



**Annual Return for Companies
Not Having Share Capital – AR2**

5.3. Annual Return for Companies Not Having Share Capital – AR2

5.3.1. General

This subsection would guide preparers to fill up the Filing Information window in relation to an AR2 as well as a guideline to complete the relevant information which are required to be filled in an AR2 template.

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

5.3.1.1. Filing Information

1. Preparers would be required to fill up information in the Filing Information window in relation to an AR2 template. Hence, preparers must select “AR2” under the dropdown list of “Type of submission” in the filing information window.
2. Figure 10 below illustrates how the Filing Information window for an AR2 should be filled.

Filing Information	
* Company registration number	3775-X
* Name of company	BOARDROOM FOUNDATION
Former name of the company	
Goods and services tax number	
* Calendar year of annual return	2018
* Date of annual return	08/08/2018
* Origin of company	Incorporated in Malaysia
* Status of company	Public company
* Type of company	Company limited by guarantee
* Type of submission	AR2
* 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	

* denotes mandatory items to be reported

Generate Template Cancel

Figure 10

3. Please note that an AR2 template is catered for companies not having a share capital.
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 an MBRS Template, a “Save As” window would 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 11 below is an illustration of a completed “FI” tab.

Filing Information	
General Filing Information	
*Company registration number	3775-X
*Name of company	BOARDROOM FOUNDATION
Former name of the company	
Goods and services tax number	
*Calendar year of annual return	2018
*Date of annual return	08/08/2018
*Origin of company	Incorporated in Malaysia
*Status of company	Public company
*Type of company	Company limited by guarantee
*Type of submission	AR2
*Disclosure whether company is preparing annual return for first time since incorporation	No

Figure 11

7. The Microsoft Excel File generated by the mTool would 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), categories of object clause of CLBG and branches place of business.
Section B	Particular of Indebtedness
Section C	Particulars of Directors, Managers, Secretary and Auditors
Section D	Particulars of members
Section E	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 amend such information in the FI tab.


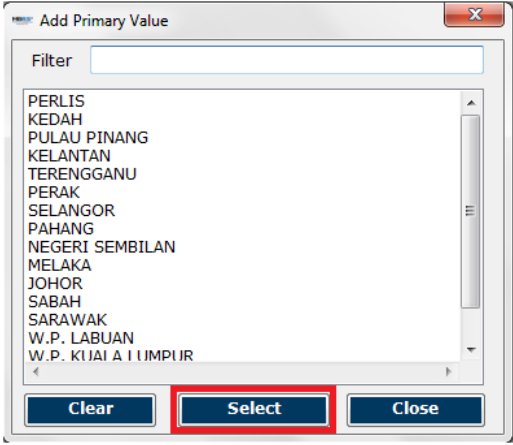
Please note that the type of AR would not be able to be changed once the MBRS Template has been generated.


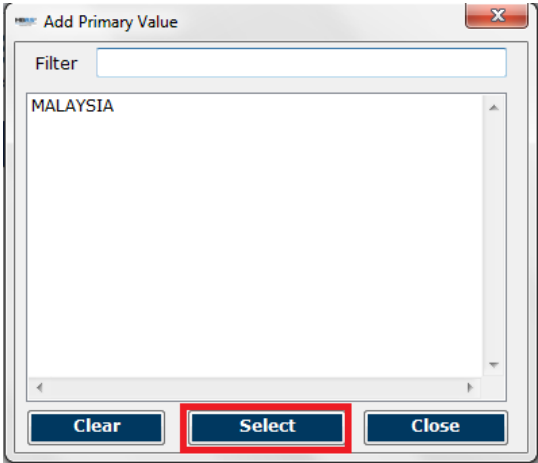
5.3.2. Section A: Particulars of Company

- 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
- The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

5.3.2.1. Address of Registered Office


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

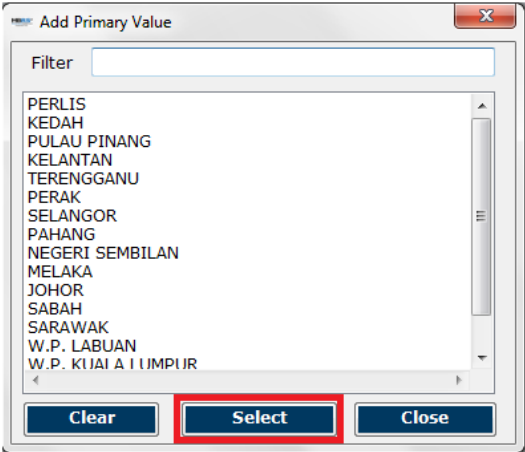

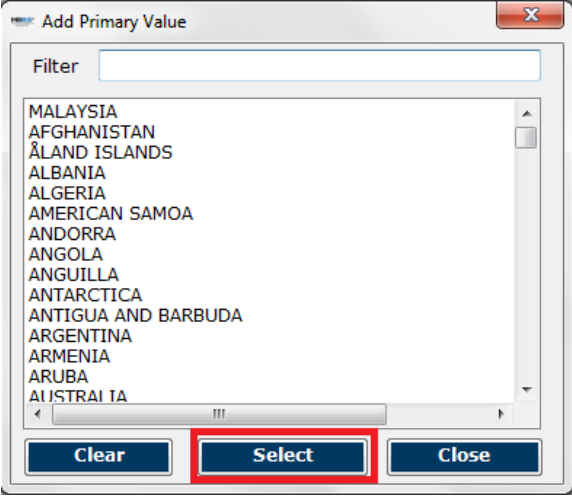
Field name	Description
Address line 1	Line 1 of the address of the registered office
Address line 2	Line 2 of the address of the registered office
Address line 3	Line 3 of the address of the registered office
Postcode	Postcode the address of the registered office
Town	Town the address of the registered office
State	<p>State the address of the registered office</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 style="text-align: center;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center;">  </div>

Field name	Description
Country	<p>Country the address of the registered office</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> 

5.3.2.2. Address of Register of Member is Kept


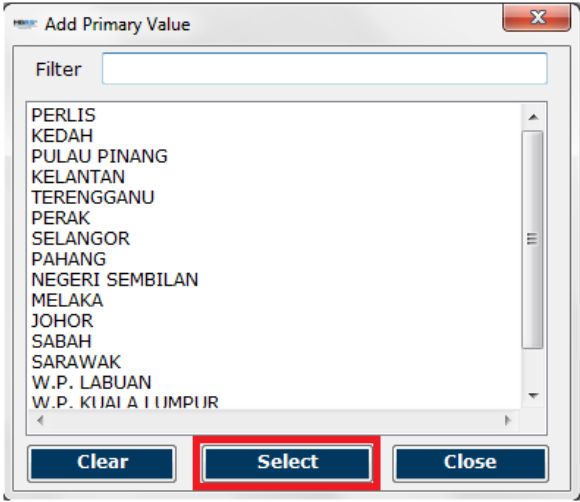
- The address of Register of Member is kept is only required to be completed if the address is other than the registered office.
- Below are the fields to be completed for address of register of member is kept:


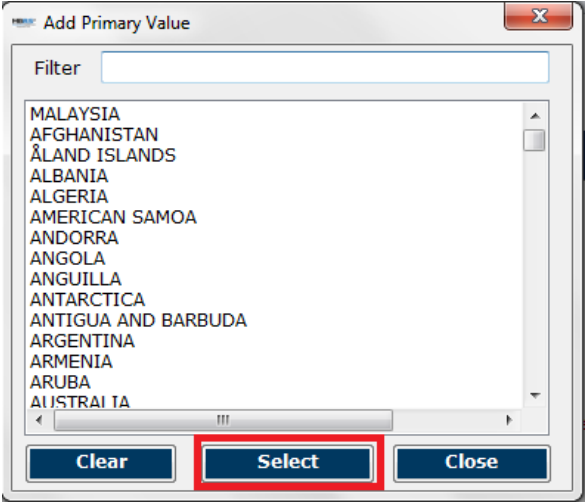
Field name	Description
Address line 1	Line 1 of the address of the register of members is kept
Address line 2	Line 2 of the address of the register of members is kept
Address line 3	Line 3 of the address of the register of members is kept
Postcode	Postcode of the address of the register of members is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

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

5.3.2.3. 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 an Audited Financial Statements (kindly refer to the FAQ issued).
3. Below are the fields to be completed for address of financial records are kept:

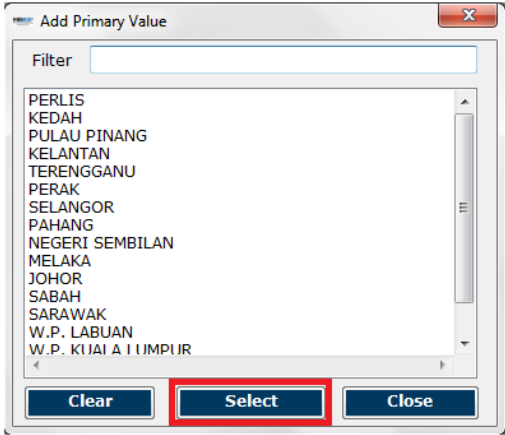

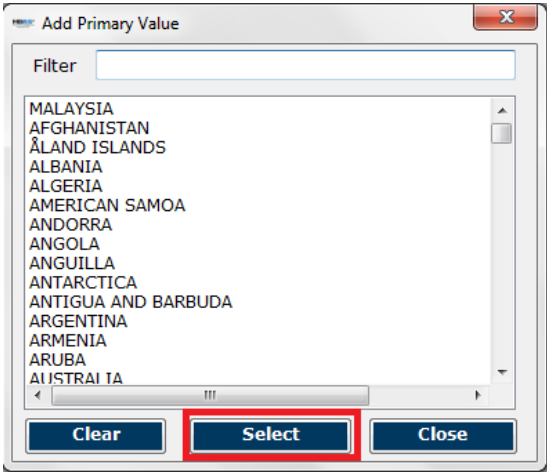
Field name	Description
Address line 1	Line 1 of the address of financial records are kept
Address line 2	Line 2 of the address of financial records are kept
Address line 3	Line 3 of the address of financial records are kept
Postcode	Postcode of the address of financial records are kept
Town	Town of the 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> 

5.3.2.4. Address of Principal Place of Business


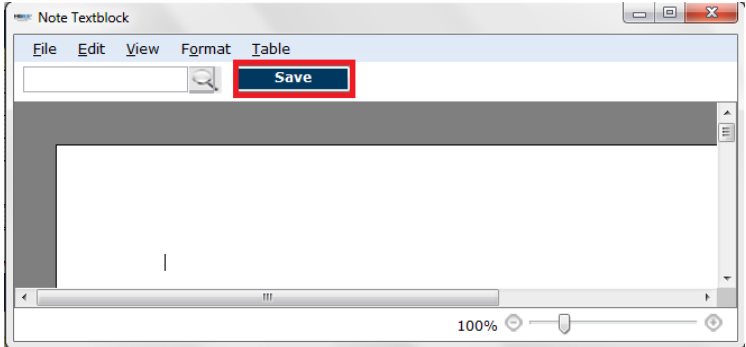
1. Below are the fields to be completed for address of principal place of business:

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
State	<p>State of the address of principal place of business</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
State (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
Country	<p>Country of the address of principal place of business</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> 
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

5.3.2.5. Nature of Business

1. 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> <p>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:</p> <p style="text-align: center;">Nature of business [textblock] </p> <p>2. After completing the necessary information, click on the "Save" button to save the input:</p> 

2. 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.
3. In order to select the appropriate MSIC Code, preparers are required to double click on the information column as shown in Figure 12 below:

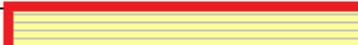
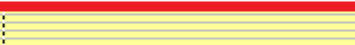
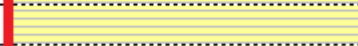

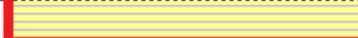
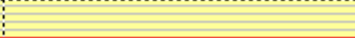
Nature of business	*MSIC Code	*Description of Business
Business 1 [member]		
Business 2 [member]		
Business 3 [member]		

Figure 12

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

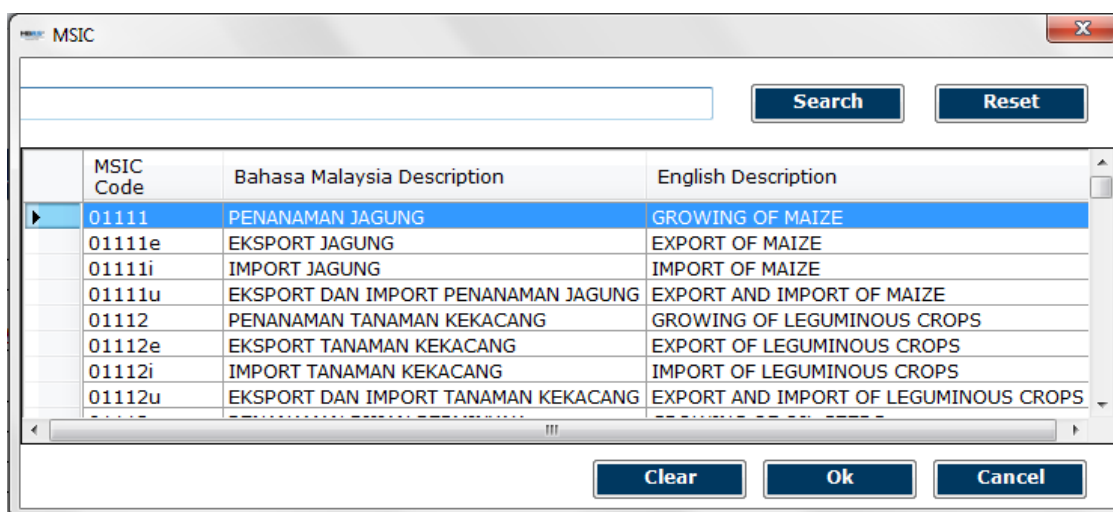
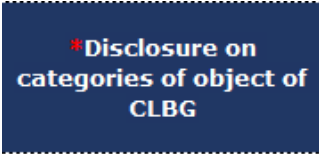

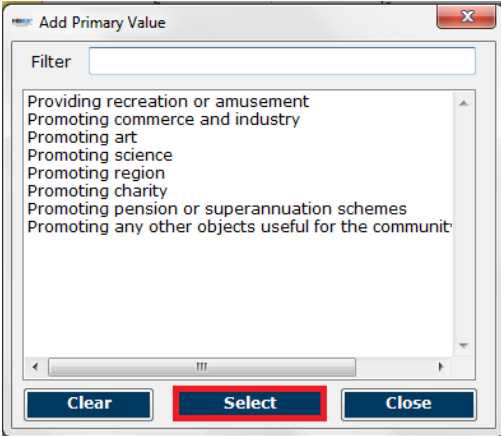
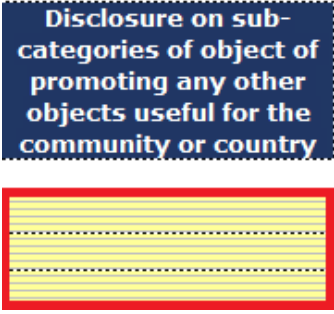
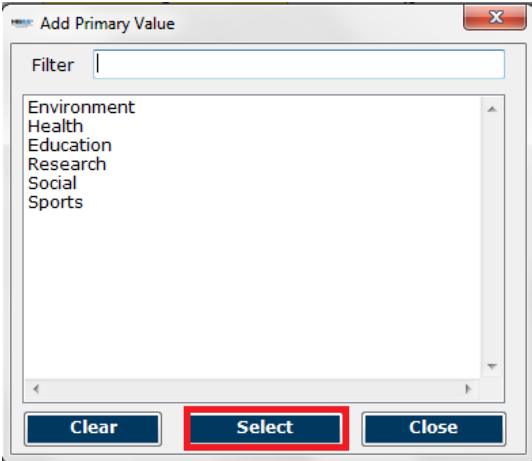


Figure 13

5.3.2.6. Categories of Object Clause for Company Limited by Guarantee


1. Below are the fields to be completed for categories of Object Clause for Company Limited by Guarantee:

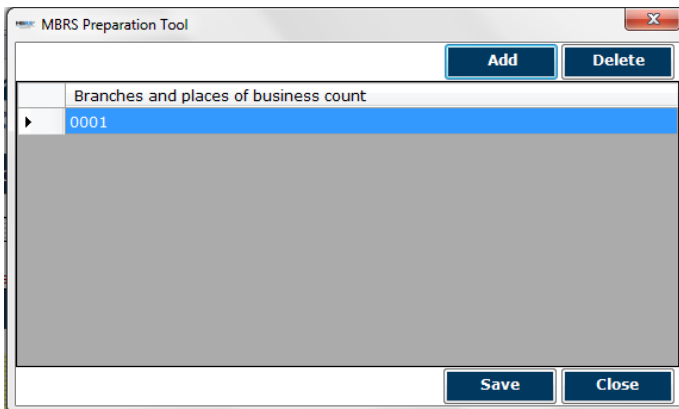
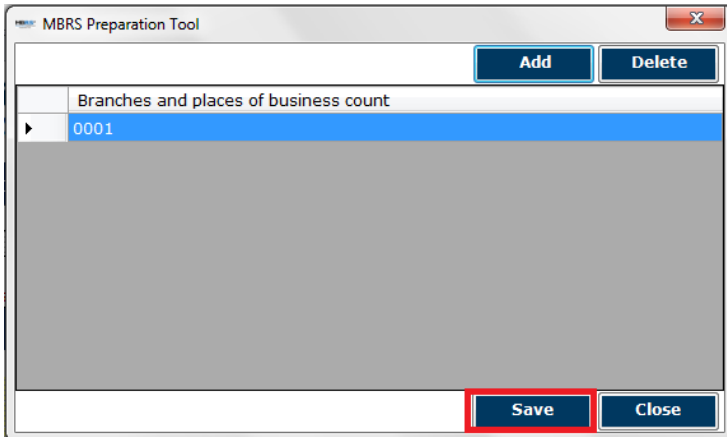
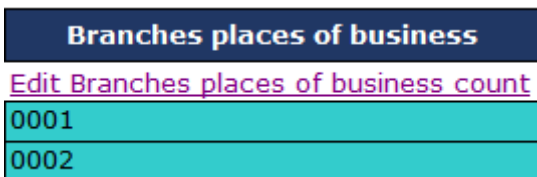
Field name	Description
Disclosure on categories of object	<p>Categories of object</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

Field name	Description
Disclosure on sub-category of object of promoting any other objects useful for the community or country	<p>Sub-category of object of promoting any other objects useful for the community or country.</p> <p>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:</p>  <p>2. Click on the "Select" button to proceed:</p> 

5.3.2.7. Branches Places 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" the branches count, as shown below:</p>  <p>Note: By default, the number of the Branches place of business count will be set at one (1).</p>

Step	Description
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>
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 place of business in Malaysia.</p> 
5	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the branches place of business.</p>


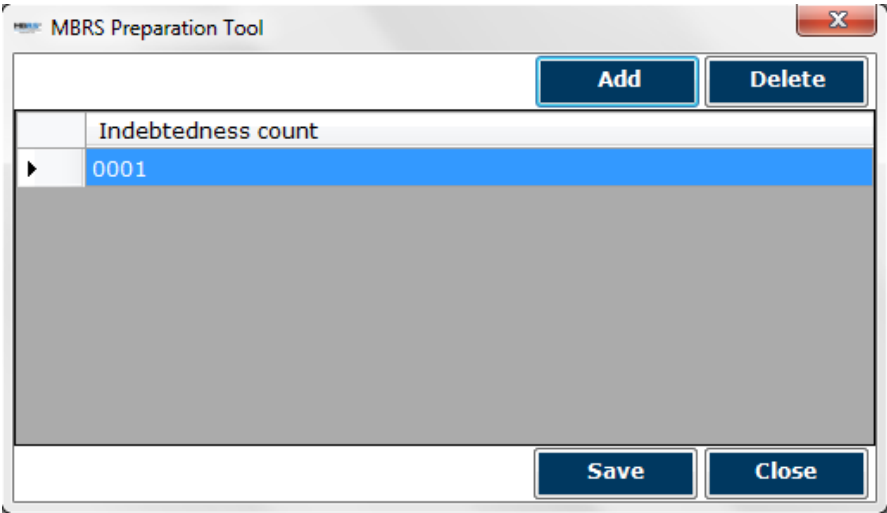
2. Below are the fields to be completed for branches places of business:

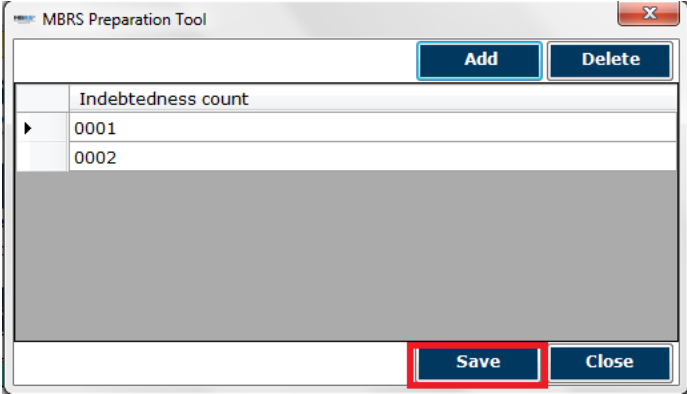
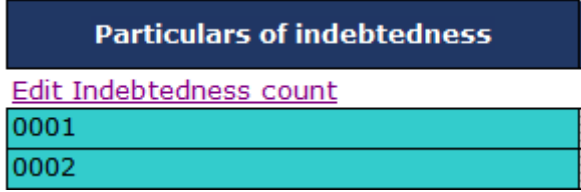
Field name	Description
Address line 1	Line 1 of the address of branches place of business
Address line 2	Line 2 of the address of branches place of business
Address line 3	Line 3 of the address of branches place of business
Postcode	Postcode of the address of branches place of business

Field name	Description
Town	Town of the address of branches place of business
State	<p>State 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 state from a pop-up window:</i> <div data-bbox="663 405 1283 456" 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="651 533 1150 965" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">✕</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 <p style="text-align: center; margin: 0;"> Clear Select Close </p> </div>
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> <div data-bbox="663 1173 1283 1225" 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="651 1301 1193 1771" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">✕</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 <p style="text-align: center; margin: 0;"> Clear Select Close </p> </div>
Telephone number	Telephone number of the address of branches place of business
Fax number	Fax number of the address of branches place of business
E-mail	E-mail of the address of branches place of business
Website	Website of the address of branches place of business

5.3.3. Section B: Particulars of Indebtedness

1. In order to insert the following details in the module, click on the excel tab labelled "Section B":
 - 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" 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 "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)

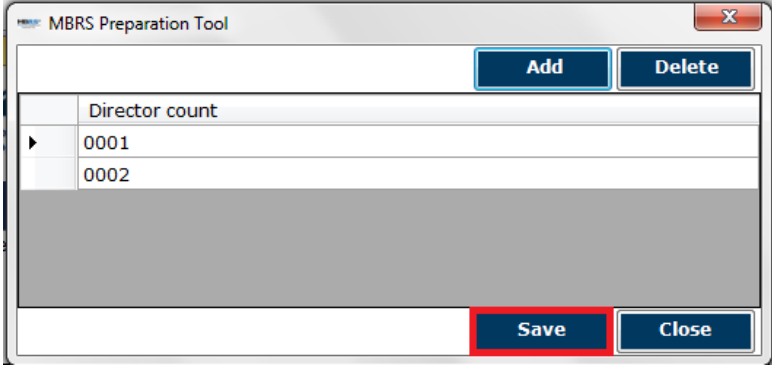
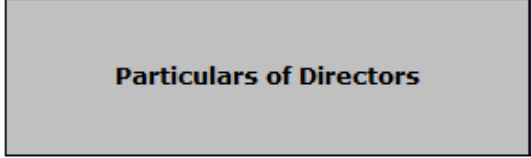
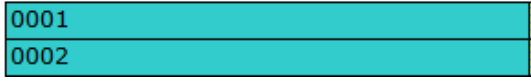
5.3.4. Section C: Particulars of Directors, Managers, Secretaries and Auditors

1. In order to insert the following details in the module, click on the excel tab labelled "Section C":
 - 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.



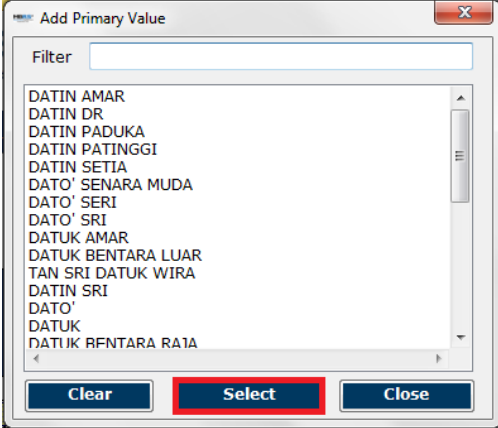
5.3.4.1. Particulars of Directors



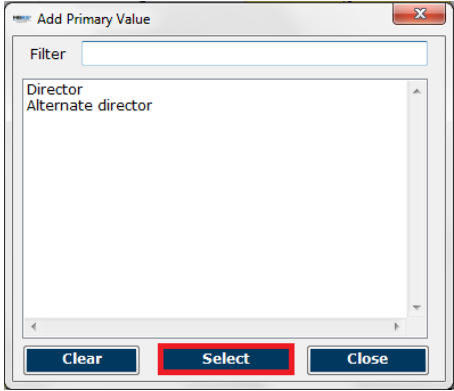


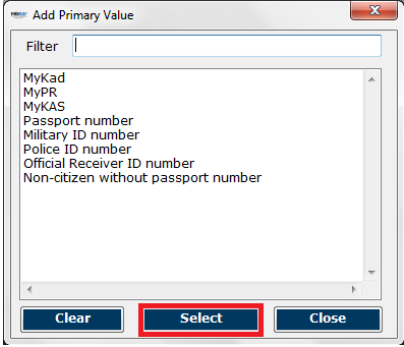
1. To increase the number of the Director count in the listing, please follow the following steps:

Step	Description
1	<p>Click on "Edit Director count" in order to "Add" or "Delete" on the Director count, as shown below:</p> <div data-bbox="432 792 1007 1043" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Particulars of Directors</p> <p>Edit Director count</p> <p>0001</p> </div> <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 allow preparers to "Add" or "Delete" the number of count of the Director:</p> <div data-bbox="422 1240 1193 1603" style="border: 1px solid black; padding: 10px;"> </div> <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>

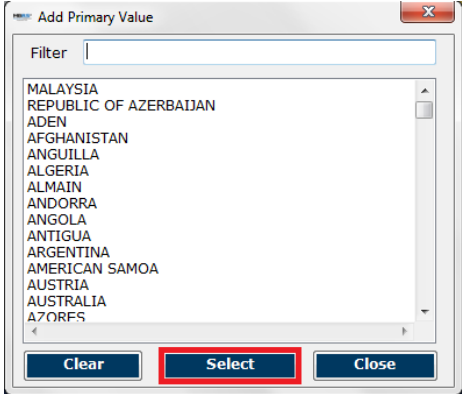
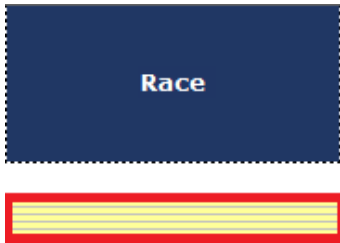
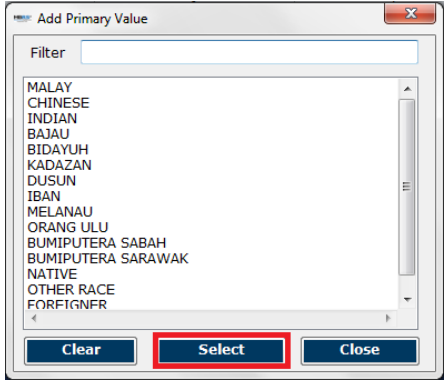
Step	Description
3	<p>Click on the "Save" button to proceed:</p> 
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Directors.</p>  <p>Edit Director count</p> 
5	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the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

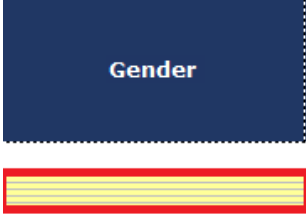
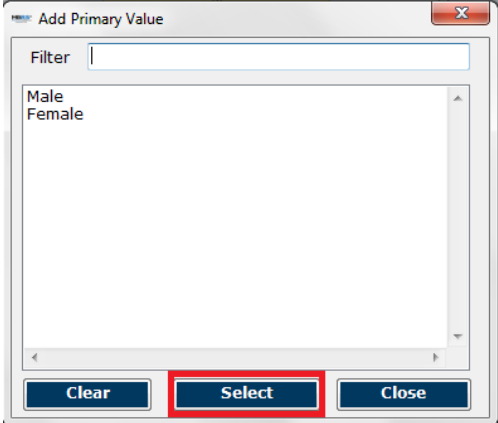

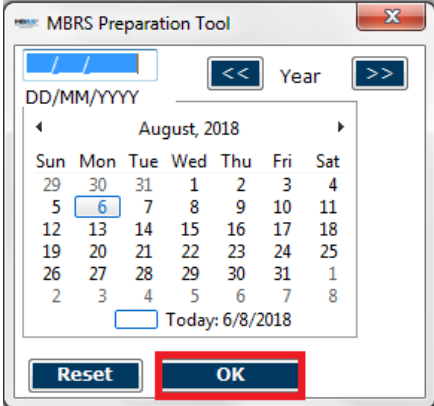
2. Below are the fields to be completed for particulars of Directors:

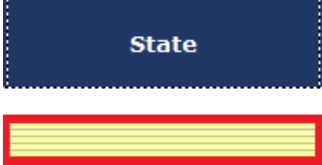
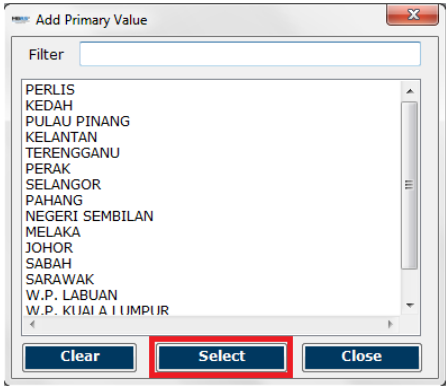

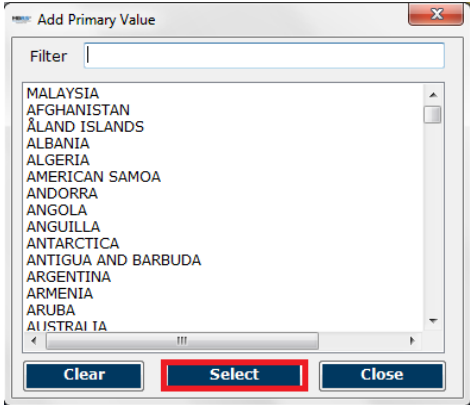
Field name	Description
Title	<p>Title of the Director, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>   <ol style="list-style-type: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

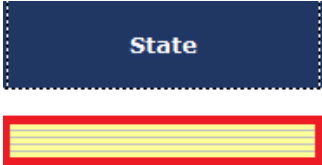
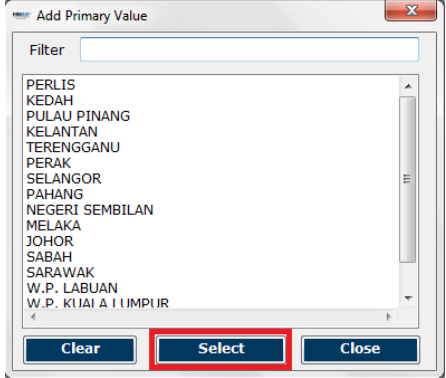
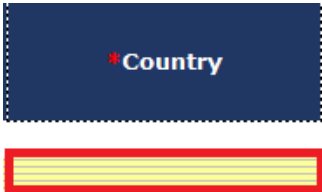
Field name	Description
Name	Name of the Director
Designation	<p>Designation of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the designation from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Alternate Director to	The person which the director is serving as an alternate to
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) in order 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> 

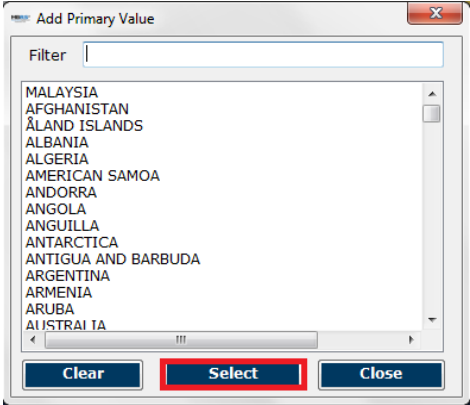
Field name	Description																																																	
Identification Number	The identification number based on the “type of identification” selected.																																																	
Passport Expiry Date	<p>The expiry date of the passport of the Director</p> <p>1. In 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> <div data-bbox="831 488 1147 633" style="border: 1px dashed black; background-color: #002060; color: white; padding: 5px; text-align: center; margin: 10px 0;"> Passport expiry date </div> <div data-bbox="831 660 1147 707" style="border: 2px solid red; height: 20px; width: 100%; margin: 10px 0;"></div> <p>2. Select the appropriate date and click on the “OK” button to proceed:</p> <div data-bbox="831 835 1262 1243" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>MBRS Preparation Tool</p> <p>DD/MM/YYYY << Year >></p> <p>August, 2018</p> <table border="1" style="font-size: small;"> <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="background-color: #e0e0e0;">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 <b style="border: 2px solid red;">OK</p> </div> <p>Note: This section will automatically be disabled from editing if the “type of identification” is not selected “Passport Number”.</p>	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
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19	20	21	22	23	24	25																																												
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2	3	4	5	6	7	8																																												
Nationality	<p>The nationality 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 nationality from a pop-up window:</p> <div data-bbox="831 1594 1147 1740" style="border: 1px dashed black; background-color: #002060; color: white; padding: 5px; text-align: center; margin: 10px 0;"> Nationality </div> <div data-bbox="831 1767 1147 1814" style="border: 2px solid red; height: 20px; width: 100%; margin: 10px 0;"></div>																																																	

Field name	Description
Nationality (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
Race	<p>The race 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 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 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> 
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> 

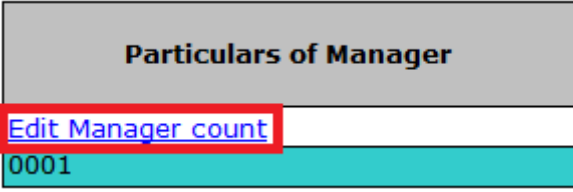
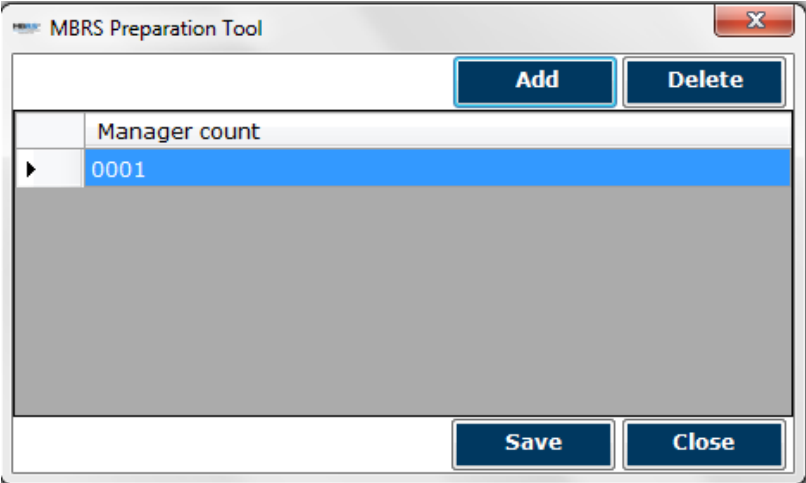
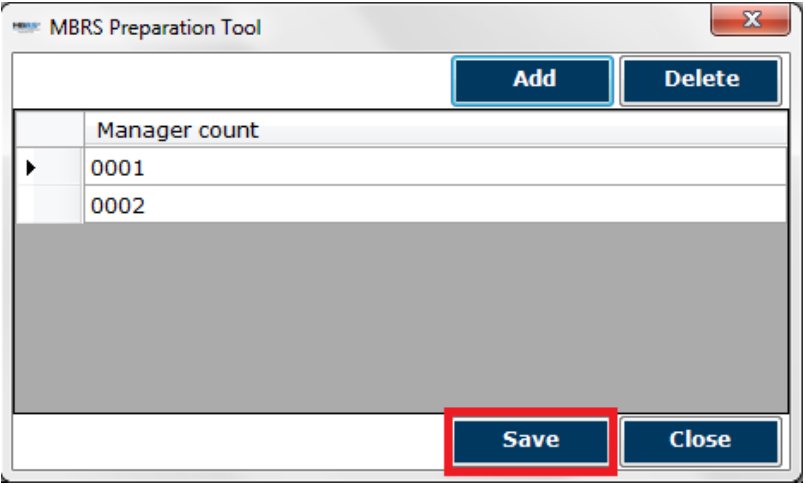
Field name		Description
Residential Address	Address Line 1	Line 1 of the residential address
	Address Line 2	Line 2 of the residential address
	Address Line 3	Line 3 of the residential address
	Postcode	Postcode of the residential address
	Town	Town of the residential address
	State	<p>State of the residential 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> 
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> 	

Field name		Description
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
	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')	<p>2. Click on the "Select" button to proceed:</p> 
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


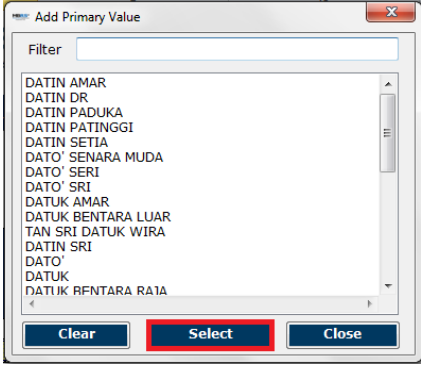
5.3.4.2. Particulars of Manager



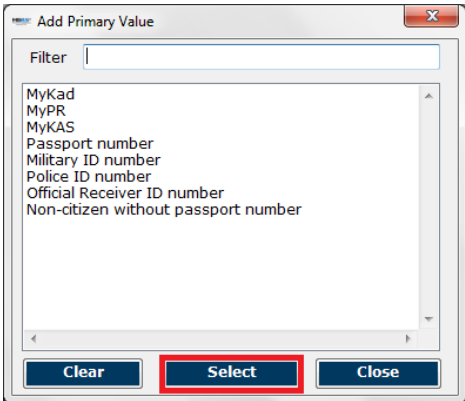


- To increase the number of Manager in the listing, please follow the following steps:

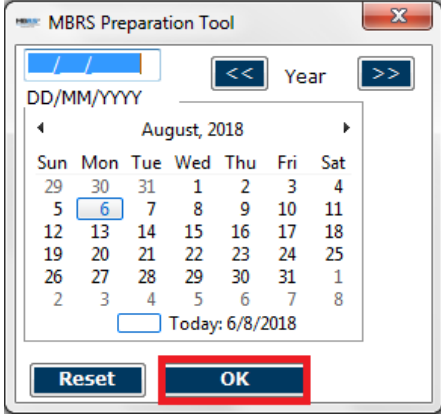
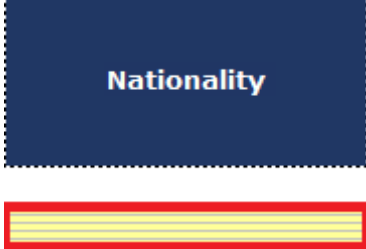
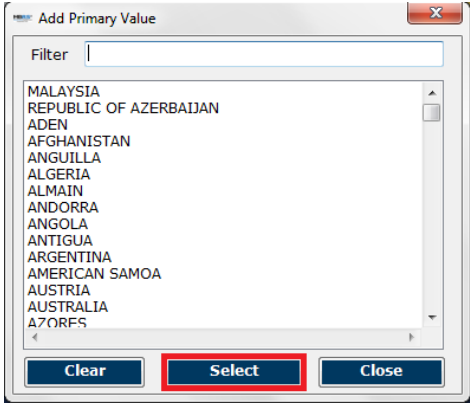
Step	Description
1	<p>Click on “Edit Manager Count” in order to “Add” or “Delete” on the Manager count, as shown below:</p>  <p><i>Note: By default, the number of the Manager Count will be set at one (1).</i></p>
2	<p>A pop-up window will appear which allow preparers to “Add” or “Delete” the number of count of the 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> 

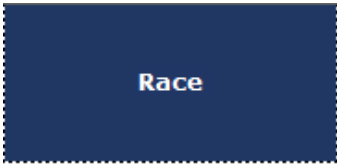

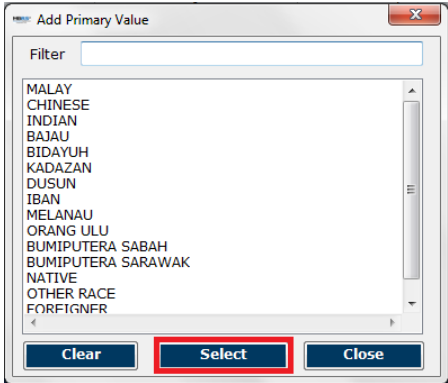
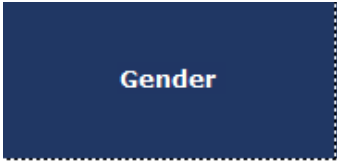

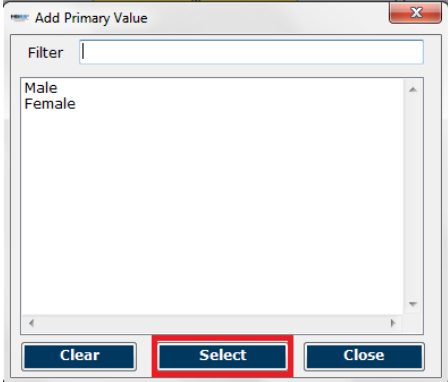
Step	Description		
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Manager.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Particulars of Manager</p> <p>Edit Manager count</p> <table border="1"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

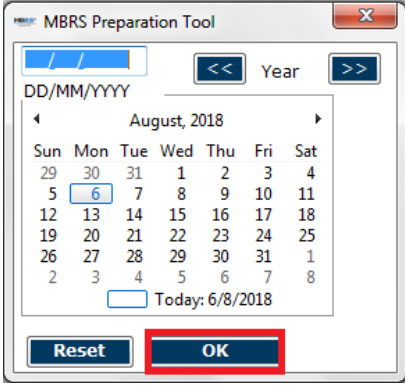
2. Below are the fields to be completed for particulars of Manager:

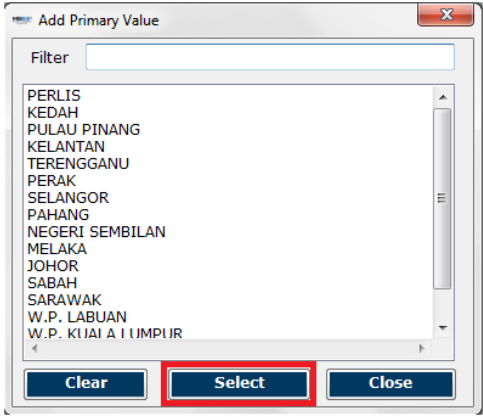
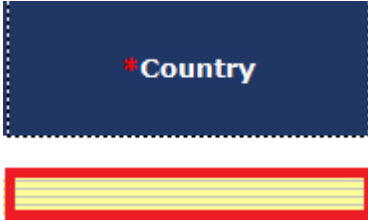
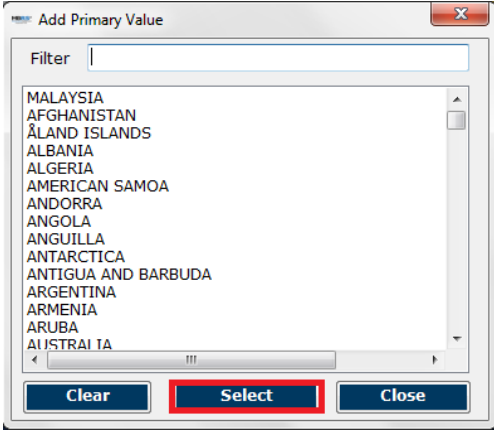
Field name	Description
Title	<p>Title of the Manager, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i> <div style="text-align: center; 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>

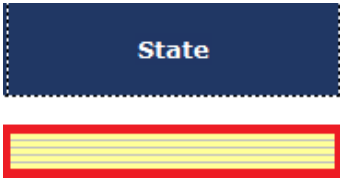
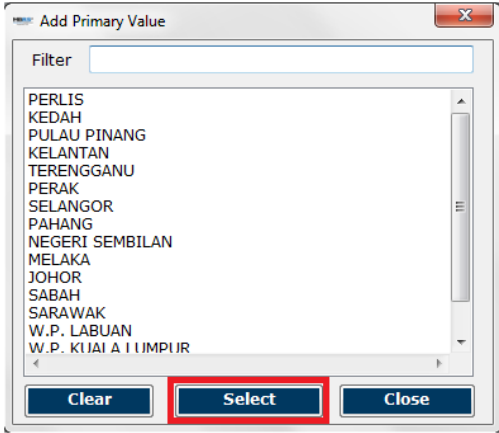

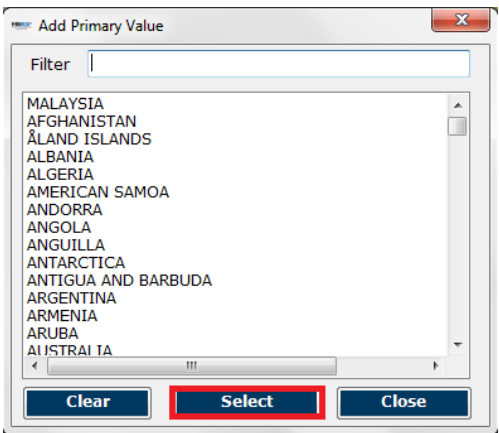
Field name	Description
Name	Name of the Manager
Type of Identification	<p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown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

Field name	Description
Passport Expiry Date (Cont')	<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	<p>The nationality 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 nationality 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 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) 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 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> 

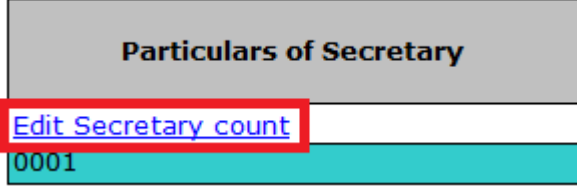
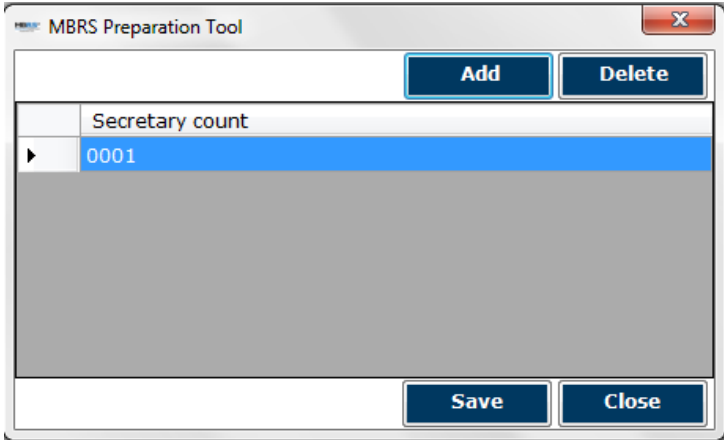
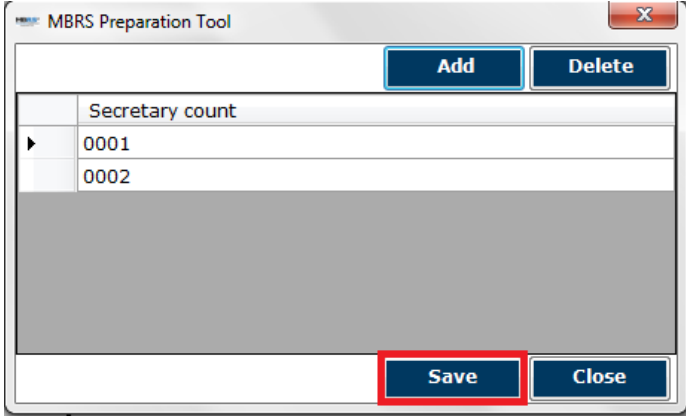
Field name	Description	
Date of Birth	<p>The date of birth of the Manager</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</p> <div data-bbox="821 360 1157 517" style="border: 1px dashed black; background-color: #003366; color: white; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">Date of birth</div> <div data-bbox="821 548 1157 595" style="border: 2px solid red; height: 20px; width: 100%; margin: 10px auto;"></div> <p>2. Select the appropriate date and click on the "OK" button to proceed:</p> <div data-bbox="826 723 1232 1106" style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;">  </div>	
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> <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="821 1659 1157 1749" style="border: 1px dashed black; background-color: #003366; color: white; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">State</div> <div data-bbox="821 1780 1157 1827" style="border: 2px solid red; height: 20px; width: 100%; margin: 10px auto;"></div>

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> 
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

Field name		Description
Business Address (Cont')	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> 
	Country	<p>Country 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 country from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
Other Occupation		The business occupation of Manager



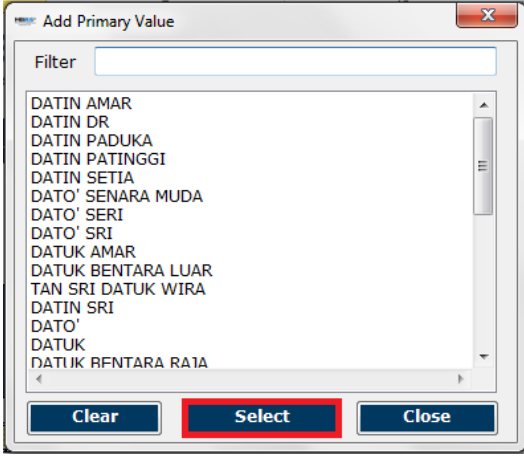
5.3.4.3. Particulars of Secretary

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

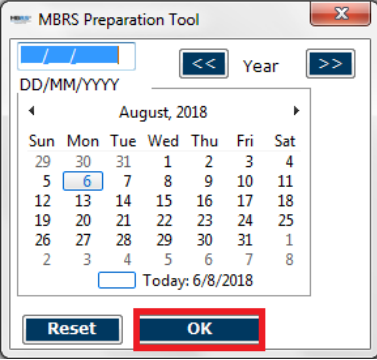
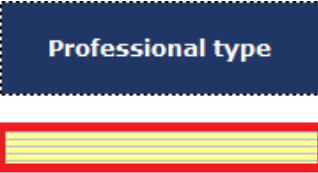
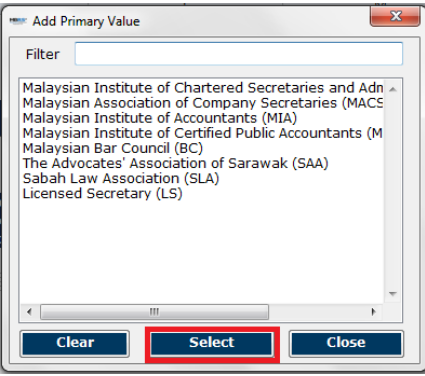
Step	Description
1	<p>Click on "Edit Secretary Count" in order to "Add" or "Delete" on the Secretary count, as shown below:</p>  <p><i>Note: By default, the number of the Secretary Count will be set at one (1).</i></p>
2	<p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number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

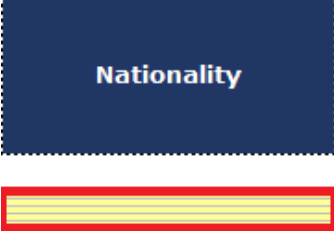
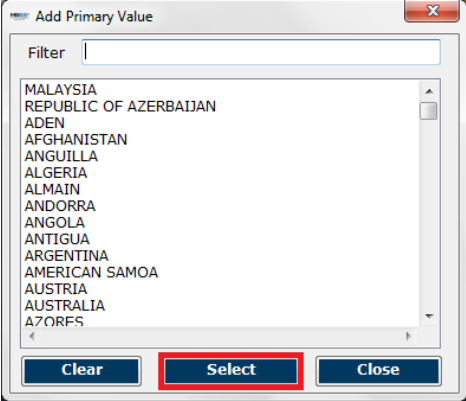
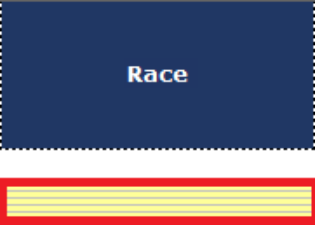
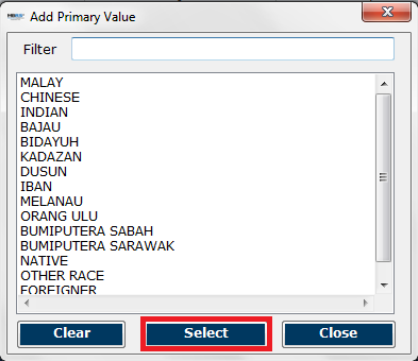
Step	Description		
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Secretary.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Particulars of Secretary</p> <p>Edit Secretary count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #00b0c0; color: white; text-align: center;">0001</td> </tr> <tr> <td style="background-color: #00b0c0; color: white; 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 the particulars of Secretary.		


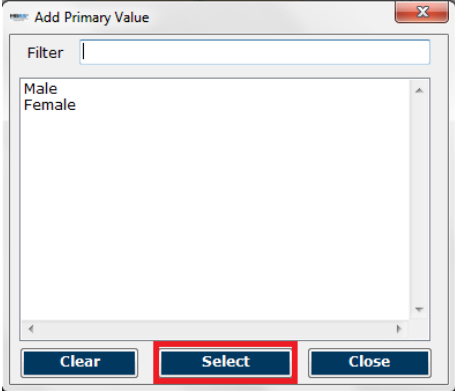

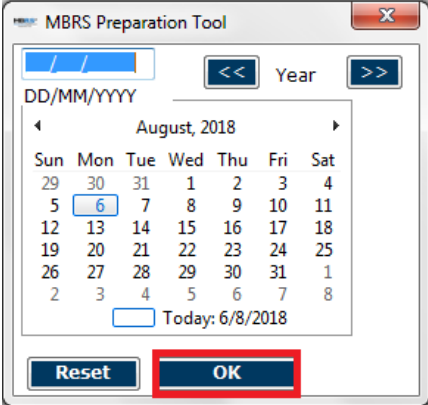
2. Below are the fields to be completed for particulars of Secretary:



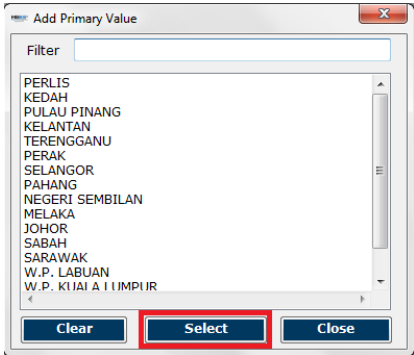


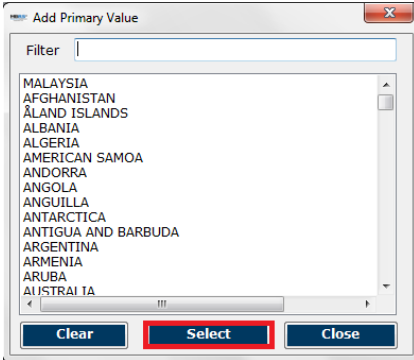
Field name	Description
Title	<p>Title of the Secretary i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i> <div style="text-align: center; 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>
Name	Name of the Secretary

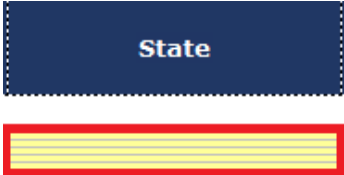
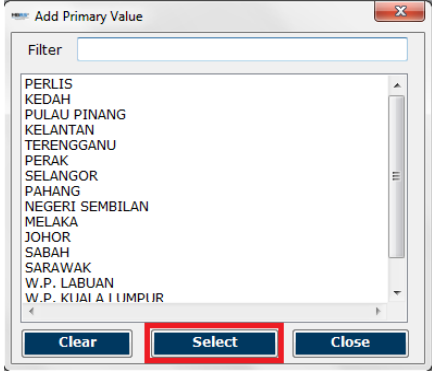

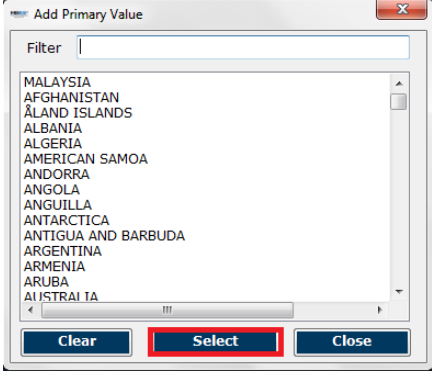
Field name	Description
Type of Identification	<p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i></p> <div data-bbox="715 394 1026 539" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Type of identification</p> </div> <div data-bbox="715 568 1026 611" style="border: 2px solid red; height: 15px; margin: 5px 0;"></div> <p>2. <i>Click on the "Select" button to proceed:</i></p> <div data-bbox="715 707 1193 1122" style="border: 1px solid gray; padding: 5px;"> <p>Add Primary Value X</p> <p>Filter <input type="text"/></p> <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 <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>

Field name	Description
Passport Expiry Date (Cont')	<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>
Professional Type	<p>The qualification held by the Secretary</p> <p>1. 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:</p>  <p>2. Click on the "Select" button to proceed:</p> 
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

Field name	Description
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> 
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> 



Field name	Description
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> 
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> 

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>State of the residential 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 residential 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:   <ol style="list-style-type: none"> Click on the "Select" button to proceed: 	

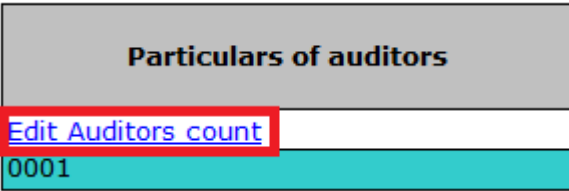
Field name		Description
Business Address	Address Line 1	Line 1 of the business address
	Address Line 2	Line 2 of the business address
	Address Line 3	Line 3 of the business address
	Postcode	Postcode of the business address
	Town	Town of the business address
	State	<p>State of the business address</p> <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 business 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:  <ol style="list-style-type: none"> Click on the "Select" button to proceed: 	
Other Occupation	Business occupation of the Secretary	

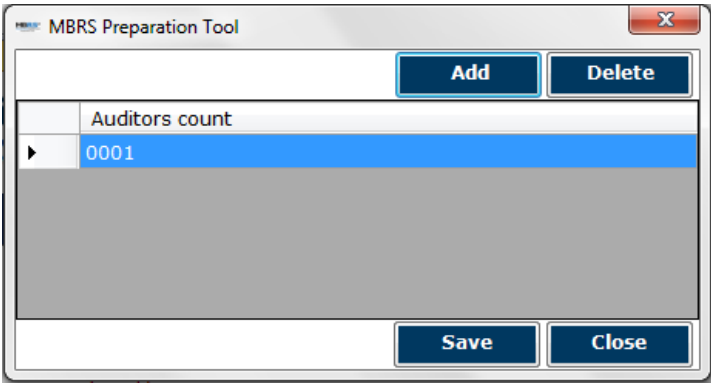
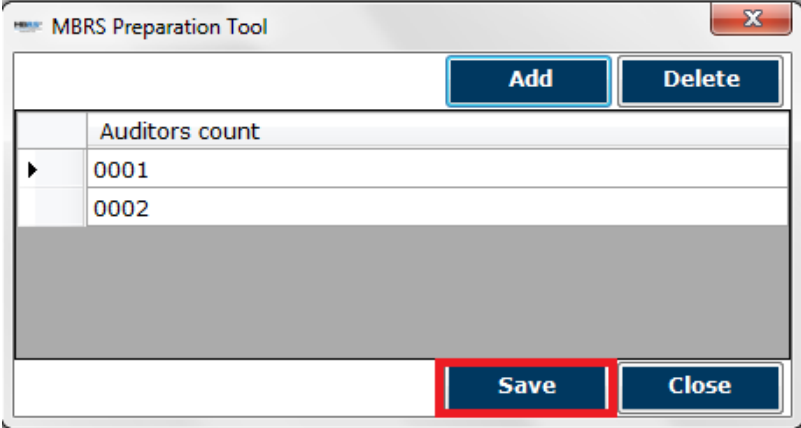
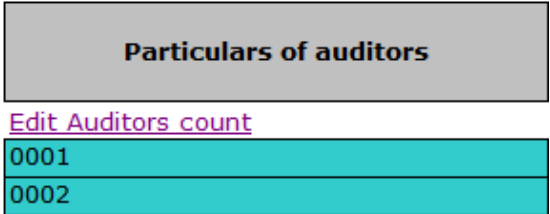
5.3.4.4. Particulars of Auditors

- 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:

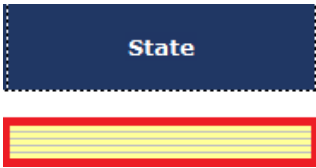
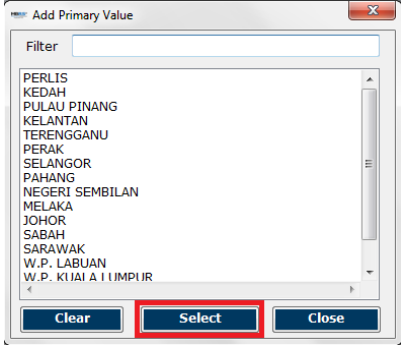

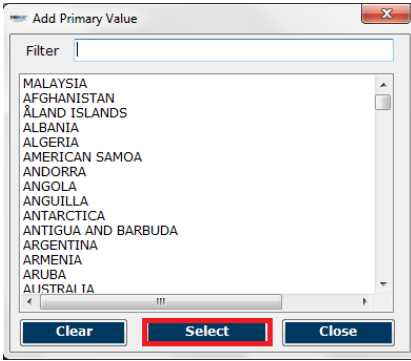
Step	Description
1	<p>Insert the Audit firm number (e.g. AFXXXX) in the field shown below:</p> 
2	<p>Click on the Icon as shown below:</p> 
3	<p>A pop-up screen will appear (as shown below) which would require preparers to log in.</p> 
4	Click on Public Login, and provide the necessary credentials.
5	Upon logging in, particulars of Auditors will be automatically tabulated.

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

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

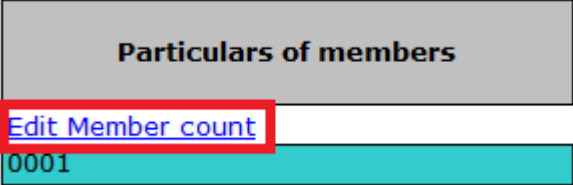
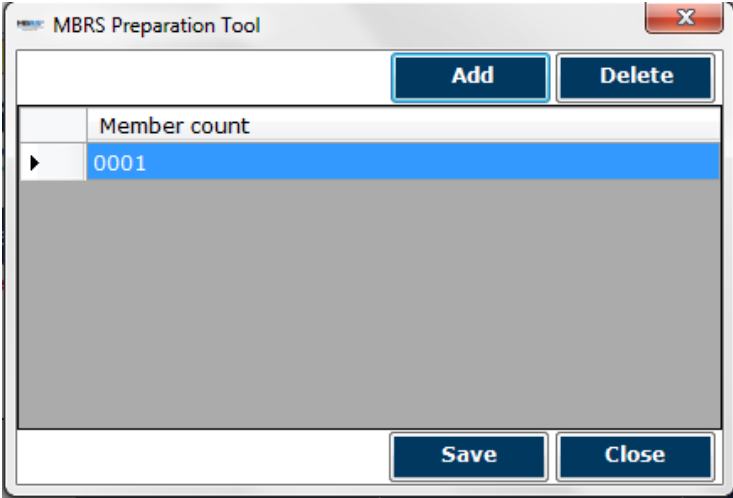
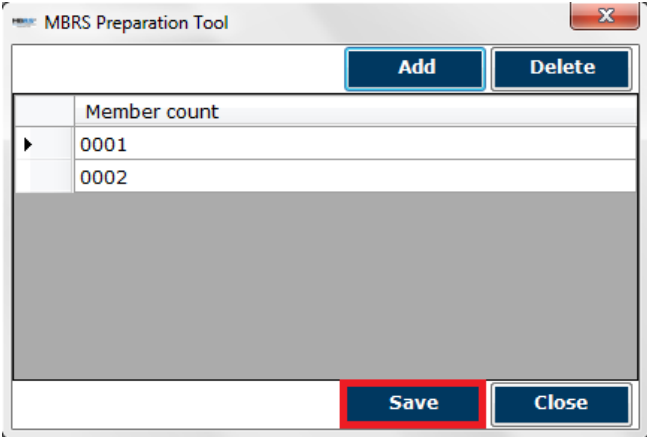
Step	Description
2	<p>A pop-up window will appear which allow preparers to “Add” or “Delete” the number of count of the Auditors:</p>  <p>Click the “Add” button to increase the count of the Auditors (If the company has more than one (1) Auditors) or “Delete” to reduce the count of the Auditors.</p>
3	<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 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>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	<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> 	

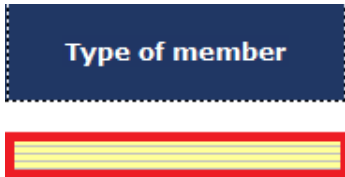
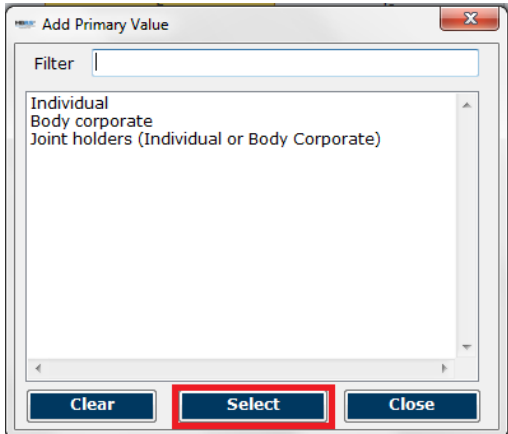
5.3.5. Section D: Particulars of Members

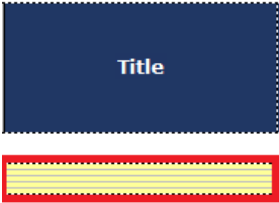
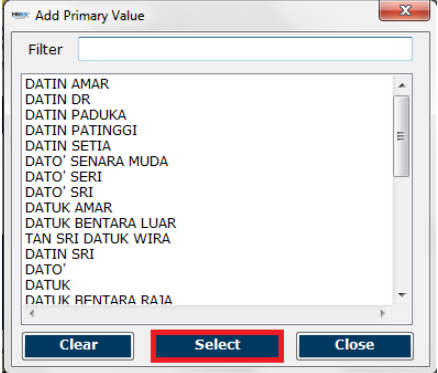
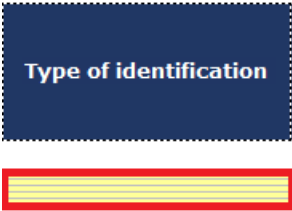
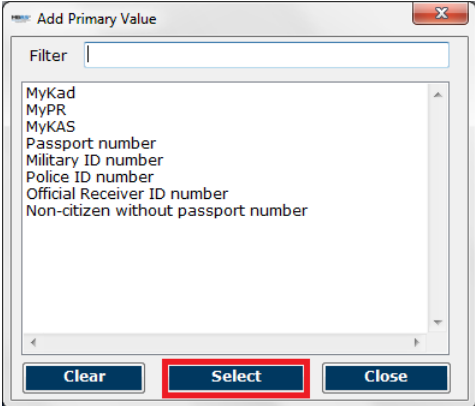
1. In order to insert the following details in the module, click on the excel tab labelled "Section D":
 - Particulars of Members
2. To increase the number of the member in the listing, please follow the following steps:



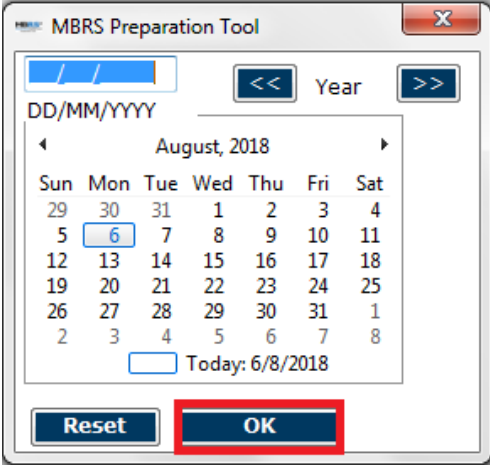
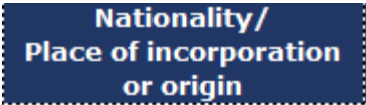

Step	Description
1	<p>Click on "Edit Member count" in order to "Add" or "Delete" the particulars of members count, as shown figure below:</p>  <p><i>Note: By default, the number of the Member Count will be set at one (1).</i></p>
2	<p>A pop-up window will appear which allow preparers to "Add" or "Delete" 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>
3	<p>Click on the "Save" button to proceed:</p> 

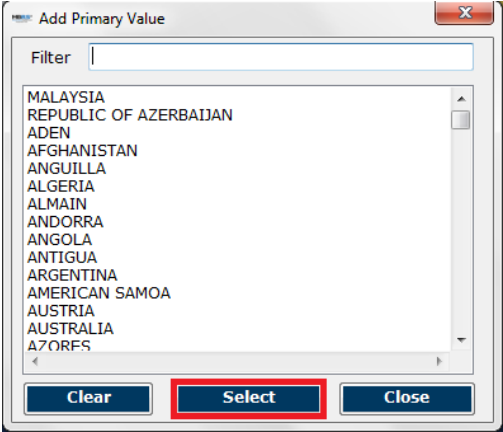
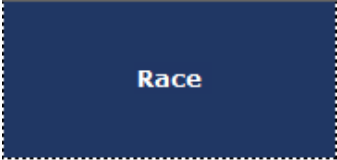

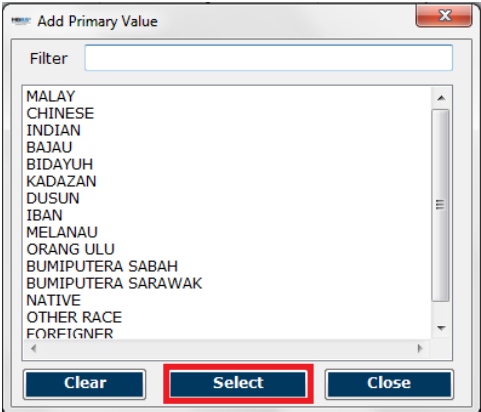
Step	Description
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of members.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Particulars of members</p> <p>Edit Member count</p> <p>0001</p> <p>0002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

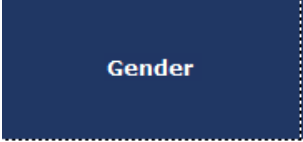

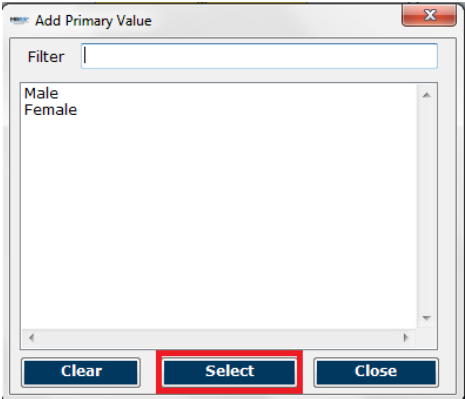
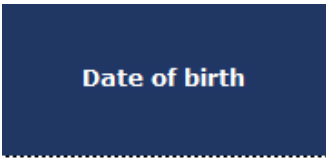

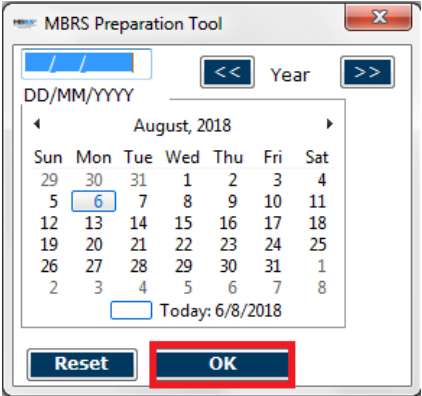
3. Below are the fields to be completed for particulars of members:

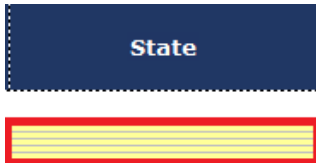
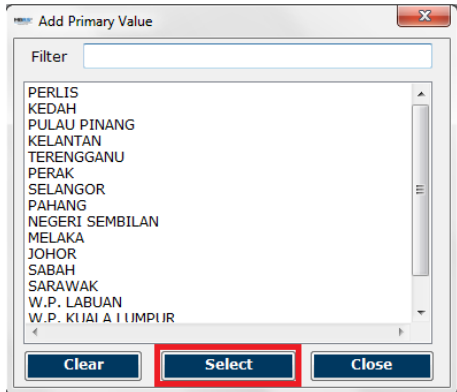

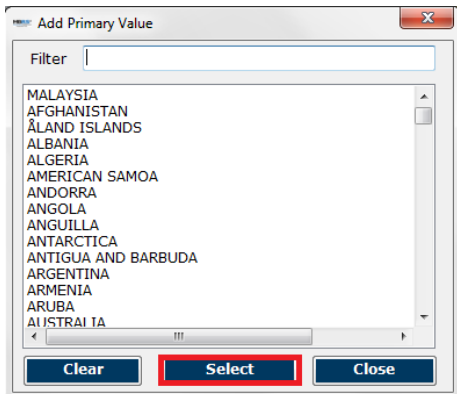
Field name	Description
Type of Member	<p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of member from a pop-up window: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

Field name	Description
Nationality / Place of incorporation of 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> 

Field name	Description																																																	
<p>Category of membership</p>	<p>The category of 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 category of membership from a pop-up window:</i> <div data-bbox="884 367 1219 465" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Category of membership</p> </div> <div data-bbox="884 495 1219 539" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="884 611 1347 1005" style="border: 1px solid gray; padding: 5px;"> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <p>Ordinary member (individual) Honorary member (which shall include patron(s), indi</p> <p style="text-align: right;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div>																																																	
<p>Effective date became member</p>	<p>The effective date which the member contribute to undertake the assets 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 select the effective date became a member from a pop-up window:</i> <div data-bbox="884 1261 1195 1350" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Effective date became member</p> </div> <div data-bbox="884 1379 1195 1424" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i> <div data-bbox="884 1532 1254 1877" style="border: 1px solid gray; padding: 5px;"> <p>MBRS Preparation Tool</p> <p>DD/MM/YYYY <input type="text"/> << Year >></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 style="text-align: center;">Today: 6/8/2018</p> <p style="text-align: right;"> <input type="button" value="Reset"/> <input style="border: 2px solid red;" type="button" value="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
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<p>Amount undertake to contribute to the assets of the company</p>	<p>The amount undertaken by the member to contribute to the assets of the company</p>																																																	

5.3.6. Section E: Certificate to be Given by All Companies

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

5.3.6.1. 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 compiled 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.