



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Guidelines

Doing Business in Malaysia



Guidelines



INTRODUCTION

The primary role of the Companies Commission of Malaysia (SSM) lies in its power to put in place innovative initiatives to create and develop a conducive and healthy environment in doing business in Malaysia.

Hence, SSM plays a significant role in ensuring that the process of company incorporation and business registration runs smoothly in providing corporate and business information and enforcing the law that it governs.

Apart from being the centre for the registration and acts as custodian and provider for corporate and business information, SSM also spearheads efforts on the governance and development of these sectors. In general, SSM acts to ensure strong and dynamic growth of the country's corporate and business sectors.

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MALAYSIA: OVERVIEW

Located in Southeast Asia, Malaysia is a tropical country with 26 million population featuring a unique multi-racial society comprising of Malay, Chinese, Indian, as well as indigenous races like the Iban, Dayak, Kadazan, Dusun and others. Being a country of rich cultural heritage, Malaysia boasts a unique blend of both the modern and traditional.

Malaysia has transformed itself from a commodities-based economy to an advanced export-driven economy. The current diverse and robust economic activities comprise of manufacturing, construction, communication and information technology, maritime, oil and gas, biotechnology, agriculture, retail, tourism, banking and financial, healthcare and services. Towards achieving the status of being a developed nation, Malaysia is guided by its national framework known as the Vision 2020.

Due to its strategic location, developed infrastructure, productive workforce, and various other factors, Malaysia provides for a vibrant and conducive business environment. Supportive Government policies ensure that the country's market-driven economy is facilitative to conducting business.



WEST MALAYSIA

Kuala Lumpur, MALAYSIA

EAST MALAYSIA

INCORPORATION OF A LOCAL COMPANY IN MALAYSIA



INCORPORATION OF A LOCAL COMPANY IN MALAYSIA

There are three types of companies that can be incorporated under the Companies Act 1965 (“CA”). They are:

- A company limited by shares
- An unlimited company
- A company limited by guarantee

For the purpose of conducting business in Malaysia, the most common type is a company limited by shares.

COMPANY LIMITED BY SHARES

A company having a share capital may be incorporated as a private company (identified through the words ‘Sendirian Berhad’ or ‘Sdn. Bhd.’ appearing together with the company’s name) or public company (identified through the words ‘Berhad’ or ‘Bhd.’ appearing together with the company’s name). The requirements to form a company are:

- i. A minimum of two subscribers to the shares of the company (Section 14 CA);
- ii. A minimum of two directors (Section 122 CA); and
- iii. A company secretary who can be either:
 - a. an individual who is a member of a professional body prescribed by the Minister of Domestic Trade and Consumer Affairs; or
 - b. an individual licensed by the Companies Commission of Malaysia (“SSM”).

Both the director and company secretary shall have their principal or only place of residence within Malaysia.



Incorporation Procedures

1. Name Search With SSM And Application For Name

A name search must be conducted to determine whether the proposed name of the company is available. The steps involved are:

- i. Completion and submission of Form 13A CA (Request For Availability Of Name) to SSM; and
- ii. Payment of a RM30.00 fee for each name applied.

When the proposed company's name is approved by SSM, it shall be valid for three months from the date of approval.

2. Lodgement of Incorporation Documents

Incorporation Documents (as further explained below) must be submitted to SSM within three months from the date of approval of the company's name by SSM, failing which a fresh application for a name search must be done. [Steps (i) and (ii) above shall have to be repeated].

Incorporation Documents To Be Lodged With SSM

1. Memorandum and Articles of Association

- An original copy of the Memorandum and Articles of Association shall each be stamped at RM100.00. Stamps are affixed at the Inland Revenue Board's stamp office.
- The directors and secretaries shall be named in the Memorandum and Articles of Association.
- The subscribers to the company's shares shall sign the Memorandum and Articles of Association in front of a witness.
- Table A of the Fourth Schedule in the CA can be adopted as the Articles of Association of the company (Section 30 CA).

NOTE:

For incorporation of a private company, the Articles of Association shall contain the following stipulations:

- i. Restriction on the right to transfer the company's shares;
- ii. Limitation on the number of members to not exceed fifty;
- iii. Prohibition on any invitation to the public to subscribe the shares/debentures of the company; and
- iv. Prohibition on public invitation to the public to deposit money with the company.

2. Form 48A (Statutory Declaration By A Director Or Promoter Before Appointment)

The director or promoter declares under oath that:

- he/she is not a bankrupt; and
- he/she has not been convicted and imprisoned for the prescribed offences.

3. Form 6 (Declaration of Compliance)

This declaration states that all the requirements of the CA have been complied with. It must be signed by the company secretary who handles the registration and is named in the Memorandum and Articles of Association.

4. Additional documents:

- Original Form 13A.
- A copy of the letter from SSM approving the name of the company.
- A copy of the identity card of each director and company secretary.



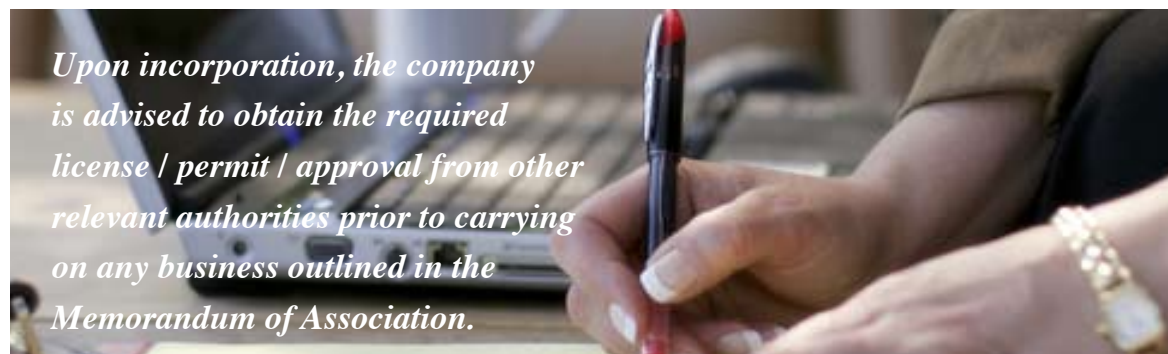
Registration Fees

Each application for the incorporation of a company shall be accompanied with payment as per the schedule below:

AUTHORISED SHARE CAPITAL (RM)	FEES (RM)
Up to 100,000	1,000
100,001 – 500,000	3,000
500,001 – 1 million	5,000
1,000,001 – 5 million	8,000
5,000,001 – 10 million	10,000
10,000,001 – 25 million	20,000
25,000,001 – 50 million	40,000
50,000,001 – 100 million	50,000
100,000,001 and above	70,000

Certificate of Incorporation

A Certificate of Incorporation will be issued by SSM upon compliance with the incorporation procedures and submission of duly completed incorporation documents.



REGISTRATION OF A FOREIGN COMPANY IN MALAYSIA





REGISTRATION OF A FOREIGN COMPANY IN MALAYSIA

A foreign company may carry on business in Malaysia by either:

- a. incorporating a local company with SSM; or
- b. registering the foreign company in Malaysia with SSM.

Foreign company is defined under the CA as:

- a. a company, corporation, society, association or other body incorporated outside Malaysia; or
- b. an unincorporated society association, or other body which under the law of its place of origin may sue or be sued, or hold property in the name of the secretary or other officer of the body or association duly appointed for that purpose and which does not have its head office or principal place of business in Malaysia.

Registration Procedures

1. Name Search With SSM And Application For Name

A name search must be conducted to determine whether the proposed name of the company is available for registration. The steps involved are:

- i. Completion and submission of Form 13A CA (Request for Availability of Name) to SSM; and
- ii. Payment of a RM30.00 fee for each name applied.

The name to be used to register the foreign company should be the same as registered in its country of origin. When the proposed company's name is approved by SSM, it shall be valid for three months from the date of approval.

2. Lodgement of Registration Documents

Registration documents (as further explained below) must be submitted to SSM within three months from the date of approval of the company's name by SSM, failing which a fresh application for a name search must be done [Steps (i) and (ii) above shall have to be repeated].

Registration Documents

The following documents shall be submitted to SSM for registration:

- i. A certified copy of the certificate of incorporation or registration of the foreign company;
- ii. A certified copy of the foreign company's charter, statute or Memorandum and Articles of Association or other instrument defining its constitution;
- iii. Form 79 (Return By Foreign Company Giving Particulars Of Directors and Changes Of Particulars);

NOTE: If the list includes directors residing in Malaysia who are members of the local board of directors of the foreign company, a memorandum stating their powers must be executed by or on behalf of the foreign company and submitted to SSM.

- iv. A memorandum of appointment or power of attorney authorizing the person(s) residing in Malaysia, to accept on behalf of the foreign company any notices required to be served on such foreign company;
- v. Form 80 (Statutory Declaration By Agent Of Foreign Company); and
- vi. Additional documents consisting of:
 - The original Form 13A; and
 - A copy of the letter from SSM approving the name of the foreign company.

If any of the described registration documents are in languages other than Malay or English, a certified translation of such documents in Malay or English shall be required.



Registration Fees

Registration fees shall be as per the payment schedule below:

NOMINAL SHARE CAPITAL (RM EQUIVALENT)	FEES (RM)
Up to 100,000	1,000
100,001 – 500,000	3,000
500,001 – 1 million	5,000
1,000,001 – 5 million	8,000
5,000,001 – 10 million	10,000
10,000,001 – 25 million	20,000
25,000,001 – 50 million	40,000
50,000,001 – 100 million	50,000
100,000,001 and above	70,000

Certificate of Registration

A certificate of registration will be issued by SSM upon compliance with the registration procedures and submission of duly completed registration documents.

- 1. In determining the registration fees, the nominal share capital of the foreign company should first be converted to the Malaysian currency (Ringgit Malaysia) at the prevailing exchange rate.*
- 2. In the event a foreign company does not prescribe any share capital, a flat rate of RM 1,000.00 shall be paid to SSM.*

REGISTRATION OF SOLE PROPRIETORSHIP & PARTNERSHIP





REGISTERING A NEW BUSINESS

Business includes every form of trade, commerce, craftsmanship, calling, profession or other activity carried on for the purpose of gain, but does not include any office or employment or any charitable undertaking or any occupation specified in the Schedule of the Registration of Businesses Act 1956.

Businesses that can be registered under the Registration of Businesses Act 1956 are:

- Sole Proprietorship – a business wholly owned by a single owner using personal name as per identity card or trade name.
- Partnership – a business owned by two persons and not more than twenty partners.

Registration Procedure

- i. Obtain prior approval of the proposed business name from the SSM for trade name;
- ii. Form A (Registration of a New Business) should include the following details:
 - a. The name of the business;
 - b. The nature of the business;
 - c. The date of the commencement of the business;
 - d. The address of the place of business;
 - e. Branch(s) of the business;
 - f. Particulars of owners of the business; and
 - g. Partnership Agreement (if any).
- iii. Every business owner must sign the completed Form A.

Requirement

- i. Malaysian citizens, or permanent residents;
- ii. Aged 18 and above;
- iii. Attach the completed Form A with the following documents:
 - a. Approval letter of business name;
 - b. Photocopy of identity card;
 - c. Photocopy of Partnership Agreement (if any); and
 - d. Permit, license, approval or supporting letter from another agency (if any).
- iv. Register the business within 30 days from the date of commencement of the business; and
- v. The nature of the registered business shall not contravene any laws.

Registration Fee

- Sole proprietorship (personal name as in identity card) – RM 30.00
- Sole proprietorship and partnership using trade name – RM 60.00
- Registration of branch(s) – RM 5.00 each branch
- Business information print-out – RM 10.00

General Guide

Submit application for registration personally to the nearest SSM office or send by post.



REGISTRATION OF CHANGES IN BUSINESS PARTICULAR

To change particulars of a business, the person responsible for the business is required to complete the changes accordingly using the following forms:

- Form B1 – Change of Business Address
- Form B2 – Change in Type of Business
- Form B3 – Change of Particulars on Branches
- Form B4 – Change of Information of Owner/ Partner (residential address, new entry/ withdrawal of the partner)

Procedure

Every business owner must sign the completed Form B.

Requirement

- i. Malaysian citizens, or permanent residents;
- ii. Additional new partners must be aged 18 and above; and
- iii. Attach the complete Form B with the following documents:
 - a. Photocopy of identity card of the new partners;
 - b. Photocopy of death certificate if a partner has passed away;
 - c. Copy of approval or supporting letter for businesses requiring permits or licenses; and
 - d. Register the changes in business particulars within 30 days from the date of such changes.

Registration Fee

- Registration of Form B – RM 20.00
- Registration for a branch addition – RM 5.00 each branch
- Print out of business information – RM 10.00

General Guide

- i. A registered sole proprietor using personal name as stated in identity card cannot take on an additional partner.
- ii. A partnership can change its status to a sole proprietorship using trade names and vice – versa.
- iii. Submit application for registration personally to the nearest SSM office or send by post.

TERMINATION OF BUSINESS

Businesses may be terminated for the following reasons:

- i. Cessation of the business;
- ii. Being an undischarged bankrupt;
- iii. Death of the owner;
- iv. Carrying out unlawful activities or activities which are prejudicial to national security, public order or morality; or
- v. Pursuant to a Court Order.



Procedure

- i. Form C (Notification of Termination of Registered Business) should include the following details:
 - a. The date of termination; and
 - b. Reason(s) of terminating the business.
- ii. Every business owner must sign the completed Form C.

Requirement

- i. Attach Form C with the following documents:
 - a. Certificate of Business Registration;
 - b. Copy of Court Order if the termination has been ordered by Court; or
 - c. Copy of Death Certificate (if applicable); or
 - d. Enclose relevant documents if the owner has become bankrupt.
- ii. File Form C within 30 days from the date of termination of the business;
- iii. File notice of termination as a result of death within 4 months from the date of demise; and
- iv. The next of kin should file a termination notice if a sole proprietorship is terminated upon the demise of the owner. In a partnership, the other partners or the next of kin can file the notice on behalf of the deceased.

Registration Fee

No fee is imposed for registration termination of business.

General Guide

Submit application for registration personally to the nearest SSM office or send by post.

RENEWAL OF BUSINESS REGISTRATION

Procedure

Form A1 (Application for Renewal of Registration) should include the following details:

- i. Information regarding the business;
- ii. Status of the business;
- iii. Change in the registered nature of the business (if any); and
- iv. The owner or one of the partners must sign Form A1.

Requirement

Application should be made within 30 days before the date of expiry of the registration.

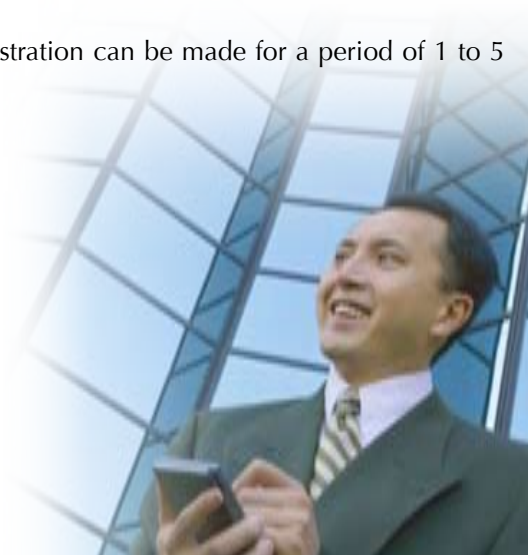
Registration Fee

- Sole proprietorship (personal name as in identity card) – RM 30.00
- Sole proprietorship and partnership using trade name – RM 60.00
- Registration of branch(s) – RM 5.00 each branch



General Guide

- i. Submit application for renewal of Certificate of Registration personally to the nearest SSM office or send by post.
- ii. Renewal of Certificate of Registration can be made at any computerized post office subject to the following conditions:
 - a. Application should be made within 30 days before the date of expiry of the registration;
 - b. The business does not have more than 5 branches;
 - c. No outstanding compounds;
 - d. The business and its owner(s) are not blacklisted; and
 - e. A copy of the existing Certificate of Registration is attached together with the application.
- iii. An application to renew the Certificate of Registration can be made for a period of 1 to 5 years.



SSM
TRAINING
ACADEMY





SSM TRAINING ACADEMY

The newly established SSM Training Academy was formed to enhance the corporate knowledge of the business community, general public as well as SSM's staff. Its training programme ranges from seminars, lectures and workshops on various topics. The premier training programme conducted is the Corporate Directors Training Programme.

CORPORATE DIRECTORS TRAINING PROGRAMME

Corporate Directors Training Programme (CDTP) was introduced to enhance the level of corporate governance among corporate directors and educate them of their roles, responsibilities, rights, and offences and penalties they may be liable to under the CA. In line with the Government's aspiration to achieve its economic objective of becoming a knowledge-based economy, it is therefore imperative that every company director undergo such training programme to equip themselves with the required knowledge.

Objective Of CDTP

The Corporate Directors Training Programme aims to achieve the following objectives :

- i. To enhance directors' knowledge and understanding of company law and corporate governance.
- ii. To enhance level of corporate governance of companies and directors.
- iii. To prepare the corporate community to cope with short-term changes in the business and trading environment both within the country and abroad.
- iv. To provide a clear picture of a company and the roles assumed by a director as well as knowledge on other relevant issues.
- v. To provide significant exposure on commercial crimes and types of common offences committed by company directors.
- vi. To reduce collection of fines arising from offences committed by companies and its directors involving corporate dealings and transactions.

CDTP Training Programme Modules

- i. The Roles and Responsibilities of Company Directors
To provide directors with essential knowledge on the understanding and acceptance of roles and responsibilities.
- ii. The Law and Practice of Company Meetings
To provide knowledge on the rights and limitations of directors with respect to proper conduct of board and general meetings.
- iii. The Common Offences Committed by Company Directors Under The CA
To provide understanding of corporate law and regulations and common offences committed by directors and penalties related.
- iv. Commercial Crime
To provide knowledge on actions and conduct which may be construed as commercial crime.
- v. Corruption : Offences and Prevention
To provide knowledge on actions and conduct which may be construed as corrupt in nature and penalties related.
- vi. Understanding & Application of Good Corporate Governance
To instill moral and ethical obligations to ensure good corporate governance.
- vii. Guided Office Tour of the SSM.

Registration For CDTP

The course fees imposed on each participant is RM360.00 which is inclusive of a Certificate of Attendance, modules and refreshment. Full attendance during all modules is compulsory to qualify participants to be awarded a Certificate by the SSM.

Participant will be taken on a guided tour of the SSM divisions and sections involved in the process of providing information, such as the Information Services and Business Development Departments, Document Management Department and the Viewing Gallery.



Terms & Conditions

- i. Participants must register and make full payment not later than fourteen (14) working days from the date of the respective programme. (Please refer to the flyers for the programme schedule).
- ii. Participants may transfer attendance to another person or choose a different time or place not later than three days from the date of the respective programme.
- iii. A management fee of RM150.00 will be charged on cancellations made less than three (3) days from the date of the programme which will be deducted directly from the registration fee.
- iv. A management fee of RM30.00 will be charged on any replacement of certificates due to errors by participant or representatives in filling name or identification card number during registration.
- v. SSM reserves the right to postpone the date or change the place or cancel the programme due to unforeseen circumstances.

Registration Methods

- i. Fill the registration form and send/fax to SSM at the address as printed.
- ii. Make payment to SSM - AKAUN AMANAH CDTP through Money Order, Postal Order or Bank Draft. (Payment should be made in full).
- iii. Letter or confirmation of attendance will be issued by SSM upon receipt of the completed registration form together with payments.
- iv. Refer to the information in SSM's confirmation letter to determine the date, place and time of the respective programme.
- v. Bring your Identification Card/ Passport when attending this programme for verification purposes.
- vi. Make a copy of this form if necessary.

Enquiries

For information on other programmes conducted by SSM Training Academy and for further enquiries, please call : 603 - 4047 6051, 603 - 4047 6052 or fax 603 - 4047 6334

CDTP APPLICATION FORM

Name: _____

I.C No./ Passport No.: _____

Old I.C No. (if any): _____

Company Name: _____

Company Address/ Home Address: _____

Telephone No. (Office/ Mobile): _____

Fax No.: _____ E-mail: _____

Programme Date: _____

Venue: _____

Language: BAHASA MALAYSIA ENGLISH

Payment

Money Order / Postal Order / Bank Draf No: _____

Signature

FOR OFFICE USE

Date Received	Receipt No.	Amount (RM)

Note: Please send in your application to:

Suruhanjaya Syarikat Malaysia

2nd, 10-19 Floor, Putra Place, 100 Jalan Putra, 50622 Kuala Lumpur

or Registration can also be done through SSM website at www.ssm.com.my



PRODUCTS & SERVICES



COMPANY INFORMATION

No.	Product	Description	Fee (RM)
1	Print-out of Company Information	i. Company information consisting of company profile, summary of share capital, directors/officers, shareholders, company charges and accounts summary.	10.00
		ii. Any information concerning a corporation supplied by Registrar pursuant to a written application.	10.00
2	i. Image Viewing	Company's document image displayed in the IDAMAN system.	10.00
	ii. Extract of Image	Selection of document images required: i. Certified (per page) ii. Uncertified (per page)	5.00 1.00
3	Copy of Certificates	Any certificate issued or a copy or an extract of the certificate under section 11 (2)(b) and (c) of the Companies Act 1965	20.00
4	Directory Index	Information of individuals' involvement in a company as :	
		i. Officer of companies (i.e. director, company secretary and manager) ii. Shareholder	50.00 50.00

BUSINESS INFORMATION

No.	Product	Description	Fee (RM)
1	Print-out of Business Information: i. over the counter ii. by post	Business information consisting of the business profile, nature of business, details of branches, and details of current and previous owners.	10.00
2	Certificate of Registration	Copy of the Certificate of Registration.	10.00
3	Copy of Registration Documents	Inspection of Register of Businesses Copy of business registration documents: i. Certified (per copy) ii. Uncertified (per copy)	10.00 5.00 1.00
4	Statistical Data	Statistical information of registered business	20.00 per page
5	Certification of Termination	Certification of termination of registered business and business information	10.00
6	Reminder for Renewal of Registration	Reminder to business owners to renew their business registration before expiry date.	5.00

CORPORATE INFORMATION DATA

No.	Product	Description	Fee (RM)
1	<p>Package A</p> <p>Selection of:</p> <p>i) All registered companies/businesses</p> <p>ii) Active companies/businesses</p>	<p>i) Company Information</p> <ul style="list-style-type: none"> • Company name • Registration number and check digit • Preceded company name and date of change (if any) • Registered address • Business address • Date of incorporation • Type of company: private/public • Status: Existing (E), Winding-up (W), Dissolved(D) • Date of dissolution (if any) • Authorised capital • Paid-up capital • Name, IC number and addresses of directors and company secretary • Code and nature of business <p>ii) Business Information</p> <ul style="list-style-type: none"> • Business name • Registration number and check digit • Type of business: sole proprietor/partnership • Business address • Date of commencement • Expiry date of current registration • Date of termination (if any) • Name, IC number and address(es) of owner(s) • Code and nature of business 	<p>100.00</p> <p>Additional RM 2.00 per page for reports/lists exceeding 50 pages</p> <p>10.00 per page</p>

CORPORATE INFORMATION DATA (continued)

No.	Product	Description	Fee (RM)
2	<p>Package B</p> <p>For companies only</p>	<p>i) Company Information</p> <ul style="list-style-type: none"> • Company name • Registration number and check digit • Preceded name and date of change (if any) • Registered address • Date of incorporation • Type of company: private/public • Status: Existing (E), Winding-up (W), Dissolved(D) 	<p>100.00</p> <p>Additional RM 2.00 per page for reports/lists exceeding 50 pages</p>
3	<p>Package C</p> <p>List of companies/ businesses according to sector/industry</p>	<p>The main sectors are:</p> <ul style="list-style-type: none"> • Agriculture, Hunting, Forestry, and Fishery • Mining & Quarrying • Manufacturing • Electricity, Gas and Water • Construction • Wholesale and Retail Trade & Restaurants and Hotels • Transport and Communication • Financing, Insurance, Real Estate, Investment & Business Services • Community, Social and Personal Services <p>Type of information supplied:</p> <ul style="list-style-type: none"> • Company/business name • Registration number and check digit • Registered and business addresses 	<p>For Companies</p> <p>100.00</p> <p>Additional RM 2.00 per page for reports/lists exceeding 50 pages</p> <p>For Businesses</p> <p>10.00 Per page</p>



OTHER SERVICES

No.	Services	Description	Fee (RM)
1	Company Names Index	Name index of registered companies	Free
2	Business Names Index	Name index of registered businesses	Free
3	Company Document Logging Index	Index of registered company documents	Free



e-INFO



e-INFO

e-Info is an online service provided to the public that enables them to do online search for company name and information via the internet. In addition, they can also opt to purchase any company or business information that they require. A fee of RM15.00 is chargeable per information. This service is available around the clock and can be accessed from any location.

All the user needs is a computer with internet access and an e-Account membership. Users can also opt to purchase the information via various payment methods, such as through credit card and prepaid arrangement.

How to access e-Info

- Go to www.ssm.com.my
- Click on the preferred link below the “SSM e-Info” services icon and a new page will open :
 - **e-Account Access** -
Users need to register as a member for the e-account through this link account before they can purchase any information they may require.
 - **Name Search & Purchase of Company Profile (e-Info ROC)** -
Users can conduct name search and purchase company information
 - **Name Search & Purchase of Business Profile (e-Info ROB)** -
Users can conduct name search and purchase business information



How to use e-Info (continued)

- Click on 'Name Search & Purchase of Company Profile (e-Info ROC)' or click on 'Name Search & Purchase of Business Profile (e-Info ROB)'
- Go to Search by Registration Number and type in ROB/ROC Reference Number or Business/ Company Name.
- Click at 'Add to Cart' to purchase the information.
- View cart and click at 'Confirm Purchase'.
- Select the payment method.
- Click 'Yes' to confirm the purchase.
- Business/Company Information may be viewed by clicking the 'Malay' words.
- After successfully loading the required information, users may then save the information by clicking the 'Save a copy' button, or they may print such information.
- Log out from the system.

e-Info support services and helpdesk

- Call Center Number : **1-300-30-8686**
- SSM's Office Number : **603-40458686**
- Support Staff e-mail : **callcenter@ssm-einfo.com.my**
- Fax Number : **603-40457686**

SSM
CLIENT
SERVICE
CHARTER



SSM CLIENT SERVICE CHARTER

SSM undertakes to process, approve and register a **complete application** in a speedy and efficient manner within the time period stated as follows:

Activity	Time
BUSINESS REGISTRATION	
Approval of business name	1 hour
** New business registration	1 hour
Renewal of business registration	15 minutes
Registration for termination of business	15 minutes
** Registration of changes in registered particulars of business	1 hour
COMPANY REGISTRATION	
Approval of company name	1 day
Incorporation of a new company	1 day
Conversion of status	1 day
Change of company name	1 day
Commencement of business for public companies	1 day
Registration of charge	2 days
Approval of a trust deed	5 days
Registration of prospectus	3 days
Supply company/business information via computer printout	30 minutes
Uncertified copy of company documents	30 minutes
Certified copy of company documents	1 hour

**Period is calculated from time payment is made at counter up to time certificate is issued.



SSM STATE OFFICES

Perlis

Tingkat 8, Bangunan KWSP, Jalan Bukit Lagi, 01000, Kangar, Perlis
Tel 604 - 978 1877 / Fax 604 - 977 4758
604 - 976 7899

Kedah

Tingkat 10, Menara Sentosa, Jalan Tuanku Ibrahim,
05621 Alor Setar, Kedah
Tel 604 - 733 0111 Fax 604 - 731 5517

Pulau Pinang

Tingkat 6-7, Bangunan KWSP, No 3009, Off Leboh Tenggiri 2,
Bandar Seberang Jaya, 13700 Pulau Pinang
Tel 604 - 397 7793 Fax 604 - 397 7713

Kelantan

Tingkat 2, 3 & 4, Kota Sri Mutiara, Jalan Sultan Yahya Petra,
15150 Kota Bharu, Kelantan
Tel 609 - 748 2860 / Fax 609 - 744 7622 /
609 - 748 4599 609 - 747 2607

Perak

Tingkat 2C, Greentown Mall, Jalan Hospital, 30450 Ipoh, Perak
Tel 605 - 241 6900 Fax 605 - 255 7162

Selangor

Tingkat 3 & 4, Plaza Alam Sentral, Jalan Majlis, Seksyen 14,
40000 Shah Alam, Selangor
Tel 603 - 5511 6500 / Fax 603 - 5510 4200 /
603 - 5513 9570 603 - 5510 6200

Negeri Sembilan

No 25 & 27, Wisma Fook Loong, Jalan Dato' Abdul Rahman,
70000 Seremban, Negeri Sembilan
Tel 606 - 761 9098 / Fax 606 - 765 5877
606 - 764 1885

Melaka

Aras Bawah Menara MITC, Kompleks MITC, Jalan Konvensyen,
75450 Ayer Keroh, Melaka
Tel 606 - 231 1717 Fax 606 - 231 3502

Johor

Podium 4B & 5, Menara Ansar, 65 Jalan Trus, 80000 Johor
Bahru, Johor
Tel 607 - 223 3589 Fax 607 - 224 1714 /
607 - 224 8169

Pahang

Lot 202-216, Blok B, Tingkat 2, Kuantan Centre Point,
Jalan Haji Abdul Rahman, 25000 Kuantan, Pahang
Tel 609 - 516 4866 / Fax 609 - 516 1869 /
609 - 516 4600 609 - 516 3316

Terengganu

Tingkat 6-7, Menara Yayasan Islam, Jalan Sultan Omar,
20300 Kuala Terengganu, Terengganu
Tel 609 - 623 7170 / Fax 609 - 623 0945
609 - 623 7127

Sarawak

Level 2 & 3, Wisma STA, 26, Jalan Datuk Abang Abdul Rahim,
93450 Kuching, Sarawak
Tel 6082 - 481 499 Fax 6082 - 334 622

Sabah

Level 4, Menara MAA, No 6, Lorong Api-Api,
Beg Berkunci 2039, 88999 Kota Kinabalu, Sabah
Tel 6088 - 233 5511 / Fax 6088 - 237 884
6088 - 233 346

W.P. Labuan

No 6A1 & 6A2, Tingkat 6, Blok 4, Kompleks Ujana Kewangan,
Jalan Merdeka, 87000 W.P. Labuan
Tel 6087 - 414 100 Fax 6087 - 414 152

BRANCHES

Miri

Ground Floor, Yu Lan Plaza, Lot 97, Jalan Brooke, 98008 Miri,
Sarawak
Tel 6085 - 424 777 / Fax 6085 - 422 225
6085 - 421 117

Tawau

TB 4444, Lot 35, Blok F, Ground Floor & 1st Floor,
Sabindo Square, Jalan Dunlop, 91000 Tawau, Sabah
Tel 6089 - 750 585 / Fax 6089 - 754 585
6089 - 752 585

SERVICE CENTRE

Langkawi

Lot No 4, Aras Mezzanine, Kompleks Lada, Persiaran Putra,
07007 Kuah, Langkawi
Tel 604 - 966 7943 / Fax 604 - 966 5318
604 - 966 7128



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