



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.

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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)

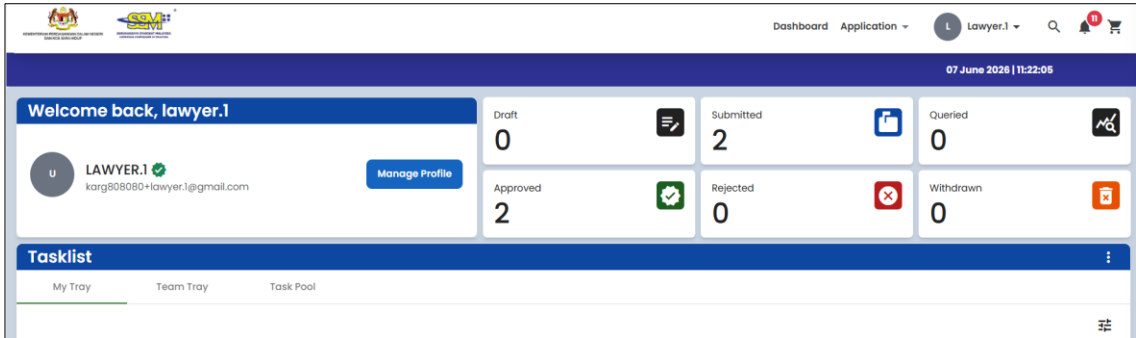
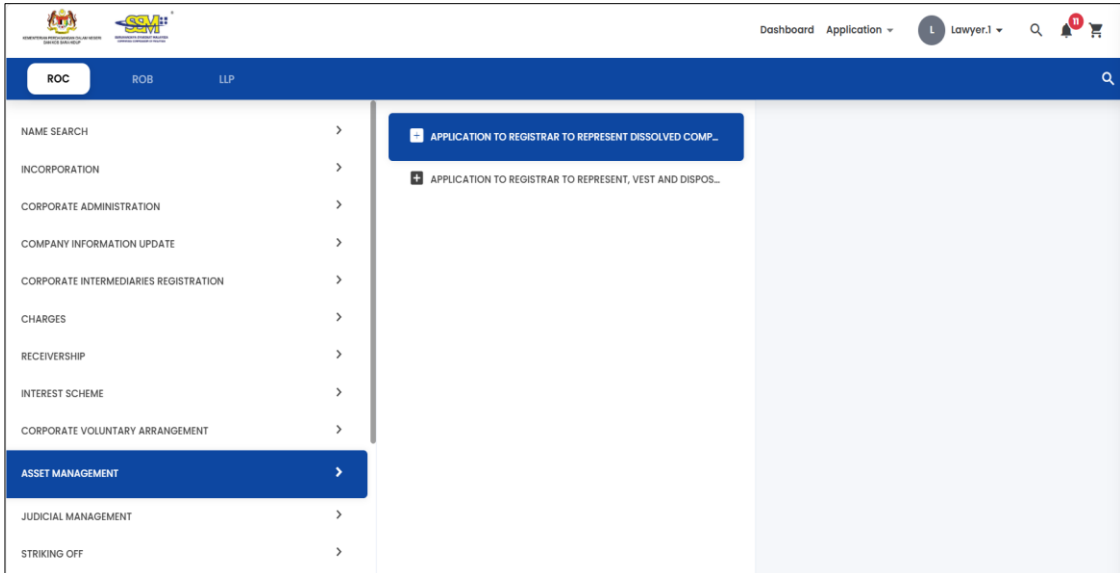
User Role

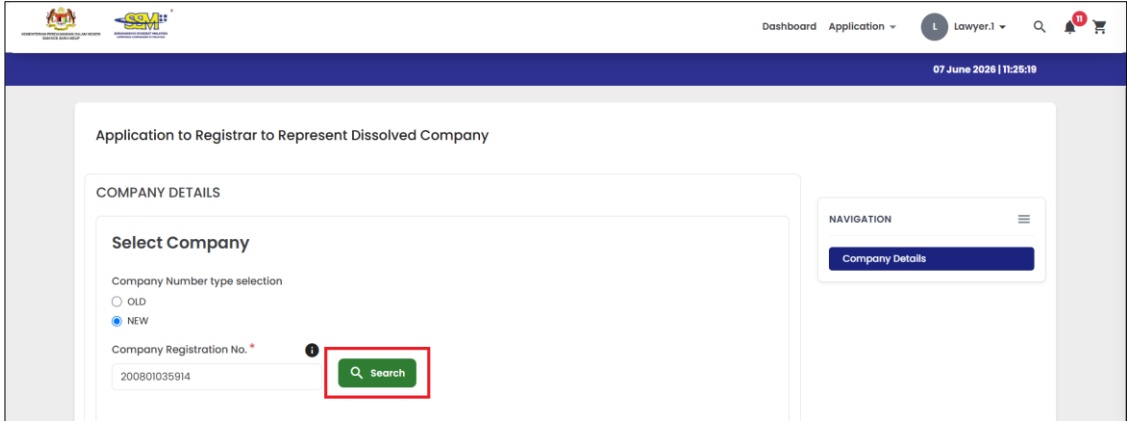
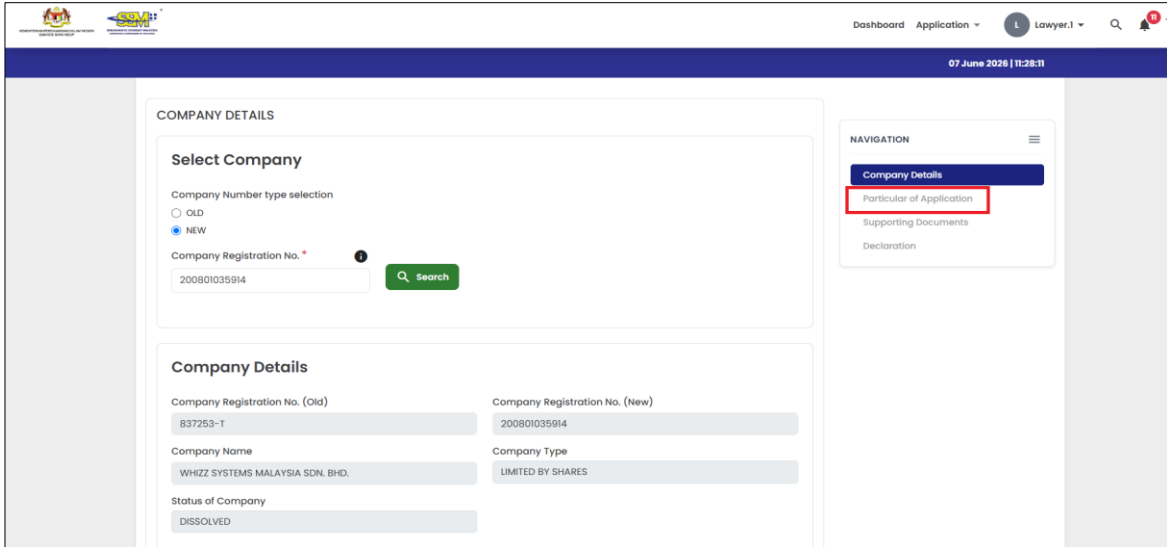
A registered **external authorised user - lawyer**/ verified user – individual active in **SSM4U** that has been verified and has a valid SSM Practising Certificate of the entity.

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

3.1 Submit Application

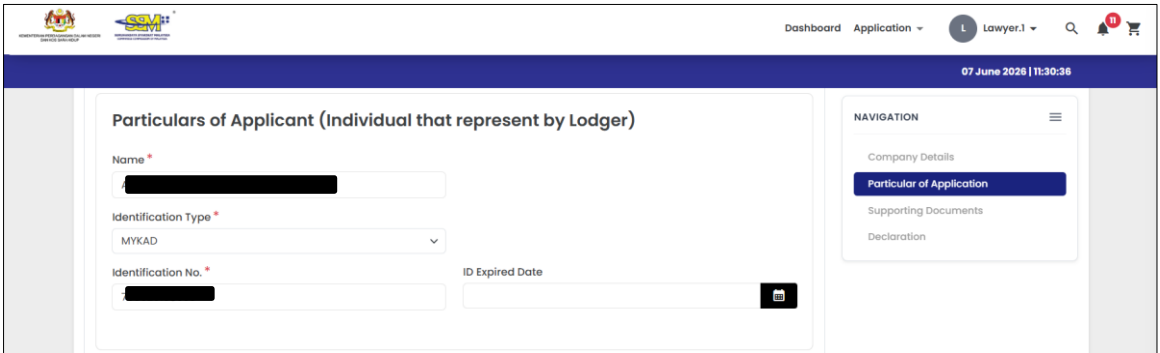
3.1.1 Company Details

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 

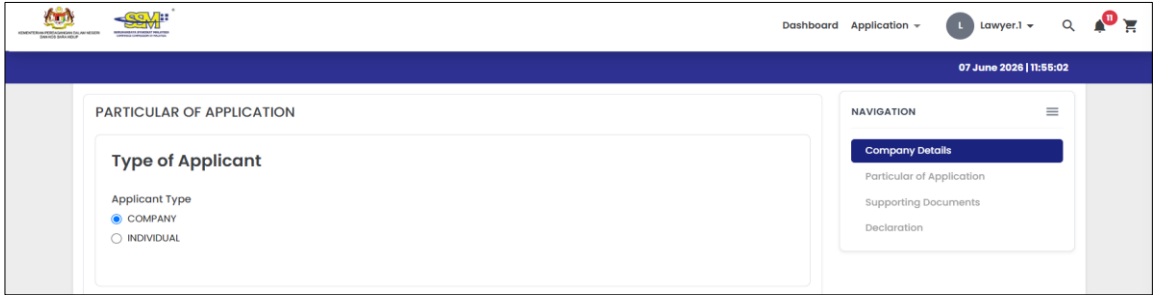
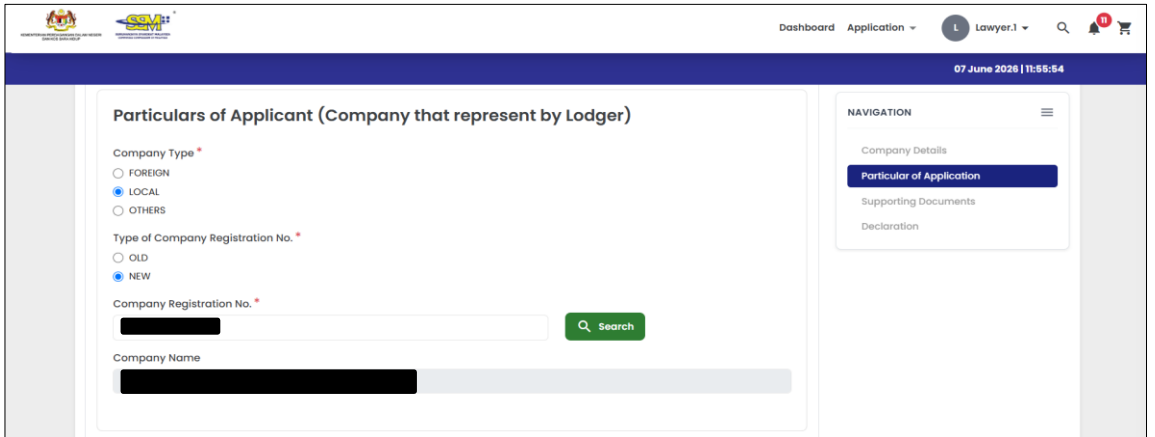
Field Num.	Description
3	In the Company Details section, select NEW or OLD and enter Company Registration No. Then, click Search. 
4	System will auto-populate the Company Details section. Please proceed to the next step. 
5	Next, please proceed to the Particulars of Applicant section. If the Particulars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

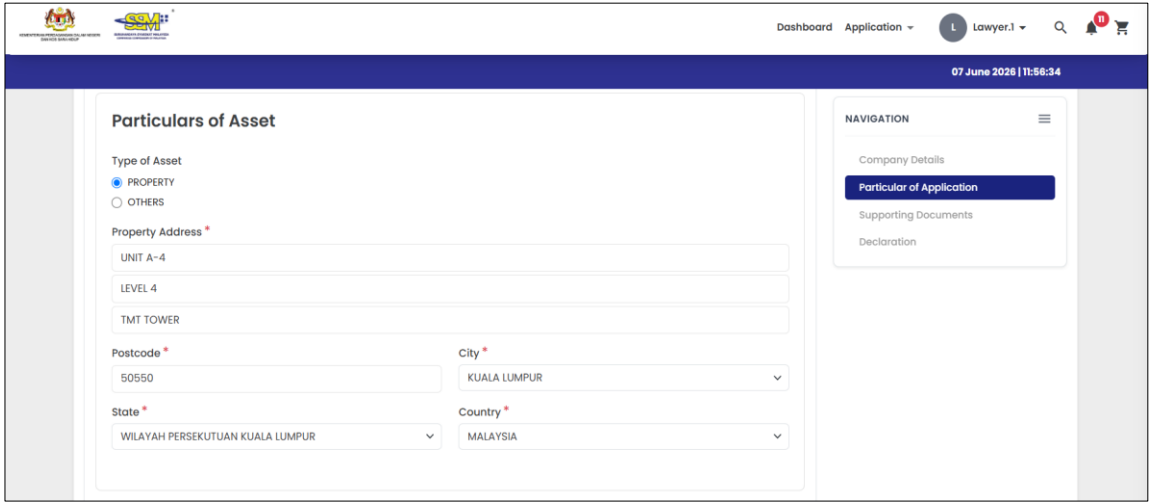
Field Num.	Description
1	Select the Applicant Type – INDIVIDUAL. 
2	Enter the Name, select the Identification Type, enter the Identification No and ID Expired Date (if needed). 
3	Next, please proceed to the Particulars of Asset section. If the Type of Asset is Property, please proceed to the 3.1.3.1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

3.1.2.2 Company

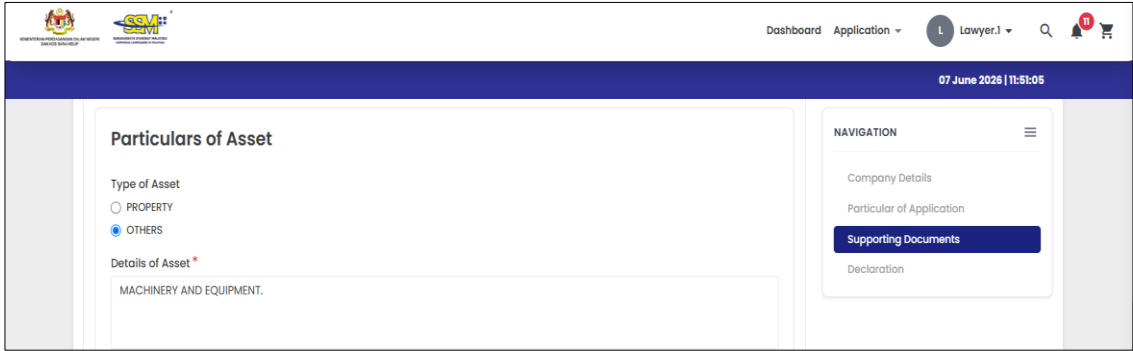
Field Num.	Description
1	Select the Applicant Type – COMPANY. 
2	Select the Company Type, Type of Company Registration No. and enter the Company Registration No. Then, click Search. 
3	Next, please proceed to the Particulars of Asset section. If the Type of Asset is Property, please proceed to the 3.1.3.1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

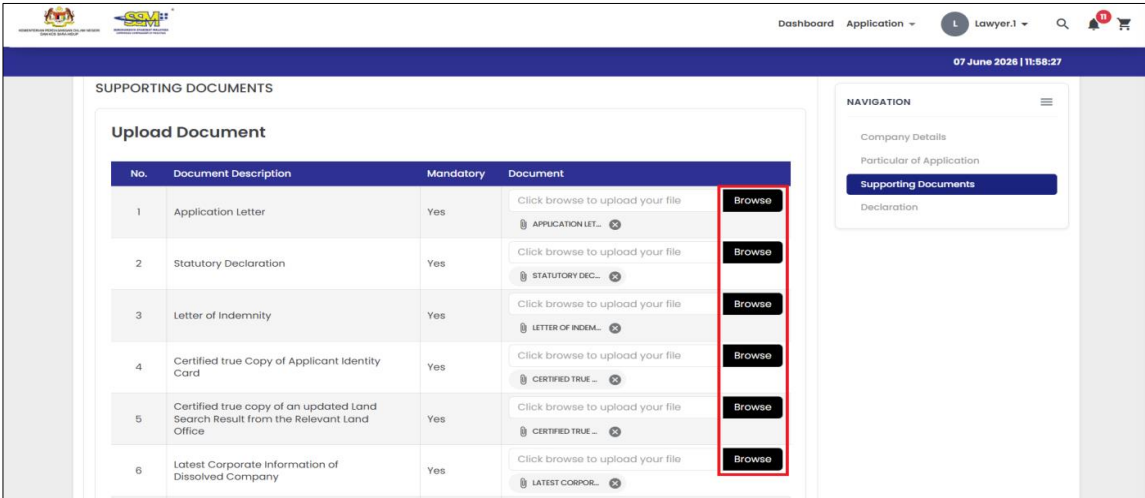
Field Num.	Description
1	Select the Type of Asset - PROPERTY. Then, enter the Property Address and Postcode. 
2	Next, please proceed to the 3.1.4 Supporting Documents section, 3.1.4.1 Property.

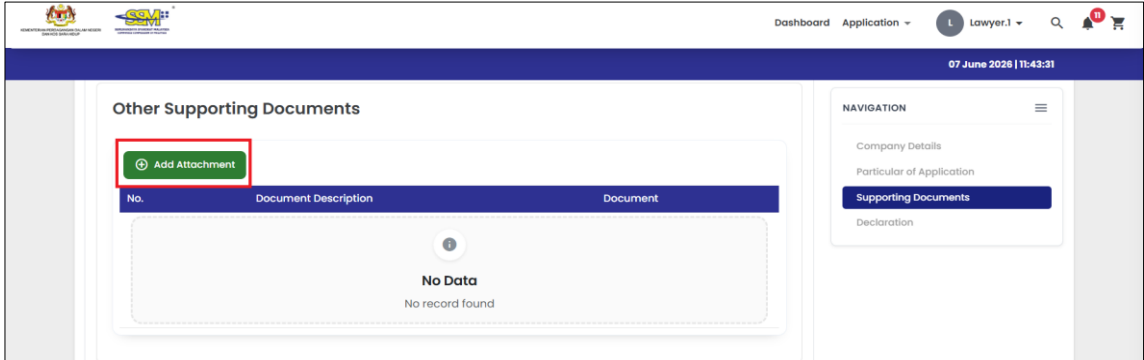
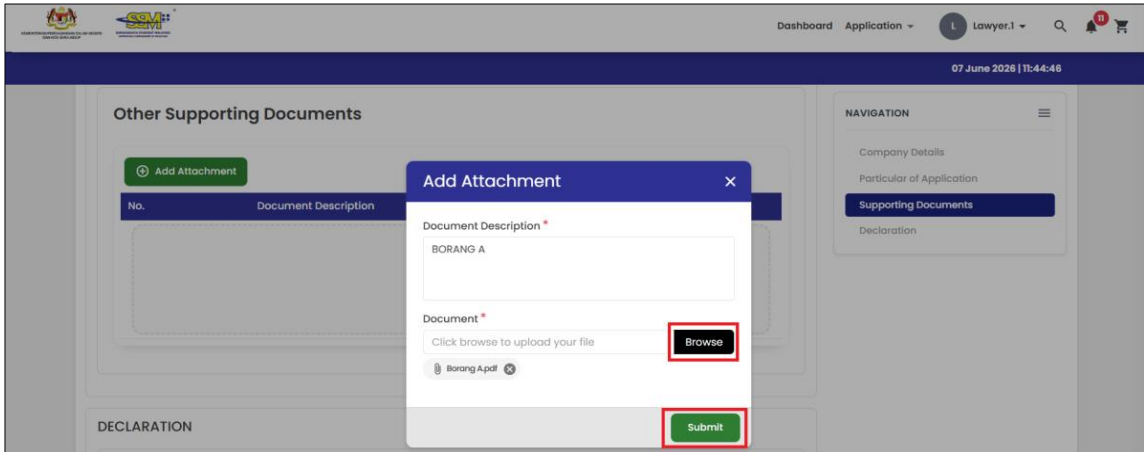
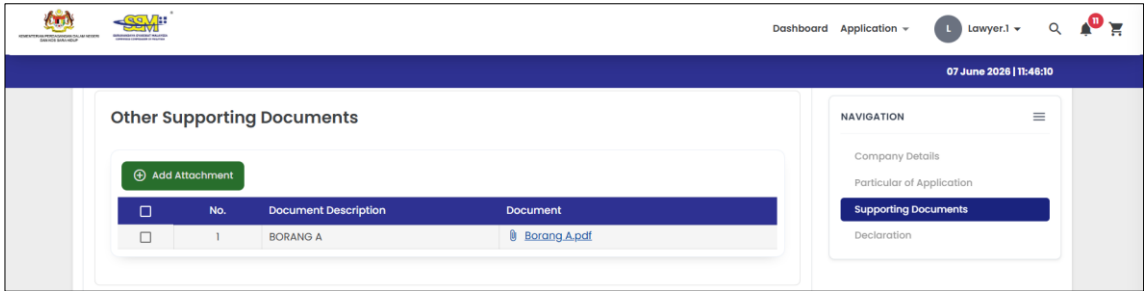
3.1.3.2 Others

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.

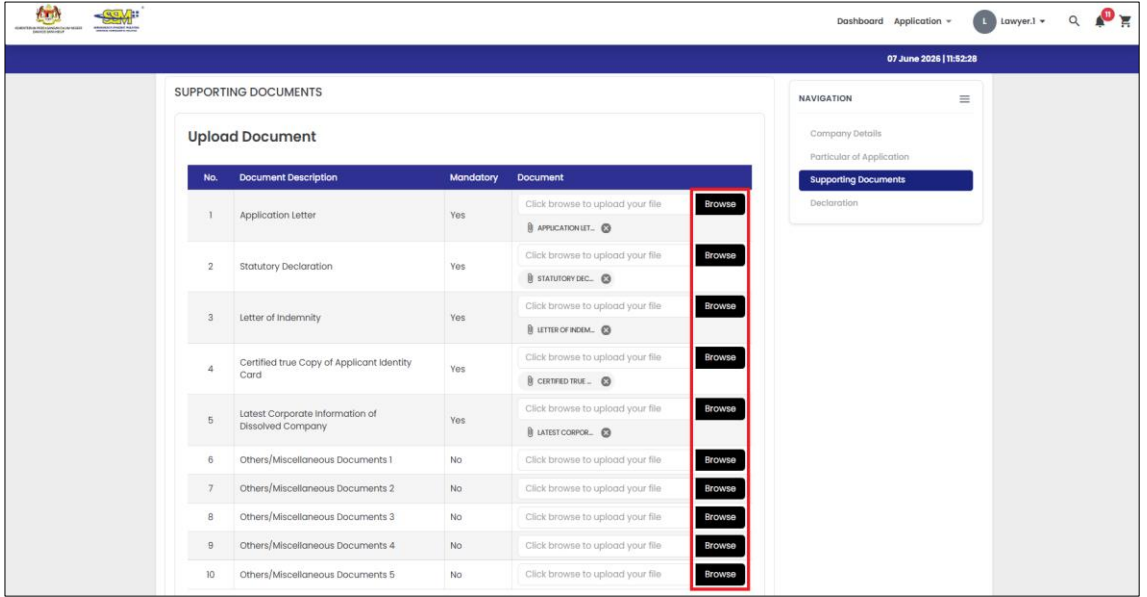
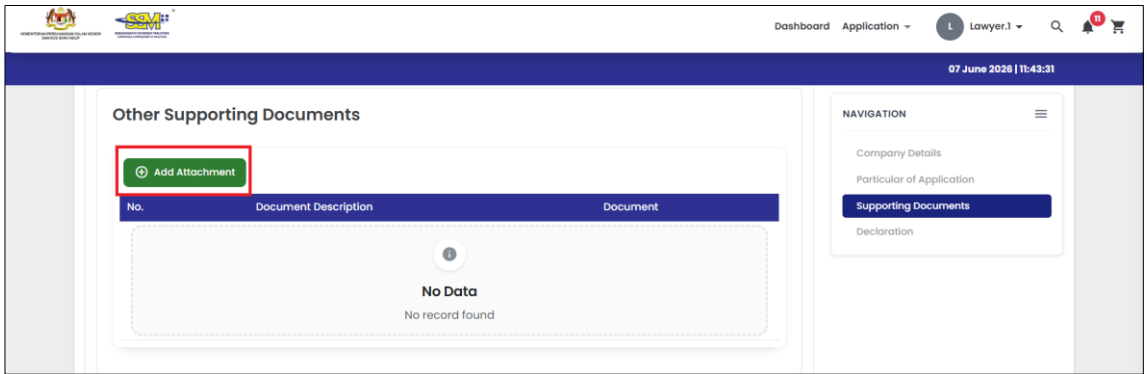
3.1.4 Supporting Documents

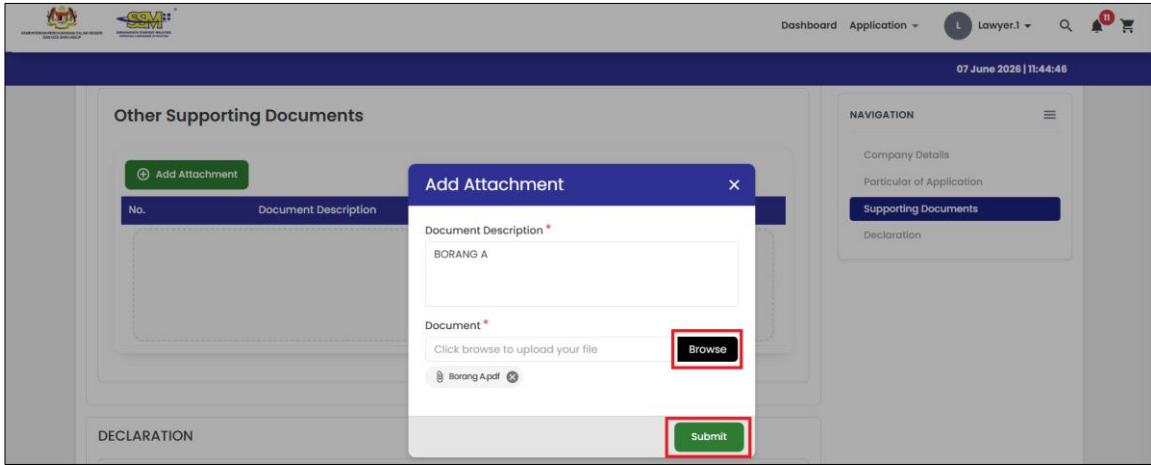
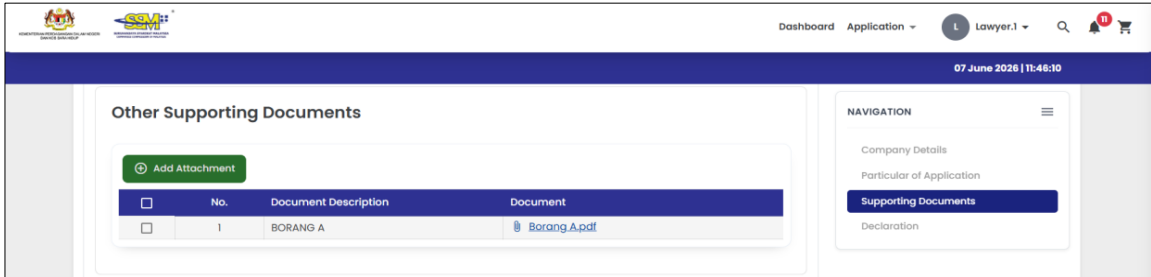
3.1.4.1 Property

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.

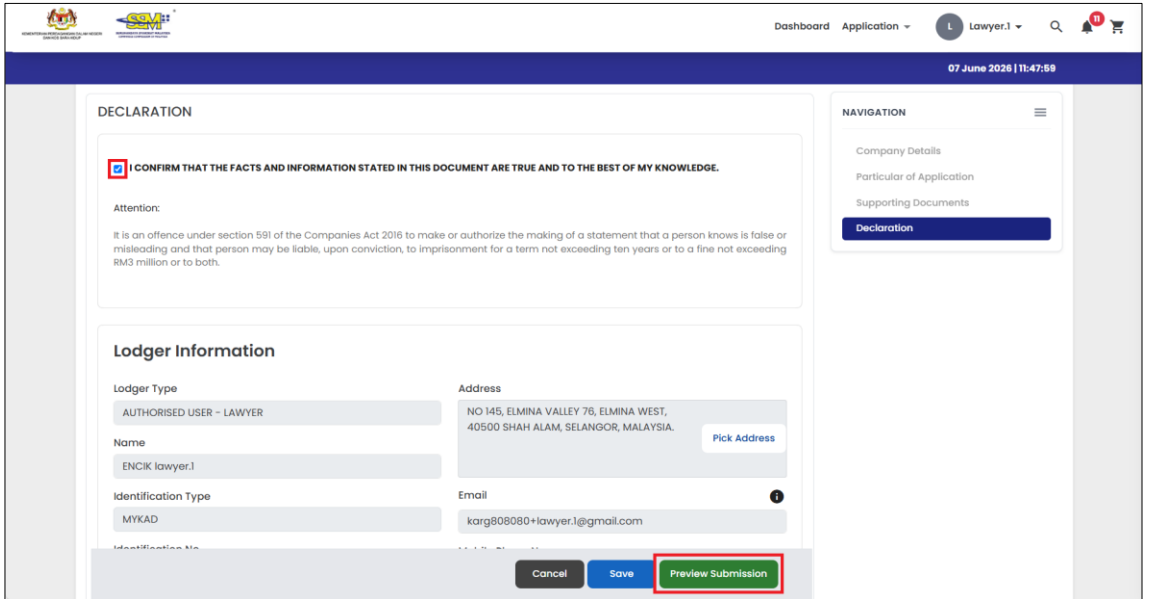
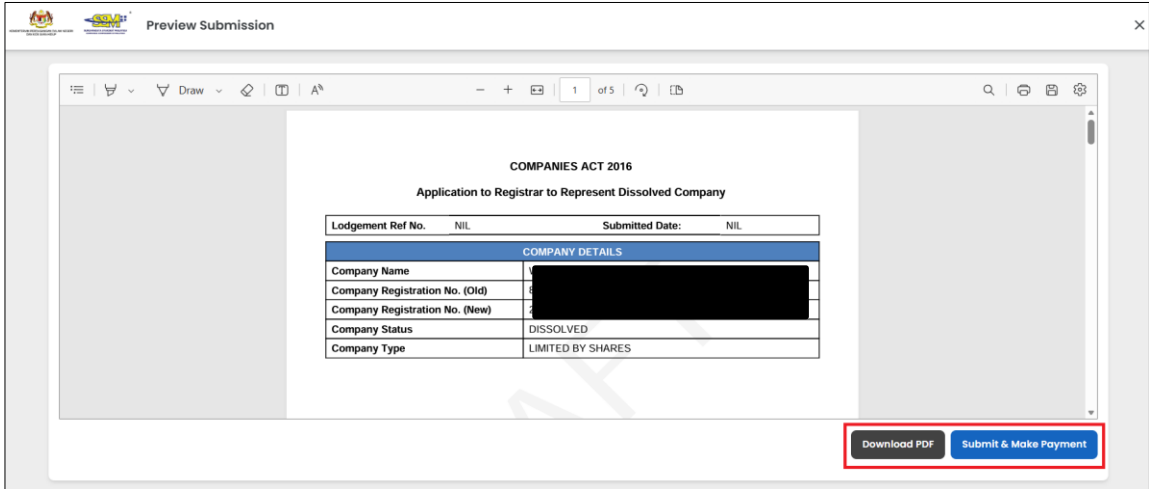
3.1.4.2 Others

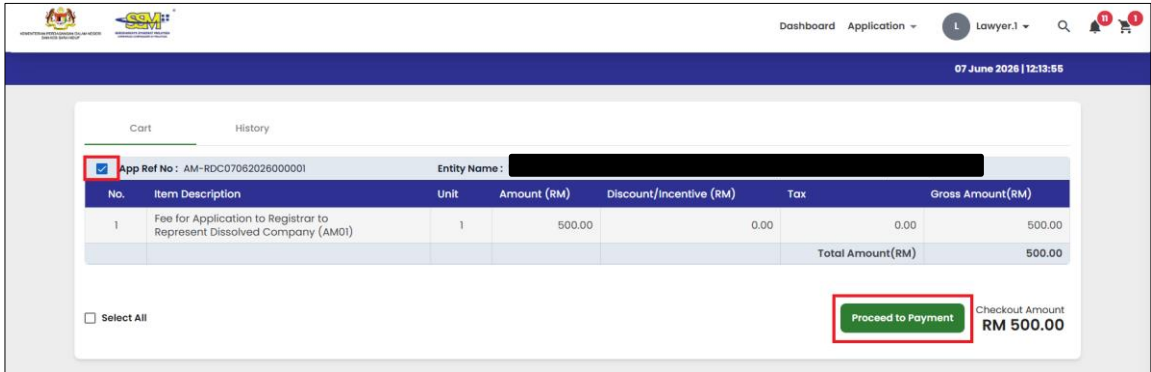
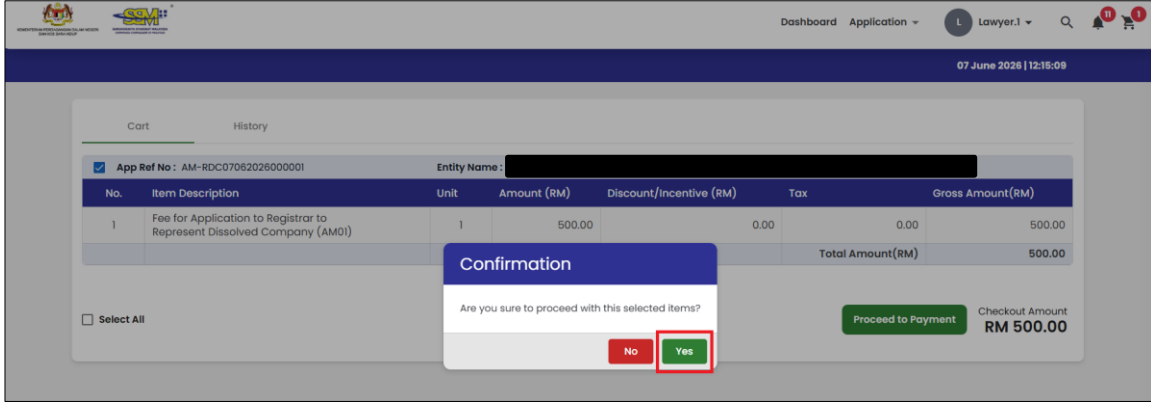
Field Num.	Description
1	In the Supporting Documents section, click Browse to select and upload the documents. 
2	Scroll down to the Other Supporting Documents section, click Add Attachment. 
3	On the Add Attachment popup, enter the Document Description and click Browse to select and upload the document.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

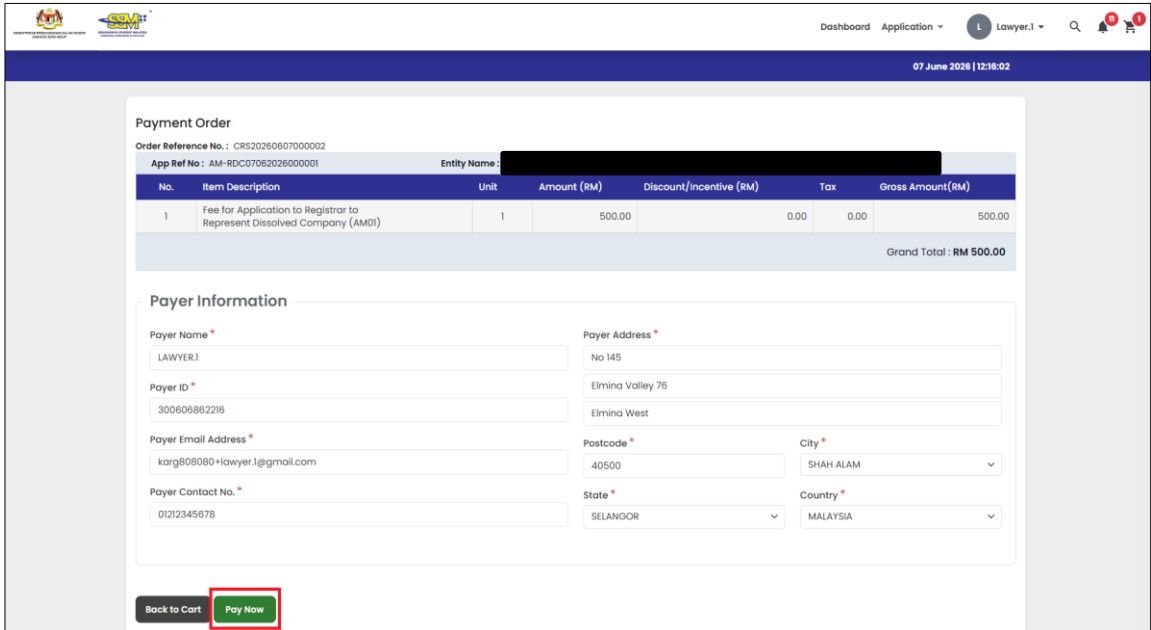
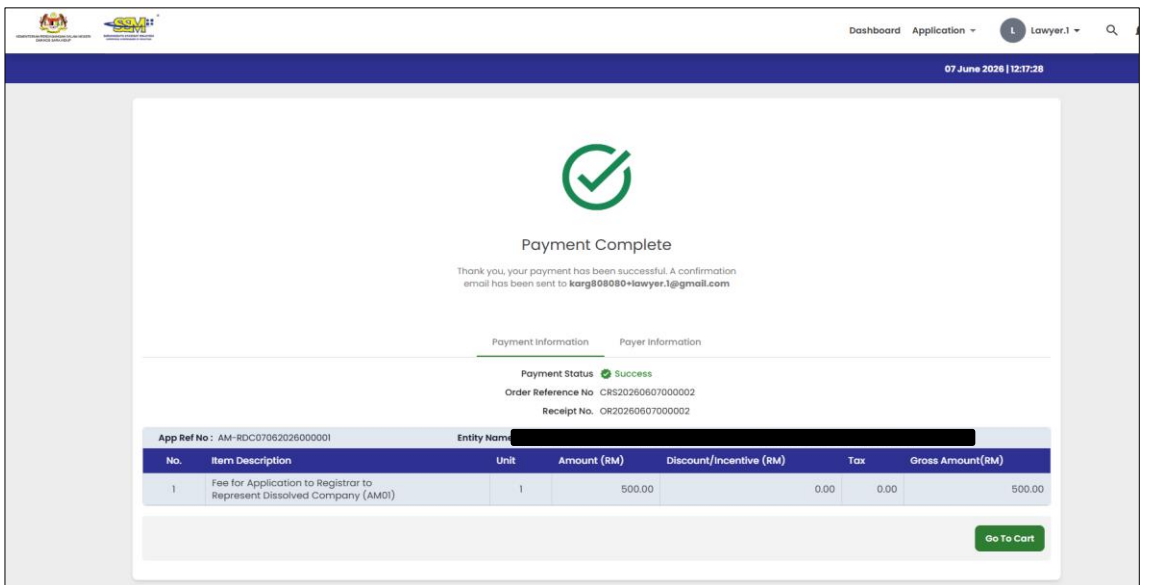
Field Num.	Description
	
4	
5	Next, please proceed to the 3.1.5 Declaration, Preview Submission and Payment Application Fee .

3.1.5 Declaration, Preview Submission and Payment Application Fee

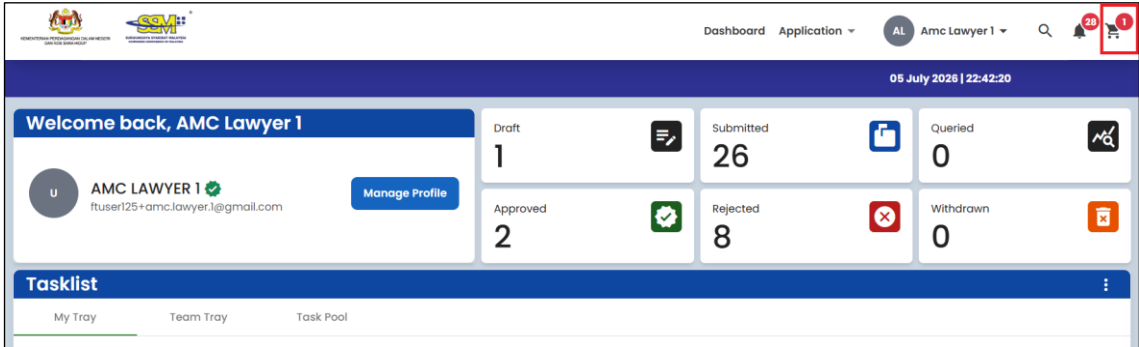
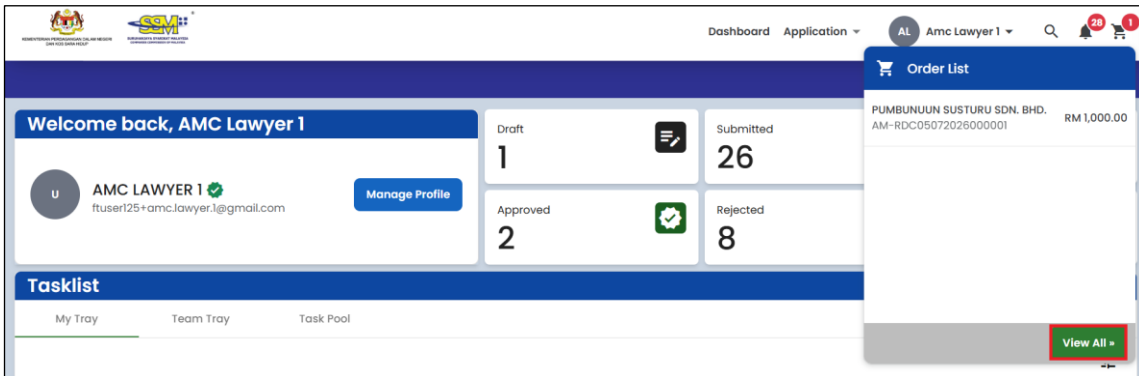
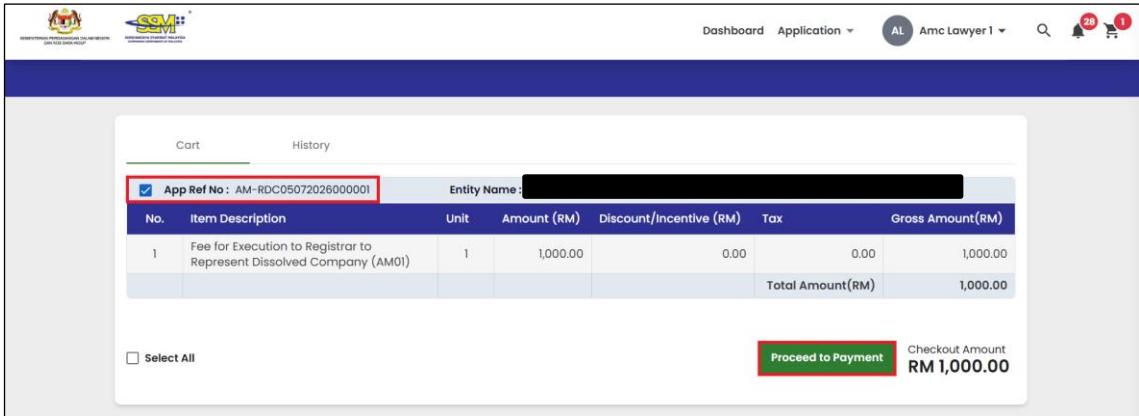
Field Num.	Description
1	Click on Declaration tab on the right (Tick the box). Then click on Preview Submission

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.

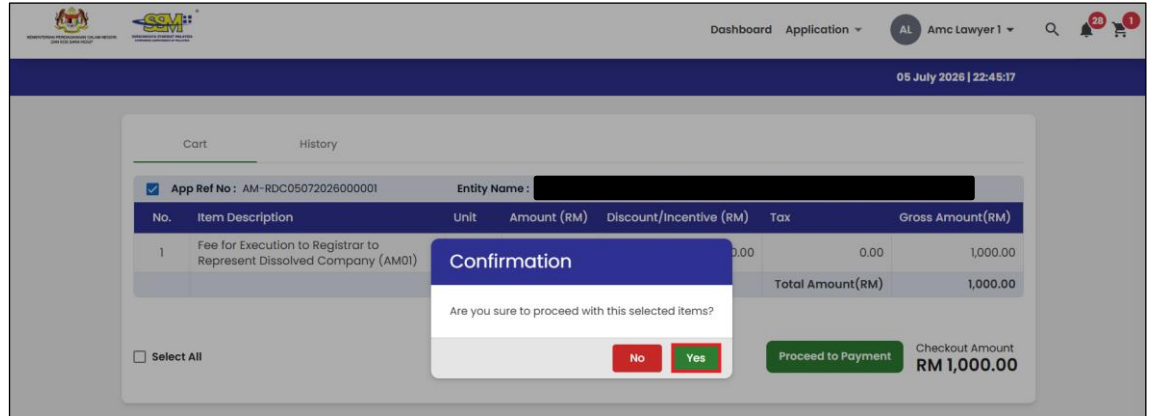
Field Num.	Description
	
4	On the Confirmation popup, click Yes. 
5	Click Pay Now and complete the payment.

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**.



Confirmation

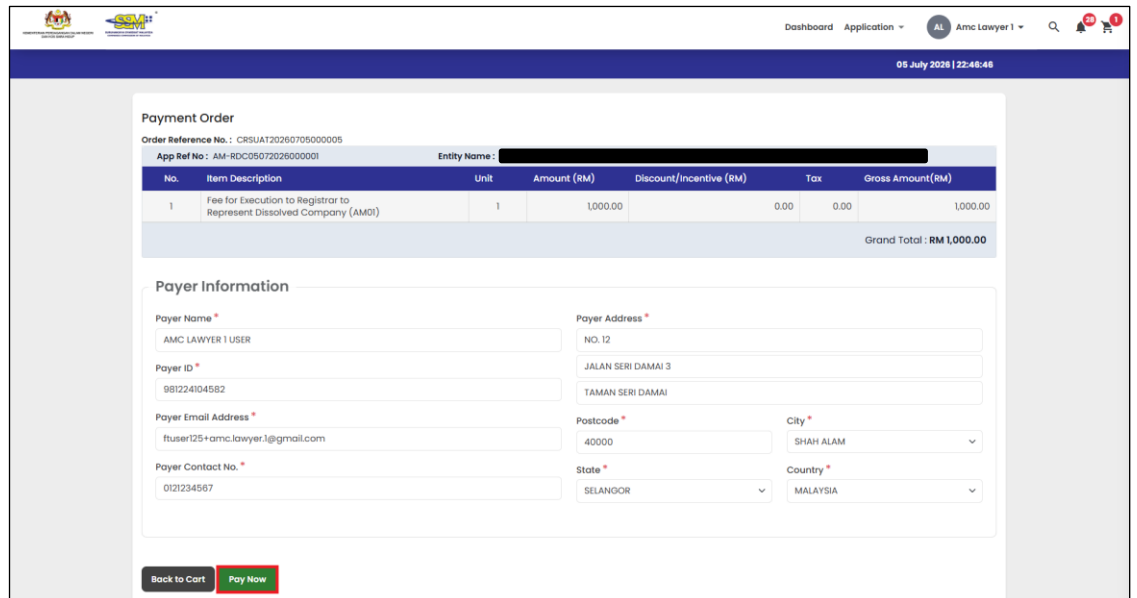
Are you sure to proceed with this selected items?

No Yes

Proceed to Payment Checkout Amount RM 1,000.00

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Execution to Registrar to Represent Dissolved Company (AM01)					1,000.00
Total Amount(RM)						1,000.00

5 In the **Payment Order** page, click **Pay Now**. Then, please complete the payment.



Payment Order

Order Reference No.: CRSUAT20260705000005

App Ref No.: AM-RDC05072026000001 Entity Name: [REDACTED]

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Execution to Registrar to Represent Dissolved Company (AM01)	1	1,000.00		0.00	1,000.00
Grand Total :						RM 1,000.00

Payer Information

Payer Name *
AMC LAWYER 1 USER

Payer ID *
981224104582

Payer Email Address *
ftuser125+amc.lawyer.1@gmail.com

Payer Contact No. *
0121234567

Payer Address *
NO. 12
JALAN SERI DAMAI 3
TAMAN SERI DAMAI

Postcode *
40000

City *
SHAH ALAM

State *
SELANGOR

Country *
MALAYSIA

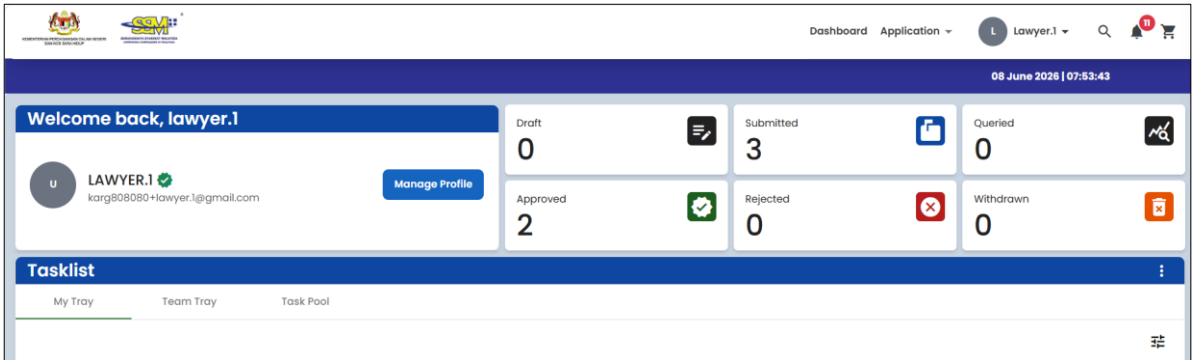
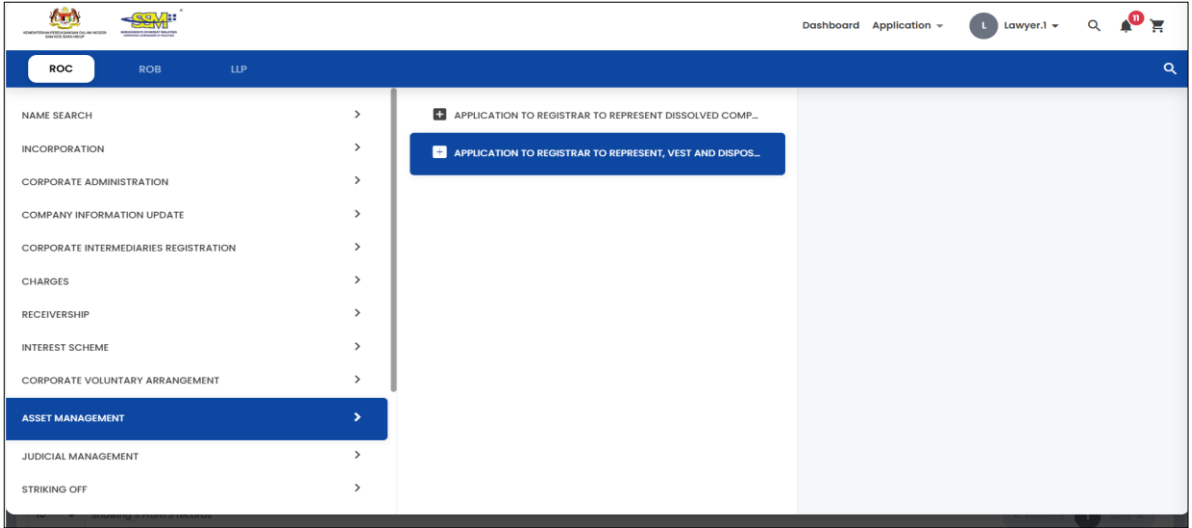
Back to Cart Pay Now

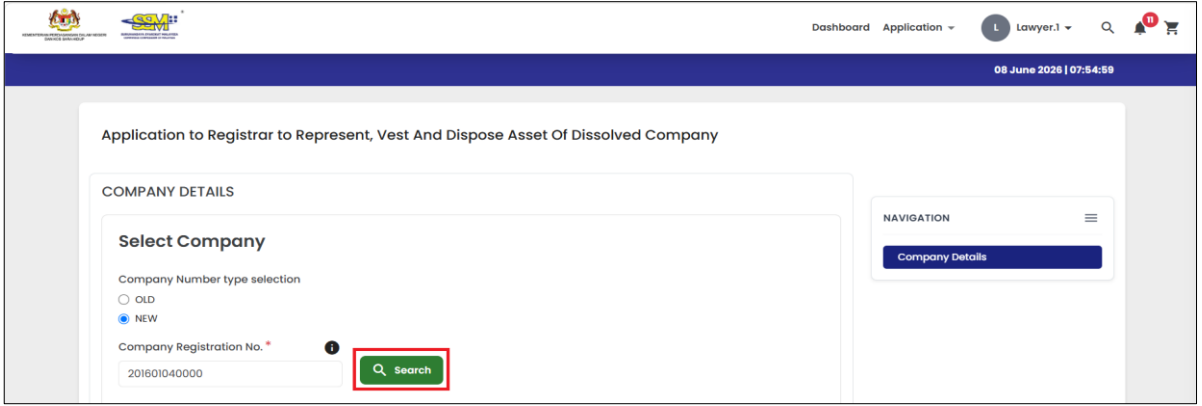
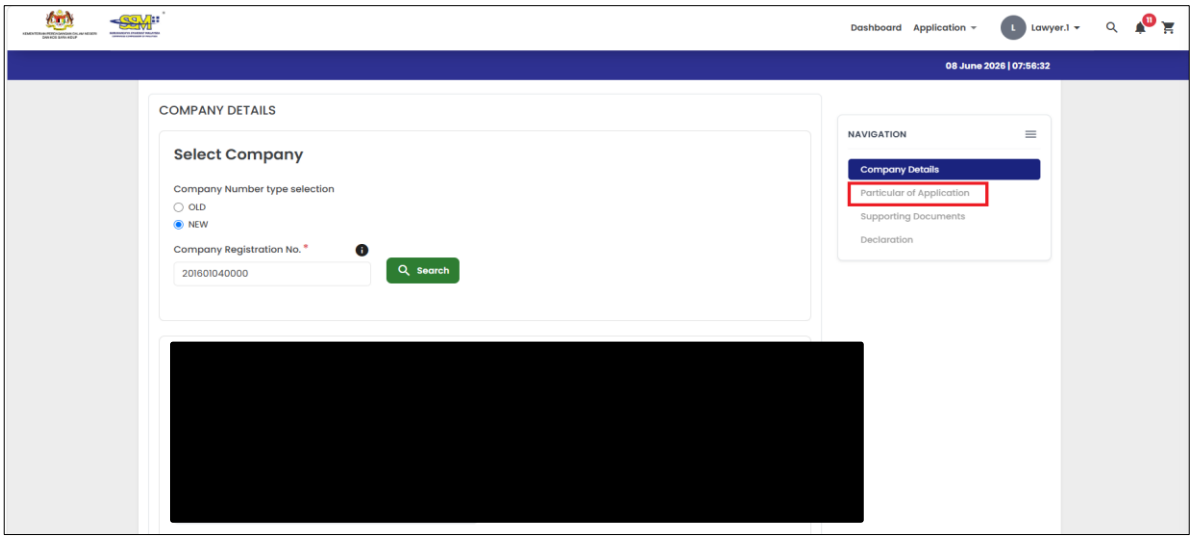
6 Payment Completed.

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

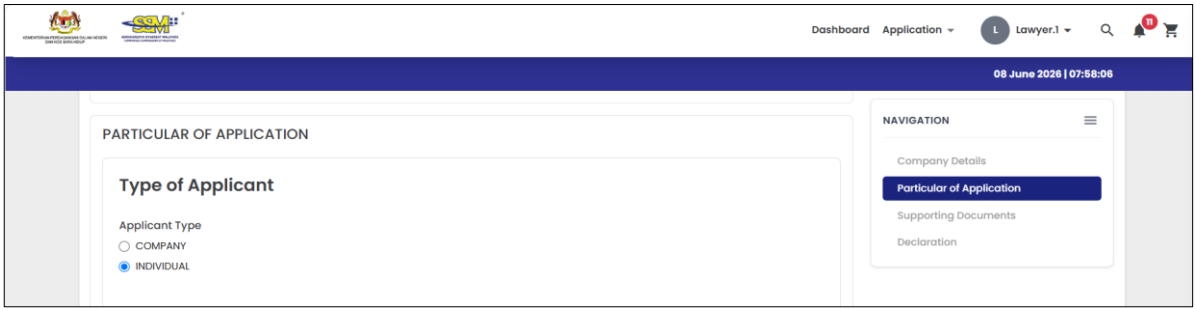
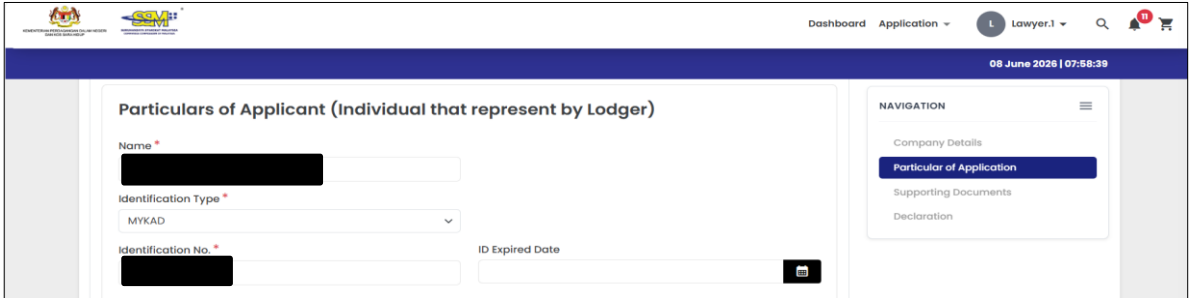
4.1.1 Company Details

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.

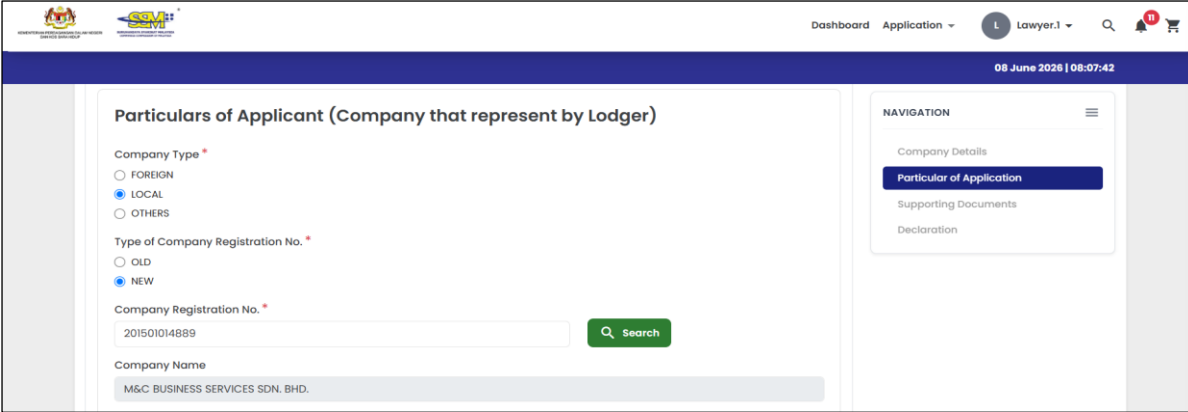
4.1.2 Particulars of Applicant

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

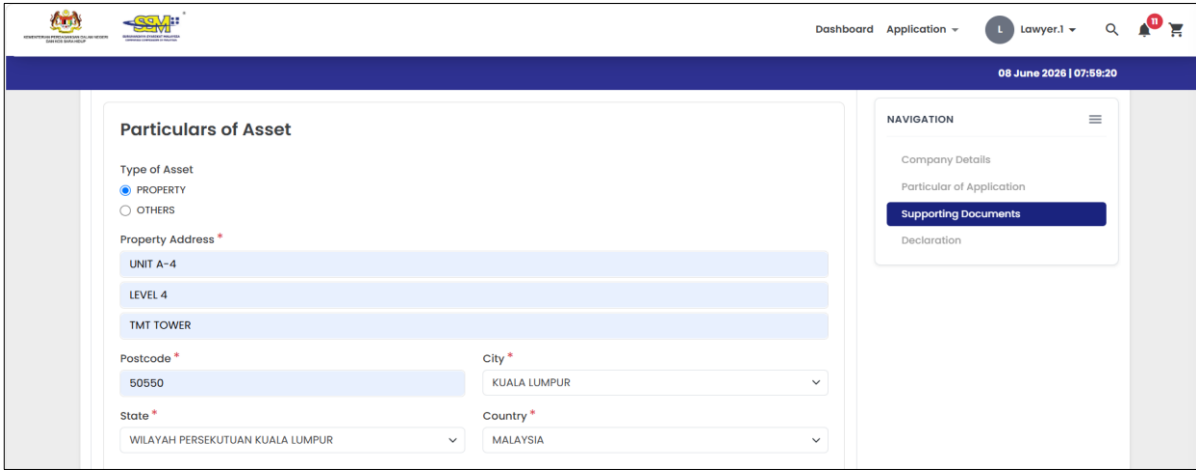
Field Num.	Description
1	Select the Applicant Type – COMPANY .

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.

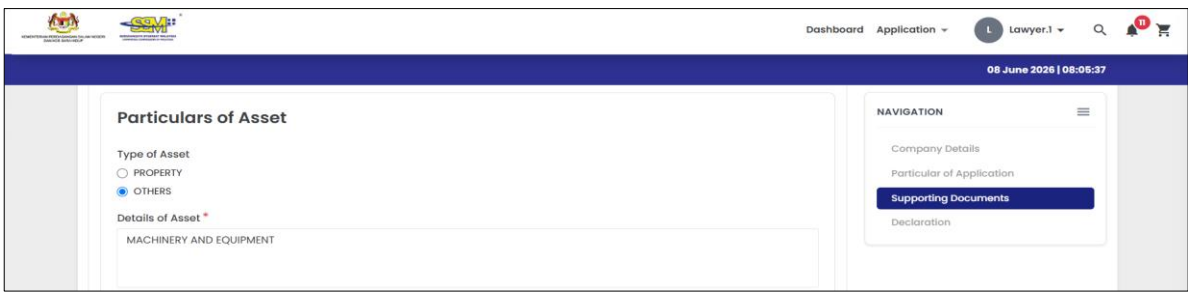
4.1.3 Particulars of Asset

4.1.3.1 Property

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

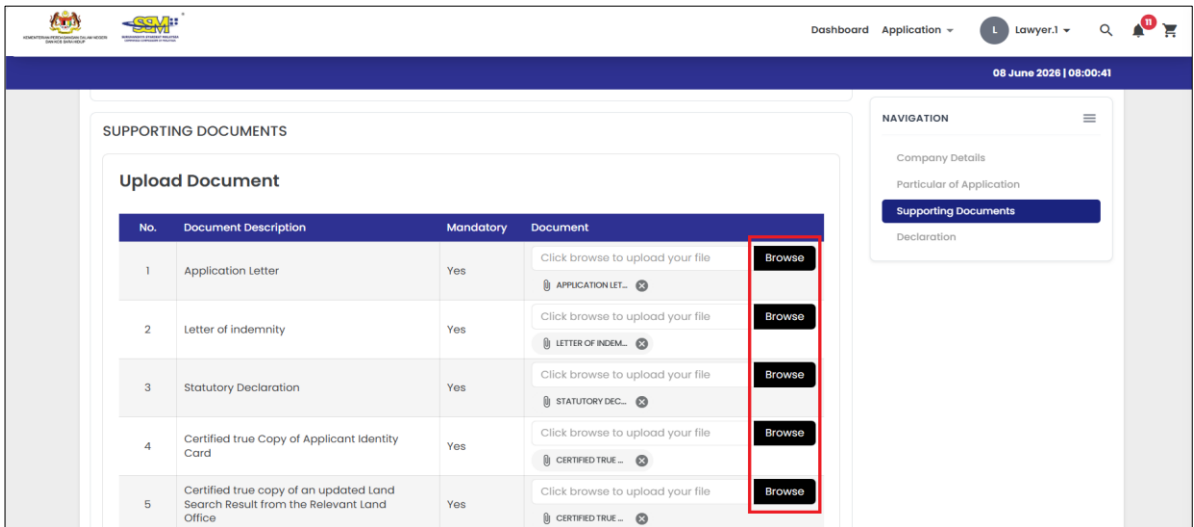
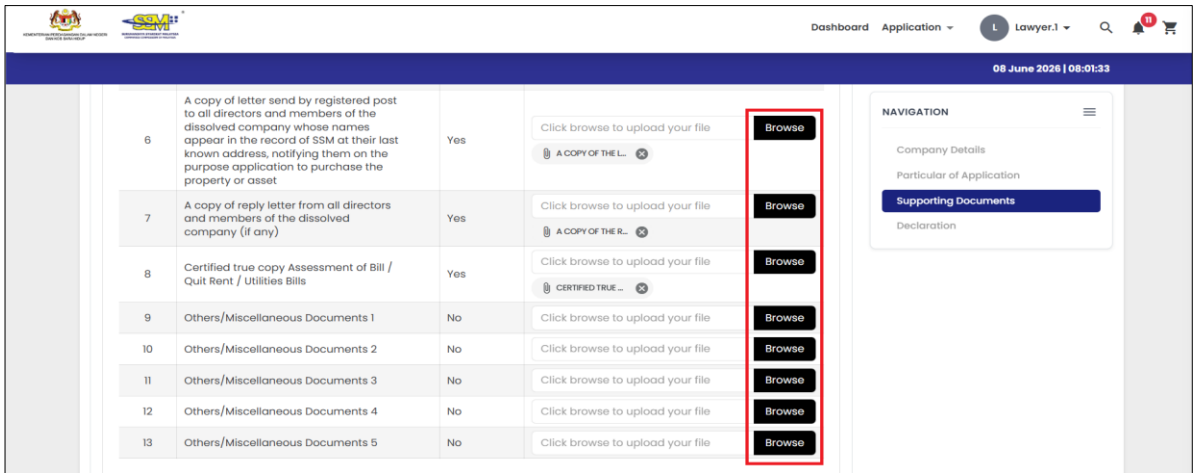
Field Num.	Description
	
2	Next, please proceed to the 4.1.4 Supporting Documents section, 4.1.4.1 Property .

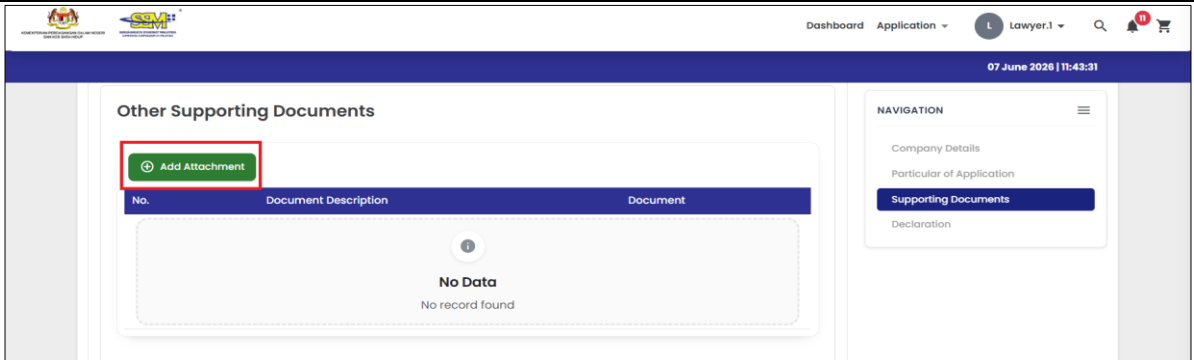
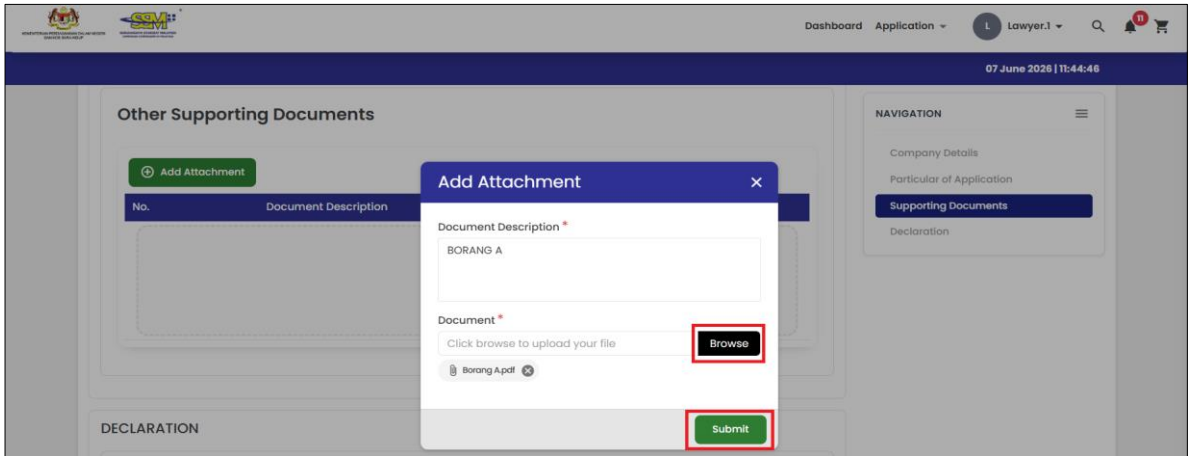
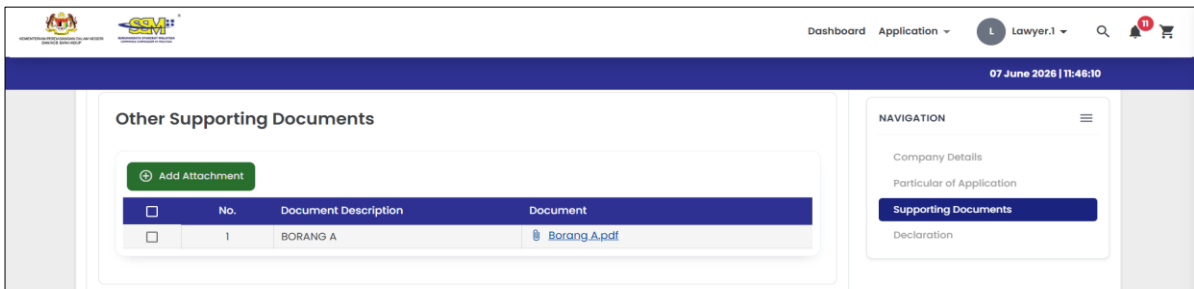
4.1.3.2 Others

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 .

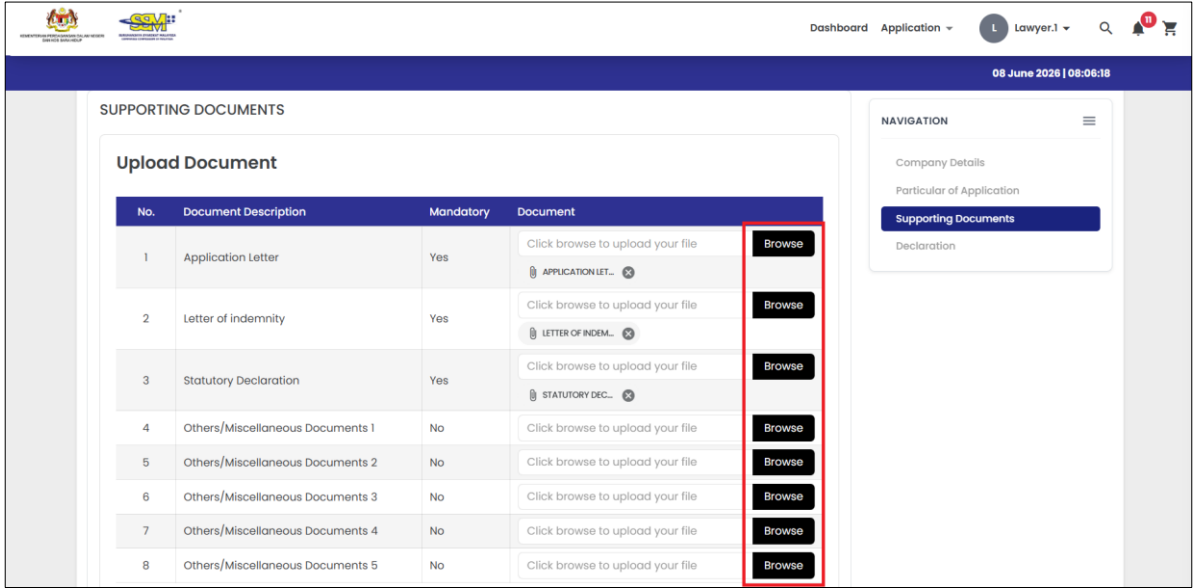
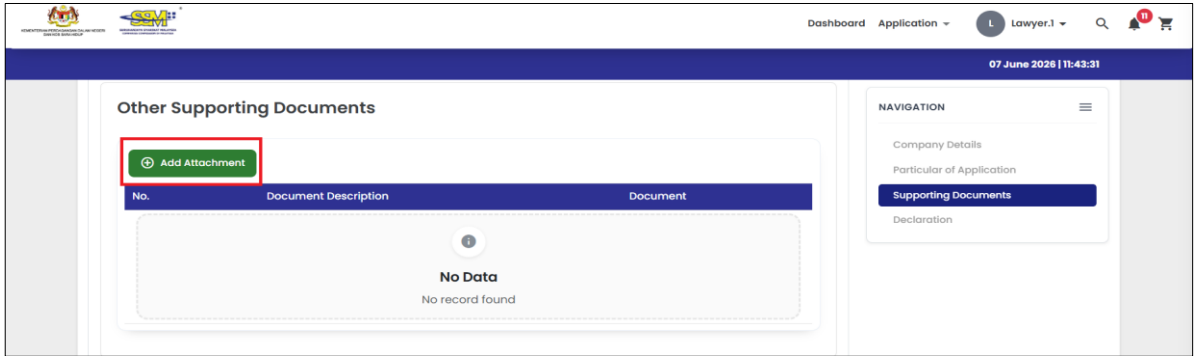
4.1.4 Supporting Documents

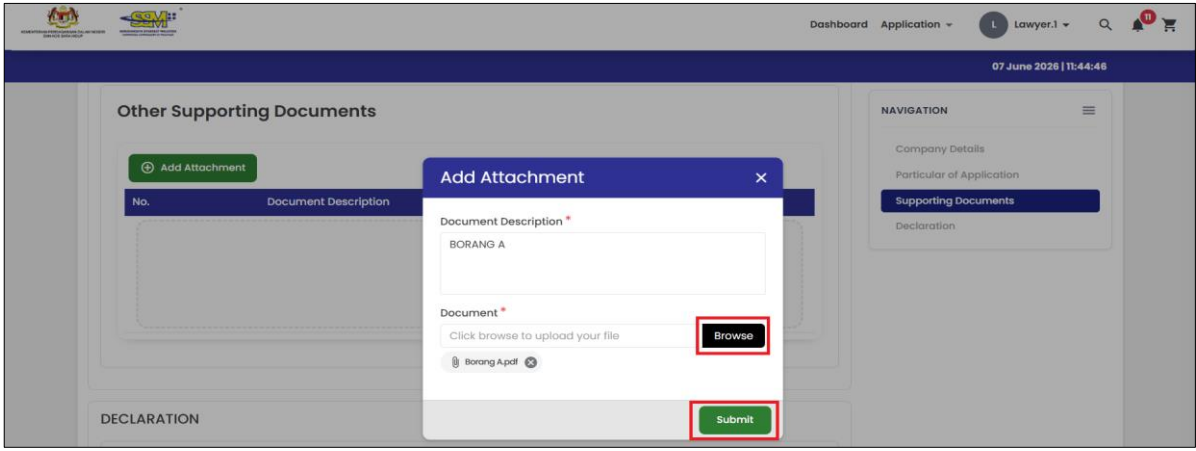
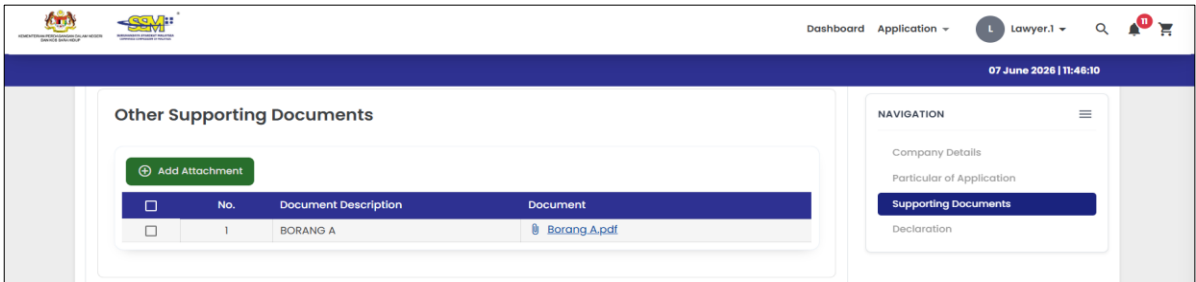
4.1.4.1 Property

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.

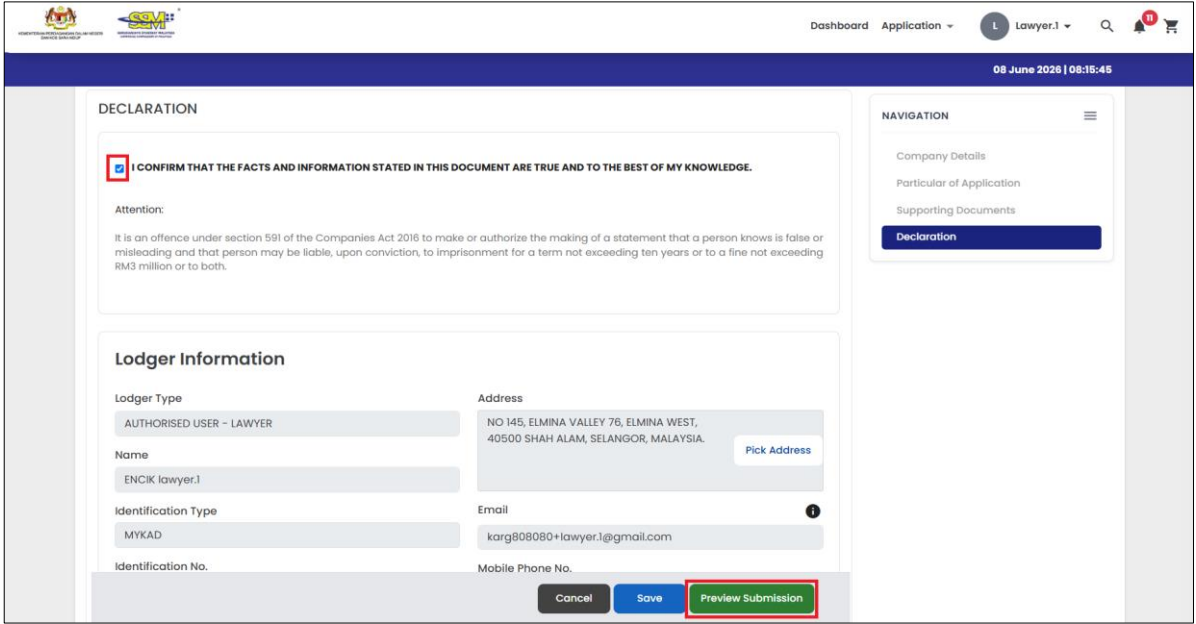
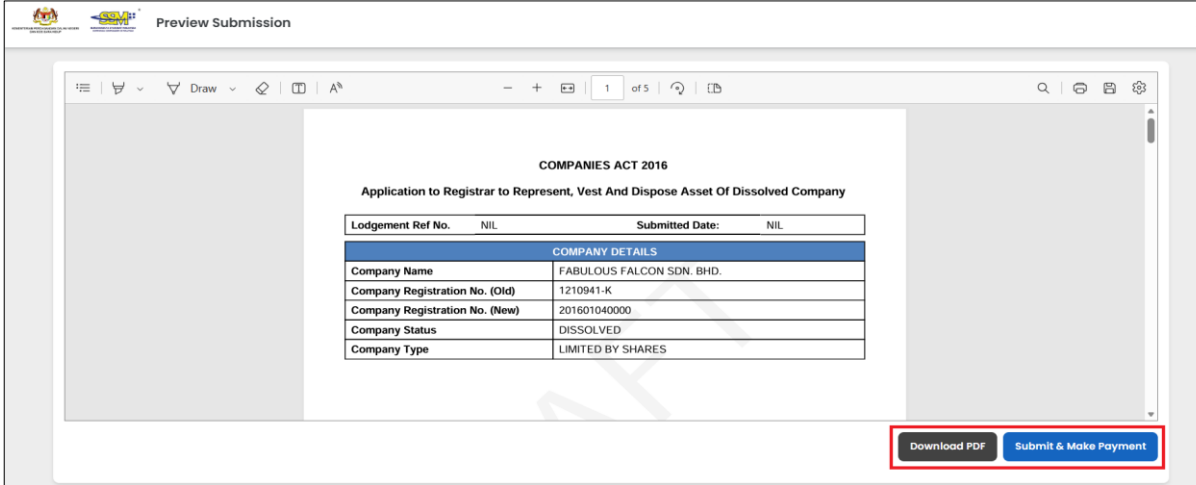
Field Num.	Description
	
3	On the Add Attachment popup, enter the Document Description and click Browse to select and upload the document. Then, click Submit. 
4	
5	Next, please proceed to the 4.1.5 Declaration, Preview Submission and Payment Application Fee.

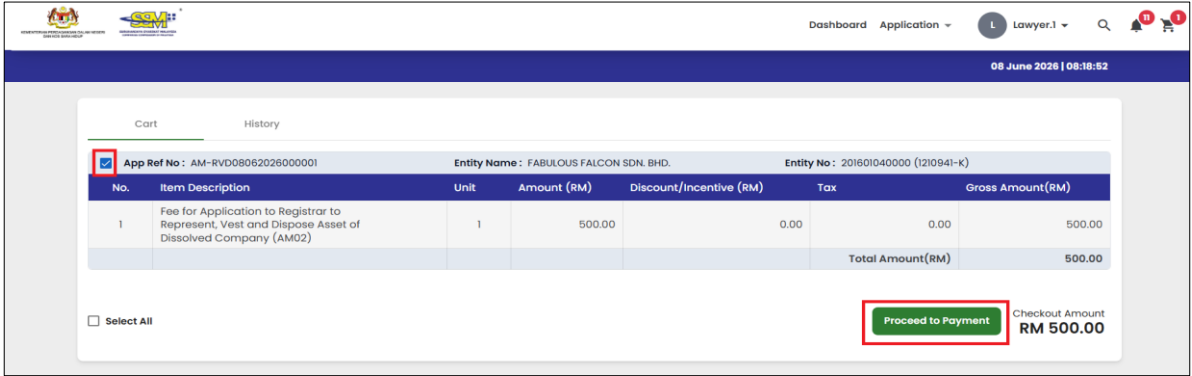
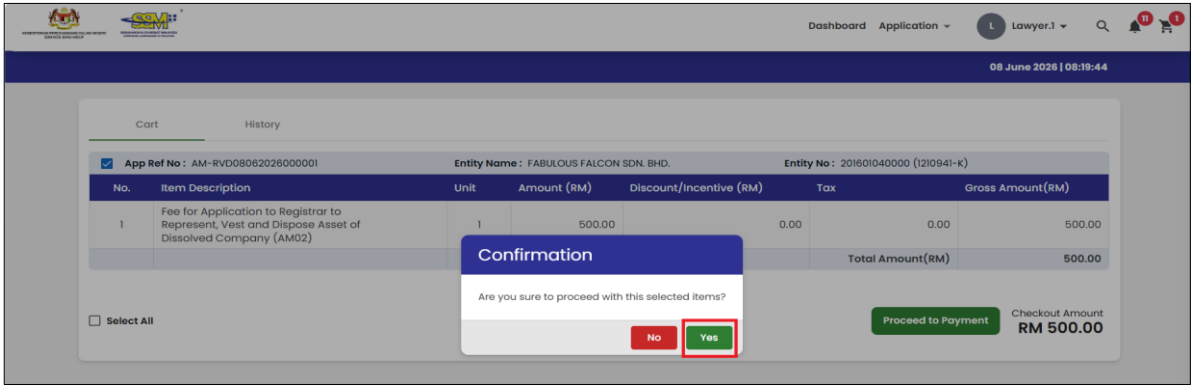
4.1.4.2 Others

Field Num.	Description
1	In the Supporting Document section, click Browse to select and upload the documents.  The screenshot shows the 'Supporting Documents' section of the application. It features a table titled 'Upload Document' with columns: No., Document Description, Mandatory, and Document. The table lists 8 documents, including 'Application Letter', 'Letter of Indemnity', 'Statutory Declaration', and five 'Others/Miscellaneous Documents'. Each row has a 'Browse' button next to the document upload area, which is highlighted by a red box in the image.
2	Scroll down to the Other Supporting Documents section, click Add Attachment.  The screenshot shows the 'Other Supporting Documents' section. It includes a table with columns: No., Document Description, and Document. The table is currently empty, displaying 'No Data' and 'No record found'. A red box highlights the 'Add Attachment' button located above the table.
3	On the Add Attachment popup, enter the Document Description and click Browse to select and upload the document. Then, click Submit.

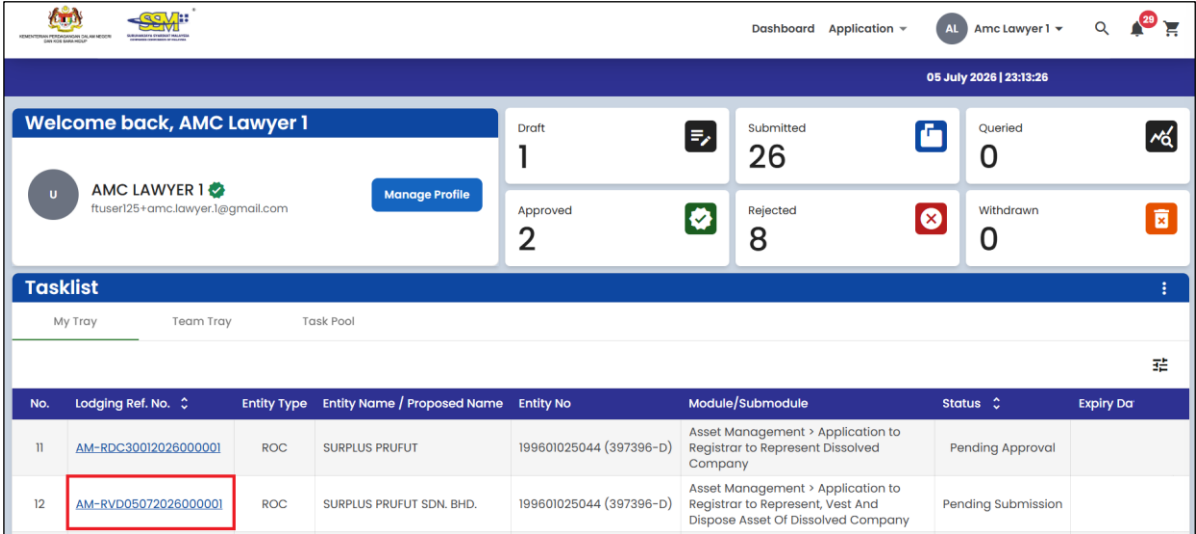
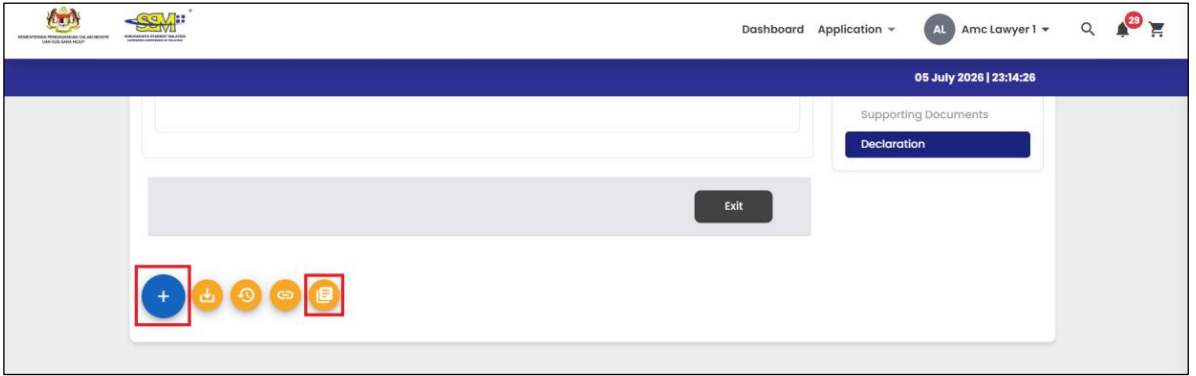
Field Num.	Description
	
4	
5	Next, please proceed to the 4.1.5 Declaration, Preview Submission and Payment Application Fee.

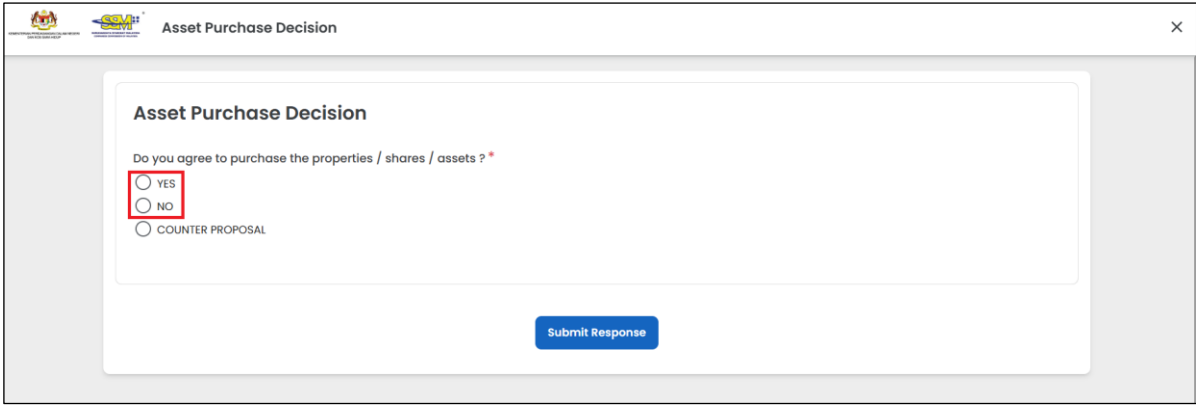
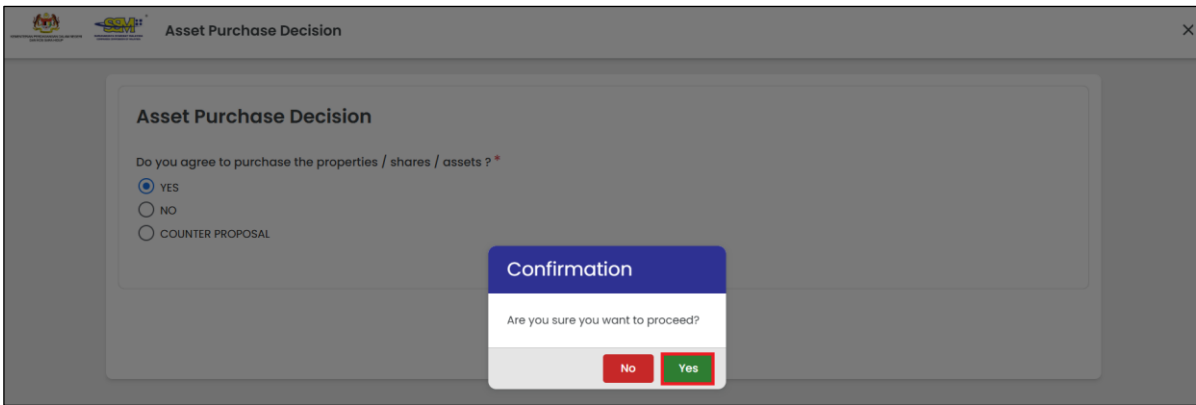
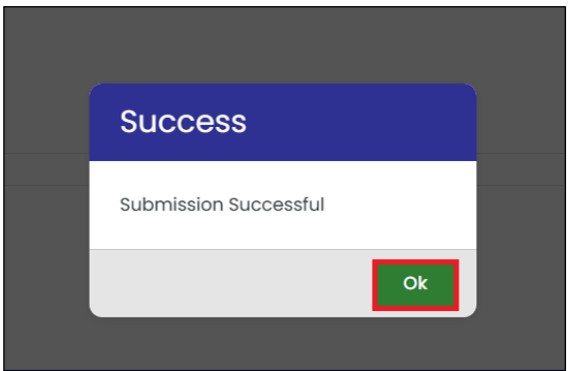
4.1.5 Declaration, Preview Submission and Payment Application Fee

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. 

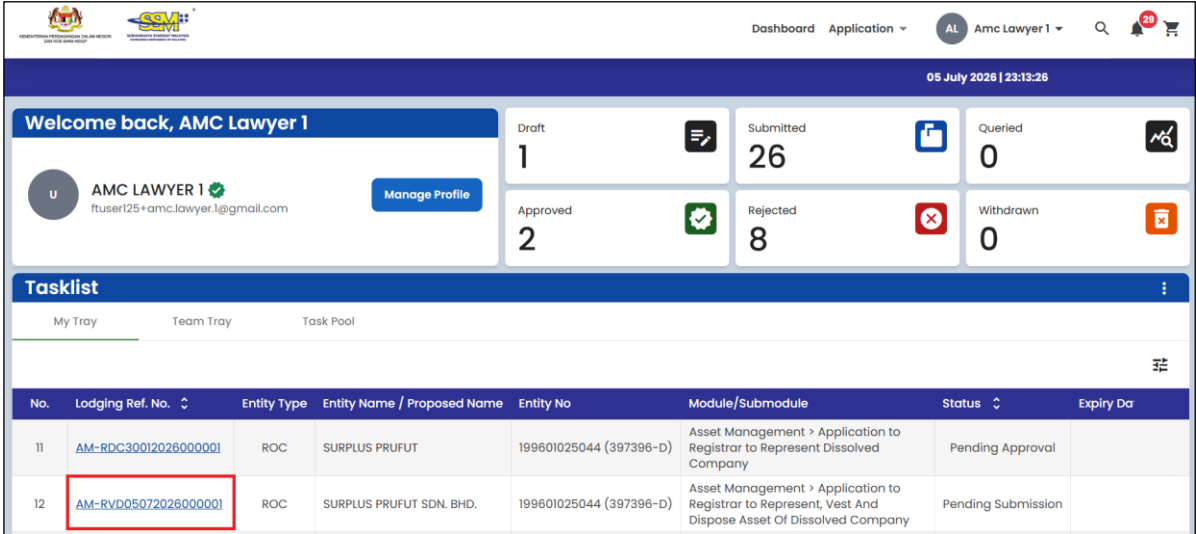
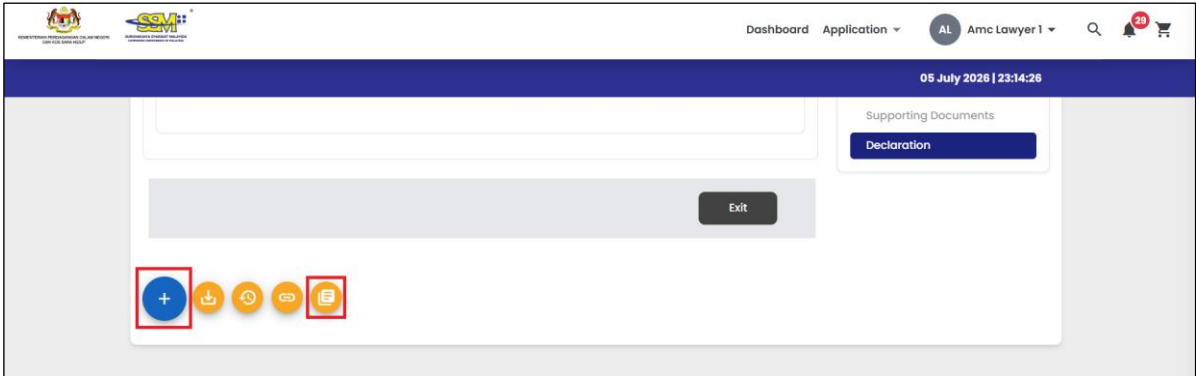
Field Num.	Description
3	In the Payment Cart page, select the application and click Proceed to Payment. 
4	On the Confirmation popup, click Yes. 
5	Click Pay Now and complete the payment.

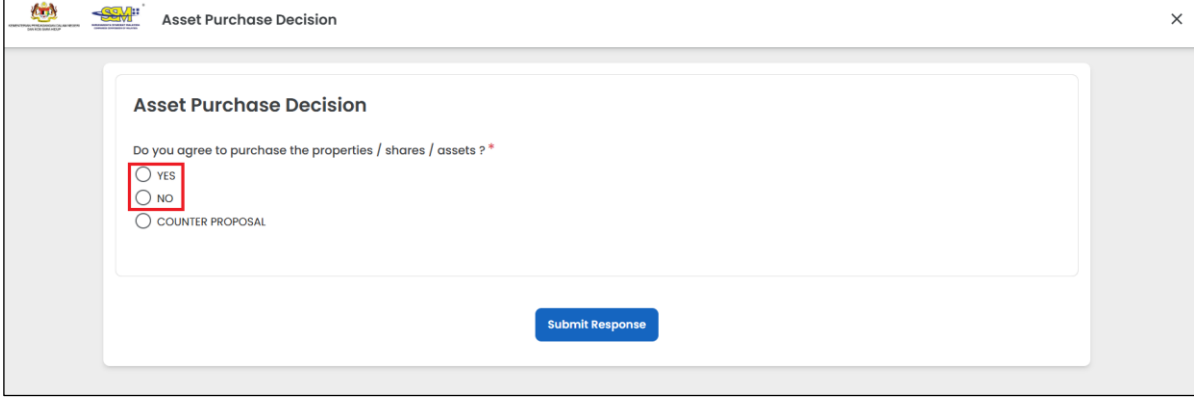
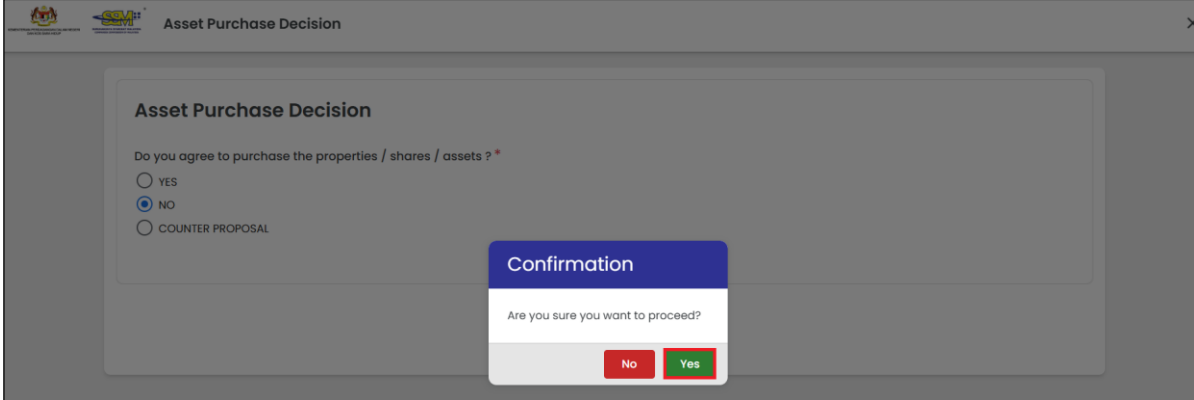
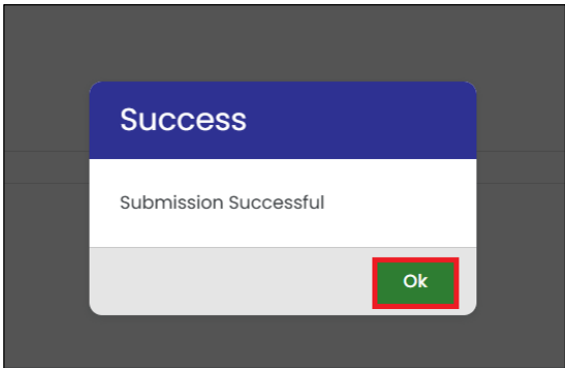
4.2 Agree on Asset Purchase Price

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 .

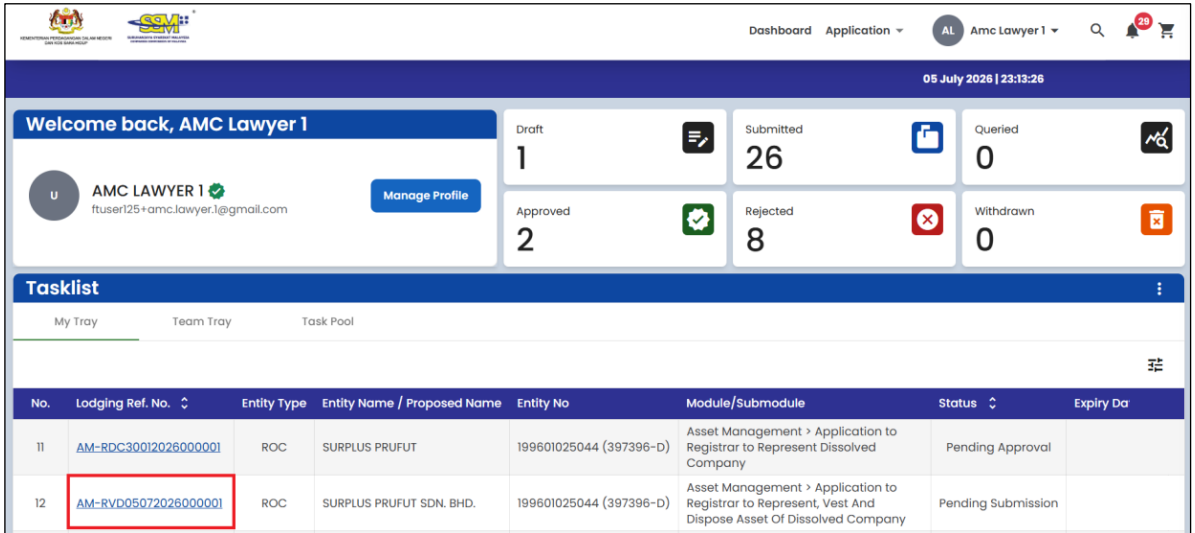
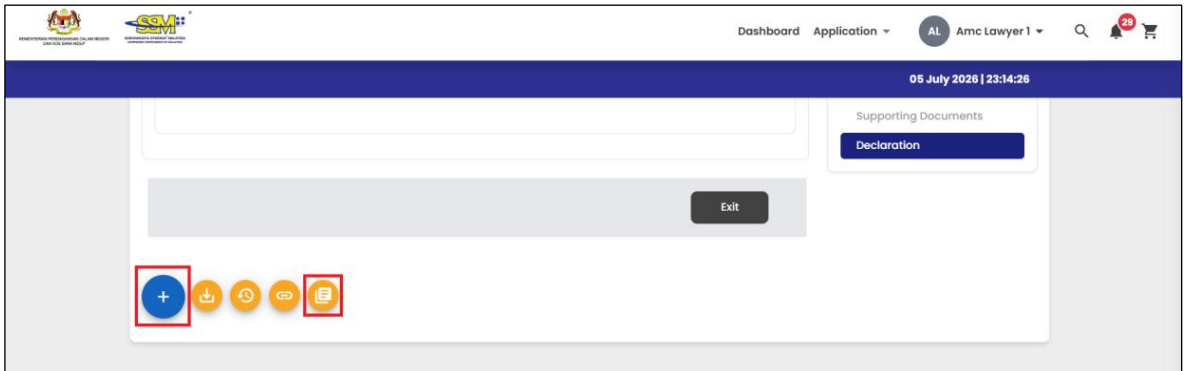
Field Num.	Description
	
5	On the Confirmation popup, click Yes. 
6	On the Success popup, click Ok to redirect to the Dashboard. 

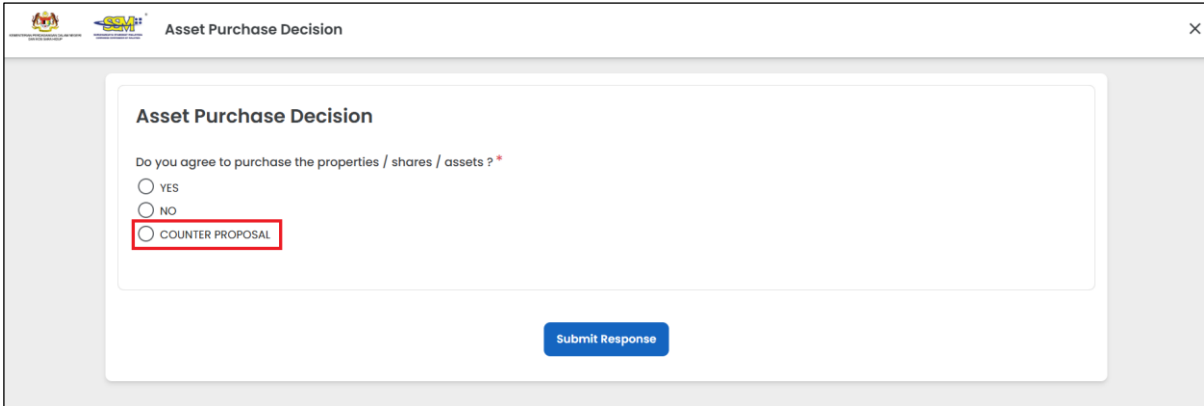
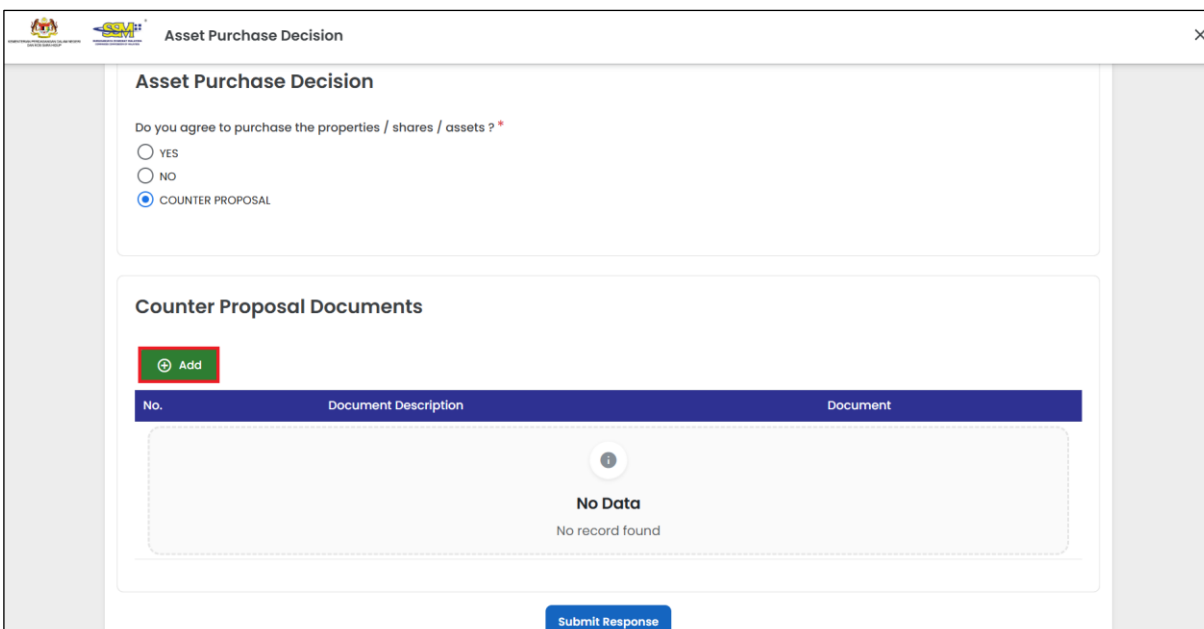
4.3 Disagree on Asset Purchase Price

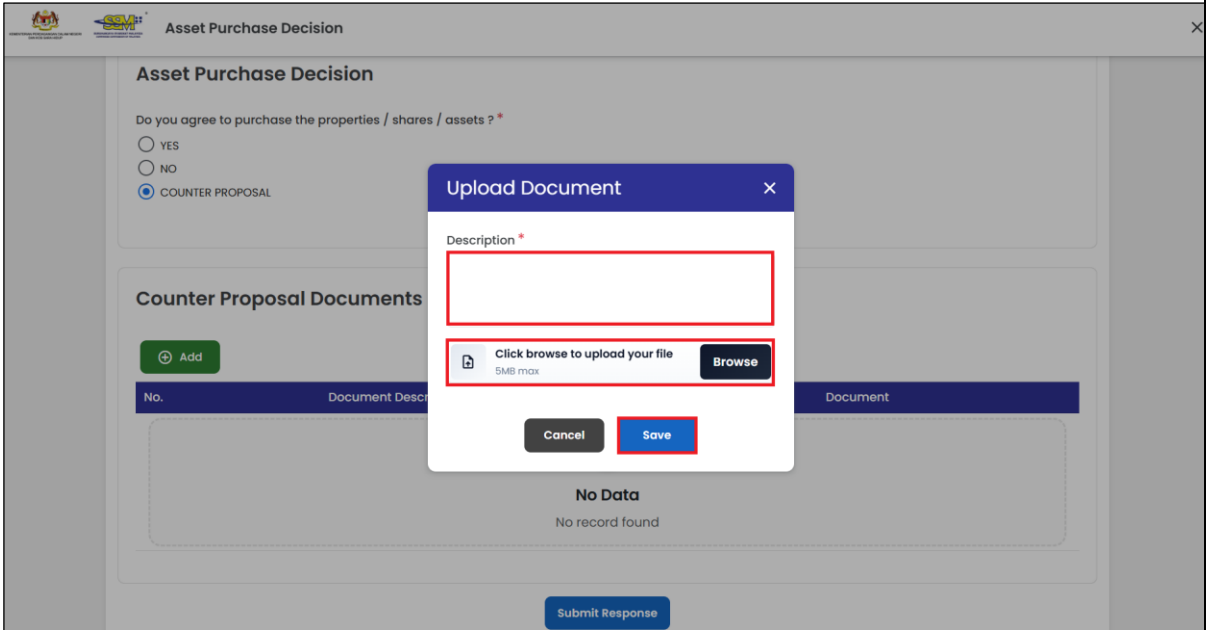
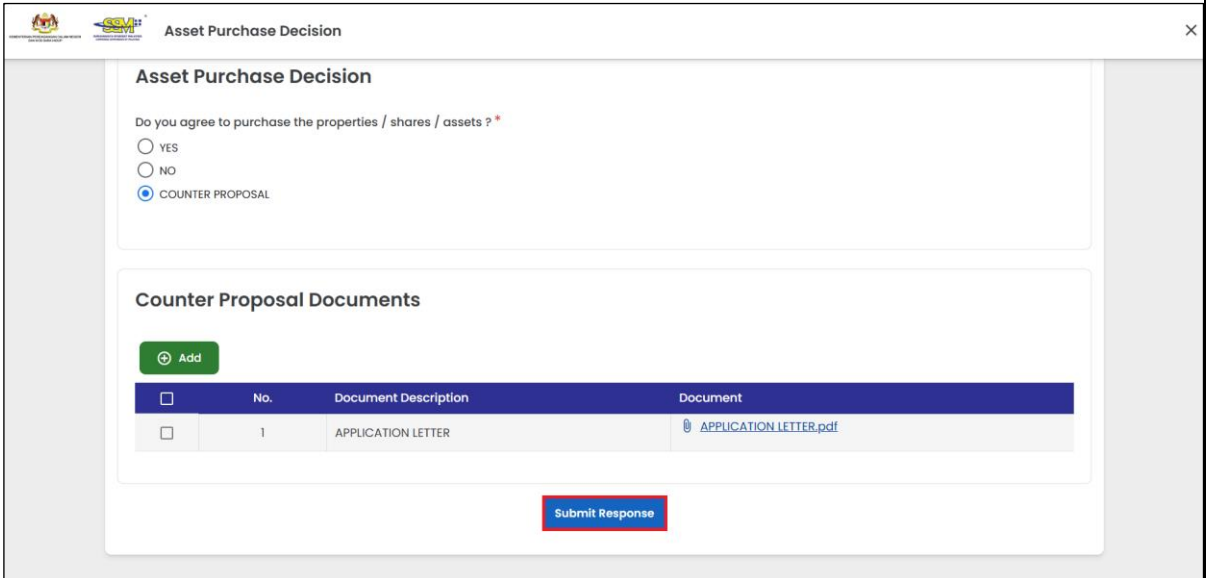
Field Num.	Description
1	From the Dashboard , go to the Tasklist – My Tray .
2	Select the application and click Lodging Reference No. 
3	Scroll down the page and click the plus (+) icon. 
4	On the Asset Purchase Decision popup, click NO . Then, click Submit Response .

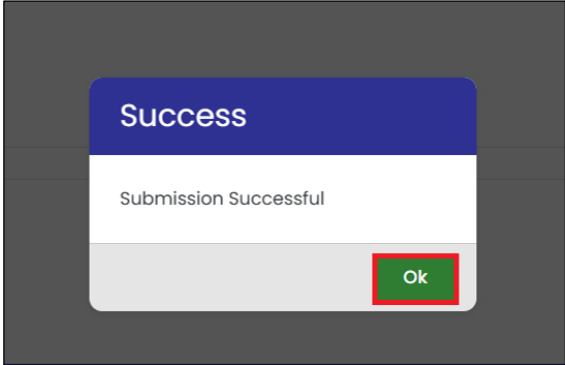
Field Num.	Description
	
5	On the Confirmation popup, click Yes. 
6	On the Success popup, click Ok to redirect to the Dashboard. 

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.  The screenshot shows the dashboard for 'AMC Lawyer 1'. It includes a header with navigation links (Dashboard, Application), a user profile section, and a tasklist. The tasklist has tabs for 'My Tray', 'Team Tray', and 'Task Pool'. The 'My Tray' tab is selected, displaying a table of tasks. The first task, with 'Lodging Ref. No.' AM-RDC300I202600000I, is highlighted with a red box.
3	Scroll down the page and click the plus (+) icon.  The screenshot shows the 'Supporting Documents' section of the dashboard. It includes a 'Declaration' button and an 'Exit' button. A red box highlights the plus (+) icon in the bottom left corner of the document upload area.
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
	 The screenshot shows the 'Asset Purchase Decision' form. A modal titled 'Upload Document' is open, prompting the user to enter a 'Description' and upload a file (5MB max). The background form has radio buttons for 'YES', 'NO', and 'COUNTER PROPOSAL' (selected). Below is a table for 'Counter Proposal Documents' which is currently empty, showing a 'No Data' message. A 'Submit Response' button is at the bottom.
7	Click Submit Response.  The screenshot shows the same 'Asset Purchase Decision' form. The 'Submit Response' button at the bottom is highlighted with a red box. The 'Counter Proposal Documents' table now contains one entry: 'APPLICATION LETTER' with a document icon and the filename 'APPLICATION LETTER.pdf'.
8	On the Success popup, click Ok to redirect to the Dashboard.

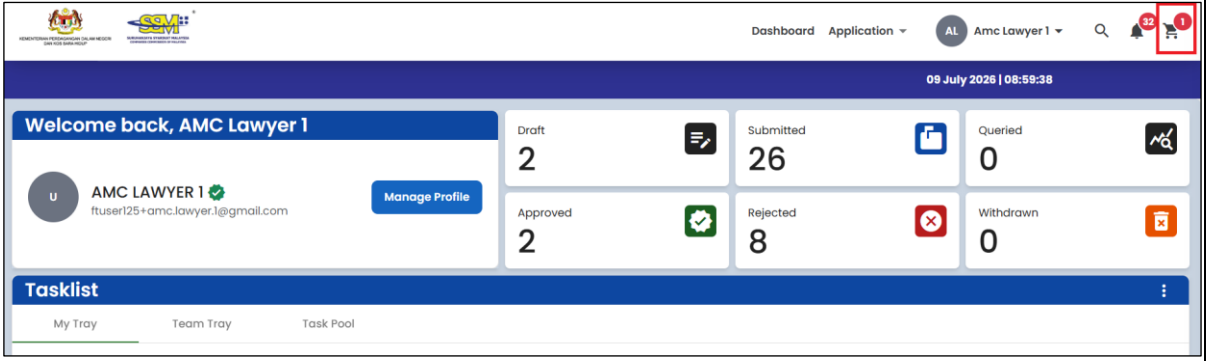
Field Num.	Description
	

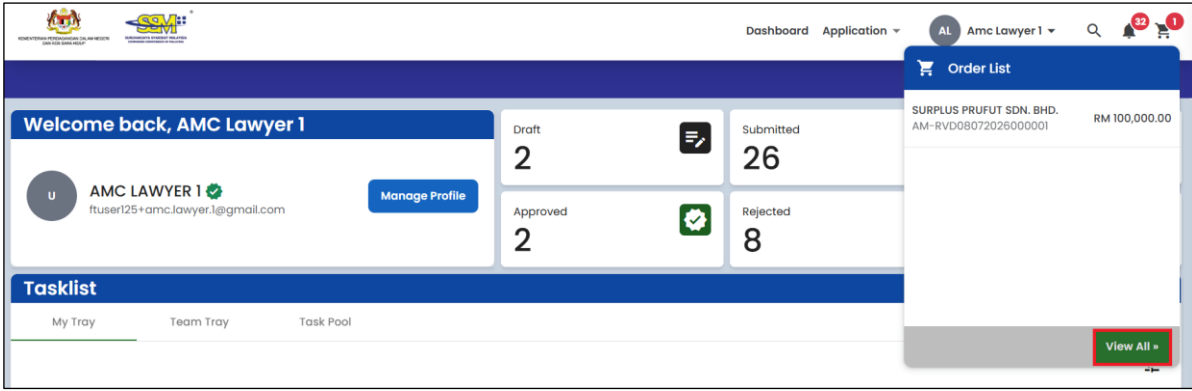
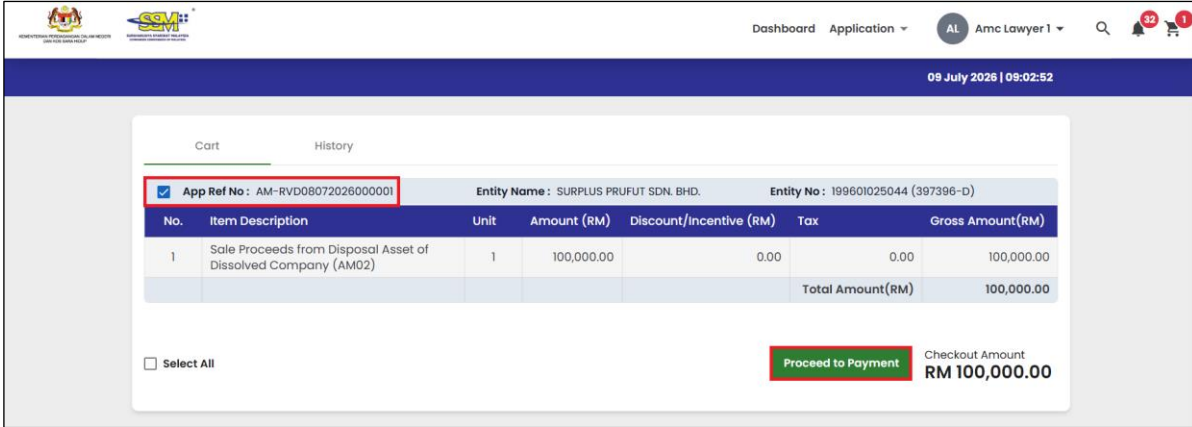
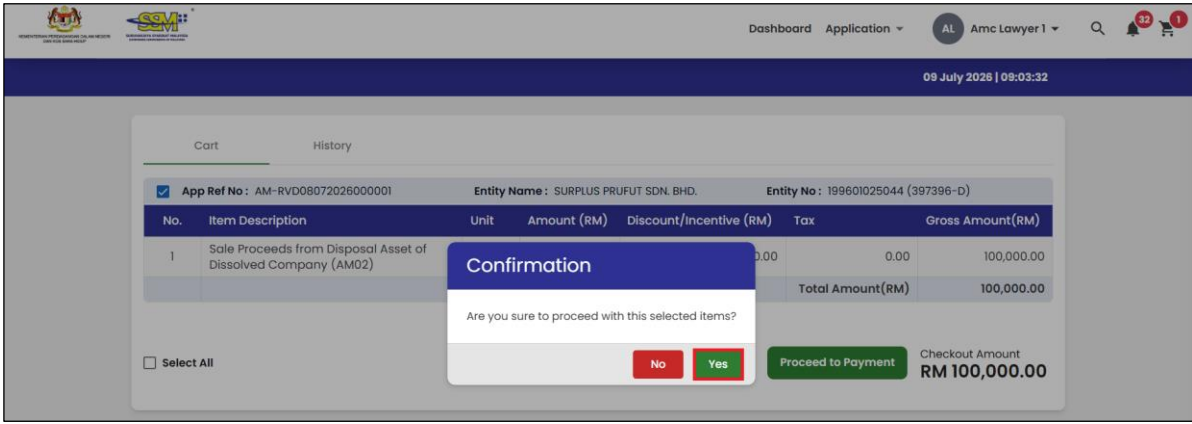
4.5 Make Full Payment on Asset Purchase Price/ First Payment on Asset Purchase Price and Balance Payment on Asset Purchase Price

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.

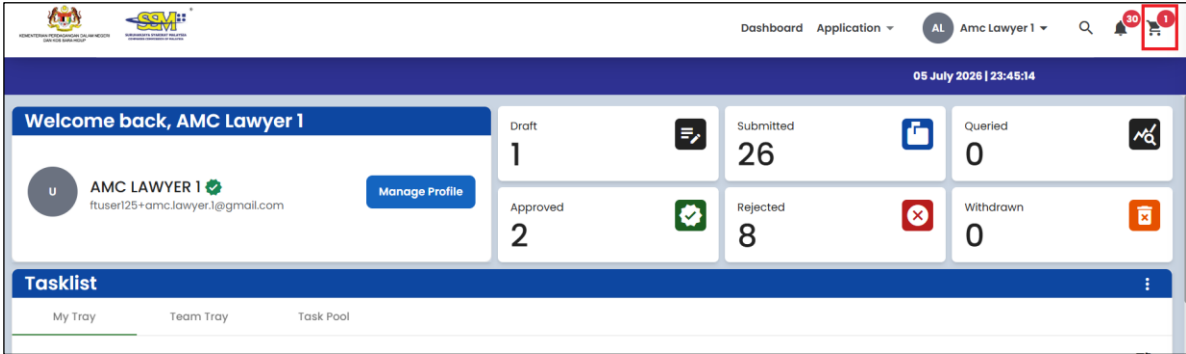
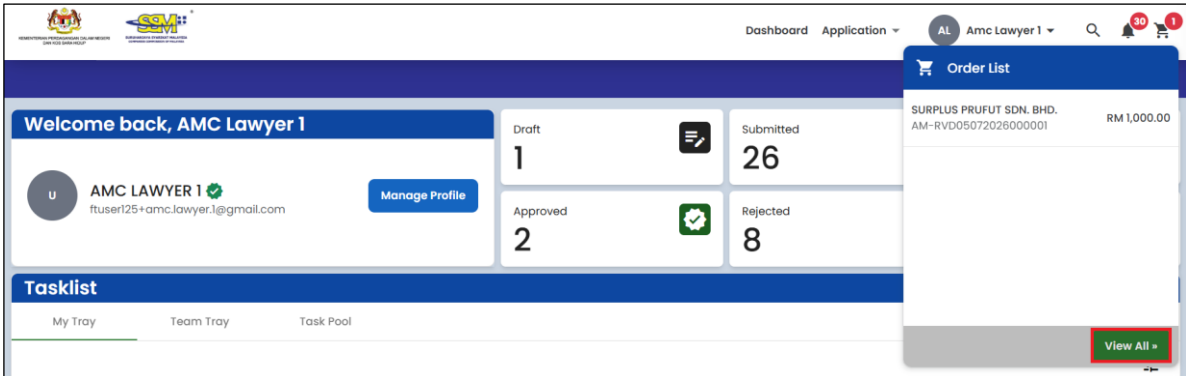
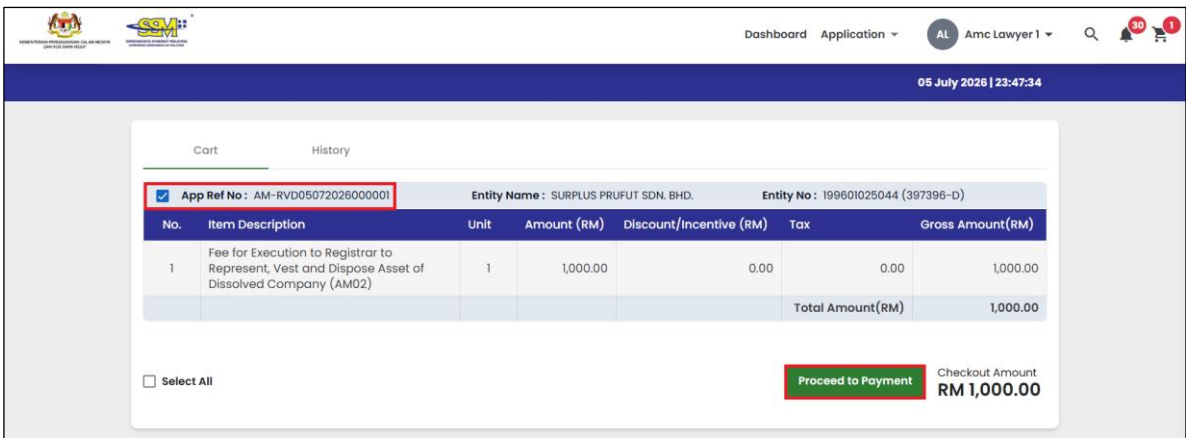
For **Full Payment on Asset Purchase Price**, the payment is required to be made once only.

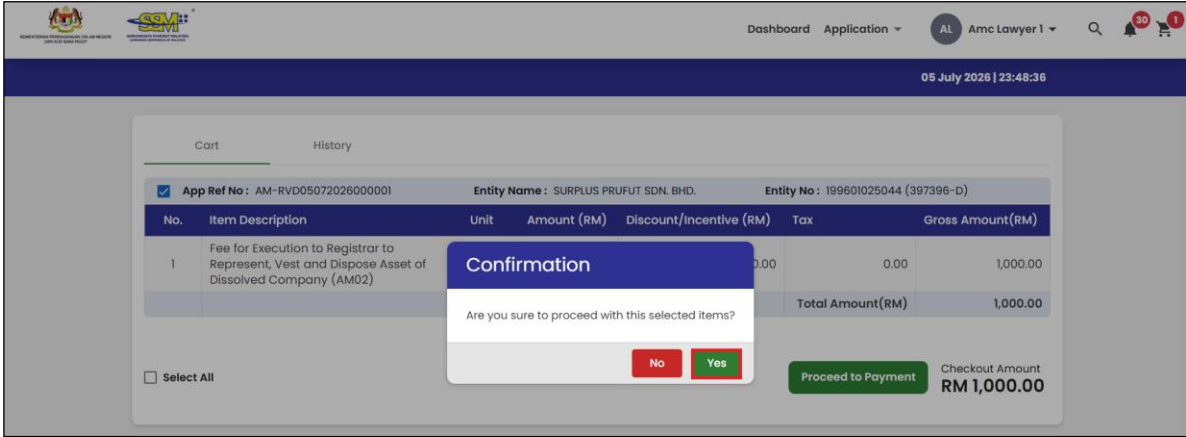
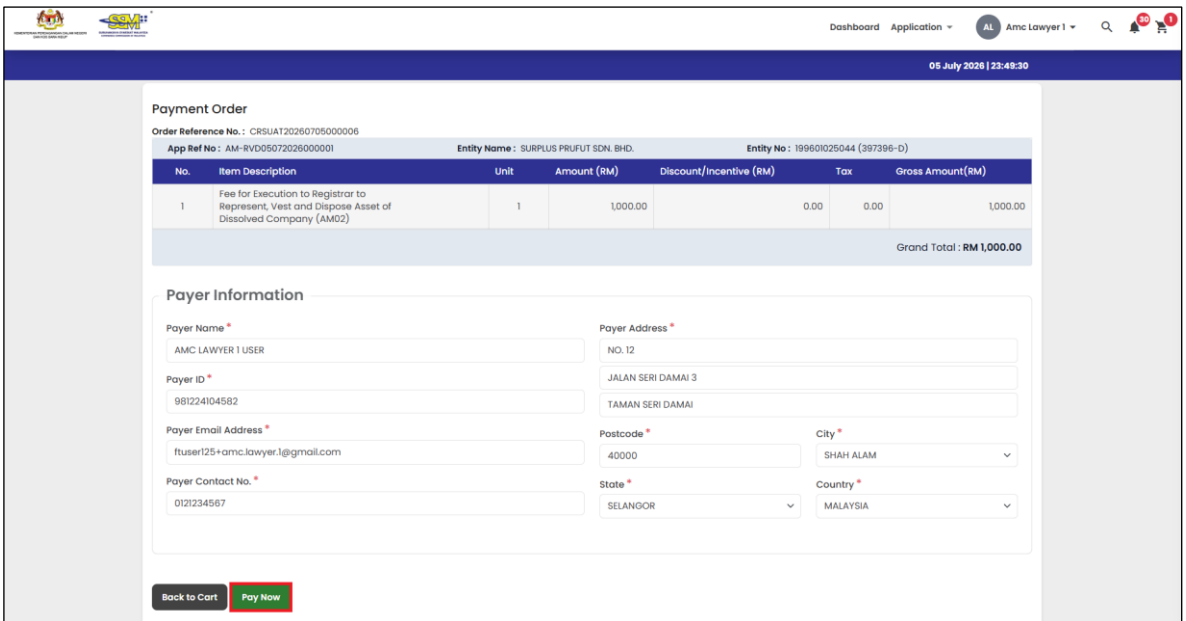
For **First Payment on Asset Purchase Price** and **Balance Payment on Asset Purchase Price**, once the first payment has been completed, the user may proceed to make the balance payment using the same steps.

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.

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.

