



CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

Corporate Administration

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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 CRS access and the appropriate permissions to perform the transactions.

2 Model Overview

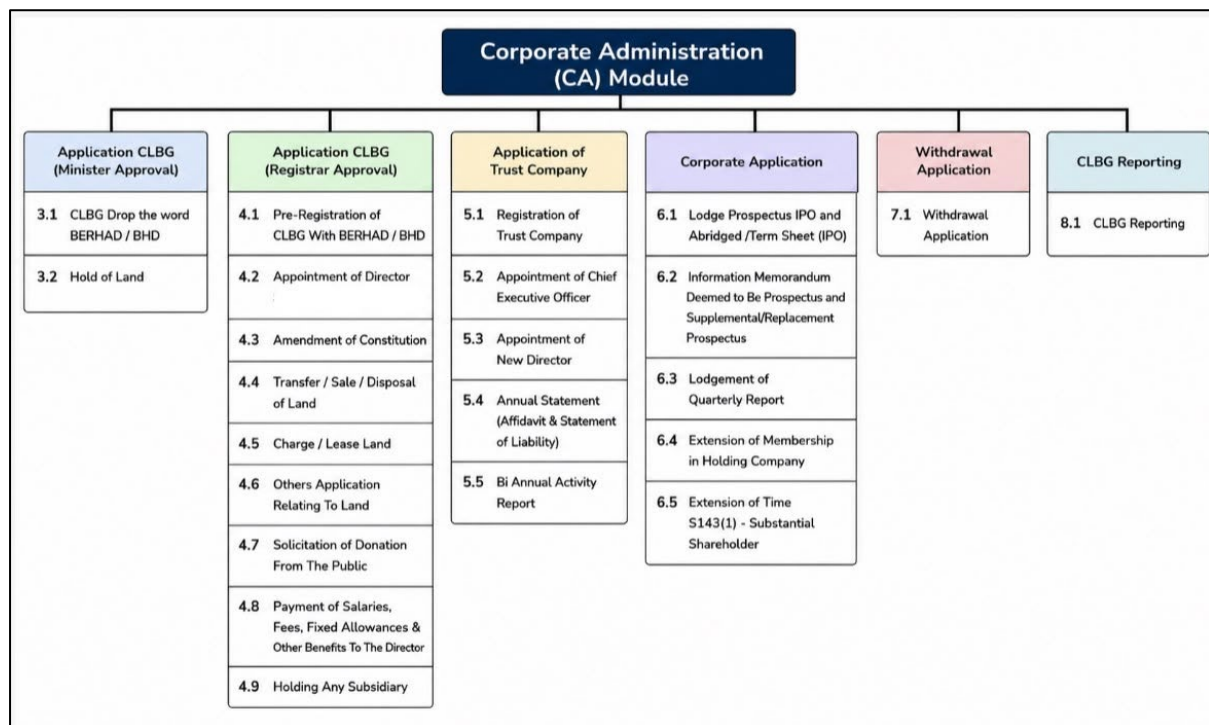


Figure 1: Functional Diagram

3 User Eligibility & Access Control

3.1 User Eligibility

To use this module, you must:

- Have a valid SSM4U account.
- Hold a current Practising Certificate (PC) as a Company Secretary.
- Be registered as an External User (EXT-COSEC).
- Have the appropriate role and access rights assigned in the system.

3.2 Company Status Eligibility

The company must meet these conditions before any application can be submitted:

- Company is existing.
- For CLBG applications: Company type must be Type G/Guarantee.
- For Trust Company applications: Company must be Type S/Share.
- For the following application, the company must be registered as a Trust company.
- Secretary license must be valid and not expired.

If any validation fails, the system will display a clear error message (e.g., "Secretary License is Not Valid" or "Company Type is not Company Limited by Guarantee").

User Role	Description	Access Rights
EXT-COSEC (External Company Secretary)	Main external user with valid Practising Certificate	Full access: Can create, submit, and track all applications
Lawyer	Authorised lawyer	Limited access: Only for selected land-related applications
Company Representative/Agent	Authorised person from the company or agent	Limited access: Only for Prospectus (Section 154,155,165,166,182)

Notes on Access

- Only users with **EXT-COSEC** role and valid Practising Certificate can submit most applications in the Corporate Administration Module.
- The system automatically validates your role and licence during company search.
- If your role or licence is invalid, you will see an error message (e.g., "Secretary License is Not Valid") and cannot proceed.
- Lawyer and agents access are restricted to certain applications only.

4 (Minister Approval) Application Company Limited by Guarantee (CLBG)

4.1 CLBG Drop the word BERHAD/BHD

Section 45(3) Company Act 2016

Introduction

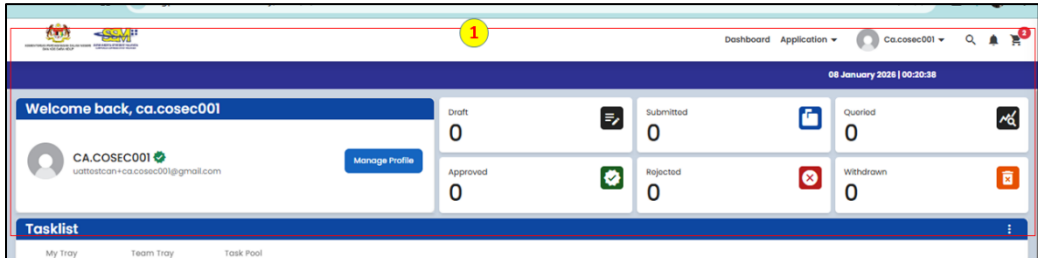
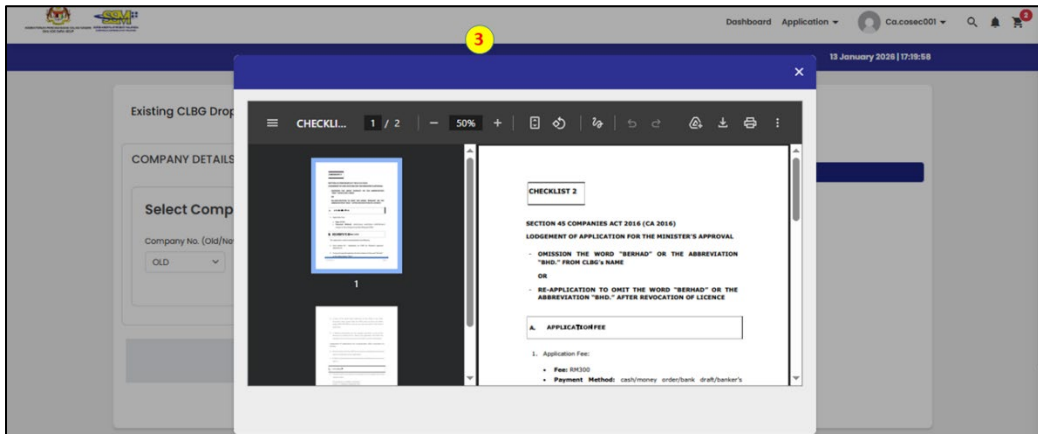
This application is for an existing Company Limited by Guarantee (CLBG) to seek approval to drop the word "BERHAD" or "BHD" from its name.

Eligibility

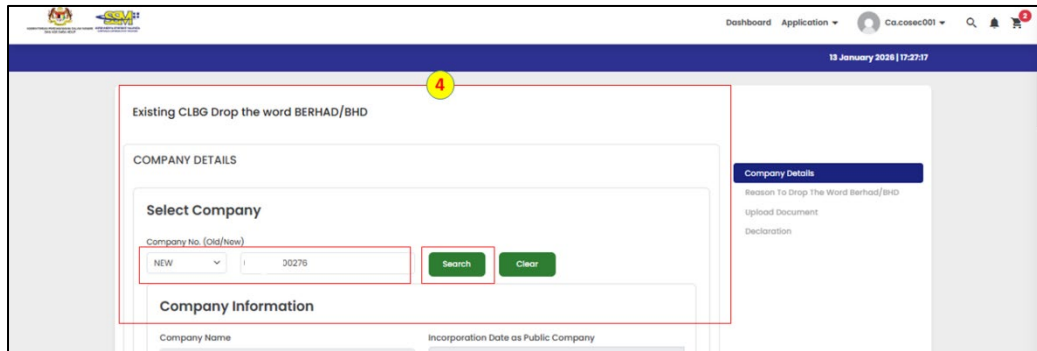
Company Secretary with valid Practising Certificate.

Prerequisites

- The company must be a CLBG (Type G).
- Valid Company Secretary licence.
- Bank statement showing minimum RM1 million balance (not older than 3 months).
- Special resolution approving the omitted word Berhad.

Field Num.	Description
1.	From Dashboard, navigate to the Application menu in the Navigation Bar. 
2.	Then, click on Application -> Register of Company (ROC) -> Corporate Administration -> (Minister Approval) Application Company Limited by Guarantee (CLBG) -> Existing CLBG Drop the Word BERHAD/BHD. 
3.	System validate company is Type G and License Secretary. System prompts message: "Secretary License is Not Valid" cannot open the application. 

4. Select from dropdown menu, enter then click on **Search** button.



Existing CLBG Drop the word BERHAD/BHD

COMPANY DETAILS

Select Company

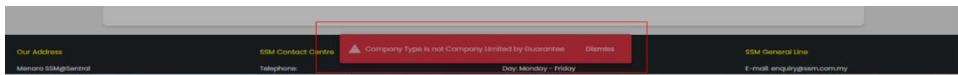
Company No. (Old/new)

NEW 00276 Search Clear

Company Information

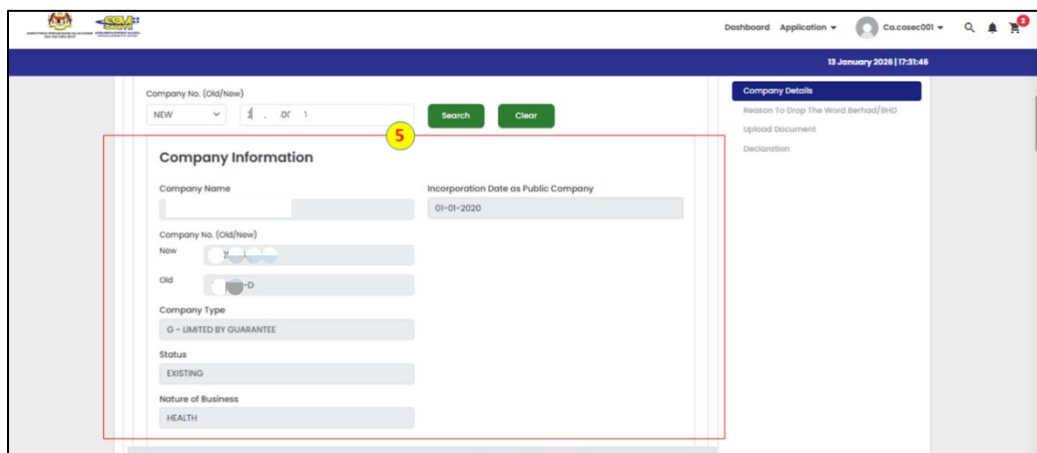
Company Name Incorporation Date as Public Company

System prompts message: "Company Type is not Company Limited by Guarantee" cannot open the application.



Company Type is not Company Limited by Guarantee

5. Company Secretary verifies the auto populated company information and add details on those which blank only.



Company No. (Old/new)

NEW 00276 Search Clear

Company Information

Company Name Incorporation Date as Public Company

01-01-2020

Company No. (Old/new)

Now

Old

Company Type

G - LIMITED BY GUARANTEE

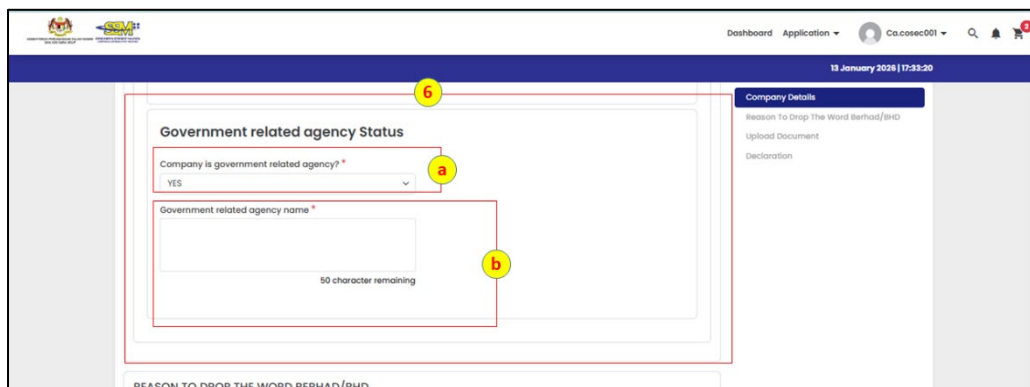
Status

EXISTING

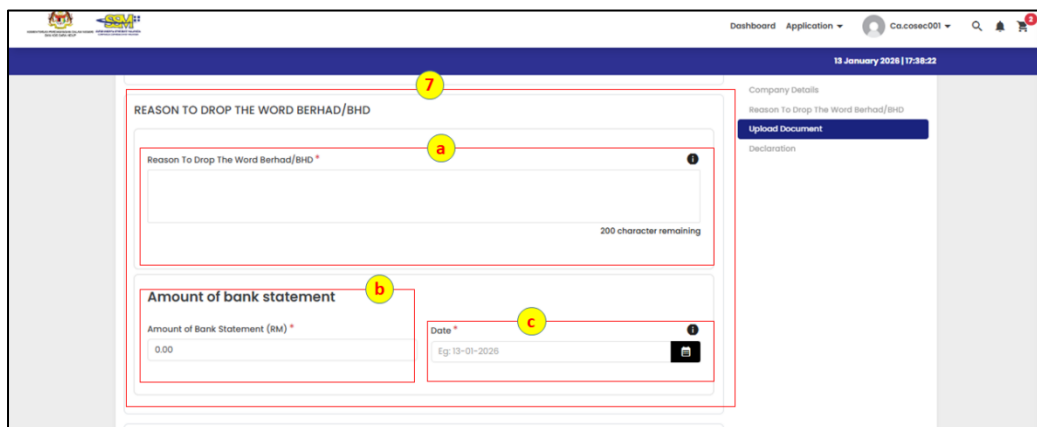
Nature of Business

HEALTH

- 6.
- Company is government related agency?:
 - If Yes, Government related agency name
 - If No, proceed to next box

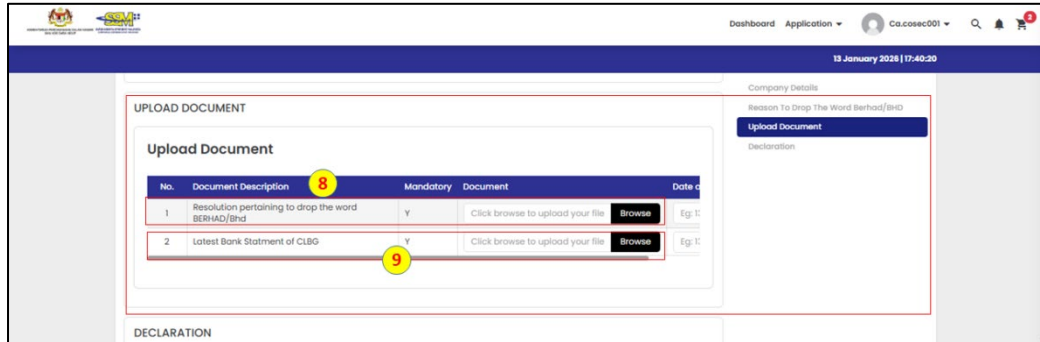


- 7.
- On **Reason to Drop the word Berhad/Bhd** tab, enter the following details:
- Reason to Drop the word Berhad/Bhd:**
Note: System display popup message "Please ensure input in Malay (Bahasa)."
 - Amount of Bank Statement (RM):**
Note: Ending balance Bank Statement must be at least RM 1 million and not more than 3 months for this application.
 - Date:**



8. Company Secretary upload **resolution pertaining to drop the word BERHAD/Bhd.**

Company Secretary enters the **Date of Document**

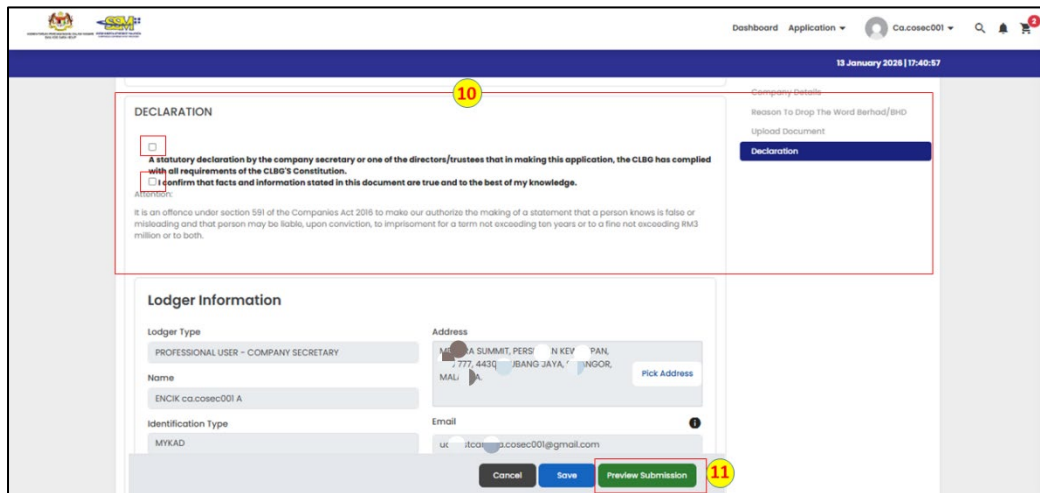


9. Company Secretary upload the **latest bank statement of CLBG.**
Company Secretary enters the **Date of Document**

Company Secretary click on General Declaration.

Declaration:

"I confirm that the facts and information stated in this document are true and to the best of my knowledge."



10. Click **Preview Submission** button.

Fee

No.	Payment Details	Amount (\$M)
1	FD6-1 - Fee to Apply for the Existing CLBG to drop the word BERHAD/BHD	300.00
	Total	300.00

The calculated fee shall only valid if the payment is to be done on the same day.

Cancel

Save

Preview Submission

Then, click **Submit**.

Payment button for the fees to be paid.




Dashboard Application > Co cosec001 >

14 July 2024 | 03:58:11



Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to uattestcan+co cosec001@gmail.com

Payment Information

Payer Information

Payment Status Success

Order Reference No

Receipt No

App Ref No : CA-G-01M072024H

Entity Name

Entity No : 90276 (39-D)

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee to Apply for the Existing CLBG to drop the word BERHAD/BHD	1	300.00		0.00	300.00

Go To Cart

Our Address

Menara SMAJ/Sentral
No. 7, Jalan Stesen Sentral 5

Operation Hour

Day: Monday - Friday
Service Counter: 8:15 AM - 4:15 PM

CRS Hotline

Telephone
03-2299 5544

Payer will received receipt number and order reference number.

After Submission

- Status changes to Submitted.
- Track in **My Tray**.
- You will receive notification for query, approval, or rejection.

Important Notes

- Bank balance must be at least RM1 million and not more than 3 months old.
- Reason must be entered in Bahasa Malaysia.
- False declaration is an offence under Section 591.

Helpful Tips

- Prepare the bank statement and special resolution in advance.
- Ensure all dates are current.
- Submit early to avoid any delays.

4.2 Hold of Land

Section 45(4) Company Act 2016

Purpose

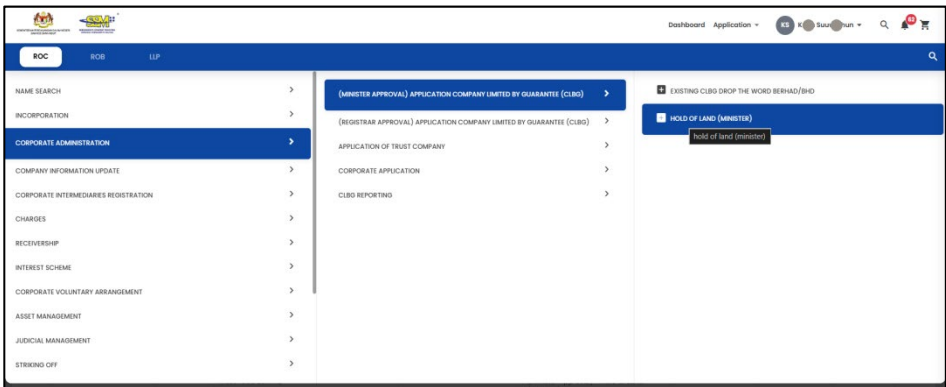
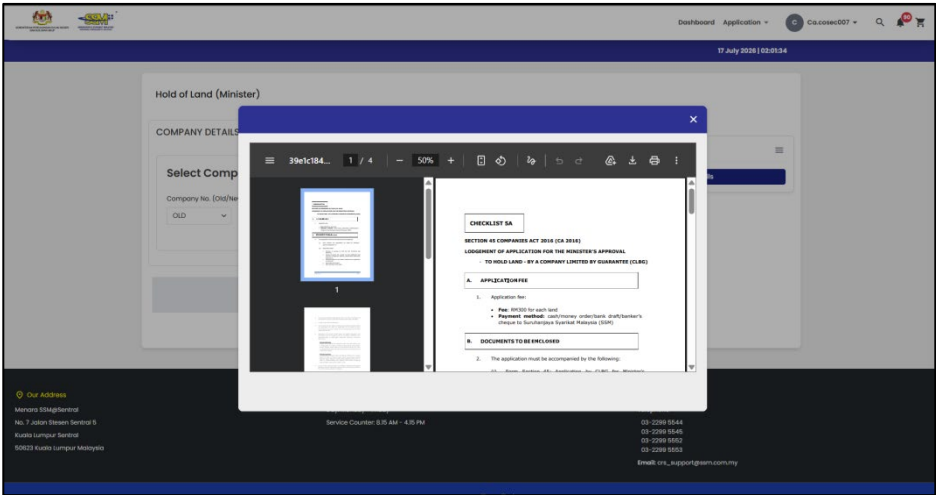
This application allows a Company Limited by Guarantee (CLBG) to seek approval from the Minister or Registrar to Hold of Land as required under the Companies Act 2016 and related guidelines.

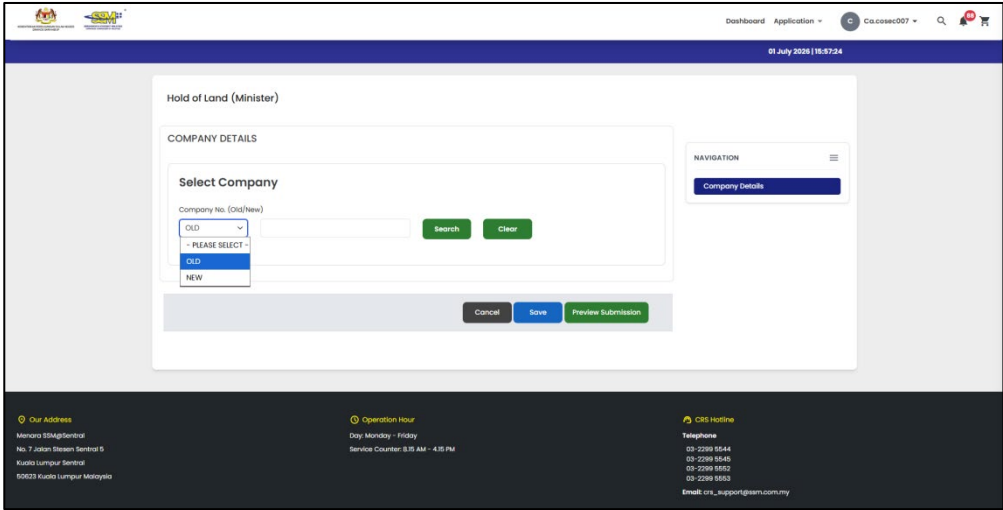
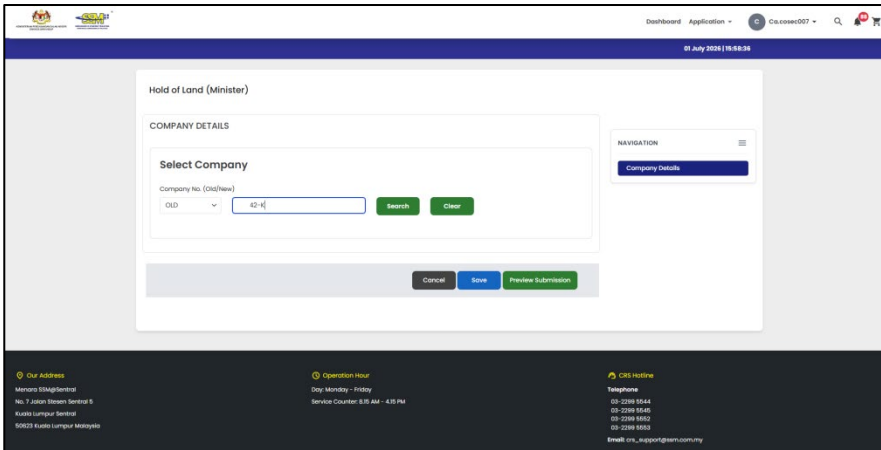
Eligibility

- Verified Company Secretary (External User) with a valid Practising Certificate
- Lawyer

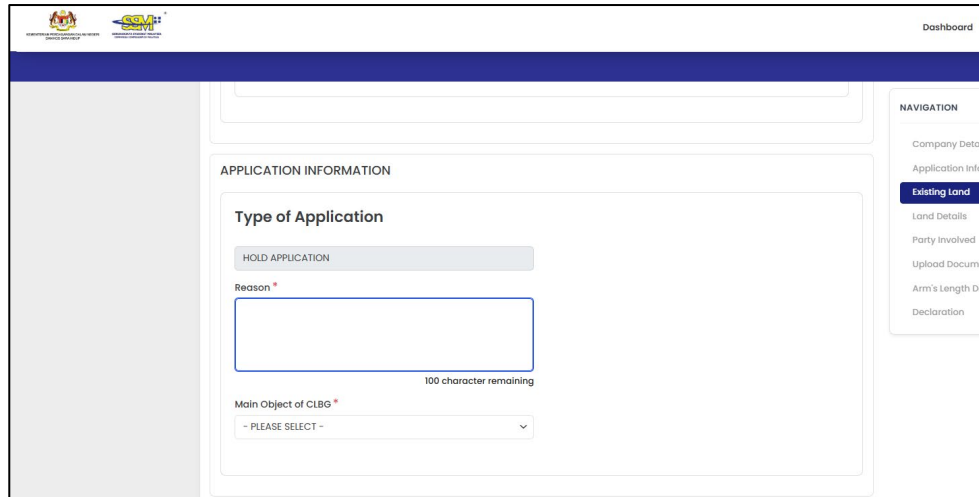
Prerequisites

- The company must be registered as a CLBG (Type G).
- The applicant must have an active licensed **Company Secretary or Lawyer** account.
- The land search report must have been issued within the last 3 months.

Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. From the dashboard, click Applications. 1. Select Register of Company (ROC) → Corporate Administration. 2. Choose (Minister Approval) Application Company Limited by Guarantee (CLBG). 3. Click on Hold of Land(Minister) 
2.	Step 2: Company Search 1. Checklist for this lodgment will pop up  2. Select Old or New Company Number from the dropdown.

Field Num.	Description
	 3. Enter the company number and click Search.  4. System will validate: • Company is Type G • Secretary license is valid (If invalid, you will see an error message and cannot proceed.) • Lawyer
3.	Step 3: Company Details Government related agency status • Company is government related agency? (If Yes, fill Government related agency name)

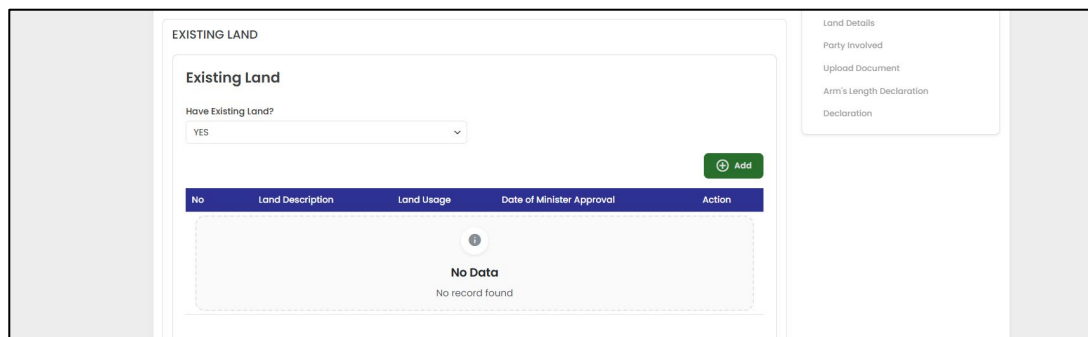
4. On Application Information tab, state **Reason** and Select **Main Object of CLBG** (Dropdown)

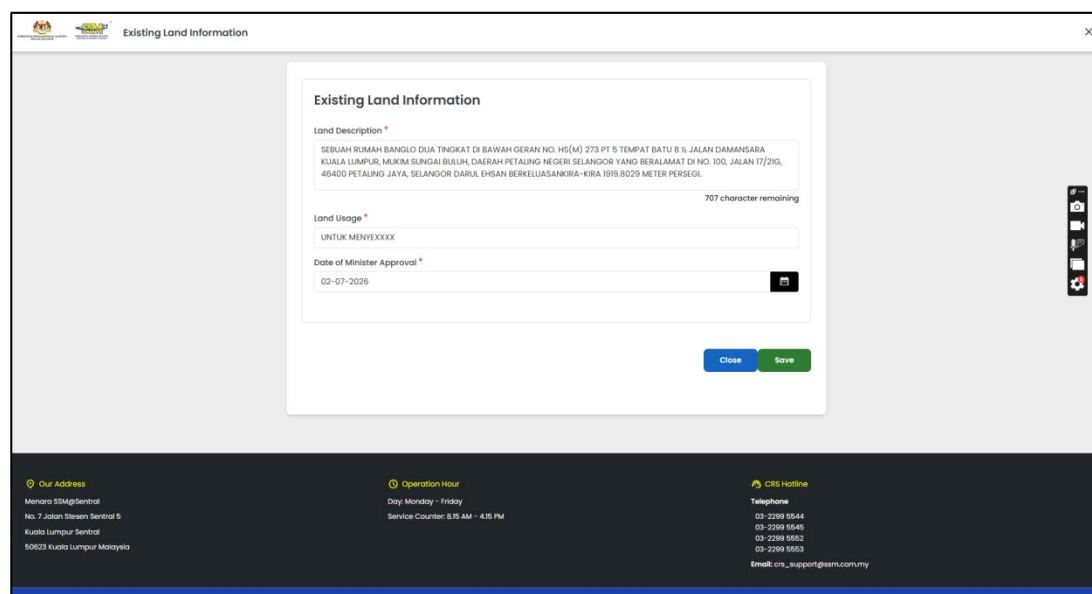


5. Next go to **Land Details** Tab

Fill in **Existing land** (If any)

Click **Add**



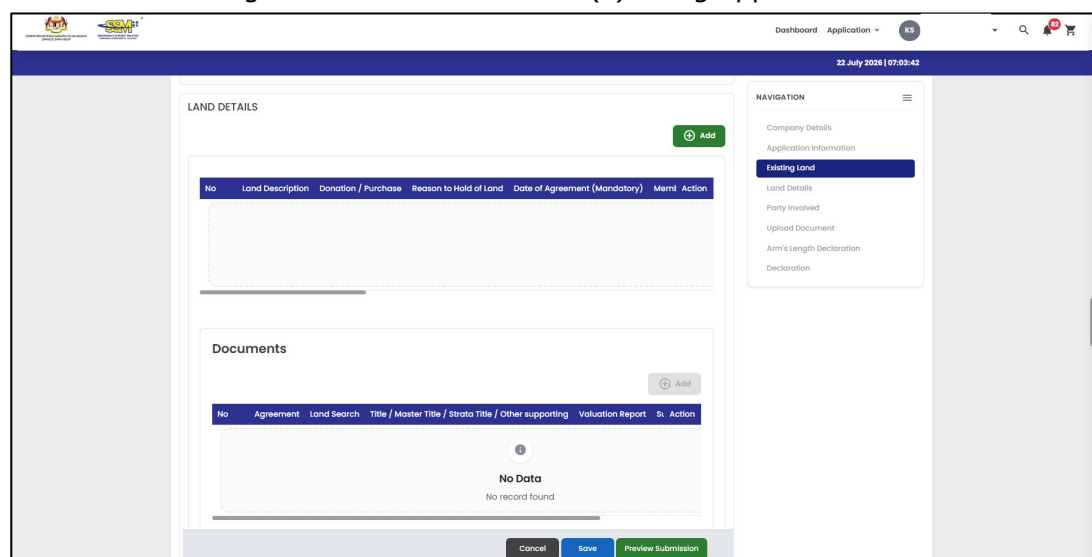


Enter **Land details** and Click **Save**

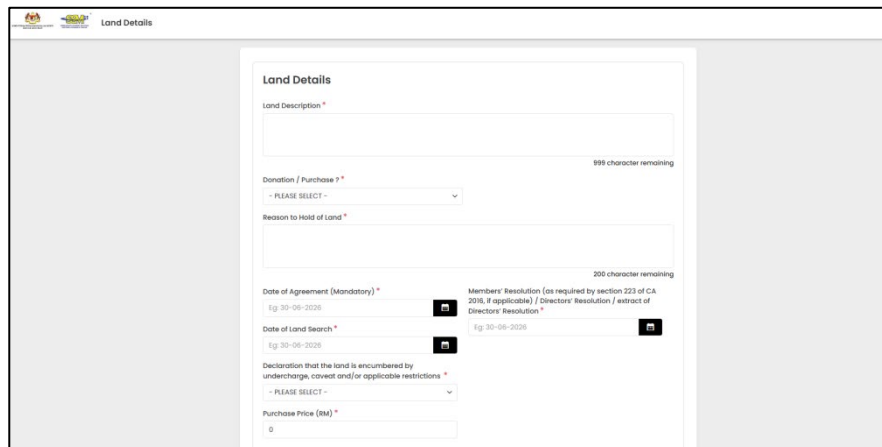
6.

Enter Land Details

Fill in the following information for the land(s) being applied for:



- Land Details (brief explanation)



Land Details

Land Description *

999 character remaining

Donation / Purchase ? *

- PLEASE SELECT -

Reason to Hold of Land *

200 character remaining

Date of Agreement (Mandatory) *

Eg: 30-06-2028

Date of Land Search *

Eg: 30-06-2028

Declaration that the land is encumbered by undercharge, caveat and/or applicable restrictions *

- PLEASE SELECT -

Purchase Price (RM) *

0

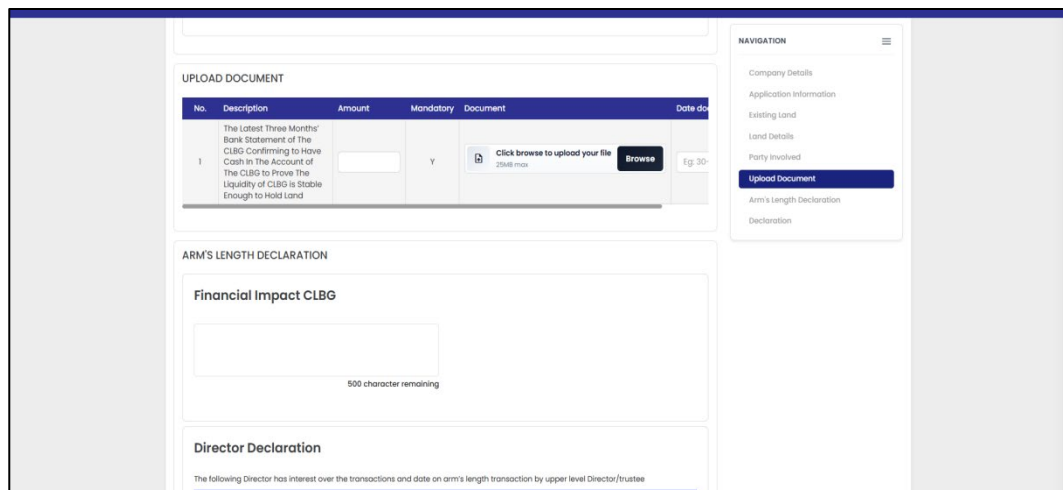
Members' Resolution (as required by section 223 of CA 2016, if applicable) / Directors' Resolution / extract of Directors' Resolution *

Eg: 30-06-2028

7. Upload Supporting Documents

Upload clear scanned copies of:

- Latest Land Search Report (must be < 3 months old)



UPLOAD DOCUMENT

No.	Description	Amount	Mandatory	Document	Date do
1	The Latest Three Months' Bank Statement of The CLBG Confirming to Have Cash in The Account of The CLBG to Prove The Liquidity of CLBG is Stable Enough to Hold Land		Y	Click browse to upload your file 25MB max	Eg: 30-06-2028

ARM'S LENGTH DECLARATION

Financial Impact CLBG

500 character remaining

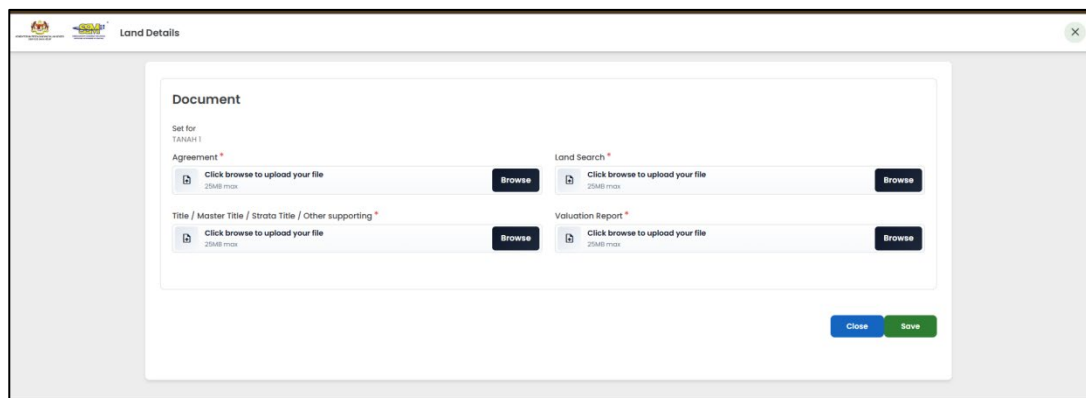
Director Declaration

The following Director has interest over the transactions and date on arm's length transaction by upper level Director/trustee

NAVIGATION

- Company Details
- Application Information
- Existing Land
- Land Details
- Party Involved
- Upload Document**
- Arm's Length Declaration
- Declaration

- Title Deed/Agreement/Offer Letter/Other supporting documents with date
- Board Resolution approving the application
- Any other relevant supporting documents



Document

Set for
TANAH 1

Agreement *

Click browse to upload your file
25MB max

Land Search *

Click browse to upload your file
25MB max

Title / Master Title / Strata Title / Other supporting *

Click browse to upload your file
25MB max

Valuation Report *

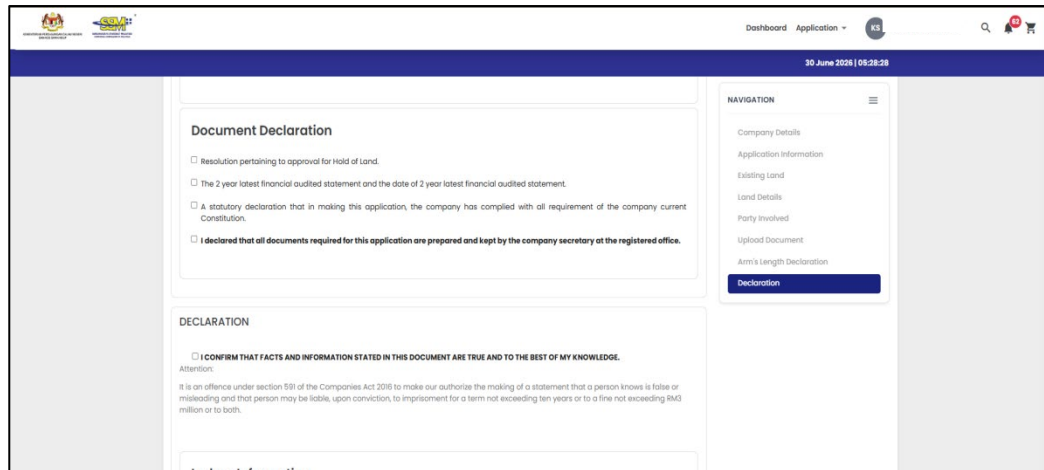
Click browse to upload your file
25MB max

Close Save

8.

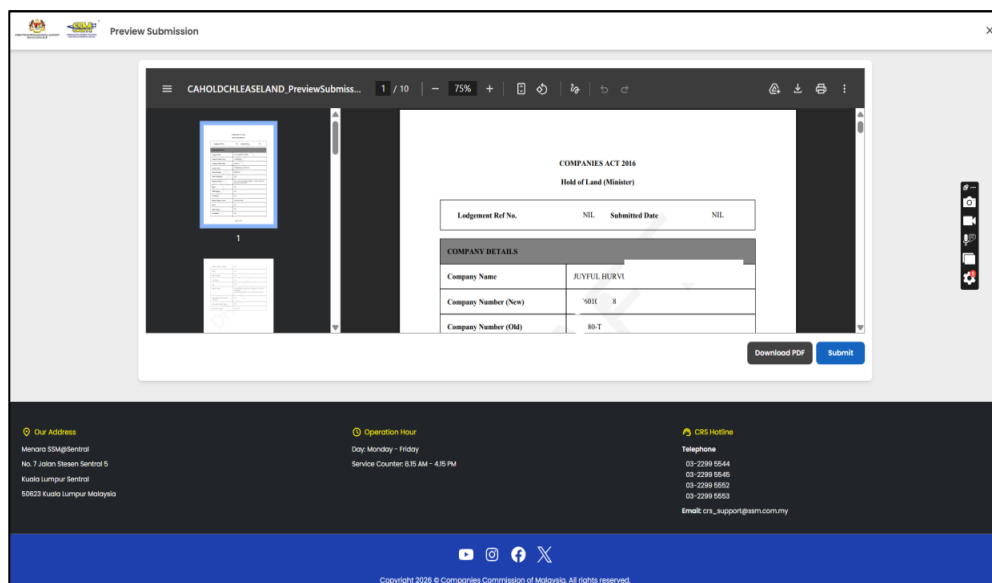
Review, Declaration & Submit

1. Click **Preview Submission** to check all information.
2. Tick the Document Declaration and General Declaration:



The screenshot shows the 'Document Declaration' and 'DECLARATION' sections of the CRS system. The 'Document Declaration' section has three checkboxes: 'Resolution pertaining to approval for Hold of Land', 'The 2 year latest financial audited statement and the date of 2 year latest financial audited statement', and 'A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution'. The 'DECLARATION' section has a checkbox for 'I CONFIRM THAT FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE'.

3. Click **Submit**.



The screenshot shows the 'Preview Submission' screen. It displays a preview of the submission form with the following details:

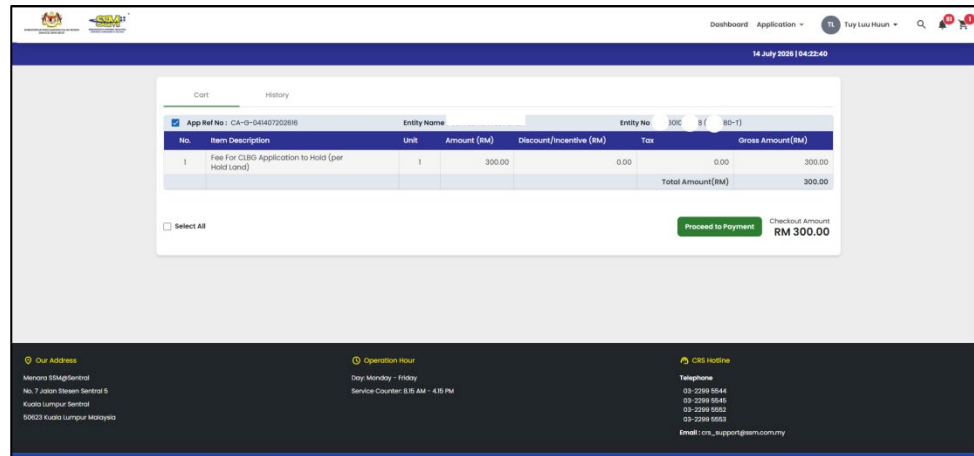
COMPANIES ACT 2016	
Hold of Land (Minister)	
Lodgement Ref No.	NIL
Submitted Date	NIL
COMPANY DETAILS	
Company Name	JUYTUL HURVI
Company Number (New)	SDH 1
Company Number (RM)	BD-T

At the bottom of the preview, there are buttons for 'Download PDF' and 'Submit'.

9.

Make Payment

- Pay the required fee
- RM300 per land (Minister approval)



Dashboard Application Tay Lou Huan 14 July 2026 | 04:22:40

Cart History

App Ref No: CA-Q-0440720268 Entity Name: Entity No: 306 S (80-T)

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee For CIBG Application to Hold (per Hold Land)	1	300.00	0.00	0.00	300.00
Total Amount (RM)						300.00

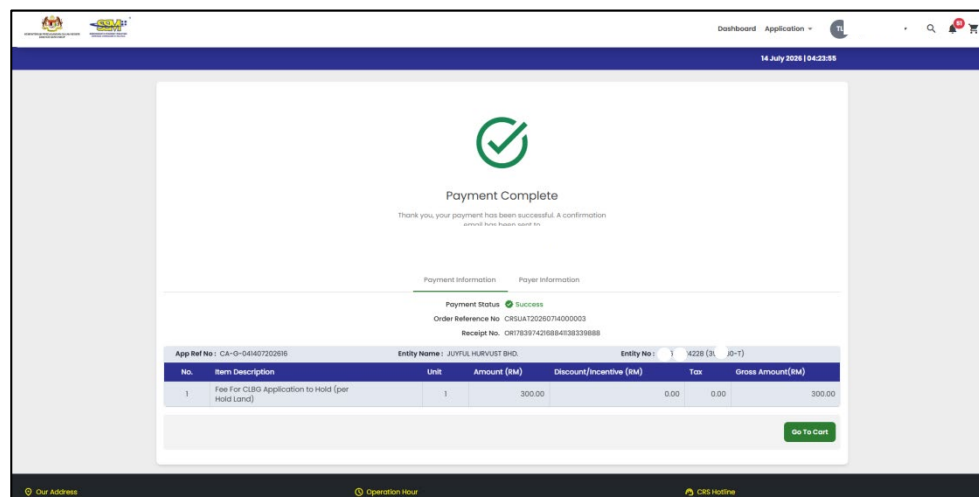
☐ Select All Proceed to Payment Checkout Amount: RM 300.00

Our Address
Menara SSM Sentral
No. 7 Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50463 Kuala Lumpur, Malaysia

Operation Hour
Day: Monday - Friday
Service Counter: 9:30 AM - 4:30 PM

CRS Hotline
Telephone
03-2296 9544
03-2296 9545
03-2296 9552
03-2296 9553
Email: crs_support@ssm.com.my

- Proceed through the payment gateway.



Dashboard Application Tay Lou Huan 14 July 2026 | 04:23:55



Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to you.

Payment Information Payer Information

Payment Status: Success

Order Reference No: CRSLAT2026074000003

Receipt No: CR78397426884538338888

App Ref No: CA-Q-0440720268 Entity Name: JUYILA HURVUST BHD. Entity No: 1 X226 (S, 80-T)

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee For CIBG Application to Hold (per Hold Land)	1	300.00	0.00	0.00	300.00

Go To Cart

Our Address
Menara SSM Sentral
No. 7 Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50463 Kuala Lumpur, Malaysia

Operation Hour
Day: Monday - Friday
Service Counter: 9:30 AM - 4:30 PM

CRS Hotline
Telephone
03-2296 9544
03-2296 9545
03-2296 9552
03-2296 9553
Email: crs_support@ssm.com.my

- You will receive a payment notification upon success.

After Submission

- Status will change to "Submitted" or "Pending Approval".
- Track progress in **My Tray**.
- You will receive email notifications for any query, approval, or rejection.

Important Tips

- All dates must be current. Old documents will be rejected.
- Prepare all documents in advance to avoid queries.
- For multiple lands, you may need to submit separate applications if the system limits it.

Common Errors & Solutions

- "Land search too old" → Upload a fresh report.
- Validation failed → Check company type and secretary license.

5 Application CLBG (Registrar Approval)

5.1 Pre-Registration of CLBG With BERHAD/BHD

Section 45 Company Act 2016

Purpose

This application allows a CLBG to obtain pre-approval from the Registrar before proceeding with name reservation or incorporation, especially when including the word "BERHAD" or "BHD" in the company name.

Eligibility

Verified Company Secretary (External User).

Prerequisites

- Company must be eligible for CLBG registration.
- Valid licensed Company Secretary.

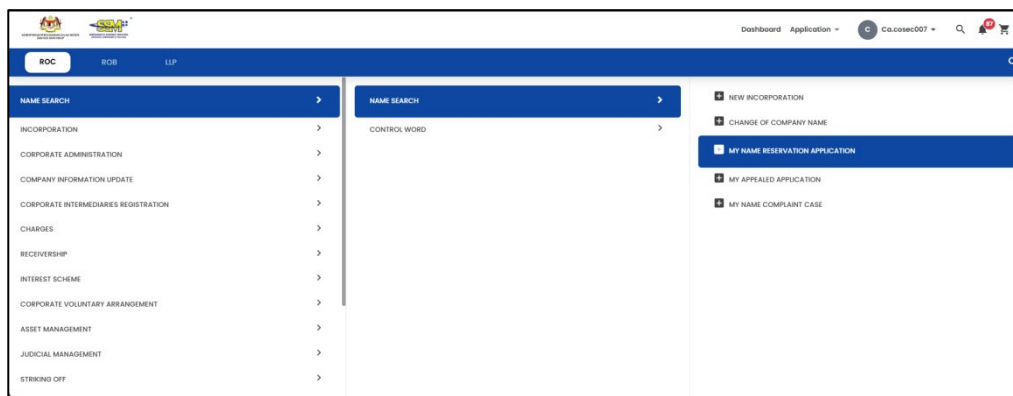
Field Num.

Description

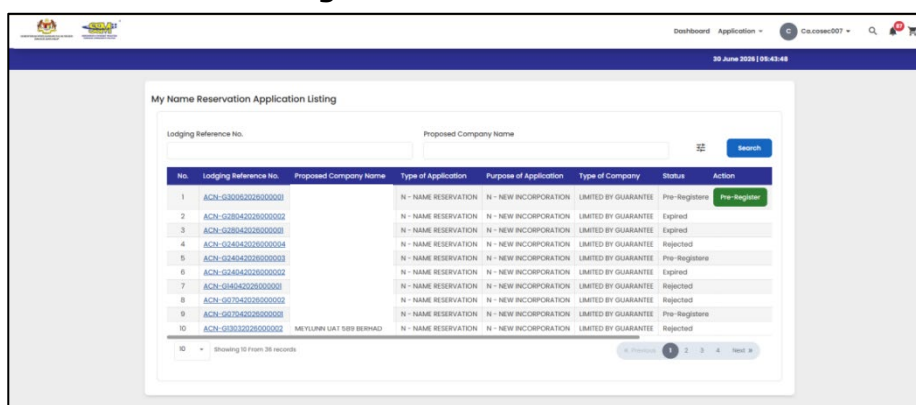
1.

From the **Dashboard**, navigate to the Application menu in the Navigation Bar.

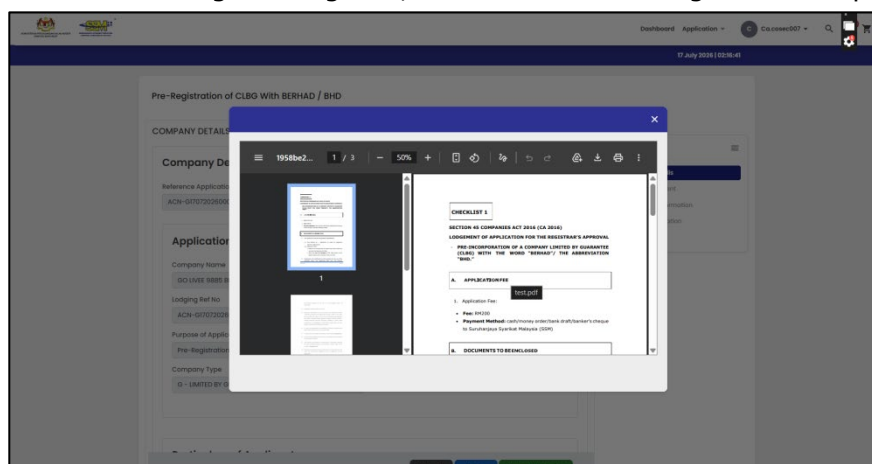
- 1. Go to Applications → Register of Company (ROC) → Select Name Search → Name Search → My Name Reservation Application**



- 2. Click on Pre-Register**

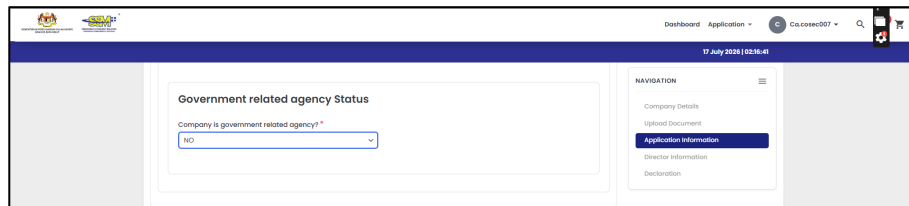


- 3. After clicking Pre Register, checklist for this lodgement will pop-up**

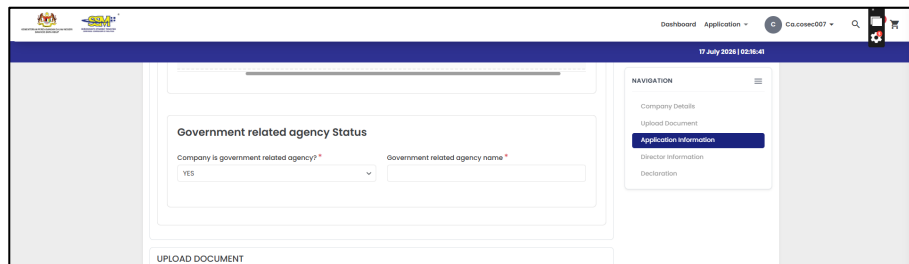


2.a

Step 2: Fill Government related agency status



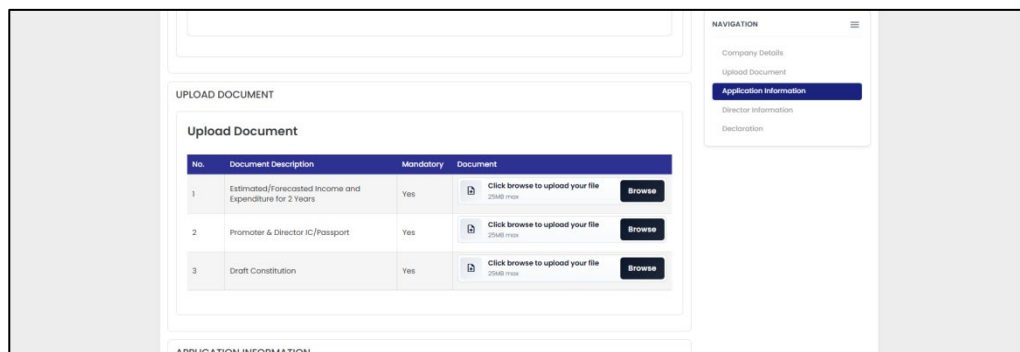
If Yes, kindly state government related agency name (Mandatory)



2.a

Step 2: Upload Documents

- Estimated/Forecasted Income and Expenditure for 2 Years
- Draft Constitution
- Promoter & Director IC/Passport

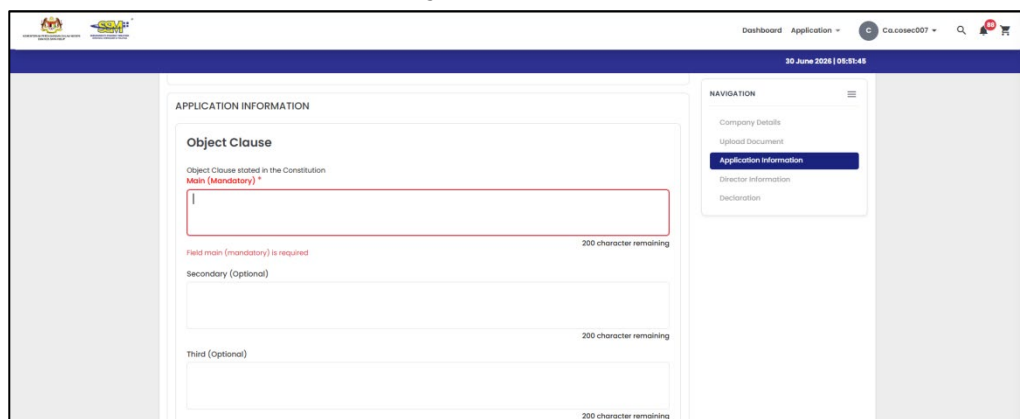


No.	Document Description	Mandatory	Document
1	Estimated/Forecasted Income and Expenditure for 2 Years	Yes	Click browse to upload your file (2048 max) Browse
2	Promoter & Director IC/Passport	Yes	Click browse to upload your file (2048 max) Browse
3	Draft Constitution	Yes	Click browse to upload your file (2048 max) Browse

3.

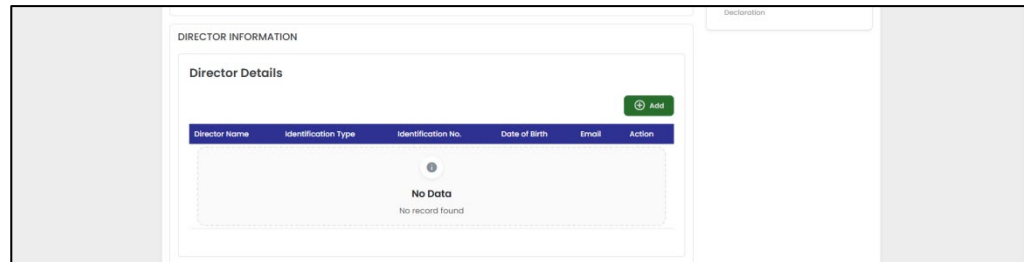
Step 3: Company/Application Details

1. Provide details of the object clause stated in the Constitution.



2. Edit Promoter Details.

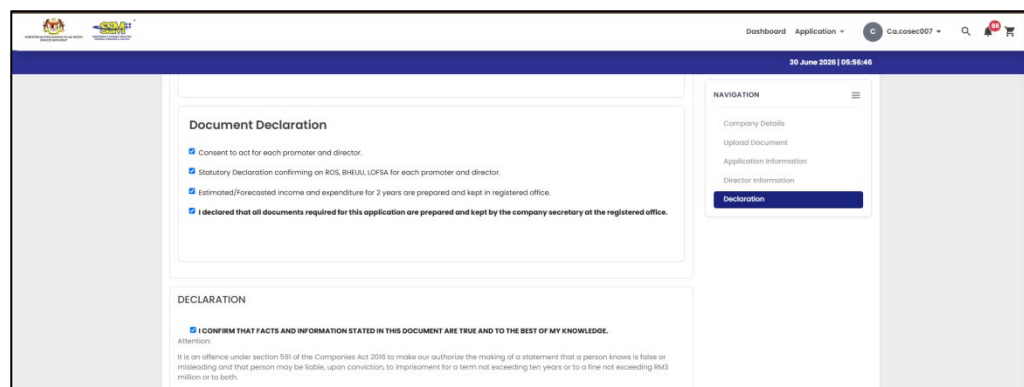
- Fill in Director Details (Directors details, Address, Other information, etc. if applicable).



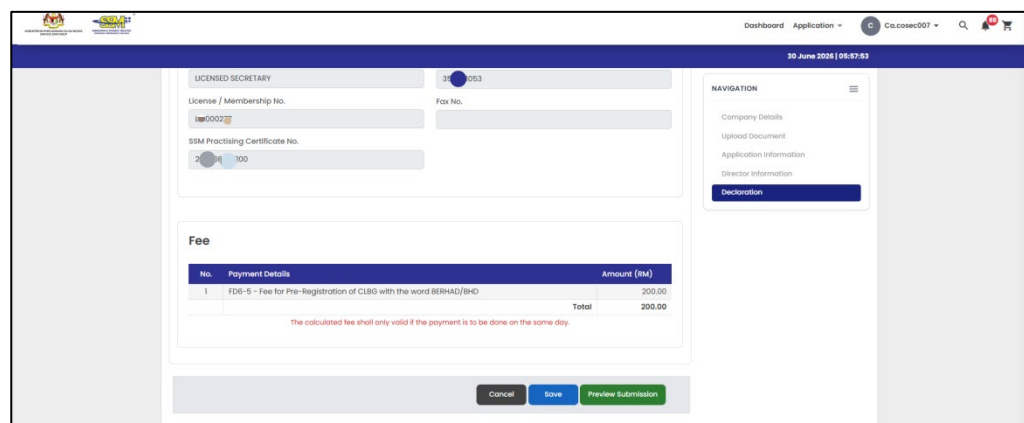
4.

Step 4: Declaration

- Review the summary.
- Tick the Document Declaration and Declaration confirming accuracy of information.



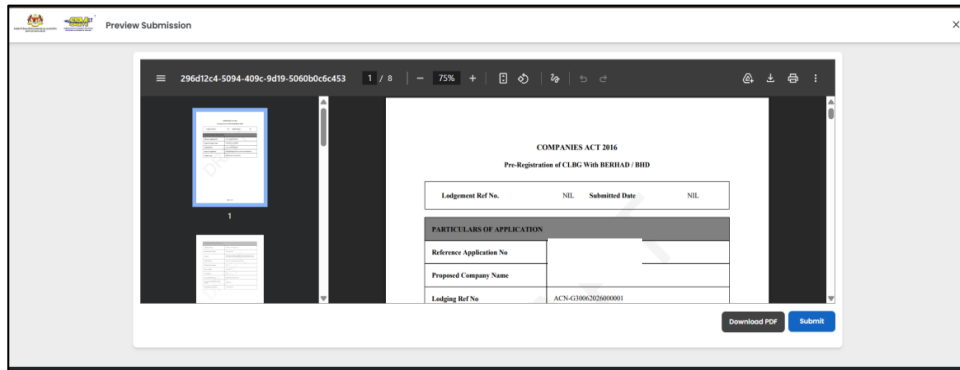
- Click **Preview Submission**.



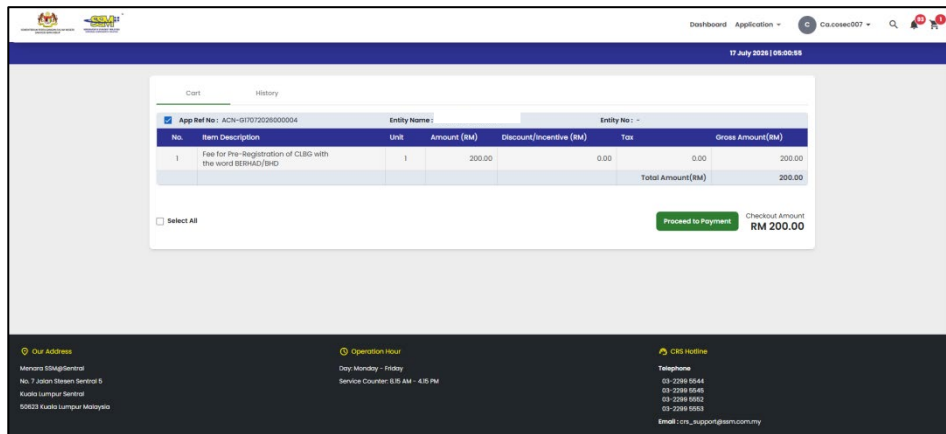
5.

Step 5: Submit & Payment

1. Click **Submit**.



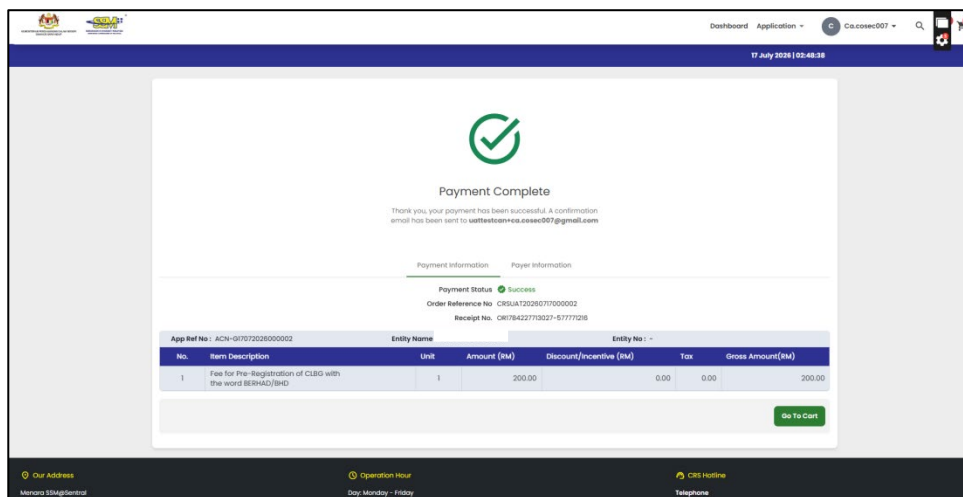
2. Pay the fee (RM200).



No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Pre-Registration of CLBG with the word BERHAD/BHD	1	200.00	0.00	0.00	200.00
Total Amount (RM)						200.00

Proceed to Payment Checkout Amount **RM 200.00**

Upon successful payment, the application is submitted for Registrar review.



Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to salfest@csa.coasec07@gmail.com

Payment Information: Payment Status: **Success**

Order Reference No. C85LA72238777000002

Receipt No. C8178422773021-51777028

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Pre-Registration of CLBG with the word BERHAD/BHD	1	200.00	0.00	0.00	200.00

Go To Cart

After Submission

- User will receive a reference number.
- Track status in **My Tray**.
- If approved, you can proceed to Name Search or Incorporation module within the validity period (usually 90 days).
- Notifications will be sent for approval, query, or rejection.

Important Notes

- This is a pre-approval step — final incorporation is done in the Incorporation module.
- Ensure the proposed name complies with naming guidelines.
- Incomplete applications will be queried.

Common Tips

- Prepare the Constitution carefully as it will be reviewed.
- Keep all documents ready before starting the application to avoid timeouts.

5.2 Appointment of Director

Section 45 Company Act 2016

Introduction

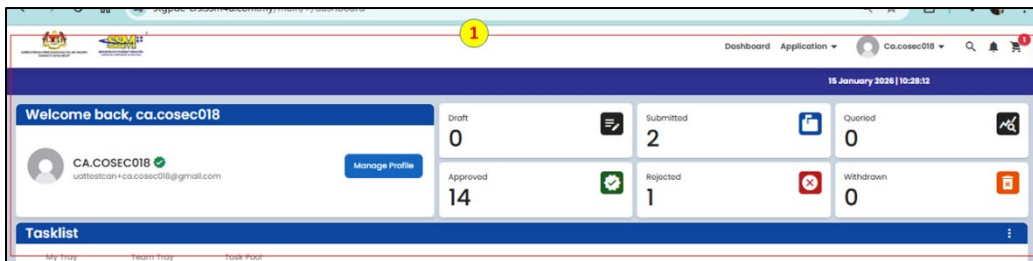
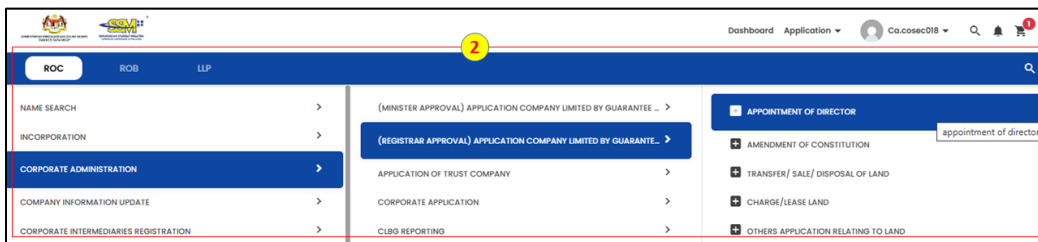
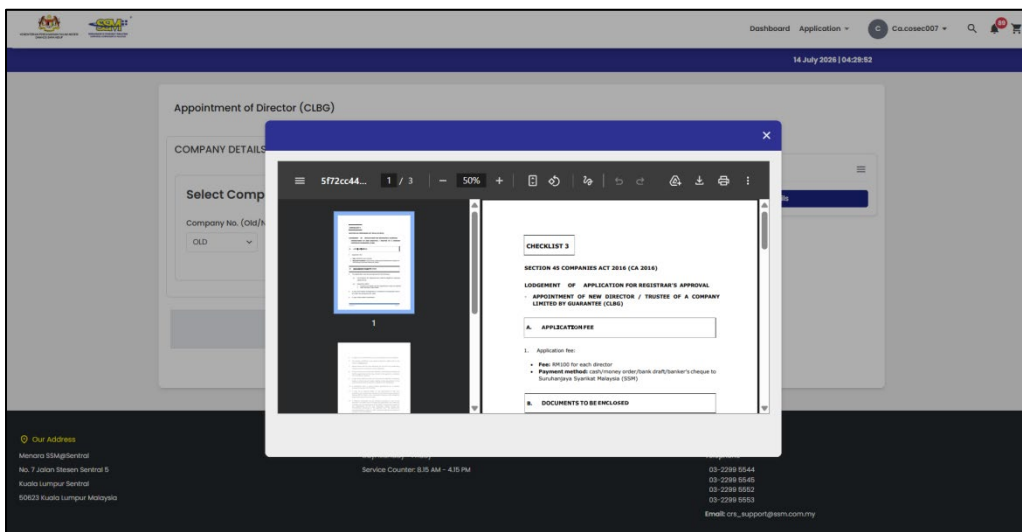
This application is for the appointment of a new director in a Company Limited by Guarantee (CLBG). The process ensures the proposed director meets all regulatory requirements before the appointment is registered.

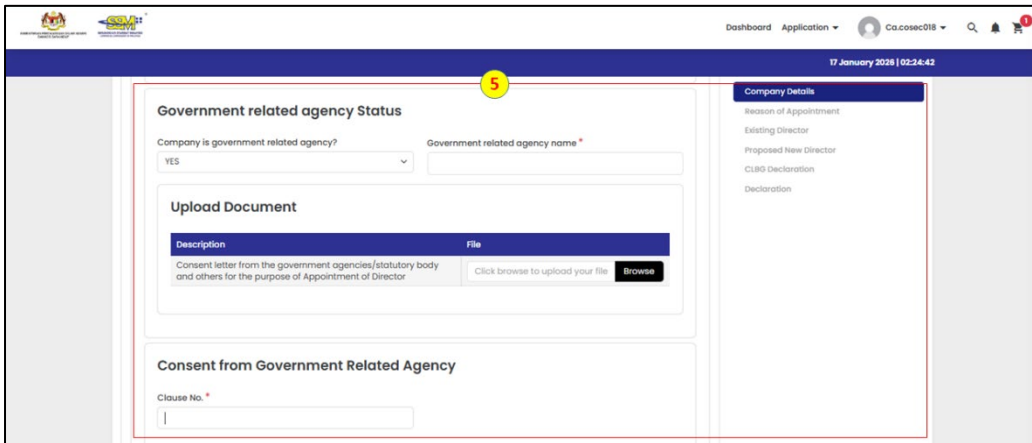
Eligibility

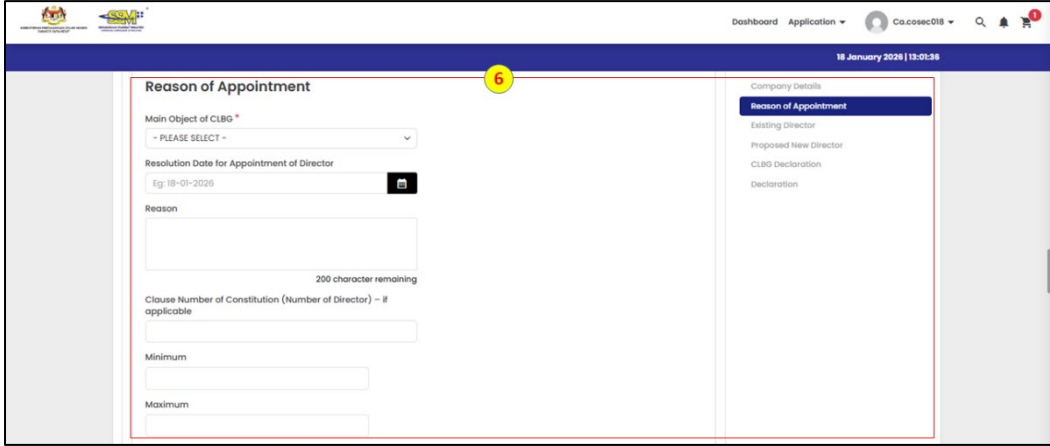
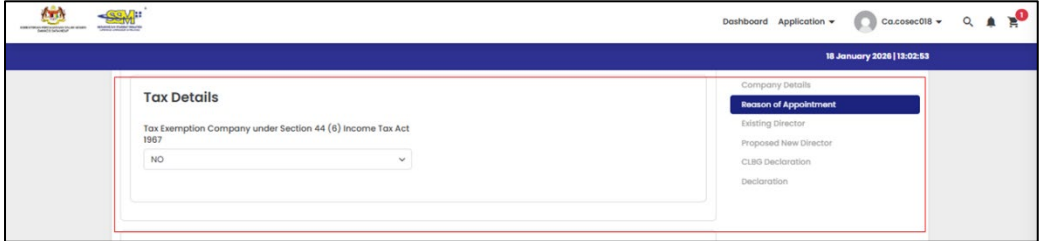
Company Secretary with valid Practising Certificate.

Prerequisites

- The company must be active.
- Valid secretary licence.
- Proposed director must meet all eligibility criteria.

Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2.	Click on Application -> Register of Company (ROC) -> Corporate Administration -> (Registrar Approval) Application Company Limited by Guarantee (CLBG) -> Appointment of Director. 
3.	System validate company is Type G and License Secretary. Checklist for this application will pop-up  Note: If System prompts message: "Secretary License is Not Valid", user cannot open the application.

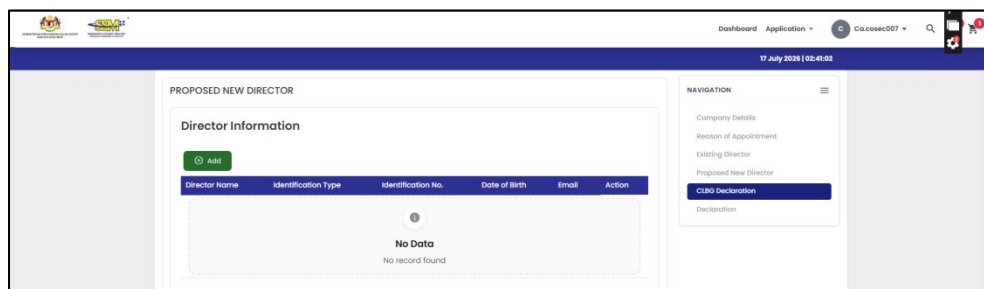
Field Num.	Description
4.	1. Select from dropdown menu, enter Company Number (Old/New). 2. Then click on Search button. 
5.	On Company Details tab, fill in the following: Company is government related agency? (Select Yes or No). - If Yes, provide Government related agency name. - Upload Consent letter from the government agencies/statutory body and others for the purpose of Appointment of Director. Clause Number related to government agencies/statutory body and others.  Note: Auto populated information cannot be edited.
6.	On Reason of Appointment tab, fill in the following details: Main Object of CLBG. Resolution Date for Appointment of Director Reason of application. Clause Number of Constitution (Number of Director) – if applicable. Minimum. Maximum. Tax Exemption Company under Section 44(6) Income Tax Act 1967

Field Num.	Description
	(Select Yes or No)  
7.	On Existing Director tab: The list of current directors will be displayed. 

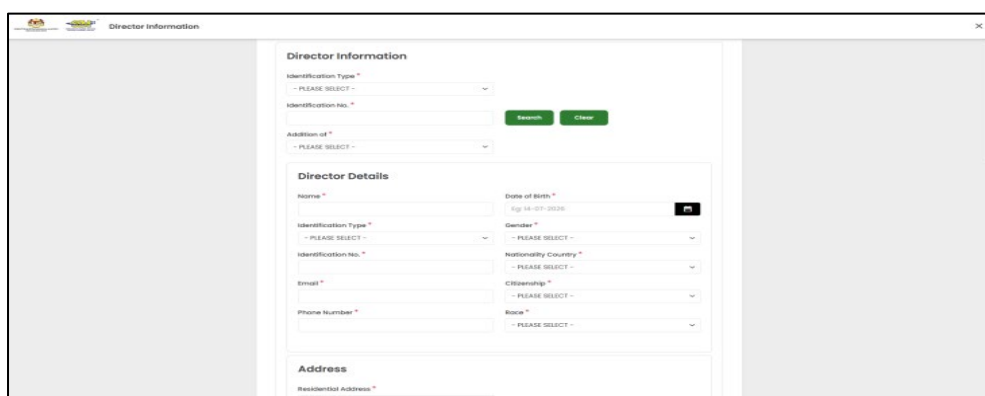
8.

On **Proposed New Director** tab:

1. Click **+Add** button, **Director Information** form will pop-up.
2. On Director Information form, enter proposed director's **Identification Type**. The system will perform automatic checks (blacklist, compound, etc.)



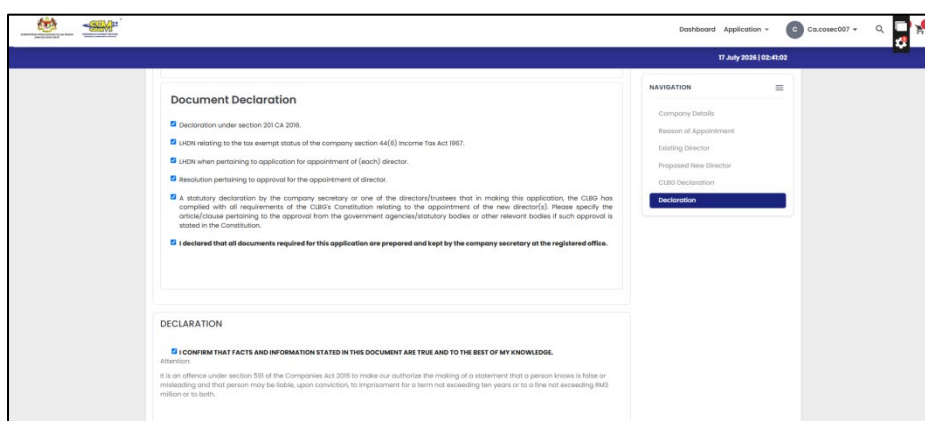
3. Fill in **Director Details, Address, Other Information, Tax Details** and **Section 201 CA2016**
4. Click **Save** button.



9.

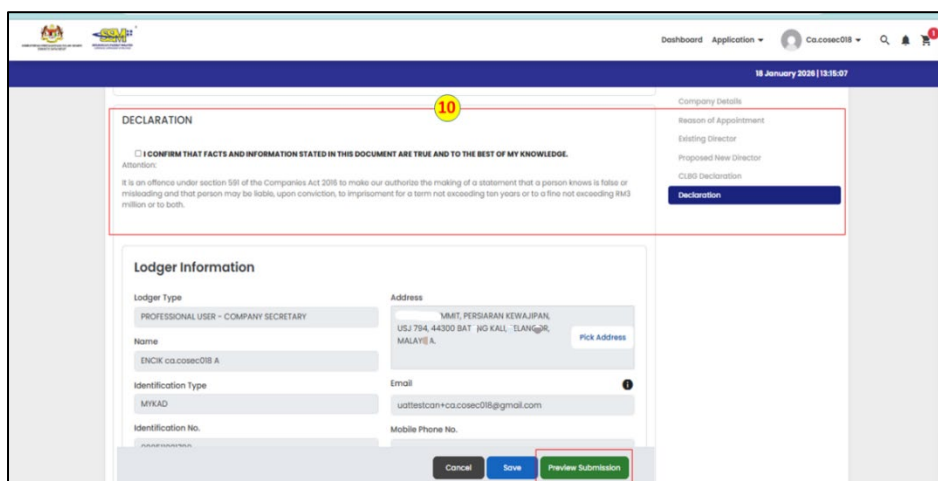
On **CLBG Declaration** tab:

1. Fill in **Date of Statutory Declaration** and tick all **Document Declaration** required.



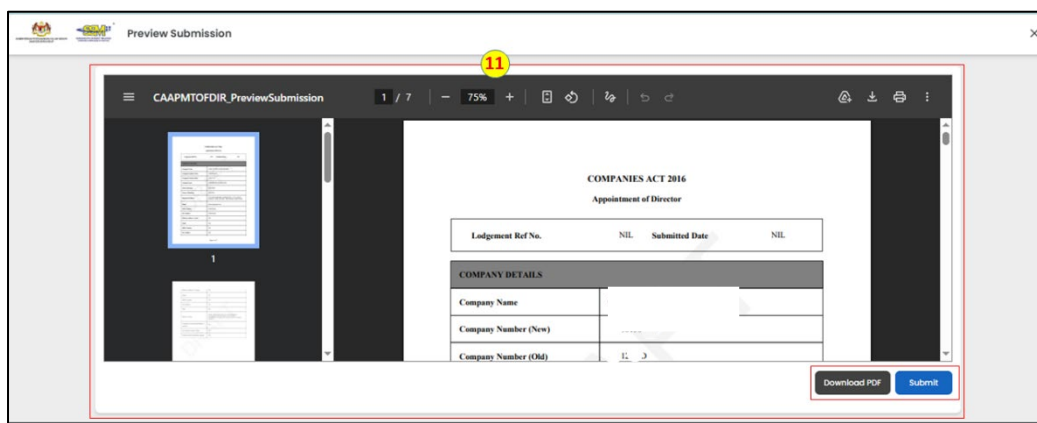
10. On **Declaration** tab:

1. Tick the **Declaration**.
2. Then click on **Preview Submission** button.



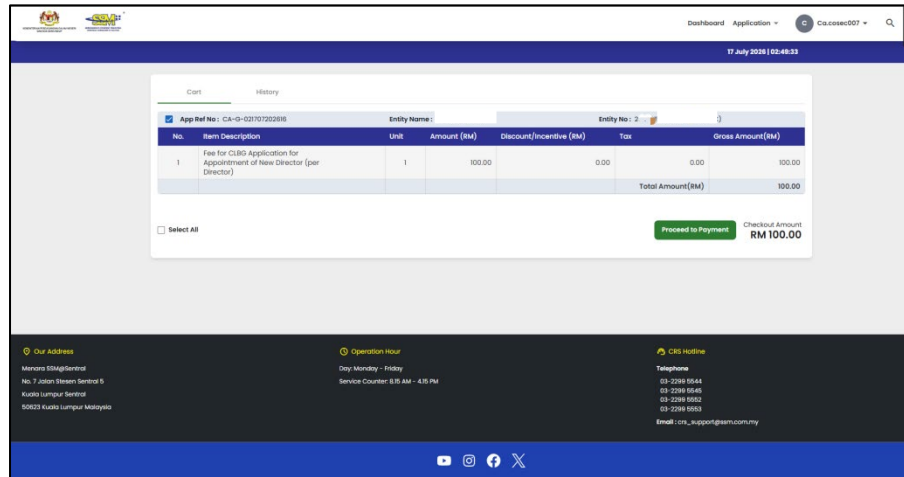
11. **Preview Submission**

1. Click **Download PDF**, then **Submit** button.
2. Company Secretary receives Notification (Payment Notification) on the fees to be paid.



12. Submit & Payment

1. Click **Proceed to Payment** button to pay the fee (RM100 for each director)

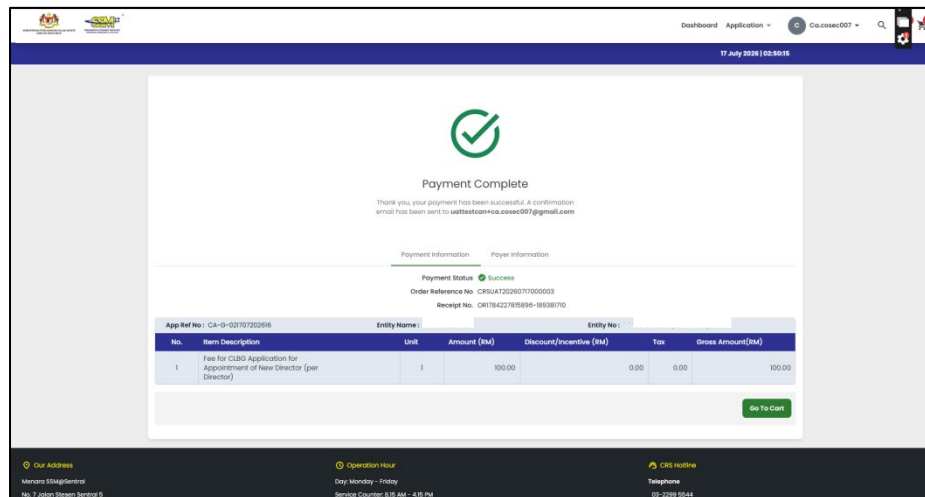


The screenshot shows the 'Cart' section of the application. It displays a table with the following data:

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for CBO Application for Appointment of New Director (per Director)	1	100.00	0.00	0.00	100.00
Total Amount (RM)						100.00

Below the table, there is a 'Proceed to Payment' button and a 'Checkout Amount' of RM 100.00.

2. Upon **payment complete**, the user will receive an **email notification** confirming that the application has been received.



The screenshot shows the 'Payment Complete' confirmation screen. It features a green checkmark icon and the text 'Payment Complete'. Below this, it states: 'Thank you, your payment has been successful. A confirmation email has been sent to uatstestcrs@cscc007@gmail.com'.

The screen also displays the following information:

- Payment Information:** Payment Status: Success
- Order Reference No:** CRSAJ202007000003
- Receipt No:** CRTR422785696-1853870

Below this information, there is a table with the same data as the previous screenshot:

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for CBO Application for Appointment of New Director (per Director)	1	100.00	0.00	0.00	100.00

At the bottom of the table, there is a 'Go To Cart' button.

Afret Submission

- Status application changes to "Submitted".
- Track progress of application in **My Tray**.
- User will receive notification for query, approval, or rejection. Upon approval, user may need to lodge notification of change in the director under Section 58 in the CIU module within 14 days.

Important Things to Remember

- The proposed director must be competent to perform the duties of a director of CLBG and not be disqualified under the Companies Act 2016.
- All information must be accurate.
- False declaration is an offence.

Helpful Tips

- Verify the director's eligibility before submitting.
- Prepare all documents in advance.

5.3 Amendment of Constitution

Section 45 Company Act 2016

Purpose

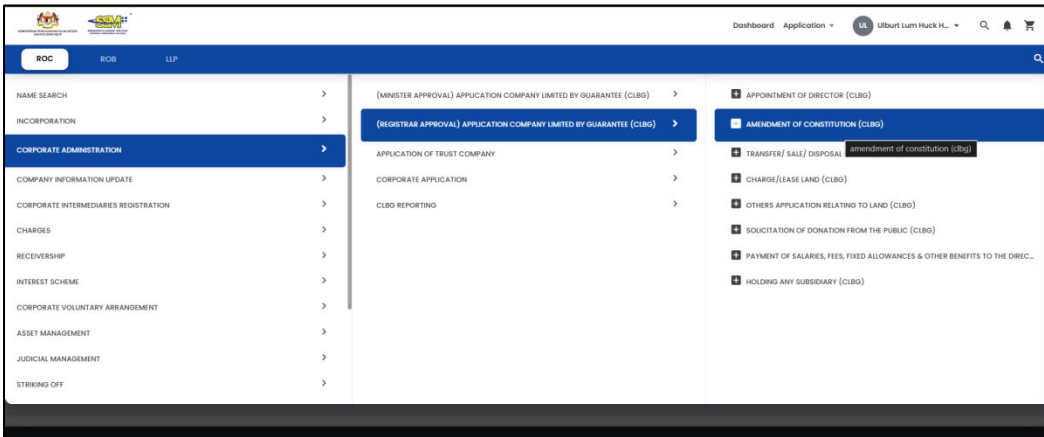
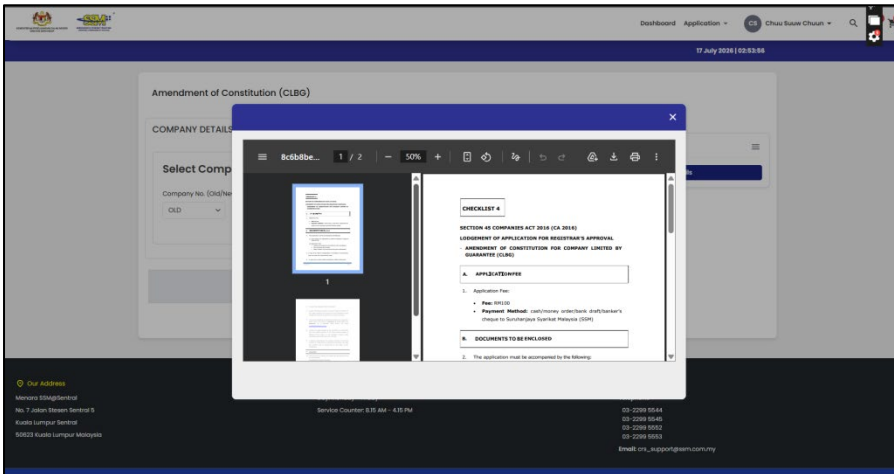
This application is for CLBG companies to seek Registrar approval for amendments to their Constitution (e.g., changes in objects, membership rules, director provisions, etc.).

Eligibility

Verified Company Secretary (External User).

Prerequisites

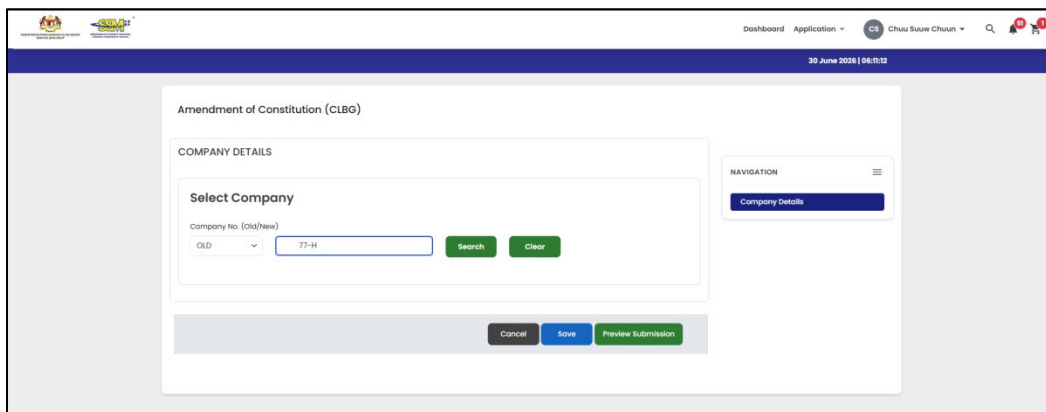
- The company must be an existing CLBG.
- Valid licensed Company Secretary.
- Special resolution approving the amendment.

Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. - Go to Applications → Register of Company (ROC) → Corporate Administration. - Select (Registrar Approval) Application Company Limited by Guarantee (CLBG) - Click on Amendment of Constitution. 
2.a	Step 2: Company Selection Checklist for this lodgement will pop up. 

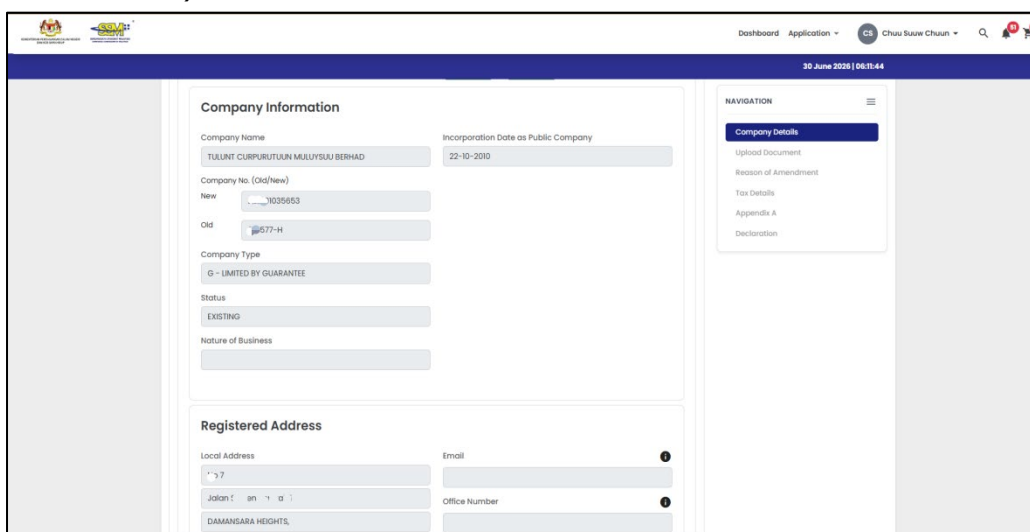
Field Num.

Description

2. System validate company is **Type G** and License Secretary.
System prompts message: "Secretary License is Not Valid" cannot open the application

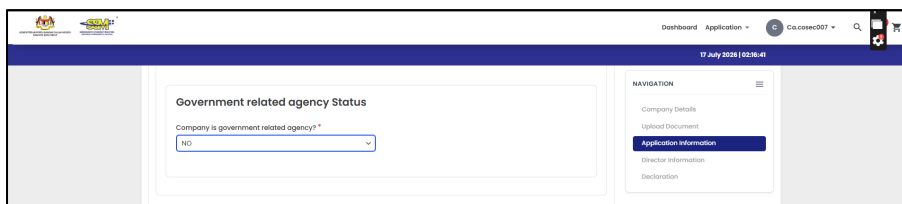


3. System will auto-populate basic company information (cannot be edited).



2.b

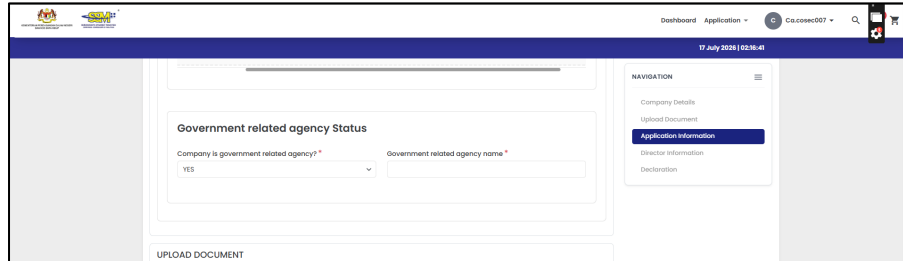
Step 2: Fill Government related agency status



Field Num.

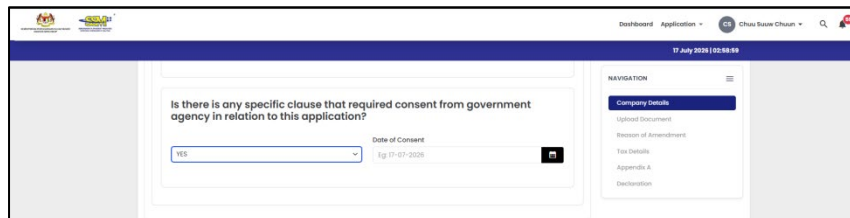
Description

If Yes, kindly state government related agency name (Mandatory)



3.

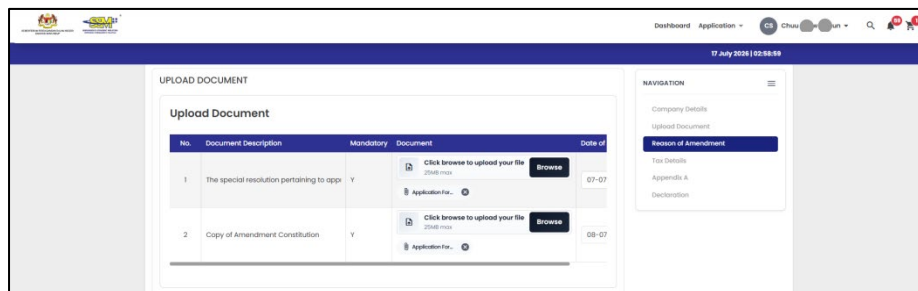
Step 3: Details of Amendment



If Yes, Fill in the Date of consent

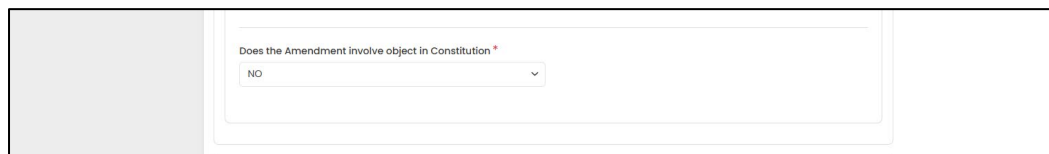
1. Upload Document (Mandatory)

- The special resolution pertaining to approval from registrar to amend the Constitution
- Copy of Amendment Constitution



2. Reason of Amendment

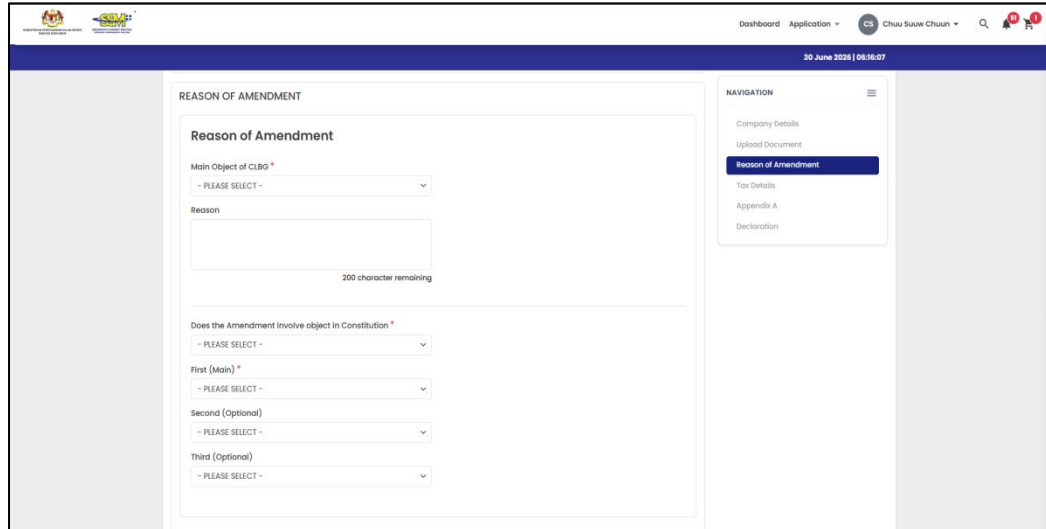
- Main object of CLBG (Select from dropdown)
- Reason
- Does the amendment involve object in Constitution (Select Yes or No)



Field Num.

Description

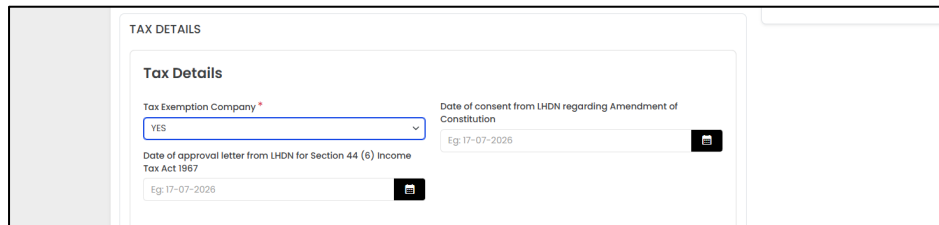
If **Yes** Fill in Mandatory fields (Select from Dropdown)



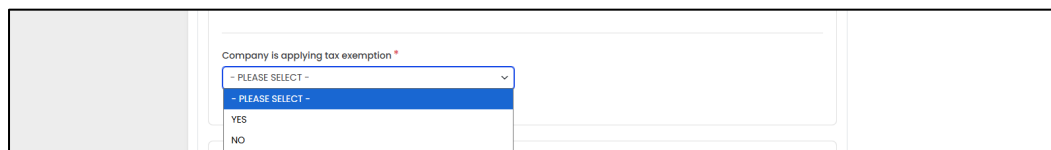
3. State:

- Tax Details

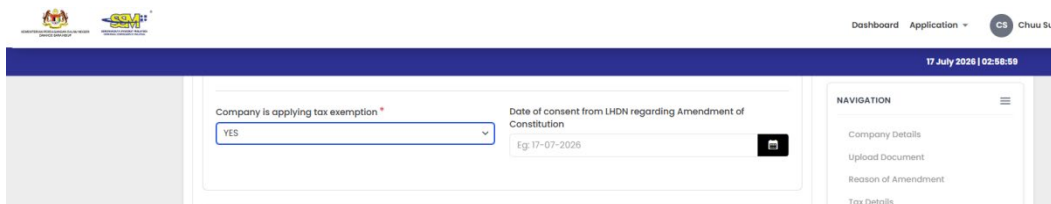
If **Yes**, Fill in the date of Consent from LHDN and Date of Approval Letter from LHDN



- Company is applying tax exemption



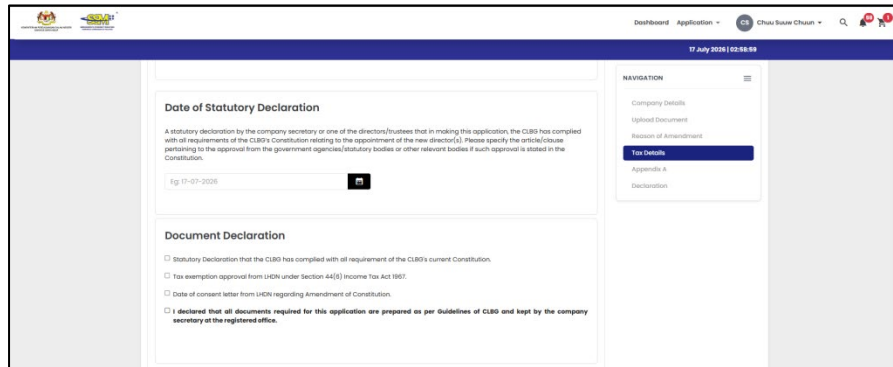
If Yes, select Date of consent from LHDN regarding Amendment of Constitution



4.

Step 4: Review & Declaration

1. Fill in Date of Statutory Declaration and Tick the Document Declaration:



Date of Statutory Declaration

A statutory declaration by the company secretary or one of the directors/trustees that in making this application, the CIBG has complied with all requirements of the CIBG's Constitution relating to the appointment of the new director(s). Please specify the article/clause pertaining to the approval from the government agencies/statutory bodies or other relevant bodies if such approval is stated in the Constitution.

Document Declaration

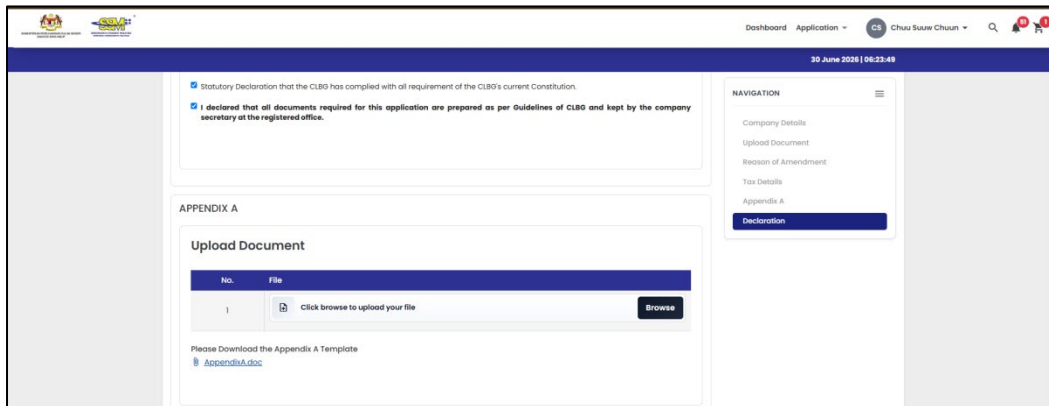
☐ Statutory Declaration that the CIBG has complied with all requirement of the CIBG's current Constitution.

☐ Tax exemption approval from IHDN under Section 44(5) Income Tax Act 1967.

☐ Date of consent letter from IHDN regarding Amendment of Constitution.

☐ I declared that all documents required for this application are prepared as per Guidelines of CIBG and kept by the company secretary at the registered office.

2. Upload Document for Appendix A



☒ Statutory Declaration that the CIBG has complied with all requirement of the CIBG's current Constitution.

☒ I declared that all documents required for this application are prepared as per Guidelines of CIBG and kept by the company secretary at the registered office.

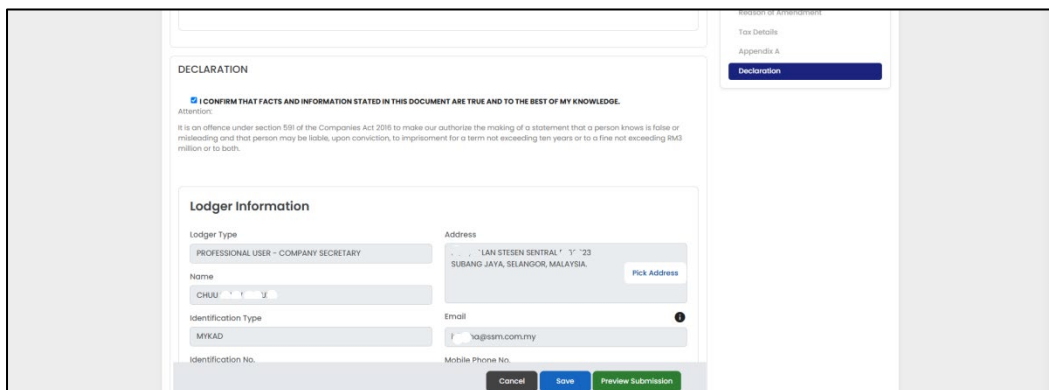
APPENDIX A

Upload Document

No.	File
1	Click browse to upload your file Browse

Please Download the Appendix A Template
[AppendixA.doc](#)

3. Tick the Declaration:



DECLARATION

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

Attention:
It is an offence under section 581 of the Companies Act 2016 to make our authorise 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.

Lodger Information

Lodger Type: PROFESSIONAL USER - COMPANY SECRETARY

Name: CHAU

Identification Type: MYKAD

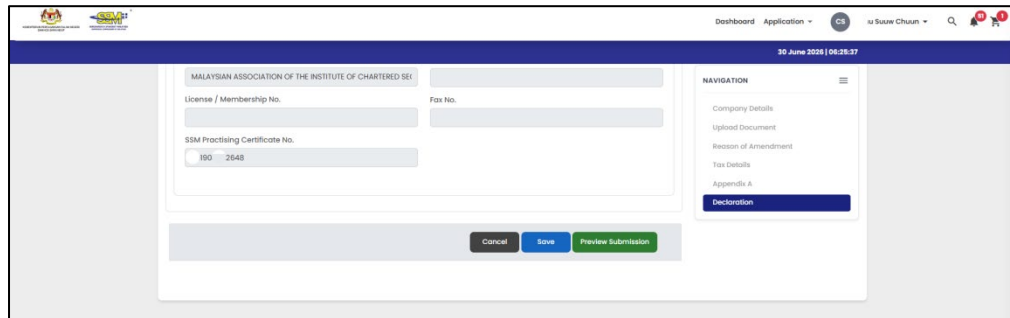
Identification No.

Address: 'LAN STESEN SENTRAL' 1' 1' 23 SUBANG JAYA, SELANGOR, MALAYSIA.

Email:

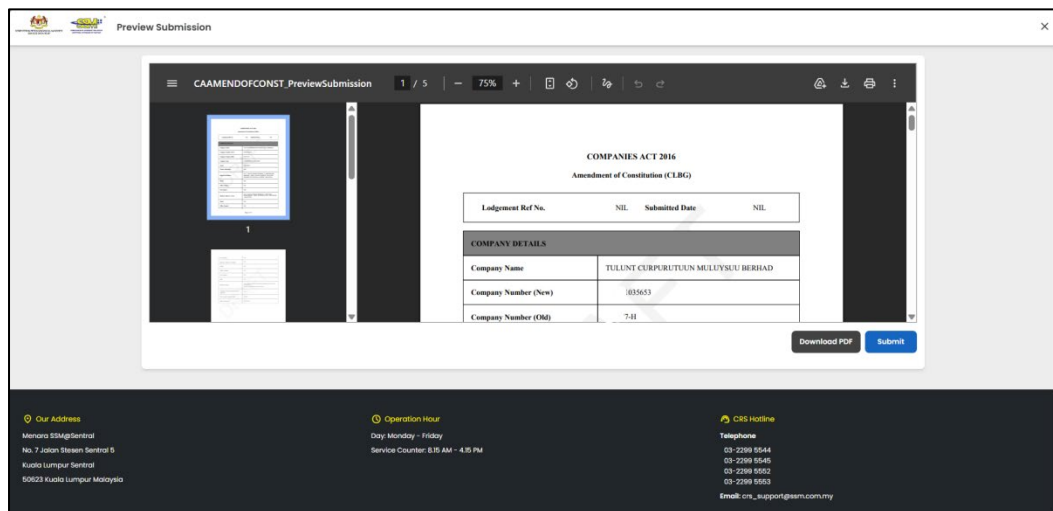
Mobile Phone No.

4. Click Preview Submission

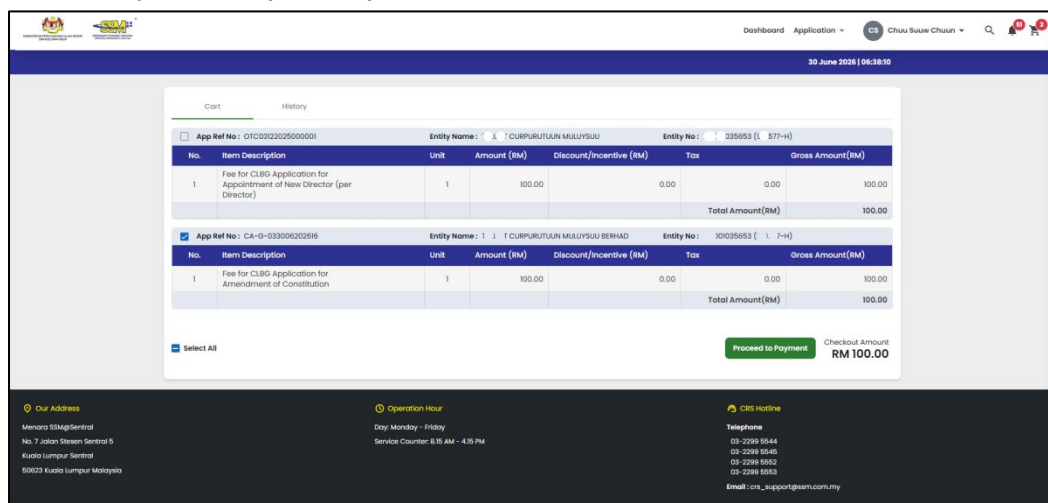


5. Step 5: Submit & Payment

1. Submit the application.



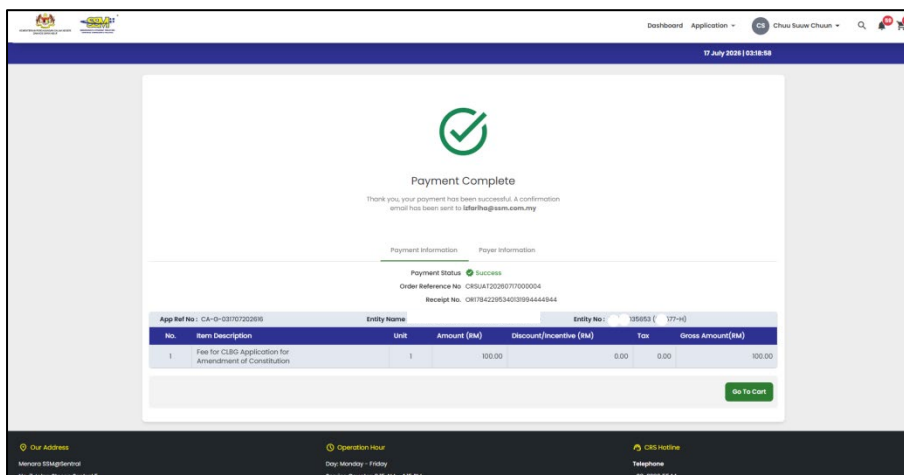
2. Pay the fee (RM100).



No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for CLBG Application for Appointment of New Director (per Director)	1	100.00	0.00	0.00	100.00
Total Amount (RM)						100.00
1	Fee for CLBG Application for Amendment of Constitution	1	100.00	0.00	0.00	100.00
Total Amount (RM)						100.00

Proceed to Payment Checkout Amount: RM 100.00

3. Application will be routed for Registrar review.



Upon **successful submission**, the public user will receive an **email notification** confirming that the application has been received.

After Submission

- Status updates in **My Tray**.
- You will receive email notifications for any query, approval, or rejection. Upon approval, you may need to lodge the amended constitution under Section 36 in the CIU module (within 30 days).

Important Notes

- The amendment must comply with Companies Act 2016 and CLBG guidelines.
- Clearly highlight particular changes in the documents related.

5.4 Transfer/Sale/Disposal of Land

Section 45 Company Act 2016

Purpose

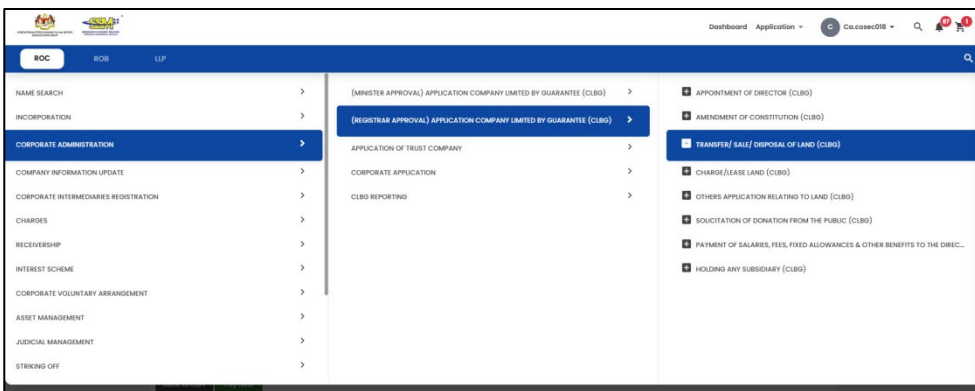
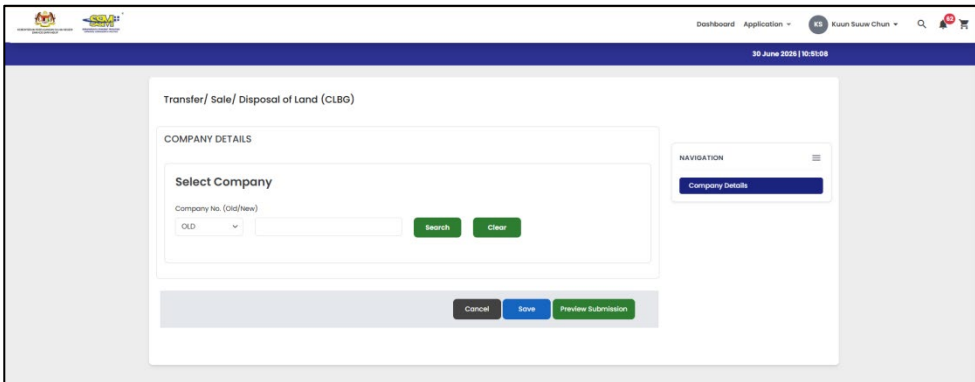
This application is for a Company Limited by Guarantee (CLBG) to seek approval from the Registrar to transfer, sell, or dispose of land that it currently holds. Due to the special nature of CLBGs, such transactions require prior regulatory approval to protect public interest and ensure compliance with relevant guidelines.

Eligibility

- Verified Company Secretary (External User) with a valid Practising Certificate
- Lawyer

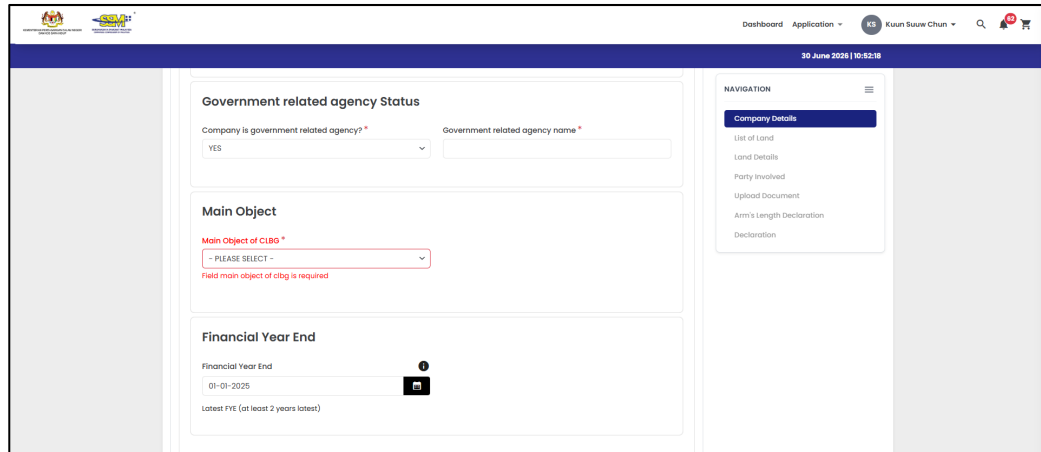
Prerequisites

- The company must be a registered CLBG that currently holds the land.
- The applicant must have an active licensed **Company Secretary or Lawyer** account.
- Board resolution approving the transfer/sale/disposal.
- Recent land search report (not older than 3 months).

Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. - From the main dashboard, click on Applications. - Navigate to Register of Company (ROC) → Corporate Administration. - Select the appropriate path (Registrar Approval) Application Company Limited By Guarantee (CLBG) - Choose Transfer/Sale/Disposal of Land 
2.	Step 2: Company and Land Identification - Enter the company number and search.  - The system will display current ownership details for verification.
3.	Step 3: Company Details Government related agency status Company is government related agency? (If Yes, fill Government related agency name)

Field Num.

Description

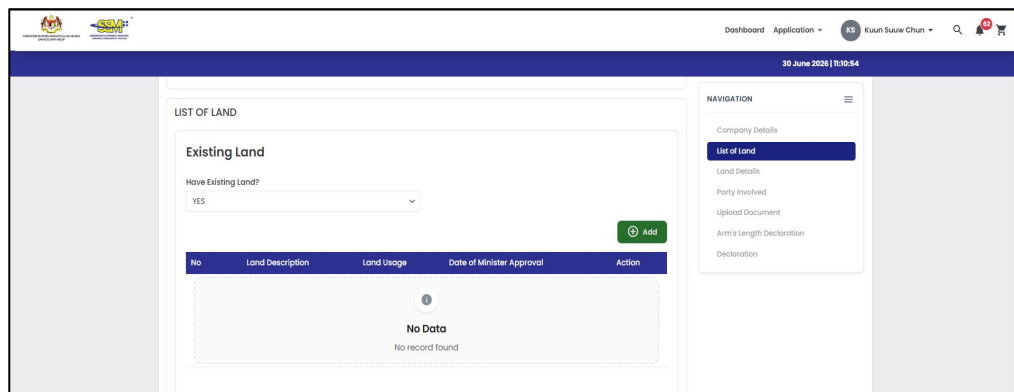


The screenshot shows the 'Government related agency Status' form. It includes a dropdown for 'Company is government related agency?' with 'YES' selected, a text field for 'Government related agency name', a 'Main Object' section with a 'Main Object of CIBQ' dropdown (showing '- PLEASE SELECT -') and a red error message 'Field main object of cibq is required', and a 'Financial Year End' section with a date field set to '01-01-2025' and a 'Latest FYE (at least 2 years latest)' label. A navigation sidebar on the right lists 'Company Details', 'List of Land', 'Land Details', 'Party Involved', 'Upload Document', 'Arm's Length Declaration', and 'Declaration'.

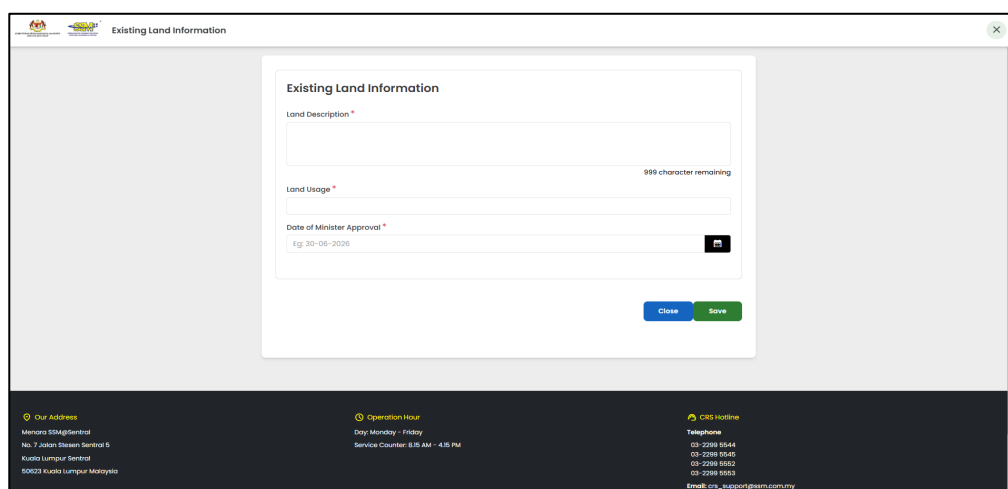
4.

Step 4: List of Land

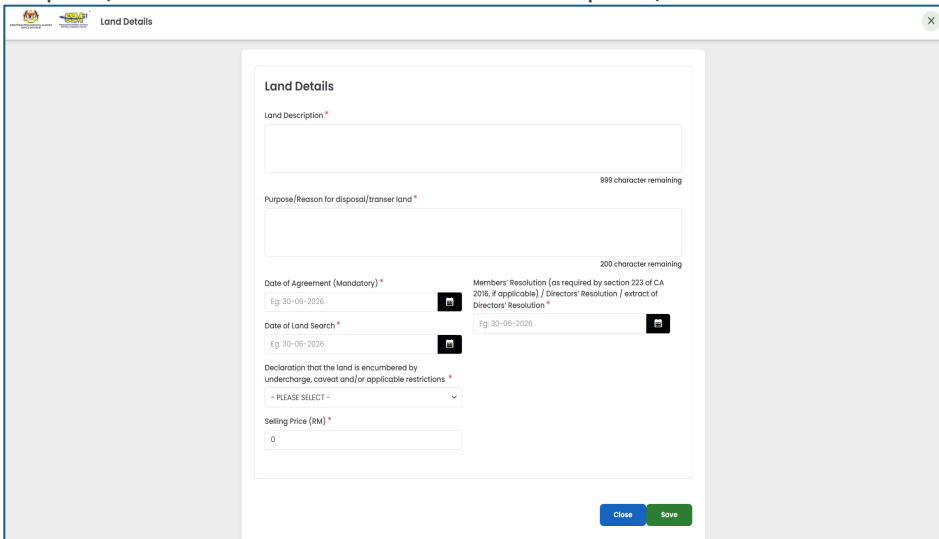
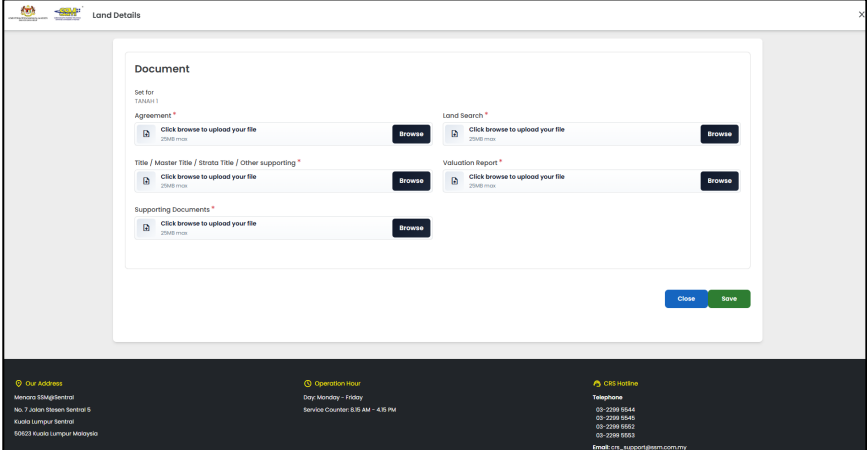
Existing Land (Select Yes or No. If Yes Add existing land information)



The screenshot shows the 'LIST OF LAND' form. It has a section for 'Existing Land' with a 'Have Existing Land?' dropdown set to 'YES' and an 'Add' button. Below this is a table with columns: 'No', 'Land Description', 'Land Usage', 'Date of Minister Approval', and 'Action'. The table is currently empty, showing a 'No Data' message. A navigation sidebar on the right lists 'Company Details', 'List of Land', 'Land Details', 'Party Involved', 'Upload Document', 'Arm's Length Declaration', and 'Declaration'.



The screenshot shows the 'Existing Land Information' modal form. It includes a 'Land Description' text field, a 'Land Usage' text field, and a 'Date of Minister Approval' text field with a date picker set to '01-01-2025'. There is a '999 character remaining' indicator for the Land Description field. At the bottom are 'Close' and 'Save' buttons. The footer of the page contains contact information: 'Our Address' (Minara SSM@Sentral, No. 7, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50073 Kuala Lumpur, Malaysia), 'Operation Hour' (Day Monday - Friday, Service Counter 8:15 AM - 4:15 PM), and 'CSG Hotline' (Telephone: 03-2289 5544, 03-2289 5545, 03-2289 5553, 03-2289 5553; Email: crs_support@ssm.com.my).

Field Num.	Description
5.	Step 5: Transaction Details Provide complete information: - Land Description (Transfer, Sale, or Disposal). - Purpose/Reason for disposal/transfer land  - Selling price - Reason for the transfer/sale/disposal. - Proposed use of proceeds (must align with CLBG objects).
6.	Step 6: Upload Supporting Documents Upload the following mandatory documents: - Agreement. - Land Search. - Title/Master title Strata title/other supporting. - Valuation report. - Supporting Documents. 

**Field
Num.**

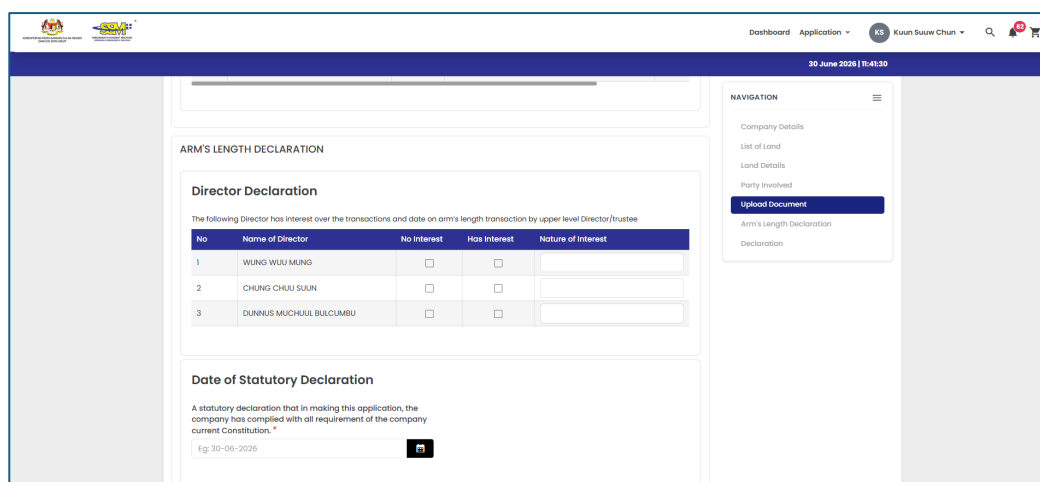
Description

7.

Step 7: Arm's Length Declaration

Director Declaration

- The following Director has interest over the transactions and date on arm's length transaction by upper-level Director/trustee



ARM'S LENGTH DECLARATION

Director Declaration

The following Director has interest over the transactions and date on arm's length transaction by upper level Director/trustee

No	Name of Director	No Interest	Has Interest	Nature of Interest
1	WUNG WUJ MUNG	☐	☐	
2	CHUNG CHIU SUIN	☐	☐	
3	DUNRUS MUCHJUL BUCUMBU	☐	☐	

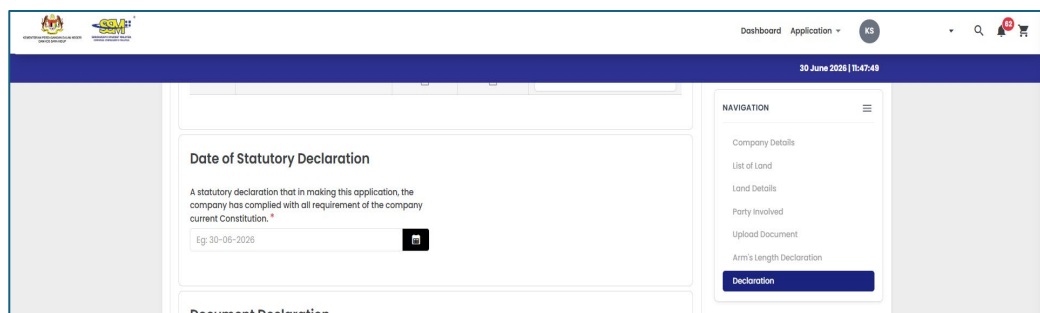
Date of Statutory Declaration

A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution.*

Eg: 30-06-2026

Date of Statutory

- A statutory declaration that in making this application, the company has complied with all requirements of the company current Constitution



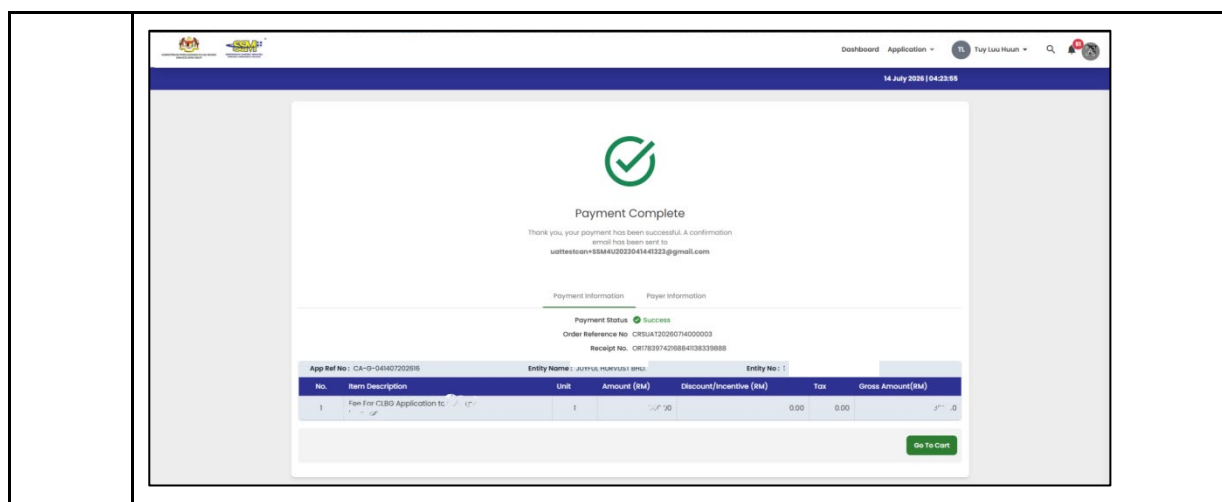
Date of Statutory Declaration

A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution.*

Eg: 30-06-2026

Document Declaration

Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**.



Post-Submission

- Status can be tracked in **My Tray**.
- The relevant authority (Registrar) will review the application.
- You may be queried for additional information.
- Upon approval, you can proceed with the legal transfer and update records accordingly.
- Notifications will be sent at each stage.

Important Reminders

- The proceeds from sale/disposal must be used for purposes consistent with the CLBG's objects.
- Incomplete or unclear applications are likely to be queried or rejected.
- Retain all approval letters for future audits or land authority submissions.

Tips

- Prepare a strong justification letter explaining why the disposal is necessary and how the funds will benefit the company's objectives.
- Ensure all legal documents are properly executed and stamped.
- It is advisable to consult legal counsel familiar with CLBG land matters before submission.

5.5 Charge/Lease Land

Section 45 Company Act 2016

Introduction

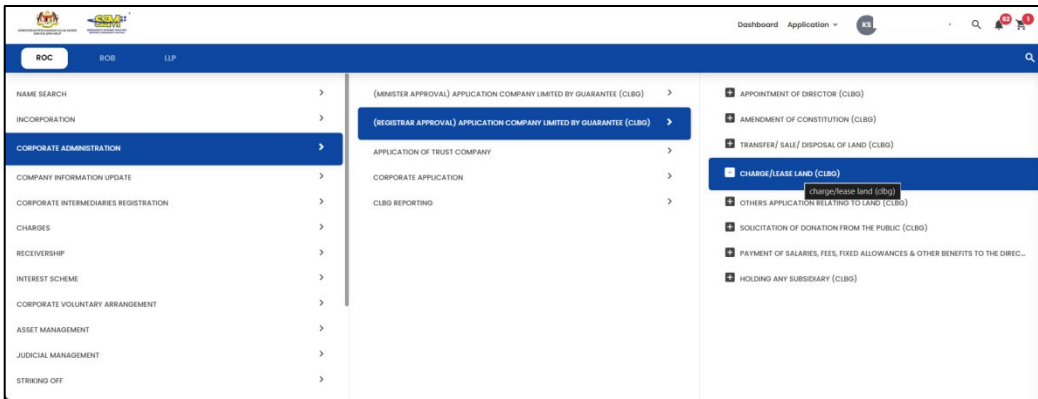
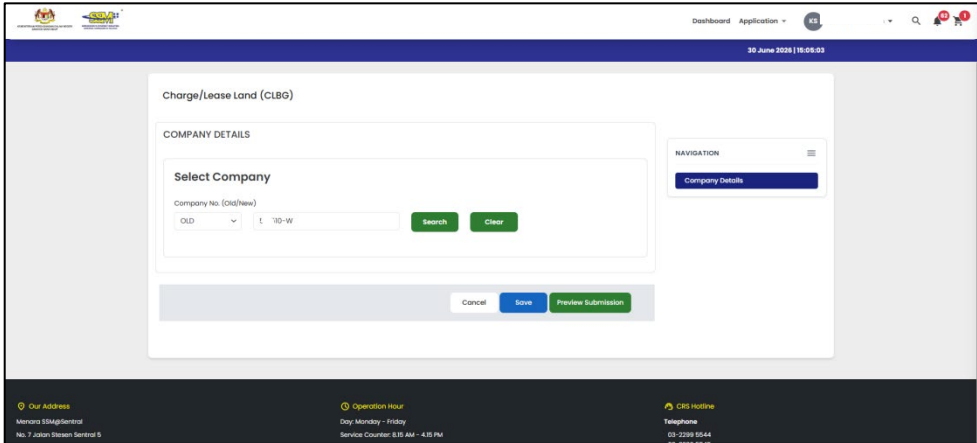
This application allows a Company Limited by Guarantee (CLBG) to seek approval to charge (create a charge/mortgage) or lease its land to third parties. Such transactions require prior approval to ensure they do not conflict with the company's non-profit objectives and comply with regulatory requirements.

Eligibility

- Verified Company Secretary (External User) with a valid Practising Certificate
- Lawyer

Prerequisites

- The company must be an existing CLBG that owns the land.
- The applicant must have an active licensed **Company Secretary or Lawyer** account.
- Board resolution approving the charge or lease.
- Recent land search report (not older than 3 months)

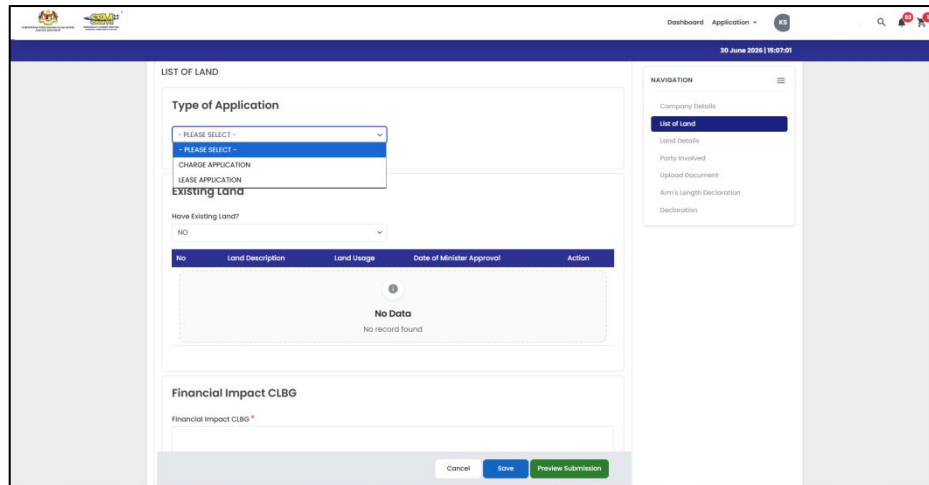
Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. - Go to Applications → Register of Company (ROC) → Corporate Administration. - Select the relevant approval path (Registrar Approval) Application Company Limited By Guarantee (CLBG) - Choose Charge/Lease Land. 
2.	Step 2: Company and Land Selection - Enter company number and search.  - Verify the displayed land details.

3.

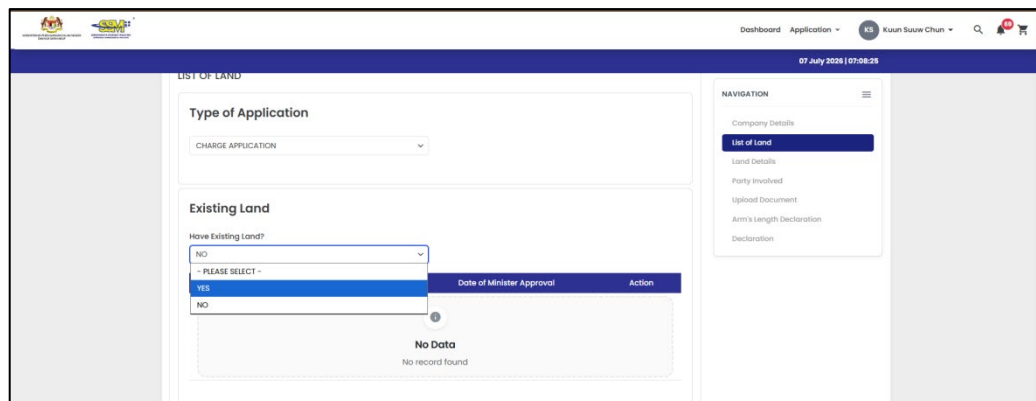
Step 3: Transaction Details

Fill in detailed information:

- Type of transaction (Charge or Lease).



Select Dropdown Yes or No (If Yes, Add Existing Land)

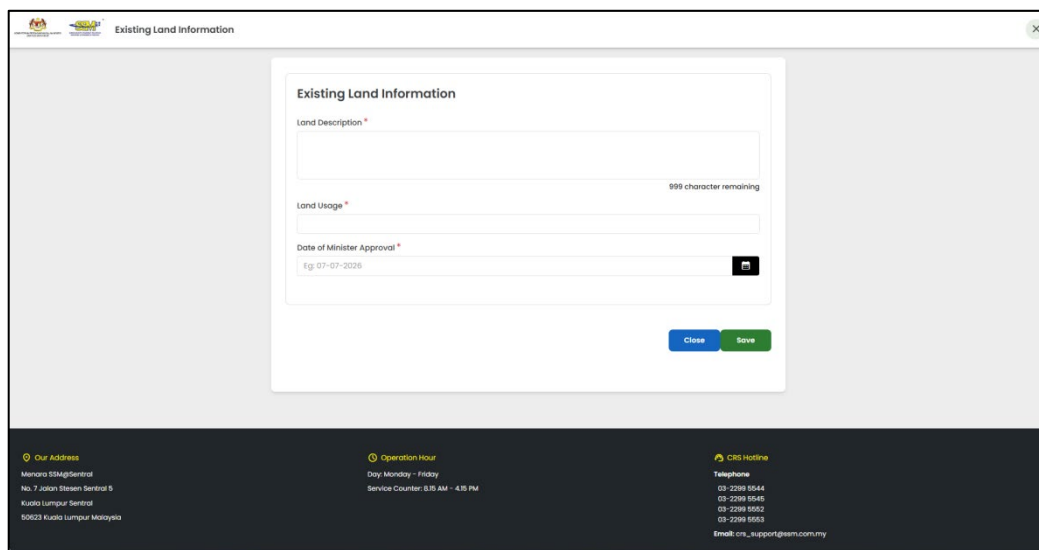


- Existing Land Information

Land Description

Land Usage (Mandatory)

Date of Minister Approval (Mandatory)



Existing Land Information

Land Description *

999 character remaining

Land Usage *

Date of Minister Approval *

Eg: 07-07-2026

Close Save

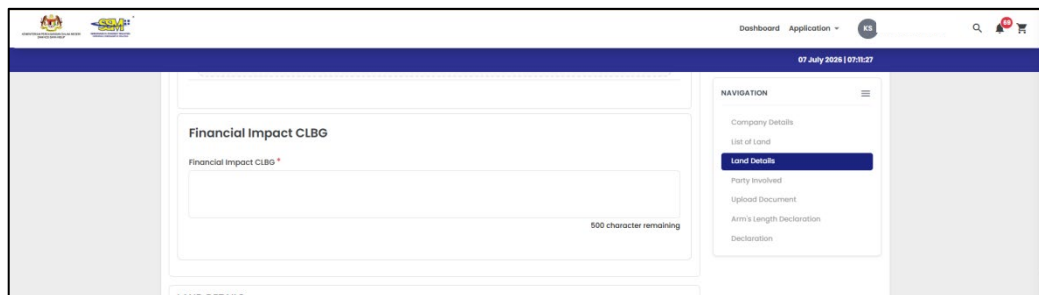
Our Address
Menara SSM@Sentral
No. 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur, Malaysia

Operation Hour
Day: Monday - Friday
Service Counter: 9:30 AM - 4:30 PM

CRS Hotline
Telephone
03-2299 5544
03-2299 5545
03-2299 5553
03-2299 5553
Email: crs_support@ssm.com.my

Financial Impact CLBG (Mandatory)

On Financial Impact CLBG user can input 500 characters



Financial Impact CLBG

Financial Impact CLBG *

500 character remaining

NAVIGATION

- Company Details
- List of Land
- Land Details**
- Party Involved
- Upload Document
- Ann's Length Declaration
- Declaration

After inputting Financial Impact CLBG, user need to Add Land Details



LAND DETAILS

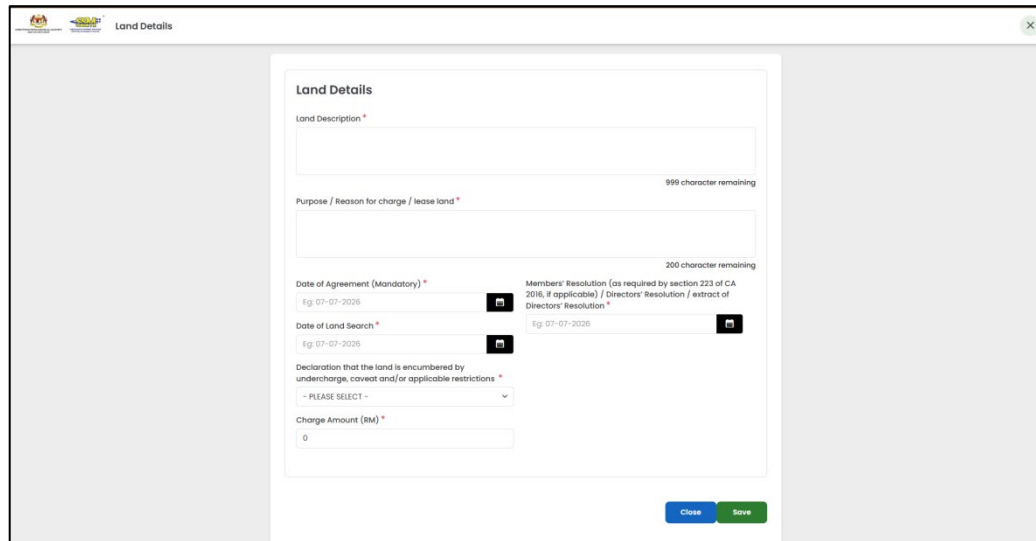
Add

No	Land Description	Purpose / Reason for charge / lease land	Date of Agreement (Mandatory)	Members	Action

NAVIGATION

- Company Details
- List of Land**
- Land Details
- Party Involved
- Upload Document
- Ann's Length Declaration
- Declaration

Click **Add** and screen Pop up



Land Details

Land Description *

Purpose / Reason for charge / lease land *

Date of Agreement (Mandatory) *
Eg: 07-07-2025

Date of Land Search *
Eg: 07-07-2025

Members' Resolution (as required by section 223 of CA 2016, if applicable) / Directors' Resolution / extract of Directors' Resolution *

Declaration that the land is encumbered by undercharge, caveat and/or applicable restrictions *

Charge Amount (RM) *

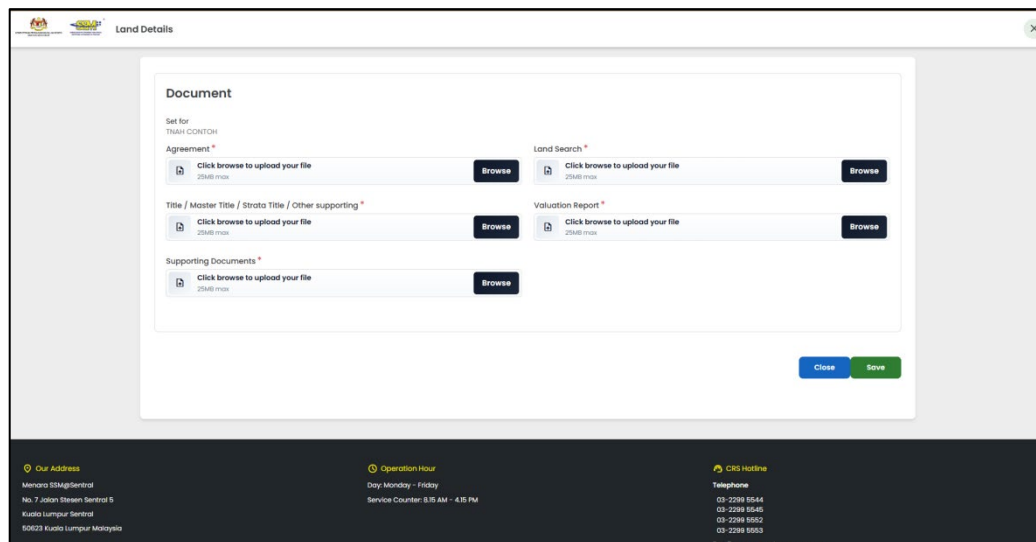
Close Save

Please provide the required fields before saving details

4. Step 4: Upload Supporting Documents

Upload:

- Agreement.
- Land Search.
- Title/Master title Strata title/other supporting.
- Valuation report.
- Supporting Documents.



Document

Set for: TRASH CONTENT

Agreement *
Click browse to upload your file (25MB max) Browse

Title / Master Title / Strata Title / Other supporting *
Click browse to upload your file (25MB max) Browse

Supporting Documents *
Click browse to upload your file (25MB max) Browse

Land Search *
Click browse to upload your file (25MB max) Browse

Valuation Report *
Click browse to upload your file (25MB max) Browse

Close Save

Our Address
Menara SSM@Sentral
No. 7 Jalan Besar Sentral 5
Kuala Lumpur Sentral
50823 Kuala Lumpur Malaysia

Operation Hour
Day: Monday - Friday
Service Counter: 9.30 AM - 4.30 PM

CRS Hotline
Telephone
03-2299 8544
03-2299 8545
03-2299 8552
03-2299 8553

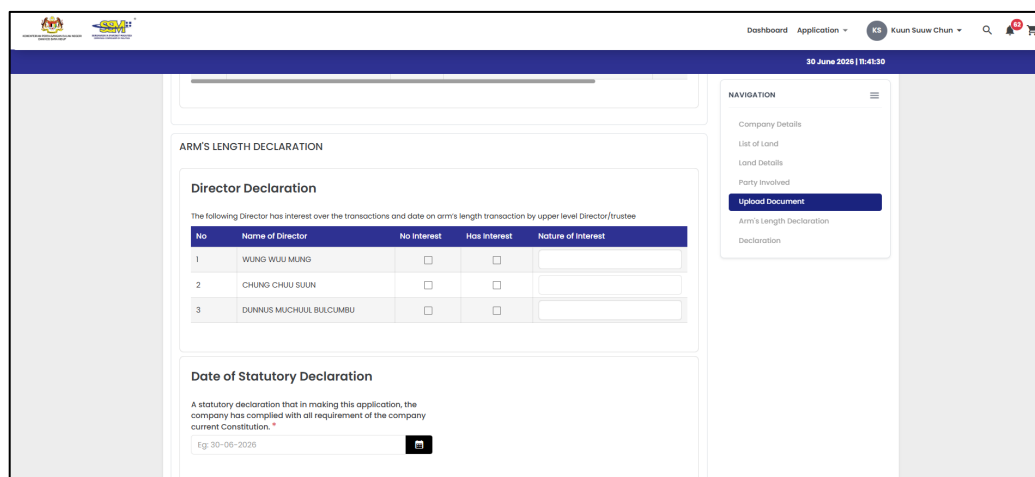
Email: crs@corporateregistry.com.my

5.a

Step 5: Arm's Length Declaration

Director Declaration

- The following Director has interest over the transactions and date on arm's length transaction by upper-level Director/trustee



ARM'S LENGTH DECLARATION

Director Declaration

The following Director has interest over the transactions and date on arm's length transaction by upper level Director/trustee

No	Name of Director	No Interest	Has Interest	Nature of Interest
1	WONG WUU MUNG	☐	☐	
2	CHUNG CHIU SUUN	☐	☐	
3	DUNNUS MUCHAUL BUELCUMBU	☐	☐	

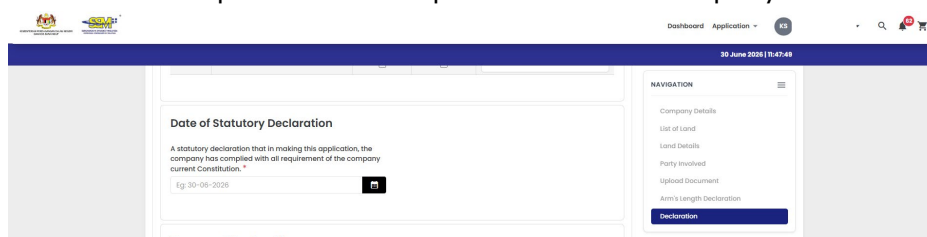
Date of Statutory Declaration

A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution. *

Eg: 30-06-2026

Date of Statutory

- A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution



Date of Statutory Declaration

A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution. *

Eg: 30-06-2026

Document Declaration

5.b

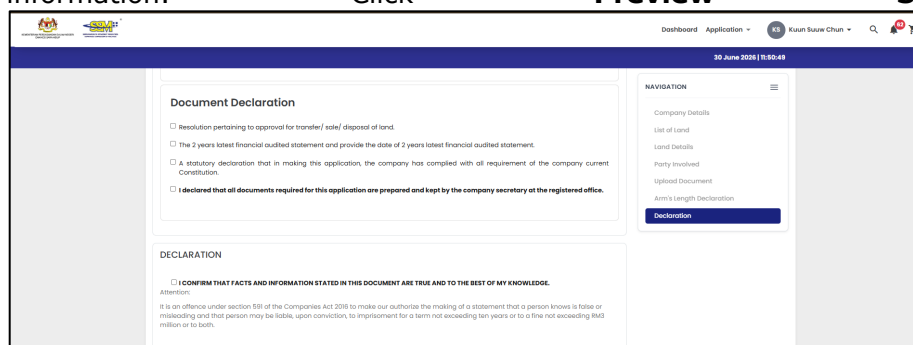
Step 5: Review, Declaration and Submission

Thoroughly review all entered data and uploaded documents in the preview screen. Tick the General Declaration confirming the truthfulness of the information.

Click

Preview

Submission



Document Declaration

☐ Resolution pertaining to approval for transfer/ sale/ disposal of land.

☐ The 2 years latest financial audited statement and provide the date of 2 years latest financial audited statement.

☐ A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution.

☐ I declared that all documents required for this application are prepared and kept by the company secretary at the registered office.

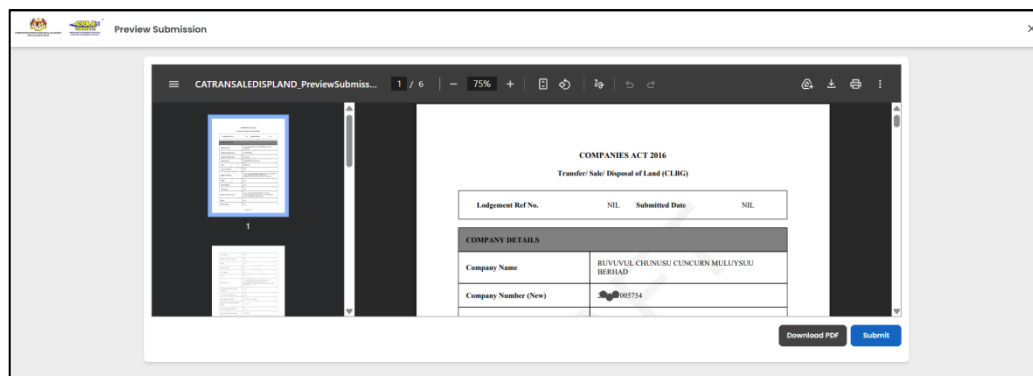
DECLARATION

☐ I CONFIRM THAT 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 our 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 \$500,000 or to both.

then **Submit**.



Preview Submission

CATRANSALESDISPLAND_PreviewSubmiss... 1 / 6 75%

COMPANIES ACT 2016
Transfer/Sale/Disposal of Land (CLBG)

Lodgement Ref No. NIL Submitted Date NIL

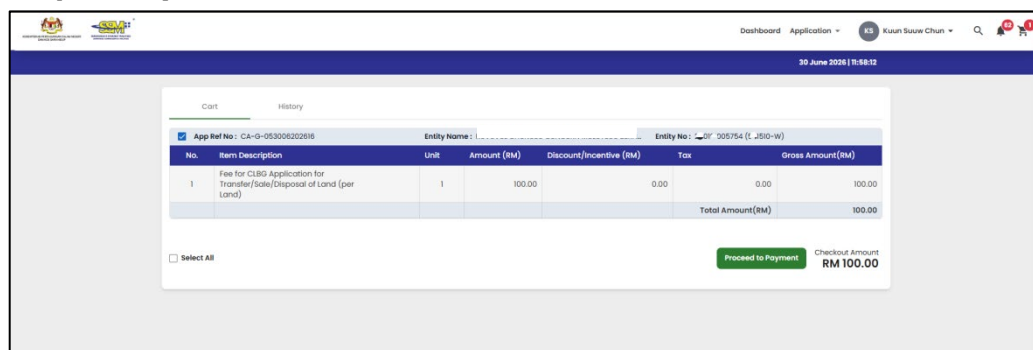
COMPANY DETAILS

Company Name	BEYUSUL CHENUSU CUNCUN MULLYUSU BERHAD
Company Number (New)	1005754

Download PDF Submit

6.

Step 6: Payment



Dashboard Application Kuun Suwe Chun 30 June 2018 | 11:58:12

Cart History

App Ref No: CA-G-053006202616 Entity Name: L Entity No: 1005754 (L 210-W)

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for CLBG Application for Transfer/Sale/Disposal of Land (per Land)	1	100.00	0.00	0.00	100.00
Total Amount (RM)						100.00

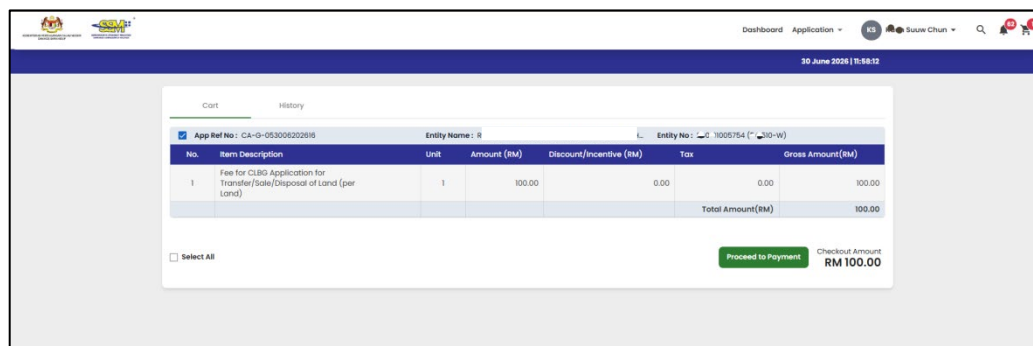
Select All Proceed to Payment Checkout Amount RM 100.00

Pay the application fee (RM100 per land). Complete the payment process. **Upon successful submission**, the public user will receive an email notification confirming that the application has been received.

7.

Step 7: Payment

Pay the application fee (RM100 per land). Complete the payment process.



Dashboard Application Kuun Suwe Chun 30 June 2018 | 11:58:12

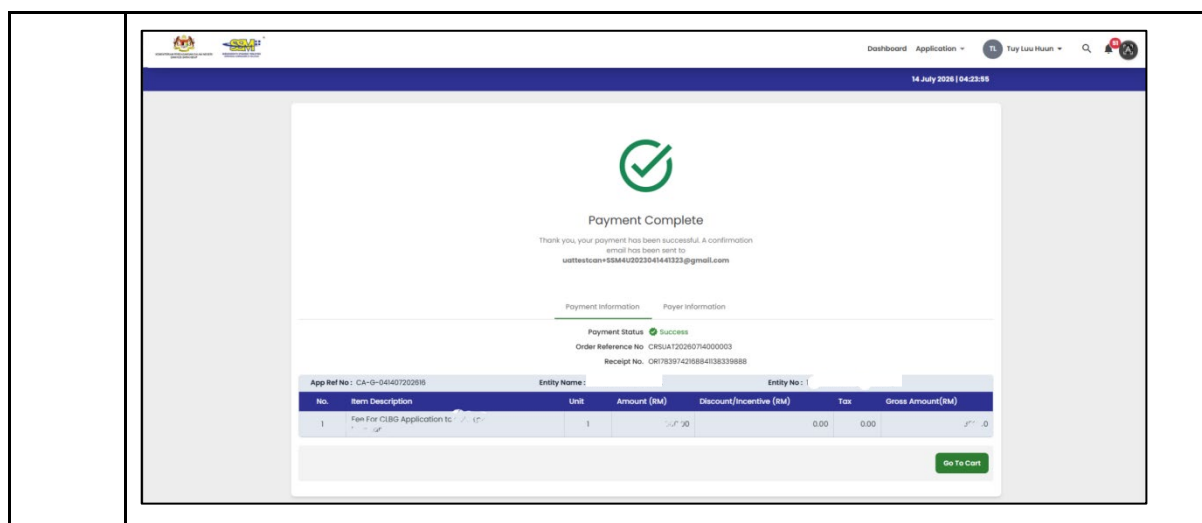
Cart History

App Ref No: CA-G-053006202616 Entity Name: R Entity No: 1005754 (R 210-W)

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for CLBG Application for Transfer/Sale/Disposal of Land (per Land)	1	100.00	0.00	0.00	100.00
Total Amount (RM)						100.00

Select All Proceed to Payment Checkout Amount RM 100.00

Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**.



Post-Submission Process

- Application status updates to "Submitted".
- Monitor progress in **My Tray**.
- Expect possible queries from the Registrar.
- Upon approval, proceed with registration at the Land Office and update company records.
- Receive official notifications at key stages.

Important Reminders

- The lease or charge must not jeopardise the company's ability to fulfil its objects.
- All agreements must be properly stamped and registered after approval.
- Keep copies of all approvals for compliance.

Helpful Tips

- Provide a clear explanation of how the charge/lease supports the CLBG's mission.
- Engage a lawyer experienced in land matters for CLBGs to prepare documents.
- Submit complete applications to minimise processing time.

5.6 Others Application Relating to Land

Section 45 Company Act 2016

Introduction

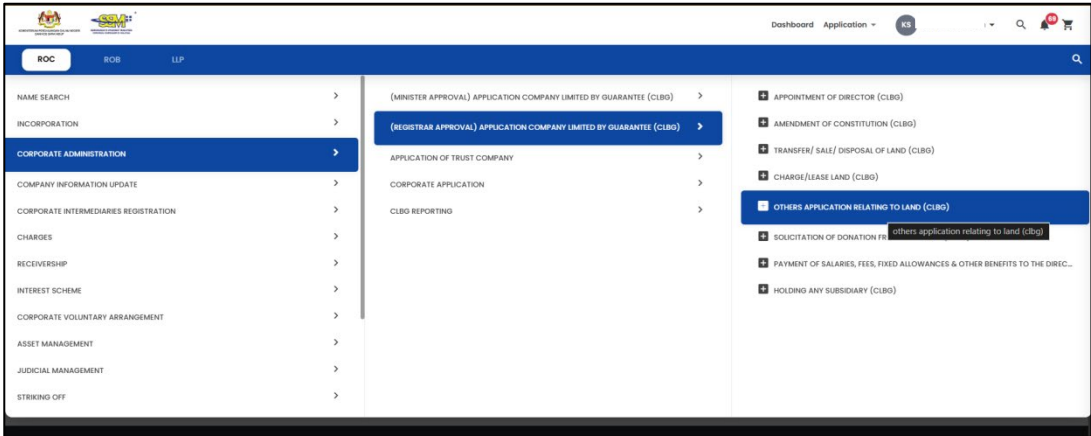
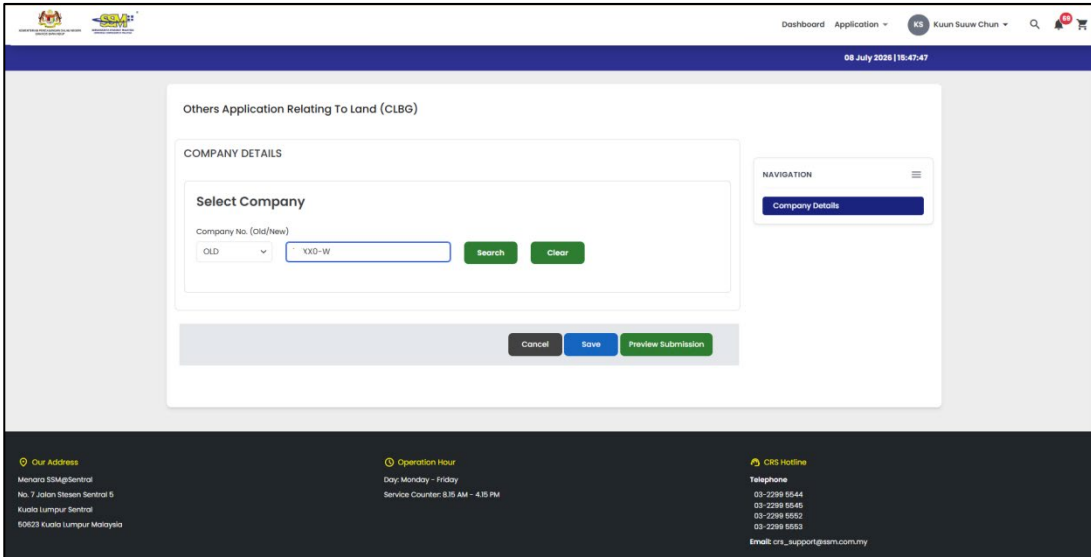
This application is used for any other land-related matters for CLBG that does not fall under the standard Hold, Transfer, Charge, or Lease categories. Examples include extension of lease, land subdivision, amalgamation, or any special permission involving land owned by the company.

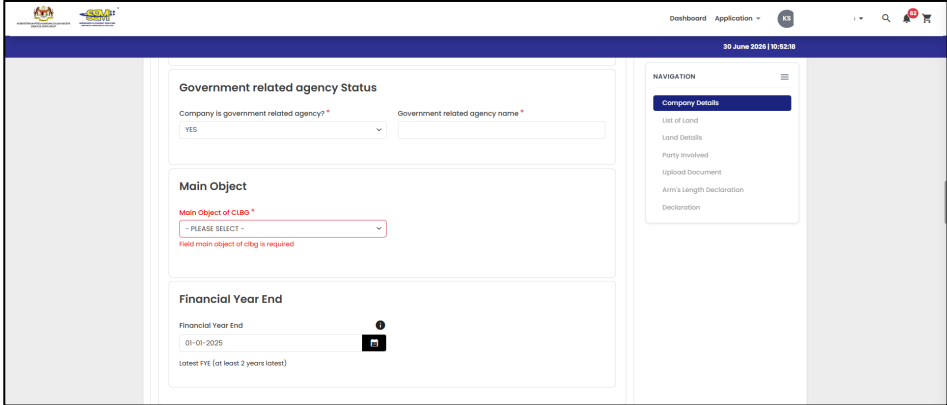
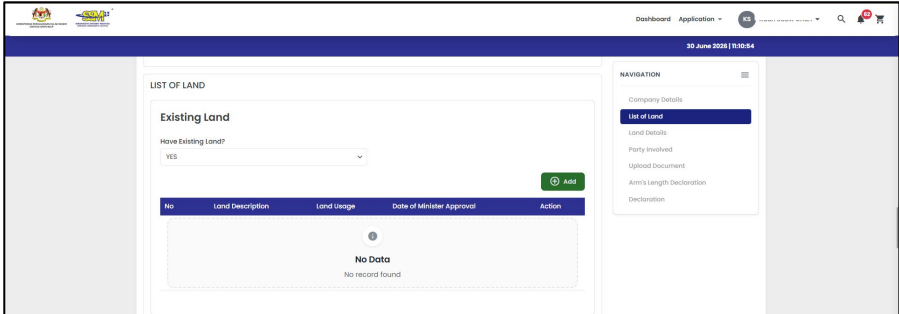
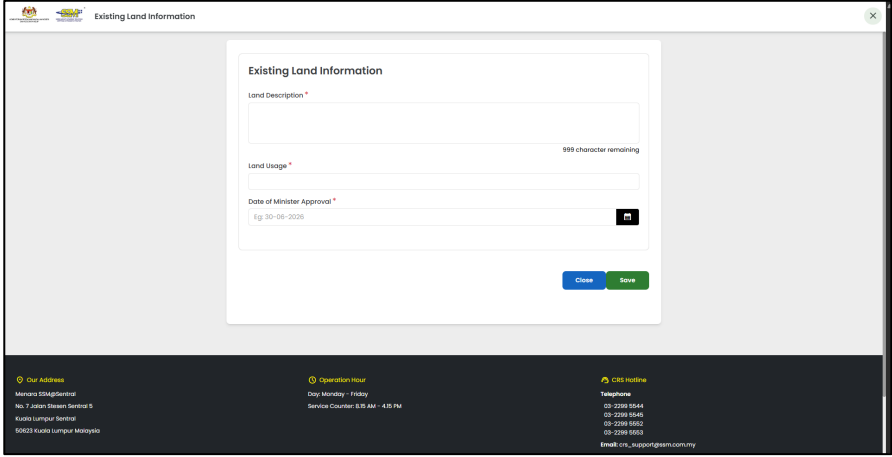
Eligibility

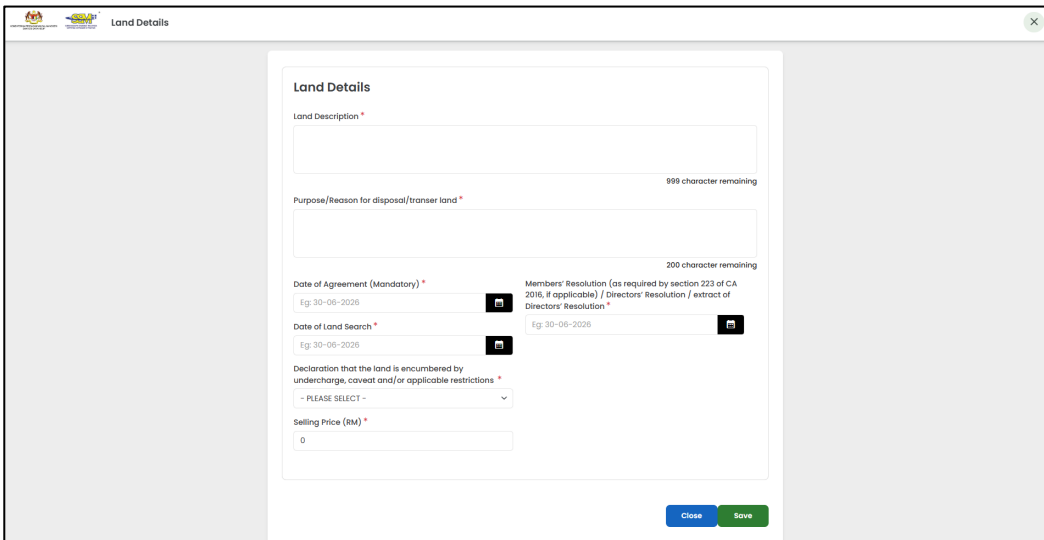
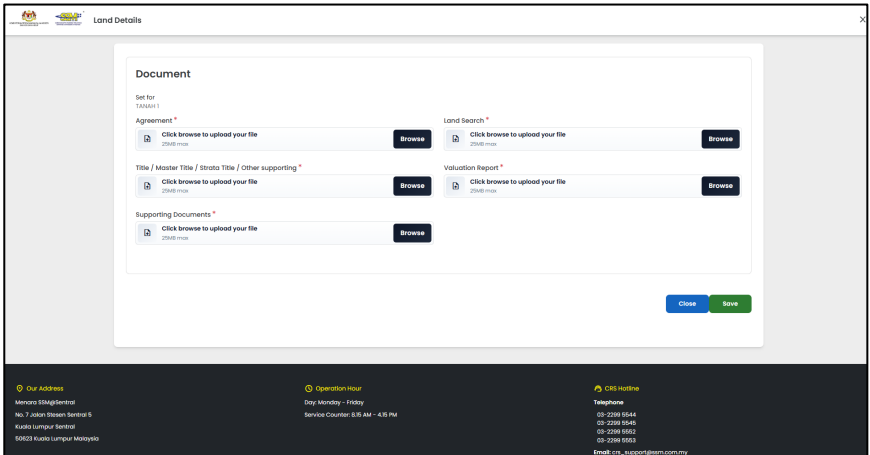
- Verified Company Secretary (External User) with a valid Practising Certificate.
- Lawyer.

Prerequisites

- The company must be a CLBG that owns or has interest in the land.
- Valid secretary licence.
- Board resolution for the specific land matter.
- Relevant supporting documents depending on the request.

Field Num.	Description
1.	Login and Navigate 1. Click Applications on the dashboard. 2. Select Register of Company (ROC). 3. Click Corporate Administration. 4. Select the relevant approval path (Registrar Approval) Application Company Limited By Guarantee (CLBG) 5. Select Others Application Relating to Land. 
2.	Company and Land Selection 1. Enter the company number and click Search.  2. Select the specific land title from the company's list. 3. The system will display current land ownership details.

Field Num.	Description
3.	Step 3: Company Details Government related agency status Company is government related agency? (If Yes, fill Government related agency name) 
4.	Step 4: List of Land Existing Land (Select Yes or No . If Yes Add existing land information)  

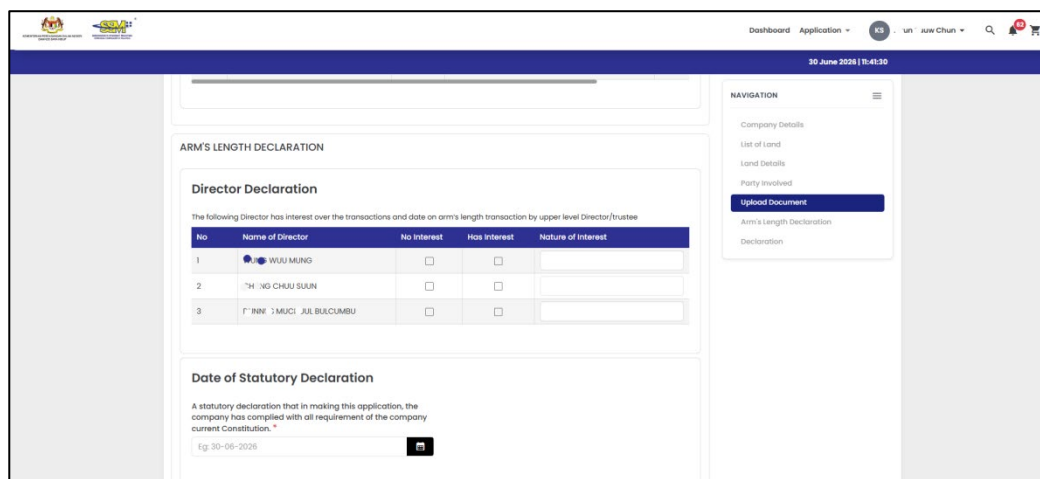
Field Num.	Description
5.	Step 5: Transaction Details Provide complete information: - Land Description (Transfer, Sale, or Disposal).  - Purpose/Reason for disposal/transfer land. - Selling price. - Reason for the transfer/sale/disposal. - Proposed use of proceeds (must align with CLBG objects).
6.	Step 6: Upload Supporting Documents Upload the following mandatory documents: - Agreement. - Land Search. - Title/Master title Strata title/other supporting. - Valuation report. - Supporting Documents. 

7.

Step 7: Arm's Length Declaration

Director Declaration

- The following Director has interest over the transactions and date on arm's length transaction by upper-level Director/trustee.



ARM'S LENGTH DECLARATION

Director Declaration

The following Director has interest over the transactions and date on arm's length transaction by upper level Director/trustee

No	Name of Director	No Interest	Has Interest	Nature of Interest
1	WUJ MUNG	☐	☐	
2	TH NG CHIU SUIN	☐	☐	
3	TH NG CHIU SUIN	☐	☐	

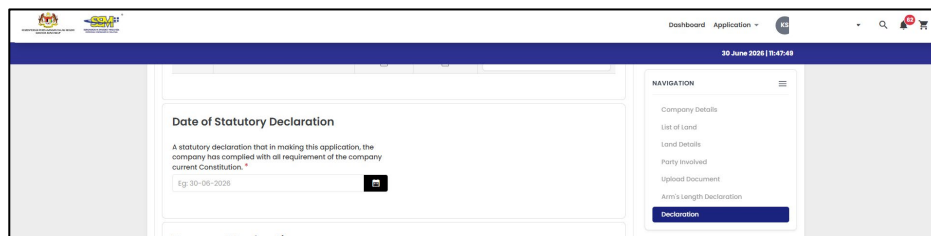
Date of Statutory Declaration

A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution. *

Eg 30-06-2026

Date of Statutory

- A statutory declaration that in making this application, the company has complied with all requirements of the company current Constitution



Date of Statutory Declaration

A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution. *

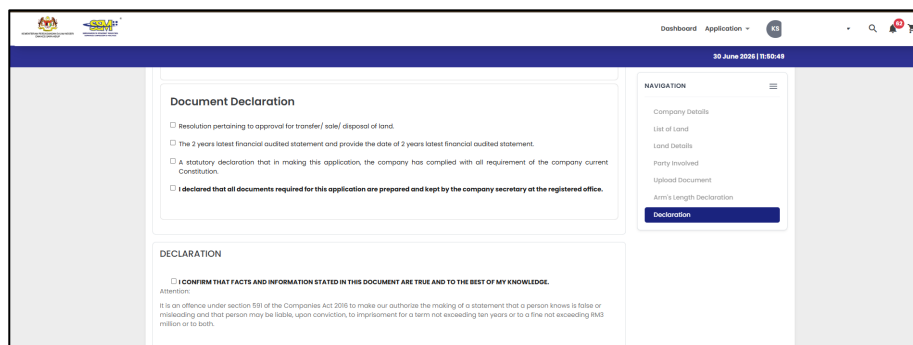
Eg 30-06-2026

Document Declaration

8.

Step 8: Review, Declaration and Submission

Thoroughly review all entered data and uploaded documents in the preview screen. Tick the General Declaration confirming the truthfulness of the information. Click **Preview Submission**



Document Declaration

☐ Resolution pertaining to approval for transfer/ sale/ disposal of land.

☐ The 2 years latest financial audited statement and provide the date of 2 years latest financial audited statement.

☐ A statutory declaration that in making this application, the company has complied with all requirement of the company current Constitution.

☐ I declared that all documents required for this application are prepared and kept by the company secretary at the registered office.

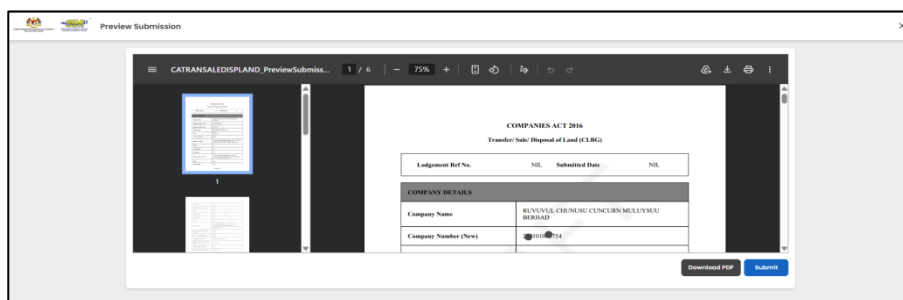
DECLARATION

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

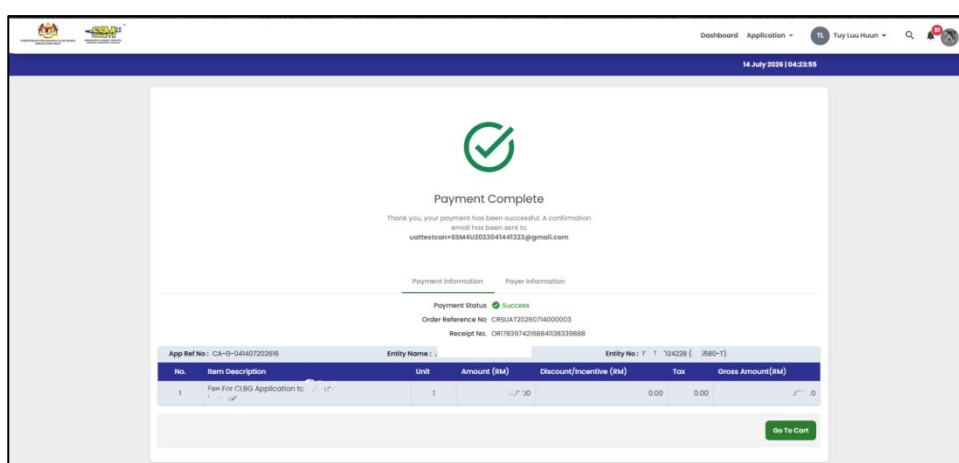
Attention:

It is an offence under section 581 of the Companies Act 2016 to make 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 RM5 million or to both.

Click on **Submit**.



Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**.



After Submission

- Status will change to Submitted.
- Track the application in **My Tray**.
- You will receive notifications for any query, request for more information, approval, or rejection.
- Upon approval, proceed with the necessary actions at the Land Office or relevant authorities.

Important Things to Remember

- Give a clear and strong justification for the request.
- All documents must be complete and up-to-date.
- Processing time may be longer for complex or special cases.
- Keep all approval documents for future reference.

Helpful Tips

- Write a professional supporting letter that explains the purpose clearly.
- Consult a lawyer or land expert if the matter is complicated.
- Submit the application early to allow sufficient processing time.

5.7 Solicitation of Donation from The Public

Section 45 Company Act 2016

Introduction

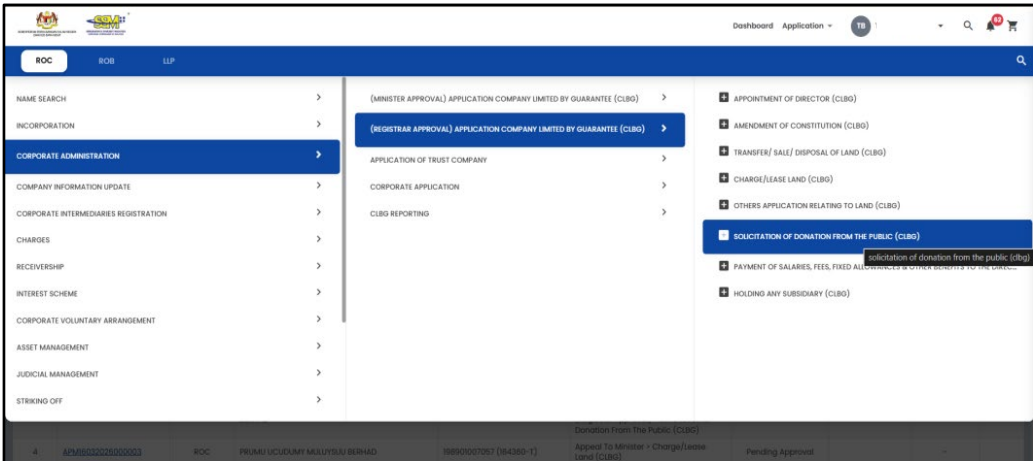
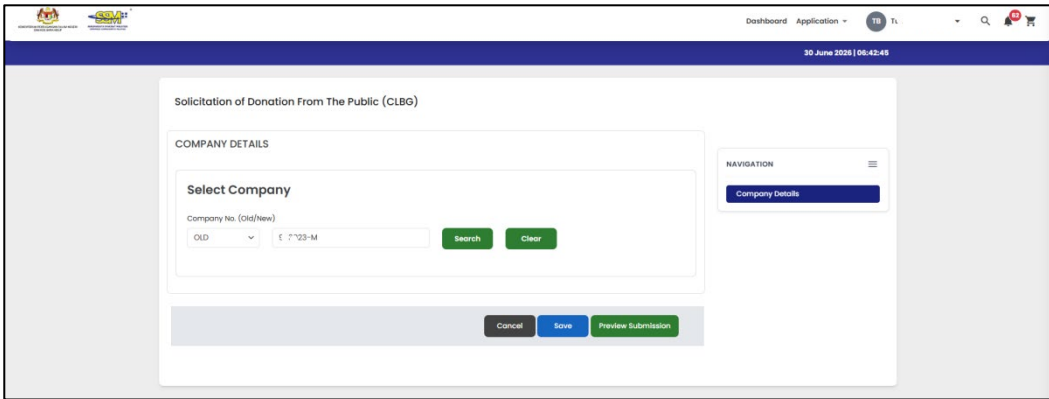
This application allows a Company Limited by Guarantee (CLBG) to seek Registrar approval to solicit donations from the public. Such approval is required under the Companies Act 2016 to ensure that the company's activities are transparent and aligned with its charitable or non-profit objectives.

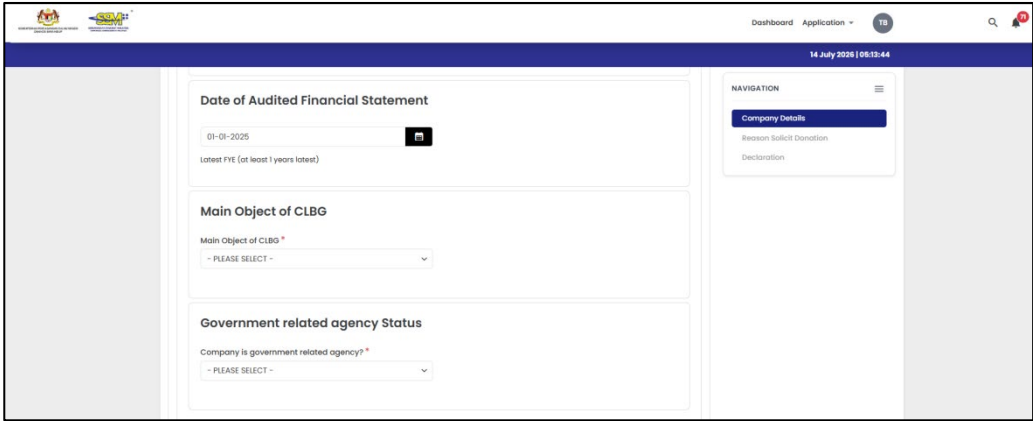
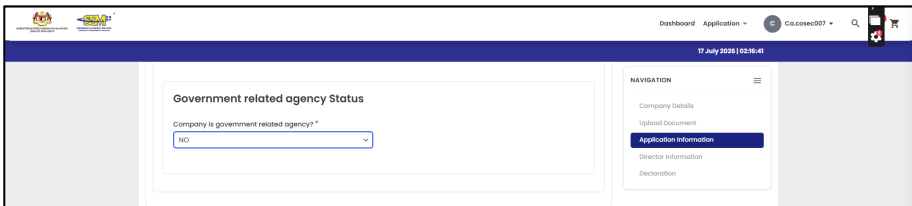
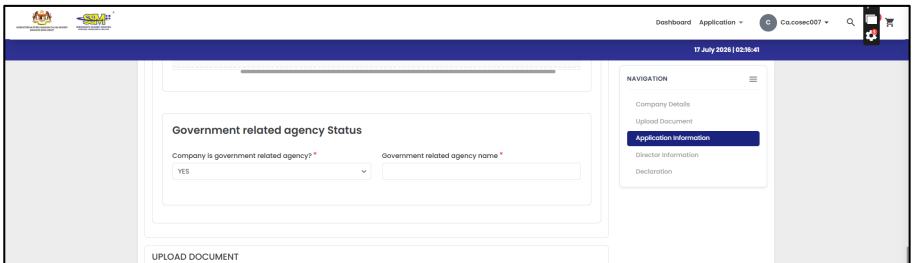
Eligibility

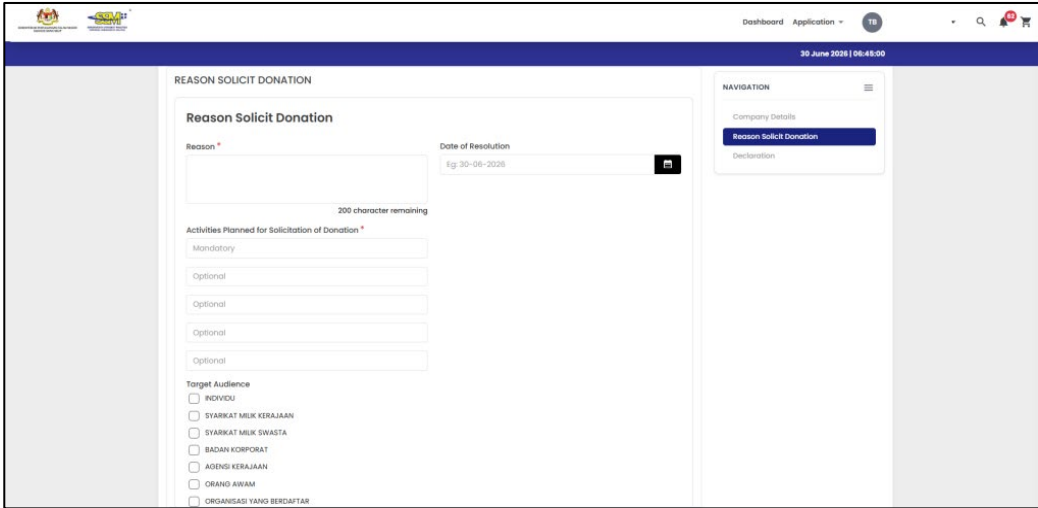
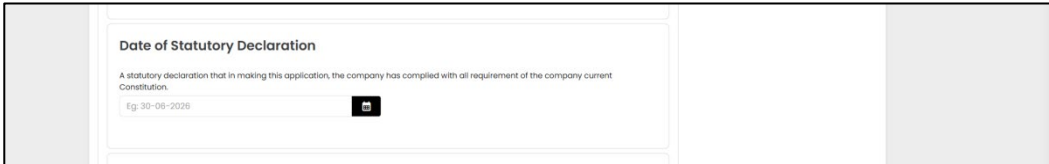
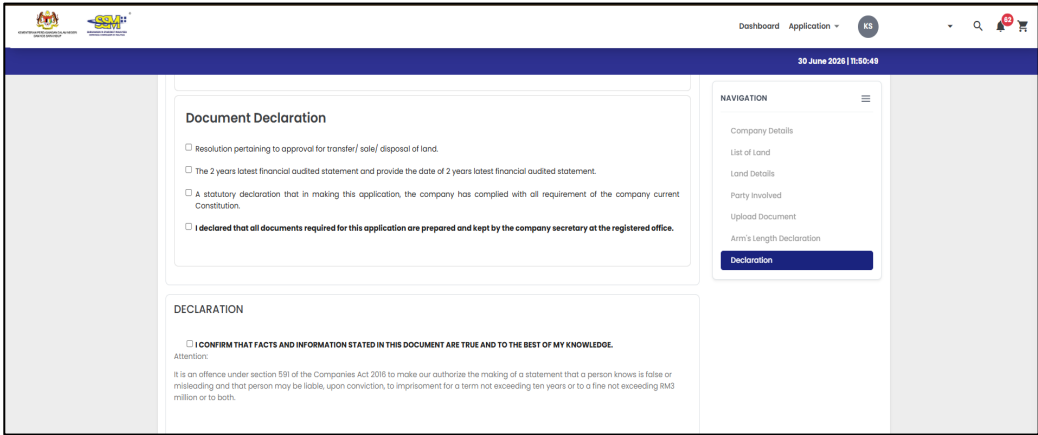
Only authorised Company Secretaries with valid Practising Certificates can submit this application on behalf of an eligible CLBG.

Prerequisites

- The company must be a registered CLBG.
- Valid licensed Company Secretary account.
- Board resolution authorizing the solicitation of donations.
- Clear justification and plan for the use of solicited funds.

Field Num.	Description
1.	Step 1: Accessing the Module From the dashboard, go to Applications → Register of Company (ROC) → Corporate Administration → (Registrar Approval) Application Company Limited by Guarantee (CLBG) → Solicitation of Donation From The Public (CLBG). 
2.	Step 2: Company Selection Enter the company number and search. The system will validate that the company is a CLBG and that your secretary license is active. If validation fails, you will not be able to proceed. 
3.	Step 3: Fill in Company Details • Date of Audited Financial Statement • Main Object of CLBG • Government related agency Status

Field Num.	Description
	
4.	Step 4: Fill Government related agency status  If Yes, kindly state government related agency name (Mandatory) 
5.	Step 5: Fill Application Details Provide the following information: - Reason of solicit donations (must be clearly stated and fill in Mandatory Fields). - Fill the Date of resolution - Activities planned for solicitation of donation (e.g.; Larian Amal, Kempen derma darah, Majlis makan malam amal dll) (Mandatory) - Target Audience (Can tick more than one)

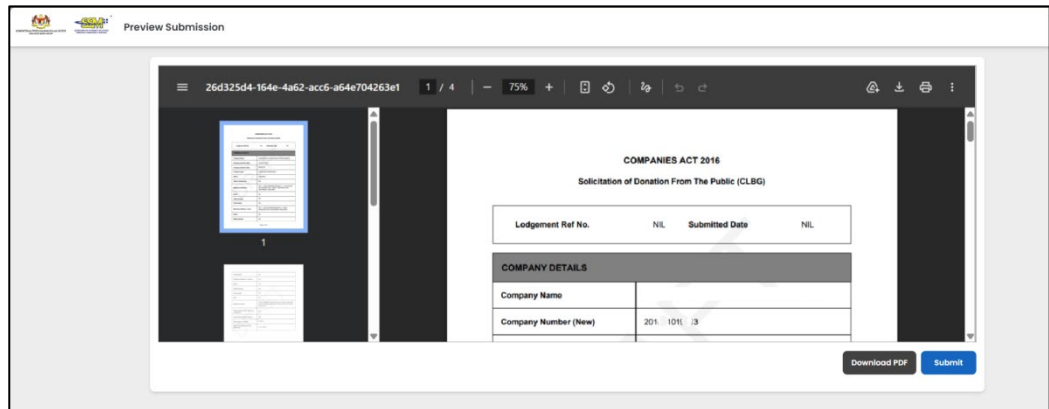
Field Num.	Description
	
6.a	Step 6: Date of statutory Declaration Date of Statutory A statutory declaration that in making this application, the company has complied with all requirements of the company current Constitution 
6.b	Review, Declaration and Submission Thoroughly review all entered data and uploaded documents in the preview screen. Tick the Document declaration and Declaration confirming the truthfulness of the information. Click Preview Submission 

Field Num.

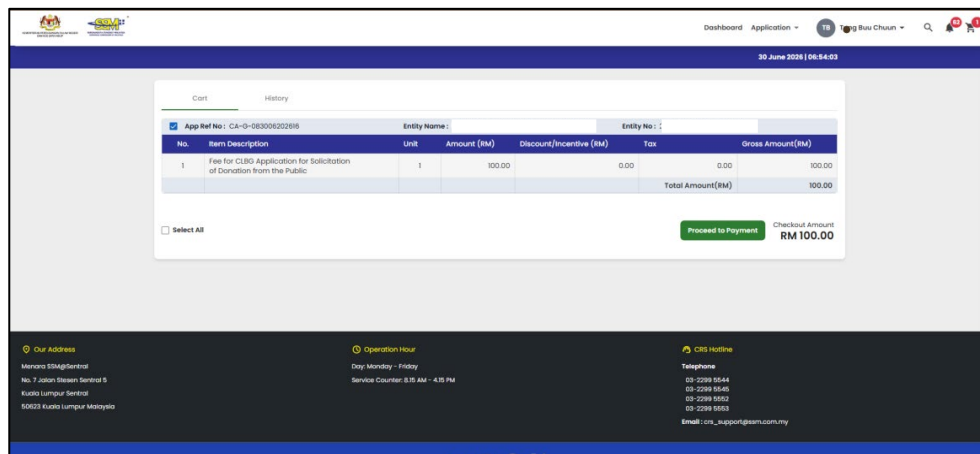
Description

6.c

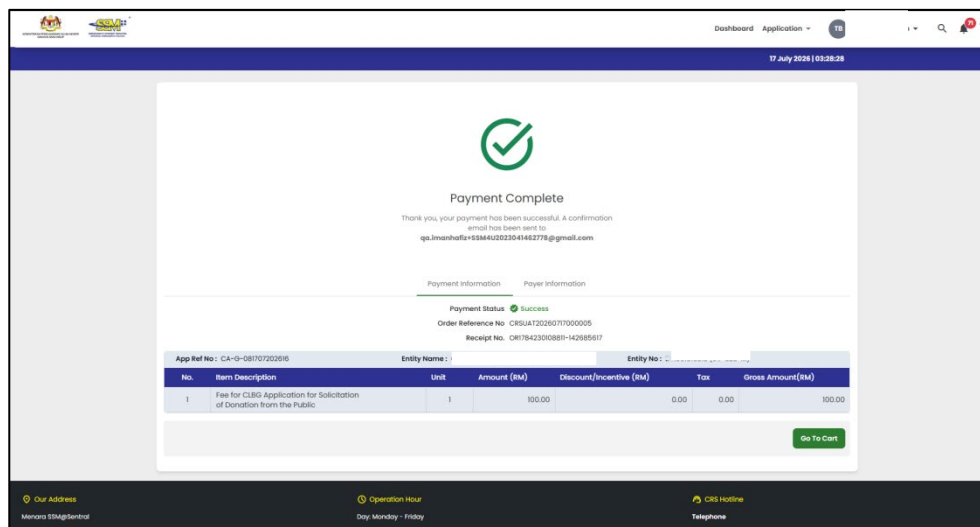
Step 6: Submission and Payment



Submit the application. The fee for this application is RM100. Complete the payment through the system's payment gateway. You will receive a confirmation once payment is successful.



Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.



Post-Submission

The application will be forwarded to the Registrar for review. You can monitor the status in the **My Tray** section. If approved, you may proceed with public solicitation activities as per the approved terms. You will be notified via email in case of any query or final decision.

Important Reminders

- The purpose must be genuinely charitable or aligned with the company's objects.
- Keep records of all approvals for compliance purposes.
- Please ensure that the planned activities are for the year in which the application is submitted.

Helpful Tips

- Be as detailed as possible in explaining how donations will be used.
- Ensure all uploaded documents are legible and properly labelled.
- Submit well before any planned campaign dates to allow time for processing.

5.8 Payment of Salaries, Fees, Fixed Allowances & Other Benefits To The Director

Section 45 Company Act 2016

Introduction

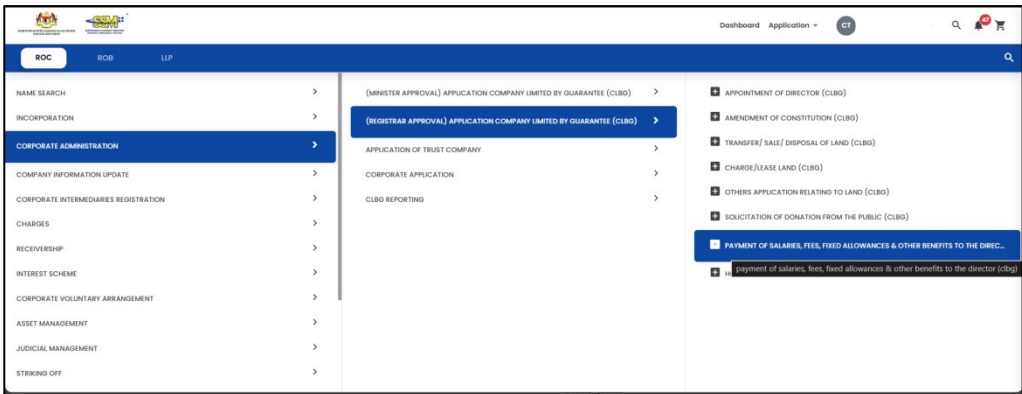
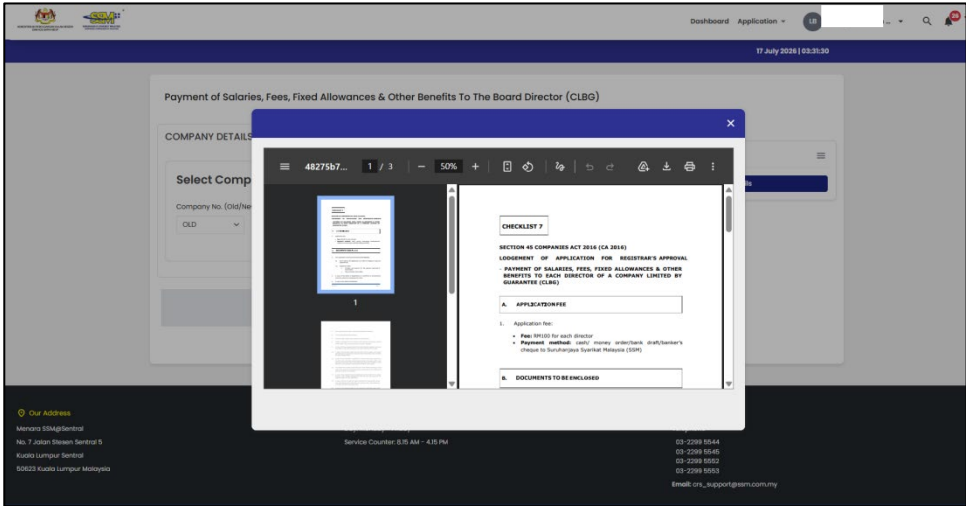
This application enables a Company Limited by Guarantee (CLBG) to seek Registrar approval to pay salaries, fees, fixed allowances, or other benefits to its directors. CLBGs have restrictions on such payments, so prior approval is mandatory to ensure compliance with the Constitution and regulatory guidelines.

Eligibility

Verified Company Secretary acting for an existing CLBG.

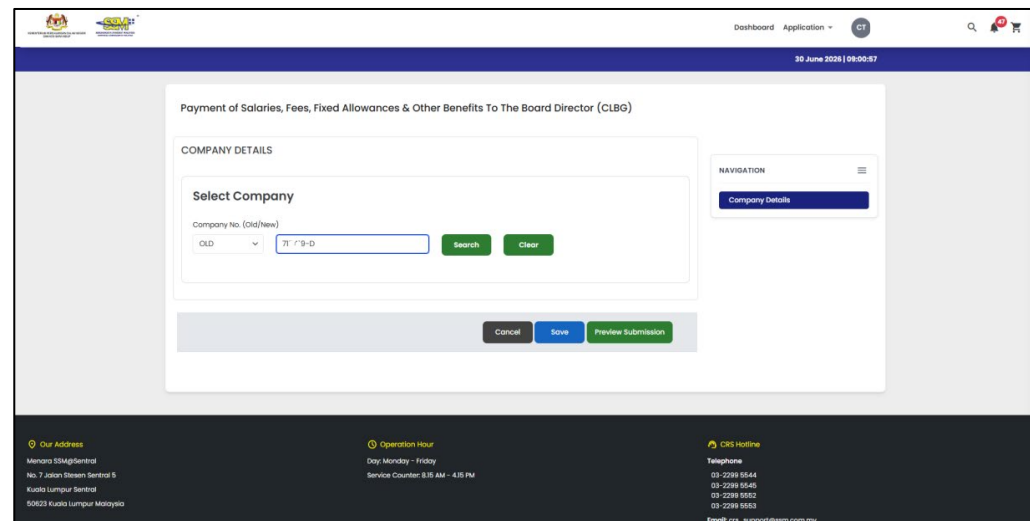
Prerequisites

- Company must be a registered CLBG.
- Valid licensed Company Secretary.
- Latest audited financial statements showing sufficient surplus/profit.
- Members resolution approving the payment.

Field Num.	Description
1.	Step 1: Navigate to the Application From Dashboard, Click on Applications → ROC → Corporate Administration → (Registrar Approval) Application Company Limited by Guarantee (CLBG) → Payment of Salaries, Fees, Fixed Allowances & Other Benefits To The Director (CLBG). 
2.	Checklist for this lodgement will pop-up  Step 2: Company Selection Search and select your company. The system will auto-populate company details (name, number, type, status, etc.). Verify the information is correct.

Field Num.

Description



3.

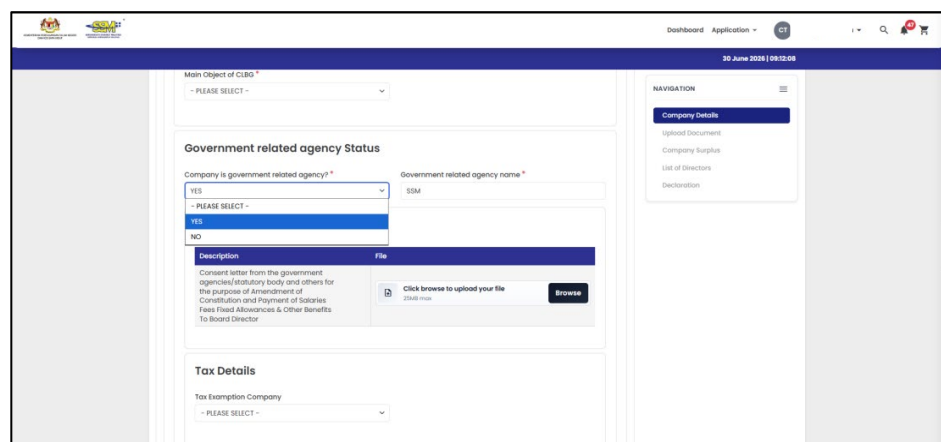
Step 3: Fill Key Information

- Select Main object of CLBG



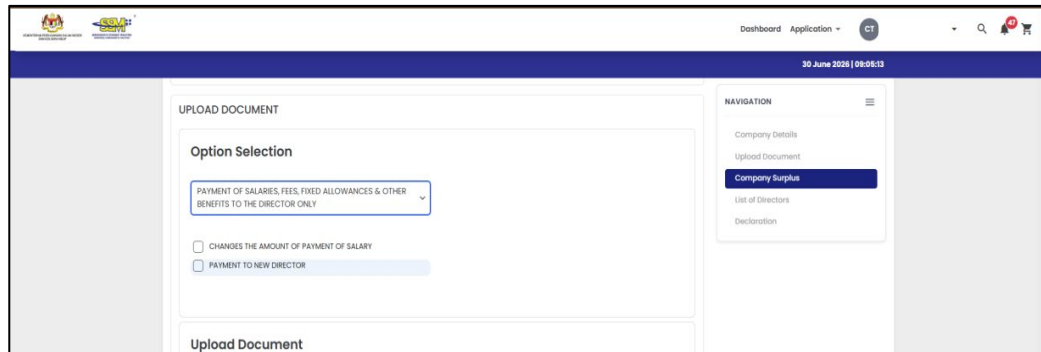
- Confirm if the company is government-related (if yes, provide details and upload document (Mandatory)).
- Enter Tax Details (Select Yes or No)

If yes



4. **Step 4:** Choose type of application related to Payment of Salaries, Fees, Fixed Allowances & Other Benefits to The Board Director

- Changes the amount of payment of salary
- Payment to new director

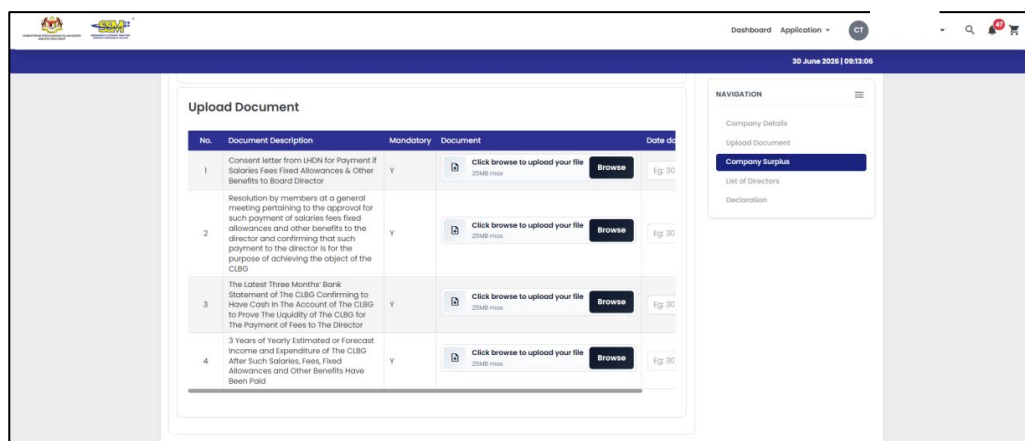


5. **Step 5: Upload Documents**

Upload:

If **Yes**,

- Consent letter from LHDN for Payment if Salaries Fees Fixed Allowances & Other Benefits to Board Director.
- Resolution by members at a general meeting pertaining to the approval for such payment of salaries fees fixed allowances and other benefits to the director and confirming that such payment to the director is for the purpose of achieving the object of the CLBG.
- The Latest Three Months' Bank Statement of The CLBG Confirming to Have Cash in The Account of The CLBG to Prove the Liquidity of The CLBG for The Payment of Fees to The Director.
- 3 Years of Yearly Estimated or Forecast Income and Expenditure of The CLBG After Such Salaries, Fees, Fixed Allowances and Other Benefits Have Been Paid.



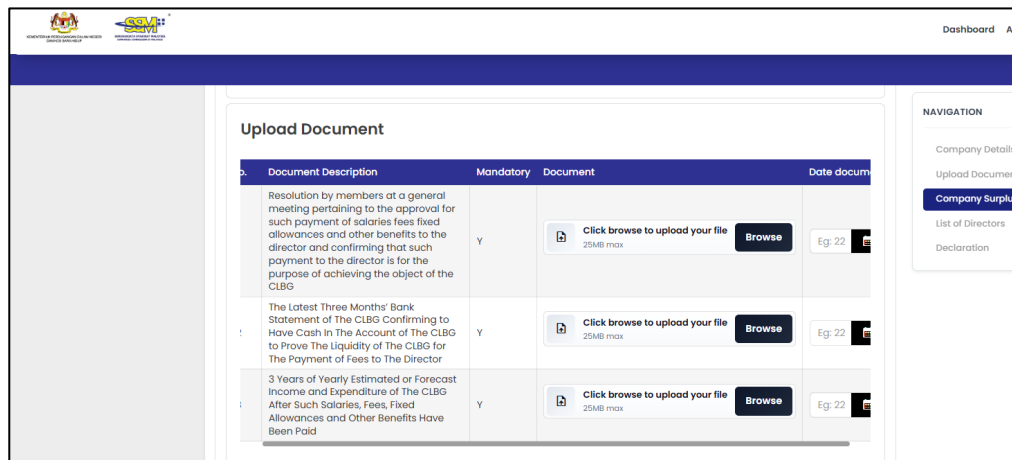
No.	Document Description	Mandatory	Document	Date
1	Consent letter from LHDN for Payment if Salaries Fees Fixed Allowances & Other Benefits to Board Director	Y	Click browse to upload your file 25MB max	Browse Eg: 30
2	Resolution by members at a general meeting pertaining to the approval for such payment of salaries fees fixed allowances and other benefits to the director and confirming that such payment to the director is for the purpose of achieving the object of the CLBG	Y	Click browse to upload your file 25MB max	Browse Eg: 30
3	The Latest Three Months' Bank Statement of The CLBG Confirming to Have Cash in The Account of The CLBG to Prove the Liquidity of The CLBG for The Payment of Fees to The Director	Y	Click browse to upload your file 25MB max	Browse Eg: 30
4	3 Years of Yearly Estimated or Forecast Income and Expenditure of The CLBG After Such Salaries, Fees, Fixed Allowances and Other Benefits Have Been Paid	Y	Click browse to upload your file 25MB max	Browse Eg: 30

If **No**,

1. Resolution by members at a general meeting pertaining to the approval for such payment of salaries fees fixed allowances and other benefits to

the director and confirming that such payment to the director is for the purpose of achieving the object of the CLBG.

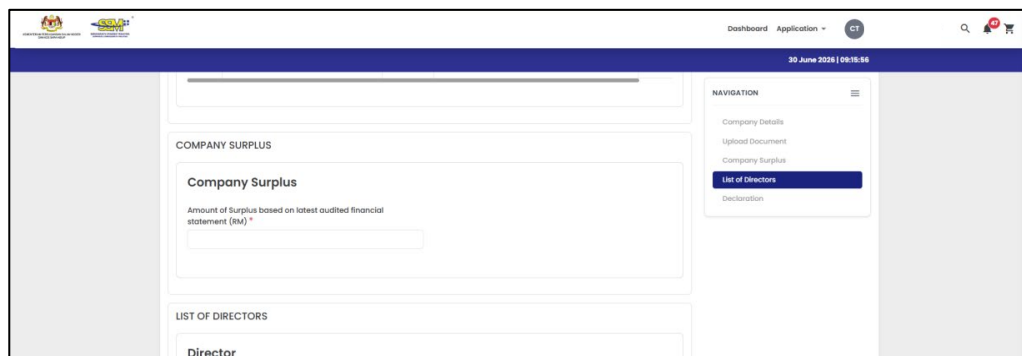
2. The Latest Three Months' Bank Statement of The CLBG Confirming to Have Cash In The Account of The CLBG to Prove The Liquidity of The CLBG for The Payment of Fees to The Director.
3. 3 Years of Yearly Estimated or Forecast Income and Expenditure of The CLBG After Such Salaries, Fees, Fixed Allowances and Other Benefits Have Been Paid.



Document Description	Mandatory	Document	Date document
Resolution by members at a general meeting pertaining to the approval for such payment of salaries fees fixed allowances and other benefits to the director and confirming that such payment to the director is for the purpose of achieving the object of the CLBG	Y	Click browse to upload your file 25MB max	Eg: 22
The Latest Three Months' Bank Statement of The CLBG Confirming to Have Cash in The Account of The CLBG to Prove The Liquidity of The CLBG for The Payment of Fees to The Director	Y	Click browse to upload your file 25MB max	Eg: 22
3 Years of Yearly Estimated or Forecast Income and Expenditure of The CLBG After Such Salaries, Fees, Fixed Allowances and Other Benefits Have Been Paid	Y	Click browse to upload your file 25MB max	Eg: 22

6. Step 6: Insert Company Surplus

Please make sure CLBG have profit/income to pay the director.



COMPANY SURPLUS

Company Surplus

Amount of Surplus based on latest audited financial statement (RM) *

LIST OF DIRECTORS

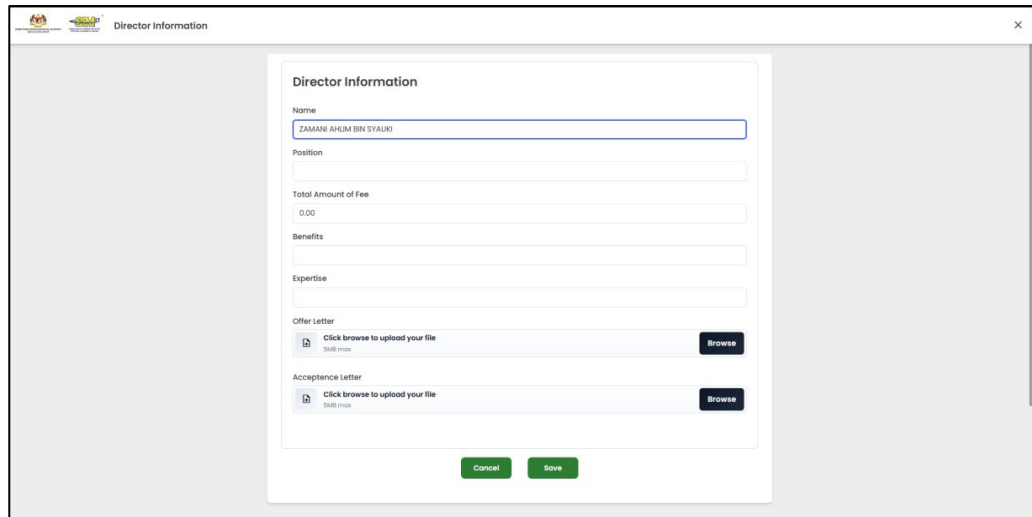
Director

7.

Step 7: Add/Edit List of Director

- Add Director

Input Director Information.



Director Information

Name: ZAMANI AHUM BIN SYALUK

Position:

Total Amount of Fee: 0.00

Benefits:

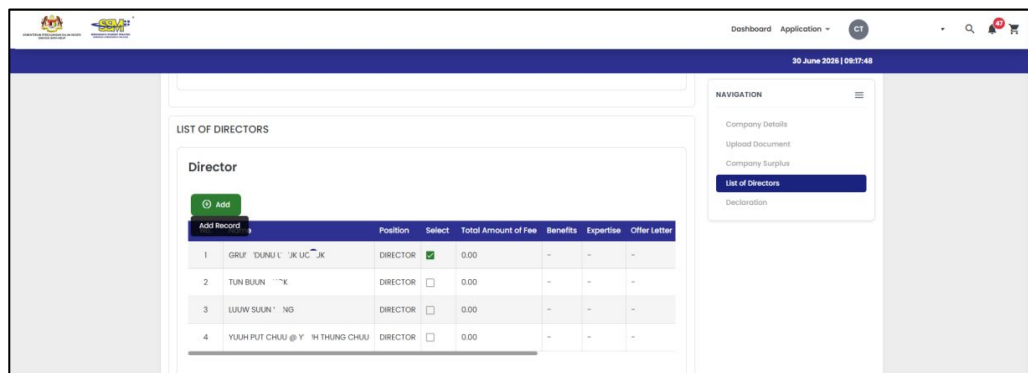
Expertise:

Offer Letter: [Click browse to upload your file](#) [Browse](#)

Acceptance Letter: [Click browse to upload your file](#) [Browse](#)

[Cancel](#) [Save](#)

- Tick and Edit selected Director.



LIST OF DIRECTORS

Director

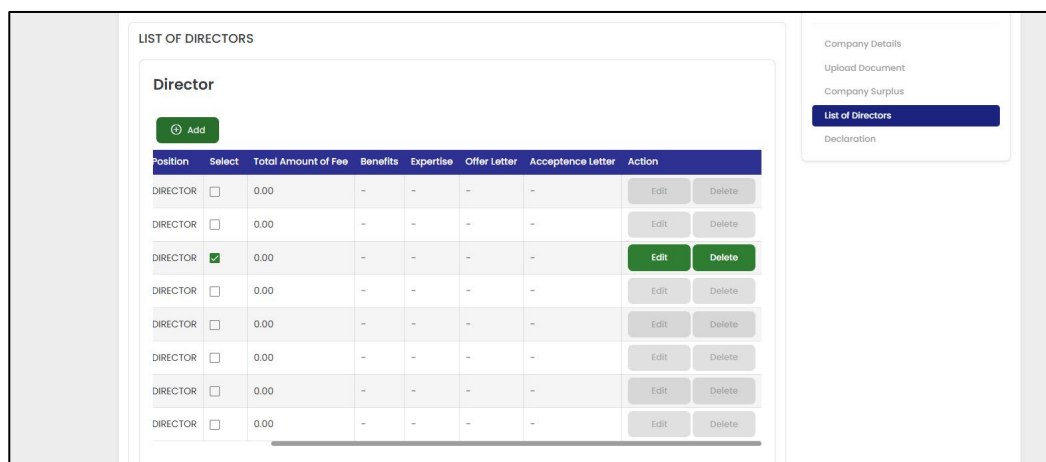
[Add](#) [Add Record](#)

	Position	Select	Total Amount of Fee	Benefits	Expertise	Offer Letter
1. GRUF 'DUNJUL' 'K UC 'JK	DIRECTOR	☒	0.00	-	-	-
2. TUN BUAN ' 'K	DIRECTOR	☐	0.00	-	-	-
3. LUAN SUAN ' NG	DIRECTOR	☐	0.00	-	-	-
4. YUAN PUT CHAU @ Y 'H THUNG CHAU	DIRECTOR	☐	0.00	-	-	-

NAVIGATION

- Company Details
- Upload Document
- Company Surplus
- List of Directors**
- Declaration

After ticking the checkbox, scroll to the right to edit the selected director.



LIST OF DIRECTORS

Director

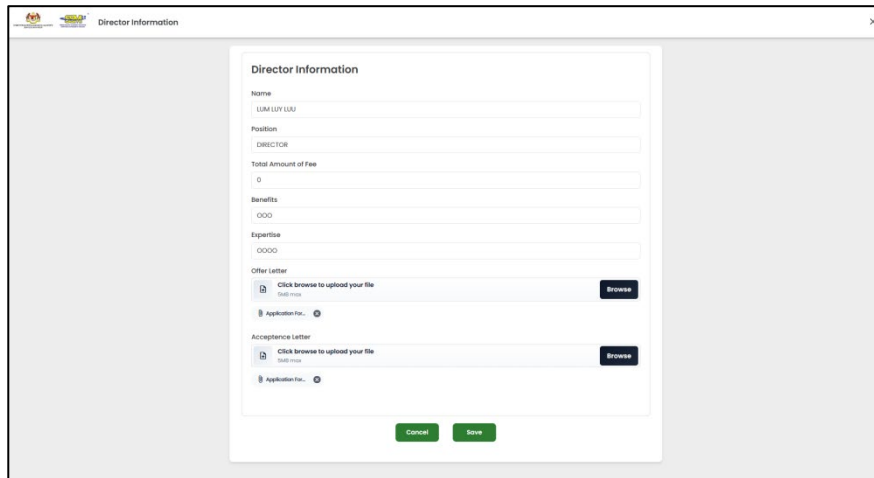
[Add](#)

Position	Select	Total Amount of Fee	Benefits	Expertise	Offer Letter	Acceptance Letter	Action
DIRECTOR	☐	0.00	-	-	-	-	Edit Delete
DIRECTOR	☐	0.00	-	-	-	-	Edit Delete
DIRECTOR	☒	0.00	-	-	-	-	Edit Delete
DIRECTOR	☐	0.00	-	-	-	-	Edit Delete
DIRECTOR	☐	0.00	-	-	-	-	Edit Delete
DIRECTOR	☐	0.00	-	-	-	-	Edit Delete
DIRECTOR	☐	0.00	-	-	-	-	Edit Delete
DIRECTOR	☐	0.00	-	-	-	-	Edit Delete

NAVIGATION

- Company Details
- Upload Document
- Company Surplus
- List of Directors**
- Declaration

Click **Edit** and edit director information.

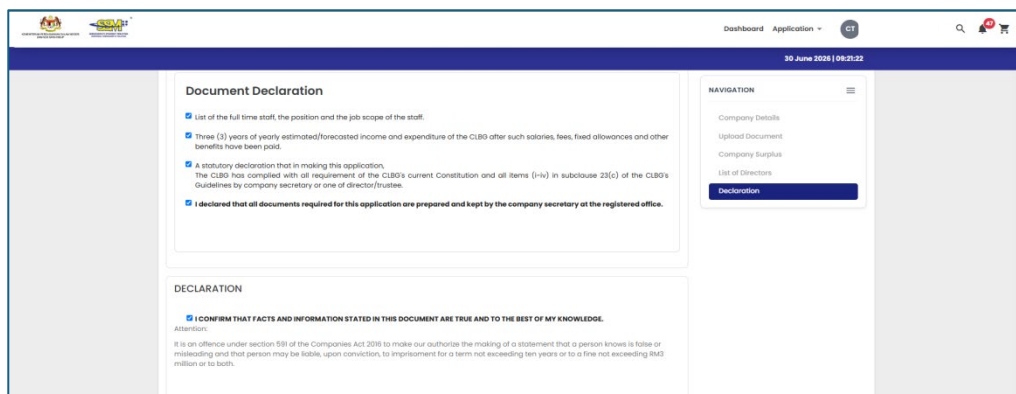


The screenshot shows a 'Director Information' form with the following fields: Name (LUM LUY LUY), Position (DIRECTOR), Total Amount of Fee (0), Benefits (000), Expertise (0000), Offer Letter (Click browse to upload your file), Application fee (Application fee...), and Acceptance Letter (Click browse to upload your file). There are 'Browse' buttons for the Offer Letter and Acceptance Letter fields. At the bottom, there are 'Cancel' and 'Save' buttons.

After editing director's information click **Save**.

8. Step 8: Declaration and Preview

Review the full summary. Tick the required declarations, including the Document Declaration and Declaration confirming accuracy. Click **Preview Submission**.

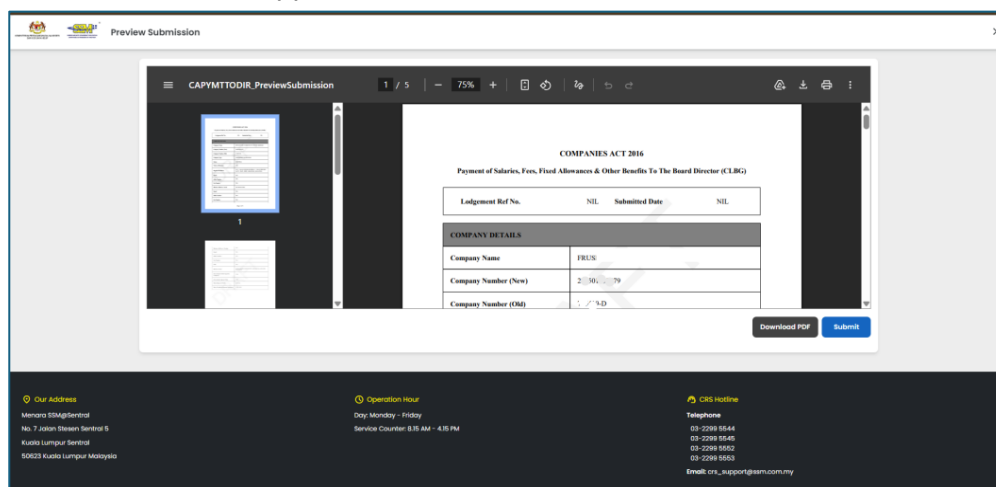


The screenshot shows the 'Document Declaration' and 'DECLARATION' sections. The 'Document Declaration' section has three checkboxes: 'I am the full time staff, the position and the job scope of the staff.', 'I have (3) years of yearly estimated/forecasted income and expenditure of the CLBO after such salaries, fees, fixed allowances and other benefits have been paid.', and 'A statutory declaration that in making this application, The CLBO has complied with all requirement of the CLBO's current Constitution and all items (i-iv) in subclause 25(c) of the CLBO's Guidelines by company secretary or one of director/trustees.' The 'DECLARATION' section has a checkbox: 'I CONFIRM THAT FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.' There is a 'Declaration' button in the bottom right corner.

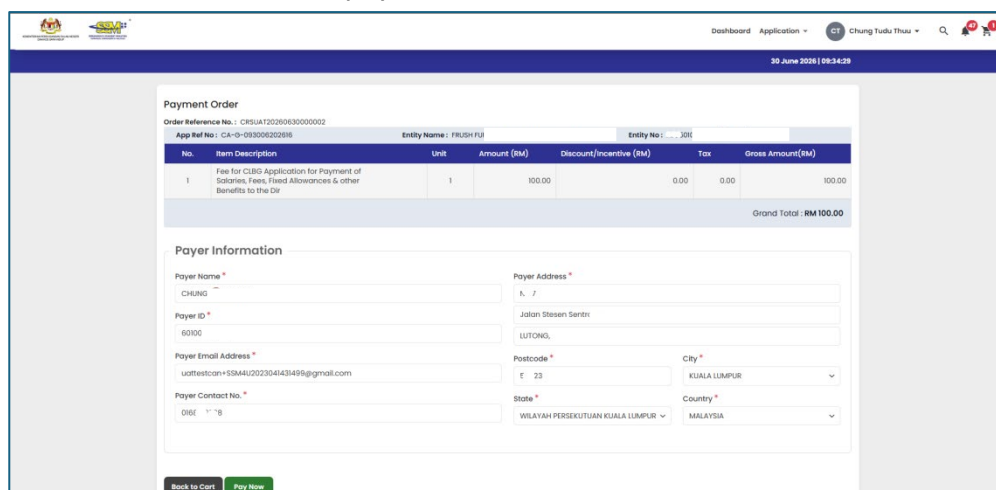
9.

Step 9: Submit and Pay

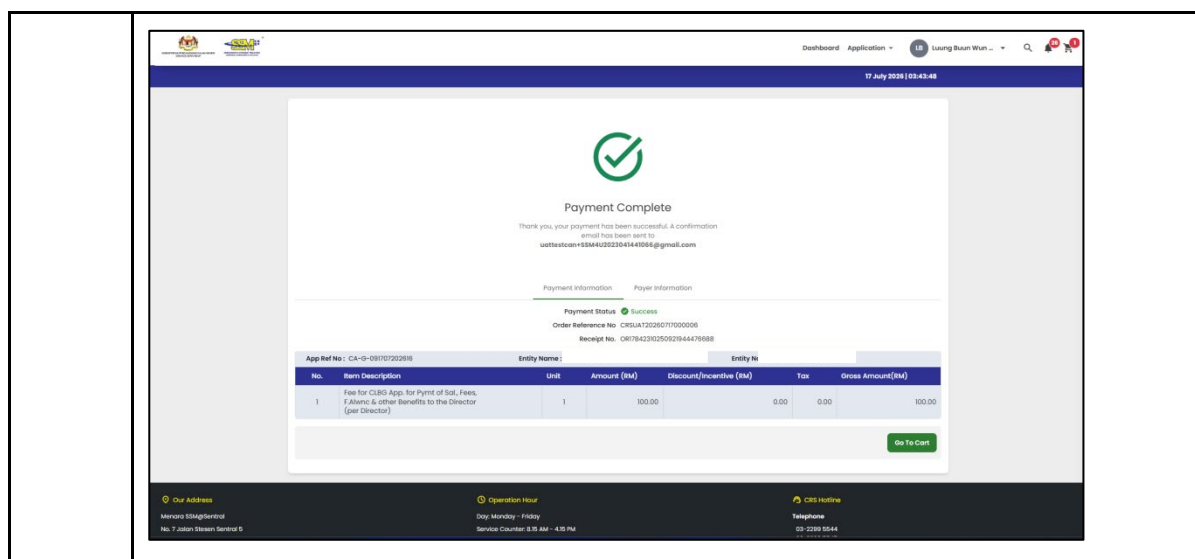
- Submit the application.



- Pay the applicable fee (RM100 for each director selected to be pay). You will receive a payment notification.



Upon **successful submission**, the public user will receive an **email notification** confirming that the application has been received.



Post-Submission

- Application goes for Registrar review.
- Track status in **My Tray**.
- Notifications will inform you of outcome or any query.

Important Reminders

- The CLBG must have sufficient surplus/profit.
- Payments must comply with the company's Constitution.
- Keep proper records for future audits or inspections.
- The payment of salaries shall only be made upon approval by the Registrar.
- If any salaries, fees, fixed allowances, or other benefits are to be paid to the Director(s) beyond those already approved, please submit a new application.

Helpful Tips

- Provide strong justification for the benefits (job scope, expertise, contribution).
- Ensure financial documents are recent and audited.
- Consult the CLBG guidelines before submission to avoid rejection.

5.9 Holding Any Subsidiary

Section 45 Company Act 2016

Introduction

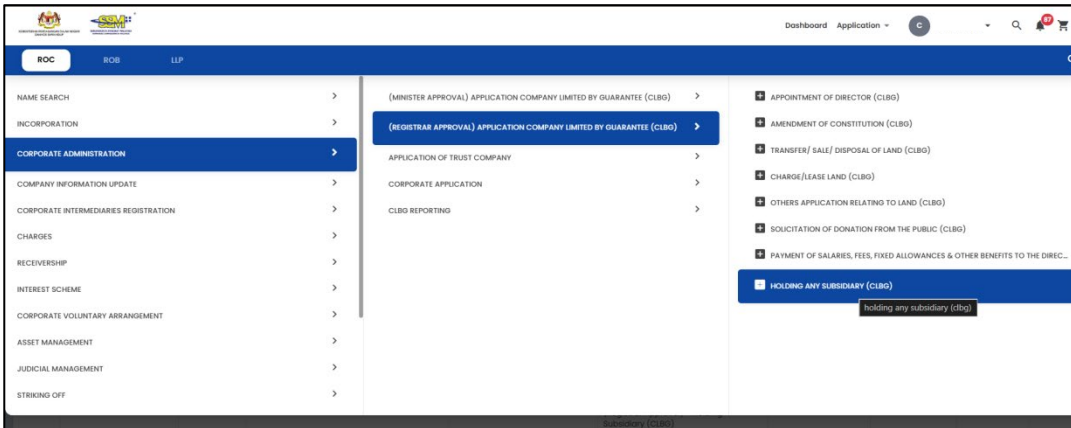
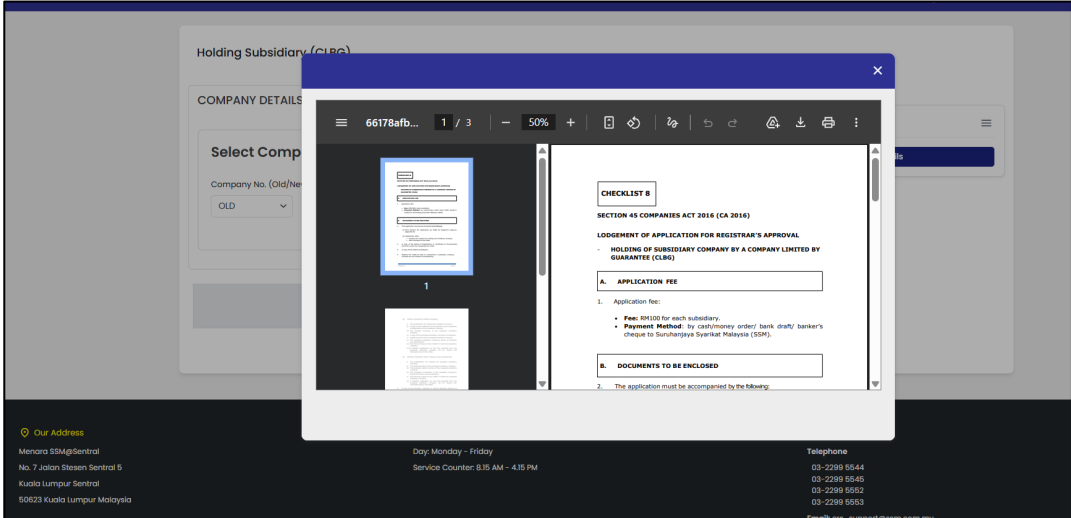
This application is for a Company Limited by Guarantee (CLBG) to seek approval from the Registrar to hold or acquire shares in a subsidiary company. CLBGs have specific restrictions on holding subsidiaries, so prior approval is required to ensure the activity aligns with the company's objects and regulatory requirements.

Eligibility

Only verified Company Secretaries with valid Practising Certificates can submit this application.

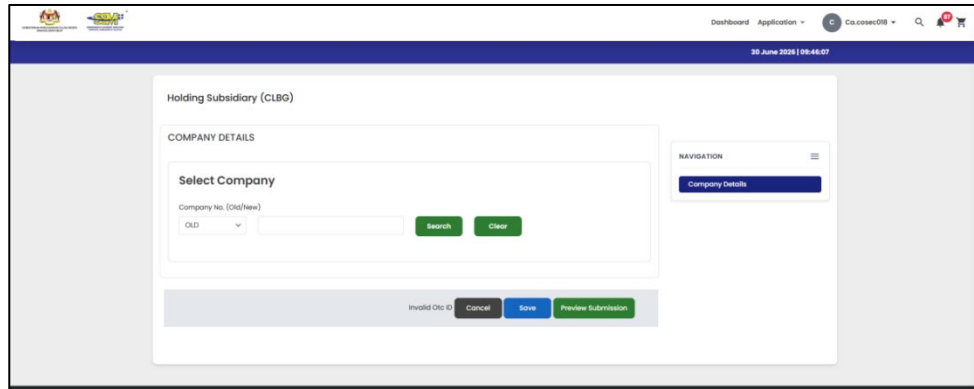
Prerequisites

- The company must be an existing CLBG.
- Valid licensed Company Secretary account.
- Sufficient justification and supporting documents.
- Directors' resolution of the CLBG Pertaining to the Approval of Its Holding Subsidiary.
- Members' resolution of the CLBG Pertaining to the Approval of Its Holding Subsidiary.
- Directors' resolution of the proposed subsidiary company pertaining to the approval for being subsidiary to the CLBG.

Field Num.	Description
1.	From the dashboard, navigate to Applications → Register of Company (ROC) → Corporate Administration. 1. Select (Registrar approval) Application Company Limited by Guarantee (CLBG). 2. Click on Holding Any Subsidiary. 
2.a	Step 2: Company Selection Checklist for this application will pop up  Enter the CLBG company number (old or new) and click Search. The system will validate the company type and your secretary license. Basic company information will be auto-populated and cannot be edited.

Field Num.

Description

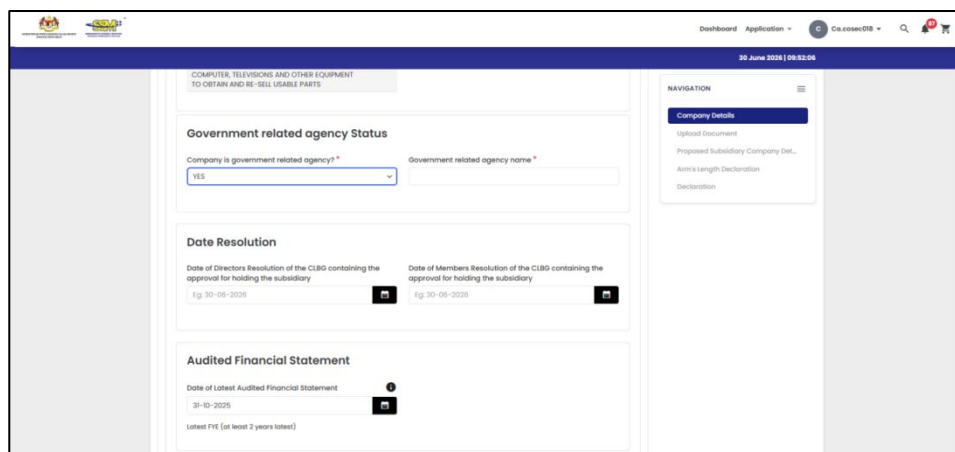


2.b

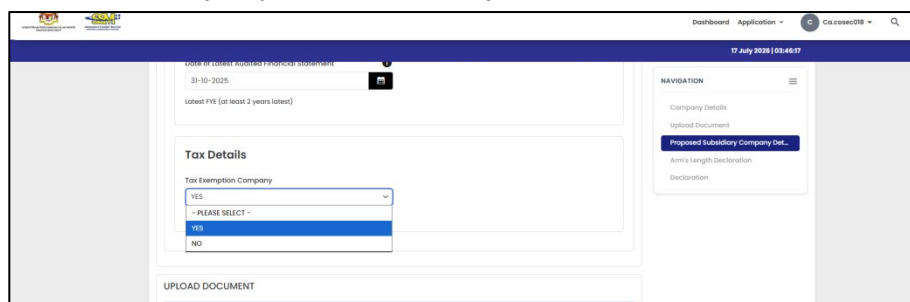
Step 2: Company Details

Insert Company details

- Government Related Agency (If Yes, provide Government related agency name).
- Date of the CLBG Board and Members' Resolutions.



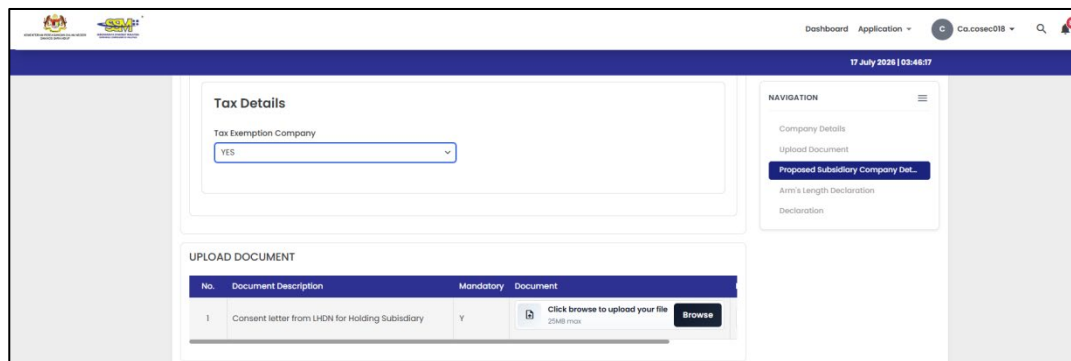
- Tax Detail (Dropdown Yes or No).



If **Yes**, please upload approval letter on the holding subsidiary from the Director General of the Inland Revenue Board of Malaysia.

Field Num.

Description

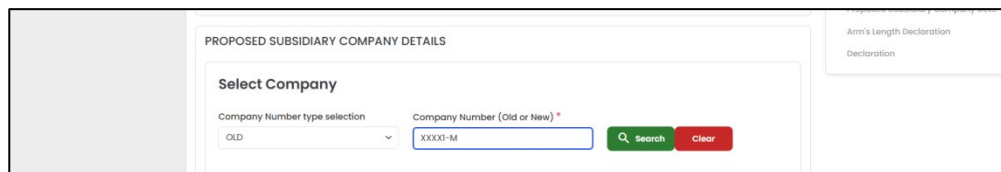


3.

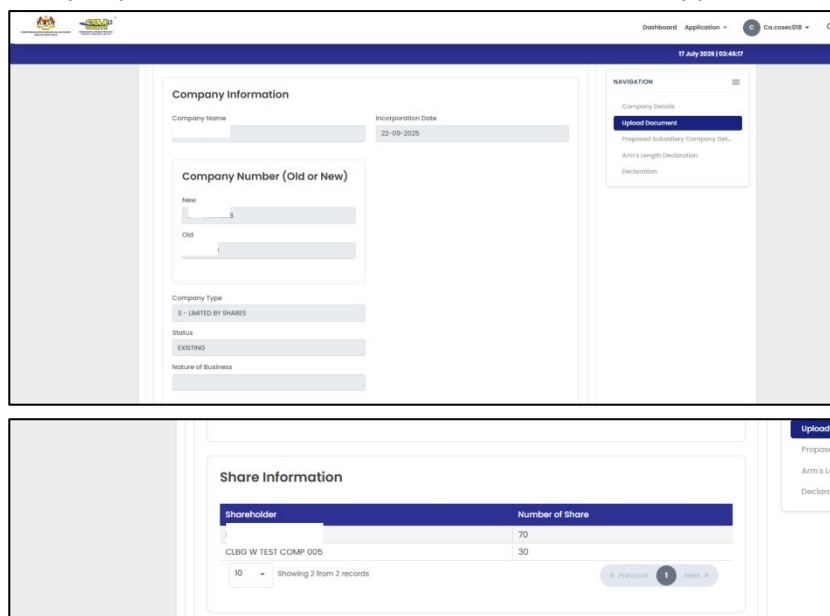
Step 3: Proposed Subsidiary company details

Provide comprehensive information about the proposed subsidiary:

- Fill in company number (Old/New) of the subsidiary company.



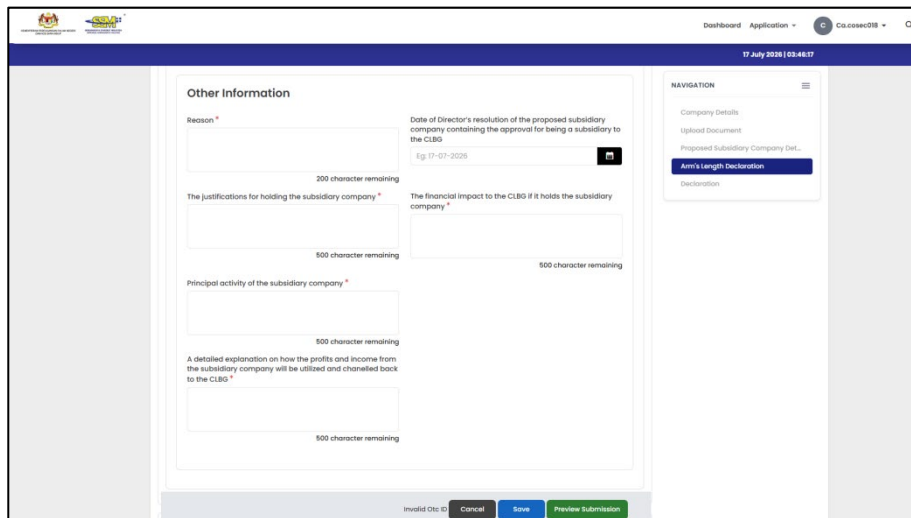
Company information and share information will appear.



4.

Step 4: Fill in other information

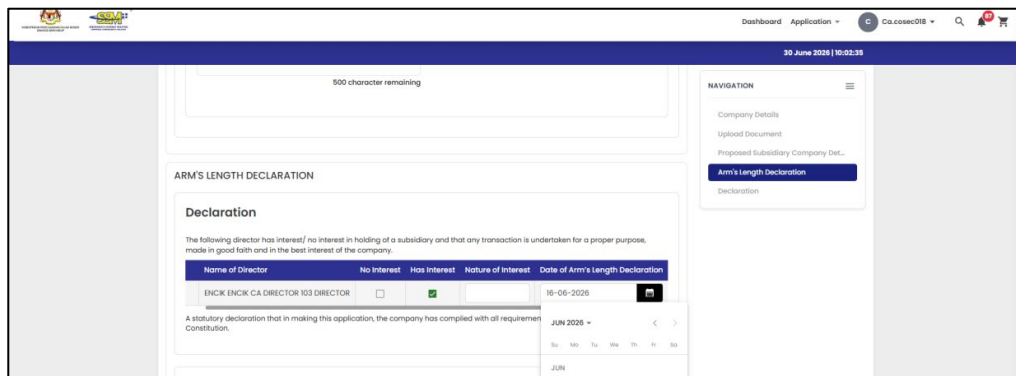
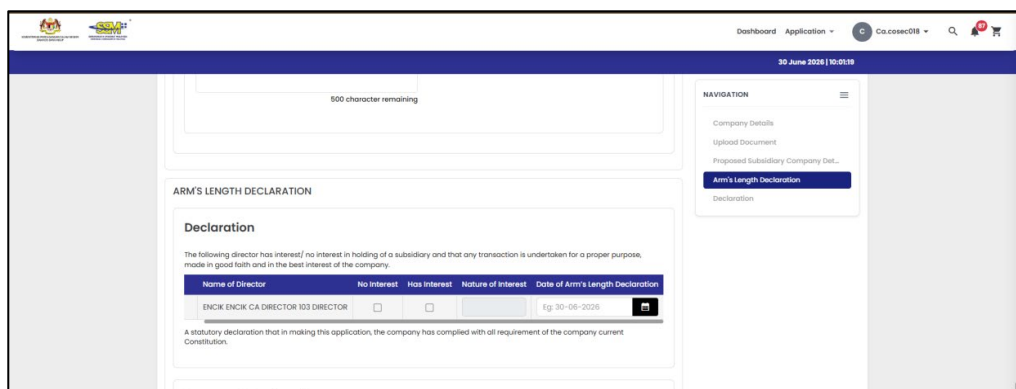
Please ensure input in Malay (Bahasa) and click **Save**.



5.

Step 5: Arm's Length Declaration

Please tick the appropriate box to indicate whether the director has an interest or no interest in the holding company or any subsidiary and confirm that any transaction is undertaken for a proper purpose, in good faith, and in the best interests of the Company.




Dashboard

Application -

Ca.cesec08





17 July 2020 | 04:05:21

Cart

History

App Ref No : CA-Q-10107020205

Entity Name :

Entity No :

No.

Item Description

Unit

Amount (\$M)

Discount/Incentive (\$M)

Tax

Gross Amount (\$M)

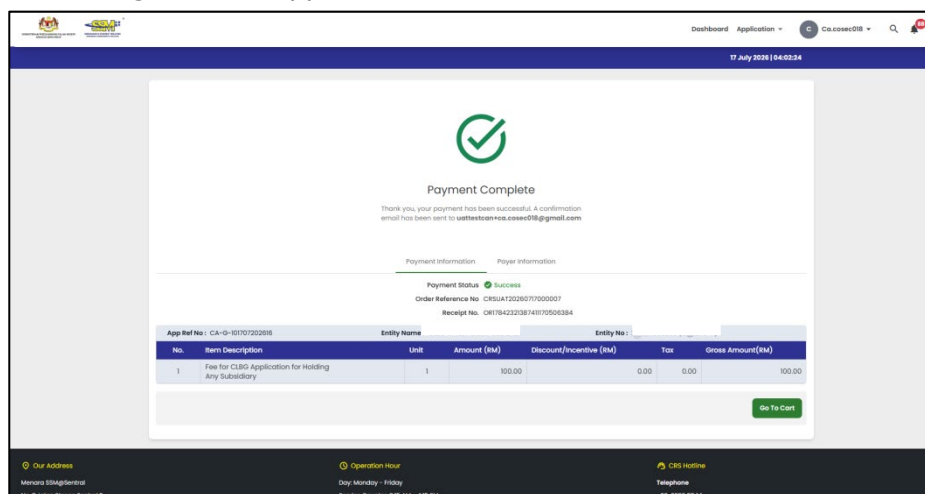
1	Fee for CUBO Application for Holding Any Subsidiary	1	100.00		0.00	100.00
Total Amount (\$M)						100.00

☐ Select All

Proceed to Payment

Check out Amount
RM 100.00

Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.



Post-Submission Process

- The application will be reviewed, and only complete applications will be submitted for consideration and approval.
- Monitor the status regularly in the **My Tray**.
- You will receive notifications for any query, request for additional information, approval, or rejection.

Important Reminders

- Please ensure that the CLBG has not yet become a shareholder of the subsidiary company.
- Holding of a subsidiary is only for the purpose of achieving the objectives of the CLBG.
- Keep proper records for future audits or inspections.

Helpful Tips

- Provide strong business justification supported by documents to speed up approval.
- Please ensure all required information is completed accurately before submission.

- Prompt responses to any queries are essential to avoid delays in the application process.

6 Application of Trust Company

6.1 Registration of Trust Company

Introduction

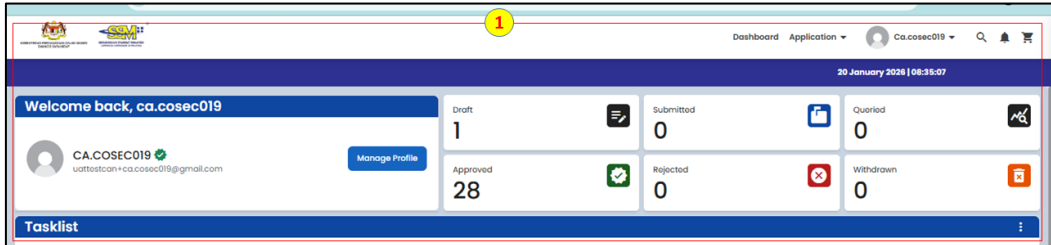
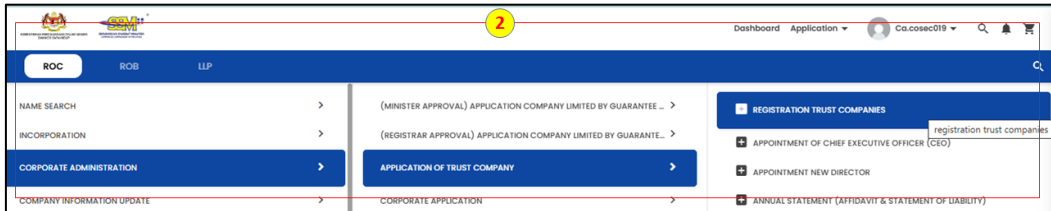
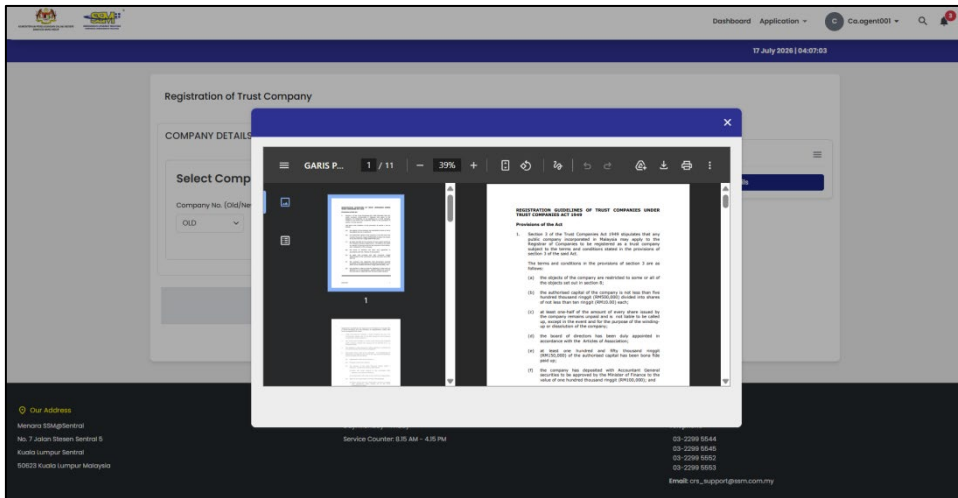
This application is for the registration of a Trust Company after incorporation. It allows an existing company to be registered as a Trust Company under the Trust Companies Act 1949.

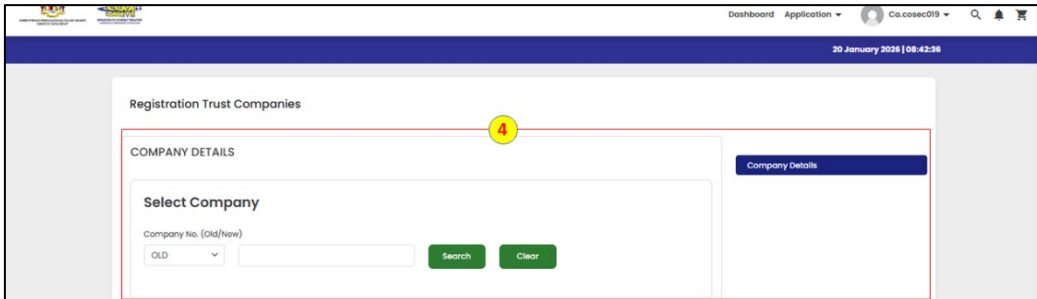
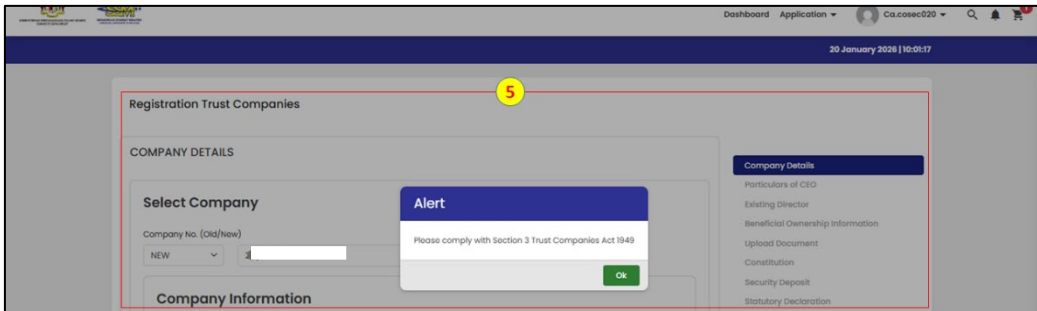
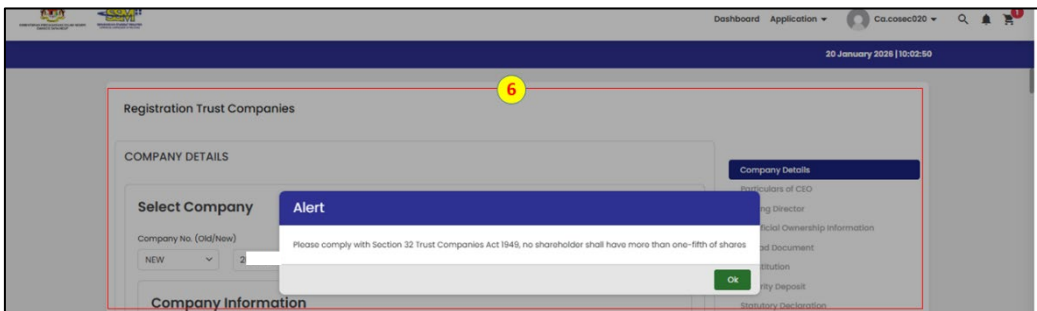
Eligibility

Company Secretary with valid Practising Certificate.

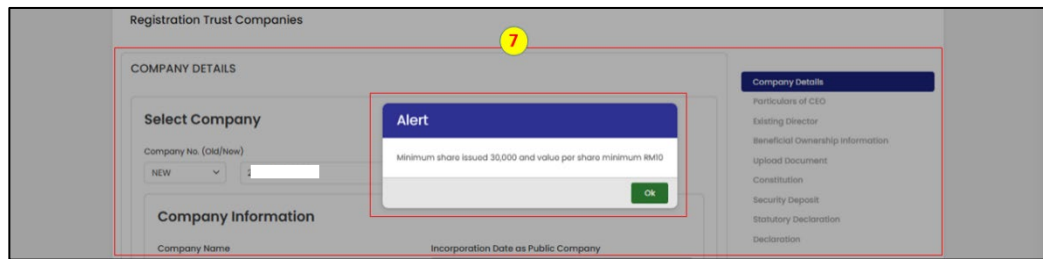
Prerequisites

- The company must be an existing Company Limited by Shares or Foreign Company from Singapore.
- Valid Company Secretary licence.
- The company must comply with Section 3, Section 8, and Section 32 of the Trust Companies Act 1949.
- Minimum paid-up capital and other requirements must be met.

Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2.	Click on Application -> Register of Company (ROC) -> Corporate Admin -> Application of Trust Company -> Registration of Trust Company. 
3.	System validate company is - Existing Company - Company Limited by Share OR - Foreign Company (Company Limited by Share) country of origin is Singapore - Not Company Limited by Guarantee - Not Private Company (Company Limited by Share) System validates License Secretary. 

Field Num.	Description
4.	Select Old or New for company Number from dropdown menu, enter company number then click on Search button.  Note: Auto populated information cannot be edited.
5.	System prompt message "Please comply with Section 3 Trust Companies Act 1949." 
6.	System prompt message "Please comply with Section 32 Trust Companies Act 1949, no shareholder shall have more than one-fifth of shares" 

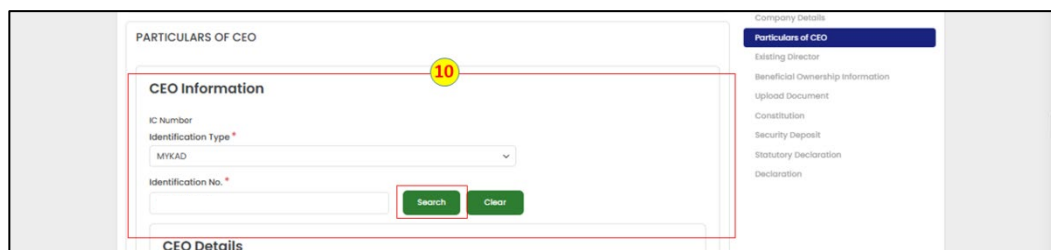
7. System prompt message
"Minimum ten ringgit (RM 10.00) each share."



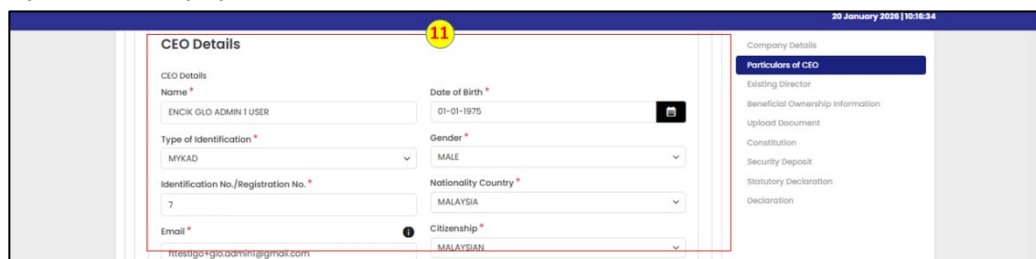
8. System prompt message
"At least one-half of the amount of every share issued by the company remains unpaid and is not liable to be called up, except in the event and for the purpose of the winding-up or dissolution of the company."

9. System prompt message
"At least one hundred and fifty thousand ringgit (RM 150,000) of the authorised capital has been bona fide paid up."

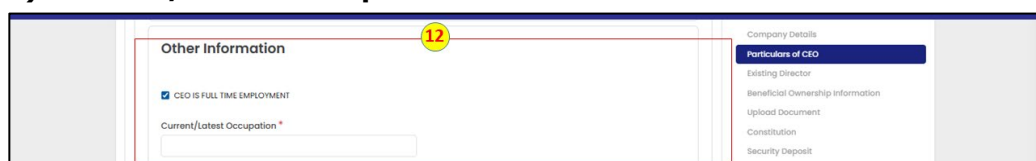
10. On **Particulars of CEO** section, fill in the following details:
a) Select Identification type and fill in Identification number.
b) Click on **Search** button.



11. System auto populates **CEO Details** and **Address**.



12. On **Other Information** section, fill in the following details:
a) **CEO is a full-time employment:**
b) **Current/Latest Occupation:**



13. On **Working Experience**, fill in:

- a) Year**
- b) Position**
- c) Company**

Note: Limited to 1 latest job only.



The screenshot shows the 'Working Experience' form with a table for recording job details. A yellow circle with the number 13 highlights the table header. The table has columns for No., Year, Position, and Company. A red box highlights the table and the 'Field Year is required' and 'Field Position is required' error messages.

No.	Year	Position	Company
1			

14. On **Academic Qualification**, fill in:

- a) Year**
- b) Qualification**
- c) Major**
- d) Institute of Education**
- e) State**
- f) Country**

Note: Limited to highest only.



The screenshot shows the 'Academic Qualification' form with a table for recording education details. A yellow circle with the number 14 highlights the table header. The table has columns for No., Year, Qualification, Major, and Inst. A red box highlights the table and the 'Field Year is required', 'Field Qualification is required', and 'Field Major is required' error messages.

No.	Year	Qualification	Major	Inst
1				

15. System will auto populate the list of current existing director
Click on **Edit** icon next to a director



The screenshot shows the 'EXISTING DIRECTOR' section with a table of director details. A yellow circle with the number 15 highlights the table. The table has columns for Identification Type, Identification No., Date of Birth, Email Address, and Action. A red box highlights the table and the 'Edit' button.

Identification Type	Identification No.	Date of Birth	Email Address	Action	
113 cadirector13 n	MYKAD	31001778	16-10-1990	fttestcan+ca.cosec020@gmail.com	Edit

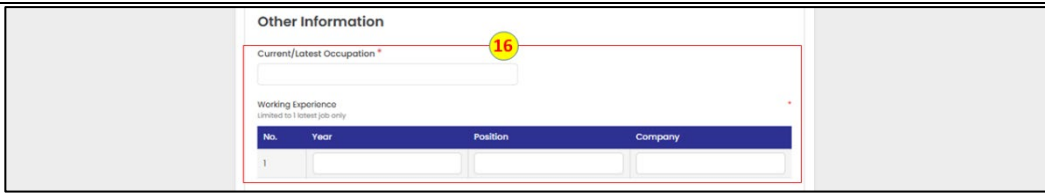
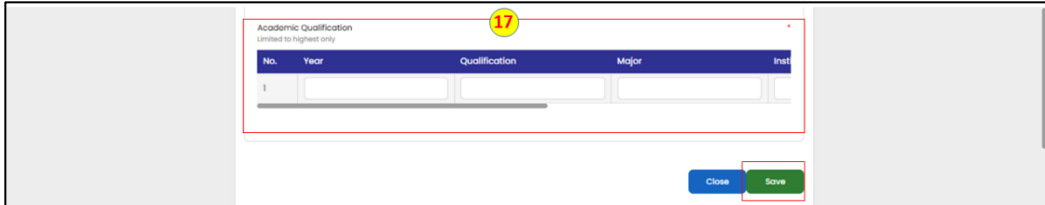
16. On **Director Details**, fill in the following details:

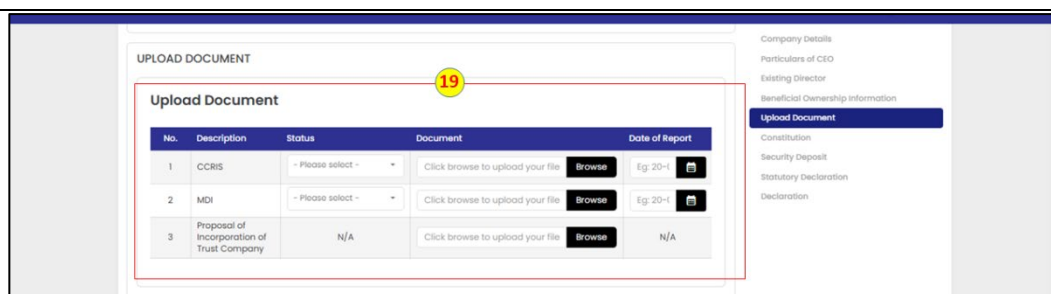
Current/Latest Occupation

On **Working Experience**, fill in:

- a) Year:**
- b) Position:**
- c) Company:**

Note: Limited to 1 latest job only.

	
17.	On Academic Qualification, fill in: - Year - Qualification - Major - Institute of Education - State - Country Note: Limited to highest only, then Click on Save button. 
18.	On Upload Document section, fill in the following details: For CCRIS row: - Status - Document - Date of Report For MDI row: - Status - Document - Date of Report Note: The CCRIS and MDI reports for both the CEO and directors must be consolidated into a single attachment. For Proposal of Registration of Trust Company row: - Document: - Date of Report:

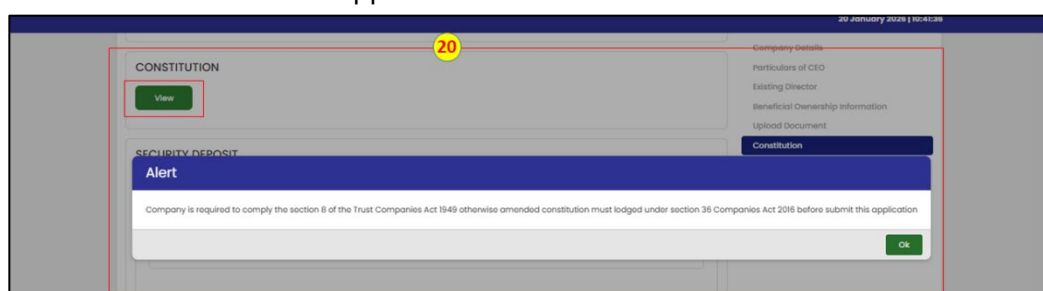


UPLOAD DOCUMENT

Upload Document

No.	Description	Status	Document	Date of Report
1	CCRIS	- Please select -	Click browse to upload your file Browse	Eg: 20-1 📅
2	MDI	- Please select -	Click browse to upload your file Browse	Eg: 20-1 📅
3	Proposal of Incorporation of Trust Company	N/A	Click browse to upload your file Browse	N/A

- 19.** On **Constitution** section: Click on **View** then window popup
"Company is required to comply the Section 8 of the Trust Companies Act 1949 otherwise amended constitution must lodged under Section 36 Companies Act 2016 before submit this application."



CONSTITUTION

Alert

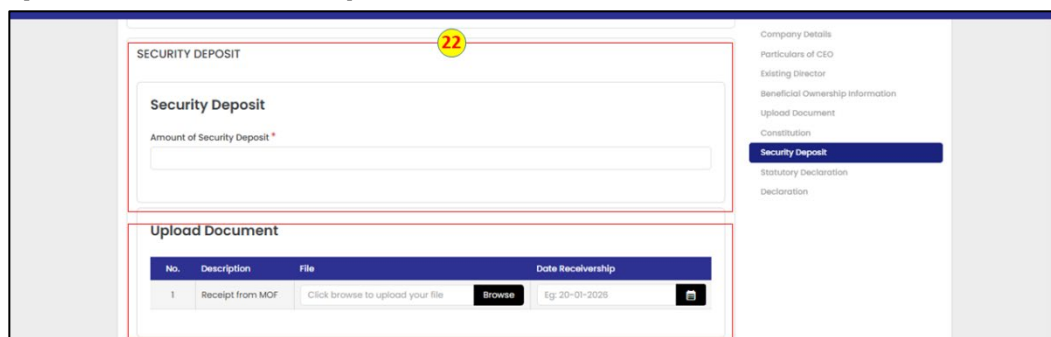
Company is required to comply the section 8 of the Trust Companies Act 1949 otherwise amended constitution must lodged under section 36 Companies Act 2016 before submit this application.

- 20.** System extracts a copy of the Constitution (from Incorporation module), the latest of Form 11, Form 36 and display for Company Secretary to review. Otherwise, display an error.



Unable to retrieve the Constitution Document

- 21.** On **Security Deposit** section, fill in the following details:
a) Amount of Security Deposit
b) Receipt from MOF
c) Date of Receivership



SECURITY DEPOSIT

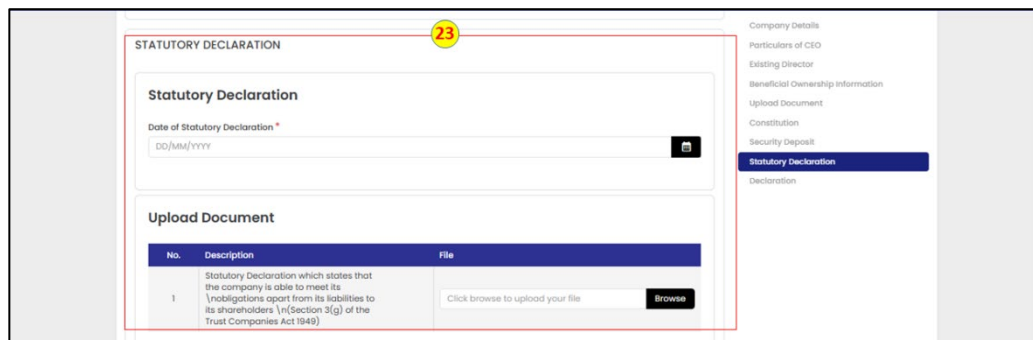
Security Deposit

Amount of Security Deposit *

Upload Document

No.	Description	File	Date Receivership
1	Receipt from MOF	Click browse to upload your file Browse	Eg: 20-01-2025 📅

- 22.** On **Statutory Declaration** section, enter the following:
- Date of Statutory Declaration**
 - Statutory Declaration which states that the company is able to meet its obligations apart from its liabilities to its shareholders [Section 3(g) of the Trust Companies Act 1949]**



STATUTORY DECLARATION

Statutory Declaration

Date of Statutory Declaration *

DD/MM/YYYY

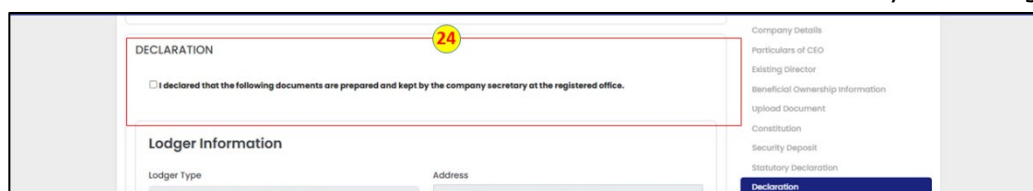
Upload Document

No.	Description	File
1	Statutory Declaration which states that the company is able to meet its obligations apart from its liabilities to its shareholders \n(Section 3(g) of the Trust Companies Act 1949)	Click browse to upload your file

Company Details

- Particulars of CEO
- Existing Director
- Beneficial Ownership Information
- Upload Document
- Constitution
- Security Deposit
- Statutory Declaration**
- Declaration

- 23.** On **Declaration** section, Tick the **Declaration:** "I confirm that the facts and information stated in this document are true and to the best of my knowledge."



DECLARATION

☐ I declared that the following documents are prepared and kept by the company secretary at the registered office.

Lodger Information

Lodger Type Address

PROFESSIONAL USER - COMPANY SECRETARY MENARA SUMMIT, PERSIDARAN KEWAJIPAN

Company Details

- Particulars of CEO
- Existing Director
- Beneficial Ownership Information
- Upload Document
- Constitution
- Security Deposit
- Statutory Declaration
- Declaration**

- 24.** Click on **Preview Submission** button.

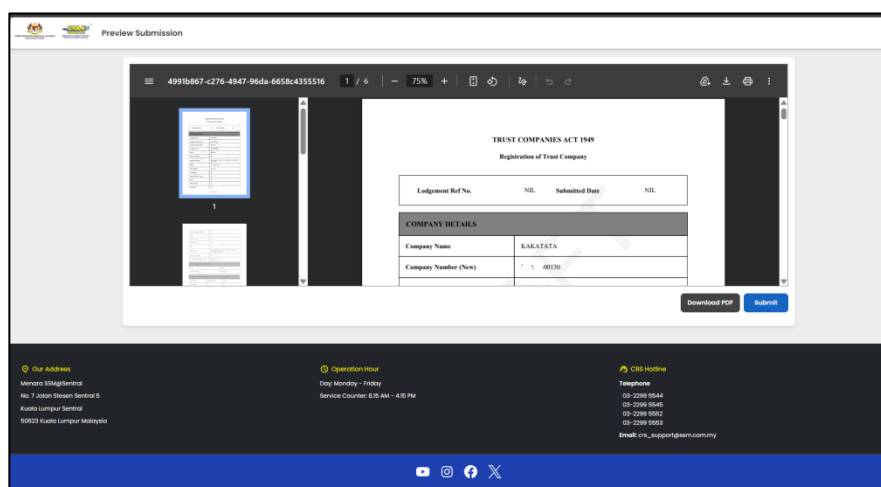


Statutory Declaration

Declaration

Cancel Save **Preview Submission**

- 25.** Click on **Submit** button.



Preview Submission

49910607-2276-4947-96da-6658c4355516 1 / 6 75%

TRUST COMPANIES ACT 1949
Registration of Trust Company

Lodgement Ref No. NIL Submitted Date: NIL

COMPANY DETAILS

Company Name	KARATISTA
Company Number (New)	15-00010

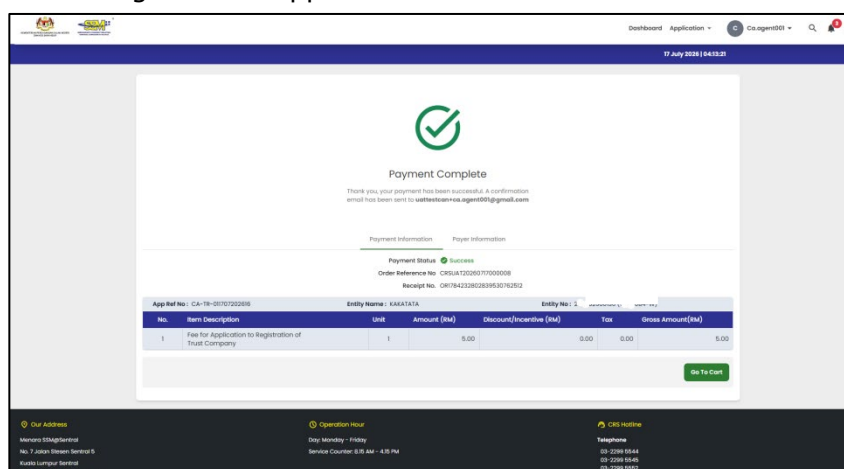
Download PDF **Submit**

Our Address
Menara SSM@Sentral
No. 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50473 Kuala Lumpur, Malaysia

Operation Hour
Day: Monday - Friday
Service Counter: 9.00 AM - 4.00 PM

CRS Hotline
Telephone
03-2266 5544
03-2266 5545
03-2266 5552
03-2266 5553
Email: crs_report@ssm.com.my

- 26.** Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.



After Submission

- Status changes to Submitted.
- Track in **My Tray**.
- You will receive notification for query, approval, or rejection.
- Upon approval, the company will be registered as a Trust Company.

Important Notes

- The company must comply with all sections of the Trust Companies Act 1949.
- All information must be true and accurate.
- False declaration is an offence.

Helpful Tips

- Prepare all documents and reports in advance.
- Ensure CCRIS and MDI reports are up-to-date.
- Submit early to allow sufficient processing time.

6.2 Appointment of Chief Executive Officer

Introduction

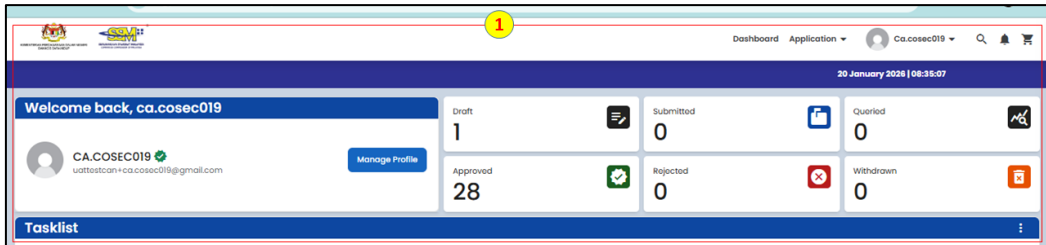
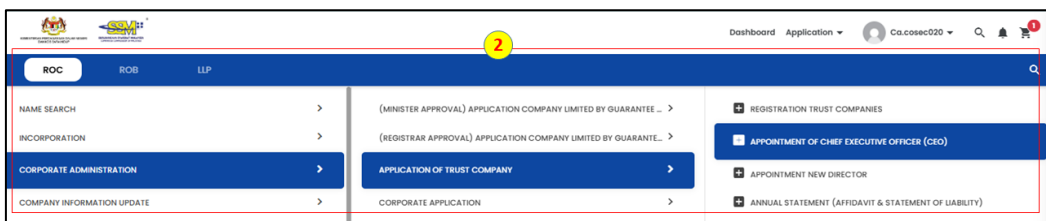
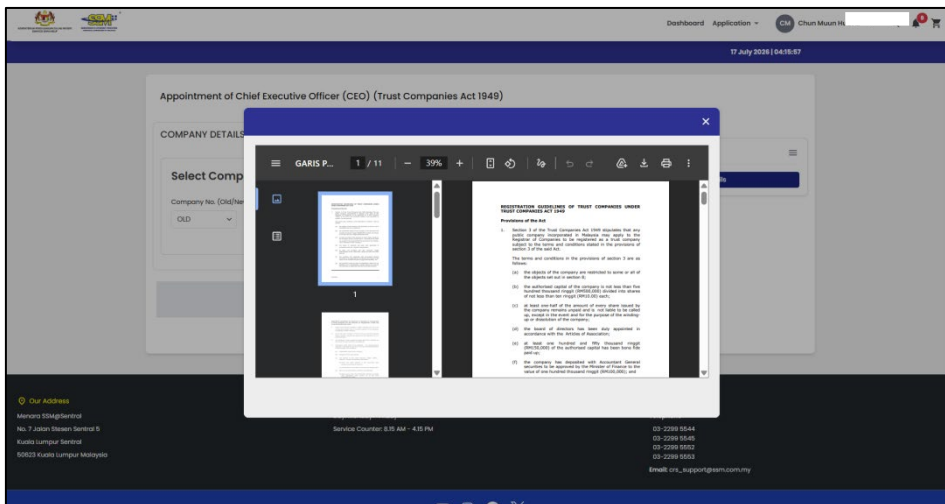
This application is for the appointment of Chief Executive Officer (CEO) for a registered Trust Company under the Trust Companies Act 1949. The process ensures the proposed CEO meets the required standards and qualifications.

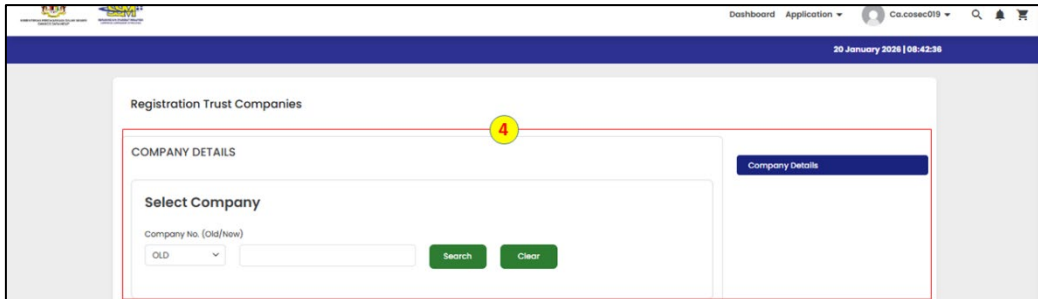
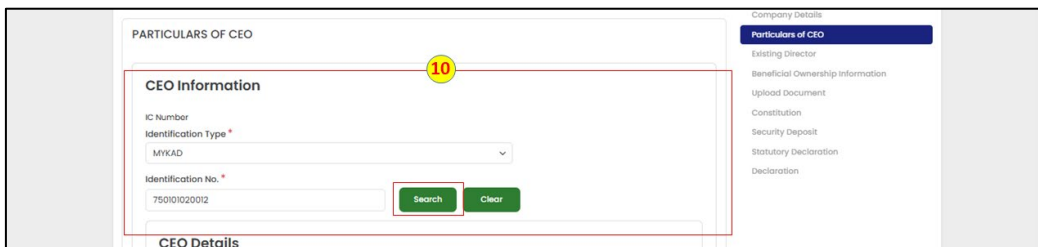
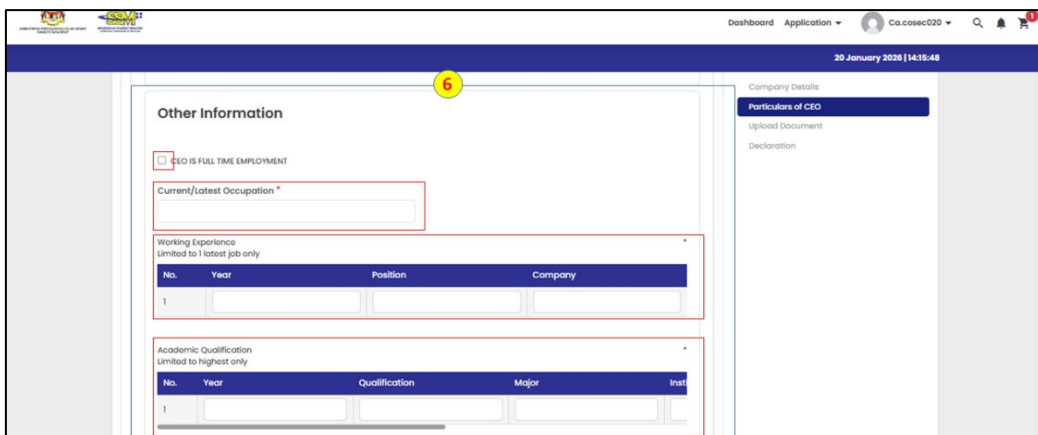
Eligibility

Company Secretary with valid Practising Certificate.

Prerequisites

- The company must be a registered Trust Company.
- Valid Company Secretary licence.
- The proposed CEO must satisfy the fit and proper criteria.
- Board resolution approving the appointment.

Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2.	Click on Application -> Register of Company (ROC) -> Corporate Admin -> Application of Trust Company -> Appointment of Chief Executive Officer (CEO). 
3.	System validate company is - Existing Company - Company Limited by Share OR - Foreign Company (Company Limited by Share) country of origin is Singapore - Not Company Limited by Guarantee - Not Private Company (Company Limited by Share) System validates License Secretary. 

Field Num.	Description
4.	Select old/new company number from dropdown menu, enter company number then click on Search button.  Note: Auto populated information cannot be edited.
5.	On Particulars of CEO section, fill in the following details: - Select Identification type and fill in Identification number. - Click on Search button.  Then System auto populates CEO Details and Address.
6.	On Other Information section, Fill in the following details: CEO is a full-time employment. Current/Latest Occupation. Working Experience. Academic Qualification. 

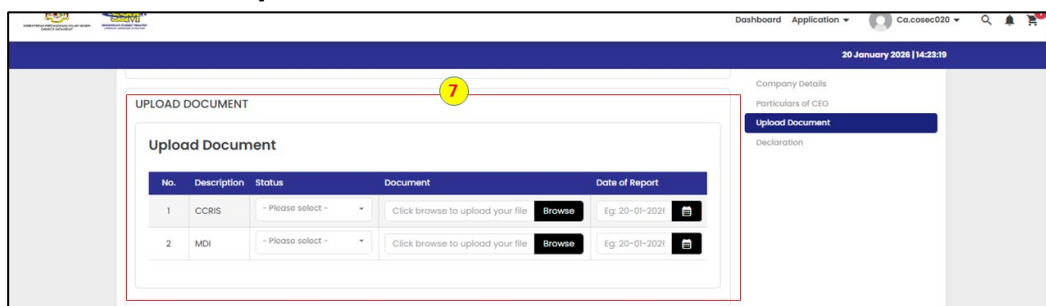
7. On **Upload Document** section, fill in the following details:

For **CCRIS** row:

- **Status**
- **Document**
- **Date of Report**

For **MDI** row:

- **Status**
- **Document**
- **Date of Report**



No.	Description	Status	Document	Date of Report
1	CCRIS	- Please select -	Click browse to upload your file Browse	eg 20-01-2021
2	MDI	- Please select -	Click browse to upload your file Browse	eg 20-01-2021

8. On **Declaration** section, Tick the **Declaration**:



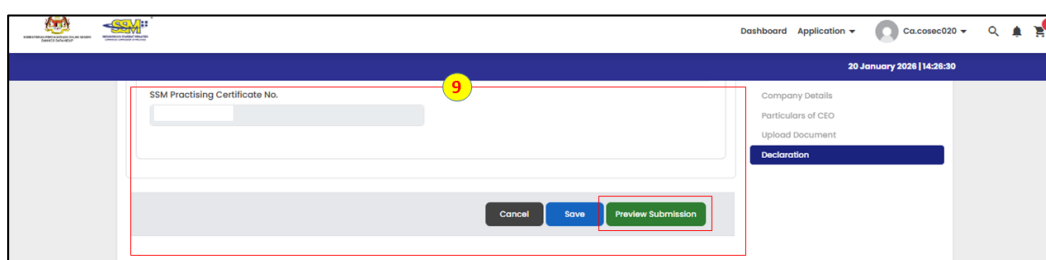
☐ I declare that the following documents are prepared and kept by the company secretary at the registered office.

Lodger Information

Lodger Type: PROFESSIONAL USER - COMPANY SECRETARY Address: MENARA SUBMIT, PERSIARAN KUALA LIPAN

"I confirm that the facts and information stated in this document are true and to the best of my knowledge."

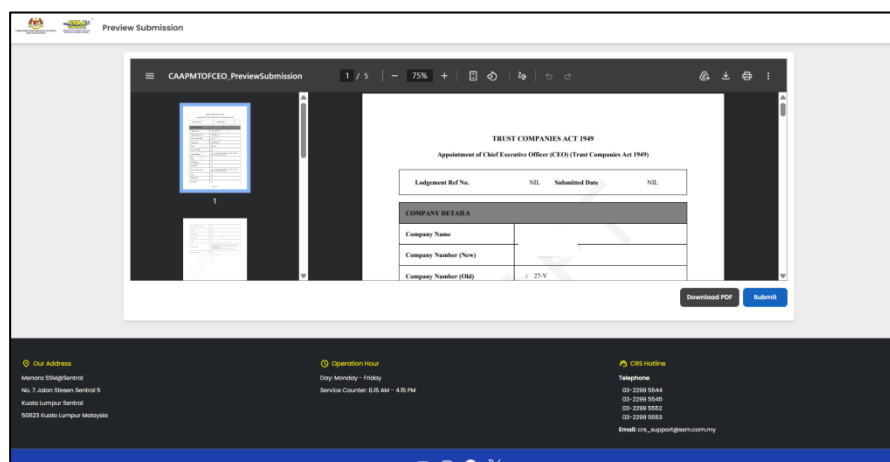
9. Click on **Preview Submission** button. Then Click on **Submit** button.



SMM Practising Certificate No. [Field]

Preview Submission

10. Then Click on **Submit** button.



11. Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.

After Submission

- The application status will change to Submitted.
- Track the progress in **My Tray**.
- You will receive notification if there is any query or when the appointment is approved or rejected.
- Upon approval, the CEO appointment will be updated in the system.

Important Notes

- The proposed CEO must fully comply with the requirements of the Trust Companies Act 1949.
- All information provided must be true and accurate.
- False declaration is an offence.

Helpful Tips

- Prepare CCRIS and MDI reports in advance.
- Ensure all details of the CEO are complete and up-to-date.
- Submit the application early to allow sufficient processing time.

6.3 Appointment of New Director

Introduction

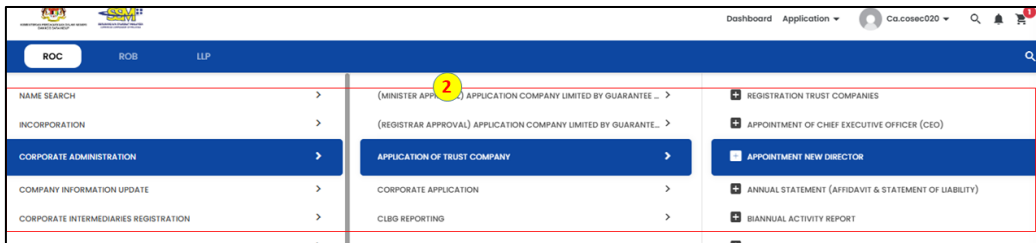
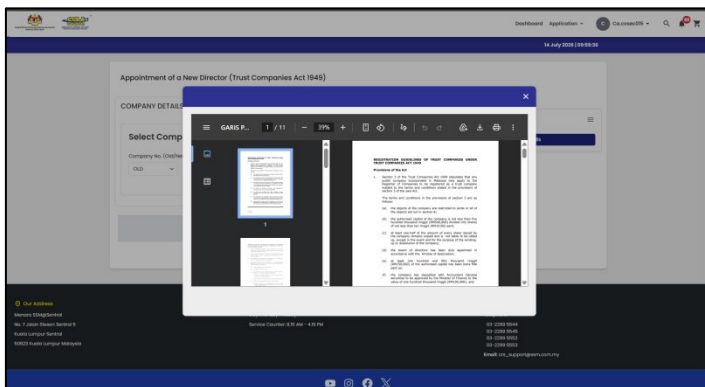
This application is used to appoint a new director to the company. The process ensures the proposed director is eligible and all legal requirements are met before the appointment is officially registered with SSM.

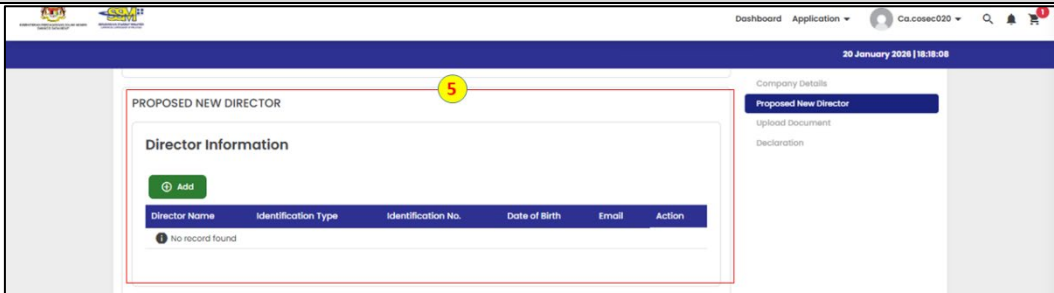
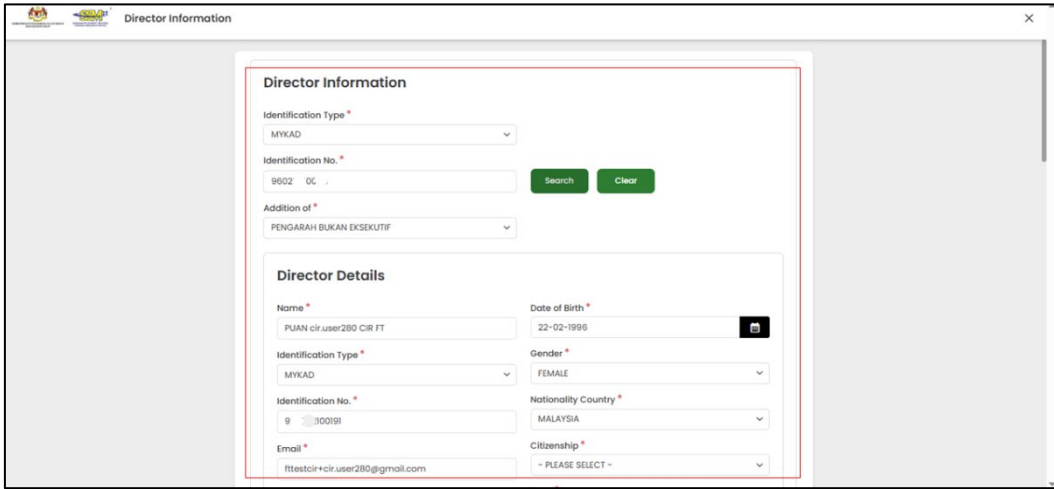
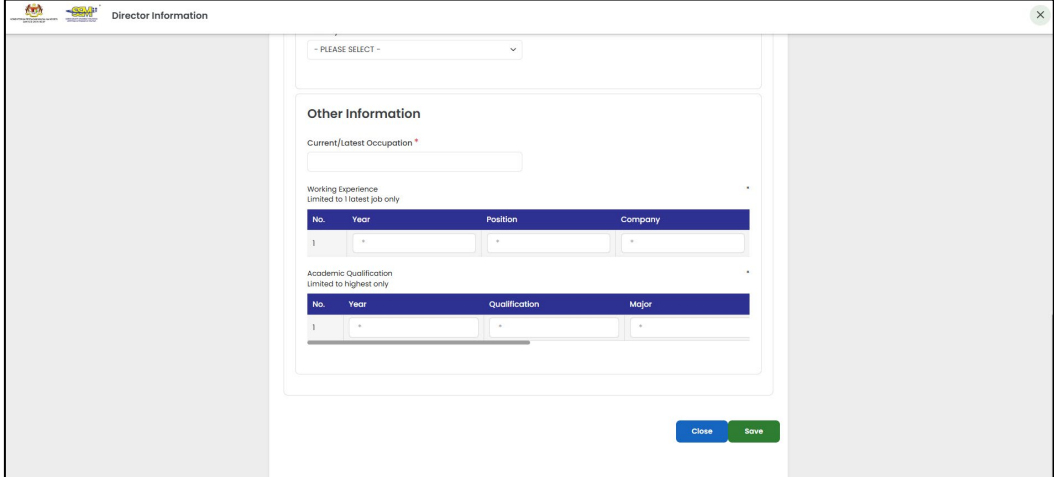
Eligibility

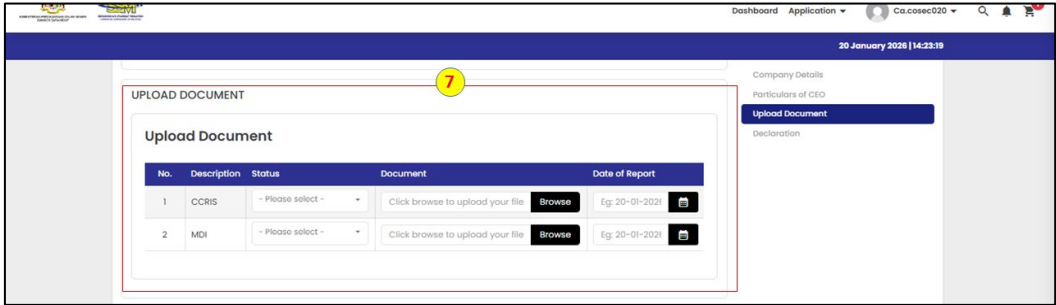
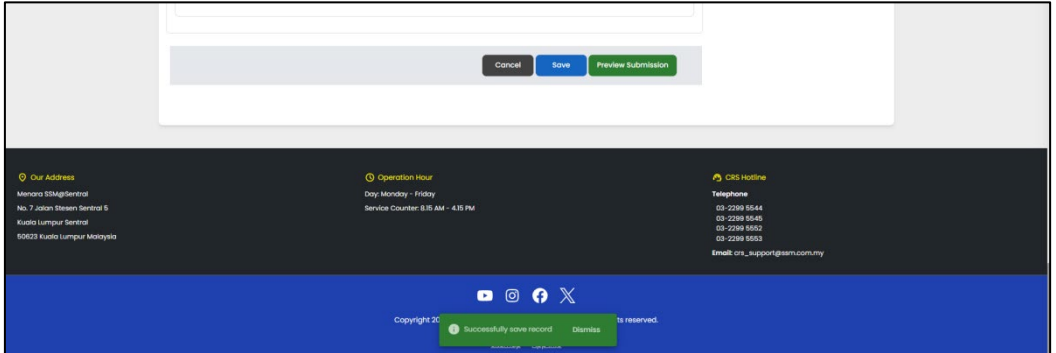
Company Secretary with valid Practising Certificate.

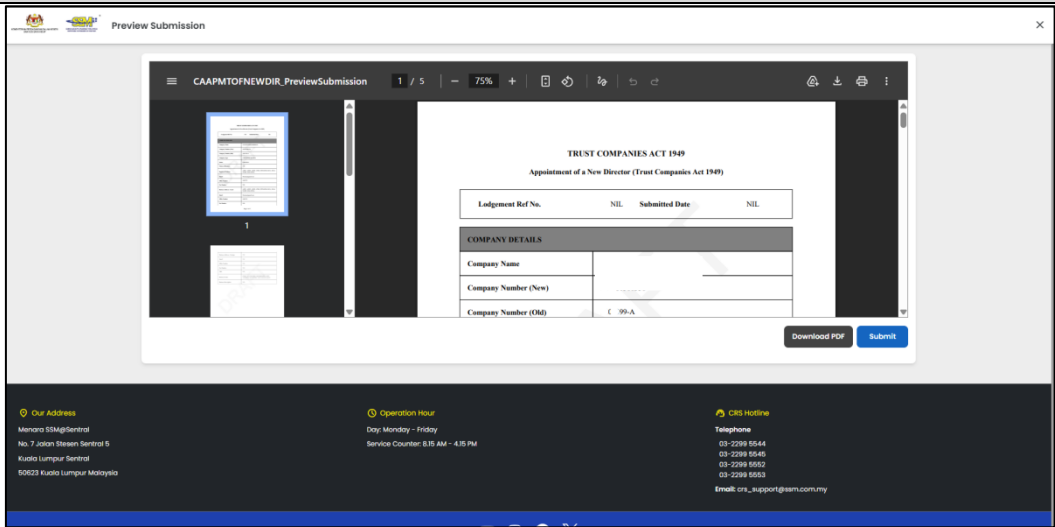
Prerequisites

- The company must be active.
- You must have a valid Company Secretary licence.
- The proposed director must not be disqualified under the Companies Act 2016.
- Board resolution approving the appointment must be ready.

Field Num.	Description
1.	Click on Application -> Register of Company (ROC) -> Corporate Admin -> Application of Trust Company -> Appointment of New Director. 
2.	Select the Company. Checklist will Pop up.  1. Enter the company number (old or new). 2. Click Search. 3. The system will display the company name and details. 4. The system will automatically validate your secretary licence and company status.
3.	On Propose New Director section, click Add button then fill in the following details: a) Director information. b) Address. c) Other information.

Field Num.	Description
	   Click on Save Note: System auto populate Director Details and Address
4.	On Upload Document section, fill in the following details: For CCRIS row: ● Status ● Document ● Date of Report For MDI row:

Field Num.	Description
	● Status ● Document ● Date of Report  Note: The CCRIS and MDI reports for more than one director must be consolidated into a single attachment.
5.	On Declaration section, Tick the Declaration: "I confirm that the facts and information stated in this document are true and to the best of my knowledge." 
6.	Click Preview Submission  After finish previewing submission, Click Submit

Field Num.	Description
	
7.	Upon successful submission , the user will receive an email notification confirming that the application has been received.

After Submission

- The application status will change to **Submitted**.
- You can track the progress anytime in the **My Tray** section.
- SSM will review the application. You will receive notification if there is any query, or when the appointment is approved or rejected.
- Once approved, the new director's details will be updated in the company register.

Important Things to Remember

- The proposed director must not be an undischarged bankrupt or disqualified person.
- All information provided must be true and accurate.
- Keep copies of all submitted documents for your records.

Helpful Tips

- Verify the proposed director's eligibility before starting the application.
- Prepare all documents in advance to avoid delays.

6.4 Annual Statement (Affidavit & Statement of Liability)

Introduction

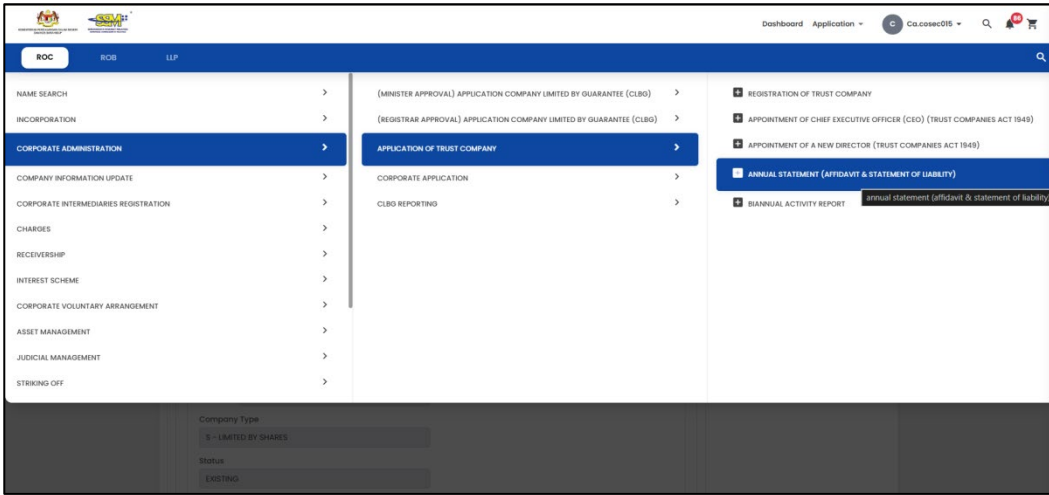
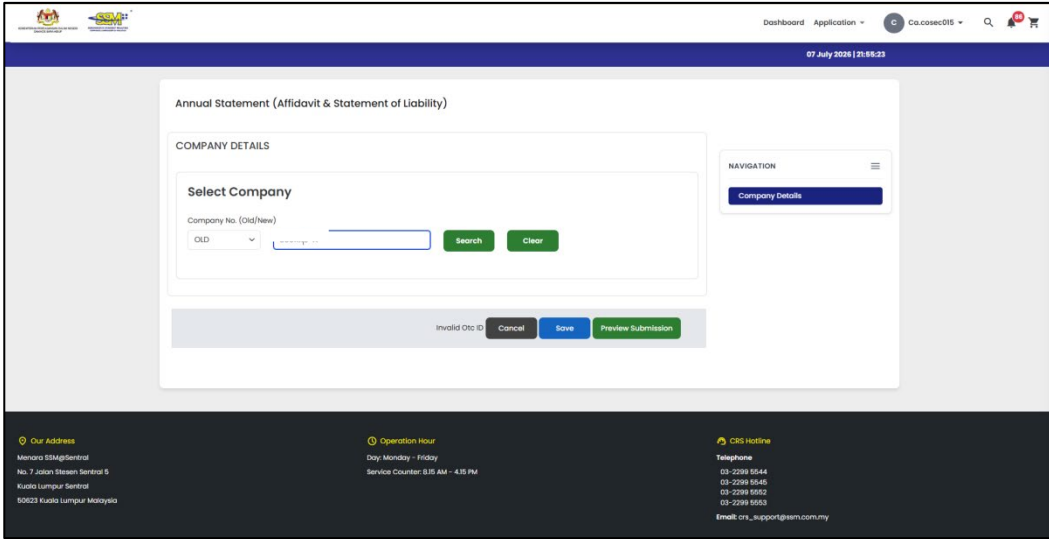
Every registered Trust Company must submit an Annual Statement every year. This submission includes an official Affidavit and a Statement of Liability. The purpose is to declare the company's financial position and confirm that it can meet all its obligations as required by law.

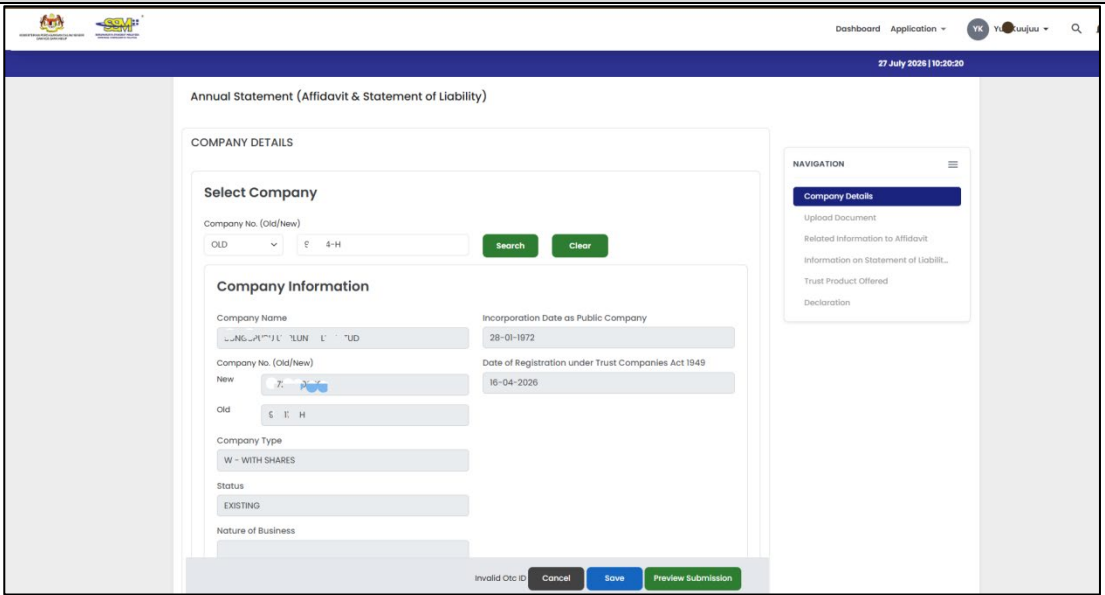
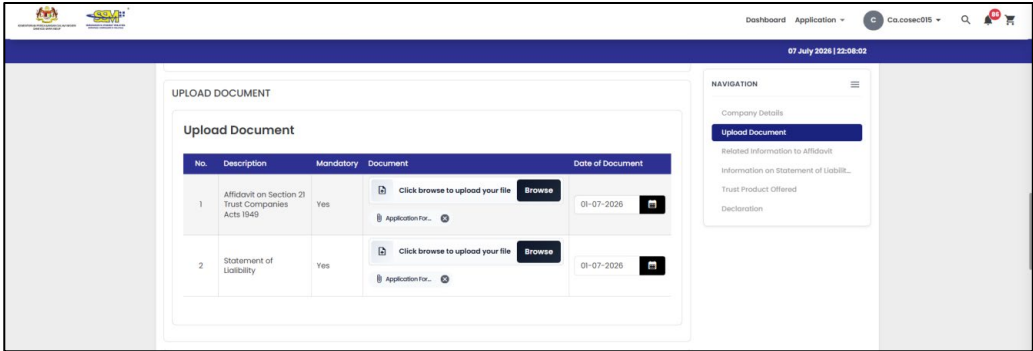
Eligibility

Company Secretary who has a valid Practising Certificate and is authorised to act for the Trust Company.

Before You Start

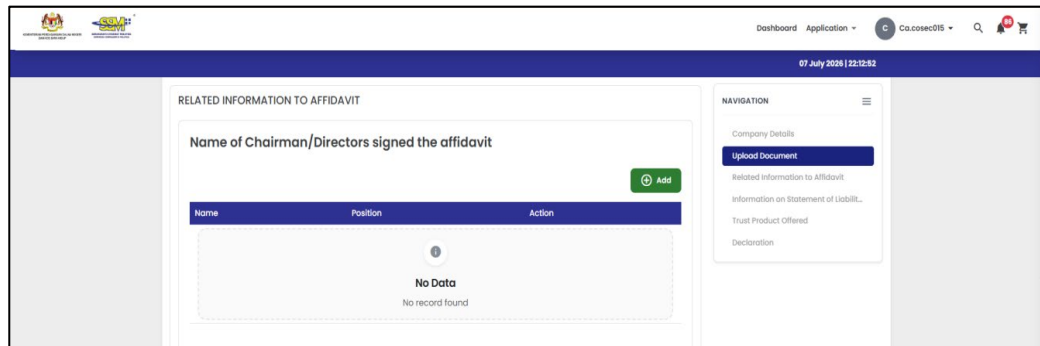
- Make sure the Trust Company is still active.
- Prepare the latest Audited Financial Statements.
- Have the Board's approval or resolution ready.
- Ensure you have a valid Company Secretary license in the system.

Field Num.	Description
1.	On the main dashboard, click Applications. Register of Company (ROC) > Corporate Administration > Trust Company > Annual Statement (Affidavit & Statement of Liability). 
2.	Step 2: Select Your Company 1. Enter the Trust Company number (old or new number). 2. Click Search.  3. The system will show the company name and basic details. 4. Check that the information is correct. If there is an error, the system will show a validation message.

Field Num.	Description
	
3.	Step 3: Upload Documents - Affidavit on Section 21 Trust Companies Acts 1949. - Statement of Liability. Kindly input Date of Document (Mandatory). 

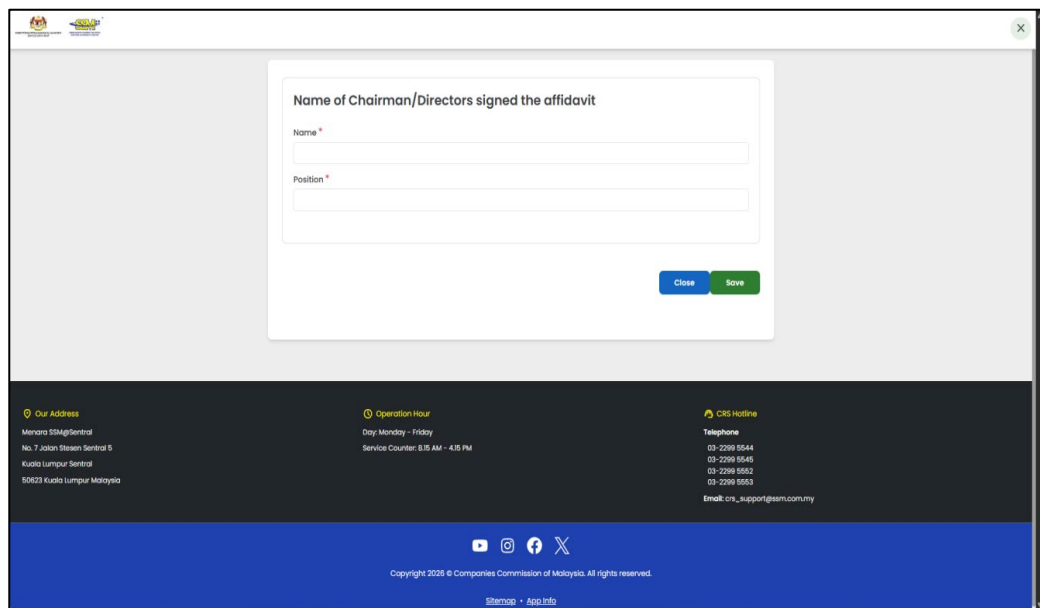
4. Step 4: Related Information to Affidavit

a) Add name of Chairman/Directors signed the affidavit.



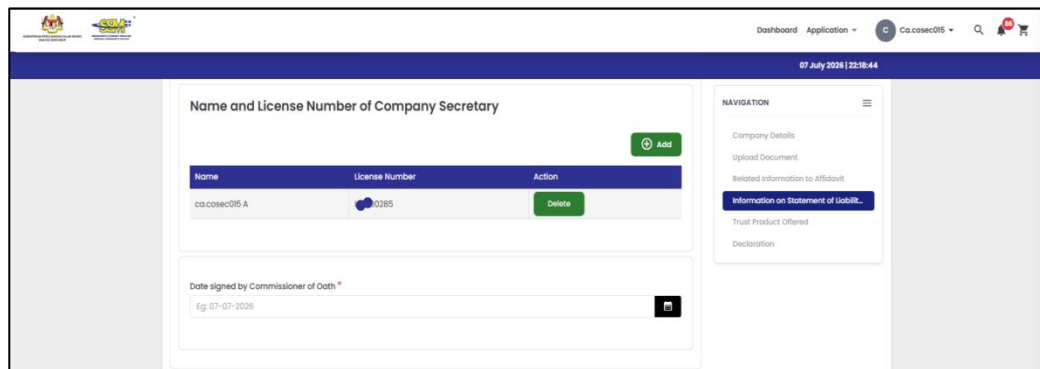
b) Click Add and insert

- Name (Mandatory)
- Position (Mandatory)



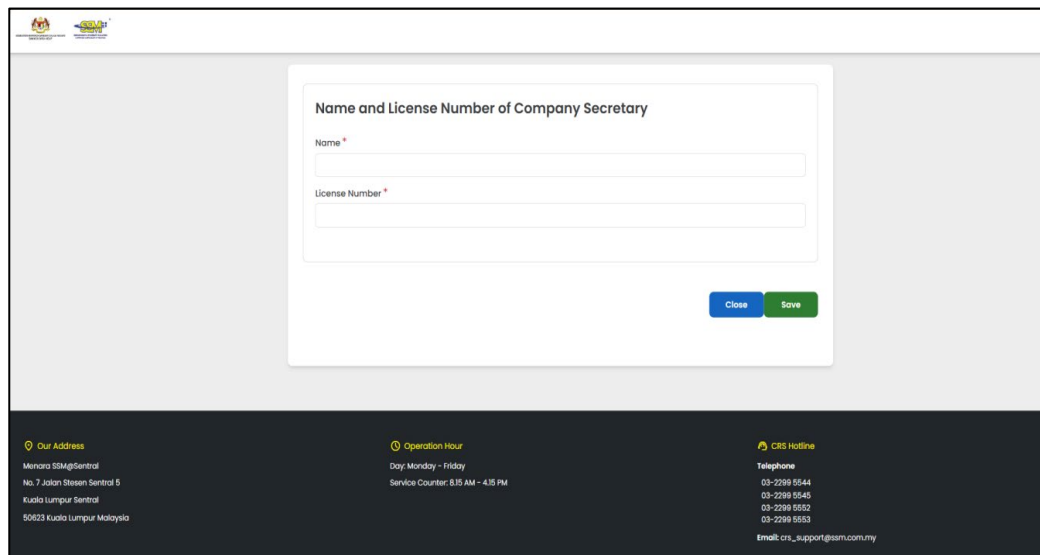
Click Save

c) Name and License Number of Company



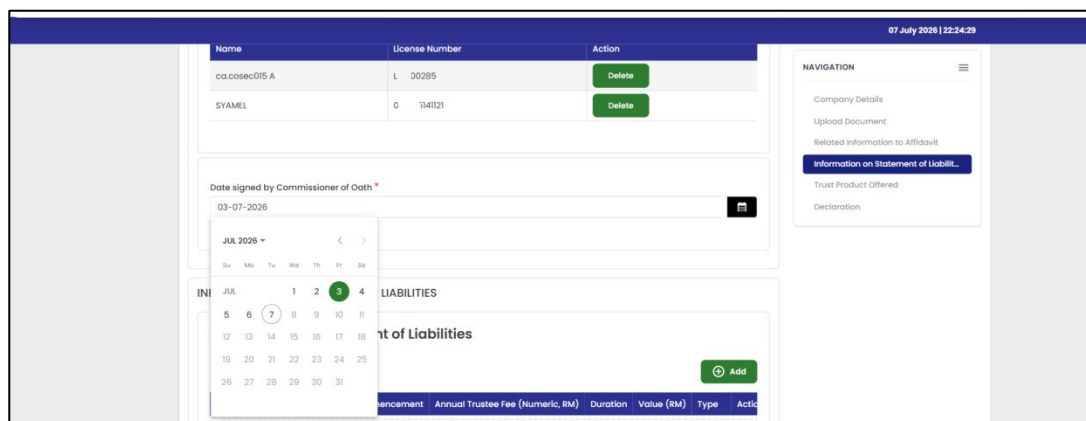
d) Click Add and Insert.

- Name
- License Number



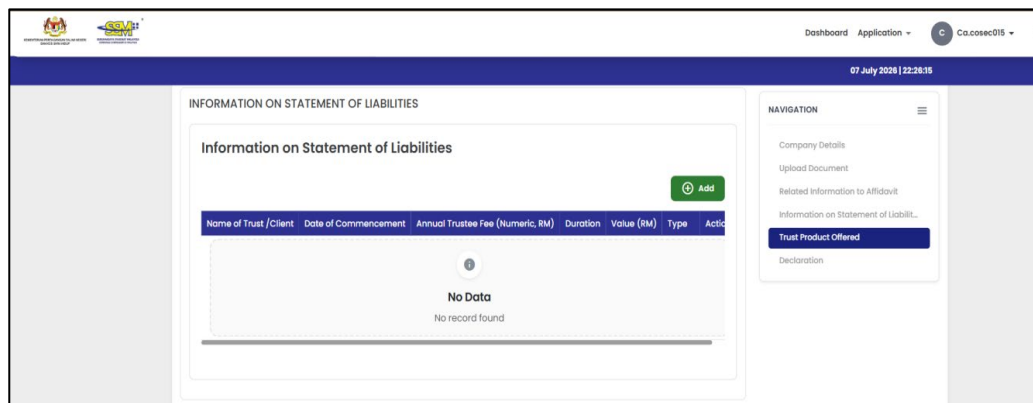
Click **Save**.

e) Select Date signed by Commissioner of Oath (Mandatory).



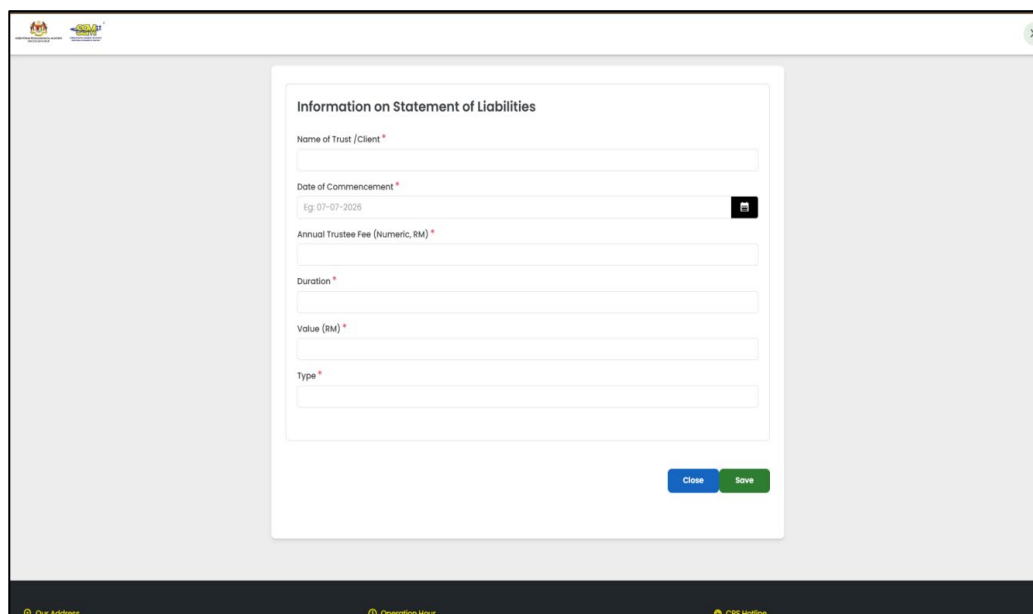
5. Step 5: Information on Statement of Liabilities

Click Add.



Fill in the blank with the required field (*Mandatory);

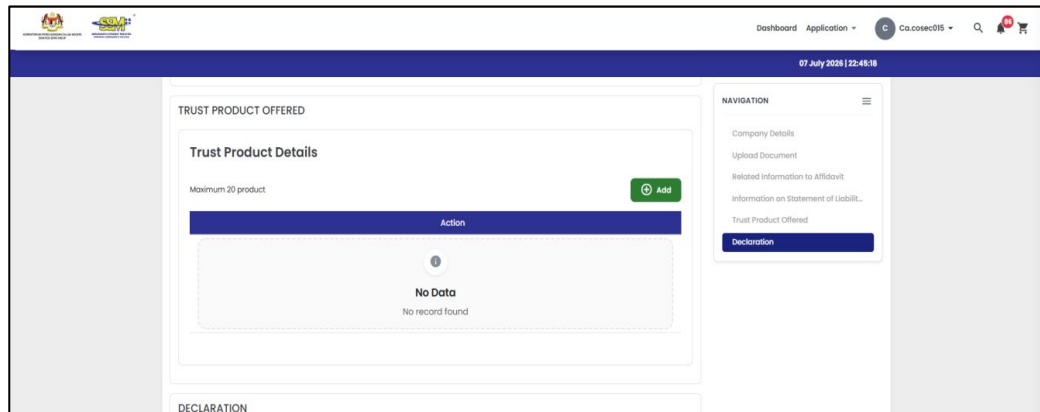
- Name of Trust/Client.
- Date of Commencement.
- Annual Trustee Fee (Numeric, RM).
- Duration.
- Value (RM).
- Type.



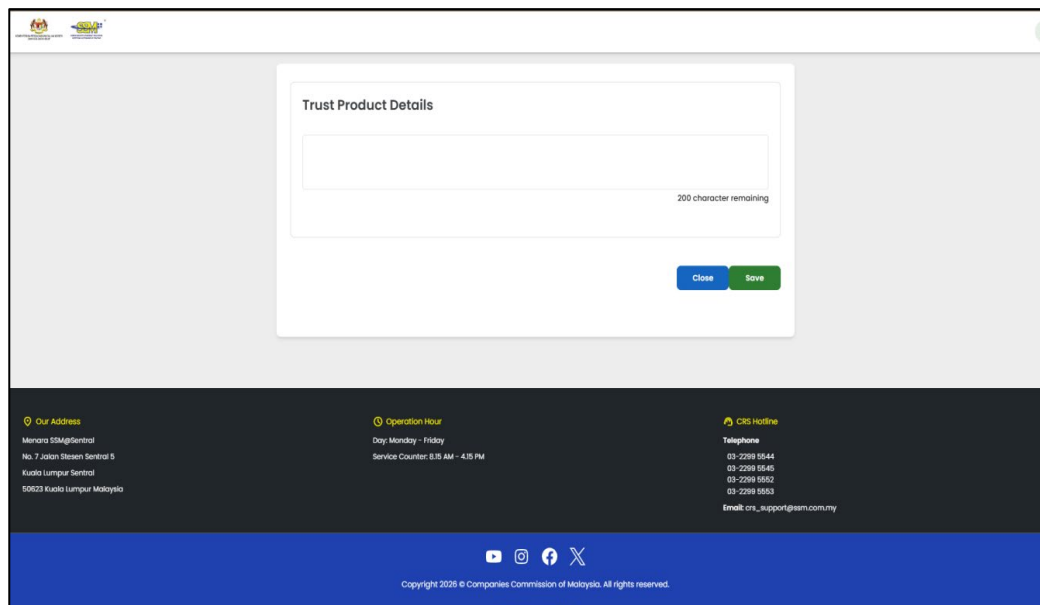
Click **Save**.

Trust Product Offered.

Add Trust Product Details.

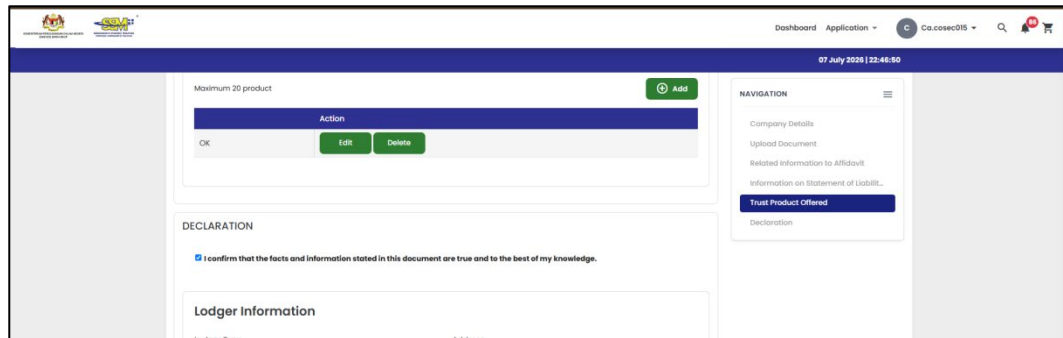


Fill Trust Product Details.

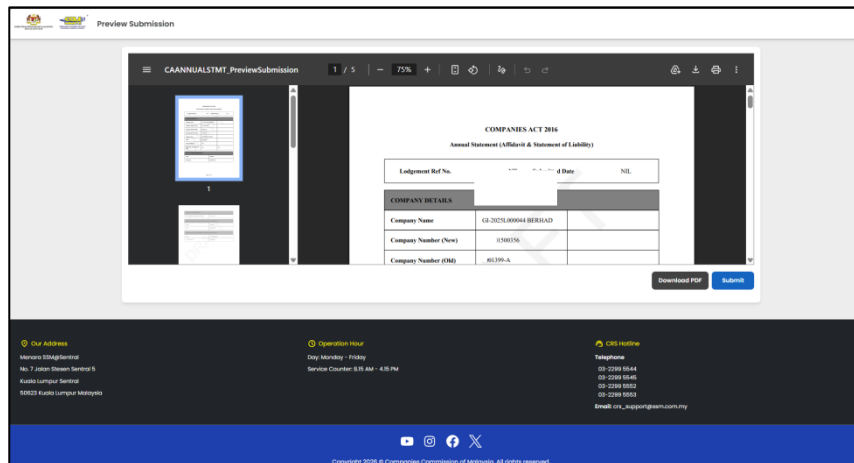


Click Save.

6. Step 6: Declaration Review all information. Tick General Declaration. Preview Submission

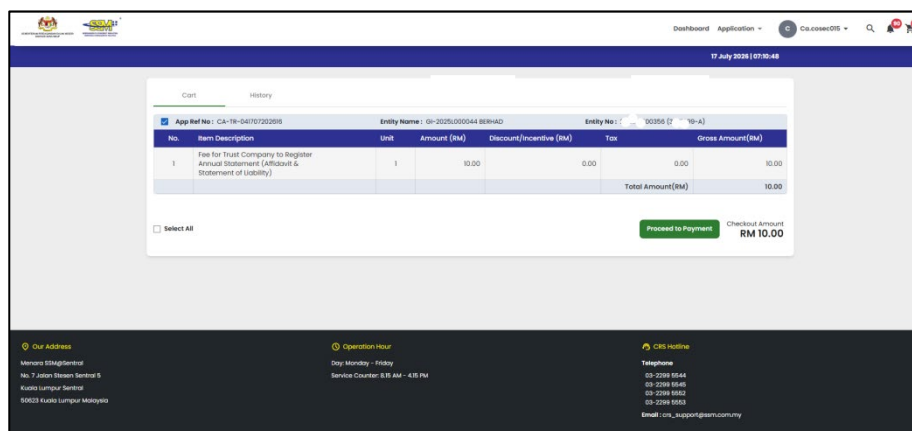


After reviewing the submission, click **Submit**.



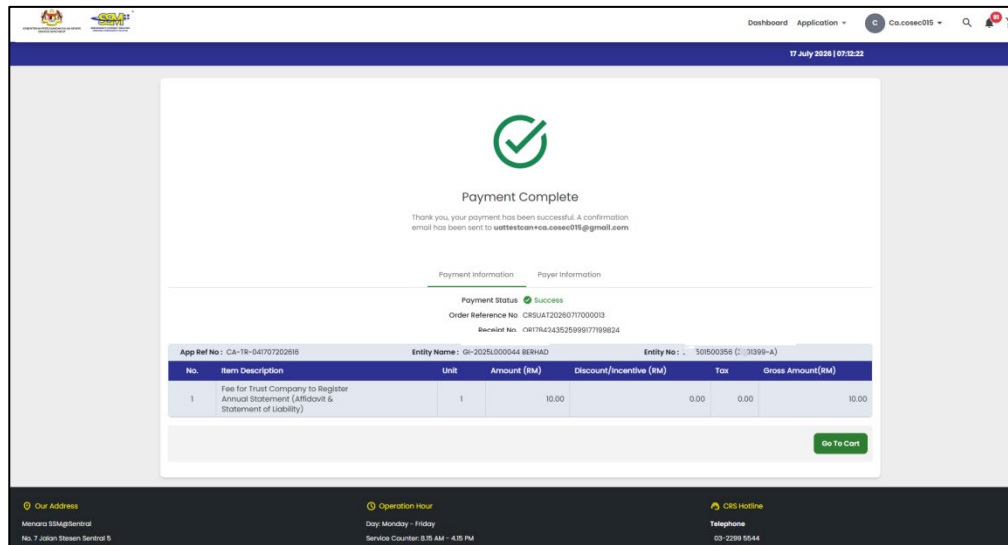
7. Step 7: Payment

Click Proceed to payment and Pay fee (RM10).



No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for Trust Company to Register Annual Statement (Affidavit & Statement of Liability)	1	10.00	0.00	0.00	10.00
Total Amount (RM)						10.00

Payer will received receipt number and order reference number.



Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.

Post Submission

- Track status in **My Tray**.
- Receive notification for query/approval/rejection.

Important

- Submit within the required period.
- All information must be true and correct.
- False declaration is an offence.

6.5 Bi Annual Activity Report

Introduction

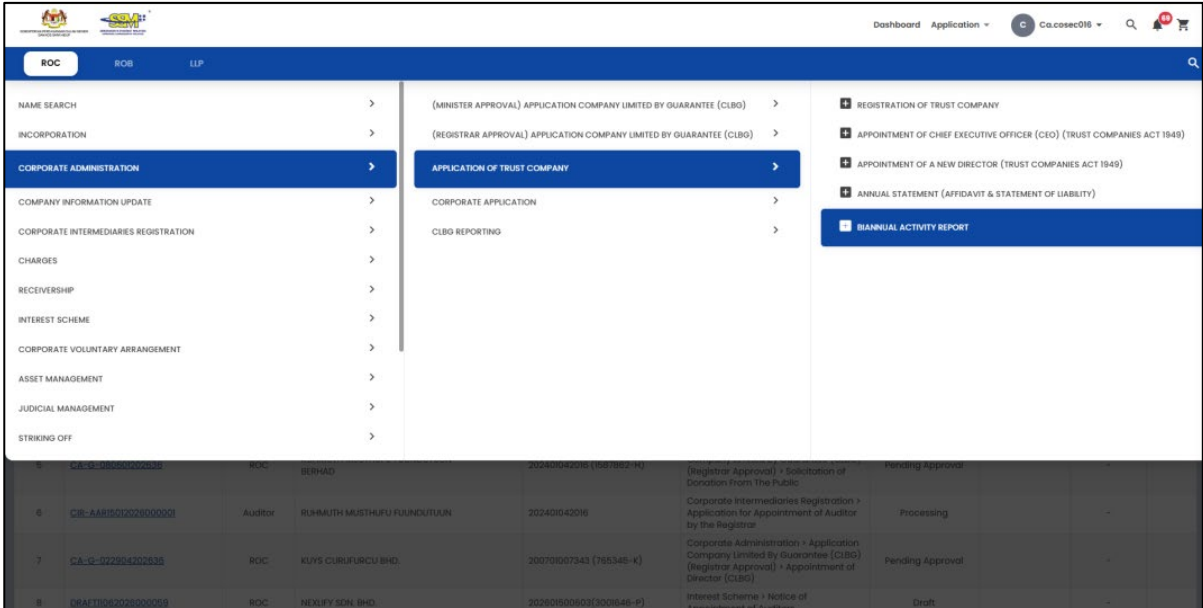
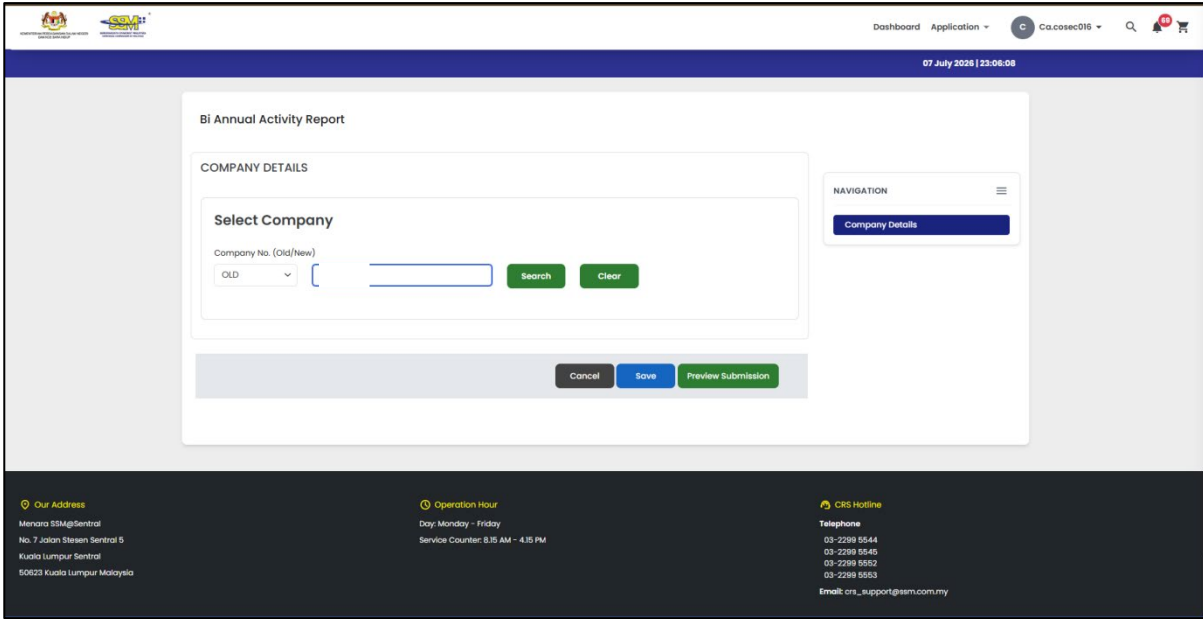
This application is for the submission of Bi-Annual Activity Report by a registered Trust Company. The report provides an update on the company's activities for the past six months.

Eligibility

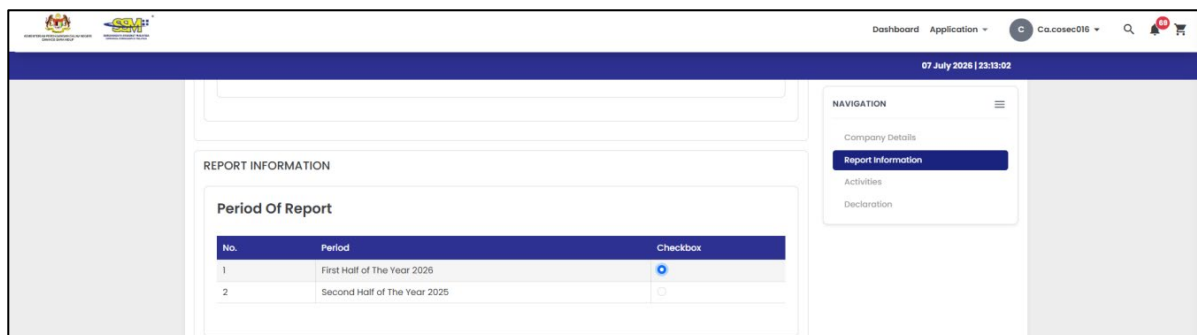
Company Secretary with valid Practising Certificate.

Prerequisites

- The company must be a registered Trust Company.
- Valid secretary licence.
- Records of activities during the reporting period.

Field Num.	Description
1.	Step 1: Navigation From the Dashboard, navigate to the Application menu in the Navigation Bar. Applications → ROC → Corporate Administration → Trust Company → Bi Annual Activity Report. 
2.	Step 2: Company Selection Enter the Trust Company number → Search. System validates company status. 

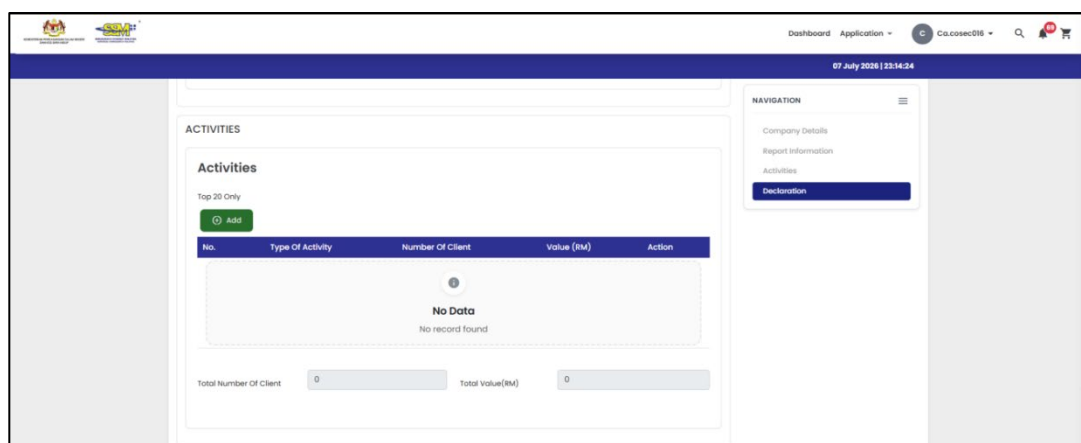
3. **Step 3: Select Reporting Period** Choose First Half of The Year (2xxx) or Second Half of the Year (2xxx)



No.	Period	Checkbox
1	First Half of The Year 2026	☒
2	Second Half of The Year 2025	☐

4. **Step 4: Fill Activity Details**

- Describe Type of Activity.
- State number of Client.
- Value (RM).

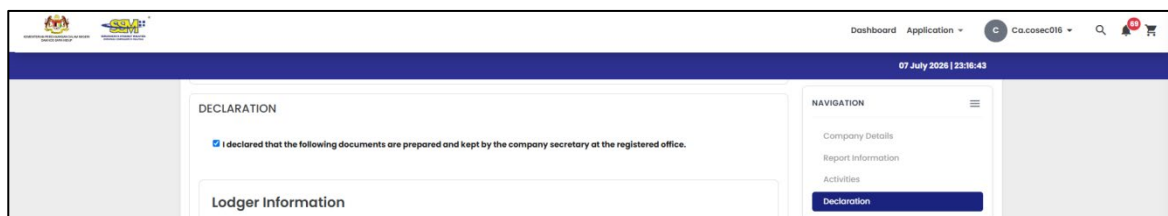


No.	Type Of Activity	Number Of Client	Value (RM)	Action
No Data No record found				

Total Number of Client: 0 Total Value(RM): 0

Click **Save**

5. **Step 5: Declaration and Preview** Review all information. Tick the General Declaration. Preview the submission.

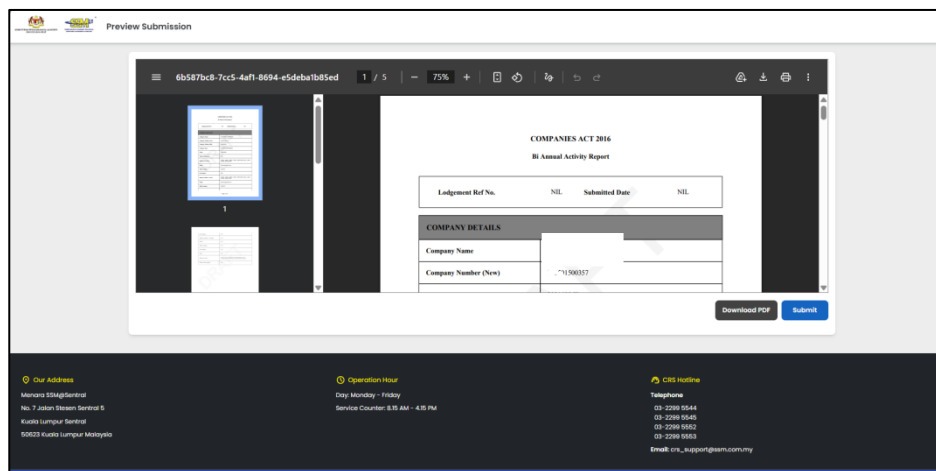


☒ I declared that the following documents are prepared and kept by the company secretary at the registered office.

Lodger Information

6.

Step 6: Submit the report. No payment is required for this application. Status will change to Submitted.



The screenshot shows a web browser window titled 'Preview Submission'. The main content is a form titled 'COMPANIES ACT 2016 BI Annual Activity Report'. The form has a header with 'Lodgement Ref No.' and 'Submitted Date', both set to 'NIL'. Below this is a section titled 'COMPANY DETAILS' with fields for 'Company Name' and 'Company Number (New)', which is set to '1100017'. At the bottom right of the form are two buttons: 'Download PDF' and 'Submit'. The footer of the browser window contains contact information for SSM, including addresses, operation hours, and a hotline.

Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.

After Submission

- Track status in.
- SSM will review the report.
- You will receive notification if there is any query or when the report is acknowledged.

Important Notes

- This report must be submitted every six months.
- Information must be accurate and complete.
- Keep a copy of the submitted report for your records.

Useful Tips

- Prepare the activity summary in advance.
- Be clear and factual in describing the company's operations.
- Submit before the due date to avoid any issues.

7 Corporate Application

7.1 Lodge Prospectus IPO/Abridged/Term Sheet (IPO)

Introduction

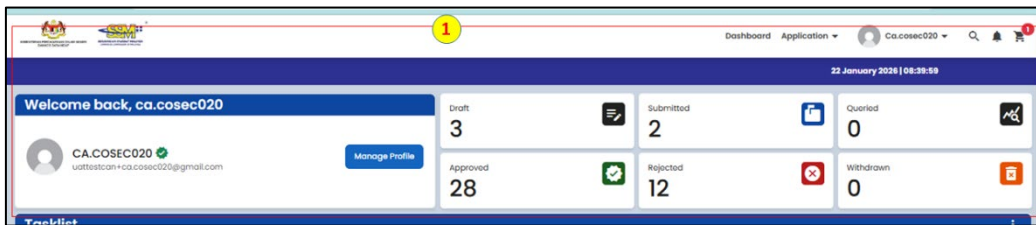
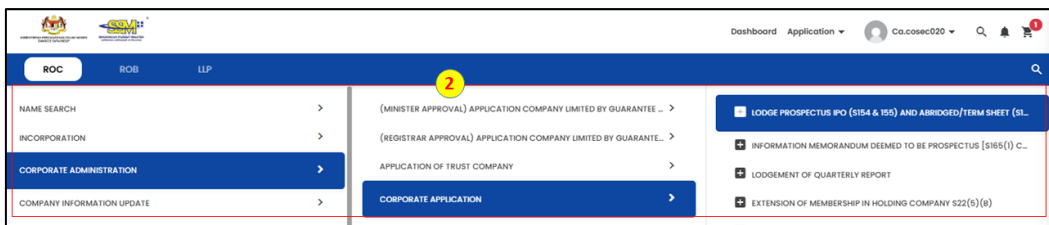
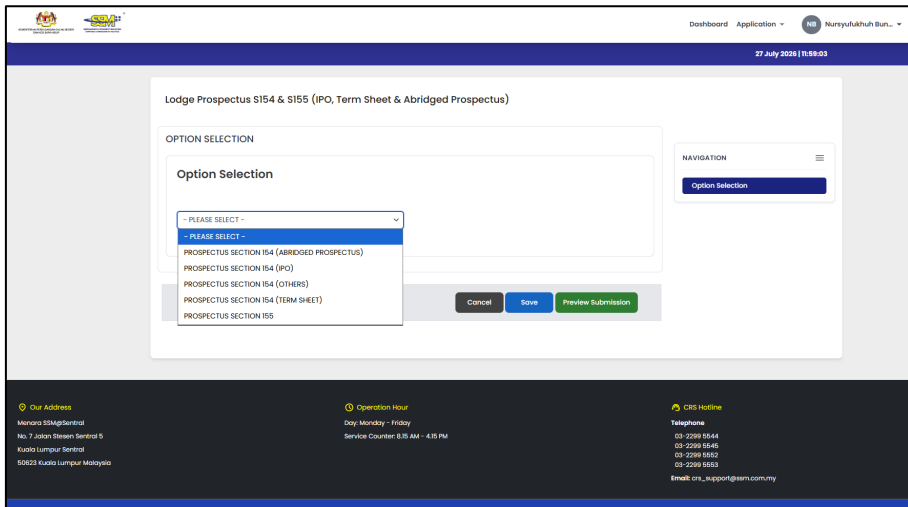
This application is for lodging a Prospectus, Abridged Prospectus, or Term Sheet for an Initial Public Offering (IPO) under Sections 154 and 155 of the Companies Act 2016.

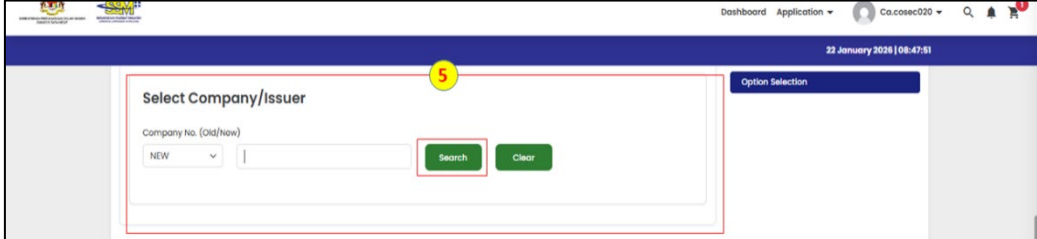
Eligibility

- Company Secretary with valid Practising Certificate.
- Agent from Bank.

Prerequisites

- The company must be eligible for IPO.
- All required approvals from Securities Commission (SC) or Bursa Malaysia must be obtained.
- Prospectus or Term Sheet must be ready.

Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2.	Click on Application -> Register of Company (ROC) -> Corporate Admin -> Corporate Application -> Lodge Prospectus IPO (S154 & 155) And Abridged/Term Sheet (S154 & 155) 
3.	System validates License Secretary.
4.	On Option Selection section, Please select - Prospectus Section 154 (ABRIDGED PROSPECTUS) - Prospectus Section 154 (IPO) - Prospectus Section 154 (OTHERS) - Prospectus Section 154 (TERM SHEET) - Prospectus Section 155 

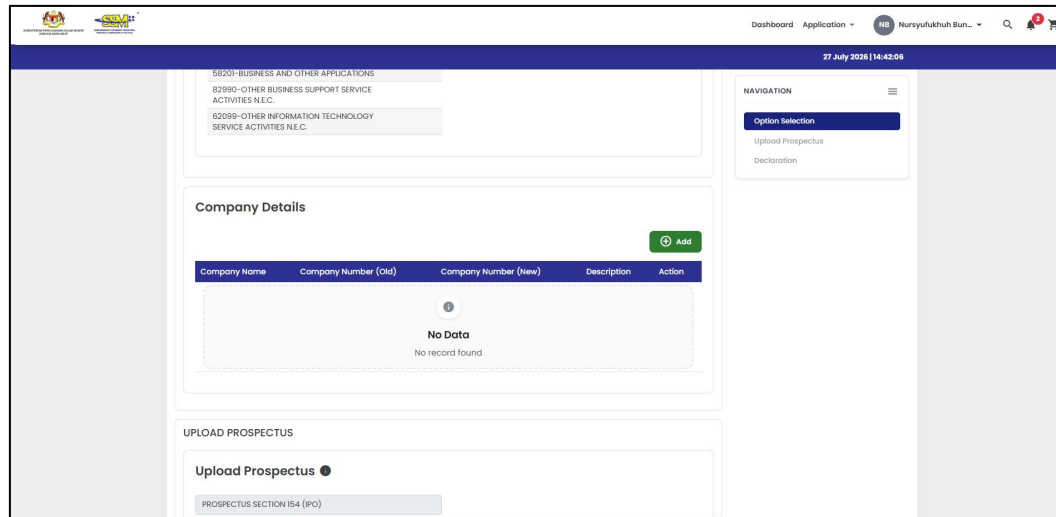
Field Num.	Description
5.	Enter the following details: a) Company Number (Old or New): b) On the text field:  Note: Auto populated information cannot be edited.

6.

If user choose

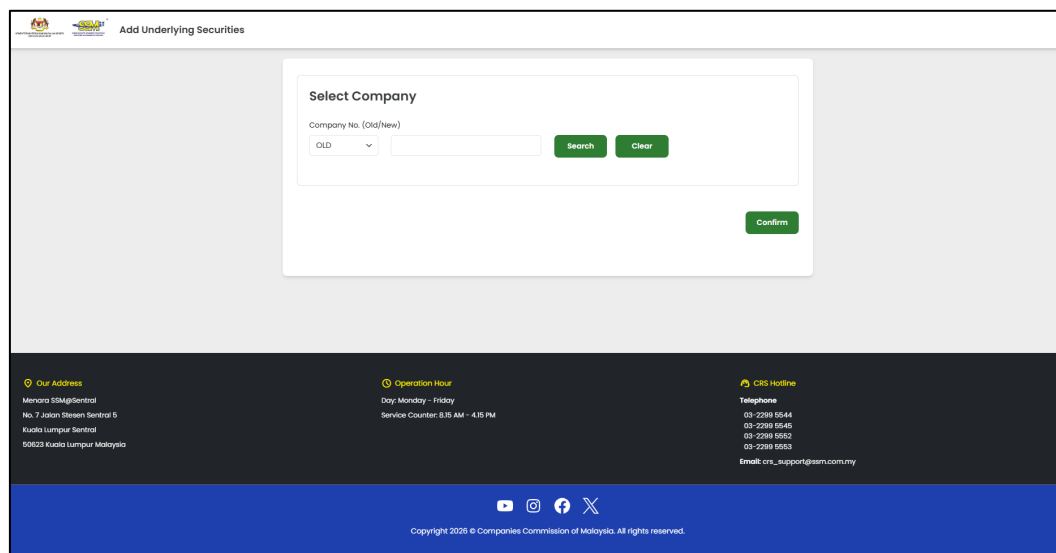
- **Prospectus Section 154 (ABRIDGED PROSPECTUS)**
- **Prospectus Section 154 (TERM SHEET)**
- **Prospectus Section 154 (OTHERS)**

it will appear **Company details tab.**

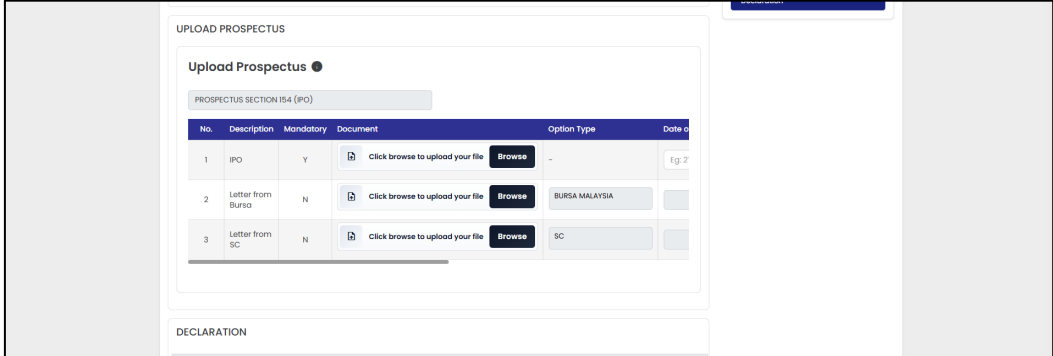
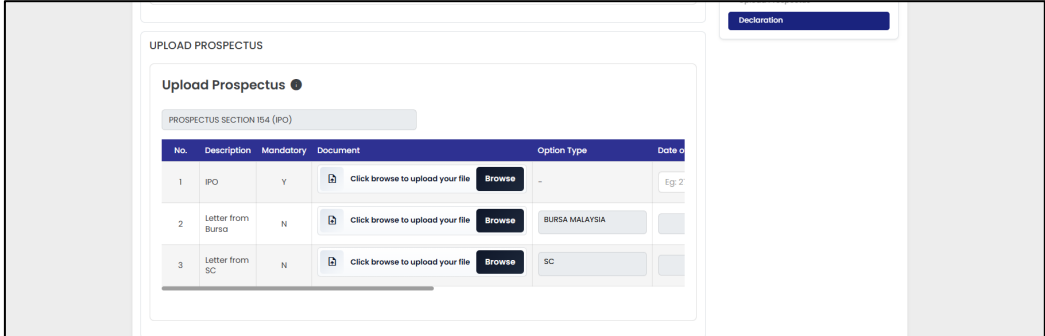


Click **Add** and Add **Underlying Securities**.

Insert **company registration number (Old/New)** and click **Search**.

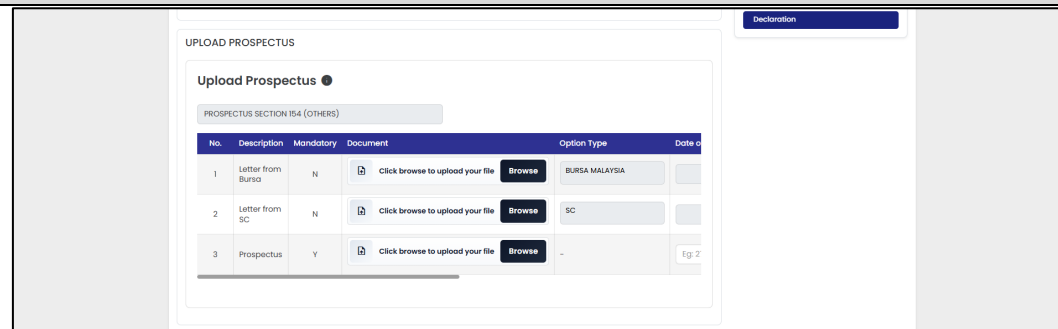


Once the details appear click confirm.

Field Num.	Description
7.	On Upload Prospectus section if user select • Prospectus Section 154 (ABRIDGED PROSPECTUS) Browse and upload the following: a) IPO b) Letter From Bursa c) Letter from SC  • Prospectus Section 154 (IPO) Browse and upload the following: a) IPO b) Letter From Bursa c) Letter from SC  • Prospectus Section 154 (OTHERS) Browse and upload the following: a) Letter From Bursa b) Letter from SC c) Prospectus

Field Num.

Description

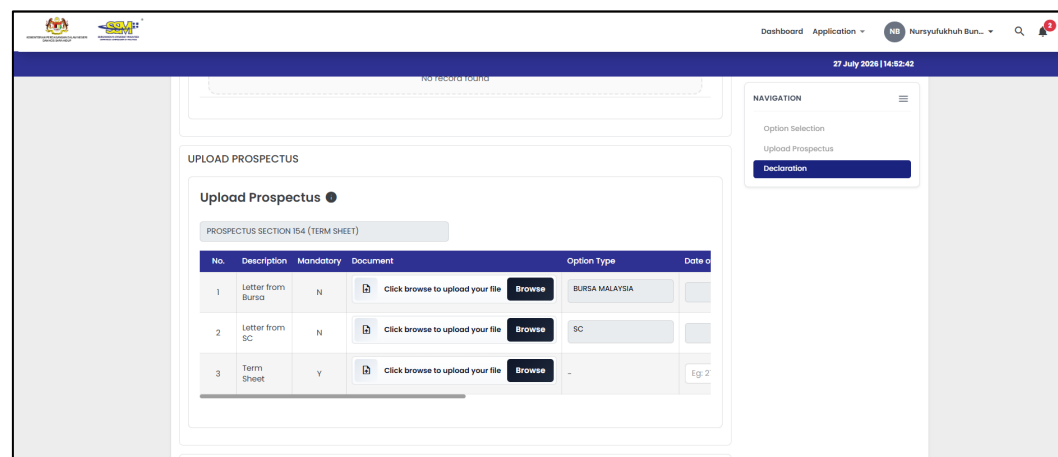


No.	Description	Mandatory	Document	Option Type	Date of Registration
1	Letter from Bursa	N	Click browse to upload your file	BURSA MALAYSIA	
2	Letter from SC	N	Click browse to upload your file	SC	
3	Prospectus	Y	Click browse to upload your file	-	Eg: 27-0

- Prospectus Section 154 (TERM SHEET)**

Browse and upload the following:

- Letter From Bursa**
- Letter from SC**
- Term Sheet**

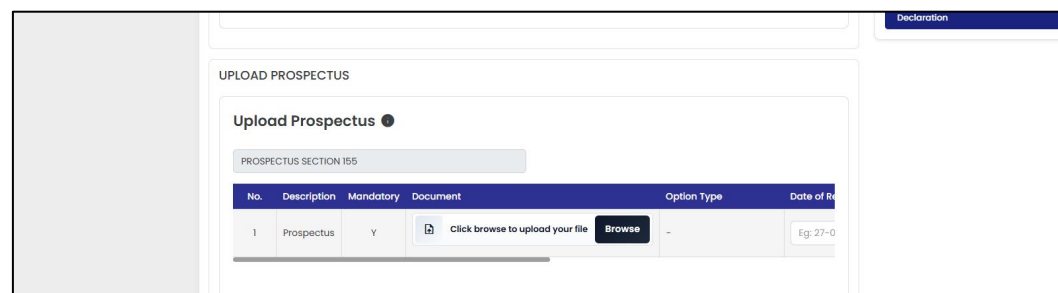


No.	Description	Mandatory	Document	Option Type	Date of Registration
1	Letter from Bursa	N	Click browse to upload your file	BURSA MALAYSIA	
2	Letter from SC	N	Click browse to upload your file	SC	
3	Term Sheet	Y	Click browse to upload your file	-	Eg: 27-0

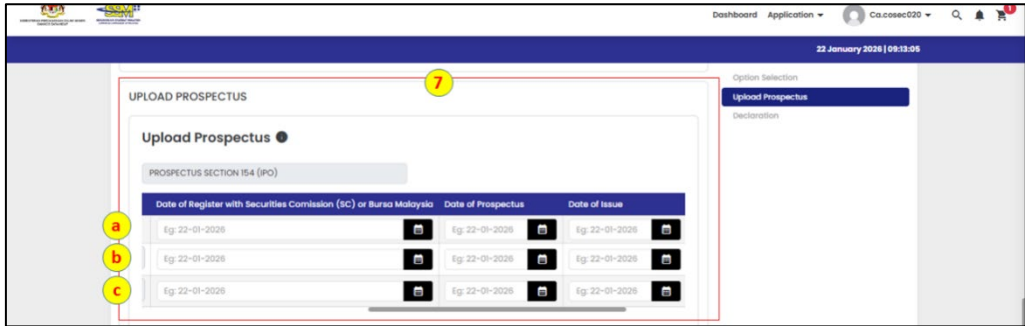
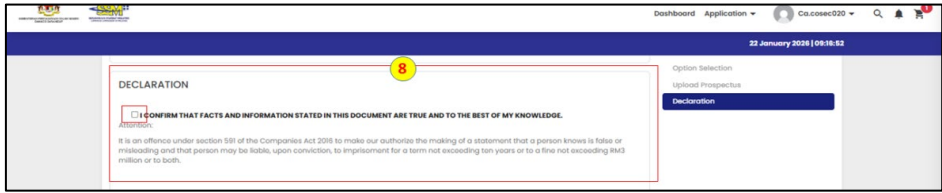
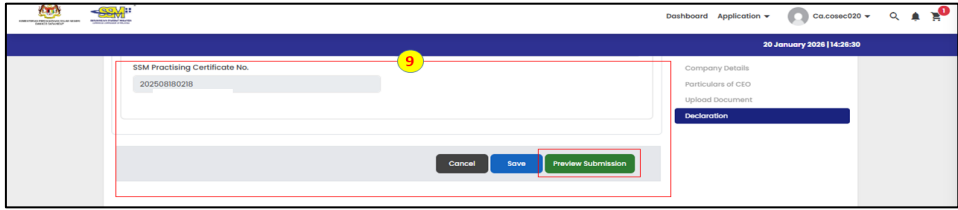
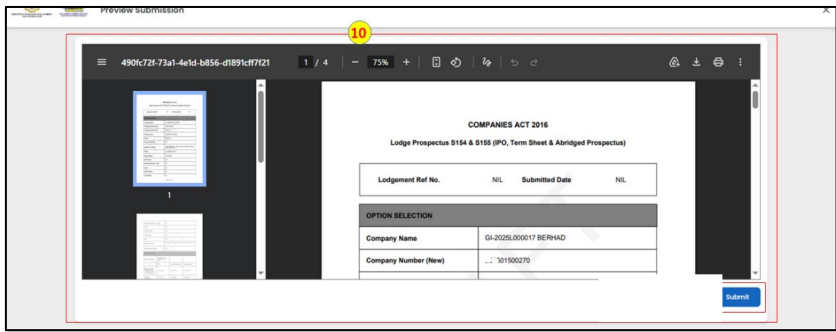
- Prospectus Section 155**

Browse and upload the following:

- Prospectus**

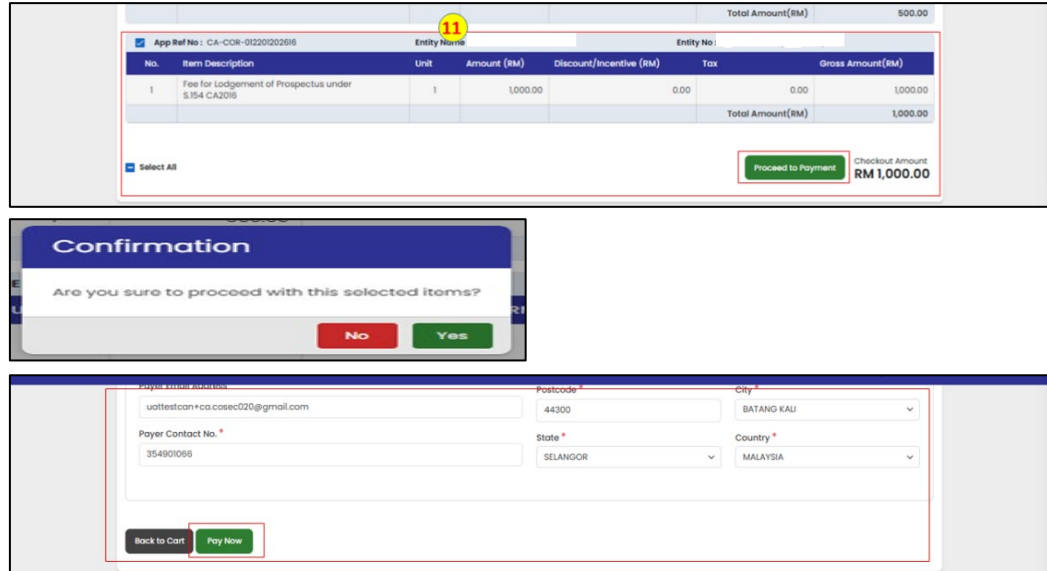


No.	Description	Mandatory	Document	Option Type	Date of Registration
1	Prospectus	Y	Click browse to upload your file	-	Eg: 27-0

Field Num.	Description
8.	Enter Date of Register with Securities Commission (SC) or Bursa Malaysia, Date of Prospectus, Date of Issue and Date of Document for each row. Dates follow this chronological order: - Date of SC/Bursa. - Date of Prospectus. - Date Issue. 
9.	On Declaration section, Tick the Declaration:  "I confirm that the facts and information stated in this document are true and to the best of my knowledge."
10.	Click on Preview Submission button. 
11.	Then Click on Submit button. 

Field Num.	Description
------------	-------------

12. Company Secretary receives Notification (Payment Notification) on the fees to be paid. Click **Proceed to Payment**. At the popup click **Yes**. Then click **Pay Now**

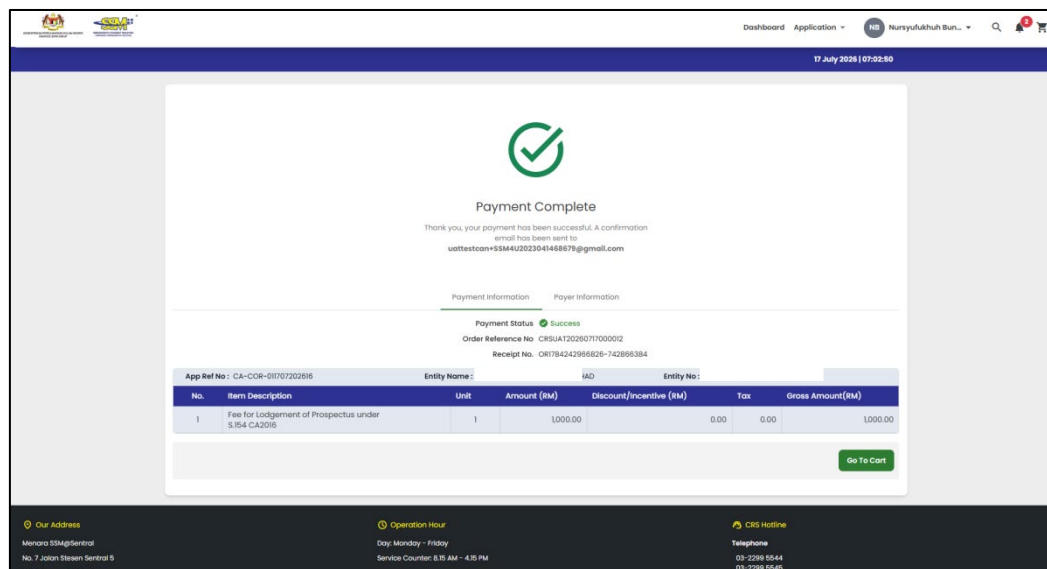


The screenshot shows the payment interface. At the top, a table lists the items to be paid:

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for lodgement of Prospectus under S.154 CA2016	1	1,000.00	0.00	0.00	1,000.00
Total Amount (RM)						1,000.00

Below the table is a 'Proceed to Payment' button. A confirmation dialog box appears with the text: 'Are you sure to proceed with this selected items?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted. Below the dialog is a payment form with fields for Payer Contact No., Postcode, City, State, and Country. The 'Pay Now' button is highlighted.

13. Payer will received receipt number and order reference number.



The screenshot shows the 'Payment Complete' confirmation page. It features a green checkmark icon and the text: 'Payment Complete. Thank you, your payment has been successful. A confirmation email has been sent to uatetestcan+ca.cosec020@gmail.com'. Below this, the payment status is 'Success'. The order reference number is CR5UAT2020071700002. The receipt number is OR1784242966626-742896384. A table shows the payment details:

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for lodgement of Prospectus under S.154 CA2016	1	1,000.00	0.00	0.00	1,000.00

At the bottom, there is a 'Go To Cart' button. The footer contains contact information for the SSM office.

Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.

After Submission

- Status changes to Submitted.
- Track in **My Tray**.
- You will receive notification for submitted application.
- Upon approval, the prospectus is lodged.

Important Notes

- Documents must be lodged within the required timeframe.
- All information must be accurate.
- False declaration is an offence under Section 591.

Helpful Tips

- Ensure all letters from SC and Bursa are valid.
- Prepare documents in the correct format.
- Submit early to allow processing time.

7.2 Information Memorandum Deemed to Be Prospectus (S165) and Supplemental/Replacement Prospectus (S166)

Introduction

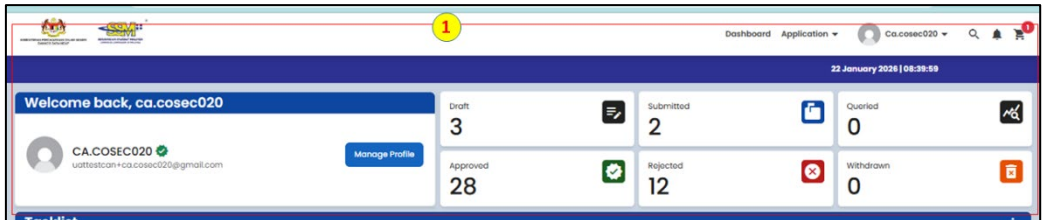
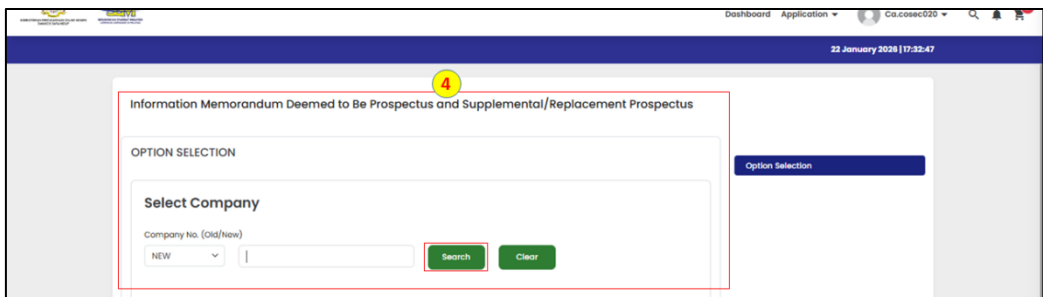
This application is for lodging an Information Memorandum deemed to be a Prospectus under Section 165, or for submitting a Supplemental/Replacement Prospectus under Section 166 of the Companies Act 2016.

Eligibility

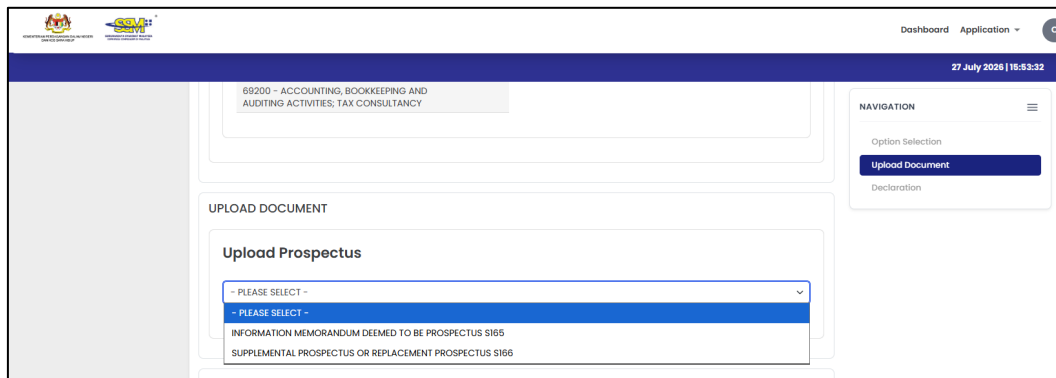
- Company Secretary with valid Practising Certificate.
- Agent from Bank.

Prerequisites

- The company must have issued an Information Memorandum.
- Valid Company Secretary licence.
- Agent from Bank.
- Required approvals or documents from relevant authorities must be ready.

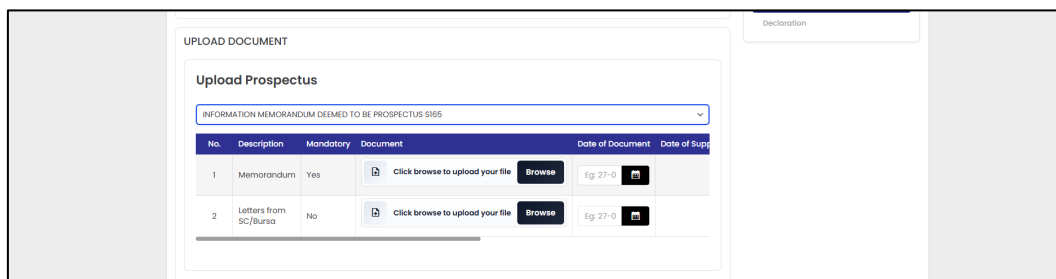
Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2.	Click on Application -> Register of Company (ROC) -> Corporate Admin -> Corporate Application -> information Memorandum Deemed to be Prospectus and Supplemental/Replacement Prospectus. 
3.	System validates License Secretary.
4.	On Option Selection section: Enter the following details then click Search a) Company Number (Old or New): b) On the text field: 

5. On **Upload Document** section, from dropdown menu choose:
- Information Memorandum Deemed to be Prospectus S165
 - Supplemental Prospectus Or Replacement Prospectus S166



6. Based on previous selection, system display document upload table with the following rows:

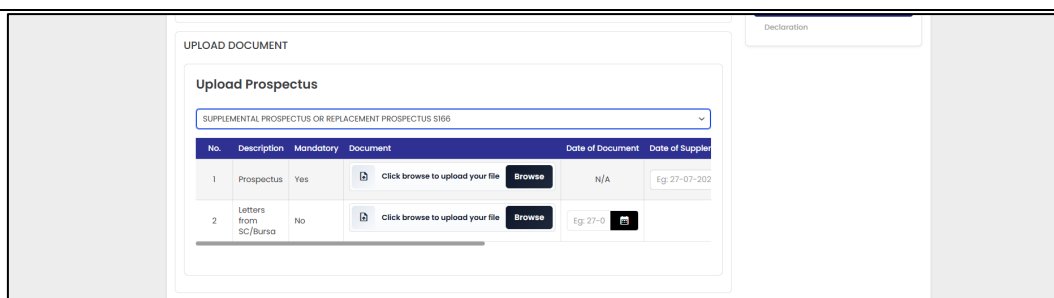
If select *Information Memorandum Deemed to be Prospectus S165*



No.	Description	Mandatory	Document	Date of Document	Date of Supp
1	Memorandum	Yes	Click browse to upload your file Browse	Eg: 27-12	
2	Letters from SC/Bursa	No	Click browse to upload your file Browse	Eg: 27-12	

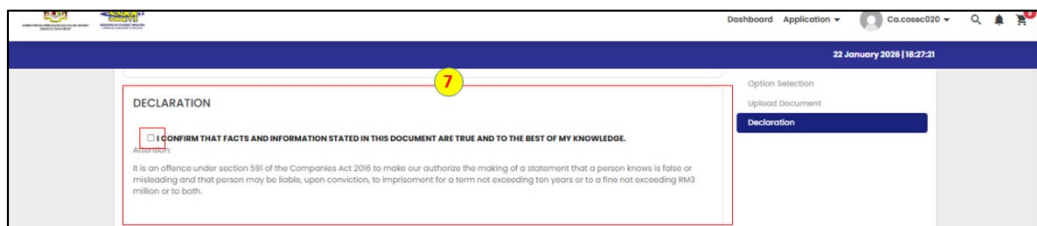
- Memorandum** (mandatory):
 - Upload Document
 - Date of Document
 - Date of Memorandum First Issued
- Letters from SC/Bursa** (Not Mandatory):
 - Upload Document
 - Date of Document

If select *Supplemental Prospectus Or Replacement Prospectus S166*



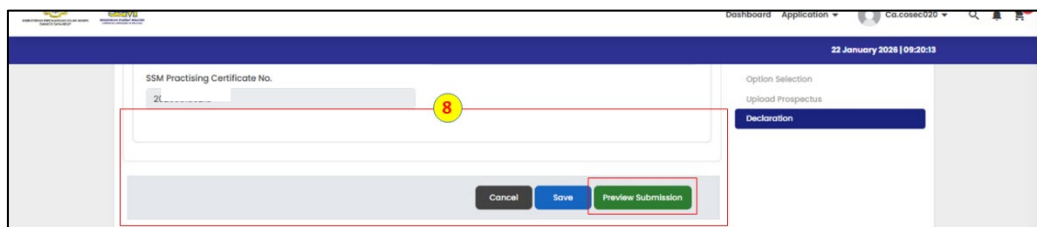
- 1) **Prospectus** (mandatory):
 - a. Upload Document
 - b. Date of Supplemental/Replacement Prospectus
 - c. Date of Registration with SC
 - d. Date of Memorandum First Issued
- 2) **Letters from SC/Bursa** (Not Mandatory):
 - a. Upload Document
 - b. Date of Document

7. On Declaration section, Tick the Declaration:

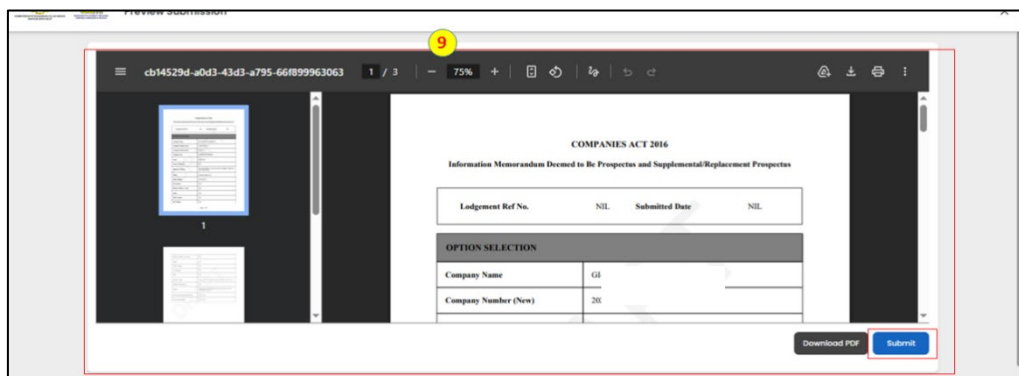


"I confirm that the facts and information stated in this document are true and to the best of my knowledge."

8. Click on Preview Submission button.



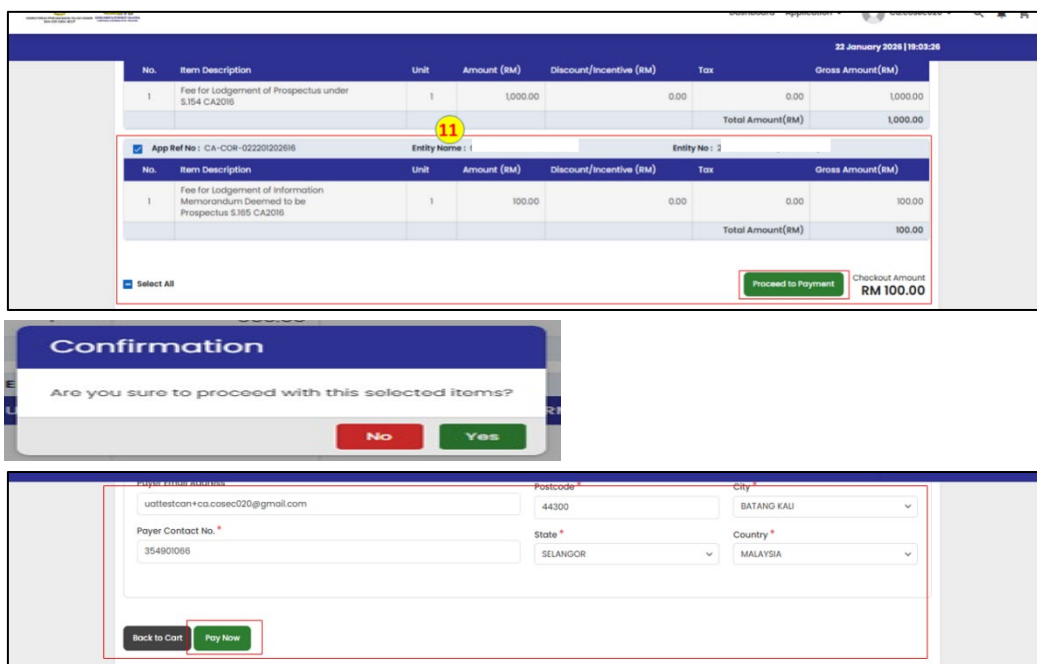
9. Then Click on **Submit** button



10. System validates:
Section 165 and Section 166

- Shall be lodge with Registrar within 7 days from the date of memorandum first issued.

11. Company Secretary receives Notification (Payment Notification) on the fees to be paid. Click **Proceed to Payment**. At the popup click **Yes**. Then click **Pay Now**



No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for Lodgement of Prospectus under S.154 CA2016	1	1,000.00	0.00	0.00	1,000.00
Total Amount (RM)						1,000.00

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee for Lodgement of information Memorandum Deemed to be Prospectus S.165 CA2016	1	100.00	0.00	0.00	100.00
Total Amount (RM)						100.00

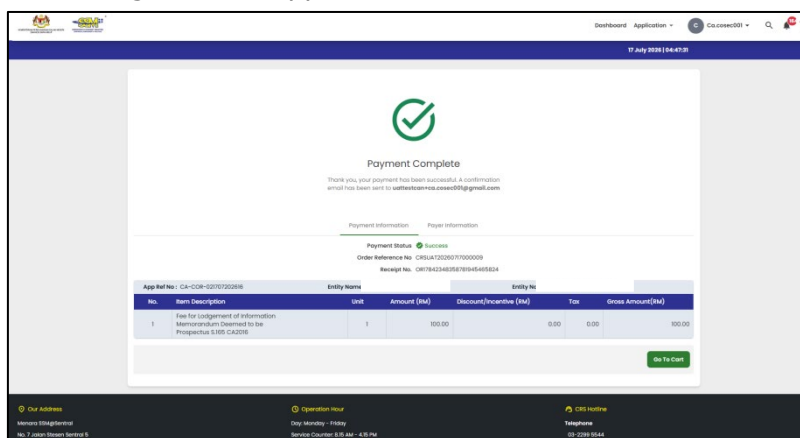
Checkout Amount **RM 100.00**

Confirmation
Are you sure to proceed with this selected items?
No **Yes**

Pay Now

12.

Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.



After Submission

- Status changes to Submitted.
- Track progress in **My Tray**.
- You will receive notification for any query or when the lodgement is accepted.

Important Notes

- The Information Memorandum must be lodged within 7 days from the date it was first issued.
- All information must be true and accurate.
- False declaration is an offence under Section 591.

Helpful Tips

- Ensure the dates are in the correct chronological order.
- Prepare all letters from SC or Bursa Malaysia.

7.3 Lodgement of Quarterly Report

Introduction

This application is for the lodgement of Quarterly Report.

Eligibility

Company Secretary with valid Practicing Certificate.

Prerequisites

- The company must be a registered Trust Company.
- You must have a valid Company Secretary licence in the system.
- Records and information for the current quarter must be ready.

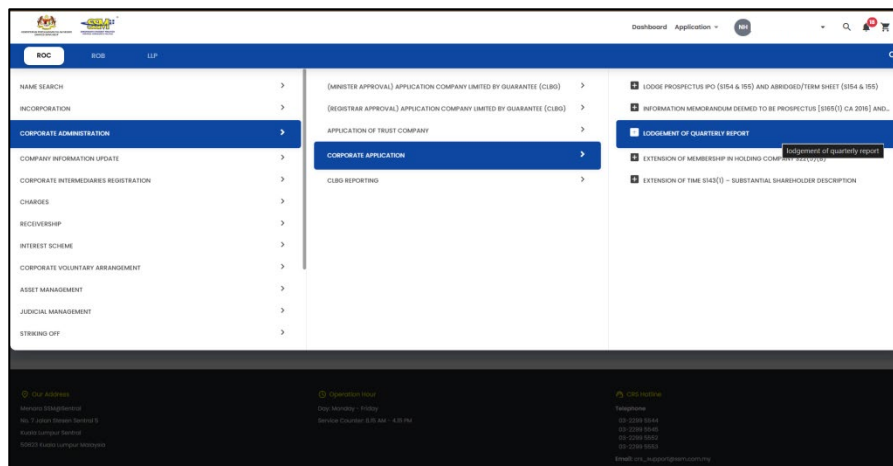
**Field
Num.**

Description

1.

Login and Navigate

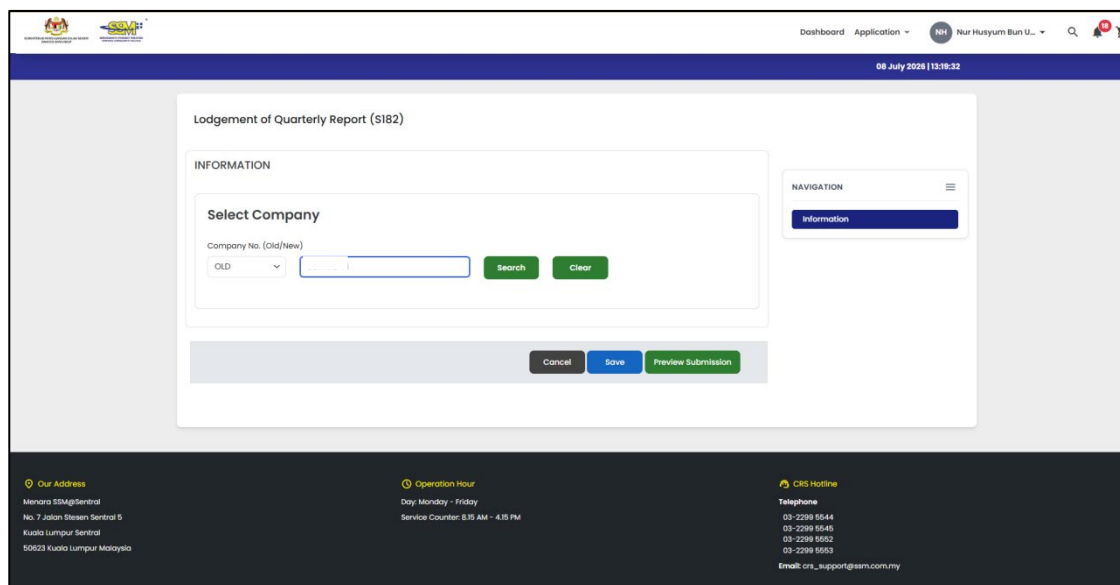
Dashboard → Applications → Corporate Administration → Corporate Application → **Lodgement of Quarterly Report**



2.

Select the Company

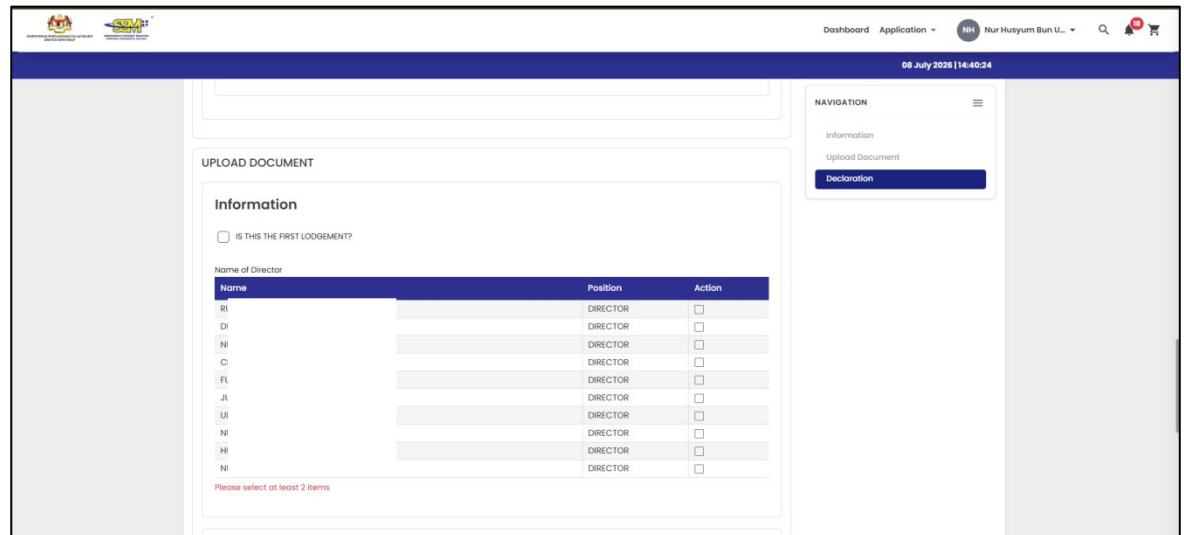
1. Enter the Company number (old or new).
2. Click **Search**.



3. The system will show the company name and details.
4. The system will validate your secretary licence is valid.

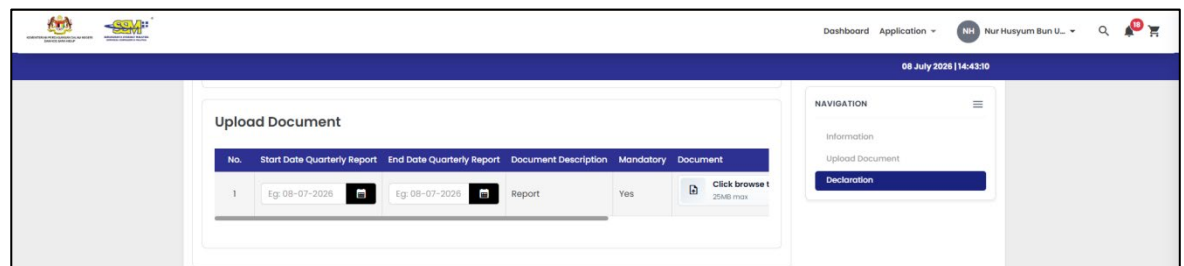
3. Tick information

Select at least 2 Director:

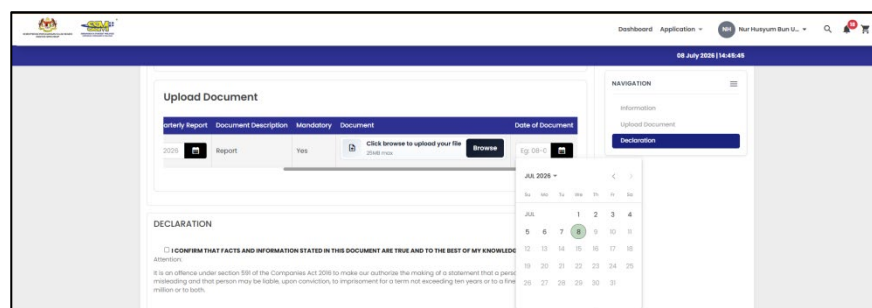


4. Upload Required Documents Upload the following:

- Start Date Quarterly Report
- End Date Quarterly Report



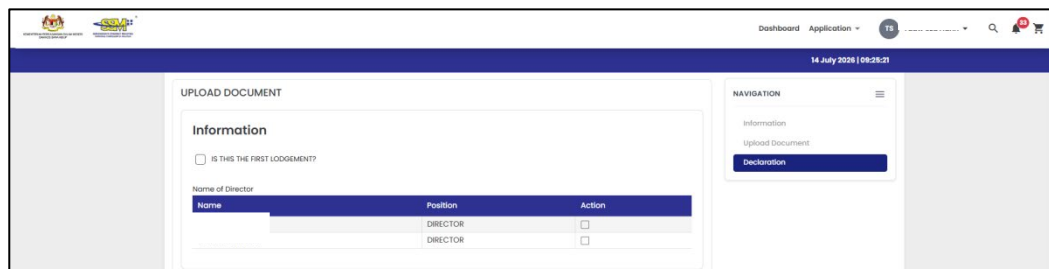
- Upload Document
- Date of Document



5.

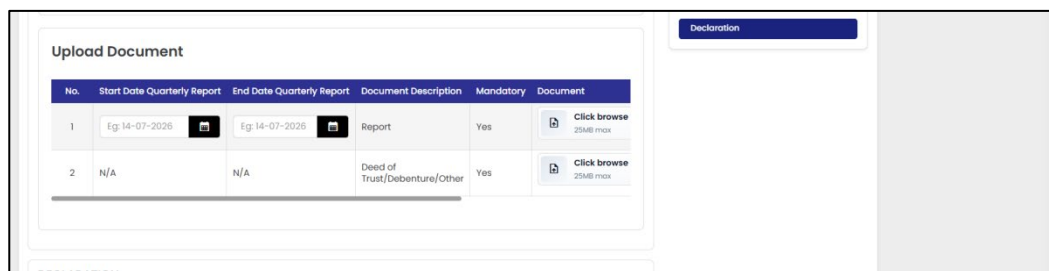
On **Upload Document** section, tick < IS THIS THE FIRST LODGEMENT? (If Tick)>: <Verify name of director>

Note: Please tick at least 2 directors



Based on previous selection, system display document upload table with the following rows:

- 3) **Report** (mandatory):
 - a. Start Date Quarterly Report.
 - b. End Date Quarterly Report.
 - c. Document.
 - d. Date Document.

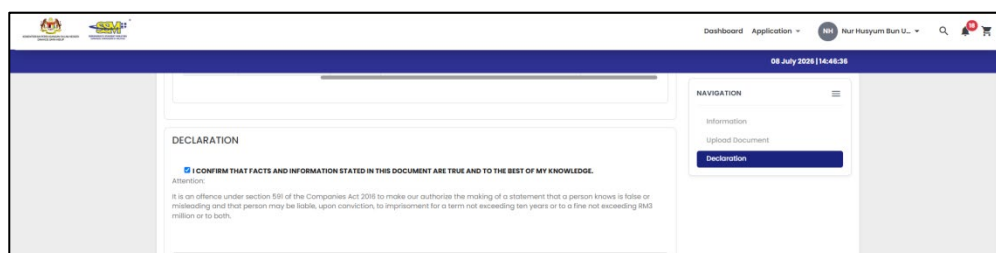


- 4) **Deed of Trust/Debenture/Other** (Mandatory):
 - a. Start Date Quarterly Report.
 - b. End Date Quarterly Report.
 - c. Document.
 - d. Date Document.

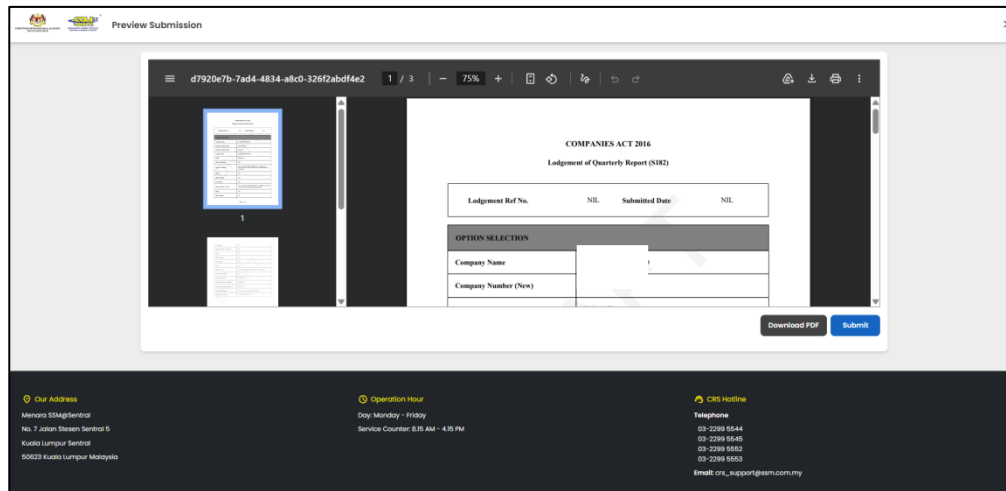
6.

Review and Declaration

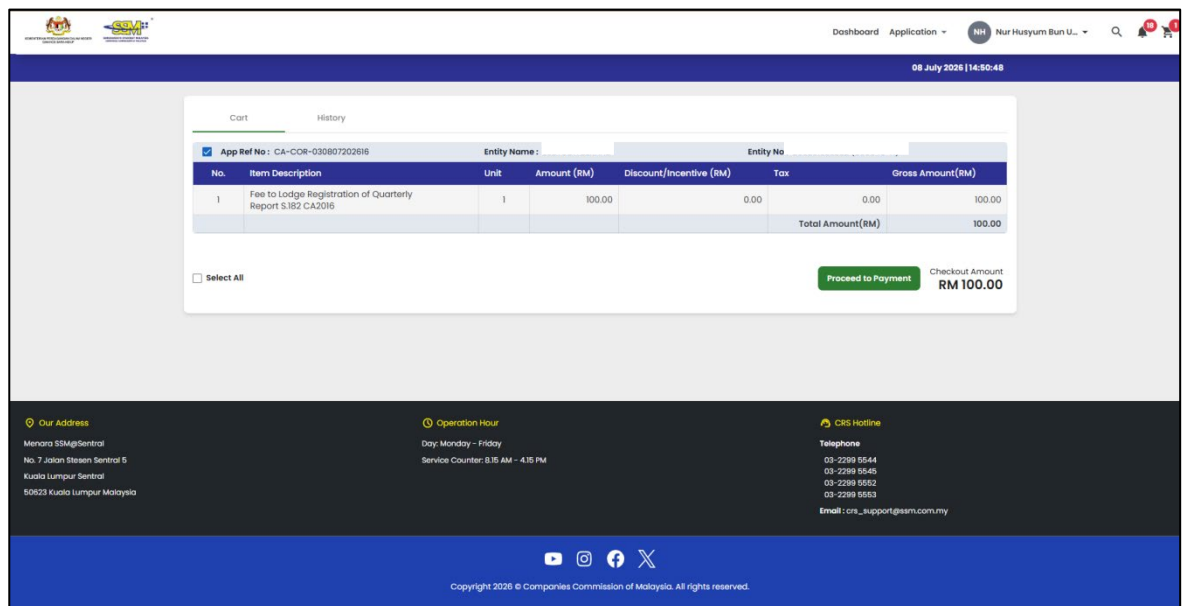
1. Check all the information you entered.
2. Read the declaration carefully.
3. Tick the box to confirm that all information is true and correct (Section 591 CA 2016 offence warning will appear).



4. Click **Preview Submission** to see the final summary.

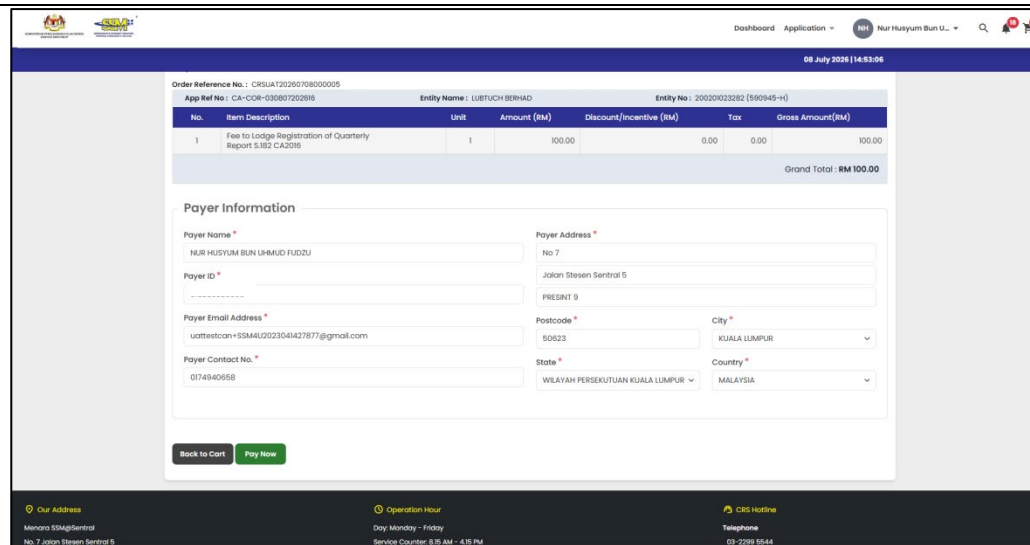


7. **Submit** the report. This application is Rm100. Once submitted, the status will change to **Submitted**.



No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee to Lodge Registration of Quarterly Report S182 CA2016	1	100.00	0.00	0.00	100.00
Total Amount(RM)						100.00

Click **Proceed to Payment** , Fill payer information and click **Pay Now**



Order Reference No.: CRSUAT2026070800005
App Ref No.: CA-COR-030807202616 Entity Name: LUBTUCH BERHAD Entity No.: 20020023282 (580945-H)

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee to Lodge Registration of Quarterly Report S.182 CA2016	1	100.00	0.00	0.00	100.00
						Grand Total : RM 100.00

Payer Information

Payer Name *
NUR HUSYUM BUN URMUD FUDZU

Payer ID *
PRESENT 9

Payer Email Address *
uattestcan+SSM4U2023041427877@gmail.com

Payer Contact No.*
074940558

Payer Address *
No 7
Jalan Stesen Sentral 5
PRESENT 9

Postcode *
50523

City *
KUALA LUMPUR

State *
WILAYAH PERSEKUTUAN KUALA LUMPUR

Country *
MALAYSIA

[Back to Cart](#) [Pay Now](#)

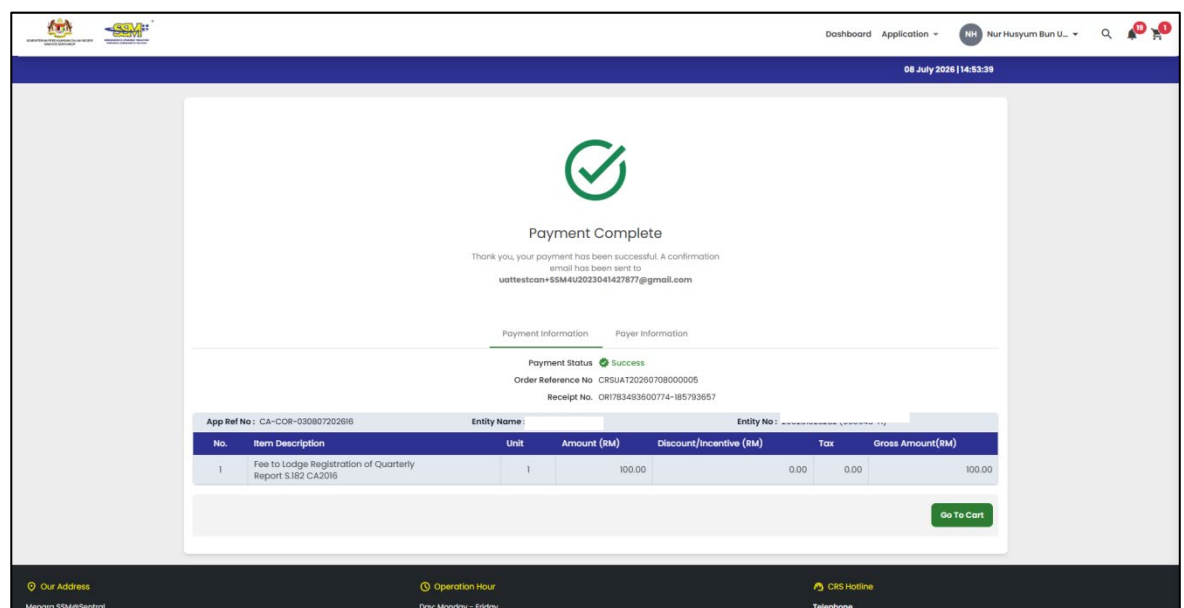
Our Address
Menara SSM@Sentral
No. 7 Jalan Stesen Sentral 5

Operation Hour
Day: Monday - Friday
Service Counter: 9 AM - 4 PM

CRS Hotline
Telephone
03-2298 5544

Payer will received receipt number and order reference number

Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.



Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to uattestcan+SSM4U2023041427877@gmail.com

Payment Information Payer Information

Payment Status Success

Order Reference No. CRSUAT2026070800005
Receipt No. CR783493500774-185793657

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee to Lodge Registration of Quarterly Report S.182 CA2016	1	100.00	0.00	0.00	100.00

[Go To Cart](#)

Our Address
Menara SSM@Sentral

Operation Hour
Day: Monday - Friday

CRS Hotline
Telephone

After You Submit

- You can check the progress in the **My Tray** section.
- SSM will review your quarterly report.
- You will receive notification if there is a query, or when the report is acknowledged or approved.
- Keep a copy of the submitted report for your company records.

Important Things to Remember

- All information must be accurate and complete.
- Giving false information is an offence under Section 591 of the Companies Act 2016.
- Late submission may attract penalties.

Helpful Tips

- Prepare your quarterly records and report before you start the application.
- Make sure all numbers and details match your internal records.
- Submit a few days before the deadline so you have time to fix any issues.

 SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMMISSION OF MALAYSIA	CRS EXTERNAL USER MANUAL	
	CORPORATE ADMINISTRATION	Page 144 of 166

7.4 Extension of Membership in Holding Company

Section 22(5)(b) Company Act 2016

Introduction

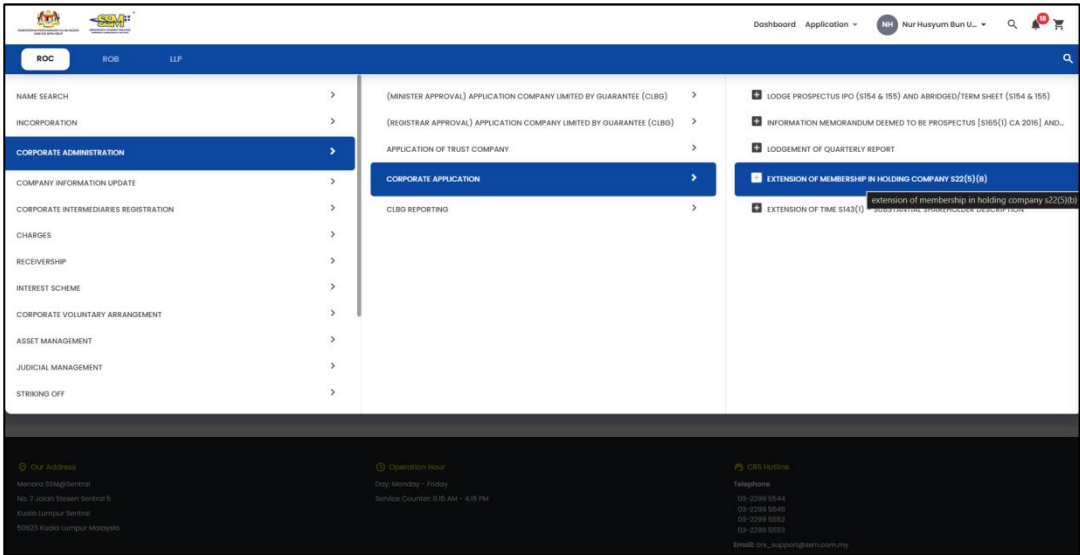
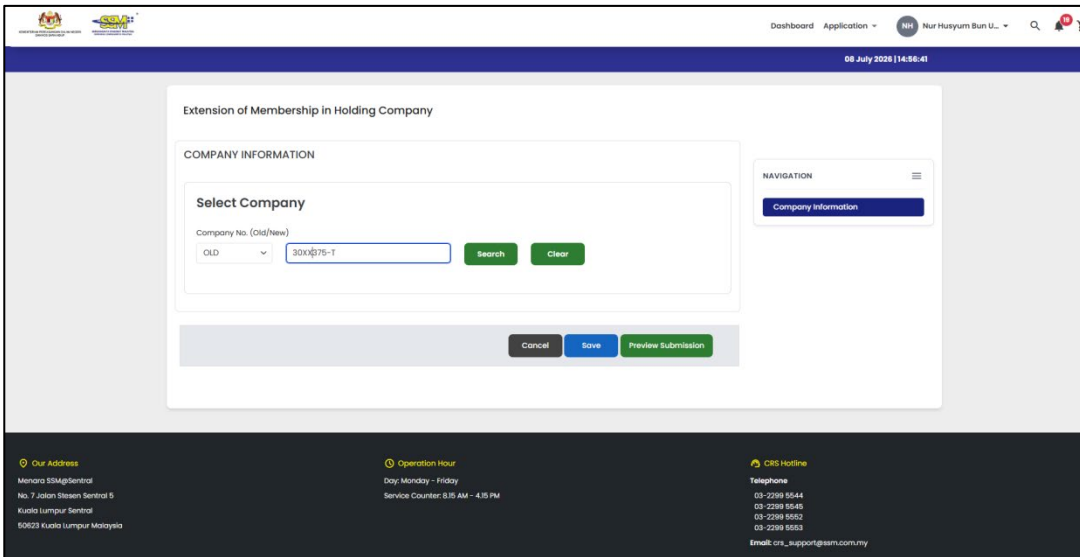
This application allows a company to request an extension of time to comply with the requirements regarding membership in a holding company as provided under the Companies Act 2016.

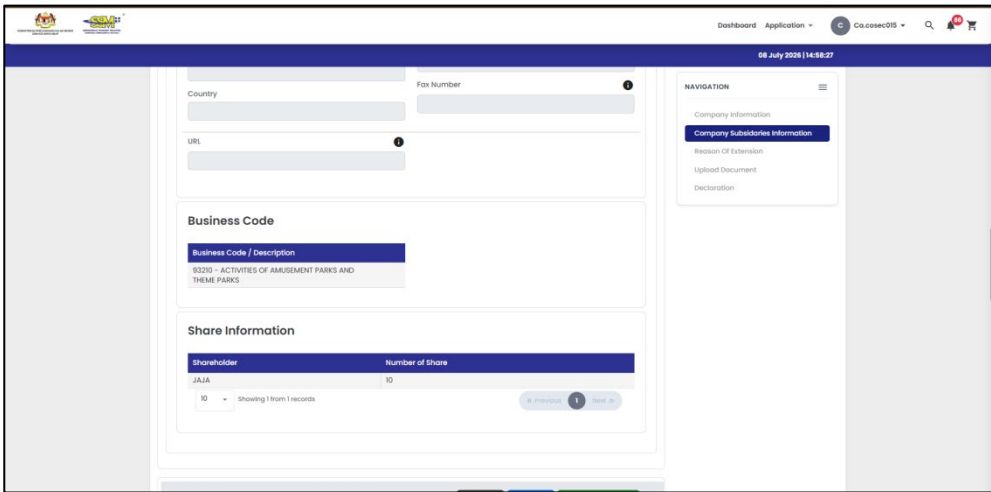
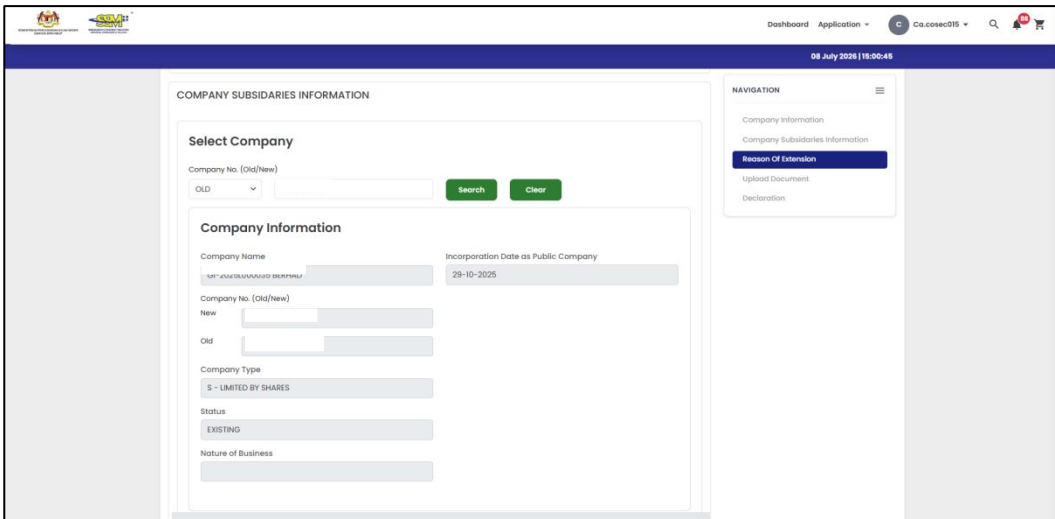
Eligibility

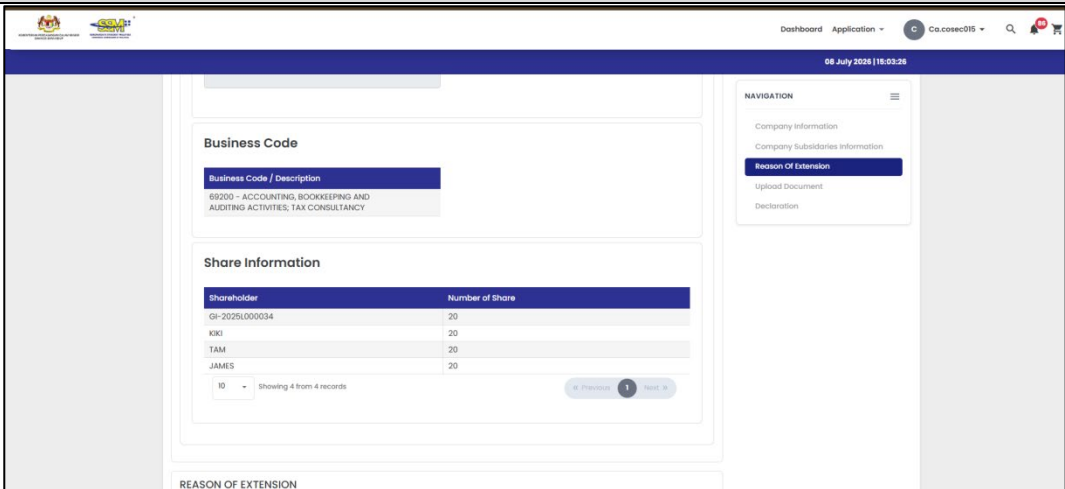
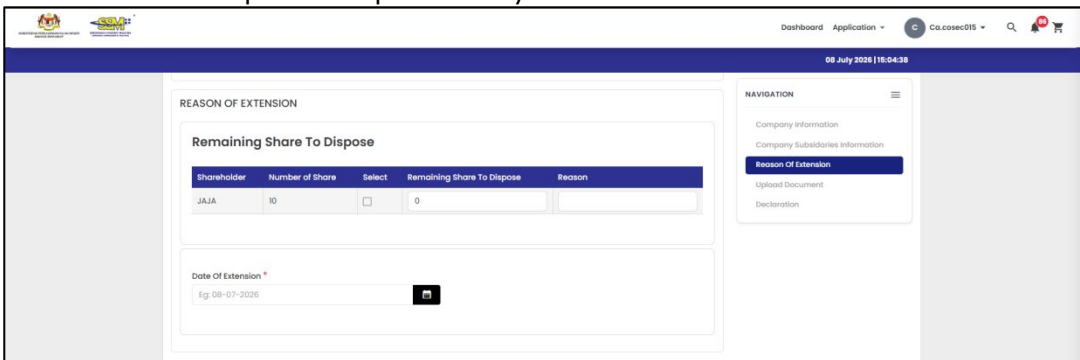
Company Secretary with valid Practising Certificate.

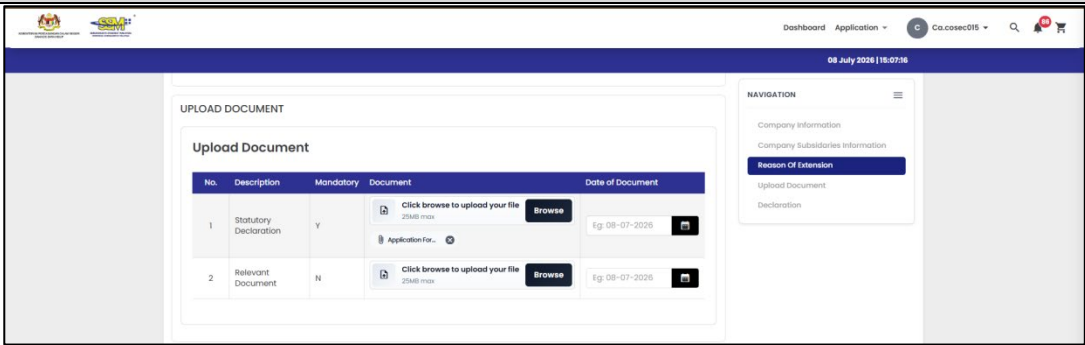
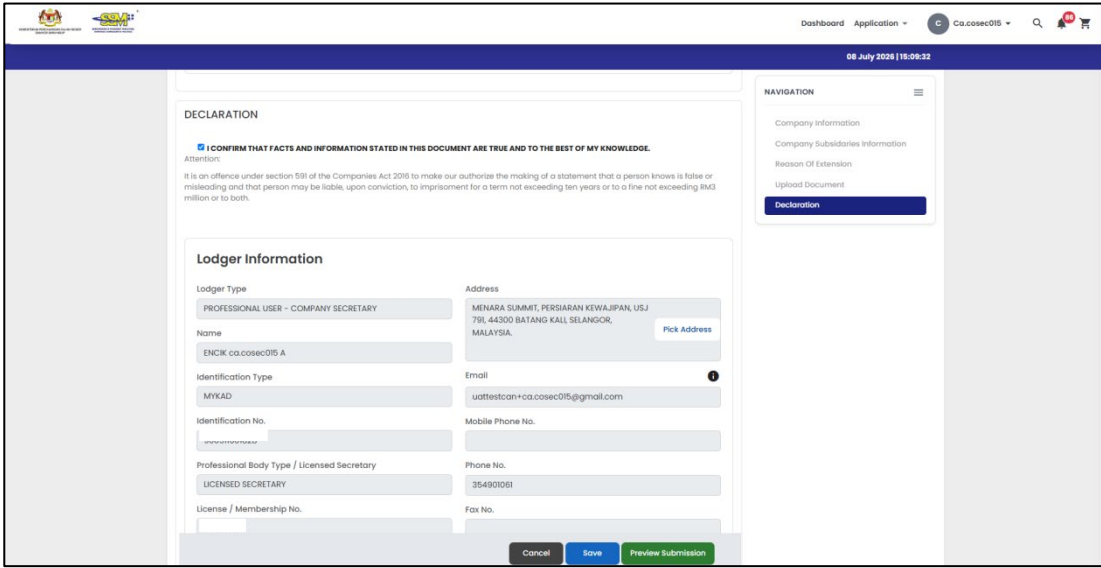
Prerequisites

- The company must have a relevant holding company relationship.
- Only Company Limited by Share
- Valid Company Secretary licence.
- Strong and valid reason for requesting the extension.

Field Num.	Description
1.	Login and Navigate Dashboard → Applications → Corporate Administration → Corporate Application → Extension of Membership in Holding Company. 
2.	Select the Company 1. Enter the company number. 2. Click Search.  3. The system will display the company details, validate your secretary licence and company subsidiaries information.

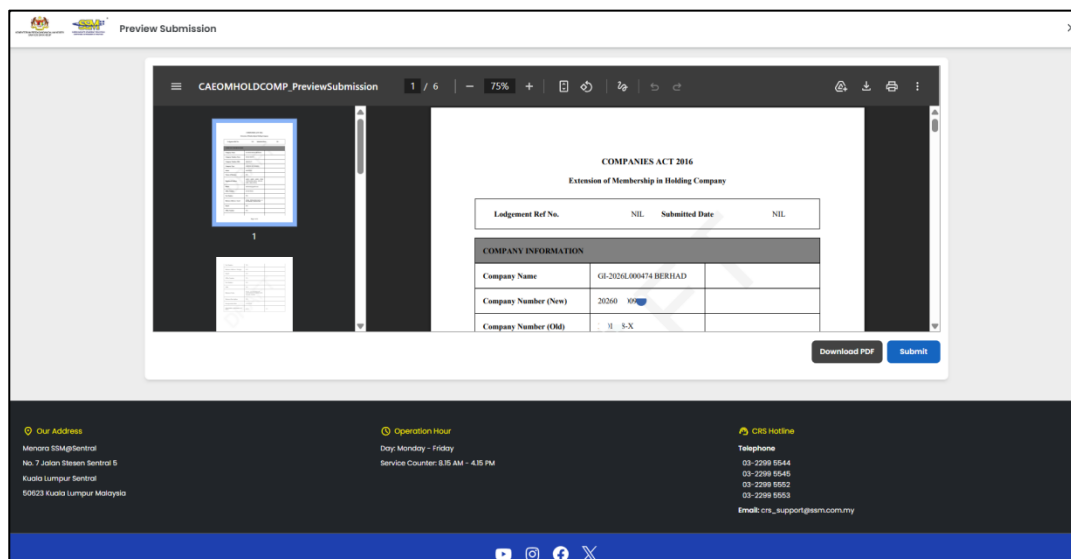
Field Num.	Description
	
3.	Enter company registration number Old/New for company subsidiaries information. 

Field Num.	Description
	 - State the specific requirement you need extension for.  - Select the period of extension requested (make sure date is not beyond 6 months from date of application). - Provide a detailed reason why the extension is necessary. Explain what steps the company is taking to meet the requirement.
4.	Upload Supporting Documents Upload the following: - Statutory Declaration (Mandatory) - Relevant Document State Date of Document

Field Num.	Description
	
5.	Review and Declaration - Carefully review all information. - Tick the General Declaration box (Section 591 CA 2016 warning will appear).  - Click Preview Submission.

6. Submit and Pay

Submit the application. Pay the required fee. Complete the payment process.



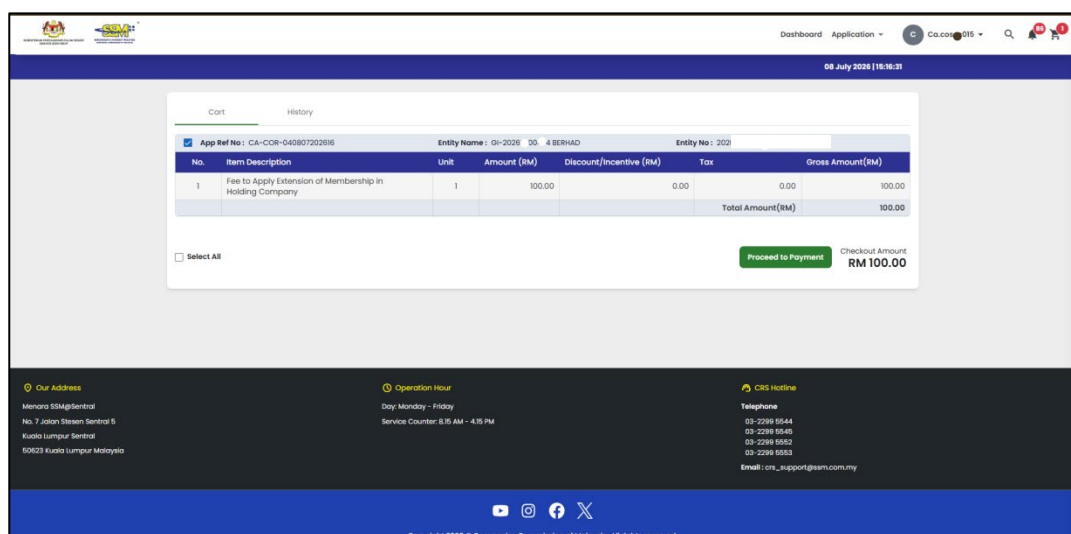
The screenshot shows a 'Preview Submission' window for the 'COMPANIES ACT 2016 Extension of Membership in Holding Company'. The form displays the following information:

- Lodgement Ref No.: NIL
- Submitted Date: NIL
- COMPANY INFORMATION:

Company Name	GR-2024.00474 BERHAD
Company Number (New)	20240 100
Company Number (Old)	10 5-X

Buttons for 'Download PDF' and 'Submit' are visible at the bottom right of the form.

Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.



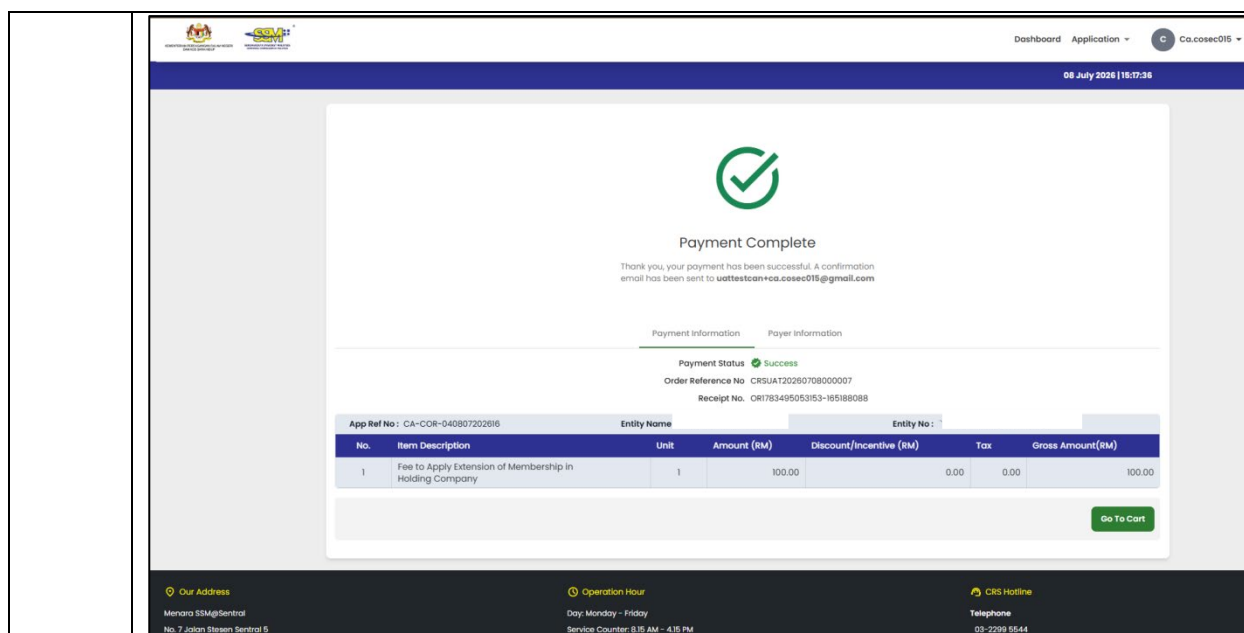
The screenshot shows the 'Cart' page with the following details:

- App Ref No.: CA-COR-042807202816
- Entity Name: GR-2024 100 4 BERHAD
- Entity No.: 2024

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount (RM)
1	Fee to Apply Extension of Membership in Holding Company	1	100.00	0.00	0.00	100.00
Total Amount (RM)						100.00

Buttons for 'Select All' and 'Proceed to Payment' are visible. The 'Checkout Amount' is RM 100.00.

Payer will received receipt number and order reference number.



After Submission

- The application status will change to Submitted.
- Track the status in **My Tray**.
- You will receive notification if there is any query or when the decision (approved /rejected) is made.
- If approved, the extension period will be granted.

Important Things to Remember

- The extension is not automatic and depends on approval.
- Provide clear and genuine reasons.
- Use the granted time to fully comply with the original requirement.

Helpful Tips

- Prepare a strong supporting letter with evidence.
- Submit the application early.
- Keep records of the approval for future reference.

 SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMMISSION OF MALAYSIA	CRS EXTERNAL USER MANUAL	
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7.5 Extension of Time S143(1) – Substantial Shareholder

Introduction

This application is for a substantial shareholder to request an extension of time to comply with the notification requirements under Section 143(1) of the Companies Act 2016.

Who Can Submit Company Secretary with valid Practising Certificate acting on behalf of the company or substantial shareholder.

Prerequisites

- The person must be a substantial shareholder.
- Valid Company Secretary licence.
- Valid reason for needing additional time.

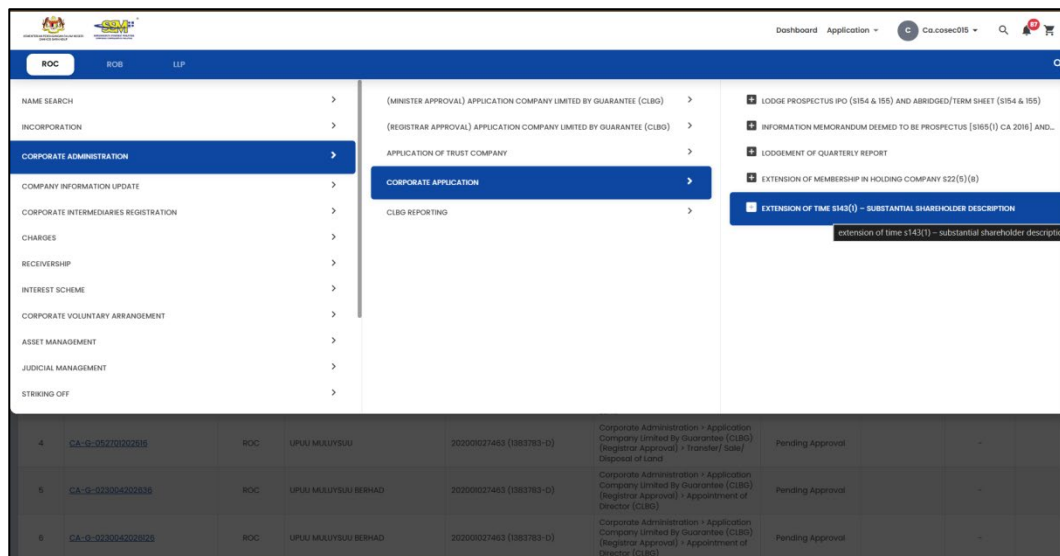
Field Num.

Description

1.

Login and Navigate

Register of Company (ROC) > Corporate Administration > Corporate Application > Extension of Time S143(1) - Substantial Shareholder



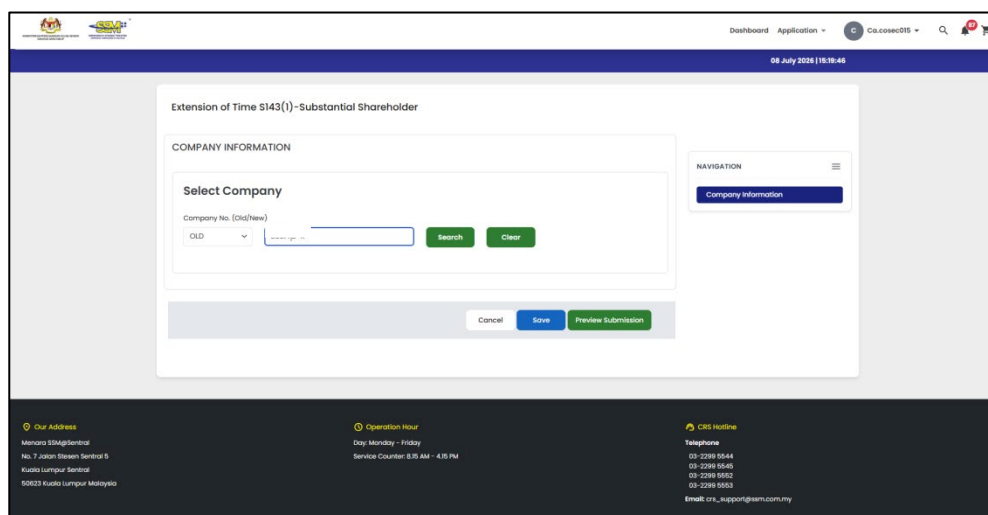
The screenshot shows the SSM Corporate Administration portal. The left sidebar contains a navigation menu with options: NAME SEARCH, INCORPORATION, CORPORATE ADMINISTRATION (selected), COMPANY INFORMATION UPDATE, CORPORATE INTERMEDIARIES REGISTRATION, CHARGES, RECEIVERSHIP, INTEREST SCHEME, CORPORATE VOLUNTARY ARRANGEMENT, ASSET MANAGEMENT, JUDICIAL MANAGEMENT, and STRIKING OFF. The main content area displays a list of applications under the heading 'Extension of Time S143(1) - Substantial Shareholder'. The table below shows the details of these applications:

No.	Company No.	Company Name	Applicant	Application Date	Application Description	Status
4	CA-G-05270302088	ROC	UPUJ MALYISU	20200927463 (193763-0)	Corporate Administration - Application Company Limited By Guarantee (CLBG) (Registrar Approval) - Transfer/ Sale/ Disposal of Land	Pending Approval
5	CA-G-02300402088	ROC	UPUJ MALYISU BERNAD	20200927463 (193763-0)	Corporate Administration - Application Company Limited By Guarantee (CLBG) (Registrar Approval) - Appointment of Director (CLBG)	Pending Approval
6	CA-G-02300402088	ROC	UPUJ MALYISU BERNAD	20200927463 (193763-0)	Corporate Administration - Application Company Limited By Guarantee (CLBG) (Registrar Approval) - Appointment of Director (CLBG)	Pending Approval

2.

Company Selection

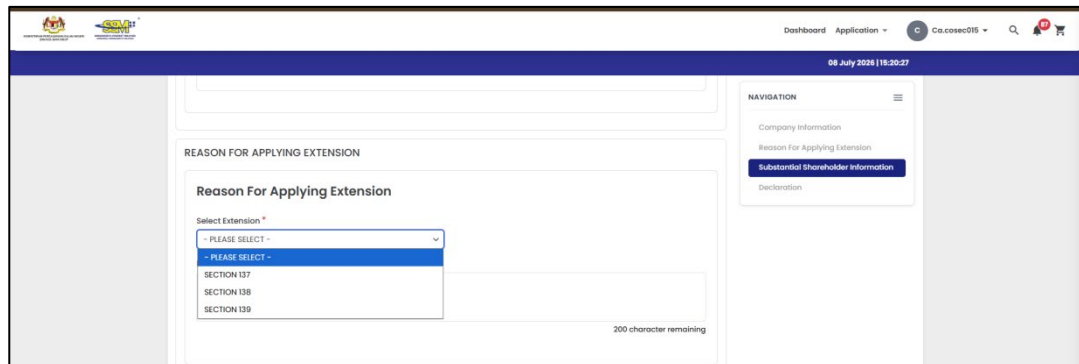
1. Enter the company number.
2. Click **Search**.



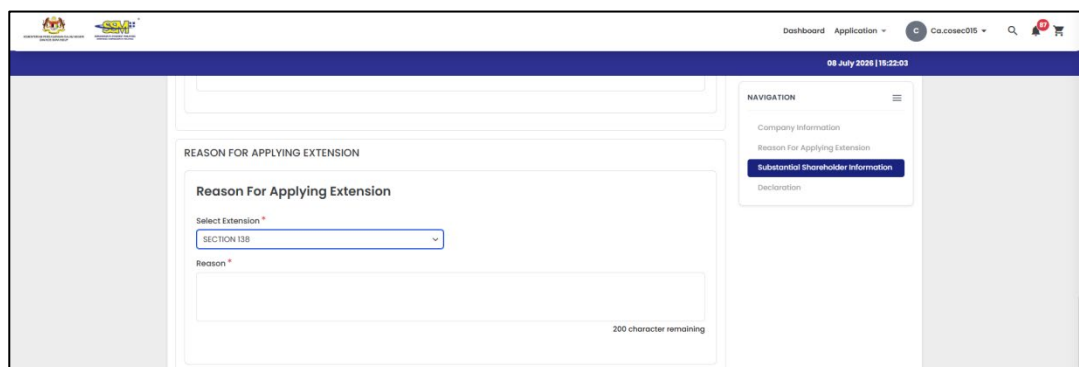
The screenshot shows the 'Extension of Time S143(1) - Substantial Shareholder' application form. The 'COMPANY INFORMATION' section is highlighted, showing a 'Select Company' form. The form includes a 'Company No. (old/new)' dropdown menu, a text input field for the company number, and 'Search' and 'Clear' buttons. Below the form are 'Cancel', 'Save', and 'Preview Submission' buttons. The bottom of the page features contact information for SSM, including the address, operation hours, and telephone numbers.

The system will display company information and validate your access.

3. Fill Extension Details

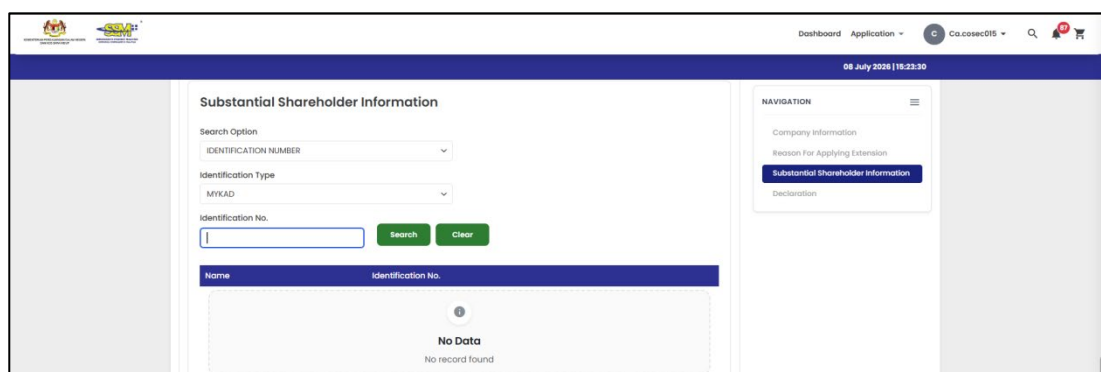


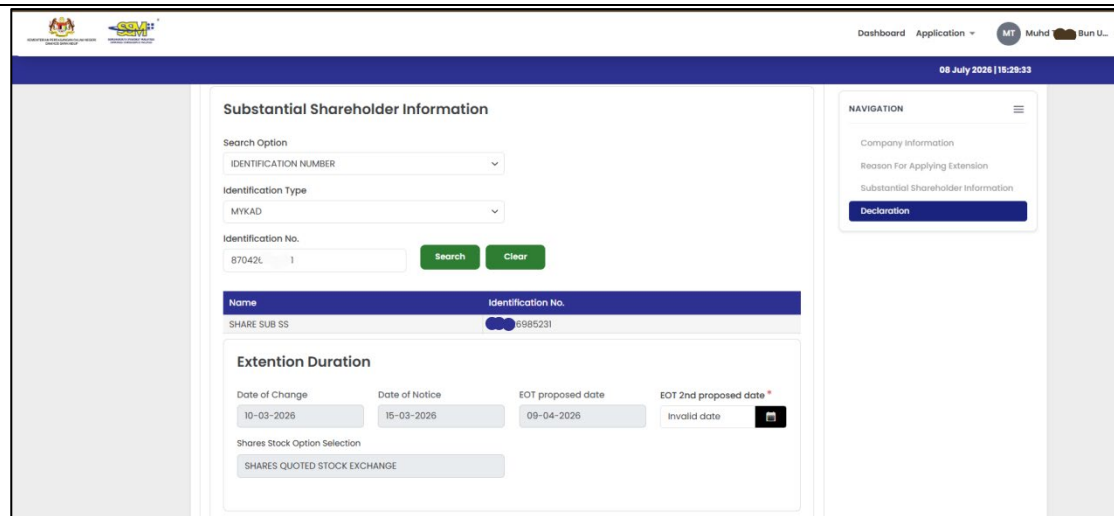
- Select Extension from the dropdown.
- Fill the reason for applying extension



4. Substantial shareholder information

Enter substantial shareholder information.





Substantial Shareholder Information

Search Option
IDENTIFICATION NUMBER

Identification Type
MYKAD

Identification No.
870426 1

Search **Clear**

Name	Identification No.
SHARE SUB SS	0985231

Extention Duration

Date of Change: 10-03-2026
Date of Notice: 15-03-2026
EOT proposed date: 09-04-2026
EOT 2nd proposed date*: Invalid date

Shares Stock Option Selection
SHARES QUOTED STOCK EXCHANGE

NAVIGATION

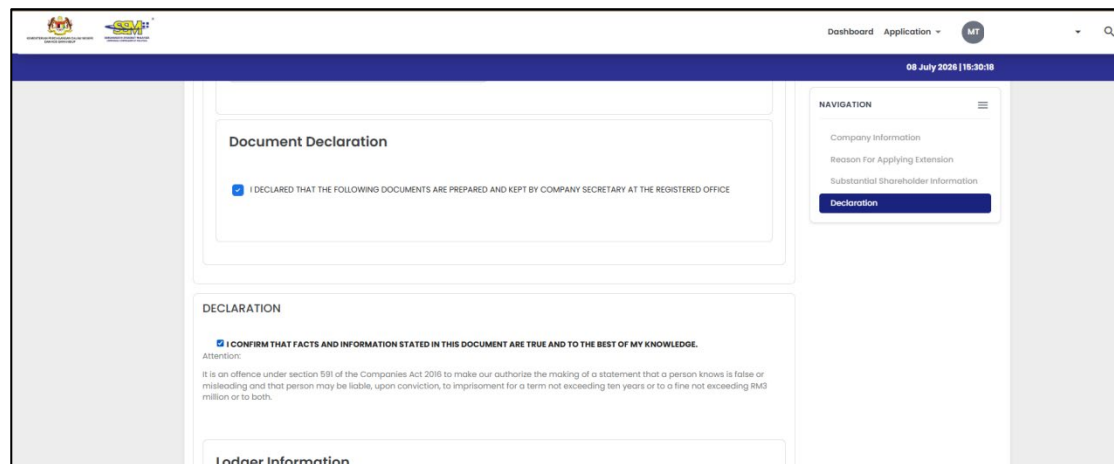
- Company Information
- Reason For Applying Extension
- Substantial Shareholder Information
- Declaration**

Input extension duration.

5.

Review and Declaration

1. Review all entered information carefully.
2. Tick the General Declaration (Section 591 CA 2016 offence warning).
3. Click **Preview Submission**.



Document Declaration

☒ I DECLARED THAT THE FOLLOWING DOCUMENTS ARE PREPARED AND KEPT BY COMPANY SECRETARY AT THE REGISTERED OFFICE

DECLARATION

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

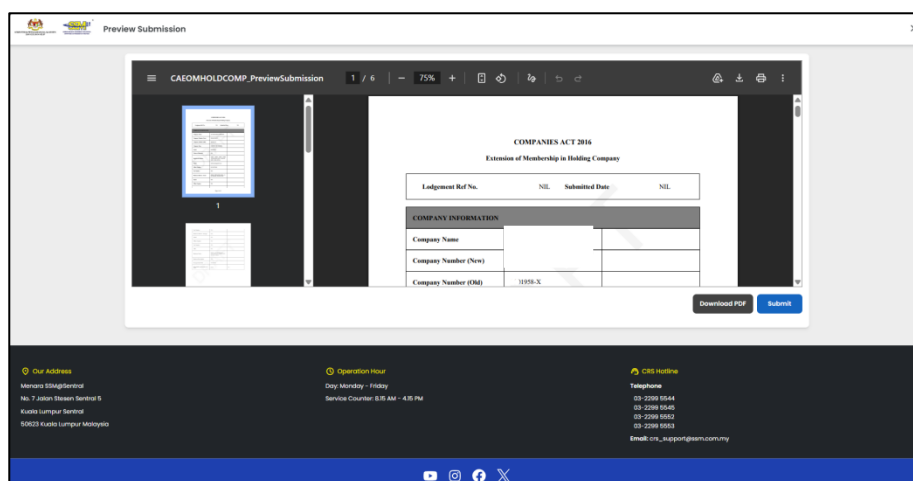
Attention:
It is an offence under section 591 of the Companies Act 2016 to make our authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3 million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

Lodger Information

NAVIGATION

- Company Information
- Reason For Applying Extension
- Substantial Shareholder Information
- Declaration**

- 6. Submit and Pay** Submit the application. Pay the required fee. Complete the payment.



After Submission

- Status will change to Submitted.
- Track progress in **My Tray**.
- You will receive notification for any query or final decision (approved or rejected).
- If approved, the extension period will be granted.

Important Things to Remember

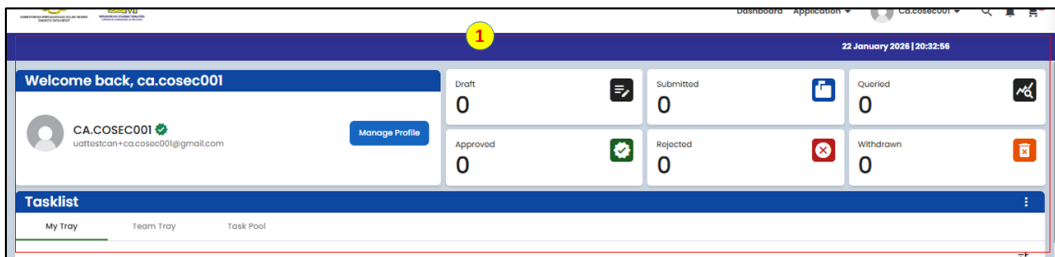
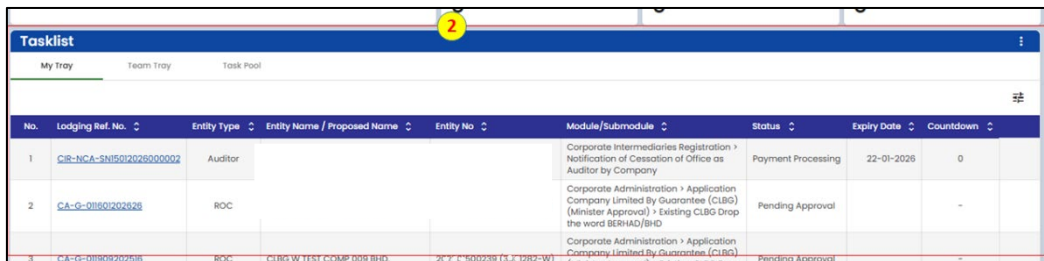
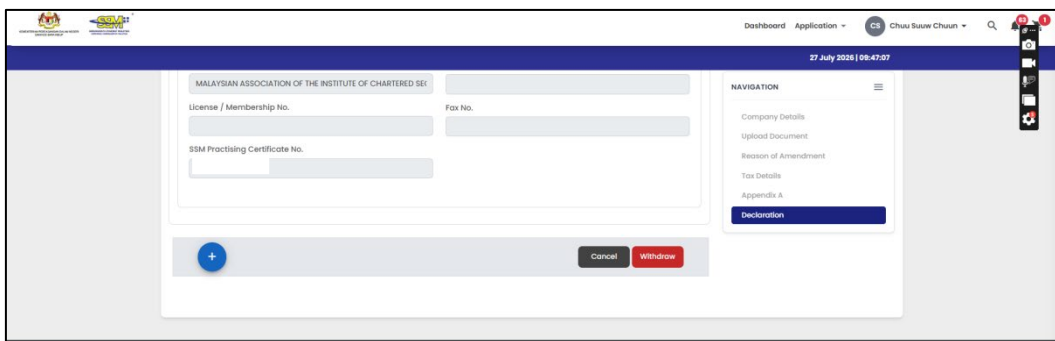
- Extension is subject to Registrar's approval.
- Provide genuine reasons with supporting evidence.
- Use the extra time to fulfil the Section 143(1) notification obligation.
- False declaration is an offence.

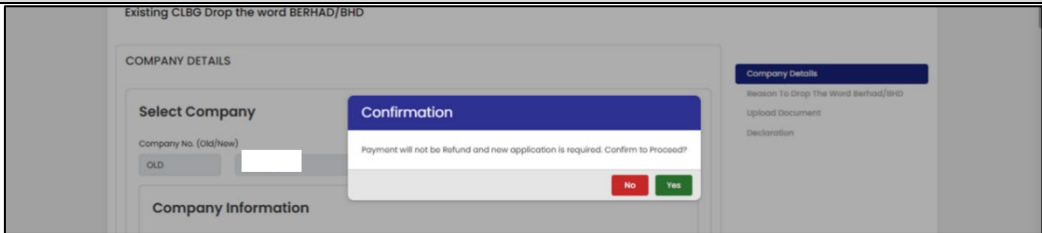
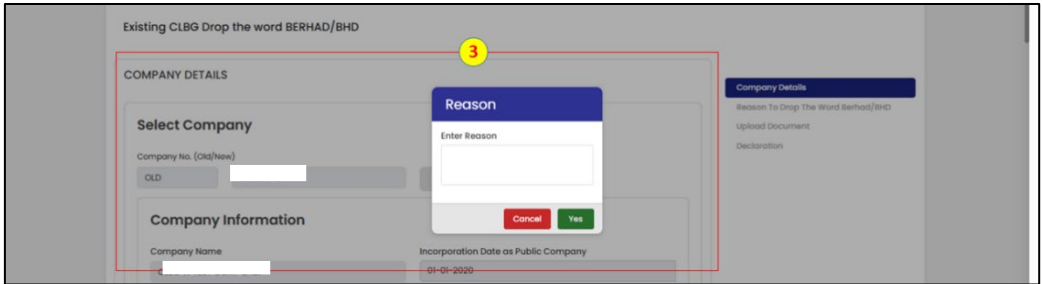
Helpful Tips

- Submit as early as possible.
- Attach strong supporting documents.
- Keep a copy of the approval letter for your records.

8 Withdrawal Application

8.1 Withdrawal Application

Field Num.	Description
1.	From the Dashboard, navigate to the Tasklist section. <i>Note: The My Tray tab will be selected by default.</i> 
2.	From the Tasklist: - Open desired application by clicking the link from the Lodging Ref. No. in My Tray.  - Click Withdraw button for the application that needs to be withdrawn.  - System displays the Confirmation pop up with message: "Payment will not be Refund and new application is required. Confirm to Proceed?".

Field Num.	Description
	 4. If user click Yes, reason of withdrawal will pop up.
3.	On the Reason popup, enter the reason of withdrawal. 
4.	Then Click Yes button.

9 CLBG Reporting

9.1 CLBG Reporting

Introduction

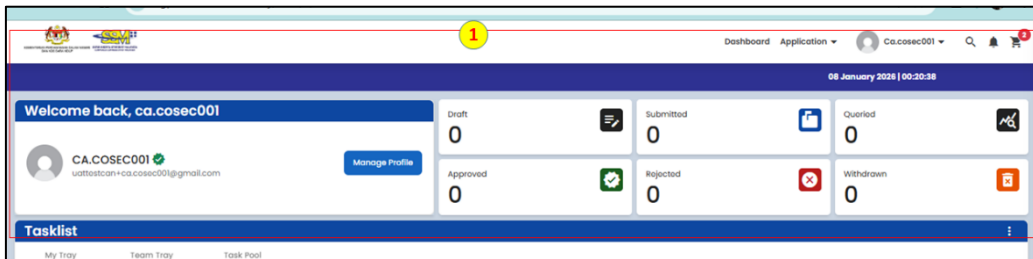
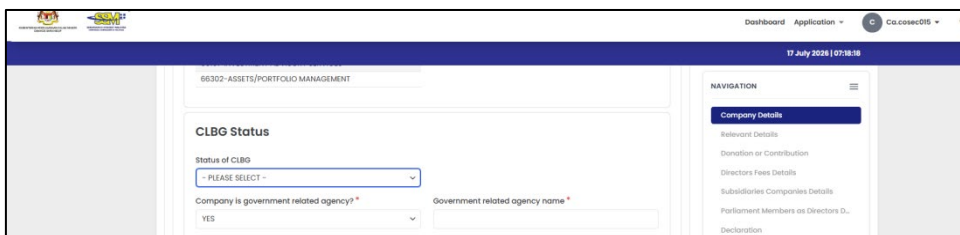
This application is for Company Limited by Guarantee (CLBG) to submit annual reporting information to SSM. It includes details about the company's status, activities, land ownership, donations, director fees, subsidiaries, and other important information.

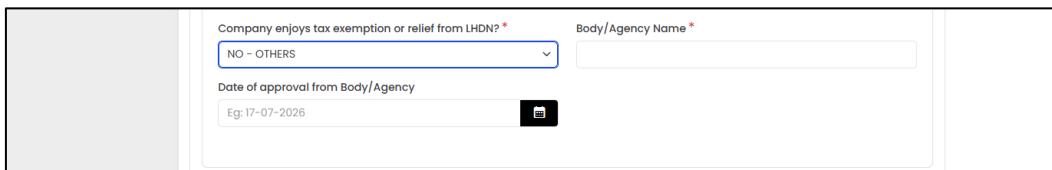
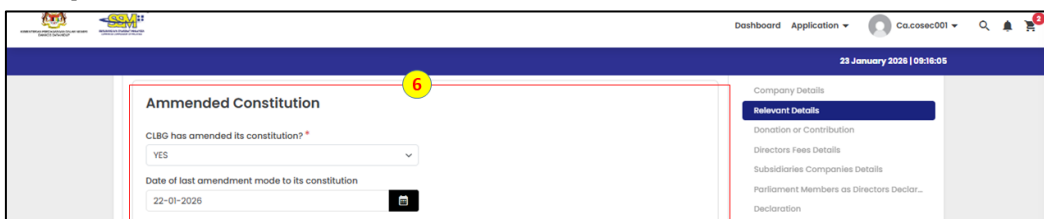
Eligibility

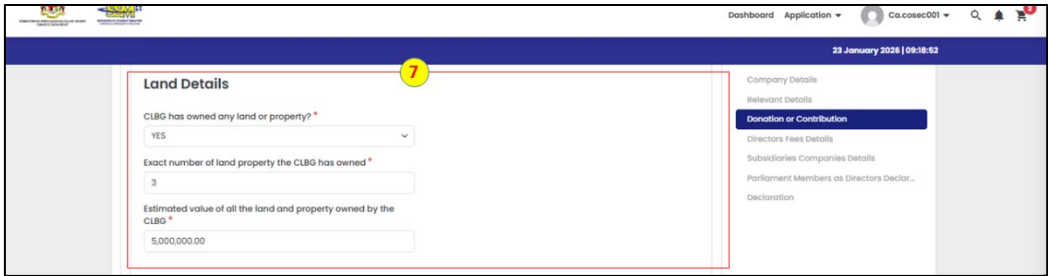
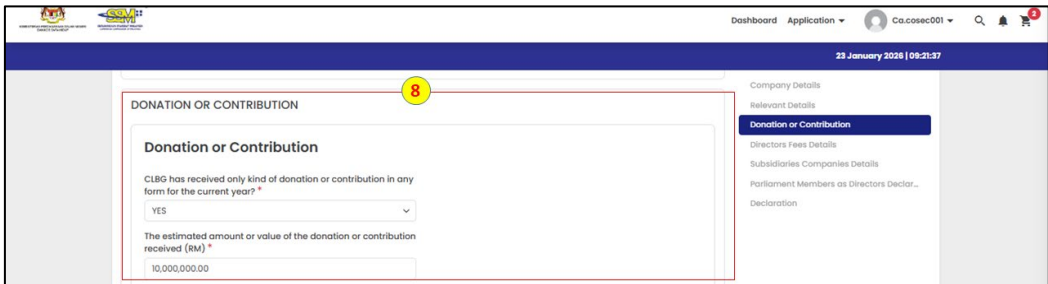
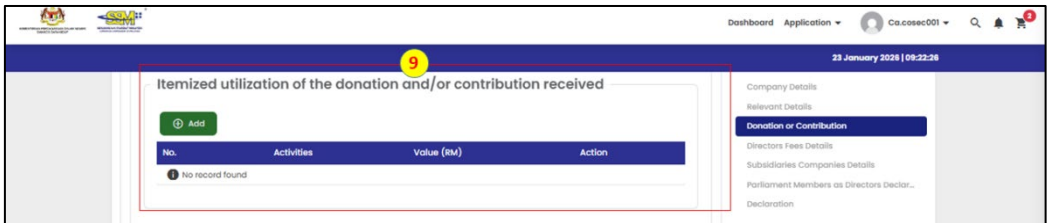
Company Secretary with valid Practising Certificate.

Prerequisites

- The company must be an active CLBG (Type G).
- Valid Company Secretary licence.
- Latest company information and supporting records must be ready.

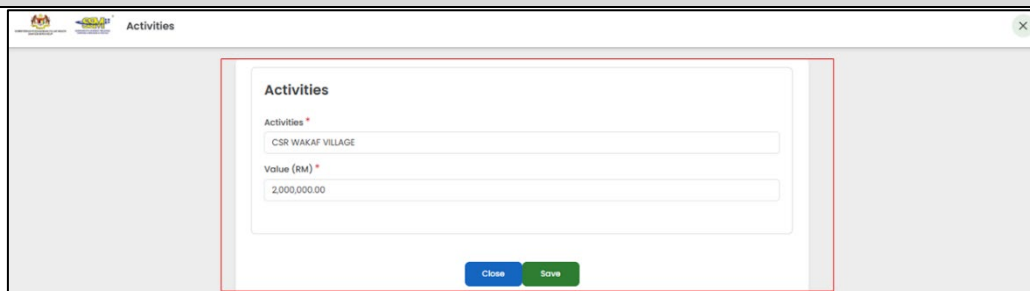
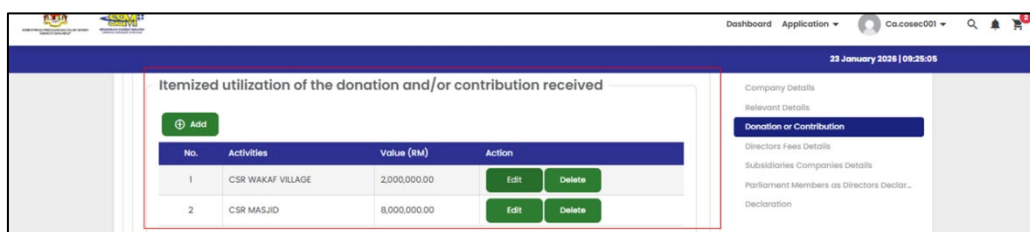
Field Num.	Description
1.	From Dashboard, navigate to the Application menu in the Navigation Bar. 
2.	Click on Application -> Register of Company (ROC) -> Corporate Admin -> CLBG Reporting -> CLBG Reporting 
3.	Enter the following details: a) Company Number (Old or New): b) On the text field:  Note: Auto populated information cannot be edited.
4.	On CLBG Status section, enter the following details: a) Status of CLBG: b) Company is Government related Agency?: If Yes, Fill in government related agency name (Mandatory) 

Field Num.	Description
	c) Main Category Object of CLBG: 
5.	On Tax Details section, enter the following details: a) Company Enjoy Tax Exemption or Relief from any government agencies/bodies? Select Yes/No  b) Company Enjoy Tax Exemption or Relief from LHDN? Select YES - LHDN or NO-OTHERS If YES- LHDN, Fill in Date of letter from LHDN  If NO-OTHERS Fill in Body/agency name and Date of approval from Body/agency: 
6.	On Amended Constitution section, enter the following details: a) CLBG has amended its Constitution? (Mandatory) b) Date of last amendment made to its constitution 

Field Num.	Description
7.	On Land Details section, enter the following details: a) CLBG has owned any land or property?: b) Exact number of land property the CLBG has owned: c) Estimated Value of all the land and property owned by the CLBG: 
8.	On Donation or Contribution section, enter the following details: a) CLBG has received any kind of donation or contribution in any form for the current year? b) The estimated amount or value of the donation or contribution received (RM, numeric) 
9.	Click on “+” icon and enter the following details for each row: a) Activities: b) Values: Note: Max 20 rows 

Field
Num.

Description

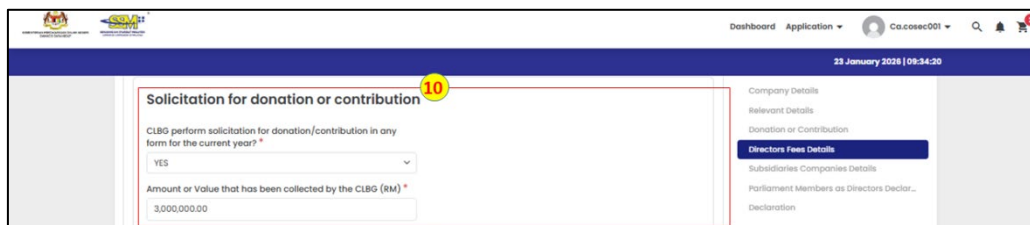



No.	Activities	Value (RM)	Action
1	CSR WAKAF VILLAGE	2,000,000.00	Edit Delete
2	CSR MASJID	8,000,000.00	Edit Delete

10.

On **Solicitation for Donation or Contribution** section, enter the following details:

- CLBG perform solicitation for donation/contribution in any form for the current year?:
- Amount or value that has been collected by the CLBG (RM, numeric):

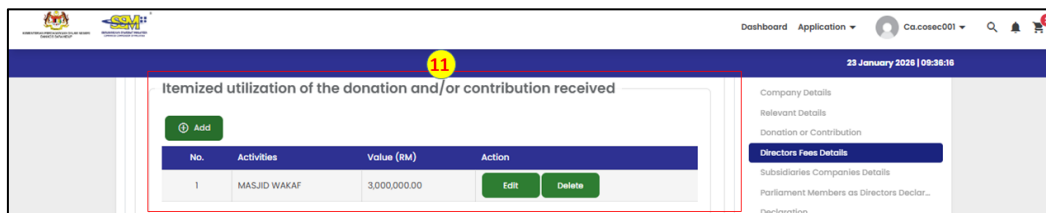


11.

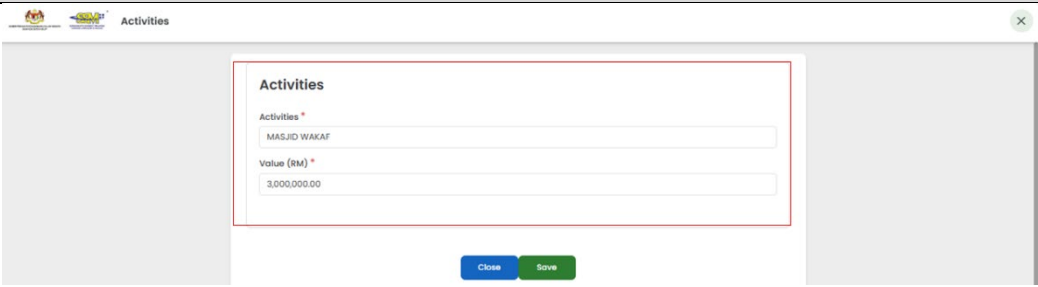
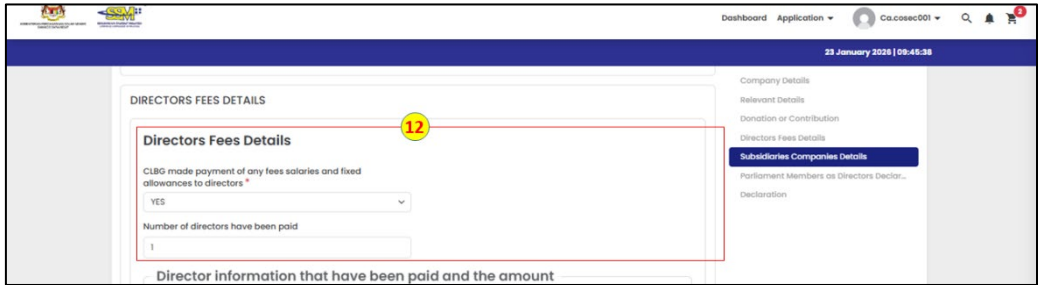
Click on "+" icon and enter the following details for each row:

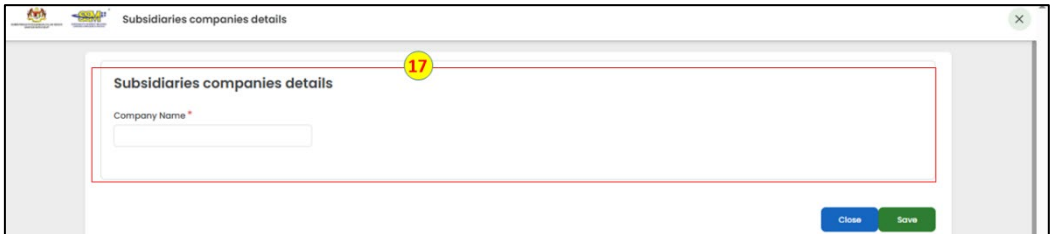
- Activities:
- Values:

Note: Max 20 rows



No.	Activities	Value (RM)	Action
1	MASJID WAKAF	3,000,000.00	Edit Delete

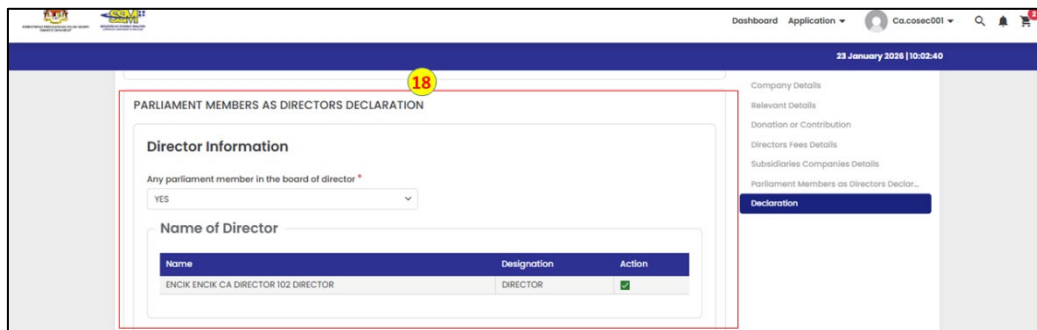
Field Num.	Description
	
12.	On Director Fees Details section, enter the following details: a) CLBG made payment of any fees, salaries and fixed allowances to its directors?: b) Number of directors have been paid: 

Field Num.	Description
13.	On Director information that have been paid and the amount table, number of rows depends on Number of directors have been paid entry 
14.	For each row on the table enter the following details: a) Name (job title): b) Amount:
15.	On Subsidiaries Company Details section, enter the following details: a) CLBG owned any subsidiary company?: b) Number of subsidiaries owned by CLBG: 
16.	On List of subsidiaries owned by CLBG table, number of rows depends on Number of subsidiaries owned by CLBG entry 
17.	For each row on the table enter the following details: a) Company Name: 

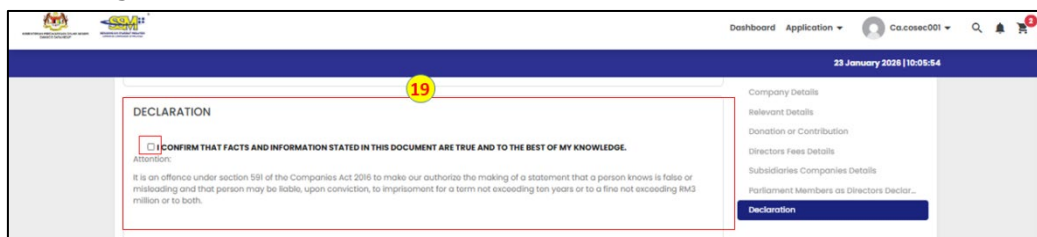
18. On **Parliament members as Directors Declaration** section, enter the following details:

a) Any parliament members in the board of director/trustees?:

Select desired director from auto-populated table



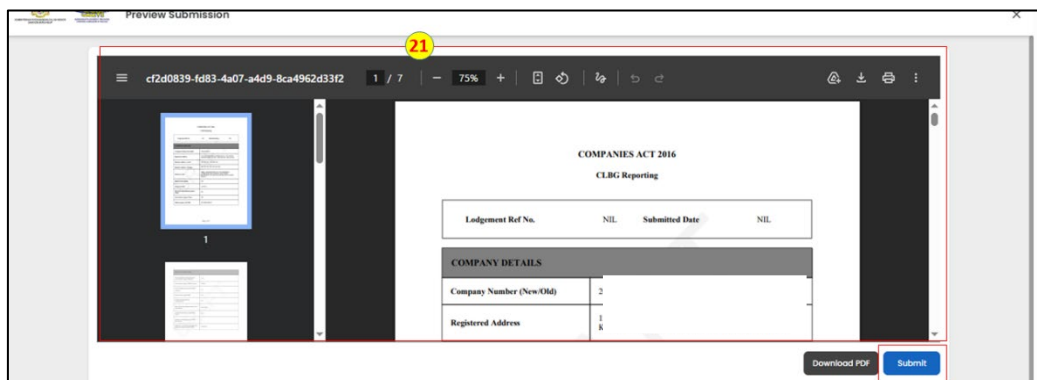
19. On **Declaration** section, Tick the **Declaration:** "I confirm that the facts and information stated in this document are true and to the best of my knowledge."



20. Click on **Preview Submission** button



21. Click on **Submit** button



Upon **successful submission**, the user will receive an **email notification** confirming that the application has been received.

After Submission

- Status will change to Submitted.
- Track progress in **My Tray**.
- You will receive notification for any query or final decision (approved or rejected).

Important Things to Remember

- Provide genuine reasons with supporting evidence.
- False declaration is an offence.

Helpful Tips

- Submit as early as possible.
- Attach strong supporting documents.
- Keep a copy of the approval letter for your records.

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 directives that are currently in force. Users may refer to SSM's official website at www.ssm.com.my.