10 cm

15 cm

**COMPANIES ACT 2016**

**Section 237(2)**

**NOTICE OF INTENTION TO VACATE THE OFFICE OF SECRETARY**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Company Name)**

|  |  |
| --- | --- |
| **PARTICULARS OF COMPANY** | |
| Company Name | : |
| Company No. | : |
| Address | : |
| Office Phone Number | : |
| Email Address | : |
| Fax Number | : |

|  |  |
| --- | --- |
| **PARTICULARS OF SECRETARY** | |
| Name | : |
| NRIC No. | : |
| Residential address | : |
| Secretarial Firm Name | : |
| Registration Number | : |
| Mobile Phone Number | : |
| Office Phone Number | : |
| Fax Number | : |
| Email Address | : |

|  |
| --- |
| **NOTICE** |
| I am the secretary of the company mentioned above and none of the directors of the company can be communicated with at the last known address.  I hereby give notice of my intention to vacate the office of secretary of the company and upon the expiry of thirty days from the date of this notice, I shall cease to be the secretary of the company. |
| Date: |
| Name: |
| Practising Certificate No: |
| Licence No./Prescribed Body Membership No.: |

**Declaration:**

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

**Signed:**

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

(Secretary)

Name :

License no/ Membership No.     :

SSM 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 | : |
| Phone No | : |
| Email | : |