10 cm

 15 cm

**COMPANIES ACT 2016**

**Section 68**

**ANNUAL RETURN OF A COMPANY NOT HAVING A SHARE CAPITAL**

…………………………..…………………………….**(Company Name)**

|  |  |  |
| --- | --- | --- |
| **Goods and services tax no.** | **:** |  |
| **Calendar year of annual return** | **:** |  |  |
| **Date of annual return** | **:** |  |
| (The anniversary of incorporation date) |  |  |

**SECTION A: PARTICULARS OF COMPANY**

|  |  |  |
| --- | --- | --- |
| **Address of registered office** | **:** |  |
|  |  |  |
|  |  |  |
|  |  | Postcode | : |  |
|  |  | Town  | : |  |
|  |  | State | : |  |
|  |  |  |
| **Address of register of members is kept**  | **:** |  |
| (if other than the registered office) |  |  |
|  |  |  |
|  |  | Postcode | : |  |
|  |  | Town  | : |  |
|  |  | State | : |  |

|  |  |  |
| --- | --- | --- |
| **Address of financial records are kept**  | **:** |  |
| (if other than the registered office) |  |  |
|  |  |  |
|  |  | Postcode | : |  |
|  |  | Town  | : |  |
|  |  | State | : |  |

|  |  |
| --- | --- |
|  **[[[1]](#footnote-1)]Nature of business****Nature of business:**  |  |
| **No.** | **Description** |
|  |  |
|  |  |
|  |  |
|

|  |  |  |
| --- | --- | --- |
| **Principal places of business** | **:** |  |
|  |  |  |
|  |  |  |
|  |  | Postcode | : |  |
|  |  | Town  | : |  |
|  |  | State | : |  |
| Telephone number  | **:** |  |
| Email  | **:** |  |
| Webmail  | **:** |  |

|  |  |  |
| --- | --- | --- |
| **[[[2]](#footnote-2)]Branches places of business** | **:** |  |
| (if any) |  |  |
|  |  |  |
|  |  | Postcode | : |  |
|  |  | Town  | : |  |
|  |  | State | : |  |
| Telephone number | **:** |  |
| Email | **:** |  |

 |

**SECTION C: PARTICULARS OF INDEBTEDNESS**

Particulars of the indebtedness of the company in respect of all charges which are required to be registered with the Registrar of Companies are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Registered** **no.** | **Date of****registration** | **Nature of** **charge** | **Name of chargee** | **Amount of the indebtedness** **(MYR)** |
|  |  |  |  |  |
| **Total amount of the indebtedness** |  |

**D: PARTICULARS OF THE DIRECTORS, MANAGERS, SECRETARIES AND AUDITORS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Officer in company** | [**[[3]](#footnote-3)**]**Name** | **NRIC/****Passport no.** | **Passport no. expiry date** | **Nationality/ Race** | **Date of birth** | **Residential address** | **Service/ Business address** | **Business occupation** |
| Director |  |  |  |  |  |  |  |  |
| Manager (if any) |  |  |  |  |  |  |  |  |
| Secretary |  |  |  |  |  |  |  |  |

Auditors for current financial year

|  |  |  |
| --- | --- | --- |
| **Audit firm no.** | **Name of audit firm** | **Address of audit firm** |
|  |  |  |

**SECTION E: PARTICULARS OF MEMBERS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **[[[4]](#footnote-4)]Name** | **NRIC/ Passport no./ Registration no.** | **[[[5]](#footnote-5)]Passport expiry date**  | **[[[6]](#footnote-6)]Address** | **[[[7]](#footnote-7)]Nationality & Race/****Place of incorporation or origin** | **Date of birth** |
|  |  |  |  |  |  |  |

**SECTION F: CERTIFICATE TO BE GIVEN BY ALL COMPANIES**

l/ We[[[8]](#footnote-8)] after having made due inquiries certify:

1. that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys have been complied with in relation to the company.

………………………………………………………………..

 [8]Director/ Secretary

Name :

Date :

**DECLARATION**

**I confirm that the facts and information stated in this document are true and to the best of my knowledge.**

………………………………………………………………..

 Secretary

Name :

License no./ Membership no.:

Practicing certificate no. :

Date :

**Attention:**

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3million or to both.

**LODGER INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Name** | **:** |  |
| **NRIC no.** | **:** |  |
| **Address** | **:** |  |
|  |  |  |
|  |  |  |
|  |  | Poscode | : |  |
|  |  | Town | : |  |
|  |  | State | : |  |
| **Telephone number**  | **:** |  |
| **Email** | **:** |  |

This is the annexure of ………………………… pages marked ……… referred to in (insert section no.) signed by me and dated ………………….

**Signed by:**

………………………………………………………………..

 Secretary

Name :

License no./ Membership no.:

Practicing certificate no. :

Date :

**ANNEXURE: PARTICULARS OF ADDITIONAL BRANCHES PLACES OF BUSINESS** (if any)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Address** | **Telephone number** | **Email** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. [] State three (3) main business actually carried on by the company in order of priority. [↑](#footnote-ref-1)
2. [] Annex a separate list for additional branches. [↑](#footnote-ref-2)
3. [] In the case of a person appointed as an alternate to another director insert "alternate to (*name of directo*r)" against his name. [↑](#footnote-ref-3)
4. [] Insert the appropriate appropriate columns, in the case of an individual, his name as per NRIC or Passport, or in the case of a corporation, its corporate name. [↑](#footnote-ref-4)
5. []  If passport no., insert passport expiry date and issuing country of passport. [↑](#footnote-ref-5)
6. [] Insert, in the case of an individual, his usual residential address, or in the case of a corporation, the address of its registered office. [↑](#footnote-ref-6)
7. []  If Malaysian, state whether the member is a Malay, Chinese, Indian or others. If a body corporate, state the place of incorporation. [↑](#footnote-ref-7)
8. [] Strike out if inapplicable. [↑](#footnote-ref-8)