10 cm

15 cm

Recent Photograph

Of the Applicant

(Passport Photo Size)

**COMPANIES COMMISSION OF MALAYSIA ACT 2001**

**Section 20G(1)(a)**

**APPLICATION FOR COMPANY SECRETARY’S LICENCE**

|  |
| --- |
| **SECTION A : PARTICULARS OF APPLICANT**  |
| Name (As per NRIC |  |
| Title / Salutation |  |
| NRIC Number |  |
| Gender |  |
| Race |  |
| Date and place of birth | *(DD/MM/YY) and place of birth* |
| Residential address |  |
|  |
|  |
| City |  |
| Postcode |  |
| State |  |
| Mobile Phone Number |  |
| Residential Phone Number |  |
| Personal Email Address |  |
| Office Name and Address |  |
|  |
| City |  |
| Postcode |  |
| State |  |
| Office Phone Number |  |
| Office Email Address |  |

|  |
| --- |
| **SECTION B : PARTICULARS OF ACADEMIC QUALIFICATION** |
| Academic Qualification:Please state and attach relevant certificate / document relating to:* Sijil Pelajaran Malaysia (SPM) or equivalent; **and**
* Highest academic qualification (if any).

*e.g : Sijil Pelajaran Malaysia / Diploma in Business Administration / Degree in Accounting / Masters in Corporate Administration.* |  |

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| **SECTION C : PARTICULARS OF EXPERIENCE IN SECRETARIAL PRACTICE**  |
| Total Years of Experiences in Secretarial Practice |  |
| List of Work Experience Related to Secretarial Practice\**(Please attach relevant document relating to the experience)* | *Please ensure the number of years accumulated in the tables below is the same as the above information.*

|  |  |  |
| --- | --- | --- |
| 1. | Name of Entity |  |
| Entity No. |  |
| Occupation |  |
| Job Scope |  |
| Duration | * *From DD/MM/YY to DD/MM/YY*
* *…………… Years ………. Months*
 |
|  |  |

|  |  |  |
| --- | --- | --- |
| 2. | Name of Entity |  |
| Entity No. |  |
| Occupation |  |
| Job Scope |  |
| Duration | * *From DD/MM/YY to DD/MM/YY*
* *…………… Years ………. Months*
 |

*Note : Please insert table if required* |

|  |
| --- |
| **SECTION D : PARTICULARS OF REFEREE** |
| Name (As Per NRIC) |  |
| NRIC Number |  |
| Address |  |
|  |
| City |  | Postcode\* |  |
| State |  | Mobile / Office Phone No.\* |  |
| Occupation |  |

*Note :*

* *Referee must be a person with whom the applicant has had regular contact for the past five years of whom the Registrar may enquire regarding the applicant’s character.*
* *Please attach the referral letter.*

|  |
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| **SECTION E: DECLARATION OF APPLICANT** |
| I …………………………………………………………………….. NRIC Number …………………………………………… do solemnly and sincerely declare that:1. I am not an undischarged bankrupt;
2. I have not been convicted whether in or outside Malaysia of any offence referred to in section 198 of the Companies Act 2016;
3. I have not been convicted whether in or outside Malaysia of any offence involving fraud or dishonesty punishable on conviction with imprisonment for three months or more;
4. I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Act 2016; and
5. All information provided in this application and the documents attached is correct and true to my knowledge.
 |

**Signed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicant)

Name :

Date :

**Attention:**

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not less than RM3 million or to both.

|  |
| --- |
| **LODGER INFORMATION** |
| Name | :  |
| NRIC No | : |
| Address | : |
| Phone No | : |
| Email | : |

*Note : Lodger information must be the same as the applicant*