



CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

Court Order

	CRS EXTERNAL USER MANUAL	
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1 Introduction

1.1 Purpose of Document

This user manual provides comprehensive guidance on the CRS ROC – Court Order (COR) module, helping users navigate the system and effectively utilise its features and functions.

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

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

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

1.2 Intended User

This user guide is intended for External Roles who are authorised to lodge applications under the Company Court Order (COR) module.

No.	Roles	Description
1.	Company Secretary	A verified professional user, who is also appointed personnel from professional corporate body with Practicing Certificate.
2.	Agent	An individual or organisation authorised to act on behalf of another person or entity when dealing with SSM matters.
3.	Lawyer	A qualified legal practitioner authorised to act on behalf of clients in legal and corporate matters related to SSM.
4.	Director	An individual appointed to manage and oversee the affairs of a company.
5.	Ministries	Government ministries or authorised government agencies that interact with SSM systems for regulatory, administrative or statutory purposes.
6.	Corporate Representative	An individual officially authorised to represent a corporate entity in dealings with SSM.

2 Model Overview

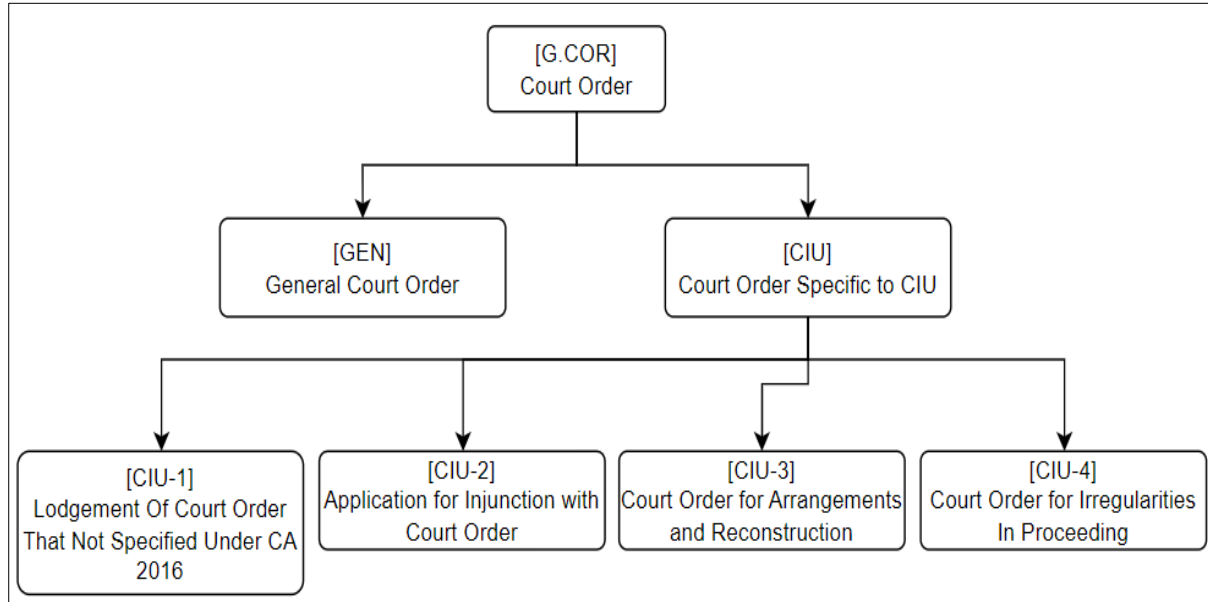
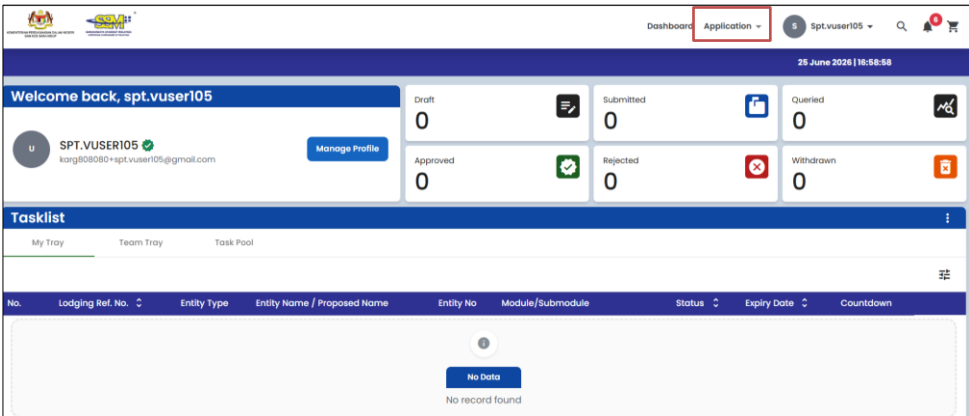
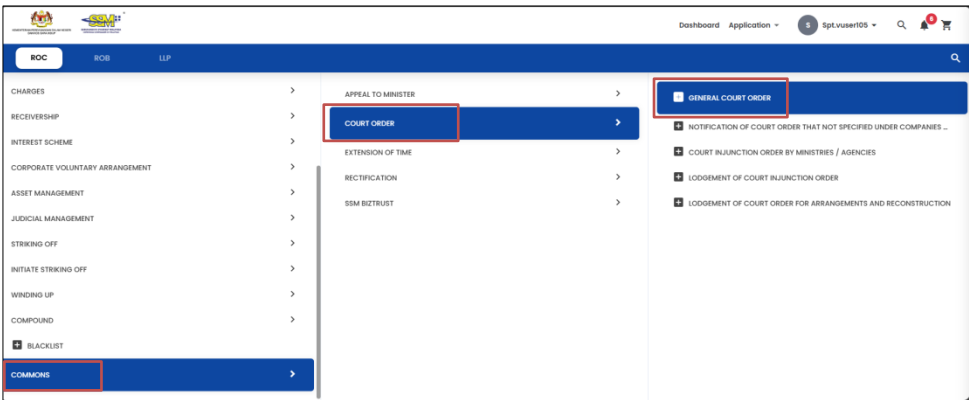
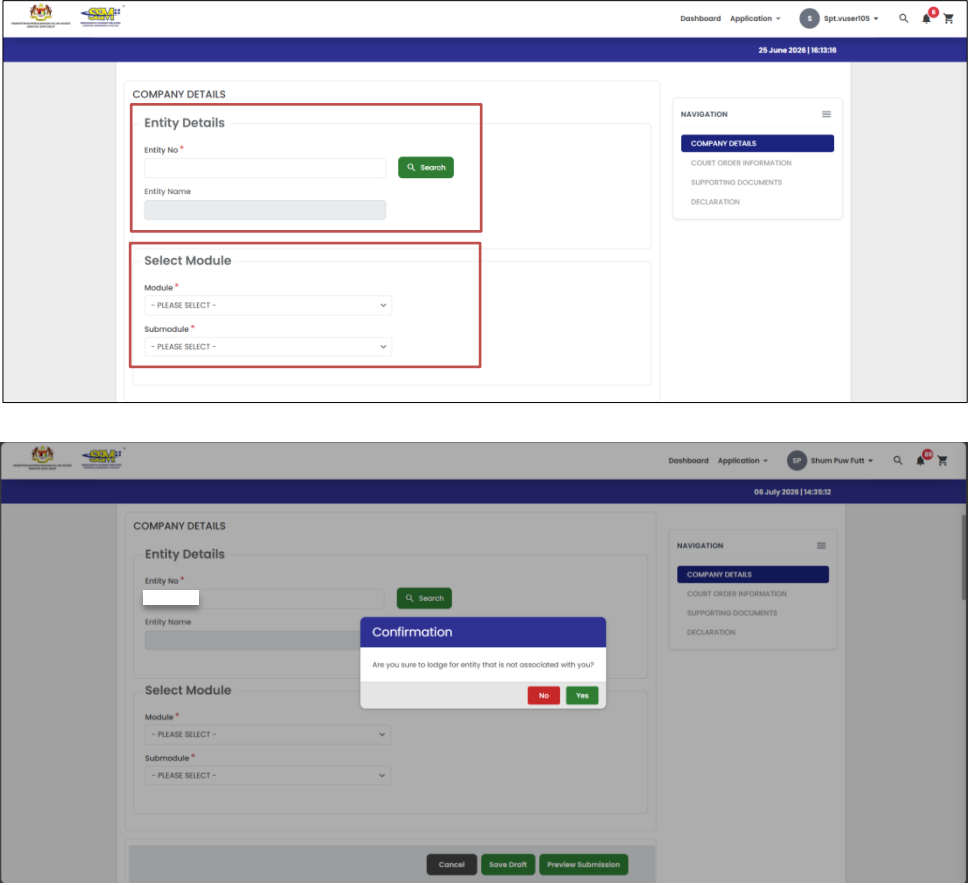


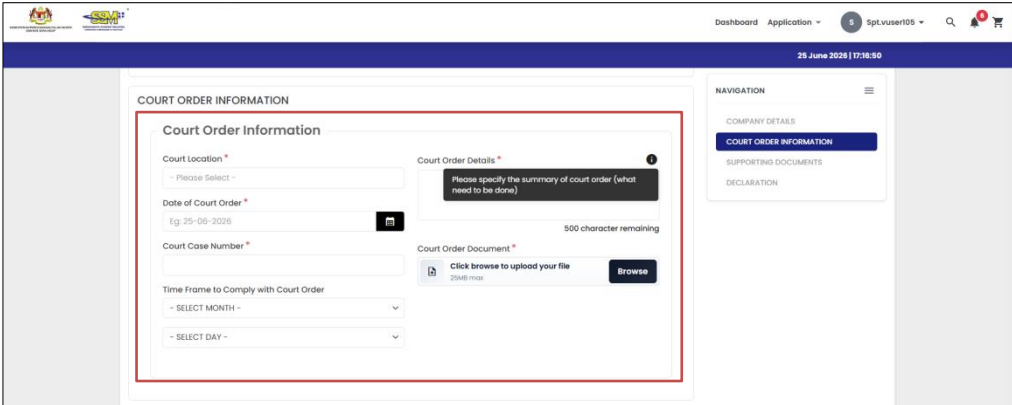
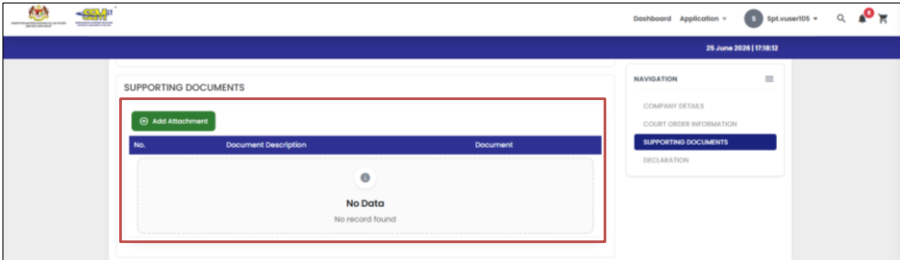
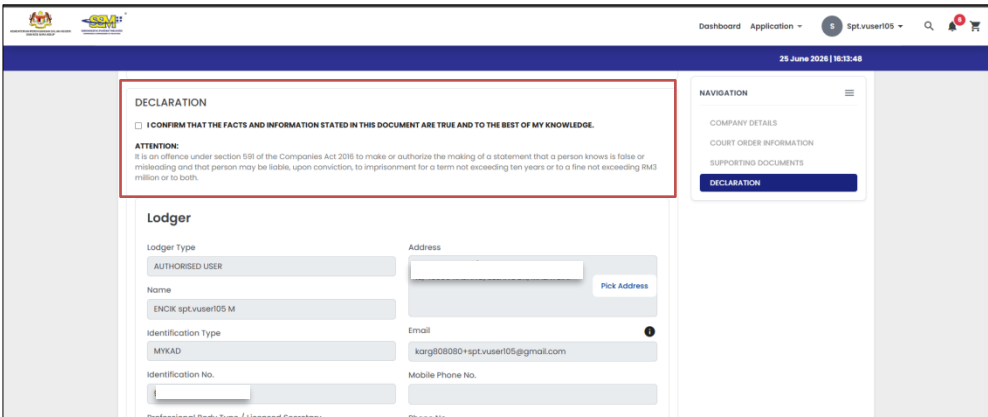
Figure 1 Functional Diagram

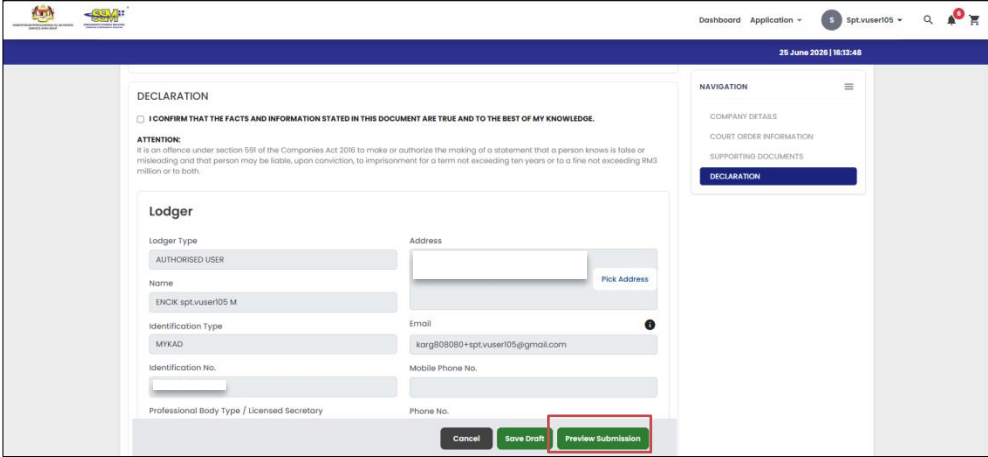
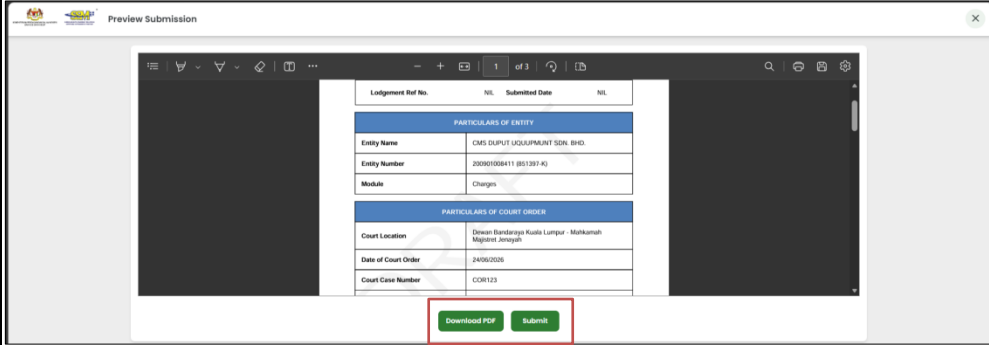
3 Court Order

3.1 General Court Order

Field No.	Description
1	From Dashboard, navigate to the Application menu in the Navigation Bar 
2	Then, click Common > Court Order > General Court Order 

Field No.	Description
3	In the Entity Details section, fill in the following details: a) Entity No.*: <Search Entity No. and select> b) Entity Name: <Auto-populate> In the Select Module section, please search the following field: a) Module*: <Search Module and select> b) Sub-Module*: <Search Sub-Module and select> <i>Note: Sub-Module does not apply for module CIU, AMC, INC, CRC and CH</i>  Note: If the entity is not associated with the user, you can click Yes button if you wish to proceed with that entity else can click No button.
4	In the Court Order Information section, fill in the following details: Court Location*: <Drop-down> Date of Court Order*: <Date Picker> Court Order Number*: <Any Text> Time Frame to Comply with Court Order: <Select Month> Time Frame to Comply with Court Order: <Select Day> Court Order Details*: <Any 100 characters>

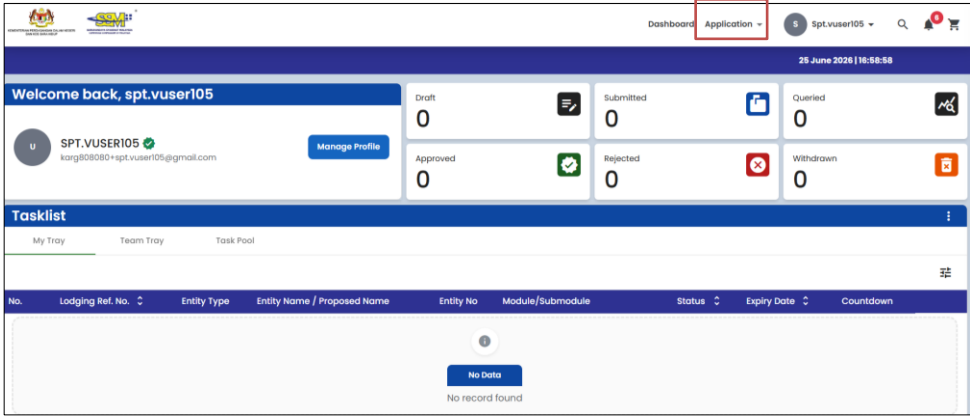
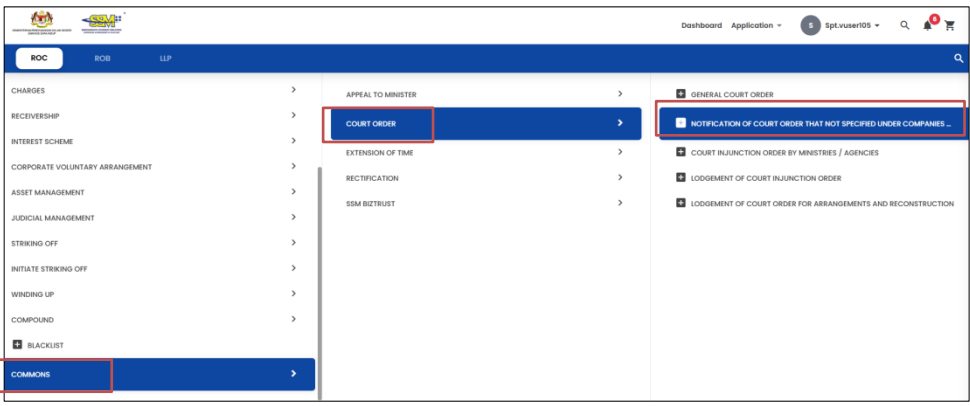
Field No.	Description
	Court Order Document*: <Browse> 
5	In the Supporting Document section, click the Add Attachment button to upload the attachment (if any) 
6	In the Declaration* section, select the Declaration checkbox 
7	Click the Preview Submission button to perform the final verification of the submission details before submitting

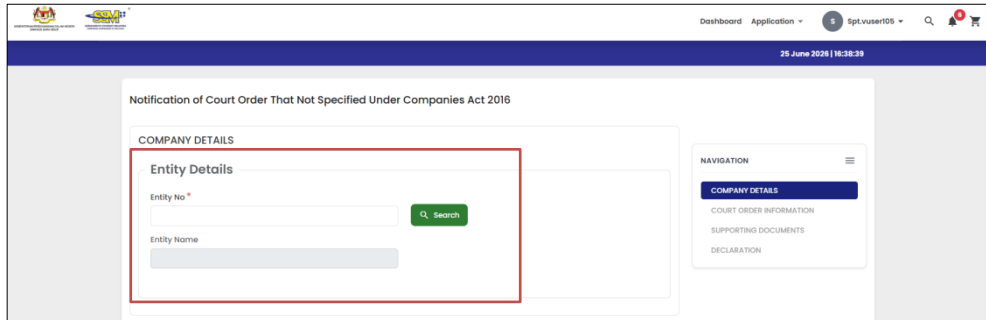
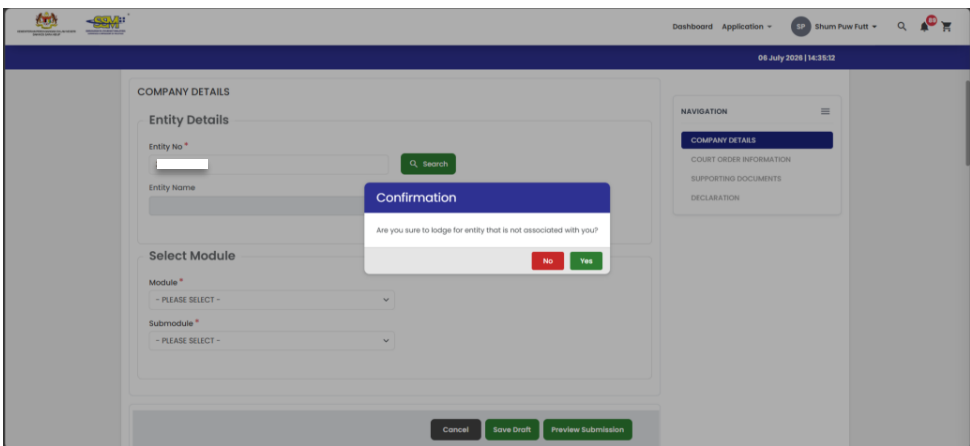
Field No.	Description
	 <i>Note: The Save Draft button function to save the application as a Draft</i>
8	Click the Download PDF and Submit buttons 

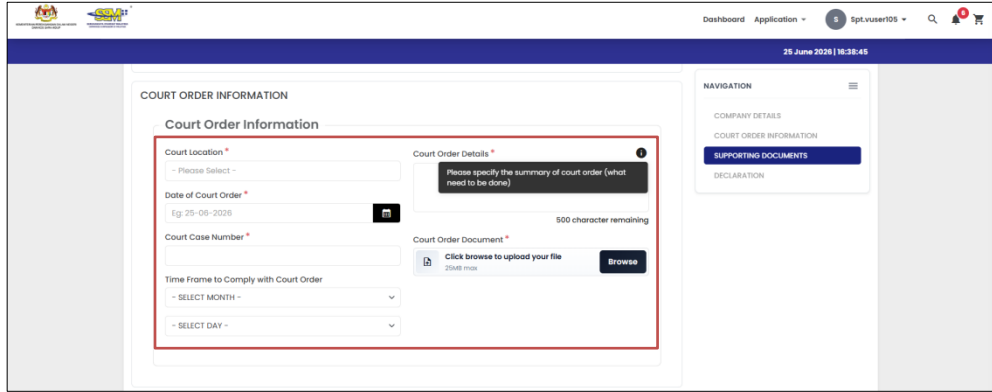
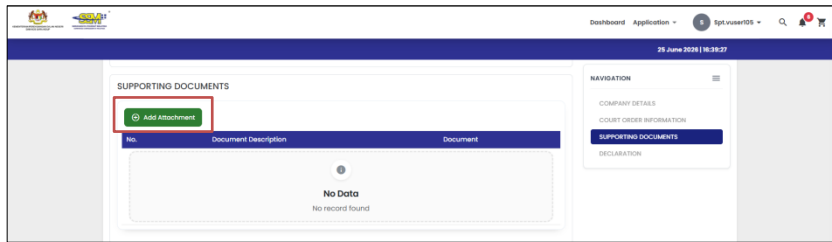
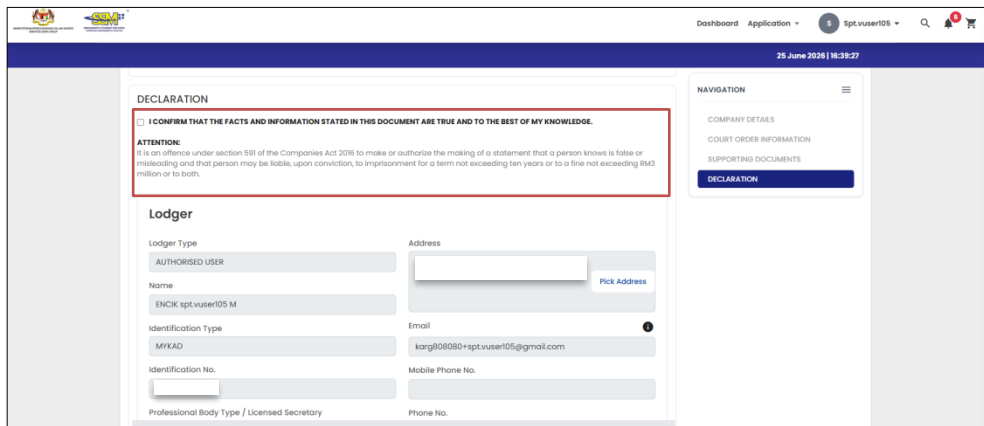
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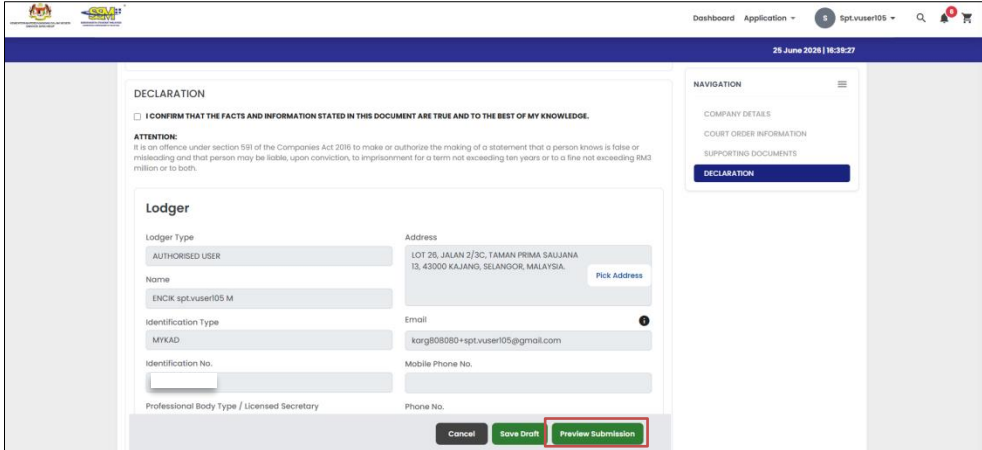
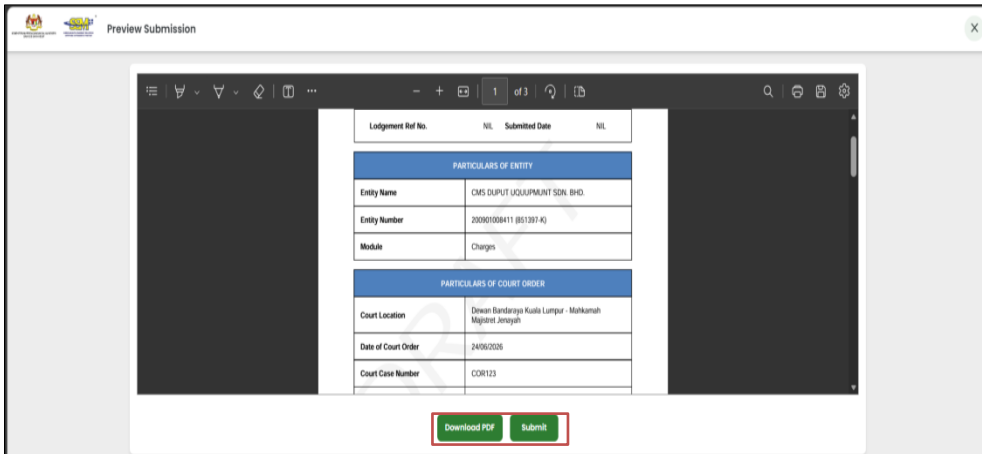
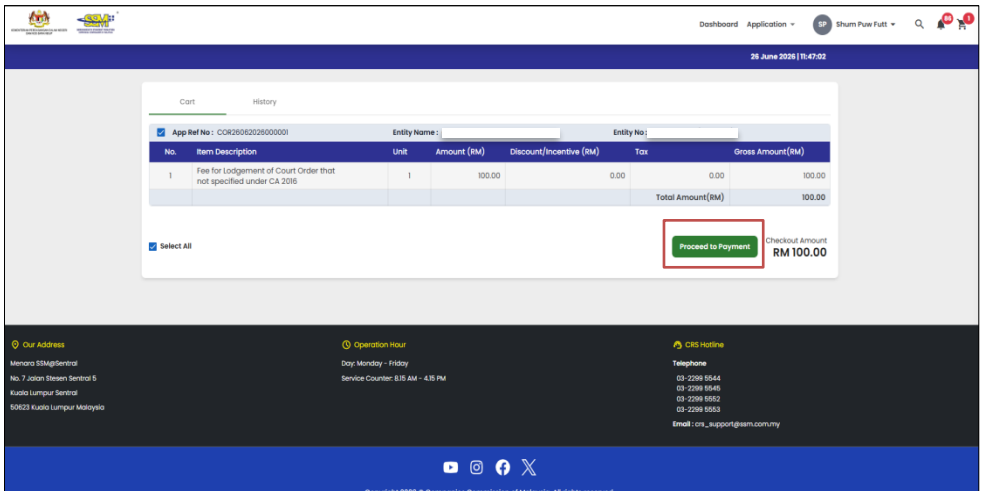
3.2 Notification of Court Order That Not Specified Under Companies Act 2016

Purpose: To allow a company to voluntarily lodge a court order that is not specifically provided for or required to be lodged under the Companies Act 2016.

Field No.	Description
1	From Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, click Common > Court Order > Notification of Court Order That Not Specified Under Companies Act 2016 
3	In the Company Details section, fill in the following details: a) Entity No.*: <Search Company Registration No.> b) Entity Name: <Auto-populate> <i>Note: After clicking the Search button, the Entity Name will be displayed</i>

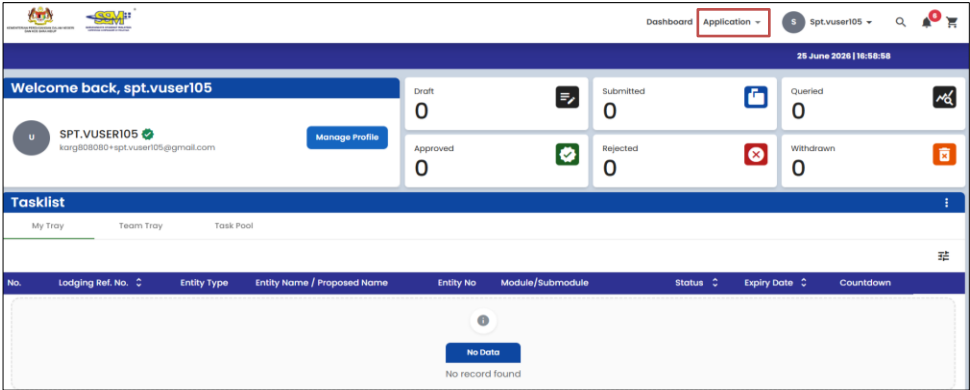
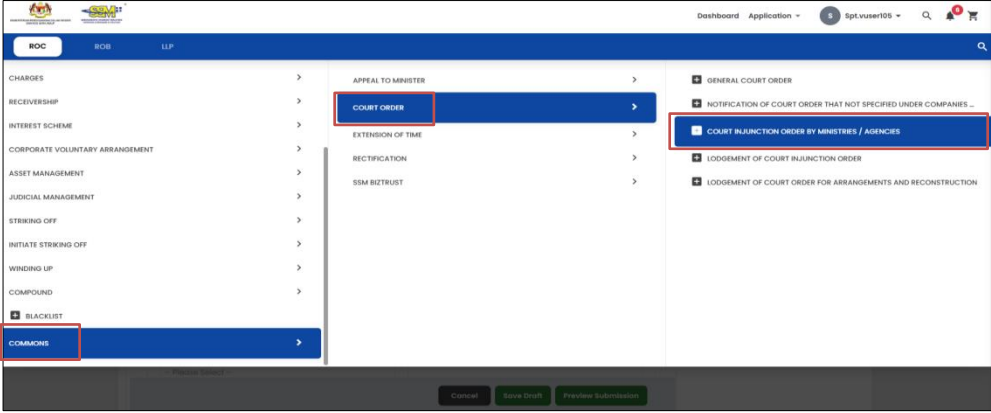
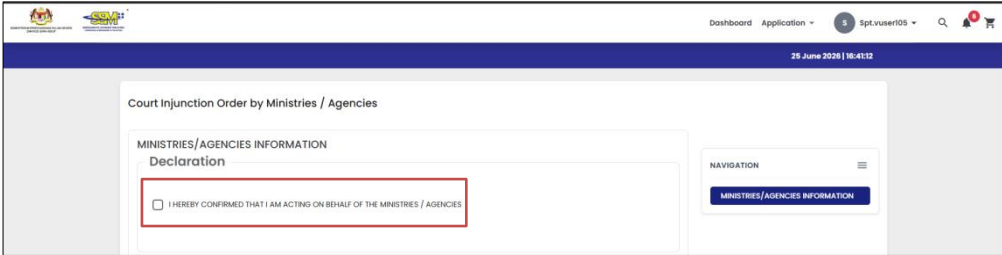
Field No.	Description
	  Note: If the entity is not associated with the user, you can click Yes button if you wish to proceed with that entity else can click No button.
4	In the Court Order Information section, fill in the following details: Court Location: <i><Drop-down></i> Date of Court Order*: <i><Date Picker></i> Court Order Number*: <i><Any Text></i> Time Frame to Comply with Court Order: <i><Select Month></i> Time Frame to Comply with Court Order: <i><Select Day></i> Court Order Details *: <i><Any 100 characters></i> <i>(i): "Please specify the summary of court order (what needs to be done)"</i> Court Order Document*: <i><Browse></i>

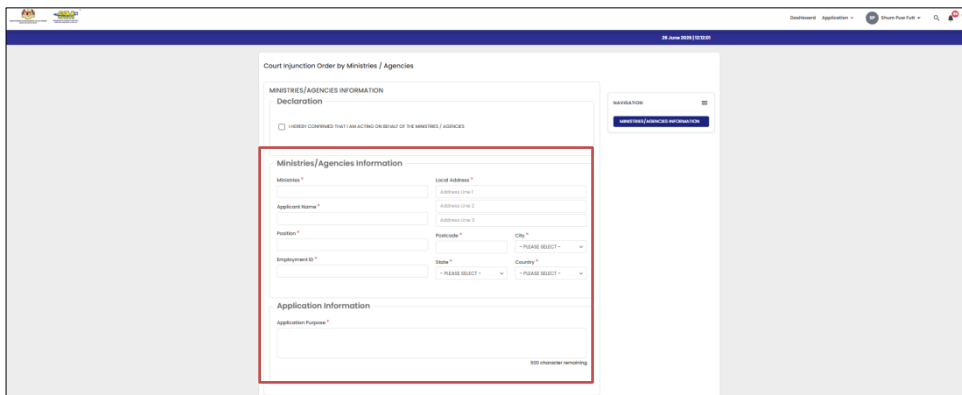
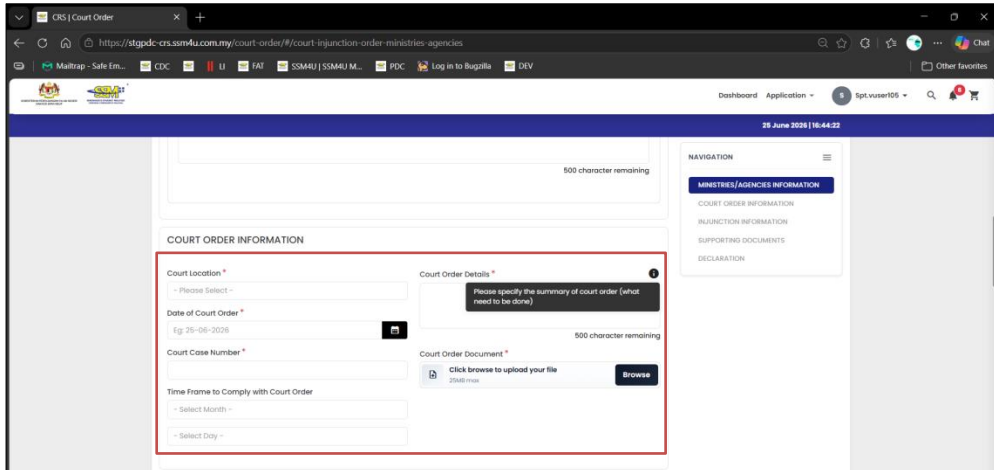
Field No.	Description
	
5	In the Supporting Documents section, click the Add Attachment button to browse and upload the attachment (if any) 
6	In the Declaration* section, select the Declaration checkbox 

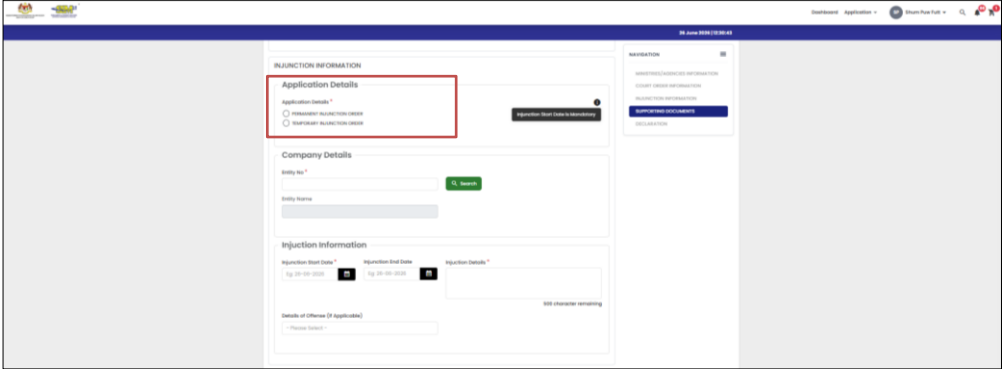
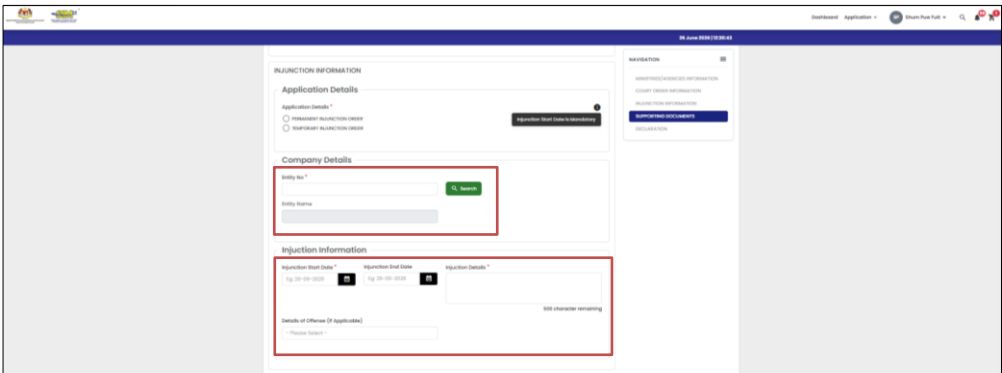
Field No.	Description
7	Click the Preview Submission button to perform the final verification of the submission details before submitting  <i>Note: The Save Draft button function to save the application as a Draft</i>
8	Click the Download PDF and Submit buttons 
9	Click the Proceed to Payment button to make payment 

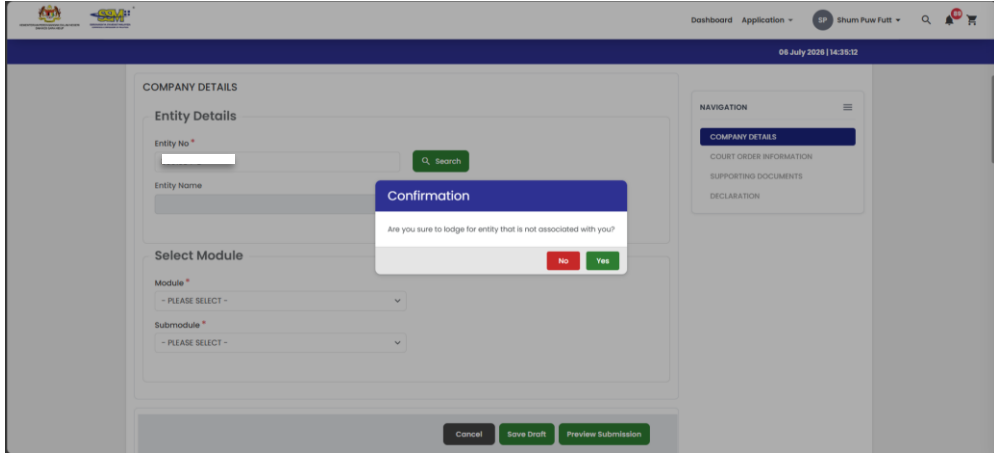
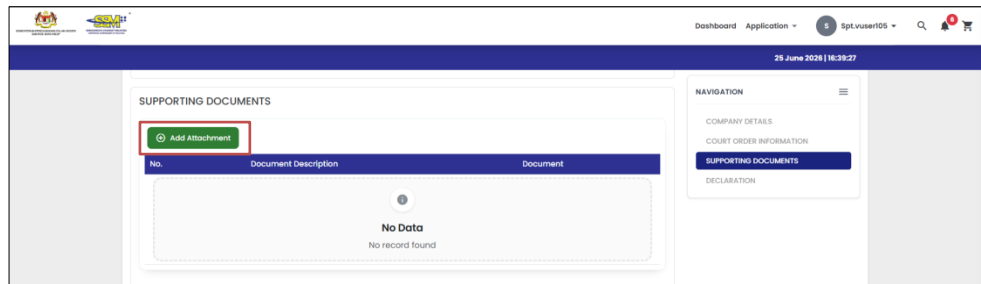
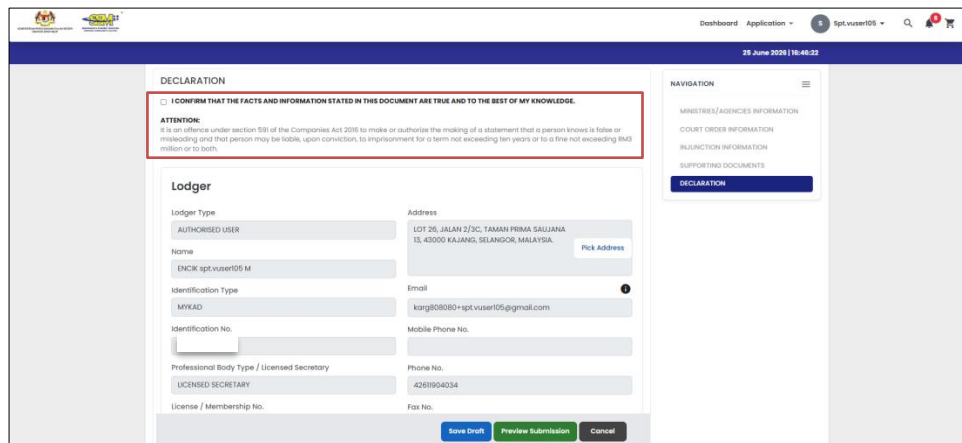
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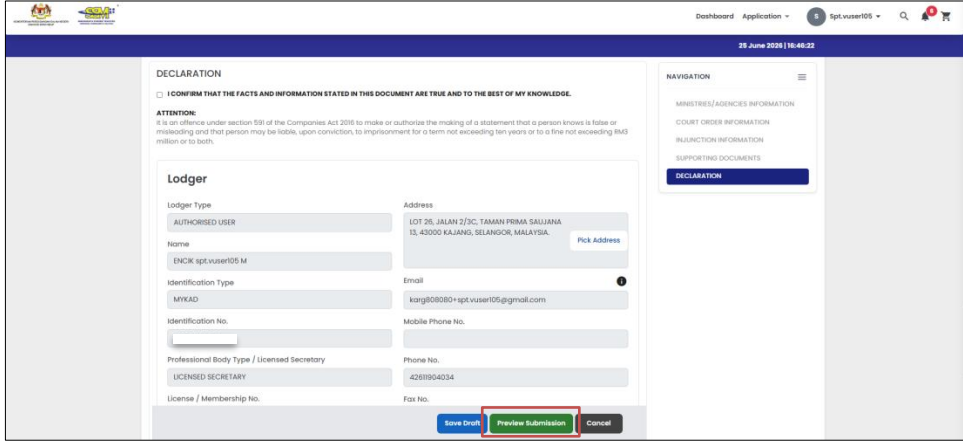
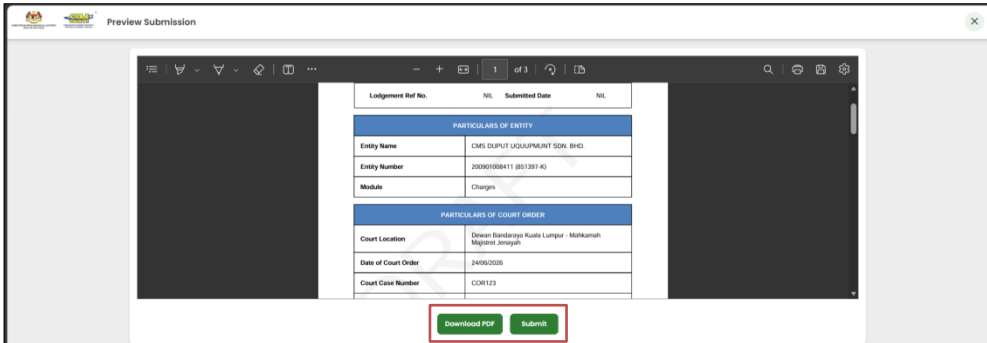
Purpose: To enable Ministries or Agencies to lodge a court order for the enforcement of regulatory actions, including injunction order and other related matters.

Field No.	Description
1	From Dashboard, navigate to the Application menu in the Navigation Bar 
2	Then, click Common > Court Order > Court Injunction Order by Ministries / Agencies 
3	The Court Injunction Order by Ministries / Agencies form will be displayed Declaration*: <i><Check the declaration></i> 
4	In the Ministries/Agencies Information section, fill in all the following details: Ministries*: <i><Drop-down></i>

Field No.	Description
	Applicant Name*: <Any Text> Position*: <Any Text> Employment ID*: <Any Text> Local Address*: <Any Text> Postcode*: <Any 5 digits number> City*: <Drop-down> State*: <Auto-Populate> Country*: <Auto-Populate> In the Application Information section, fill in the following detail: Application Purpose*: <Any 500 characters> 
5	In the Court Order Information section, fill in the following details: Court Location*: <Drop-down> Date of Court Order*: <Date Picker> Court Order Number*: <Any Text> Time Frame to Comply with Court Order: <Select Month> Time Frame to Comply with Court Order: <Select Day> Court Order Details*: <Any 100 characters> <i>(i): "Please specify the summary of court order (what needs to be done)"</i> Court Order Document*: <Browse> 

Field No.	Description
6	In the Injunction Information section, under Application Details* select one of the following radio button options: a) Permanent Injunction Order b) Temporary Injunction Order <i>(i): "Injunction start date is mandatory"</i> 
7	In the Company Details section, fill in the following details: Entity No. *: <i><Search Entity Number></i> Entity Name: <i><Auto-Populate></i> In the Injunction Information section, fill in the following details: Injunction Start Date*: <i><Date Picker></i> Injunction End Date: <i><Date Picker></i> Injunction Details*: <i><Any 500 characters></i> Details of offence (if applicable): <i><Drop-down></i> 

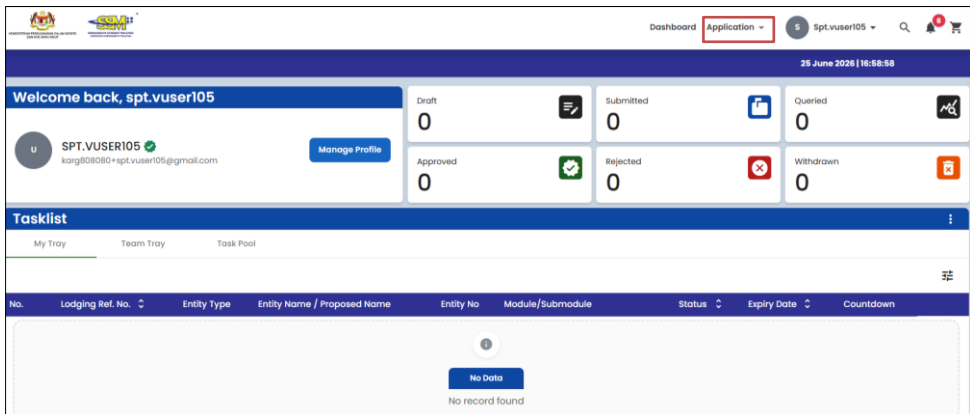
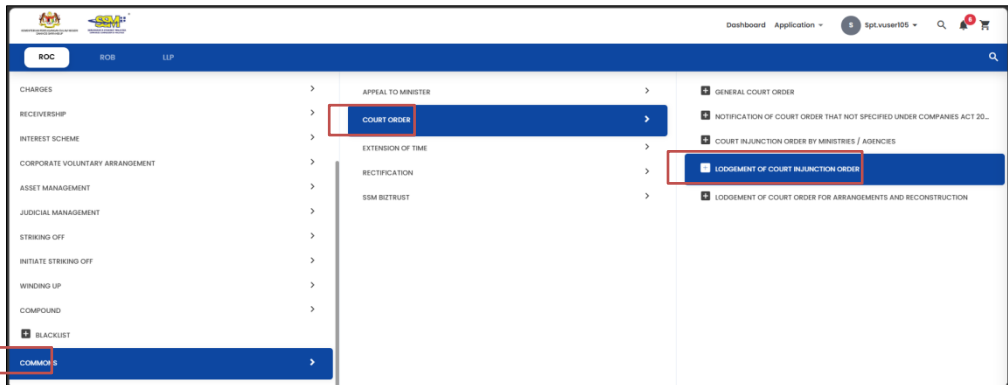
Field No.	Description
	 Note: If the entity is not associated with the user, you can click Yes button if you wish to proceed with that entity else can click No button.
8	In the Supporting Documents section, click the Add Attachment button to upload the attachment (if any) 
9	In the Declaration section, select the Declaration checkbox 
10	Click the Preview Submission button to perform the final verification of the submission details before submitting

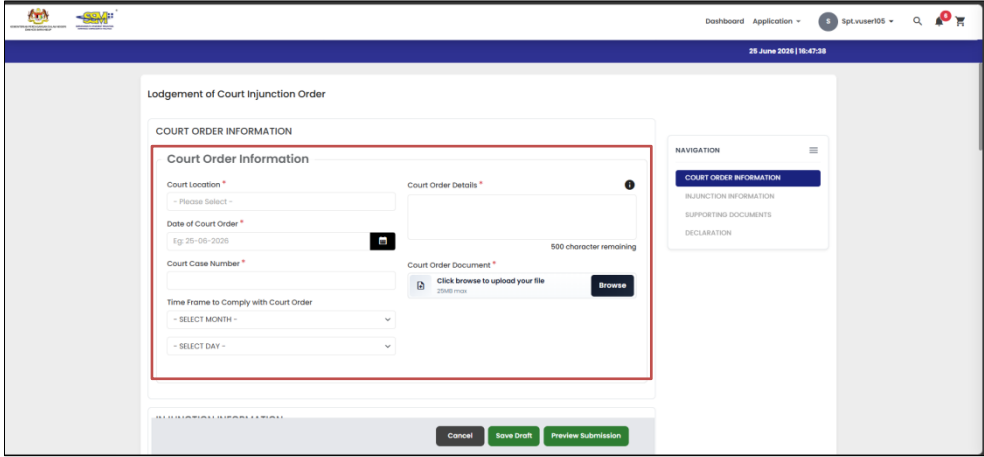
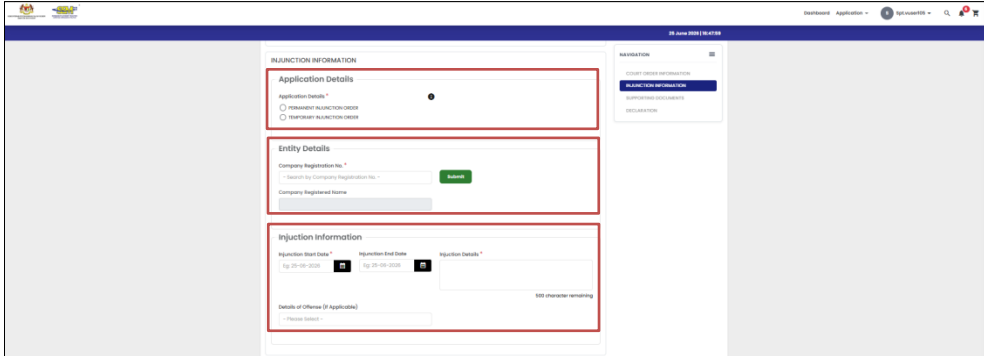
Field No.	Description
	 <i>Note: The Save Draft button function to save the application as a Draft</i>
11	Click the Download PDF and Submit buttons 

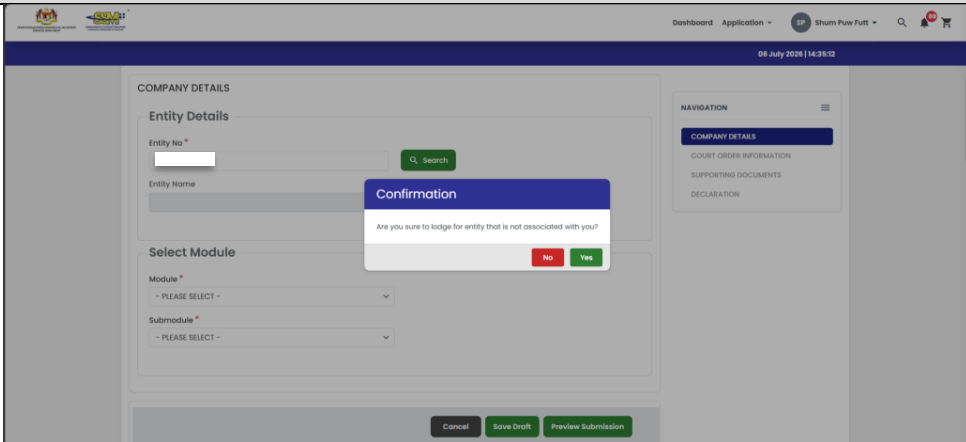
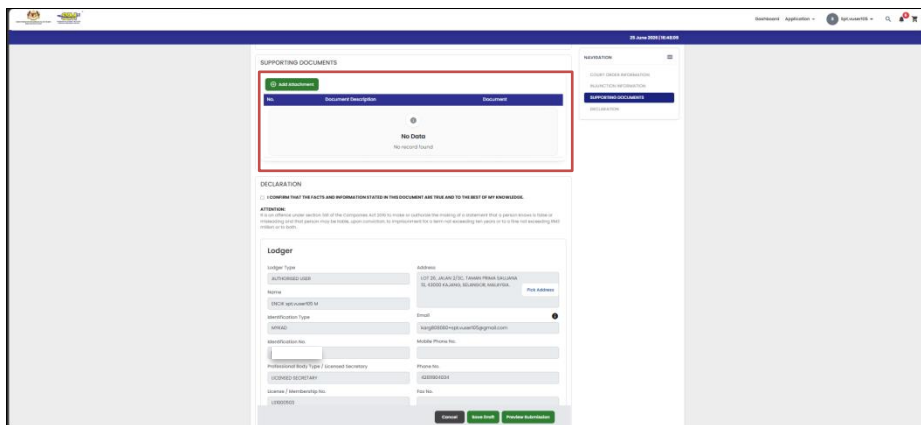
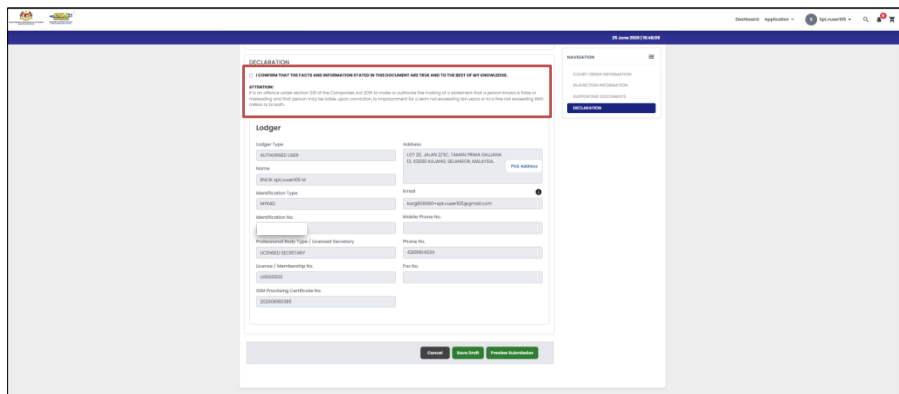
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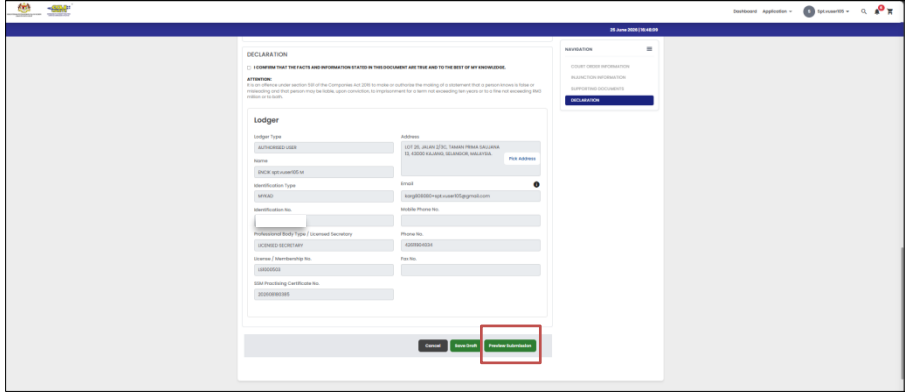
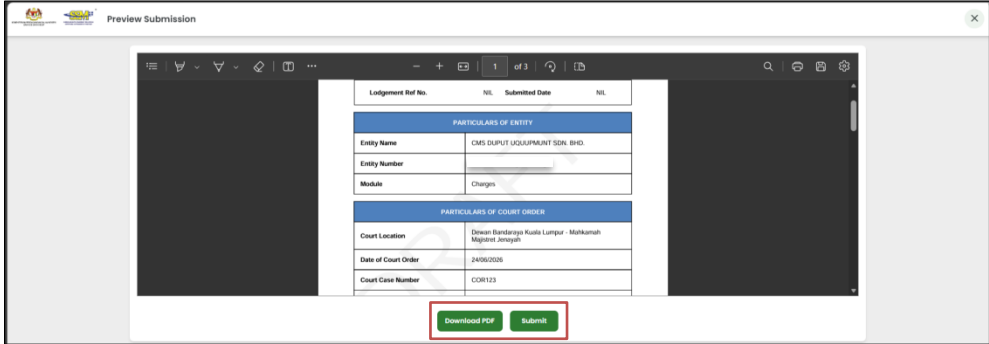
3.4 Lodgement of Court Injunction Order

Purpose: A court order obtained by an interested party to prevent or suspend a company from making specified changes or undertaking certain actions until further order of the court.

Field No.	Description
1	From Dashboard, navigate to the Application menu in the Navigation Bar 
2	Then, click Common > Court Order > Lodgement of Court Injunction Order 
3	In the Court Order Information section, fill in the following details: Court Location*: <i><Drop-down></i> Date of Court Order*: <i><Date Picker></i> Court Order Number*: <i><Any Text></i> Time Frame to Comply with Court Order: <i><Select Month></i> Time Frame to Comply with Court Order: <i><Select Day></i> Court Order Details*: <i><Any 100 characters></i> <i>(i): "Please specify the summary of court order (what needs to be done)"</i> Court Order Document*: <i><Browse></i>

Field No.	Description
	
4	In the Injunction Information section, select one of the following radio buttons for: Application Details: • Permanent Injunction Order • Temporary Injunction Order <i>(i): "Injunction start date is mandatory"</i> Entity Details, fill in the information and click Search: Company Registration No.*: <Search Company Registration No.> Company Registered Name: <Auto-populate> Injunction Information, fill in the following details: Injunction Start Date*: <Date picker> Injunction End Date: <Date picker> Injunction Details*: <Any 500 characters> Details of Offence (If Applicable): <Drop-down> 

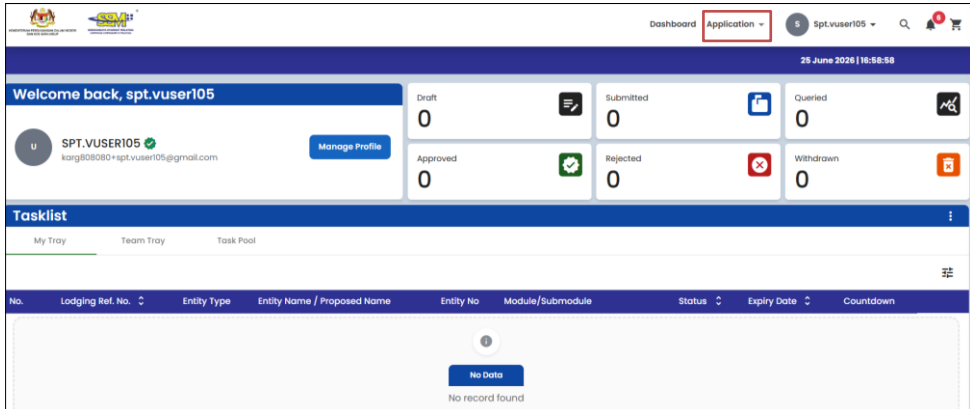
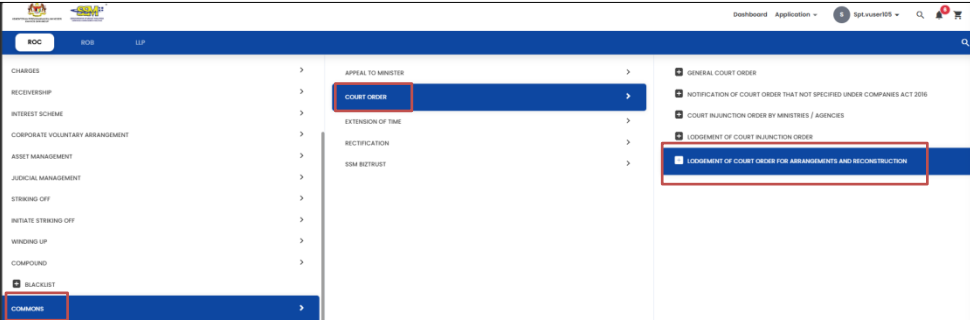
Field No.	Description
	 Note: If the entity is not associated with the user, you can click Yes button if you wish to proceed with that entity else can click No button.
5	In the Supporting Documents section, click the Add Attachment to upload the attachment (if any) 
6	In the Declaration* statement, select the Declaration checkbox 
7	Click the Preview Submission button to perform the final verification of the submission details before submitting

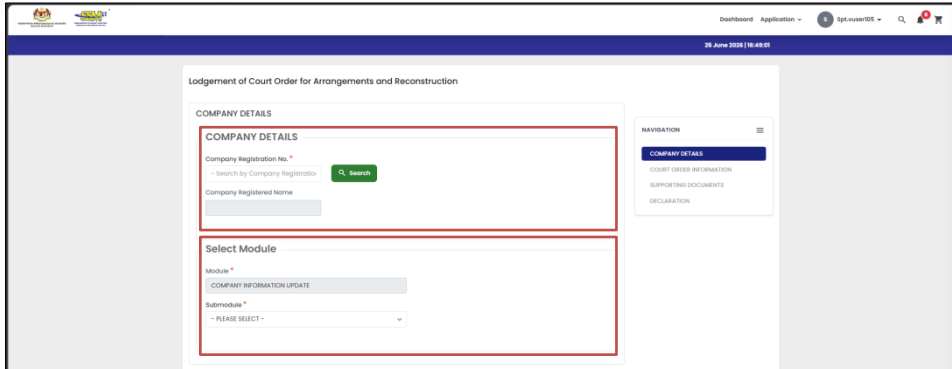
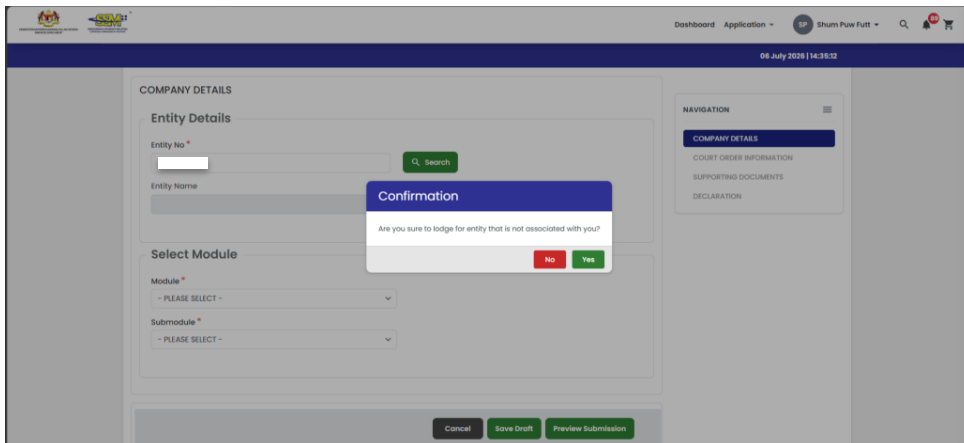
Field No.	Description
	 Note: The Save Draft button function to save the application as a Draft
8	Click the Download PDF and Submit buttons 

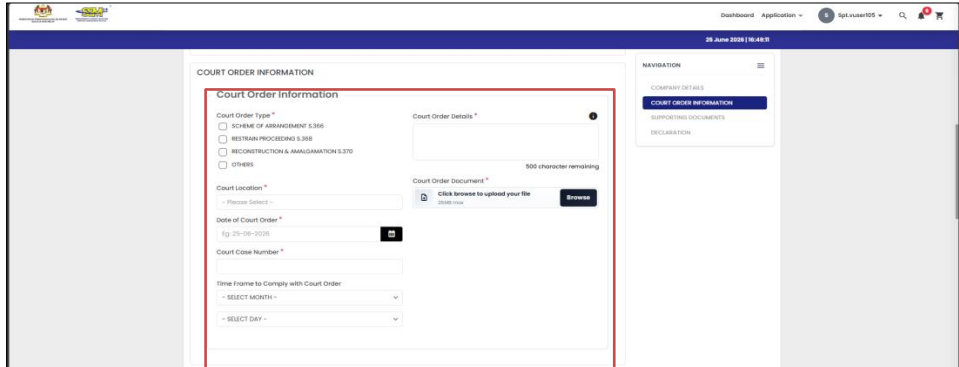
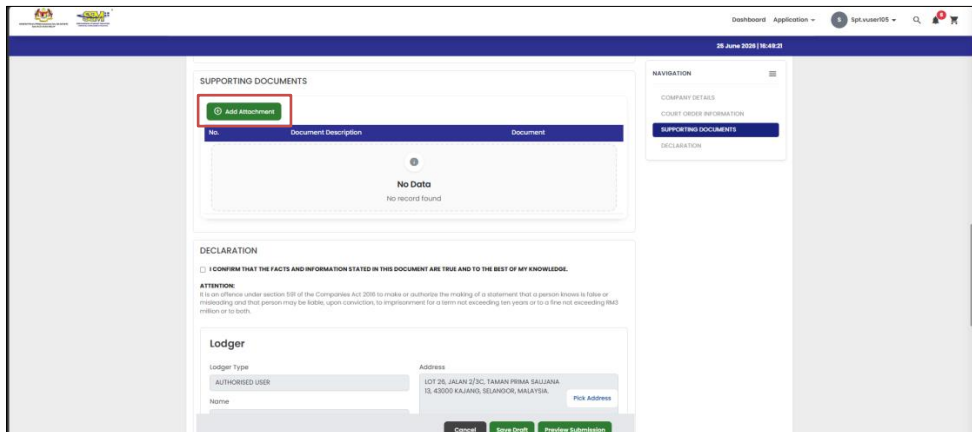
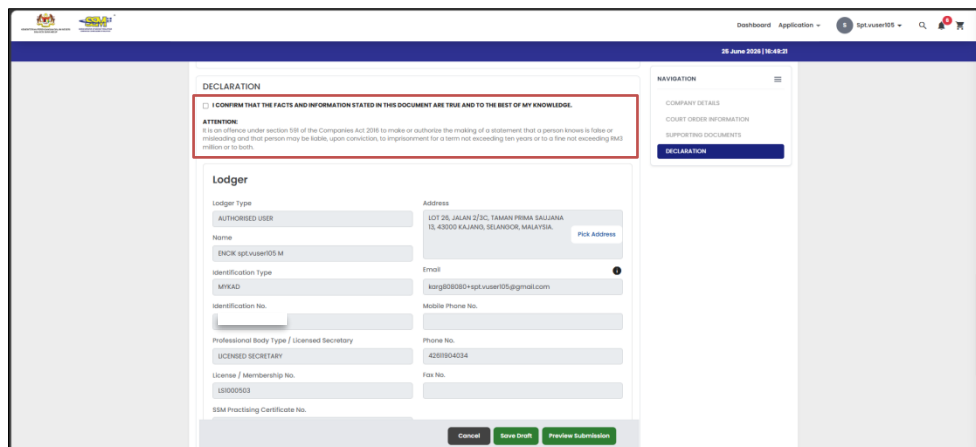
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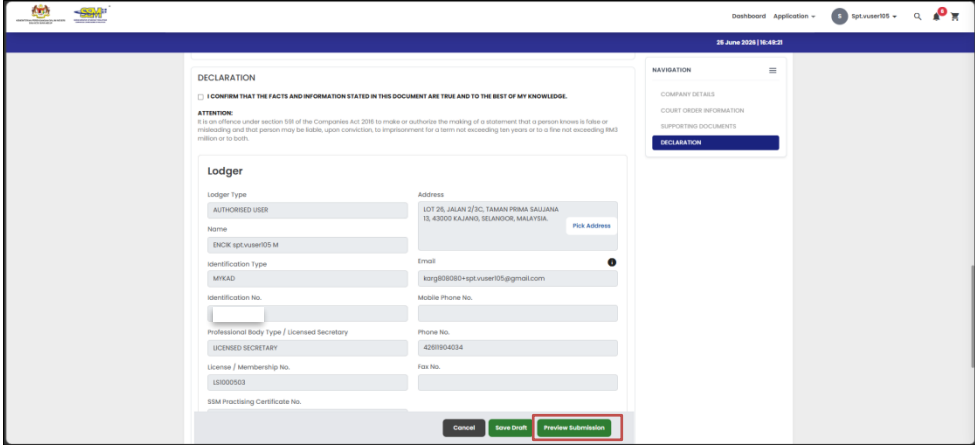
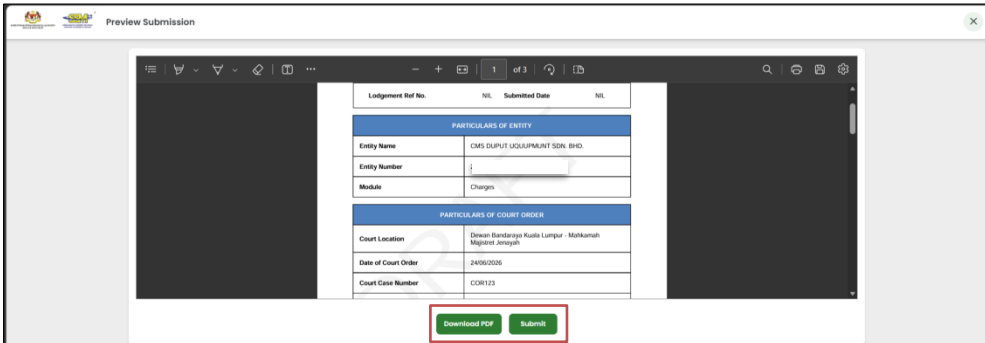
3.5 Lodgement of Court Order or Arrangements & Reconstructions

Purpose: Used to lodge a court order relating to a company's arrangement, compromise, reconstruction or restructuring process and to update the company's records in accordance with the court-approved arrangement.

Field No.	Description
1	From Dashboard, navigate to the Application menu in the Navigation Bar 
2	Then, click Common > Court Order > Lodgement of Court Order for Arrangements and Reconstructions 
3	In the Company Details section, fill in the following details: a) Company Registration No.: <Search Company Registration No> b) Company Registration Name: <Auto-populate> In the Select Module section, please search the following field: a) Module: <Auto-populate> b) Sub-Module: <Search Sub-Module and select>

Field No.	Description
	  Note: If the entity is not associated with the user, you can click Yes button if you wish to proceed with that entity else can click No button.
4	In the Court Order Information section, fill in the following details: Court Order Type*: <Checkbox> Court Location*: <Drop-down> Date of Court Order*: <Date Picker> Court Order Number*: <Any Text> Time Frame to Comply with Court Order: <Select Month> Time Frame to Comply with Court Order: <Select Day> Court Order Details*: <Any 100 characters> <i>(i): "Please specify the summary of court order (what needs to be done)"</i> Court Order Document*: <Browse>

Field No.	Description
	
5	In the Supporting Documents section, click the Add Attachment button to upload the attachment (if any). 
6	In the Declaration section, select the Declaration checkbox 
7	Click the Preview Submission button to perform the final verification of the submission details before submitting

Field No.	Description
	 Note: The Save Draft button function to save the application as a Draft
8	Click the Download PDF and Submit buttons 

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.