SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

# CORPORATE REGISTRY SYSTEM (HT4 – CRS)

# External User Manual

## Corporate Intermediaries Registration (ROC-CIR)

Version 1.0

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# 1. Introduction

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

It is intended for verified user and professional public user to perform **registration related transactions** including applications, renewals, notifications and updates of information for company secretary (COSEC), approved auditor, approved liquidator, firm of auditors and company auditor workflow.

The manual covers functional overview, user roles, navigation, search procedures, evaluation criteria and decision workflows.

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

# 2. Model Overview

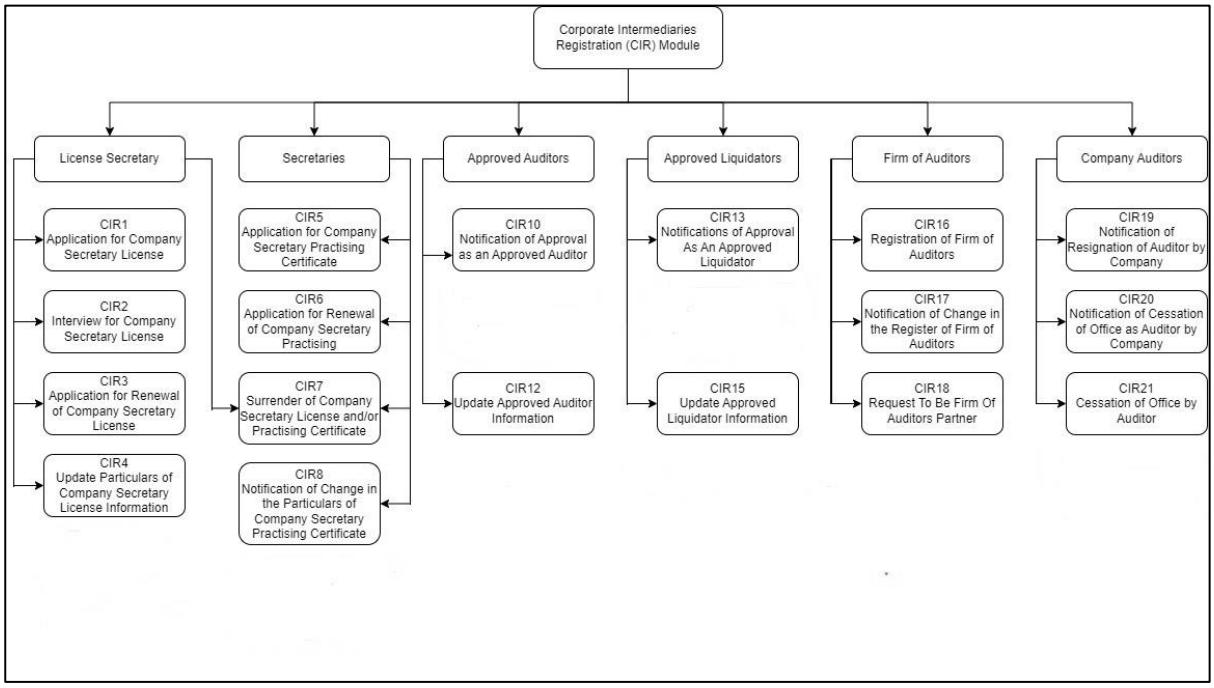



Figure 1 Functional Diagram

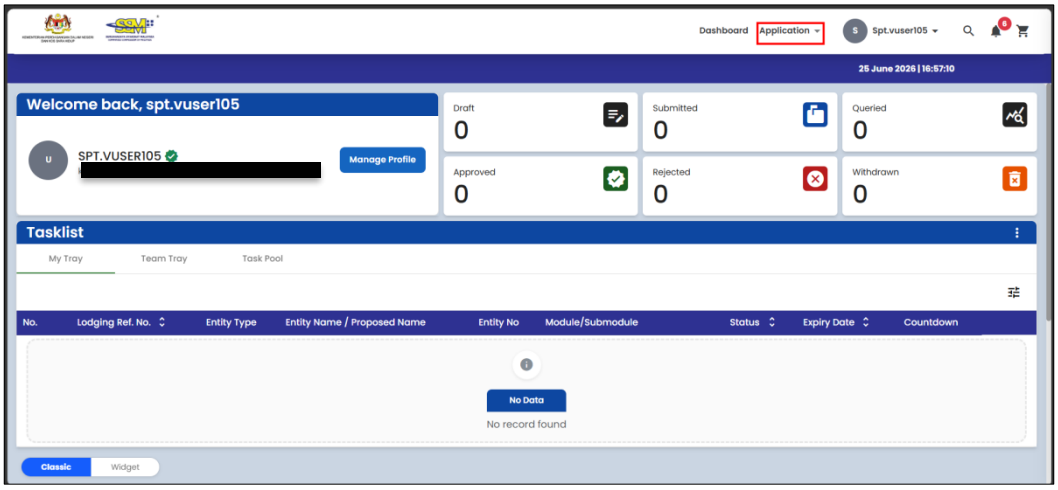
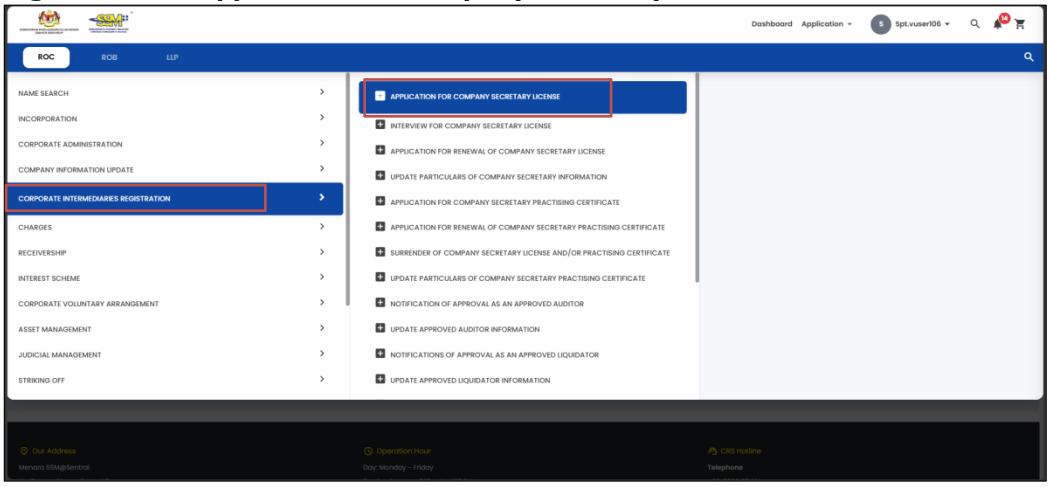
**User Role**

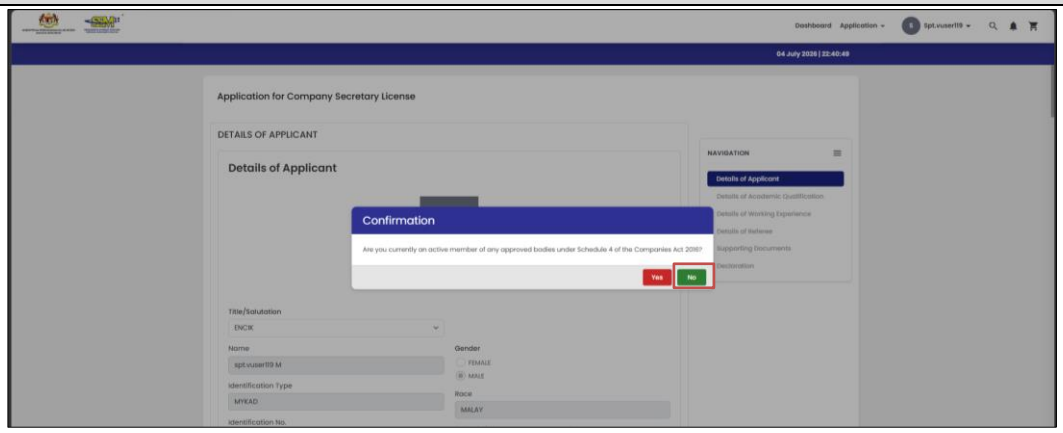
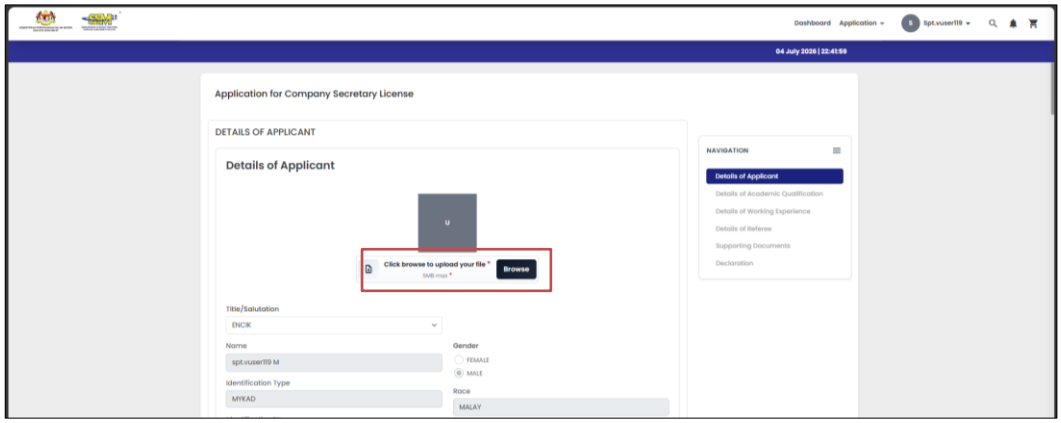
A verified public user in SSM4U is required to apply for Company Secretary (COSEC) Licence, COSEC Practising Certificate, or submit notification of approval as an Approved Auditor or Liquidator.

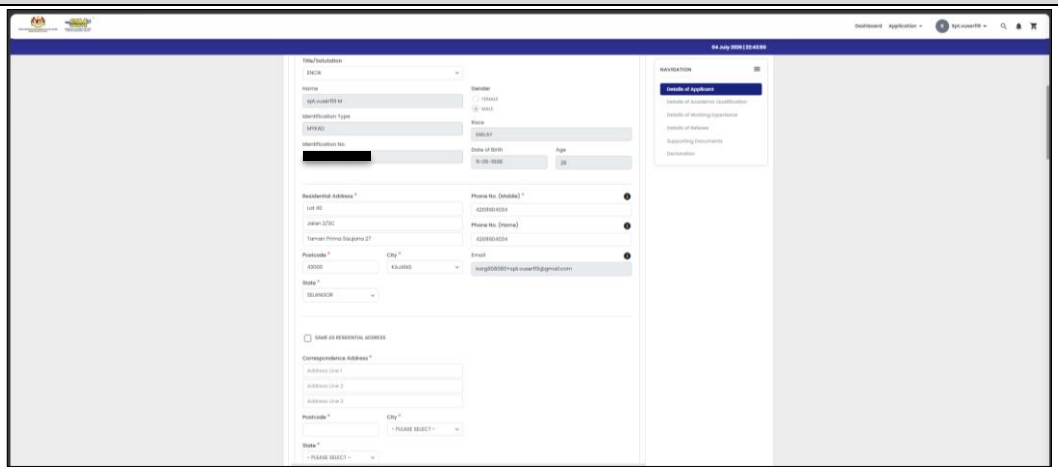
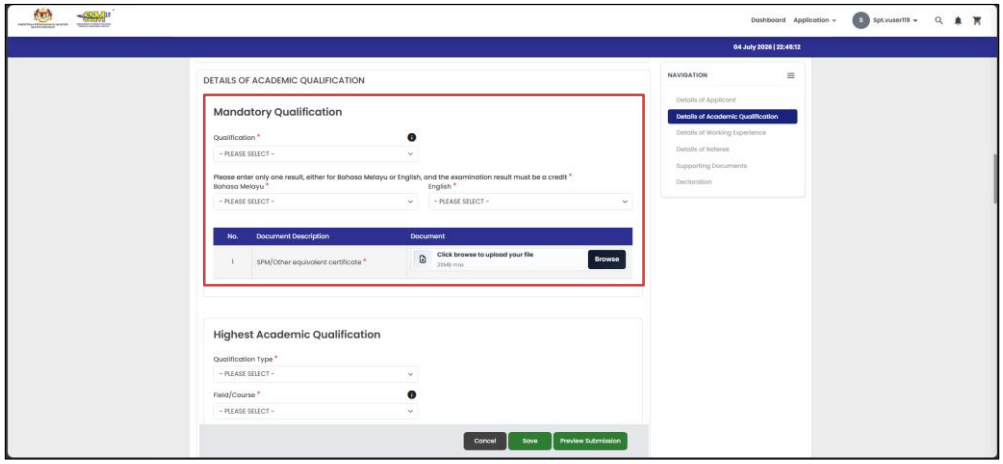
Meanwhile, a professional user in SSM4U with a valid COSEC Licence, COSEC Practising Certificate (PC), or approval as an Approved Auditor or Liquidator may apply to renew or update information.

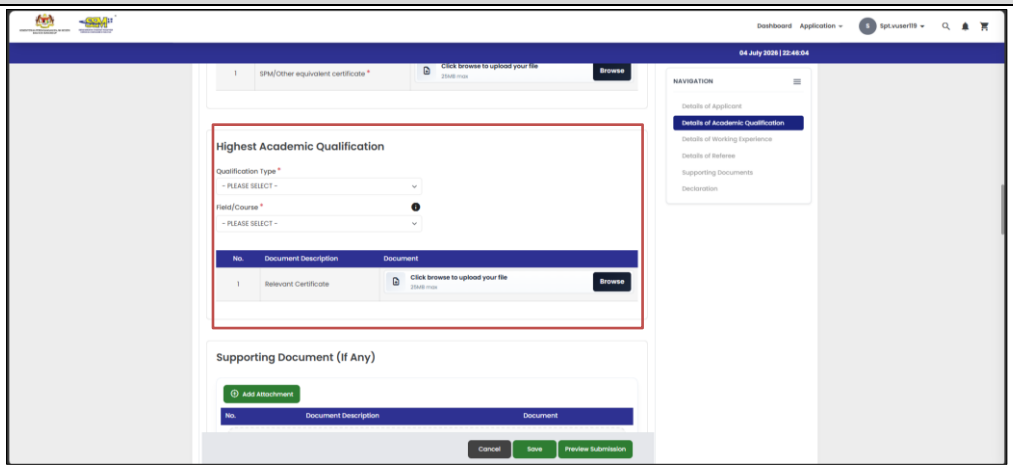
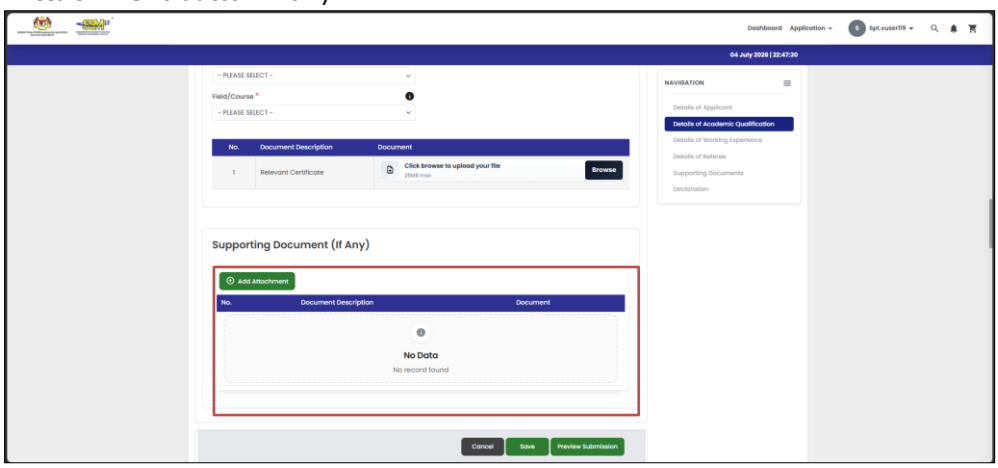
# 3. Company Secretary (COSEC) License

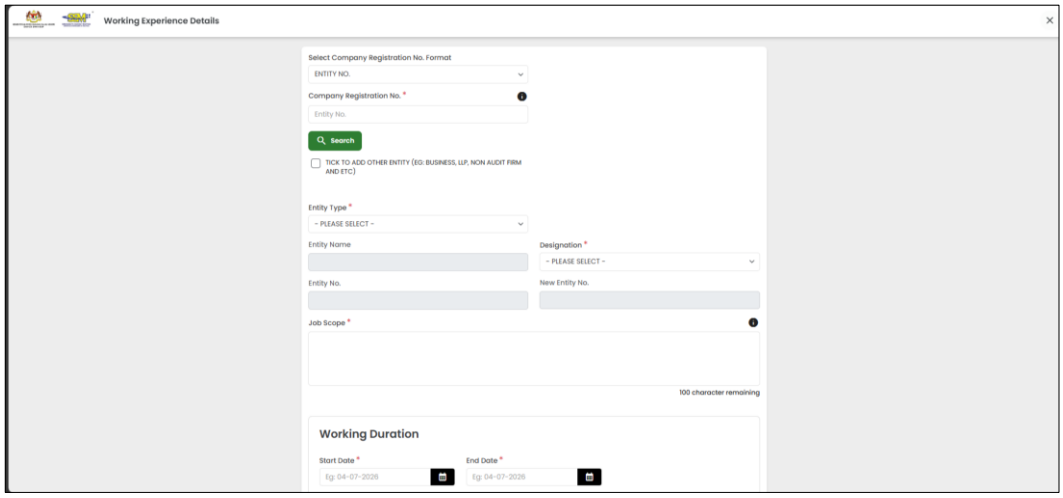
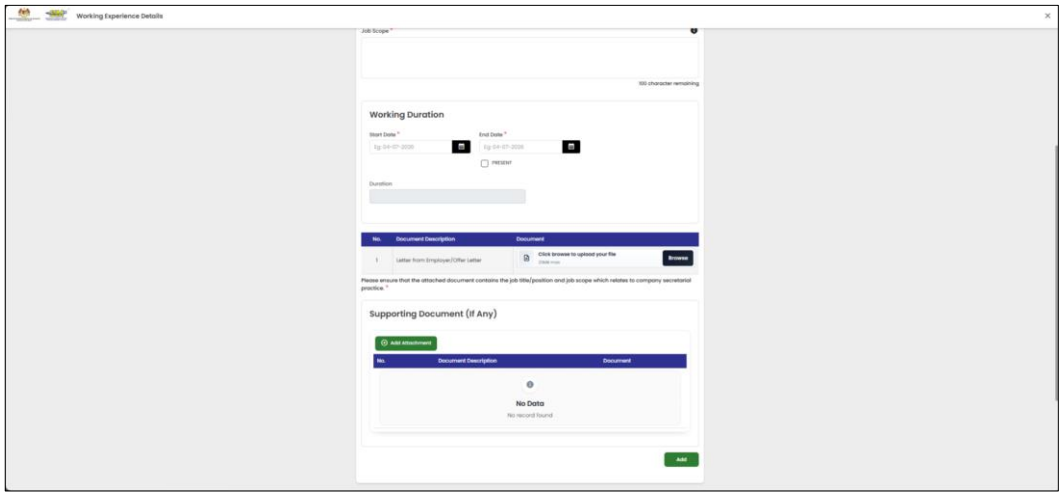
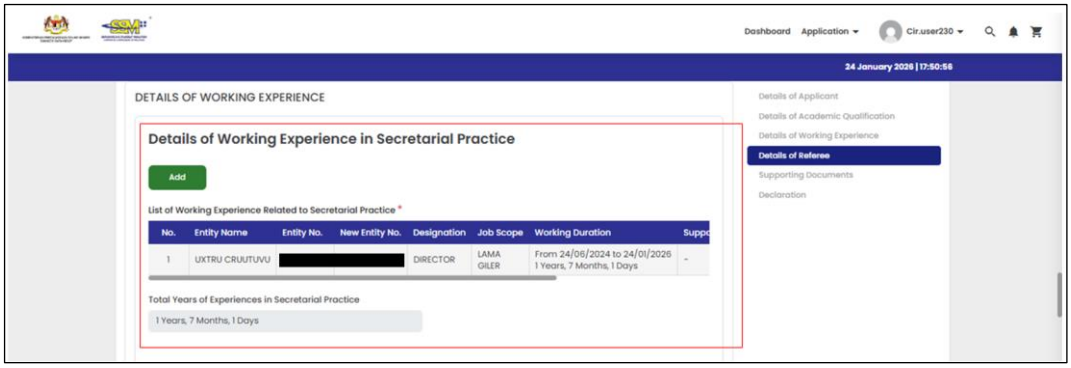
## 3.1 Application for Company Secretary License

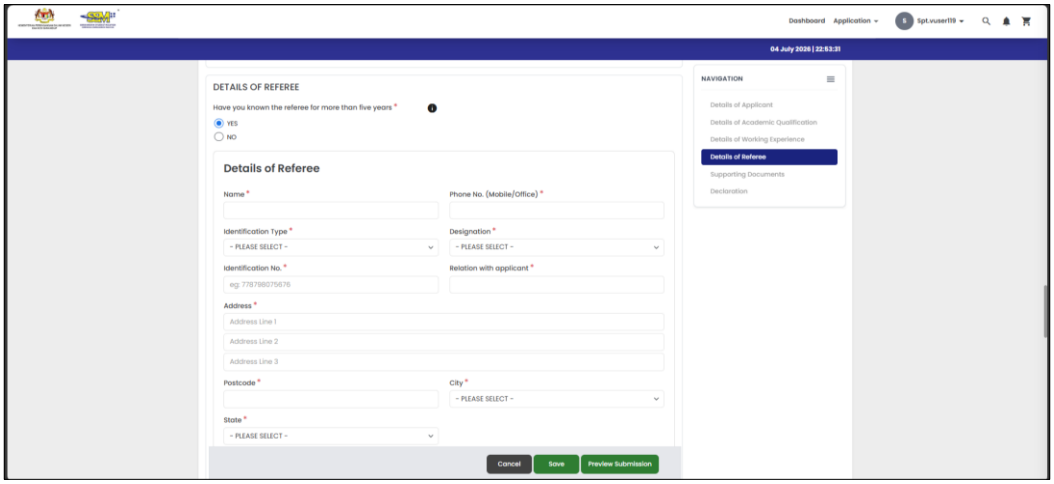
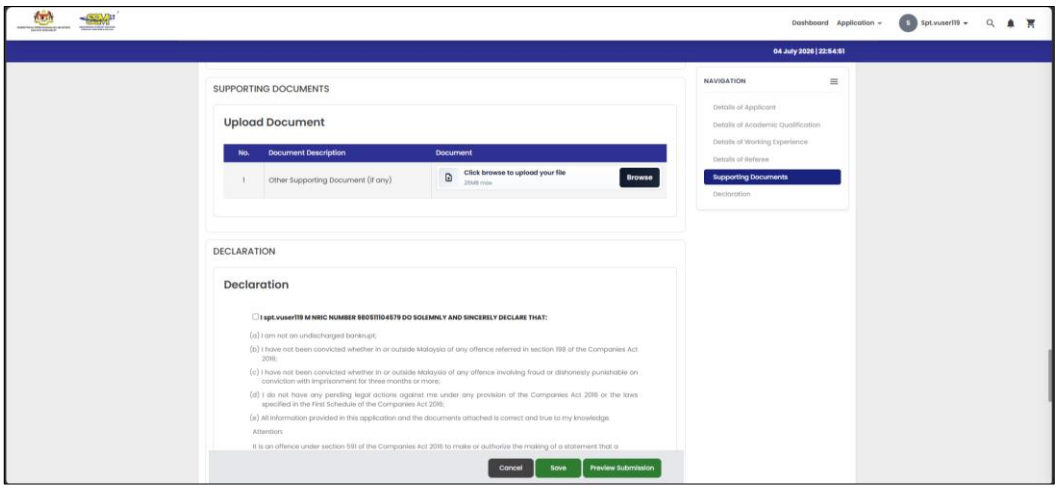
| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | On **Application > Register of Company (ROC) > Corporate Intermediaries Registration > Application for Company Secretary License**   |
| 3. | From the **Prompt** message *<Are you currently an active member of any approved bodies under Schedule 4 of the Companies Act 2016?>*, click the **No** button. |

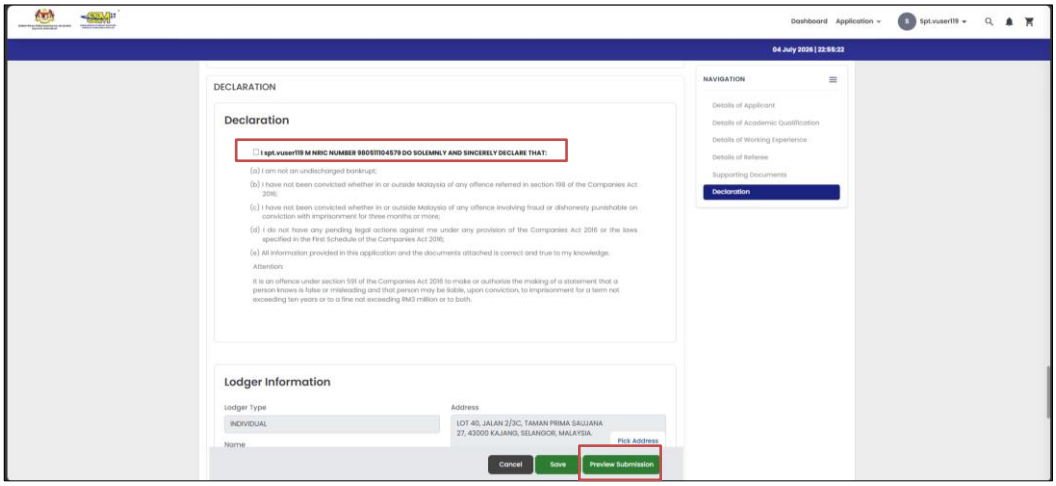
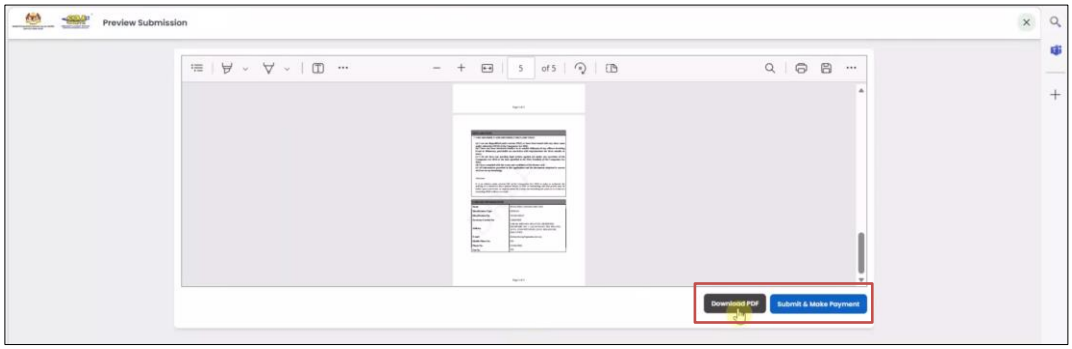
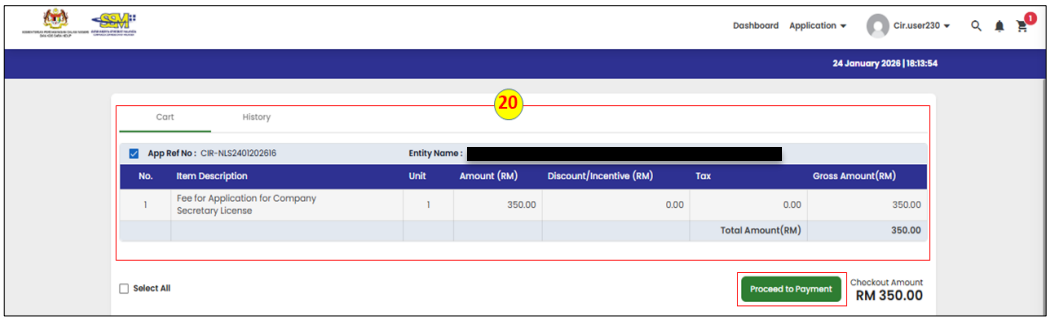
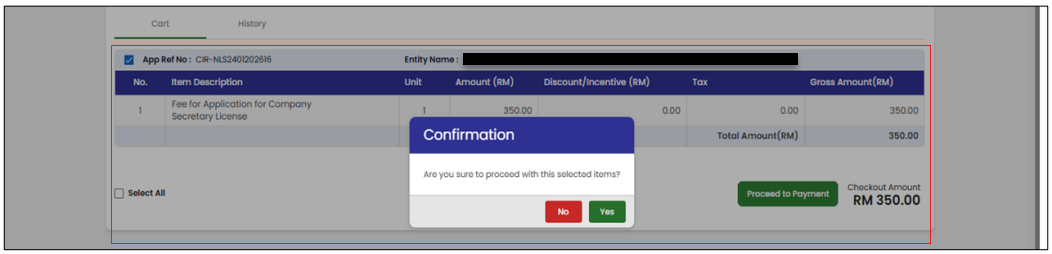
| Field Num. | Description |
|---|---|
| |  |
| 4. | Click **Browse** and upload passport picture (jpeg or png format).<br>  |
| 5. | On **Details of Applicant,** verify and fill in the information below**:**<br>**Title/Salutation:** *<Dropdown>*<br>**Name:***<Auto-populate>*<br>**Identification Type:***<Auto-populate>*<br>**Identification No.:***<Auto-populate>*<br>**Gender:***<Auto-populate>*<br>**Race:***<Auto-populate>*<br>**Date of Birth:***<Auto-populate>*<br>**Age:***<Auto-populate>*<br>**Residential Address*:***<Any text>*<br>**Postcode*:***<Any digit>*<br>**City*:***<Dropdown>*<br>**State*:***<Dropdown>*<br>**Phone No. (Mobile)*:***<Any digit>*<br>**Phone No. (Home):** *<Any digit>*<br>**Email:***<Auto populate>*<br>**Same as Residential Address:***<Checkbox>*<br>**Correspondence Address***:*<Any text>*<br><br>***Note****: If you tick the checkbox, the correspondence address will auto populate based on residential address.* |

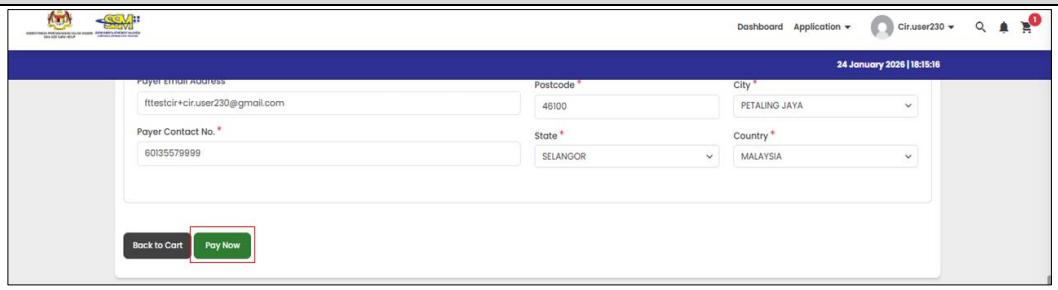
| Field Num. | Description |
|---|---|
| |  |
| 6. | On **Details of Academic Qualification**,<br>a) For **Mandatory Qualification** section, enter the following details:<br>**i. Qualification:** *<Select from dropdown>*<br>**ii. Bahasa Melayu:** *<Select from dropdown>*<br>**iii. English:** *<Select from dropdown>*<br>**iv. SPM/Other equivalent certificate:** *<Browse and upload>*<br>  <br>b) For **Highest Academic Qualification** section, enter the following details:<br>**i. Qualification Type:** *<Select from dropdown>*<br>**ii. Field/Course:** *<Select from dropdown>*<br>**iii. Relevant Certificate:** *<Browse and upload>* |

| Field Num. | Description |
|---|---|
| |  <br><br>c) For **Supporting Document,** to browse and upload attachment please click A**dd Attachmen**t button if any.<br>  <br> |
| 7. | On **Details of Working Experience** Section, click **Add** to enter the following details:<br><br>**Select Company Registration No. Format.:** *<Dropdown>*<br>**Company Registration No.**:*<Any Digit and click Search>*<br>***Note**: System auto-query the input text and auto-populate the entity information (If Record Found). If not, you can click the the checkbox to allow user input.*<br><br>**Entity Type***:*<Dropdown>*<br>**Entity Name**:*<Auto-populate based on company registration number>*<br>**Entity No.**:*<Auto-populate based on company registration number>*<br>**New Entity No.**:*<Auto-populate based on company registration number>*<br>**Designation***:*<Dropdown>*<br>**Job Scope***:*<Any 100 characters>*<br><br>For **Working Duration**,<br>**Start Date:***<Date Picker>*<br>**End Date***:*<Date Picker>*<br>***Note**: Can tick present if currently working for this company* |

| Field Num. | Description |
|---|---|
| | **Duration**: *<Auto-populate>*<br>**Letter from Employer/Offer Letter**: *<Browse and upload>*<br>**Supporting Document (If any)** : *<Browse and upload>*<br>  <br><br>  <br> |
| 8. | Click the **Add** button. Once clicked system auto-populate **Total Years of Experience in Secretarial Practice** based on the submitted Working Duration.<br>  <br> |

| Field Num. | Description |
|---|---|
| 9. | On **Details of Referee** section,<br><br>a) **Have you known the referee for more than five years***: *<radio button>*<br>b) For **Details of Referee**, fill in all the information:<br><br>i. **Name:** *<Any text>*<br>ii. **Phone No. (Mobile/Office) :** *<Any digit>*<br>iii. **Identification type:** *<Dropdown>*<br>iv. **Identification No.:** *<Any digit>*<br>v. **Designation:** *<Dropdown>*<br>vi. **Relation with applicant:** *<Any text>*<br>vii. **Address:** *<Any text>*<br>viii. **Postcode:** *<Any digit>*<br>ix. **City:** *<Dropdown>*<br>x. **State:** *<Dropdown>*<br>xi. **Referral Letter:** *<Browse and upload>*<br>  <br> |
| 10. | On **Supporting Document** section,<br><br>**Other Supporting Document (If any)**: *<Browse and upload>*<br>  <br> |

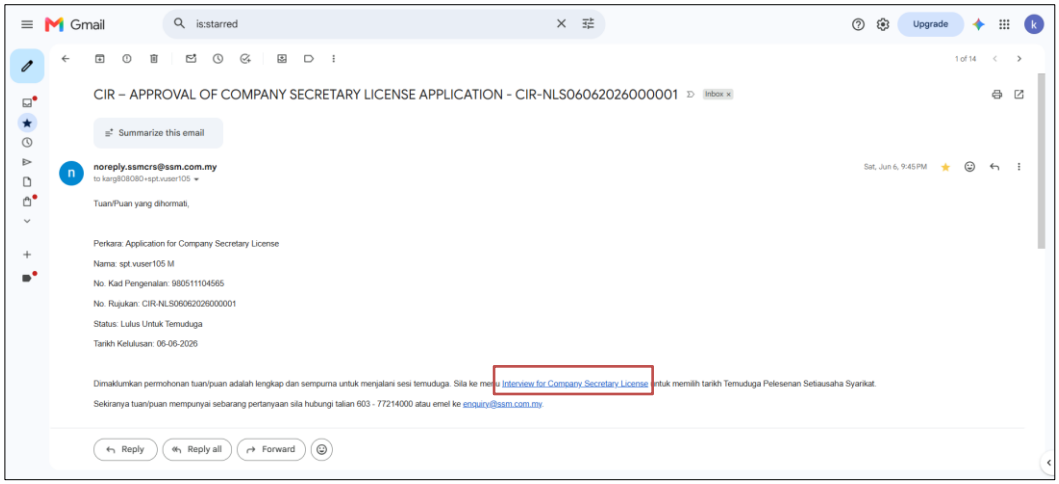
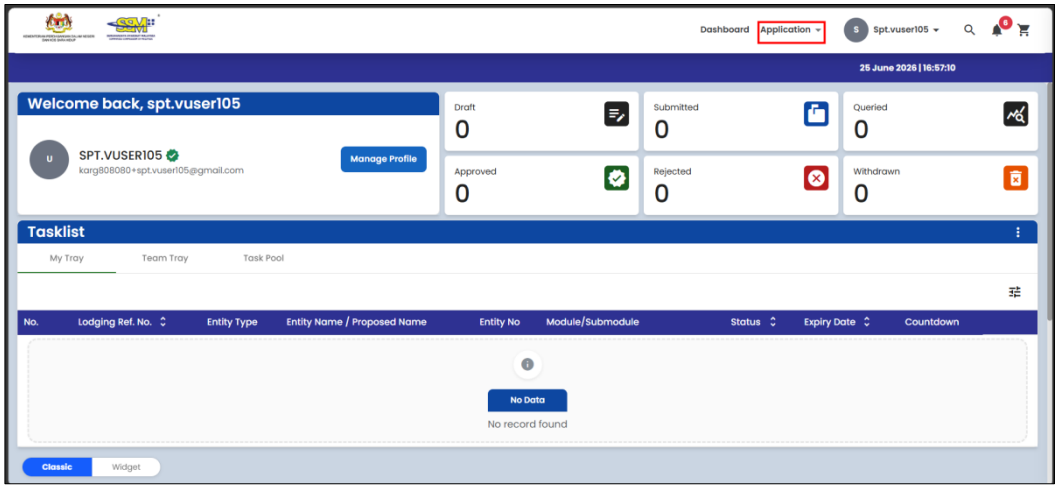
| Field Num. | Description |
|---|---|
| 11. | On the **Declaration** statement, check on the **Declaration** checkbox and click thethe **Preview Submission** button.  |
| 12. | Click the **Download PDF** button to download the PDF file. And then, click the **Submit and Make Payment**.  |
| 13. | Make payment as instructed & payment successful.   |

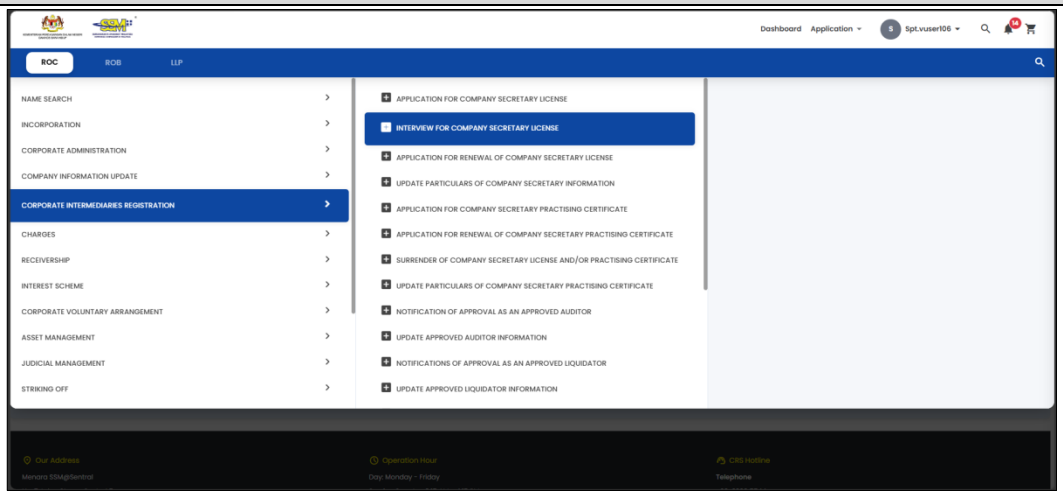
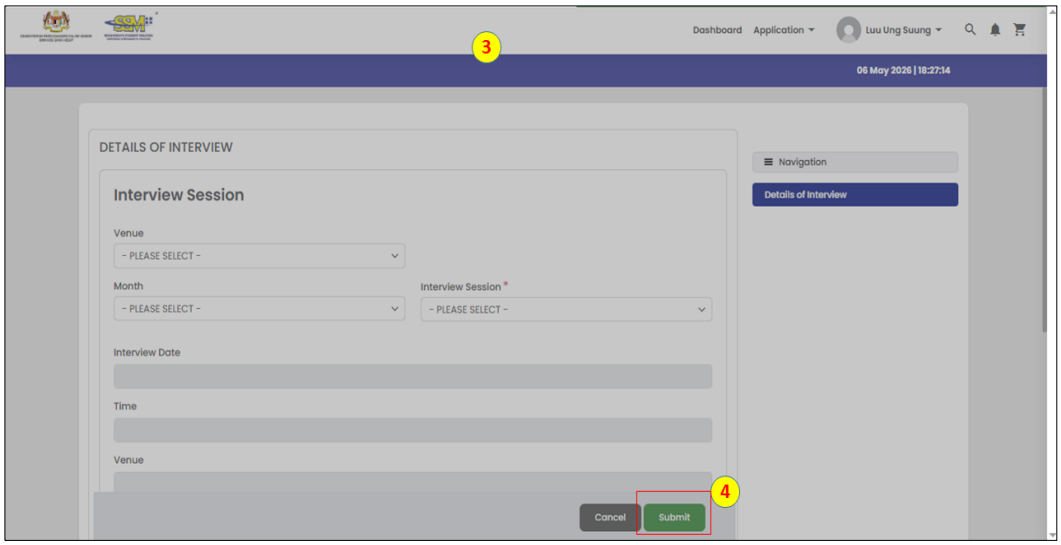
| Field Num. | Description |
|---|---|
| |  |
| 14. | Upon submission, the system will send an email notification and the application will be pending for SSM Officer's review and approval. |

## 3.2 Interview for Company Secretary License

***Note**: You can choose **two (2)** ways to add Interview Date*

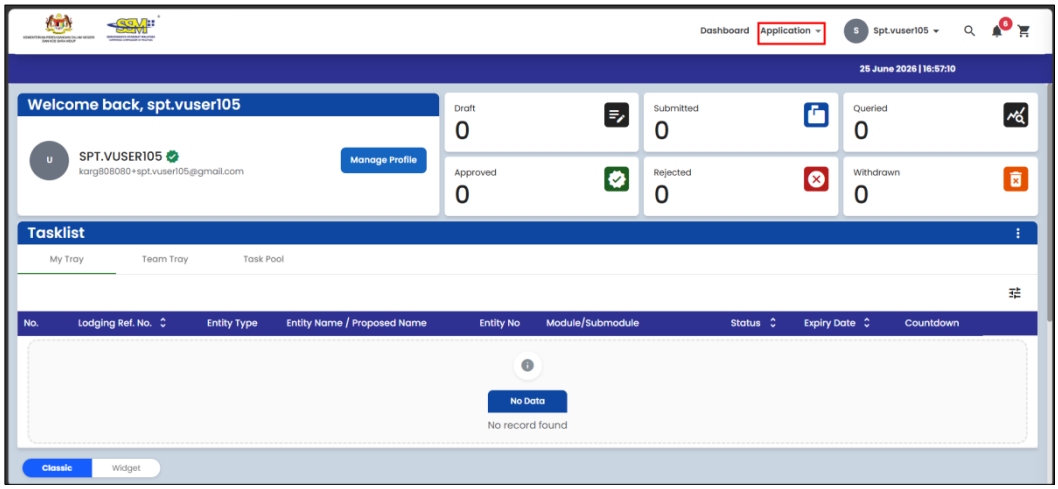
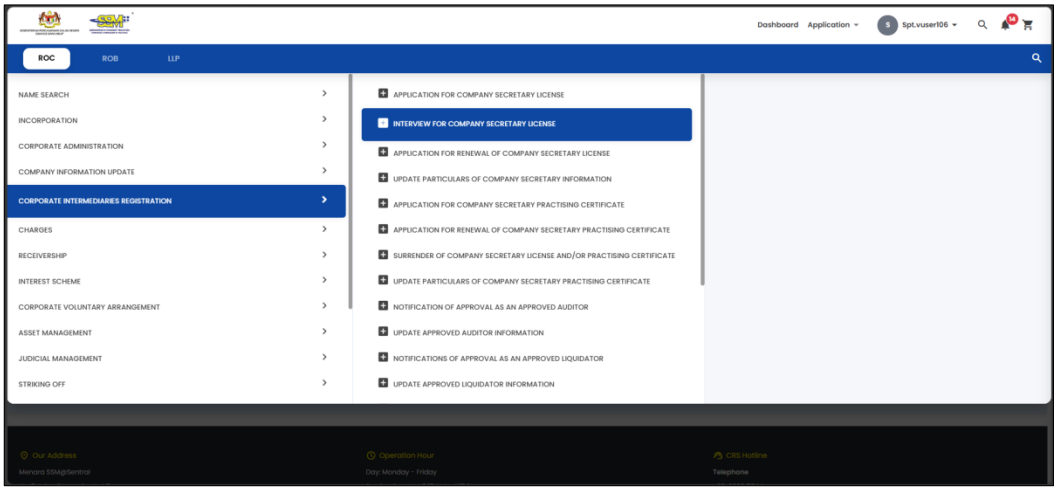
### 3.2.1 Schedule for Interview Date

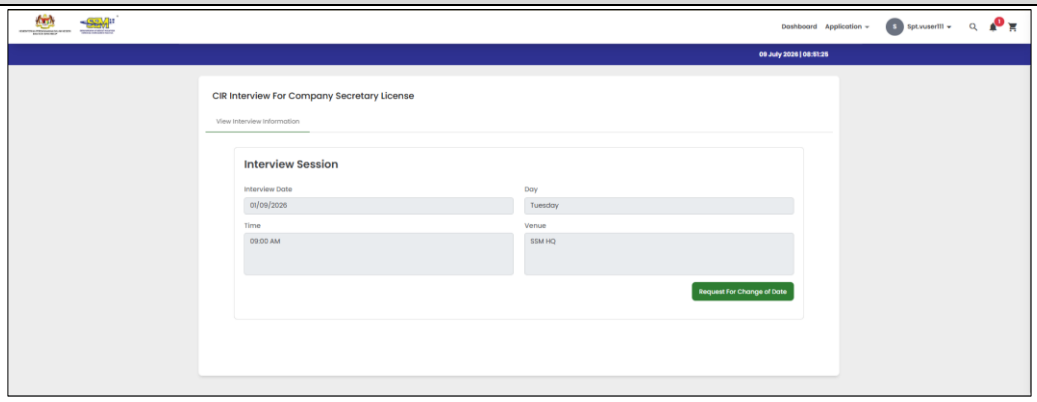
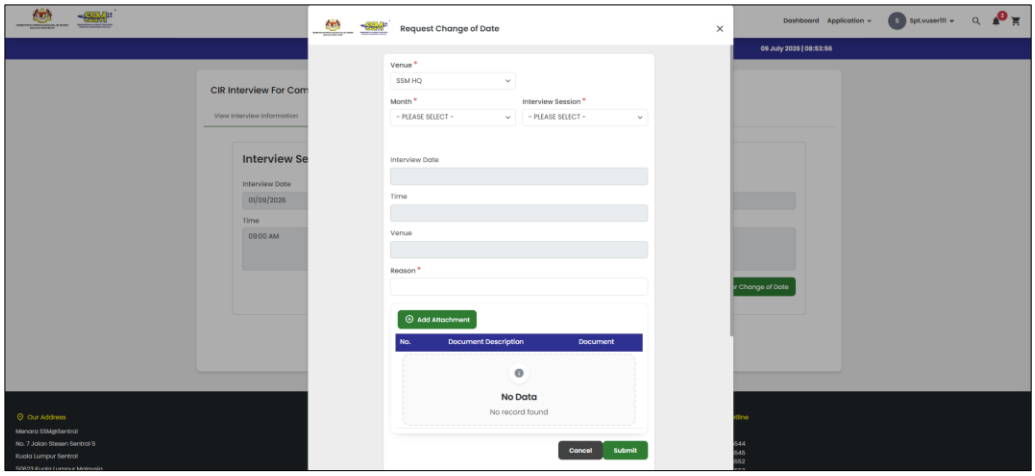
| Field Num. | Description |
|---|---|
| 1. | Once application approved, you will receive an email **Approval of Company Secretary License Application** and click thethe hyperlink Interview for Company Secretary License to select your Company Secretary License Interview date.<br>  <br> |
| 2. | If you are unable to locate the email notification, you can go to the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**<br>  <br> |
| 3. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Interview for Company Secretary License** |

| Field Num. | Description |
|---|---|
| |  |
| 4. | On **Details of Interview** section, enter the following details:<br>a) **Venue**: *<Dropdown>*<br>b) **Month**: *<Dropdown>*<br>c) **Interview Session**: *<Dropdown>*<br>  |
| 5. | Click the **Submit** button. |
| 6. | System will send email notification on the date of interview "***CIR - INTERVIEW SESSION FOR COMPANY SECRETARY LICENSE APPLICATION***". Please attend the interview as scheduled. |

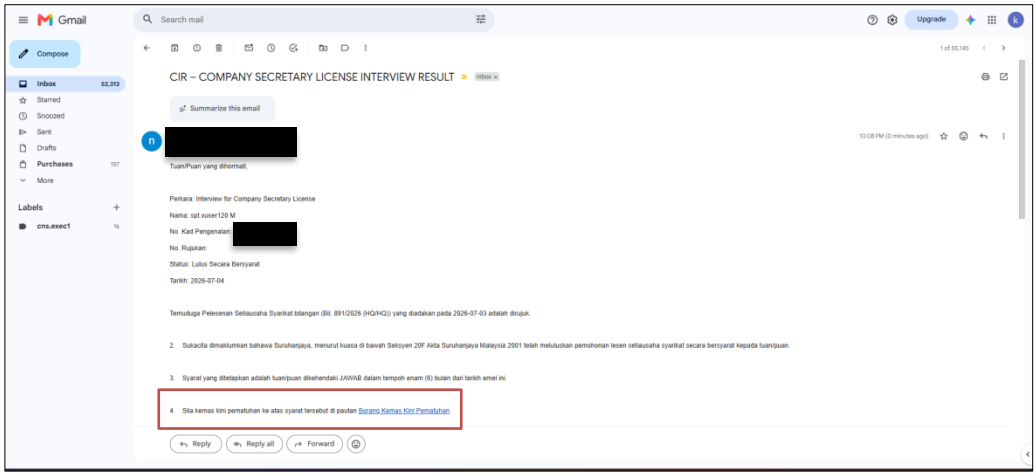
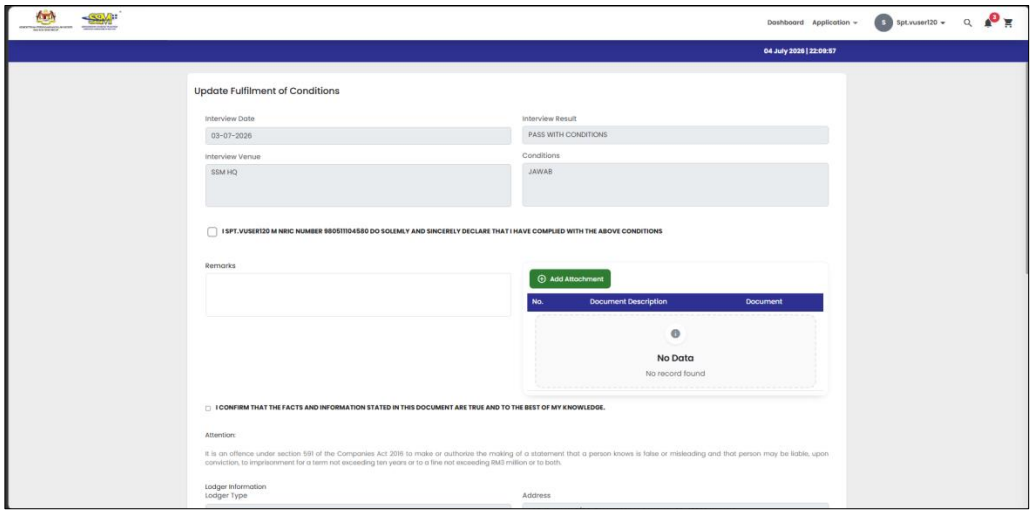
### 3.2.2 Request to Change Interview Date

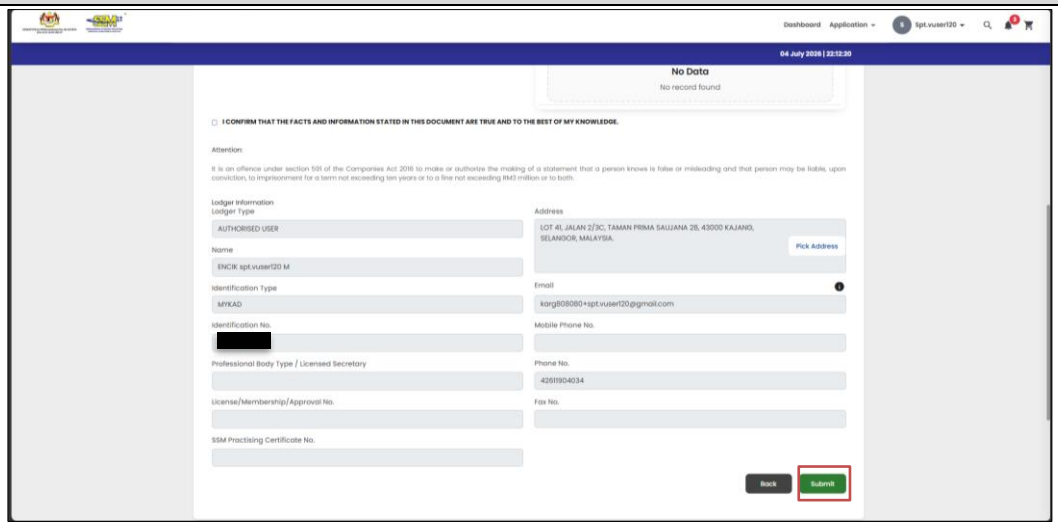
***Note**: Any changes of interview date must be done at least **14 days** before interview date.*

| Field Num. | Description |
|---|---|
| 1. | Go to the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Interview for Company Secretary License**   |
| 3. | On **Interview Session** section, click the **Request for Change of Date** button.<br>**Interview Date**: *<Auto populate>*<br>**Day**: *<Auto populate>*<br>**Time**: *< Auto populate >*<br>**Venue**: *< Auto populate >* |

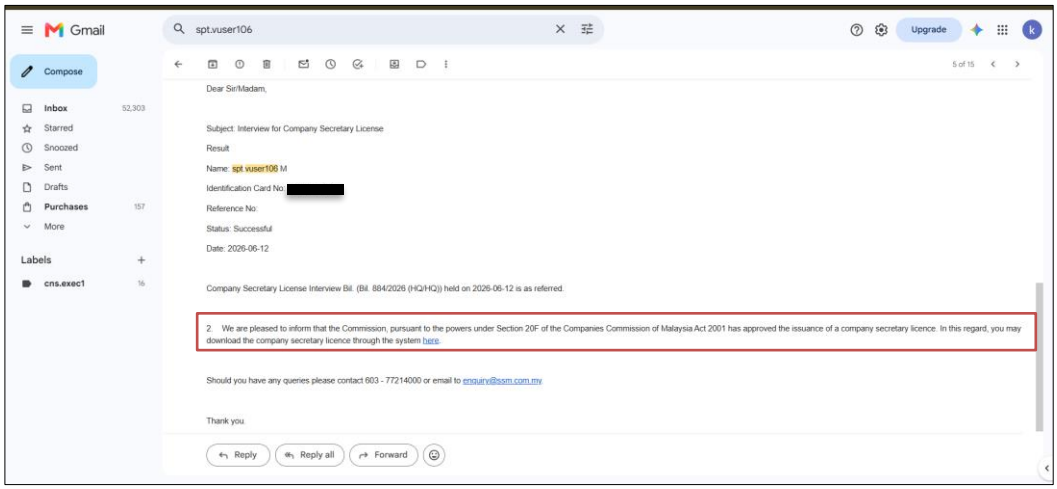
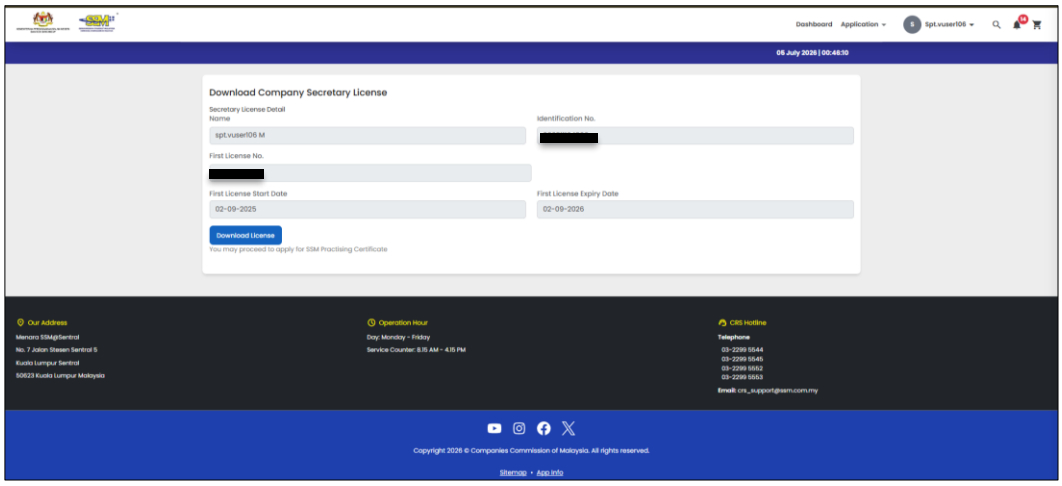
| Field Num. | Description |
|---|---|
| |  |
| 4. | Fill in the details.<br>  |
| 5. | Click Submit and system will send email notification on the date of interview "***CIR - INTERVIEW SESSION FOR COMPANY SECRETARY LICENSE APPLICATION***". Please attend the interview as scheduled. |

### 3.2.3 Update Fulfilment of Condition (Passed Interview with Condition)

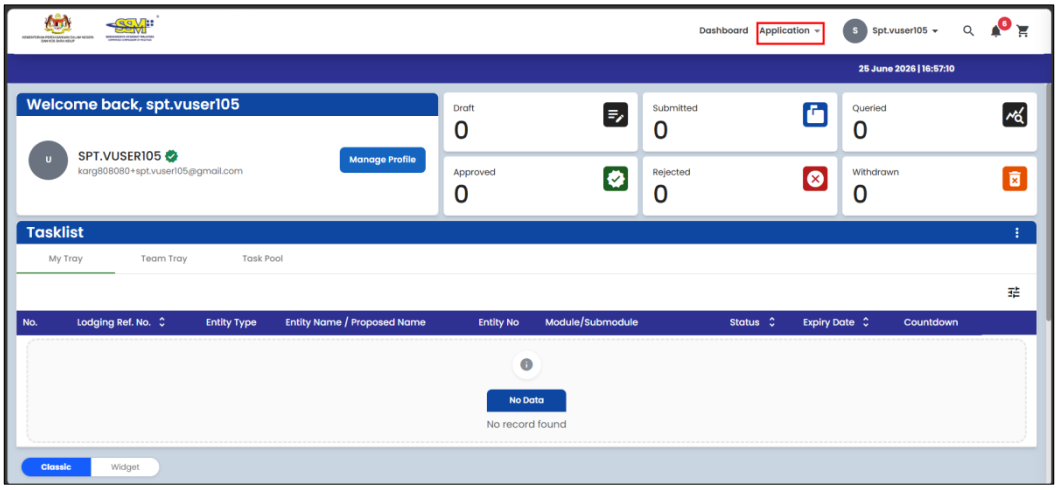
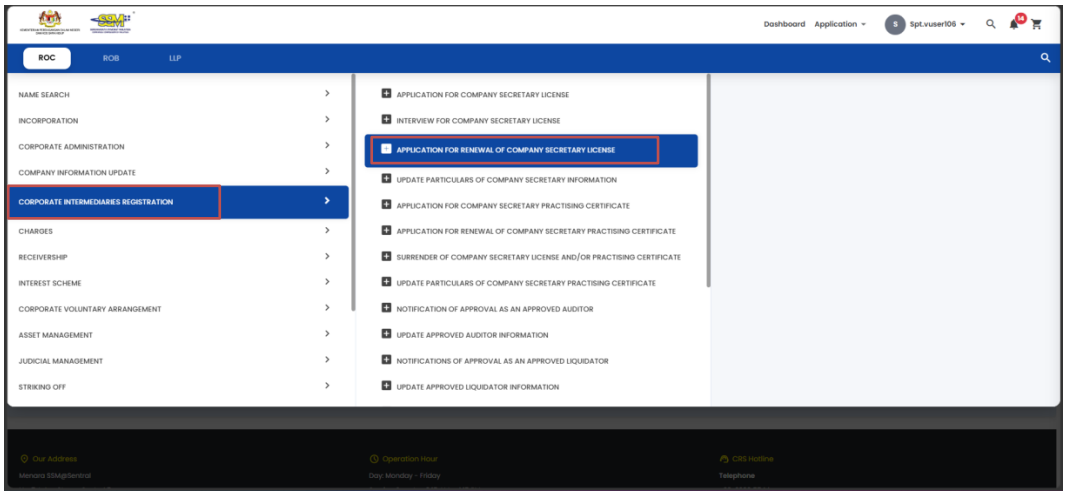
| Field Num. | Description |
|---|---|
| 1. | Once Interview completed, you will receive an email **COMPANY SECRETARY LICENSE INTERVIEW RESULT** and click the the hyperlink at " *Kindly update your compliance with the above condition via the following link* ***Update Fulfilment of Conditions Form***"   |
| 2. | Once clicked the hyperlink, you will be redirected to **Update Fulfilment of Conditions** page. Fill in all required details.   |
| 3. | Click the **Submit** button and system will **Automatically** approve the application. |

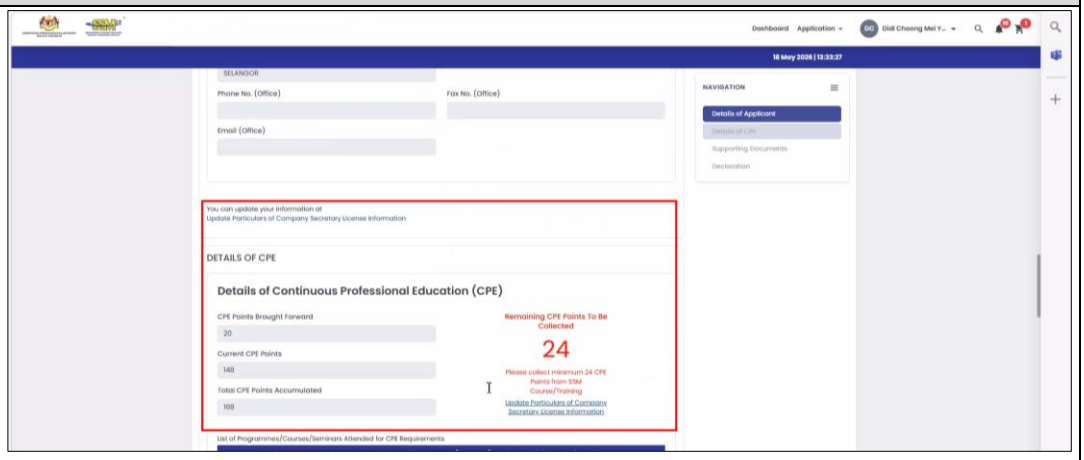
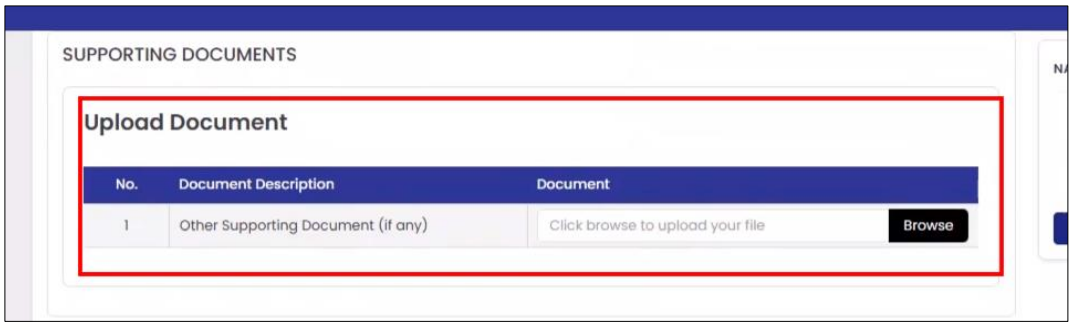
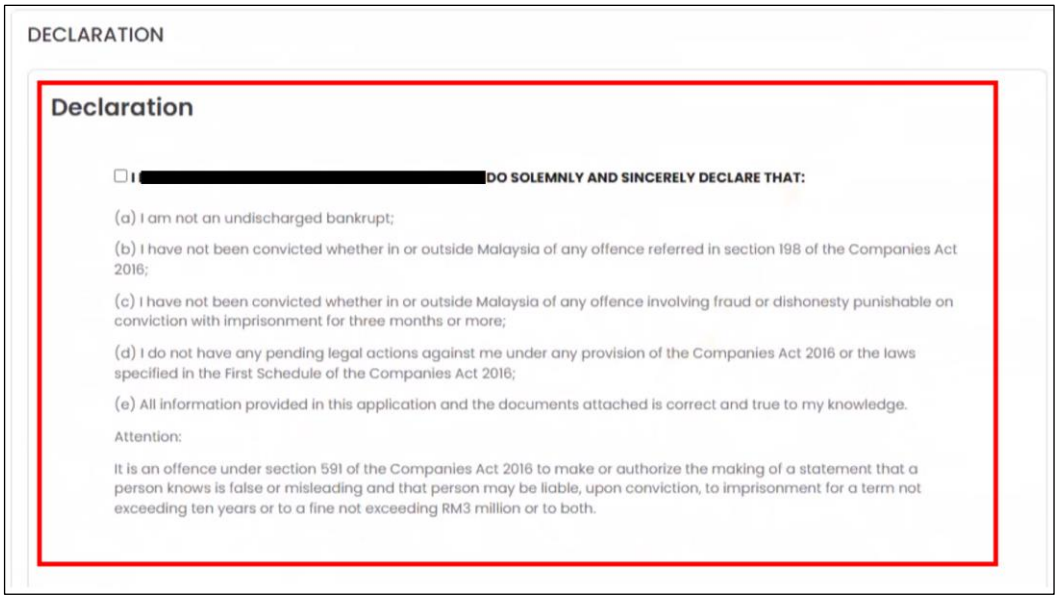
| Field Num. | Description |
|---|---|
| |  |
| 4. | System will send email notification. |

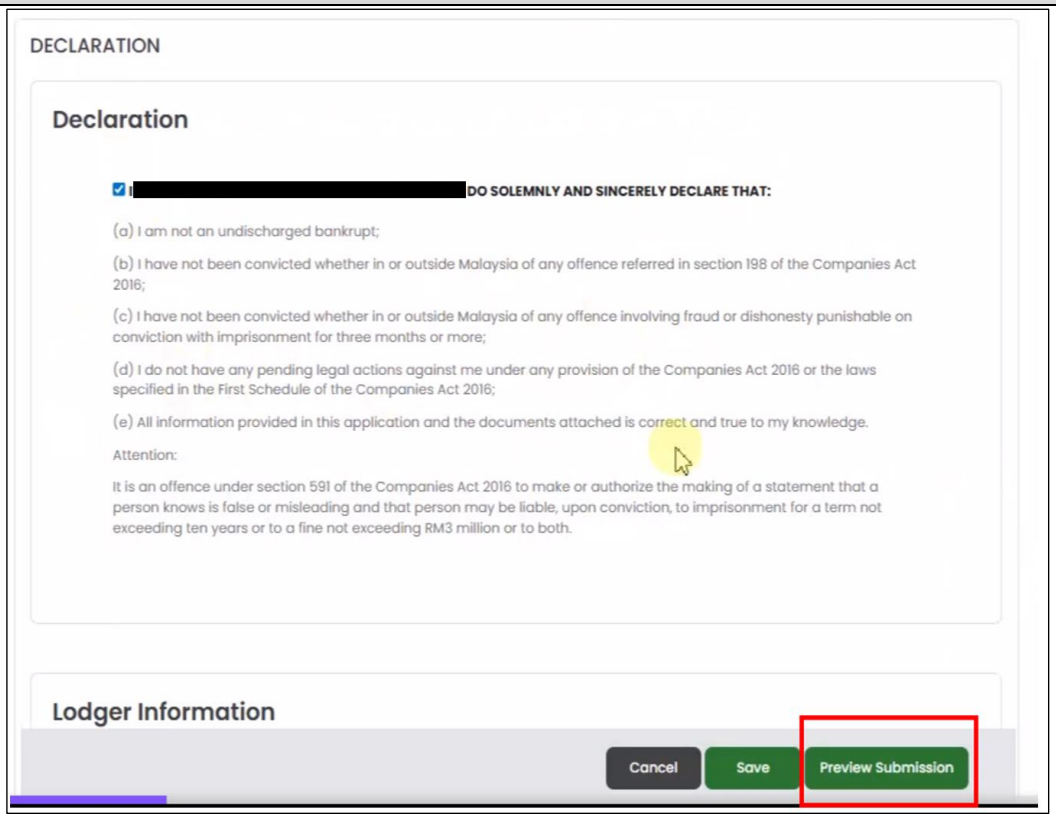
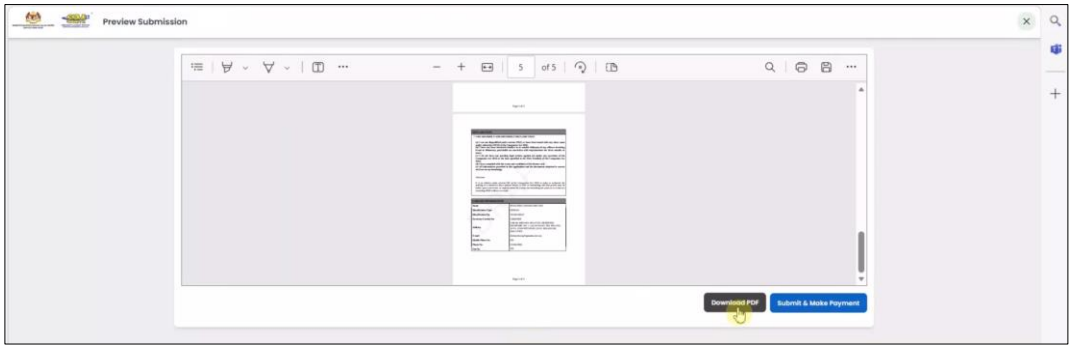
## 3.3 Generate Certificate for COSEC License

| Field Num. | Description |
|---|---|
| 1. | Once Interview Pass, you will receive an email **COMPANY SECRETARY LICENSE INTERVIEW RESULT** and click thethe **hyperlink** "*We are pleased to inform that the Commission, pursuant to the powers under Section 20F of the Companies Commission of Malaysia Act 2001 has approved the issuance of a company secretary licence. In this regard, you may download the company secretary licence through the system* ***here***."   |
| 2. | Once clicked the link, you redirect to download page. Just click **Download License** button.   |

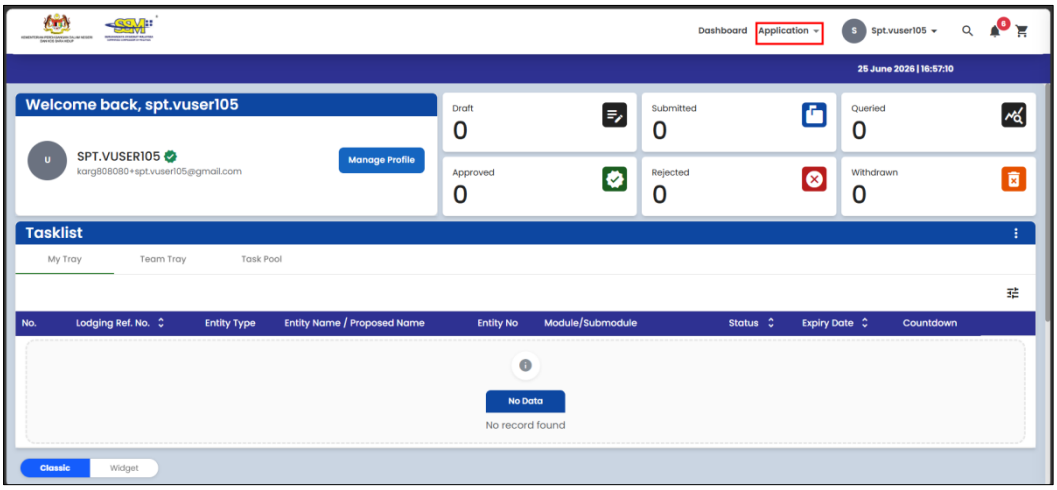
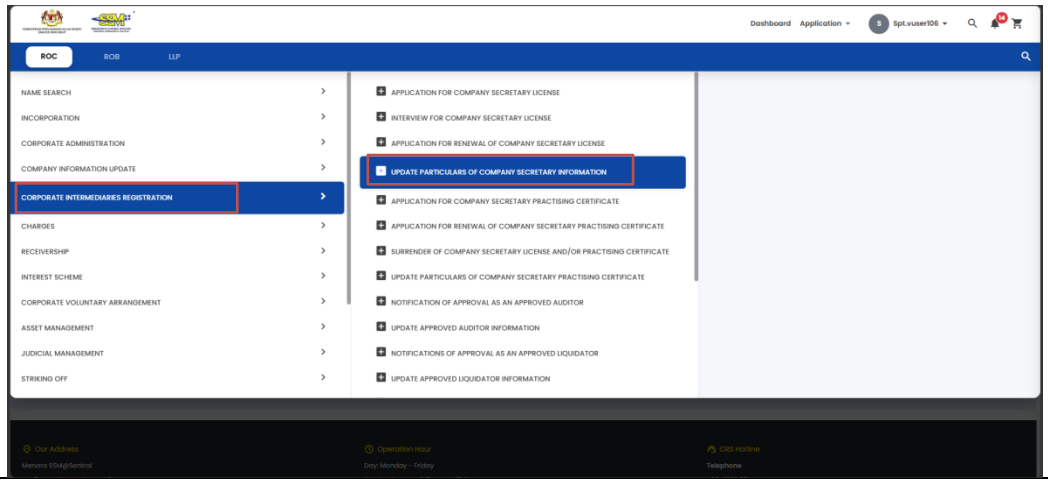
## 3.4 Application for Renewal of Company Secretary License

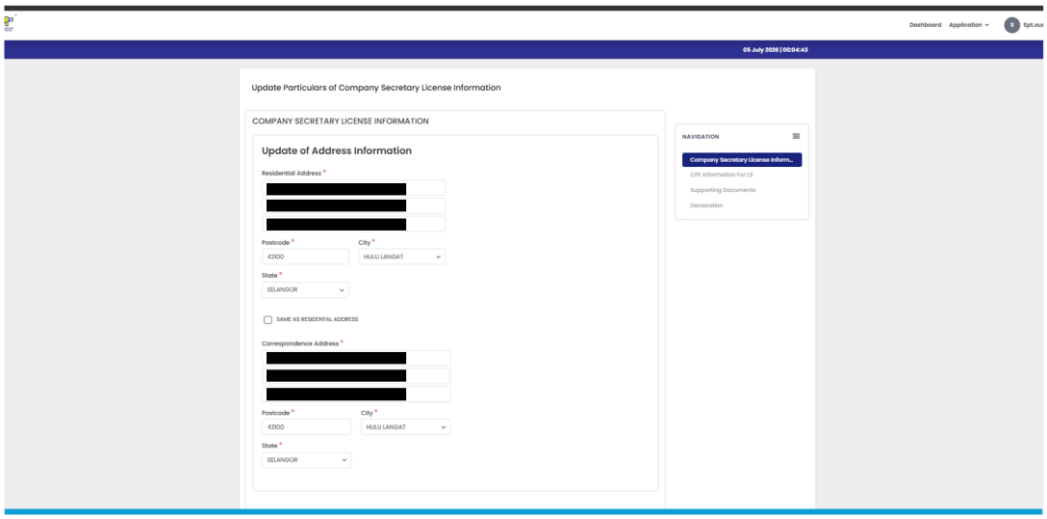
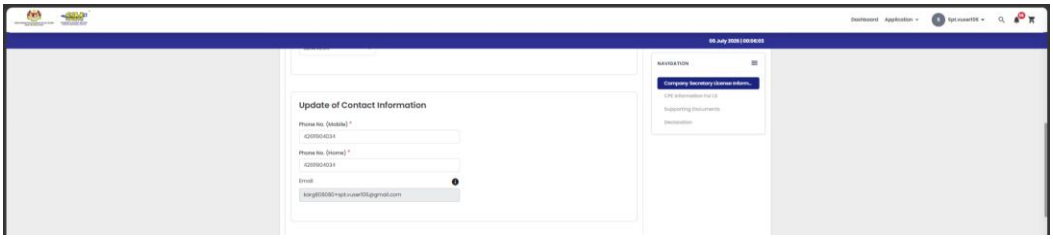
| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Application for Renewal of Company Secretary License**   |
| 3. | Verify Data and CPE Points. If the CPE point is insufficient, can click the **Update Particulars of Company Secretary License Information** hyperlink to add more CPE points. |

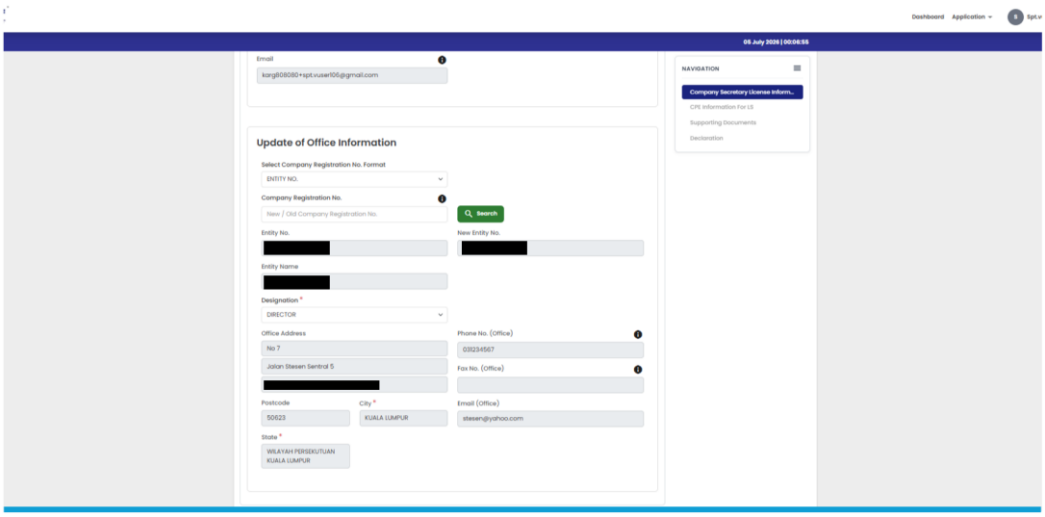
| Field Num. | Description |
|---|---|
| |  |
| 4. | Upload **Supporting Documents** (if any).<br>  |
| 5. | On the **Declaration** statement, check on the **Declaration** checkbox and click thethe **Preview Submission** button.<br>  |

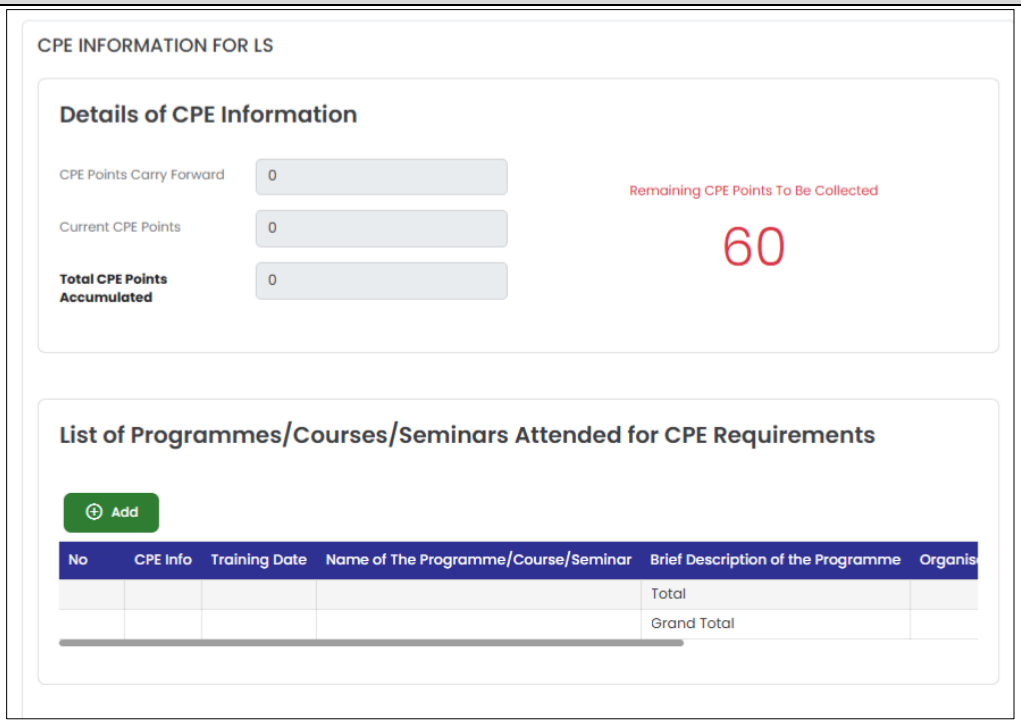
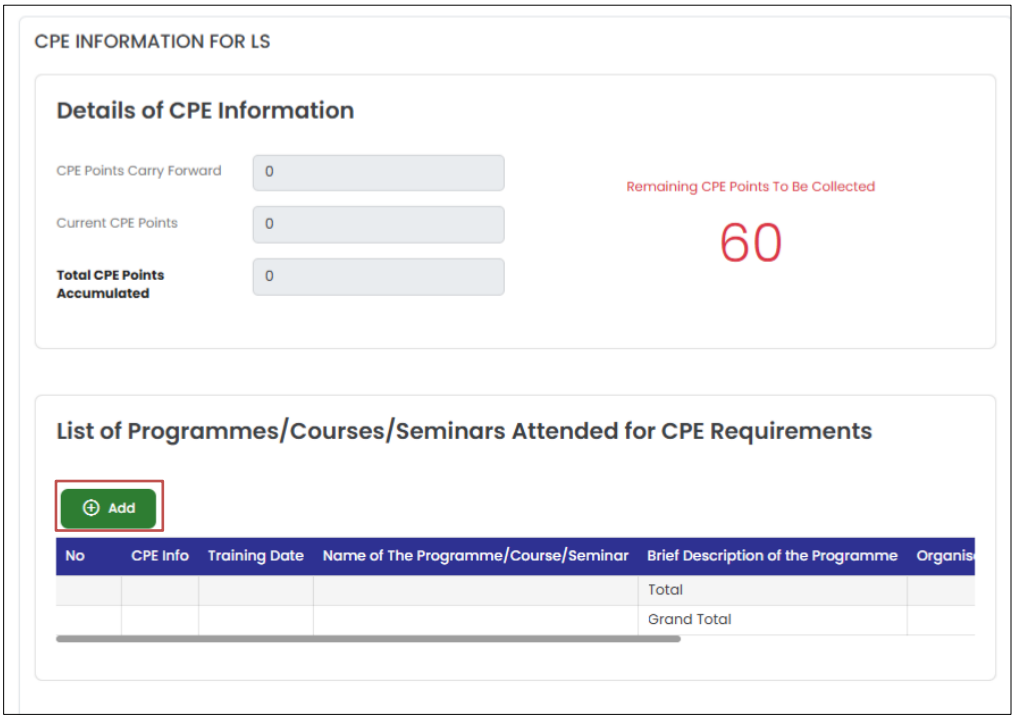
| Field Num. | Description |
|---|---|
| |  |
| 6. | Upon clicking on preview submission, click theDownload PDF and Submit & Make Payment buttons.<br>  |
| 7 | Upon successful payment and fulfilment of all renewal requirements, system will automatically approve the application. Then, system will send an email notification containing a link to download the renewed license certificate. |

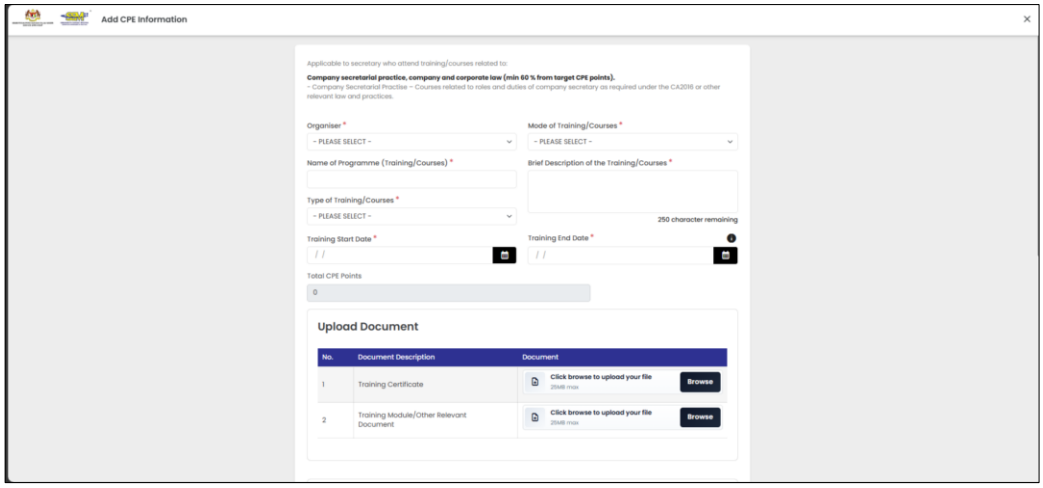
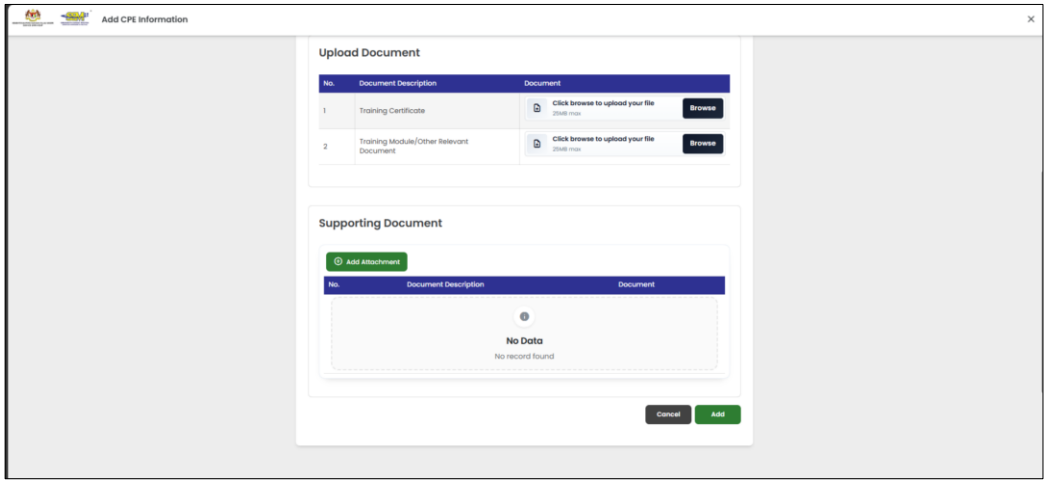
## 3.5 Update Particulars of Company Secretary License Information License

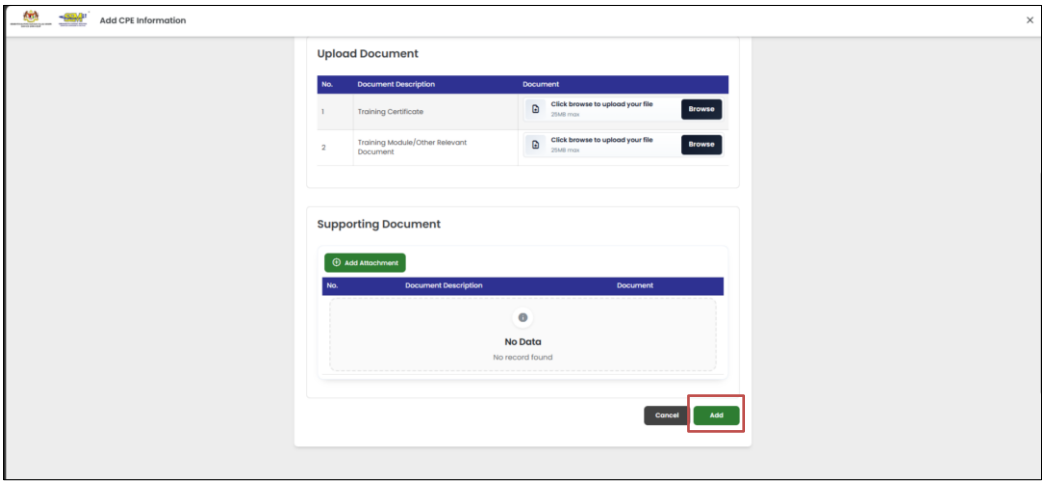
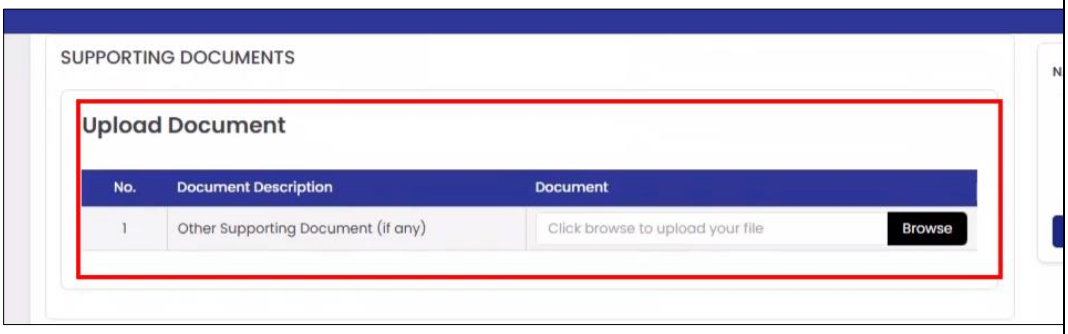
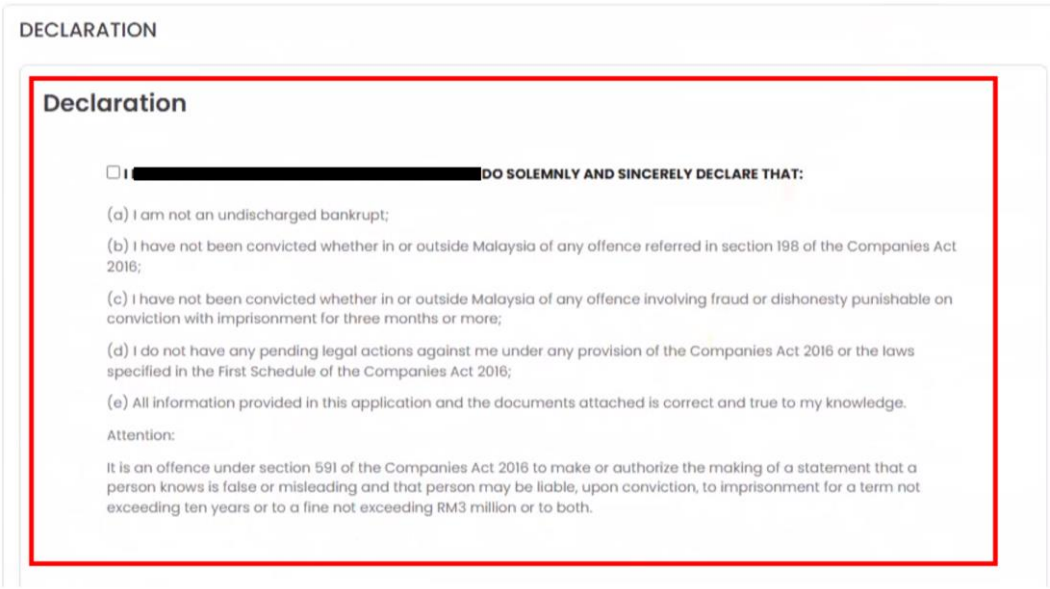
| Field Num. | Description |
|---|---|
| 1 | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**<br>  <br> |
| 2 | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Update Particulars of Company Secretary Information**<br>  <br> |
| 3 | On **Update of Address Information** section, enter the following details:<br>a) **Residential Address*:** *<any text less than 50 characters>*<br>b) **Postcode*:** *<any number not exceeding 5 characters>*<br>c) **City*:** *<auto-populate based on: **Postcode**>*<br>d) **State*:** *<auto-populate based on: **Postcode**>*<br>e) **Date of Change*:** *<any date>*<br>f) **Same as Residential Address:** *<Checkbox>* |

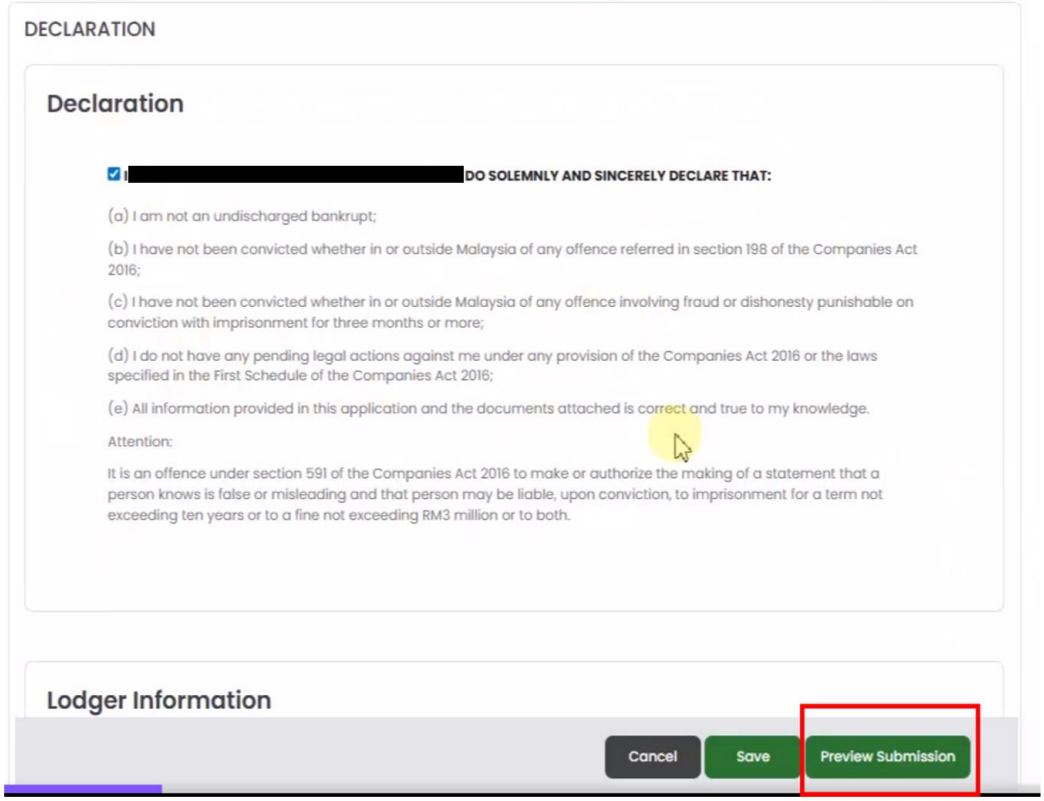
| Field Num. | Description |
|---|---|
| | g) **Correspondence Address*:***<Auto-populate (if tick checkbox) or Any text>*<br>  <br> |
| 4 | On **Update of Contact Information** section, enter the following details:<br>a) **Phone No. (Mobile) *:***<any number>*<br>b) **Phone No. (Home) *:***<any number>*<br>c) **Email:***<Auto-populate>*<br>d) **Date of Change*:***<any date>*<br>  <br> |

| Field Num. | Description |
|---|---|
| 5 | On **Update of Office Information** section, enter the following details:<br>a) **Select Company Registration No. Format:** *<Dropdown>*<br>b) **Company Registration No.:** *<Any digit and click search>*<br>c) **Entity No.:** *<Auto-populate>*<br>d) **New Entity No.:** *<Auto-populate>*<br>e) **Entity Name:** *<Auto-populate>*<br>f) **Designation:** *<Dropdown>*<br>g) **Office Address:** *<Auto-populate>*<br>h) **Phone No.(Office):** *<Auto-populate>*<br>i) **Fax No.(Office):** *<Auto populate>*<br>j) **Email (Office):** *<Auto-populate>*<br>  |
| 6 | On **CPE Information for LS** section, the CPE points will populate in **Details of CPE Information:**<br>**CPE Points Carry Forward**: *<Auto-populate>*<br>**Current CPE Points**: *<Auto-populate>*<br>**Total CPE Points Accumulated**: *<Auto-populate>* |

| Field Num. | Description |
|---|---|
| |  |
| 7 | On **List of Programmes/Courses/Seminars Attended for CPE Requirements** section, click **Add** button.<br>  |

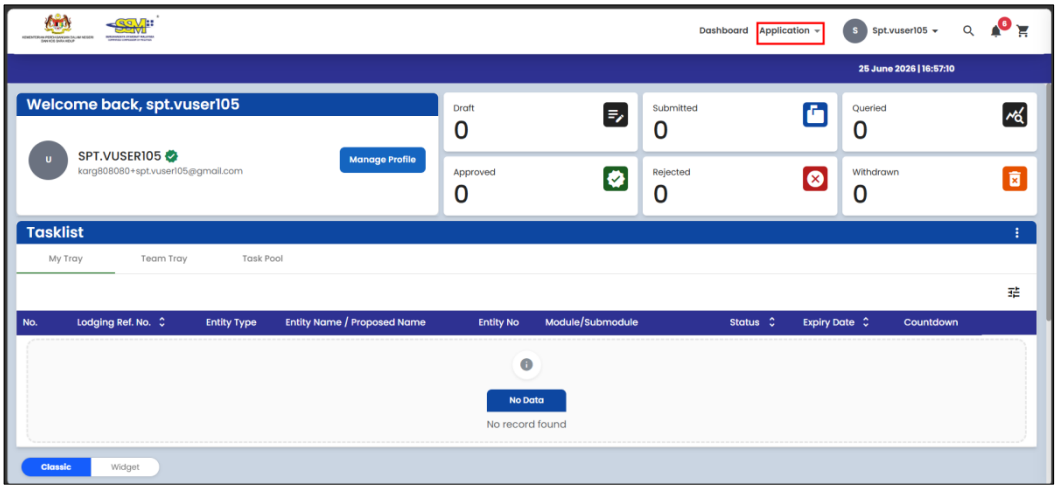
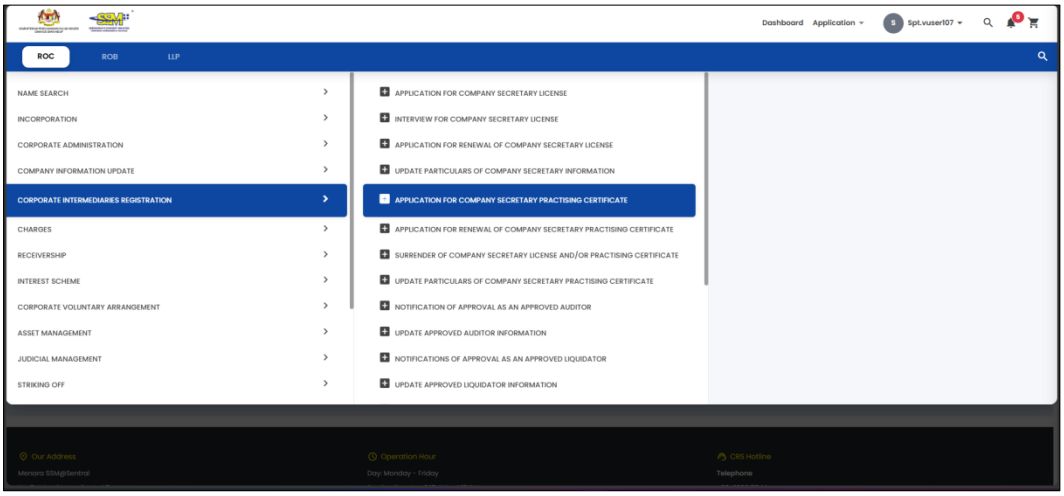
| Field Num. | Description |
|---|---|
| 8 | On **Add CPE Information** pop up, enter the following details:<br>**Organiser*:** *<select from drop-down menu>*<br>**Name of Program (Training/Courses) *:** *<any text>*<br>**Type of Training/Courses*:** *<select from drop-down menu>*<br>**Mode of Training/Course*:** *<select from drop-down menu>*<br>**Brief Description of the Training/Courses*:** *<any 250 characters>*<br>**Training Start Date*:** *<any date>*<br>**Training End Date*:** *<any date after **Start Date**>*<br>**Total CPE Points:** *<Auto-populate the value from the sum of **CPE Points**>*<br>**Training Certificate*:** *<Browse & Upload>*<br>**Training Module/Other Relevant Document:** *<Browse & Upload>*<br>**Supporting Document:** *<Browse and upload>*<br>  <br>  |

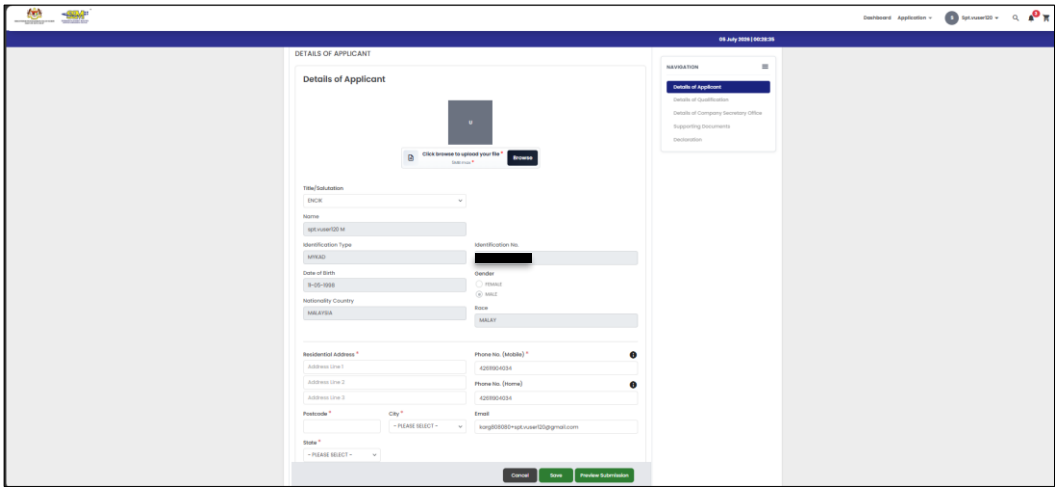
| Field Num. | Description |
|---|---|
| 9 | Click **Add** button to add the record.<br>  <br> |
| 10 | Upload **Supporting Documents** (if any).<br>  <br> |
| 11 | On the **Declaration** statement, check on the **Declaration** checkbox and click thethe **Preview Submission** button.<br>  <br> |

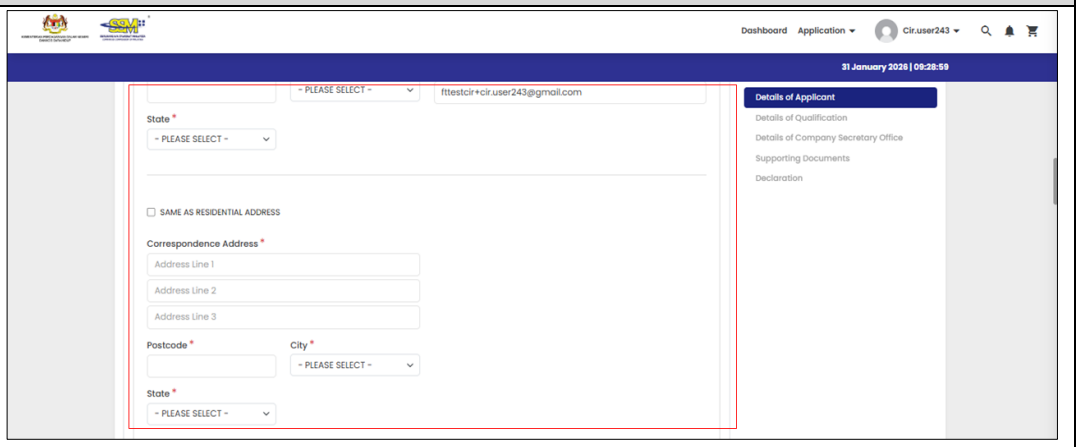
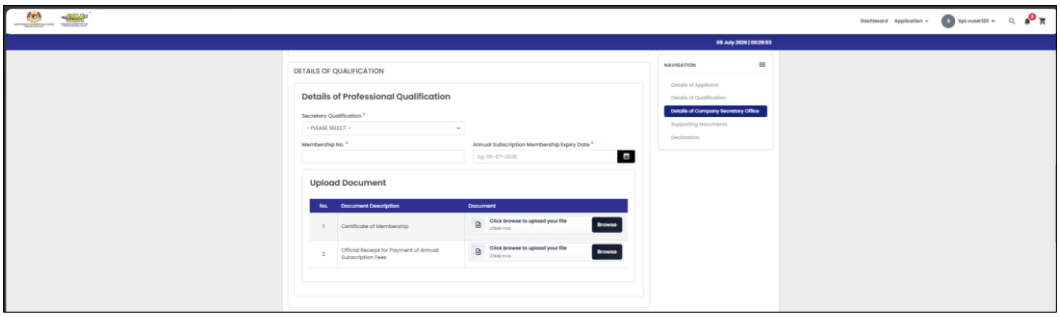
| Field Num. | Description |
|---|---|
| |  |
| 12 | Click **Submit** button and the changes will be automatically updated. |

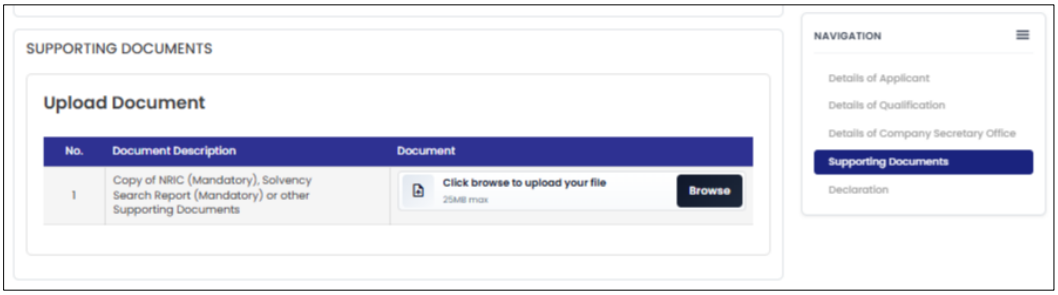
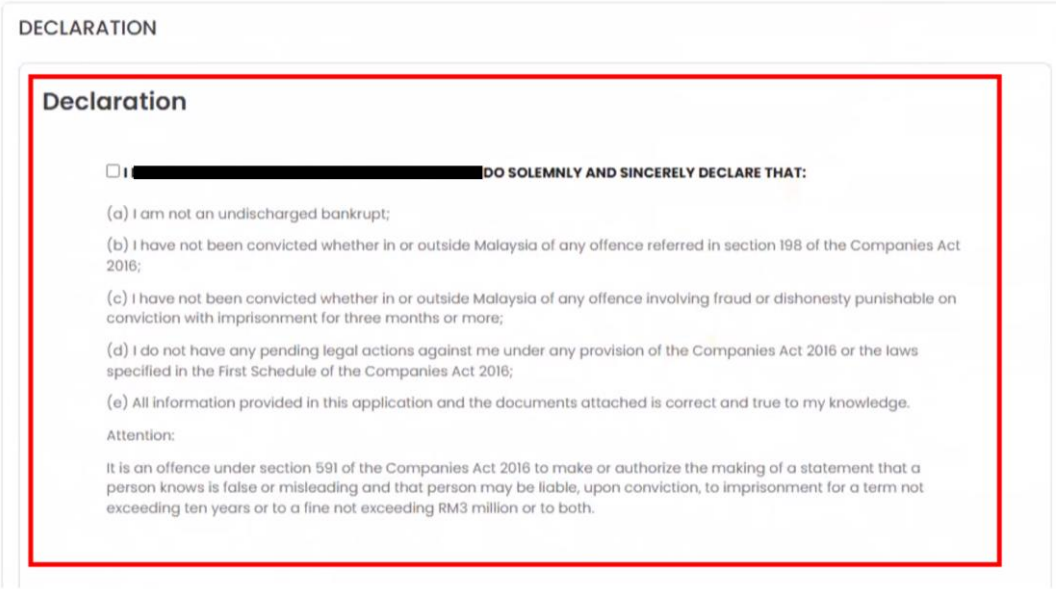
# 4. Company Secretary (COSEC) Practising Certificates

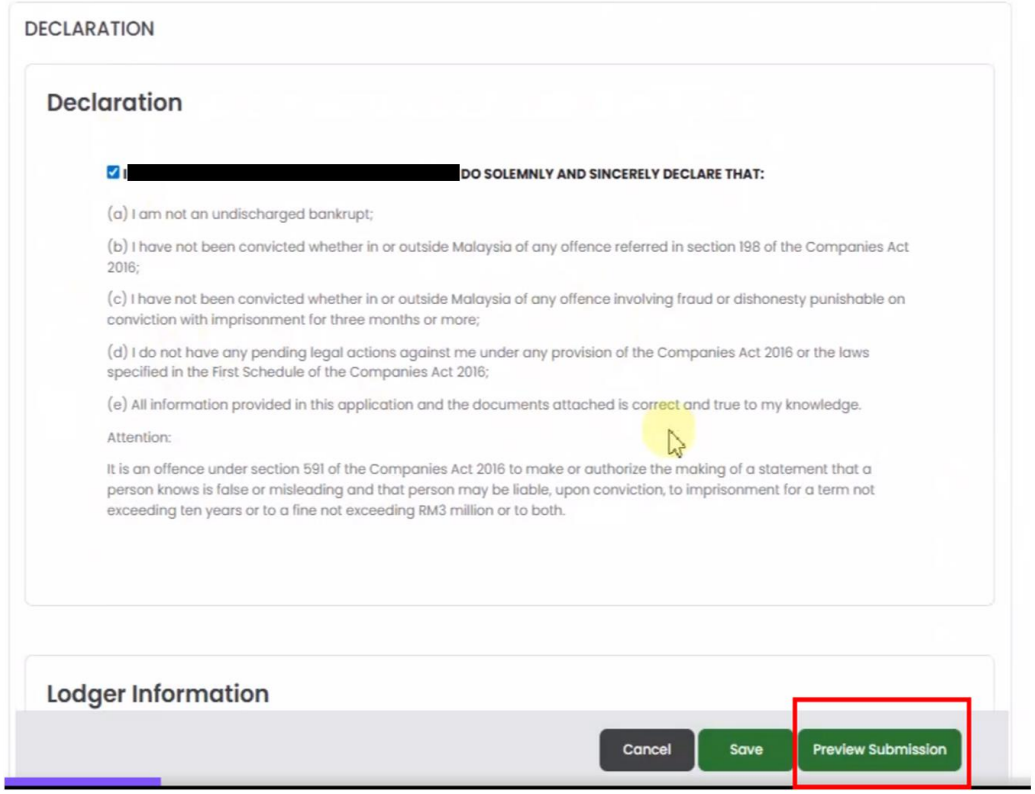
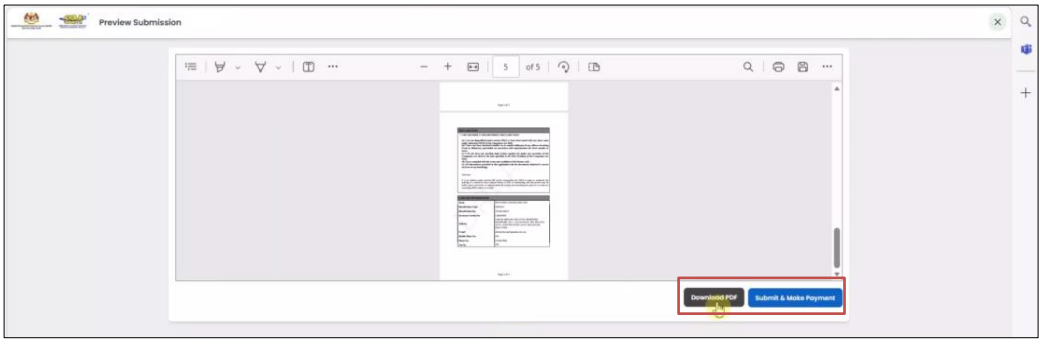
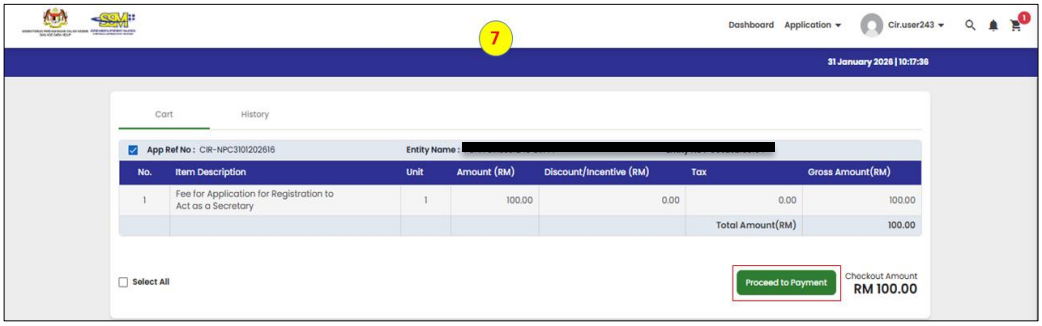
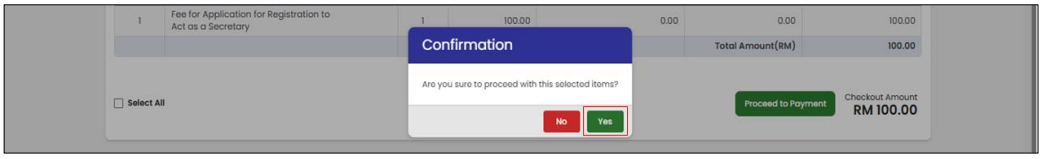
## Application for Company Secretary Practising Certificates

| Field Num. | Description |
|---|---|
| 1. | From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Then, click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Application for Company Secretary Practising Certificate.**   |

| Field Num. | Description |
|---|---|
| 3. | On **Details of Applicant,** fill in all the requirements:<br>a) Details of applicant:<br>• **Picture*** (in jpeg or png format): *<Browse and upload>*<br>• **Title/Salutation:** *<Dropdown>*<br>• **Name**: *<Auto-populate>*<br>• **ID Type**: *<Auto-populate>*<br>• **ID No**: *<Auto-populate>*<br>• **Date of Birth** : *<Auto-populate>*<br>• **Gender**: *<Auto-populate>*<br>• **Race**: *<Auto-populate>*<br>• **Nationality**: *<Auto-populate>*<br>• **Residential address*:** *<Any text>*<br>• **Email:** *<Auto-populate>*<br>• **Phone No. *:** *<Auto-populate>*<br>• **Phone No.(Home):** *<Auto-populate>*<br>• **Correspondence Address*:** *<Auto-populate (if tick the checkbox or Any text>*<br>  <br> |

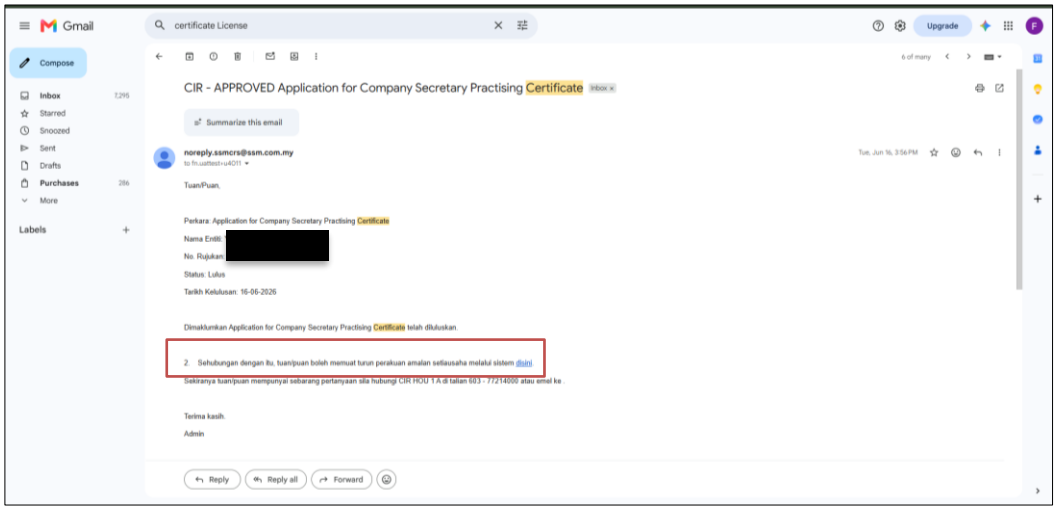
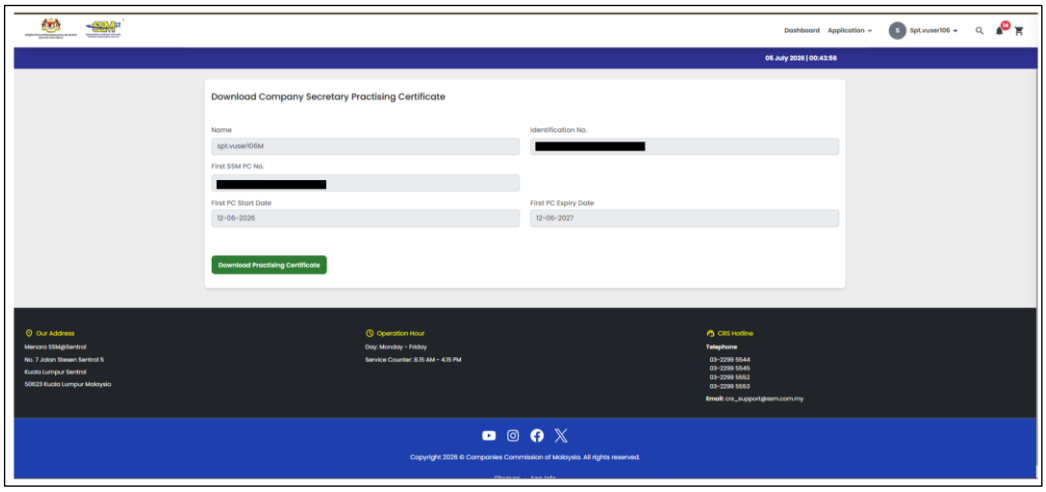
| Field Num. | Description |
|---|---|
| |  |
| 4. | **On Details of Qualification** section, fill in all required details:<br><br>a) **Secretary Qualification***:*<Dropdown>*<br>b) **Membership No.***:*<Any text>*<br>c) **Annual Subscription Membership Expiry Date.***:*<Any text>*<br>d) **Upload Document**:*<Browse and upload>*<br>• Certificate of Membership<br>• Official Receipt for Payment of Annual Subscription Fees<br>  |
| 5. | On **Details of Company Secretary Office** section, fill in all required details:<br>a) **Details of Company Secretary Office**<br>i. **I am currently employed or practising in secretarial services***: *<Radio Button>*<br>ii. **Entity Type***:*<Dropdown>*<br><br>b) **Details of Main Business Office of Company Secretary**<br>i. **Select Company Registration No. Format**:*<Dropdown>*<br>ii. **Company Registration No.**:*<Any digit and click search>*<br>iii. **Entity No.**:*<Auto-populate>*<br>iv. **New Entity No.**:*<Auto-populate>*<br>v. **Entity Name**:*<Auto-populate>*<br>vi. **Entity Status**:*<Auto-populate>*<br>vii. **Nature of Business**: *<Any text>*<br>viii. **Object Clause**:*<Any text>*<br>ix. **Office Address***:*<Any text>*<br>x. **Phone No.(Office)**:*<Any digit>*<br>xi. **Email(Office)**:*<Auto-populate>*<br>xii. **Fax No.(Office)**:*<Any digit>*<br>xiii. **Employment Type***:*<Auto-populate or Dropdown>*<br>xiv. **Designation***:*<Dropdown>* |

| Field Num. | Description |
|---|---|
| | c) **Upload Document:** *<Browse and upload>*<br>***Note**: For Legal Firm/Business License (Sabah/Sarawak)/Non-Audit Firm/Federal or State Authority, please upload registration certificate of entity or other relevant document* |
| 6. | On Supporting Document section, browse and upload the **Copy of NRIC (Mandatory), Solvency Search Report (Mandatory) or other Supporting Documents.**<br>  <br> |
| 7. | On the **Declaration statement**, check on the **Declaration checkbox** and click the the **Preview Submission** button.<br>  <br> |

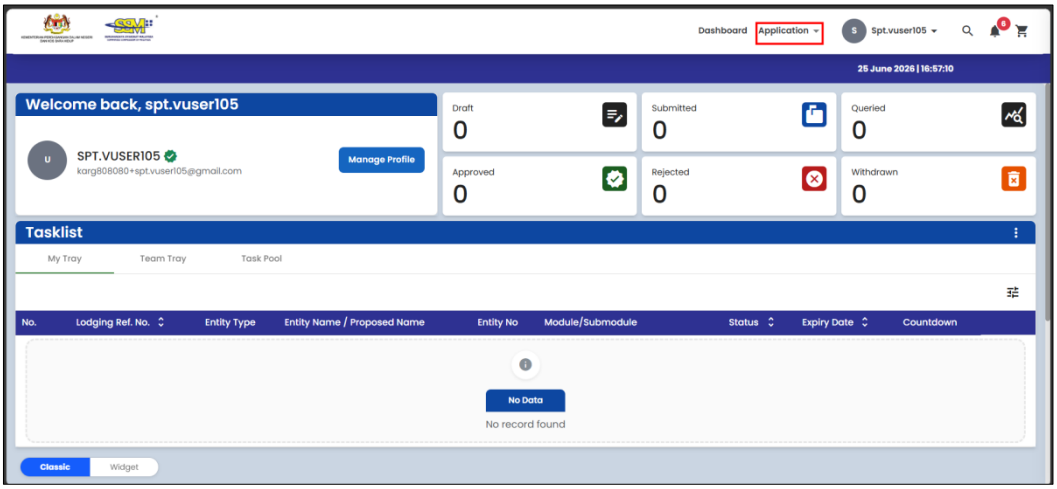
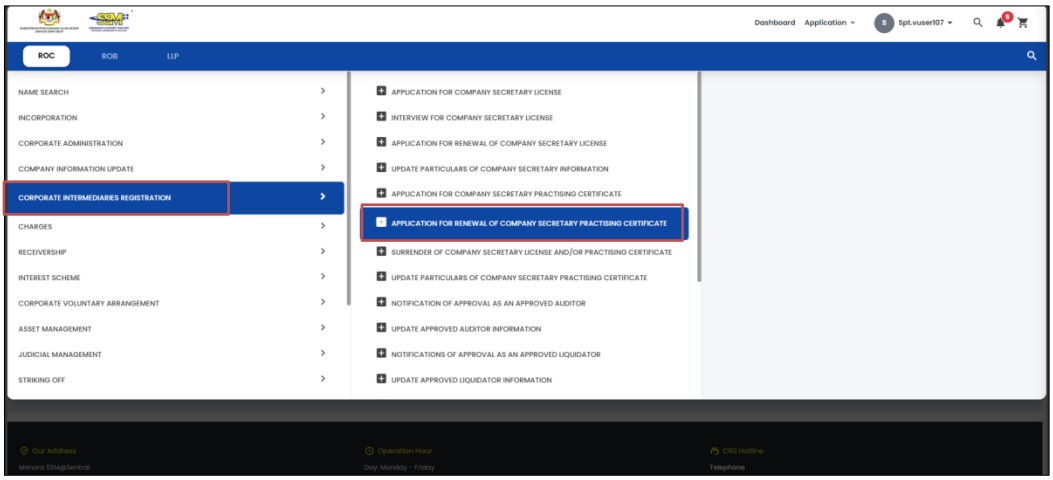
| Field Num. | Description |
|---|---|
| |  |
| 8. | Click the **Download PDF** button. Then Click the **Submit & Make Payment** button.<br>  |
| 9. | Make payment as instructed & payment successful.<br>  <br>  |

| Field Num. | Description |
|---|---|
| 10. | Upon submission, the system will send an email notification, and the application will be pending for SSM Officer's review and approval. |

## 4.1 Generate Practising Certificate

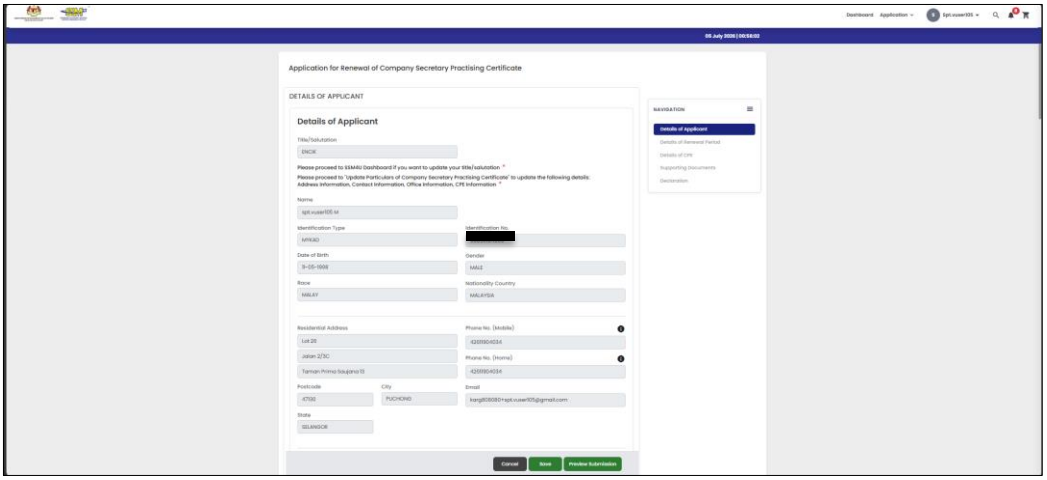
| Field Num. | Description |
|---|---|
| 1. | Once your application has been **Approved**, you will receive an email **APPROVED Application for Company Secretary Practising Certificate** and click the the **hyperlink** *"In relation to that, you can download the Practising Practising Certificate through the system **here**."*   |
| 2. | Once you clicked the link, you will be redirected to download page. Just click **Download Practising Certificate** button.   |

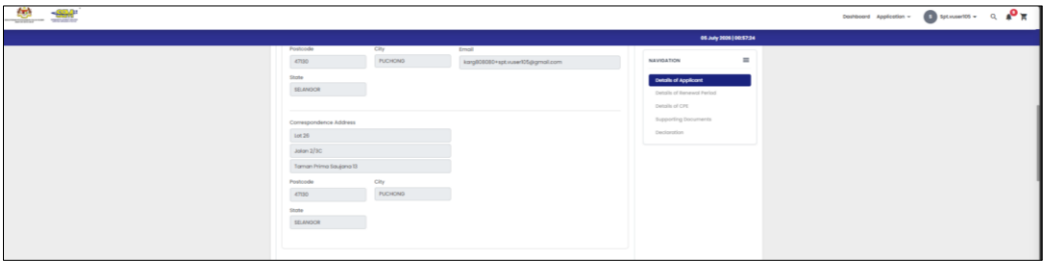
## 4.2 Application for Renewal of Company Secretary Practising Practising Certificate

| Field Num. | Description |
|---|---|
| 1. | From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Then, click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Application for Renewal of Company Secretary Practising Practising Certificate.**   |
| 3. | You can verify the auto-populated information;<br>a) **Details of Applicant:**<br>i. **Title/Salutation**: *<Auto-populate>*<br>ii. **Name**: *<Auto-populate>*<br>iii. **Identification Type**: *<Auto-populate>*<br>iv. **Date of Birth**: *<Auto-populate>*<br>v. **Race**: *<Auto-populate>*<br>vi. **Identification No.** : *<Auto-populate>*<br>vii. **Gender**: *<Auto-populate>*<br>viii. **Nationality Country**: *<Auto-populate>* |

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

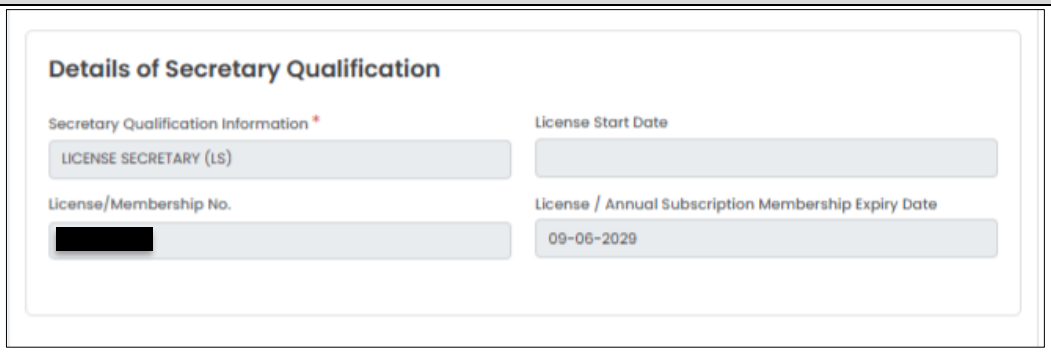
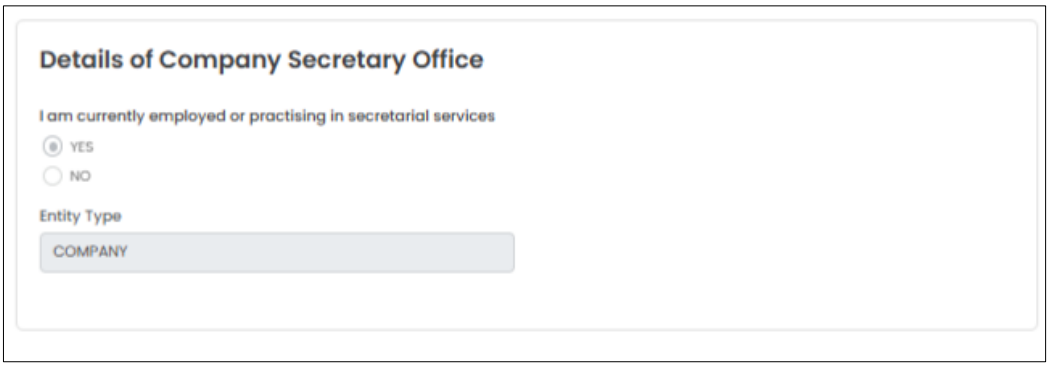
ix. **Residential Address**: *<Auto-populate>*
x. **Phone No.(Mobile)** : *<Auto-populate>*
xi. **Phone No.(Home)** : *<Auto-populate>*
xii. **Email**: *<Auto-populate>*
xiii. **Correspondence Address**: *<Auto-populate>*

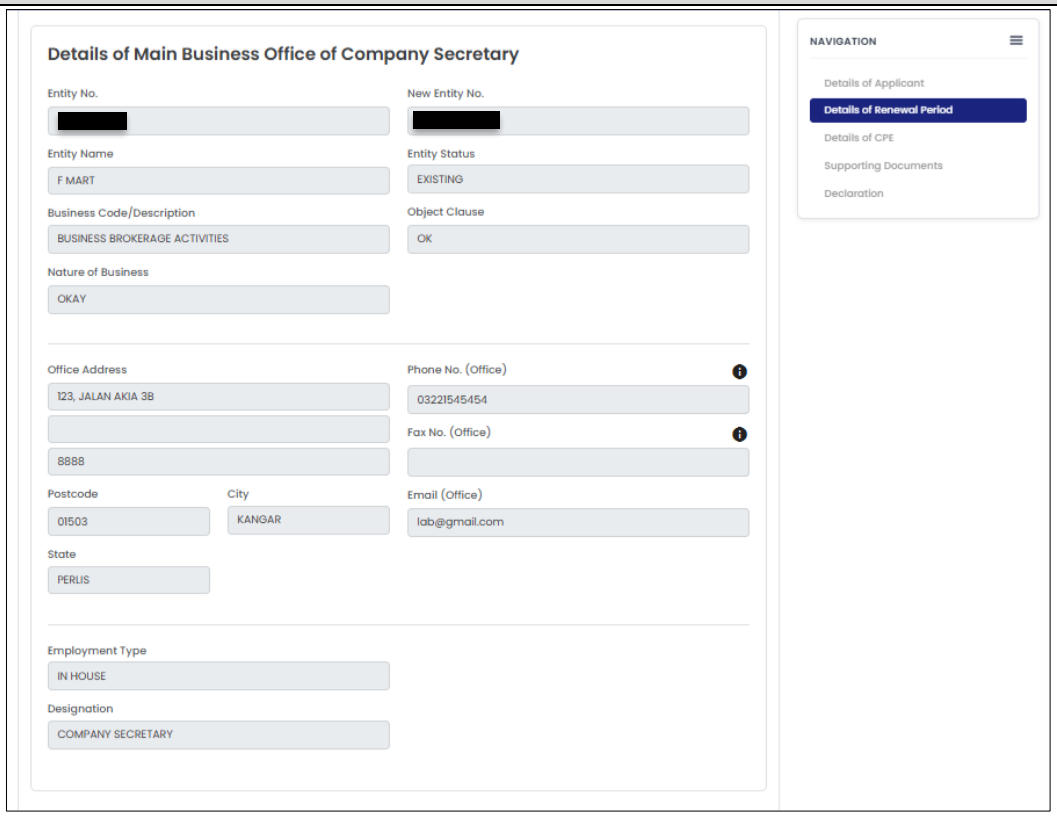
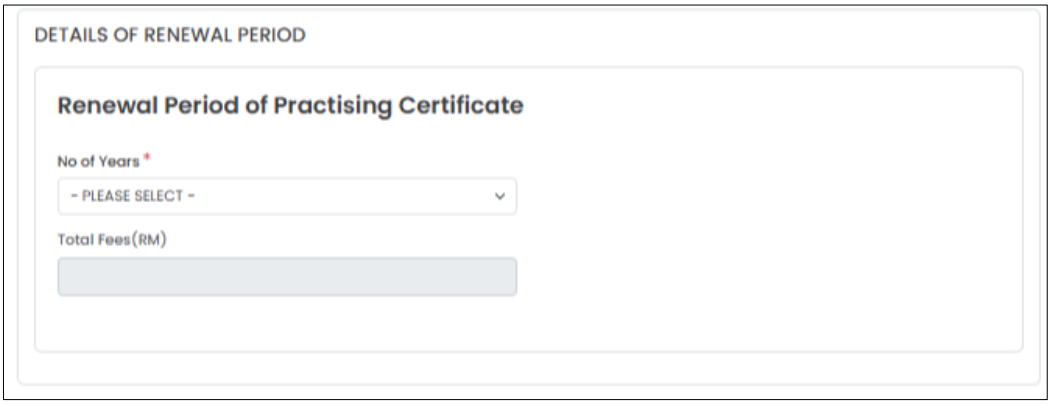


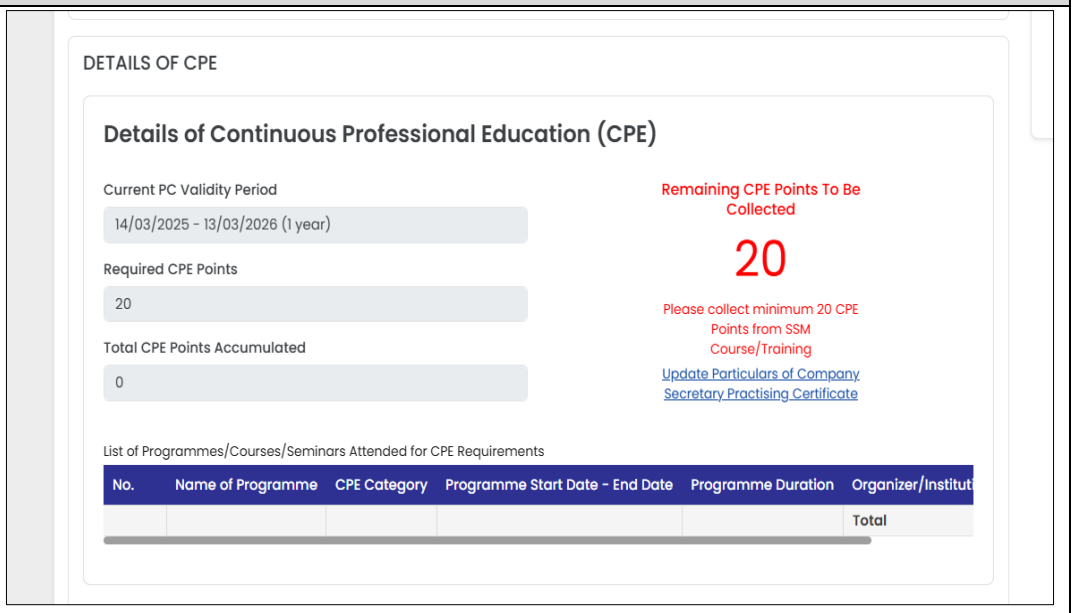
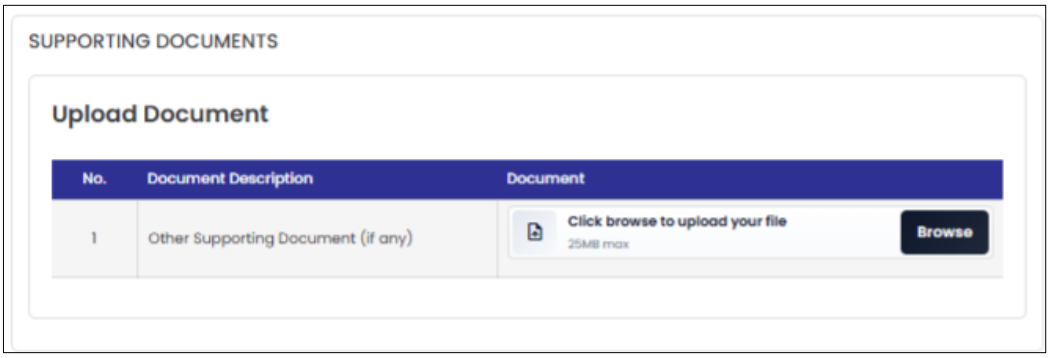



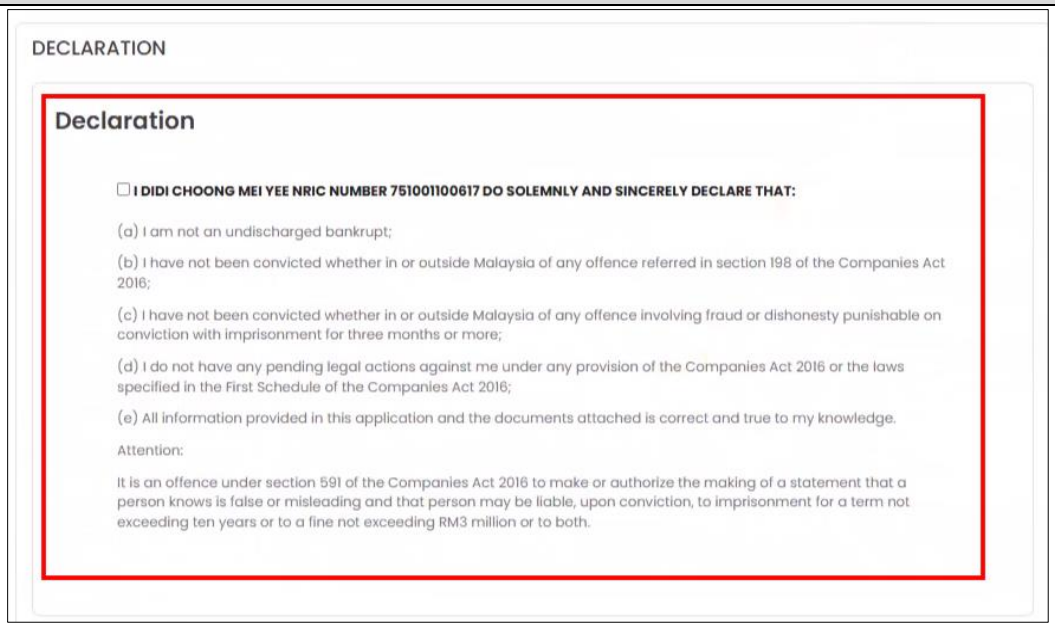
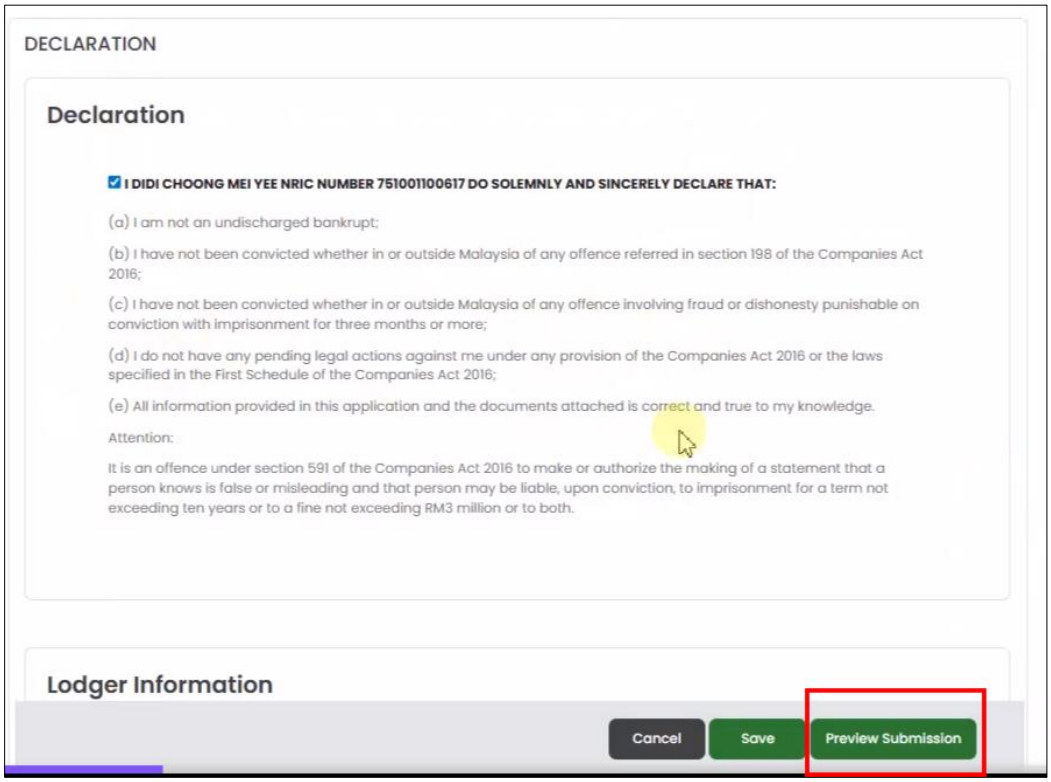
b) **Details of Practising Practising Certificate**:
i. **SSM PC No.** : *<Auto-populate>*
ii. **Current PC Expiry Date**: *<Auto-populate>*
iii. **Current PC Start Date**: *<Auto-populate>*
iv. **Period of PC(Years)** : *<Auto-populate>*

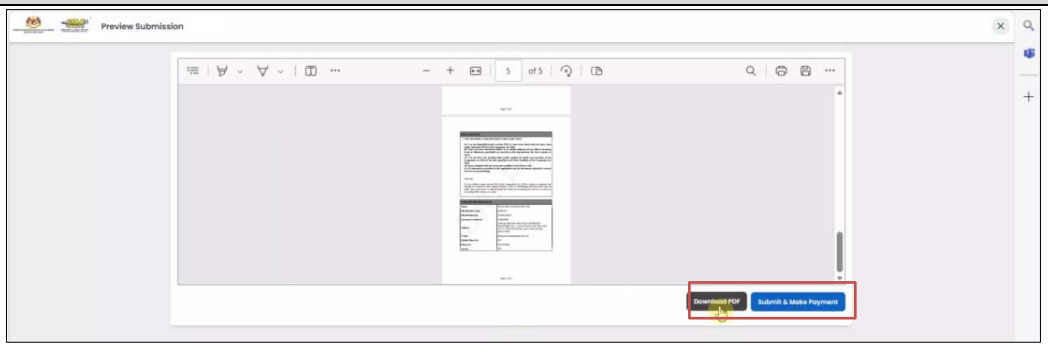
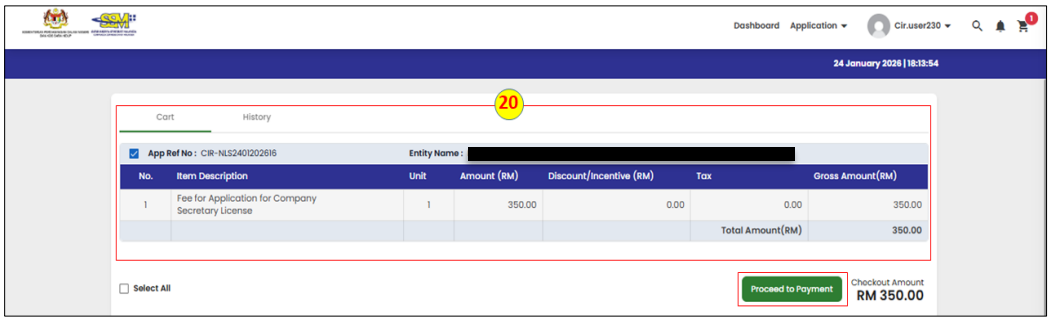
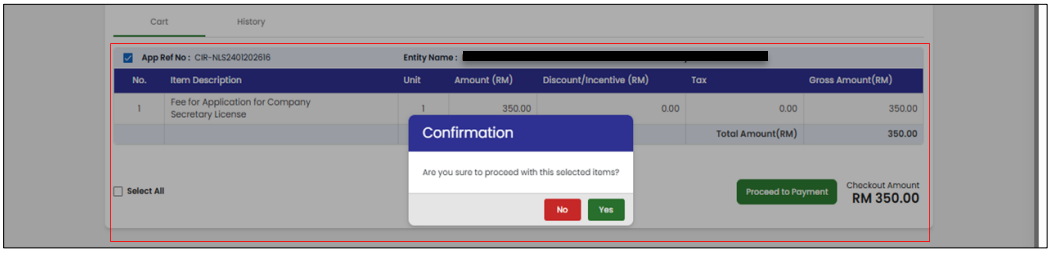
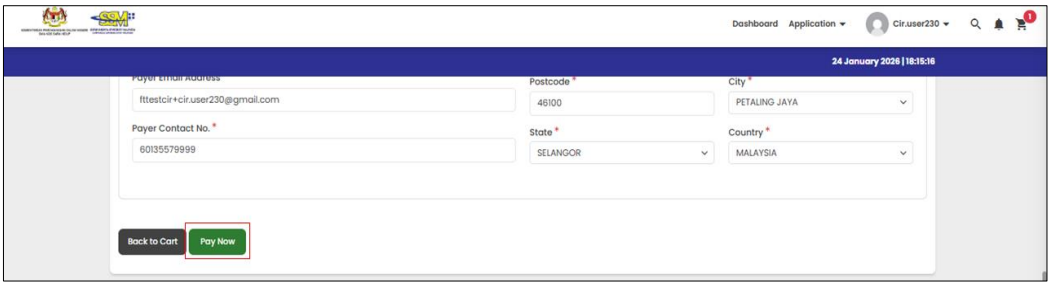
c) **Details of Secretary Qualification**:
i. **Secretary Qualification Information**: *<Auto-populate>*
ii. **License Start Date**: *<Auto-populate>*
iii. **License/Membership No.** : *<Auto-populate>*
iv. **License/Annual Subscription Membership Expiry Date**: *<Auto-populate>*

| Field Num. | Description |
|---|---|
| |  <br><br>d) **Details of Company Secretary Office**<br>i. **I am currently employed or practising in secretarial services**: *<Auto-populate>*<br>ii. **Entity Type**: *<Auto-populate>*<br>  <br><br>e) **Details of Main Business Office of Company Secretary**<br>i. **Entity No.** : *<Auto-populate>*<br>ii. **Entity Name**: *<Auto-populate>*<br>iii. **Business Code/Description**: *<Auto-populate>*<br>iv. **Nature of Business**: *<Auto-populate>*<br>v. **Entity Status**: *<Auto-populate>*<br>vi. **Object Clause**: *<Auto-populate>*<br>vii. **Office Address**: *<Auto-populate>*<br>viii. **Phone No.(Office)** : *<Auto-populate>*<br>ix. **Fax No.(office)** : *<Auto-populate>*<br>x. **Email (office)** : *<Auto-populate>*<br>xi. **Employment Type**: *<Auto-populate>*<br>xii. **Designation**: *<Auto-populate>* |

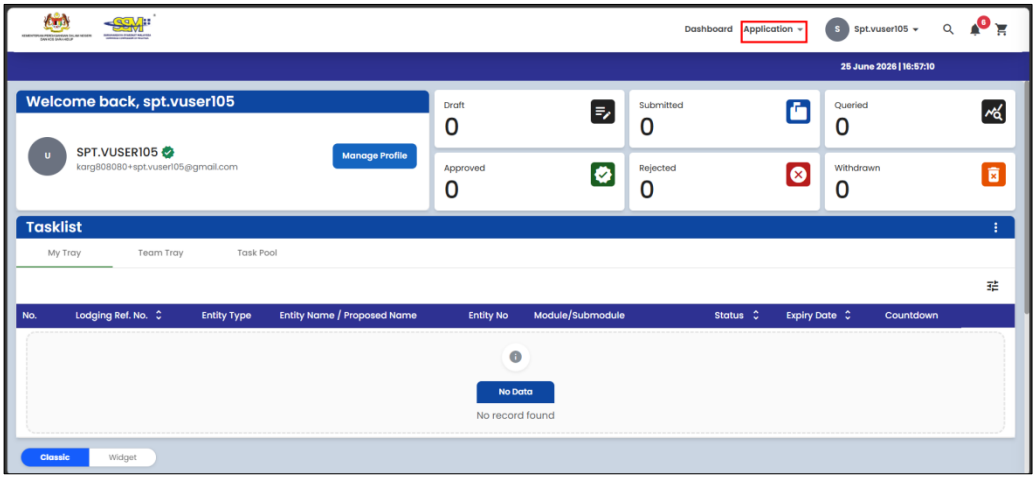
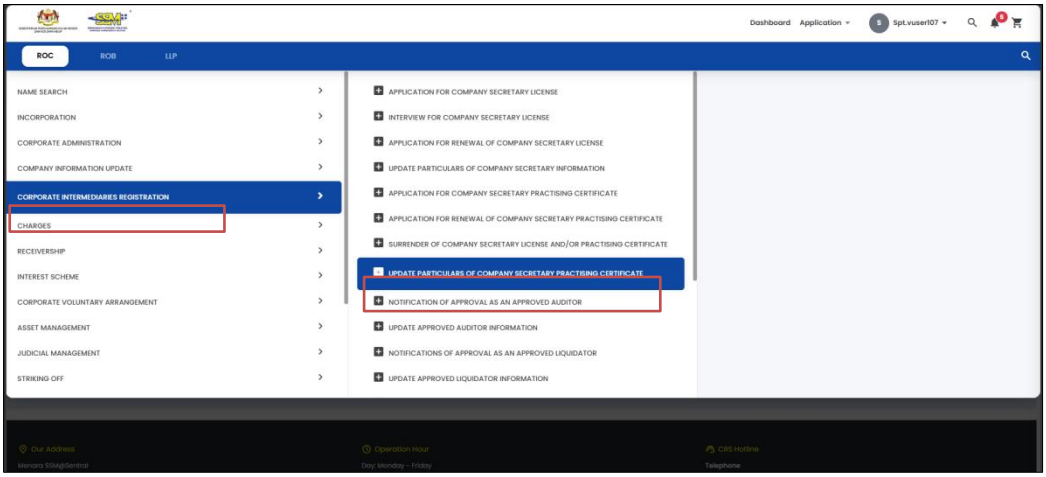
| Field Num. | Description |
|---|---|
| |  <br> |
| 4. | On **Details of Renewal Period** section**,**<br>a) **Renewal Period of Practising Certificate**<br>i. **No of Years***:*<Dropdown>*<br>ii. **Total Fees (RM)** :*<Auto-populate based on No. of Years>*<br>  <br> |
| 5. | On **Details of CPE** section**,**<br>a) **Details of Continuous Professional Education (CPE)**<br>i. **Current PC Validity Period**:*<Auto-populate>*<br>ii. **Required CPE Points**:*<Auto-populate>*<br>iii. **Total CPE Points Accumulated**:*<Auto-populate>* |

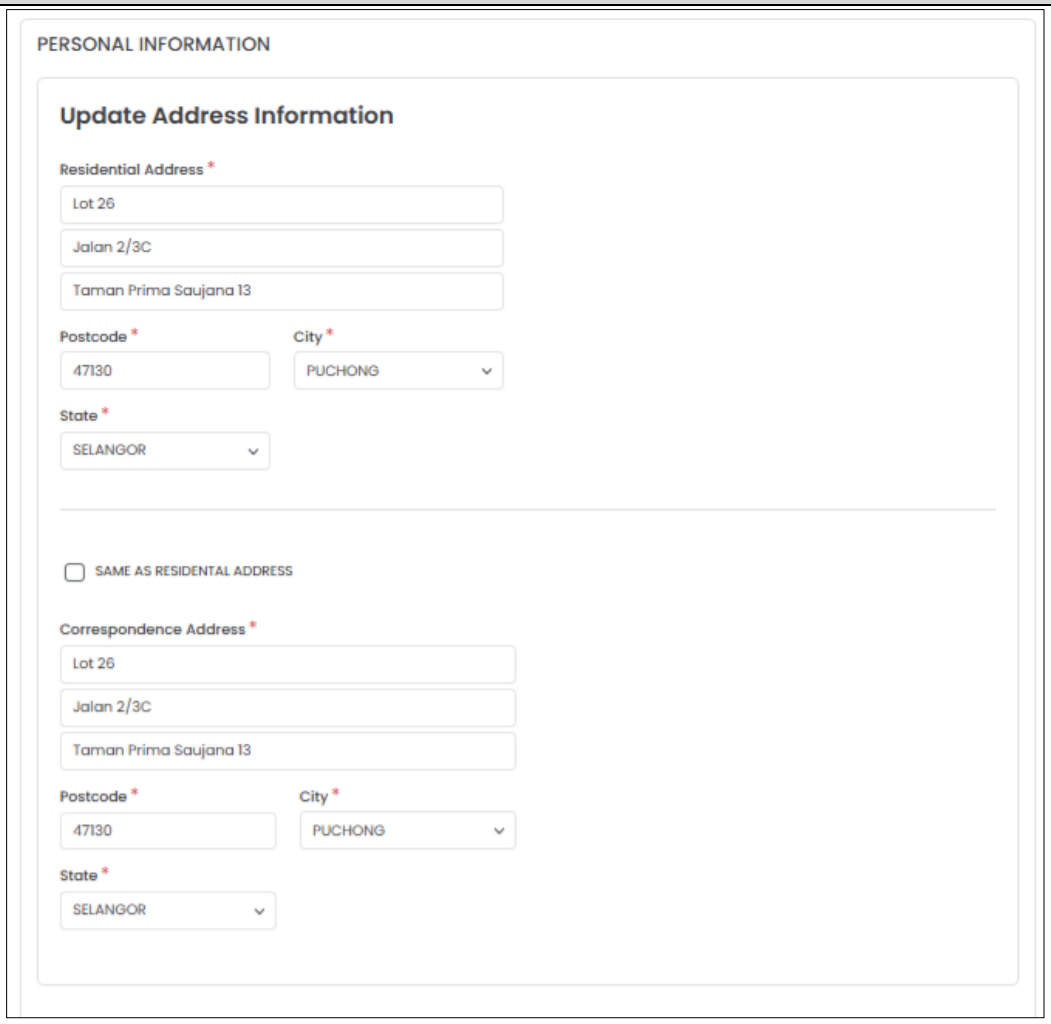
| Field Num. | Description |
|---|---|
| |  <br><br>***Note**: If collected CPE points are insufficient, please click the **Update Particulars of Company Secretary Practising Certificate** hyperlink to update CPE points.* |
| 6. | On **Supporting Documents** section,<br>a) **Other Supporting Document (if any)** :*<Browse and upload>*<br>  <br> |
| 7. | On the **Declaration statement**, check on the **Declaration checkbox** and click thethe **Preview Submission** button. |

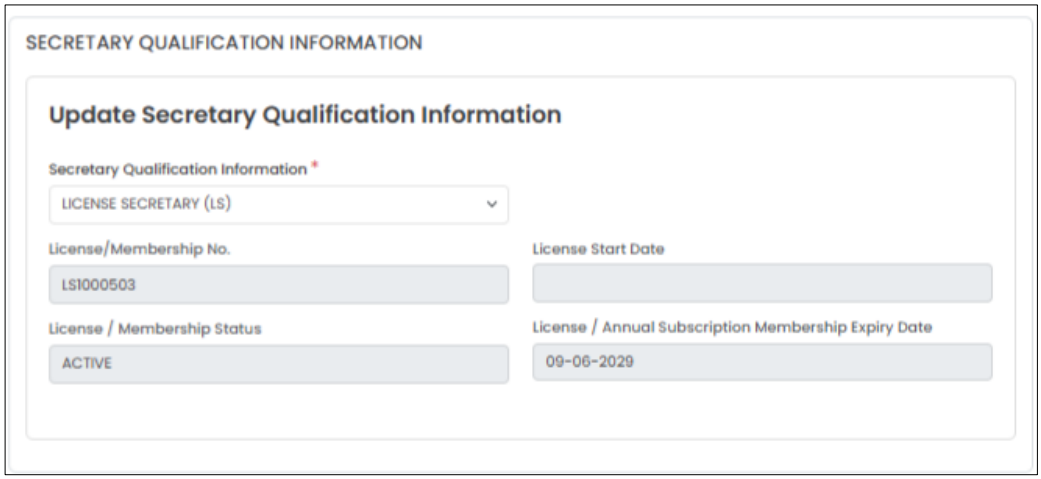
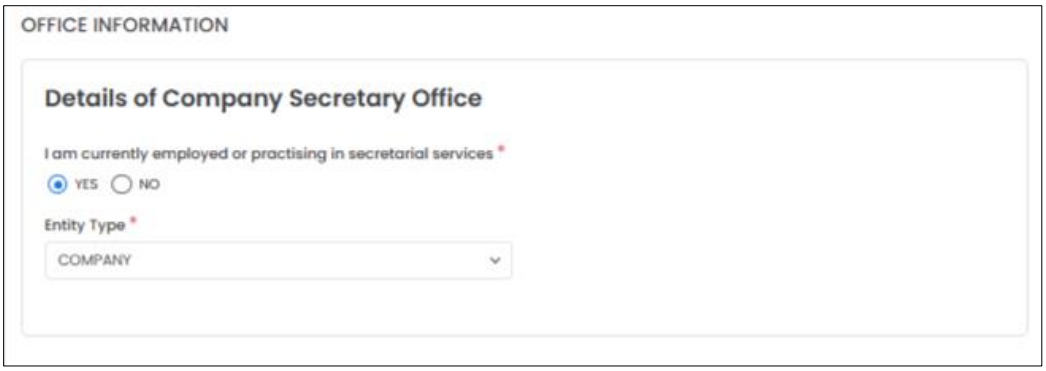
| Field Num. | Description |
|---|---|
| |  <br>  |
| 8. | Click the **Download PDF** button. Then Click the **Submit** & **Make Payment** button. |

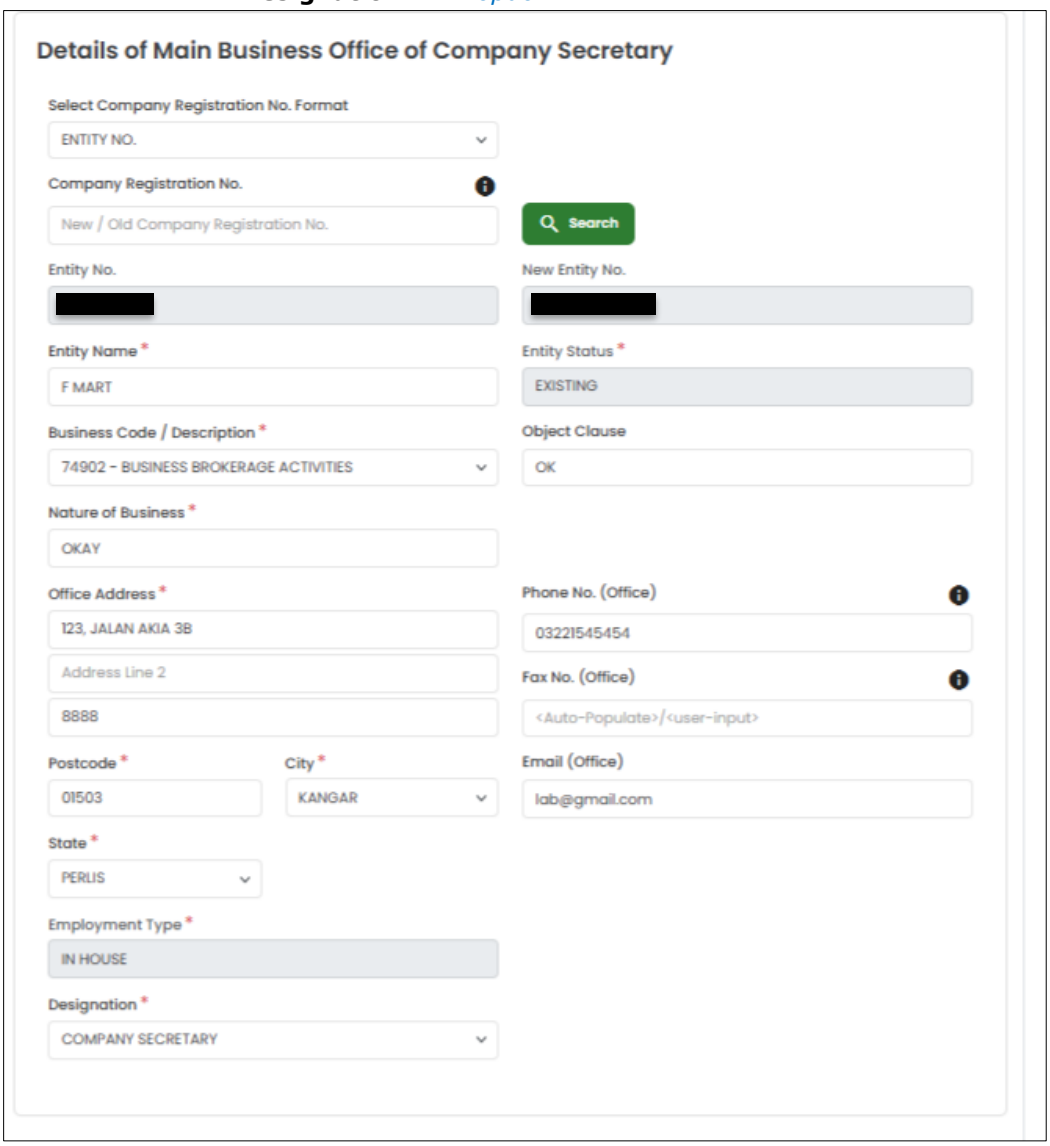
| Field Num. | Description |
|---|---|
| |  |
| 9. | Make payment as instructed & payment successful.<br>  <br>  <br>  |
| 10. | Upon successful payment and fulfilment of all renewal requirements, system will **Automatically** approve the application. Then, system will send an email notification containing a link to download the renewed **Practising Certificate** certificate. |

## 4.3 Update Particulars of Company Secretary Practising Certificate

| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Update Particulars of Company Secretary Practising Certificate**   |
| 3. | On **Personal Information** section, enter the following details:<br><br>a) **Update Address Information:**<br>i. **Residential Address*:** *<any text>*<br>ii. **Postcode*:** *<any number not exceeding 5 characters>*<br>iii. **City*:** *<auto-populate based on: **Postcode**>*<br>iv. **State*:** *<auto-populate based on: **Postcode**>*<br>v. **Date of Change*:** *<Date Picker>*<br>vi. **Same as Residential Address:** *<Checkbox>*<br>vii. **Correspondence Address*:** *<Auto-populate (if tick checkbox) or Any text>* |

| Field Num. | Description |
|---|---|
| |  <br><br><br>b) **Update Contact Information:**<br>i. **Phone No. *:** *<any digit>*<br>ii. **Phone No.**(Home) ***:** *<any digit>*<br><br> <br> |
| 4. | On Secretary Qualification Information section, enter the following details:<br><br>a) On **Update Secretary Qualification Information** section:<br>i. **Secretary Qualification Information*:** *<Dropdown>*<br>ii. **License/Membership No.** *:<Auto-populate>*<br>iii. **License Start Date**: *:<Auto-populate>*<br>iv. **License/Membership Status**:*<Auto-populate>* |

| Field Num. | Description |
|---|---|
| | v. **License/Annual Subscription Membership Expiry Date**: *<Auto-populate>*   |
| 5. | On Office Information section, enter the following details:<br>a) On **Details of Company Secretary Office**<br>i. **I am currently employed or practising in secretarial services***:*<Radio Button>*<br>***Note**: If you choose "**No**", then all the details under Office Information will be **hidden** except for **Upload Document***<br>ii. **Entity type***:*<Dropdown>*  <br>b) On **Details of Main Business Office of Company Secretary**<br>i. **Select Company Registration No. Format**:*<Dropdown>*<br>ii. **Company Registration No.** :*<Any digit and click Search>*<br>iii. **Entity No.** :*<Auto-populate>*<br>iv. **New Entity No.** :*<Auto-populate>*<br>v. **Entity Name***:*<Auto-populate>*<br>vi. **Entity Status***:*<Auto-populate>*<br>vii. **Business Code/Description***:*<Dropdown>*<br>viii. **Object Clause***:*<Any text>*<br>ix. **Nature of Business***:*<Any text>*<br>x. **Office Address***:*<Any text>*<br>xi. **Phone No.(Office)** :*<Any digit>*<br>xii. **Fax No.** :*<Any text>*<br>xiii. **Email(Office)** :*<Any text>* |

| Field Num. | Description |
|---|---|
| | xiv. **Employment Type***: *<Auto-populate>*<br>xv. **Designation***: *<Dropdown>*<br>  <br>c) **Upload Document***: *<Browse and Upload>*<br>***Note***: *For Legal Firm/Business License (Sabah/ Sarawak)/Non-Audit Firm/ Federal or State Authority, please upload registration certificate of entity or other relevant document* |

Details of Main Business Office of Company Secretary

Select Company Registration No. Format: ENTITY NO.

Company Registration No.: New / Old Company Registration No. | Search

Entity No.: [redacted]

New Entity No.: [redacted]

Entity Name *: F MART

Entity Status *: EXISTING

Business Code / Description *: 74902 - BUSINESS BROKERAGE ACTIVITIES

Object Clause: OK

Nature of Business *: OKAY

Office Address *: 123, JALAN AKIA 3B

Address Line 2: 8888

Phone No. (Office): 03221545454

Fax No. (Office): <Auto-Populate>/<user-input>

Postcode *: 01503

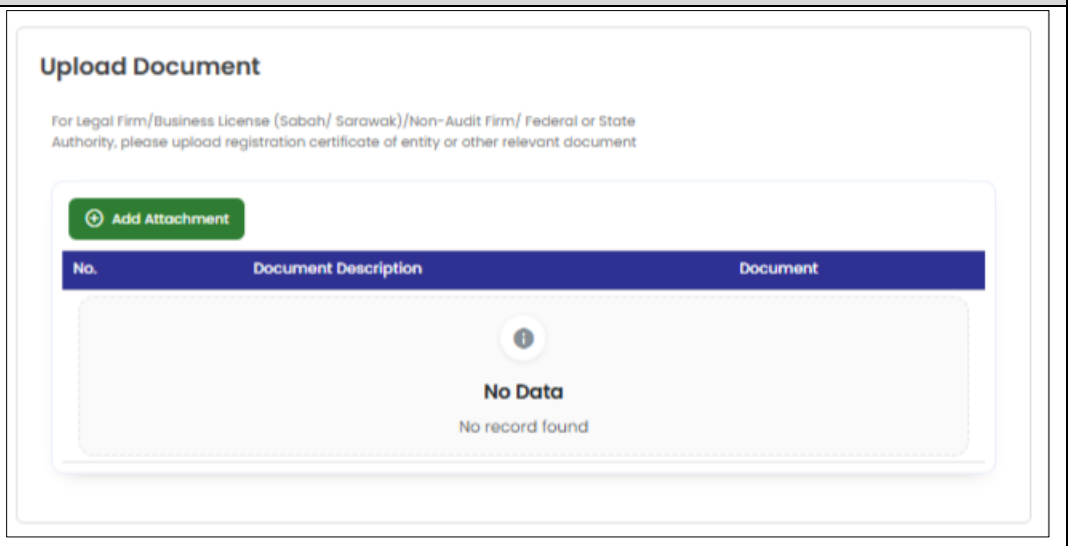
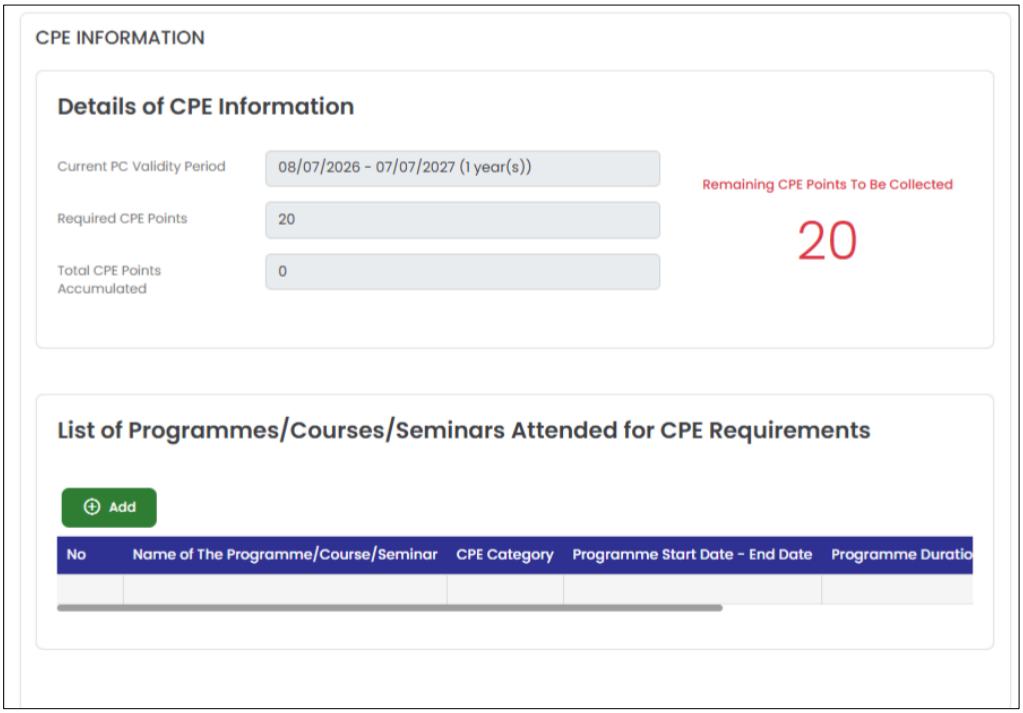
City *: KANGAR

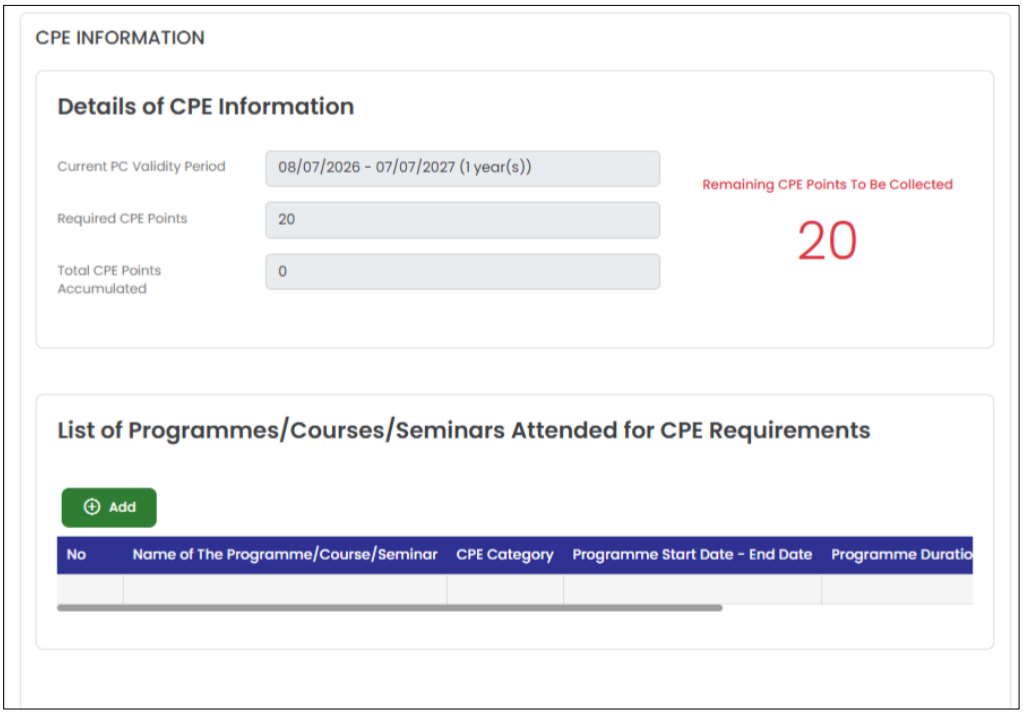
Email (Office): lab@gmail.com

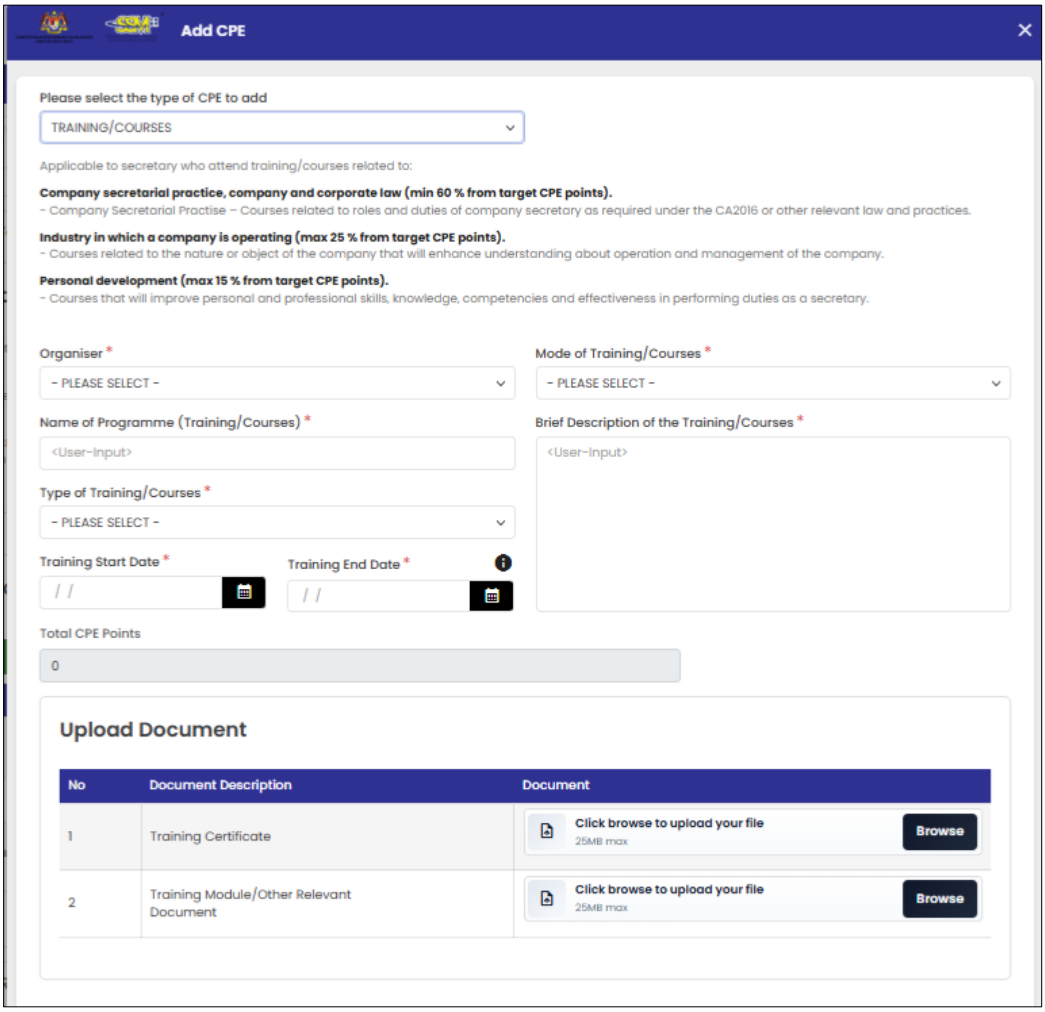
State *: PERLIS

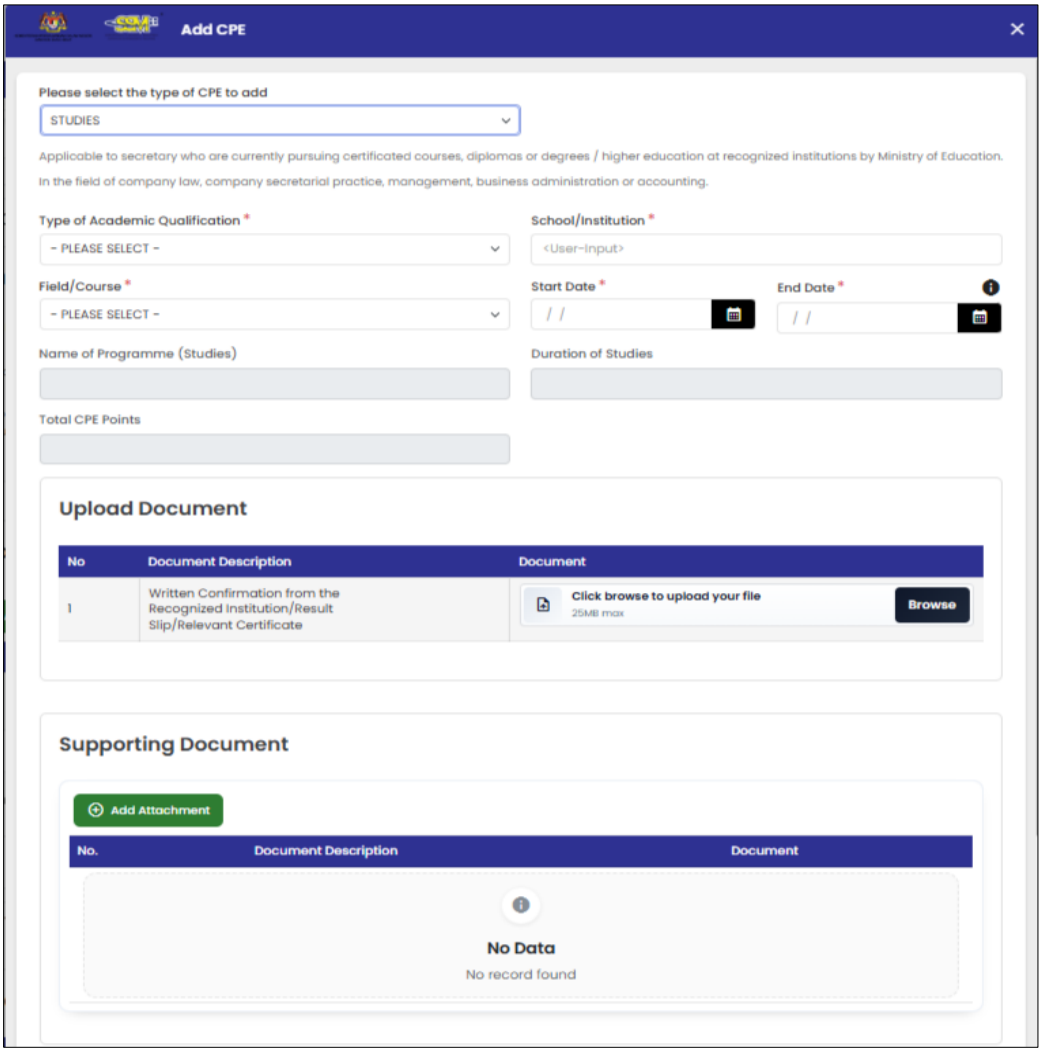
Employment Type *: IN HOUSE

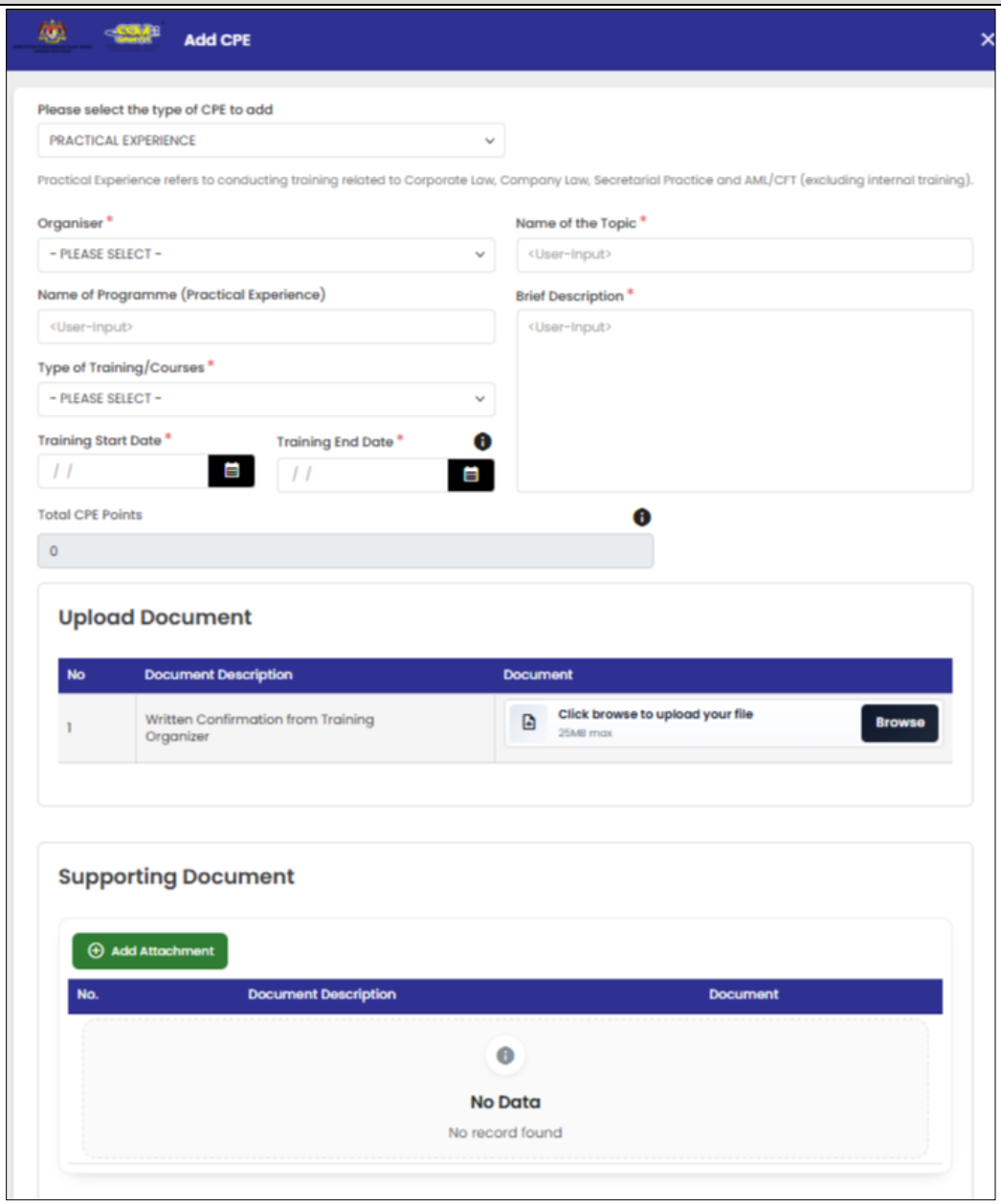
Designation *: COMPANY SECRETARY

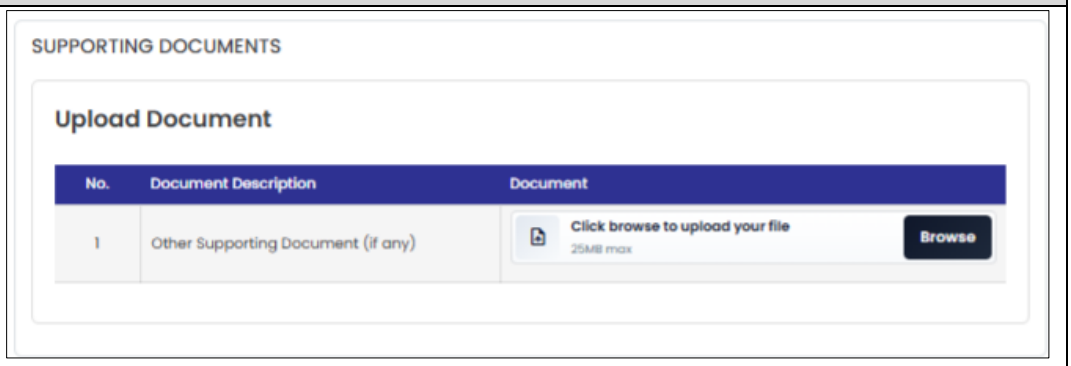
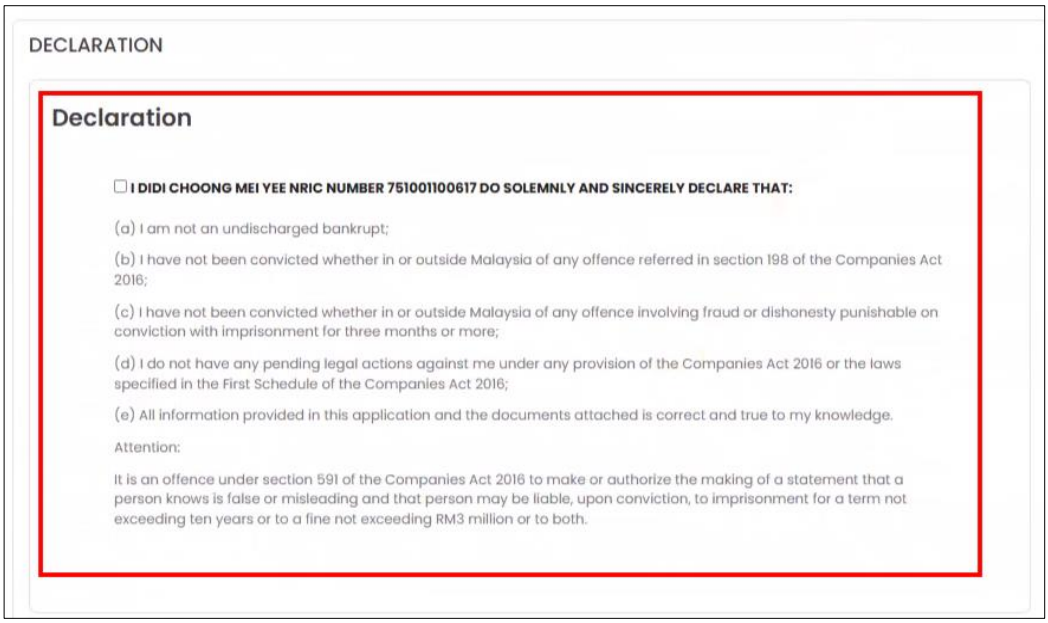
| Field Num. | Description |
|---|---|
| |  |
| 6. | On **CPE Information** section, the CPE points will populate in **Details of CPE Information:**<br><br>a) **Current PC Validity Period**: *<Auto-populated>*<br>b) **Required CPE Points**: *<Auto-populate>*<br>c) **Total CPE Points Accumulated**: *<Auto-populate>*<br>  |

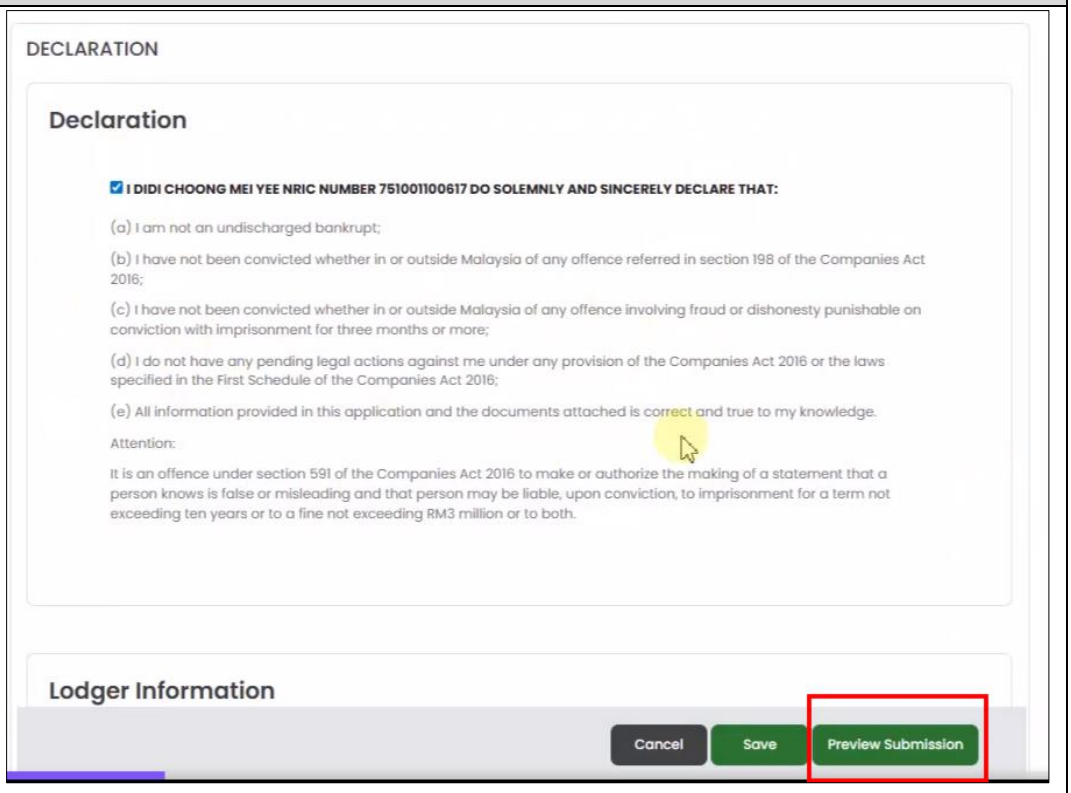
| Field Num. | Description |
|---|---|
| 7. | On **List of Programmes/Courses/Seminars Attended for CPE Requirements** section, click **Add** button.<br><br>a) **Please select the type of CPE to add**: *<select from drop-down menu>*<br>  <br> |

| Field Num. | Description |
|---|---|
| 8. | On **Add CPE** pop up when,<br><br>a) Choose **Training/Courses** as type of CPE to add, enter the following details:<br>i. **Organiser***: *<select from drop-down menu>*<br>ii. **Name of Program (Training/Courses) ***: *<any text>*<br>iii. **Type of Training/Courses***: *<select from drop-down menu>*<br>iv. **Mode of Training/Courses***: *<select from drop-down menu>*<br>v. **Brief Description of the Training/Courses***: *<any characters>*<br>vi. **Training Start Date***: *<any date>*<br>vii. **Training End Date***: *<any date after **Start Date**>*<br>viii. **Total CPE Points:** *<Auto-populate the value from the sum of **CPE Points**>*<br>ix. **Training Certificate***: *<Browse & Upload>*<br>x. **Training Module/Other Relevant Document:** *<Browse & Upload>*<br>xi. **Supporting Document:***<Browse and upload>*<br><br>  <br><br><br>b) Choose **Studies** as type of CPE to add, enter the following details:<br>i. **Type of Academic Qualification***: *<select from drop-down menu>*<br>ii. **School/Institution***: *<any text>*<br>iii. **Field/Course***: *<select from drop-down menu>*<br>iv. **Start Date***: *<any date>*<br>v. **End Date***: *<any date after Start Date>*<br>vi. **Name of Programme (Studies)**:*<Auto-populate>* |

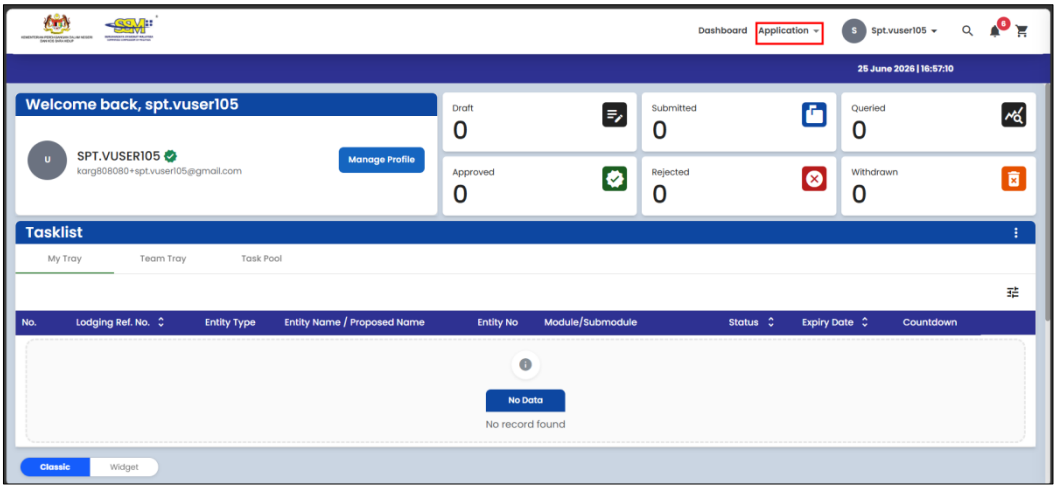
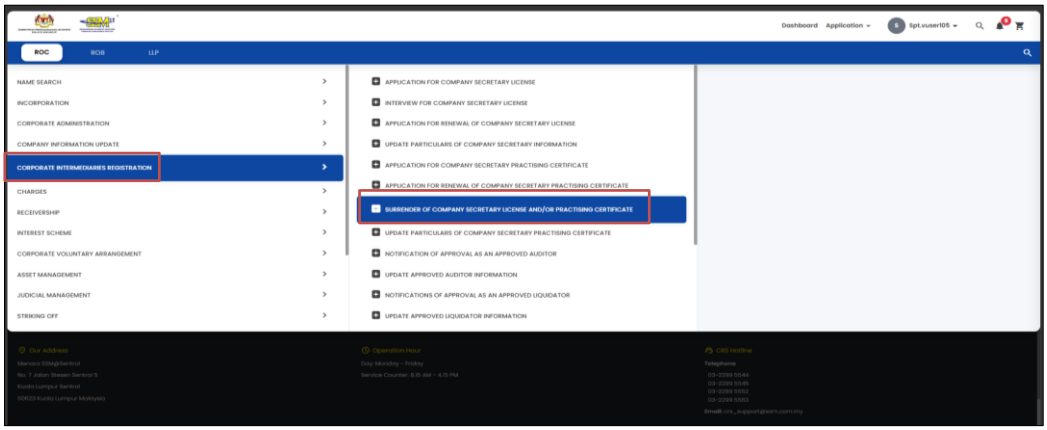
| Field Num. | Description |
|---|---|
| | vii. **Duration of Studies**: *<Auto-populate>*<br>viii. **Total CPE Points**: *<Auto-populate the value from the sum of CPE Points>*<br>ix. **Written Confirmation from the Recognized Institution/Result Slip/Relevant Certificate***: *<Browse & Upload>*<br>x. **Supporting Document**: *<Browse and upload>*<br>  <br><br>c) Choose **Practical Experience** as type of CPE to add, enter the following details:<br>i. **Organiser***: *<select from drop-down menu>*<br>ii. **Name of Topic***: *<any text>*<br>iii. **Name of Programme (Practical Experience)***: *<any text>*<br>iv. **Type of Training/Courses***: *<select from drop-down menu>*<br>v. **Brief Description***: *<any characters>*<br>vi. **Training Start Date***:*<any date>*<br>vii. **Training End Date***:*<any date after Start Date>*<br>viii. **Total CPE Points:***<Auto-populate the value from the sum of CPE Points>*<br>ix. **Written Confirmation from Training Organiser***:*<Browse & Upload>*<br>x. **Supporting Document:***<Browse and upload>* |

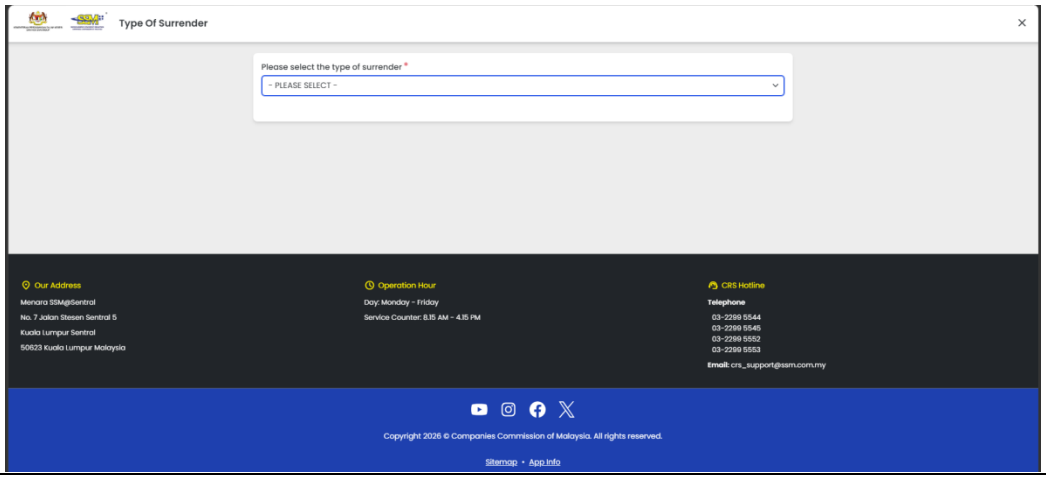
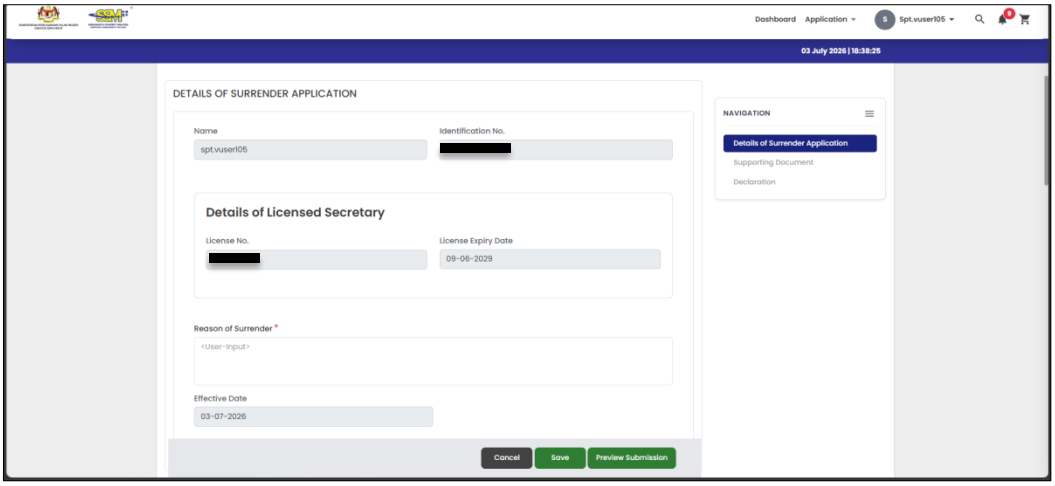
| Field Num. | Description |
|---|---|
| |  |
| 9. | Click **Add** button to add the record. |
| 10. | On **Supporting Documents** section,<br>a) **Other Supporting Document (if any)** :*<Browse and upload>* |

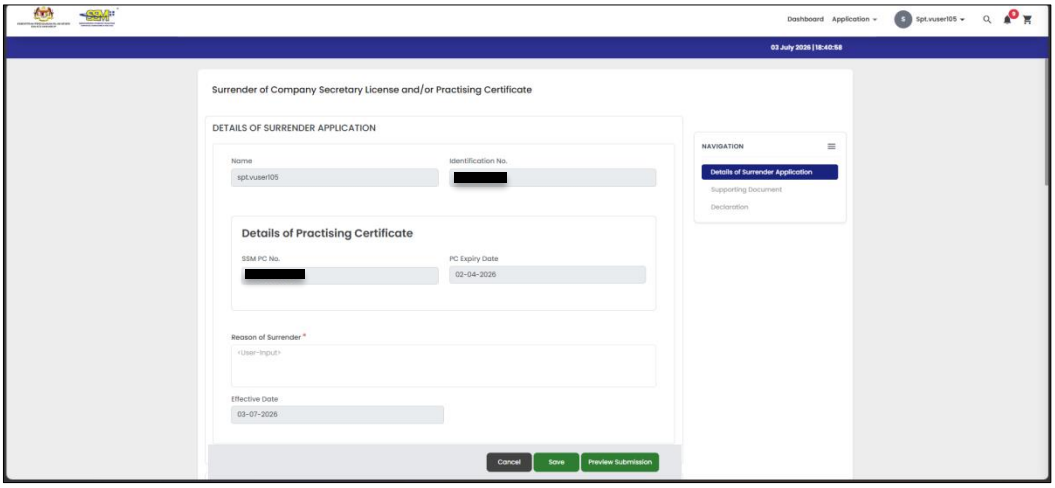
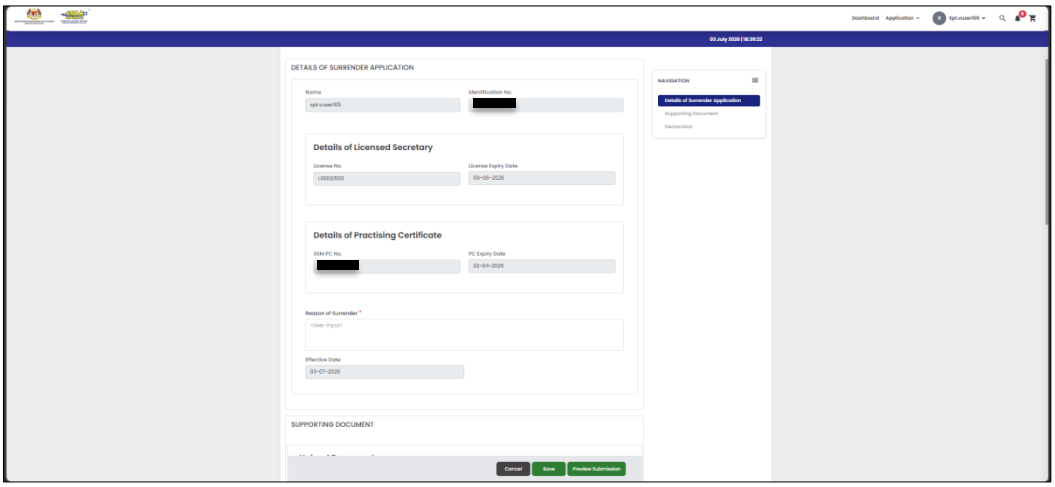
| Field Num. | Description |
|---|---|
| |  |
| 11. | On the **Declaration statement**, check on the **Declaration checkbox** and click thethe **Preview Submission** button.<br>  |

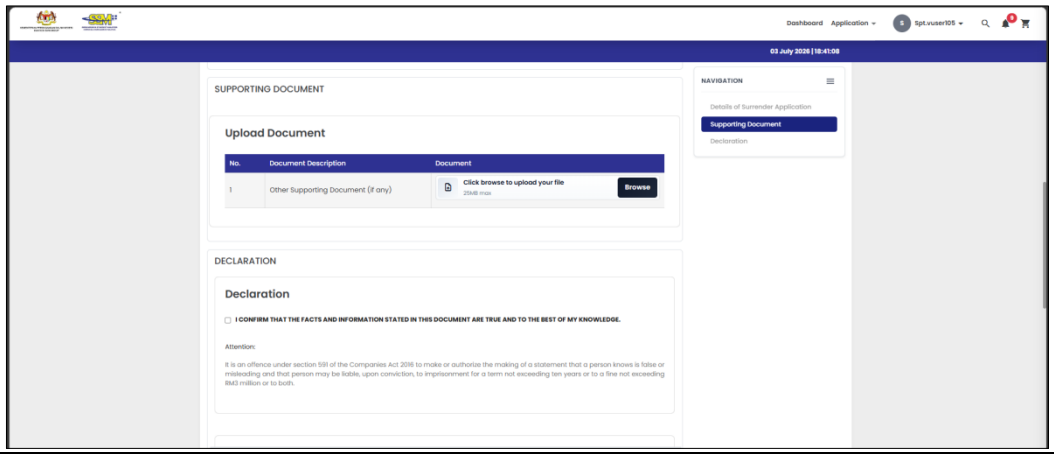
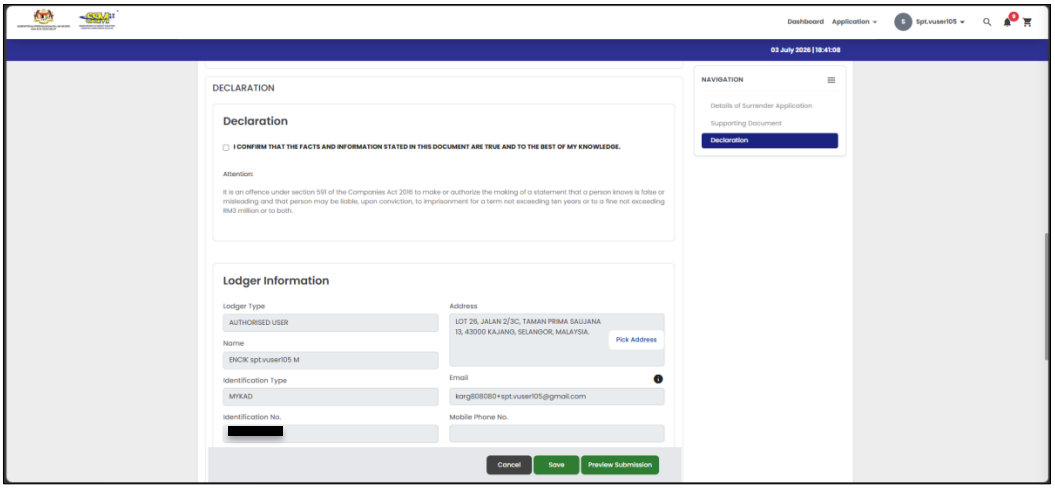
| Field Num. | Description |
|---|---|
| |  |
| 12. | Click **Submit** button and the changes will be **Automatically** updated except for **Update Secretary Qualification Information** which requires validation by Approved Professional Bodies (PB) (if member of PB). |

# 5. Surrender of Company Secretary License and/or Practising Certificate

| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Surrender of Company Secretary License and/or Practising Certificate**   |
| 3. | On **Type of Surrender** page,<br>a) **Please select the type of surrender*:** *<Dropdown>* |

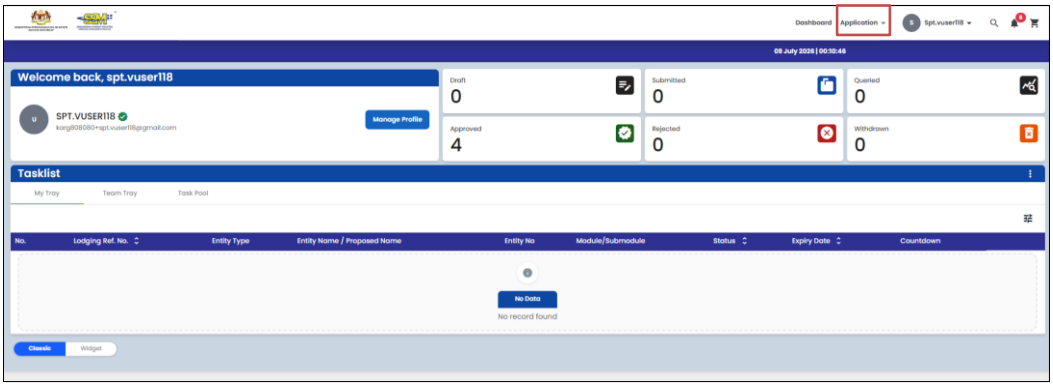
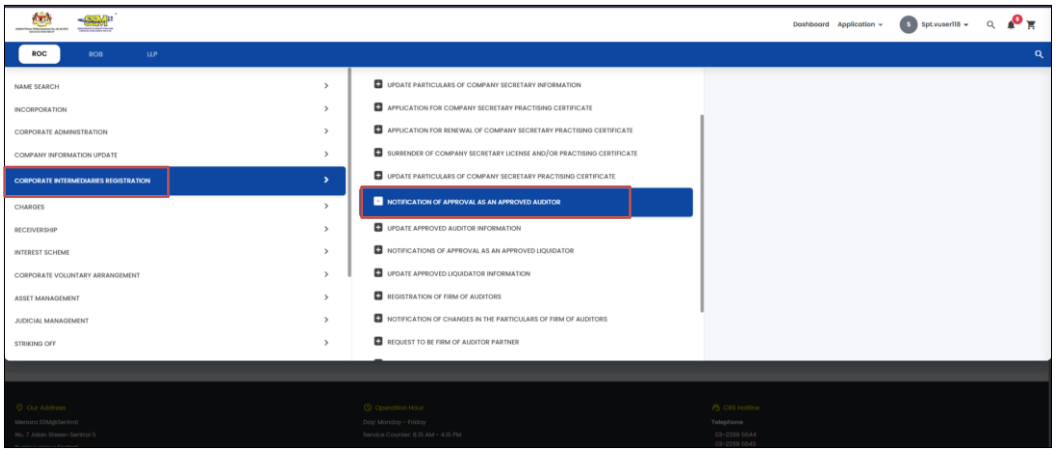
| Field Num. | Description |
|---|---|
| |  |
| 4. | After choosing which type of surrender you want, please fill in the required information:<br><br>If choose **License (Only),** on **Details of Surrender Application:**<br><br>**i.** Name:<br>**ii.** Identification No.<br>**iii.** Details of Licensed Secretary:<br>• License No.<br>• License Expiry Date<br>**iv.** Reason of Surrender*<br>**v.** Effective Date<br><br>  <br><br>If choose **Practising Certificate (Only),** on **Details of Surrender Application:**<br><br>**i.** Name:<br>**ii.** Identification No.<br>**iii.** Details of Practising Certificate:<br>• SSM PC No.<br>• PC Expiry Date<br>**iv.** Reason of Surrender*<br>**v.** Effective Date: |

| Field Num. | Description |
|---|---|
| |  <br><br><br>If choose **License and Practising Certificate**, on **Details of Surrender Application:**<br>**i.** Name<br>**ii.** Identification No.<br>**iii.** Details of Licensed Secretary:<br>• License No.<br>• License Expiry Date<br>**iv.** Details of Practising Certificate:<br>• SSM PC No.<br>• PC Expiry Date<br>**v.** Reason of Surrender*<br>**vi.** Effective Date<br><br>  <br> |
| 5. | On **Supporting Documents** section, **Browse and Upload** attachment if any. |

| Field Num. | Description |
|---|---|
| |  |
| 6. | On **Declaration** section, tick the checkbox and proceed to click **Preview Submission** button.<br>  |
| 7. | Click the **Submit** button. The application will be **Automatically** approved upon fulfilment of all requirements and the License and/or PC status will be updated to **Surrendered**. The system will send an email notification upon approval.<br>***Note**: You cannot submit any lodgement for companies in the system and update secretary profile accordingly.* |

# 6. Approved Auditor

## 6.1 JANM Approval as an Approved Auditor

| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**<br>  <br> |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Approval as an Approved Auditor**<br>  <br> |
| 3. | On JANM Approval section,<br>a) On the **Application Details**, verify that the following fields are auto populated and read-only:<br>i. **Name**<br>ii. **Identification Type**<br>iii. **Identification No.** |

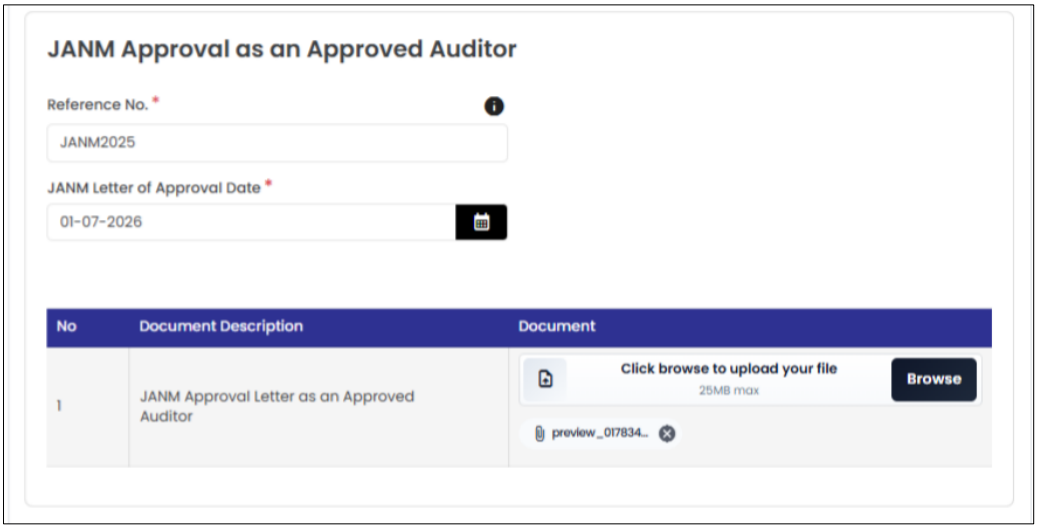
| Field Num. | Description |
|---|---|

b) On the **JANM Approval Letter as An Approved Auditor**, enter the following details:

i. **Reference No.*:** *<any text>*

ii. **JANM Letter of Approval Date*:** *<any date>*

iii. **JANM Approval Letter as an Approved Auditor:** *<Browse and upload>*



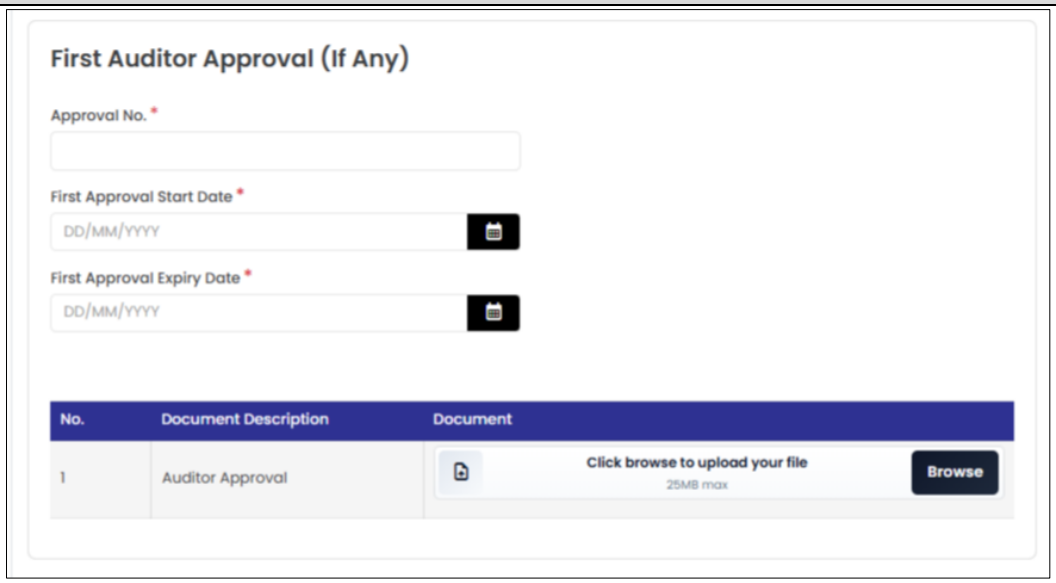
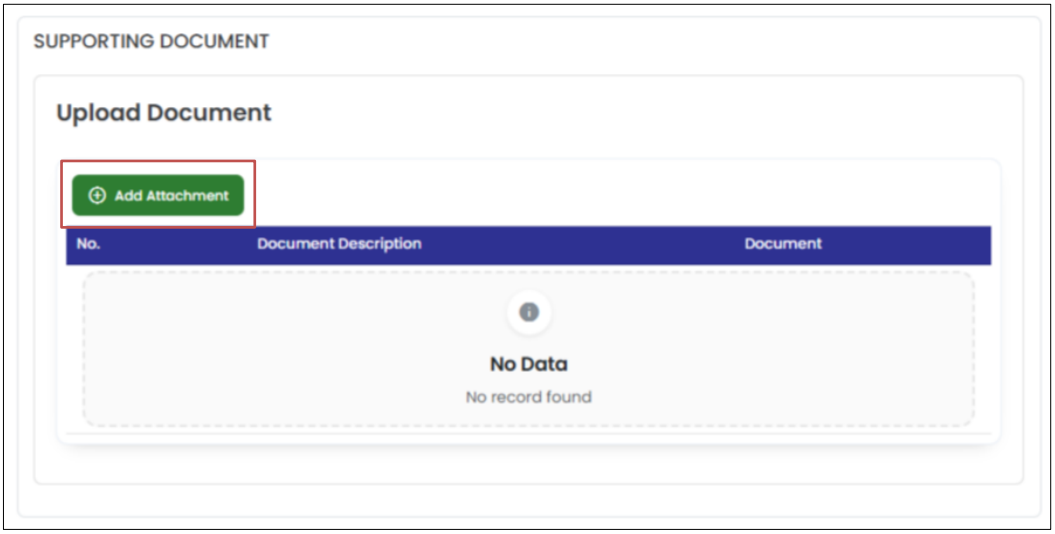

c) **First Auditor Approval (If any)**

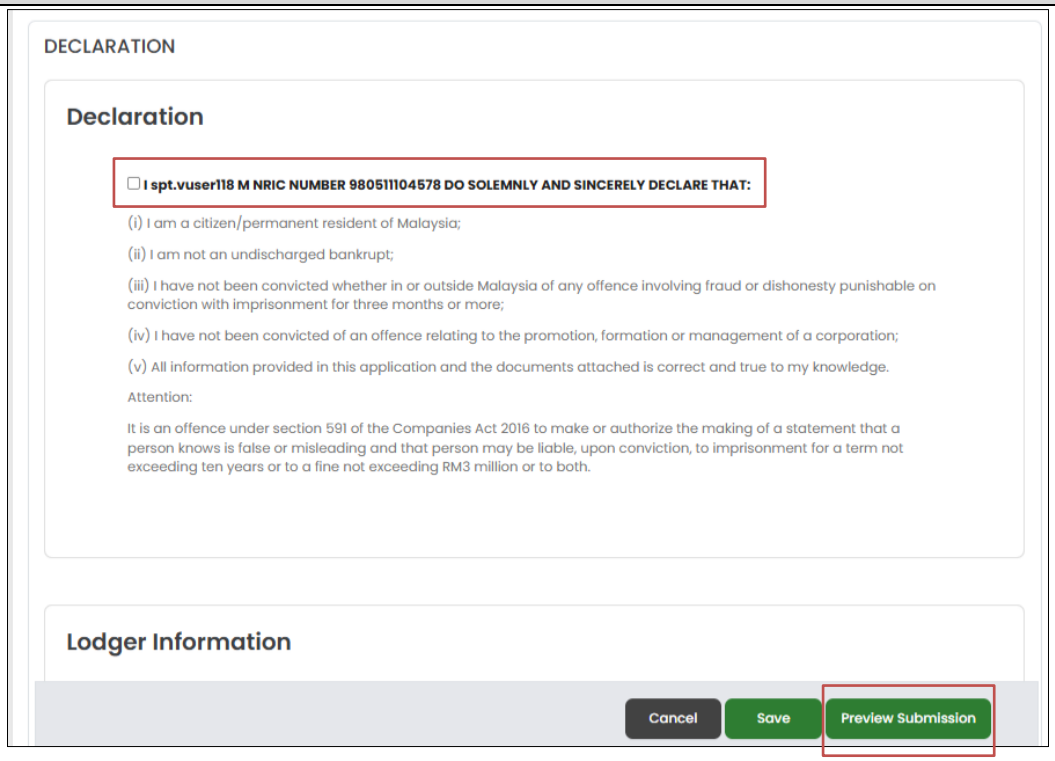
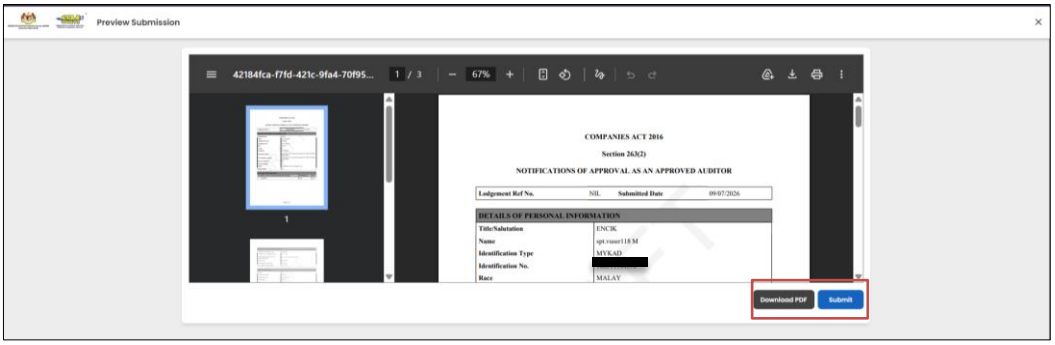
i. **Approval No. *:** *<Any text>*

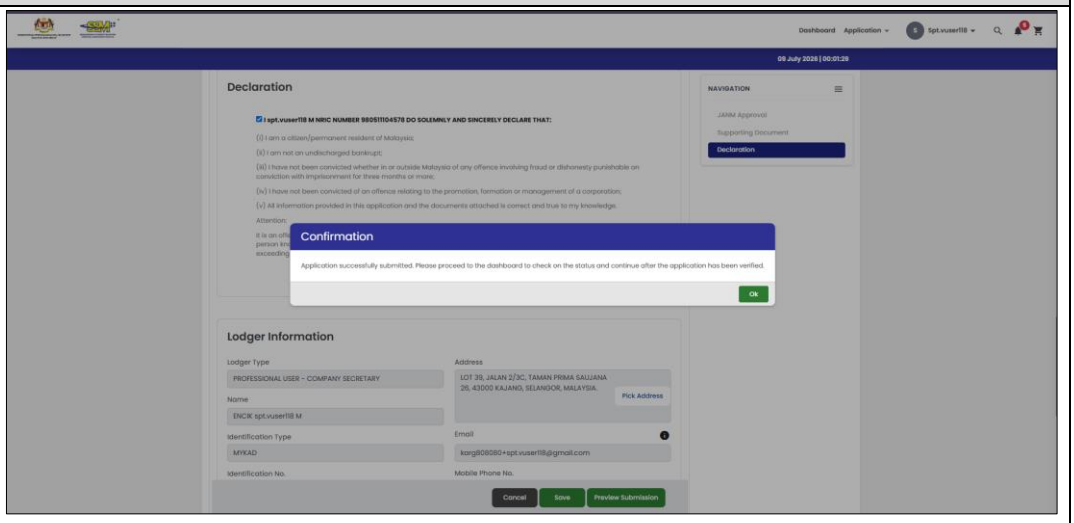
ii. **First Approval Start Date*:** *<Date picker>*

iii. **First Approval Expiry Date*:** *<Date picker>*

iv. **Auditor Approval:** *<Browse and upload>*

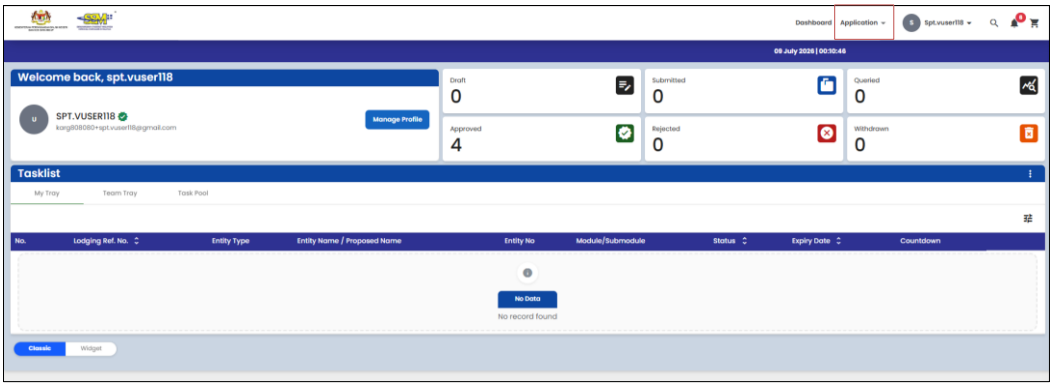
| Field Num. | Description |
|---|---|
| |  |
| 4 | On **Supporting Document** section, click **Add Attachment** to upload if any.<br>  |
| 5 | In the **Declaration** section, check on the **Declaration** checkbox and click thethe **Preview Submission** button. |

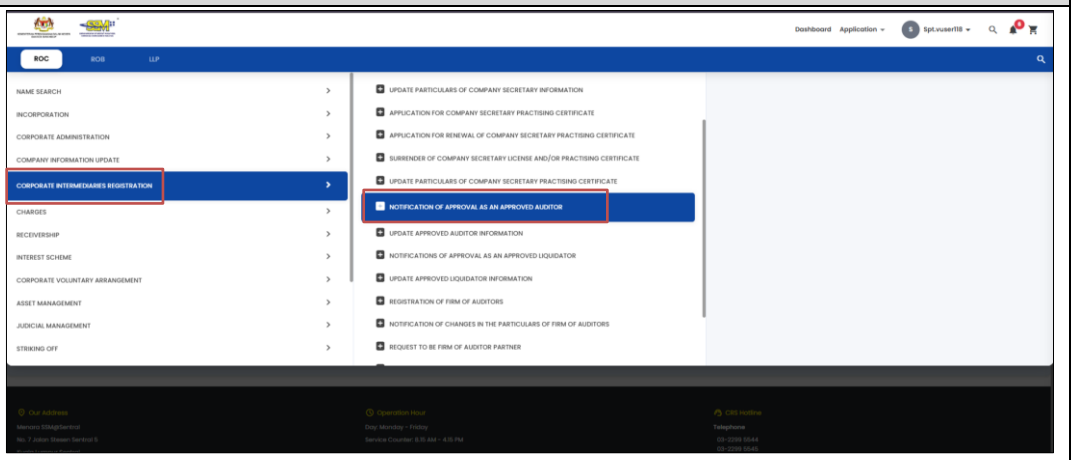
| Field Num. | Description |
|---|---|
| |  |
| 6 | Click the **Download PDF** button then **Submit** button.<br>  |
| 7 | System prompt pop-up notification and you can click **OK**. |

| Field Num. | Description |
|---|---|
| |  |
| 8 | System will automatically update the approval upon validation/approval by JANM. System will send email after submission has been approved. |

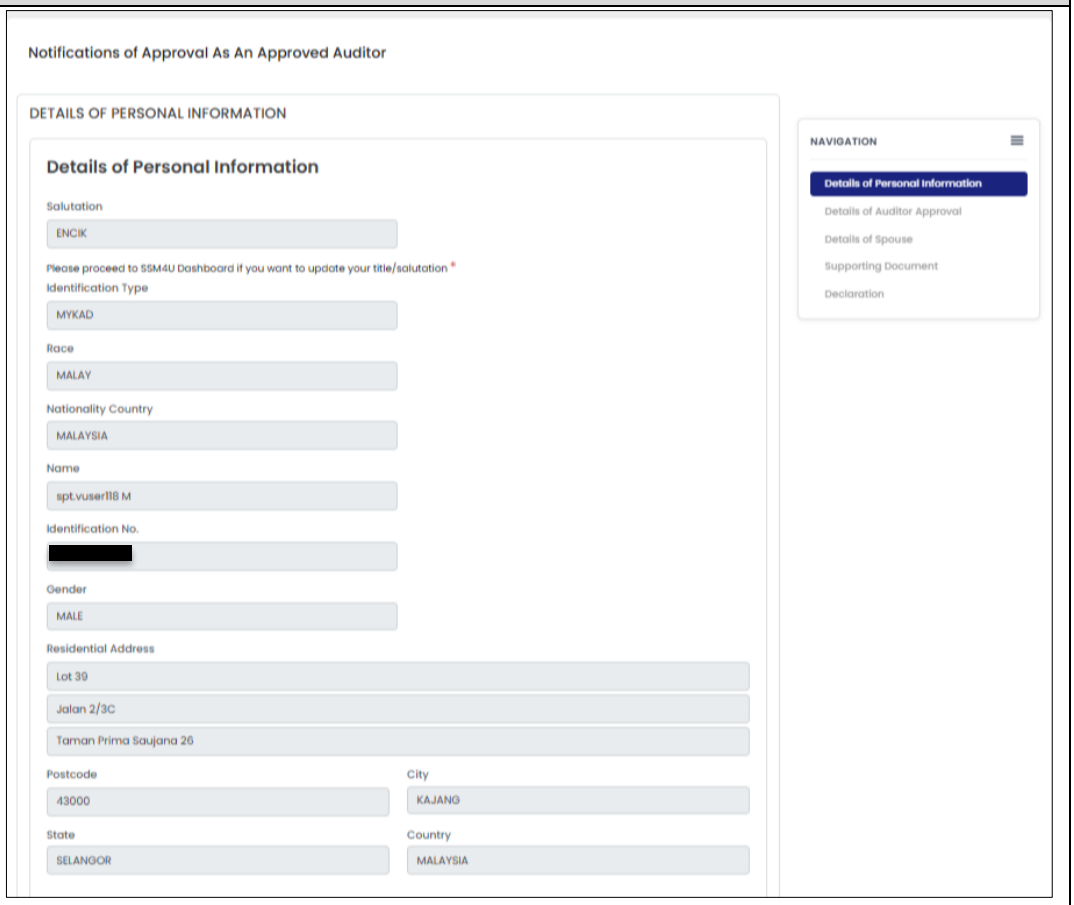
## 6.2 Notification of Approval as an Approved Auditor

***Note:*** *There are* ***two (2)*** *ways to fill in the Approved Auditor Details*

| Field Num. | Description |
|---|---|
| 1 | Once application has been approved by **JANM**, you will receive email **Approved Notifications of Approval As An Approved Auditor**. You can click thethe **here** hyperlink.<br><br>Or<br><br>From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**<br>  |
| 2 | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Approval as an Approved Auditor** |

| Field Num. | Description |
|---|---|
| |  |
| 3 | On **Notification of Approval as an Approved Auditor** section,<br>a) On the **Details of Personal Information**, verify that the following fields are auto populated and read-only:<br>i. **Salutation**<br>ii. **Identification Type**<br>iii. **Race**<br>iv. **Nationality Country**<br>v. **Name**<br>vi. **Identification No.**<br>vii. **Gender**<br>viii. **Residential Address**<br>ix. **Correspondence Address**<br>x. **Phone No.(Mobile)**<br>xi. **Email**<br>xii. **Phone No.(office)**<br>xiii. **Fax No.(Office)** |

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



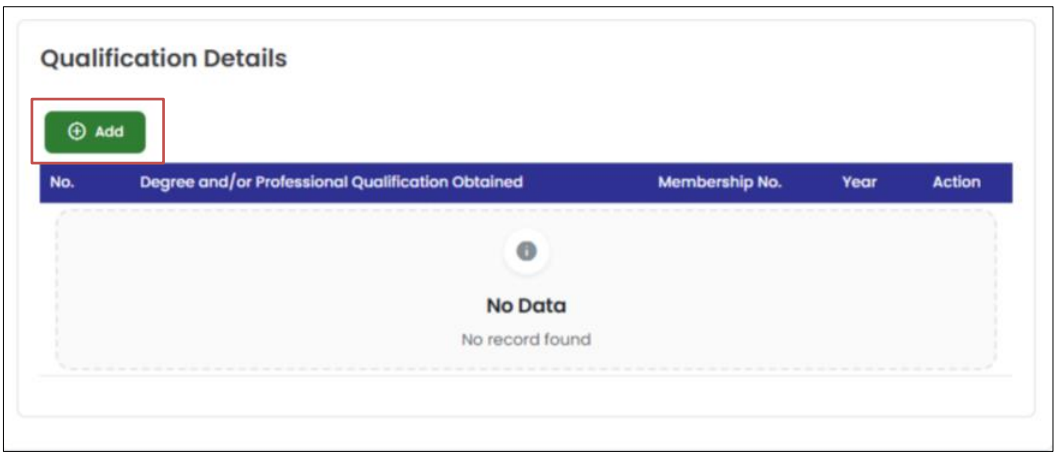

b) On the **Qualification Details,** click **Add** button to fill in the details:

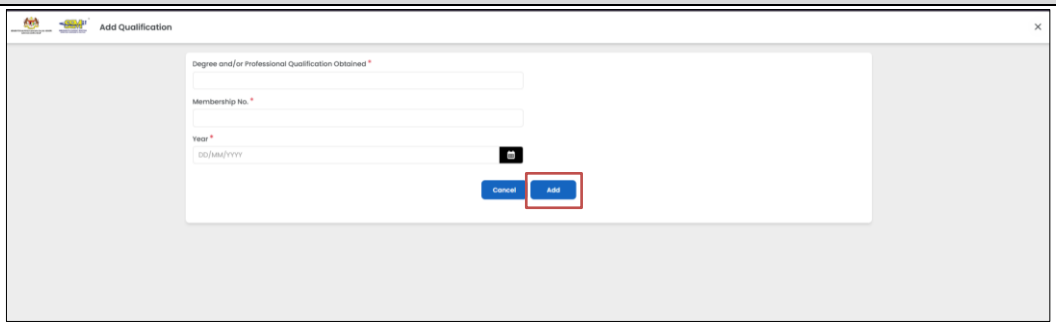
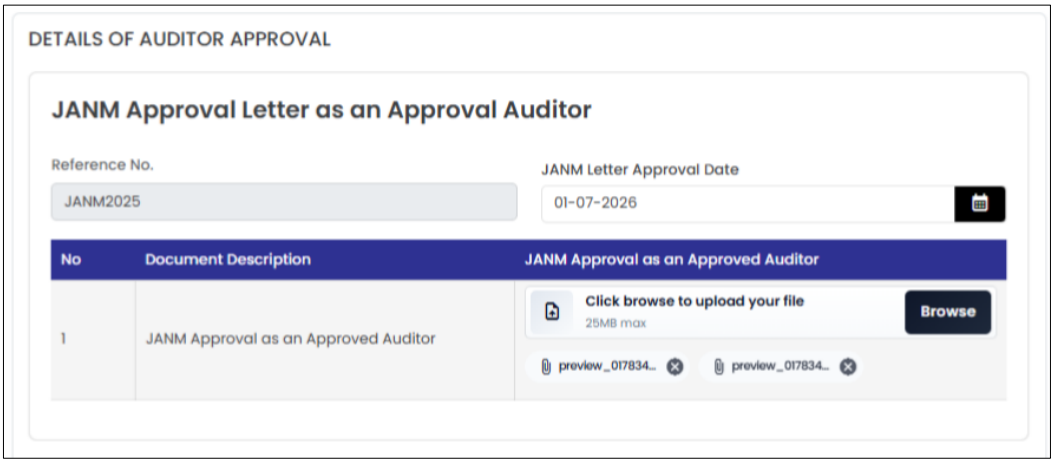
i. Degree and/or Professional Qualification Obtained*

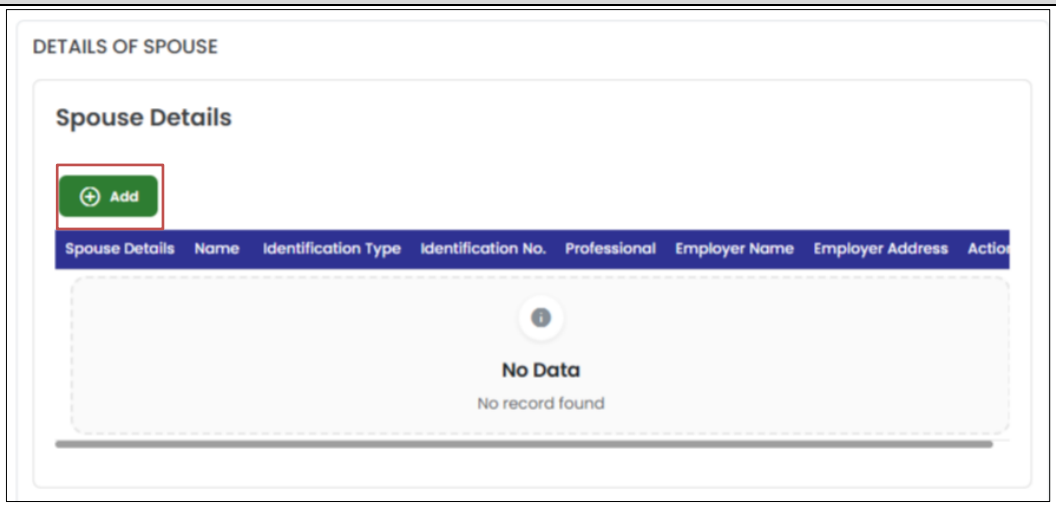
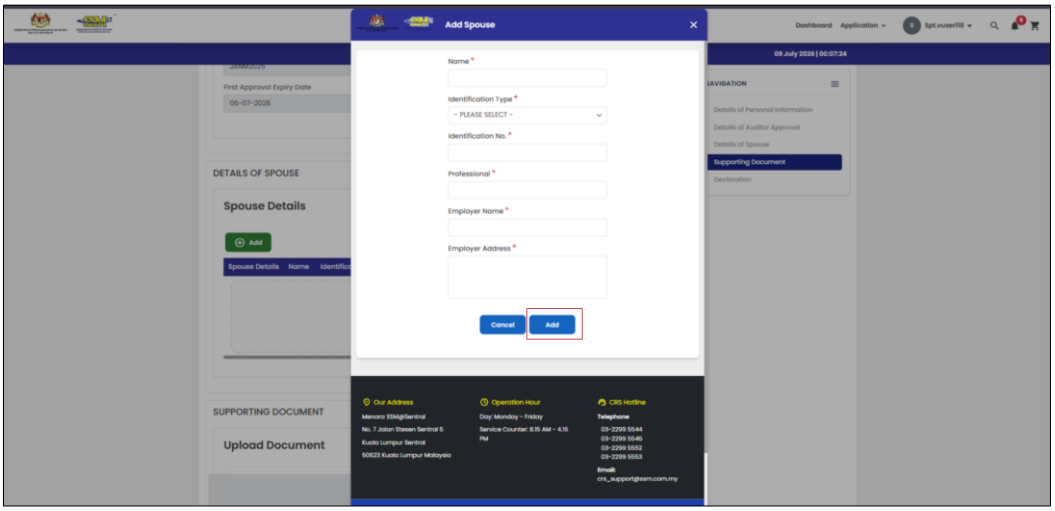
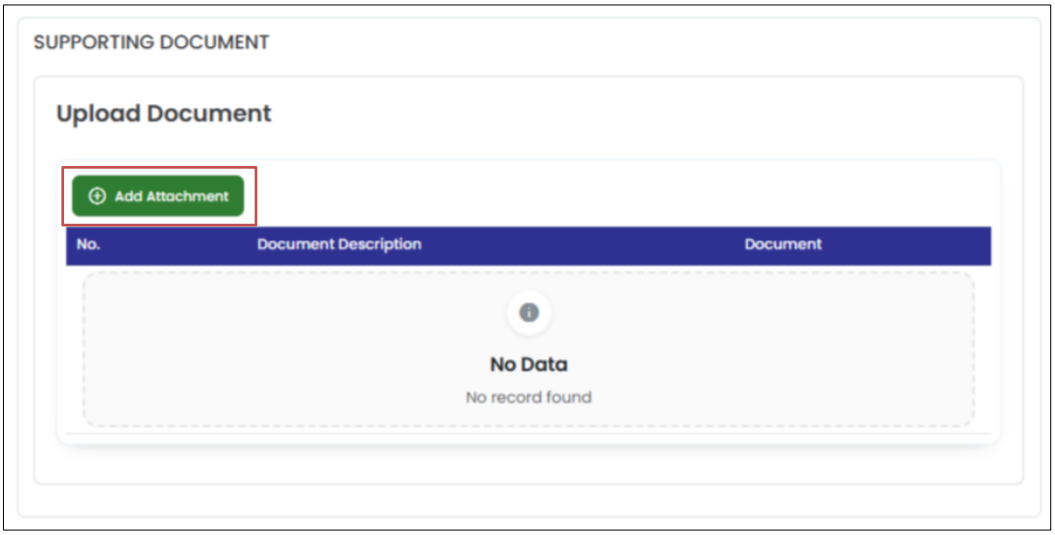
ii. Membership No.*

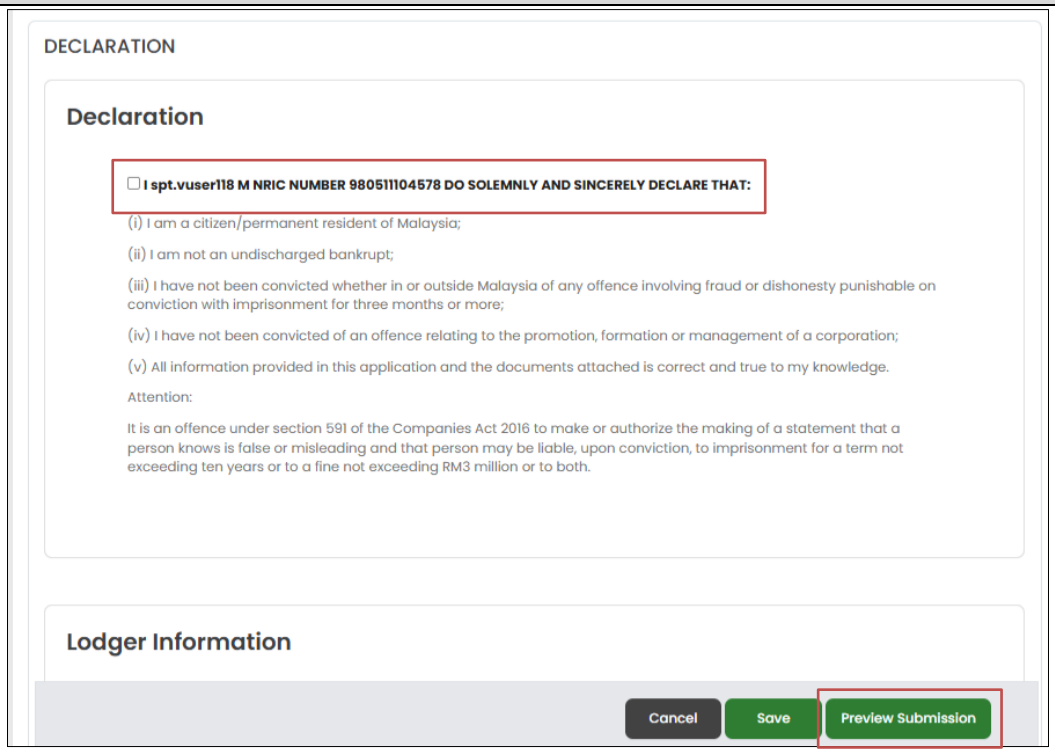
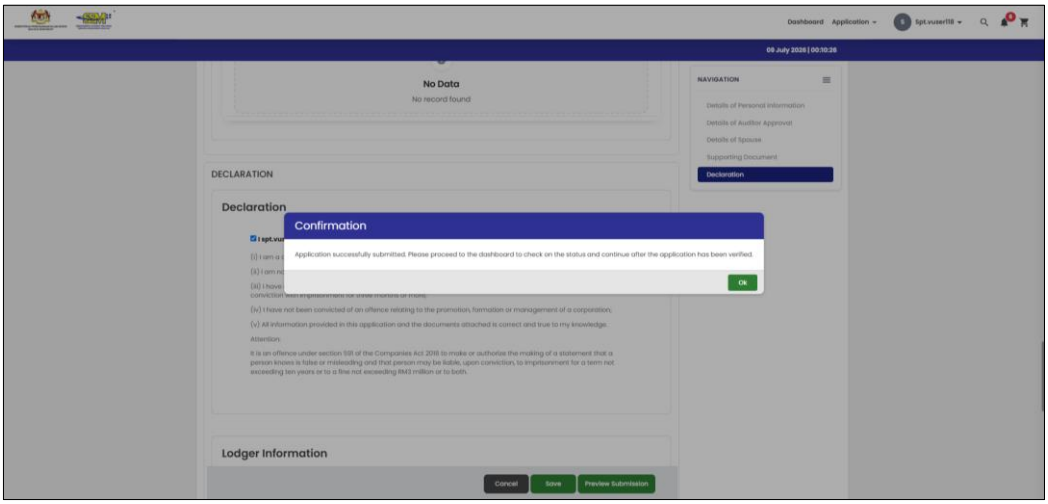
iii. Year*

Once complete, click **Add** button.

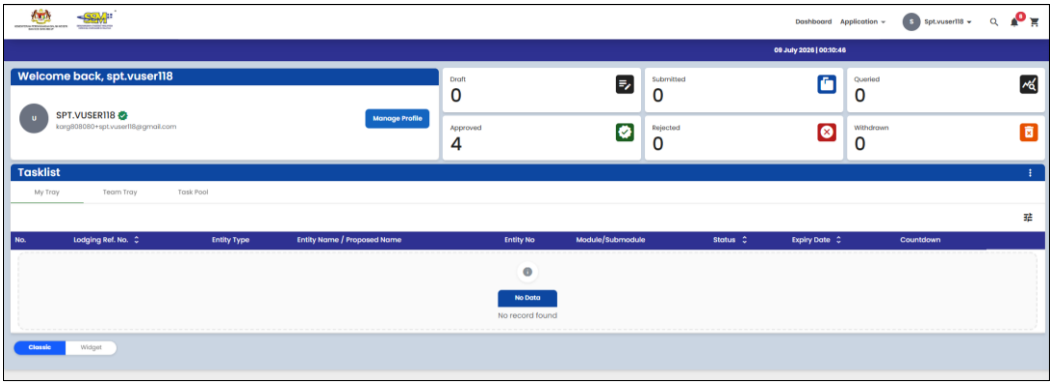
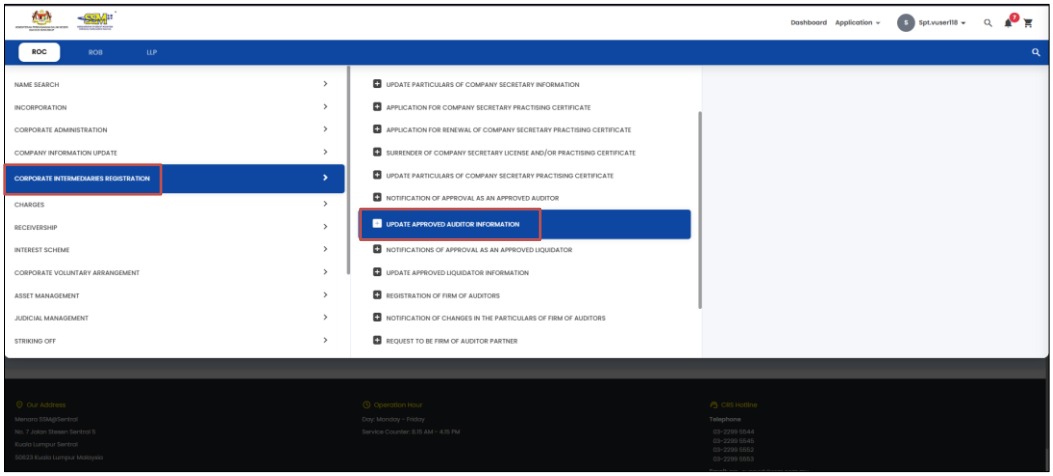


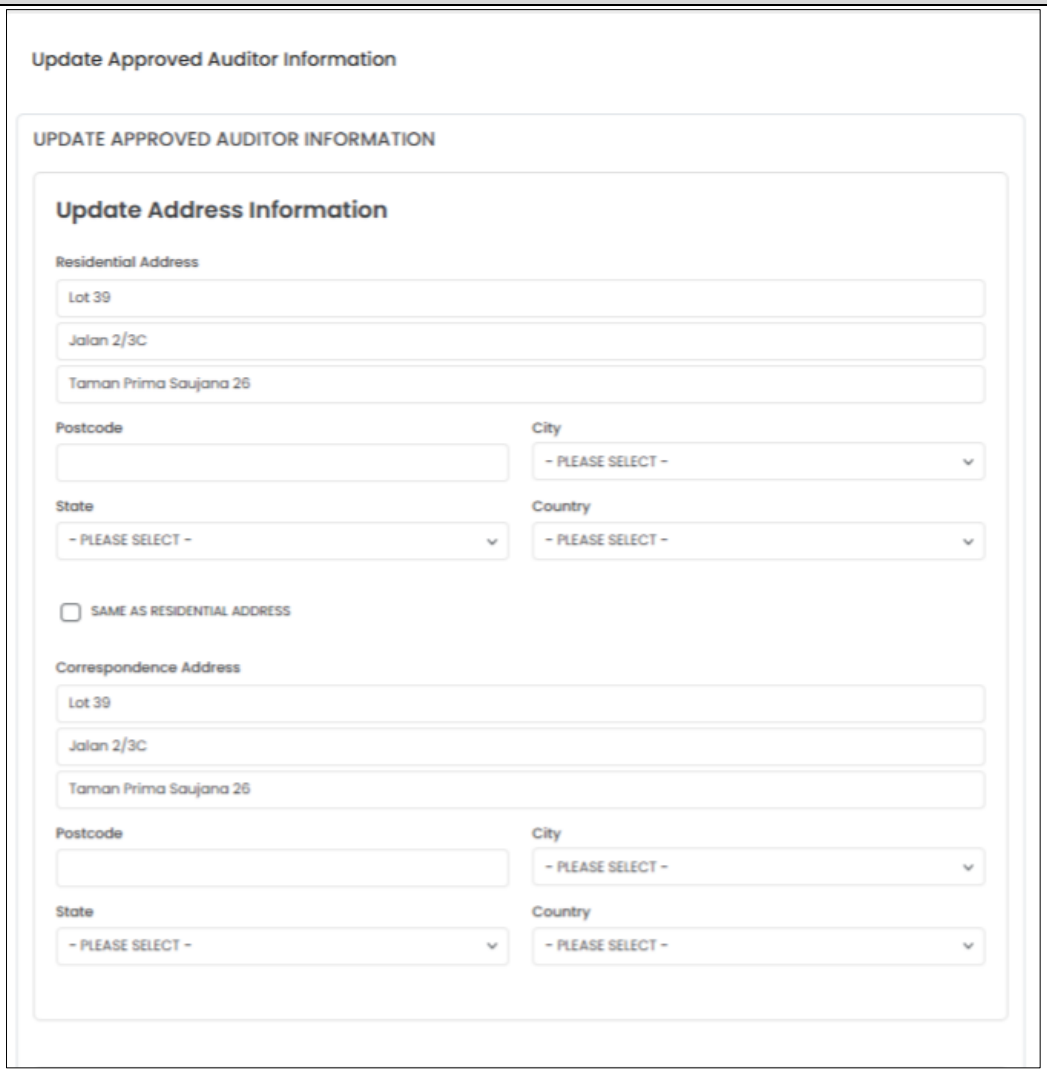
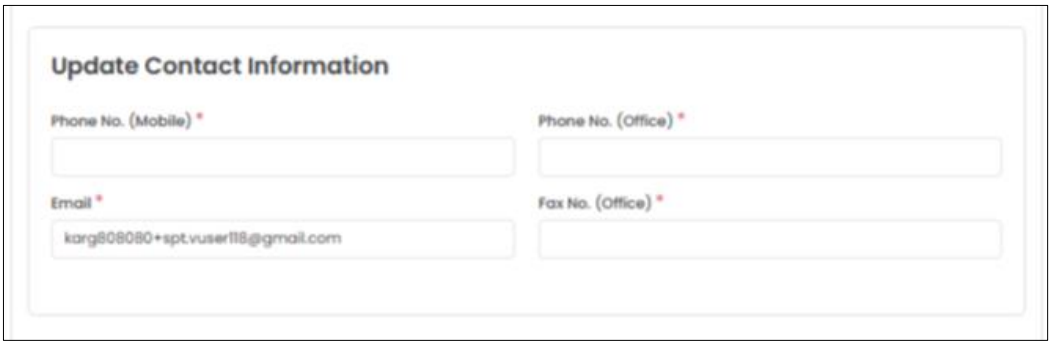
| Field Num. | Description |
|---|---|
| |  |
| 4 | On **Details of Auditor Approval**,<br>a) JANM Approval Letter as an Approval Auditor<br>i. Reference No.: *<Auto-populate>*<br>ii. JANM Letter Approval Date: *<Date Picker>*<br>iii. JANM Approval as an Approved Auditor: *<Browse and upload>*<br>  <br>b) Details of First Auditor Approval<br>i. Approval No.: *<Auto-populate>*<br>ii. First Approval Start Date: *<Auto-populate>*<br>iii. First Approval Expiry Date: *<Auto-populate>*<br> |
| 5 | On Details of Spouse, click **Add** button to fill in the details:<br>a) **Add Spouse**<br>a. Name*:<br>b. Identification Type*:<br>c. Identification No.*:<br>d. Professional*:<br>e. Employer Name*:<br>f. Employer Address*: |

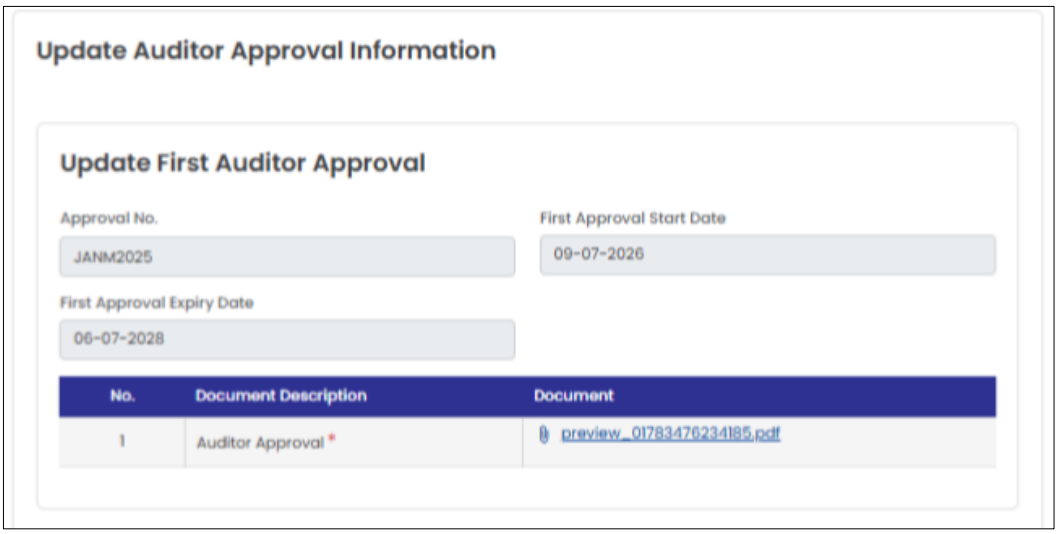
| Field Num. | Description |
|---|---|
| |  <br>  <br>Once completed, click **Add** button. |
| 6 | On **Supporting Document** section, click **Add Attachment** to upload if any.<br>  |
| 7 | In the **Declaration** section, check on the **Declaration** checkbox and click thethe **Preview Submission** button. |

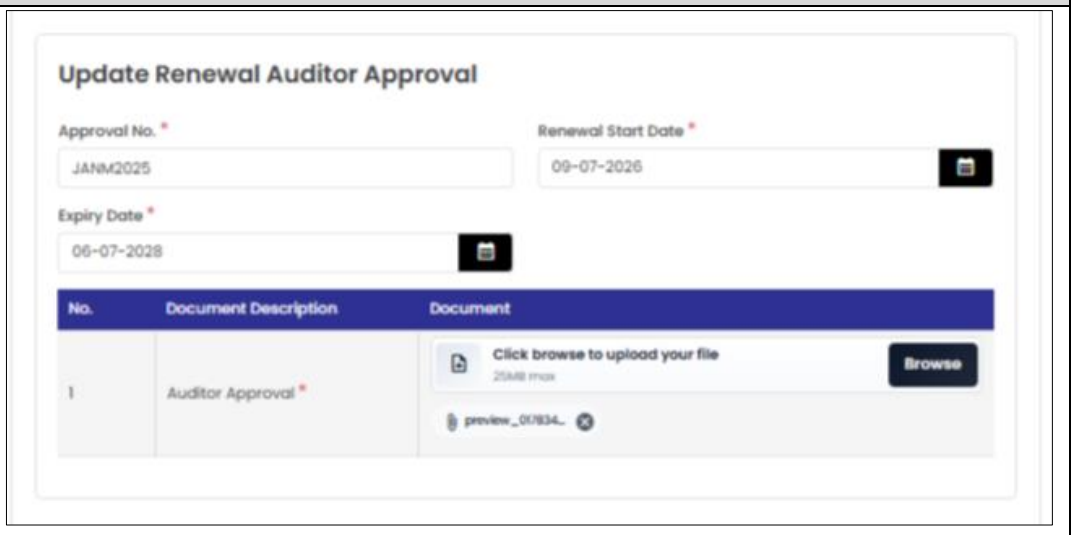
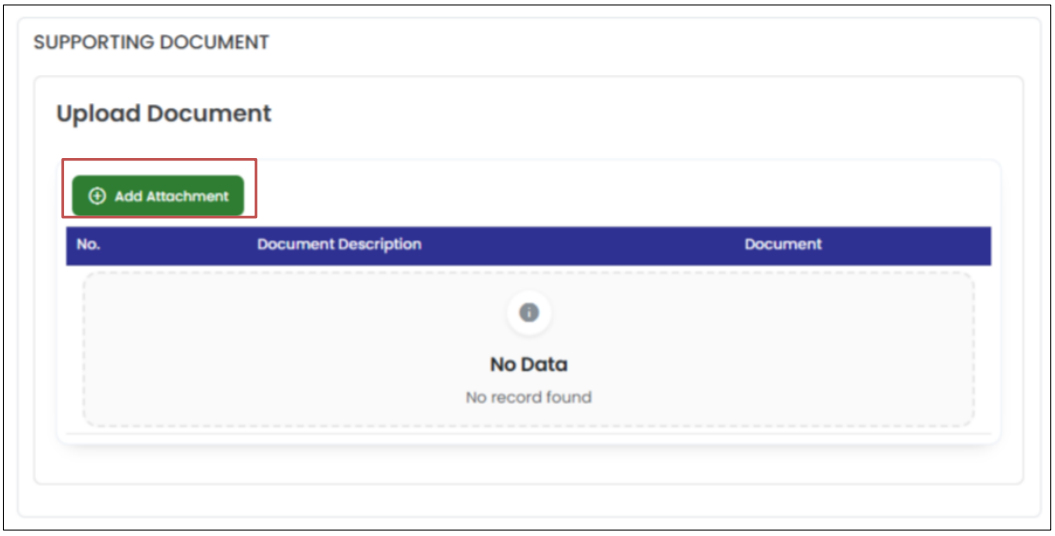
| Field Num. | Description |
|---|---|
| |  |
| 8 | Click the **Download PDF** button then **Submit** button.<br> |
| 9 | System will **Automatically** approve the application. Then, system will send an email notification.<br>  |

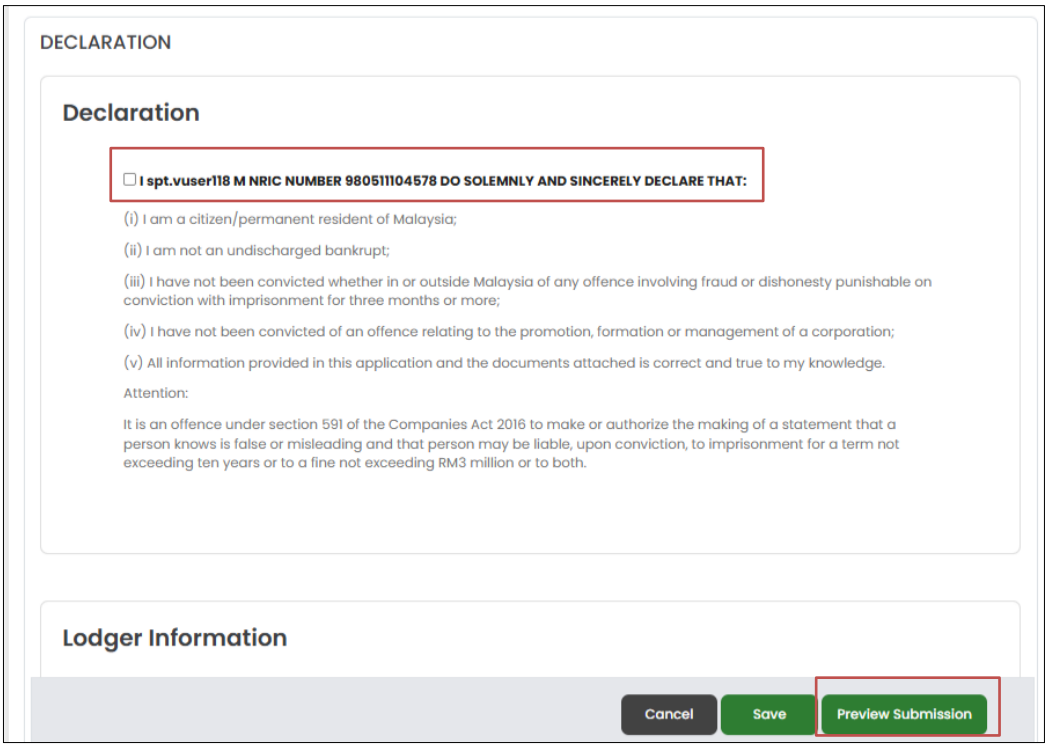
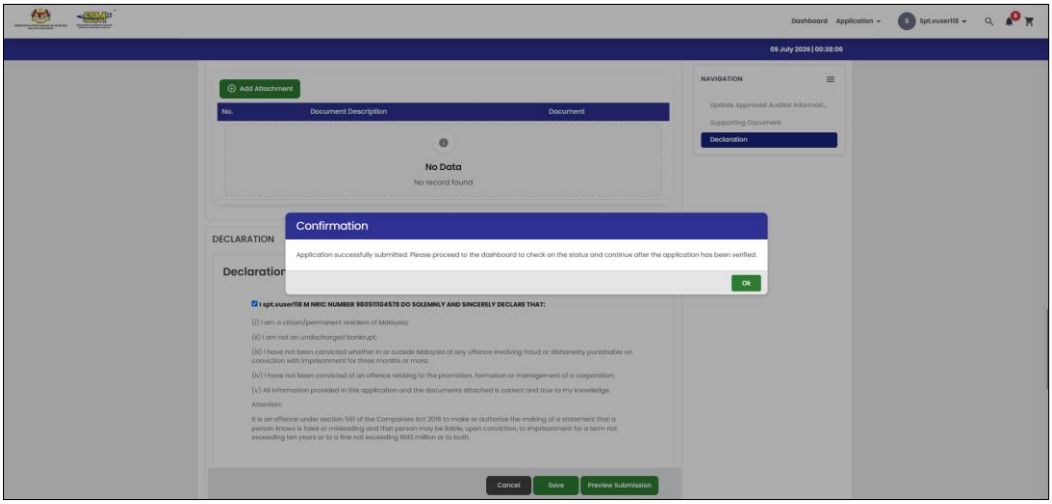
## Update Approved Auditor Information

| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Update Approved Auditor Information**   |
| 3. | On **Update Approved Auditor Information,** update any required details. |

| Field Num. | Description |
|---|---|
| |  |
| 4. | On Update Contact Information, fill in all required details:<br>a) Phone No. (Mobile)*:<br>b) Phone No. (Office)*:<br>c) Email*:<br>d) Fax No.(Office)*:<br>  |
| 5. | On **Update Spouse Details**, can click **Add** button to add new record. If you want to edit, just click the **Edit** button under Action column. |

| Field Num. | Description |
|---|---|
| | |
| 6. | On **Update Auditor Approval Information**, all details will auto-populate and read-only.<br>  |
| 7. | On **Update Renewal Auditor Approval**,<br>a) Approval No.*:<br>b) Renewal Start Date*:<br>c) Expiry Date*:<br>d) Auditor Approval*: |

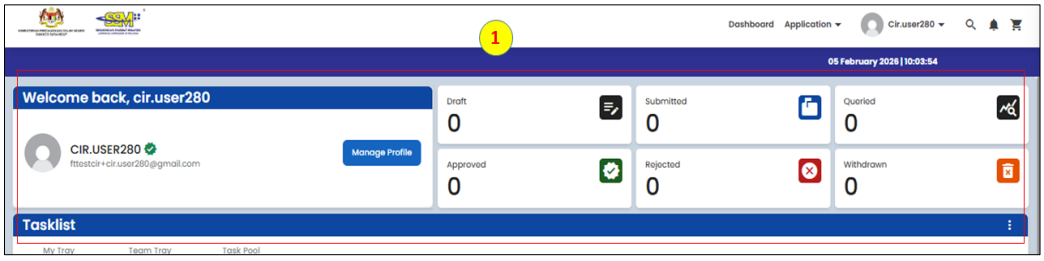
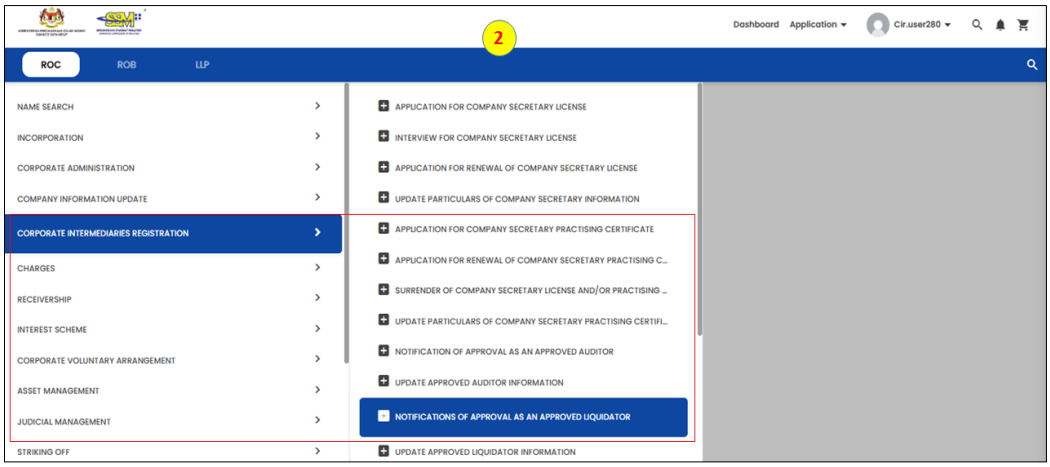
| Field Num. | Description |
|---|---|
| |  |
| 8. | On **Supporting Document** section, click **Add Attachment** to upload if any.<br>  |
| 9. | In the **Declaration** section, check on the **Declaration** checkbox and click thethe **Preview Submission** button. |

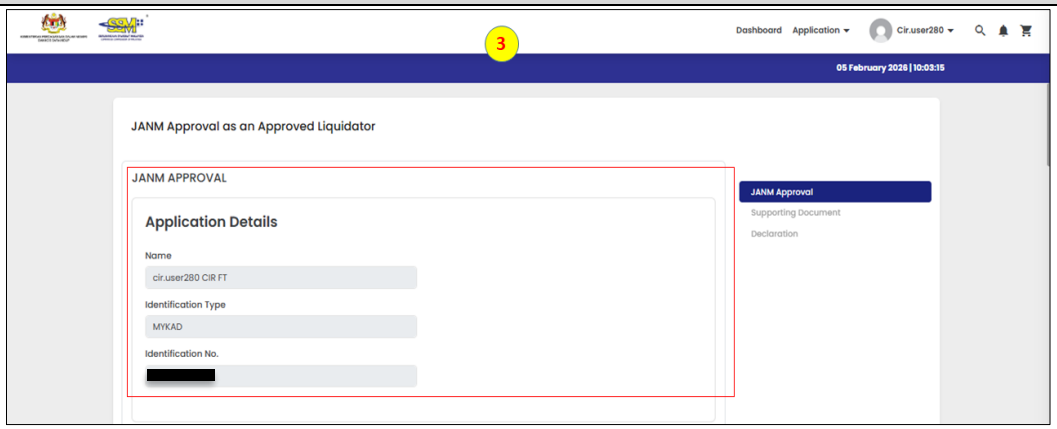
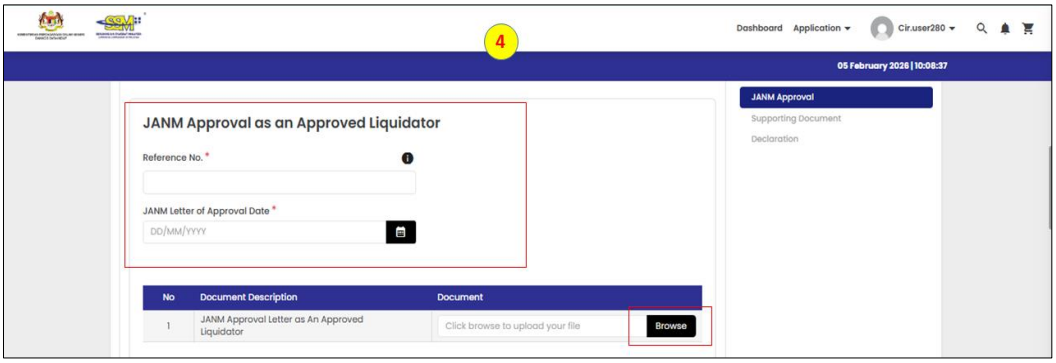
| Field Num. | Description |
|---|---|
| |  |
| 10. | Click the **Download PDF** button then **Submit** button.<br> |
| 11. | System prompt pop-up notification and you can click **OK**.<br>  |

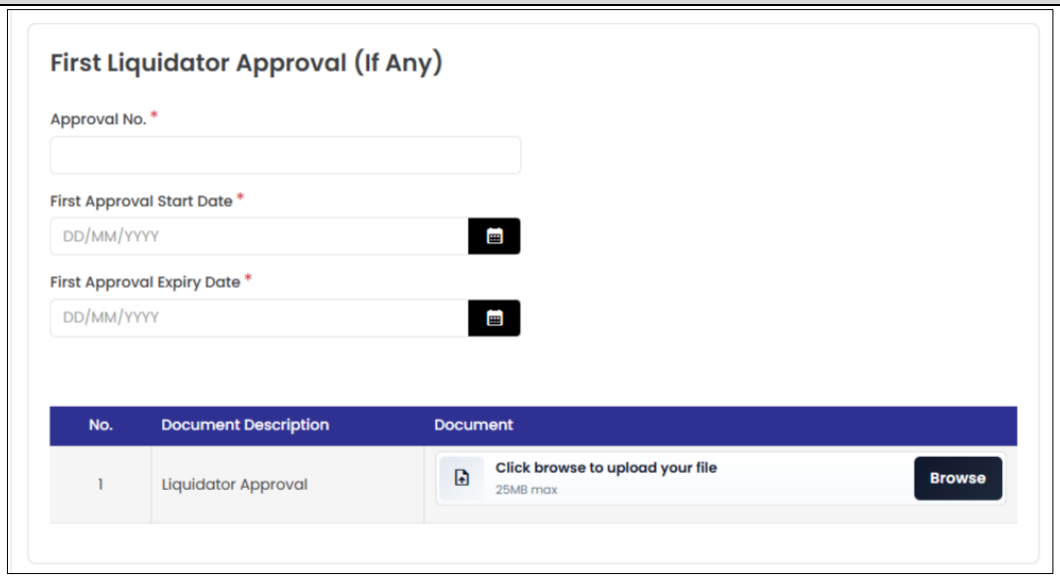
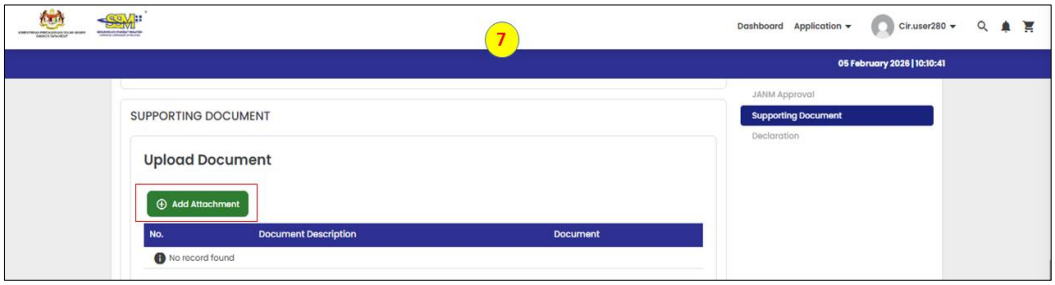
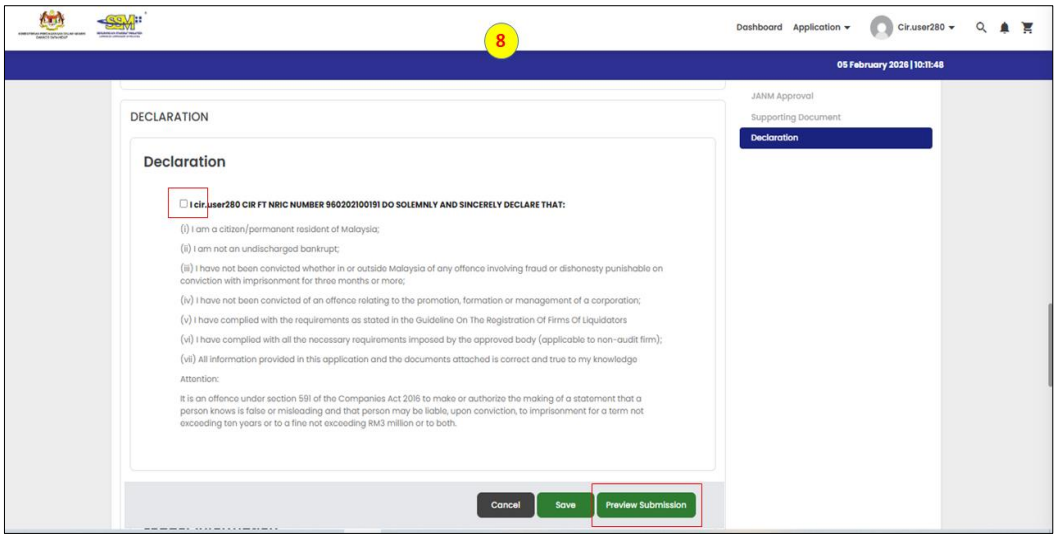
| Field Num. | Description |
|---|---|
| 12. | System will automatically update the information except for **Update Auditor Approval Information** which requires JANM approval/validation. |

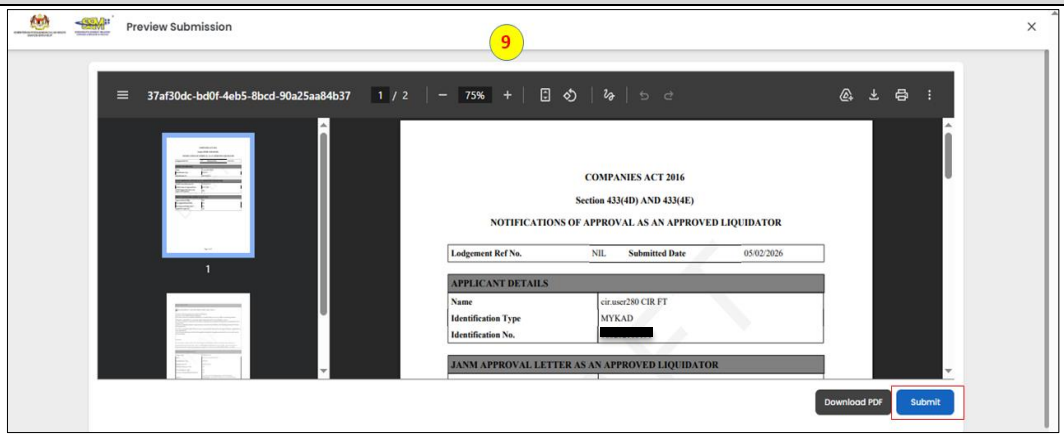
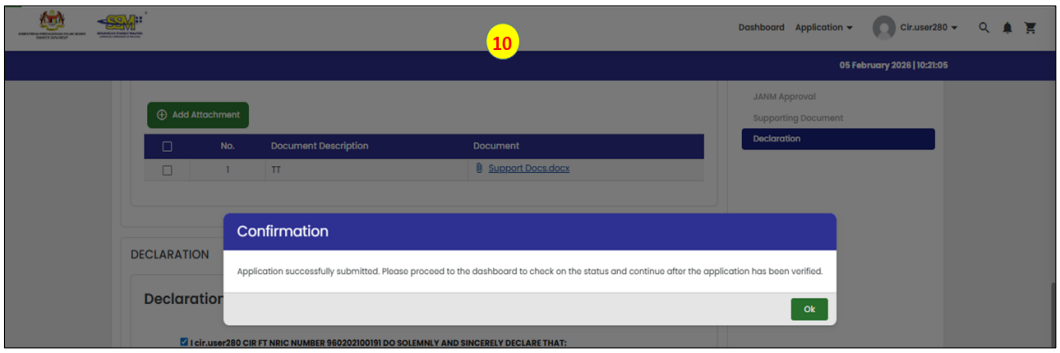
# 7. Approved Liquidators

## 7.1 JANM Approval as an Approved Liquidator

| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | From the **Register of Company (ROC)** Menu, click the **Apply** for **Notification of Approval as an Approved Liquidator.**   |
| 3. | Verify **Details of Personal Information** |

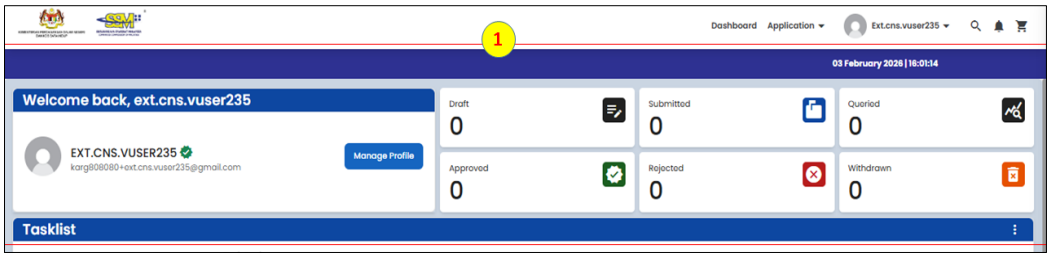
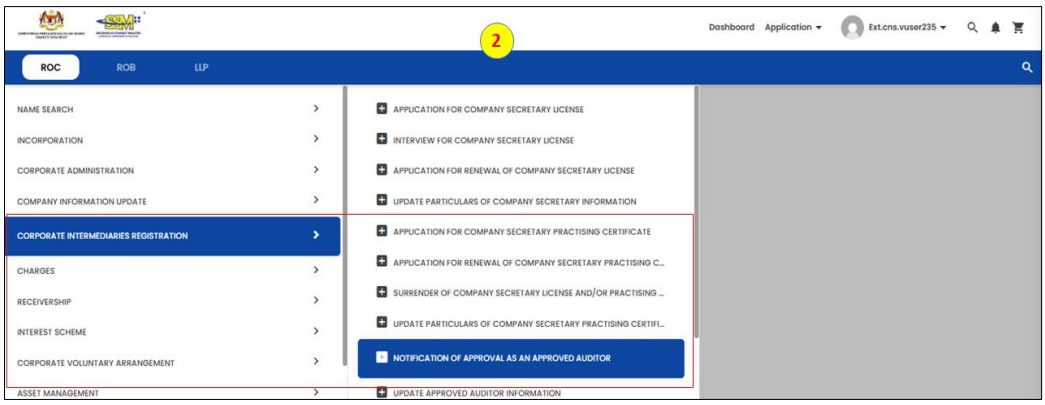
| Field Num. | Description |
|---|---|
| |  |
| 4. | On **JANM Approval Letter as An Approved Liquidator** section, enter the following details:<br>**Reference No.:** *< any text>*<br>**JANM Letter of Approval Date:** *< select date >*<br>**JANM Approval Letter as An Approved Liquidator:** *<any text>*<br>  |
| 5. | On **First Liquidator Approval** section, enter the following details:<br>a) **Approval No.*:** *< any text>*<br>b) **First Approval Start Date*:** *< Date Picker >*<br>c) **First Approval Expiry Date*:** *< Date Picker >*<br>d) **Liquidator Approval*:** *< Browse and upload >* |

| Field Num. | Description |
|---|---|
| |  |
| 6. | Upload **supporting documents** (if any).<br>  |
| 7. | On the **Declaration** statement, check on the **Declaration** checkbox and click the the **Preview Submission** button.<br>  |
| 8. | Click the **Submit** button |

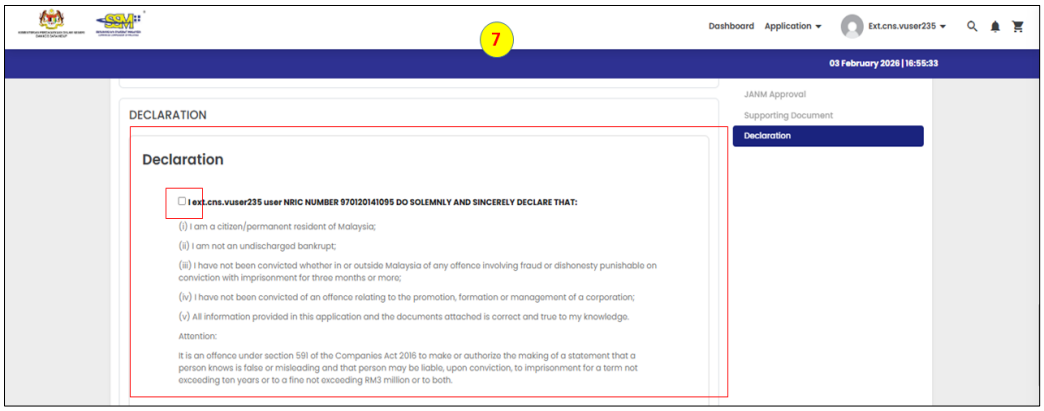
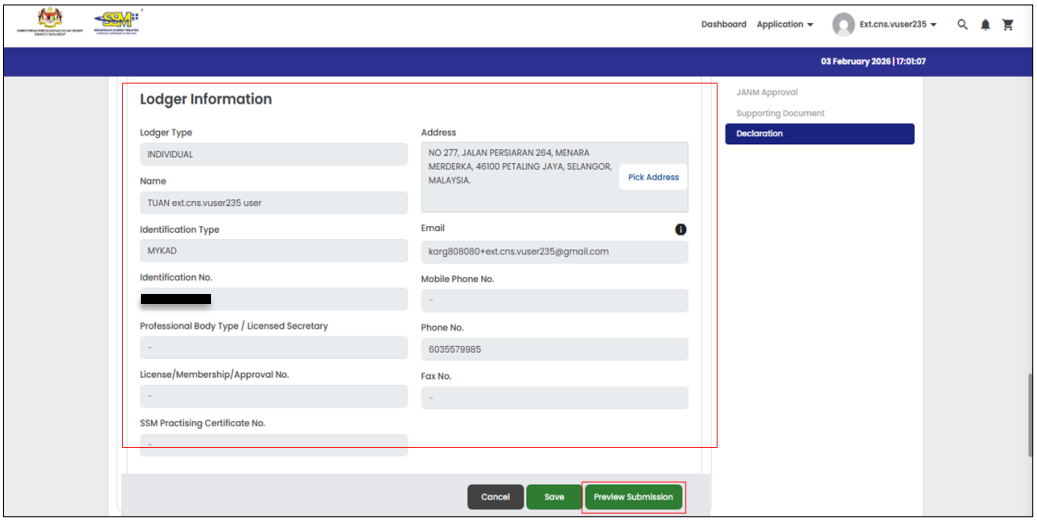
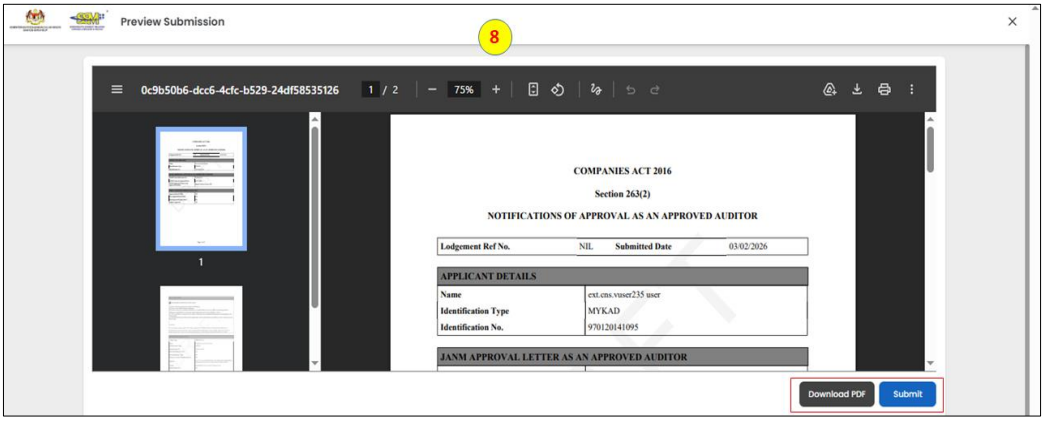
| Field Num. | Description |
|---|---|
| |  |
| 9. | System prompt pop-up notification: Click **OK.**<br>  |
| 10. | System will automatically update the approval upon validation/approval by Jabatan Akauntan Negara Malaysia (JANM). System will send email after submission has been approved. |

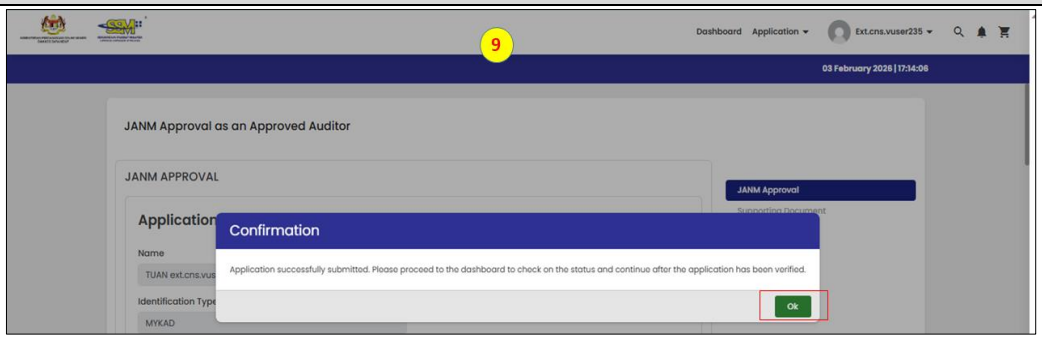
## 7.2 Notification of Approval as an Approved Liquidator

***Note:*** *There are* ***two (2)*** *ways to fill in the Approved Liquidator Details*

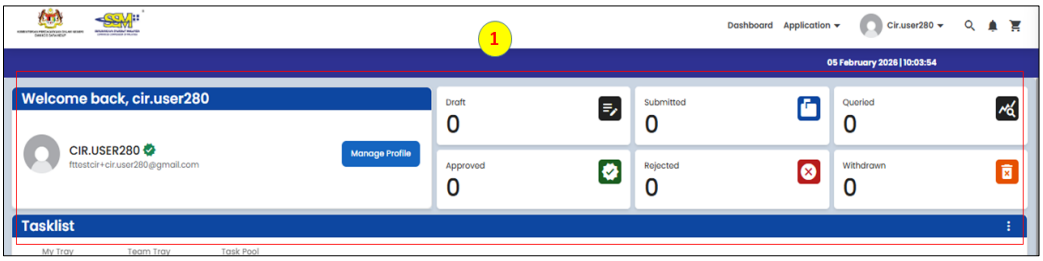
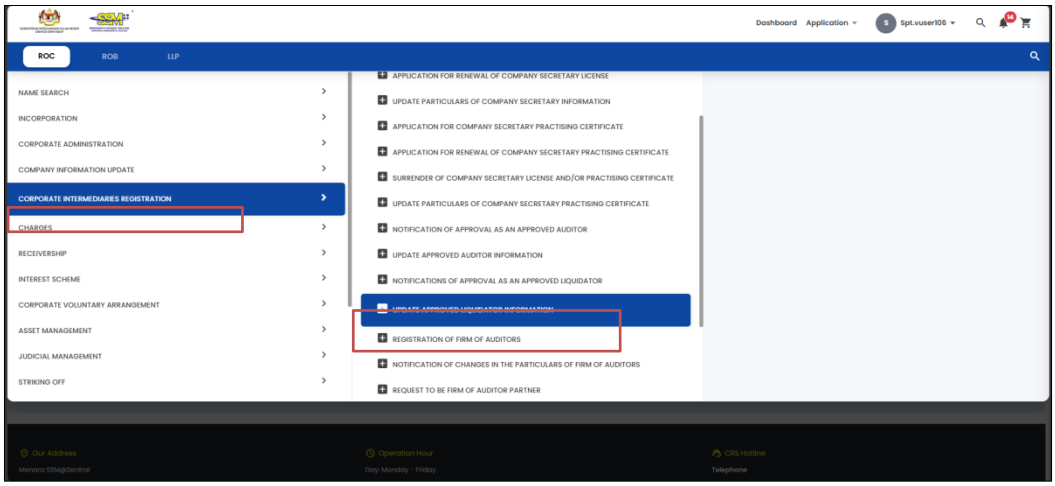
| Field Num. | Description |
|---|---|
| 1. | Once application has been approved by Officer SSM, you will receive email **Approved Notifications of Approval As An Approved Liquidator**. You can click thethe **here** hyperlink.<br><br>Or<br><br>From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**<br>  |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Approval as an Approved Liquidator**<br>  |
| 3. | On **Notification of Approval as an Approved Liquidator** section,<br>a) On the **Details of Personal Information**, verify that the following fields are auto populated and read-only:<br>i. **Salutation**<br>ii. **Identification Type**<br>iii. **Race**<br>iv. **Nationality Country**<br>v. **Name**<br>vi. **Identification No.**<br>vii. **Gender**<br>viii. **Residential Address**<br>ix. **Correspondence Address**<br>x. **Phone No.(Mobile)**<br>xi. **Email** |

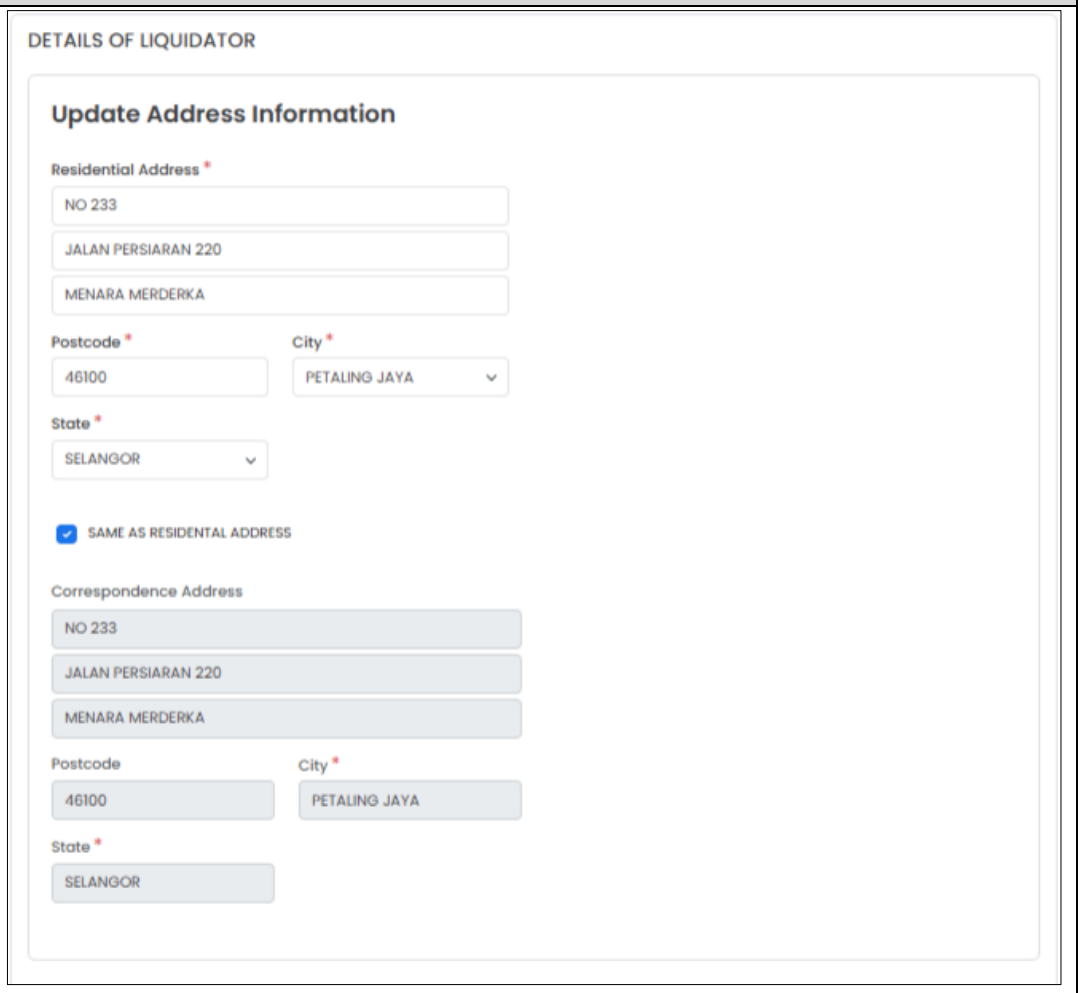
| Field Num. | Description |
|---|---|
| | xii. **Phone No.(office)**<br>xiii. **Fax No.(Office)** |
| 4. | On **Details of Liquidator Approval**,<br>a) **JANM Approval Letter as an Approval Liquidator**<br>a. Reference No.:<br>b. JANM Letter Approval Date:<br>c. JANM Approval as an Approved Liquidator:<*Browse and upload*><br><br>b) **Details of First Liquidator Approval**<br>a. Approval No.:<br>b. First Approval Start Date:<br>c. First Approval Expiry Date: |
| 5. | On **Details of Firm of Liquidators** section,<br>a) **Details of Liquidator Firm**<br>a. Type of Firm*:<br>b. Business (MSIC) Code*:<br>c. Firm's Name*:<br>d. Entity No. *:<br>e. New Entity No. *:<br>f. Firm Object Description*:<br>g. Date of Admission as Partner/Sole-Proprietor/Date of Commencement of Business*:<br>h. Office Address:<br>i. Email:<br>j. Phone No.(Office):<br>k. Fax No. (Office):<br>l. Registration Certificate (LLP/Business/Non-Audit Firm):<br><br>b) **Details of Partners**, click **Add** button to fill in the details:<br>a. Identification Type:<br>b. Approval No.:<br>c. Identification No.:<br>Once completed click **Search** and information will auto-populate.<br>a. Date Admission as Partner*<br>Once completed click **Add** button.<br><br>c) **Details of Branch**, click **Add** button to fill in the details:<br>a. Position*<br>b. Contact Person*<br>c. Residential Address*<br>d. Phone No.(Office)*<br>e. Email*<br>f. Start Date<br>Once completed click **Add** button.<br><br>d) **Details of Firm Employee**, click **Add** button to fill in the details:<br>a. Name<br>b. Identification Type*<br>c. Identification No.<br>d. Position*<br>e. Appointment Date<br>f. Office Location<br>Once completed click **Add** button. |

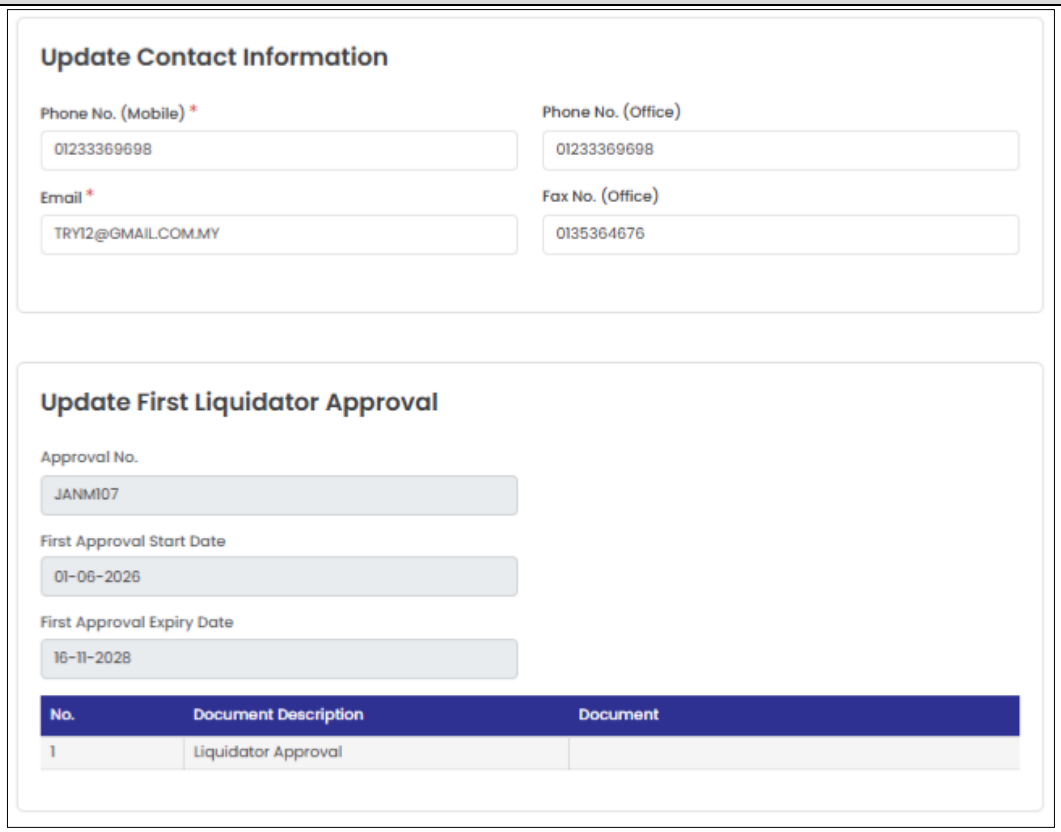
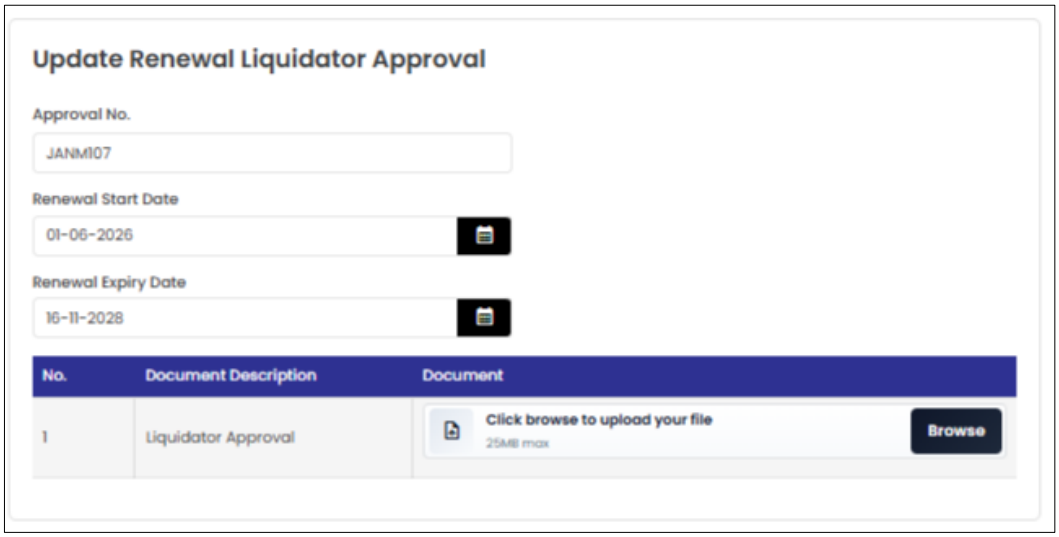
| Field Num. | Description |
|---|---|
| 6. | On **Supporting Document** section, click Add Attachment to upload if any. |
| 7. | In the **Declaration** section, check on the **Declaration** checkbox and click thethe **Preview Submission** button.<br>  <br><br>  <br> |
| 8. | Click the **Download PDF** button then **Submit** button.<br>  <br> |
| 9. | System prompt pop-up notification and you can click **OK**. System will **Automatically** approve the application. Then, system will send an email notification. |

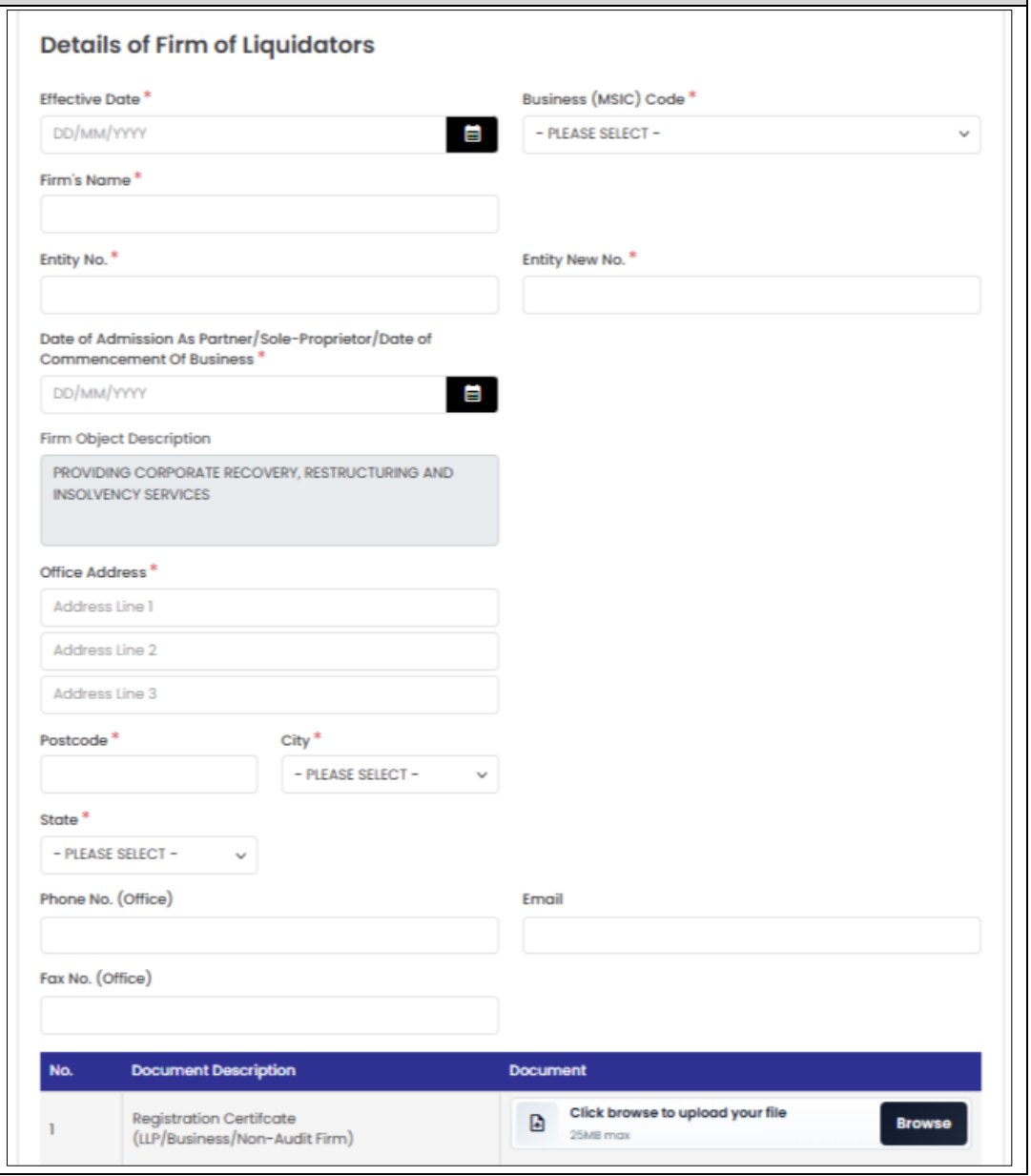
| Field Num. | Description |
|---|---|
| |  |

## 7.3 Update Approved Liquidator Information

| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**<br>  <br> |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Update Approved Liquidator Information**<br>  <br> |
| 3. | On **Details of Liquidator,**<br>a) Update Address Information<br>b) Update Contact Information<br>c) Update First Liquidator Approval<br>d) Update Renewal Liquidator Approval |

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

| Field Num. | Description |
|---|---|
| |  <br>  |
| 4. | On **Details of Firm of Liquidators,** if choose<br>a) **Update Particulars**<br>i. Details of Firm of Liquidators<br>ii. Details of Partner<br>iii. Details of Branch<br>iv. Details of Firm Employee |

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

Details of Firm of Liquidators

Effective Date *
DD/MM/YYYY

Business (MSIC) Code *
- PLEASE SELECT -

Firm's Name *

Entity No. *

Entity New No. *

Date of Admission As Partner/Sole-Proprietor/Date of Commencement Of Business *
DD/MM/YYYY

Firm Object Description
PROVIDING CORPORATE RECOVERY, RESTRUCTURING AND INSOLVENCY SERVICES

Office Address *
Address Line 1
Address Line 2
Address Line 3

Postcode *

City *
- PLEASE SELECT -

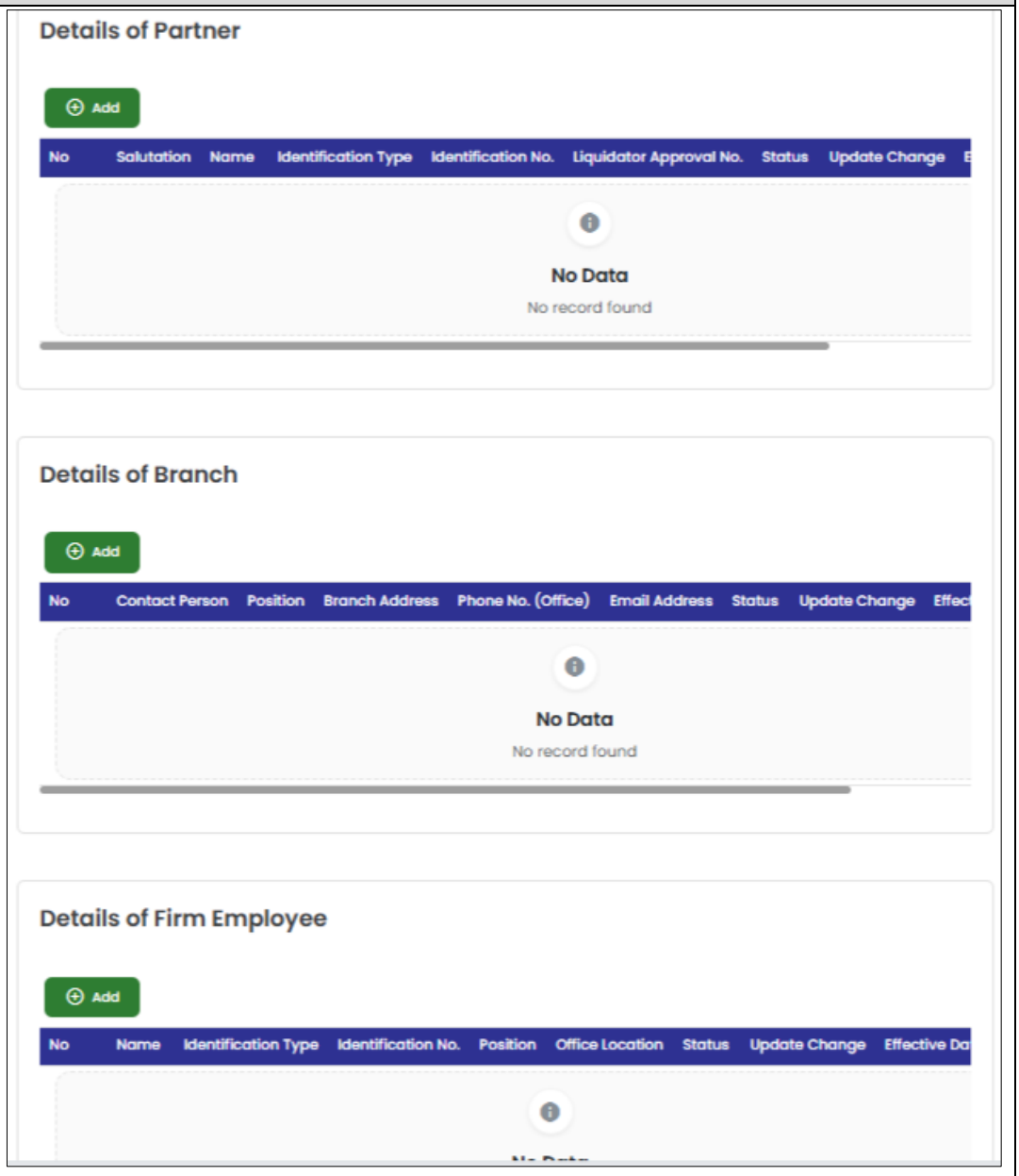
State *
- PLEASE SELECT -

Phone No. (Office)

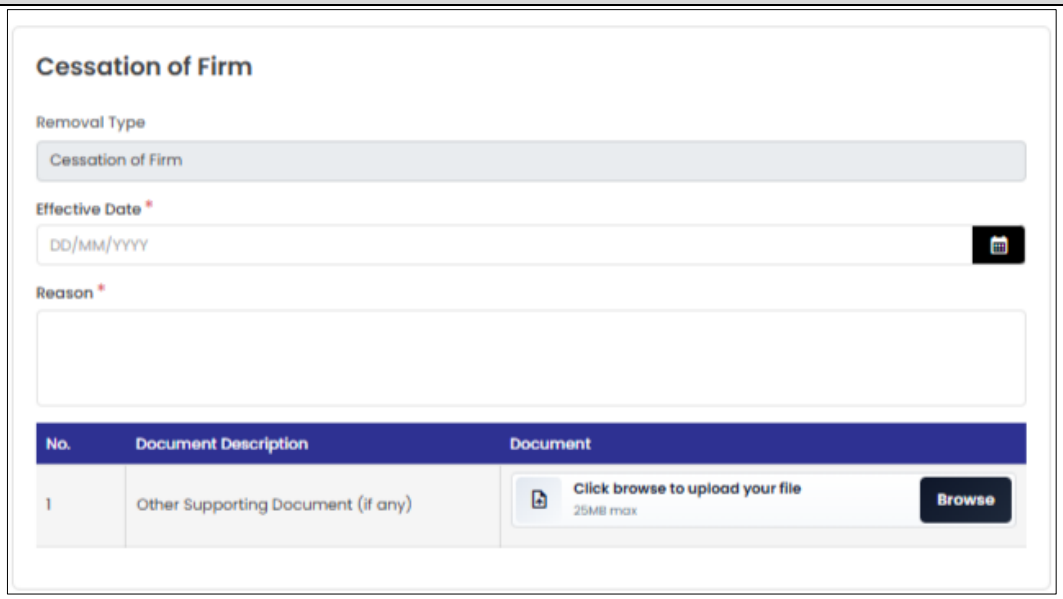
Email

Fax No. (Office)

| No. | Document Description | Document |
|---|---|---|
| 1 | Registration Certifcate (LLP/Business/Non-Audit Firm) | Click browse to upload your file 25MB max Browse |

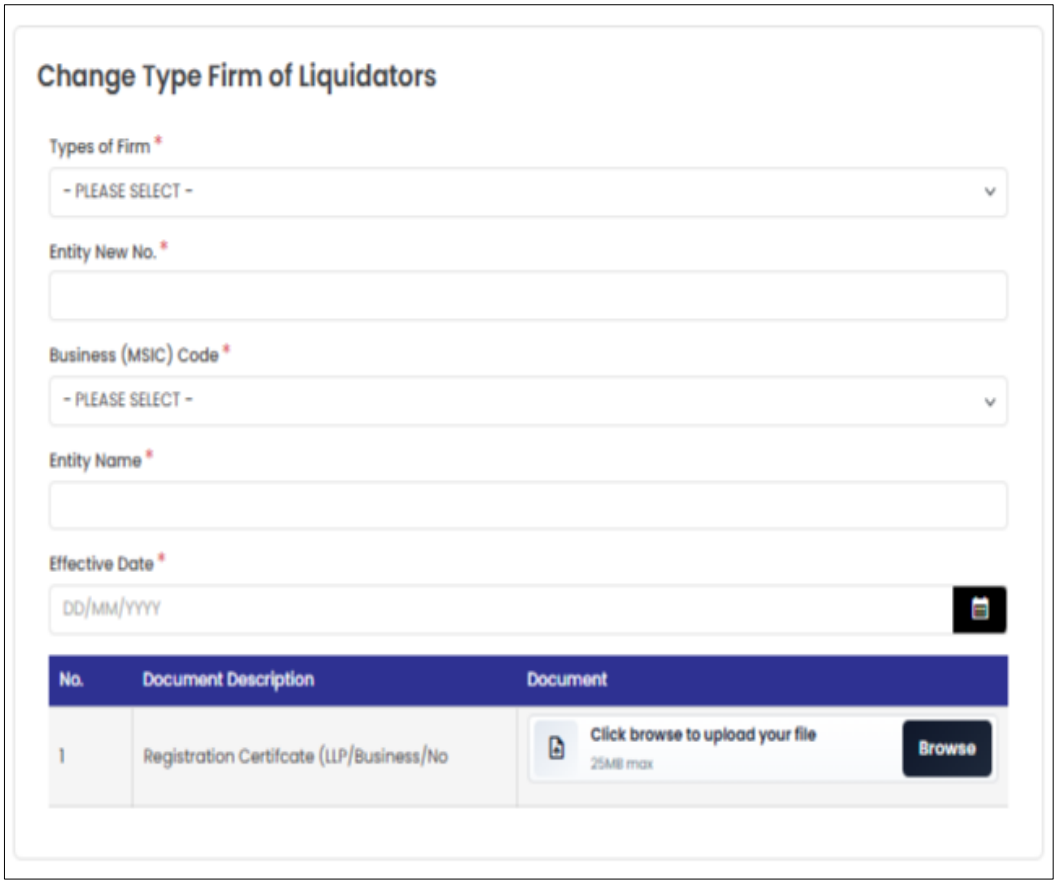
| Field Num. | Description |
|---|---|
| |  <br>b) **Cessation of Firm**<br>i. Removal Type<br>ii. Effective Date*<br>iii. Reason*<br>iv. Other Supporting Document (if any) |

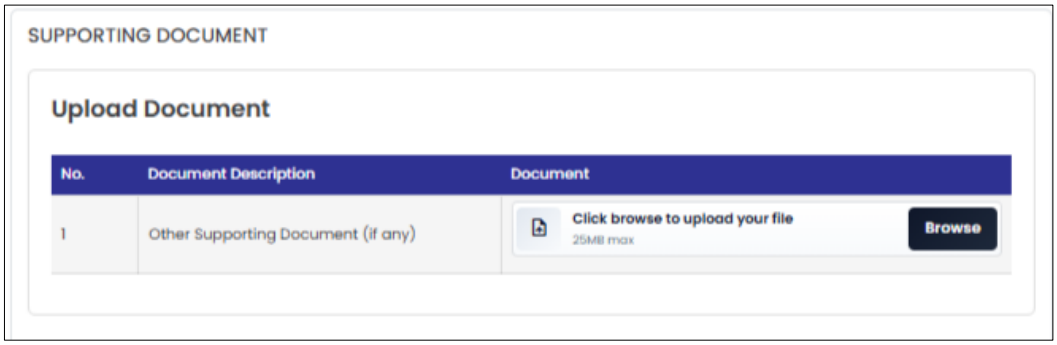
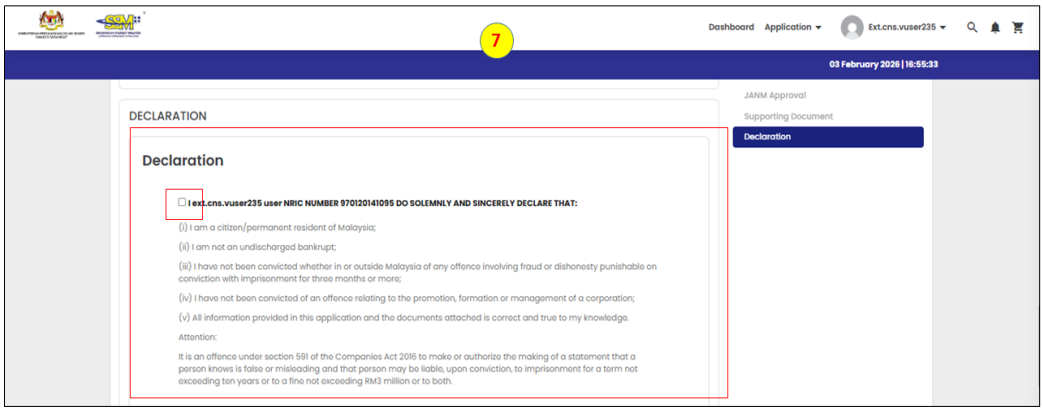
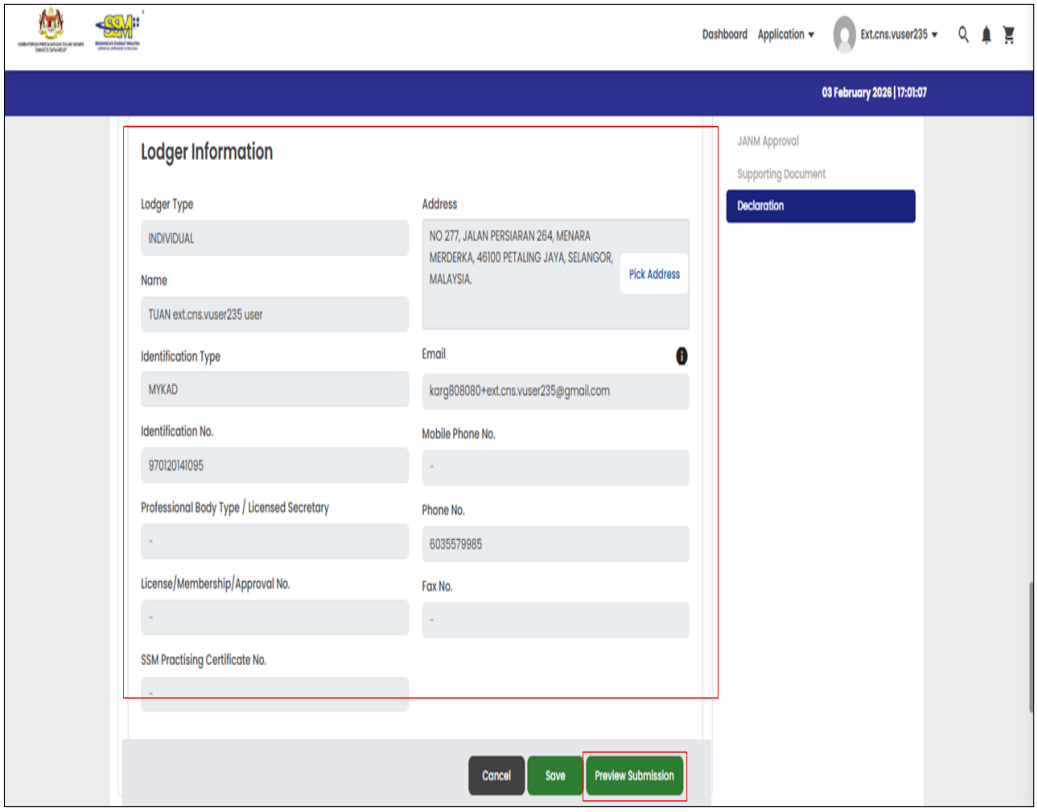
| Field Num. | Description |
|---|---|

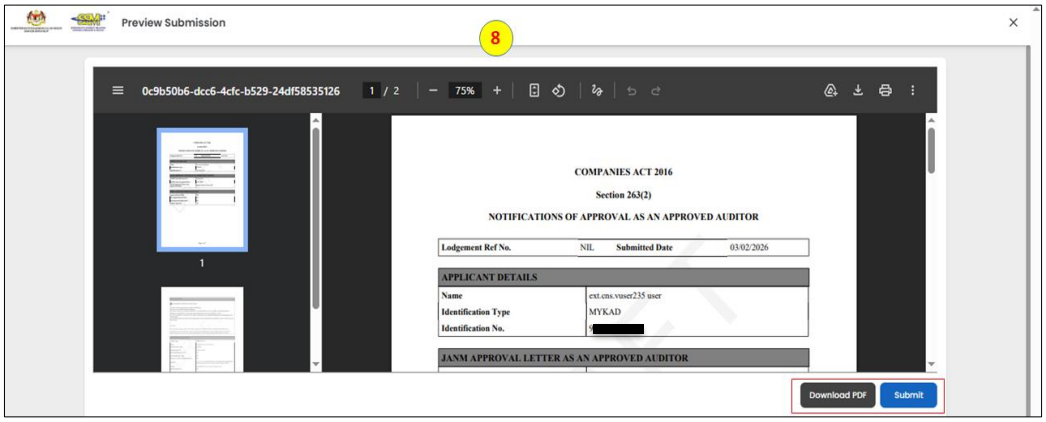
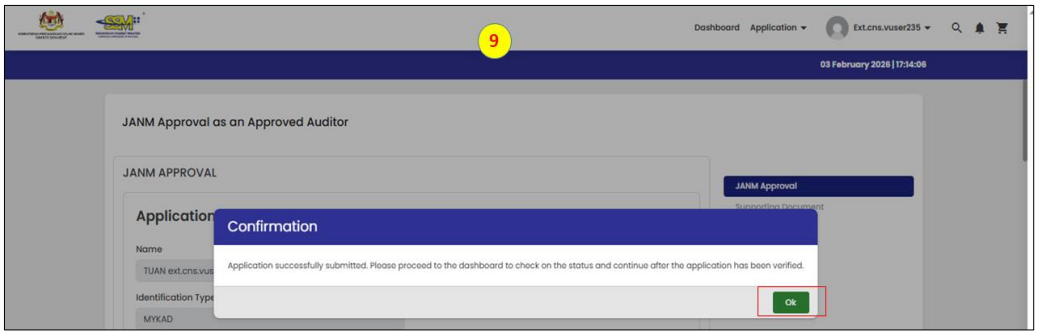



c) **Change Type of Firm of Liquidators**

i. Types of Firm*
ii. Entity New No. *
iii. Business (MSIC) Code*
iv. Entity Name*
v. Effective Date*
vi. Registration Certificate (LLP/Business/Non-Audit Firm)

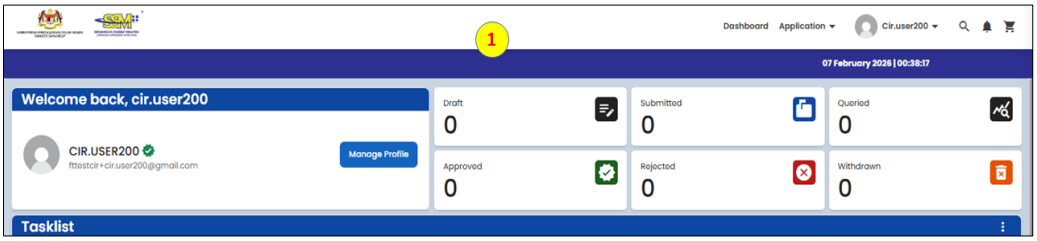


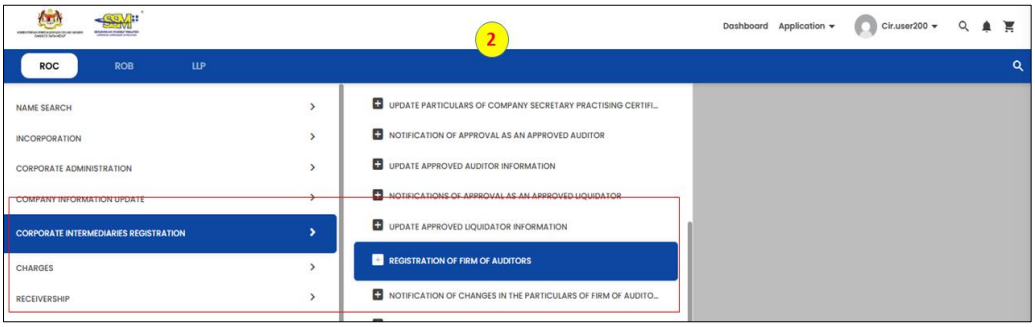
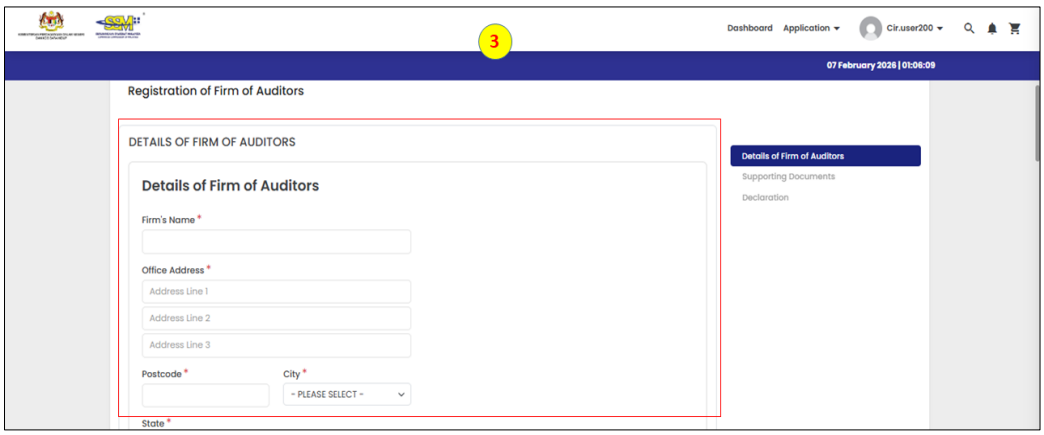
| Field Num. | Description |
|---|---|
| 5. | On **Supporting Document** section, click Add Attachment to upload if any.   |
| 6. | In the **Declaration** section, check on the **Declaration** checkbox and click thethe **Preview Submission** button.     |

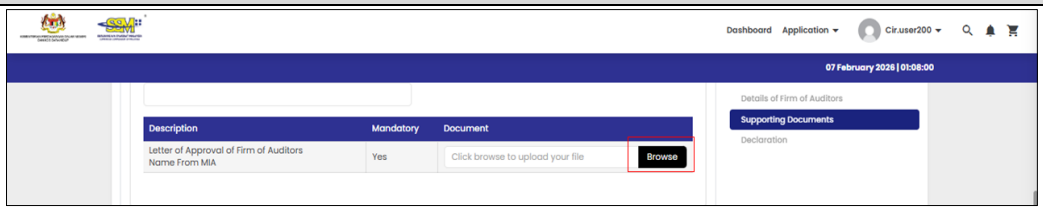
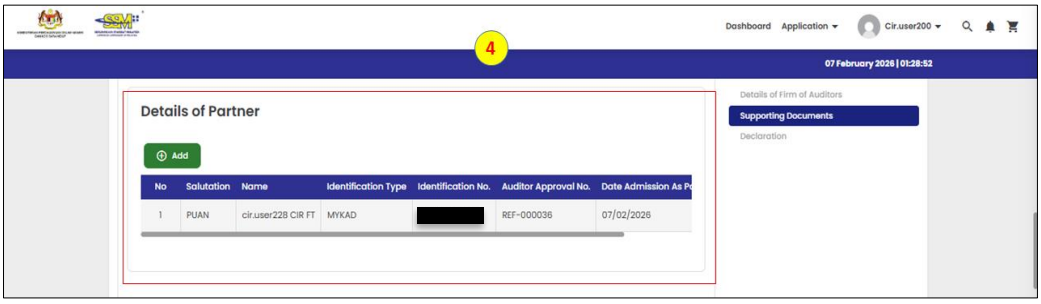
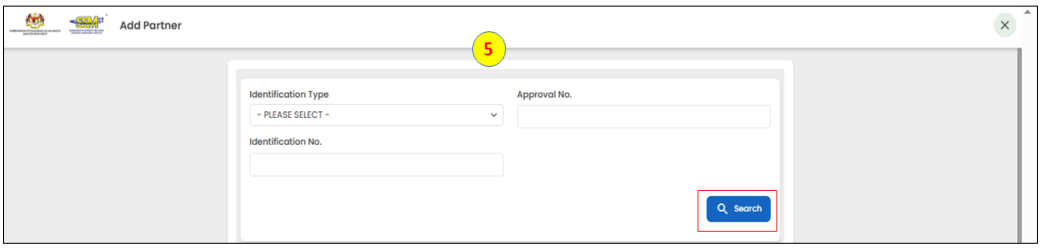
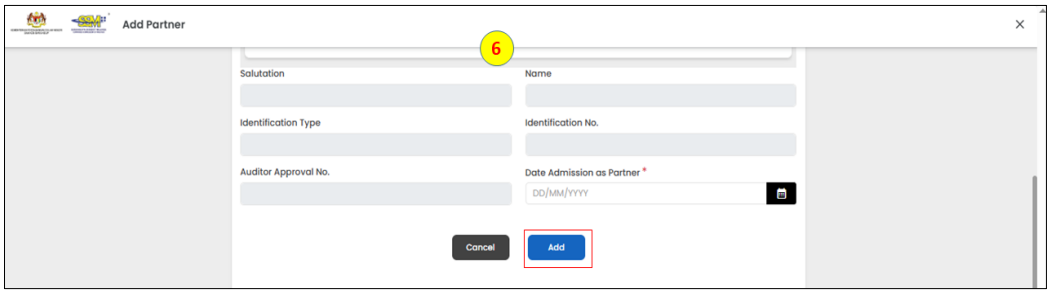
| Field Num. | Description |
|---|---|
| 7. | Click the**Download PDF** button then **Submit** button.<br>  <br> |
| 8. | System prompt pop-up notification and you can click **OK**.<br>  <br> |
| 9. | System will **Automatically** update the information only for **Update Address Information, Contact Information** and **Cessation of Firm** else need update approval info which subject to JANM approval/validation. |

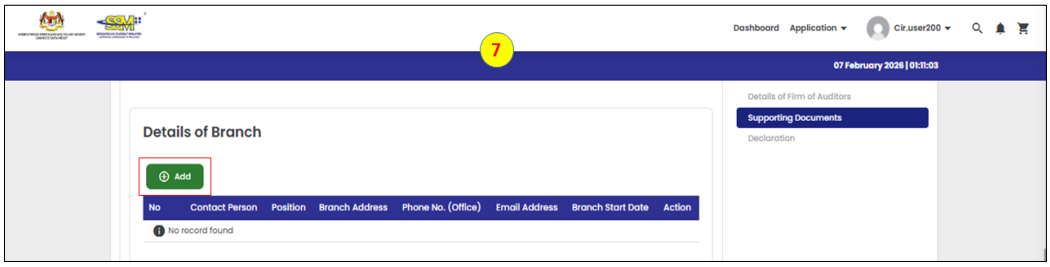
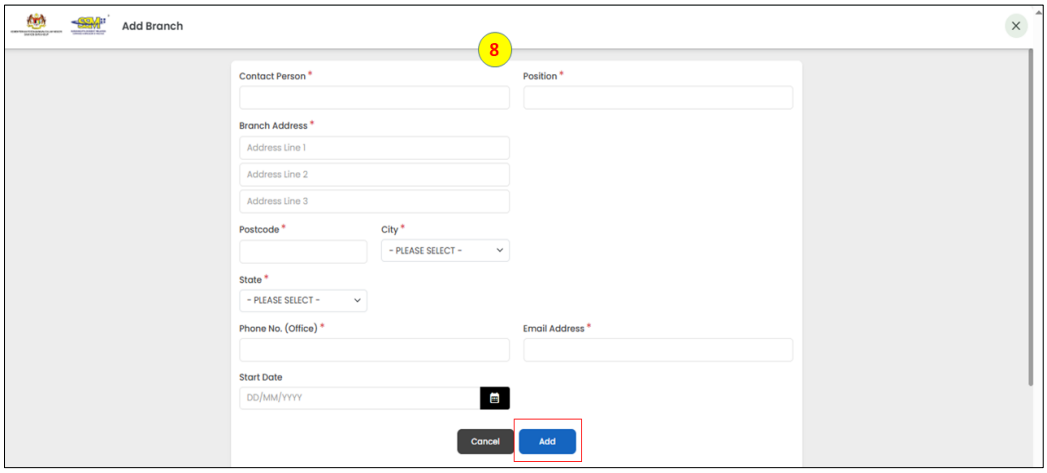
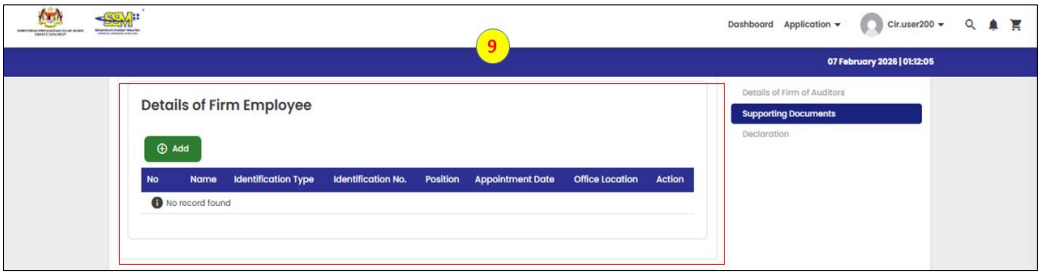
# 8. Firm of Auditors

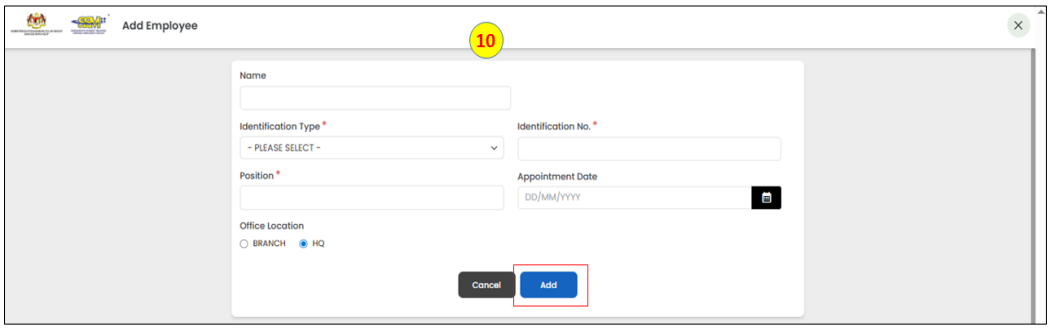
## 8.1 Registrations of Firm of Auditors

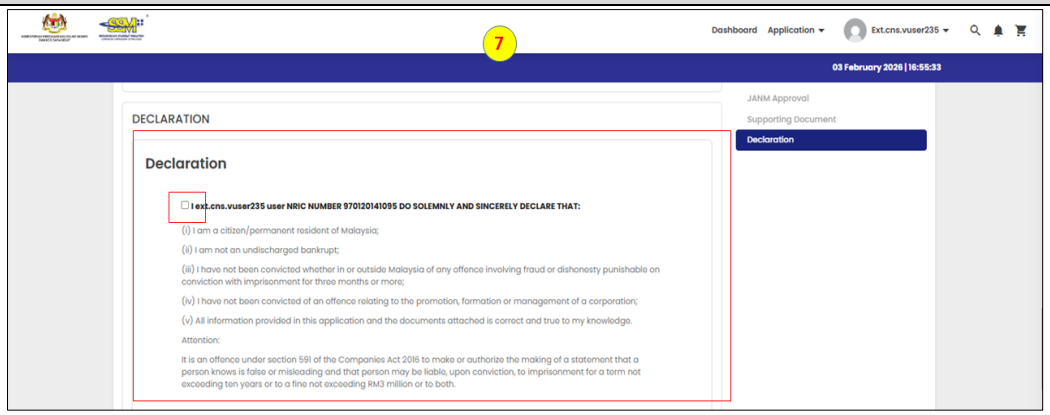
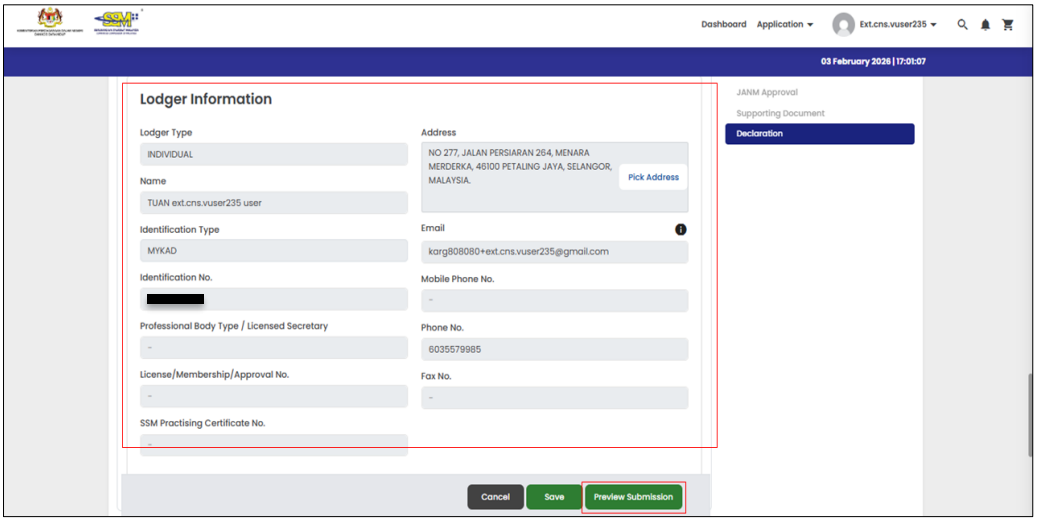
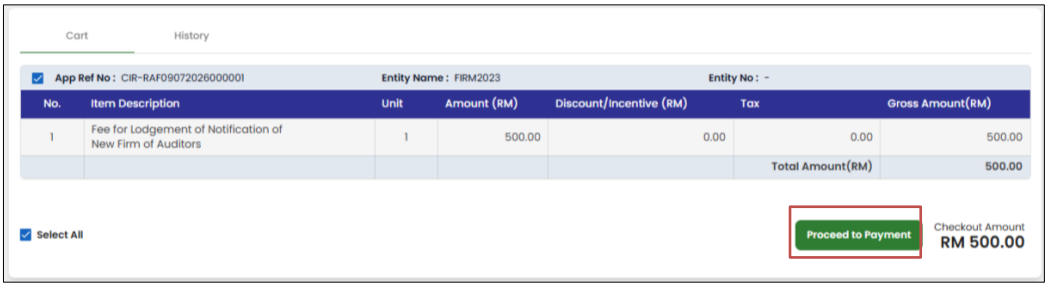
| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**<br>  <br> |

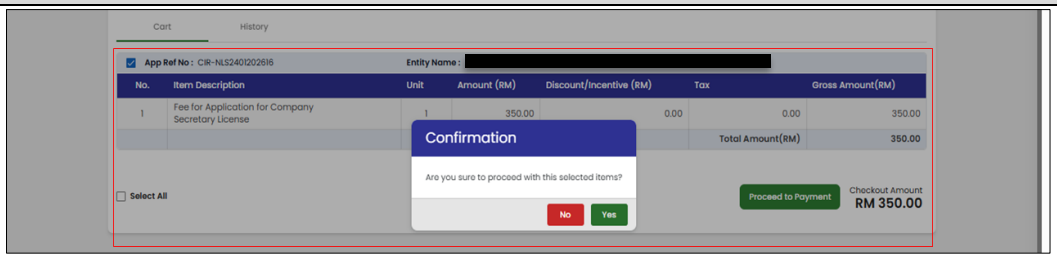
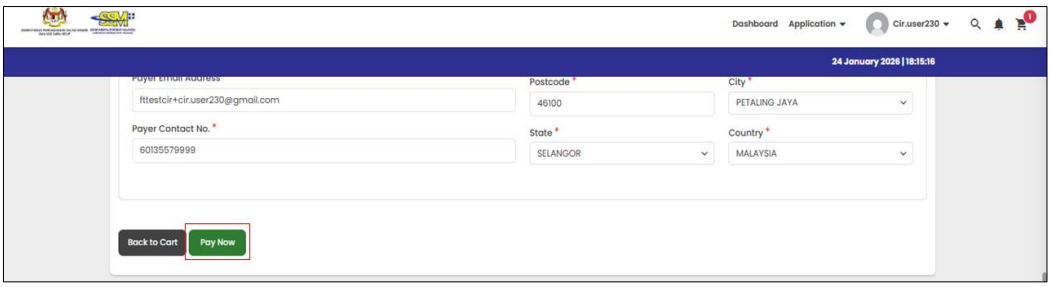
| Field Num. | Description |
|---|---|
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Registration of Firm of Auditors**   |
| 3. | In the **Details of Firm of Auditors**<br><br>a) **Firm's Name:** *<any text>*<br>b) **Office Address:** *<any text>*<br>c) **Postcode:** *<any digit>*<br>d) **City:** *<Auto-Populate>*<br>e) **State:** *<Auto-Populate>*<br>f) **Date Commencement of Business:** *<any date>*<br>g) **Phone No. (Mobile):** *<any text>*<br>h) **Phone No. (Office):** *<any text>*<br>i) **Email:** *<any text>*<br>j) **Fax No. (Office):** *<any text>*<br>k) **Letter of Approval of Proposed Audit Firm Name (MIA):** *<browse to upload>*<br>   |

| Field Num. | Description |
|---|---|
| |  |
| 4. | **Details of Partners** section:<br>Click **Add** button.<br>  |
| 5. | On **Add Partner** section:<br>**Identification No. /Auditor Approval No:** *<user input>*<br>  <br>Click **Search** button, then it will auto populate:<br>a) **Salutation:** *<Auto-Populate>*<br>b) **Name:** *<Auto-Populate>*<br>c) **Identification Type:** *<Auto-Populate>*<br>d) **Identification No.:** *<Auto-Populate>*<br>e) **Auditor Approval No:** *<Auto-Populate>*<br>f) **Date of Admission as Partner:** *<any date>*<br>  <br>Then Click **Add** button. |

| Field Num. | Description |
|---|---|
| 6. | On **Details of Branch** section:<br>  <br><br>Click **Add** button to fill in the details:<br>a) **Contact Person:** *<user input>*<br>b) **Position:** *<user input>*<br>c) **Branch Address:** *<user input>*<br>d) **Postcode:** *<user input>*<br>e) **City:** *<Auto-Populate>*<br>f) **State:** *<Auto-Populate>*<br>g) **Phone No. (Office:** *<any digit>*<br>h) **Email:** *<any text>*<br>i) **Start Date:** *<DD/MM/YYYY>*<br>  <br><br>Then Click **Add** button |
| 7. | **Details of Firm Employee** section:<br>  <br> |

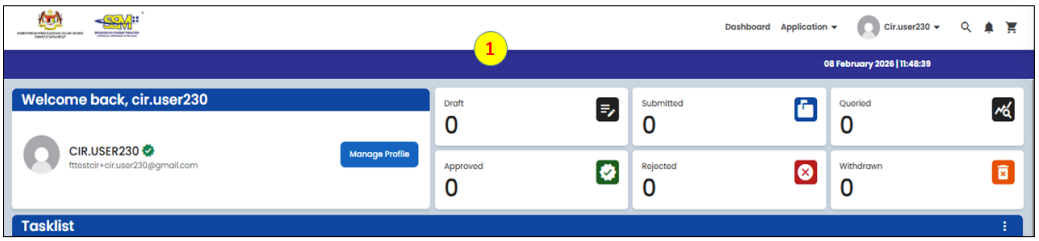
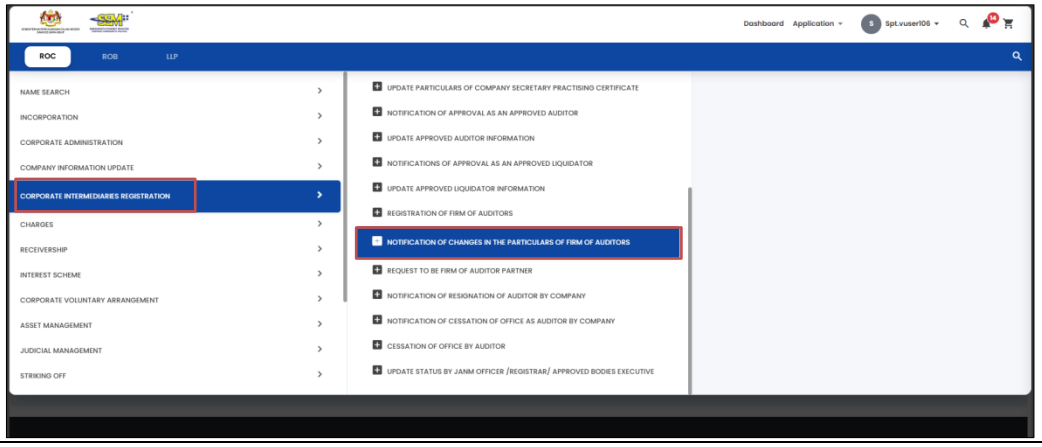
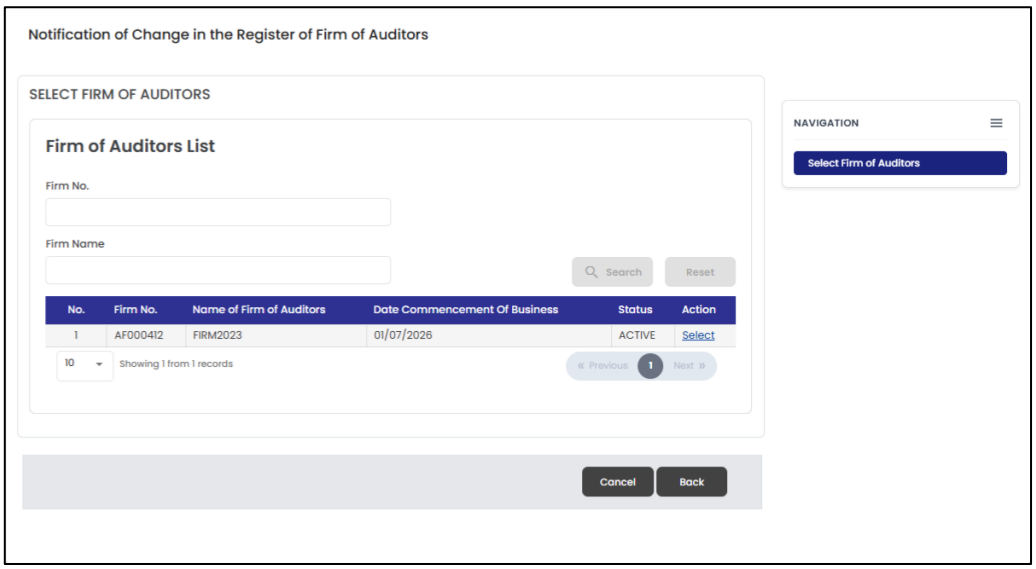
| Field Num. | Description |
|---|---|
| | Click **Add** button to fill in the details:<br>a) **Name:** *<any text>*<br>b) **Identification Type:** *<select from dropdown>*<br>c) **Identification No.:** *<any digit>*<br>d) **Position:** *<any text>*<br>e) **Appointment Date:** *<DD/MM/YYYY>*<br>f) **Office Location:** *<checked one from the choices>*<br>  <br><br>Click **Add** button |
| 8. | On **Supporting Documents** section, browse and upload attachment if needed.<br> <br> |
| 9. | In the **Declaration** section, check on the **Declaration** checkbox and click thethe **Preview Submission** button. |

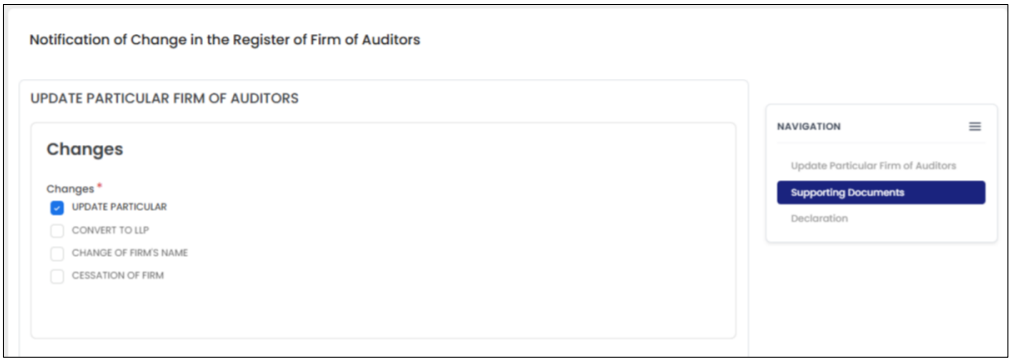
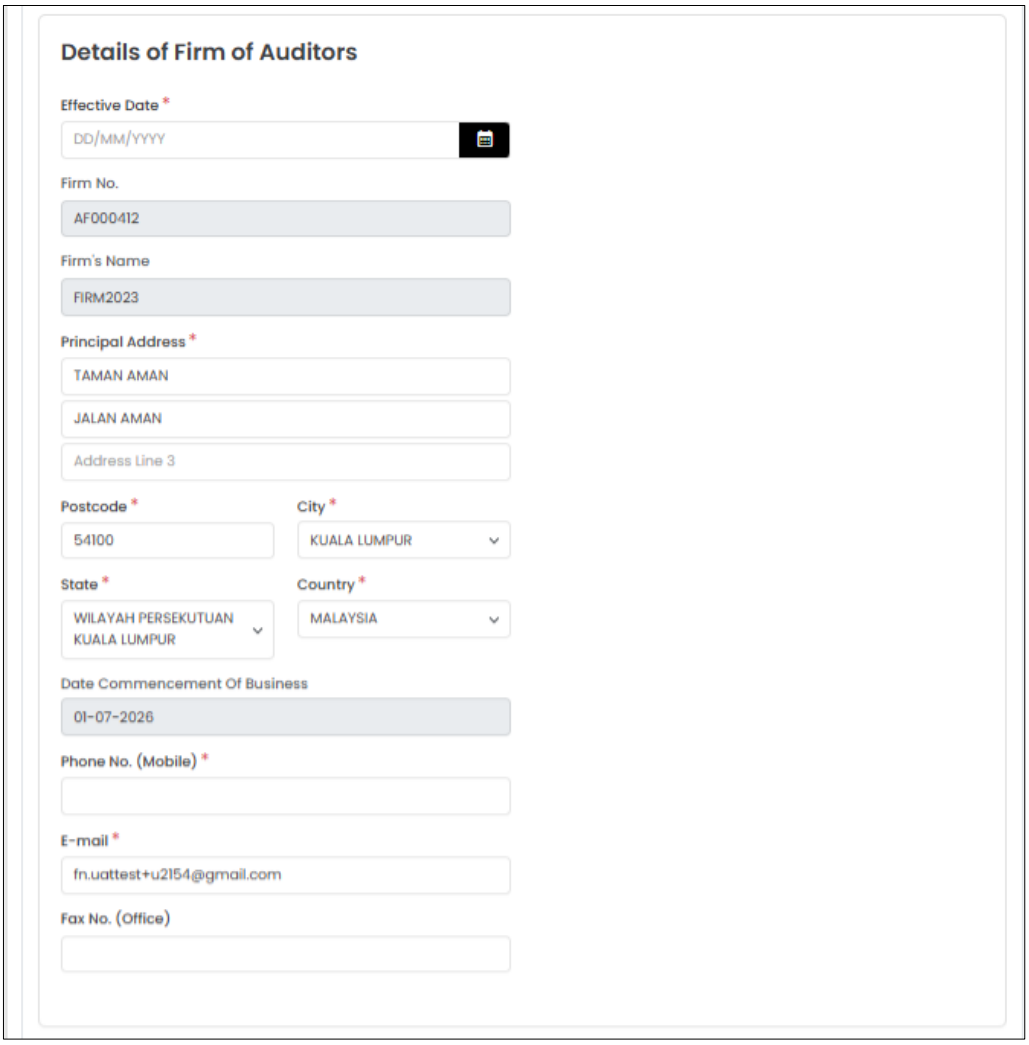
| Field Num. | Description |
|---|---|
| |  <br>  |
| 10. | Click the **Download PDF** button then **Submit** button.<br> |
| 11. | Make payment as instructed & payment successful.<br>  |

| Field Num. | Description |
|---|---|
| |  <br>  |
| 12. | Upon submission, the system will send an email notification together with a letter on the allocation of the firm of auditor's number and the application will be pending for SSM Officer's review and approval. |

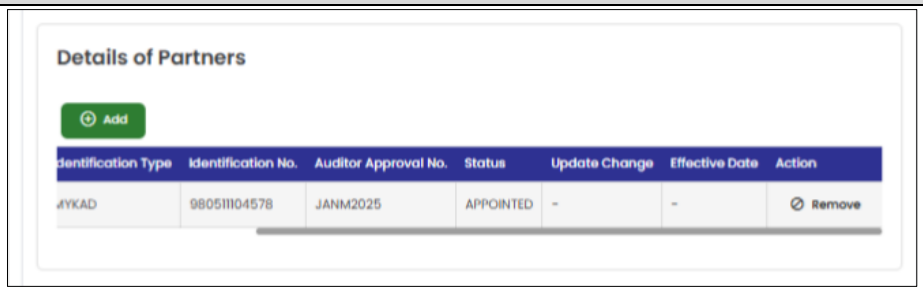
## 8.2 Notification of Changes in the Particulars of Firm of Auditors

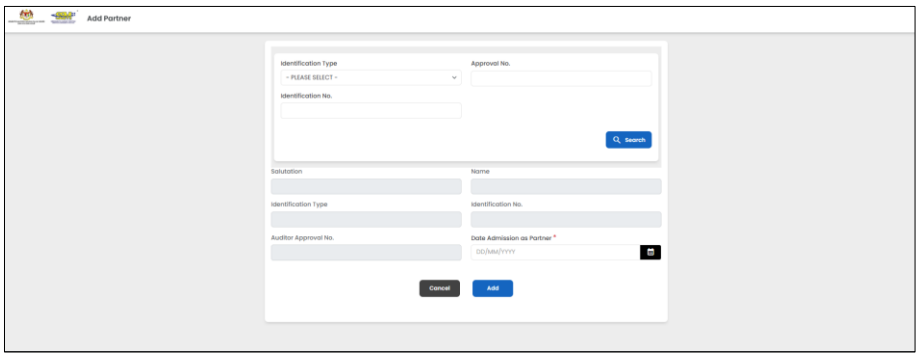
### 8.2.1 Update Particular

| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Changes in the Particulars of Firm Auditors**   |
| 3. | On the **Firm of Auditors List** section, enter **Firm No.** and click **Search**. Under Action column, click **Select**.<br>a) **Firm No.:** *< AFXXXX>*   |

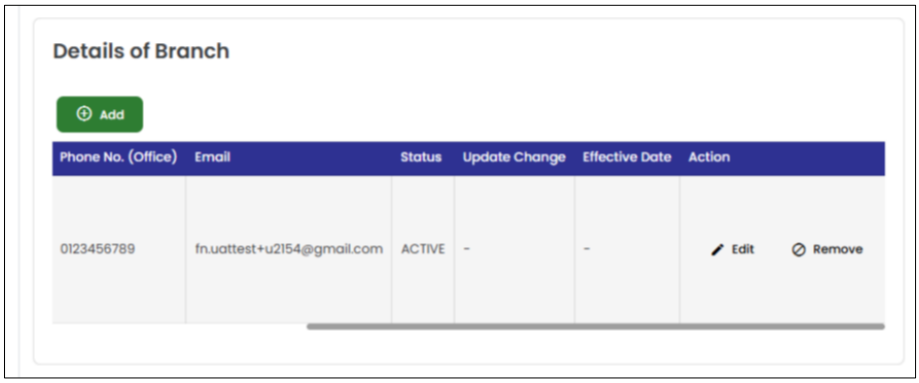
| Field Num. | Description |
|---|---|
| 4. | On **Changes** section, tick **Update Particular**.<br>  <br> |
| 5. | On the **Update Particular Firm of Auditors,** fill in the following details:<br>a) On **Details of Firm of Auditor,** update any desired information**.**<br>  <br><br>b) On **Details of Partners,** can click **Add** button to add new record**.** If want to delete existing record, just click **Remove** icon under **Action** column**.** |

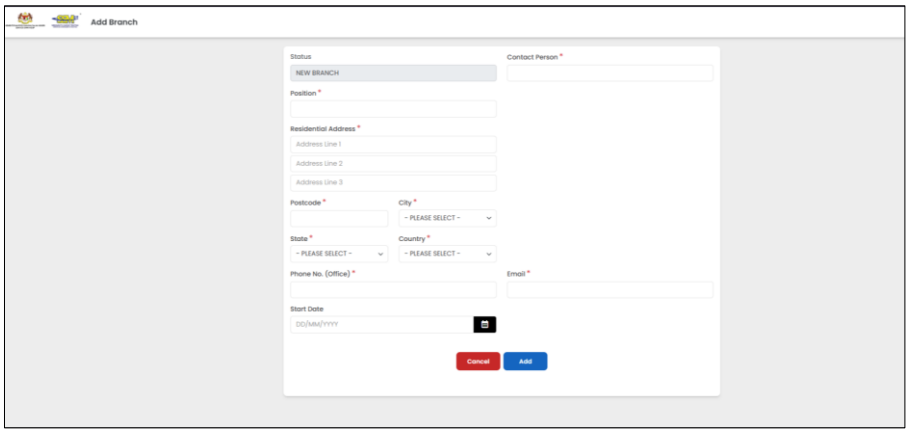
| Field Num. | Description |
|---|---|



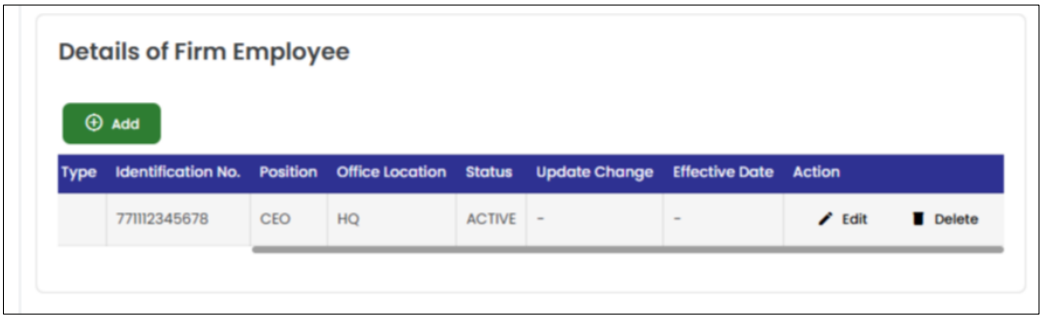
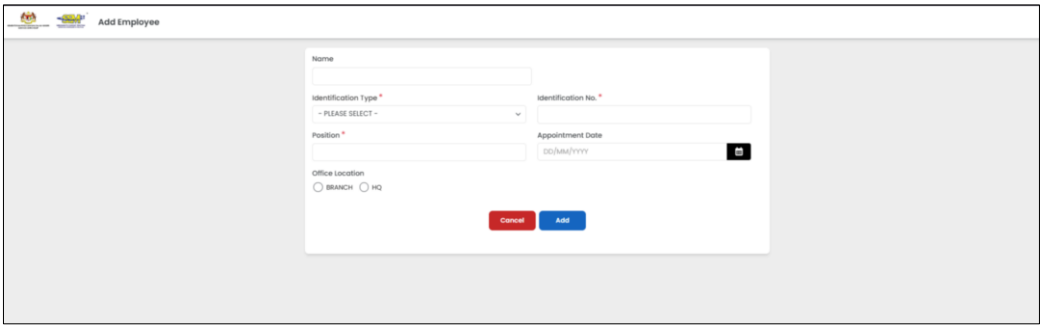



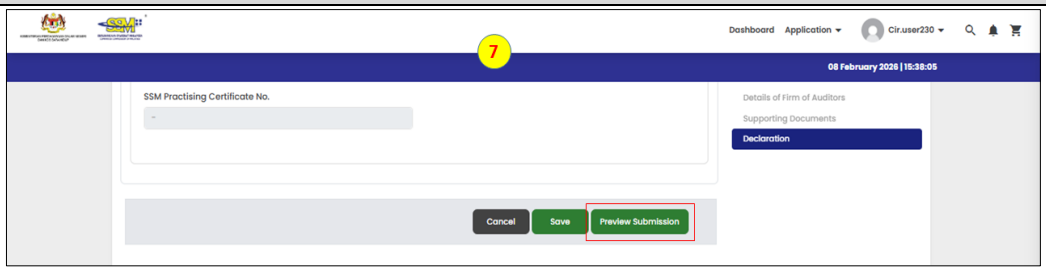

c) On **Details of Branch,** can click **Add** button to add new record**.** If want to edit or delete existing record, just click **Edit** or **Remove** icon under **Action** column**.**



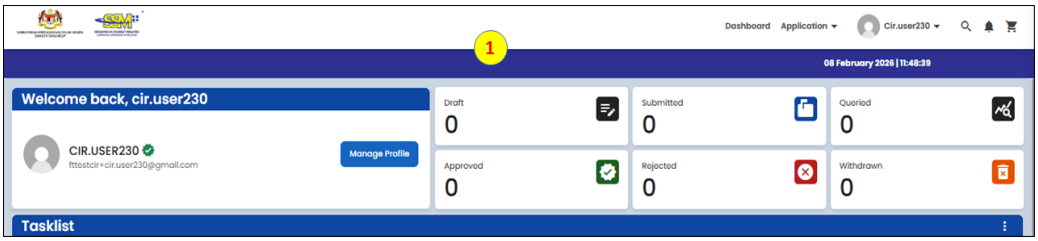
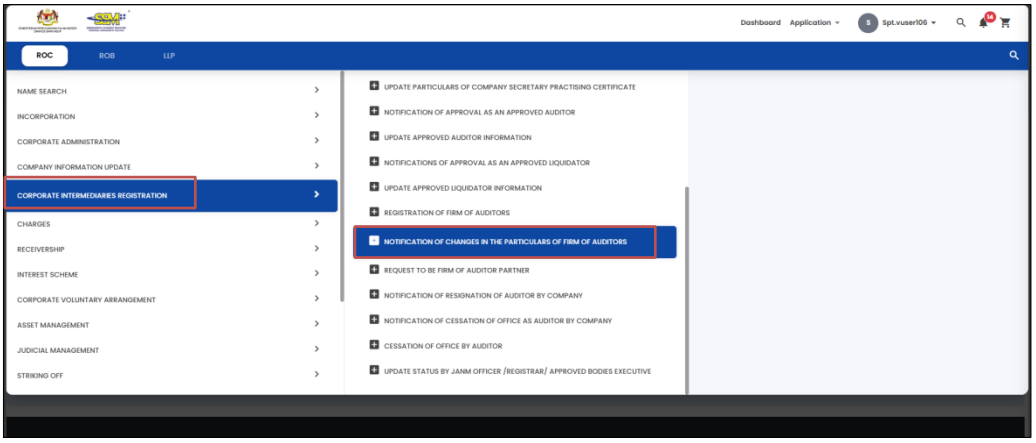



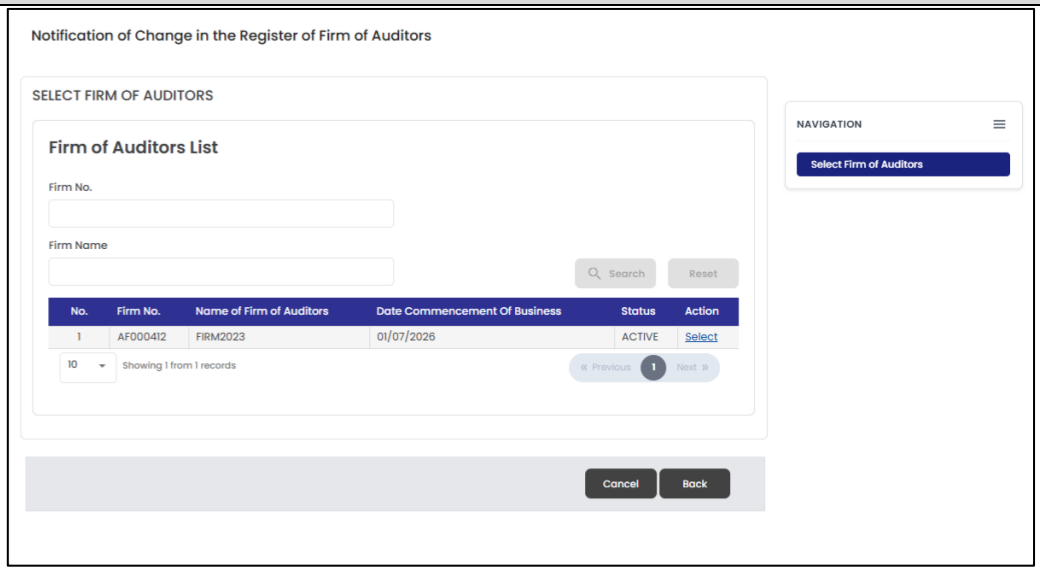
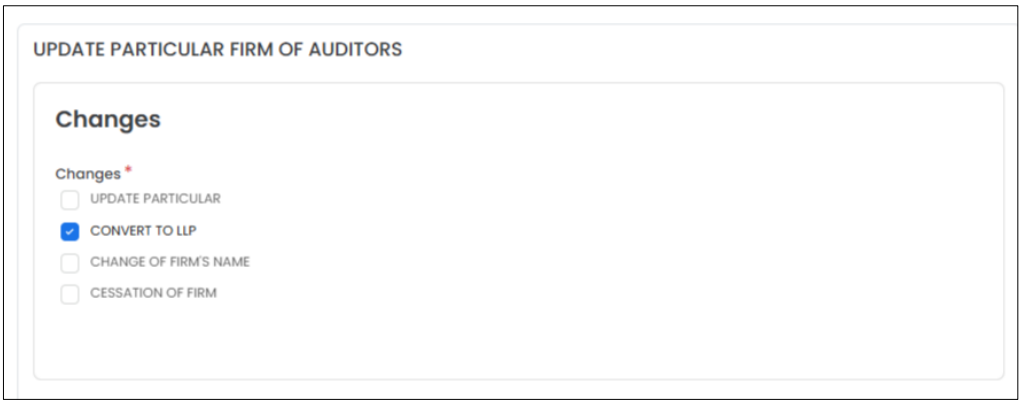

d) On **Details of Firm Employee,** can click **Add** button to add new record**.** If

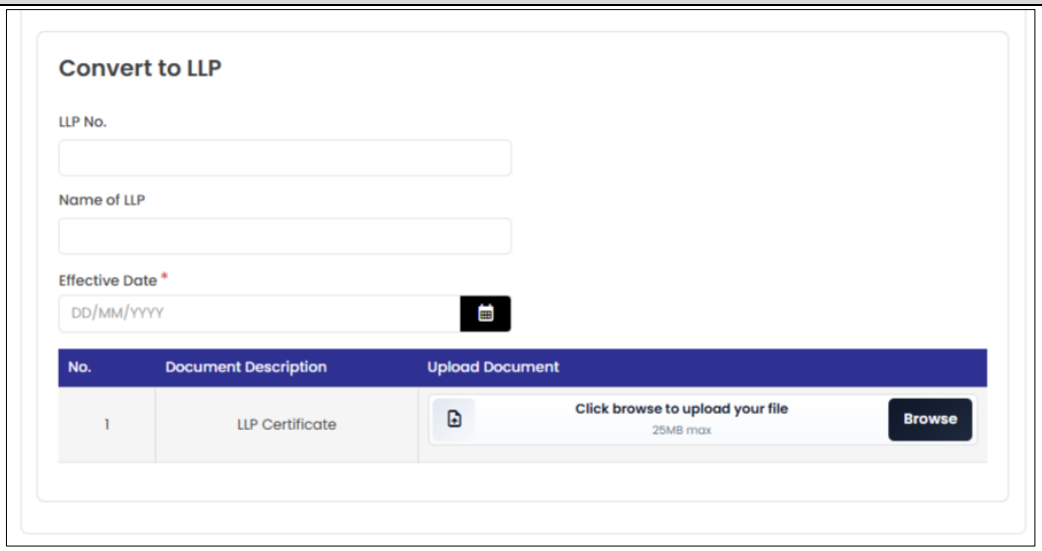
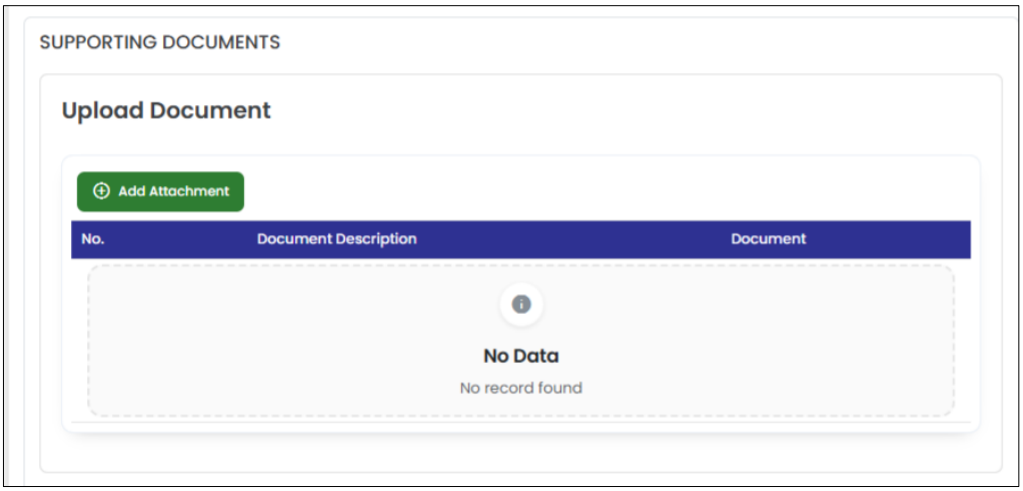
| Field Num. | Description |
|---|---|
| | want to edit or delete existing record, just click **Edit** or **Remove** icon under **Action** column**.**<br>  <br><br>  <br> |
| 6. | On the **Supporting Document** section, enter the following details:<br>a) **Other Supporting Document (if any):** *<Browse & Upload>*<br> <br> |
| 7. | On the **Declaration statement**, check on the Declaration checkbox and click the the **Preview Submission** button.<br> <br> |

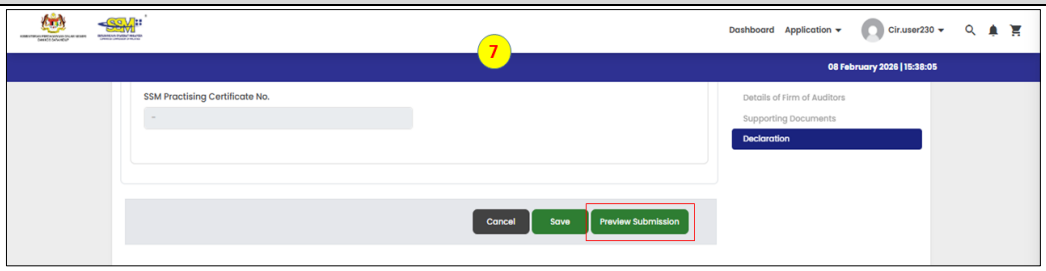
| Field Num. | Description |
|---|---|
| |  |
| 8. | Click the **Download** PDF button and **Submit** button. |
| 9. | Upon submission, system will automatically approve the application. Then, system will send an email notification. |

## 8.2.2 Convert to LLP

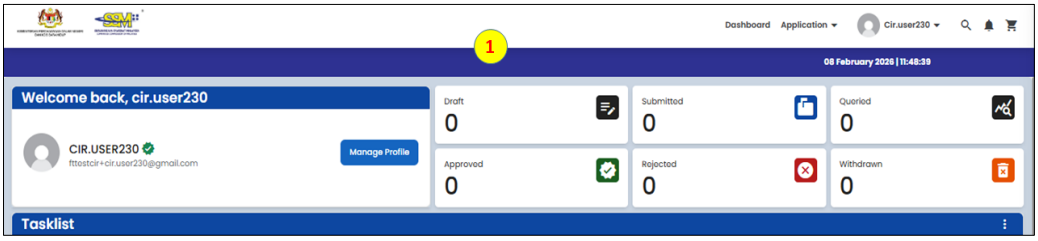
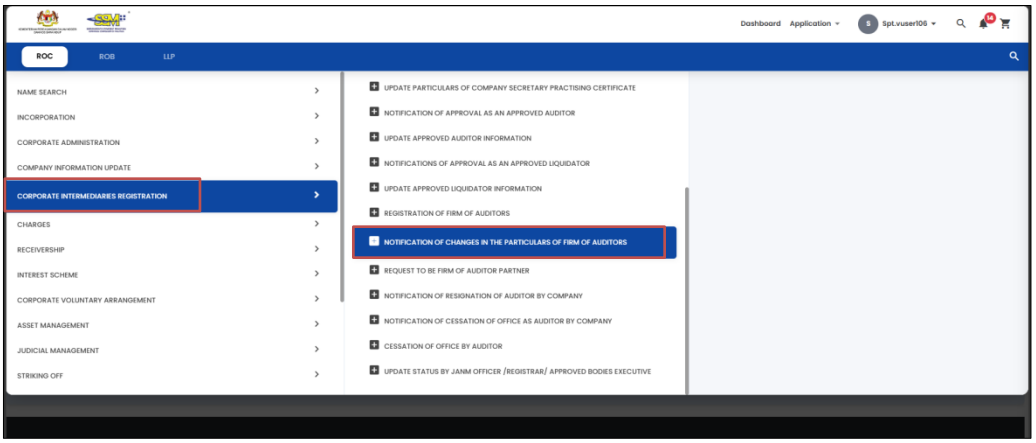
| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**<br>  |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Changes in the Particulars of Firm Auditors**<br>  |
| 3. | On the **Firm of Auditors List** section, enter **Firm No.** and click **Search**. Under Action column, click **Select**.<br>a) **Firm No.:** *< AFXXXX>* |

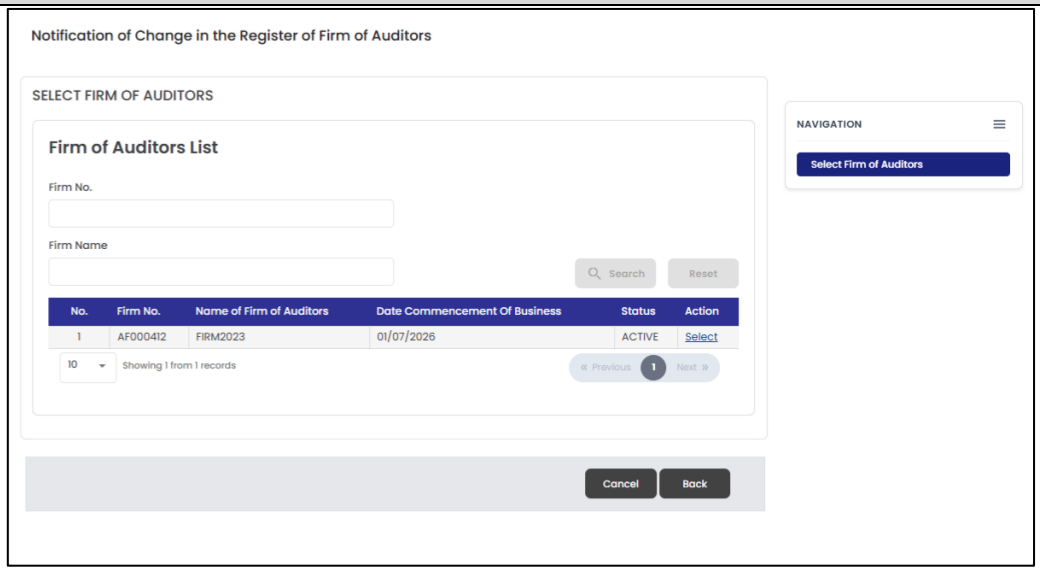
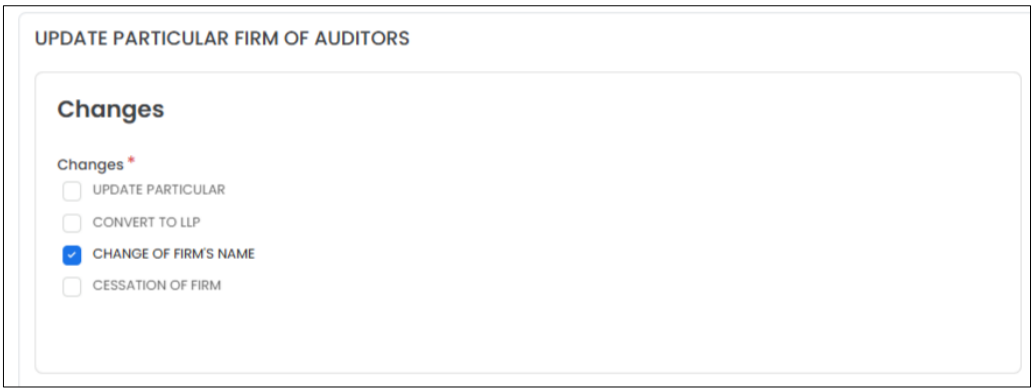
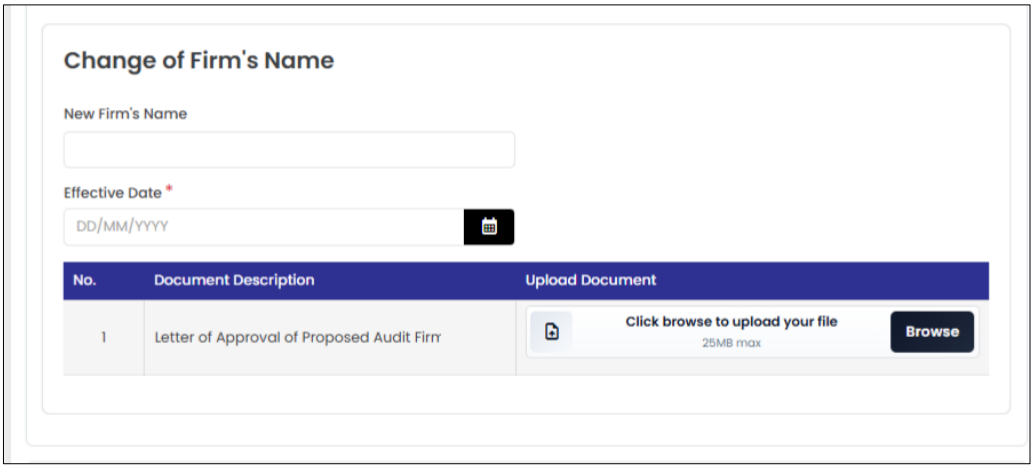
| Field Num. | Description |
|---|---|
| |  |
| 4. | On **Changes** section, tick **Convert to LLP**.<br>  |
| 5. | On the **Convert to LLP,** fill in the following details:<br>a) **LLP No.**<br>b) **Name of LLP**<br>c) **Effective Date***<br>d) **LLP Certificate** |

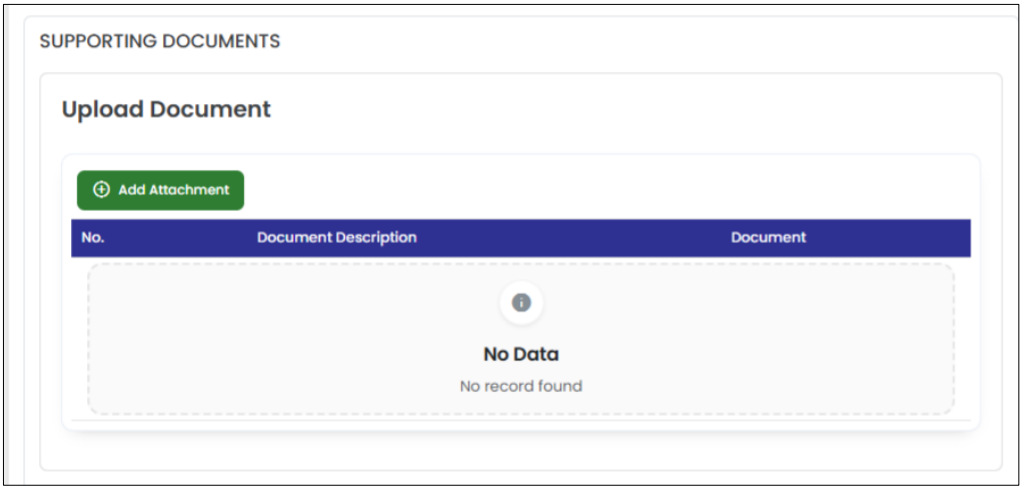
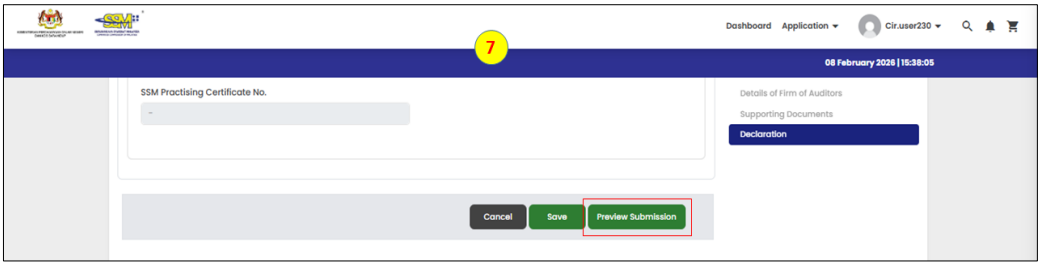
| Field Num. | Description |
|---|---|
| |  |
| 6. | On the **Supporting Document** section, click **Add Attachment** button:<br>a) **Upload Document (if any):** *<Browse & Upload>*<br>  |
| 7. | On the **Declaration statement**, check on the Declaration checkbox and click the the **Preview Submission** button.<br> |

| Field Num. | Description |
|---|---|
| |  |
| 8. | Click the **Download** PDF button and **Submit** button. |
| 9. | Upon submission, the system will send an email notification and the application will be pending for SSM Officer's review and approval. |

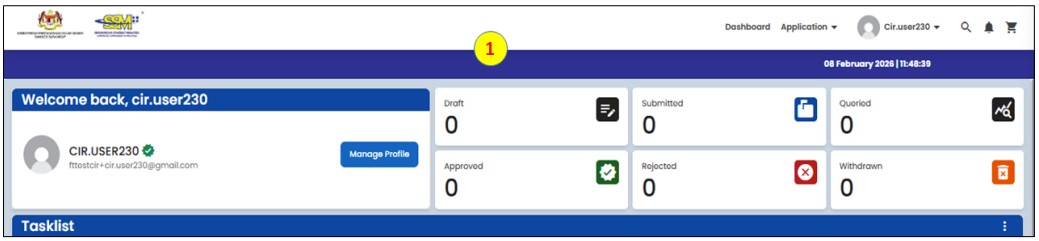
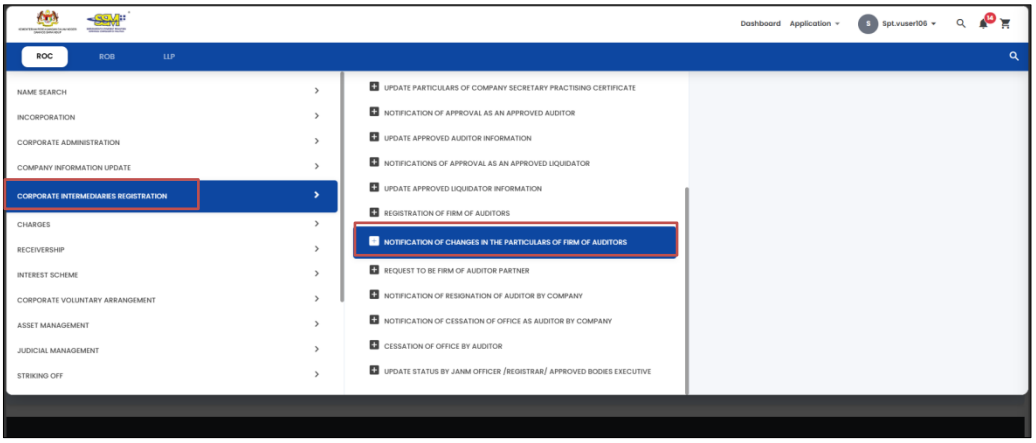
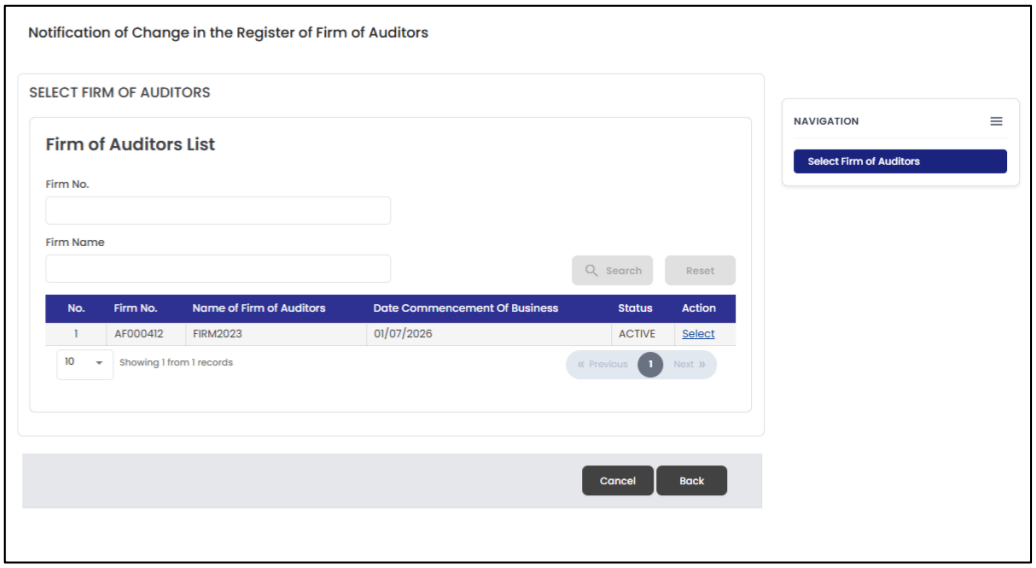
## 8.2.3 Change of Firm's Name

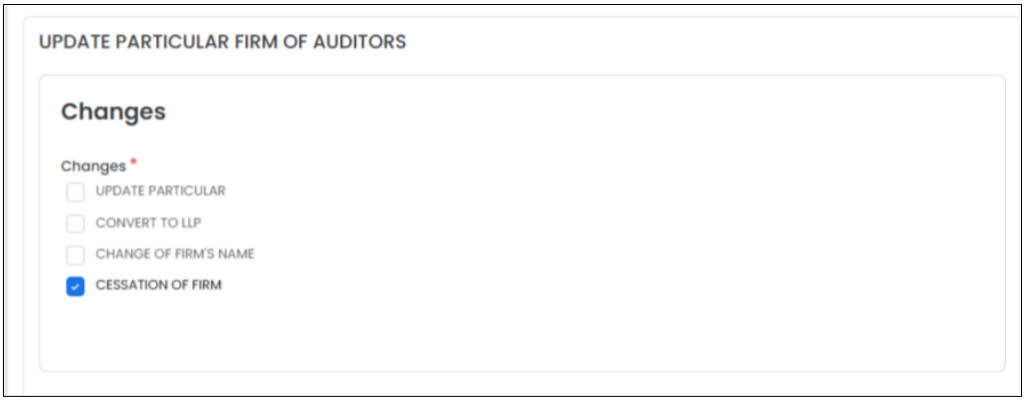
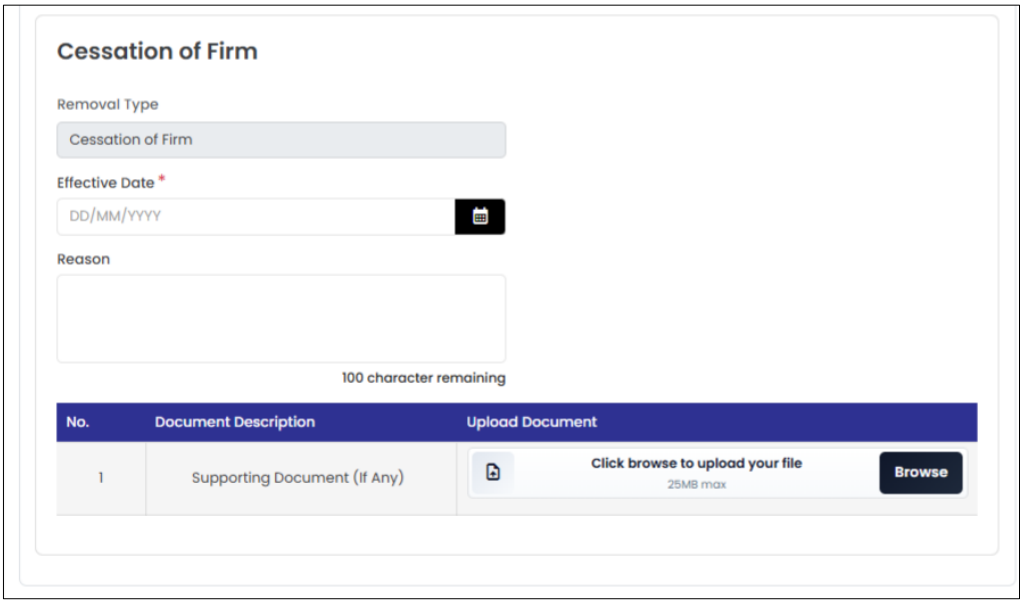
| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**<br>  |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Changes in the Particulars of Firm Auditors**<br>  |
| 3. | On the **Firm of Auditors List** section, enter **Firm No.** and click **Search**. Under Action column, click **Select**.<br>a) **Firm No.:** *< AFXXXX>* |

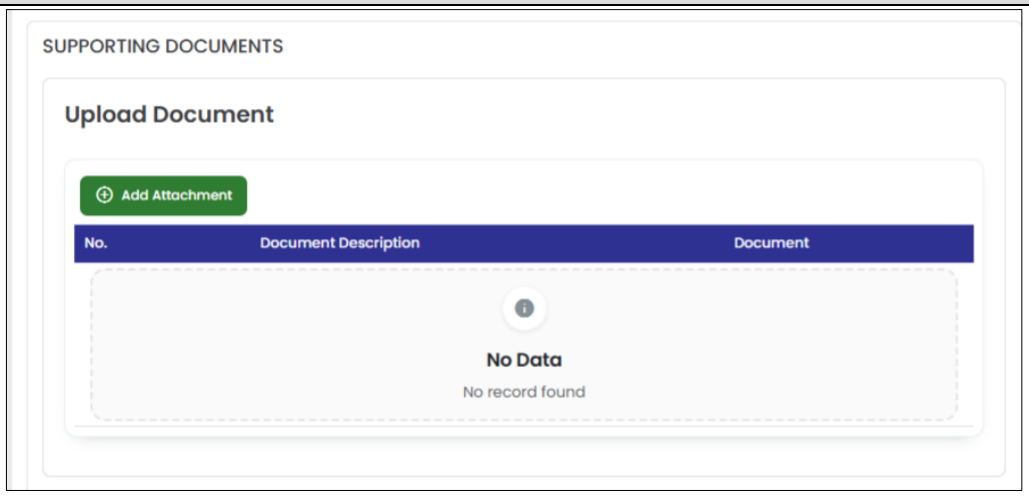
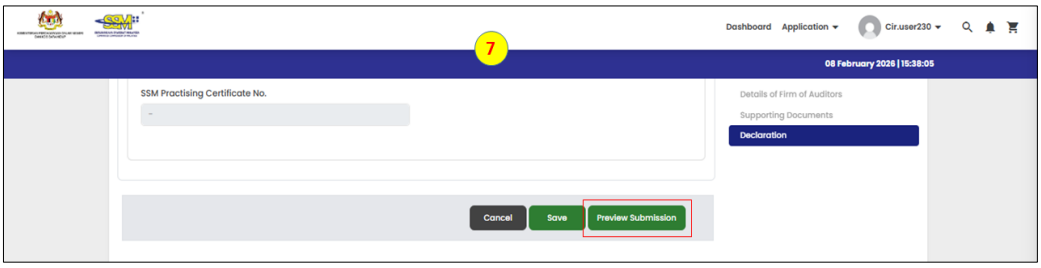
| Field Num. | Description |
|---|---|
| |  |
| 4. | On **Changes** section, tick **Change of Firm's Name**.<br>  |
| 5. | On the **Change of Firm's Name,** fill in the following details:<br>a) **New Firm's Name**<br>b) **Effective Date***<br>c) **Letter of Approval of Proposed Audit Firm**<br>  |

| Field Num. | Description |
|---|---|
| 6. | On the **Supporting Document** section, click **Add Attachment** button:<br>a) **Upload Document (if any):** *<Browse & Upload>*<br>  <br> |
| 7. | On the **Declaration statement**, check on the Declaration checkbox and click the the **Preview Submission** button.<br> <br><br>  <br> |
| 8. | Click the **Download** PDF button and **Submit** button. |
| 9. | Upon submission, the system will send an email notification and the application will be pending for SSM Officer's review and approval. |

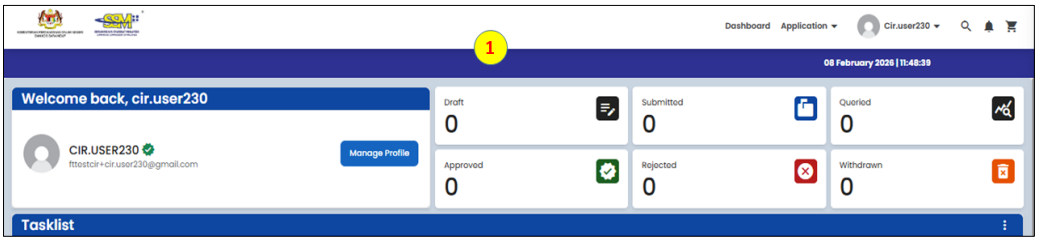
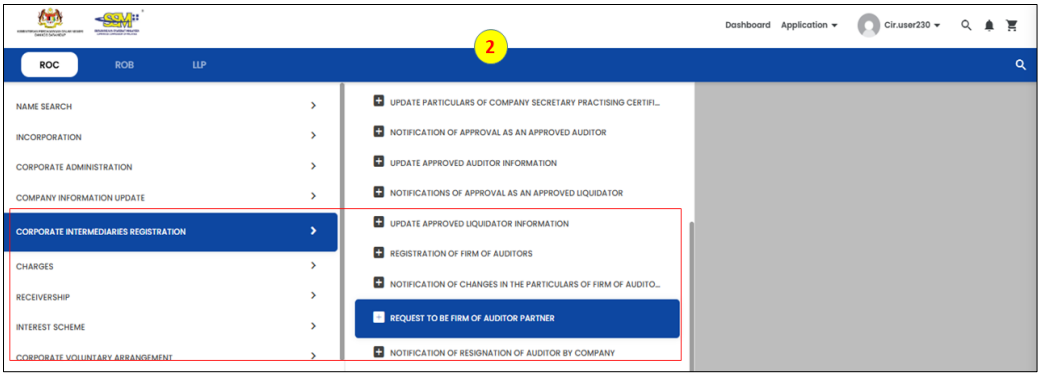
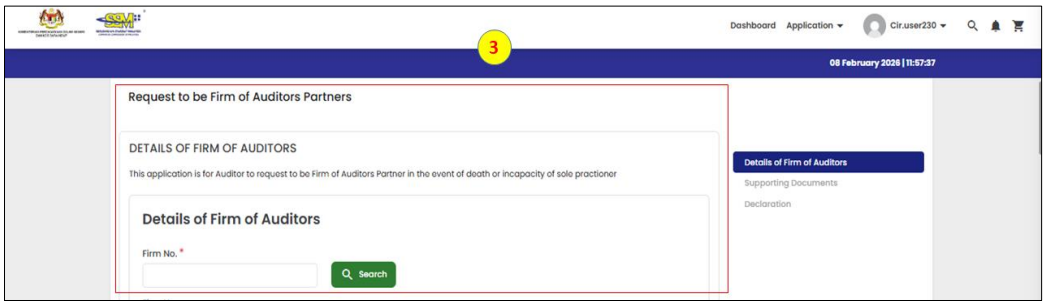
### 8.2.4 Cessation of Firm

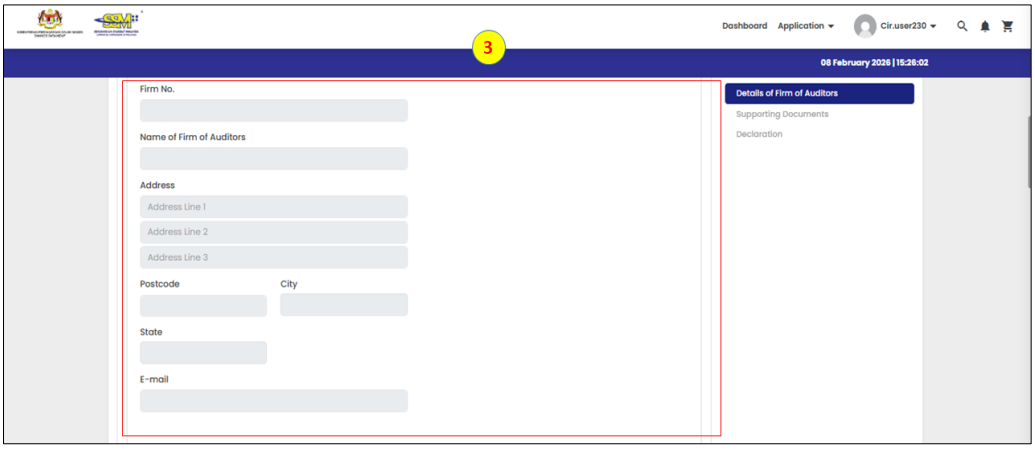
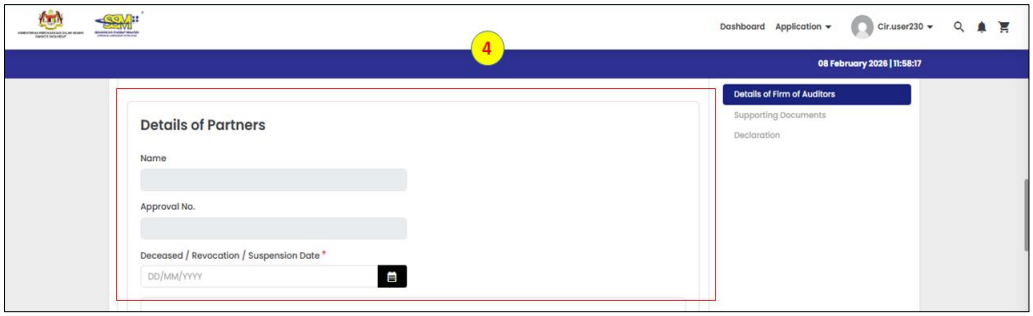
| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Changes in the Particulars of Firm Auditors**   |
| 3. | On the **Firm of Auditors List** section, enter **Firm No.** and click **Search**. Under Action column, click **Select**.<br>a) **Firm No.:** *< AFXXXX>*<br>   |

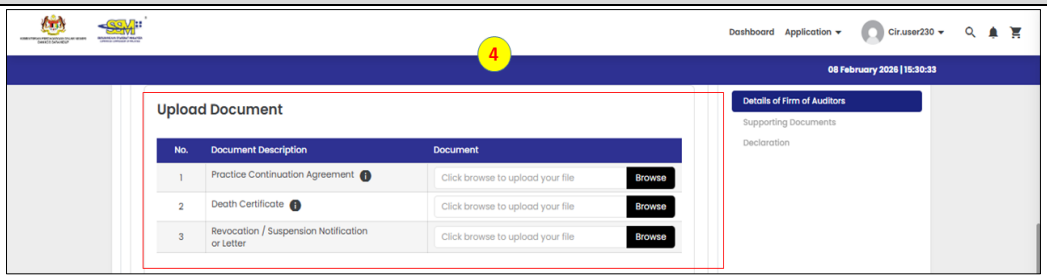
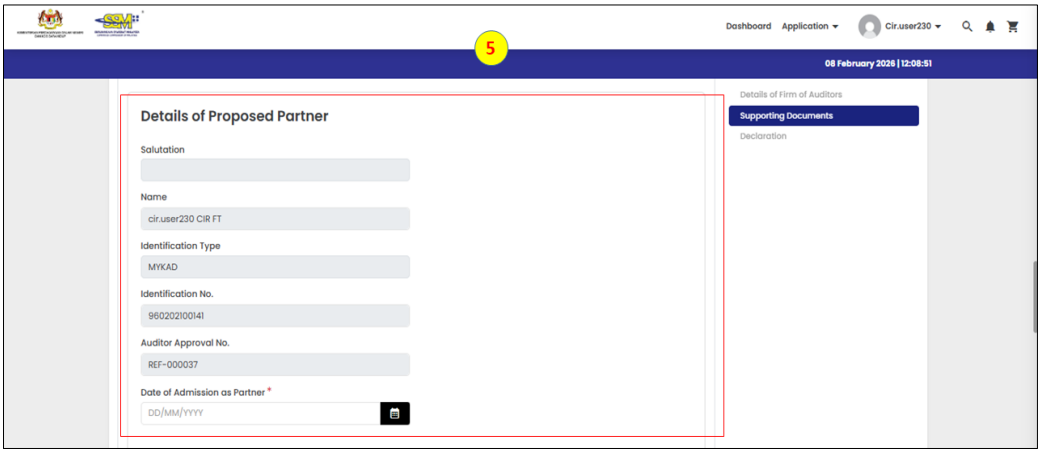
| Field Num. | Description |
|---|---|
| 4. | On **Changes** section, tick **Cessation of Firm**.<br>  <br> |
| 5. | On the **Cessation of Firm,** fill in the following details:<br>a) **Removal Type**<br>b) **Effective Date***<br>c) **Reason**<br>d) **Supporting Document (if any)**<br>  <br> |
| 6. | On the **Supporting Document** section, click **Add Attachment** button:<br>a) **Upload Document (if any):** *<Browse & Upload>* |

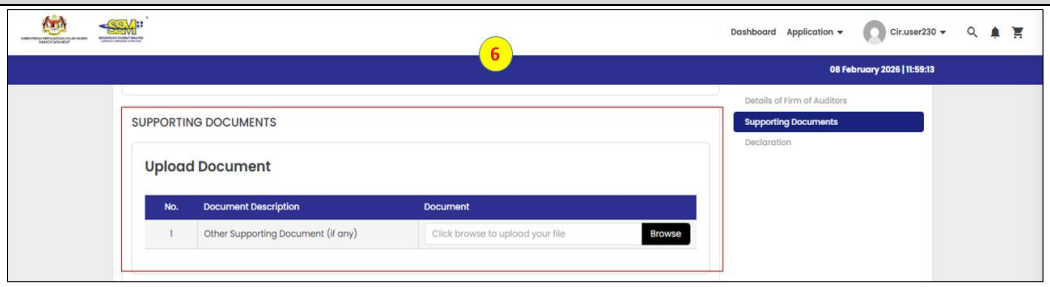
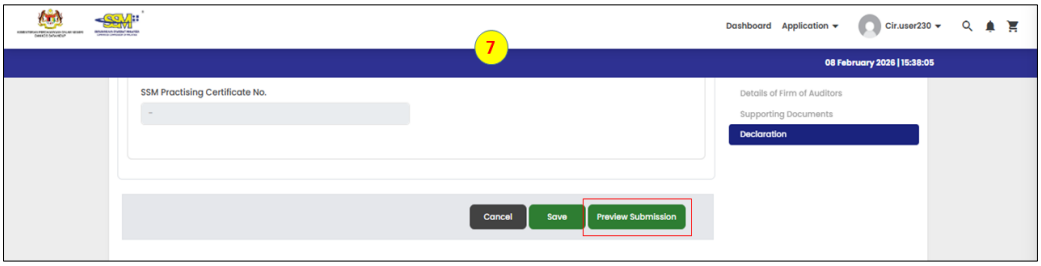
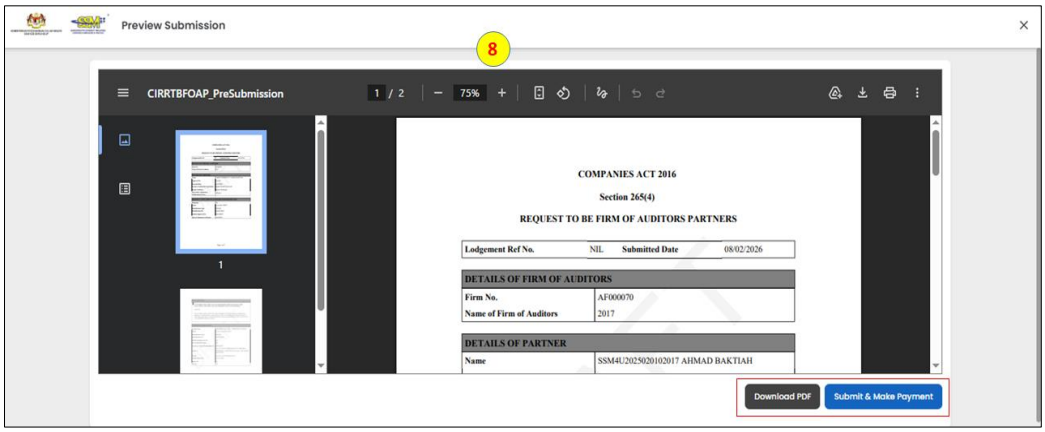
| Field Num. | Description |
|---|---|
| |  |
| 7. | On the **Declaration statement**, check on the Declaration checkbox and click the the **Preview Submission** button.<br> <br>  |
| 8. | Click the **Download** PDF button and **Submit** button. |
| 9. | Upon submission, system will automatically approve the application. Then, system will send an email notification. |

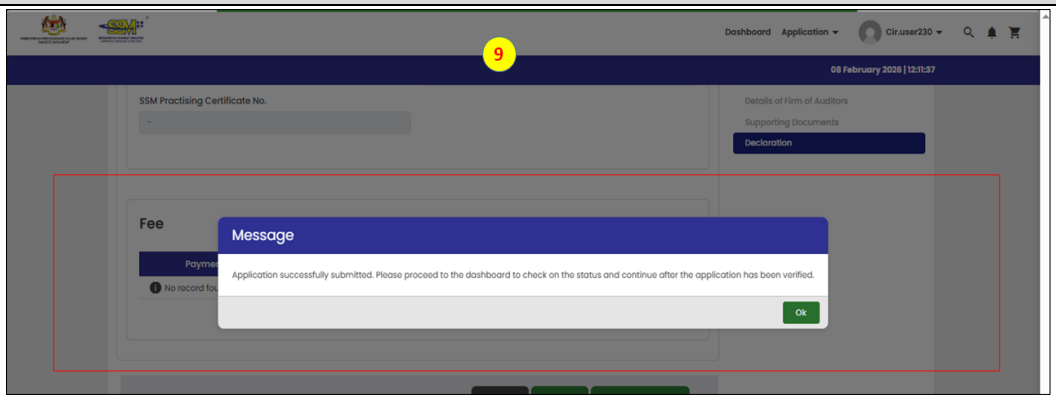
## 8.3 Request to be Firm of Auditors Partner

| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Request to be Firm of Auditors Partners**   |
| 3. | On the **Details of Firm of Auditors** section, enter the following details:<br>a) **Firm's No.:** *< any number <AF + 6 digits running No.>>*<br>  <br>Then click **Search** button and on click, system auto query the inputted **Firm No.** with to get the Firm of Auditors information. (If Record Found)<br>*Note: Only allow to query the firm of auditors that has only one partner and the Firm is active*<br>a) **Firm No:** *<auto populate>*<br>b) **Name of Firm of Auditors:** *<auto populate>*<br>c) **Address:** *<auto populate>* |

| Field Num. | Description |
|---|---|
| | d) **Postcode:** *<auto populate>*<br>e) **City:** *<auto populate>*<br>f) **State:** *<auto populate>*<br>g) **Email:** *<auto populate>*<br>  <br> |
| 4. | Then, on the **Details of Partners section,** fill in the following details:<br>a) **Name:** *<auto populate>*<br>b) **Approval No.:** *<auto populate>*<br>c) **Deceased Date:** *<DD/MM/YYYY>*<br>  <br><br>*Note: The deceased date must be more than 30 days of the applied date. So that it would trigger the late payment fee, else, it won't have any payment needed. eg: apply today date (23/6/2025), deceased date put (20/5/2025).*<br>d) **Practice Continuation Agreement:** *<Browse & Upload>*<br>e) **Death Certificate:** *<Browse & Upload>* |

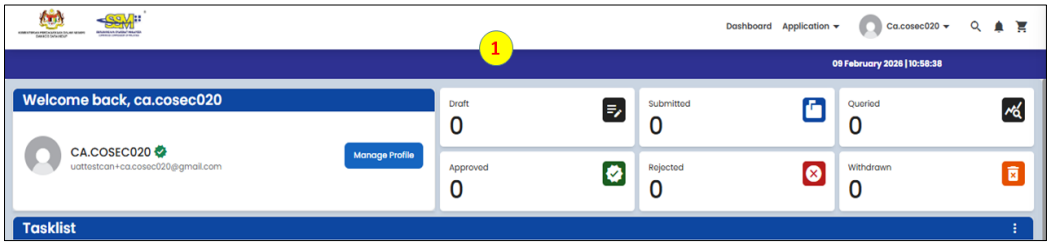
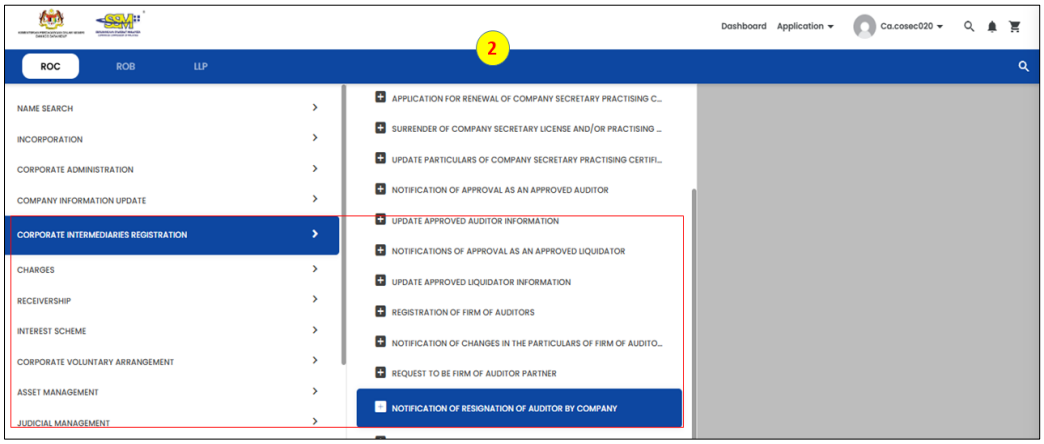
| Field Num. | Description |
|---|---|
| |  |
| 5. | Fill in the following details in **Details of Auditor** section:<br>a) **Salutation:** *<auto populate>*<br>b) **Name:** *<auto populate>*<br>c) **Identification Type:** *<auto populate>*<br>d) **Identification No.:** *<auto populate>*<br>e) **Auditor Approval No.:** *<auto populate>*<br>f) **Date of Admission As Partner:** *<DD/MM/YYYY>*<br>  <br>*Note: Not allow to choose future Date* |
| 6. | On the **Supporting Document** section, enter the following details:<br>a) **Other Supporting Document (if any):** *<Browse & Upload>* |

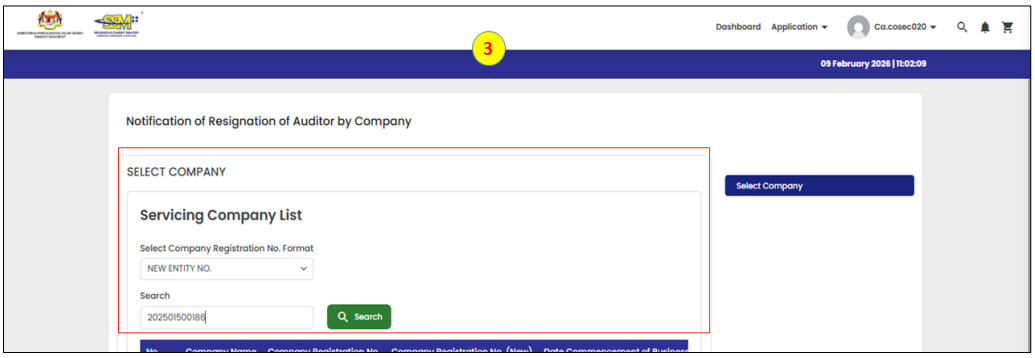
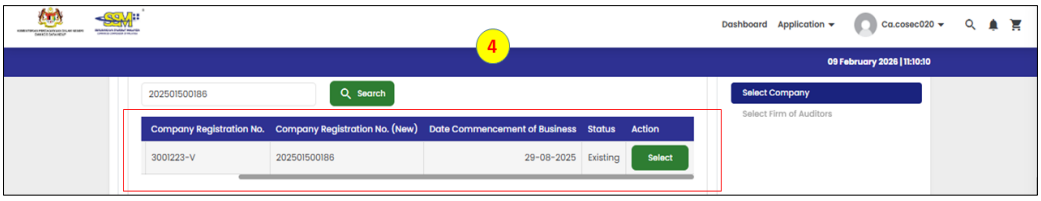
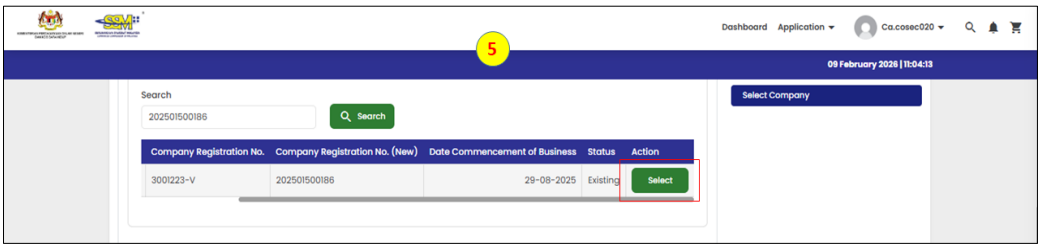
| Field Num. | Description |
|---|---|
| |  |
| 7. | On the **Declaration statement**, check on the Declaration checkbox and click the the **Preview Submission** button.<br> <br>  |
| 8. | Click the **Download** PDF button and **Submit** button.<br>  |
| 9. | System prompt pop-up notification, then click **OK**. |

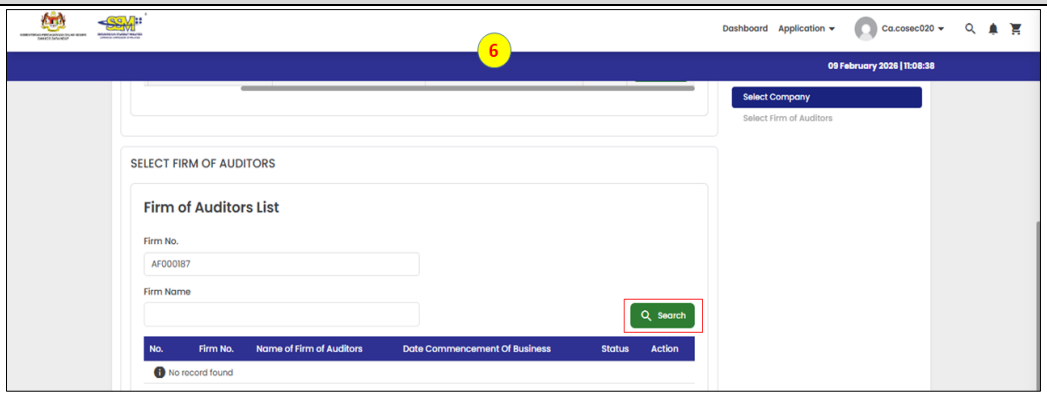
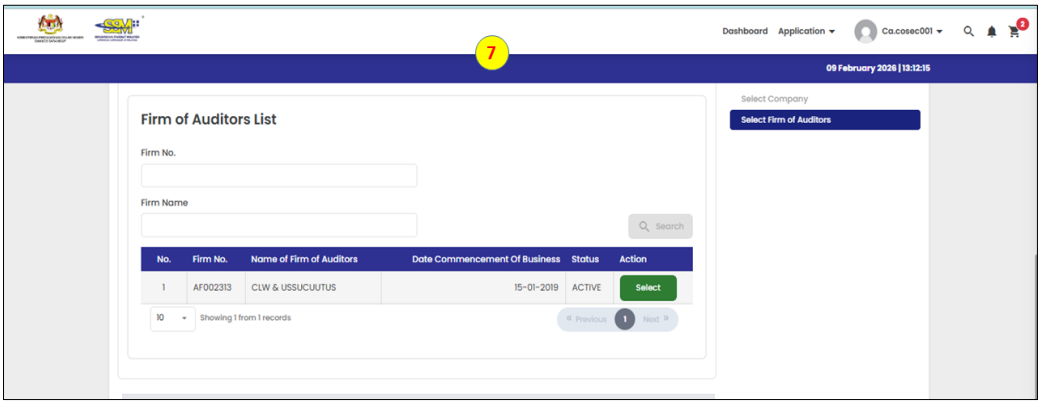
| Field Num. | Description |
|---|---|
| |  |
| 10. | Upon submission, the system will send an email notification and the application will be pending for SSM Officer's review and approval. |

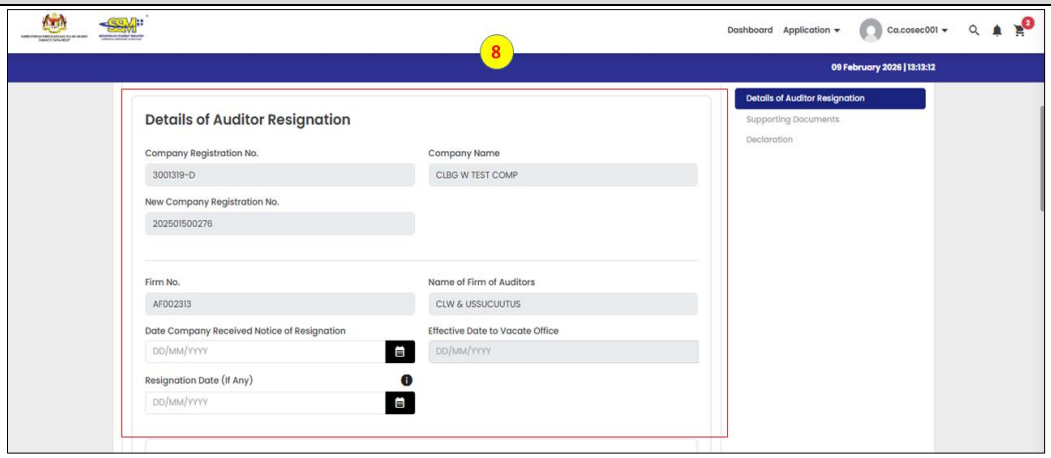
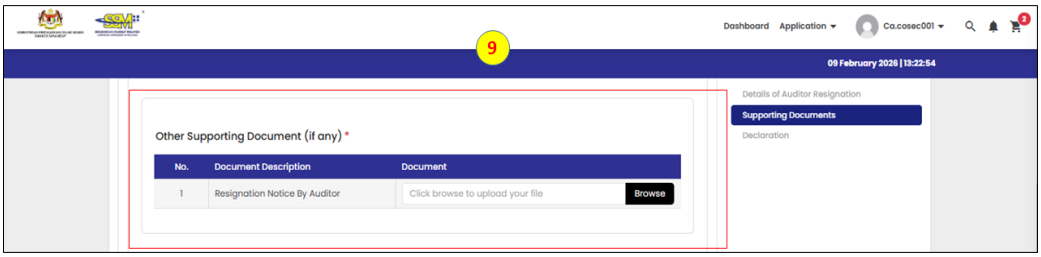
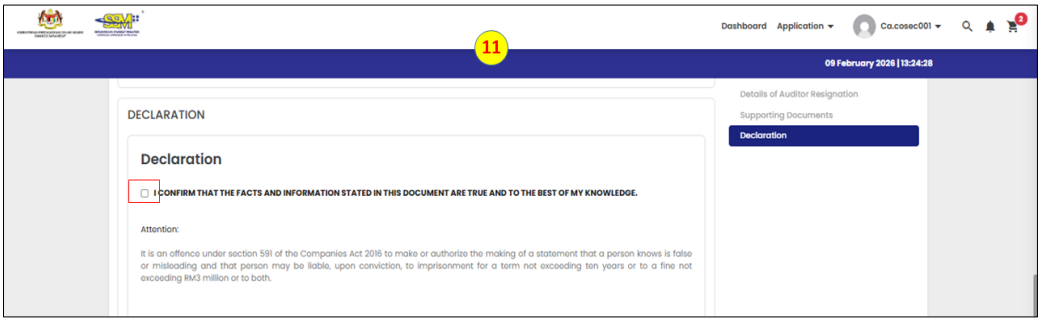
# 9. Company Auditors

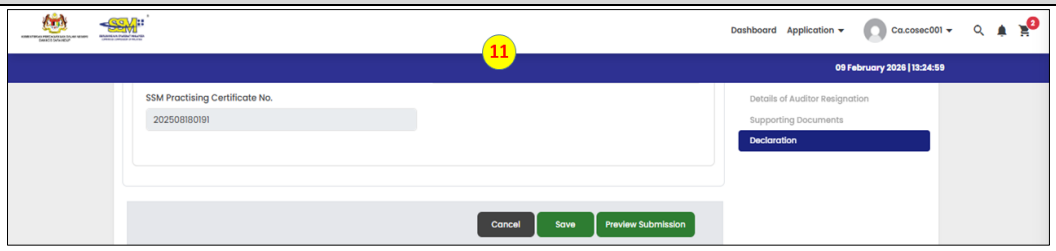
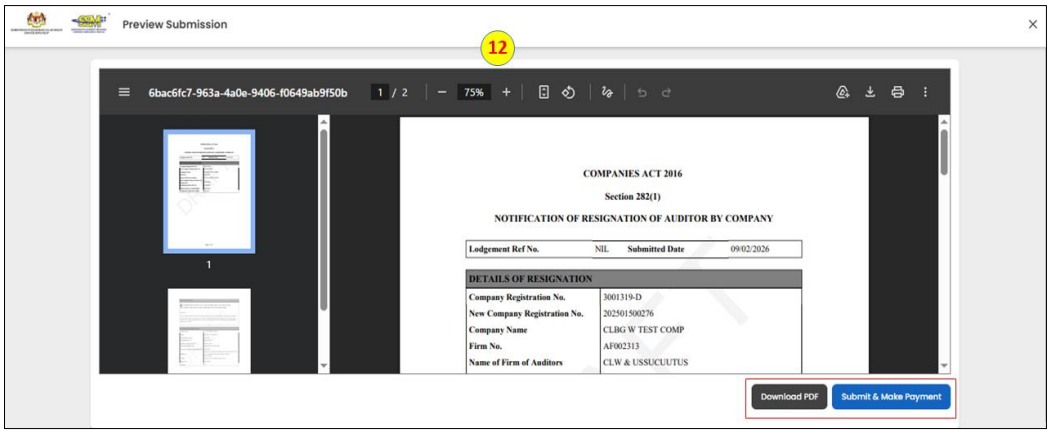
## 9.1 Notification of Resignation of Auditor by Company under Section 282 of the Company Act 2016

| Field Num. | Description |
|---|---|
| 1 | From the **Application**, go to the **Corporate Intermediaries Registration.**  |
| 2 | From the **Register of Company (ROC)** Menu, click for **Notification of Resignation of Auditor by Company**  |
| 3 | On Click, the system will proceed to **Select Company** |

| Field Num. | Description |
|---|---|
| | a. **Select Company Registration No. Format**: *<Select from Dropdown>*<br>b. **Search**: *<any number>*<br>  <br> |
| 4 | On click **Search**, the system will auto query the inputted Company Name/Company Registration No. that Cosec tagged to the Company<br>  <br> |
| 5 | Then, click **Select** in **Service Company List Table** (Action) field and system proceed to **Select Firm of Auditors.**<br>  <br> |
| 6 | On the **Firm of Auditors List** section, click Search after entering the Firm of Auditor. On click, the system will auto query the inputted Firm No./Name of Firm of Auditors provided with wildcard search capability. |

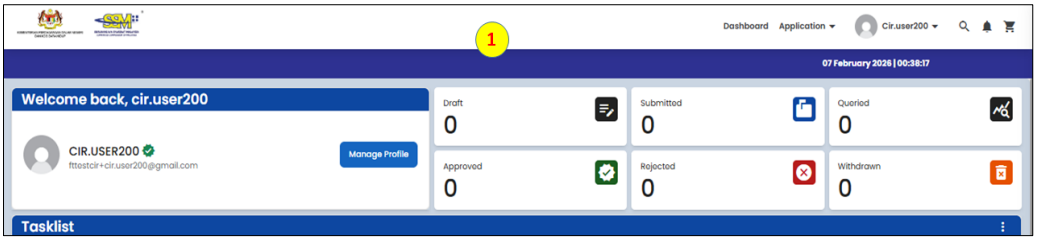
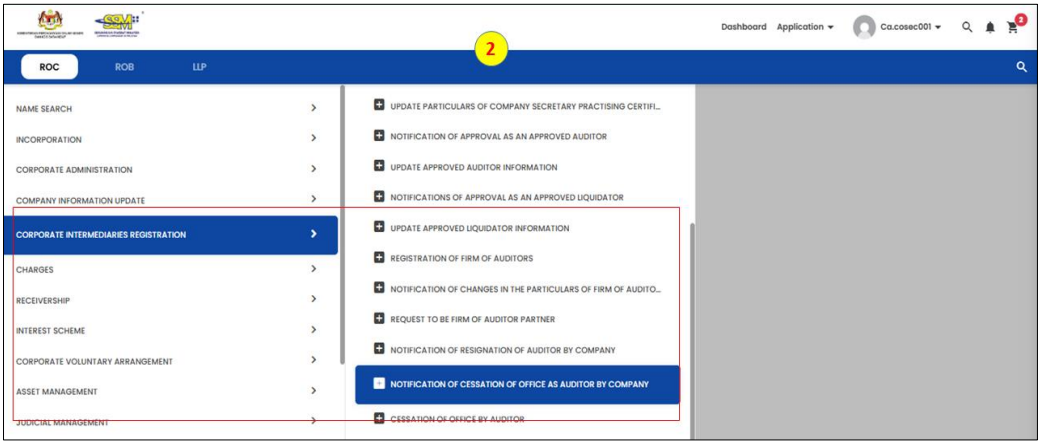
| Field Num. | Description |
|---|---|
| |  |
| 7 | Then, click **Select** in Service Company List Table (Action) field and system proceed to **Details of Auditor Resignation**.<br>  |
| 8 | On the Details of Auditor Resignation, enter the following details:<br>a. **Company Registration No.:** *<auto populate>*<br>b. **New Company Registration No.:** *<auto populate>*<br>c. **Company Name:** *<auto populate>*<br>d. **Firm No.:** *<auto populate>*<br>e. **Name of Firm of Auditors:** *<auto populate>*<br>f. **Date Company Received Notice of Resignation:** *<DD/MM/YYYY>*<br>g. **Resignation Date (If Any):** *<DD/MM/YYYY>*<br>h. **Effective Date to Vacate Office:** *< System will auto-populate the Effective Date to Vacate Office based on the selected Date Company Received Notice of Resignation and Resignation Date.>*<br>i. **Resignation Notice by Auditor:** *<Browse and Upload>* |

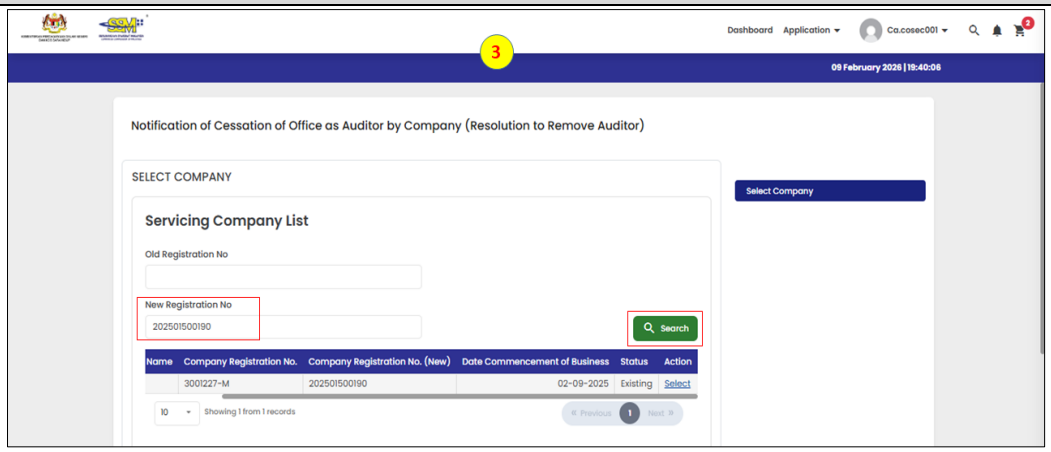
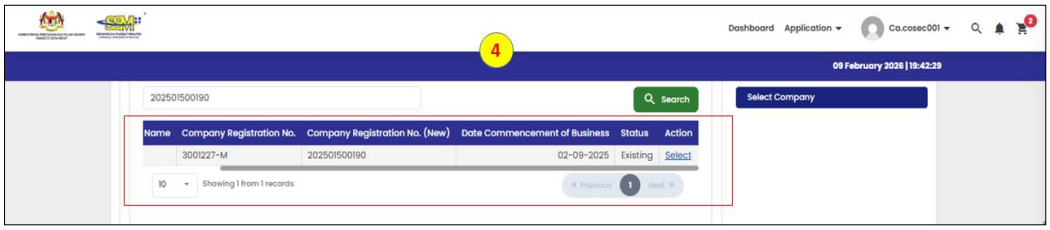
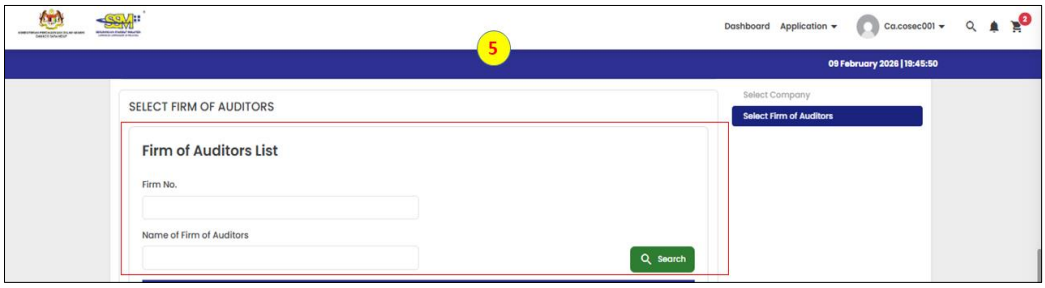
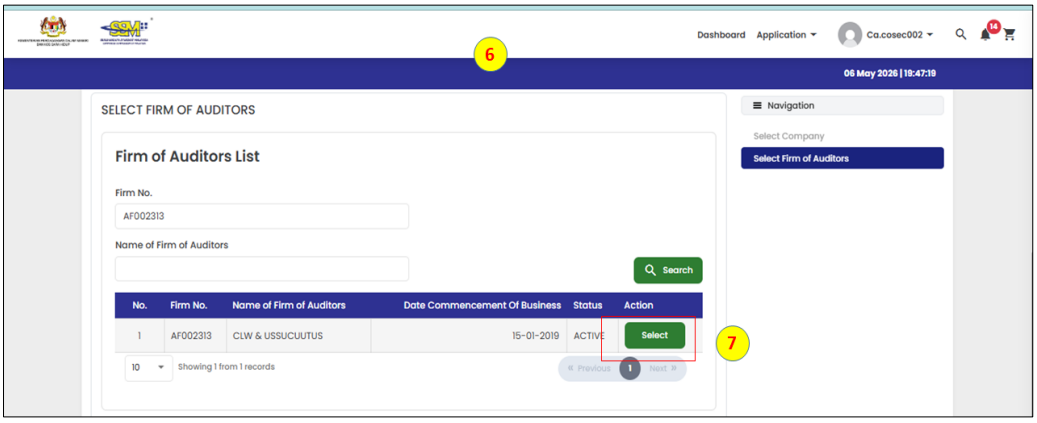
| Field Num. | Description |
|---|---|
| |  |
| 9 | On the **Supporting Document** section, enter the following details:<br><br>**Other Supporting Document (if any):** *<Browse & Upload>*<br><br>  |
| 10 | Then, click **Next** and proceed to **Supporting Documents.**<br><br> |
| 11 | On the **Declaration statement**, check on the Declaration checkbox and click the the **Preview Submission** button.<br><br>  |

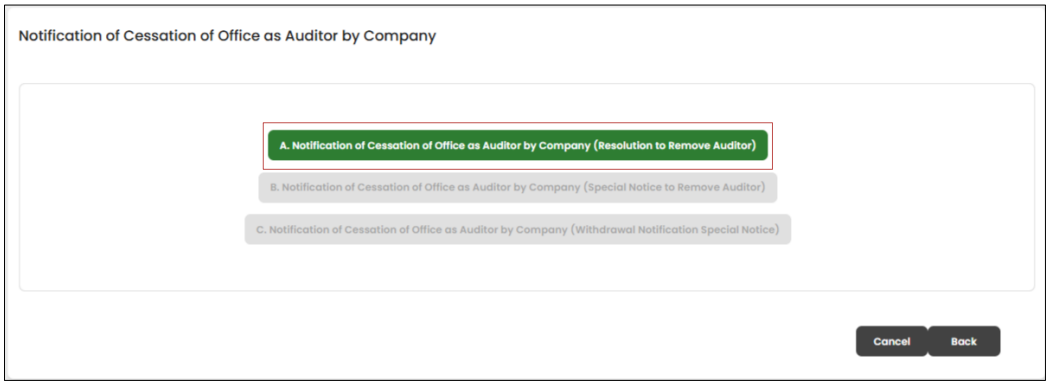
| Field Num. | Description |
|---|---|
| |  |
| 12 | Click the **Download** PDF button. Click the **Submit** button.<br>  |
| 13 | Upon submission, system will automatically approve the application. Then, system will send an email notification. |

## 9.2 Notification of Cessation of Office as Auditor by Company under section 277 & 278 of the CA 2016

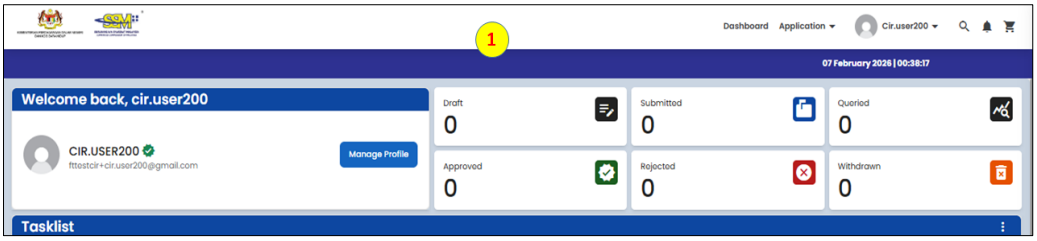
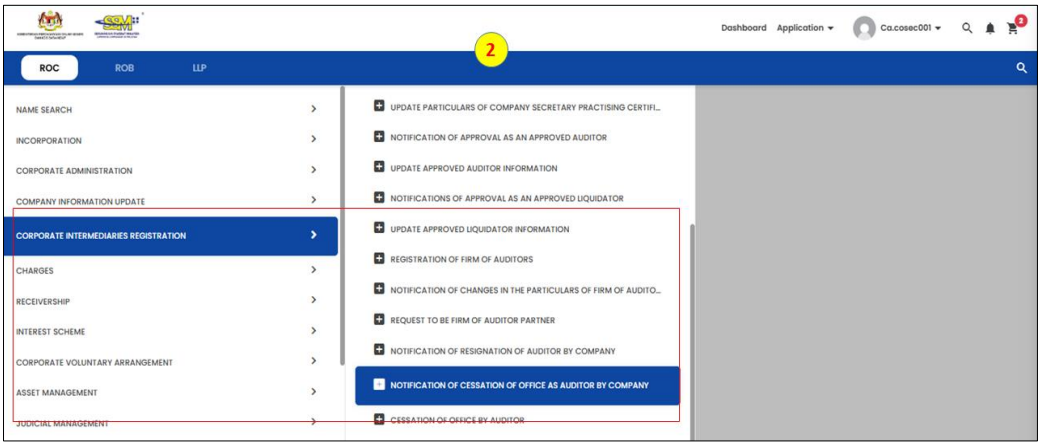
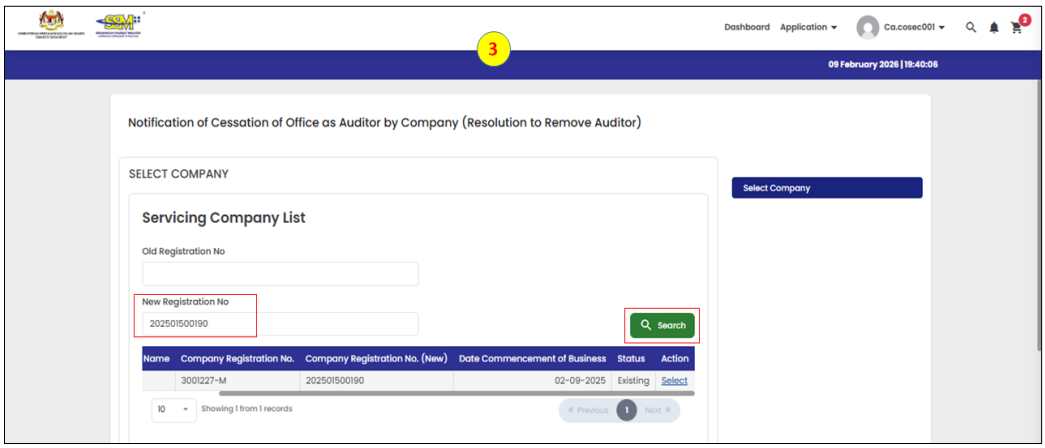
### 9.2.1 Notification of Cessation of Office as Auditor by Company (Resolution to Remove Auditor)

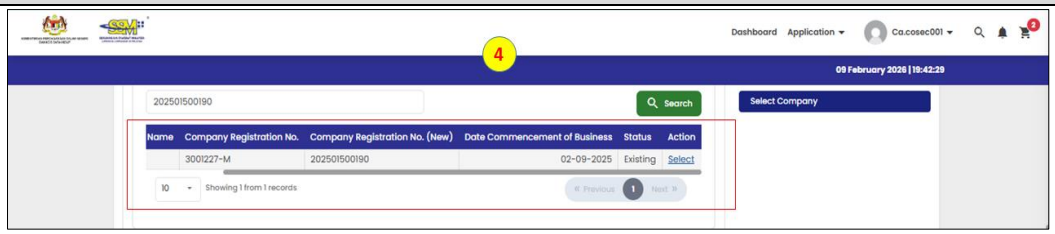
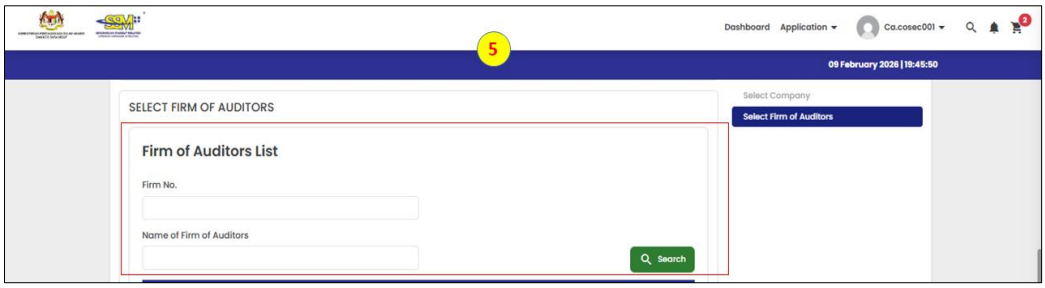
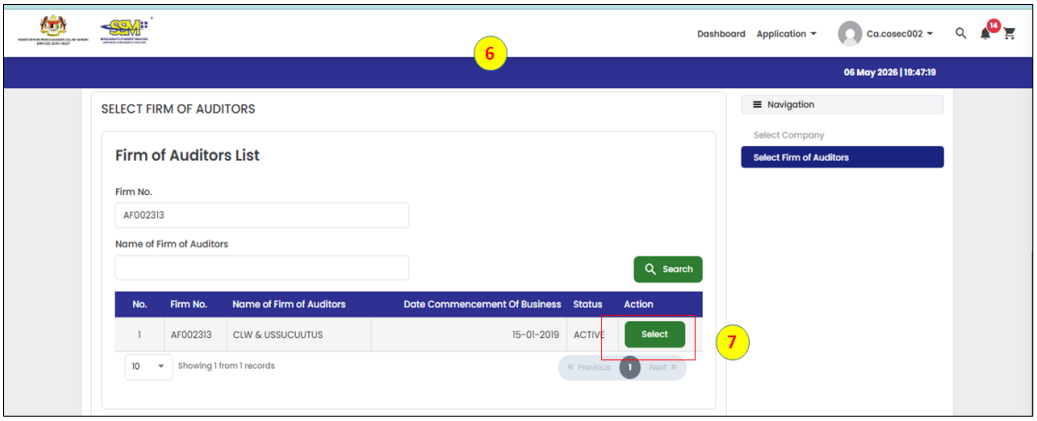
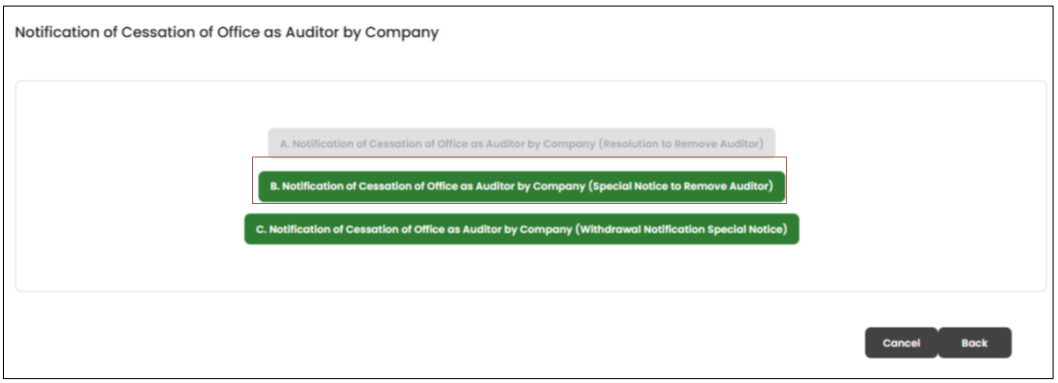
| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Cessation of Office as Auditor by Company**   |
| 3. | In the **Select Company** section, enter the **New Registration No/Old Registration No** and click **Search** button. The system will auto query the input Company Name/Company Registration No. that Cosec tagged to the Company. |

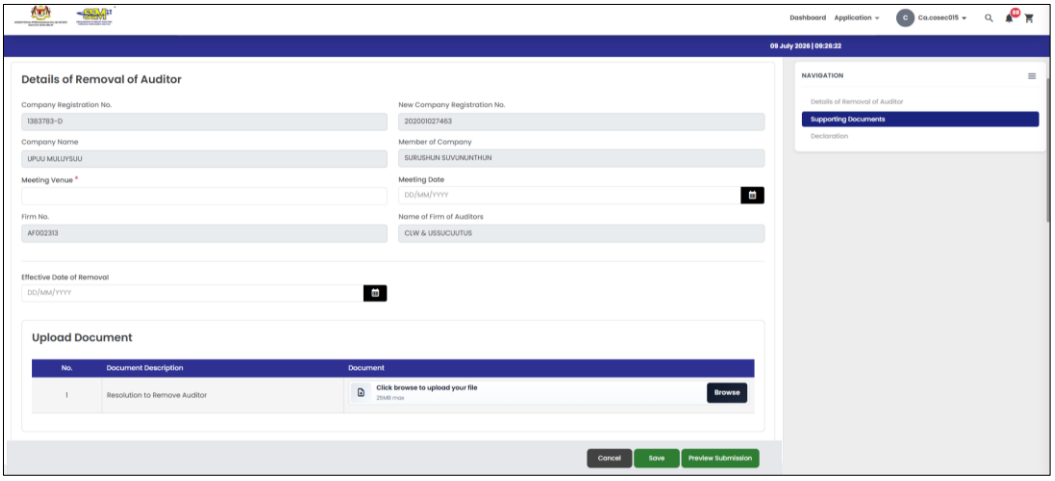
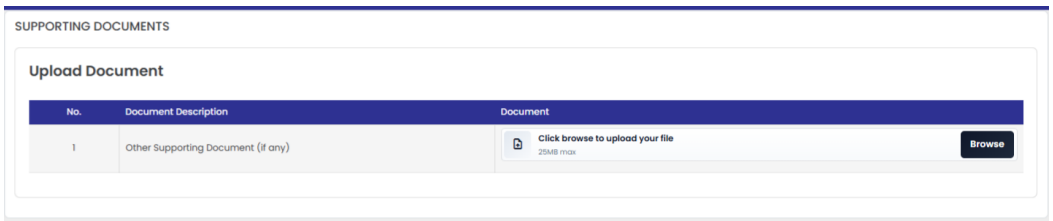
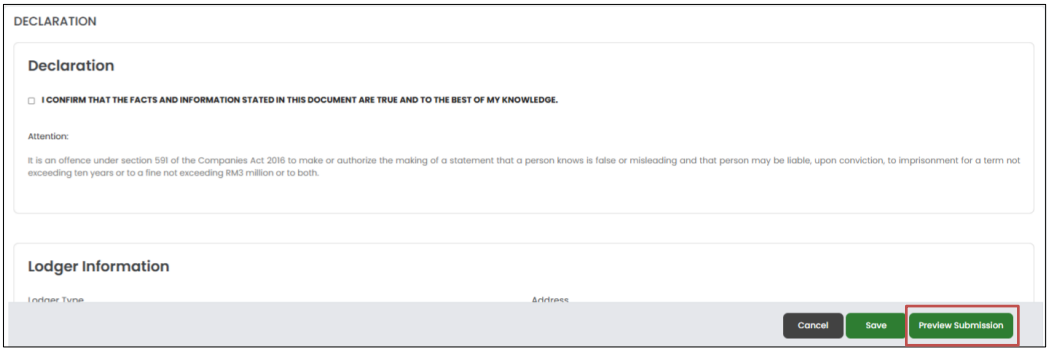
| Field Num. | Description |
|---|---|
| |  |
| 4. | Click **Select** button and it will redirect to **Select Firm of Auditors**.<br>  |
| 5. | On **Select Firm of Auditors** section, enter **Firm No.** and click **Search.** On click, the system will auto query the input Firm No./Name of Firm of Auditors provided.<br>  |
| 6. | Click **Select** button and system route to **Select Cessation Type**.<br>  <br>*Notes: System auto-populate the Firm of Auditors that appointed by the selected Company.* |

| Field Num. | Description |
|---|---|
| 7. | Select the **"A. Notification of Cessation of Office as Auditor by Company (Resolution to Remove Auditor)"** button.<br>  <br> |
| 8. | Fill in the **Details of Notification of Cessation of Office as Auditor by Company (Resolution to Remove Auditor),**<br>a) **Company Registration No.**:*<Auto-Populate>*<br>b) **New Company Registration No.**: *<Auto-Populate>*<br>c) **Company Name**: *<Auto-Populate>*<br>d) **Member of Company**:*<Select>*<br>e) **Firm No.**: *<Auto-Populate>*<br>f) **Name of Firm of Auditors**: *<Auto-Populate>*<br>g) **Date of Special Notice**: *< DD/MM/YYYY >*<br>h) **Date of Special Notice Received:** *< DD/MM/YYYY >*<br>i) **Special Notice**:*<.docx, .pdf >* |
| 9. | In Supporting Documents,<br>**Upload Document:** *<Browse and Upload>* |
| 10. | On the **Declaration statement**, check on the **Declaration checkbox** and click the the **Next** button. |
| 11. | Click the **Download PDF** button. Then click the the **Submit** button. |
| 12. | Upon submission, system will automatically approve the application. Then, system will send an email notification |

### 9.2.2 Notification of Cessation of Office as Auditor by Company (Special Notice to Remove Auditor)

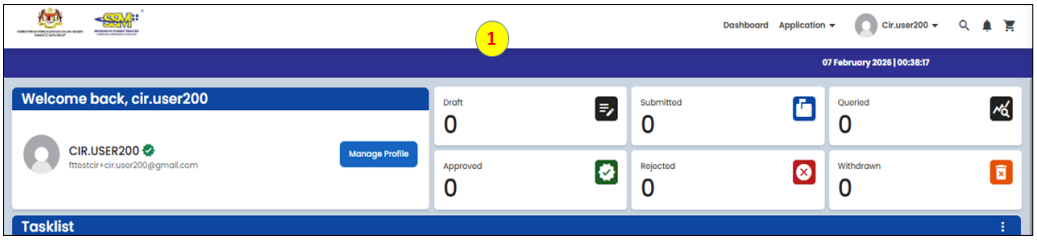
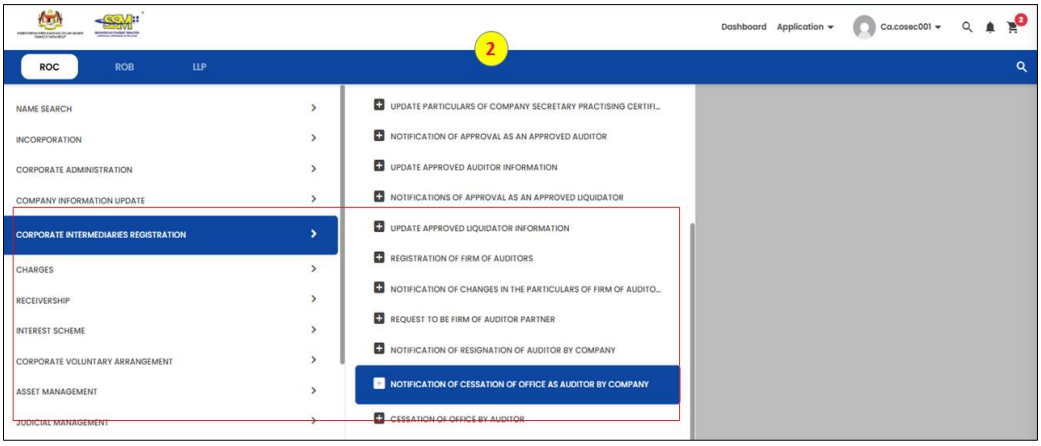
| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Cessation of Office as Auditor by Company**   |
| 3. | In the **Select Company** section, enter the **New Registration No/Old Registration No** and click **Search** button. The system will auto query the input Company Name/Company Registration No. that Cosec tagged to the Company.   |
| 4. | Click **Select** button and it will redirect to **Select Firm of Auditors**. |

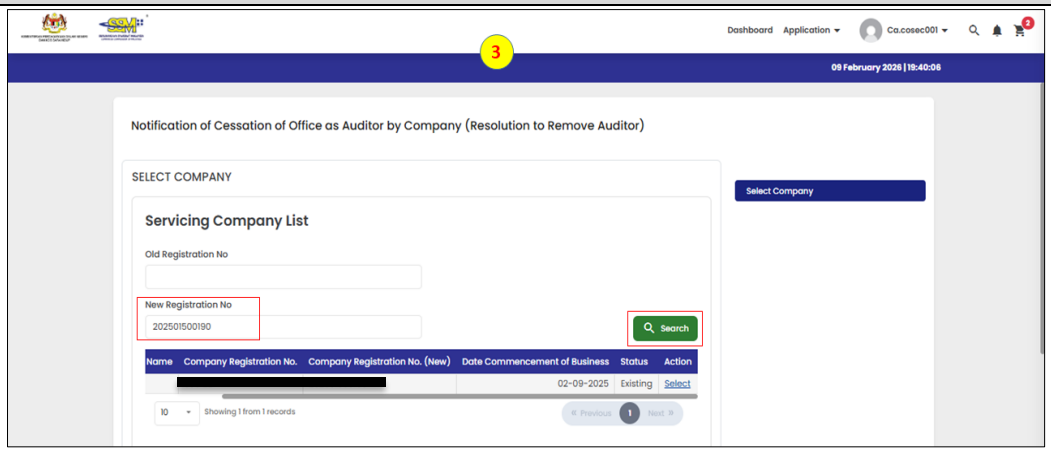
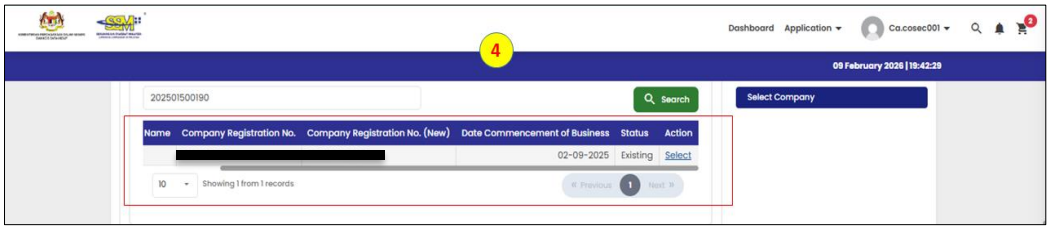
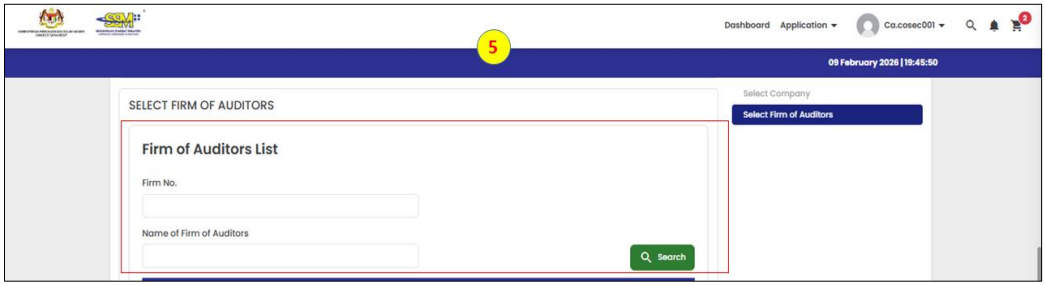
| Field Num. | Description |
|---|---|
| |  |
| 5. | On **Select Firm of Auditors** section, enter **Firm No.** and click **Search.** On click, the system will auto query the input Firm No./Name of Firm of Auditors provided.<br>  |
| 6. | Click **Select** button and system route to **Select Cessation Type**.<br>  <br>*Notes: System auto-populate the Firm of Auditors that appointed by the selected Company.* |
| 7. | Select the **B. Notification of Cessation of Office as Auditor by Company (Special Notice to Remove Auditor)** button.<br>  |

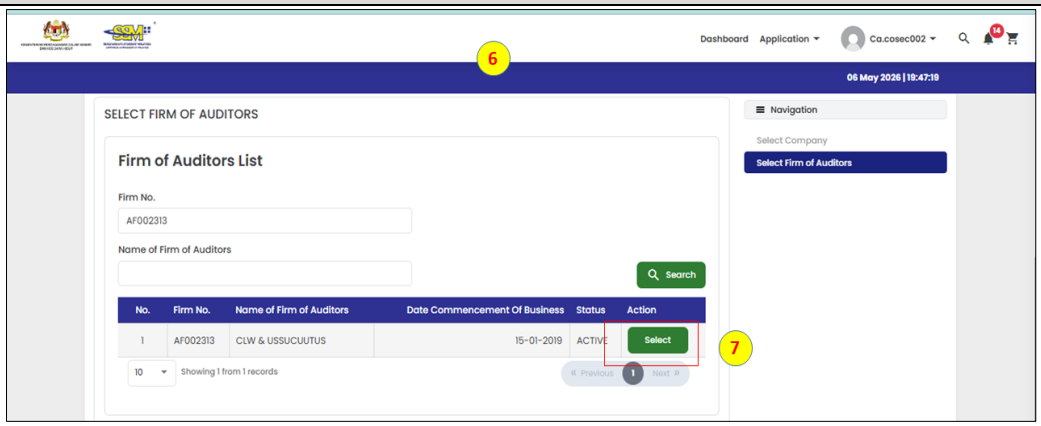
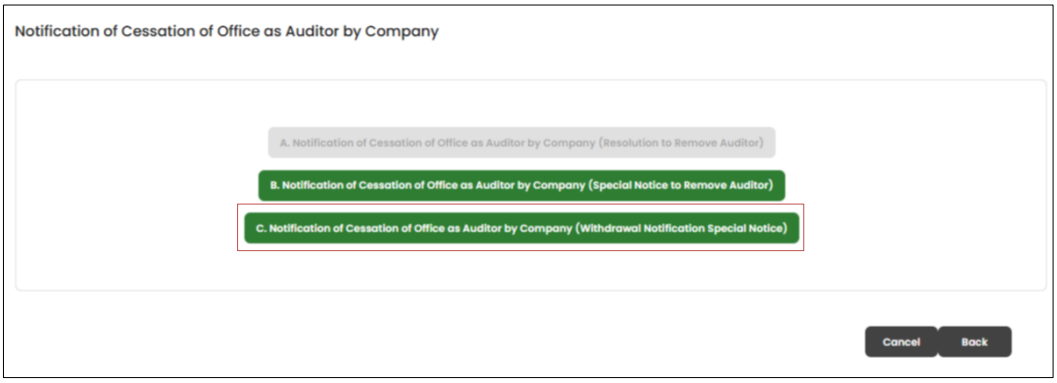
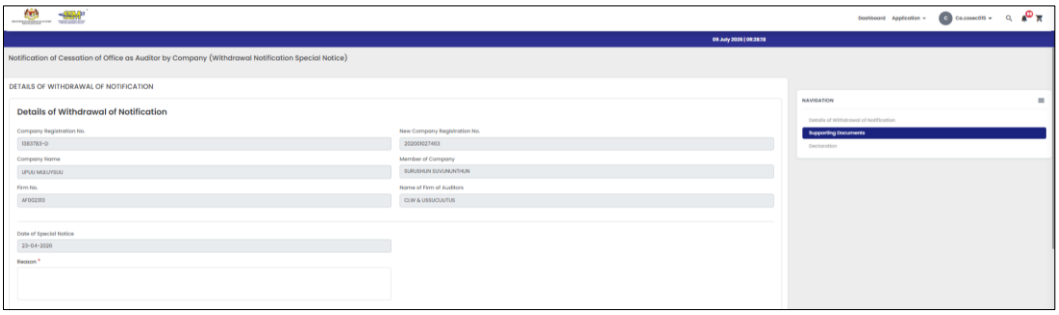
| Field Num. | Description |
|---|---|
| 8. | Fill in the **Details of of Removal of Auditor,**<br><br>a) **Company Registration No.**:*<Auto-Populate>*<br>b) **New Company Registration No.**: *<Auto-Populate>*<br>c) **Company Name**: *<Auto-Populate>*<br>d) **Member of Company**:*<Select>*<br>e) **Meeting Venue**: *<Auto-Populate>*<br>f) **Meeting Date**: *<Auto-Populate>*<br>g) **Firm No.**: *<Auto-Populate>*<br>h) **Name of Firm of Auditors:** *<Auto-Populate>*<br>i) **Effective Date of Removal:** *< DD/MM/YYYY >*<br>j) **Resolution to Remove Auditor**:*<Browse and Upload>*<br><br>  <br> |
| 9. | In Supporting Documents,<br>**Upload Document:** *<Browse and Upload>*<br><br>  <br> |
| 10. | On the **Declaration statement**, check on the **Declaration checkbox** and click the **Preview Submission** button.<br><br>  <br> |

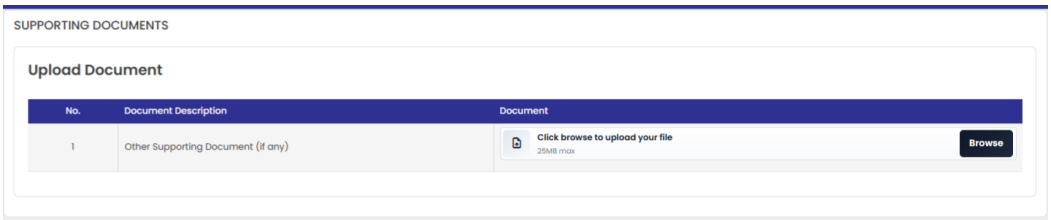
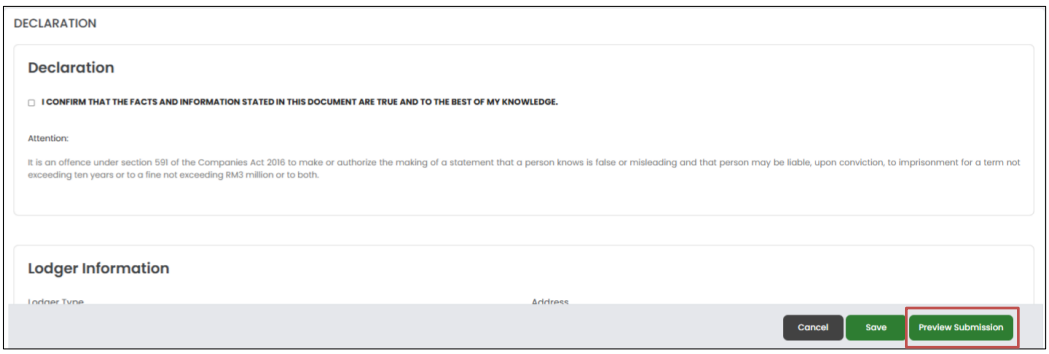
| Field Num. | Description |
|---|---|
| 11. | Click the **Download PDF** button. Then click the the **Submit** button. |
| 12. | Upon submission, the system will automatically approve the application. Then, the system will send an email notification |

### 9.2.3 Notification of Cessation of Office as Auditor by Company (Withdrawal Notification Special Notice)

| Field Num. | Description |
|---|---|
| 1. | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2. | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Notification of Cessation of Office as Auditor by Company**   |
| 3. | In the **Select Company** section, enter the **New Registration No/Old Registration No** and click **Search** button. The system will auto query the input Company Name/Company Registration No. that Cosec tagged to the Company. |

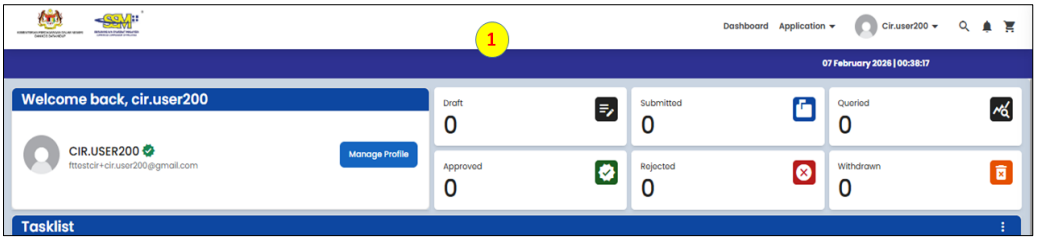
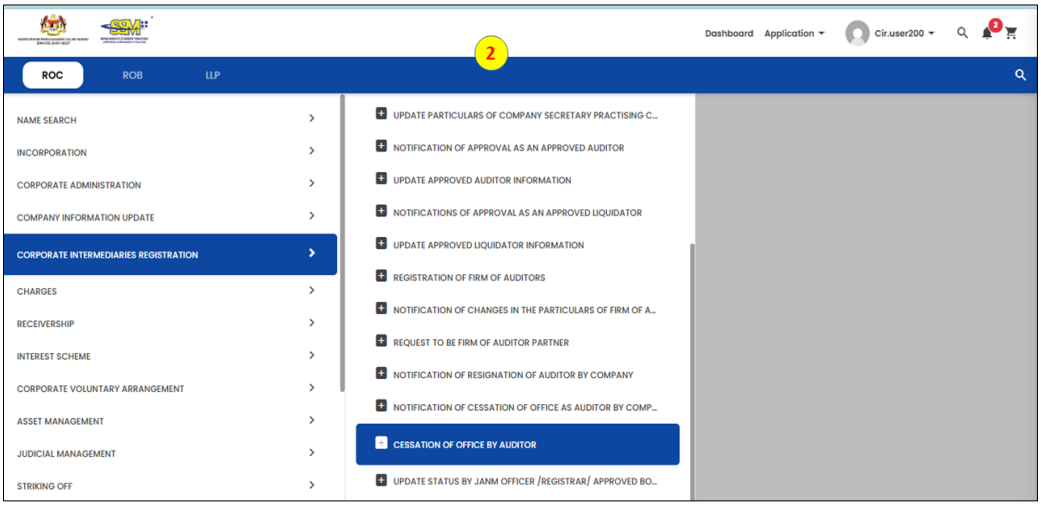
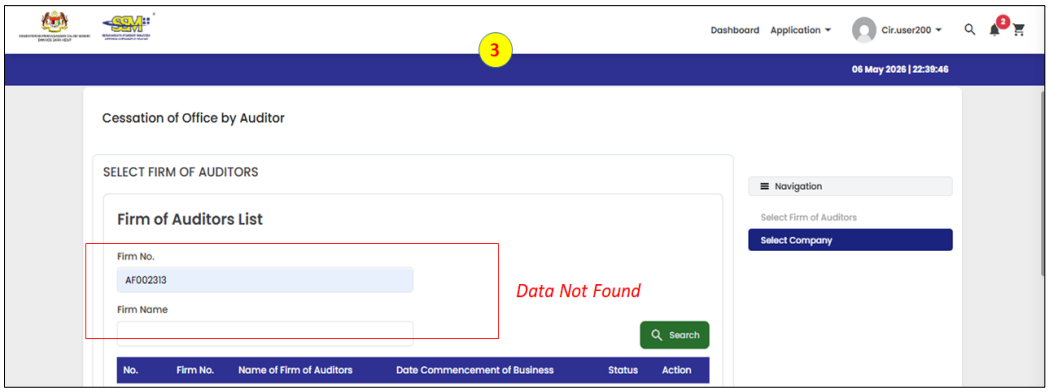
| Field Num. | Description |
|---|---|
| |  |
| 4. | Click **Select** button and it will redirect to **Select Firm of Auditors**.<br>  |
| 5. | On **Select Firm of Auditors** section, enter **Firm No.** and click **Search.** On click, system auto query the input Firm No./Name of Firm of Auditors provided.<br>  |
| 6. | Click **Select** button and system route to **Select Cessation Type**. |

| Field Num. | Description |
|---|---|
| |  <br><br><br>*Notes: System auto-populate the Firm of Auditors that appointed by the selected Company.* |
| 7. | Select the **C. Notification of Cessation of Office as Auditor by Company (Withdrawal Notification Special Notice)** button.<br><br>  <br> |
| 8. | Fill in the **Details of Withdrawal of Notification,**<br><br>a) **Company Registration No.**:*<Auto-Populate>*<br>b) **New Company Registration No.**: *<Auto-Populate>*<br>c) **Company Name**: *<Auto-Populate>*<br>d) **Member of Company**:*<Select>*<br>e) **Firm No.**: *<Auto-Populate>*<br>f) **Name of Firm of Auditors:** *<Auto-Populate>*<br>g) **Date of Special Notice:** *< DD/MM/YYYY >*<br>h) **Reason*:** *< Any text >*<br><br>  <br> |

| Field Num. | Description |
|---|---|
| 9. | In Supporting Documents,<br>**Upload Document:** *<Browse and Upload>*<br>  <br> |
| 10. | On the **Declaration statement**, check on the **Declaration checkbox** and click the the **Preview Submission** button.<br>  <br> |
| 11. | Click the **Download PDF** button. Then click the the **Submit** button. |
| 12. | Upon submission, the system will automatically approve the application. Then, the system will send an email notification |

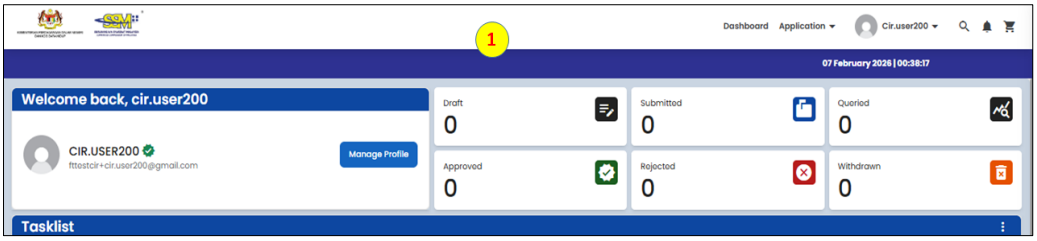
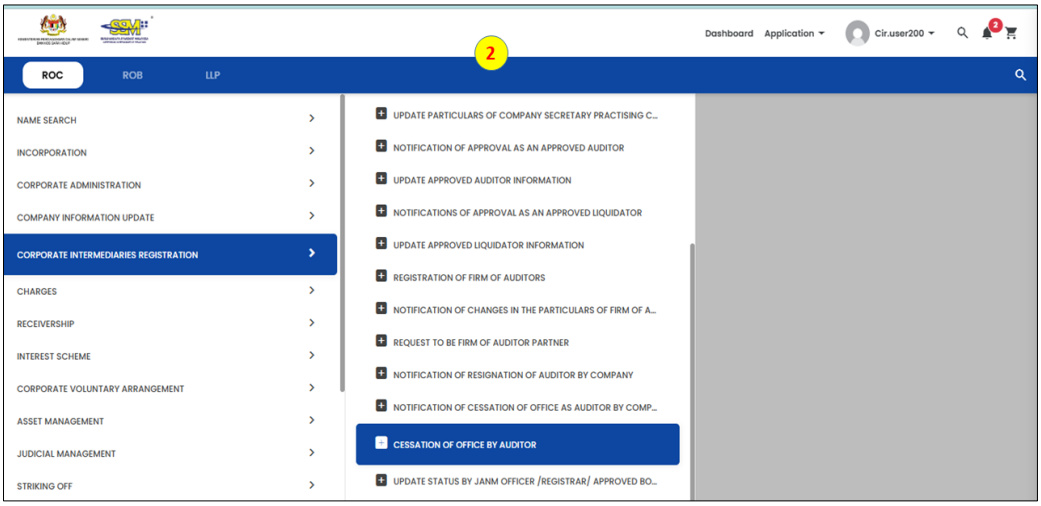
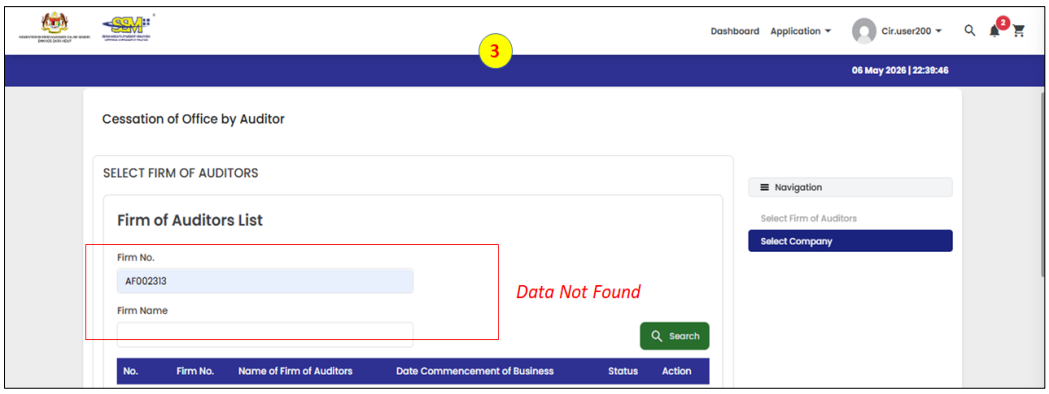
## 9.3 Cessation of Office by Auditor under Section 284 of the Company Act 2016

### 9.3.1 Written Representation Connected with Removed of Auditor

| Field Num. | Description |
|---|---|
| 1 | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2 | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Cessation of Office by Auditor**   |
| 3 | On Click, the system will proceed to Select Firm of Auditors.   |
| 4 | In the **Select Firm of Auditors** section, key in the firm number and click the **Search** button. On click, the system willauto query the inputted Firm No./Name of Firm of Auditors provided with wildcard search capability. |

| Field Num. | Description |
|---|---|
| | *Note: System auto-populate the Firm of Auditors that appointed by the selected Company.* |
| 5 | For **Action** column, it shows the **Select** Button **only** if Firm of Auditors is active and not for deregister/ceased. Auditors Allow selecting **any** Company. On click, system auto query the input Company No./Company Name with status = existing |
| 6 | In the **Select Company** section, the user key in the **Company Registration number** and click the **Search** button. On click, system auto query the input Firm No./Name of Firm of Auditors provided with wildcard search capability. |
| 7 | For **Action** column, it shows the **Select** Button that allow to select any company with any status. |
| 8 | Next, for Cessation of Office by Auditor, click the **"A. Written representation connected with removed of auditor"** button. On click, proceed Written Representation. |
| 9 | In Written Representation, lodger fills in the Details of Written Representation:<br>a) **Company Registration No.:** *<Auto Populate>*<br>b) **New Company Registration No.:** *<Auto Populate>*<br>c) **Company Name:** *<Auto Populate>*<br>d) **Firm No.:<** *Auto Populate>*<br>e) **Name of Firm of Auditors:** *<Auto Populate>*<br>f) **Date of Special Notice:** *< DD/MM/YYYY >*<br>g) **Date of Special Notice Received:** *< DD/MM/YYYY >*<br>h) **Date of Written Representation**: *< DD/MM/YYYY >*<br>i) **Submission Date of Written Representation to Company:** *<DD/MM/YYYY >*<br>j) **Special Notice:** *< .docx, .pdf >*<br>k) **Written Representation:** *< .docx, .pdf >* |
| 11 | In **Supporting Document**, Upload Document:*<Browse and upload>* |
| 13 | On the **Declaration statement**, check on the **Declaration checkbox** and click the the **Next** button. |
| 14 | Click the **Download PDF** button. Then click the the **Submit** button. |

### 9.3.2 Statement of Circumstances Connected with Resignation of Auditor

| Field Num. | Description |
|---|---|
| 1 | From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.**   |
| 2 | Click the **Application** > **Register of Company (ROC)** > **Corporate Intermediaries Registration** > **Cessation of Office by Auditor**   |
| 3 | On Click, the system will proceed to Select Firm of Auditors.   |
| 4 | In the Select Firm of Auditors section, the user key in the firm number and click the Search button. On click, system auto query the inputted Firm No./Name of Firm of Auditors provided with wildcard search capability.<br><br>*Note: System auto-populate the Firm of Auditors that appointed by the selected Company.* |

| Field Num. | Description |
|---|---|
| 5 | For **Action** column, it shows the **Select** Button **only** if Firm of Auditors is active and not for deregister/ceased. Auditors are allowed to select **any** Company. On click, system auto query the input Company No./Company Name with status = existing |
| 6 | In the **Select Company** section, the user key in the **Company Registration number** and click the **Search** button. On click, system auto query the input Firm No./Name of Firm of Auditors provided with wildcard search capability. |
| 7 | For **Action** column, it shows the **Select** Button that allow to select any company with any status. |
| 8 | Next, for Notification of Cessation of Office as Auditor by Company, click the **"B. Statement of circumstances connected with resignation of auditor"** button. |
| 9 | In Details of Statement of Circumstances, fill in the details:<br>a) **Company Registration No.:** *<Auto Populate>*<br>b) **New Company Registration No.:** *<Auto Populate>*<br>c) **Company Name:** *<Auto Populate>*<br>d) **Firm No.:<** *Auto Populate>*<br>e) **Name of Firm of Auditors:** *<Auto Populate>*<br>f) **Date Notice of Resignation:** *< DD/MM/YYYY >*<br>g) **Date Notice Submitted to Company:** *< DD/MM/YYYY >*<br>h) **Date of Statement of Circumstances**: *< DD/MM/YYYY >*<br>i) **Submission Date of Written Representation to Company:** *<DD/MM/YYYY*<br>j) **Notice of Resignation:** *< .docx, .pdf >*<br>k) **Statement of Circumstances:** *< .docx, .pdf >* |
| 11 | In **Supporting Document**, Upload Document:*<Browse and upload>* |
| 13 | On the **Declaration statement**, check on the **Declaration checkbox** and click the the **Next** button. |
| 14 | Click the **Download PDF** button. Then click the the **Submit** button. |

***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.*