



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM (CRS)

External User Manual

Receivership of Company

Version:
1.0

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1 Introduction

This comprehensive guide is designed to help users navigate the system and effectively utilise its features and functions. It includes step-by-step instructions, supported by illustrations, to assist users in completing key tasks within the system.

This manual provides an overview of system functions, user roles, navigation, and key procedures.

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

2 About the Corporate Registry System (CRS)

The Corporate Registry System (CRS) is an online registry system developed by Suruhanjaya Syarikat Malaysia (SSM). It is accessible to the public to replace existing physical counter services and paper-based processes.

The system enables users to:

- Manage company and business records
- Perform registration and lodgement-related transactions
- Upload supporting documents
- Respond to queries
- Perform online payments
- Receive notifications

The system enables users to perform a wide range of statutory transactions, including company and business registration, incorporation, information updates, lodgement of annual returns, and other corporate compliance-related submissions.

3 Module Overview

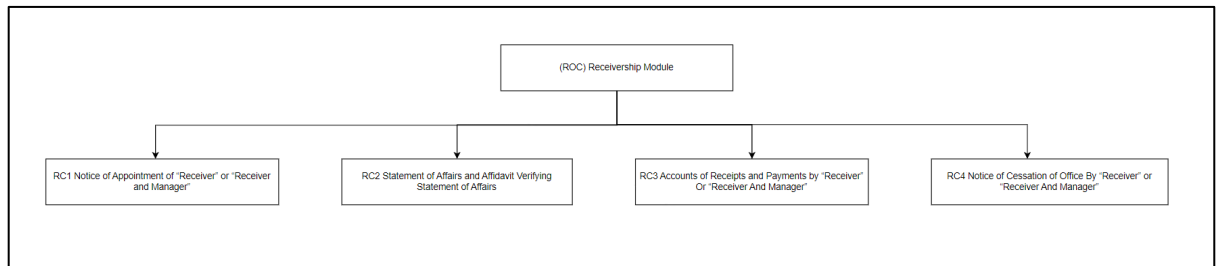


Figure 1: Function Diagram

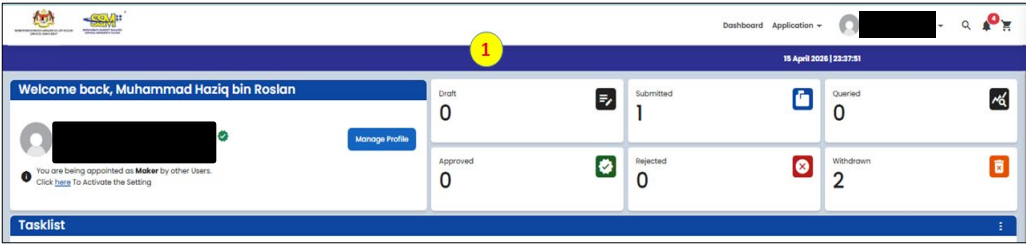
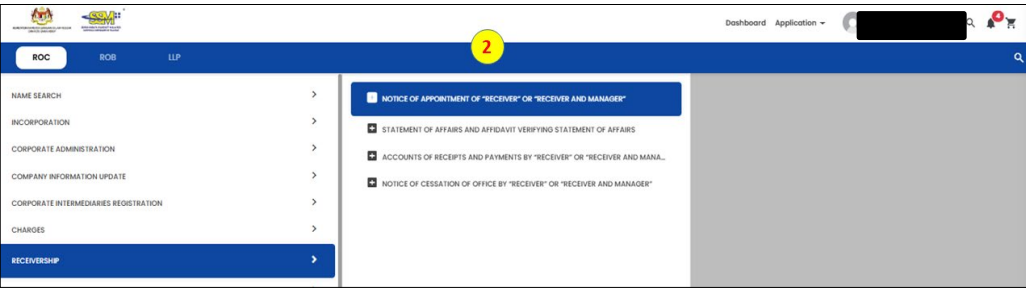
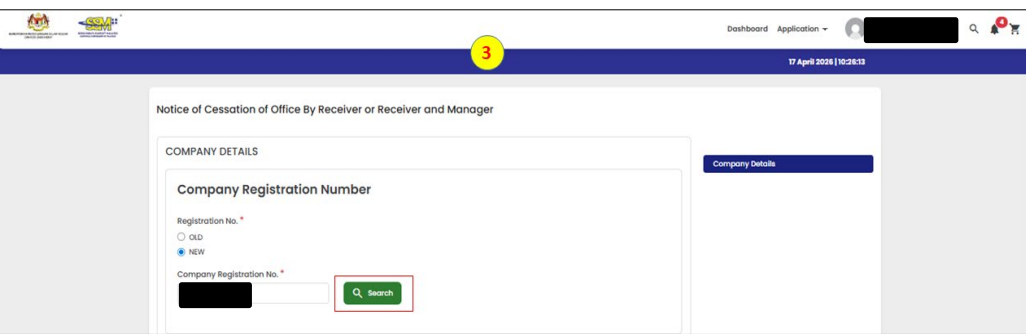
3.1 User Roles

External users are assigned roles based on their involvement in the Receivership of Company (**CRC**) process. Each role determines the actions that the user is authorised to perform within the system

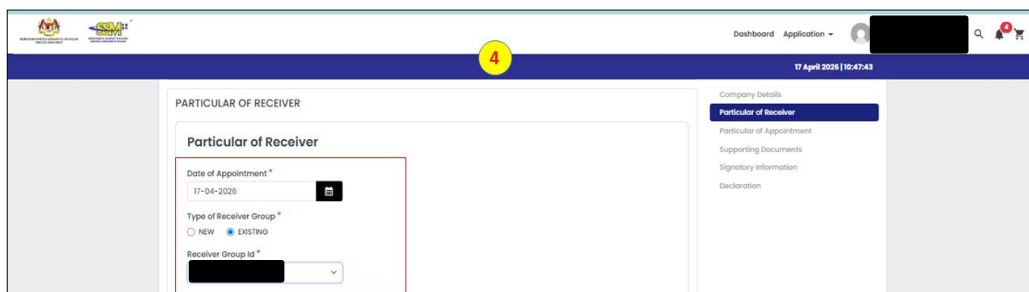
Role	User Type	Access
Receiver	Verified Professional User	Maker / Checker
Receiver and Manager	Verified Professional User	Maker / Checker
Debenture Holder	Verified Professional User	Maker / Checker
Authorised Person	Verified Professional User	Maker / Checker
Next of Kin	Verified User	Maker / Checker
Maker	System Role	Draft Only (Prepares and saves lodgements for the Checker)
Checker	System Role	Submit & Pay (Reviews, submits lodgements and makes payment)

4 Notice of Appointment (Receiver and/or Manager)

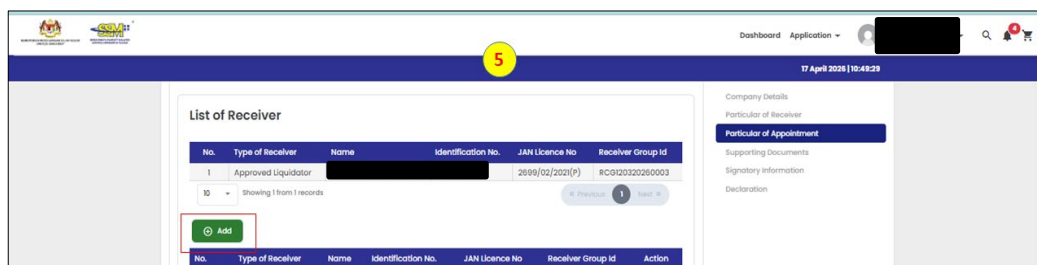
4.1 Submit Application of Appointment (by Court) for Approved Liquidator

Field Num.	Description
1	From the Dashboard, navigate to the Application menu on the Navigation Bar. 
2	Then, click Application -> Receivership -> Notice of Appointment of Receiver or Receiver and Manager. 
3	In COMPANY DETAILS tab, select either Old or New (Entity Number) and enter the Company Registration No.  Click Search. Once the company details are displayed, click Next.

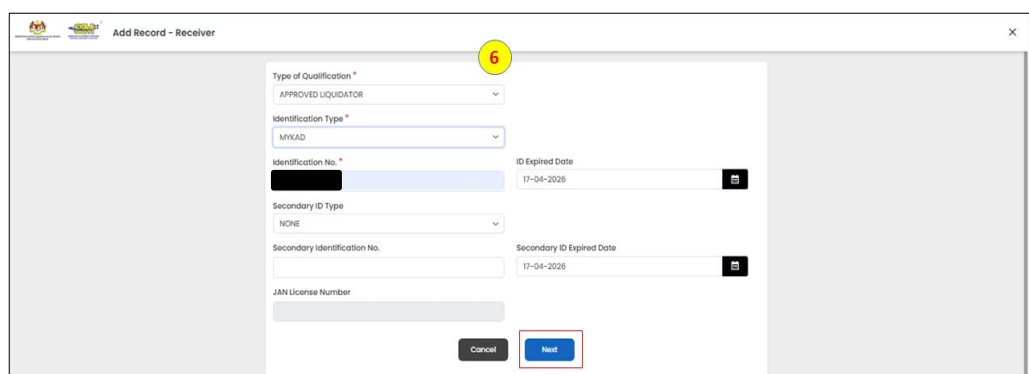
- 4 In the **Particular of Receiver** section, complete the following details:
- Date of Appointment: *Date Picker*
 - Type of Receiver Group: *Select New/Existing*
 - Receiver Group ID: *Dropdown List*



- 5 In the **List of Receiver** section, click **+ Add Receiver**.



- 6 Complete the following details:
- Type of Qualification: *Approved Liquidator*
 - Identification Type: *Select one*
 - Identification No.: *<any text>*
 - ID Expired Date: *Date Picker*
 - Secondary ID Type: *Dropdown List*
(applicable only if the Identification Type is Foreigner National ID)
 - Secondary Identification No.: *<any text>*
(applicable only if the Identification Type is Foreigner National ID)
 - Secondary ID Expired Date: *Date Picker*
(applicable only if the Identification Type is Foreigner National ID)
 - JAN License Number: *<any text>*

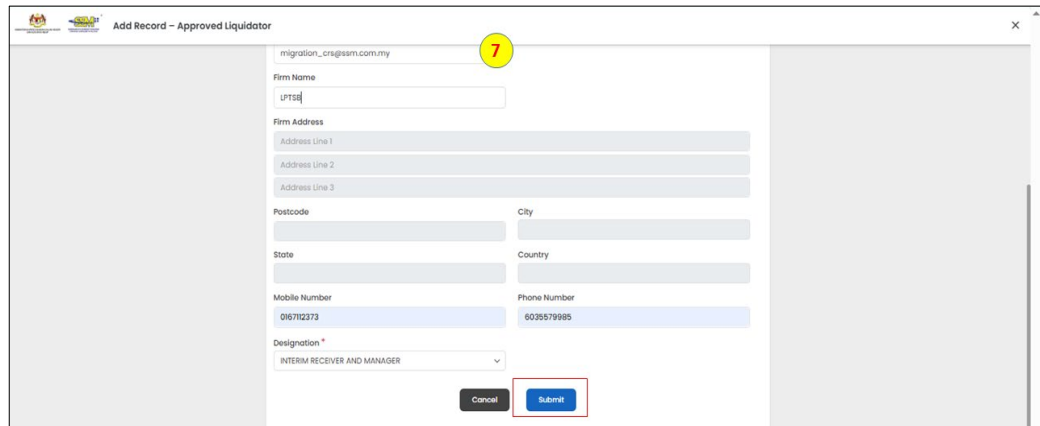


Click **Next**.

7

Complete the following detail:

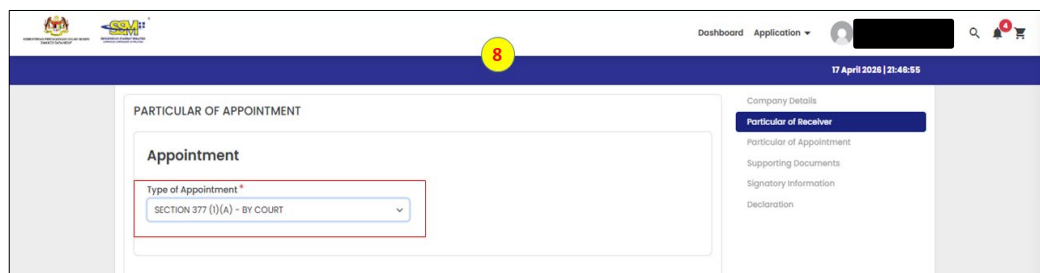
- Designation: [Dropdown List](#)



Click **Submit**.

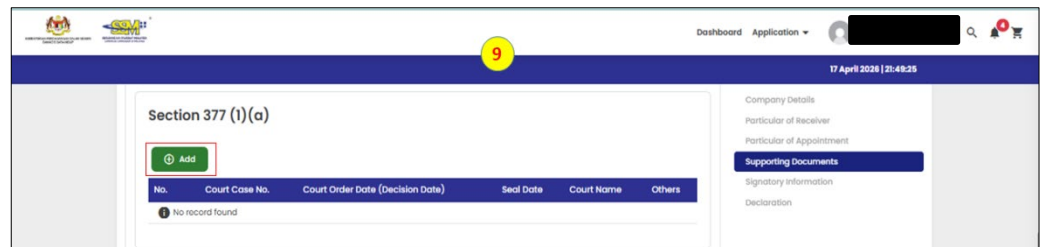
8

In Appointment section, select: Type of Appointment: [Section 377\(1\)\(a\) - By Court](#)



9

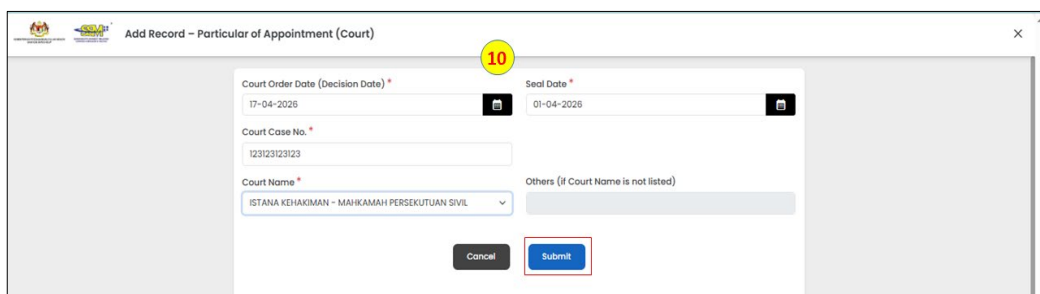
Under **Section 377(1)(a)**, click + **Add Record**.



10

In **Add Record - Particular of Appointment (Court)**, complete the following details:

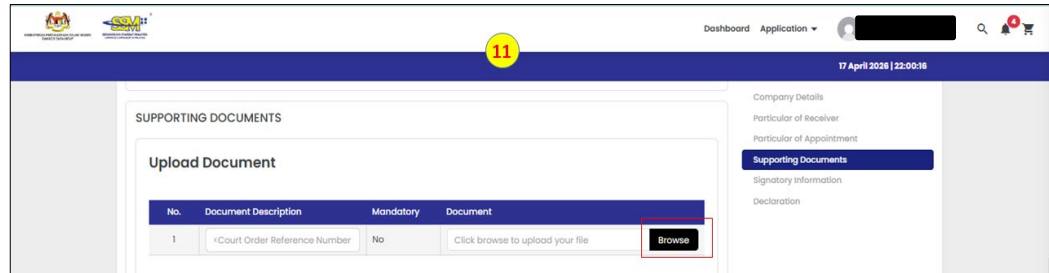
- Decision Date: [Date Picker](#)
- Seal Date: [Date Picker](#)
- Court Case No.: [<any text>](#)
- Court Name: [Select from Dropdown](#)
- Others (if Court Name is not listed): [\(Optional\) <any text>](#)



Click **Submit**.

11

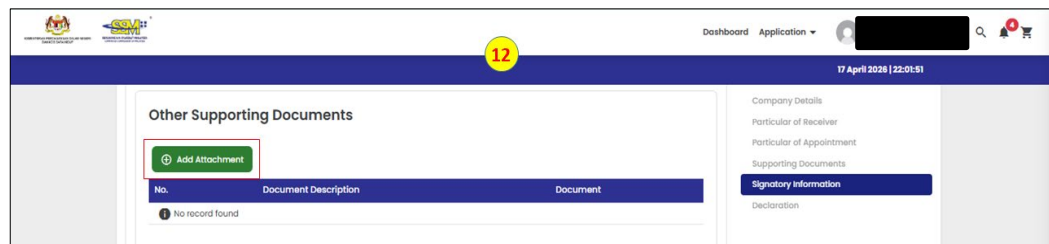
On the **Supporting Documents** tab, click **Browse** in the **Upload Document** section to upload the document.



The screenshot shows the 'Supporting Documents' tab in the application. The 'Upload Document' section contains a table with columns: No., Document Description, Mandatory, and Document. The first row has '1' in the 'No.' column, '<Court Order Reference Number' in the 'Document Description' column, 'No' in the 'Mandatory' column, and 'Click browse to upload your file' in the 'Document' column. A red box highlights the 'Browse' button next to the 'Document' column.

12

In the **Other Supporting Document** section, click **+ Add Attachment** to upload the document.

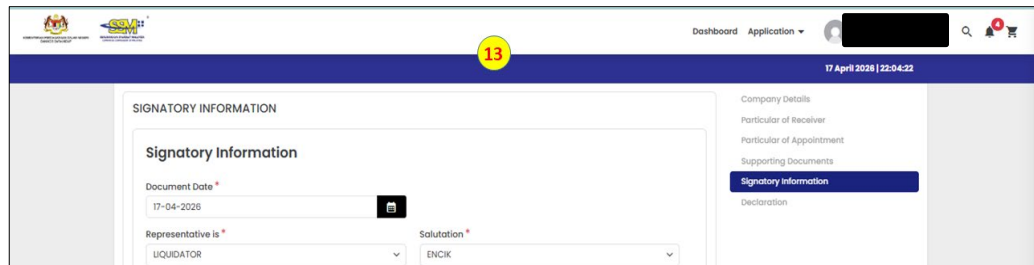


The screenshot shows the 'Other Supporting Documents' section. There is a green button labeled '+ Add Attachment' with a plus icon. Below it is a table with columns: No., Document Description, and Document. The table is currently empty, showing 'No record found'.

13

In the **Signatory Information** section, complete the following details:

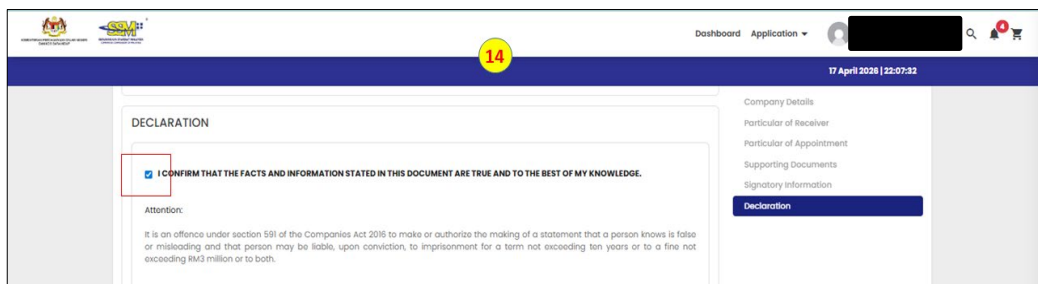
- Document Date: *Date Picker*
- Representative is: *Select from Dropdown*
- Salutation: *Select from Dropdown*



The screenshot shows the 'Signatory Information' section. It includes fields for 'Document Date' (set to 17-04-2026), 'Representative is' (set to LIQUIDATOR), and 'Salutation' (set to ENCIK). There is also a checkbox for 'I confirm that the facts and information stated in this document are true and to the best of my knowledge'.

14

On the **Declaration** tab, select the declaration checkbox.



The screenshot shows the 'Declaration' tab. It includes a checkbox labeled 'I confirm that the facts and information stated in this document are true and to the best of my knowledge'. Below this is a section titled 'Attention:' with a warning message: '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.'

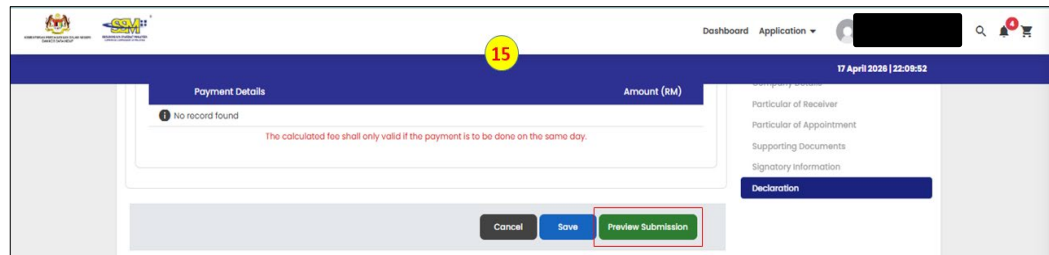
15

In Preview Summary, the system displays the following preview summary header:

Companies Act 2016

Section 377(1)(a)

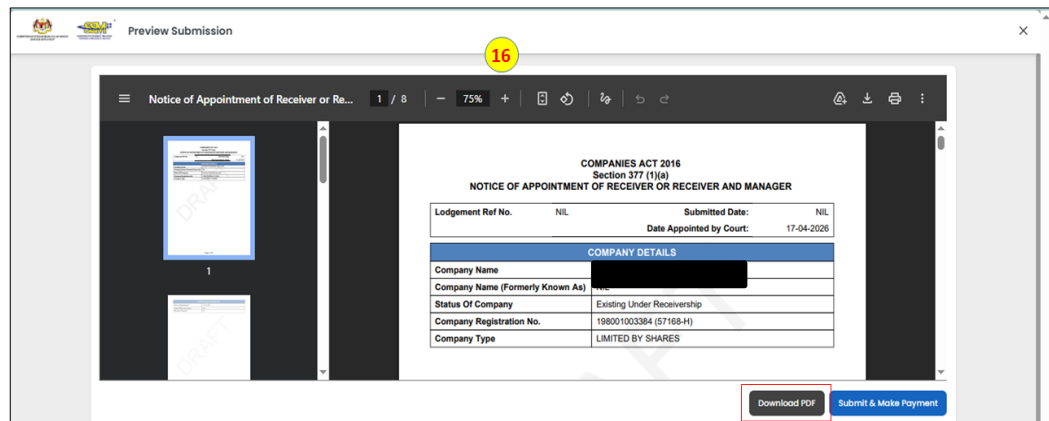
Notice of Appointment of Receiver or Receiver and Manager



Click **Preview Submission**.

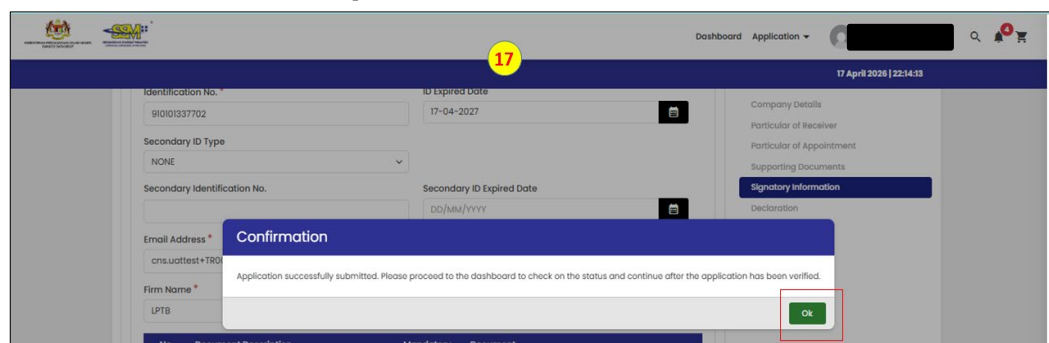
16

Click **Download PDF** to download the preview summary as a PDF.



17

Click **Submit & Make Payment**.



Then click **OK**.

18

In the **Cart** interface, select the checkbox for the relevant lodgement.

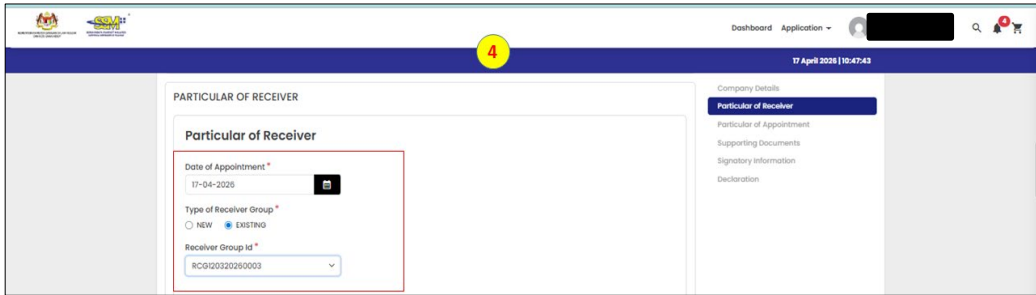
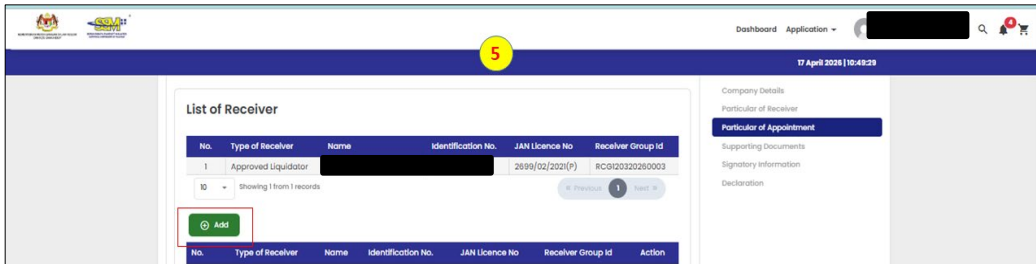
19

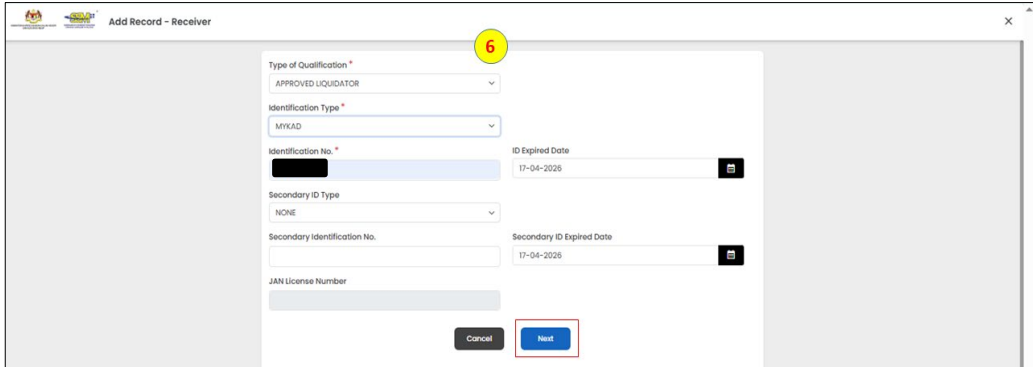
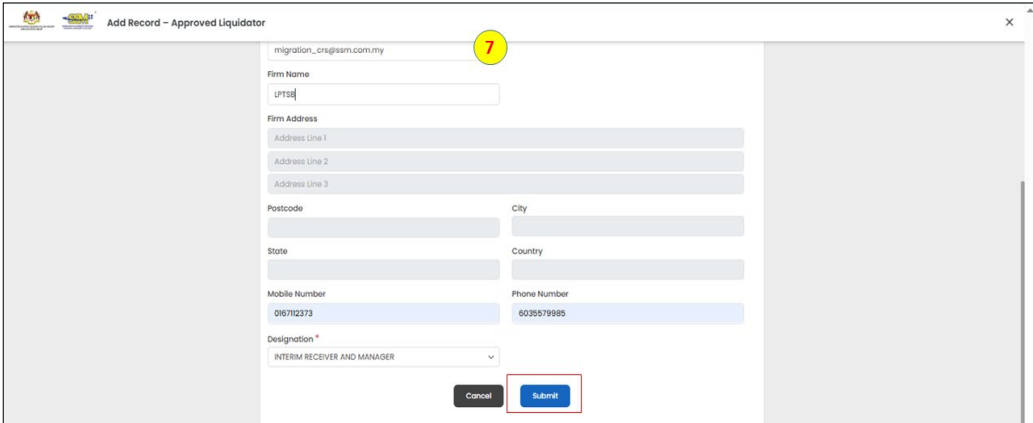
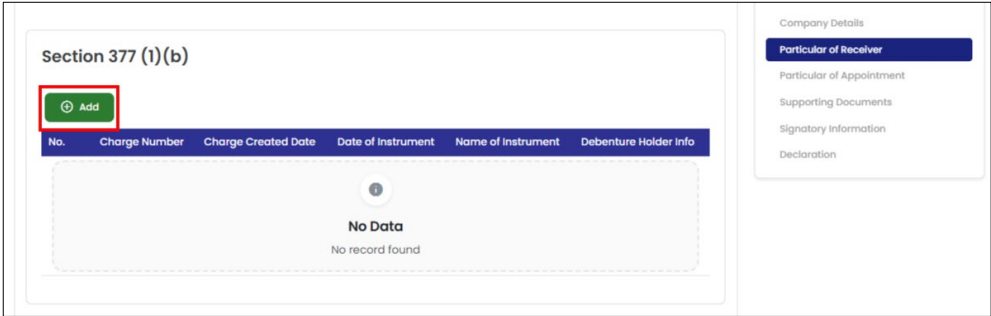
Click **Pay** and complete payment process.

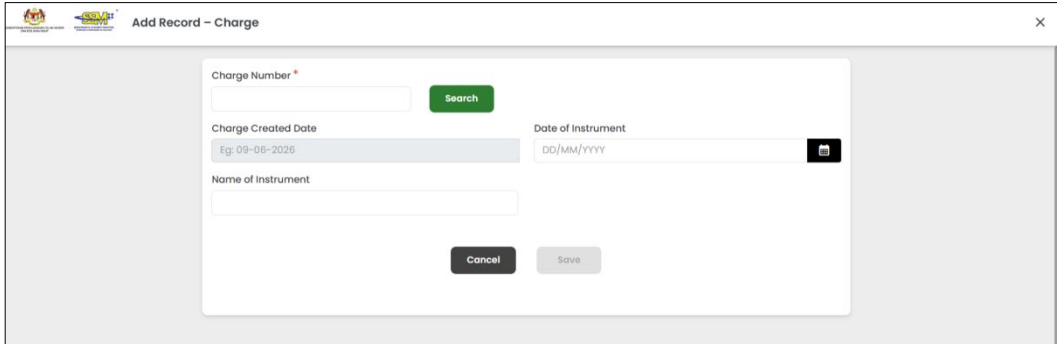
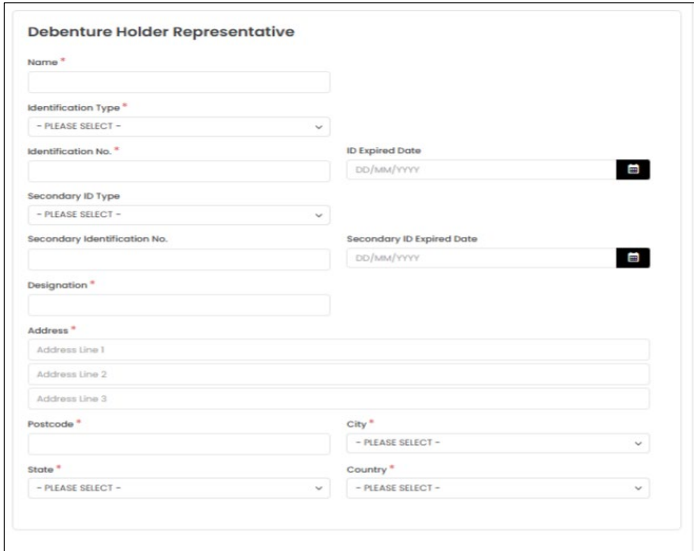
20

Upon successful payment, the system displays Payment Complete.

4.2 Submit Application of Appointment (by Instrument) for Approved Liquidator

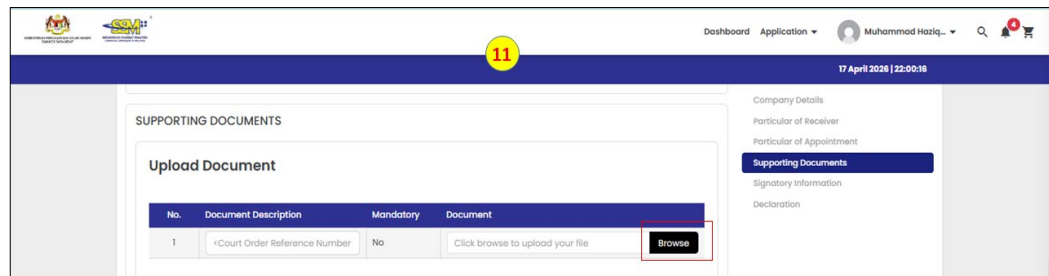
Field Num.	Description
1	From the Dashboard , navigate to the Application menu on the Navigation Bar .
2	Click Application > Receivership > Notice of Appointment of Receiver or Receiver and Manager .
3	On the COMPANY DETAILS tab, select either Old or New (Entity Number) and enter the Company Registration No. Click Search . Once the company details are displayed, click Next .
4	In the Particular of Receiver section, complete the following details: - Date of Appointment: <i>Date Picker</i> - Type of Receiver Group: <i>Select New/Existing</i> - Receiver Group ID: <i>Dropdown List</i>
	
5	In the List of Receiver section, click + Add Receiver.
	
6	Complete the following details: - Type of Qualification: <i>Approved Liquidator</i> - Identification Type: <i>Select One</i> - Identification No.: <i><any text></i> - ID Expired Date: <i>Date Picker</i> - Secondary ID Type: <i>Dropdown List</i> (applicable only if the Identification Type is Foreigner National ID) - Secondary Identification No.: <i><any text></i> (applicable only if the Identification Type is Foreigner National ID) - Secondary ID Expired Date: <i>Date Picker</i> (applicable only if the Identification Type is Foreigner National ID) - JAN License Number: <i><any text></i>

Field Num.	Description
	 Click Next.
7	Complete the following detail: - Designation: Dropdown List  Click Submit.
8	Under Section 377(1)(b), click + Add Record. 
9	In Add Record – Charge, complete the following details: - Charge Number: Enter a valid Charge Number and click Search - Charge Created Date: Auto-populated - Date of Instrument: Date Picker - Name of Instrument: <Any Text>

Field Num.	Description
	 Click Save.
10	Complete the following details: - Name: <i><any text></i> - Identification Type: <i>Dropdown List</i> - Identification No.: <i><any text></i> - ID Expired Date: <i>Date Picker</i> - Secondary ID Type: <i>Dropdown List</i> - Secondary ID No.: <i><any text></i> - Secondary ID Expired Date: <i>Date Picker</i> - Designation: <i><any text></i> - Address: <i><any text></i> - Postcode: <i>Enter a valid postcode</i> - City: <i>Dropdown List</i> - State: <i>Dropdown List</i> - Country: <i>Dropdown List</i> 

11

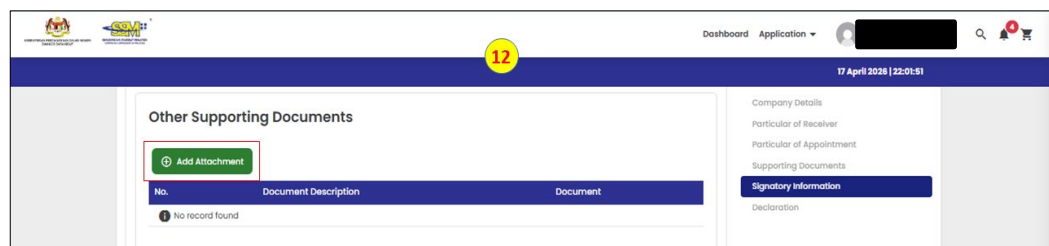
On the **Supporting Documents** tab, click **Browse** in the **Upload Document** section to upload the document.



The screenshot shows the 'Supporting Documents' tab in the application. The 'Upload Document' section contains a table with columns: No., Document Description, Mandatory, and Document. The first row has '1' in the No. column, '<Court Order Reference Number' in the Document Description column, 'No' in the Mandatory column, and 'Click browse to upload your file' in the Document column. A red box highlights the 'Browse' button next to the 'Click browse to upload your file' text.

12

In the **Other Supporting Document** section, click **+ Add Attachment** to upload the document.

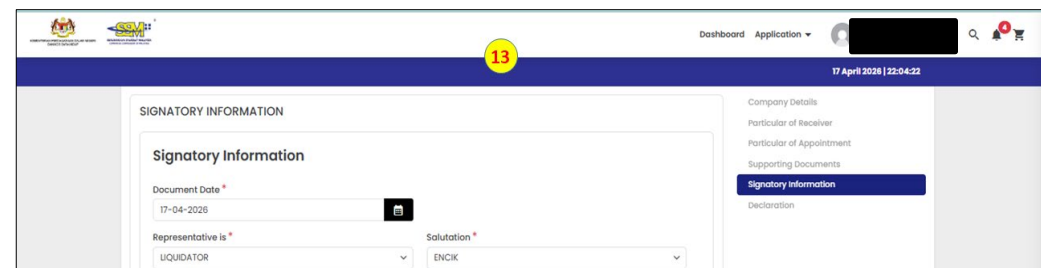


The screenshot shows the 'Other Supporting Documents' section. There is a green button labeled '+ Add Attachment' with a plus icon. Below it is a table with columns: No., Document Description, and Document. The table is currently empty, and a message 'No record found' is displayed.

13

In the **Signatory Information** section, complete the following details:

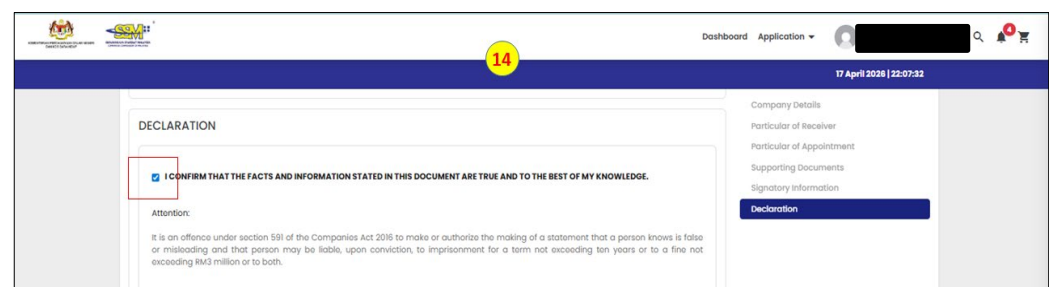
- Document Date: *Date Picker*
- Representative is: *Select from Dropdown*
- Salutation: *Select from Dropdown*



The screenshot shows the 'Signatory Information' section. The form fields are filled with example data: Document Date is '17-04-2026', Representative is 'LIQUIDATOR', and Salutation is 'ENCIK'. A red box highlights the 'Document Date' field.

14

On the **Declaration** tab, select the declaration checkbox.



The screenshot shows the 'Declaration' tab. There is a checkbox labeled 'I CONFIRM THAT THE FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.' which is checked. A red box highlights this checkbox.

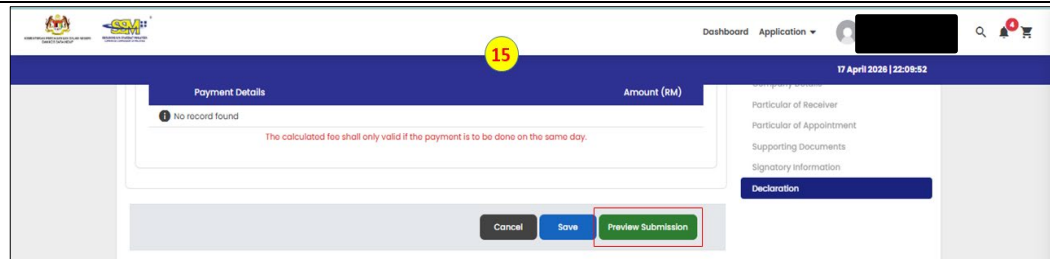
15

In Preview Summary, the system displays the following preview summary header:

Companies Act 2016

Section 377(1)(b)

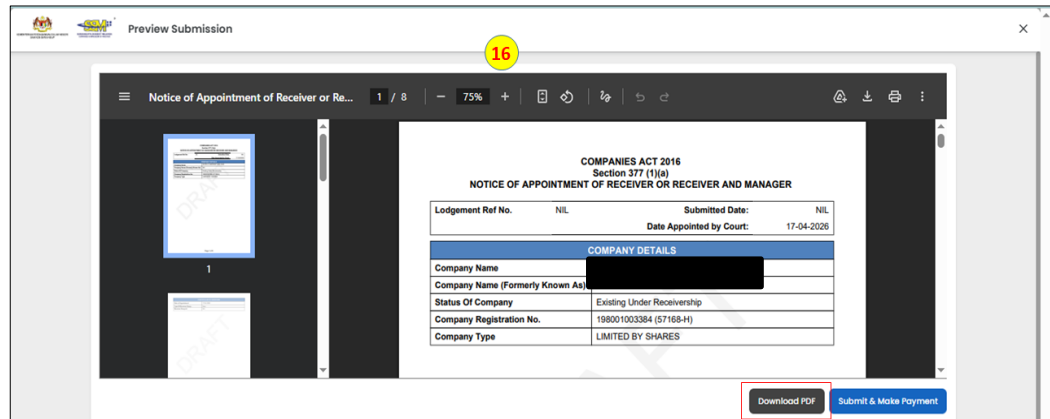
Notice of Appointment of Receiver or Receiver and Manager



Click **Preview Submission**.

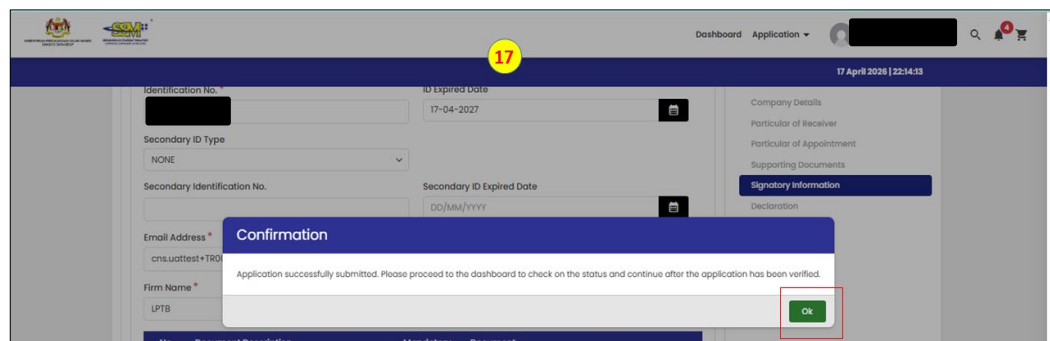
16

Click **Download PDF** to download the preview summary as a PDF.



17

Click **Submit & Make Payment**.



Then click **OK**.

18

In the **Cart**, select the checkbox for the relevant lodgement.

19

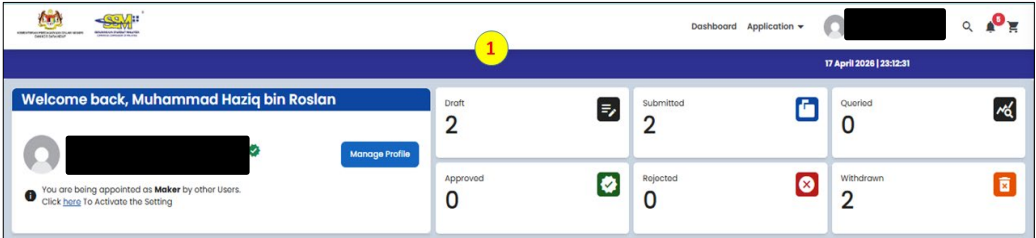
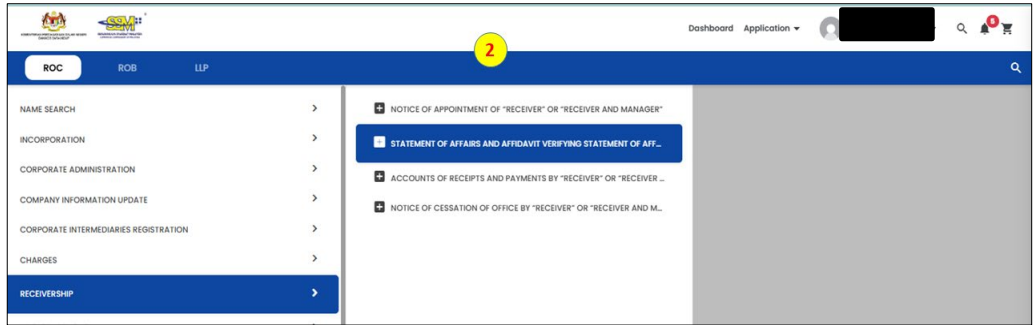
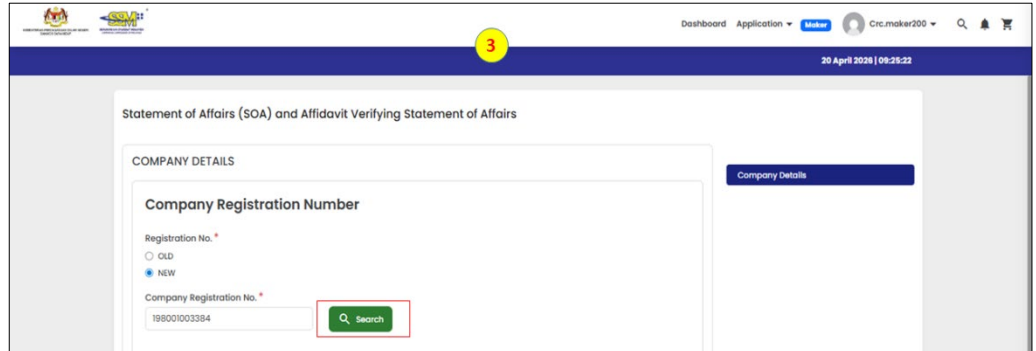
Click **Pay** and complete payment process.

20

Upon successful payment, the system displays Payment Complete.

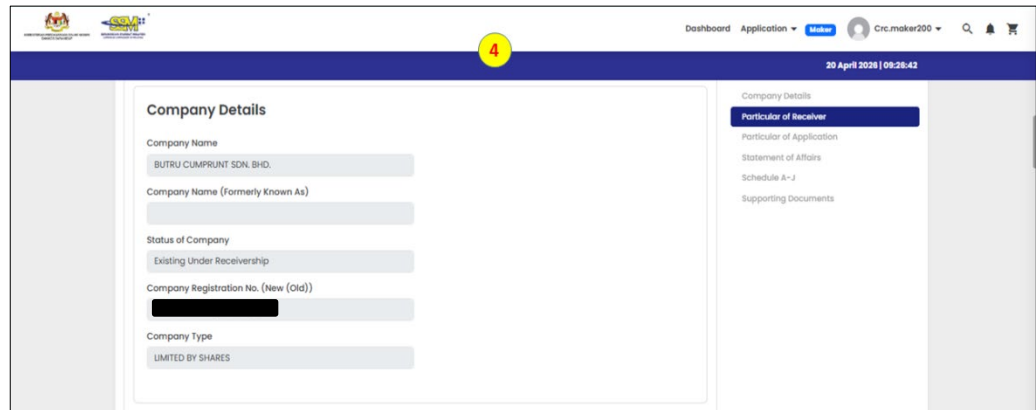
5 Statement of Affairs (SOA) and Affidavit

5.1 Submit Application from Maker for SOA and Affidavit lodgement

Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Click Application > Receivership > Statement of Affairs and Affidavit Verifying Statement of Affairs. 
3	On the COMPANY DETAILS tab, select either Old or New (Entity Number) and enter the Company Registration No. Click Search. 

4

Once the company are displayed, click **Next**.



Dashboard Application **Maker** Crc.maker200 20 April 2020 | 09:28:42

Company Details

Company Name
BUTRU CUMPRUNT SDN BHD.

Company Name (Formerly Known As)

Status of Company
Existing Under Receivership

Company Registration No. (New / Old)
[REDACTED]

Company Type
LIMITED BY SHARES

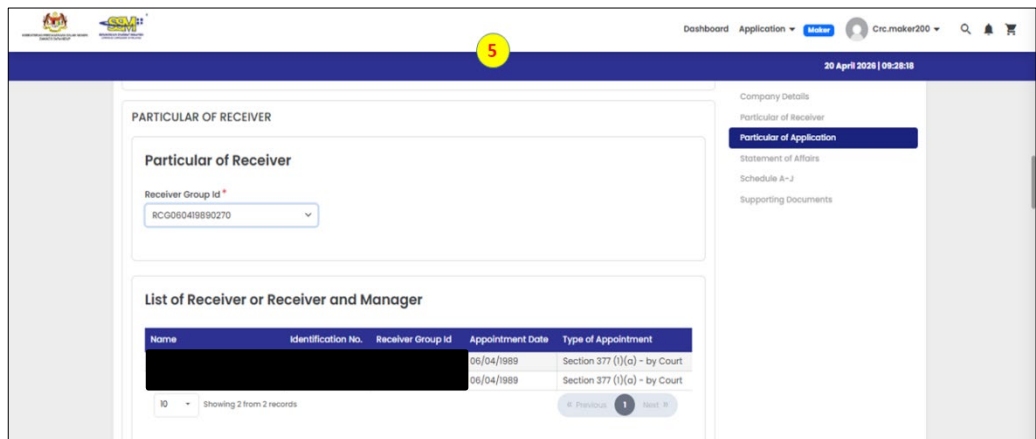
Company Details

- Particular of Receiver
- Particular of Application
- Statement of Affairs
- Schedule A-J
- Supporting Documents

5

In the **Receiver Group** section, select:

- Receiver Group ID: [Dropdown List](#)



Dashboard Application **Maker** Crc.maker200 20 April 2020 | 09:28:18

PARTICULAR OF RECEIVER

Particular of Receiver

Receiver Group ID *
RCG000419890270

List of Receiver or Receiver and Manager

Name	Identification No.	Receiver Group ID	Appointment Date	Type of Appointment
[REDACTED]	[REDACTED]	[REDACTED]	05/04/1989	Section 377 (1)(a) - by Court
[REDACTED]	[REDACTED]	[REDACTED]	05/04/1989	Section 377 (1)(a) - by Court

10 Showing 2 from 2 records

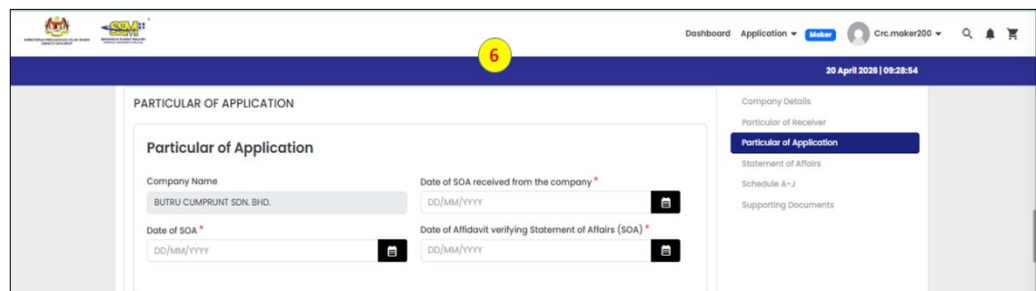
Company Details

- Particular of Receiver
- Particular of Application**
- Statement of Affairs
- Schedule A-J
- Supporting Documents

6

Under the **PARTICULAR OF APPLICATION** tab, in the **Particular of Application** section, complete the following details:

- Date of SOA: [Date Picker](#)
- Date of SOA Received from the Company: [Date Picker](#)
- Date of Affidavit Verifying Statement of Affairs (SOA): [Date Picker](#)



Dashboard Application **Maker** Crc.maker200 20 April 2020 | 09:28:54

PARTICULAR OF APPLICATION

Particular of Application

Company Name
BUTRU CUMPRUNT SDN BHD.

Date of SOA *
DD/MM/YYYY

Date of SOA received from the company *
DD/MM/YYYY

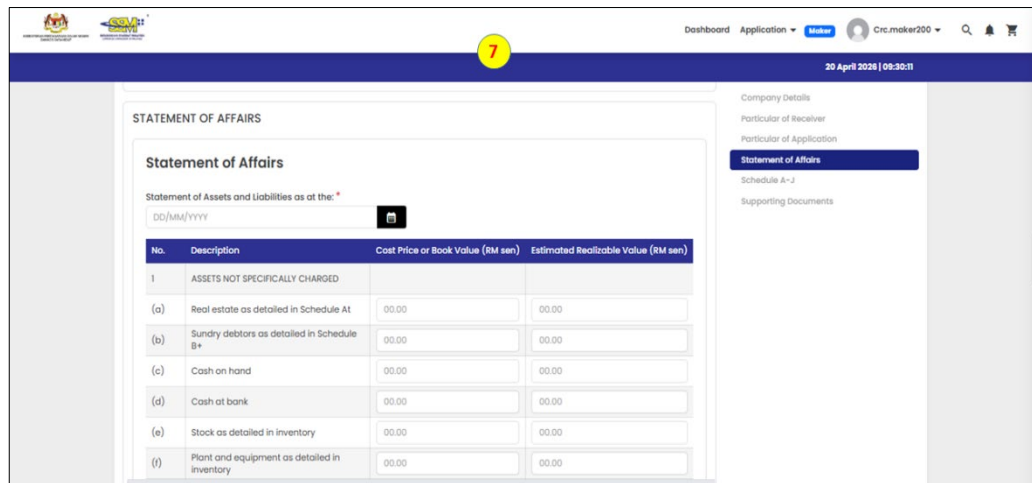
Date of Affidavit verifying Statement of Affairs (SOA) *
DD/MM/YYYY

Company Details

- Particular of Receiver
- Particular of Application**
- Statement of Affairs
- Schedule A-J
- Supporting Documents

7

Under the **STATEMENT OF AFFAIRS** tab, in the **Statement of Affairs** section, complete the required information.



Dashboard Application **Maker** Crc.maker200 20 April 2028 | 09:30:11

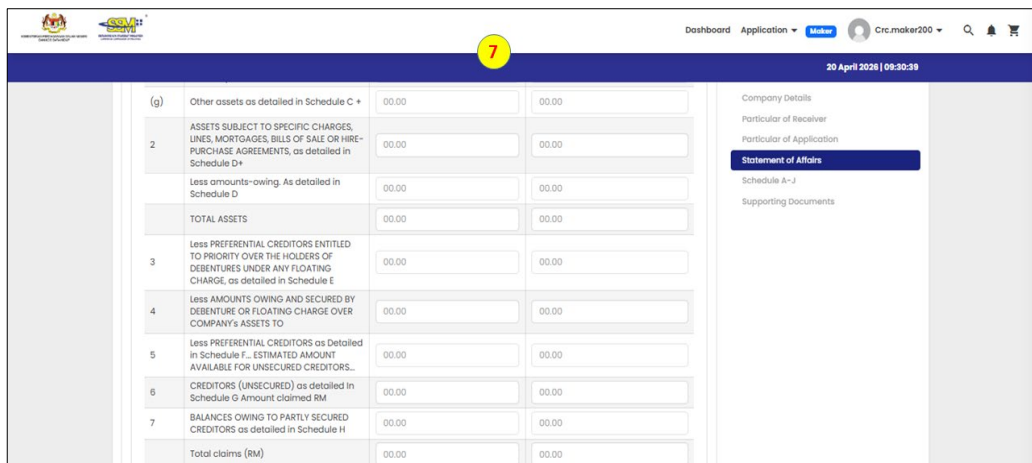
Company Details
Particular of Receiver
Particular of Application
Statement of Affairs
Schedule A-J
Supporting Documents

STATEMENT OF AFFAIRS

Statement of Affairs

Statement of Assets and Liabilities as at the: ⁺
DD/MM/YYYY

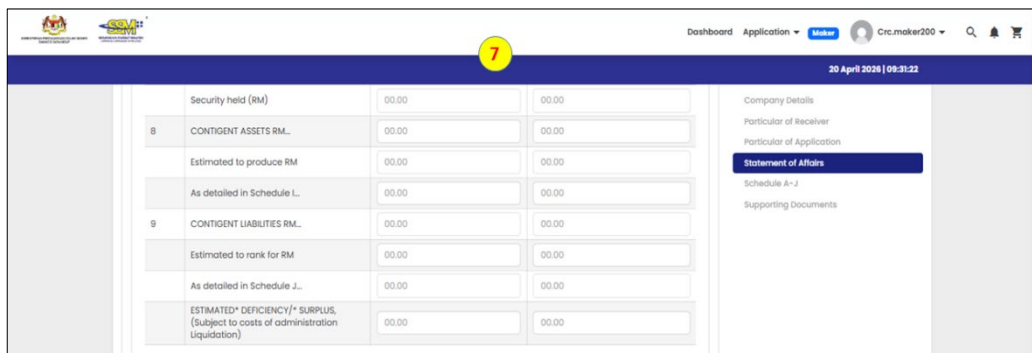
No.	Description	Cost Price or Book Value (RM sen)	Estimated Realizable Value (RM sen)
1	ASSETS NOT SPECIFICALLY CHARGED		
(a)	Real estate as detailed in Schedule A1	00.00	00.00
(b)	Sundry debtors as detailed in Schedule B+	00.00	00.00
(c)	Cash on hand	00.00	00.00
(d)	Cash at bank	00.00	00.00
(e)	Stock as detailed in inventory	00.00	00.00
(f)	Plant and equipment as detailed in inventory	00.00	00.00



Dashboard Application **Maker** Crc.maker200 20 April 2028 | 09:30:39

Company Details
Particular of Receiver
Particular of Application
Statement of Affairs
Schedule A-J
Supporting Documents

(g)	Other assets as detailed in Schedule C +	00.00	00.00
2	ASSETS SUBJECT TO SPECIFIC CHARGES, LINES, MORTGAGES, BILLS OF SALE OR HIRE-PURCHASE AGREEMENTS, as detailed in Schedule D+	00.00	00.00
	Less amounts-owing, As detailed in Schedule D	00.00	00.00
	TOTAL ASSETS	00.00	00.00
3	Less PREFERENTIAL CREDITORS ENTITLED TO PRIORITY OVER THE HOLDERS OF DEBENTURES UNDER ANY FLOATING CHARGE, as detailed in Schedule E	00.00	00.00
4	Less AMOUNTS OWING AND SECURED BY DEBTURE OR FLOATING CHARGE OVER COMPANY'S ASSETS TO	00.00	00.00
5	Less PREFERENTIAL CREDITORS as Detailed in Schedule F., ESTIMATED AMOUNT AVAILABLE FOR UNSECURED CREDITORS..	00.00	00.00
6	CREDITORS (UNSECURED) as detailed in Schedule G Amount claimed RM	00.00	00.00
7	BALANCES OWING TO PARTLY SECURED CREDITORS as detailed in Schedule H	00.00	00.00
	Total claims (RM)	00.00	00.00

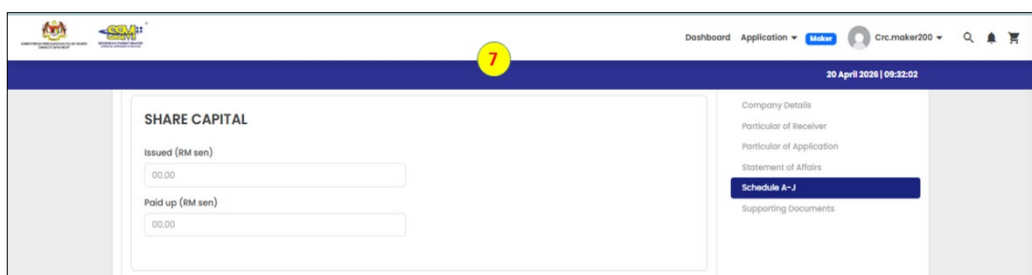


Dashboard Application **Maker** Crc.maker200 20 April 2028 | 09:31:22

Company Details
Particular of Receiver
Particular of Application
Statement of Affairs
Schedule A-J
Supporting Documents

	Security held (RM)	00.00	00.00
8	CONTINGENT ASSETS RM..	00.00	00.00
	Estimated to produce RM	00.00	00.00
	As detailed in Schedule L..	00.00	00.00
9	CONTINGENT LIABILITIES RM..	00.00	00.00
	Estimated to rank for RM	00.00	00.00
	As detailed in Schedule J..	00.00	00.00
	ESTIMATED* DEFICIENCY/* SURPLUS, (Subject to costs of administration Liquidation)	00.00	00.00

SHARE CAPITAL



Dashboard Application **Maker** Crc.maker200 20 April 2028 | 09:32:02

Company Details
Particular of Receiver
Particular of Application
Schedule A-J
Supporting Documents

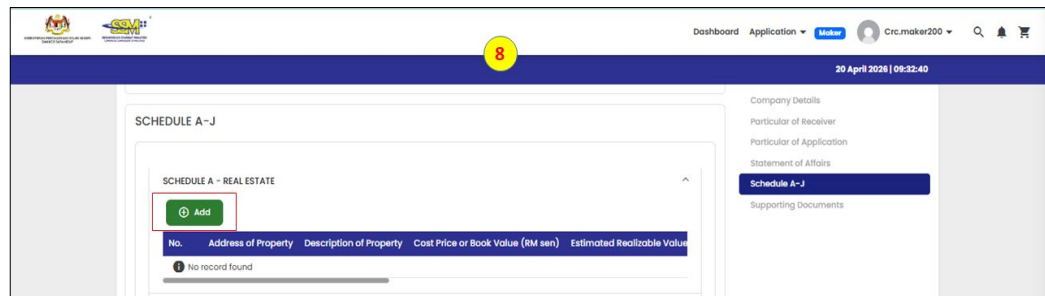
SHARE CAPITAL

Issued (RM sen)
00.00

Paid up (RM sen)
00.00

8

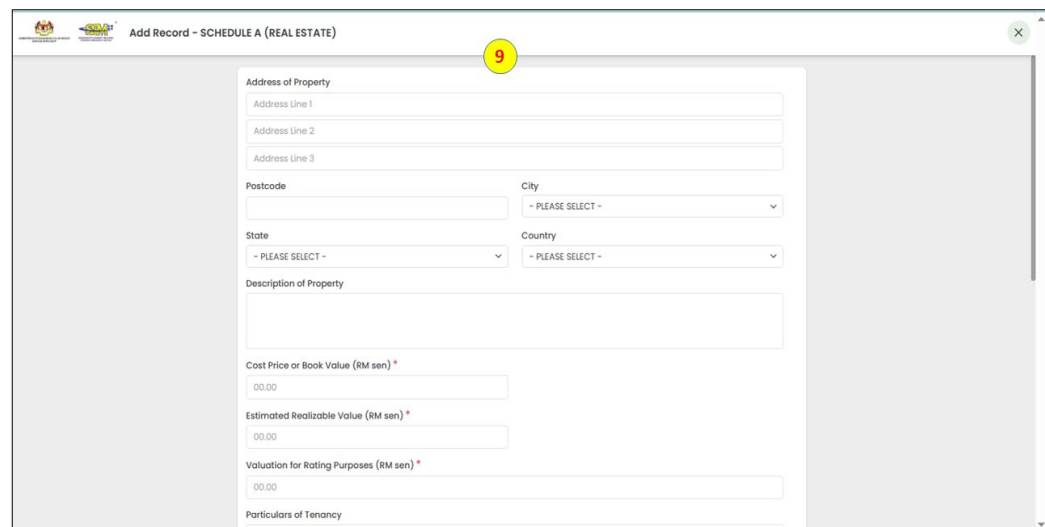
Under the **SCHEDULE A-J** tab, expand **SCHEDULE A – REAL ESTATE** and click **Add**.



9 (a)

In **Add Record – SCHEDULE A (REAL ESTATE)**, complete the following details:

- Address and Description of Property: *<any text>*
- Cost Price or Book Value (RM Sen): *<number>*
- Estimated Realisable Value (RM Sen): *<number>*
- Valuation for Rating Purposes (RM Sen): *<number>*
- Particulars of Tenancy: *<any text>*
- Where Possession of the Deed May Be Obtained: *<any text>*
- Short Particulars of Title: *<any text>*



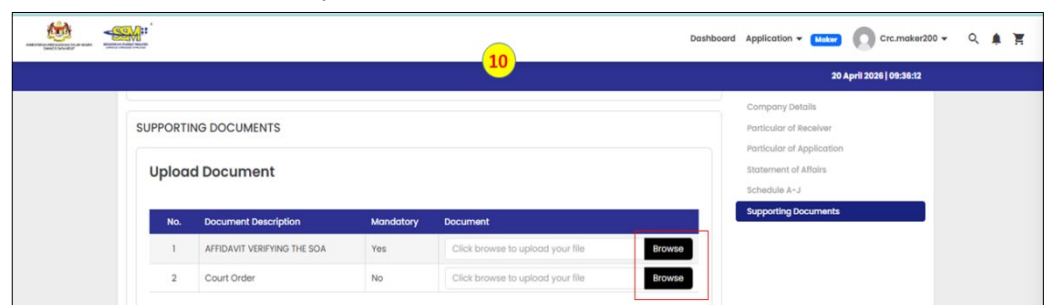
Click **Save**.

9 (b)

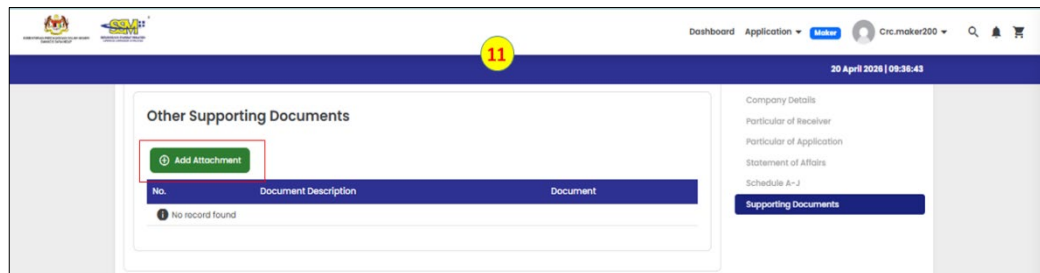
Repeat **Steps 8 and 9(a)** for **Schedules B, C, D, E, F, G, H, I and J**.

10

On the **SUPPORTING DOCUMENTS** tab, click **Browse** in the **Upload Document** section to upload the document.

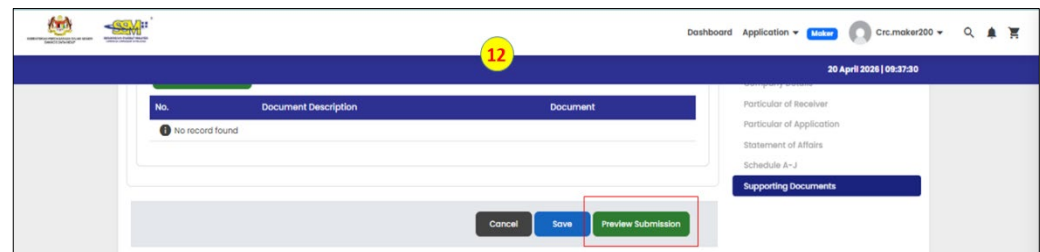


- 11 In the **Other Supporting Document** section, click **+ Add Attachment** to upload the document.



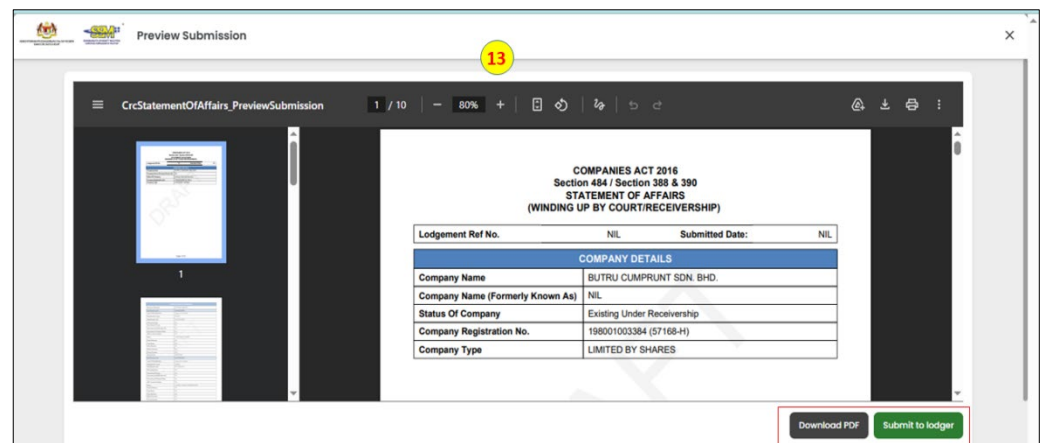
- 12 In Preview Summary, the system displays the following preview summary header:

Companies Act 2016
Section 484 / Section 388 & 390
STATEMENT OF AFFAIRS
(WINDING UP BY COURT/RECEIVERSHIP)

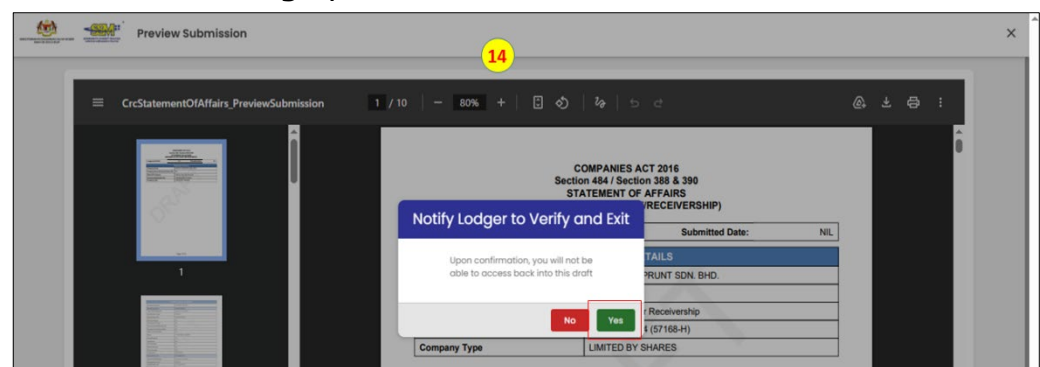


Note: Ensure that this preview summary header title remains consistent, as it may vary depending on the module.

- 13 Click **Download PDF** to download the preview summary as a PDF.

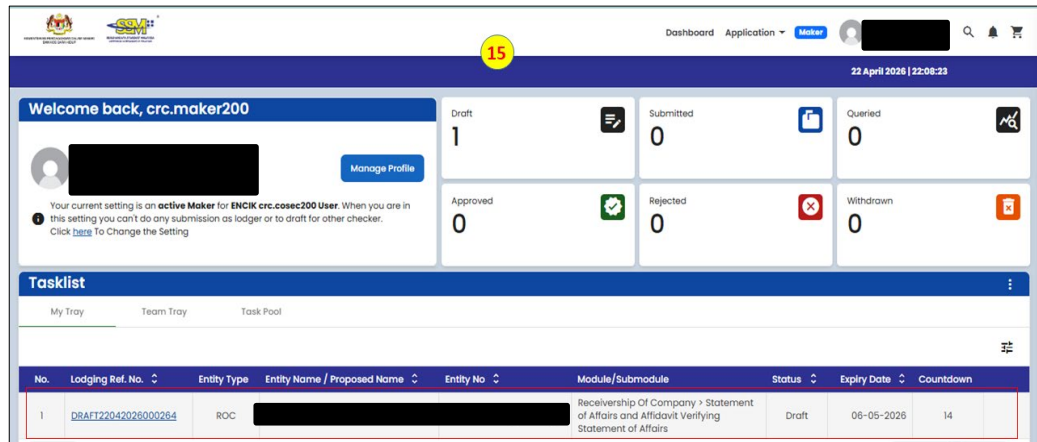


- 14 Click **Submit to Lodger**, then click **Yes**.



15

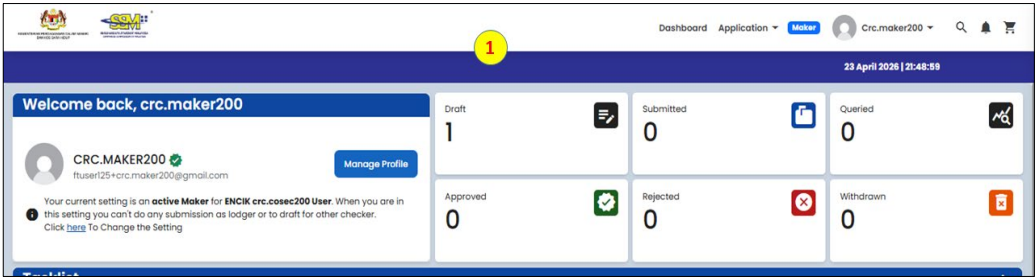
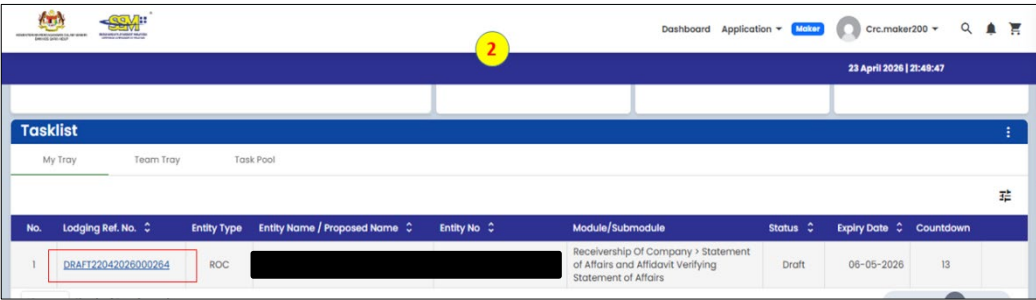
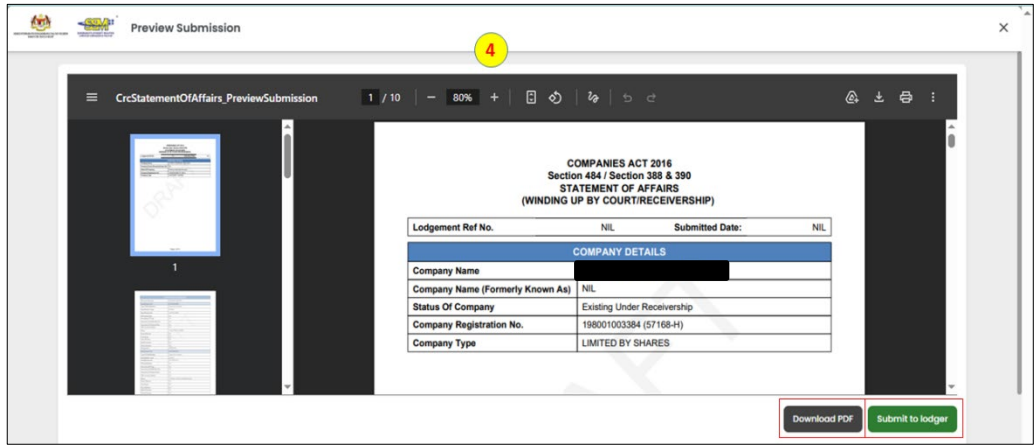
(The application is listed in **My Tray**, as shown).



The screenshot shows the SSM dashboard for a user named 'crc maker200'. The dashboard includes a welcome message, a 'Manage Profile' button, and a 'Tasklist' section. The 'Tasklist' section is currently set to 'My Tray' and displays a single task:

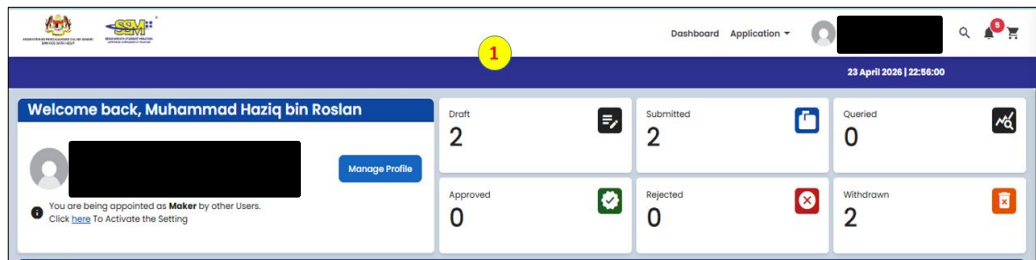
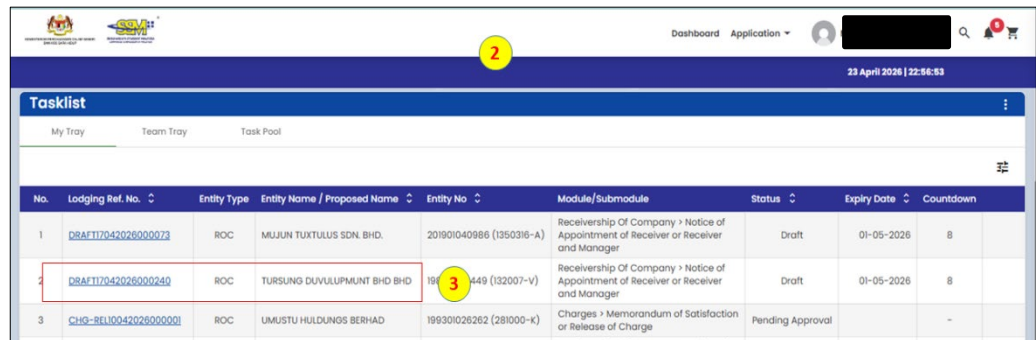
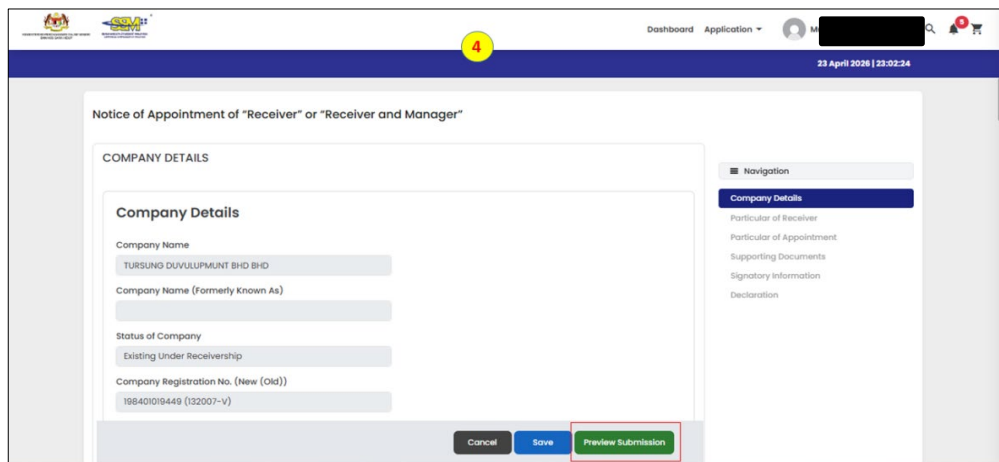
No.	Lodging Ref. No.	Entity Type	Entity Name / Proposed Name	Entity No.	Module/Submodule	Status	Expiry Date	Countdown
1	DRAFT22042026000264	ROC	[REDACTED]	[REDACTED]	Receivership Of Company > Statement of Affairs and Affidavit Verifying Statement of Affairs	Draft	06-05-2026	14

5.2 Submit SOA and Affidavit Lodgement from Draft

Field Num.	Description
1	From the Dashboard, navigate to the Application menu on the Navigation Bar. 
2	From the Dashboard, navigate to the My Tray tab. 
3	Click the Lodging Ref. No. to continue with the draft.
4	In Preview Summary, the system displays the following preview summary header: Companies Act 2016 Section 484 / Section 388 & 390 STATEMENT OF AFFAIRS (WINDING UP BY COURT/RECEIVERSHIP)  Note: Ensure that the preview summary header remains consistent, as it may vary depending on the module.
6	Click Download PDF to download preview summary as a PDF.
7	Click Submit to Lodger.

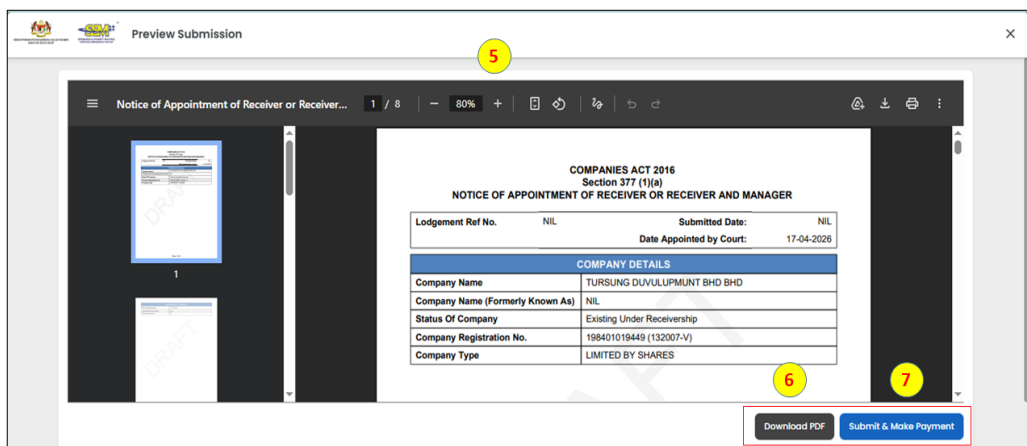
6 Accounts of Receipts and Payments by "Receiver" or "Receiver and Manager"

6.1 Submit Application from Maker

Field Num.	Description																																				
1	From the Dashboard, navigate to the Application menu on the Navigation Bar. 																																				
2	From the Dashboard, navigate to the My Tray tab.  <table><thead><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><th>Status</th><th>Expiry Date</th><th>Countdown</th></tr></thead><tbody><tr><td>1</td><td>DRAFT7042026000073</td><td>ROC</td><td>MUJUN TUXTULUS SDN. BHD.</td><td>201901040986 (1350316-A)</td><td>Receivership Of Company > Notice of Appointment of Receiver or Receiver and Manager</td><td>Draft</td><td>01-05-2026</td><td>8</td></tr><tr><td>2</td><td>DRAFT70420260000249</td><td>ROC</td><td>TURSUNG DUVALUPMUNT BHD BHD</td><td>191111449 (132007-V)</td><td>Receivership Of Company > Notice of Appointment of Receiver or Receiver and Manager</td><td>Draft</td><td>01-05-2026</td><td>8</td></tr><tr><td>3</td><td>CHG-BEL00420260000001</td><td>ROC</td><td>UMUSTU HULDUNGS BERHAD</td><td>199301026262 (281000-K)</td><td>Charges > Memorandum of Satisfaction or Release of Charge</td><td>Pending Approval</td><td></td><td>-</td></tr></tbody></table>	No.	Lodging Ref. No.	Entity Type	Entity Name / Proposed Name	Entity No.	Module/Submodule	Status	Expiry Date	Countdown	1	DRAFT7042026000073	ROC	MUJUN TUXTULUS SDN. BHD.	201901040986 (1350316-A)	Receivership Of Company > Notice of Appointment of Receiver or Receiver and Manager	Draft	01-05-2026	8	2	DRAFT70420260000249	ROC	TURSUNG DUVALUPMUNT BHD BHD	191111449 (132007-V)	Receivership Of Company > Notice of Appointment of Receiver or Receiver and Manager	Draft	01-05-2026	8	3	CHG-BEL00420260000001	ROC	UMUSTU HULDUNGS BERHAD	199301026262 (281000-K)	Charges > Memorandum of Satisfaction or Release of Charge	Pending Approval		-
No.	Lodging Ref. No.	Entity Type	Entity Name / Proposed Name	Entity No.	Module/Submodule	Status	Expiry Date	Countdown																													
1	DRAFT7042026000073	ROC	MUJUN TUXTULUS SDN. BHD.	201901040986 (1350316-A)	Receivership Of Company > Notice of Appointment of Receiver or Receiver and Manager	Draft	01-05-2026	8																													
2	DRAFT70420260000249	ROC	TURSUNG DUVALUPMUNT BHD BHD	191111449 (132007-V)	Receivership Of Company > Notice of Appointment of Receiver or Receiver and Manager	Draft	01-05-2026	8																													
3	CHG-BEL00420260000001	ROC	UMUSTU HULDUNGS BERHAD	199301026262 (281000-K)	Charges > Memorandum of Satisfaction or Release of Charge	Pending Approval		-																													
3	Click the Lodging Ref. No. to continue submission prepared by the Maker.																																				
4	Process through the application until the Preview Summary screen is displayed. 																																				

5 In Preview Summary, the system will displays the following preview summary header:

Companies Act 2016
Section 391(1)
ACCOUNT OF RECEIPTS AND PAYMENTS BY RECEIVER OR RECEIVER AND MANAGER

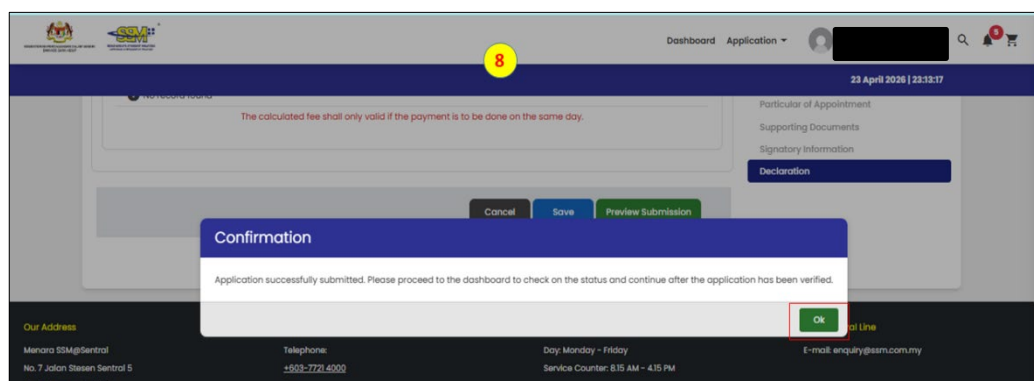


Note: Ensure that the preview summary header remains consistent, as it may vary depending on the module.

6 Click **Download PDF** to download preview summary as a PDF.

7 Click **Submit**, then click **OK**.

8 Click **OK**.

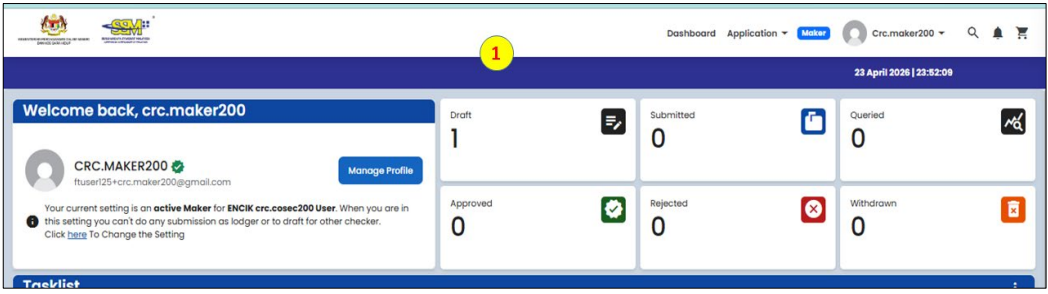
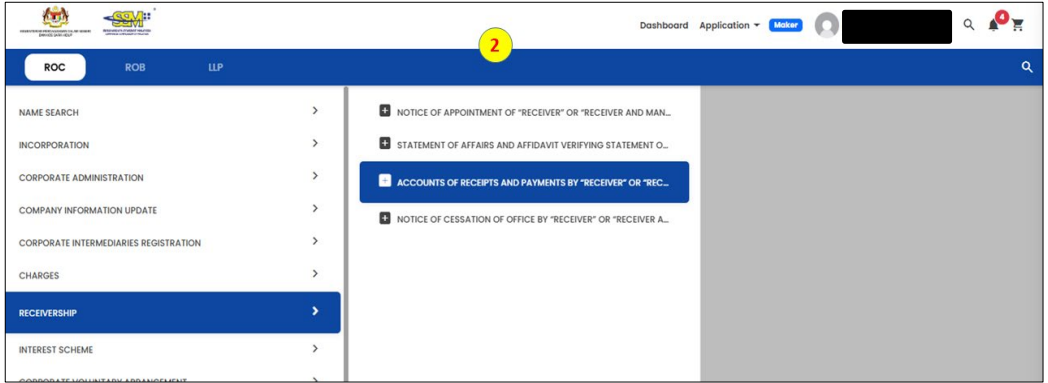
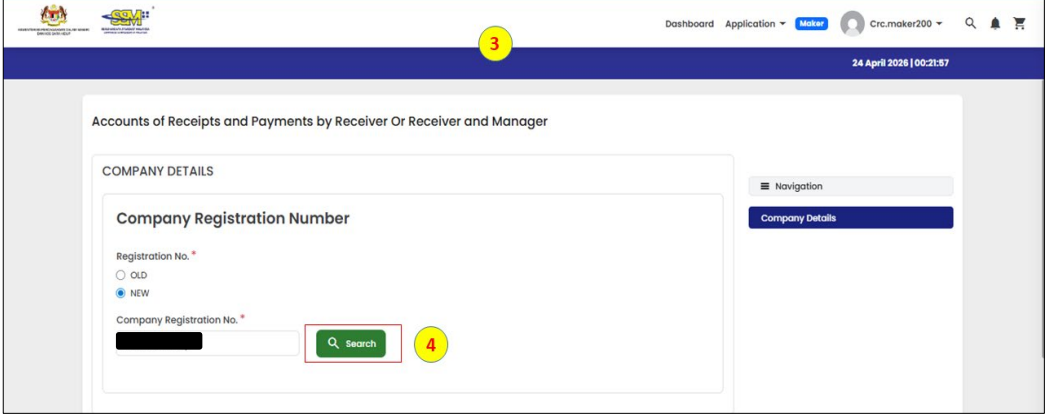


9 In the **Cart** interface, select the checkbox for the relevant lodgement.

10 Click **Pay** and complete the payment process.

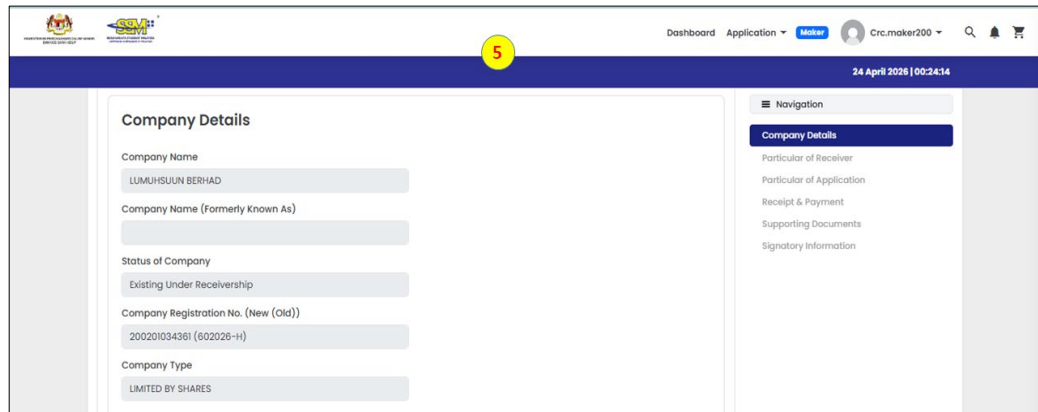
11 Upon successful payment, the system displays Payment Complete.

6.2 Submit Detailed Account of Receipt and Payment

Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Click on Application > Register of Company (ROC) > Receivership > Accounts of Receipts and Payments by Receiver or Receiver and Manager. 
3	On the COMPANY DETAILS tab, select either Old or New (Entity Number) and enter the Company Registration No. 
4	Click Search.

5

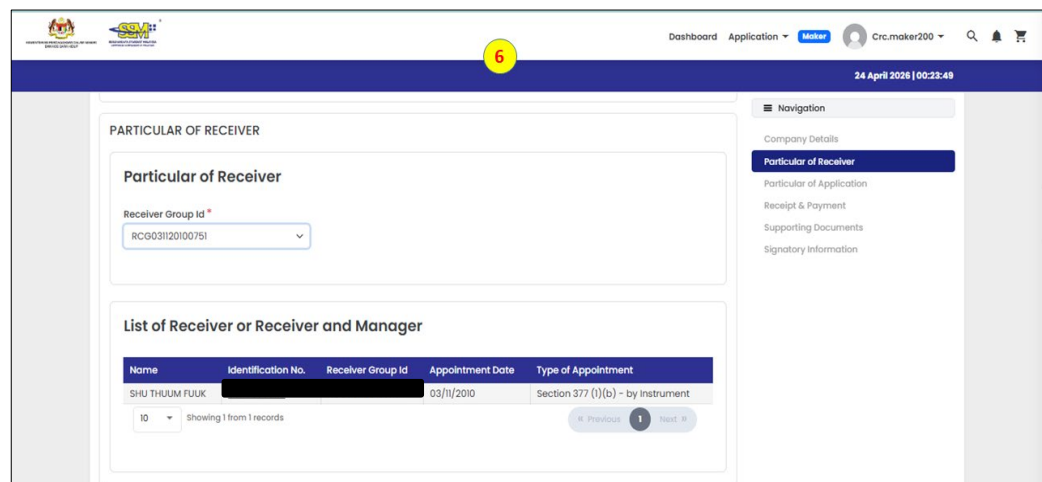
Once the company details are displayed, proceed to the next step.



6

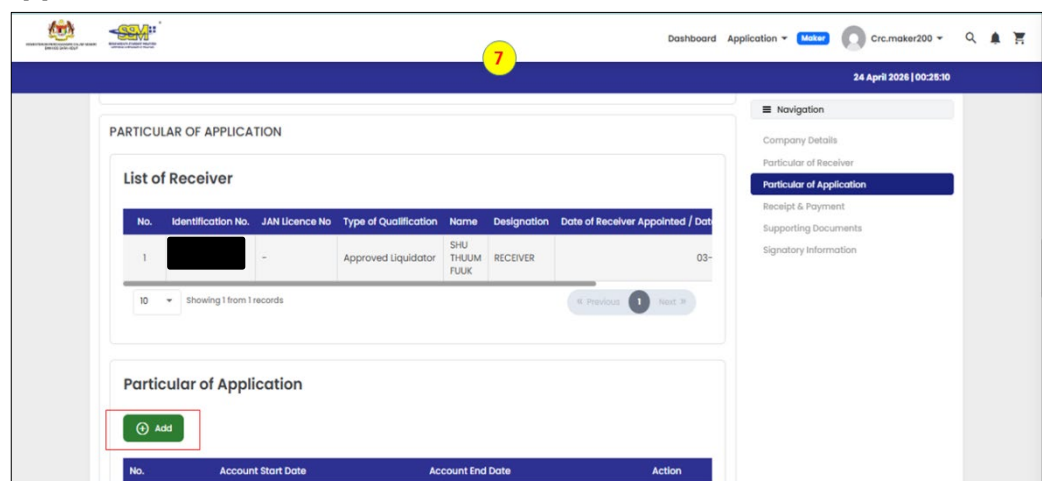
In **Receiver Group** section, select:

- Receiver Group ID: [Dropdown List](#)



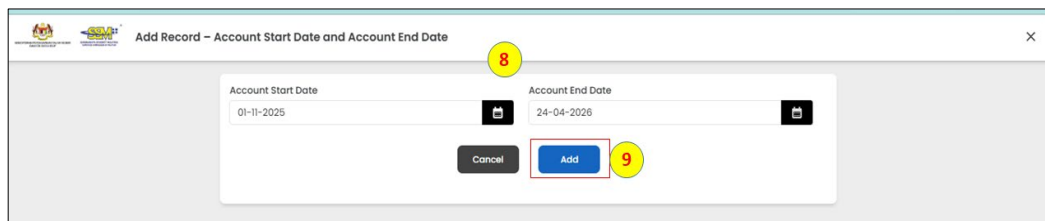
7

Under the **PARTICULAR OF APPLICATION** tab, in the **Particular of Application** section, click + **Add Account**.



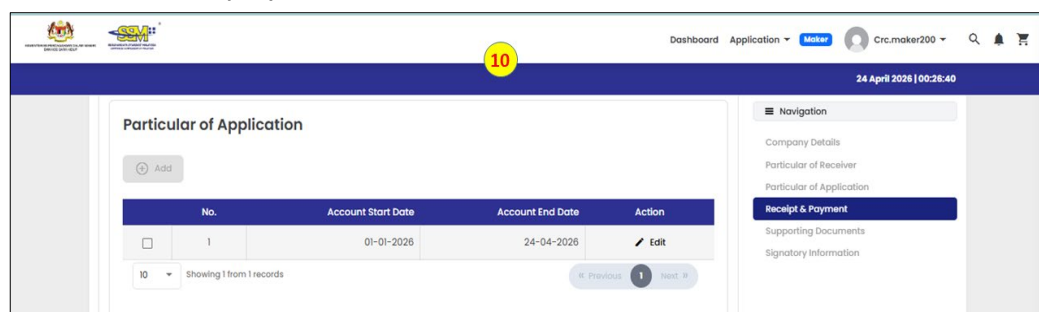
8 In **Add Record – Account Start Date and Account End Date**, complete the following fields:

- Account Start Date: *Date Picker*
- Account End Date: *Date Picker*



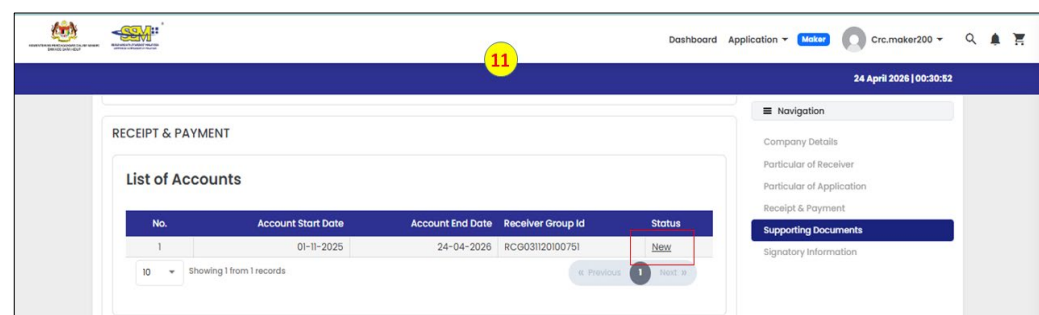
9 Click **Add**.

10 The record is displayed in the list.



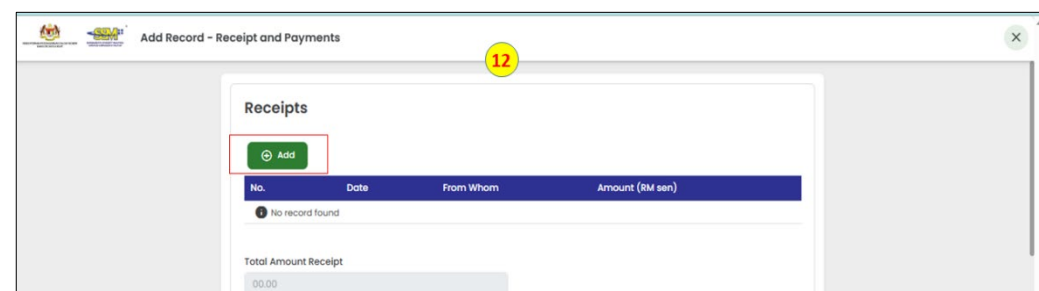
No.	Account Start Date	Account End Date	Action
1	01-01-2026	24-04-2026	Edit

11 Under the **Receipt & Payment** tab, in the **List of Accounts** section, click **New**.



No.	Account Start Date	Account End Date	Receiver Group Id	Status
1	01-11-2025	24-04-2026	RC603120100751	New

12 In **Add Record – Receipts and Payments**, under the **Receipts** section, click **+**.

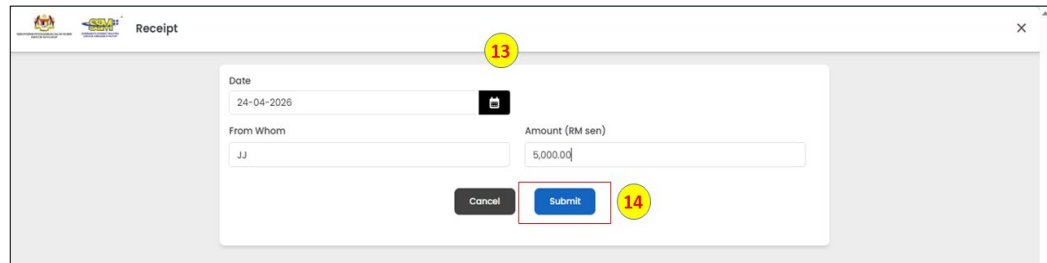


No.	Date	From Whom	Amount (RM sen)
No record found			

13

Complete the following details:

- Date: *Date Picker*
- From Whom: *<any text>*
- Amount (RM Sen): *<number>*

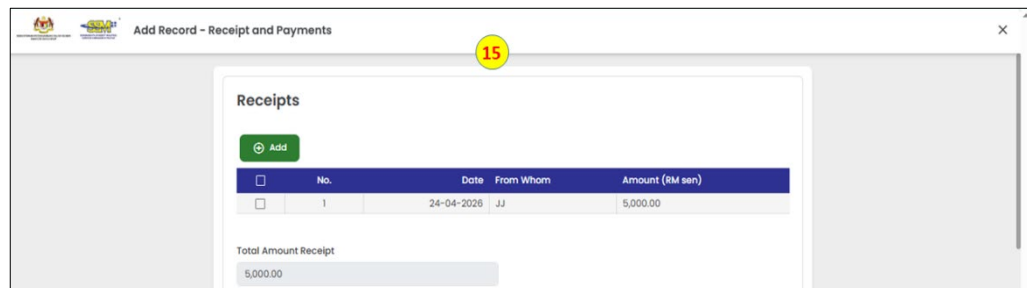


14

Click **Submit**.

15

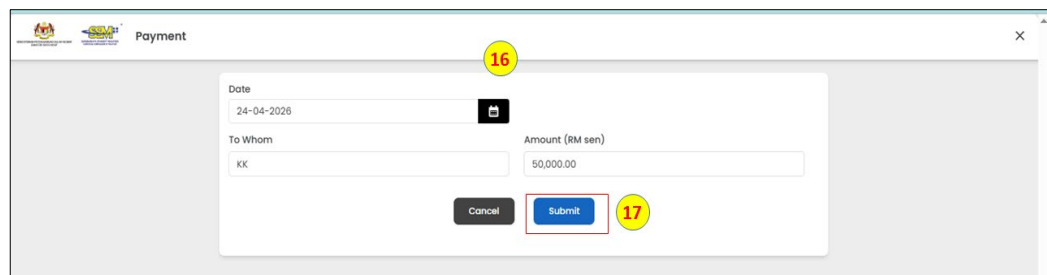
In **Add Record – Receipts and Payments**, under the **Payments** section, click **+**.



16

Complete the following details:

- Date: *Date Picker*
- To Whom: *<any text>*
- Amount (RM Sen): *<number>*

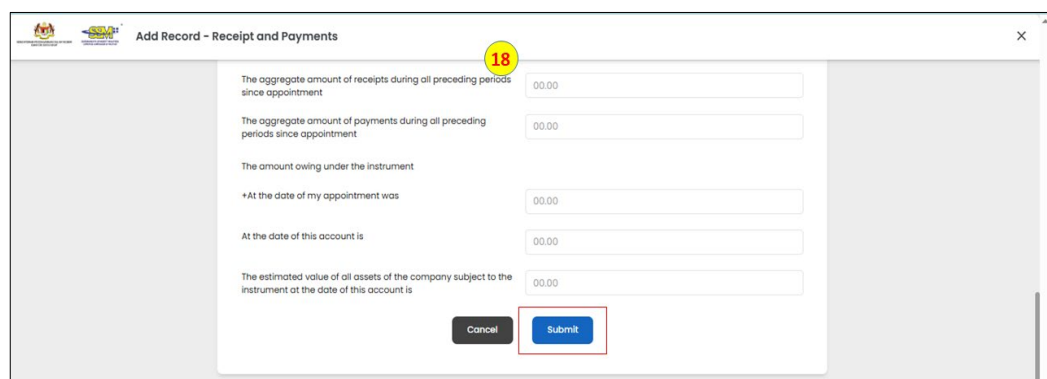


17

Click **Submit**.

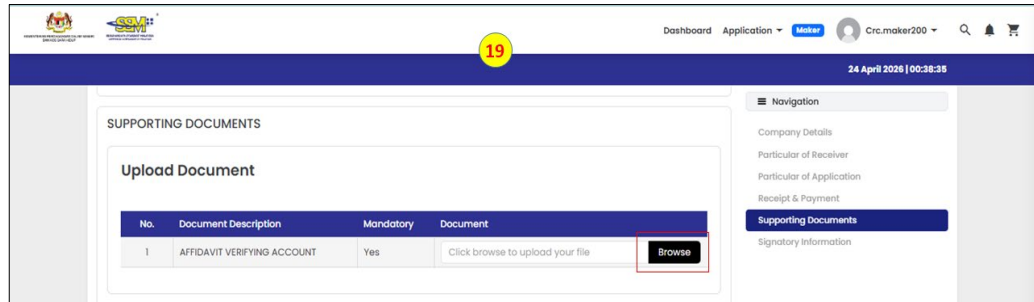
18

Click **Submit**.



19

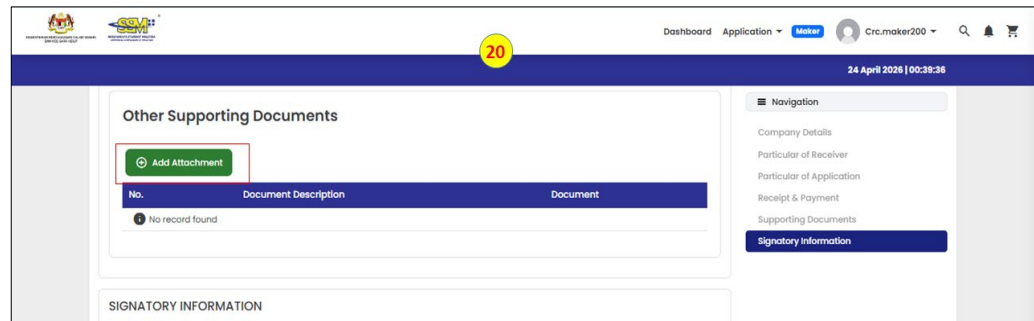
On the **SUPPORTING DOCUMENTS** tab, click **Browse** in the **Upload Document** section to upload the document.



The screenshot shows the 'SUPPORTING DOCUMENTS' tab. Under the 'Upload Document' section, there is a table with one row: '1 AFFIDAVIT VERIFYING ACCOUNT' with 'Mandatory' set to 'Yes'. The 'Document' column contains a 'Click browse to upload your file' link and a 'Browse' button, which is highlighted with a red box. A yellow circle with the number '19' is placed over the top of the table.

20

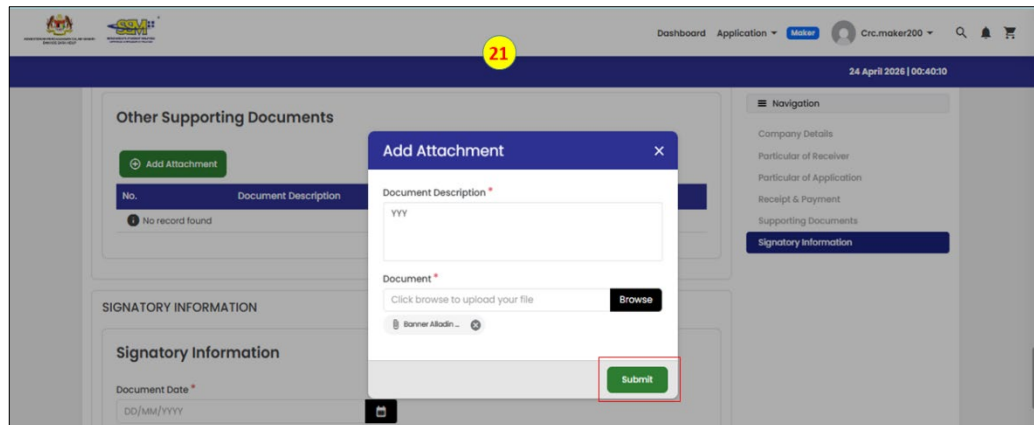
In the **Other Supporting Document** section, click **+ Add Attachment** to upload the document.



The screenshot shows the 'Other Supporting Documents' section. A green button with a plus icon and the text '+ Add Attachment' is highlighted with a red box. Below it is a table with columns 'No.', 'Document Description', and 'Document'. The table is empty, showing 'No record found'. A yellow circle with the number '20' is placed over the top of the section.

21

Click **Submit**.

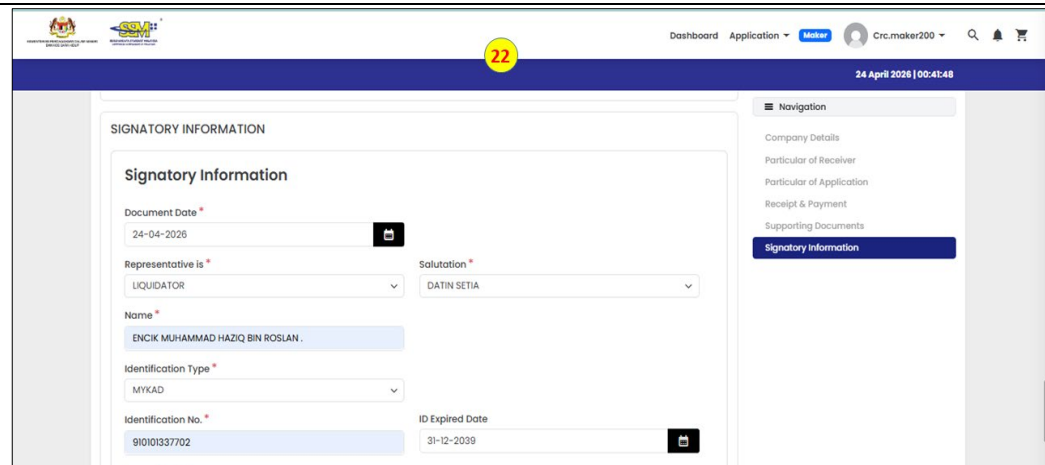


The screenshot shows the 'Other Supporting Documents' section with the 'Add Attachment' modal open. The modal has fields for 'Document Description' (containing 'YYY') and 'Document' (with a 'Click browse to upload your file' link and a 'Browse' button). A 'Submit' button is highlighted with a red box. A yellow circle with the number '21' is placed over the top of the modal.

22

In the **Signatory Information** section, complete the following details:

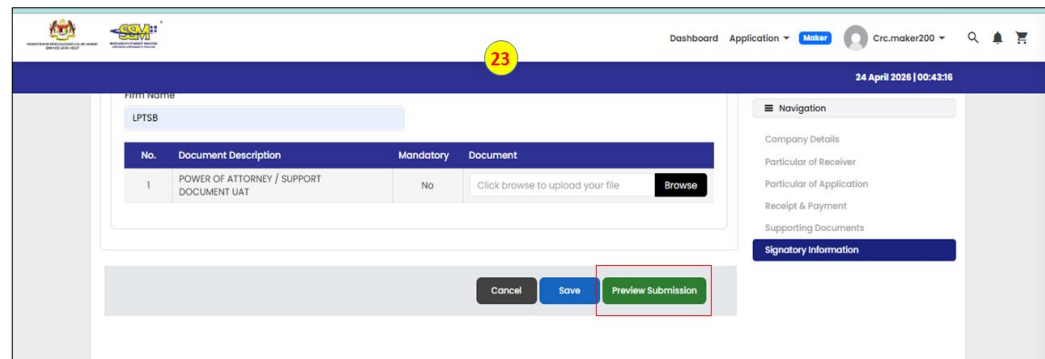
- Document Date: *Date Picker*
- Representative is: *Select from Dropdown*
- Salutation: *Select from Dropdown*



23

In Preview Summary, the system displays preview the following summary header:

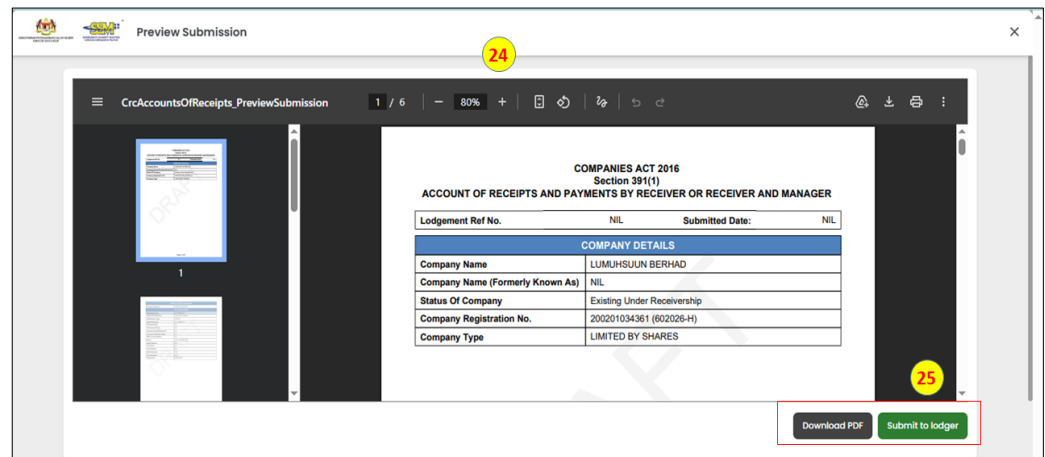
Companies Act 2016
Section 391(1)
ACCOUNT OF RECEIPTS AND PAYMENTS BY RECEIVER OR RECEIVER AND MANAGER



Note: Ensure that the preview summary header remains consistent, as it may vary depending on the module.

24

Click **Download PDF** to download preview summary as a PDF.

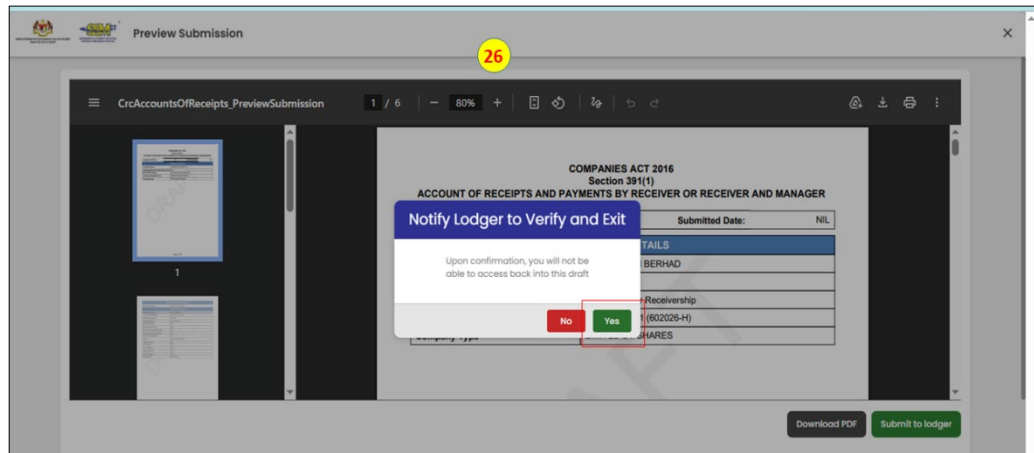


25

Click **Submit to Lodger**.

26

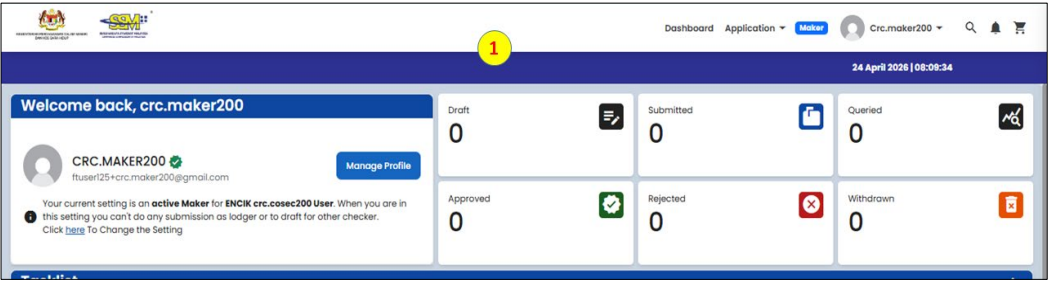
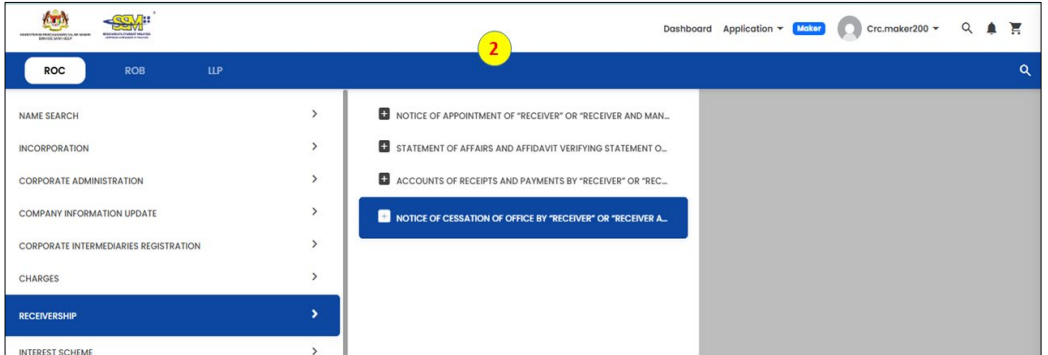
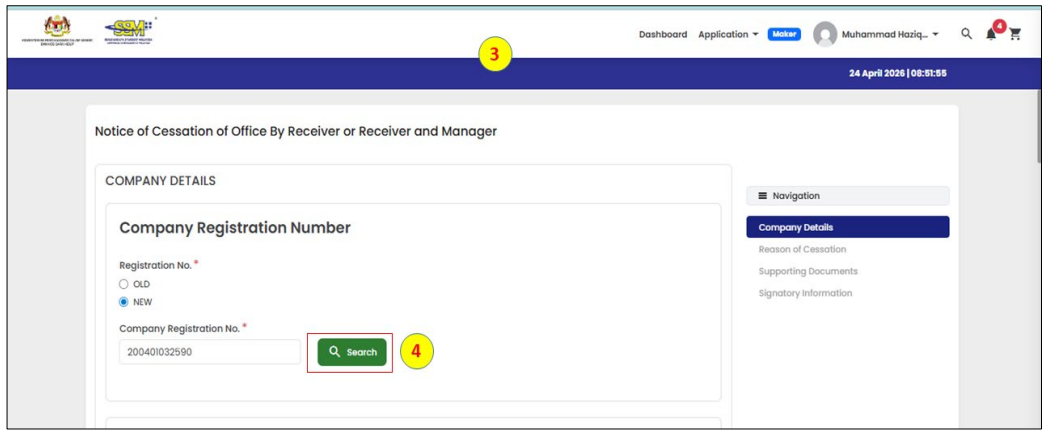
Click **Yes**.

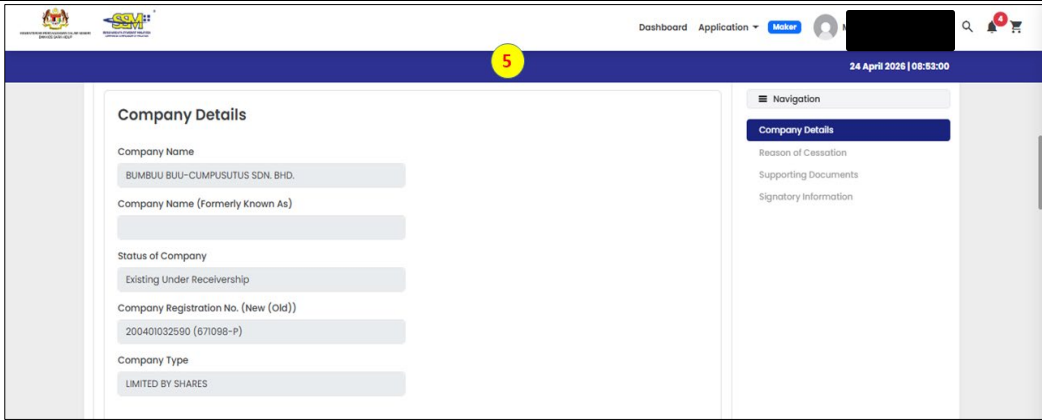
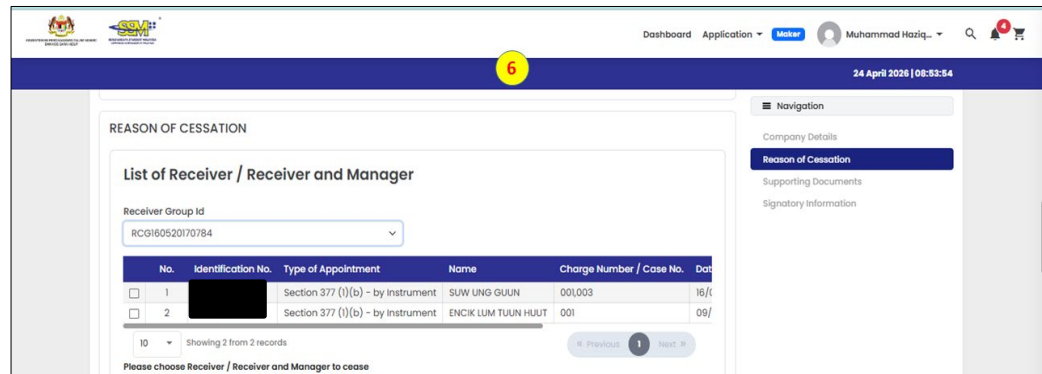
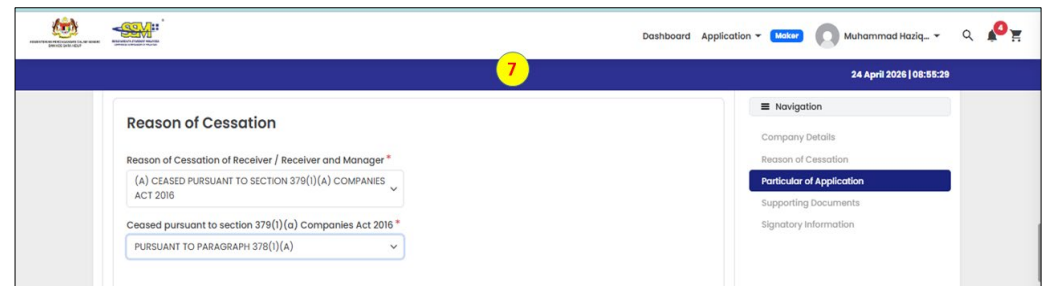


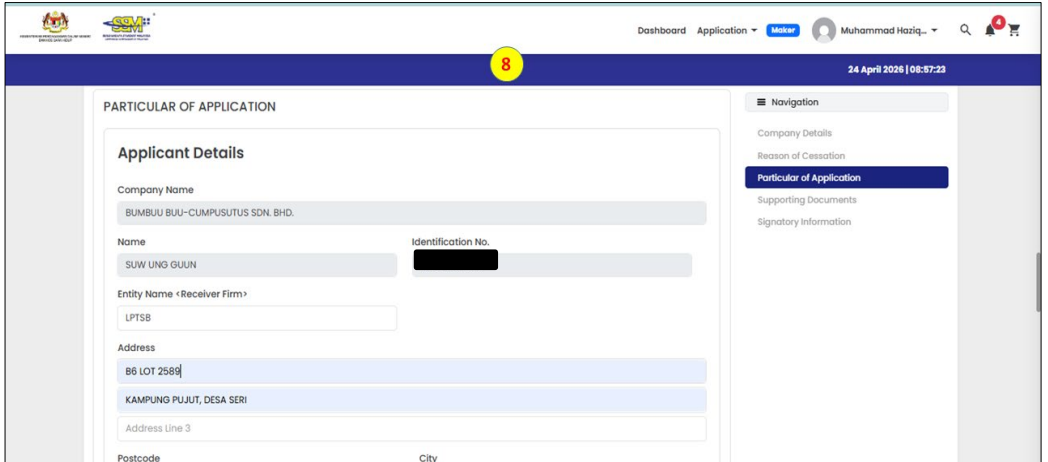
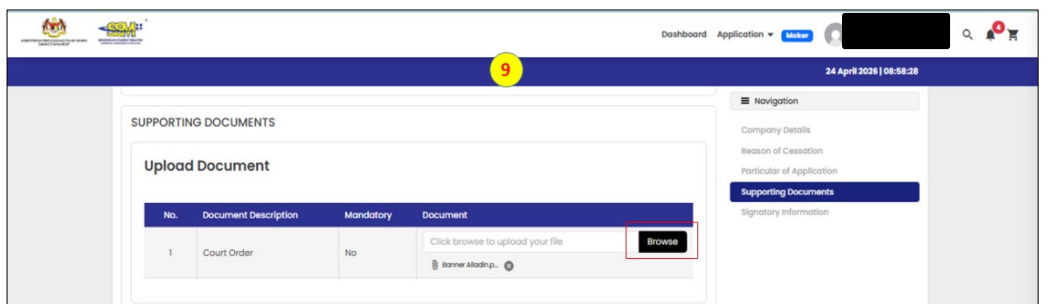
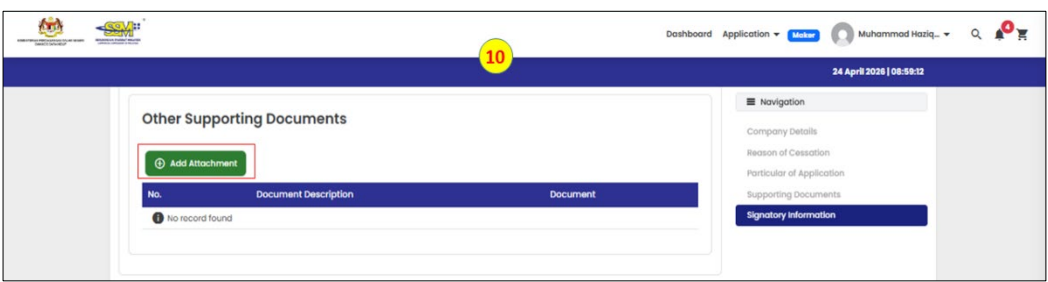
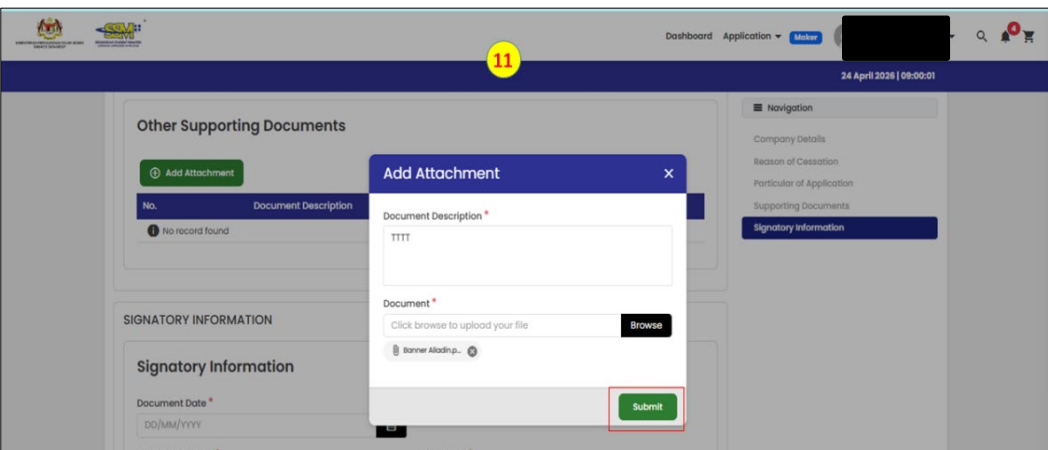
 SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMMISSION OF MALAYSIA	CRS EXTERNAL USER MANUAL	
CRS_ROC - [CRC] Receivership of Company	Page 32 of 44	

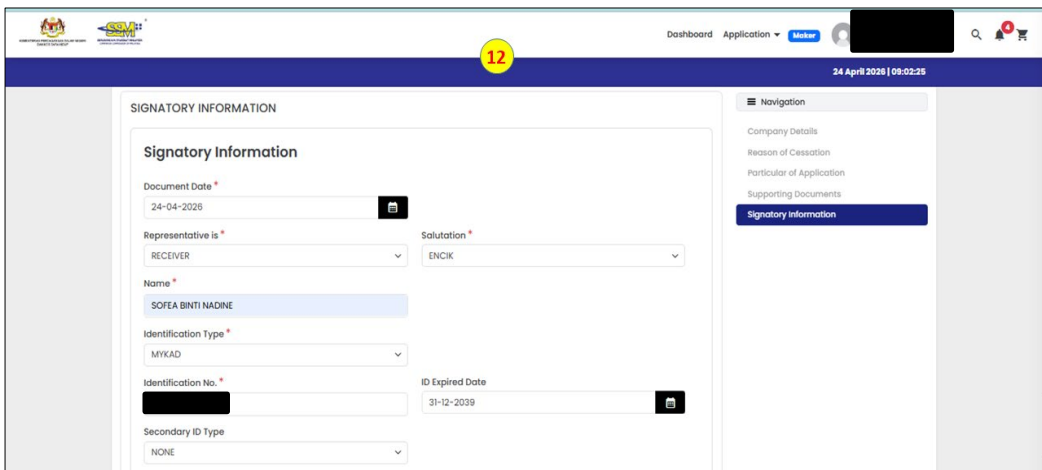
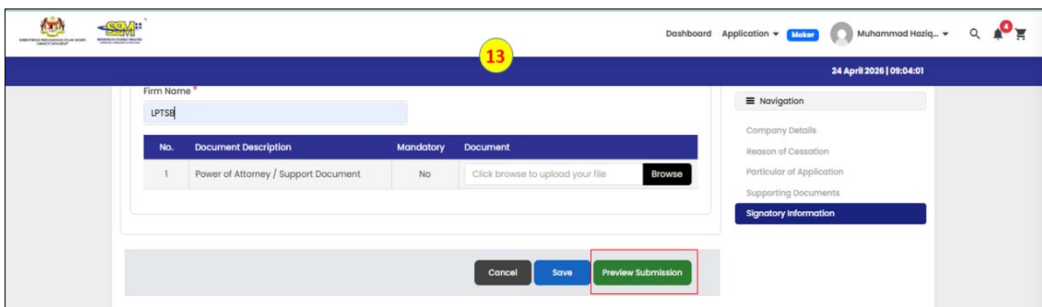
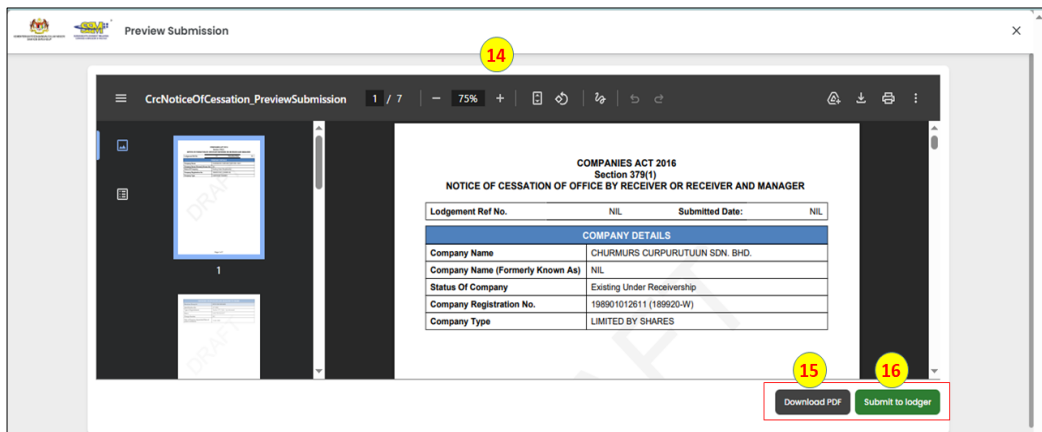
7 Notice of Cessation of Office by "Receiver" or "Receiver and Manager"

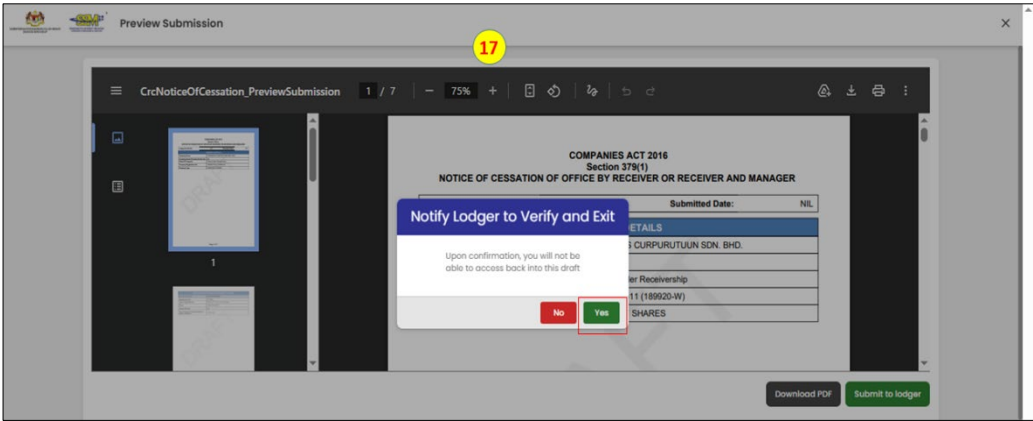
7.1 Submit Application with Reason: Ceased Pursuant to Section 379(1)(a) Companies Act 2016 (Paragraph 378(1)(a)) as Receiver or Receiver and Manager

Field Num.	Description
1	From the Dashboard, navigate to the Application menu in the Navigation Bar. 
2	Click Application > Register of Company (ROC) > Receivership > Notice of Cessation of Office by Receiver or Receiver and Manager. 
3	In the COMPANY DETAILS tab, select either Old or New (Entity Number) and enter the Company Registration No. 
4	Click Search .
5	Once the company details are displayed, click Next .

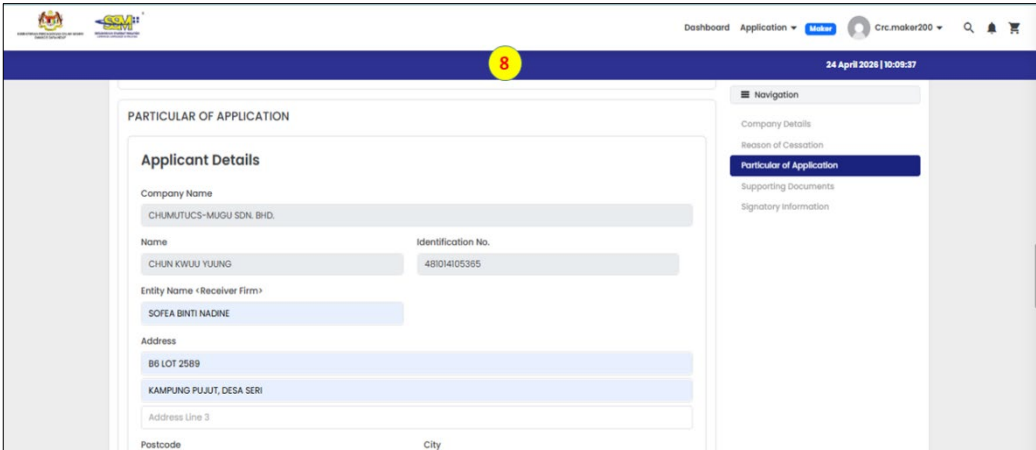
Field Num.	Description
	
6	Under the REASON OF CESSATION tab, in the List of Receiver / Receiver and Manager section, select a Receiver Group ID. 
7	In the Reason of Cessation section, select the following options from dropdown list: - Reason of Cessation of R/RM: <i>(a) Ceased pursuant to section 379(1)(a) of the Companies Act 2016</i> - Ceased pursuant to section 379(1)(a) of the Companies Act 2016: <i>Paragraph 378(1)(a)</i> 
8	Under the PARTICULAR OF APPLICATION tab, in the Application Detail section, complete the following detail: - Date of Ceased: <i>Date Picker</i>

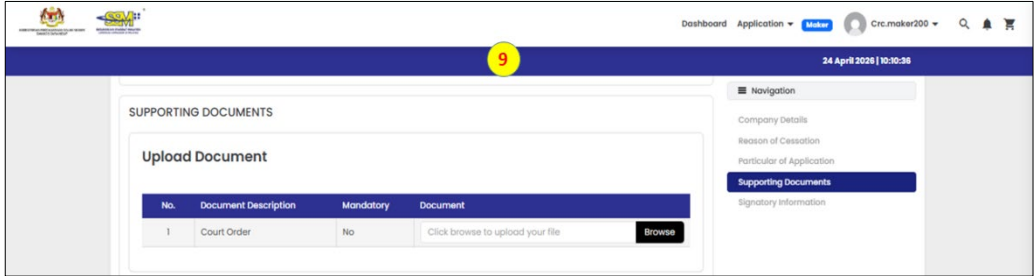
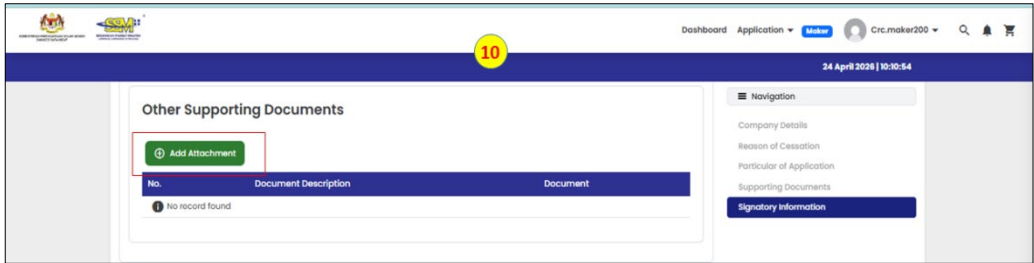
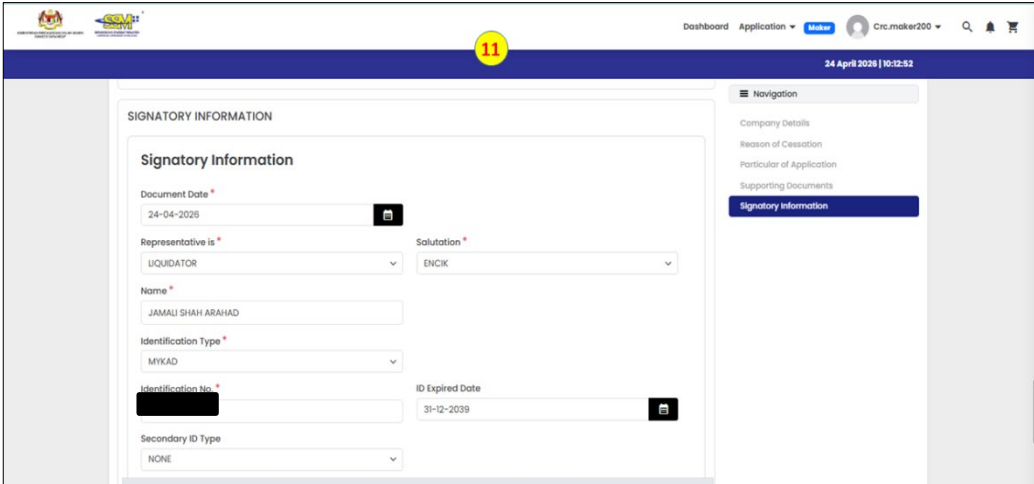
Field Num.	Description
	
9	On the SUPPORTING DOCUMENTS tab, click Browse in the Upload Document section to upload the document. 
10	In the Other Supporting Document section, click + Add Attachment to upload the document. 
11	Click Submit. 

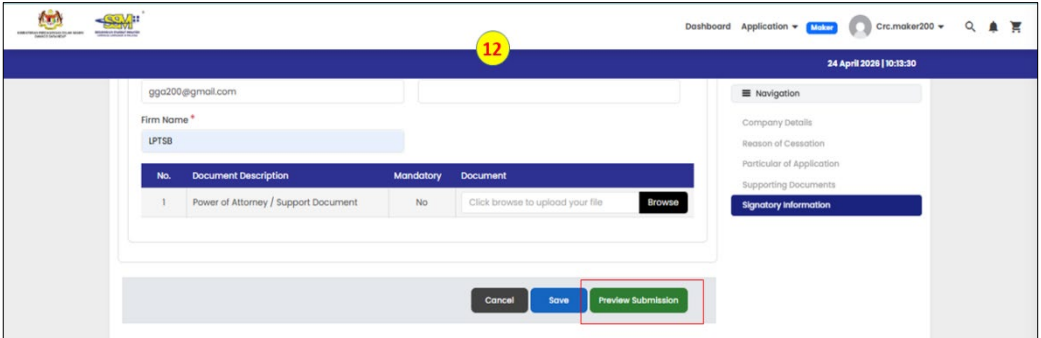
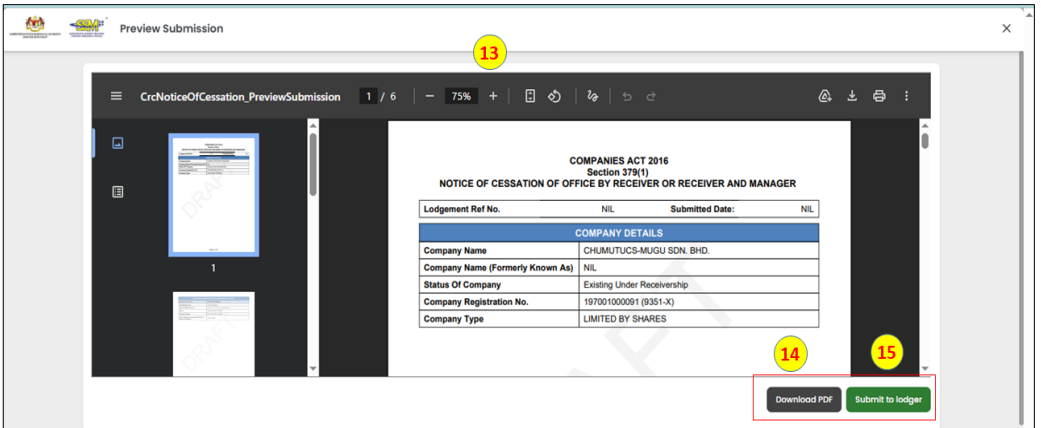
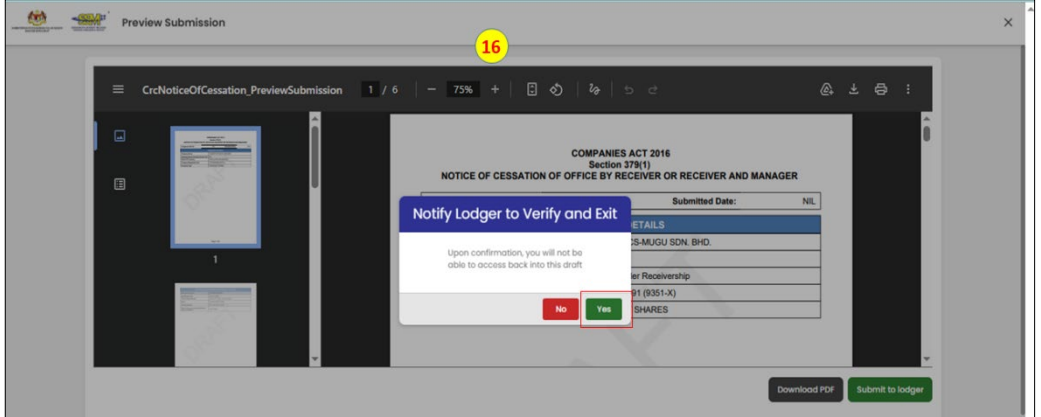
Field Num.	Description
12	In the Signatory Information section, complete the following details: - Document Date: <i>Date Picker</i> - Representative is: <i>Select from Dropdown</i> - Salutation: <i>Select from Dropdown</i> 
13	Click Preview Submission. 
14	In Preview Summary, the system displays the following preview summary header: Companies Act 2016 Section 391(1) NOTICE OF CESSATION OF OFFICE BY RECEIVER OR RECEIVER AND MANAGER  Note: Ensure that the preview summary header remains consistent, as it may vary depending on the module.

Field Num.	Description
15	Click Download PDF to download preview summary as a PDF.
16	Click Submit to Lodger.
17	Click Yes.  The screenshot shows a web application window titled 'Preview Submission'. Inside, there's a document preview of a 'NOTICE OF CESSATION OF OFFICE BY RECEIVER OR RECEIVER AND MANAGER' under 'COMPANIES ACT 2016 Section 379(1)'. A modal dialog box is open with the title 'Notify Lodger to Verify and Exit' and the text 'Upon confirmation, you will not be able to access back into this draft.' It has 'No' and 'Yes' buttons. The 'Yes' button is highlighted with a red box. A yellow circle with the number '17' is placed over the dialog box. At the bottom right of the window, there are 'Download PDF' and 'Submit to lodger' buttons.

7.2 Submit Application with Reason: Ceased Pursuant to Section 379(1)(a) Companies Act 2016 (Paragraph 378(1)(c)) as Receiver or Receiver and Manager

Field Num.	Description
1	From the Dashboard , navigate to the Application menu in the Navigation Bar .
2	Click on Application > Register of Company (ROC) > Receivership > Notice of Cessation of Office by Receiver or Receiver and Manager .
3	On the COMPANY DETAILS tab, select either Old or New (Entity Number) and enter the Company Registration No.
4	Click Search .
5	Once the company details are displayed, click Next .
6	Under REASON OF CESSATION tab, in the List of Receiver / Receiver and Manager section, select a Receiver Group ID .
7	In the Reason of Cessation section, select following options from the dropdown list: - Reason of Cessation of R/RM: (a) Ceased pursuant to section 379(1)(a) of the Companies Act 2016 - Ceased pursuant to Section 379(1)(a) of the Companies Act 2016: Paragraph 378(1)(c) 
8	Under the PARTICULAR OF APPLICATION tab, in the Application Detail section, complete the following detail: - Date of Ceassation: Date Picker 

Field Num.	Description
9	On the SUPPORTING DOCUMENTS tab, click Browse in the Upload Document section to upload the document. 
10	In the Other Supporting Document section, click + Add Attachment to upload the document. 
11	In the Signatory Information section, complete the following details: - Document Date: <i>Date Picker</i> - Representative is: <i>Select from Dropdown</i> - Salutation: <i>Select from Dropdown</i> 
12	Click Preview Submission.

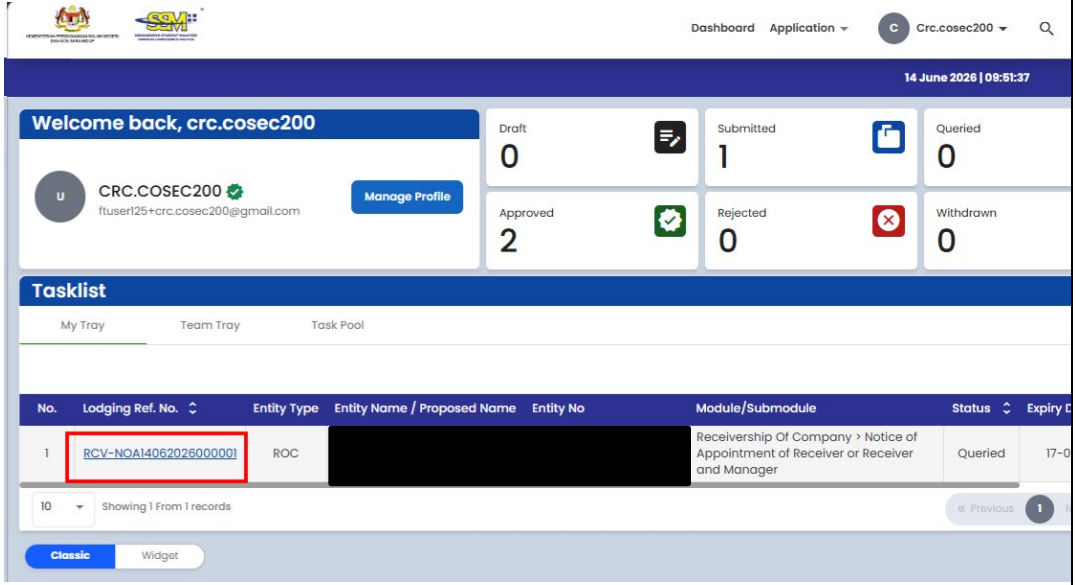
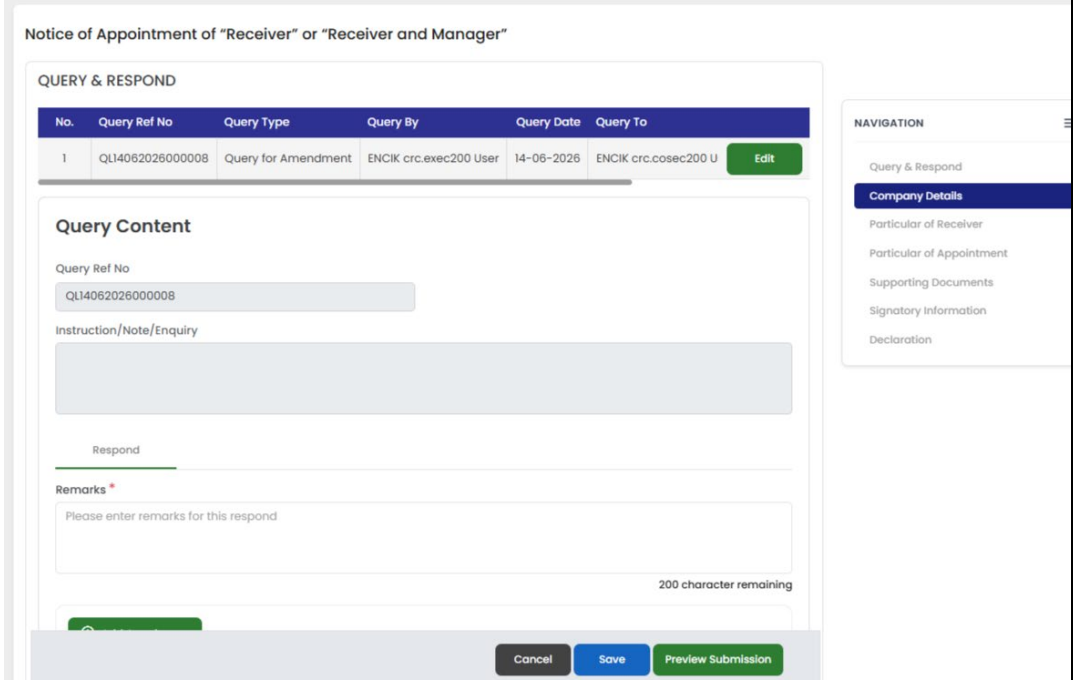
Field Num.	Description
	
13	In Preview Summary, the system displays the following preview summary header: Companies Act 2016 Section 391(1) NOTICE OF CESSATION OF OFFICE BY RECEIVER OR RECEIVER AND MANAGER  Note: Ensure that the preview summary header remains consistent, as it may vary depending on the module.
14	Click Download PDF to download preview as a PDF.
15	Click Submit to Lodger .
16	Click Yes. 

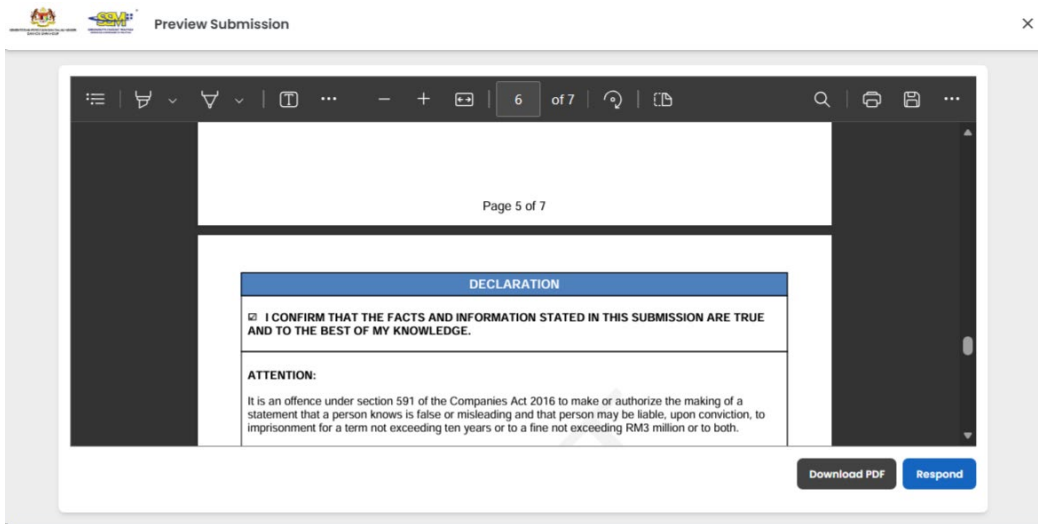
8 Common User Interface for External Users

8.1 Check Lodgement Status and Dashboard

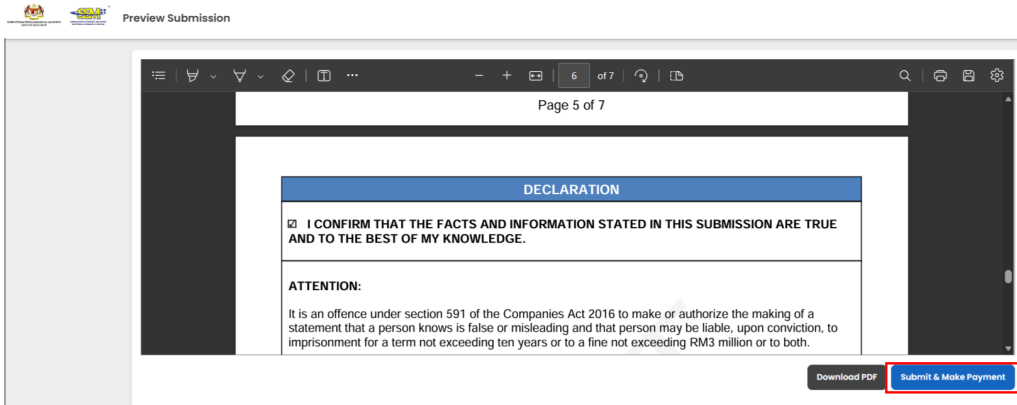
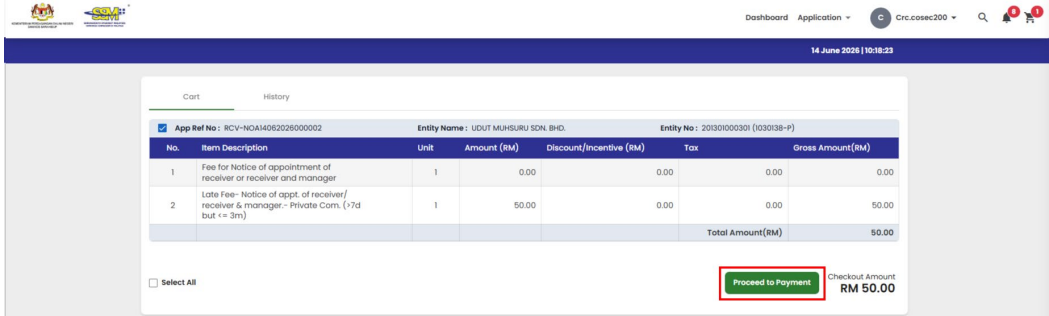
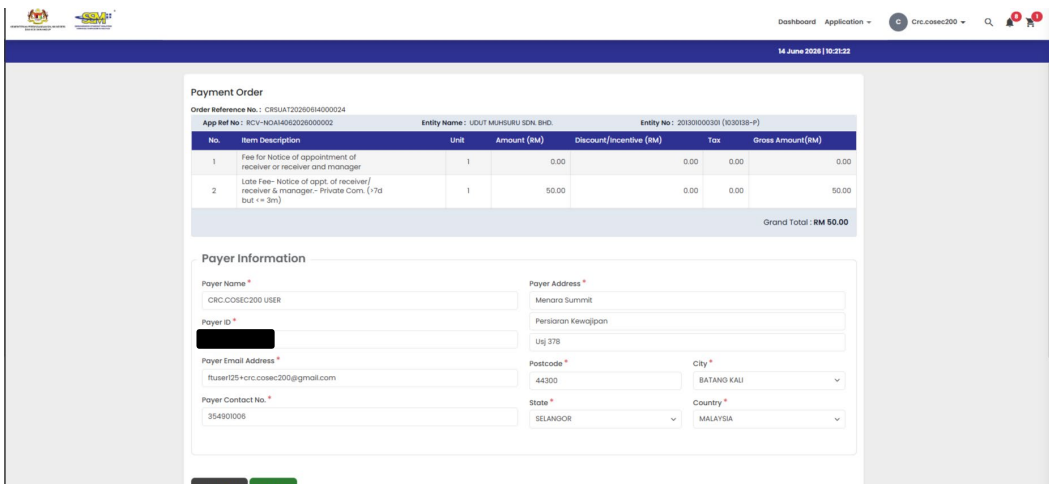
Field Num.	Description
1.	The menu consists of six status categories (Draft, Approved, Submitted, Rejected, Queried and Withdrawn) , which provide a summary of the user's submission status. Each status is clickable and redirects user to the list of submissions corresponding to the selected status.
2.	Newly submitted application are displayed under My Tray with the status Pending Approval . Click the hyperlink under Lodging Ref. No. to view the submission details (eg.RCV-NOA1406202600001)
3.	In My Tray , the status of the latest lodgement submitted by the user is displayed.

8.2 Respond to Query from an SSM Officer

Field Num.	Description
1	Click the Lodging Ref. No. to open the submission details. <i>Note: Pay close attention to the query expiry date. The user must respond to the query before the expiry date to ensure that the lodgement is not purged from the system.</i> 
2.	Click the Edit button to expand Query Content section.
3.	Enter the required Remarks field. Refer to the instructions/ notes/ enquiries provided by the SSM officer to make the necessary amendments to the application. 

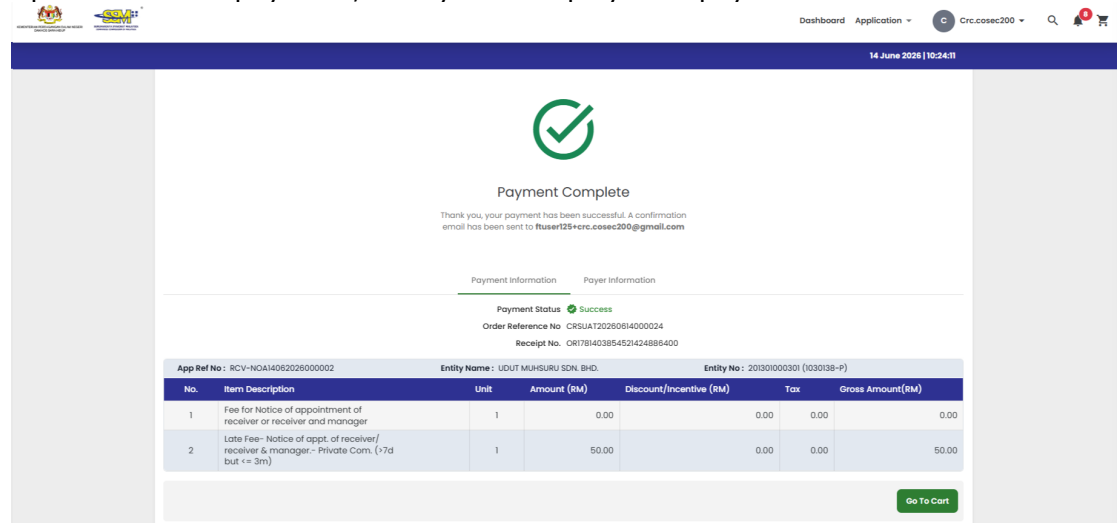
Field Num.	Description
4.	After completing the amendments, click Preview Submission, then click Respond to resubmit the application to the SSM officer.  The screenshot shows a 'Preview Submission' window with a PDF viewer interface. The document is on page 5 of 7. It contains a 'DECLARATION' section with a checkbox for confirming the truth of the submission. Below this is an 'ATTENTION' section with a warning about the legal consequences of providing false information under section 591 of the Companies Act 2016. At the bottom right of the preview, there are 'Download PDF' and 'Respond' buttons.

8.3 Steps to Make Payment for a Late Lodgement Fee

Field Num.	Description
1.	After completing the application, click Submit & Make Payment to proceed with payment. 
2.	Select the relevant application by ticking the corresponding checkbox. Click Proceed to Payment, then click Yes in the confirmation pop-up to continue.   Enter the payer's information and click Pay Now.

3.

Upon successful payment, the system displays the payment confirmation screen.



Dashboard Application Crc.cosec200 14 June 2025 | 10:24:11

Payment Complete

Thank you, your payment has been successful. A confirmation email has been sent to thuser125+crs.cosec200@gmail.com

Payment Information Payer Information

Payment Status **Success**

Order Reference No CRSUAT20260814000024

Receipt No. CR1781403854521424886400

No.	Item Description	Unit	Amount (RM)	Discount/Incentive (RM)	Tax	Gross Amount(RM)
1	Fee for Notice of appointment of receiver or receiver and manager	1	0.00	0.00	0.00	0.00
2	Late Fee- Notice of appt. of receiver/ receiver & manager - Private Com. (>7d but <= 3m)	1	50.00	0.00	0.00	50.00

Go To Cart

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.