



CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

**Initiate
Strike Off**

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1. Introduction

1.1 Purpose of Document

This manual provides comprehensive guidance on using the **(CISO) Initiate Striking Off** module in CRS – HT4. It is intended for registry officers, back office staff and authorised public users who perform a company name checks, pre-approvals and validations as part of company registration workflows.

The manual covers functional overview, user roles, navigation, search procedures, evaluation criteria and decision workflows. All instructions assume that the users have valid CRS – HT4 credentials and appropriate permissions.

1.1.1 Prerequisite

A registered external **company secretary** (EXT-COSEC) active in **SSM4U** that has been verified and has a valid SSM Practising Certificate of the entity.

2. Model Overview

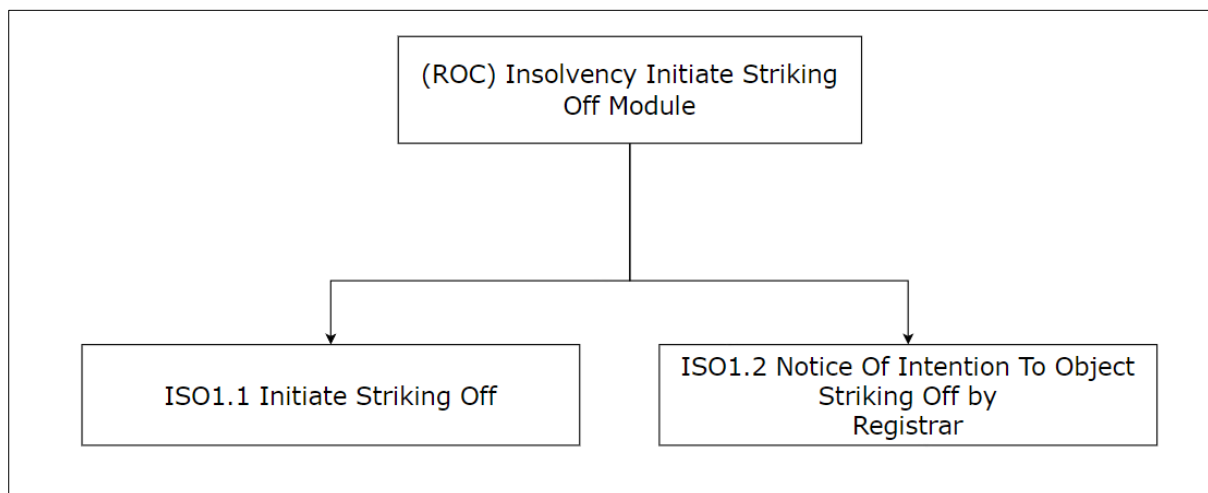
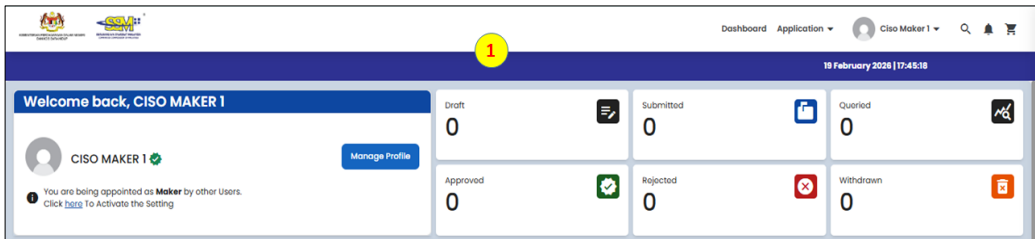
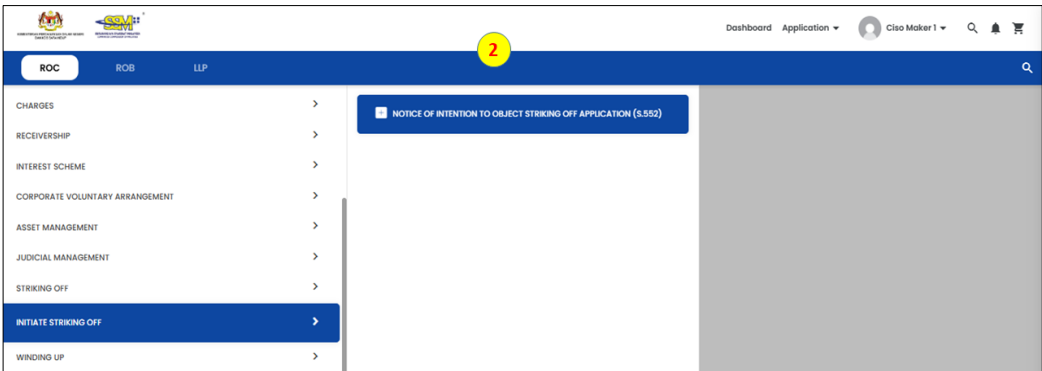
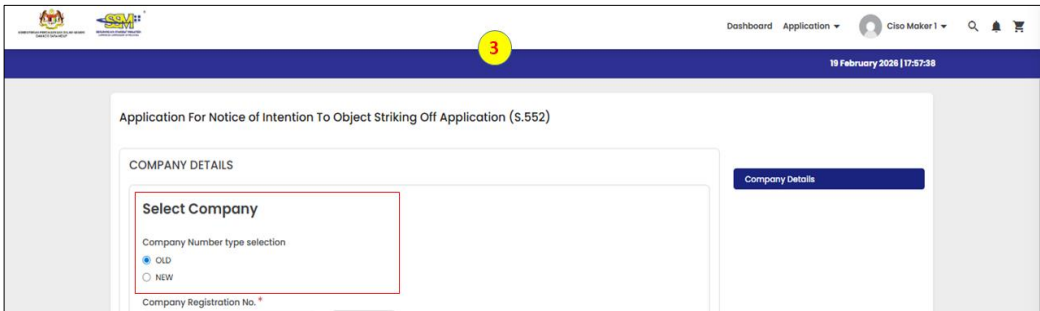


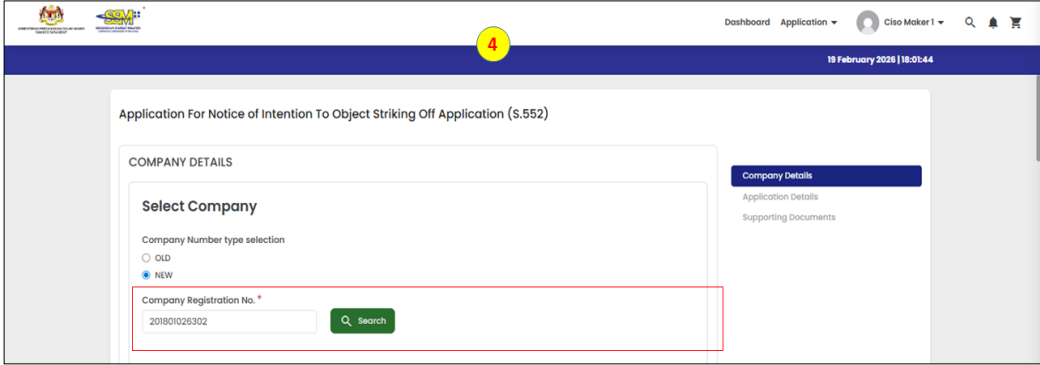
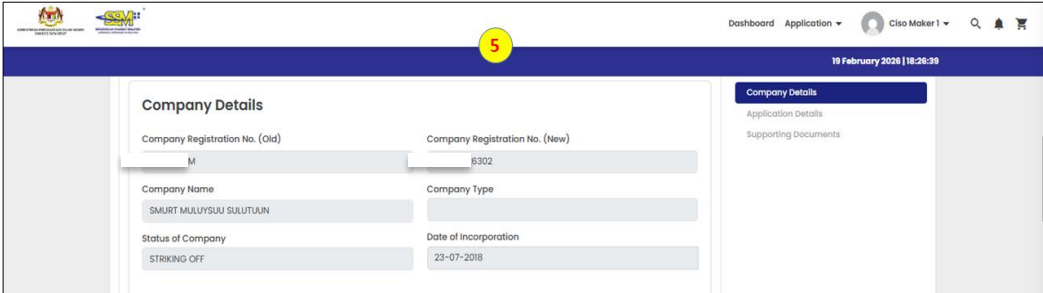
Figure 1 Functional Diagram

3. Intention to Object to Striking Off by Registrar

3.1 Verify the system allows the user to perform a valid company Search

3.1.1 Steps 1 – 5

Field Num.	Description
1	From Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Then, click on Application -> Register of Company (ROC) -> Initiate Striking Off -> Notice of Intention to Object Striking Off (s.552) 
3	Select Type of Company Registration No <i><old/new></i> 

Field Num.	Description
4	Enter valid Company Registration No <i>>20 character or less<</i> Then Click on the Search button. 
5	System retrieves Company Details (Ensure the following fields are auto populated) • Company Registration No. (Old) • Company Registration No. (New) • Company Name • Company Type • Status of Company 

3.2 Verify the system validates that the Company Status is "Striking off in Progress"

Repeat **Steps 1 – 4** (from the previous section 3.1.1)

3.2.1 Step 5

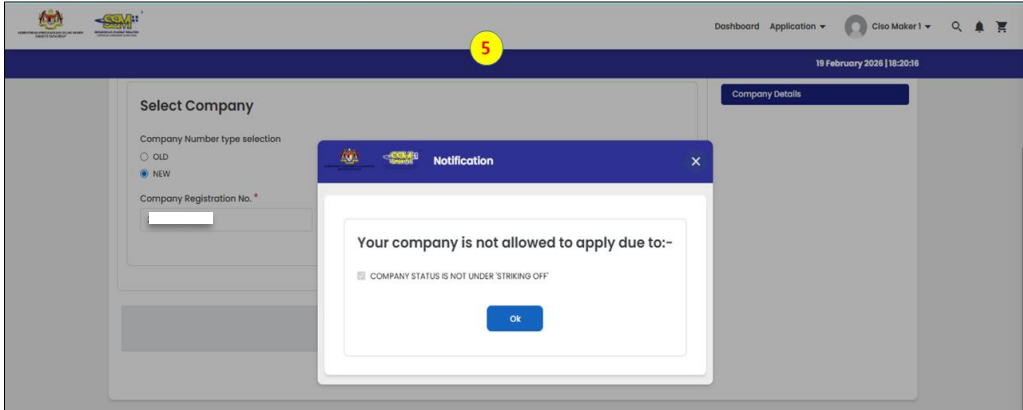
Field Num.	Description
5	System retrieves Company Details (Ensure the following fields are auto populated) • Company Registration No. (Old) • Company Registration No. (New) • Company Name

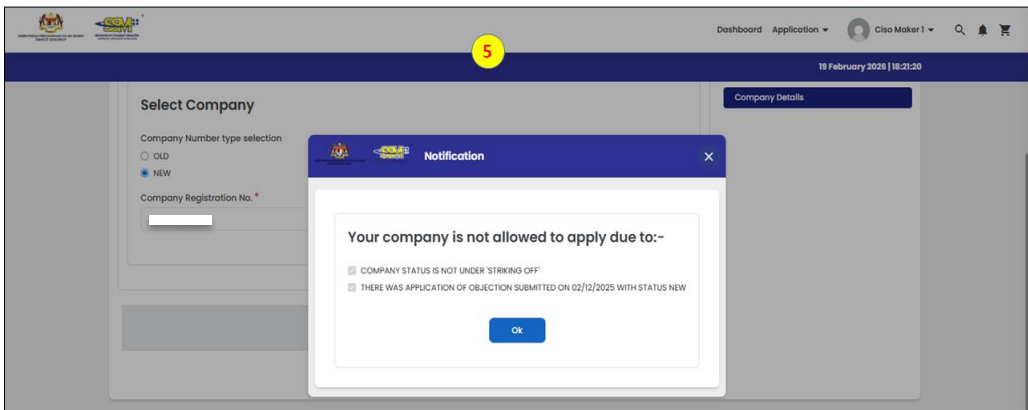
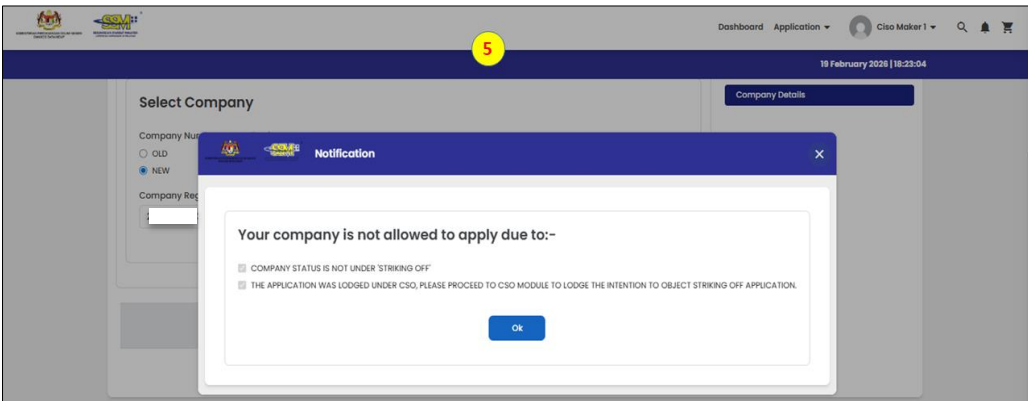
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Field Num.	Description	
	• Company Type • Status of Company <i><STRIKING OFF></i> 	

3.3 Verify the system prevents submission (display various error handling messages)

Repeat **Steps 1 – 4** (from the previous section 3.1.1)

3.3.1 Step 5

Field Num.	Description
5	System display error handling messages that prevents submission. Then click OK  <i><System prompts message: "Company Status is not Under Striking Off" cannot open the application></i>

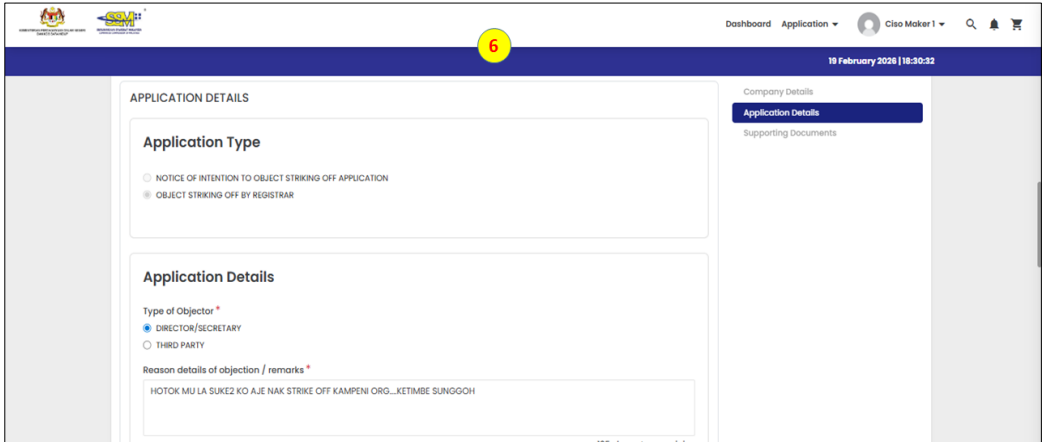
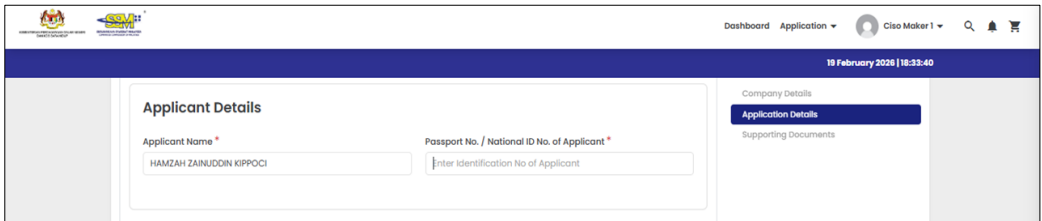
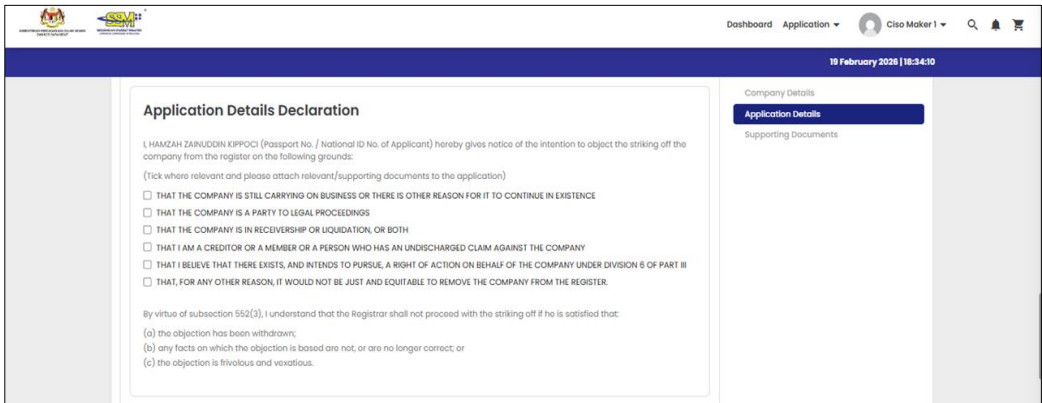
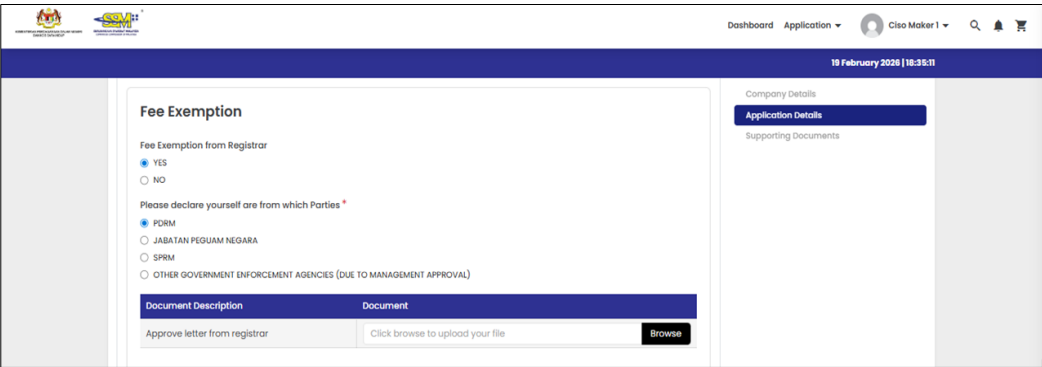
Field Num.	Description
	 <System prompts message: "There was application of Objection submitted on 02/12/2025 with status New" cannot open the application>
	 <System prompts message: "The application was lodged under CSO, please proceed to CSO module to lodge the intention to object striking off application" cannot open the application>

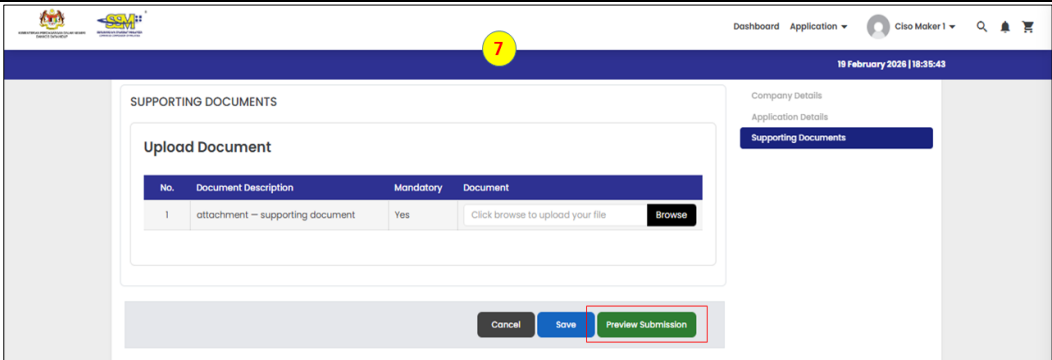
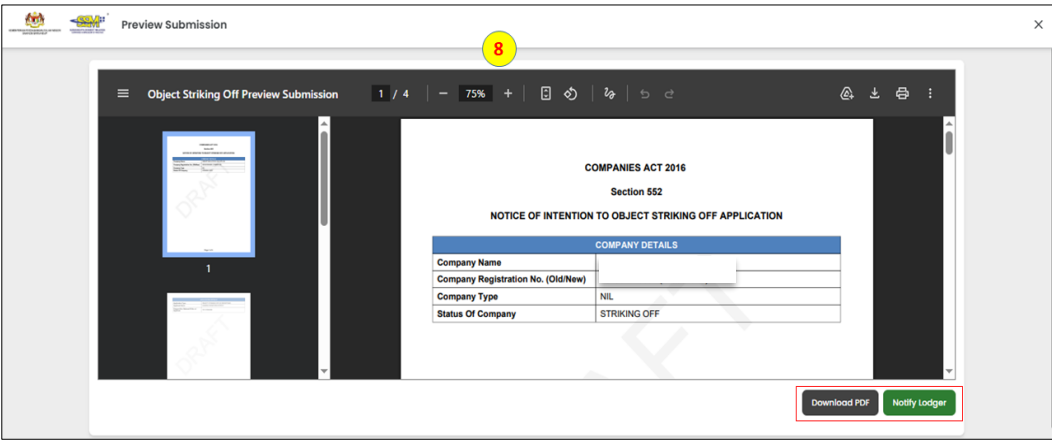
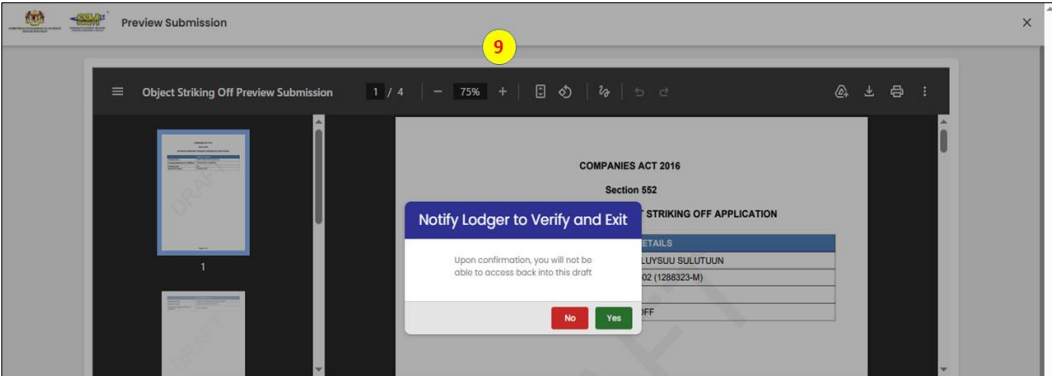
3.4 Submit Application of Intention to Object to Striking Off (Company Compound)

Repeat **Steps 1 – 5** (from the previous section 3.1.1)

3.4.1 Step 6 - 9

Field Num.	Description
6	In the Application Details section, enter the necessary information:

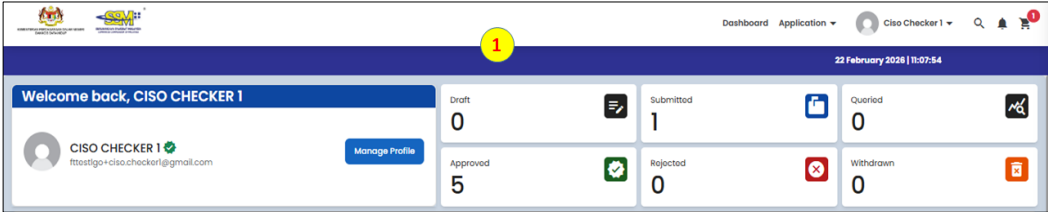
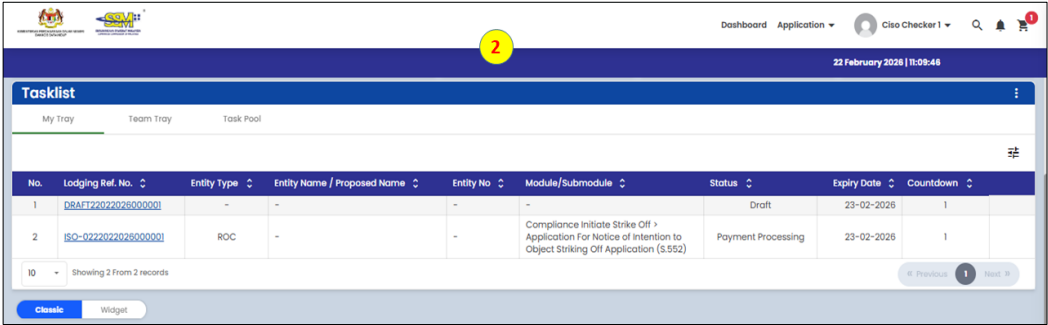
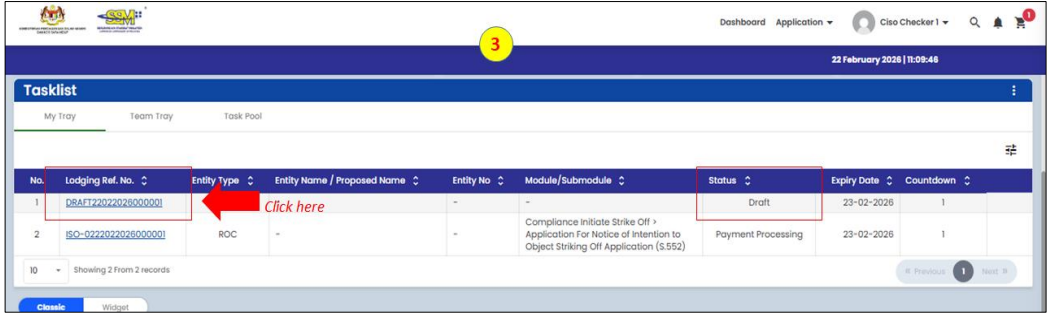
Field Num.	Description
	
	
	
	
7	In the Supporting Documents section, upload the required document(s), then click Preview Submission

Field Num.	Description
	
8	Click Download PDF then click Notify Lodger 
9	The system validates that the Company Status is "Striking Off In Progress" 

4. Continue with Draft Application

4.1 Verify the application draft prepared by the maker

4.1.1 Steps 1 – 4

Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	From the Dashboard, navigate to the Tasklist section. <i>Note: The My Tray tab will be selected by default.</i> 
3	Click the Draft application in the My Tray listing. 
4	The system retrieves and displays all draft applications in the task list.

4.2 Continue Application as Draft and Submit

Repeat **Steps 1 – 4** (from the previous section 4.1.1)

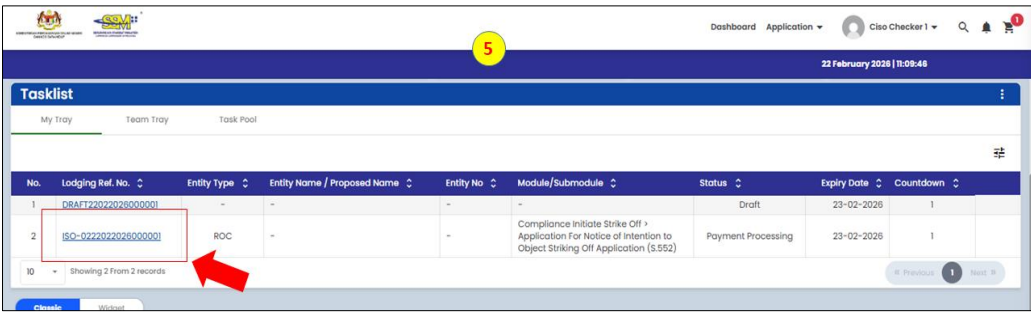
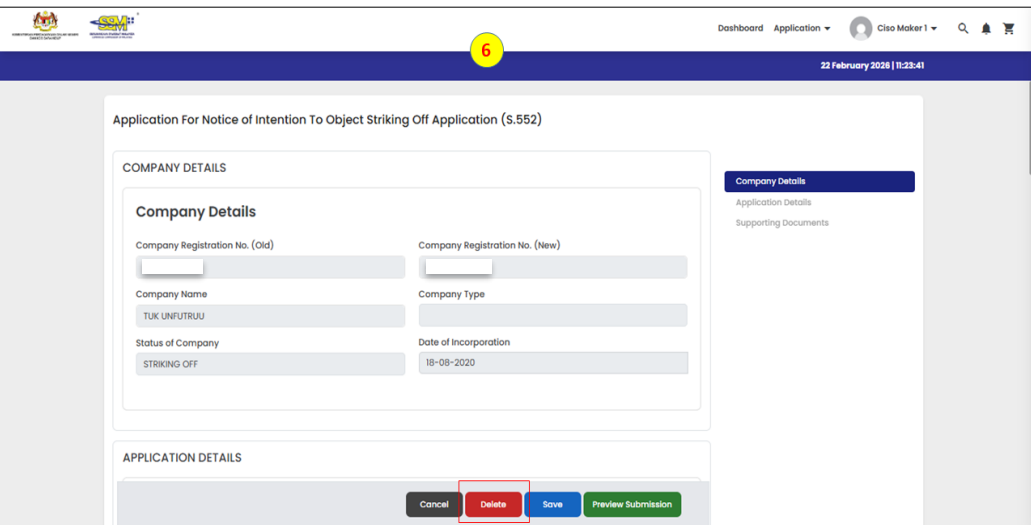
4.2.1 Steps 5 – 8

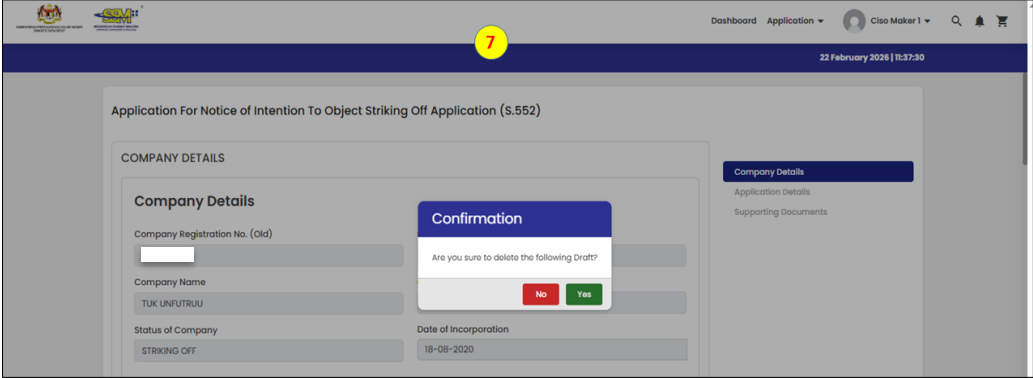
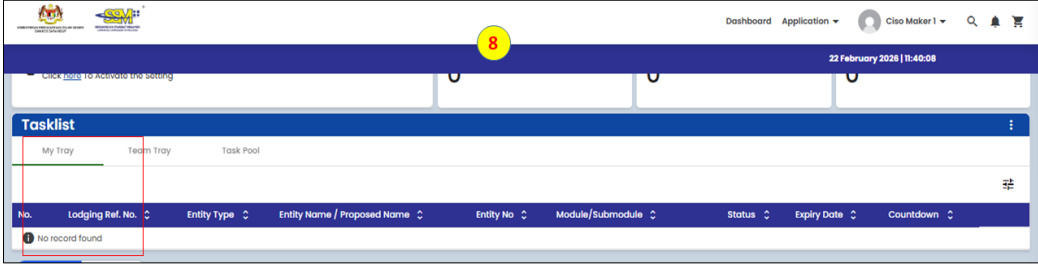
Repeat **Steps 6 – 9** (from the previous section 3.4.1)

4.3 Delete Draft Application

Repeat **Steps 1 – 4** (from the previous section 4.1.1)

4.3.1 Steps 5 – 8

Field Num.	Description
5	Select the Company from the My Tray listing 
6	The system retrieves the Company Details  Then click Delete the Application
7	The system prompts "Are you sure to delete the following Draft? Then click

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Field Num.	Description	
	OK 	
8	Verify that the application has been removed from the My Tray 	

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.