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

Name Search (ROC-CNS)

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 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

The diagram below shows functions available in the Name Search [CNS] module.

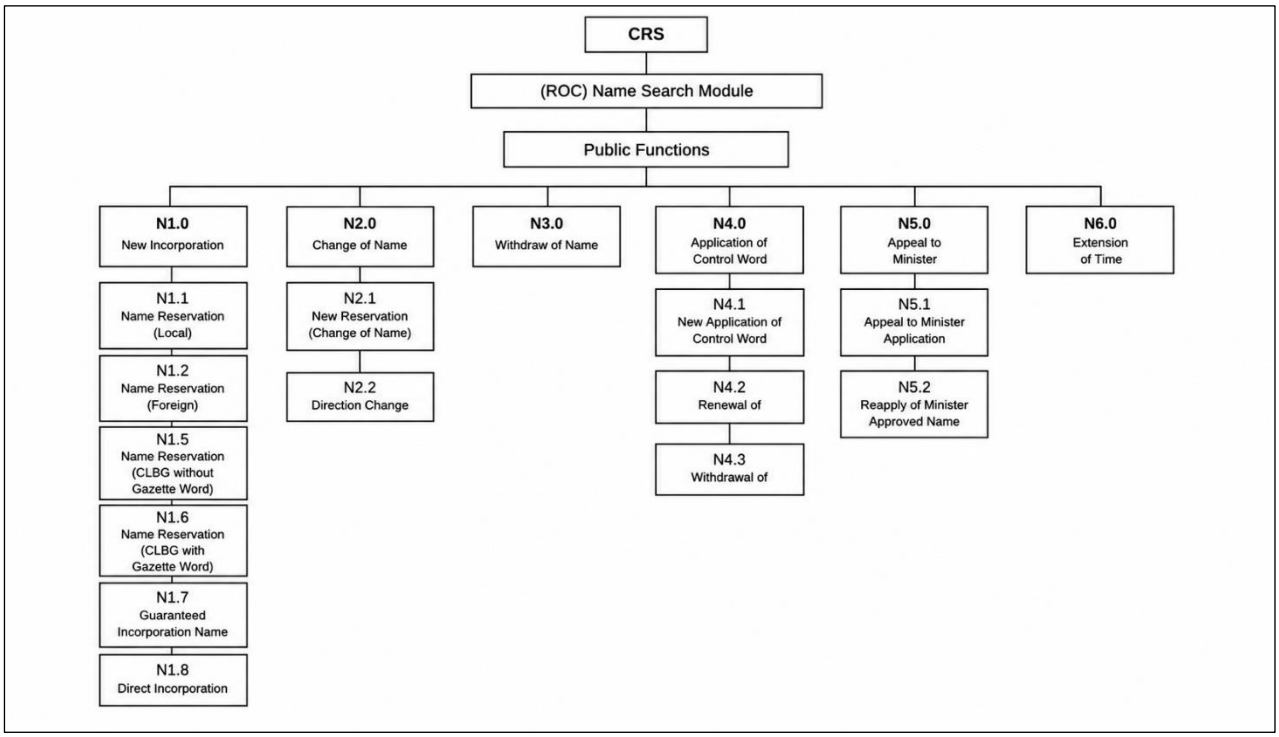
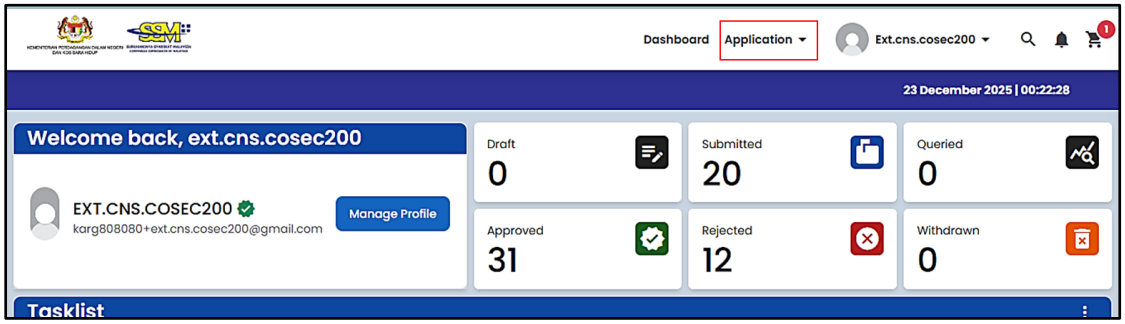
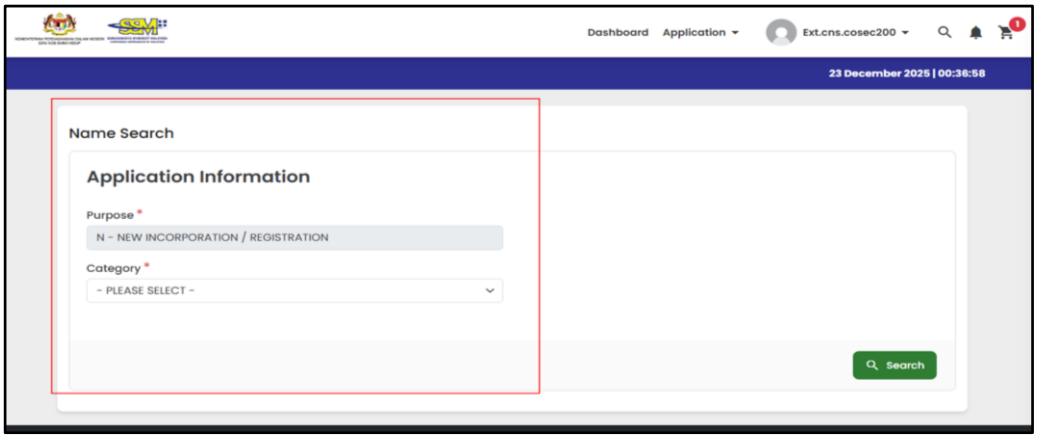
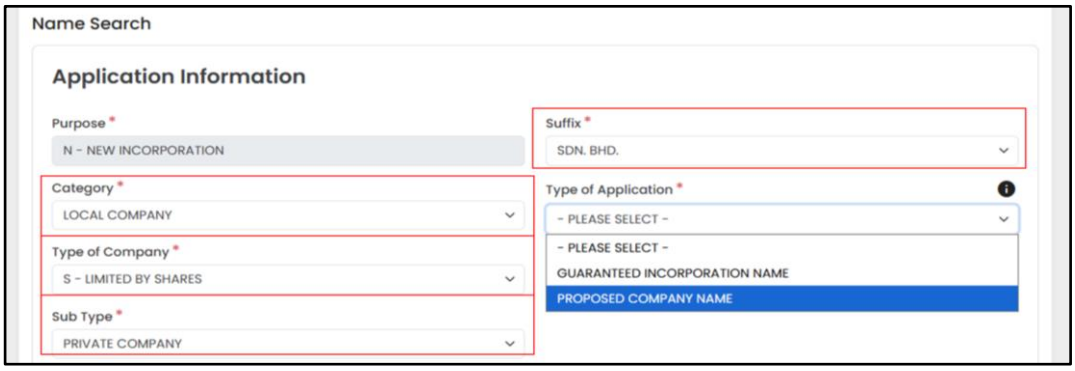
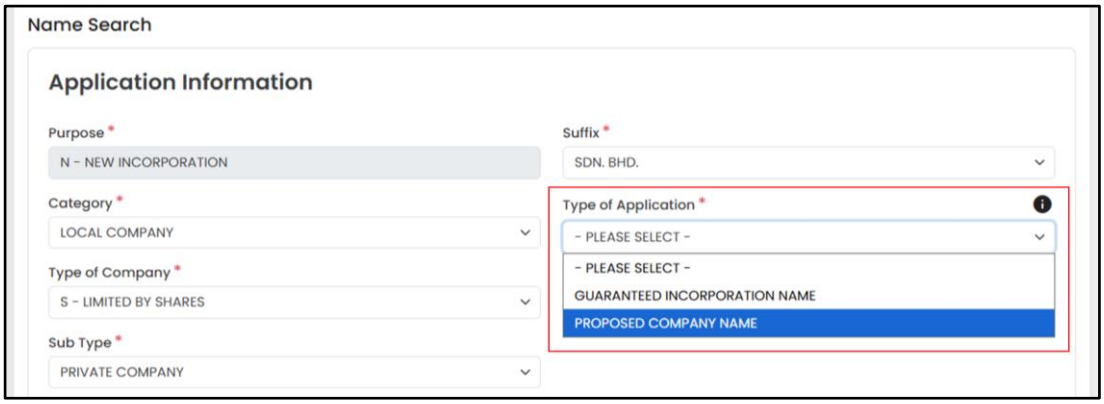
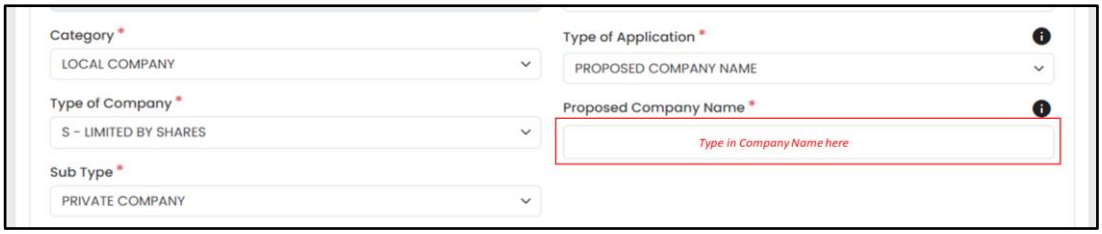


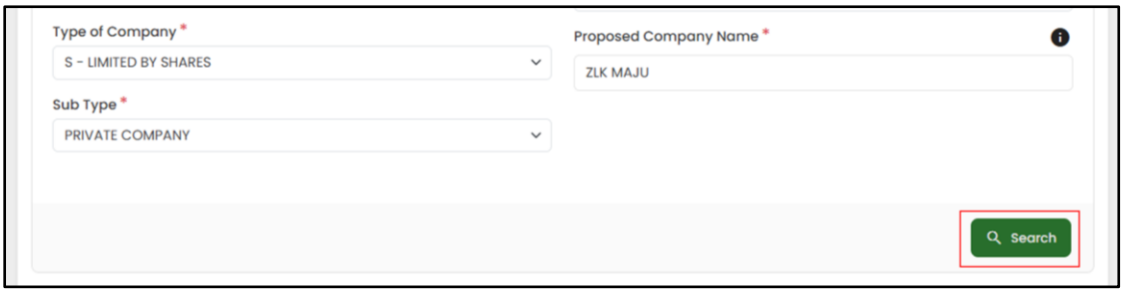
Figure 1: Functional diagram (for Public Users)

3. New Incorporation

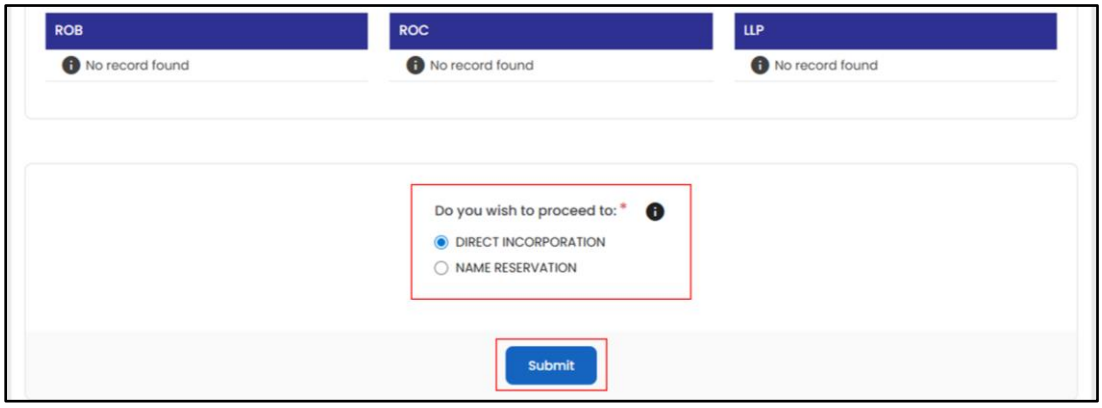
3.1 Check Name Availability (Name Search)

Field Num.	Description
1.	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar**. 
2.	Then, click on **Application > Register of Company (ROC) > Name Search > Name Search > New Incorporation.**
3.	**Name Search** form will be displayed. 
4.	Fill up the necessary details based on your selection:

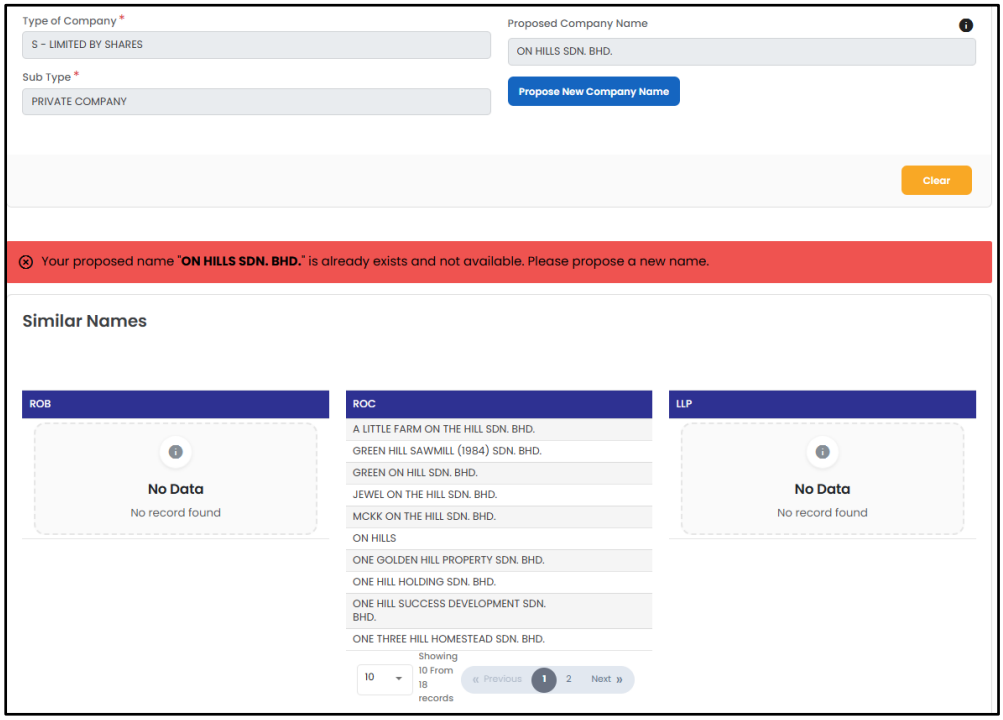
Field Num.	Description
	a. **Category:** *<Local Company>* b. **Type of Company:** *<Limited by Shares>* c. **Sub Type:** *<Private Company/Public Company>* d. **Suffix:** *<Any Suffix>* 
5.	Choose **Proposed Company Name** or **Guaranteed Incorporation Name.** **Note:** a. If **Guaranteed Incorporation Name** is selected, proceed to **4.4 Guaranteed Incorporation Name.** b. If **Proposed Company Name** is selected, proceed to the next step below. 
6.	Fill in the **Proposed Company Name** field. 

Field Num.	Description
7.	Click **Search** button to validate your proposed company name. 
8.	Based on the result, proceed as follows: a. Proposed company name is **available**, proceed to 4.1.1 b. Proposed company name is **not available**, proceed to 4.1.2 c. Proposed company name contains a **Gazette Word**, proceed to 4.1.3 d. Proposed company name contains a **Control Word**, proceed to 4.1.4 e. Proposed company name contains a **State Name/Malaysia**, proceed to 4.1.5 f. Proposed company name contains **Gazette Word, Control Word and State Name/Malaysia,** proceed to 4.1.6 g. Proposed company name contains a **Prohibited Word**, proceed to 4.1.7 h. Proposed company name contains a **Forbidden Symbol**, proceed to 4.1.8 i. **Clear** the Proposed company name, proceed to 4.1.9 j. **Clear all selections**, then proceed to 4.1.10

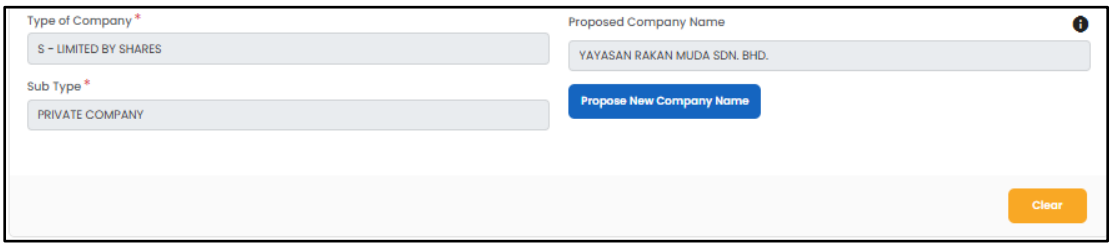
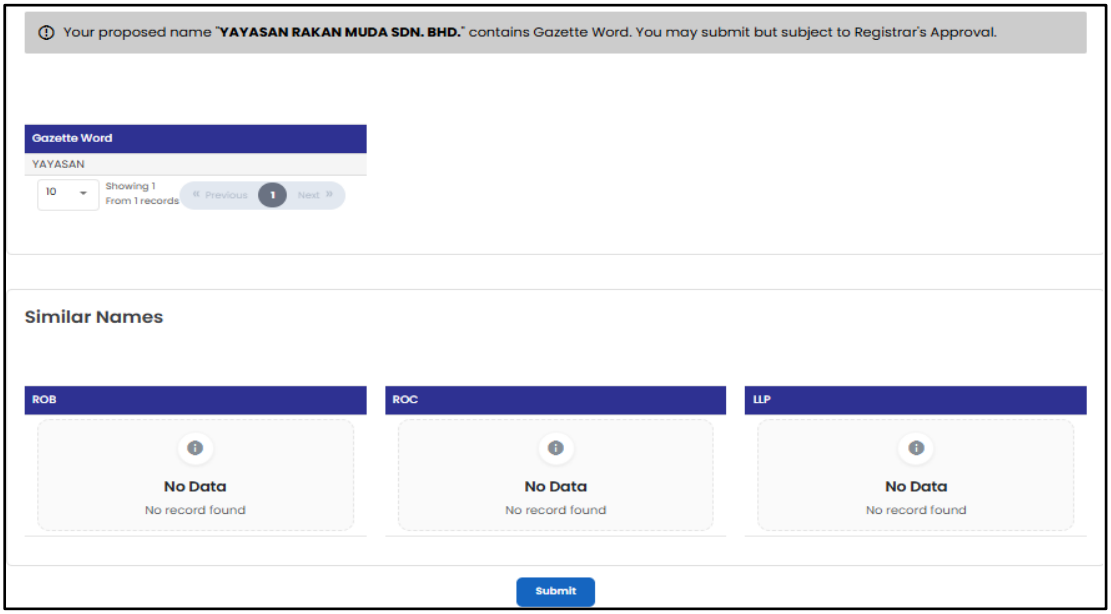
3.1.1 Proposed Company Name is available

Field Num.	Description
1.	If the proposed name is **available**, the system will prompt a message to inform that your proposed name is available.
2.	You can choose whether to proceed with registration using the proposed name (click **Direct Incorporation**) or just reserve the proposed name (click **Name Reservation**). Then, click the **Submit** button. a. If **Direct Incorporation** is selected, proceed to **4.5 Direct Incorporation.** b. If **Name Reservation** is selected, proceed to **4.2 Name Reservation Local Company**. c. For **Foreign Company, Company Limited by Guarantee (CLBG), Unlimited Company** and **Change of Name**, Direct Incorporation is not available. Users must proceed with **Name Reservation**. d. For **Foreign Company,** proceed to **4.3 Name Reservation (Foreign Company)** e. For **Company Limited by Guarantee (CLBG)** and **Unlimited Company** proceed to **4.2 Name Reservation Local Company**. If the application is from **Change of Name**, proceed to **5. Change of Name**, step 8. If the application is from **Directive Change of Name,** proceed to **6.2 Directive Change of Name** step 5. 

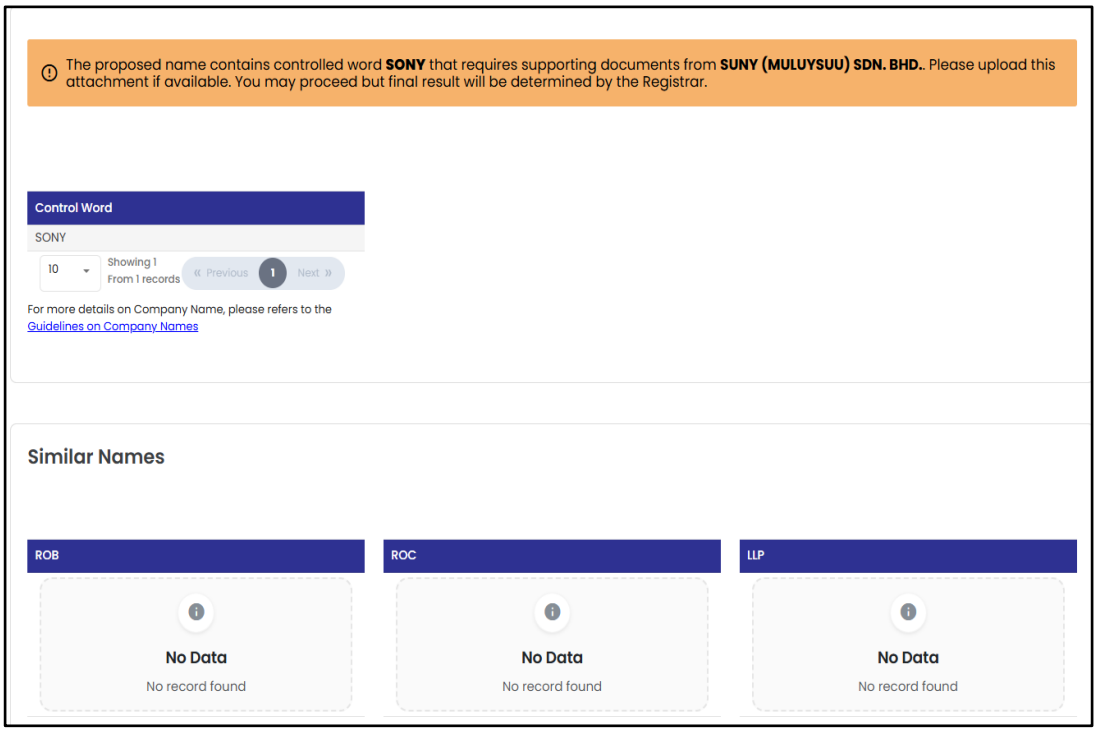
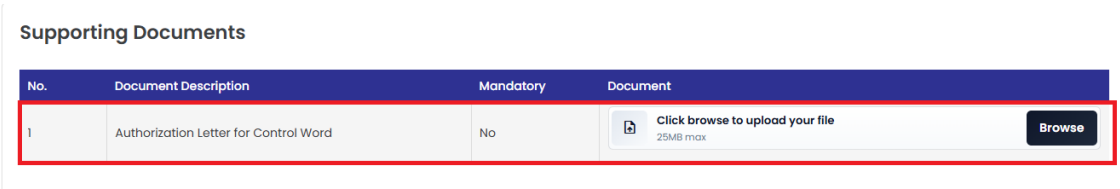
3.1.2 Proposed Company Name is not available

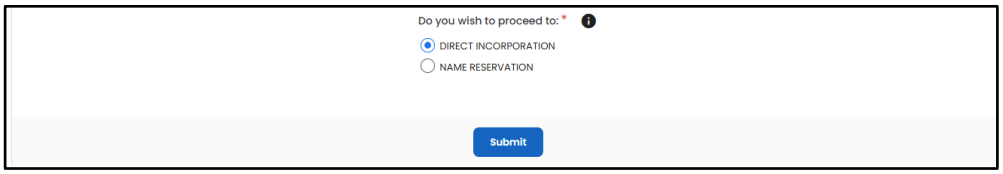
Field Num.	Description
1.	If the proposed company name is **not available**, an error message will be displayed, including a list of existing company names that match or are similar to the proposed company name. **Note:** The user cannot proceed with submitting the application until the proposed company name is amended. 
2.	Refer 4.1.9 to amend the proposed company name or 4.1.10 to clear all selections.

3.1.3 Proposed Company Name contains Gazette Word

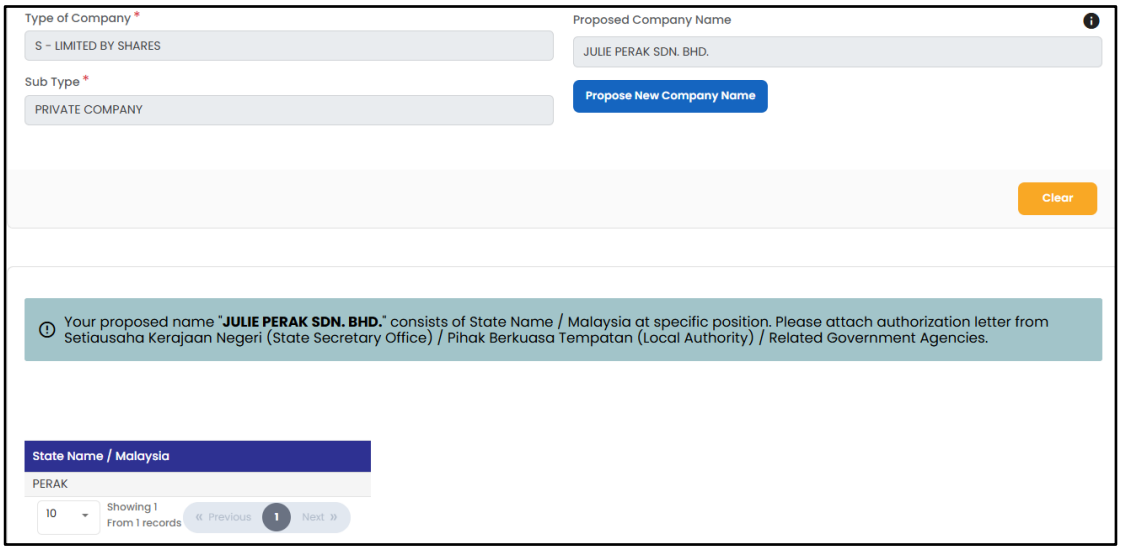
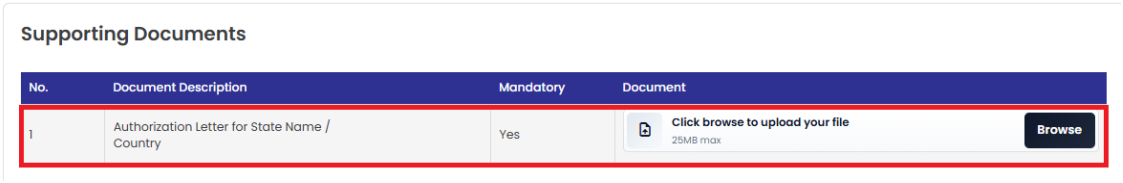
Field Num.	Description
1.	If the proposed company name contains a **Gazette Word**, the system displays a message informing the user that the proposed name contains gazette words and lists the gazette words identified in the proposed company name. Note: If the proposed company name contains a gazette word, the user can only proceed with Name Reservation.  
2.	Click the **Submit** button to proceed to **4.2: Name Reservation (Local Company).** a. For **Limited by Shares (CLBS), Limited by Guarantee (CLBG)** and **Unlimited Company** proceed to **4.2 Name Reservation Local Company**. b. For **Foreign Company,** proceed to **4.3 Name Reservation (Foreign Company)** If the application is from **Change of Name**, proceed to **5. Change of Name**, step 8. If the application is from **Directive Change of Name,** proceed to **6.2 Directive Change of Name** step 5.

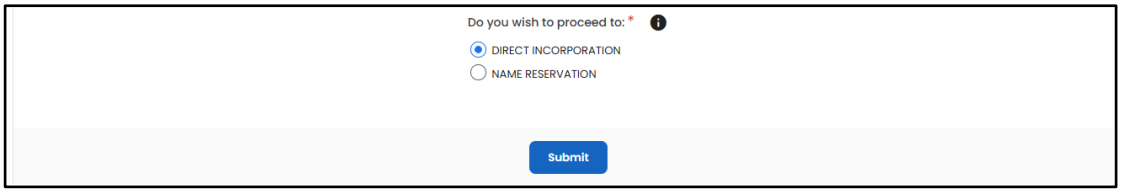
3.1.4 Proposed Company Name contains Control Word

Field Num.	Description
1.	If the proposed company name contains a **Control Word**, the system displays a message informing the user that the proposed name contains a control word and lists the identified word. 
2.	Upload the **Authorisation Letter for Control Word** if applicable. 

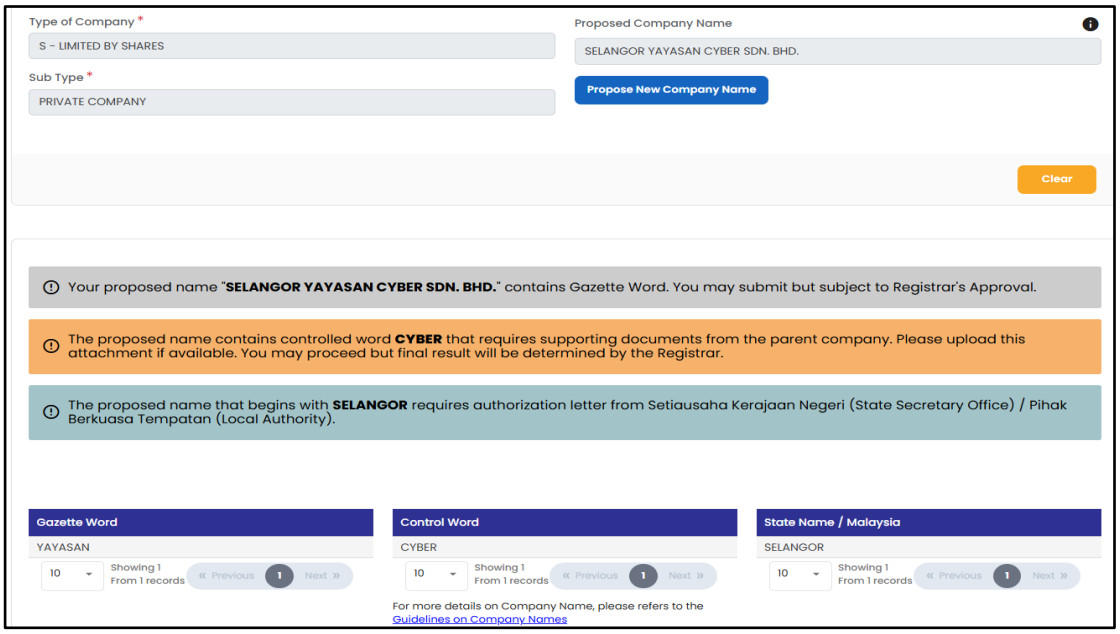
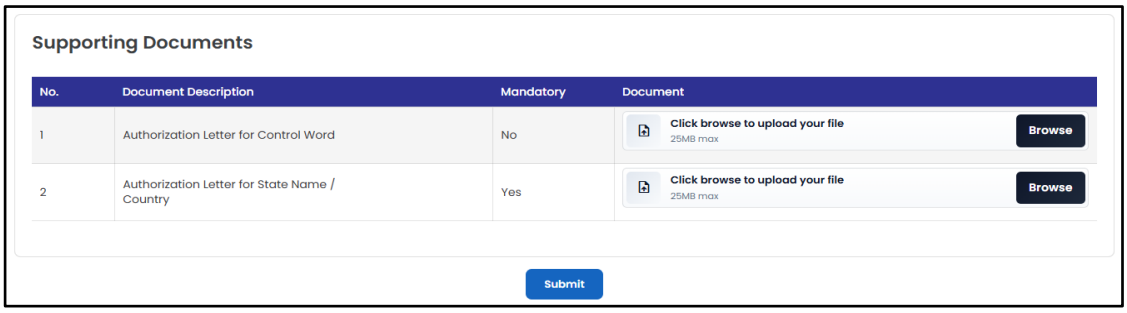
Field Num.	Description
3.	You can choose whether to proceed with registration using the proposed name (click **Direct Incorporation**) or just reserve the proposed name (click **Name Reservation**). Then, click the **Submit** button. a. If **Direct Incorporation** is selected, proceed to **4.5 Direct Incorporation.** b. If **Name Reservation** is selected, proceed to **4.2 Name Reservation Local Company**. c. For **Foreign Company, Company Limited by Guarantee (CLBG), Unlimited Company** and **Change of Name**, Direct Incorporation is not available. Users must proceed with **Name Reservation**. d. For **Foreign Company,** proceed to **4.3 Name Reservation (Foreign Company)** e. For **Company Limited by Guarantee (CLBG)** and **Unlimited Company** proceed to **4.2 Name Reservation Local Company**. f. If the application is from **Change of Name**, proceed to **5. Change of Name**, step 8. If the application is from **Directive Change of Name,** proceed to **6.2 Directive Change of Name** step 5 

3.1.5 Proposed Company Name contains State Name/Malaysia

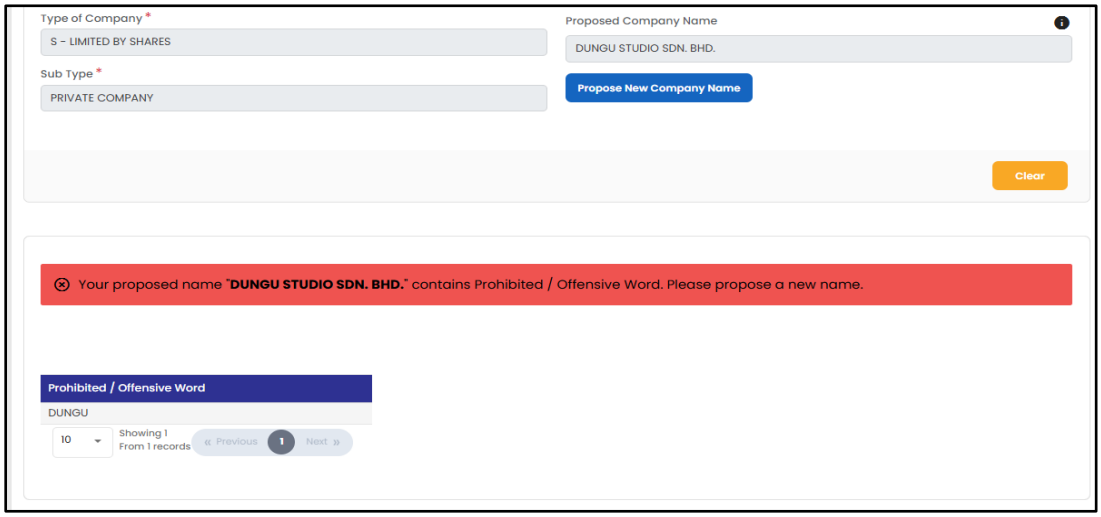
Field Num.	Description
1.	If the proposed company name contains a **State Name/Malaysia**, the system displays a message informing that the proposed name contains control words and shows a list of the control words found in the proposed company name. **Note: State Name/Malaysia** is determined based on the specific position. 
2.	Upload the **Authorisation Letter for State Name/Country.** 
3.	You can choose whether to proceed with registration using the proposed name (click **Direct Incorporation**) or just reserve the proposed name (click **Name Reservation**). Then, click the **Submit** button.

Field Num.	Description
	a. If **Direct Incorporation** is selected, proceed to **4.5 Direct Incorporation.** b. If **Name Reservation** is selected, proceed to **4.2 Name Reservation Local Company**. c. For **Foreign Company, Company Limited by Guarantee (CLBG), Unlimited Company** and **Change of Name**, Direct Incorporation is not available. Users must proceed with **Name Reservation**. d. For **Foreign Company,** proceed to **4.3 Name Reservation (Foreign Company)** e. For **Company Limited by Guarantee (CLBG)** and **Unlimited Company** proceed to **4.2 Name Reservation Local Company**. f. If the application is from **Change of Name**, proceed to **5. Change of Name**, step 8. If the application is from **Directive Change of Name,** proceed to **6.2 Directive Change of Name** step 5 

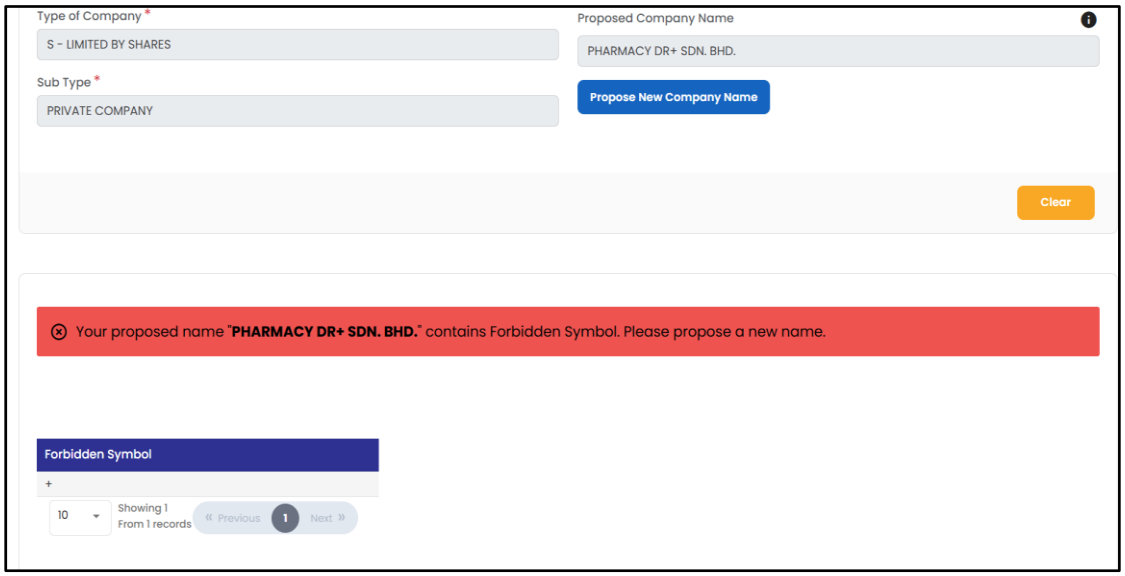
3.1.6 Proposed Company Name contains Gazette Word, Control Word and State Name/Malaysia

Field Num.	Description
1.	If the proposed company name contains a combination of **Gazette Word(s), Control Word(s)** and **State Name/Malaysia**, the system displays a list of the Gazette Word(s), Control Word(s) and State Name/Malaysia identified in the proposed company name. 
2.	Upload the **Authorisation Letter for the Control Word** (if applicable) and the **Authorisation Letter for the State Name/Country** (mandatory). 
3.	Click **Submit** button to proceed to **4.2: Name Reservation (Local Company).** If the application is from **Change of Name**, proceed to **5. Change of Name**, step 8.

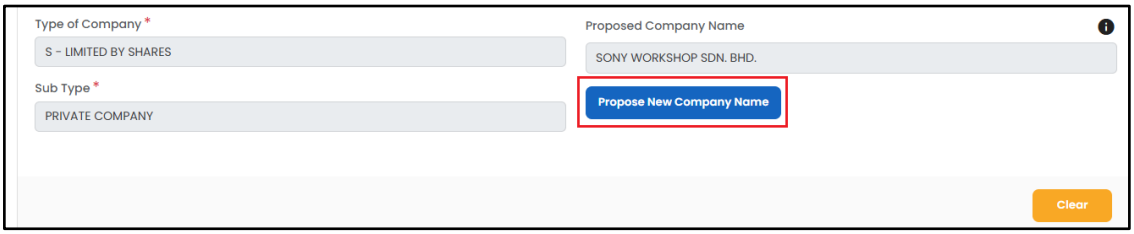
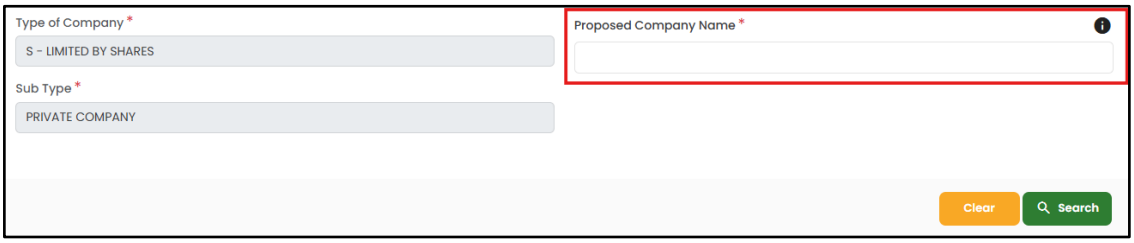
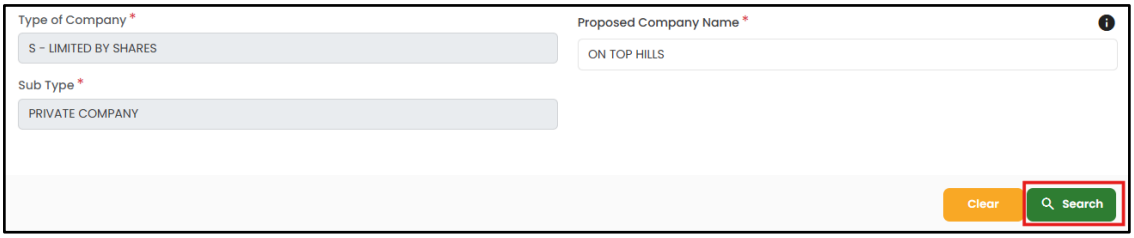
3.1.7 Proposed Company Name contains Prohibited Word

Field Num.	Description
1.	If the proposed company name contains a **Prohibited Word**, the system displays an error message informing the user that the proposed name contains a prohibited word and lists the identified word(s). Note: The user cannot proceed with the application until the proposed company name is amended. 
2.	Refer 4.1.9 to amend the proposed company name or 4.1.10 to clear all selections

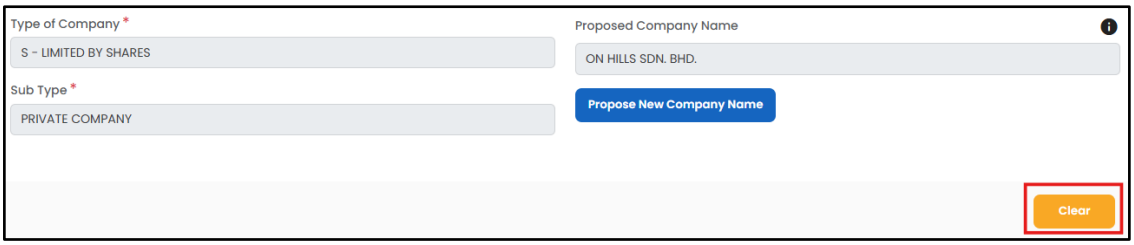
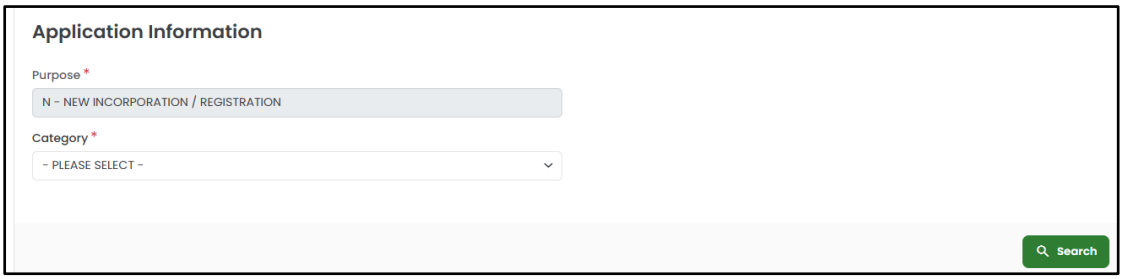
3.1.8 Proposed Company Name contains Forbidden Symbol

Field Num.	Description
1.	If the proposed company name contains a **Forbidden Symbol**, an error message is displayed, including a list of forbidden symbols found in the proposed company name. **Note:** The user cannot proceed with submitting the application until the proposed company name is amended. 
2.	Refer 4.1.9 to amend the proposed company name or 4.1.10 to clear all selections.

3.1.9 Clear the Proposed Company Name

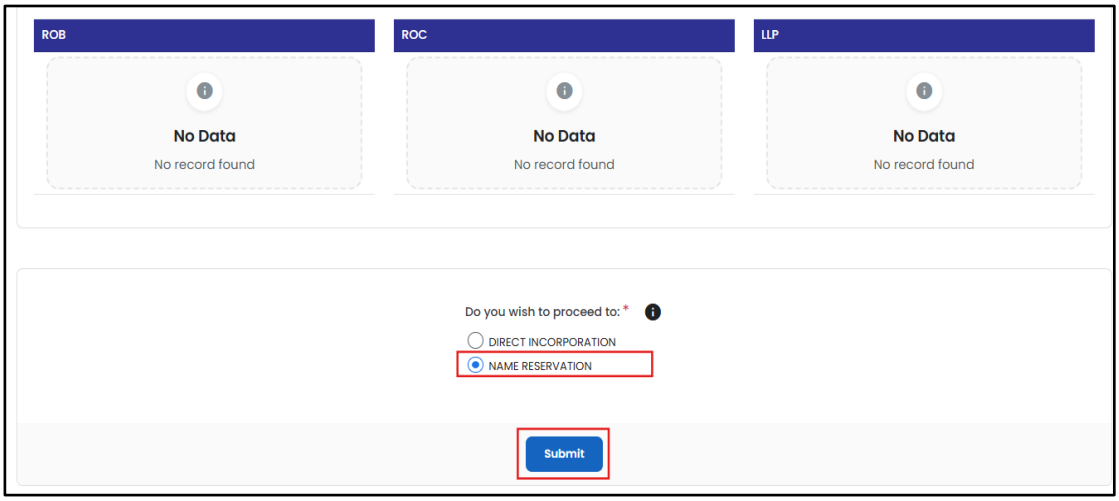
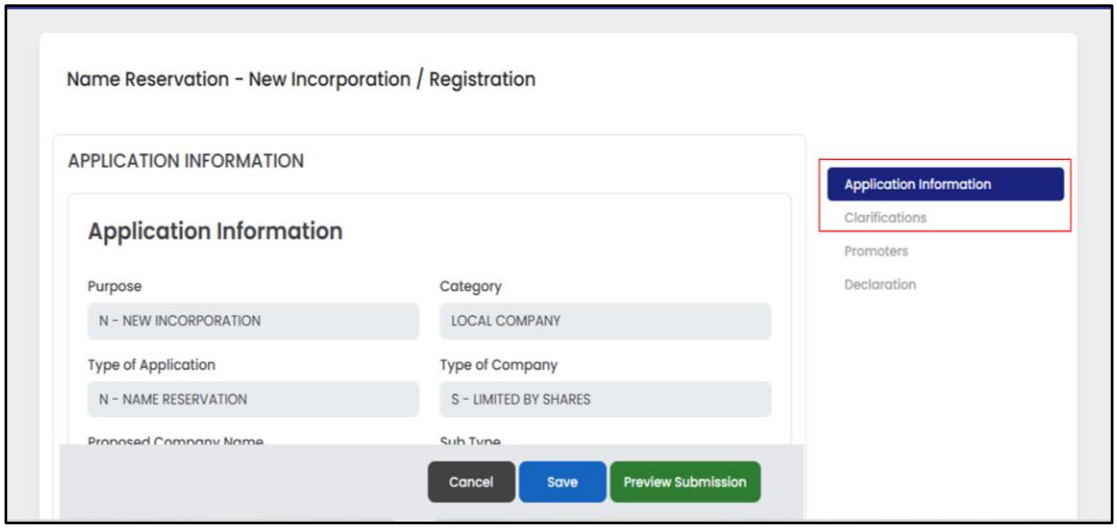
Field Num.	Description
1.	Click the **Proposed New Company Name** button to clear the **Proposed Company Name** field. 
2.	Enter a New Company Name. 
3.	Click **Search** to repeat Step 7 of **4.1 Check Name Availability** 

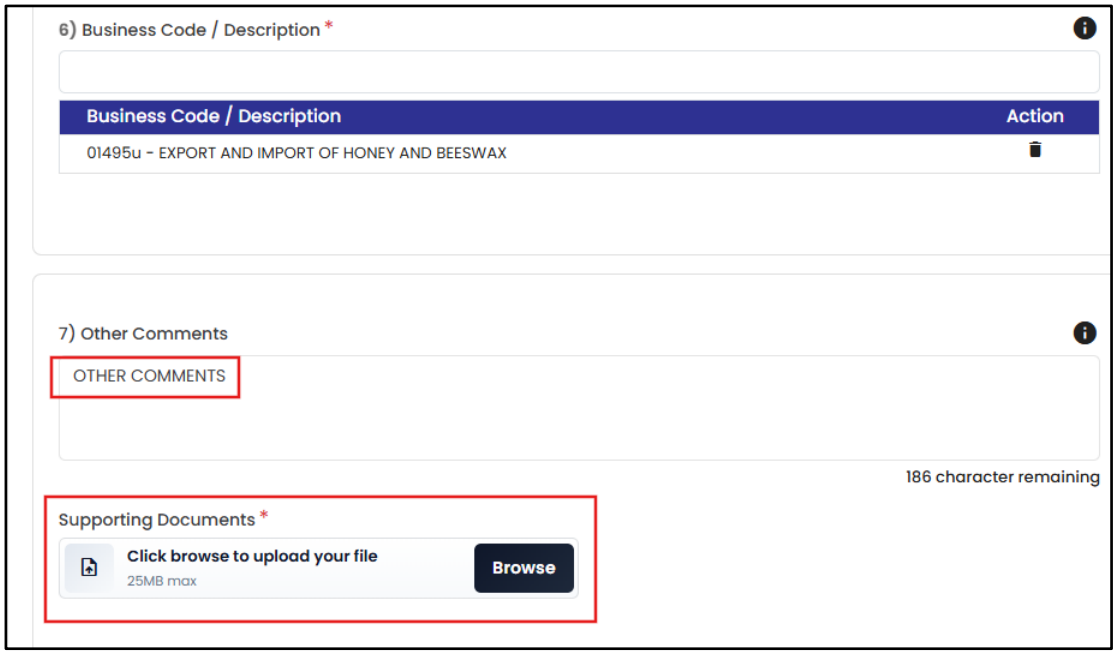
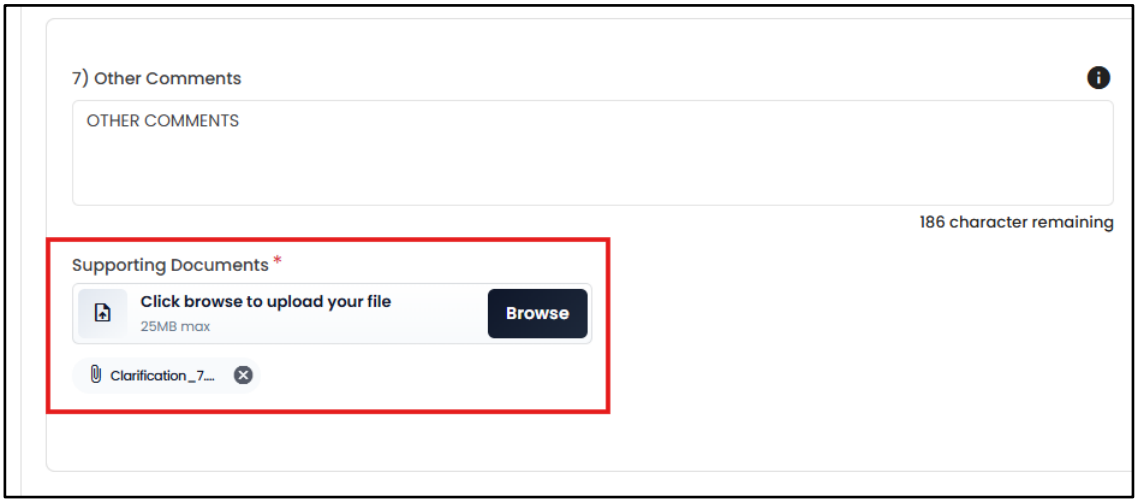
3.1.10 Clear all selections

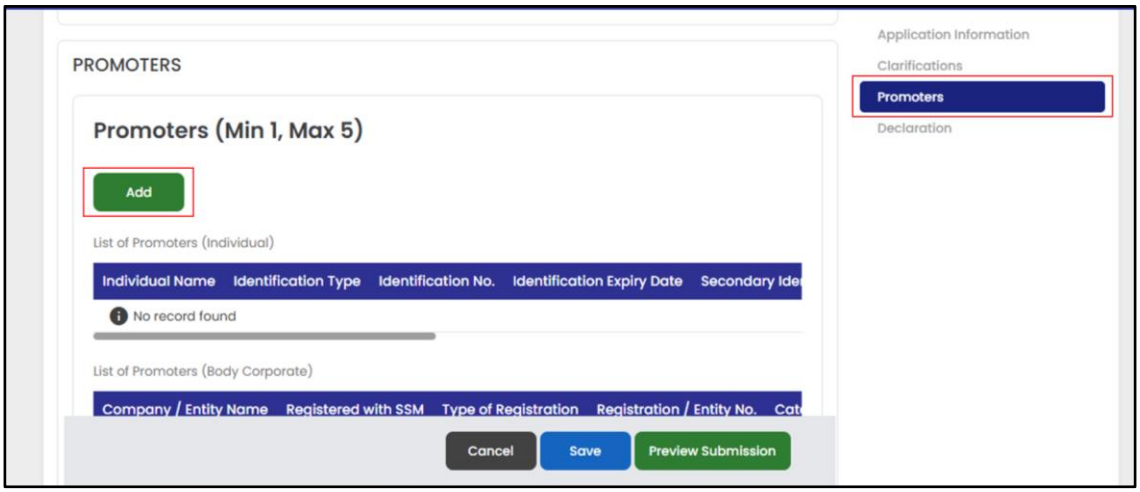
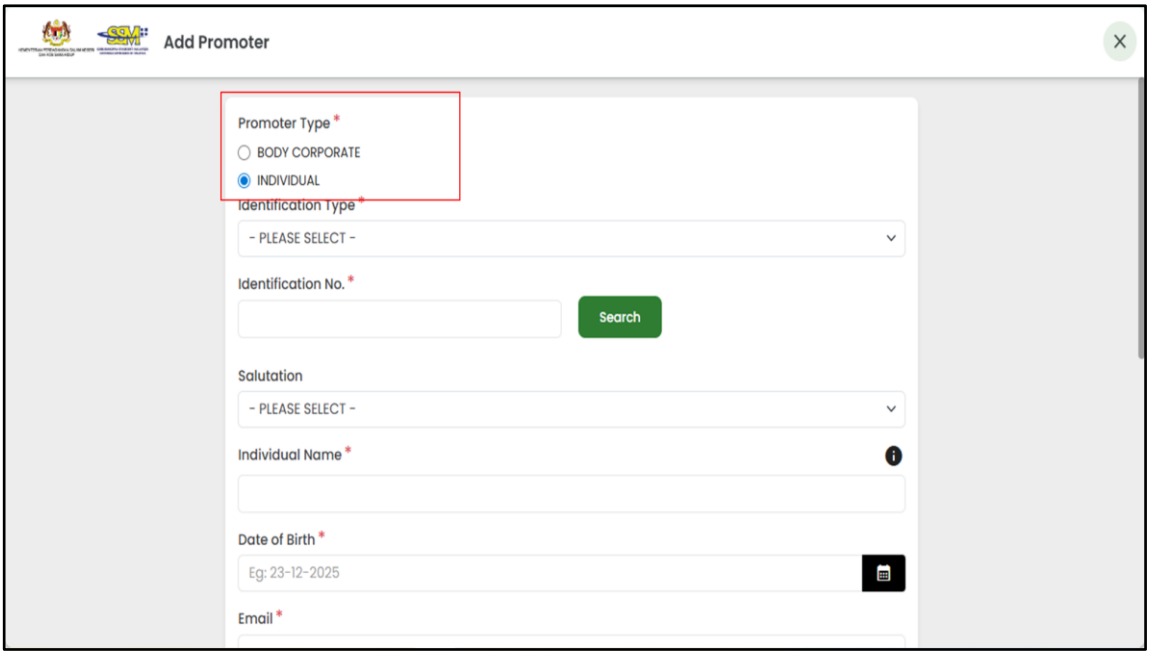
Field Num.	Description
1.	Click the **Clear** button. 
2.	All values will be reset. Restart the process from Step 3 of **4.1 Check Name Availability**. 

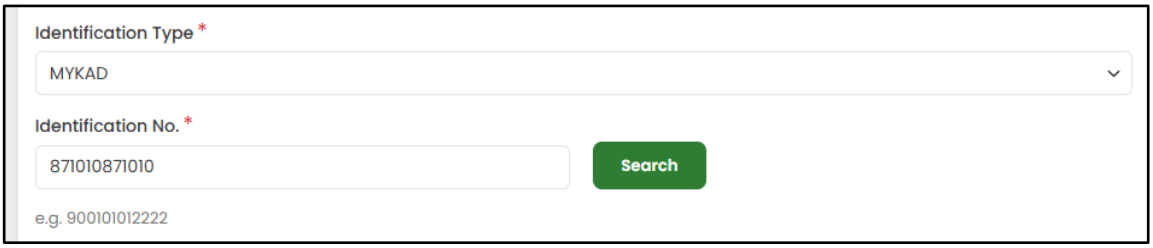
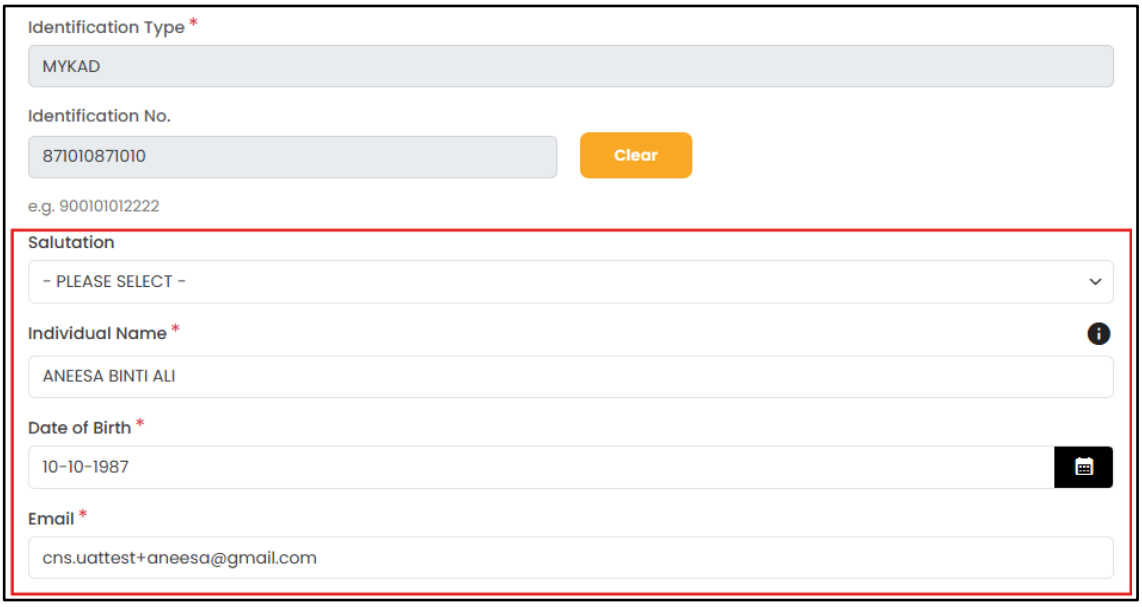
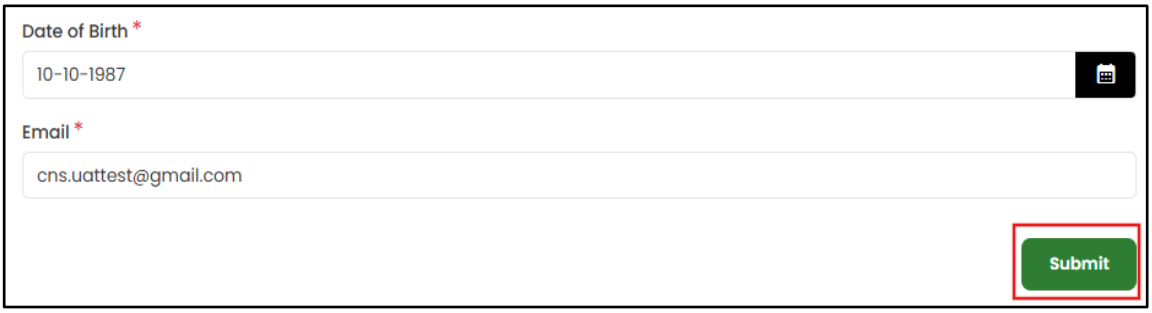
3.2 Name Reservation (Local Company)

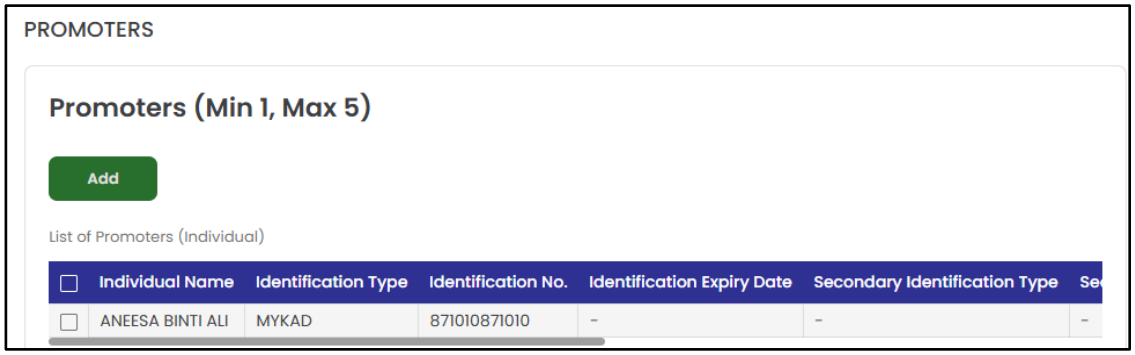
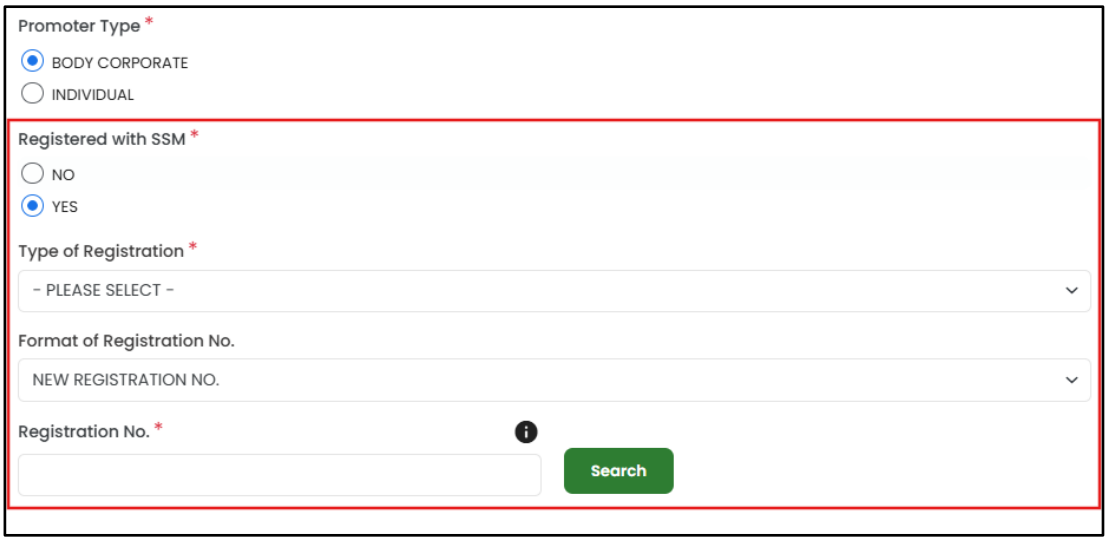
Complete Steps 1 to 8 of the **4.1 Check Name Availability (Name Search)** process, then continue with the steps for **Name Reservation as** below.

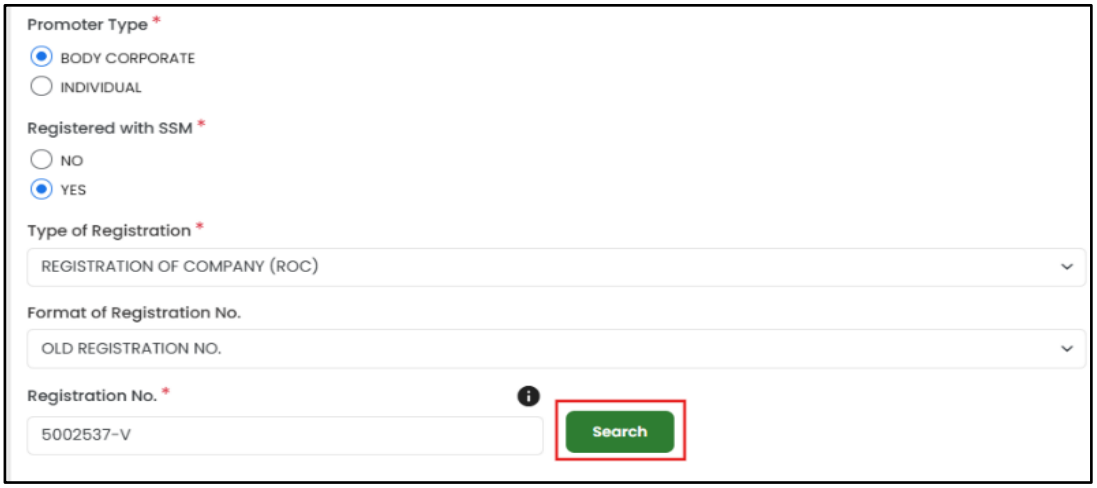
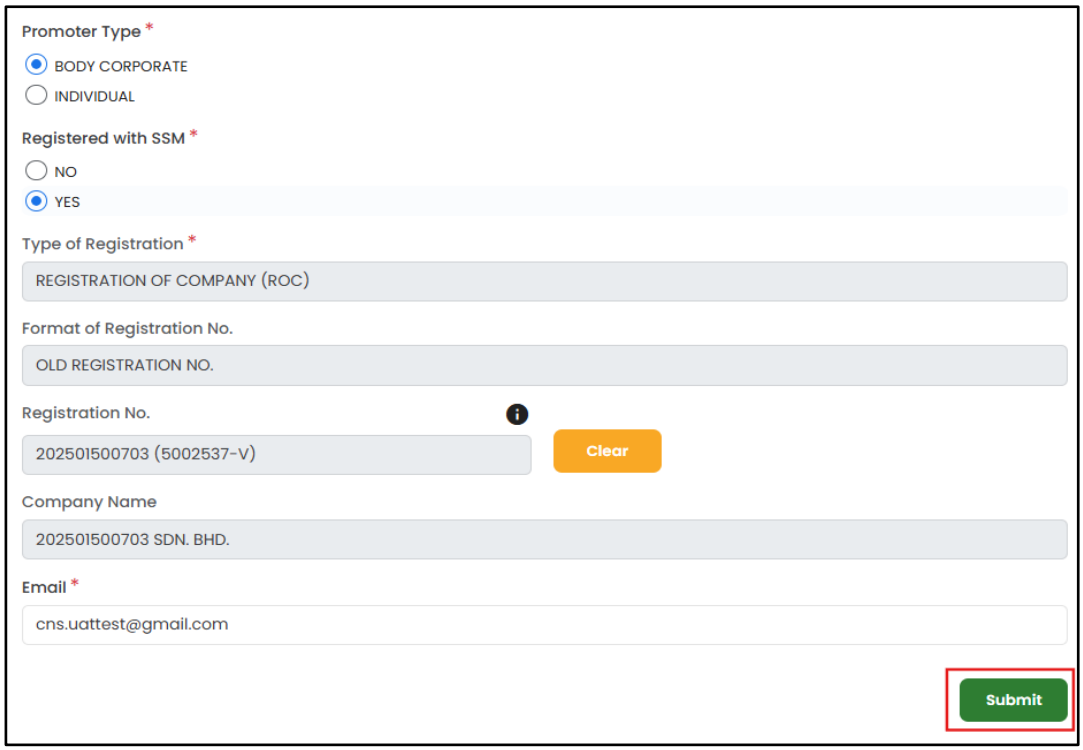
Field Num.	Description
1.	Click the **Name Reservation** button. Then, click the **Submit** button. 
2.	Go to **Application Information** tab, then click **Clarification.** 

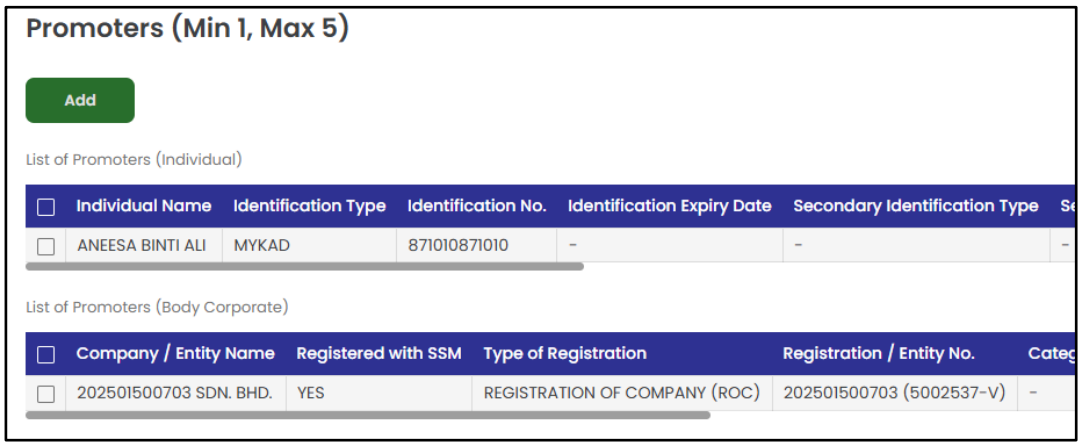
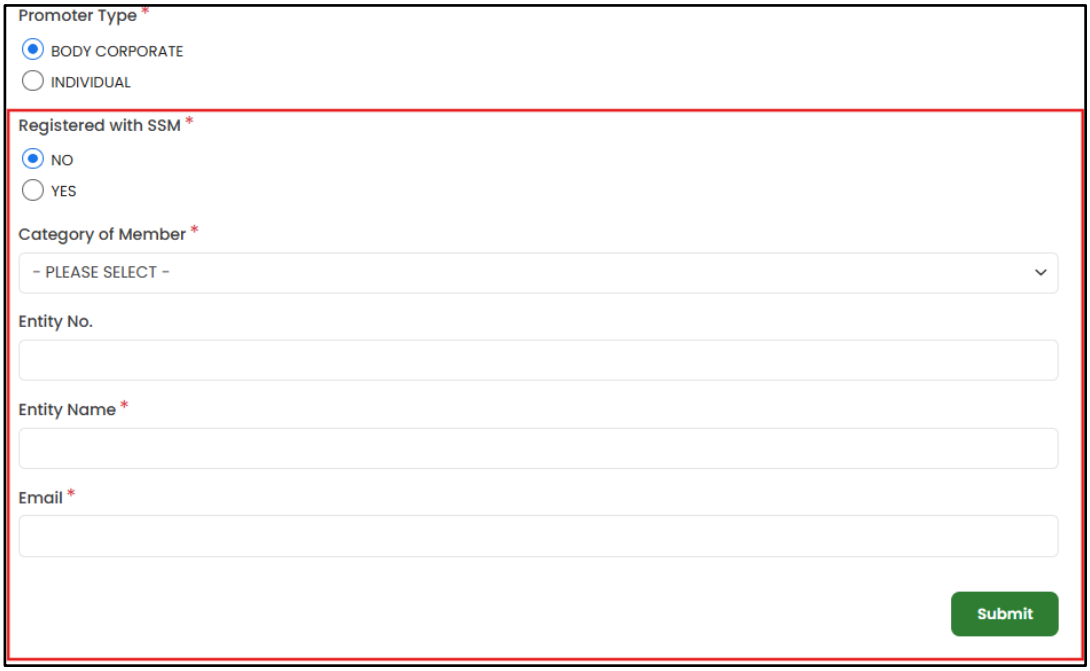
Field Num.	Description
3.	Fill in the **Clarification** 1 to 7, where applicable. **Note:** All **Clarifications** are optional except for **Clarification 6 (Business/Description),** which is mandatory. If **Clarifications 3, 4, 5** or **7** are provided, the **Supporting Documents** field becomes mandatory. 
4.	Upload supporting documents for **Clarifications 3, 4, 5** and **7**, if provided. 

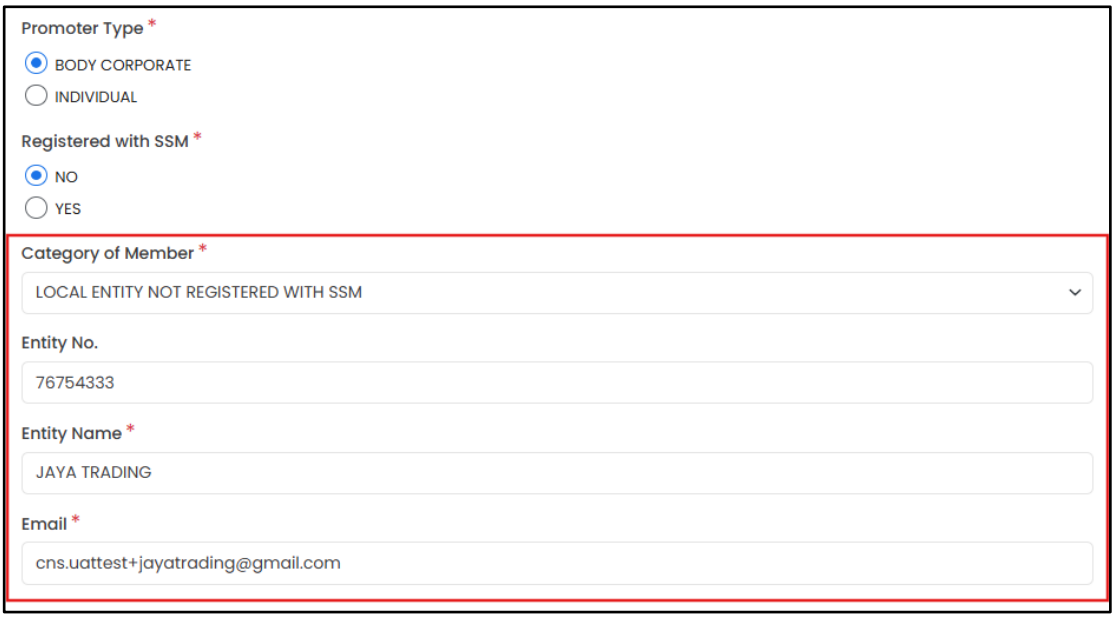
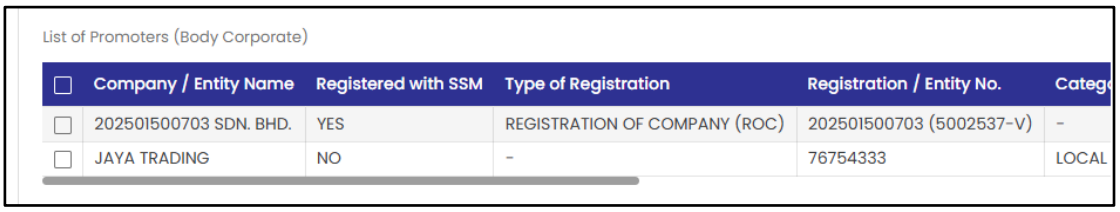
Field Num.	Description
5.	Scroll down to **Promoter** section or click the **Promoter** link on the right sidebar. Then, click on the **Add** button. 
6.	Select **Individual** as the **Promoter Type** if applicable. The system will display the relevant fields according to selection. **Note:** Either Individual or Body Corporate can be selected. Refer to Step 19 for **Body Corporate Type.** 

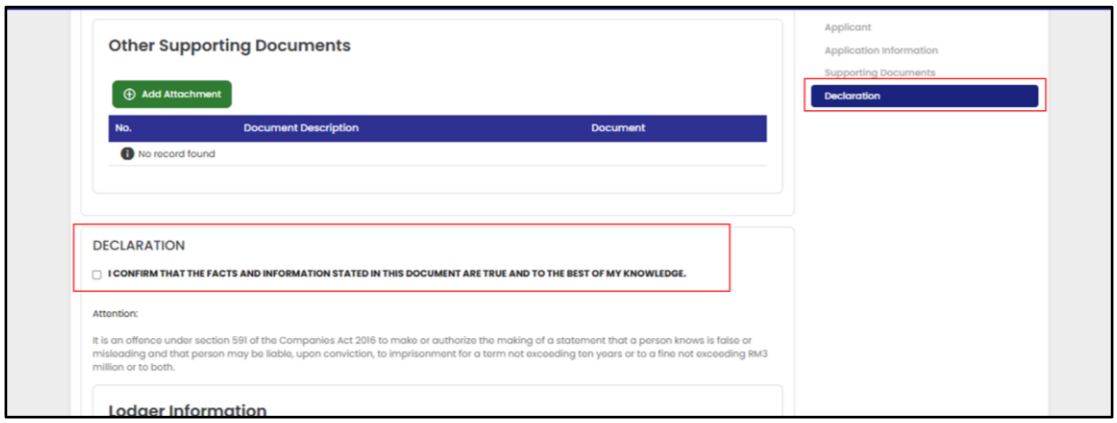
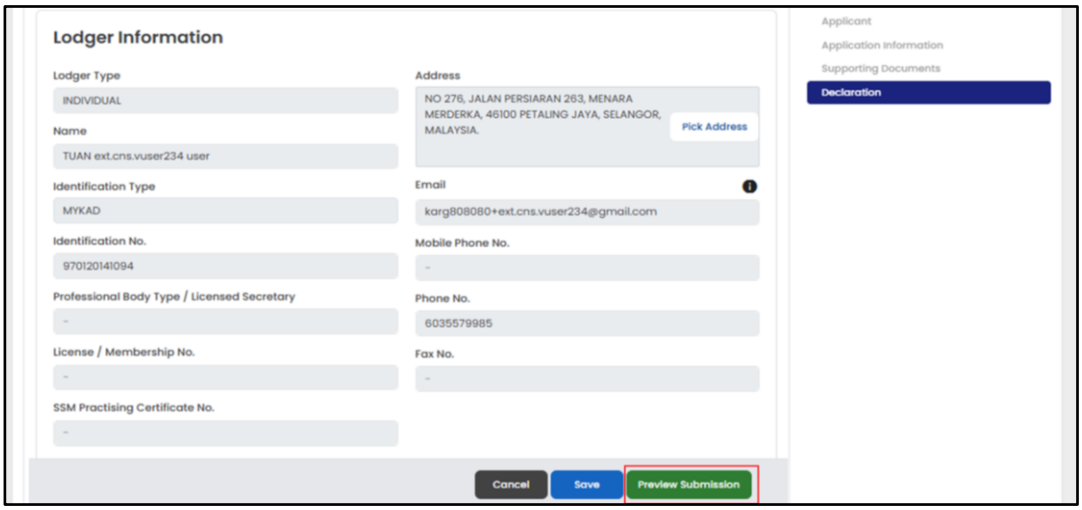
Field Num.	Description
7.	Fill in the **Identification Number** (for **Individual** type). **Note:** User can search the **Identification Number** by clicking **Search** button to populate the details. Only **Identification No.** registered with SSM4U can be used for ID search. User can also enter all details manually. 
8.	Click the **Search** button to search the **Identification Number.** **Note:** All details below will be auto populated if available. 
9.	Click the **Submit** button. 

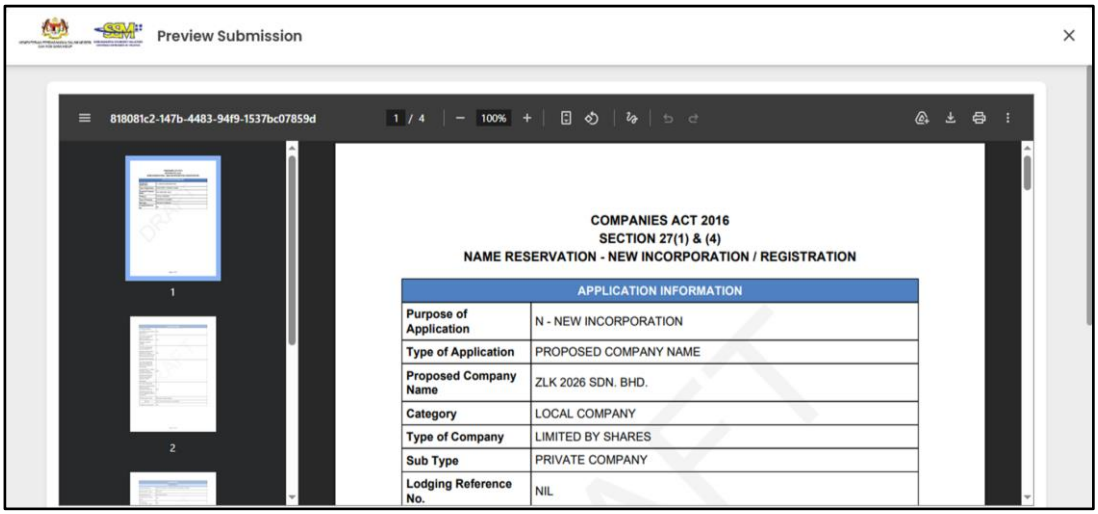
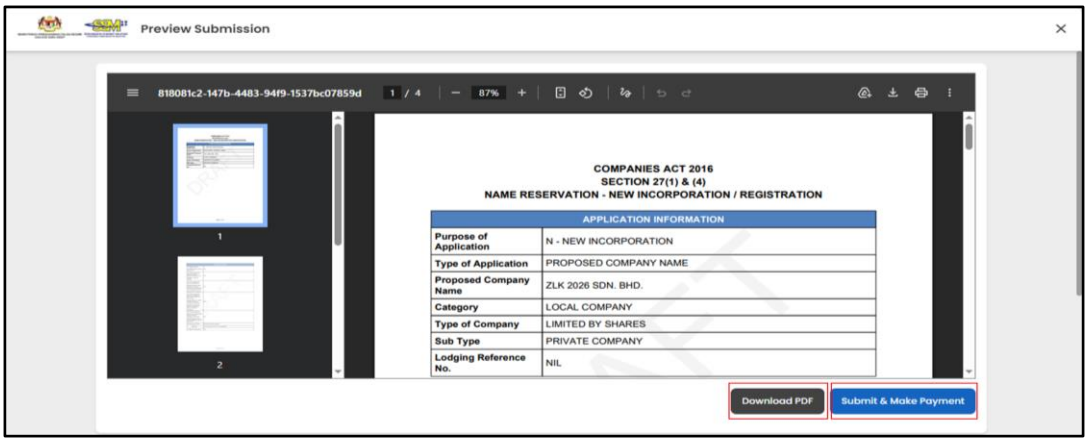
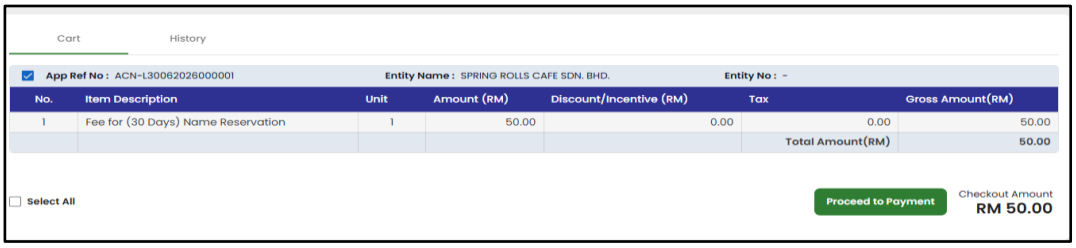
Field Num.	Description
10.	The promoter will be added in the listing. 
11.	Click the **Add** button to add a **Body Corporate Type**, if applicable.
12.	Select the **Body Corporate** as the **Promoter Type.** Then, select **Registered with SSM: Yes**. The system will display the relevant fields according to selection. 

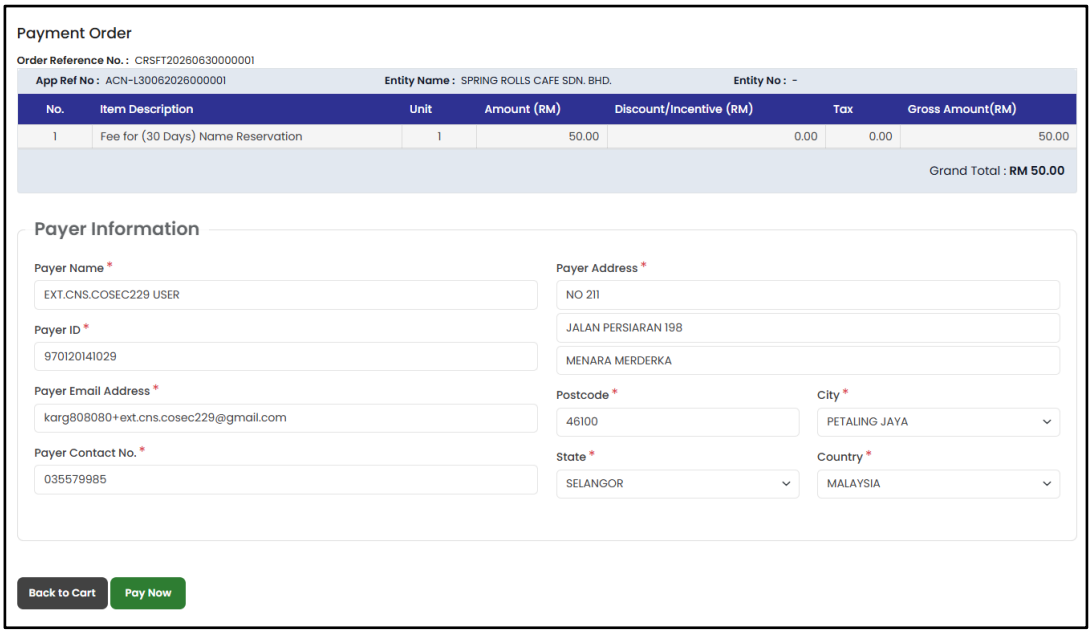
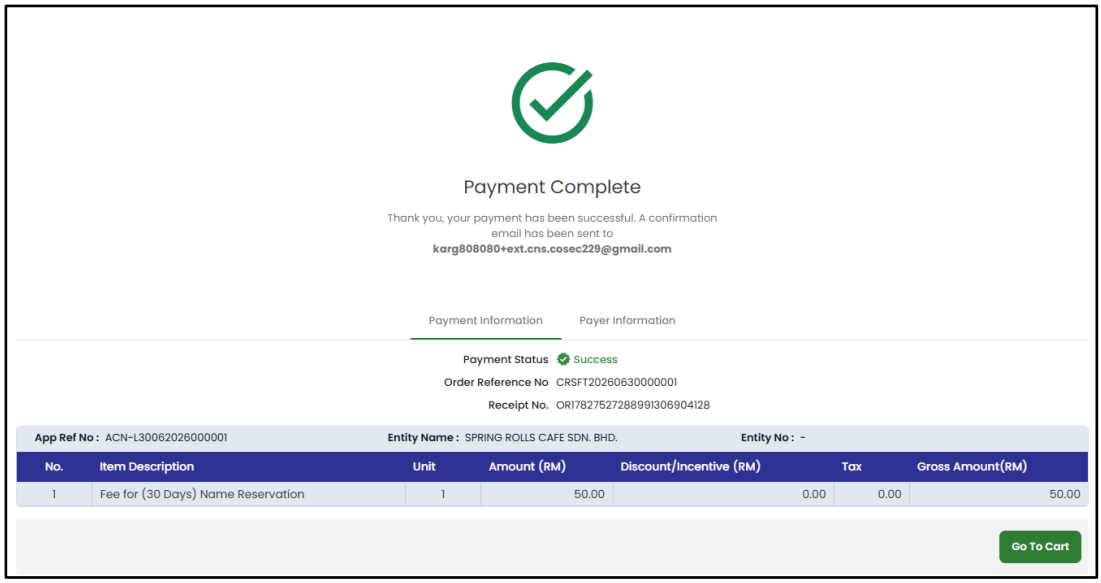
Field Num.	Description
13.	Select the following details and click **Search** button: a. **Type of Registration:** *<ROC or LLP>* b. **Format of Registration No.:** *<Old Registration No. or New Registration No.>* c. **Registration No.:** *<Enter Reg. No. based on the selected format>* 
14.	The **Company Name** will be displayed. Fill in the email and then click **Submit**. 

Field Num.	Description
15.	The promoter will be added in the listing. 
16.	Click on the **Add** button to add a **Body Corporate Type**, if applicable.
17.	Select the **Body Corporate** as the **Promoter Type.** Then, select **Registered with SSM: No**. The system will display the relevant fields according to the selection. 

Field Num.	Description
18.	Select the **Category of Member** and then fill all of the details. 
19.	Click **Submit** button:
20.	The promoter will be added in the listing. Repeat the steps to add another promoter. **Note:** A minimum of 1 promoter and a maximum of 5 promoters can be added, depending on the **Company Type**. 

Field Num.	Description
21.	Scroll down to **Declaration** or click the **Declaration** link on the right sidebar. Check the **Declaration** checkbox. 
22.	The system will also populate **Lodger Information** and **Fee Detail** under the **Declaration** section. Click the **Preview Submission** button to proceed with submitting the application. **Note:** Fee Details are only populated after clicking the **Save** button and the **Preview Submission** button. 

Field Num.	Description
23.	The system will display the application information in PDF format. 
24.	Click on **Download PDF** button if to save the document. Click on **Submit & Make Payment** button to make a payment. 
25.	The system will display **Payment Cart** page. Select the item to pay and click on the **Proceed to Payment** button. 

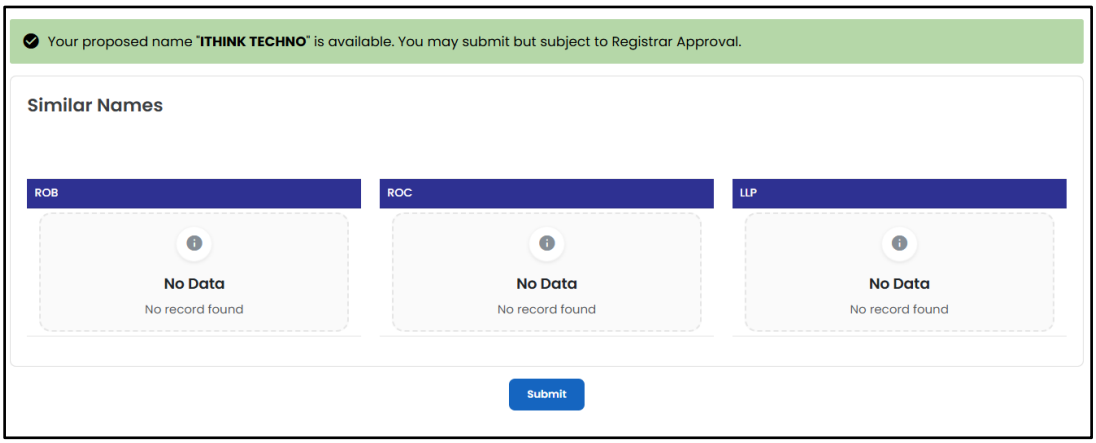
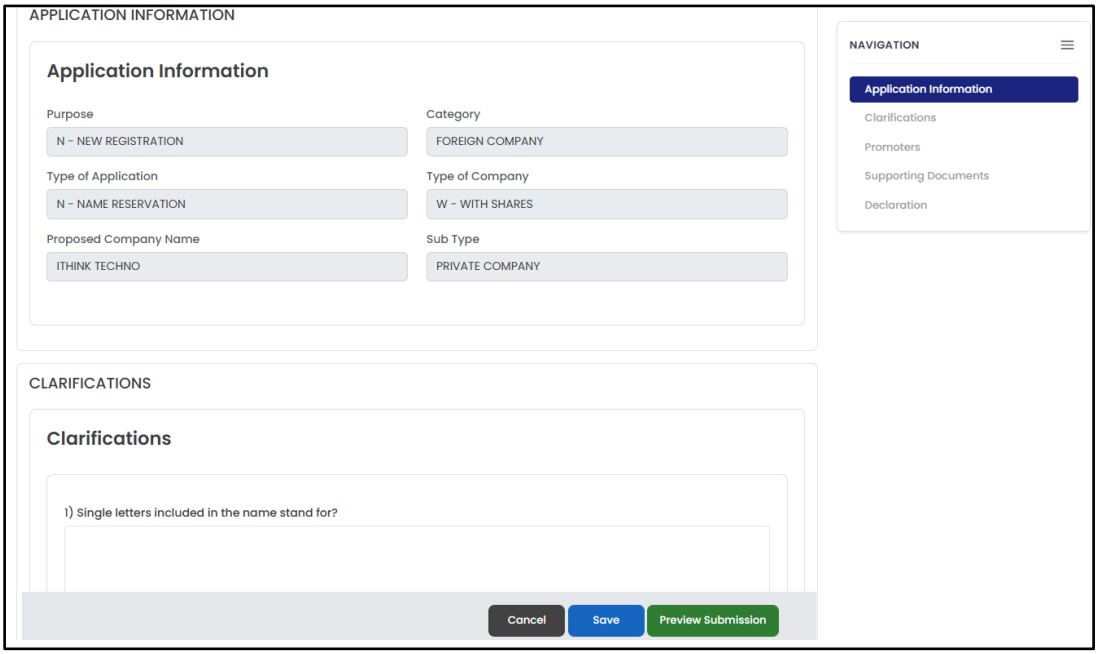
Field Num.	Description
26.	The system will display **Payment Order** page. Click **Pay Now** button. 
27.	Make payment as instructed until successful. **Note:** User will receive email notification upon successful submission. 

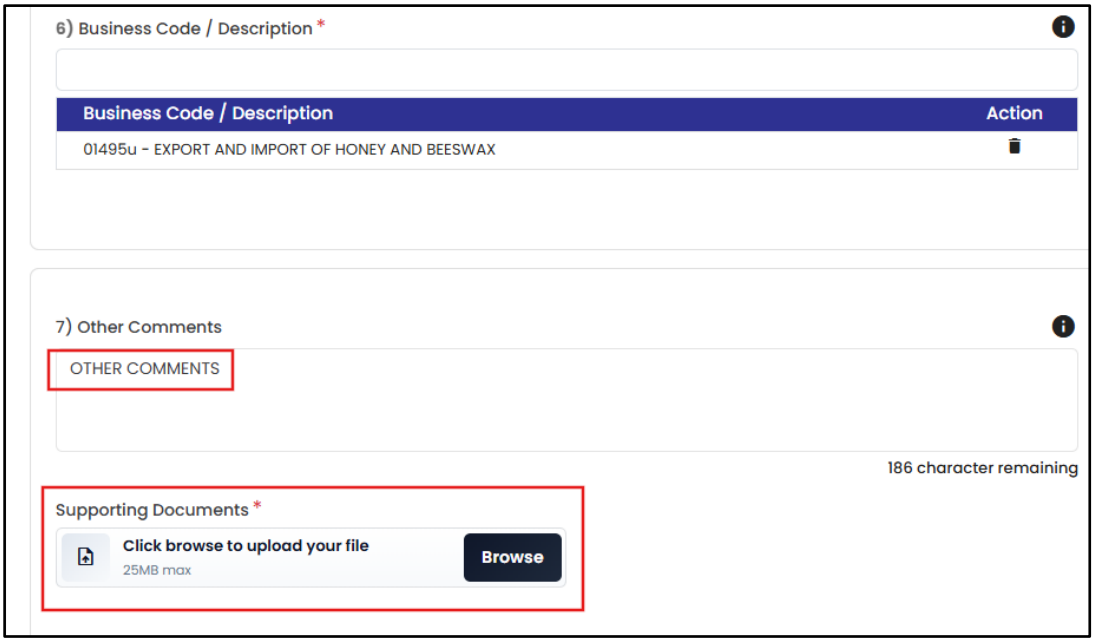
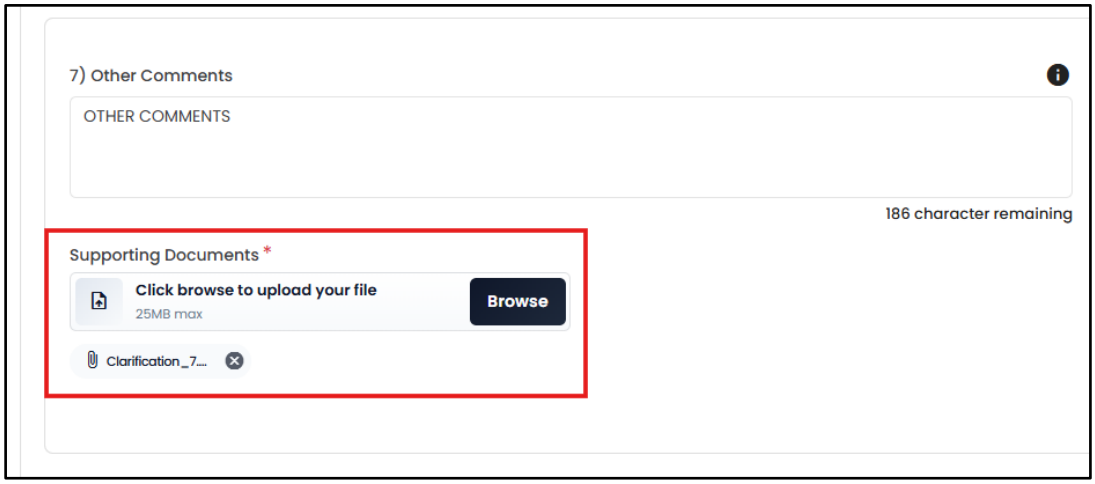
⚠️ Important Notes & Post-Submission Tracking

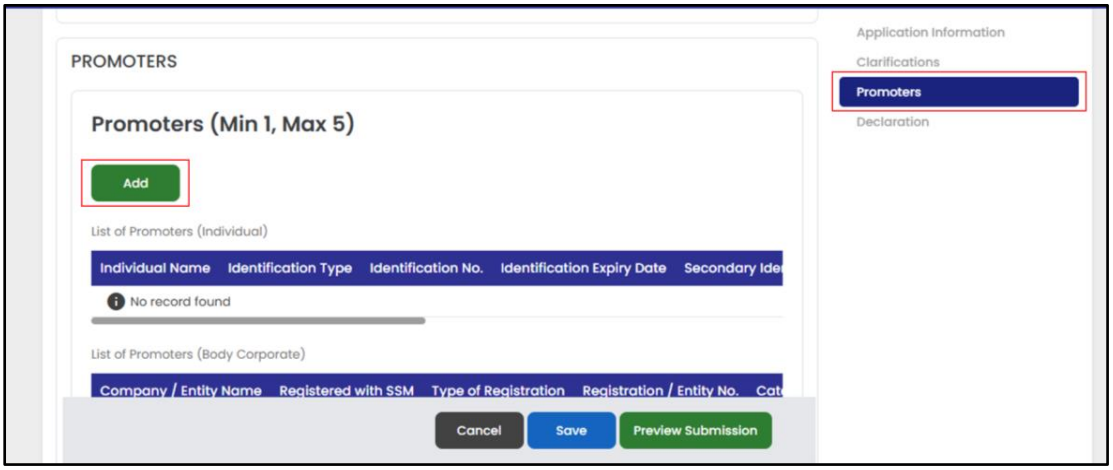
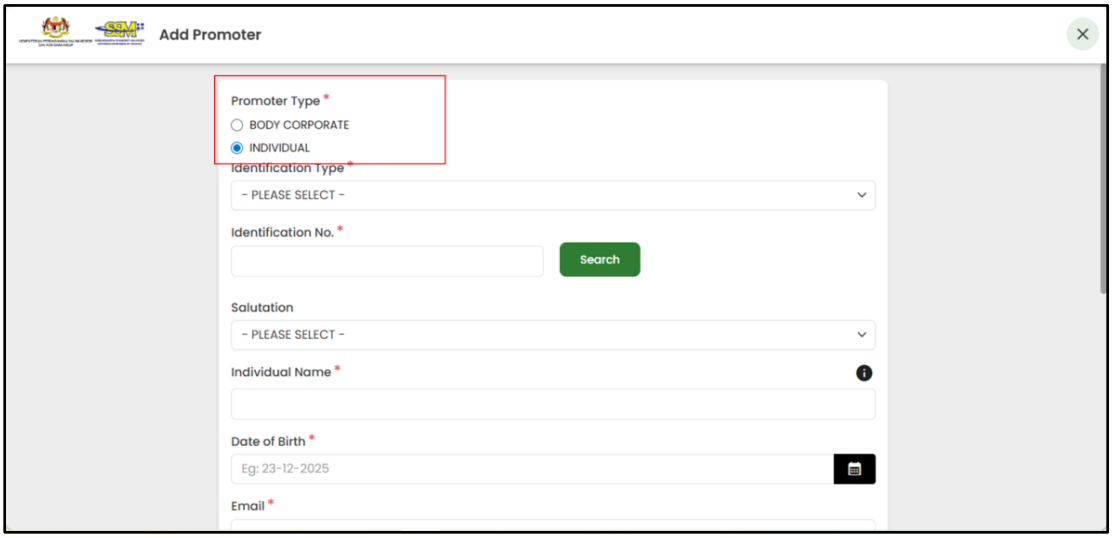
- **Email Notifications:** You will receive an email notification for the approved application.
- **Next Steps for Incorporation:** Once approved, you can immediately proceed to apply for company incorporation within your reserved name validity period.
- **Reviewing Submitted Data:** To view your records at any time, return to **Application > Name Search > Name Search > My Name Reservation Application** and click on your submitted application to load the data history.

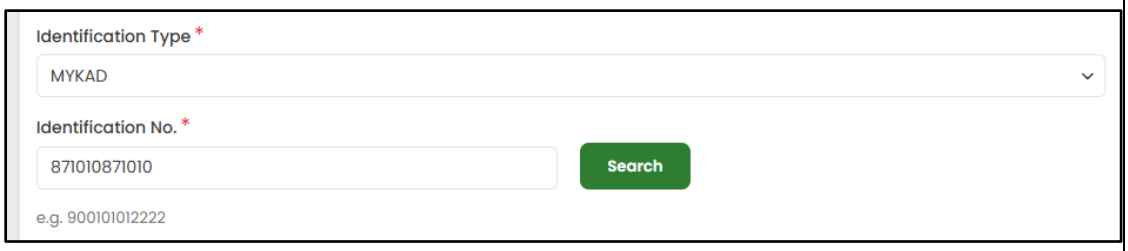
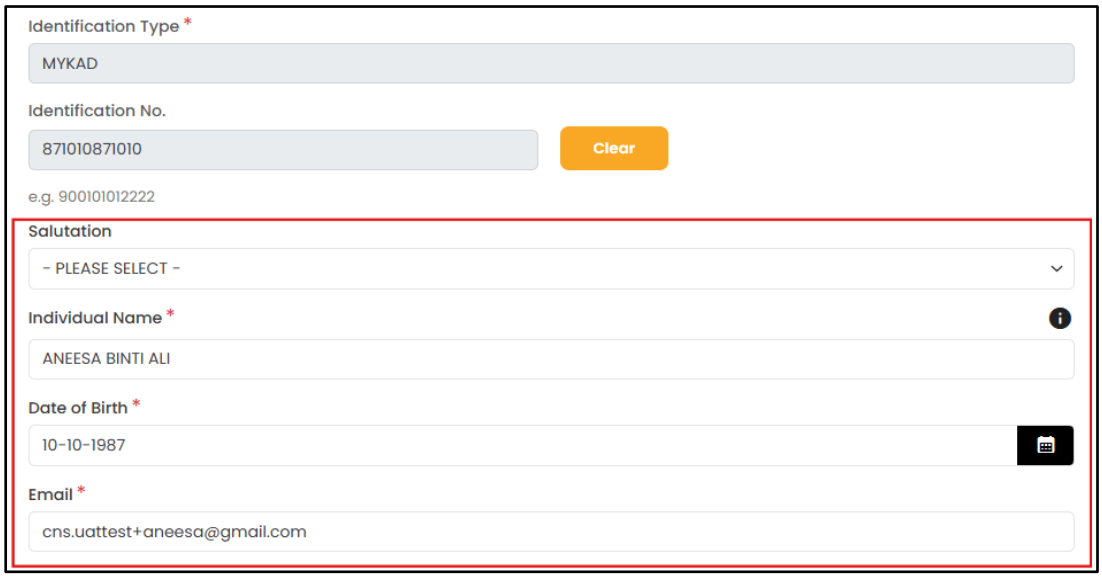
3.3 Name Reservation (Foreign Company)

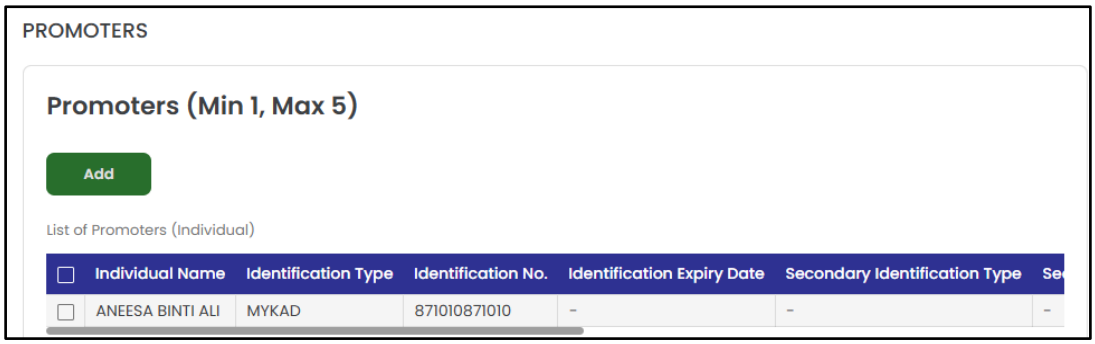
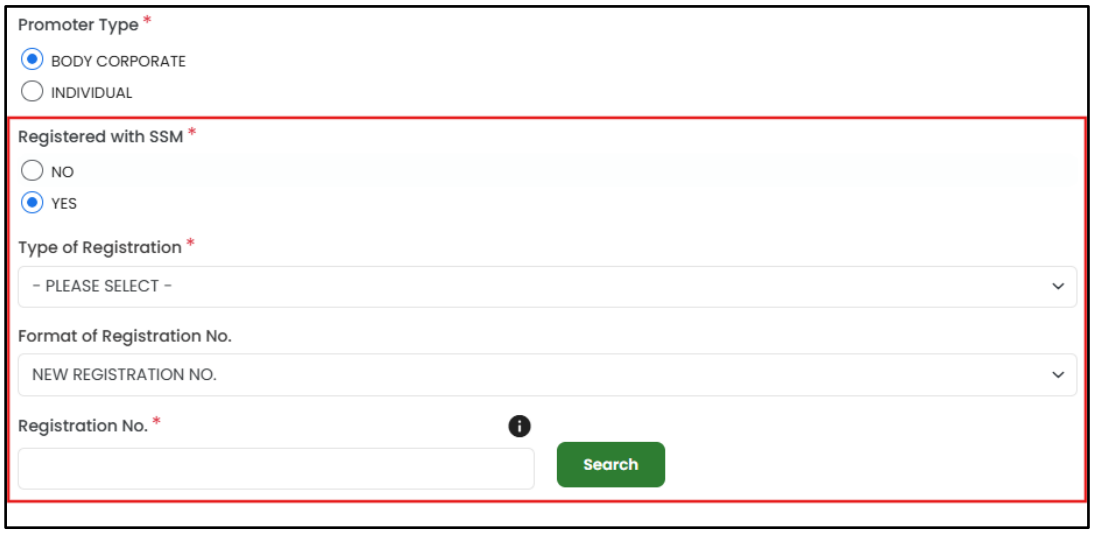
Complete Steps 1 to 8 of the **4.1 Check Name Availability (Name Search)** process, then continue with the steps for **Name Reservation** below.

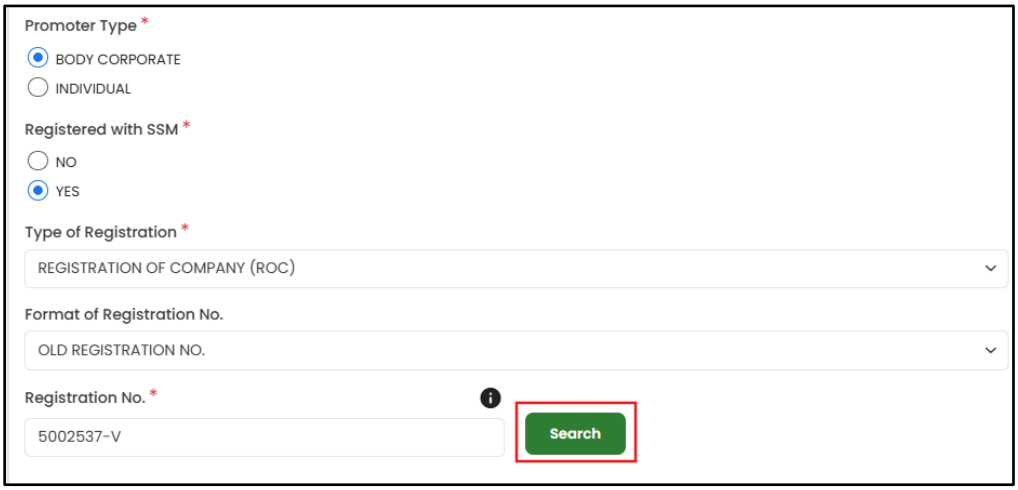
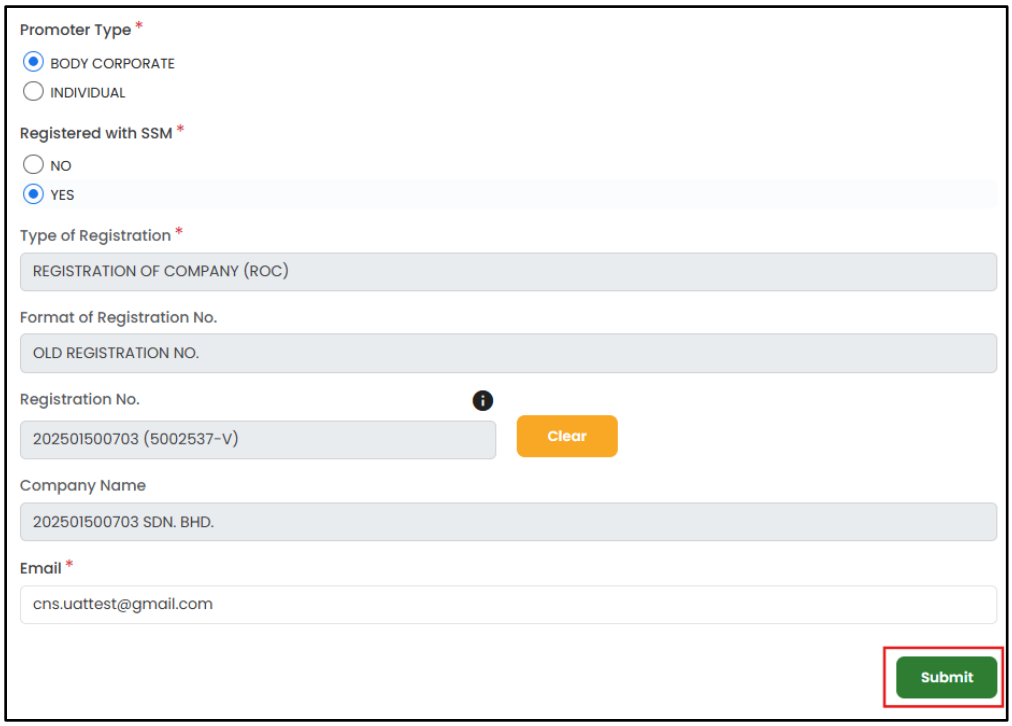
Field Num.	Description
1.	Click on the **Submit** button. 
2.	Go to **Application Information** tab, then click on **Clarification.** 

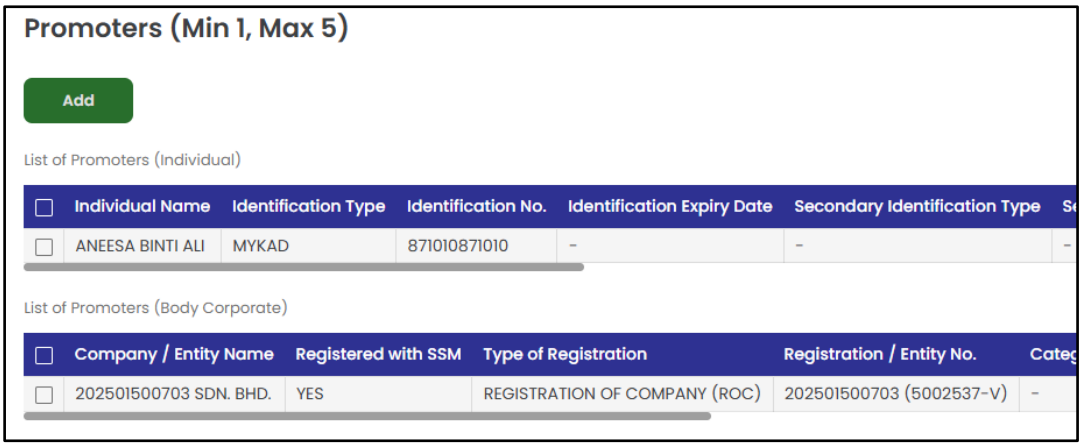
Field Num.	Description
3.	Fill in the **Clarification** 1 to 7, where applicable. **Note:** All **Clarifications** are optional except for **Clarification 6 (Business/Description),** which is mandatory. If **Clarifications 3, 4, 5, or 7** are provided, the **Supporting Documents** field becomes mandatory. 
4.	Upload supporting documents for **Clarifications 3, 4, 5,** and **7**, if provided. 

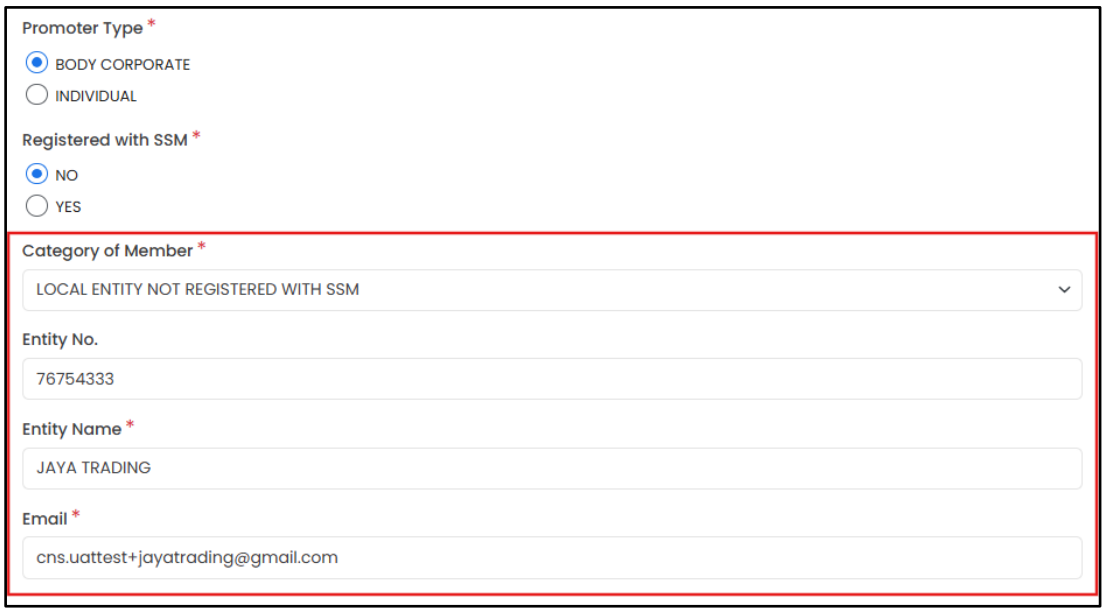
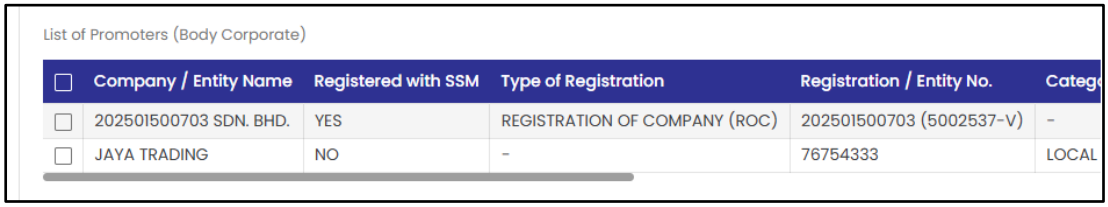
Field Num.	Description
5.	Scroll down to **Promoter** section or click the **Promoter** link on the right sidebar. Then, click on the **Add** button. 
6.	Select **Individual** as the **Promoter Type** if applicable. The system will display the relevant fields according to selection. **Note:** Either Individual or Body Corporate can be selected. Refer to Step 19 for **Body Corporate Type.** 

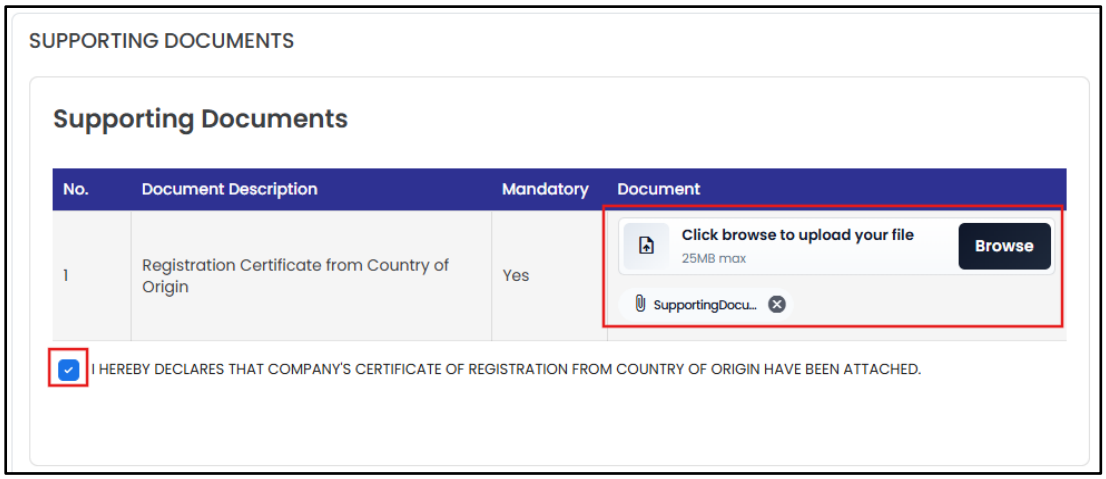
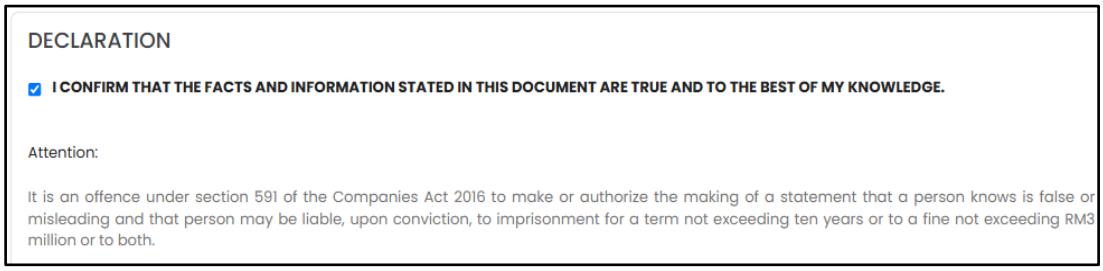
Field Num.	Description
7.	Fill in the **Identification Number** (for **Individual** type). **Note:** User can search the **Identification Number** by clicking the **Search** button to populate the details. Only **Identification No.** registered with SSM4U can be used for ID search. User can also enter all details manually. 
8.	Click the **Search** button to search the **Identification Number.** **Note:** All the details below will be auto-populated if available. 
9.	Click the **Submit** button.

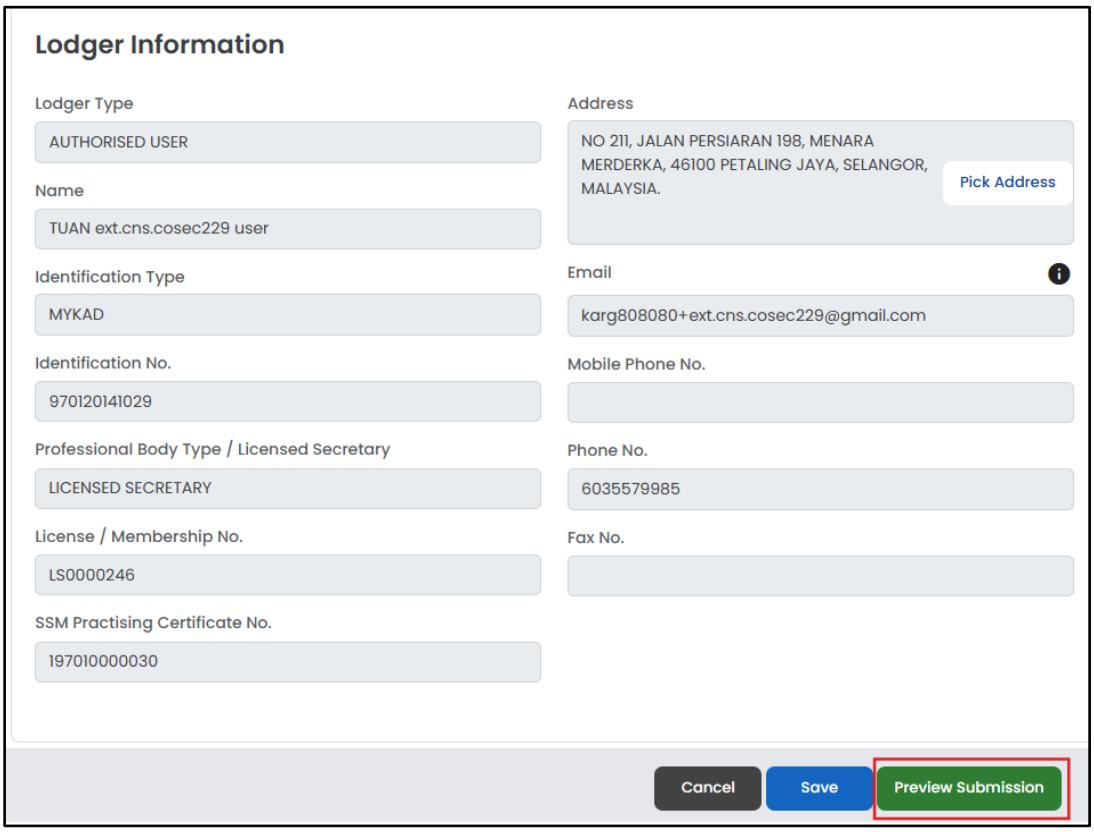
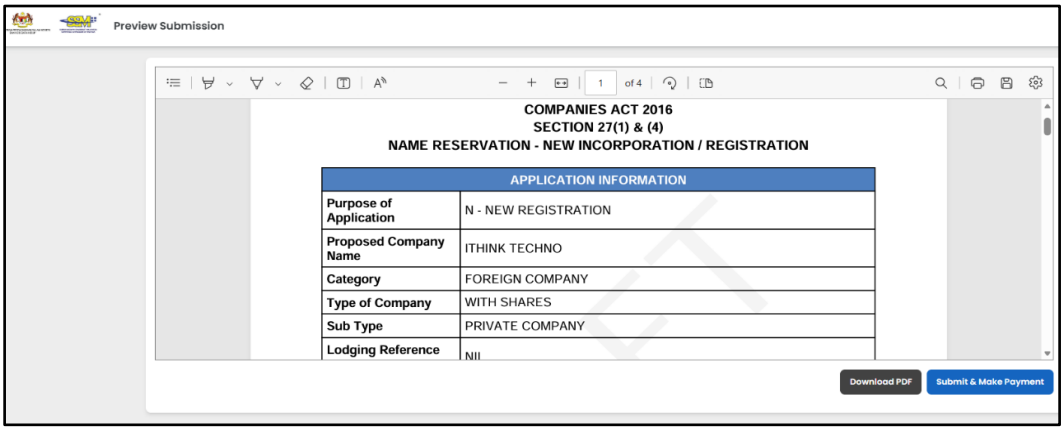
Field Num.	Description
10.	The promoter will be added in the listing. 
11.	Click on the **Add** button to add a **Body Corporate Type**, if applicable.
12.	Select the **Body Corporate** as the **Promoter Type.** Then, select **Registered with SSM: Yes**. The system will display the relevant fields according to selection. 

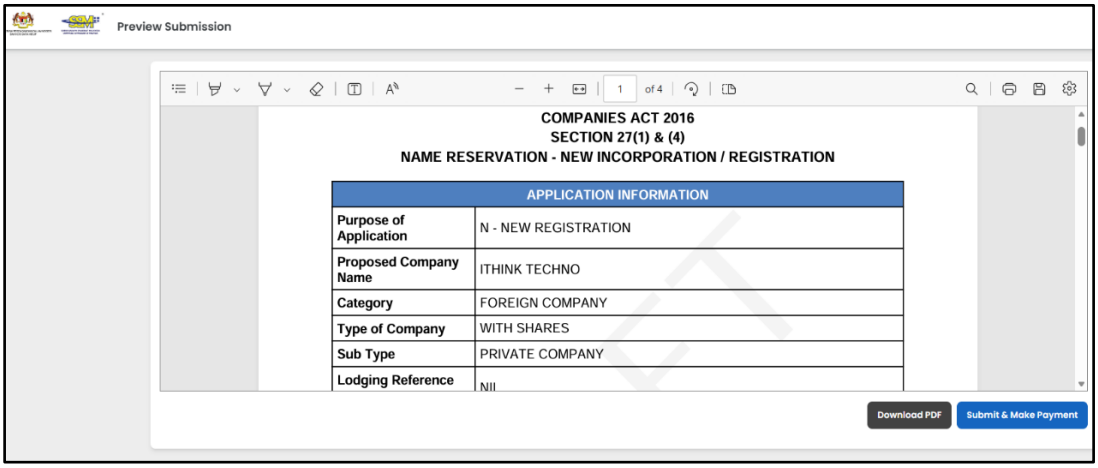
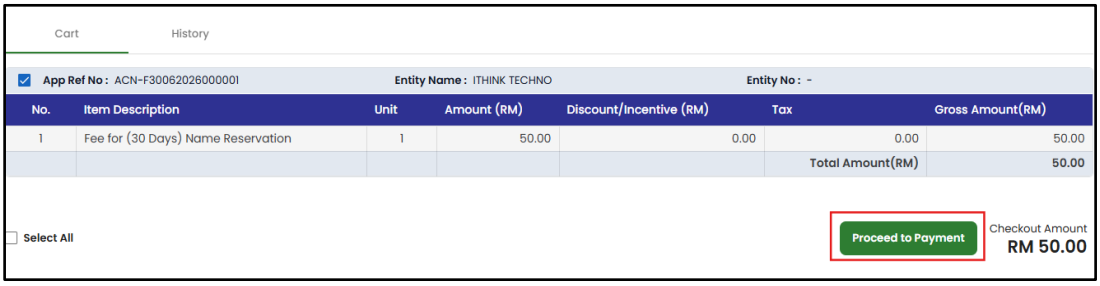
Field Num.	Description
13.	Select the following details and click the **Search** button: a. **Type of Registration:** *<ROC or LLP>* b. **Format of Registration No.:** *<Old Registration No. or New Registration No.>* c. **Registration No.:** *<Enter Reg. No. based on the selected format>* 
14.	The **Company Name** will be displayed. Fill in the email and then click **Submit**. 

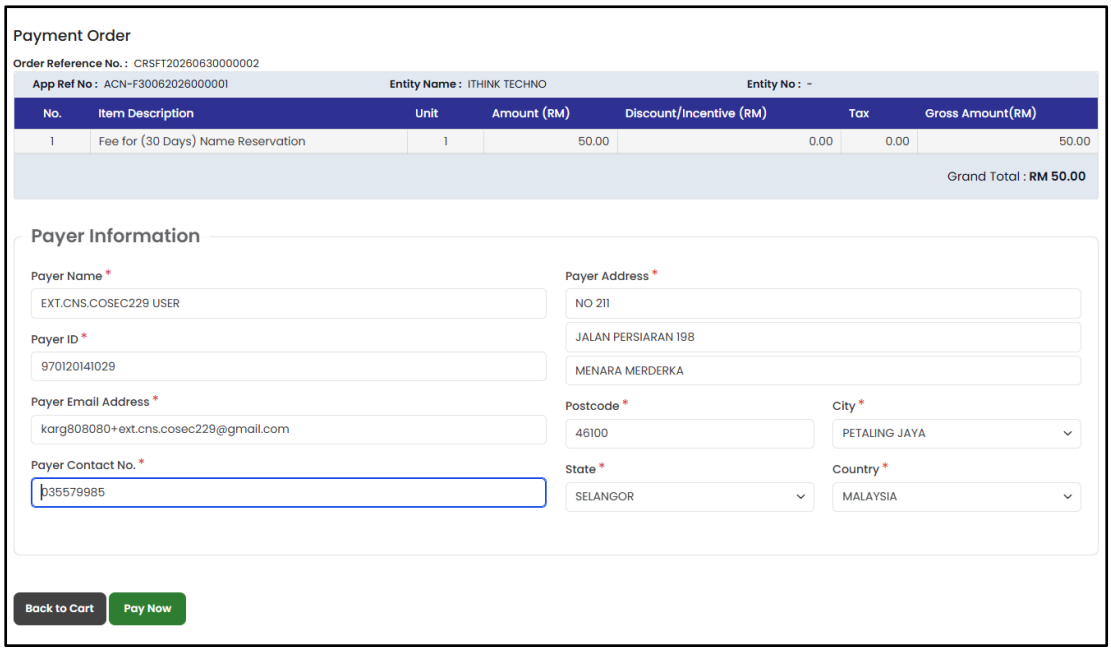
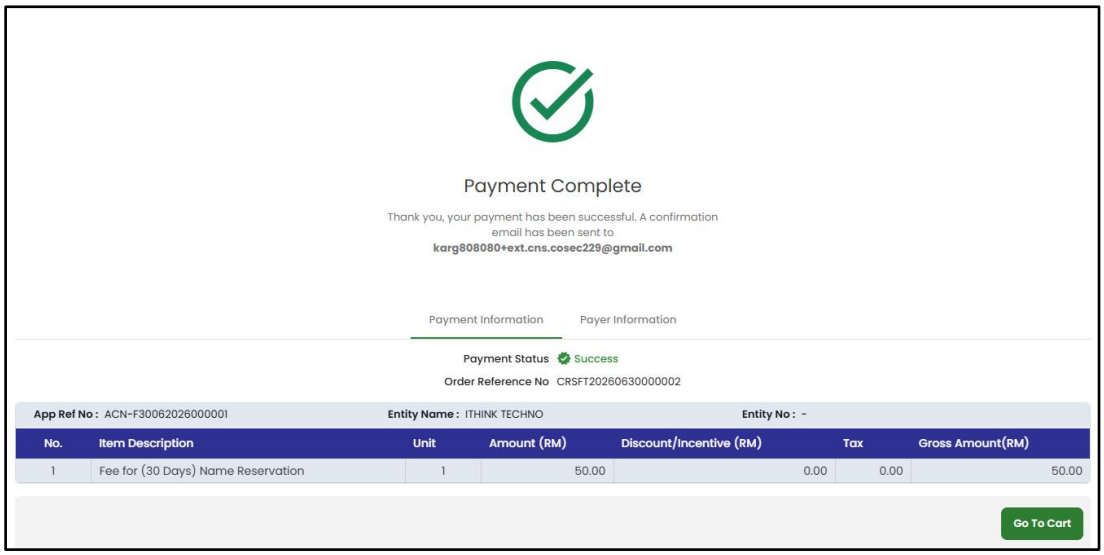
Field Num.	Description
15.	The promoter will be added in the listing. 
16.	Click on the **Add** button to add a **Body Corporate Type**, if applicable.
17.	Select the **Body Corporate** as the **Promoter Type.** Then, select **Registered with SSM: No**. The system will display the relevant fields according to the selection.

Field Num.	Description
18.	Select the **Category of Member** and then fill all of the details. 
19.	Click **Submit** button:
20.	The promoter will be added in the listing. Repeat the steps to add another promoter. **Note:** For a Foreign Company, a minimum of 1 promoter and a maximum of 5 promoters can be added. 

Field Num.	Description
21.	Upload the **Registration Certificate from Country of Origin** and then check the **Supporting Document Declaration** checkbox. 
22.	Scroll down to **Declaration** or click the **Declaration** link on the right sidebar. Check the **Declaration** checkbox. 

Field Num.	Description
23.	The system will also populate **Lodger Information** and **Fee Detail** under the **Declaration** section. Click the **Preview Submission** button to proceed with submitting the application. **Note:** Fee Details are only populated after clicking the **Save** button and the **Preview Submission** button. 
24.	System will display the application information in PDF format. 

Field Num.	Description
25.	Click the **Download PDF** button to save the document. Click the **Submit & Make Payment** button to make a payment. 
26.	The system will display **Payment Cart** page. Select the item to pay and click on the **Proceed to Payment** button. 

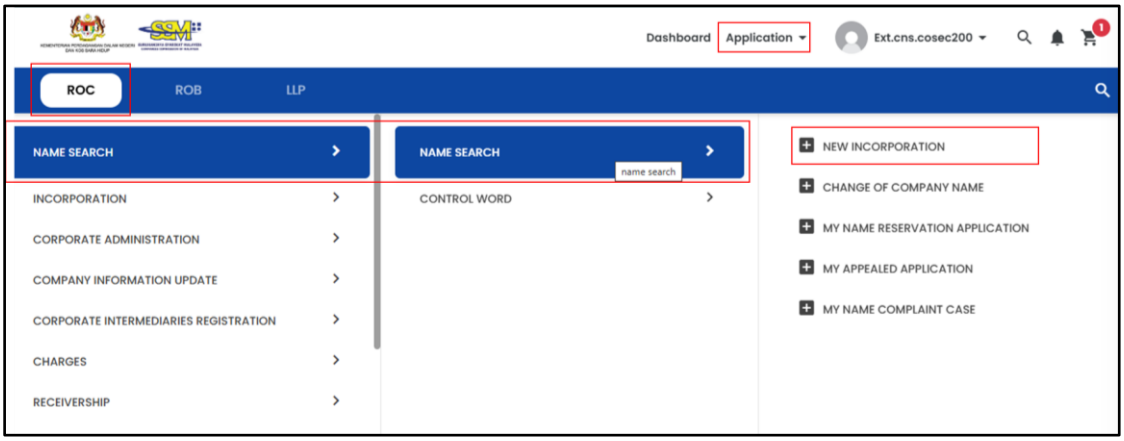
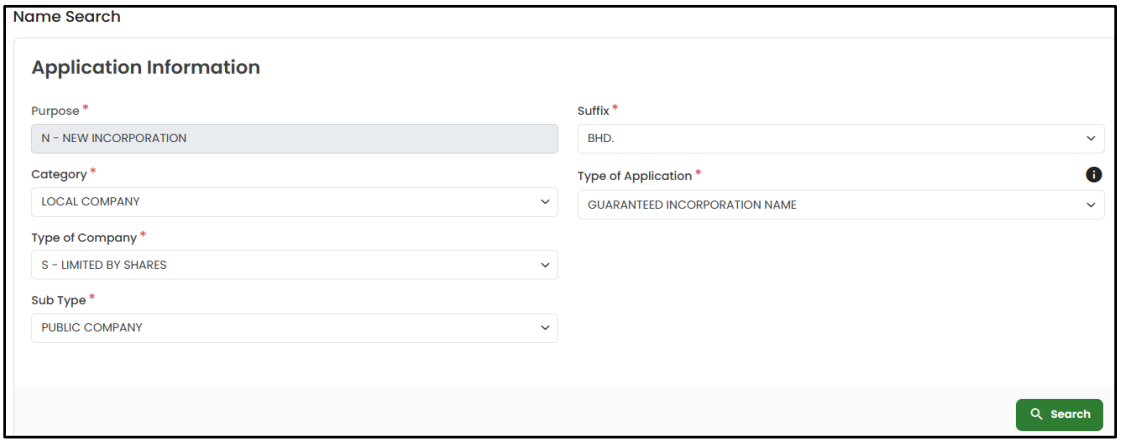
Field Num.	Description
27.	The system will display **Payment Order** page. Click **Pay Now** button. 
28.	Complete the payment. **Note:** User will receive an email notification upon successful submission. 

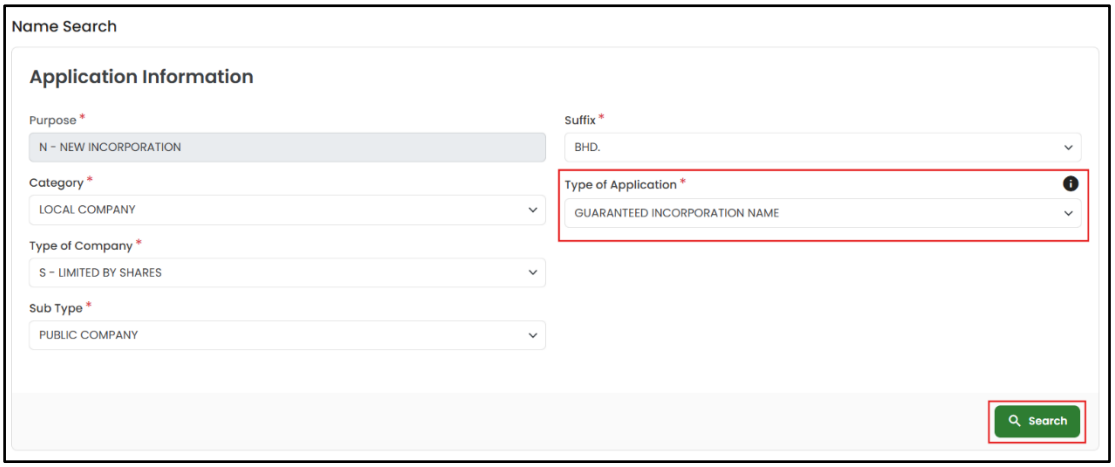
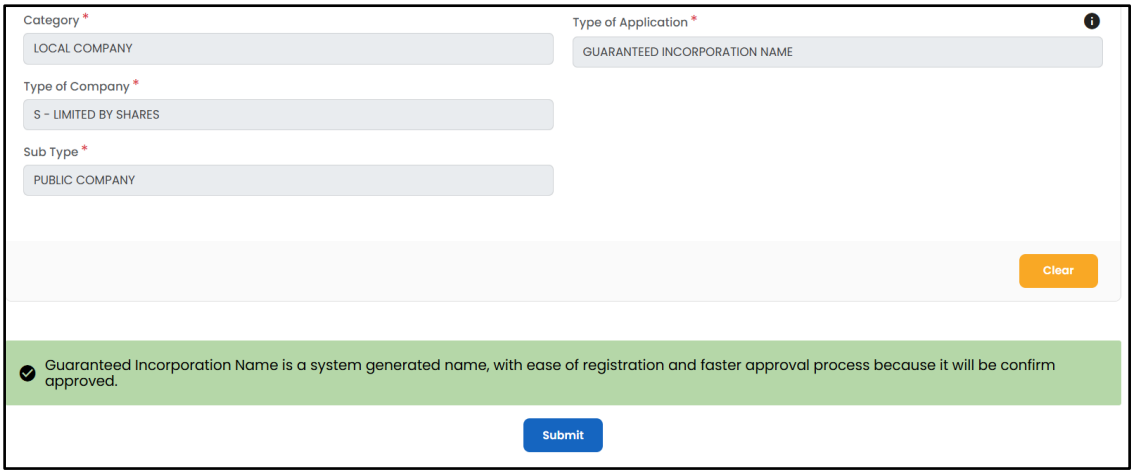
⚠️ Important Notes & Post-Submission Tracking

- **Email Notifications:** You will receive email notification for the approved application.
- **Next Steps for Incorporation:** Once approved, you can immediately proceed to apply for company incorporation within your reserved name validity period.
- **Reviewing Submitted Data:** To view your records at any time, return to **Application > Name Search > Name Search > My Name Reservation Application** and click on your submitted application to load the data history.

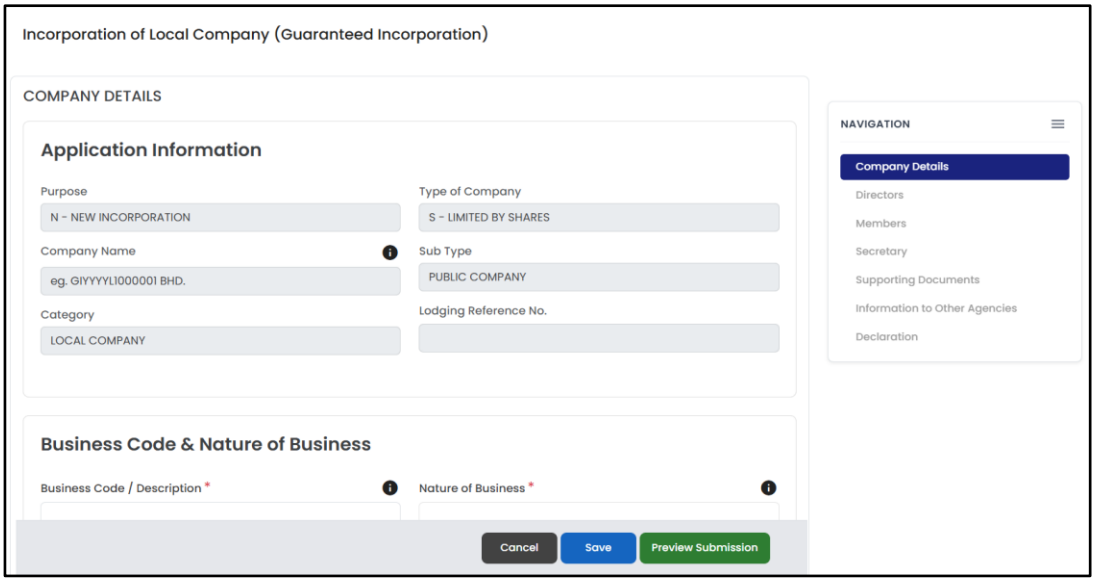
3.4 Guaranteed Incorporation Name

3.4.1 Name Search

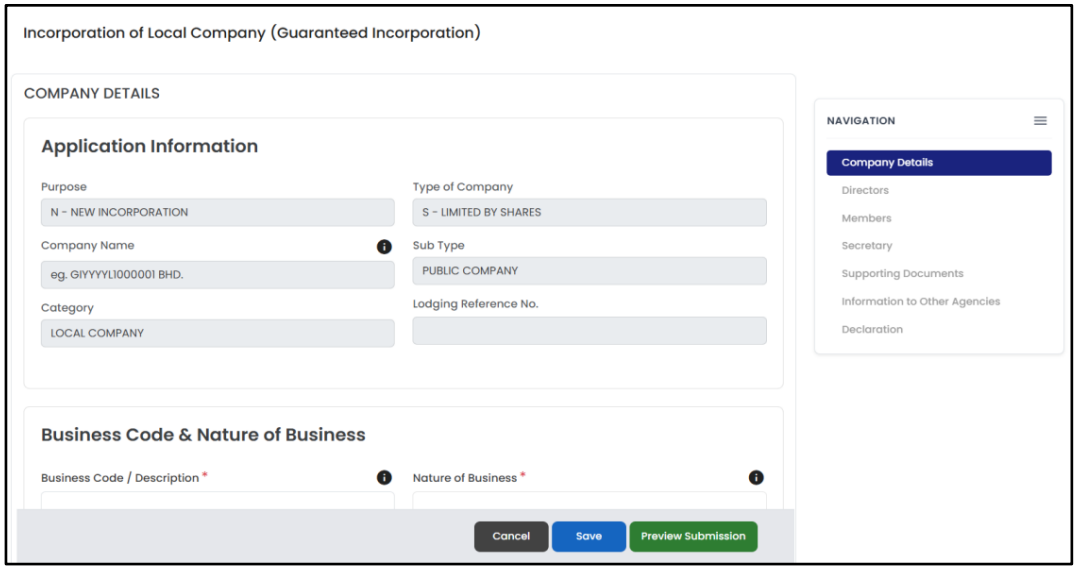
Field Num.	Description
1.	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** Then, click: **Name Search > Name Search > New Incorporation** 
2.	**The Name Search** form will be displayed. Choose application as below: a. **Category**: *<Local Company>* b. **Type of Company**: *<Limited by Shares or Unlimited>* c. **Sub Type**: *<Select Private or Public>* d. **Suffix**: *<Any Suffix>* 

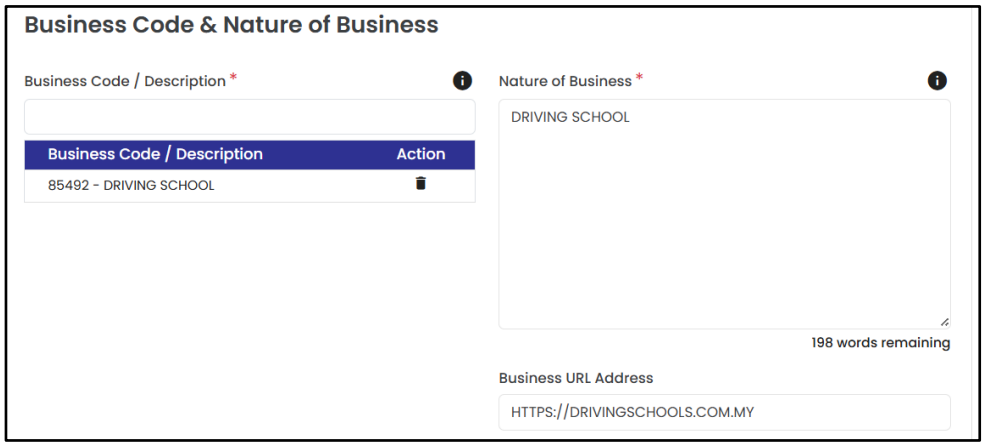
Field Num.	Description
3.	From **Type of Application** drop-down list, choose **Guaranteed Incorporation Name** and **click Search.** **Note:** *The system displays the message: Guaranteed Incorporation Name is a system generated name, with ease of registration and faster approval process because it will be confirm approved.* The system will generate the company name based on the configured format, e.g. "GIYYYYMMXXXXXX + <selected suffix>". XXXXXX is a running number. Example: GI202606000001 SDN. BHD. 
4.	Click **Submit** button to proceed next. 

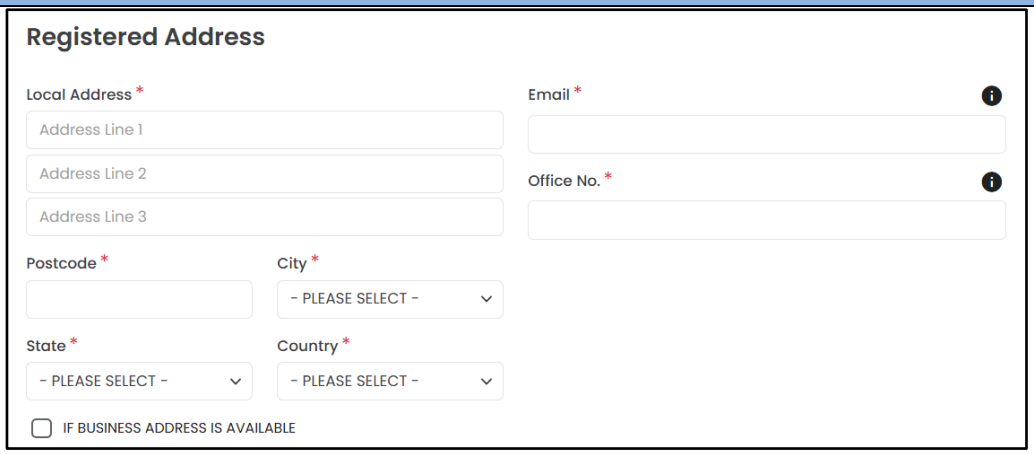
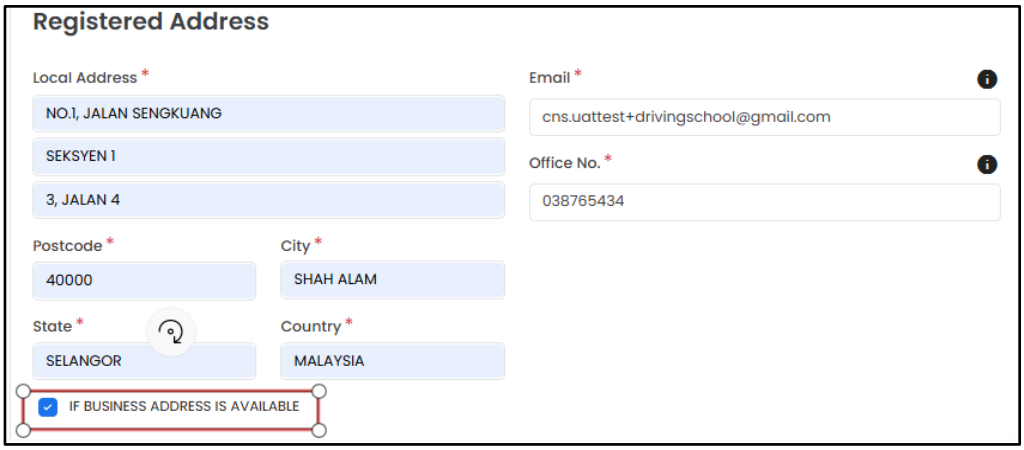
3.4.2 Company Details

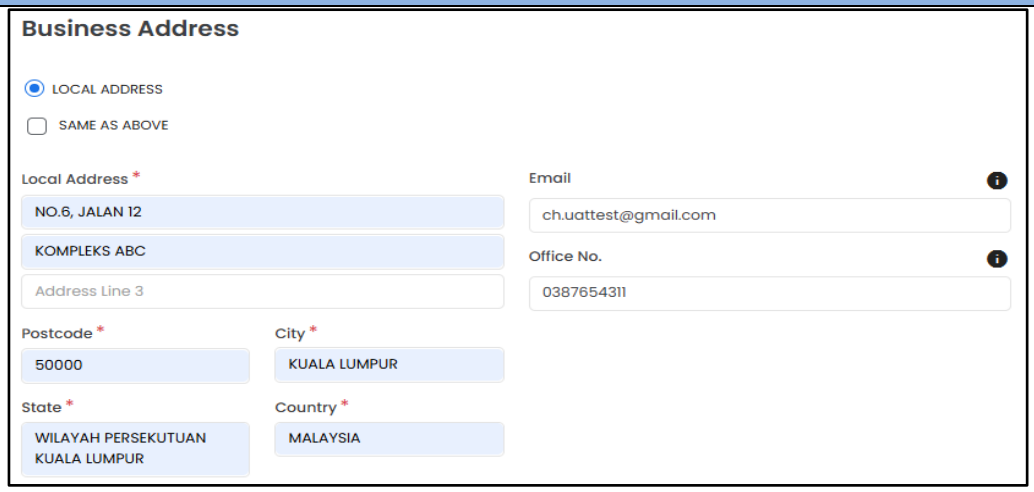
Field Num.	Description
5.	**Incorporation of Local Company form for Guaranteed Incorporation** will be displayed. Scroll down to the **Business Code and Nature of Business**. 

3.4.3 Business Code and Nature of Business

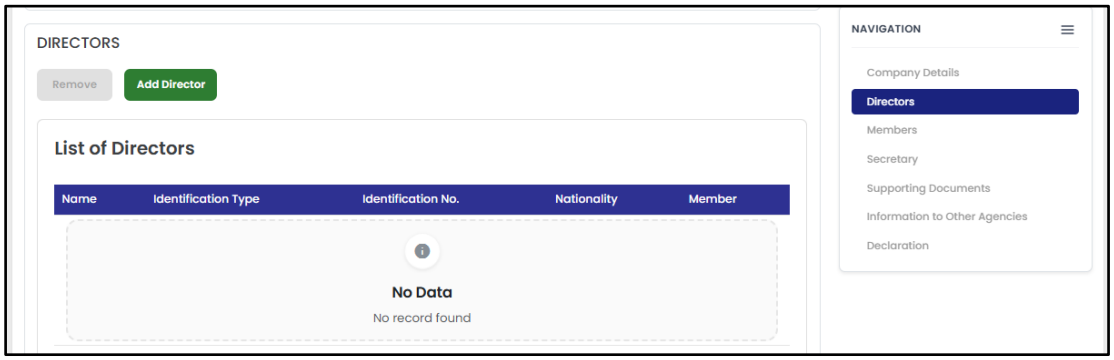
Field Num.	Description
6.	**Incorporation of Local Company form for Guaranteed Incorporation** will be displayed. Scroll down to the **Business Code and Nature of Business**. 

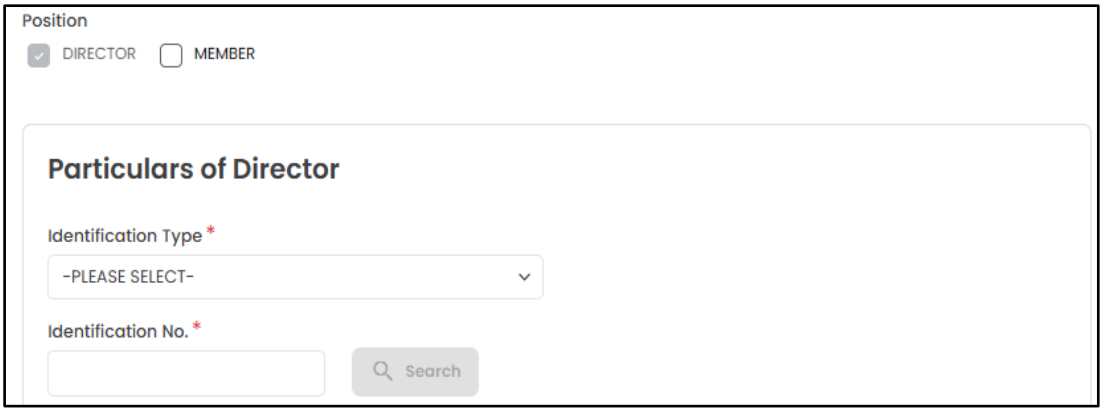
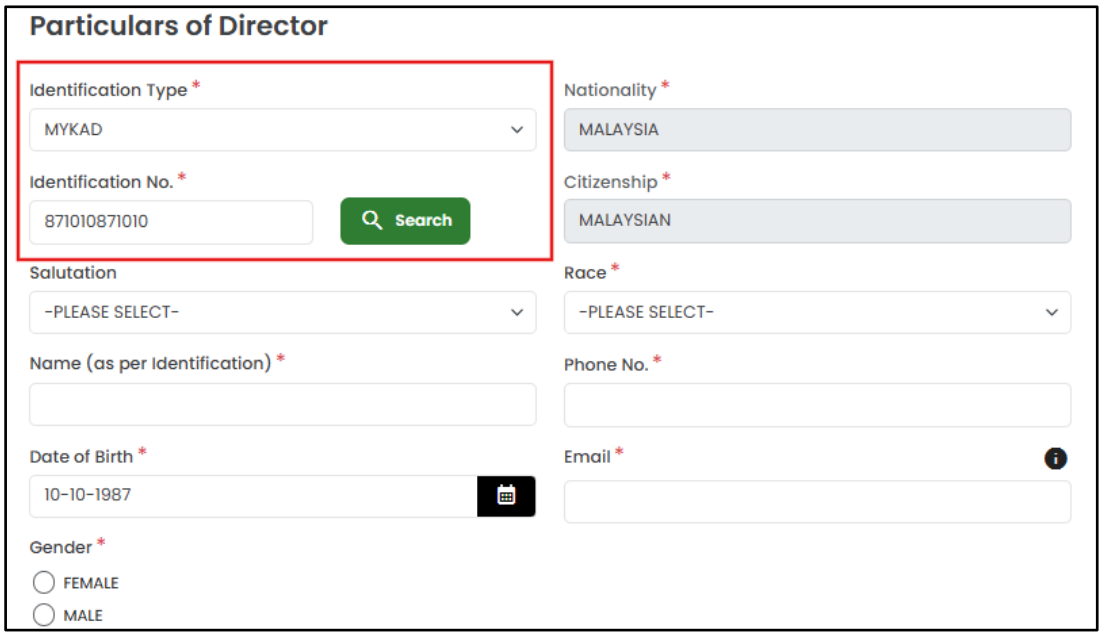
Field Num.	Description
7.	In the **Business Code and Nature of Business part**, fill in the following fields: a. **Business Code / Description:** *<Choose up to 3 Business Codes only>* b. **Nature of Business:** *<Input Nature of Business not exceeding 200 characters>* c. **Business URL Address:** *<Input Business URL Address if any>* 
8.	In the **Registered Adress part**, fill in all the following fields: a. **Local Address Line 1:** *<Input Address Line 1>* *Mandatory to fill.* b. **Local Address Line 2:** *<Input Address Line 2 if any>* c. **Local Address Line 3:** *<Input Address Line 3 if any>* d. **Postcode:** *<Input Postcode>* **Note:** City, State & Country will be auto-populated based on the entered Postcode. e. **City:** *<Auto-populate based on the Postcode>* f. **State:** *< Auto-populate based on the Postcode>* g. **Country:** *<Auto-populate: MALAYSIA>* h. **Email:** *<Input Valid Email Format>* i. **Office No.:** *<Input Office No.>*

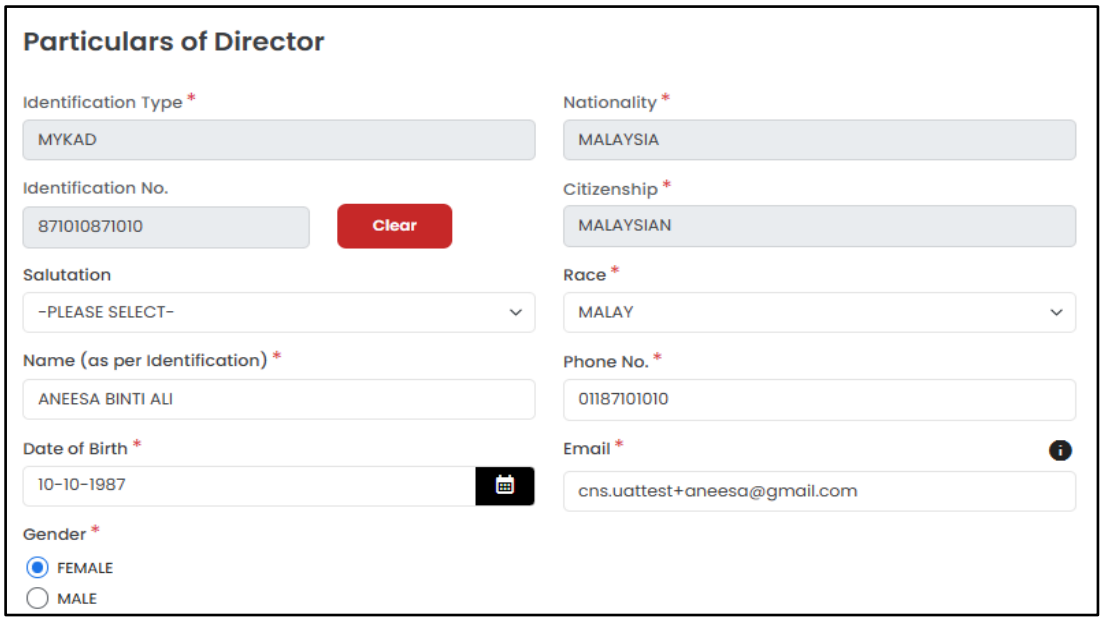
Field Num.	Description
	
9.	Select the **If Business Address is Available** checkbox if applicable. 
10.	Select **Local Address** or **Foreign Address.** Then, enter the following fields: a. **Address Line 1:** *<Input Address Line 1> Mandatory to fill.* b. **Address Line 2:** *<Input Address Line 2 if any>* c. **Address Line 3:** *<Input Address Line 3 if any>* d. **Postcode:** *<Input Postcode> Applicable for Local Address only.* **Note**: City, State & Country will be auto populated based on the entered Postcode. e. **City:** *<Auto-populate based on the Postcode> Applicable for Local Address only.* f. **State:** *< Auto-populate based on the Postcode> Applicable for Local Address only.* g. **Country:** *<Country>* h. **Email:** *<Input Valid Email Format>* i. **Office No.:** *<Input Office No.>*

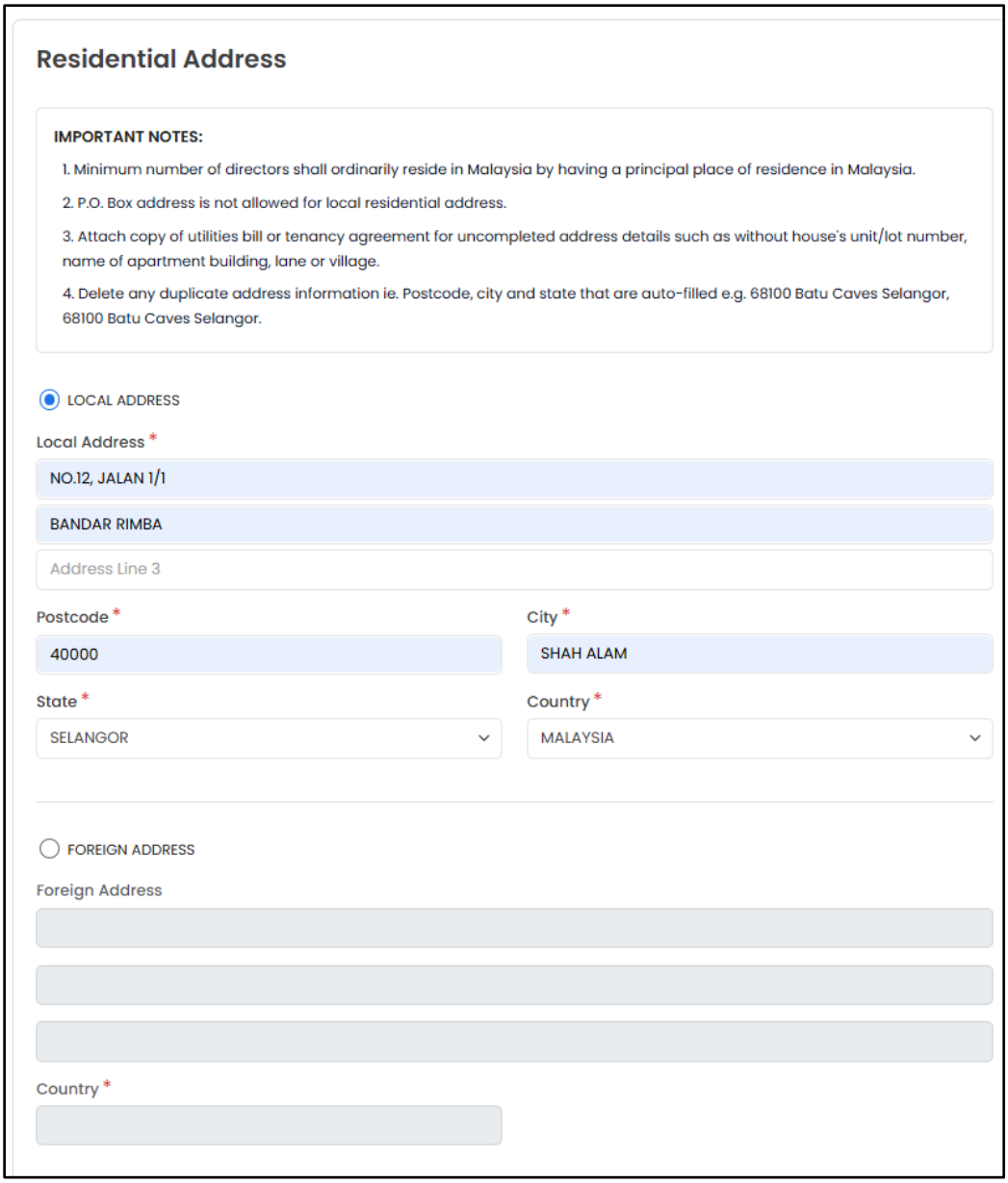
Field Num.	Description
	

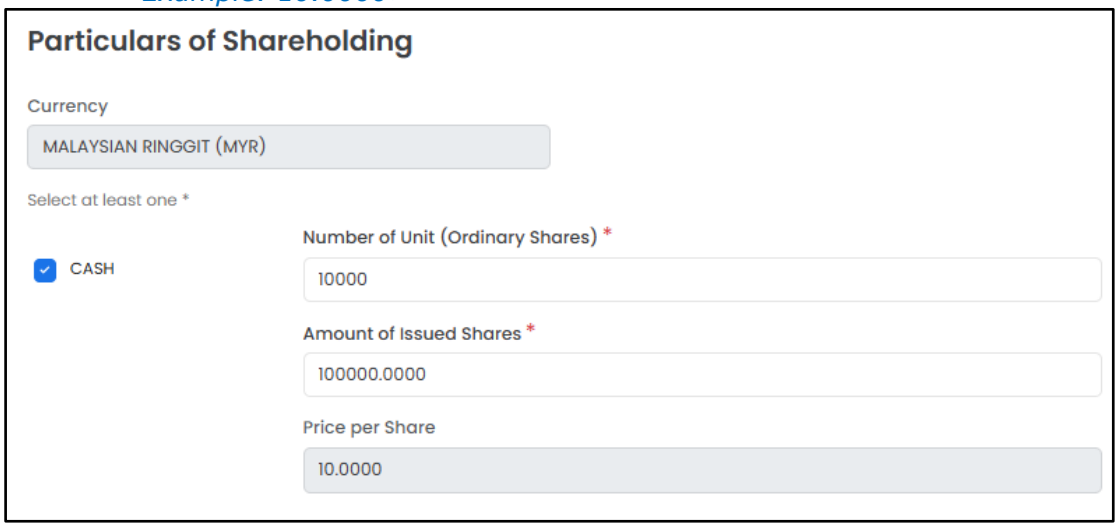
3.4.4 Directors

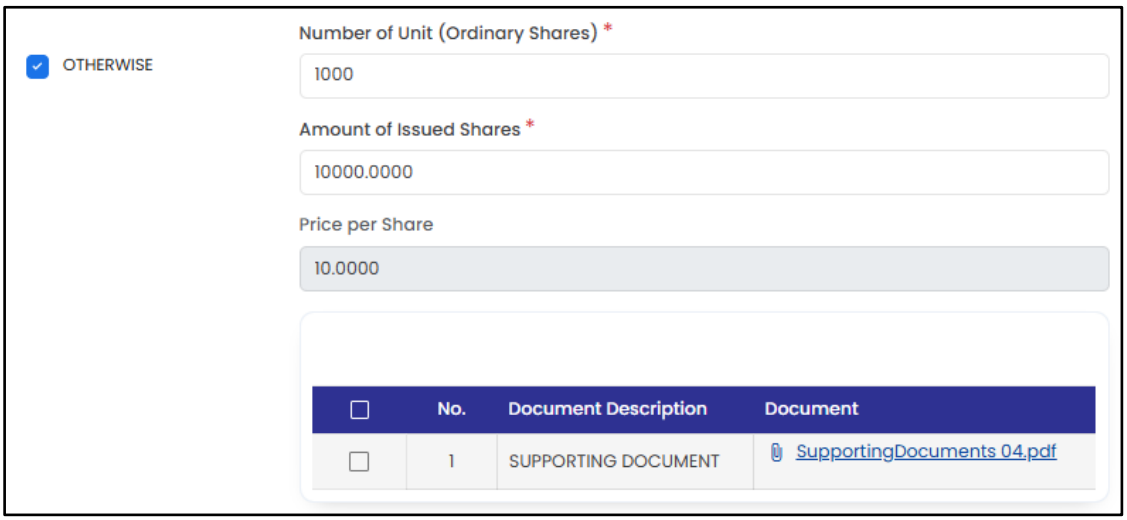
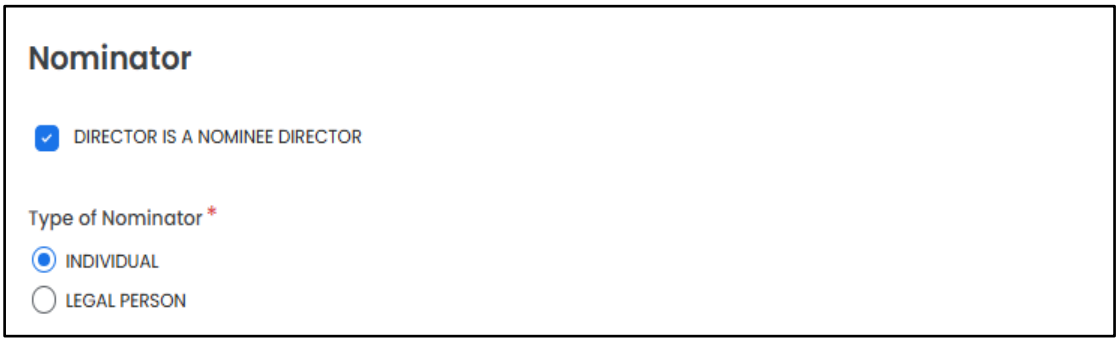
Field Num.	Description
11.	Scroll down to the **Director** section or click **Director** on the right-side menu. 
12.	Click **Add** button to add director. **Note***:* **Director Details** form will be displayed.
13.	Select the **Member** option for the **Position** radio button, if applicable. **Note**:

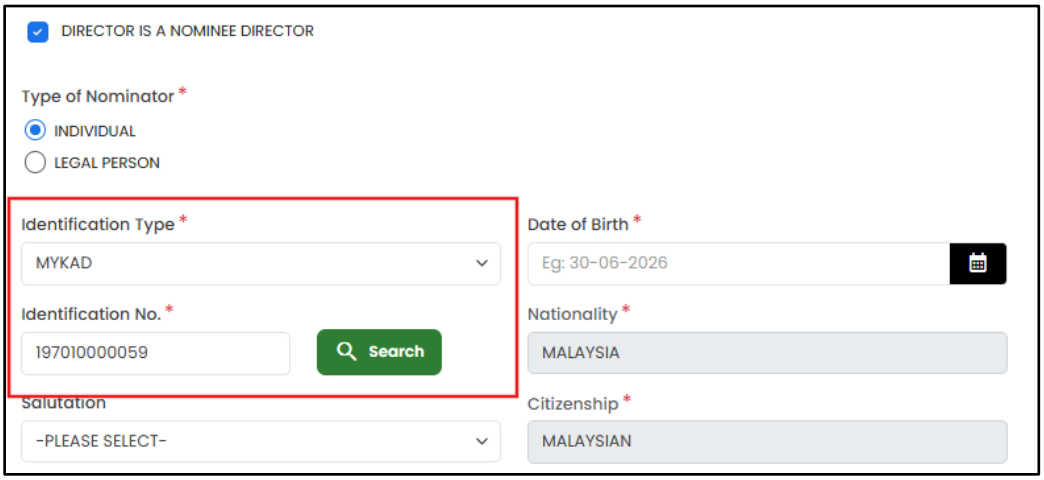
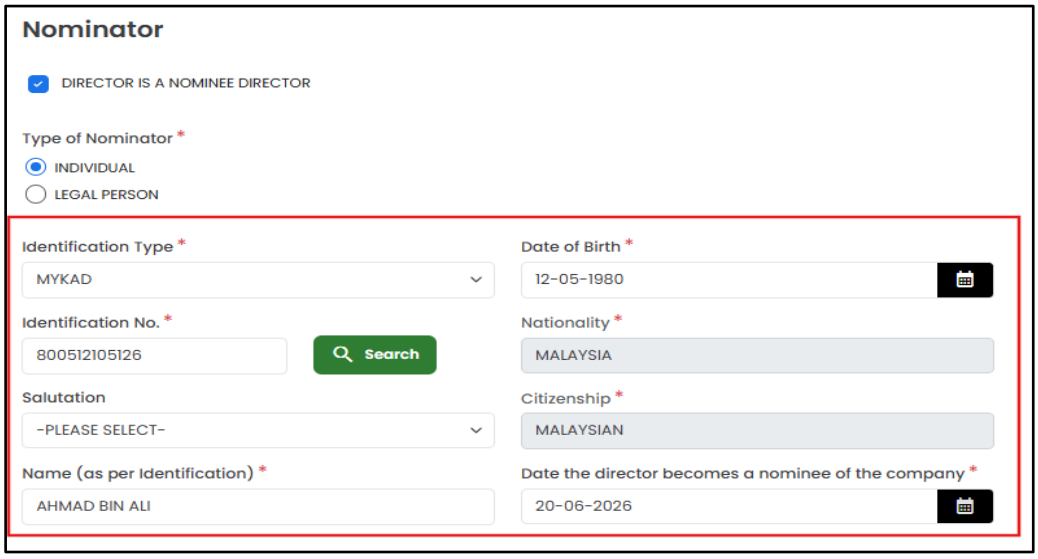
Field Num.	Description
	a. If the **Director** is also a member/shareholder of the company, select the Member option. b. If the **Director** is not a member/shareholder of the company, do not select Member option. c. When the **Member** option is selected, the **Particulars of Shareholding** will be displayed below the **Residential Address**. d. The director will also be added to the **Member** section. 
14.	Select the **Identification Type** and fill in the **Identification Number**. **Note:** User(s) can search the **Identification Number** by clicking the **Search** button to populate the details. Only the **Identification No.** registered with SSM4U can be used for the ID search. User(s) can also enter all details manually. 

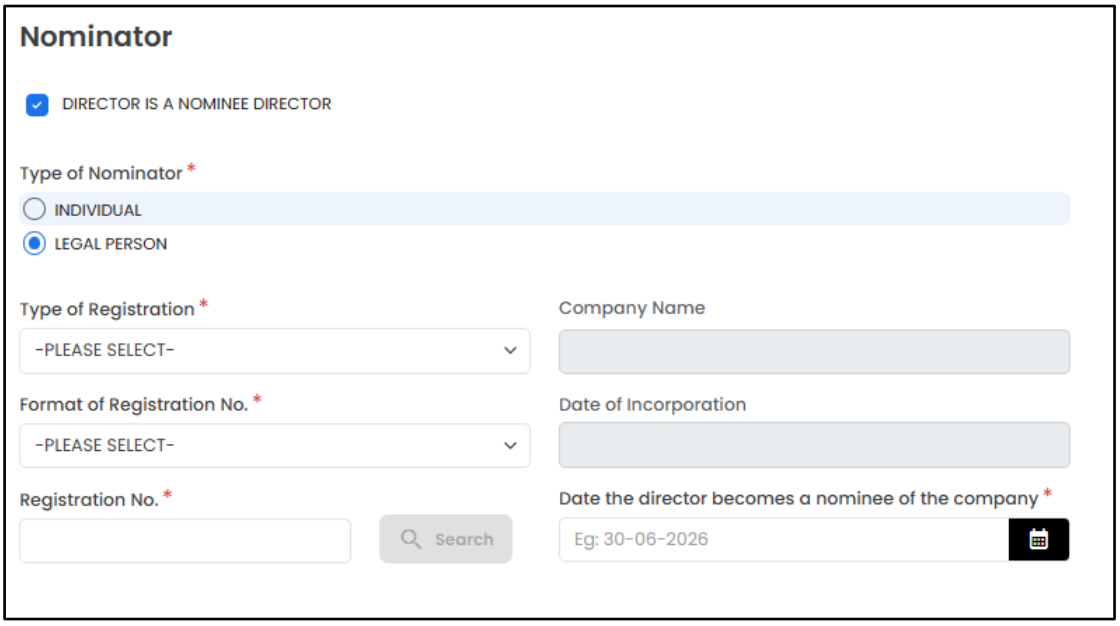
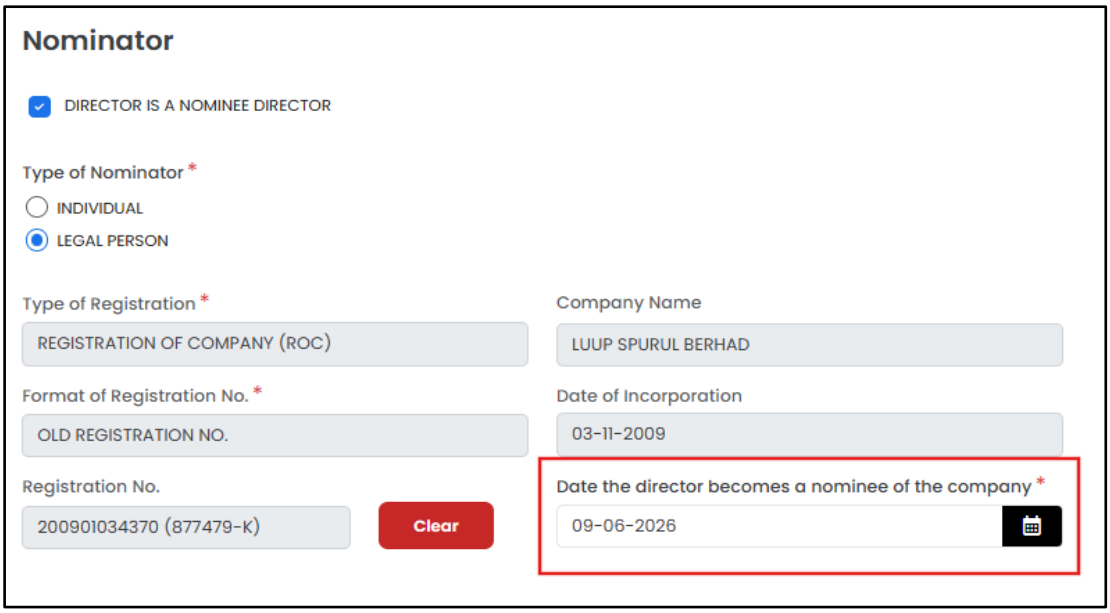
Field Num.	Description
15.	Click the **Search** button to search the **Identification Number.** **Note:** All the details below will be auto-populated if available. A blacklisted user cannot be added as a **Director.** 
16.	Select the **Address Type** and enter the required address details: a. If **Local Address** is selected, enter the following details: i. **Local Address Line 1:** *<Input Address Line 1> Mandatory to fill.* ii. **Local Address Line 2:** *<Input Address Line 2 if any>* iii. **Local Address Line 3:** *<Input Address Line 3 if any>* iv. **Postcode:** *<Input Postcode>* v. **Note:** City, State & Country are auto-populated based on the entered Postcode. vi. **City:** *<Auto-populate based on the Postcode>* vii. **State:** *< Auto-populate based on the Postcode>* viii. **Country:** *<Auto-populate: MALAYSIA>*

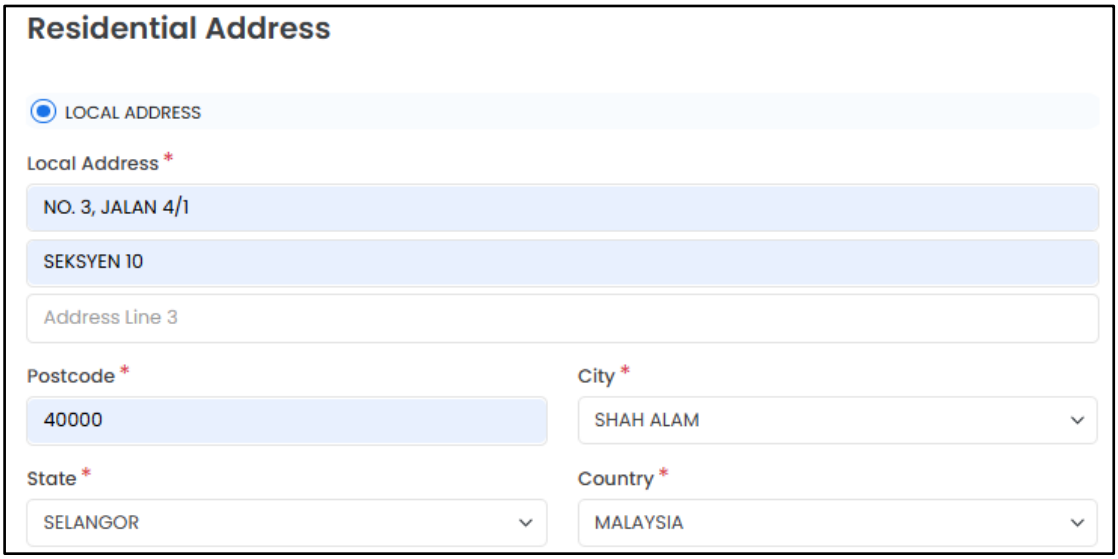
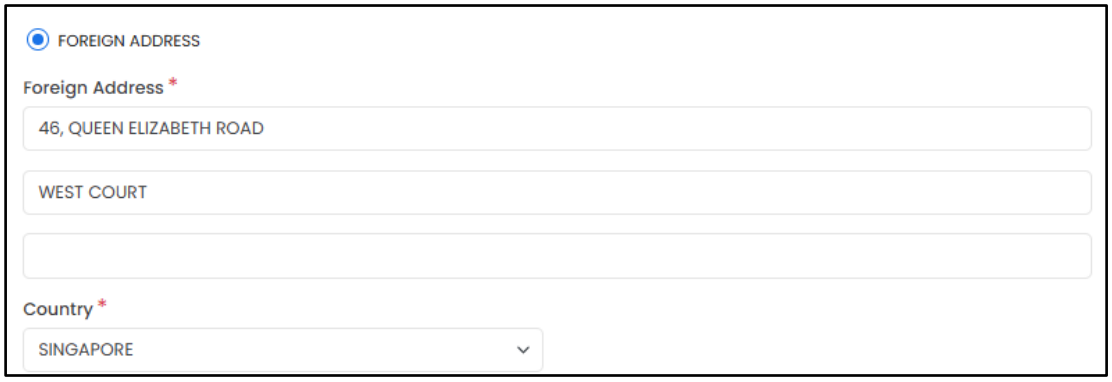
Field Num.	Description
	 Residential Address IMPORTANT NOTES: 1. Minimum number of directors shall ordinarily reside in Malaysia by having a principal place of residence in Malaysia. 2. P.O. Box address is not allowed for local residential address. 3. Attach copy of utilities bill or tenancy agreement for uncompleted address details such as without house's unit/lot number, name of apartment building, lane or village. 4. Delete any duplicate address information ie. Postcode, city and state that are auto-filled e.g. 68100 Batu Caves Selangor, 68100 Batu Caves Selangor. LOCAL ADDRESS Local Address * NO.12, JALAN 1/1 BANDAR RIMBA Address Line 3 Postcode * 40000 City * SHAH ALAM State * SELANGOR Country * MALAYSIA FOREIGN ADDRESS Foreign Address Country *
17.	b. If **Foreign Address** is selected, enter the following details: i. **Foreign Address Line 1:** *<Enter Address Line 1> Mandatory to fill.* ii. **Foreign Address Line 2:** *<Enter Address Line 2 if applicable>* iii. **Foreign Address Line 3:** *<Enter Address Line 3 if applicable >* iv. **Country:** *<Select Country>*

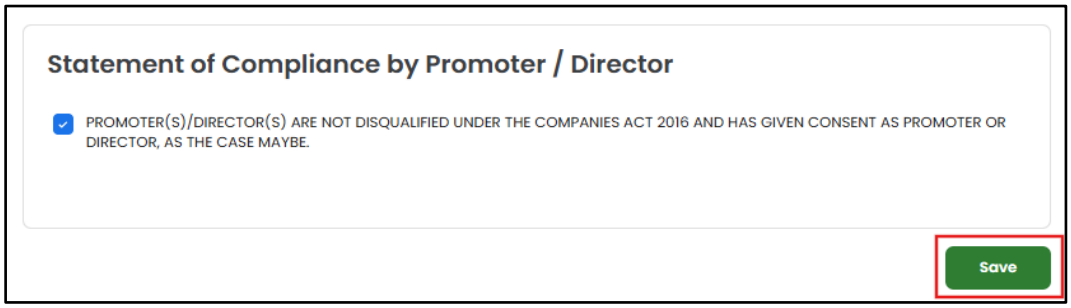
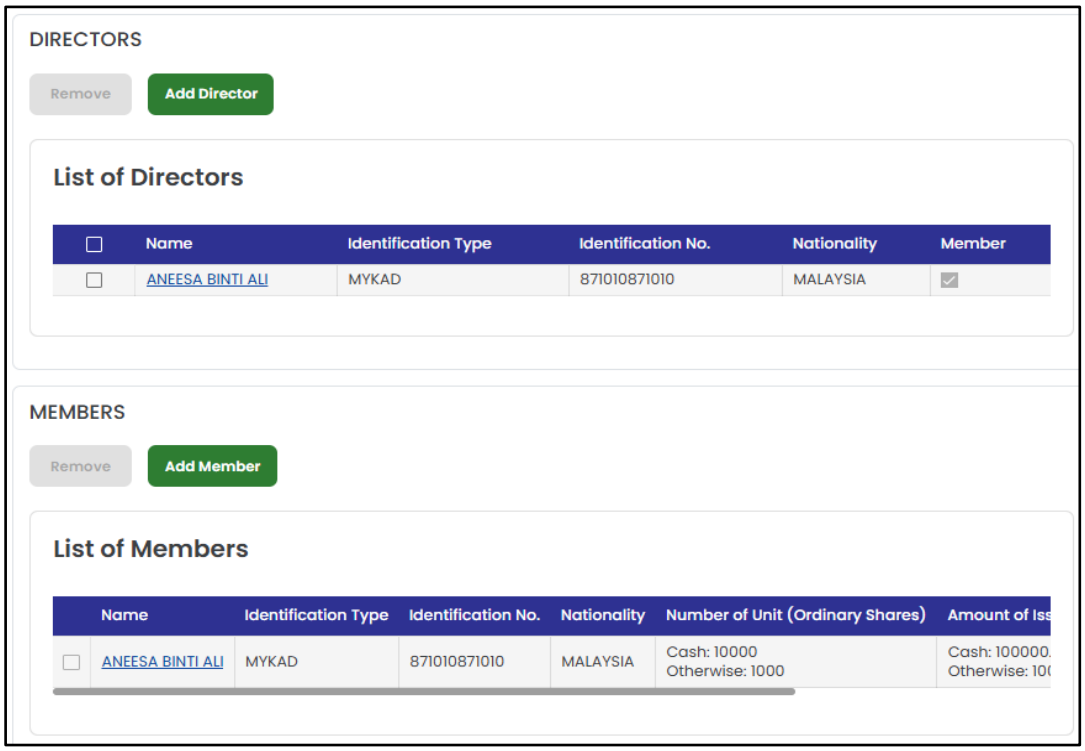
Field Num.	Description
18.	In the **Particulars of Shareholding** section, select at least one option **(Cash or Otherwise)**, or both, and complete the following fields: **Note:** This section is displayed only when the **Members** checkbox is selected (refer to Step 12). Any changes made to the **Particulars of Shareholding** for the director will also be reflected in the **Members** section. a. If *<Cash>* is selected: i. **Total Number of Ordinary Shares Input:** *<Enter Amount>* ii. **Total value of Share Capital:** *<Enter Amount: 4 decimal places limit. Example: 10.0000>* iii. **Price Per Share:** *<Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000>* 
19.	b. If *<Otherwise>* is selected: i. **Total Number of Ordinary Shares Input:** *<Enter Amount>* ii. **Total value of Share Capital:** *<Enter Amount: 4 decimal places limit. Example: 10.0000>*

Field Num.	Description
	iii. **Price Per Share:** *<Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000>* iv. **Add Attachment:** *<Upload an attachment>* 
20.	Select the **Director is a Nominee Director** checkbox, if applicable. **Note:** When **Director is a Nominee Director** is selected, the fields will be displayed as outlined in the step below. 
21.	Select the **Type of Nominator.** The system will display the relevant fields according to the selection. a. If **Individual** is selected, select or enter the following fields: i. Select **Identification type**

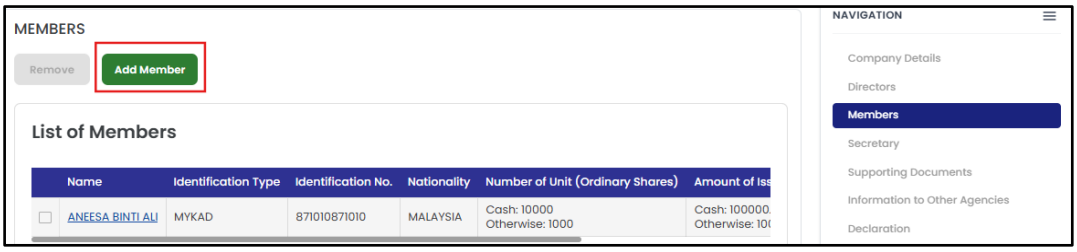
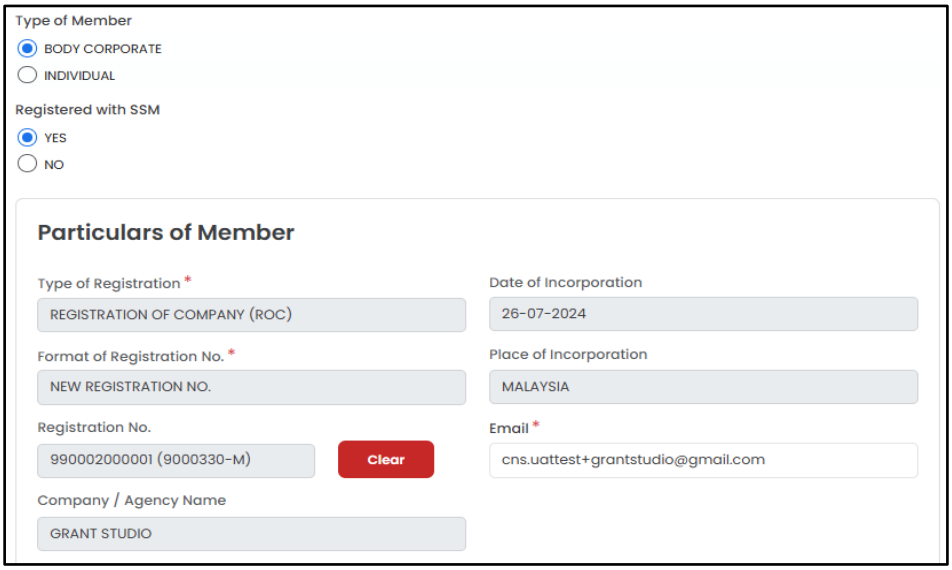
Field Num.	Description
	ii. Enter the **Identification Number**  **Note:** User(s) can search the **Identification Number** by clicking the **Search** button to populate the details. Only **Identification No.** registered with SSM4U can be used for ID search. User(s) can also enter all details manually.
22.	Enter the following details (if entering manually). **Note:** If searching using ID No., the system will auto populate the following details if the information is available and all fields will be editable except **Nationality** and **Citizenship**. 
23.	b. If **Legal Person** is selected, select or enter the following fields: i. Select **Type of Registration** ii. Select **Format of Registration No.** iii. Enter the **Registration No.**

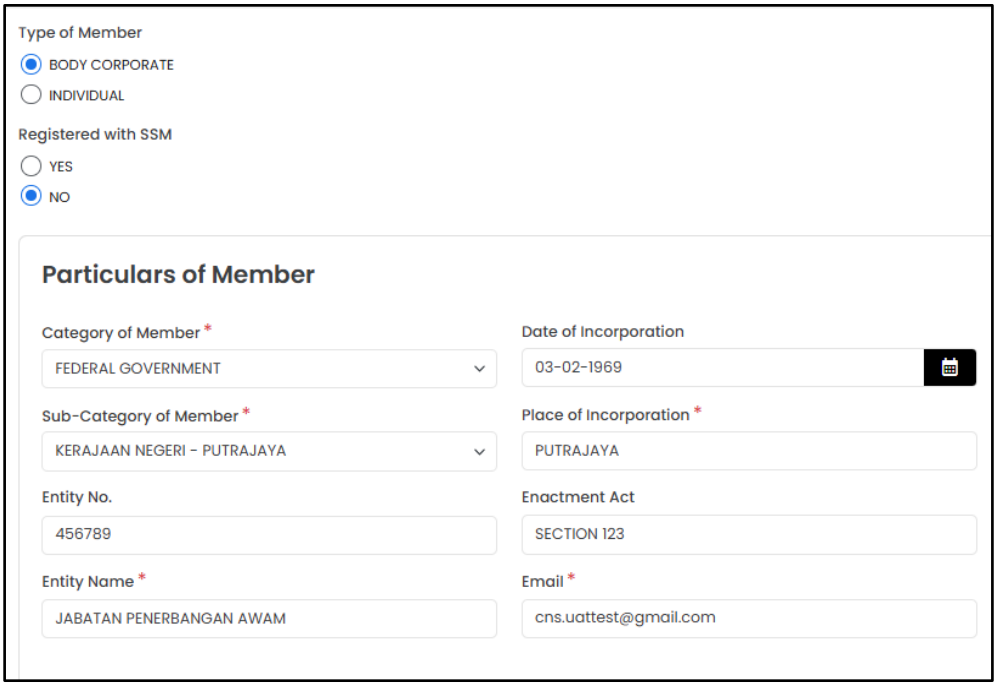
Field Num.	Description
	iv. Click the **Search** button  **Note: Company Name** and **Date of Incorporation** will be auto populated.
24.	Select the **Date the Director becomes a nominee of the company.** 
25.	Then, select the **Address Type** and enter the required address details: a. If **Local Address** is selected, enter the following details: i. **Local Address Line 1:** *<Input Address Line 1> Mandatory to fill.*

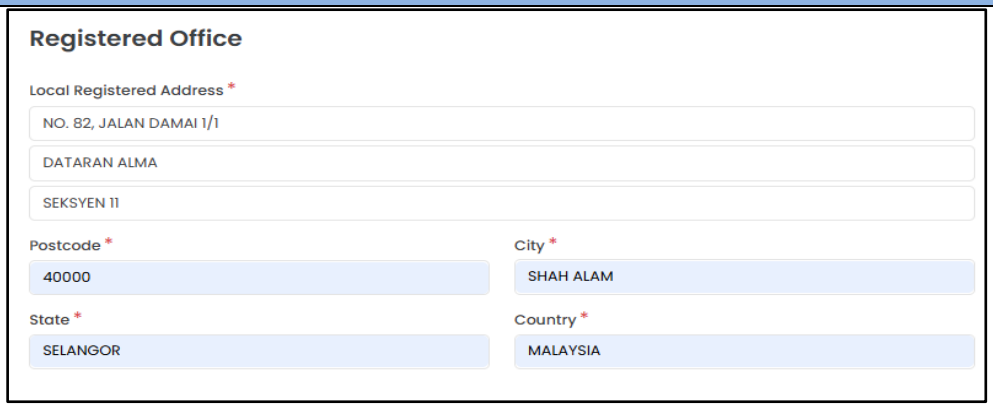
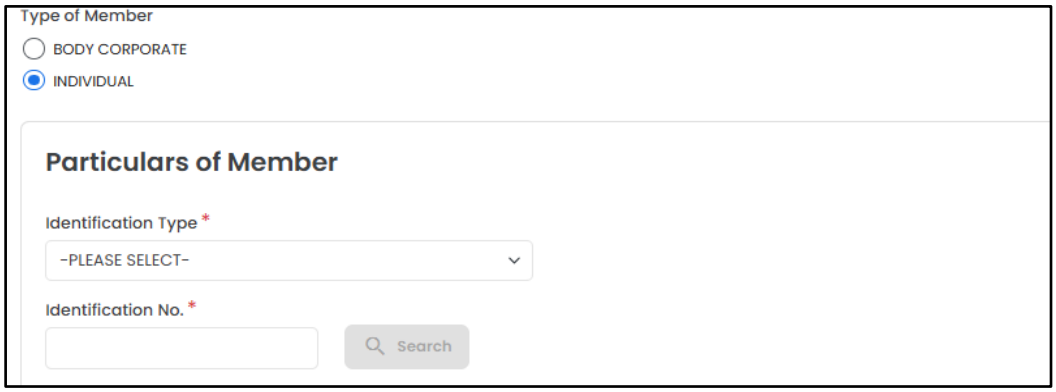
Field Num.	Description
	ii. **Local Address Line 2:** *<Input Address Line 2 if any>* iii. **Local Address Line 3:** *<Input Address Line 3 if any>* iv. **Postcode:** *<Input Postcode>* v. **Note:** City, State & Country are auto-populated based on the entered Postcode. vi. **City:** *<Auto-populate based on the Postcode>* vii. **State:** *< Auto-populate based on the Postcode>* viii. **Country:** *<Auto-populate: MALAYSIA>* 
26.	b. If **Foreign Address** is selected, enter the following details: i. **Foreign Address Line 1:** *<Enter Address Line 1> Mandatory to fill.* ii. **Foreign Address Line 2:** *<Enter Address Line 2 if applicable>* iii. **Foreign Address Line 3:** *<Enter Address Line 3 if applicable >* iv. **Country:** *<Select Country>* 
27.	Select on the **Statement of Compliance by Promoter/Director** checkbox and click **Save** button.

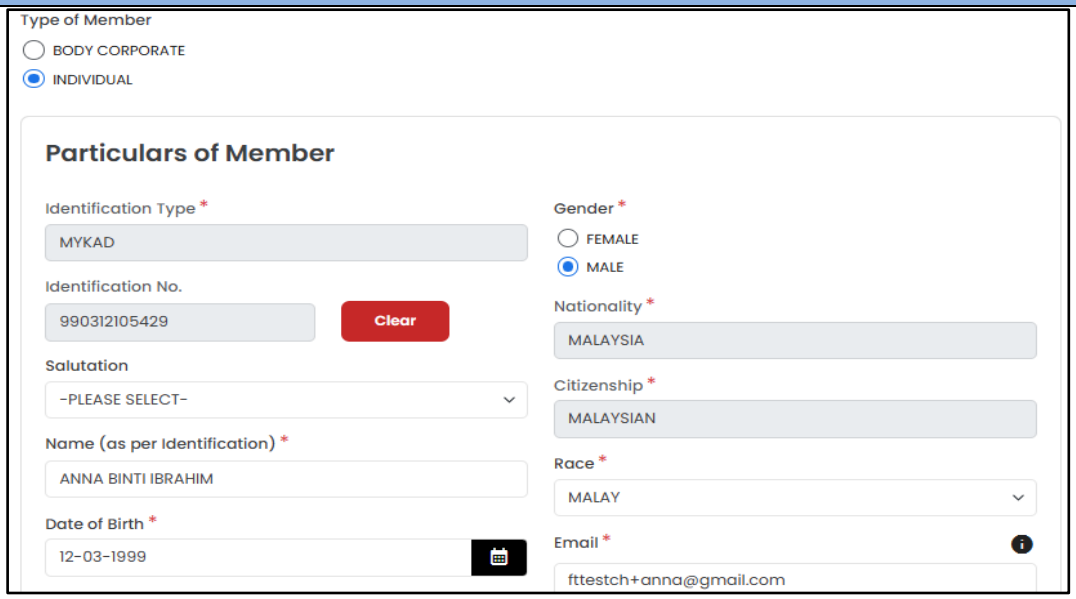
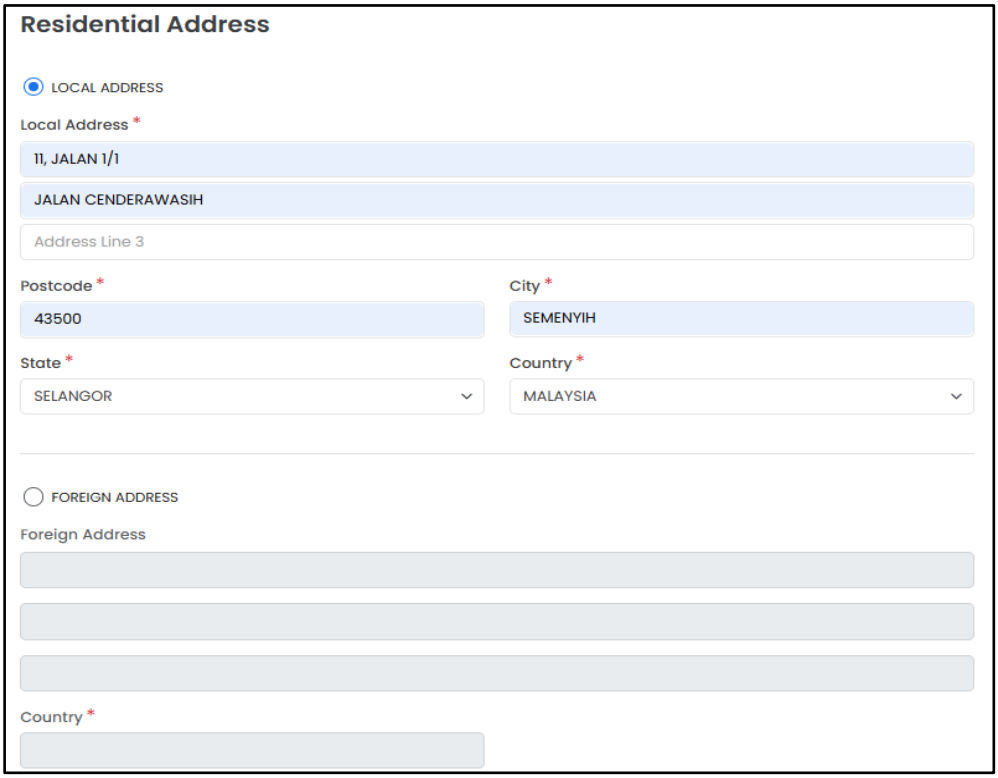
Field Num.	Description
	
28.	The director will be added to the **List of Directors** and **List of Members**. **Note:** If **Members** is not selected (in Step 12), the director is only added in the **List of Directors.** 
29.	Repeat the steps 11 to 28 to add another director.

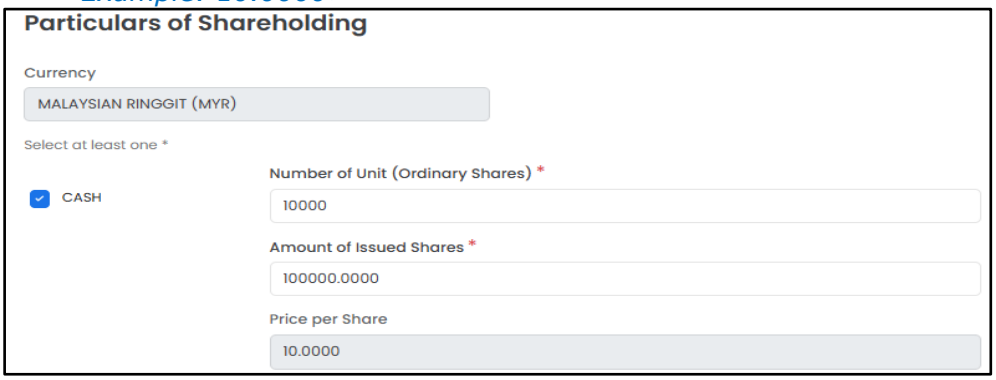
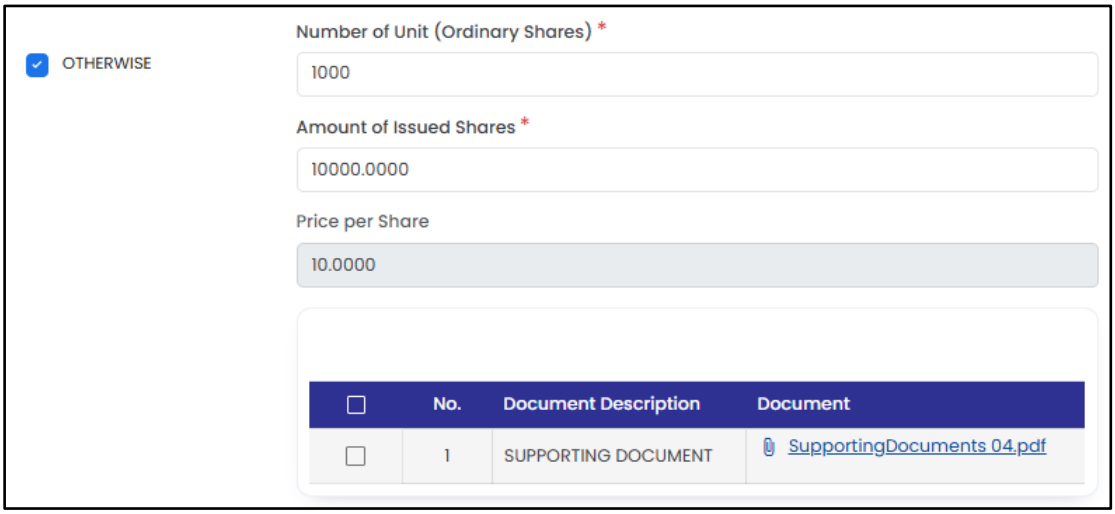
3.4.5 Members

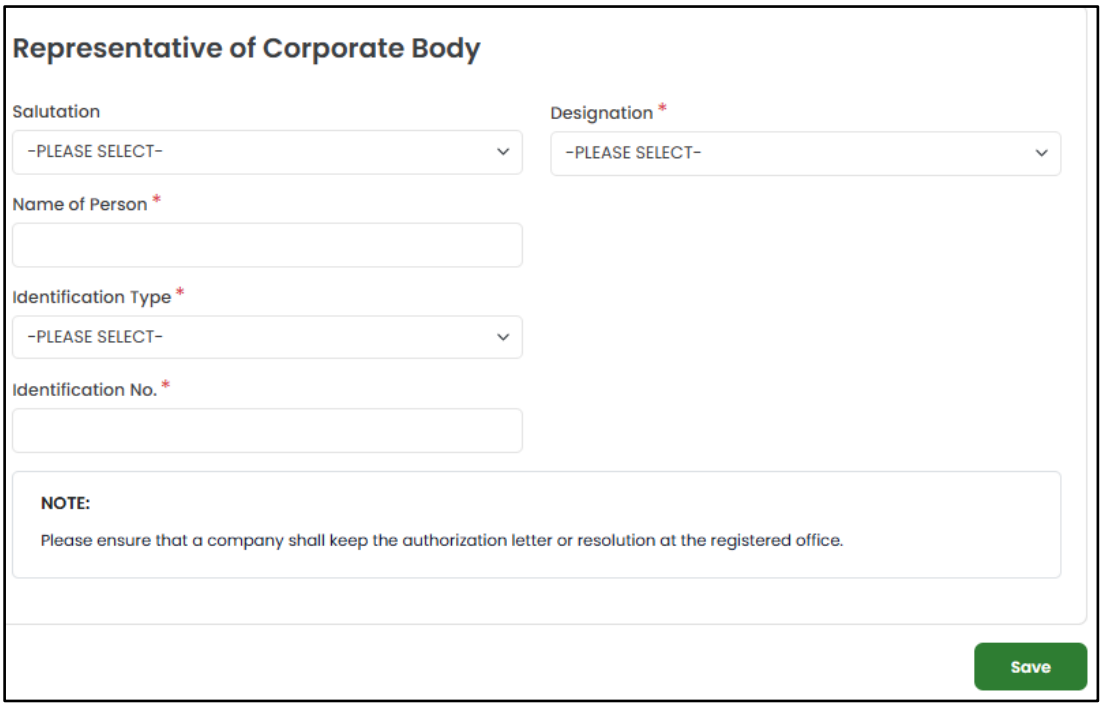
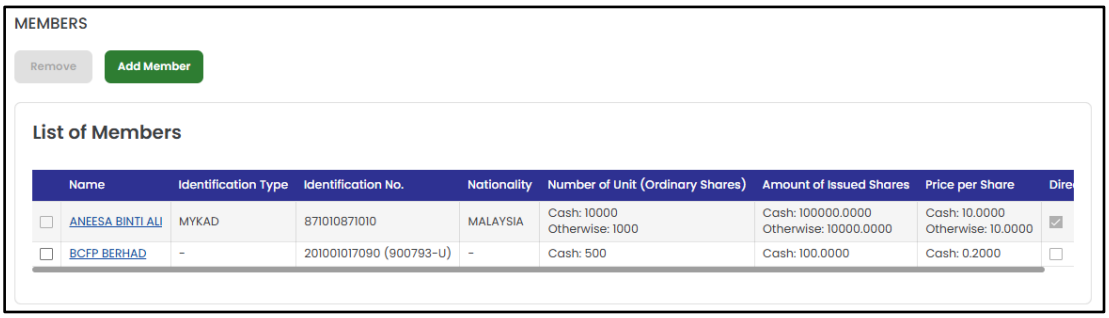
Field Num.	Description
30.	Scroll down to the **Members** section or click **Members** on the right-side menu. Then, click **Add Member** button. 
31.	**The Member Details** form will be displayed. Select the **Type of Member.** The system will display the relevant fields according to the selection. a. If **Body Corporate** (**Registered with SSM)** is selected, select or enter the following fields: i. **Registered with SSM** *<Select Yes>* ii. **Type of Registration:** *<ROC or LLP>* iii. **Format of Registration No.:** *<Old Reg. No. or New Reg. No.>* iv. **Registration No.:** *<Enter Reg. No. based on the selected format>* Click the **Search** button after entering the reg no. and then, enter a valid email address: v. **Company/Agency Name** *<Auto-populated after search>* vi. **Date of Incorporation***<Auto-populated after search>* vii. **Place of Incorporation***<Auto-populated after search>* viii. **Email:** *<Enter a valid email>* 

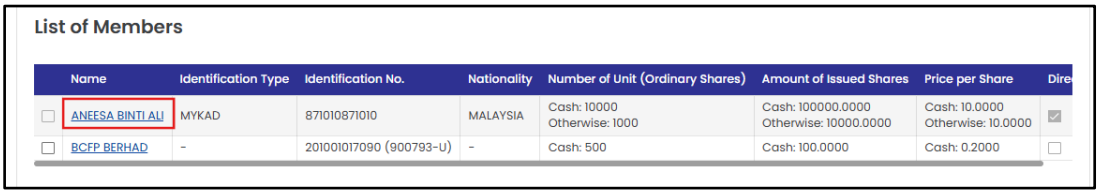
Field Num.	Description
	Note: User has to search the **Body Corporate** by clicking **the search** button to populate the details. Only the **Body Corporate** registered with SSM can be searched.
32.	a. If **Body Corporate** (**Not Registered with SSM)** is selected, select or enter the following fields: i. **Registered with SSM** *<Select No>* ii. **Category of Member** *<Select Category of Member> System will display the following fields below according to the selection.* iii. **Sub-Category of Member** *<Select Sub-Category of Member>* iv. **Entity No.:** *<Enter Entity No.>* v. **Entity Name** *<Enter Entity Name>* vi. **Date of Incorporation***<Select Date of Incorporation>* vii. **Place of Incorporation***<Enter Place of Incorporation>* viii. **Enactment Act** *<Enter Enactment Act>* ix. **Email:** *<Enter valid email>* 
33.	Enter the **Registered Office.**

Field Num.	Description
	
34.	a. If **Individual** is selected, select or enter the following fields: i. Select **Identification Type.** *System will display the fields (in step 33) according to the selection.* ii. Enter the **Identification Number** 
35.	Click the **Search** button and the following details will be populated, if available: a. **Salutation:** *<Auto-populate based on **MYKAD**>* b. **Name (as per identification):** *<Auto-populate based on **MYKAD**>* c. **Date of Birth:** *<Auto-populate based on **MYKAD**>* d. **Gender:** *<Auto-populate based on **MYKAD**>* e. **Nationality**: *<Auto-populate: **MALAYSIA** & Disabled>* f. **Citizenship**: *<Auto-populate: **MALAYSIAN** & Disabled>* g. **Race:** *<Auto-populate based on **MYKAD**>* h. **Email:** *<Auto-populate based on **MYKAD**>*

Field Num.	Description
	 **Note:** User(s) can also add **Members** without searching using the **Identification Number**. User(s) must enter all details manually**.**
36.	Select the **Residential Address Type (Local or Foreign Address)** and enter the required address details. 
37.	In the **Particulars of Shareholding** section, select at least one option **(Cash or Otherwise)**, or both, and complete the following fields:

Field Num.	Description
	Note: This section is displayed only when the **Members** checkbox is selected (refer to Step 12). Any changes made to the **Particulars of Shareholding** for the director will also be reflected in the **Members** section. a. If *<Cash>* is selected: i. **Total Number of Ordinary Shares Input:** *<Enter Amount>* ii. **Total value of Share Capital:** *<Enter Amount: 4 decimal places limit. Example: 10.0000>* iii. **Price Per Share:** *<Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000>* 
38.	b. If *<Otherwise>* is selected: i. **Total Number of Ordinary Shares Input:** *<Enter Amount>* ii. **Total value of Share Capital:** *<Enter Amount: 4 decimal places limit. Example: 10.0000>* iii. **Price Per Share:** *<Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000>* iv. **Add Attachment:** *<Upload an attachment>* 
39.	Enter the **Representative of Corporate Body.**

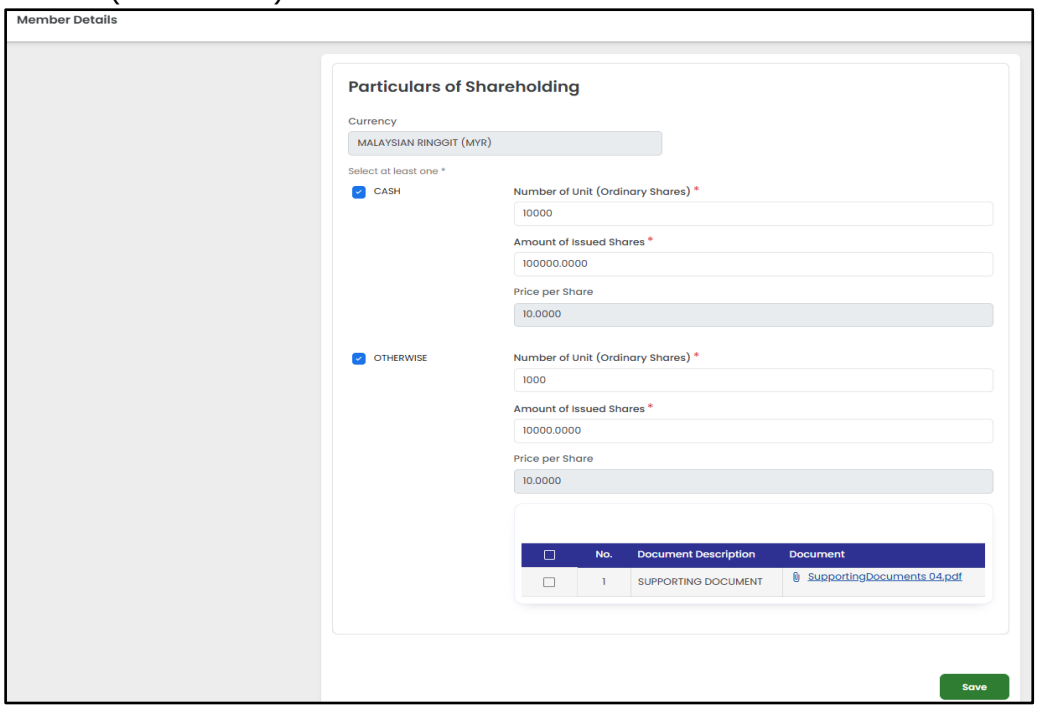
Field Num.	Description
	Note: This section is applicable only for **Member Type: Body Corporate**. For **Individual**, this section is not displayed. 
40.	Click **Save** button. **Note:** The member will be added to the **List of Members.** 
41.	When user selects the Member's **Name** from the listing, all submitted values will be displayed:

Field Num.	Description
	

List of Members

	Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Issued Shares	Price per Share	Dire
☐	ANEESA BINTI ALI	MYKAD	871010871010	MALAYSIA	Cash: 10000 Otherwise: 1000	Cash: 100000.0000 Otherwise: 10000.0000	Cash: 10.0000 Otherwise: 10.0000	☑
☐	BCFP BERHAD	-	201001017090 (900793-U)	-	Cash: 500	Cash: 100.0000	Cash: 0.2000	☐

a. If the member is both **a shareholder and a director,** the system will display the **Members Details** pop up, showing only the **Particulars of Shareholding** section (refer below).



Member Details

Particulars of Shareholding

Currency
MALAYSIAN RINGGIT (MYR)

Select at least one *

☑ CASH
Number of Unit (Ordinary Shares) *
10000
Amount of Issued Shares *
100000.0000
Price per Share
10.0000

☑ OTHERWISE
Number of Unit (Ordinary Shares) *
1000
Amount of Issued Shares *
10000.0000
Price per Share
10.0000

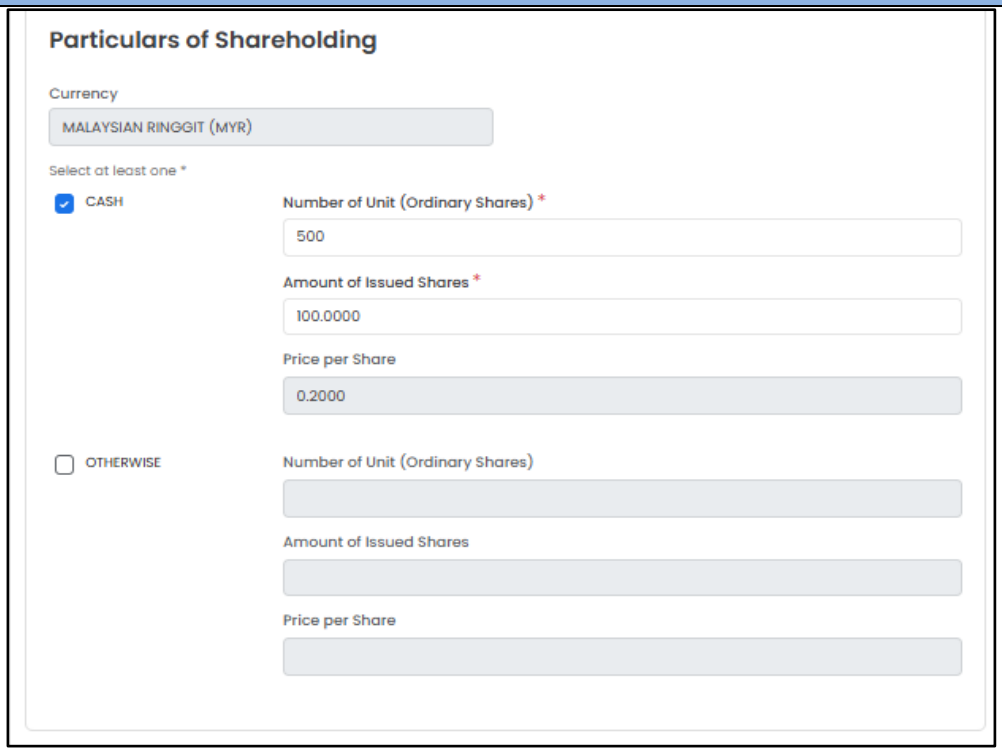
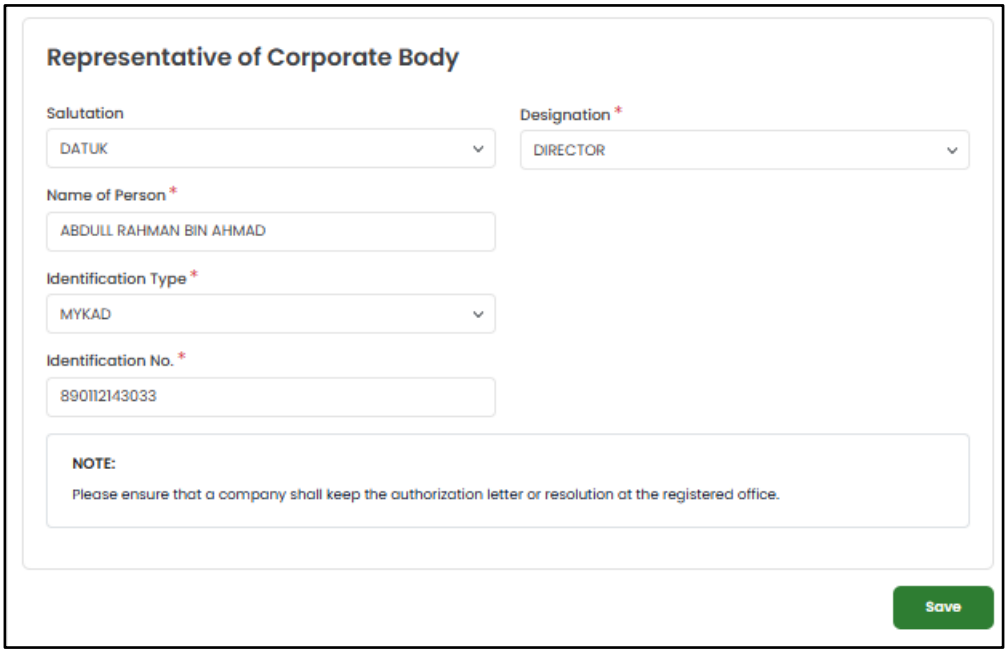
☐	No.	Document Description	Document
☐	1	SUPPORTING DOCUMENT	SupportingDocuments 04.pdf

Save

b. If the member is a **shareholder only**, the system will display the **Member Details** pop n up with the following details:

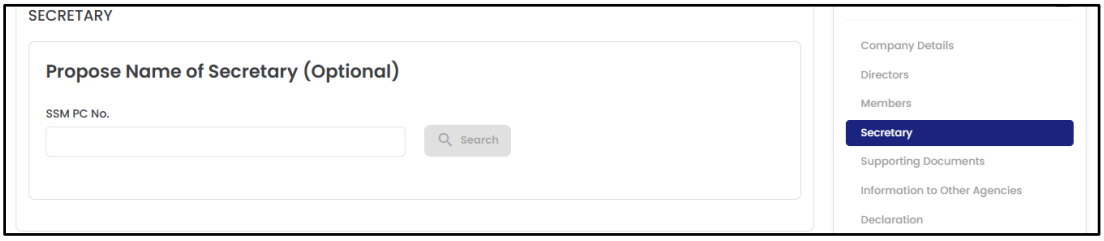
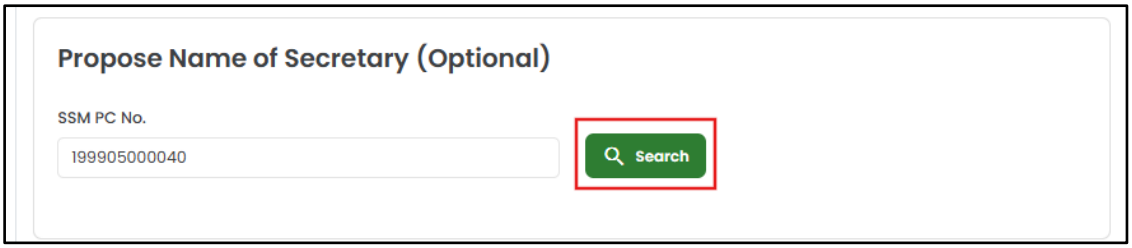
i. **Particular of Member**

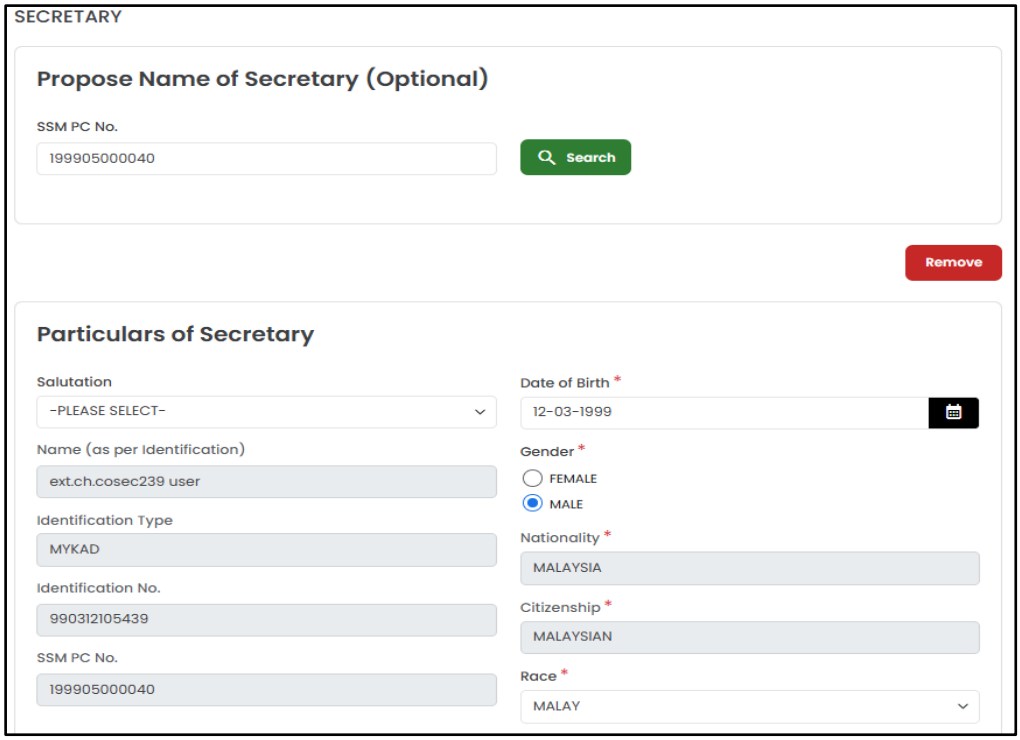
Field Num.	Description
	Type of Member BODY CORPORATE INDIVIDUAL Registered with SSM YES NO **Particulars of Member** Type of Registration * : REGISTRATION OF COMPANY (ROC) Date of Incorporation : 13-05-2010 Format of Registration No. * : NEW REGISTRATION NO. Place of Incorporation : MALAYSIA Registration No. : 201001017090 (900793-U) Email * : cns.uattest+bcfp@gmail.com Company / Agency Name : BCFP BERHAD ii. **Registered Office** **Registered Office** Local Registered Address * : NO.49, JALAN SEJIWA 4/1C SEKSYEN 3 Address Line 3 Postcode * : 40000 City * : SHAH ALAM State * : SELANGOR Country * : MALAYSIA iii. **Particulars of Shareholding**

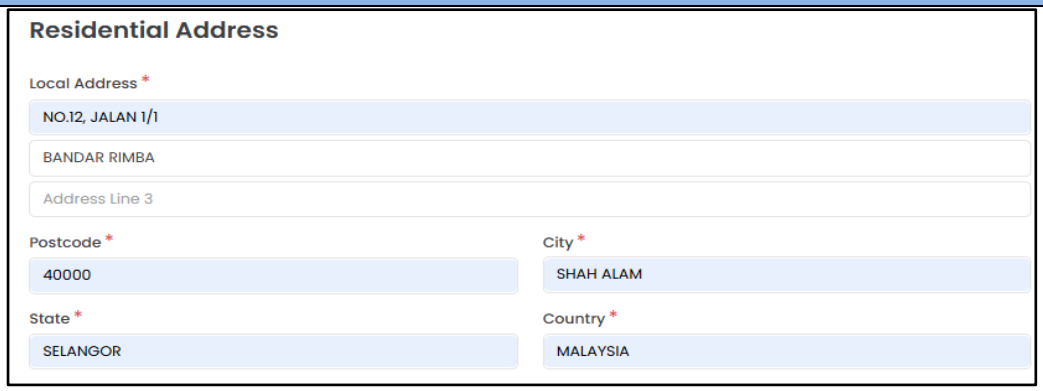
Field Num.	Description
	 iv. **Representative of Corporate Body** 
42.	Update the details if needed then click **Save** button or close the pop-up by clicking **[X]** on the top right.

Field Num.	Description
43.	To add another member, repeat Steps 30 to 40.

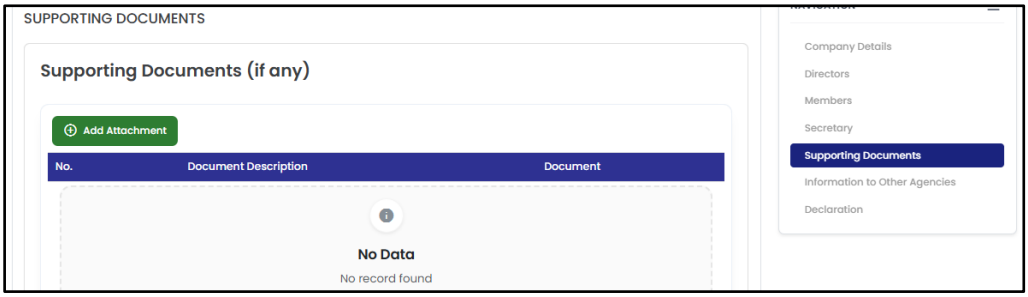
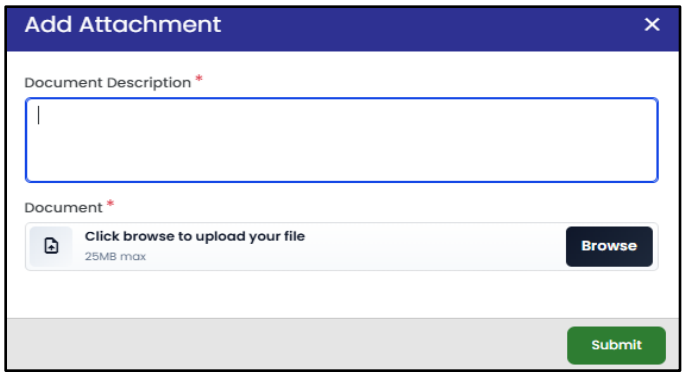
3.4.6 Secretary

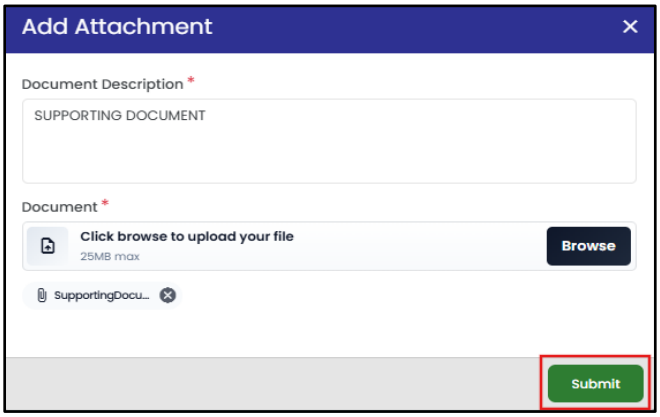
Field Num.	Description
44.	Scroll down to the **Secretary** section or click **Secretary** on the right-side menu. **Note:** *You must either:* *1. Propose a Secretary Name during Pre-Incorporation or* *2. Appoint the First Secretary during Post-Incorporation.*  You can leave this section empty and appoint later during Post-Incorporation.
45.	Enter *<**SSM PC NO.:** 12-digits numbers. Example: 202401000001>* in **Propose Name of Secretary (Optional)** and click **Search** button. **Note:** The system will display the **Particular of Secretary** along with the existing secretary details if the information is available. 

Field Num.	Description
46.	Enter or update the details if needed. 
47.	In the **Residential Address section**, enter the following fields: a. **Local Address Line 1:** *<Input Address Line 1> Mandatory to fill.* b. **Local Address Line 2:** *<Input Address Line 2 if any>* c. **Local Address Line 3:** *<Input Address Line 3 if any>* d. **Postcode:** *<Input Postcode>* **Note:** City, State & Country will be auto-populated based on the entered Postcode. e. **City:** *<Auto-populate based on the Postcode>* f. **State:** *< Auto-populate based on the Postcode>* g. **Country:** *<Auto-populate: MALAYSIA>*

Field Num.	Description
	

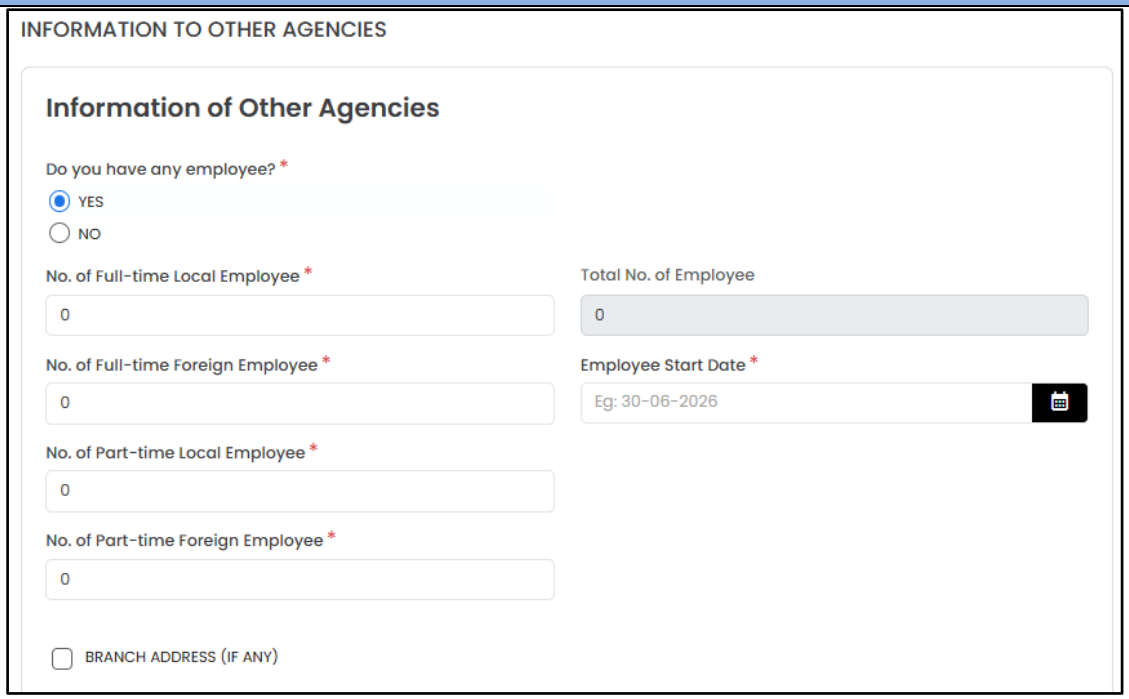
3.4.7 Supporting Documents

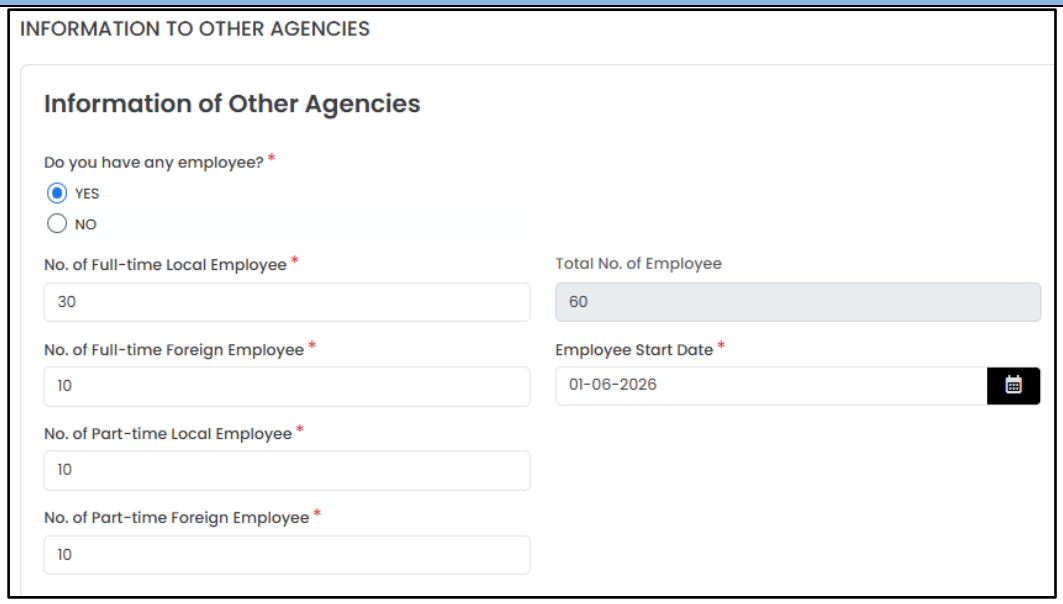
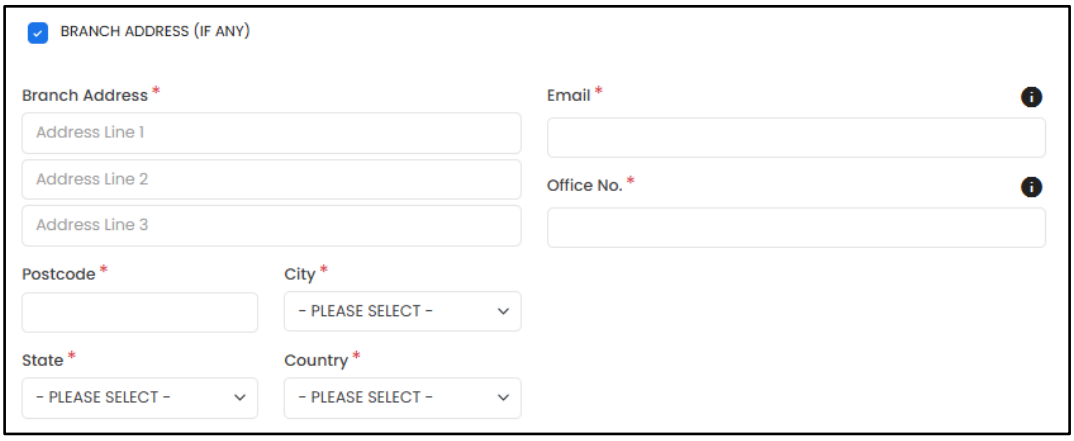
Field Num.	Description
48.	Scroll down to the **Supporting Documents** section or click **Supporting Documents** on the right-side menu. **Note:** This section is only optional. You can leave this section empty. 
49.	In the **Supporting Documents** section, click **Add Attachment**. **Note:** The **Add Attachment** pop up will be displayed. 
50.	Enter the following details: a. **Document Description**: *<Enter Description>*

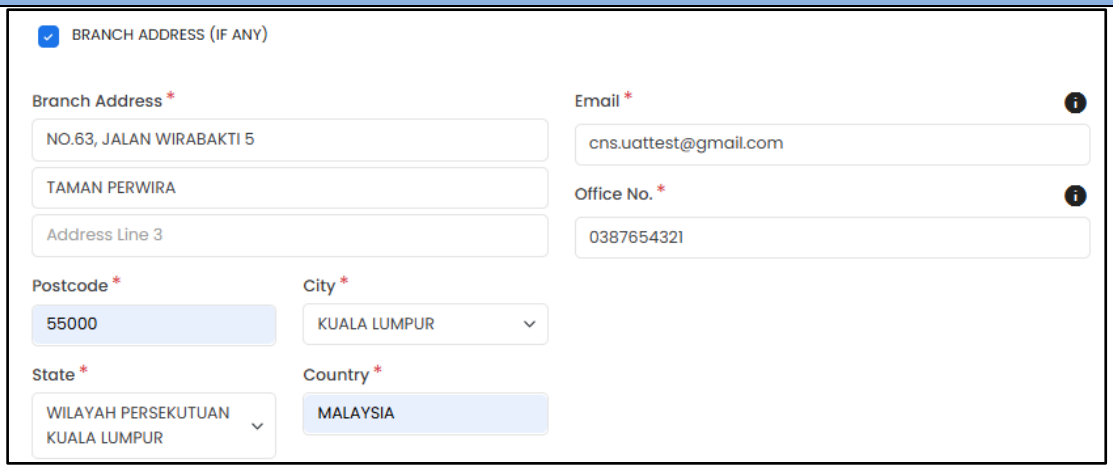
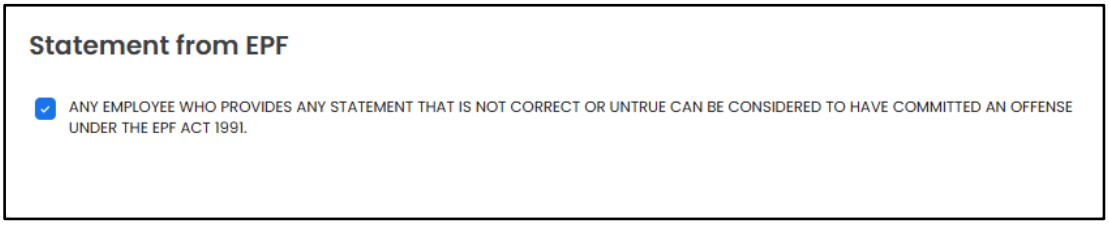
Field Num.	Description
	b. **Document**: *<click **Browse** to select file>* c. Click **Submit**.  **Note:** The attachment will be added to the attachment table. User(s) can upload more than 1 file.

3.4.8 Information to Other Agencies

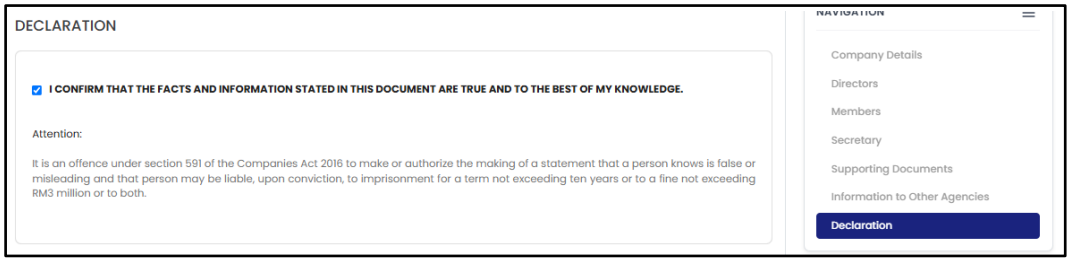
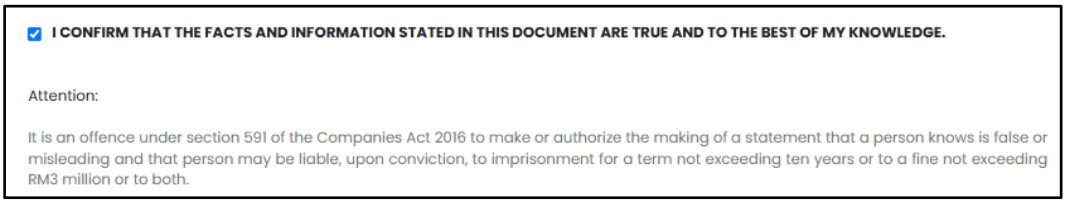
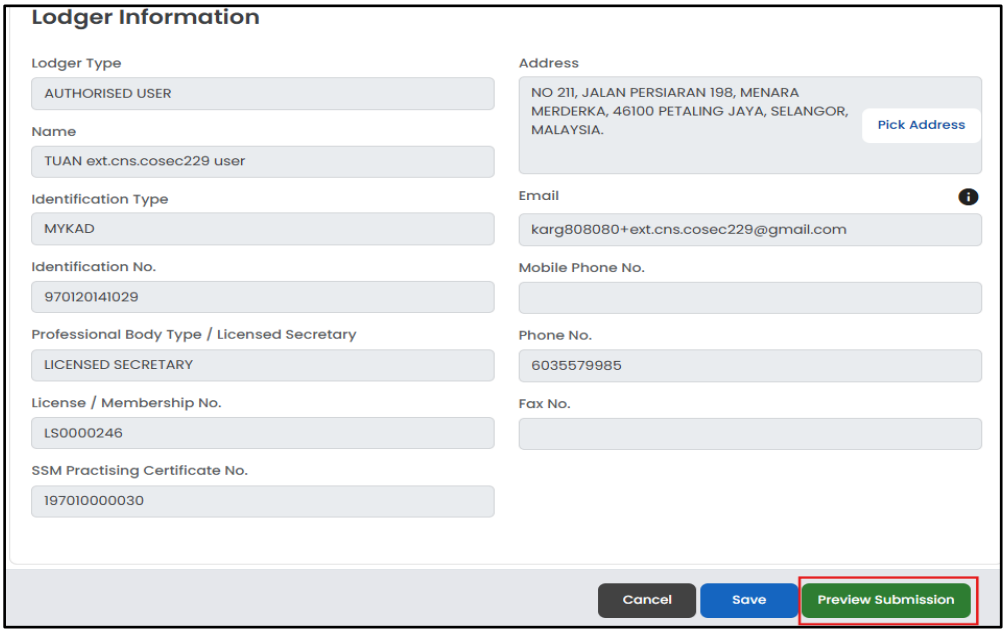
Field Num.	Description
51.	Scroll down to the **Information to Other Agencies** section or click **Information to Other Agencies** on the right-side menu.
52.	Select <***Yes***> for **Do you have any employees**? if applicable. Select <***No***> if it is not applicable.

Field Num.	Description
	 **Note:** When **YES** is selected, the **Information of Other Agencies** details will be displayed.
53.	Enter the following fields: a. **No of Full-time Local Employee**: *<any number not exceeding 5 characters>* Default is 0. b. **No of Full-time Foreign Employee**: *<any number not exceeding 5 characters>* Default is 0. c. **No of Part-time Local Employee**: *<any number not exceeding 5 characters>* Default is 0. d. **No of Part-time Foreign Employee**: *<any number not exceeding 5 characters>* Default is 0. e. **Total No. of Employee**: *<Auto-calculate from a to d and read-only>* f. **Employee Start Date**: *<Select a date>*

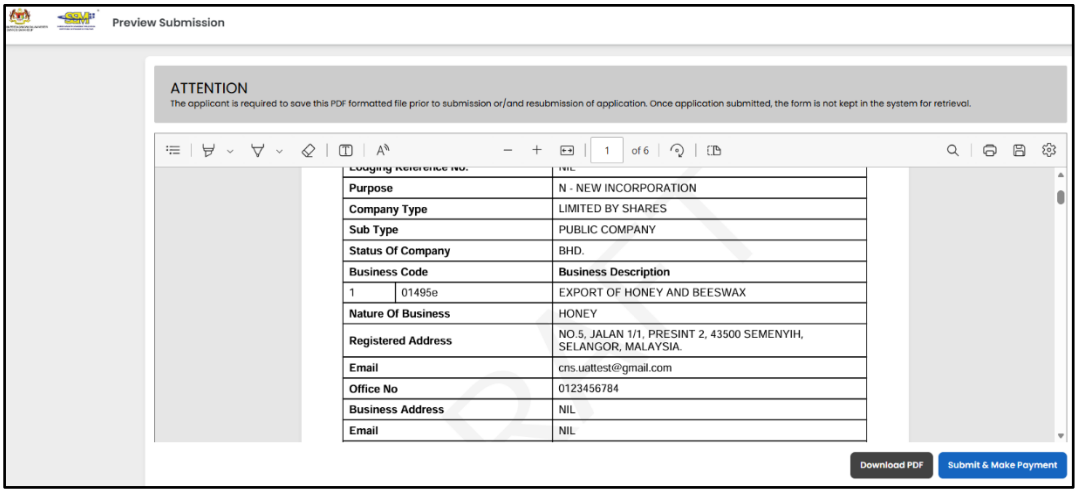
Field Num.	Description
	
54.	Select **Branch Address (if any)** checkbox. 
55.	Fill in the following fields: a. **Local Address Line 1:** *<Input Address Line 1> Mandatory to fill.* b. **Local Address Line 2:** *<Input Address Line 2 if any>* c. **Local Address Line 3:** *<Input Address Line 3 if any>* d. **Postcode:** *<Input Postcode>* **Note:** City, State & Country will be auto populated based on the entered Postcode. e. **City:** *<Auto-populate based on the Postcode>* f. **State:** *< Auto-populate based on the Postcode>* g. **Country:** *<Auto-populate: MALAYSIA>* h. **Email**: *<Input Valid Email Format>* i. **Office No**: *<Input Office No.>*

Field Num.	Description
	
56.	Select the **Statement from EPF** checkbox. 

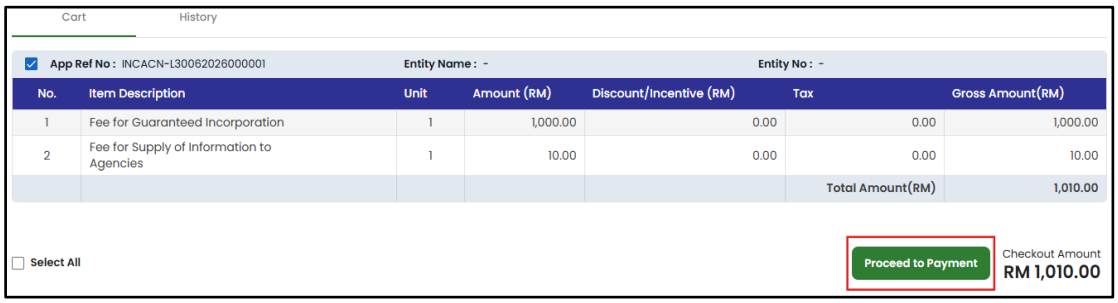
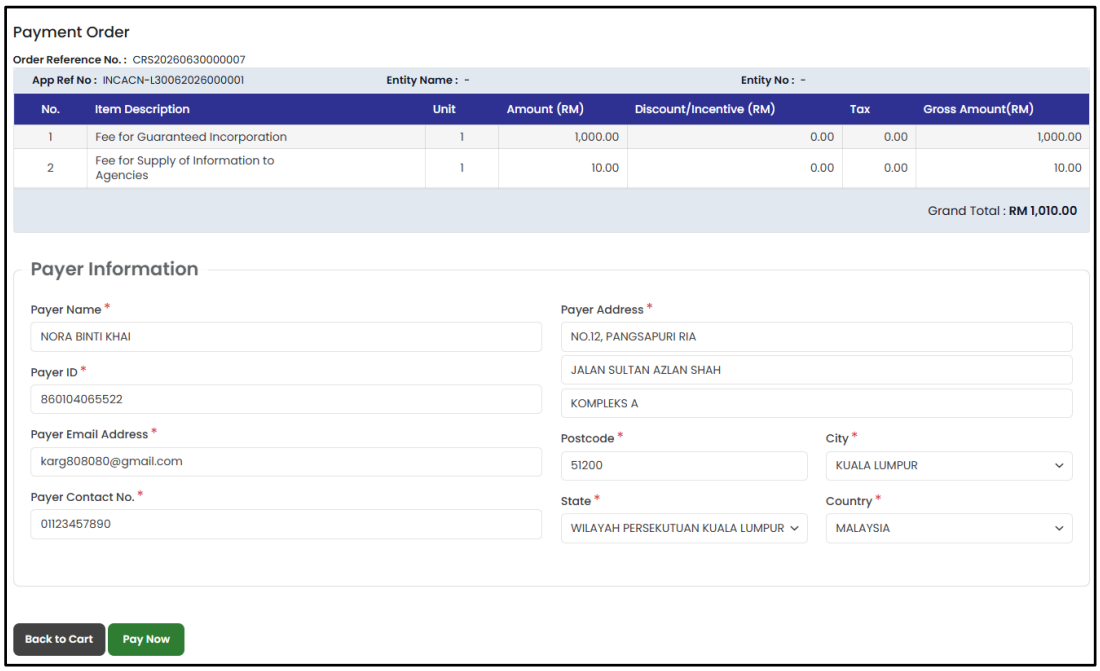
3.4.9 Declaration

Field Num.	Description
57.	Scroll down to the **Declaration** section or click on **Declaration** on the right-side menu. 
58.	Select the **Declaration** checkbox:  **Note:** The system will also populate **Lodger Information** and **Fee Detail** in this section.
59.	The system will also populate **Lodger Information** and **Fee Detail** under the **Declaration** section. Click the **Preview Submission** button to proceed with submitting the application. **Note:** Fee Details are only populated after clicking the **Save** button and the **Preview Submission** button. 

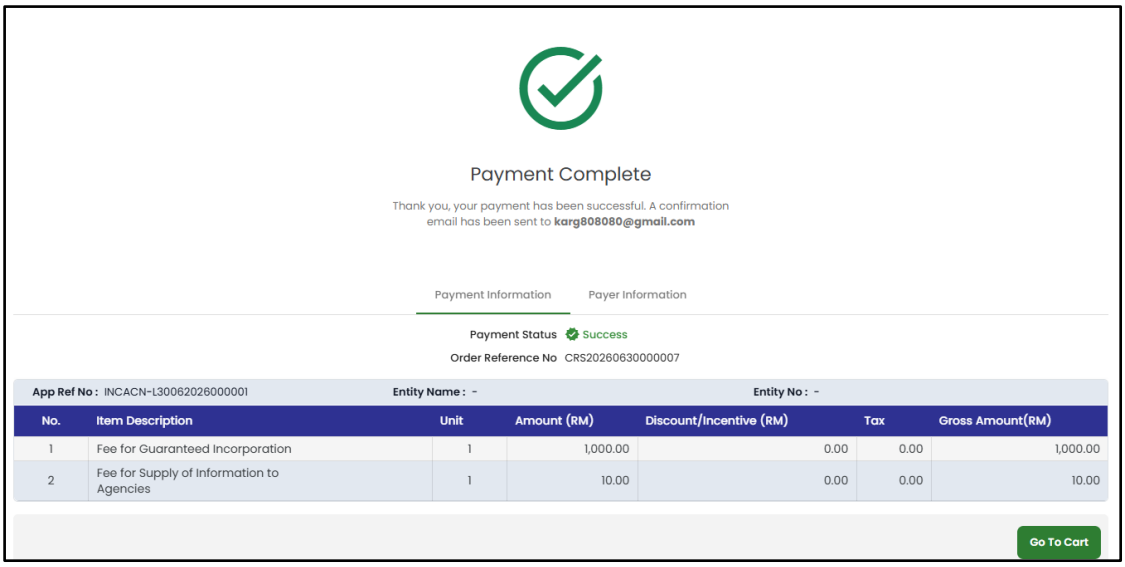
3.4.10 Preview Submission

Field Num.	Description
60.	The system will display the application information in PDF format. 
61.	Click the **Download PDF** button if to save the document. Click the **Submit & Make Payment** button to make a payment.

3.4.11 Payment Page

Field Num.	Description
62.	The system will display **Payment Cart** page. Select the item to pay and click on the **Proceed to Payment** button. 
63.	The system will display **Payment Order** page. Click **Pay Now** button. 

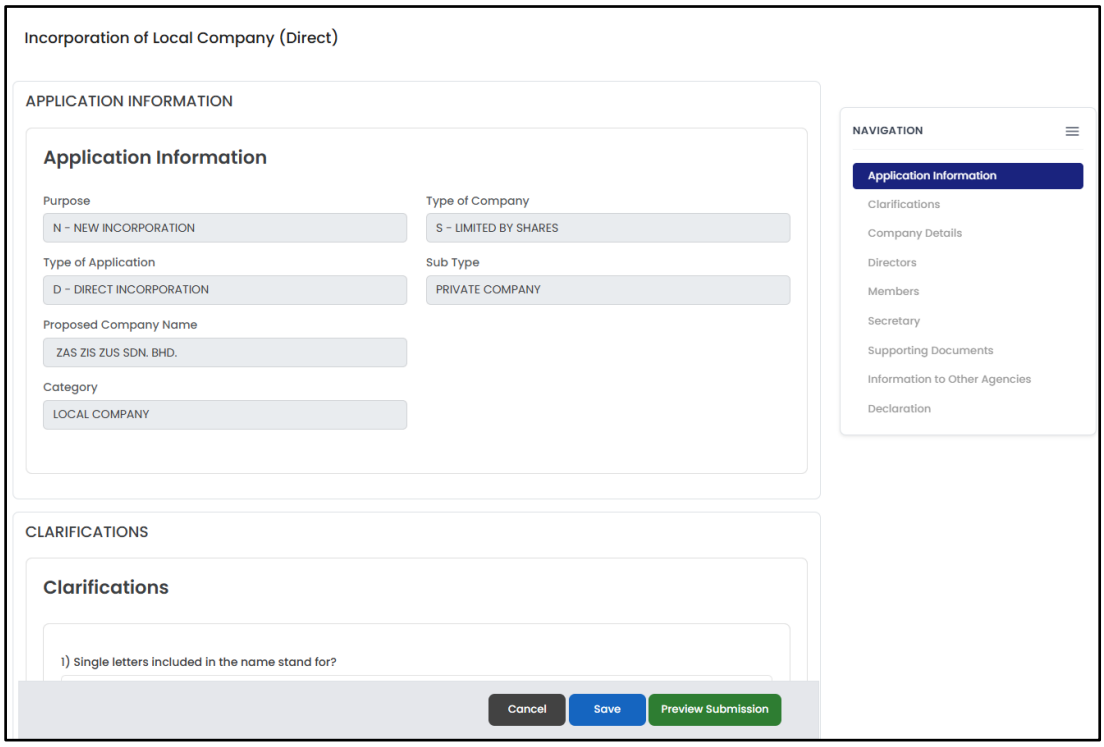
3.4.12 Successful Submission

Field Num.	Description
64.	Complete the payment. **Note:** User will receive email notification upon successful submission. 

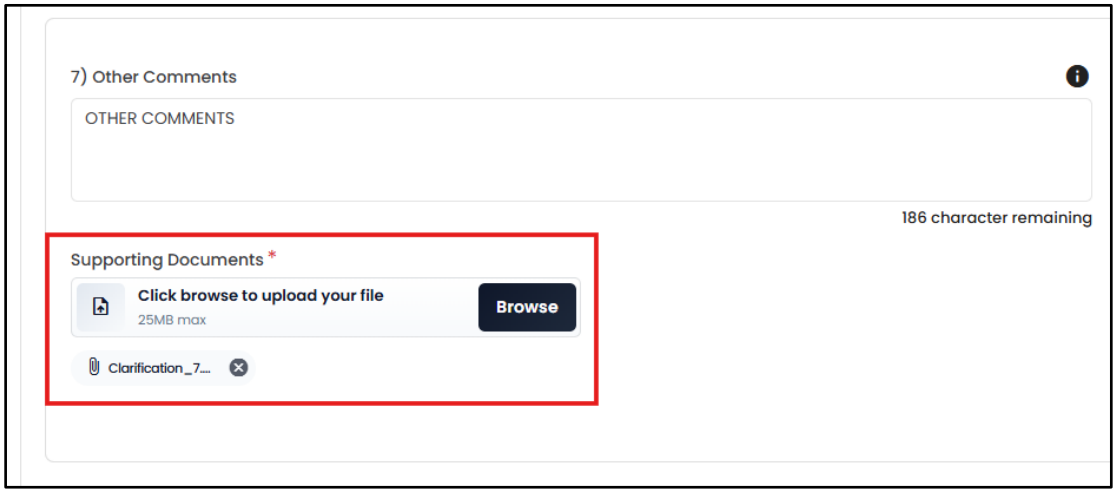
3.5 Direct Incorporation

Complete Steps 1 to 8 of the **4.1 Check Name Availability (Name Search)** process, then continue with the steps below.

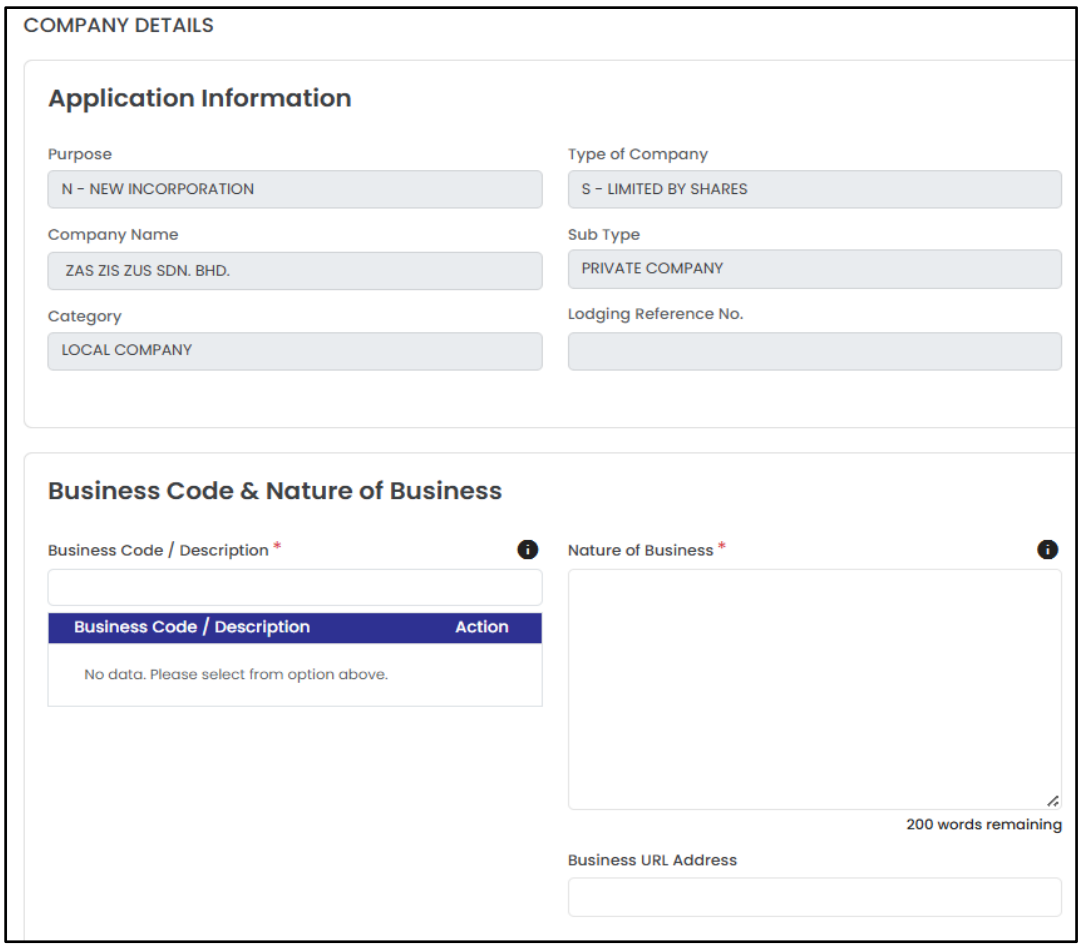
3.5.1 Application Information

Field Num.	Description
1.	**Incorporation of Local Company form for Direct Incorporation** will be displayed. **Application Information** section will be auto-populated with the details entered in the previous steps. Scroll down to the **Clarifications** section or click **Clarifications** in the left sidebar menu. 

3.5.2 Clarifications

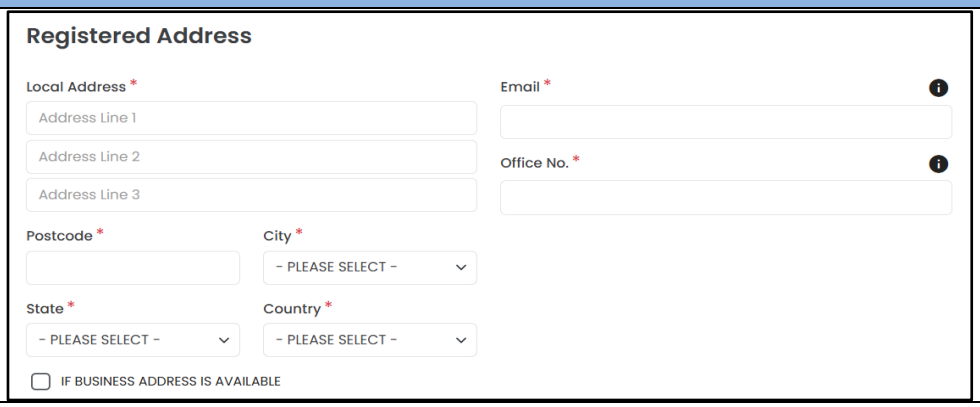
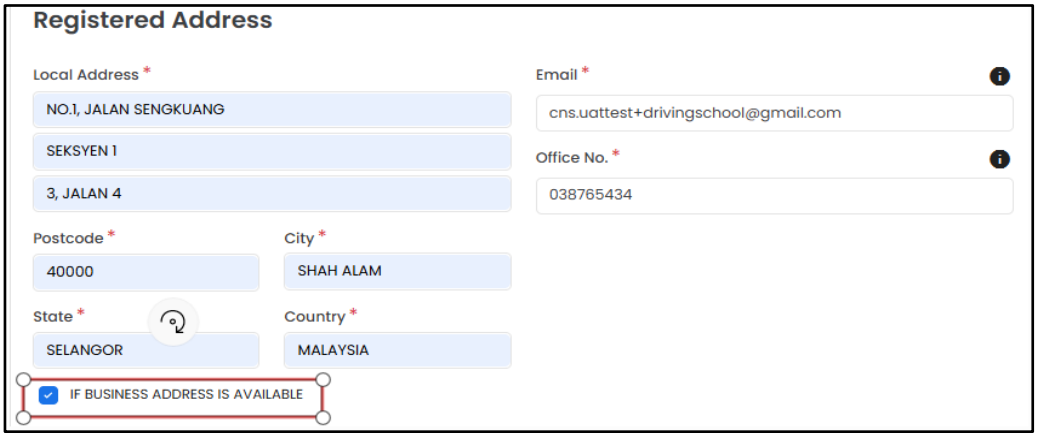
Field Num.	Description
2.	Enter the **Clarification** 1 to 6, where applicable. **Note:** All **Clarifications** are optional. If **Clarifications 3, 4, 5, or 6** are provided, the **Supporting Documents** field becomes mandatory.
3.	Upload supporting documents for **Clarifications 3, 4, 5,** and **6**, if provided. 

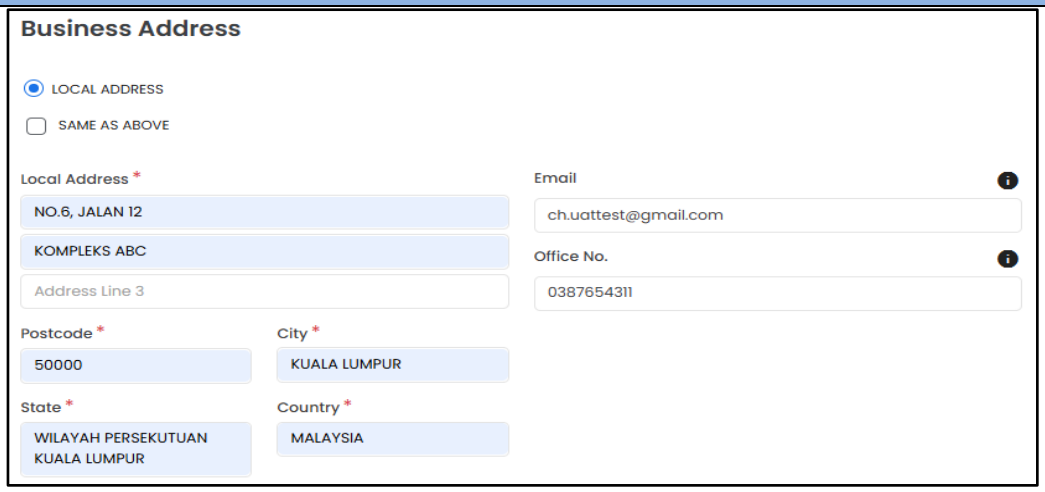
3.5.3 Company Details

Field Num.	Description
4.	**Company Details** will be auto-populated with the details entered previously. Scroll down to the **Business Code and Nature of Business**. 

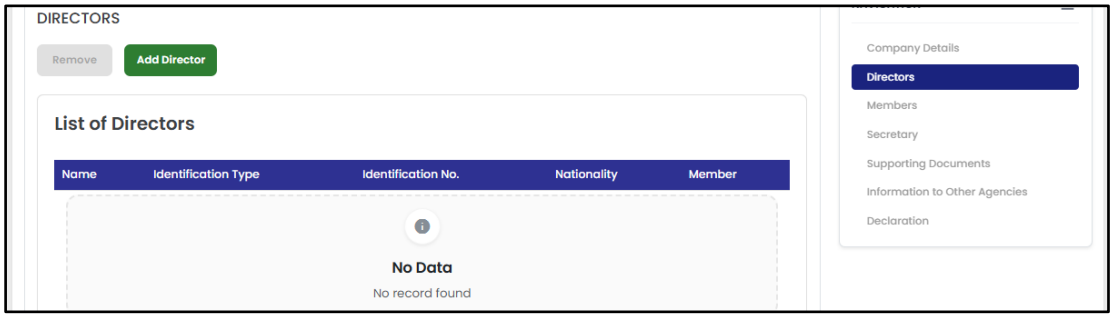
3.5.4 Business Code and Nature of Business

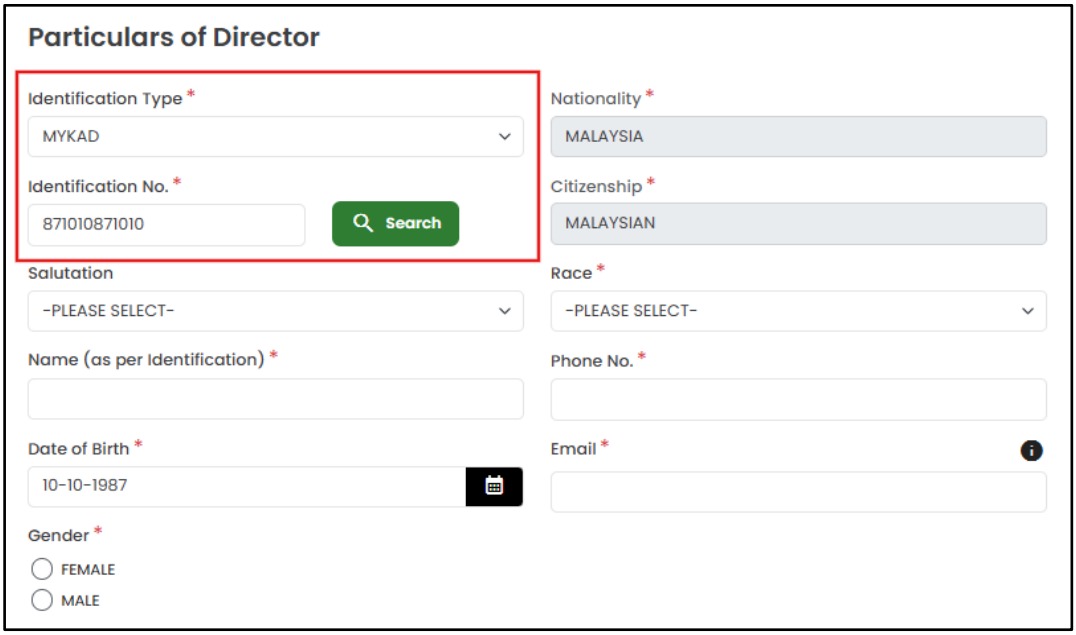
Field Num.	Description
5.	In the **Business Code and Nature of Business**, fill in all the following fields: a. **Business Code / Description:** *<Choose up to 3 Business Codes only>* b. **Nature of Business:** *<Input Nature of Business not exceeding 200 characters>* c. **Business URL Address:** *<Input Business URL Address if any>*
6.	In the **Registered Adress section**, fill in all the following fields: a. **Local Address Line 1:** *<Input Address Line 1>* *Mandatory to fill.* b. **Local Address Line 2:** *<Input Address Line 2 if any>* c. **Local Address Line 3:** *<Input Address Line 3 if any>* d. **Postcode:** *<Input Postcode>* **Note:** City, State & Country will be auto populated based on the entered Postcode. e. **City:** *<Auto-populate based on the Postcode>* f. **State:** *< Auto-populate based on the Postcode>* g. **Country:** *<Auto-populate: MALAYSIA>* h. **Email:** *<Input Valid Email Format>* i. **Office No.:** *<Input Office No.>*

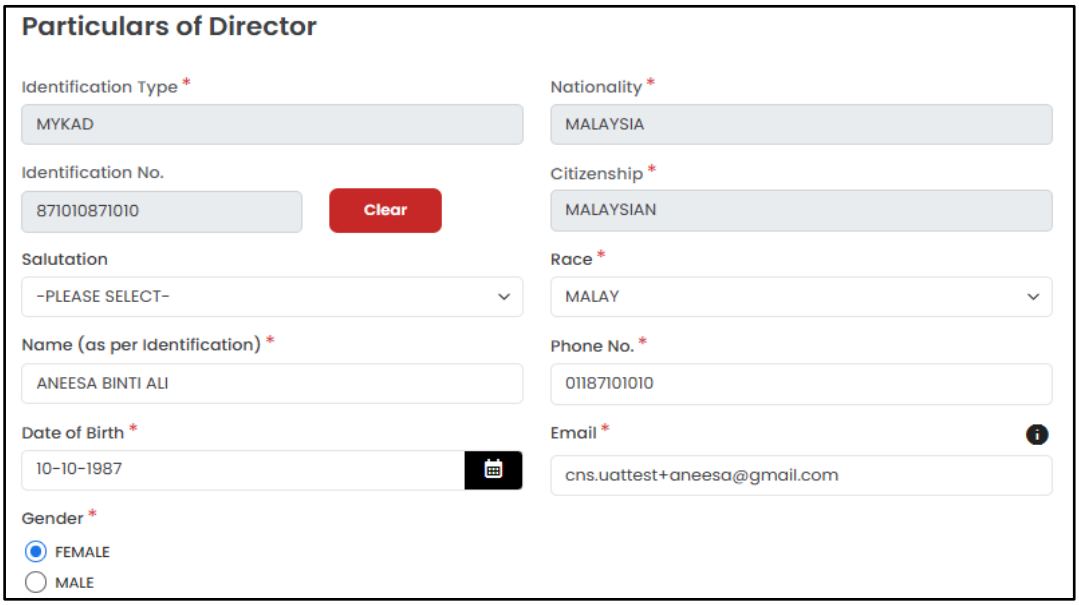
Field Num.	Description
	
7.	Select the **If Business Address is Available** checkbox if applicable. 
8.	Select **Local Address** or **Foreign Address.** Then, enter the following fields: a. **Address Line 1:** *<Input Address Line 1> Mandatory to fill.* b. **Address Line 2:** *<Input Address Line 2 if any>* c. **Address Line 3:** *<Input Address Line 3 if any>* d. **Postcode:** *<Input Postcode> Applicable for Local Address only.* **Note**: City, State & Country will be auto populated based on the entered Postcode. e. **City:** *<Auto-populate based on the Postcode> Applicable for Local Address only.* f. **State:** *< Auto-populate based on the Postcode> Applicable for Local Address only.* g. **Country:** *<Country>* h. **Email:** *<Input Valid Email Format>* i. **Office No.:** *<Input Office No.>*

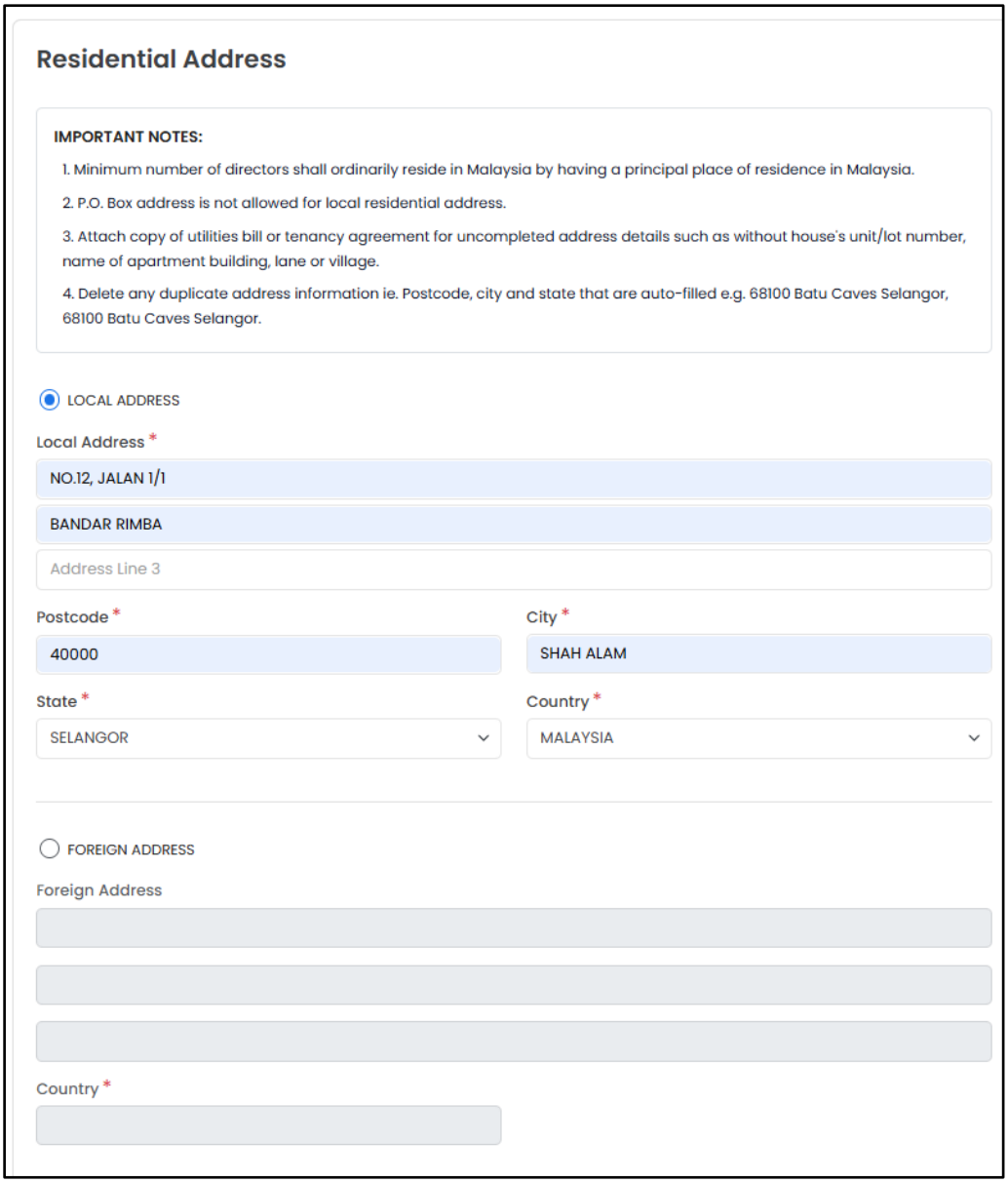
Field Num.	Description
	

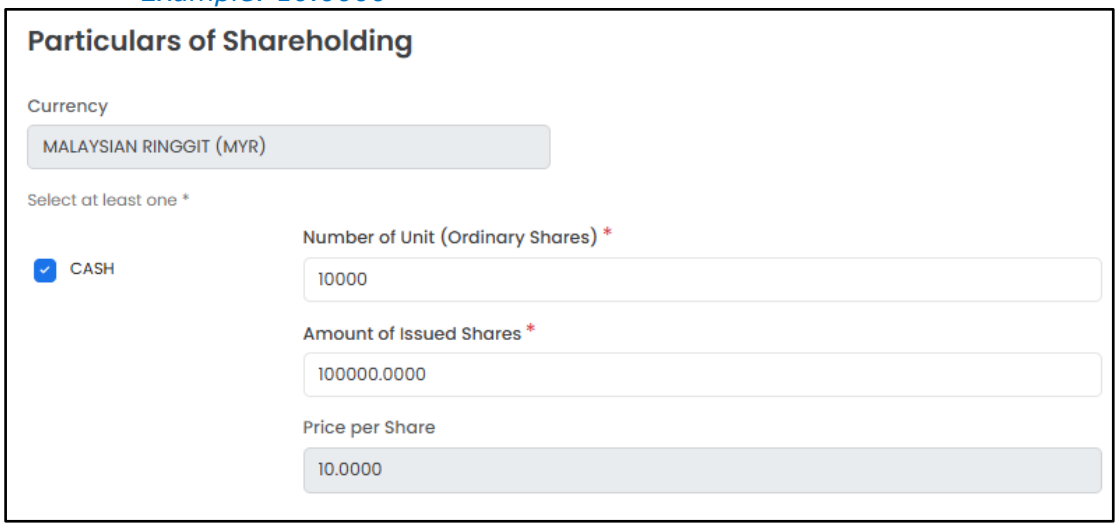
3.5.5 Directors

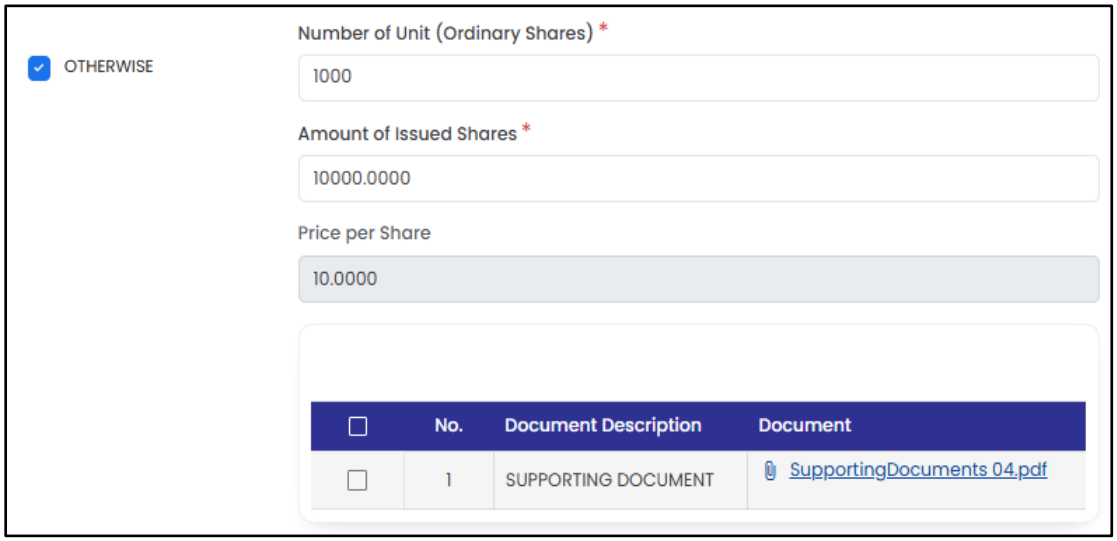
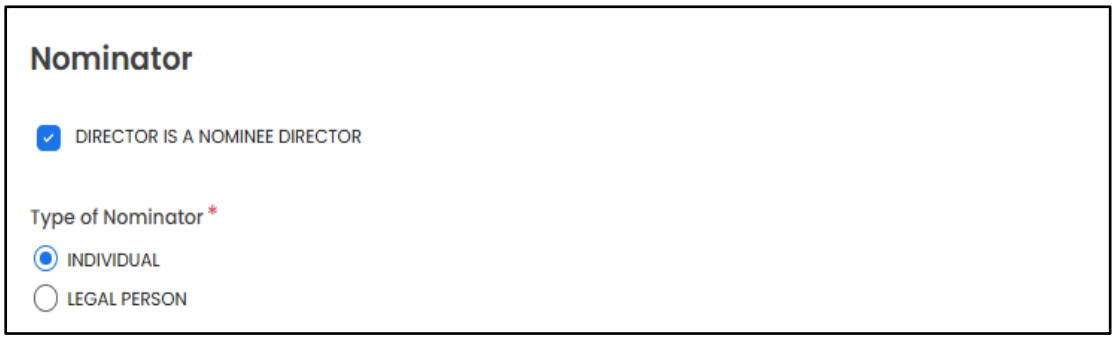
Field Num.	Description
9.	Scroll down to the **Director** section or click **Director** on the right-side menu. 
10.	Click **Add** button to add director. **Note**: **Director Details** form will be displayed.
11.	Select the **Member** option for the **Position** radio button, if applicable. **Note**:

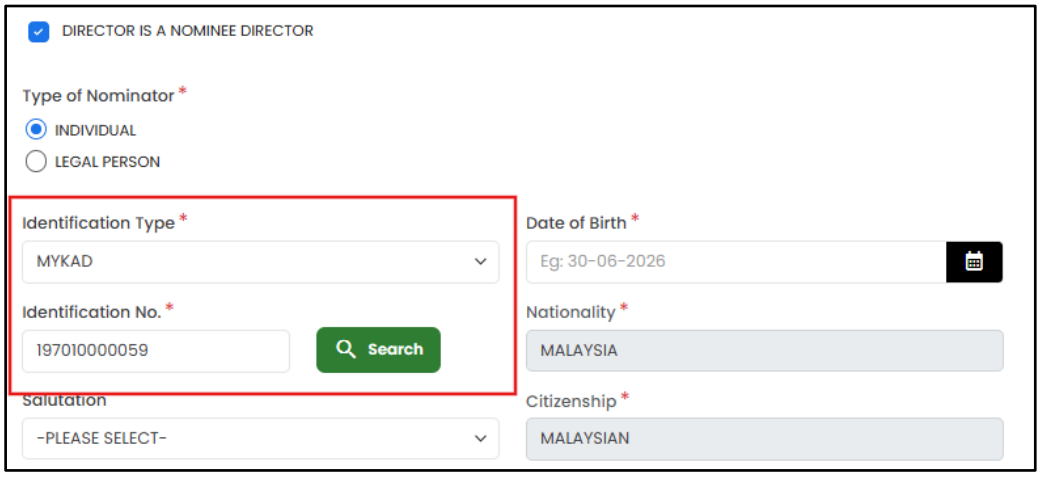
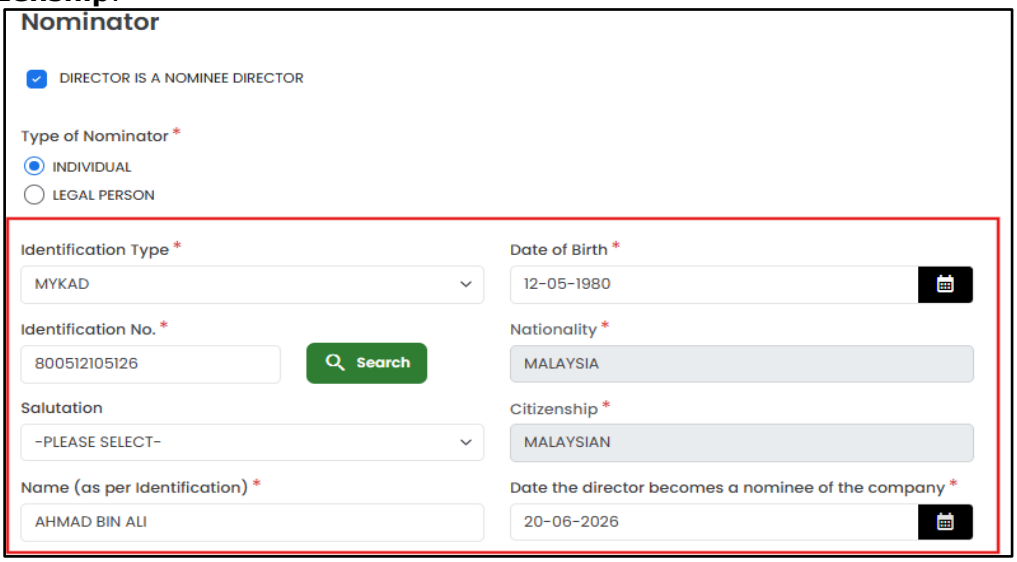
Field Num.	Description
	a. If the **Director** is also a member/shareholder of the company, select Member option. b. If the **Director** is not a member/shareholder of the company, do not select Member option. c. When the **Member** option is selected, the **Particulars of Shareholding** will be displayed below the **Residential Address**. d. The director will also be added to the **Members** section.
12.	Select the **Identification Type** and fill in the **Identification Number**. **Note: User(s) can search for the Identification No. by clicking Search to populate the details. Only an Identification No. registered with SSM4U can be used for the search. Alternatively, user(s) may enter all details manually.** 
13.	Click the **Search** button to search the **Identification Number.**

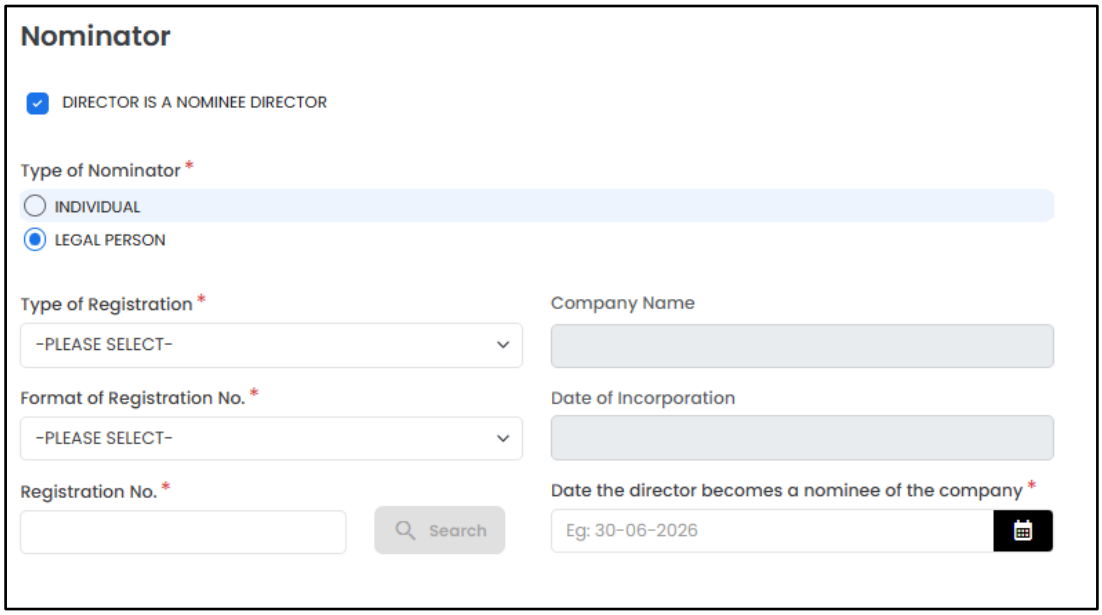
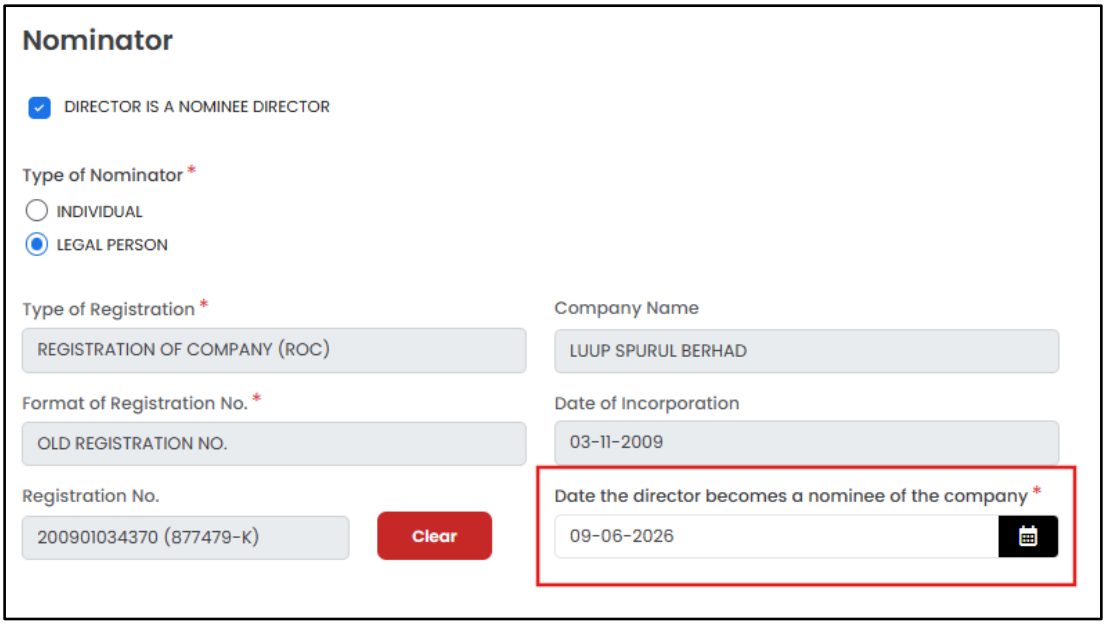
Field Num.	Description
	Note: All the details below will be auto-populated if available. A blacklisted user cannot be added as a **Director.**  Particulars of Director Identification Type * MYKAD Nationality * MALAYSIA Identification No. 871010871010 Clear Citizenship * MALAYSIAN Salutation -PLEASE SELECT- Race * MALAY Name (as per Identification) * ANEESA BINTI ALI Phone No. * 01187101010 Date of Birth * 10-10-1987 Email * cns.uattest+aneesa@gmail.com Gender * FEMALE MALE
14.	Select the **Address Type** and enter the required address details: a. If **Local Address** is selected, enter the following details: i. **Local Address Line 1:** *<Input Address Line 1> Mandatory to fill.* ii. **Local Address Line 2:** *<Input Address Line 2 if any>* iii. **Local Address Line 3:** *<Input Address Line 3 if any>* iv. **Postcode:** *<Input Postcode>* v. **Note:** City, State & Country are auto-populated based on the entered Postcode. vi. **City:** *<Auto-populate based on the Postcode>* vii. **State:** *< Auto-populate based on the Postcode>* viii. **Country:** *<Auto-populate: MALAYSIA>*

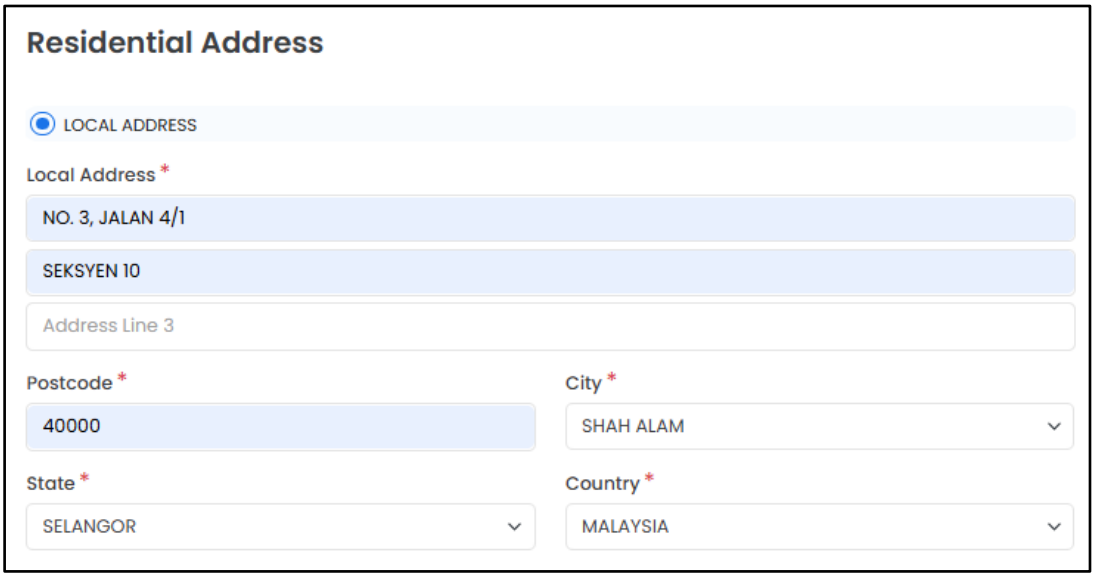
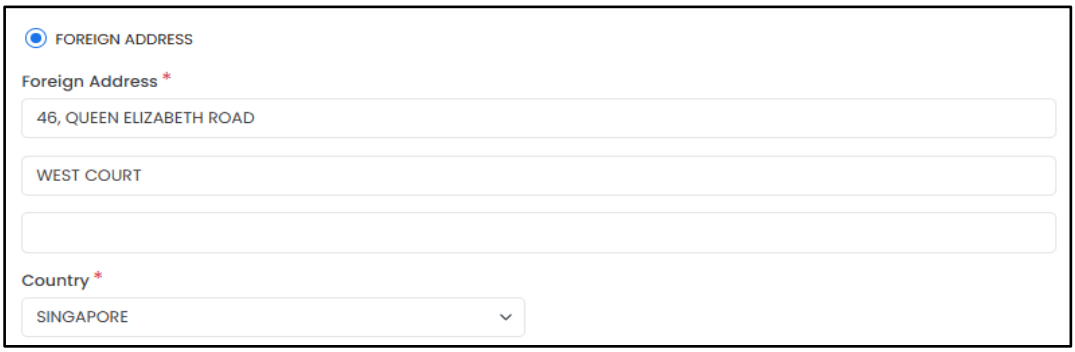
Field Num.	Description
	 Residential Address IMPORTANT NOTES: 1. Minimum number of directors shall ordinarily reside in Malaysia by having a principal place of residence in Malaysia. 2. P.O. Box address is not allowed for local residential address. 3. Attach copy of utilities bill or tenancy agreement for uncompleted address details such as without house's unit/lot number, name of apartment building, lane or village. 4. Delete any duplicate address information ie. Postcode, city and state that are auto-filled e.g. 68100 Batu Caves Selangor, 68100 Batu Caves Selangor. LOCAL ADDRESS Local Address * NO.12, JALAN 1/1 BANDAR RIMBA Address Line 3 Postcode * 40000 City * SHAH ALAM State * SELANGOR Country * MALAYSIA FOREIGN ADDRESS Foreign Address Country *
15.	b. If **Foreign Address** is selected, enter the following details: i. **Foreign Address Line 1:** *<Enter Address Line 1> Mandatory to fill.* ii. **Foreign Address Line 2:** *<Enter Address Line 2 if applicable>* iii. **Foreign Address Line 3:** *<Enter Address Line 3 if applicable >* iv. **Country:** *<Select Country>*

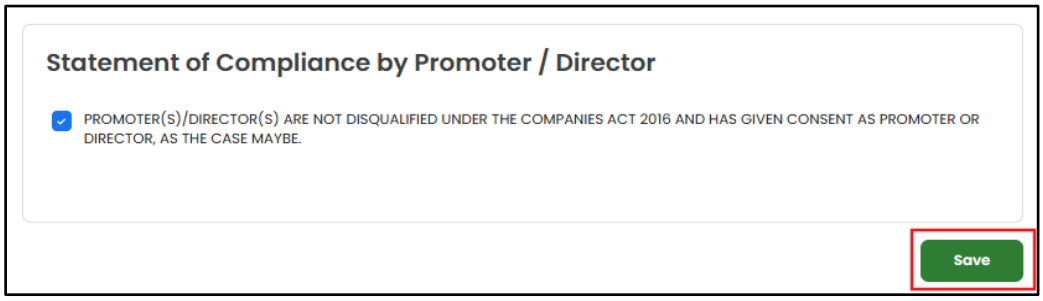
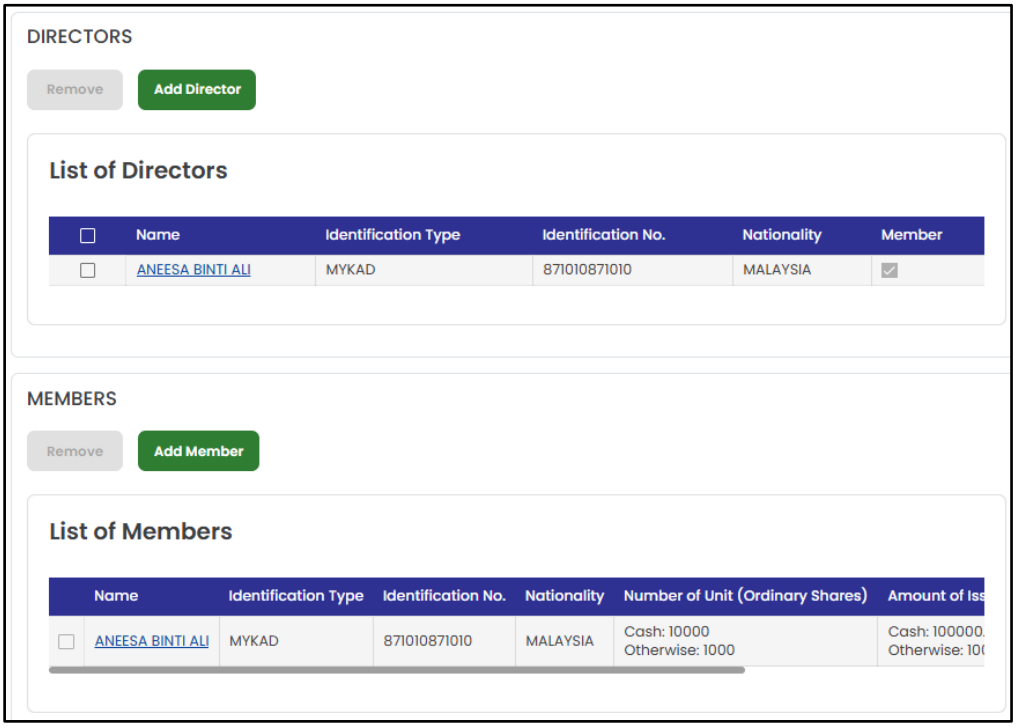
Field Num.	Description
16.	In the **Particulars of Shareholding** section, select at least one option **(Cash or Otherwise)**, or both, and complete the following fields: **Note:** This section is displayed only when the **Members** checkbox is selected (refer to Step 19). Any changes made to the **Particulars of Shareholding** for the director will also be reflected in the **Members** section. a. If *<Cash>* is selected: i. **Total Number of Ordinary Shares Input:** *<Enter Amount>* ii. **Total value of Share Capital:** *<Enter Amount: 4 decimal places limit. Example: 10.0000>* iii. **Price Per Share:** *<Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000>* 
17.	b. If *<Otherwise>* is selected: i. **Total Number of Ordinary Shares Input:** *<Enter Amount>* ii. **Total value of Share Capital:** *<Enter Amount: 4 decimal places limit. Example: 10.0000>*

Field Num.	Description
	iii. **Price Per Share:** *<Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000>* iv. **Add Attachment:** *<Upload an attachment>* 
18.	Select the **Director is a Nominee Director** checkbox, if applicable. **Note:** When **Director is a Nominee Director** is selected, the fields will be displayed as outlined in the step below. 
19.	Select the **Type of Nominator.** System will display the relevant fields according to the selection. a. If **Individual** is selected, select or enter the following fields: i. Select **Identification type**

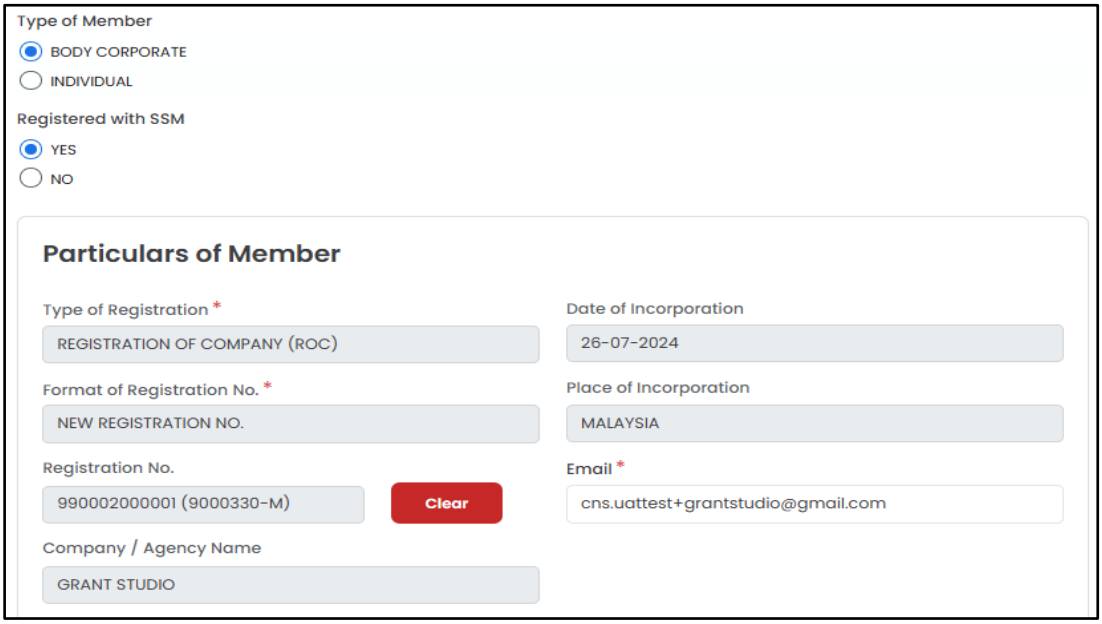
Field Num.	Description
	ii. Enter the **Identification Number**  **Note:** User can search the **Identification Number** by clicking **Search** button to populate the details. Only **Identification No.** registered with SSM4U can be used for ID search. User can also enter all details manually.
20.	Enter all of the following details (if enter all details manually). **Note:** If searching using ID No., the system will auto populate the following details if the information is available- and all fields will be editable except **Nationality** and **Citizenship**. 
21.	b. If **Legal Person** is selected, select or enter the following fields: i. Select **Type of Registration** ii. Select **Format of Registration No.** iii. Enter the **Registration No.**

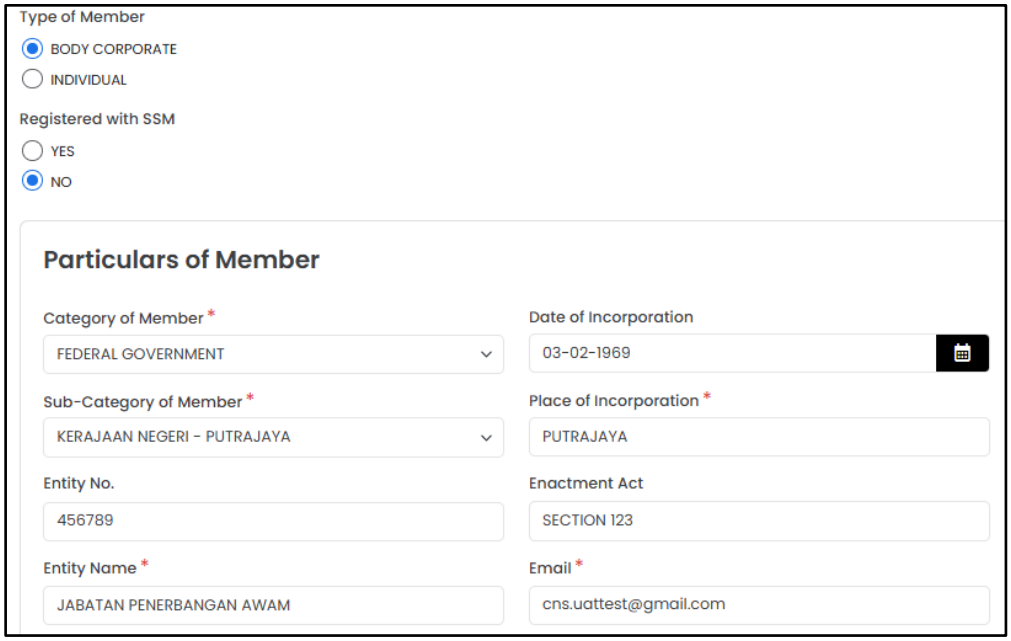
Field Num.	Description
	iv. Click the **Search** button  **Note: Company Name** and **Date of Incorporation** will be auto-populated.
22.	Select the **Date the Director becomes a nominee of the company.** 
23.	Then, select the **Address Type** and enter the required address details: a. If **Local Address** is selected, enter the following details: i. **Local Address Line 1:** *<Input Address Line 1> Mandatory to fill.*

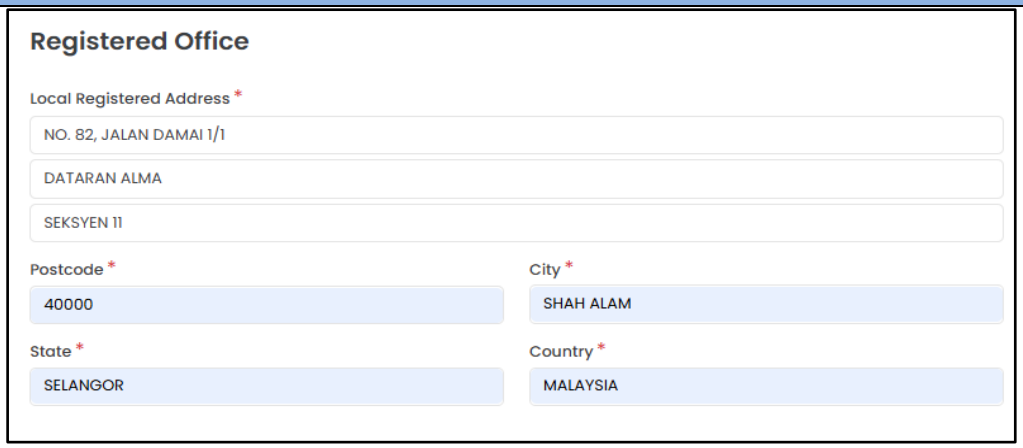
Field Num.	Description
	ii. **Local Address Line 2:** *<Input Address Line 2 if any>* iii. **Local Address Line 3:** *<Input Address Line 3 if any>* iv. **Postcode:** *<Input Postcode>* v. **Note:** City, State & Country are auto-populated based on the entered Postcode. vi. **City:** *<Auto-populate based on the Postcode>* vii. **State:** *< Auto-populate based on the Postcode>* viii. **Country:** *<Auto-populate: MALAYSIA>* 
24.	b. If **Foreign Address** is selected, enter the following details: i. **Foreign Address Line 1:** *<Enter Address Line 1> Mandatory to fill.* ii. **Foreign Address Line 2:** *<Enter Address Line 2 if applicable>* iii. **Foreign Address Line 3:** *<Enter Address Line 3 if applicable >* iv. **Country:** *<Select Country>* 
25.	Select the **Statement of Compliance by Promoter/Director** checkbox and click **Save** button.

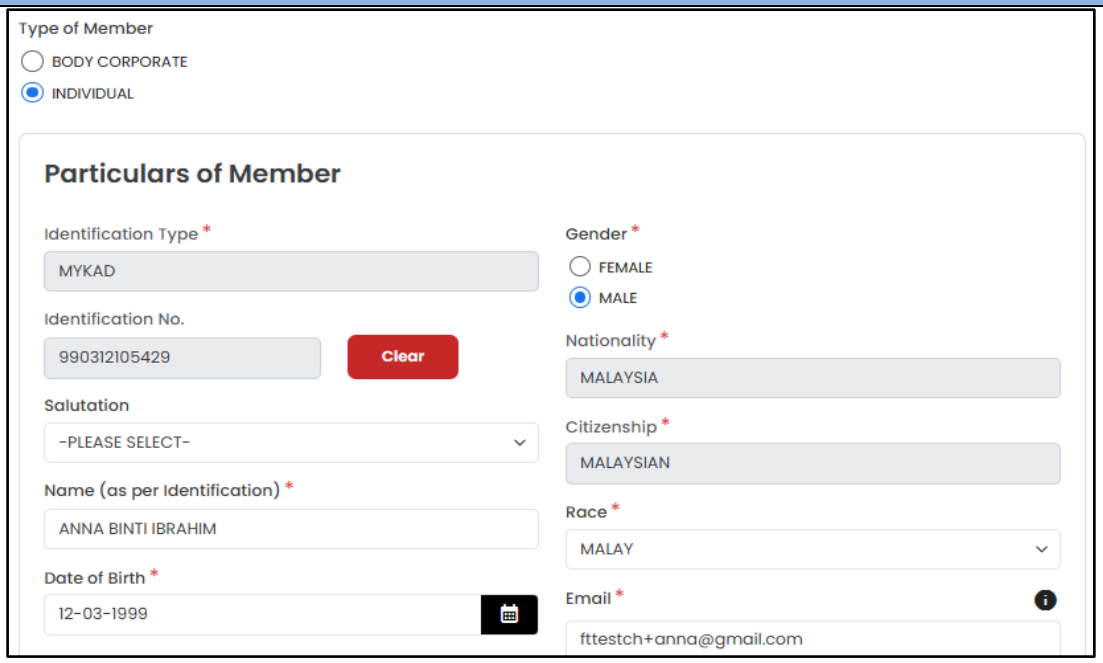
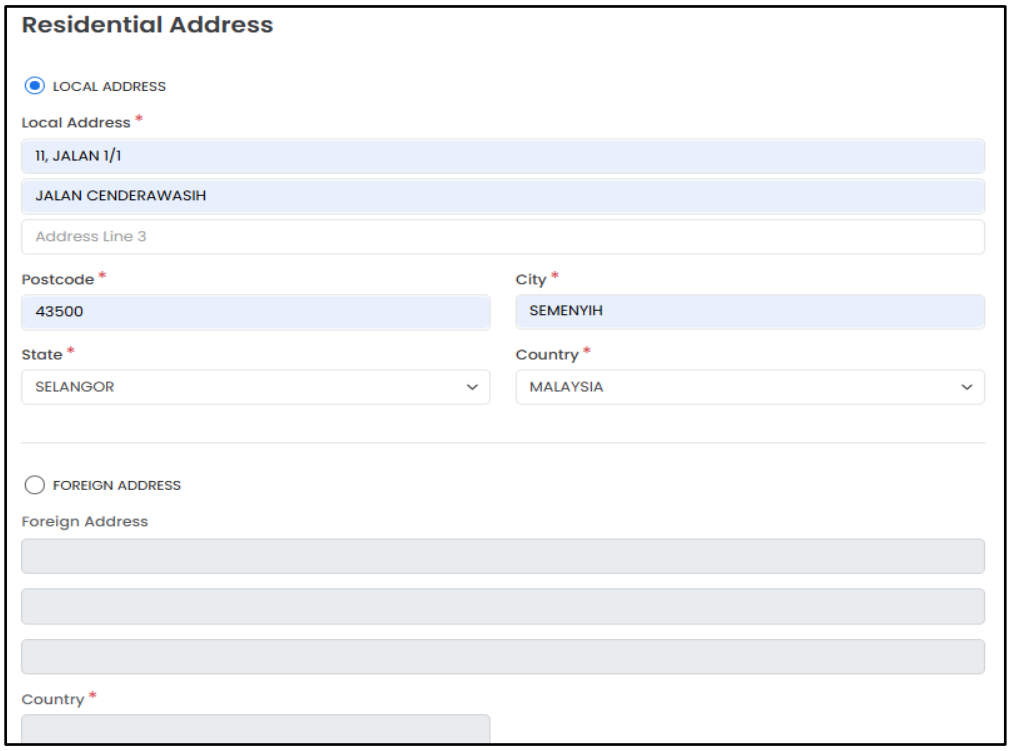
Field Num.	Description
	
26.	The director will be added to the **List of Directors** and **List of Members**. **Note:** If **Members** is not selected (in Step 19), the director is only added in the **List of Directors.** 
27.	Repeat the steps 18 to 34 to add another director.

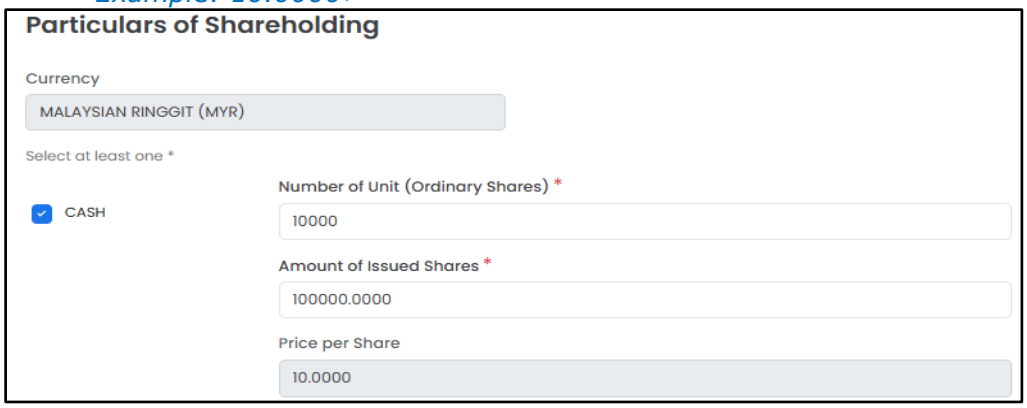
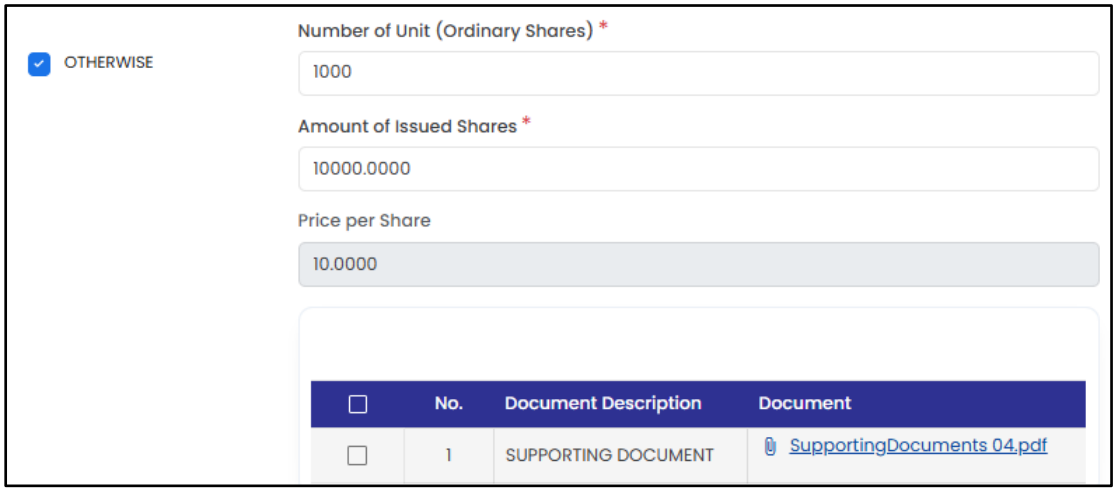
3.5.6 Members

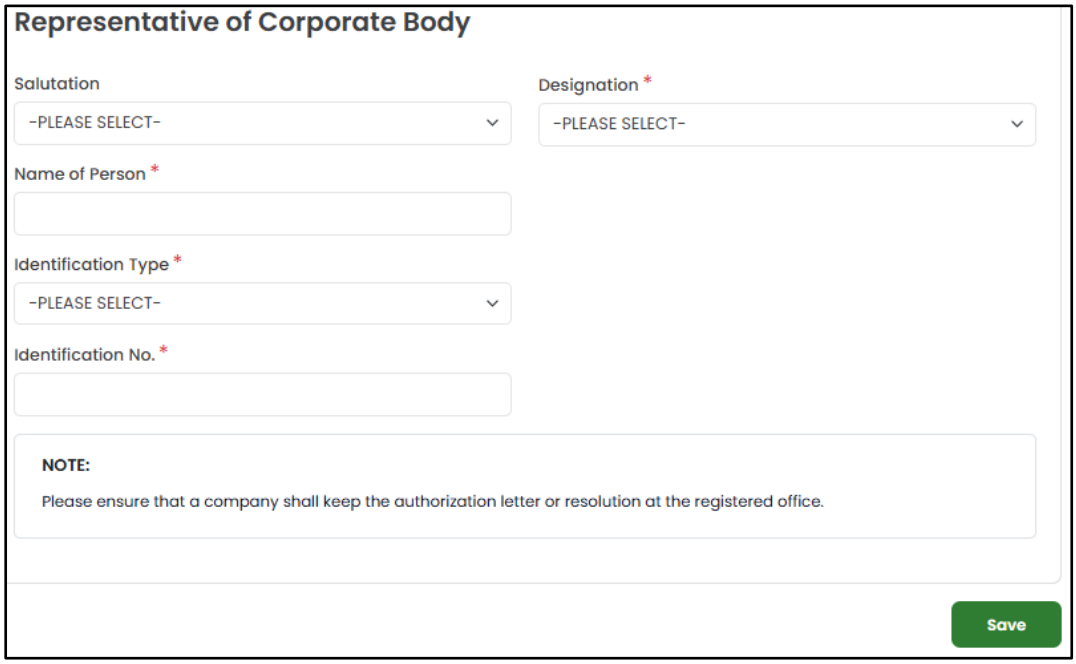
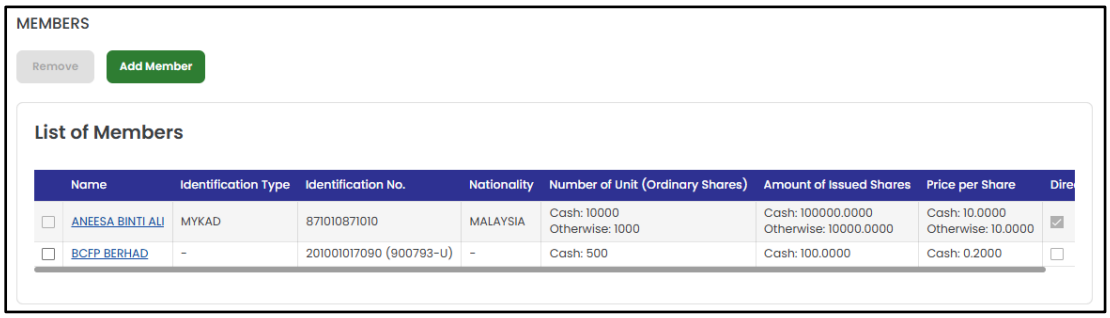
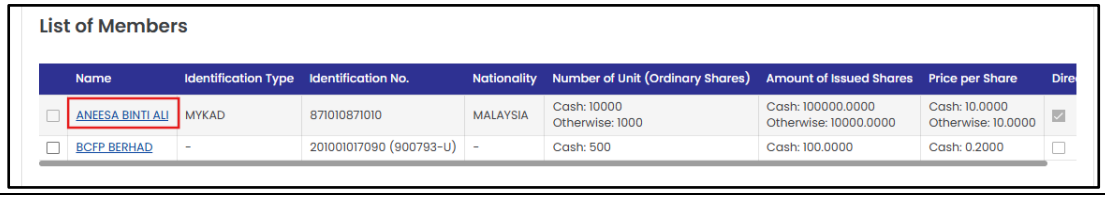
Field Num.	Description
28.	Scroll down to the **Members** section or click **Members** on the right-side menu. Then, click **Add Member** button.
29.	**Member Details** form will be displayed. Select the **Type of Member.** The system will display the relevant fields according to the selection. a. If **Body Corporate** (**Registered with SSM)** is selected, select or enter the following fields: i. **Registered with SSM** *<Select Yes>* ii. **Type of Registration:** *<ROC or LLP>* iii. **Format of Registration No.:** *<Old Reg. No. or New Reg. No.>* iv. **Registration No.:** *<Enter Reg. No. based on the selected format>* Click the **Search** button after entering the reg no. and then, enter a valid email address: v. **Company/Agency Name** *<Auto-populated after search>* vi. **Date of Incorporation***<Auto-populated after search>* vii. **Place of Incorporation***<Auto-populated after search>* viii. **Email:** *<Enter a valid email>* 

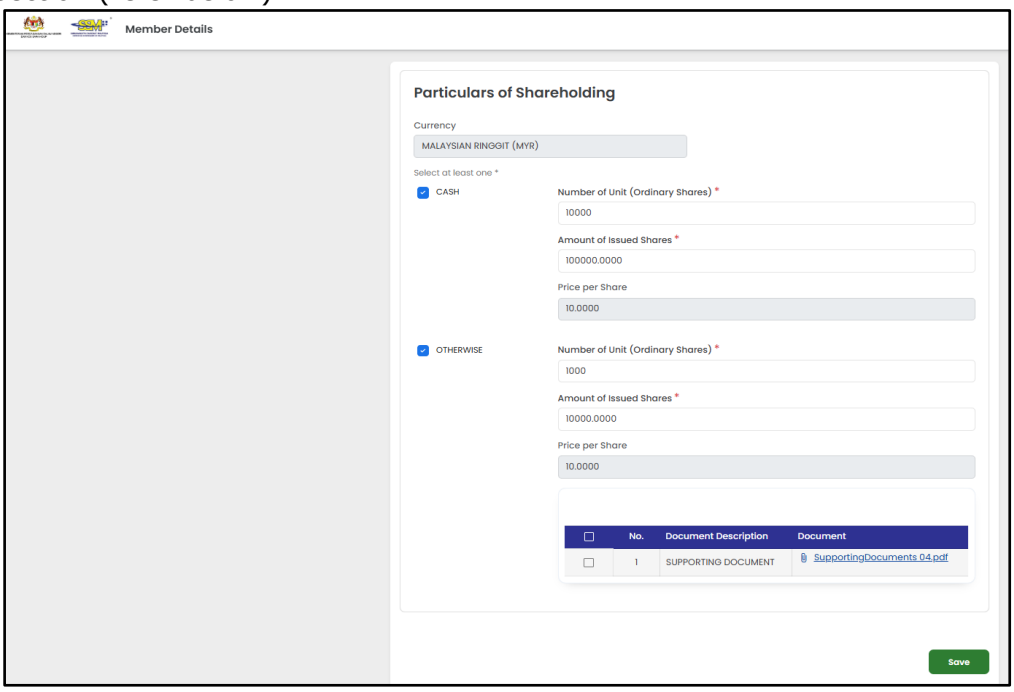
Field Num.	Description
	Note: The user has to search the **Body Corporate** by clicking the **Search** button to populate the details. Only **Body Corporate** registered with SSM can be searched.
30.	b. If **Body Corporate** (**Not Registered with SSM)** is selected, select or enter the following fields: i. **Registered with SSM** *<Select No>* ii. **Category of Member** *<Select Category of Member> System will display the following fields below according to the selection.* iii. **Sub-Category of Member** *<Select Sub-Category of Member>* iv. **Entity No.:** *<Enter Entity No.>* v. **Entity Name** *<Enter Entity Name>* vi. **Date of Incorporation***<Select Date of Incorporation>* vii. **Place of Incorporation***<Enter Place of Incorporation>* viii. **Enactment Act** *<Enter Enactment Act>* ix. **Email:** *<Enter valid email>* 
31.	Enter the **Registered Office.**

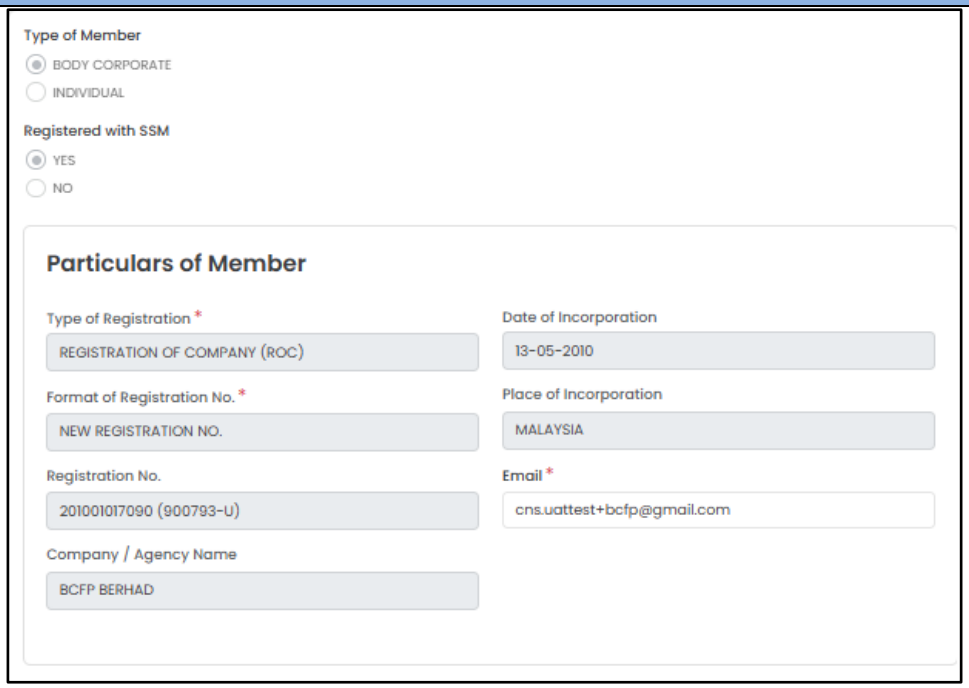
Field Num.	Description
	
32.	c. If **Individual** is selected, select or enter the following fields: i. Select **Identification Type.** *System will display the fields (in step 33) according to the selection.* ii. Enter the **Identification Number**
33.	Click the **Search** button and the following details will be populated, if available: a. **Salutation:** *<Auto-populate based on **MYKAD**>* b. **Name (as per identification):** *<Auto-populate based on **MYKAD**>* c. **Date of Birth:** *<Auto-populate based on **MYKAD**>* d. **Gender:** *<Auto-populate based on **MYKAD**>* e. **Nationality**: *<Auto-populate: **MALAYSIA** & Disabled>* f. **Citizenship**: *<Auto-populate: **MALAYSIAN** & Disabled>* g. **Race:** *<Auto-populate based on **MYKAD**>* h. **Email:** *<Auto-populate based on **MYKAD**>*

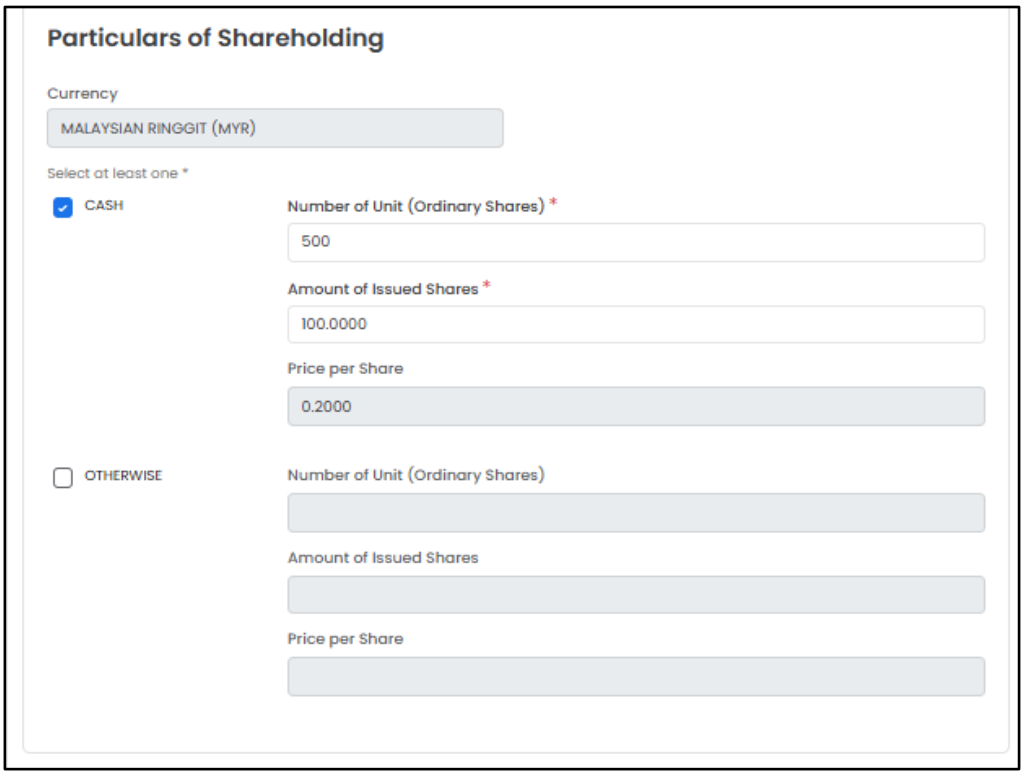
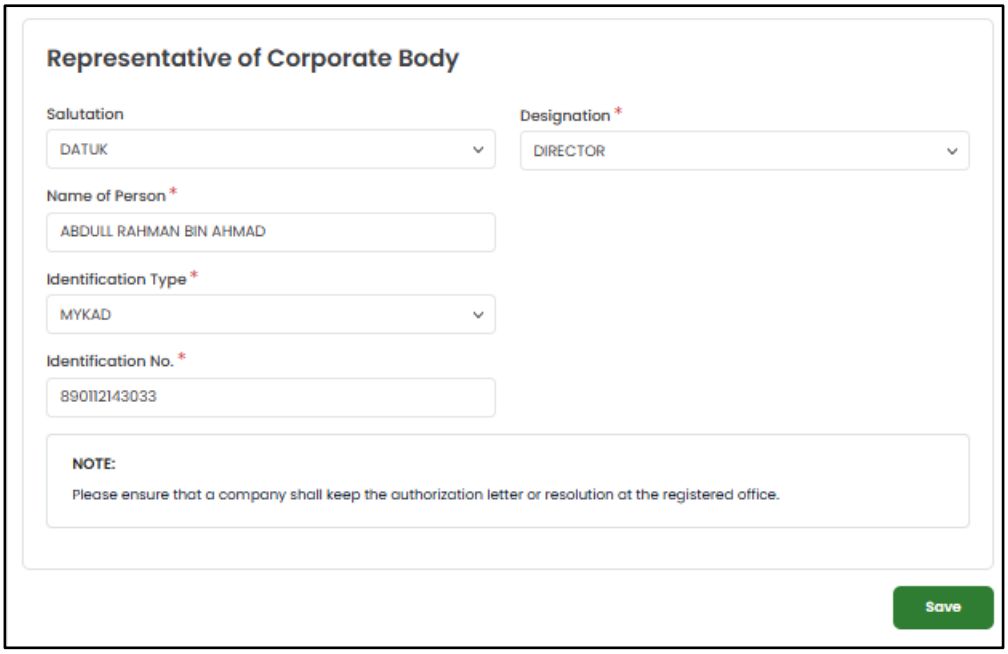
Field Num.	Description
	 **Note:** User(s) can also add **Members** without searching using the **Identification Number**. User(s) must enter all details manually.
34.	Select the **Residential Address Type (Local or Foreign Address)** and enter the required address details. 

Field Num.	Description
35.	In the **Particulars of Shareholding** section, select at least one option **(Cash or Otherwise)**, or both, and complete the following fields: **Note:** This section is displayed only when the **Members** checkbox is selected (refer to Step 12). Any changes made to the **Particulars of Shareholding** for the director will also be reflected in the **Members** section. a. If *<Cash>* is selected: i. **Total Number of Ordinary Shares Input:** *<Enter Amount>* ii. **Total value of Share Capital:** *<Enter Amount: 4 decimal places limit. Example: 10.0000>* iii. **Price Per Share:** *<Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000>* 
36.	b. If *<Otherwise>* is selected: i. **Total Number of Ordinary Shares Input:** *<Enter Amount>* ii. **Total value of Share Capital:** *<Enter Amount: 4 decimal places limit. Example: 10.0000>* iii. **Price Per Share:** *<Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000>* iv. **Add Attachment:** *<Upload an attachment>* 

Field Num.	Description
37.	Enter the **Representative of Corporate Body.** **Note:** This section is applicable only for **Member Type: Body Corporate**. For **Individual**, this section is not displayed. 
38.	Click **Save** button. **Note:** The member will be added to the **List of Members.** 
39.	When user selects the member's **Name** from the listing, all submitted values will be displayed: 

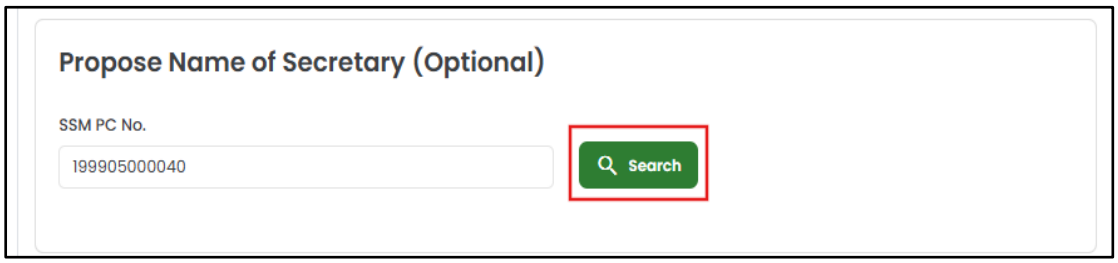
Field Num.	Description
	a. If the member is both **a shareholder and a director,** the system will display the **Members Details** pop-up, showing only the **Particulars of Shareholding** section (refer below).  b. If the member is a **shareholder only**, the system will display the **Member Details** pop-up with the following details: i. **Particular of Member**

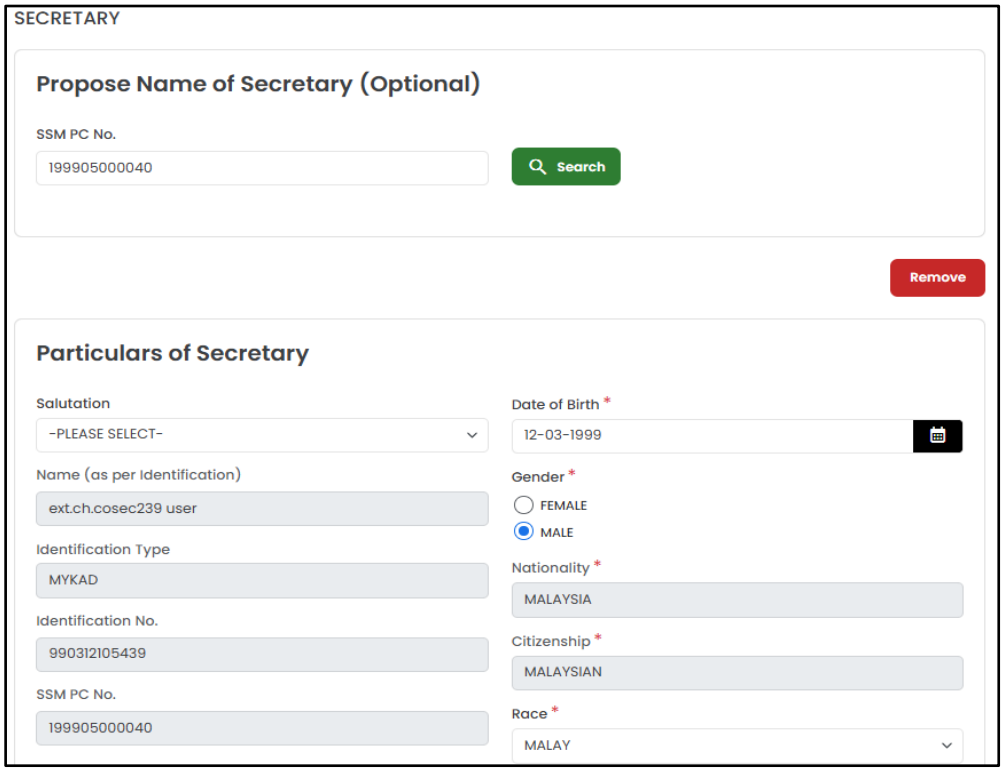
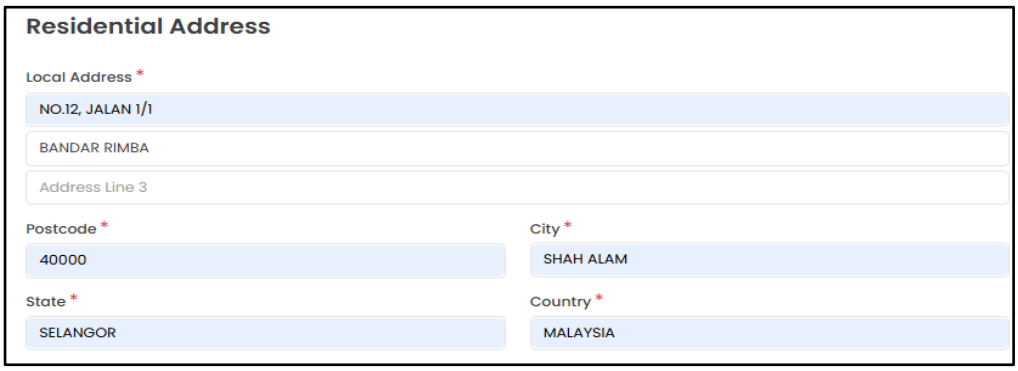
Field Num.	Description
	 ii. **Registered Office**

Field Num.	Description
	iii. **Particulars of Shareholding**  iv. **Representative of Corporate Body** 

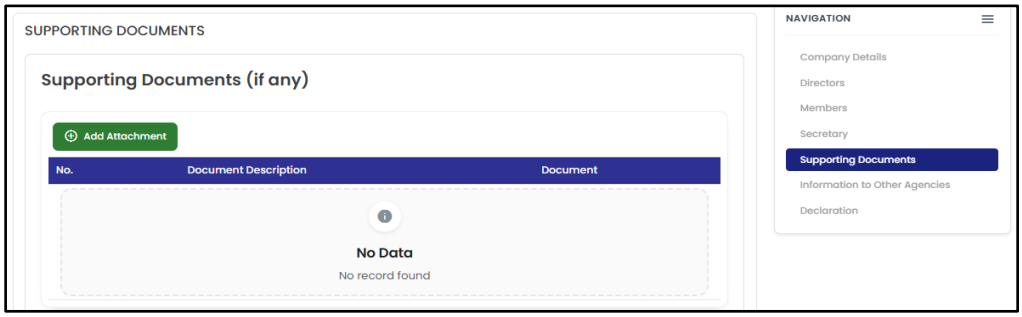
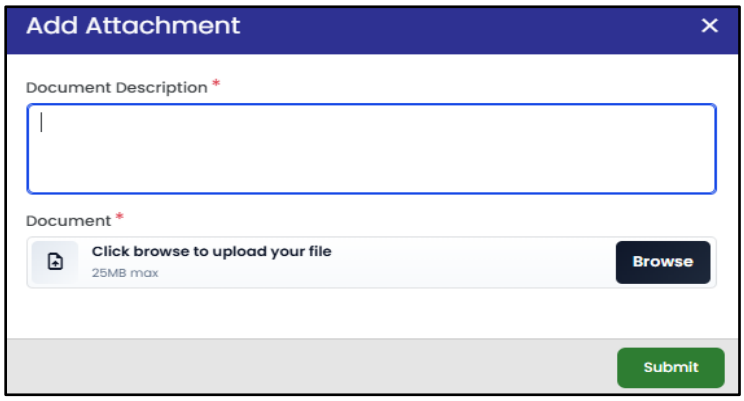
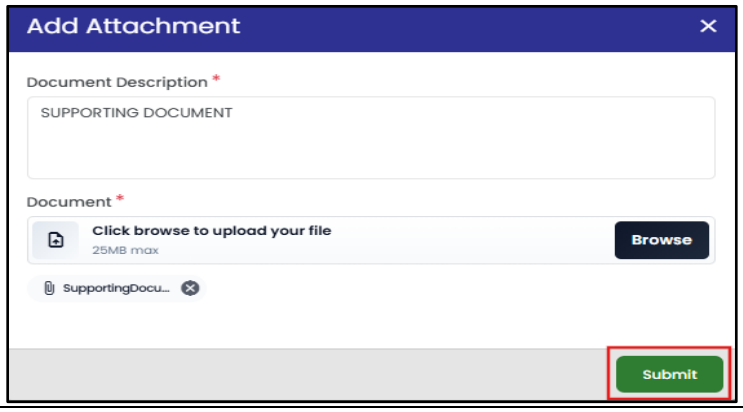
Field Num.	Description
40.	Update the details if needed then click the **Save** button or close the pop up by clicking **[X]** on the top right.
41.	Repeat the steps 36 to 46 to add another member.

3.5.7 Secretary

Field Num.	Description
42.	Scroll down to the **Secretary** section or click **Secretary** on the right-side menu. **Note:** *You must either:* *1. Propose a Secretary Name during Pre-Incorporation or* *2. Appoint the First Secretary during Post-Incorporation.* You can leave this section empty and appoint later during Post-Incorporation.
43.	Enter *<**SSM PC NO.:** 12-digits numbers. Example: 202401000001>* in **Propose Name of Secretary (Optional)** and click **Search** button. **Note:** The system will display the **Particular of Secretary** along with the existing secretary details if the information is available. 

Field Num.	Description
44.	Enter or update the details if needed. 
45.	In the **Residential Address**, enter the following fields: a. **Local Address Line 1:** *<Input Address Line 1> Mandatory to fill.* b. **Local Address Line 2:** *<Input Address Line 2 if any>* c. **Local Address Line 3:** *<Input Address Line 3 if any>* d. **Postcode:** *<Input Postcode>* **Note:** City, State & Country will be auto-populated based on the entered Postcode. e. **City:** *<Auto-populate based on the Postcode>* f. **State:** *< Auto-populate based on the Postcode>* g. **Country:** *<Auto-populate: MALAYSIA>* 

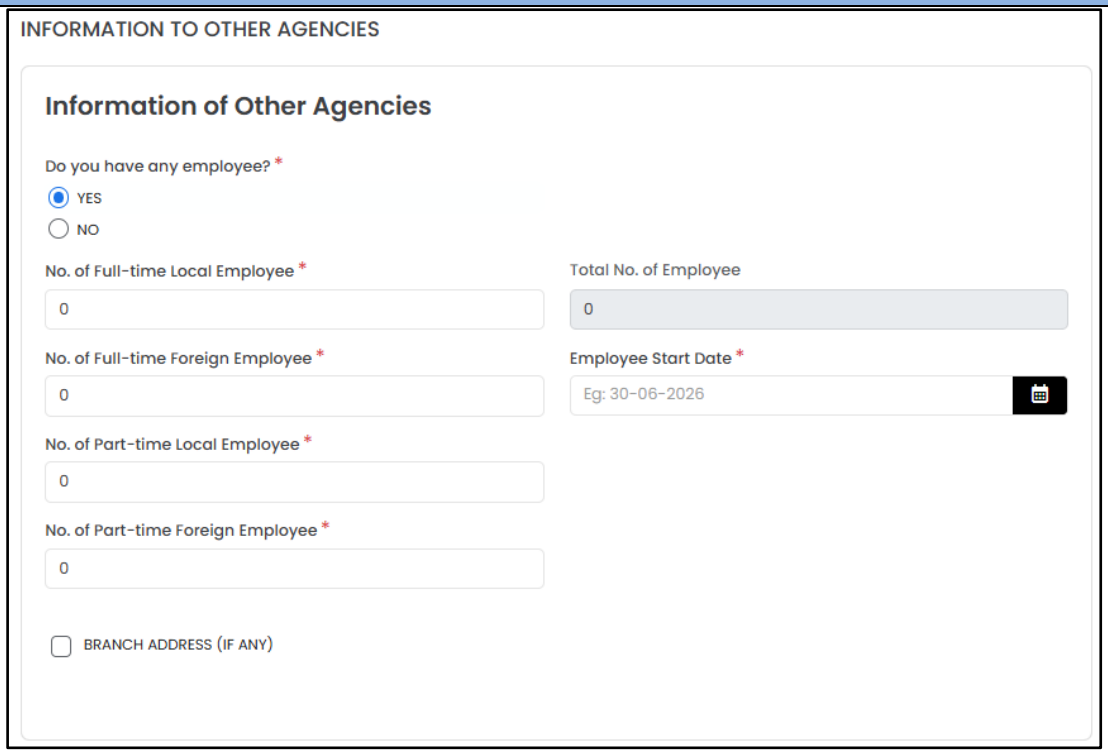
3.5.8 Supporting Documents

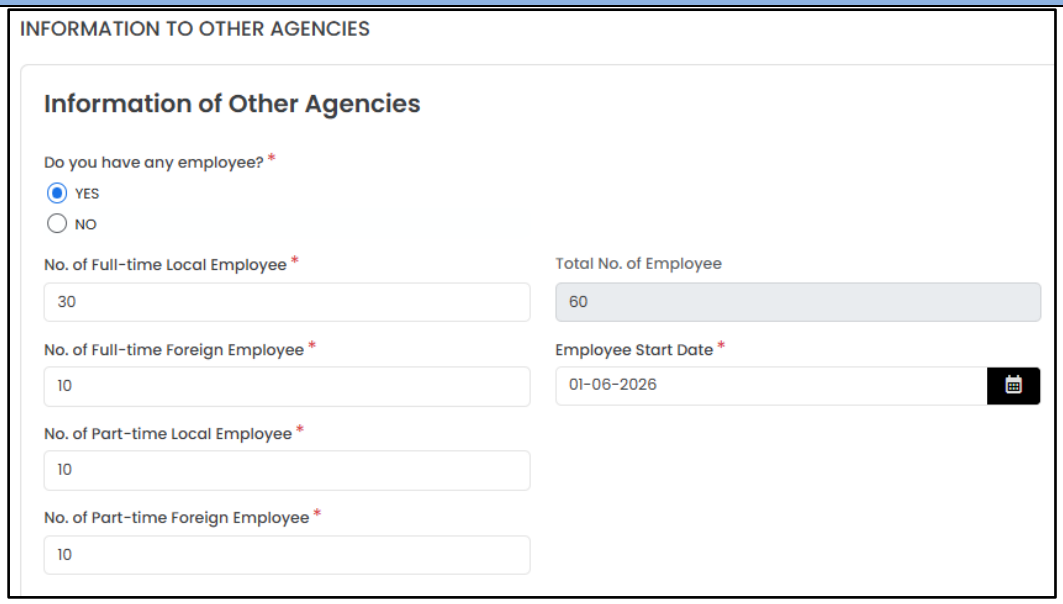
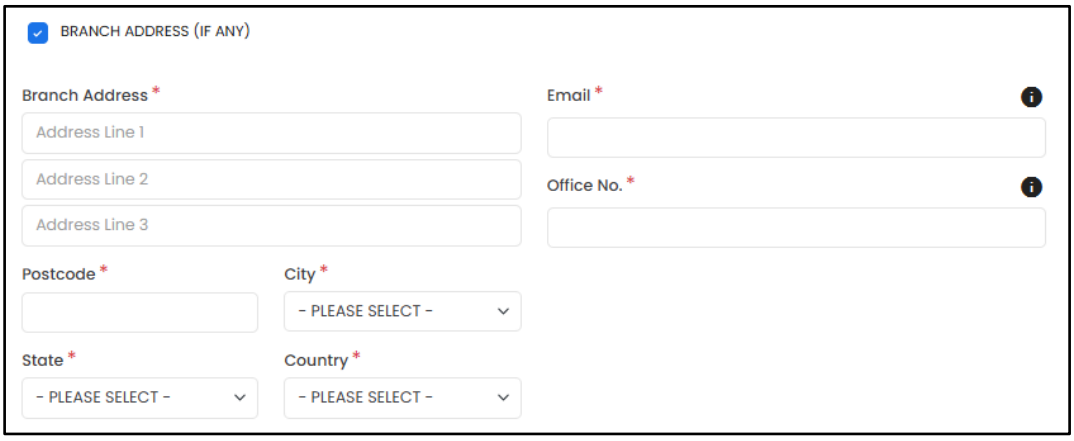
Field Num.	Description
46.	Scroll down to the **Supporting Documents** section or click **Supporting Documents** on the right-side menu. **Note:** This section is only optional. You can leave this section empty. 
47.	In the **Supporting Documents** section, click **Add Attachment**. **Note:** The **Add Attachment** pop up will be displayed. 
48.	Enter the following details: a. **Document Description**: *<Enter Description>* b. **Document**: *<click **Browse** to select file>* c. Click **Submit**. 

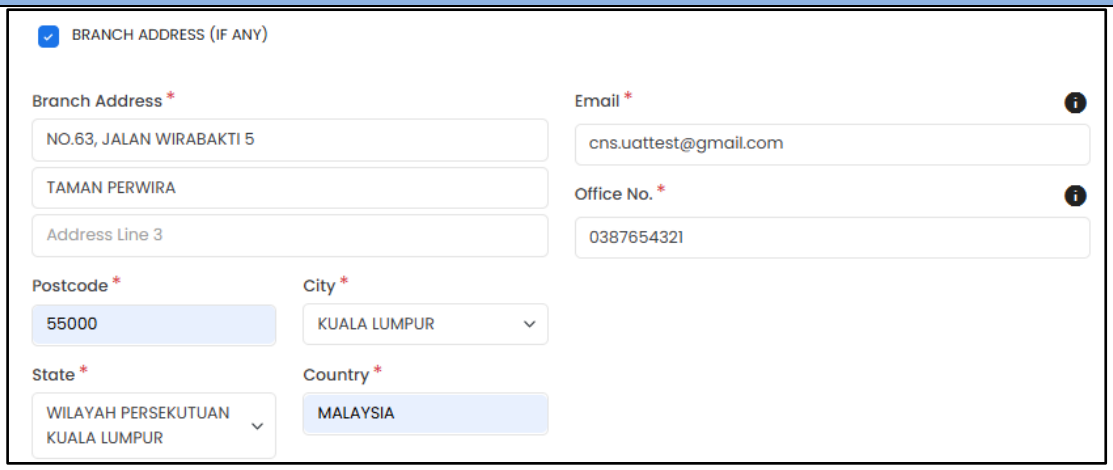
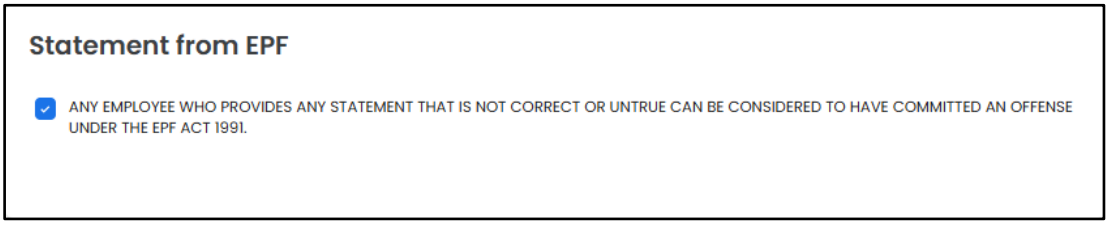
Field Num.	Description
	Note: The attachment will be added to the attachment table. User(s) can upload more than one file.

3.5.9 Information to Other Agencies

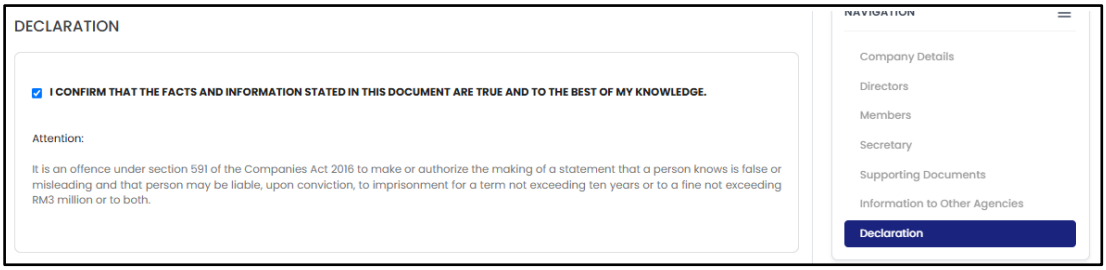
Field Num.	Description
49.	Scroll down to the **Information to Other Agencies** section or click **Information to Other Agencies** on the right-side menu.
50.	Select <***Yes***> for **Do you have any employees**? if applicable. Select <***No***> if it is not applicable.

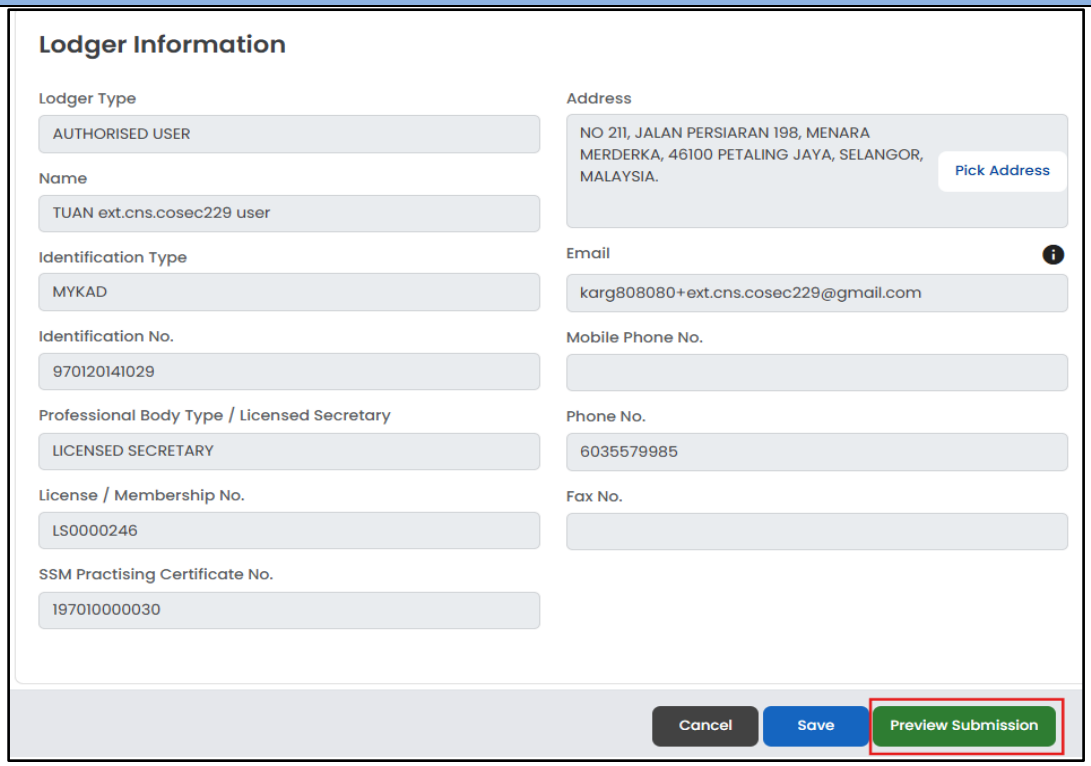
Field Num.	Description
	 **Note:** When **YES** is selected, the **Information of Other Agencies** details will be displayed.
51.	Enter the following fields: a. **No of Full-time Local Employee**: *<any number not exceeding 5 characters>* Default is 0. b. **No of Full-time Foreign Employee**: *<any number not exceeding 5 characters>* Default is 0. c. **No of Part-time Local Employee**: *<any number not exceeding 5 characters>* Default is 0. d. **No of Part-time Foreign Employee**: *<any number not exceeding 5 characters>* Default is 0. e. **Total No. of Employee**: *<Auto-calculate from a to d and read-only>* f. **Employee Start Date**: *<Select a date>*

Field Num.	Description
	
52.	Select **Branch Address (if any)** checkbox. 
53.	Fill in the following fields: a. **Local Address Line 1:** *<Input Address Line 1>* *Mandatory to fill.* b. **Local Address Line 2:** *<Input Address Line 2 if any>* c. **Local Address Line 3:** *<Input Address Line 3 if any>* d. **Postcode:** *<Input Postcode>* **Note:** City, State & Country will be auto populated based on the entered Postcode. e. **City:** *<Auto-populate based on the Postcode>* f. **State:** *< Auto-populate based on the Postcode>* g. **Country:** *<Auto-populate: MALAYSIA>* h. **Email**: *<Input Valid Email Format>* i. **Office No**: *<Input Office No.>*

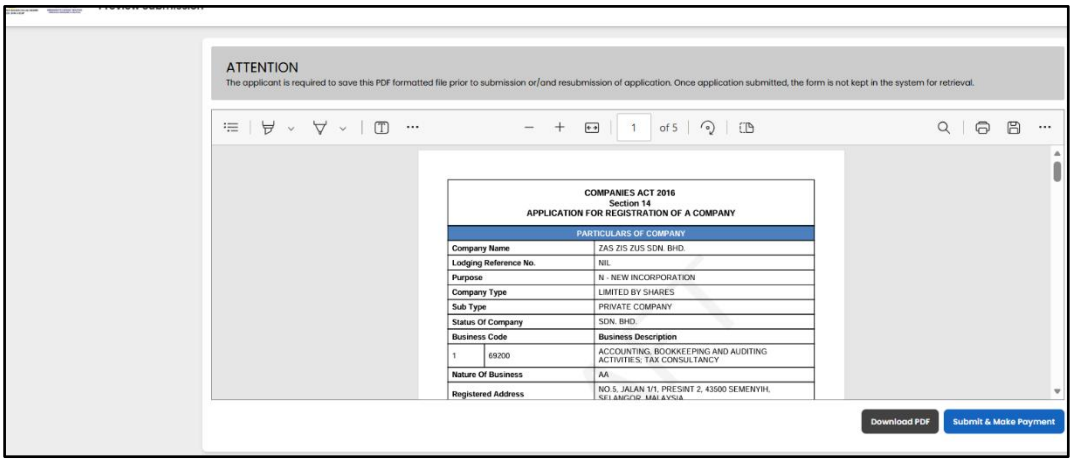
Field Num.	Description
	
54.	Select the **Statement from EPF** checkbox. 

3.5.10 Declaration

Field Num.	Description
55.	Scroll down to the **Declaration** section or click on **Declaration** on the right-side menu. 
56.	Select the **Declaration** checkbox: ☑ I CONFIRM THAT THE FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE. **Note:** The system will also populate **Lodger Information** and **Fee Detail** in this section.
57.	The system will also populate **Lodger Information** and **Fee Detail** under the **Declaration** section. Click the **Preview Submission** button to proceed with submitting the application. **Note:** Fee Details are only populated after clicking the **Save** button and the **Preview Submission** button.

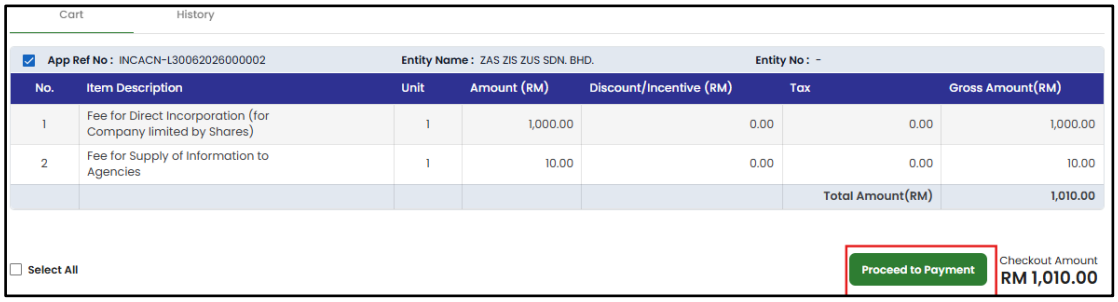
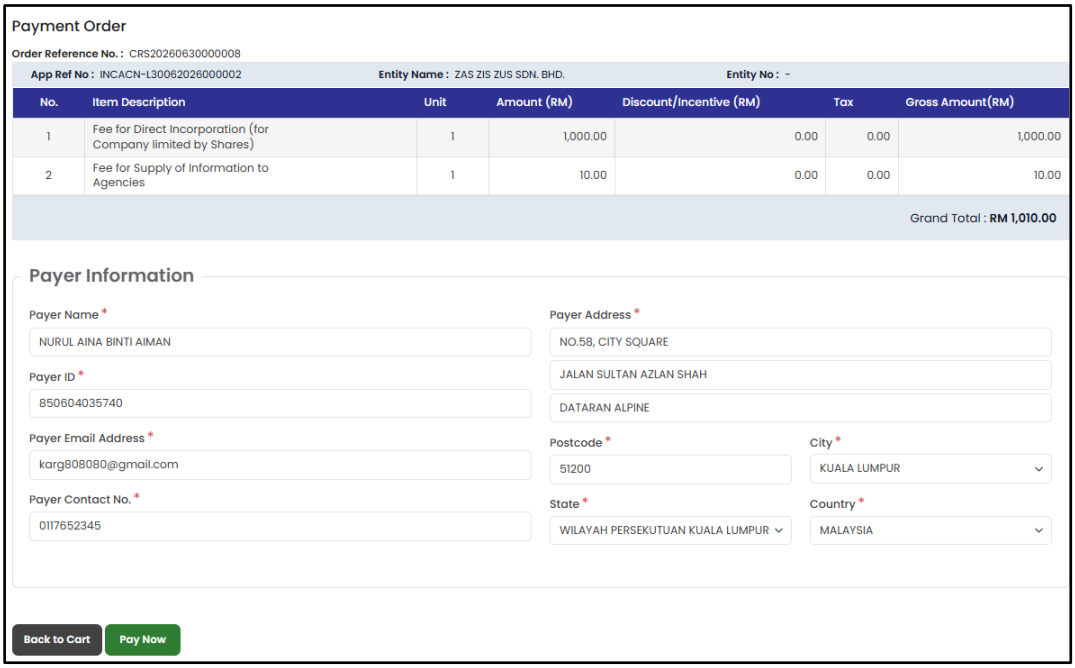
Field Num.	Description
	

3.5.11 Preview Submission

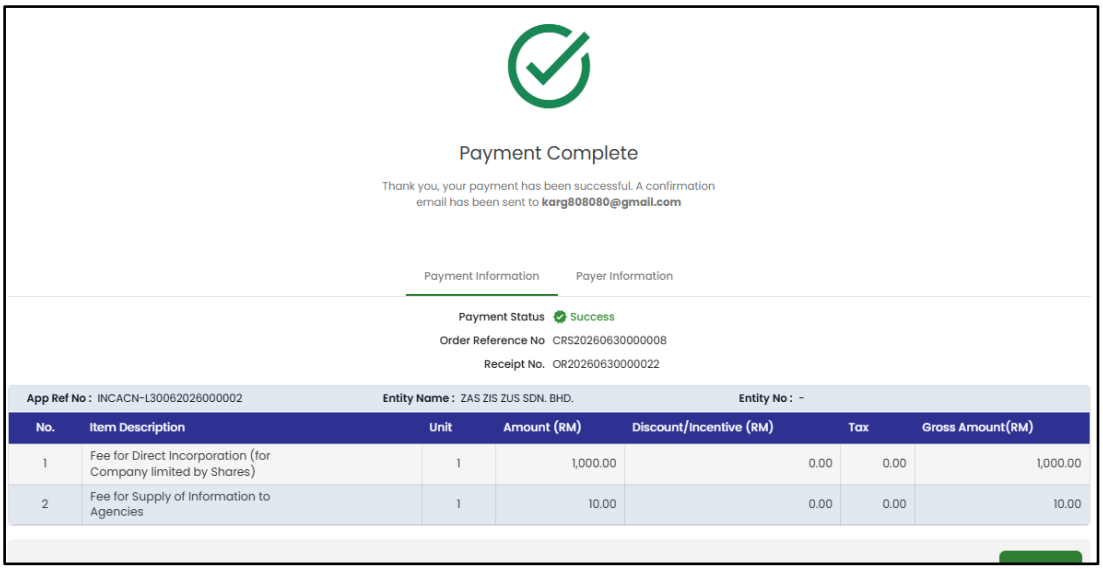
Field Num.	Description
58.	System will display the application information in PDF format. 

Field Num.	Description
59.	Click the **Download PDF** button if to save the document. Click the **Submit & Make Payment** button to make a payment.

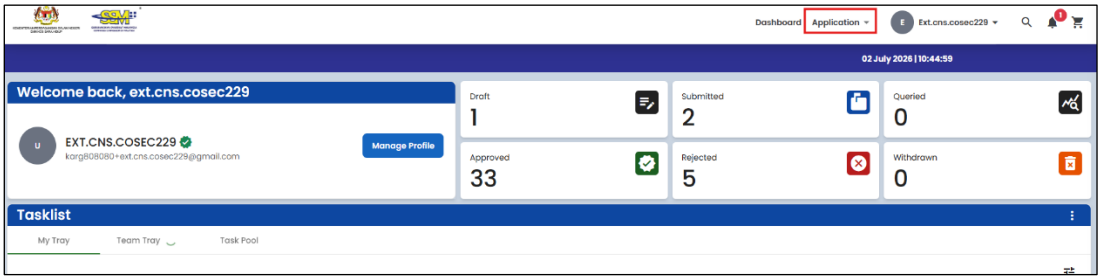
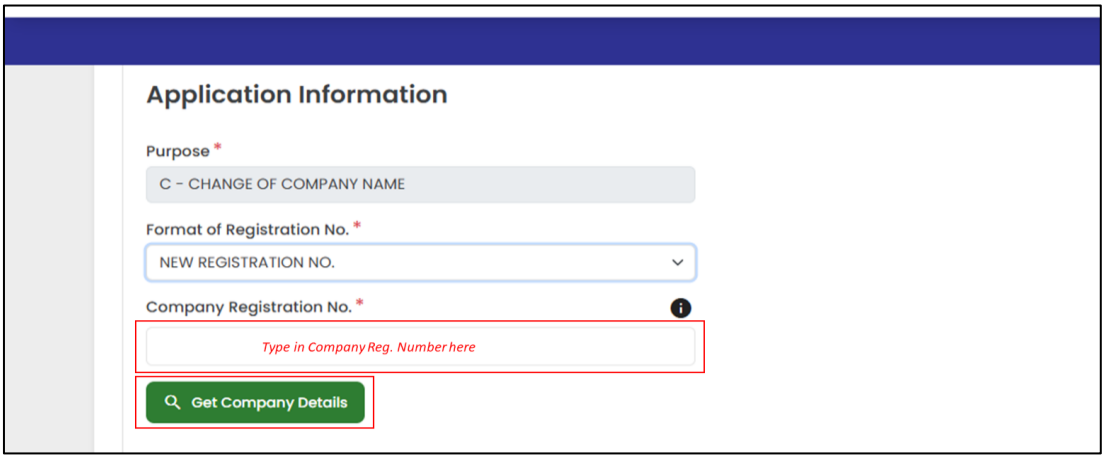
3.5.12 Payment Page

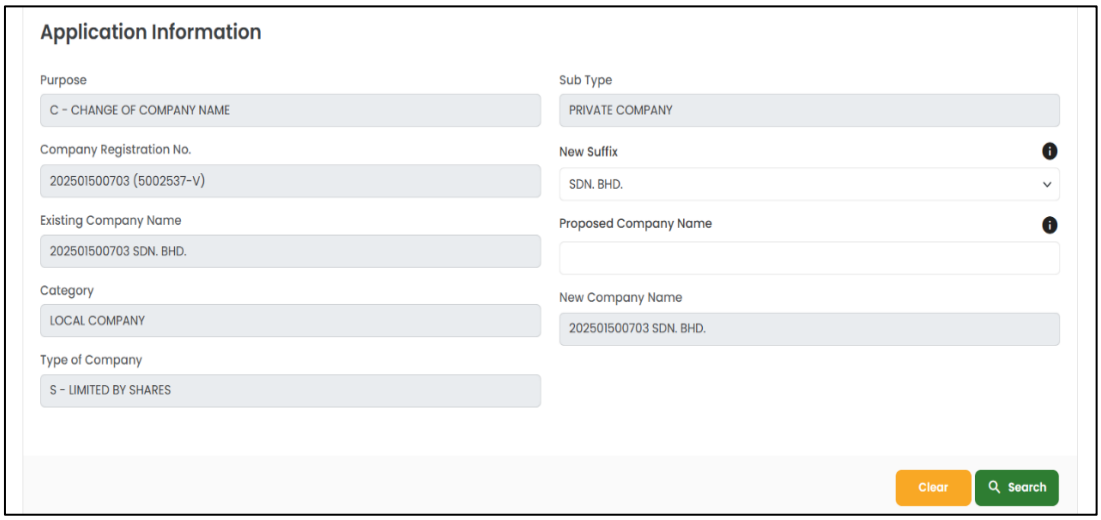
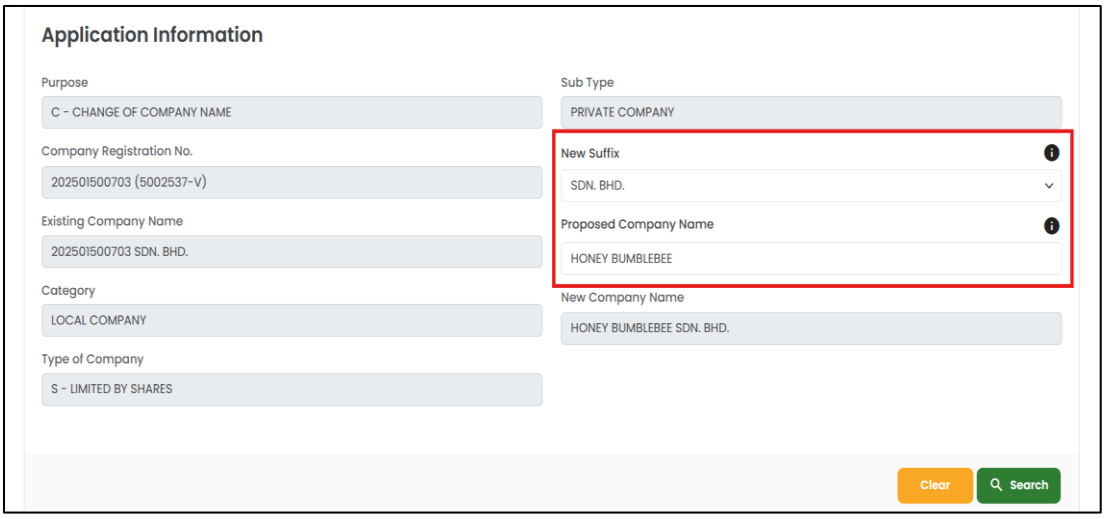
Field Num.	Description
60.	The system will display **Payment Cart** page. Select the item to pay and click on the **Proceed to Payment** button. 
61.	The system will display **Payment Order** page. Click **Pay Now** button. 

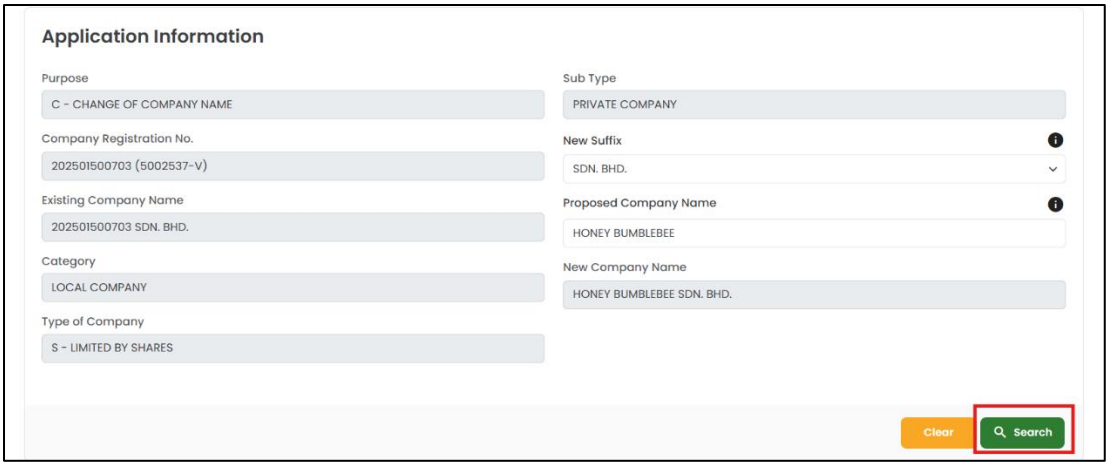
3.5.13 Successful Submission

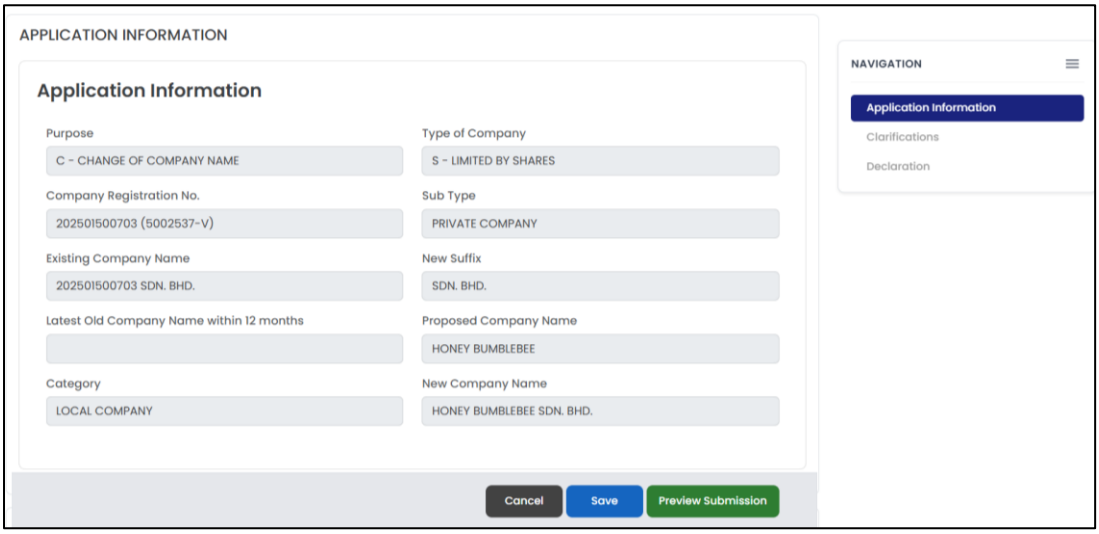
Field Num.	Description
62.	Complete the payment. **Note:** User(s) will receive email notification upon successful submission. 

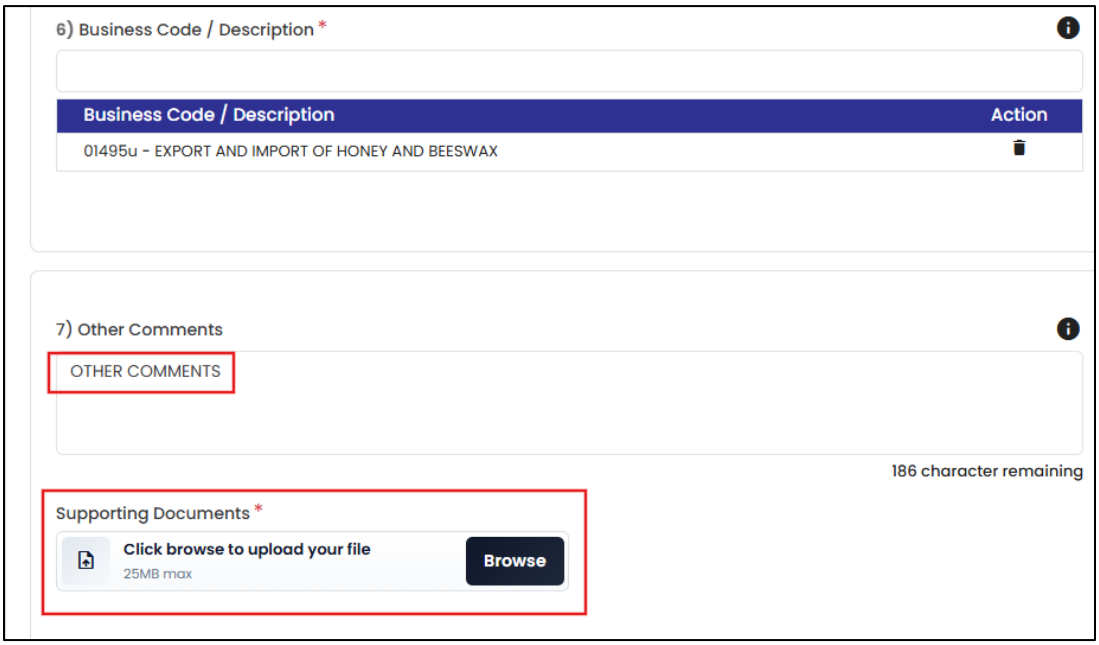
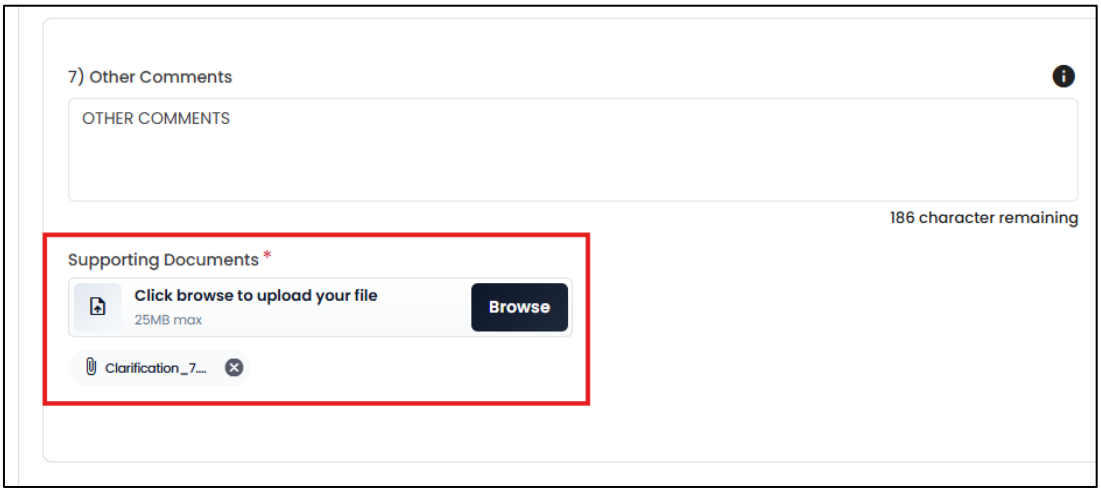
4. Change of Name

Field Num.	Description
1.	From **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2.	Then, click on **Application > Register of Company (ROC) > Name Search > Name Search > Change of Company Name.**
3.	Fill in the **Company Registration No.** field. Then, click on the **Get Company Details** tab. **Note**: Only the assigned COSEC of the company can proceed to the next steps. 

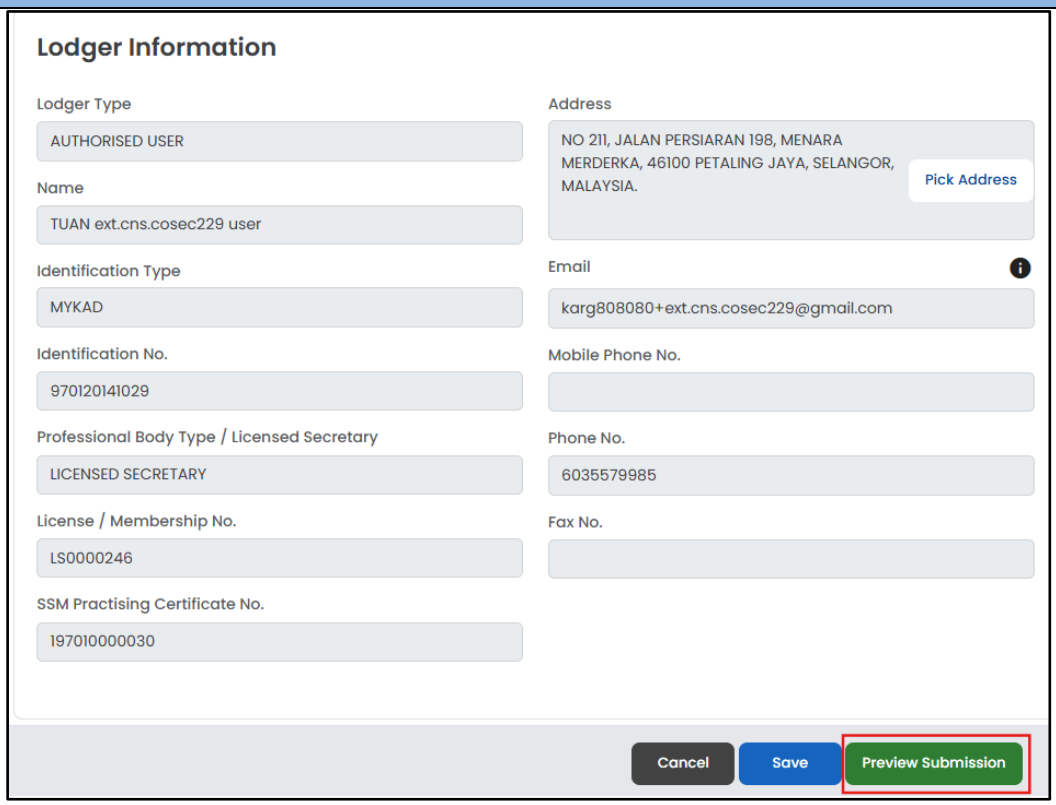
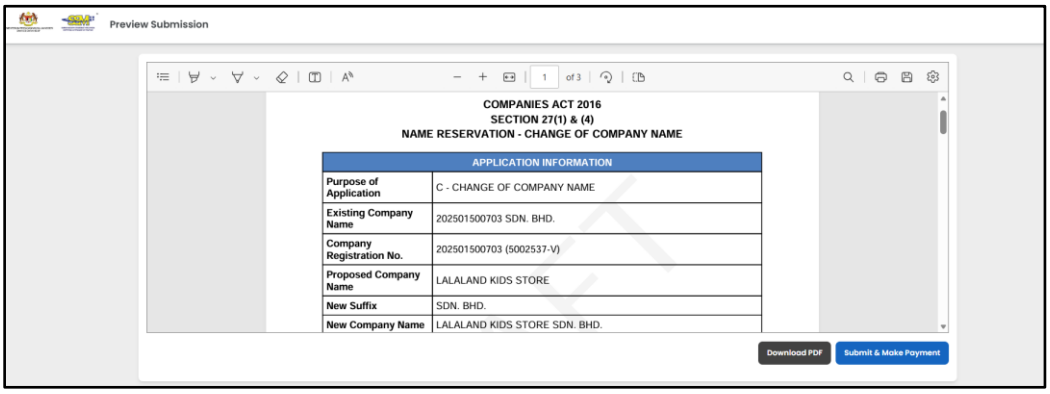
Field Num.	Description
4.	The system will auto-populate the company details. 
5.	Fill in the **Proposed Company Name** field and **New Suffix** (if applicable). 

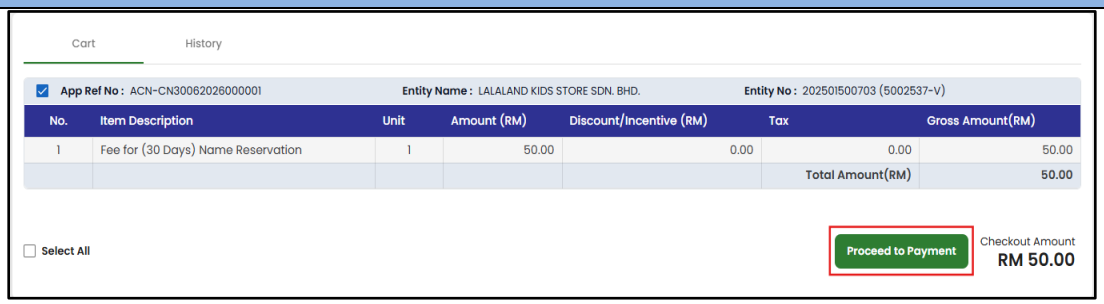
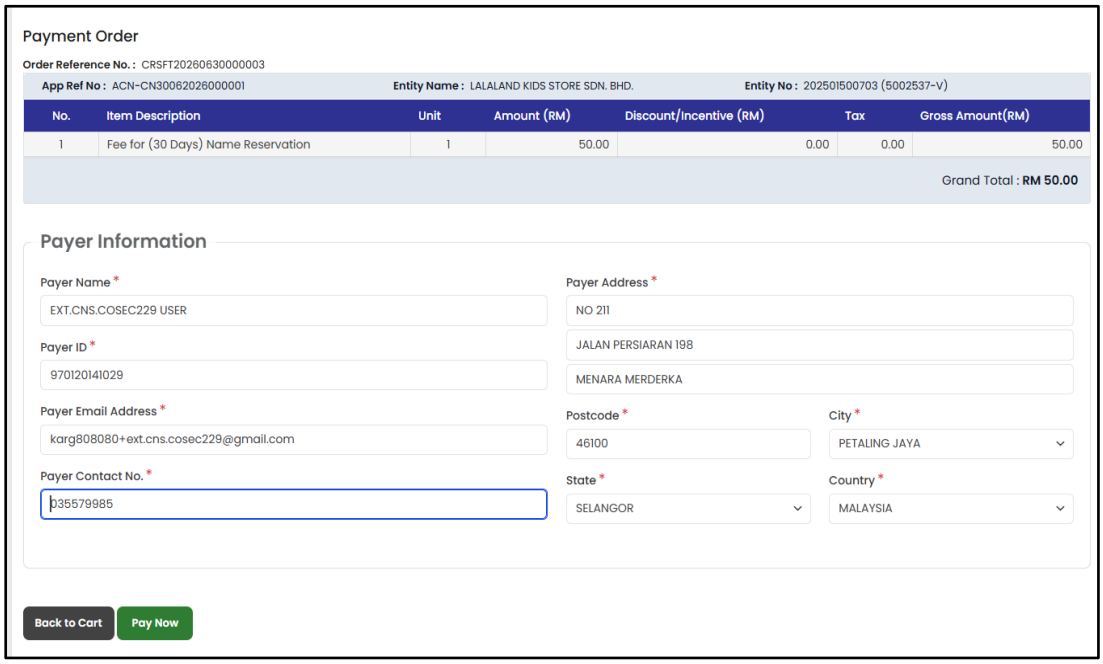
Field Num.	Description
6.	Next, click the **Search** button. 
7.	Based on the result, proceed as follows: a. Proposed company name is **available**, proceed to 4.1.1 b. Proposed company name is **not available**, proceed to 4.1.2 c. Proposed company name contains a **Gazette Word**, proceed to 4.1.3 d. Proposed company name contains a **Control Word**, proceed to 4.1.4 e. Proposed company name contains a **State Name/Malaysia**, proceed to 4.1.5 f. Proposed company name contains **Gazette Word, Control Word and State Name/Malaysia,** proceed to 4.1.6 g. Proposed company name contains a **Prohibited Word**, proceed to 4.1.7 h. Proposed company name contains a **Forbidden Symbol**, proceed to 4.1.8 i. **Clear** the Proposed company name, proceed to 4.1.9 j. **Clear all selections**, then proceed to 4.1.10 After **4.1 Check Availability (Name Search),** proceed to the next steps on the subsequent page.

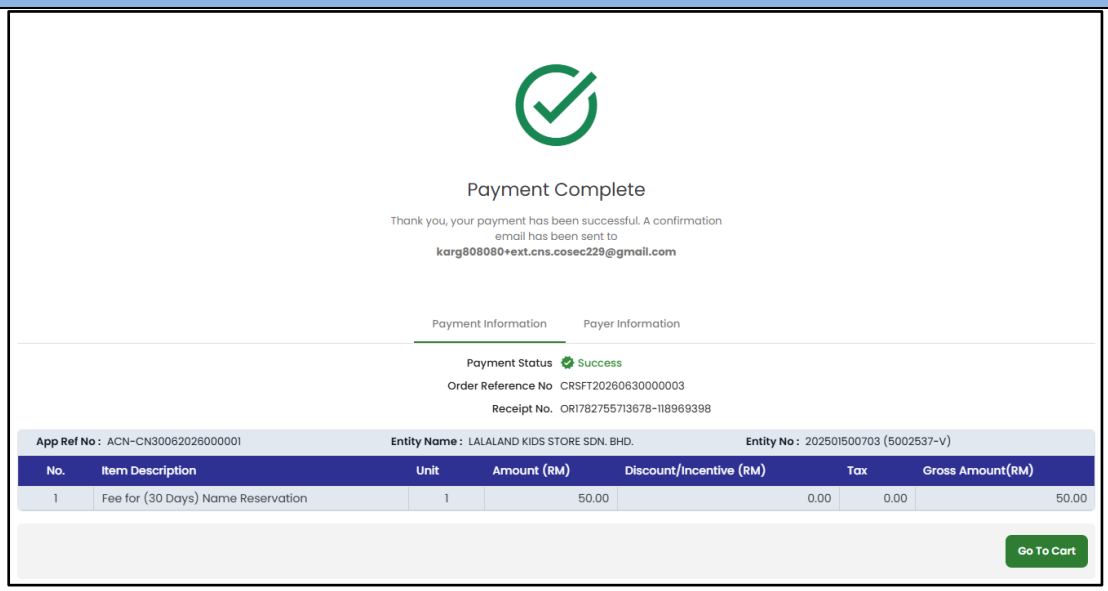
Field Num.	Description
8.	The system will display details of the company and the new proposed name. Scroll down to the **Clarifications** section or click **Clarifications** in the left sidebar menu. 
9.	Fill in the **Clarification** section, 1 to 7, if applicable. **Note:** All Clarifications are optional except for **Clarification 6 (Business/Description),** which is mandatory. If **Clarifications 3, 4, 5, or 7**

Field Num.	Description
	are provided, the **Supporting Documents** field becomes mandatory. 
10.	Upload supporting documents for **Clarifications 3, 4, 5,** and **7**, if provided. Skip them if they are not provided. 

Field Num.	Description
11.	Scroll down to **Declaration** or click the **Declaration** link on the right sidebar. Check the **Declaration** checkbox. DECLARATION ☑ **I CONFIRM THAT THE FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.** Attention: It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3 million or to both.
12.	The system will also populate **Lodger Information** and **Fee Detail** under the **Declaration** section. Click the **Preview Submission** button to proceed with submitting the application. **Note:** Fee Details are only populated after clicking the **Save** button and the **Preview Submission** button.

Field Num.	Description
	
13.	The system will display the application information in PDF format. Click on **Download PDF** button if to save the document. Click on **Submit & Make Payment** button to make a payment. 
14.	The system will display **Payment Cart** page. Select the item to pay and click on the **Proceed to Payment** button.

Field Num.	Description
	
15.	The system will display **Payment Order** page. Click **Pay Now** button. 
16.	Complete the payment. **Note:** User(s) will receive email notification upon successful submission.

Field Num.	Description
	 Payment Complete Thank you, your payment has been successful. A confirmation email has been sent to **karg808080+ext.cns.cosec229@gmail.com** Payment Information Payer Information Payment Status Success Order Reference No CRSFT20260630000003 Receipt No. OR1782755713678-118969398 App Ref No : ACN-CN30062026000001 Entity Name : LALALAND KIDS STORE SDN. BHD. Entity No : 202501500703 (5002537-V) Go To Cart

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for (30 Days) Name Reservation	1	50.00	0.00	0.00	50.00

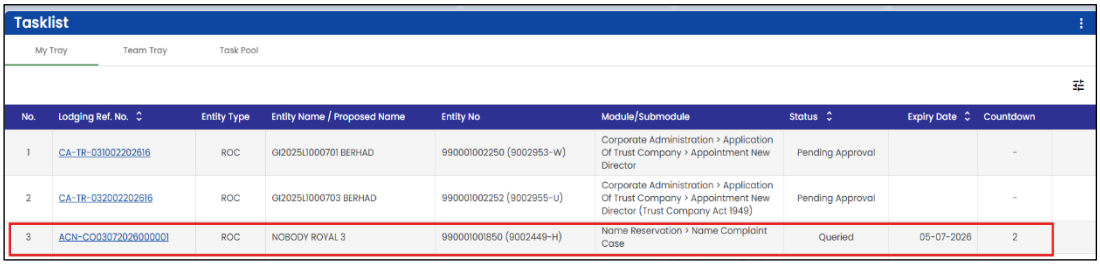
5. Name Complaint Case

Users will receive an email notification for a **Name Complaint Case** instructing them to submit a **Show Cause Letter**, **change the Company Name,** or respond to a general query regarding the case.

Users can retrieve the **Name Complaint Case** through either of the following sections:

1. **Tasklist**

   From the **Dashboard**, navigate to the **Tasklist** section. Under the **My Tray** tab, click on the relevant application link.

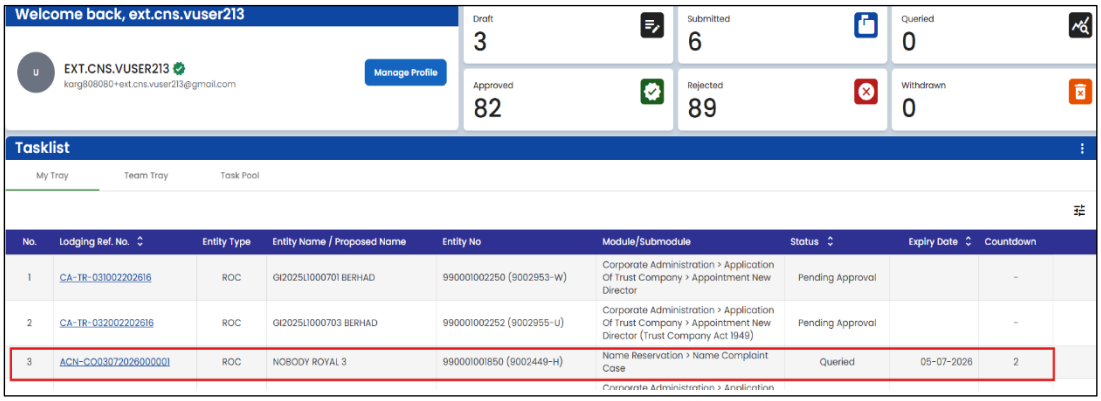
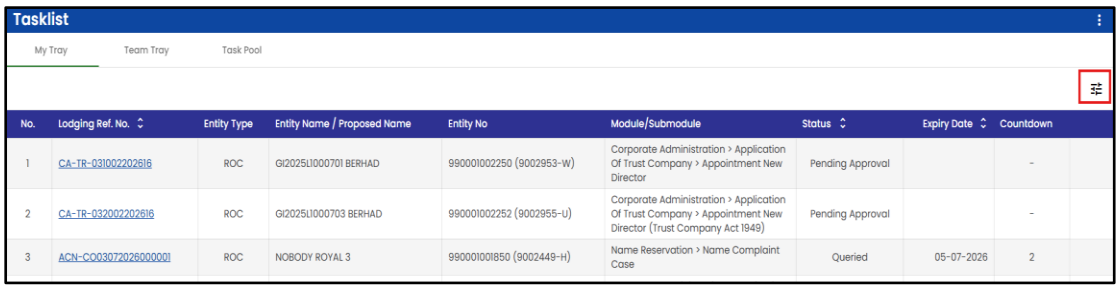


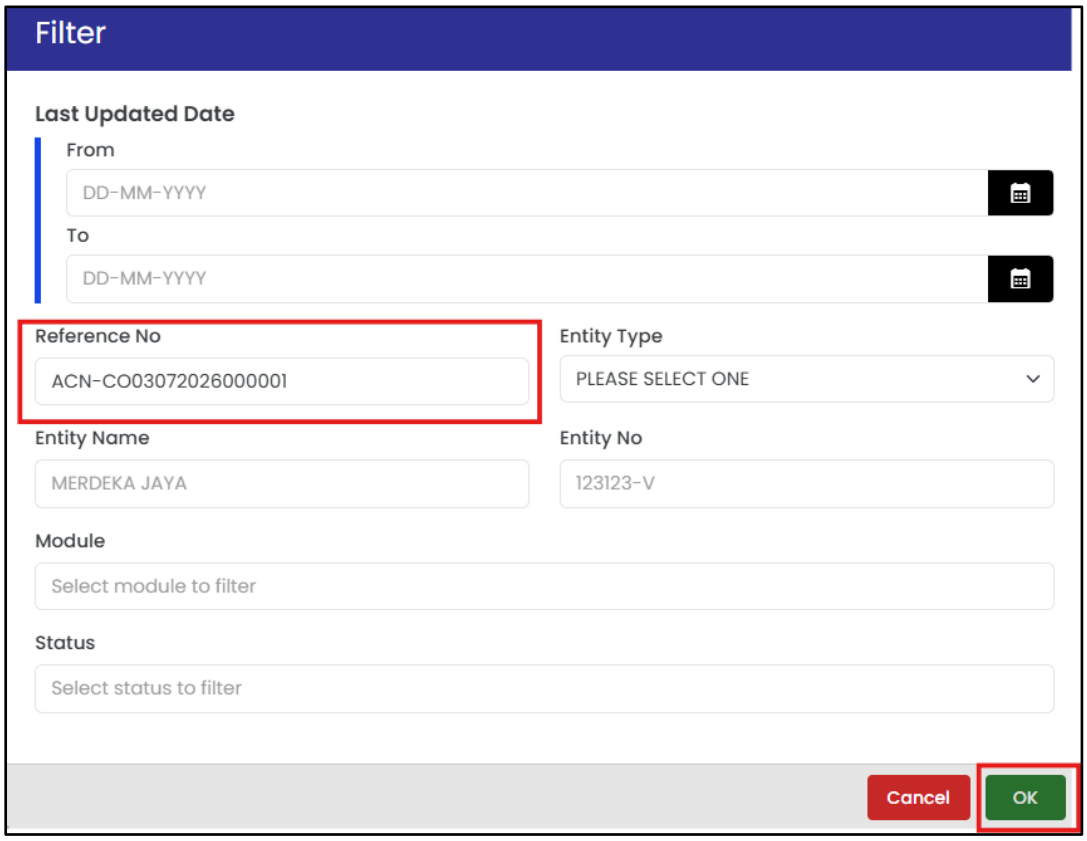
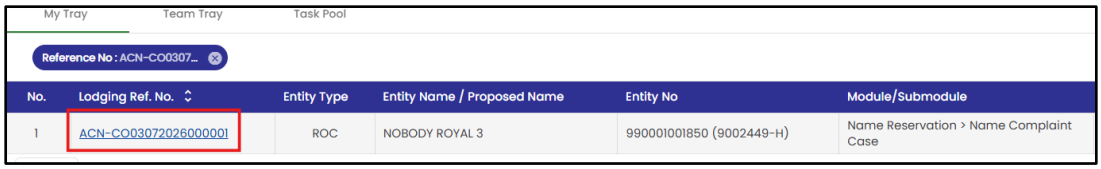
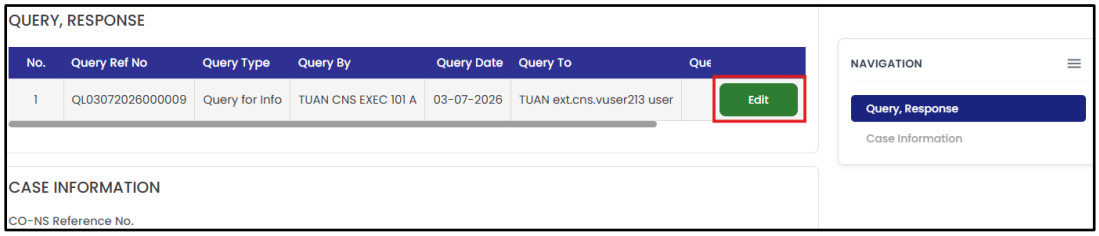
2. **My Name Complaint Case Listing**

   From the **Application** menu, click **Name Search** > **Name Search** > **My Name Complaint Case**

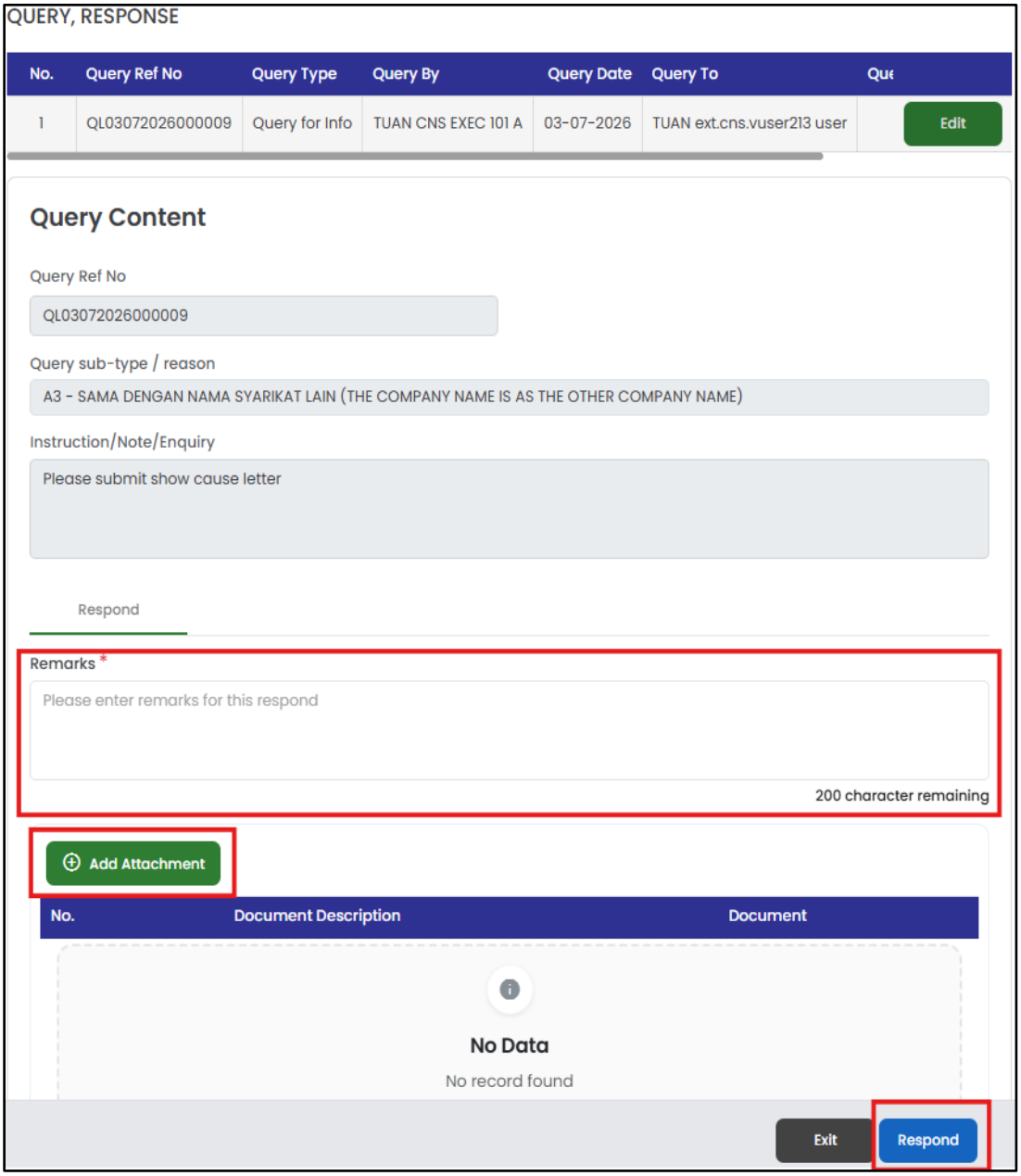
   Click on the relevant application in the listing.

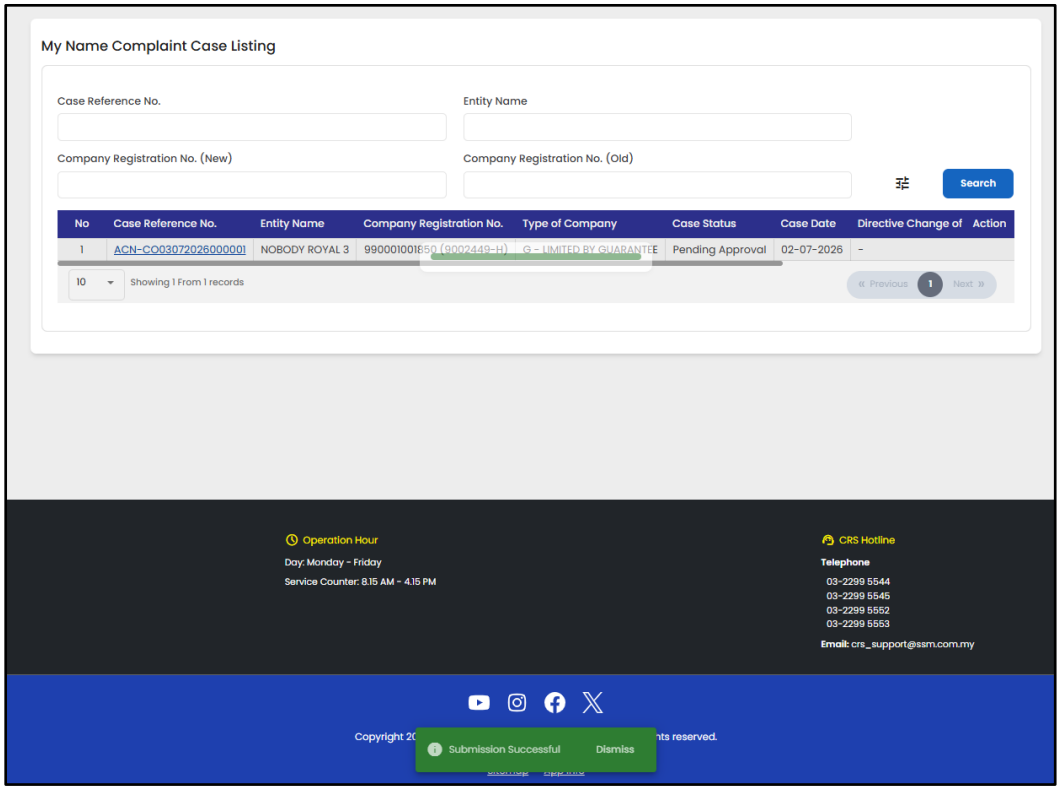
5.1 Request Show Cause Letter for A1, A2 and A3 / General Query

Field Num.	Description
1.	From the **Dashboard**, navigate to the **Tasklist** section. Under the **My Tray** tab, look for the relevant application that requires a show cause letter and click on the **Lodging Reference No.** to open it. 
2.	Alternatively, you can click the **Filter** icon to search for a specific application within your **Tasklist**. 

Field Num.	Description
3.	Enter the **Reference No.** and click the **OK** button. **Tip:** You can find your **Reference No.** inside the email notification sent to you earlier. 
4.	Click on the **Lodging Reference No.** to open it. 
5.	In the **Query, Response** section, click the **Edit** button to submit your show cause letter. You can also scroll down to view additional Case Information. 

Field Num.	Description
6.	Enter your response in the **Remarks** field and upload any required supporting documents by clicking the **Add Attachment** button. Once complete, click the **Respond** button.



Field Num.	Description
7.	Upon successful submission, a **'Submission Successful'** notification will appear, and you will be automatically redirected to the **My Name Complaint Case Listing** screen. 

⚠️ Important Notes on Expiry Dates & Deadlines

Please be aware of the following compliance deadlines regarding your case:

- **For Show Cause Letters (A1, A2, and A3):** Users must submit their response and **Show Cause Letter** within **16 days** from the requested date. If you fail to respond within this timeframe, the system will automatically issue an **Instructed Change of Name**.
- For **General Queries** regarding a complaint case, users must submit their response within **30 days** of the requested date. If no response is received within this timeframe, the system will automatically issue an **Instructed Change of Name**.
- Refer to **Section 6.2: Directive Change of Name** for instructions on how to submit a directive name change.

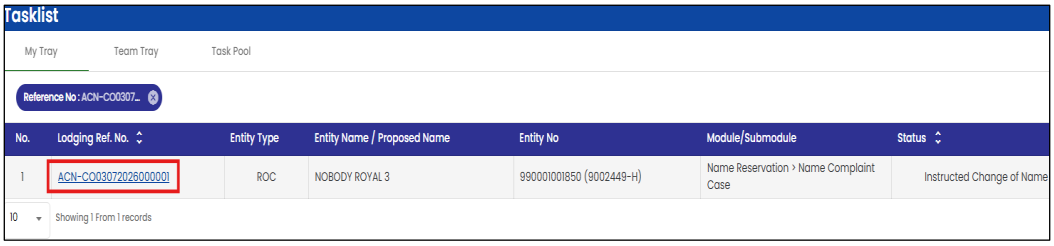
Directive Change of Name

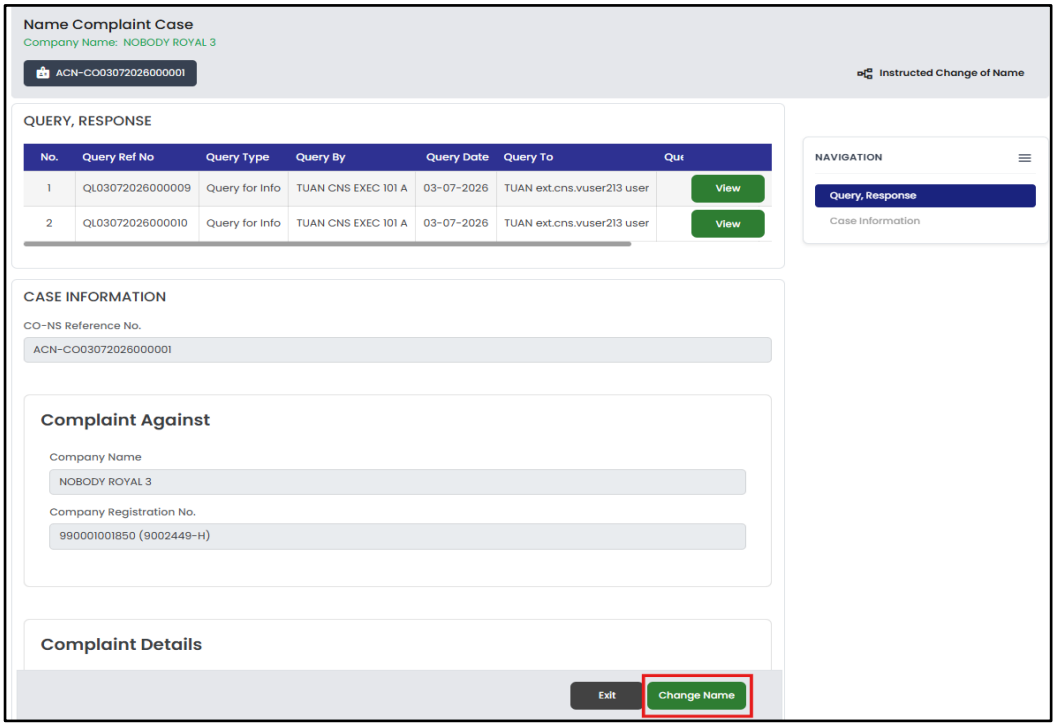
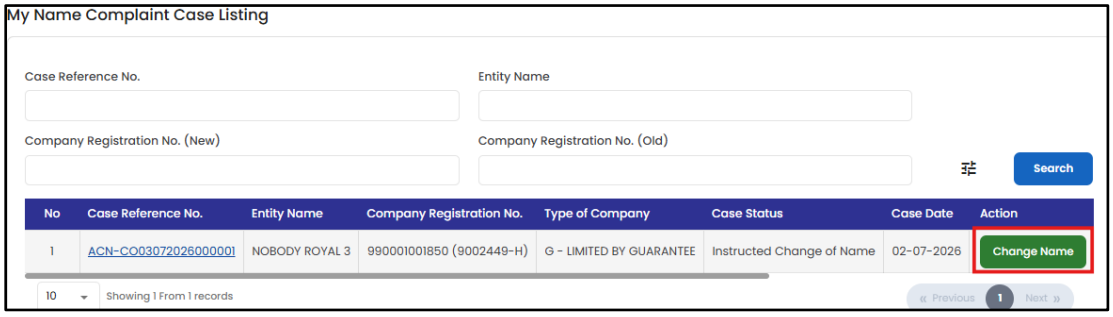
Users may be required to proceed with a **Directive Change of Name** under either of the following scenarios:

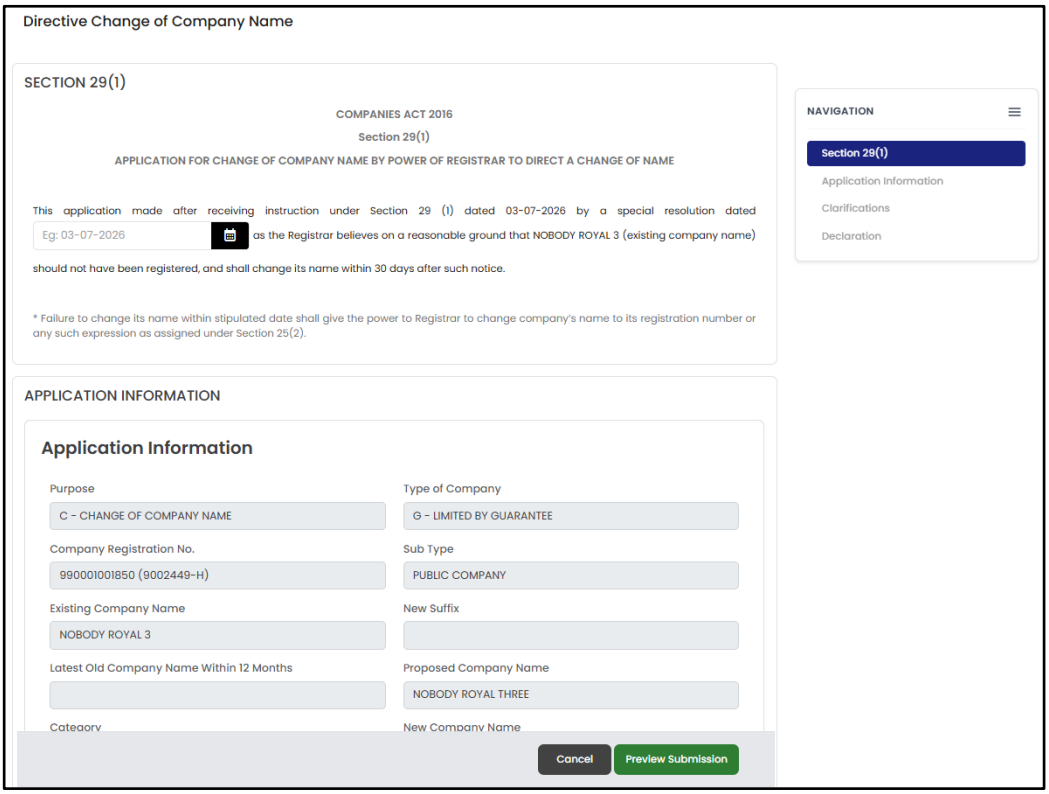
1. **Scenario 1 (SSM Decision):** The Registrar of the Companies Commission of Malaysia (SSM) officially mandates a name change because the current name conflicts with an existing entity or violates naming guidelines.
2. **Scenario 2 (System Expiration):** The user fails to respond to a **Show Cause Letter** or a **general query** regarding a complaint case within the required deadline, causing the system to automatically trigger an **Instructed Change of Name (Directive Change of Name).**

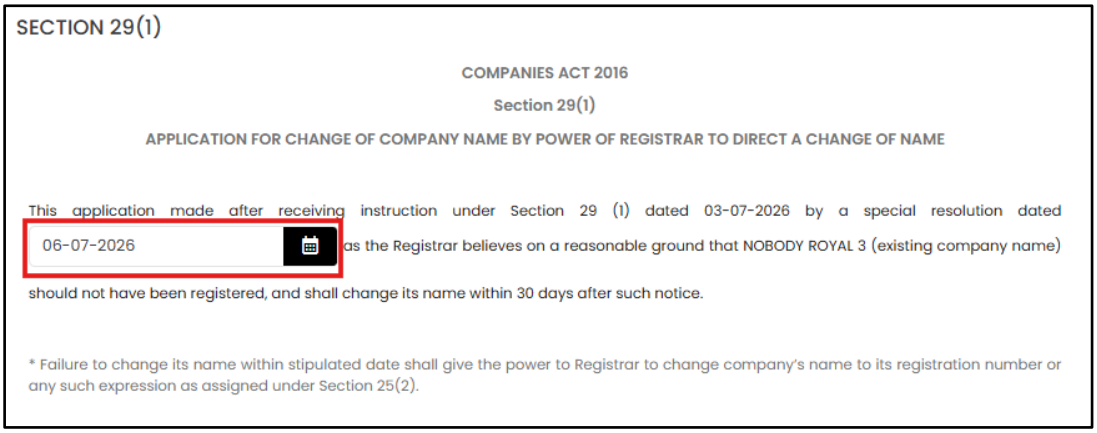
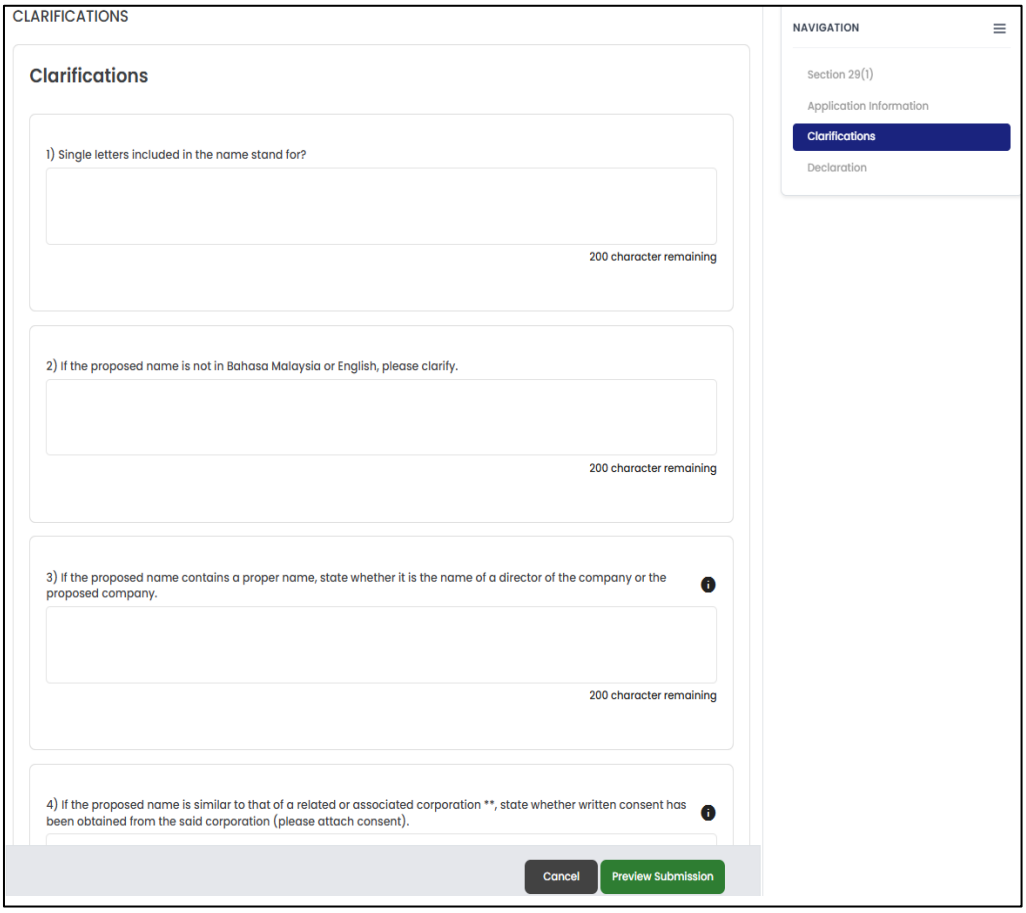
In both scenarios, users will receive an **Email Notification: Change of Name Instruction**. Users must locate the application in their **Tasklist** or **My Name Complaint Case Listing** as explained previously in **Section 5: Name Complaint Case.**

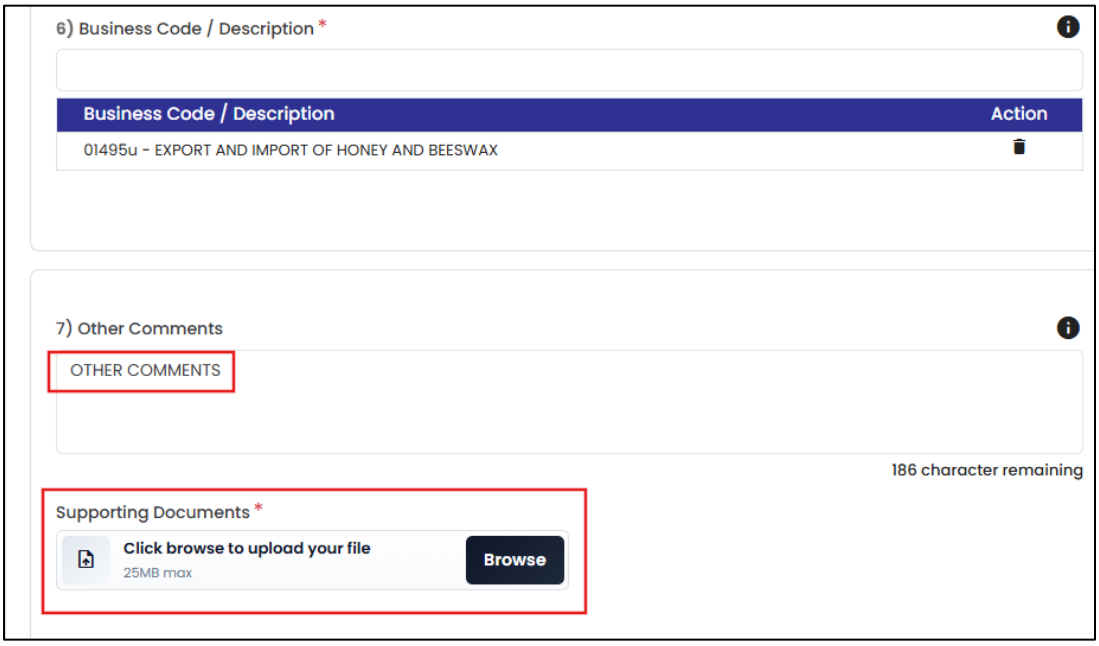
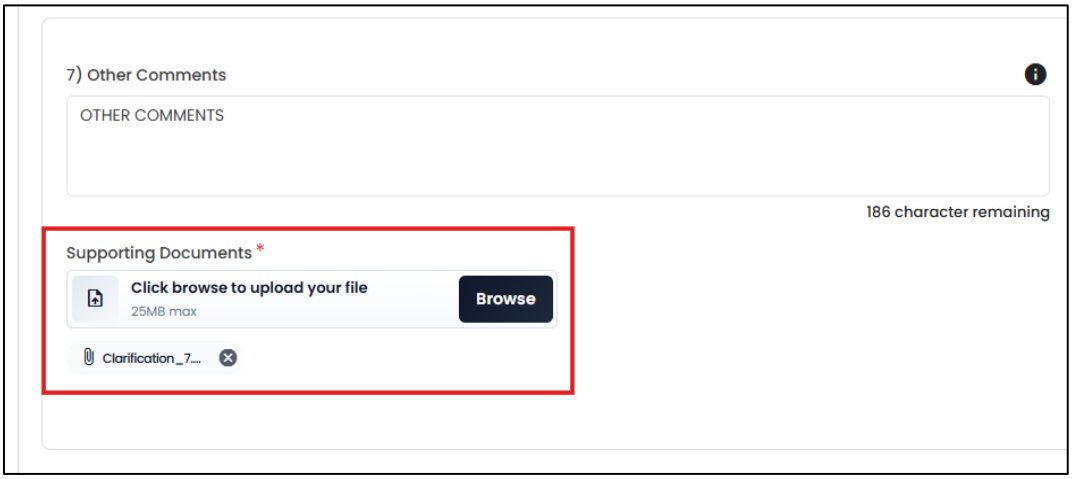
⚠️ **Important Note:** If the company has more than one company secretary or agent, the task to submit the **Directive Change of Name** will be routed to the **Task Pool**.

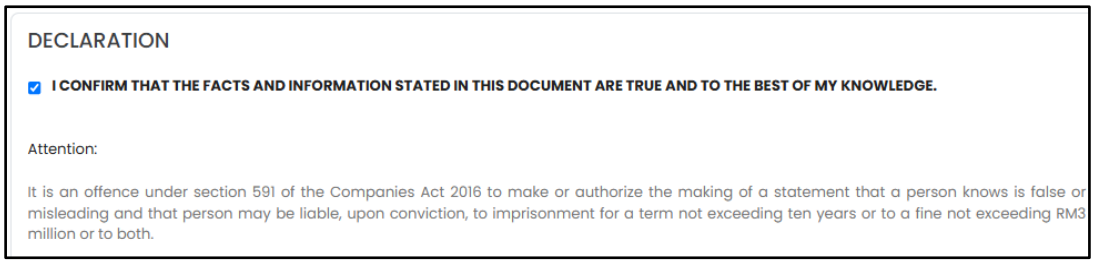
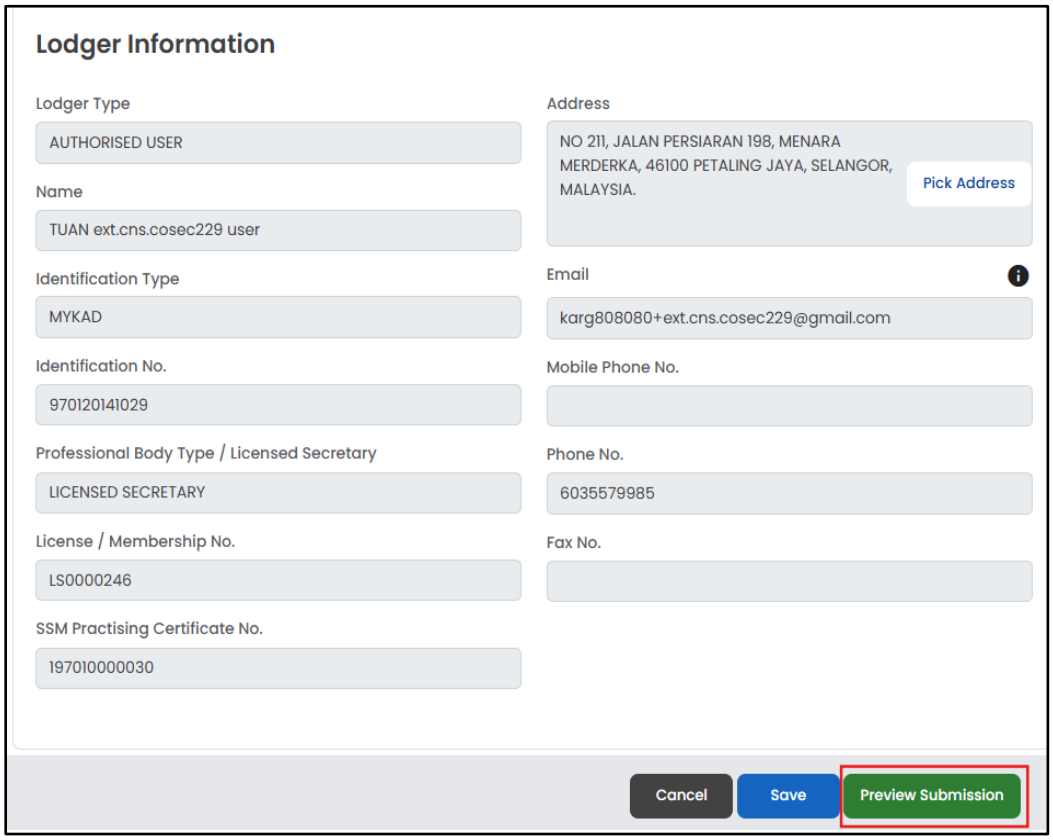
Field Num.	Description
1.	If retrieved from the **Tasklist**, filter and search the application**.** Click the application with the status **Instructed Change of Name.** 

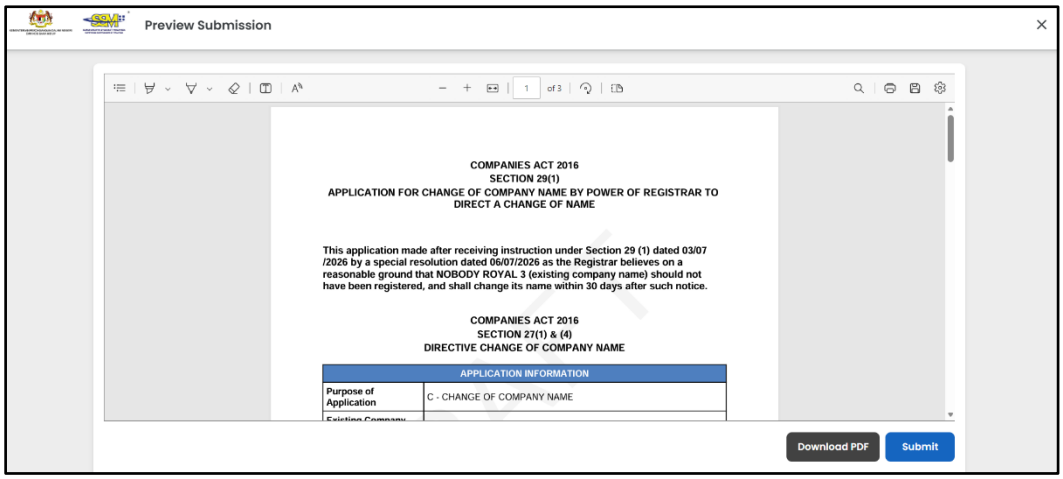
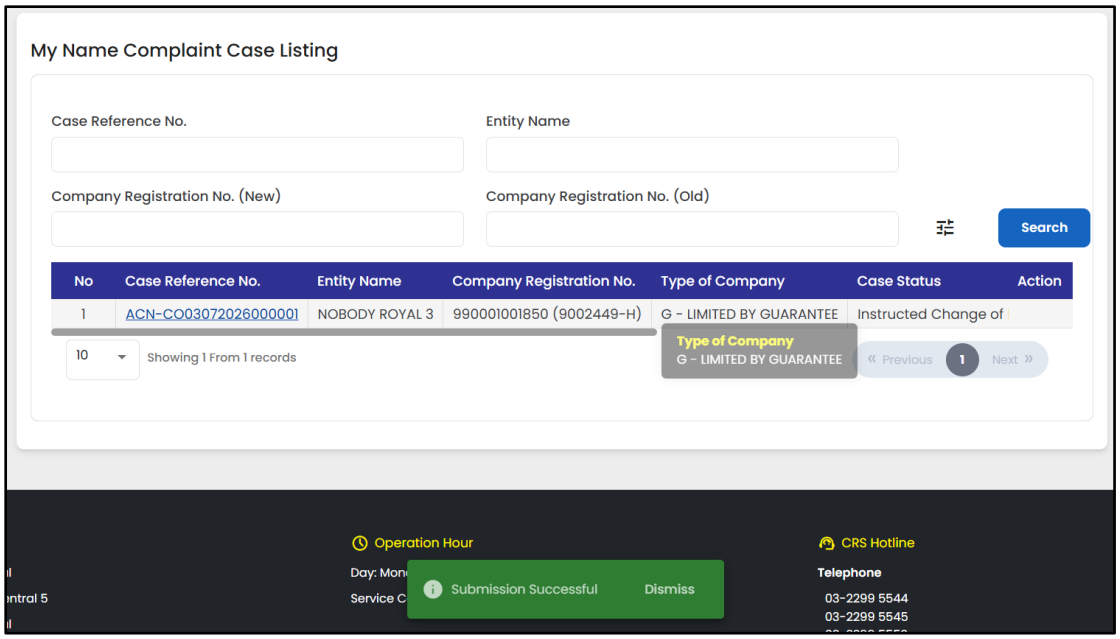
Field Num.	Description
2.	Click the **Change Name** button. 
3.	If retrieved from the **My Name Complaint Case Listing**, you can also filter and search the application. From the result, click the **Change Name** button. 
4.	**Name Search of Change of Name** will be displayed. The system will auto-populate the company details. Proceed to the steps 4 through 7 in **Section 5. Change of Name.**

Field Num.	Description
5.	After performing the **Section 4.1 Check Name Availability (Name Search), Directive Change of Company Name form** will be displayed. 
6.	Select a **Special Resolution Date** in **Section 29(1).**

Field Num.	Description
	
7.	Scroll down to the **Clarifications** section or click **Clarifications** in the left sidebar menu. 
8.	Fill in the **Clarification** section, 1 to 7, if applicable.

Field Num.	Description
	Note: All Clarifications are optional except for **Clarification 6 (Business/Description),** which is mandatory. If **Clarifications 3, 4, 5, or 7** are provided, the **Supporting Documents** field becomes mandatory. 
9.	Upload supporting documents for **Clarifications 3, 4, 5,** and **7**, if provided. Skip them if they are not provided. 
10.	Scroll down to **Declaration** or click the **Declaration** link on the right sidebar. Check the **Declaration** checkbox.

Field Num.	Description
	 DECLARATION ☑ I CONFIRM THAT THE FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE. Attention: It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3 million or to both.
11.	The system will also populate **Lodger Information Declaration** section. Click the **Preview Submission** button to proceed with submitting the application. **Note:** No fee is imposed for the **Directive Change of Name** application.  Lodger Information Lodger Type: AUTHORISED USER Name: TUAN ext.cns.cosec229 user Identification Type: MYKAD Identification No.: 970120141029 Professional Body Type / Licensed Secretary: LICENSED SECRETARY License / Membership No.: LS0000246 SSM Practising Certificate No.: 197010000030 Address: NO 211, JALAN PERSIARAN 198, MENARA MERDERKA, 46100 PETALING JAYA, SELANGOR, MALAYSIA. Pick Address Email: karg808080+ext.cns.cosec229@gmail.com Mobile Phone No.: Phone No.: 6035579985 Fax No.: Cancel Save Preview Submission
12.	The system will display the application information in PDF format. Click on **Download PDF** button if to save the document.

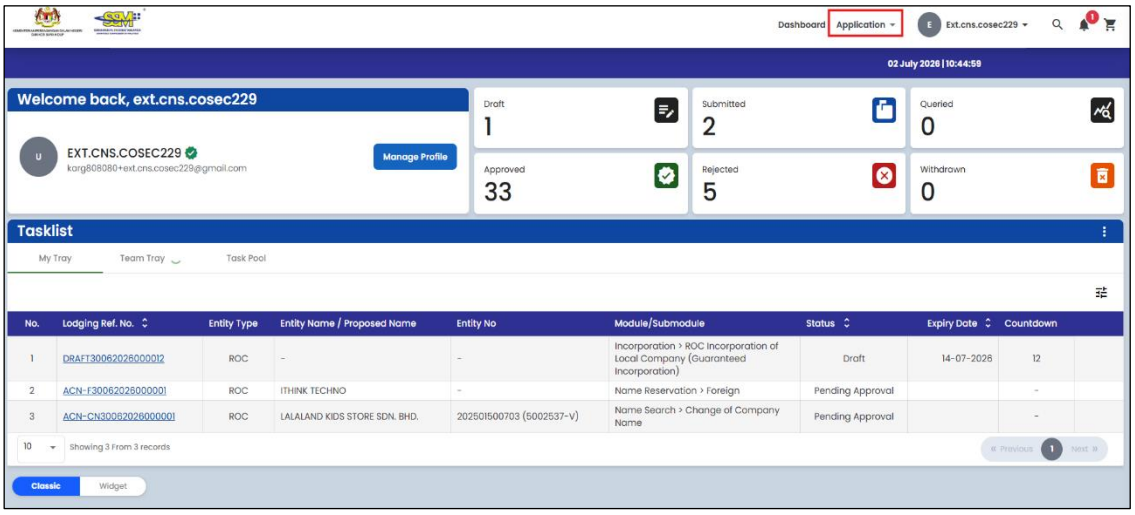
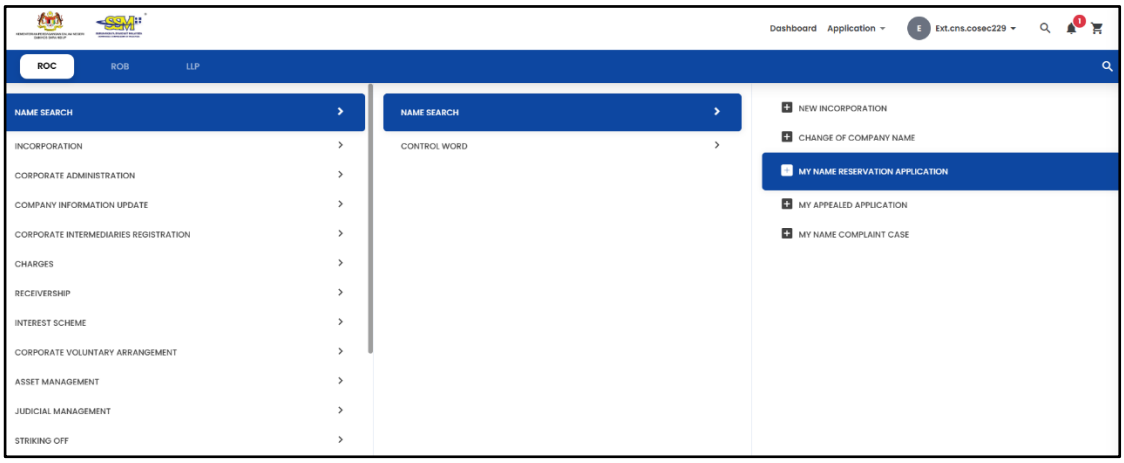
Field Num.	Description
	Click **Submit** to submit the application. 
13.	Upon successful submission, a **'Submission Successful'** notification will appear, and you will be automatically redirected to the **My Name Complaint Case Listing** screen. 

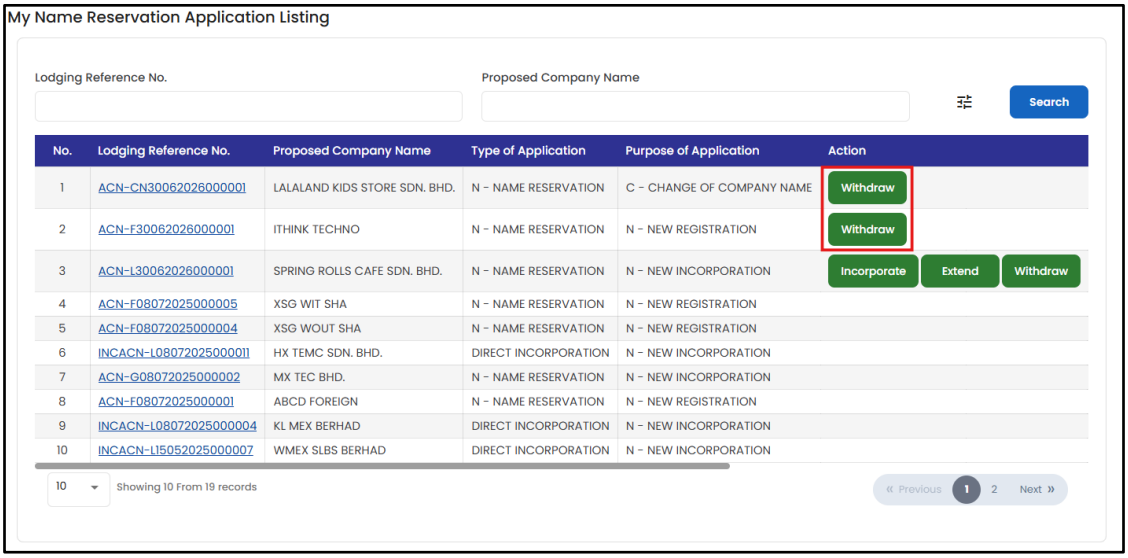
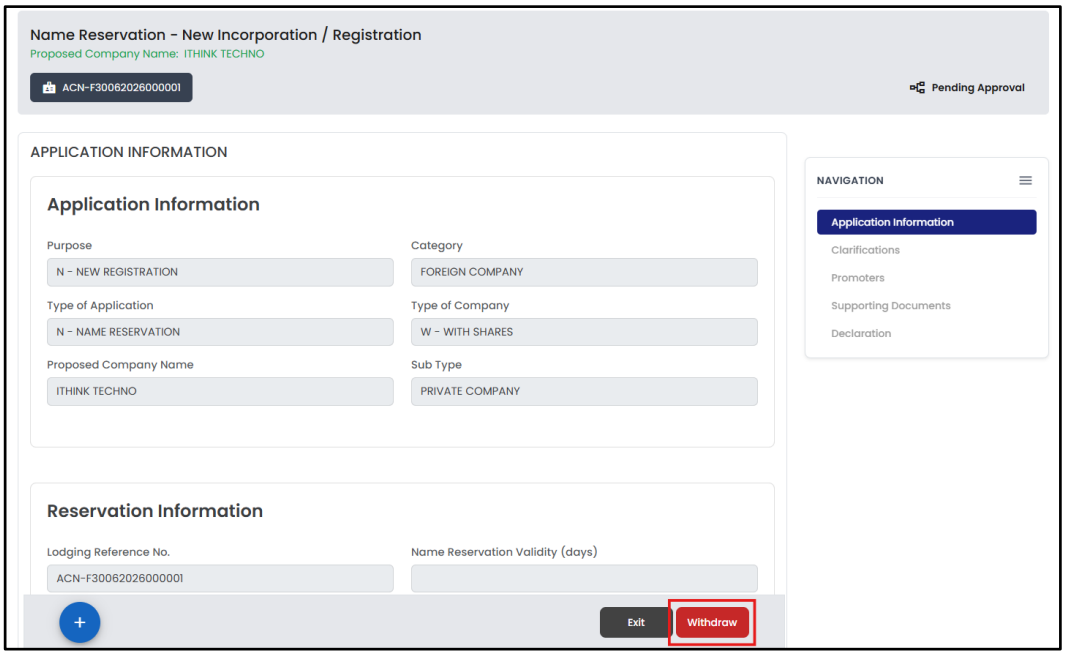
⚠️ Important Notes

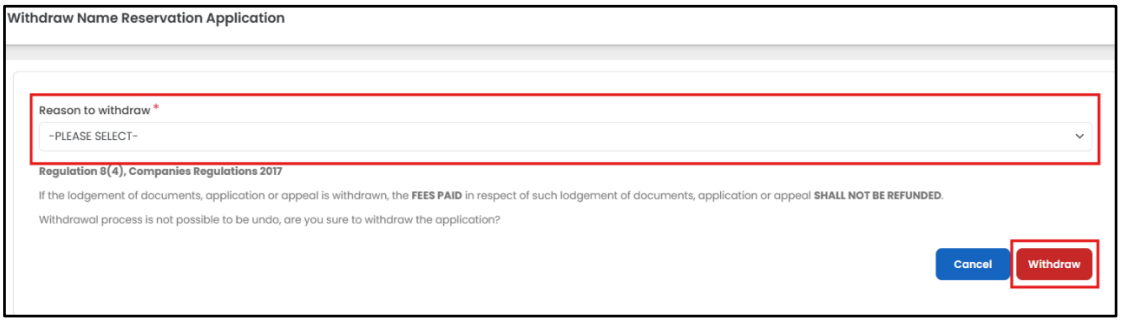
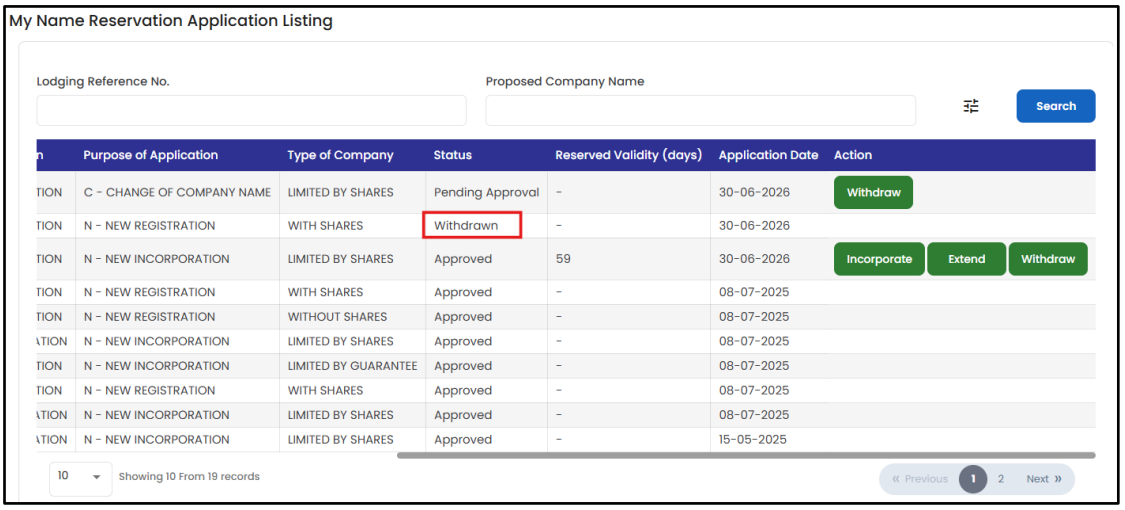
- **Upon Approval:** If the application is **Approved**, the user will receive an **Approved** email notification along with the **Notice of New Name Given**.
- **Submission Deadline Warning:** If the **Directive Change of Name** application is not submitted within **60 days** from the issuance date of the change name instruction, the company name will automatically be changed to its **Company Registration Number**.

6. Withdrawal of Name Reservation/Direct Incorporation

⚠️ **Important Note**: The system only allows users to withdraw **Name Reservation or Direct Incorporation** applications that have already been submitted. Please note that no refunds will be issued for withdrawn applications.

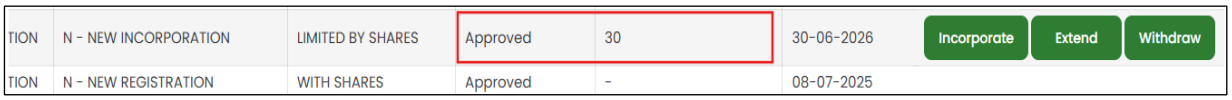
Field Num.	Description
1.	From **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2.	Click **Name Search > Name Search > My Name Reservation Application.** 

Field Num.	Description
3.	The system displays the **Name Reservation Application Listing**. All submitted and draft applications are shown in this list. Select the application to withdraw, then click **Withdraw**. 
4.	The system will display the details of the selected name reservation. Click the **Withdraw** button to proceed. 

Field Num.	Description
5.	**For a Name Reservation application:** Select the **Reason to Withdraw** from the dropdown list. **For a Direct Incorporation application:** Enter the **Reason to Withdraw** in the text field. Then click the **Withdraw** button. 
6.	The **Name Reservation Status** will be updated as **Withdrawn**. 

7. Extension of Name Reservation

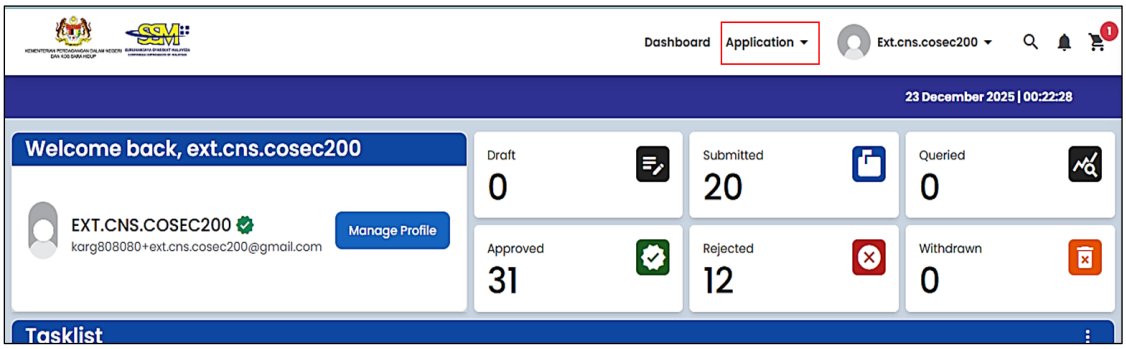
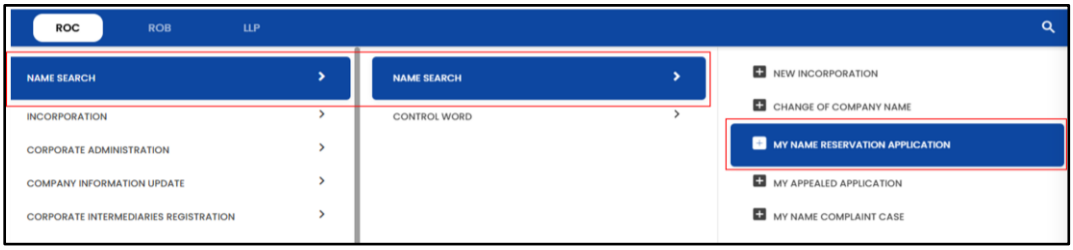
The system allows users to extend only **approved** Name Reservation applications that are still **within the reservation validity period**.

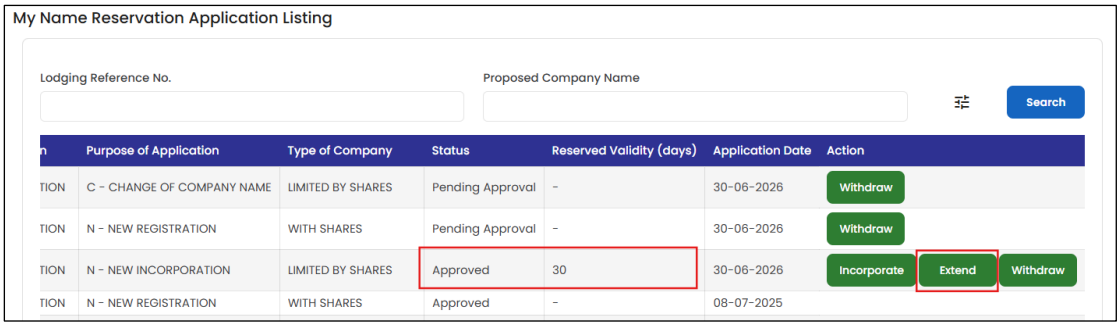
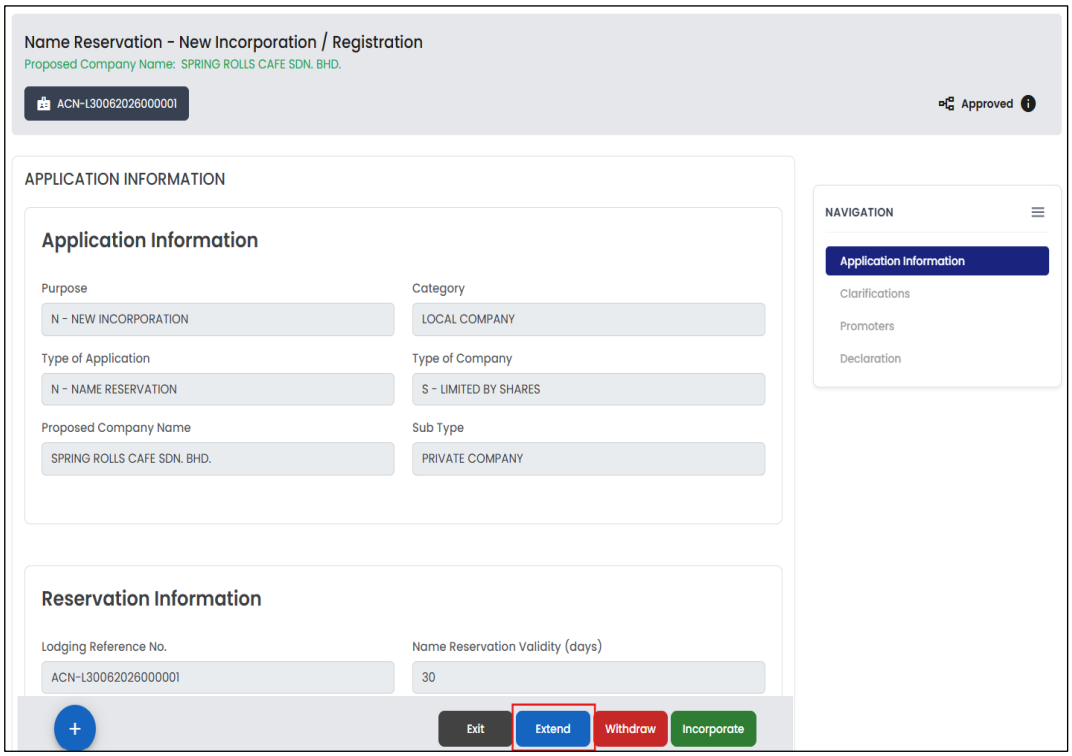


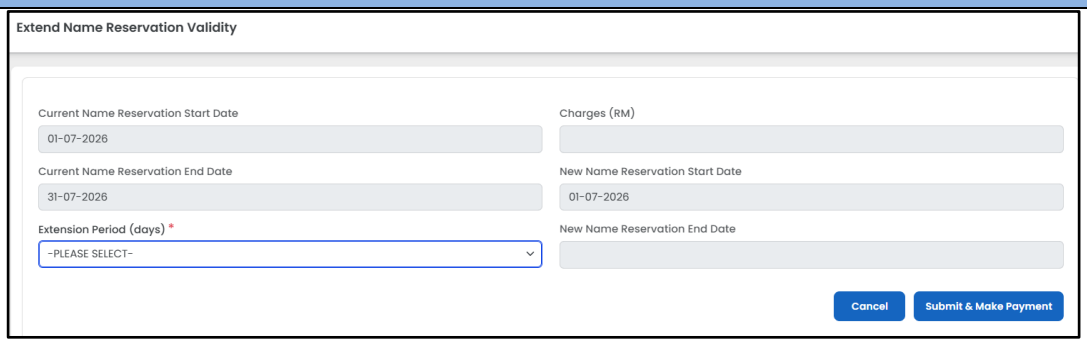
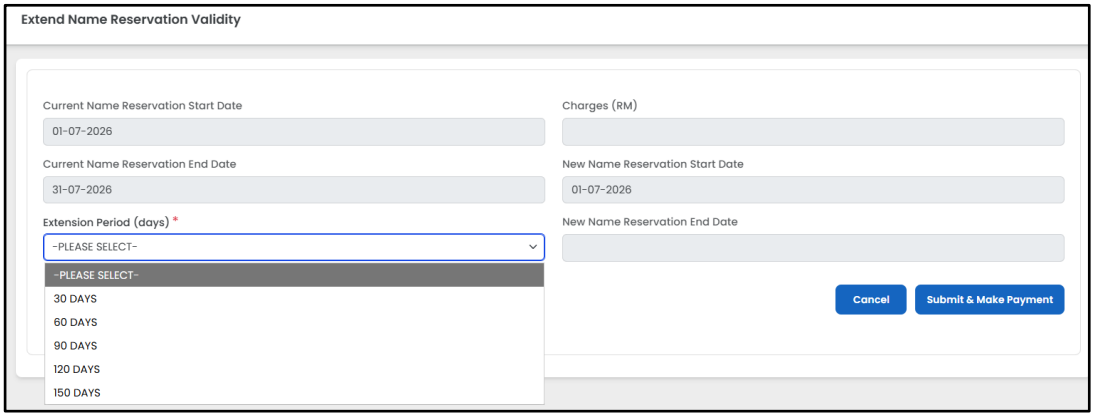
Users may apply for multiple extensions, but the total extension period cannot exceed 150 days. The maximum name reservation period is 180 days:

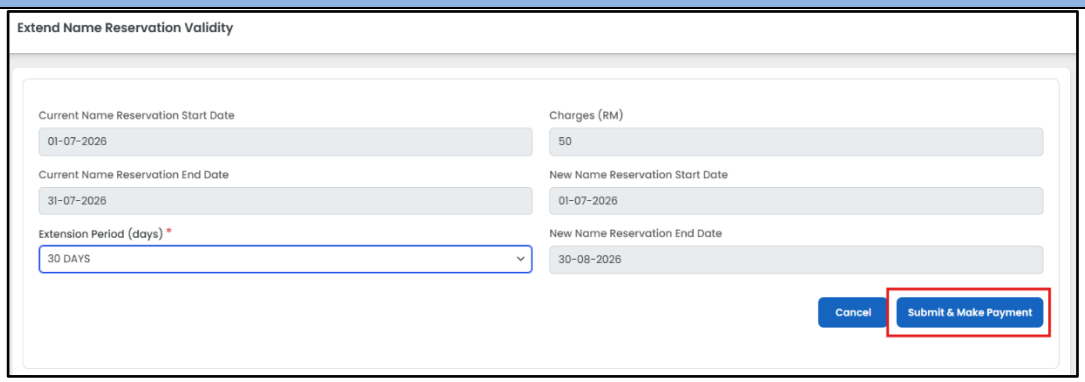
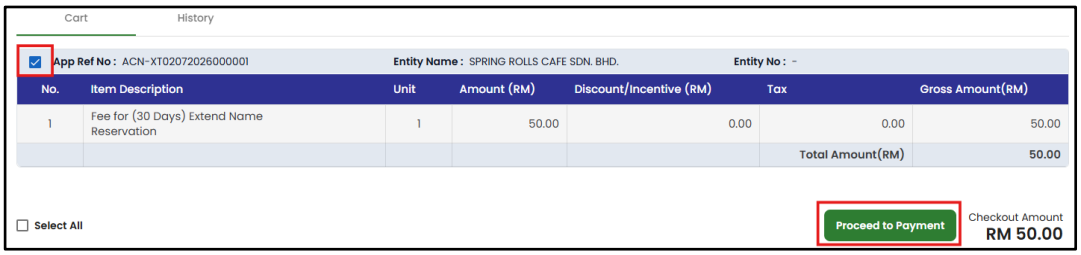
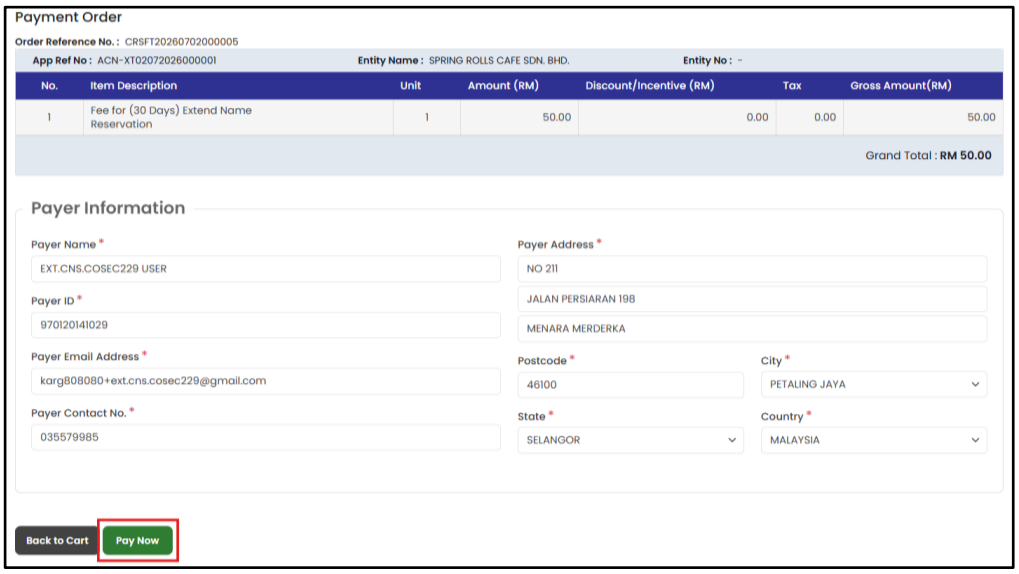
a. **Approved Name Reservation Application**: 30 days
b. **Extension of Name Reservation**: Up to 150 days

⚠️ **Important Note**: If the company is not incorporated within the 150-day extension period, the system will temporarily restrict the applicant from re-applying for the same name for 90 days. Please note that this name remains available for other users to apply for during this period.

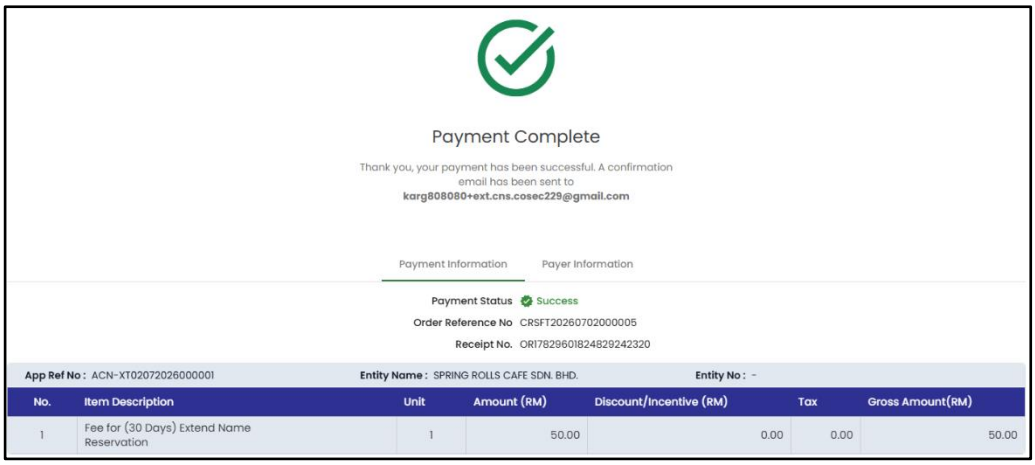
Field Num.	Description
1.	From **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2.	Click **Name Search > Name Search > My Name Reservation Application.** 
3.	Select the **Name Reservation** application that to extend. Click **Extend** button.

Field Num.	Description
	
4.	The system will display the details of the selected application. Click **Extend** to proceed with the extension request. 
5.	The system will display the **Extend Name Reservation Validity** screen. Select **Extension Period (days)** from the dropdown list.

Field Num.	Description
	
6.	User(s) can select an extension period of 30, 60, 90, 120 or 150 days. **Note:** **a. 30 days: RM 50** **b. 60 days: RM 100** **c. 90 days: RM 150** **d. 120 days: RM 200** **e. 150 days: RM 250** 
7.	Click the **Submit & Make Payment** button.

Field Num.	Description
	
8.	The system will display **Payment Cart page**. Select the item to pay and click on the **Proceed to Payment** button. 
9.	The system will display **Payment Order** page. Click **Pay Now** button. 
10.	Complete the payment.

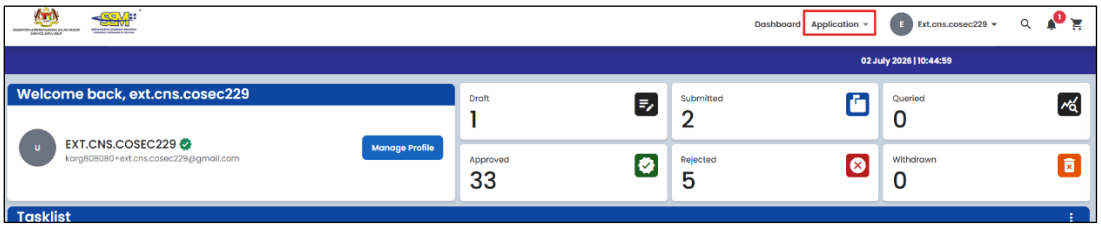
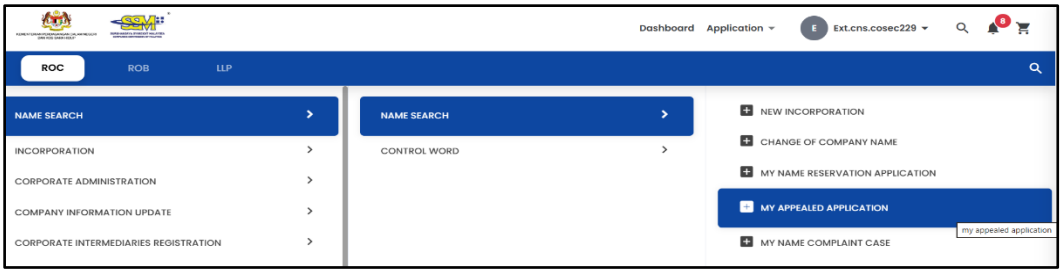
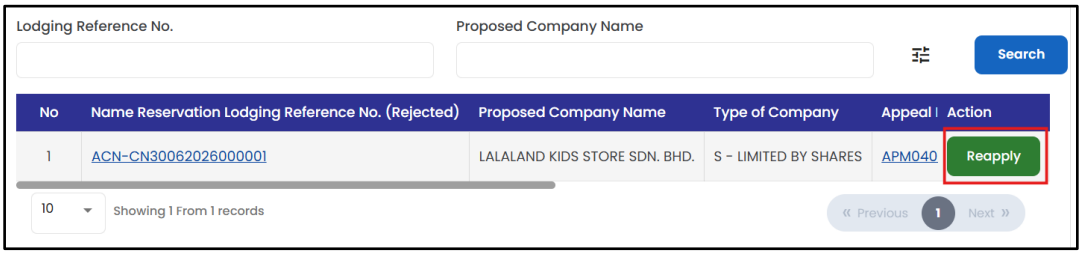
Field Num.	Description
	Note: User(s) will receive an email notification upon successful submission.

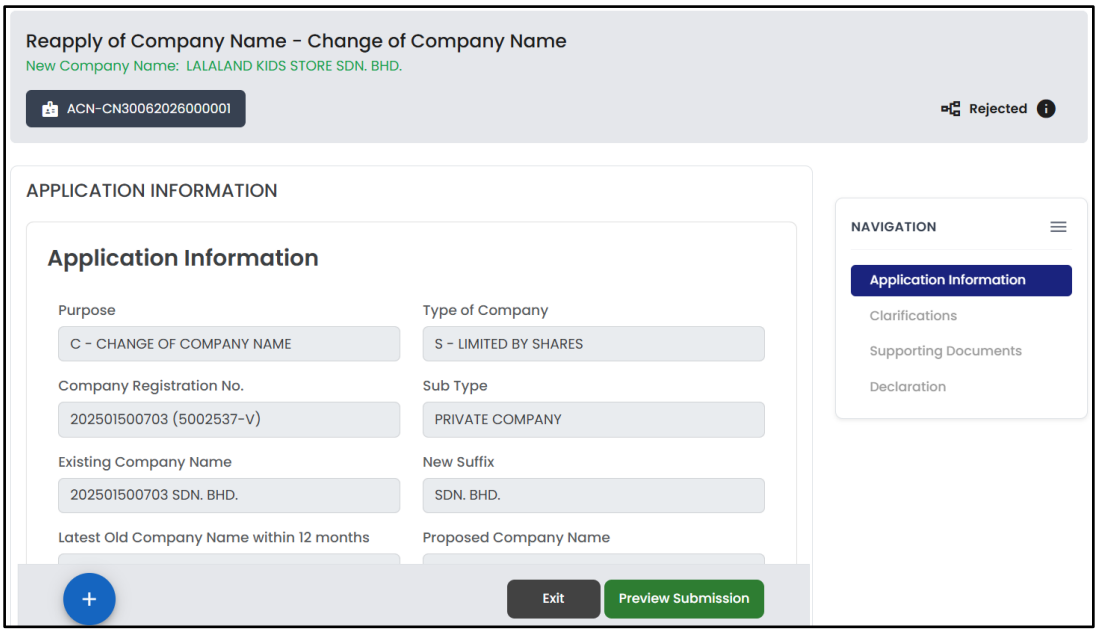
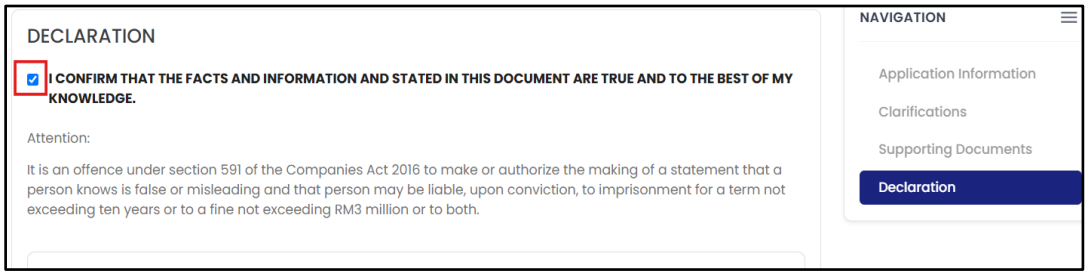


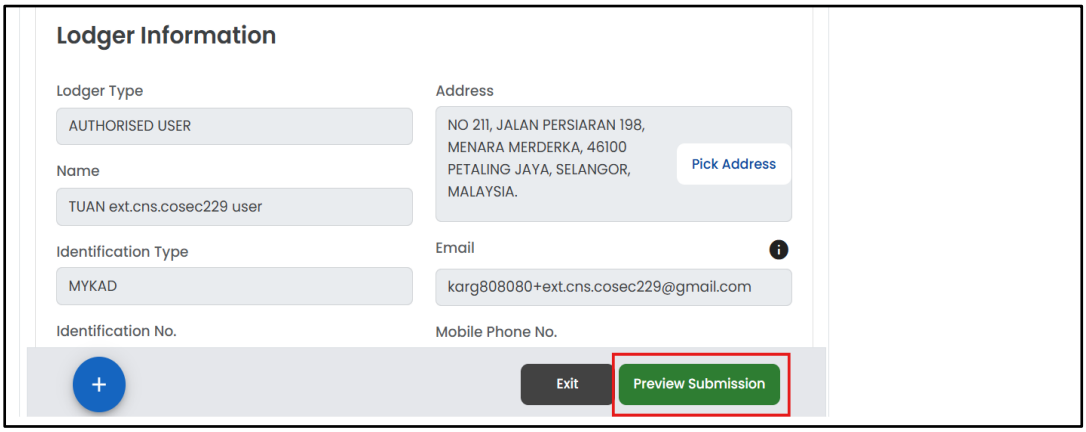
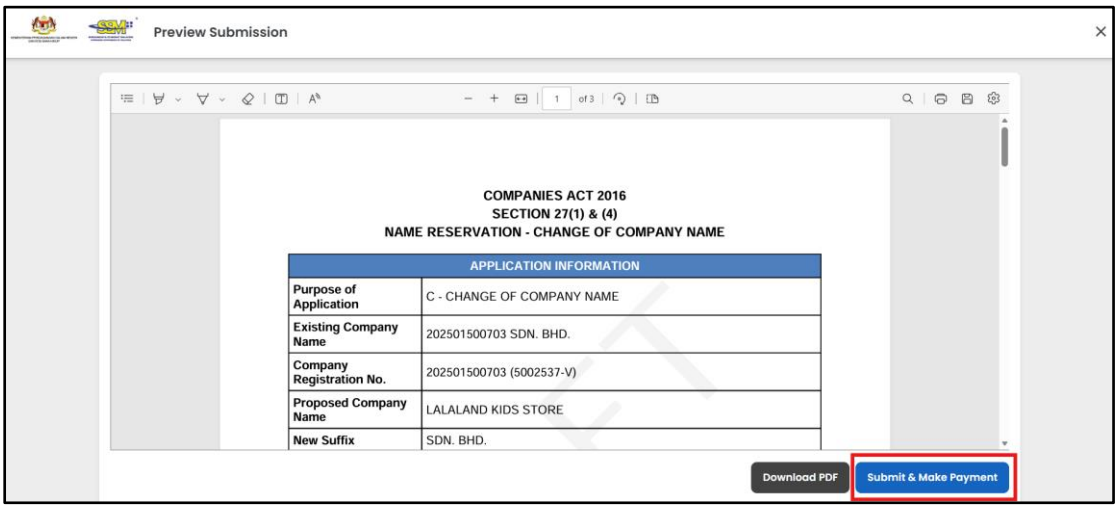
8. Reapply of Name Reservation/Change of Name

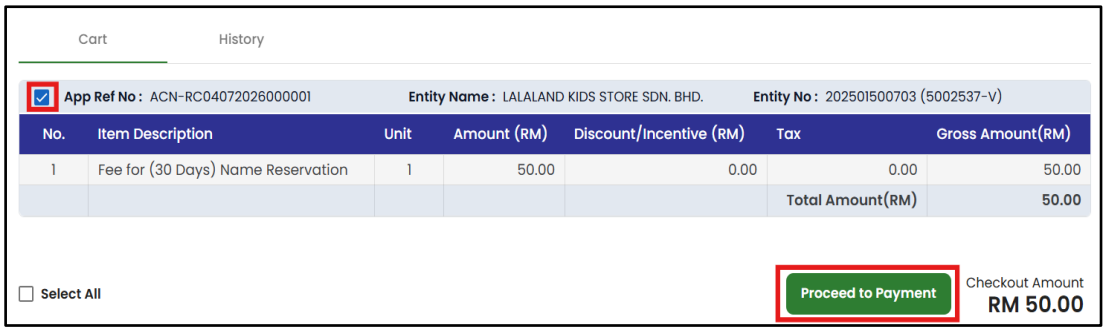
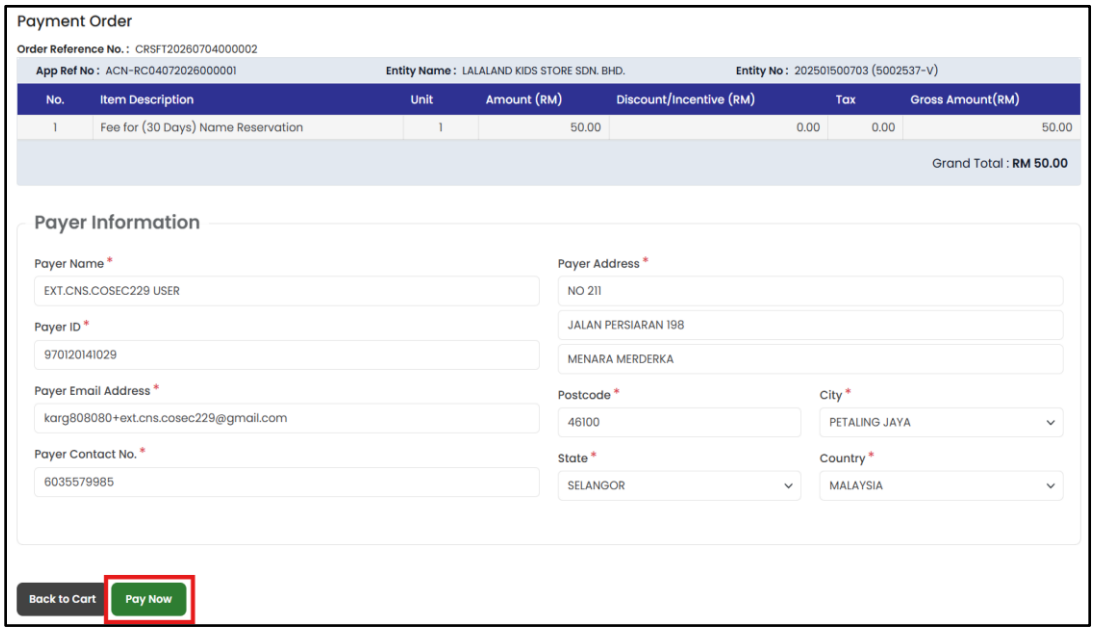
If your **Name Reservation or Change of Name** application has been rejected, you can submit a request to reapply. However, you cannot do this immediately.

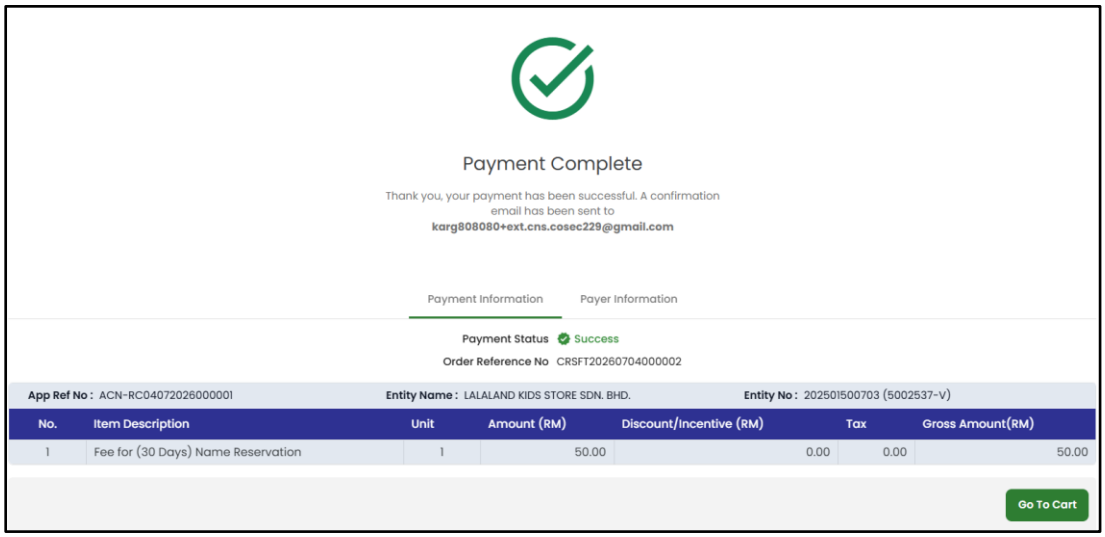
To reapply, you must first submit an **Appeal to Minister (APM)** (refer to APM User Manual). Once your appeal is approved, the system will allow you to proceed with your reapplication.

Field Num.	Description
1.	After your APM application has been approved, to proceed with the reapplication, navigate to the **My Appealed Application**. From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar**. 
2.	Click the following path: **Name Search > Name Search > My Appealed Application**. 
3.	In the **My Appealed Application** listing, enter your **Lodging Reference No.** or **Proposed Company Name**. Click the **Search** button. Or you can also click directly on the application in the **My Appealed Application Listing.** Click the **Reapply** button. 

Field Num.	Description
4.	**The Reapply of Company Name** form will be displayed. All data from your rejected application and any required attachments (e.g., Letter of Minister Approval / Pre-Registration of CLBG) will automatically populate and remain non-editable. 
5.	Verify all pre-populated information across all form sections: **a. Application Information** **b. Clarifications** **c. Supporting Documents** **d. Declaration**
6.	Scroll down or click on the **Declaration** tab in the right sidebar. Check the **Declaration** checkbox. 

Field Num.	Description
7.	Click the **Preview Submission button.** The system will generate your application form under **Section 27(1) & (4).** 
8.	Click the **Download PDF** button if you wish to save a local copy of the generated form.
9.	Click the **Submit & Make Payment button.** 

Field Num.	Description
10.	The system will display **Payment Cart** page. Select the item to pay and click on the **Proceed to Payment** button. 
11.	The system will display the **Payment Order** page. Click the **Pay Now** button. 

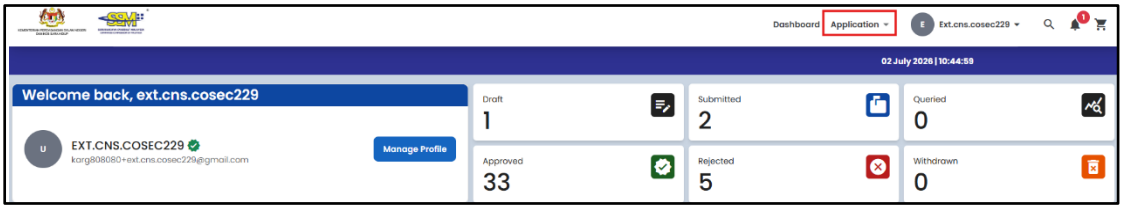
Field Num.	Description
12.	Complete the payment. **Note:** User(s) will receive email notification upon successful submission. 

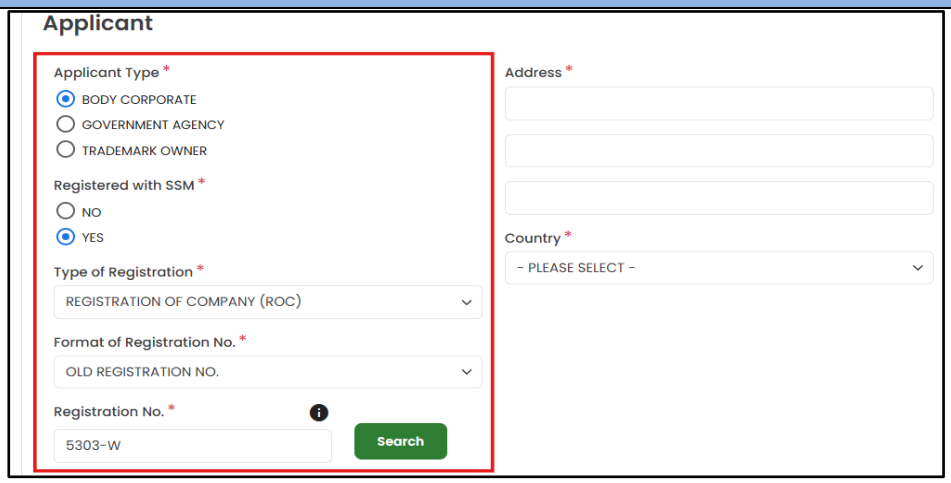
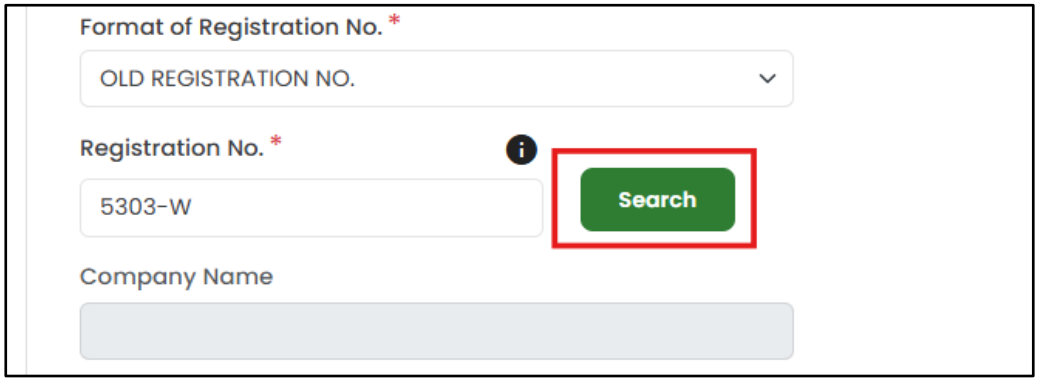
⚠️ Important Notes & Post-Submission Tracking

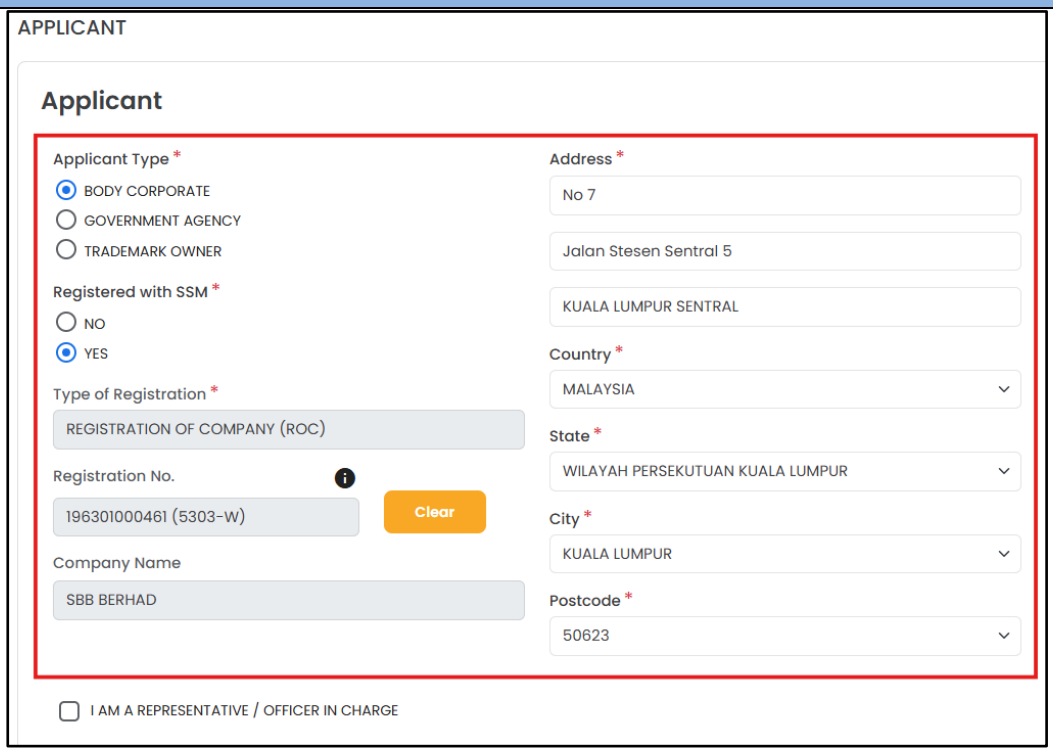
- **Automatic System Approval:** Upon a successful transaction, the reapplication will be auto-approved by the system.
- **Email Notifications:** You will receive an email notification for the approved application.
- **Next Steps for Incorporation:** Once approved, you can immediately proceed to apply for company incorporation within your reserved name validity period.
- **Reviewing Submitted Data:** To view your records at any time, return to **Application > Name Search > Name Search > My Appealed Application** and click on your submitted **Reapplication** to load the data history.

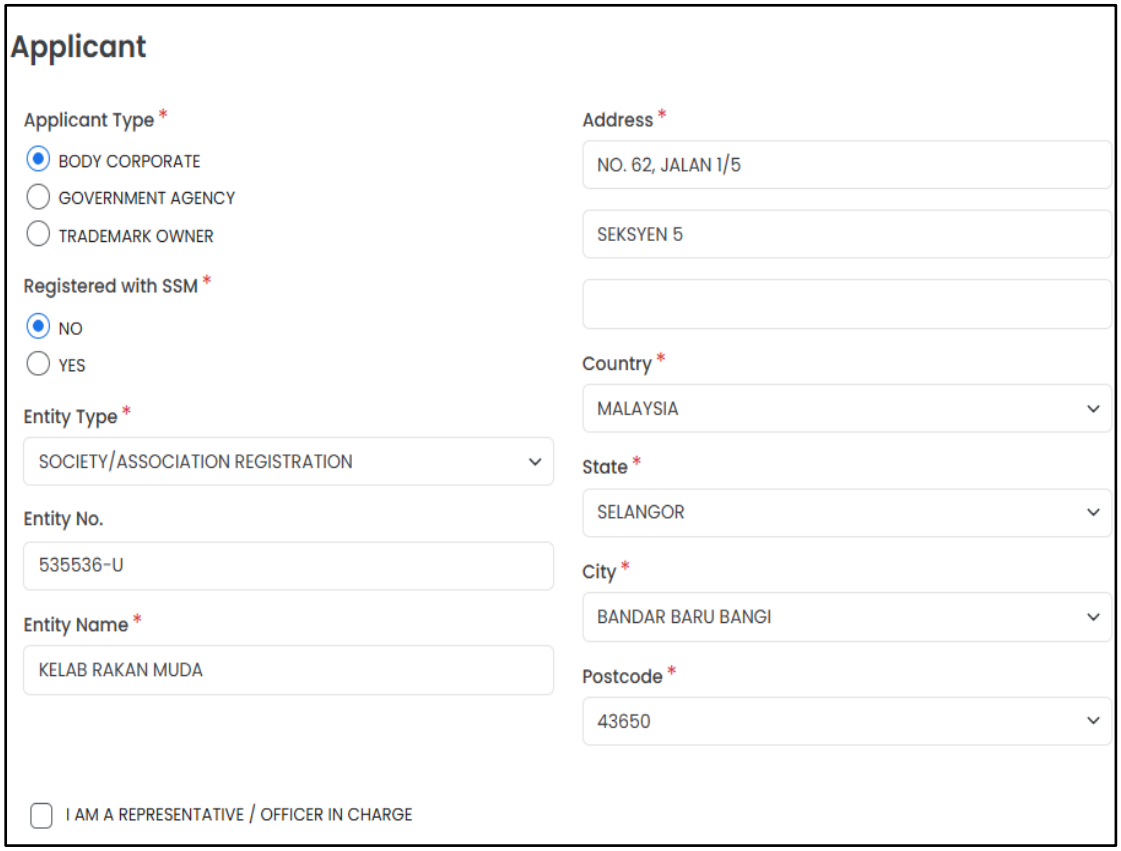
9. Application of Control Word

9.1 New Application of Control Word

Field Num.	Description
1.	From **Dashboard**, navigate to the **Application** menu in the **Navigation Bar**. 
2.	Click **Application> Register of Company (ROC) > Name Search > Control Word > Control Word Application.**
3.	**The Control Word Application** form will be displayed. Select the **Applicant Type** and enter the required details: If **Body Corporate (Registered with SSM: Yes)** is selected, enter the following details: a. **Applicant Type** *<Select Applicant Type: Body Corporate>* b. **Registered with SSM** *<Select Yes>* c. **Type of Registration** *<Select Type of Registration>* d. **Format of Registration No**. *<Select Old Format of Registration No.>* e. **Registration No.** *<Enter Registration No. based on Format of Registration>*

Field Num.	Description
	 **Note:** If **Body Corporate (Registered with SSM: No)** is selected, proceed to step 6. If **Government Agency** is selected, proceed to step 7. If **Trademark Owner** is selected, proceed to step 8.
4.	Select **Search** button. **Note:** User(s) has to search the **Body Corporate** by clicking the **Search** button to populate the details. Only a **Body Corporate** registered with SSM can be searched. 
5.	The system will auto-populate fields according to existing information. Enter any details that are not populated.

Field Num.	Description
	 Then, proceed to step 10.
6.	If **Body Corporate (Registered with SSM: No)** is selected, enter the following details: a. **Applicant Type** *<Select Applicant Type: Body Corporate>* b. **Registered with SSM** *<Select No>* c. **Entity Type** *<Select Entity Type>* d. **Entity No**. *<Enter Entity No.>* e. **Entity Name** *<Enter Name>* f. **Address 1:** *<Enter Address>* g. **Address 2:** *<Enter Address>* h. **Address 3:** *<Enter Address>* i. **Country:** *<Select the Country>* *If Malaysia is selected, the State, City and Postcode fields will be populated.*

Field Num.	Description
	j. **State:** *<Select the state, if Malaysia is selected.>* k. **City:** *< Select the city, if Malaysia is selected.>* l. **Postcode:** *< Select the postcode, if Malaysia is selected.>*  Then, proceed to step 10.

Applicant

Applicant Type *
- (●) BODY CORPORATE
- ( ) GOVERNMENT AGENCY
- ( ) TRADEMARK OWNER

Registered with SSM *
- (●) NO
- ( ) YES

Entity Type *: SOCIETY/ASSOCIATION REGISTRATION

Entity No.: 535536-U

Entity Name *: KELAB RAKAN MUDA

Address *: NO. 62, JALAN 1/5

SEKSYEN 5

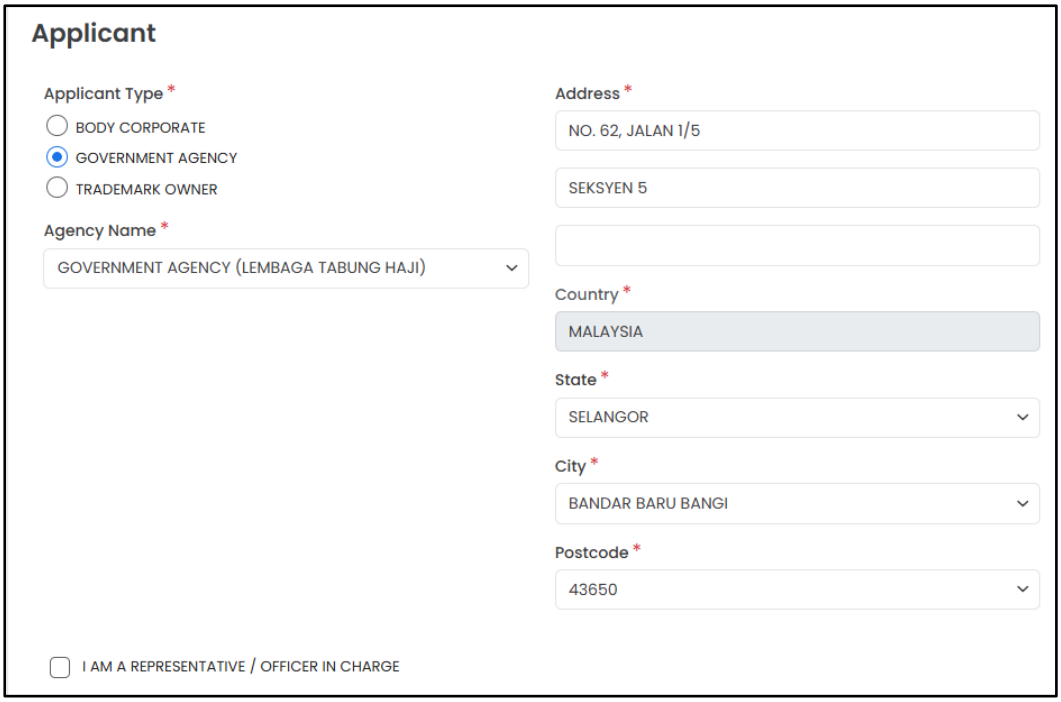
Country *: MALAYSIA

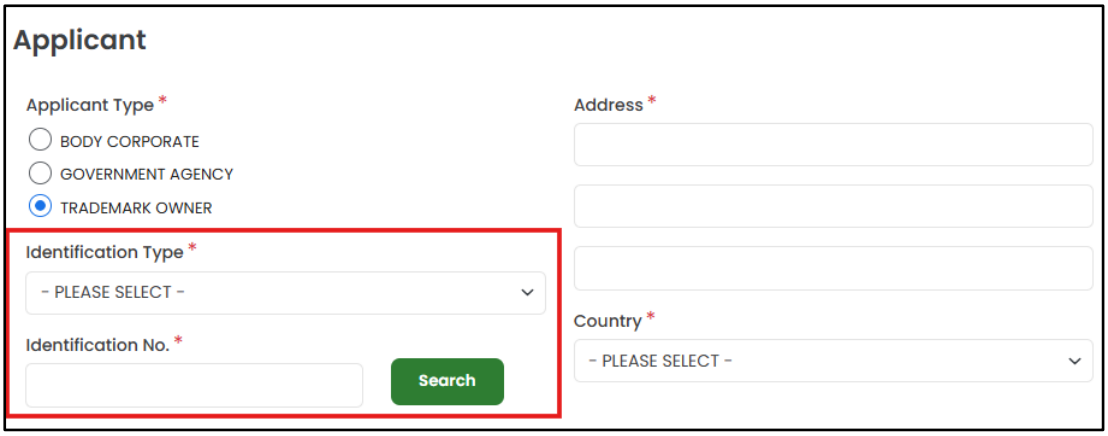
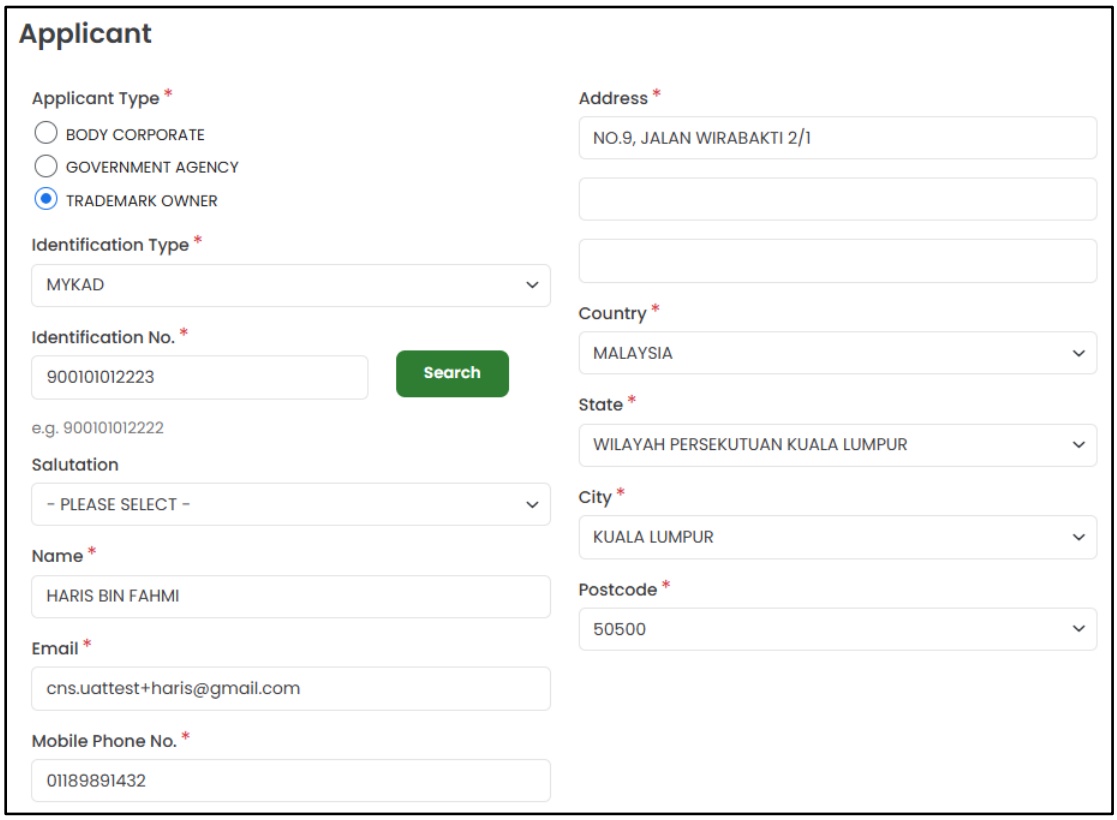
State *: SELANGOR

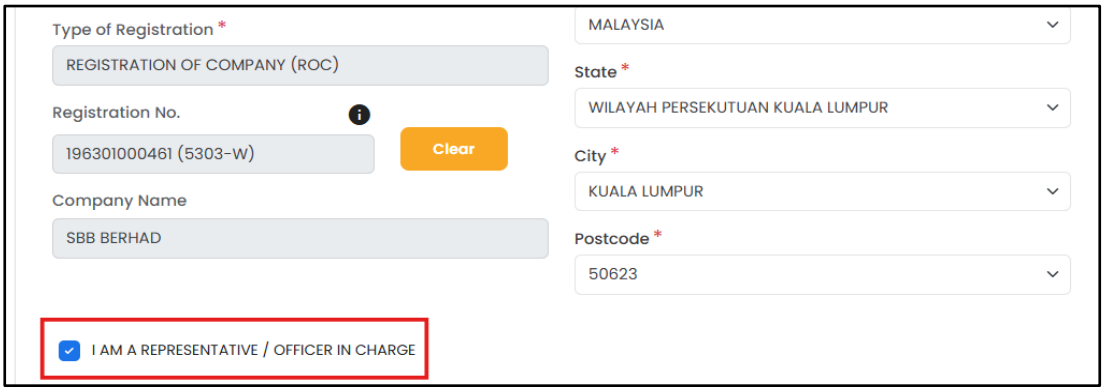
City *: BANDAR BARU BANGI

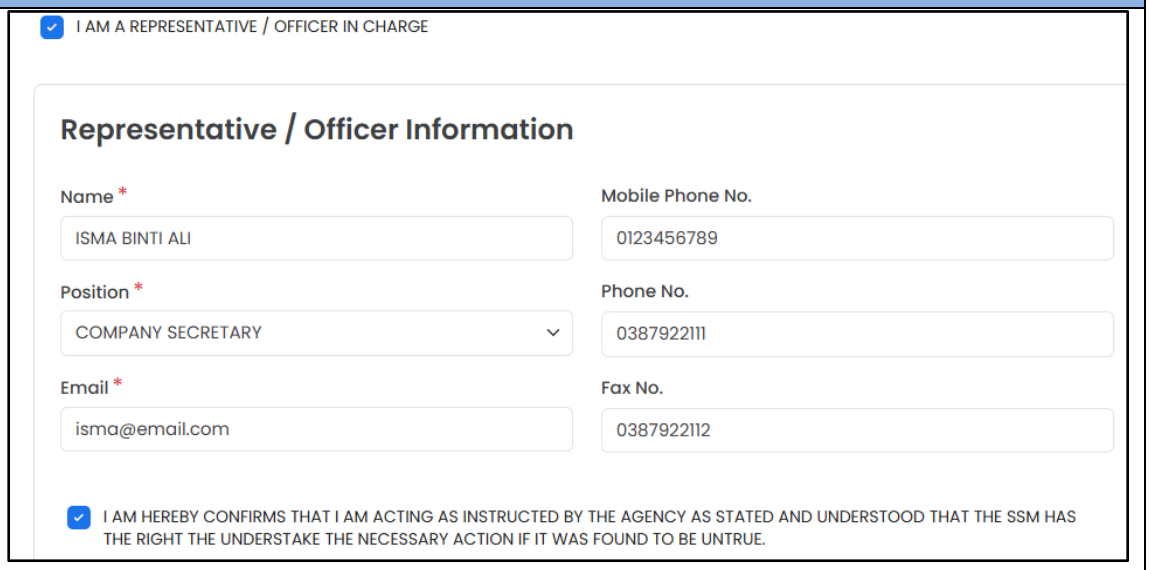
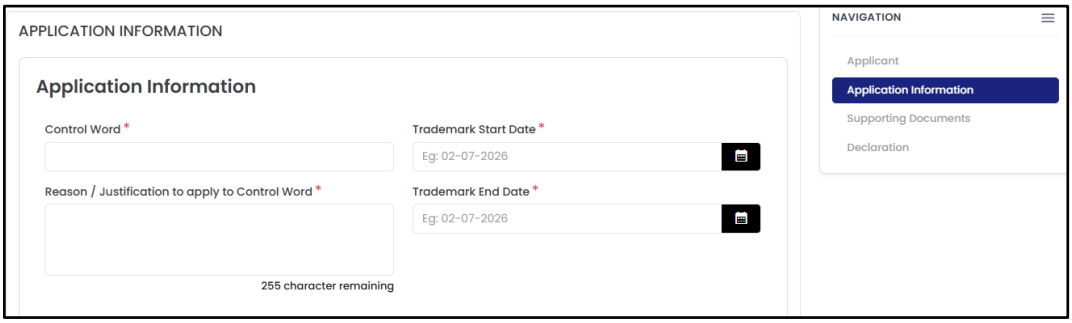
Postcode *: 43650

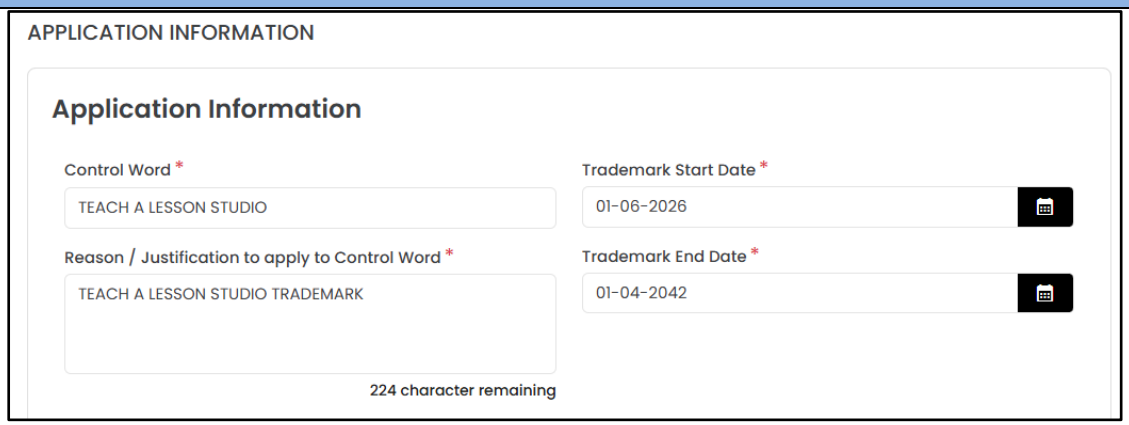
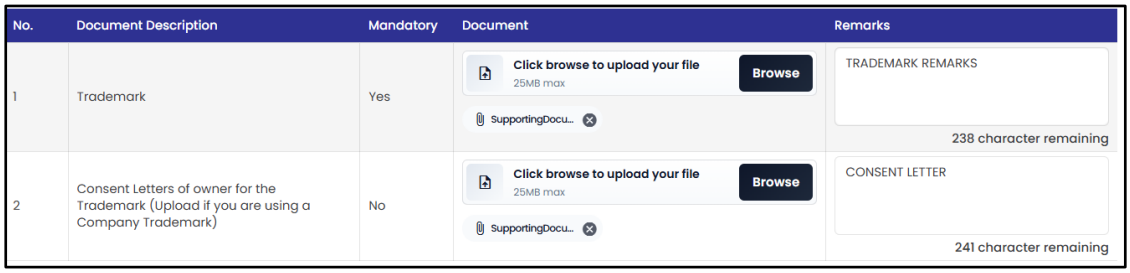
[ ] I AM A REPRESENTATIVE / OFFICER IN CHARGE

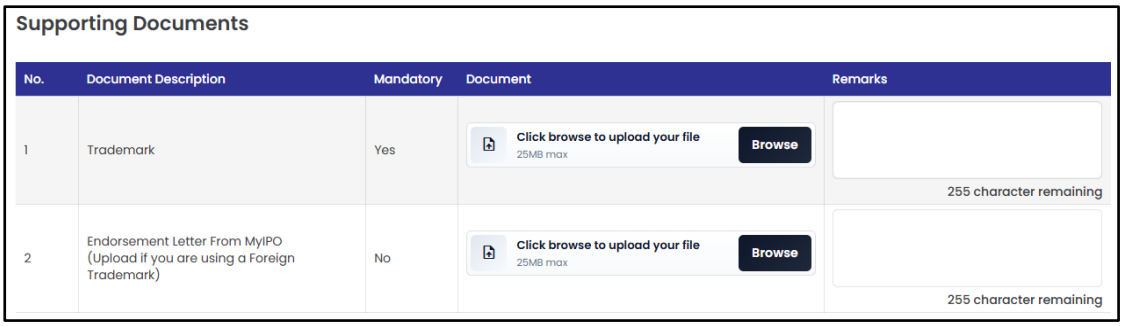
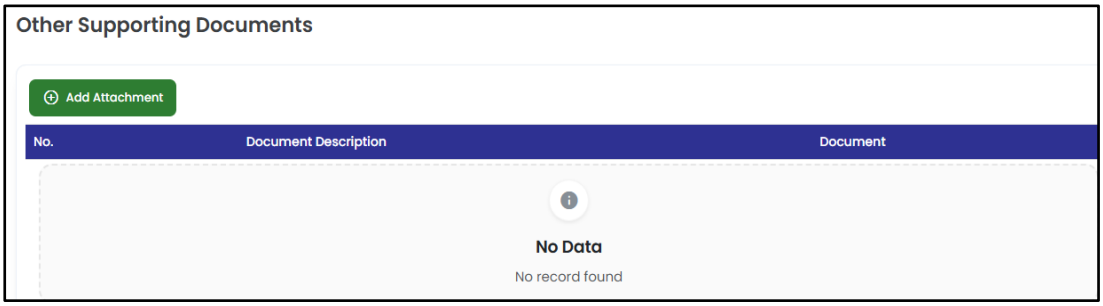
Field Num.	Description
7.	If **Government Agency** is selected, enter the following details:  Then, proceed to step 10.
8.	If **Trademark Owner** is selected, enter the following details: a. **Identification Type** *<Select Identification Type>* b. **Identification Number** *<Enter Identification Number>* c. Click the **Search** button. Only **Identification No.** registered with SSM4U can be used for ID search. Alternatively, user(s) may enter all details manually.

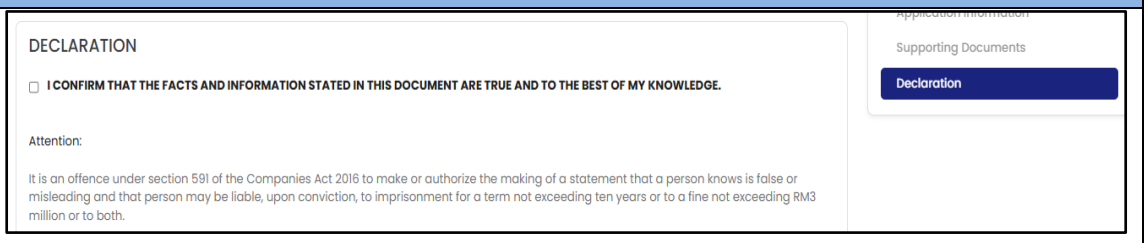
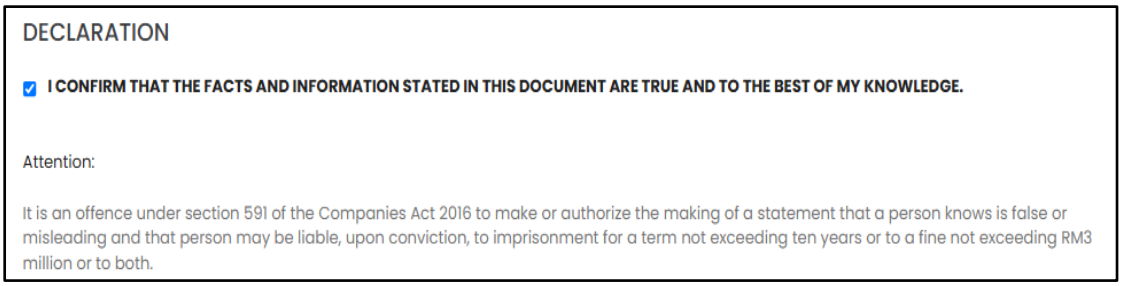
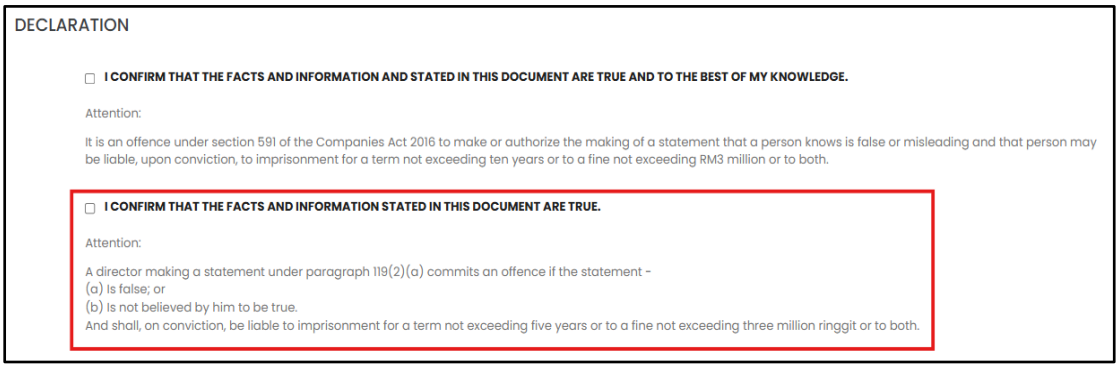
Field Num.	Description
	
9.	Enter all details manually. (if not using the search function).  Then, proceed to step 12.

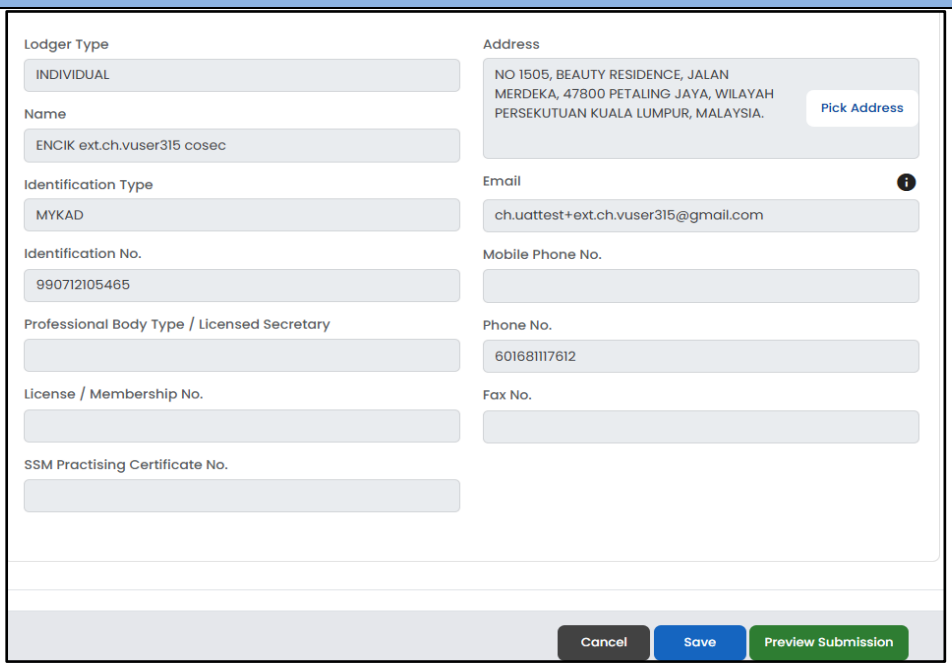
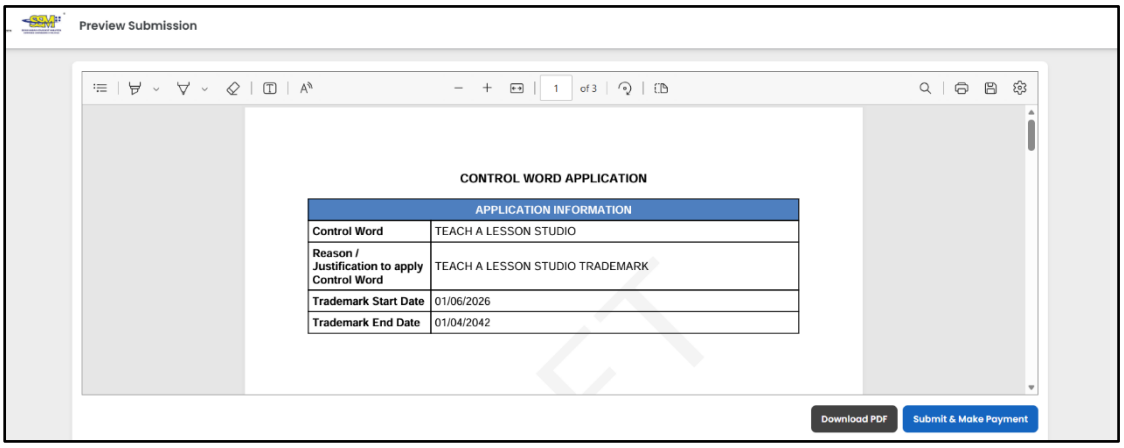
Field Num.	Description
10.	Select the **I am a Representative / Officer In Charge checkbox**, if applicable. Skip this step if it is not relevant, proceed to step 12. 
11.	In the **Representative/Officer Information** section, enter or select the following details: a. **Name** *<Enter the representative's or officer's name.>* b. **Position** *<Select a position>* c. **Other Position** *<Enter the other position. This field is displayed only when Others is selected for Position>* d. **Email** *<Enter a valid email address.>* e. **Mobile Phone No.** *<Enter the mobile phone number. Either Mobile Phone No. or Phone No. must be provided.>* f. **Phone No.** *<Enter the phone number. Either Mobile Phone No. or Phone No. must be provided.>* g. **Fax No.** *<Enter the fax number>*

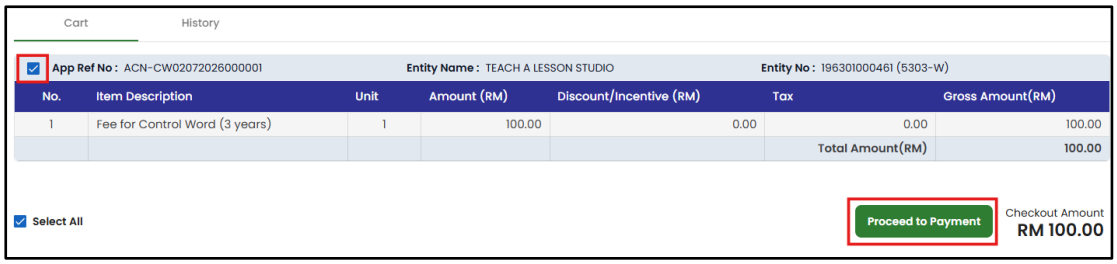
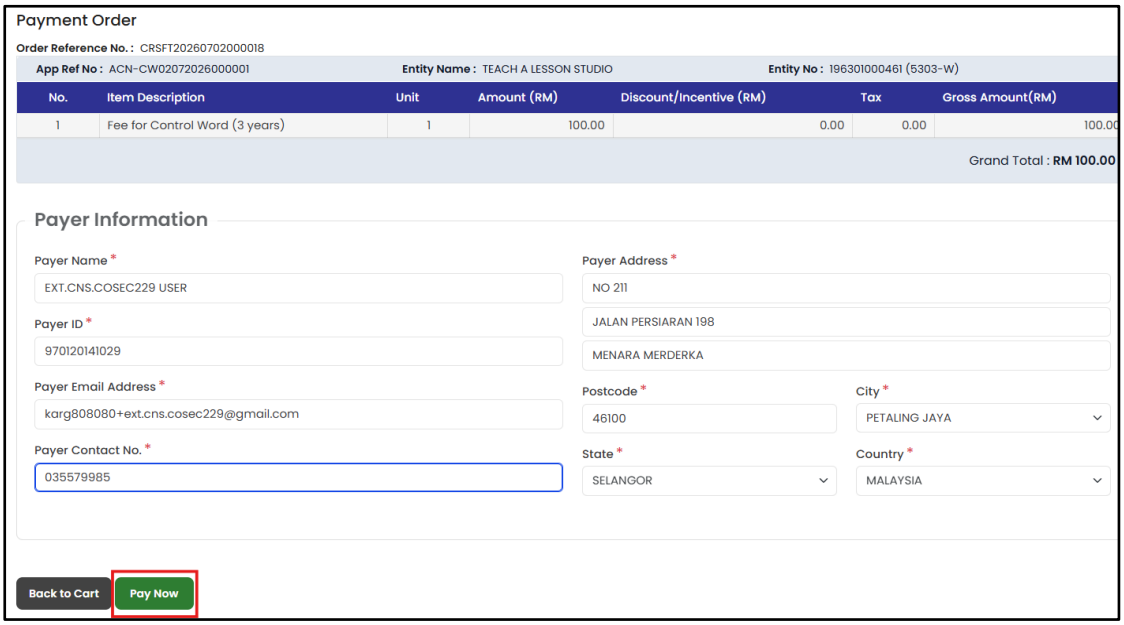
Field Num.	Description
	 Then, check the declaration checkbox.
12.	Scroll down to the **Application Information** section or click **Application Information** on the right-side menu. 
13.	Enter the following details: a. **Control Word** *<Enter Control Word>* b. **Reason / Justification to apply Control Word** *<Enter Reason up to 255 characters>* c. **Trademark Start Date** *<Select a date>* d. **Trademark End Date** *<Select a date>*

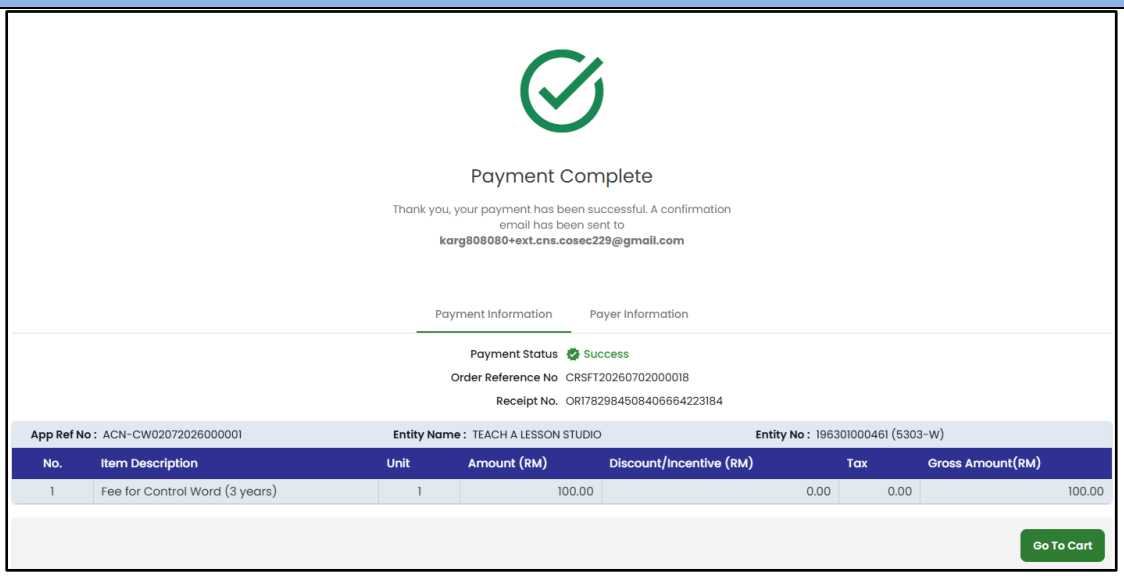
Field Num.	Description
	
14.	Next, scroll down to the **Supporting Documents** section or click the **Supporting Documents** link in the right sidebar. The supporting documents required depend on the applicant type: For **Trademark Owner**, proceed to step 15. For **Government Agency**, proceed to step 16. For **Body Corporate**, complete the following details below: a. **Trademark** (Mandatory field) i. **Document** *<Browse & upload attachments>* ii. **Remarks** *<Enter Remarks up to 255 characters>* b. **Consent Letters of owner for the Trademark (Upload if you are using a Company Trademark)** (Optional field) i. **Document** *<Browse & upload attachments>* ii. **Remarks** *<Input Remarks up to 255 characters>*  Then, proceed to the step 16.
15.	For **Trademark Owner**, complete the following details: a. **Trademark** (Mandatory field) i. **Document** *<Browse & upload attachments>* ii. **Remarks** *<Enter Remarks up to 255 characters>*

Field Num.	Description
	b. **Endorsement Letter From MyIPO (Upload if you are using a Foreign Trademark)** (Optional field) i. **Document** *<Browse & upload attachments>* ii. **Remarks** *<Input Remarks up to 255 characters>*  Then, proceed to the step 16.
16.	Scroll down further below to **Other Supporting Documents** section. Add other supporting documents. **Note:** You can add multiple documents. a. Click **Add Attachment** button b. Add **Description** and browse the file(s) 
17.	Scroll down to the **Declaration** section or click the **Declaration** link on the right sidebar.

Field Num.	Description
	
18.	Select the **Declaration** checkbox. 
19.	Declaration for Director (refer below) is displayed only when **Applicant Type is Body Corporate** and the **Representative/Officer's Position** is **Director**. Select both of the **Declaration** checkbox. 
20.	The system will also populate **Lodger Information** and **Fee Detail** under the **Declaration** section. Click the **Preview Submission** button to proceed with submitting the application. **Note:** Fee Details are only populated after clicking the **Save** button and the **Preview Submission** button.

Field Num.	Description
	
21.	The system will display the application information in PDF format. Click the **Download PDF** button if to save the document. Click the **Submit & Make Payment** button to button to make a payment. 
22.	The system will display **Payment Cart** page. Select the item to pay and click on the **Proceed to Payment** button.

Field Num.	Description
	
23.	The system will display **Payment Order** page. Click the **Pay Now** button. 
24.	Complete the payment **Note:** User(s) will receive email notification upon successful submission.

Field Num.	Description
	

Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to
karg808080+ext.cns.cosec229@gmail.com

Payment Information | Payer Information

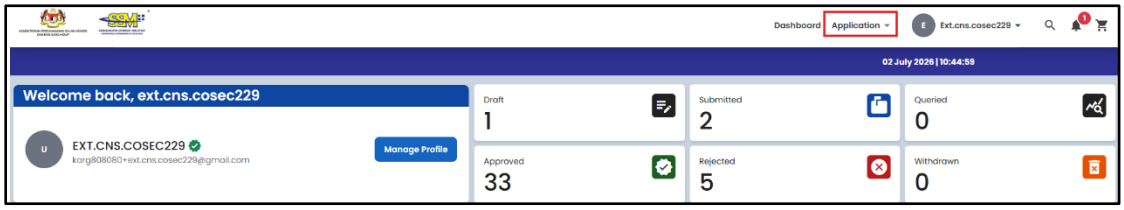
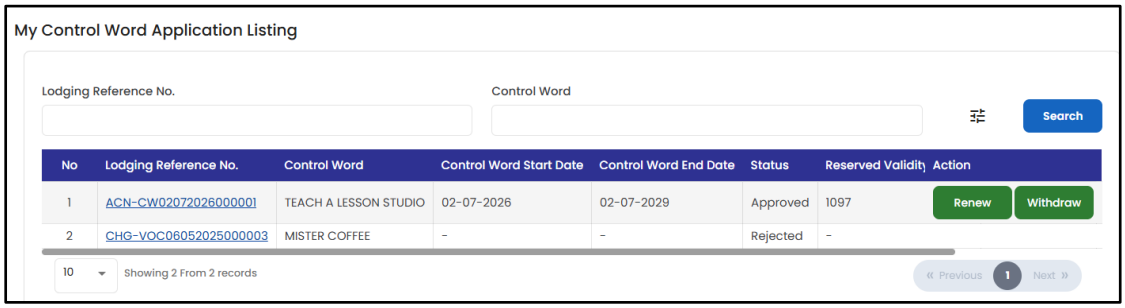
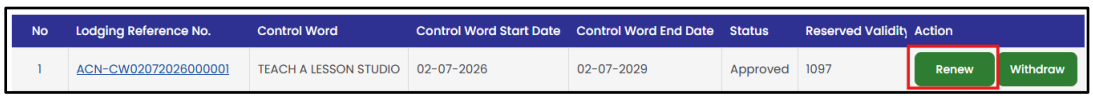
Payment Status Success
Order Reference No CRSFT20260702000018
Receipt No. OR1782984508406664223184

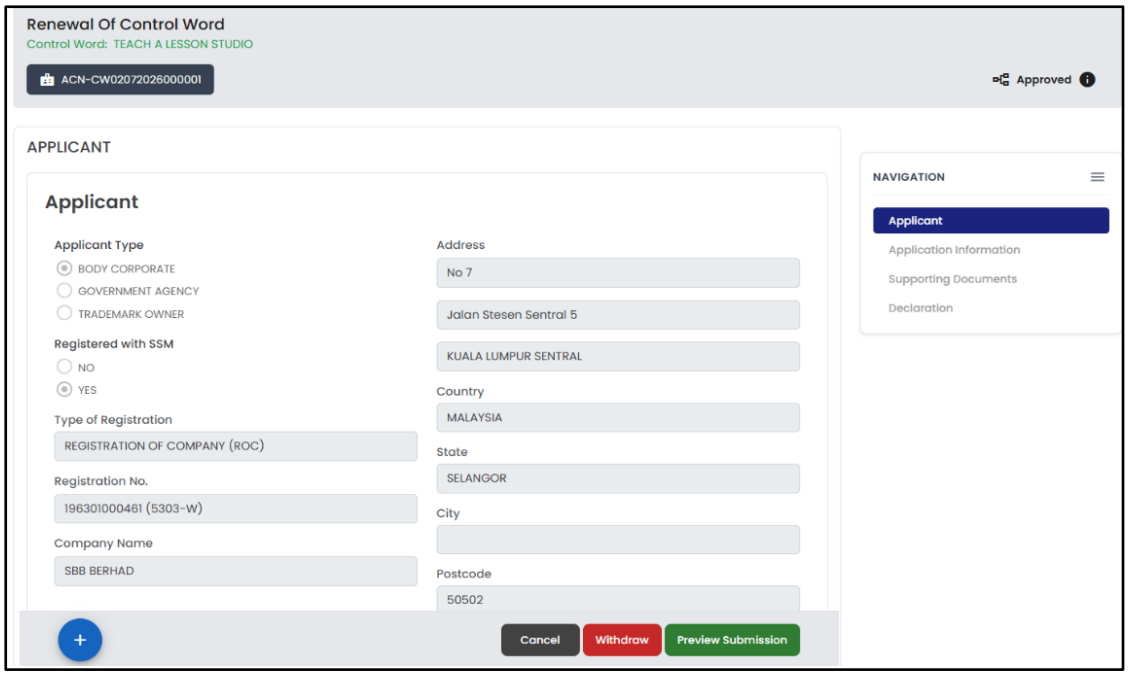
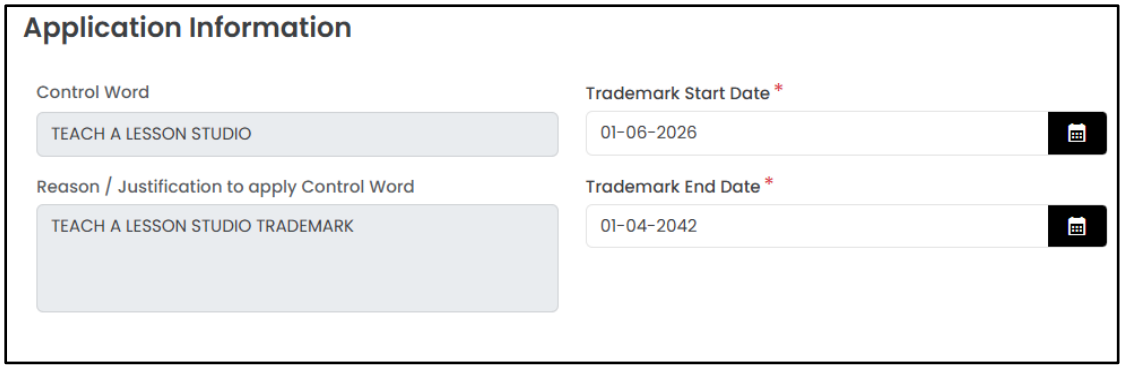
App Ref No : ACN-CW02072026000001 Entity Name : TEACH A LESSON STUDIO Entity No : 196301000461 (5303-W)

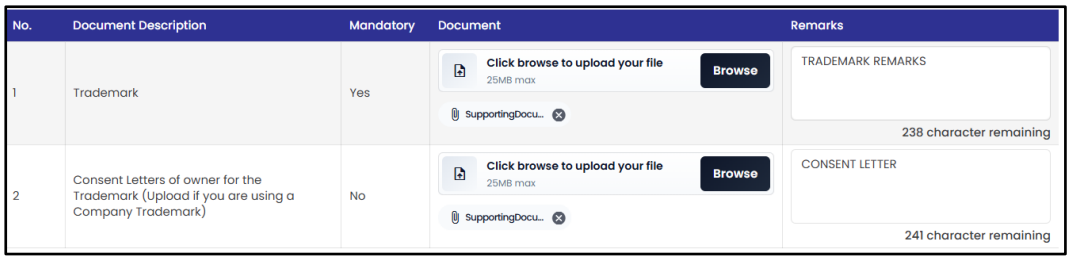
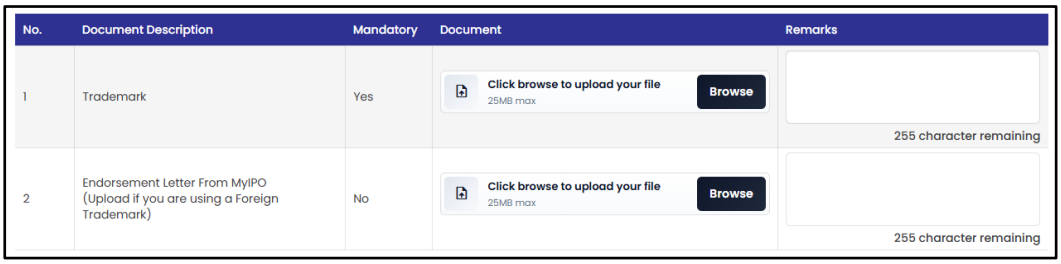
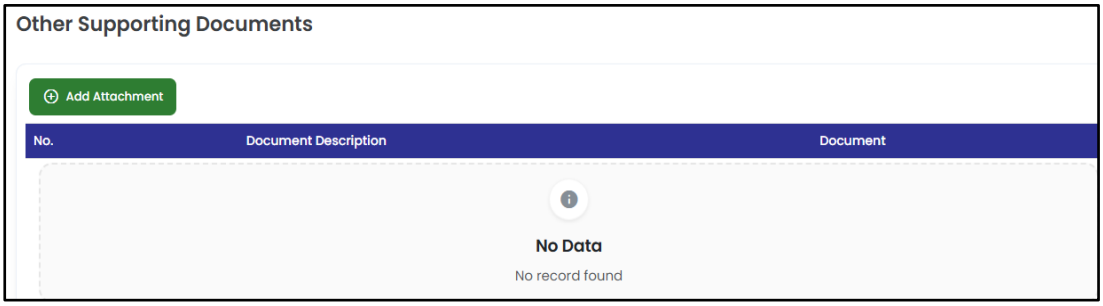
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Control Word (3 years)	1	100.00	0.00	0.00	100.00

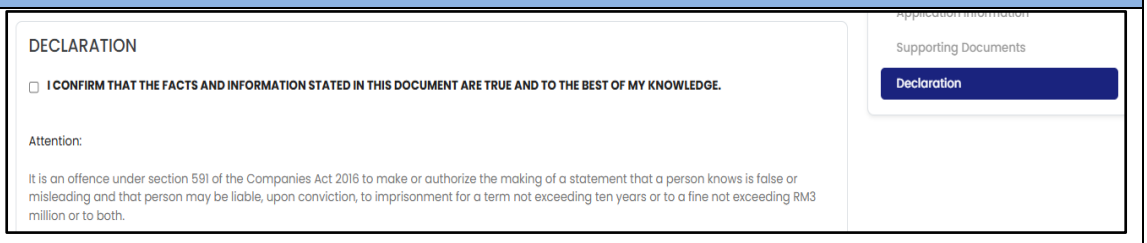
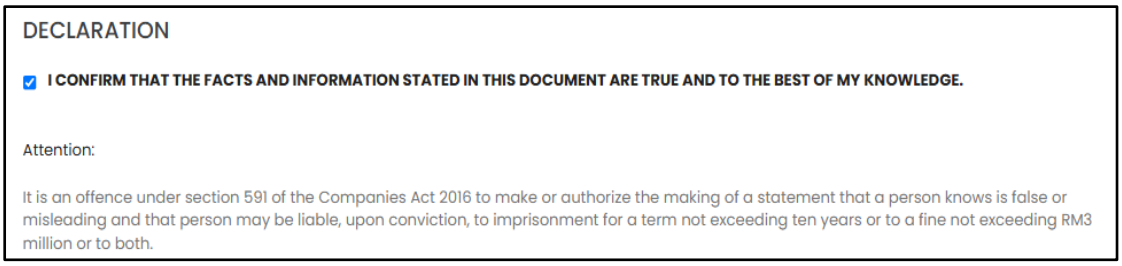
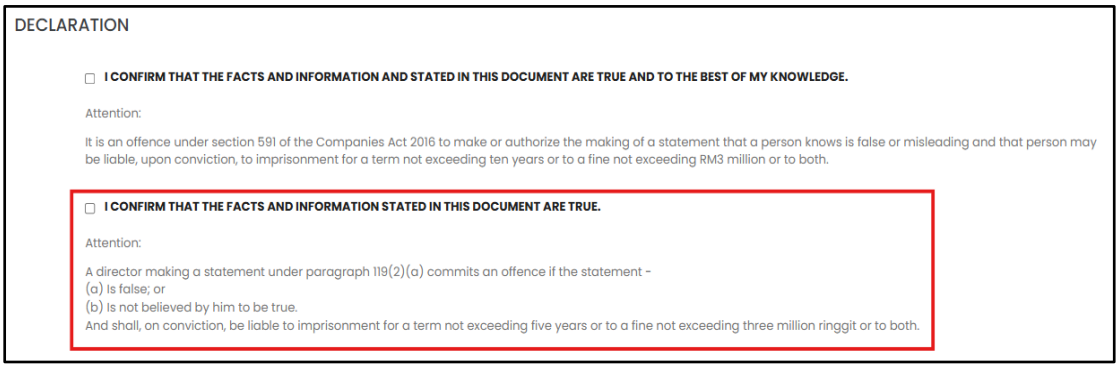
Go To Cart

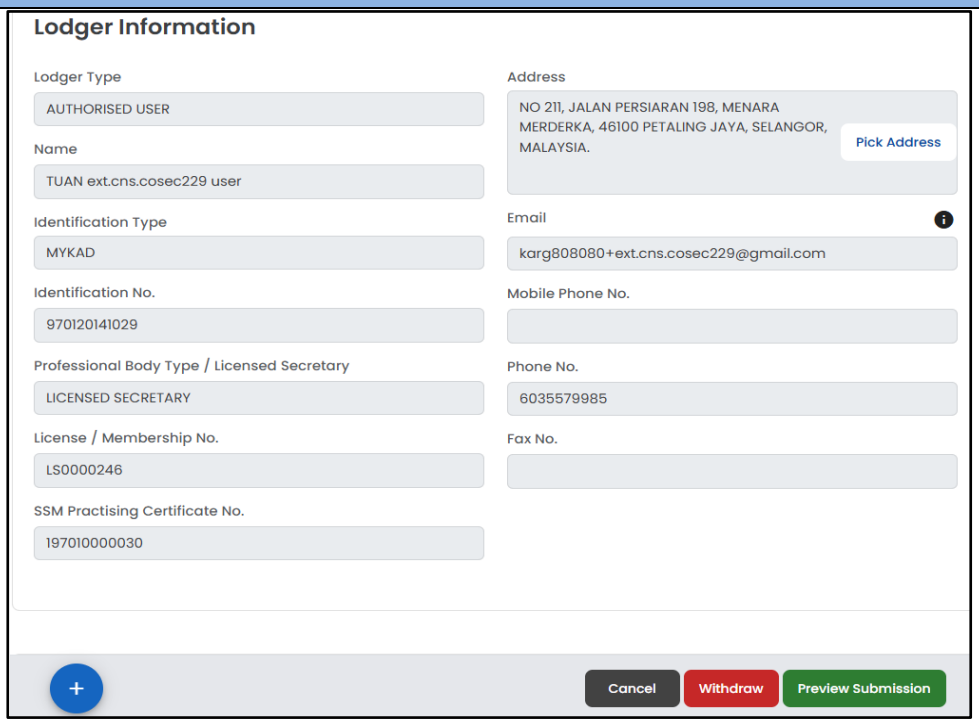
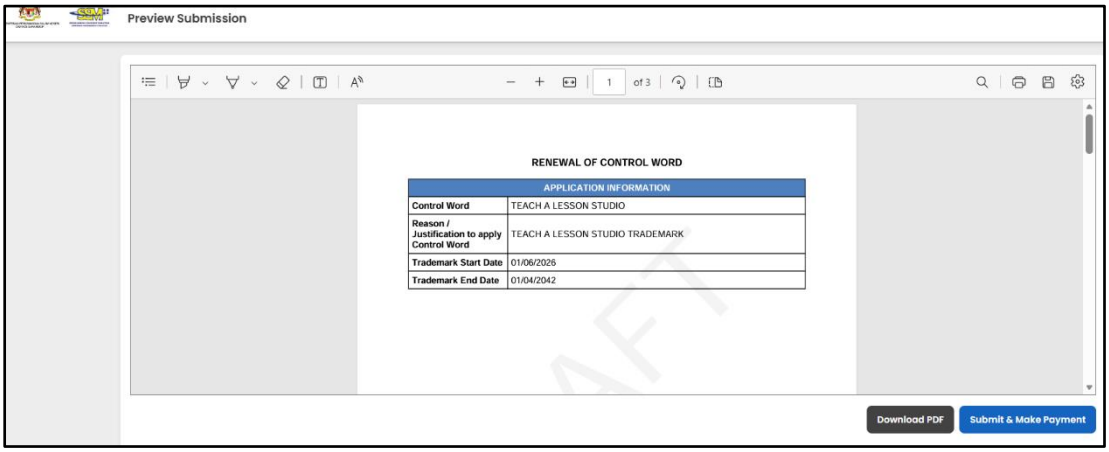
9.2 Renewal Application of Control Word

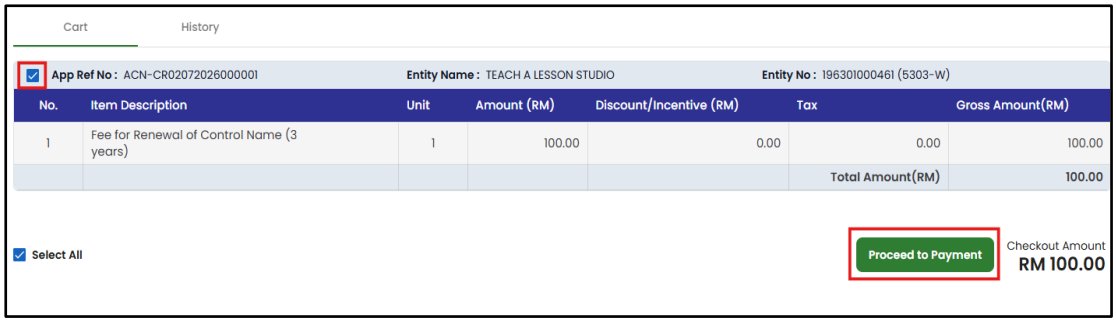
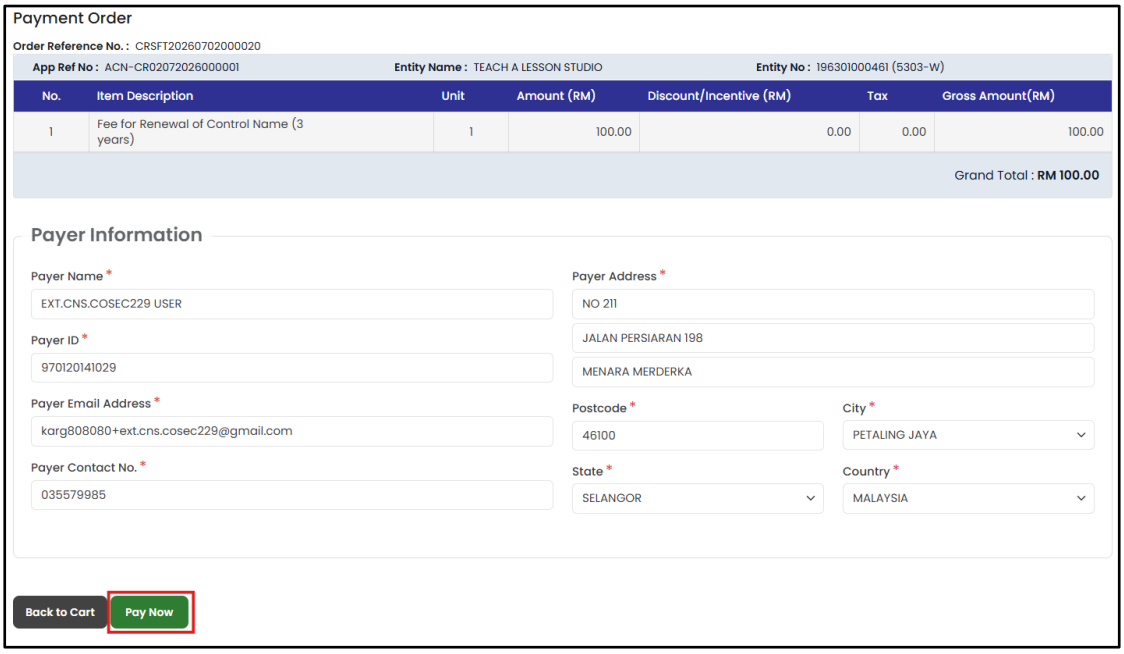
Field Num.	Description
1.	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar**. 
2.	Click **Application> Register of Company (ROC) > Name Search > Control Word > My Control Word Application.**
3.	**Control Word Application Listing** will be displayed. Select the **Control Word** application that to renew. 
4.	Click the **Renew** button. 
5.	**The Control Word Application** form will be displayed. All previously entered application details will be auto-populated and are not editable, except for **Trademark Start Date**, **Trademark End Date**, **Supporting Documents** and **Declaration** section.

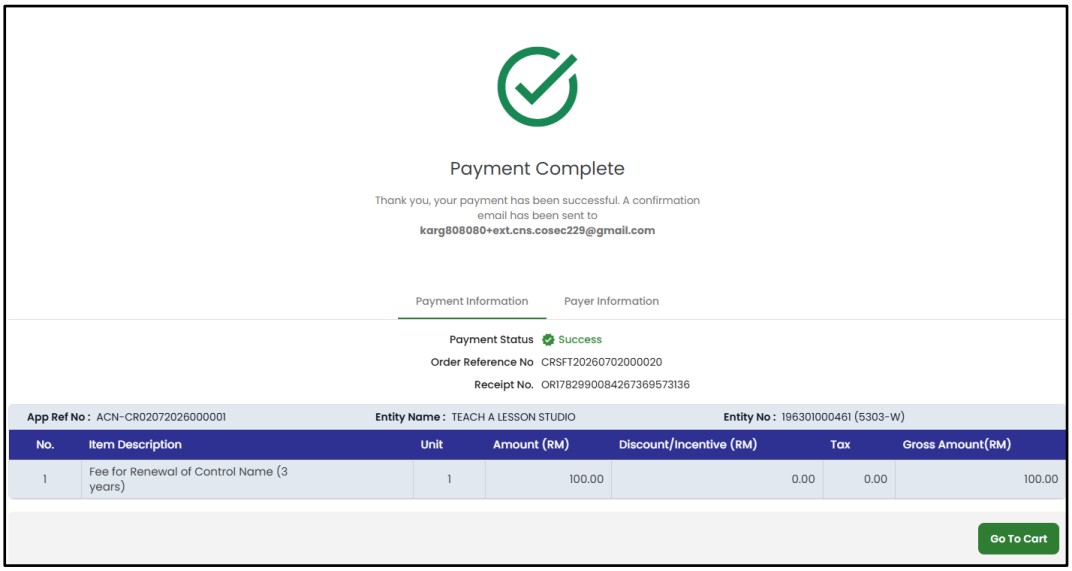
Field Num.	Description
	
6.	Update the **Trademark Start Date** and **Trademark End Date** if necessary. Otherwise, leave them unchanged if the dates are still valid. 
7.	Scroll down to **Supporting Documents** section or click the **Supporting Documents** link on the right sidebar. Complete the required details.

Field Num.	Description
	For **Body Corporate**:  For **Trademark Owner**: 
8.	Scroll down further below to the **Other Supporting Documents** section. Add other supporting documents. **Note:** You can add multiple documents. a. Click **Add Attachment** button b. Add **Description** and browse the file(s) 
9.	Scroll down to the **Declaration** section or click the **Declaration** link on the right sidebar.

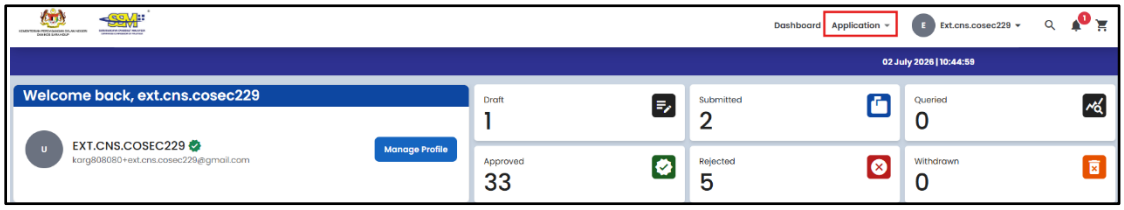
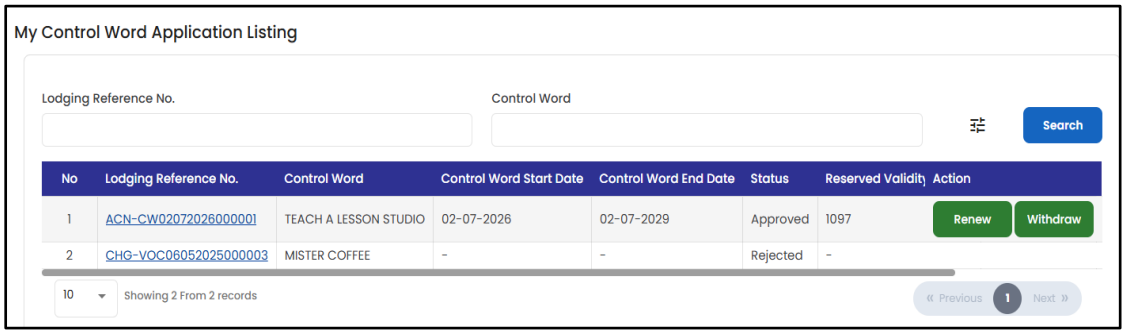
Field Num.	Description
	
10.	Select the **Declaration** checkbox. 
11.	Declaration for Director (refer below) is displayed only when **Applicant Type is Body Corporate** and the **Representative/Officer's Position** is **Director**. Select both **Declaration** checkboxes. 
12.	The system will also populate **Lodger Information** and **Fee Detail** under the **Declaration** section. Click the **Preview Submission** button to proceed with submitting the application.

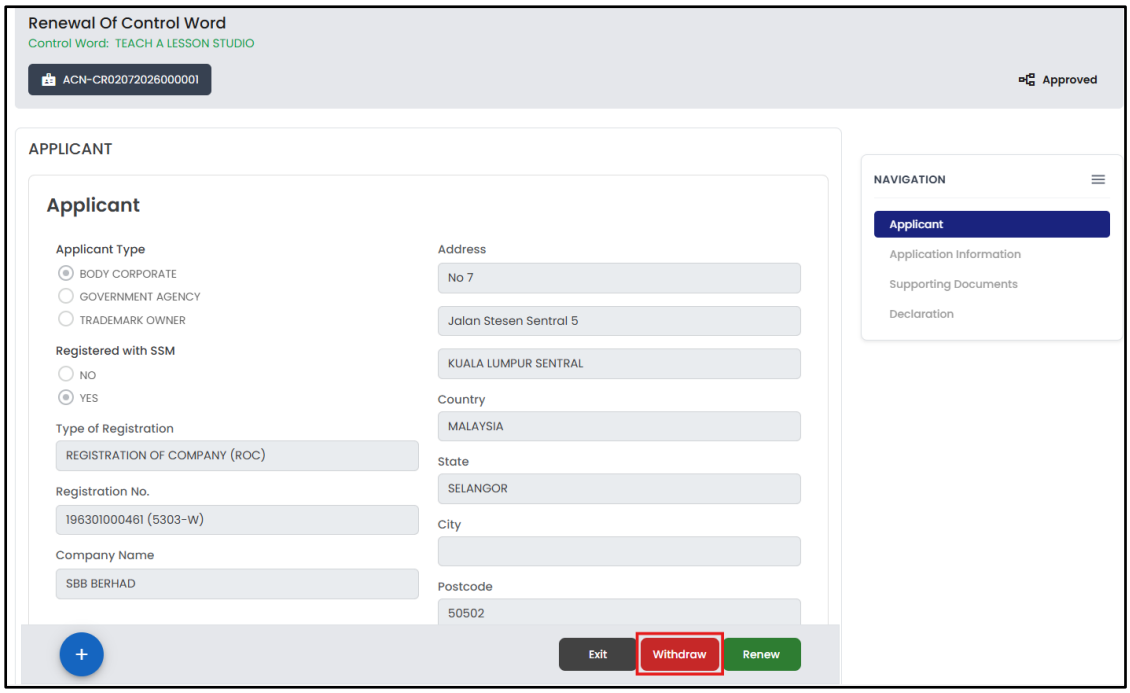
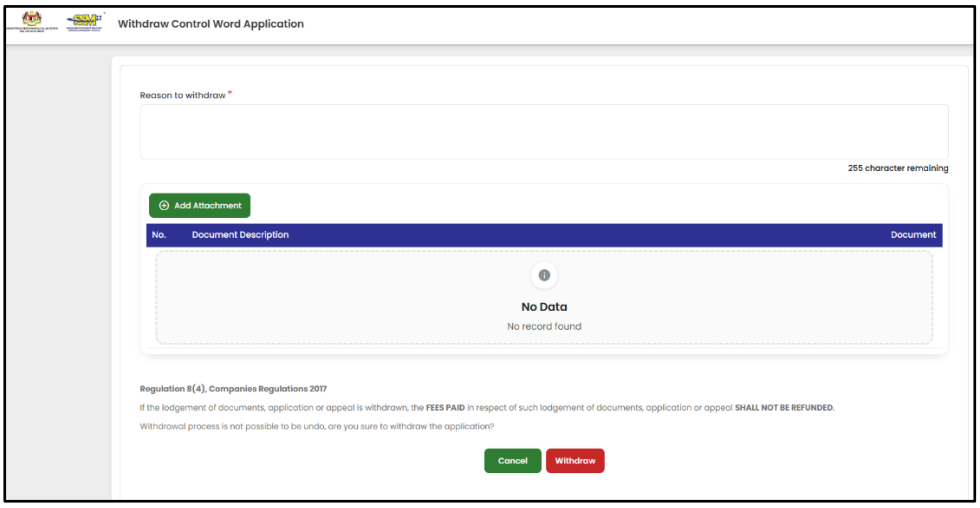
Field Num.	Description
	
13.	The system will display the application information in PDF format. Click the **Download PDF** button to save the document. Click **Submit & Make Payment** button to make a payment. 

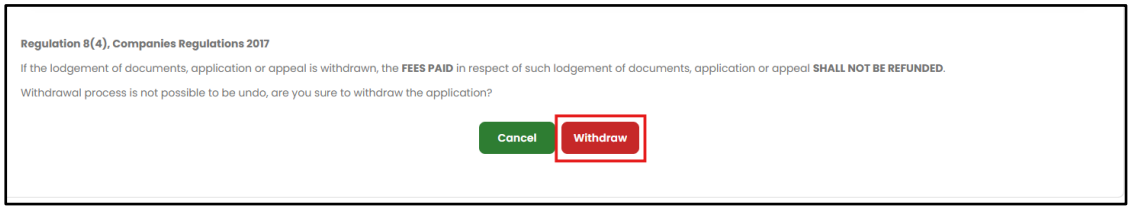
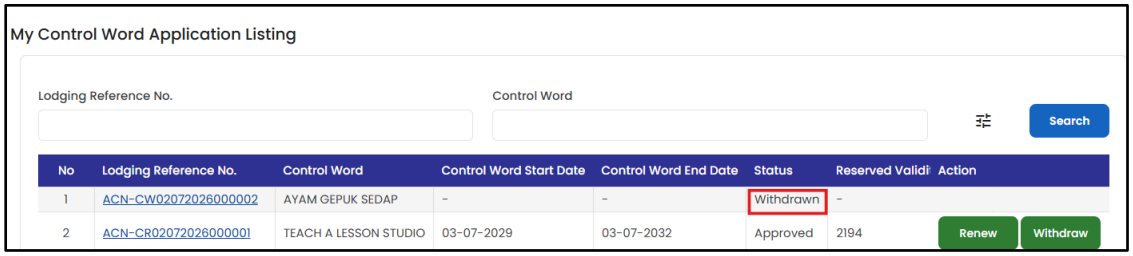
Field Num.	Description
14.	The system will display the **Payment Cart** page. Select the item to pay and click the **Proceed to Payment** button. 
15.	The system will display the **Payment Order** page. Click the **Pay Now** button. 

Field Num.	Description
16.	Complete the payment. **Note:** User(s) will receive an email notification upon successful submission. 

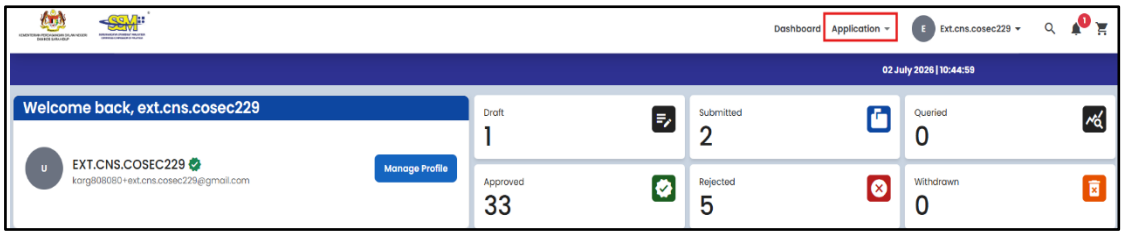
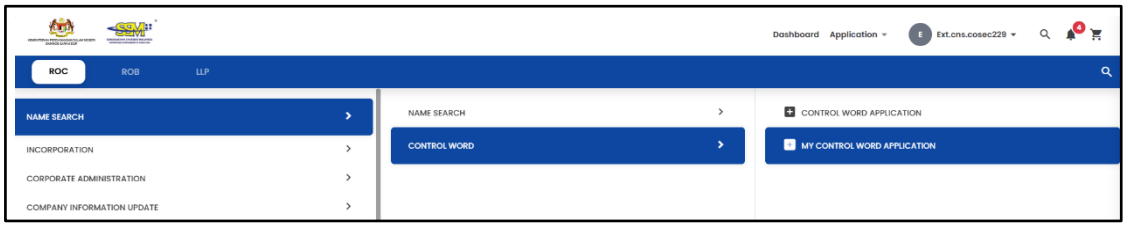
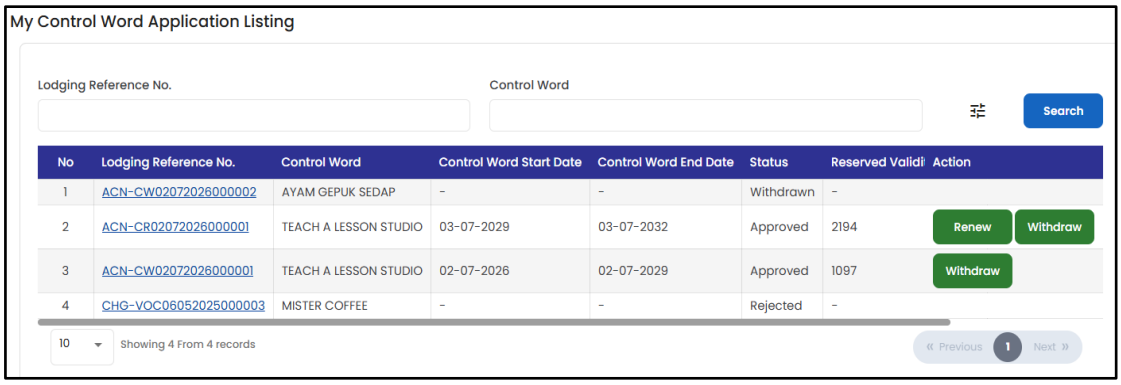
9.3 Withdrawal Control Word

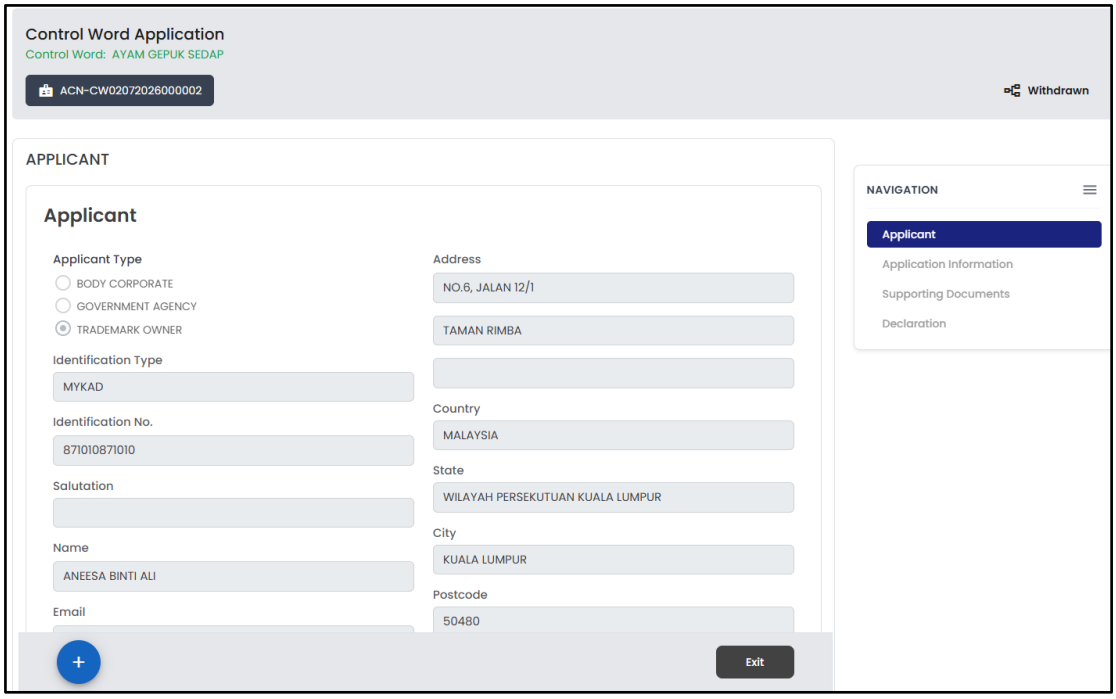
Field Num.	Description
1.	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar**. 
2.	Click **Application> Register of Company (ROC) > Name Search > Control Word > My Control Word Application.**
3.	**Control Word Application Listing** will be displayed. Select the **Control Word** application to withdraw. 
4.	Click the **Withdraw** button.
5.	**The Control Word Application** form will be displayed. All previously entered application details will be auto-populated and are not editable, except for **Trademark Start Date**, **Trademark End Date**, **Supporting Documents** and **Declaration** section. Click the **Withdraw** button.

Field Num.	Description
	
6.	Enter the **Reason to Withdraw** button and upload supporting documents, if available. 
7.	Click the **Withdraw** button.

Field Num.	Description
	
8.	The **Control Word Status** will be updated as **Withdrawn**. 

9.4 View Submitted Application of Control Word

Field Num.	Description
1.	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar**. 
2.	Click **Application> Register of Company (ROC) > Name Search > Control Word > My Control Word Application.** 
3.	**The Control Word Application Listing** will be displayed. Select the application by clicking the **Lodging Reference Number.** 
4.	The **Control Word Application** form will be displayed. All previously entered application details will be auto-populated and are not editable if the application status is **Withdrawn** or **Expired**.

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.*