

EDUCATIONAL

SERIES

MyCoID
Malaysia Corporate Identity



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)

SERIES 1

MyCoID Number is the acronym for Malaysia Corporate Identity Number that refers to the company incorporation number issued by Suruhanjaya Syarikat Malaysia (SSM) and becomes a single source of reference for transactions with other Government agencies.

The MyCoID system enables automatic population of data for simultaneous registration with the following five agencies upon the incorporation of a company:



<https://mycoid2016.ssm.com.my>

03-77214000

enquiry@ssm.com.my

www.ssm.com.my

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SERIES 2

MyCoID portal focuses on company incorporation and registration services as follows :

| | |
|---|---|
| User Registration | Register of Members |
| Search of Company Names & Application For Reservation Of Name | Notification of Change In The Register Of Directors, Managers And Secretaries |
| Incorporation of Company Limited By Shares | Notification of Change In The Registered Address |
| Appointment of First Company Secretary | Reassignment of Company Secretary |
| Lodgement of Constitution | Statement of Particulars To Be Lodge With Charges |
| Return of Allotment Of Shares | |

SIMPLE



QUICK



EFFECTIVE



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SERIES 3

Can I register a company by myself?

Yes, you can.



How to register?

- Sign up as a user at MyCoID portal: <https://mycoid2016.ssm.com.my>
- Complete and submit the registration details.
- Activate the user registration at nearby SSM Office
- Activate through email: ubmhq@ssm.com.my . Once activated, log in to MyCoID portal to perform the transaction.

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SERIES 4



**Who can apply to incorporate
a company in Malaysia?**

The Director(s) or Shareholder(s) him/herself.
Registration as a user of MyCoID portal is a
prerequisite

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SERIES 5

How to incorporate a company in Malaysia?

Go to MyCoID portal and select Direct Incorporation Application for Company Limited By Shares. Steps to incorporate a company:

- 1 Provide a proposed Company Name.**
 - Name should not contain gazetted, controlled or offensive word.
- 2 Complete the following particulars:**
 - Details of directors and shareholders.
 - Relevant Information to Agencies:
 - i. Inland Revenue Board of Malaysia (LHDN)
 - ii. Social Security Organisation (PERKESO)
 - iii. Human Resource Corporation Berhad (HRDF)
 - iv. Employee Provident Fund (EPF)
 - v. SME Corporation Malaysia (SME Corp)
- 3 Complete payment transaction.**
- 4 Notice of Registration will be issued upon approval, the applicant will receive a notice of registration through email.**

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SERIES 6

What is the best way to register a company at MyCoID portal?

Select **DIRECT INCORPORATION** instead of **INCORPORATION OF RESERVED NAME**

Direct Incorporation combines the process flow from Name Reservation until Incorporation.

Advantages



Save Cost

Save RM50 by omitting the Name Reservation fee.

Incorporation fee: RM1,010

- i. Registration fees RM1,000 as refer to Schedule 8 Companies Regulations 2017
- ii. RM10 is for Supply of Corporation Information to Agencies



Save Time

Submit the application only **ONCE** prior to the approval and registration of company.

(in the case of no query and resubmission of application).



No Rejection

If the proposed company's name does not meet the approval criteria, consultation will be provided to ensure the company is successfully registered.

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SERIES 7

What happened when a company is successfully incorporated?

The applicant will receive 2 email notifications:-

- 1 **Notice of approval.**
- 2 **Notice of registration (section 15 CA 2016). These notices consist company's name, registration number and its date of registration.**

The company's certificate and corporate profile are optional at either MyData or e-Info portals.



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SERIES 8

When should a company
appoints a company secretary?



A company must appoint a company secretary within 30 days from the date of its incorporation.

NOTE

A company must have at least one secretary, who is:

- A natural person
- 18 years of age and above
- A Malaysian citizen or permanent resident
- Ordinarily residing in Malaysia
- A member of an approved body as set out in Fourth Schedule or licensed by SSM

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SERIES 9



Is it mandatory for a company to have a constitution?

Company Constitution is not mandatory for a company limited by shares. The rights, duties and responsibilities of the company, its directors and shareholders are governed according to the Companies Act 2016.

However, a company may adopt a constitution through a special resolution and must lodge the constitution within 30 days from the date of the resolution.

NOTE

At the point of incorporation, a company limited by guarantee is required to have a constitution.

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SERIES 10

What are the contents of a company's constitution?



If a company decides to adopt a constitution, it may contain provisions relating to :

- The objects of the company;
- The capacity, rights, powers or privileges of the company if the provision restricts such capacity, rights, powers or privileges;
- Matters contemplated by Companies Act 2016 to be included in the constitution; and
- Any other matters as the company wishes to include in its constitution.

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