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

INSOLVENCY - ASSET MANAGEMENT (AMC)

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.

This user guide covers the business processes **Application to Registrar to Represent Dissolved Company (Section 556 of the Companies Act 2016)** and **Application to Registrar to Represent, Vest and Dispose Asset of Dissolved Company (Section 556, 557 and 558 of the Companies Act 2016)**.

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

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

2 Module Overview

This user guide covers the following business processes:

1. **Application to Registrar to Represent Dissolved Company (Section 556 of The Companies Act 2016)**
    - Submit application online
    - Submit document to the nearest SSM
    - Make payment application fee
    - Make payment execution fee (if approve)

2. **Application to Registrar to Represent, Vest and Dispose Asset of Dissolved Company (Section 556, 557 and 558 of The Companies Act 2016)**
    - Submit application online
    - Submit documents to the nearest SSM
    - Make payment application fee
    - If approve (agree/ disagree/ counter proposal on asset purchase price)
    - Make full payment on asset purchase price/ first payment and balance purchase price
    - Make payment execution fee (if approve)

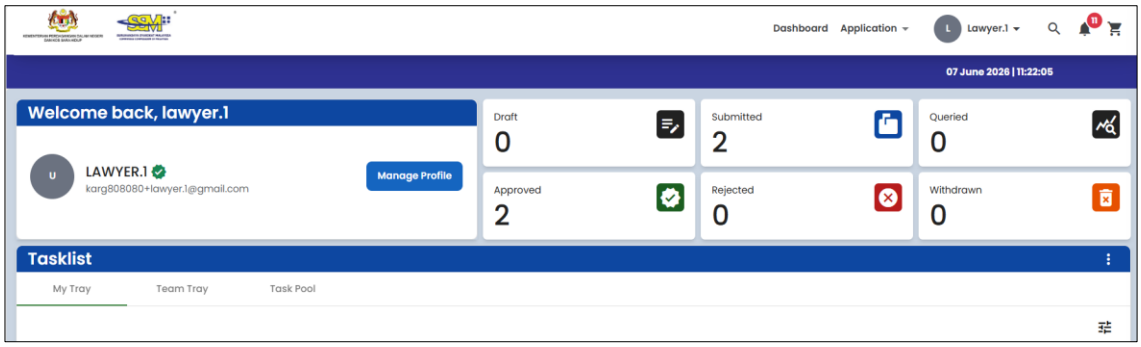
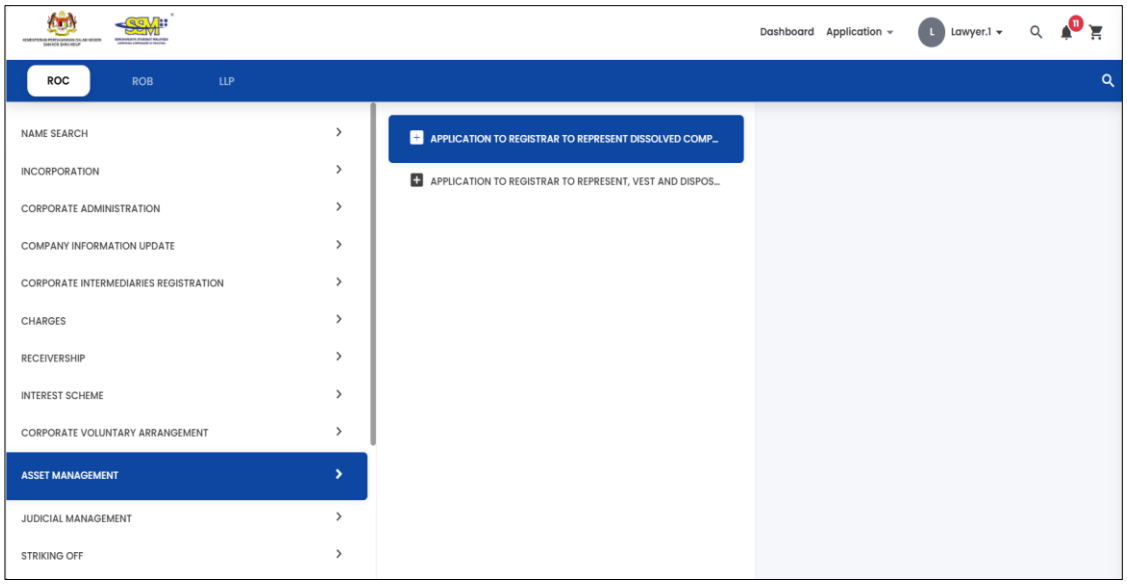
User Role

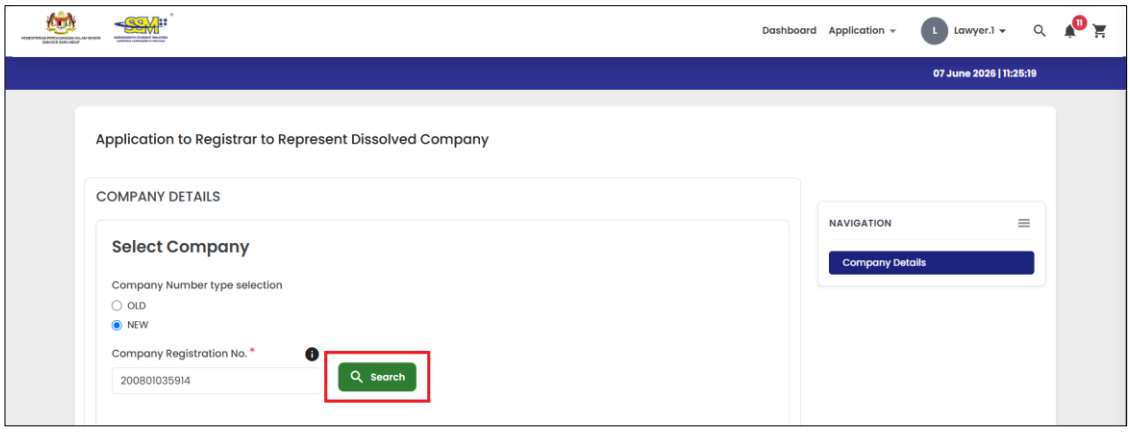
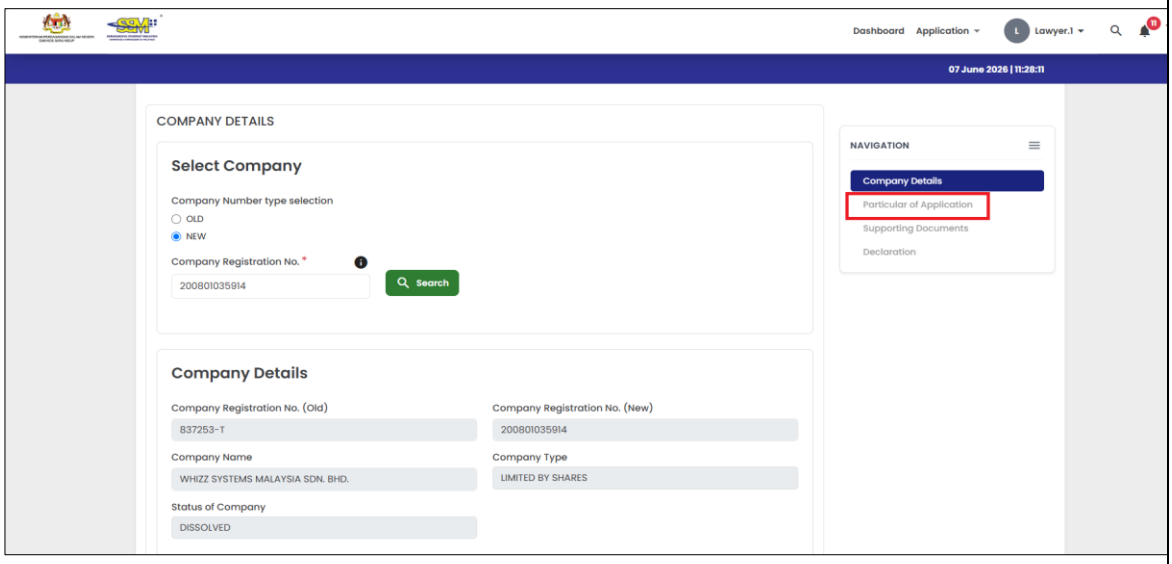
A registered **external authorised user - lawyer**/ verified user – individual active in **SSM4U** that has been verified and has a valid SSM Practising Certificate of the entity.

3 Application to Registrar to Represent Dissolved Company (Section 556 of the Companies Act 2016)

3.1 Submit Application

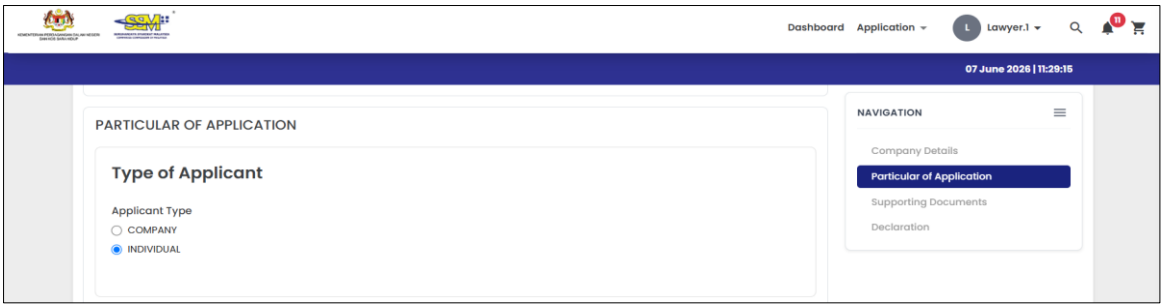
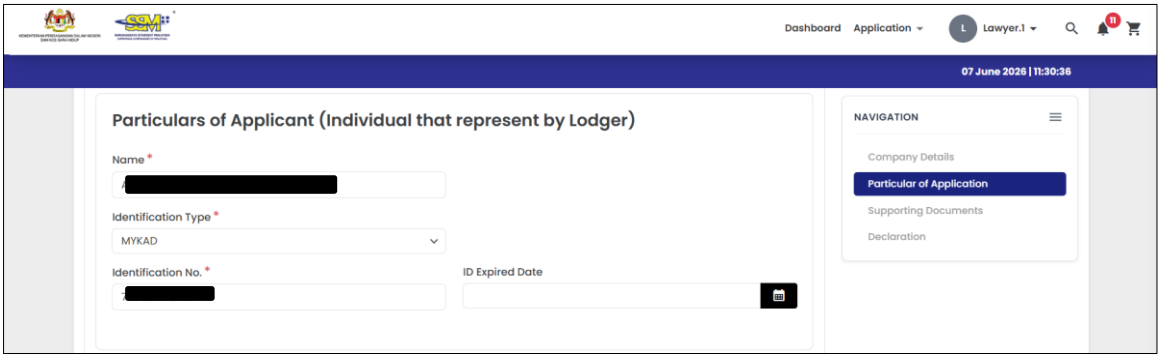
3.1.1 Company Details

Field Num.	Description
1	From the **Dashboard,** go to the navigation bar and click **Application**. 
2	Then, click on **Application** > **ROC** -> **Asset Management** -> **Application to Registrar to Represent Dissolved Company** 

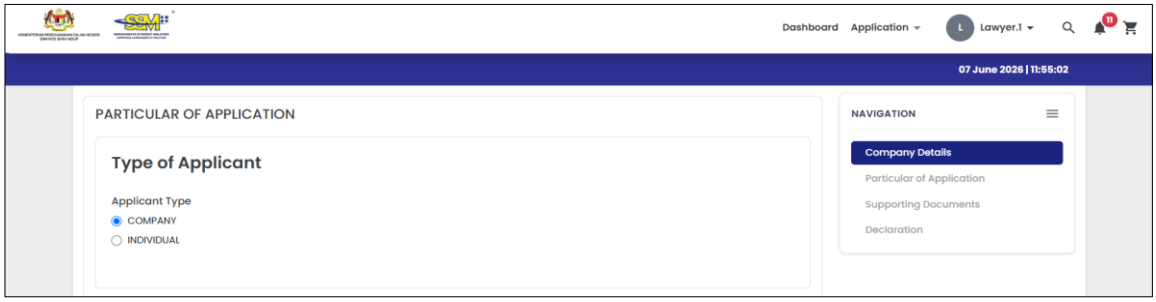
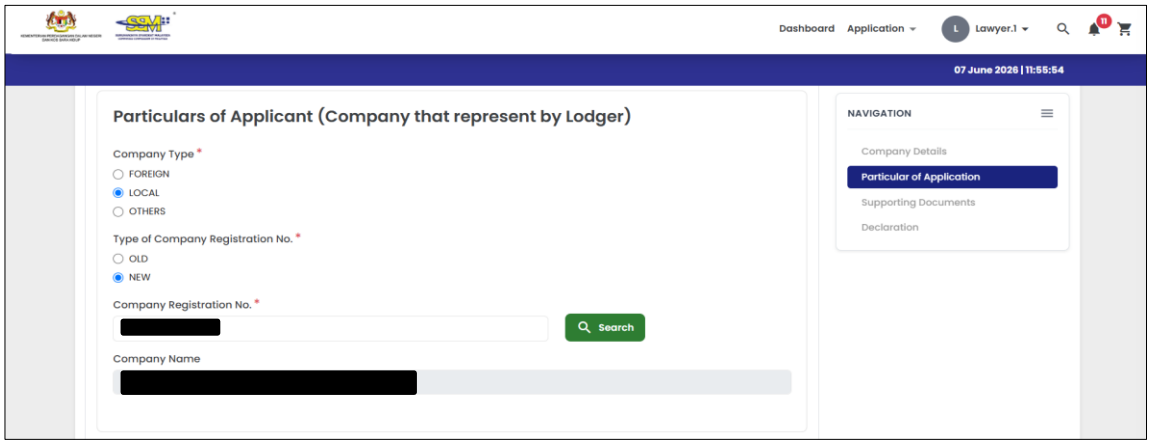
Field Num.	Description
3	In the **Company Details** section, select **NEW** or **OLD** and enter **Company Registration No**. Then, click **Search**. 
4	System will auto-populate the **Company Details** section. Please proceed to the next step. 
5	Next, please proceed to the **Particulars of Applicant** section. If the **Particulars of Applicant** is **Individual**, please proceed to the **3.1.2.1 Individual**. If **Particulars of Applicant** is **Company**, please proceed to the **3.1.2.2 Company**.

3.1.2 Particulars of Applicant

3.1.2.1 Individual

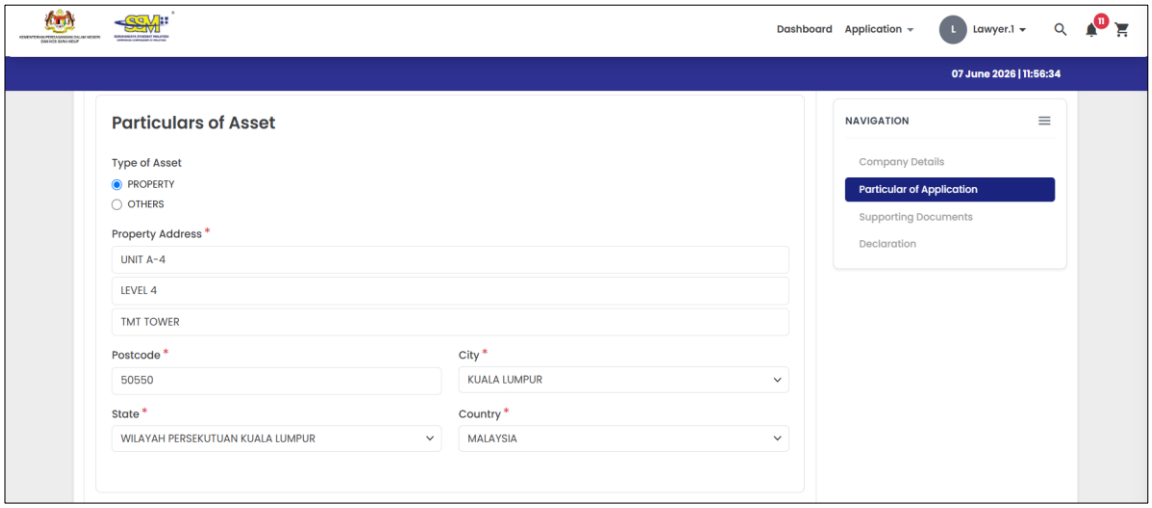
Field Num.	Description
1	Select the **Applicant Type – INDIVIDUAL**. 
2	Enter the **Name**, select the **Identification Type**, enter the **Identification No** and **ID Expired Date** (if needed). 
3	Next, please proceed to the **Particulars of Asset** section. If the **Type of Asset** is **Property**, please proceed to the **3.1.3.1 Property**. If the **Type of Asset** is **Others**, please proceed to the **3.1.3.2 Others**.

3.1.2.2 Company

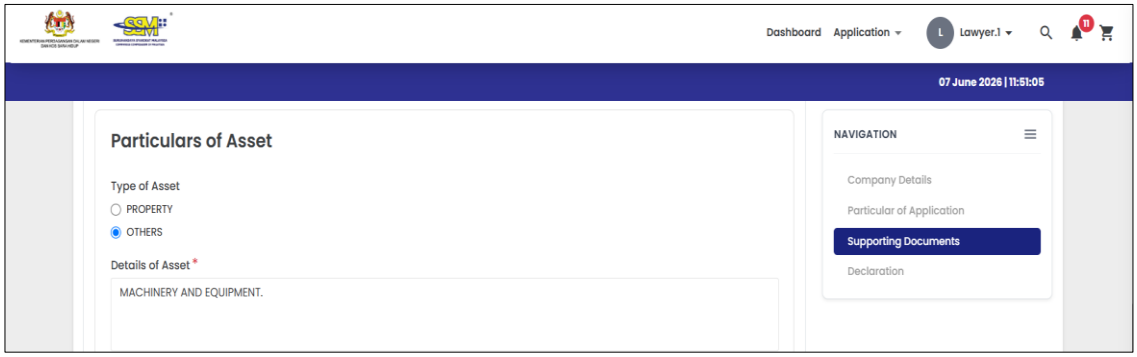
Field Num.	Description
1	Select the **Applicant Type – COMPANY**. 
2	Select the **Company Type**, **Type of Company Registration No**. and enter the **Company Registration No**. Then, click **Search**. 
3	Next, please proceed to the **Particulars of Asset** section. If the **Type of Asset** is **Property**, please proceed to the **3.1.3.1 Property**. If the **Type of Asset** is **Others**, please proceed to the **3.1.3.2 Others**.

3.1.3 Particulars of Asset

3.1.3.1 Property

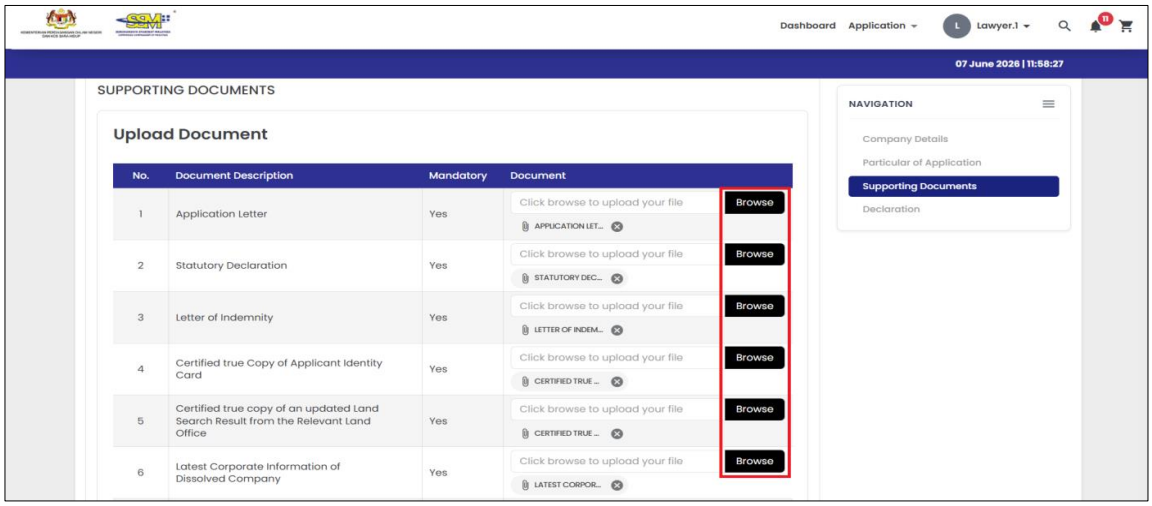
Field Num.	Description
1	Select the **Type of Asset - PROPERTY**. Then, enter the **Property Address** and **Postcode**. 
2	Next, please proceed to the **3.1.4 Supporting Documents** section, **3.1.4.1 Property**.

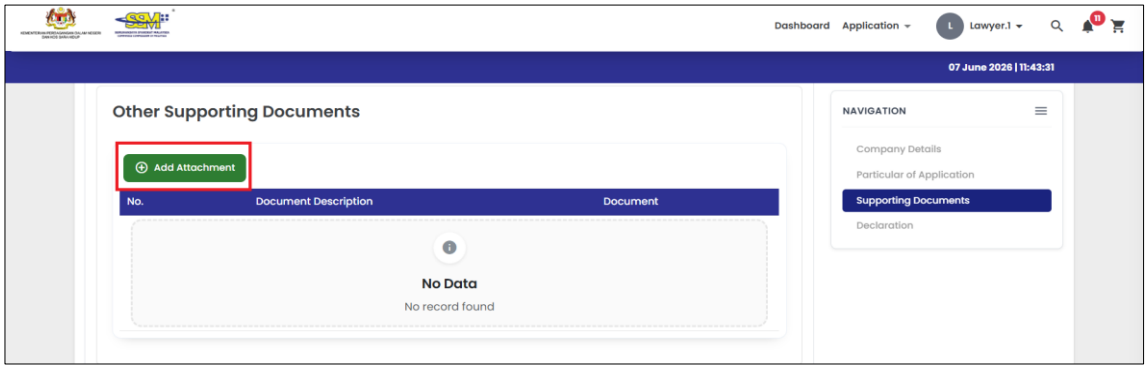
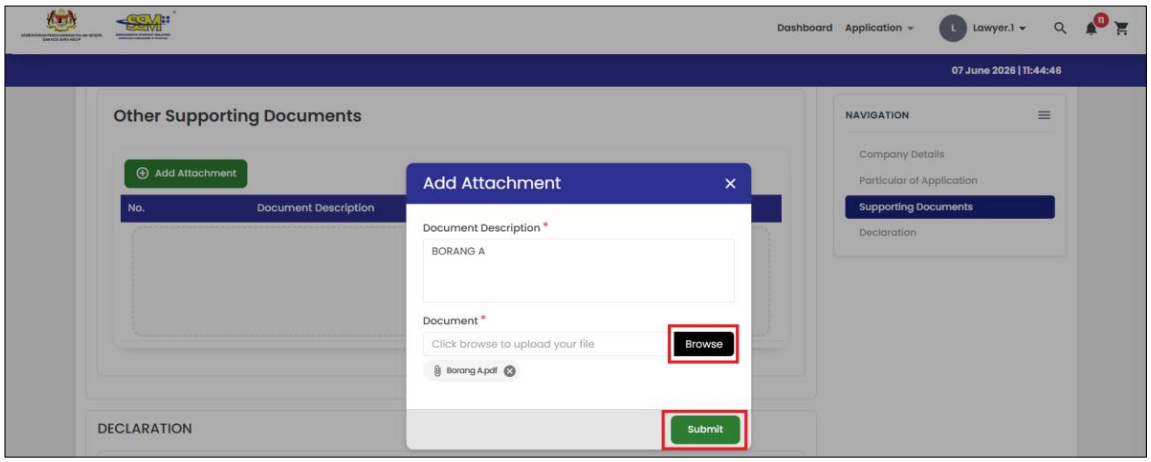
3.1.3.2 Others

Field Num.	Description
1	Select the **Type of Asset - OTHERS**. Then, enter the **Details of Asset**. 
2	Next, please proceed to the **3.1.4 Supporting Documents** section, **3.1.4.2 Others**.

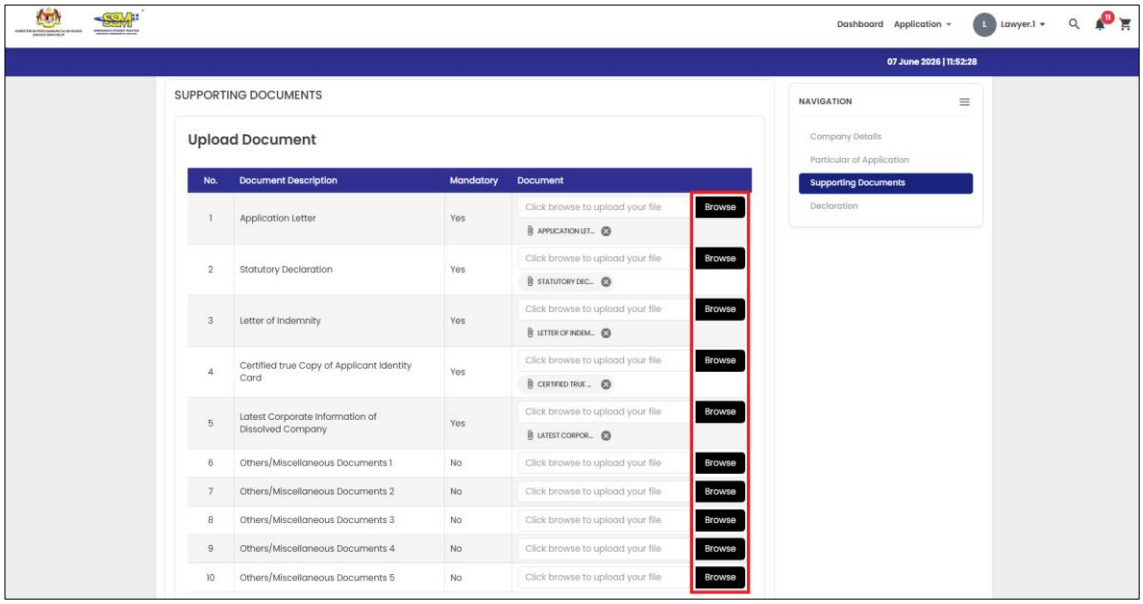
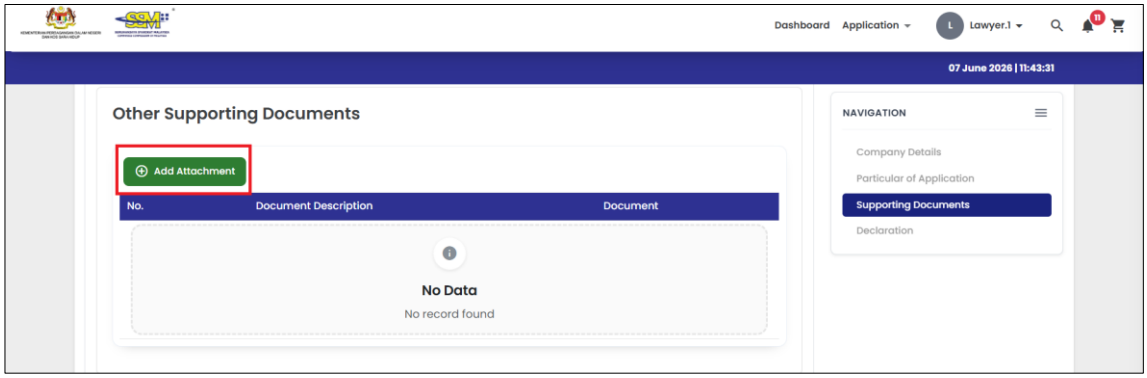
3.1.4 Supporting Documents

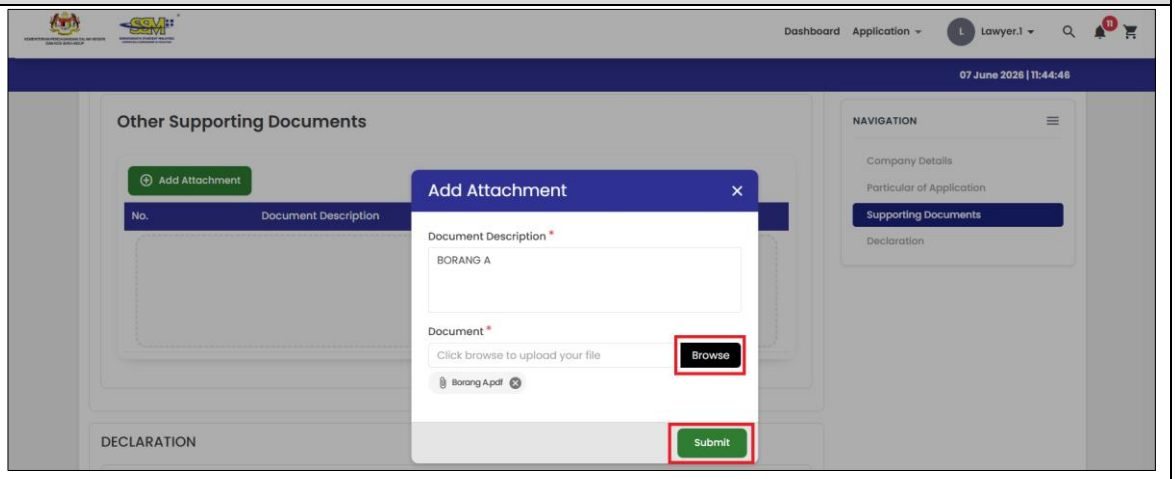
3.1.4.1 Property

Field Num.	Description
1	In the **Supporting Documents** section, click **Browse** to select and upload the documents. 

Field Num.	Description
2	Scroll down to the **Other Supporting Documents** section, click **Add Attachment**. 
3	On the **Add Attachment** popup, enter the **Document Description** and click **Browse** to select and upload the document. Then, click **Submit**. 
4	
5	Next, please proceed to the **3.1.5 Declaration, Preview Submission and Payment Application Fee**.

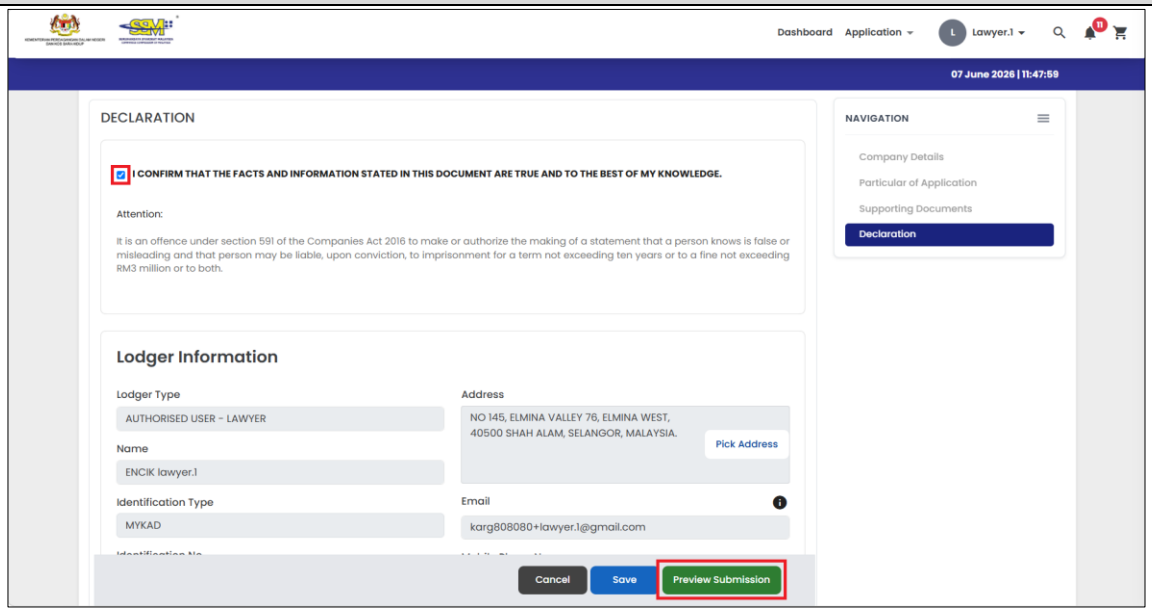
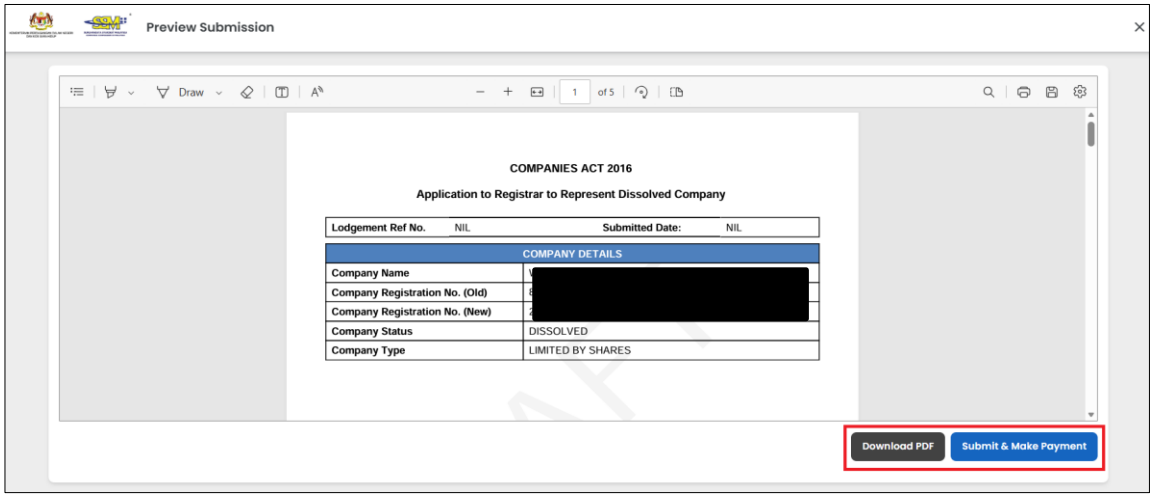
3.1.4.2 Others

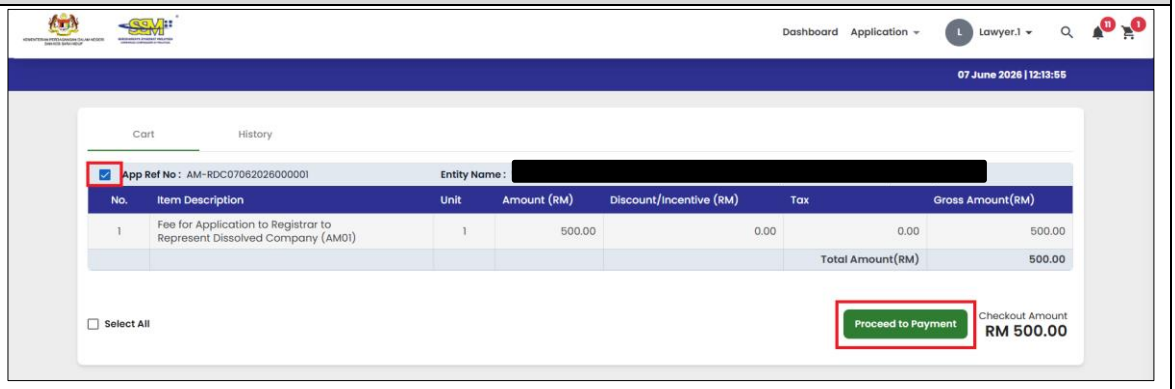
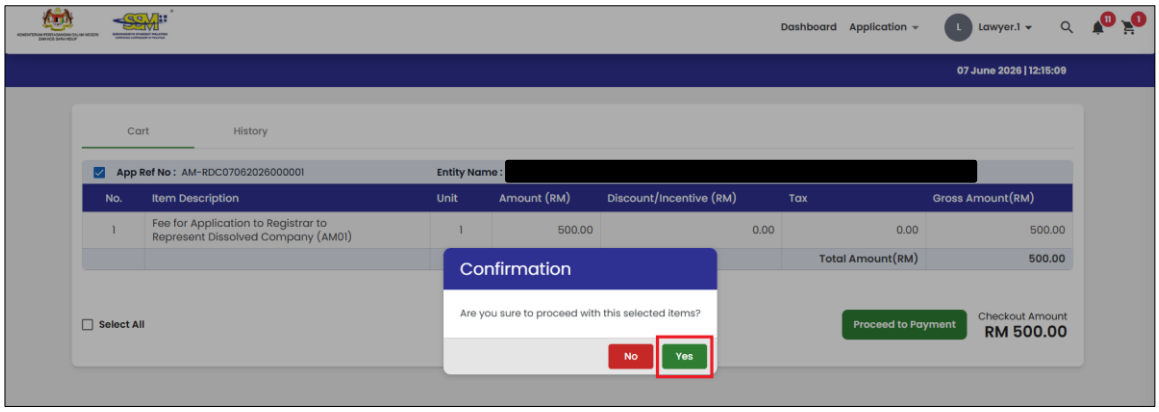
Field Num.	Description
1	In the **Supporting Documents** section, click **Browse** to select and upload the documents. 
2	Scroll down to the **Other Supporting Documents** section, click **Add Attachment**. 
3	On the **Add Attachment** popup, enter the **Document Description** and click **Browse** to select and upload the document. Then, click **Submit**.

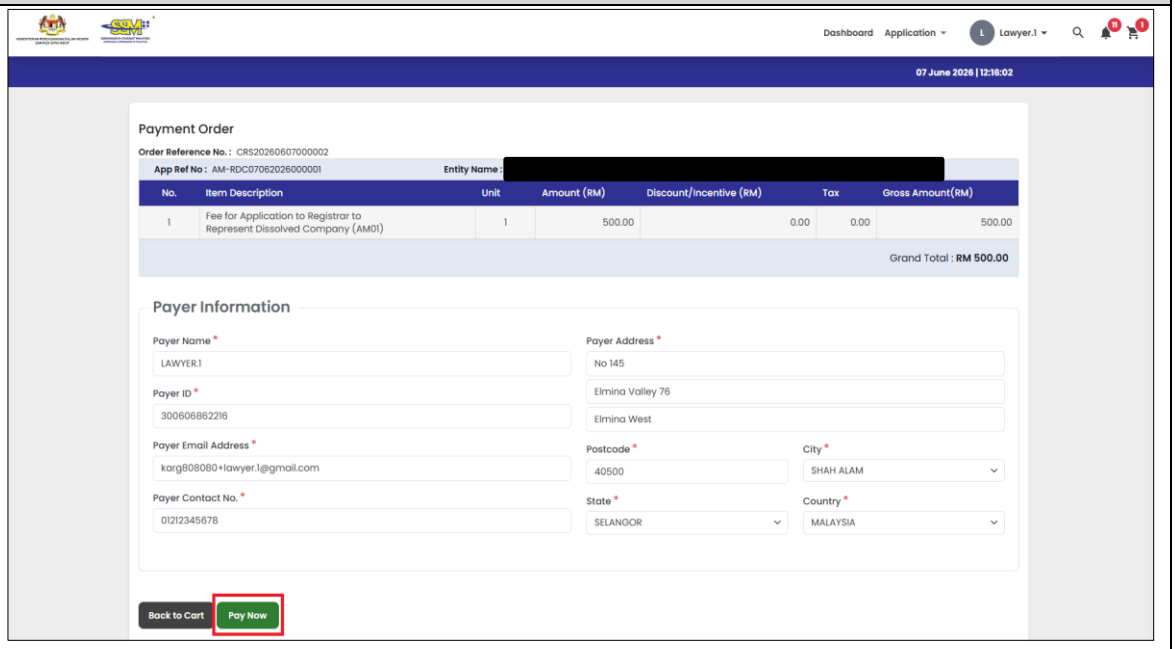
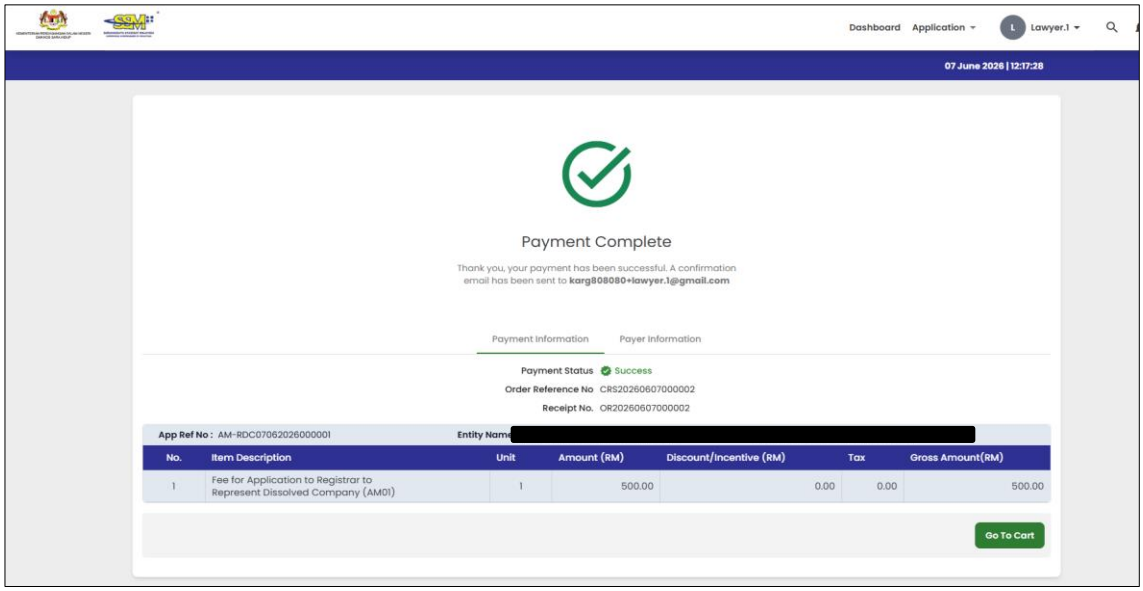
Field Num.	Description
	
4	
5	Next, please proceed to the **3.1.5 Declaration, Preview Submission and Payment Application Fee**.

3.1.5 Declaration, Preview Submission and Payment Application Fee

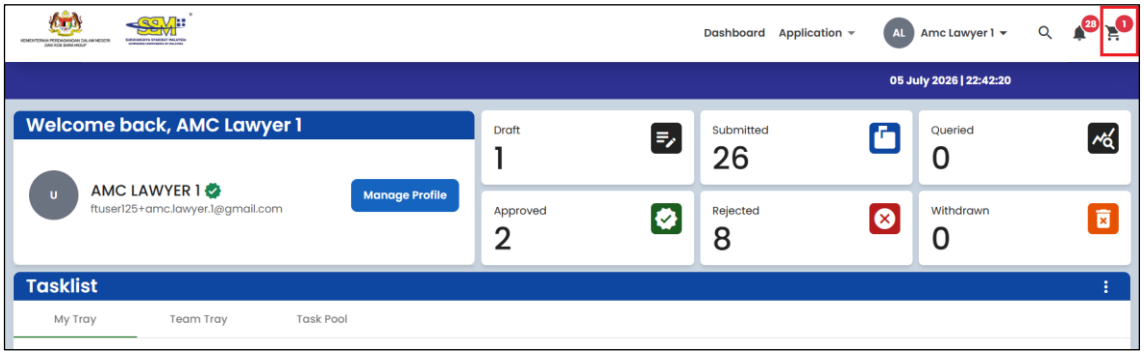
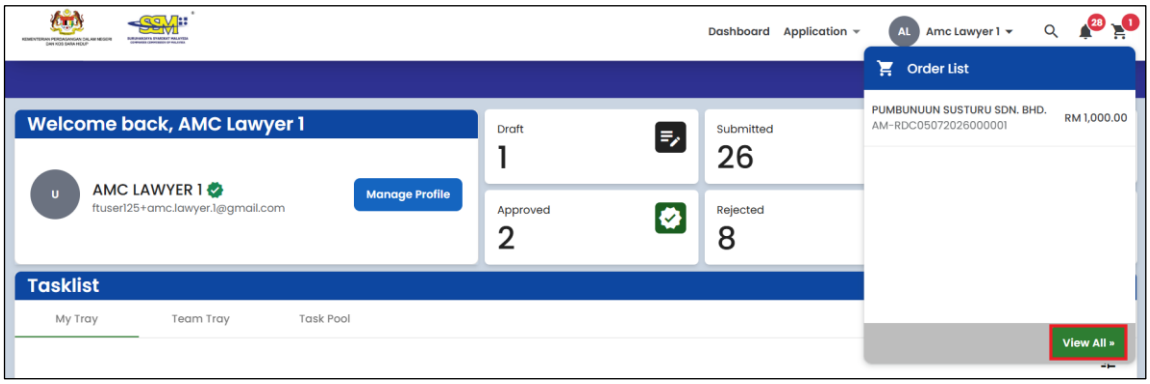
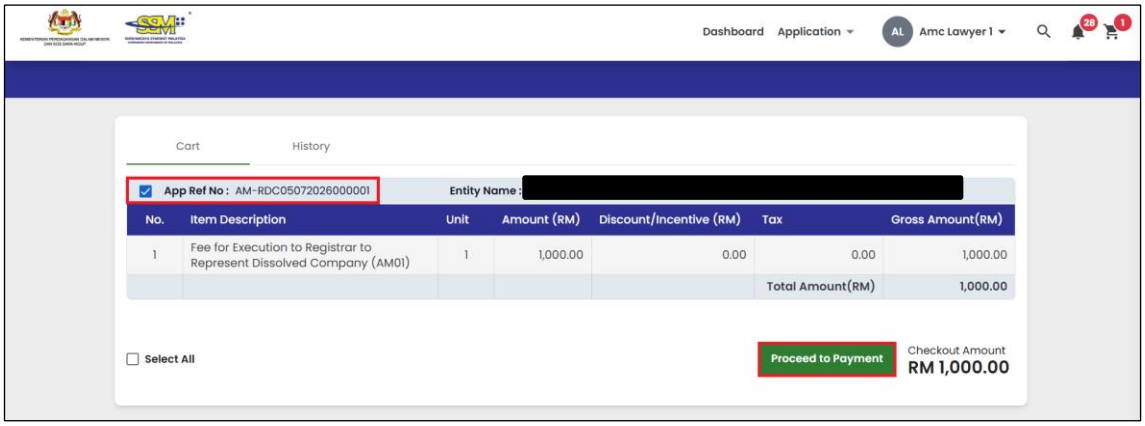
Field Num.	Description
1	Click on **Declaration** tab on the right (**Tick** the box). Then click on **Preview Submission**

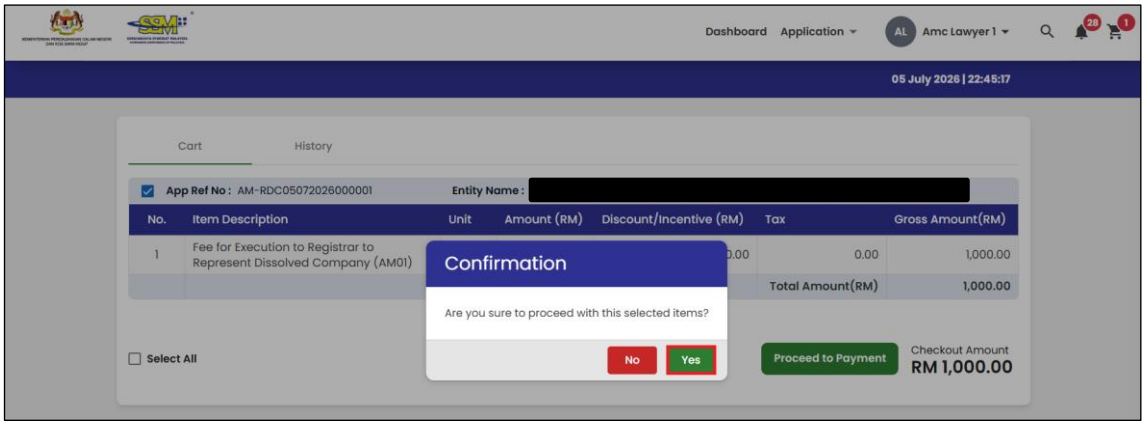
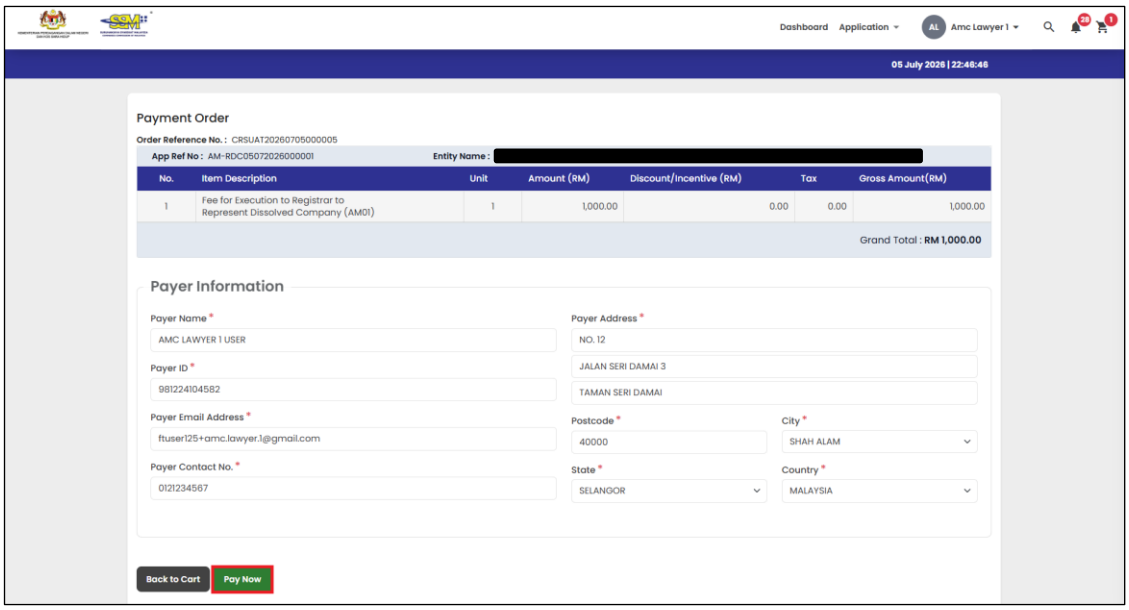
Field Num.	Description
	
2	In the Preview Submission, click **Download PDF** to download preview summary into pdf copy. Then, click **Submit & Make Payment.** 
3	In the **Payment Cart** page, select the application and click **Proceed to Payment**.

Field Num.	Description
	
4	On the **Confirmation** popup, click **Yes**. 
5	Click **Pay Now** and complete the payment.

Field Num.	Description
	
6	Payment Complete. 
7	Please submit your relevant document [e.g. Borang Pindahmilik Tanah, Bahagian atau Pajakan (Borang 14A) di bawah Kanun Tanah Negara or any related documents] to the nearest SSM.

3.2 Make Payment on Execution Fee

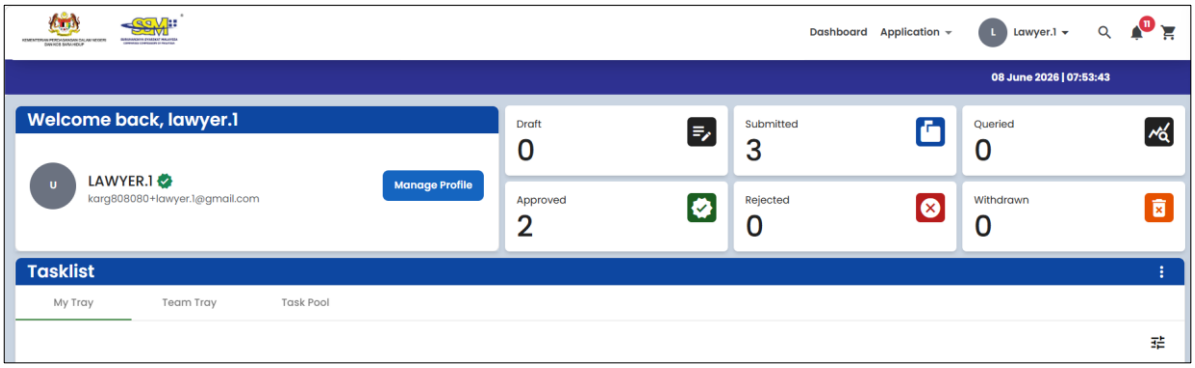
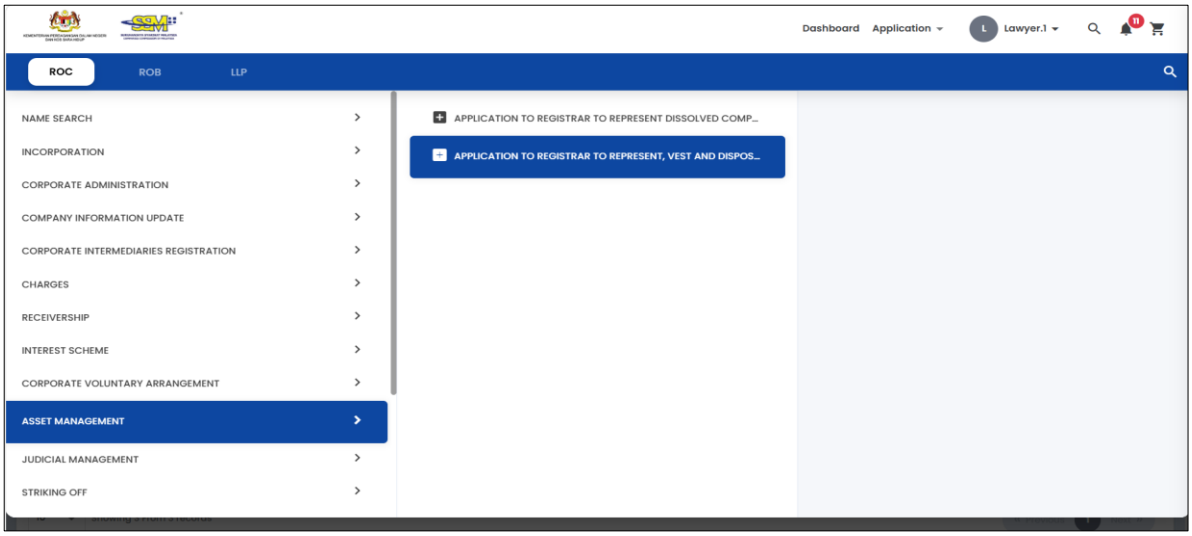
Field Num.	Description
1	From the **Dashboard,** click the **Trolley** icon. 
2	Click **View All**. 
3	Select the **Application** and click **Proceed to Payment**. 

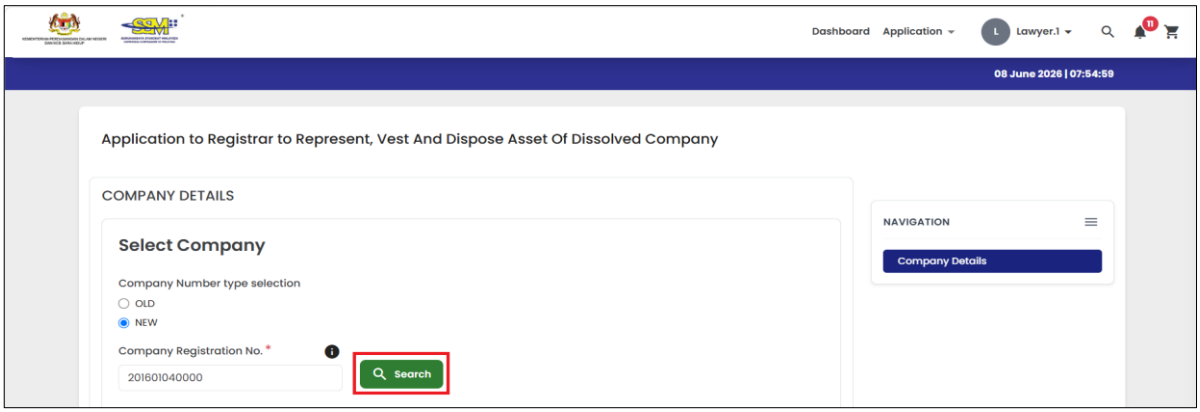
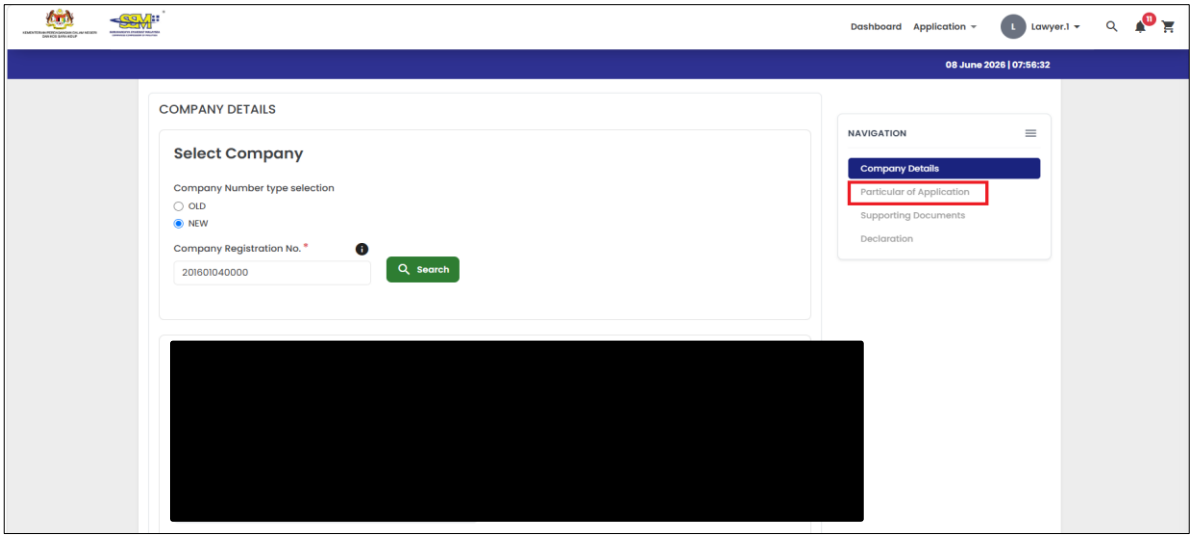
4	On the **Confirmation** popup, click **Yes**. 
5	In the **Payment Order** page, click **Pay Now**. Then, please complete the payment. 
6	Payment Completed.

4 Application to Registrar to Represent, Vest and Dispose Asset of Dissolved Company (Section 556, 557 and 558 of the Companies Act 2016)

4.1 Submit Application

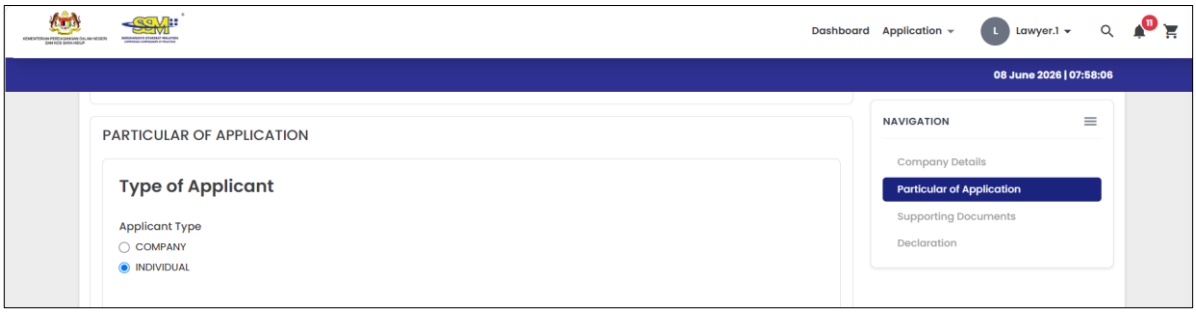
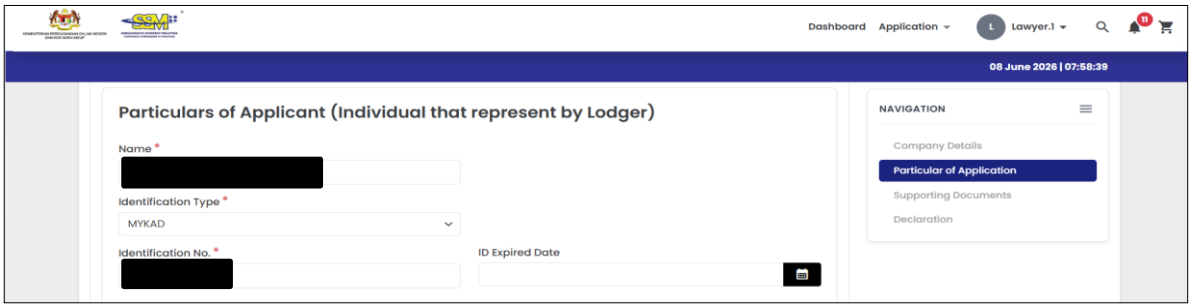
4.1.1 Company Details

Field Num.	Description
1	From the **Dashboard,** go to the navigation bar and click **Application**. 
2	Then, click on **Application** > **ROC** -> **Asset Management** -> **Application to Registrar to Represent, Vest and Dispose Asset of Dissolved Company** 

Field Num.	Description
3	In the **Company Details** section, select **NEW** or **OLD** and enter **Company Registration No**. Then, click **Search**. 
4	System will auto-populate the **Company Details** section. Please proceed to the next step. 
5	Next, please proceed to the **Particulars of Applicant** section. If the **Particulars of Applicant** is **Individual**, please proceed to the **4.1.2.1 Individual**. If the **Particulars of Applicant** is **Company**, please proceed to the **4.1.2.2 Company**.

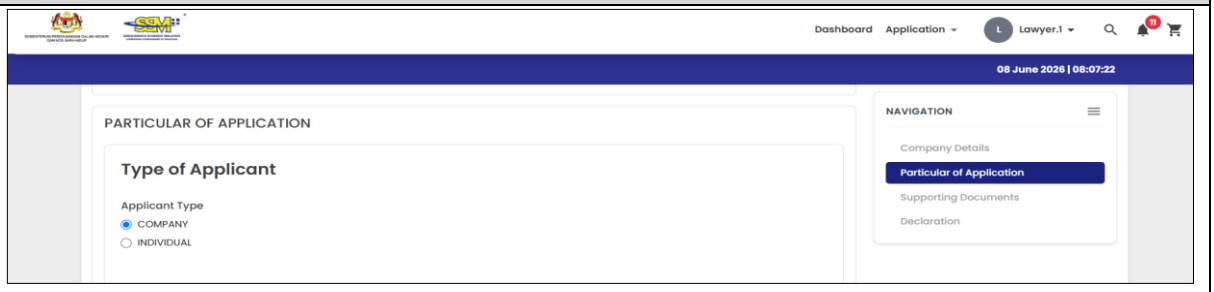
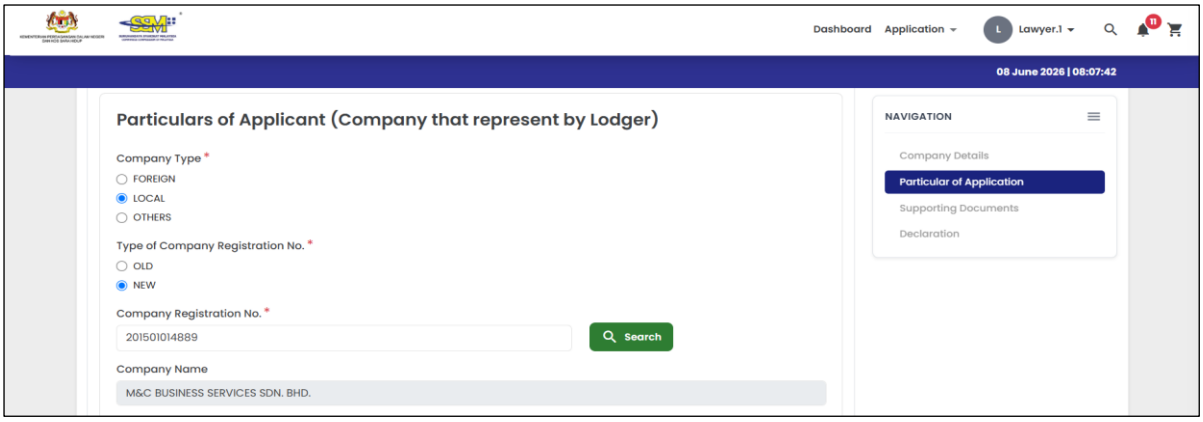
4.1.2 Particulars of Applicant

4.1.2.1 Individual

Field Num.	Description
1	Select the **Applicant Type – INDIVIDUAL.** 
2	Enter the **Name**, select the **Identification Type**, enter the **Identification No** and **ID Expired Date** (if applicable). 
3	Next, please proceed to the **Particulars of Asset** section. If the **Type of Asset** is **Property**, please proceed to the **4.1.3.1 Property**. If the **Type of Asset** is **Others**, please proceed to the **4.1.3.2 Others**.

4.1.2.2 Company

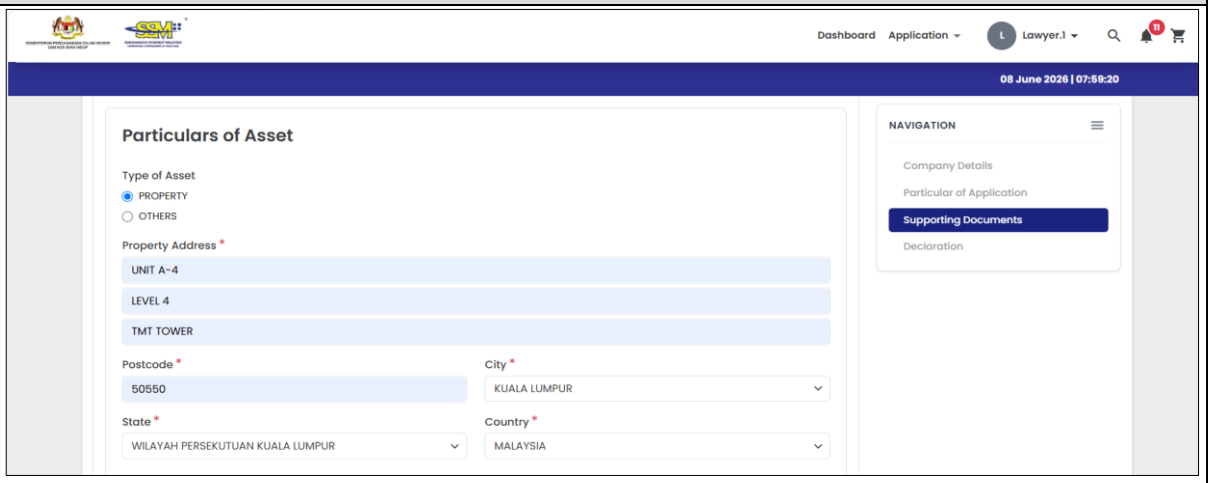
Field Num.	Description
1	Select the **Applicant Type – COMPANY.**

Field Num.	Description
	
2	Select the **Company Type**, **Type of Company Registration No** and enter the **Company Registration No**. Then, click **Search**. 
3	Next, please proceed to the **Particulars of Asset** section. If the **Type of Asset** is **Property**, please proceed to the **4.1.3.1 Property**. If the **Type of Asset** is **Others**, please proceed to the **4.1.3.2 Others**.

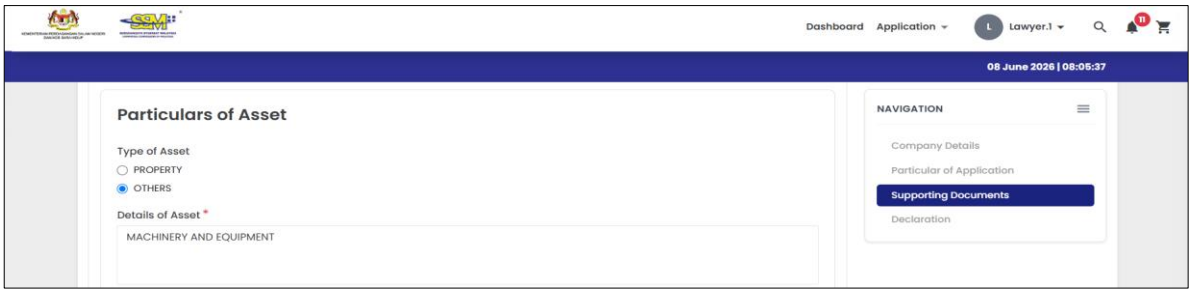
4.1.3 Particulars of Asset

4.1.3.1 Property

Field Num.	Description
1	Select the **Type of Asset - PROPERTY**. Then, enter the **Property Address** and **Postcode**.

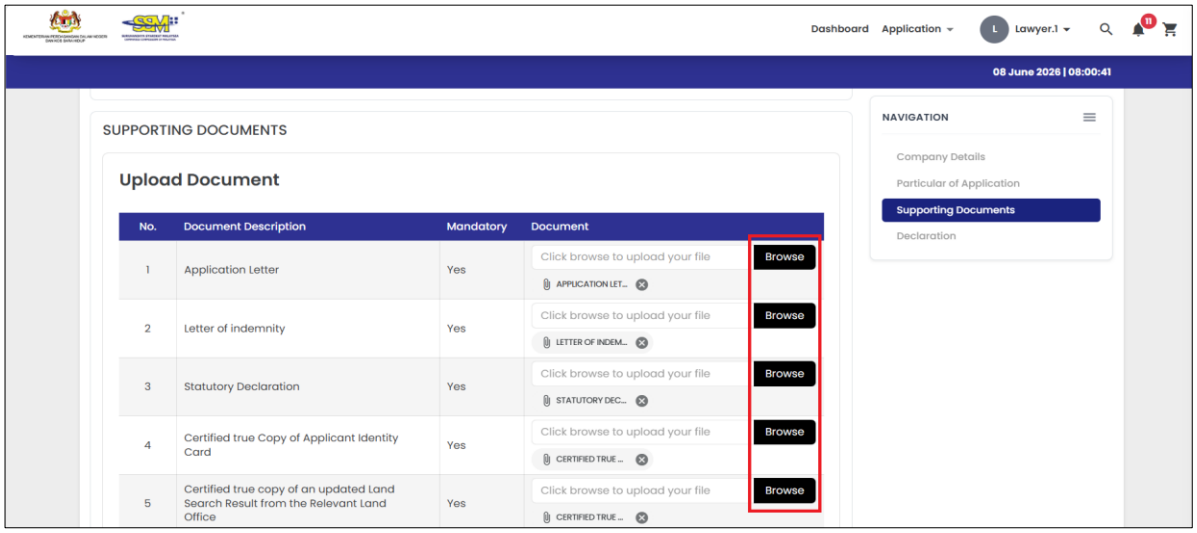
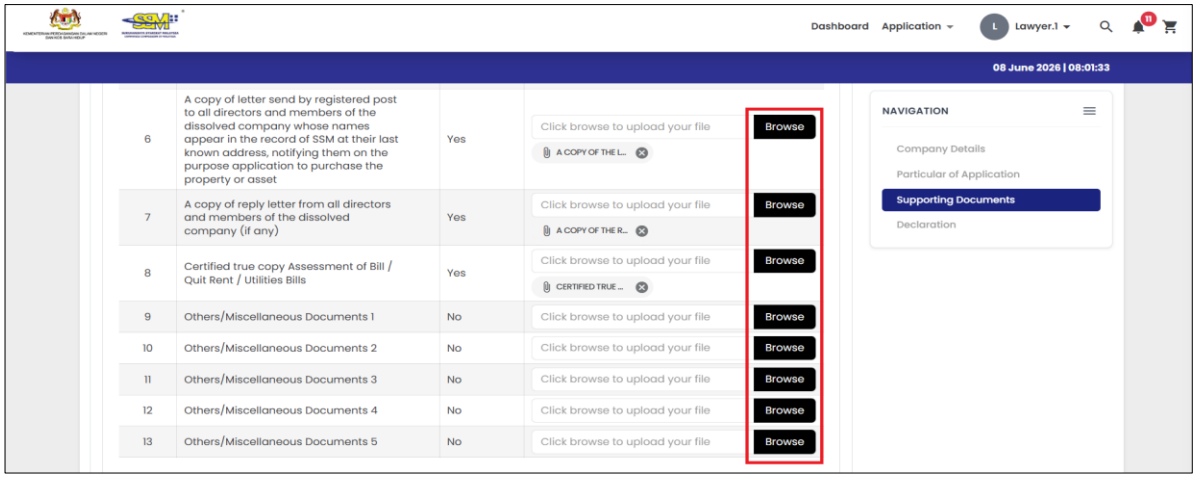
Field Num.	Description
	
2	Next, please proceed to the **4.1.4 Supporting Documents** section, **4.1.4.1 Property**.

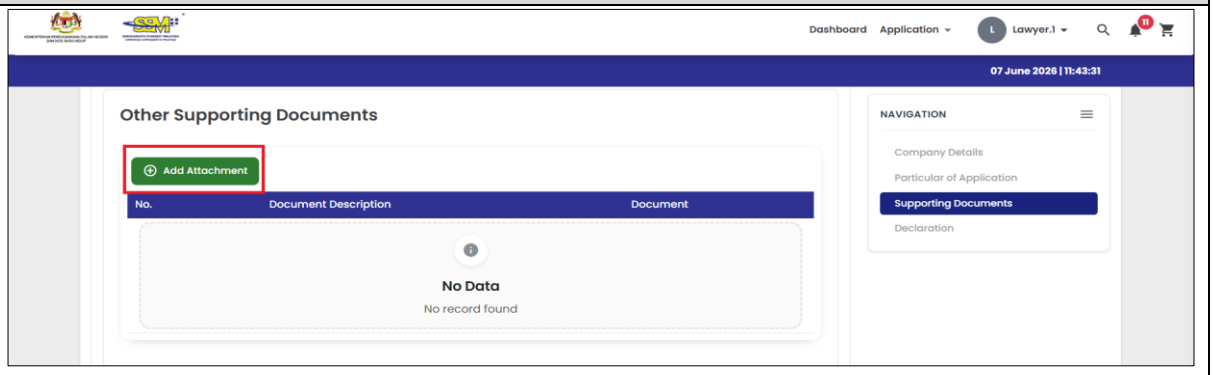
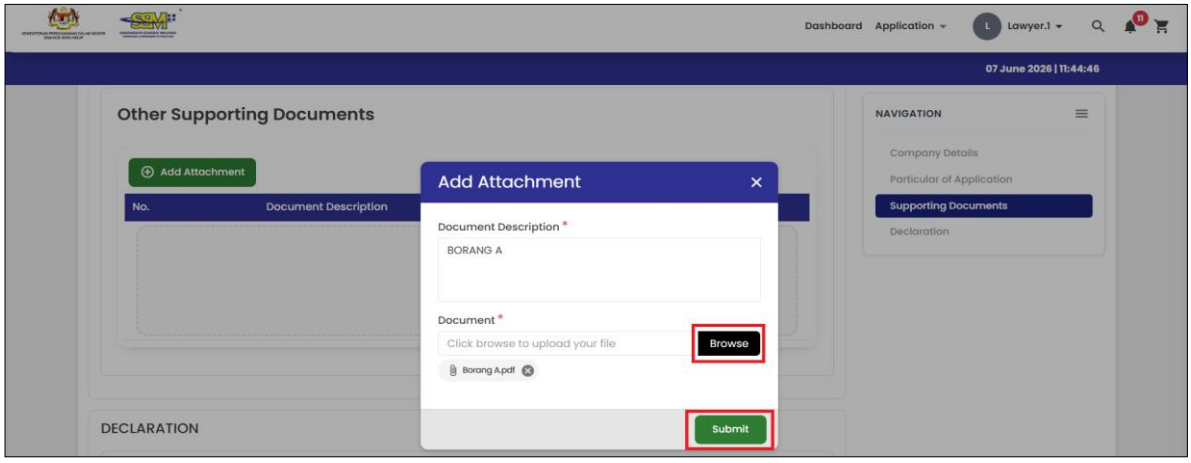
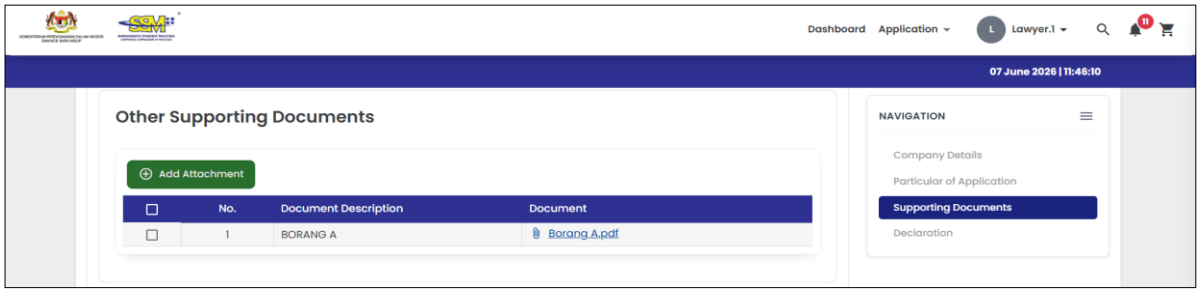
4.1.3.2 Others

Field Num.	Description
1	Select the **Type of Asset - OTHERS**. Then, enter the **Details of Asset**. 
2	Next, please proceed to the **4.1.4 Supporting Documents** section, **4.1.4.2 Others**.

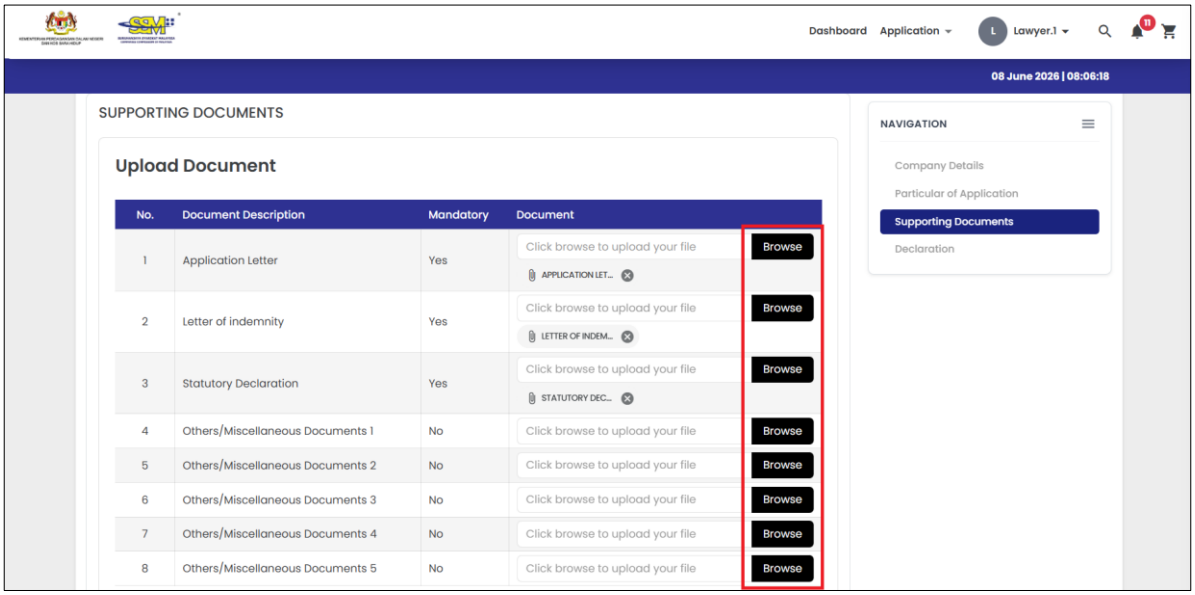
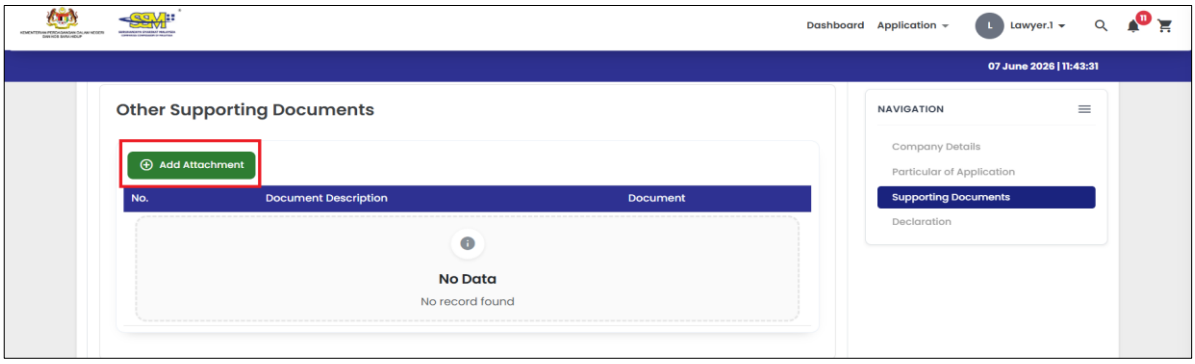
4.1.4 Supporting Documents

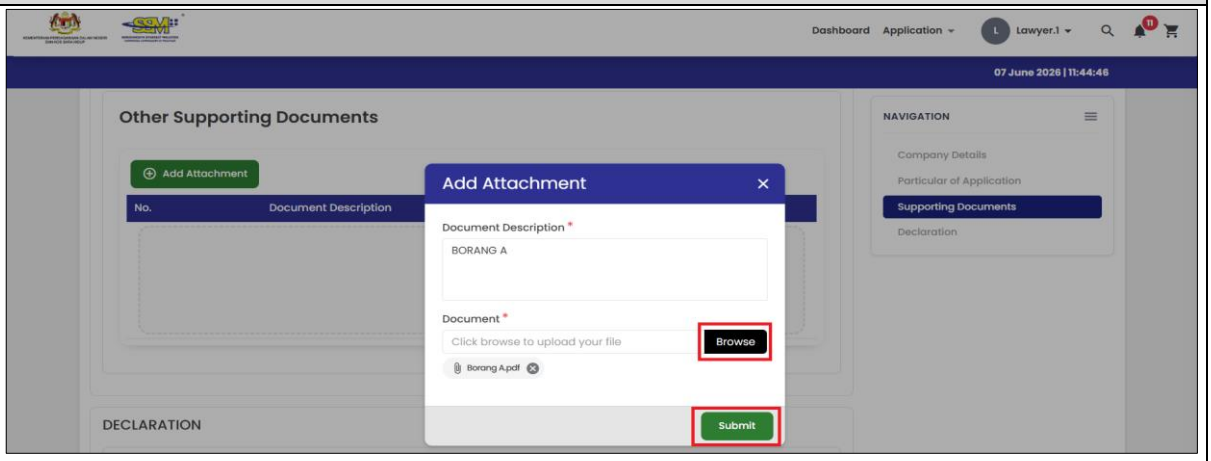
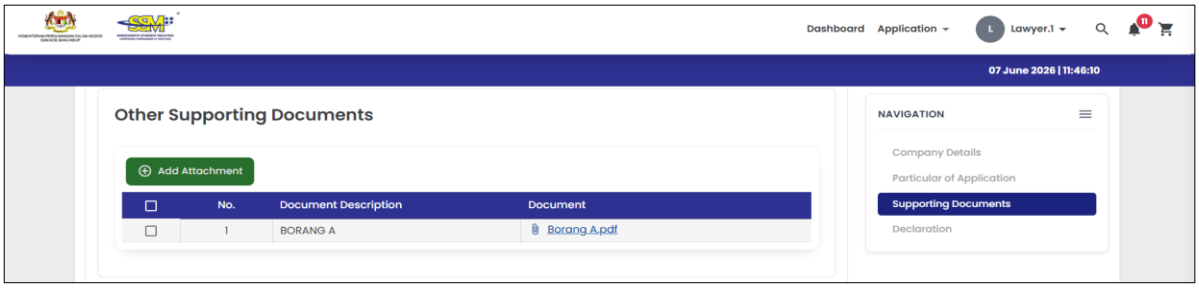
4.1.4.1 Property

Field Num.	Description
1	In the **Supporting Document** section, click **Browse** to select and upload the documents.  
2	Scroll down to the **Other Supporting Documents** section, click **Add Attachment**.

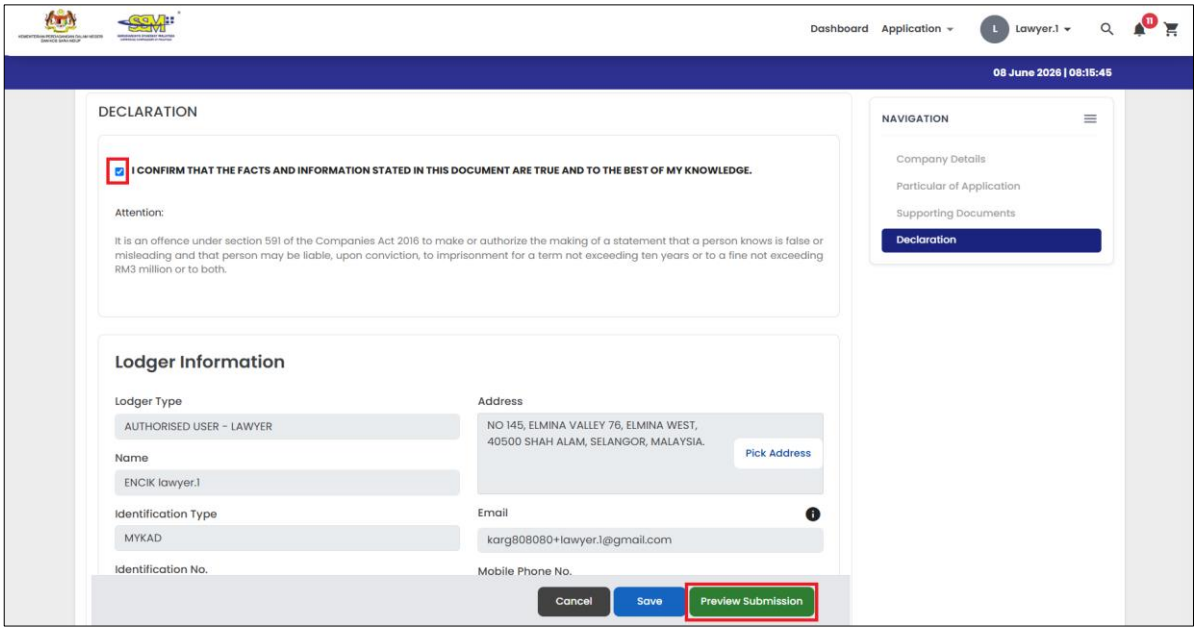
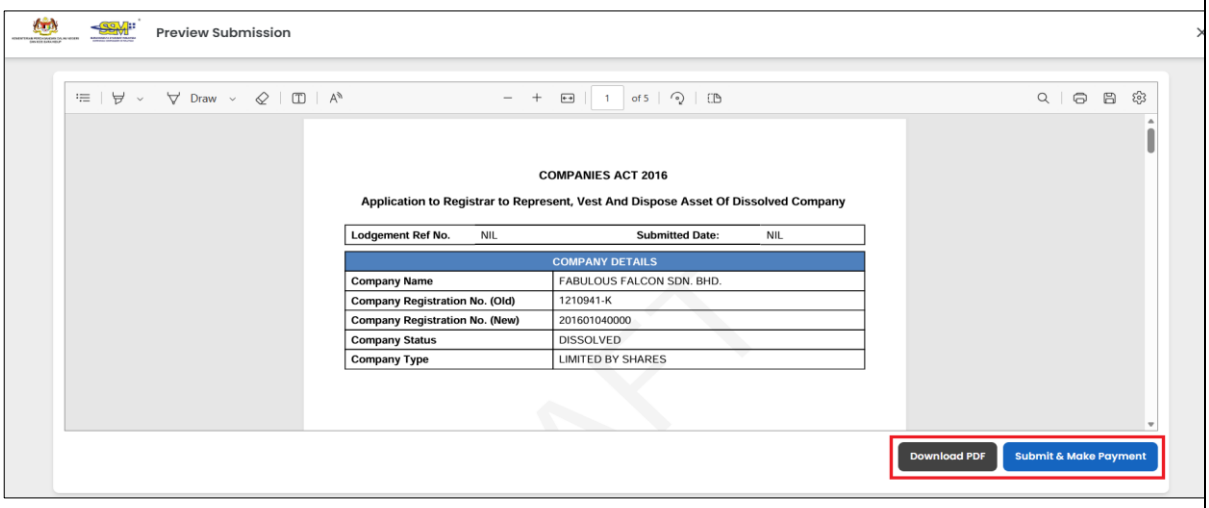
Field Num.	Description
	
3	On the **Add Attachment** popup, enter the **Document Description** and click **Browse** to select and upload the document. Then, click **Submit**. 
4	
5	Next, please proceed to the **4.1.5 Declaration, Preview Submission and Payment Application Fee**.

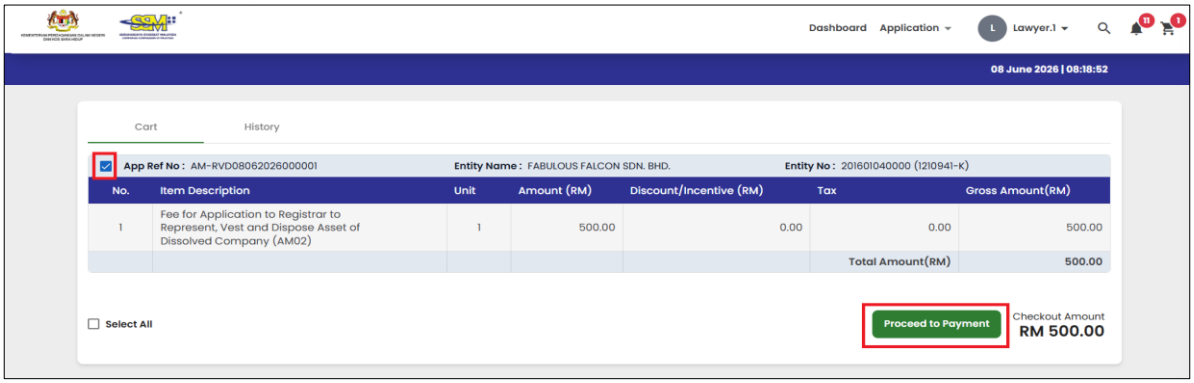
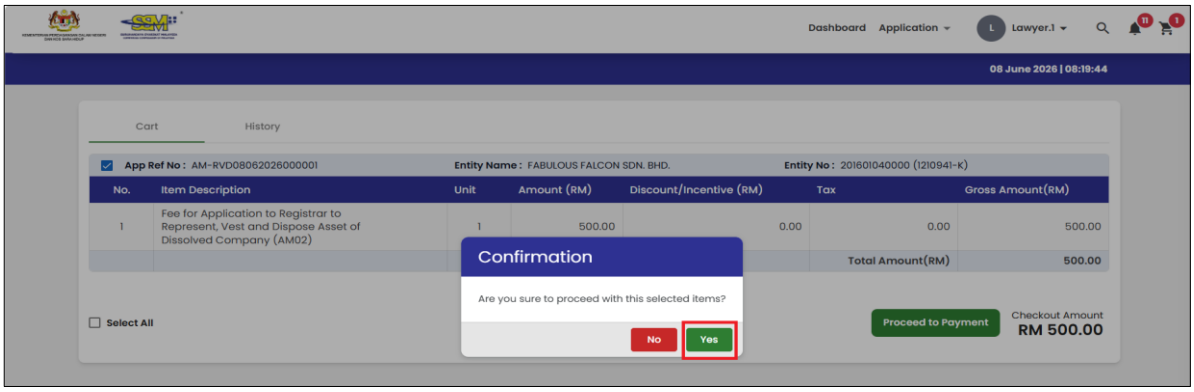
4.1.4.2 Others

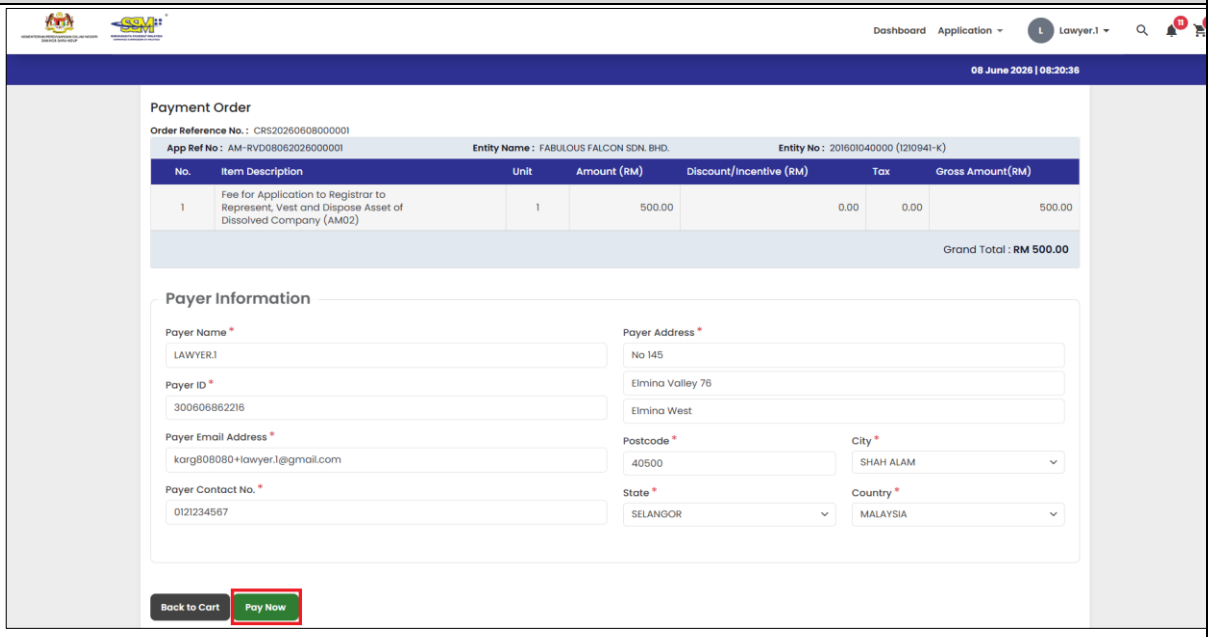
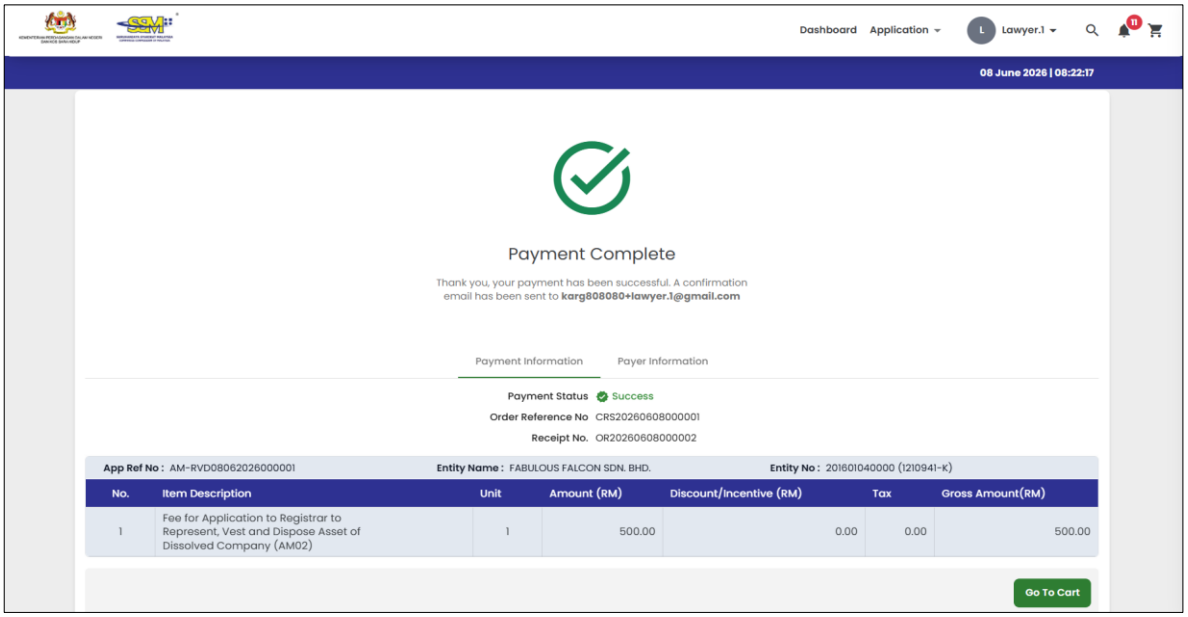
Field Num.	Description
1	In the **Supporting Document** section, click **Browse** to select and upload the documents. 
2	Scroll down to the **Other Supporting Documents** section, click **Add Attachment**. 
3	On the **Add Attachment** popup, enter the **Document Description** and click **Browse** to select and upload the document. Then, click **Submit**.

Field Num.	Description
	
4	
5	Next, please proceed to the **4.1.5 Declaration, Preview Submission and Payment Application Fee**.

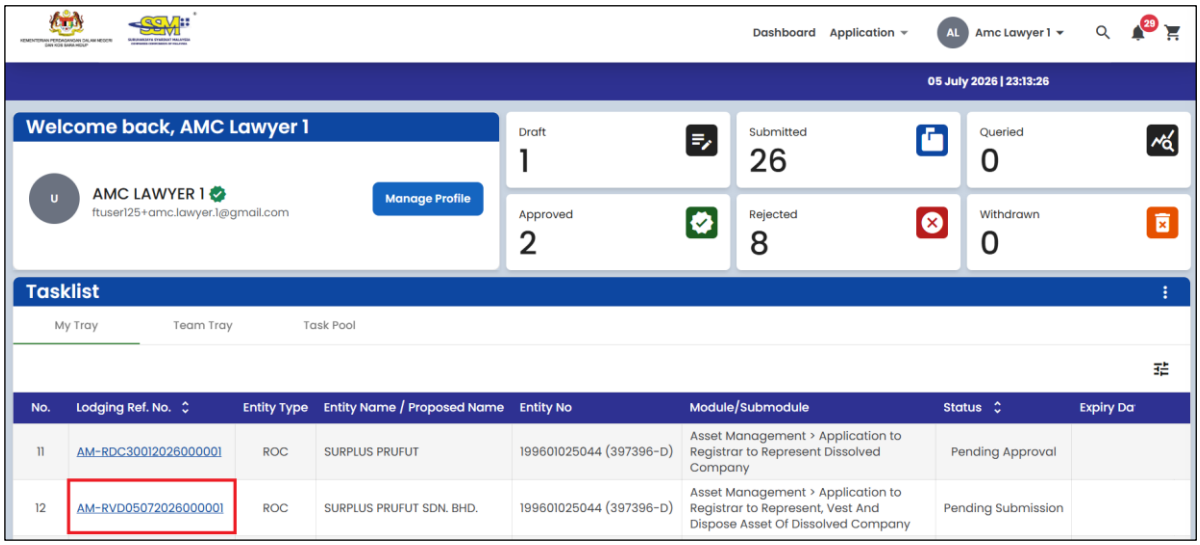
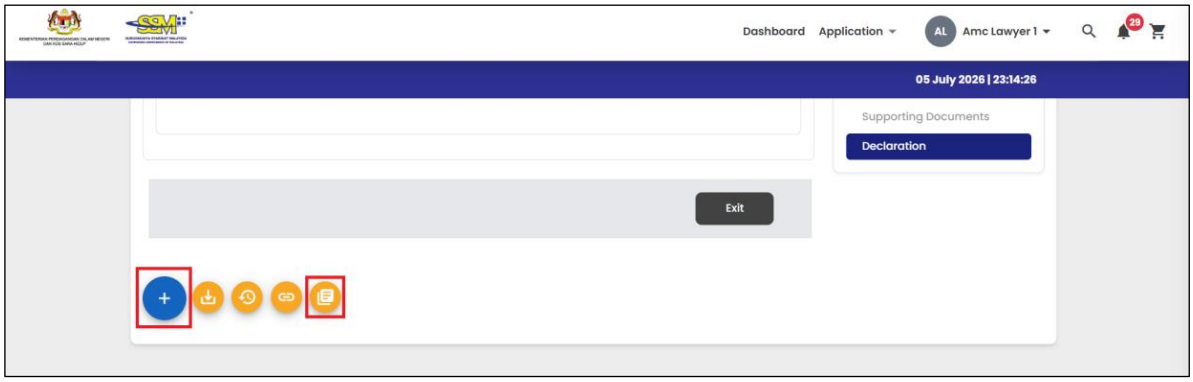
4.1.5 Declaration, Preview Submission and Payment Application Fee

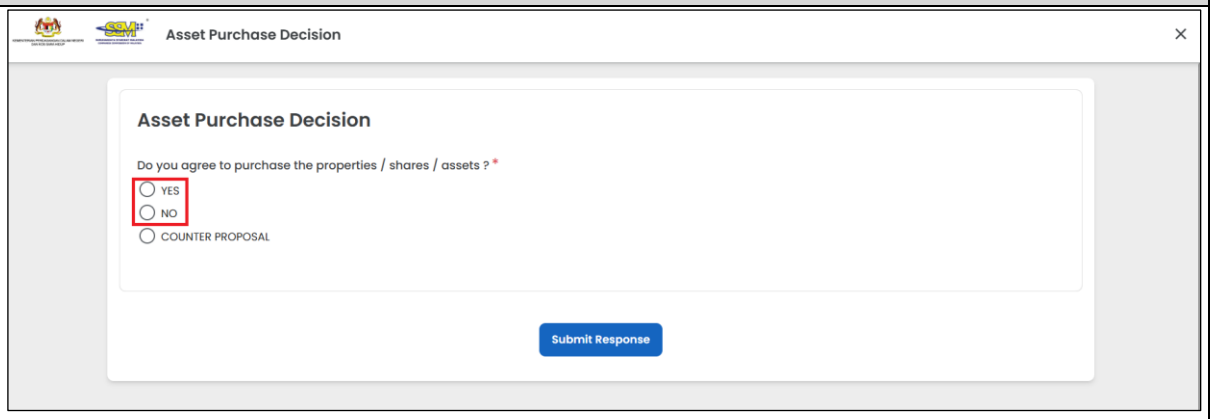
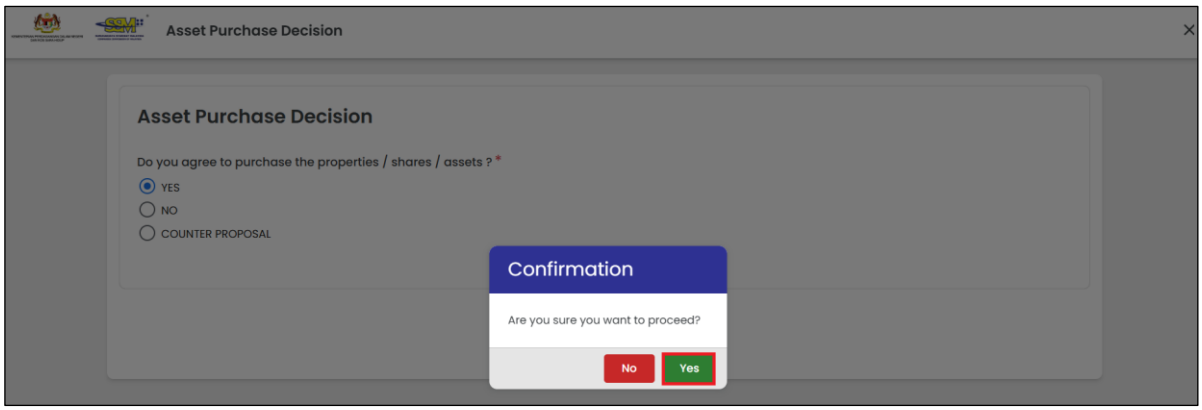
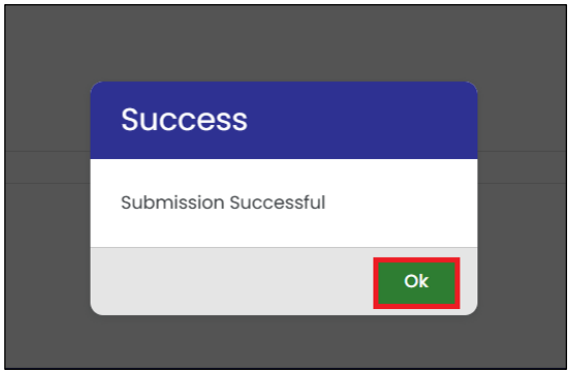
Field Num.	Description
1	Click on **Declaration** tab on the right (**Tick** the box). Then click on **Preview Submission**. 
2	In Preview Submission, click **Download PDF** to download preview summary into pdf copy. Then, click **Submit & Make Payment.** 

Field Num.	Description
3	In the **Payment Cart** page, select the application and click **Proceed to Payment**. 
4	On the **Confirmation** popup, click **Yes**. 
5	Click **Pay Now** and complete the payment.

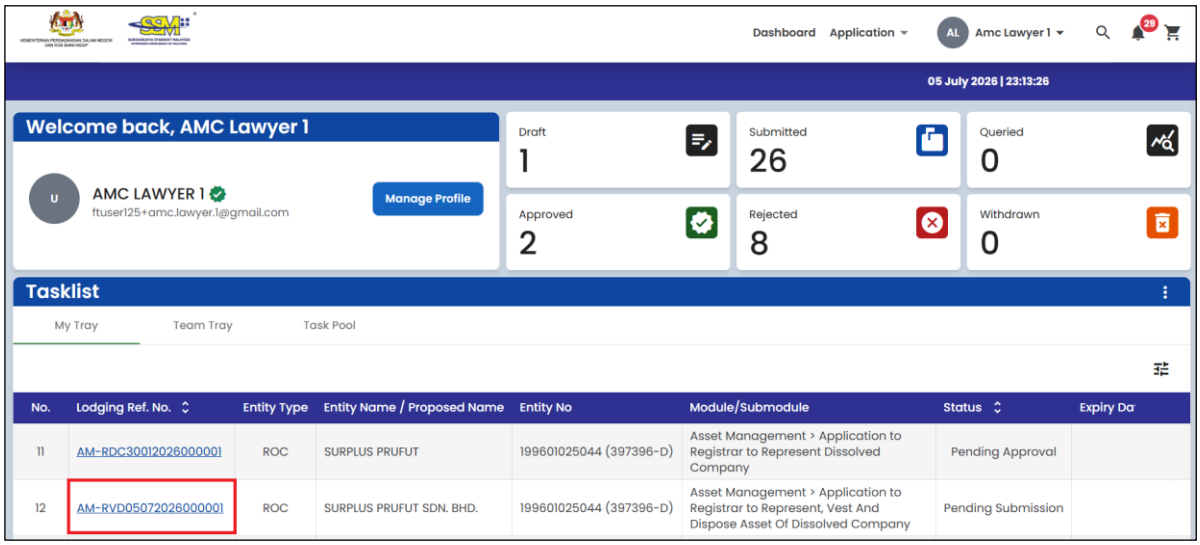
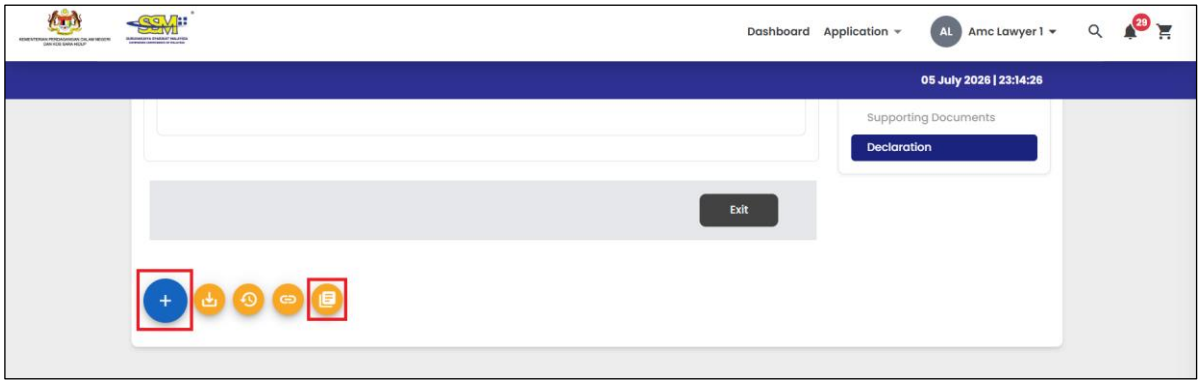
Field Num.	Description
	
6	Payment Complete. 

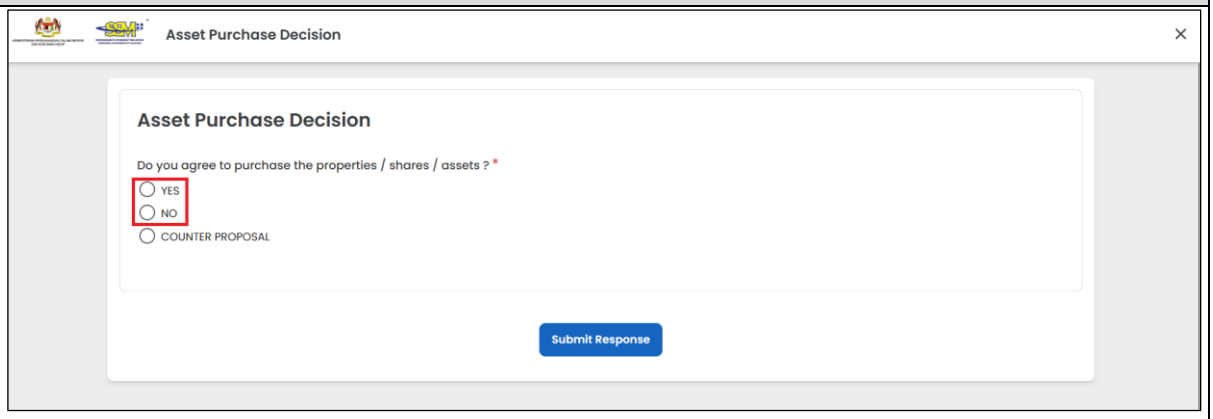
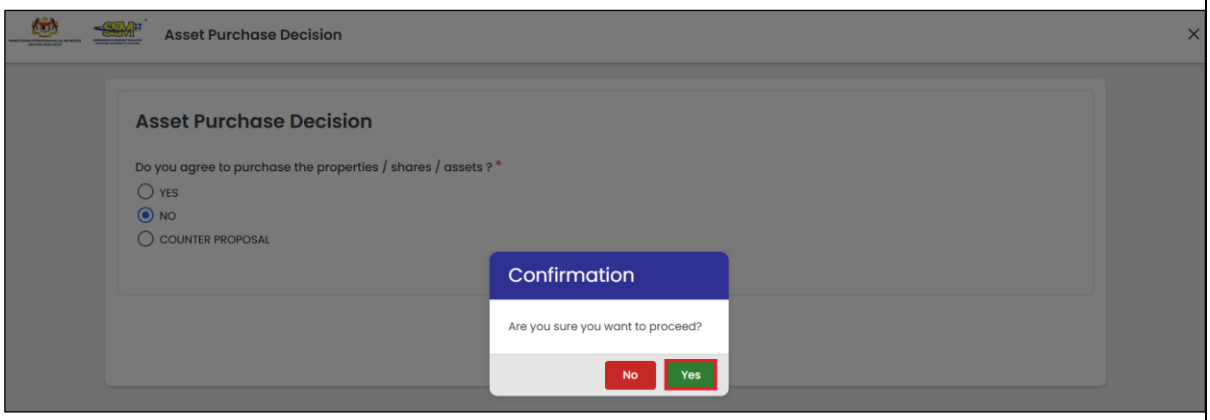
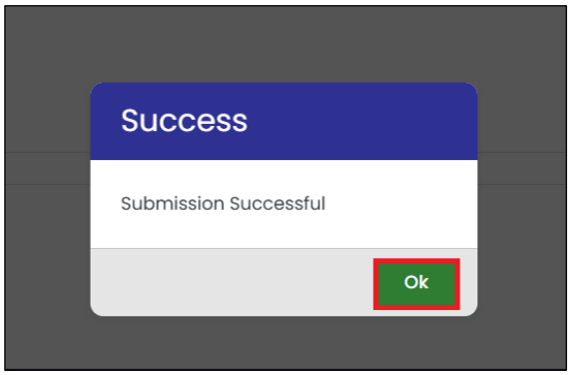
4.2 Agree on Asset Purchase Price

Field Num.	Description
1	From the **Dashboard,** go to the **Tasklist – My Tray**.
2	Select the application and click **Lodging Reference No**. 
3	Scroll down the page and click the plus (**+**) icon. 
4	On the **Asset Purchase Decision** popup, click **YES**. Then, click **Submit Response**.

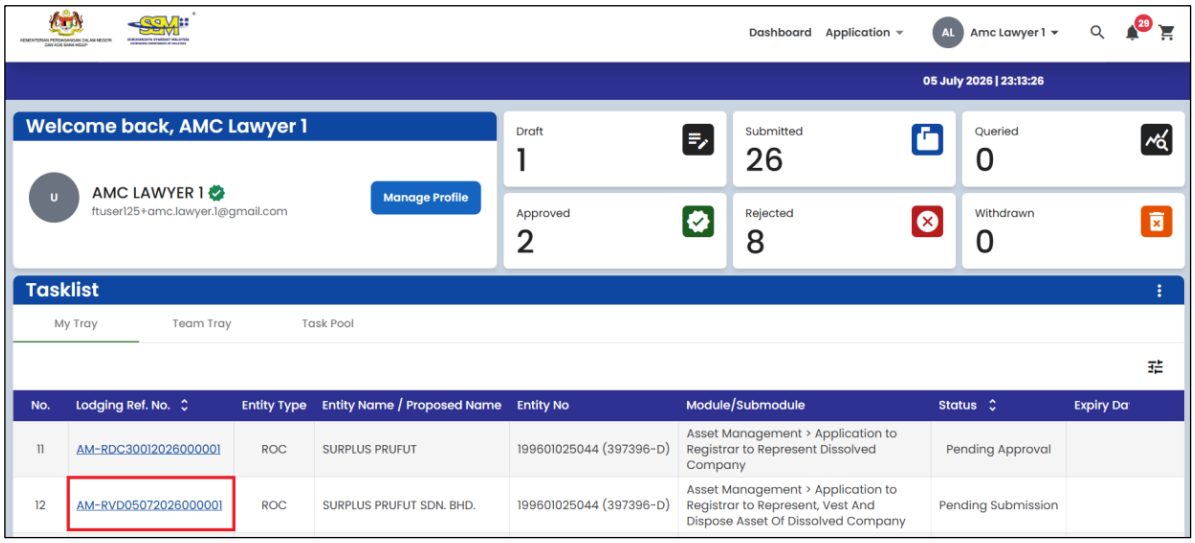
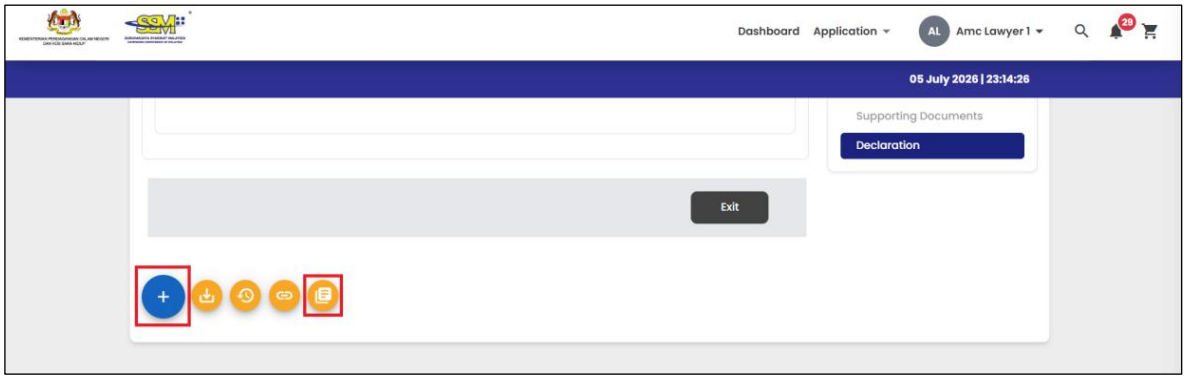
Field Num.	Description
	
5	On the **Confirmation** popup, click **Yes**. 
6	On the **Success** popup, click **Ok** to redirect to the **Dashboard**. 

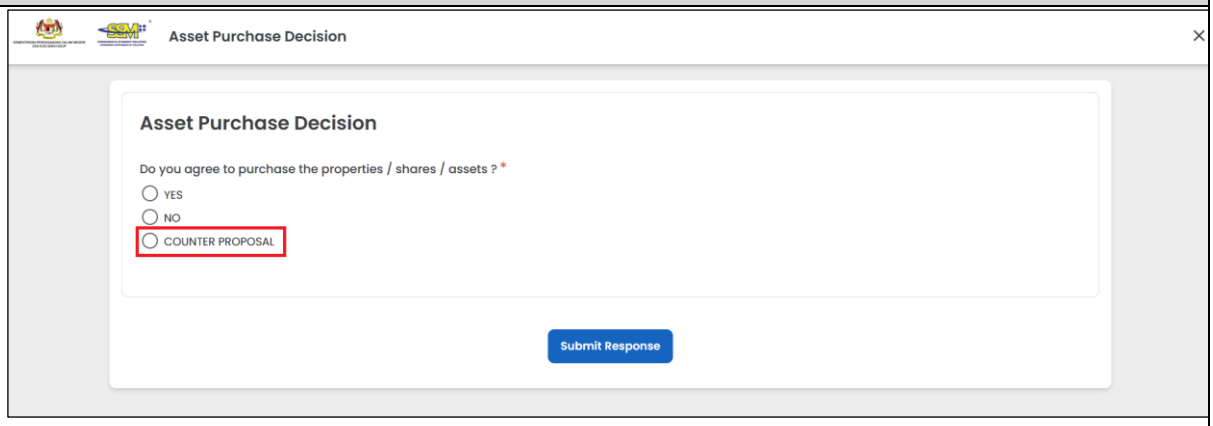
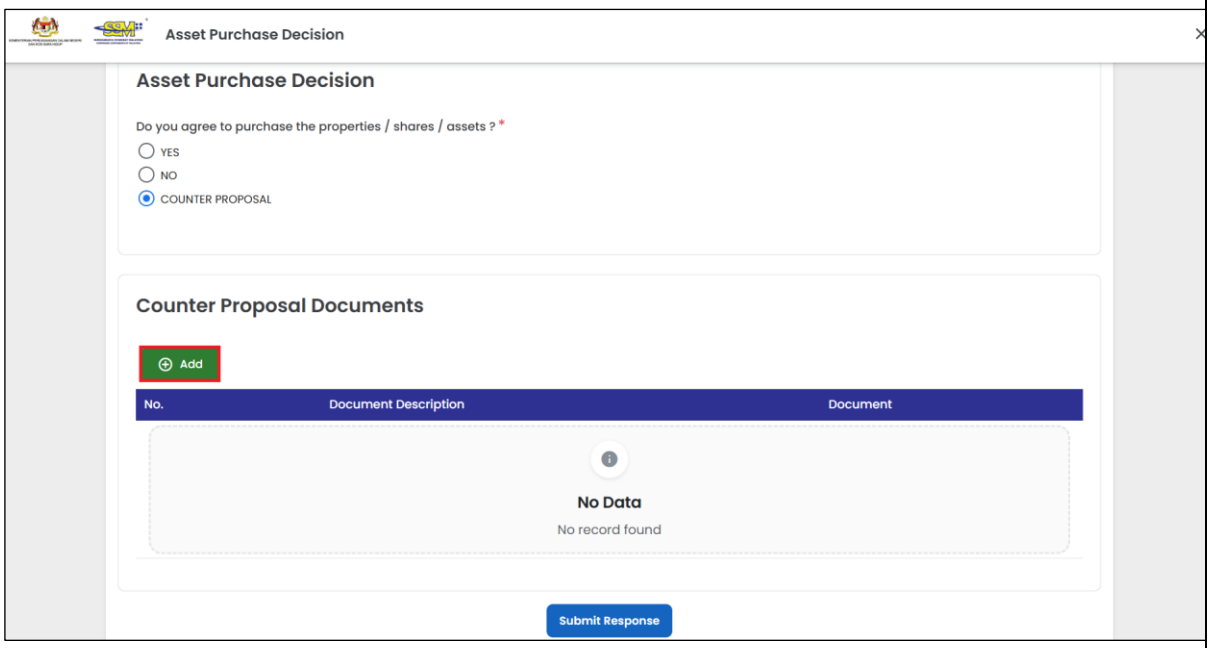
4.3 Disagree on Asset Purchase Price

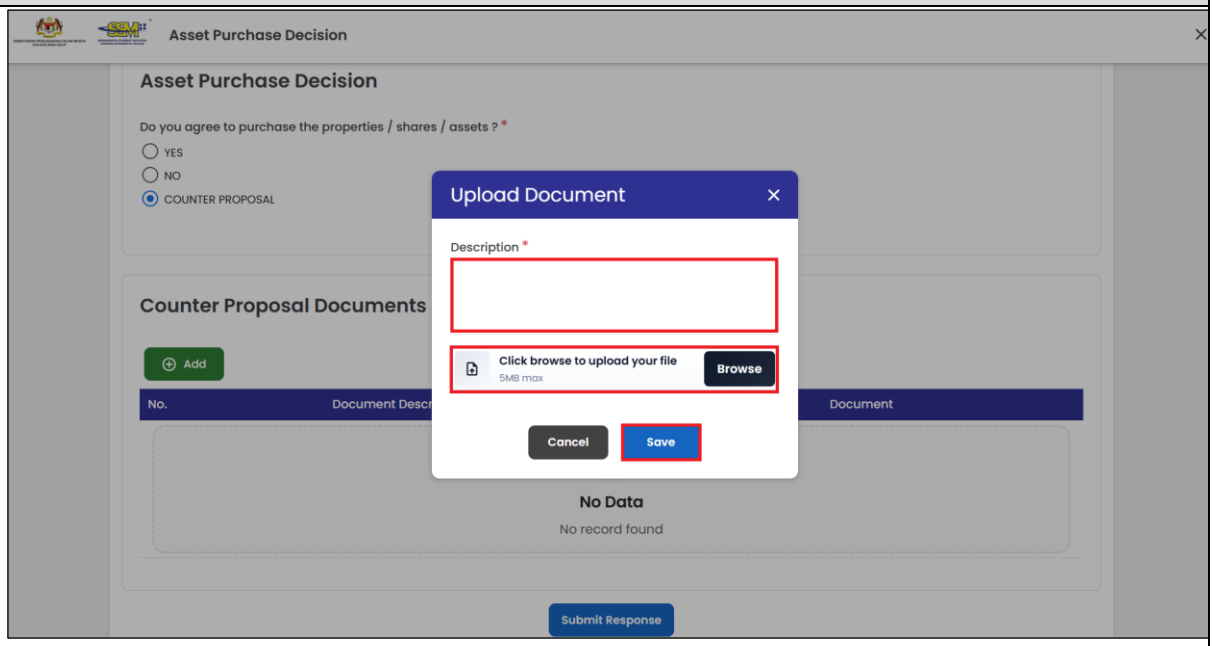
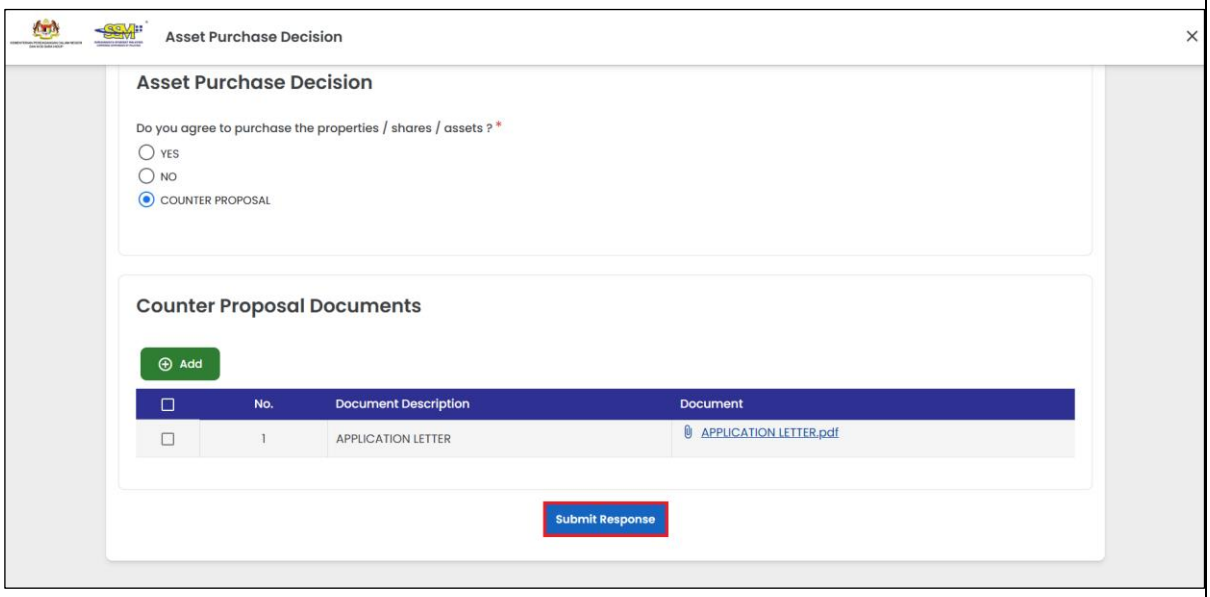
Field Num.	Description
1	From the **Dashboard,** go to the **Tasklist – My Tray**.
2	Select the application and click **Lodging Reference No**. 
3	Scroll down the page and click the plus (**+**) icon. 
4	On the **Asset Purchase Decision** popup, click **NO**. Then, click **Submit Response**.

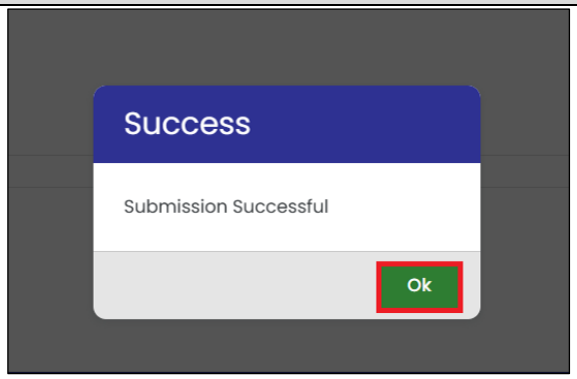
Field Num.	Description
	
5	On the **Confirmation** popup, click **Yes**. 
6	On the **Success** popup, click **Ok** to redirect to the **Dashboard**. 

4.4 Counter Proposal on Asset Purchase Price

Field Num.	Description
1	From the **Dashboard,** go to the **Tasklist – My Tray**.
2	Select the application and click **Lodging Reference No**. 
3	Scroll down the page and click the plus (**+**) icon. 
4	On the **Asset Purchase Decision** popup, click **COUNTER PROPOSAL**.

Field Num.	Description
	
5	In the **Counter Proposal Documents** section, click **Add**. 
6	On the **Upload Document** popup, enter the **Description** and click **Browse** to select and upload the document. Then, click **Save**.

Field Num.	Description
	
7	Click **Submit Response**. 
8	On the **Success** popup, click **Ok** to redirect to the **Dashboard**.

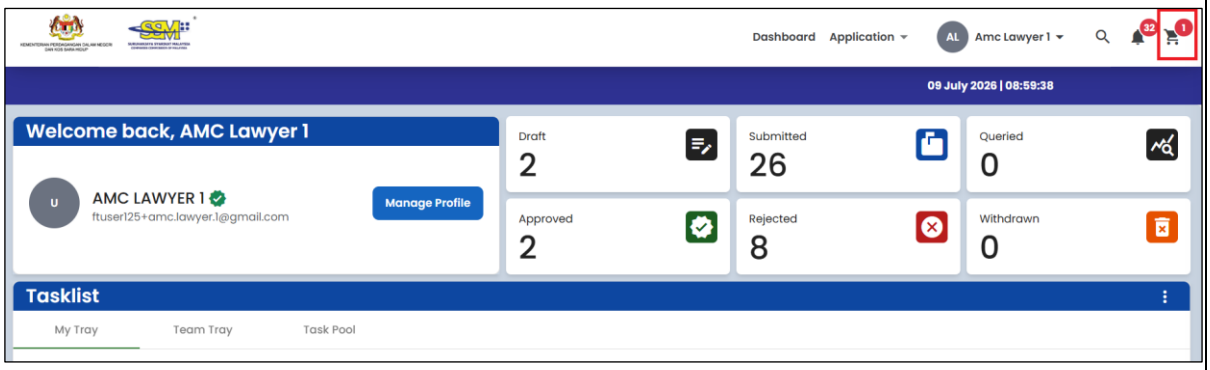
Field Num.	Description
	

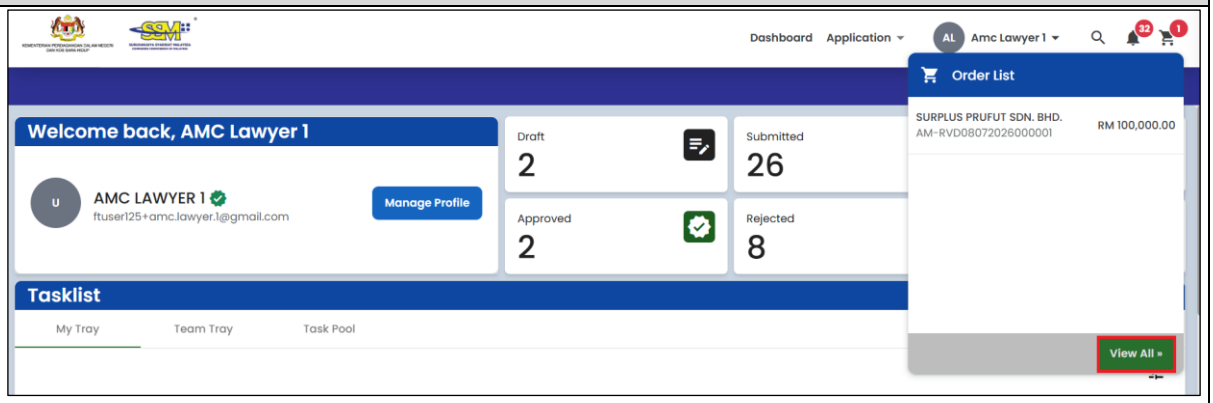
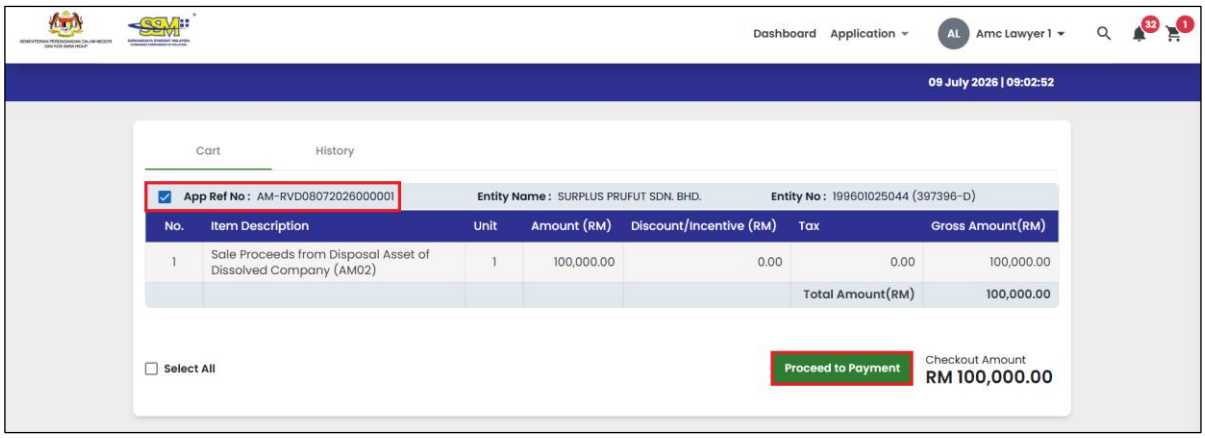
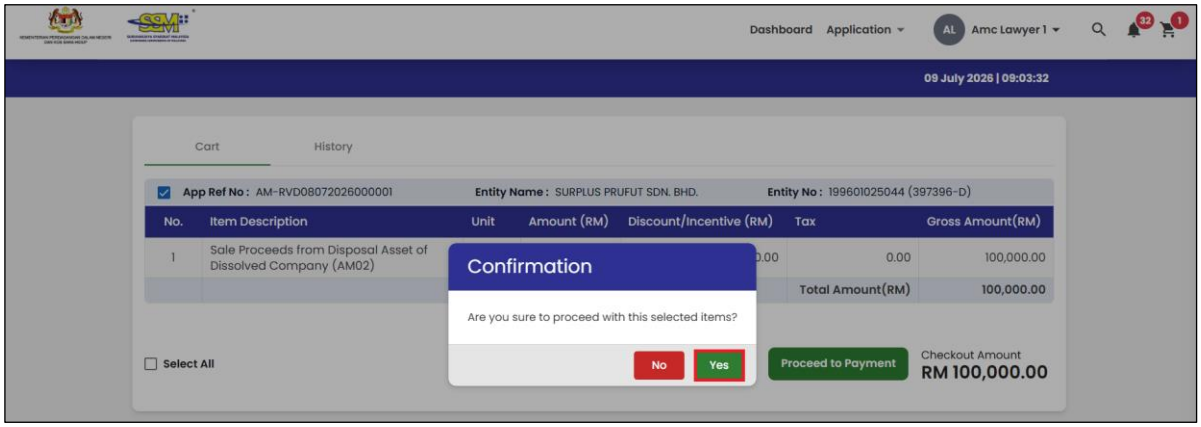
4.5 Make Full Payment on Asset Purchase Price/ First Payment on Asset Purchase Price and Balance Payment on Asset Purchase Price

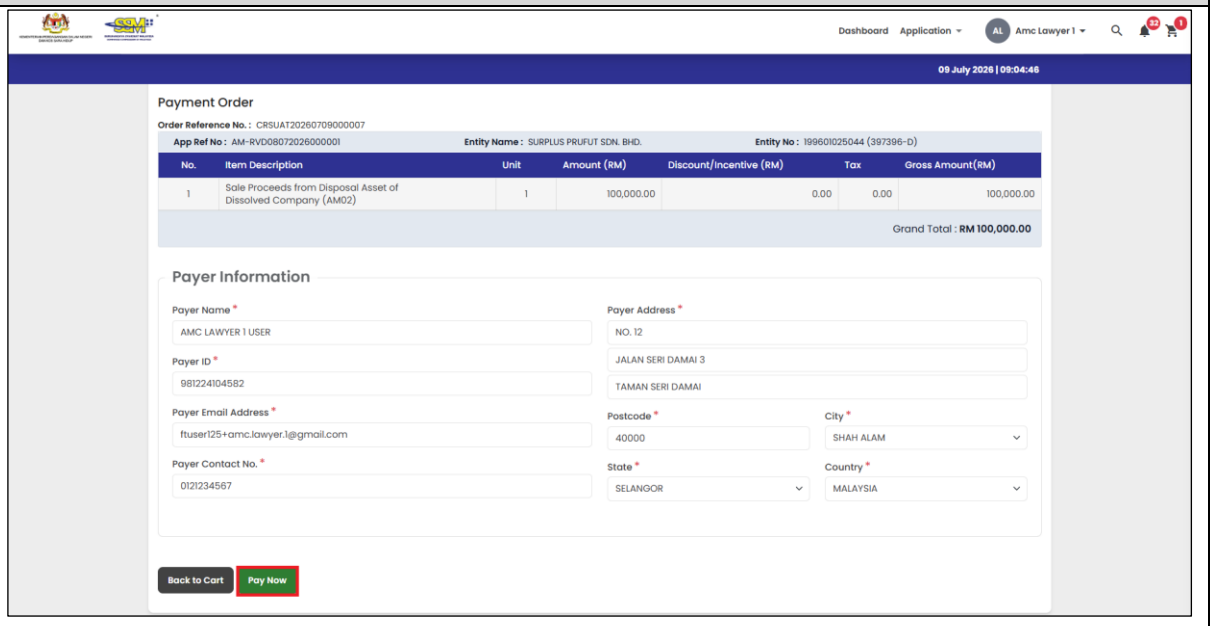
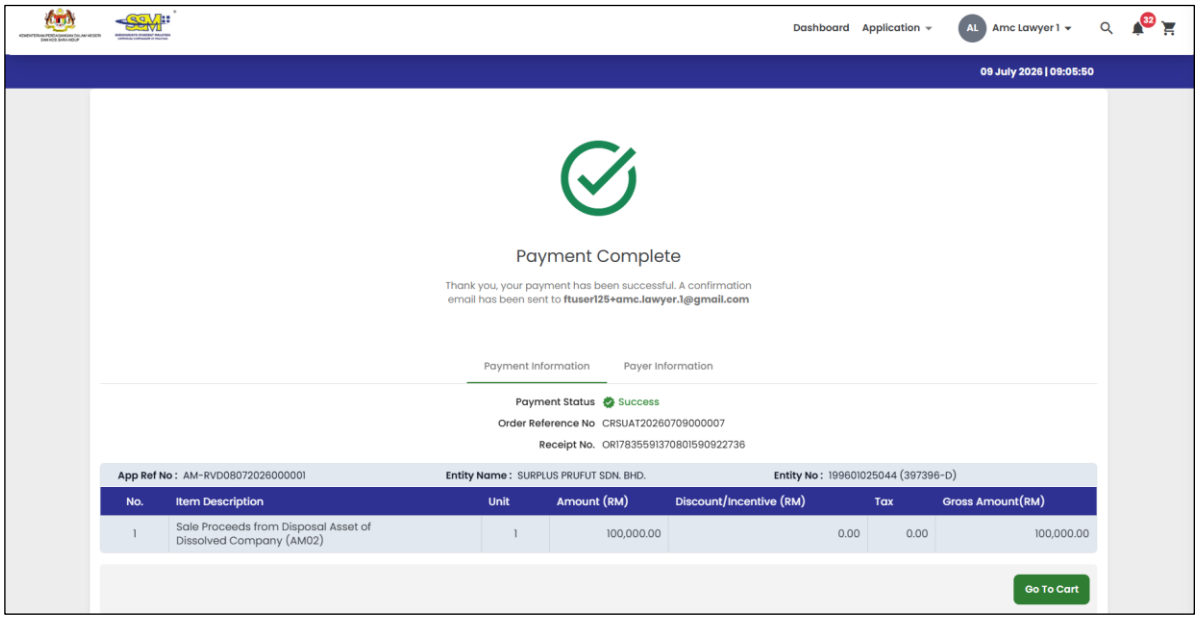
The steps for **Full Payment on Asset Purchase Price**/ **First Payment on Asset Purchase Price** and **Balance Payment on Balance Purchase Price** are the same.

For **Full Payment on Asset Purchase Price**, the payment is required to be made once only.

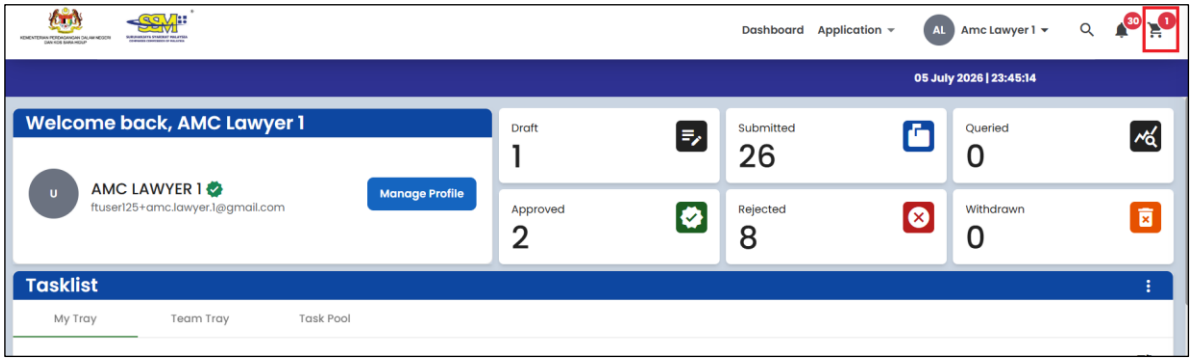
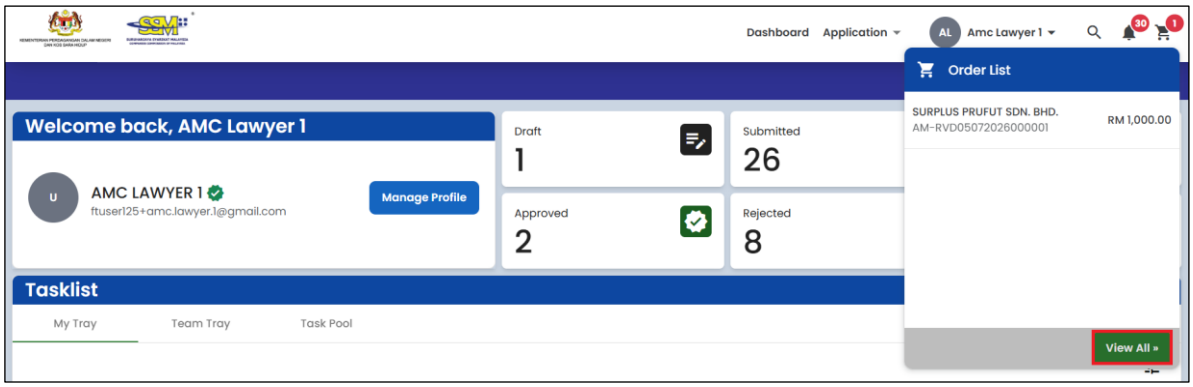
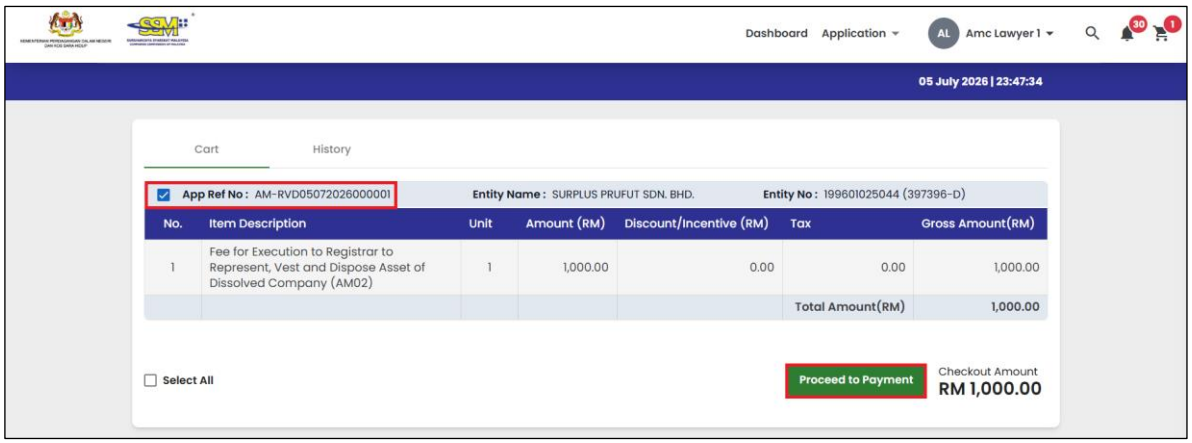
For **First Payment on Asset Purchase Price** and **Balance Payment on Asset Purchase Price,** once the first payment has been completed, the user may proceed to make the balance payment using the same steps.

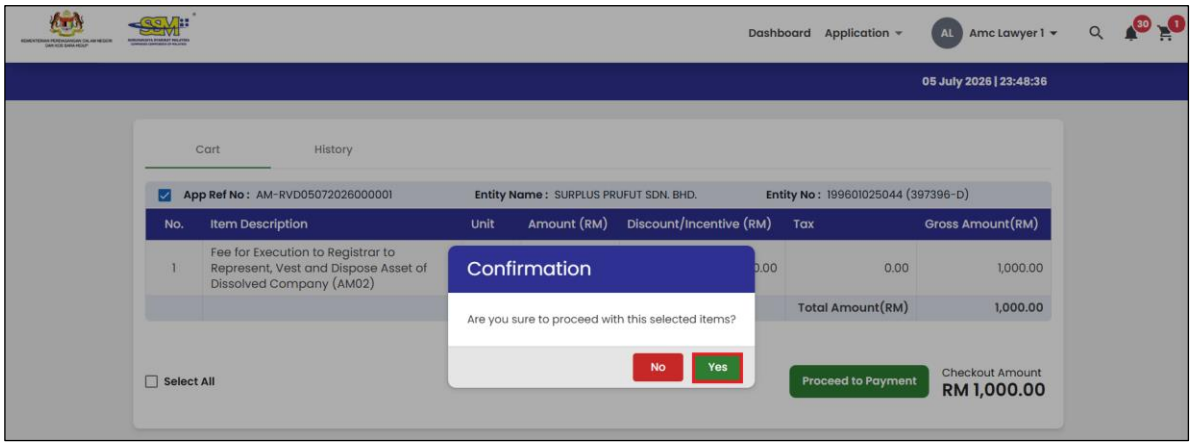
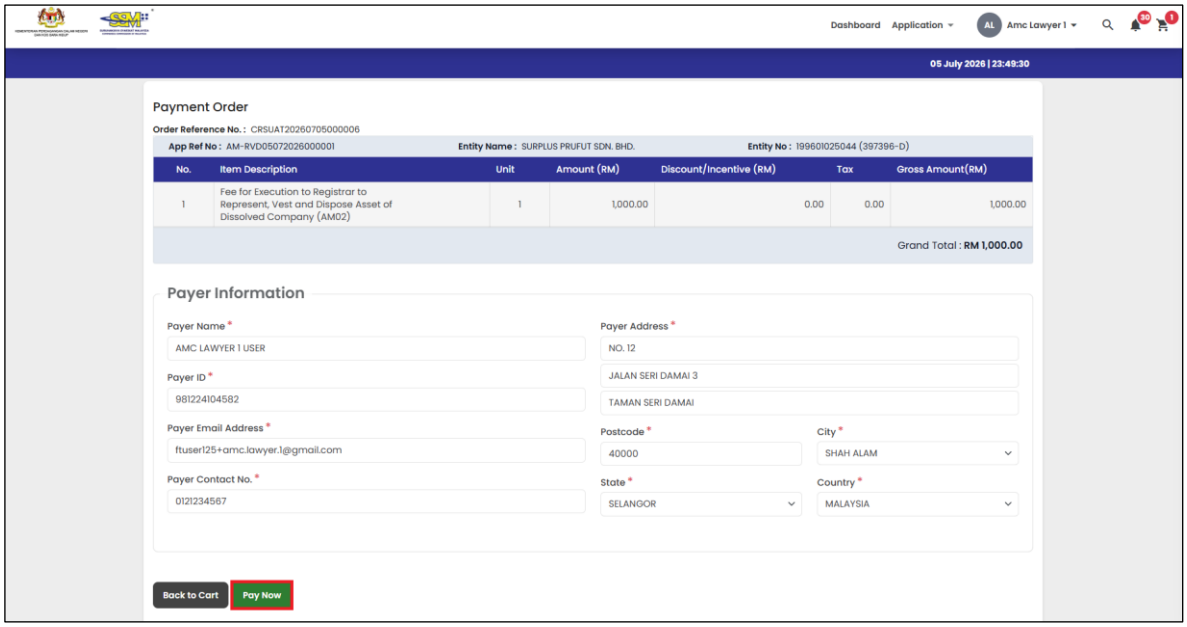
Field Num.	Description
1	From the **Dashboard,** click the **Trolley** icon. 
2	Click **View All**.

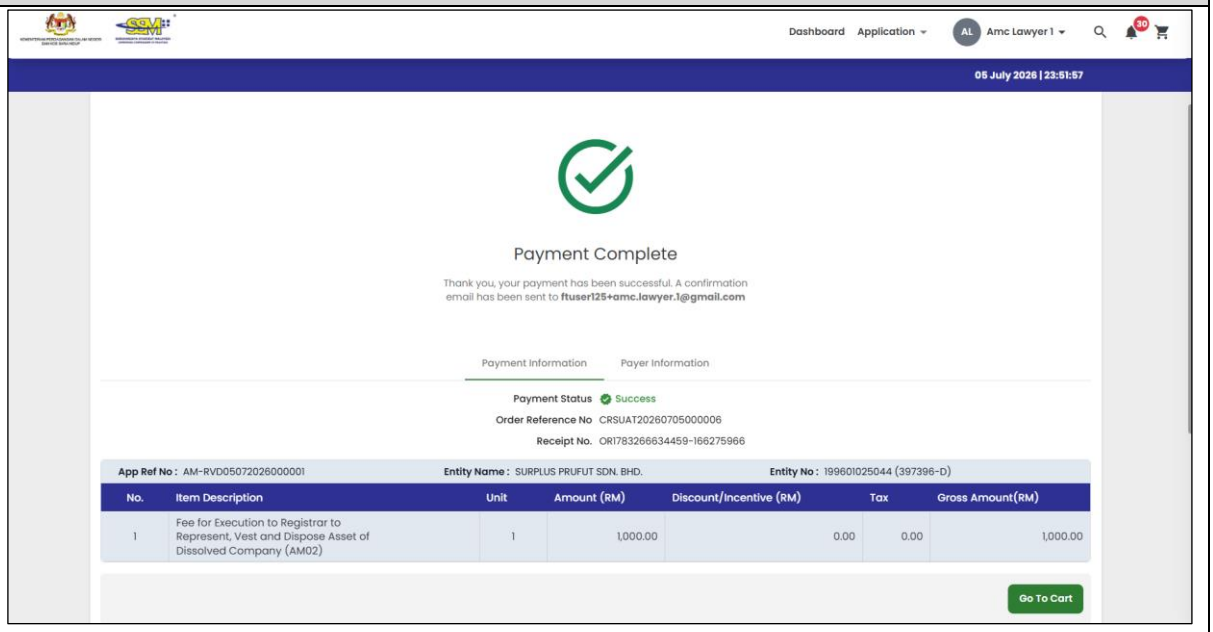
Field Num.	Description
	
3	Select the **Application** and click **Proceed to Payment**. 
4	On the **Confirmation** popup, click **Yes**. 
5	In the **Payment Order** page, click **Pay Now**. Then, please complete the payment.

Field Num.	Description
	
6	Payment Completed. 
7	Once the payment for the **Asset Purchase Price** is completed, the SSM Officer will notify the public user to make payment for the **Execution Fee**. Upon receiving the notification, the public user may proceed to the **4.6 Make Payment on Execution Fee**.

4.6 Make Payment on Execution Fee

Field Num.	Description
1	From the **Dashboard,** click the **Trolley** icon. 
2	Click **View All**. 
3	Select the **Application** and click **Proceed to Payment**. 

Field Num.	Description
4	On the **Confirmation** popup, click **Yes**. 
5	In the **Payment Order** page, click **Pay Now**. Then, please complete the payment. 
6	Payment Completed.

Field Num.	Description
	

***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.*