 10:33:53

Cart History

☒ App Ref No: CHG-REC22062026000009 Entity Name: [REDACTED] Entity No: [REDACTED]

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00
Total Amount(RM)						100.00

☐ Select All [Proceed to Payment](#) Checkout Amount **RM 100.00**



Dashboard Application Ext.ch.vuser314 22 June 2026 | 10:35:19



Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to ch.usttest+ext.ch.vuser314@gmail.com

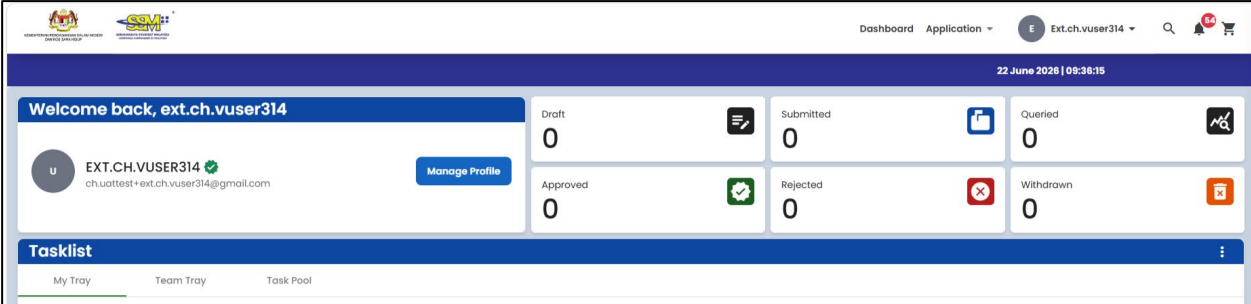
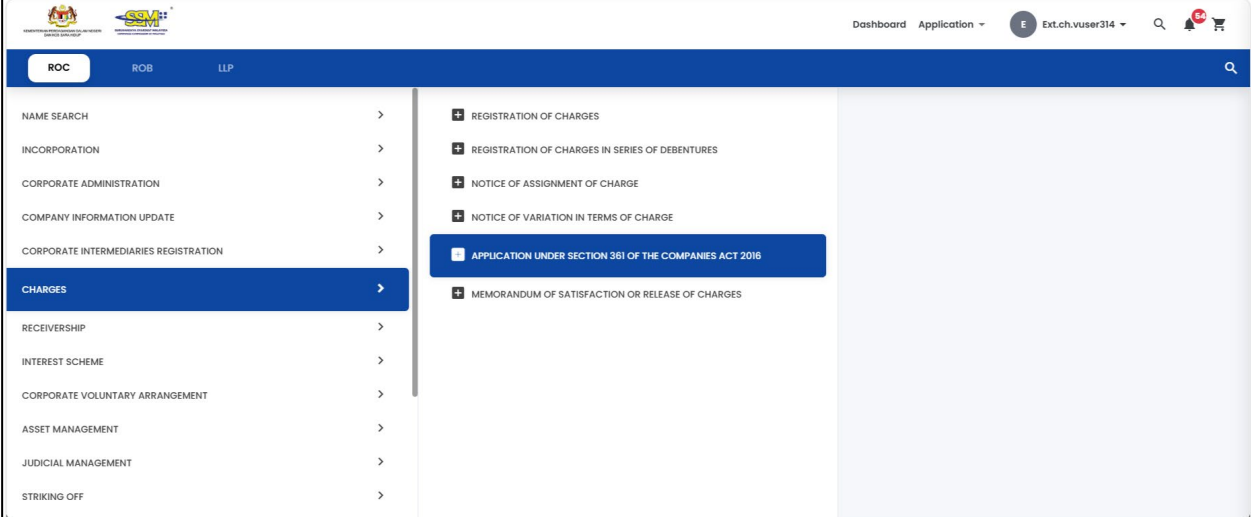
Payment Information Payer Information

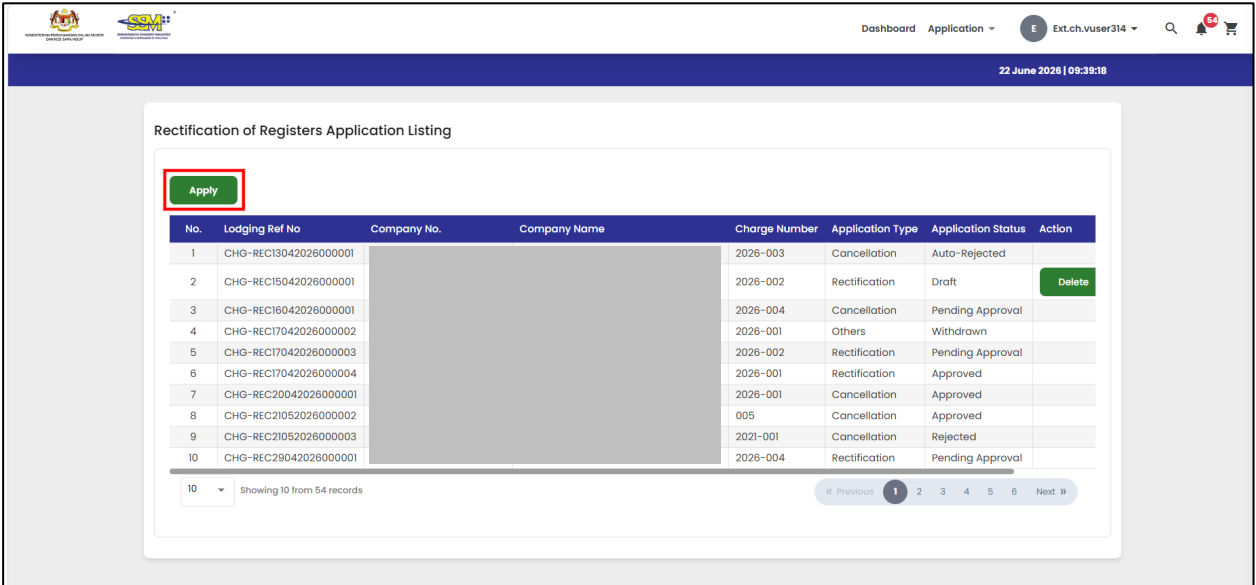
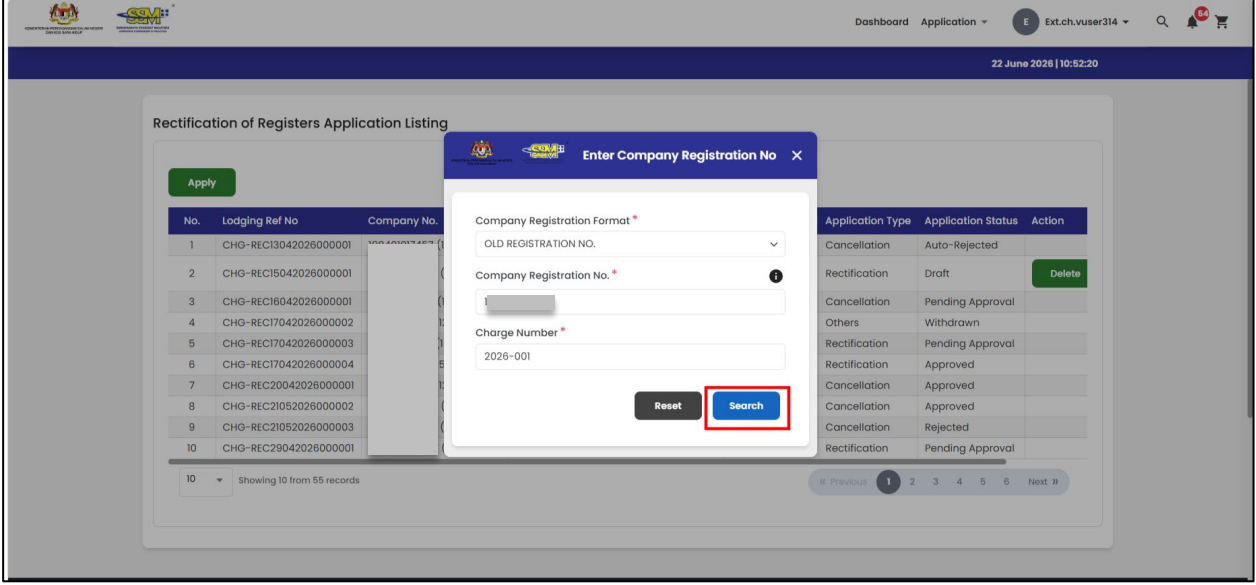
Payment Status  Success
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Receipt No. OR17820957060651330969668

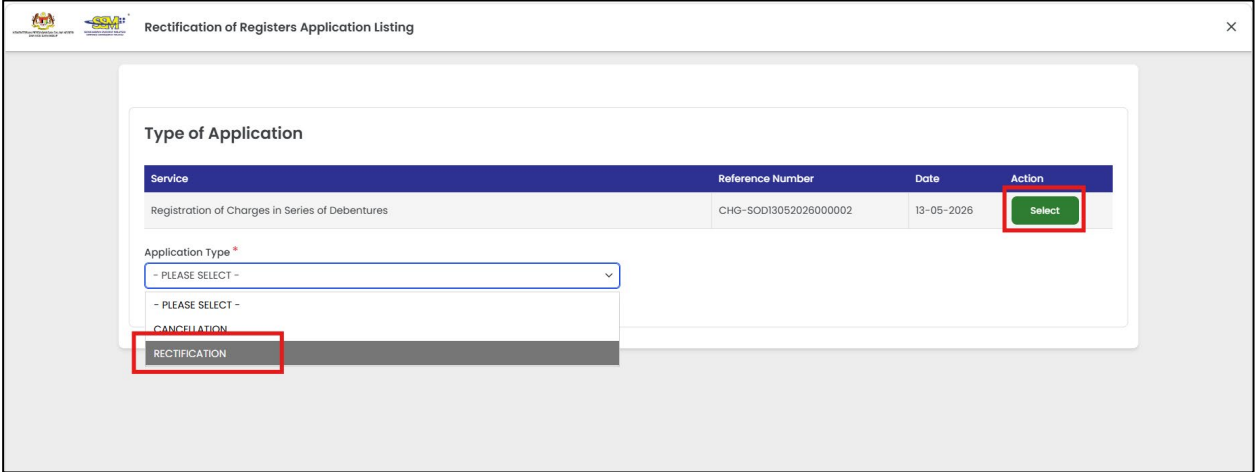
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00

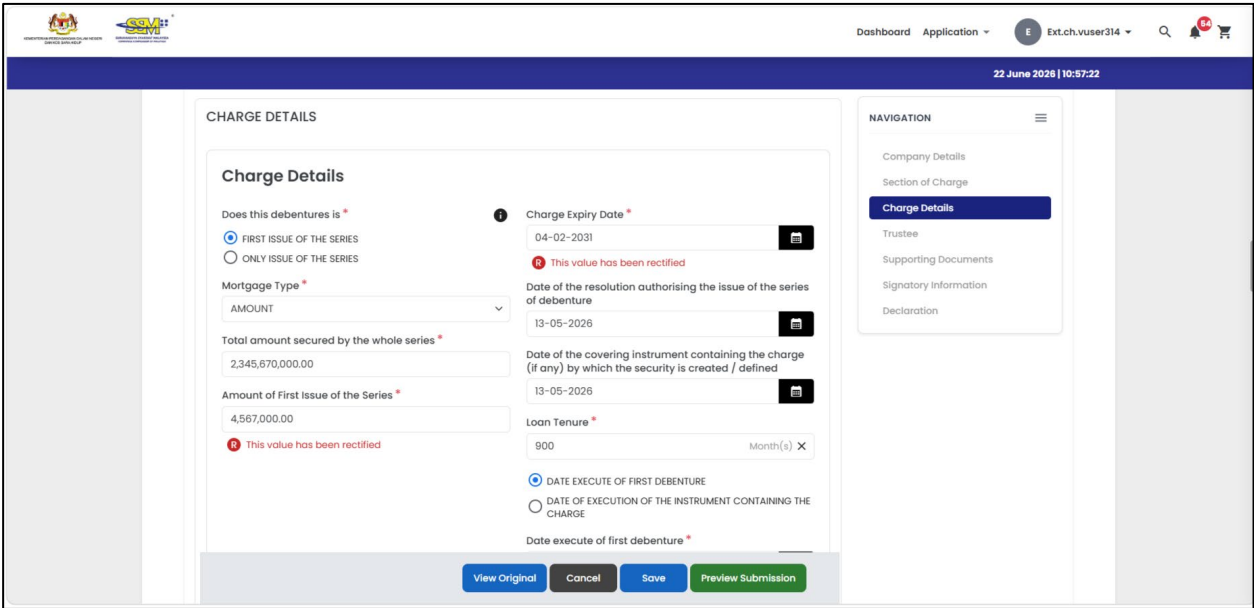
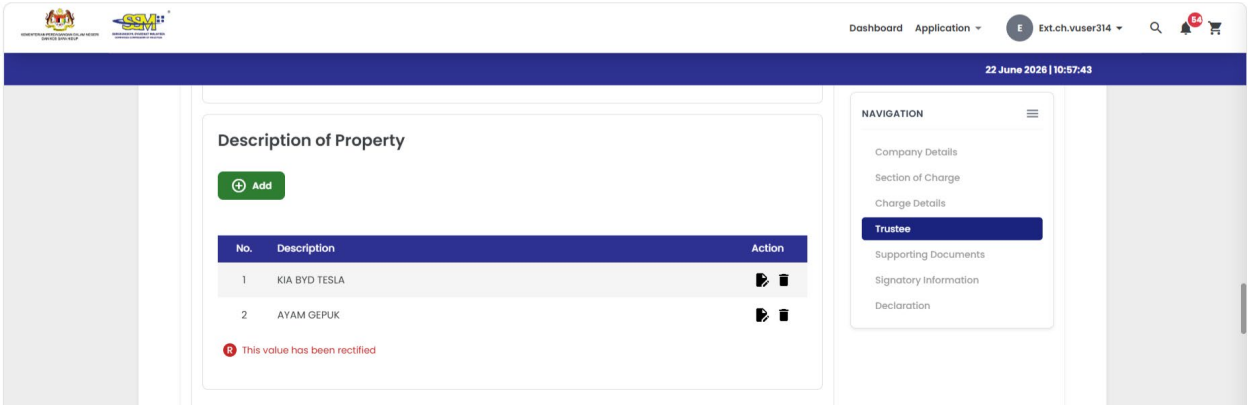
[Go To Cart](#)

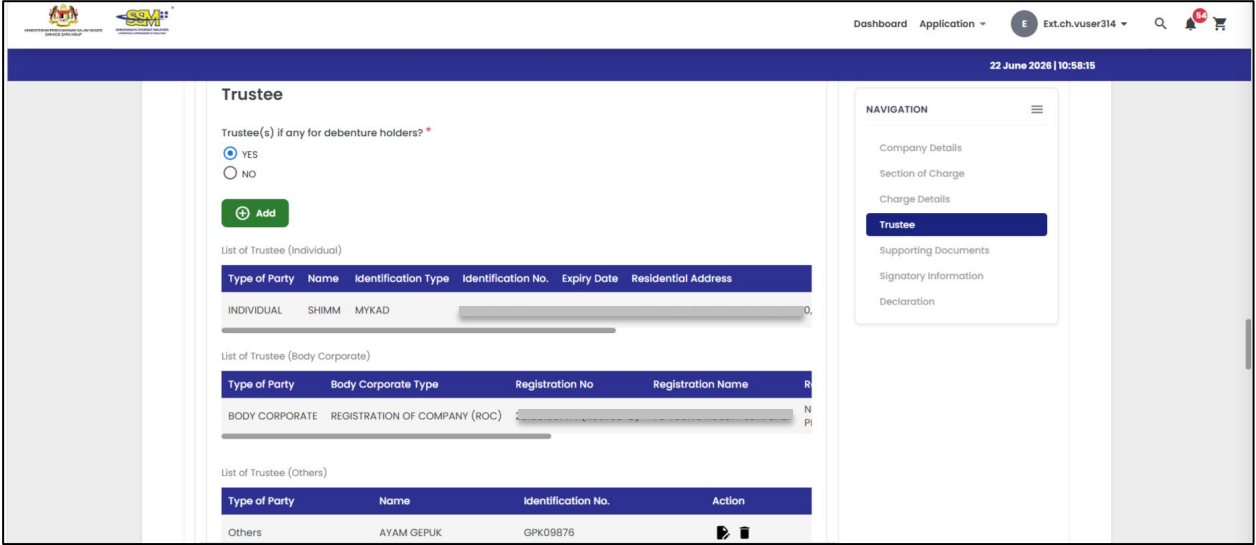
7.2 Amendment for Registration of Charges in the Series of Debenture

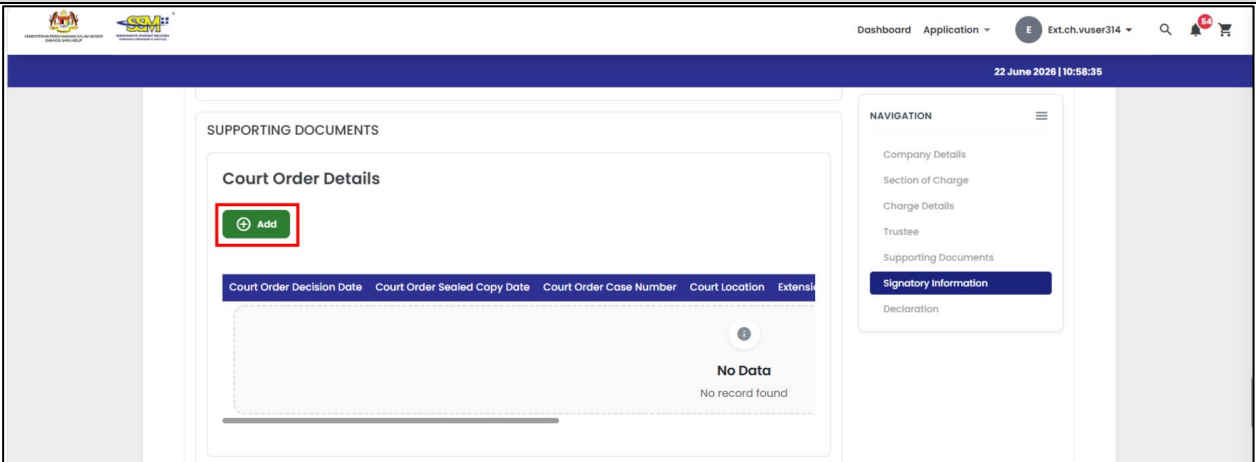
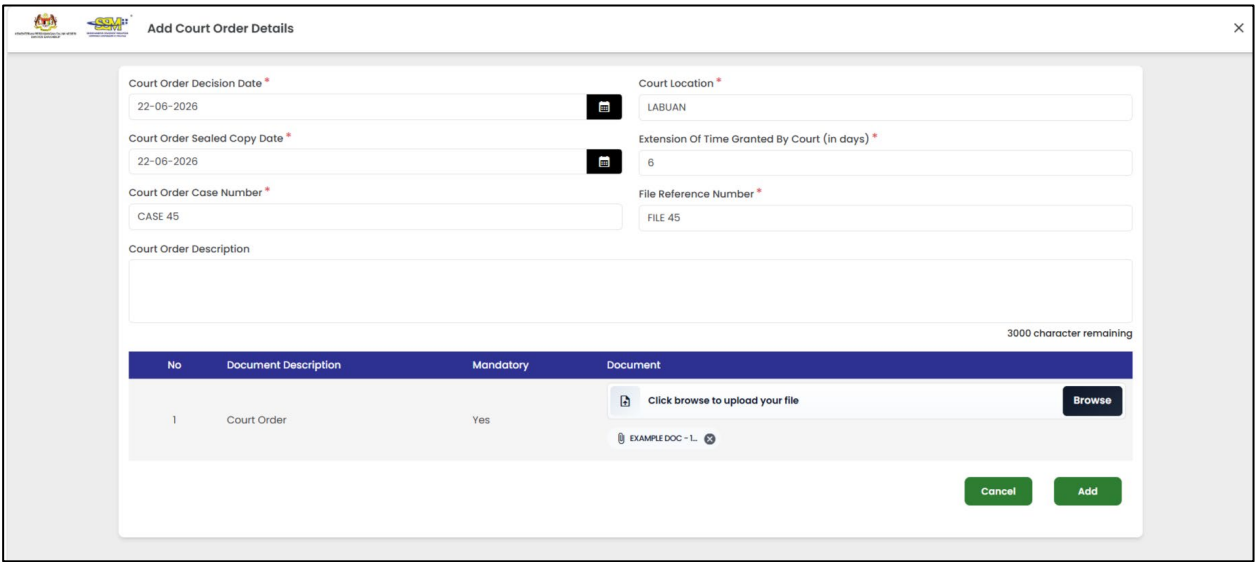
Field Num.	Description
1	From the Dashboard, go to the Application menu on the Navigation Bar 
2	Click Charges > Application Under Section 361 of the Companies Act 2016 
3	Rectification of Registers Application Listing form will be displayed.

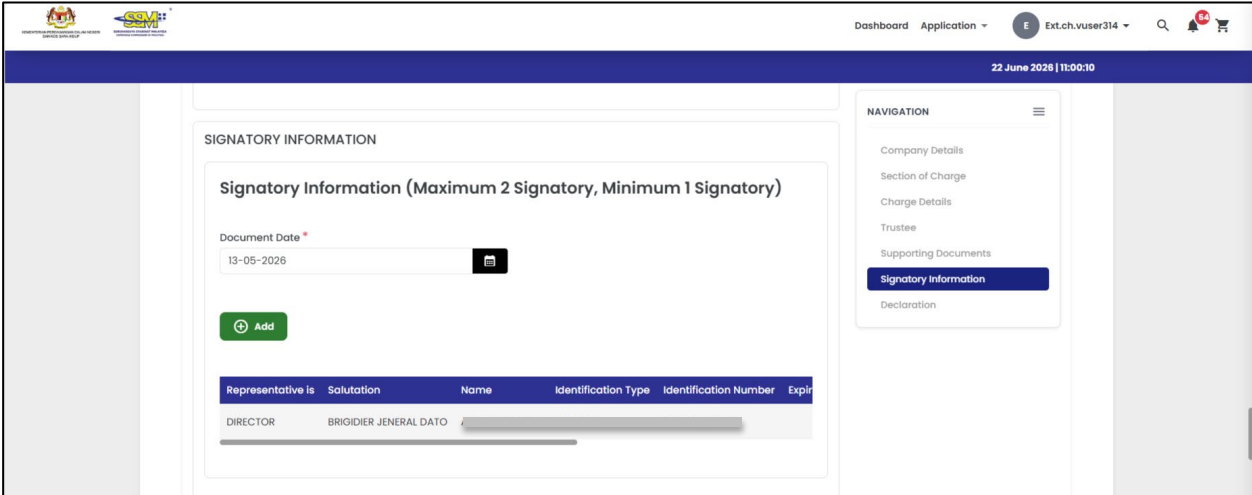
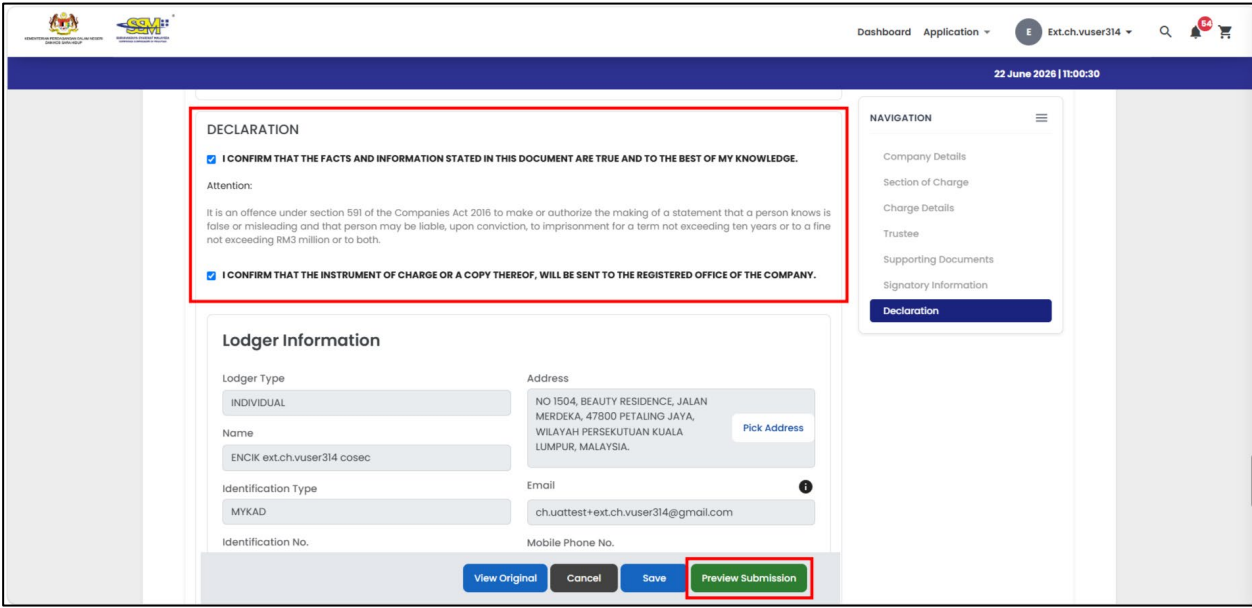
Field Num.	Description
	Select Apply 
4	Application Under Section 361 of the Companies Act 2016 form will be displayed. Fill in the following details: Type of Registration Number <Select radio button: OLD / NEW> Company Number: <Input Company No. based on Type of Reg. No.> Charge Number: <Input existing 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. - Click Select for the relevant application. 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: Does This Debenture Is: <i><Select radio button: First Issue of The Series></i> Options: First Issue of The Series or Only Issue of The Series. Mortgage Type: <i><Select from the drop-down list: Amount></i> Note: The below fields will be displayed. Total Amount Secured by The Whole Series (RM): <i><Input numbers></i> 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) Amount of First Issue of The Series: <i><Input numbers></i> 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. Charge Expiry Date: <i><Select a date></i> Only allow future date and exclude Today's date Date of the resolution authorising the issue of the series of debenture: <i><Select a date></i> Only allow past date and Today's date Date of the covering instrument containing the charge (if any) by which the security is created / defined: <i><Select a date></i> Only allow past date and Today's date Loan Tenure: <i><Input number up to 4 characters. Indicate Month(s) at the end of field></i> NOTE: Accept Numbers only. Date Execute: <i><Select radio button: Date Execute of First Debenture></i> Options: Date Execute of First Debenture or Date of Execution of the Instrument Containing the Charge Date Execute of First Debenture: <i><Select a date more than 34 days from today's date.></i> 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: - 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. - Upon selecting a date more than 30 days + X days from today's date, a Court Order Alert will be prompted. - Click Yes on the Court Order Alert. - User can continue to fill in other fields

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

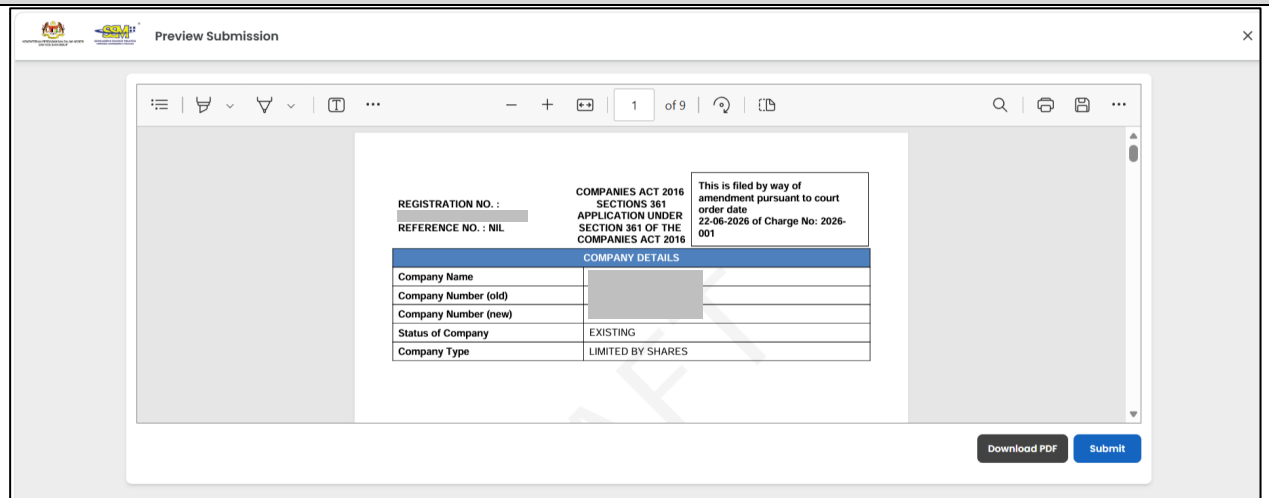
Field Num.	Description
9	On Trustee section, fill in the following: <i>NOTE: All the existing details are auto populated and click Rectify or Add button, after made any amendment for the rectification.</i> From the Charge Details tab, fill in the following fields: b. Trustee(s) if any for debentures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

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: Document Date: <Select a date> Only past date or today's date can be selected. Representative Is: <Select from the drop-down list: DIRECTOR> - Default selection to Liquidator if the company status is "Winding Up". - 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. - The system will not display the fields as this company's status is not Winding Up and there is no default selection as Liquidator. Salutation: <Select from drop down list> Name: <Input Name> NOTE: Auto-Capitalised Identification Type: <Select from the drop-down list: MyKAD> 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



Preview Submission

REGISTRATION NO. : [REDACTED]
REFERENCE NO. : NIL

COMPANIES ACT 2016
SECTIONS 361
APPLICATION UNDER
SECTION 361 OF THE
COMPANIES ACT 2016

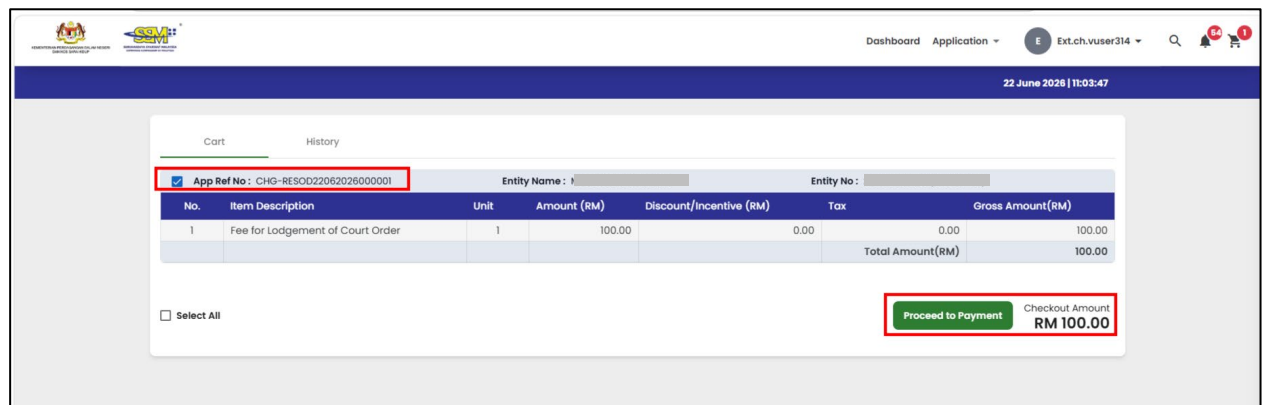
This is filed by way of amendment pursuant to court order date 22-06-2026 of Charge No: 2026-001

COMPANY DETAILS	
Company Name	[REDACTED]
Company Number (old)	[REDACTED]
Company Number (new)	[REDACTED]
Status of Company	EXISTING
Company Type	LIMITED BY SHARES

Download PDF Submit

17

Click on **Submit & Make Payment** button.



Dashboard Application Ext.ch.vuser314 22 June 2026 | 11:03:47

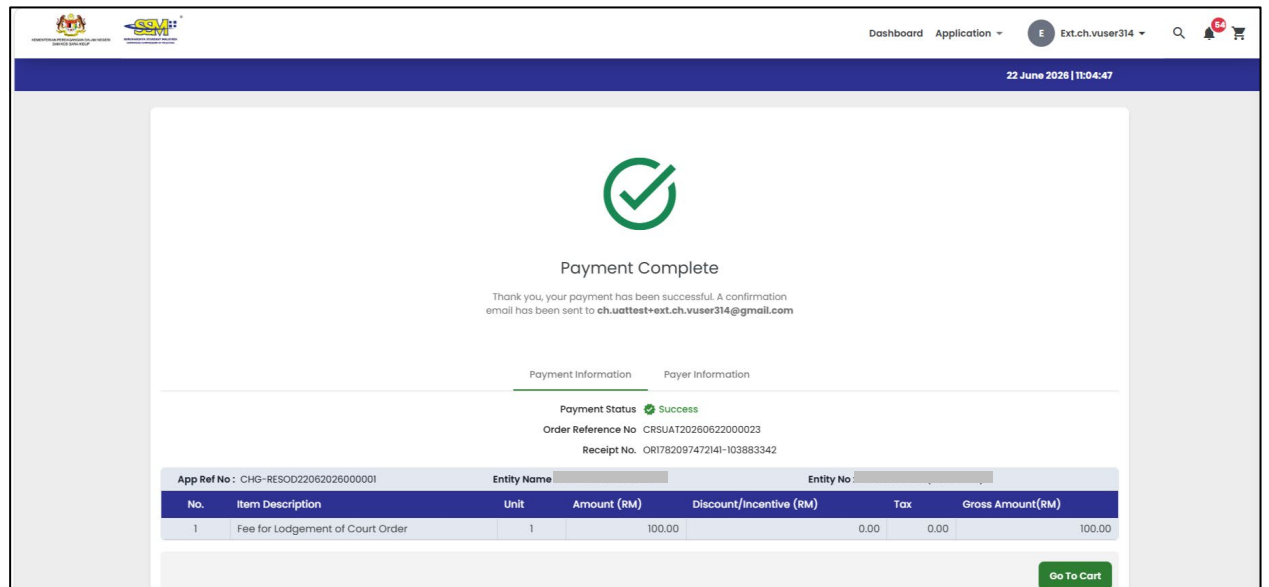
Cart History

App Ref No : CHG-RESOD22062026000001 Entity Name : [REDACTED] Entity No : [REDACTED]

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00
Total Amount(RM)						100.00

Select All

Proceed to Payment Checkout Amount RM 100.00



Dashboard Application Ext.ch.vuser314 22 June 2026 | 11:04:47

Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to ch.uaatst+ext.ch.vuser314@gmail.com

Payment Information Payer Information

Payment Status Success

Order Reference No CRSUAT20260622000023

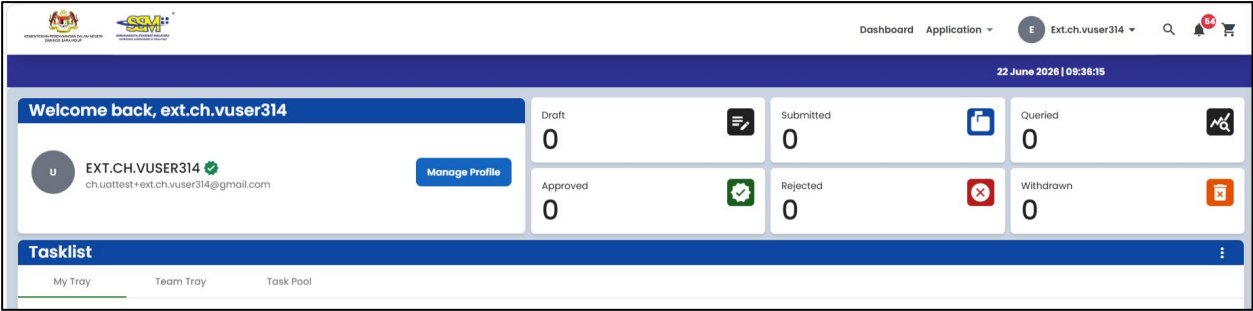
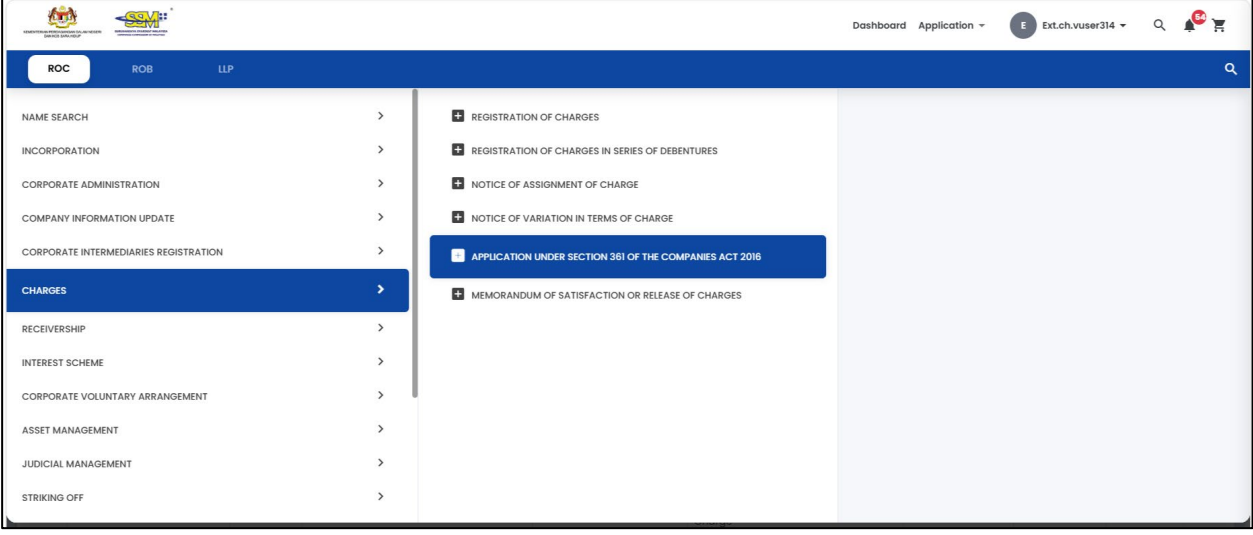
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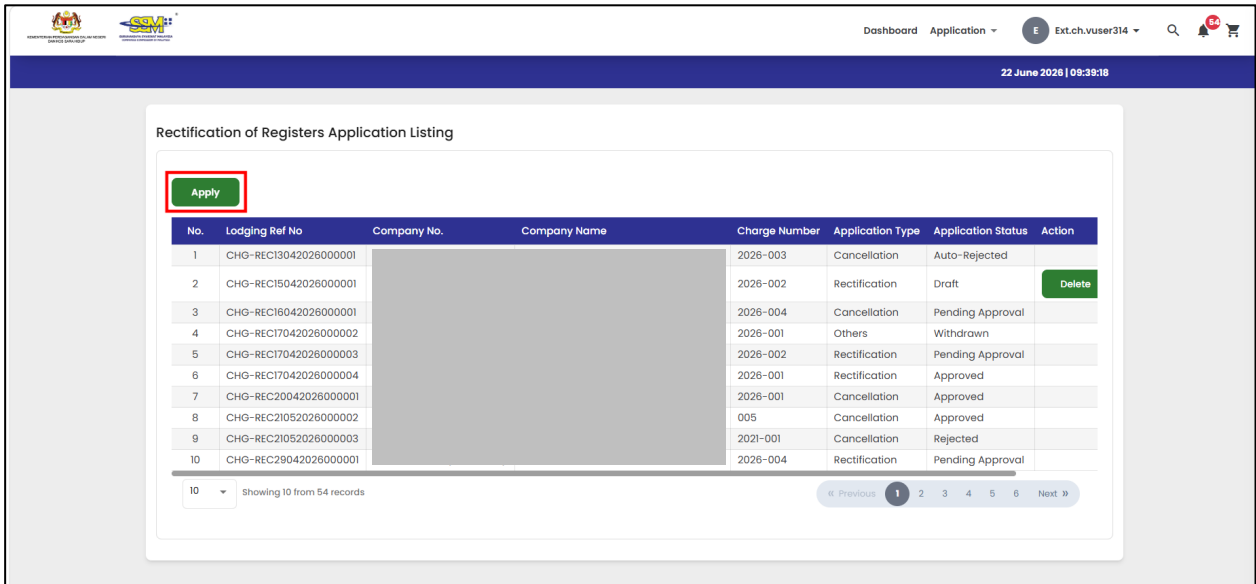
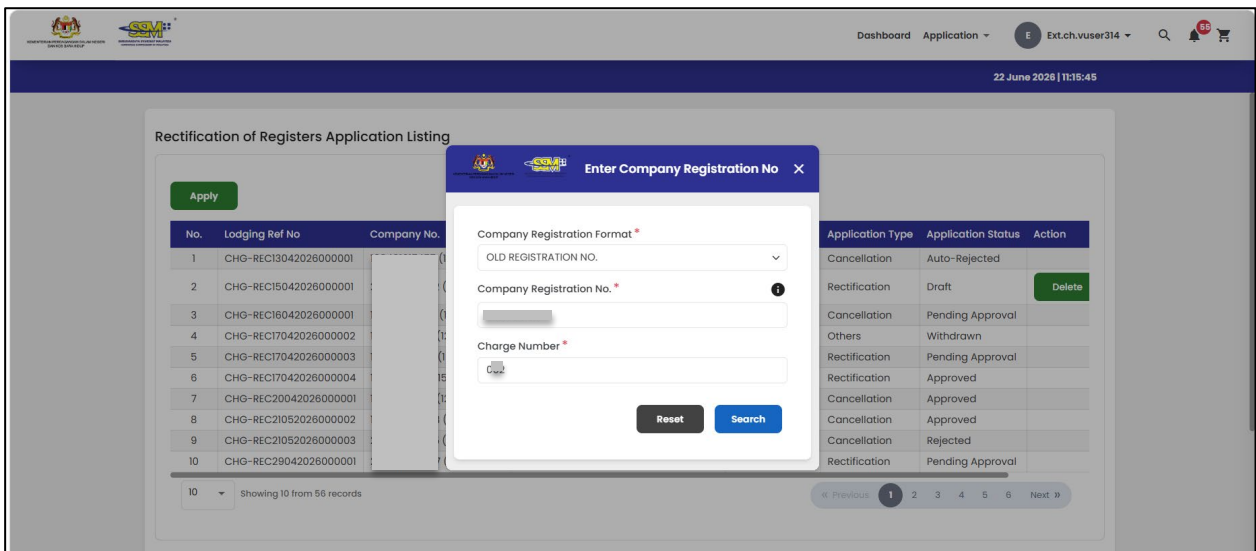
App Ref No : CHG-RESOD22062026000001 Entity Name : [REDACTED] Entity No : [REDACTED]

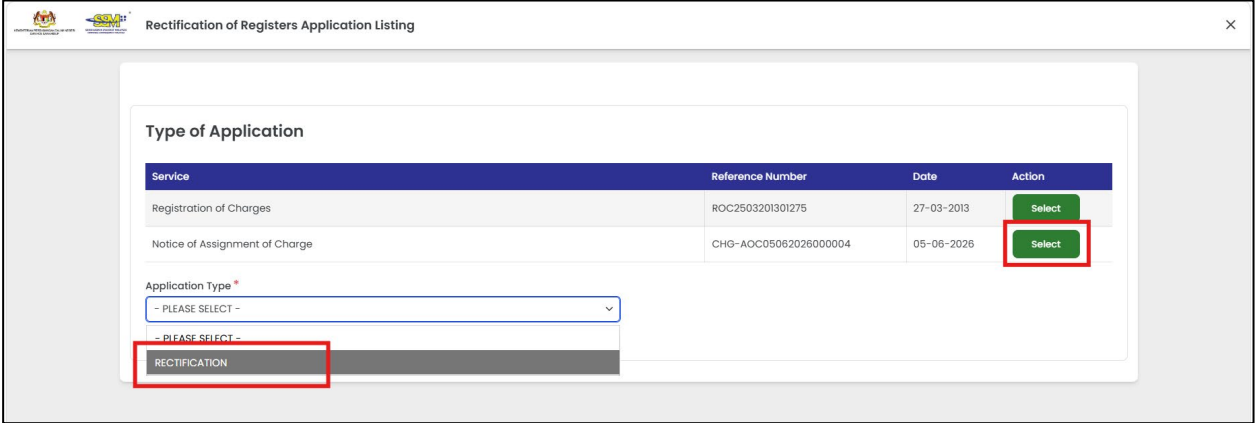
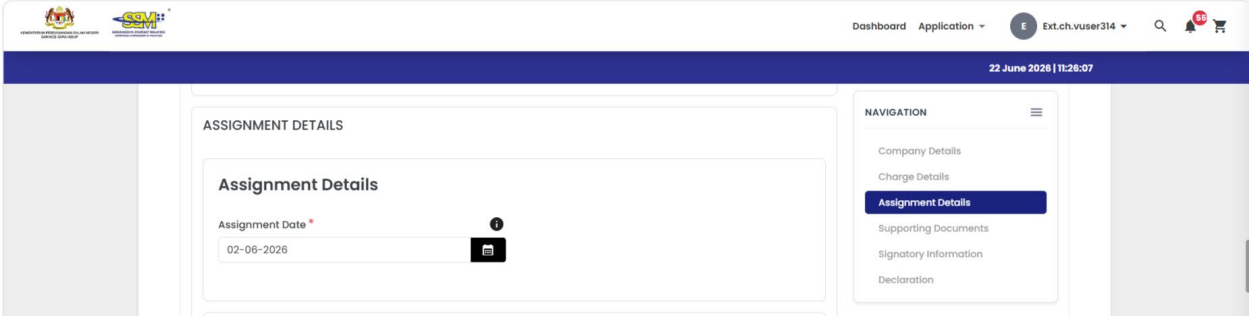
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00

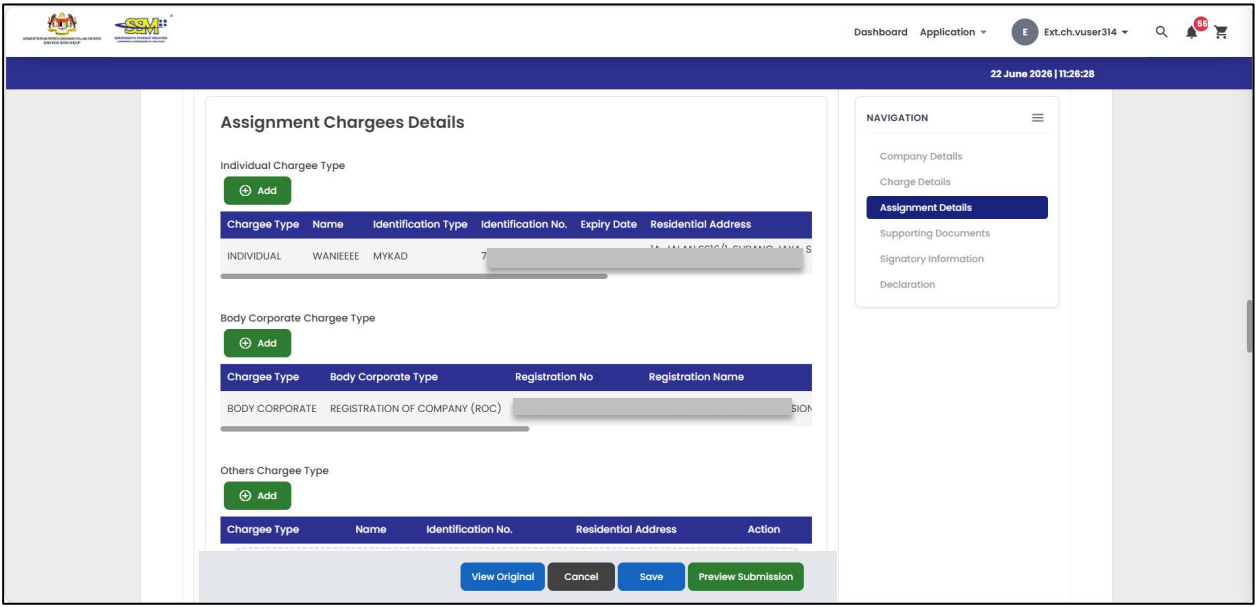
Go To Cart

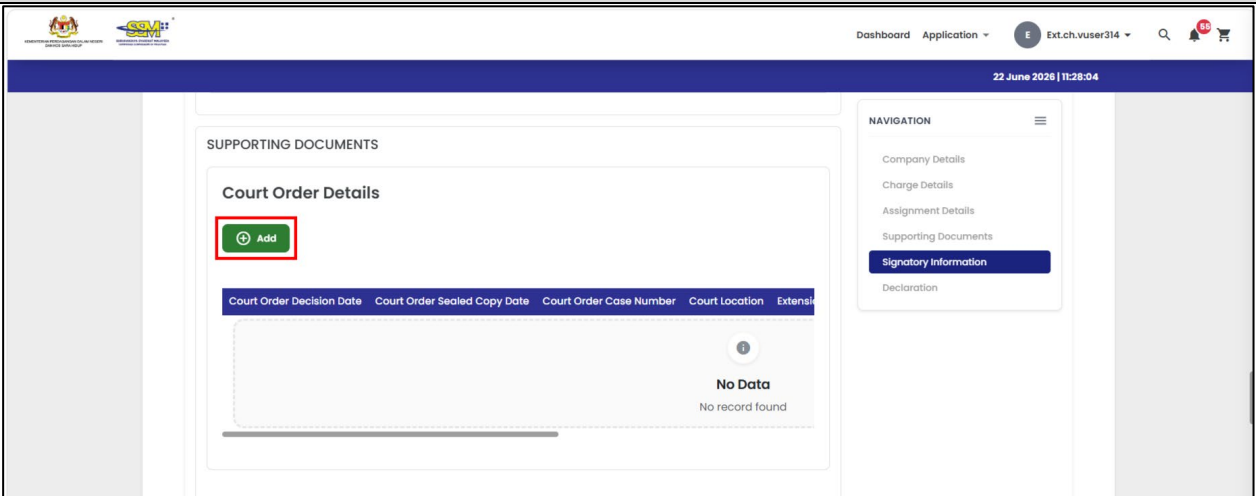
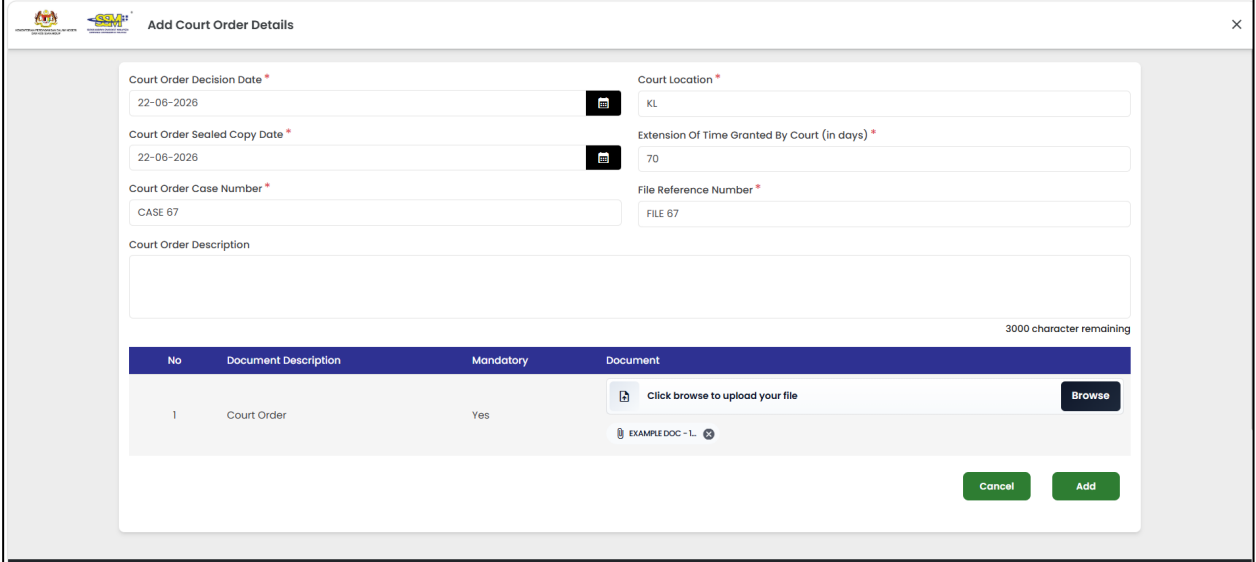
7.3 Amendment for Assignment of Charges

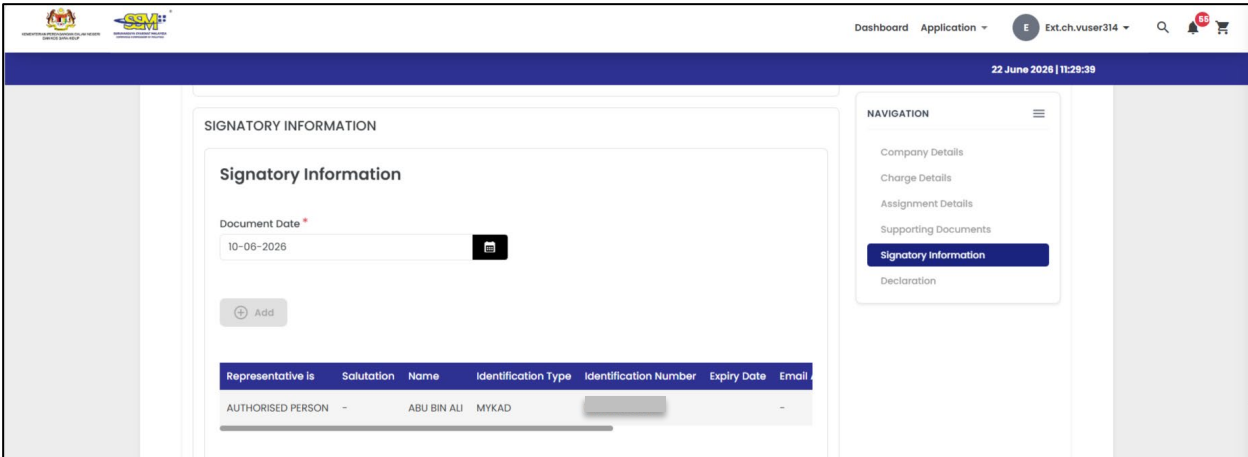
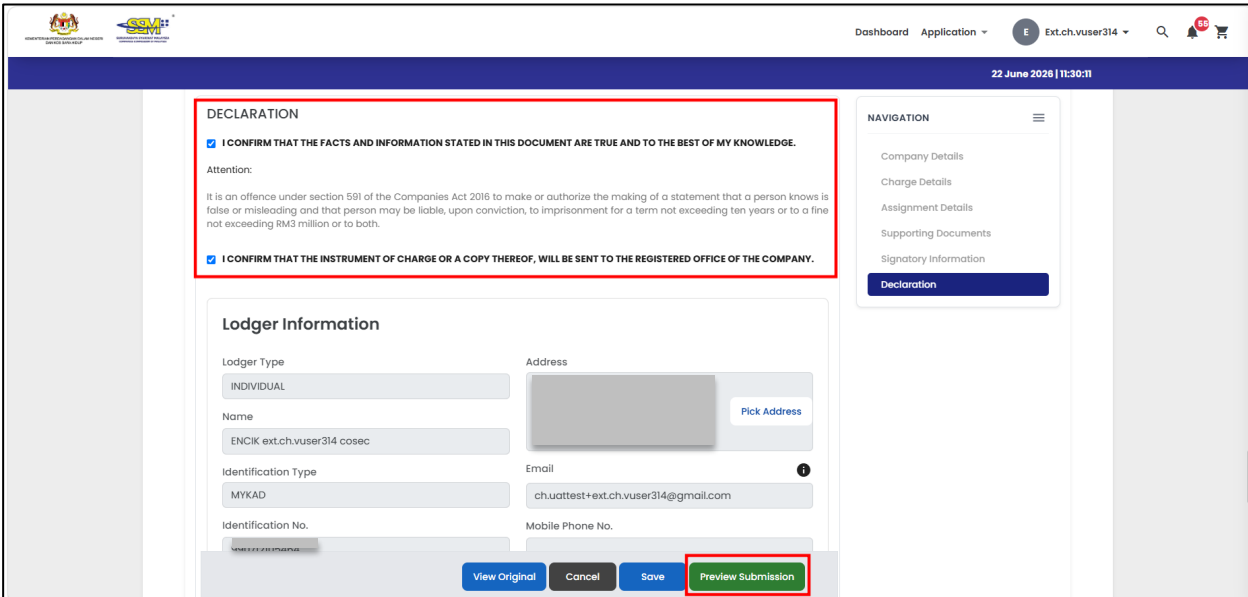
Field Num.	Description
1	From the Dashboard, go to the Application menu on the Navigation Bar 
2	Click Charges > Application Under Section 361 of the Companies Act 2016 
3	Rectification of Registers Application Listing form will be displayed.

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. <i>Note: Upon clicking the Search button, the Company Details will be displayed.</i> 
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 <i>Past or Today's Date only (optional)</i>> 
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 <i>Past or Today's Date only</i>> NOTE: Assignment date refers to Date of Effective/Merger/Acquisition/Novation 
10	On the Assignment Charge 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: <i>Individual</i>>

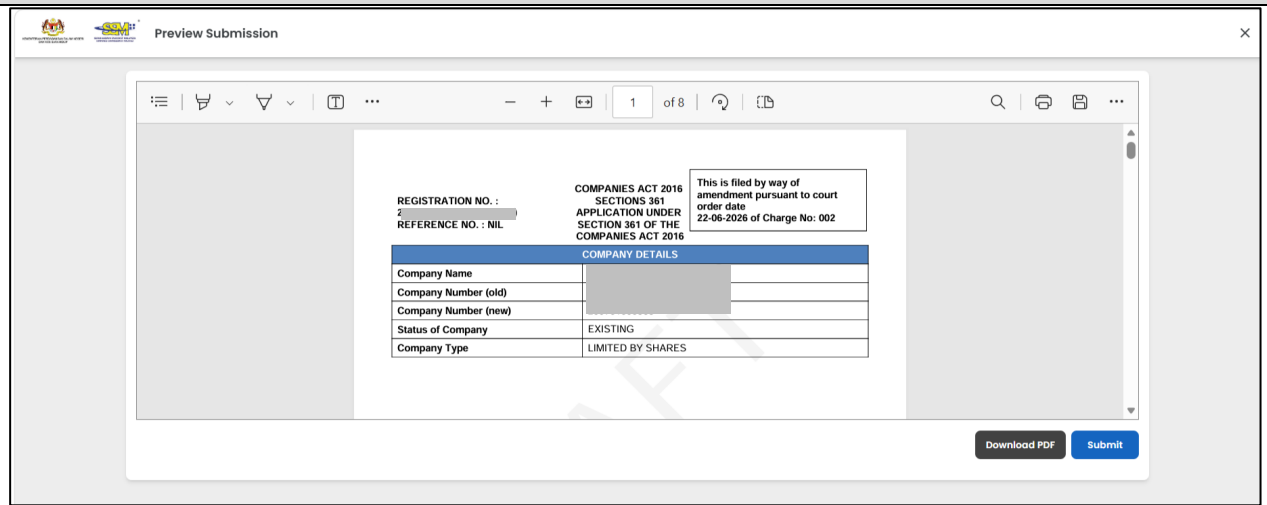
Field Num.	Description
	b. Name: <Input Name> NOTE: Auto-Capitalised c. Identification Type: <Select from the drop-down list: MyKAD> NOTE: Default to MyKAD. d. Identification Number: <Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised. e. Address Line 1: <Input Address 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: Document Date: <Select a date> Only past date or today's date can be selected. Representative Is: <Select from the drop-down list: DIRECTOR> NOTE: - Default selection to Liquidator if the company status is "Winding Up". - 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. - The system will not display the fields as this company's status is not Winding Up and there is no default selection as Liquidator. Salutation: <Select from drop down list> Name: <Input Name> NOTE: Auto-Capitalised Identification Type: <Select from the drop-down list: MyKAD>

Field Num.	Description
	f. Identification Number: <i><Input 12-digit numbers></i> NOTE: Format validation is based on ID Type & Auto-Capitalised. Email Address: <i><Input a valid email format></i> 
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



Preview Submission

REGISTRATION NO. : 2
REFERENCE NO. : NIL

COMPANIES ACT 2016
SECTIONS 361
APPLICATION UNDER
SECTION 361 OF THE
COMPANIES ACT 2016

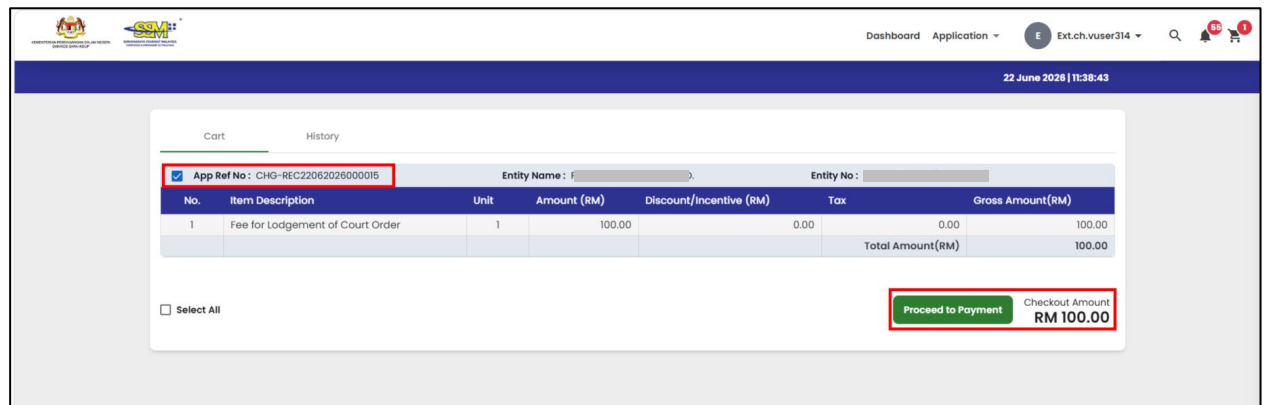
This is filed by way of amendment pursuant to court order date 22-06-2026 of Charge No: 002

COMPANY DETAILS	
Company Name	
Company Number (old)	
Company Number (new)	
Status of Company	EXISTING
Company Type	LIMITED BY SHARES

Download PDF Submit

18

Click on **Submit & Make Payment** button.



Dashboard Application Ext.ch.vuser314 22 June 2026 | 11:38:43

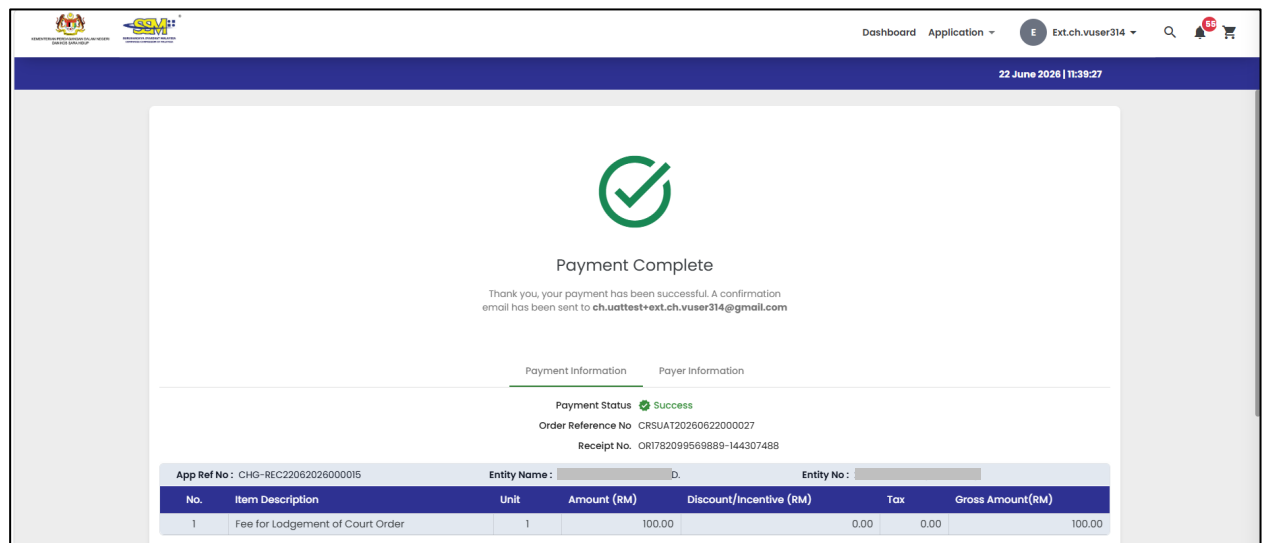
Cart History

App Ref No: CHG-REC22062026000015 Entity Name: Entity No:

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00
Total Amount(RM)						100.00

Select All

Proceed to Payment Checkout Amount RM 100.00



Dashboard Application Ext.ch.vuser314 22 June 2026 | 11:38:27

Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to chuattest+ext.ch.vuser314@gmail.com

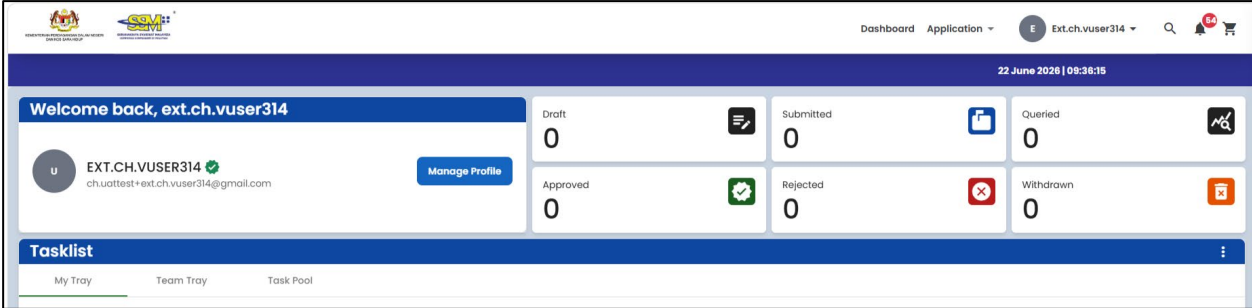
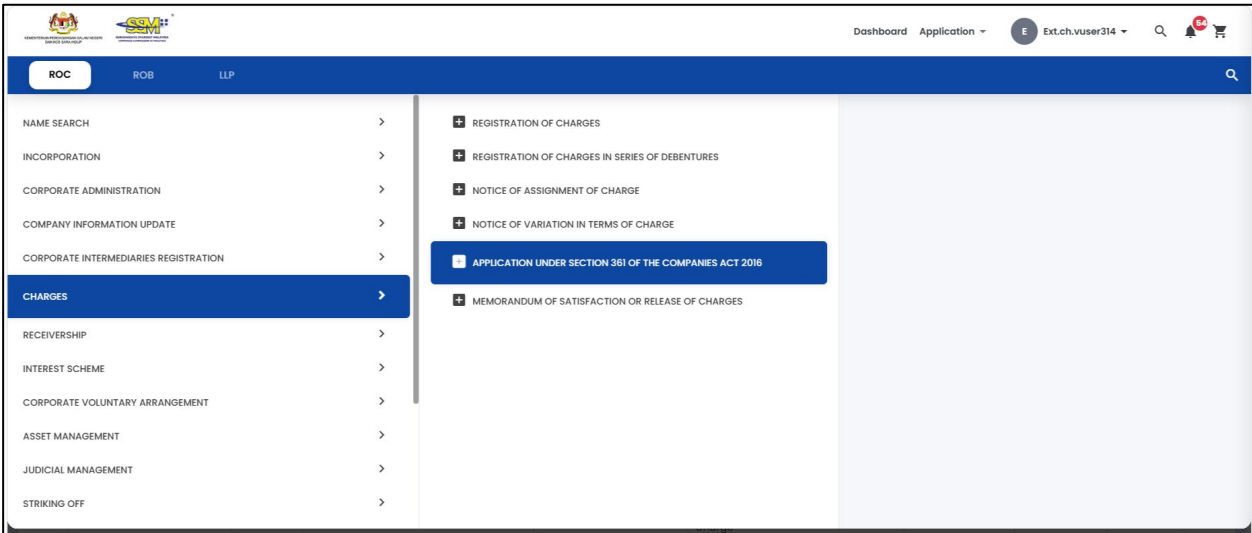
Payment Information Payer Information

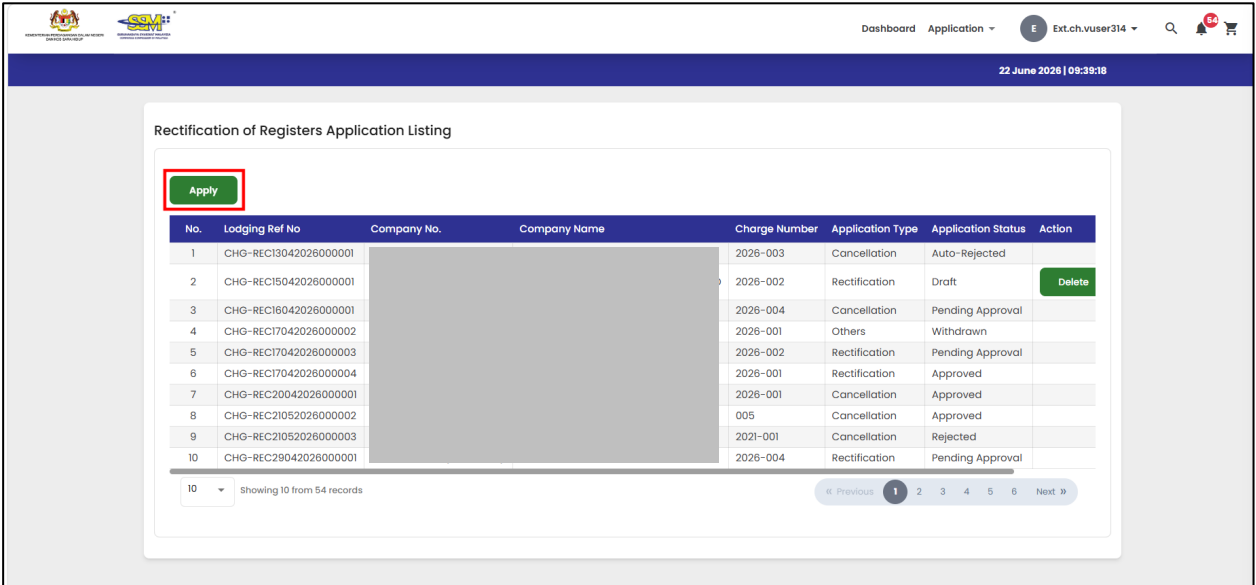
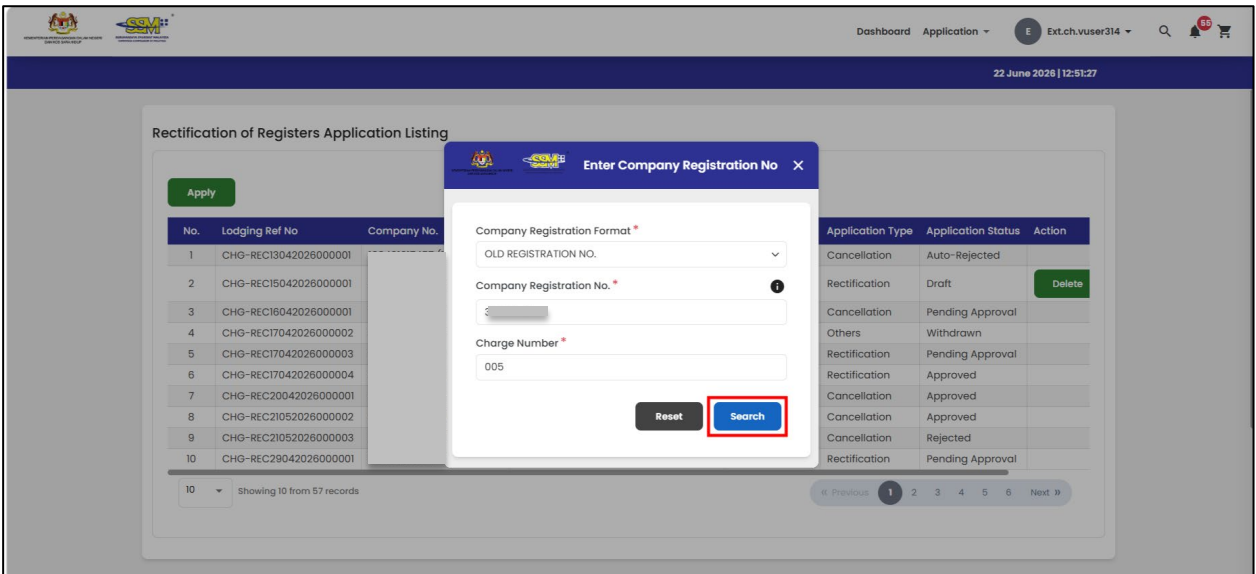
Payment Status Success

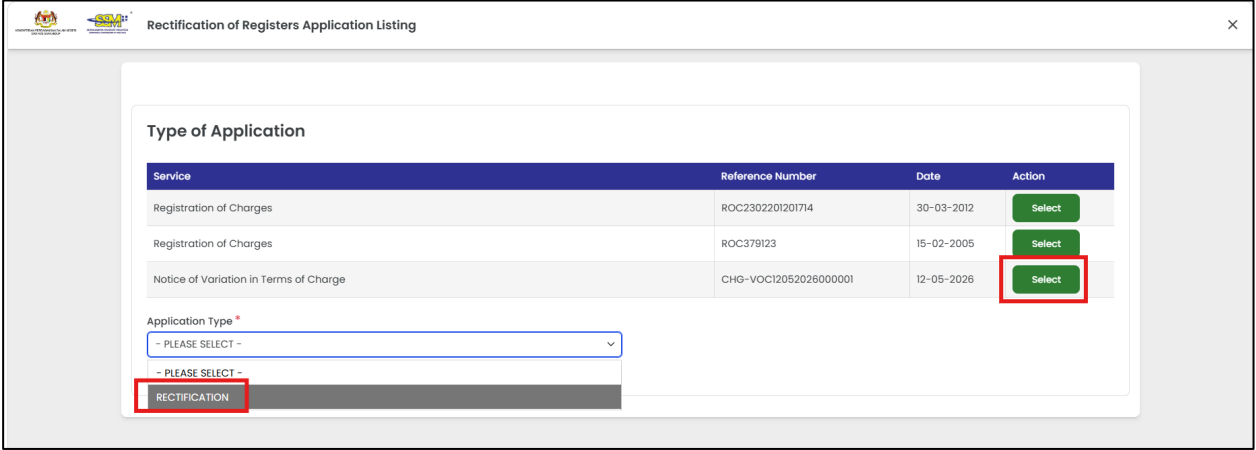
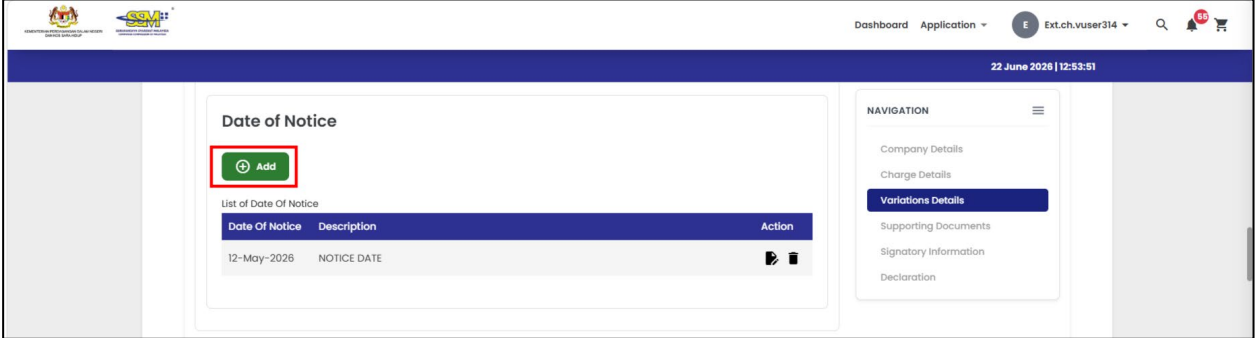
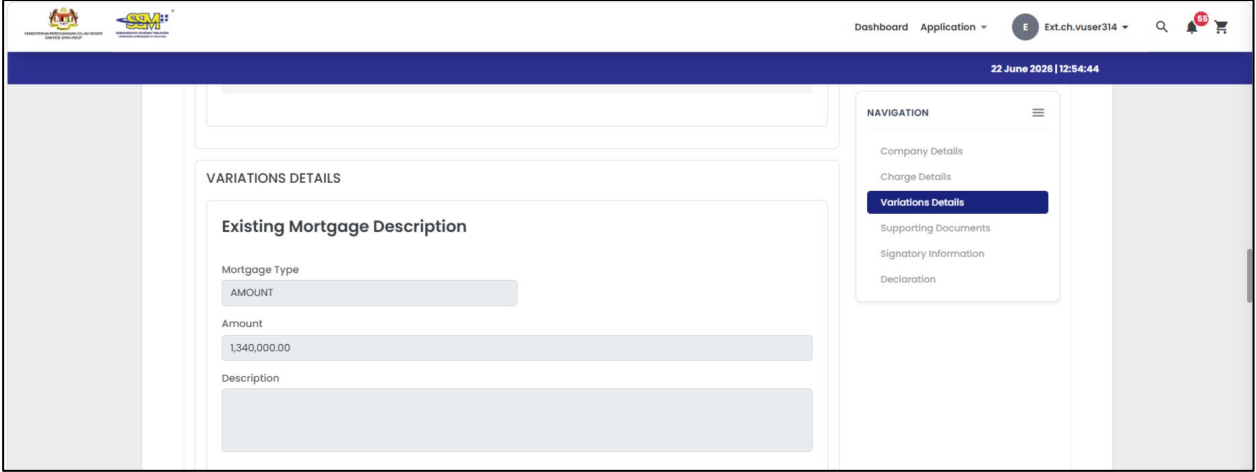
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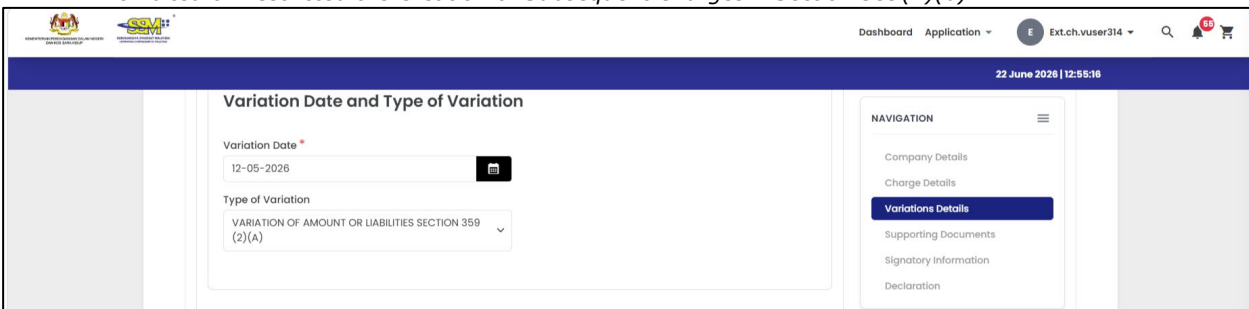
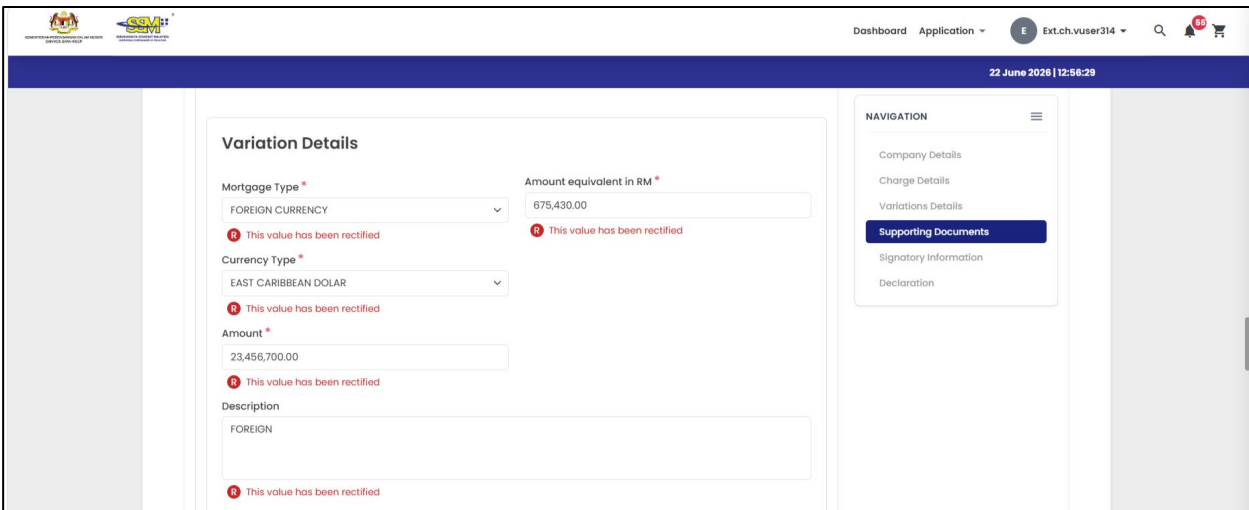
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00

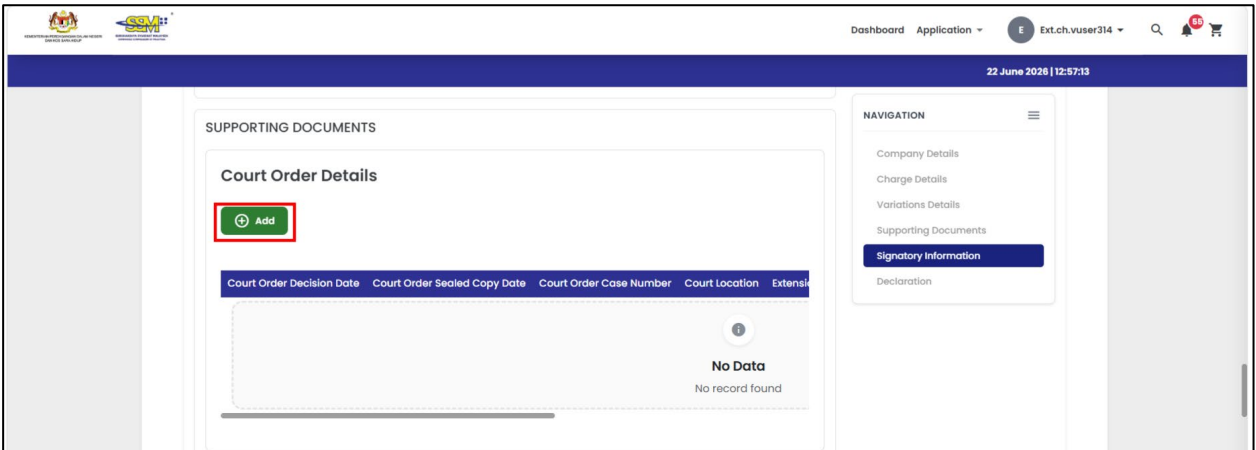
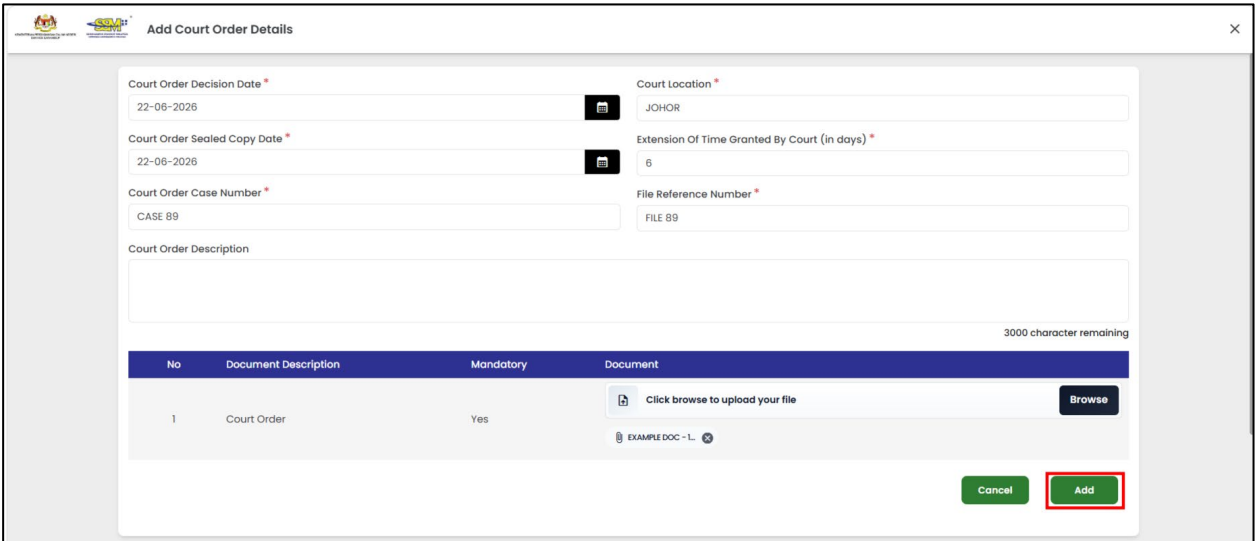
7.4 Amendment for Variation of Charges

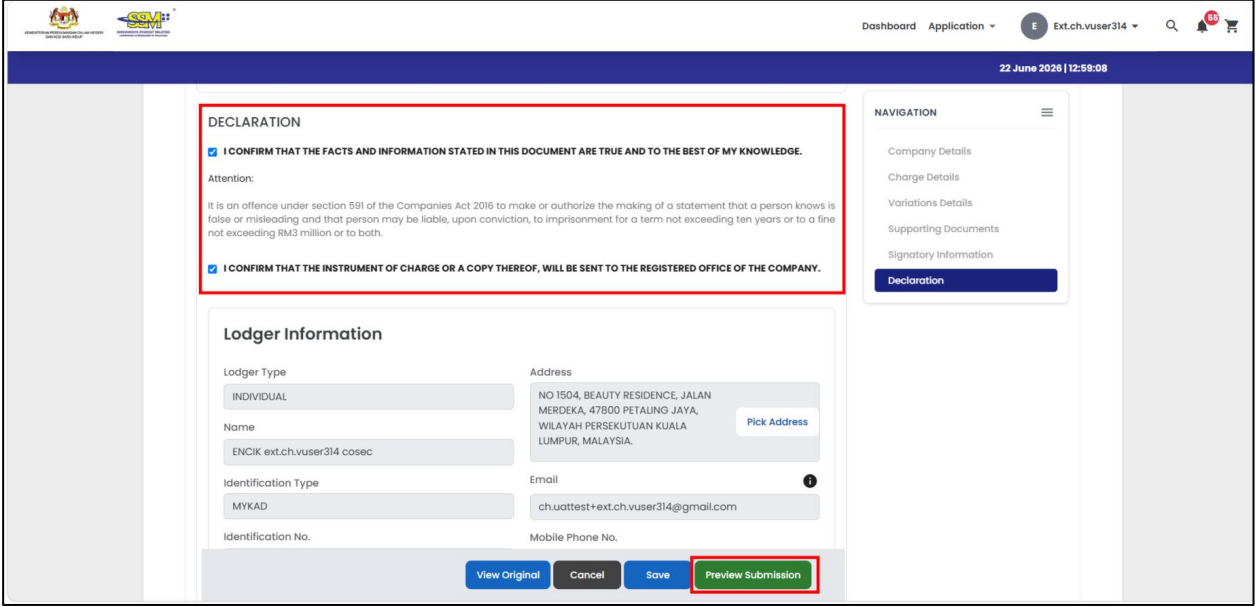
Field Num.	Description
1	From the Dashboard, go to the Application menu on the Navigation Bar 
2	Click Charges > Application Under Section 361 of the Companies Act 2016 
3	Rectification of Registers Application Listing form will be displayed.

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. <i>Note: Upon clicking the Search button, the Company Details will be displayed.</i> 
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: <i><Select Past or Today's Date only (auto-populate)></i> b. Description: <i><Input description (auto-populate)></i>  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: <i><Select a date> Only past date or today's date can be selected.</i> Court Order Case Number: <i><Input text> Auto-capitalised.</i> Court Order Description: <i><Input description text></i> Court Location: <i><Input text> Auto-capitalised.</i> Extension of Time Granted By Court (In Days): <i><Input numbers only></i> File Reference Number: <i><Input text> Auto-capitalised.</i> Court Order Attachment: <i><Browse & upload attachment></i>   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: Document Date: <i><Select a date> Only past date or today's date can be selected.</i> Representative Is: <i><Select from the drop-down list: DIRECTOR></i> NOTE: - Default selection to Liquidator if the company status is "Winding Up". - 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. - The system will not display the fields as this company's status is not Winding Up and there is no default selection as Liquidator. Salutation: <i><Select from drop down list></i>

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

Preview Submission

REGISTRATION NO.:
1: [REDACTED]
REFERENCE NO.: NIL

COMPANIES ACT 2016
SECTIONS 361
APPLICATION UNDER
SECTION 361 OF THE
COMPANIES ACT 2016

This is filed by way of
amendment pursuant to court
order date
22-06-2026 of Charge No: 005

COMPANY DETAILS	
Company Name	[REDACTED]
Company Number (old)	[REDACTED]
Company Number (new)	[REDACTED]
Status of Company	EXISTING
Company Type	LIMITED BY SHARES

Download PDF Submit

18

Click on **Submit & Make Payment** button.

Dashboard Application Ext.ch.vuser314 22 June 2026 | 13:06:24

Cart History

App Ref No: CHG-REC22062026000018 Entity Name: S... Entity No: [REDACTED]

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00
Total Amount(RM)						100.00

Select All

Proceed to Payment Checkout Amount RM 100.00

Dashboard Application Ext.ch.vuser314 22 June 2026 | 13:06:53

Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to ch.uattest+ext.ch.vuser314@gmail.com

Payment Information Payer Information

Payment Status: Success

Order Reference No: CRSUAT20260622000032

Receipt No: ORI782104813885-148198816

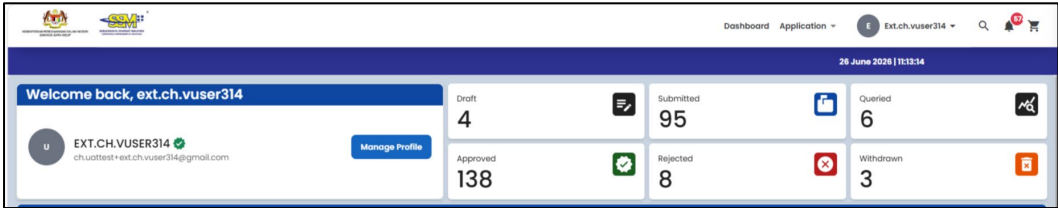
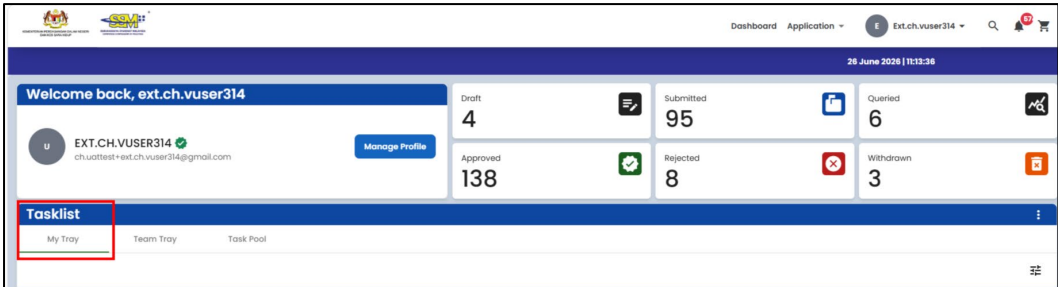
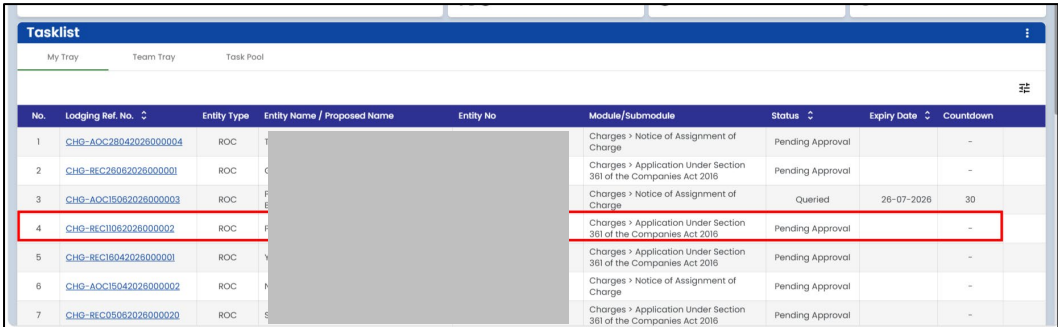
App Ref No: CHG-REC22062026000018 Entity Name: S... Entity No: [REDACTED]

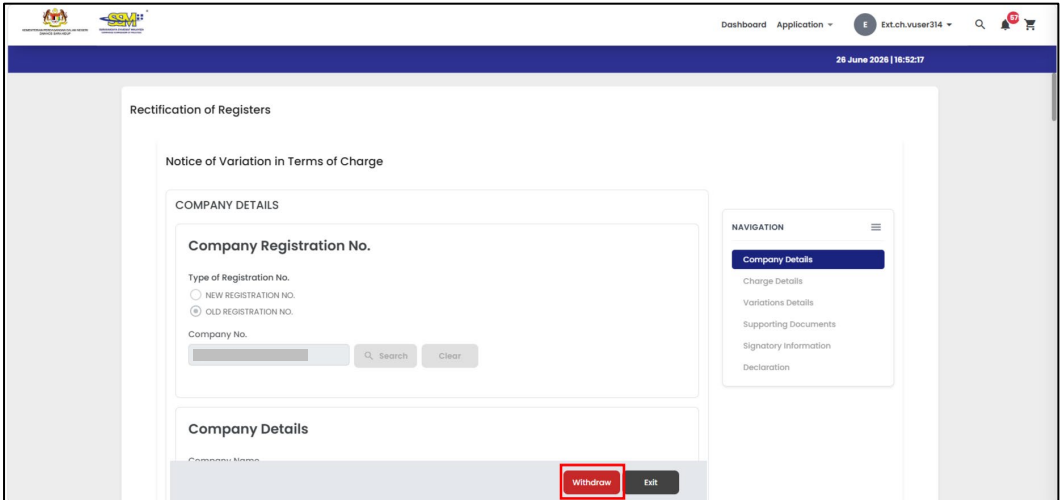
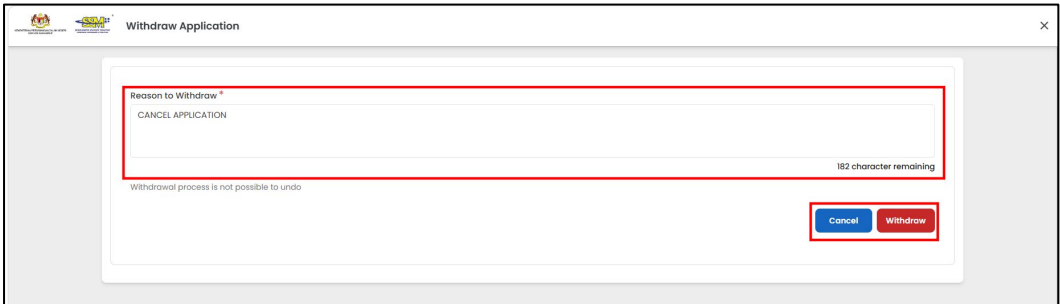
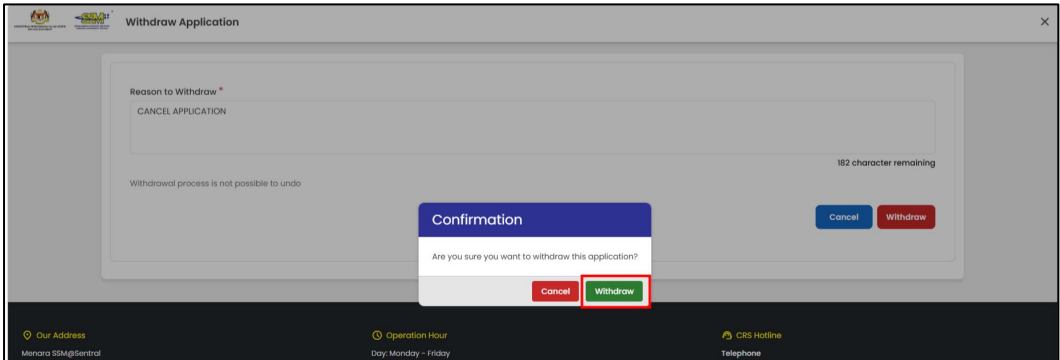
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00

Go To Cart

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

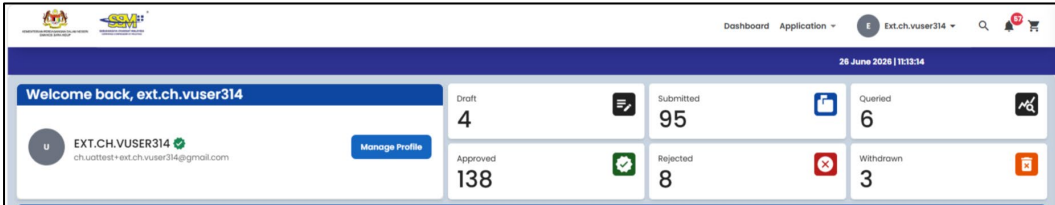
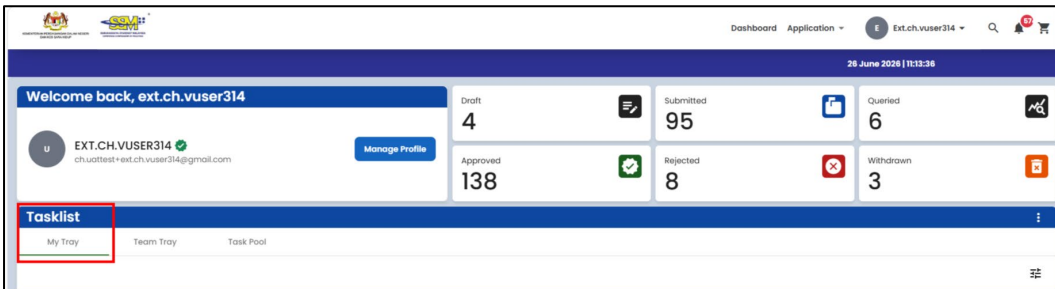
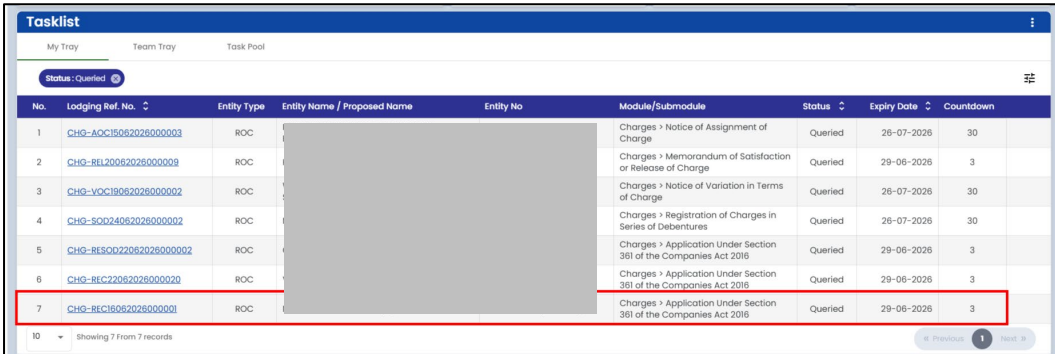
Notes: Same flow For Registration of Charges, Registration of Charges in Series of Debentures, Assignment of Charges, Variation of Charges

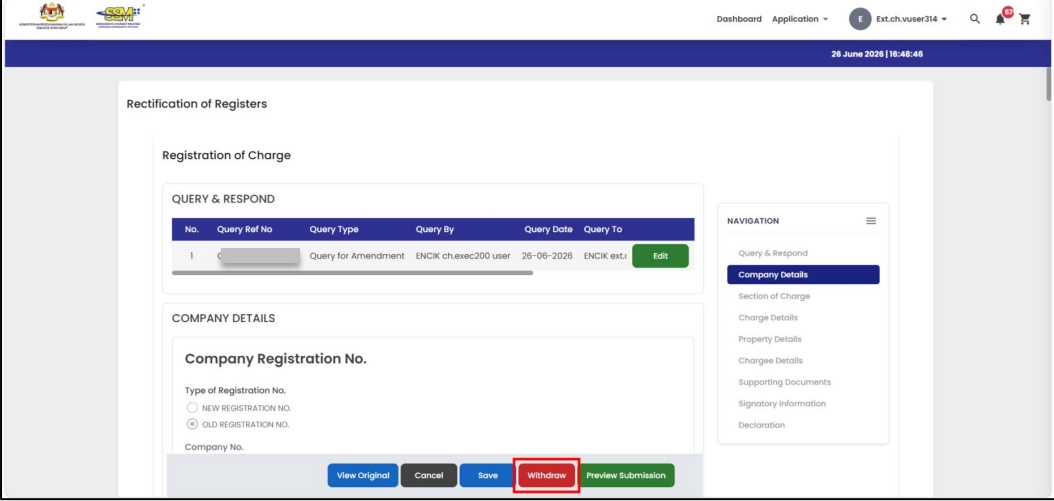
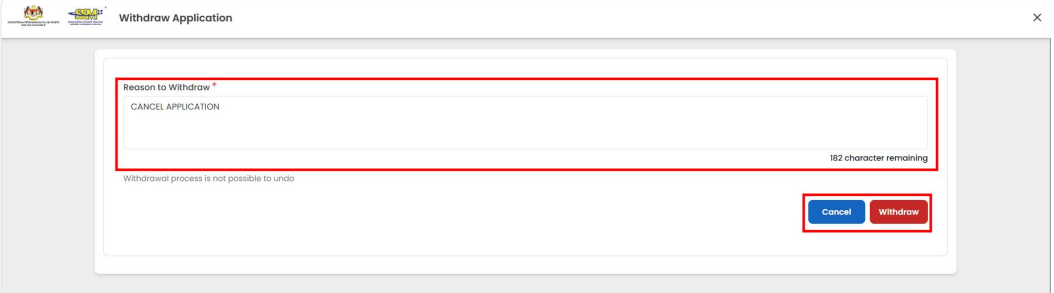
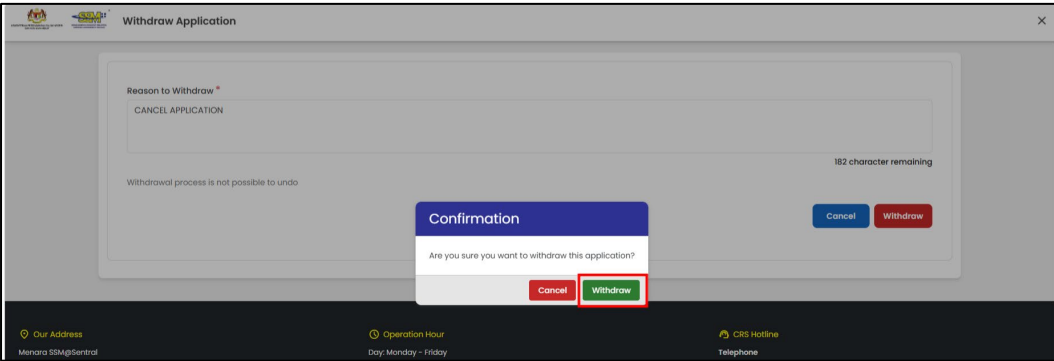
Field Num.	Description
1	From Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist. 
3	Click on the My Tray tab and then click the submitted application with the status Pending Approval (In-Progress) from the My Tray listing. 

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.

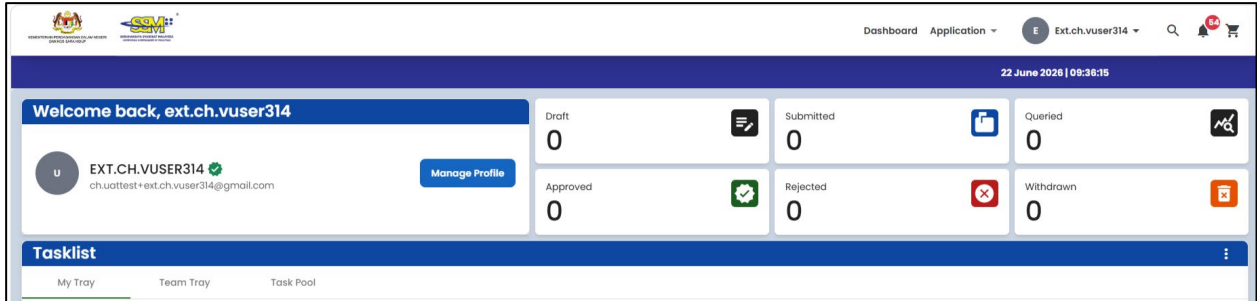
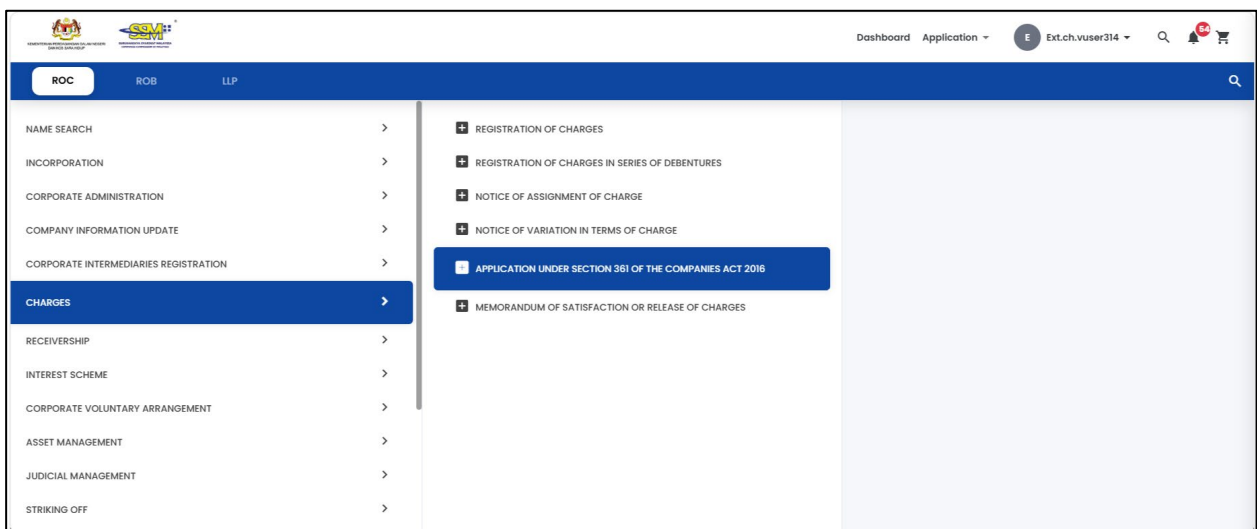
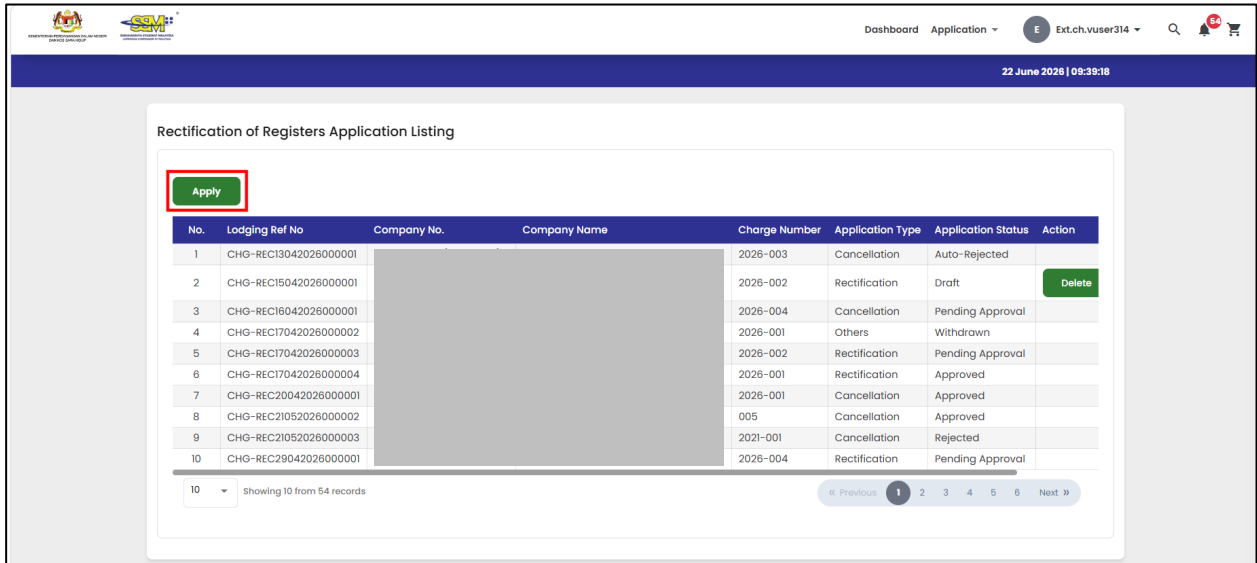
7.6 Amendment - Withdraw Application (After Application Queried by SSM Officer)

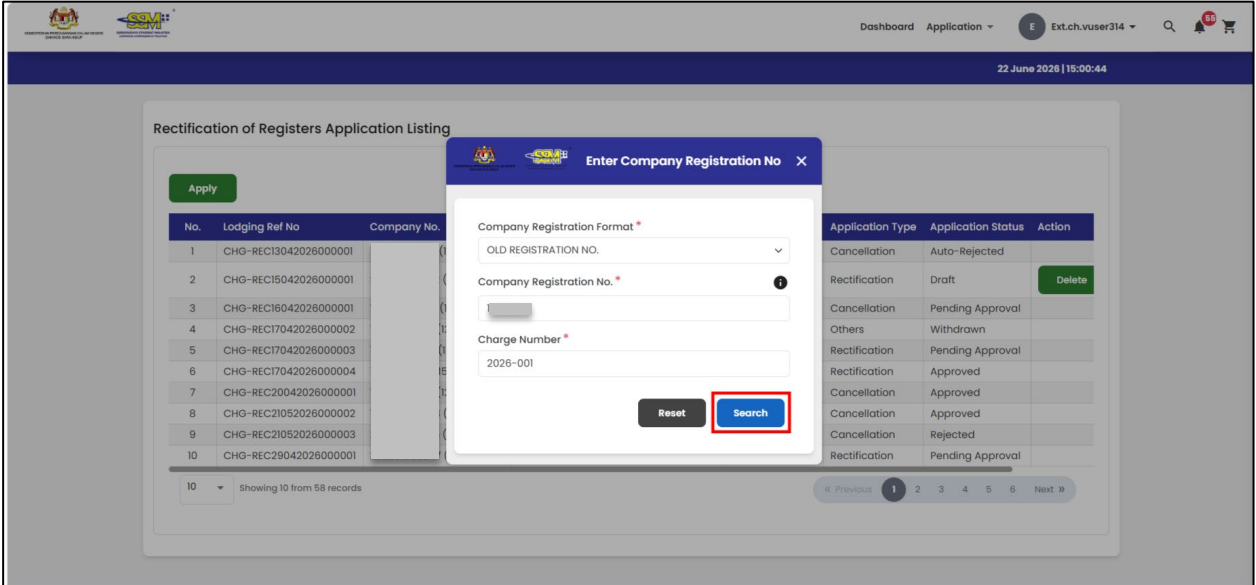
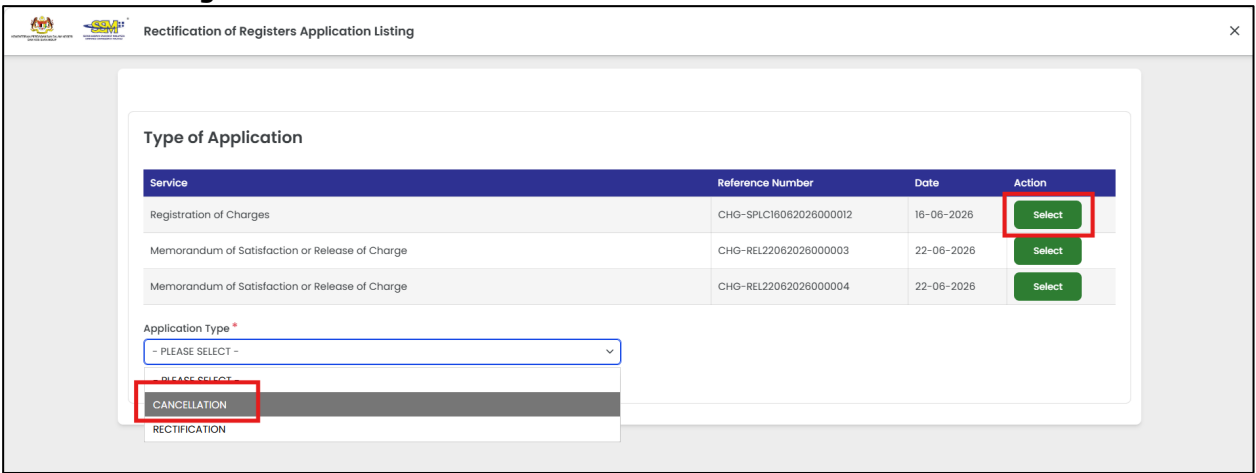
Notes: Same flow For Registration of Charges, Registration of Charges in Series of Debentures, Assignment of Charges, Variation of Charges

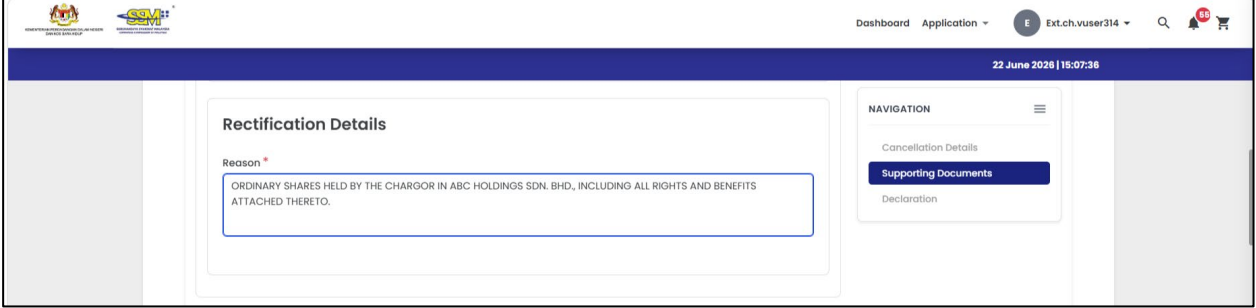
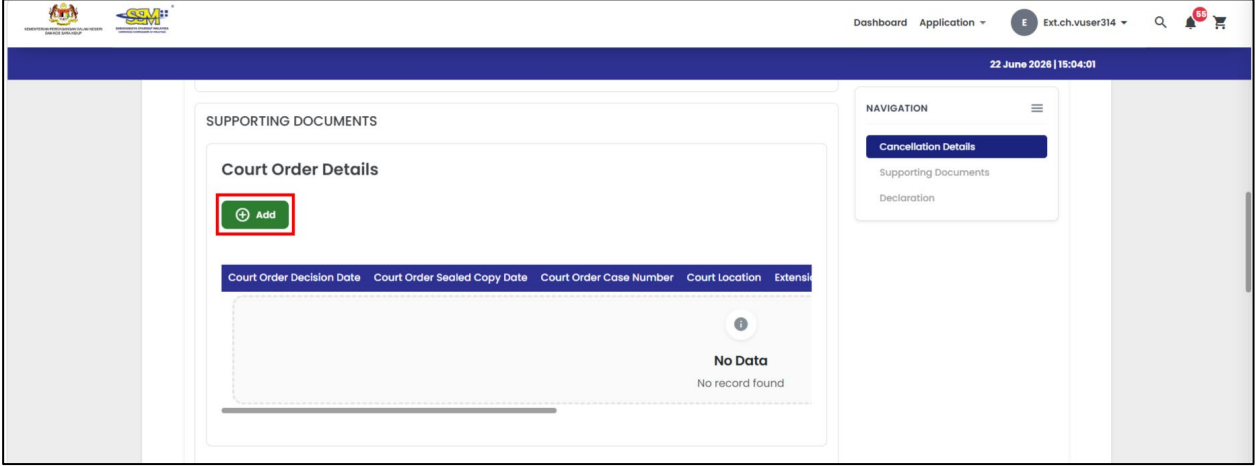
Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist. 
3	Click on the My Tray tab and then click the submitted application with the status Queried from the My Tray listing. 
4	From the Registration of Charges form, click the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

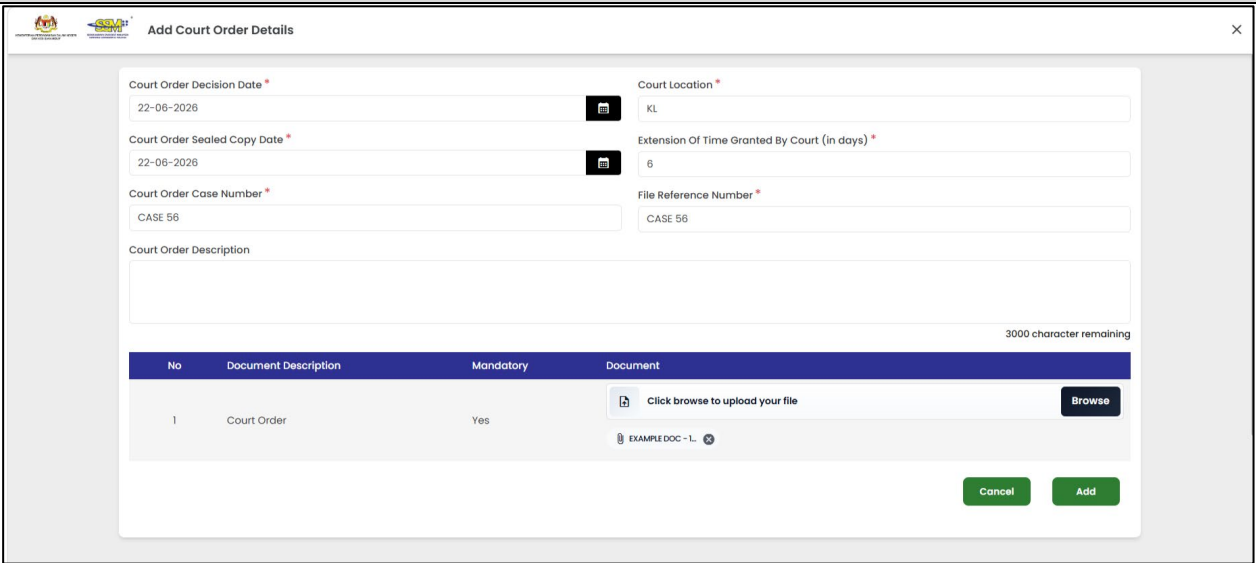
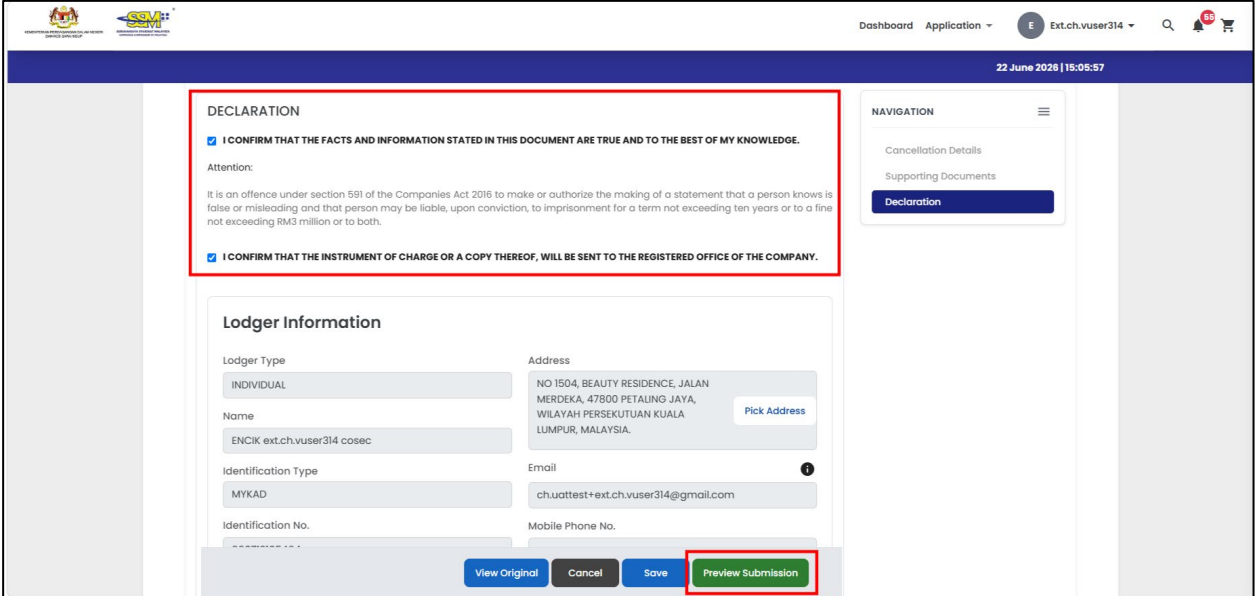
Field Num.	Description
	
5	On the Withdraw popup, select the Reason to Withdraw.  Then Click Withdraw button.
6	Click Withdraw to proceed the withdrawal. 
7	The task will be displayed in the CH Executive's Task pool.

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. <i>Note: Upon clicking the Search button, the Company Details will be displayed.</i> 
6	On the Type of Application section, select the list of services that need to rectification. - Click Select for the relevant application. 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: 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: <i><Select a date> Only past date or today's date can be selected.</i> Court Order Sealed Copy Date: <i><Select a date> Only past date or today's date can be selected.</i> Court Order Case Number: <i><Input text> Auto-capitalised.</i> Court Order Description: <i><Input description text></i> Court Location: <i><Input text> Auto-capitalised.</i> Extension of Time Granted By Court (In Days): <i><Input numbers only></i> File Reference Number: <i><Input text> Auto-capitalised.</i> Court Order Attachment: <i><Browse & upload attachment></i> 

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. <i>NOTE: System validates Maximum: 1 Signatory to proceed next.</i>
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

Preview Submission

REGISTRATION NO. : [REDACTED]
REFERENCE NO. : NIL

COMPANIES ACT 2016
SECTIONS 361
APPLICATION UNDER
SECTION 361 OF THE
COMPANIES ACT 2016

This is filed for cancellation pursuant to court order date 22-06-2026 of Charge No: 2026-001

COMPANY DETAILS	
Company Name	[REDACTED]
Company Number (old)	[REDACTED]
Company Number (new)	[REDACTED]
Status of Company	EXISTING
Company Type	LIMITED BY SHARES

Download PDF Submit

13

Click on **Submit & Make Payment** button.

Dashboard Application Ext.ch.vuser314 22 June 2026 | 15:15:55

Cart History

☒ App Ref No : CHG-REC22062026000019 Entity Name : V Entity No : [REDACTED]

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00
Total Amount(RM)						100.00

☐ Select All

Proceed to Payment Checkout Amount RM 100.00

Dashboard Application Ext.ch.vuser314 22 June 2026 | 15:17:39

Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to ch.uattest+ext.ch.vuser314@gmail.com

Payment Information Payer Information

Payment Status Success

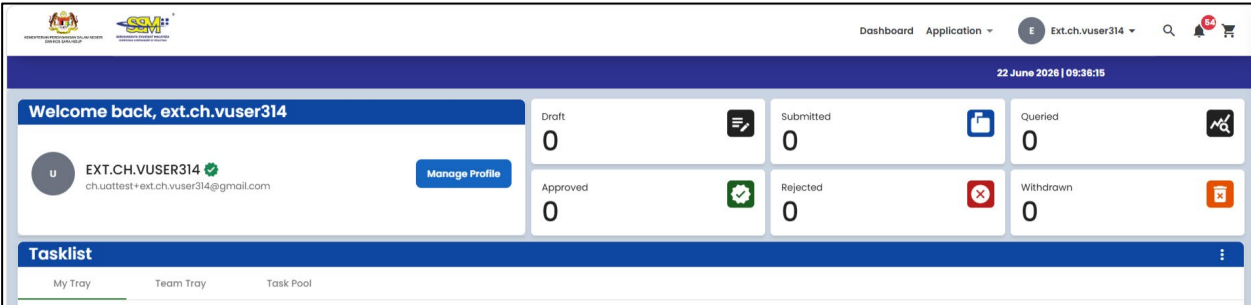
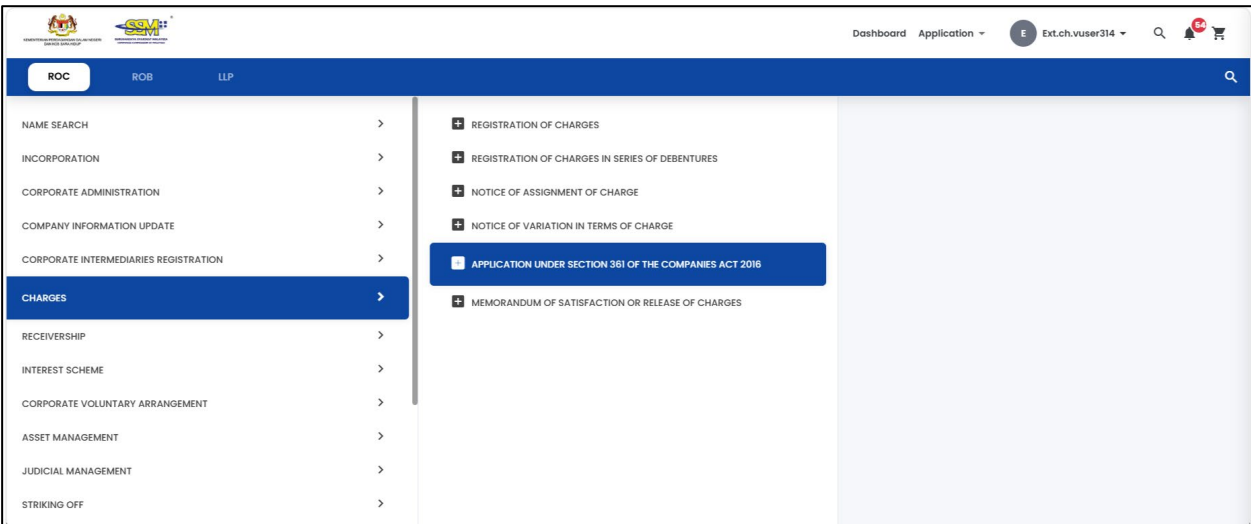
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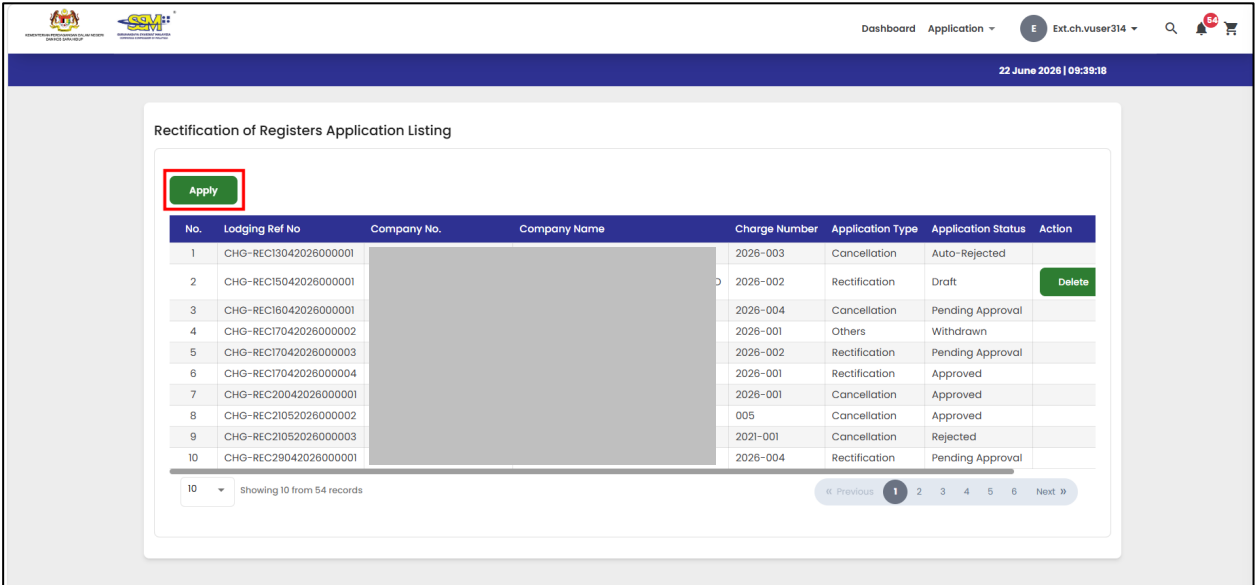
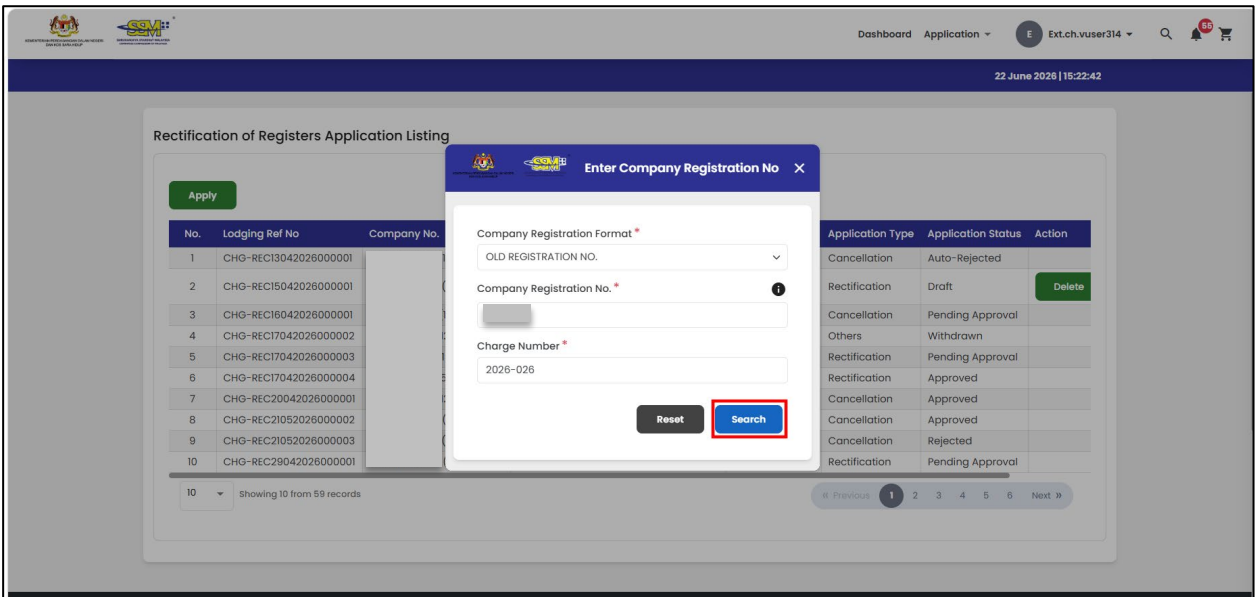
App Ref No : CHG-REC22062026000019 Entity Name : V Entity No : [REDACTED]

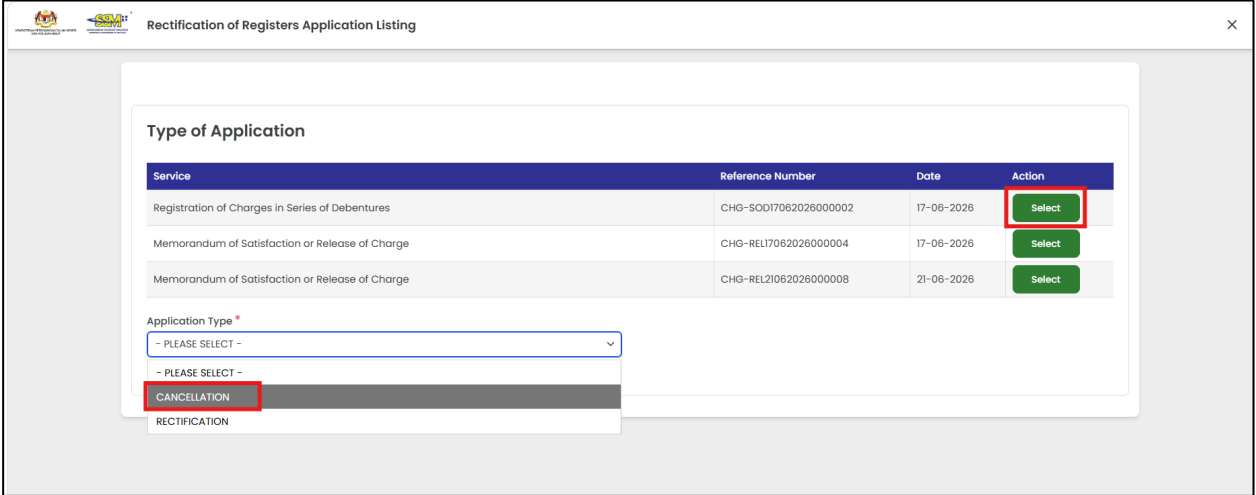
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00

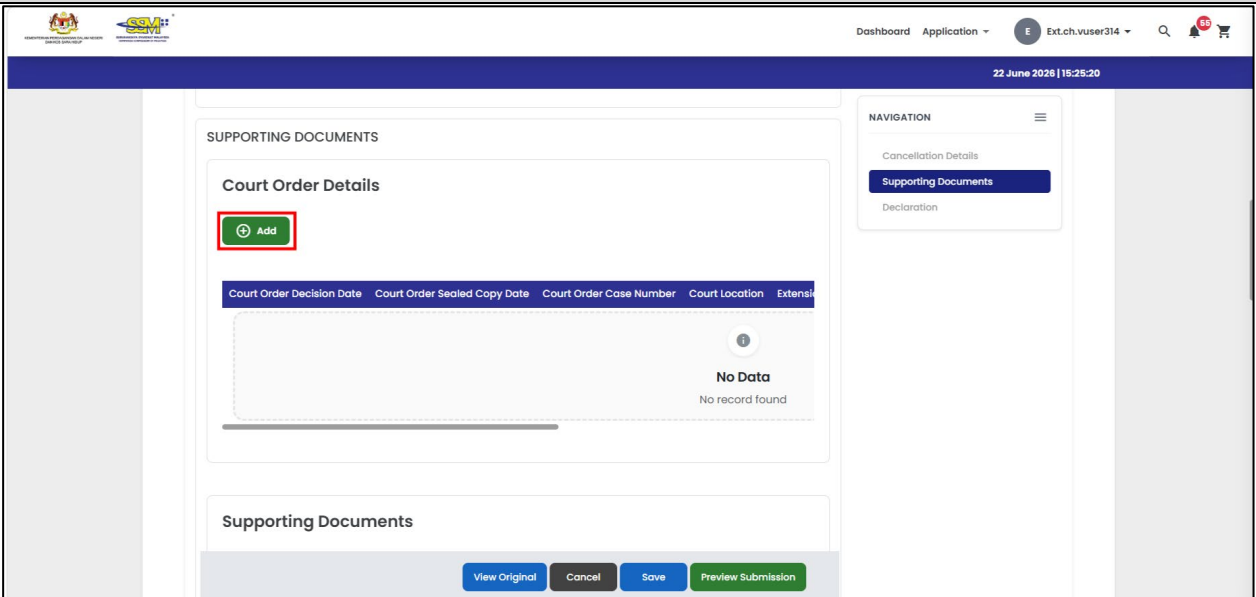
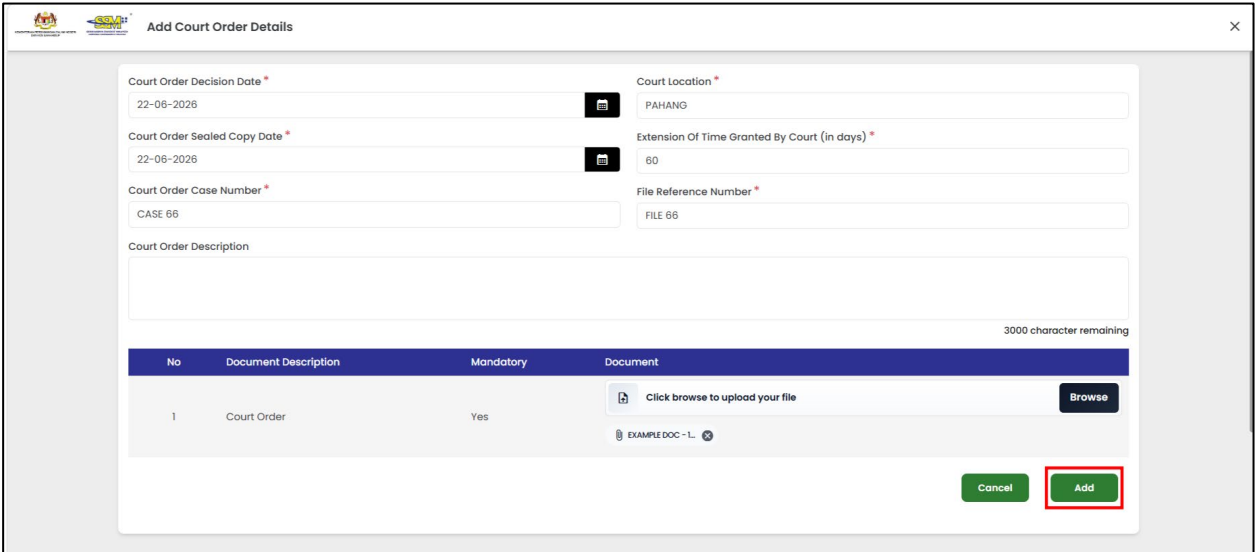
Go To Cart

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.

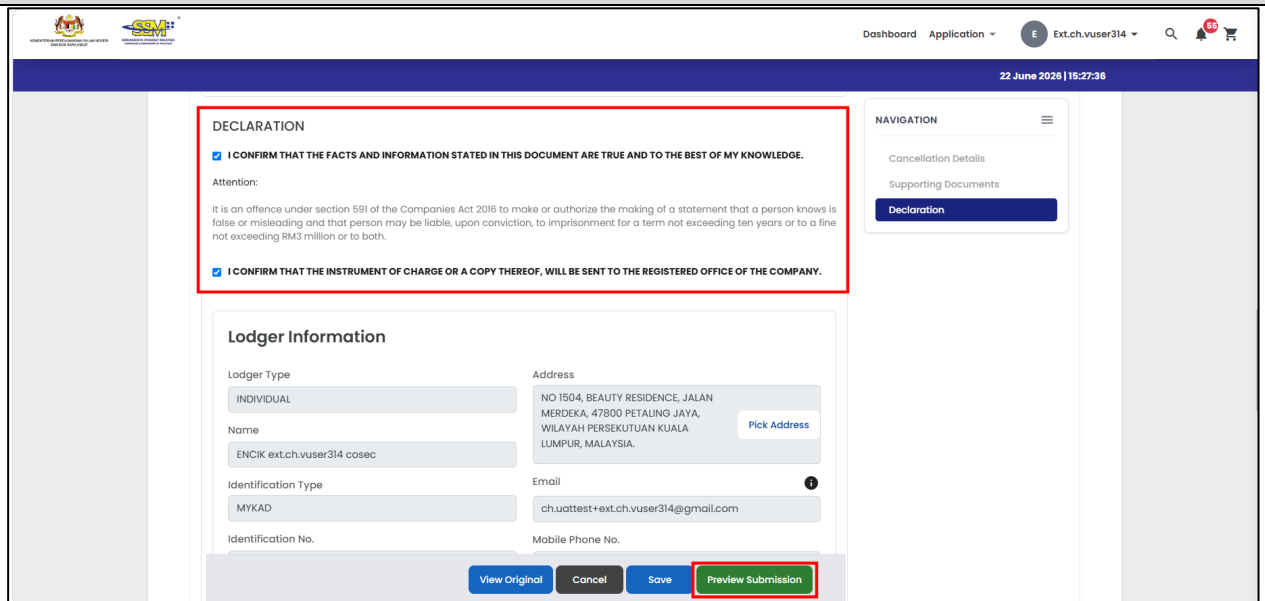
Field Num.	Description
	Select Apply 
3	Application Under Section 361 of the Companies Act 2016 form will be displayed. Fill in the following details: Type of Registration Number <Select radio button: OLD / NEW> Company Number: <Input Company No. based on Type of Reg. No.> Charge Number: <Input existing Charge Number> Click Search button. <i>Note: Upon clicking the Search button, the Company Details will be displayed.</i> 
6	On the Type of Application section, select the list of services that need rectification. - Click Select for the relevant application. 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: <i><Input description ></i> 
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: <i><Select a date></i> Only past date or today's date can be selected. Court Order Sealed Copy Date: <i><Select a date></i> Only past date or today's date can be selected. Court Order Case Number: <i><Input text></i> Auto-capitalised. Court Order Description: <i><Input description text></i> Court Location: <i><Input text></i> Auto-capitalised. Extension of Time Granted By Court (In Days): <i><Input numbers only></i> File Reference Number: <i><Input text></i> Auto-capitalised. Court Order Attachment: <i><Browse & upload attachment></i>

Field Num.	Description
	 The screenshot shows the 'SUPPORTING DOCUMENTS' section of the application. It includes a 'Court Order Details' table with columns: Court Order Decision Date, Court Order Sealed Copy Date, Court Order Case Number, Court Location, and Extension. Below the table, there is a 'No Data' message. At the bottom, there are buttons for 'View Original', 'Cancel', 'Save', and 'Preview Submission'. The 'Add' button is highlighted with a red box.
	 The screenshot shows the 'Add Court Order Details' form. It includes fields for 'Court Order Decision Date', 'Court Order Sealed Copy Date', 'Court Order Case Number', 'Court Order Description', 'Court Location', 'Extension Of Time Granted By Court (in days)', and 'File Reference Number'. Below these fields is a table with columns: No, Document Description, Mandatory, and Document. The table has one row with '1', 'Court Order', 'Yes', and a file upload button. The 'Add' button is highlighted with a red box.
	Click Add button.
10	Click Right Tab Menu button to go to the Declaration tab or Scroll Down to access it. <i>NOTE: System validates Maximum: 1 Signatory to proceed next.</i>
11	On the Declaration statement, check on the Declaration checkbox and click on the Preview Submission button.

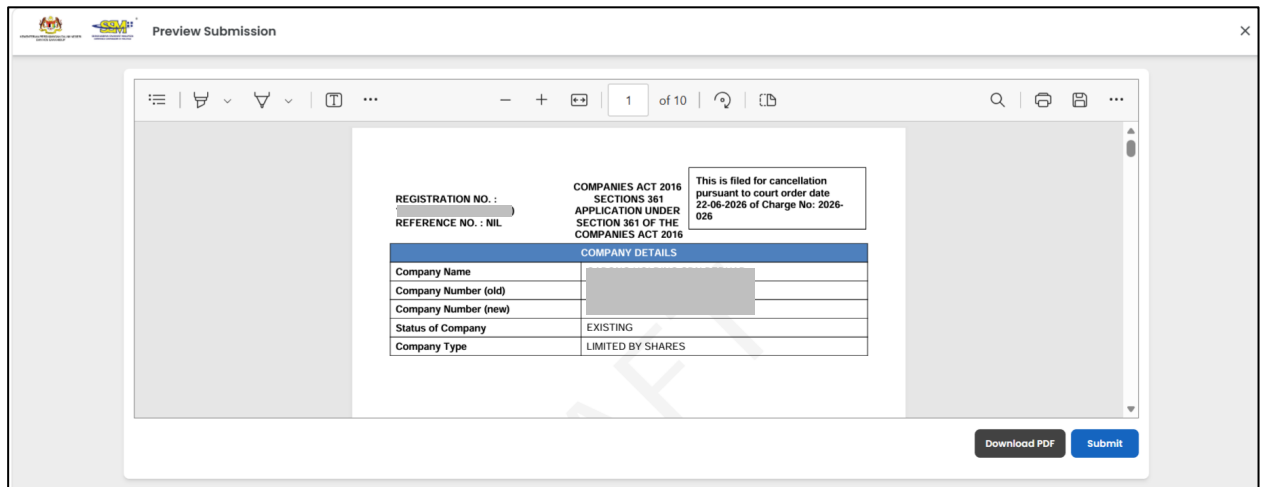
Field Num.

Description



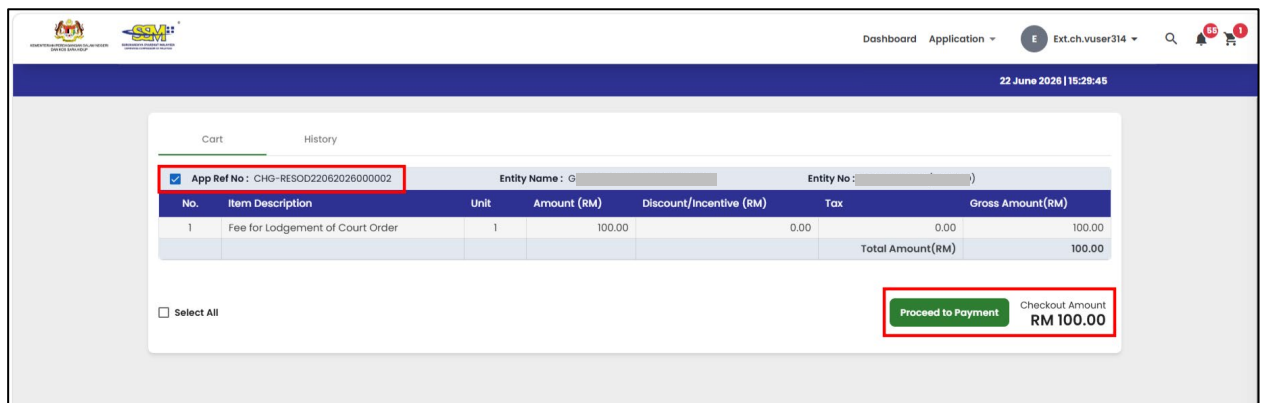
12

Click on **Download PDF** button.



13

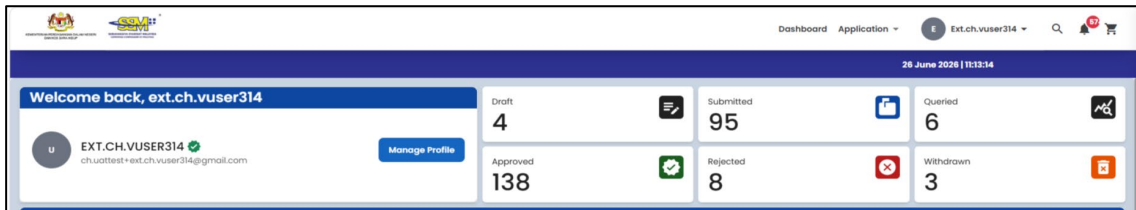
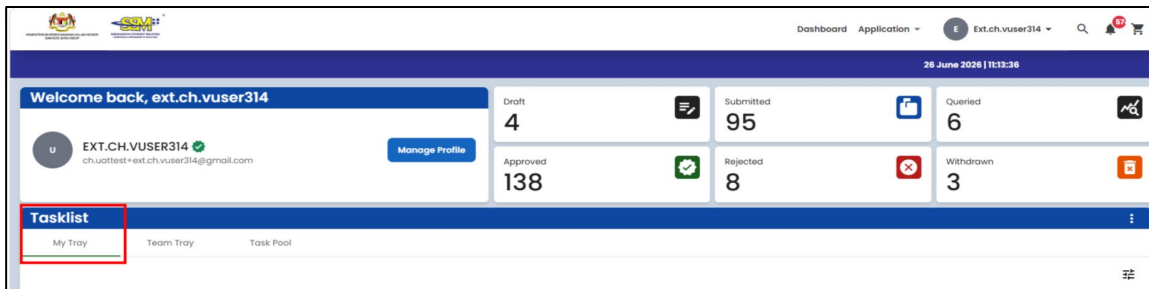
Click on **Submit & Make Payment** button.

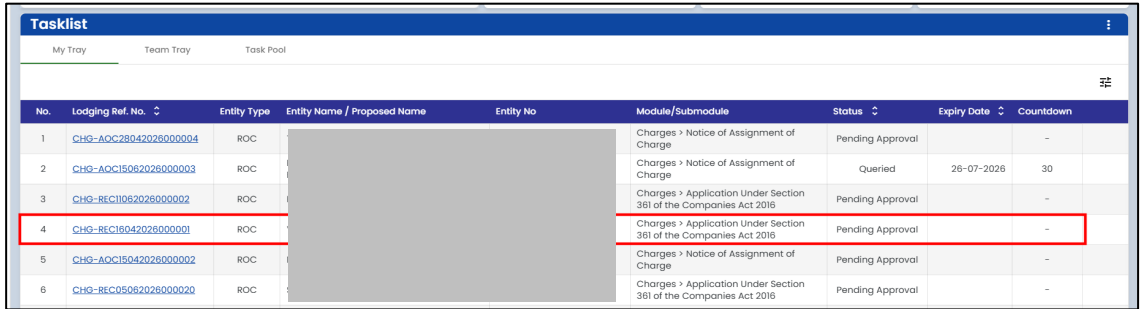
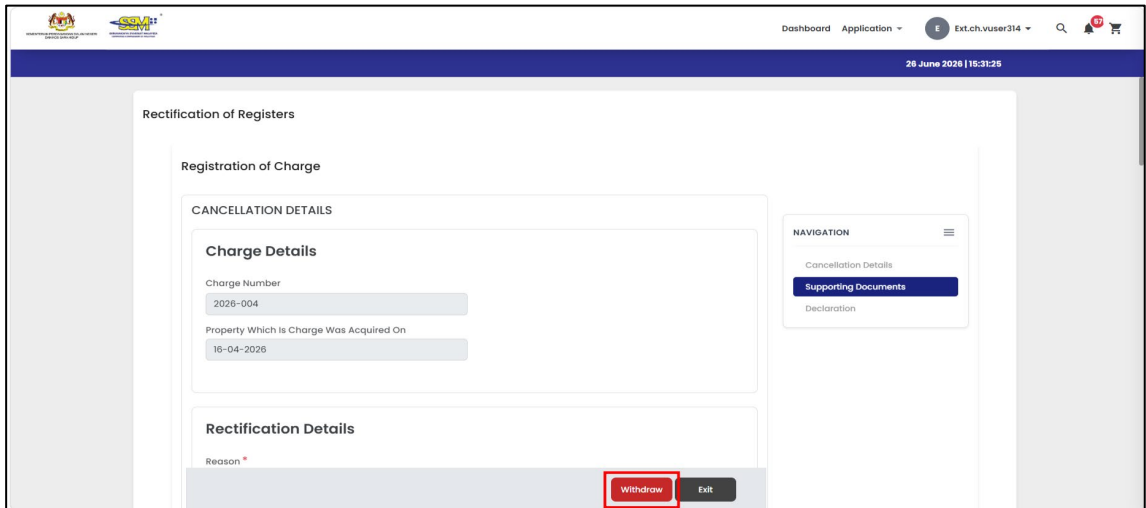
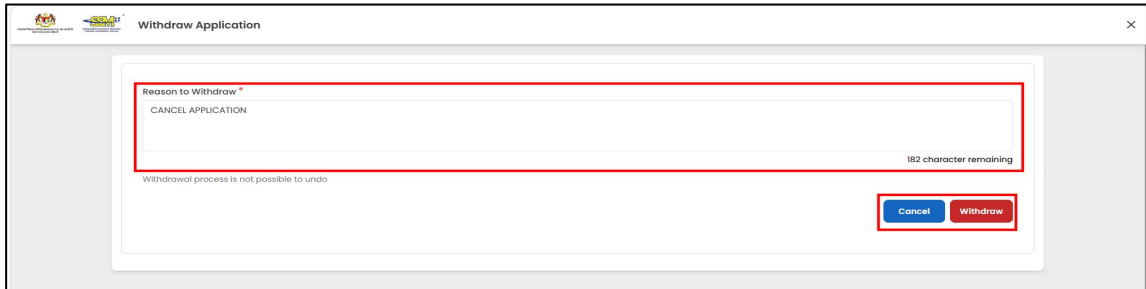


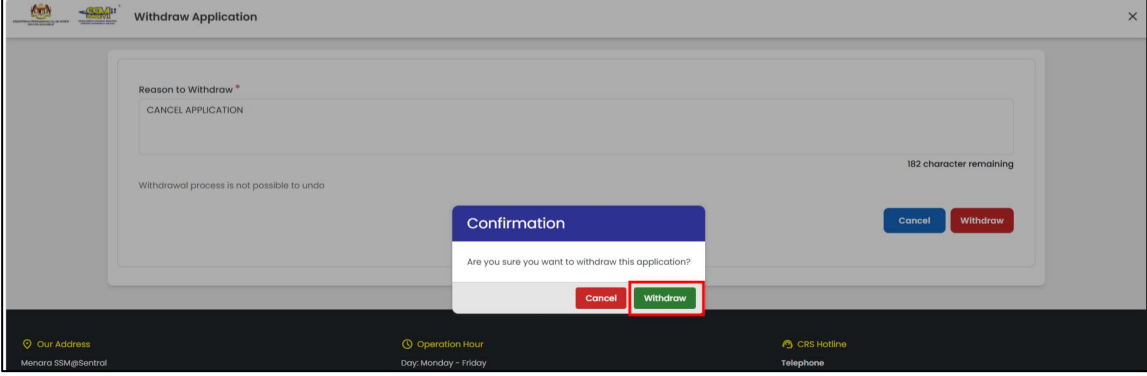
Field Num.	Description														
	 BERSEKUTUHAN MELAKSANAKAN TRANSFORMASI BERSAMA SAMA MELAKSANAKAN TRANSFORMASI Dashboard Application E Ext.ch.vuser314 22 June 2026 15:31:58  Payment Complete Thank you, your payment has been successful. A confirmation email has been sent to ch.uattest+ext.ch.vuser314@gmail.com Payment Information Payer Information Payment Status  Success Order Reference No CRSUAT20260622000041 Receipt No. ORI78213511190-869475248 App Ref No : CHG-RESOD22062026000002 Entity Name : Entity No <table><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount(RM)</th></tr><tr><td>1</td><td>Fee for Lodgement of Court Order</td><td>1</td><td>100.00</td><td></td><td>0.00</td><td>100.00</td></tr></table>	No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)	1	Fee for Lodgement of Court Order	1	100.00		0.00	100.00
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)									
1	Fee for Lodgement of Court Order	1	100.00		0.00	100.00									

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

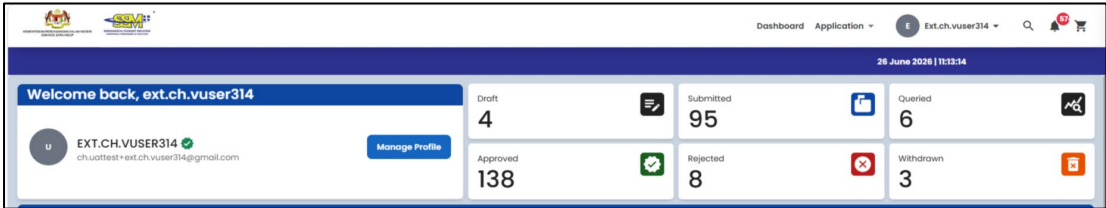
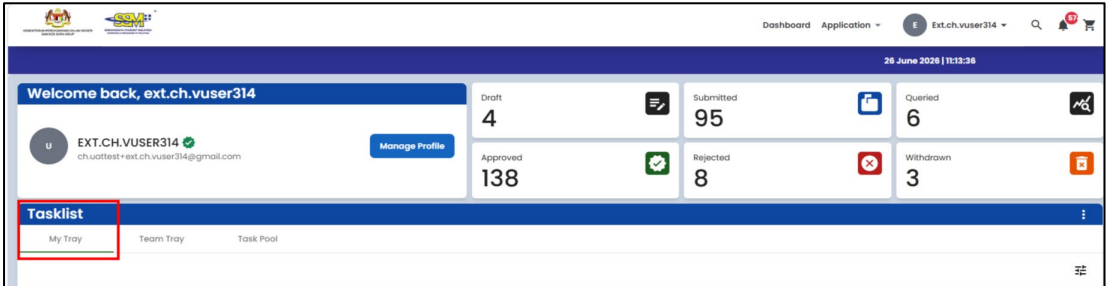
Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist. 

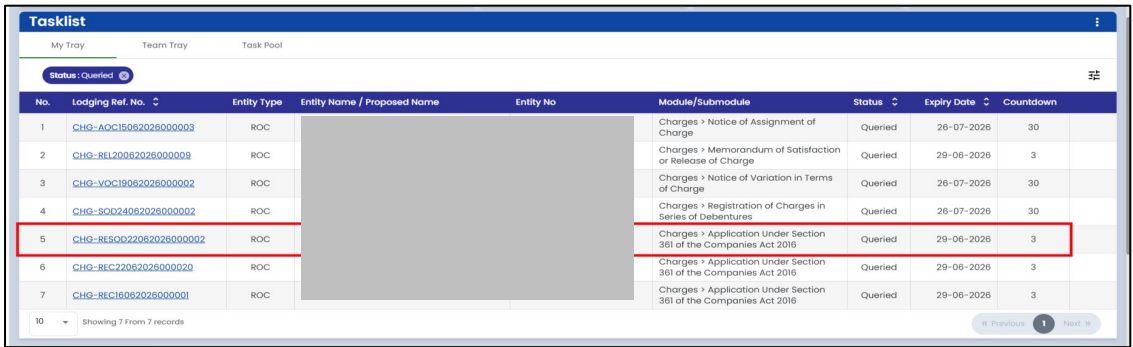
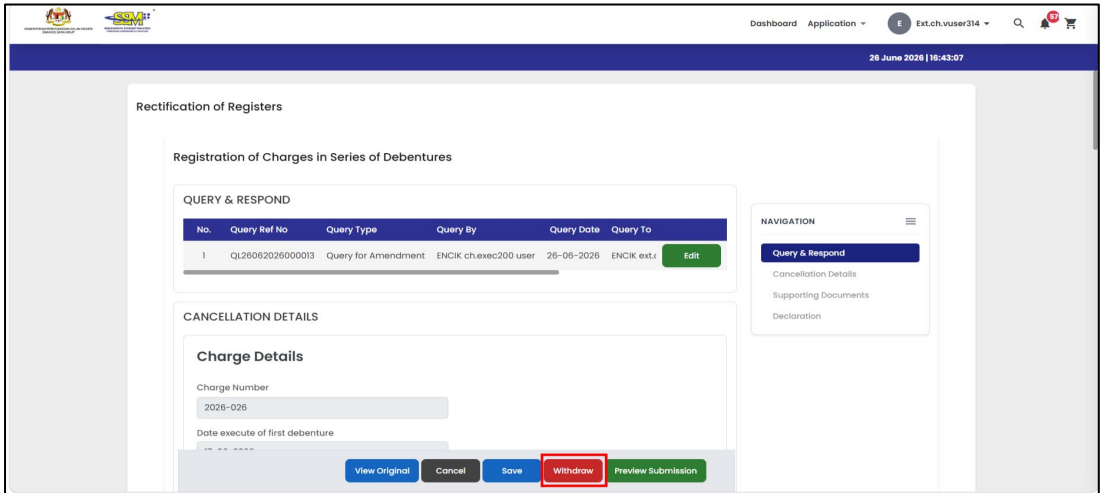
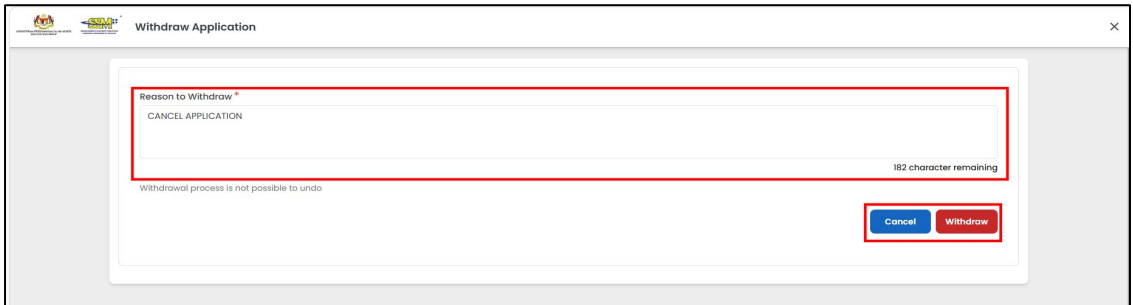
Field Num.	Description
3	Click on the My Tray tab and then click the submitted application with the status Pending Approval (In-Progress) from the My Tray listing. 
4	From the Registration of Charges form, click the Withdraw button on the bottom of the page. 
5	On the Withdraw popup, select the Reason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

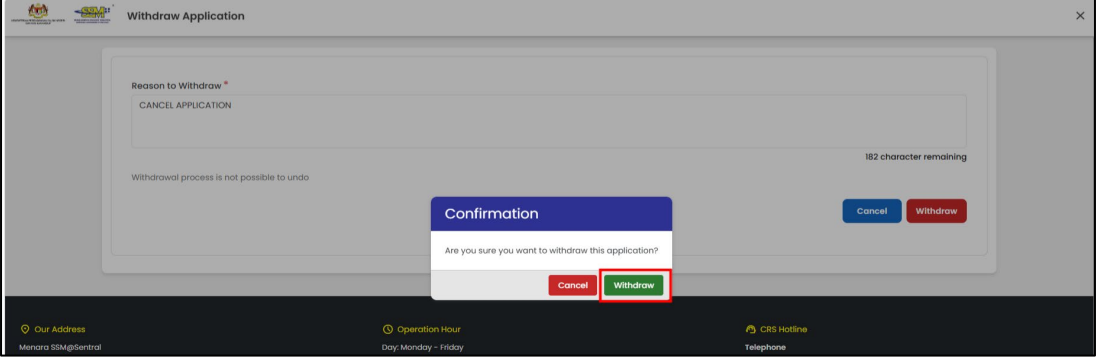
Field Num.	Description
6	Click Withdraw to proceed the withdrawal. 
7	The task will be disappeared in the CH Executive's Tasklist.

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

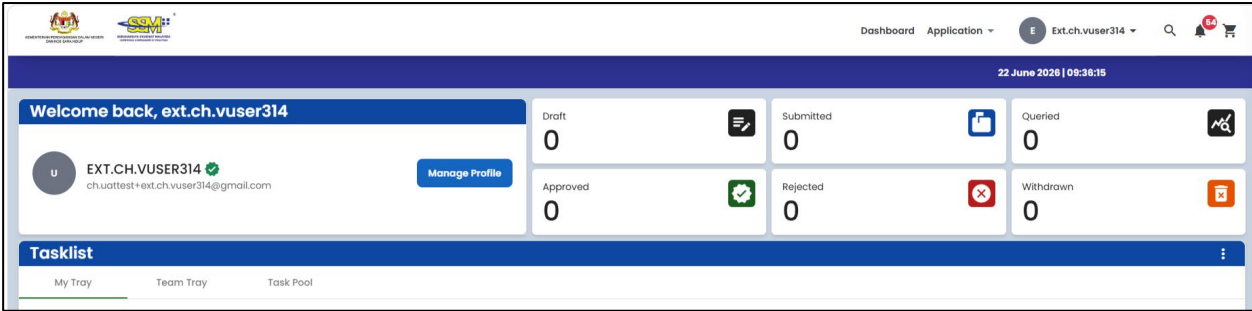
Notes: Same flow For Registration of Charges, Registration of Charges in Series of Debentures

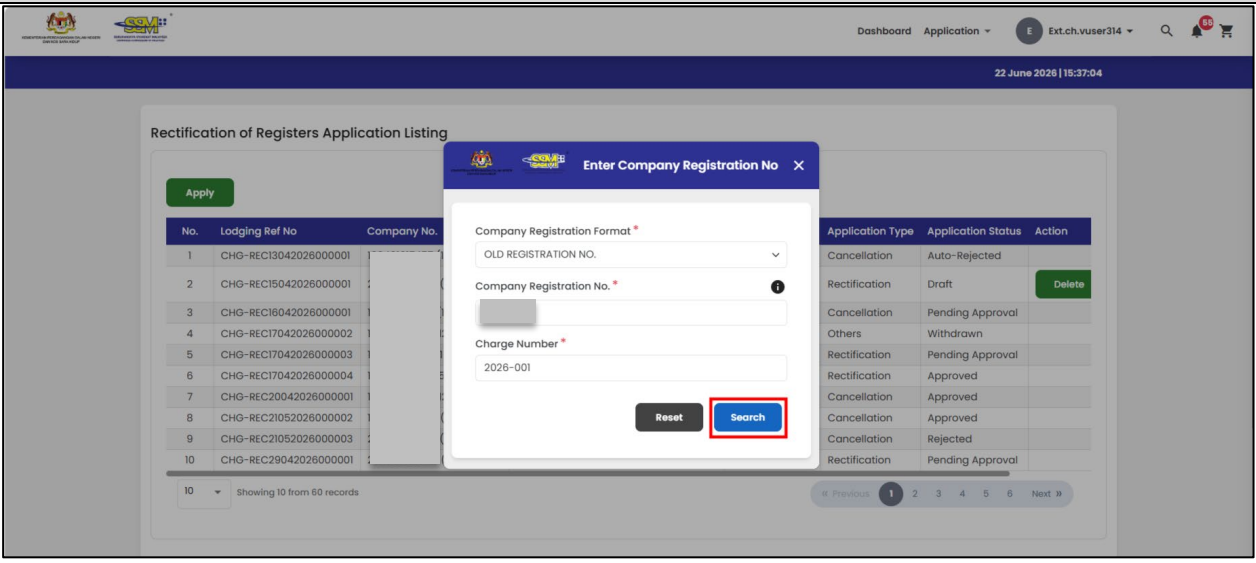
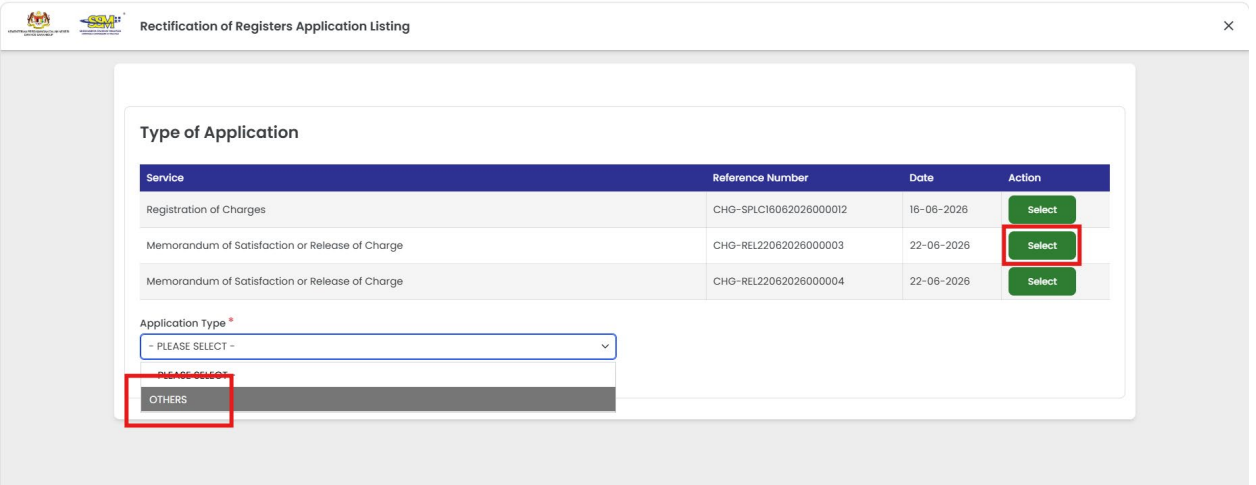
Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist. 

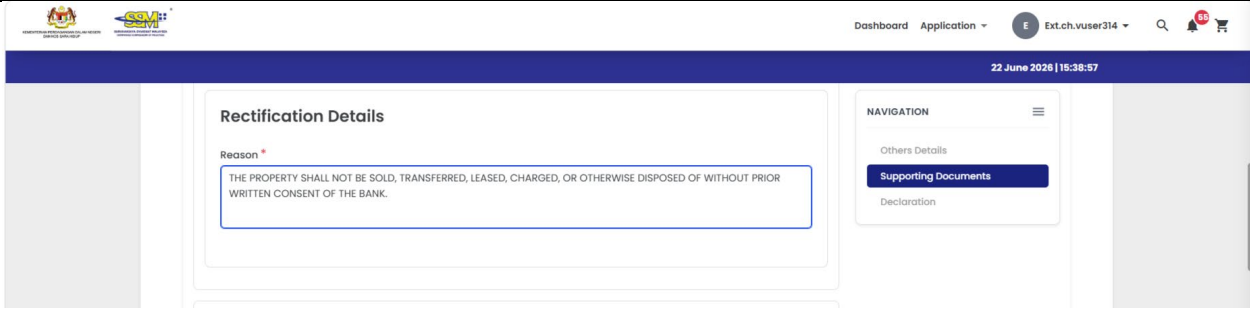
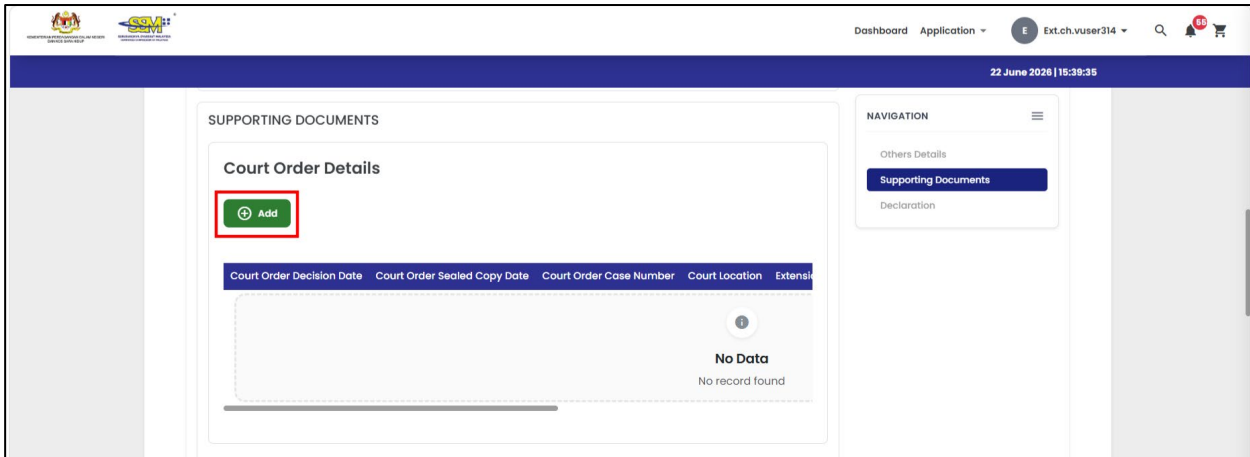
Field Num.	Description
3	Click on the My Tray tab and then click the submitted application with the status Queried from the My Tray listing. 
4	From the Registration of Charges in Series of Debentures form, click the Withdraw button on the bottom of the page. 
5	On the Withdraw popup, select the Reason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

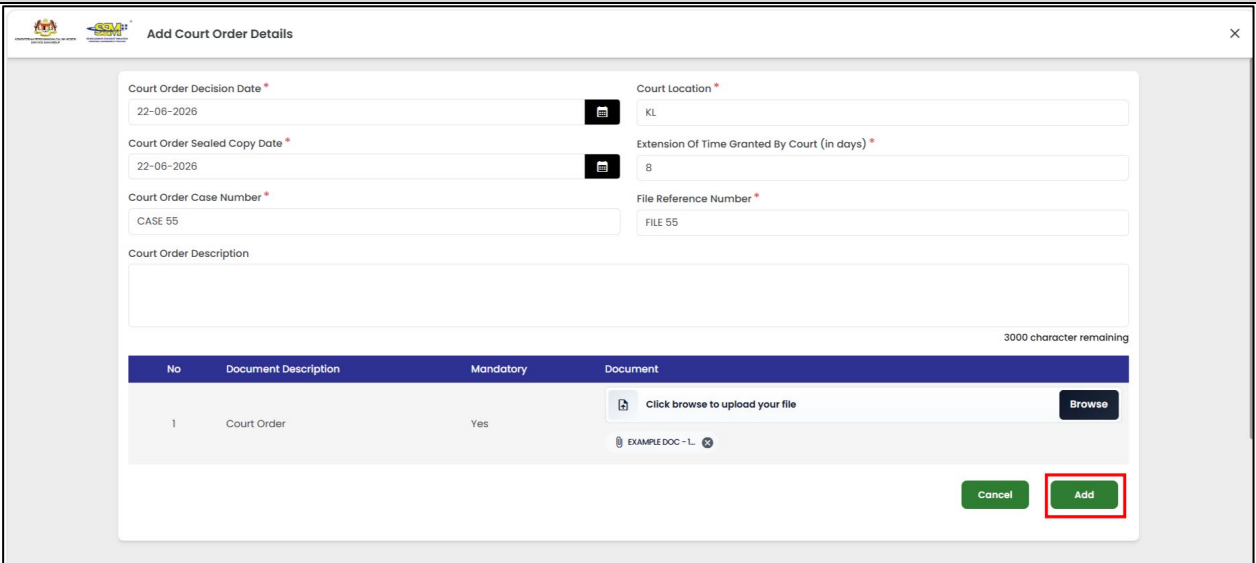
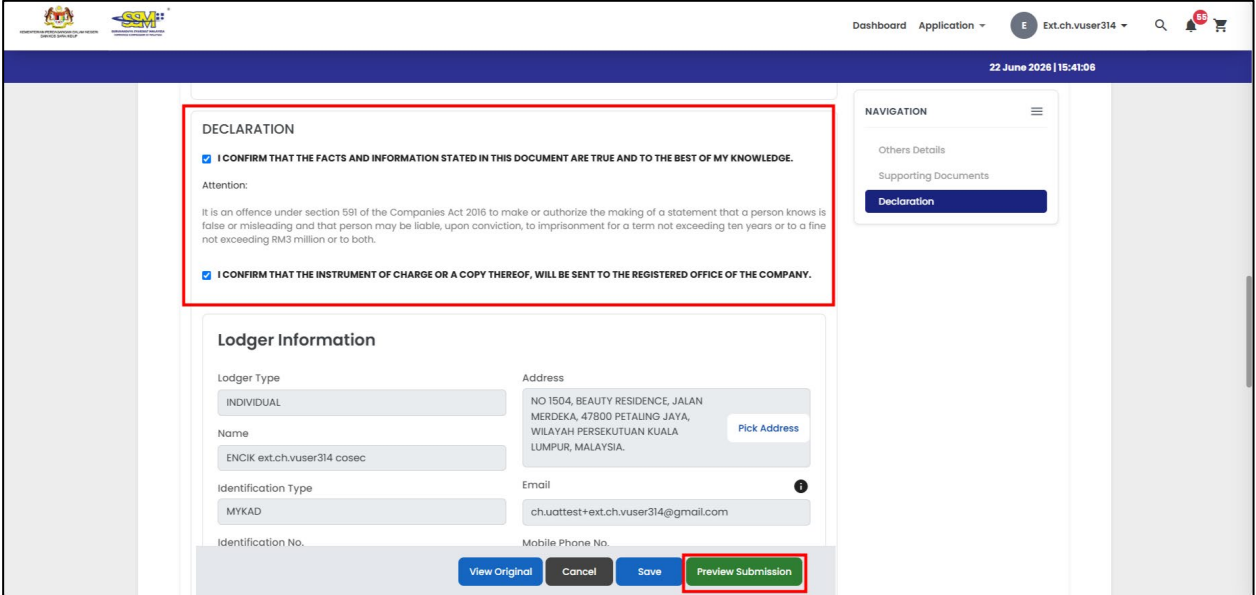
Field Num.	Description
6	Click Withdraw to proceed the withdrawal. 
7	The task will be disappeared in the CH Executive's Tasklist.

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

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, fill in the following fields: Click Add button. Court Order Decision Date: <i><Select a date> Only past date or today's date can be selected.</i> Court Order Sealed Copy Date: <i><Select a date> Only past date or today's date can be selected.</i> Court Order Case Number: <i><Input text> Auto-capitalised.</i> Court Order Description: <i><Input description text></i> Court Location: <i><Input text> Auto-capitalised.</i> Extension of Time Granted By Court (In Days): <i><Input numbers only></i> File Reference Number: <i><Input text> Auto-capitalised.</i> Court Order Attachment: <i><Browse & upload attachment></i> 

Field Num.	Description
	 Click Add button.
9	Click Right Tab Menu button to go to the Declaration tab or Scroll Down to access it. <i>NOTE: System validates Maximum: 1 Signatory to proceed next.</i>
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

Preview Submission

REGISTRATION NO. : 2
REFERENCE NO. : NIL

COMPANIES ACT 2016
SECTIONS 361
APPLICATION UNDER
SECTION 361 OF THE
COMPANIES ACT 2016

COMPANY DETAILS	
Company Name	
Company Number (old)	
Company Number (new)	
Status of Company	EXISTING
Company Type	LIMITED BY SHARES

Download PDF Submit

12

Click on **Submit & Make Payment** button.

Dashboard Application Ext.ch.vuser314 22 June 2028 | 15:42:40

Cart History

☒ App Ref No : CHG-REC22062026000020 Entity Name : Entity No :

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00
Total Amount(RM)						100.00

☐ Select All

Proceed to Payment Checkout Amount RM 100.00

Dashboard Application Ext.ch.vuser314 22 June 2028 | 15:43:27



Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to ch.uatetest+ext.ch.vuser314@gmail.com

Payment Information Payer Information

Payment Status Success

Order Reference No CRSUAT20260622000044
Receipt No. ORI78214202286-108384569

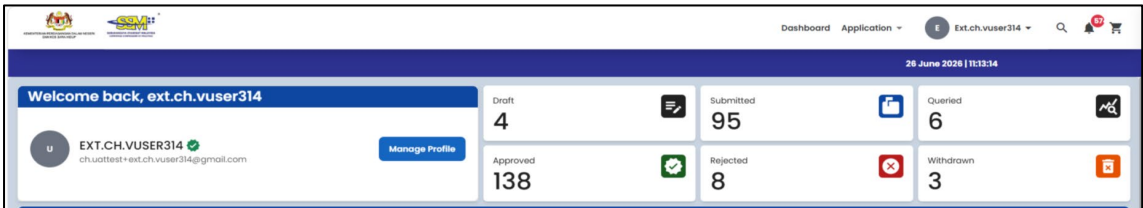
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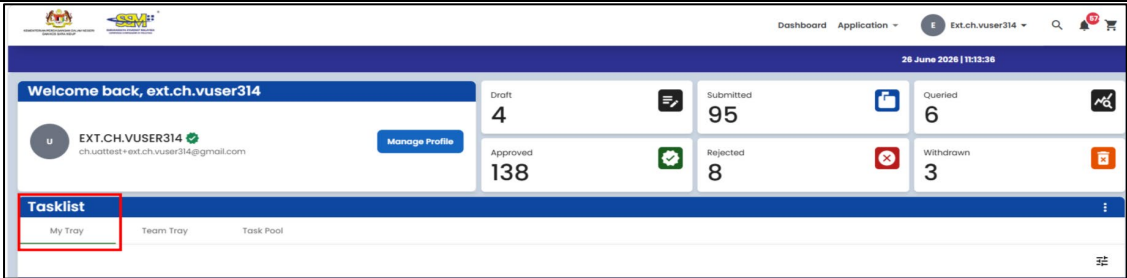
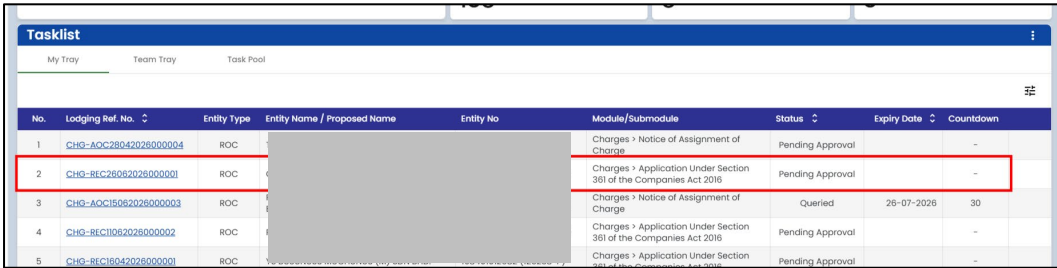
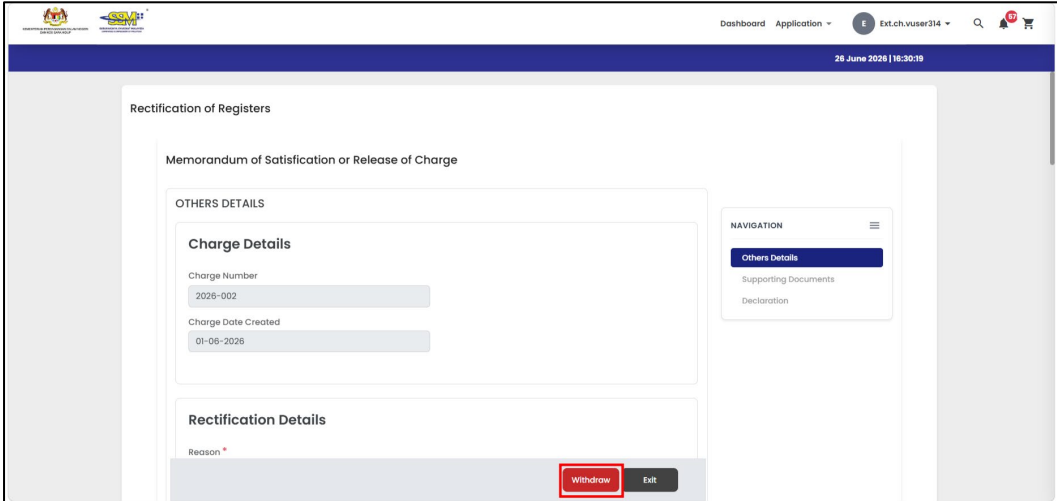
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00

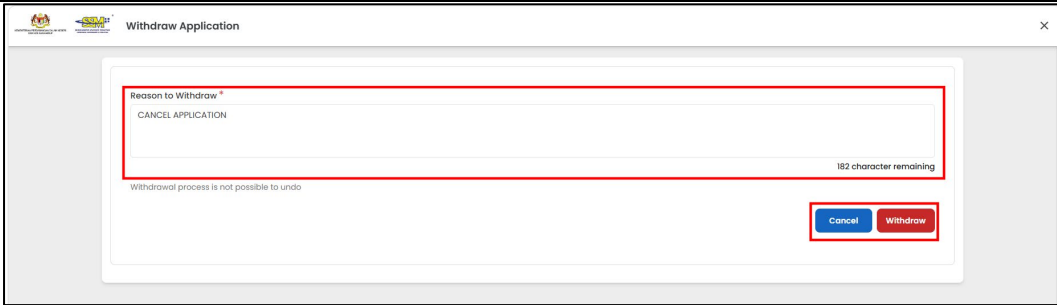
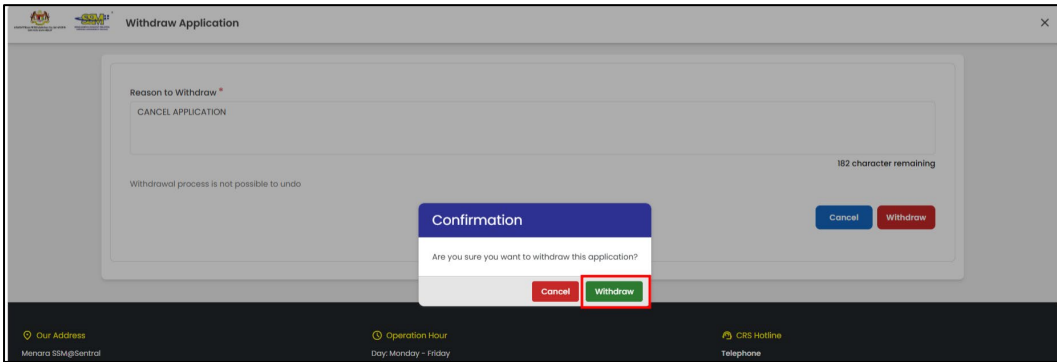
Go To Cart

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

Notes: Memorandum of Satisfaction or Release of Charge

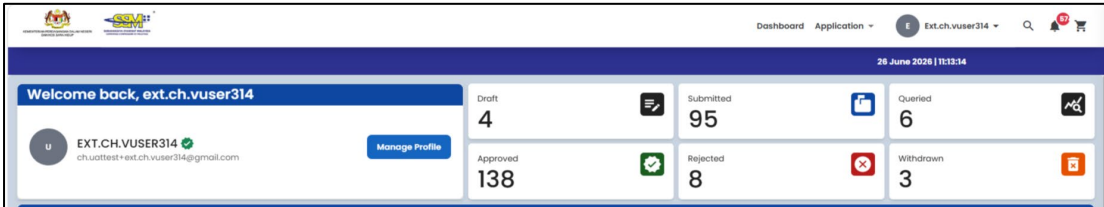
Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist .

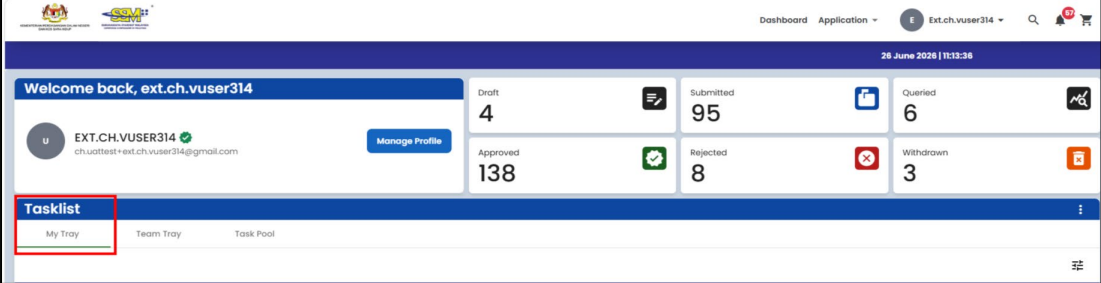
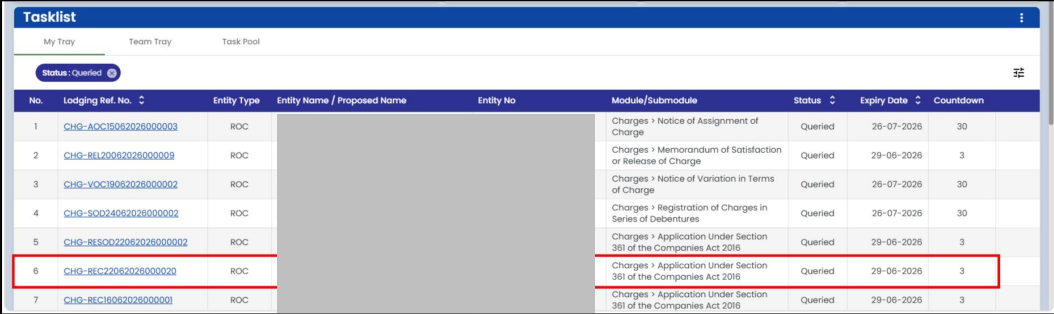
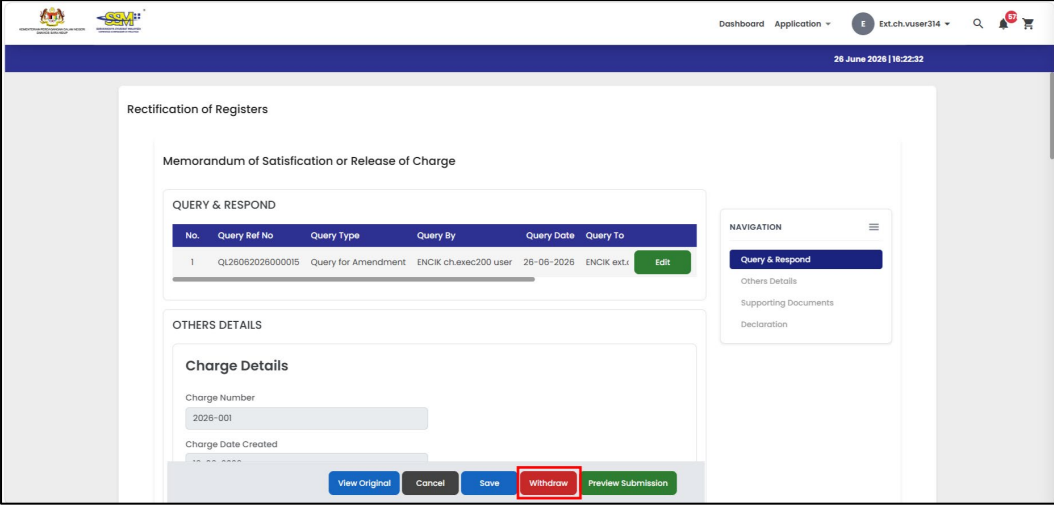
Field Num.	Description
	
3	Click on the My Tray tab and then click the submitted application with the status Pending Approval (In-Progress) from the My Tray listing. 
4	From the Memorandum of Satisfaction or Release of Charge form, click the Withdraw button on the bottom of the page. 
5	On the Withdraw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

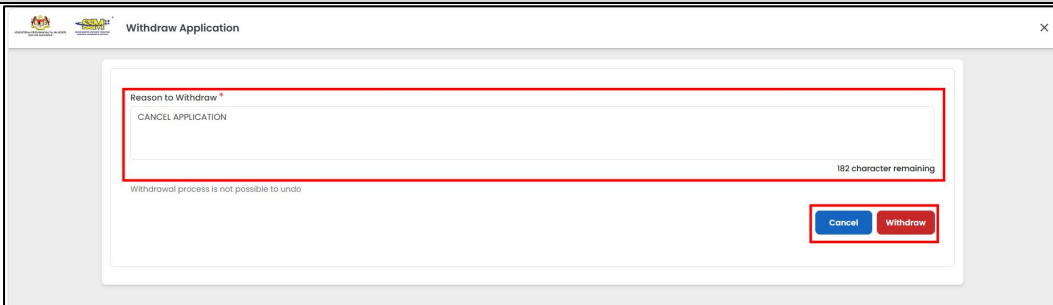
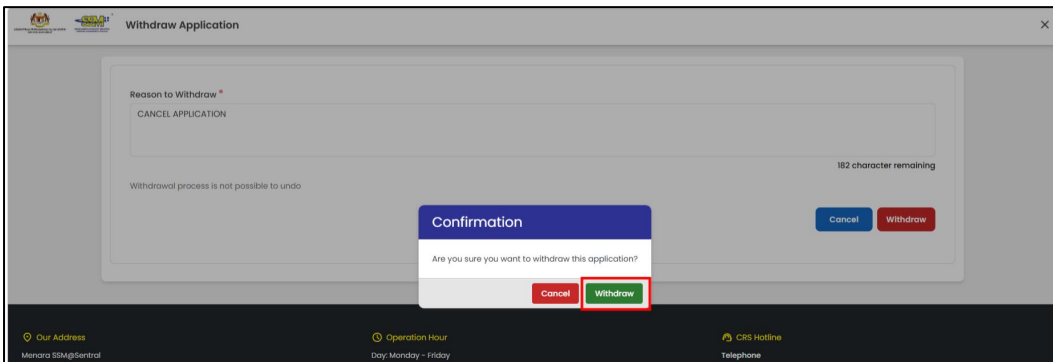
Field Num.	Description
	 Then Click Withdraw button.
6	Click Withdraw to proceed the withdrawal. 
7	The task will be disappeared in the CH Executive's Tasklist.

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

Notes: Memorandum of Satisfaction or Release of Charge

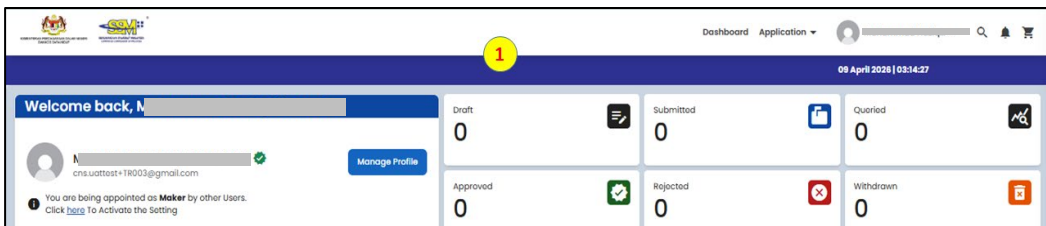
Field Num.	Description
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2	Then, go to the Tasklist.

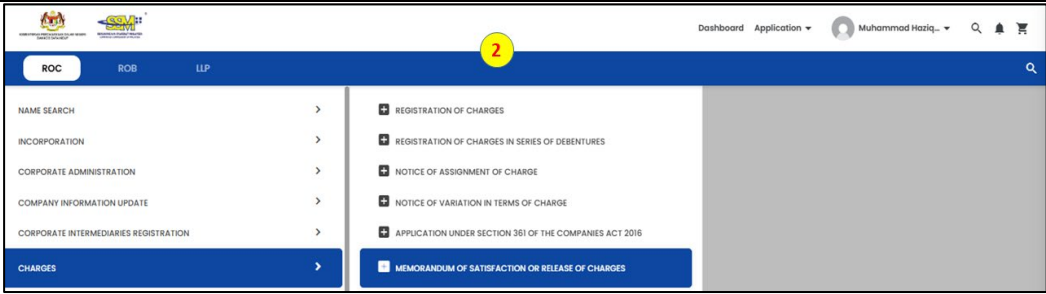
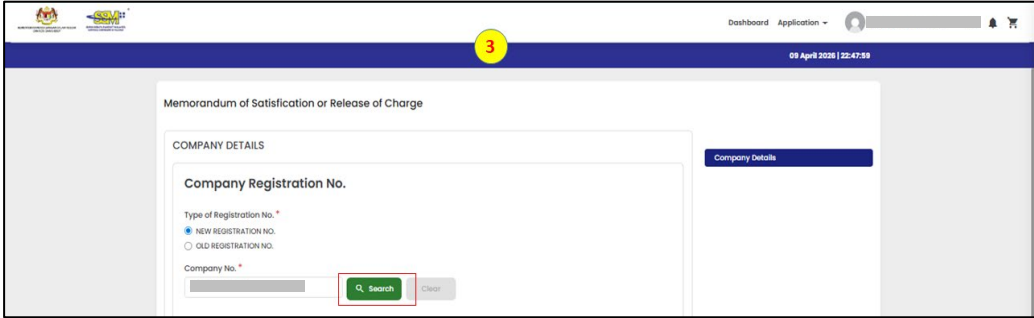
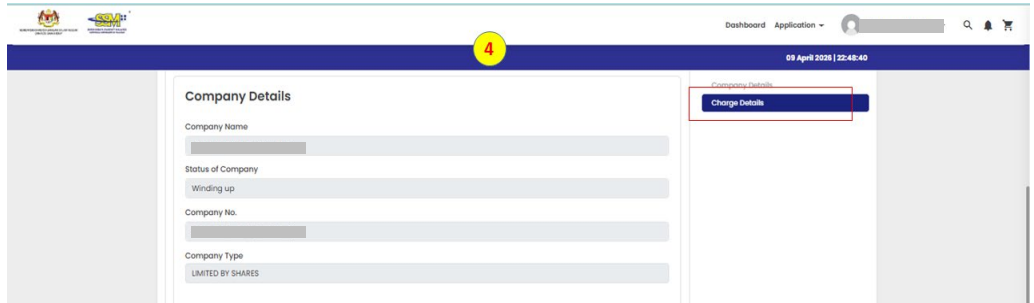
Field Num.	Description
	
3	Click on the My Tray tab and then click the submitted application with the status Queried from the My Tray listing. 
4	From the Memorandum of Satisfaction or Release of Charge form, click the Withdraw button on the bottom of the page. 
5	On the Withdraw popup, select the Reason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

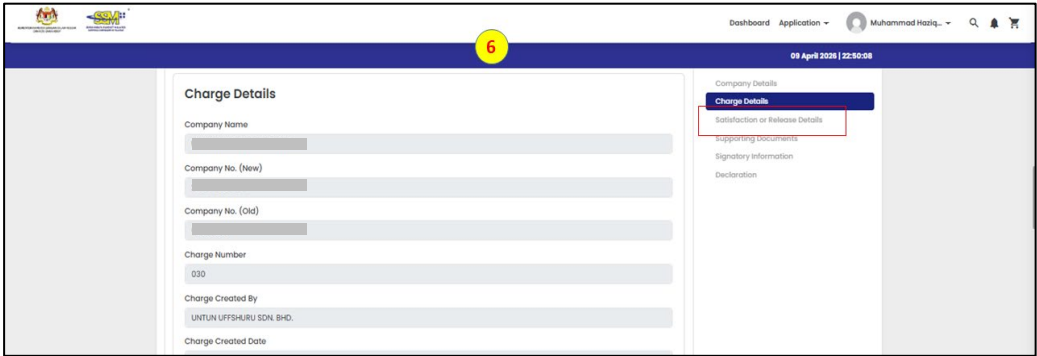
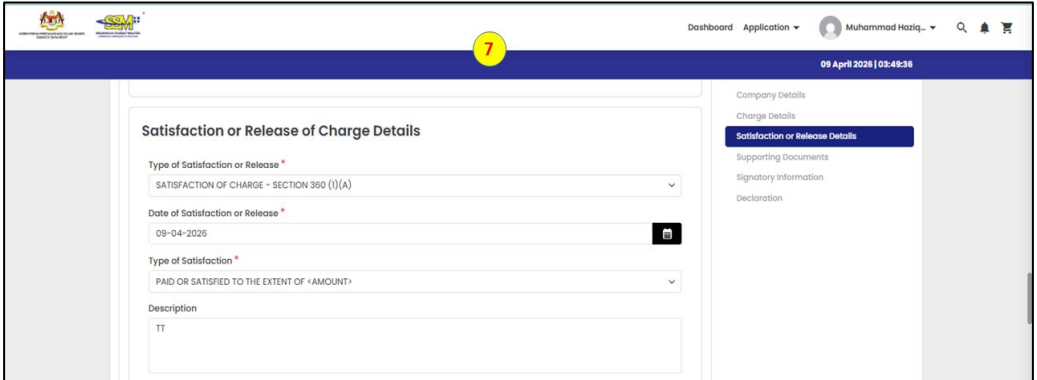
Field Num.	Description
	 Then Click Withdraw button.
6	Click Withdraw to proceed the withdrawal. 
7	The task will be displayed in the CH Executive's Task pool.

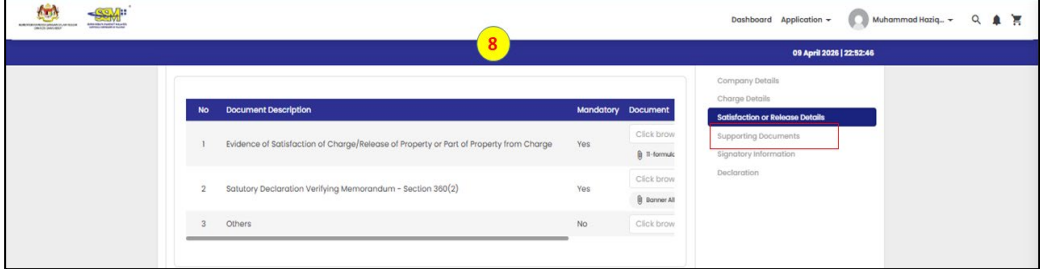
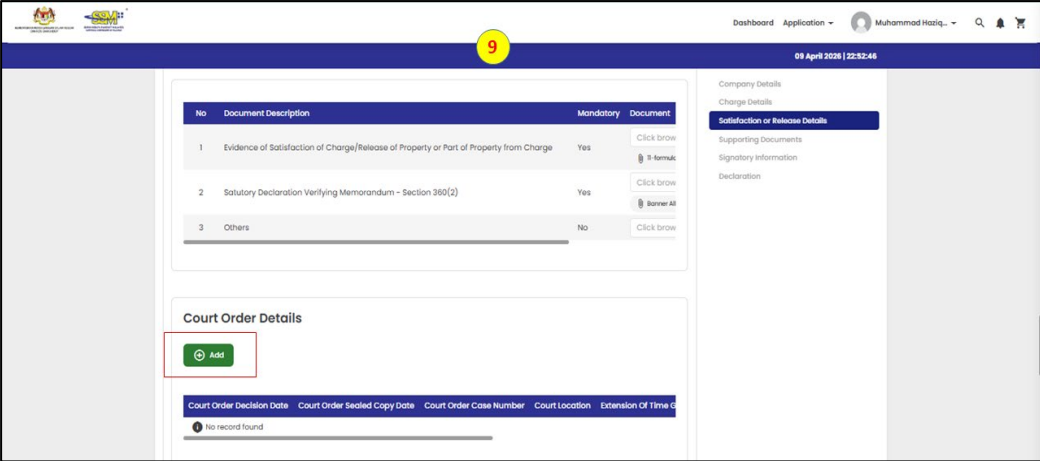
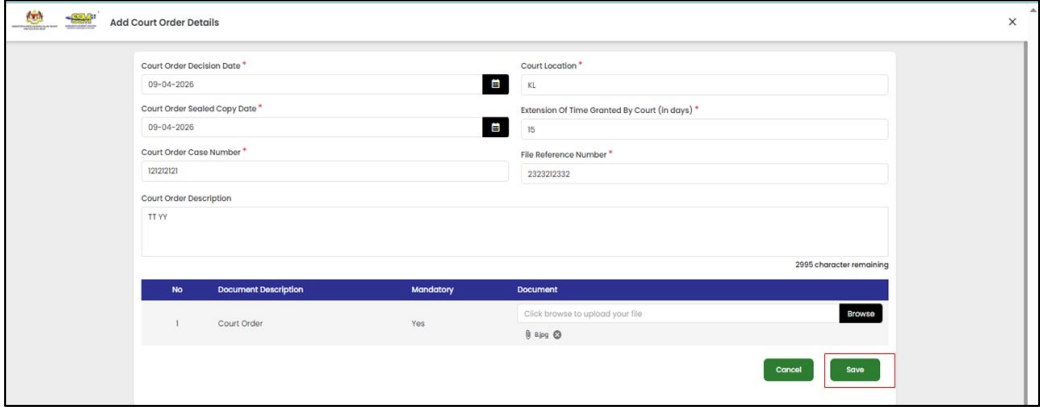
8 Memorandum of Satisfaction or Release of Charge

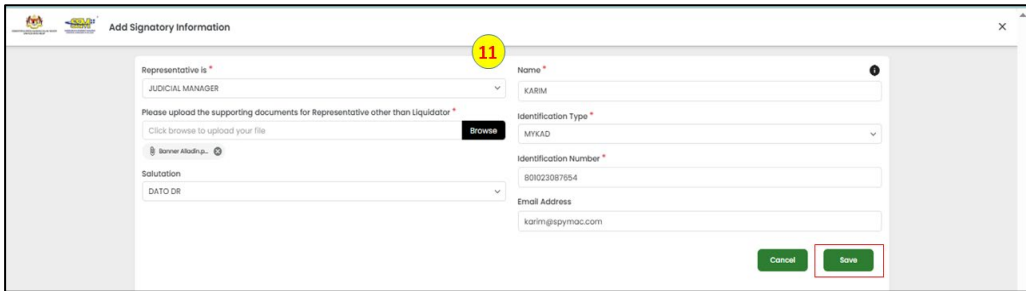
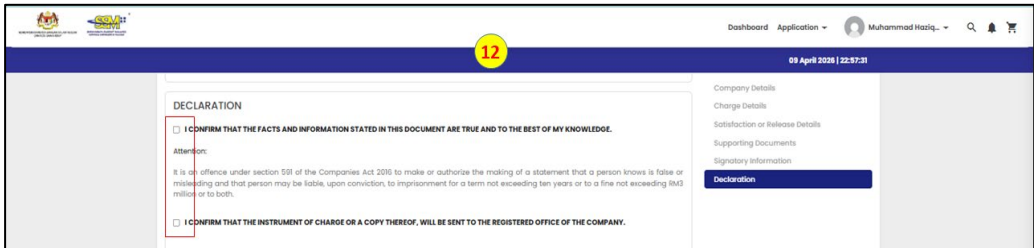
8.1 Satisfaction of Charge – Section 360(1)(a)

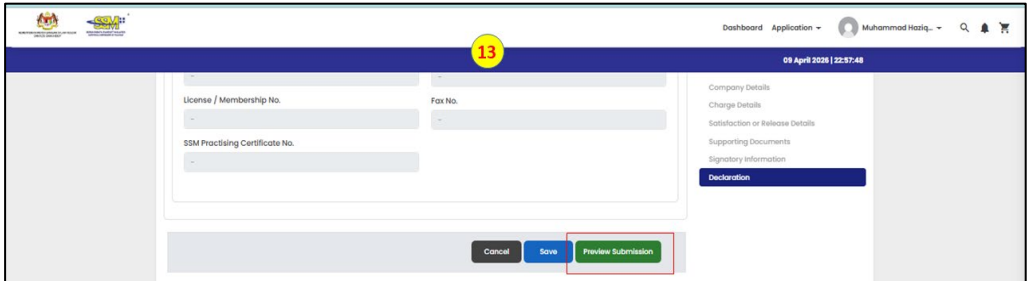
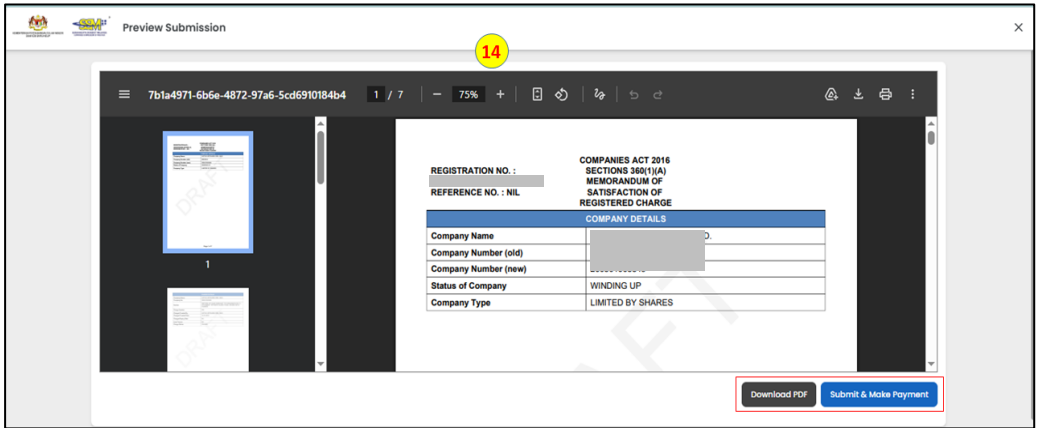
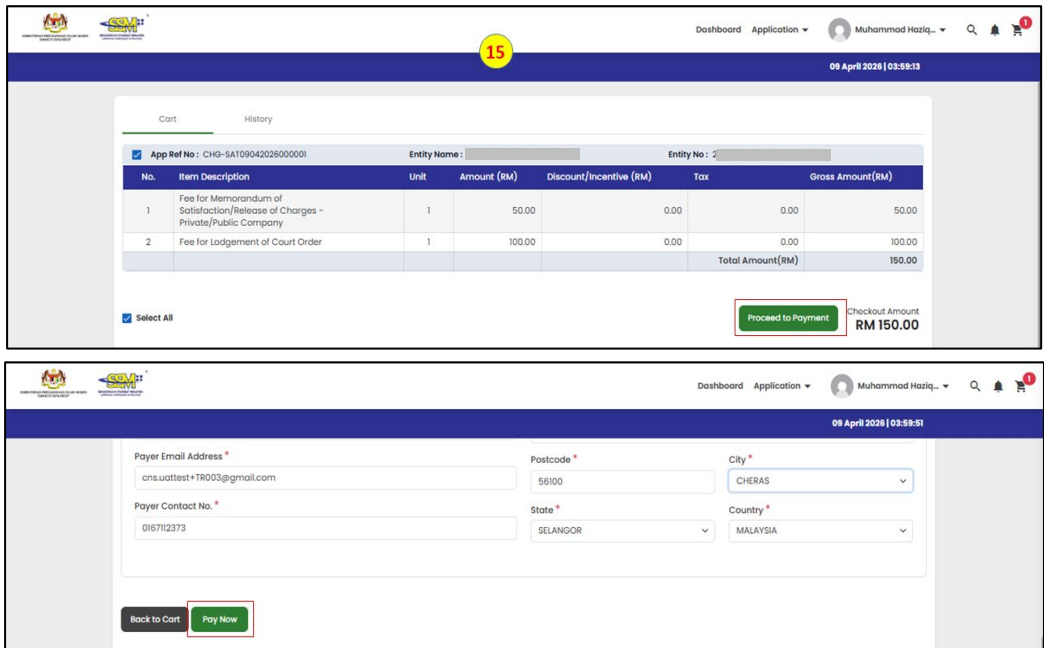
Field Num.	Description
1	From the Dashboard, go to the Application menu on the Navigation Bar 
2	Click Charges > Memorandum of Satisfaction or Release of Charge

Field Num.	Description
	
3	Memorandum of Satisfaction or Release of Charge form will be displayed. Fill in the following details: Type of Registration Number <Select radio button: OLD / NEW> 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: 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: Type of Satisfaction or Release: <Select from drop down menu: Satisfaction Of Charge – Section 360(1)(a)> Alert Message: <Click Yes> 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 Type of Satisfaction <Select from drop down menu: Paid or Satisfied to the extent "amount"> Paid or Satisfied to the extent of Amount: <Input amount> 12 Character, 2 decimal point Balance of Amount: <Auto-calculate> NOTE: Total amount from the charge - Paid or Satisfied to the extent of Amount Existing Amount: <Auto-populate> NOTE: - Mortgage Type: Open Type will show Description after Type of Satisfaction Selected "Paid or Satisfied to the extent of Amount" - 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" - 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" - 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.

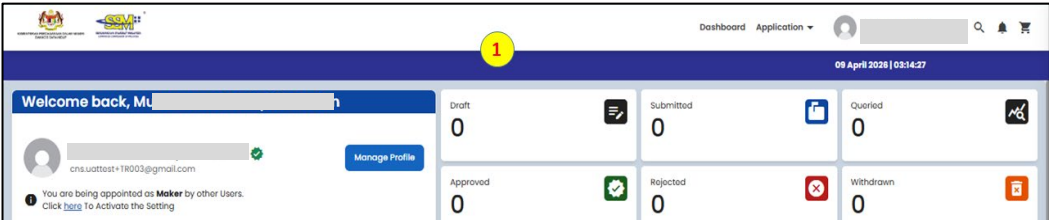
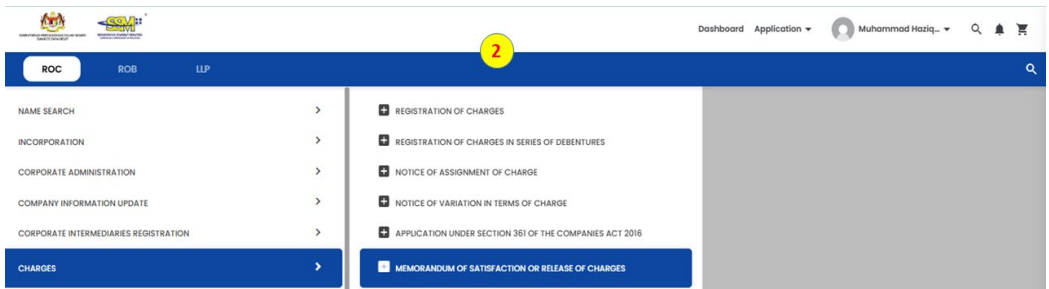
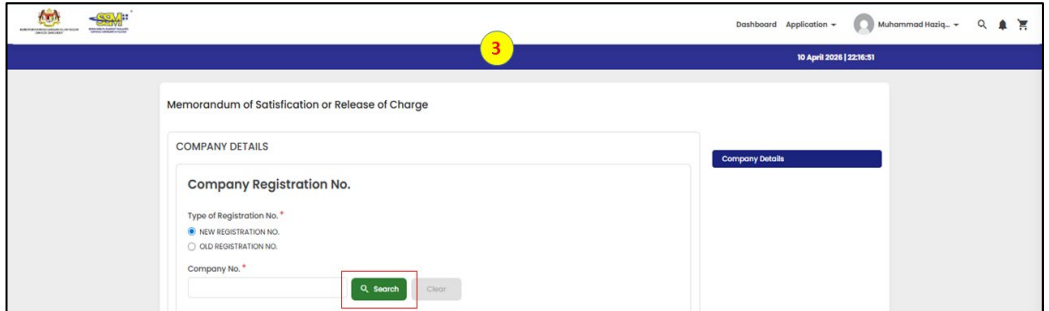
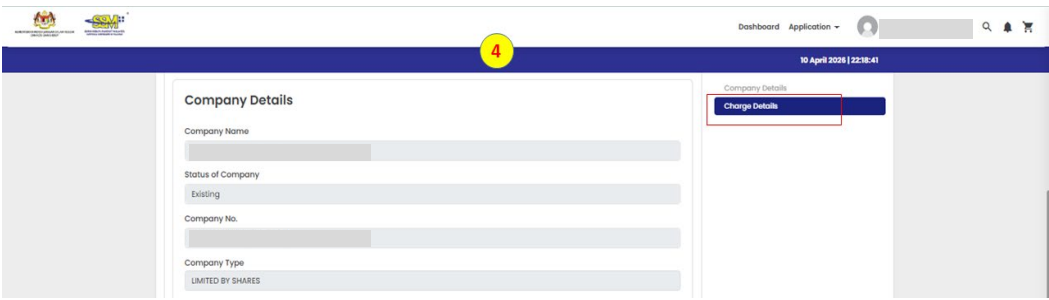
Field Num.	Description
8	Click Right Tab Menu to go to Supporting Document tab or Scroll Down to access it. 
9	The Supporting Documents section will be displayed. On the Supporting Documents section, upload the following documents: Evidence of Satisfaction of Charge/Release of Property or part of Property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

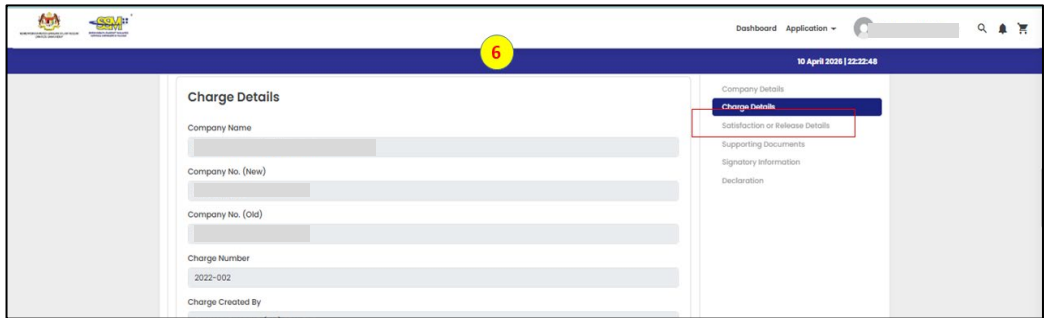
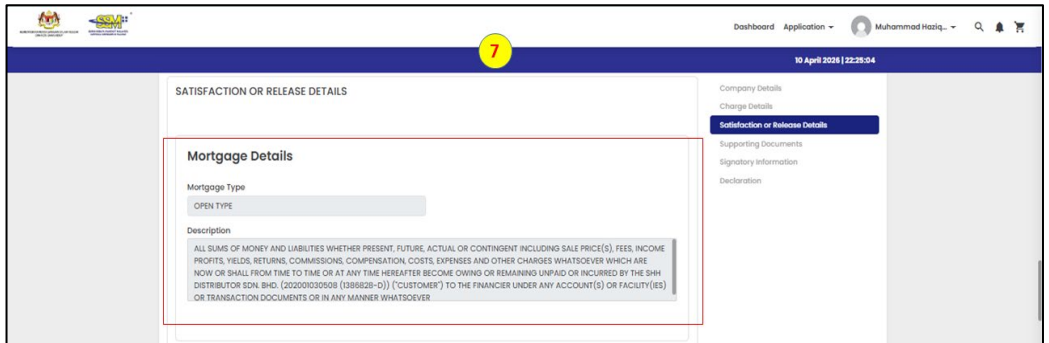
Field Num.	Description
	
11	From the Signatory Information tab, add Signatory Information as follows: Document Date: <Select a date> Only past date or today's date can be selected. Representative Is: <Select from the drop-down list: JUDICIAL MANAGER> NOTE: - Default selection to Liquidator if the company status is "Winding Up". - 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. - The system will not display the fields as this company's status is not Winding Up and there is no default selection as Liquidator. Salutation: <Select from drop down list> Name: <Input Name> NOTE: Auto-Capitalised Identification Type: <Select from the drop-down list: MyKAD> Identification Number: <Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised. Email Address: <Input a valid email format> SSM Practicing Certificate Number: <Input SSM PC No.> NOTE: This field is only required when Representative Is "Company Secretary" & Auto-Capitalised. 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. 

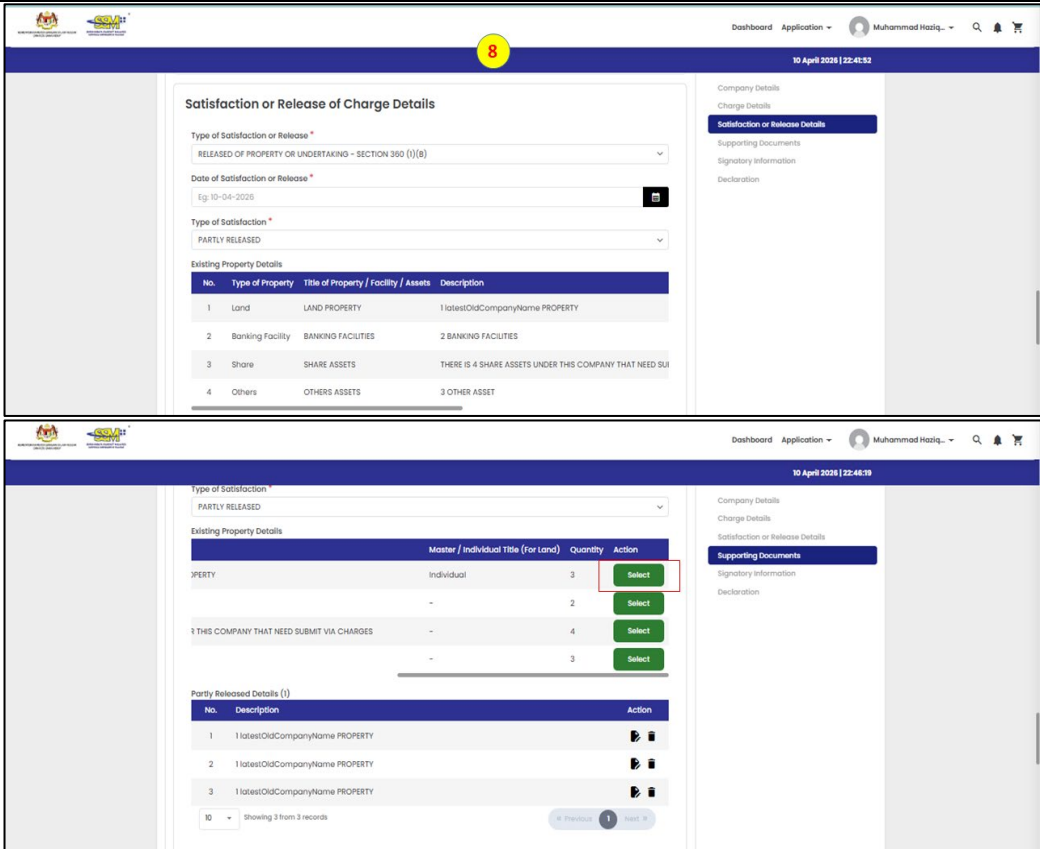
Field Num.	Description
13	On the Declaration statement, check on the Declaration checkbox and click on the Preview Submission button. 
14	Click on Download PDF button. Then click on Submit & Make Payment button. 
15	Make payment as instructed & payment successful. 

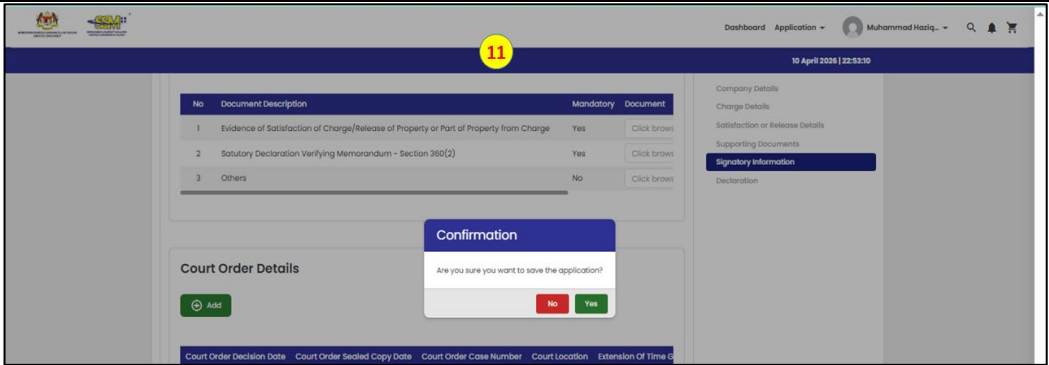
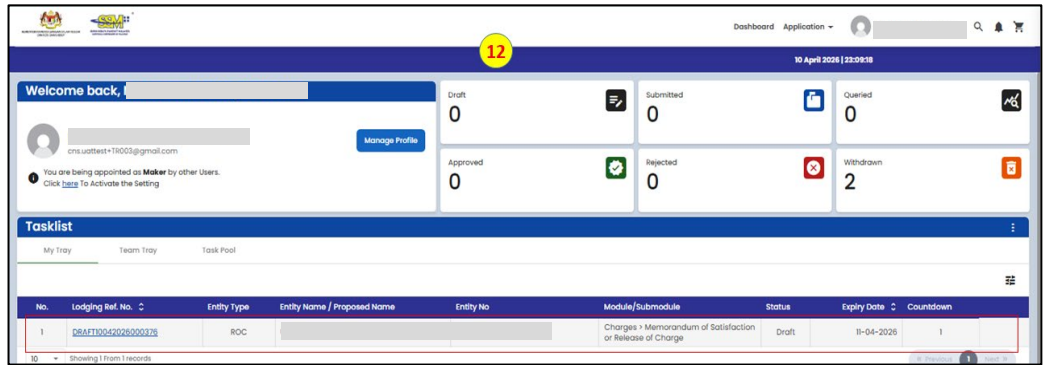
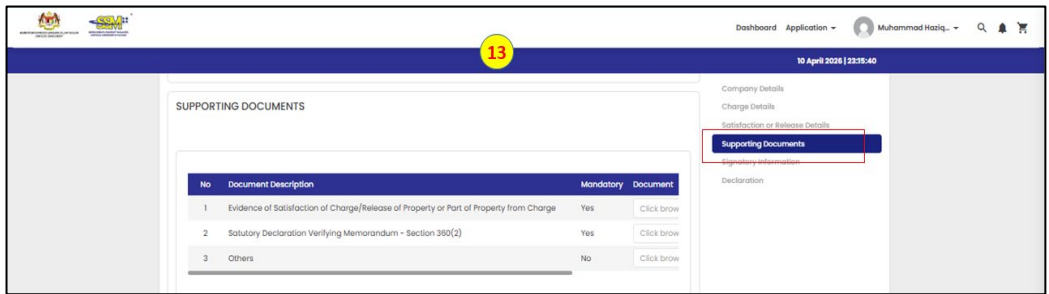
Field Num.	Description																					
	 67% Dashboard + Add Reset Muhammad Haziq...  09 April 2026 04:50:41  Payment Complete Thank you, your payment has been successful. A confirmation email has been sent to crs.usttest178003@gmail.com Payment Information Payer Information Payment Status  Success Order Reference No. CRS202604090000002 Receipt No. CRH77567841293787833664 App Ref No.: CHD-SA709042020000001 Entity Name: UNTUN UFTSHURU SDN BHD Entity No.: 200501008549 (885596-A) <table><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount (RM)</th></tr><tr><td>1</td><td>Fee for Memorandum of Satisfaction/Release of Charges - Private/Public Company</td><td>1</td><td>50.00</td><td>0.00</td><td>0.00</td><td>50.00</td></tr><tr><td>2</td><td>Fee for Lodgement of Court Order</td><td>1</td><td>100.00</td><td>0.00</td><td>0.00</td><td>100.00</td></tr></table> Go To Cart	No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)	1	Fee for Memorandum of Satisfaction/Release of Charges - Private/Public Company	1	50.00	0.00	0.00	50.00	2	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)																
1	Fee for Memorandum of Satisfaction/Release of Charges - Private/Public Company	1	50.00	0.00	0.00	50.00																
2	Fee for Lodgement of Court Order	1	100.00	0.00	0.00	100.00																

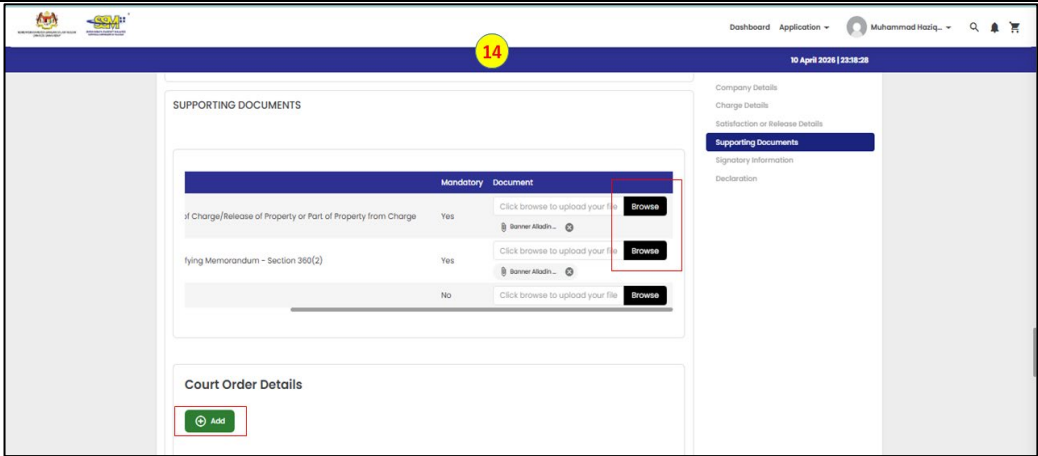
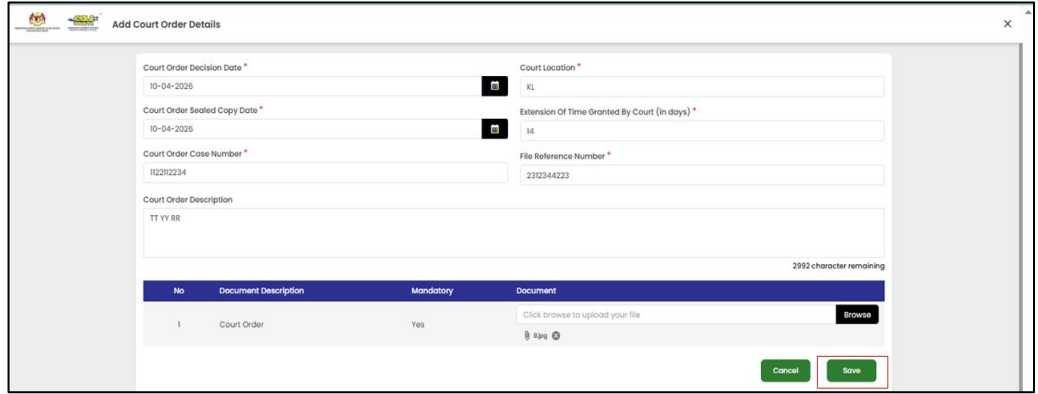
8.2 Release of Property or Undertaking – Section 360(1)(b)

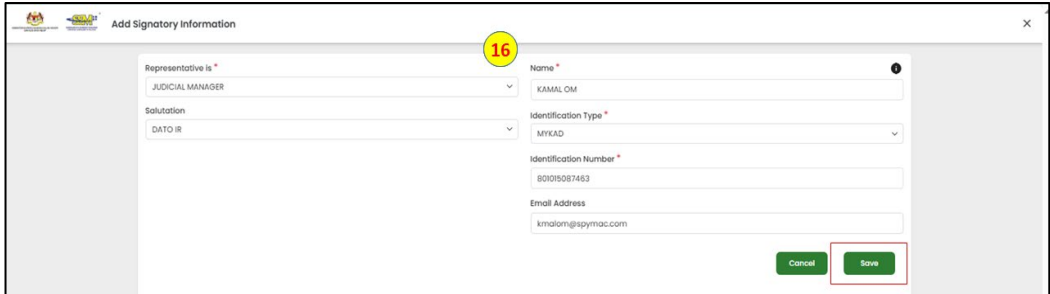
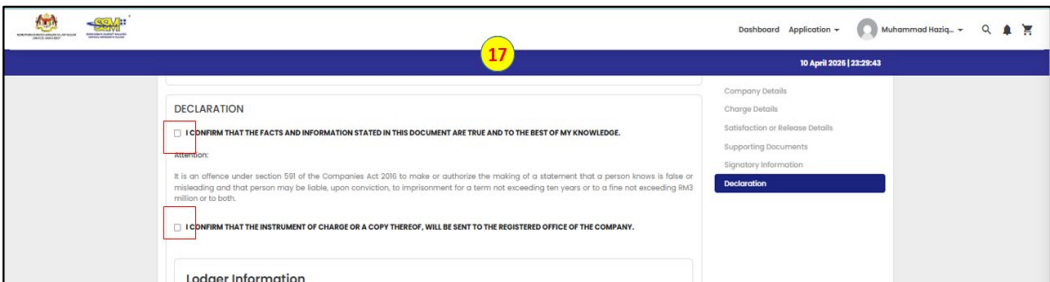
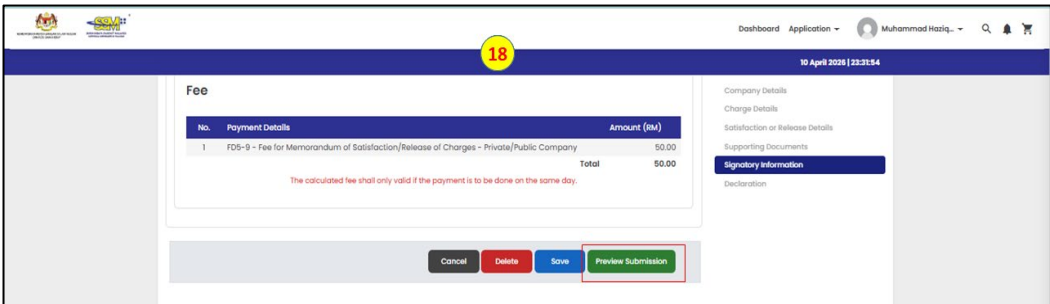
Field Num.	Description
1	From the Dashboard, go to the Application menu on the Navigation Bar 
2	Click Charges > Memorandum of Satisfaction or Release of Charge 
3	Memorandum of Satisfaction or Release of Charge form will be displayed. Fill in the following details: Type of Registration Number <Select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

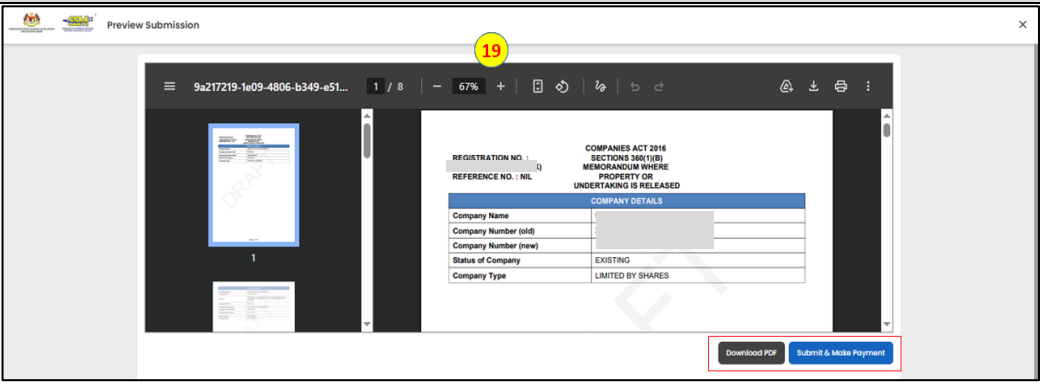
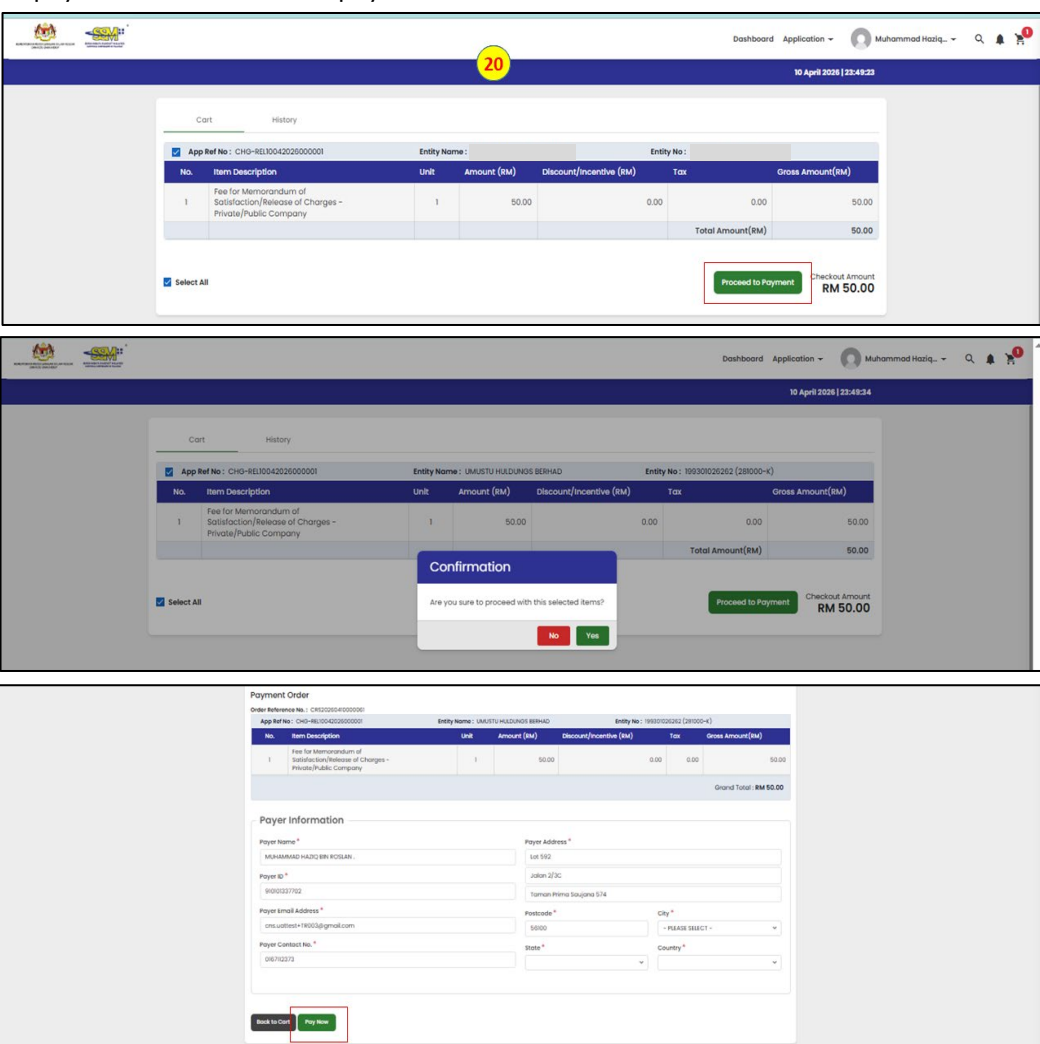
Field Num.	Description
	a. Charge Number: <i><Input existing Charge Number></i> Click Search button.  <i>Note: Upon clicking the Search button, the Charge Details will be displayed.</i>
6	Check Charge Details and click Right Tab Menu to Satisfaction or Release Details tab or Scroll Down to access it.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

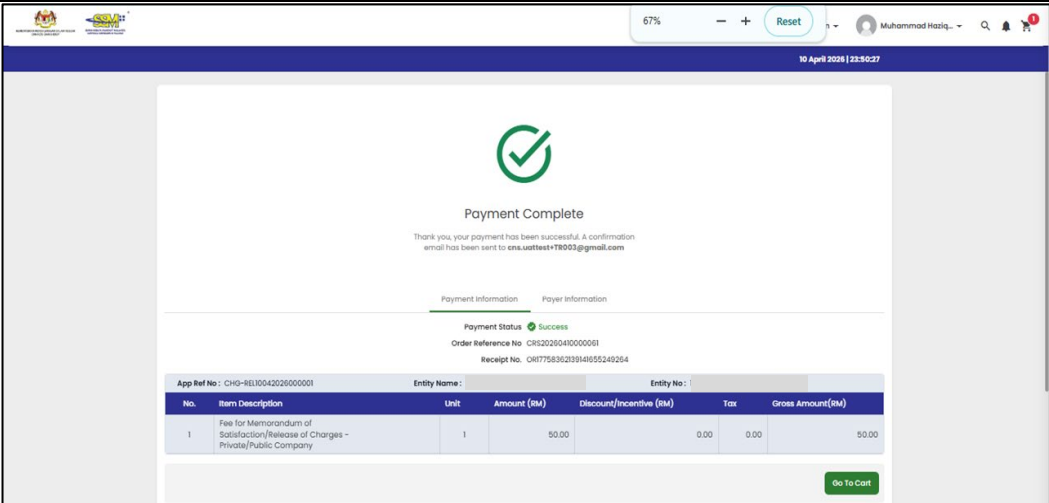
Field Num.	Description
	 NOTE: System will validate the selected property as below: - If Type of property is: Share / Banking / Facility / Others -System continue "Partly Released Details" Data Grid below. - If Type of property is Land: System display Partly Released Details Message Modal Box
9	Partly Released Details Message Modal Box will pop-up. Partly Released Details Message Modal Box: <Click Yes Button> NOTE: If choose NO system auto select the whole master title Total Quantity of Individual: <Input total quantity of individual split from the master title> 10-Character 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". 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) Checkbox: <Click Checkbox for exact quantity based on "Amount of Quantity to Release"> 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. <i>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.</i>
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: Evidence of Satisfaction of Charge/Release of Property or part of Property from Charge – Section 360(2): <Browse & Upload Document> Statutory Declaration Verifying Memorandum – Section 360(2): <Browse & Upload Document> Others: <Browse & Upload Document> Court Order: <Browse & Upload Document>

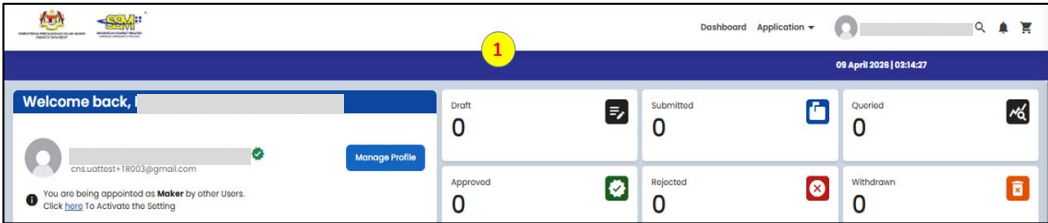
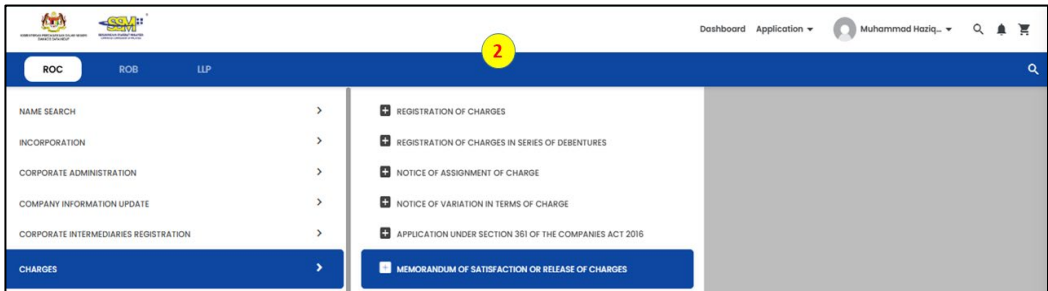
Field Num.	Description
	 
15	Click Right Tab Menu to go to the Signatory Information tab or Scroll Down to access it. 
16	From the Signatory Information tab, add Signatory Information as follows: Document Date: <Select a date> Only past date or today's date can be selected. Representative Is: <Select from the drop-down list: JUDICIAL MANAGER> NOTE: - Default selection to Liquidator if the company status is "Winding Up". - 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. - The system will not display the fields as this company's status is not Winding Up and there is no default selection as Liquidator. Salutation: <Select from drop down list> Name: <Input Name> NOTE: Auto-Capitalised Identification Type: <Select from the drop-down list: MyKAD>

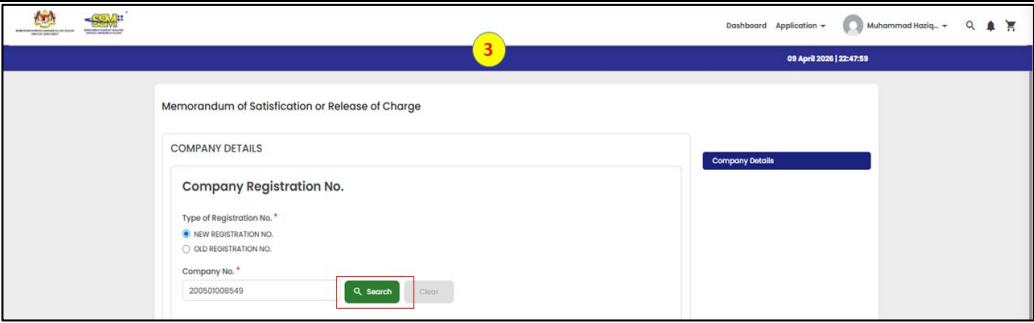
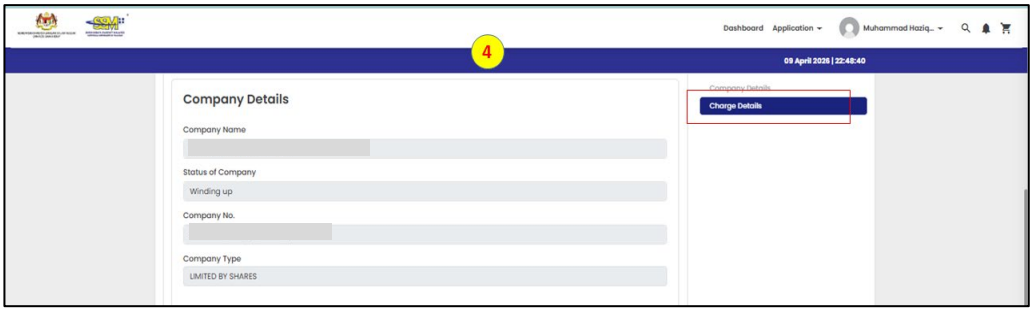
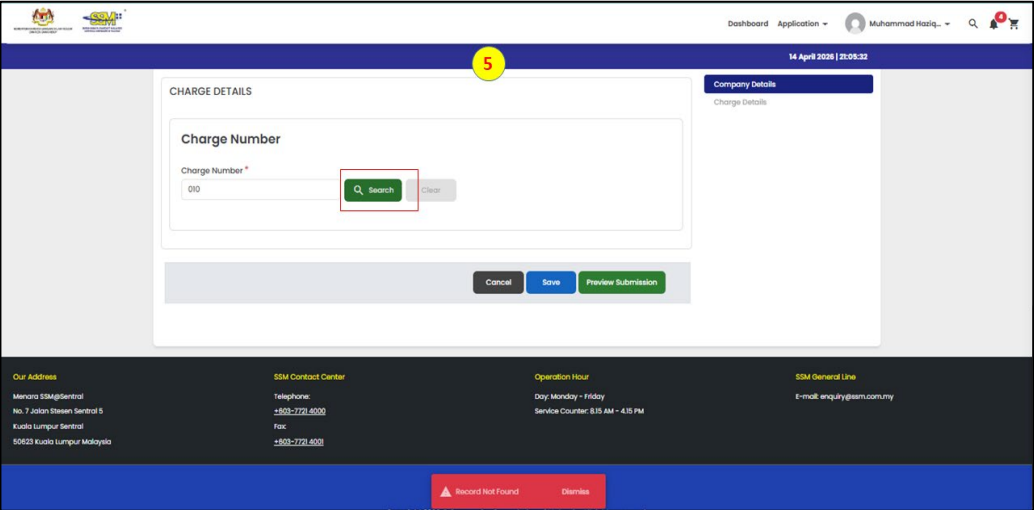
Field Num.	Description
	i. Identification Number: <Input 12-digit numbers> NOTE: Format validation is based on ID Type & Auto-Capitalised. j. Email Address: <Input a valid email format> k. SSM Practicing Certificate Number: <Input SSM PC No.> NOTE: This field is only required when Representative Is "Company 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. 

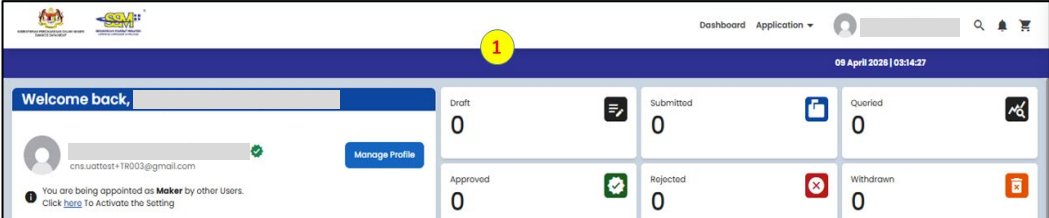
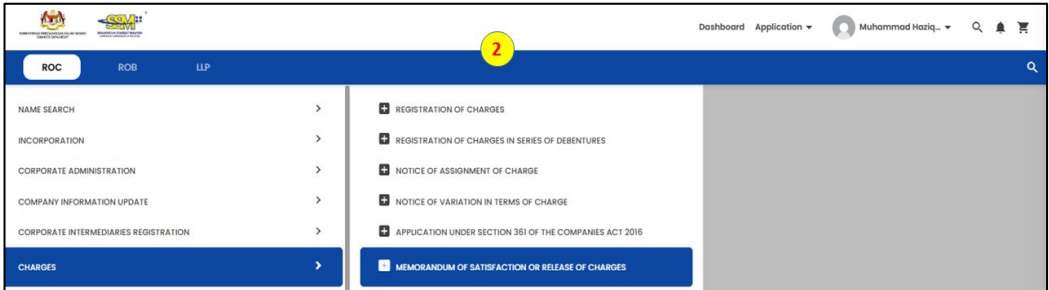
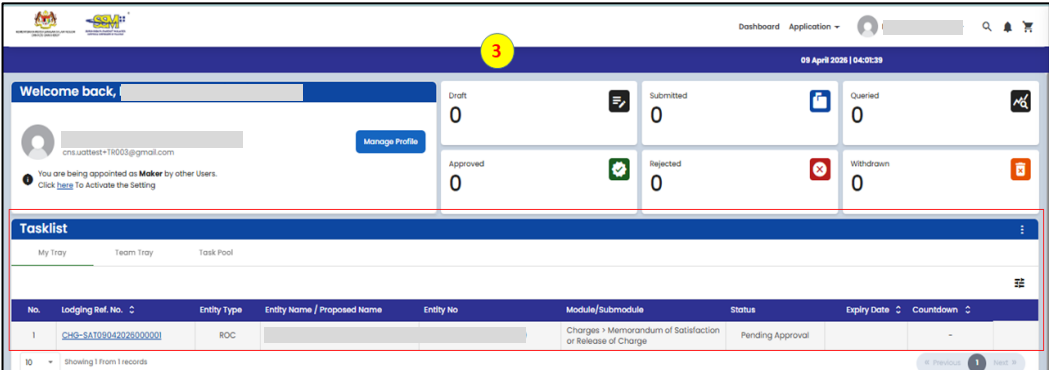
Field Num.	Description
	

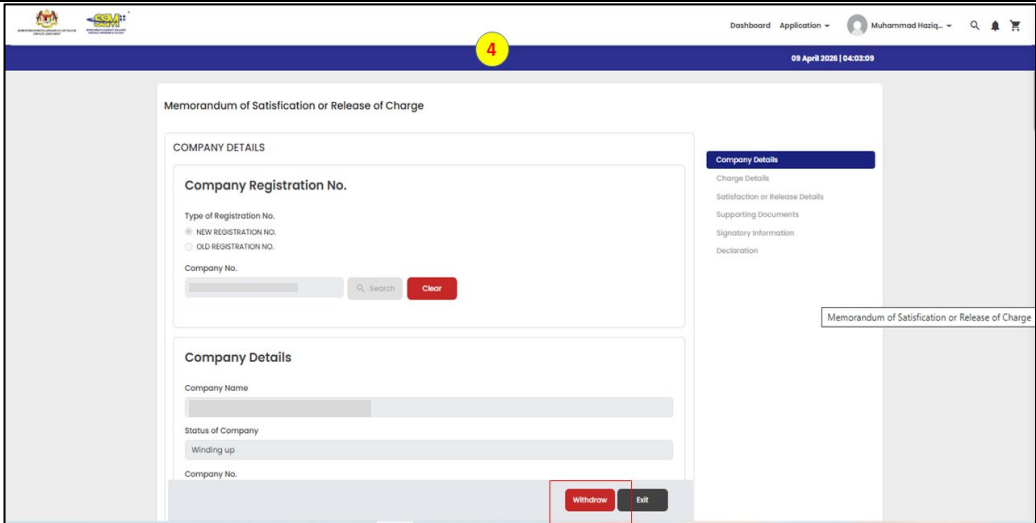
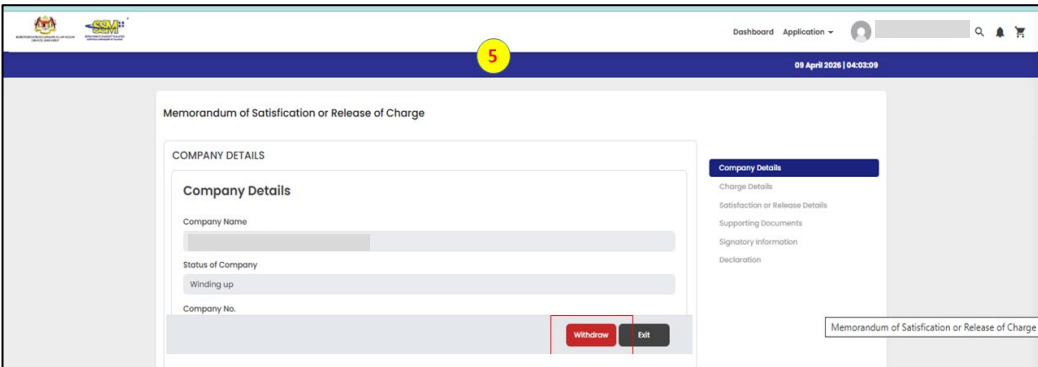
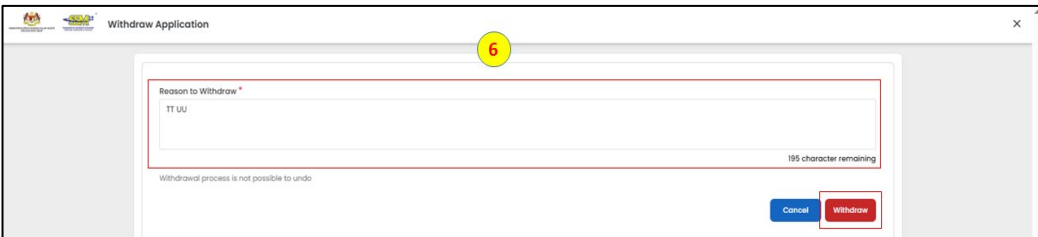
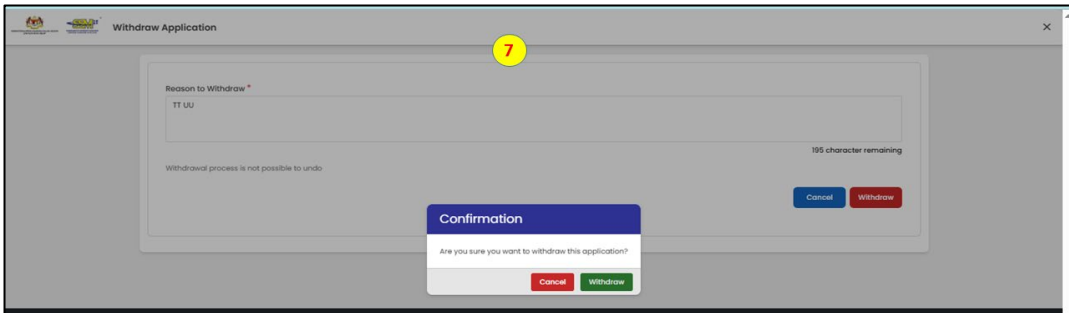
8.3 Charges number does not exist

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: Type of Registration Number <Select radio button: OLD / NEW> 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 <i><Input non-existing Charge Number></i> Click Search button.  <i>Note: Upon clicking the Search button, the Charge Details will not be displayed.</i>
6	System does not allow lodger to proceed as the Charge Number not exist.

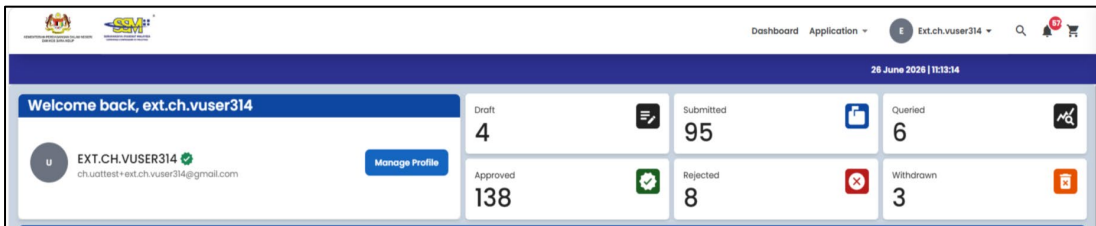
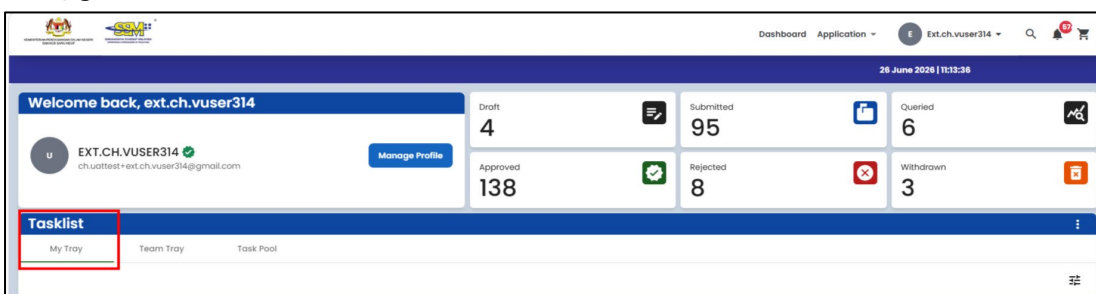
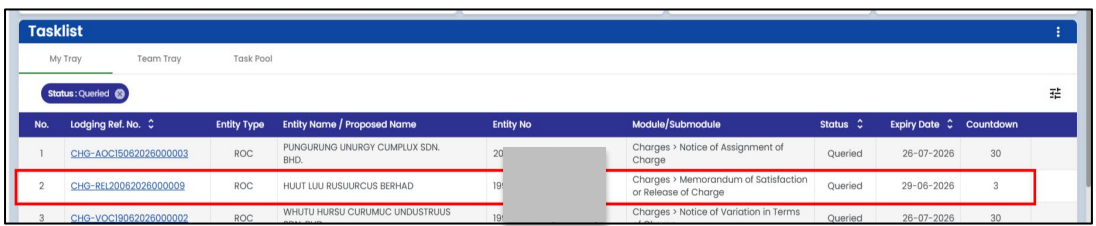
8.4 Withdraw Application (Before Application Queried by SSM Officer)

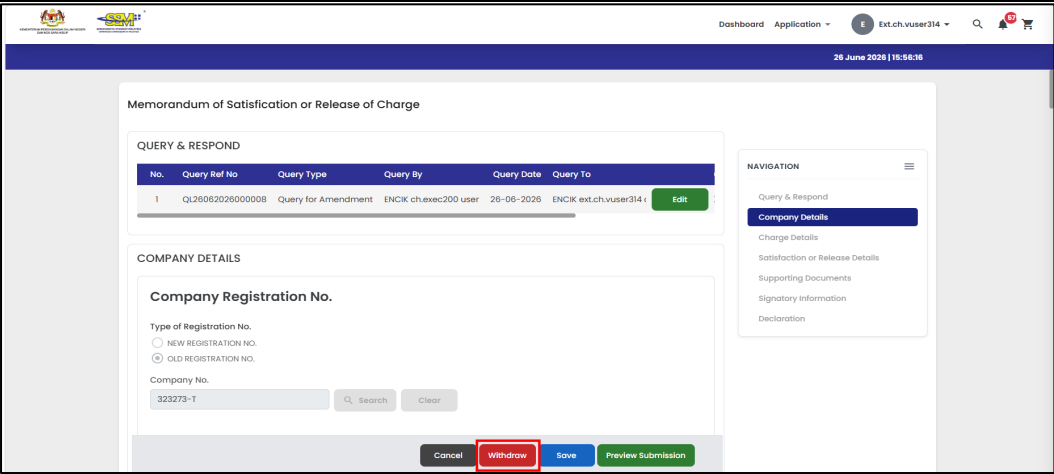
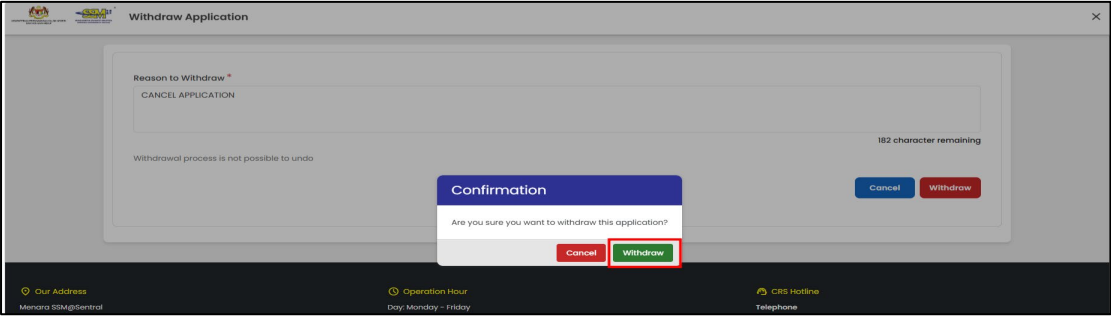
Field Num.	Description
1	From the Dashboard, go to the Application menu on the Navigation Bar 
2	Click Charges > Memorandum of Satisfaction or Release of Charge 
3	From the Dashboard, go to the Tasklist. 
4	Click on the My Tray tab and then click the submitted application with the status Pending Approval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

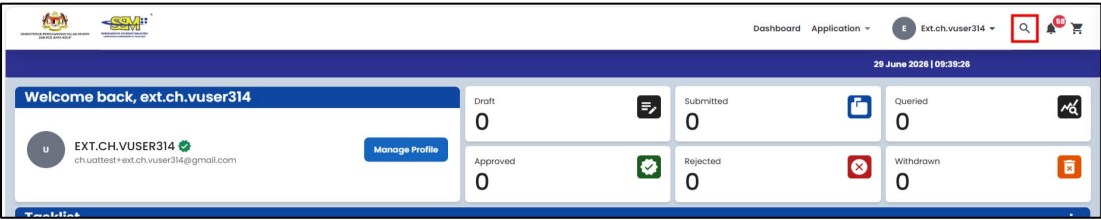
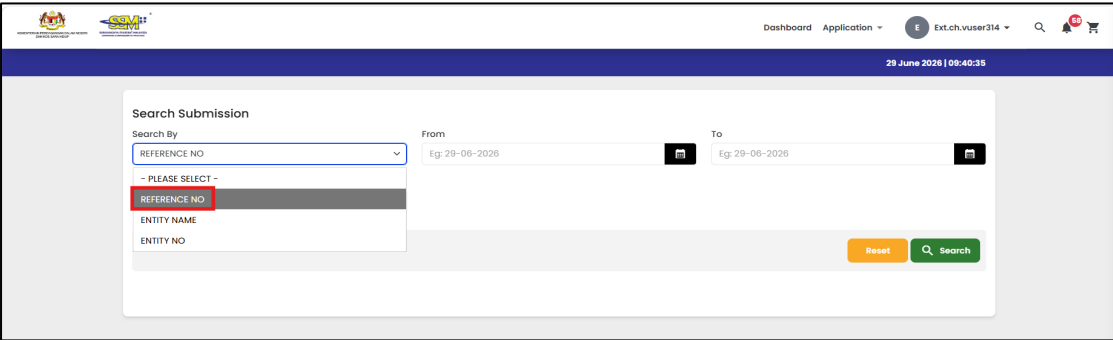
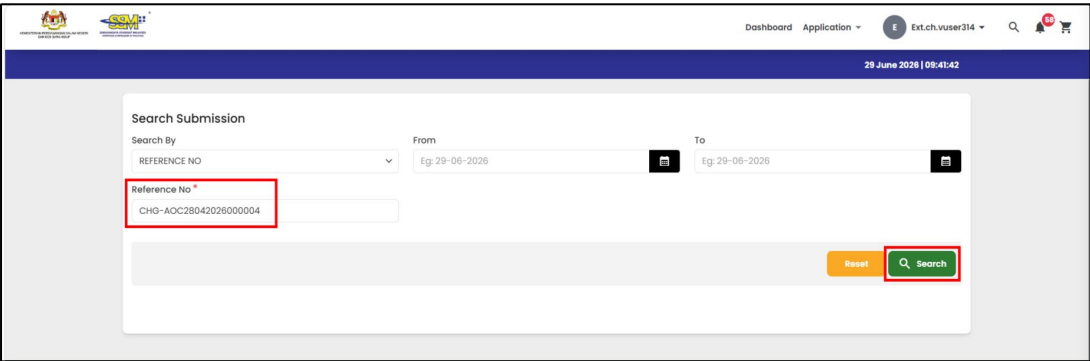
Field Num.	Description
1	From Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, go to the Tasklist. 
3	Click on the My Tray tab and then click the submitted application with the status Queried from the My Tray listing. 
4	From the Memorandum of Satisfaction or Release of Charge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

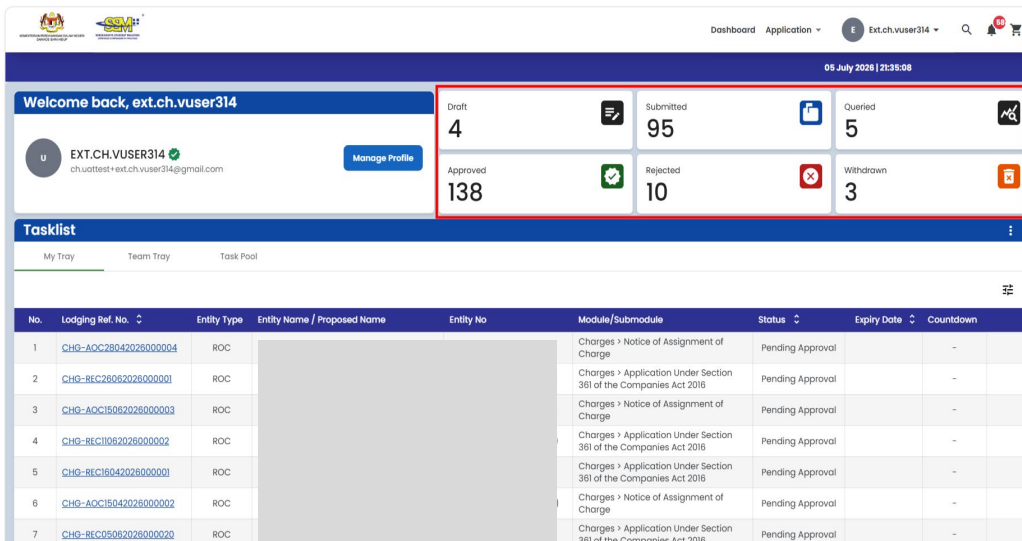
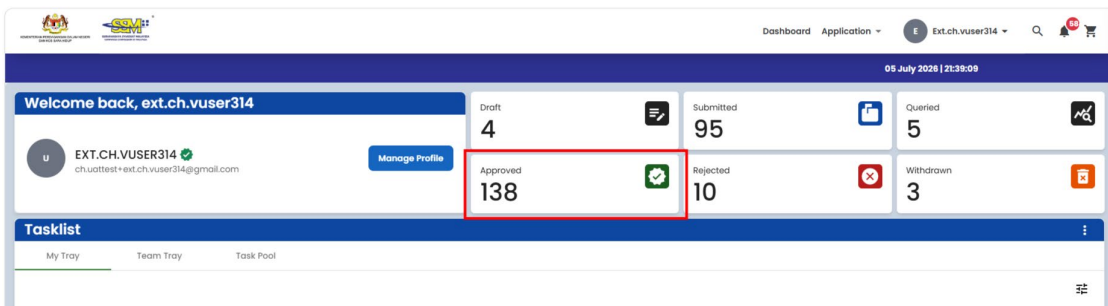
Notes: Applicable to all BPs.

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. Search Submission Search By REFERENCE NO ▼ From Eg: 29-06-2026 To Eg: 29-06-2026 Reference No * CHG-AOC28042026000004 Reset Search Submission Search Result <table><tr><th>No.</th><th>Reference No</th><th>Entity Type</th><th>Entity Name</th><th>Entity No</th><th>Module/Submodule</th><th>Status</th><th>Details</th></tr><tr><td>1</td><td>CHG-AOC28042026000004</td><td>ROC</td><td></td><td>1</td><td>Charges > Notice of Assignment of Char</td><td>Pending Approval</td><td></td></tr></table> 10 Showing 1 From 1 records Previous 1 Next	No.	Reference No	Entity Type	Entity Name	Entity No	Module/Submodule	Status	Details	1	CHG-AOC28042026000004	ROC		1	Charges > Notice of Assignment of Char	Pending Approval	
No.	Reference No	Entity Type	Entity Name	Entity No	Module/Submodule	Status	Details										
1	CHG-AOC28042026000004	ROC		1	Charges > Notice of Assignment of Char	Pending Approval											

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





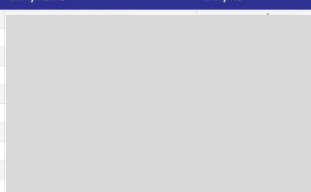


05 July 2028 | 21:40:13

Filtered Task

Dashboard > Approved



No.	Reference No	Entity Type	Entity Name	Entity No	Module/Submodule	Status	Due/E
1	CHG-SPLC09032028000007	ROC			Charges > Registration of Charges	Approved	
2	CHG-SPLC09032028000002	ROC			Charges > Registration of Charges	Approved	
3	CHG-SPLC09032028000004	ROC			Charges > Registration of Charges	Approved	
4	CHG-SPLC09032028000005	ROC			Charges > Registration of Charges	Approved	
5	CHG-SPLC09032028000006	ROC			Charges > Registration of Charges	Approved	
6	CHG-SPLC09032028000008	ROC			Charges > Registration of Charges	Approved	
7	CHG-SOD10042028000006	ROC			Charges > Registration of Charges in S...	Approved	
8	CHG-SOD10042028000007	ROC			Charges > Registration of Charges in S...	Approved	
9	CHG-SPLC10042028000004	ROC			Charges > Registration of Charges	Approved	
10	CHG-SPLC13042028000000	ROC			Charges > Registration of Charges	Approved	

10

Showing 10 From 138 records

Previous

1

2

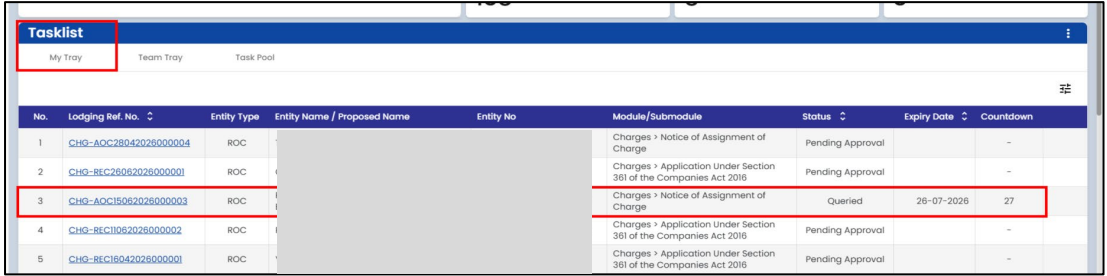
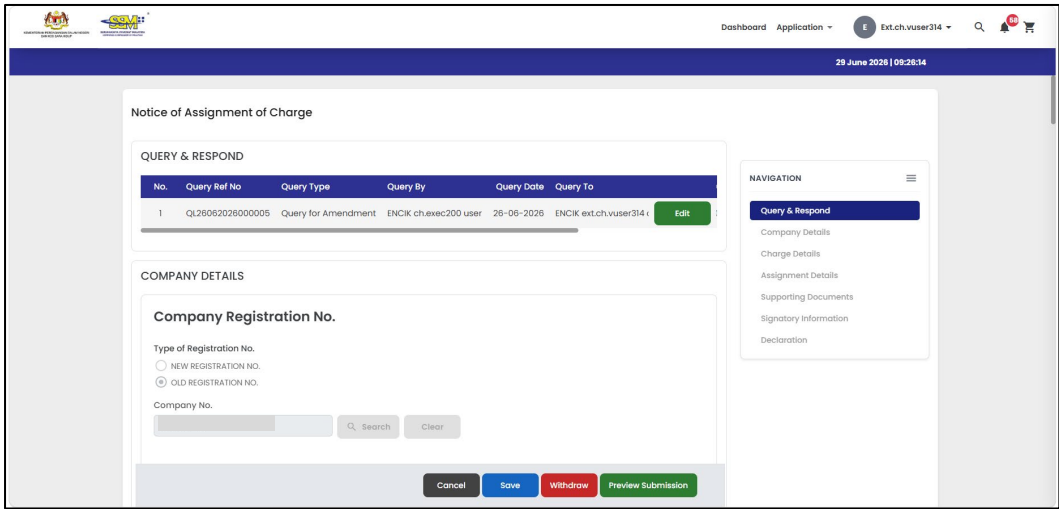
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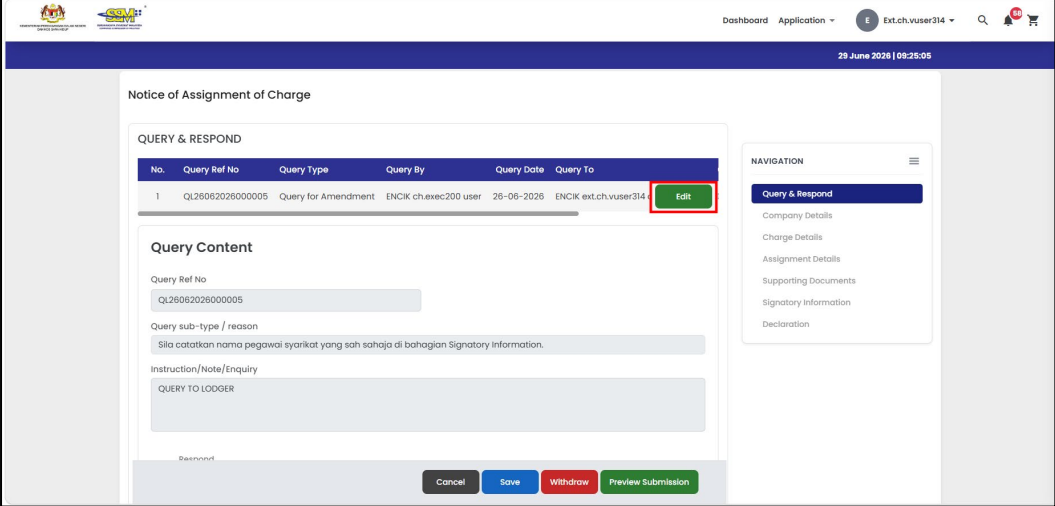
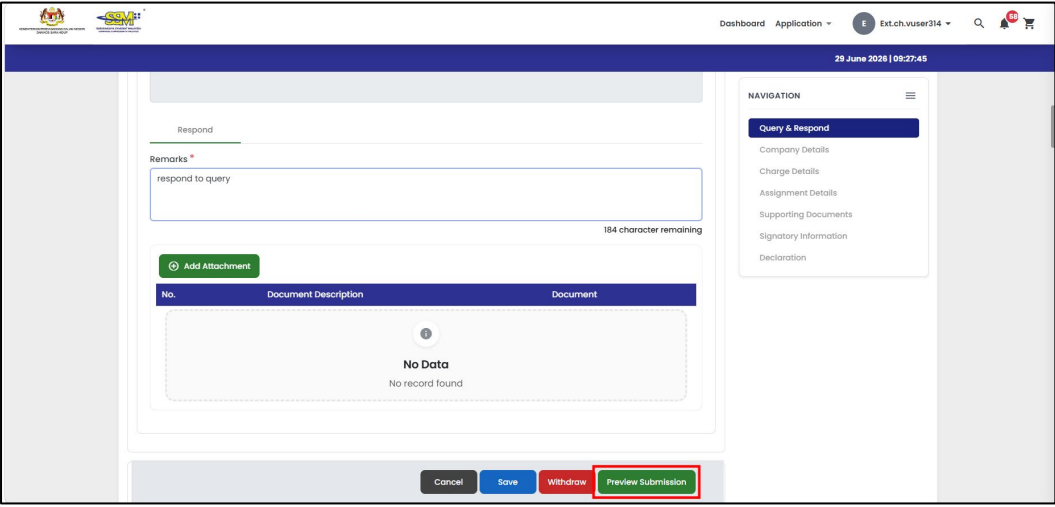
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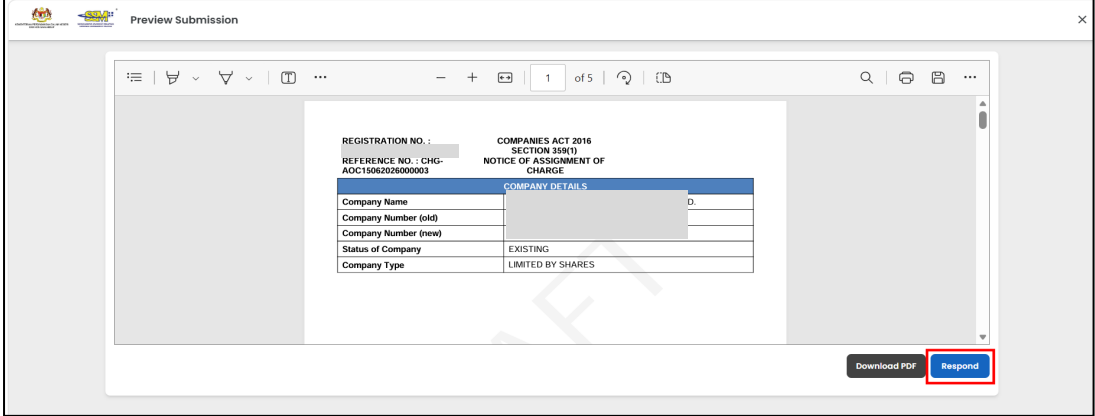
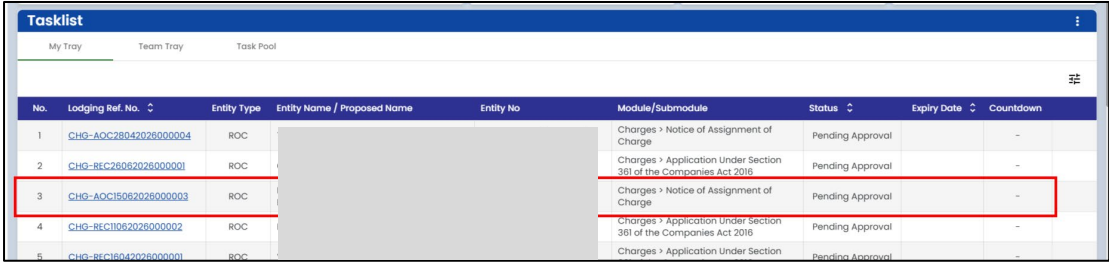
Next

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.