



**SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA**

**GARIS PANDUAN
SYARIKAT BERHAD MENURUT JAMINAN
(Pindaan pada 7 Januari 2011)**

**SEKSYEN PENGURUSAN TADBIR KORPORAT
BAHAGIAN PERKHIDMATAN PENDAFTARAN
SURUHANJAYA SYARIKAT MALAYSIA**

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GARIS PANDUAN SYARIKAT BERHAD MENURUT JAMINAN

Pengenalan

1. Syarikat Berhad Menurut Jaminan (**SBMJ**) ialah syarikat awam yang ditubuhkan dengan prinsip tanggungan ahli-ahlinya adalah terhadap menurut memorandum kepada amaun tertentu sebagaimana akujanji ahli-ahli tersebut untuk menyumbang kepada aset syarikat sekiranya syarikat digulung.

2. Terdapat dua jenis SBMJ di bawah Akta Syarikat 1965 (**AS 1965**):
 - (a) SBMJ tanpa perkataan "Berhad" atau "Bhd" di bawah seksyen 24(1); dan

 - (b) SBMJ dengan perkataan "Berhad" atau "Bhd".

3. SBMJ yang diperbadankan di bawah seksyen 24 AS 1965 atau SBMJ dengan perkataan "Berhad" atau "Bhd" tidak terlibat dalam aktiviti untuk mendapatkan keuntungan oleh syarikat atau ahlinya dan tidak boleh memiliki atau mengambil apa-apa tanah tanpa lesen yang dikeluarkan Menteri Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan Malaysia (**Menteri**).

A. PEMERBADANAN SBMJ DI BAWAH SEKSYEN 24(1) AS 1965

1. SBMJ dikehendaki menentukan kategori semasa mengemukakan permohonan seperti berikut:
 - (a) Menyediakan rekreasi;
 - (b) Menyediakan lipurdiri / hiburan;
 - (c) Menggalakkan perdagangan;
 - (d) Menggalakkan industri
 - (e) Menggalakkan seni;
 - (f) Menggalakkan sains;
 - (g) Menggalakkan agama;
 - (h) Menggalakkan kebajikan;
 - (i) Menggalakkan skim pencen;
 - (j) Menggalakkan skim persaraan;
 - (k) Objek lain yang menguntungkan masyarakat seperti:
 - (i) Alam persekitaran;
 - (ii) Kesihatan;
 - (iii) Pendidikan;
 - (iv) Penyelidikan;
 - (v) Sosial;
 - (vi) Sukan;
 - (vii) Dan lain-lain kategori yang difikirkan wajar oleh Menteri.

2. Objek SBMJ tidak melebihi tiga (3) dan hendaklah berkaitan dengan kategori seperti yang dinyatakan di atas.

3. Surat sokongan diperlukan sekiranya objek berkaitan dengan mana-mana Kementerian, Agensi Kerajaan atau mana-mana Pihak Berkuasa.
4. Pengasas/Pengarah hendaklah seseorang yang mempunyai latar belakang yang baik dan tidak hilang kelayakan di bawah AS 1965.
5. Tapisan keselamatan (*security vetting*) bagi bakal pengasas / pengarah akan dilakukan dengan Polis DiRaja Malaysia (PDRM) dan lain-lain agensi.
6. Pengasas dan pengarah hendaklah menyenaraikan profil biodata yang lengkap dengan menggunakan format seperti di **Lampiran A** bersama-sama:
 - (a) Surat akuan sama ada pernah membuat permohonan untuk menubuhkan pertubuhan atau persatuan di bawah Akta Pertubuhan 1966;
 - (b) Surat persetujuan pelantikan seperti yang dinamakan dalam Memorandum dan Artikel Syarikat (**M&A**); dan
 - (c) Salinan kad pengenalan/pasport yang diakui sah oleh setiausaha syarikat.
7. SBMJ dibenarkan untuk memberi gaji dan elaun tetap kepada pengarah/ahli tertakluk kepada peruntukan di Fasal 6A, 6B dan 6C Memorandum.

8. Surat permohonan hendaklah disertakan dengan kenyataan dan dokumen berikut:
- (a) Borang 13A dan surat kueri Unit Carian Nama yang asal;
 - (b) Kenyataan terperinci SBMJ perlu menggunakan nama yang diwartakan atau dikawal seperti di **Lampiran B**;
 - (c) Kenyataan terperinci nama SBMJ yang digunakan.
Contoh: Memohon mengguna nama "Yayasan ABC". Perlu menerangkan maksud "ABC" tersebut.
 - (d) Kenyataan SBMJ perlu menggugurkan perkataan "Berhad";
 - (e) Kenyataan dan keperluan memperbadankan SBMJ dan tidak sebagai "Persatuan" di bawah Akta Pertubuhan 1966;
 - (f) Ringkasan kepada objek-objek dalam M&A;
 - (g) Kenyataan sama ada SBMJ mempunyai kaitan dengan mana-mana badan, persatuan atau organisasi dalam dan luar negara. Sekiranya ada, sila majukan surat persetujuan daripada pihak tersebut dan surat pelantikan sebagai ahli gabungan di Malaysia (Affiliated Members);
 - (h) Anggaran Pendapatan & Perbelanjaan SBMJ untuk tempoh dua (2) tahun selepas diperbadankan seperti di format **Lampiran C**. Jumlah sumbangan RM1 Juta Tunai perlu dinyatakan pada tahun pertama (1) Anggaran Pendapatan & Perbelanjaan;

(i) SBMJ hendaklah mendapatkan sumbangan sebanyak RM1 Juta Tunai sebagai dana permulaan daripada penyumbang dan mengemukakan dokumen berikut:

(i) Sekiranya penyumbang adalah **syarikat / perniagaan / organisasi**, kemukakan dokumen sokongan berikut:

(a) Surat persetujuan atau akujanji yang menyatakan jumlah sumbangan daripada:

- pengarah syarikat; atau
- semua pemilik atau rakan kongsi perniagaan; atau
- pegawai dari pengurusan tertinggi organisasi/ agensi kerajaan/ Kerajaan Persekutuan atau Negeri.

(b) Salinan penyata kewangan bagi tempoh dua (2) tahun terkini syarikat / perniagaan / organisasi yang telah diaudit; dan

(c) Salinan resolusi pengarah syarikat / mesyuarat jawatankuasa organisasi yang ditandatangani oleh pengarah dan setiausaha syarikat.

(ii) Sekiranya penyumbang adalah **individu**, kemukakan dokumen berikut:

- (a) surat persetujuan/ akujanji yang menyatakan jumlah sumbangan dengan mencatatkan nama, nombor kad pengenalan dan alamat; dan
 - (b) salinan penyata bank untuk tiga (3) bulan terkini atau salinan sijil-sijil pelaburan yang dapat menunjukkan keupayaan untuk menyumbang.
 - (j) SBMJ hendaklah mendapatkan semua jumlah wang tunai yang telah dijanjikan oleh bakal penyumbang dalam tempoh 6 bulan selepas diperbadankan;
 - (k) Permohonan kelulusan Menteri di bawah seksyen 24(1) AS 1965 berserta fi berjumlah sebanyak RM450.00* kepada "Suruhanjaya Syarikat Malaysia" adalah seperti berikut:
 - (i) Semakan ke atas M&A;
 - (ii) Menggugurkan perkataan "Berhad"; dan
 - (iii) Mengguna nama yang diwartakan atau dikawal.
- * Sekiranya tidak memohon untuk perkara(iii), fi adalah sebanyak RM300.00 sahaja.
- (l) Deraf M&A SBMJ hendaklah mengikut Model M&A seperti di **Lampiran C**;
 - (m) Gelaran pengarah di M&A hendaklah bersesuaian dengan nama SBMJ seperti berikut:

- (i) **"Trustee"** dan badannya **"Board of Trustees"**, adalah sesuai bagi SBMJ dengan nama seperti **"Institute"**, **"Fund"**;
 - (ii) **"Director"** dan badannya **"Board of Directors"** adalah sesuai bagi SBMJ dengan nama seperti **"Academy"**, **"Centre"**, **"Memorial"**, **"Council"**, juga sesuai bagi **"Institute"**; dan
 - (iii) **"Member of the Council/Council Member"** dan badannya **"Council"** adalah sesuai bagi SBMJ dengan nama **"Chamber"**.
- (n) SBMJ yang telah diluluskan tertakluk kepada Syarat-Syarat Lesen di bawah seksyen 24(3) AS 1965. Sebarang pengecualian daripada mematuhi syarat-syarat tersebut hendaklah mendapat kelulusan daripada Menteri terlebih dahulu. Syarat-syarat tersebut adalah seperti berikut:
- (i) SBMJ dilarang membuat pindaan ke atas M&A;
 - (ii) SBMJ dilarang melantik pengarah-pengarah baru;
 - (iii) SBMJ hendaklah memastikan tiada ahli atau pengarahnya menggunakan syarikat tersebut atau sumber kewangannya untuk menjalankan apa-apa aktiviti politik atau berupa politik atau yang menyalahi undang-undang;
 - (iv) SBMJ hendaklah menggunakan keuntungan dan lain-lain pendapatannya bagi tujuan-tujuan yang dinyatakan di dalam objek syarikat;
 - (v) SBMJ dilarang memohon apa-apa sumbangan atau derma atau membuat sebarang kutipan wang daripada orang ramai;

- (vi) SBMJ dilarang memiliki dan melepaskan hak milik tanah;
 - (vii) SBMJ dilarang menubuhkan subsidiari/anak syarikat dan tidak dibenarkan memegang saham dalam syarikat lain yang melebihi 49%;
 - (viii) SBMJ dikehendaki mendapatkan semua jumlah wang tunai yang telah dijanjikan oleh bakal-bakal penyumbang dalam tempoh 6 bulan selepas ia ditubuhkan; dan
 - (ix) SBMJ dikehendaki mematuhi pada setiap masa semua peruntukan yang termaktub di dalam M&A selain daripada syarat-syarat yang tersebut di atas.
9. Borang 15 iaitu lesen di bawah seksyen 2491) AS 1965 dan Syarat-Syarat Lesen di bawah seksyen 24(3) AS 1965 akan dikeluarkan setelah permohonan mendapat kelulusan Menteri.
10. Rujuk "Senarai Semak I" bagi mengemukakan permohonan yang lengkap.

NOTA

- Pemohon perlu mendapatkan perkhidmatan setiausaha syarikat yang berlesen dan diiktiraf.
- Semua maklumat tambahan di atas adalah dianggap sulit dan hanya digunakan untuk tujuan menyokong permohonan.
- Sekiranya SBMJ tersebut gagal mematuhi mana-mana syarat yang telah ditetapkan di atas, lesen ini boleh dibatalkan.

B. PEMERBADANAN SBMJ DENGAN PERKATAAN "BERHAD" ATAU "BHD" DENGAN KUASA DI BAWAH SEKSYEN 19(1) AS 1965

1. SBMJ dengan perkataan "Berhad" atau "Bhd" perlu mematuhi prosedur di perenggan A(1)(a) hingga A(8)(q) kecuali di perenggan A(8)(i),(j) dan (k).
2. SBMJ dengan perkataan "Berhad" atau "Bhd" dilarang menggunakan perkataan *Yayasan/Foundation* sebagai sebahagian daripada namanya.
3. Rujuk "Senarai Semak II" bagi mengemukakan permohonan yang lengkap.

C. MENGGUGURKAN PERKATAAN "BERHAD" ATAU "BHD" DI AKHIR NAMA SBMJ YANG SEDIA ADA DI BAWAH SEKSYEN 24 (2) AS 1965

1. Permohonan ini adalah untuk SBMJ di perenggan B yang telah diperbadankan untuk tempoh minimum tiga (3) tahun.
2. Asas sokongan untuk kelulusan pengguguran perkataan "Berhad" atau "Bhd" adalah SBMJ mesti mempunyai dana berjumlah RM1 juta tunai. Sila rujuk perenggan 4(ii).
3. SBMJ dengan perkataan "Berhad" atau "Bhd" boleh menggugurkan perkataan tersebut tertakluk kepada kelulusan Menteri dan Syarat-Syarat Lesen di bawah seksyen 24(3) AS 1965.
4. SBMJ perlu mengemukakan maklumat dan dokumen sokongan seperti berikut:
 - (i) Tujuan dan justifikasi menggugurkan perkataan "Berhad" atau "Bhd";

- (ii) Ulasan ke atas kedudukan kewangan sekurang-kurangnya untuk tempoh tiga (3) tahun terkini dan penyata kewangan terkini untuk tempoh tiga (3) tahun yang telah diaudit dan dibentang di mesyuarat agung tahunan;
 - (iii) Biodata ahli-ahli lembaga pengarah seperti di **Lampiran A**;
 - (iv) Senarai ahli-ahli syarikat dan maklumat seperti dalam Daftar Ahli;
 - (v) Aktiviti yang telah dilaksanakan dalam tempoh tiga (3) tahun;
 - (vi) Salinan M&A yang sedia ada;
 - (vii) Deraf M&A berhubung pindaan untuk menggugurkan perkataan "Berhad" atau "Bhd";
 - (viii) Resolusi ahli ke atas pematuhan syarat kelapan lesen di bawah seksyen 24(3) AS 1965 berhubung dana RM1 juta;
 - (ix) Resolusi ahli berhubung dengan pengguguran perkataan "Berhad" atau "Bhd" dan kelulusan pindaan-pindaan M&A yang berkaitan; dan
 - (x) Fi permohonan sebanyak RM300.00 untuk kelulusan Menteri dan penyemakan M&A.
5. Borang 15A iaitu lesen di bawah seksyen 24(2) AS 1965 dan Syarat-Syarat Lesen di bawah seksyen 24(3) AS 1965 akan dikeluarkan setelah permohonan mendapat kelulusan Menteri.

6. Rujuk 'Senarai Semak III' bagi mengemukakan permohonan yang lengkap.

D. PERMOHONAN LAIN SBMJ YANG PERLU MENDAPAT KELULUSAN MENTERI

1. Permohonan ini adalah untuk SBMJ yang telah diperbadankan.
2. Permohonan adalah seperti berikut:
 - (a) Permohonan Kelulusan Menteri Bagi Pelantikan Pengarah Baru – Syarat Lesen Di Bawah Seksyen 24(3) AS 1965. Permohonan hendaklah dikemukakan menurut "Senarai Semak IV";
 - (b) Permohonan Kelulusan Menteri Bagi Pindaan Memorandum Dan Artikel Di Bawah Seksyen 24(4) AS 1965. Permohonan hendaklah dikemukakan menurut "Senarai Semak V";
 - (c) Permohonan Kelulusan Menteri Bagi Kutipan Sumbangan Daripada Orang Ramai – Syarat Lesen Di Bawah Seksyen 24(3) AS 1965. Permohonan hendaklah dikemukakan menurut "Senarai Semak VI";
 - (d) Permohonan Kelulusan Menteri Bagi Pemilikan / Penjualan / Mencagar / Pelupusan Tanah / Hartanah Di Bawah Seksyen 19 AS 1965. Permohonan hendaklah dikemukakan menurut "Senarai Semak VII"; dan/atau
 - (e) Permohonan Kelulusan Menteri Bagi Pemberian Gaji dan Elaun Tetap seperti di "Senarai Semak VIII".

BIODATA PENGASAS/PENGARAH	
NAMA	
NO. KAD PENGENALAN (Sila lampirkan salinan kad pengenalan)	
ALAMAT KEDIAMAN	
KELULUSAN AKADEMIK / KELULUSAN MINIMUM	
PEKERJAAN DAN JAWATAN	
MAJIKAN	
PENGALAMAN (Catatkan pengalaman berkhidmat dengan kerajaan /korporat /NGOs/ kebajikan i.e. persatuan, rumah-rumah ibadat, jawatankuasa keselamatan kampung dan lain-lain yang bersesuaian serta jawatan dan tempoh masa berkhidmat)	
NOTA:	
<ul style="list-style-type: none"> • Sila pastikan maklumat yang diberi lengkap, terkini dan mengikut format ini. 	

PANDUAN NAMA SYARIKAT MENURUT JAMINAN

1. Sila rujuk kepada "Garis Panduan Menamakan Syarikat" dan "Panduan Permohonan Nama Syarikat" di laman sesawang SSM.
2. Perkara-perkara yang perlu diberi perhatian adalah seperti berikut:
 - (a) Secara keseluruhan nama hendaklah dalam huruf "Roman".
 - (b) Nama hendaklah ringkas dan mencerminkan kategori atau objek syarikat.
 - (c) Namanya SBMJ **tidak boleh** melambangkan sesuatu entiti komersial kerana SBMJ adalah sebuah syarikat bukan berdasarkan keuntungan.
 - (d) Bagi penggunaan nama seseorang, sama ada yang masih hidup ataupun yang telah meninggal dunia, hendaklah mendapat persetujuan daripada sipenama ataupun ahli keluarga/waris mereka.
 - (e) Penggunaan nama yang ada kaitan dengan syarikat yang sedia ada hendaklah mendapat kelulusan terlebih dahulu daripada syarikat berkenaan.
 - (f) Perkataan yang boleh digunakan ialah "Yayasan (*Foundation*), Institut (*Institute*), Akademi (*Academy*),

Badan (*Corporation*), Gabungan (*Alliance*), Persekutuan (*Federal*), Dewan (*Chamber*), Majlis (*Council*), Tabung (*Fund*), Peringatan (*Memorial*), Pusat (*Centre*)”.

- (g) Perkataan “Persatuan (*Association*), Kesatuan (*Union*) dan Pertubuhan (*Society*)” tidak dibenarkan.
 - (h) Nama yang melambangkan atau berkaitan dengan mana-mana parti politik juga tidak dibenarkan.
3. Penggunaan nama-nama yang berkaitan dengan agensi kerajaan tidak dibenarkan kecuali pemerbadanan dan aktiviti SBMJ itu akan ditaja oleh agensi kerajaan yang berkenaan.

Nota: SBMJ Dengan Perkataan ‘Berhad’ tidak dibenarkan untuk mengguna perkataan ‘Yayasan (Foundation)’ sebagai sebahagian daripada namanya.

THE COMPANIES ACT 1965

COMPANY LIMITED BY GUARANTEE

MALAYSIA

MEMORANDUM

AND

ARTICLES OF ASSOCIATION

OF

..... **(COMPANY'S NAME)**

(Incorporated on the ...day of...20..)

THE COMPANIES ACT, 1965

**COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL
MEMORANDUM OF ASSOCIATION
OF
(COMPANY NAME)**

1. The name of the company is [.....] (hereinafter referred to as the **[Foundation/Institute/Chamber/etc]**).

2. The registered office of the Company will be situated in Malaysia.

3. The objects for which the Company is established are:-

[Set out clearly the purposes which the company proposed to pursue at the commencement of the clause]-

(a)

(b) **[Note: Objects not more than 3]**

(c)

4. The powers of the company under the objects clause shall be limited to the powers set out below-
- (a) To receive any gift whether moveable or pecuniary and whether or not subject to any trust for anyone or more of the objects of the **[Foundation/ Institute/Chamber/etc]**.
 - (b) To take such steps by personal appeals only as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the **[Foundation/Institute/Chamber/etc]** in the form of donations, grants, loans, legacy, subscriptions or otherwise.
 - (c) To purchase, take on lease or otherwise acquire for the purposes of the **[Foundation/ Institute/Chamber/etc]** and to hold any estates, lands, buildings, easements or other interests in movable or immovable property which may be deemed necessary or convenient for any of the purpose of the **[Foundation/Institute/Chamber/etc]** PROVIDED that the **[Foundation/Institute/Chamber/etc]** shall not hold, acquire, charge, mortgage, sell or dispose of any land without the consent of the Minister charged with the responsibility for companies.
 - (d) To construct, maintain and alter any houses, building or works necessary or convenient for the purpose of the **[Foundation/Institute/Chamber/etc]**.
 - (e) To let on lease or on hire the whole or any part of the movable property of the **[Foundation/Institute/Chamber/etc]** on such tenure as the **[Board/Council/etc]** shall determine.

- (f) To purchase or otherwise acquire, erect, maintain, reconstruct, and adopt any offices, workshops, mills, plants, machinery and other things found necessary or convenient for the purpose of the **[Foundation/Institute/Chamber/etc]**.
- (g) To purchase acquire, hold, sell and deal in shares, stocks, debentures stocks, bonds, obligations, and securities issued or guaranteed by Malaysian Government, State Government or public body or authority.
- (h) To sell, dispose of, or transfer any property and undertaking of the **[Foundation/Institute/Chamber/etc]** or any part thereof, for any consideration which the **[Foundation/Institute/ Chamber/etc]** may see fit to accept.
- (i) To accept stock or share, mortgage debentures of other securities of any company in payment or payment for any services rendered for any sale made to or debt owing from any such company.
- (j) To draw, accept and make, and to endorse, discount and negotiate, bills of exchange, promissory note, and other negotiable instruments.
- (k) To invest in Malaysia the money of the **[Foundation /Institute/Chamber/etc]** not immediately require in such manner as from time to time may be determined, PROVIDED that the **[Foundation/Institute/ Chamber /etc]** shall not invest in or incorporate any subsidiary company.
- (l) To engage and appoint and pay such officers, clerks, agents, servants or persons to perform such duties or services for the proper administration and management of the

[Foundation/Institute/Chamber/etc] and to remove and suspend the same.

- (m) To pay all costs, charges and expenses incurred or sustained in or about the promotion and establishment, and administration and management of the **[Foundation/Institute/Chamber/etc]** and to remunerate any person or persons for services rendered thereof in cash or in any other manner allowed by law.
- (n) To borrow and raise money in such manner as the **[Foundation/Institute/ Chamber/etc]** may think fit.
- (o) To do all or any of the matters hereby authorised in any part of Malaysia either alone or in conjunction with, or as trustees or agents, for any company association or person, and by or through trustees or agents.
- (p) Generally to do all such other lawful things as are incidental or conducive to the attainment of the above objects and the exercise of powers of the **[Foundation/Institute/ Chamber/etc]**:

PROVIDED that:

- (i) the provisions of the Third Schedule of the Companies Act shall not apply to the **[Foundation/Institute/Chamber/etc]** and the foregoing provisions of this Paragraph shall be read and construed without reference to the provisions of that Schedule; unless expressly included in this Memorandum and Articles of Association with the

approval in writing of the Minister charged with the responsibility for companies; and

- (ii) the **[Foundation/Institute/ Chamber/etc]** shall not support with its funds any political organisation or society or endeavour to impose on or procure to be observed by its members or others any regulations, restrictions or conditions which, if any were included in the objects of the Company would make it a Trade Union within the meaning of the Trade Union Act 1959.

5. There shall be a **[Board of trustees or directors/members of the Council/etc]** for the management of the affairs of the **[Foundation/Institute/Chamber/etc]** (hereinafter referred to as **[the Board/Council/etc]**).

6. The profits, income and property of the **[Foundation/Institute/ Chamber/etc]** howsoever derived shall be applied solely towards the promotion of the objects of the **[Foundation/Institute/ Chamber/etc]** as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the members of the **[Foundation/Institute/Chamber/etc]** PROVIDED that nothing herein shall prevent the payment, in good faith, of

- (a) allowance or remuneration to any officer or servant of the **[Foundation/Institute/Chamber/etc]** in return for any professional services rendered to the **[Foundation/Institute/Chamber/etc]**.

- (b) nor prevent the payment of interest at the current bank rate on any loan advanced by members of the **[Foundation/Institute/Chamber/ etc]**.
- (c) to promote the object thereof or reasonable and proper rent for promises demised or let by any member of the **[Foundation/Institute/Chamber/etc]**.
- 6A. The member of the Board appointed by the **[Foundation/Institute/Chamber/etc]** may be paid salary or fixed allowance of not more than **RM.....** per month but not excessively given shall be approved by the members of the **[Foundation/Institute/ Chamber/etc]** and Minister charged with the responsibility for companies.
- 6B. The conditions which allow salary and fixed allowance to be given are-
- (a) the **[Foundation/Institute/Chamber/etc]** must be financially sound. [Based on the annual audited financial statements of the **(Foundation/Institute/Chamber/etc)**];
- (b) The members of the Board are satisfied, before entering the agreement, that it is in the interest of the **[Foundation/Institute/Chamber/etc]** for that person to provide those services for that amount; and
- (c) The maximum amount is reasonable in the circumstances and is set out in the written agreement and should not exceed the amount provided for in the M&A.

- 6C. Any change to the amount of the salary and fixed allowance are subject to the approval by the members of the **[Foundation/Institute/Chamber/etc]** and Minister charged with the responsibility for companies.
7. No addition, alteration or amendment shall be made to or in provisions contained in the Memorandum or Articles of Association for the time being enforce unless the same shall have been previously submitted to and approved by the Minister charged with the responsibility for companies.
8. No person shall be appointed as **[trustee/director/member of the Council/etc]** of the **[Foundation /Institute/Chamber/etc]** unless his appointment has been approved by the Minister charged with the responsibility for companies.
9. The **[Foundation/Institute/Chamber/etc]** is not allowed to solicit donation for the public without the approval of Minister charged with the responsibility for companies.
10. The **[Foundation/Institute/Chamber/etc]** shall ensure that the contribution is received within six (6) month after the **[Foundation/Institute/Chamber/etc]** is incorporated.
11. The Board and the members of the **[Foundation/Institute/Chamber/etc]** shall always ensure that the **[Foundation/Institute/Chamber/etc]** or the fund of the **[Foundation/Institute/Chamber/etc]** is not being used for any form of political activity or for unlawful purpose prejudicial to or incompatible with peace, welfare, security, public order, good order or morality in Malaysia or for any purpose prejudicial to national security or public interest.

12. The **[Foundation/Institute/Chamber/etc]** shall apply at least% of all income and donations received or whatever percentage approved by the Director General of Inland Revenue for non-commercial purpose and solely towards the promotion of the objects of the **[Foundation/Institute/Chamber/etc]** as set forth in this Memorandum of Association. **[Note: Only for Company under section 24(1) CA 1965]**

13. The liability of the members **[Foundation/Institute/ Chamber/etc]** is limited.

14. If upon the winding up or dissolution of the **[Foundation/Institute/Chamber/etc]** there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the **[Foundation/Institute/ Chamber/etc]**, but shall be given or transferred to some other institution or institutions or organisation having objects similar to the objects of the **[Foundation/ Institute/Chamber/etc]** and having been approved by the Director-General of Inland Revenue, Malaysia at or before the time of dissolution and if and so far as effect cannot be given to the aforesaid provision, to some other Funds of similar organisation or some charitable object approved by the Director-General of Inland Revenue, Malaysia.

15. Every member of the **[Foundation/Institute/Chamber/etc]** undertakes to contribute to the assets of the **[Foundation/Institute/ Chamber/etc]** in the event of the **[Foundation/Institute/ Chamber/etc]** being wound up during the time that he is a member or within one year after he ceased to be a member for payment of debts and liabilities of the **[Foundation/Institute/Chamber/etc]** contracted before he and for the adjustment, of rights of the contributories amongst themselves, such amount as may be required not exceeding **Ringgit Malaysia One Hundred (RM100.00)**.

16. True accounts shall be kept of the sums of money received and expended by the **[Foundation/Institute/ Chamber/etc]** and the matter in respect of which such receipt, and expenditure takes place, and of the property, credits and liabilities of the **[Foundation/ Institute/Chamber/etc]** and subjects to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the **[Foundation/Institute/ Chamber/etc]** for the time being, shall be open for the inspection of the members. Once at least in every calendar year the accounts of the **[Foundation/Institute/Chamber/etc]** shall be examined and the correctness of the balance sheet ascertained by one or more qualified auditor or auditors.

We, the several persons whose names, addresses and descriptions are subscribed, are desirous of being formed into association in pursuance of this Memorandum of Association.

Name, address and Descriptions of Subscribers	Signatures of Subscribers
--	------------------------------

(a) *Name*

Address

Position (If a company act as a subscriber, provide a representative)

(b) *Name*

Address

Position (If a company act as a subscriber, provide a representative)

Dated this day of20

Witness to the above signatures:

Name :

Identity Card No :

Position :

Note:

- *Change the bold characters whichever applicable*

**COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION
OF
(COMPANY NAME)**

Interpretation

1. In these articles:-

**“The [Foundation/
Institute /Chamber
/etc]”** means **[company name]**.

“[The Board/Council/etc]” means the **[Board of Trustees /Board of
Directors /Members of the Council /etc]**
hereby set up for the management of the
affairs of the **[Foundation/Chamber/
Institute/etc]**.

“Member” means the subscriber to the Memorandum
and Articles of Association and any new
member admitted as a member in
accordance with Article 2.

“The Act” means the Companies Act 1965 or any
statutory modification or amendment thereof
for the time being.

“Secretary”

means any person who is a holder of a secretary licence or a member of a prescribed body appointed to perform the duties of the secretary of the **[Foundation/Chamber/Institute/etc]**.

Unless context otherwise requires, words or expressions contained in these articles shall bear the same meaning as in the Act or any statutory modification thereof in force at the date at which these articles become binding on the **[Foundation/Institute/Chamber/etc]**.

Members

2. The number of members to which the **[Foundation/Institute/Chamber/etc]** proposes to be registered is not less than two and not more than **[number of members]** but the **[Foundation/Institute/Chamber/etc]** may from time to time register an increase or reduction in the number of members.

3. The members of the association shall be the subscribers to the memorandum of association and such other persons **[or corporate bodies]** who shall be elected **[/admitted]** to membership in accordance with the articles and shall be entered in the Register of Members accordingly and he shall be a member thereof. **[The honorary members hereinafter mentioned shall also be deemed to be members of the [Foundation/Institute/Chamber/etc]]**.

4. Memberships of the **[Foundation /Institute/ Chamber/etc]** shall comprise the following classes:

[Set out the different classes or categories of membership, qualification and right, (if any)].

5. No person shall be elected **[/admitted]** to membership unless he shall first have submitted to the **[Foundation /Institute/Chamber/etc]** an application for membership **[accompanied by any prescribed entry fee and subscription]**. Every application for membership shall be in writing containing such particulars as the **[Board/ Council/etc]** may from time to time prescribe. Election **[Admission]** to membership of any person who makes application to the **[Foundation/Institute/ Chamber/etc]** shall be at the sole discretion of the **[Board/Council/etc]** and the **[Board/Council/ etc]** may reject any application for membership without assigning any reason thereof.

6. The **[Board/Council/etc]** may admit to honorary membership of the **[Foundation /Institute/Chamber/etc]** persons distinguished in commerce or finance or who have rendered public services **[in.....]** who shall not be required to sign the application mentioned in Clause **[5] [or to pay any subscription]** or be under any liability in the event of the **[Foundation /Institute/Chamber/etc]** being wound up.

Entries In The Register Of Members

7. The secretary shall cause to be entered the name and address of each member in the Register of members upon his election **[/admission]** to membership.

Entry Fees and Subscription

8. The payment of entry fees (if any) and annual subscriptions by members shall be of such amount and payable on such dates in such manner as the **[Board/Council/etc]** may from time to time prescribe].

9. The annual subscription payable under this articles may be commuted by the payment at any one time of **RM** in the case of individual members or of **RM** in the case of corporate bodies.

Cessation of Membership

10. A member shall cease to be a member of the **[Foundation /Institute/Chamber/etc]** and his name shall be removed from the Register of Members in any one of the following events:-
 - (a) in the event of death;

 - (b) if he by notice in writing to the **[Foundation/ Institute/Chamber/etc]** resigns his membership;

 - (c) if he becomes of unsound mind;

 - (d) if he is convicted or indicted of any criminal offences;

 - (e) if being a corporate body it is dissolved or wound up; [or ceases to carry on activity for more than six (6) months; or

(f) if he shall be adjudged bankrupt or make any composition or arrangement with his creditors.

11. The decision of the **[Board /Council/etc]** to whether any member, has come within the provision of this article shall be final and binding on any such member.

Expulsion

12. Majority of members present and voting at an annual or extraordinary general meeting may by resolution expel any member whose conduct in their opinion renders him unfit to be a member of the **[Foundation /Institute/Chamber/etc]** Any such person shall as from the passing of such resolution cease to be a member of the **[Foundation /Institute/Chamber/etc]** and shall not be eligible for re-election or readmission.

General Meetings

13. The **[Foundation/Institute/Chamber/etc]** shall hold once every year a general meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it, and not more than fifteen months shall elapse between the date of one general meeting and that of the next. Provided that so long as the **[Foundation /Institute/Chamber/etc]** hold its first annual general meeting within eighteen months of its incorporation it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such time and place as the **[Board/Council/etc]** shall appoint.

14. All general meeting other than annual general meetings shall be called extraordinary general meetings.
15. The **[Board/Council/etc]** may, whenever it thinks fit, convene an extraordinary general meeting, and extraordinary general meetings shall also be convened on such requisition, or, in default, may be convened by such requisitionists, as provided by section 144 of the Act.

Notice of General Meeting

16. An annual general meeting and a meeting called for the passing of a special resolution shall be called by twenty-one day's notice in writing at least, and a meeting of the **[Foundation/Institute/Chamber/etc]** other than an annual general meeting or a meeting for the passing of a special resolution shall be called by fourteen day's notice. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business and shall be given, in manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the persons as are under the articles of the **[Foundation /Institute/Chamber/etc]**, entitled to receive such notices from the **[Foundation /Institute/Chamber/etc]**:

Provided that a meeting of the **[Foundation /Institute/Chamber/ etc]** shall, notwithstanding that it is called by shorter notice than that specified in this article, be deemed to have been duly called if it is so agreed :-

- (a) in the case of a meeting called as the annual general meeting, by all the members entitled to attend and vote thereat; and
 - (b) in the case of any other meeting, by a majority in number of members having a right to attend and vote at the meeting, being majority together representing not less than ninety-five per cent of the total voting rights at that meeting of all members.
17. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

Proceedings at General Meetings

18. All business shall be special that is transacted at an extraordinary general meeting, and also that is transacted at an annual general meeting, with the exception of the consideration of the accounts, balance sheet, and the report of the members of the **[Board/Council/etc]** and auditors, the election of members of the **[Board/Council/etc]** in the place of those retiring and the appointment of, and fixing of the remuneration of, the auditors.
19. No business shall be transacted at any general meeting unless quorum of members is present at the time when the meeting proceeds to business; save as hereinafter provided, **[number]** members present in person shall be a quorum.
20. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon requisition of members, shall be

dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place as the **[Board/Council/etc]** may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be quorum.

21. The chairman of the **[Board/Council/etc]** shall preside as chairman at every general meeting of the **[Foundation /Institute/Chamber/etc]** or if he shall not be present within fifteen minutes after the time appointed for the holding of the meeting or the meeting or unwilling to act the members of the **[Foundation/Institute/Chamber/etc]** present shall elect one of their members to be chairman of the meeting.
22. If at any meeting no member of the **[Board/Council/etc]** is willing to act as chairman or if no member of the **[Board/Council/etc]** is present within fifteen minutes after the time appointed for holding of the meeting, the member present shall choose one of their members to be chairman of the meeting.
23. The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give notice of adjournment or of the business to be transacted at an adjourned meeting.

24. At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded :-

(a) by the chairman; or

(b) by at least **[three]** members present in person or by proxy;

Unless a poll be so demanded a declaration by the chairman that resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the book containing the minutes of the proceedings of the **[Foundation/Institute/Chamber/etc]** shall be conclusive evidence of the fact without proof of the number or proportion of against such resolution. The demand for a poll may be withdrawn.

25. In the case of an equality of votes, whether on a show of hands or on a poll the chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.

26. A poll demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any question shall be taken at such time as the chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

27. Subject to the provisions of the Act a resolution in writing signed by all members **[Foundation/Institute/Chamber/etc]** for the time being

entitled to receive notice of and to attend and vote at general meetings [or being corporate body by their duly authorised representative] shall be as valid and effective as if the same had been passed at a general meeting of the **[Foundation/Institute/Chamber/etc]** duly convened and held.

Votes of Members

28. Every member shall have one vote.
29. No member shall be entitled to vote at any general meeting unless all moneys **[/subscriptions]** presently payable by him to the **[Foundation/Institute/Chamber/etc]** have been paid.
30. On a poll votes may be given either personally or by proxy.
31. The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorized in writing. **[or, if the appointer is a body corporate, either under seal or under hand of the office or attorney duly authorised]**. A proxy need not be a member of the **[Foundation / Institute/Chamber/etc]** **PROVIDED** that a member shall not be entitled to appoint a person who is not a member as his proxy unless that person is an advocate, an approved company auditor or a person approved by the Registrar of Companies.
32. An instrument appointing a proxy shall be in the following form or as near thereto as circumstances admits:-

[Foundation/ Institute/Chamber/etc]

[I/we] of, being a member of the above named **[Foundation/ Institute/Chamber/ etc]**, hereby appoint of Or failing him of, as my [/our] proxy to vote for me [/us] on my [/our] behalf at annual [extraordinary] general meeting of the said **[Foundation/ Institute/Chamber/etc]** to be held on the day of 20...., and at any adjournment thereof.

[Signatures]

33. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

34. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of such death insanity revocation of aforesaid shall have been received by the **[Foundation /Institute/Chamber/etc]** at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

35. (a) The business of the **[Foundation/ Institute/ Chamber/etc]** shall be managed by a **[Board/Council/etc]**. The **[Board/Council/etc]** **shall consist of not less than two members and not more than (number) members, which at least one-third of the members of the [Board/Council/etc] are independent directors;**

or

- (b) The business of the **[Foundation/ Institute/Chamber/etc]** shall be managed by a **[Board/Council/etc]**. The **[Board/Council/etc]** shall consist of not less than (number) members and not more than (number) members, which at least 50% of the members of the **[Board/Council/etc]** are independent directors;

or

- (c) The business of the **[Foundation/ Institute/Chamber/etc]** shall be managed by a **[Board/Council/etc]**. **[The Board/Council/etc]** shall consist of not less than two members and not more than (number) members.

Note:

- *For Article 35(a) to 35(c), choose either one whichever applicable.*

36. At the first annual general meeting all members of the **[Board/Council/etc]** shall retire and the first members of the **[Board/Council/etc]** shall be:-

(a)

(b)

37. The members of the **[Board/Council/etc]** shall be paid all travelling, hotel and other reasonable expenses properly incurred by them in attending and returning from meetings of the **[Board/Council/etc]** or any committee of the **[Board/Council]** or the general meetings of the **[Foundation/Institute/Chamber/etc]**.

Borrowing Powers

38. The **[Board/Council/etc]** may exercise all the powers of the **[Foundation/Institute/Chamber/etc]** to borrow money, and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debentures stock and other securities, whether outright or as security for any debt, liability or obligation of the **[Foundation/Institute/Chamber/etc]**.

Powers and Duties of the

[Board/Council/etc]

39. The business of the **[Foundation/Institute/Chamber/etc]** shall be managed by the **[Foundation/Institute/Chamber/etc]** who may pay all the expenses incurred in promoting and registering the **[Foundation/Institute/Chamber/etc]**, and may exercise all such powers of the **[Foundation/Institute/Chamber/etc]** as are not, by the Act or these articles, required to be exercised by the **[Foundation/Institute/Chamber/etc]** in general meeting, subject nevertheless to the provisions of the Act or these articles and to such regulations being not inconsistent with the aforesaid provisions, as may be prescribed by the **[Foundation/Institute/Chamber/etc]** in general meeting; but no regulation made by the **[Foundation/Institute/Chamber/etc]** shall validate any prior act of the **[Board/Council/etc]** which would have been valid if that regulation had not been made.

40. The **[Board/Council/etc]** may from time to time and at any time by power of attorney appoint any company, firm or person or body of persons, whether nominated directly or indirectly by the **[Board/Council/etc]**, to be the attorney or attorneys of the **[Foundation/ Institute/ Chamber/etc]** for such purpose and such powers, authorities and discretions (not exceeding those vested in or exercisable by the **[Board/Council/etc]** under these articles) and for such period and subject to such conditions as they may think fit, and any such power of attorney may contain such provisions for the protection and convenience of persons dealing with any such attorney as the **[Board/Council/etc]** may think fit.
41. All cheques, promissory notes, draft, bill of exchanges and other negotiable instruments, and all receipts for moneys paid to the **[Foundation/Institute/Chamber/etc]** shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the **[Board/council/etc]** shall from time to time by resolution determine.

Minutes of Meetings

42. The **[Board/Council/etc]** shall cause minutes to be made in books provided for the purpose:-
- (a) of all appointment of officers made by the **[Board/Council/etc]**;
 - (b) the names of all the members of the **[Board/Council/etc]** present at each meeting of the **[Board/Council/etc]** and of any committee of the **[Board/Council/etc]**;

- (c) of all resolutions and proceedings at all meetings of the **[Foundation /Institute/Chamber/etc]** and of the **[Board/ Council/etc]** and of any committee of the **[Board/Council/etc]** and every member of the **[Board/Council/etc]** present at any meeting of the **[Board/Council/etc]** or committee of **[Board/Council/etc]** shall sign his name in a book to be kept for that purpose.

**Disqualification of Members of the
[Board/Council/etc]**

43. The office of the members of the **[Board/Council/etc]** shall be vacated if the member of the **[Board/Council/etc]**:-
- (a) without the consent of the **[Foundation /Institute/ Chamber/etc]** in general meeting holds any office of profit under the **[Foundation /Institute/Chamber/ etc]**; or
 - (b) becomes bankrupt or makes any arrangement or compromise with his creditors generally; or
 - (c) becomes prohibited or disqualified from being a member of the **[Board/Council/etc]** under any provisions of the Act;
 - (d) becomes of unsound mind;

- (e) resign his office by notice in writing to **[Foundation/Institute/Chamber/etc]**;
- (d) is removed by ordinary resolution of the **[Foundation/Institute/Chamber/etc]**;
- (g) is absent for more than [six (6) months] without permission of the **[Board/Council/etc]** from meetings of the **[Board/Council/etc]** held during that period; or
- (h) is directly or indirectly interested in any contract with the **[Foundation /Institute/Chamber/etc]** and fails to declare the nature of his interest in the manner required by section 131 of the Act.

44. A member of the **[Board/Council/etc]** shall not vote in respect of any contract in which he is interested or any matter arising there out, and if he does so vote his vote shall not be counted.

**Rotation of The Members of The
[Board/Council/etc]**

45. At the annual general meeting in every year subsequent to that in which the first annual general meeting is held one-third of the **[Board/Council/etc]** for the time being, or if their number is not three or multiple of three, then the number nearest one-third, shall retire from office.

46. The member of the **[Board/Council/etc]** to retire in every year shall be those who have been longest in office since their last election, but as between persons who became member on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
47. A retiring member of the **[Board/Council/etc]** shall be eligible for re-election.
48. The **[Foundation/Institute/Chamber/etc]** at the meeting at which a member of the **[Board/Council/etc]** retires in manner aforesaid may fill the vacated office by electing a person thereto, and in default the retiring member the **[Board/Council/etc]** shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved no to fill such vacated office or unless a resolution for the re-elected of such member of the **[Board/Council/etc]** shall have been put to the meeting and lost.
49. No person other than a member of the **[Board/Council/etc]** retiring at the meeting shall be eligible for election to the office of a member of **[Board/Council/etc]** unless, not less than five not more than twenty-one days before the date appointed for the meeting, there shall have been left at the registered office of the **[Foundation/Institute/ Chamber/etc]** notice in writing, signed by a member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing signed by that person of his willingness to be elected. Notwithstanding the above, a member other than a retiring member of the **[Board/Council/etc]** shall vacate his office if his election as member of the **[Board/Council/etc]** is not approved by the Minister charged with the responsibility for companies.

50. The **[Board/Council/etc]** may from time to time by ordinary resolution increase or reduce the number of members of the **[Board/Council/etc]** and may also determine in what rotation the increased or reduced number is to go out of office.
51. The **[Board/Council/etc]** shall have power at any time, and from time to time, to appoint any person to be a member of the **[Board/Council/etc]** either to fill a casual vacancy or as an addition to the existing **[Board/Council/etc]**, but so that the total number of members of the **[Board/Council/etc]** shall not at any time exceed the number fixed in accordance with these articles. Any member of the **[Board/Council/etc]** so appointed shall hold office only until the next following annual general meeting, and then shall be eligible for-election, but shall not be taken into account in determining the **[Board/Council/etc]** who are to retire by rotation at such meeting.
52. The **[Foundation/Institute/Chamber/etc]** may by ordinary resolution, of which special notice has been given in accordance with section 128 of the Act, remove any member of the **[Board/Council/etc]** before the expiration of this period of office notwithstanding anything in these articles or in any agreement between the **[Board/Council/etc]** and such member of the **[Board/Council/etc]**.
53. The **[Foundation/Institute/Chamber/etc]** may by ordinary resolution appoint another person in place of a member of the **[Board/Council/etc]** removed from office under article **[51]**. Without prejudice to the powers of the **[Board/Council/etc]** under article **[50]** hereof the **[Foundation/Institute/Chamber/etc]** in general meeting may appoint any person to be a member of the **[Board/Council/etc]** either to fill a casual vacancy or as an additional member of the **[Board/Council/etc]**.

Proceedings of The [Board/Council/etc]

54. The **[Board/Council/etc]** may meet together for the despatch of business, adjourn, and otherwise regulate their meetings, as they think fit. Question arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the chairman shall have a second or casting vote. A member of the **[Board/Council/etc]** may, and the secretary on the requisition of a member of the **[Board/Council/etc]** shall, at any time summon a meeting of the **[Board/Council/etc]**.
55. The quorum necessary for the transaction of the business of the **[Board/Council/etc]** may be fixed by the **[Board/Council/etc]**, and unless so fixed shall be two [2].
56. The continuing members of the **[Board/Council/etc]** may act notwithstanding any vacancy in their body, but, if and so long as their number is reduced below the number fixed by or pursuant to the articles of the **[Foundation /Institute/Chamber/etc]** as the necessary quorum of the **[Board/Council/etc]**, the continuing members or member of the **[Board/Council/etc]** may act for the purpose of increasing the number of members to that number, or of summoning a general meeting of the **[Board/Council/etc]**, but for no other purpose.
57. The **[Board/Council/etc]** may elect a chairman of their meetings and determine the period for which he is to hold office; but, if no such chairman is elected, or if at any meeting the chairman is not present within fifteen minutes after the time appointed for holding the same, the member of the **[Board/Council/etc]** present may choose one of their number to be chairman of the meeting.

58. The **[Board/Council/etc]** may from time to time delegate any of their powers to a committee or committees consisting of such members of their body as they think fit and with such powers as the **[Board/Council/etc]** may prescribe, provided that such powers not exceeding those vested in or exercisable by the **[Board/Council/etc]** under these articles.
59. The committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within fifteen minutes after the time appointed for holding the same, the members present may choose one of their numbers to be chairman of the meeting.
60. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the chairman shall have a second or casting vote.
61. All acts done by any meeting of the **[Board/Council/etc]** or of a committee of the **[Board/Council/etc]**, or by any person acting as a members of the **[Board/Council/etc]**, shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member of the **[Board/Council/etc]** or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the **[Board/Council/etc]**.
62. A resolution in writing, signed by all the members of the **[Board/Council/etc]**, for the time being entitled to receive notice of a meeting of the **[Board/council/etc]**, shall be as valid and effectual as if it had been passed at a meeting of the **[Board/Council/etc]**, duly convened and held.

Secretary

63. The secretary shall be appointed by the [Board/Council/etc] for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them. The first secretary of the **[Foundation/Institute/Chamber/etc]** shall be **[Name and License]**.
64. A provision of the Act or these articles requiring or authorising a thing to be done by or to a member of the **[Board/Council/etc]** and the secretary shall not be satisfied by its being done by or to the same person acting both as a member of **[Board/Council/etc]** and as, or in place of, the secretary.

The Seal

65. The **[Board/Council/etc]** shall provide for the safe custody of the seal, which shall only be used by the authority of the **[Board/Council/etc]** or of a committee of the **[Board/Council/etc]** authorised by the **[Board/Council/etc]** in that behalf, and every instrument to which the seal shall be affixed shall be signed by a member of the **[Board/Council/etc]** and shall be countersigned by the secretary or by a second member of the **[Board/Council/etc]** or by some other person appointed by the **[Board/Council/etc]** for the purpose.

Accounts

66. The **[Board/Council/etc]** shall cause proper books of accounts to be kept with respect:-

- (a) all sums of money received and expended by the **[Foundation/Institute/Chamber/etc]** and the matters in respect of which the receipt and expenditure takes place;
- (b) all sales and purchases of goods by the **[Foundation/Institute/Chamber/etc]**; and
- (c) the assets and liabilities of the **[Foundation/Institute/Chamber/etc]**

Proper books shall not be deemed to be kept if there are not kept such books of accounts as are necessary to give a true and fair view of the state of the **[Foundation/Institute/Chamber/etc]** affairs and to explain its transaction.

- 67. The books of accounts shall be kept at the registered office of the **[Foundation/Institute/Chamber/etc]** or, subject to section 167(3) of the Act, at such other place or places as the **[Board/Council/etc]** think fit and shall always be open to the inspection of the member of the **[Board/Council/etc]**.
- 68. The **[Board/Council/etc]** shall from time to time determine to what extent and at what times and places and under what conditions or regulations the accounts and books of the **[Foundation /Institute/ Chamber/etc]** or any of them shall be open to inspection of members not being members of the **[Board/Council/etc]**.

69. The **[Board/Council/etc]** shall from time to time in accordance with the requirement of the Act cause to be prepared and to be laid before the **[Foundation /Institute/Chamber/etc]** in general meeting such profit and loss accounts, balance sheets and any reports as are referred to in the Act.
70. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the **[Foundation/Institute/Chamber/etc]** in general meeting, together with a copy of the auditor's report, shall not less than twenty-one days before the date of the meeting be sent to every member of, and every holder of debentures of, the **[Foundation/Institute/Chamber/etc]**.

Audit

71. Auditors shall be appointed and their duties regulated in accordance with section 174 to 175 of the Act.

Notice

72. Any notice may be given by the **[Foundation /Institute/Chamber/etc]** to any member either personally or by sending to him or to his registered address or the address, if any, within Malaysia supplied by him to the **[Foundation /Institute/Chamber/etc]** for the giving of notice to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice in the ordinary course of post.

73. Notices of every general meeting shall be given in any manner hereinafter authorised to:-

(a) every member except those members who have not supplied to the **[Foundation/Institute/Chamber/etc]** an address within Malaysia for the giving of notices to them; and

(b) the auditors for the time being of the **[Foundation/Institute/Chamber/etc]**.

No other person shall be entitled to receive notices of general meetings.

Indemnity

74. Subject to the provision of and so far as may be permitted by the Act, every member of the **[Board/Council/etc]**, auditor or other officer of the **[Foundation/Institute/Chamber/etc]** shall be entitled to be indemnified by the **[Foundation/Institute/Chamber/etc]** against all costs, charges, losses, expenses and liabilities incurred by him in the execution and discharge of his duties or in relation thereto including any liability incurred by him in defending any proceedings civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him as an officer or employee of the **[Foundation/Institute/Chamber/etc]** and in which judgement is given in his favour (or the proceedings are otherwise disposed of without any findings or admissions of any material breach of duty on his part) or in which he is acquitted or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him by the court.

We, the several persons whose names and addresses are subscribed hereunder being subscribed hereby agree with the foregoing Articles Of Association.

Name, address and Descriptions of Subscribers	Signatures of Subscribers
---	---------------------------

(a) Name

Address

Position (If a company act as a subscriber, provide a representative)

(b) Name

Address

Position (If a company act as a subscriber, provide a representative)

Dated this day of20

Witness to the above signatures:

Name :

Identity Card No :

Position :

Lodged by:

Note:

- *Change the bold characters whichever applicable*



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

**SENARAI SEMAK
BAGI PERMOHONAN KELULUSAN
MENTERI OLEH SYARIKAT BERHAD
MENURUT JAMINAN ('SBMJ')
DI BAWAH AKTA SYARIKAT 1965**

(Pindaan pada 7 Januari 2011)

**SEKSYEN PENGURUSAN TADBIR KORPORAT
BAHAGIAN PERKHIDMATAN PENDAFTARAN
SURUHANJAYA SYARIKAT MALAYSIA**

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**PANDUAN PERMOHONAN SYARIKAT BERHAD MENURUT JAMINAN
(SBMJ)**

Pemohon mesti mengemukakan dokumen berikut semasa membuat permohonan SBJM bagi mengelakkan permohonan dikembalikan atau ditolak:

- (a) Borang "Pre-lodgement" (Sila rujuk Contoh 5);
 - (b) Fi permohonan;
 - (c) Surat iringan menerangkan tujuan permohonan; dan
 - (d) 'Senarai Semak' yang berkaitan dan dokumen serta maklumat yang lengkap.
2. Panduan bagi setiap jenis permohonan adalah seperti di 'Senarai Semak'.
 3. Sila pastikan semua perkara di 'Senarai Semak' dipatuhi sepenuhnya.
 4. Sekiranya terdapat sebarang kemusykilan, boleh menghubungi:

SEKSYEN PENGURUSAN TADBIR KORPORAT

SURUHANJAYA SYARIKAT MALAYSIA

LEVEL 19, MENARA SSM@SENTRAL

NO. 7, JALAN STESEN SENTRAL 5

KUALA LUMPUR SENTRAL

50623 KUALA LUMPUR.

Tel: 03 2299 4400

Faks: 03 2299 4586

Email: enquiry@ssm.com.my

SENARAI SEMAK I

PERMOHONAN KELULUSAN MENTERI UNTUK MENGGUNA NAMA YANG DIHADKAN DI BAWAH SEKSYEN 22(1) AKTA SYARIKAT (AS) 1965 DAN MENGGUGURKAN PERKATAAN 'BERHAD' DI BAWAH SEKSYEN 24(1) AS 1965

(PEMERBADANAN BARU TANPA PERKATAAN 'BERHAD')

1.	DOKUMEN DISERTAKAN	√	RUJUKAN (M/SURAT)/ NO. LAMPIRAN	CATATAN
a.	Surat permohonan dengan dokumen-dokumen sokongan di perenggan 4.			
b.	Borang asal 13A dan surat pertimbangan penggunaan nama.			
2.	BAYARAN PERMOHONAN			
a.	<p>Bayaran permohonan sebanyak RM450.00* sama ada dalam bentuk tunai/kiriman wang/wang pos/bank draf/cek jurubank atas nama Suruhanjaya Syarikat Malaysia untuk permohonan seperti berikut:</p> <ul style="list-style-type: none"> (i) Semakan ke atas M&A; (ii) Menggugurkan perkataan "Berhad"; dan (iii) Mengguna nama yang diwartakan atau dikawal. <p>* Sekiranya tidak memohon untuk perkara(iii), fi adalah sebanyak RM300.00 sahaja.</p>			

SENARAI SEMAK I

PERMOHONAN KELULUSAN MENTERI UNTUK MENGGUNA NAMA YANG DIHADKAN DI BAWAH SEKSYEN 22(1) AKTA SYARIKAT (AS) 1965 DAN MENGGUGURKAN PERKATAAN 'BERHAD' DI BAWAH SEKSYEN 24(1) AS 1965

(PEMERBADANAN BARU TANPA PERKATAAN 'BERHAD')

3.	KANDUNGAN SURAT IRINGAN			
a.	Tujuan dan justifikasi Syarikat berhubung: (i) penggunaan perkataan 'Yayasan/ <i>Foundation</i> /Institut'; (ii) pengguguran perkataan 'Berhad'; dan/atau (iii) penggunaan nama khas seperti nama orang atau nama syarikat dalam bahasa selain Bahasa Melayu.			
b.	Kenyataan kenapa perlu diperbadankan di bawah AS 1965 dan tidak sebagai persatuan di bawah Akta Pertubuhan 1966.			
c.	Kenyataan terperinci aktiviti yang akan dilaksanakan.			
d.	Kenyataan sama ada Syarikat ada kaitan dengan badan/organisasi dalam dan luar negara atau akan mengambil alih badan/persatuan. Sekiranya ada kaitan, sila majukan surat persetujuan untuk melantik Syarikat sebagai ahli gabungan di Malaysia (<i>Affiliated Country</i>).			

SENARAI SEMAK I

PERMOHONAN KELULUSAN MENTERI UNTUK MENGGUNA NAMA YANG DIHADKAN DI BAWAH SEKSYEN 22(1) AKTA SYARIKAT (AS) 1965 DAN MENGGUGURKAN PERKATAAN 'BERHAD' DI BAWAH SEKSYEN 24(1) AS 1965

(PEMERBADANAN BARU TANPA PERKATAAN 'BERHAD')

4.	DOKUMEN-DOKUMEN SOKONGAN			
a.	Anggaran Pendapatan dan Perbelanjaan Syarikat bagi tempoh 2 tahun selepas diperbadankan. RM 1 juta perlu dinyatakan di 'Bahagian Anggaran Pendapatan dan Perbelanjaan'. Format seperti di Contoh 4 .			
b.	Surat pengakuan daripada pengasas atau pengarah sama ada pernah membuat permohonan pendaftaran di bawah Akta Pertubuhan 1966. Sekiranya ada, sila beri butiran tarikh permohonan, status permohonan dan alamat Pejabat Pendaftar Pertubuhan di mana permohonan dibuat.			
c.	Surat rasmi penyumbang bersetuju memberi sumbangan RM1 juta dalam tempoh 6 bulan daripada tarikh pemerbadanan Syarikat. Sekiranya penyumbang terdiri daripada individu, sila majukan: (a) Penyata bank tiga (3) bulan terkini; dan (b) Salinan sijil pelaburan atau sijil simpanan tetap (FD) yang hendaklah disertakan dengan Akuan Berkanun daripada penyumbang yang menyatakan persetujuan untuk menukarkan sijil pelaburan atau sijil			

SENARAI SEMAK I

PERMOHONAN KELULUSAN MENTERI UNTUK MENGGUNA NAMA YANG DIHADKAN DI BAWAH SEKSYEN 22(1) AKTA SYARIKAT (AS) 1965 DAN MENGGUGURKAN PERKATAAN 'BERHAD' DI BAWAH SEKSYEN 24(1) AS 1965

(PEMERBADANAN BARU TANPA PERKATAAN 'BERHAD')

	<p>simpanan tetap (FD) kepada tunai dalam tempoh enam (6) bulan dari tarikh pemerbadanan syarikat.</p> <p>Sekiranya penyumbang terdiri daripada Syarikat/Organisasi, sila majukan:</p> <p>(a) Salinan Penyata Kewangan bagi tempoh dua (2) tahun yang telah diaudit; dan</p> <p>(b) Salinan petikan resolusi persetujuan lembaga pengarah Syarikat/Organisasi memberi sumbangan yang disahkan dengan ditandatangani oleh Pengarah dan Setiausaha Syarikat.</p>			
d.	Deraf Memorandum dan Artikel Syarikat.			
e.	Surat sokongan daripada agensi kerajaan/surat kebenaran menggunakan nama yang dicadang (jika berkaitan).			
f.	Biodata, kelayakan dan pengalaman dalam aktiviti kebajikan daripada bakal pengasas/pengarah. Format seperti di Contoh 3 .			

SENARAI SEMAK I

PERMOHONAN KELULUSAN MENTERI UNTUK MENGGUNA NAMA YANG DIHADKAN DI BAWAH SEKSYEN 22(1) AKTA SYARIKAT (AS) 1965 DAN MENGGUGURKAN PERKATAAN 'BERHAD' DI BAWAH SEKSYEN 24(1) AS 1965

(PEMERBADANAN BARU TANPA PERKATAAN 'BERHAD')

g.	Salinan kad pengenalan/pasport bakal pengasas dan pengarah.			
h.	Surat persetujuan pelantikan daripada bakal pengarah.			
5.	URUSAN PENYERAHAN DOKUMEN			
a.	Senarai Semak dan fi serta dokumen-dokumen di perenggan 1(a) perlu diserahkan ke alamat berikut: SURUHANJAYA SYARIKAT MALAYSIA LEVEL 17, MENARA SSM@SENTRAL NO. 7, JALAN STESEN SENTRAL 5 KUALA LUMPUR SENTRAL 50623 KUALA LUMPUR			

SENARAI SEMAK II

PERMOHONAN UNTUK MEMPERBADANKAN SYARIKAT BERHAD MENURUT JAMINAN DENGAN PERKATAAN 'BERHAD'

DI BAWAH AKTA SYARIKAT 1965(PEMERBADANAN BARU DENGAN 'BERHAD')

1.	DOKUMEN DISERTAKAN	√	RUJUKAN (M/SURAT)/ NO. LAMPIRAN	CATATAN
a.	Surat permohonan dengan dokumen-dokumen sokongan di perenggan 4.			
b.	Borang asal 13A dan surat pertimbangan penggunaan nama.			
2.	BAYARAN PERMOHONAN			
a.	Bayaran permohonan sebanyak RM1,000.00 untuk memperbadankan SBMJ hendaklah diserahkan dengan dokumen berikut: <ul style="list-style-type: none"> (i) Borang 6; (ii) Borang 48A; (iii) Deraf Memorandum dan Artikel (tidak perlu dimatikan setem); dan (iv) Dokumen menurut perenggan 3 hingga 5 			
3.	KANDUNGAN SURAT IRINGAN			
a.	Kenyataan terperinci kenapa perlu memperbadankan Syarikat di bawah Akta Syarikat 1965 dan tidak sebagai 'Persatuan' di bawah Akta Pertubuhan 1966;			

SENARAI SEMAK II

PERMOHONAN UNTUK MEMPERBADANKAN SYARIKAT BERHAD MENURUT JAMINAN DENGAN PERKATAAN 'BERHAD'

DI BAWAH AKTA SYARIKAT 1965(PEMERBADANAN BARU DENGAN 'BERHAD')

b.	Kenyataan terperinci aktiviti yang akan Syarikat laksanakan.			
c.	Kenyataan Syarikat berhubung sumber pendapatan Syarikat untuk menjalankan aktiviti-aktiviti yang termaktub di dalam Memorandum dan Artikel.			
d.	Kenyataan sama ada Syarikat ada kaitan dengan badan/organisasi dalam dan luar negara atau akan mengambil alih badan/persatuan. Sekiranya ada kaitan, sila majukan surat persetujuan untuk melantik Syarikat sebagai ahli gabungan di Malaysia (<i>Affiliated Country</i>).			
4.	DOKUMEN-DOKUMEN SOKONGAN			
a.	Surat pengakuan daripada pengasas atau pengarah sama ada pernah membuat permohonan sedemikian di bawah Akta Pertubuhan 1966. Sekiranya pernah, dikehendaki memberi butiran tarikh permohonan dan kedudukan permohonan serta alamat pejabat pertubuhan yang dimohon.			
b.	Biodata, kelayakan dan pengalaman dalam aktiviti kebajikan daripada bakal pengasas dan pengarah. Format seperti di Contoh 3 .			
c.	Surat persetujuan pelantikan daripada pengasas dan pengarah yang dinamakan dalam Memorandum & Artikel Syarikat.			

SENARAI SEMAK II

PERMOHONAN UNTUK MEMPERBADANKAN SYARIKAT BERHAD MENURUT JAMINAN DENGAN PERKATAAN 'BERHAD'

DI BAWAH AKTA SYARIKAT 1965 (PEMERBADANAN BARU DENGAN 'BERHAD')

d.	Salinan kad pengenalan/pasport bakal pengasas dan pengarah.			
e.	Anggaran Pendapatan dan Perbelanjaan Syarikat bagi tempoh 2 tahun selepas diperbadankan. Format seperti di Contoh 4 .			
f.	Surat sokongan daripada agensi kerajaan/surat kebenaran menggunakan nama yang dicadang (jika berkaitan).			
5.	URUSAN PENYERAHAN DOKUMEN			
a.	Senarai Semak dan fi serta dokumen-dokumen di perenggan 1(a) perlu diserahkan ke alamat berikut: SURUHANJAYA SYARIKAT MALAYSIA LEVEL 17, MENARA SSM@SENTRAL NO. 7, JALAN STESEN SENTRAL 5 KUALA LUMPUR SENTRAL 50623 KUALA LUMPUR			

SENARAI SEMAK III

**PERMOHONAN KELULUSAN MENTERI BAGI MENGGUGURKAN PERKATAAN
'BERHAD' DI AKHIR NAMA SBMJ YANG SEDIA ADA DI BAWAH**

SEKSYEN 24(2) AKTA SYARIKAT 1965

1.	DOKUMEN DISERTAKAN	√	RUJUKAN (M/SURAT)/ NO. LAMPIRAN	CATATAN
a.	Surat permohonan dengan dokumen-dokumen sokongan di perenggan 4.			
b.	Format Borang <i>Pre-lodgement</i> seperti di Contoh 5 .			
2.	BAYARAN PERMOHONAN			
a.	Bayaran permohonan sebanyak RM300.00 untuk kelulusan Menteri dan penyemakan Memorandum dan Artikel di bawah AS 1965 sama ada dalam bentuk tunai/kiriman wang/wang pos/bank draf/cek jurubank atas nama 'Suruhanjaya Syarikat Malaysia'.			
3.	KANDUNGAN SURAT IRINGAN			
a.	<p>Ulasan secara terperinci berhubung perkara berikut:</p> <ul style="list-style-type: none"> (i) Tujuan; (ii) Justifikasi; (iii) Ulasan ke atas kedudukan kewangan sekurang-kurangnya untuk tempoh tiga (3) tahun terkini; (iv) Senarai ahli-ahli syarikat menurut Daftar Ahli; dan (v) Aktiviti/program yang telah dilaksanakan dalam tempoh tiga (3) tahun. 			

SENARAI SEMAK III

**PERMOHONAN KELULUSAN MENTERI BAGI MENGGUGURKAN PERKATAAN
'BERHAD' DI AKHIR NAMA SBMJ YANG SEDIA ADA DI BAWAH**

SEKSYEN 24(2) AKTA SYARIKAT 1965

4.	DOKUMEN-DOKUMEN SOKONGAN			
a.	Salinan Sijil Pemerbadanan Syarikat Awam (Form 8).			
b.	(i) Salinan Memorandum dan Artikel Syarikat yang sedia ada; (ii) Deraf Memorandum dan Artikel Syarikat berhubung pindaan untuk menggugurkan perkataan 'Berhad'.			
c.	Salinan surat dari Lembaga Hasil Dalam Negeri (LHDN) sekiranya memohon mendapatkan pengecualian cukai.			
d.	Resolusi Ahli berhubung dengan pengguguran perkataan 'BERHAD' dan kelulusan pindaan-pindaan Memorandum dan Artikel yang berkaitan.			
e.	Biodata, kelayakan dan pengalaman dalam aktiviti kebajikan daripada pengarah. Format seperti di Contoh 3 .			
f.	Surat sokongan daripada agensi kerajaan/surat kebenaran menggunakan nama yang dicadang (jika berkaitan).			
g.	Sebarang dokumen sokongan daripada mana-mana agensi kerajaan sekiranya berkaitan.			

SENARAI SEMAK III

**PERMOHONAN KELULUSAN MENTERI BAGI MENGGUGURKAN PERKATAAN
'BERHAD' DI AKHIR NAMA SBMJ YANG SEDIA ADA DI BAWAH**

SEKSYEN 24(2) AKTA SYARIKAT 1965

h.	Penyata Kewangan yang telah diaudit bagi tempoh tiga (3) tahun.			
5.	URUSAN PENYERAHAN DOKUMEN			
a.	Senarai Semak dan fi serta dokumen-dokumen di perenggan 1(a) perlu diserahkan ke alamat berikut: SURUHANJAYA SYARIKAT MALAYSIA LEVEL 17, MENARA SSM@SENTRAL NO. 7, JALAN STESEN SENTRAL 5 KUALA LUMPUR SENTRAL 50623 KUALA LUMPUR			

SENARAI SEMAK IV

PERMOHONAN KELULUSAN MENTERI BAGI PELANTIKAN PENGARAH DI BAWAH SYARAT-SYARAT LESEN SEKSYEN 24(3) AS 1965

1.	DOKUMEN DISERTAKAN	√	RUJUKAN (M/SURAT)/ NO. LAMPIRAN	CATATAN
a.	Surat permohonan dengan dokumen-dokumen sokongan di perenggan 4.			
2.	BAYARAN PERMOHONAN			
a.	Bayaran permohonan RM150.00 sama ada dalam bentuk tunai/kiriman wang/wang pos/bank draf/cek jurubank atas nama Suruhanjaya Syarikat Malaysia.			
b.	Format Borang <i>Pre-lodgement</i> seperti di Contoh 5 .			
3.	KANDUNGAN SURAT IRINGAN			
a.	Tujuan permohonan pelantikan pengarah.			
b.	Ringkasan aktiviti-aktiviti utama Syarikat.			
4.	DOKUMEN-DOKUMEN SOKONGAN			
a.	Biodata, kelayakan dan pengalaman dalam aktiviti kebajikan daripada pengarah. Format seperti di Contoh 3 . Bagi pelantikan pengarah/pemegang amanah yang berusia 70 tahun dan ke atas, sila patuh seksyen 129 AS 1965.			
b.	Salinan kad pengenalan/pasport bakal pengarah.			

SENARAI SEMAK IV

PERMOHONAN KELULUSAN MENTERI BAGI PELANTIKAN PENGARAH DI BAWAH SYARAT-SYARAT LESEN SEKSYEN 24(3) AS 1965

c.	Salinan Sijil Pemerebadanan Syarikat Awam (Form 8)			
d.	Salinan lesen di bawah seksyen 24 AS 1965 (Form 15)			
e.	Salinan 'Syarat-Syarat Lesen' di bawah seksyen 24(3) AS 1965			
f.	Salinan Memorandum dan Artikel Syarikat			
g.	Salinan resolusi pengarah berhubung dengan kelulusan pelantikan pengarah yang disahkan dengan ditandatangani oleh seorang pengarah dan seorang setiausaha syarikat			
h.	Akuan Berkanun (Form 48A) asal dengan tarikh terkini bagi bakal pengarah.			
5.	URUSAN PENYERAHAN DOKUMEN			
a.	Senarai Semak dan fi serta dokumen-dokumen di perenggan 1(a) perlu diserahkan ke alamat berikut: SURUHANJAYA SYARIKAT MALAYSIA LEVEL 17, MENARA SSM@SENTRAL NO. 7, JALAN STESEN SENTRAL 5 KUALA LUMPUR SENTRAL 50623 KUALA LUMPUR			

SENARAI SEMAK V

PERMOHONAN KELULUSAN MENTERI BAGI PINDAAN MEMORANDUM DAN ARTIKEL DI BAWAH SEKSYEN 24(4) AKTA SYARIKAT 1965

1.	DOKUMEN DISERTAKAN	√	RUJUKAN (M/SURAT)/ NO. LAMPIRAN	CATATAN
a.	Surat permohonan dengan dokumen-dokumen sokongan di perenggan 4.			
2.	BAYARAN PERMOHONAN			
a.	Bayaran permohonan RM150.00 sama ada dalam bentuk tunai/kiriman wang/wang pos/bank draf/cek jurubank atas nama Suruhanjaya Syarikat Malaysia.			
b.	Format Borang <i>Prelodgement</i> seperti di Contoh 5 .			
3.	KANDUNGAN SURAT IRINGAN			
a.	Tujuan pindaan Memorandum dan Artikel (M & A), selain dari memohon pengecualian cukai dari Lembaga Hasil Dalam Negeri (LHDN).			
b.	Ringkasan aktiviti-aktiviti utama Syarikat.			
c.	Kenyataan sama ada pernah membuat pindaan M & A. Sekiranya ya, mesti memajukan salinan 'Lampiran A' dan salinan surat kelulusan Menteri.			

SENARAI SEMAK V

PERMOHONAN KELULUSAN MENTERI BAGI PINDAAN MEMORANDUM DAN ARTIKEL DI BAWAH SEKSYEN 24(4) AKTA SYARIKAT 1965

4.	DOKUMEN-DOKUMEN SOKONGAN			
a.	Salinan Sijil Pemerbadanan Syarikat Awam (Form 8).			
b.	Salinan lesen di bawah seksyen 24 AS 1965 (Form 15).			
c.	Salinan 'Syarat-Syarat Lesen' di bawah seksyen 24(3) AS 1965.			
d.	Salinan Memorandum dan Artikel Syarikat.			
e.	Salinan Resolusi Pengarah untuk kelulusan meminda M&A yang disahkan dengan ditandatangani oleh seorang pengarah dan seorang setiausaha syarikat.			
f.	Satu (1) salinan ' Lampiran A '. Format seperti di Contoh 1 .			
g.	Satu (1) salinan ' Lampiran B '. Setiap pindaan perlu diulas dengan mengambil kira perkara berikut: (i) Tujuan/sebab; (ii) Justifikasi pindaan; (iii) Impak sebelum dan selepas pindaan; dan (iv) Percanggahan dengan AS 1965 Format seperti di Contoh 2 .			

SENARAI SEMAK V

PERMOHONAN KELULUSAN MENTERI BAGI PINDAAN MEMORANDUM DAN ARTIKEL DI BAWAH SEKSYEN 24(4) AKTA SYARIKAT 1965

h.	1 cakera padat ("cd") mengandungi ' Lampiran A & B '.			
i.	Salinan surat dari Lembaga hasil Dalam Negeri (LHDN) sekiranya memohon untuk mendapat pengecualian cukai.			
5.	URUSAN PENYERAHAN DOKUMEN			
a.	Senarai Semak dan fi serta dokumen-dokumen di perenggan 1(a) perlu diserahkan ke alamat berikut: SURUHANJAYA SYARIKAT MALAYSIA LEVEL 17, MENARA SSM@SENTRAL NO. 7, JALAN STESEN SENTRAL 5 KUALA LUMPUR SENTRAL 50623 KUALA LUMPUR			

SENARAI SEMAK VI

PERMOHONAN KELULUSAN MENTERI BAGI KUTIPAN SUMBANGAN DARIPADA ORANG RAMAI – SYARAT LESEN DI BAWAH SEKSYEN 24(3) AS 1965

1.	DOKUMEN DISERTAKAN	√	RUJUKAN (M/SURAT)/ NO. LAMPIRAN	CATATAN
a.	Surat permohonan dengan dokumen-dokumen sokongan di perenggan 4.			
2.	BAYARAN PERMOHONAN			
a.	Bayaran permohonan RM150.00 sama ada dalam bentuk tunai/kiriman wang/wang pos/bank draf/cek jurubank atas nama 'Suruhanjaya Syarikat Malaysia'.			
b.	Format Borang <i>Pre-lodgement</i> seperti di Contoh 5.			
3.	KANDUNGAN SURAT IRINGAN			
a.	Penjelasan berhubung kaedah dan tujuan kutipan sumbangan.			
b.	Tempoh masa yang ditetapkan untuk kutipan sumbangan.			

SENARAI SEMAK VI

PERMOHONAN KELULUSAN MENTERI BAGI KUTIPAN SUMBANGAN DARIPADA ORANG RAMAI – SYARAT LESEN DI BAWAH SEKSYEN 24(3) AS 1965

c.	Penjelasan tentang tatacara perakaunan dan rekod-rekod kutipan sumbangan.			
d.	(i) Sila nyatakan golongan sasaran untuk mendapatkan kutipan derma (sekiranya ada). (ii) Nyatakan minimum dan maksimum kutipan dana yang disasarkan kepada: (a) Ahli jawatankuasa kutipan; (b) Pihak Korporat; (c) Badan swasta; dan (d) Individu.			
e.	Ringkasan aktiviti-aktiviti utama Syarikat.			
f.	Pemohon diminta memberi pengesahan untuk mematuhi syarat-syarat berikut: (i) Syarikat hendaklah mematuhi Akta Kutipan Rumah ke Rumah dan di Jalan 1947 jika berkaitan; (ii) Syarikat hendaklah mematuhi Pekeliling Am Bil.6 Tahun 1987 – Persatuan Mengutip Derma Oleh Pertubuhan dari orang ramai; (iii) Syarikat hendaklah memastikan tatacara kutipan derma mempunyai ciri-ciri kawalan dalaman yang mencukupi untuk mengelakkan penyelewengan;			

SENARAI SEMAK VI

PERMOHONAN KELULUSAN MENTERI BAGI KUTIPAN SUMBANGAN DARIPADA ORANG RAMAI – SYARAT LESEN DI BAWAH SEKSYEN 24(3) AS 1965

<p>(iv) Syarikat hendaklah memastikan penyata kewangan disediakan, diaudit dan dibentangkan di Mesyuarat Agong Tahunan mengikut peruntukan Akta Syarikat 1965;</p> <p>(v) Penyata kewangan yang diaudit hendaklah dihantar kepada pihak berkuasa yang meluluskan permohonan dalam tempoh satu (1) bulan selepas dibentangkan di Mesyuarat Agong Tahunan;</p> <p>(vi) Syarikat hendaklah memastikan kutipan derma diguna untuk objek Syarikat dan bukan untuk manfaat ahli-ahli Syarikat;</p> <p>(vii) Kutipan tidak boleh menggunakan orang perantaraan dan dibuat tanpa menggunakan unsur-unsur kekerasan, ugutan dan ancaman;</p> <p>(viii) Pengutip derma hendaklah menunjukkan tanda pengenalan dan surat kebenaran untuk mengutip derma yang dikeluarkan oleh badan yang menganjurkan kutipan;</p> <p>(ix) Pengutip derma hendaklah berumur tidak kurang dari 18 tahun;</p> <p>(x) Semua penerimaan kutipan derma hendaklah diakui dengan resit atau disiarkan melalui akhbar;</p> <p>(xi) Perbelanjaan untuk kutipan derma hendaklah seboleh-bolehnya tidak melebihi 1/12 daripada jumlah keseluruhan kutipan;</p> <p>(xii) Semua derma hendaklah dikeluarkan resit pada masa kutipan;</p>			
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SENARAI SEMAK VI

PERMOHONAN KELULUSAN MENTERI BAGI KUTIPAN SUMBANGAN DARIPADA ORANG RAMAI – SYARAT LESEN DI BAWAH SEKSYEN 24(3) AS 1965

	<p>(xiii) Tempoh sah kelulusan untuk mengutip sumbangan daripada pihak awam adalah satu (1) tahun daripada tarikh kelulusan Y.B. Menteri;</p> <p>(xiv) Kelulusan Menteri ini adalah untuk permohonan Syarikat di bawah Akta Syarikat 1965 sahaja dan bukan bermaksud sebagai sokongan terhadap pungutan derma yang akan dijalankan oleh Syarikat; dan</p> <p>(xv) Syarikat adalah dilarang untuk menggunakan atau mengaitkan nama Menteri, Kementerian Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan Malaysia (KPDNKK), Suruhanjaya Syarikat Malaysia (SSM), Pendaftar Syarikat, anggota dan pegawai KPDNKK dan SSM dalam menjalankan aktiviti memungut derma berkenaan.</p>			
4.	DOKUMEN-DOKUMEN SOKONGAN			
a.	Salinan Sijil Pemerbadanan Syarikat Awam (Form 8).			
b.	Salinan lesen di bawah seksyen 24 AS 1965 (Form 15).			
c.	Salinan 'Syarat-Syarat Lesen' di bawah seksyen 24(3) AS 1965.			
d.	Salinan Memorandum dan Artikel Syarikat.			

SENARAI SEMAK VI

PERMOHONAN KELULUSAN MENTERI BAGI KUTIPAN SUMBANGAN DARIPADA ORANG RAMAI – SYARAT LESEN DI BAWAH SEKSYEN 24(3) AS 1965

e.	Salinan resolusi pengarah berhubung kelulusan kutipan sumbangan yang disahkan dengan ditandatangani oleh seorang pengarah dan seorang setiausaha syarikat.			
f.	Penyata Kewangan terkini yang telah diaudit dan dibentang di Mesyuarat Agung Tahunan. Untuk Syarikat yang baru diperbadankan, nyatakan adakah syarat lesen berhubung dana permulaan yang dijanjikan oleh penyumbang telah dipatuhi. Sekiranya belum, sila beri penjelasan.			
g.	Format kutipan sumbangan yang akan diedar kepada orang ramai.			
5.	URUSAN PENYERAHAN DOKUMEN			
a.	Senarai Semak dan fi serta dokumen-dokumen di perenggan 1(a) perlu diserahkan ke alamat berikut: SURUHANJAYA SYARIKAT MALAYSIA LEVEL 17, MENARA SSM@SENTRAL NO. 7, JALAN STESEN SENTRAL 5 KUALA LUMPUR SENTRAL 50623 KUALA LUMPUR			

SENARAI SEMAK VII
PERMOHONAN KELULUSAN MENTERI BAGI PEMILIKAN TANAH/HARTANAH
DI BAWAH SEKSYEN 19(2) AKTA SYARIKAT 1965

1.	DOKUMEN DISERTAKAN	√	RUJUKAN (M/SURAT)/ NO. LAMPIRAN	CATATAN
a.	Surat permohonan dengan dokumen-dokumen sokongan di perenggan 4.			
2.	BAYARAN PERMOHONAN			
a.	Bayaran permohonan RM150.00 bagi setiap tanah/hartanah sama ada dalam bentuk tunai/kiriman wang/wang pos/bank draf/cek jurubank atas nama Suruhanjaya Syarikat Malaysia.			
b.	Format Borang <i>Pre-lodgement</i> seperti di Contoh 5.			
3.	KANDUNGAN SURAT IRINGAN			
a.	(i) Pembelian / Pemilikan; (ii) Penjualan / Pelupusan / Pindahmilik; dan/atau (iii) Pajakan / Cagaran.			

SENARAI SEMAK VII

PERMOHONAN KELULUSAN MENTERI BAGI PEMILIKAN TANAH/HARTANAH DI BAWAH SEKSYEN 19(2) AKTA SYARIKAT 1965

	<p>(i) Pembelian / pemilikan:</p> <ul style="list-style-type: none">- Tujuan pemilikan tanah / hartanah- Kaedah pembiayaan- Harga tanah / hartanah- Deskripsi tanah / hartanah yang terperinci (Bahasa Malaysia dan Bahasa Inggeris).- Kedudukan kewangan Syarikat terkini- Impak pembelian / pemilikan ke atas kedudukan kewangan Syarikat			
	<p>(ii) Penjualan / Pelupusan / Pindahmilik:</p> <ul style="list-style-type: none">- Tujuan penjualan / pelupusan / pindahmilik- Harga penjualan / pelupusan / pindahmilik- Deskripsi tanah / hartanah yang terperinci- Kedudukan kewangan Syarikat terkini- Impak penjualan / pelupusan / pindahmilik ke atas kedudukan kewangan Syarikat			
	<p>(iii) Pajakan / Cagaran:</p> <ul style="list-style-type: none">- Tujuan pajakan / cagaran- Harga asal tanah / hartanah semasa dimiliki- Jumlah pajakan / cagaran- Butiran pajakan / cagaran			

SENARAI SEMAK VII

PERMOHONAN KELULUSAN MENTERI BAGI PEMILIKAN TANAH/HARTANAH DI BAWAH SEKSYEN 19(2) AKTA SYARIKAT 1965

	<ul style="list-style-type: none"> - Deskripsi tanah / hartanah yang terperinci - Kedudukan kewangan Syarikat terkini - Impak pajakan / cagaran ke atas kedudukan kewangan Syarikat 			
4.	DOKUMEN-DOKUMEN SOKONGAN			
a.	Salinan Sijil Pemerbadanan Syarikat Awam (Form 8).			
b.	Salinan lesen di bawah seksyen 24 AS 1965 (Form 15).			
c.	Salinan 'Syarat-Syarat Lesen' di bawah seksyen 24(3) AS 1965.			
d.	Salinan deraf Memorandum dan Artikel Syarikat.			
e.	(i) Pembelian / Pemilikan Salinan Perjanjian Jual Beli / 'Deed of Gift' yang telah dilaksanakan ("Stamped Agreement/Deed").			
	(ii) Penjualan / Pelupusan / Pindahmilik Salinan Perjanjian Jual Beli / Pindahmilik ("Stamped Agreement").			

SENARAI SEMAK VII

PERMOHONAN KELULUSAN MENTERI BAGI PEMILIKAN TANAH/HARTANAH DI BAWAH SEKSYEN 19(2) AKTA SYARIKAT 1965

	<p>(iii) Pajakan / Cagaran</p> <p>- Salinan Perjanjian dengan pihak bank yang telah dilaksanakan ("Stamped Agreement").</p>			
f.	Salinan lesen tanah yang dimiliki di bawah seksyen 19(2) AS 1965 (Form 10) sekiranya ada.			
g.	Senarai tanah / hartanah yang telah dimiliki di bawah seksyen 19(2) dan kegunaannya pada masa sekarang – sekiranya ada.			
h.	Salinan Geran Tanah ("Master Title / Strata Title") berserta pelan tanah dari Pejabat Tanah.			
i.	<p>Salinan Resolusi Pengarah / Ahli Syarikat berhubung kelulusan bagi perkara di perenggan 3(a)(i), (ii) atau (iii).</p> <p>Salinan Resolusi hendaklah disahkan dengan ditandatangani oleh seorang pengarah dan seorang setiausaha syarikat.</p>			
j.	Pengesahan lembaga pengarah dalam mesyuarat pengarah yang menyatakan bahawa perkara di perenggan 3(b)(i) atau (ii) atau (iii) merupakan transaksi <i>arm's length</i> dan mereka tidak mempunyai kepentingan dalam transaksi tersebut.			

SENARAI SEMAK VII

**PERMOHONAN KELULUSAN MENTERI BAGI PEMILIKAN TANAH/HARTANAH
DI BAWAH SEKSYEN 19(2) AKTA SYARIKAT 1965**

k.	Penyata Kewangan yang diaudit untuk tempoh 2 tahun terkini.			
5.	URUSAN PENYERAHAN DOKUMEN			
a.	Senarai Semak dan fi serta dokumen-dokumen di perenggan 1(a) perlu diserahkan ke alamat berikut: SURUHANJAYA SYARIKAT MALAYSIA LEVEL 17, MENARA SSM@SENTRAL NO. 7, JALAN STESEN SENTRAL 5 KUALA LUMPUR SENTRAL 50623 KUALA LUMPUR			

SENARAI SEMAK VIII

PERMOHONAN KELULUSAN MENTERI UNTUK MEMBENARKAN PEMBAYARAN GAJI DAN ELAUN TETAP KEPADA PENGARAH SYARIKAT BERHAD MENURUT JAMINAN

1.	DOKUMEN DISERTAKAN	√	RUJUKAN (M/SURAT)/ NO. LAMPIRAN	CATATAN
a.	Surat permohonan dengan dokumen-dokumen sokongan di perenggan 4.			
2.	BAYARAN PERMOHONAN			
a.	Bayaran permohonan sebanyak RM150.00 sama ada dalam bentuk tunai/kiriman wang/wang pos/bank draf/cek jurubank atas nama 'Suruhanjaya Syarikat Malaysia'.			
b.	Format borang <i>Pre-lodgement</i> seperti di Contoh 5 .			
3.	KANDUNGAN SURAT IRINGAN			
a.	Penjelasan berhubung pembayaran gaji dan/atau elaun tetap kepada pengarah dengan mengambilkira perkara berikut: (i) Tujuan; dan (ii) Justifikasi.			
b.	Senarai terkini pengarah/pengarah bebas (<i>independent directors</i>).			
c.	Senarai pekerja sepenuh masa dan bidang tugas yang dilakukan.			

SENARAI SEMAK VIII

PERMOHONAN KELULUSAN MENTERI UNTUK MEMBENARKAN PEMBAYARAN GAJI DAN ELAUN TETAP KEPADA PENGARAH SYARIKAT BERHAD MENURUT JAMINAN

d.	Senarai faedah-faedah yang dinikmati oleh pengarah.			
e.	Tugas dan tanggungjawab pengarah.			
f.	Kenyataan jenis perkhidmatan dan kepakaran yang diberikan oleh pengarah.			
4.	DOKUMEN-DOKUMEN SOKONGAN			
a.	Salinan Perjanjian di antara Syarikat dan pengarah berhubung pembayaran gaji dan/atau elaun tetap dengan mengambil kira syarat-syarat berikut: (i) Jumlah maksimum; (ii) Jumlah maksimum yang diberikan adalah berpatutan; dan (iii) Ahli-ahli Syarikat berpuas hati bahawa traksaksi tersebut adalah untuk kepentingan Syarikat bagi meneruskan aktiviti-aktivitinya yang bercorak kebajikan.			
b.	Surat persetujuan pembayaran gaji dan/atau elaun tetap daripada setiap pengarah.			
c.	Salinan Memorandum dan Artikel Syarikat.			
d.	Resolusi ahli berhubung persetujuan pembayaran gaji dan/atau elaun tetap kepada pengarah.			

SENARAI SEMAK VIII

PERMOHONAN KELULUSAN MENTERI UNTUK MEMBENARKAN PEMBAYARAN GAJI DAN ELAUN TETAP KEPADA PENGARAH SYARIKAT BERHAD MENURUT JAMINAN

e.	Penyata Kewangan untuk tempoh tiga (3) tahun terkini yang telah diaudit dan dibentang di Mesyuarat Agung Tahunan.			
f.	Anggaran Pendapatan dan Perbelanjaan Syarikat bagi tempoh tiga (3) tahun akan datang. Format seperti di Contoh 4 .			
5.	URUSAN PENYERAHAN DOKUMEN			
a.	<p>Senarai Semak dan fi serta dokumen-dokumen di perenggan 1(a) perlu diserahkan ke alamat berikut:</p> <p>SURUHANJAYA SYARIKAT MALAYSIA LEVEL 17, MENARA SSM@SENTRAL NO. 7, JALAN STESEN SENTRAL 5 KUALA LUMPUR SENTRAL 50623 KUALA LUMPUR</p>			

CONTOH 1

NO. SYARIKAT:

LAMPIRAN A

(NAMA SYARIKAT)

Berikut ini ialah pindaan ke atas Memorandum & Artikel (Nama Syarikat) yang telah diluluskan pada

Memorandum / Artikel

1. **Fasal/Artikel** dicadang dipinda dengan membatalkan keseluruhan ayat dan menggantikannya dengan ayat “” seperti berikut:
2. **Fasal/Artikel**..... dicadang dibatalkan keseluruhan Fasal/Artikel seperti berikut:
3. Penomboran semula **Fasal/Artikel** hingga menjadi **Fasal/Artikel** hingga **Fasal/Artikel** I.....
4. **Fasal/Artikel** dicadang dipinda dengan membatalkan perkataan “.....” sebelum perkataan “.....” di baris kedua dan menggantikannya dengan perkataan “.....” dan dinomborkan semula menjadi **Fasal/Artikel** seperti berikut:
5. **Fasal/Artikel** dipinda dengan menambahkan di akhir perenggan seperti berikut:

CONTOH 2

NO. SYARIKAT

LAMPIRAN B

(NAMA SYARIKAT)

BIL	FASAL ASAL (AYAT FASAL YANG PENUH)	FASAL PINDAAN (AYAT FASAL YANG PENUH)	<p>Setiap pindaan perlu diulas dengan mengambil kira perkara-perkara berikut:</p> <p>Tujuan/Sebab;</p> <p>Justifikasi ;</p> <p>Impak sebelum dan selepas pindaan;</p> <p>dan</p> <p>Percanggahan dengan Akta Syarikat 1965</p>

CONTOH 3

BIODATA PENGASAS/PENGARAH	
NAMA	
NO. KAD PENGENALAN (Sila lampirkan salinan kad pengenalan)	
ALAMAT KEDIAMAN	
KELULUSAN AKADEMIK / KELULUSAN MINIMUM	
PEKERJAAN DAN JAWATAN	
MAJIKAN	
PENGALAMAN (Catatkan pengalaman berkhidmat dengan kerajaan /korporat /NGOs/ kebajikan i.e. persatuan, rumah-rumah ibadat, jawatankuasa keselamatan kampung dan lain-lain yang bersesuaian serta jawatan dan tempoh masa berkhidmat)	
NOTA: Sila pastikan maklumat yang diberi hendaklah lengkap, terkini dan mengikut format ini.	

CONTOH 4

NAMA SYARIKAT:		
ANGGARAN PENDAPATAN DAN PERBELANJAAN BAGI TEMPOH DUA (2) TAHUN		
MAKLUMAT	TAHUN 1	TAHUN 2
PENDAPATAN		
Sumbangan		
Lain-lain pendapatan		
JUMLAH PENDAPATAN		
PERBELANJAAN		
JUMLAH PERBELANJAAN		
LEBIHAN/(KURANGAN)		

LODGED BY:	
Name :	
Address :	
Tel :	Fax :
Our Ref :	
Your Ref :	
IN RELATION TO:	
Company Name :	
Company No. :	

CONTOH 5

COMPANIES COMMISSION OF MALAYSIA
CORPORATE ADMINISTRATION SECTION (CAS)
LEVEL 19, MENARA SSM@SENTRAL
NO. 7 JALAN STESEN SENTRAL 5
KUALA LUMPUR SENTRAL
50623 KUALA LUMPUR.

Date:

Attached herewith the document/application in accordance with the following category for registration/approval:
(Please ✓ whichever applicable)

✓	Document	Document Date	Received Date	Event Date *	Fee
	TST - Application For Trust Company Registration			-	5.00
	TST - Security Prospectus			-	500.00
	TST - Quarterly Report *				100.00
	TST - Annual Return Trust Company			-	10.00
	TST - Certificate Of Trust Company Registration (Capital < RM500,000)			-	100.00
	TST - Cert. Of Trust Company Registration (Capital < RM1,000,000)			-	150.00
	TST - Cert. Of Trust Company Registration (Capital > RM1,000,000)			-	200.00
	TST - Company Limited By Guarantee			-	150.00
	OTH - Apply For Exemption Section 168(8)			-	120.00
	OTH - Apply For Relief Section 169A [Section 169(11)]			-	120.00
	OTH - Extension Of Time Sections 143(2) & 169(2) (Fm 51A)			-	200.00
	OTH - Extension Of Time Section 143(2) (Fm 51A)			-	100.00
	OTH - Extension Of Time Section 169(2) (Fm 51A)			-	100.00
	OTH - Application For Waiver Section 336(5) (1 Year)			-	120.00
	OTH - Application For Waiver Section 336(5) (2 Years)			-	240.00
	OTH - Application For Waiver Section 336(5) (3 Years)			-	360.00
	OTH - Application For Waiver Section 336(5) (4 Years)			-	480.00
	OTH - Nomination Of Proxy Section 149			-	120.00
	OTH - Any Other Application To The Registrar Which A Fee Is Not Prescribed			-	120.00
	Late Lodgement Fees				

* State the relevant quarter ending date in the "Event Date" column

Enclosed herewith payment of RM..... Cash/Cheque/Bank Draft/Money Order/Postal Order (Mark whichever applicable) No:

Signature: