



CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

Name Search (ROC-CNS)

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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.

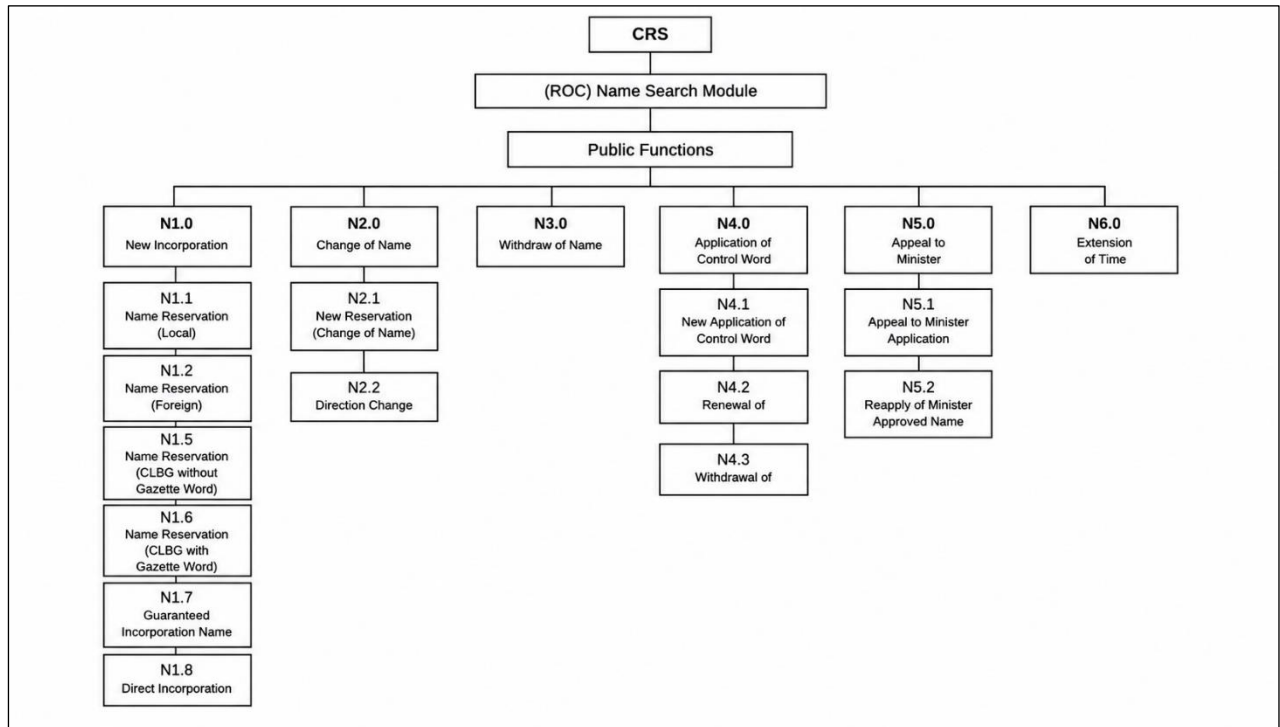
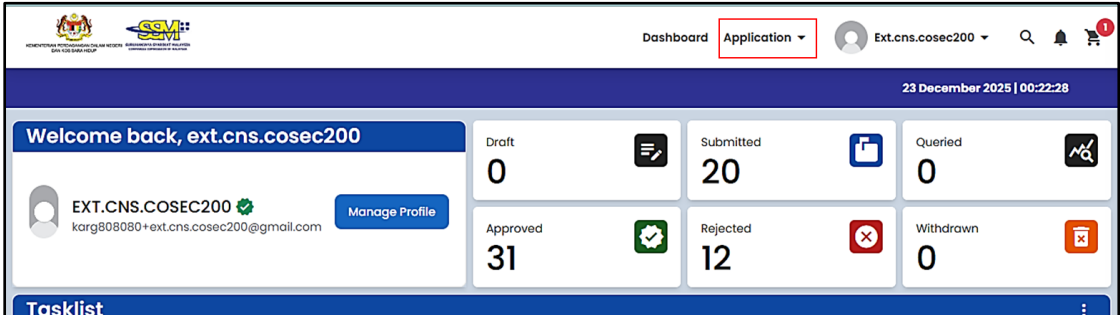
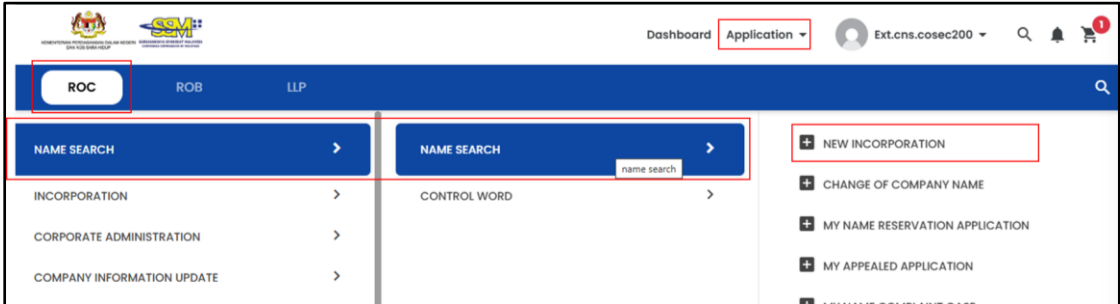
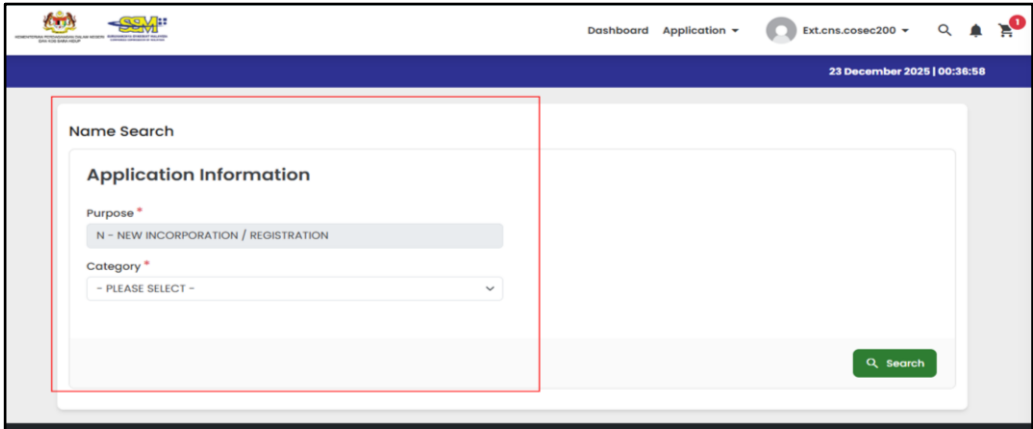


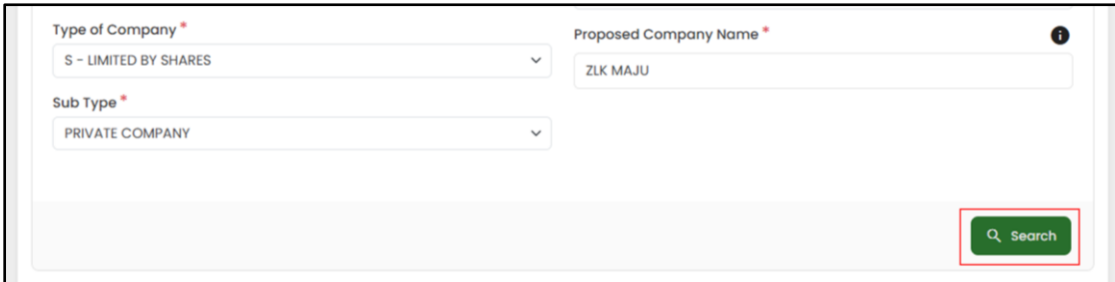
Figure 1: Functional diagram (for Public Users)

3. New Incorporation

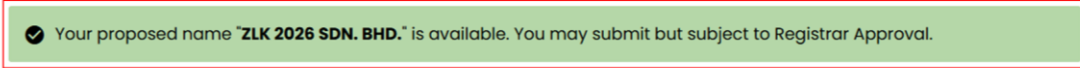
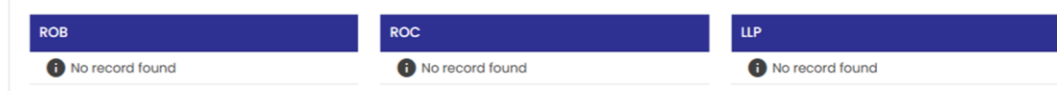
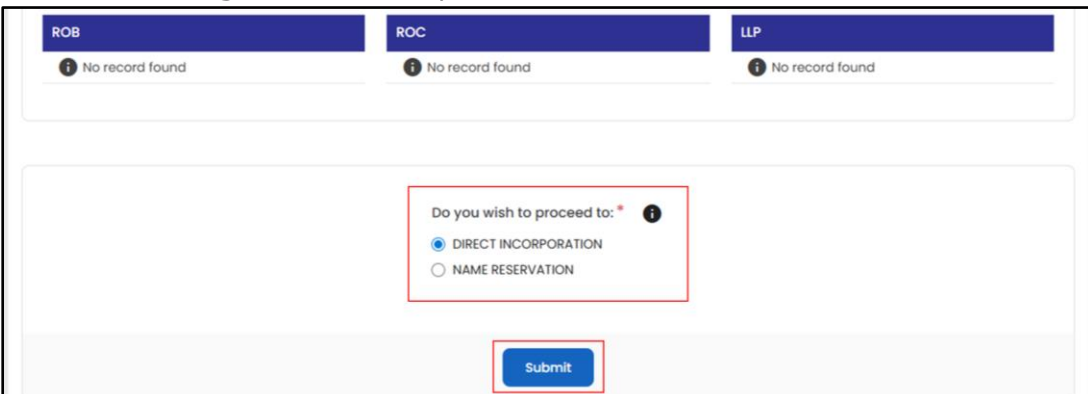
3.1 Check Name Availability (Name Search)

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:

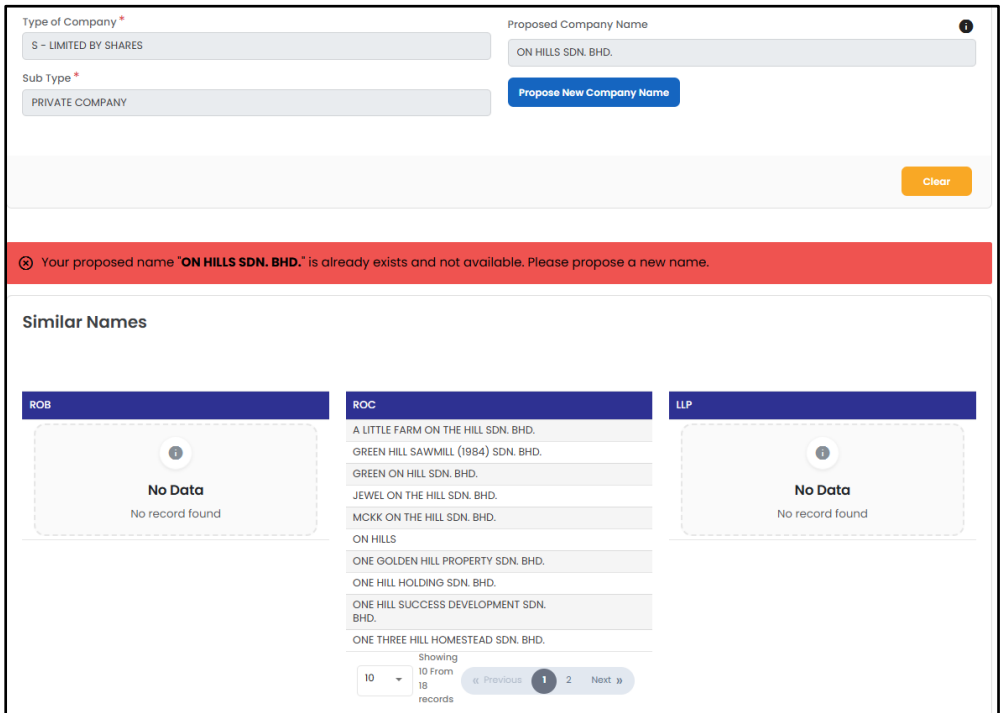
Field Num.	Description
	a. Category: <i><Local Company></i> b. Type of Company: <i><Limited by Shares></i> c. Sub Type: <i><Private Company/Public Company></i> d. Suffix: <i><Any Suffix></i>
5.	Choose Proposed Company Name or Guaranteed Incorporation Name. Note: a. If Guaranteed Incorporation Name is 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: - Proposed company name is available, proceed to 4.1.1 - Proposed company name is not available, proceed to 4.1.2 - Proposed company name contains a Gazette Word, proceed to 4.1.3 - Proposed company name contains a Control Word, proceed to 4.1.4 - Proposed company name contains a State Name/Malaysia, proceed to 4.1.5 - Proposed company name contains Gazette Word, Control Word and State Name/Malaysia, proceed to 4.1.6 - Proposed company name contains a Prohibited Word, proceed to 4.1.7 - Proposed company name contains a Forbidden Symbol, proceed to 4.1.8 Clear the Proposed company name, proceed to 4.1.9 Clear all selections, then proceed to 4.1.10

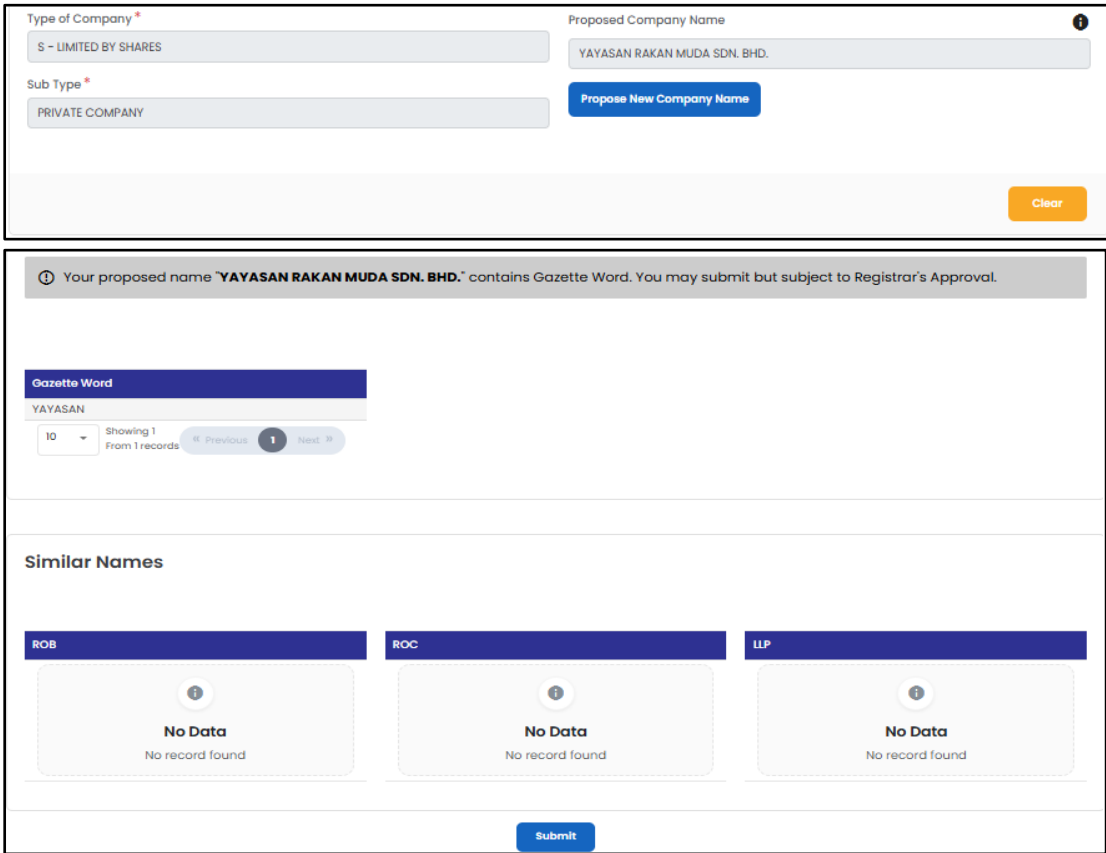
3.1.1 Proposed Company Name is available

Field Num.	Description
1.	If the proposed name is available, the system will prompt a message to inform that your proposed name is available.  Similar Names 
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. - If Direct Incorporation is selected, proceed to 4.5 Direct Incorporation. - If Name Reservation is selected, proceed to 4.2 Name Reservation Local Company. - 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. - For Foreign Company, proceed to 4.3 Name Reservation (Foreign Company) - 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

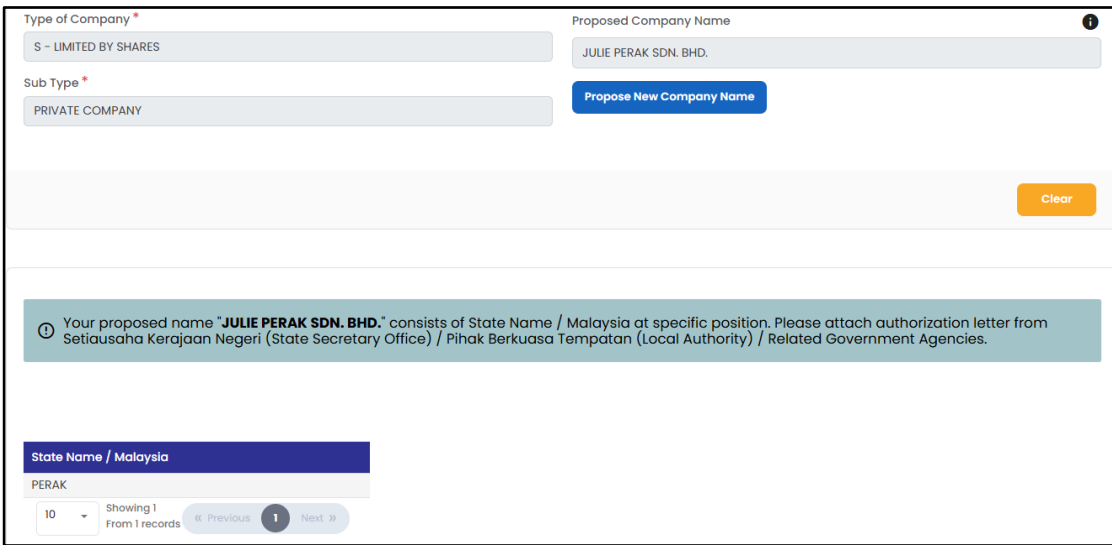
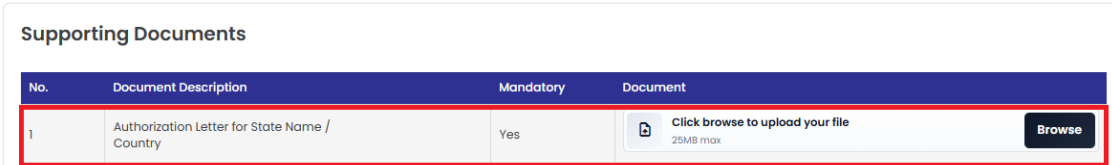
Field Num.	Description
1.	If the proposed company name contains a Gazette Word, the system displays a message informing the user that the proposed name contains gazette words and lists the gazette words identified in the proposed company name. Note: If the proposed company name contains a gazette word, the user can only proceed with Name Reservation. 
2.	Click the Submit button to proceed to 4.2: Name Reservation (Local Company). - For Limited by Shares (CLBS), Limited by Guarantee (CLBG) and Unlimited Company proceed to 4.2 Name Reservation Local Company. - 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. 1 The proposed name contains controlled word SONY that requires supporting documents from SUNY (MULUYSUU) SDN. BHD.. Please upload this attachment if available. You may proceed but final result will be determined by the Registrar. Control Word SONY 10 Showing 1 From 1 records « Previous 1 Next » For more details on Company Name, please refers to the Guidelines on Company Names Similar Names ROB No Data No record found ROC No Data No record found LLP No Data No record found								
2.	Upload the Authorisation Letter for Control Word if applicable. Supporting Documents <table><tr><th>No.</th><th>Document Description</th><th>Mandatory</th><th>Document</th></tr><tr><td>1</td><td>Authorization Letter for Control Word</td><td>No</td><td> Click browse to upload your file 25MB max Browse </td></tr></table>	No.	Document Description	Mandatory	Document	1	Authorization Letter for Control Word	No	Click browse to upload your file 25MB max Browse
No.	Document Description	Mandatory	Document						
1	Authorization Letter for Control Word	No	Click browse to upload your file 25MB max Browse						

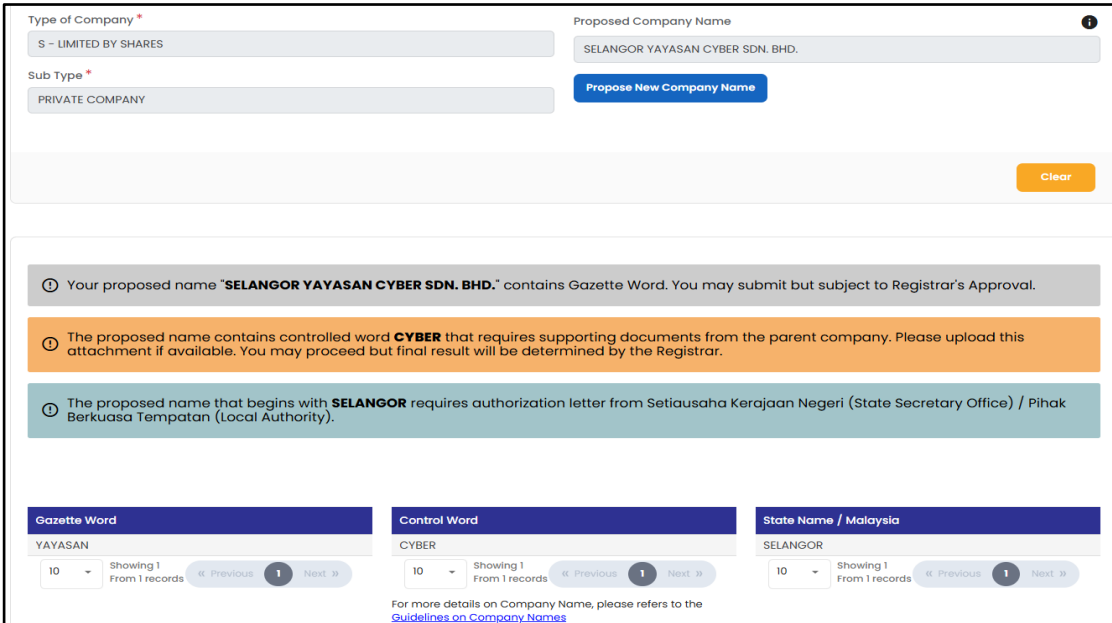
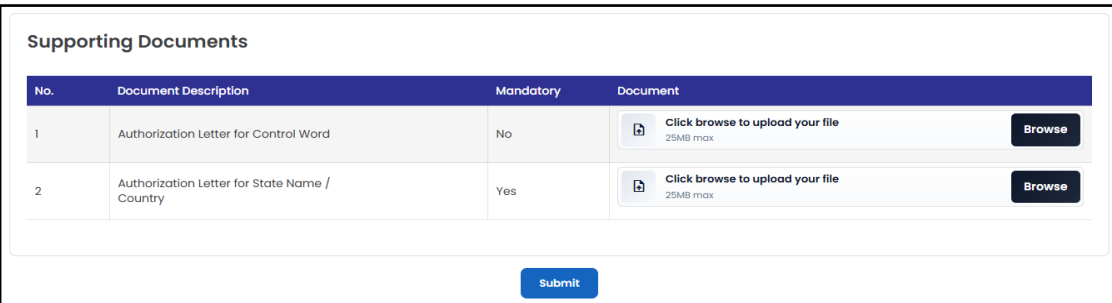
Field Num.	Description
3.	You can choose whether to proceed with registration using the proposed name (click Direct Incorporation) or just reserve the proposed name (click Name Reservation). Then, click the Submit button. - If Direct Incorporation is selected, proceed to 4.5 Direct Incorporation. - If Name Reservation is selected, proceed to 4.2 Name Reservation Local Company. - 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. - For Foreign Company, proceed to 4.3 Name Reservation (Foreign Company) - 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 Do you wish to proceed to: * ☒ DIRECT INCORPORATION ☐ NAME RESERVATION Submit

3.1.5 Proposed Company Name contains State Name/Malaysia

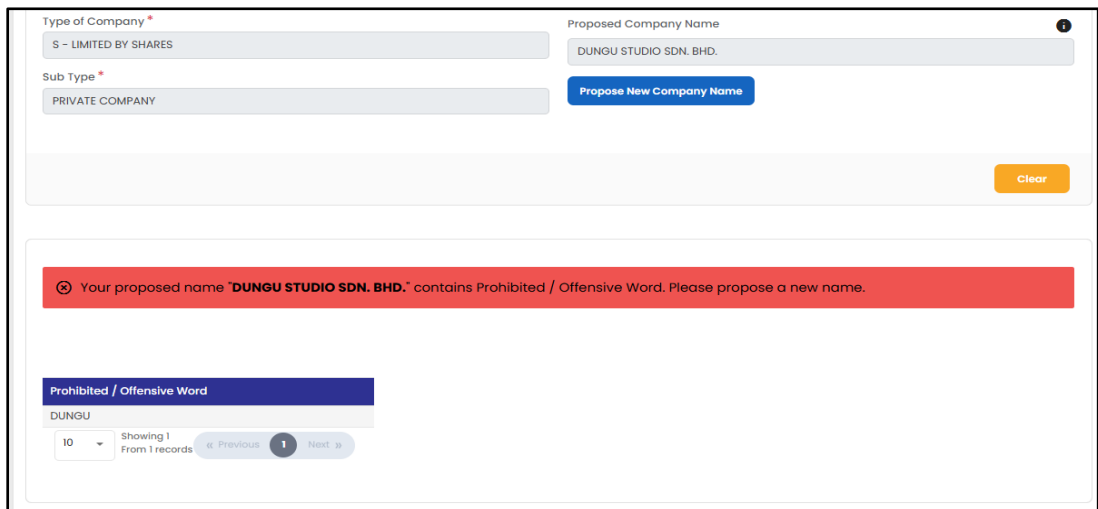
Field Num.	Description
1.	If the proposed company name contains a State Name/Malaysia, the system displays a message informing that the proposed name contains control words and shows a list of the control words found in the proposed company name. Note: State Name/Malaysia is determined based on the specific 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 Do you wish to proceed to: * ⓘ ☒ DIRECT INCORPORATION ☐ NAME RESERVATION Submit

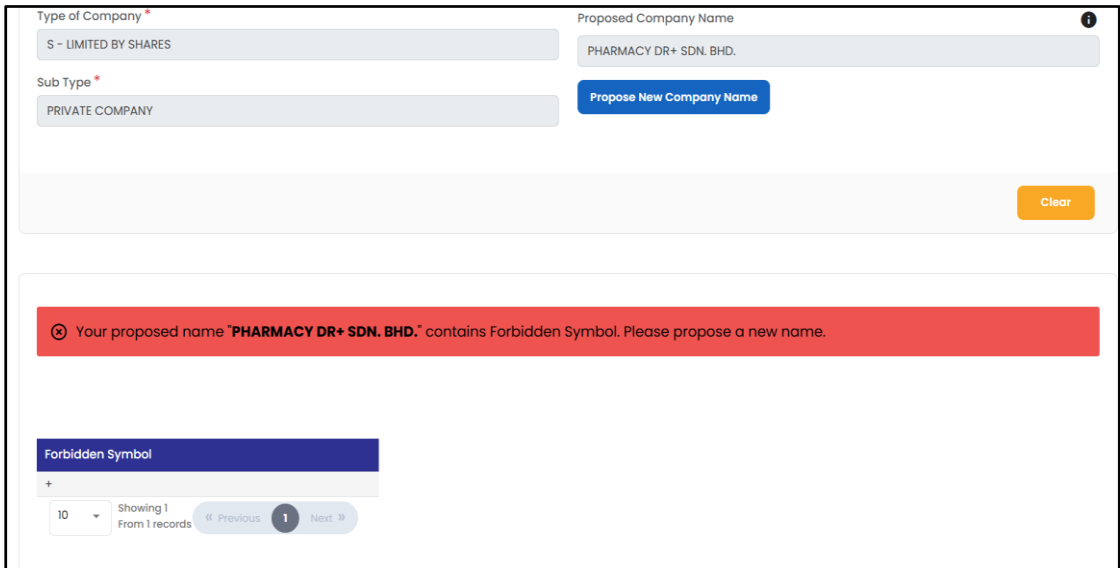
3.1.6 Proposed Company Name contains Gazette Word, Control Word and State Name/Malaysia

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.  ① Your proposed name "SELANGOR YAYASAN CYBER SDN. BHD." contains Gazette Word. You may submit but subject to Registrar's Approval. ② The proposed name contains controlled word CYBER that requires supporting documents from the parent company. Please upload this attachment if available. You may proceed but final result will be determined by the Registrar. ③ The proposed name that begins with SELANGOR requires authorization letter from Setiausaha Kerajaan Negeri (State Secretary Office) / Pihak Berkuasa Tempatan (Local Authority). For more details on Company Name, please refers to the Guidelines on Company Names
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.

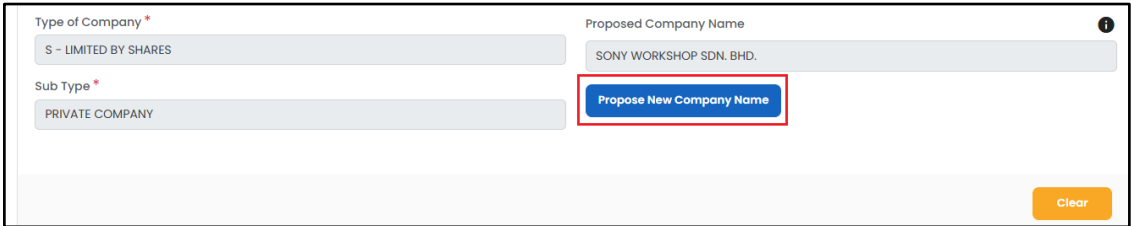
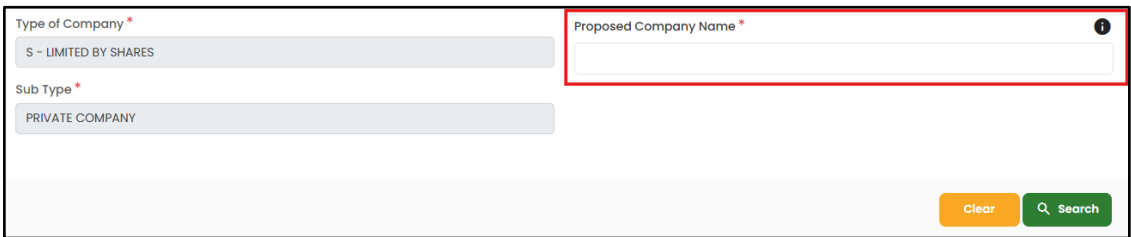
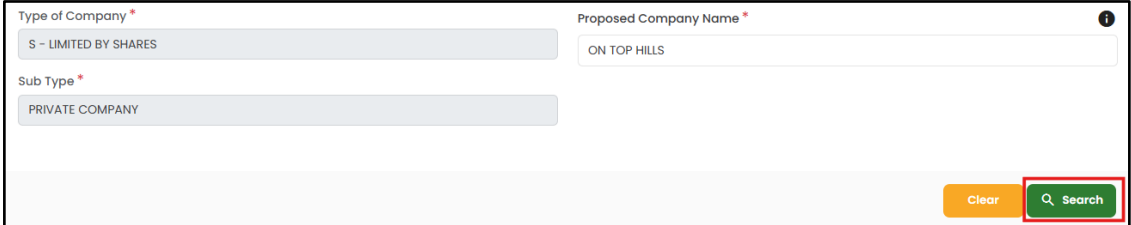
3.1.7 Proposed Company Name contains Prohibited Word

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.  The screenshot shows a web form for proposing a company name. The 'Type of Company' is set to 'S - LIMITED BY SHARES' and the 'Sub Type' is 'PRIVATE COMPANY'. The 'Proposed Company Name' field contains 'DUNGU STUDIO SDN. BHD.'. A blue button labeled 'Propose New Company Name' is visible. Below the form, a red error message states: 'Your proposed name "DUNGU STUDIO SDN. BHD." contains Prohibited / Offensive Word. Please propose a new name.' Below the error message, a section titled 'Prohibited / Offensive Word' lists the word 'DUNGU'. At the bottom, there is a pagination control showing 'Showing 1 From 1 records' with 'Previous' and 'Next' buttons.
2.	Refer 4.1.9 to amend the proposed company name or 4.1.10 to clear all selections

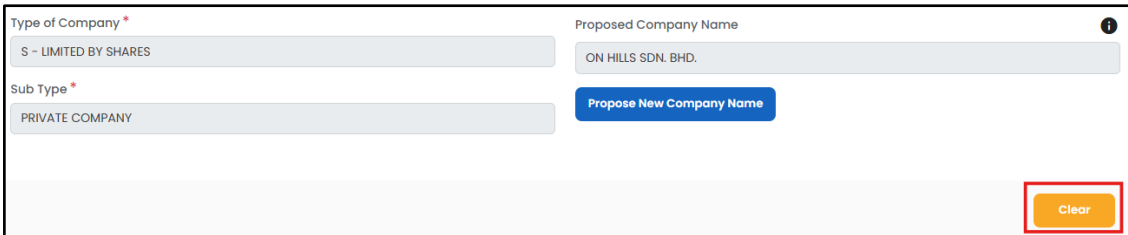
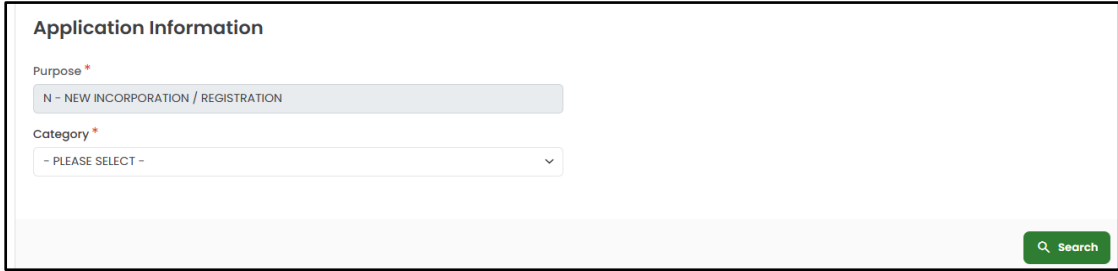
3.1.8 Proposed Company Name contains Forbidden Symbol

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.  The screenshot shows the 'Proposed Company Name' field with the text 'PHARMACY DR+ SDN. BHD.'. Below the field, a red error message states: 'Your proposed name "PHARMACY DR+ SDN. BHD." contains Forbidden Symbol. Please propose a new name.' Below the error message, a section titled 'Forbidden Symbol' shows a list of symbols, with '1' symbol displayed. The 'Type of Company' is set to 'S - LIMITED BY SHARES' and the 'Sub Type' is 'PRIVATE COMPANY'. A 'Propose New Company Name' button is visible next to the company name field.
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

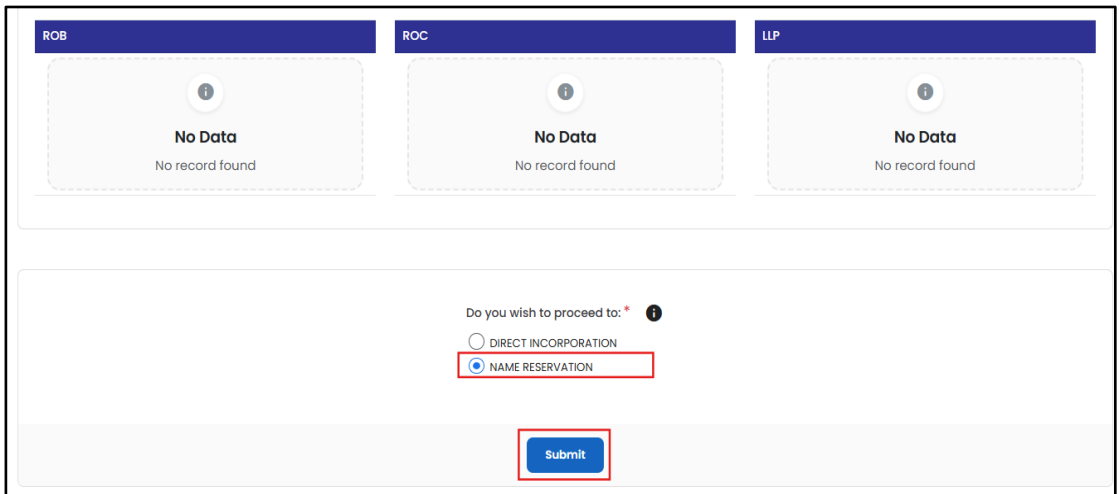
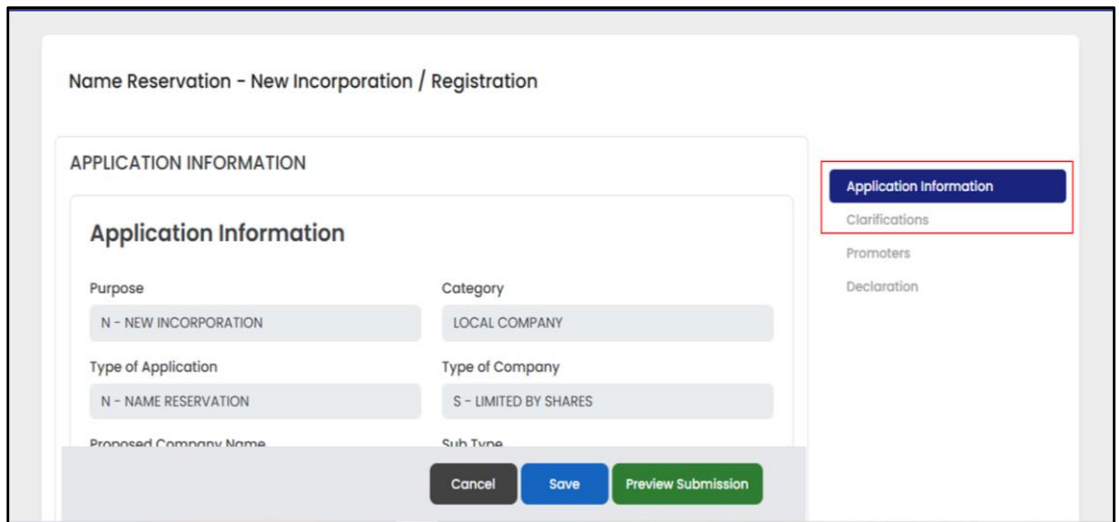
Field Num.	Description
1.	Click the Proposed New Company Name button to clear the Proposed Company Name field. 
2.	Enter a New Company Name. 
3.	Click Search to repeat Step 7 of 4.1 Check Name Availability 

3.1.10 Clear all selections

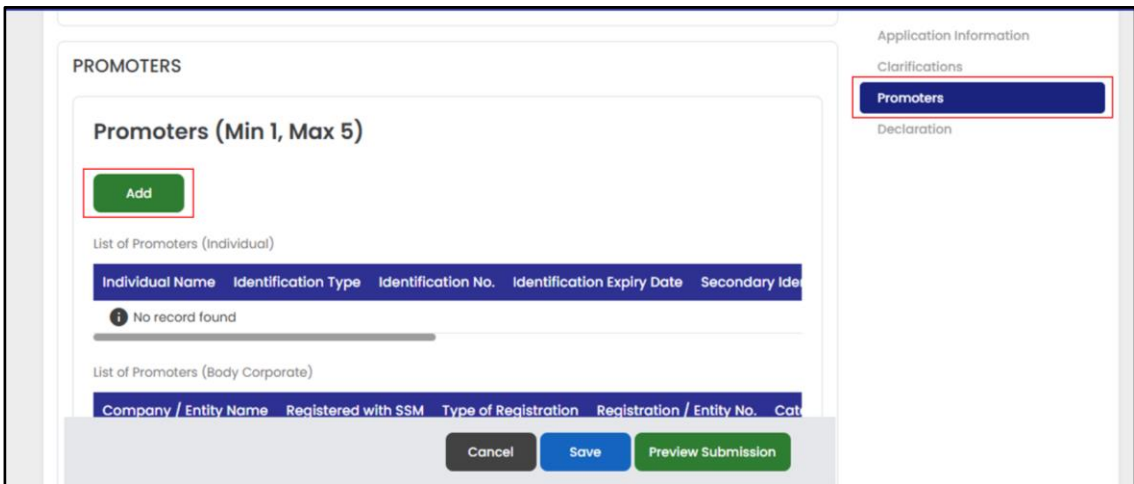
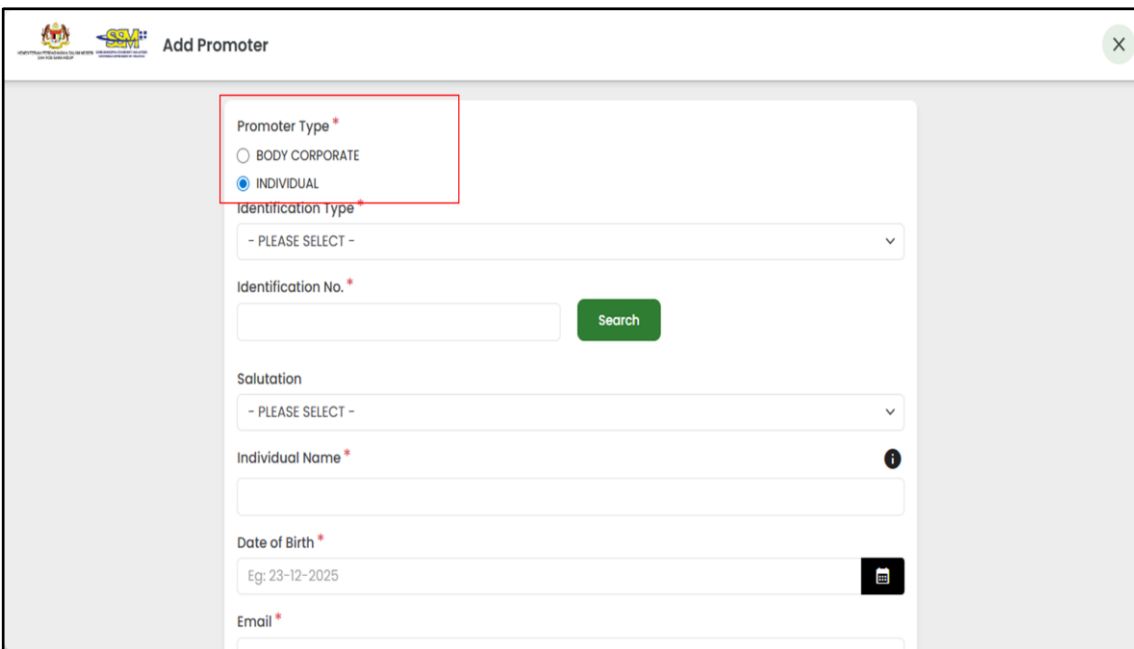
Field Num.	Description
1.	Click the Clear button.  The screenshot shows a form with two main sections. The top section has 'Type of Company' (dropdown with 'S - LIMITED BY SHARES') and 'Proposed Company Name' (text input with 'ON HILLS SDN. BHD.'). Below this is 'Sub Type' (dropdown with 'PRIVATE COMPANY') and a blue 'Propose New Company Name' button. At the bottom right of the form, there is a yellow 'Clear' button, which is highlighted with a red rectangular box.
2.	All values will be reset. Restart the process from Step 3 of 4.1 Check Name Availability.  The screenshot shows a form titled 'Application Information'. It contains a 'Purpose' dropdown (selected 'N - NEW INCORPORATION / REGISTRATION') and a 'Category' dropdown (selected '- PLEASE SELECT -'). At the bottom right, there is a green 'Search' button with a magnifying glass icon.

3.2 Name Reservation (Local Company)

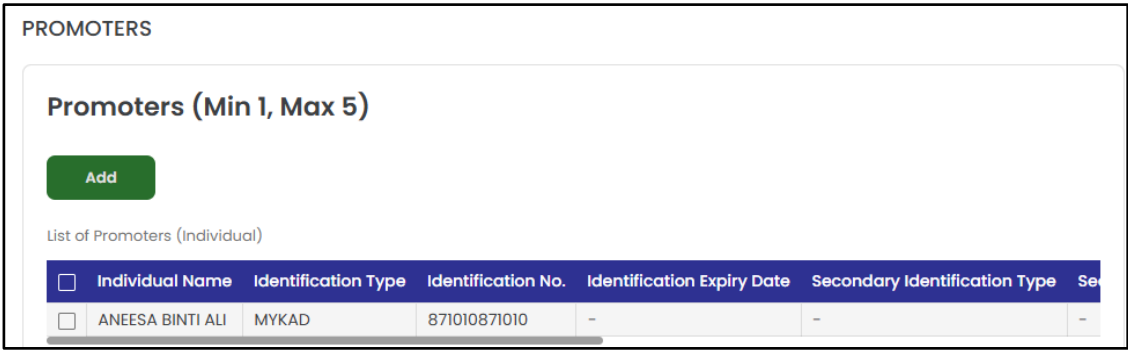
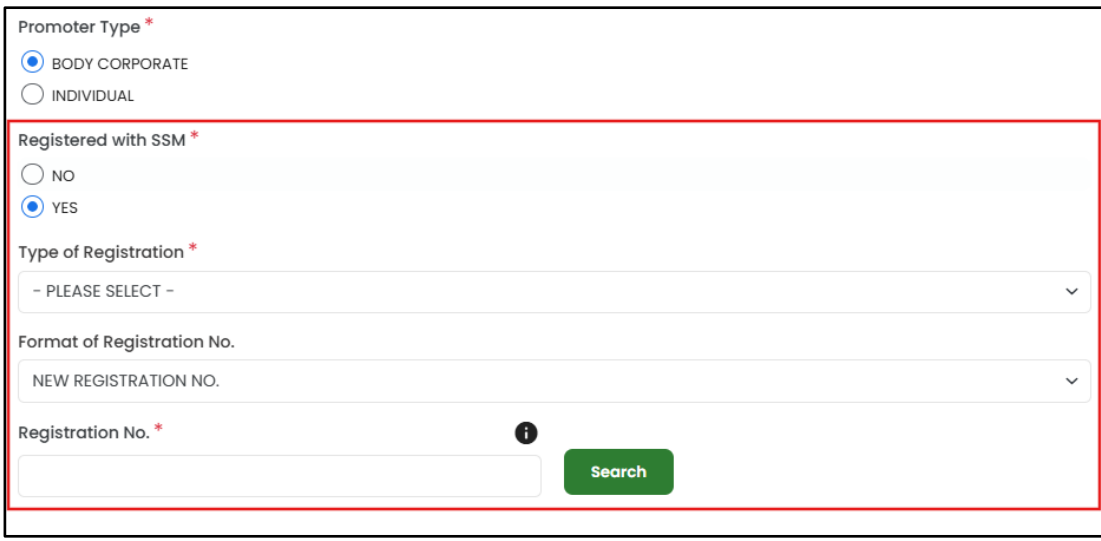
Complete Steps 1 to 8 of the **4.1 Check Name Availability (Name Search)** process, then continue with the steps for **Name Reservation** as below.

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. 6) Business Code / Description * Business Code / Description 01495u - EXPORT AND IMPORT OF HONEY AND BEESWAX Action 7) Other Comments OTHER COMMENTS 186 character remaining Supporting Documents * Click browse to upload your file 25MB max Browse

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. 

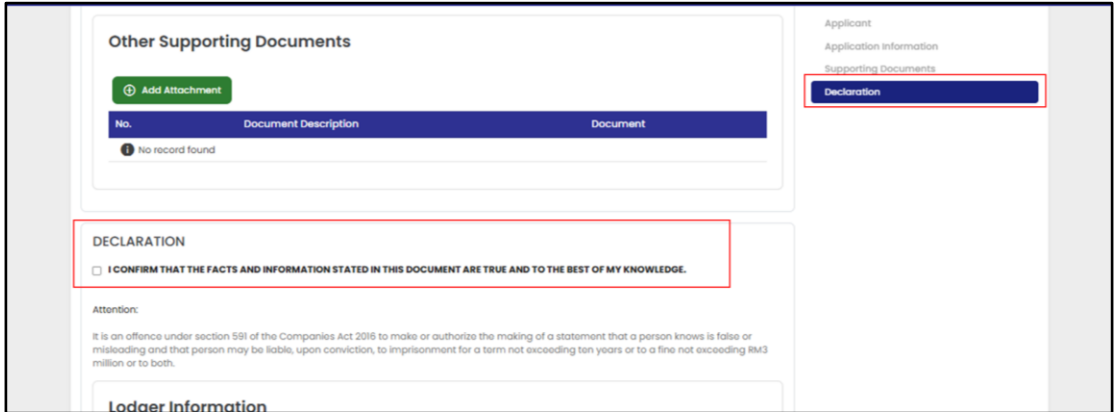
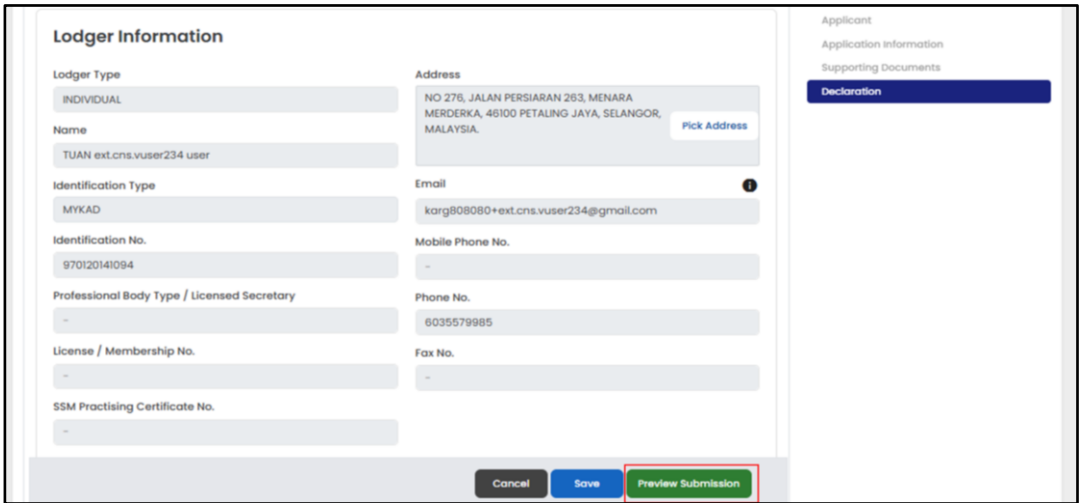
Field Num.	Description
7.	Fill in the Identification Number (for Individual type). Note: User can search the Identification Number by clicking Search button to populate the details. Only Identification No. registered with SSM4U can be used for ID search. User can also enter all details manually. Identification Type * MYKAD Identification No. * 871010871010 Search e.g. 900101012222
8.	Click the Search button to search the Identification Number. Note: All details below will be auto populated if available. Identification Type * MYKAD Identification No. 871010871010 Clear e.g. 900101012222 Salutation - PLEASE SELECT - Individual Name * ANEESA BINTI ALI Date of Birth * 10-10-1987 Email * cns.uattest+aneesa@gmail.com
9.	Click the Submit button. Date of Birth * 10-10-1987 Email * cns.uattest@gmail.com Submit

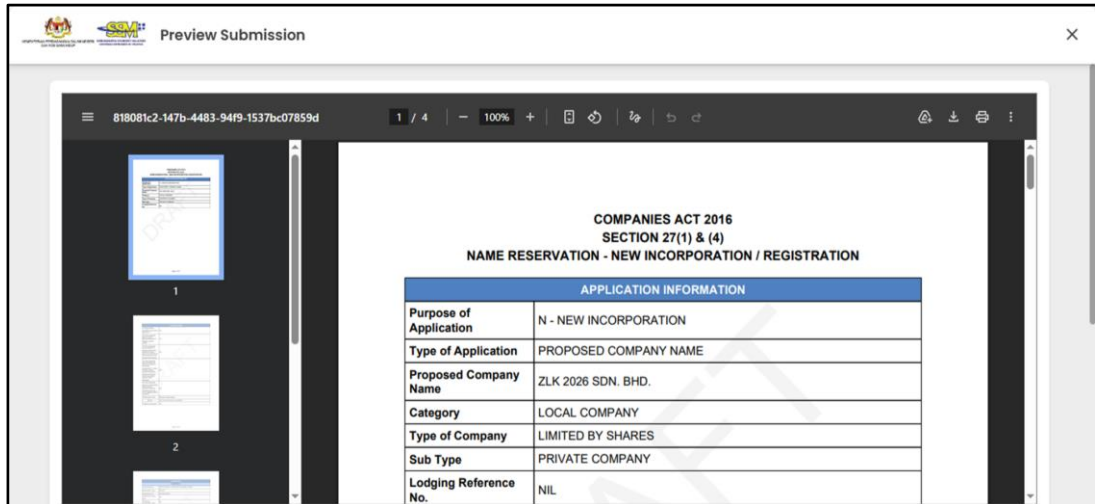
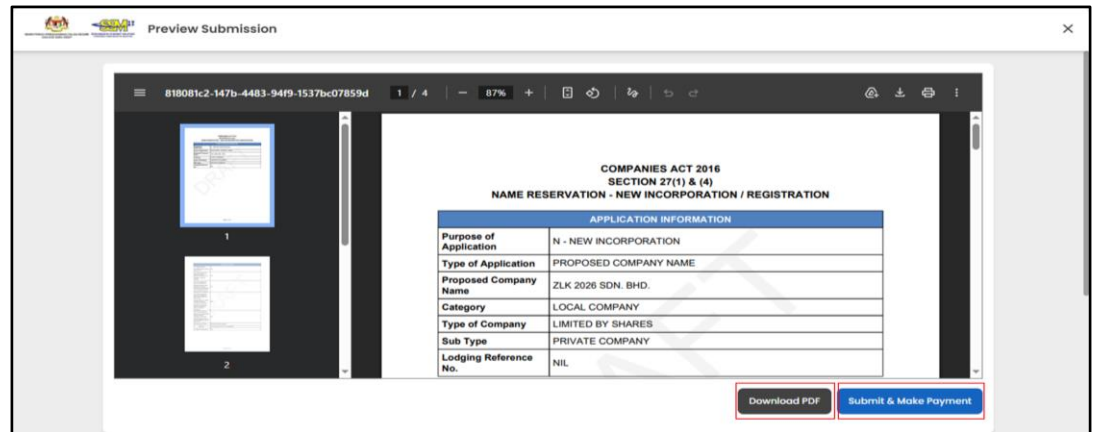
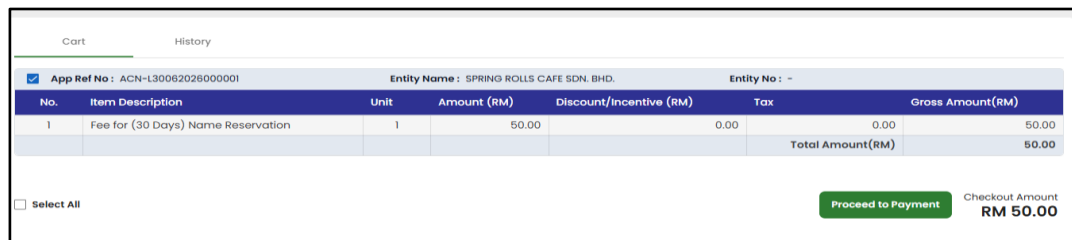
Field Num.	Description
10.	The promoter will be added in the listing. 
11.	Click the Add button to add a Body Corporate Type, if applicable. 
12.	Select the Body Corporate as the Promoter Type. Then, select Registered with SSM: Yes. The system will display the relevant fields according to selection. 

Field Num.	Description
13.	Select the following details and click Search button: Type of Registration: <ROC or LLP> Format of Registration No.: <Old Registration No. or New Registration No.> Registration No.: <Enter Reg. No. based on the selected format> Promoter Type * ☒ BODY CORPORATE ☐ INDIVIDUAL Registered with SSM * ☐ NO ☒ YES Type of Registration * REGISTRATION OF COMPANY (ROC) Format of Registration No. OLD REGISTRATION NO. Registration No. * 5002537-V Search
14.	The Company Name will be displayed. Fill in the email and then click Submit. Promoter Type * ☒ BODY CORPORATE ☐ INDIVIDUAL Registered with SSM * ☐ NO ☒ YES Type of Registration * REGISTRATION OF COMPANY (ROC) Format of Registration No. OLD REGISTRATION NO. Registration No. 202501500703 (5002537-V) Clear Company Name 202501500703 SDN. BHD. Email * cns.uattest@gmail.com Submit

Field Num.	Description																										
15.	The promoter will be added in the listing. Promoters (Min 1, Max 5) Add List of Promoters (Individual) <table><thead><tr><th>☐</th><th>Individual Name</th><th>Identification Type</th><th>Identification No.</th><th>Identification Expiry Date</th><th>Secondary Identification Type</th><th>Se</th></tr></thead><tbody><tr><td>☐</td><td>ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>-</td><td>-</td><td>-</td></tr></tbody></table> List of Promoters (Body Corporate) <table><thead><tr><th>☐</th><th>Company / Entity Name</th><th>Registered with SSM</th><th>Type of Registration</th><th>Registration / Entity No.</th><th>Categ</th></tr></thead><tbody><tr><td>☐</td><td>202501500703 SDN. BHD.</td><td>YES</td><td>REGISTRATION OF COMPANY (ROC)</td><td>202501500703 (5002537-V)</td><td>-</td></tr></tbody></table>	☐	Individual Name	Identification Type	Identification No.	Identification Expiry Date	Secondary Identification Type	Se	☐	ANEESA BINTI ALI	MYKAD	871010871010	-	-	-	☐	Company / Entity Name	Registered with SSM	Type of Registration	Registration / Entity No.	Categ	☐	202501500703 SDN. BHD.	YES	REGISTRATION OF COMPANY (ROC)	202501500703 (5002537-V)	-
☐	Individual Name	Identification Type	Identification No.	Identification Expiry Date	Secondary Identification Type	Se																					
☐	ANEESA BINTI ALI	MYKAD	871010871010	-	-	-																					
☐	Company / Entity Name	Registered with SSM	Type of Registration	Registration / Entity No.	Categ																						
☐	202501500703 SDN. BHD.	YES	REGISTRATION OF COMPANY (ROC)	202501500703 (5002537-V)	-																						
16.	Click on the Add button to add a Body Corporate Type, if applicable. PROMOTERS Promoters (Min 1, Max 5) Add Application information Clarifications Promoters Declaration																										
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. Promoter Type * ☒ BODY CORPORATE ☐ INDIVIDUAL Registered with SSM * ☒ NO ☐ YES Category of Member * - PLEASE SELECT - Entity No. Entity Name * Email * Submit																										

Field Num.	Description																		
18.	Select the Category of Member and then fill all of the details. Promoter Type * ☒ BODY CORPORATE ☐ INDIVIDUAL Registered with SSM * ☒ NO ☐ YES Category of Member * LOCAL ENTITY NOT REGISTERED WITH SSM Entity No. 76754333 Entity Name * JAYA TRADING Email * cns.uatatest+jayatrading@gmail.com																		
19.	Click Submit button: Email * cns.uatatest+jayatrading@gmail.com Submit																		
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. List of Promoters (Body Corporate) <table><tr><th>☐</th><th>Company / Entity Name</th><th>Registered with SSM</th><th>Type of Registration</th><th>Registration / Entity No.</th><th>Categ</th></tr><tr><td>☐</td><td>202501500703 SDN. BHD.</td><td>YES</td><td>REGISTRATION OF COMPANY (ROC)</td><td>202501500703 (5002537-V)</td><td>-</td></tr><tr><td>☐</td><td>JAYA TRADING</td><td>NO</td><td>-</td><td>76754333</td><td>LOCAL</td></tr></table>	☐	Company / Entity Name	Registered with SSM	Type of Registration	Registration / Entity No.	Categ	☐	202501500703 SDN. BHD.	YES	REGISTRATION OF COMPANY (ROC)	202501500703 (5002537-V)	-	☐	JAYA TRADING	NO	-	76754333	LOCAL
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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. 

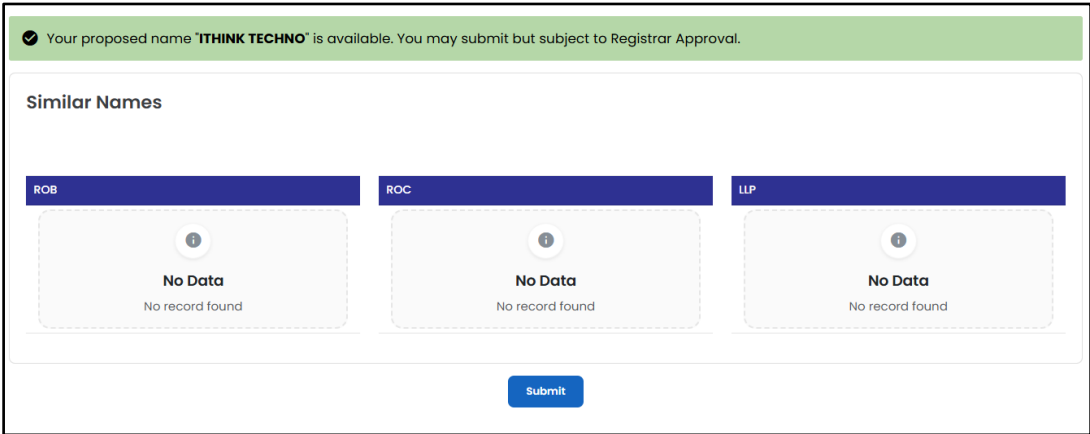
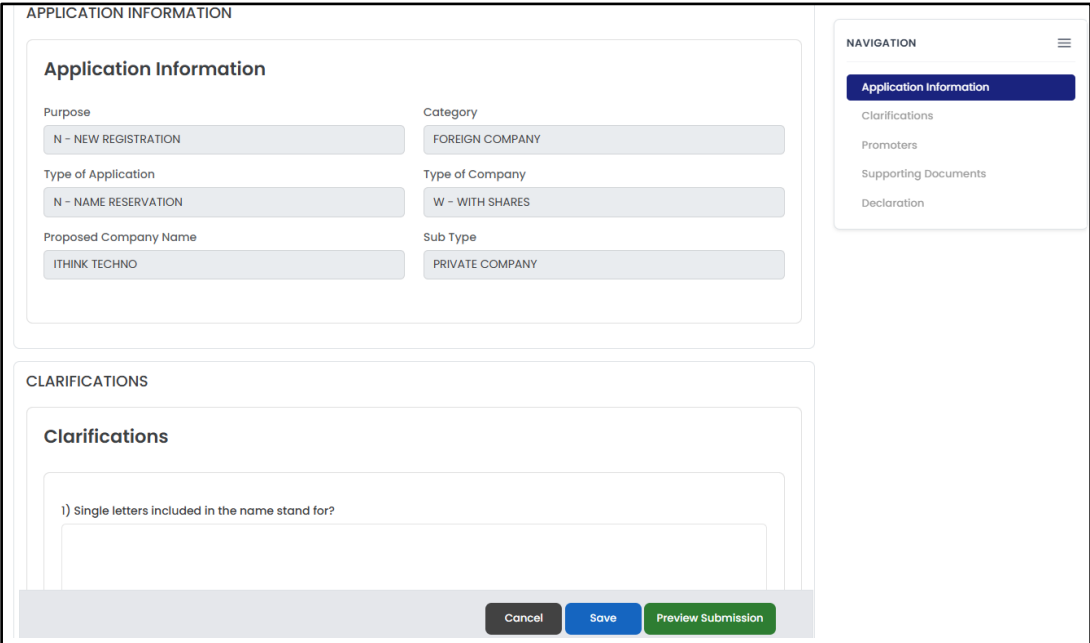
Field Num.	Description																					
26.	The system will display Payment Order page. Click Pay Now button. Payment Order Order Reference No.: CRSFT20260630000001 App Ref No: ACN-L30062026000001 Entity Name: SPRING ROLLS CAFE SDN. BHD. Entity No: - <table><thead><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount(RM)</th></tr></thead><tbody><tr><td>1</td><td>Fee for (30 Days) Name Reservation</td><td>1</td><td>50.00</td><td>0.00</td><td>0.00</td><td>50.00</td></tr><tr><td colspan="6"></td><td>Grand Total : RM 50.00</td></tr></tbody></table> Payer Information Payer Name * EXT.CNS.COSEC229 USER Payer ID * 970120141029 Payer Email Address * karg808080+ext.cns.cosec229@gmail.com Payer Contact No. * 035579985 Payer Address * NO 211 JALAN PERSIARAN 198 MENARA MERDERKA Postcode * 46100 City * PETALING JAYA State * SELANGOR Country * MALAYSIA Back to Cart Pay Now	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							Grand Total : RM 50.00
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1	Fee for (30 Days) Name Reservation	1	50.00	0.00	0.00	50.00																
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27.	Make payment as instructed until successful. Note: User will receive email notification upon successful submission. 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 CRSFT20260630000001 Receipt No. ORI7827527288991306904128 App Ref No: ACN-L30062026000001 Entity Name: SPRING ROLLS CAFE SDN. BHD. Entity No: - <table><thead><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount(RM)</th></tr></thead><tbody><tr><td>1</td><td>Fee for (30 Days) Name Reservation</td><td>1</td><td>50.00</td><td>0.00</td><td>0.00</td><td>50.00</td></tr></tbody></table> 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							
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⚠ Important Notes & Post-Submission Tracking

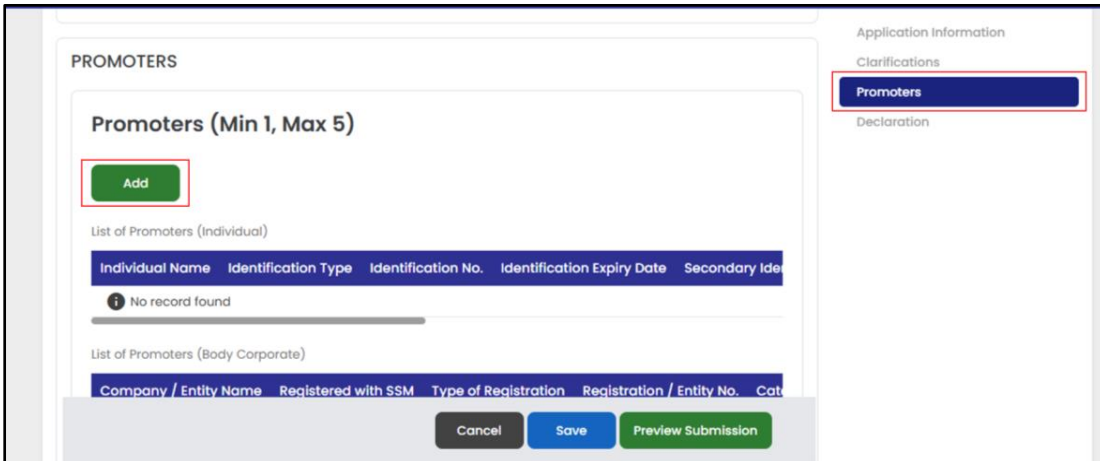
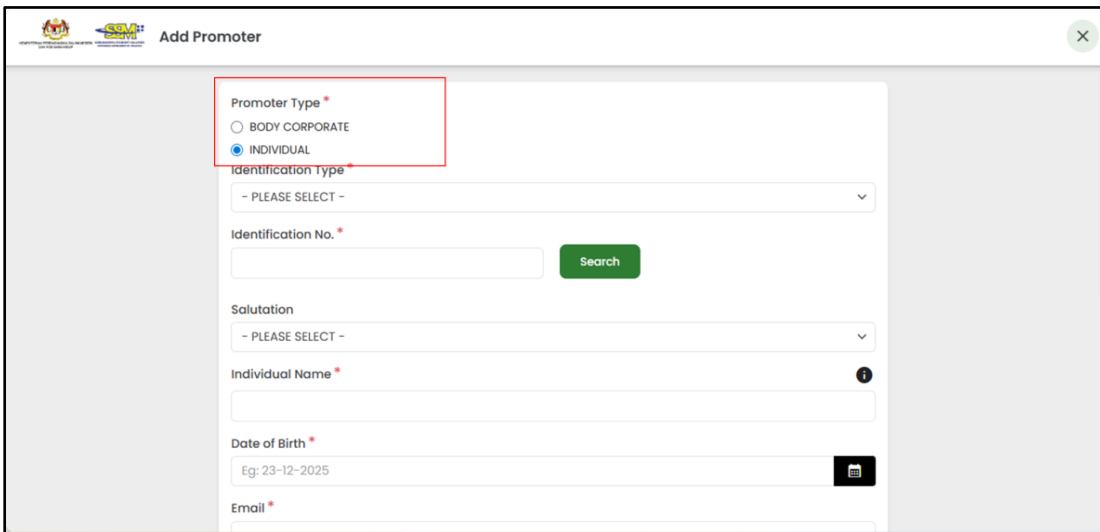
- **Email Notifications:** You will receive an email notification for the approved application.
- **Next Steps for Incorporation:** Once approved, you can immediately proceed to apply for company incorporation within your reserved name validity period.
- **Reviewing Submitted Data:** To view your records 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)

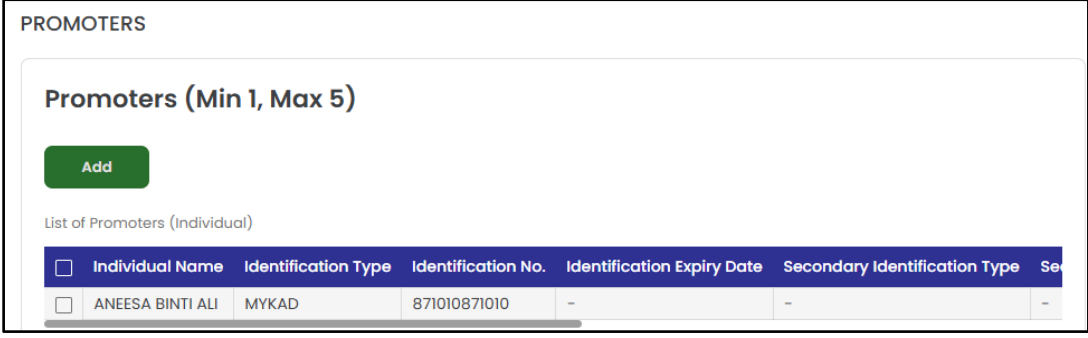
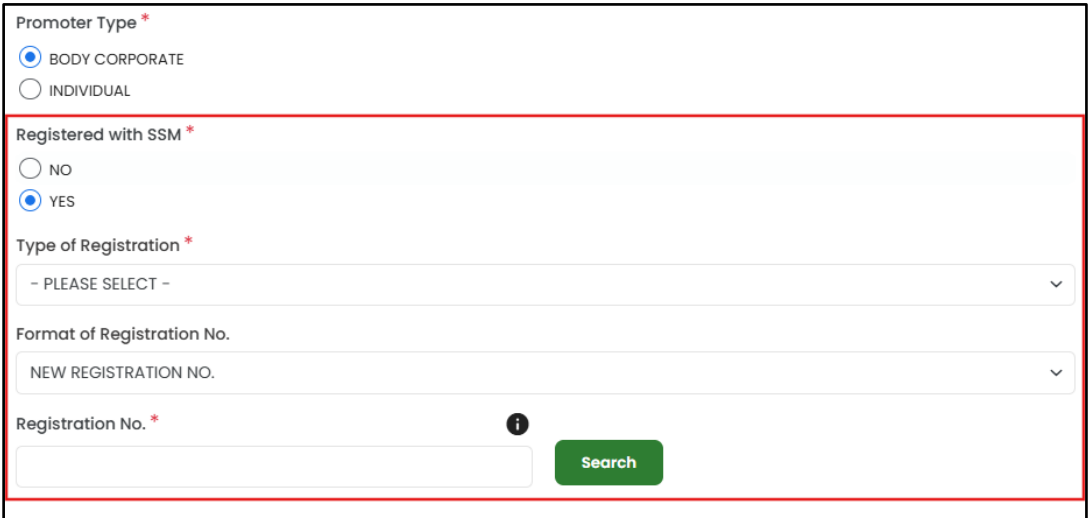
Complete Steps 1 to 8 of the **4.1 Check Name Availability (Name Search)** process, then continue with the steps for **Name Reservation** below.

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. 6) Business Code / Description * Business Code / Description 01495u - EXPORT AND IMPORT OF HONEY AND BEESWAX Action 7) Other Comments OTHER COMMENTS 186 character remaining Supporting Documents * Click browse to upload your file 25MB max Browse
4.	Upload supporting documents for Clarifications 3, 4, 5, and 7, if provided. 7) Other Comments OTHER COMMENTS 186 character remaining Supporting Documents * Click browse to upload your file 25MB max Browse Clarification_7...

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. Identification Type * MYKAD Identification No. * 871010871010 e.g. 900101012222 Search
8.	Click the Search button to search the Identification Number. Note: All the details below will be auto-populated if available. Identification Type * MYKAD Identification No. 871010871010 e.g. 900101012222 Clear Salutation - PLEASE SELECT - Individual Name * ANEESA BINTI ALI Date of Birth * 10-10-1987 Email * cns.uattest+aneesa@gmail.com
9.	Click the Submit button. Date of Birth * 10-10-1987 Email * cns.uattest@gmail.com Submit

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. 

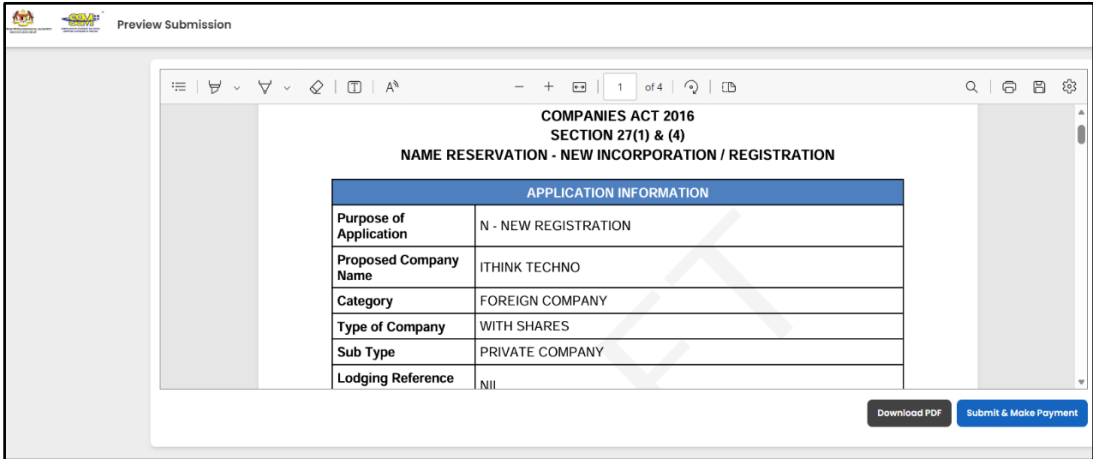
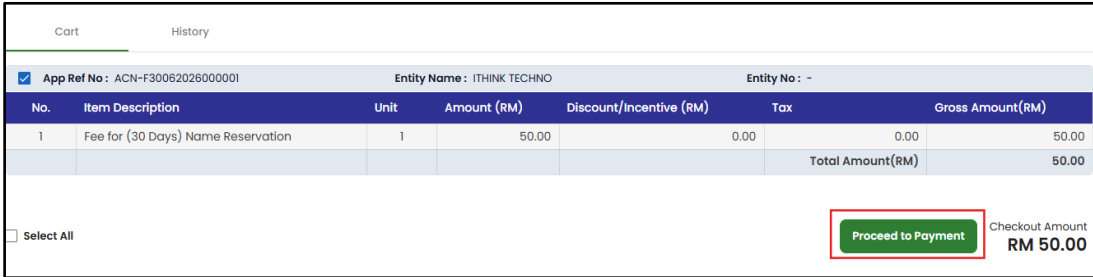
Field Num.	Description
13.	Select the following details and click the Search button: Type of Registration: <i><ROC or LLP></i> Format of Registration No.: <i><Old Registration No. or New Registration No.></i> Registration No.: <i><Enter Reg. No. based on the selected format></i> Promoter Type * ☒ BODY CORPORATE ☐ INDIVIDUAL Registered with SSM * ☐ NO ☒ YES Type of Registration * REGISTRATION OF COMPANY (ROC) ▼ Format of Registration No. OLD REGISTRATION NO. ▼ Registration No. * ⓘ 5002537-V Search
14.	The Company Name will be displayed. Fill in the email and then click Submit. Promoter Type * ☒ BODY CORPORATE ☐ INDIVIDUAL Registered with SSM * ☐ NO ☒ YES Type of Registration * REGISTRATION OF COMPANY (ROC) Format of Registration No. OLD REGISTRATION NO. Registration No. ⓘ 202501500703 (5002537-V) Clear Company Name 202501500703 SDN. BHD. Email * cns.uatatest@gmail.com Submit

Field Num.	Description																										
15.	The promoter will be added in the listing. Promoters (Min 1, Max 5) Add List of Promoters (Individual) <table><tr><td>☐</td><td>Individual Name</td><td>Identification Type</td><td>Identification No.</td><td>Identification Expiry Date</td><td>Secondary Identification Type</td><td>Secondary Identification No.</td></tr><tr><td>☐</td><td>ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>-</td><td>-</td><td>-</td></tr></table> List of Promoters (Body Corporate) <table><tr><td>☐</td><td>Company / Entity Name</td><td>Registered with SSM</td><td>Type of Registration</td><td>Registration / Entity No.</td><td>Category</td></tr><tr><td>☐</td><td>202501500703 SDN. BHD.</td><td>YES</td><td>REGISTRATION OF COMPANY (ROC)</td><td>202501500703 (5002537-V)</td><td>-</td></tr></table>	☐	Individual Name	Identification Type	Identification No.	Identification Expiry Date	Secondary Identification Type	Secondary Identification No.	☐	ANEESA BINTI ALI	MYKAD	871010871010	-	-	-	☐	Company / Entity Name	Registered with SSM	Type of Registration	Registration / Entity No.	Category	☐	202501500703 SDN. BHD.	YES	REGISTRATION OF COMPANY (ROC)	202501500703 (5002537-V)	-
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☐	JAYA TRADING	NO	-	76754333	LOCAL														

Field Num.	Description								
21.	Upload the Registration Certificate from Country of Origin and then check the Supporting Document Declaration checkbox. SUPPORTING DOCUMENTS Supporting Documents <table><thead><tr><th>No.</th><th>Document Description</th><th>Mandatory</th><th>Document</th></tr></thead><tbody><tr><td>1</td><td>Registration Certificate from Country of Origin</td><td>Yes</td><td> Click browse to upload your file 25MB max Browse SupportingDocu... </td></tr></tbody></table> ☒ I HEREBY DECLARES THAT COMPANY'S CERTIFICATE OF REGISTRATION FROM COUNTRY OF ORIGIN HAVE BEEN ATTACHED.	No.	Document Description	Mandatory	Document	1	Registration Certificate from Country of Origin	Yes	Click browse to upload your file 25MB max Browse SupportingDocu...
No.	Document Description	Mandatory	Document						
1	Registration Certificate from Country of Origin	Yes	Click browse to upload your file 25MB max Browse SupportingDocu...						
22.	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.								

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. Lodger Information <table border="0"> <tr> <td>Lodger Type</td><td>Address</td></tr> <tr> <td>AUTHORISED USER</td><td>NO 211, JALAN PERSIARAN 198, MENARA MERDERKA, 46100 PETALING JAYA, SELANGOR, MALAYSIA. Pick Address</td></tr> <tr> <td>Name</td><td></td></tr> <tr> <td>TUAN ext.cns.cosec229 user</td><td></td></tr> <tr> <td>Identification Type</td><td>Email</td></tr> <tr> <td>MYKAD</td><td>karg808080+ext.cns.cosec229@gmail.com</td></tr> <tr> <td>Identification No.</td><td>Mobile Phone No.</td></tr> <tr> <td>970120141029</td><td></td></tr> <tr> <td>Professional Body Type / Licensed Secretary</td><td>Phone No.</td></tr> <tr> <td>LICENSED SECRETARY</td><td>6035579985</td></tr> <tr> <td>License / Membership No.</td><td>Fax No.</td></tr> <tr> <td>LS0000246</td><td></td></tr> <tr> <td>SSM Practising Certificate No.</td><td></td></tr> <tr> <td>197010000030</td><td></td></tr> </table> Cancel Save Preview Submission	Lodger Type	Address	AUTHORISED USER	NO 211, JALAN PERSIARAN 198, MENARA MERDERKA, 46100 PETALING JAYA, SELANGOR, MALAYSIA. Pick Address	Name		TUAN ext.cns.cosec229 user		Identification Type	Email	MYKAD	karg808080+ext.cns.cosec229@gmail.com	Identification No.	Mobile Phone No.	970120141029		Professional Body Type / Licensed Secretary	Phone No.	LICENSED SECRETARY	6035579985	License / Membership No.	Fax No.	LS0000246		SSM Practising Certificate No.		197010000030	
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197010000030																													
24.	System will display the application information in PDF format. Preview Submission COMPANIES ACT 2016 SECTION 27(1) & (4) NAME RESERVATION - NEW INCORPORATION / REGISTRATION <table border="1"> <thead> <tr> <th colspan="2">APPLICATION INFORMATION</th> </tr> </thead> <tbody> <tr> <td>Purpose of Application</td> <td>N - NEW REGISTRATION</td> </tr> <tr> <td>Proposed Company Name</td> <td>ITHINK TECHNO</td> </tr> <tr> <td>Category</td> <td>FOREIGN COMPANY</td> </tr> <tr> <td>Type of Company</td> <td>WITH SHARES</td> </tr> <tr> <td>Sub Type</td> <td>PRIVATE COMPANY</td> </tr> <tr> <td>Lodging Reference</td> <td>NIL</td> </tr> </tbody> </table> Download PDF Submit & Make Payment	APPLICATION INFORMATION		Purpose of Application	N - NEW REGISTRATION	Proposed Company Name	ITHINK TECHNO	Category	FOREIGN COMPANY	Type of Company	WITH SHARES	Sub Type	PRIVATE COMPANY	Lodging Reference	NIL														
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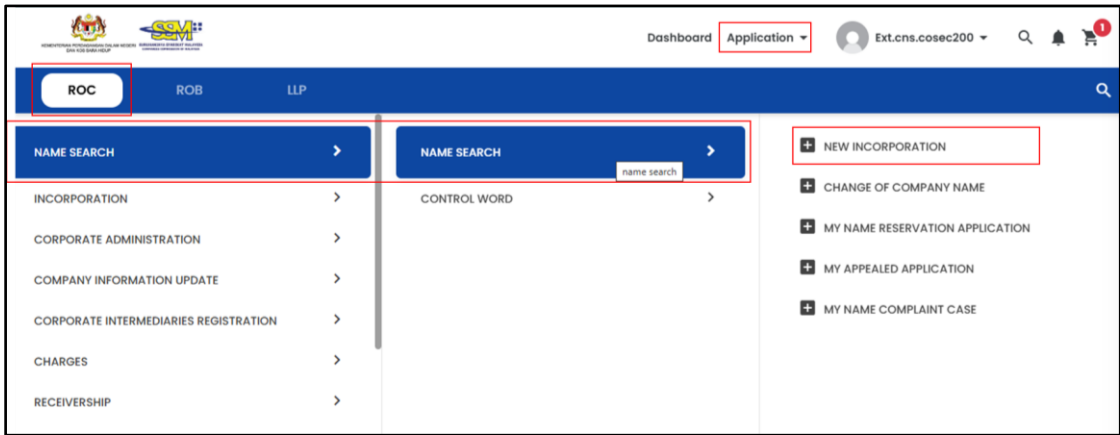
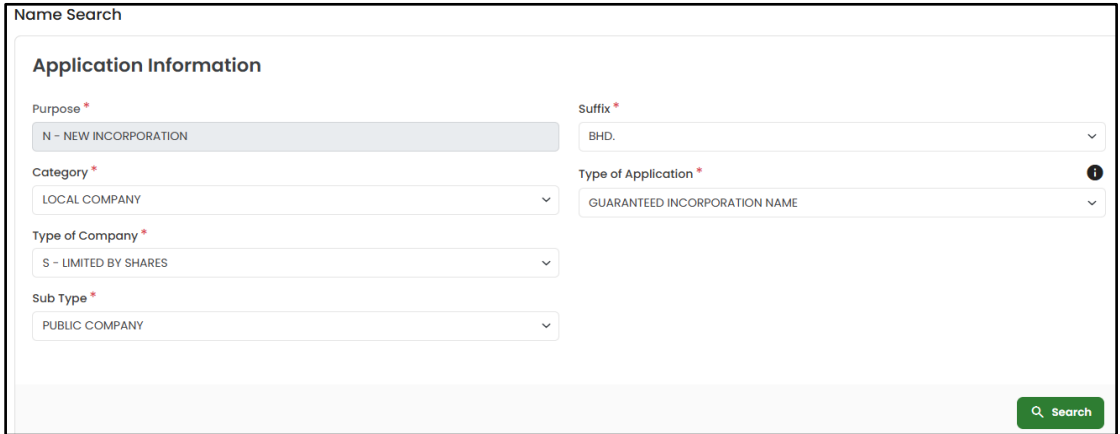
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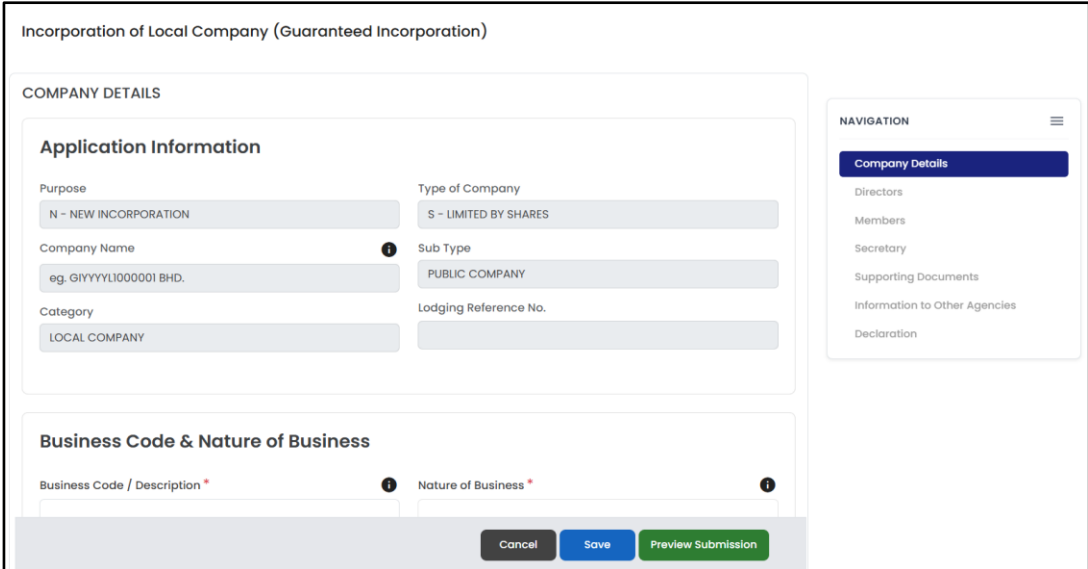
3.4 Guaranteed Incorporation Name

3.4.1 Name Search

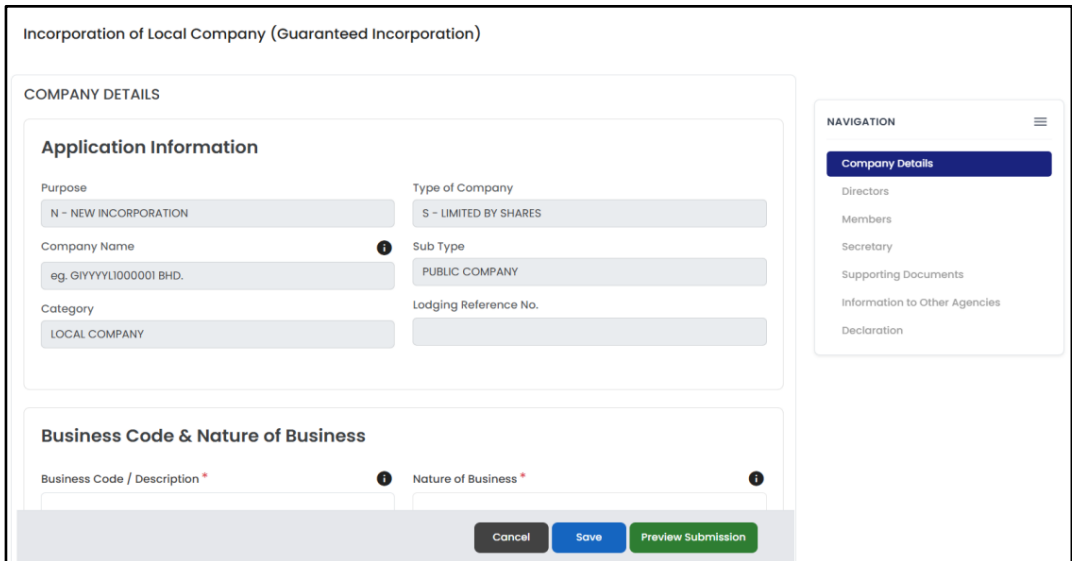
Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. Then, click: Name Search > Name Search > New Incorporation 
2.	The Name Search form will be displayed. Choose application as below: Category: <i><Local Company></i> Type of Company: <i><Limited by Shares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

Field Num.	Description
3.	From Type of Application drop-down list, choose Guaranteed Incorporation Name and click Search. Note: The system displays the message: <i>Guaranteed Incorporation Name is a system generated name, with ease of registration and faster approval process because it will be confirm approved.</i> 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. Name Search Application Information Purpose * N - NEW INCORPORATION Suffix * BHD. Category * LOCAL COMPANY Type of Application * GUARANTEED INCORPORATION NAME Type of Company * S - LIMITED BY SHARES Sub Type * PUBLIC COMPANY Search

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

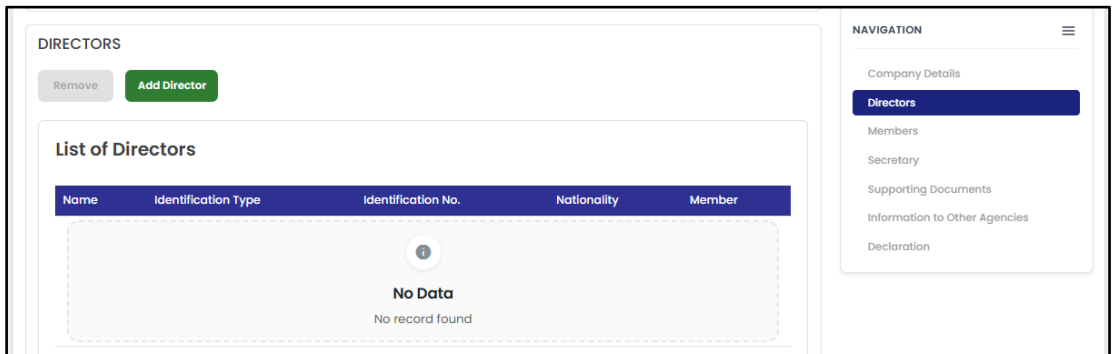
Field Num.	Description
6.	Incorporation of Local Company form for Guaranteed Incorporation will be displayed. Scroll down to the Business Code and Nature of Business. 

Field Num.	Description				
7.	In the Business Code and Nature of Business part, fill in the following fields: Business Code / Description: <i><Choose up to 3 Business Codes only></i> Nature of Business: <i><Input Nature of Business not exceeding 200 characters></i> Business URL Address: <i><Input Business URL Address if any></i> Business Code & Nature of Business Business Code / Description * <table> <thead> <tr> <th>Business Code / Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>85492 - DRIVING SCHOOL</td> <td></td> </tr> </tbody> </table> Nature of Business * DRIVING SCHOOL 198 words remaining Business URL Address HTTPS://DRIVINGSCHOOLS.COM.MY	Business Code / Description	Action	85492 - DRIVING SCHOOL	
Business Code / Description	Action				
85492 - DRIVING SCHOOL					
8.	In the Registered Address part, fill in all the following fields: Local Address Line 1: <i><Input Address Line 1> Mandatory to fill.</i> Local Address Line 2: <i><Input Address Line 2 if any></i> Local Address Line 3: <i><Input Address Line 3 if any></i> Postcode: <i><Input Postcode></i> Note: City, State & Country will be auto-populated based on the entered Postcode. City: <i><Auto-populate based on the Postcode></i> State: <i><Auto-populate based on the Postcode></i> Country: <i><Auto-populate: MALAYSIA></i> Email: <i><Input Valid Email Format></i> Office No.: <i><Input Office No.></i>				

Field Num.	Description
	Registered Address Local Address * Address Line 1 Address Line 2 Address Line 3 Postcode * City * State * Country * ☐ IF BUSINESS ADDRESS IS AVAILABLE Email * Office No. *

Field Num.	Description
	Business Address ☒ LOCAL ADDRESS ☐ SAME AS ABOVE Local Address * NO.6, JALAN 12 KOMPLEKS ABC Address Line 3 Postcode * 50000 City * KUALA LUMPUR State * WILAYAH PERSEKUTUAN KUALA LUMPUR Country * MALAYSIA Email i ch.uattest@gmail.com Office No. i 0387654311

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. Position ☒ DIRECTOR ☐ MEMBER Particulars of Director Identification Type * -PLEASE SELECT- Identification No. * Search
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. Particulars of Director Identification Type * MYKAD Identification No. * 871010871010 Search Nationality * MALAYSIA Citizenship * MALAYSIAN Race * -PLEASE SELECT- Salutation -PLEASE SELECT- Name (as per Identification) * Date of Birth * 10-10-1987 Gender * ☐ FEMALE ☐ MALE Phone No. * Email *

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. Particulars of Director <table> <tr> <td> Identification Type * MYKAD </td> <td> Nationality * MALAYSIA </td> </tr> <tr> <td> Identification No. 871010871010 Clear </td> <td> Citizenship * MALAYSIAN </td> </tr> <tr> <td> Salutation -PLEASE SELECT- </td> <td> Race * MALAY </td> </tr> <tr> <td> Name (as per Identification) * ANEESA BINTI ALI </td> <td> Phone No. * 01187101010 </td> </tr> <tr> <td> Date of Birth * 10-10-1987 </td> <td> Email * cns.uattest+aneesa@gmail.com </td> </tr> <tr> <td colspan="2"> Gender * ☒ FEMALE ☐ MALE </td> </tr> </table>	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	
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													
16.	Select the Address Type and enter the required address details: a. If Local Address is selected, enter the following details: Local Address Line 1: <i><Input Address Line 1> Mandatory to fill.</i> Local Address Line 2: <i><Input Address Line 2 if any></i> Local Address Line 3: <i><Input Address Line 3 if any></i> Postcode: <i><Input Postcode></i> Note: City, State & Country are auto-populated based on the entered Postcode. City: <i><Auto-populate based on the Postcode></i> State: <i><Auto-populate based on the Postcode></i> Country: <i><Auto-populate: MALAYSIA></i>												

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 * City * 40000 SHAH ALAM State * Country * SELANGOR MALAYSIA ☐ FOREIGN ADDRESS Foreign Address Country *
17.	b. If Foreign Address is selected, enter the following details: Foreign Address Line 1: <i><Enter Address Line 1> Mandatory to fill.</i> Foreign Address Line 2: <i><Enter Address Line 2 if applicable></i> Foreign Address Line 3: <i><Enter Address Line 3 if applicable ></i> Country: <i><Select Country></i>

Field Num.	Description
	☒ FOREIGN ADDRESS Foreign Address * 46, QUEEN ELIZABETH ROAD WEST COURT Country * SINGAPORE
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 <i><Cash></i> is selected: Total Number of Ordinary Shares Input: <i><Enter Amount></i> Total value of Share Capital: <i><Enter Amount: 4 decimal places limit. Example: 10.0000></i> Price Per Share: <i><Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000></i> 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
19.	b. If <i><Otherwise></i> is selected: Total Number of Ordinary Shares Input: <i><Enter Amount></i> Total value of Share Capital: <i><Enter Amount: 4 decimal places limit. Example: 10.0000></i>

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> ☒ OTHERWISE Number of Unit (Ordinary Shares) * 1000 Amount of Issued Shares * 10000.0000 Price per Share 10.0000 <table><tr><th>☐</th><th>No.</th><th>Document Description</th><th>Document</th></tr><tr><td>☐</td><td>1</td><td>SUPPORTING DOCUMENT</td><td> SupportingDocuments 04.pdf</td></tr></table>	☐	No.	Document Description	Document	☐	1	SUPPORTING DOCUMENT	 SupportingDocuments 04.pdf
☐	No.	Document Description	Document						
☐	1	SUPPORTING DOCUMENT	 SupportingDocuments 04.pdf						
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. Nominator ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☒ INDIVIDUAL ☐ LEGAL PERSON								
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								

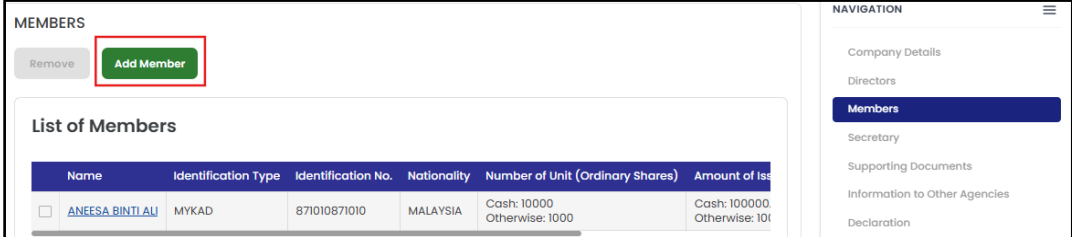
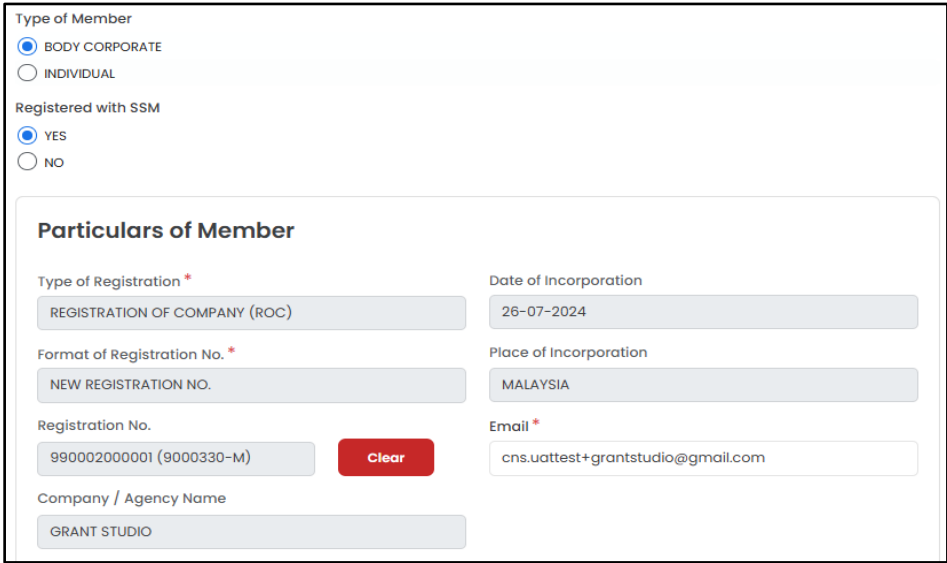
Field Num.	Description
	ii. Enter the Identification Number ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☒ INDIVIDUAL ☐ LEGAL PERSON Identification Type * MYKAD Identification No. * 197010000059 Salutation -PLEASE SELECT- Date of Birth * Eg: 30-06-2026 Nationality * MALAYSIA Citizenship * MALAYSIAN Search 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. Nominator ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☒ INDIVIDUAL ☐ LEGAL PERSON Identification Type * MYKAD Identification No. * 800512105126 Salutation -PLEASE SELECT- Date of Birth * 12-05-1980 Nationality * MALAYSIA Citizenship * MALAYSIAN Name (as per Identification) * AHMAD BIN ALI Date the director becomes a nominee of the company * 20-06-2026 Search
23.	b. If Legal Person is selected, select or enter the following fields: - Select Type of Registration - Select Format of Registration No. - Enter the Registration No.

Field Num.	Description
	iv. Click the Search button Nominator ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☐ INDIVIDUAL ☒ LEGAL PERSON Type of Registration * -PLEASE SELECT- Company Name Format of Registration No. * -PLEASE SELECT- Date of Incorporation Registration No. * Eg: 30-06-2026 Search Note: Company Name and Date of Incorporation will be auto populated.
24.	Select the Date the Director becomes a nominee of the company. Nominator ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☐ INDIVIDUAL ☒ LEGAL PERSON Type of Registration * REGISTRATION OF COMPANY (ROC) Company Name LUUP SPURUL BERHAD Format of Registration No. * OLD REGISTRATION NO. Date of Incorporation 03-11-2009 Registration No. 200901034370 (877479-K) Clear Date the director becomes a nominee of the company * 09-06-2026
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: <i><Input Address Line 1> Mandatory to fill.</i>

Field Num.	Description
	ii. Local Address Line 2: <i><Input Address Line 2 if any></i> iii. Local Address Line 3: <i><Input Address Line 3 if any></i> iv. Postcode: <i><Input Postcode></i> v. Note: City, State & Country are auto-populated based on the entered Postcode. vi. City: <i><Auto-populate based on the Postcode></i> vii. State: <i><Auto-populate based on the Postcode></i> viii. Country: <i><Auto-populate: MALAYSIA></i> Residential Address ☒ LOCAL ADDRESS Local Address * NO. 3, JALAN 4/1 SEKSYEN 10 Address Line 3 Postcode * City * 40000 SHAH ALAM State * Country * SELANGOR MALAYSIA
26.	b. If Foreign Address is selected, enter the following details: i. Foreign Address Line 1: <i><Enter Address Line 1> Mandatory to fill.</i> ii. Foreign Address Line 2: <i><Enter Address Line 2 if applicable></i> iii. Foreign Address Line 3: <i><Enter Address Line 3 if applicable ></i> iv. Country: <i><Select Country></i> ☒ FOREIGN ADDRESS Foreign Address * 46, QUEEN ELIZABETH ROAD WEST COURT Country * SINGAPORE
27.	Select on the Statement of Compliance by Promoter/Director checkbox and click Save button.

Field Num.	Description																										
	Statement of Compliance by Promoter / Director ☒ PROMOTER(S)/DIRECTOR(S) ARE NOT DISQUALIFIED UNDER THE COMPANIES ACT 2016 AND HAS GIVEN CONSENT AS PROMOTER OR DIRECTOR, AS THE CASE MAYBE. Save																										
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. DIRECTORS Remove Add Director List of Directors <table><tr><th>☐</th><th>Name</th><th>Identification Type</th><th>Identification No.</th><th>Nationality</th><th>Member</th></tr><tr><td>☐</td><td>ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>MALAYSIA</td><td>☒</td></tr></table> MEMBERS Remove Add Member List of Members <table><tr><th>☐</th><th>Name</th><th>Identification Type</th><th>Identification No.</th><th>Nationality</th><th>Number of Unit (Ordinary Shares)</th><th>Amount of Iss</th></tr><tr><td>☐</td><td>ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>MALAYSIA</td><td>Cash: 10000 Otherwise: 1000</td><td>Cash: 100000. Otherwise: 100</td></tr></table>	☐	Name	Identification Type	Identification No.	Nationality	Member	☐	ANEESA BINTI ALI	MYKAD	871010871010	MALAYSIA	☒	☐	Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Iss	☐	ANEESA BINTI ALI	MYKAD	871010871010	MALAYSIA	Cash: 10000 Otherwise: 1000	Cash: 100000. Otherwise: 100
☐	Name	Identification Type	Identification No.	Nationality	Member																						
☐	ANEESA BINTI ALI	MYKAD	871010871010	MALAYSIA	☒																						
☐	Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Iss																					
☐	ANEESA BINTI ALI	MYKAD	871010871010	MALAYSIA	Cash: 10000 Otherwise: 1000	Cash: 100000. Otherwise: 100																					
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: Registered with SSM <Select Yes> Type of Registration: <ROC or LLP> Format of Registration No.: <Old Reg. No. or New Reg. No.> 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: Company/Agency Name <Auto-populated after search> Date of Incorporation <Auto-populated after search> Place of Incorporation <Auto-populated after search> 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: Registered with SSM <i><Select No></i> Category of Member <i><Select Category of Member></i> System will display the following fields below according to the selection. Sub-Category of Member <i><Select Sub-Category of Member></i> Entity No.: <i><Enter Entity No.></i> Entity Name <i><Enter Entity Name></i> Date of Incorporation <i><Select Date of Incorporation></i> Place of Incorporation <i><Enter Place of Incorporation></i> Enactment Act <i><Enter Enactment Act></i> Email: <i><Enter valid email></i> Type of Member ☒ BODY CORPORATE ☐ INDIVIDUAL Registered with SSM ☐ YES ☒ NO Particulars of Member <table> <tr> <td>Category of Member *</td><td>Date of Incorporation</td></tr> <tr> <td>FEDERAL GOVERNMENT</td><td>03-02-1969</td></tr> <tr> <td>Sub-Category of Member *</td><td>Place of Incorporation *</td></tr> <tr> <td>KERAJAAN NEGERI - PUTRAJAYA</td><td>PUTRAJAYA</td></tr> <tr> <td>Entity No.</td><td>Enactment Act</td></tr> <tr> <td>456789</td><td>SECTION 123</td></tr> <tr> <td>Entity Name *</td><td>Email *</td></tr> <tr> <td>JABATAN PENERBANGAN AWAM</td><td>cns.uattest@gmail.com</td></tr> </table>	Category of Member *	Date of Incorporation	FEDERAL GOVERNMENT	03-02-1969	Sub-Category of Member *	Place of Incorporation *	KERAJAAN NEGERI - PUTRAJAYA	PUTRAJAYA	Entity No.	Enactment Act	456789	SECTION 123	Entity Name *	Email *	JABATAN PENERBANGAN AWAM	cns.uattest@gmail.com
Category of Member *	Date of Incorporation																
FEDERAL GOVERNMENT	03-02-1969																
Sub-Category of Member *	Place of Incorporation *																
KERAJAAN NEGERI - PUTRAJAYA	PUTRAJAYA																
Entity No.	Enactment Act																
456789	SECTION 123																
Entity Name *	Email *																
JABATAN PENERBANGAN AWAM	cns.uattest@gmail.com																
33.	Enter the Registered Office .																

Field Num.	Description
	Registered Office Local Registered Address * NO. 82, JALAN DAMAI 1/1 DATARAN ALMA SEKSYEN II Postcode * 40000 City * SHAH ALAM State * SELANGOR Country * MALAYSIA
34.	a. If Individual is selected, select or enter the following fields: - Select Identification Type. System will display the fields (in step 33) according to the selection. - Enter the Identification Number Type of Member ☐ BODY CORPORATE ☒ INDIVIDUAL Particulars of Member Identification Type * -PLEASE SELECT- Identification No. * Search
35.	Click the Search button and the following details will be populated, if available: Salutation: <Auto-populate based on MYKAD> Name (as per identification): <Auto-populate based on MYKAD> Date of Birth: <Auto-populate based on MYKAD> Gender: <Auto-populate based on MYKAD> Nationality: <Auto-populate: MALAYSIA & Disabled> Citizenship: <Auto-populate: MALAYSIAN & Disabled> Race: <Auto-populate based on MYKAD> Email: <Auto-populate based on MYKAD>

Field Num.	Description
	Type of Member ☐ BODY CORPORATE ☒ INDIVIDUAL Particulars of Member Identification Type * MYKAD Gender * ☐ FEMALE ☒ MALE Identification No. 990312105429 Clear Nationality * MALAYSIA Salutation -PLEASE SELECT- Citizenship * MALAYSIAN Name (as per Identification) * ANNA BINTI IBRAHIM Race * MALAY Date of Birth * 12-03-1999 Email * fttestch+anna@gmail.com 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. Residential Address ☒ LOCAL ADDRESS Local Address * T1, JALAN 1/1 JALAN CENDERAWASIH Address Line 3 Postcode * 43500 City * SEMENYIH State * SELANGOR Country * MALAYSIA ☐ FOREIGN ADDRESS Foreign Address Country *
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> 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								
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> ☒ OTHERWISE Number of Unit (Ordinary Shares) * 1000 Amount of Issued Shares * 10000.0000 Price per Share 10.0000 <table><thead><tr><th></th><th>No.</th><th>Document Description</th><th>Document</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>SUPPORTING DOCUMENT</td><td> SupportingDocuments 04.pdf</td></tr></tbody></table>		No.	Document Description	Document	☐	1	SUPPORTING DOCUMENT	 SupportingDocuments 04.pdf
	No.	Document Description	Document						
☐	1	SUPPORTING DOCUMENT	 SupportingDocuments 04.pdf						
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. Representative of Corporate Body Salutation -PLEASE SELECT- Designation * -PLEASE SELECT- Name of Person * Identification Type * -PLEASE SELECT- Identification No. * NOTE: Please ensure that a company shall keep the authorization letter or resolution at the registered office. Save																											
40.	Click Save button. Note: The member will be added to the List of Members. MEMBERS Remove Add Member List of Members <table><tr><th></th><th>Name</th><th>Identification Type</th><th>Identification No.</th><th>Nationality</th><th>Number of Unit (Ordinary Shares)</th><th>Amount of Issued Shares</th><th>Price per Share</th><th>Direct</th></tr><tr><td>☐</td><td>ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>MALAYSIA</td><td>Cash: 10000 Otherwise: 1000</td><td>Cash: 100000.0000 Otherwise: 10000.0000</td><td>Cash: 10.0000 Otherwise: 10.0000</td><td>☒</td></tr><tr><td>☐</td><td>BCFP BERHAD</td><td>-</td><td>201001017090 (900793-U)</td><td>-</td><td>Cash: 500</td><td>Cash: 100.0000</td><td>Cash: 0.2000</td><td>☐</td></tr></table>		Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Issued Shares	Price per Share	Direct	☐	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	☐
	Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Issued Shares	Price per Share	Direct																				
☐	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	☐																				
41.	When user selects the Member’s Name from the listing, all submitted values will be displayed:																											

Field Num.	Description																																			
	List of Members <table><thead><tr><th></th><th>Name</th><th>Identification Type</th><th>Identification No.</th><th>Nationality</th><th>Number of Unit (Ordinary Shares)</th><th>Amount of Issued Shares</th><th>Price per Share</th><th>Dir</th></tr></thead><tbody><tr><td>☐</td><td>ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>MALAYSIA</td><td>Cash: 10000 Otherwise: 1000</td><td>Cash: 100000.0000 Otherwise: 10000.0000</td><td>Cash: 10.0000 Otherwise: 10.0000</td><td>☒</td></tr><tr><td>☐</td><td>BCFP BERHAD</td><td>-</td><td>201001017090 (900793-U)</td><td>-</td><td>Cash: 500</td><td>Cash: 100.0000</td><td>Cash: 0.2000</td><td>☐</td></tr></tbody></table> 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 <table><thead><tr><th></th><th>No.</th><th>Document Description</th><th>Document</th></tr></thead><tbody><tr><td>☐</td><td>1</td><td>SUPPORTING DOCUMENT</td><td> SupportingDocuments.04.pdf</td></tr></tbody></table> 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		Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Issued Shares	Price per Share	Dir	☐	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	☐		No.	Document Description	Document	☐	1	SUPPORTING DOCUMENT	SupportingDocuments.04.pdf
	Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Issued Shares	Price per Share	Dir																												
☐	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	☐																												
	No.	Document Description	Document																																	
☐	1	SUPPORTING DOCUMENT	SupportingDocuments.04.pdf																																	

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 *

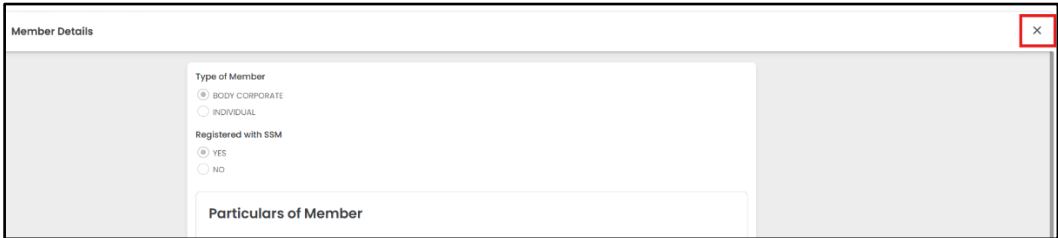
SELANGOR

Country *

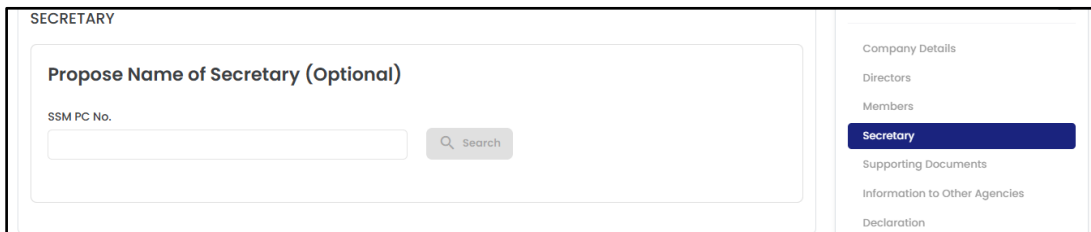
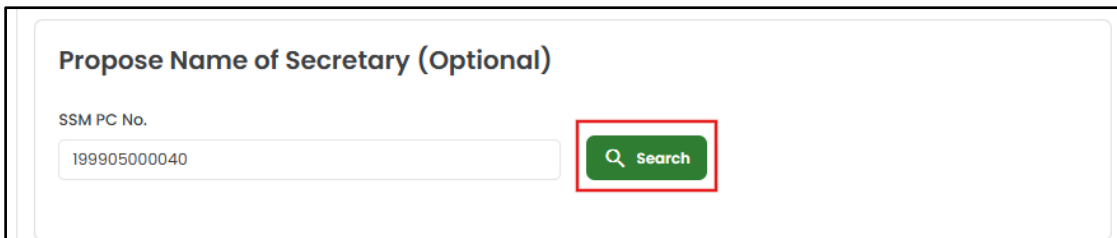
MALAYSIA

iii. Particulars of Shareholding

Field Num.	Description
	Particulars of Shareholding Currency MALAYSIAN RINGGIT (MYR) Select at least one * ☒ CASH Number of Unit (Ordinary Shares) * 500 Amount of Issued Shares * 100.0000 Price per Share 0.2000 ☐ OTHERWISE Number of Unit (Ordinary Shares) Amount of Issued Shares Price per Share iv. Representative of Corporate Body Representative of Corporate Body Salutation DATUK Designation * DIRECTOR Name of Person * ABDULL RAHMAN BIN AHMAD Identification Type * MYKAD Identification No. * 890112143033 NOTE: Please ensure that a company shall keep the authorization letter or resolution at the registered office. Save
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.

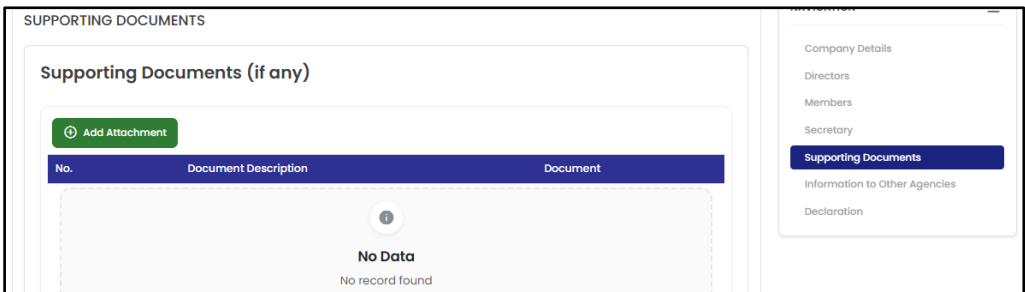
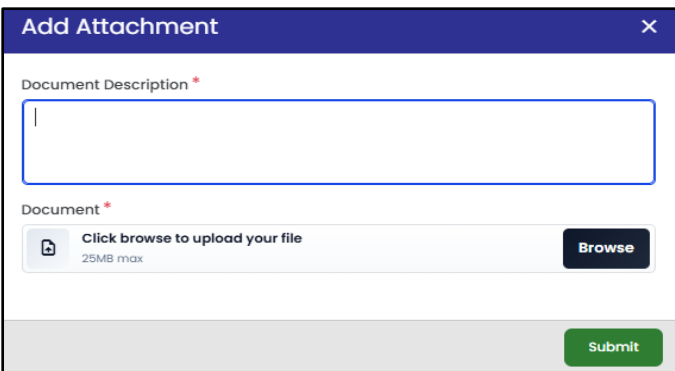
3.4.6 Secretary

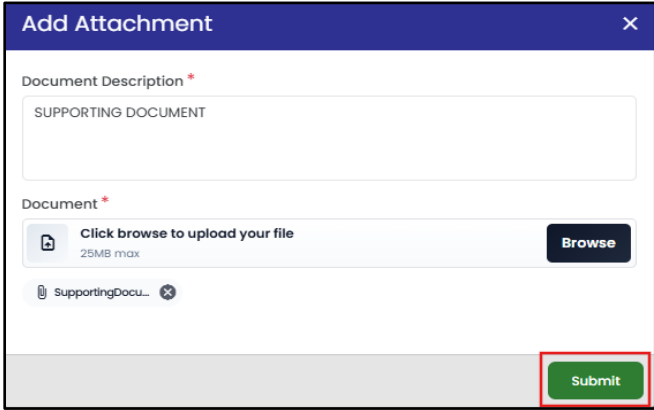
Field Num.	Description
44.	Scroll down to the Secretary section or click Secretary on the right-side menu. Note: <i>You must either:</i> 1. <i>Propose a Secretary Name during Pre-Incorporation or</i> 2. <i>Appoint the First Secretary during Post-Incorporation.</i>  You can leave this section empty and 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. SECRETARY Propose Name of Secretary (Optional) SSM PC No. 199905000040 Search Remove Particulars of Secretary <table> <tr> <td>Salutation -PLEASE SELECT- </td> <td>Date of Birth * 12-03-1999 </td> </tr> <tr> <td>Name (as per Identification) ext.ch.cosec239 user </td> <td>Gender * ☐ FEMALE ☒ MALE</td> </tr> <tr> <td>Identification Type MYKAD </td> <td>Nationality * MALAYSIA </td> </tr> <tr> <td>Identification No. 990312105439 </td> <td>Citizenship * MALAYSIAN </td> </tr> <tr> <td>SSM PC No. 199905000040 </td> <td>Race * MALAY </td> </tr> </table>	Salutation -PLEASE SELECT-	Date of Birth * 12-03-1999	Name (as per Identification) ext.ch.cosec239 user	Gender * ☐ FEMALE ☒ MALE	Identification Type MYKAD	Nationality * MALAYSIA	Identification No. 990312105439	Citizenship * MALAYSIAN	SSM PC No. 199905000040	Race * MALAY
Salutation -PLEASE SELECT-	Date of Birth * 12-03-1999										
Name (as per Identification) ext.ch.cosec239 user	Gender * ☐ FEMALE ☒ MALE										
Identification Type MYKAD	Nationality * MALAYSIA										
Identification No. 990312105439	Citizenship * MALAYSIAN										
SSM PC No. 199905000040	Race * MALAY										
47.	In the Residential Address section, enter the following fields: Local Address Line 1: <i><Input Address Line 1> Mandatory to fill.</i> Local Address Line 2: <i><Input Address Line 2 if any></i> Local Address Line 3: <i><Input Address Line 3 if any></i> Postcode: <i><Input Postcode></i> Note: City, State & Country will be auto-populated based on the entered Postcode. City: <i><Auto-populate based on the Postcode></i> State: <i><Auto-populate based on the Postcode></i> Country: <i><Auto-populate: MALAYSIA></i>										

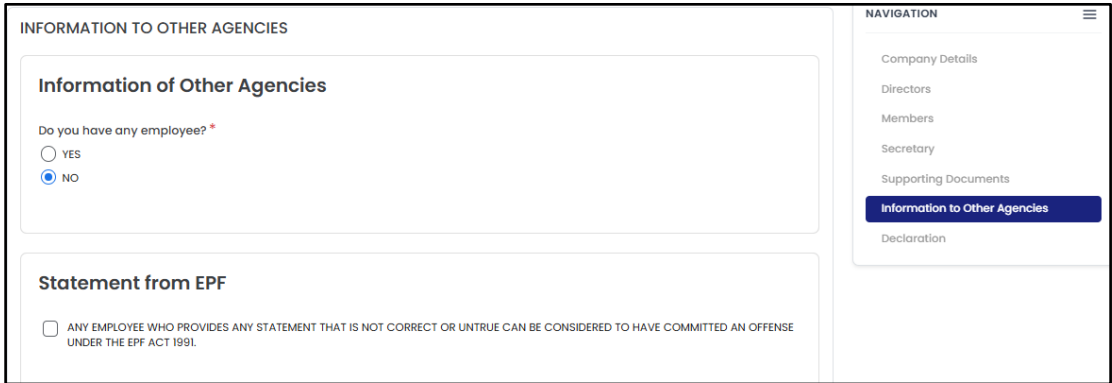
Field Num.	Description
	Residential Address Local Address * NO.12, JALAN 1/1 BANDAR RIMBA Address Line 3 Postcode * 40000 City * SHAH ALAM State * SELANGOR Country * MALAYSIA

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: <i><Enter Description></i>

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

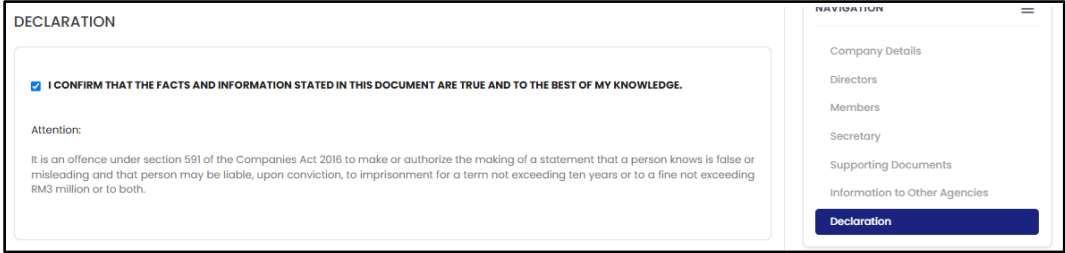
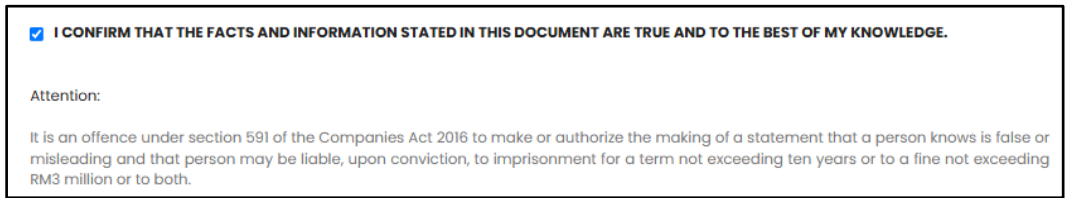
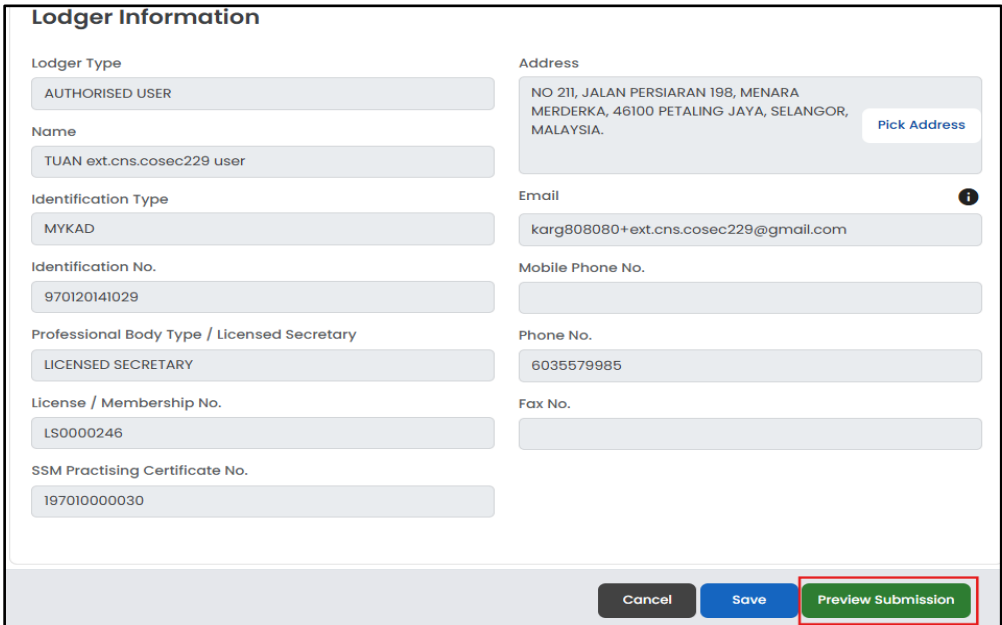
Field Num.	Description
51.	Scroll down to the Information to Other Agencies section or click Information to Other Agencies on the right-side menu. 
52.	Select <Yes> for Do you have any employees? if applicable. Select <No> if it is not applicable.

Field Num.	Description
	INFORMATION TO OTHER AGENCIES Information of Other Agencies Do you have any employee? * ☒ YES ☐ NO No. of Full-time Local Employee * 0 Total No. of Employee 0 No. of Full-time Foreign Employee * 0 Employee Start Date * Eg: 30-06-2026  No. of Part-time Local Employee * 0 No. of Part-time Foreign Employee * 0 ☐ BRANCH ADDRESS (IF ANY) Note: When YES is selected, the Information of Other Agencies details will be displayed.
53.	Enter the following fields: No of Full-time Local Employee: <i><any number not exceeding 5 characters></i> Default is 0. No of Full-time Foreign Employee: <i><any number not exceeding 5 characters></i> Default is 0. No of Part-time Local Employee: <i><any number not exceeding 5 characters></i> Default is 0. No of Part-time Foreign Employee: <i><any number not exceeding 5 characters></i> Default is 0. Total No. of Employee: <i><Auto-calculate from a to d and read-only></i> Employee Start Date: <i><Select a date></i>

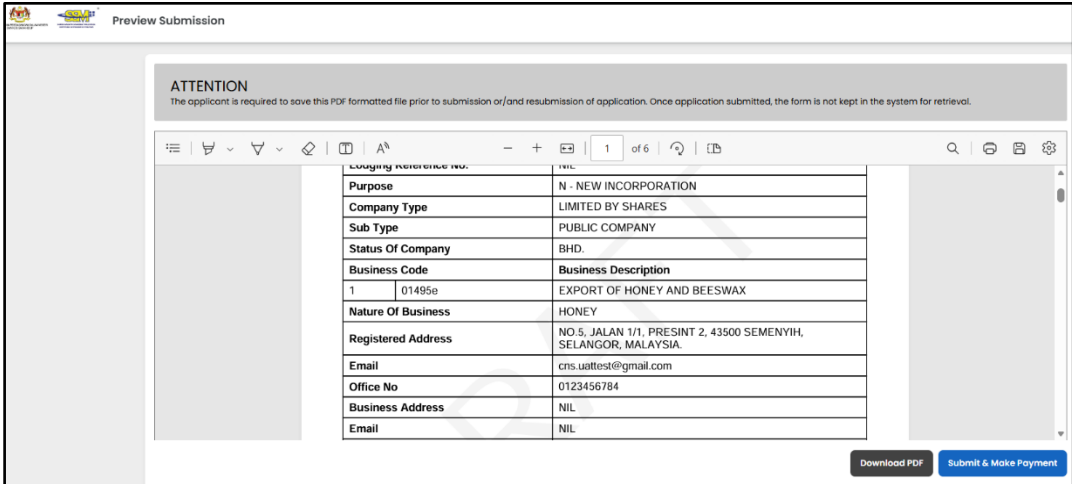
Field Num.	Description
	INFORMATION TO OTHER AGENCIES Information of Other Agencies Do you have any employee? * ☒ YES ☐ NO No. of Full-time Local Employee * Total No. of Employee 30 60 No. of Full-time Foreign Employee * Employee Start Date * 10 01-06-2026 No. of Part-time Local Employee * 10 No. of Part-time Foreign Employee * 10
54.	Select Branch Address (if any) checkbox. ☒ BRANCH ADDRESS (IF ANY) Branch Address * Email * Address Line 1 Address Line 2 Address Line 3 Postcode * City * - PLEASE SELECT - - PLEASE SELECT - State * Country * - PLEASE SELECT - - PLEASE SELECT -
55.	Fill in the following fields: Local Address Line 1: <i><Input Address Line 1> Mandatory to fill.</i> Local Address Line 2: <i><Input Address Line 2 if any></i> Local Address Line 3: <i><Input Address Line 3 if any></i> Postcode: <i><Input Postcode></i> Note: City, State & Country will be auto populated based on the entered Postcode. City: <i><Auto-populate based on the Postcode></i> State: <i><Auto-populate based on the Postcode></i> Country: <i><Auto-populate: MALAYSIA></i> Email: <i><Input Valid Email Format></i> Office No: <i><Input Office No.></i>

Field Num.	Description
	☒ BRANCH ADDRESS (IF ANY) Branch Address * NO.63, JALAN WIRABAKTI 5 TAMAN PERWIRA Address Line 3 Email * cns.uatatest@gmail.com Office No. * 0387654321 Postcode * 55000 City * KUALA LUMPUR State * WILAYAH PERSEKUTUAN KUALA LUMPUR Country * MALAYSIA
56.	Select the Statement from EPF checkbox. Statement from EPF ☒ ANY EMPLOYEE WHO PROVIDES ANY STATEMENT THAT IS NOT CORRECT OR UNTRUE CAN BE CONSIDERED TO HAVE COMMITTED AN OFFENSE UNDER THE EPF ACT 1991.

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. CartHistory ☒ App Ref No : INCACN-L30062026000001 Entity Name : - Entity No : - <table><thead><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount(RM)</th></tr></thead><tbody><tr><td>1</td><td>Fee for Guaranteed Incorporation</td><td>1</td><td>1,000.00</td><td>0.00</td><td>0.00</td><td>1,000.00</td></tr><tr><td>2</td><td>Fee for Supply of Information to Agencies</td><td>1</td><td>10.00</td><td>0.00</td><td>0.00</td><td>10.00</td></tr><tr><td colspan="6">Total Amount(RM)</td><td>1,010.00</td></tr></tbody></table> ☐ Select All Proceed to Payment Checkout Amount RM 1,010.00	No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)	1	Fee for Guaranteed Incorporation	1	1,000.00	0.00	0.00	1,000.00	2	Fee for Supply of Information to Agencies	1	10.00	0.00	0.00	10.00	Total Amount(RM)						1,010.00
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)																							
1	Fee for Guaranteed Incorporation	1	1,000.00	0.00	0.00	1,000.00																							
2	Fee for Supply of Information to Agencies	1	10.00	0.00	0.00	10.00																							
Total Amount(RM)						1,010.00																							
63.	The system will display Payment Order page. Click Pay Now button. Payment Order Order Reference No. : CRS20260630000007 App Ref No : INCACN-L30062026000001 Entity Name : - Entity No : - <table><thead><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount(RM)</th></tr></thead><tbody><tr><td>1</td><td>Fee for Guaranteed Incorporation</td><td>1</td><td>1,000.00</td><td>0.00</td><td>0.00</td><td>1,000.00</td></tr><tr><td>2</td><td>Fee for Supply of Information to Agencies</td><td>1</td><td>10.00</td><td>0.00</td><td>0.00</td><td>10.00</td></tr><tr><td colspan="6">Grand Total : RM 1,010.00</td><td></td></tr></tbody></table> Payer Information Payer Name * NORA BINTI KHAI Payer ID * 860104065522 Payer Email Address * karg808080@gmail.com Payer Contact No. * 01123457890 Payer Address * NO.12, PANGSAPURI RIA JALAN SULTAN AZLAN SHAH KOMPLEKS A Postcode * 51200 City * KUALA LUMPUR State * WILAYAH PERSEKUTUAN KUALA LUMPUR Country * MALAYSIA Back to Cart Pay Now	No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)	1	Fee for Guaranteed Incorporation	1	1,000.00	0.00	0.00	1,000.00	2	Fee for Supply of Information to Agencies	1	10.00	0.00	0.00	10.00	Grand Total : RM 1,010.00						
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)																							
1	Fee for Guaranteed Incorporation	1	1,000.00	0.00	0.00	1,000.00																							
2	Fee for Supply of Information to Agencies	1	10.00	0.00	0.00	10.00																							
Grand Total : RM 1,010.00																													

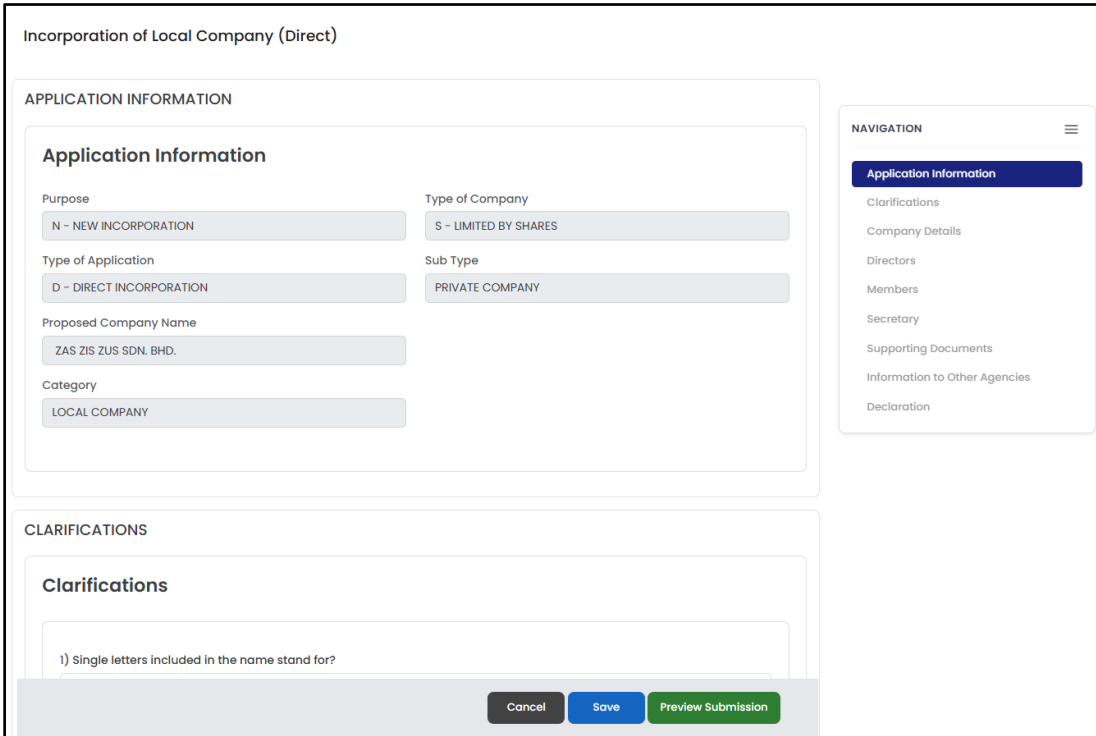
3.4.12 Successful Submission

Field Num.	Description																					
64.	Complete the payment. Note: User will receive email notification upon successful submission. Payment Complete Thank you, your payment has been successful. A confirmation email has been sent to karg808080@gmail.com Payment Information Payer Information Payment Status Success Order Reference No CRS20260630000007 App Ref No : INCACN-L30062026000001 Entity Name : - Entity No : - <table><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount(RM)</th></tr><tr><td>1</td><td>Fee for Guaranteed Incorporation</td><td>1</td><td>1,000.00</td><td>0.00</td><td>0.00</td><td>1,000.00</td></tr><tr><td>2</td><td>Fee for Supply of Information to Agencies</td><td>1</td><td>10.00</td><td>0.00</td><td>0.00</td><td>10.00</td></tr></table> Go To Cart	No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)	1	Fee for Guaranteed Incorporation	1	1,000.00	0.00	0.00	1,000.00	2	Fee for Supply of Information to Agencies	1	10.00	0.00	0.00	10.00
No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)																
1	Fee for Guaranteed Incorporation	1	1,000.00	0.00	0.00	1,000.00																
2	Fee for Supply of Information to Agencies	1	10.00	0.00	0.00	10.00																

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. 6) Other Comments OTHER COMMENTS 186 character remaining Supporting Documents * Click browse to upload your file 25MB max Browse Clarification_Ot... x
3.	Upload supporting documents for Clarifications 3, 4, 5, and 6, if provided. 7) Other Comments OTHER COMMENTS 186 character remaining Supporting Documents * Click browse to upload your file 25MB max Browse Clarification_7... x

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. COMPANY DETAILS Application Information Purpose N - NEW INCORPORATION Type of Company S - LIMITED BY SHARES Company Name ZAS ZIS ZUS SDN. BHD. Sub Type PRIVATE COMPANY Category LOCAL COMPANY Lodging Reference No.

Business Code & Nature of Business

Business Code / Description *

Business Code / Description

Action

No data. Please select from option above.

Nature of Business *

200 words remaining

Business URL Address

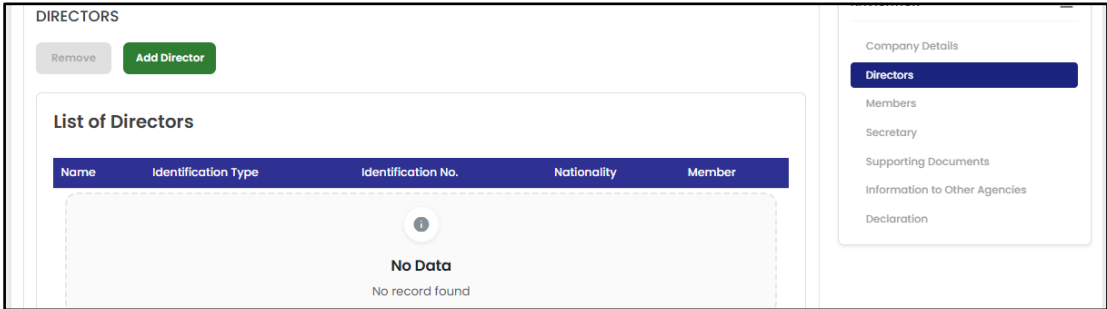
3.5.4 Business Code and Nature of Business

Field Num.	Description
5.	In the Business Code and Nature of Business, fill in all the following fields: Business Code / Description: <i><Choose up to 3 Business Codes only></i> Nature of Business: <i><Input Nature of Business not exceeding 200 characters></i> Business URL Address: <i><Input Business URL Address if any></i> Business Code & Nature of Business Business Code / Description * Business Code / Description 85492 - DRIVING SCHOOL Action Nature of Business * DRIVING SCHOOL 198 words remaining Business URL Address HTTPS://DRIVINGSCHOOLS.COM.MY
6.	In the Registered Address section, fill in all the following fields: Local Address Line 1: <i><Input Address Line 1> Mandatory to fill.</i> Local Address Line 2: <i><Input Address Line 2 if any></i> Local Address Line 3: <i><Input Address Line 3 if any></i> Postcode: <i><Input Postcode></i> Note: City, State & Country will be auto populated based on the entered Postcode. City: <i><Auto-populate based on the Postcode></i> State: <i><Auto-populate based on the Postcode></i> Country: <i><Auto-populate: MALAYSIA></i> Email: <i><Input Valid Email Format></i> Office No.: <i><Input Office No.></i>

Field Num.	Description
	Registered Address Local Address * Address Line 1 Address Line 2 Address Line 3 Postcode * City * State * Country * Email * Office No. * ☐ IF BUSINESS ADDRESS IS AVAILABLE
7.	Select the If Business Address is Available checkbox if applicable. Registered Address Local Address * NO.1, JALAN SENGKUANG SEKSYEN 1 3, JALAN 4 Postcode * 40000 City * SHAH ALAM State * SELANGOR Country * MALAYSIA Email * cns.uattest+drivingschool@gmail.com Office No. * 038765434 ☒ IF BUSINESS ADDRESS IS AVAILABLE
8.	Select Local Address or Foreign Address. Then, enter the following fields: Address Line 1: <i><Input Address Line 1> Mandatory to fill.</i> Address Line 2: <i><Input Address Line 2 if any></i> Address Line 3: <i><Input Address Line 3 if any></i> Postcode: <i><Input Postcode> Applicable for Local Address only.</i> Note: City, State & Country will be auto populated based on the entered Postcode. City: <i><Auto-populate based on the Postcode> Applicable for Local Address only.</i> State: <i><Auto-populate based on the Postcode> Applicable for Local Address only.</i> Country: <i><Country></i> Email: <i><Input Valid Email Format></i> Office No.: <i><Input Office No.></i>

Field Num.	Description
	Business Address ☒ LOCAL ADDRESS ☐ SAME AS ABOVE Local Address * NO.6, JALAN 12 KOMPLEKS ABC Address Line 3 Email chuattest@gmail.com Office No. 0387654311 Postcode * 50000 City * KUALA LUMPUR State * WILAYAH PERSEKUTUAN KUALA LUMPUR Country * MALAYSIA

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. Position ☒ DIRECTOR ☐ MEMBER Particulars of Director Identification Type * -PLEASE SELECT- Identification No. * Search
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. Particulars of Director Identification Type * MYKAD Identification No. * 871010871010 Search Nationality * MALAYSIA Citizenship * MALAYSIAN Race * -PLEASE SELECT- Salutation -PLEASE SELECT- Name (as per Identification) * Date of Birth * 10-10-1987 Calendar Gender * ☐ FEMALE ☐ MALE Phone No. * Email *
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 <table> <tr> <td> Identification Type * MYKAD </td> <td> Nationality * MALAYSIA </td> </tr> <tr> <td> Identification No. 871010871010 Clear </td> <td> Citizenship * MALAYSIAN </td> </tr> <tr> <td> Salutation -PLEASE SELECT- </td> <td> Race * MALAY </td> </tr> <tr> <td> Name (as per Identification) * ANEESA BINTI ALI </td> <td> Phone No. * 01187101010 </td> </tr> <tr> <td> Date of Birth * 10-10-1987 Calendar </td> <td> Email * cns.uattest+aneesa@gmail.com </td> </tr> <tr> <td colspan="2"> Gender * ☒ FEMALE ☐ MALE </td> </tr> </table>	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 Calendar	Email * cns.uattest+aneesa@gmail.com	Gender * ☒ FEMALE ☐ MALE	
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 Calendar	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: Local Address Line 1: <i><Input Address Line 1> Mandatory to fill.</i> Local Address Line 2: <i><Input Address Line 2 if any></i> Local Address Line 3: <i><Input Address Line 3 if any></i> Postcode: <i><Input Postcode></i> Note: City, State & Country are auto-populated based on the entered Postcode. City: <i><Auto-populate based on the Postcode></i> State: <i><Auto-populate based on the Postcode></i> Country: <i><Auto-populate: MALAYSIA></i>												

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: Foreign Address Line 1: <i><Enter Address Line 1> Mandatory to fill.</i> Foreign Address Line 2: <i><Enter Address Line 2 if applicable></i> Foreign Address Line 3: <i><Enter Address Line 3 if applicable></i> Country: <i><Select Country></i>

Field Num.	Description
	☒ FOREIGN ADDRESS Foreign Address * 46, QUEEN ELIZABETH ROAD WEST COURT Country * SINGAPORE

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> ☒ OTHERWISE Number of Unit (Ordinary Shares) * 1000 Amount of Issued Shares * 10000.0000 Price per Share 10.0000 <table><tr><th>☐</th><th>No.</th><th>Document Description</th><th>Document</th></tr><tr><td>☐</td><td>1</td><td>SUPPORTING DOCUMENT</td><td> SupportingDocuments 04.pdf</td></tr></table>	☐	No.	Document Description	Document	☐	1	SUPPORTING DOCUMENT	 SupportingDocuments 04.pdf
☐	No.	Document Description	Document						
☐	1	SUPPORTING DOCUMENT	 SupportingDocuments 04.pdf						
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. Nominator ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☒ INDIVIDUAL ☐ LEGAL PERSON								
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								

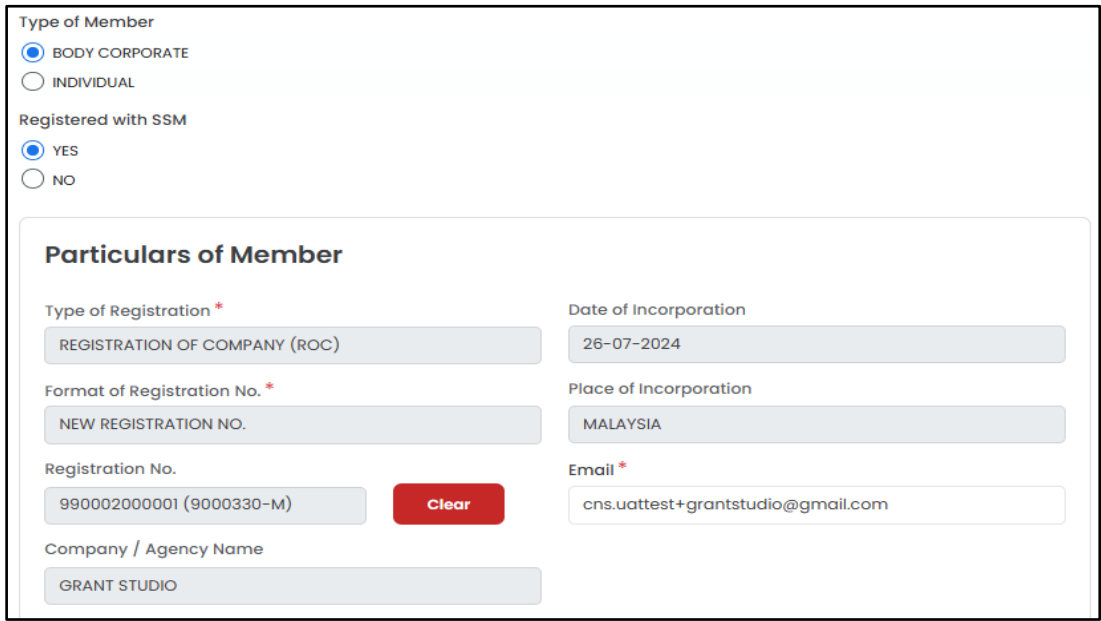
Field Num.	Description
	ii. Enter the Identification Number ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☒ INDIVIDUAL ☐ LEGAL PERSON Identification Type * MYKAD Identification No. * 197010000059 Date of Birth * Eg: 30-06-2026 Nationality * MALAYSIA Citizenship * MALAYSIAN Salutation -PLEASE SELECT- Search 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. Nominator ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☒ INDIVIDUAL ☐ LEGAL PERSON Identification Type * MYKAD Identification No. * 800512105126 Date of Birth * 12-05-1980 Nationality * MALAYSIA Citizenship * MALAYSIAN Salutation -PLEASE SELECT- Name (as per Identification) * AHMAD BIN ALI Date the director becomes a nominee of the company * 20-06-2026 Search
21.	b. If Legal Person is selected, select or enter the following fields: - Select Type of Registration - Select Format of Registration No. - Enter the Registration No.

Field Num.	Description
	iv. Click the Search button Nominator ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☐ INDIVIDUAL ☒ LEGAL PERSON Type of Registration * -PLEASE SELECT- Company Name Format of Registration No. * -PLEASE SELECT- Date of Incorporation Registration No. * Search Date the director becomes a nominee of the company * Eg: 30-06-2026 Note: Company Name and Date of Incorporation will be auto-populated.
22.	Select the Date the Director becomes a nominee of the company. Nominator ☒ DIRECTOR IS A NOMINEE DIRECTOR Type of Nominator * ☐ INDIVIDUAL ☒ LEGAL PERSON Type of Registration * REGISTRATION OF COMPANY (ROC) Company Name LUUP SPURUL BERHAD Format of Registration No. * OLD REGISTRATION NO. Date of Incorporation 03-11-2009 Registration No. 200901034370 (877479-K) Clear Date the director becomes a nominee of the company * 09-06-2026
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: <i><Input Address Line 1> Mandatory to fill.</i>

Field Num.	Description
	ii. Local Address Line 2: <i><Input Address Line 2 if any></i> iii. Local Address Line 3: <i><Input Address Line 3 if any></i> iv. Postcode: <i><Input Postcode></i> v. Note: City, State & Country are auto-populated based on the entered Postcode. vi. City: <i><Auto-populate based on the Postcode></i> vii. State: <i><Auto-populate based on the Postcode></i> viii. Country: <i><Auto-populate: MALAYSIA></i> Residential Address ☒ LOCAL ADDRESS Local Address * NO. 3, JALAN 4/1 SEKSYEN 10 Address Line 3 Postcode * City * 40000 SHAH ALAM State * Country * SELANGOR MALAYSIA
24.	b. If Foreign Address is selected, enter the following details: i. Foreign Address Line 1: <i><Enter Address Line 1> Mandatory to fill.</i> ii. Foreign Address Line 2: <i><Enter Address Line 2 if applicable></i> iii. Foreign Address Line 3: <i><Enter Address Line 3 if applicable ></i> iv. Country: <i><Select Country></i> ☒ FOREIGN ADDRESS Foreign Address * 46, QUEEN ELIZABETH ROAD WEST COURT Country * SINGAPORE
25.	Select the Statement of Compliance by Promoter/Director checkbox and click Save button.

Field Num.	Description																										
	Statement of Compliance by Promoter / Director ☒ PROMOTER(S)/DIRECTOR(S) ARE NOT DISQUALIFIED UNDER THE COMPANIES ACT 2016 AND HAS GIVEN CONSENT AS PROMOTER OR DIRECTOR, AS THE CASE MAYBE. Save																										
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. DIRECTORS Remove Add Director List of Directors <table><tr><th>☐</th><th>Name</th><th>Identification Type</th><th>Identification No.</th><th>Nationality</th><th>Member</th></tr><tr><td>☐</td><td>ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>MALAYSIA</td><td>☒</td></tr></table> MEMBERS Remove Add Member List of Members <table><tr><th>☐</th><th>Name</th><th>Identification Type</th><th>Identification No.</th><th>Nationality</th><th>Number of Unit (Ordinary Shares)</th><th>Amount of Iss</th></tr><tr><td>☐</td><td>ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>MALAYSIA</td><td>Cash: 10000 Otherwise: 1000</td><td>Cash: 100000. Otherwise: 100</td></tr></table>	☐	Name	Identification Type	Identification No.	Nationality	Member	☐	ANEESA BINTI ALI	MYKAD	871010871010	MALAYSIA	☒	☐	Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Iss	☐	ANEESA BINTI ALI	MYKAD	871010871010	MALAYSIA	Cash: 10000 Otherwise: 1000	Cash: 100000. Otherwise: 100
☐	Name	Identification Type	Identification No.	Nationality	Member																						
☐	ANEESA BINTI ALI	MYKAD	871010871010	MALAYSIA	☒																						
☐	Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Iss																					
☐	ANEESA BINTI ALI	MYKAD	871010871010	MALAYSIA	Cash: 10000 Otherwise: 1000	Cash: 100000. Otherwise: 100																					
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. - If Body Corporate (Registered with SSM) is selected, select or enter the following fields: Registered with SSM <Select Yes> Type of Registration: <ROC or LLP> Format of Registration No.: <Old Reg. No. or New Reg. No.> 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: Company/Agency Name <Auto-populated after search> Date of Incorporation <Auto-populated after search> Place of Incorporation <Auto-populated after search> Email: <Enter a valid email> 

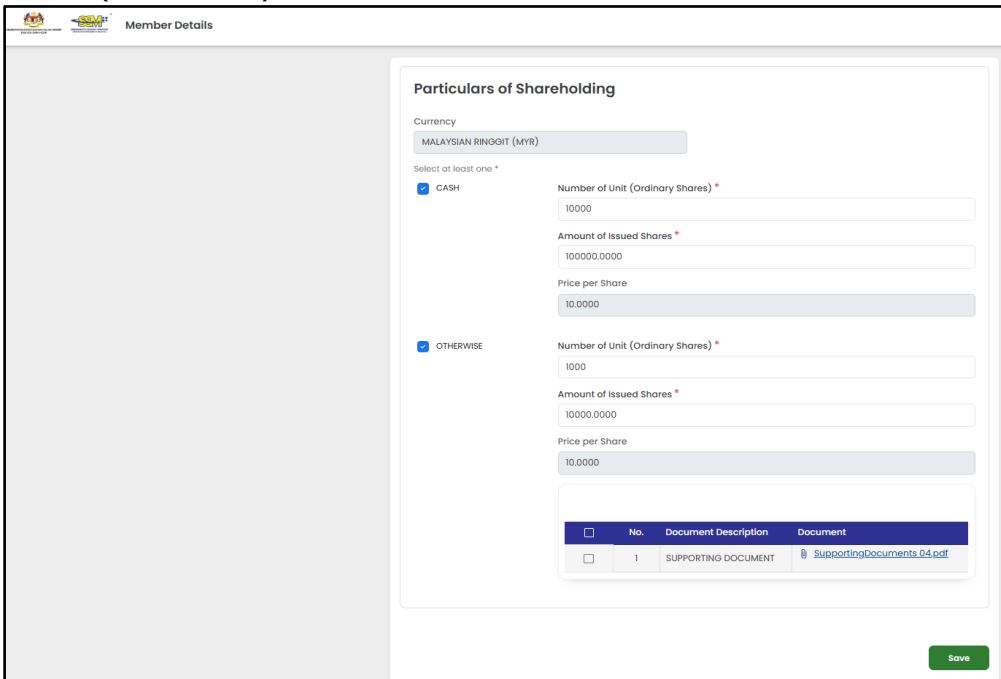
Field Num.	Description																
	Note: The user has to search the Body Corporate by clicking the Search button to populate the details. Only Body Corporate registered with SSM can be searched.																
30.	b. If Body Corporate (Not Registered with SSM) is selected, select or enter the following 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> Type of Member ☒ BODY CORPORATE ☐ INDIVIDUAL Registered with SSM ☐ YES ☒ NO Particulars of Member <table border="0"> <tr> <td>Category of Member *</td> <td>Date of Incorporation</td> </tr> <tr> <td>FEDERAL GOVERNMENT</td> <td>03-02-1969</td> </tr> <tr> <td>Sub-Category of Member *</td> <td>Place of Incorporation *</td> </tr> <tr> <td>KERAJAAN NEGERI - PUTRAJAYA</td> <td>PUTRAJAYA</td> </tr> <tr> <td>Entity No.</td> <td>Enactment Act</td> </tr> <tr> <td>456789</td> <td>SECTION 123</td> </tr> <tr> <td>Entity Name *</td> <td>Email *</td> </tr> <tr> <td>JABATAN PENERBANGAN AWAM</td> <td>cns.uattest@gmail.com</td> </tr> </table>	Category of Member *	Date of Incorporation	FEDERAL GOVERNMENT	03-02-1969	Sub-Category of Member *	Place of Incorporation *	KERAJAAN NEGERI - PUTRAJAYA	PUTRAJAYA	Entity No.	Enactment Act	456789	SECTION 123	Entity Name *	Email *	JABATAN PENERBANGAN AWAM	cns.uattest@gmail.com
Category of Member *	Date of Incorporation																
FEDERAL GOVERNMENT	03-02-1969																
Sub-Category of Member *	Place of Incorporation *																
KERAJAAN NEGERI - PUTRAJAYA	PUTRAJAYA																
Entity No.	Enactment Act																
456789	SECTION 123																
Entity Name *	Email *																
JABATAN PENERBANGAN AWAM	cns.uattest@gmail.com																
31.	Enter the Registered Office .																

Field Num.	Description
	Registered Office Local Registered Address * NO. 82, JALAN DAMAI 1/1 DATARAN ALMA SEKSYEN 11 Postcode * 40000 City * SHAH ALAM State * SELANGOR Country * MALAYSIA
32.	c. If Individual is selected, select or enter the following fields: - Select Identification Type. System will display the fields (in step 33) according to the selection. - Enter the Identification Number Type of Member ☐ BODY CORPORATE ☒ INDIVIDUAL Particulars of Member Identification Type * -PLEASE SELECT- Identification No. * Search
33.	Click the Search button and the following details will be populated, if available: Salutation: <Auto-populate based on MYKAD> Name (as per identification): <Auto-populate based on MYKAD> Date of Birth: <Auto-populate based on MYKAD> Gender: <Auto-populate based on MYKAD> Nationality: <Auto-populate: MALAYSIA & Disabled> Citizenship: <Auto-populate: MALAYSIAN & Disabled> Race: <Auto-populate based on MYKAD> Email: <Auto-populate based on MYKAD>

Field Num.	Description
	Type of Member ☐ BODY CORPORATE ☒ INDIVIDUAL Particulars of Member Identification Type * MYKAD Identification No. 990312105429 Clear Salutation -PLEASE SELECT- Name (as per Identification) * ANNA BINTI IBRAHIM Date of Birth * 12-03-1999 Gender * ☐ FEMALE ☒ MALE Nationality * MALAYSIA Citizenship * MALAYSIAN Race * MALAY Email * fttestch+anna@gmail.com

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 <i><Cash></i> is selected: i. Total Number of Ordinary Shares Input: <i><Enter Amount></i> ii. Total value of Share Capital: <i><Enter Amount: 4 decimal places limit. Example: 10.0000></i> iii. Price Per Share: <i><Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000></i> 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								
36.	b. If <i><Otherwise></i> is selected: i. Total Number of Ordinary Shares Input: <i><Enter Amount></i> ii. Total value of Share Capital: <i><Enter Amount: 4 decimal places limit. Example: 10.0000></i> iii. Price Per Share: <i><Auto-calculate based on i & ii. 4 decimal places. Example: 10.0000></i> iv. Add Attachment: <i><Upload an attachment></i> ☒ OTHERWISE Number of Unit (Ordinary Shares) * 1000 Amount of Issued Shares * 10000.0000 Price per Share 10.0000 <table><tr><th>☐</th><th>No.</th><th>Document Description</th><th>Document</th></tr><tr><td>☐</td><td>1</td><td>SUPPORTING DOCUMENT</td><td> SupportingDocuments 04.pdf</td></tr></table>	☐	No.	Document Description	Document	☐	1	SUPPORTING DOCUMENT	SupportingDocuments 04.pdf
☐	No.	Document Description	Document						
☐	1	SUPPORTING DOCUMENT	SupportingDocuments 04.pdf						

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. Representative of Corporate Body Salutation -PLEASE SELECT- Designation * -PLEASE SELECT- Name of Person * Identification Type * -PLEASE SELECT- Identification No. * NOTE: Please ensure that a company shall keep the authorization letter or resolution at the registered office. Save																								
38.	Click Save button. Note: The member will be added to the List of Members. MEMBERS Remove Add Member List of Members <table><tr><th>Name</th><th>Identification Type</th><th>Identification No.</th><th>Nationality</th><th>Number of Unit (Ordinary Shares)</th><th>Amount of Issued Shares</th><th>Price per Share</th><th>Direct</th></tr><tr><td>☐ ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>MALAYSIA</td><td>Cash: 10000 Otherwise: 1000</td><td>Cash: 100000.0000 Otherwise: 10000.0000</td><td>Cash: 10.0000 Otherwise: 10.0000</td><td>☒</td></tr><tr><td>☐ BCFP BERHAD</td><td>-</td><td>201001017090 (900793-U)</td><td>-</td><td>Cash: 500</td><td>Cash: 100.0000</td><td>Cash: 0.2000</td><td>☐</td></tr></table>	Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Issued Shares	Price per Share	Direct	☐ 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	☐
Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Issued Shares	Price per Share	Direct																		
☐ 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	☐																		
39.	When user selects the member's Name from the listing, all submitted values will be displayed: List of Members <table><tr><th>Name</th><th>Identification Type</th><th>Identification No.</th><th>Nationality</th><th>Number of Unit (Ordinary Shares)</th><th>Amount of Issued Shares</th><th>Price per Share</th><th>Direct</th></tr><tr><td>☐ ANEESA BINTI ALI</td><td>MYKAD</td><td>871010871010</td><td>MALAYSIA</td><td>Cash: 10000 Otherwise: 1000</td><td>Cash: 100000.0000 Otherwise: 10000.0000</td><td>Cash: 10.0000 Otherwise: 10.0000</td><td>☒</td></tr><tr><td>☐ BCFP BERHAD</td><td>-</td><td>201001017090 (900793-U)</td><td>-</td><td>Cash: 500</td><td>Cash: 100.0000</td><td>Cash: 0.2000</td><td>☐</td></tr></table>	Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Issued Shares	Price per Share	Direct	☐ 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	☐
Name	Identification Type	Identification No.	Nationality	Number of Unit (Ordinary Shares)	Amount of Issued Shares	Price per Share	Direct																		
☐ 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	☐																		

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
	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

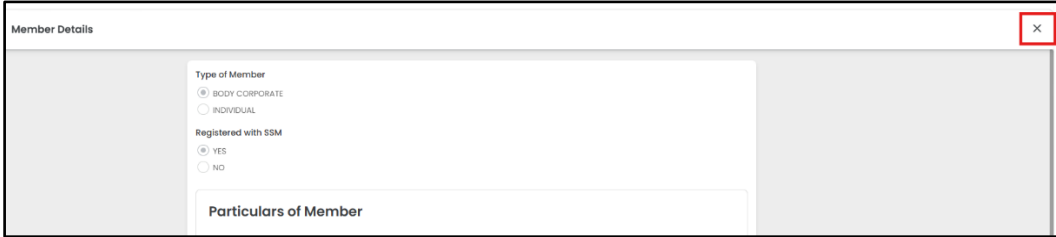
State *

SELANGOR

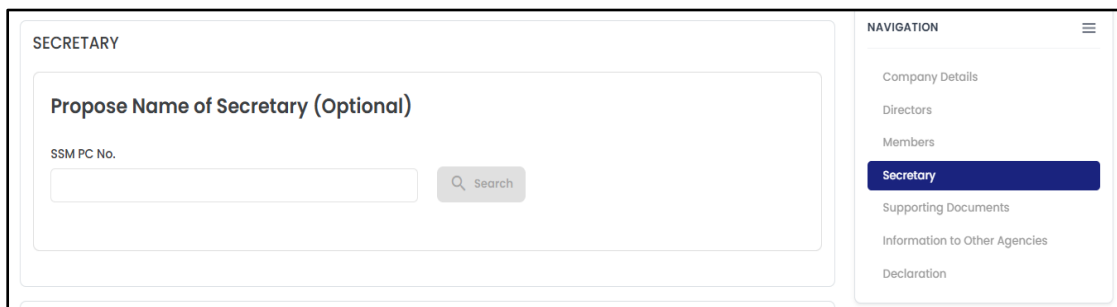
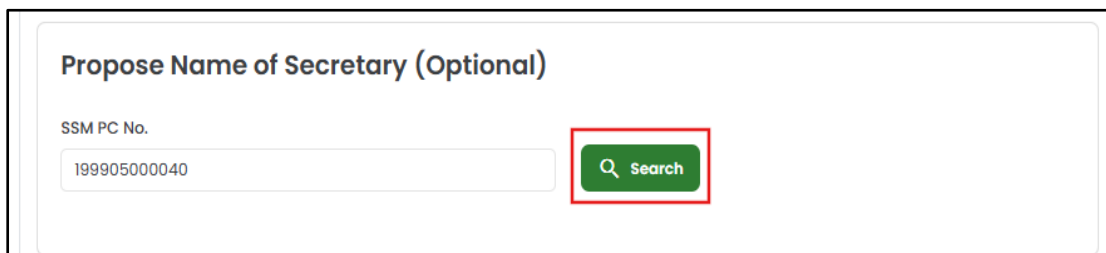
Country *

MALAYSIA

Field Num.	Description
	iii. Particulars of Shareholding Particulars of Shareholding Currency MALAYSIAN RINGGIT (MYR) Select at least one * ☒ CASH Number of Unit (Ordinary Shares) * 500 Amount of Issued Shares * 100.0000 Price per Share 0.2000 ☐ OTHERWISE Number of Unit (Ordinary Shares) Amount of Issued Shares Price per Share
	iv. Representative of Corporate Body Representative of Corporate Body Salutation DATUK Designation * DIRECTOR Name of Person * ABDULL RAHMAN BIN AHMAD Identification Type * MYKAD Identification No. * 890112143033 NOTE: Please ensure that a company shall keep the authorization letter or resolution at the registered office. Save

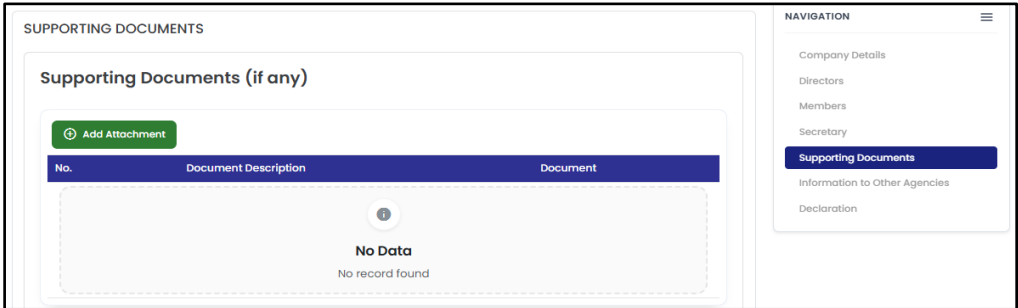
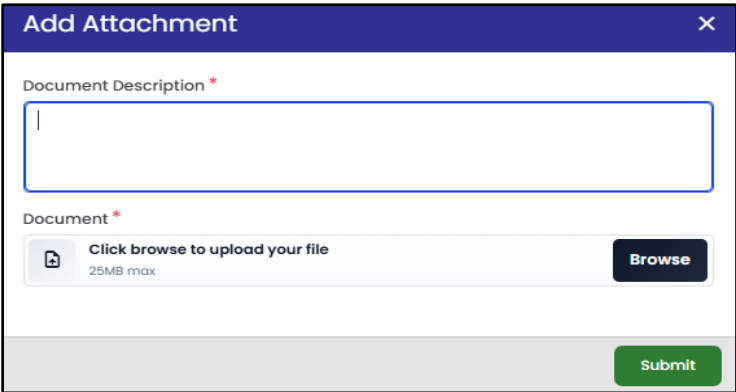
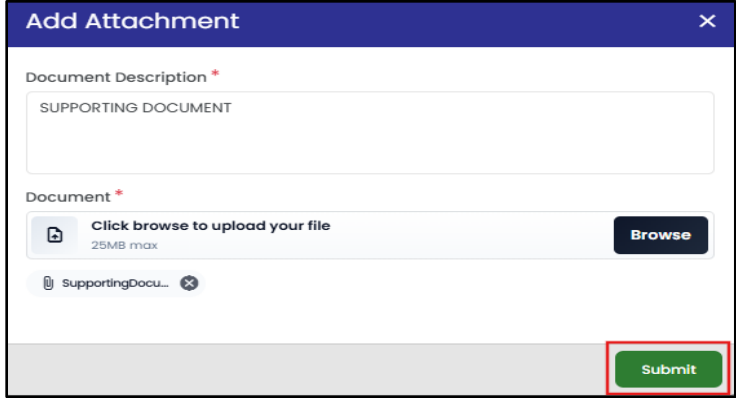
Field Num.	Description
40.	Update the details if needed then click the Save button or close the pop up by clicking [X] on the top right. 
41.	Repeat the steps 36 to 46 to add another member.

3.5.7 Secretary

Field Num.	Description
42.	Scroll down to the Secretary section or click Secretary on the right-side menu. Note: <i>You must either:</i> 1. <i>Propose a Secretary Name during Pre-Incorporation or</i> 2. <i>Appoint the First Secretary during Post-Incorporation.</i>  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. 

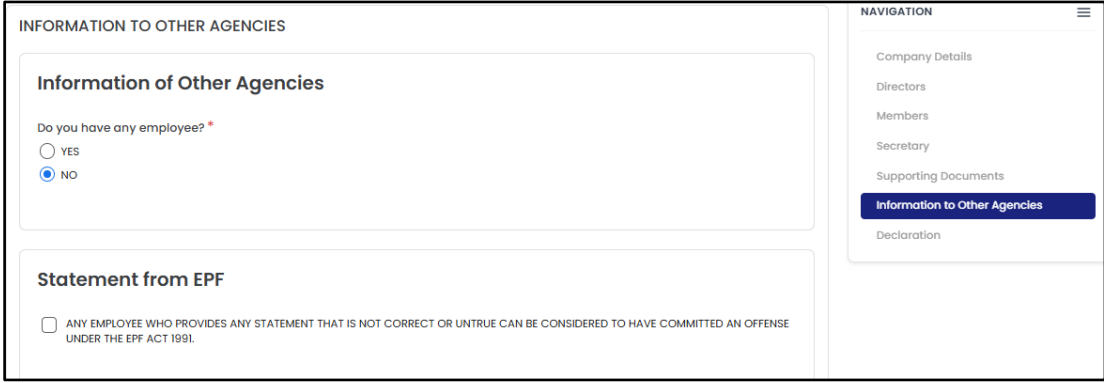
Field Num.	Description										
44.	Enter or update the details if needed. SECRETARY Propose Name of Secretary (Optional) SSM PC No. 199905000040 Search Remove Particulars of Secretary <table> <tr> <td>Salutation -PLEASE SELECT-</td> <td>Date of Birth * 12-03-1999</td> </tr> <tr> <td>Name (as per Identification) ext.ch.cosec239 user</td> <td>Gender * ☐ FEMALE ☒ MALE</td> </tr> <tr> <td>Identification Type MYKAD</td> <td>Nationality * MALAYSIA</td> </tr> <tr> <td>Identification No. 990312105439</td> <td>Citizenship * MALAYSIAN</td> </tr> <tr> <td>SSM PC No. 199905000040</td> <td>Race * MALAY</td> </tr> </table>	Salutation -PLEASE SELECT-	Date of Birth * 12-03-1999	Name (as per Identification) ext.ch.cosec239 user	Gender * ☐ FEMALE ☒ MALE	Identification Type MYKAD	Nationality * MALAYSIA	Identification No. 990312105439	Citizenship * MALAYSIAN	SSM PC No. 199905000040	Race * MALAY
Salutation -PLEASE SELECT-	Date of Birth * 12-03-1999										
Name (as per Identification) ext.ch.cosec239 user	Gender * ☐ FEMALE ☒ MALE										
Identification Type MYKAD	Nationality * MALAYSIA										
Identification No. 990312105439	Citizenship * MALAYSIAN										
SSM PC No. 199905000040	Race * MALAY										
45.	In the Residential Address, enter the following fields: Local Address Line 1: <i><Input Address Line 1> Mandatory to fill.</i> Local Address Line 2: <i><Input Address Line 2 if any></i> Local Address Line 3: <i><Input Address Line 3 if any></i> Postcode: <i><Input Postcode></i> Note: City, State & Country will be auto-populated based on the entered Postcode. City: <i><Auto-populate based on the Postcode></i> State: <i><Auto-populate based on the Postcode></i> Country: <i><Auto-populate: MALAYSIA></i> Residential Address Local Address * NO.12, JALAN 1/1 BANDAR RIMBA Address Line 3 Postcode * 40000 City * SHAH ALAM State * SELANGOR Country * 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: Document Description: <i><Enter Description></i> Document: <i><click Browse to select file></i> - 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

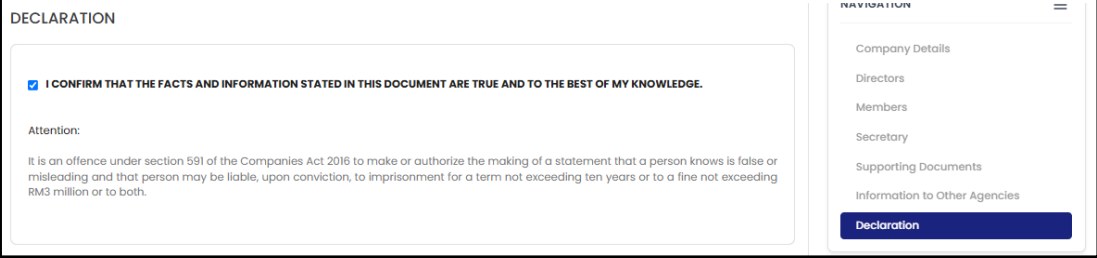
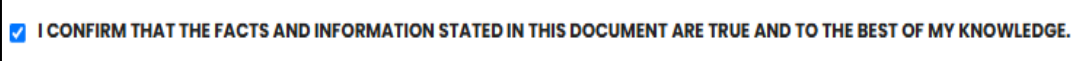
Field Num.	Description
49.	Scroll down to the Information to Other Agencies section or click Information to Other Agencies on the right-side menu. 
50.	Select <Yes> for Do you have any employees? if applicable. Select <No> if it is not applicable.

Field Num.	Description
	INFORMATION TO OTHER AGENCIES Information of Other Agencies Do you have any employee? * ☒ YES ☐ NO No. of Full-time Local Employee * Total No. of Employee 0 0 No. of Full-time Foreign Employee * Employee Start Date * 0 Eg: 30-06-2026 No. of Part-time Local Employee * 0 No. of Part-time Foreign Employee * 0 ☐ BRANCH ADDRESS (IF ANY) Note: When YES is selected, the Information of Other Agencies details will be displayed.
51.	Enter the following fields: No of Full-time Local Employee: <i><any number not exceeding 5 characters></i> Default is 0. No of Full-time Foreign Employee: <i><any number not exceeding 5 characters></i> Default is 0. No of Part-time Local Employee: <i><any number not exceeding 5 characters></i> Default is 0. No of Part-time Foreign Employee: <i><any number not exceeding 5 characters></i> Default is 0. Total No. of Employee: <i><Auto-calculate from a to d and read-only></i> Employee Start Date: <i><Select a date></i>

Field Num.	Description
	INFORMATION TO OTHER AGENCIES Information of Other Agencies Do you have any employee? * ☒ YES ☐ NO No. of Full-time Local Employee * Total No. of Employee 30 60 No. of Full-time Foreign Employee * Employee Start Date * 10 01-06-2026 No. of Part-time Local Employee * 10 No. of Part-time Foreign Employee * 10
52.	Select Branch Address (if any) checkbox. ☒ BRANCH ADDRESS (IF ANY) Branch Address * Email * Address Line 1 Address Line 2 Address Line 3 Postcode * City * - PLEASE SELECT - - PLEASE SELECT - State * Country * - PLEASE SELECT - - PLEASE SELECT -
53.	Fill in the following fields: Local Address Line 1: <i><Input Address Line 1> Mandatory to fill.</i> Local Address Line 2: <i><Input Address Line 2 if any></i> Local Address Line 3: <i><Input Address Line 3 if any></i> Postcode: <i><Input Postcode></i> Note: City, State & Country will be auto populated based on the entered Postcode. City: <i><Auto-populate based on the Postcode></i> State: <i><Auto-populate based on the Postcode></i> Country: <i><Auto-populate: MALAYSIA></i> Email: <i><Input Valid Email Format></i> Office No: <i><Input Office No.></i>

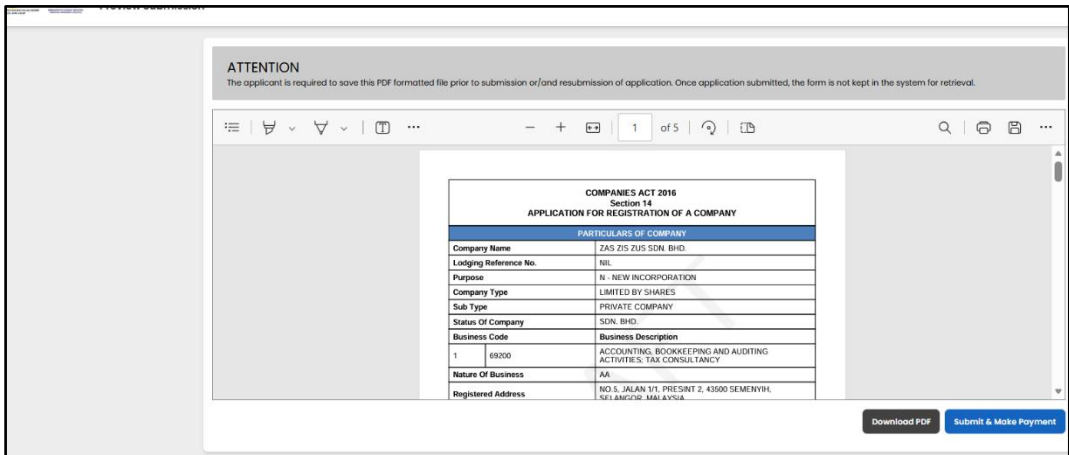
Field Num.	Description
	☒ BRANCH ADDRESS (IF ANY) Branch Address * NO.63, JALAN WIRABAKTI 5 TAMAN PERWIRA Address Line 3 Email * cns.uatatest@gmail.com Office No. * 0387654321 Postcode * 55000 City * KUALA LUMPUR State * WILAYAH PERSEKUTUAN KUALA LUMPUR Country * MALAYSIA
54.	Select the Statement from EPF checkbox. Statement from EPF ☒ ANY EMPLOYEE WHO PROVIDES ANY STATEMENT THAT IS NOT CORRECT OR UNTRUE CAN BE CONSIDERED TO HAVE COMMITTED AN OFFENSE UNDER THE EPF ACT 1991.

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:  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.

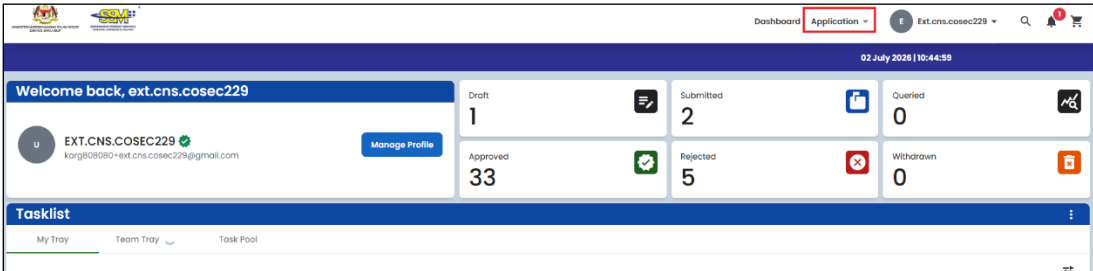
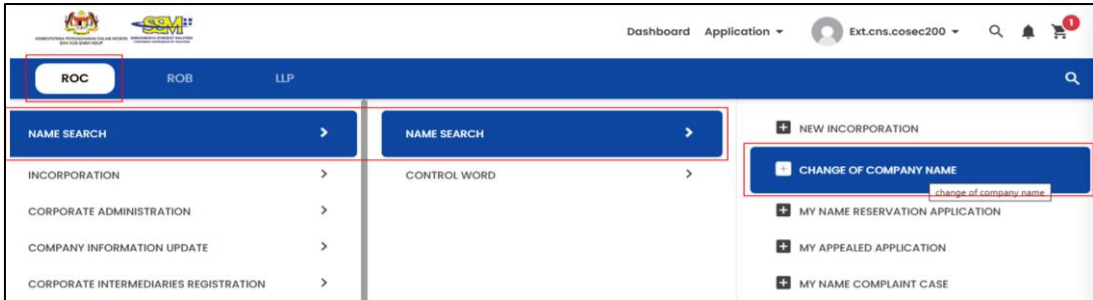
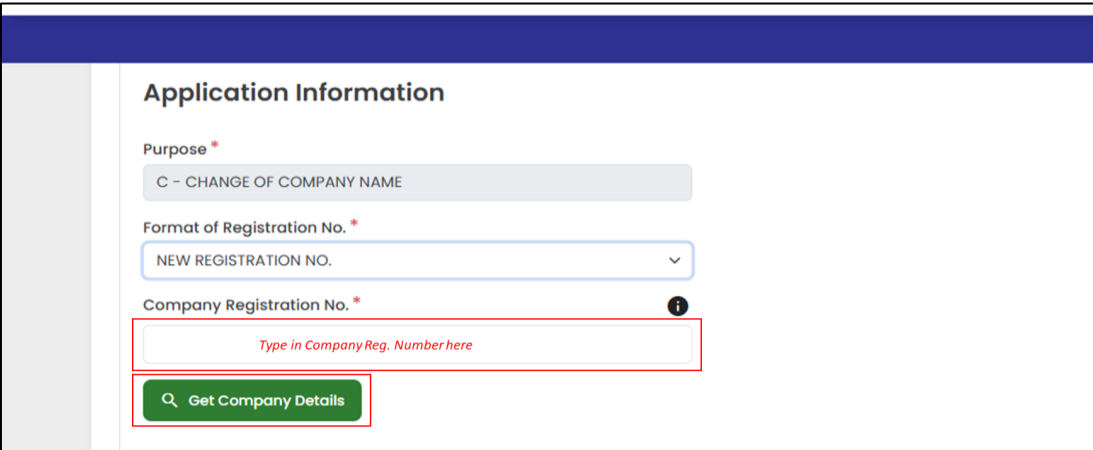
Field Num.	Description
	Lodger Information Lodger Type AUTHORISED USER Name TUAN ext.cns.cosec229 user Identification Type MYKAD Identification No. 970120141029 Professional Body Type / Licensed Secretary LICENSED SECRETARY License / Membership No. LS0000246 SSM Practising Certificate No. 197010000030 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

3.5.11 Preview Submission

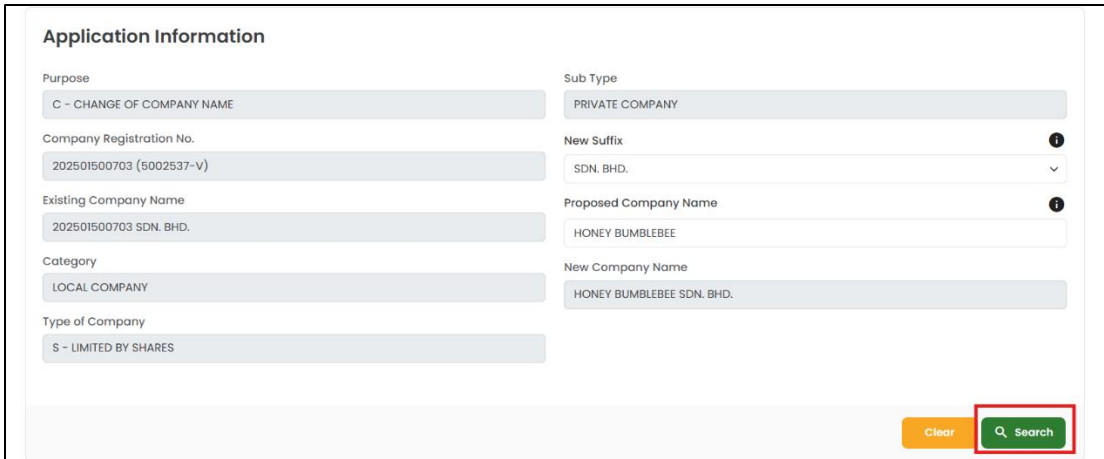
Field Num.	Description
58.	System will display the application information in PDF format. 

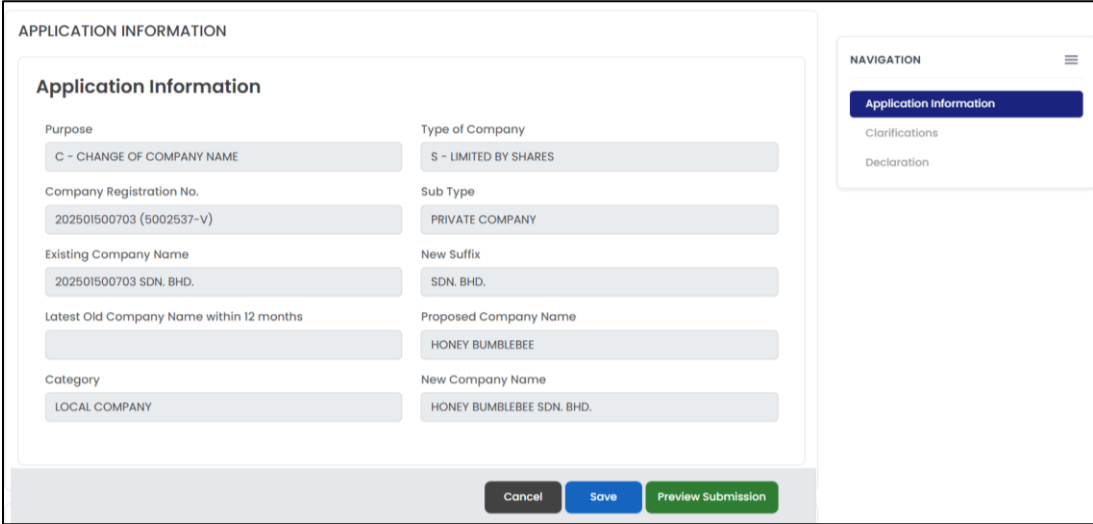
Field Num.	Description
59.	Click the Download PDF button if to save the document. Click the Submit & Make Payment button to make a payment. 

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. 

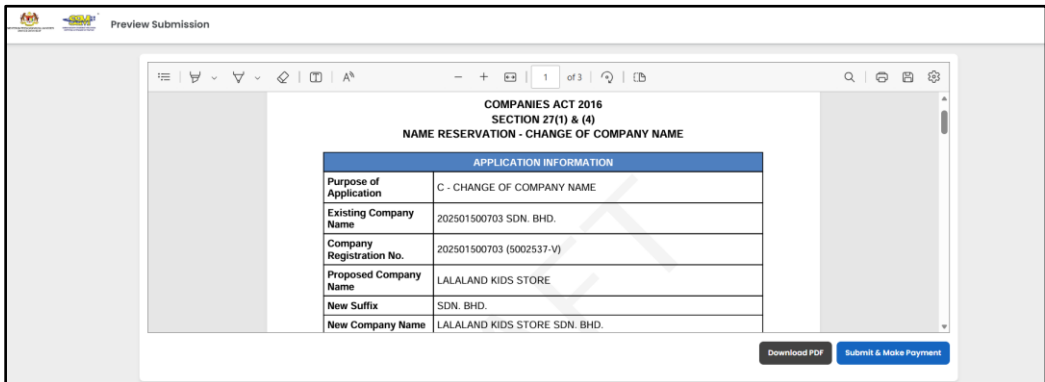
Field Num.	Description																				
4.	The system will auto-populate the company details. Application Information <table> <tr> <td>Purpose</td><td>Sub Type</td></tr> <tr> <td>C - CHANGE OF COMPANY NAME</td><td>PRIVATE COMPANY</td></tr> <tr> <td>Company Registration No.</td><td>New Suffix</td></tr> <tr> <td>202501500703 (5002537-V)</td><td>SDN. BHD.</td></tr> <tr> <td>Existing Company Name</td><td>Proposed Company Name</td></tr> <tr> <td>202501500703 SDN. BHD.</td><td></td></tr> <tr> <td>Category</td><td>New Company Name</td></tr> <tr> <td>LOCAL COMPANY</td><td>202501500703 SDN. BHD.</td></tr> <tr> <td>Type of Company</td><td></td></tr> <tr> <td>S - LIMITED BY SHARES</td><td></td></tr> </table> Clear Search	Purpose	Sub Type	C - CHANGE OF COMPANY NAME	PRIVATE COMPANY	Company Registration No.	New Suffix	202501500703 (5002537-V)	SDN. BHD.	Existing Company Name	Proposed Company Name	202501500703 SDN. BHD.		Category	New Company Name	LOCAL COMPANY	202501500703 SDN. BHD.	Type of Company		S - LIMITED BY SHARES	
Purpose	Sub Type																				
C - CHANGE OF COMPANY NAME	PRIVATE COMPANY																				
Company Registration No.	New Suffix																				
202501500703 (5002537-V)	SDN. BHD.																				
Existing Company Name	Proposed Company Name																				
202501500703 SDN. BHD.																					
Category	New Company Name																				
LOCAL COMPANY	202501500703 SDN. BHD.																				
Type of Company																					
S - LIMITED BY SHARES																					
5.	Fill in the Proposed Company Name field and New Suffix (if applicable). Application Information <table> <tr> <td>Purpose</td><td>Sub Type</td></tr> <tr> <td>C - CHANGE OF COMPANY NAME</td><td>PRIVATE COMPANY</td></tr> <tr> <td>Company Registration No.</td><td>New Suffix</td></tr> <tr> <td>202501500703 (5002537-V)</td><td>SDN. BHD.</td></tr> <tr> <td>Existing Company Name</td><td>Proposed Company Name</td></tr> <tr> <td>202501500703 SDN. BHD.</td><td>HONEY BUMBLEBEE</td></tr> <tr> <td>Category</td><td>New Company Name</td></tr> <tr> <td>LOCAL COMPANY</td><td>HONEY BUMBLEBEE SDN. BHD.</td></tr> <tr> <td>Type of Company</td><td></td></tr> <tr> <td>S - LIMITED BY SHARES</td><td></td></tr> </table> Clear Search	Purpose	Sub Type	C - CHANGE OF COMPANY NAME	PRIVATE COMPANY	Company Registration No.	New Suffix	202501500703 (5002537-V)	SDN. BHD.	Existing Company Name	Proposed Company Name	202501500703 SDN. BHD.	HONEY BUMBLEBEE	Category	New Company Name	LOCAL COMPANY	HONEY BUMBLEBEE SDN. BHD.	Type of Company		S - LIMITED BY SHARES	
Purpose	Sub Type																				
C - CHANGE OF COMPANY NAME	PRIVATE COMPANY																				
Company Registration No.	New Suffix																				
202501500703 (5002537-V)	SDN. BHD.																				
Existing Company Name	Proposed Company Name																				
202501500703 SDN. BHD.	HONEY BUMBLEBEE																				
Category	New Company Name																				
LOCAL COMPANY	HONEY BUMBLEBEE SDN. BHD.																				
Type of Company																					
S - LIMITED BY SHARES																					

Field Num.	Description
6.	Next, click the Search button. 
7.	Based on the result, proceed as follows: - Proposed company name is available, proceed to 4.1.1 - Proposed company name is not available, proceed to 4.1.2 - Proposed company name contains a Gazette Word, proceed to 4.1.3 - Proposed company name contains a Control Word, proceed to 4.1.4 - Proposed company name contains a State Name/Malaysia, proceed to 4.1.5 - Proposed company name contains Gazette Word, Control Word and State Name/Malaysia, proceed to 4.1.6 - Proposed company name contains a Prohibited Word, proceed to 4.1.7 - Proposed company name contains a Forbidden Symbol, proceed to 4.1.8 Clear the Proposed company name, proceed to 4.1.9 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. 6) Business Code / Description * Business Code / Description Action 01495u - EXPORT AND IMPORT OF HONEY AND BEESWAX 7) Other Comments OTHER COMMENTS 186 character remaining Supporting Documents * Click browse to upload your file 25MB max Browse
10.	Upload supporting documents for Clarifications 3, 4, 5, and 7, if provided. Skip them if they are not provided. 7) Other Comments OTHER COMMENTS 186 character remaining Supporting Documents * Click browse to upload your file 25MB max Browse Clarification_7...

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
	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
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																					
	Cart History ☒ App Ref No : ACN-CN30062026000001 Entity Name : LALALAND KIDS STORE SDN. BHD. Entity No : 202501500703 (5002537-V) <table><thead><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount(RM)</th></tr></thead><tbody><tr><td>1</td><td>Fee for (30 Days) Name Reservation</td><td>1</td><td>50.00</td><td>0.00</td><td>0.00</td><td>50.00</td></tr><tr><td colspan="6">Total Amount(RM)</td><td>50.00</td></tr></tbody></table> ☐ Select All Proceed to Payment Checkout Amount RM 50.00	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	Total Amount(RM)						50.00
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																
Total Amount(RM)						50.00																
15.	The system will display Payment Order page. Click Pay Now button. Payment Order Order Reference No. : CRSFT20260630000003 App Ref No : ACN-CN30062026000001 Entity Name : LALALAND KIDS STORE SDN. BHD. Entity No : 202501500703 (5002537-V) <table><thead><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount(RM)</th></tr></thead><tbody><tr><td>1</td><td>Fee for (30 Days) Name Reservation</td><td>1</td><td>50.00</td><td>0.00</td><td>0.00</td><td>50.00</td></tr><tr><td colspan="6">Grand Total : RM 50.00</td></tr></tbody></table> Payer Information Payer Name * EXT.CNS.COSEC229 USER Payer ID * 970120141029 Payer Email Address * karg808080+ext.cns.cosec229@gmail.com Payer Contact No. * 035579985 Payer Address * NO 211 JALAN PERSIARAN 198 MENARA MERDERKA Postcode * 46100 City * PETALING JAYA State * SELANGOR Country * MALAYSIA Back to Cart Pay Now	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	Grand Total : RM 50.00						
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																
Grand Total : RM 50.00																						
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. ORI782755713678-118969398 App Ref No : ACN-CN30062026000001 Entity Name : LALALAND KIDS STORE SDN. BHD. Entity No : 202501500703 (5002537-V) <table><thead><tr><th>No.</th><th>Item Description</th><th>Unit</th><th>Amount (RM)</th><th>Discount/Incentive (RM)</th><th>Tax</th><th>Gross Amount(RM)</th></tr></thead><tbody><tr><td>1</td><td>Fee for (30 Days) Name Reservation</td><td>1</td><td>50.00</td><td></td><td>0.00</td><td>50.00</td></tr></tbody></table> 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	50.00
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	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.

Tasklist									
My Tray Team Tray Task Pool									
No.	Lodging Ref. No.	Entity Type	Entity Name / Proposed Name	Entity No.	Module/Submodule	Status	Expiry Date	Countdown	
1	CA-TR-031002202816	ROC	GI0251000701 BERHAD	990001002250 (9002953-W)	Corporate Administration > Application Of Trust Company > Appointment New Director	Pending Approval		-	
2	CA-TR-032002202816	ROC	GI0251000703 BERHAD	990001002252 (9002955-U)	Corporate Administration > Application Of Trust Company > Appointment New Director (Trust Company Act 1949)	Pending Approval		-	
3	ACN-CO03072026000001	ROC	NOBODY ROYAL 3	990001001850 (9002449-H)	Name Reservation > Name Complaint Case	Queried	05-07-2026	2	

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.

ROC

ROB

LLP

NAME SEARCH

INCORPORATION

CORPORATE ADMINISTRATION

COMPANY INFORMATION UPDATE

CORPORATE INTERMEDIARIES REGISTRATION

CHARGES

NAME SEARCH

CONTROL WORD

NEW INCORPORATION

CHANGE OF COMPANY NAME

MY NAME RESERVATION APPLICATION

MY APPEALED APPLICATION

MY NAME COMPLAINT CASE

my name complaint case

My Name Complaint Case Listing

Case Reference No.

Entity Name

Company Registration No. (New)

Company Registration No. (Old)

Search

No	Case Reference No.	Entity Name	Company Registration No.	Type of Company	Case Status	Case Date	Directive Change of	Action
1	ACN-CO03072026000001	NOBODY ROYAL 3	990001001850 (9002449-H)	G - LIMITED BY GUARANTEE	Pending Approval	02-07-2026	-	

10

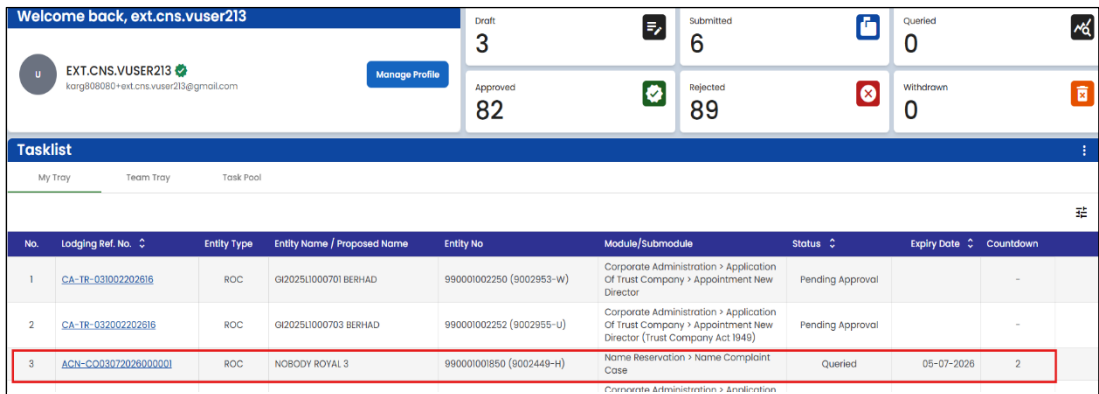
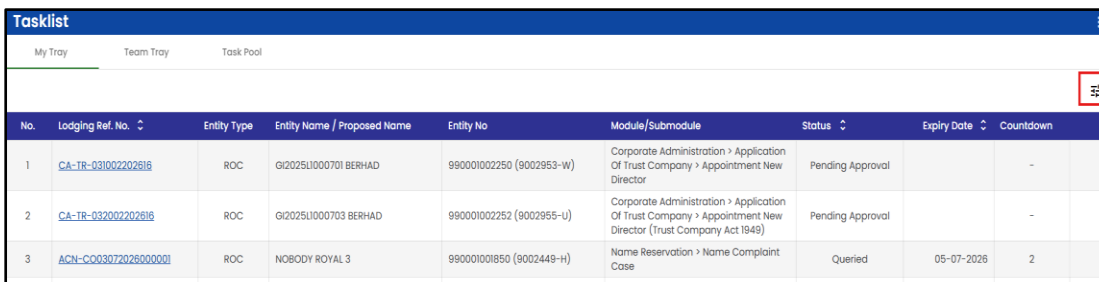
Showing 1 From 1 records

Previous

1

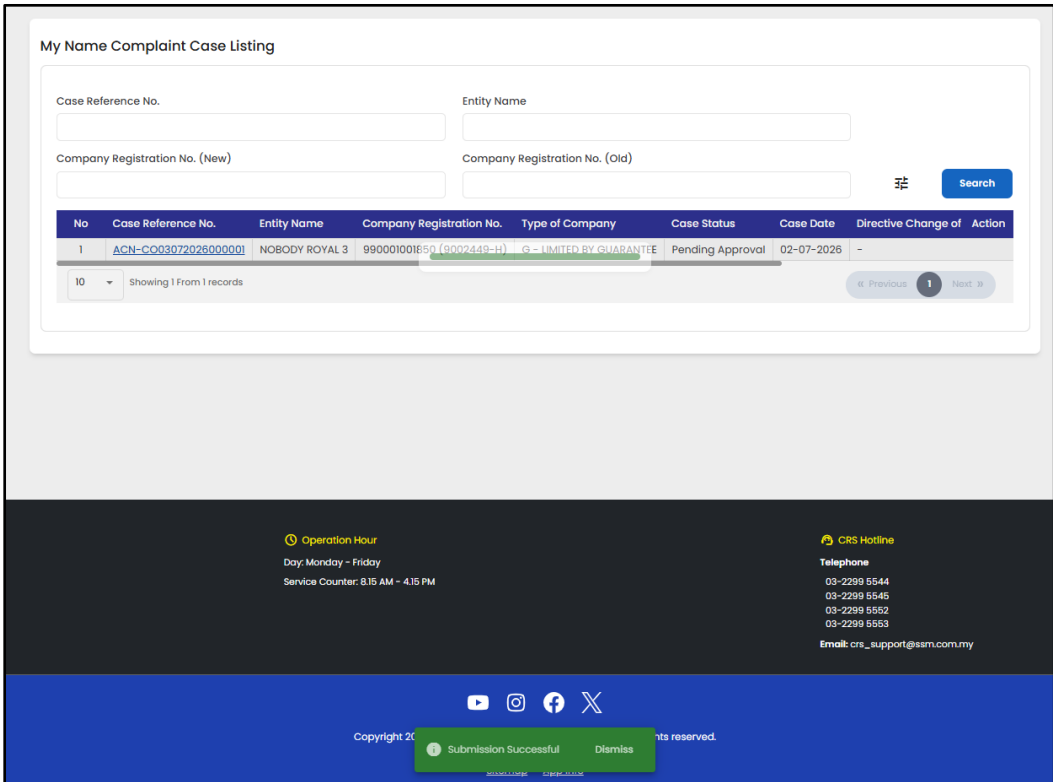
Next

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. Filter Last Updated Date From DD-MM-YYYY To DD-MM-YYYY Reference No ACN-CO03072026000001 Entity Type PLEASE SELECT ONE Entity Name MERDEKA JAYA Entity No 123123-V Module Select module to filter Status Select status to filter Cancel OK <tr><td>4.</td><td> Click on the Lodging Reference No. to open it. My Tray Team Tray Task Pool Reference No : ACN-CO0307... <table><tr><th>No.</th><th>Lodging Ref. No. ↕</th><th>Entity Type</th><th>Entity Name / Proposed Name</th><th>Entity No</th><th>Module/Submodule</th></tr><tr><td>1</td><td>ACN-CO03072026000001</td><td>ROC</td><td>NOBODY ROYAL 3</td><td>990001001850 (9002449-H)</td><td>Name Reservation > Name Complaint Case</td></tr></table> </td></tr> <tr><td>5.</td><td> 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. QUERY, RESPONSE <table><tr><th>No.</th><th>Query Ref No</th><th>Query Type</th><th>Query By</th><th>Query Date</th><th>Query To</th><th>Que</th></tr><tr><td>1</td><td>QL03072026000009</td><td>Query for Info</td><td>TUAN CNS EXEC 101 A</td><td>03-07-2026</td><td>TUAN ext.cns.vuser213 user</td><td>Edit</td></tr></table> CASE INFORMATION CO-NS Reference No. NAVIGATION Query, Response Case Information </td></tr>	4.	Click on the Lodging Reference No. to open it. My Tray Team Tray Task Pool Reference No : ACN-CO0307... <table><tr><th>No.</th><th>Lodging Ref. No. ↕</th><th>Entity Type</th><th>Entity Name / Proposed Name</th><th>Entity No</th><th>Module/Submodule</th></tr><tr><td>1</td><td>ACN-CO03072026000001</td><td>ROC</td><td>NOBODY ROYAL 3</td><td>990001001850 (9002449-H)</td><td>Name Reservation > Name Complaint Case</td></tr></table>	No.	Lodging Ref. No. ↕	Entity Type	Entity Name / Proposed Name	Entity No	Module/Submodule	1	ACN-CO03072026000001	ROC	NOBODY ROYAL 3	990001001850 (9002449-H)	Name Reservation > Name Complaint Case	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. QUERY, RESPONSE <table><tr><th>No.</th><th>Query Ref No</th><th>Query Type</th><th>Query By</th><th>Query Date</th><th>Query To</th><th>Que</th></tr><tr><td>1</td><td>QL03072026000009</td><td>Query for Info</td><td>TUAN CNS EXEC 101 A</td><td>03-07-2026</td><td>TUAN ext.cns.vuser213 user</td><td>Edit</td></tr></table> CASE INFORMATION CO-NS Reference No. NAVIGATION Query, Response Case Information	No.	Query Ref No	Query Type	Query By	Query Date	Query To	Que	1	QL03072026000009	Query for Info	TUAN CNS EXEC 101 A	03-07-2026	TUAN ext.cns.vuser213 user	Edit
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1	ACN-CO03072026000001	ROC	NOBODY ROYAL 3	990001001850 (9002449-H)	Name Reservation > Name Complaint Case																										
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No.	Query Ref No	Query Type	Query By	Query Date	Query To	Que																									
1	QL03072026000009	Query for Info	TUAN CNS EXEC 101 A	03-07-2026	TUAN ext.cns.vuser213 user	Edit																									

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. QUERY, RESPONSE <table border="1"> <thead> <tr> <th>No.</th><th>Query Ref No</th><th>Query Type</th><th>Query By</th><th>Query Date</th><th>Query To</th><th>Query</th></tr> </thead> <tbody> <tr> <td>1</td><td>QL03072026000009</td><td>Query for Info</td><td>TUAN CNS EXEC 101 A</td><td>03-07-2026</td><td>TUAN ext.cns.vuser213 user</td><td>Edit</td></tr> </tbody> </table> Query Content Query Ref No QL03072026000009 Query sub-type / reason A3 - SAMA DENGAN NAMA SYARIKAT LAIN (THE COMPANY NAME IS AS THE OTHER COMPANY NAME) Instruction/Note/Enquiry Please submit show cause letter Respond Remarks * Please enter remarks for this respond 200 character remaining + Add Attachment <table border="1"> <thead> <tr> <th>No.</th><th>Document Description</th><th>Document</th></tr> </thead> <tbody> <tr> <td colspan="3"> No Data No record found </td></tr> </tbody> </table> Exit Respond	No.	Query Ref No	Query Type	Query By	Query Date	Query To	Query	1	QL03072026000009	Query for Info	TUAN CNS EXEC 101 A	03-07-2026	TUAN ext.cns.vuser213 user	Edit	No.	Document Description	Document	No Data No record found		
No.	Query Ref No	Query Type	Query By	Query Date	Query To	Query															
1	QL03072026000009	Query for Info	TUAN CNS EXEC 101 A	03-07-2026	TUAN ext.cns.vuser213 user	Edit															
No.	Document Description	Document																			
No Data No record found																					

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.

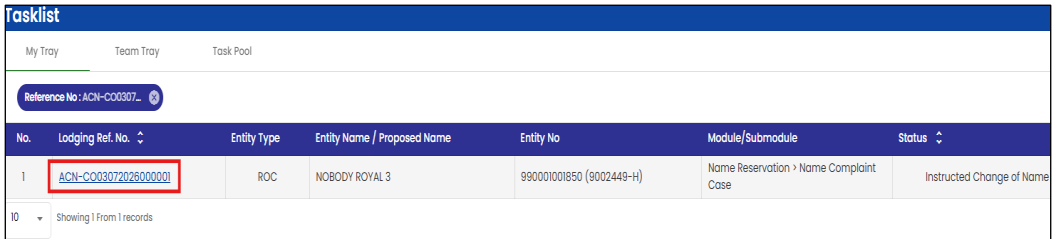
Directive Change of Name

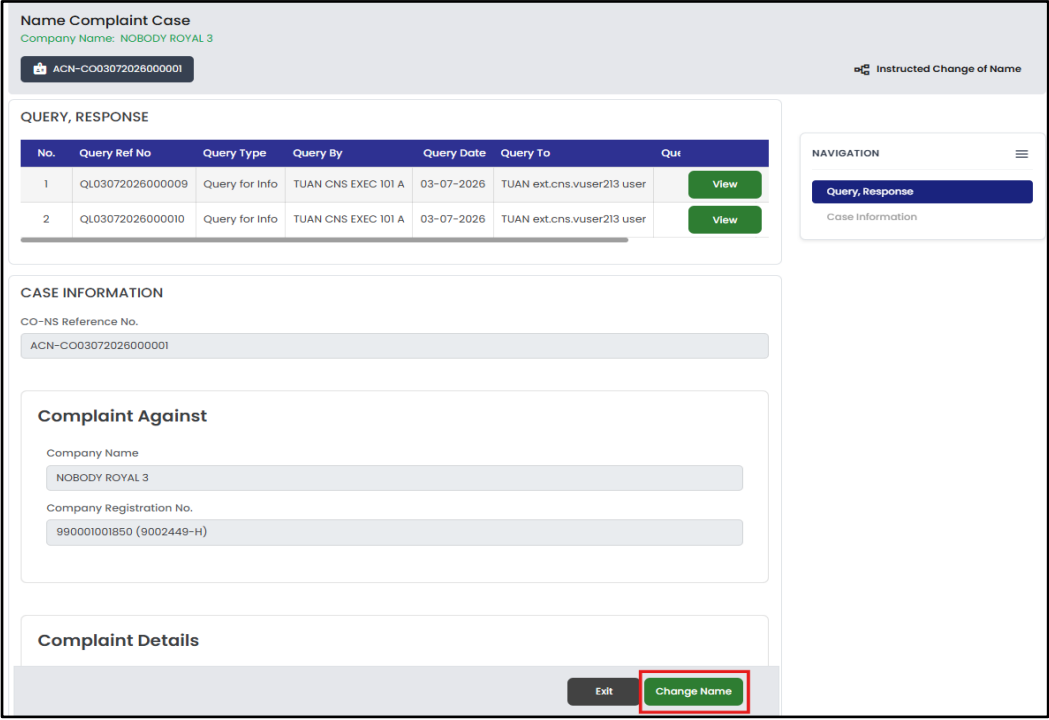
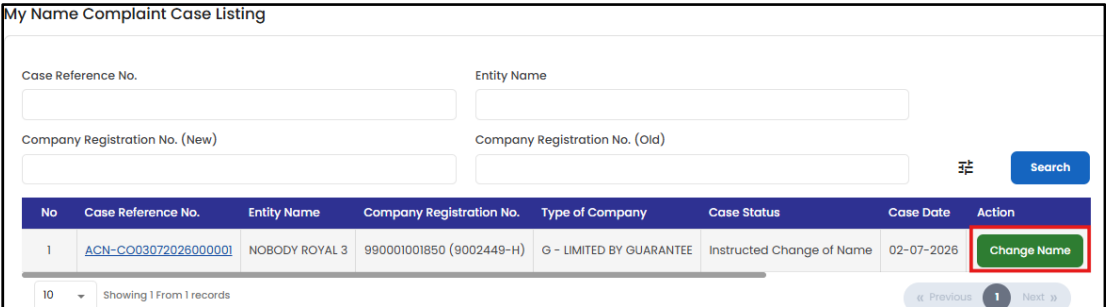
Users may be required to proceed with a **Directive Change of Name** under either of the following scenarios:

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)**.

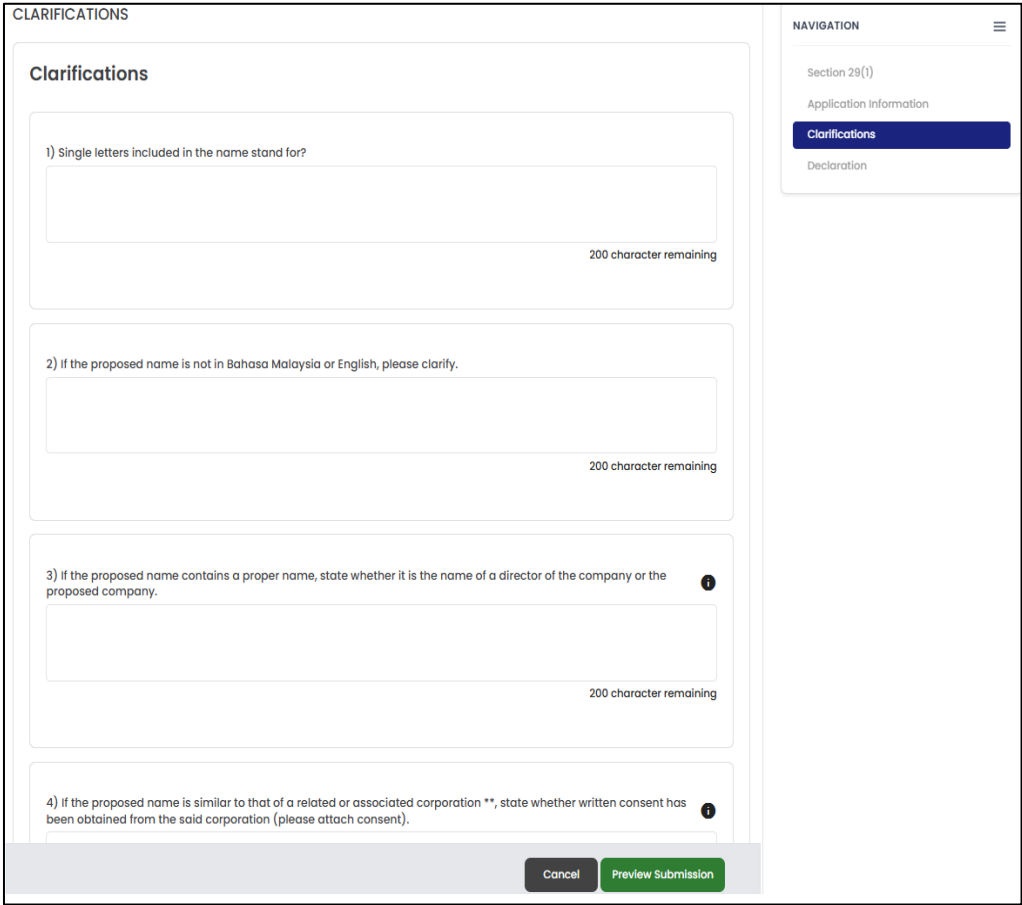
In both scenarios, users will receive an **Email Notification: Change of Name Instruction**. Users must locate the application in their **Tasklist** or **My Name Complaint Case Listing** as explained previously in **Section 5: Name Complaint Case**.

⚠ 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. 

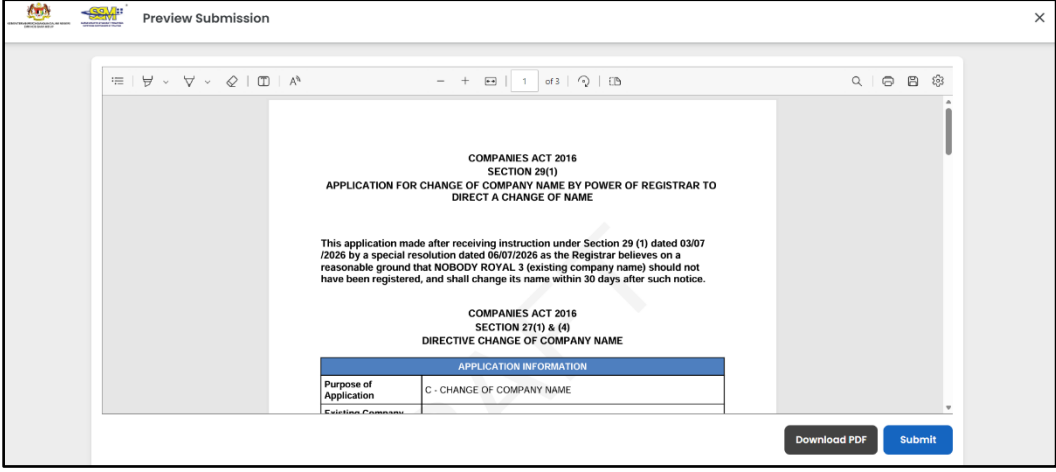
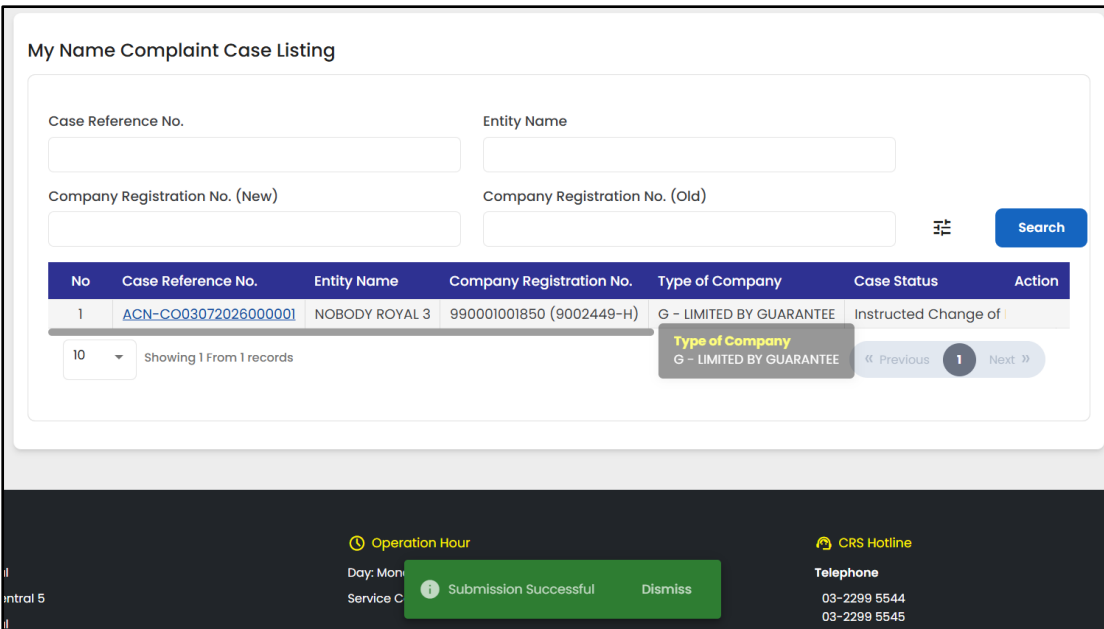
Field Num.	Description
2.	Click the Change Name button. 
3.	If retrieved from the My Name Complaint Case Listing, you can also filter and search the application. From the result, click the Change Name button. 
4.	Name Search of Change of Name will be displayed. The system will auto-populate the company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

Field Num.	Description
	Name Search Application Information Purpose C - CHANGE OF COMPANY NAME Sub Type PUBLIC COMPANY Company Registration No. 990001001850 (9002449-H) New Suffix Existing Company Name NOBODY ROYAL 3 Proposed Company Name Category LOCAL COMPANY New Company Name NOBODY ROYAL 3 Type of Company G - LIMITED BY GUARANTEE Clear Search
5.	After performing the Section 4.1 Check Name Availability (Name Search), Directive Change of Company Name form will be displayed. Directive Change of Company Name SECTION 29(1) COMPANIES ACT 2016 Section 29(1) APPLICATION FOR CHANGE OF COMPANY NAME BY POWER OF REGISTRAR TO DIRECT A CHANGE OF NAME This application made after receiving instruction under Section 29 (1) dated 03-07-2026 by a special resolution dated 03-07-2026 as the Registrar believes on a reasonable ground that NOBODY ROYAL 3 (existing company name) should not have been registered, and shall change its name within 30 days after such notice. * Failure to change its name within stipulated date shall give the power to Registrar to change company's name to its registration number or any such expression as assigned under Section 25(2). NAVIGATION - Section 29(1) - Application Information - Clarifications - Declaration APPLICATION INFORMATION Application Information Purpose C - CHANGE OF COMPANY NAME Type of Company G - LIMITED BY GUARANTEE Company Registration No. 990001001850 (9002449-H) Sub Type PUBLIC COMPANY Existing Company Name NOBODY ROYAL 3 New Suffix Latest Old Company Name Within 12 Months Proposed Company Name NOBODY ROYAL THREE Category New Company Name Cancel Preview Submission
6.	Select a Special Resolution Date in Section 29(1).

Field Num.	Description
	SECTION 29(1) COMPANIES ACT 2016 Section 29(1) APPLICATION FOR CHANGE OF COMPANY NAME BY POWER OF REGISTRAR TO DIRECT A CHANGE OF NAME This application made after receiving instruction under Section 29 (1) dated 03-07-2026 by a special resolution dated 06-07-2026 as the Registrar believes on a reasonable ground that NOBODY ROYAL 3 (existing company name) should not have been registered, and shall change its name within 30 days after such notice. * Failure to change its name within stipulated date shall give the power to Registrar to change company's name to its registration number or any such expression as assigned under Section 25(2).
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. 6) Business Code / Description * Business Code / Description 01495u - EXPORT AND IMPORT OF HONEY AND BEESWAX Action 7) Other Comments OTHER COMMENTS 186 character remaining Supporting Documents * Click browse to upload your file 25MB max Browse
9.	Upload supporting documents for Clarifications 3, 4, 5, and 7, if provided. Skip them if they are not provided. 7) Other Comments OTHER COMMENTS 186 character remaining Supporting Documents * Click browse to upload your file 25MB max Browse Clarification_7... x
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 <table> <tr> <td>Lodger Type</td><td>Address</td></tr> <tr> <td>AUTHORISED USER</td><td>NO 211, JALAN PERSIARAN 198, MENARA MERDERKA, 46100 PETALING JAYA, SELANGOR, MALAYSIA. Pick Address</td></tr> <tr> <td>Name</td><td></td></tr> <tr> <td>TUAN ext.cns.cosec229 user</td><td></td></tr> <tr> <td>Identification Type</td><td>Email </td></tr> <tr> <td>MYKAD</td><td>karg808080+ext.cns.cosec229@gmail.com</td></tr> <tr> <td>Identification No.</td><td>Mobile Phone No.</td></tr> <tr> <td>970120141029</td><td></td></tr> <tr> <td>Professional Body Type / Licensed Secretary</td><td>Phone No.</td></tr> <tr> <td>LICENSED SECRETARY</td><td>6035579985</td></tr> <tr> <td>License / Membership No.</td><td>Fax No.</td></tr> <tr> <td>LS0000246</td><td></td></tr> <tr> <td>SSM Practising Certificate No.</td><td></td></tr> <tr> <td>197010000030</td><td></td></tr> </table> Cancel Save Preview Submission	Lodger Type	Address	AUTHORISED USER	NO 211, JALAN PERSIARAN 198, MENARA MERDERKA, 46100 PETALING JAYA, SELANGOR, MALAYSIA. Pick Address	Name		TUAN ext.cns.cosec229 user		Identification Type	Email 	MYKAD	karg808080+ext.cns.cosec229@gmail.com	Identification No.	Mobile Phone No.	970120141029		Professional Body Type / Licensed Secretary	Phone No.	LICENSED SECRETARY	6035579985	License / Membership No.	Fax No.	LS0000246		SSM Practising Certificate No.		197010000030	
Lodger Type	Address																												
AUTHORISED USER	NO 211, JALAN PERSIARAN 198, MENARA MERDERKA, 46100 PETALING JAYA, SELANGOR, MALAYSIA. Pick Address																												
Name																													
TUAN ext.cns.cosec229 user																													
Identification Type	Email 																												
MYKAD	karg808080+ext.cns.cosec229@gmail.com																												
Identification No.	Mobile Phone No.																												
970120141029																													
Professional Body Type / Licensed Secretary	Phone No.																												
LICENSED SECRETARY	6035579985																												
License / Membership No.	Fax No.																												
LS0000246																													
SSM Practising Certificate No.																													
197010000030																													
12.	The system will display the application information in PDF format. Click on Download PDF button if to save the document.																												

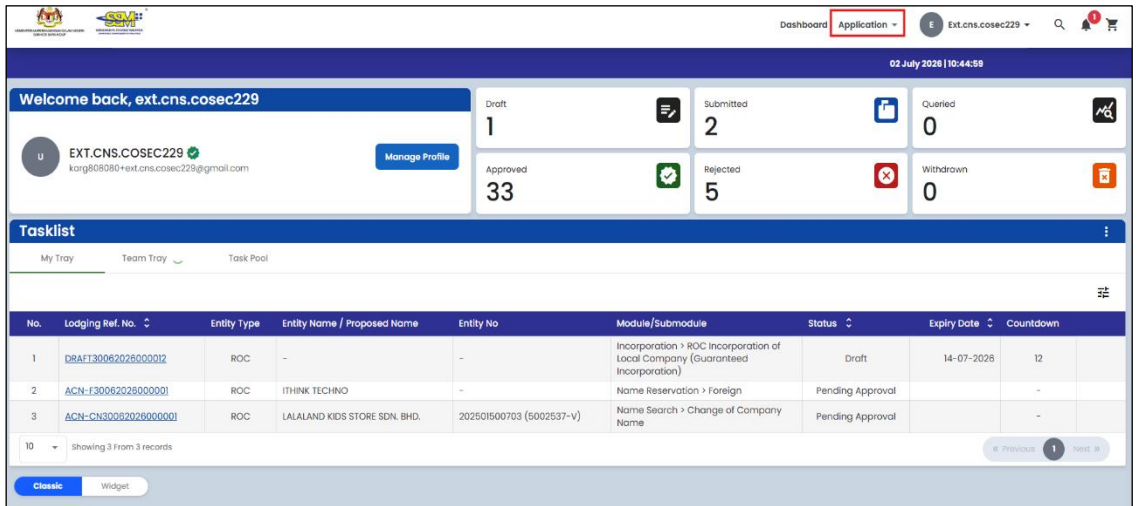
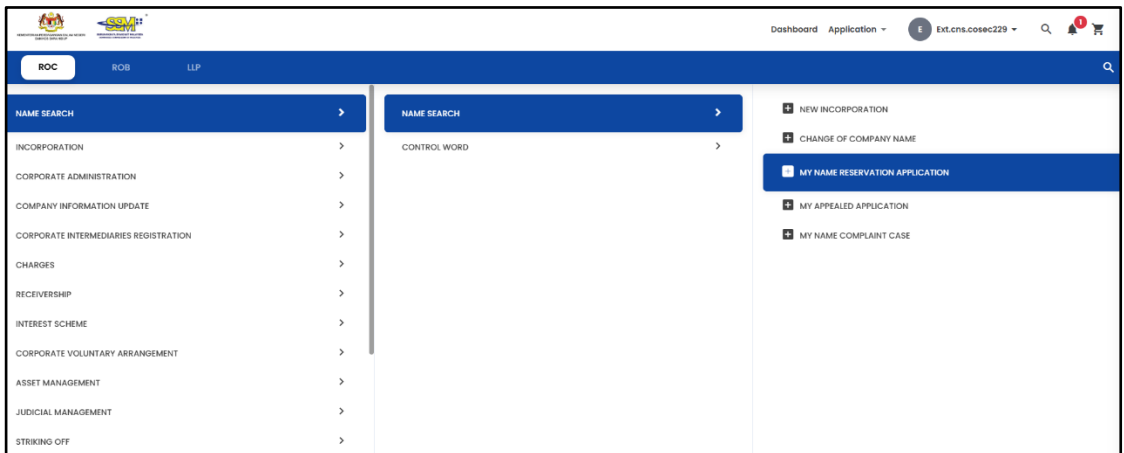
Field Num.	Description
	Click Submit to submit the application. 
13.	Upon successful submission, a 'Submission Successful' notification will appear, and you will be automatically redirected to the My Name Complaint Case Listing screen. 

⚠ 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.  The screenshot shows the SSM Dashboard. The 'Application' menu in the top navigation bar is highlighted with a red box. The dashboard displays a welcome message, user profile, and a tasklist table with columns: No., Lodging Ref. No., Entity Type, Entity Name / Proposed Name, Entity No., Module/Submodule, Status, Expiry Date, and Countdown. The tasklist shows three records, all with a status of 'Draft' or 'Pending Approval'.
2.	Click Name Search > Name Search > My Name Reservation Application.  The screenshot shows the SSM Name Search page. The 'NAME SEARCH' menu is selected in the top navigation bar. The 'NAME SEARCH' sub-menu is also selected. The 'MY NAME RESERVATION APPLICATION' option is highlighted in the list of applications.

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**.

My Name Reservation Application Listing

No.	Lodging Reference No.	Proposed Company Name	Type of Application	Purpose of Application	Action
1	ACN-CN30062026000001	LALALAND KIDS STORE SDN. BHD.	N - NAME RESERVATION	C - CHANGE OF COMPANY NAME	Withdraw
2	ACN-F30062026000001	ITHINK TECHNO	N - NAME RESERVATION	N - NEW REGISTRATION	Withdraw
3	ACN-L30062026000001	SPRING ROLLS CAFE SDN. BHD.	N - NAME RESERVATION	N - NEW INCORPORATION	Incorporate Extend Withdraw
4	ACN-F08072025000005	XSG WIT SHA	N - NAME RESERVATION	N - NEW REGISTRATION	
5	ACN-F08072025000004	XSG WOUT SHA	N - NAME RESERVATION	N - NEW REGISTRATION	
6	INCACN-L08072025000001	HX TEMC SDN. BHD.	DIRECT INCORPORATION	N - NEW INCORPORATION	
7	ACN-G08072025000002	MX TEC BHD.	N - NAME RESERVATION	N - NEW INCORPORATION	
8	ACN-F08072025000001	ABCD FOREIGN	N - NAME RESERVATION	N - NEW REGISTRATION	
9	INCACN-L08072025000004	KL MEX BERHAD	DIRECT INCORPORATION	N - NEW INCORPORATION	
10	INCACN-L15052025000007	WMEX SLBS BERHAD	DIRECT INCORPORATION	N - NEW INCORPORATION	

10 Showing 10 From 19 records

Previous 1 2 Next

4. The system will display the details of the selected name reservation. Click the **Withdraw** button to proceed.

Name Reservation - New Incorporation / Registration

Proposed Company Name: ITHINK TECHNO

ACN-F30062026000001 Pending Approval

APPLICATION INFORMATION

Application Information

Purpose

N - NEW REGISTRATION

Category

FOREIGN COMPANY

Type of Application

N - NAME RESERVATION

Type of Company

W - WITH SHARES

Proposed Company Name

ITHINK TECHNO

Sub Type

PRIVATE COMPANY

Reservation Information

Lodging Reference No.

ACN-F30062026000001

Name Reservation Validity (days)

+

Exit

Withdraw

NAVIGATION

- Application Information
- Clarifications
- Promoters
- Supporting Documents
- Declaration

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. Withdraw Name Reservation Application Reason to withdraw * -PLEASE SELECT- Regulation 9(4), Companies Regulations 2017 If the lodgement of documents, application or appeal is withdrawn, the FEES PAID in respect of such lodgement of documents, application or appeal SHALL NOT BE REFUNDED. Withdrawal process is not possible to be undo, are you sure to withdraw the application? Cancel Withdraw

7. Extension of Name Reservation

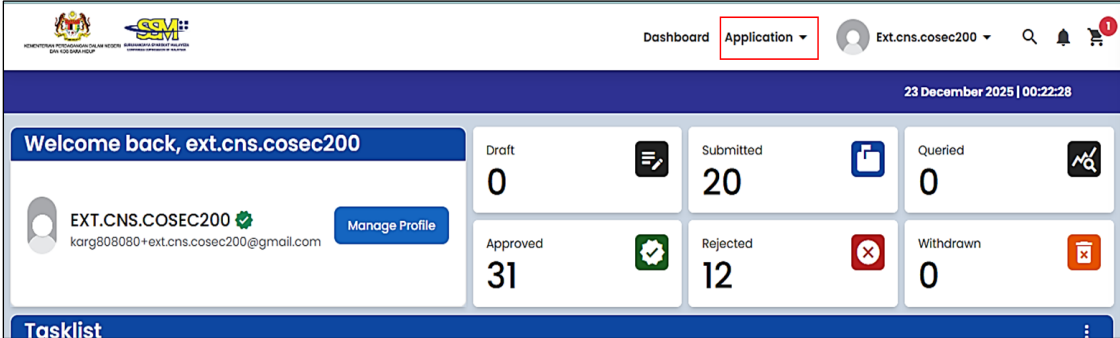
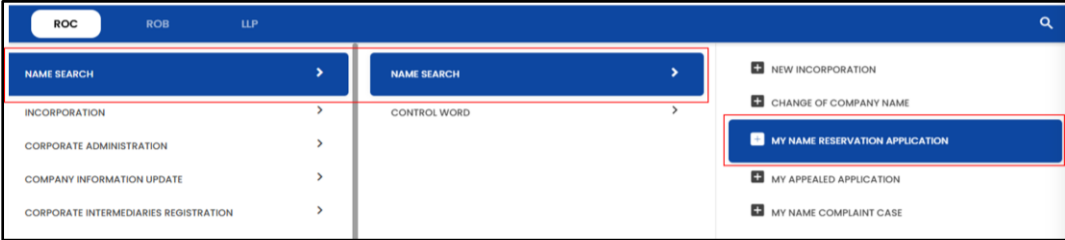
The system allows users to extend only **approved** Name Reservation applications that are still **within the reservation validity period**.

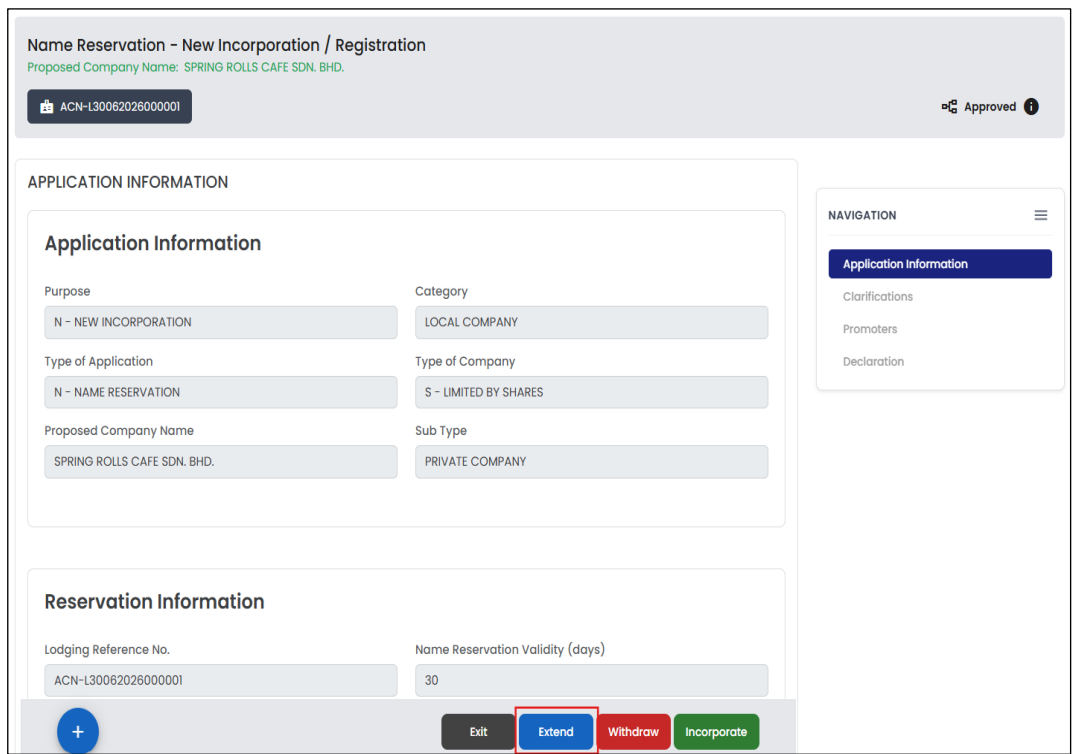
TION	N - NEW INCORPORATION	LIMITED BY SHARES	Approved	30	30-06-2026	Incorporate	Extend	Withdraw
TION	N - NEW REGISTRATION	WITH SHARES	Approved	-	08-07-2025			

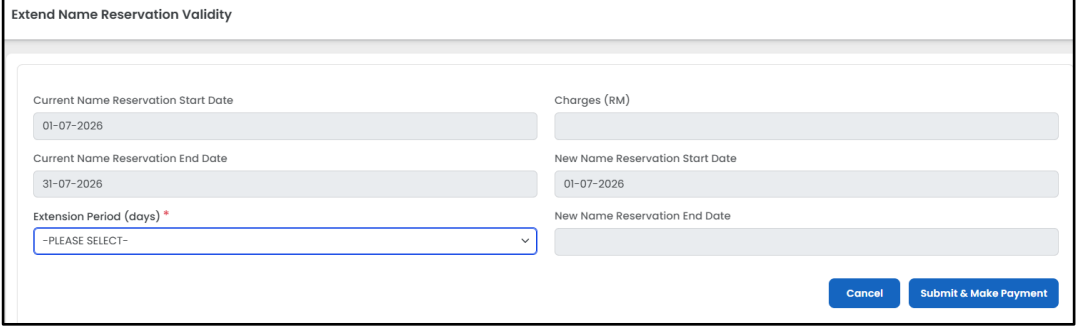
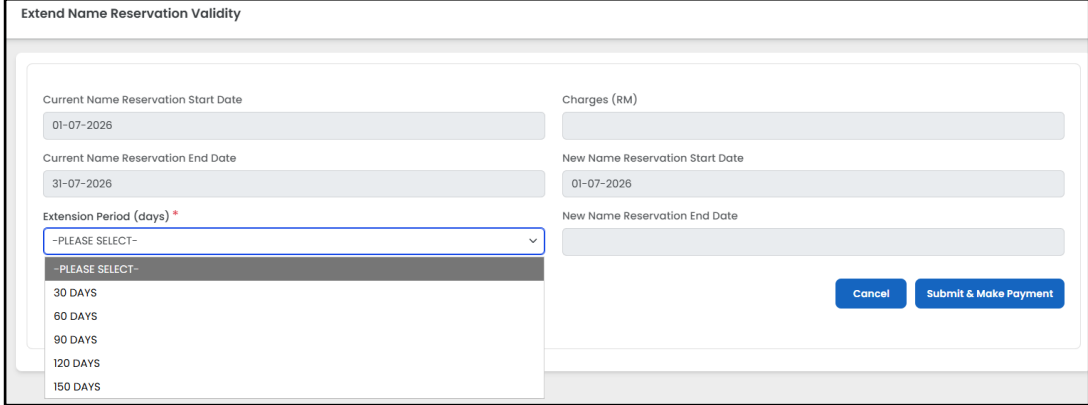
Users may apply for multiple extensions, but the total extension period cannot exceed 150 days. The maximum name reservation period is 180 days:

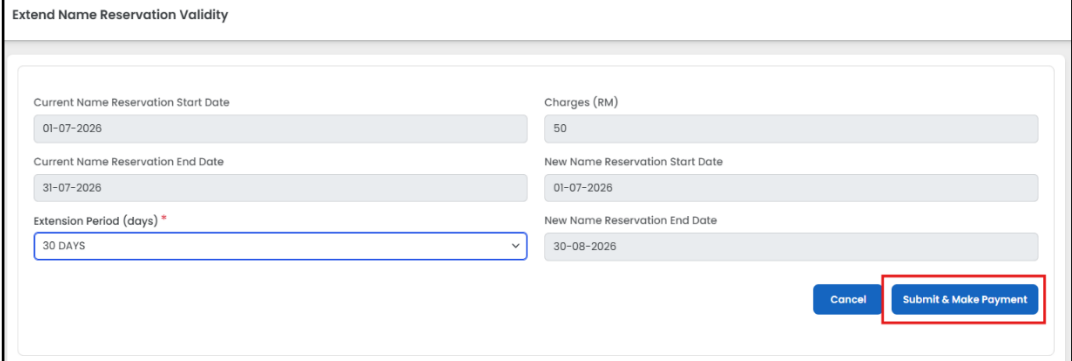
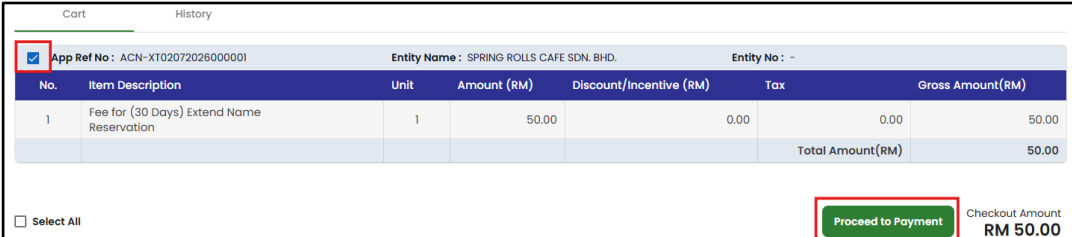
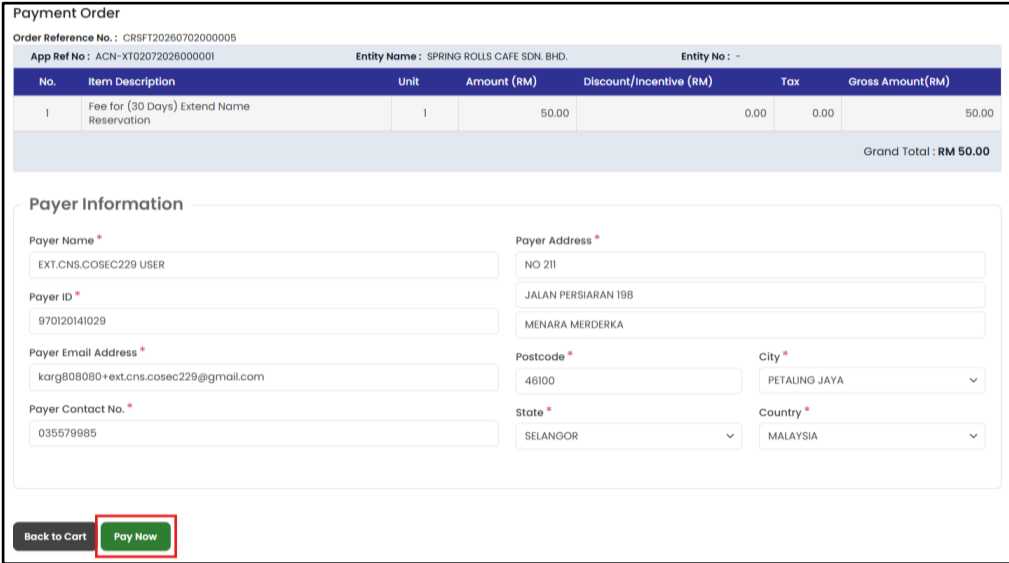
- Approved Name Reservation Application:** 30 days
- Extension of Name Reservation:** Up to 150 days

⚠ 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
	My Name Reservation Application Listing 
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.

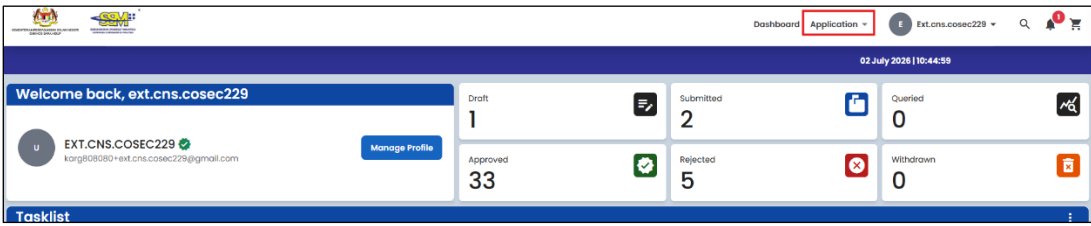
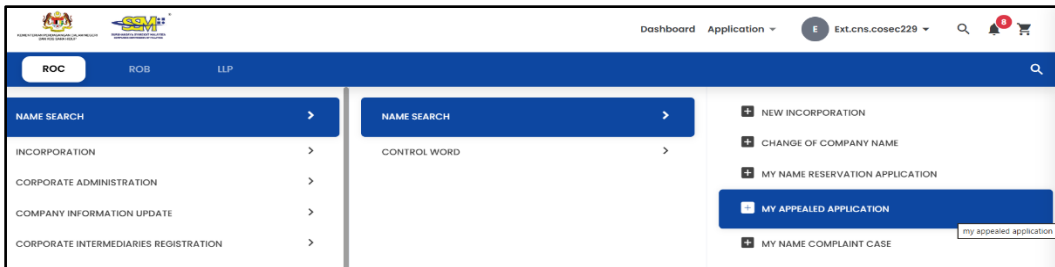
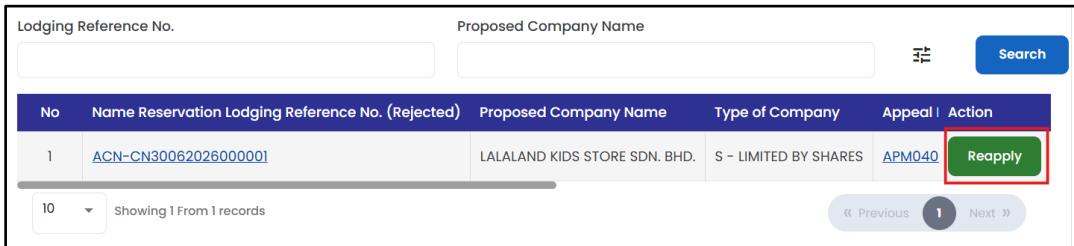
Field Num.	Description
	
6.	User(s) can select an extension period of 30, 60, 90, 120 or 150 days. Note: a. 30 days: RM 50 b. 60 days: RM 100 c. 90 days: RM 150 d. 120 days: RM 200 e. 150 days: RM 250 
7.	Click the Submit & Make Payment button.

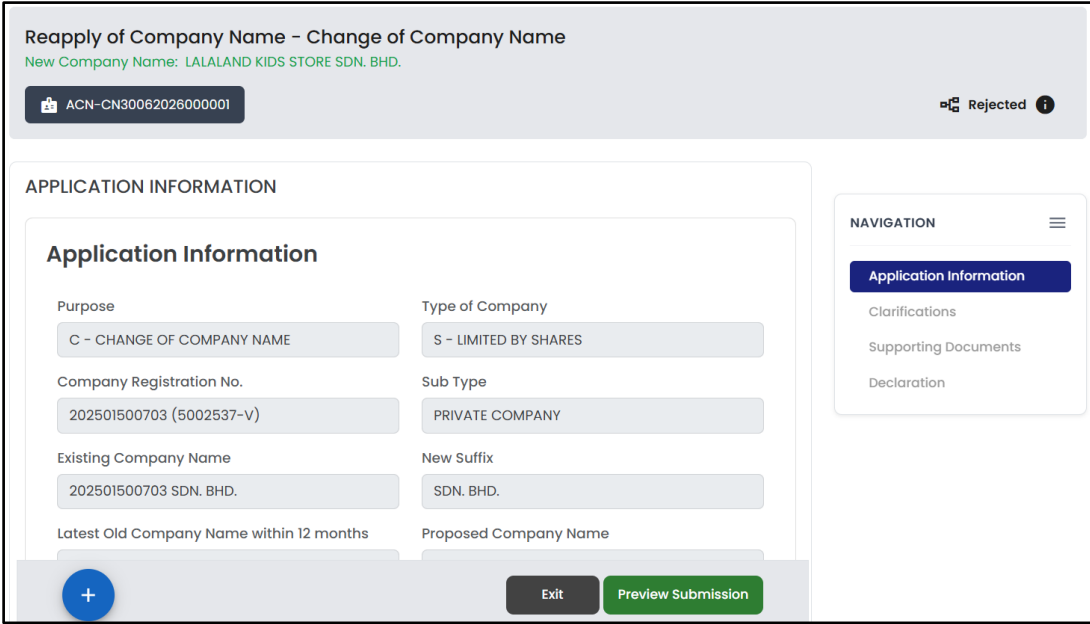
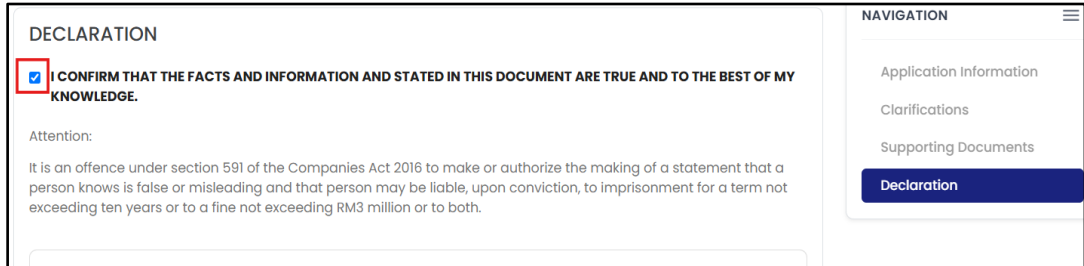
Field Num.	Description
	Extend Name Reservation Validity 
8.	The system will display Payment Cart page. Select the item to pay and click on the Proceed to Payment button. 
9.	The system will display Payment Order page. Click Pay Now button. 
10.	Complete the payment.

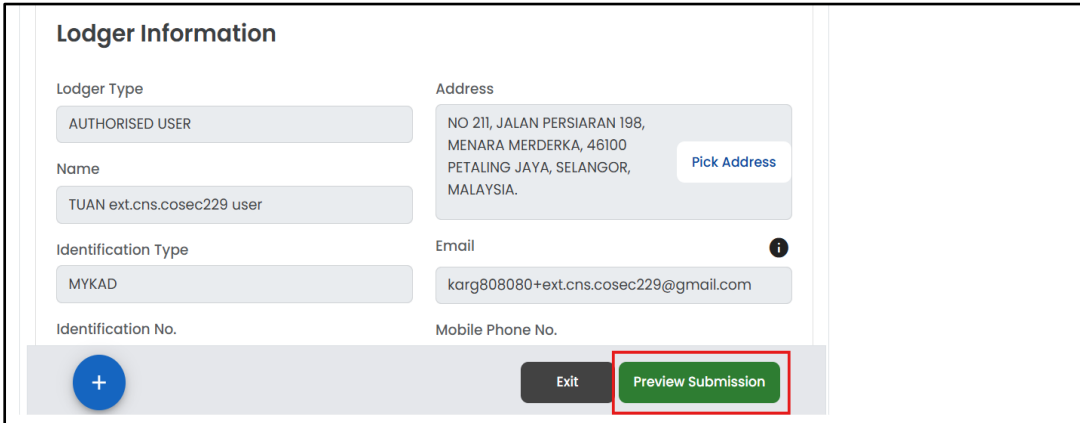
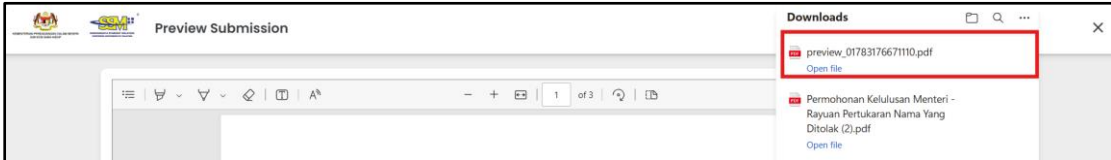
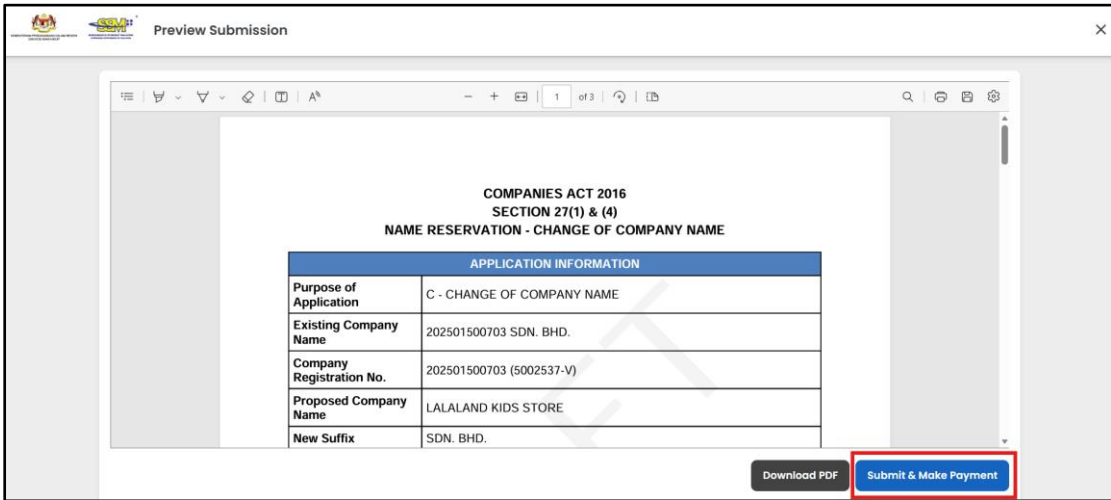
8. Reapply of Name Reservation/Change of Name

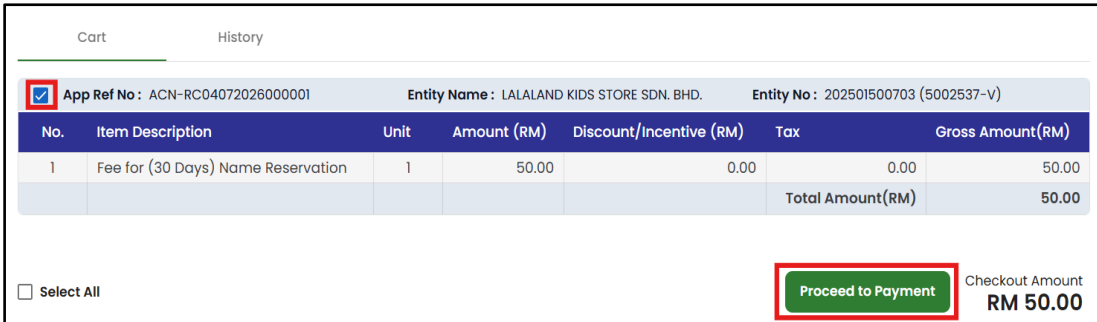
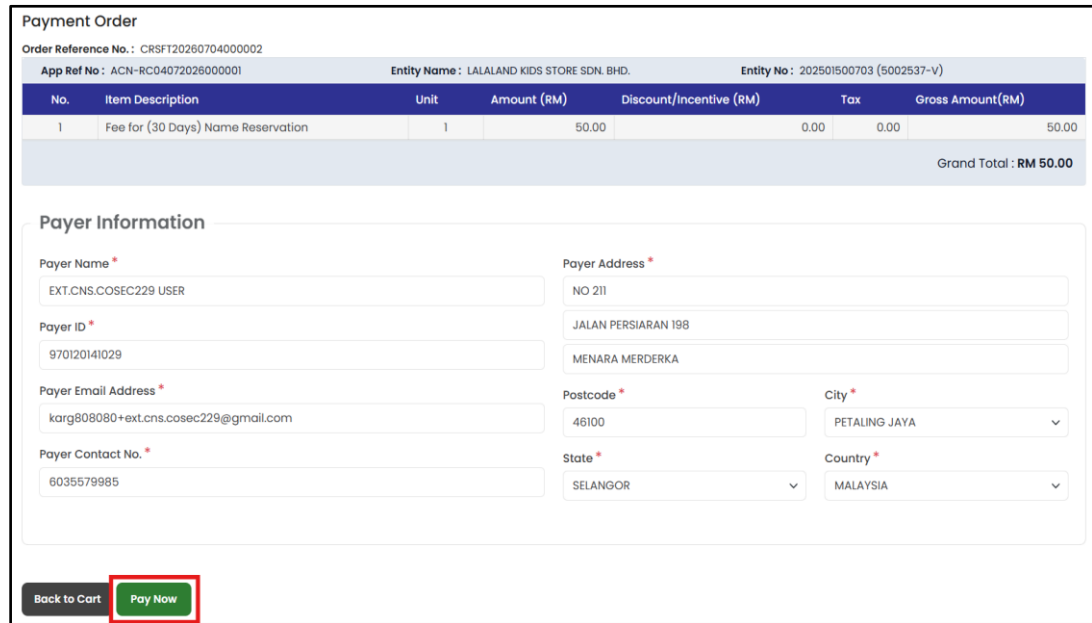
If your **Name Reservation or Change of Name** application has been rejected, you can submit a request to reapply. However, you cannot do this immediately.

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. 

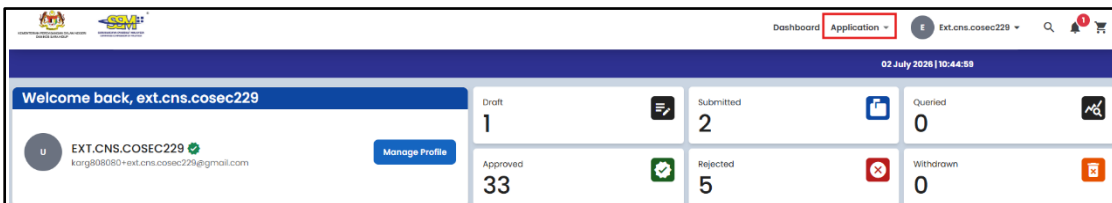
Field Num.	Description
4.	The Reapply of Company Name form will be displayed. All data from your rejected application and any required attachments (e.g., Letter of Minister Approval / Pre-Registration of CLBG) will automatically populate and remain non-editable. 
5.	Verify all pre-populated information across all form sections: Application Information Clarifications Supporting Documents 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. 

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: Applicant Type <Select Applicant Type: Body Corporate> Registered with SSM <Select Yes> Type of Registration <Select Type of Registration> Format of Registration No. <Select Old Format of Registration No.> Registration No. <Enter Registration No. based on Format of Registration>

Field Num.	Description
	Applicant Applicant Type * ☒ BODY CORPORATE ☐ GOVERNMENT AGENCY ☐ TRADEMARK OWNER Registered with SSM * ☐ NO ☒ YES Type of Registration * REGISTRATION OF COMPANY (ROC) ▼ Format of Registration No. * OLD REGISTRATION NO. ▼ Registration No. * 5303-W i Search Address * Country * - PLEASE SELECT - ▼ 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. Format of Registration No. * OLD REGISTRATION NO. ▼ Registration No. * 5303-W i Search Company Name
5.	The system will auto-populate fields according to existing information. Enter any details that are not populated.

Field Num.	Description
	APPLICANT Applicant Applicant Type * ☒ BODY CORPORATE ☐ GOVERNMENT AGENCY ☐ TRADEMARK OWNER Registered with SSM * ☐ NO ☒ YES Type of Registration * REGISTRATION OF COMPANY (ROC) Registration No. ? 196301000461 (5303-W) Clear Company Name SBB BERHAD Address * No 7 Jalan Stesen Sentral 5 KUALA LUMPUR SENTRAL Country * MALAYSIA State * WILAYAH PERSEKUTUAN KUALA LUMPUR City * KUALA LUMPUR Postcode * 50623 ☐ I AM A REPRESENTATIVE / OFFICER IN CHARGE

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.> 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 ☐ I AM A REPRESENTATIVE / OFFICER IN CHARGE Address * NO. 62, JALAN 1/5 SEKSYEN 5 Country * MALAYSIA State * SELANGOR City * BANDAR BARU BANGI Postcode * 43650

Field Num.	Description
7.	If Government Agency is selected, enter the following details: Applicant Applicant Type * ☐ BODY CORPORATE ☒ GOVERNMENT AGENCY ☐ TRADEMARK OWNER Agency Name * GOVERNMENT AGENCY (LEMBAGA TABUNG HAJI) ▼ 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 Then, proceed to step 10.
8.	If Trademark Owner is selected, enter the following details: Identification Type <Select Identification Type> Identification Number <Enter Identification Number> - Click the Search button. Only Identification No. registered with SSM4U can be used for ID search. Alternatively, user(s) may enter all details manually.

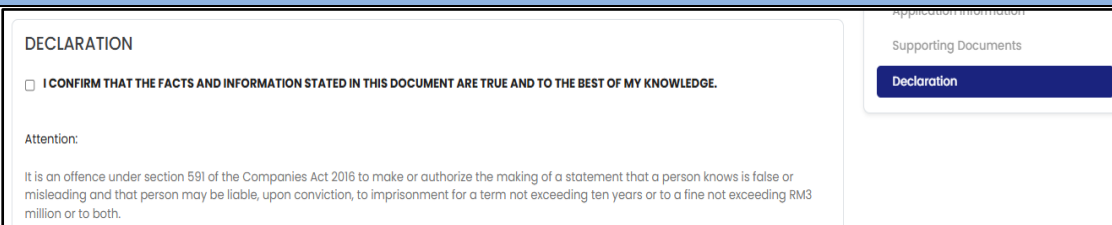
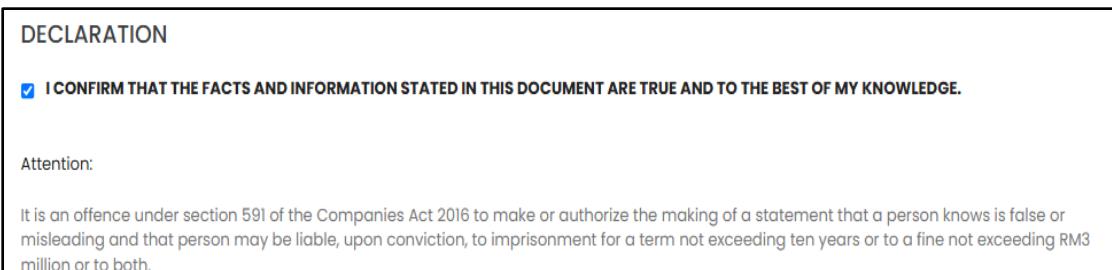
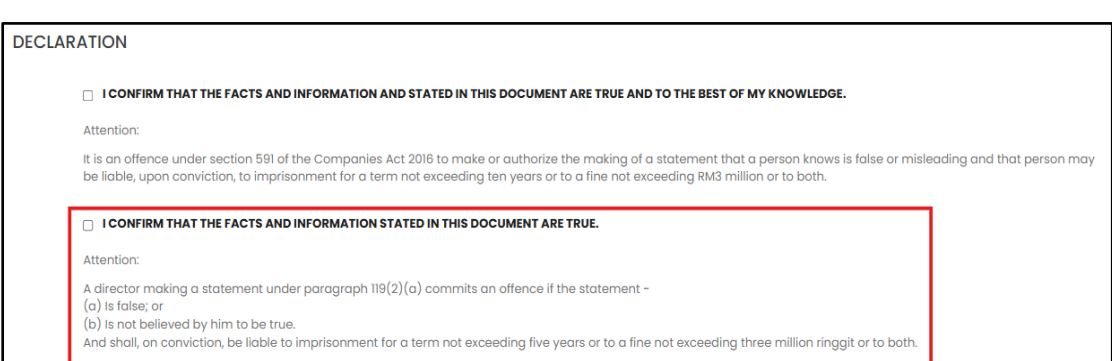
Field Num.	Description
	Applicant Applicant Type * ☐ BODY CORPORATE ☐ GOVERNMENT AGENCY ☒ TRADEMARK OWNER Address * Identification Type * - PLEASE SELECT - Identification No. * Search Country * - PLEASE SELECT -
9.	Enter all details manually. (if not using the search function). Applicant Applicant Type * ☐ BODY CORPORATE ☐ GOVERNMENT AGENCY ☒ TRADEMARK OWNER Address * NO.9, JALAN WIRABAKTI 2/1 Identification Type * MYKAD Identification No. * 900101012223 e.g. 900101012222 Salutation - PLEASE SELECT - Name * HARIS BIN FAHMI Email * cns.uatatest+haris@gmail.com Mobile Phone No. * 01189891432 Country * MALAYSIA State * WILAYAH PERSEKUTUAN KUALA LUMPUR City * KUALA LUMPUR Postcode * 50500 Then, proceed to step 12.

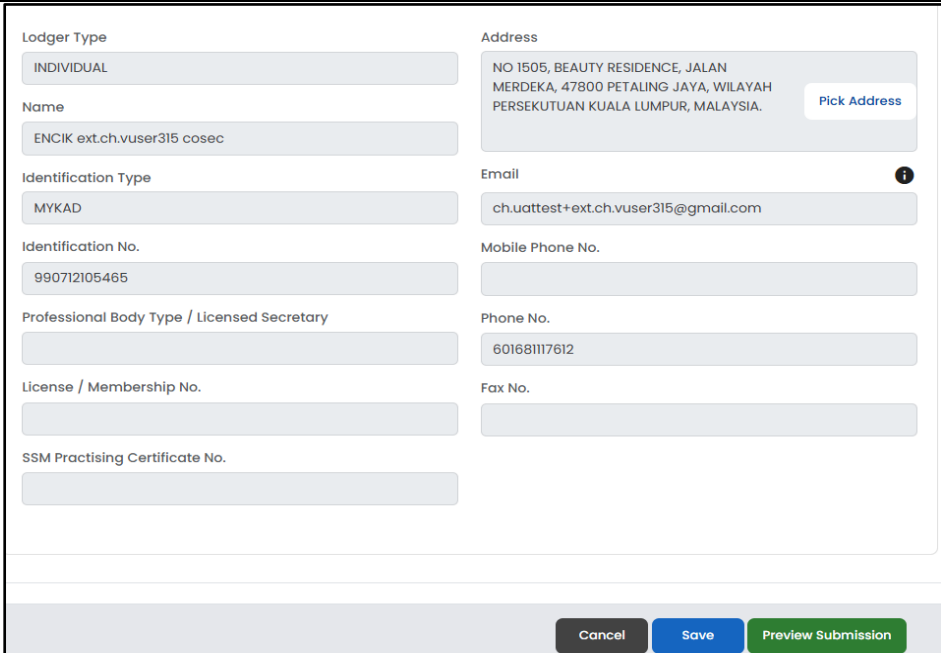
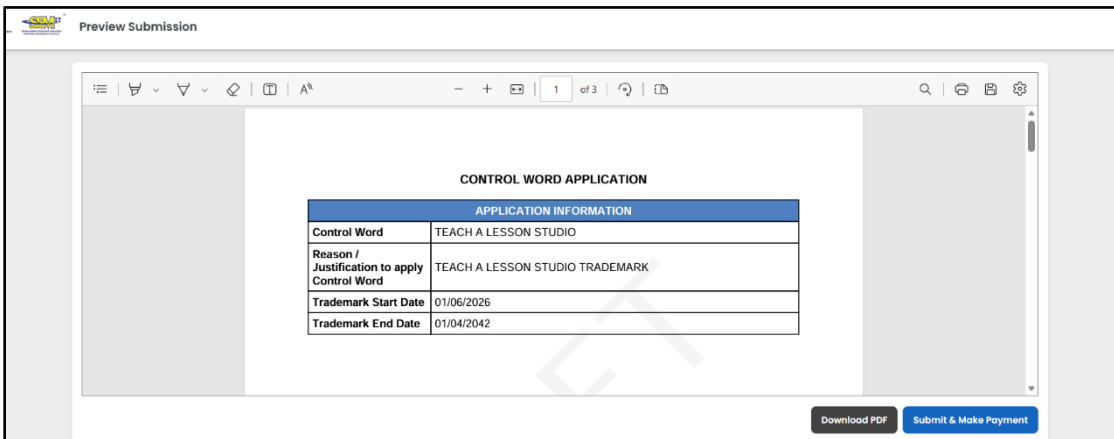
Field Num.	Description
10.	Select the I am a Representative / Officer In Charge checkbox, if applicable. Skip this step if it is not relevant, proceed to step 12. Type of Registration * REGISTRATION OF COMPANY (ROC) Registration No. 196301000461 (5303-W) Clear Company Name SBB BERHAD MALAYSIA State * WILAYAH PERSEKUTUAN KUALA LUMPUR City * KUALA LUMPUR Postcode * 50623 ☒ I AM A REPRESENTATIVE / OFFICER IN CHARGE
11.	In the Representative/Officer Information section, enter or select the following details: Name <Enter the representative's or officer's name.> Position <Select a position> Other Position <Enter the other position. This field is displayed only when Others is selected for Position> Email <Enter a valid email address.> Mobile Phone No. <Enter the mobile phone number. Either Mobile Phone No. or Phone No. must be provided.> Phone No. <Enter the phone number. Either Mobile Phone No. or Phone No. must be provided.> Fax No. <Enter the fax number>

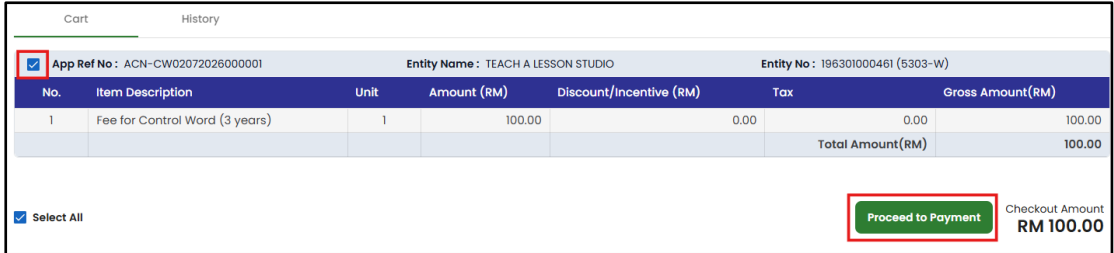
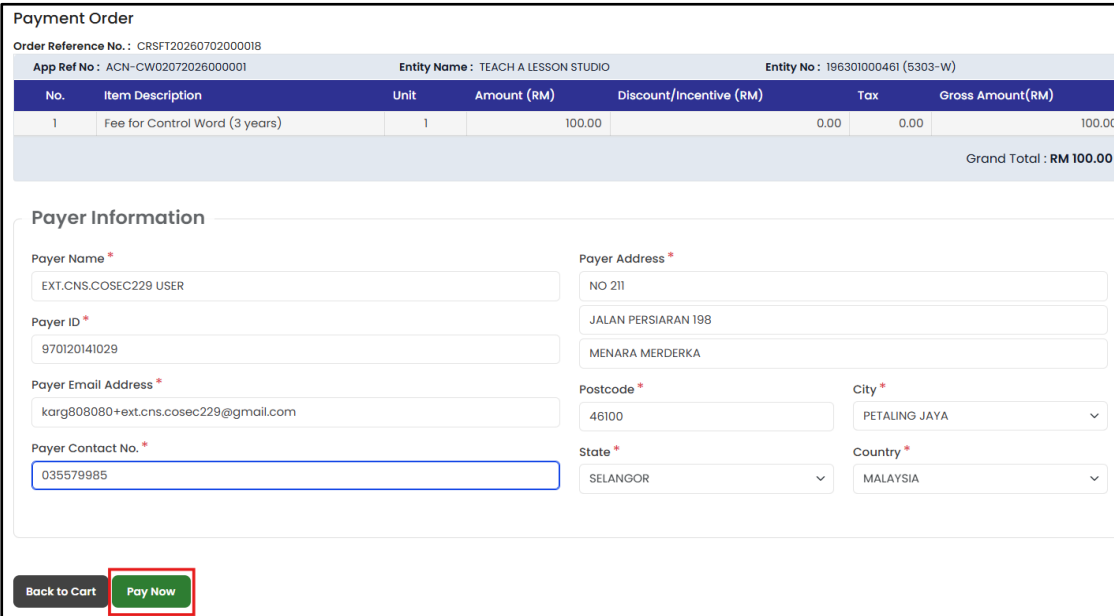
Field Num.	Description												
	☒ I AM A REPRESENTATIVE / OFFICER IN CHARGE Representative / Officer Information <table> <tr> <td>Name *</td><td>Mobile Phone No.</td></tr> <tr> <td> ISMA BINTI ALI </td><td> 0123456789 </td></tr> <tr> <td>Position *</td><td>Phone No.</td></tr> <tr> <td> COMPANY SECRETARY </td><td> 0387922111 </td></tr> <tr> <td>Email *</td><td>Fax No.</td></tr> <tr> <td> isma@email.com </td><td> 0387922112 </td></tr> </table> ☒ I AM HEREBY CONFIRMS THAT I AM ACTING AS INSTRUCTED BY THE AGENCY AS STATED AND UNDERSTOOD THAT THE SSM HAS THE RIGHT THE UNDERSTAKE THE NECESSARY ACTION IF IT WAS FOUND TO BE UNTRUE. Then, check the declaration checkbox.	Name *	Mobile Phone No.	ISMA BINTI ALI	0123456789	Position *	Phone No.	COMPANY SECRETARY	0387922111	Email *	Fax No.	isma@email.com	0387922112
Name *	Mobile Phone No.												
ISMA BINTI ALI	0123456789												
Position *	Phone No.												
COMPANY SECRETARY	0387922111												
Email *	Fax No.												
isma@email.com	0387922112												
12.	Scroll down to the Application Information section or click Application Information on the right-side menu. APPLICATION INFORMATION Application Information <table> <tr> <td>Control Word *</td><td>Trademark Start Date *</td></tr> <tr> <td> </td><td> Eg: 02-07-2026 </td></tr> <tr> <td>Reason / Justification to apply to Control Word *</td><td>Trademark End Date *</td></tr> <tr> <td> </td><td> Eg: 02-07-2026 </td></tr> </table> 255 character remaining NAVIGATION - Applicant Application Information - Supporting Documents - Declaration	Control Word *	Trademark Start Date *		Eg: 02-07-2026	Reason / Justification to apply to Control Word *	Trademark End Date *		Eg: 02-07-2026				
Control Word *	Trademark Start Date *												
	Eg: 02-07-2026												
Reason / Justification to apply to Control Word *	Trademark End Date *												
	Eg: 02-07-2026												
13.	Enter the following details: Control Word <Enter Control Word> Reason / Justification to apply Control Word <Enter Reason up to 255 characters> Trademark Start Date <Select a date> Trademark End Date <Select a date>												

Field Num.	Description															
	APPLICATION INFORMATION Application Information Control Word * TEACH A LESSON STUDIO Trademark Start Date * 01-06-2026 Reason / Justification to apply to Control Word * TEACH A LESSON STUDIO TRADEMARK Trademark End Date * 01-04-2042 224 character remaining															
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> <table><tr><th>No.</th><th>Document Description</th><th>Mandatory</th><th>Document</th><th>Remarks</th></tr><tr><td>1</td><td>Trademark</td><td>Yes</td><td> Click browse to upload your file 25MB max Browse supportingDocu... </td><td> TRADEMARK REMARKS 238 character remaining </td></tr><tr><td>2</td><td>Consent Letters of owner for the Trademark (Upload if you are using a Company Trademark)</td><td>No</td><td> Click browse to upload your file 25MB max Browse supportingDocu... </td><td> CONSENT LETTER 241 character remaining </td></tr></table> Then, proceed to the step 16.	No.	Document Description	Mandatory	Document	Remarks	1	Trademark	Yes	Click browse to upload your file 25MB max Browse supportingDocu...	TRADEMARK REMARKS 238 character remaining	2	Consent Letters of owner for the Trademark (Upload if you are using a Company Trademark)	No	Click browse to upload your file 25MB max Browse supportingDocu...	CONSENT LETTER 241 character remaining
No.	Document Description	Mandatory	Document	Remarks												
1	Trademark	Yes	Click browse to upload your file 25MB max Browse supportingDocu...	TRADEMARK REMARKS 238 character remaining												
2	Consent Letters of owner for the Trademark (Upload if you are using a Company Trademark)	No	Click browse to upload your file 25MB max Browse supportingDocu...	CONSENT LETTER 241 character remaining												
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> Supporting Documents <table><tr><th>No.</th><th>Document Description</th><th>Mandatory</th><th>Document</th><th>Remarks</th></tr><tr><td>1</td><td>Trademark</td><td>Yes</td><td> Click browse to upload your file 25MB max Browse </td><td> 255 character remaining </td></tr><tr><td>2</td><td>Endorsement Letter From MyIPO (Upload if you are using a Foreign Trademark)</td><td>No</td><td> Click browse to upload your file 25MB max Browse </td><td> 255 character remaining </td></tr></table> Then, proceed to the step 16.	No.	Document Description	Mandatory	Document	Remarks	1	Trademark	Yes	Click browse to upload your file 25MB max Browse	255 character remaining	2	Endorsement Letter From MyIPO (Upload if you are using a Foreign Trademark)	No	Click browse to upload your file 25MB max Browse	255 character remaining
No.	Document Description	Mandatory	Document	Remarks												
1	Trademark	Yes	Click browse to upload your file 25MB max Browse	255 character remaining												
2	Endorsement Letter From MyIPO (Upload if you are using a Foreign Trademark)	No	Click browse to upload your file 25MB max Browse	255 character remaining												
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) Other Supporting Documents Add Attachment <table><tr><th>No.</th><th>Document Description</th><th>Document</th></tr><tr><td colspan="3"> No Data No record found </td></tr></table> 17. Scroll down to the Declaration section or click the Declaration link on the right sidebar.	No.	Document Description	Document	No Data No record found											
No.	Document Description	Document														
No Data No record found																

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.

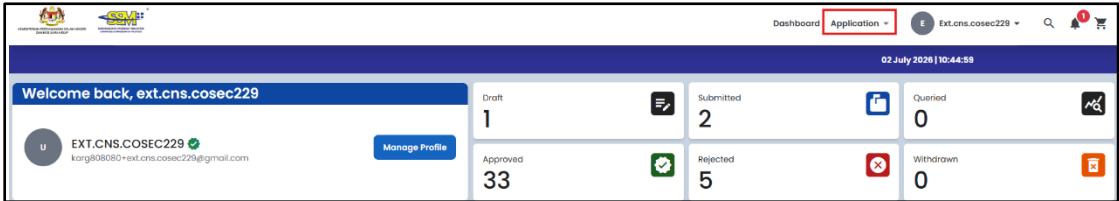
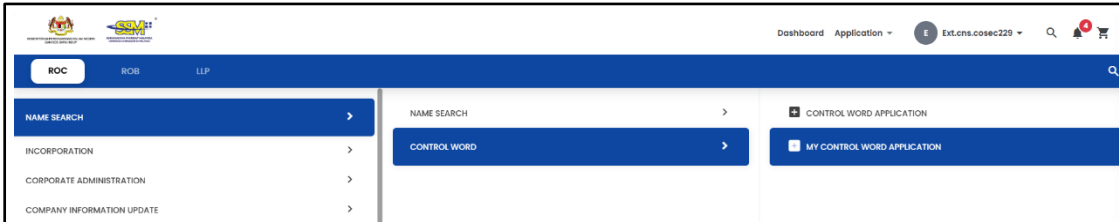
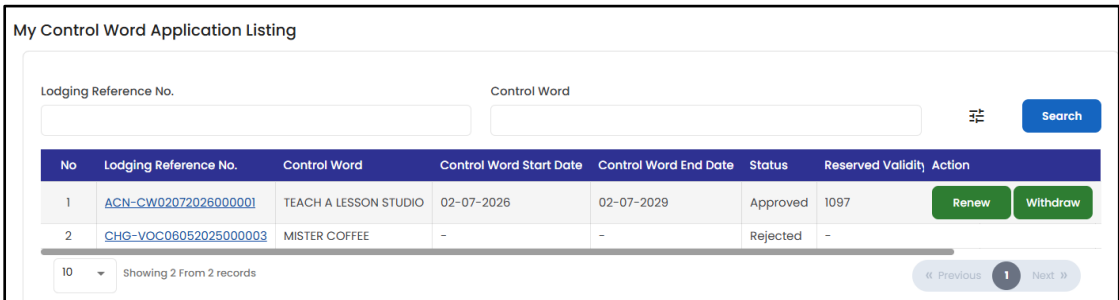
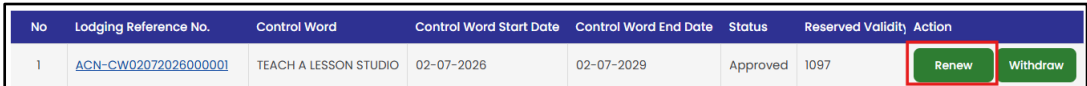
Field Num.	Description
	
23.	The system will display Payment Order page. Click the Pay Now button. 
24.	Complete the payment Note: User(s) will receive email notification upon successful submission.

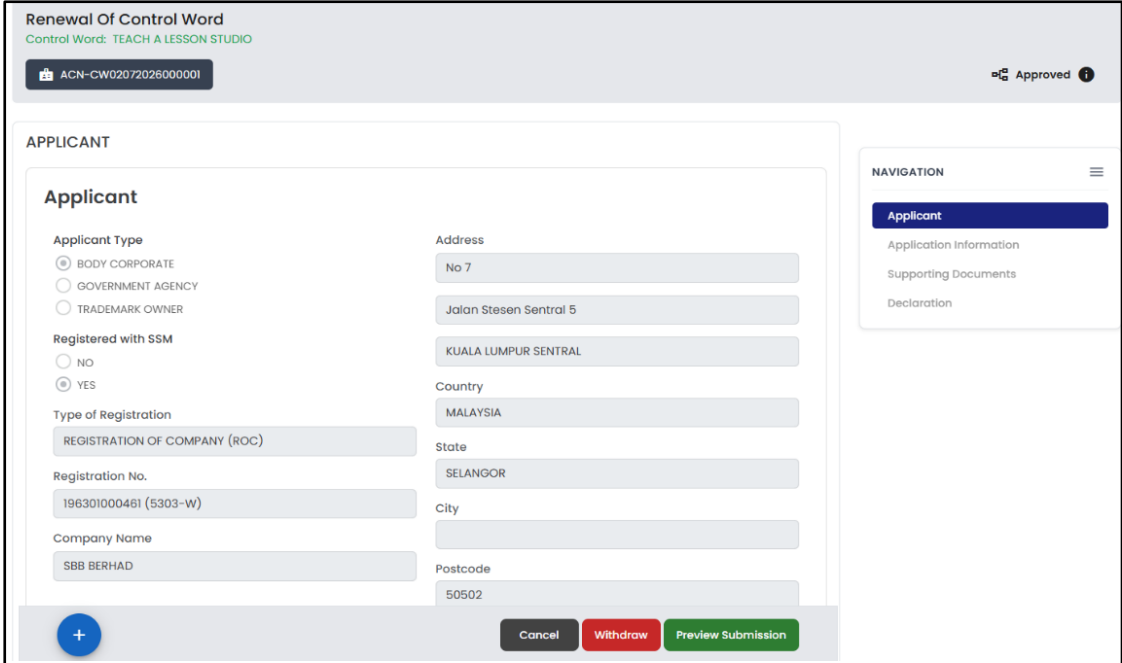
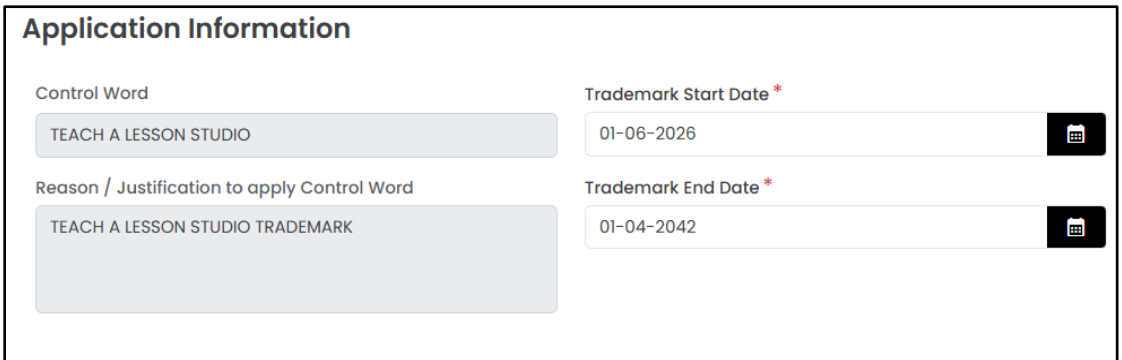
Field Num.

Description

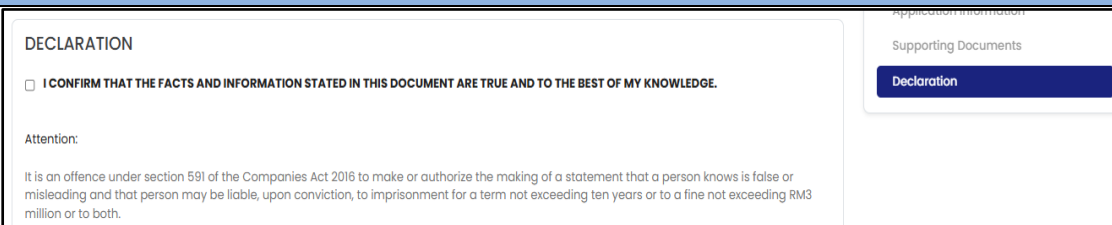
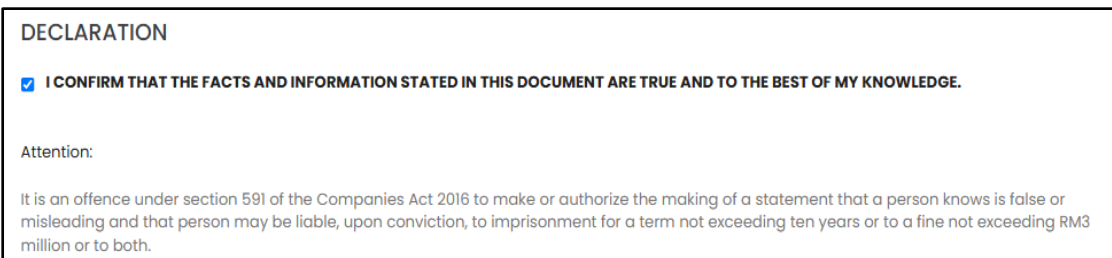
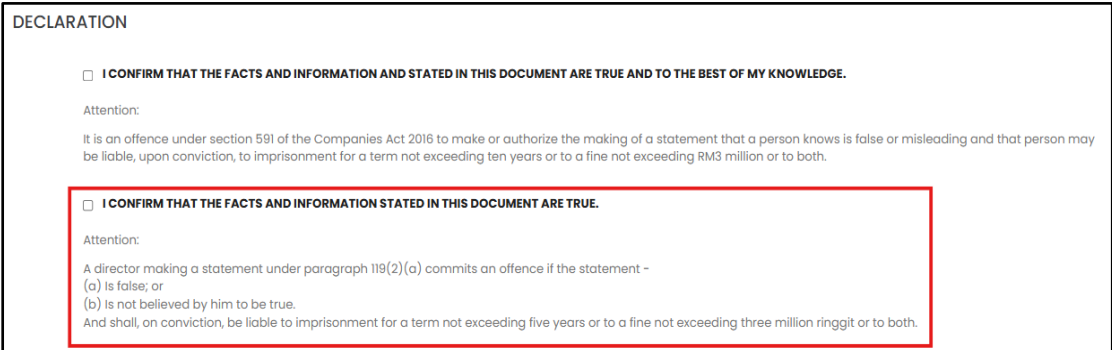
</

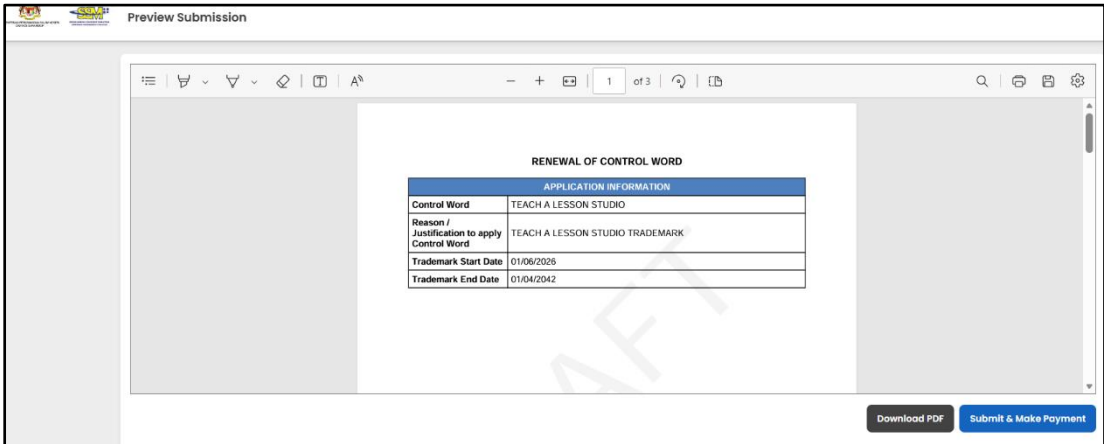
9.2 Renewal Application of Control Word

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: <table><thead><tr><th>No.</th><th>Document Description</th><th>Mandatory</th><th>Document</th><th>Remarks</th></tr></thead><tbody><tr><td>1</td><td>Trademark</td><td>Yes</td><td> Click browse to upload your file 25MB max SupportingDocu... Browse </td><td> TRADEMARK REMARKS 238 character remaining </td></tr><tr><td>2</td><td>Consent Letters of owner for the Trademark (Upload if you are using a Company Trademark)</td><td>No</td><td> Click browse to upload your file 25MB max SupportingDocu... Browse </td><td> CONSENT LETTER 241 character remaining </td></tr></tbody></table> For Trademark Owner: <table><thead><tr><th>No.</th><th>Document Description</th><th>Mandatory</th><th>Document</th><th>Remarks</th></tr></thead><tbody><tr><td>1</td><td>Trademark</td><td>Yes</td><td> Click browse to upload your file 25MB max Browse </td><td> 255 character remaining </td></tr><tr><td>2</td><td>Endorsement Letter From MyIPO (Upload if you are using a Foreign Trademark)</td><td>No</td><td> Click browse to upload your file 25MB max Browse </td><td> 255 character remaining </td></tr></tbody></table>	No.	Document Description	Mandatory	Document	Remarks	1	Trademark	Yes	Click browse to upload your file 25MB max SupportingDocu... Browse	TRADEMARK REMARKS 238 character remaining	2	Consent Letters of owner for the Trademark (Upload if you are using a Company Trademark)	No	Click browse to upload your file 25MB max SupportingDocu... Browse	CONSENT LETTER 241 character remaining	No.	Document Description	Mandatory	Document	Remarks	1	Trademark	Yes	Click browse to upload your file 25MB max Browse	255 character remaining	2	Endorsement Letter From MyIPO (Upload if you are using a Foreign Trademark)	No	Click browse to upload your file 25MB max Browse	255 character remaining
No.	Document Description	Mandatory	Document	Remarks																											
1	Trademark	Yes	Click browse to upload your file 25MB max SupportingDocu... Browse	TRADEMARK REMARKS 238 character remaining																											
2	Consent Letters of owner for the Trademark (Upload if you are using a Company Trademark)	No	Click browse to upload your file 25MB max SupportingDocu... Browse	CONSENT LETTER 241 character remaining																											
No.	Document Description	Mandatory	Document	Remarks																											
1	Trademark	Yes	Click browse to upload your file 25MB max Browse	255 character remaining																											
2	Endorsement Letter From MyIPO (Upload if you are using a Foreign Trademark)	No	Click browse to upload your file 25MB max Browse	255 character remaining																											
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) Other Supporting Documents Add Attachment <table><thead><tr><th>No.</th><th>Document Description</th><th>Document</th></tr></thead><tbody><tr><td colspan="3"> No Data No record found </td></tr></tbody></table>	No.	Document Description	Document	No Data No record found																										
No.	Document Description	Document																													
No Data No record found																															
9.	Scroll down to the Declaration section or click the Declaration link on the right sidebar.																														

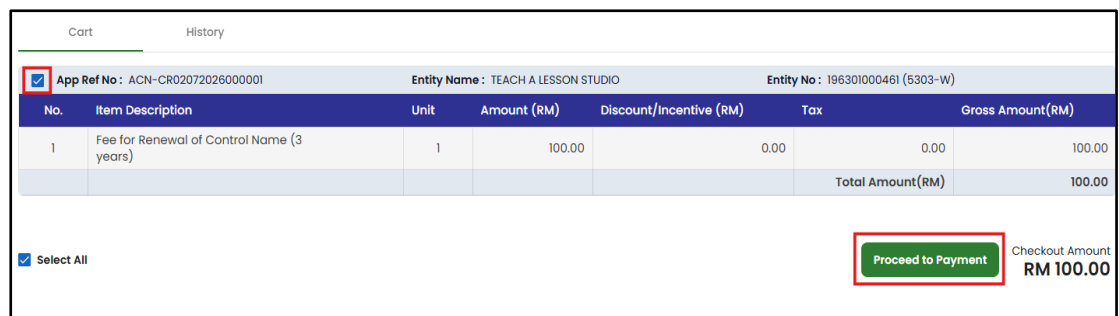
Field Num.	Description
	
10.	Select the Declaration checkbox. 
11.	Declaration for Director (refer below) is displayed only when Applicant Type is Body Corporate and the Representative/Officer's Position is Director. Select both Declaration checkboxes. 
12.	The system will also populate Lodger Information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

Field Num.	Description										
	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 Withdraw Preview Submission										
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.  The screenshot shows a 'Preview Submission' window. Inside, there is a PDF viewer displaying a document titled 'RENEWAL OF CONTROL WORD'. The document content includes a table with the following information: <table border="1"> <thead> <tr> <th colspan="2">APPLICATION INFORMATION</th> </tr> </thead> <tbody> <tr> <td>Control Word</td> <td>TEACH A LESSON STUDIO</td> </tr> <tr> <td>Reason / Justification to apply Control Word</td> <td>TEACH A LESSON STUDIO TRADEMARK</td> </tr> <tr> <td>Trademark Start Date</td> <td>01/06/2025</td> </tr> <tr> <td>Trademark End Date</td> <td>01/04/2042</td> </tr> </tbody> </table> At the bottom of the PDF viewer, there are two buttons: 'Download PDF' and 'Submit & Make Payment'.	APPLICATION INFORMATION		Control Word	TEACH A LESSON STUDIO	Reason / Justification to apply Control Word	TEACH A LESSON STUDIO TRADEMARK	Trademark Start Date	01/06/2025	Trademark End Date	01/04/2042
APPLICATION INFORMATION											
Control Word	TEACH A LESSON STUDIO										
Reason / Justification to apply Control Word	TEACH A LESSON STUDIO TRADEMARK										
Trademark Start Date	01/06/2025										
Trademark End Date	01/04/2042										

Field Num.

Description

14. The system will display the **Payment Cart** page. Select the item to pay and click the **Proceed to Payment** button.



Cart History

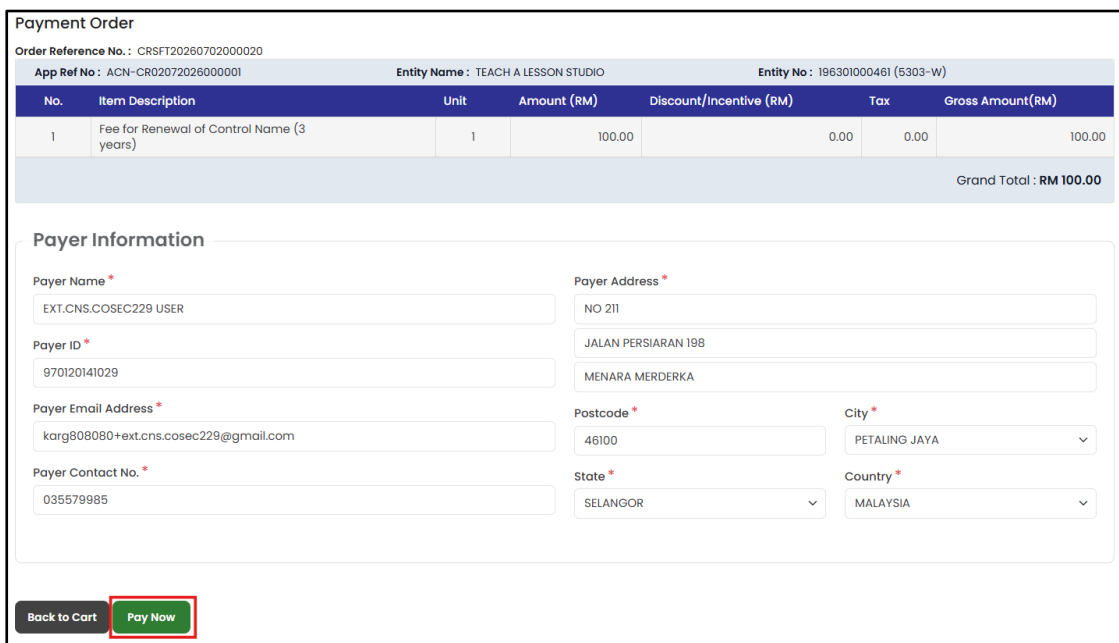
☒ App Ref No: ACN-CR02072026000001 Entity Name: TEACH A LESSON STUDIO Entity No: 196301000461 (5303-W)

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

☒ Select All

Proceed to Payment Checkout Amount RM 100.00

15. The system will display the **Payment Order** page. Click the **Pay Now** button.



Payment Order

Order Reference No.: CRSFT20260702000020

App Ref No: ACN-CR02072026000001 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 Renewal of Control Name (3 years)	1	100.00	0.00	0.00	100.00
Grand Total: RM 100.00						

Payer Information

Payer Name *
EXT.CNS.COSEC229 USER

Payer Address *
NO 211
JALAN PERSIARAN 198
MENARA MERDERKA

Payer ID *
970120141029

Payer Email Address *
karg808080+ext.cns.cosec229@gmail.com

Payer Contact No. *
035579985

Postcode *
46100

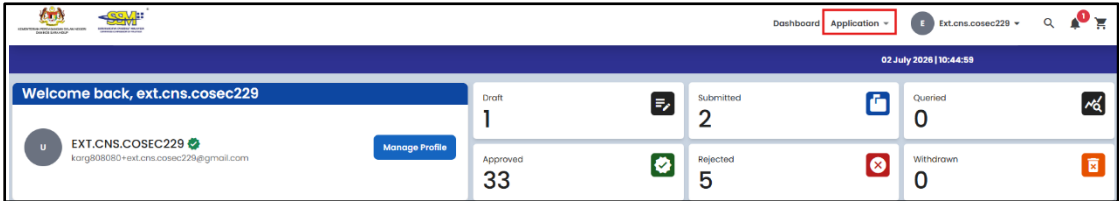
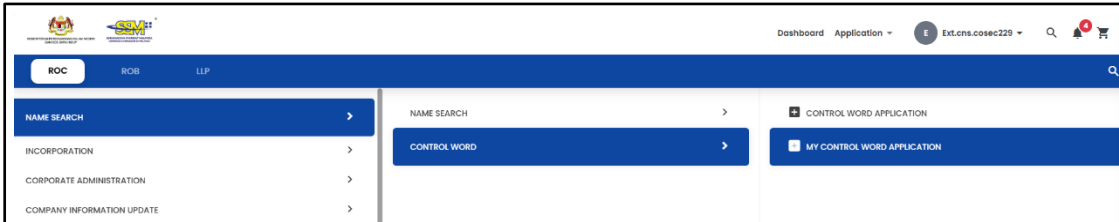
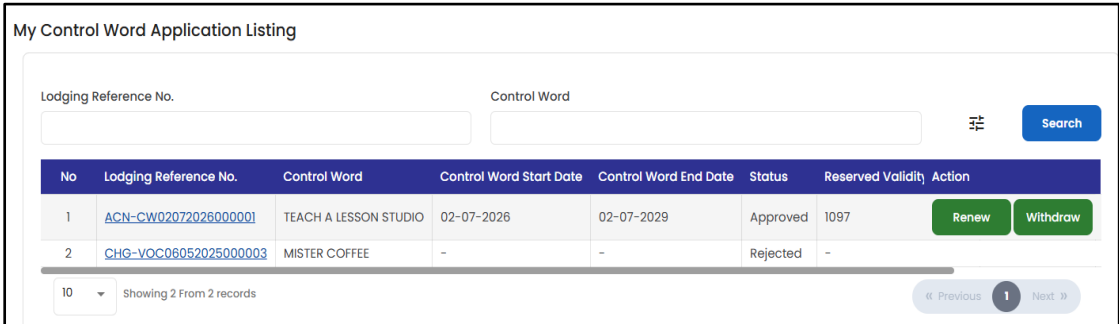
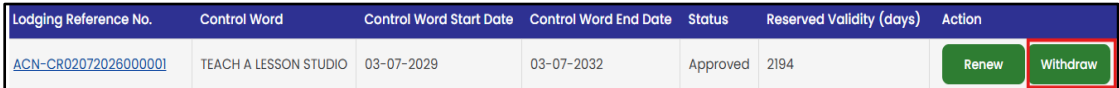
City *
PETALING JAYA

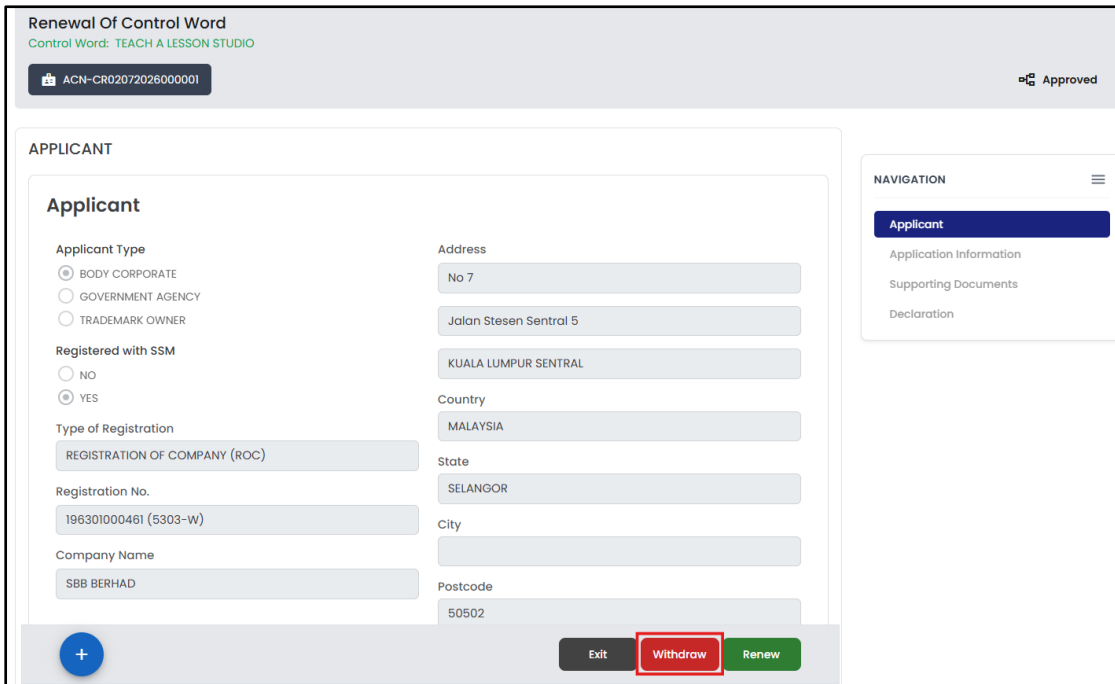
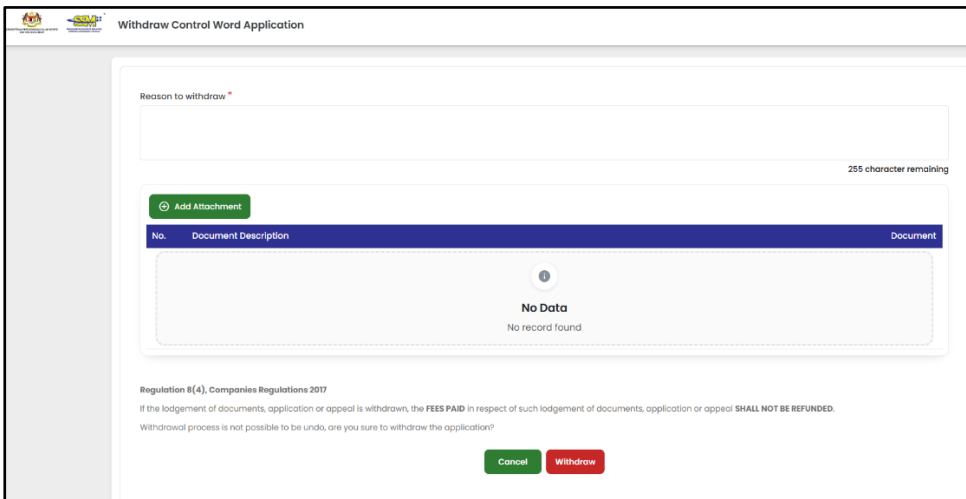
State *
SELANGOR

Country *
MALAYSIA

Back to Cart **Pay Now**

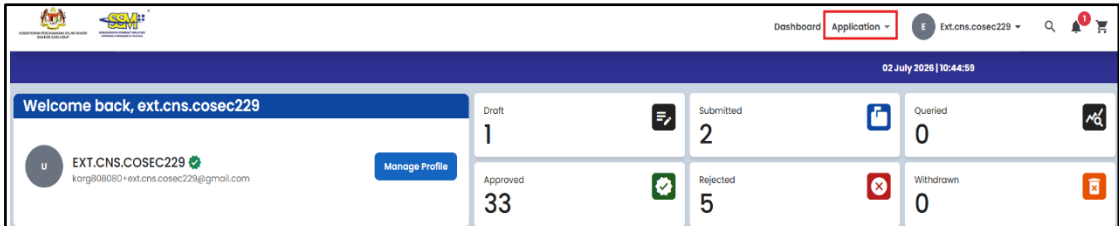
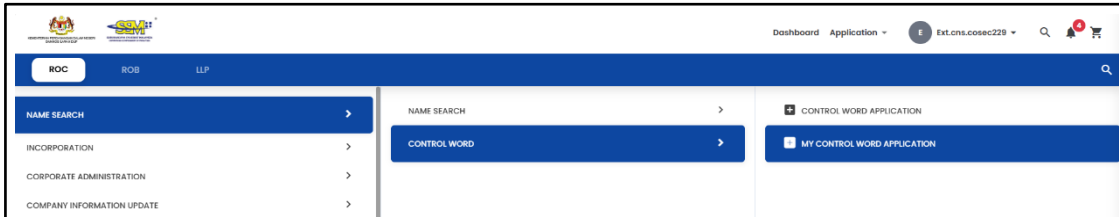
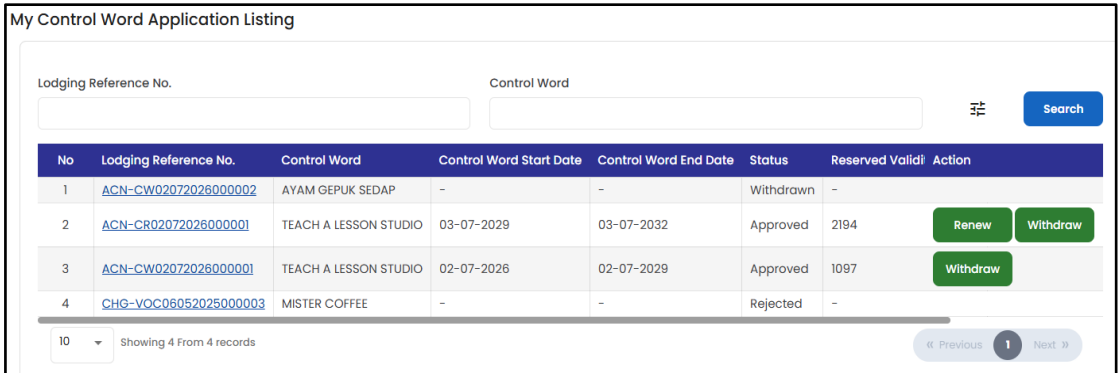
9.3 Withdrawal Control Word

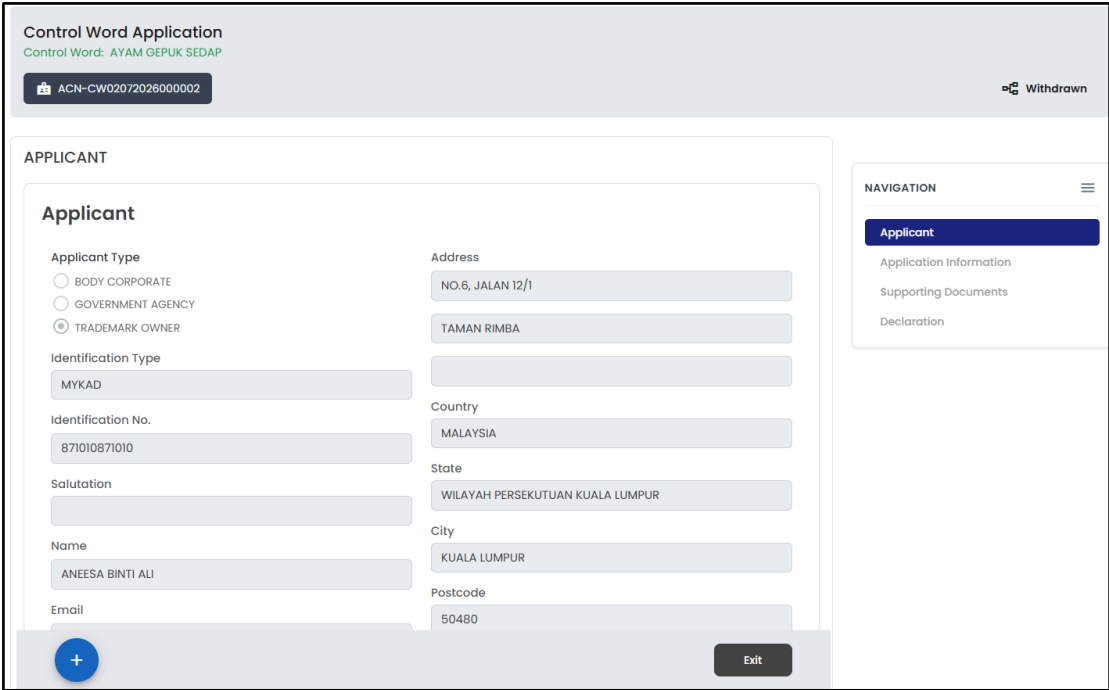
Field Num.	Description
1.	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2.	Click Application > Register of Company (ROC) > Name Search > Control Word > My Control Word Application. 
3.	Control Word Application Listing will be displayed. Select the Control Word application 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																								
	Regulation 8(4), Companies Regulations 2017 If the lodgement of documents, application or appeal is withdrawn, the FEES PAID in respect of such lodgement of documents, application or appeal SHALL NOT BE REFUNDED. Withdrawal process is not possible to be undo, are you sure to withdraw the application? Cancel Withdraw																								
8.	The Control Word Status will be updated as Withdrawn. My Control Word Application Listing Lodging Reference No. Control Word <table><tr><th>No</th><th>Lodging Reference No.</th><th>Control Word</th><th>Control Word Start Date</th><th>Control Word End Date</th><th>Status</th><th>Reserved Validity</th><th>Action</th></tr><tr><td>1</td><td>ACN-CW02072026000002</td><td>AYAM GEPUK SEDAP</td><td>-</td><td>-</td><td>Withdrawn</td><td>-</td><td></td></tr><tr><td>2</td><td>ACN-CR02072026000001</td><td>TEACH A LESSON STUDIO</td><td>03-07-2029</td><td>03-07-2032</td><td>Approved</td><td>2194</td><td> Renew Withdraw </td></tr></table>	No	Lodging Reference No.	Control Word	Control Word Start Date	Control Word End Date	Status	Reserved Validity	Action	1	ACN-CW02072026000002	AYAM GEPUK SEDAP	-	-	Withdrawn	-		2	ACN-CR02072026000001	TEACH A LESSON STUDIO	03-07-2029	03-07-2032	Approved	2194	Renew Withdraw
No	Lodging Reference No.	Control Word	Control Word Start Date	Control Word End Date	Status	Reserved Validity	Action																		
1	ACN-CW02072026000002	AYAM GEPUK SEDAP	-	-	Withdrawn	-																			
2	ACN-CR02072026000001	TEACH A LESSON STUDIO	03-07-2029	03-07-2032	Approved	2194	Renew Withdraw																		

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.