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

Incorporation (ROC-INC)

Version 1.0

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1 Introduction

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

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

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

2 Module Overview

This user guide covers the following business processes:

(a) Pre-Incorporation / Registration

(i) Incorporation of a Local Company Limited by Shares

- from Name Reservation to Incorporation

(ii) Incorporation of a Local Unlimited Company

- from Name Reservation to Incorporation

(iii) Incorporation of a Company Limited by Guarantee

(iv) Registration of a Foreign Company

- Foreign Company with Share Capital
- Foreign Company without Share Capital

(b) Post-Incorporation

(i) Entitlement to Commence Business by a Public Company

(ii) Conversion of a Company Status

- Local Company
- Foreign Company

(iii) Change of Name

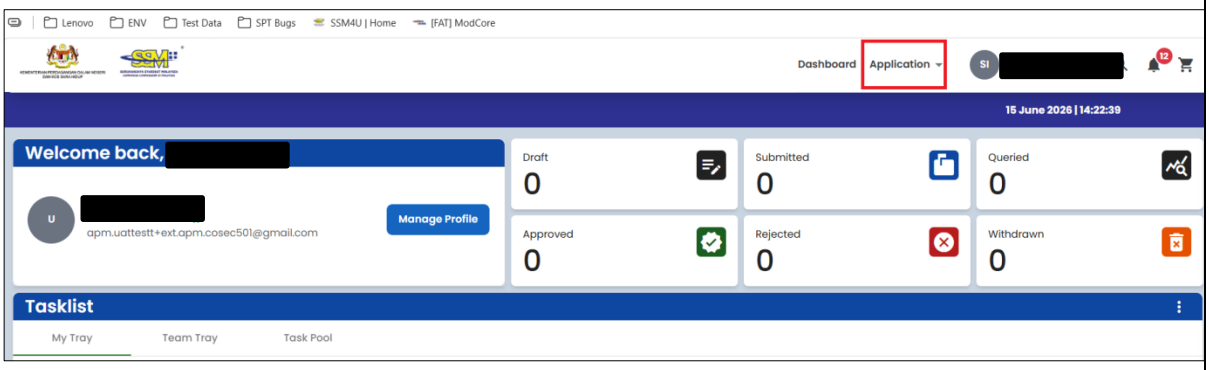
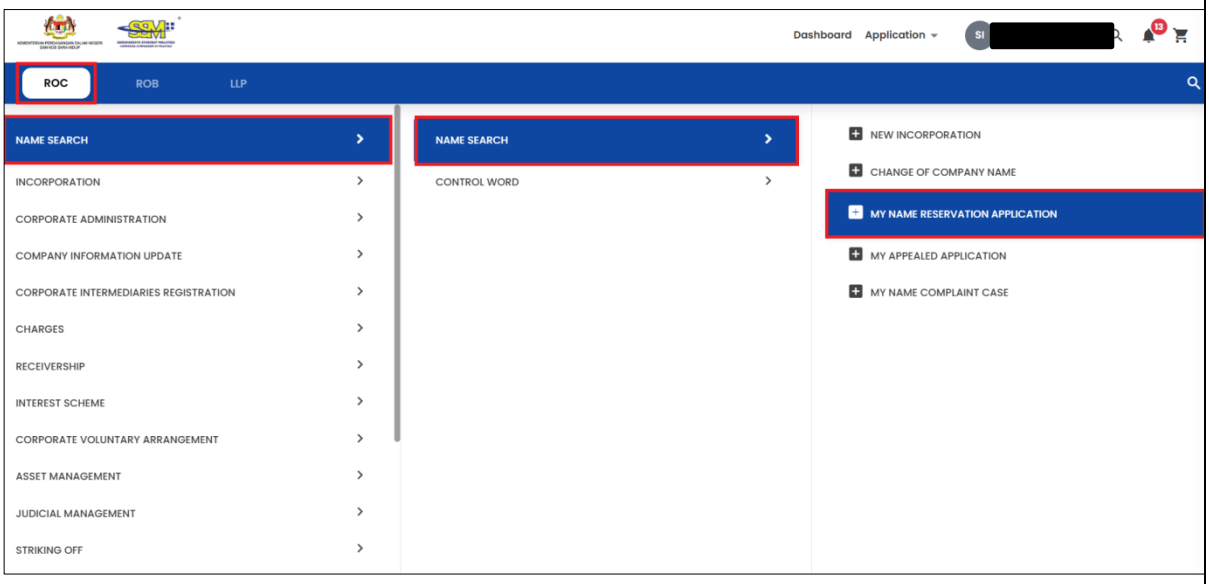
- Local Company
- Foreign Company

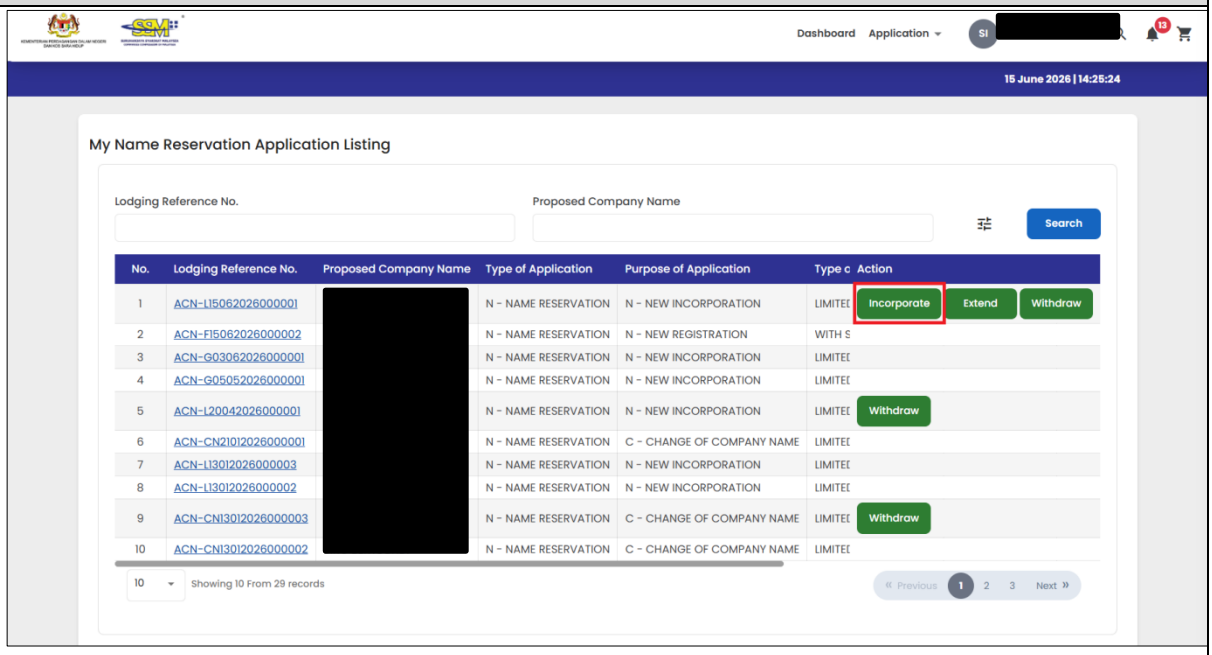
(iv) Rectification of Registers

3 Pre-Incorporation/ Registration

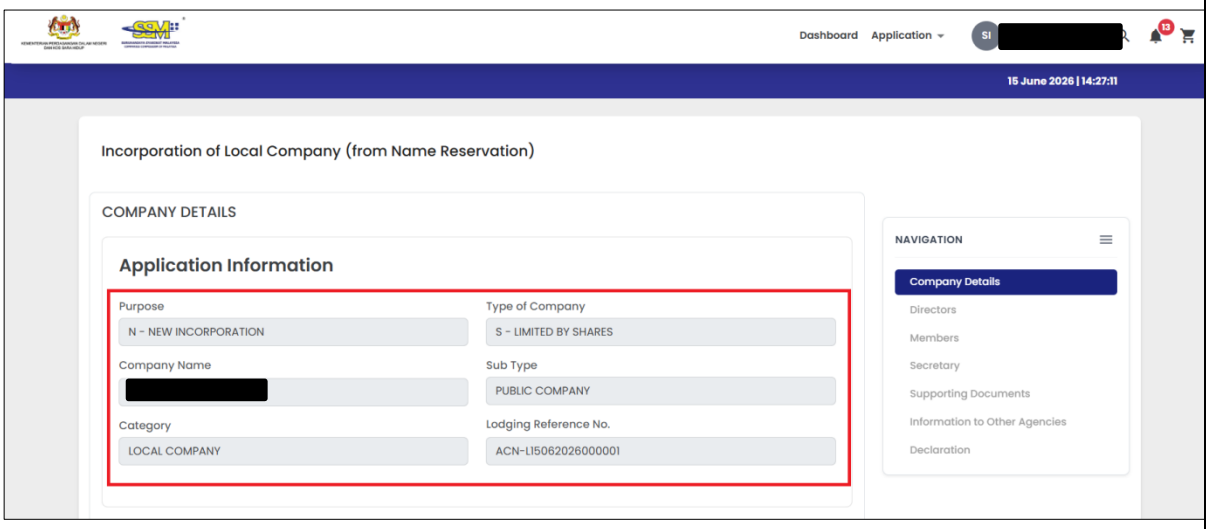
3.1 From Name Reservation to Incorporation

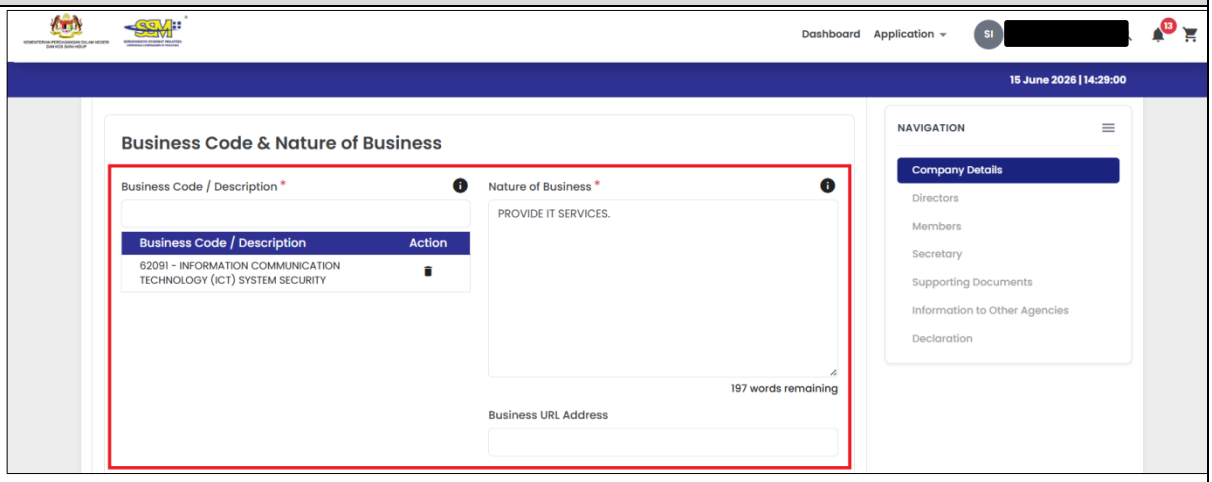
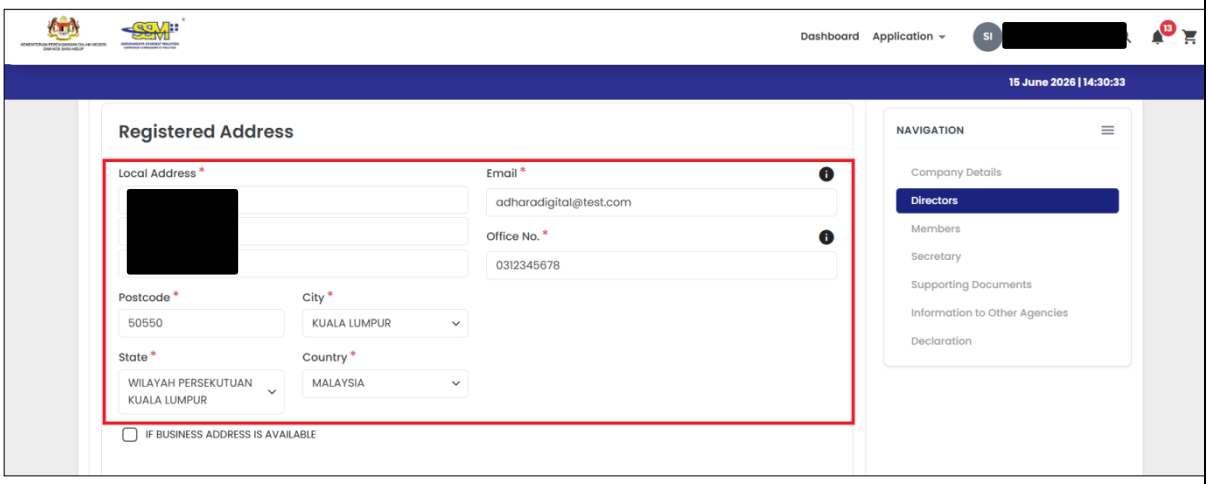
3.1.1 Initiate the Application

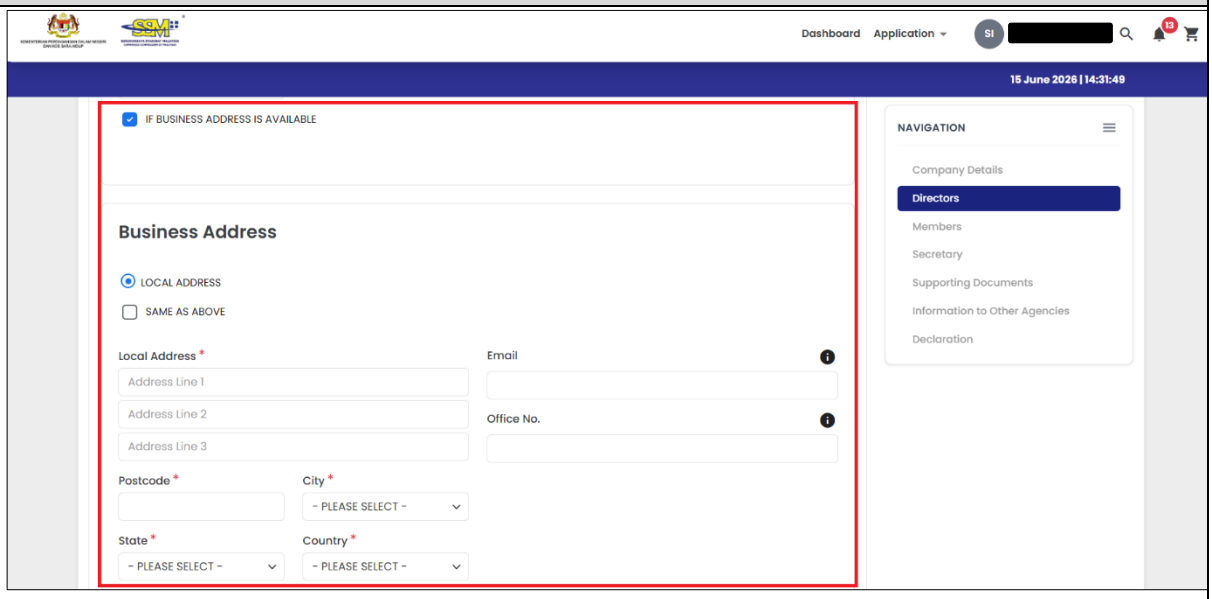
Field Num.	Description
1	From the **Dashboard**, click **Application**. 
2	Click **ROC -> Name Search -> Name Search -> My Name Reservation Application**. 
3	Choose the application and click **Incorporate**.

Field Num.	Description
	

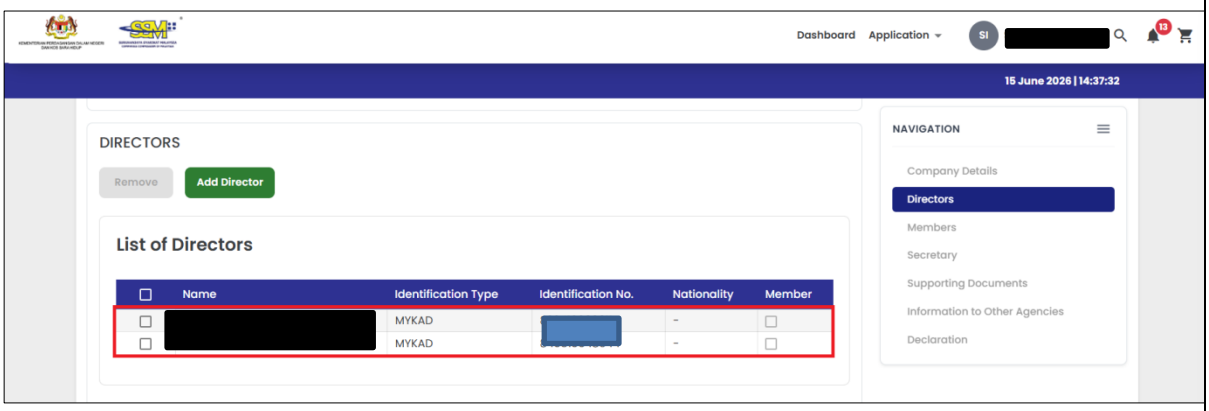
3.1.2 Company Details

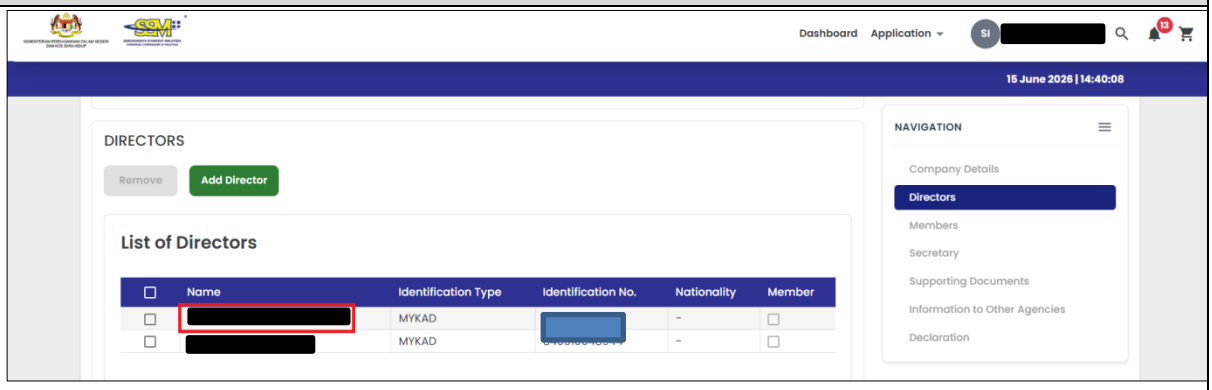
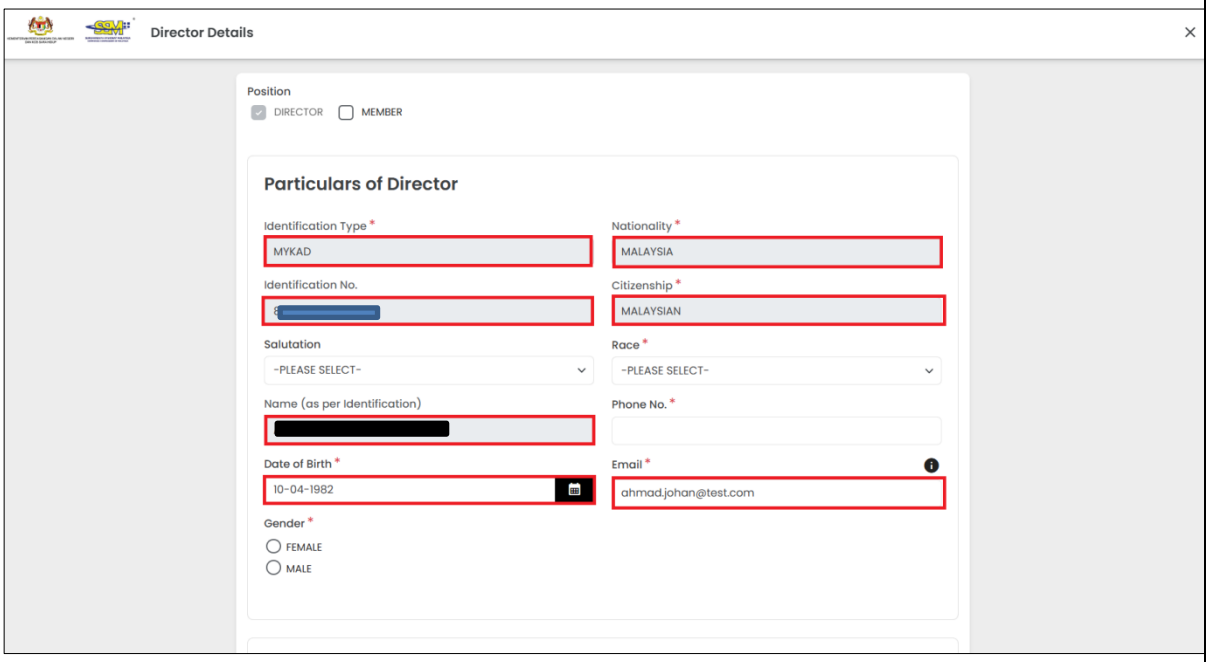
Field Num.	Description
1	The system will auto-populate the **Application Information** section. Please proceed to the next step. 
2	Scroll down to the **Business Code & Nature of Business** section. The system will auto-populate the **Business Code/ Description** from the Name Reservation. Please insert the **Nature of Business** and **Business URL Address**.

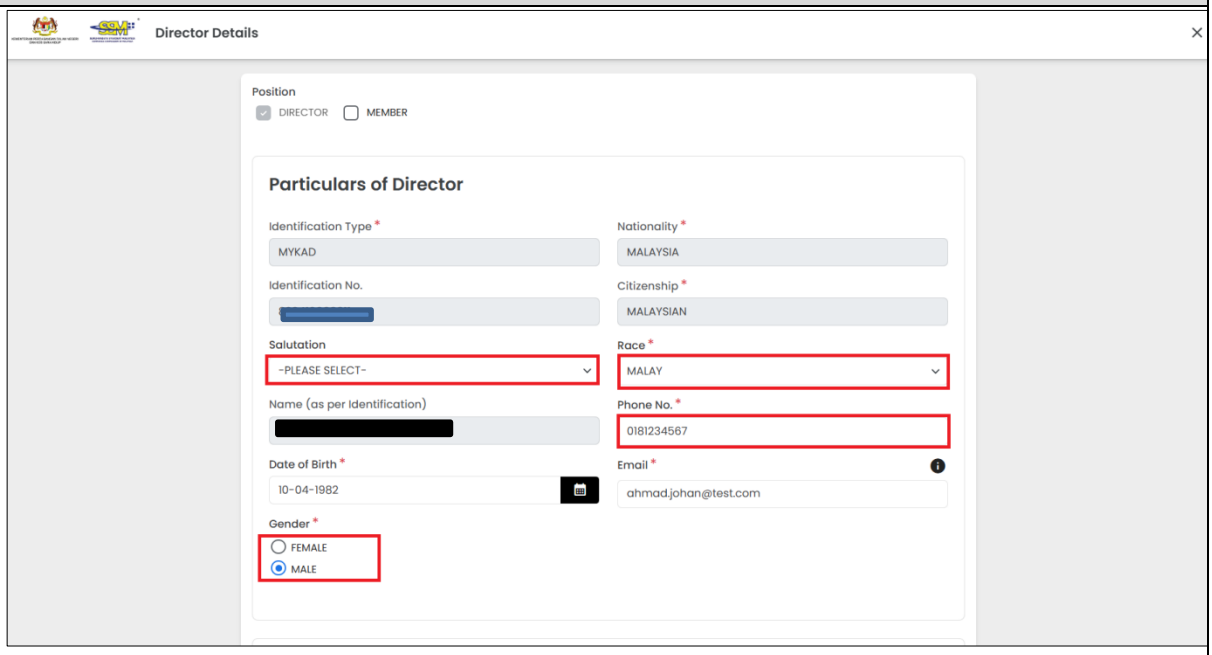
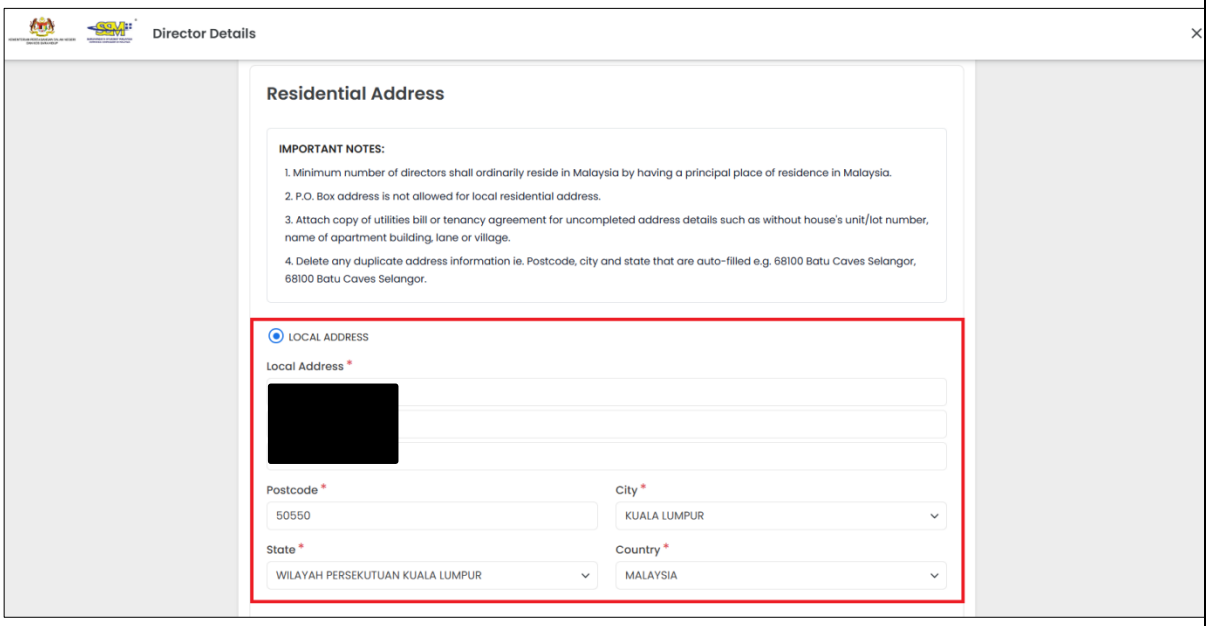
Field Num.	Description
	
3	Scroll down to the **Registered Address** section. Then, please insert all the required fields. 
4	If the **business address** is available, please select **IF BUSINESS ADDRESS IS AVAILABLE**. Then, please insert all the required fields.

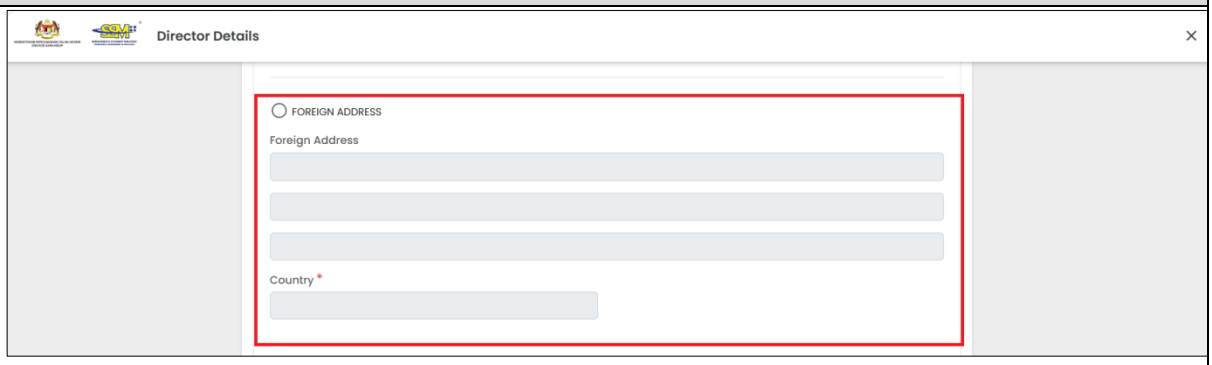
Field Num.	Description
	

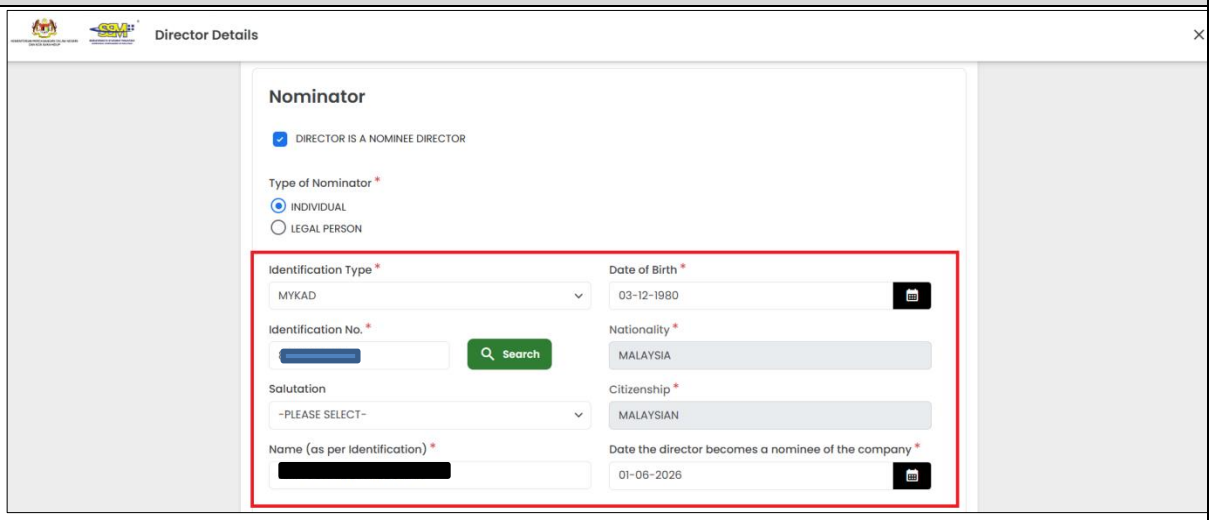
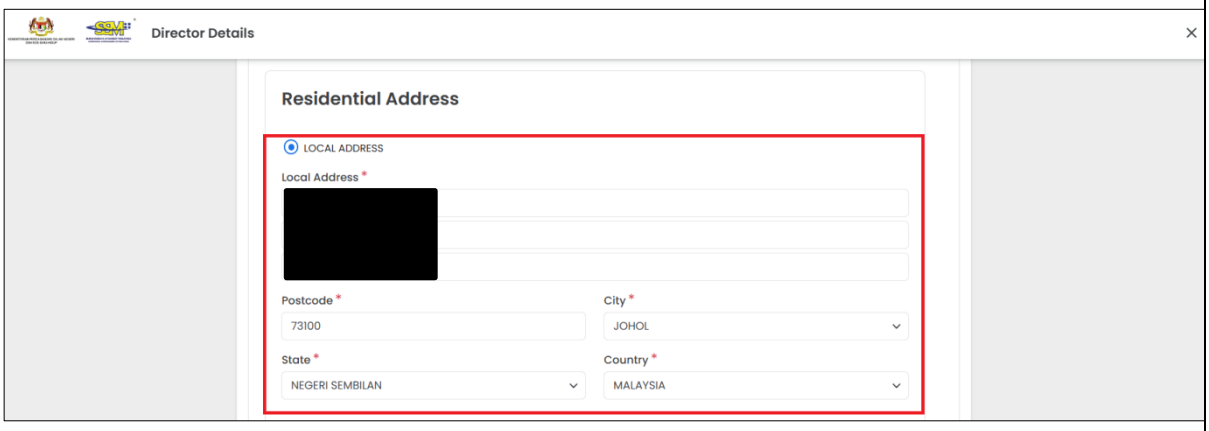
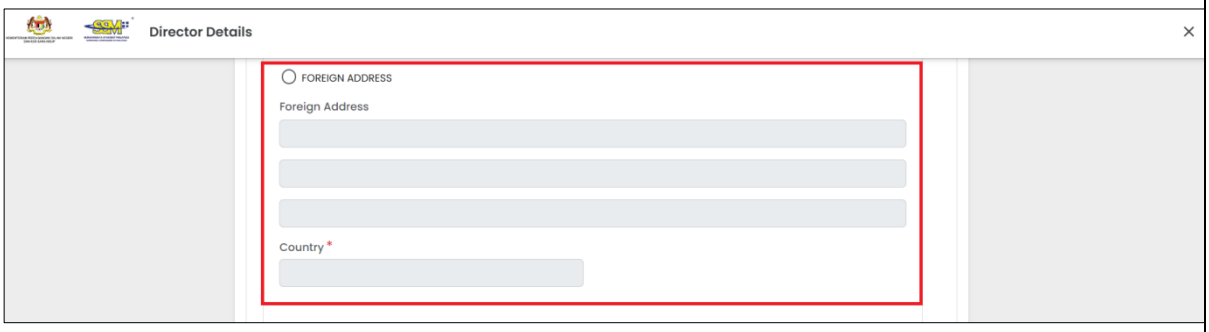
3.1.3 Directors

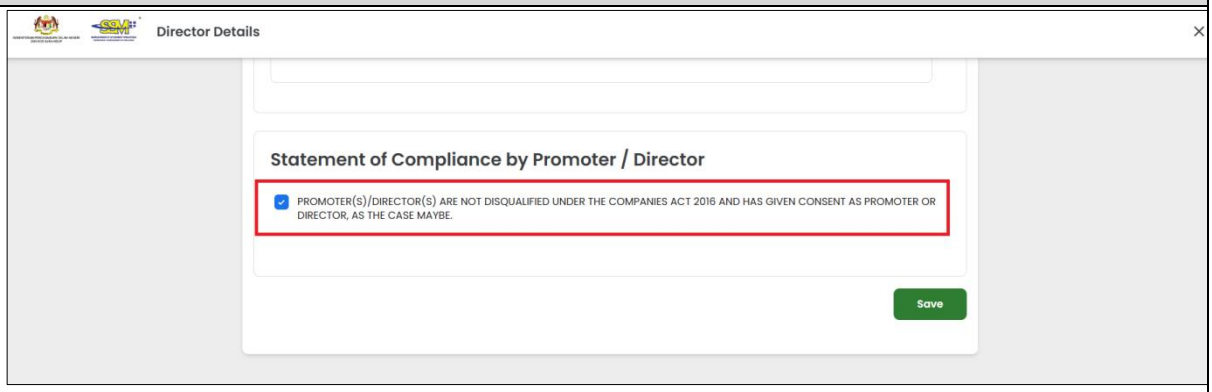
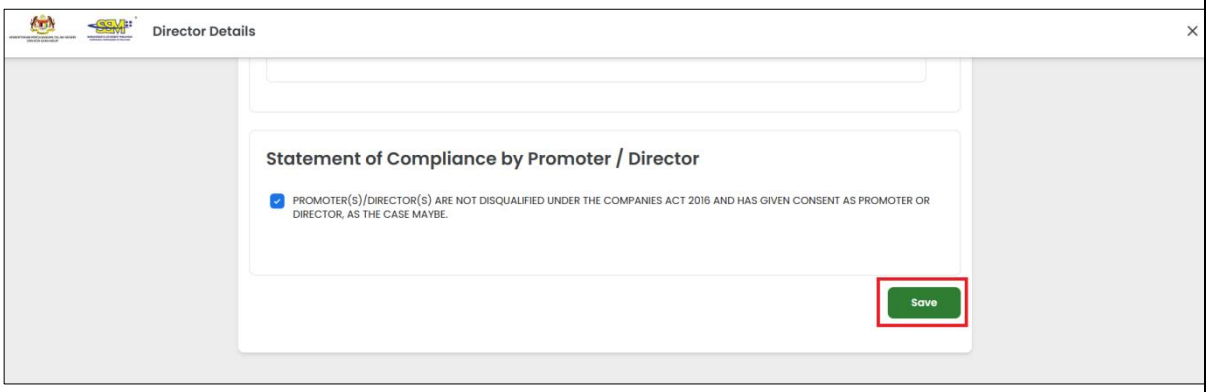
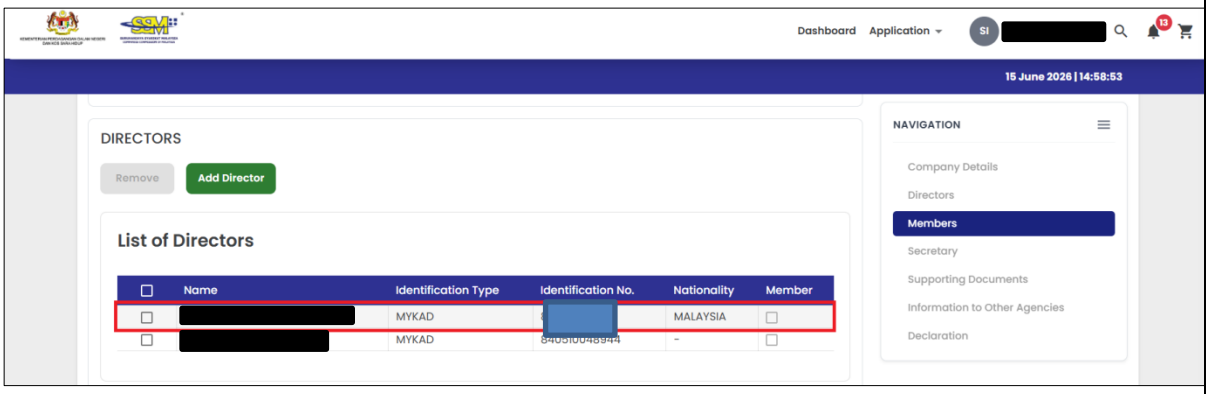
Field Num.	Description
1	Scroll down to **Directors** section. The system will auto-populate the directors from the Name Reservation. The user is required to update the Director's information. 
2	To update the director details, click the **Director's name**.

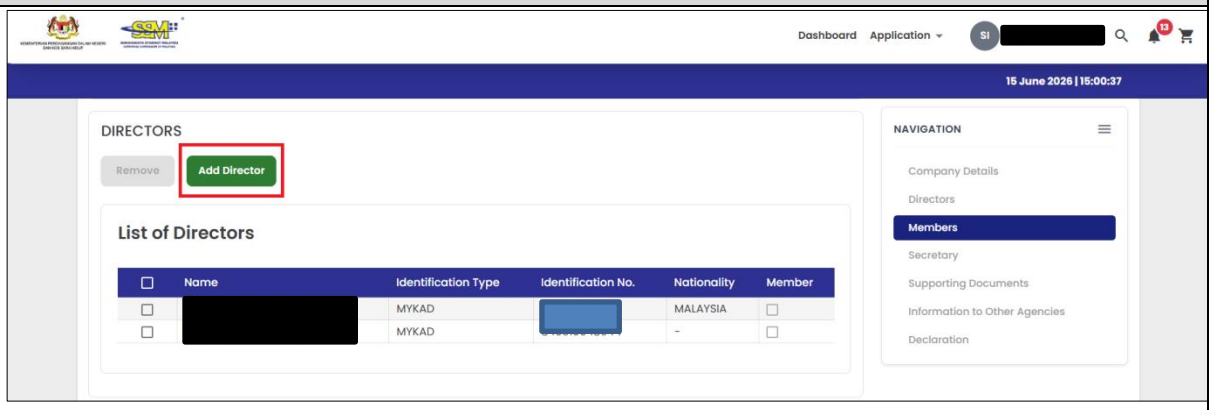
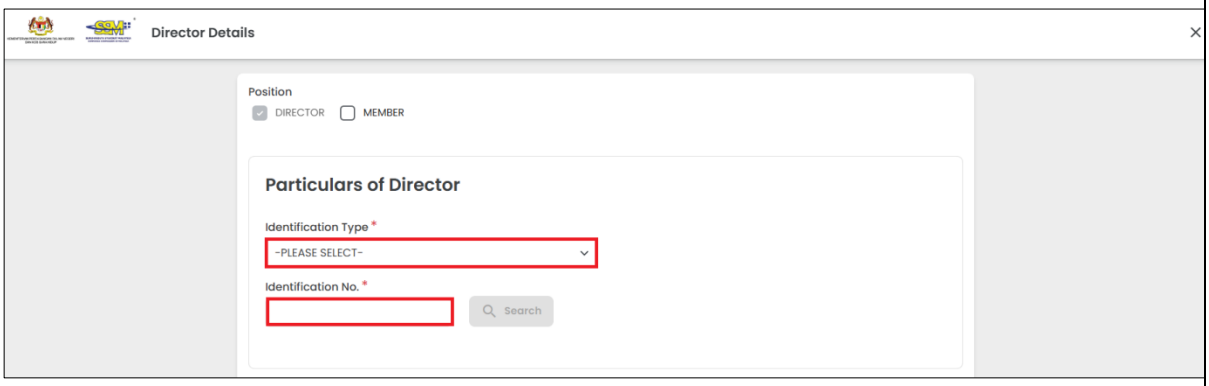
Field Num.	Description
	
3	The system will auto-populate these fields from the name reservation. Please insert all the required fields. 
4	Please insert the **Salutation, Gender, Race** and **Phone No**.

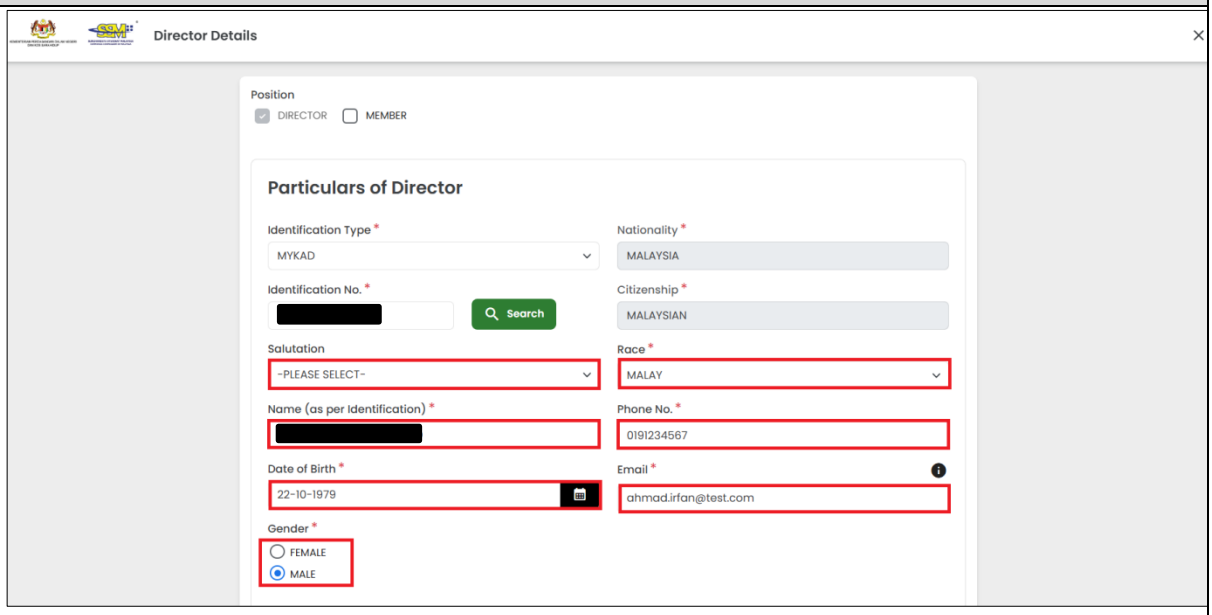
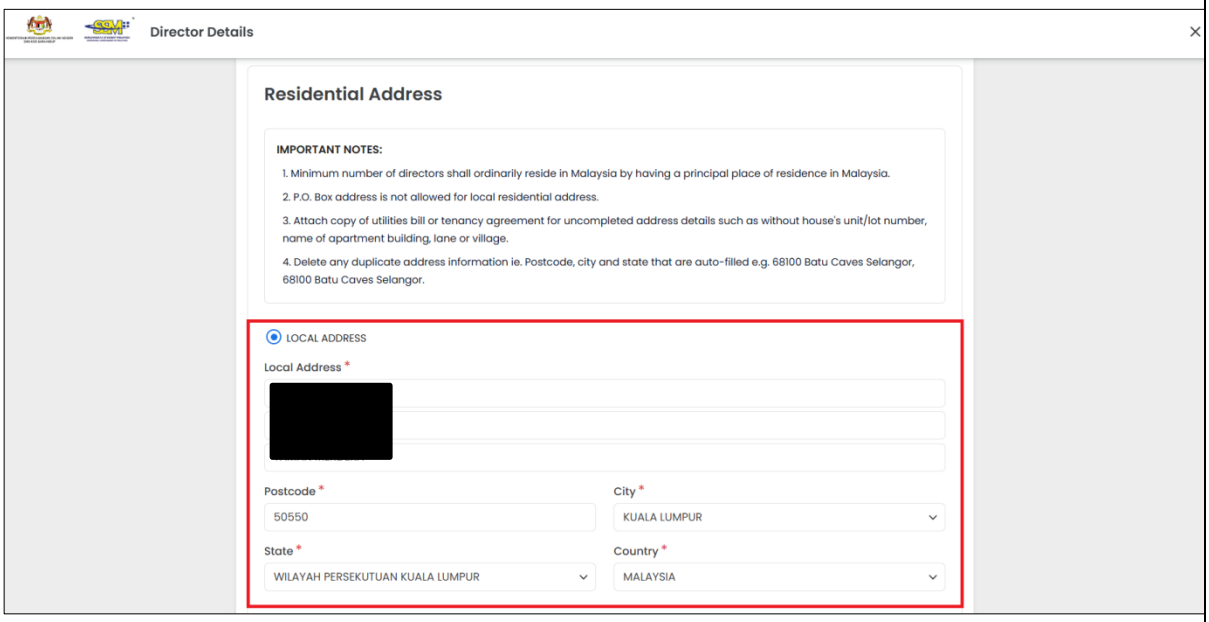
Field Num.	Description
	
5	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 
6	If the residential address is a foreign address, click **FOREIGN ADDRESS**. Then, please insert all the required fields.

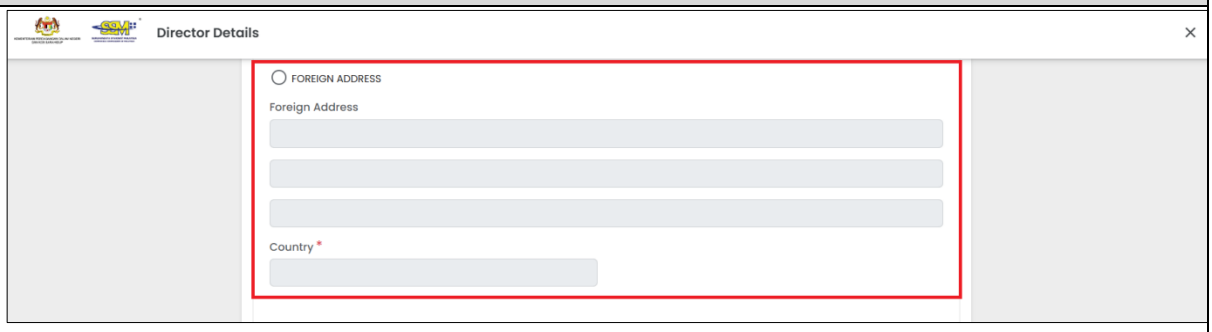
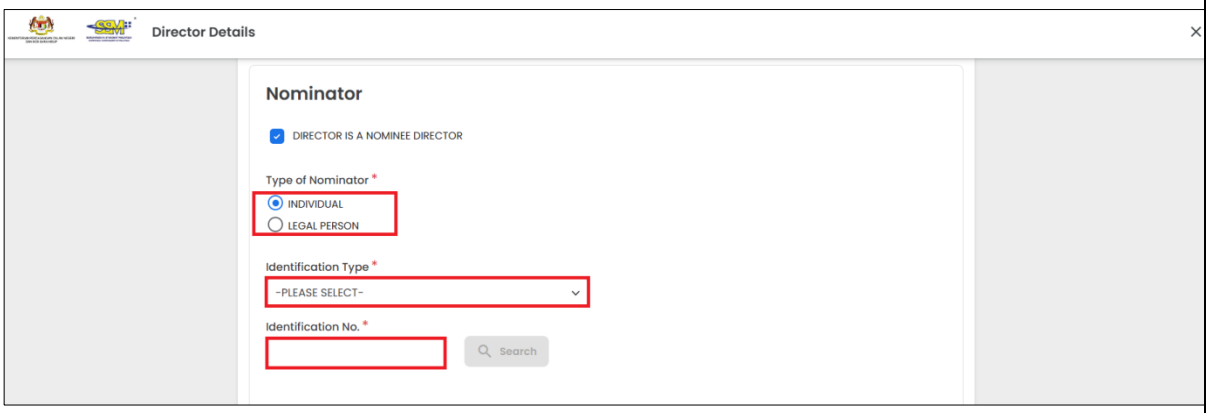
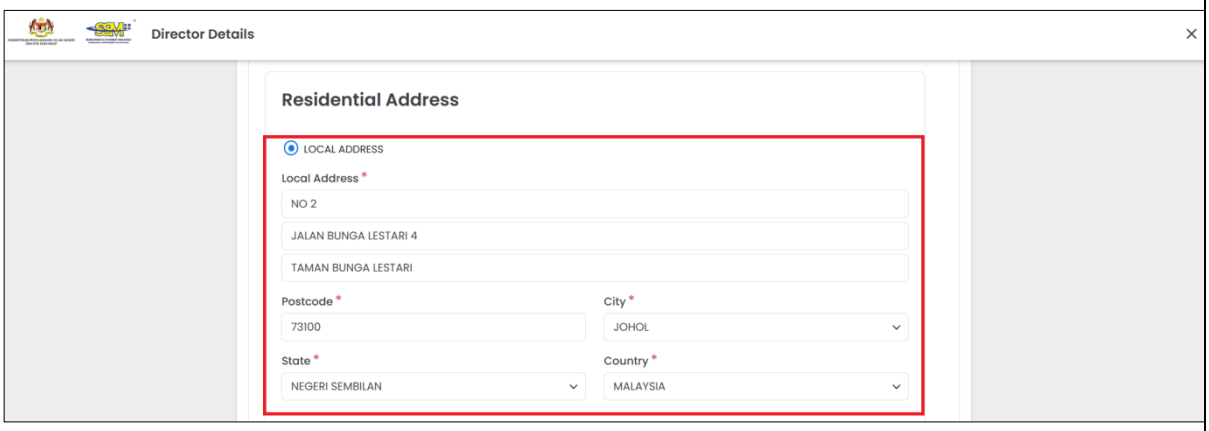
Field Num.	Description
	
7	Scroll down to the **Nominator** section. If the director is a nominee director, click **DIRECTOR IS A NOMINEE DIRECTOR**. If not, please skip this step.
8	Please select the **Type of Nominator – INDIVIDUAL**, **Identification Type - MYKAD** and insert the **Identification No**.
9	Please insert the **Salutation, Name (as per identification), Date of Birth** and **Date the director becomes a nominee of the company**.

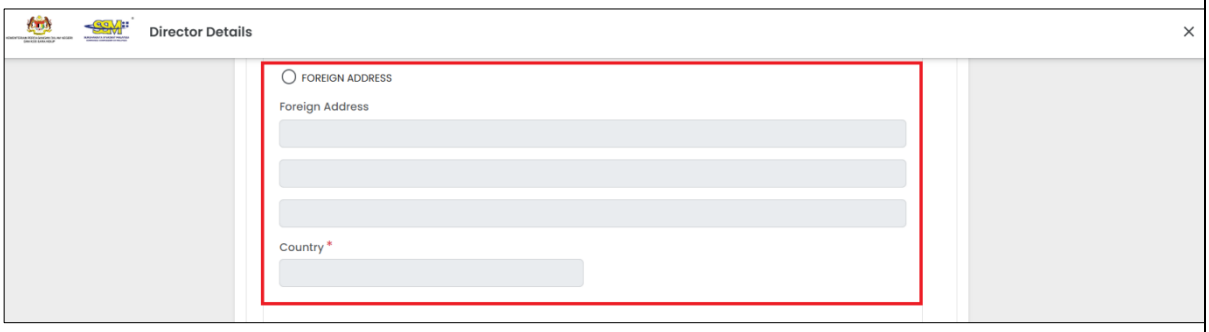
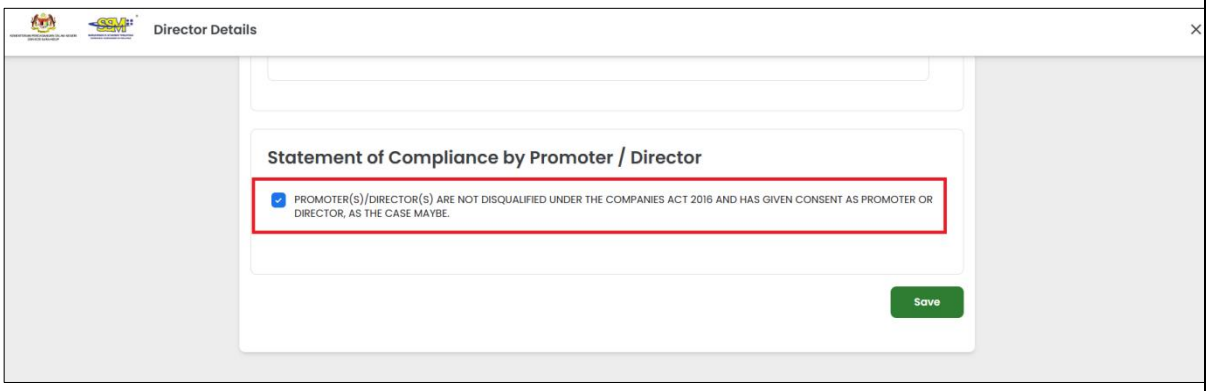
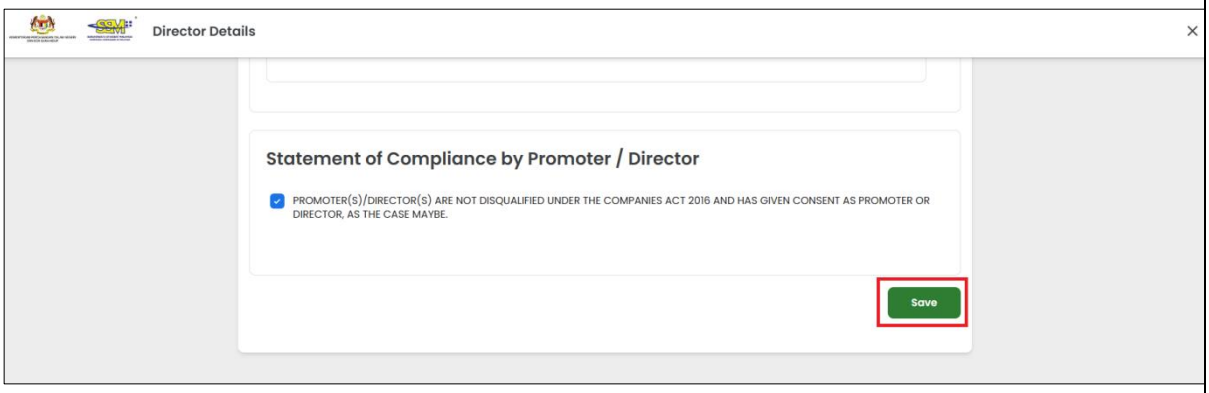
Field Num.	Description
	
10	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 
11	If the residential address is a foreign address, click the **FOREIGN ADDRESS**. Then, please insert all the required fields. 
12	Scroll down to the **Statement of Compliance by Promoter/ Director section, click the PROMOTER(S)/DIRECTOR(S) ARE NOT DISQUALIFIED UNDER THE COMPANIES ACT 2016 AND HAS GIVEN CONSENT AS PROMOTER OR DIRECTOR, AS THE CASE MAYBE**.

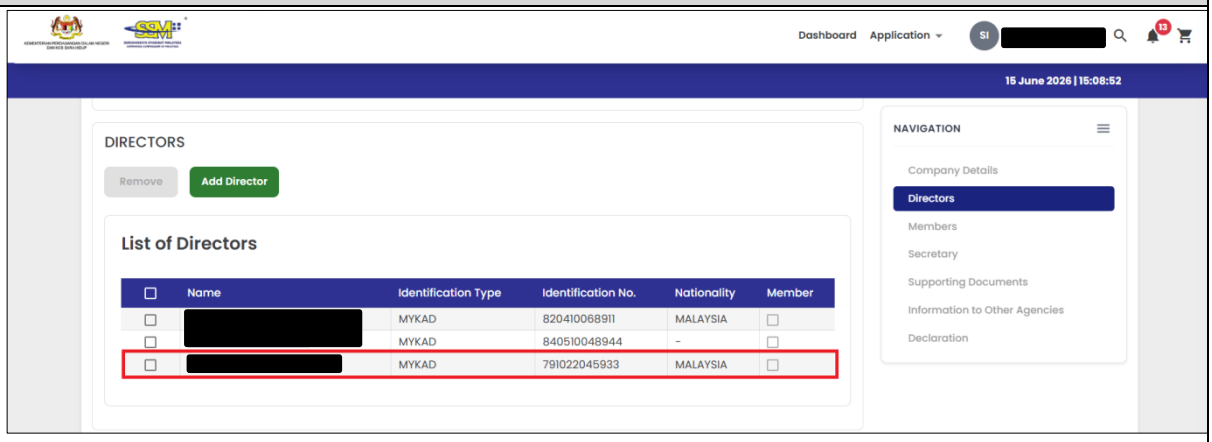
Field Num.	Description
	
13	Click **Save** to update the director. 
14	The director was successfully updated. 
15	To add new director, click **Add Director**.

Field Num.	Description
	
16	Under the **Particulars of Director** section, please select the **Identification Type** and insert the **Identification No**. 
17	Please insert the **Salutation, Name (as per identification), Date of Birth, Gender, Race, Phone No** and **Email.** ***Note**: These fields are vary based on the identification selected.*

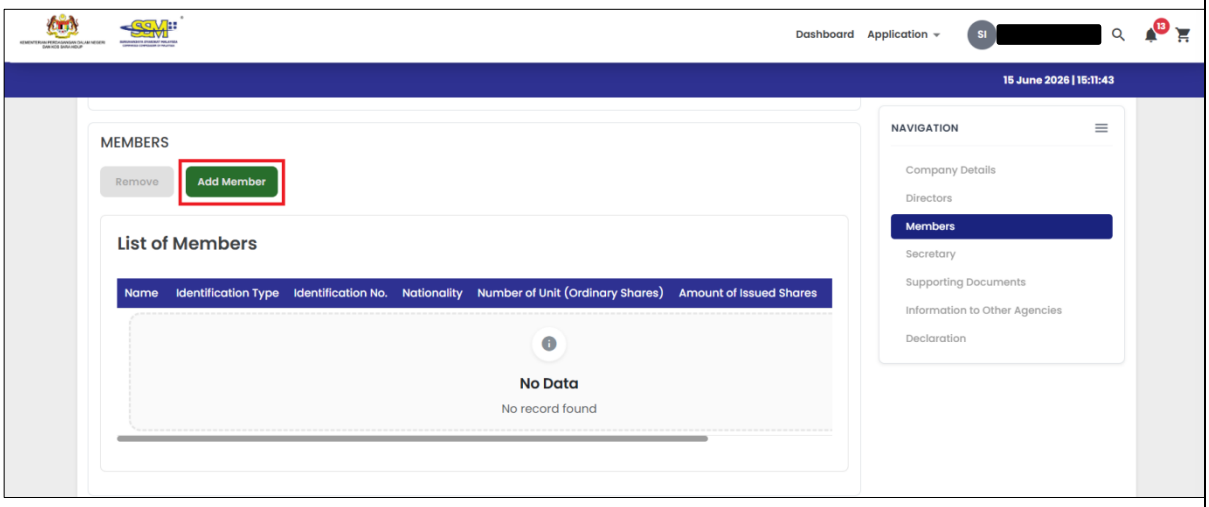
Field Num.	Description
	
18	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 
19	If the residential address is a foreign address, click **FOREIGN ADDRESS**. Then, please insert all the required fields.

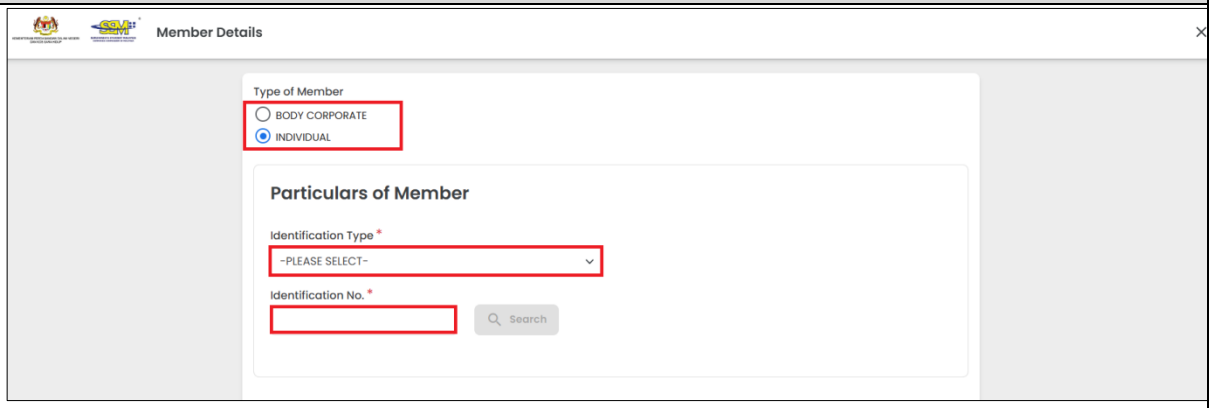
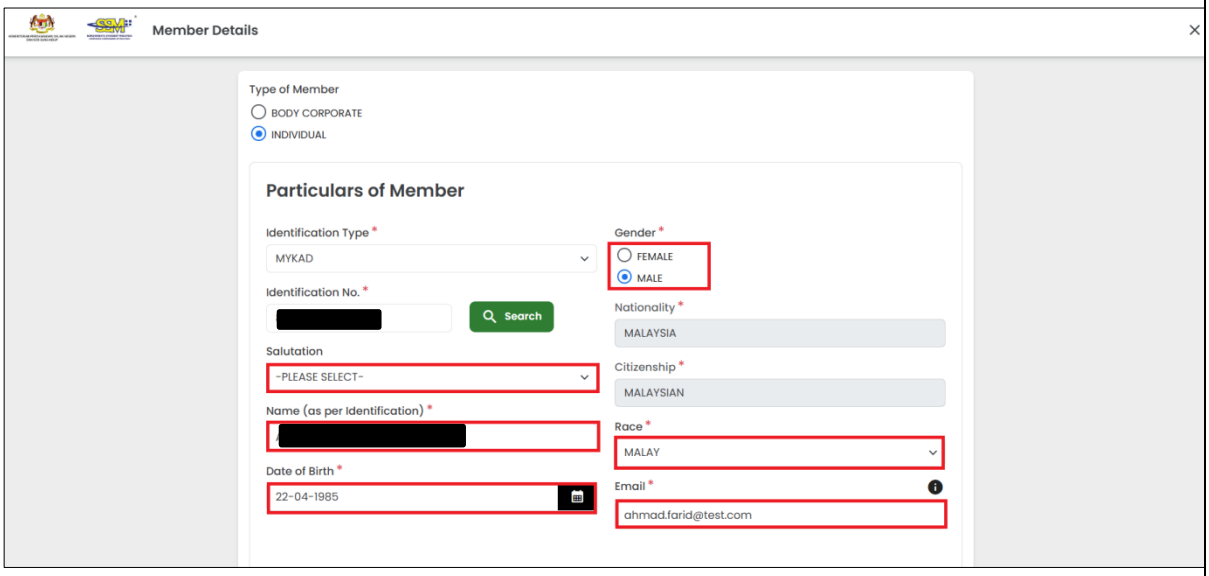
Field Num.	Description
	
20	Scroll down to the **Nominator** section. If the director is a nominee director, click **DIRECTOR IS A NOMINEE DIRECTOR**. If no, please skip this step.
21	Please select the **Type of Nominator – INDIVIDUAL**, **Identification Type - MYKAD** and please insert the **Identification No**. 
22	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 

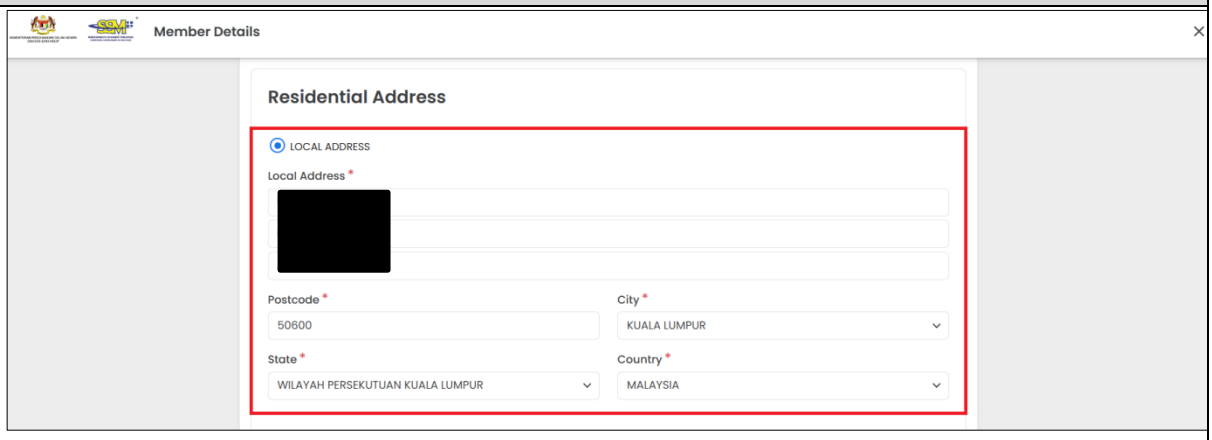
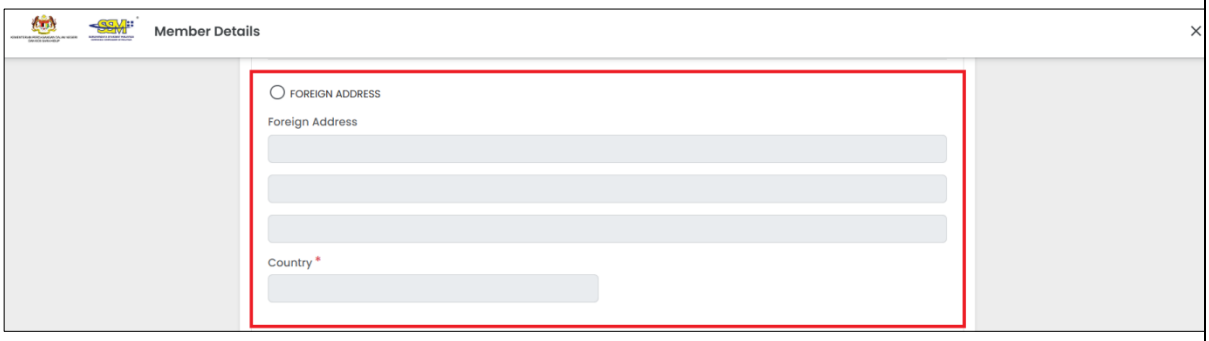
Field Num.	Description
23	If the residential address is a foreign address, click **FOREIGN ADDRESS**. Then, please insert all the required fields. 
24	Scroll down to the **Statement of Compliance by Promoter/ Director** section, click **PROMOTER(S)/DIRECTOR(S) ARE NOT DISQUALIFIED UNDER THE COMPANIES ACT 2016 AND HAS GIVEN CONSENT AS PROMOTER OR DIRECTOR, AS THE CASE MAYBE**. 
25	Click **Save** to add the director. 
26	The new director was successfully added.

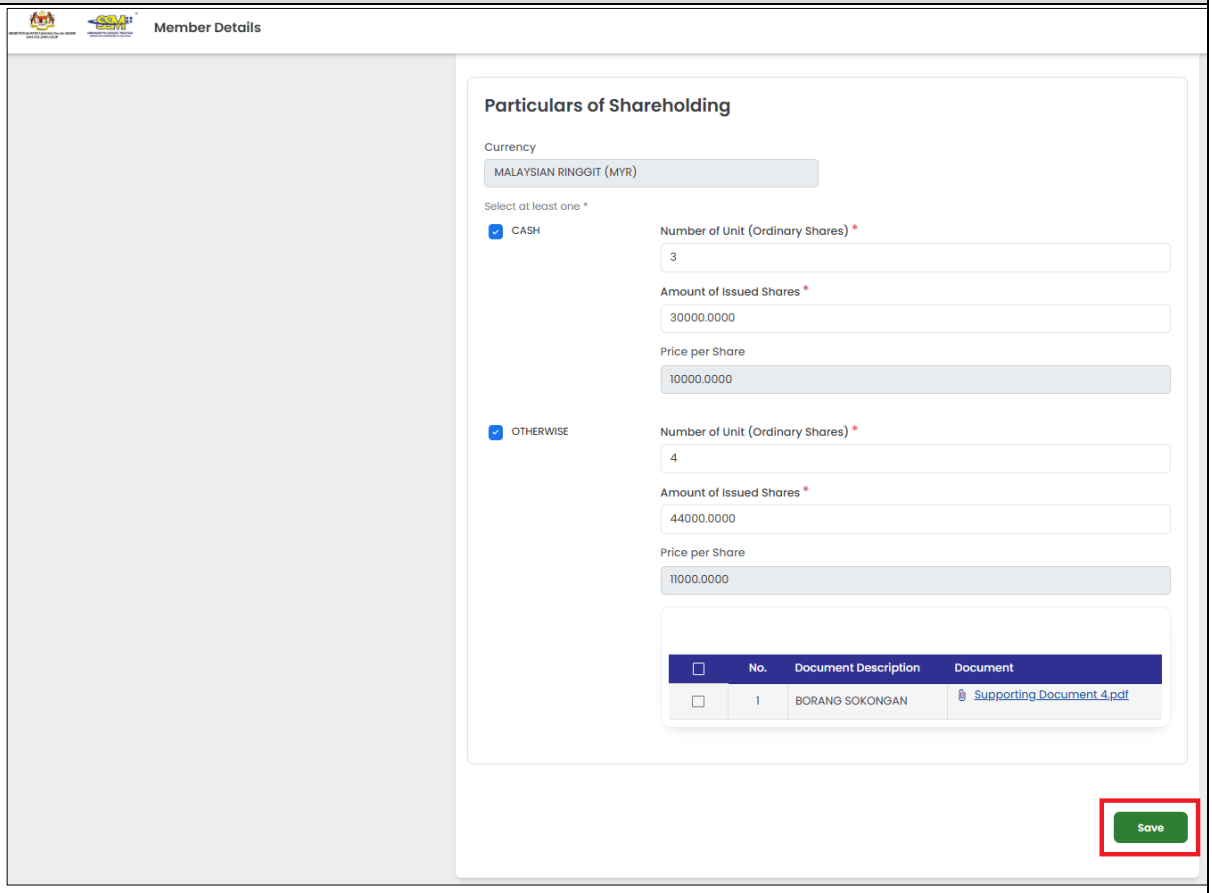
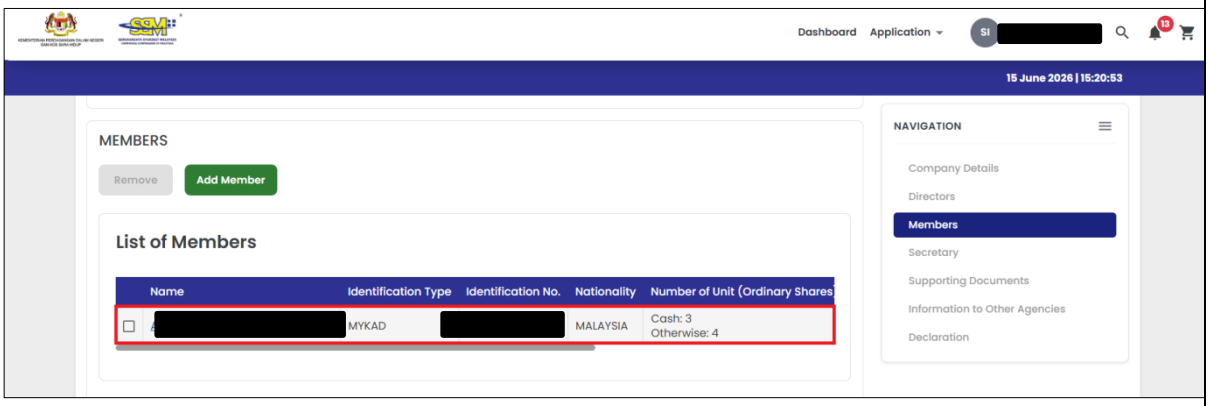
Field Num.	Description
	
27	To add another director, **please repeat steps 15 – 27**.

3.1.4 Members

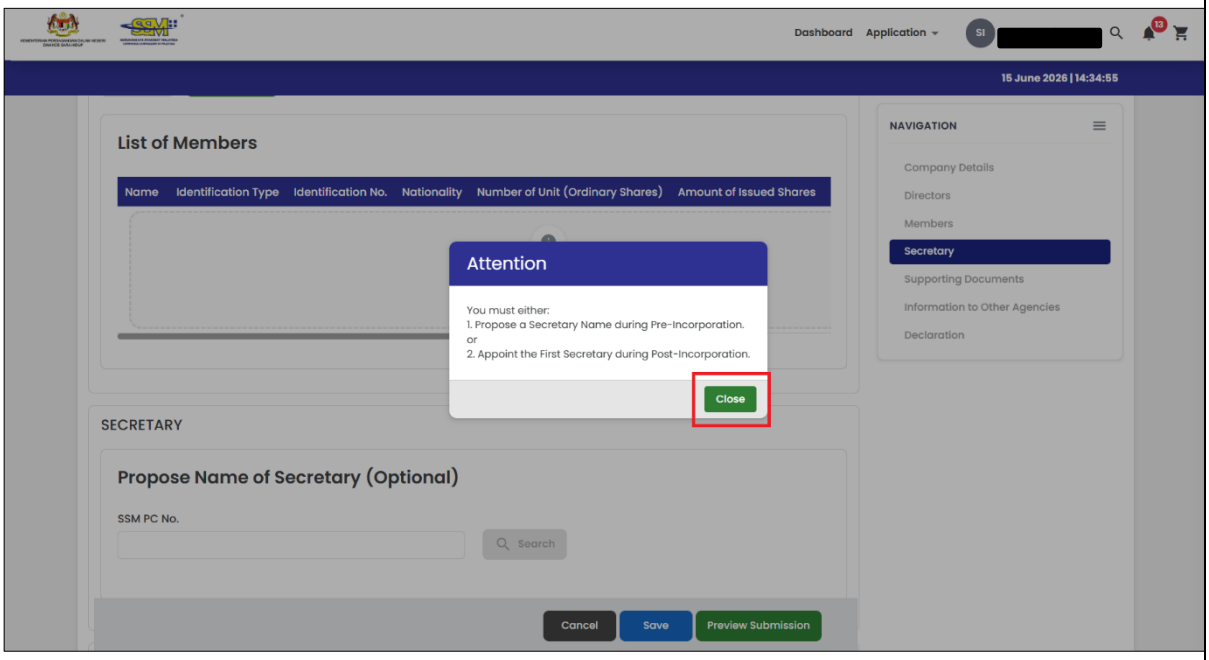
Field Num.	Description
1	Scroll down to the **Members** section. Then, click **Add Member**. 
2	Please select the **Type of Member – INDIVIDUAL**. Then, under **Particulars of Member** section, please insert the **Identification Type** and **Identification No**.

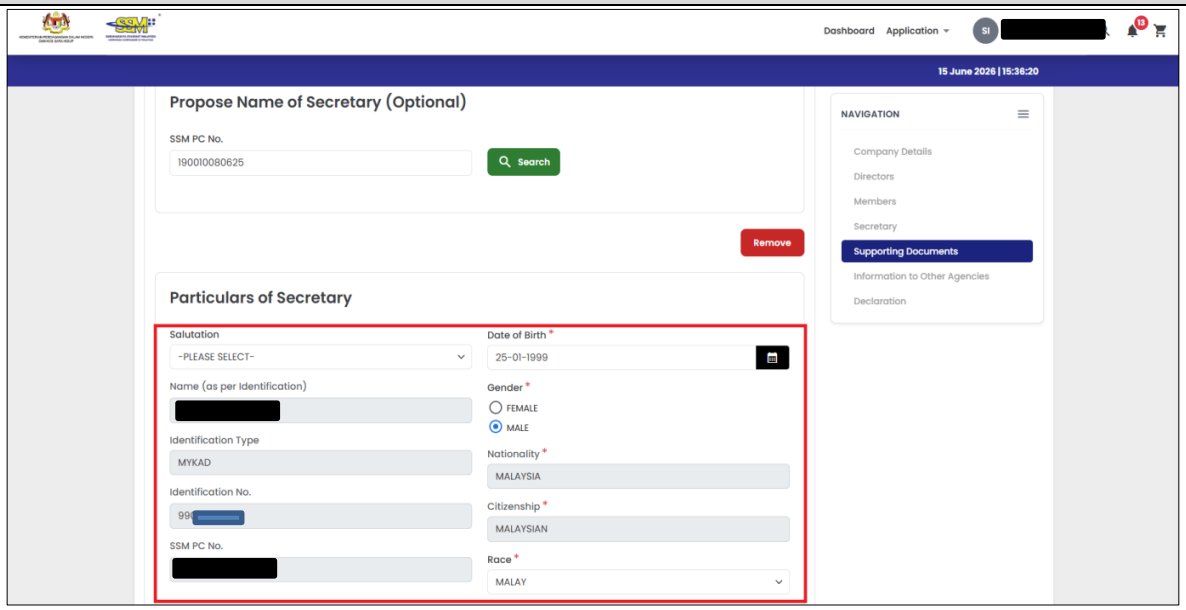
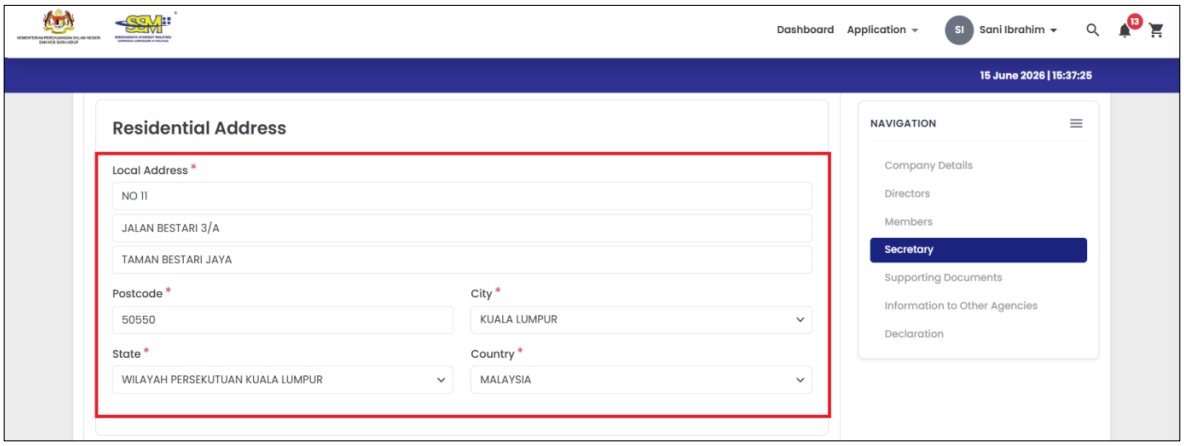
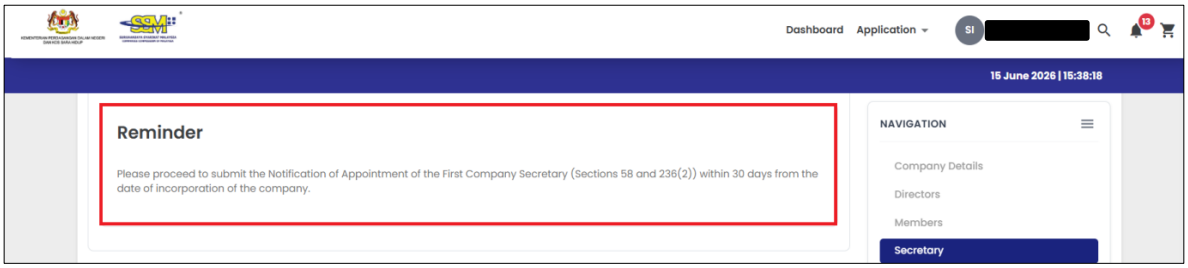
Field Num.	Description
	
3	Please insert the **Salutation, Name (as per identification), Date of Birth, Gender, Race** and **Email**. ***Note**: These fields vary based on the identification selected.* 
4	Scroll down to the **Residential Address** section. Then, please insert all the required fields.

Field Num.	Description
	
5	If the residential address is a foreign address, click **FOREIGN ADDRESS**. Then, please insert all the required fields. 
6	Scroll down to the **Particulars of Shareholding** section and please insert all the required fields. Then, **click Save**.

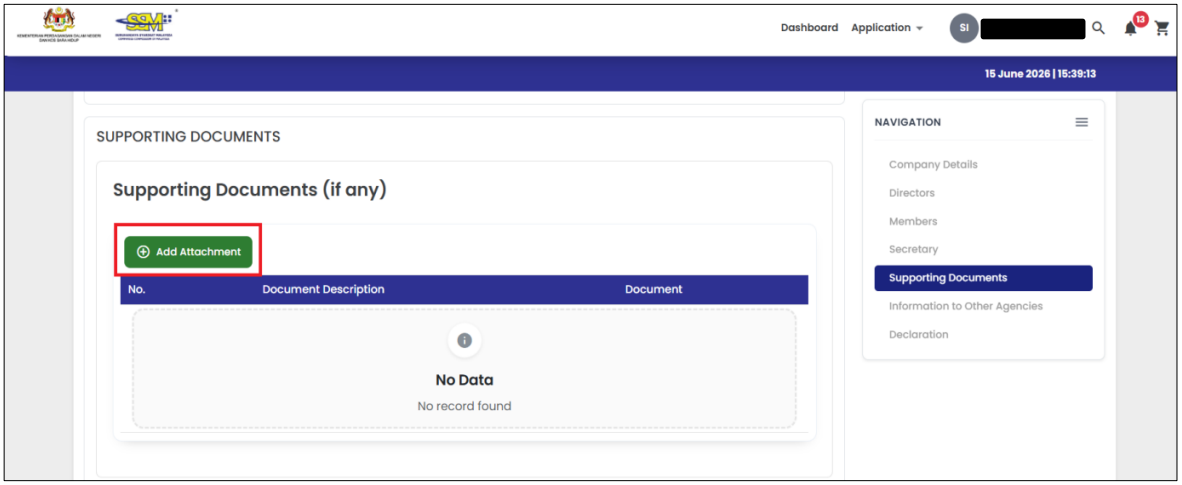
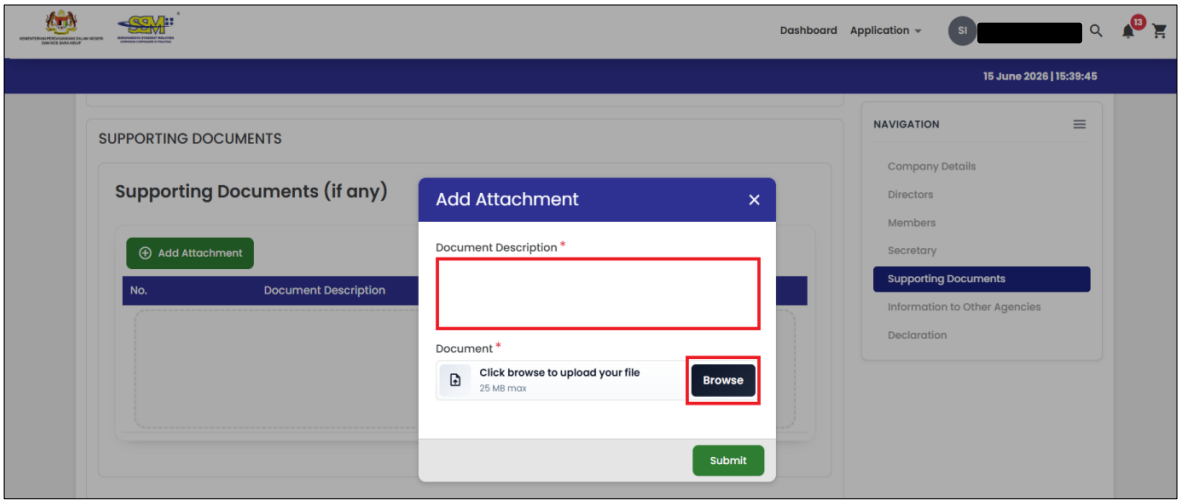
Field Num.	Description
	
7	The member was successfully added. 
8	To add another member, **please repeat steps 1-7**.

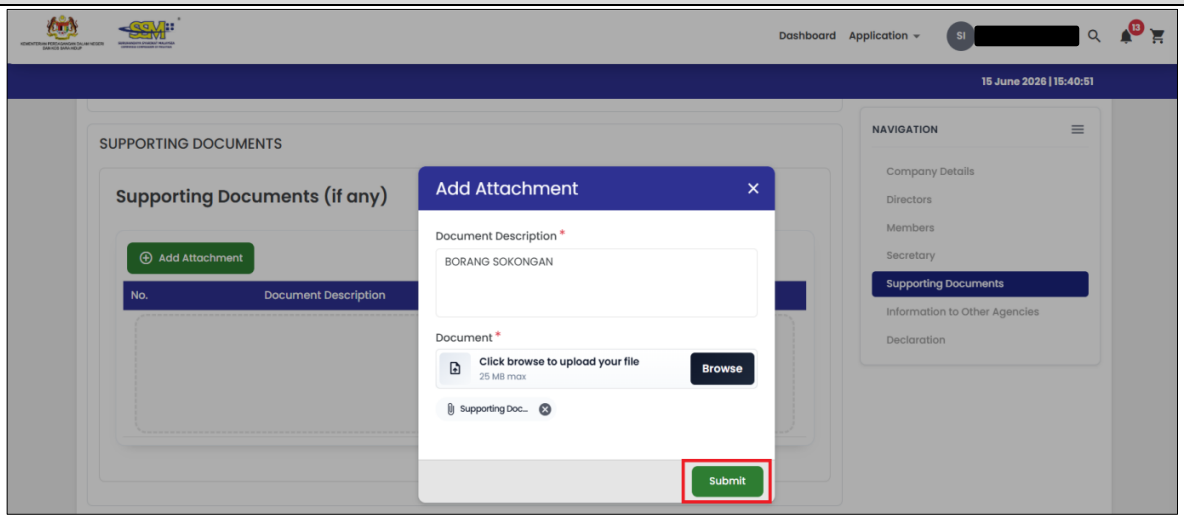
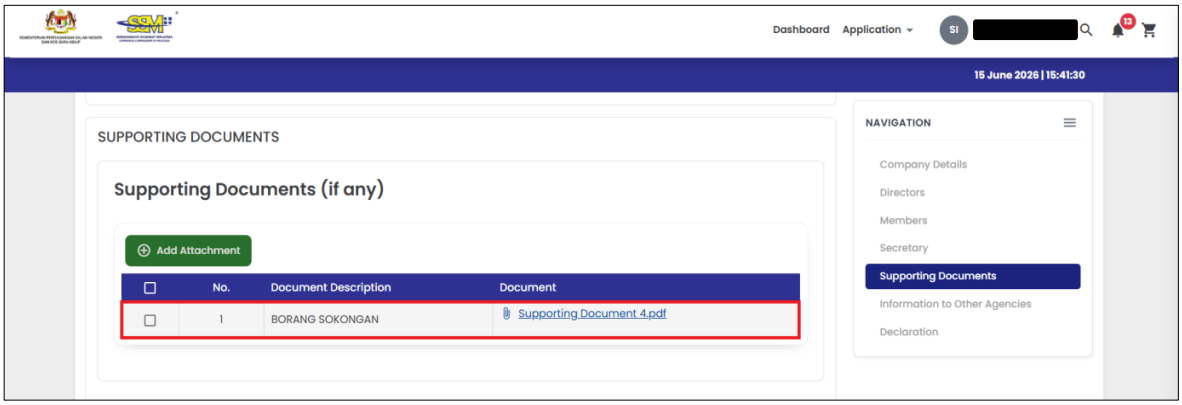
3.1.5 Secretary

Field Num.	Description
1	Scroll down to the **Secretary** section. The system will display the **Attention** pop-up. After reading it, click **Close**. 
2	Under the **Propose Name of Secretary (Optional)** section, please insert the **SSM PC No** and click **Search**.
3	the system will auto-populate the **Particulars of Secretary**. Please insert all the required fields.

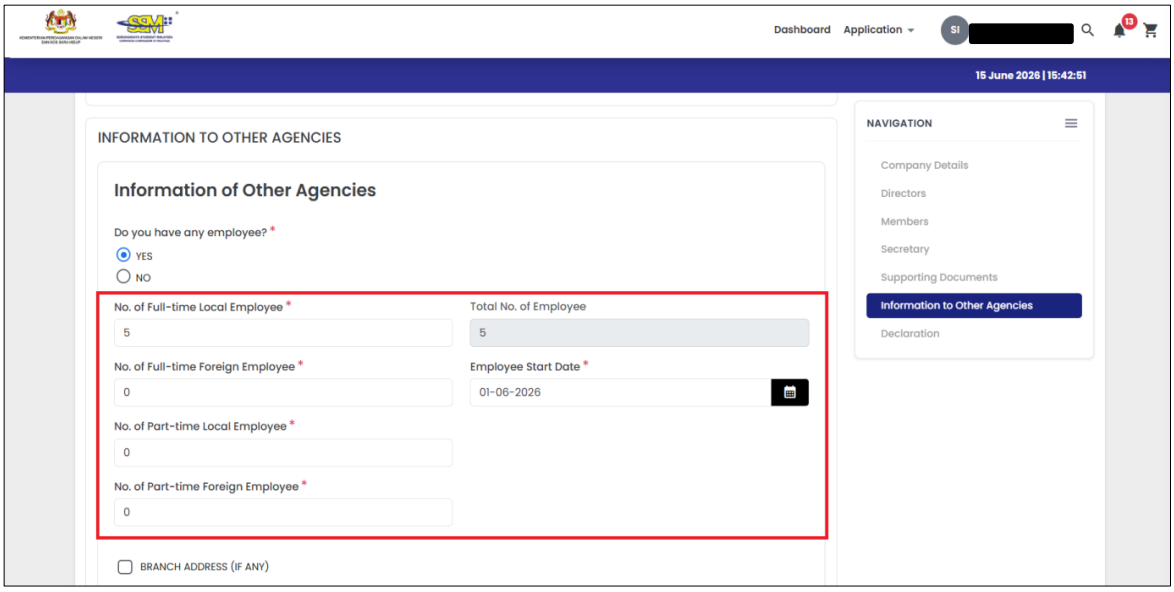
Field Num.	Description
	
4	Scroll down to the **Residential Address** section. Please insert all the required fields. 
5	Scroll down to the **Reminder**. After read, please proceed to the next step. 

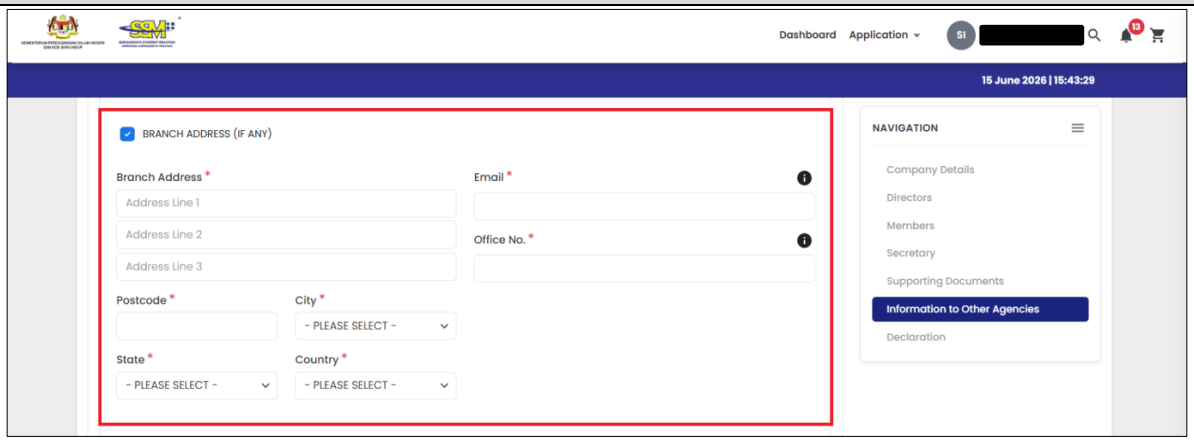
3.1.6 Supporting Documents

Field Num.	Description
1	Scroll down to the **Supporting Documents** section. Then, click **Add Attachment** to add supporting document. 
2	On the **Add Attachment** pop-up, please insert the **Document Description** and click **Browse** to select and upload the file. 
3	Click **Submit** to add the attachment.

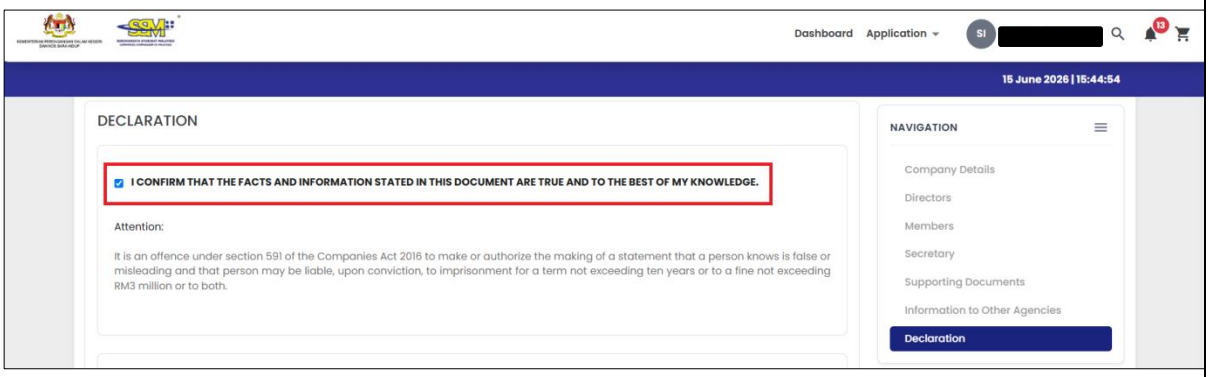
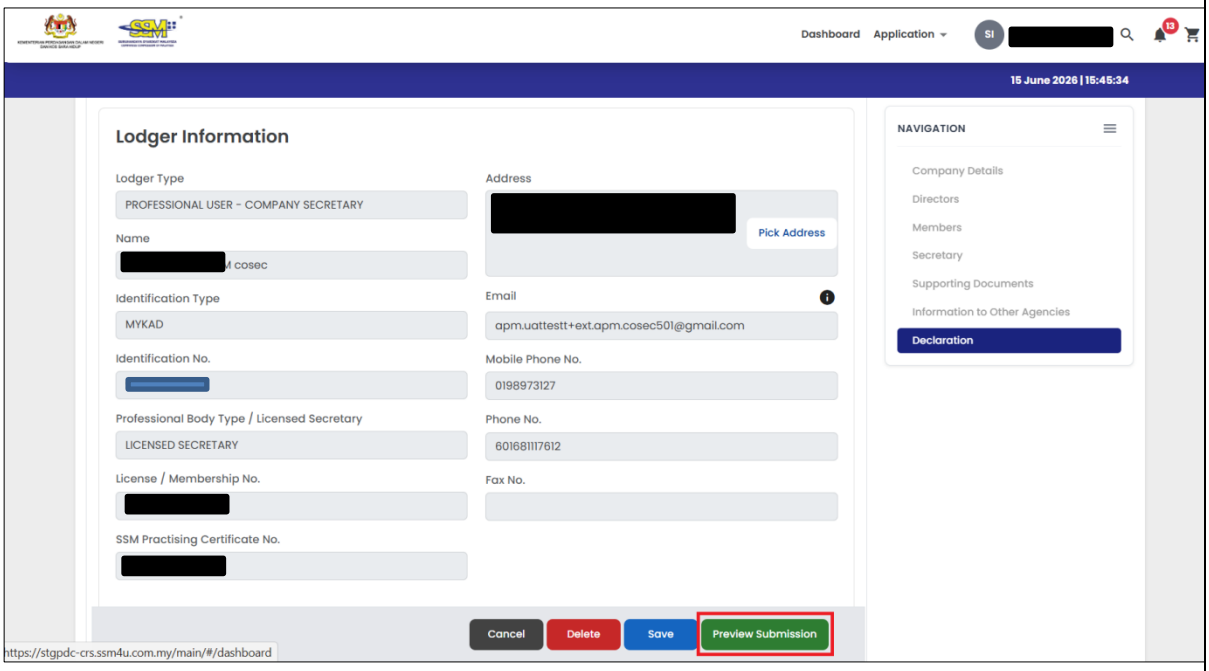
Field Num.	Description
	
4	The supporting document was successfully added. 
5	To add another supporting document, **please repeat steps 1-4**.

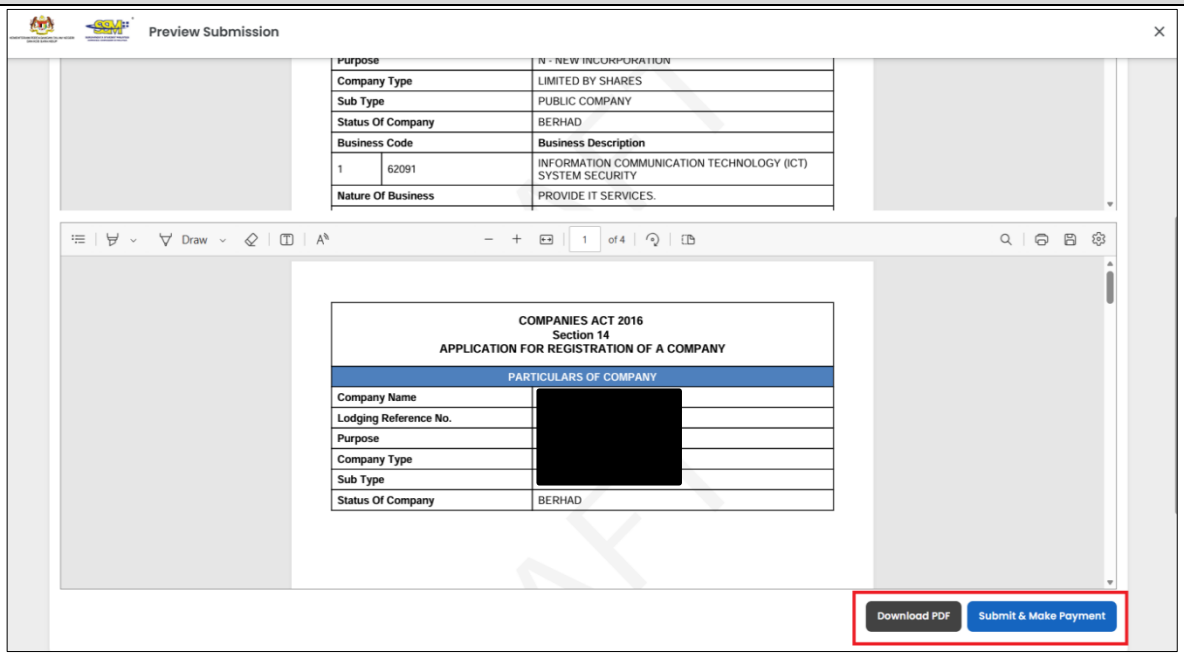
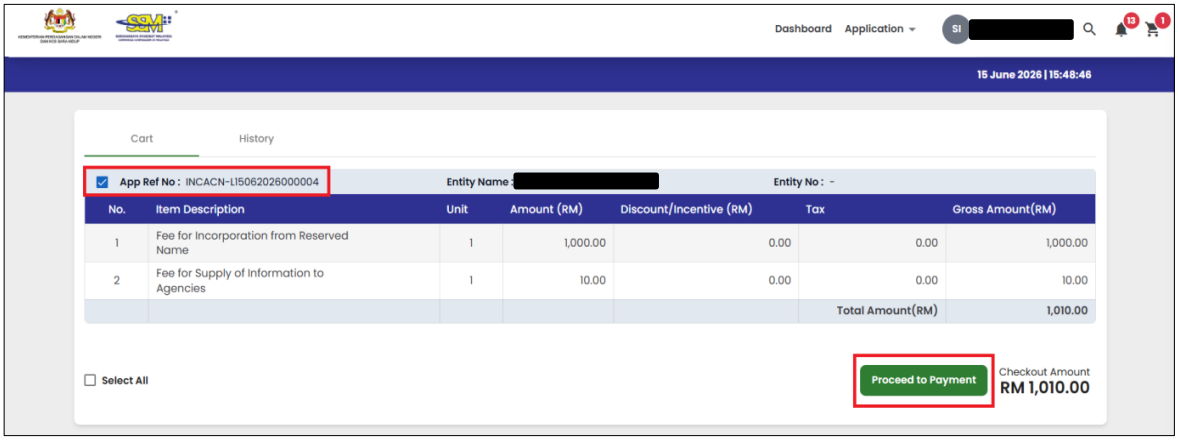
3.1.7 Information to Other Agencies

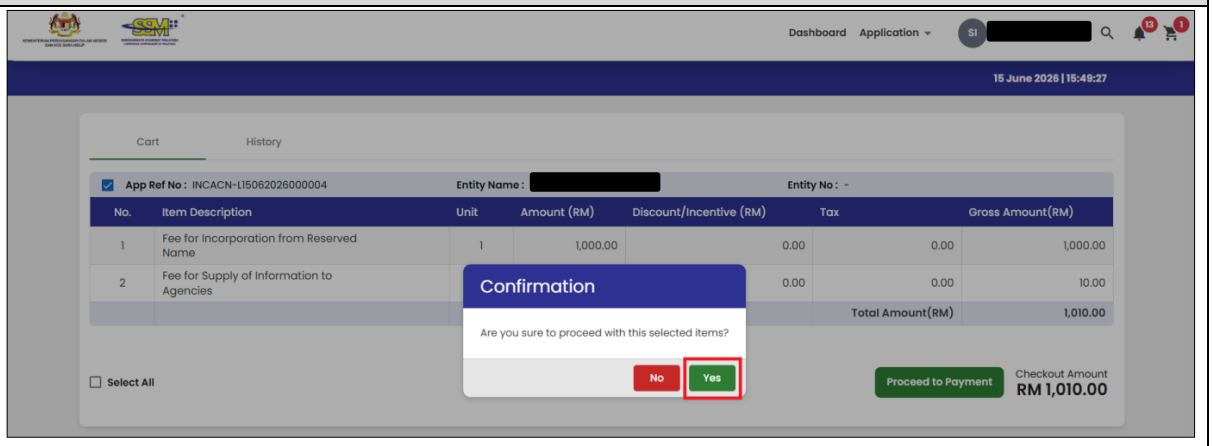
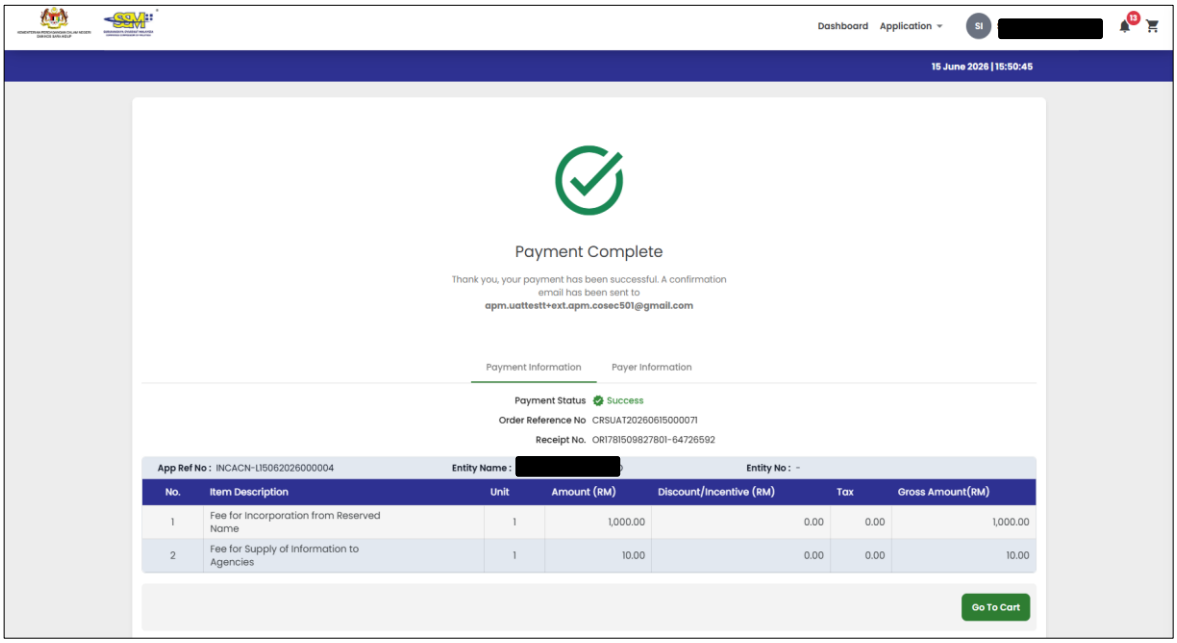
Field Num.	Description
1	Scroll down to the **Information to Other Agencies** section. Then, on **Do you have any employees?** select **YES**. If there are no employees, select **NO**.
2	Under the **Information of Other Agencies** section, please insert all the required fields. 
3	If the branch address is available, please click the **BRANCH ADDRESS (IF ANY)**. Then, please insert all the required fields.

Field Num.	Description
	
4	Scroll down to the **Statement from EPF** section. Then, click **ANY EMPLOYER WHO PROVIDES ANY STATEMENT THAT IS NOT CORRECT OR UNTRUE CAN BE CONSIDERED TO HAVE COMMITTED AN OFFENSE UNDER THE EPF ACT 1991**.

3.1.8 Declaration and Preview Submission

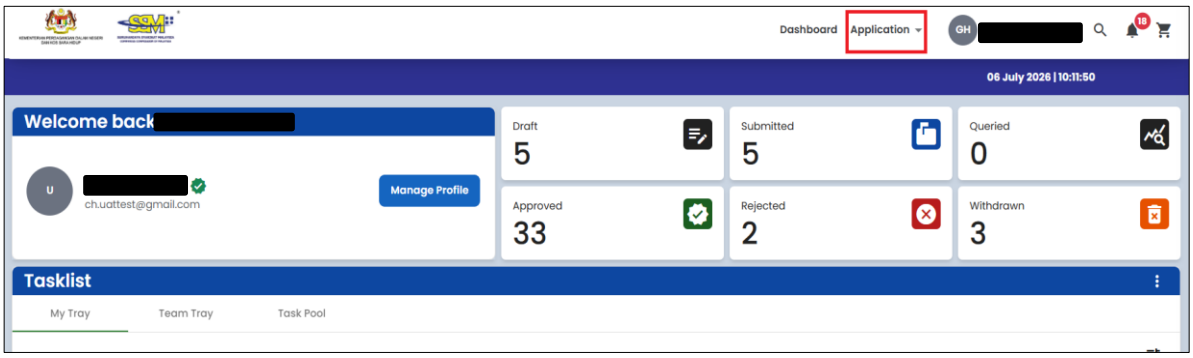
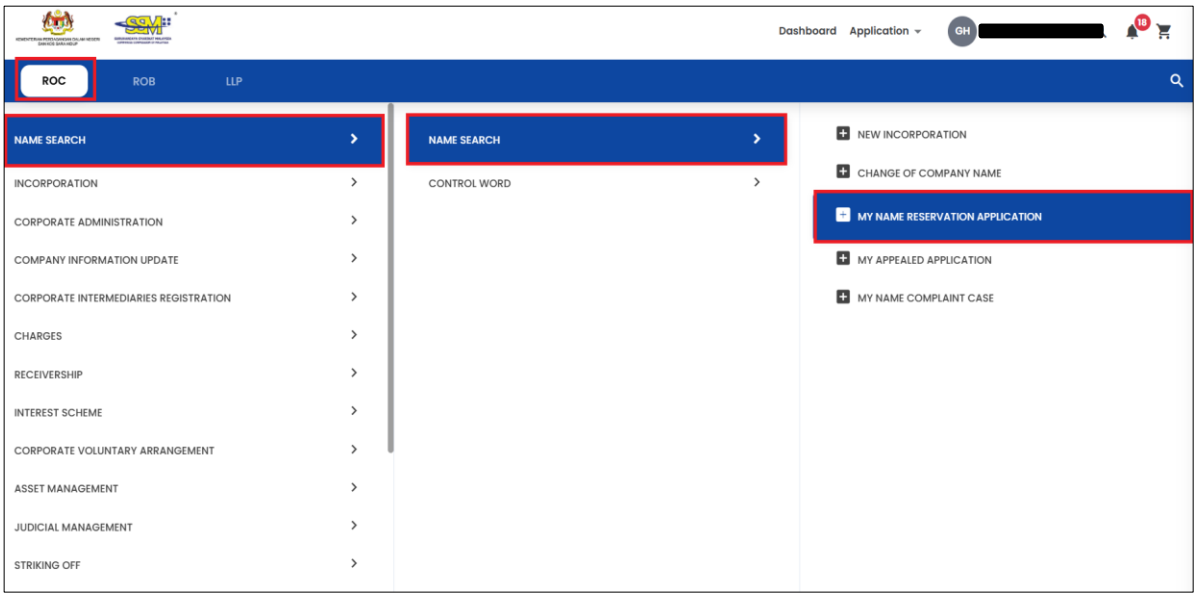
Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**. 
2	Scroll down to the **Lodger Information** section. Then, click **Preview Submission**. 
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit & Make Payment** to proceed to the payment.

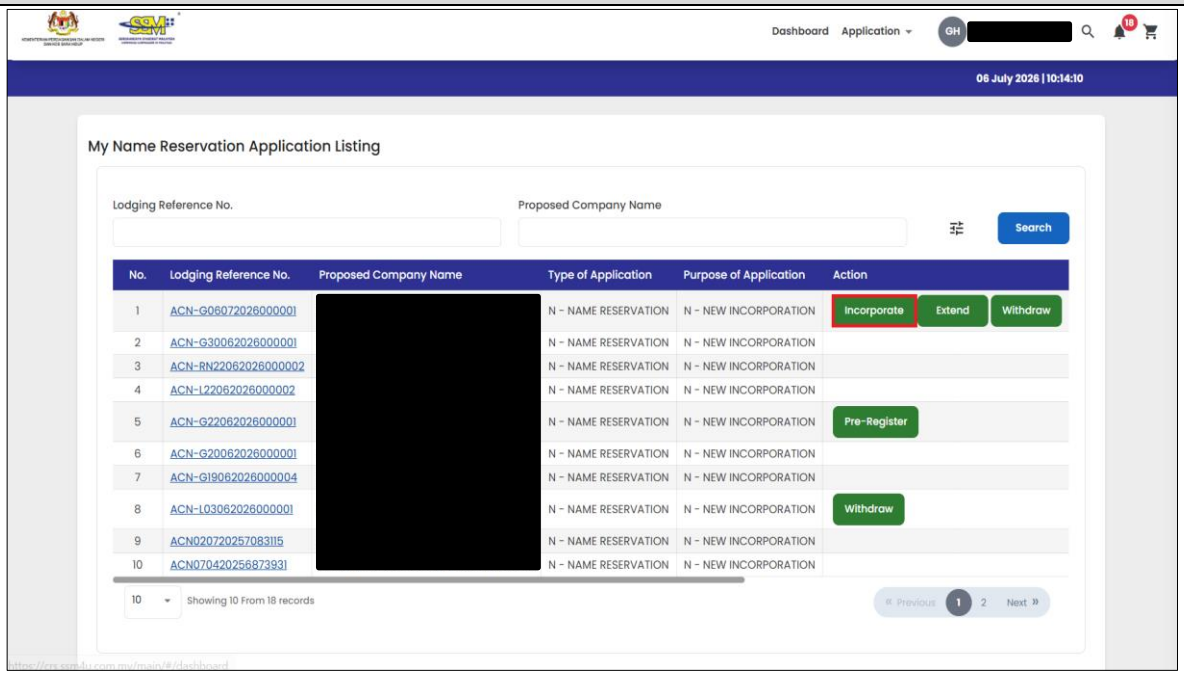
Field Num.	Description
	
4	On the **Payment Cart** page, select the **lodgement**. Then, click **Proceed to Payment**. 
5	On the **Confirmation** pop-up, please click **Yes**. Then, please complete the payment.

Field Num.	Description
	
6	Payment completed. 
7	**Note**: Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the approval of the **application.**

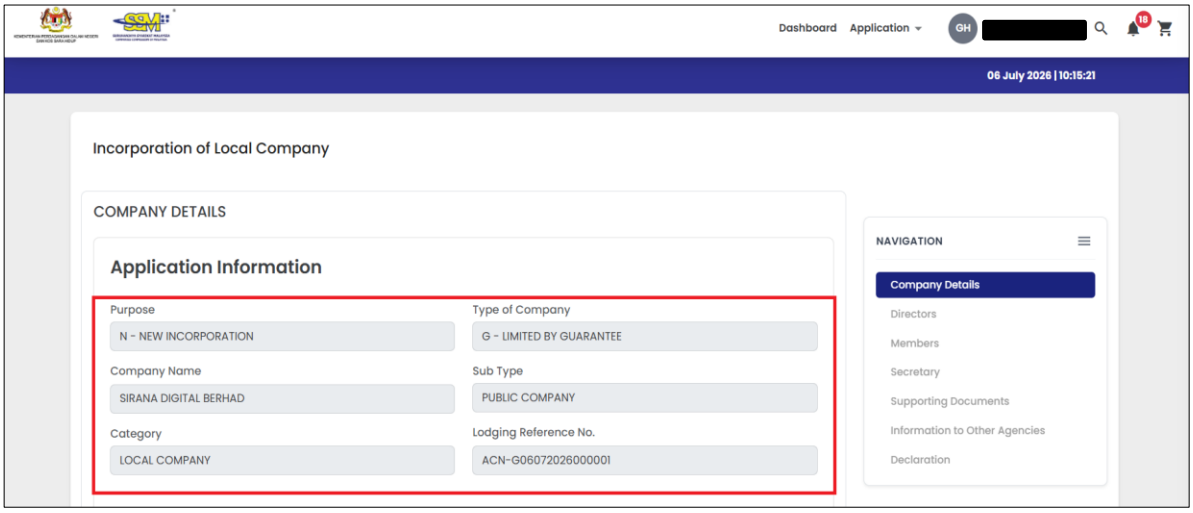
3.2 Incorporation of a Company Limited by Guarantee

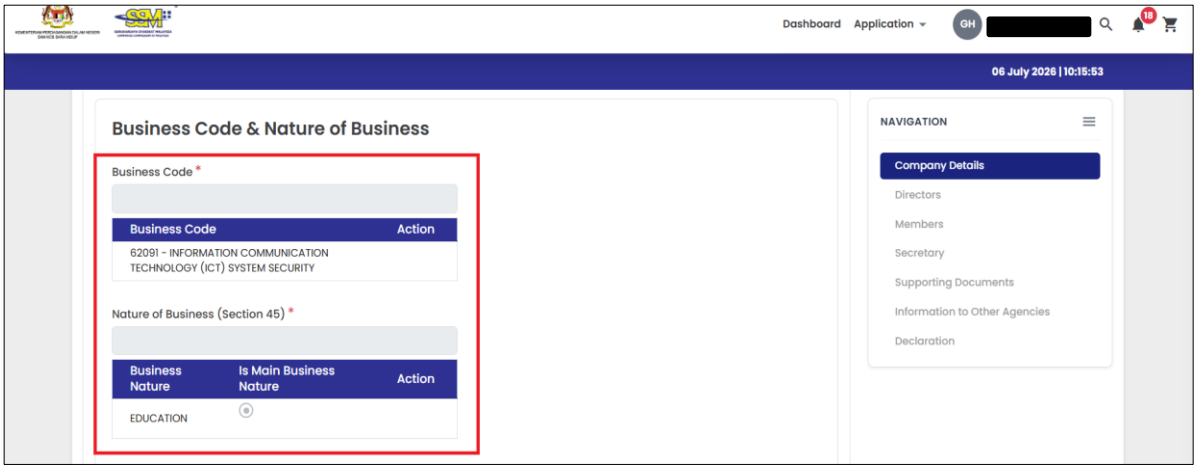
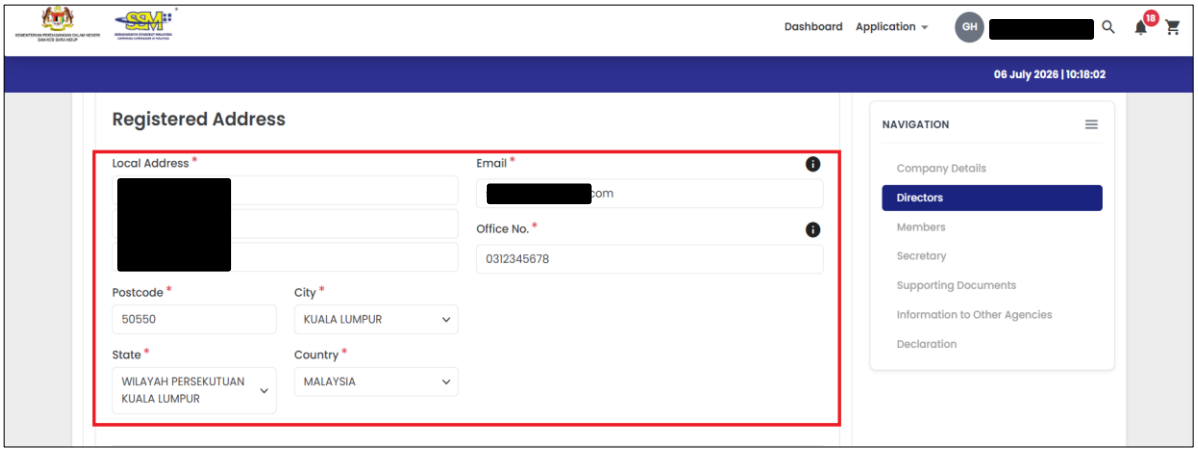
3.2.1 Initiate the Application

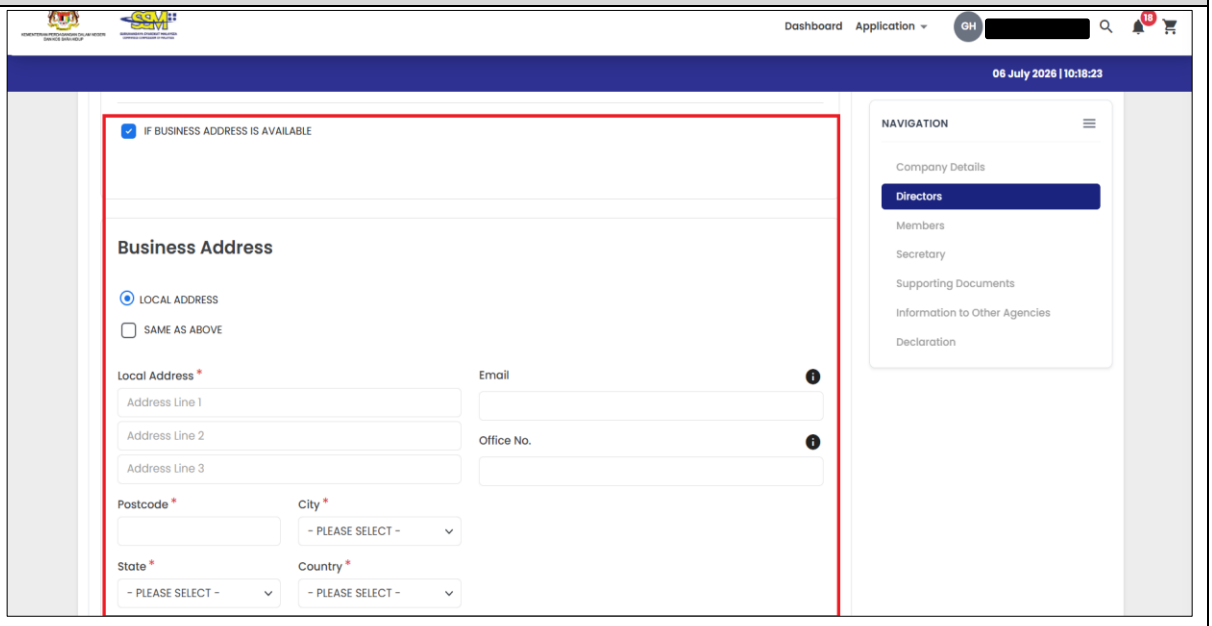
Field Num.	Description
1	From the **Dashboard**, click **Application**. 
2	Click **ROC -> Name Search -> Name Search -> My Name Reservation Application**. 
3	Choose the application and click **Incorporate**.

Field Num.	Description
	

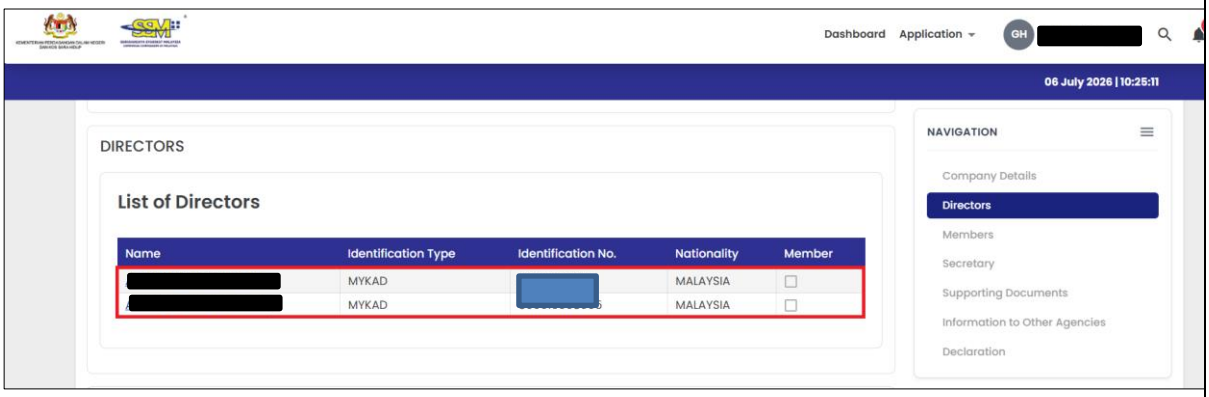
3.2.2 Company Details

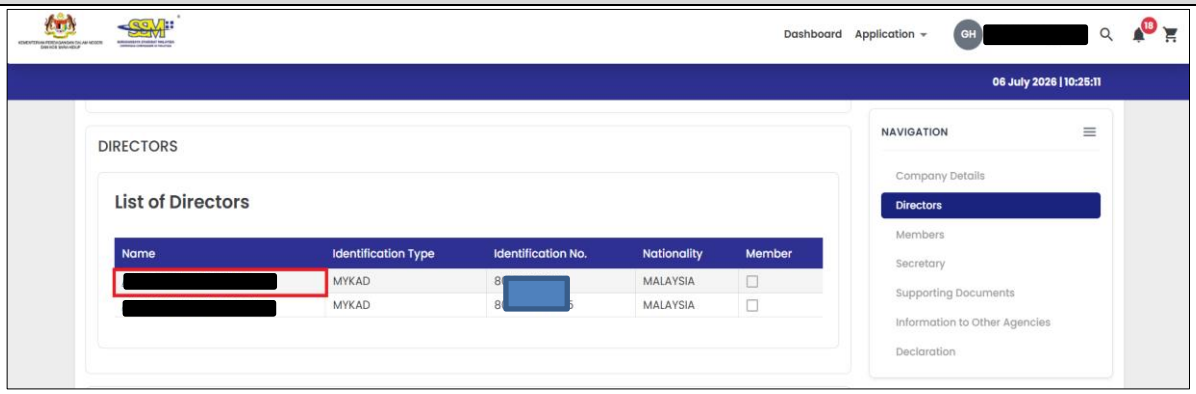
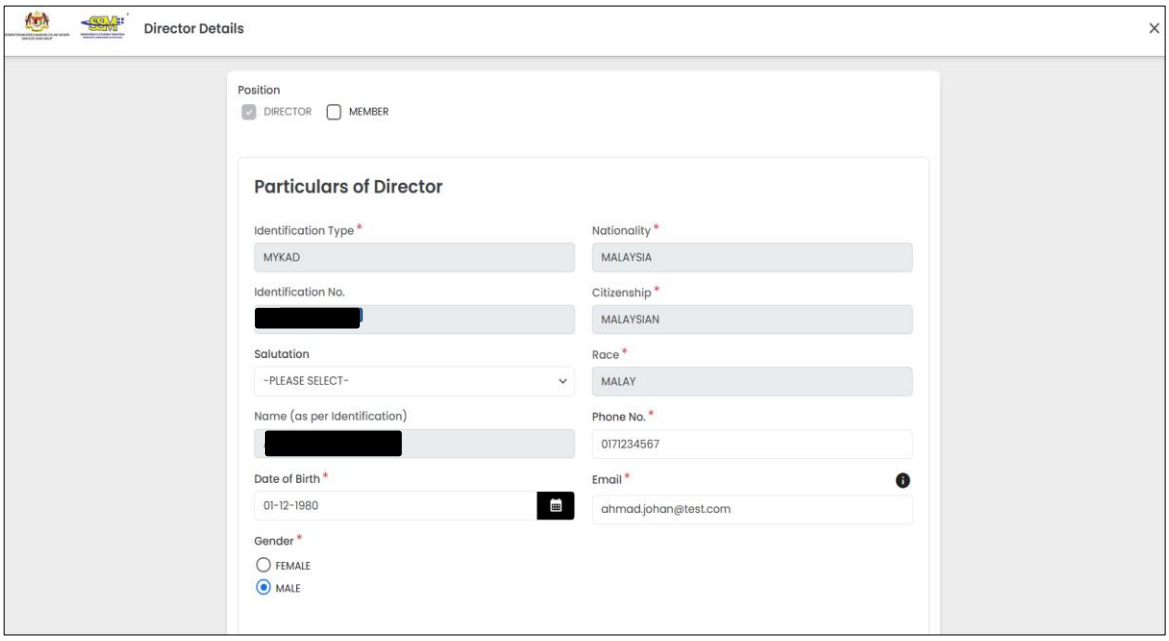
Field Num.	Description
1	The system will auto-populate the **Application Information** section. Please proceed to the next step. 
2	Scroll down to the **Business Code & Nature of Business** section. System will auto-populate the **Business Code** and **Nature of Business** from the **Corporate Administration** module. Please

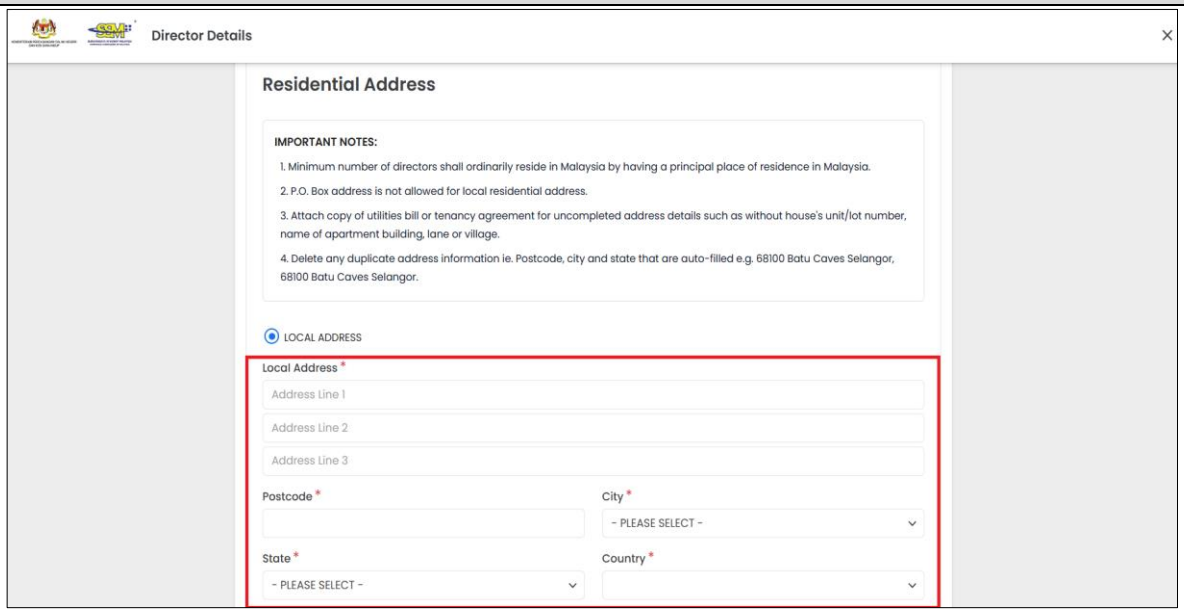
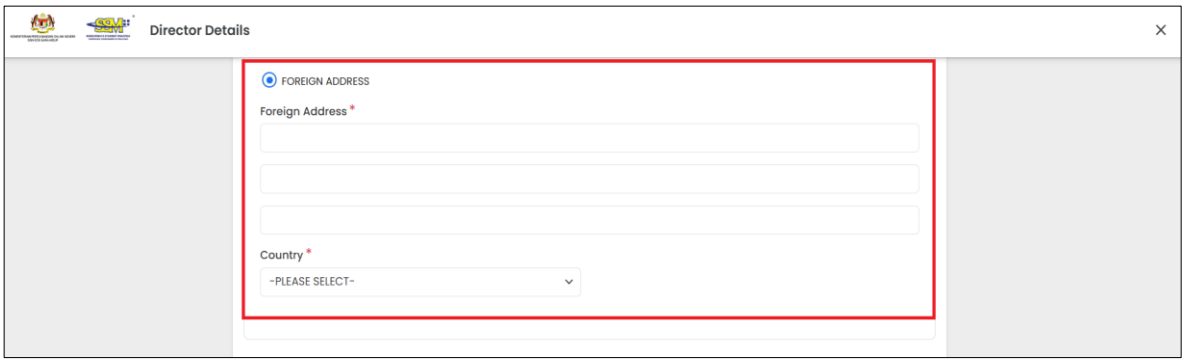
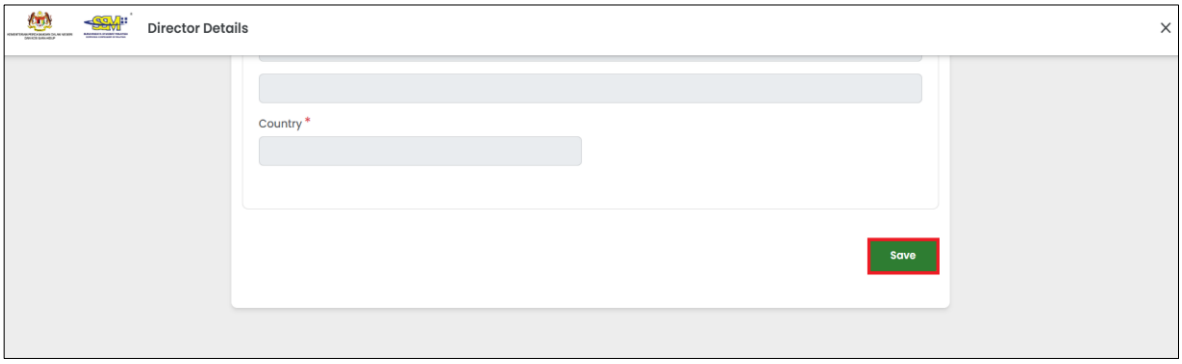
Field Num.	Description
	proceed to the next step. 
3	Scroll down to the **Registered Address** section. Then, please insert all the required fields. 
4	If the **business address** is available, please select **IF BUSINESS ADDRESS IS AVAILABLE**. Then, please insert all the required fields.

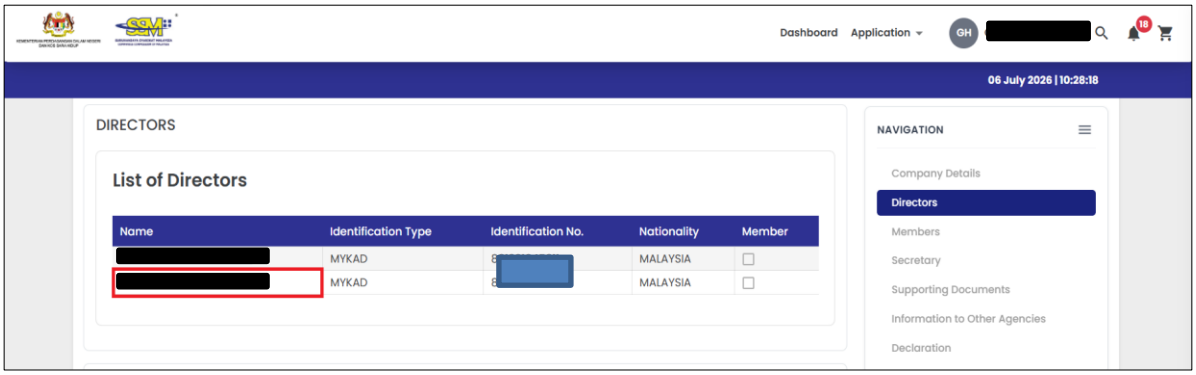
Field Num.	Description
	

3.2.3 Directors

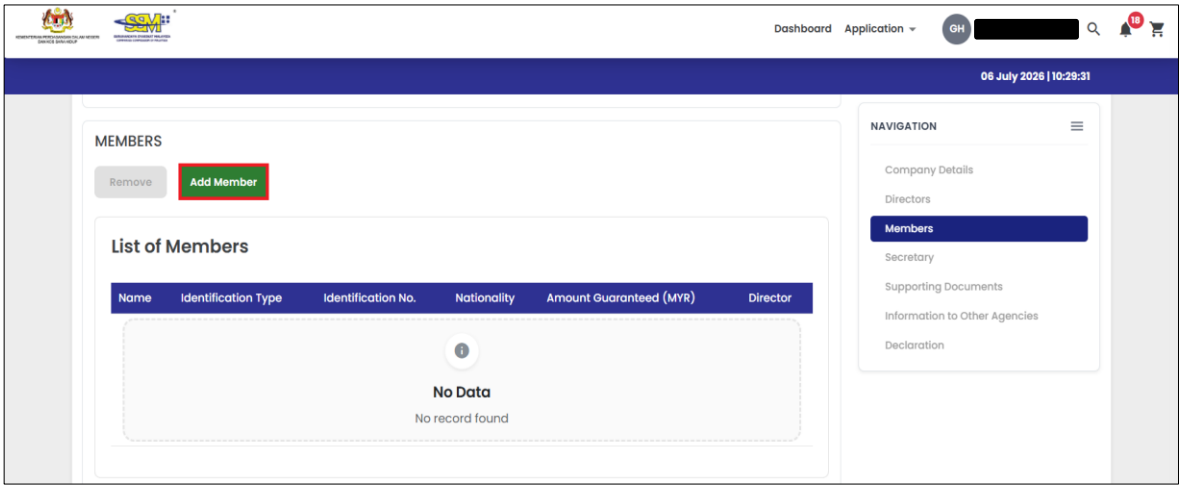
Field Num.	Description
1	Scroll down to the **Directors** section. The system will auto-populate the directors from Corporate Administration. The user is required to update the Director's information. 
2	To update the director details, click the **director's name**.

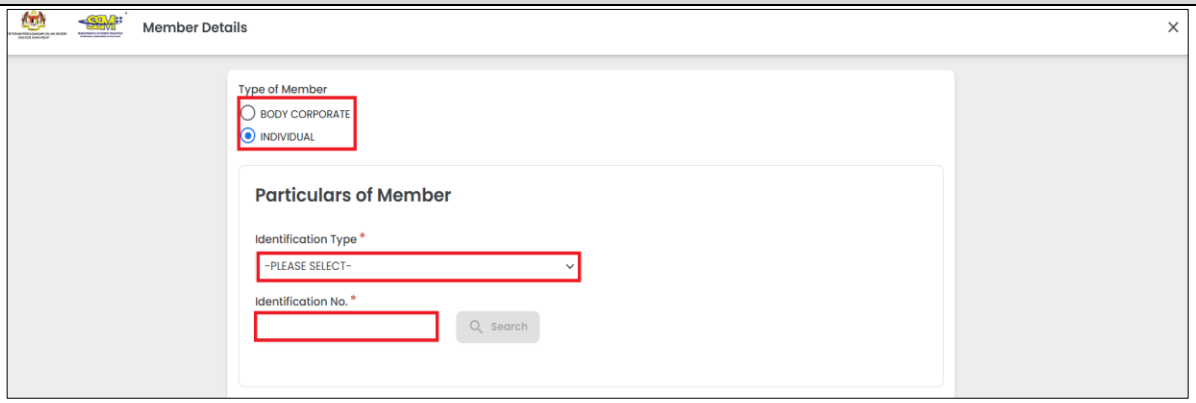
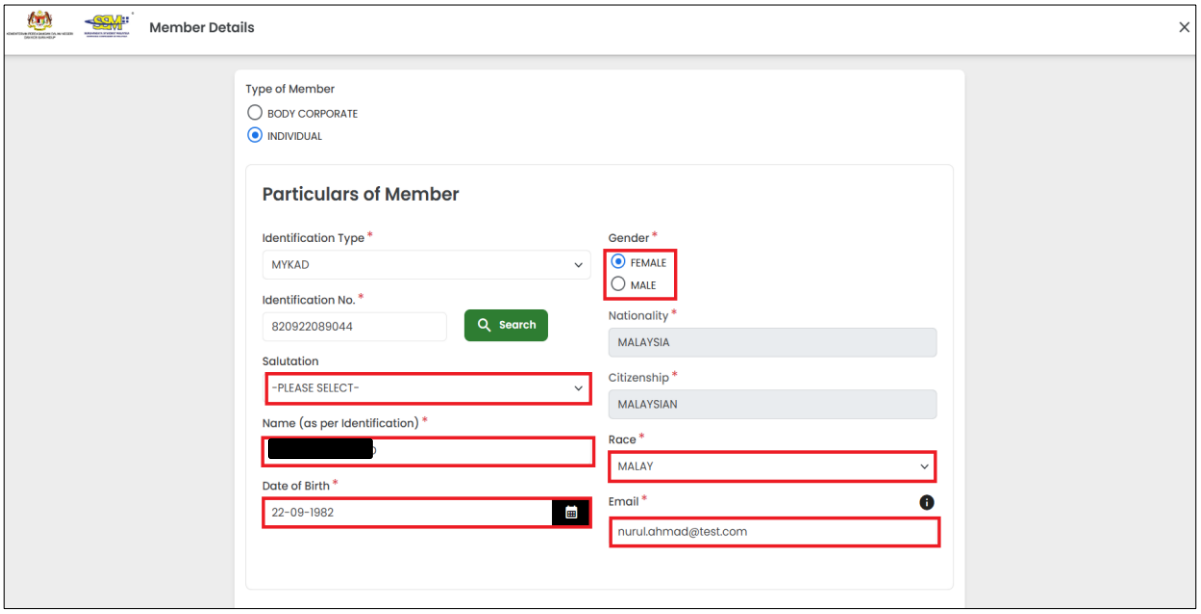
Field Num.	Description
	
3	The system will auto-populate these fields from the name reservation. Please update all the required fields if necessary. 
4	Scroll down to the **Residential Address** section. Then, please insert all the required fields.

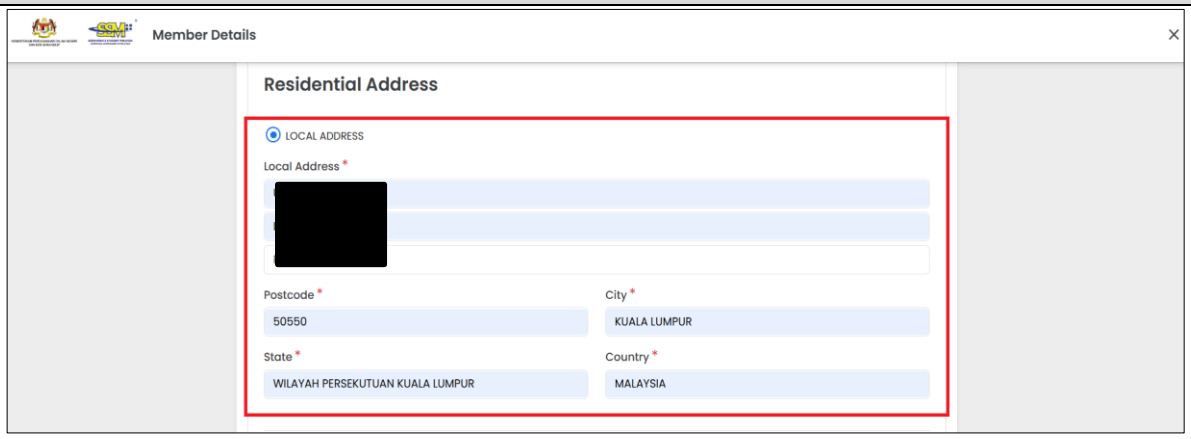
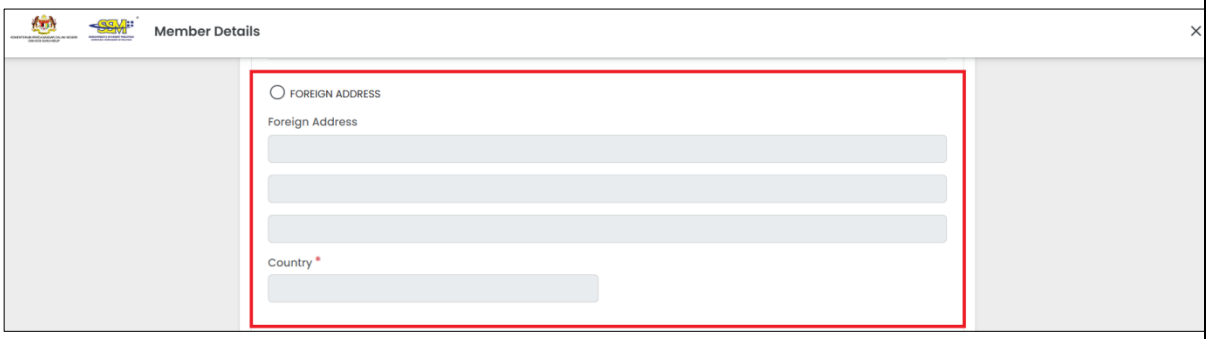
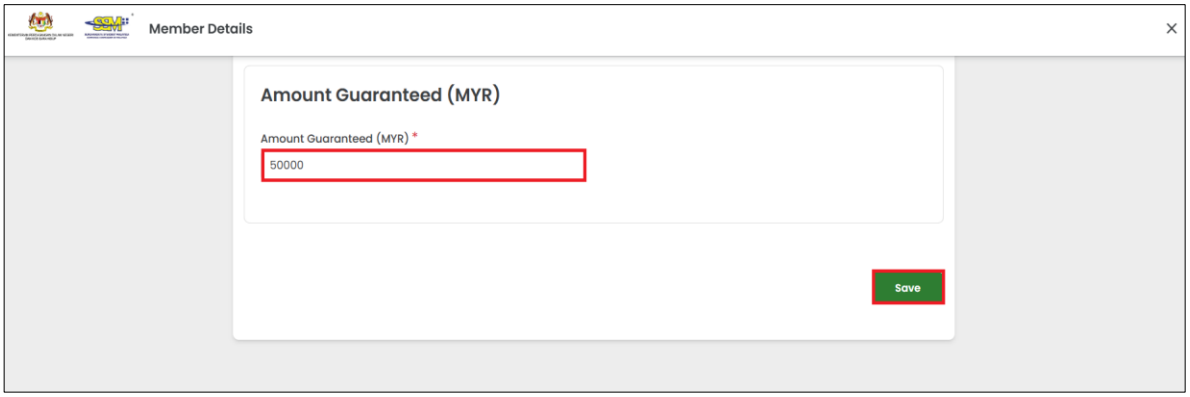
Field Num.	Description
	
5	If the residential address is a foreign address, click **FOREIGN ADDRESS**. Then, please insert all the required fields. 
6	Click **Save**. 
7	**Please repeat steps 2-6** for the second director. To update the director's details, click the **director's name**.

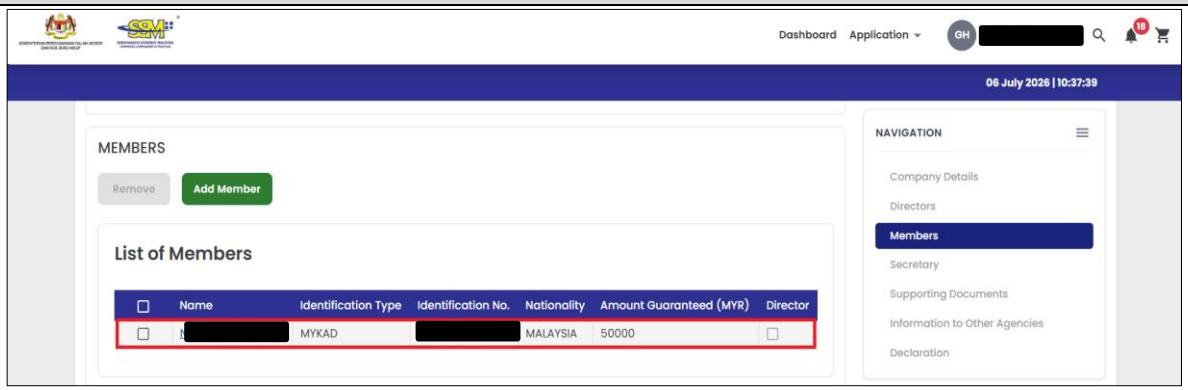
Field Num.	Description
	

3.2.4 Members

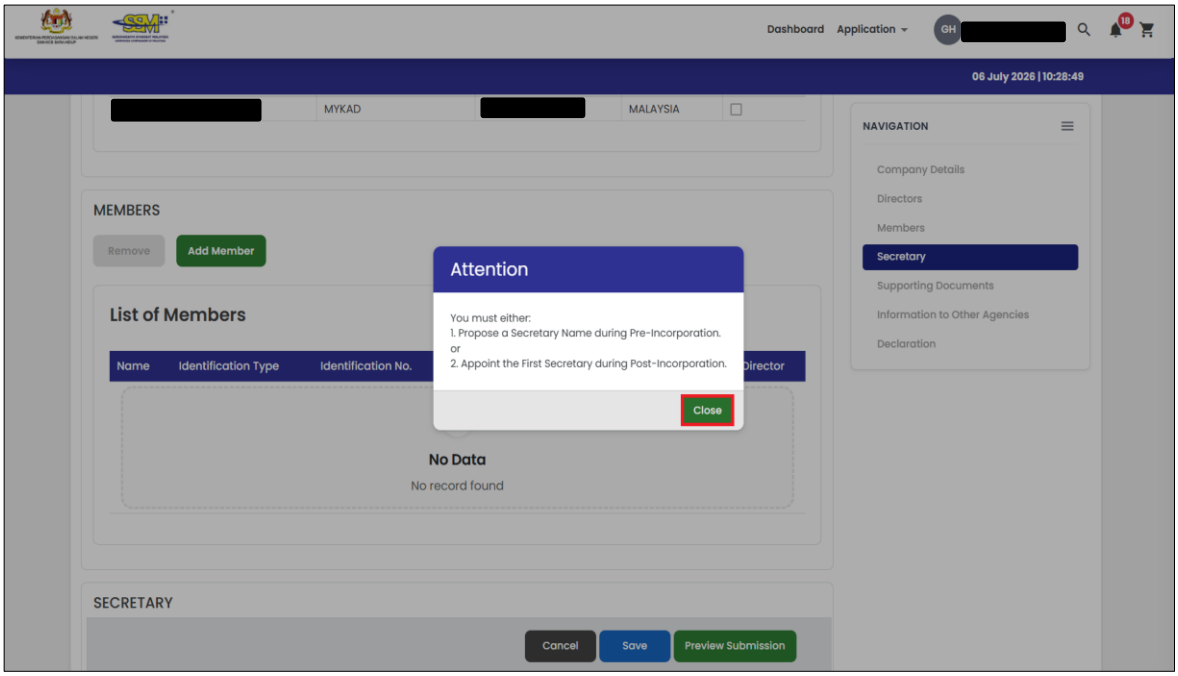
Field Num.	Description
1	Scroll down to the **Members** section. Then, click **Add Member**. 
2	Please select the **Type of Member – INDIVIDUAL**. Then, under **Particulars of Member** section, please insert the **Identification Type** and **Identification No**.

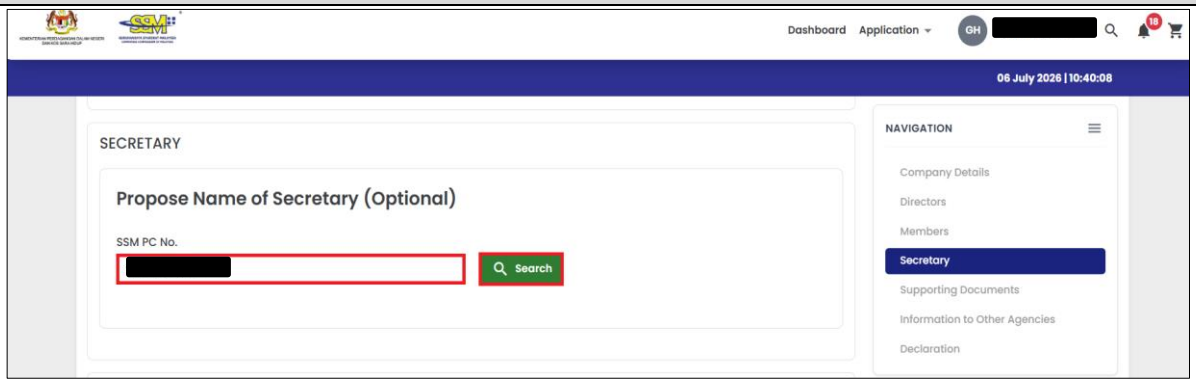
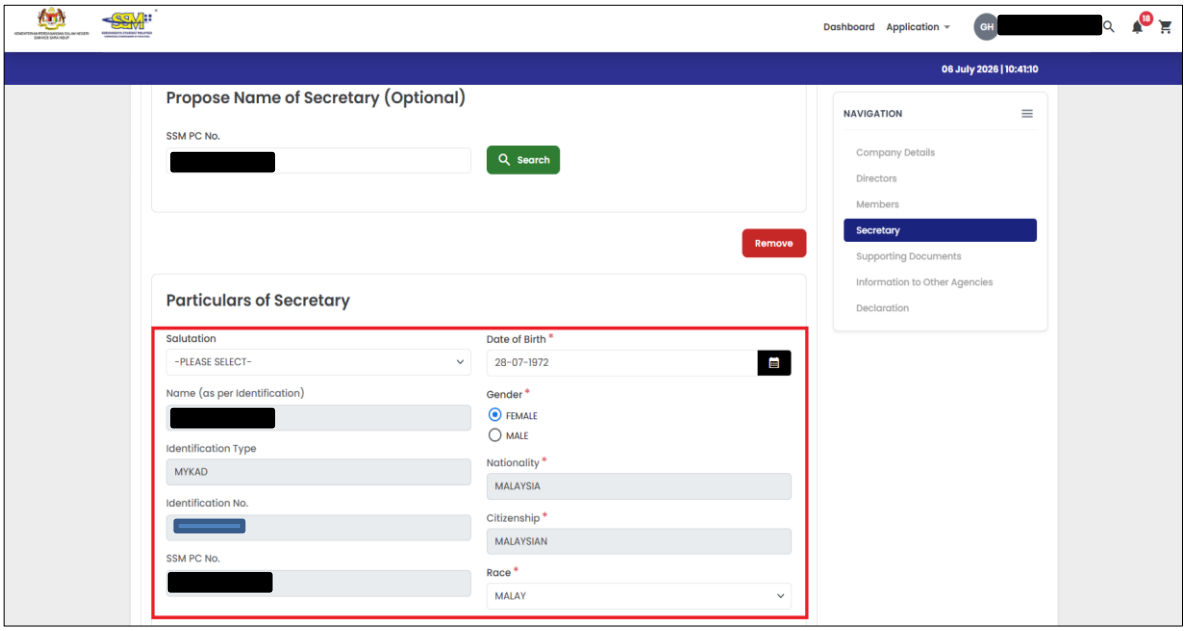
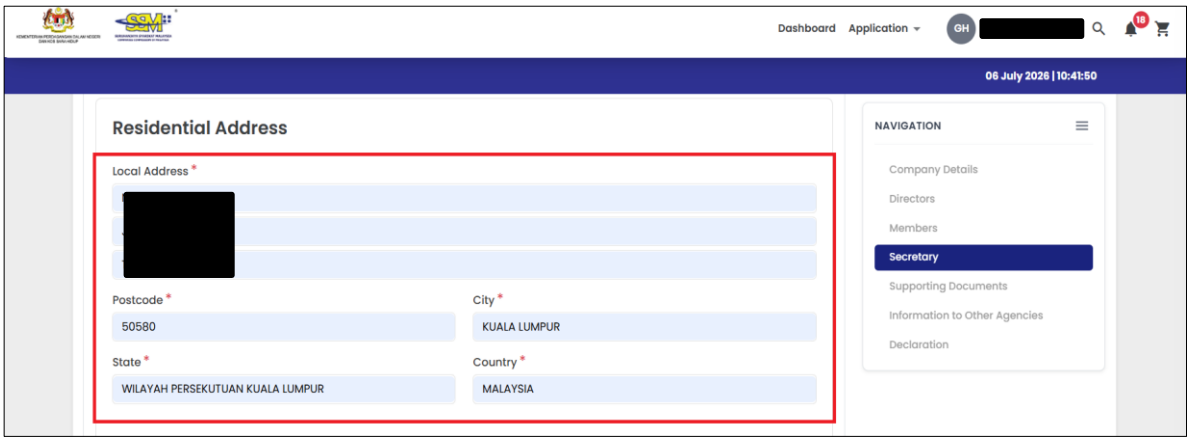
Field Num.	Description
	
3	Please insert the **Salutation, Name (as per identification), Date of Birth, Gender, Race** and **Email**. ***Note**: These fields vary based on the identification selected.* 
4	Scroll down to the **Residential Address** section. Then, please insert all the required fields.

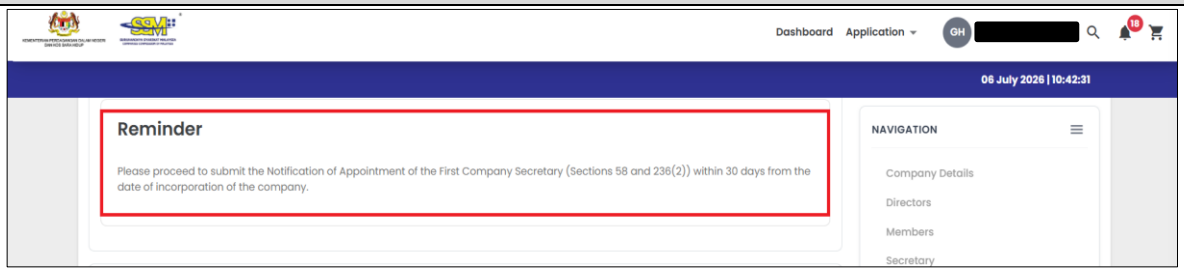
Field Num.	Description
	
5	If the residential address is a foreign address, click **FOREIGN ADDRESS**. Then, please insert all the required fields. 
6	Scroll down to the **Amount Guarantee (MYR)** section, please insert the **Amount Guaranteed (MYR)**. Then, click **Save**. 
7	The member was successfully added.

Field Num.	Description
	
8	To add another member, **please repeat steps 1-6**.

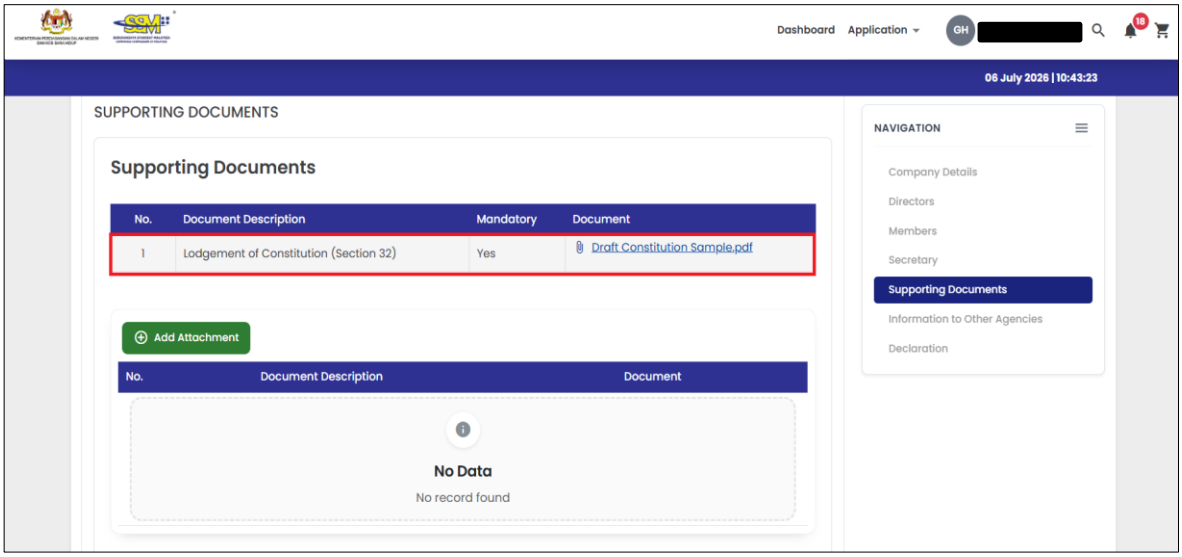
3.2.5 Secretary

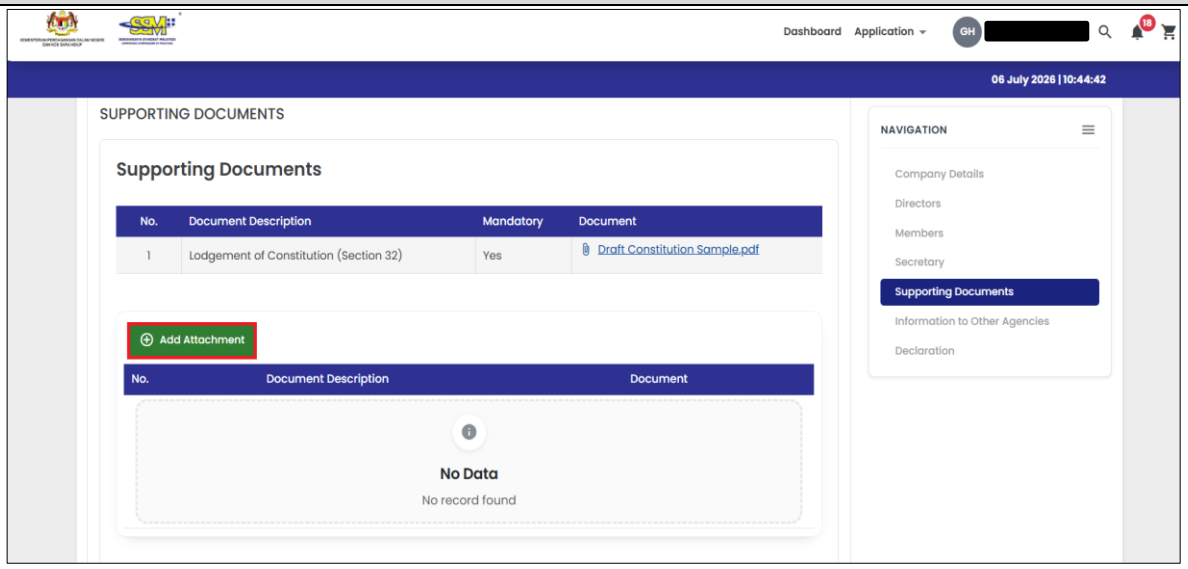
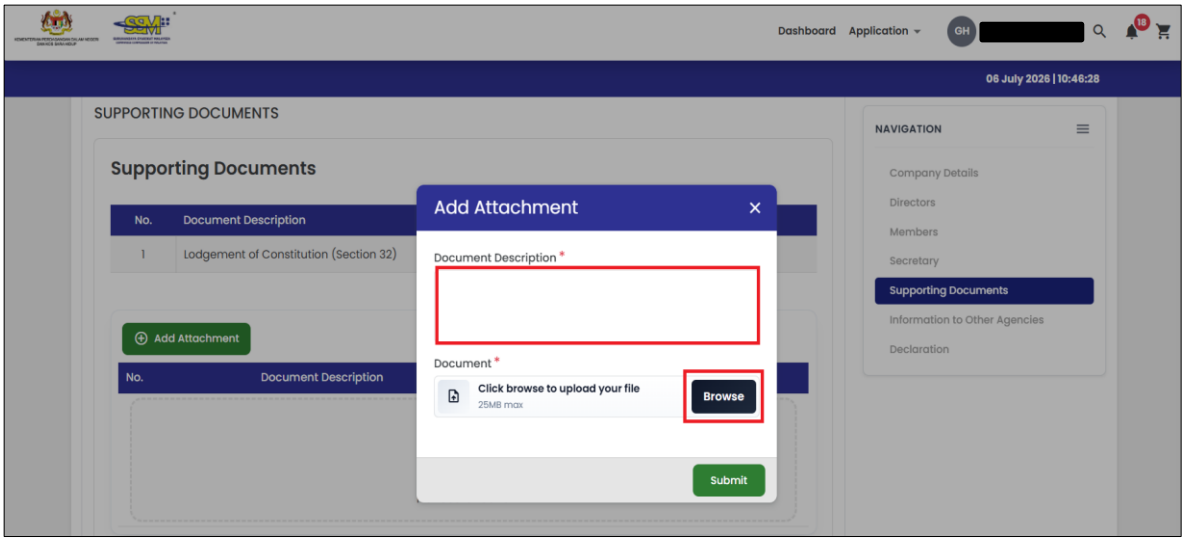
Field Num.	Description
1	Scroll down to the **Secretary** section. The system will display the **Attention** pop-up. After reading it, click **Close**. 
2	Under the **Propose Name of Secretary (Optional)** section, please insert the **SSM PC No** and click **Search**.

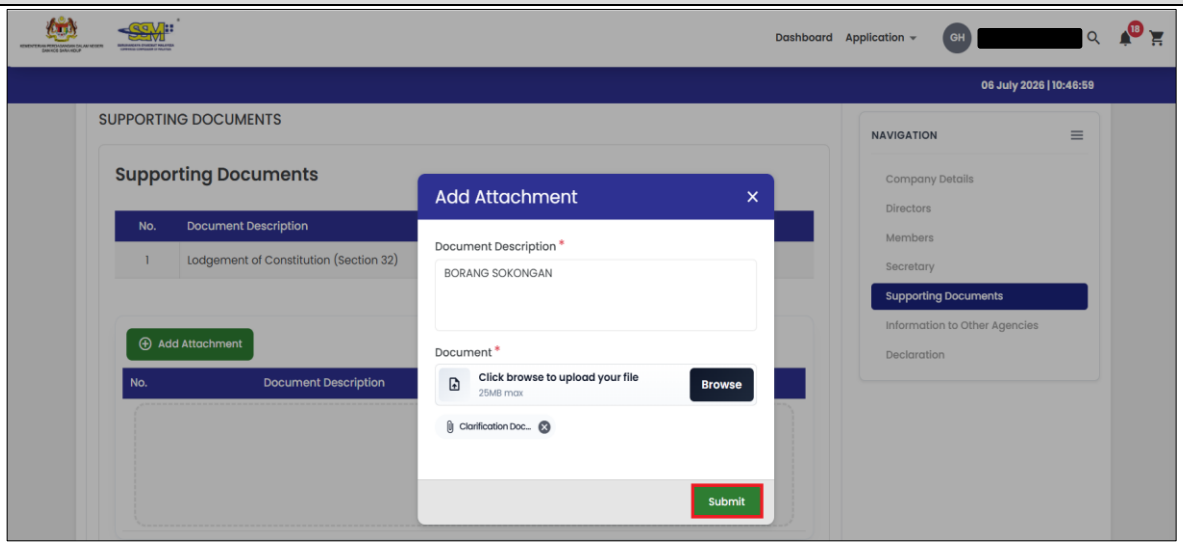
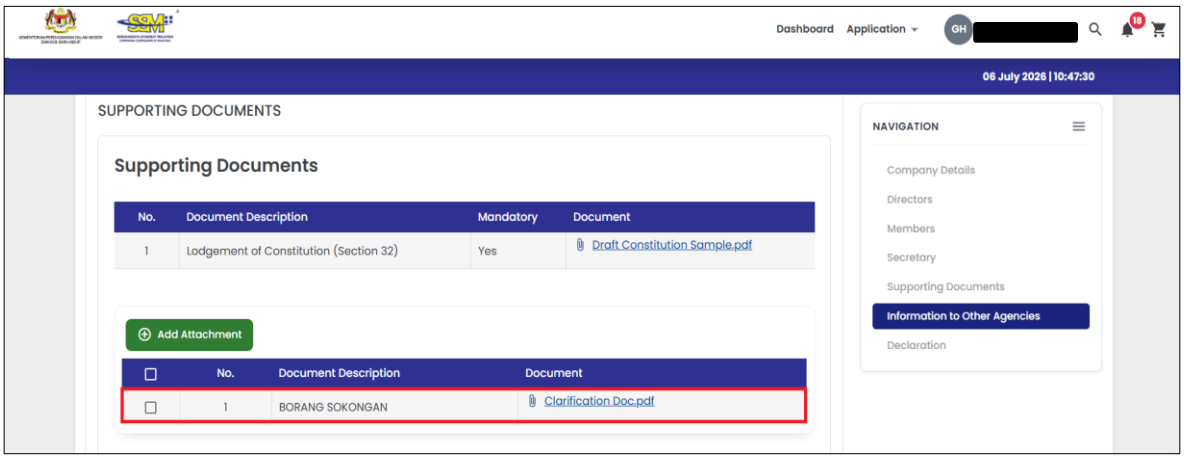
Field Num.	Description
	
3	The system will auto-populate the **Particulars of Secretary**. Please insert all the required fields. 
4	Scroll down to the **Residential Address** section. Please insert all the required fields. 
5	Scroll down to the **Reminder**. After reading it, please proceed to the next step.

Field Num.	Description
	

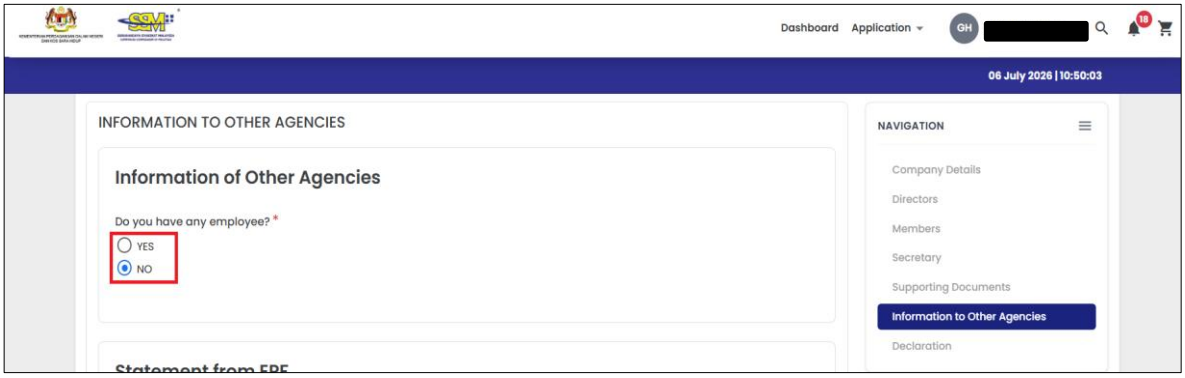
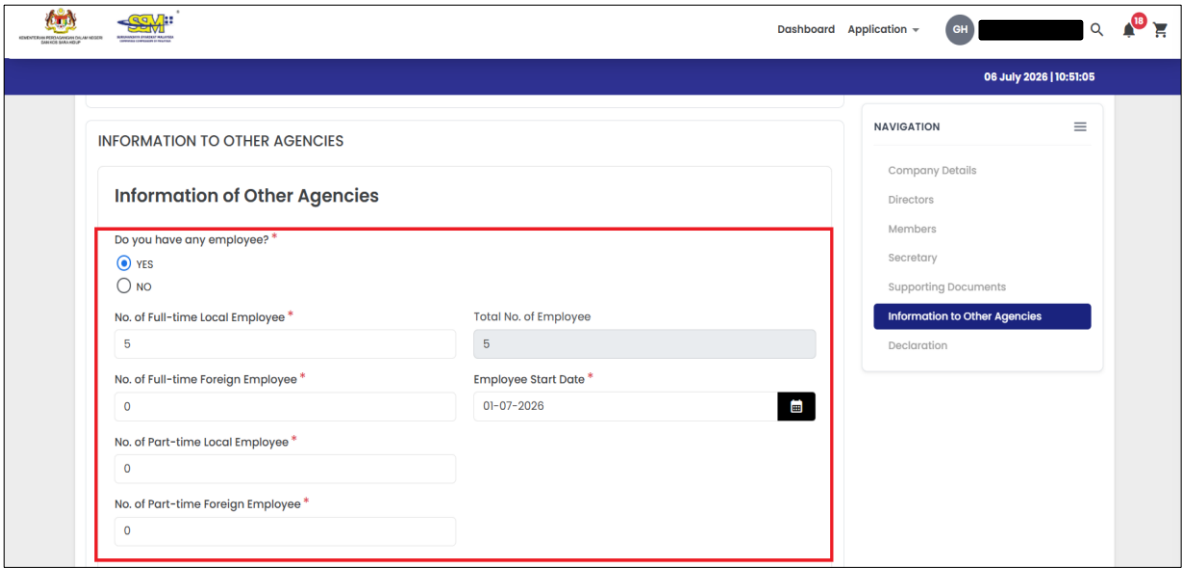
3.2.6 Supporting Documents

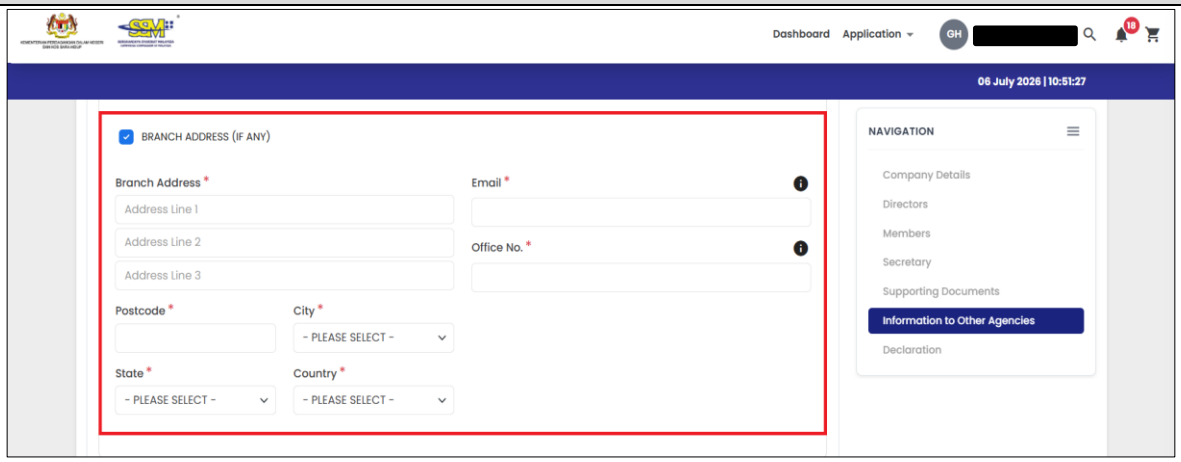
Field Num.	Description
1	Scroll down to the **Supporting Documents** section. The system will auto-populate the **Lodgement of Constitution (Section 32)** from the **Corporate Administration** module. Click the **document's name** to download the file. 
2	To add a supporting document, click **Add Attachment**.

Field Num.	Description
	
3	On the **Add Attachment** pop-up, please insert the **Document Description** and click **Browse** to select and upload the file. 
4	Click **Submit** to add the attachment.

Field Num.	Description
	
5	The supporting document was successfully added. 
6	To add another supporting document, **please repeat steps 2-5**.

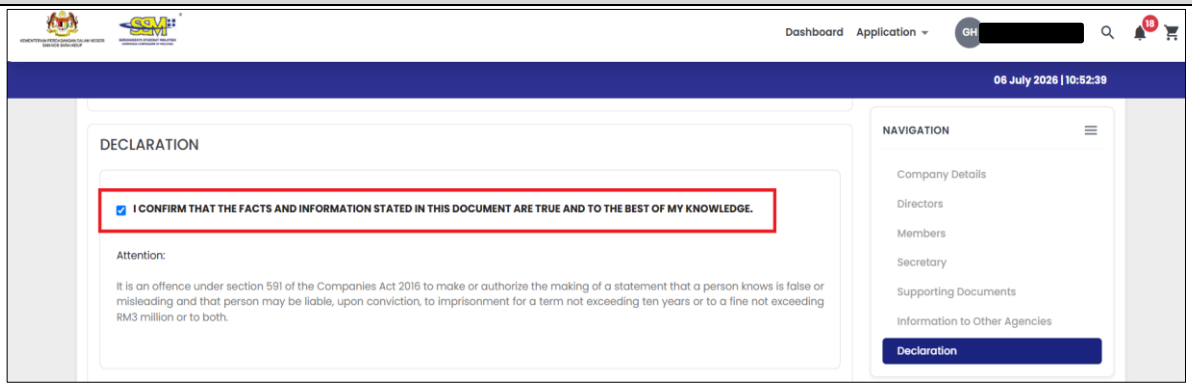
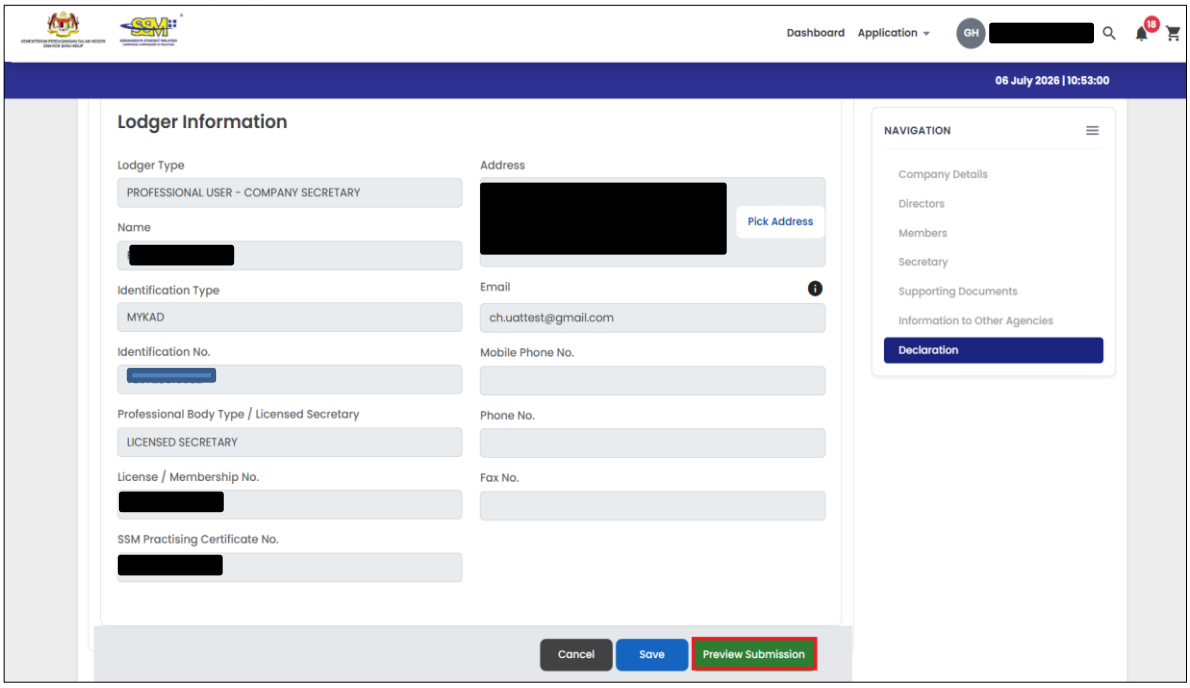
3.2.7 Information to Other Agencies

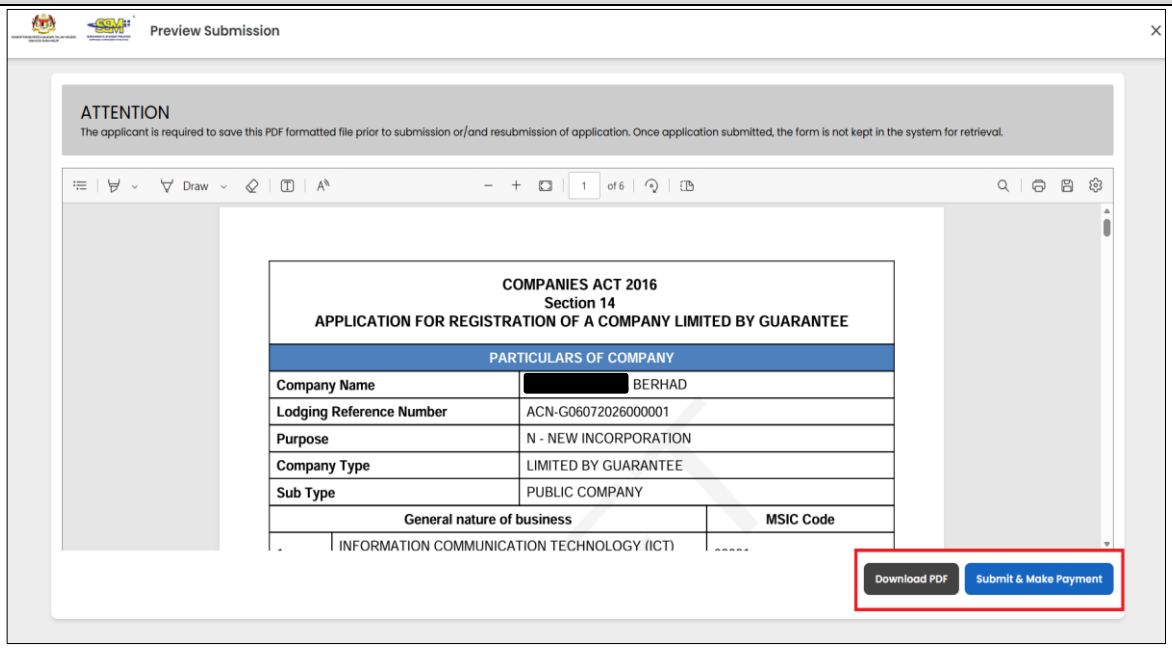
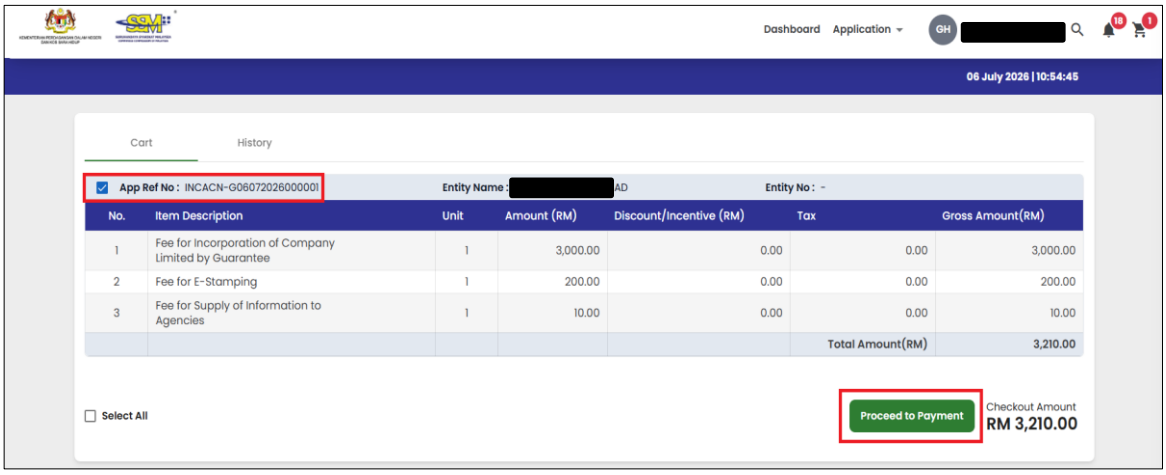
Field Num.	Description
1	Scroll down to the **Information to Other Agencies** section. Then, under **Do you have any employees?,** select **YES**. If there are no employees, select **NO**. 
2	Under the **Information of Other Agencies** section, please insert all the required fields. 
3	If the branch address is available, please click **BRANCH ADDRESS (IF ANY)**. Then, please insert all the required fields.

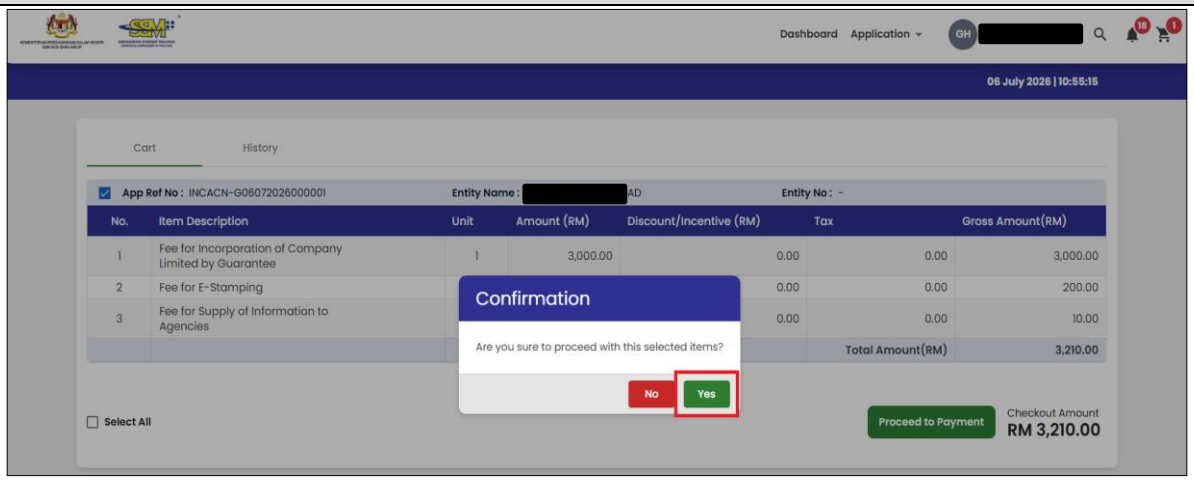
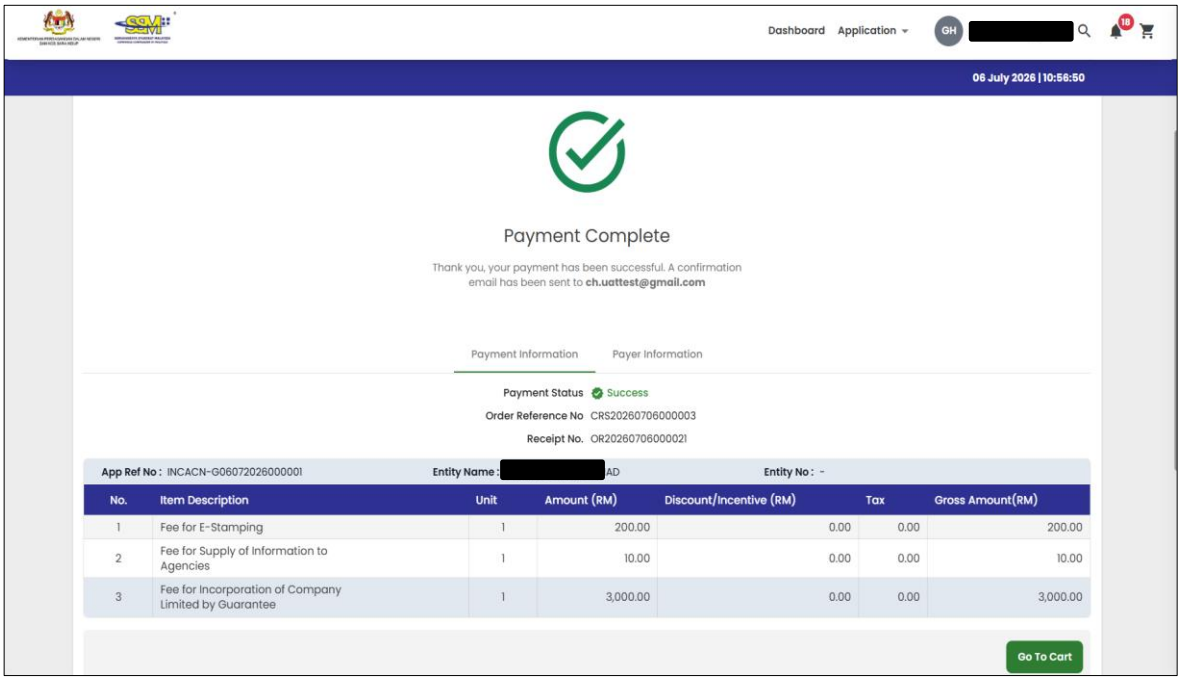
Field Num.	Description
	
4	Scroll down to the **Statement from EPF** section. Then, click the **ANY EMPLOYER WHO PROVIDES ANY STATEMENT THAT IS NOT CORRECT OR UNTRUE CAN BE CONSIDERED TO HAVE COMMITTED AN OFFENSE UNDER THE EPF ACT 1991**.

3.2.8 Declaration and Preview Submission

Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**.

Field Num.	Description
	
2	Scroll down to the **Lodger Information** section. Then, click **Preview Submission**. 
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit & Make Payment** to proceed to the payment.

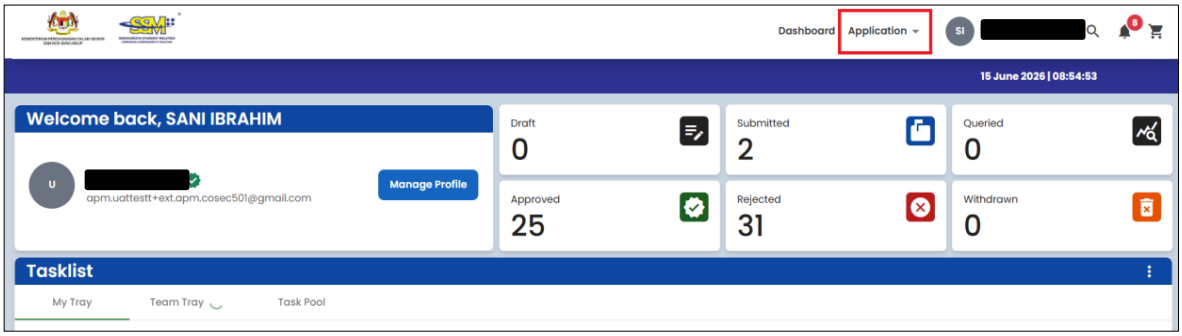
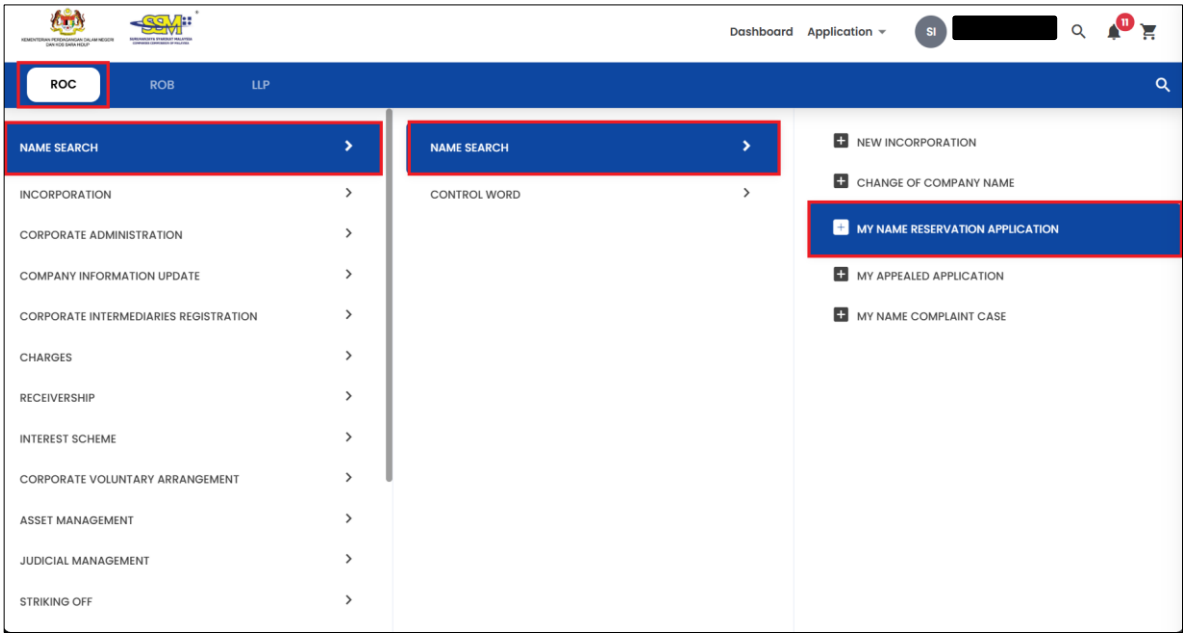
Field Num.	Description
	
4	On the **Payment Cart** page, select the **lodgement**. Then, click **Proceed to Payment**. 
5	On the **Confirmation** po-pup, please click **Yes**. Then, please complete the payment.

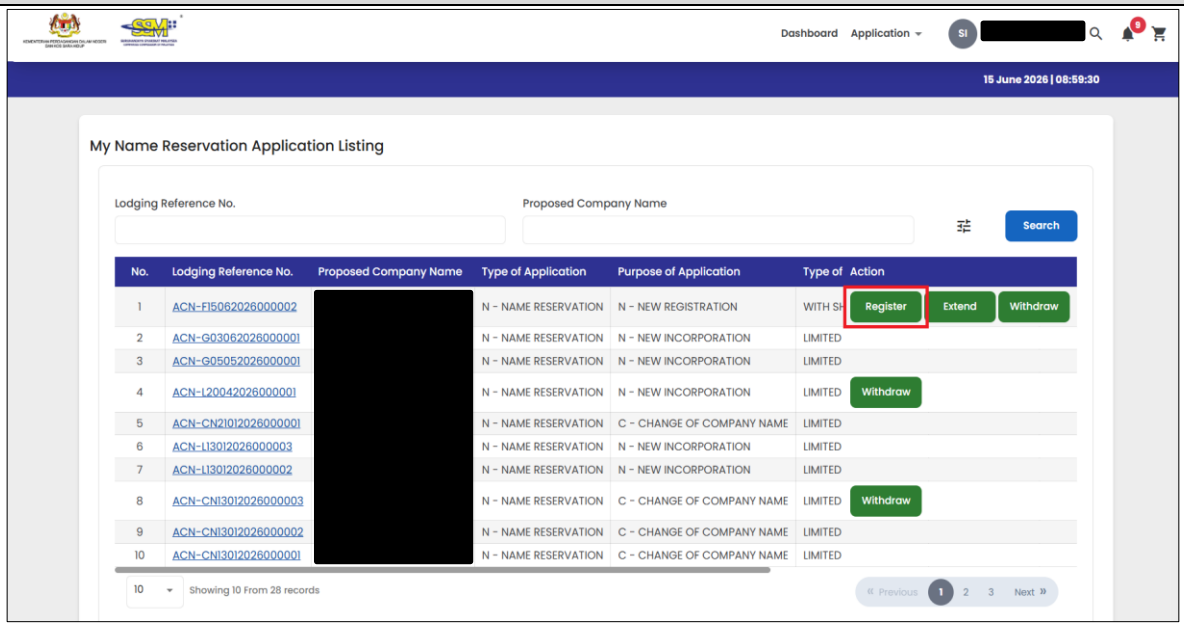
Field Num.	Description
	
6	The payment was completed. 
7	**Note**: Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the approval of the **application**.

3.3 Registration of a Foreign Company

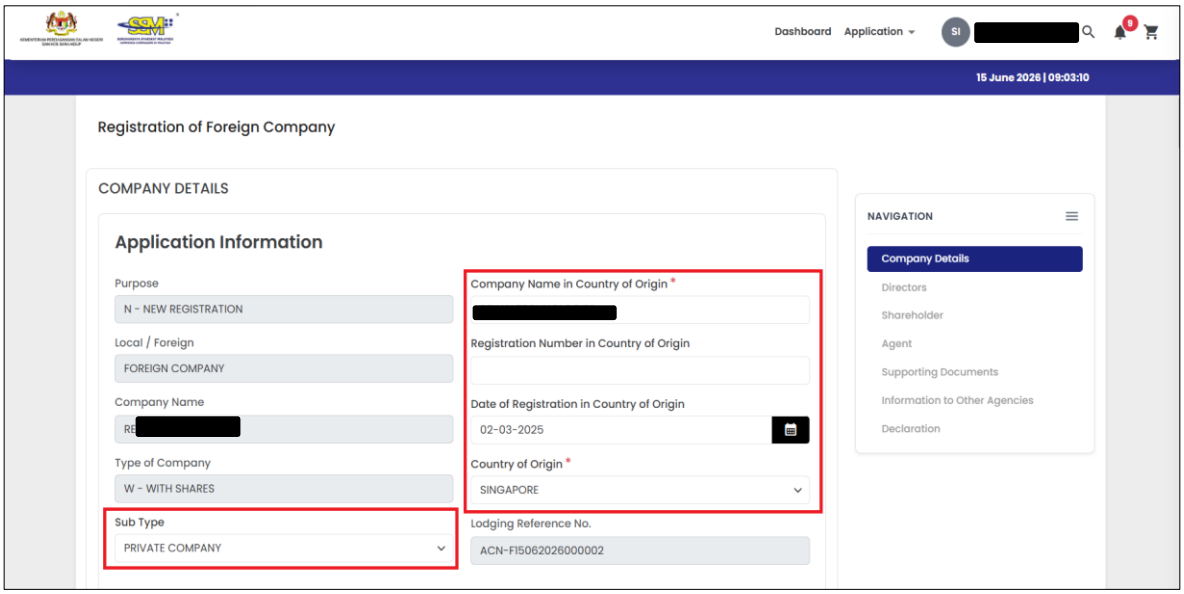
3.3.1 Foreign Company with Share Capital

3.3.1.1 Initiate the Application

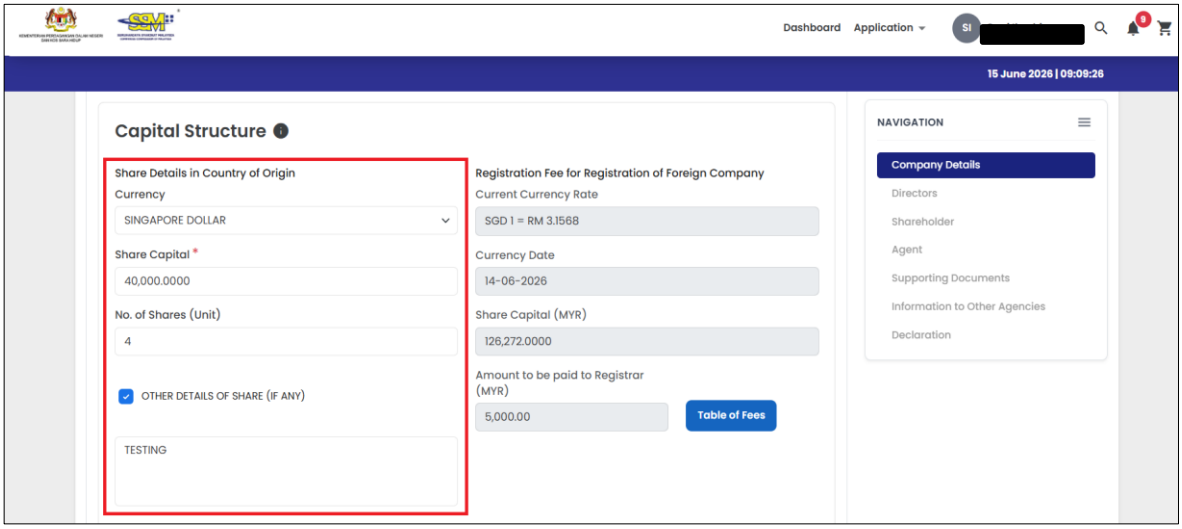
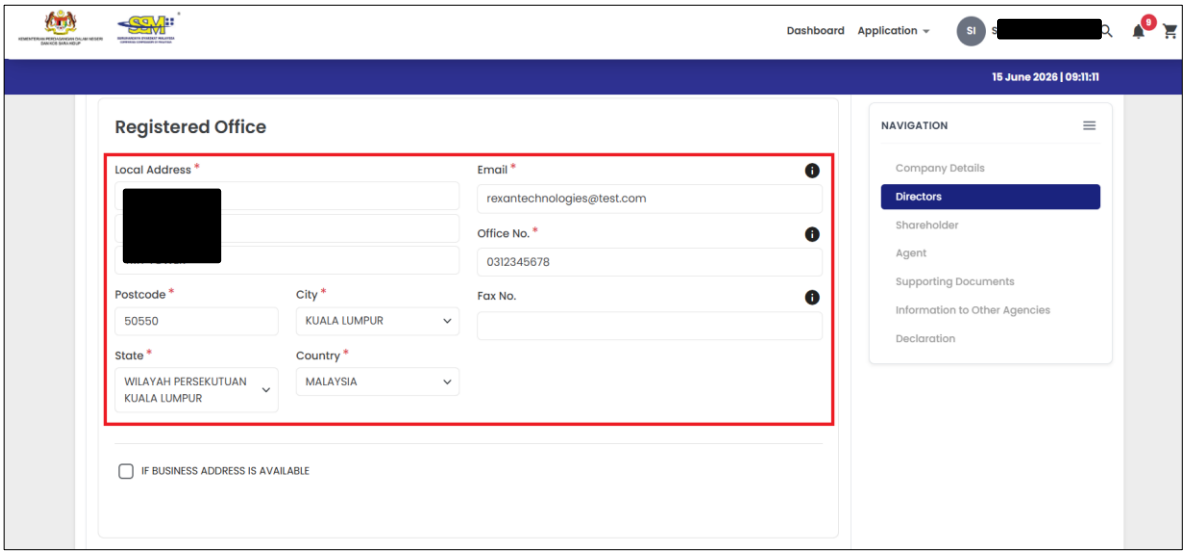
Field Num.	Description
1	From the **Dashboard**, click **Application**. 
2	Click **ROC -> Name Search -> Name Search -> My Name Reservation Application**. 
3	Choose the application and click **Register**.

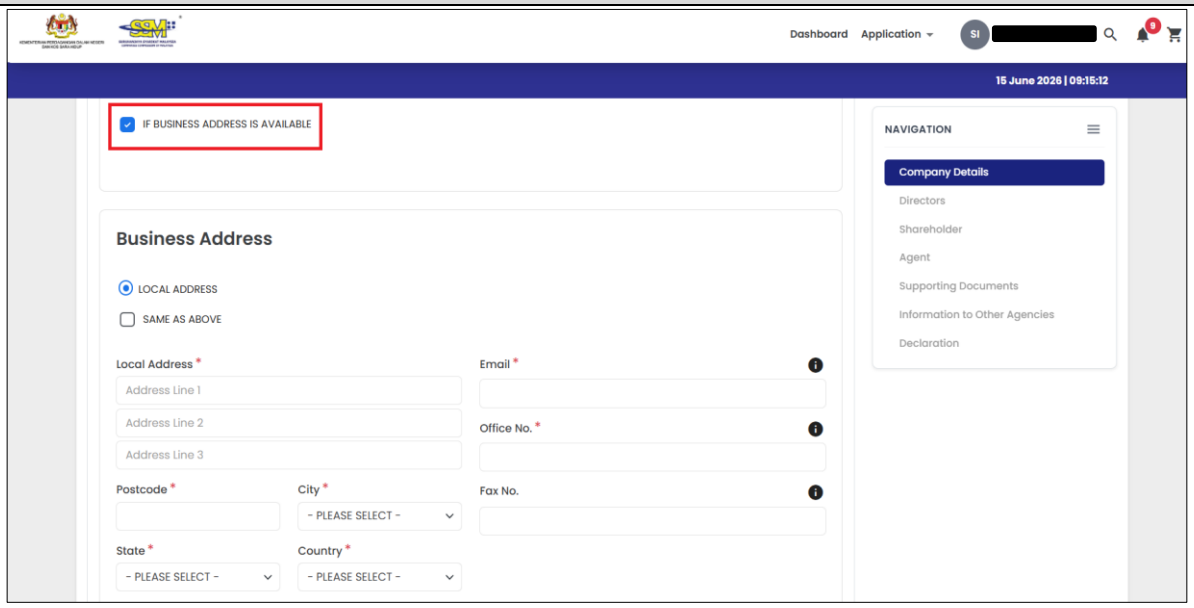
Field Num.	Description
	

3.3.1.2 Company Details

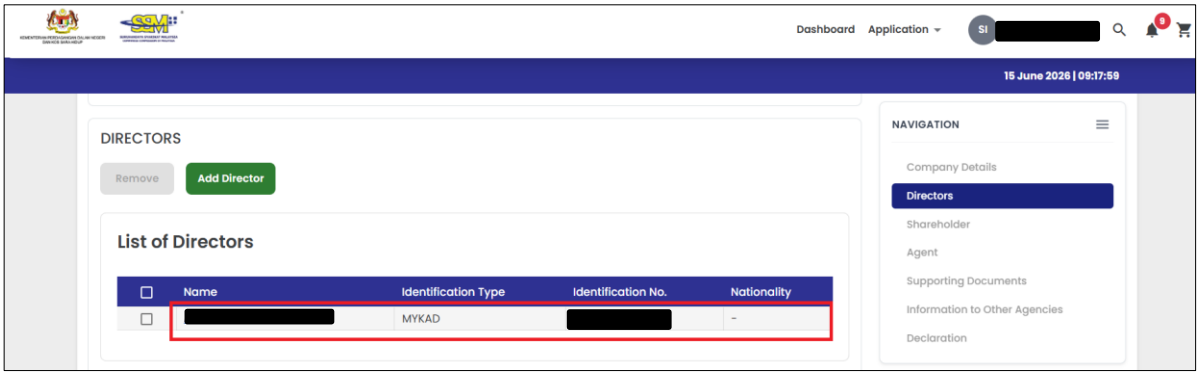
Field Num.	Description
1	Under the **Application Information** section, please insert the **Sub Type, Company Name in Country of Origin, Registration Number in Country of Origin, Date of Registration in Country of Origin** and **Country of Origin**. 

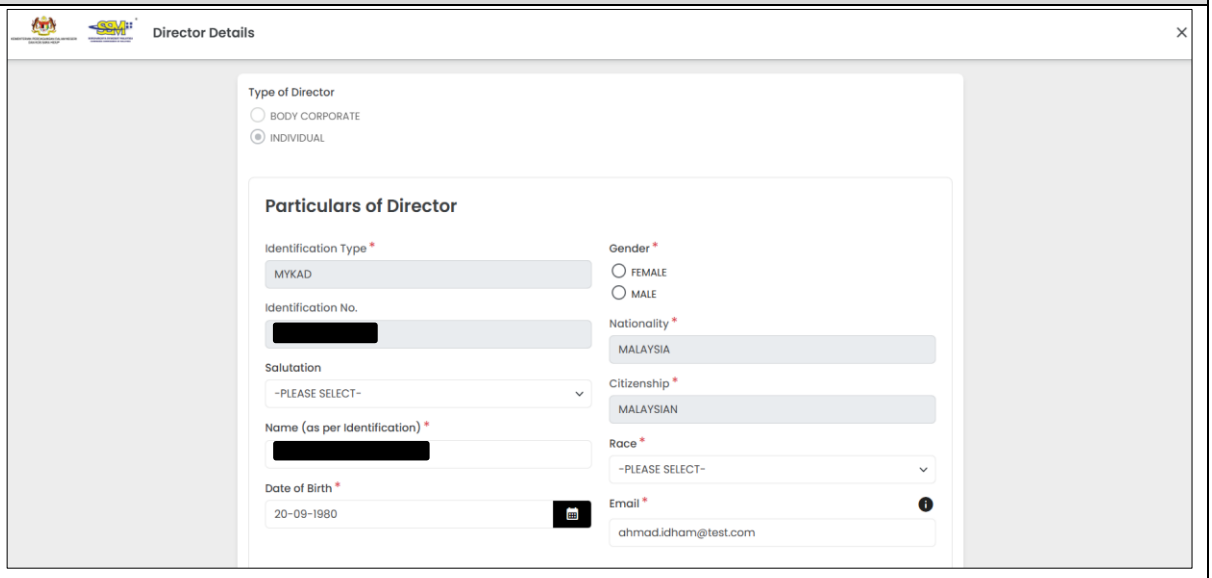
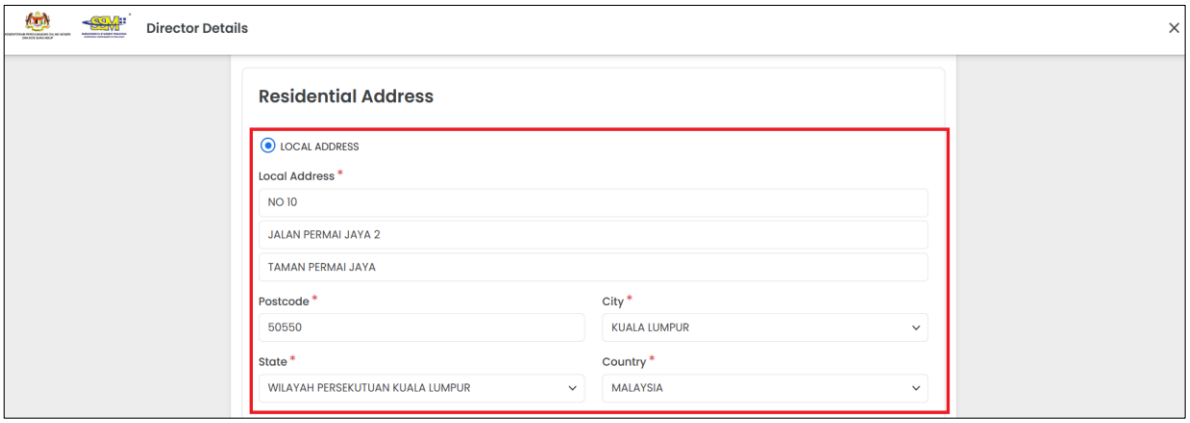
3.3.1.3 Capital Structure and Registered Office

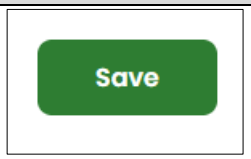
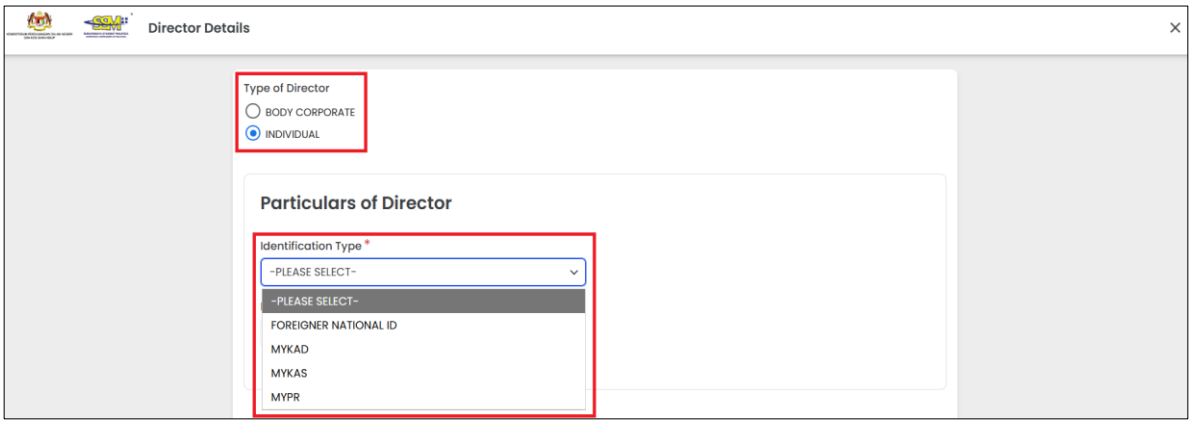
Field Num.	Description
1	Scroll down to the **Capital Structure** section. Then, please select the **Currency** and please insert the **Share Capital** and **No. of Shares (Unit)**. 
2	Scroll down to the **Registered Office** section. Then, please insert all the required fields. 
3	If the business address is available, click **IF BUSINESS ADDRESS IS AVAILABLE**. Then, please insert all the required fields.

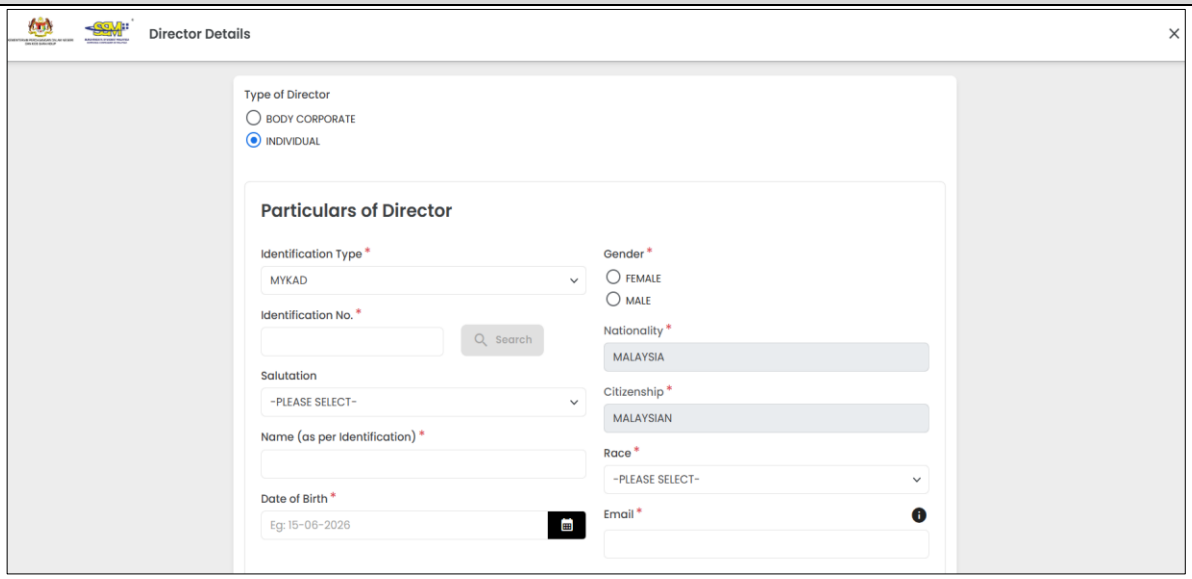
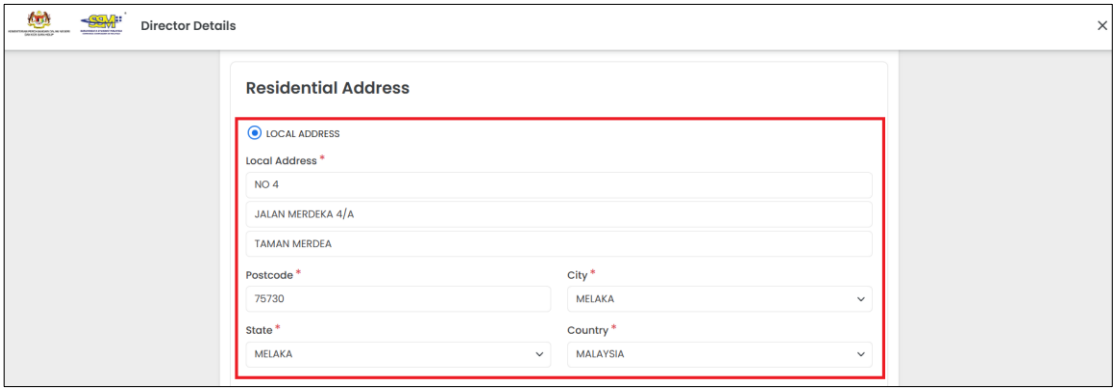
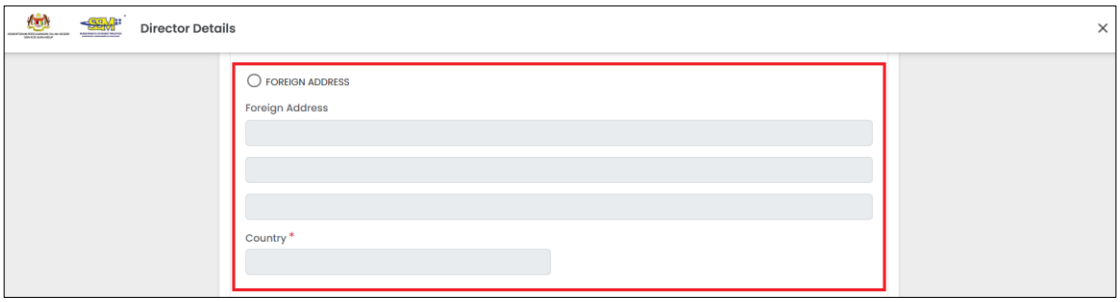
Field Num.	Description
	

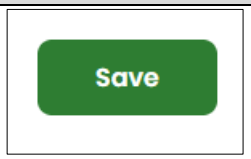
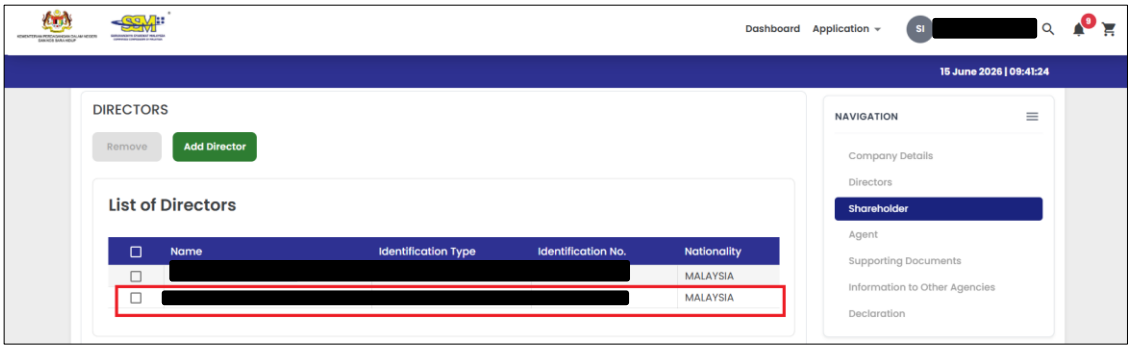
3.3.1.4 Directors

Field Num.	Description
1	Scroll down to the **Directors** section. Then, the system will be auto-populate the director details from the Name Reservation. The user is required to update the director's information. Click the **director's name** to update the director details. 
2	Under the **Particulars of Director** section, the system will auto-populate the Identification Type, Identification No, Name (as per identification), Date of Birth, Nationality, Citizenship and Email from Name Reservation. Please select the **Gender** and **Race**.

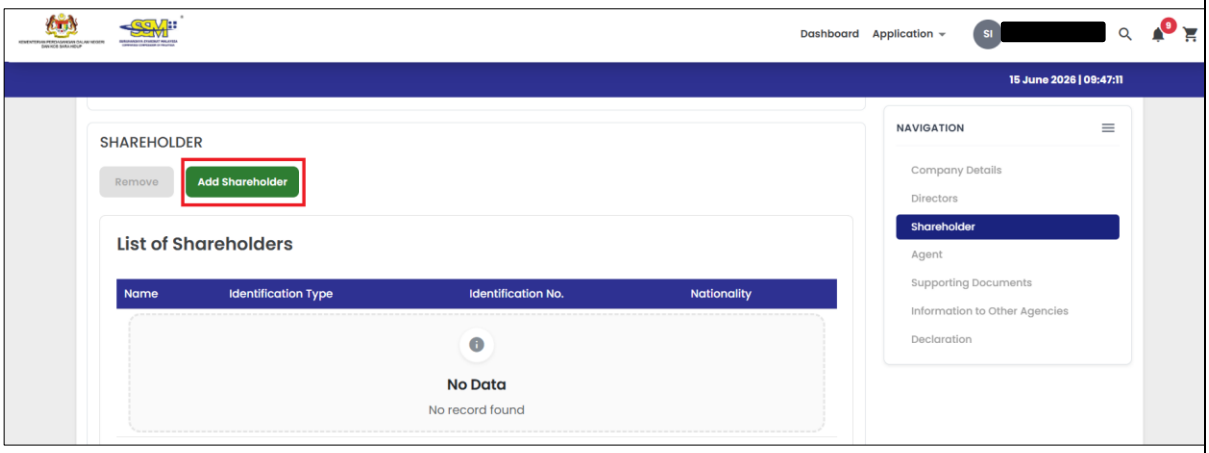
Field Num.	Description
	
3	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 
4	If the residential address is a foreign address, click **Foreign Address**. Then, please insert all the required fields.
5	Click **Save** to save the director's details.

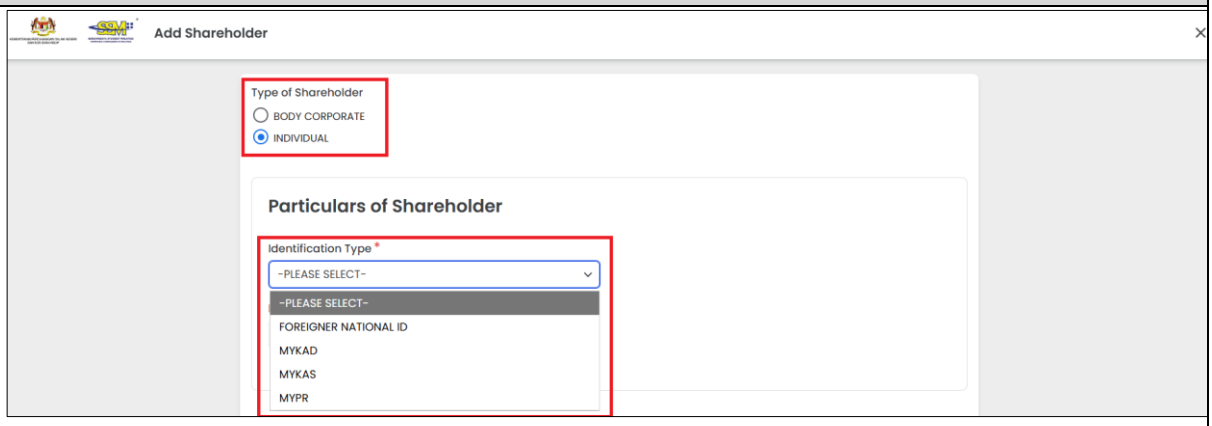
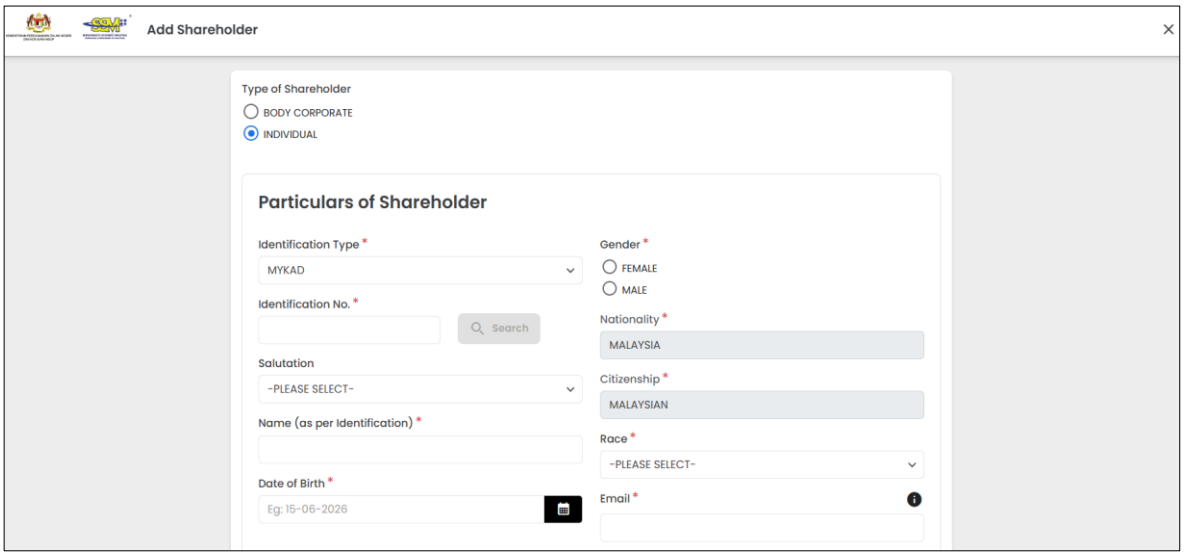
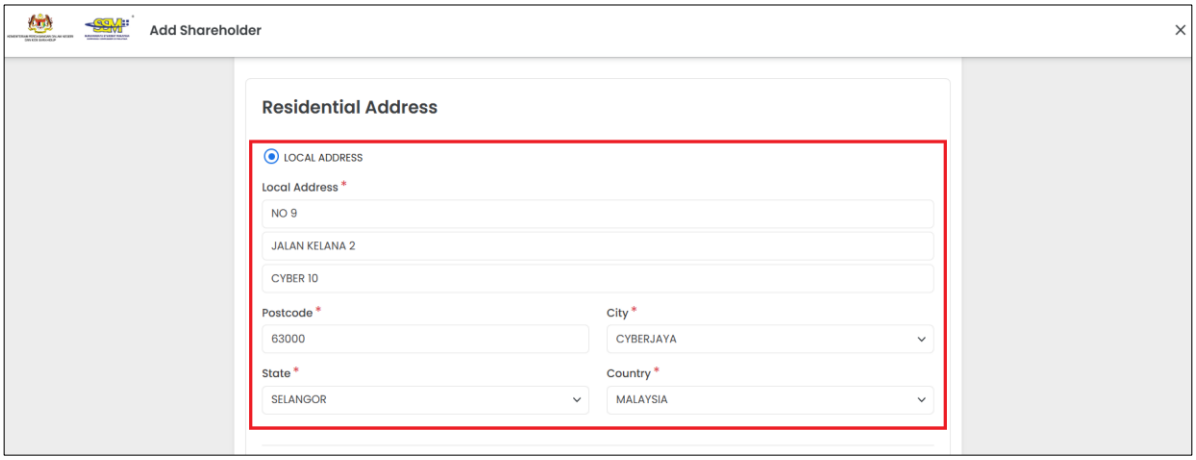
Field Num.	Description
	
6	To add a director, click **Add Director**.
7	Please select the **Type of Director – INDIVIDUAL** and select the **Identification Type**. 
8	Select the **Identification Type – MYKAD**. Then, please insert all the required fields. ***Note**: These fields vary based on the identification selected.*

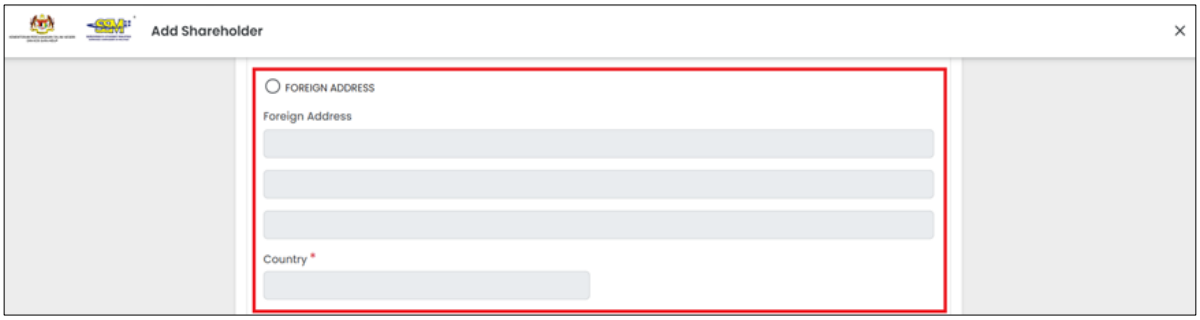
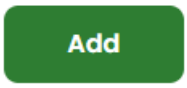
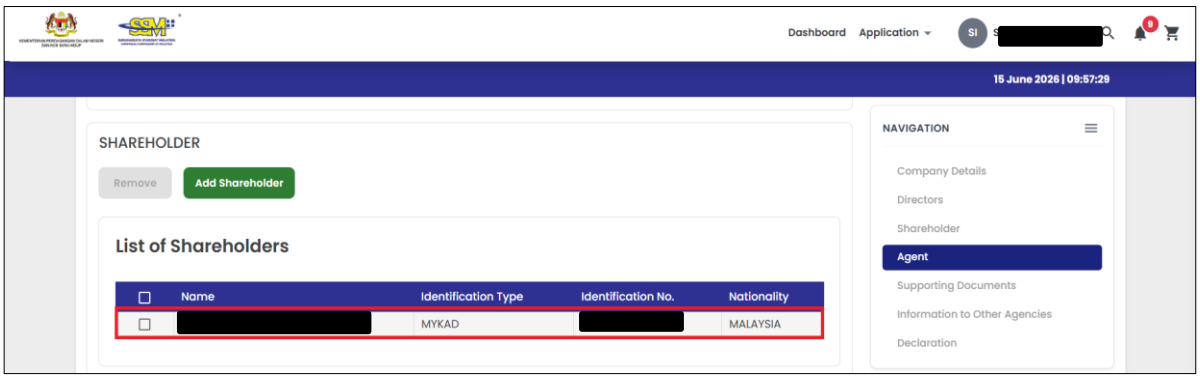
Field Num.	Description
	
9	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 
10	If the residential address is a foreign address, please select the **Foreign Address** and please insert all the required fields. 
11	Click **Save** to add the director.

Field Num.	Description
	
12	The new director was successfully added. 
13	To add another director, **please repeat steps 6-12**.

3.3.1.5 Shareholders

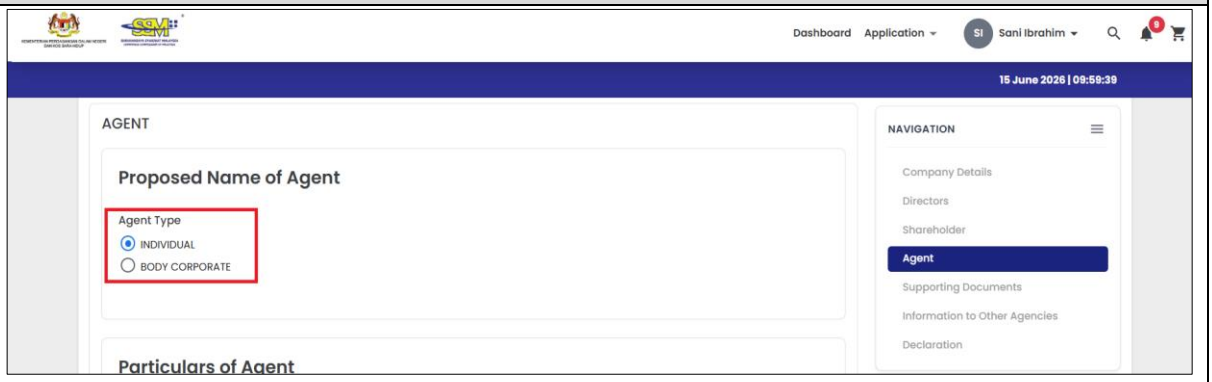
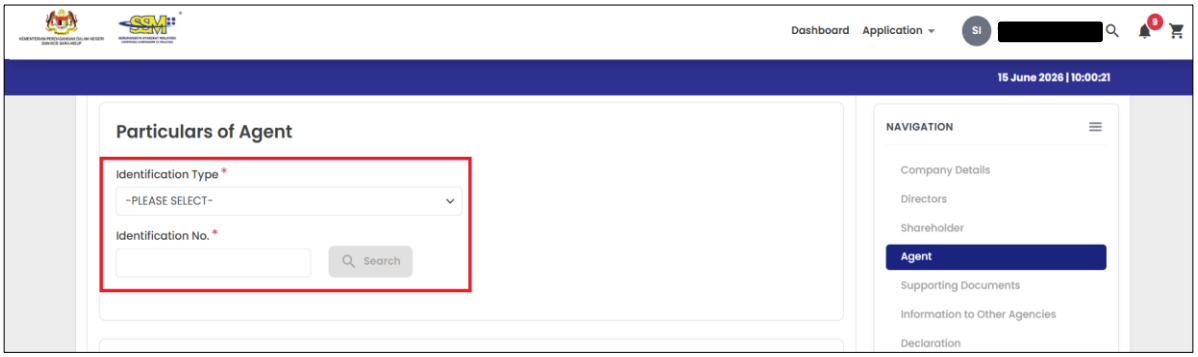
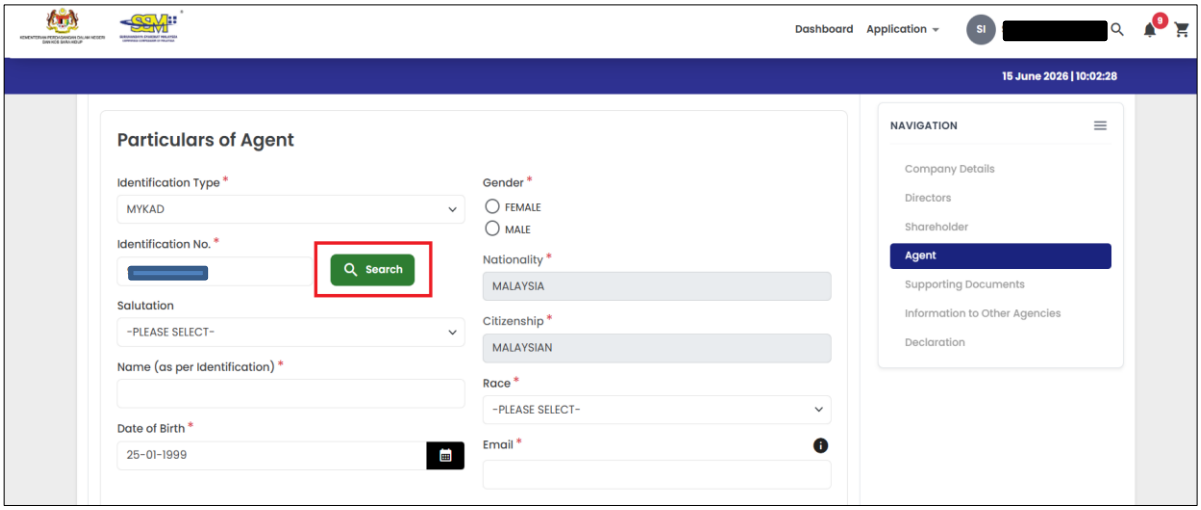
Field Num.	Description
1	Scroll down to the **Shareholder** section. Then, click **Add Shareholder** to add a new shareholder. 
2	Please select the **Type of Shareholder - INDIVIDUAL**. Under the **Particulars of Shareholder** section, select the **Identification Type**.

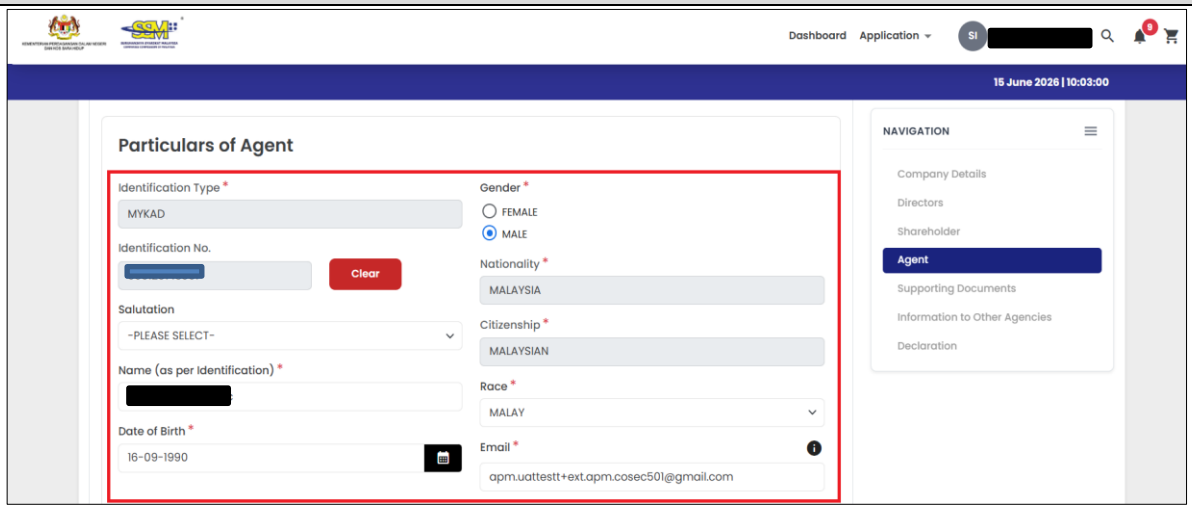
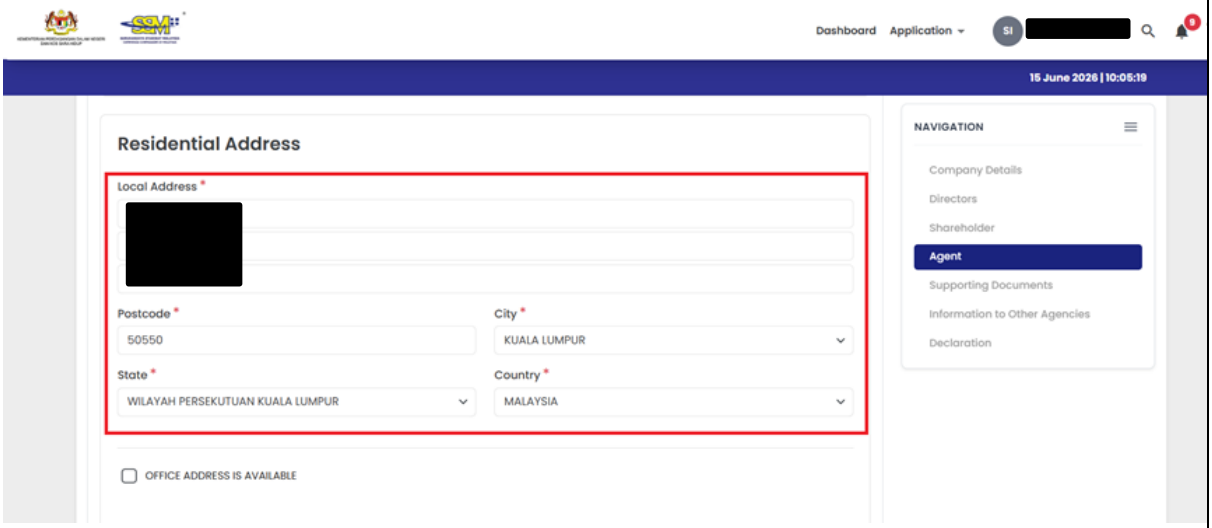
Field Num.	Description
	
3	Select the **Identification Type – MYKAD**. Then, please insert all the required fields. ***Note**: These fields vary based on the identification selected.* 
4	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 

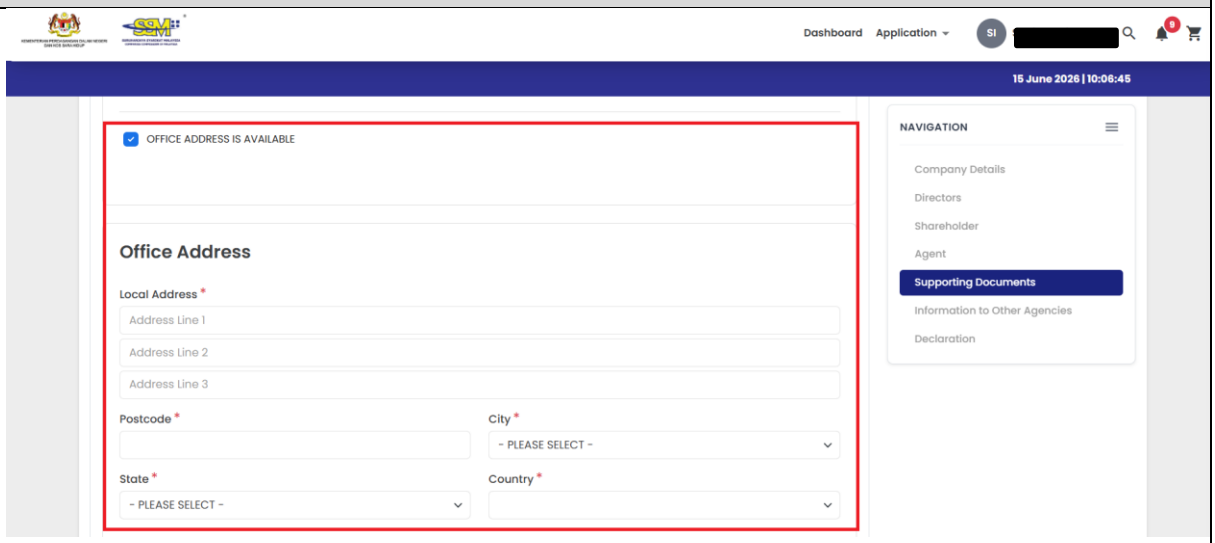
Field Num.	Description
5	If the residential address is a foreign address, click **FOREIGN ADDRESS**. Then, please insert all the required fields. 
6	Click **Add** to add the shareholder. 
7	The new shareholder was successfully added. 
8	To add another shareholder, **please repeat steps 1 – 7**.

3.3.1.6 Agent

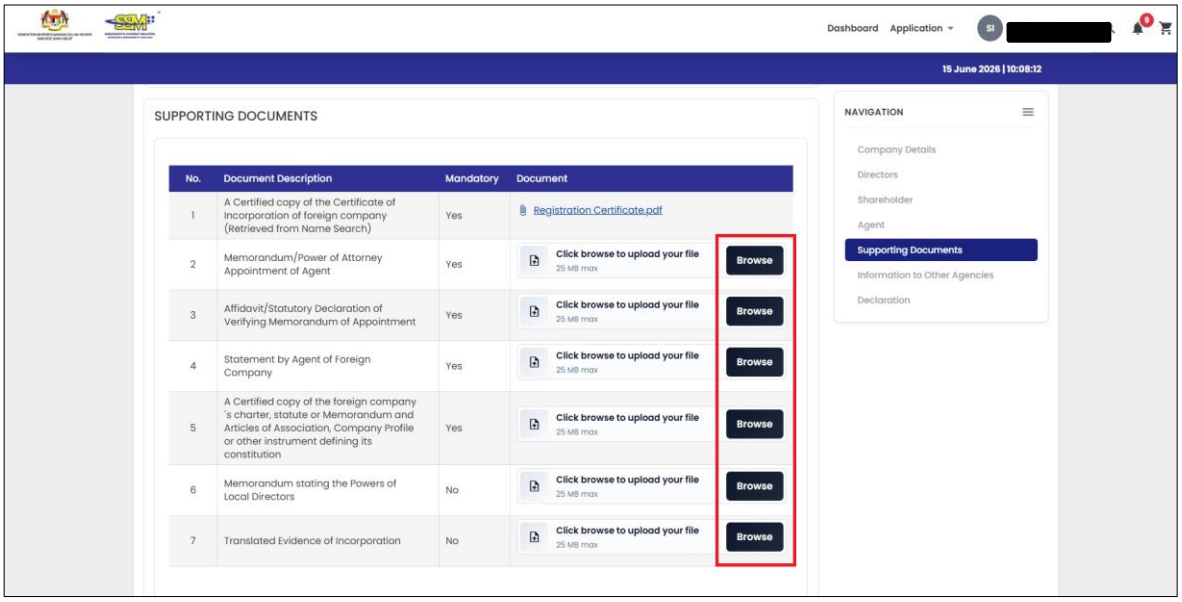
Field Num.	Description
1	Scroll down to the **Agent** section. Under the **Proposed Name of Agent** section, please select the **Agent Type – INDIVIDUAL**.

Field Num.	Description
	
2	Scroll down to the **Particulars of Agent** section, please select the **Identification Type** and please insert the **Identification No**. 
3	Then, click **Search**. 
4	The system will auto-populate the **Particulars of Agent**. Then, please insert all the required fields.

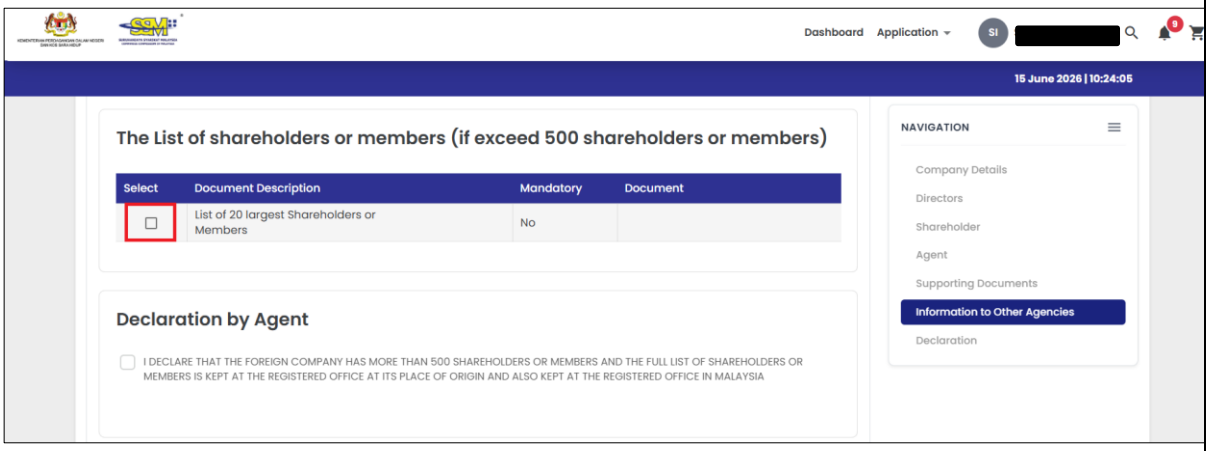
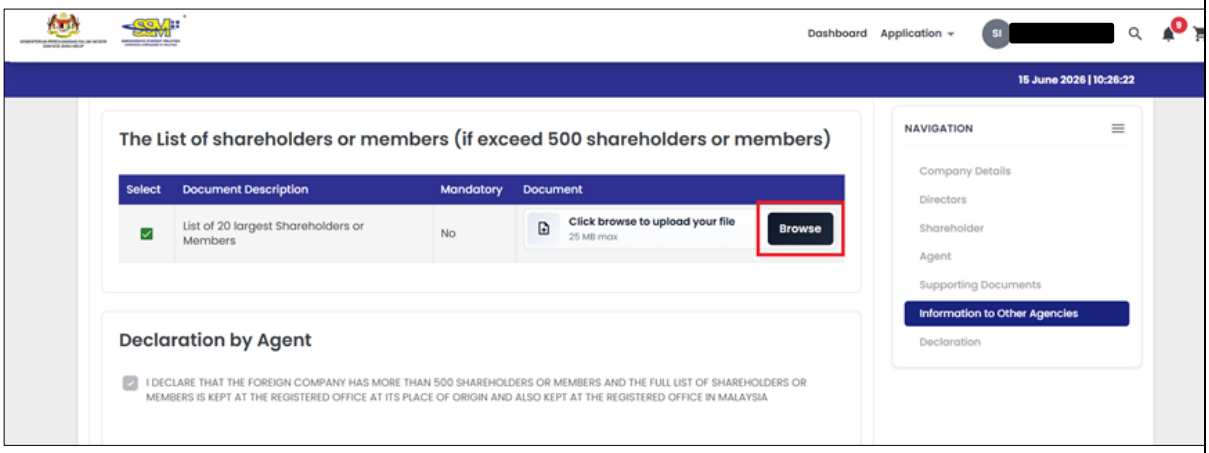
Field Num.	Description
	
5	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 
6	If the office address is available, click **OFFICE ADDRESS IS AVAILABLE**.

Field Num.	Description
	

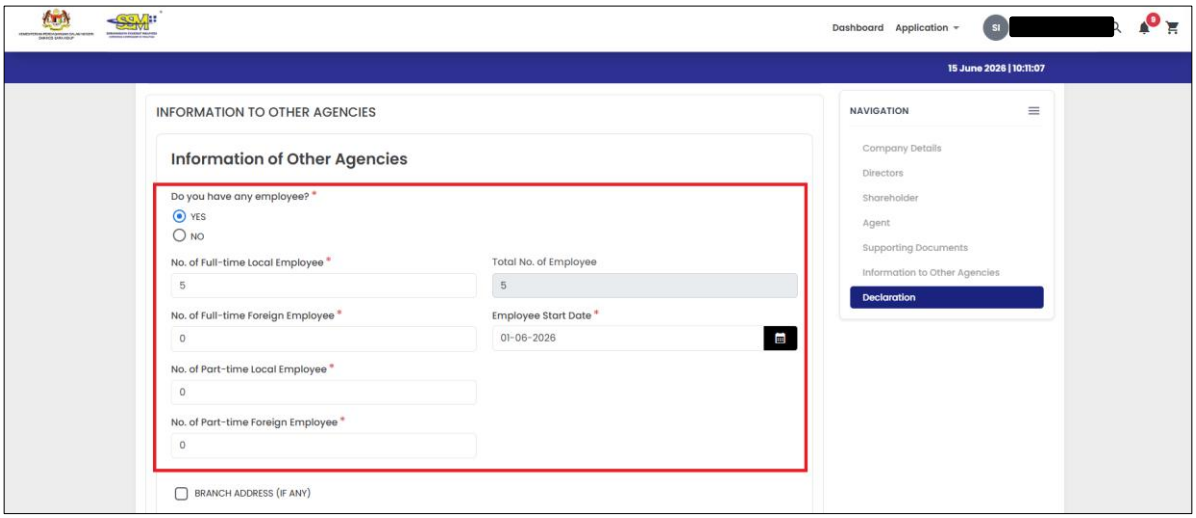
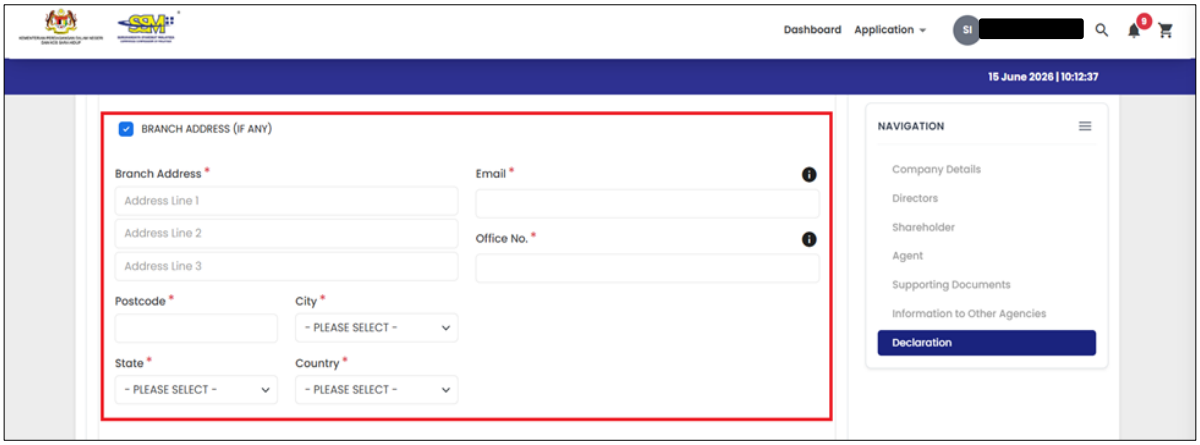
3.3.1.7 Supporting Documents

Field Num.	Description
1	Scroll down to the **Supporting Documents** section. Then, click **Browse** to select and upload the file(s). 

3.3.1.8 List of Shareholders or Members (if exceed 500 shareholders or members)

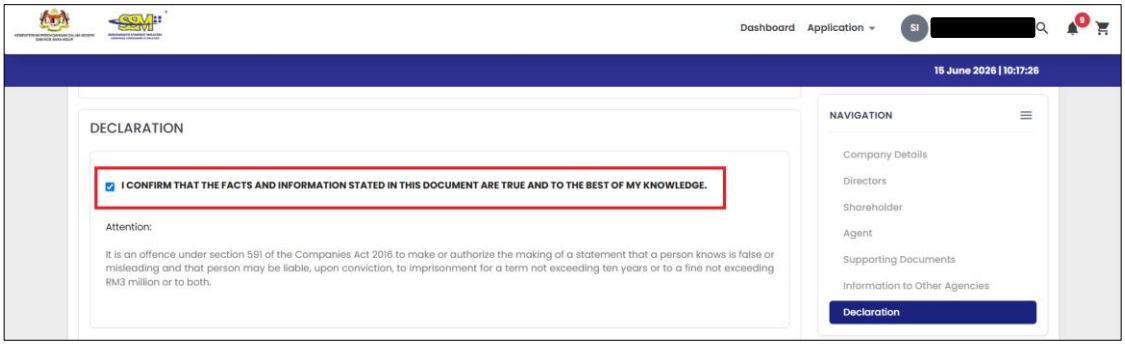
Field Num.	Description
1	Scroll down to **The List of shareholders or members (if exceed 500 shareholders or members)** section. If the company has exceed 500 shareholders or members, select the **List of 20 largest Shareholders or Members**. If not, please skip to the Information to Other Agencies section. 
2	Then, click **Browse** to select and upload the file(s). 

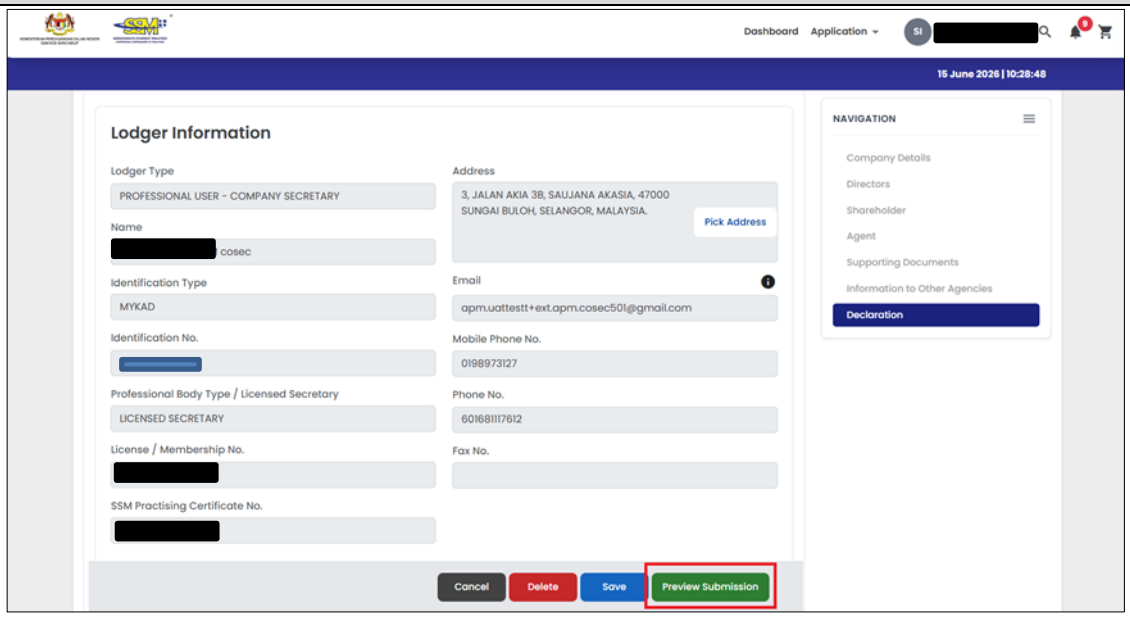
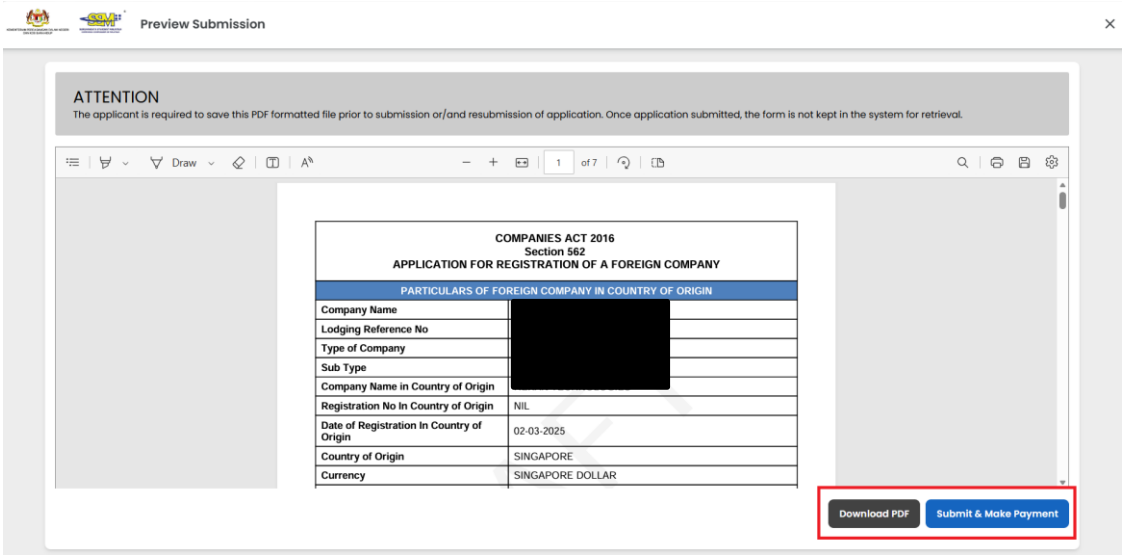
3.3.1.9 Information to Other Agencies

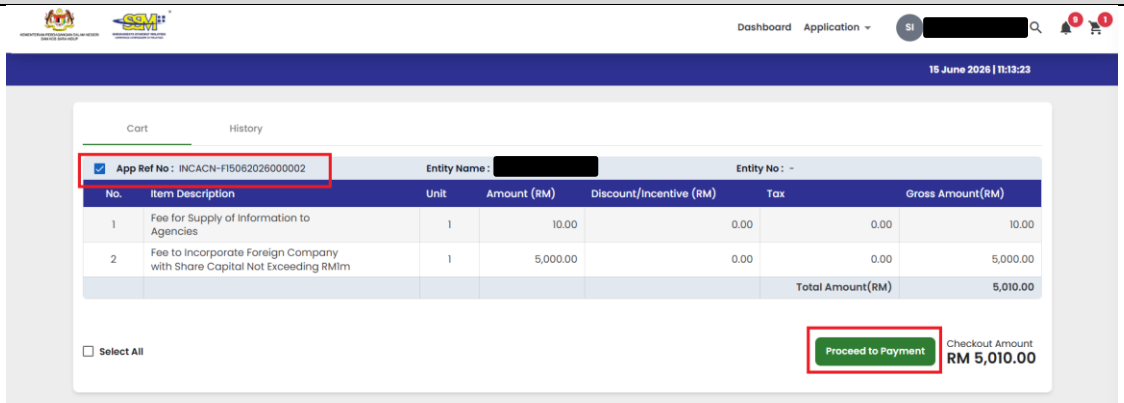
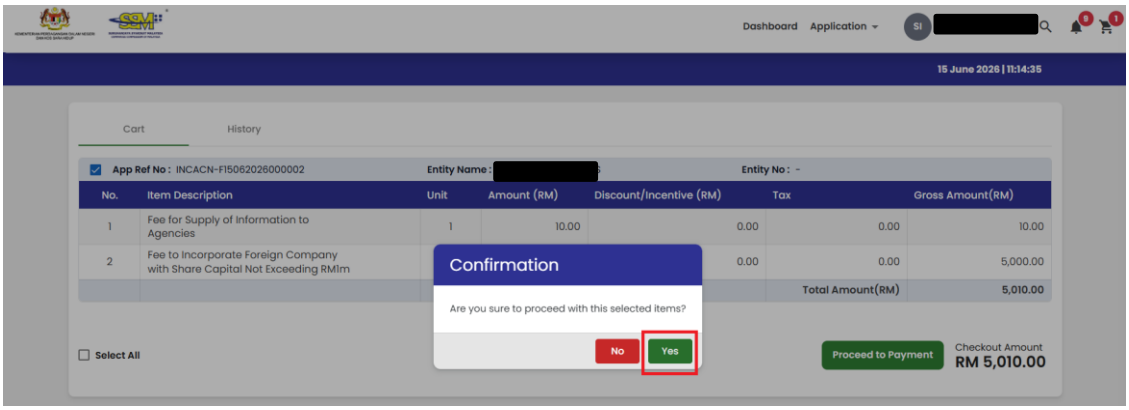
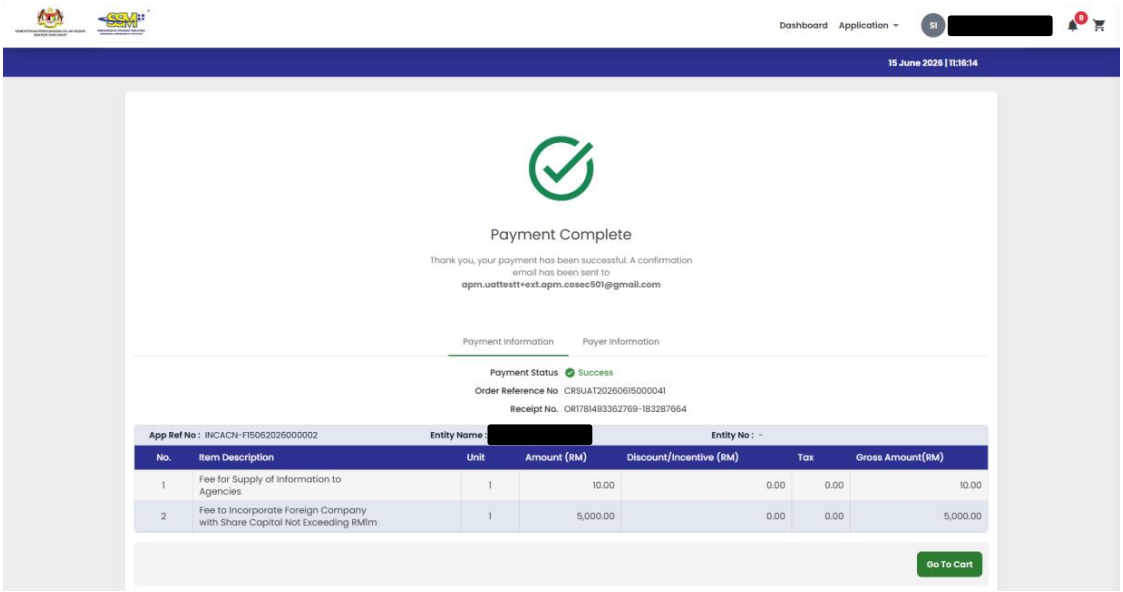
Field Num.	Description
1	Scroll down to the **Information to Other Agencies** section. Then, under **Do you have any employees?** select **YES**. If there are no employees, select **NO**. Then, please insert all the required fields. 
2	If the branch address is available, click **BRANCH ADRESS (IF ANY)**. Then, please insert all the required fields. 
3	Scroll down to the **Statement from EPF** section. Then, click the **ANY EMPLOYER WHO PROVIDES ANY STATEMENT THAT IS NOT CORRECT OR UNTRUE CAN BE CONSIDERED TO HAVE COMMITTED AN OFFENSE UNDER THE EPF ACT 1991**.

Field Num.	Description

3.3.1.10 Declaration and Preview Submission

Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**. 
2	Scroll down to the **Lodger Information** section. Then, click **Preview Submission**.

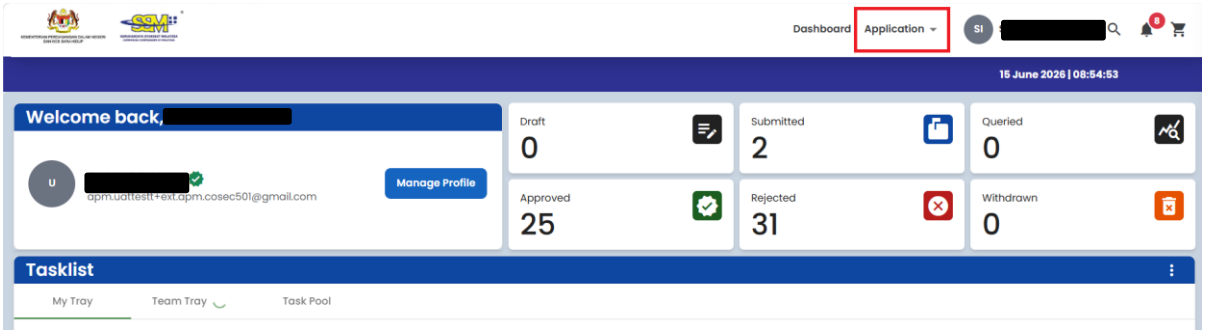
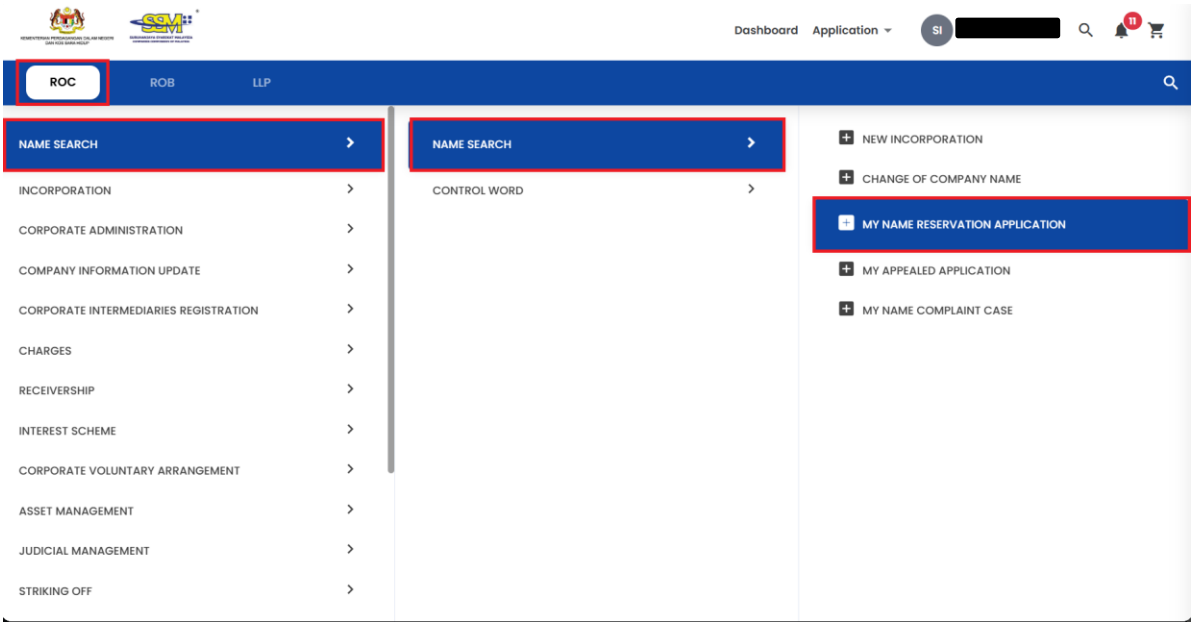
Field Num.	Description
	
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit & Make Payment** to proceed to the payment. 
4	On the **Payment Cart** page, select the **lodgement**. Then, click **Proceed to Payment**.

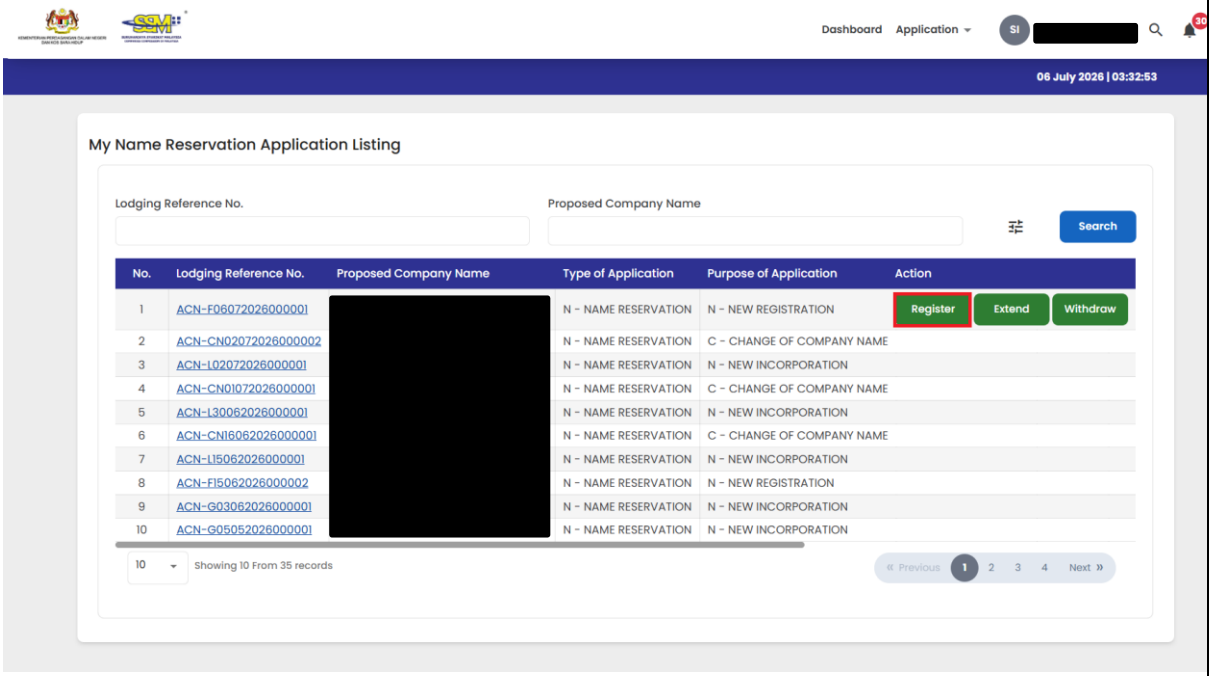
Field Num.	Description
	
5	On the **Confirmation** pop-up, please click **Yes**. Then, please complete the payment. 
6	The payment was completed. 
7	**Note**: Upon **successful submission**, the public user will receive an **email notification**

Field Num.	Description
	confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the **approval of the application**.

3.3.2 Foreign Company without Share Capital

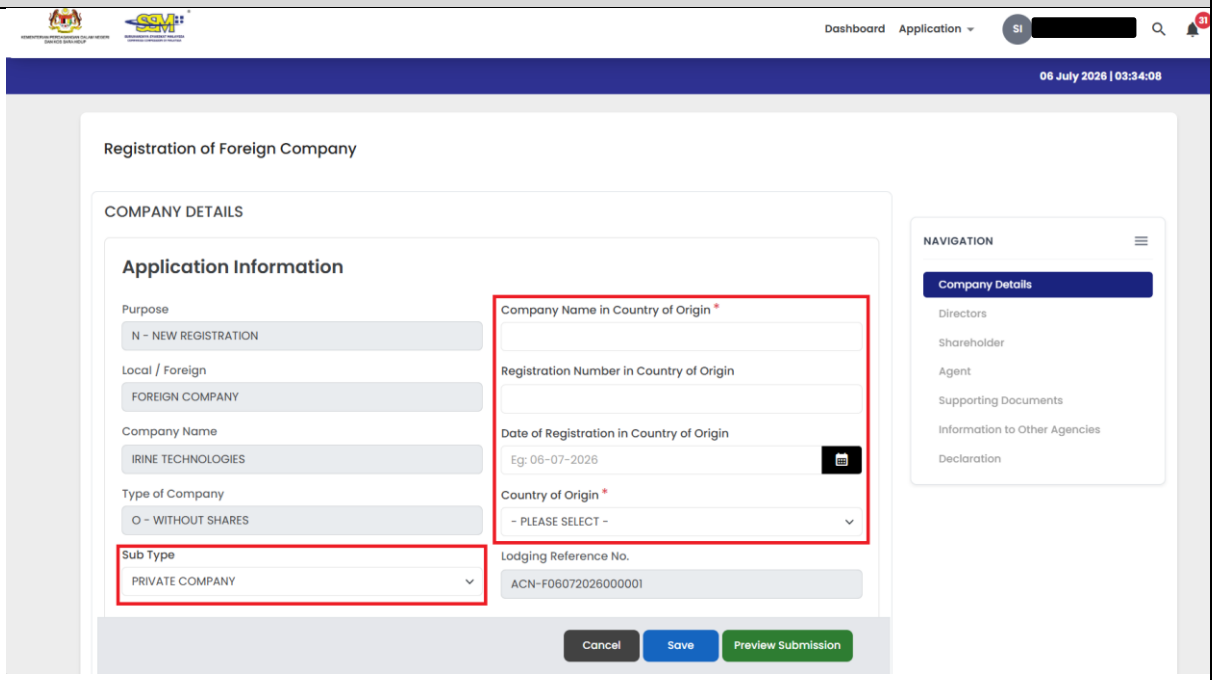
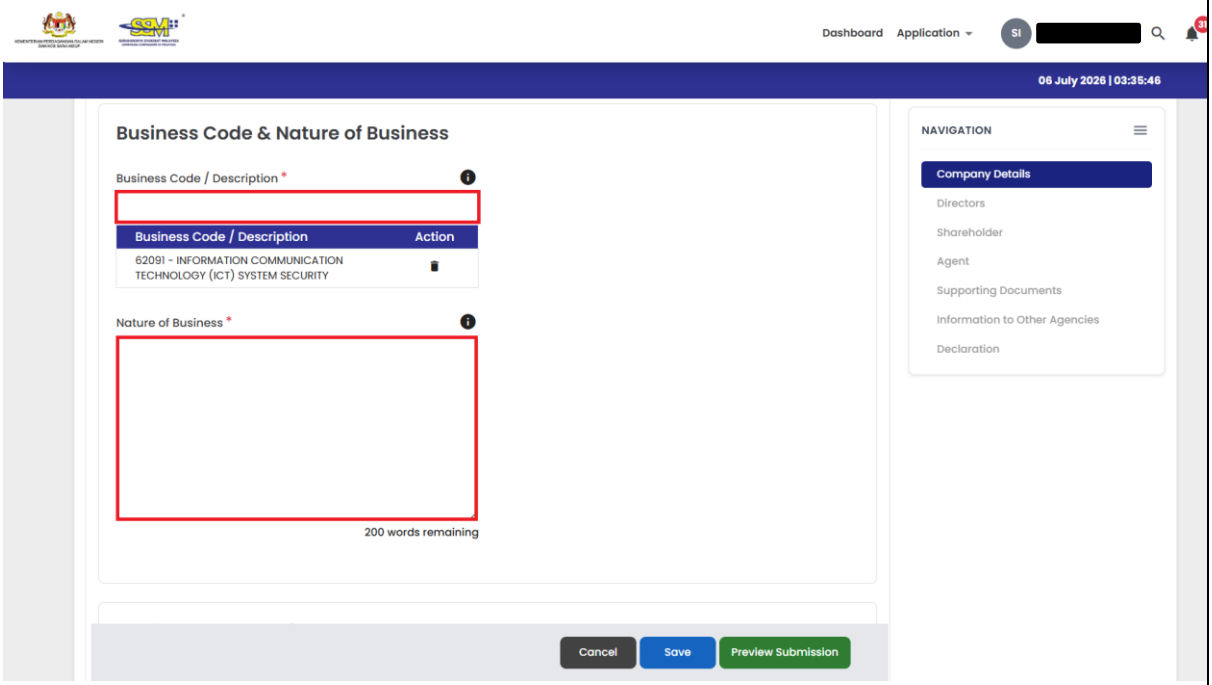
3.3.2.1 Initiate the Application

Field Num.	Description
1	From the **Dashboard**, click **Application**. 
2	Click **ROC** -> **Name Search** -> **Name Search** -> **My Name Reservation Application**. 

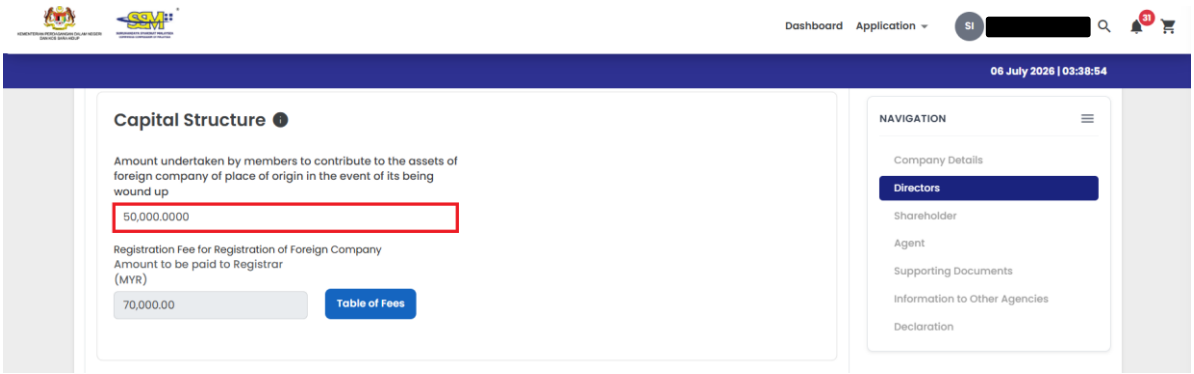
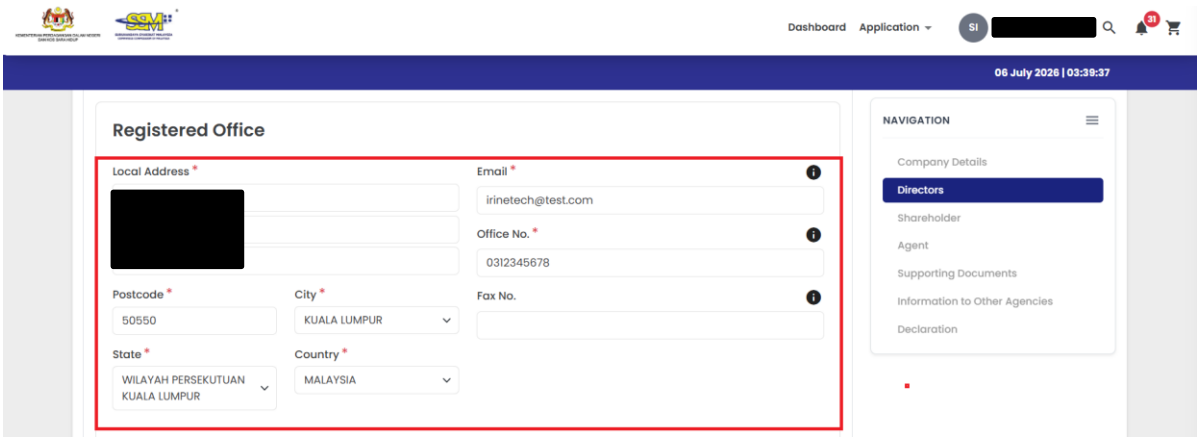
Field Num.	Description
	Choose the application and click **Register**. 

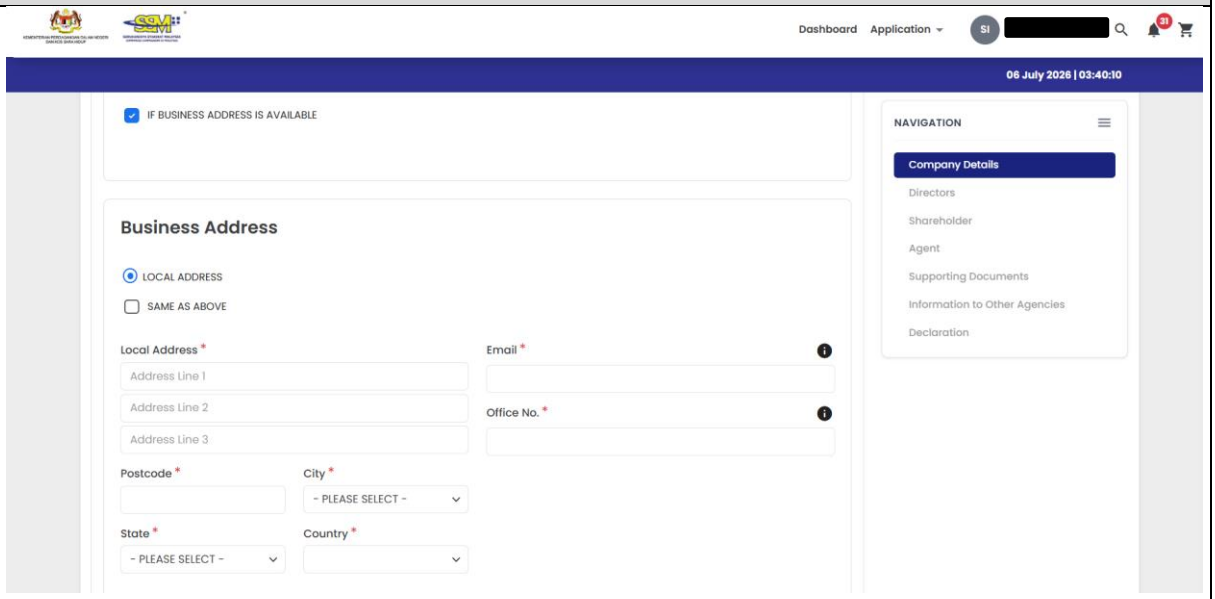
3.3.2.2 Company Details

Field Num.	Description
1	Under the **Application Information** section, please insert the **Sub Type**, **Company Name in Country of Origin**, **Registration Number in Country of Origin**, **Date of Registration in Country of Origin** and **Country of Origin**.

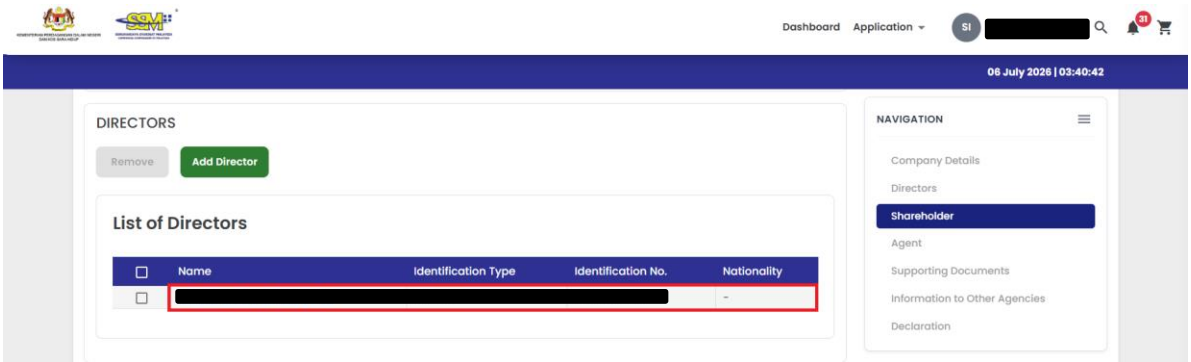
Field Num.	Description
	
2	Scroll down to the **Business Code & Nature of Business** section, enter the **Business Code/ Description** and enter the **Nature of Business**. 

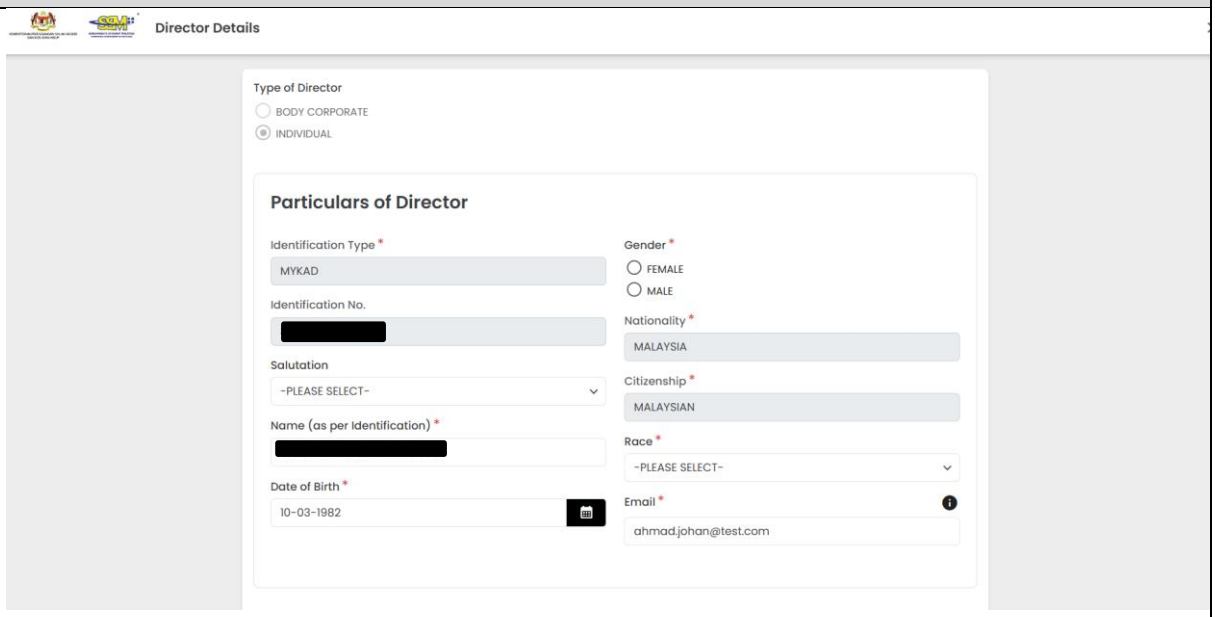
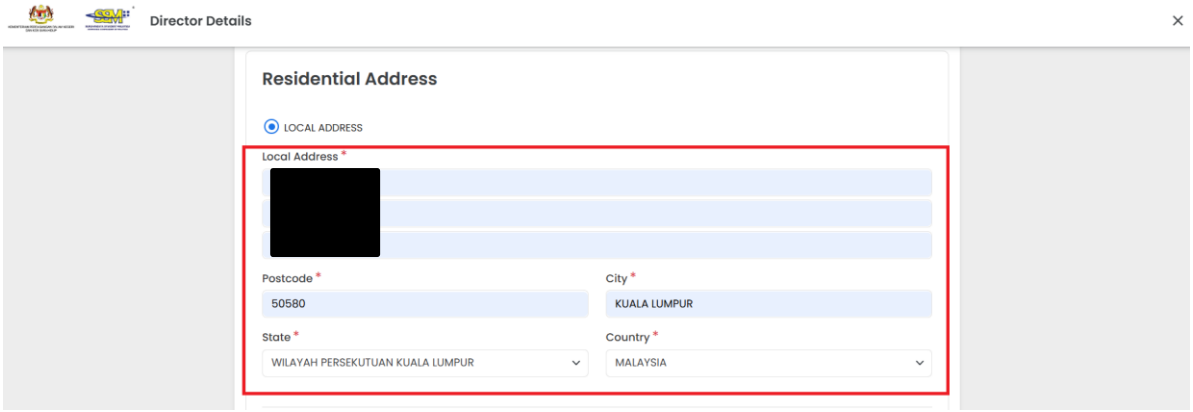
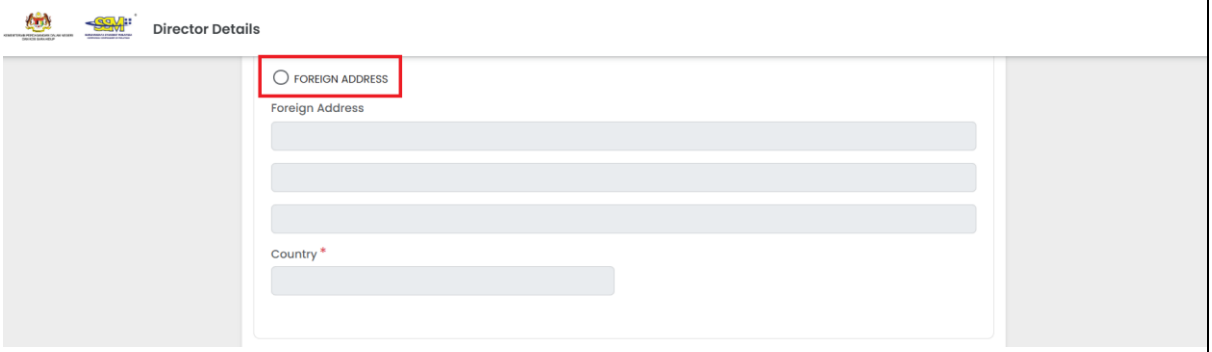
3.3.2.3 Capital Structure and Registered Office

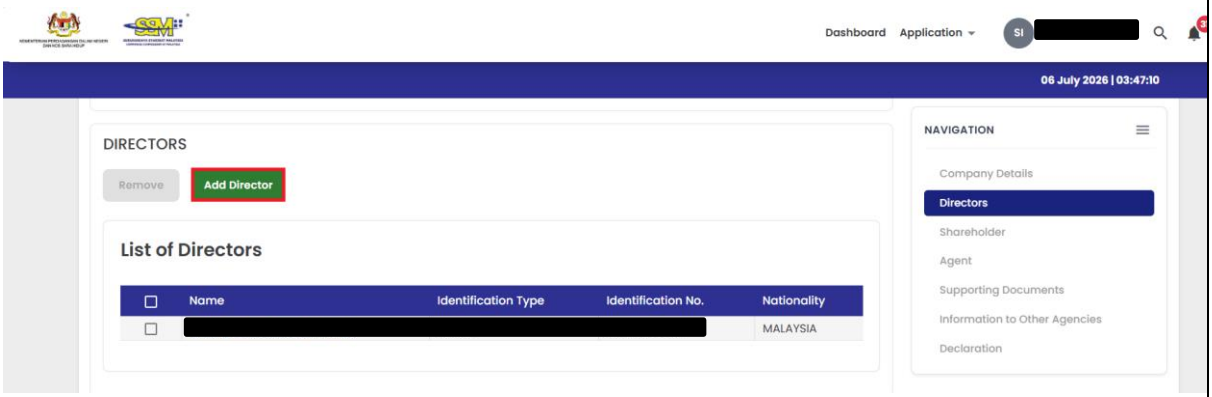
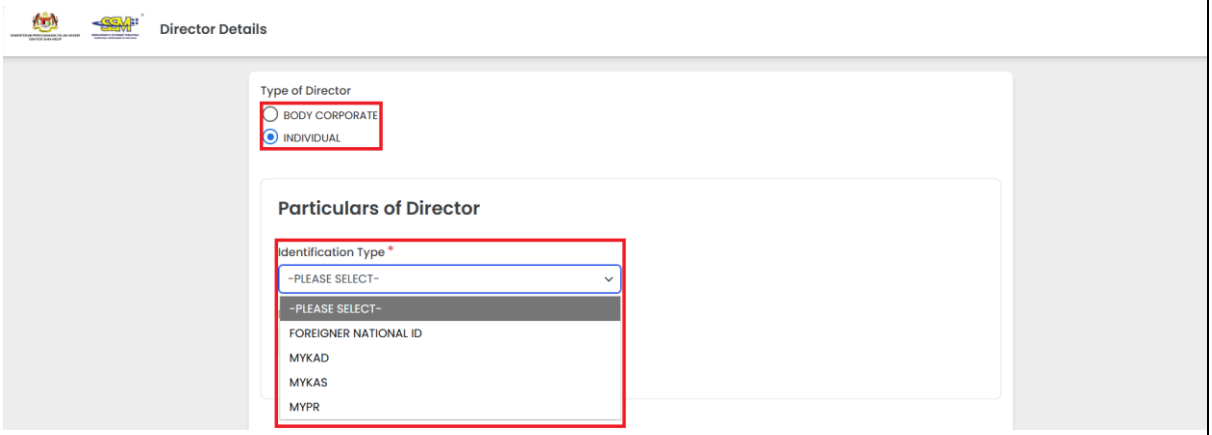
Field Num.	Description
1	Scroll down to the **Capital Structure** section and enter the **Amount**. 
2	Scroll down to the **Registered Office** section. Then, please insert all the required fields. 
	If the **business address** is available, click the **IF BUSINESS ADDRESS IS AVAILABLE**. Then, please insert all the required fields.

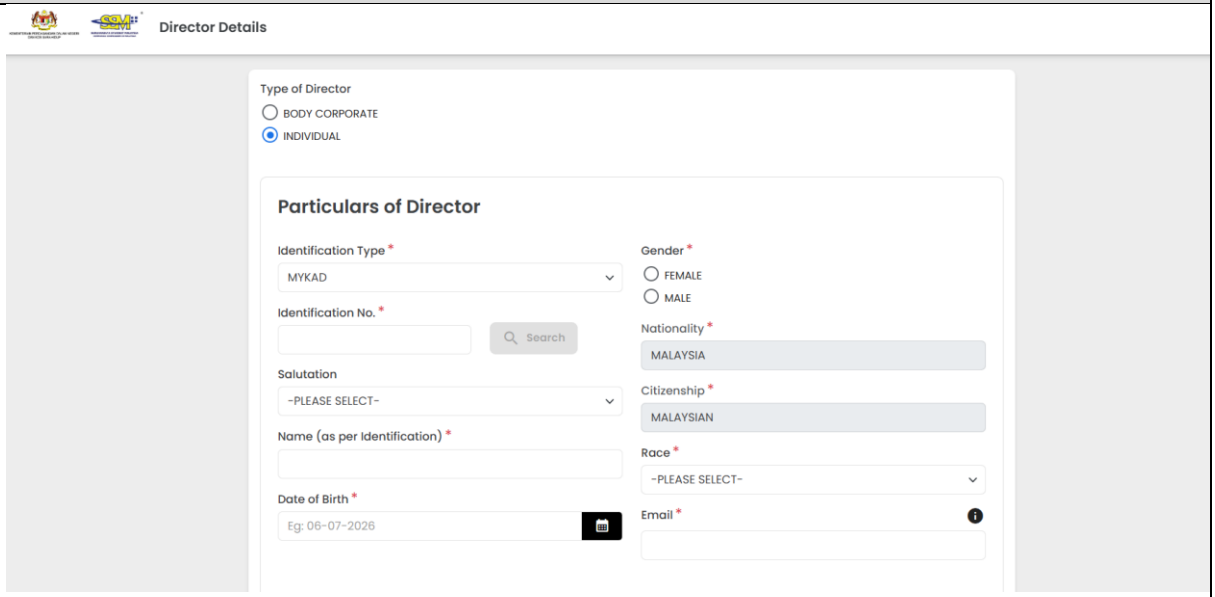
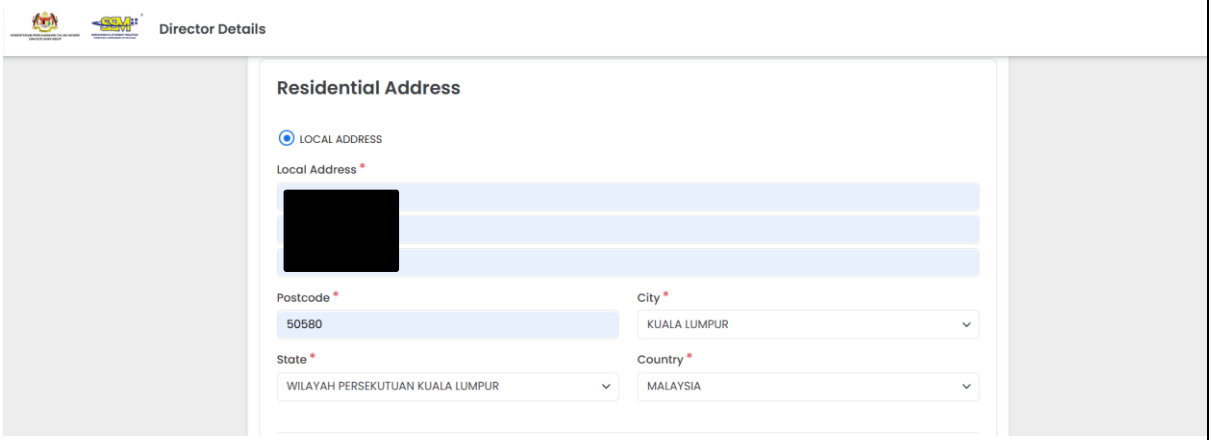
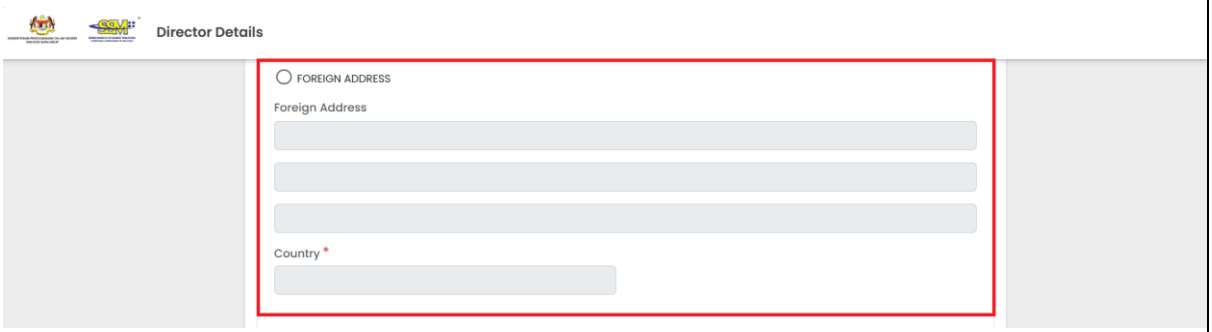
Field Num.	Description
	

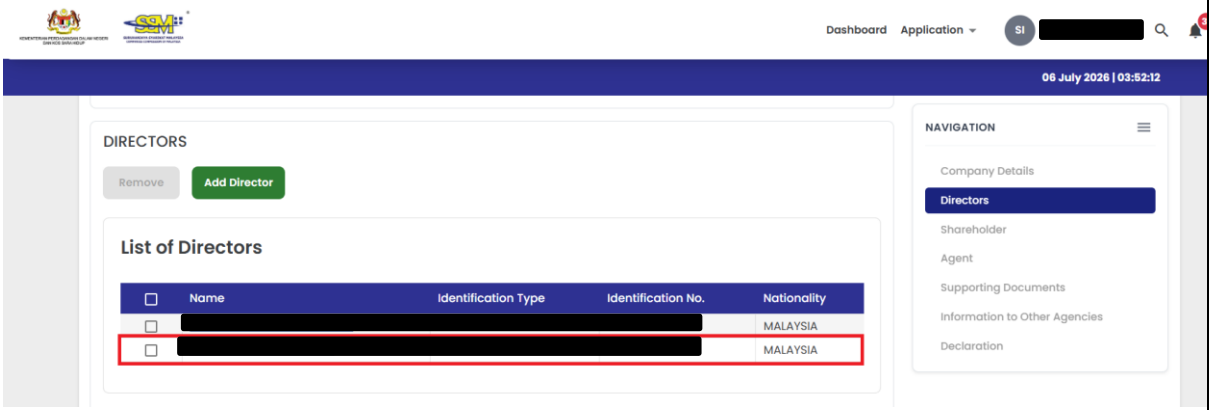
3.3.2.4 Directors

Field Num.	Description
1	Scroll down to the **Directors** section. Then, the system will auto-populate the director details from Name Reservation. The user is required to update the director's information. Click the **director's name** to update the director details. 
2	Under **Particulars of Director**, the system will auto-populate the **Identification Type, Identification No, Name (as per identification), Date of Birth, Nationality, Citizenship** and **Email** from the Name Reservation. Please select the **Gender** and **Race**.

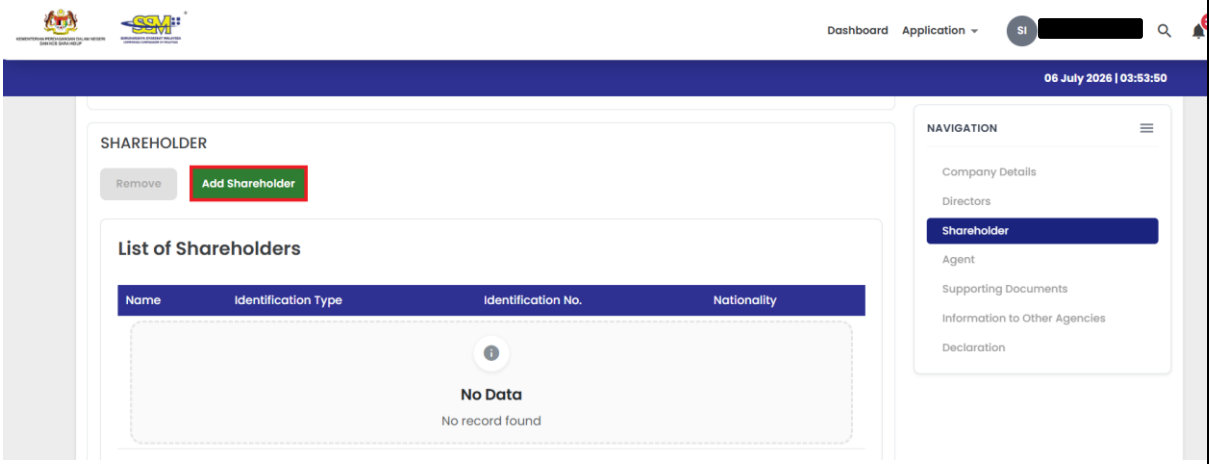
Field Num.	Description
	
3	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 
4	If the residential address is a foreign address, click **Foreign Address**. Then, please insert all the required fields. 
5	Click **Save** to save the director's details.

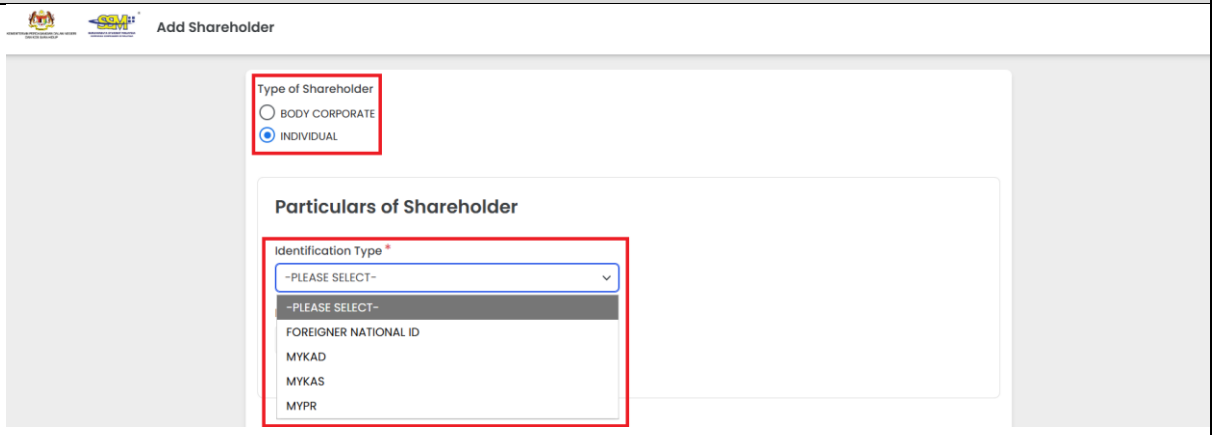
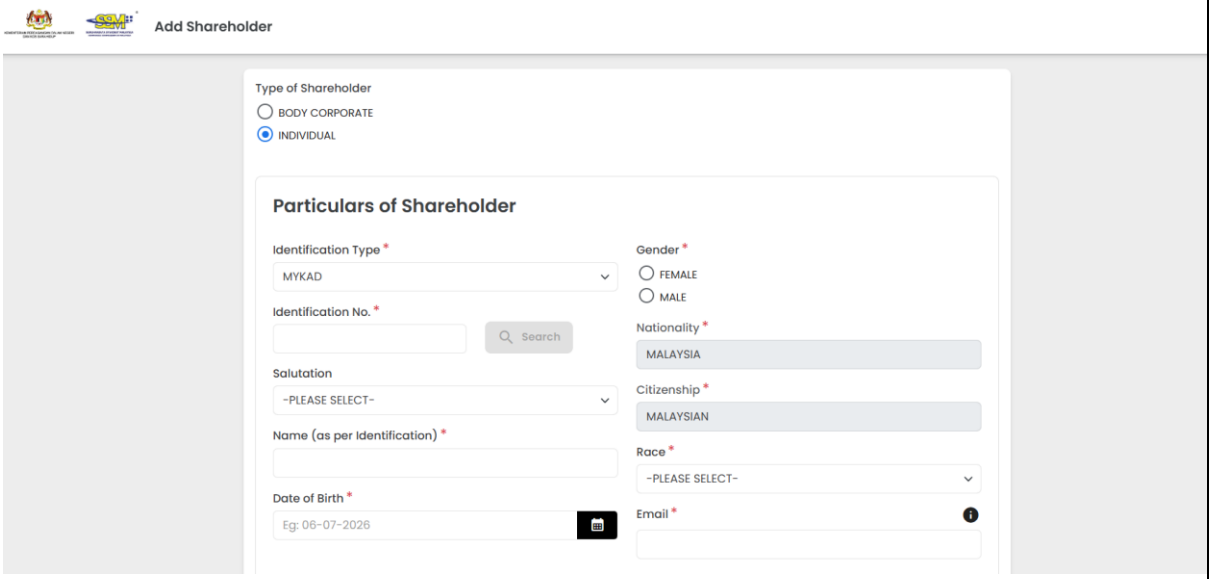
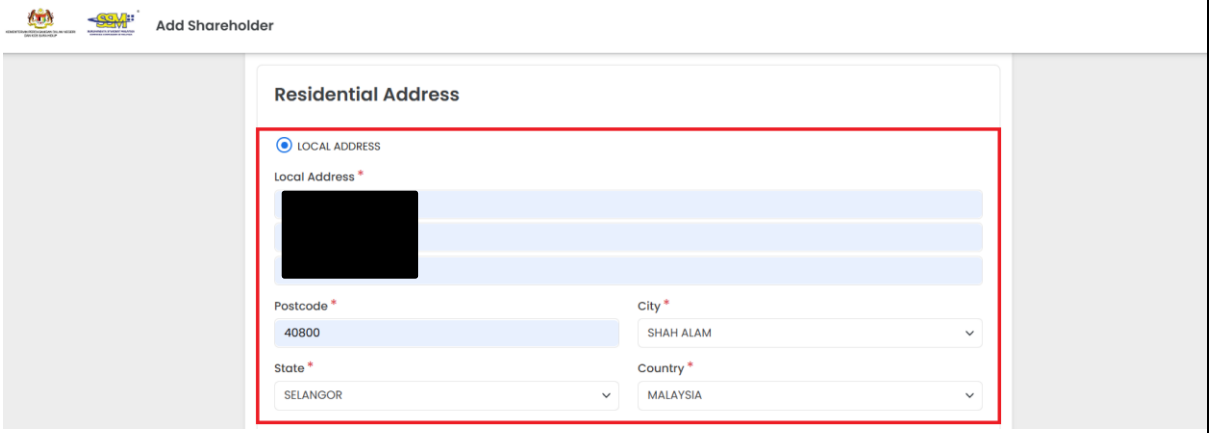
Field Num.	Description
6	To add a director, click **Add Director**. 
7	Please select the **Type of Director – INDIVIDUAL** and select the **Identification Type**. 
8	Select the **Identification Type – MYKAD**. Then, please insert all the required fields. ***Note**: These fields vary based on the identification selected.*

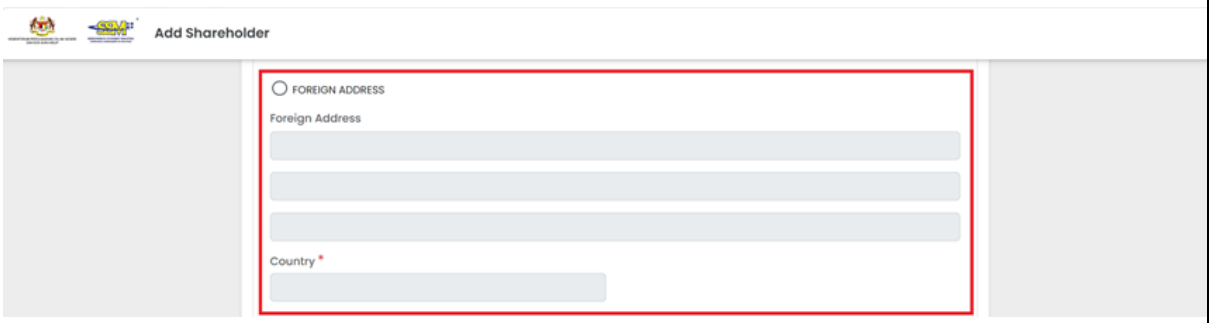
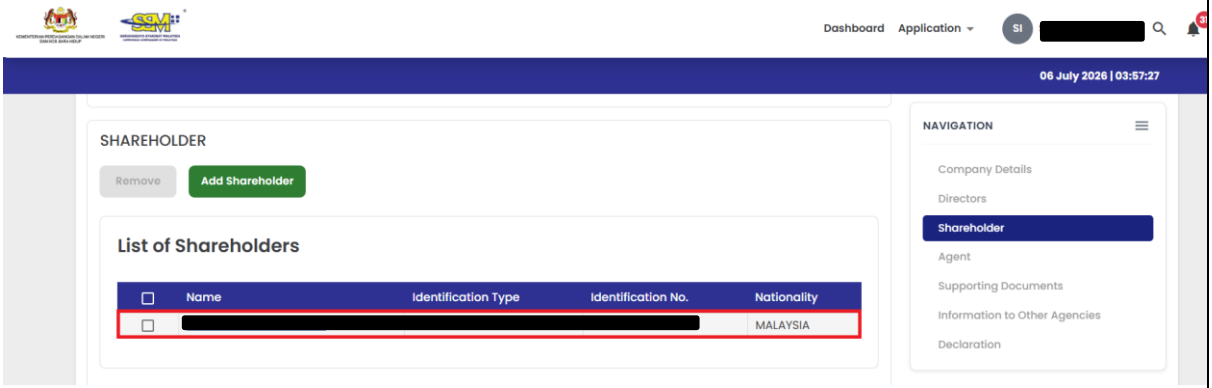
Field Num.	Description
	
9	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 
10	If the residential address is a foreign address, please select the **Foreign Address** and please insert all the required fields. 
11	Click **Save** to add the director.

Field Num.	Description
12	The new director was successfully added. 
13	To add another director, **please repeat steps 6 – 12**.

3.3.2.5 Shareholders

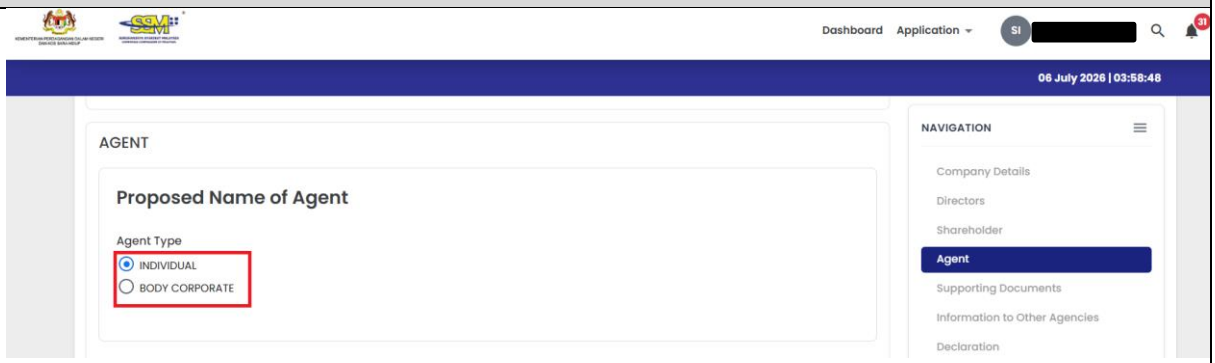
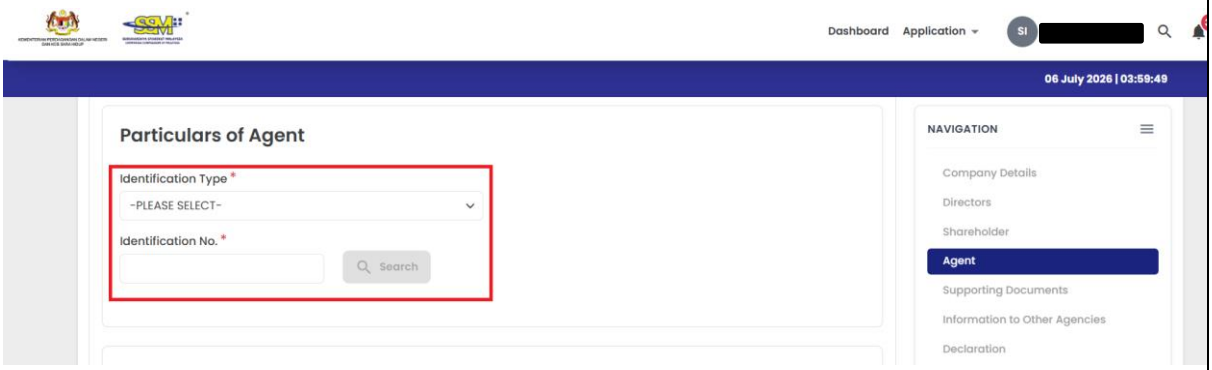
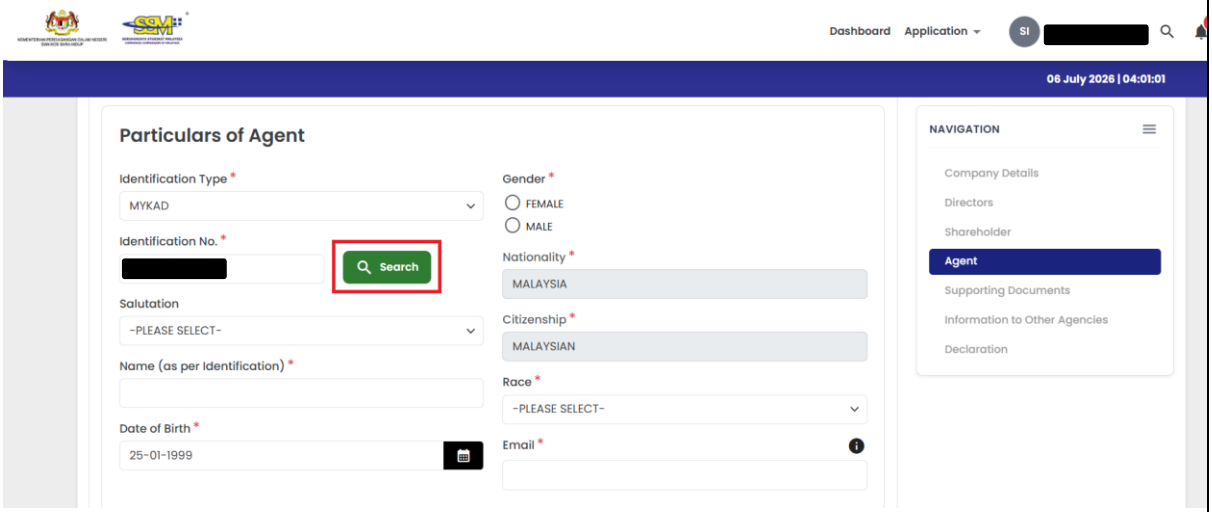
Field Num.	Description
1	Scroll down to the **Shareholder** section. Then, click **Add Shareholder** to add a new shareholder. 
2	Please select the **Type of Shareholder - INDIVIDUAL**. Under the **Particulars of Shareholder**, select the **Identification Type**.

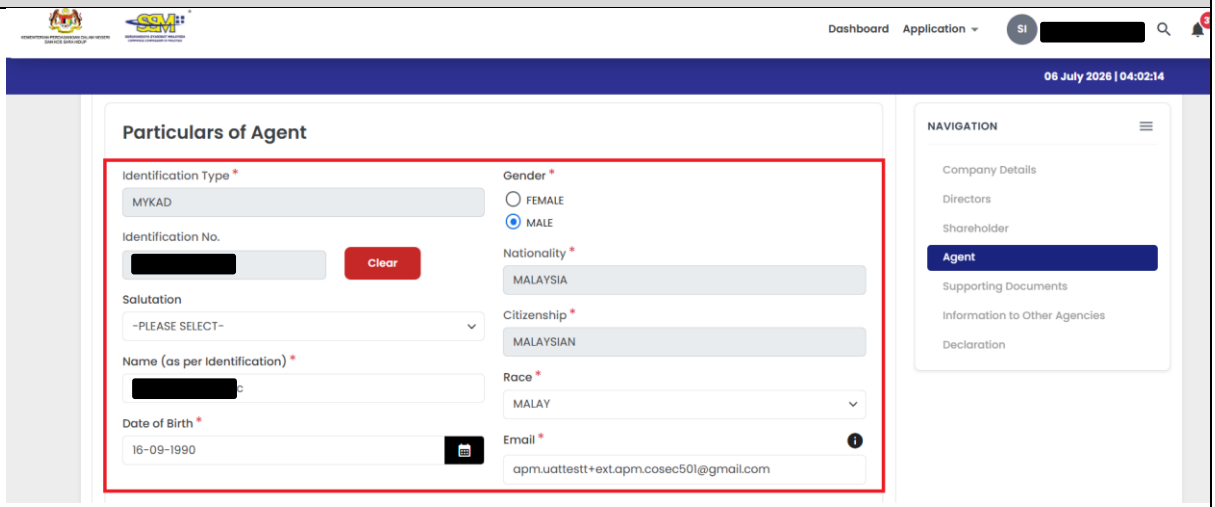
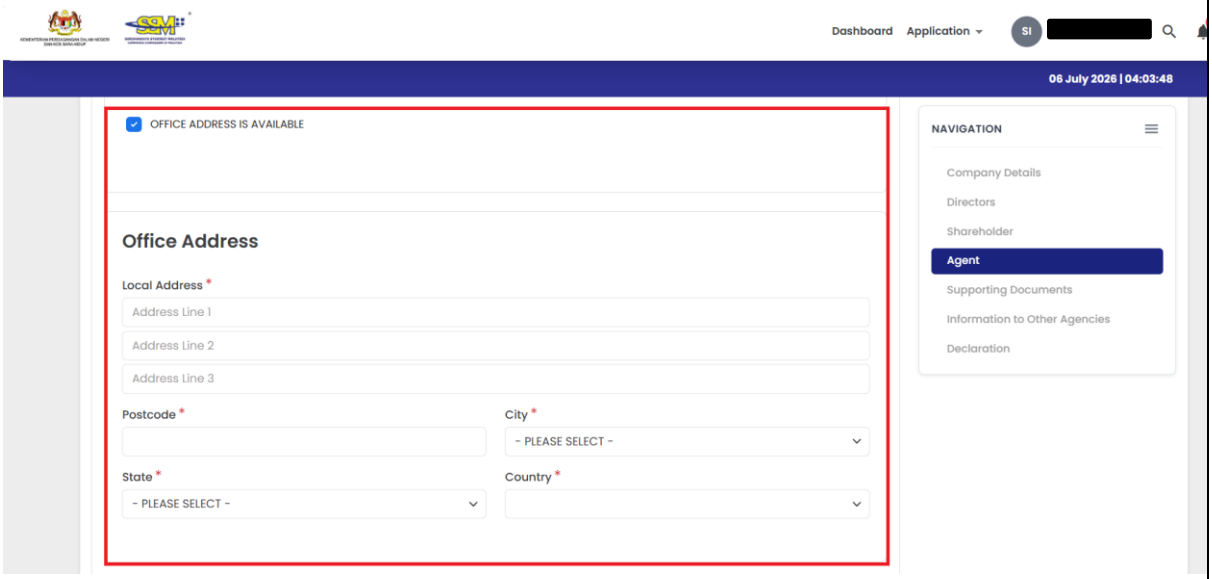
Field Num.	Description
	
3	Select the **Identification Type – MYKAD**. Then, please insert all the required fields. ***Note**: These fields vary based on the identification selected.* 
4	Scroll down to the **Residential Address** section. Then, please insert all the required fields. 

Field Num.	Description
5	If the residential address is a foreign address, click **FOREIGN ADDRESS**. Then, please insert all the required fields. 
6	
7	The new shareholder was successfully added. 
8	To add another shareholder, repeat steps 1 – 8.

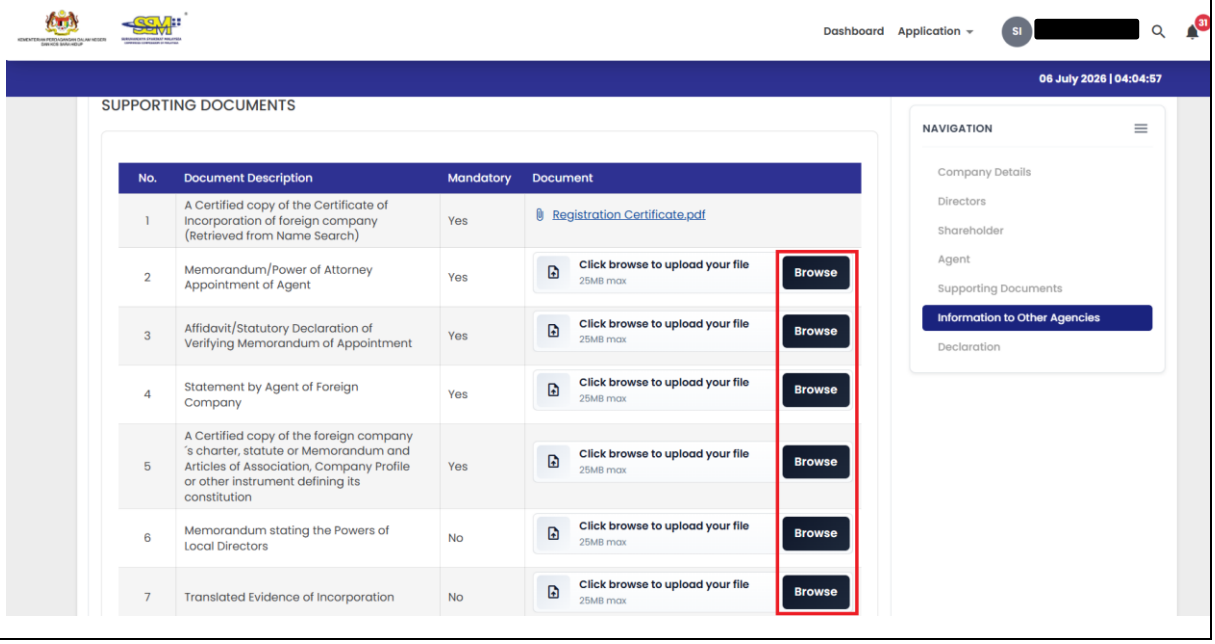
3.3.2.6 Agent

Field Num.	Description
1	Scroll down to the **Agent** section. Under **Proposed Name of Agent**, please select the **Agent Type – INDIVIDUAL**.

Field Num.	Description
	
2	Scroll down to the **Particulars of Agent**, please select the **Identification Type** and please insert **Identification No**. 
3	Then, click **Search**. 
4	The system will auto-populate the **Particulars of Agent**. Then, please insert all the required fields.

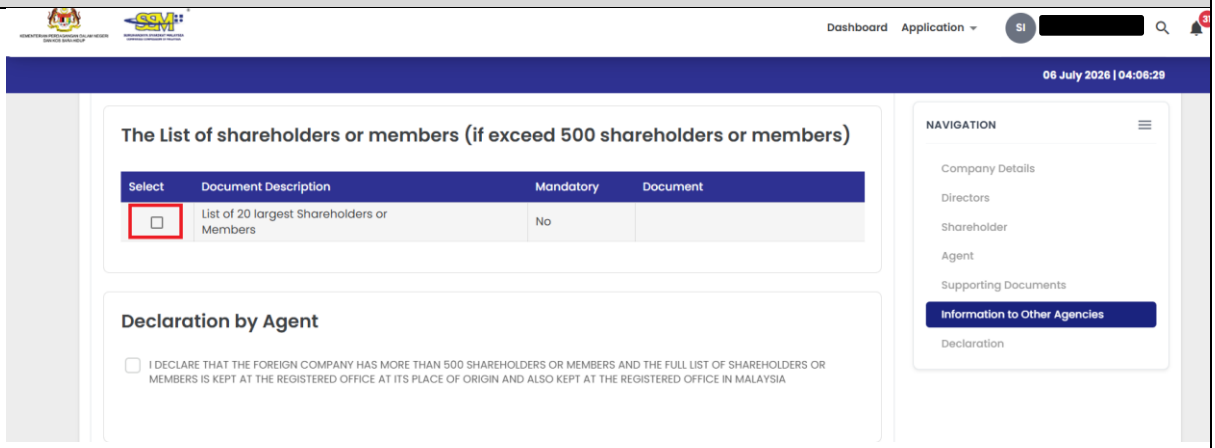
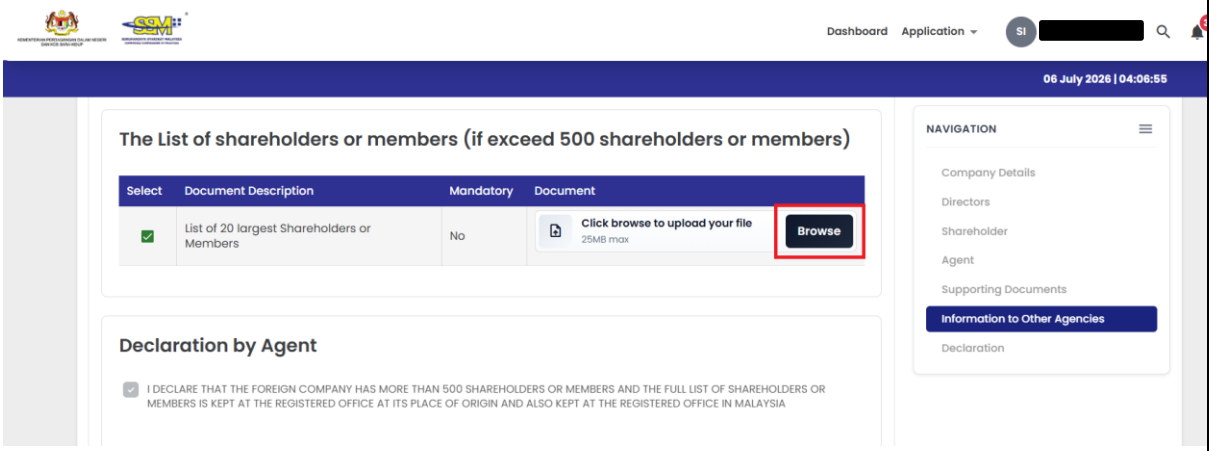
Field Num.	Description
	
5	Scroll down to the **Residential Address** section. Then, please insert all the required fields.
6	If the office address is available, click **OFFICE ADDRESS IS AVAILABLE**. 

3.3.2.7 Supporting Documents

Field Num.	Description
1	Scroll down to the **Supporting Documents** section. Then, click **Browse** to select and upload the file(s). 

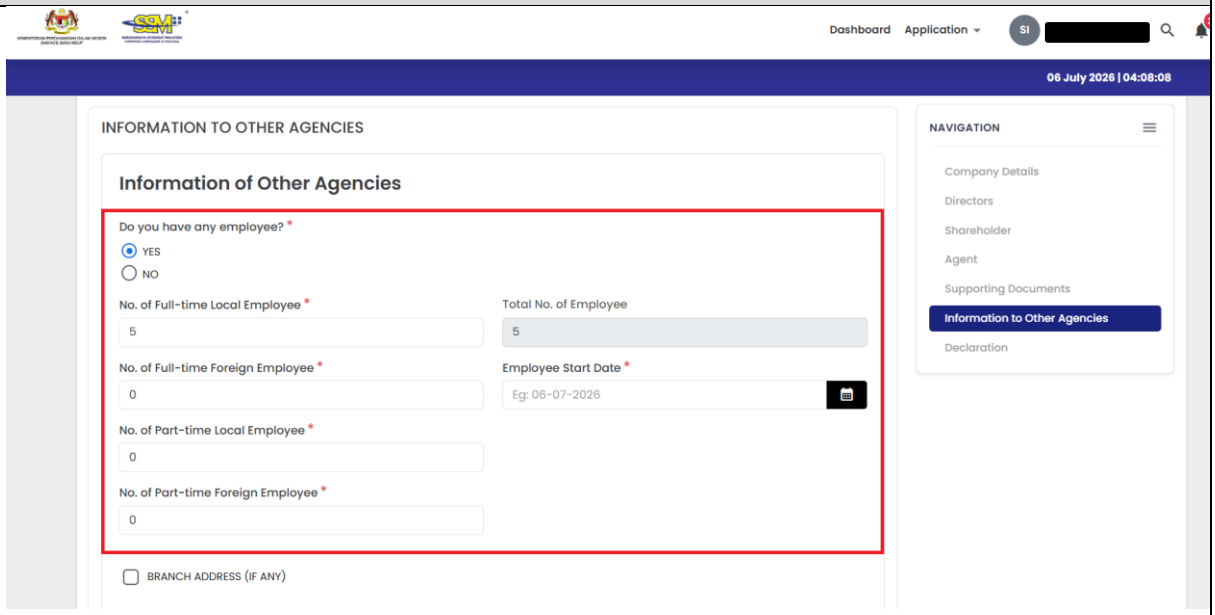
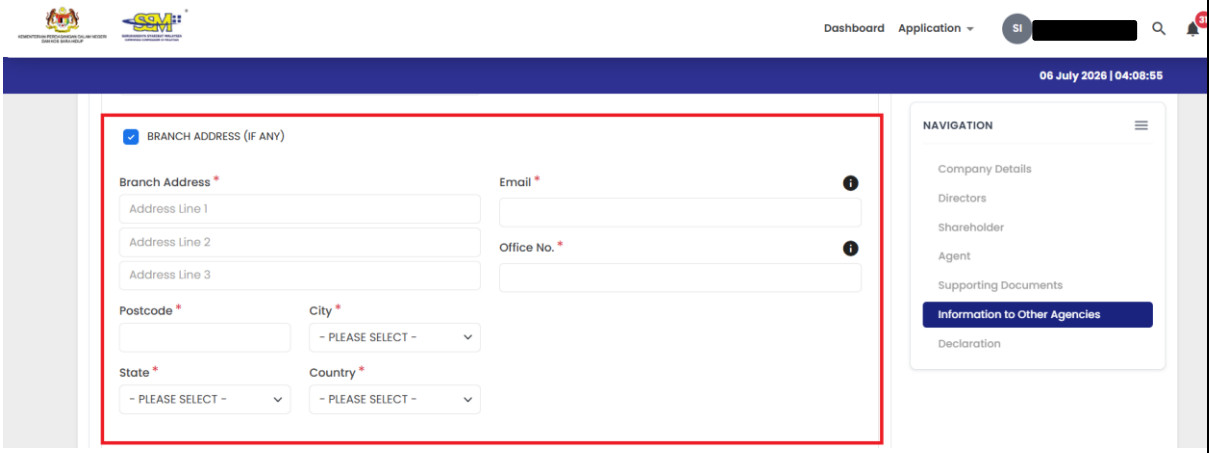
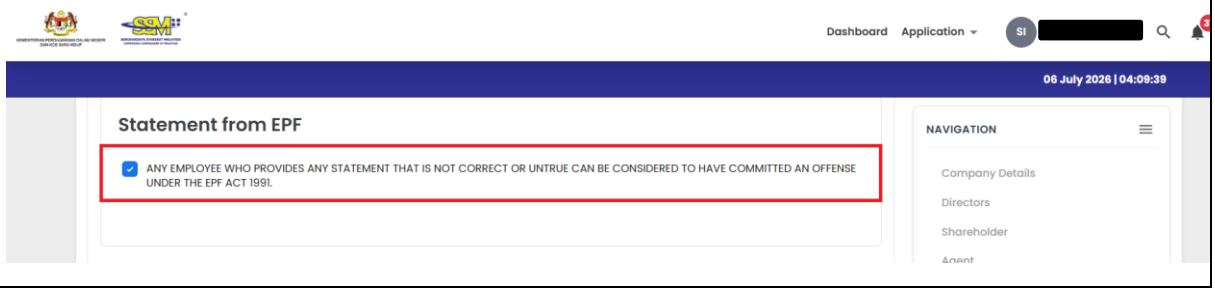
3.3.2.8 List of Shareholders or Members (if exceed 500 shareholders or members)

Field Num.	Description
1	Scroll down to **The List of shareholders or members (if exceed 500 shareholders or members)** section. If the company has exceed 500 shareholders or members, select the **List of 20 largest Shareholders or Members. If no, please skip to the Information to Other Agencies**.

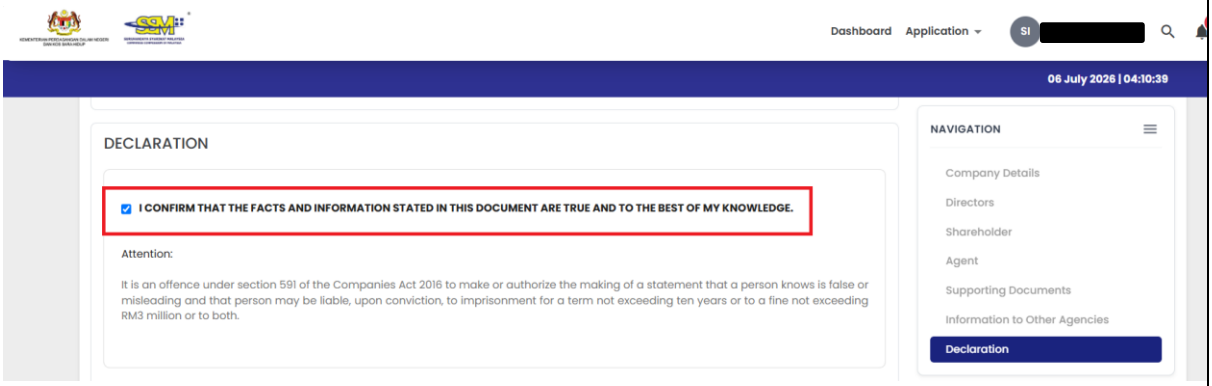
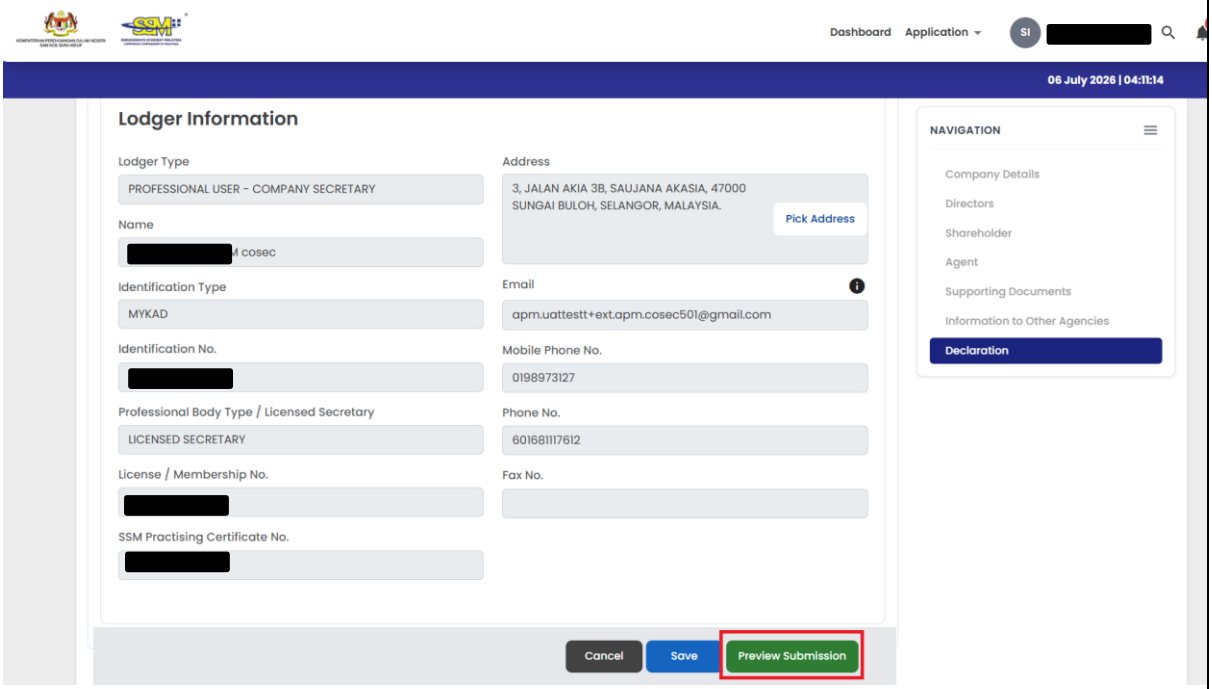
Field Num.	Description
	
2	Then, click **Browse** to select and upload the file(s). 

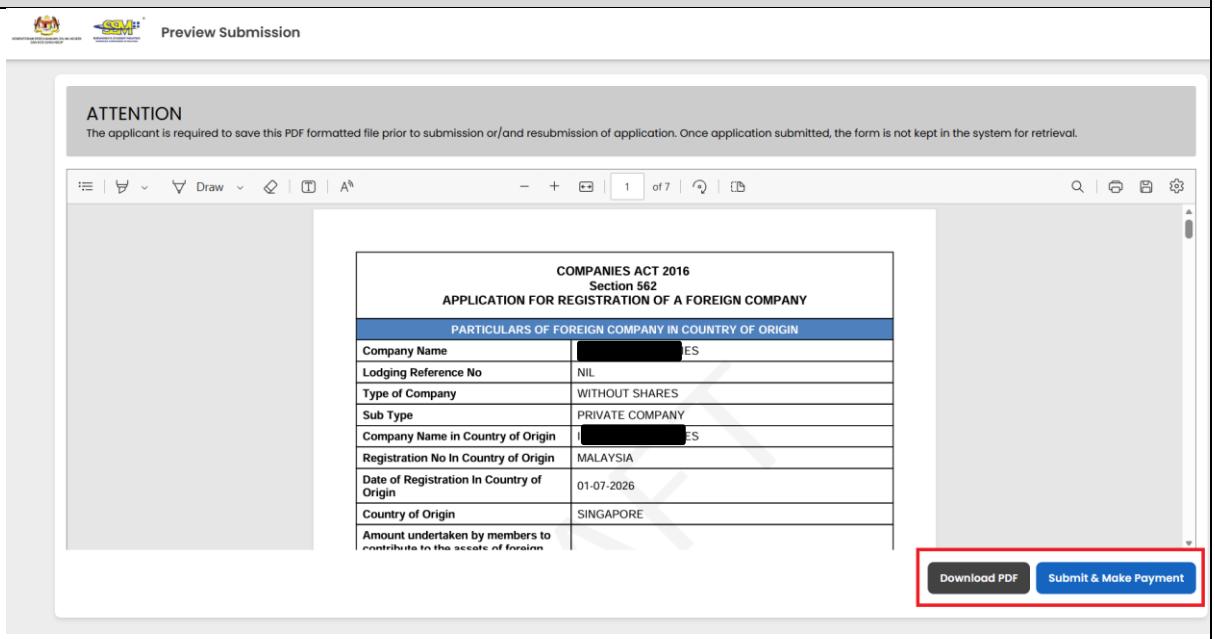
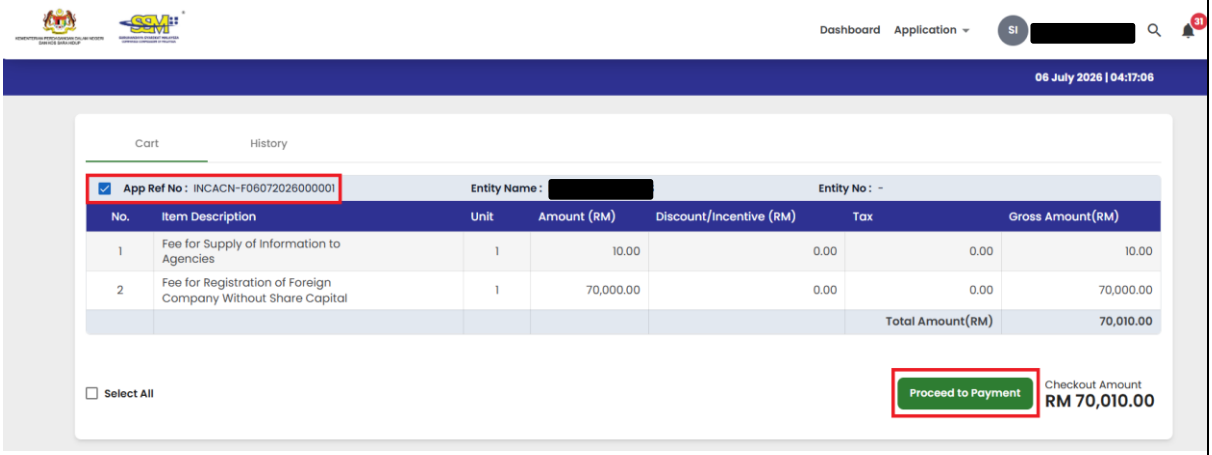
3.3.2.9 Information to Other Agencies

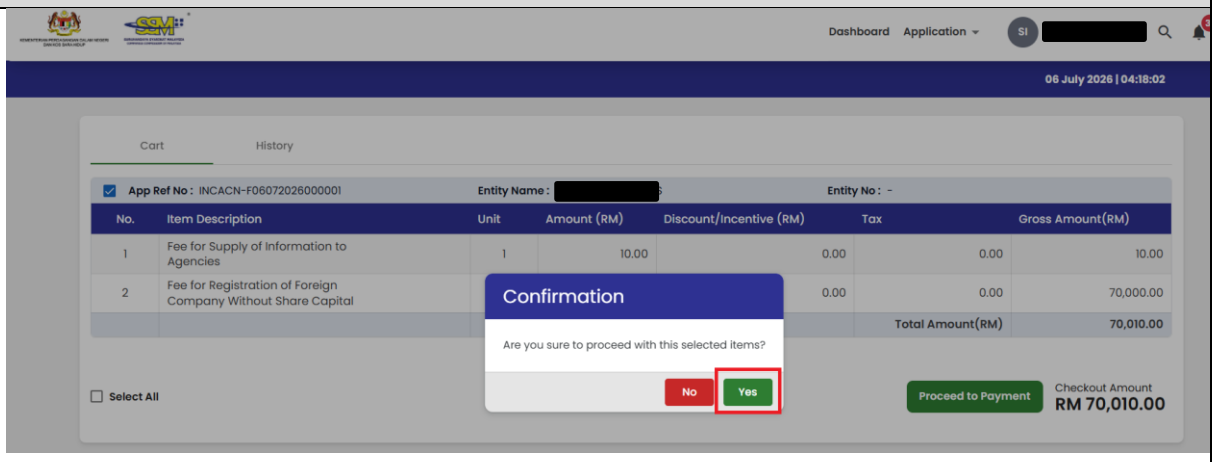
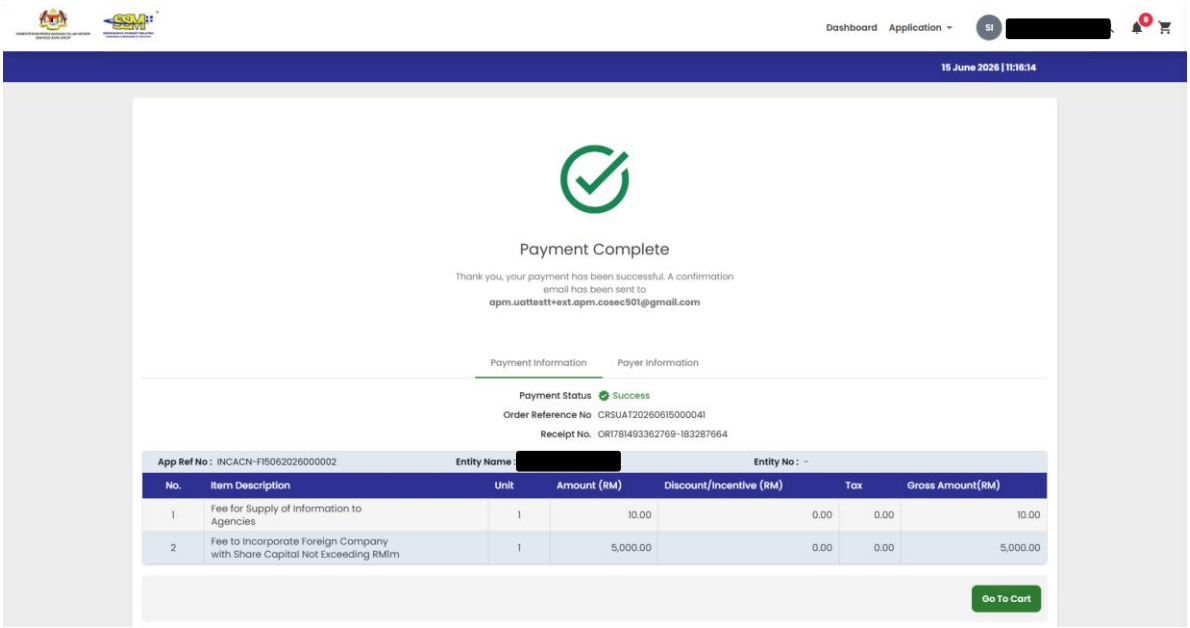
Field Num.	Description
1	Scroll down to the **Information to Other Agencies** section. Then, under **Do you have any employees?** select **YES**. If there are no employees, select **NO**. Then, please insert all the required fields.

Field Num.	Description
	
2	If the branch address is available, click **BRANCH ADRESS (IF ANY)**. Then, please insert all the required fields. 
3	Scroll down to the **Statement from EPF** section. Then, click the **ANY EMPLOYER WHO PROVIDES ANY STATEMENT THAT IS NOT CORRECT OR UNTRUE CAN BE CONSIDERED TO HAVE COMMITTED AN OFFENSE UNDER THE EPF ACT 1991**. 

3.3.2.10 Declaration and Preview Submission

Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**. 
2	Scroll down to the **Lodger Information** section. Then, click **Preview Submission**. 
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit & Make Payment** to proceed to the payment.

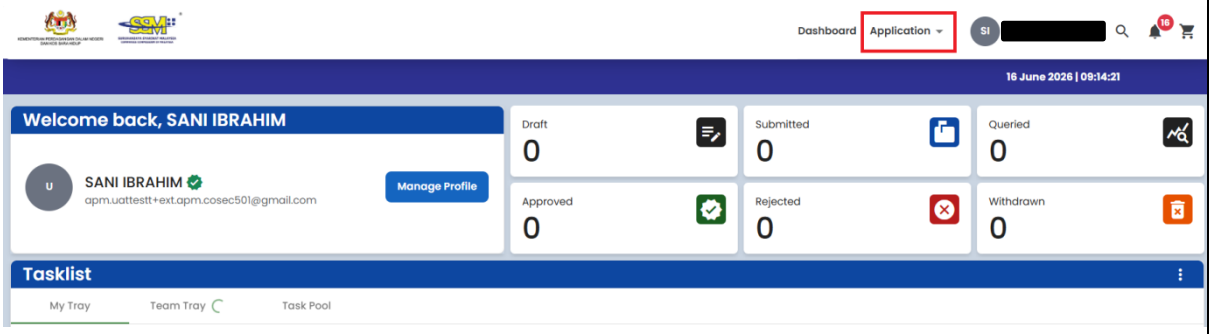
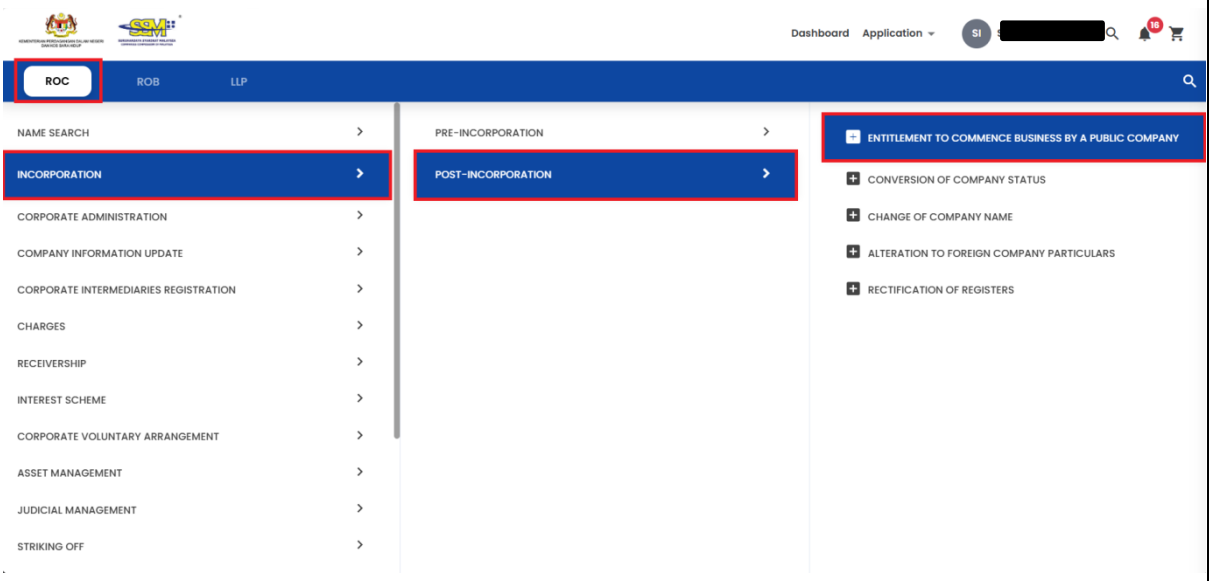
Field Num.	Description
	
4	On the **Payment Cart** page, select the **lodgement**. Then, click **Proceed to Payment**. 
5	On the **Confirmation** pop-up, please click **Yes**. Then, please complete the payment.

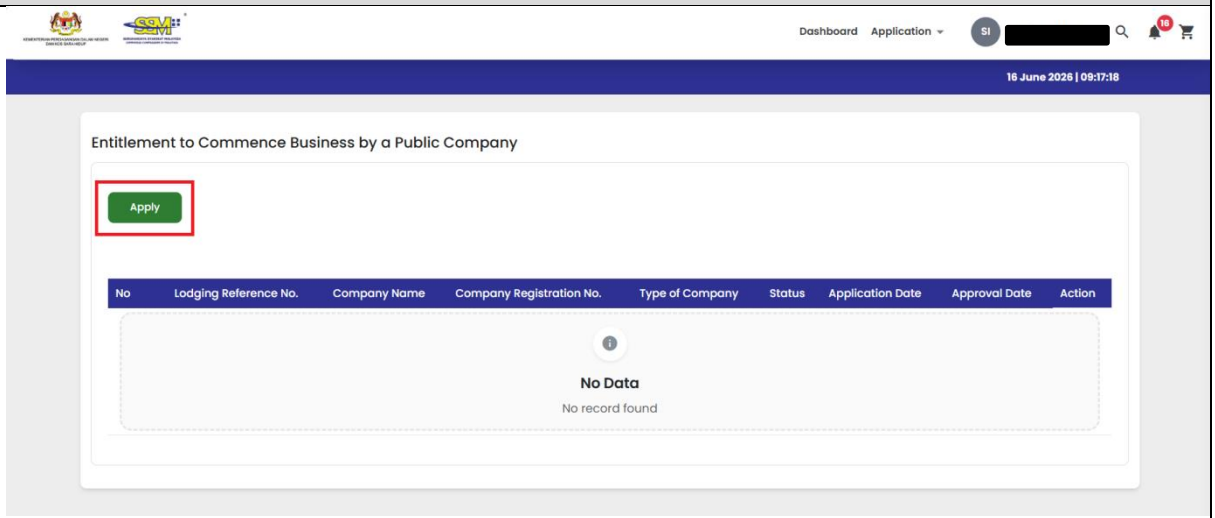
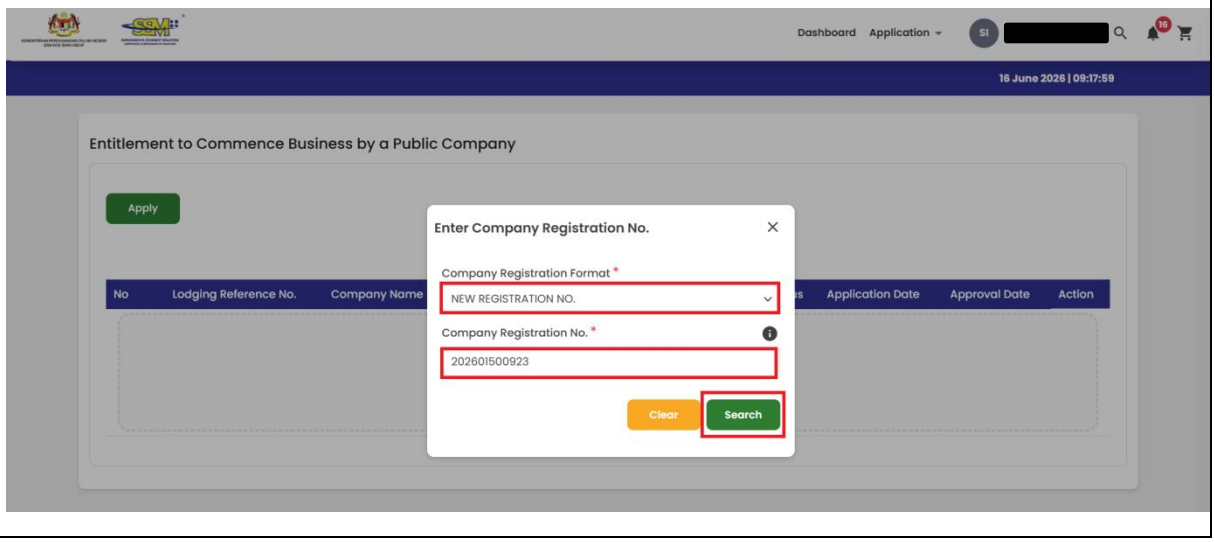
Field Num.	Description
	
6	The payment was completed. 
7	**Note**: Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the approval of the **application**.

4 Post-Incorporation

4.2 Entitlement to Commence Business by a Public Company

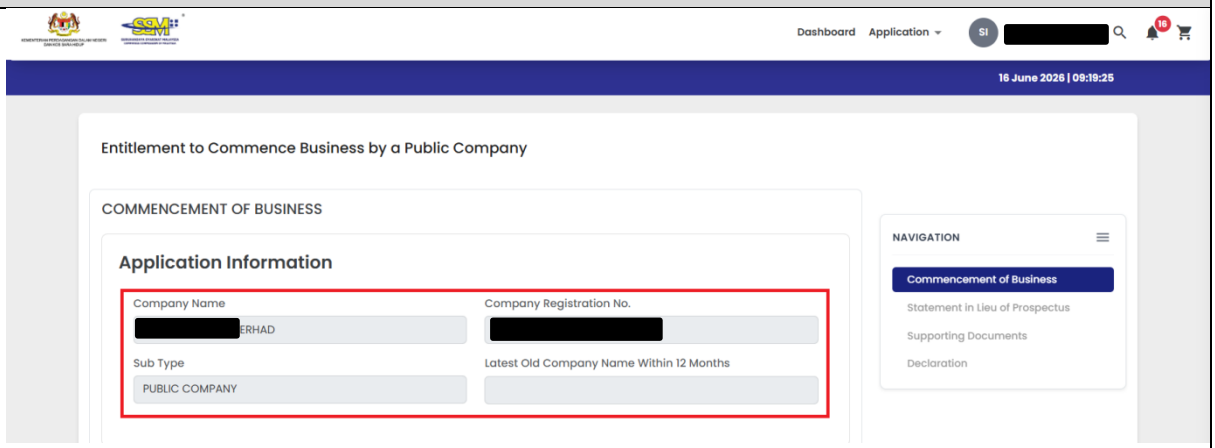
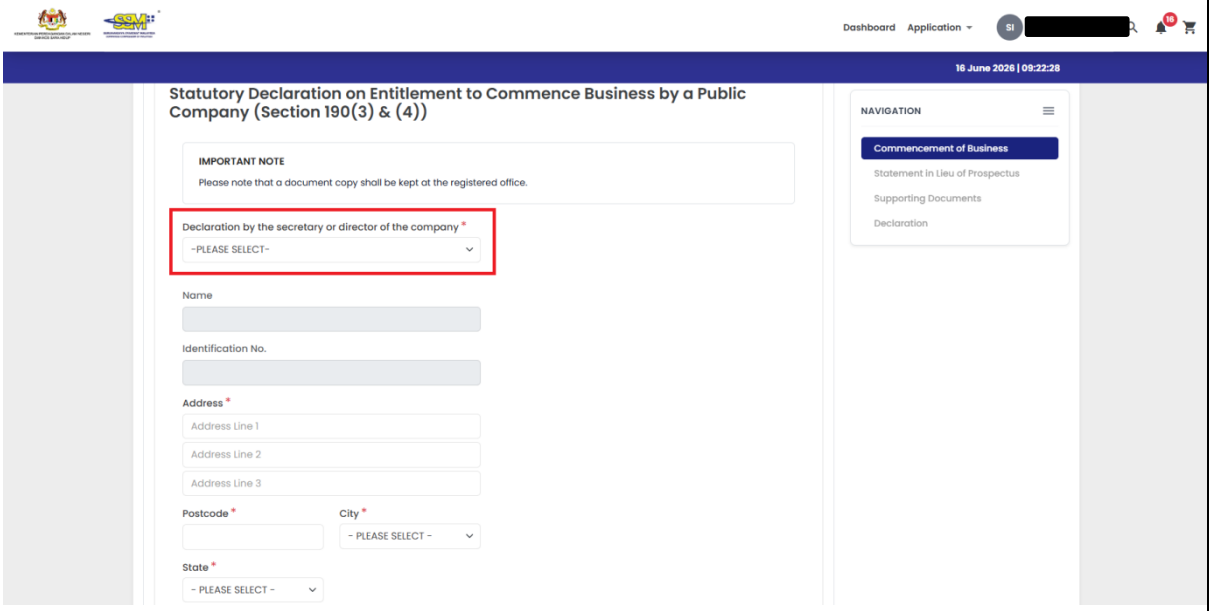
4.2.1 Initiate the Application

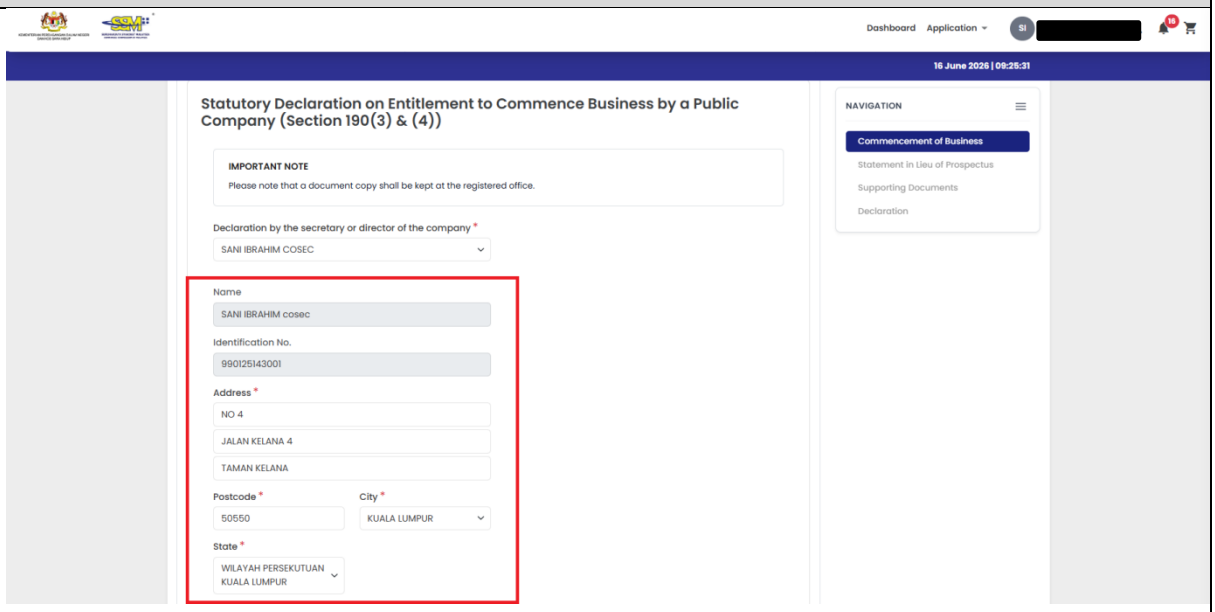
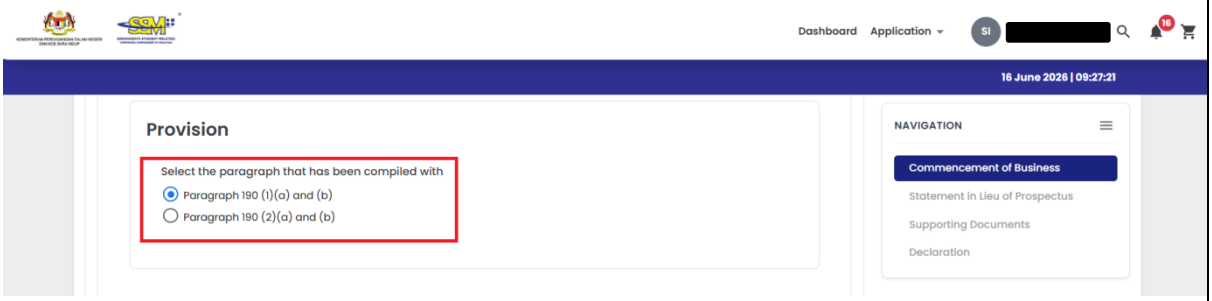
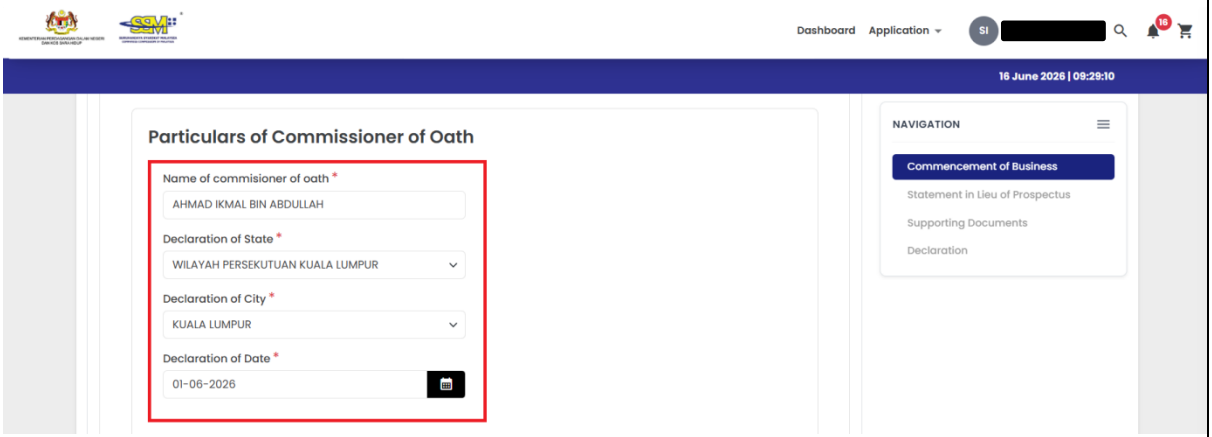
Field Num.	Description
1	From the **Dashboard**, click **Application**. 
2	Click **ROC -> Incorporation -> Post-Incorporation -> Entitlement To Commence Business By A Public Company**. 
3	Click **Apply**.

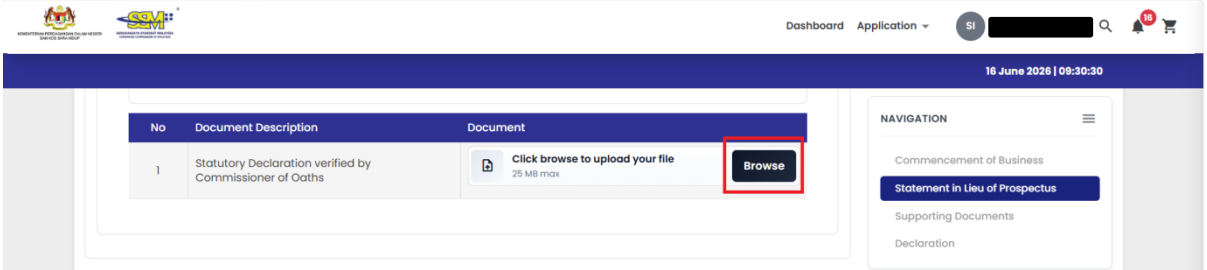
Field Num.	Description
	
4	Please insert the **Company Registration Format** and **Company Registration No**. Then, click **Search**. 

4.2.2 Commencement of Business

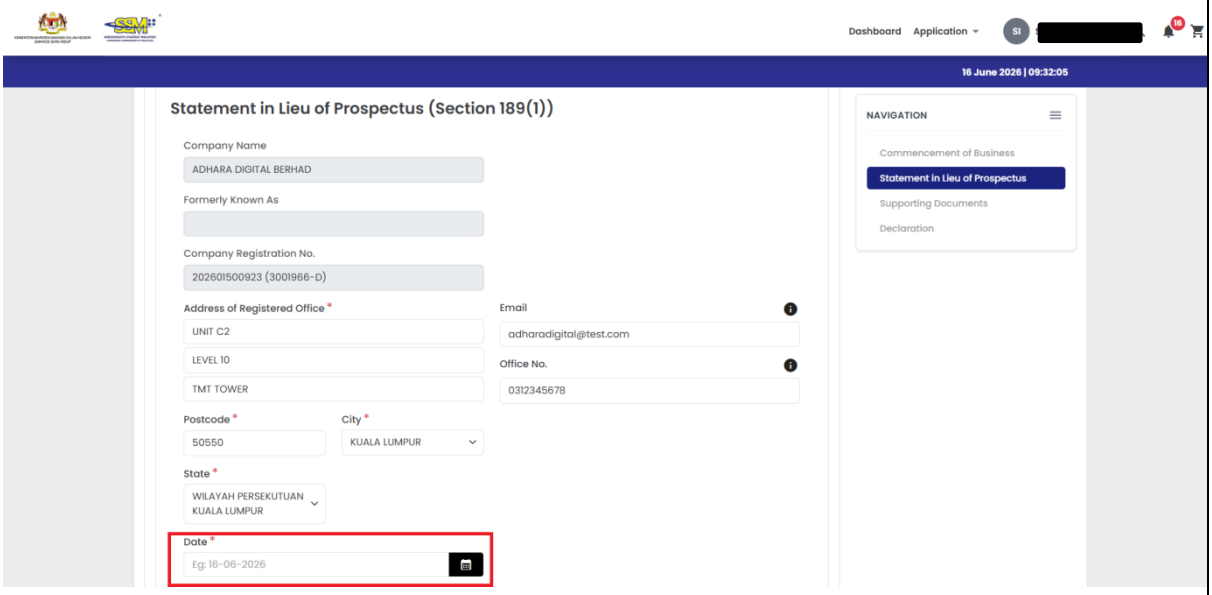
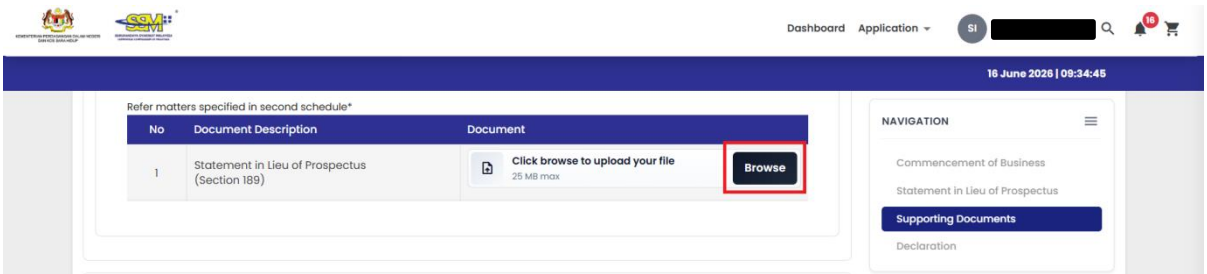
Field Num.	Description
1	The system will auto-populate these fields. Please proceed to the next step.

Field Num.	Description
	
2	Scroll down to the **Statutory Declaration on Entitlement to Commence Business by a Public Company (Section 190(3) & (4))** section. Then, please select the **Declaration by the secretary or director of the company**. 
3	The system will auto-populate the **Name, Identification No, Address, Postcode, City** and **State**.

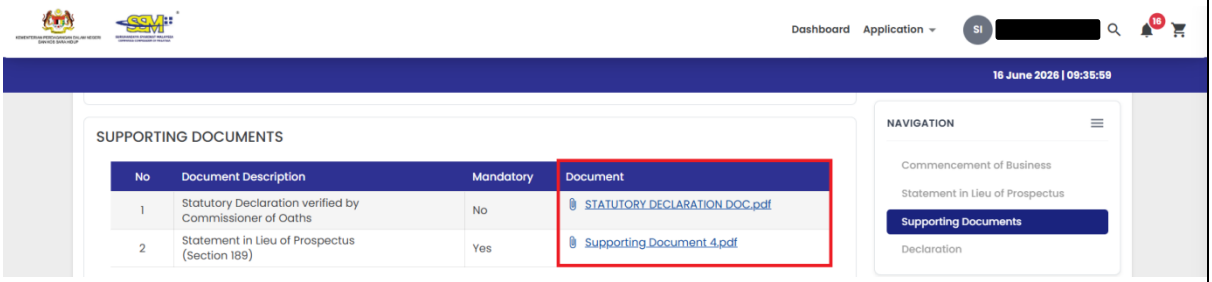
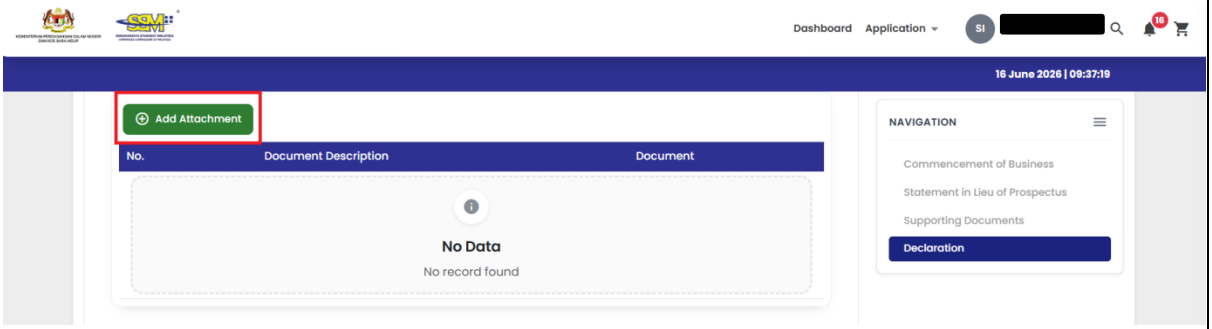
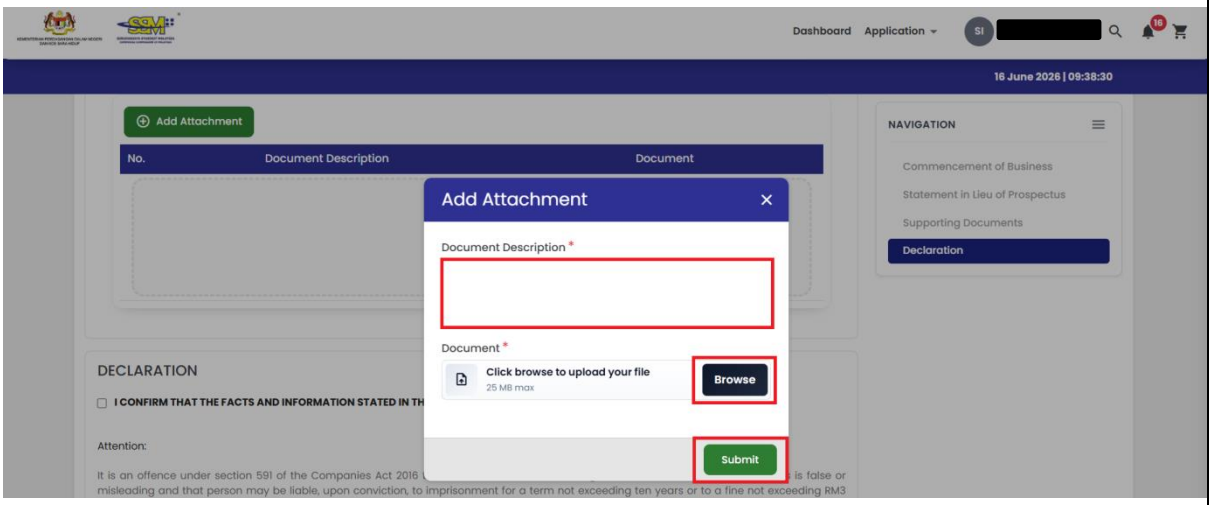
Field Num.	Description
	
4	Scroll down to the **Provision** section. Please select the **paragraph that has been compiled with**. 
5	Scroll down to the **Particulars of Commissioner of Oath** section. Please insert the **Name of commissioner of oath, Declaration State, Declaration of City** and **Declaration of Date**. 
6	Click **Browse** to select and upload file(s).

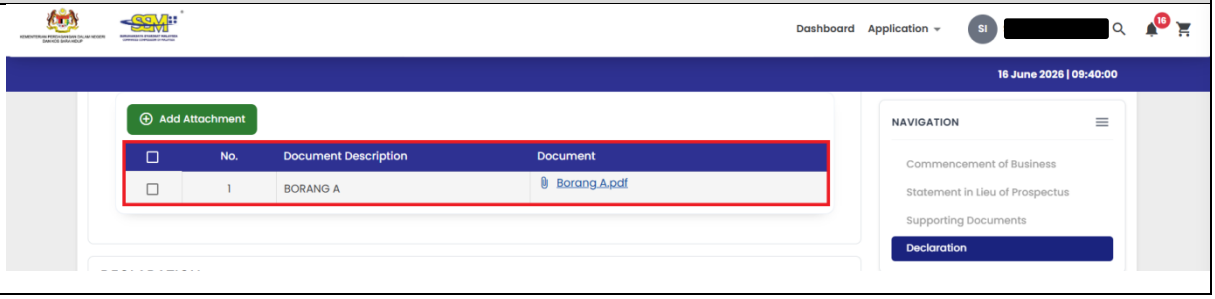
Field Num.	Description
	

4.2.3 Statement in Lieu Prospectus

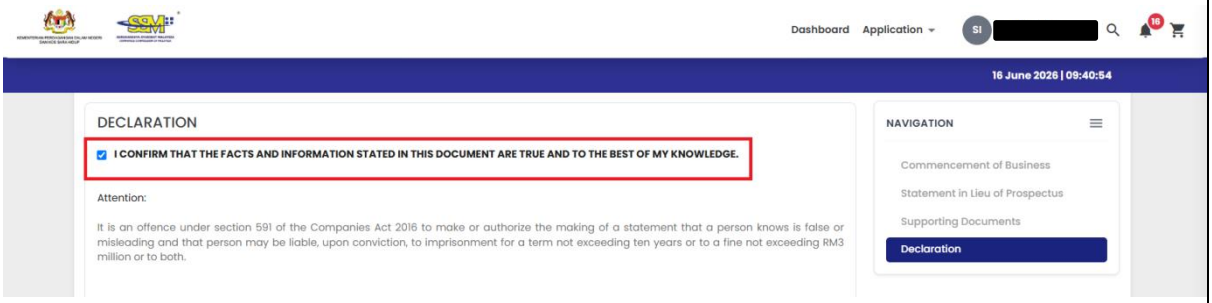
Field Num.	Description
1	Scroll down to the **Statement in Lieu of Prospectus (Section 189(1))** section. The system will auto-populate all these fields except for the **Date**. Please insert the **Date**. 
2	Click **Browse** to select and upload the file(s). 

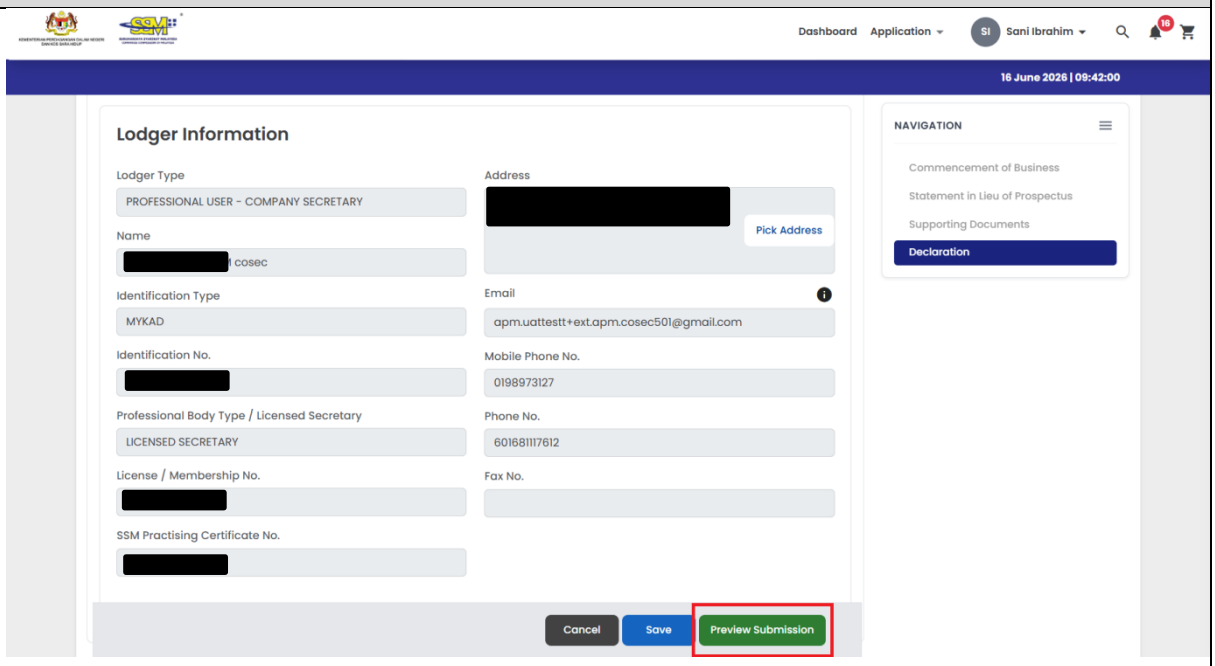
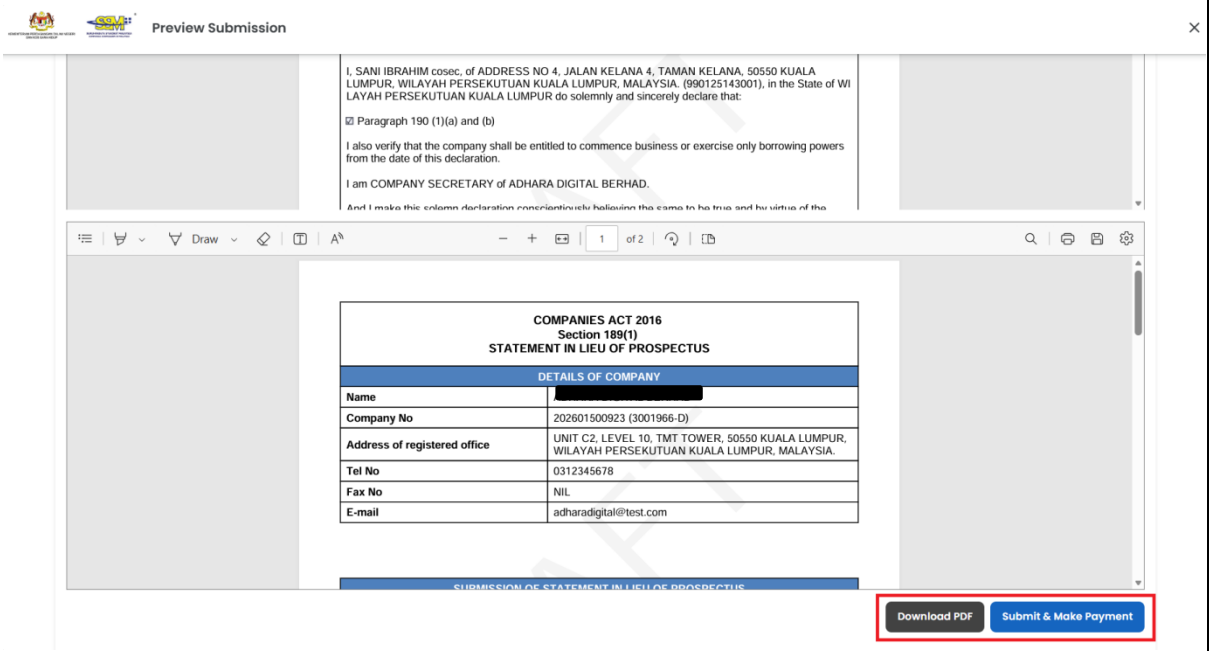
4.2.4 Supporting Documents

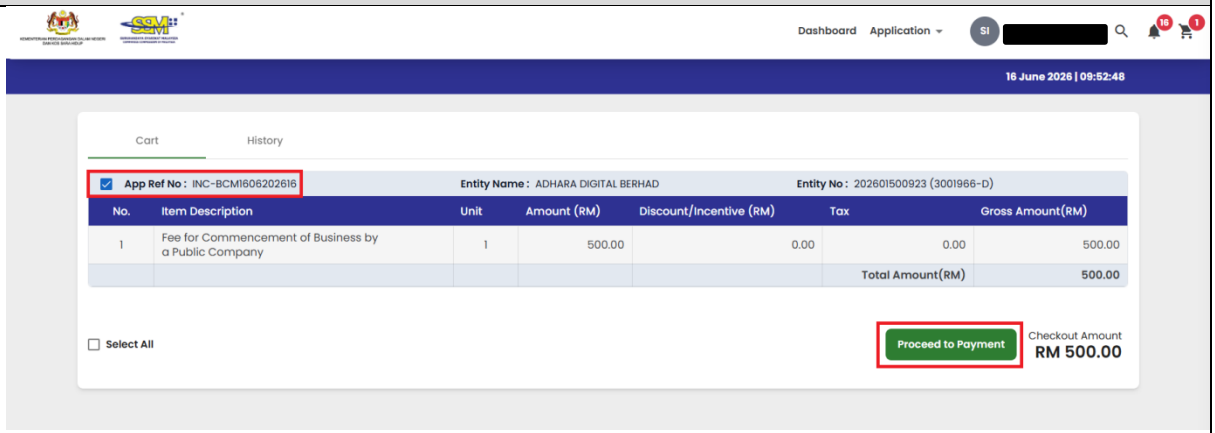
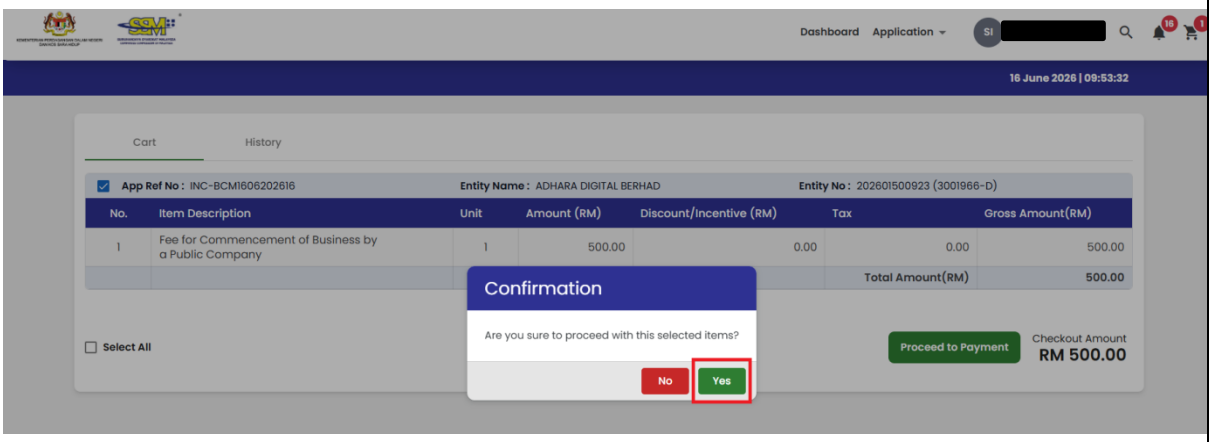
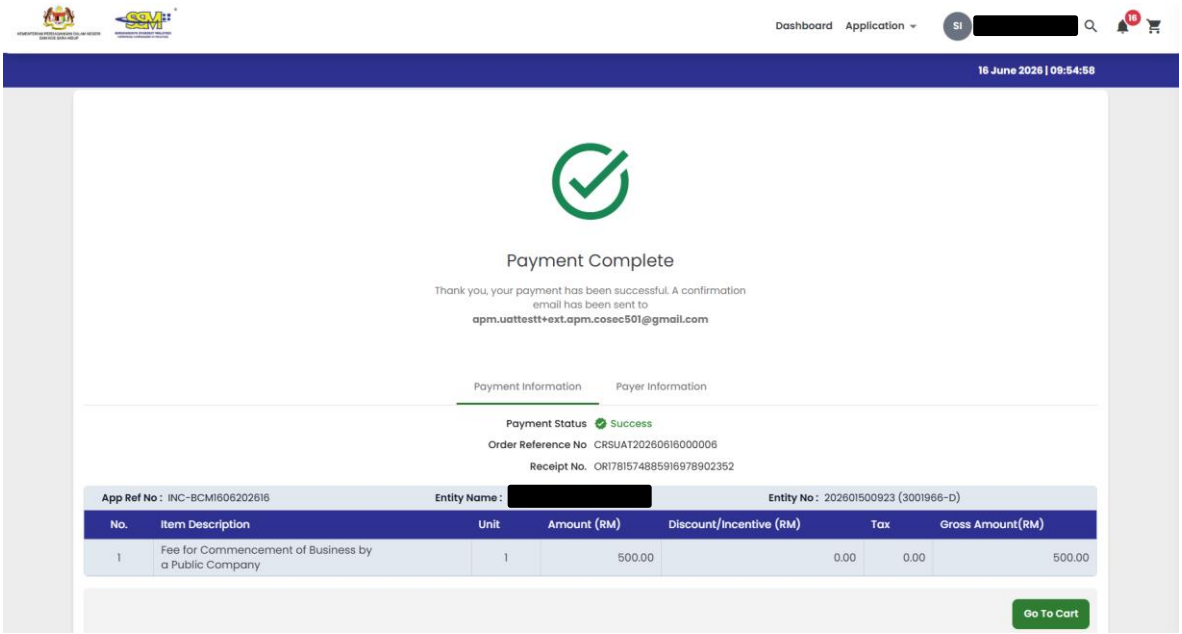
Field Num.	Description
1	Scroll down to the **Supporting Documents** section. The system will automatically populate the documents uploaded by the user. Please proceed to the next step. 
2	To upload an additional supporting document, please click **Add Attachment**. 
3	On the **Add Attachment** pop-up, please insert the **Document Description**. Next, click **Browse** to select the file(s). Then, click **Submit** to add the attachment. 
4	The supporting document was successfully added.

Field Num.	Description
	

4.2.5 Declaration and Preview Submission

Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**. 
2	Scroll down to the **Lodger Information** section. Then, click **Preview Submission**.

Field Num.	Description
	
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit & Make Payment** to proceed to the payment. 
4	On the **Payment Cart** page, select the **lodgement**. Then, click **Proceed to Payment**.

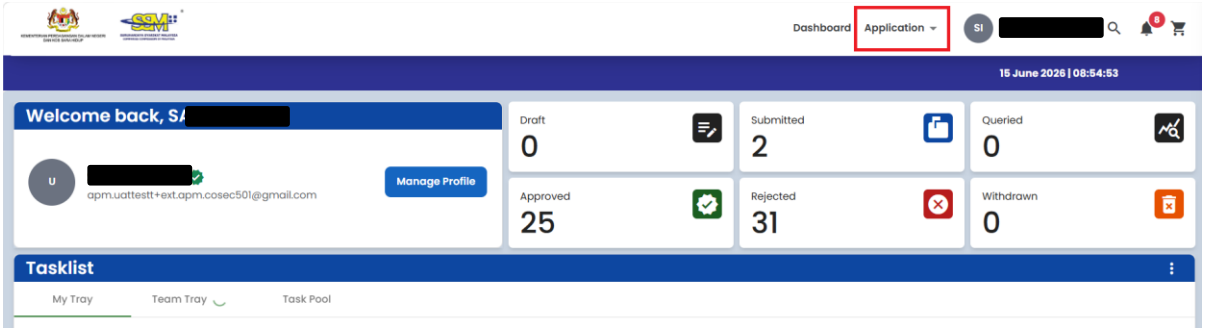
Field Num.	Description
	
5	On the **Confirmation** pop-up, please click **Yes**. Then, please complete the payment. 
6	The payment was completed. 

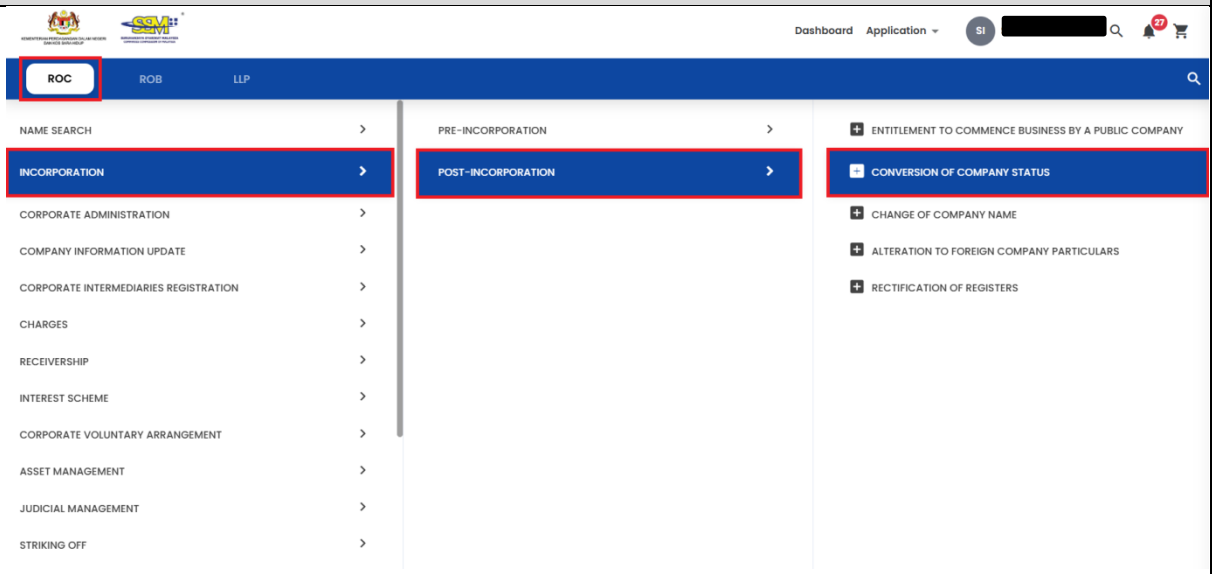
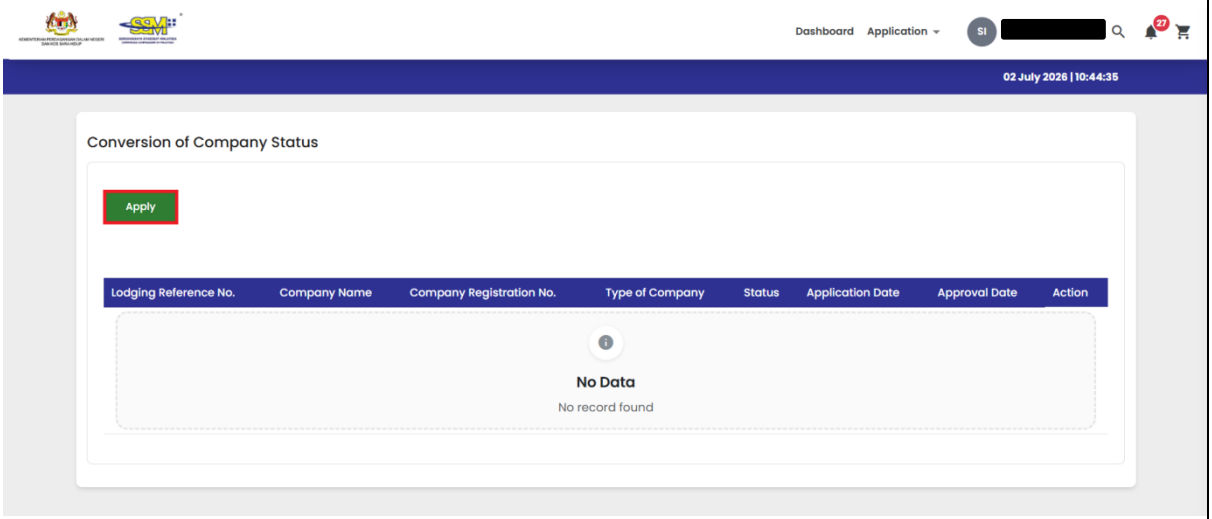
Field Num.	Description
7	**Note**: Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the approval of the **application**.

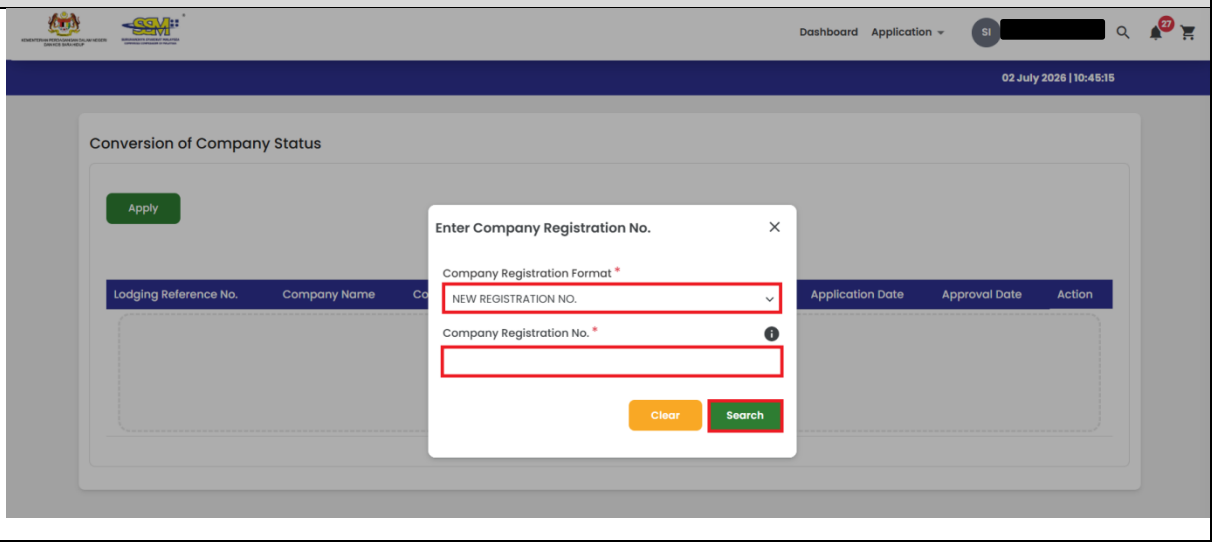
4.3 Conversion of Company Status

4.3.1 Local Company

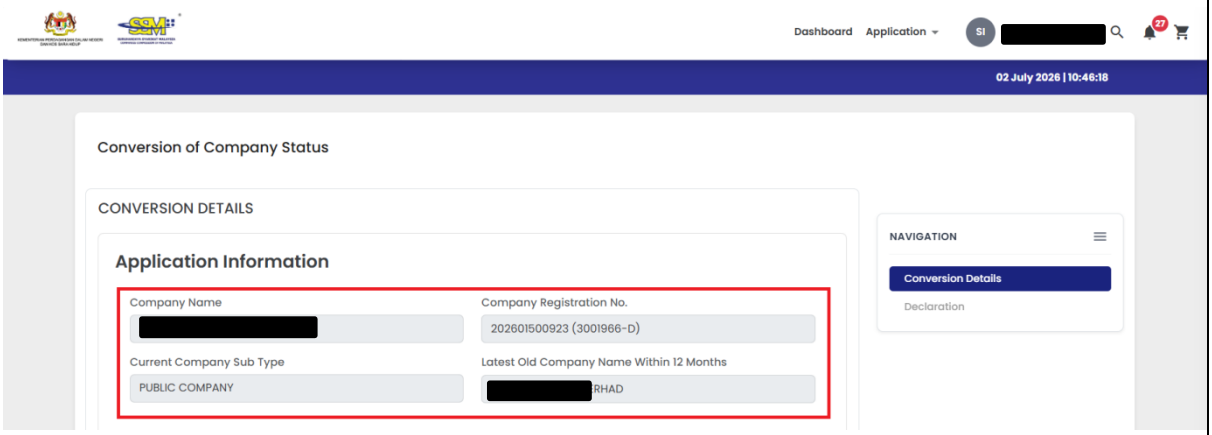
4.3.1.1 Initiate the Application

Field Num.	Description
1	From the **Dashboard**, click **Application**. 
2	Click **ROC -> Incorporation -> Post-Incorporation -> Conversion of Company Status**.

Field Num.	Description
	
3	Click **Apply**. 
4	On the **Enter Company Registration** pop-up, select the **Company Registration Format** and enter **Company Registration No**. Then, click **Search**.

Field Num.	Description
	

4.3.1.2 Application Information

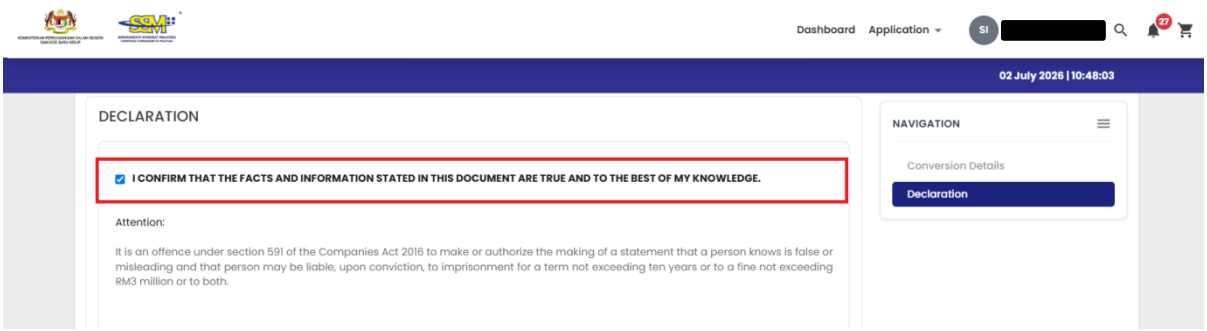
Field Num.	Description
1	System will auto-populate the **Application Information** section. Please proceed to the next step. 

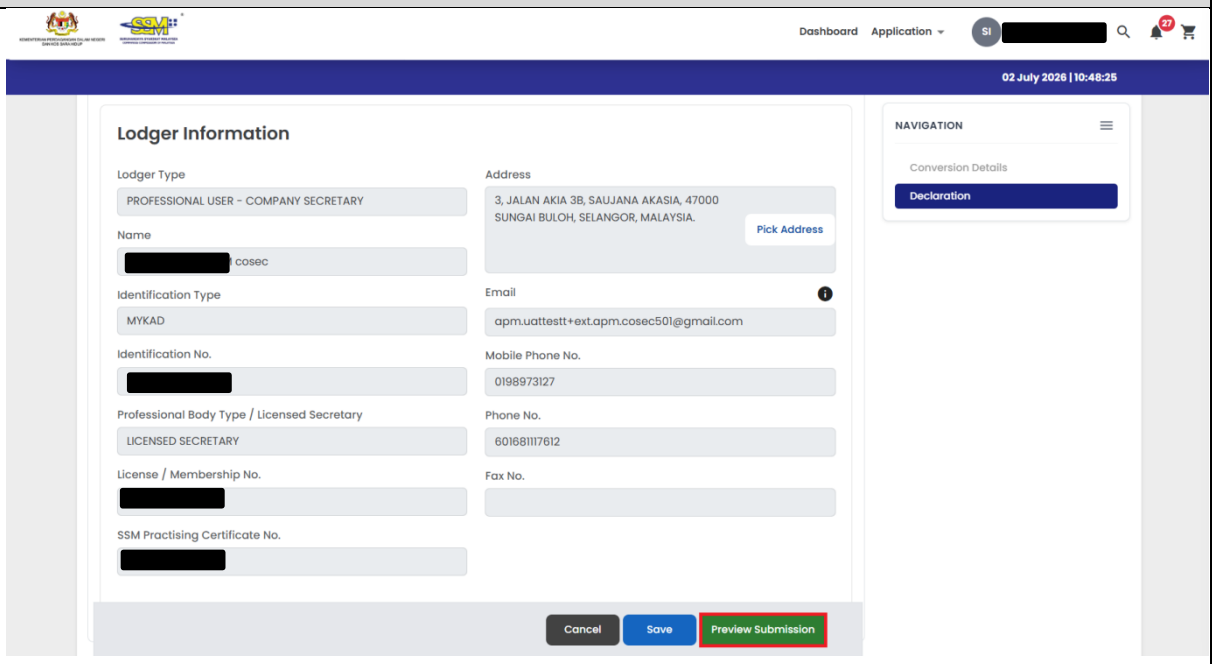
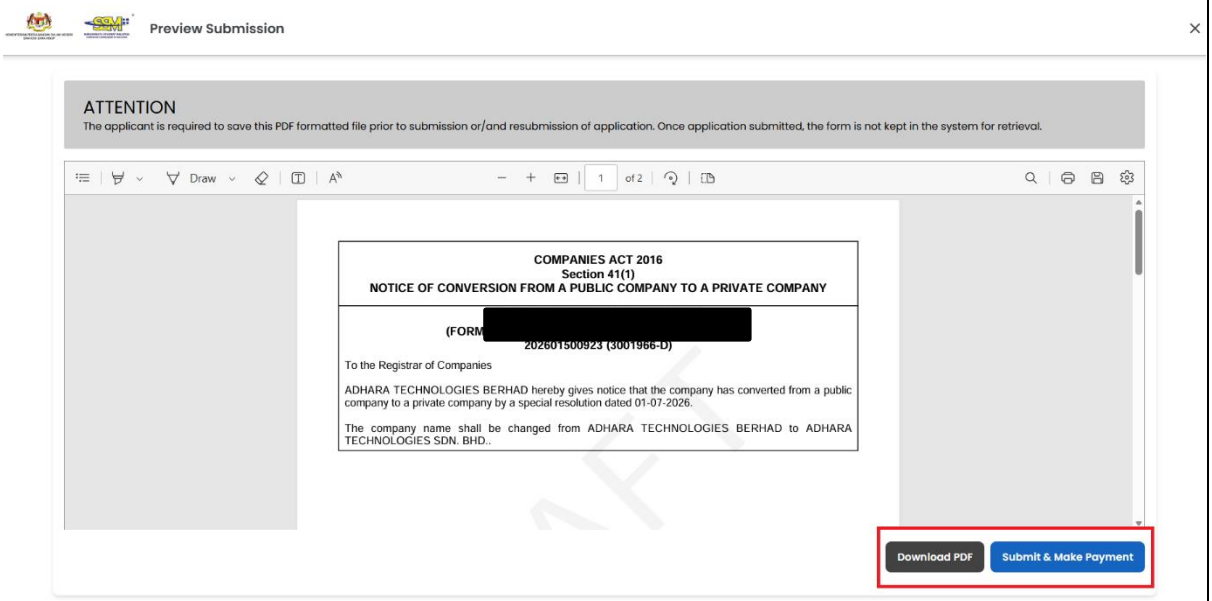
4.3.1.3 Conversion Details

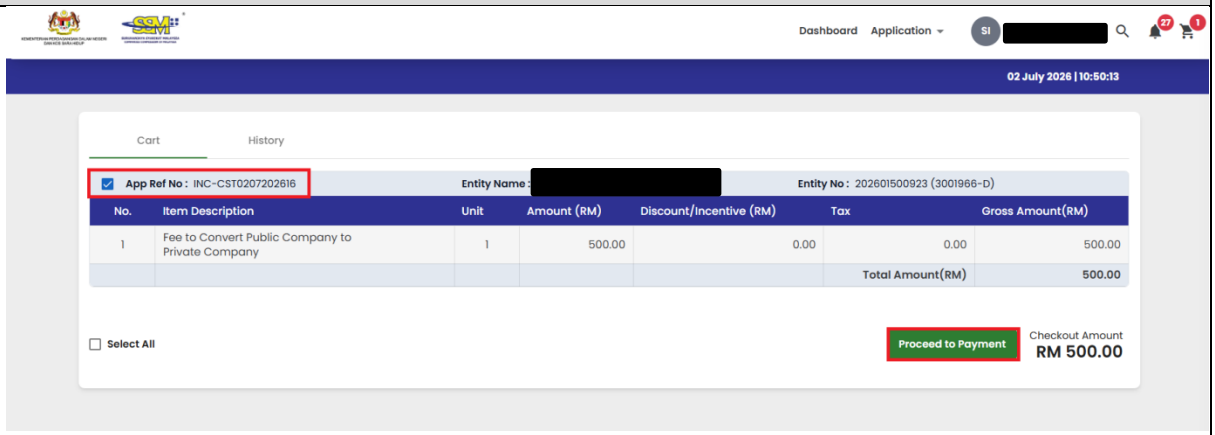
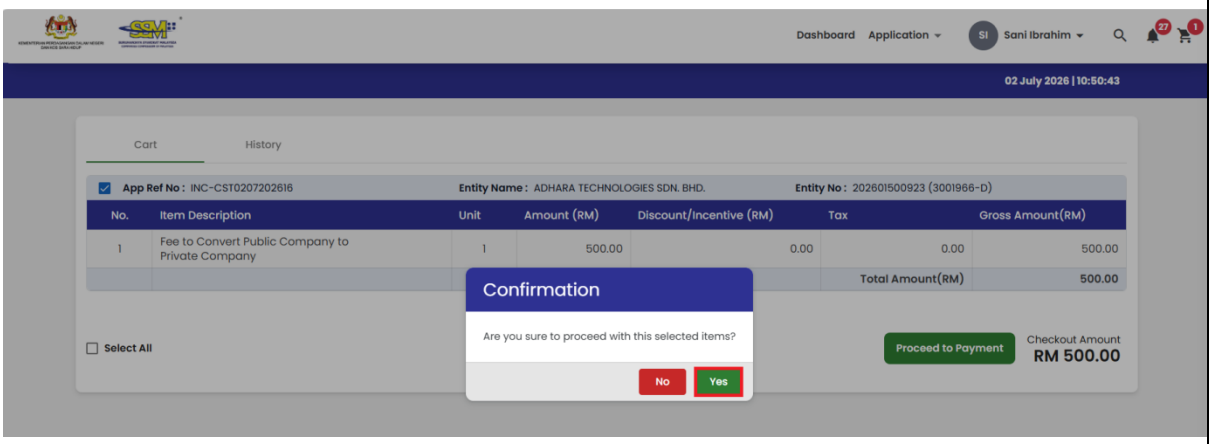
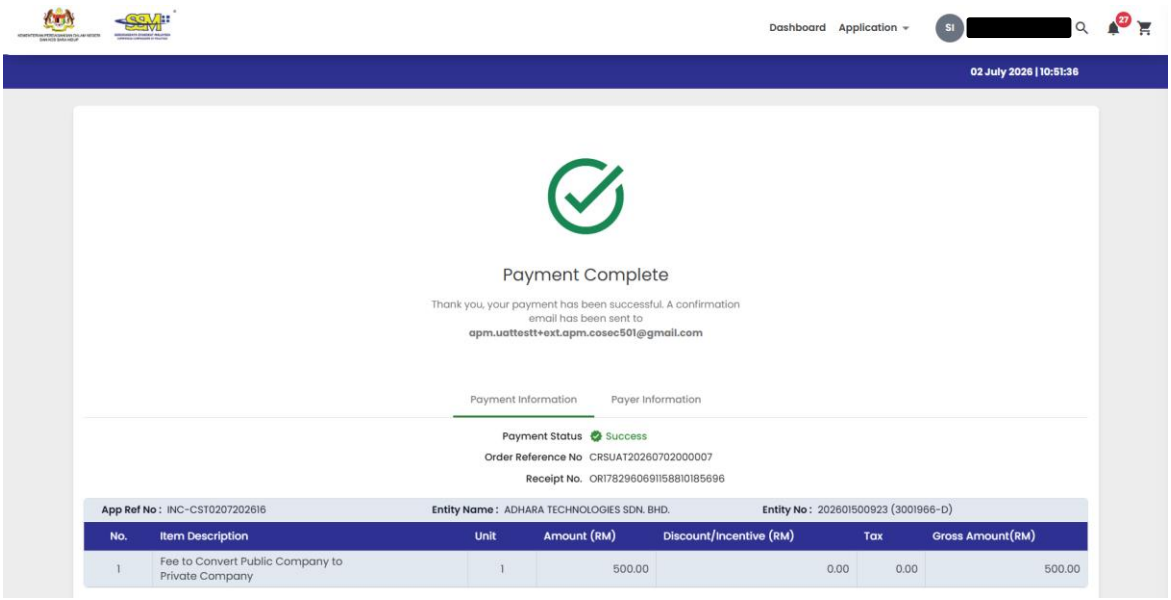
Field Num.	Description
1	In the **Conversion Detail** section, enter the **Date of Special Resolution** and select the **new company status**.

Field Num.	Description

4.3.1.4 Declaration and Preview Submission

Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**. 
2	Scroll down to the **Lodger Information** section. Then, click **Preview Submission**.

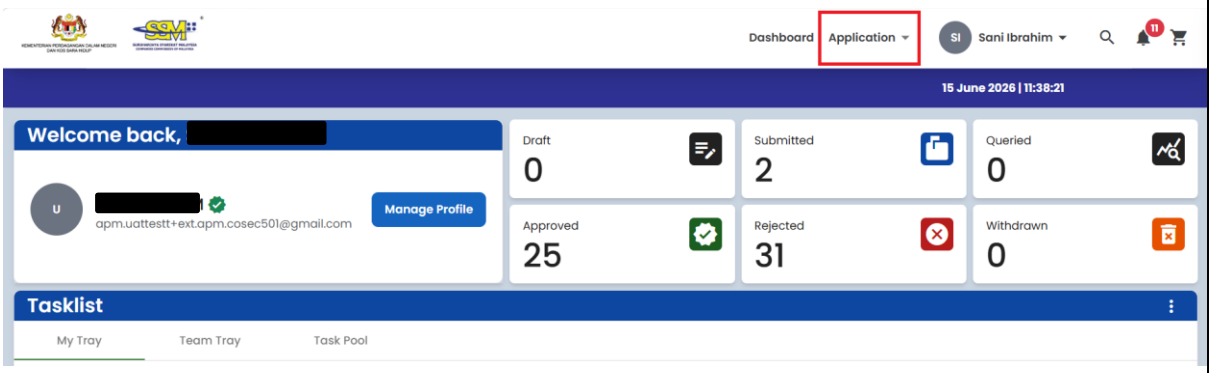
Field Num.	Description
	
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit & Make Payment** to proceed to the payment. 
4	On the **Payment Cart** page, select the **lodgement**. Then, click **Proceed to Payment**.

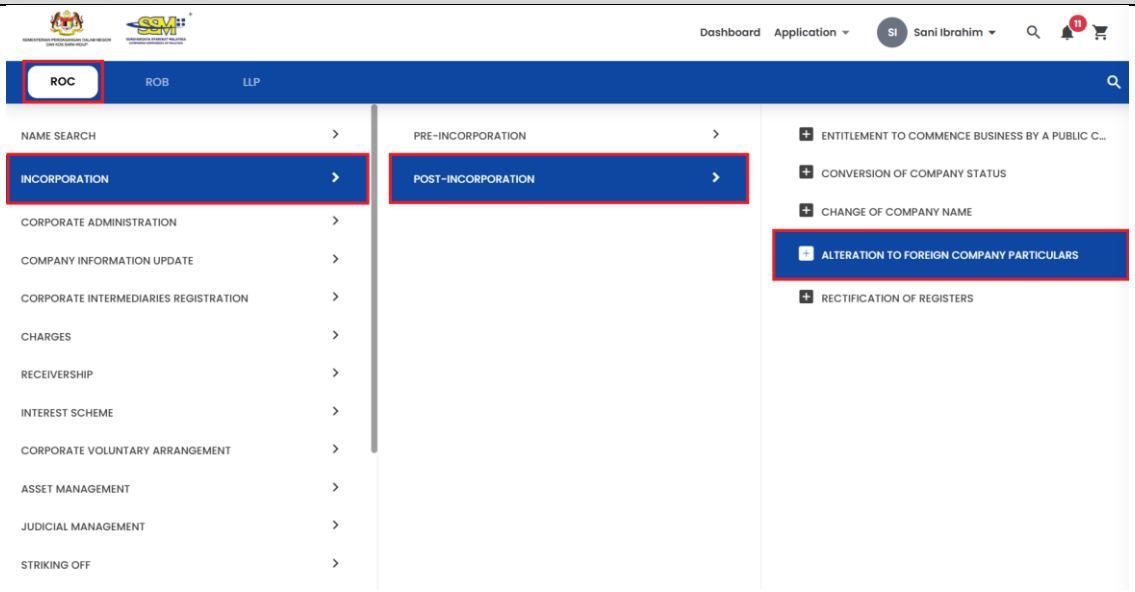
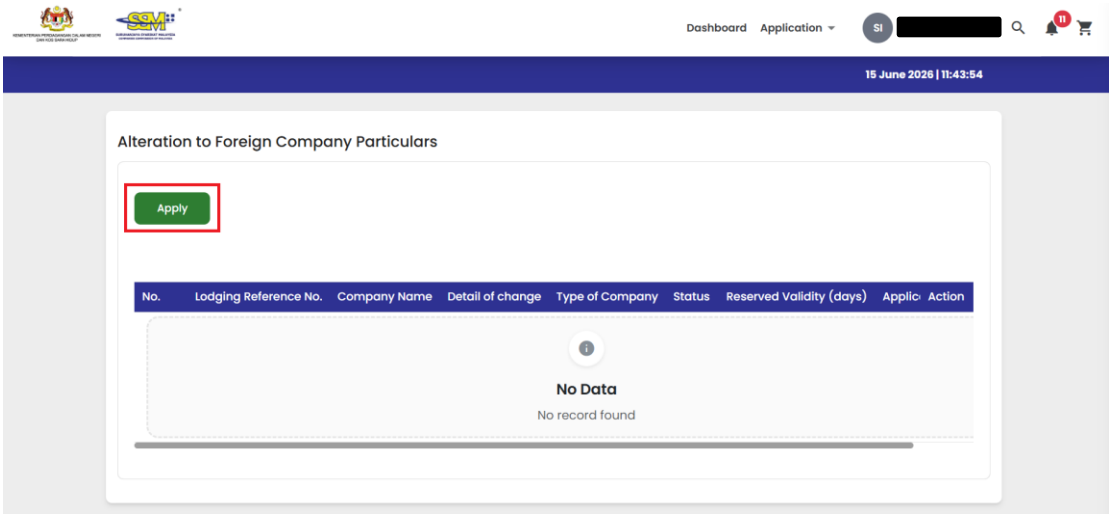
Field Num.	Description
	
5	On the **Confirmation** pop-up, please click **Yes**. Then, please complete the payment. 
6	The payment was completed. 

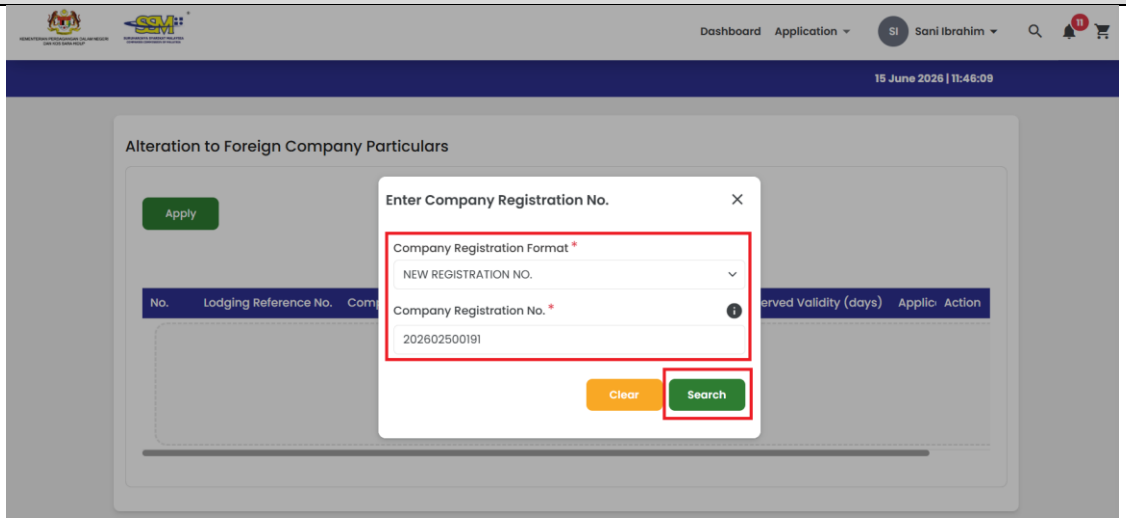
Field Num.	Description
7	**Note**: Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the approval of the **application**.

4.3.2 Foreign Company

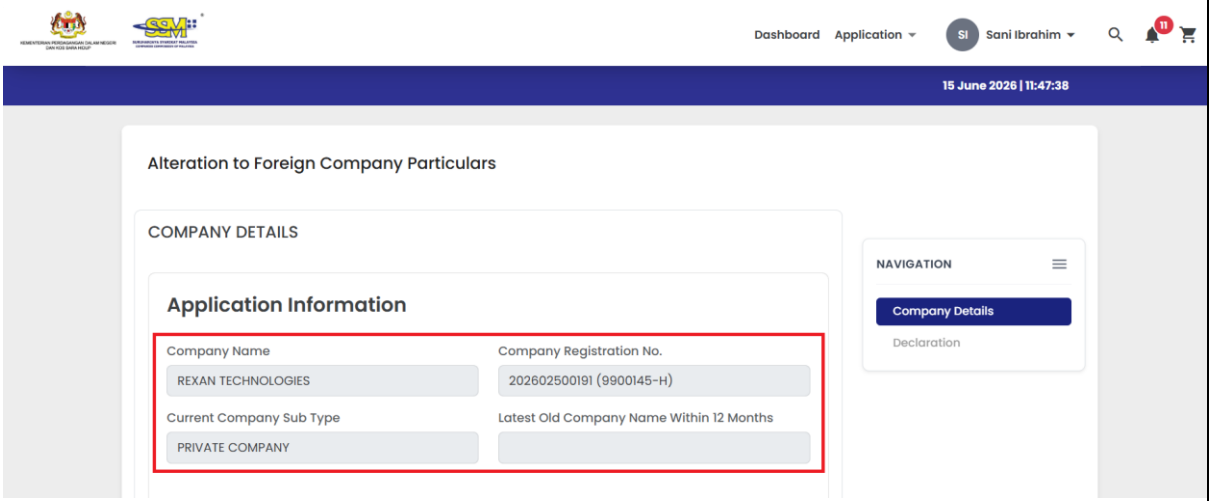
4.3.2.1 Initiate the Application

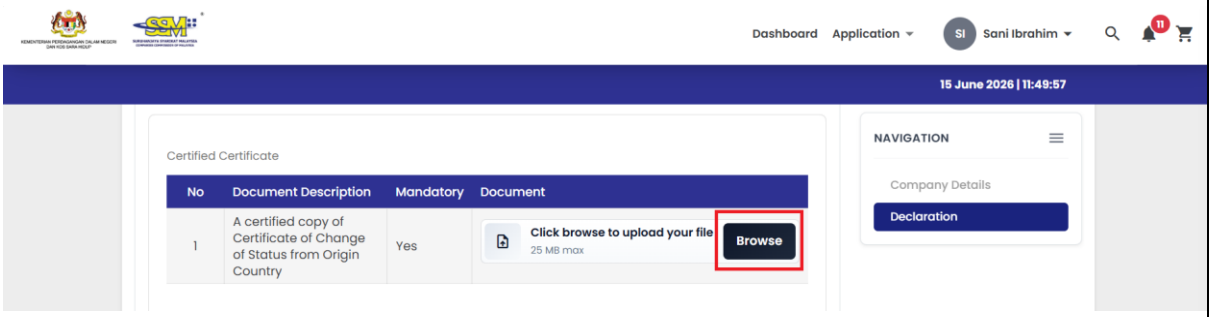
Field Num.	Description
1	From the **Dashboard**, click **Application**. 
2	Click **ROC -> Incorporation -> Post-Incorporation -> Alteration to Foreign Company Particulars**.

Field Num.	Description
	
3	Click **Apply**. 
4	Please select the **Company Registration Format** and please insert the **Company Registration No**. Then, click **Search**.

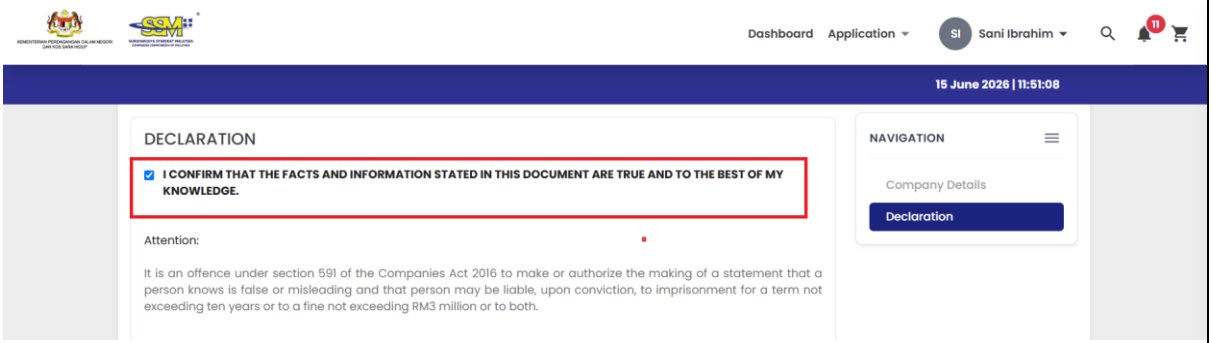
Field Num.	Description
	

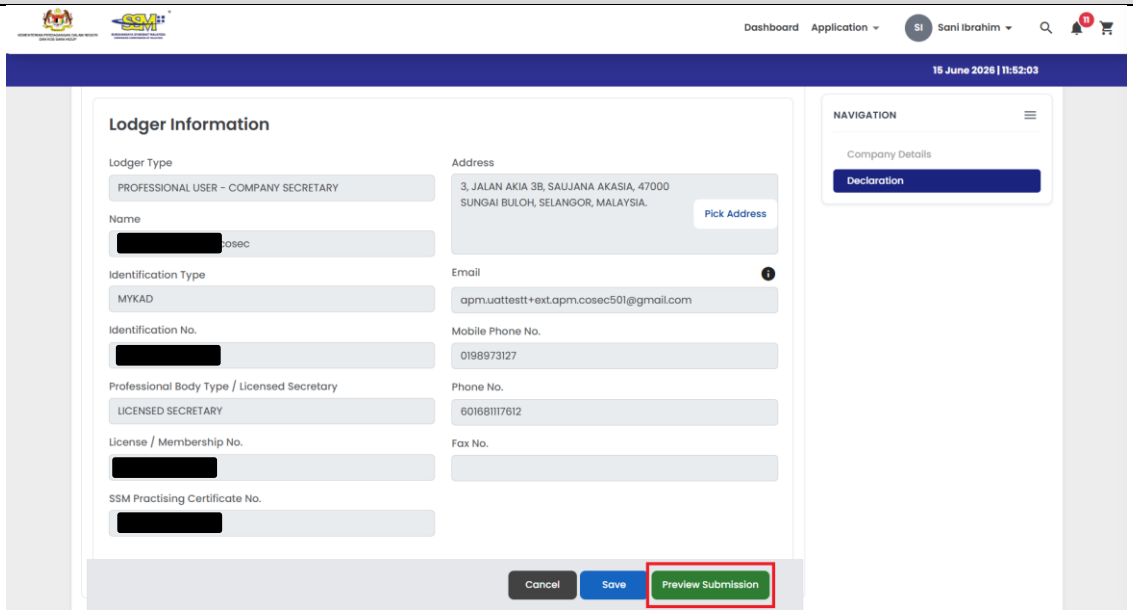
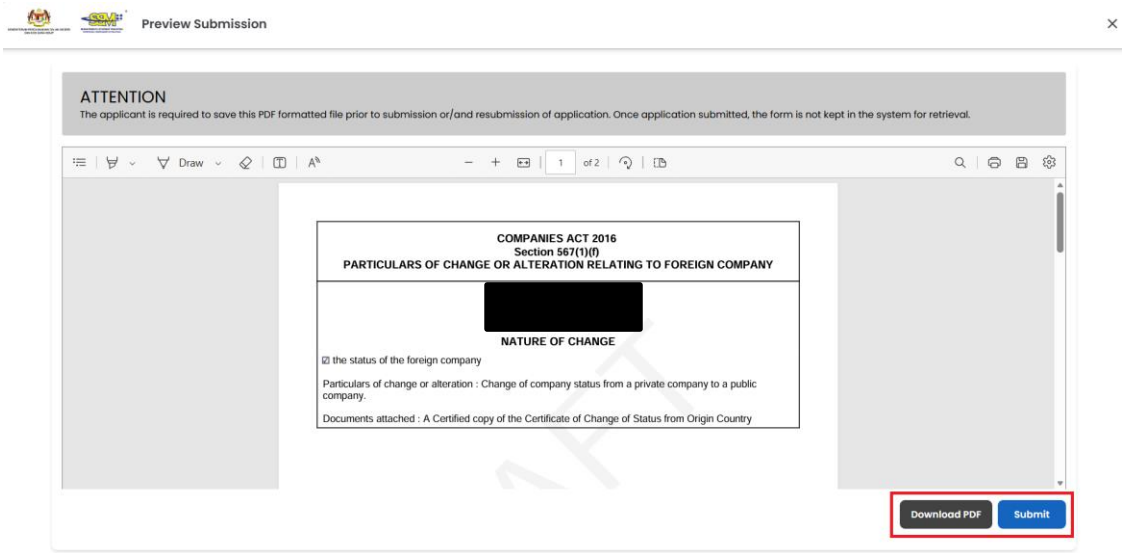
4.3.2.2 Company Details

Field Num.	Description
1	The system will auto-populate the **Application Information**. Please continue to the next step. 
2	Scroll down to the **Particulars of Change or Alteration Relating to Foreign Company (Section 567(1)(fa))** section. Then, please select the **Date Change of Status (as in Origin Country)**.

Field Num.	Description
3	Click **Browse** to select and upload the file(s). 

4.3.2.3 Declaration and Preview Submission

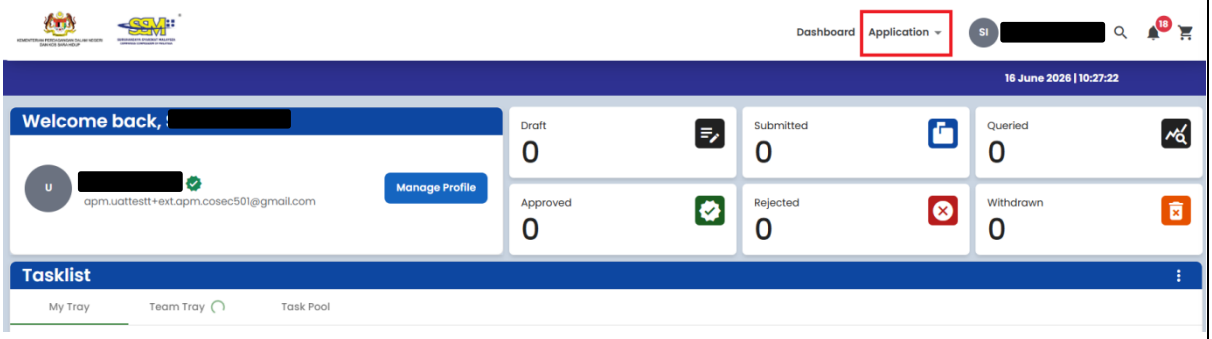
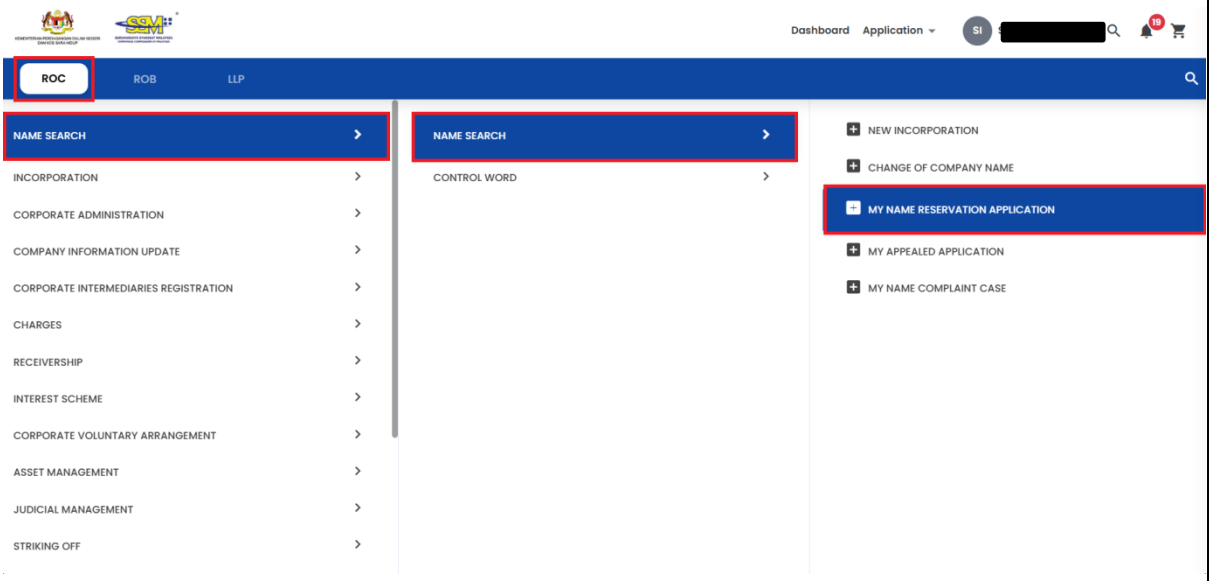
Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**. 
2	Scroll down the **Lodger Information** section. Then, click **Preview Submission**.

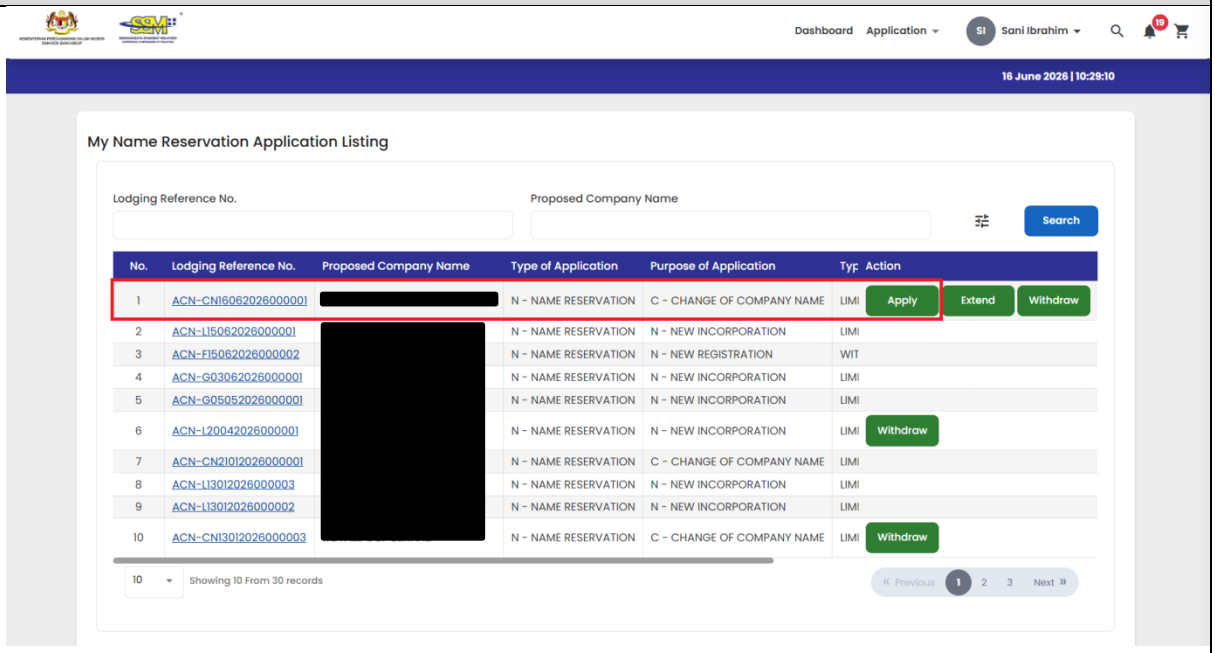
Field Num.	Description
	
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit** to submit the application. 
4	**Note**: Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the approval of the **application**.

4.4 Change of Name

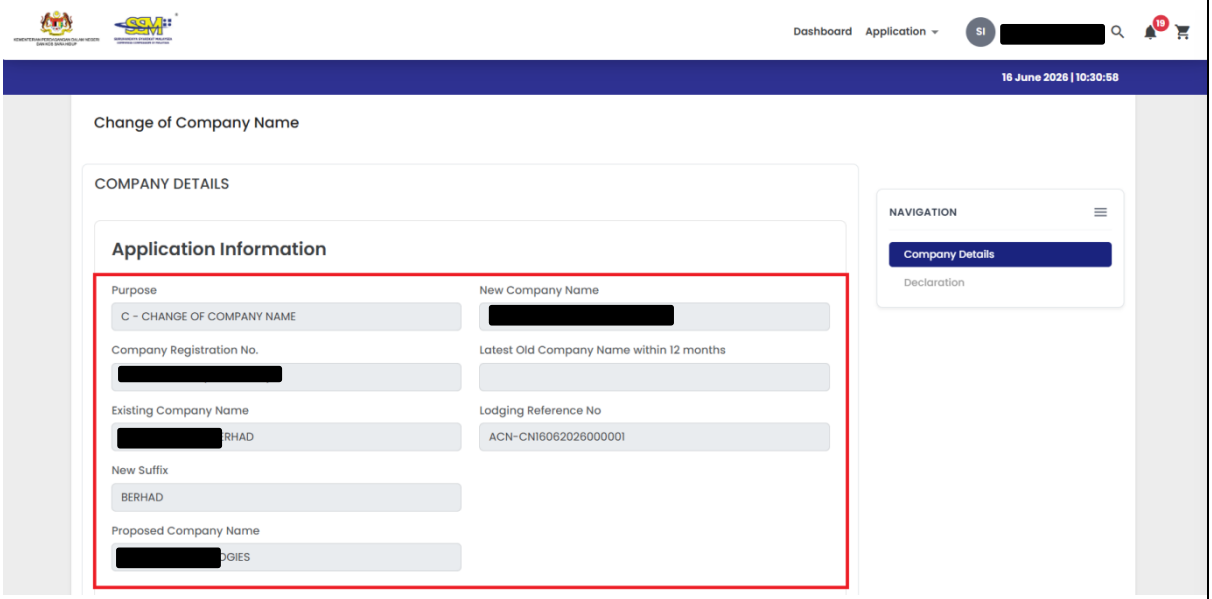
4.4.1 Local Company

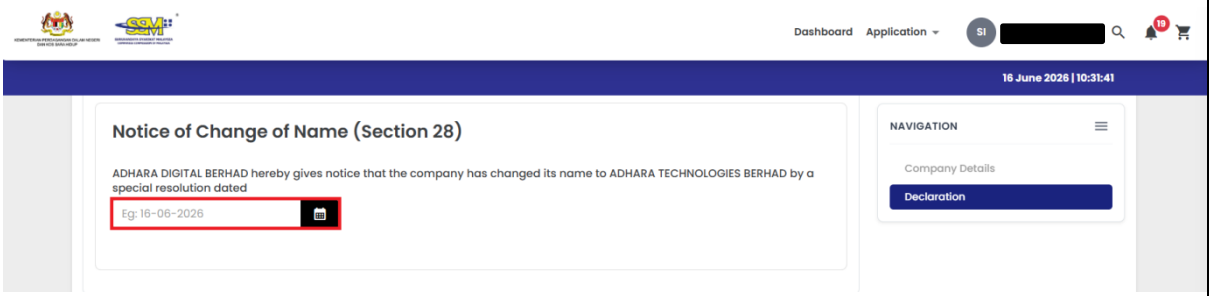
4.4.1.1 Initiate the Application

Field Num.	Description
1	From the **Dashboard**, click **Application**. 
2	Click **ROC -> Name Search -> Name Search -> My Name Reservation Application**. 
3	Choose the company and click **Apply**.

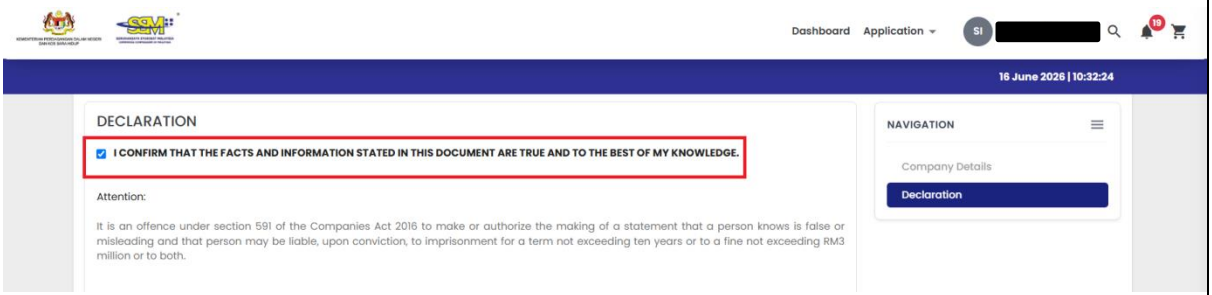
Field Num.	Description
	

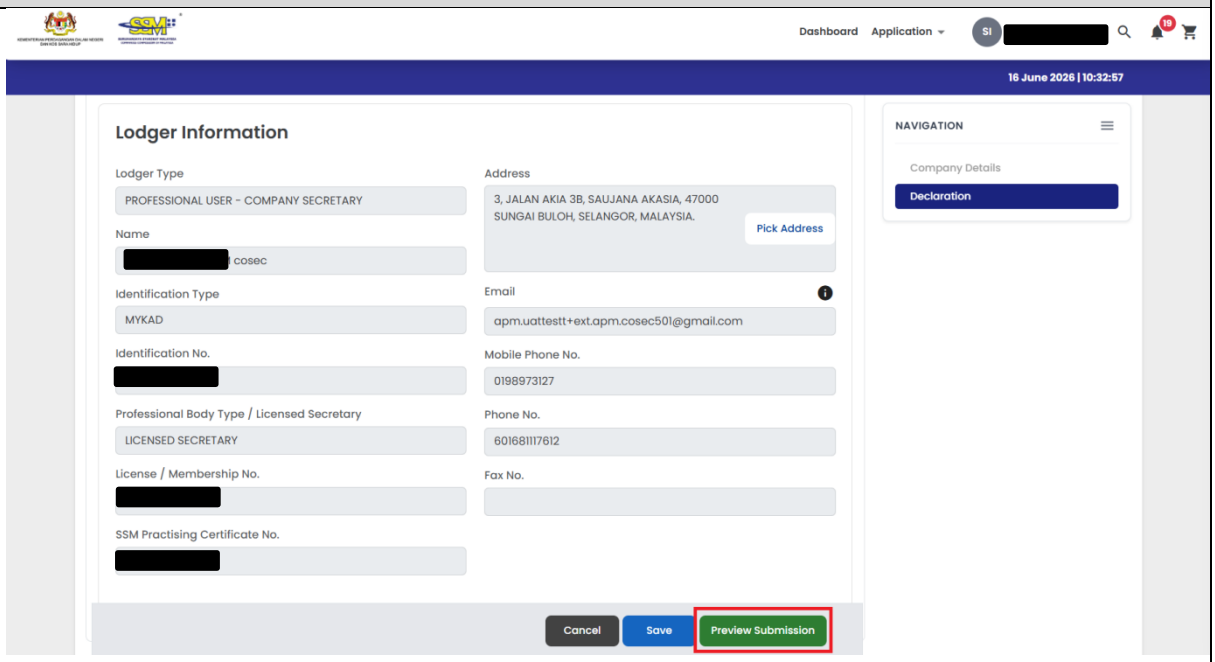
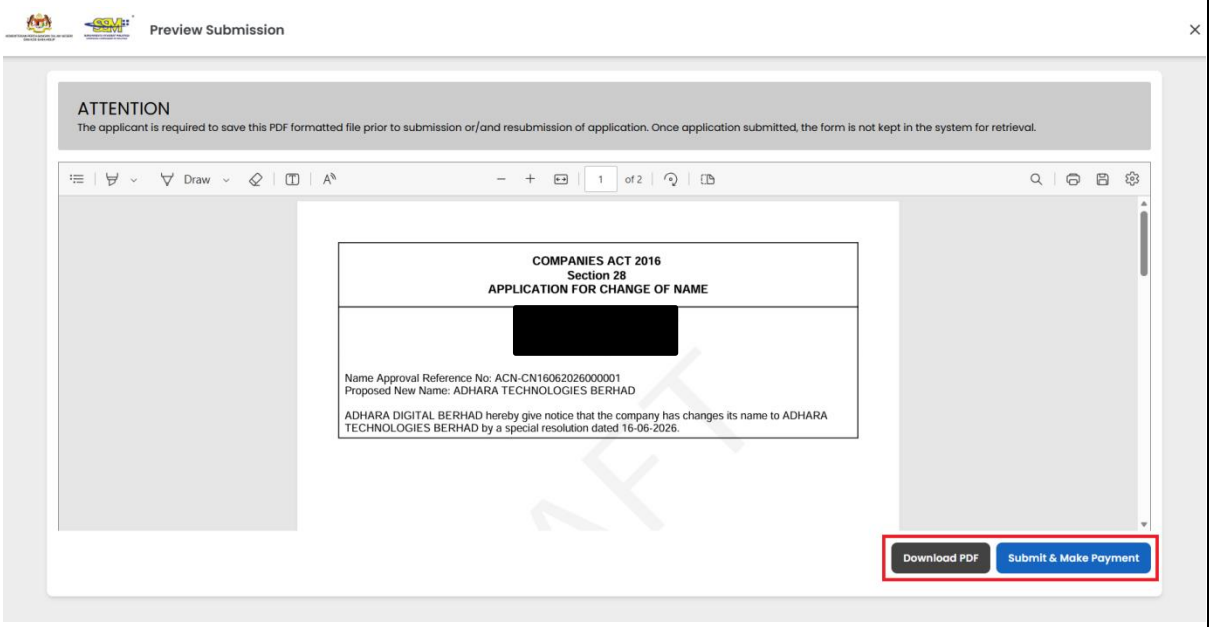
4.4.1.2 Company Details

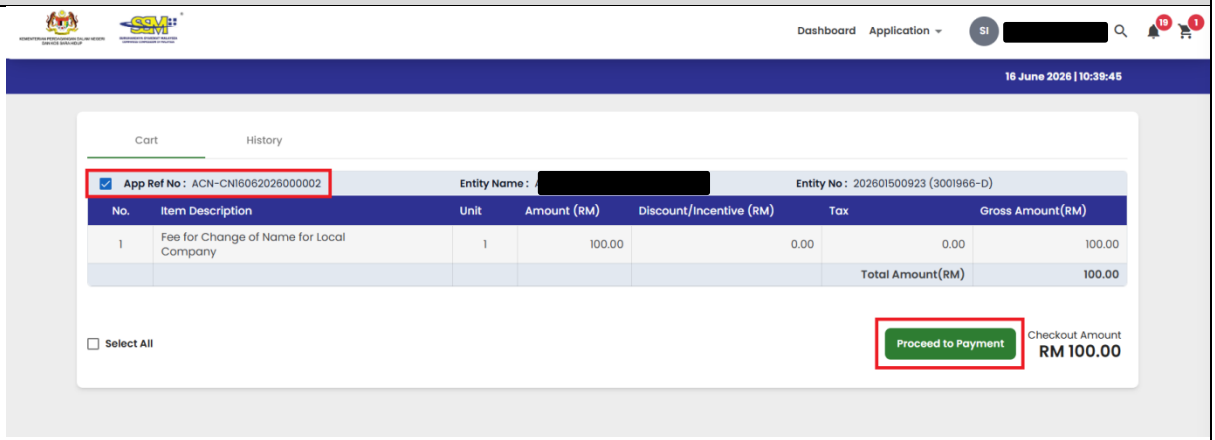
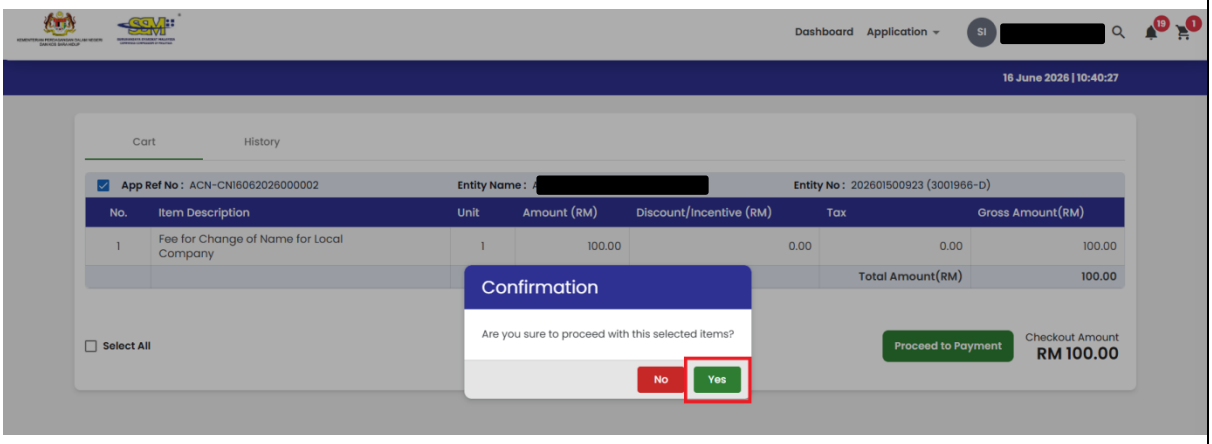
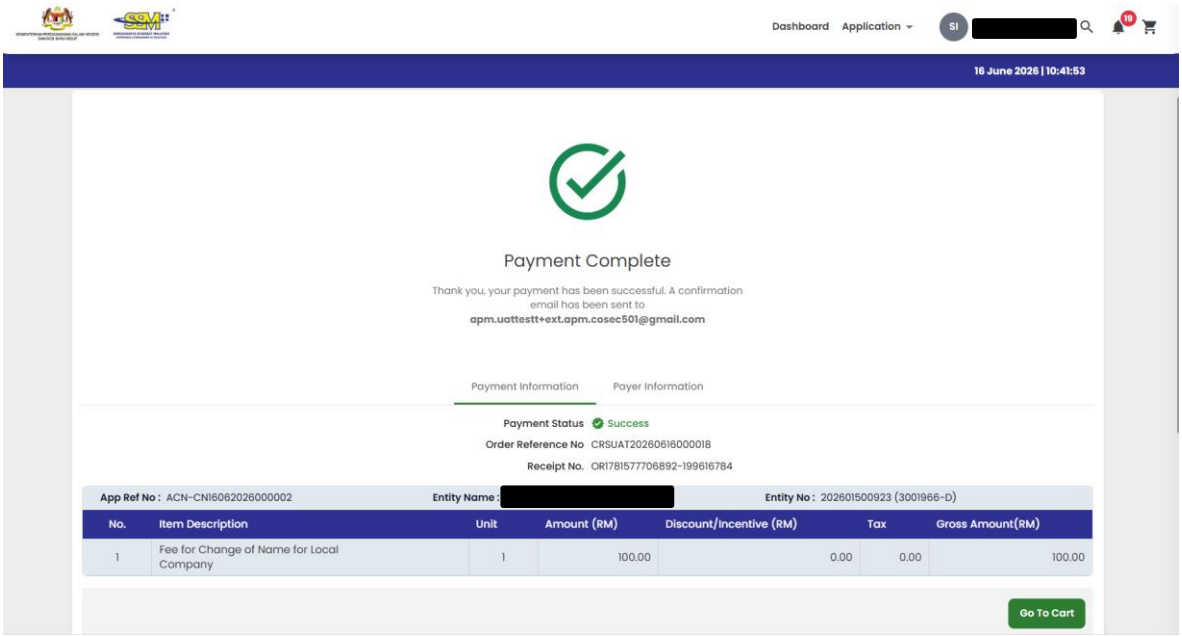
Field Num.	Description
1	The system will auto-populate the **Application Information** section. Please proceed to the next step. 
2	Scroll down to the **Notice of Change of Name (Section 28)** section. Then, please select the

Field Num.	Description
	special resolution date. 

4.4.1.3 Declaration and Preview Submission

Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**. 
2	Scroll down to the **Lodger Information** section. Then, click **Preview Submission**.

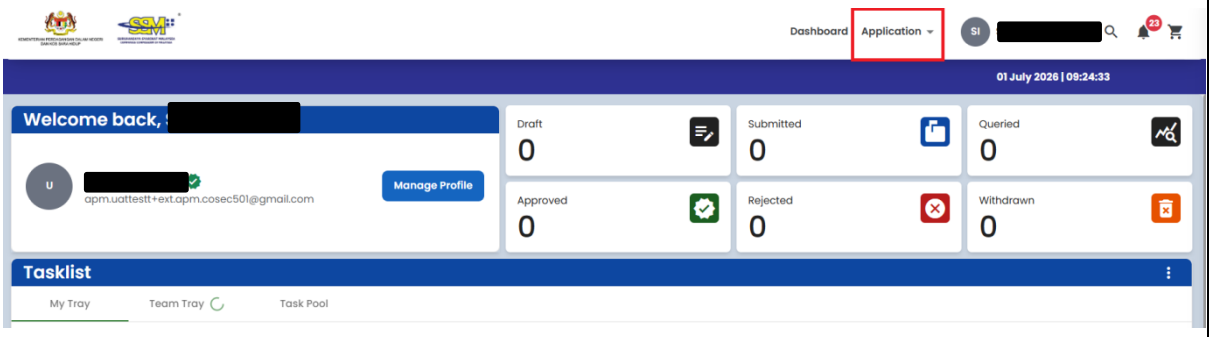
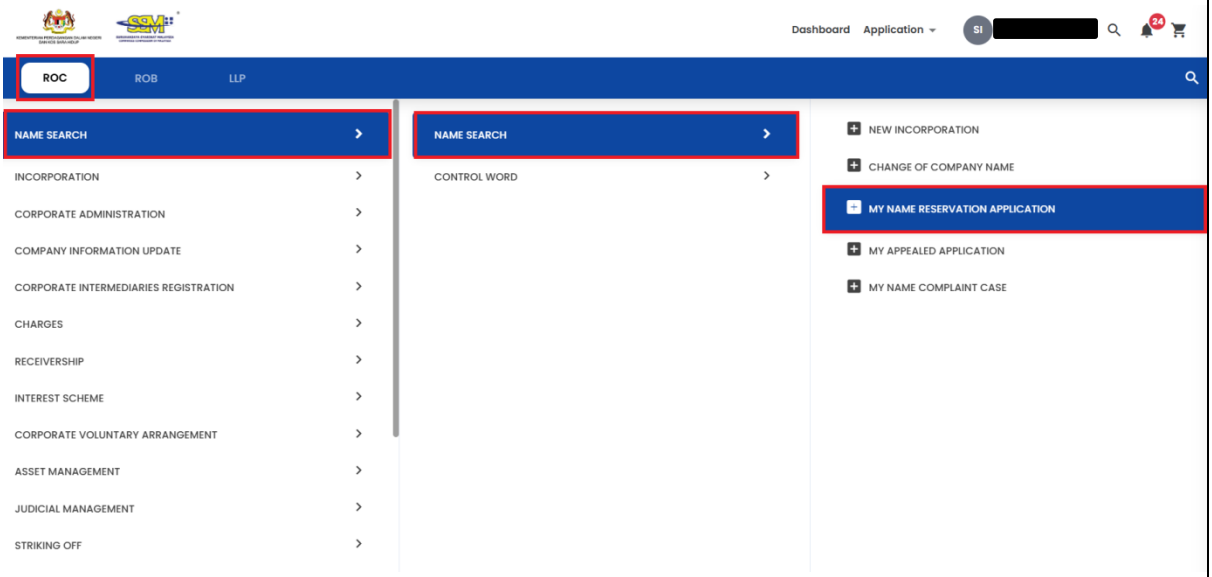
Field Num.	Description
	
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit & Make Payment** to proceed to the payment. 
4	On the **Payment Cart** page, select the **lodgement**. Then, click **Proceed to Payment**.

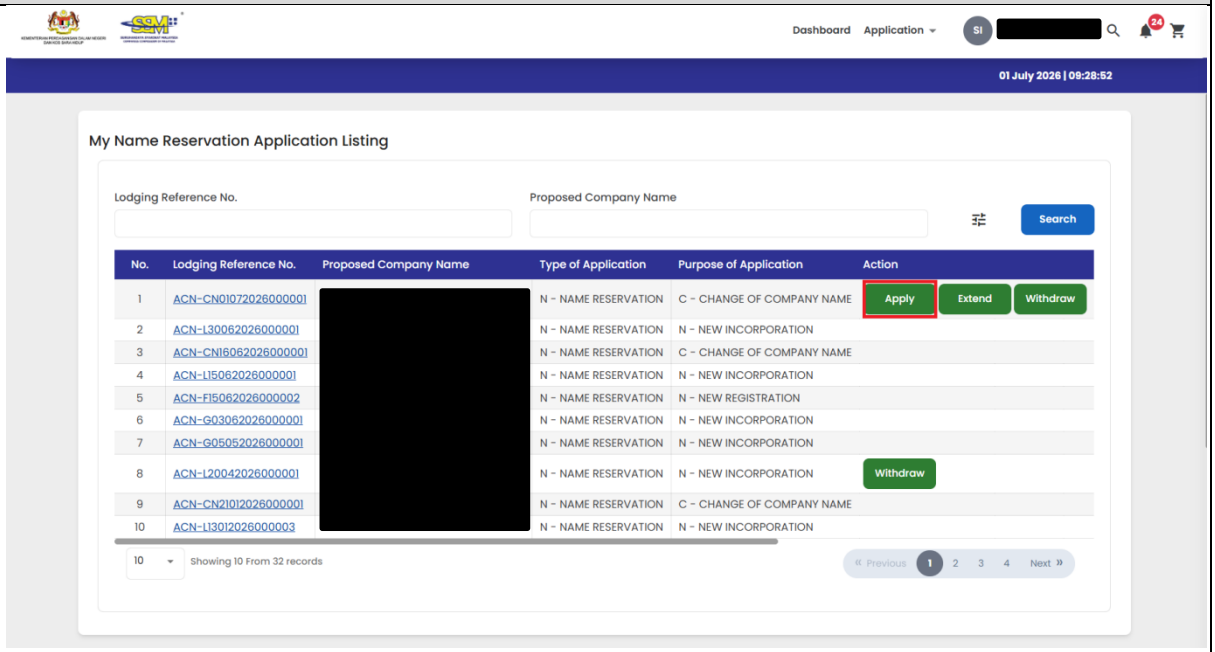
Field Num.	Description
	
5	On the **Confirmation** pop-up, please click **Yes**. Then, please complete the payment. 
6	The payment was completed. 

Field Num.	Description
7	**Note**: Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the approval of the **application**.

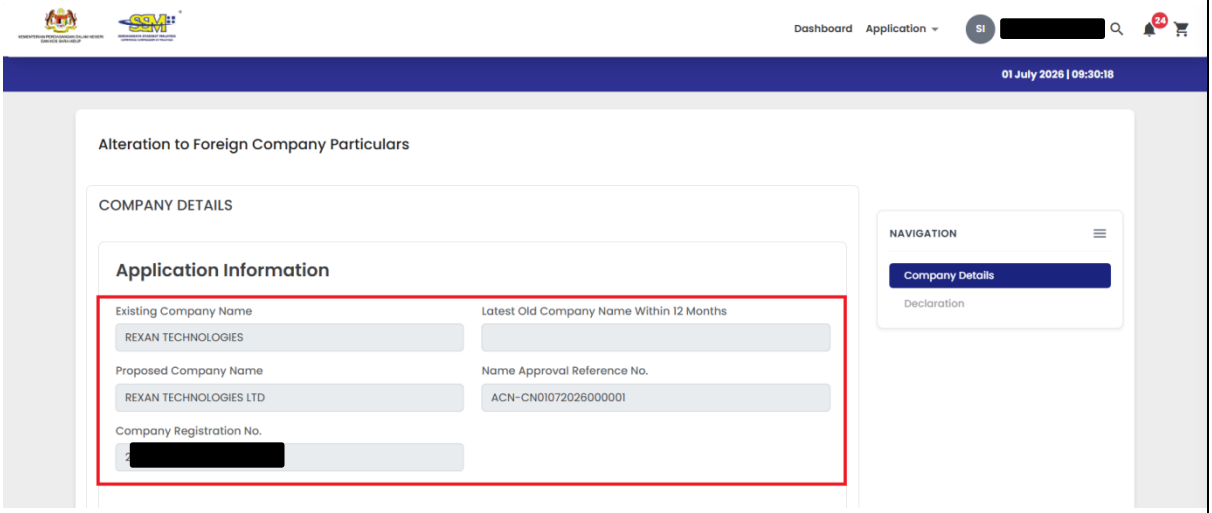
4.4.2 Foreign Company

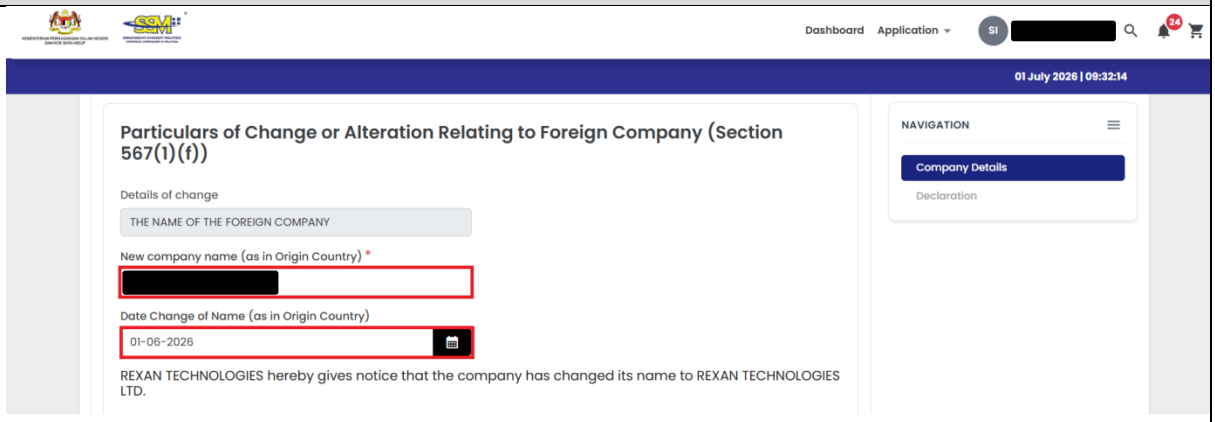
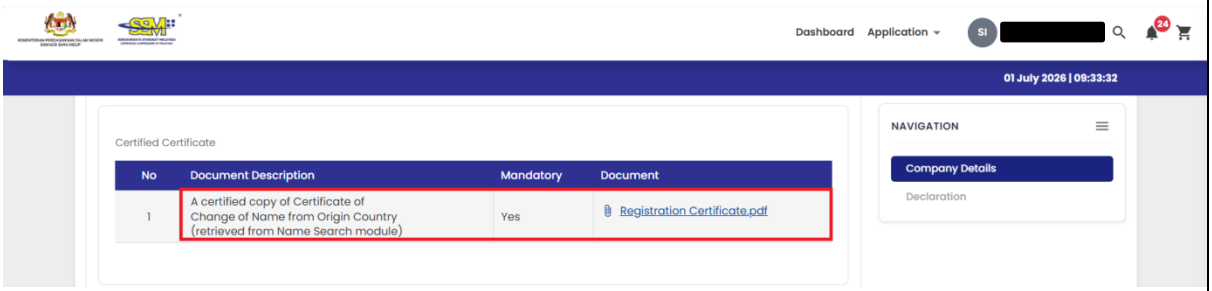
4.4.2.1 Initiate the Application

Field Num.	Description
1	From the **Dashboard**, click **Application**. 
2	Click **ROC -> Name Search -> Name Search -> My Name Reservation Application**. 
3	Choose the company and click **Apply**.

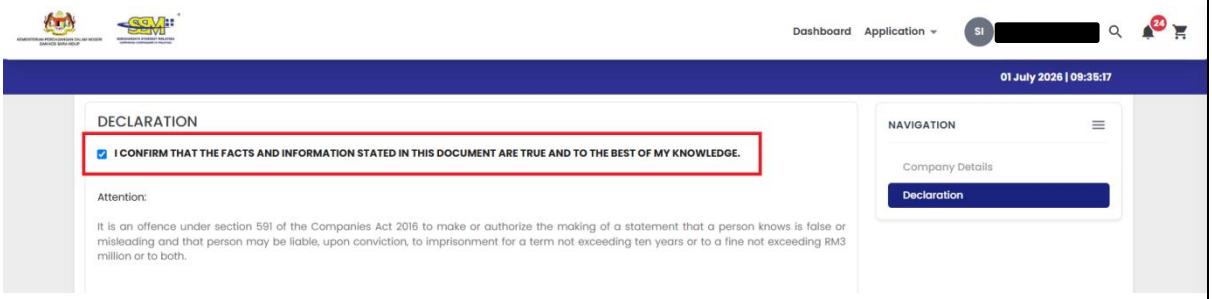
Field Num.	Description
	

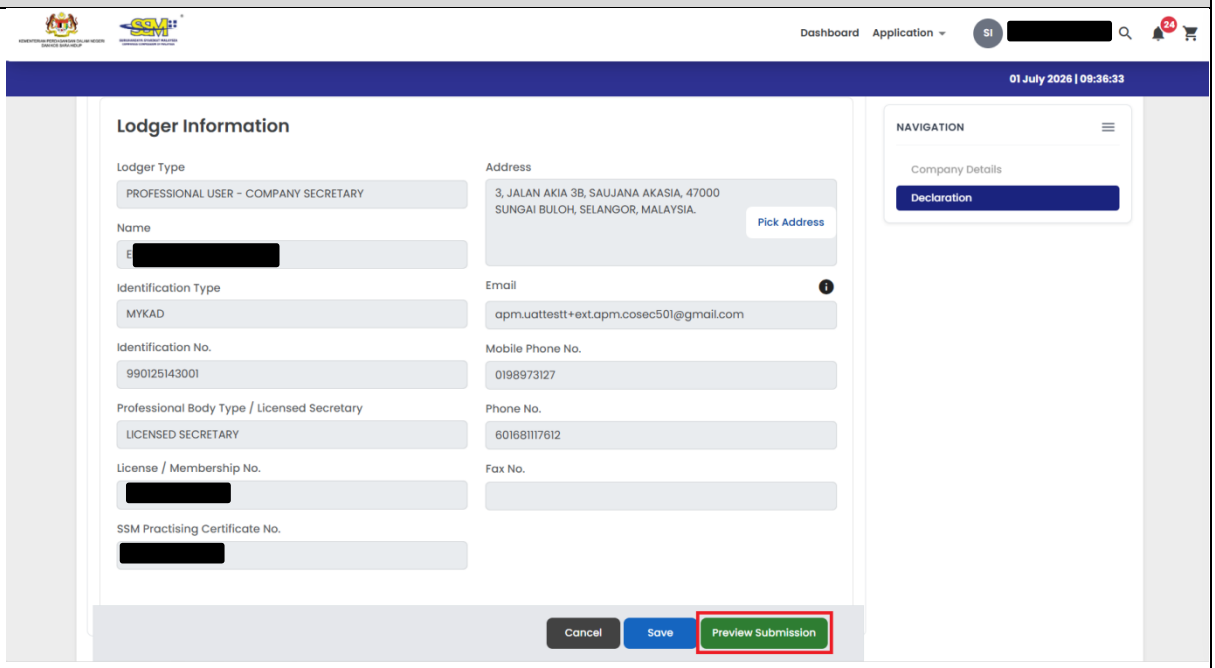
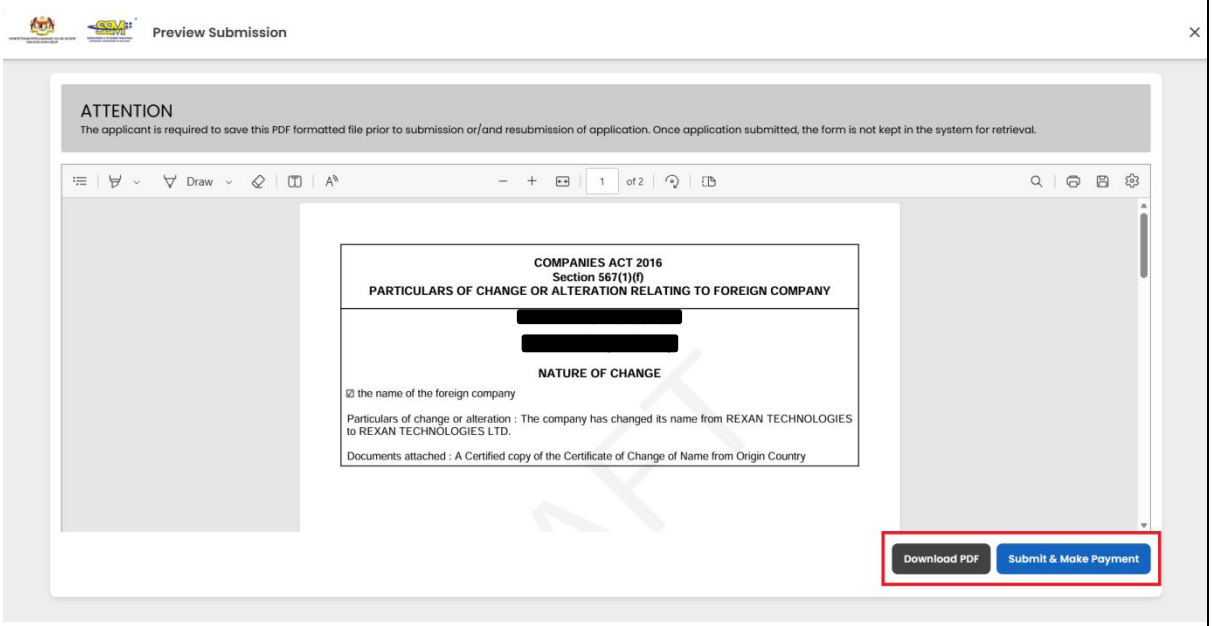
4.4.2.2 Company Details

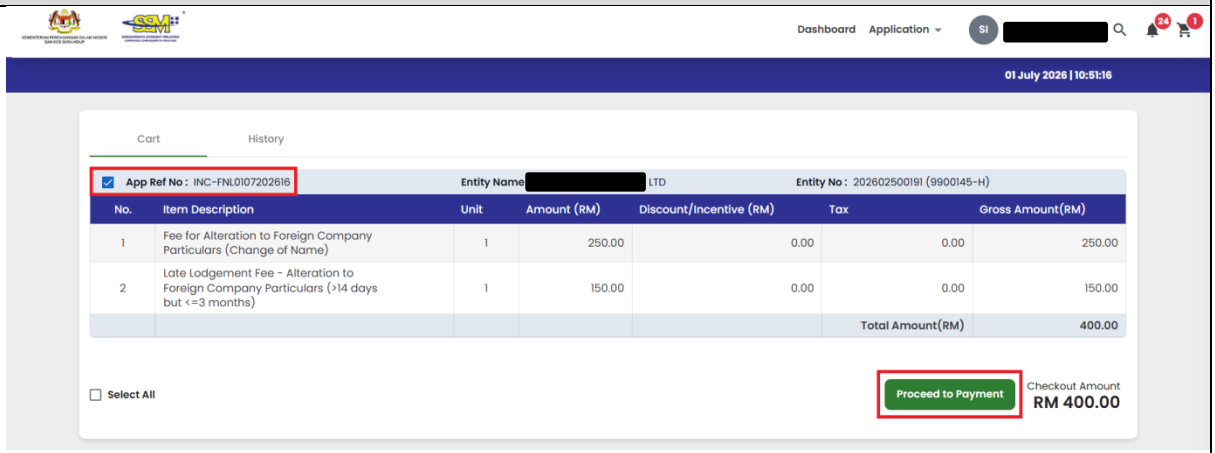
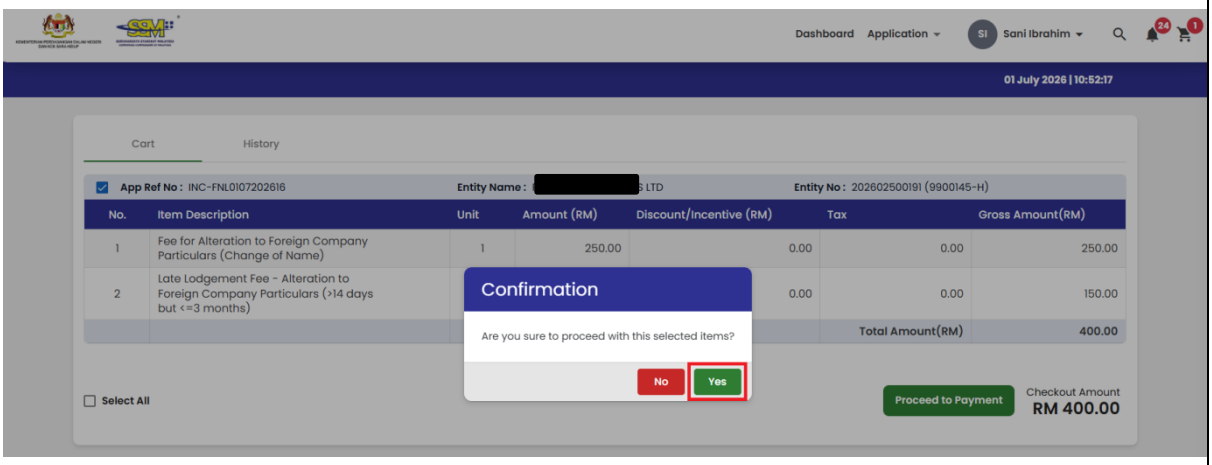
Field Num.	Description
1	The system will auto-populate the **Application Information** section. Please proceed to the next step. 
2	Scroll down to the **Particulars of Change or Alteration Relating to Foreign Company (Section 567(1)(f))** section. Then, please insert the **New company name (as in Origin Country)** and select the **Date Chamnge of Name (as in Origin Country)**.

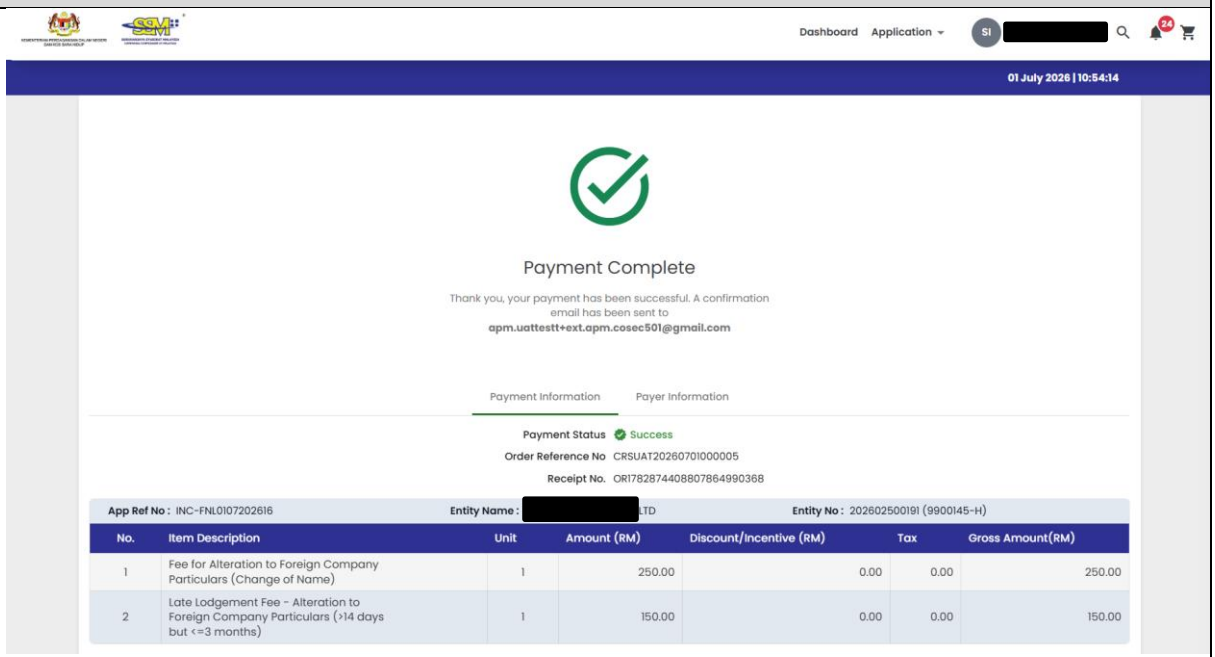
Field Num.	Description
	
3	The system will auto-populate the document. Click the document name to download the file. 

4.4.2.3 Declaration and Preview Submission

Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**. 
2	Scroll down to the **Lodger Information** section. Then, click **Preview Submission**.

Field Num.	Description
	
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit & Make Payment** to proceed to the payment. 
4	On the **Payment Cart** page, select the **lodgement**. Then, click **Proceed to Payment**.

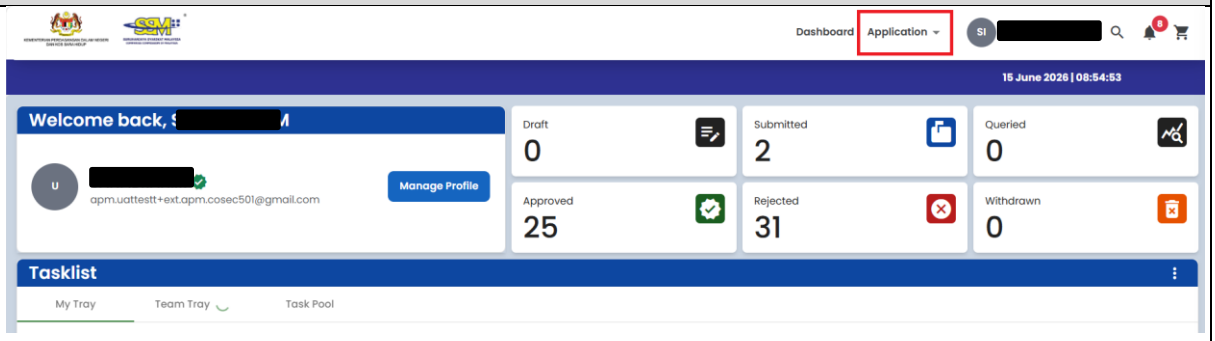
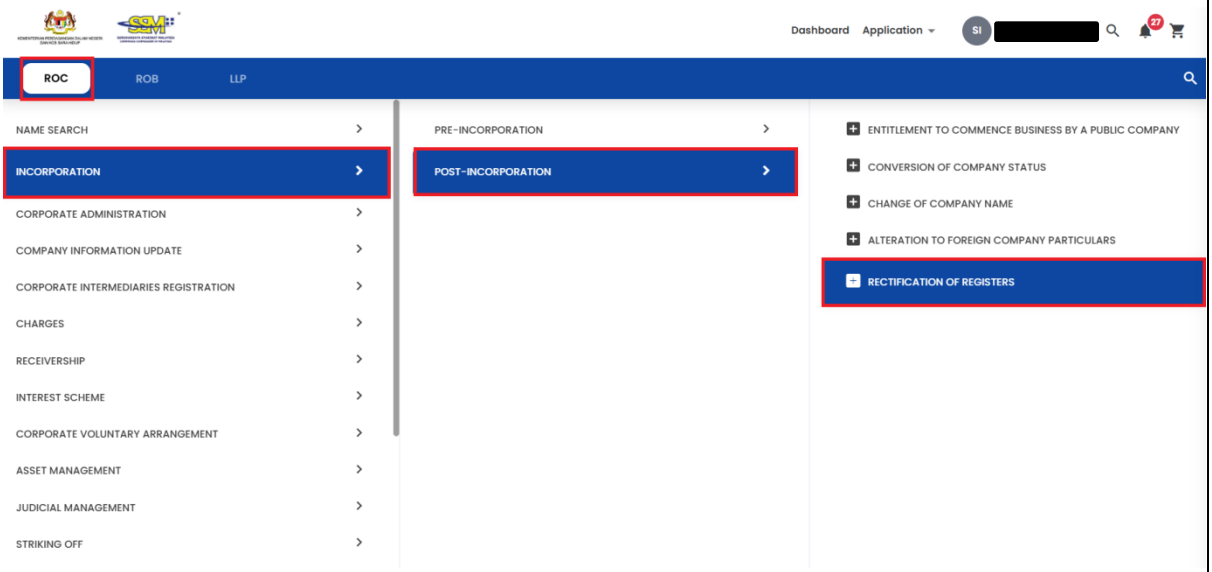
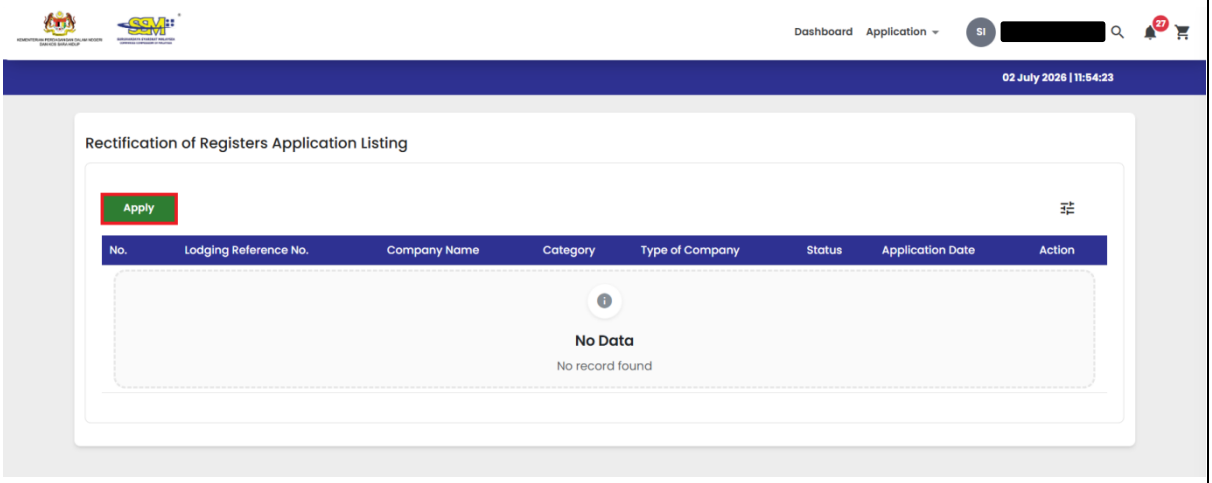
Field Num.	Description
	
5	On the **Confirmation** pop-up, please click **Yes**. Then, please complete the payment. 
6	The payment was completed.

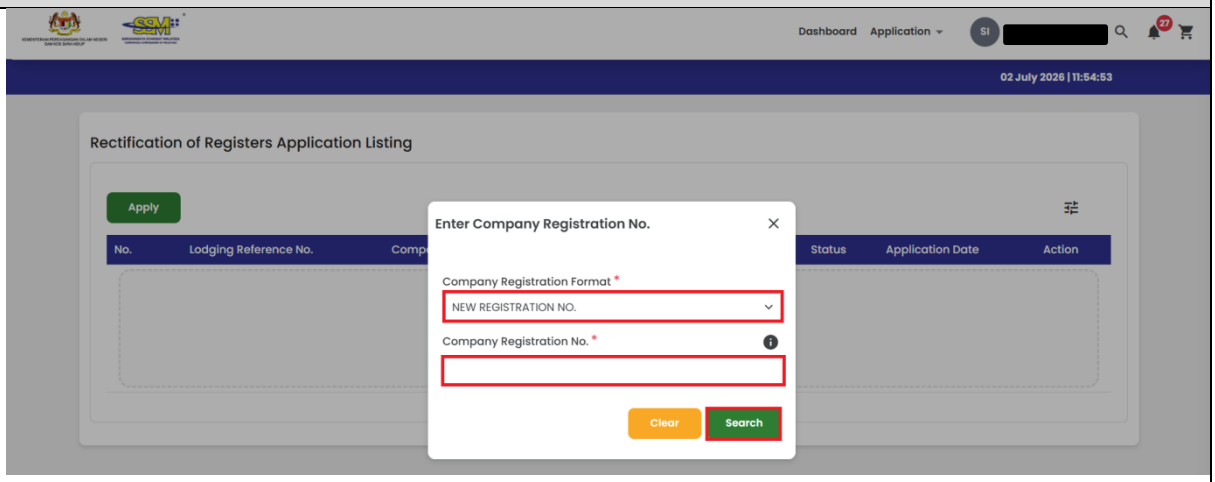
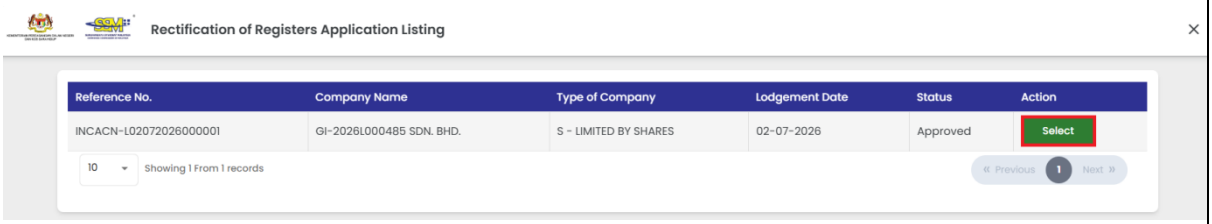
Field Num.	Description
	
7	**Note**: Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the approval of the **application**.

4.5 Rectification of Registers

4.5.1 Initiate the Application

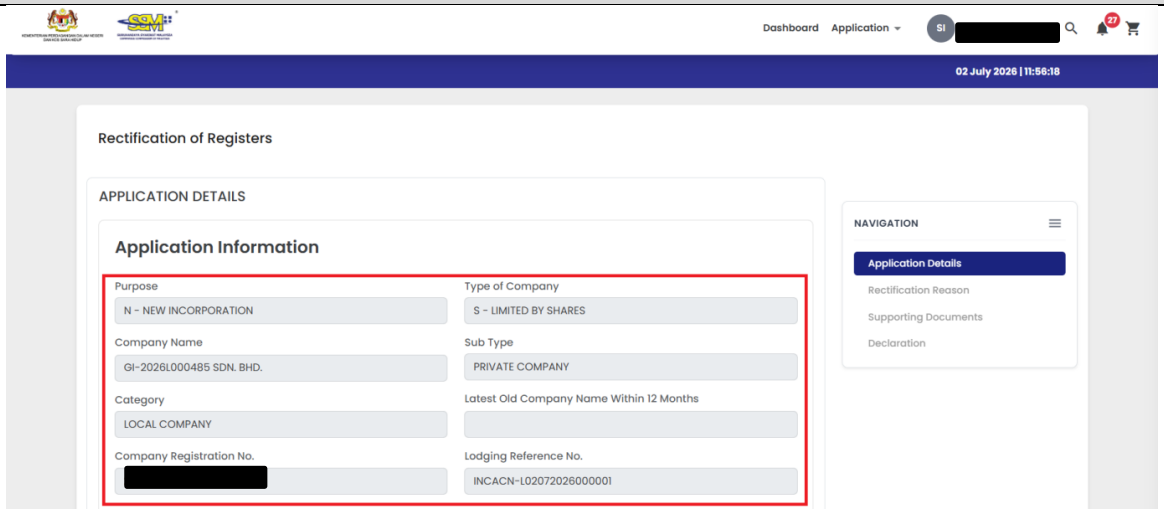
Field Num.	Description
1	From the **Dashboard**, click **Application**.

Field Num.	Description
	
2	Click **ROC -> Incorporation -> Post-Incorporation -> Rectification of Registers**. 
3	Click **Apply**. 
4	On the **Enter Company Registration** pop-up, select **Company Registration Format** and enter **Company Registration No**. Then, click **Search**.

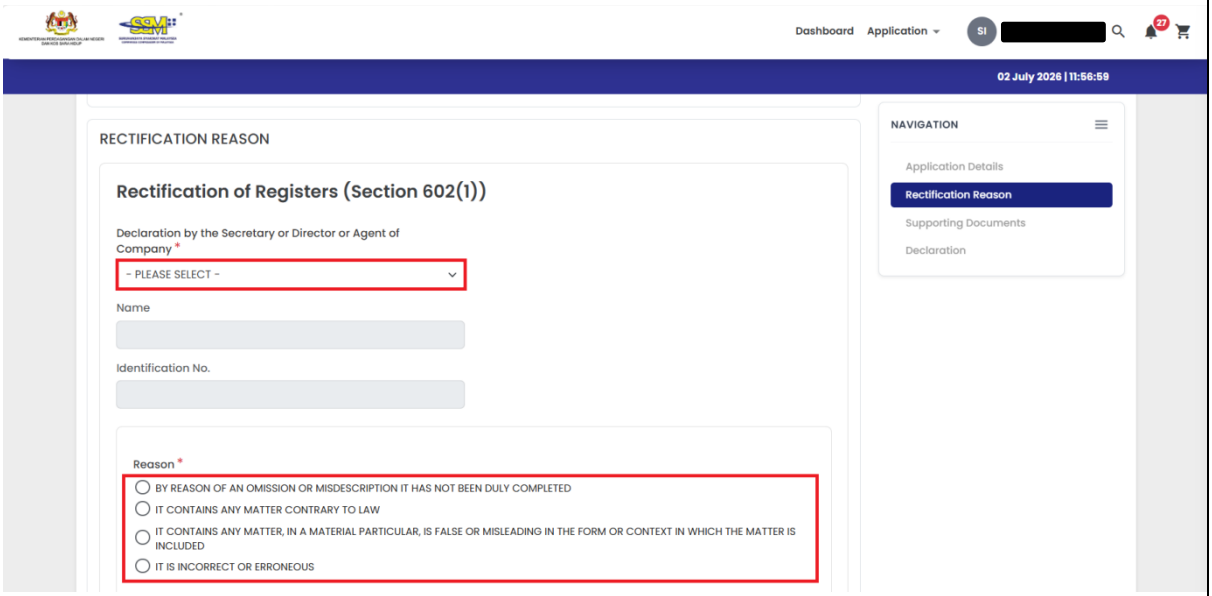
Field Num.	Description
	
5	Click **Select**. 

4.5.2 Application Details

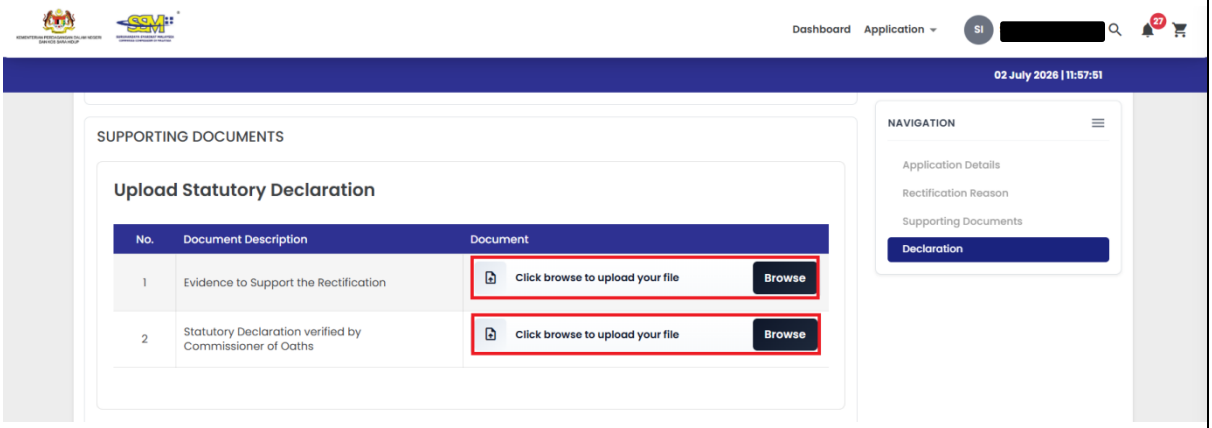
Field Num.	Description
1	The system will auto-populate the **Application Information** section. Please proceed to the next step.

Field Num.	Description
	
2	**Please proceed with the necessary amendments to the fields that require updates. Kindly review each field carefully and ensure that all required changes are completed accordingly.**

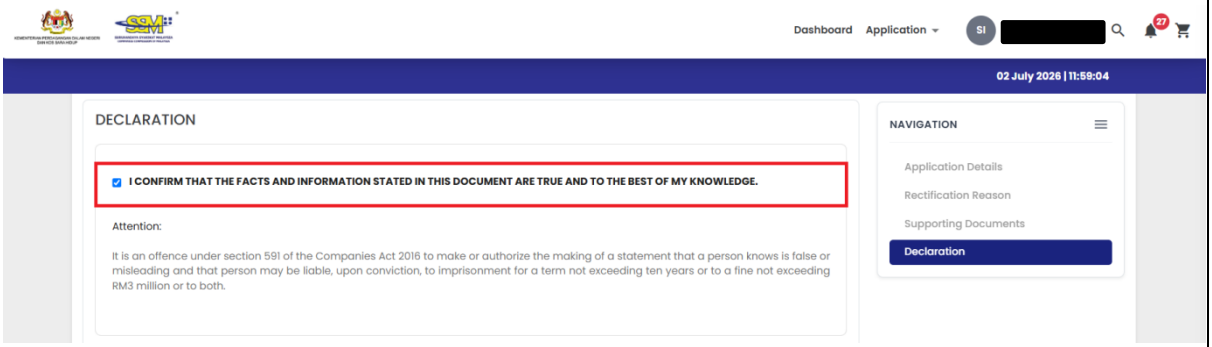
4.5.3 Rectification Reason

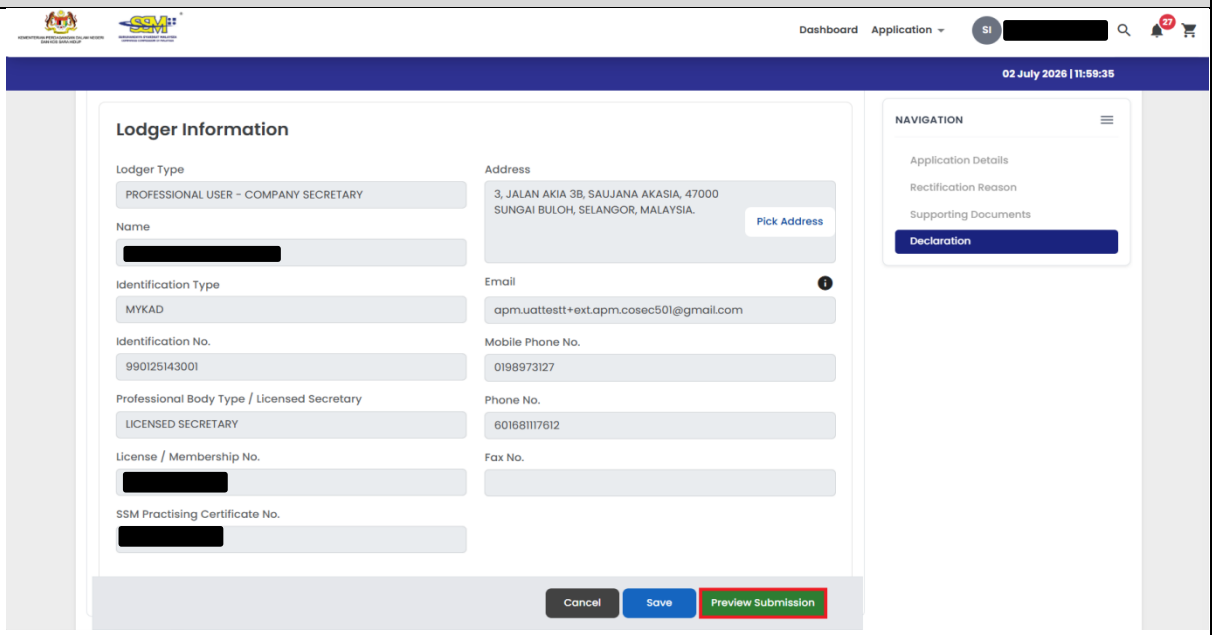
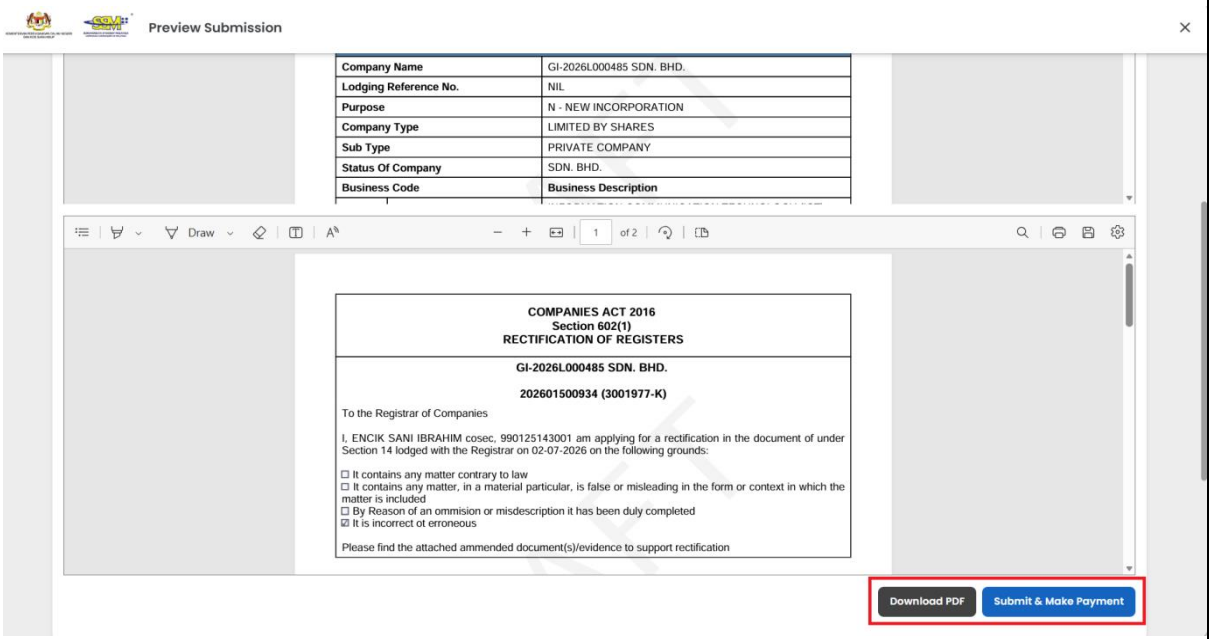
Field Num.	Description
1	Scroll down to the **Rectification if Registers (Section 602(1))** section. Then, select **Declaration by the Secretary or Director or Agent of Company** and select **Reason**. 

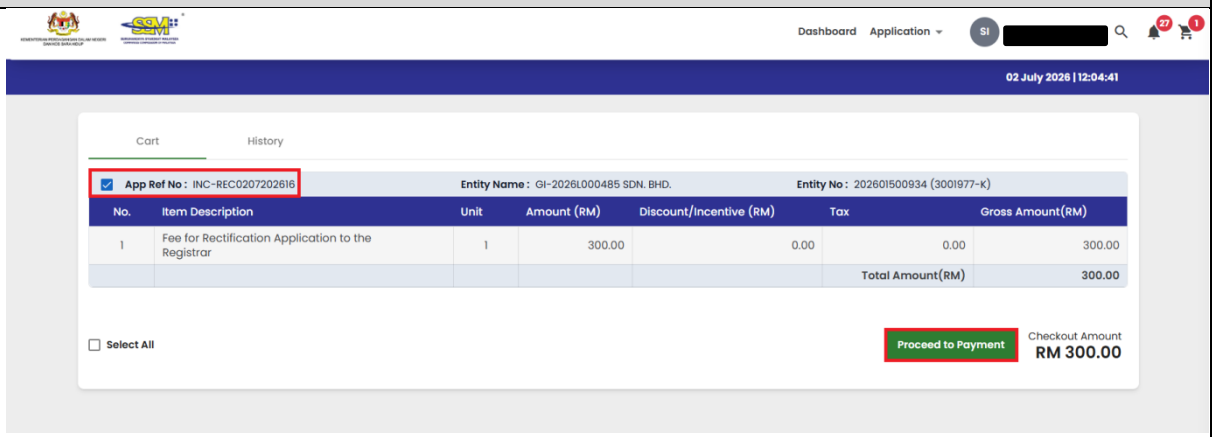
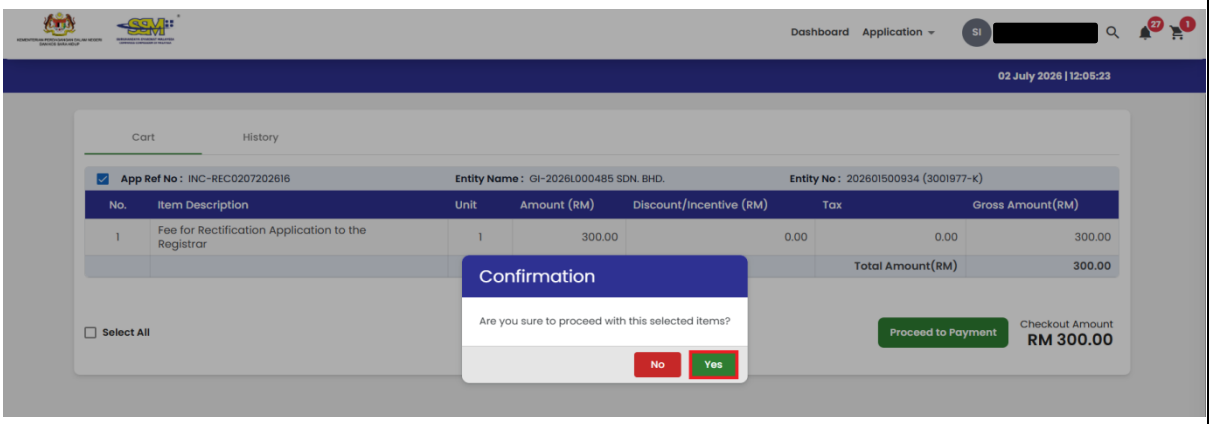
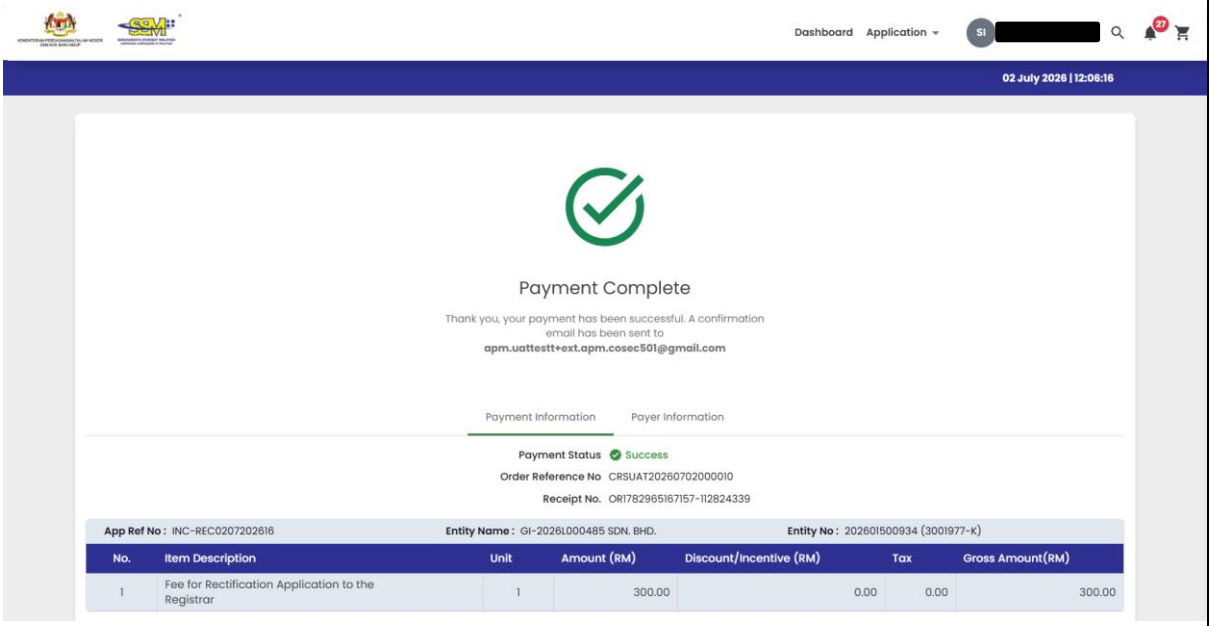
4.5.4 Supporting Documents

Field Num.	Description
1	Scroll down to the **Upload Statutory Declaration** section, click **Browse** to select and upload the document(s). 

4.5.5 Declaration and Preview Submission

Field Num.	Description
1	Scroll down to the **Declaration** section. Then, click **I CONFIRM THAT THE FACTS ANY INFORMATION STATED IN THE DOCUMENT ARE TRUE AND TO BEST OF MY KNOWLEDGE**. 
2	Scroll down to the **Lodger Information** section. Then, click **Preview Submission**.

Field Num.	Description
	
3	Click **Download PDF** to download the PDF preview submission. Then, click **Submit & Make Payment** to proceed to the payment. 
4	In the **Payment Cart** page, select the **lodgement**. Then, click **Proceed to Payment**.

Field Num.	Description
	
5	On the **Confirmation** pop-up, please click **Yes**. Then, please complete the payment. 
6	The payment was completed. 

Field Num.	Description
7	**Note**: Upon **successful submission**, the public user will receive an **email notification** confirming that the **application has been received**. Upon **approval**, the public user will receive both **system** and **email notifications** confirming the approval of the **application**.

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.*