



**Annual Return for Companies
Having Share Capital – AR1**

5.2. Annual Return for Companies Having Share Capital – AR1

5.2.1. General

This subsection will guide preparers to fill up the Filing Information window in relation to an AR1 as well as a guideline to complete the relevant information which are required to be filled in an AR1 template.

Please refer to *“Getting Started – Creation of XBRL File”* for more information on the creation of XBRL File to generate an AR module.

5.2.1.1. Filing Information

1. Preparers is required to fill up information in the Filing Information window in relation to an AR1 template. Hence, preparers must select “AR1” under the dropdown list of “Type of submission” in the filing information window.
2. Figure 5 below illustrates how the Filing Information window for an AR1 should be completed.

Field	Value
* Company registration number	3775-X
* Name of company	BOARDROOM CORPORATE SERVICES (KL) SDN. BHD.
Former name of the company	
Goods and services tax number	
* Calendar year of annual return	2018
* Date of annual return	13/04/2018
* Origin of company	Incorporated in Malaysia
* Status of company	Private company
* Type of company	Company limited by shares
* Type of submission	AR1
* Disclosure whether company is preparing annual return for first time since incorporation	No
Disclosure whether shares of company are quoted on stock exchange	
* Disclosure on number of members of company	Company with equal to or less than five hundred members

* denotes mandatory items to be reported

Generate Template Cancel

Figure 5

3. Please note that an AR1 template is applicable for both private and public companies. Hence, the field “Status of Company” has to be selected accordingly, i.e. private company or public company.
4. Upon completing the filing information window, click “Generate Template” and the mTool will start to populate an MBRS Template in Microsoft Excel, unique to the company’s filing requirements.
5. Upon completion of generating a MBRS Template, a “Save As’ window would appear to prompt preparers to save an excel file. The file may be retrieved in the future for editing via the mTool.
6. After saving the file, it would land on the “FI” tab which stands for Filing Information. This section is prepared based on the information provided in the filing information window. Figure 6 below is an illustration of a completed “FI” tab.

Filing Information	
General Filing Information	
* Company registration number	3775-X
* Name of company	BOARDROOM CORPORATE SERVICES (KL) SDN. BHD.
Former name of the company	
Goods and services tax number	
* Calendar year of annual return	2018
* Date of annual return	13/04/2018
* Origin of company	Incorporated in Malaysia
* Status of company	Private company
* Type of company	Company limited by shares
* Type of submission	AR1
* Disclosure whether company is preparing annual return for first time since incorporation	No
* Disclosure whether shares of company are quoted on stock exchange	
Disclosure on number of members of company	Company with equal to or less than five hundred members

Figure 6

7. The Microsoft Excel File generated by the mTool consist of the following tabs:

Tab	Description
Content Page	Content page of the AR
FI	Information which were inserted in the Filing Information window
Section A	Address of registered office, address of register of members is kept, address of financial records are kept, principal place of business, nature of business (inclusive of MSIC Code), branches place of business.
Section B	Summary of shareholding structure
Section C	Particular of Indebtedness
Section D	Particulars of Directors, Managers, Secretary and Auditors
Section E(i)	Particulars of members <i>(for public companies only)</i>
Section E(ii)	Particulars of members <i>(for private companies only)</i>
Section F	Shareholding analysis
Section G	Certificate to be given by all companies

8. In the event that the information in the Filing Information window were inserted inaccurately, preparers would be able to edit such information in the FI tab.


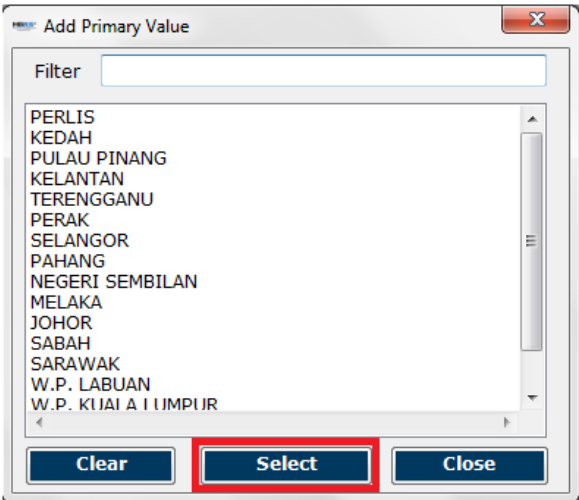
Please note that the type of AR would not be able to be changed once the MBRS Template has been generated.


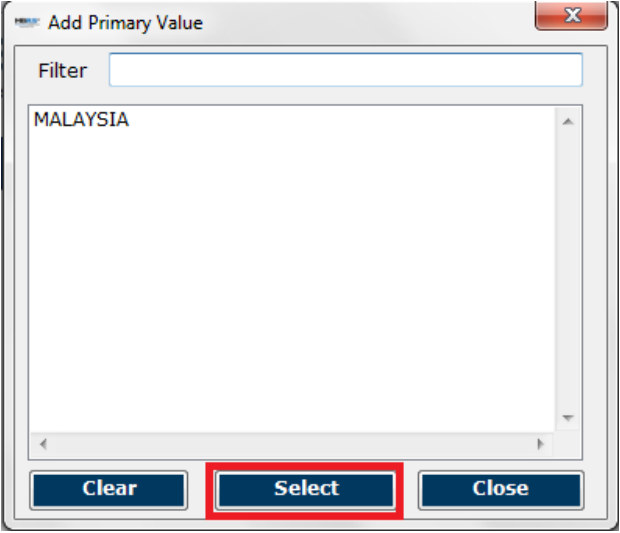
5.2.2. Section A: Particulars of Company

1. In order to insert the following details in the module, click on the excel tab labelled "Section A":
 - Address of registered office
 - Address of register of members is kept
 - Address of financial records are kept
 - Address of principal place of business
 - Nature of business
 - Branches places of business
2. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

5.2.2.1. Address of Registered Office

1. Below are the fields to be completed for address of registered office:


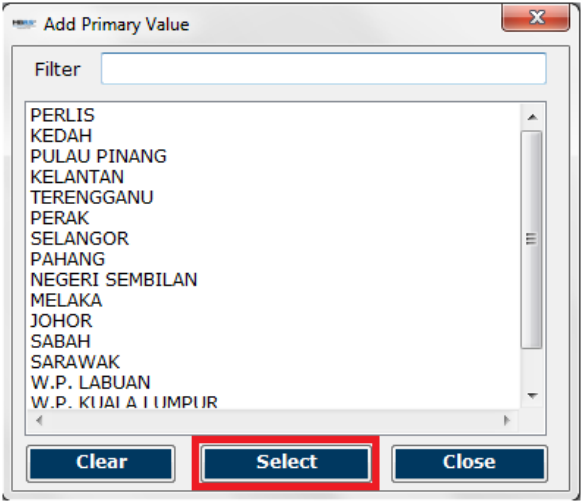

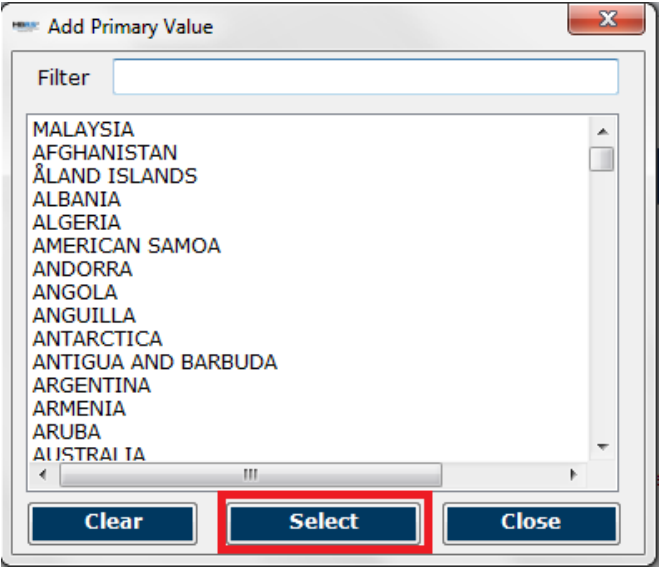
Field name	Description
Address line 1	Line 1 of the address of the registered office
Address line 2	Line 2 of the address of the registered office
Address line 3	Line 3 of the address of the registered office
Postcode	Postcode of the registered office
Town	Town of the address of the registered office
State	<p>State of the address of the registered office</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> <div style="text-align: center;">  </div> <p>2. Click on the "Select" button to proceed:</p> <div style="text-align: center;">  </div>

Field name	Description
Country	<p>Country of the address of the registered office</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 

5.2.2.2. Address of Register of Members is Kept


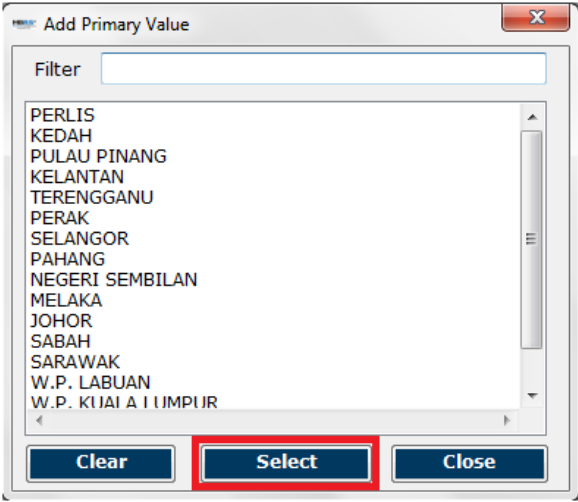
- The address of register of members is kept is only required to be completed if the address is other than the registered office.
- Below are the fields to be completed for address of register of members is kept:


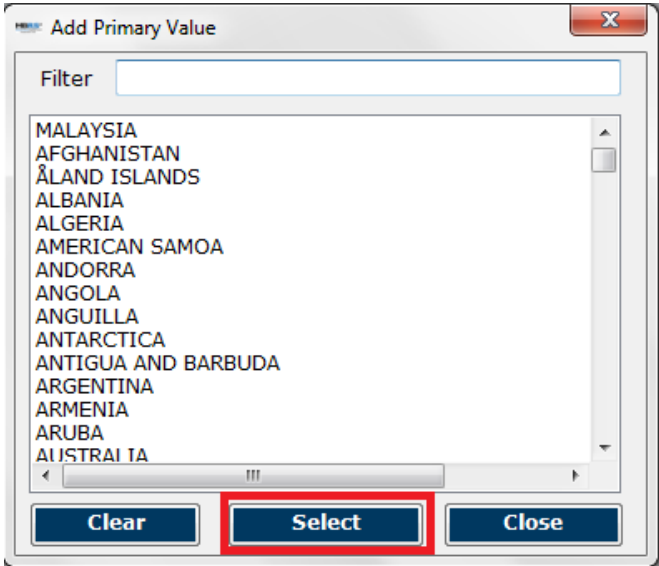
Field name	Description
Address line 1	Line 1 of the address of the register of members is kept
Address line 2	Line 2 of the address of the register of members is kept
Address line 3	Line 3 of the address of the register of members is kept
Postcode	Postcode of the address of the register of members is kept
Town	Town of the address of the register of members is kept

Field name	Description
State	<p>State of the address of the register of members is kept</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i> <div data-bbox="651 365 1270 416" style="text-align: center;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="638 521 1222 1021" style="text-align: center;">  </div>
Country	<p>Country of the address of the register of members is kept</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i> <div data-bbox="651 1256 1270 1308" style="text-align: center;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="638 1413 1302 1977" style="text-align: center;">  </div>

5.2.2.3. Address of Financial Records are Kept

1. The address of financial records are kept is only required to be completed if the address is other than the registered office.
2. Financial Records refers to Audited Financial Statements (Kindly refer to the FAQ issued).
3. Below are the fields to be completed for address of financial records are kept:

Field name	Description
Address line 1	Line 1 of the address of financial records are kept
Address line 2	Line 2 of the address of financial records are kept
Address line 3	Line 3 of the address of financial records are kept
Postcode	Postcode of the address of financial records are kept
Town	Town of the address of financial records are kept
State	<p>State of the address of financial records are kept</p> <ol style="list-style-type: none"> 1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window: <div style="text-align: center;">  </div> <ol style="list-style-type: none"> 2. Click on the "Select" button to proceed: <div style="text-align: center;">  </div>

Field name	Description
Country	<p>Country of the address of financial records are kept</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 

5.2.2.4. Address of Principal Place of Business

1. Below are the fields to be completed for address of principal place of business:

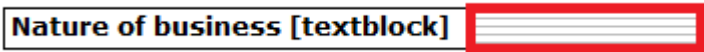
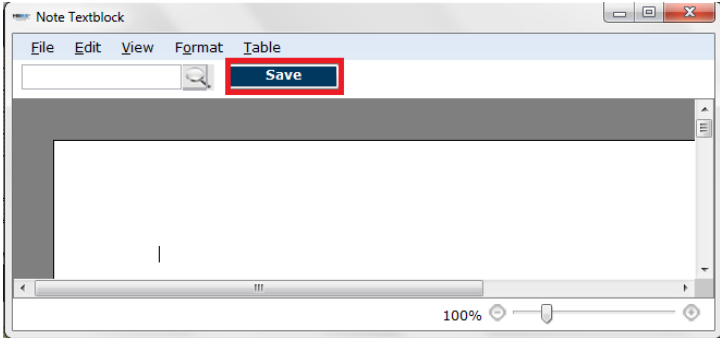
Field name	Description
Address line 1	Line 1 of the address of principal place of business
Address line 2	Line 2 of the address of principal place of business
Address line 3	Line 3 of the address of principal place of business
Postcode	Postcode of the address of principal place of business
Town	Town of the address of principal place of business

Field name	Description
State	<p>State of the address of principal place of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i> <div data-bbox="708 367 1326 416" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> State </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="695 521 1275 1016" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">✕</p> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <ul style="list-style-type: none"> PERLIS KEDAH PULAU PINANG KELANTAN TERENGGANU PERAK SELANGOR PAHANG NEGERI SEMBILAN MELAKA JOHOR SABAH SARAWAK W.P. LABUAN W.P. KUALA LUMPUR <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Clear Select Close </div> </div>
Country	<p>Country of the address of principal place of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i> <div data-bbox="708 1256 1326 1305" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> *Country </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="695 1411 1353 1973" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">✕</p> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <ul style="list-style-type: none"> MALAYSIA AFGHANISTAN ÅLAND ISLANDS ALBANIA ALGERIA AMERICAN SAMOA ANDORRA ANGOLA ANGUILLA ANTARCTICA ANTIGUA AND BARBUDA ARGENTINA ARMENIA ARUBA AUSTRALIA <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Clear Select Close </div> </div>

Field name	Description
Telephone number	Telephone number of the address of principal place of business
Fax number	Fax number of the address of principal place of business
E-mail	E-mail of the address of principal place of business
Website	Website of the address of principal place of business

5.2.2.5. Nature of Business

- Below are the fields to be completed for nature of business:

Field name	Description
Nature of business	<p>Principal business activity of the Company</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window:</i> <div style="text-align: center;">  </div> <ol style="list-style-type: none"> <i>After completing the necessary information, click on the "Save" button to save the input:</i> <div style="text-align: center;">  </div>

- In addition to inserting the principal business activity of the company as mentioned in the field above, preparers are also required to select the relevant MSIC Code to the company, which can be selected from a list provided by SSM.
- In order to select the appropriate MSIC Code, preparers are required to double click on the information column as shown in Figure 7 below.

Nature of business	*MSIC Code	*Description of Business
Business 1 [member]		
Business 2 [member]		
Business 3 [member]		

Figure 7

4. Upon double-clicking the information column, a pop-up window will appear which allow preparers to search and select the appropriate MSIC Code for the Company. Thereafter, click on the “Ok” button after choosing the appropriate code.

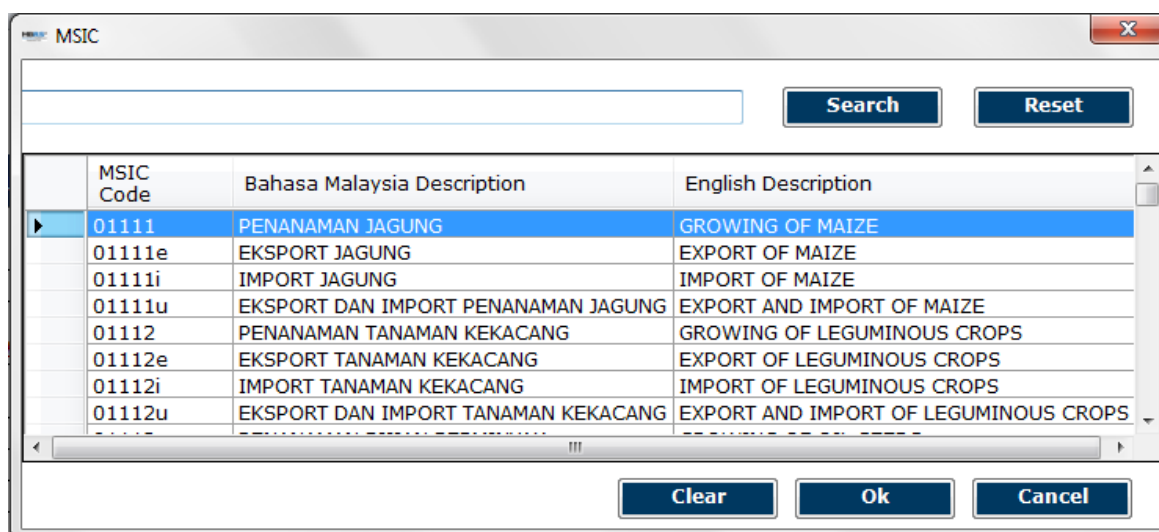
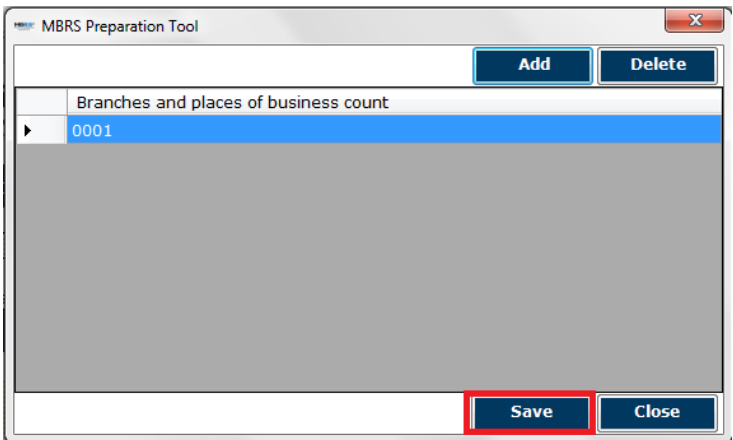
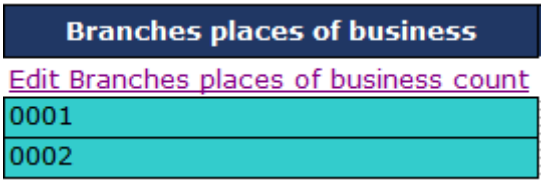


Figure 8

5.2.2.6. Branches Place of Business


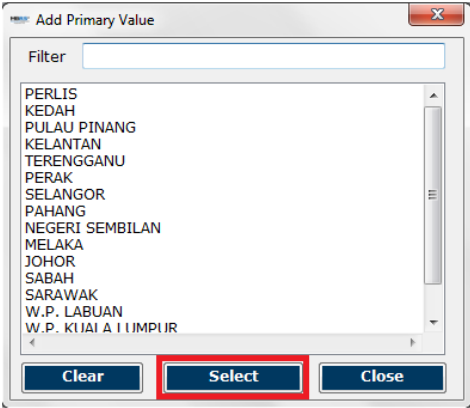

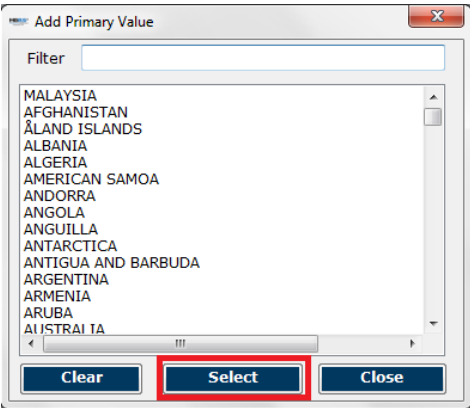
1. To increase the number of branches place of business in Malaysia, please follow the following steps:

Step	Description
1	<p>Click on “Edit Branches place of business count” in order to “Add” or “Delete” on the branches count, as shown below:</p> <p><i>Note: By default, the number of the Branches place of business count will be set at one (1).</i></p>
2	<p>A pop-up window will appear which allow preparers to “Add” or “Delete” the number of count of the branches:</p> <p>Click the “Add” button to increase the count of the branches (If the Company has more than one (1) branches place of business in Malaysia) or “Delete” to reduce the count of the branches.</p>

Step	Description
3	<p>Click on the "Save" button to proceed:</p> 
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the Branches places of business.</p> 
5	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the branches places of business.</p>

2. Below are the fields to be completed for branches places of business:

Field name	Description
Address line 1	Line 1 of the address of branches places of business
Address line 2	Line 2 of the address of branches places of business
Address line 3	Line 3 of the address of branches place of business
Postcode	Postcode of the address of branches places of business
Town	Town of the address of branches places of business

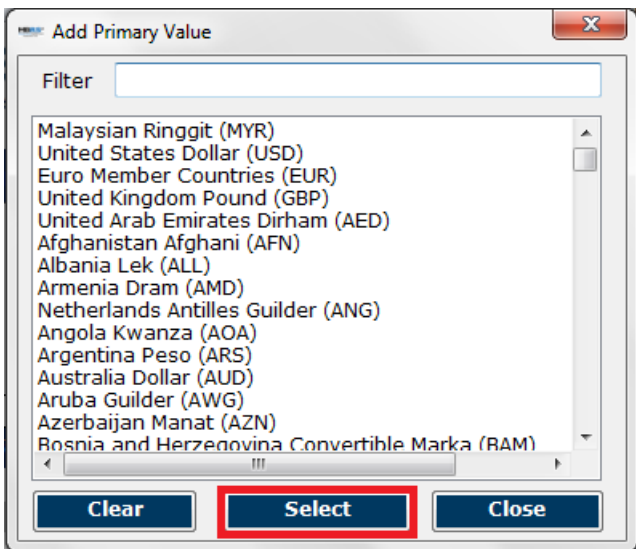
Field name	Description
State	<p>State of the address of branches places of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Country	<p>Country of the address of branches place of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Telephone number	Telephone number of the address of branches places of business
Fax number	Fax number of the address of branches places of business
E-mail	E-mail of the address of branches places of business
Website	Website of the address of branches places of business

5.2.3. Section B: Particulars of Shareholding Structure

1. In order to insert the following details in the module, click on the excel tab labelled "Section B":
 - Summary of shareholding structure
 - Amount of share capital
 - Disclosure of shares or debentures
 - Explanatory on shares and debentures
2. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

5.2.3.1. Summary of Shareholding Structure

1. Preparers shall select the appropriate currency for the amount of shares before proceeding to the shareholding structure:

Field name	Description
Type of currency of amount of shares	<p>Being the type of currency used for the amount of shares.</p> <ol style="list-style-type: none"> 1. In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> *Type of currency of amount of shares </div> 2. Click on the "Select" button to after choosing the appropriate currency, as shown below: <div style="text-align: center; margin: 10px 0;">  </div> <p><i>Note: Preparers are required to select Malaysian Ringgit for reporting purposes.</i></p>

2. Upon selecting the type of currency, preparers are then required to complete the relevant information in the summary of shareholding structure.

3. Below are the fields to be completed for summary of shareholding structure:

Field name	Description
Number of shares subject to payment wholly in cash	Number of shares issued by the company to the shareholders which are subject to payment wholly in cash
Number of shares subject to payment otherwise than cash	Number of shares issued by the company to the shareholders which are subject to payment otherwise than cash
Total number of shares issued	Total number of shares issued to the shareholders
Total number of shares forfeited	Total number of shares which were forfeited by the company
Total number of shares held as treasury shares	Total number of shares bought back by the company and retained as treasury shares

5.2.3.2. Amount of Share Capital

1. Below are the fields to be completed for amount of share capital:

Field name	Description
Total amount of shares issued as fully paid	The total amount (value in currency) which has been fully paid for issued shares
Total amount of shares issued as partly unpaid	The total amount (value in currency) which is partly unpaid for issued shares
Total amount of issued share capital	The total amount (value in currency) for shares issued
Total amount of shares has been called up	The total amount (value in currency) which has been called up on shares
Total amount of calls received including payments on application and allotment	The total amount (value in currency) received for calls, including payments on application and allotment
Total amount, if any, agreed to be considered as paid on shares which have been issued as fully paid up otherwise than in cash	The total amount (value in currency) considered as paid on shares which have been issued as fully paid up as otherwise than in cash
Total amount, if any, agreed to be considered as paid on shares which have been issued as partly paid up otherwise than in cash	The total amount (value in currency) considered as paid on shares which have been issued as partly paid up as otherwise than in cash
Total amount of calls unpaid	The total amount (value in currency) of calls unpaid
Total amount paid, if any on shares forfeited	The total amount (value in currency) paid for shares which were forfeited


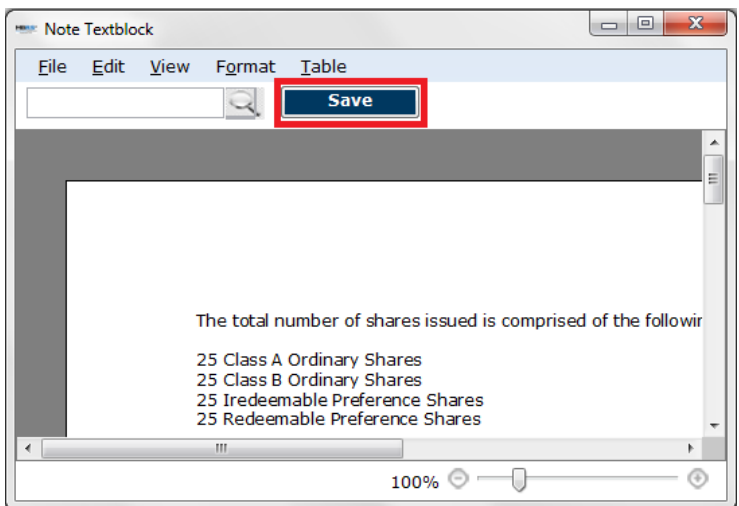
5.2.3.3. Disclosure of shares or debentures

1. Below are the fields to be completed for disclosure of shares or debentures:

Field name	Description
Total amount of sums, if any, paid by way of commission in respect of any shares or debentures since the date of last return	The total amount (value in currency) for commissions paid in respect of any shares or debentures issued since the last AR
Total amount of sums, if any allowed by way of discount in respect of any debentures since the date of last return	The total amount (value in currency) discount allowed on debentures issued since the last AR

5.2.3.4. Explanatory on shares and debentures


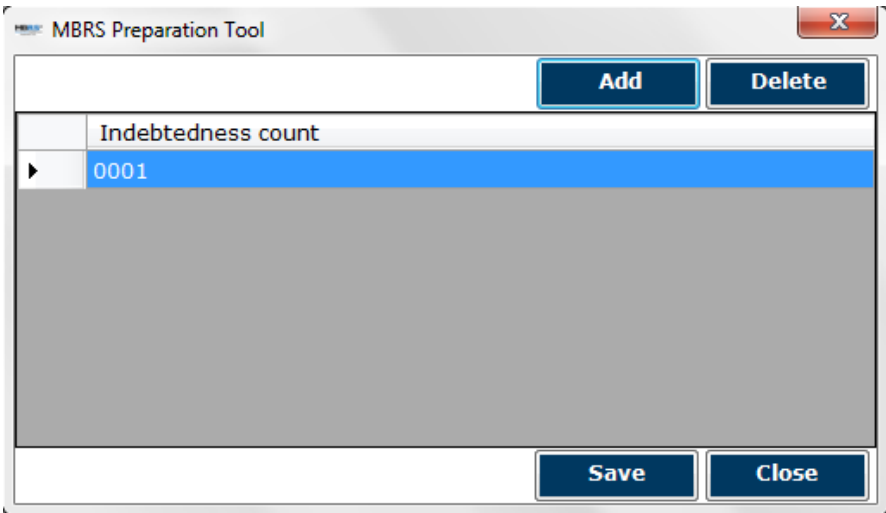
1. Below are the field to be completed for disclosure of share or debentures:

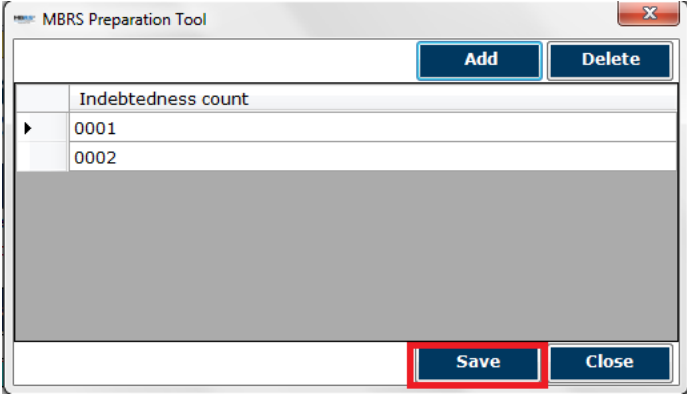
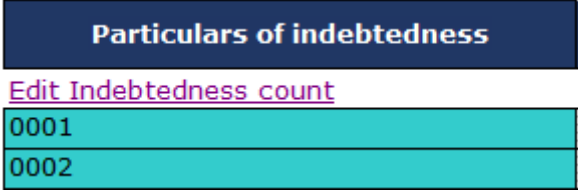
Field name	Description
Explanatory notes on shares, if any	<p>Representing the explanatory notes on shares.</p> <ol style="list-style-type: none"> <i>In order to fill up the information in this field, double click on the information column (as shown below) to input information in the pop-up window:</i>  <ol style="list-style-type: none"> <i>After completing the necessary information, click on the "Save" button to save the input:</i>  <p><i>Note: Preparers may utilise this feature to provide clarification, if required.</i></p>

Field name	Description
<p>Explanatory notes on debentures, if any</p>	<p>Representing the explanatory notes on debentures.</p> <ol style="list-style-type: none"> <li data-bbox="619 232 1445 327"> <p><i>In order to fill up the information in this field double click on the information column (as shown below) to input information in the pop-up window:</i></p> <div data-bbox="668 367 1406 508" data-label="Image"> <p>The image shows a table header with two columns. The left column contains the text 'Explanatory on shares and debentures' in bold. The right column contains the text 'Explanatory notes on debentures, if any'. A red rectangular box highlights the right column's content area.</p> </div> <li data-bbox="619 546 1445 609"> <p><i>After completing the necessary information, click on the "Save" button to save the input:</i></p> <div data-bbox="671 640 1402 978" data-label="Image"> <p>The image shows a pop-up window titled 'Note Textblock'. It has a menu bar with 'File', 'Edit', 'View', 'Format', and 'Table'. Below the menu bar is a search bar and a 'Save' button, which is highlighted with a red rectangular box. The main area of the window is a large text input field. At the bottom right, there is a zoom level indicator set to '100%'.</p> </div> <p><i>Note: Preparers may utilise this feature to provide clarification, if required.</i></p>

5.2.4. Section C: Particulars of Indebtedness

1. In order to insert the following details in the module, click on the excel tab labelled "Section C":
 - Particulars of indebtedness
2. The information contained in this section has to be completed as at the anniversary date of the company.
3. To increase the number of indebtedness count in the listing, please follow the following steps:

Step	Description
1	<p>Click on "Edit Indebtedness count" in order to "Add" or "Delete" on the Indebtedness count, as shown below:</p>  <p><i>Note: By default, the number of the Indebtedness Count will be set at one (1).</i></p>
2	<p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Indebtedness:</p>  <p>Click the "Add" button to increase the count of the Indebtedness (If the Company has more than one (1) Indebtedness) or "Delete" to reduce the count of the Indebtedness.</p>

Step	Description
3	<p>Click on the "Save" button to proceed:</p> 
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of indebtedness.</p> 
5	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of indebtedness.</p>

4. Below are the fields to be completed for particulars of indebtedness:

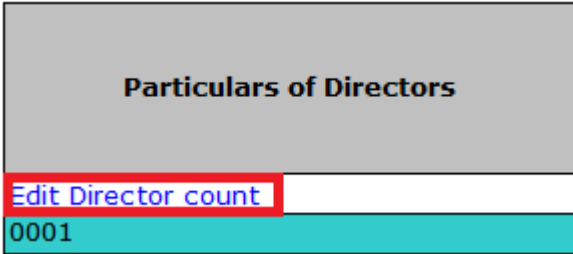
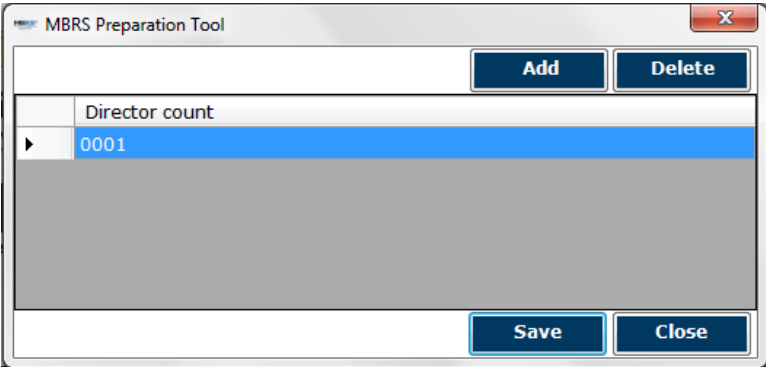
Field name	Description
Registered number	Registered number of the charge
Date of registration	Date of registration of the charge
Nature of charge	Nature of the charge, i.e. fixed, floating, or fixed and floating.
Name of charge	The name of the charge
Amount of indebtedness (MYR)	Amount of indebtedness of the charge as at the date of the AR (anniversary date)

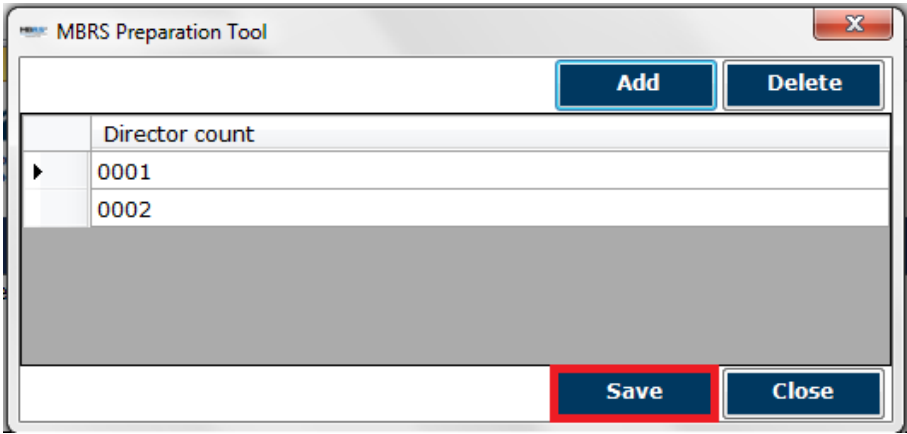
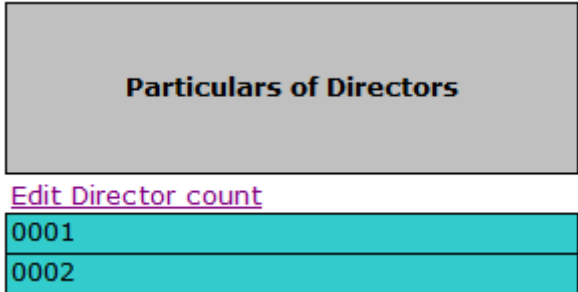
5.2.5. Section D: Particulars of Directors, Managers, Secretaries and Auditors

1. In order to insert the following details in the module, click on the excel tab labelled "Section D":
 - Particulars of Directors
 - Particulars of Manager
 - Particulars of Secretary
 - Particulars of Auditors
2. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

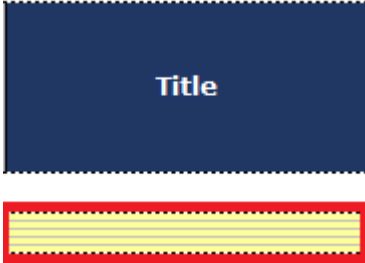
5.2.5.1. Particulars of Directors

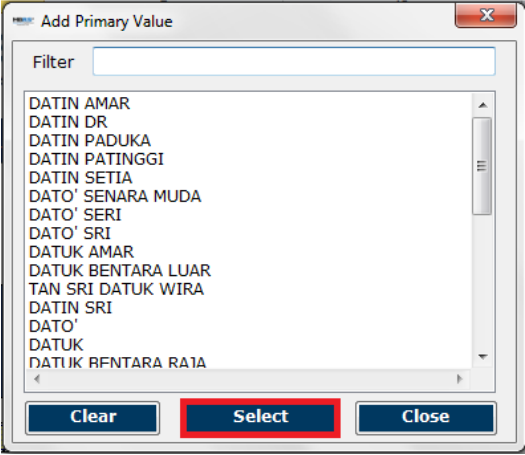
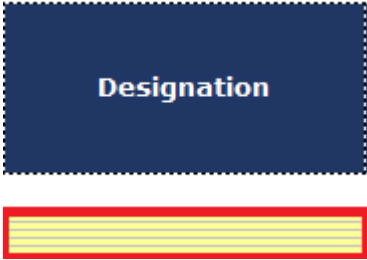
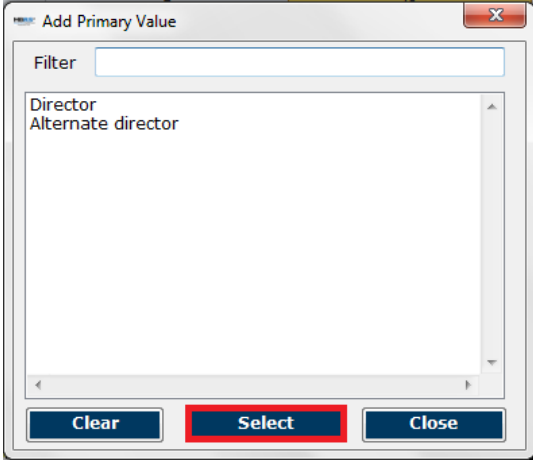
1. To increase the number of the Director count in the listing, please follow the following steps:

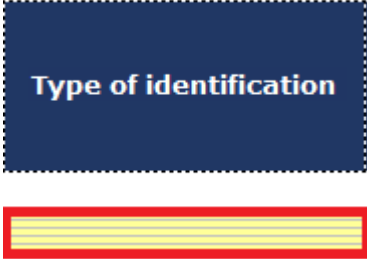
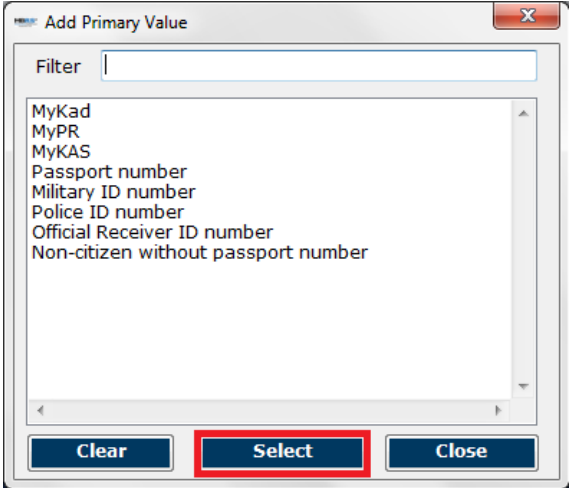
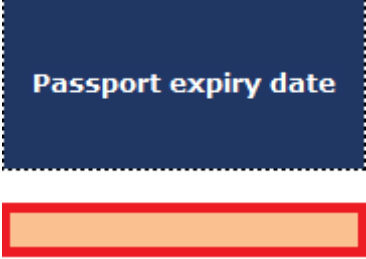
Step	Description
1	<p>Click on "Edit Director count" in order to "Add" or "Delete" on the Director count, as shown below:</p>  <p><i>Note: By default, the number of the Director Count will be set at one (1).</i></p>
2	<p>A pop-up window will appear which allows preparers to "Add" or "Delete" the number of count of the Director:</p>  <p>Click the "Add" button to increase the count of the Director (If the Company has more than one (1) Director) or "Delete" to reduce the count of the Director.</p>

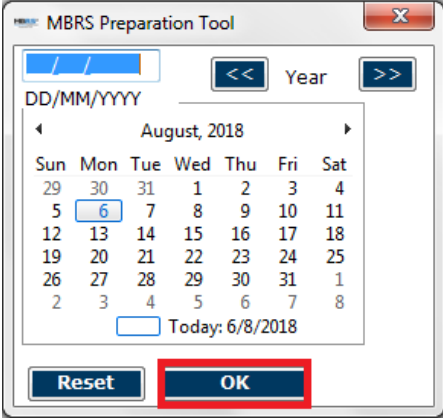
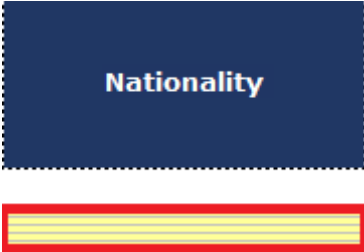
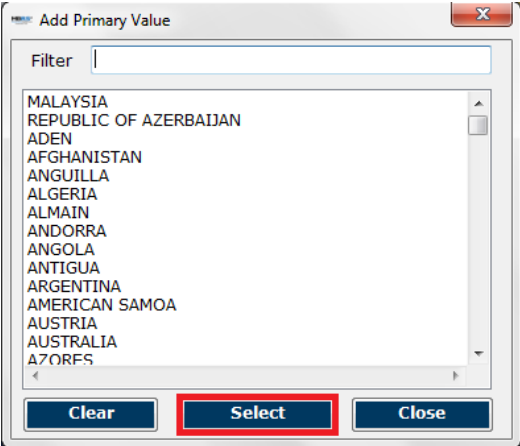
Step	Description
3	<p>Click on the "Save" button to proceed:</p> 
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of Directors.</p> 
5	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of Directors.</p>

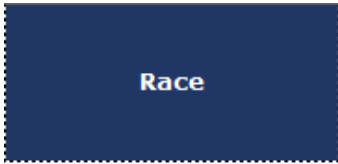

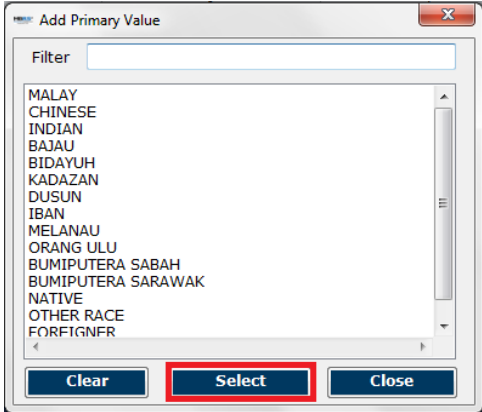
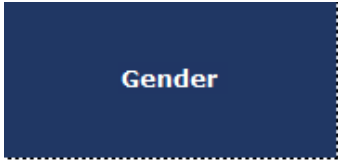

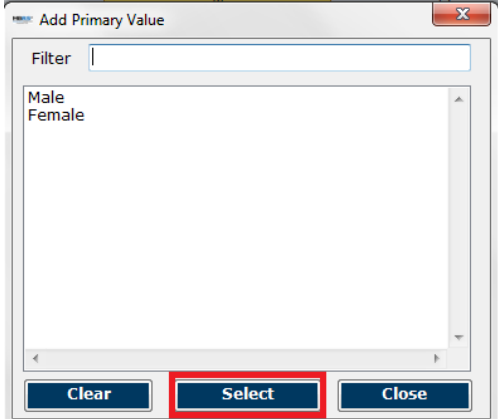
2. Below are the fields to be completed for particulars of Directors:

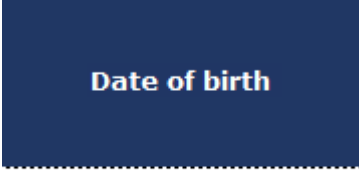

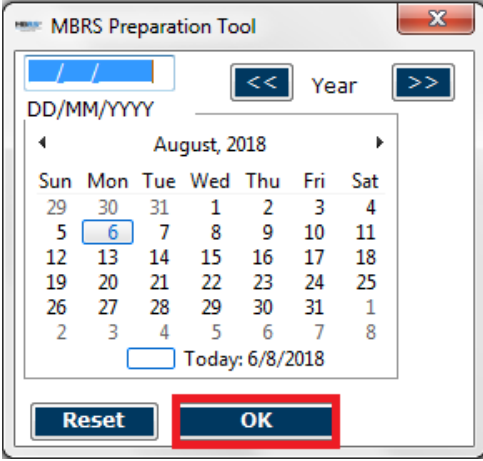


Field name	Description
Title	<p>Title of the Director, i.e. Tan Sri, Datuk and others</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) in order to select the title from a pop-up window:</p> 

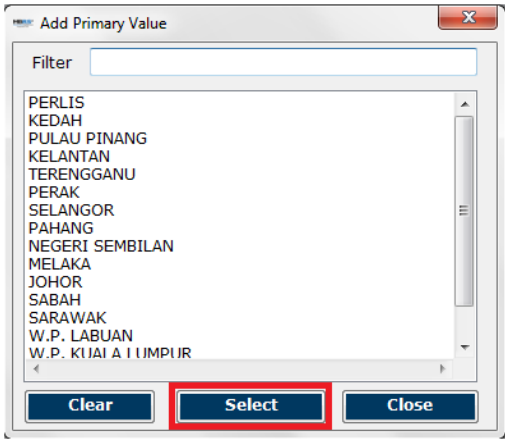

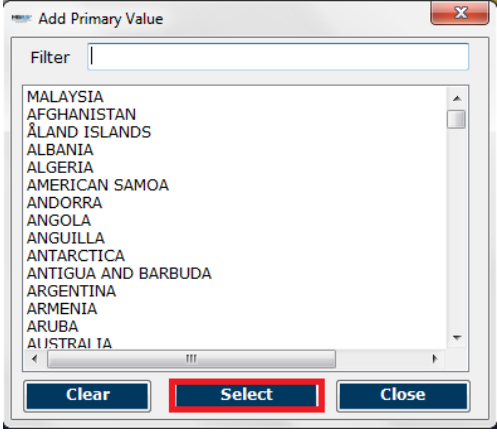
Field name	Description
Title (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
Name	Name of the Director
Designation	<p>Designation of the Director</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the designation from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 
Alternate Director to	The person which the Director is serving as an alternate to

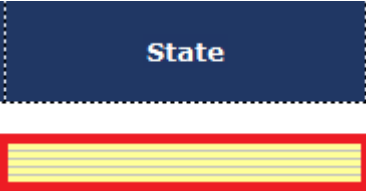
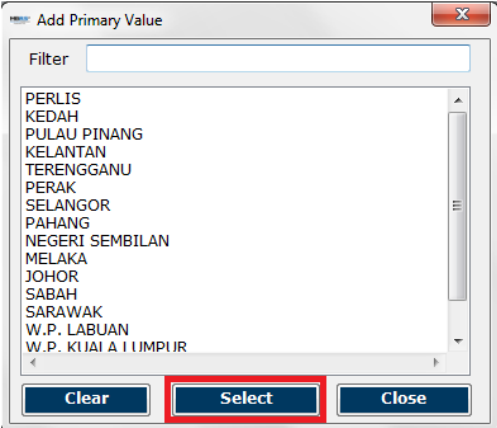
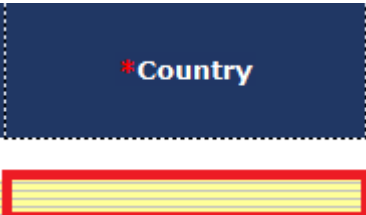
Field name	Description
Type of Identification	<p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Identification Number	The identification number based on the "type of identification" selected.
Passport expiry date	<p>The expiry date of the passport of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i> 

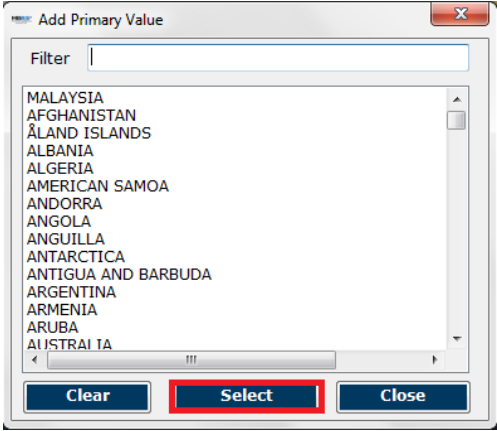
Field name	Description
Passport Expiry Date (Cont')	<p>2. <i>Select the appropriate date and click on the "OK" button to proceed.</i></p>  <p><i>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</i></p>
Nationality	<p>The Nationality of the Director</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality from a pop-up window:</i></p>  <p>2. <i>Click on the "Select" button to proceed:</i></p> 

Field name	Description
Race	<p>The race of the Director</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window: <div data-bbox="767 344 1106 506" style="text-align: center;">  </div> <div data-bbox="767 533 1106 584" style="text-align: center;">  </div> <ol style="list-style-type: none"> Click on the "Select" button to proceed: <div data-bbox="767 667 1251 1077" style="text-align: center;">  </div>
Gender	<p>The gender of the Director, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window: <div data-bbox="767 1290 1106 1451" style="text-align: center;">  </div> <div data-bbox="767 1478 1106 1529" style="text-align: center;">  </div> <ol style="list-style-type: none"> Click on the "Select" button to proceed: <div data-bbox="767 1612 1267 2029" style="text-align: center;">  </div>

Field name	Description	
Date of Birth	<p>The date of birth of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i> 	
Residential Address	Address Line 1	Line 1 of the residential address
	Address Line 2	Line 2 of the residential address
	Address Line 3	Line 3 of the residential address
	Postcode	Postcode of the residential address
	Town	Town of the residential address
	State	<p>State of the residential address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>  

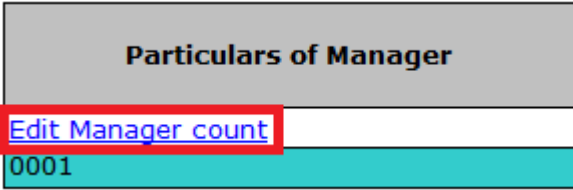
Field name		Description
Residential Address (Cont')	State (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
	Country	<p>Country of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 
Service Address	Address Line 1	Line 1 of the service address
	Address Line 2	Line 2 of the service address
	Address Line 3	Line 3 of the service address
	Postcode	Postcode of the service address
	Town	Town of the service address

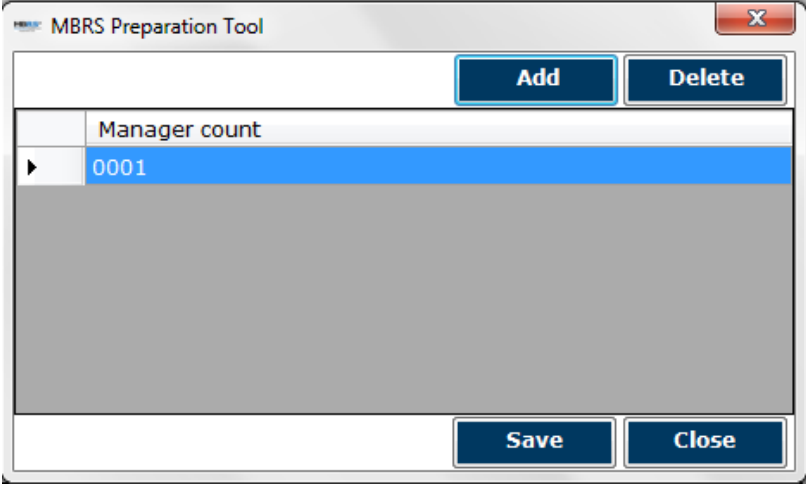
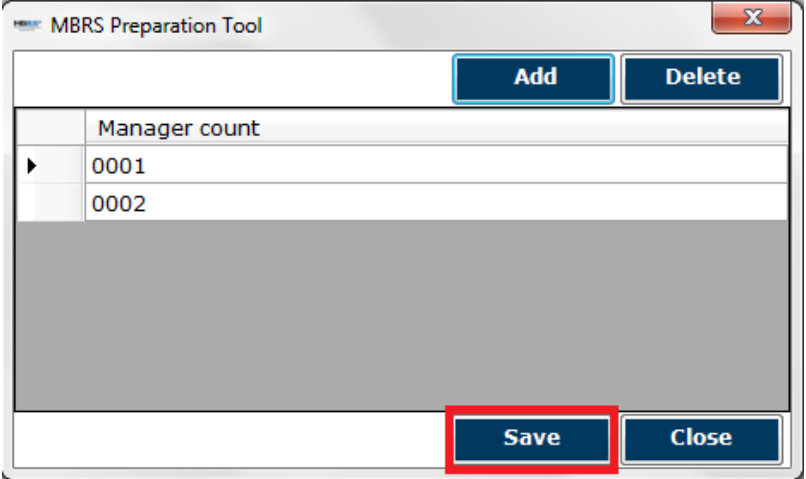
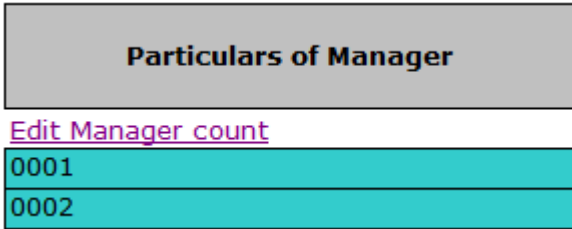
Field name		Description
Service Address (Cont')	State	<p>State of the service address</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:  <ol style="list-style-type: none"> Click on the "Select" button to proceed: 
	Country	<p>Country of the service address</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window: 

Field name		Description
Service Address (Cont')	Country (Cont')	2. Click on the "Select" button to proceed: 
E-mail		The e-mail address of the Director
Business Occupation		The business occupation of the Director
Other Directorship Details		The list of other Public companies incorporated in Malaysia which the Director is director of

5.2.5.2. Particulars of Manager

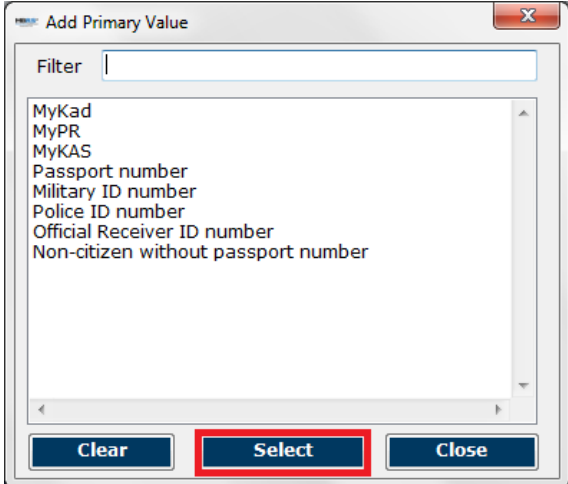

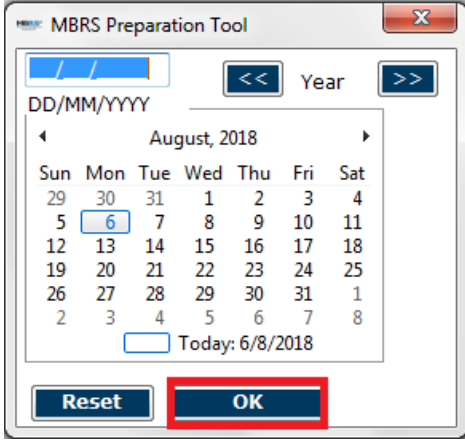
- To increase the number of Manager in the listing, please follow the following steps:

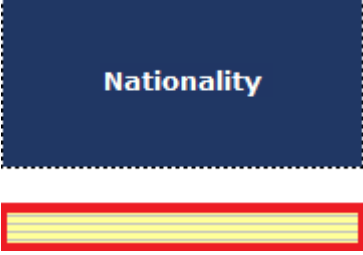
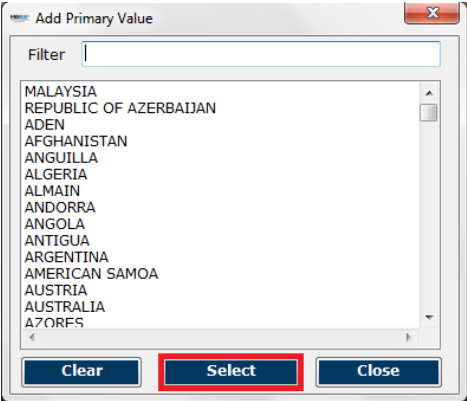
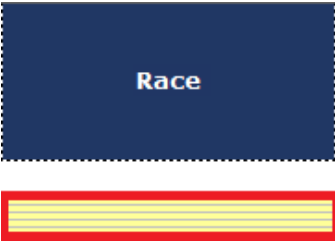
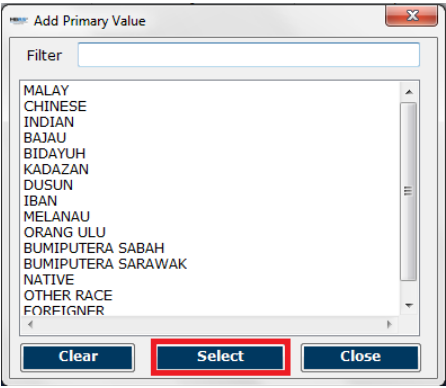
Step	Description
1	<p>Click on "Edit Manager Count" in order to "Add" or "Delete" on the Manager count, as shown below:</p>  <p>Particulars of Manager</p> <p>Edit Manager count</p> <p>0001</p> <p><i>Note: By default, the number of the Manager Count will be set at one (1).</i></p>

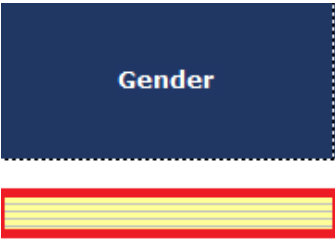
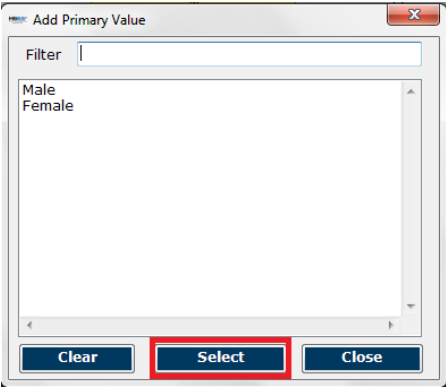

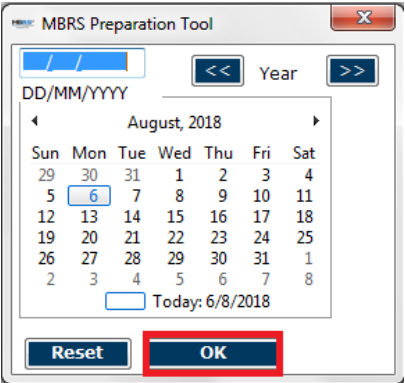
Step	Description
2	<p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Manager:</p>  <p>Click the "Add" button to increase the count of the Manager (If the company has more than one (1) Manager) or "Delete" to reduce the count of the Manager.</p>
3	<p>Click on the "Save" button to proceed:</p> 
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Manager.</p> 
5	<p>Repeat steps 1 to 3 preparers wish to increase/reduce the number of count for particulars of Manager.</p>



2. Below are the fields to be completed for particulars of Manager:

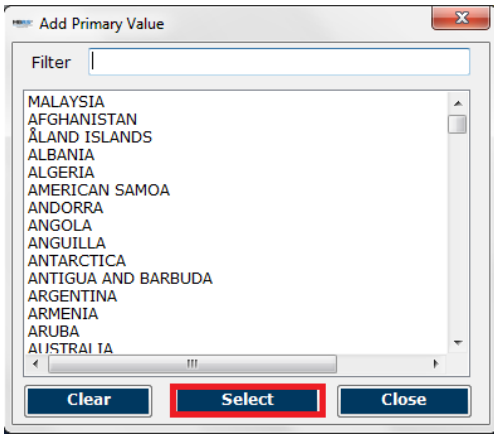
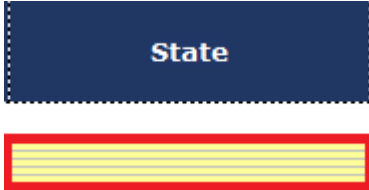
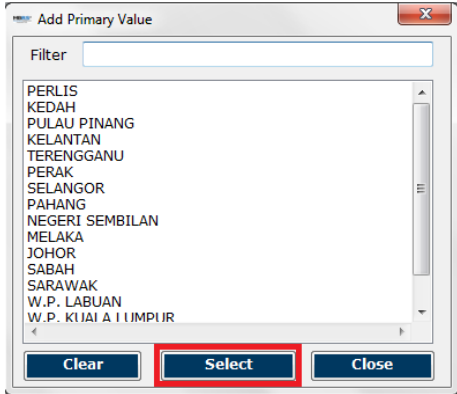
Field name	Description
Title	<p>Title of the Manager, i.e. Tan Sri, Datuk and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i></p> <div data-bbox="810 427 1174 600" style="border: 1px dashed black; background-color: #002060; color: white; text-align: center; padding: 10px; width: fit-content; margin: 10px auto;"> <p>Title</p> </div> <div data-bbox="810 629 1174 689" style="border: 2px solid red; background-color: yellow; height: 27px; width: 228px; margin: 10px auto;"> </div> <p>2. <i>Click on the "Select" button to proceed:</i></p> <div data-bbox="810 786 1366 1263" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="Filter"/> </div> <ul style="list-style-type: none"> DATIN AMAR DATIN DR DATIN PADUKA DATIN PATINGGI DATIN SETIA DATO' SENARA MUDA DATO' SERI DATO' SRI DATUK AMAR DATUK BENTARA LUAR TAN SRI DATUK WIRA DATIN SRI DATO' DATUK DATUK BENTARA RAJA <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Clear Select Close </div> </div>
Name	Name of the Manager
Type of Identification	<p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i></p> <div data-bbox="810 1621 1174 1794" style="border: 1px dashed black; background-color: #002060; color: white; text-align: center; padding: 10px; width: fit-content; margin: 10px auto;"> <p>Type of identification</p> </div> <div data-bbox="810 1823 1174 1883" style="border: 2px solid red; background-color: yellow; height: 27px; width: 228px; margin: 10px auto;"> </div>

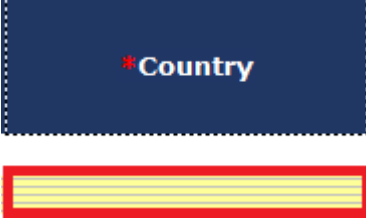
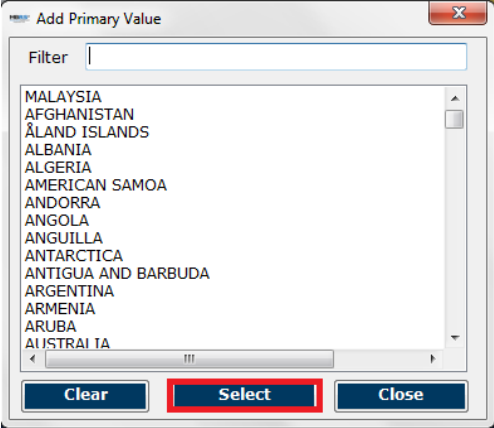
Field name	Description
Type of Identification (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
Identification Number	The identification number based on the "type of identification" selected.
Passport Expiry Date	<p>The expiry date of the passport of the Manager</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</p>  <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  <p>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</p>

Field name	Description
Nationality	<p>The nationality of the Manager</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Race	<p>The race of the Manager</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name	Description
Gender	<p>The gender of the Manager, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Date of Birth	<p>The date of birth of the Manager</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i> 

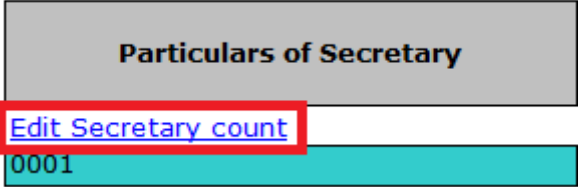
Field name	Description	
Residential Address	Address Line 1	Line 1 of the residential address
	Address Line 2	Line 2 of the residential address
	Address Line 3	Line 3 of the residential address
	Postcode	Postcode of the residential address
	Town	Town of the residential address
	State	<p data-bbox="746 555 1437 656">1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> <div data-bbox="807 685 1177 786" style="border: 1px dashed gray; padding: 5px; text-align: center;"> <p data-bbox="954 719 1034 752">State</p> </div> <div data-bbox="807 819 1177 875" style="border: 2px solid red; padding: 2px; margin-top: 5px;">  </div> <p data-bbox="746 909 1289 943">2. Click on the "Select" button to proceed:</p> <div data-bbox="807 972 1350 1435" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p data-bbox="815 983 986 1005">Add Primary Value</p> <p data-bbox="839 1021 895 1043">Filter</p> <ul data-bbox="831 1066 1015 1357" style="list-style-type: none"> PERLIS KEDAH PULAU PINANG KELANTAN TERENGGANU PERAK SELANGOR PAHANG NEGERI SEMBILAN MELAKA JOHOR SABAH SARAWAK W.P. LABUAN W.P. KUALA LUMPUR <div data-bbox="831 1379 1318 1424" style="display: flex; justify-content: space-between; margin-top: 5px;"> Clear Select Close </div> </div>
Country	<p data-bbox="746 1532 1437 1632">1. In order to insert information in this field, double click on the information column (as shown below) in order to select the country from a pop-up window:</p> <div data-bbox="807 1662 1177 1798" style="border: 1px dashed gray; padding: 5px; text-align: center; margin-top: 10px;"> <p data-bbox="930 1718 1066 1751">*Country</p> </div> <div data-bbox="807 1832 1177 1888" style="border: 2px solid red; padding: 2px; margin-top: 5px;">  </div>	

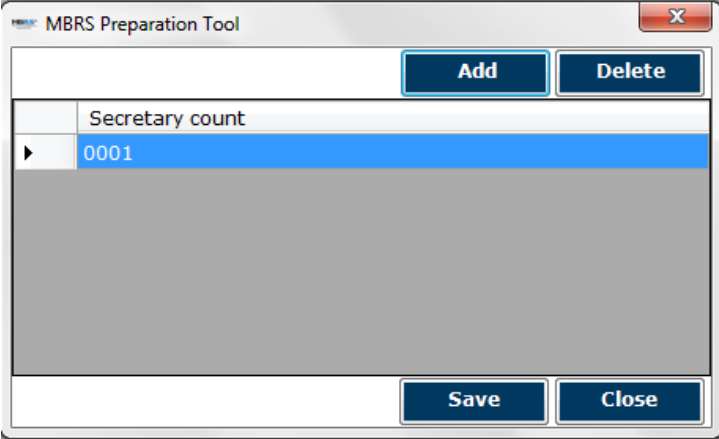
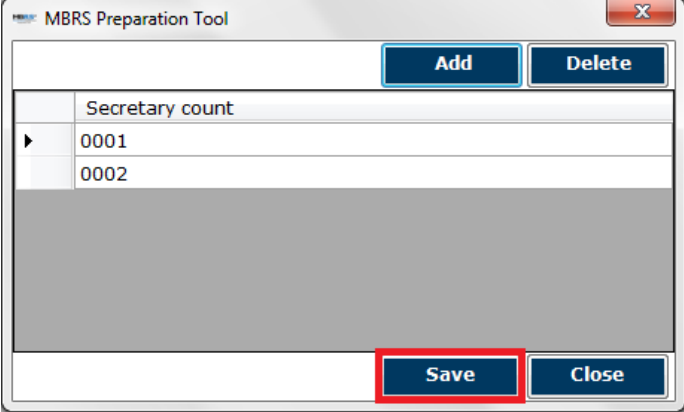
Field name		Description
Residential Address (Cont')	Country (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
Business Address	Address Line 1	Line 1 of the business address
	Address Line 2	Line 2 of the business address
	Address Line 3	Line 3 of the business address
	Postcode	Postcode of the business address
	Town	Town of the business address
	State	<p>State of the business address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 

Field name		Description
Business Address (Cont')	Country	<p>Country of the business address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 
Other Occupation		The business occupation of Manager

5.2.5.3. Particulars of Secretary

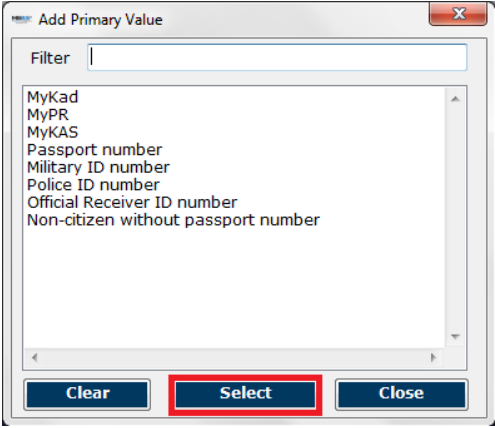
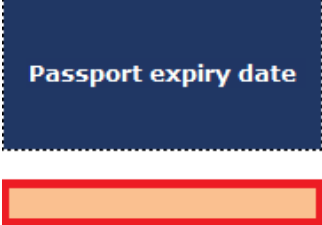
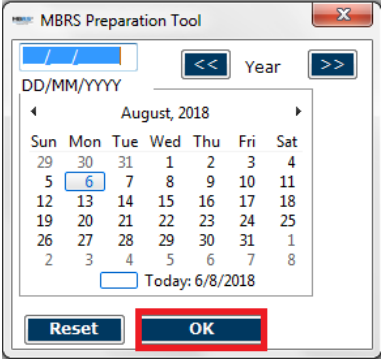
1. To increase the number of Secretary in the listing, please follow the following steps:

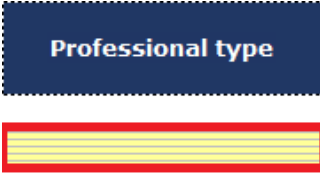
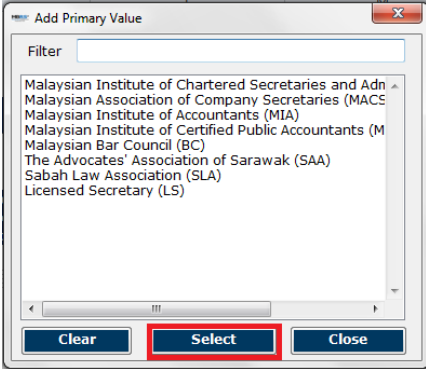
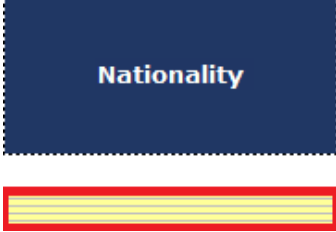
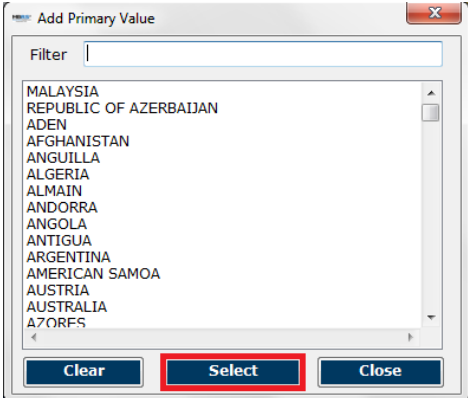
Step	Description
1	<p>Click on "Edit Secretary Count" in order to "Add" or "Delete" the Secretary count, as shown below:</p>  <p><i>Note: By default, the number of the Secretary Count will be set at one (1).</i></p>

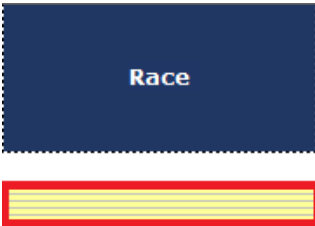
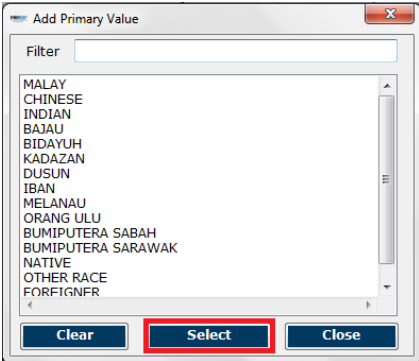
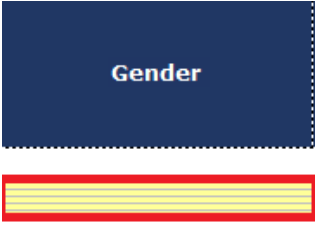
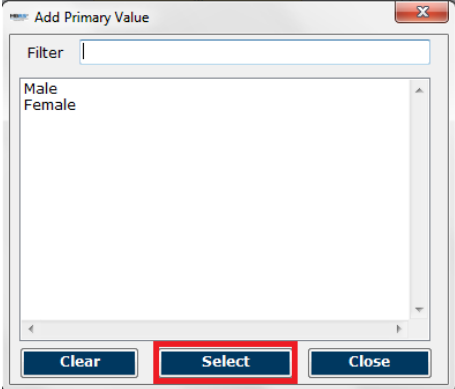
Step	Description		
2	<p>A pop-up window will appear which allow preparers to “Add” or “Delete” the number of count of the Secretary:</p>  <p>Click the “Add” button to increase the count of the Secretary (If the Company has more than one (1) Secretary) or “Delete” to reduce the count of the Secretary.</p>		
3	<p>Click on the “Save” button to proceed:</p> 		
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of secretary.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0; text-align: center;"> Particulars of Secretary </div> <p>Edit Secretary count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #00b0c0; color: white;"> <td style="padding: 2px;">0001</td> </tr> <tr style="background-color: #00b0c0; color: white;"> <td style="padding: 2px;">0002</td> </tr> </table>	0001	0002
0001			
0002			
5	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of secretary.</p>		



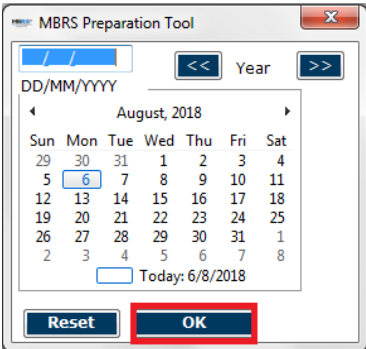


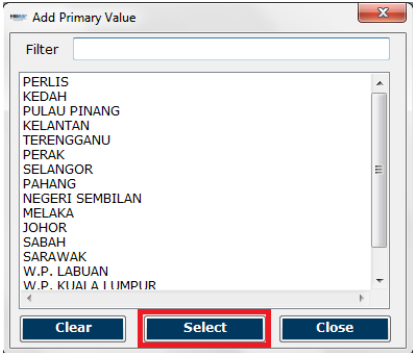
2. Below are the fields to be completed for particulars of Secretary:



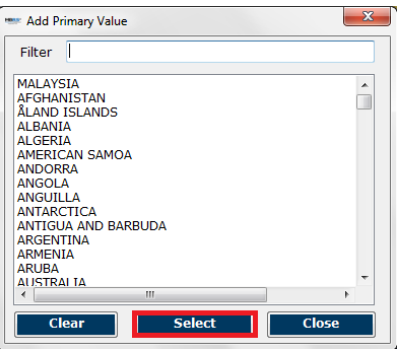


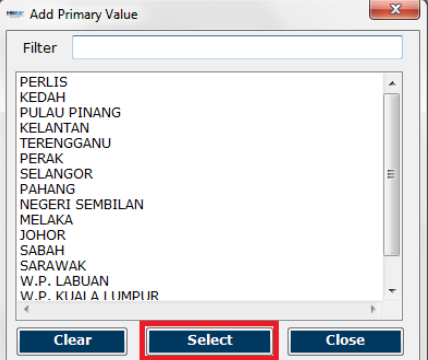
Field name	Description
Title	<p>Title of the Secretary i.e. Tan Sri, Datuk and others</p> <p>1. <i>In order to insert information in this field, double click on the information box (as shown below) to select the title from a pop-up window:</i></p> <div data-bbox="772 427 1134 600" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; width: fit-content; margin: 10px auto;"> <p>Title</p> </div> <div data-bbox="772 629 1134 689" style="border: 2px solid red; padding: 2px; margin: 10px auto; width: fit-content;"> <p>_____</p> </div> <p>2. <i>Click on the "Select" button to proceed:</i></p> <div data-bbox="772 786 1294 1238" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Add Primary Value</p> <p>Filter: <input type="text"/></p> <ul style="list-style-type: none"> DATIN AMAR DATIN DR DATIN PADUKA DATIN PATINGGI DATIN SETIA DATO' SENARA MUDA DATO' SERI DATO' SRI DATUK AMAR DATUK BENTARA LUAR TAN SRI DATUK WIRA DATIN SRI DATO' DATUK DATI'K BENTARA RAJA <p style="text-align: center;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div>
Name	Name of the Secretary
Type of Identification (Cont')	<p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i></p> <div data-bbox="772 1563 1134 1736" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; width: fit-content; margin: 10px auto;"> <p>Type of identification</p> </div> <div data-bbox="772 1765 1134 1825" style="border: 2px solid red; padding: 2px; margin: 10px auto; width: fit-content;"> <p>_____</p> </div>



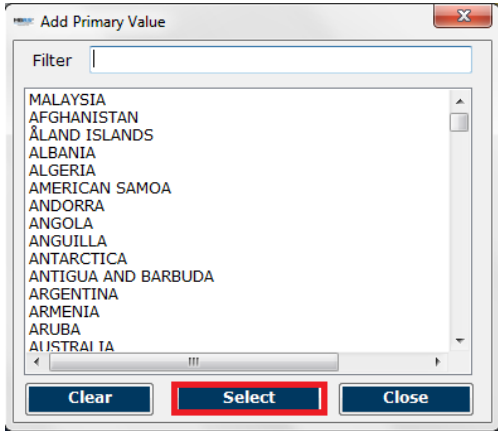
Field name	Description
Type of Identification (Cont')	2. Click on the "Select" button to proceed: 
Identification Number	The identification number based on the "type of identification" selected.
Passport Expiry Date	The expiry date of the passport of the Secretary 1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:  2. Select the appropriate date and click on the "OK" button to proceed:  Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".

Field name	Description
Professional Type	<p>The qualification held by the Secretary</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the professional type from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Licensed Secretary number of membership number	The membership number based on the "Professional type" selected
Practicing Certificate Number	The practicing certificate number issued by SSM
Nationality	<p>The nationality of the Secretary</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name	Description
Race	<p>The race of the Secretary</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Gender	<p>The gender of the Secretary, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

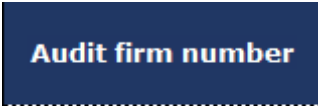

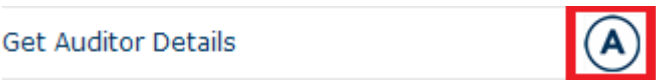
Field name	Description	
Date of Birth	<p>The date of birth of the Secretary</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i> 	
Residential Address	Address Line 1	Line 1 of the residential address
	Address Line 2	Line 2 of the residential address
	Address Line 3	Line 3 of the residential address
	Postcode	Postcode of the residential address
	Town	Town of the residential address
	State	<p>State of the residential address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 


Field name		Description
Residential Address (Cont')	Country	<p>Country of the residential address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
	Address Line 1	Line 1 of the business address
Business Address	Address Line 2	Line 2 of the business address
	Address Line 3	Line 3 of the business address
	Postcode	Postcode of the business address
	Town	Town of the business address
	State	<p>State of the business address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name		Description
Business Address (Cont')	Country	<p>Country of the business address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p> 
Other Occupation		Business occupation of the Secretary

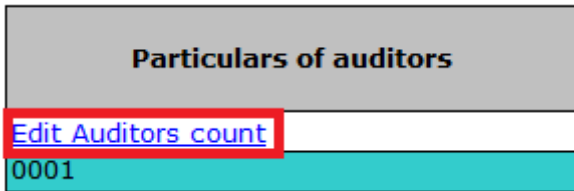
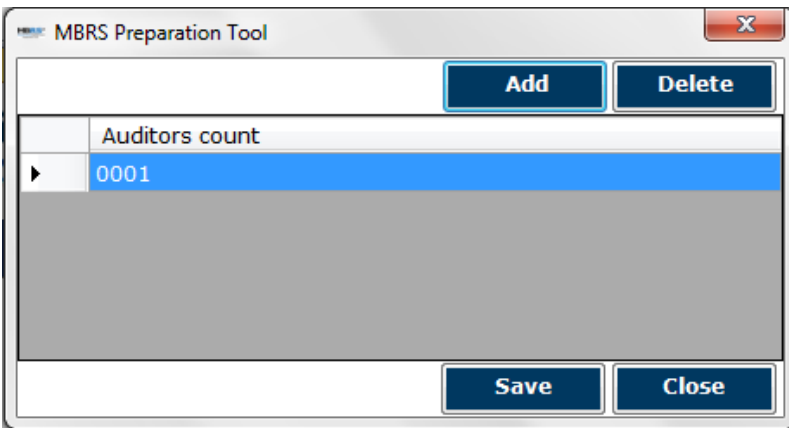
5.2.5.4. Particulars of Auditors

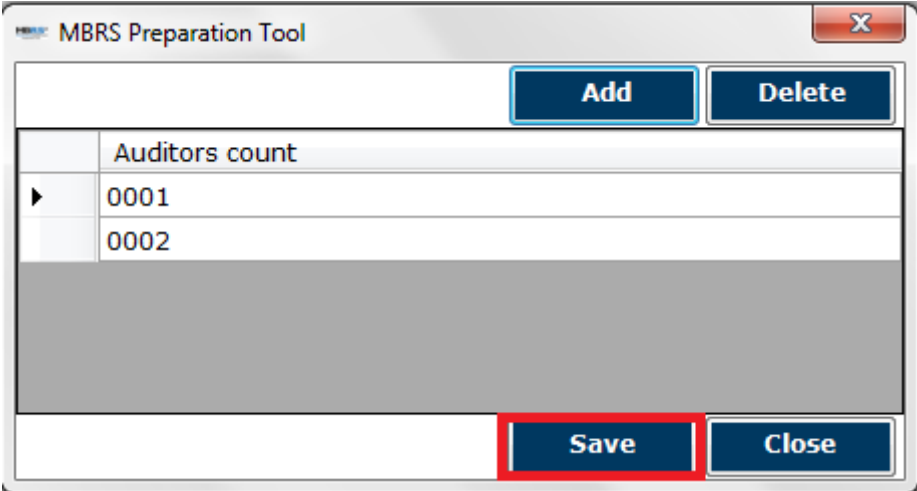
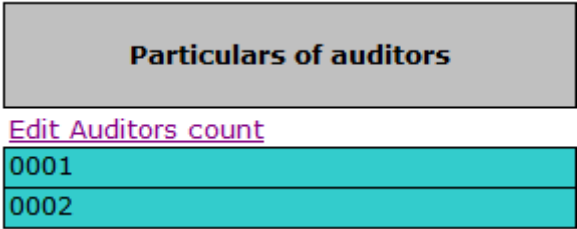
- Preparers may use the tool box in the mTool to generate the information of the Auditor. Please follow the following steps to use the mentioned function:

Step	Description
1	<p>Insert the Audit firm number (e.g. AFXXXX) in the field shown below:</p>  
2	<p>Click on the Icon as shown below:</p> 

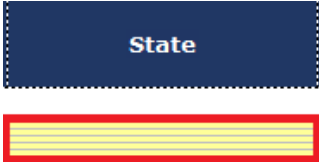
Step	Description
3	A pop-up screen will appear (as shown below) which would require preparers to log in. 
4	Click on Public Login, and provide the necessary credentials.
5	Upon logging in, particulars of Auditors will be automatically tabulated.

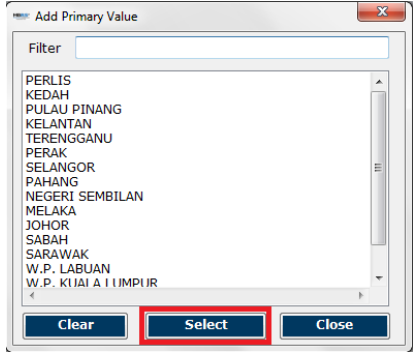


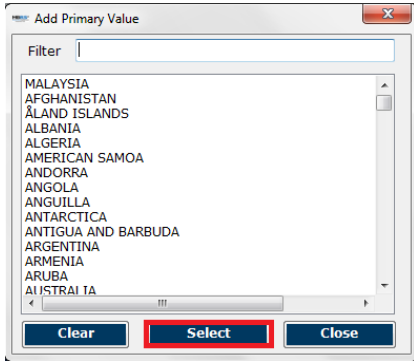
2. To increase the number of the Auditors count in the listing, please follow the following steps:

Step	Description
1	Click on "Edit Auditors count" in order to "Add" or "Delete" on the Auditors count, as shown below:  <i>Note: By default, the number of the Auditors Count will be set at one (1).</i>
2	A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Auditors:  Click the "Add" button to increase the count of the Auditors (If the Company has more than one (1) Auditors) or "Delete" to reduce the count of the Auditors.

Step	Description
3	<p>Click on the "Save" button to proceed:</p> 
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Auditors.</p> 
5	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of auditors.</p>

2. Below are the fields to be completed for particulars of Auditors:

Field name	Description	
Audit Firm number	The auditors' firm number	
Name of Audit Firm	The name of the audit firm	
Address of Audit Firm	Address Line 1	Line 1 of the address of the Audit Firm
	Address Line 2	Line 2 of the address of the Audit Firm
	Address Line 3	Line 3 of the address of the Audit Firm
	Postcode	Postcode of the address of the Audit Firm
	Town	Town of the address of the Audit Firm
	State	<p>State of the address of the Audit Firm</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> 

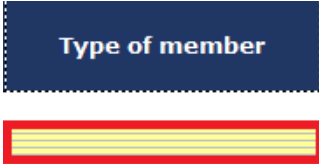
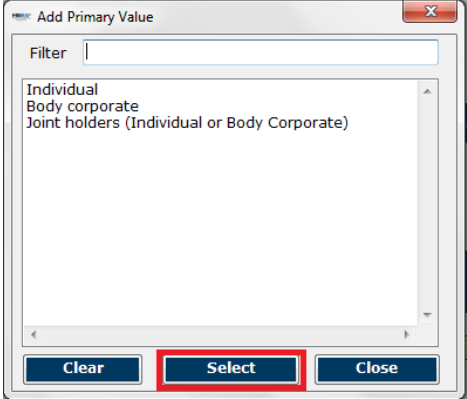
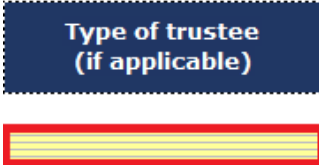
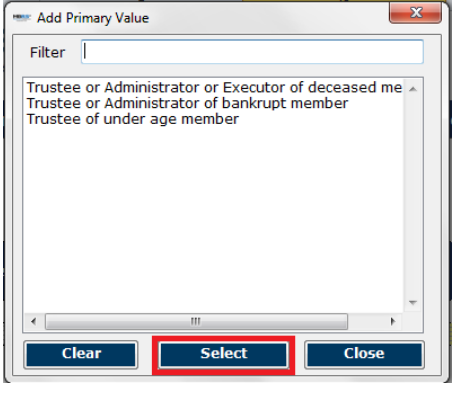
Field name		Description
Address of Audit Firm (Cont')	State (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
	Country	<p>Country of the address of the Audit Firm</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p> 

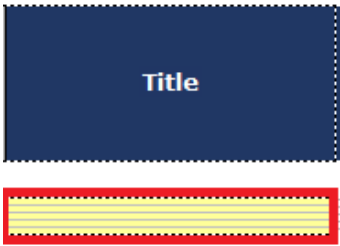
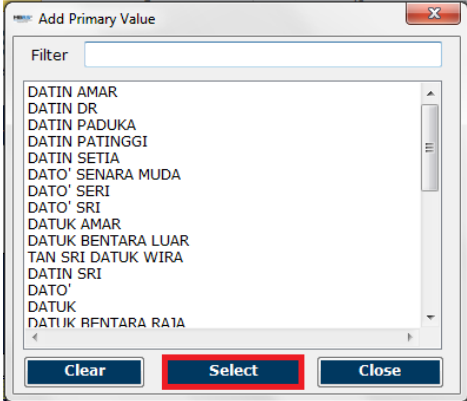
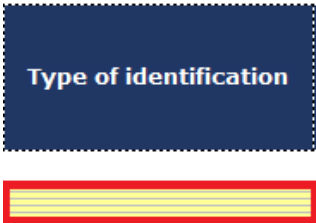
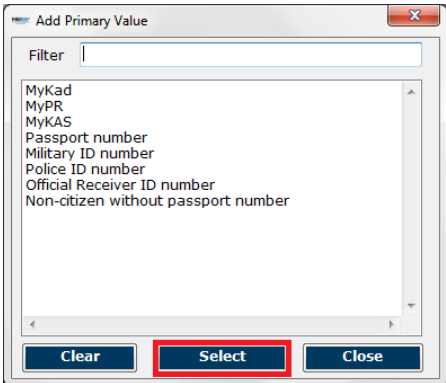
5.2.6. Section E(i): Particulars of Member, for Company with More than Five Hundred Members



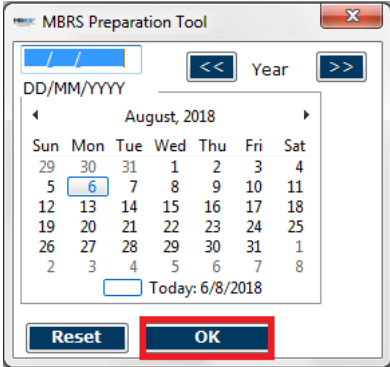
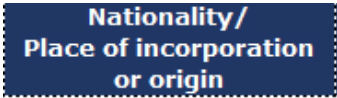

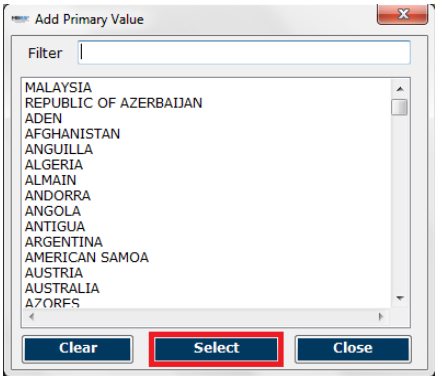
1. Kindly note that this sub-section is only applicable for Public Companies.
2. In order to insert the following details in the module, click on the excel tab labelled "Section E(i)":
 - Particulars of members
 - Sub-classification of member count among 20 largest members
3. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

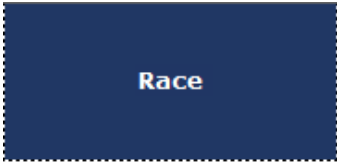

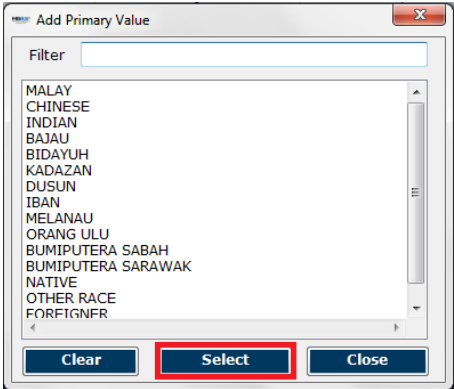
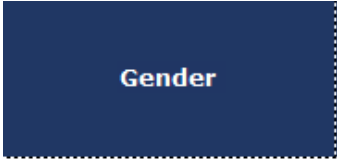

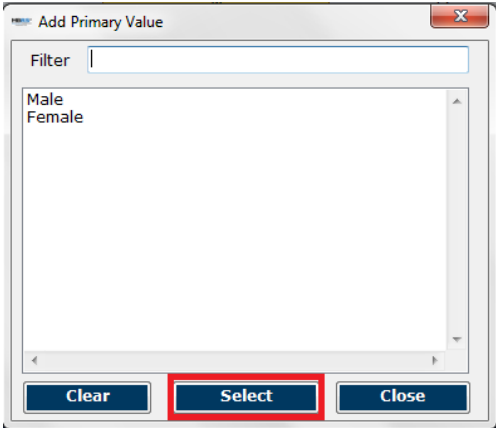
5.2.6.1. Particulars of Members

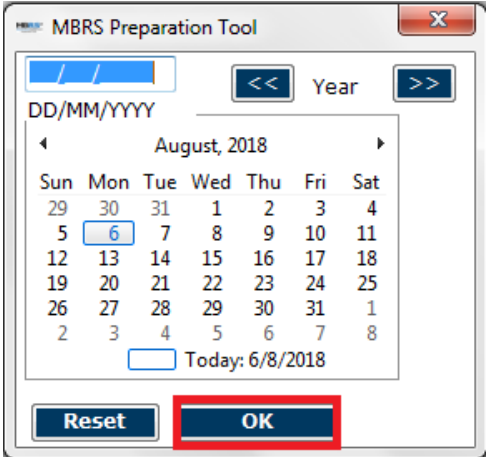
1. Below are the fields to be completed for particulars of members:

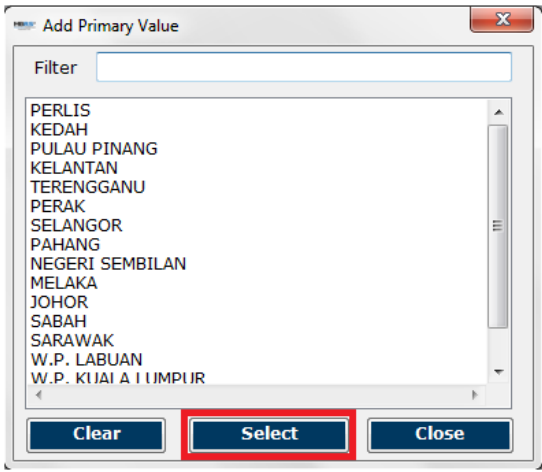
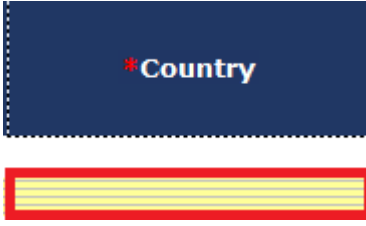
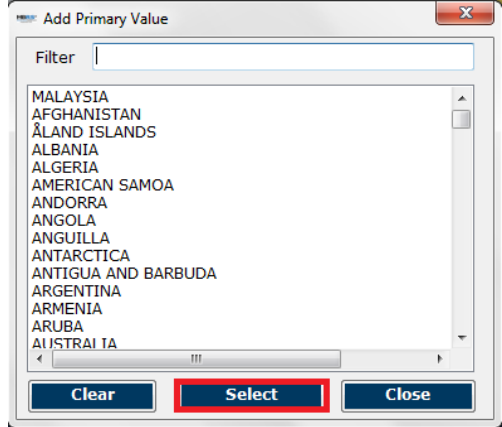
Field name	Description
Type of member	<p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of member from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Type of trustee (if applicable)	<p>The type of trustee, i.e. administrator/trustee for deceased/bankrupt/under age member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of trustee from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

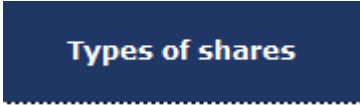

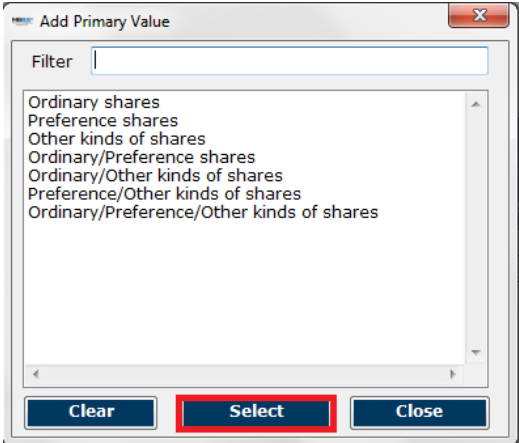
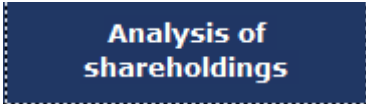

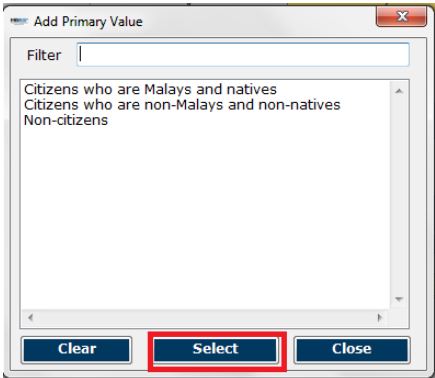
Field name	Description
Title	<p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Name	Name of the Member
Type of Identification	<p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, preparers are required to double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name	Description
Identification Number	The identification number based on the "type of identification" selected
Passport Expiry Date	<p>The expiry date of the passport of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed.</i>  <p><i>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</i></p>
Nationality / Place of incorporation of origin	<p>The nationality or place of incorporation of origin of the member.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name	Description
Race	<p>The race of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Gender	<p>The gender of the Director, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name	Description																																																		
Date of Birth	<p>The date of birth of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i> <div data-bbox="826 389 1187 562" style="border: 1px dashed black; background-color: #003366; color: white; text-align: center; padding: 10px; width: fit-content; margin: 10px auto;">Date of birth</div> <div data-bbox="826 593 1187 645" style="border: 2px solid red; height: 23px; width: 226px; margin: 10px auto;"></div> <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i> <div data-bbox="826 772 1313 1227" style="border: 1px solid gray; padding: 5px; margin: 10px auto;">  <p>MBRS Preparation Tool</p> <p>DD/MM/YYYY</p> <p>August, 2018</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td style="border: 1px solid blue;">6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> </tbody> </table> <p>Today: 6/8/2018</p> <p>Reset OK</p> </div>		Sun	Mon	Tue	Wed	Thu	Fri	Sat	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																													
29	30	31	1	2	3	4																																													
5	6	7	8	9	10	11																																													
12	13	14	15	16	17	18																																													
19	20	21	22	23	24	25																																													
26	27	28	29	30	31	1																																													
2	3	4	5	6	7	8																																													
Address	Address Line 1	Line 1 of the Address of the Member																																																	
	Address Line 2	Line 2 of the Address of the Member																																																	
	Address Line 3	Line 3 of the Address of the Member																																																	
	Postcode	Postcode of the Address of the Member																																																	
	Town	Town of the Address of the Member																																																	
	State	<p>State of the Address of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i> <div data-bbox="826 1783 1198 1888" style="border: 1px dashed black; background-color: #003366; color: white; text-align: center; padding: 10px; width: fit-content; margin: 10px auto;">State</div> <div data-bbox="826 1915 1198 1975" style="border: 2px solid red; height: 27px; width: 233px; margin: 10px auto;"></div>																																																	

Field name		Description
Address (Cont')	State (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
	Country	<p>Country of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 

Field name	Description
Types of shares	<p>The type of shares held by the member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the types of shares from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Number of shares held by members	<p>The total number of shares held by members (aggregated value of all types of shares)</p>
Analysis of shareholdings	<p>The category of the member under the analysis of shareholding</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the category of analysis of shareholdings from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 


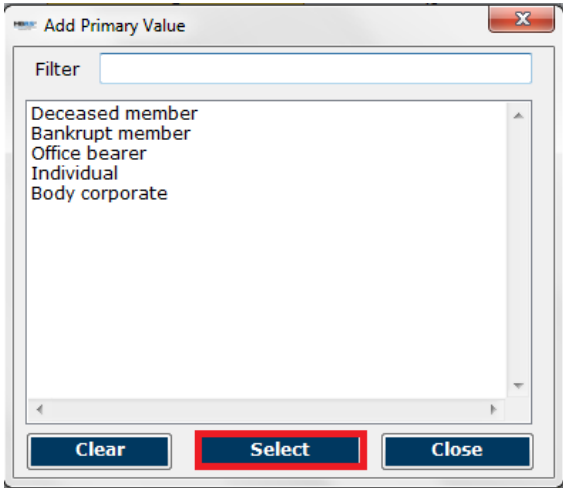
5.2.6.2. Sub-Classification of Member Count Among 20 Largest Members

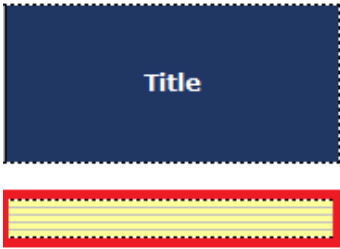
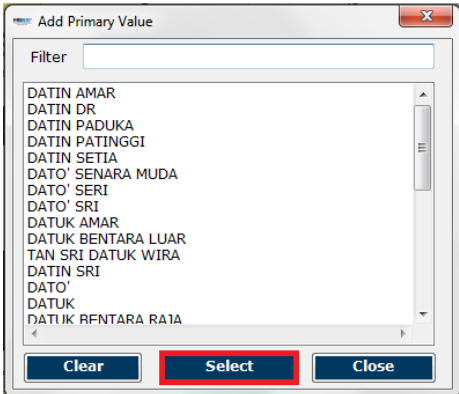
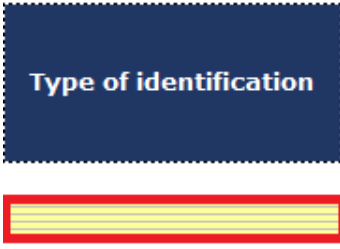
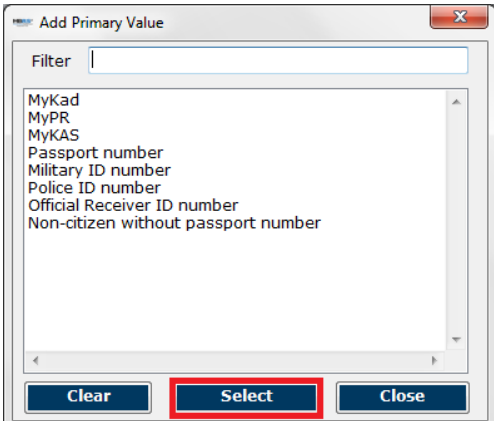
1. To increase the number of the member in the listing, please follow the following steps:



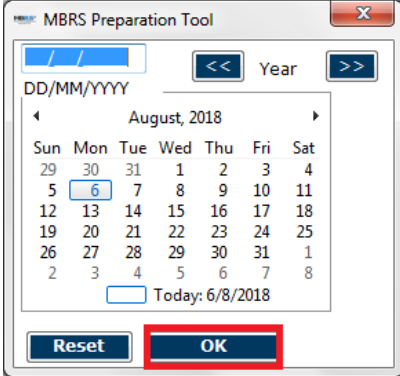
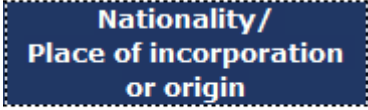

Step	Description						
1	<p>Click on “Edit Member count” in order to “Add” or “Delete” on the Members count, as shown below:</p> <div data-bbox="432 398 1003 584" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Sub-classification of member count among 20 largest members</p> <p>Edit Member count</p> <p>0001</p> </div> <p><i>Note: By default, the number of the sub-classification of member count among 20 largest members will be set at one (1).</i></p>						
2	<p>A pop-up window will appear which allow preparers to “Add” or “Delete” the number of sub-classification of member count among 20 largest members:</p> <div data-bbox="424 813 1224 1261" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right; margin-bottom: 0;">MBRS Preparation Tool X</p> <div style="text-align: right; margin-bottom: 5px;"> <input type="button" value="Add"/> <input type="button" value="Delete"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20px;"></th> <th style="text-align: left;">Sub-classification of member among twenty largest members</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">▶</td> <td>0001</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Close"/> </div> </div> <p>Click “Add” button to increase the sub-classification of member count among 20 largest members (If the Company has more than one (1) sub-classification of member among 20 largest members) or “Delete” to reduce the sub-classification of member count among 20 largest members</p>		Sub-classification of member among twenty largest members	▶	0001		
	Sub-classification of member among twenty largest members						
▶	0001						
3	<p>Click on the “Save” button to proceed:</p> <div data-bbox="424 1518 1224 1955" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right; margin-bottom: 0;">MBRS Preparation Tool X</p> <div style="text-align: right; margin-bottom: 5px;"> <input type="button" value="Add"/> <input type="button" value="Delete"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20px;"></th> <th style="text-align: left;">Sub-classification of member among twenty largest members</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">▶</td> <td>0001</td> </tr> <tr> <td></td> <td>0002</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Close"/> </div> </div>		Sub-classification of member among twenty largest members	▶	0001		0002
	Sub-classification of member among twenty largest members						
▶	0001						
	0002						

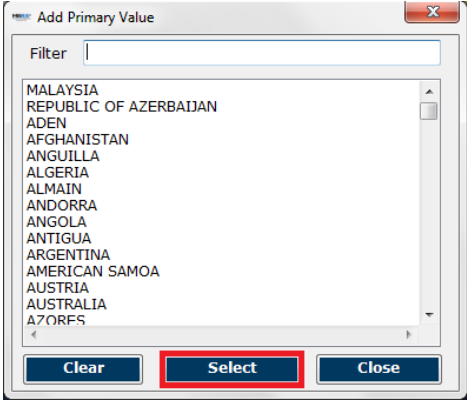
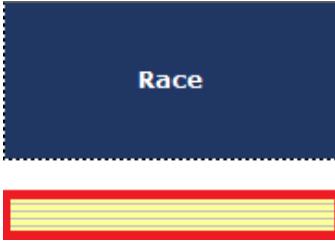
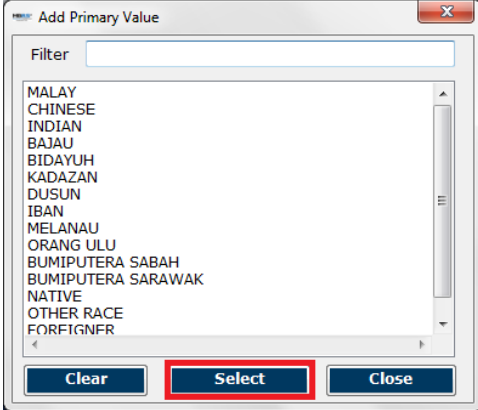
Step	Description		
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of sub-classification of member among 20 largest members.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> Sub-classification of member count among 20 largest members </div> <p>Edit Member count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #00b0c0; color: white;">0001</td> </tr> <tr> <td style="background-color: #00b0c0; color: white;">0002</td> </tr> </table>	0001	0002
0001			
0002			
5	Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of sub-classification of member count amount 20 largest members.		

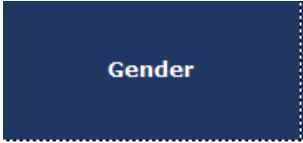

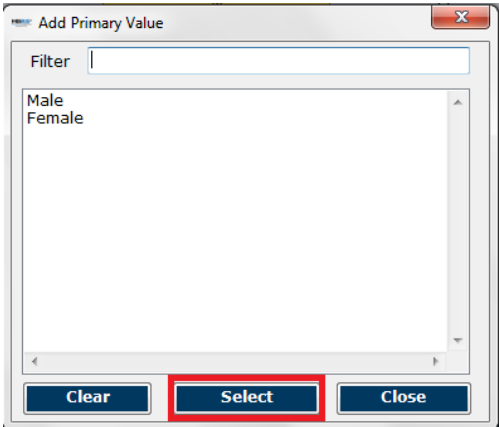
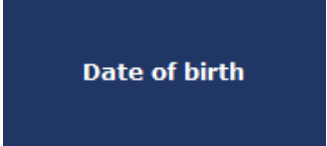

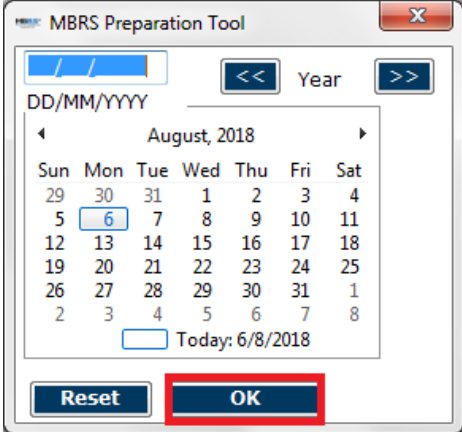
2. Below are the fields to be completed for sub-classification of member count among 20 largest members:



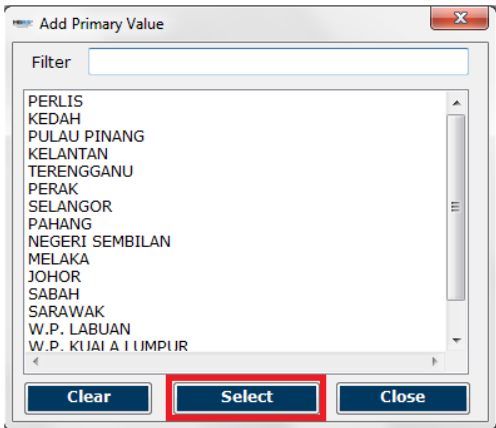


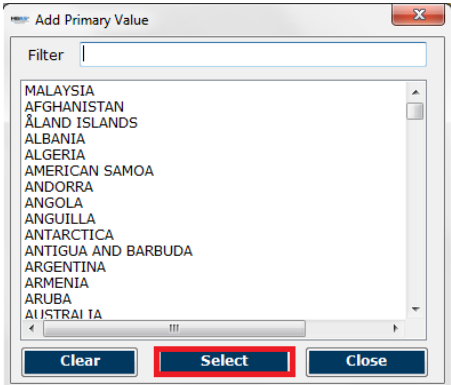
Field name	Description
Type of sub-classification of member	<p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px dashed black; padding: 5px; background-color: #002060; color: white; display: inline-block;"> Type of sub-classification of member </div>  </div> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div>

Field name	Description
Title	<p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Name	Name of the Member
Type of Identification	<p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name	Description
Identification Number	The identification number based on the “type of identification” selected.
Passport Expiry Date	<p>The expiry date of the passport of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, to double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the “OK” button to proceed:</i>  <p><i>Note: This section will be automatically disabled from editing if the “type of identification” is not selected as “Passport Number”.</i></p>
Nationality/Place of incorporation or origin	<p>The nationality or place of incorporation of origin of the member.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</i>  

Field name	Description
Nationality/Place of incorporation or origin (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
Race	<p>The race of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 

Field name	Description
Gender	<p>The gender of the Member, i.e. either “Male” or “Female”</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the “Select” button to proceed:</i> 
Date of Birth	<p>The date of birth of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the “OK” button to proceed:</i> 

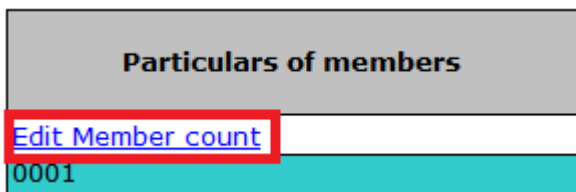
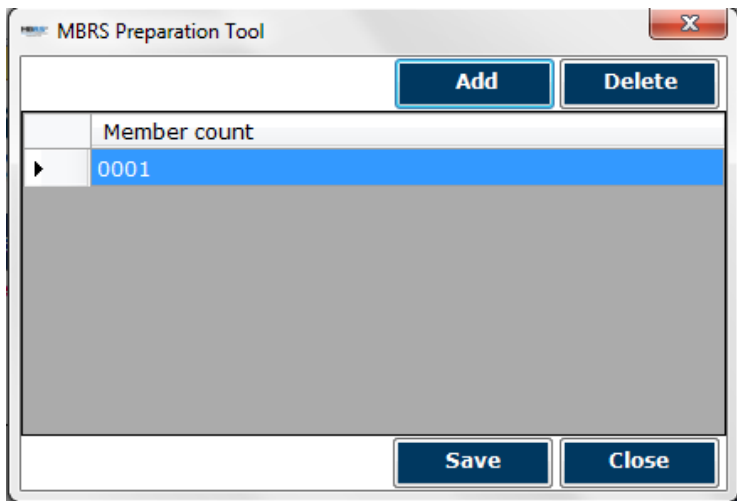
Field name		Description
Address	Address Line 1	Line 1 of the Address of the Member
	Address Line 2	Line 2 of the Address of the Member
	Address Line 3	Line 3 of the Address of the Member
	Postcode	Postcode of the Address of the Member
	Town	Town of the Address of the Member
	State	<p>State of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p> 
Country	Country	<p>Country of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p> 

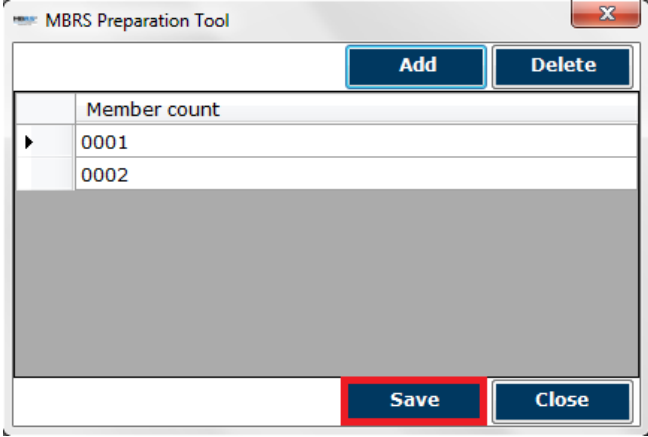
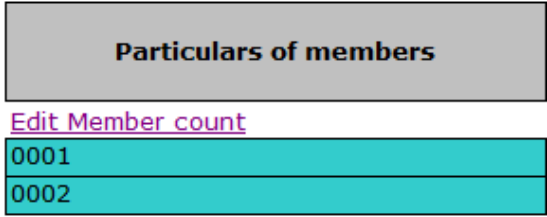
5.2.7. Section E(ii): Particulars of Member, for Company with Equal to or Less than Five Hundred Members

1. Kindly note that this sub-section is only applicable for Private Companies.
2. In order to insert the following details in the module, click on the excel tab labelled "Section E(ii)":
 - Particulars of members
 - Sub-classification of member count
3. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

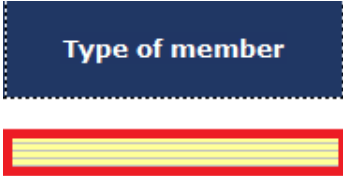
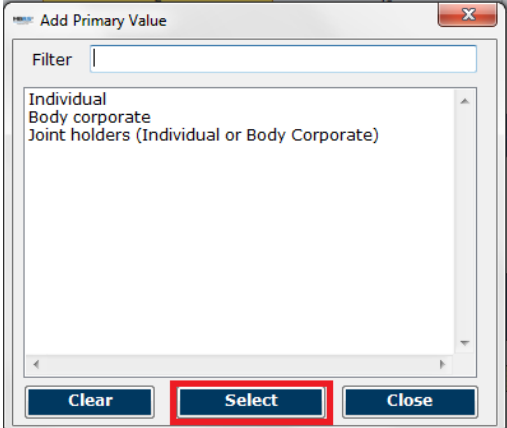
5.2.7.1. Particulars of Members

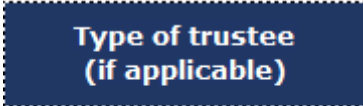

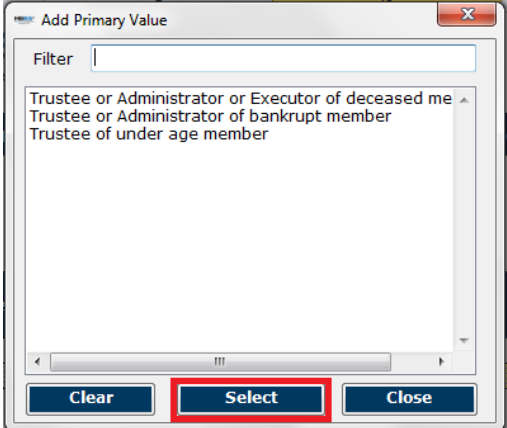


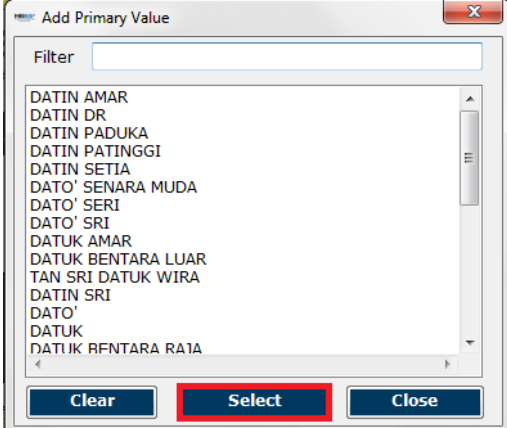
1. To increase the number of the member in the listing, please follow the following steps:

Step	Description
1	<p>Click on "Edit Member count" in order to "Add" or "Delete" the Members count, as shown below:</p>  <p><i>Note: By default, the number of the Member Count will be set at one (1).</i></p>
2	<p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Members:</p>  <p>Click "Add" button to increase the count of the Members (If the Company has more than one (1) Member) or "Delete" to reduce the count of the Members.</p>

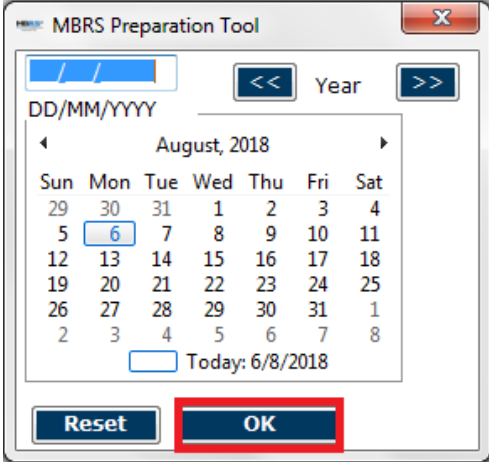
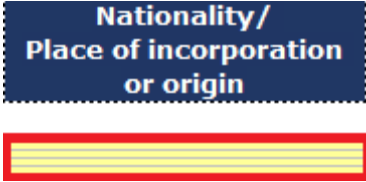
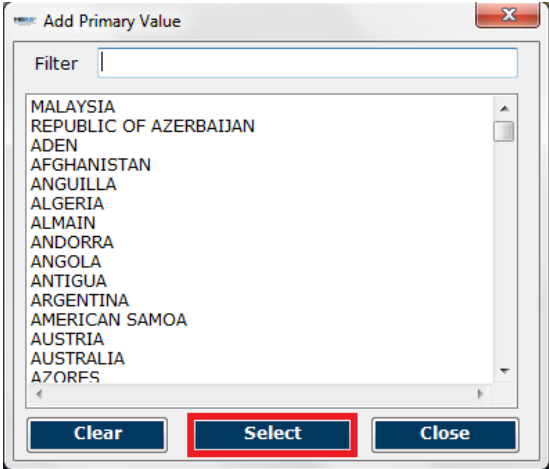
Step	Description
3	<p>Click on the "Save" button to proceed:</p> 
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of members.</p> 
5	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of particulars of members.</p>

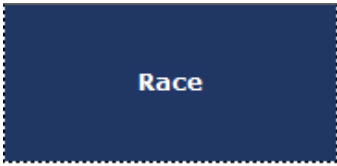

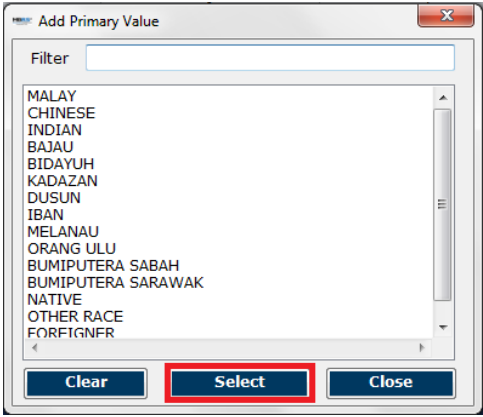
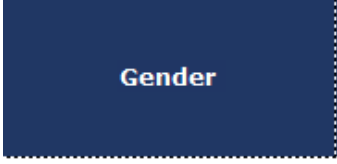

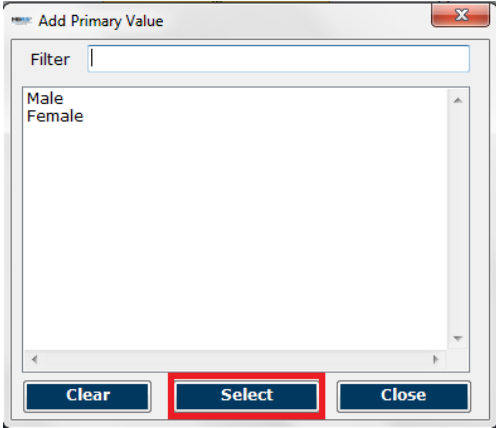
2. Below are the fields to be completed for particulars of members:

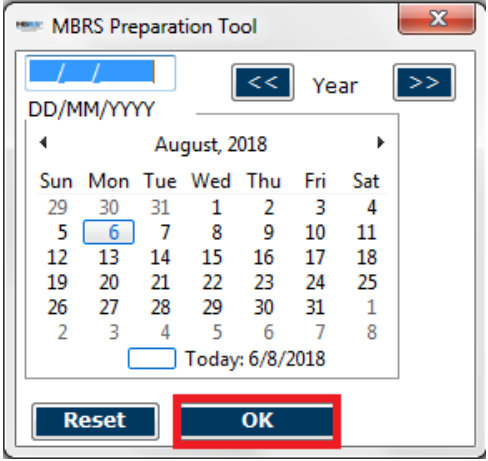
Field name	Description
Type of member	<p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of member from a pop-up window:</i>  <i>Click on the "Select" button to proceed:</i> 

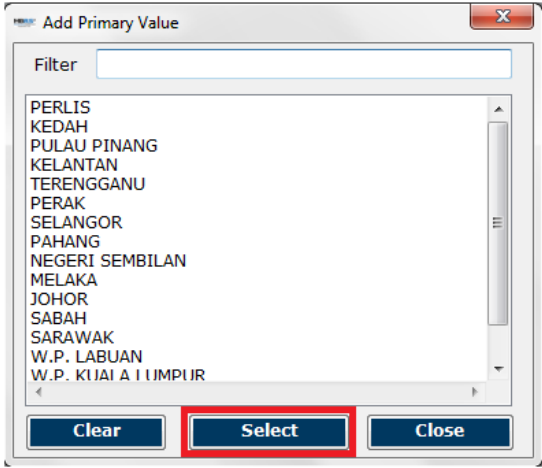
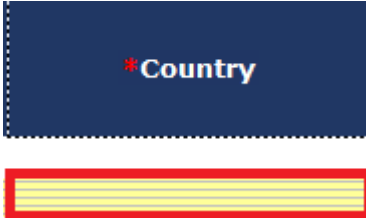
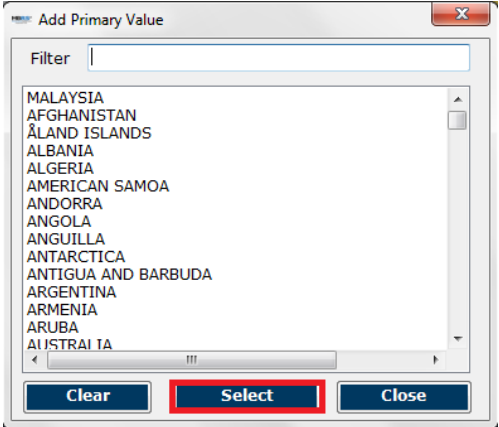
Field name	Description
Type of trustee (if applicable)	<p>The type of trustee, i.e. administrator/trustee for deceased/bankrupt/under age member</p> <p>1. In order to insert information in this field, double click on the information window (as shown below) to select the type of trustee from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p> 
Title	<p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p> 
Name	Name of the Member

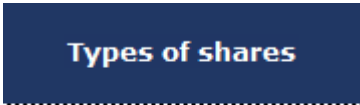

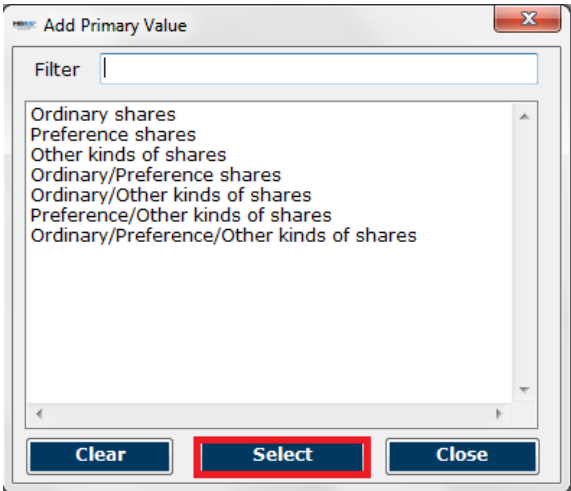
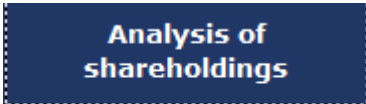

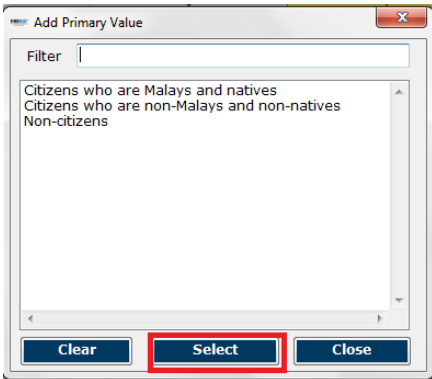
Field name	Description
Type of Identification	<p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i></p> <div data-bbox="826 443 1193 616" style="border: 1px dashed black; background-color: #002060; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> Type of identification </div> <div data-bbox="826 651 1193 703" style="border: 2px solid red; background-color: yellow; height: 20px; margin-bottom: 10px;"></div> <p>2. <i>Click on the "Select" button to proceed:</i></p> <div data-bbox="826 797 1396 1285" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Filter <input style="width: 100%;" type="text"/></div> <ul style="list-style-type: none"> MyKad MyPR MyKAS Passport number Military ID number Police ID number Official Receiver ID number Non-citizen without passport number <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Clear Select Close </div> </div>
Identification number	The identification number based on the "type of identification" selected
Passport Expiry Date	<p>The expiry date of the passport of the Member</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i></p> <div data-bbox="826 1641 1193 1809" style="border: 1px dashed black; background-color: #002060; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> Passport expiry date </div> <div data-bbox="826 1845 1193 1897" style="border: 2px solid red; background-color: #FFDAB9; height: 20px;"></div>

Field name	Description
	<p>2. Select the appropriate date and click on the "OK" button to proceed.</p>  <p>Note: This section will be automatically disabled from editing if the "Type of Identification" is not selected as "Passport Number".</p>
Nationality / Place of incorporation of origin	<p>The nationality or place of incorporation of origin of the member.</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 

Field name	Description
Race	<p>The race of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Gender	<p>The gender of the Member, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name	Description	
Date of Birth	<p>The date of birth of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</p> <div data-bbox="826 360 1187 528" style="border: 1px dashed black; background-color: #002060; color: white; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">Date of birth</div> <div data-bbox="826 562 1187 613" style="border: 2px solid red; background-color: #FFD700; width: 100px; height: 20px; margin: 10px auto;"></div> <p>2. Select the appropriate date and click on the "OK" button to proceed:</p> <div data-bbox="826 741 1315 1200" style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;">  </div>	
Address	Address Line 1	Line 1 of the Address of the Member
	Address Line 2	Line 2 of the Address of the Member
	Address Line 3	Line 3 of the Address of the Member
	Postcode	Postcode of the Address of the Member
	Town	Town of the Address of the Member
	State	<p>State of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> <div data-bbox="826 1749 1198 1854" style="border: 1px dashed black; background-color: #002060; color: white; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">State</div> <div data-bbox="826 1883 1198 1944" style="border: 2px solid red; background-color: #FFD700; width: 100px; height: 20px; margin: 10px auto;"></div>

Field name		Description
Address (Cont')	State (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
	Country	<p>Country of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 
Number of shares held by members		The total number of shares held by the Member

Field name	Description
Types of shares	<p>The type of shares held by the member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of shares from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Analysis of shareholdings	<p>The category of the member under the analysis of shareholding</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the analysis of shareholdings from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

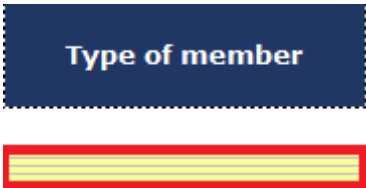
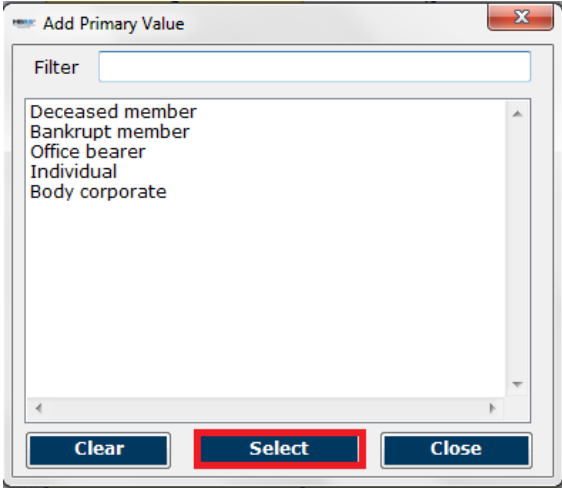
5.2.7.2. Sub-classification of Member Count

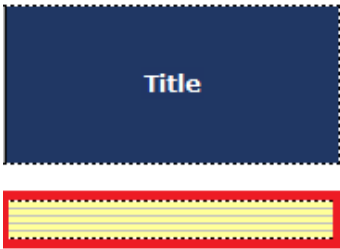
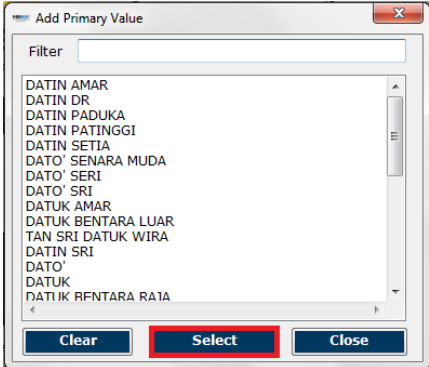
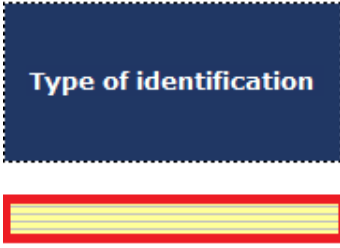
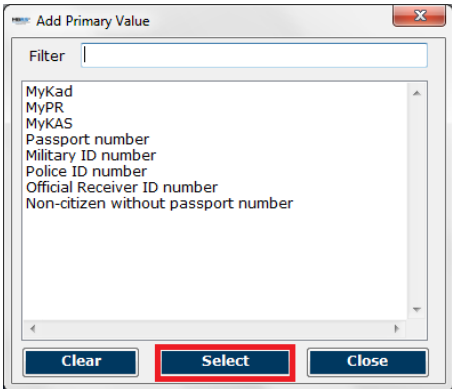
1. This sub-section is only required to be completed if the type of trustee is selected.
2. To increase the number of the sub-classification of member in the listing, please follow the following steps:


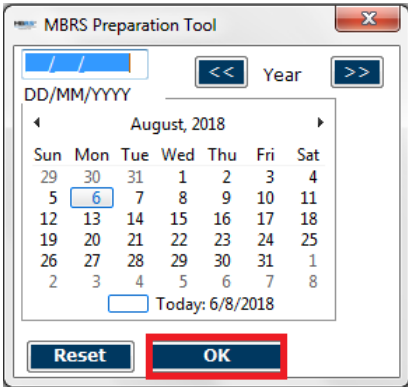
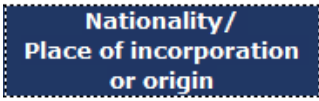

Step	Description
1	<p>Click on “Edit Member count” in order to “Add” or “Delete” on the sub-classification of members count, as shown below:</p> <div data-bbox="432 495 1007 680" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Sub-classification of member count</p> <p style="text-align: center;">Edit Sub-classification of member count</p> <p style="text-align: center;">0001</p> </div> <p><i>Note: By default, the number of the sub-classification of member count will be set at one (1).</i></p>
2	<p>A pop-up screen will appear which allows preparers to “Add” or “Delete” the number of count of the sub-classification of member.</p> <div data-bbox="422 913 1161 1402" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>Click the “Add” button to increase the count of the sub-classification of member (If the Company has more than one (1) sub-classification of member) or “Delete” to reduce the count of the sub-classification of members.</p>
3.	<p>Click on the “Save” button to proceed:</p> <div data-bbox="422 1630 1058 2045" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div>

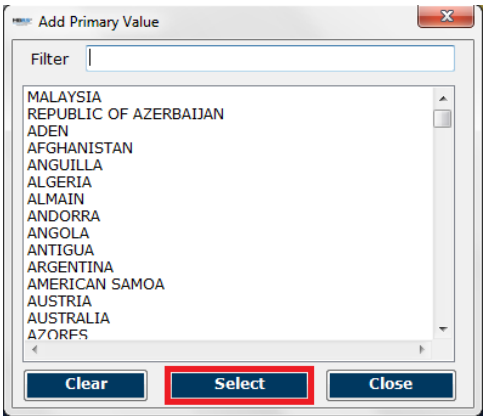
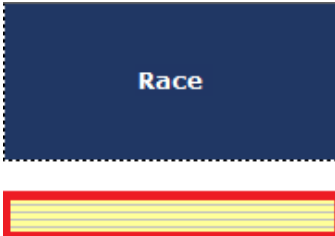
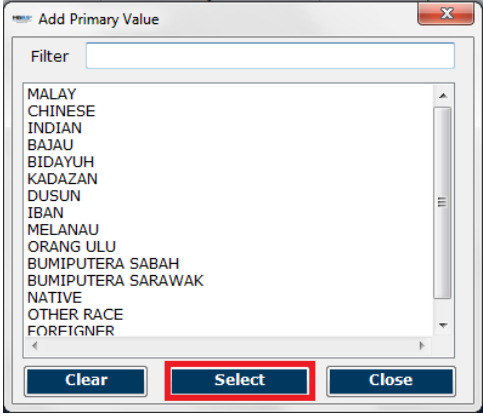
Step	Description		
4.	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of sub-classification of member.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Sub-classification of member count</p> <p style="text-align: center;">Edit Sub-classification of member count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">0001</td> </tr> <tr> <td style="text-align: center;">0002</td> </tr> </table> </div>	0001	0002
0001			
0002			
5.	Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of sub-classification of member.		

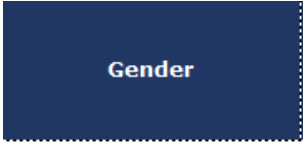

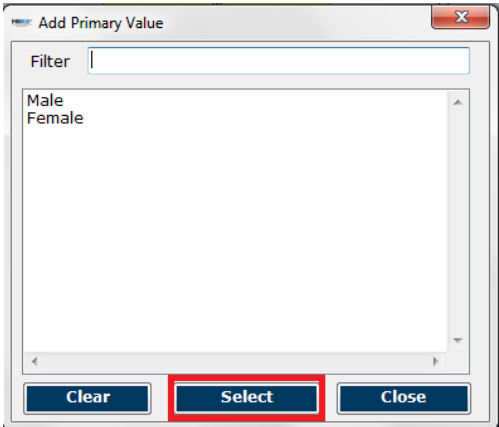
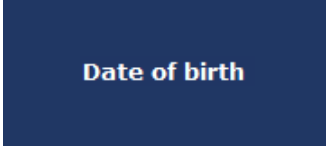

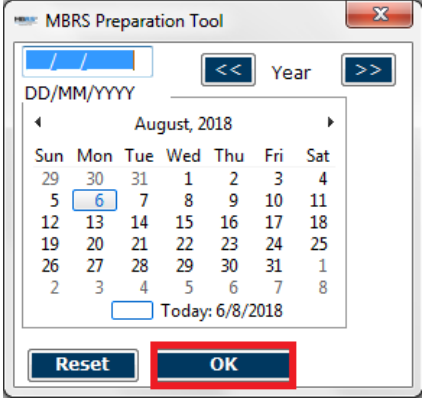
3. Below are the fields to be completed for sub-classification of member count:



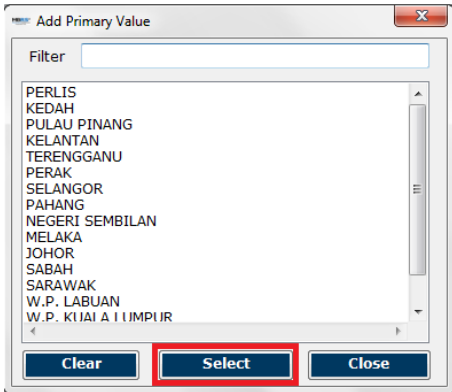


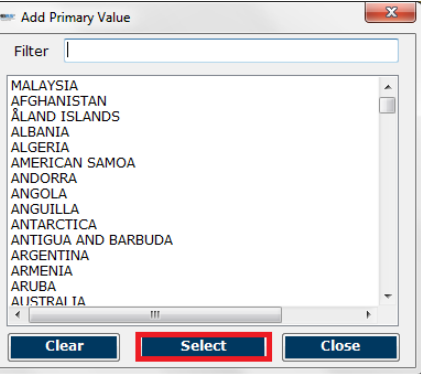
Field name	Description
Type of member	<p>The type of member, i.e. individual, body corporate, joint holders and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, to double click on the information column (as shown below) to select the type of member from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div>

Field name	Description
Title	<p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Name	Name of the Member
Type of Identification	<p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name	Description
Identification Number	The identification number based on the "type of identification" selected.
Passport Expiry Date	<p>The expiry date of the passport of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  <p><i>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</i></p>
Nationality/Place of incorporation or origin	<p>The nationality or place of incorporation of origin of the member.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</i>  

Field name	Description
Nationality/Place of incorporation or origin (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
Race	<p>The race of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 

Field name	Description
Gender	<p>The gender of the Member, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Date of Birth	<p>The date of birth of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i> 

Field name		Description
Address	Address Line 1	Line 1 of the Address of the Member
	Address Line 2	Line 2 of the Address of the Member
	Address Line 3	Line 3 of the Address of the Member
	Postcode	Postcode of the Address of the Member
	Town	Town of the Address of the Member
	State	<p>State of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p> 
Country	Country	<p>Country of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p> 

5.2.8. Section F: Shareholding Analysis

1. In order to view this section, click on the excel tab labelled "Section F".
2. The following subsection would provide an explanatory on mentioned section.

5.2.8.1. Particulars of Shareholding Analysis for Public Companies

1. Below are the fields to be completed for particulars of shareholding analysis for Public Companies:

Field name	Description
Citizens who are Malays and natives	The number of shares held by members whom are Citizens who are Malays and natives
Citizens who are non-Malays and non-natives	The number of shares held by members whom are Citizens who are non-Malays and non-natives
Non-citizens	The number of shares held by members whom are Non-citizens
Bodies corporate controlled by citizens who are Malays and natives	The number of shares held by members whom are Bodies corporate controlled by citizens who are Malays and natives
Bodies corporate controlled by citizens who are non-Malays and non-natives	The number of shares held by members whom are Bodies corporate controlled by citizens who are non-Malays and non-natives
Bodies corporate controlled by non-citizens	The number of shares held by members whom are Bodies corporate controlled by non-citizens

5.2.8.2. Particulars of Shareholding Analysis for Private Companies

1. The information in this section is automatic tabulated based on the information completed in Section E(ii).
2. Figure 9 below is an illustration of Section F for private companies:

Particulars of shareholding analysis	Number of shares held by member	Percentage of shareholding held by member (%)
Citizens who are malays and natives	0	0.00%
Citizens who are non-malays and non-natives	1	100.00%
Non-citizens	0	0.00%
Bodies corporate controlled by citizens who are malays and natives	0	0.00%
Bodies corporate controlled by citizens who are non-malays and non-natives	0	0.00%
Bodies corporate controlled by non-citizens	0	0.00%
Total number of shares held by members	1	100.00%

Figure 9

5.2.9. Section G: Certificate to be Given by All Companies

1. In order to insert the following details in the module, click on the excel tab labelled "Section G":
 - Particulars of certificate by director and/or secretary after having made due inquiries
2. The following subsections would provide an explanatory on the field to be completed for the abovementioned information.

5.2.9.1. Particulars of Certificate by Director and/or Secretary After Having Made Due Inquiries

1. Below are the fields to be completed for particulars of certificate by director and/or secretary after having made due inquiries:

No.	Field name	Description
(a)	That the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys have been complied with in relation to the Company	<p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have</u> been complied with in relation to the company. • No : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have not</u> been complied with in relation to the company.
(b)	Having made an inspection of the share register, that transfers have been registered since date of the last AR	<p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If having made an inspection of the share register, that transfers <u>have</u> been registered since date of the last annual return. • No : If having made an inspection of the share register, that transfers <u>have not</u> been registered since date of the last annual return.
(c)	That the company has not since the date of the last AR issued any invitation to the public to subscribe for any shares in or debentures of the company or to deposit moneys for fixed periods or payable at call	<p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If the company is a private company • No

No.	Field name	Description
(d)	That the excess of members of the company above fifty (counting joint holders of shares as one person) consists only of persons who are in the employment of the company or of its subsidiary or persons who while previously in the employment of the company or of its subsidiary were and thereafter have continued to be members of the company	<p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : In the case of a public company whose members exceeds fifty • No
(e)	That the company is a public company which has more than five hundred members and the company provides reasonable opportunities and facilities for a person to inspect and take copies of its list of members and its particulars of shares transferred	<p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : In the case of a public company whose members exceed five hundred • No
(f)	That none of the members of the company is holding shares as a nominee	<p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If none of the members of the company is holding shares as a nominee • No If any of the members of the company is holding shares as a nominee
(g)	That none of the members of the company is holding shares as a trustee	<p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If none of the members of the company is holding shares as trustee • No If any of the members of the company is holding shares as a trustee and please provide information relating to beneficial ownership in Particulars of Beneficial Owners (Annexure)