



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA



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CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

OVER THE COUNTER RECTIFICATION

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1. Introduction

This manual provides guidance on submitting Rectification of Registers application under Section 602(1) of the Companies Act 2016 (CA 2016) physically **Over The Counter (OTC)** and making the payment through the Corporate Registry System (CRS).

This **arrangement** facilitates submissions until the Rectification Module in the CRS online submission process is made available.

2. Getting Started

Before preparing a Rectification of Registers application under Section 602(1) of the Companies Act 2016 (CA 2016), public users or lodgers must first confirm that the error is eligible for rectification. The error must meet at least one of the following criteria:

- (a) Contains any matter that is contrary to law;
- (b) Contains any matter that is materially false or misleading in the form or context in which it appears;
- (c) Has not been duly completed due to an omission or misdescription; or
- (d) Is incorrect or erroneous.

3. Required Supporting Documents

An application for rectification under Section 602(1) of the CA 2016 must be supported by sufficient documentary evidence to show that the register requires rectification within the scope permitted under the Act.

If the submitted documents are insufficient, the Registrar may request additional supporting documents or further information in order to process the application.

The Registrar may also require the applicant to notify any person who appears to have an interest in the matter or who may be affected by the proposed rectification.

All applications for Rectification of Registers must be submitted to the Registrar together with supporting documents certified by the company secretary or agent, where applicable. Examples of supporting documents include, but are not limited to, the following:

- (a) Copy of identification card;
- (b) Copy of appointment letter;
- (c) Copy of utility bill;
- (d) Copy of the company secretary's licence or practising certificate;
- (e) Copy of the relevant register book;
- (f) Copy of the stamped share transfer form;
- (g) Copy of the relevant contractual agreement;
- (h) Copy of the extract of the company's minutes of meeting;
- (i) Copy of the relevant resolution;
- (j) Copy of the relevant court order; or
- (k) Any other relevant supporting documents.

4. Circumstances Where an Application May Be Refused

The Registrar may refuse an application for rectification if:

- (a) The error, mistake, or omission did not arise in the ordinary course of the Registrar's duties;
- (b) The document containing the error, mistake, or omission was lodged more than seven (7) years ago; or
- (c) A winding-up order has been granted by the Court against the company.

If the application is refused or rejected, the Registrar will notify the applicant via email and provide the reasons for the refusal.

5. Additional Requirements

When submitting an application, public users or lodgers must also comply with the following requirements:

- (a) Highlight all corrections by underlining the amended information in the amended document(s).
- (b) Print the following statement on the top right-hand corner of the first page of the amended document(s): *"This is filed by way of amendment to the Form ... dated ... which is erroneous."*
- (c) Submit a declaration by the person making the lodgement explaining and justifying the need for the rectification.

The person making the lodgement may be:

- (a) A director or promoter;
- (b) A company secretary;
- (c) A receiver or receiver and manager;
- (d) A nominee;
- (e) A judicial manager;
- (f) A liquidator; or
- (g) Any other interested person authorised to lodge documents under the Companies Act 2016.

Important Note!

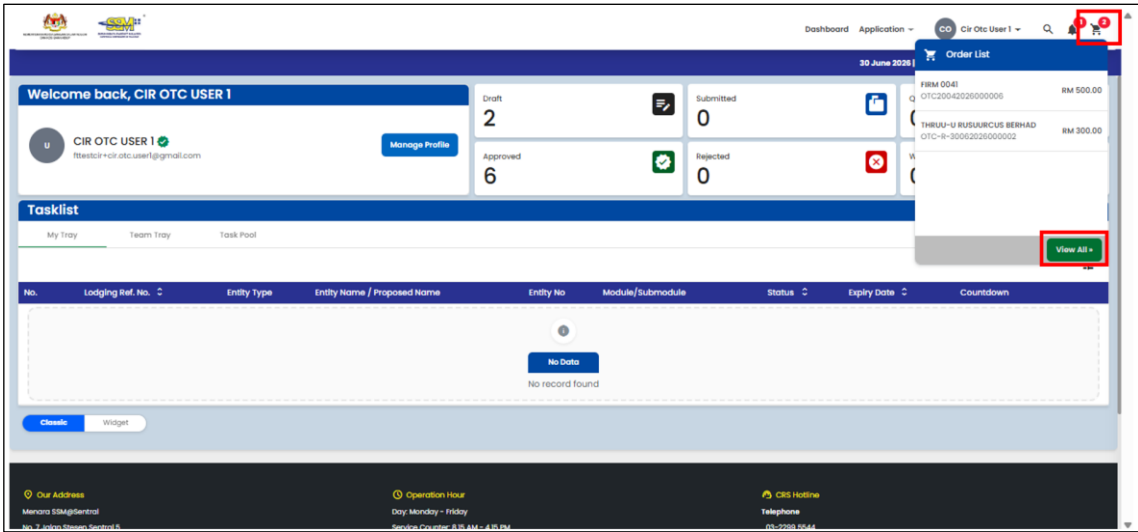
OTC Rectification does not apply to the rectification of documents relating to **Charges, Incorporation, or Interest Scheme**. Any rectification involving Charges, Incorporation or Interest Scheme must be submitted through CRS (Online).

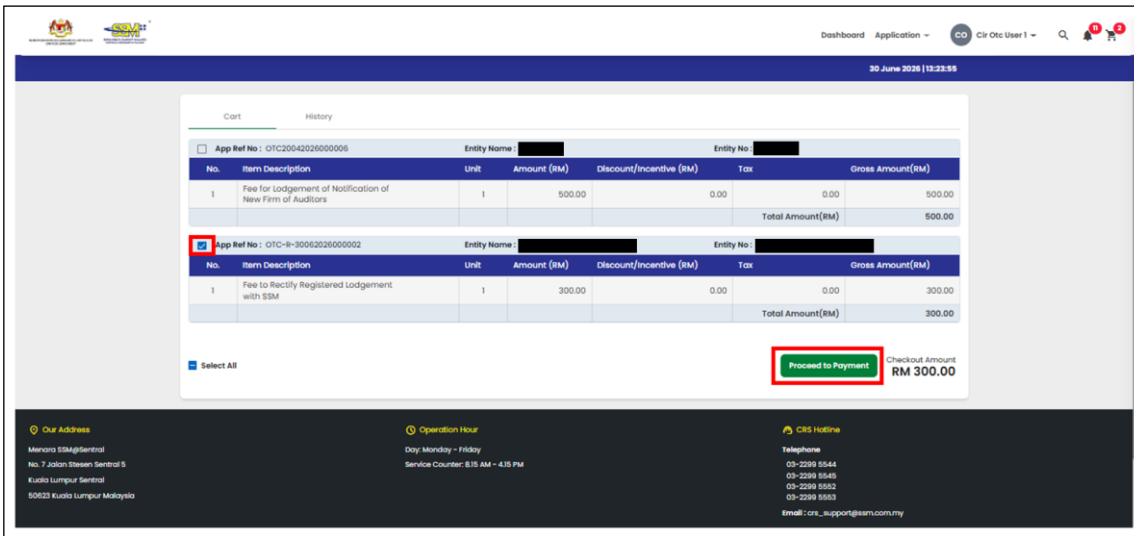
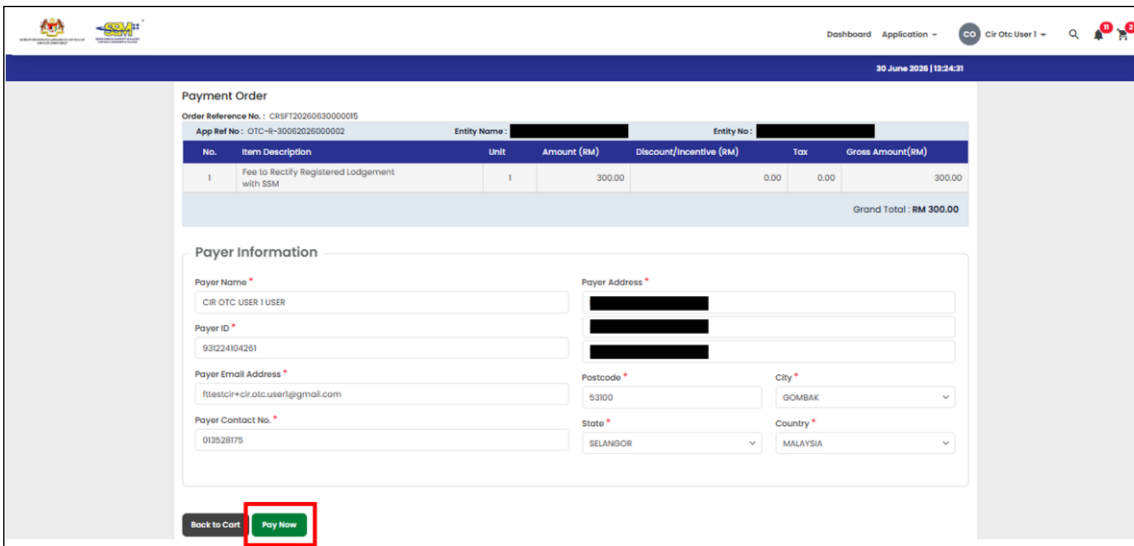
6. Submission of Rectification of Registers application under Section 602(1)

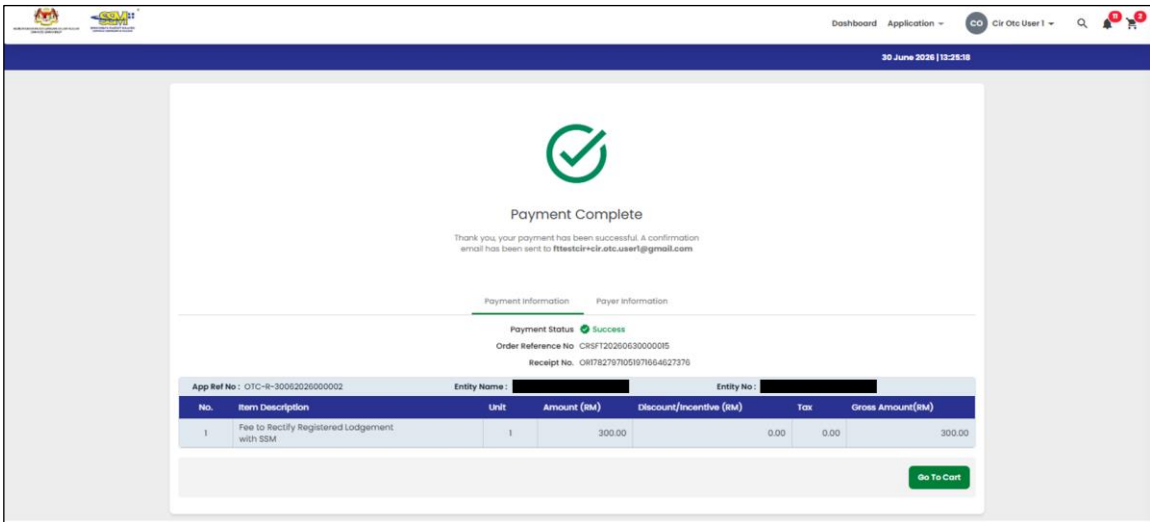
If all the criteria have been met and all the required forms and supporting documents have been prepared, you may submit your Rectification of Registers application under Section 602(1) of the Companies Act 2016 (CA 2016) by visiting the SSM Headquarters at Menara SSM@Sentral or any SSM State Office or Branch during its operating hours.

7. Payment

Once the Rectification of Registers application under Section 602(1) of the Companies Act 2016 (CA 2016) has been submitted and the SSM Counter has completed the pre-lodgement process, you must proceed with the payment by following the steps below:

Field Num.	Description
1.	Once you have successfully logged in to the CRS via SSM4U, navigate to the top right-hand corner of the CRS Dashboard. Click the Cart icon, then click the View All button.  The screenshot shows the CRS Dashboard interface. In the top right corner, there is a 'Cart' icon (a shopping cart) and a 'View All' button. The dashboard also displays a 'Welcome back, CIR OTC USER 1' message, a 'Tasklist' section, and a table with columns: No., Lodging Ref. No., Entity Type, Entity Name / Proposed Name, Entity No., Module/Submodule, Status, Expiry Date, and Countdown. The table currently shows 'No Data' and 'No record found'.

Field Num.	Description
2.	The Payment Cart page will be displayed. Select the checkbox for the applicable fee or payment, then click the Proceed to Payment button. 
3.	The Payment Order page will be displayed. Complete all the required Payer Information, then click the Pay Now button. 
4.	The system will redirect you to the Revenue Management System (RMS) to complete the payment.

Field Num.	Description
5.	Once the payment has been completed successfully in RMS, the system will redirect you back to CRS. The Payment Complete page will be displayed, showing the payment status. 

8. Application Status

Once the payment has been successfully completed, the SSM Officer will process the submitted Rectification of Registers application. Upon completion of the process, the Public User/Lodger will receive an email notification informing them whether the application has been Approved or Rejected.

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.