



**Annual Return for
Foreign Companies – AR3**

5.4. Annual Return for Foreign Companies – AR3

5.4.1 General

This subsection would guide preparers to fill up the Filing Information window in relation to an AR3 as well as a guideline to complete the relevant information which are required to be filled in the AR3 template.

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

5.4.1.1. Filing Information

1. Preparers is required to fill up information in the Filing Information window in relation to an AR3 template. Hence, preparers must select “AR3” under the dropdown list of “Type of submission” in the Filing Information window.
2. Figure 14 below illustrates how the Filing Information window for AR3 should be completed.

Filing Information	
* Name of company	BOARDROOM LIMITED
Former name of the company	
Goods and services tax number	
* Calendar year of annual return	2018
* Date of annual return	25/03/2018
* Origin of company	Incorporated outside Malaysia
* Status of company	Public company
* Type of company	Company limited by shares
* Type of submission	AR3
* 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 shareholders or members in Malaysia	Company with more than five hundred members

* denotes mandatory items to be reported

[Pre-populate AR Data](#) [Continue without Pre-population](#) [Generate Template](#) [Cancel](#)

Figure 14

3. Please note that the AR3 template is catered for both private and public foreign companies incorporated outside of Malaysia and registered with SSM. 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 foreign company’s filing requirements.
5. Upon completion of generating an 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 during the creation of the MBRS Template. Figure 15 below is an illustration of a completed “FI” tab.

Filing Information	
General Filing Information	
* Company registration number	3775-X
* Name of company	BOARDROOM LIMITED
Former name of the company	
Goods and services tax number	
* Calendar year of annual return	2018
* Date of annual return	02/08/2018
* Origin of company	Incorporated outside Malaysia
* Status of company	Public company
* Type of company	Company limited by shares
* Type of submission	AR3
* Disclosure whether company is preparing annual return for first time since incorporation	No
Disclosure on number of shareholders or members in Malaysia	Company with more than five hundred members

Figure 15

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

Sheet 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 in Malaysia, address of registered office in the place of incorporation or origin, address of register of member is kept in Malaysia, address of financial records are kept in Malaysia, address of principal place of business in Malaysia, nature of business (inclusive of MSIC Code), branches place of business.
Section B	Summary of shareholding structure
Section C	Particular of Indebtedness in Malaysia
Section D	Particulars of Directors, Agents 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 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.


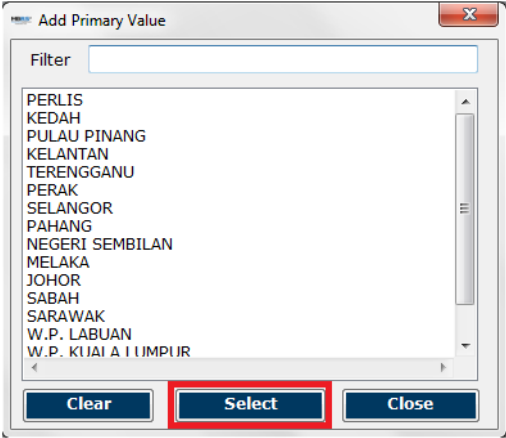
Please note that the type of module would not be able to be changed once the MBRS Template has been generated.


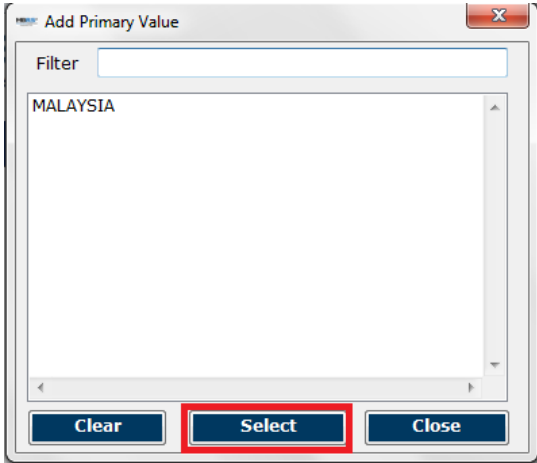
5.4.2. Section A: Particulars of Company

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

5.4.2.1. Address of Registered Office


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

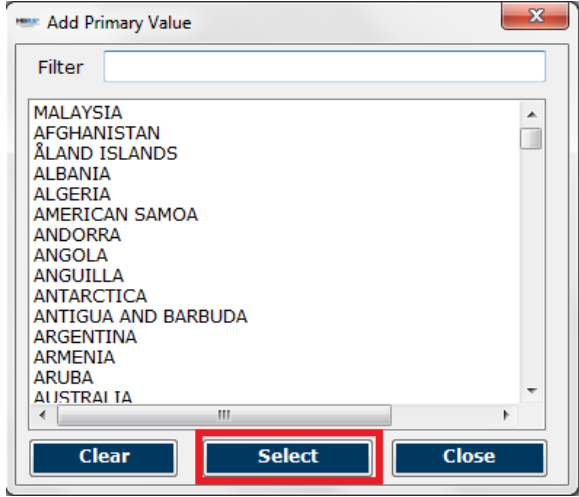
Field name	Description
Address line 1	Line 1 of the address of the registered office in Malaysia
Address line 2	Line 2 of the address of the registered office in Malaysia
Address line 3	Line 3 of the address of the registered office in Malaysia
Postcode	Postcode of the address of the registered office in Malaysia
Town	Town of the address of the registered office in Malaysia
State	<p>State of the address of the registered office in Malaysia</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 the registered office in Malaysia</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> 

5.4.2.2. Address of Registered Office in the Place of Incorporation or Origin


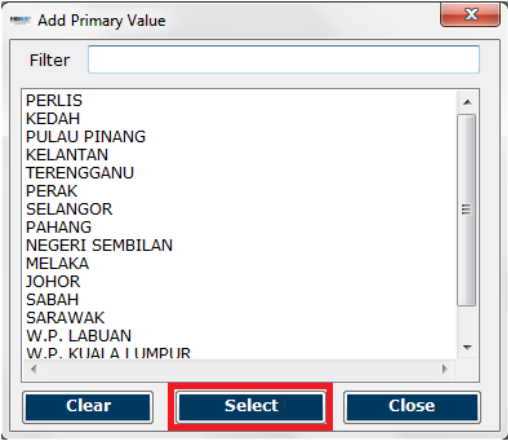
1. Below are the fields to be completed for address of registered office in place of incorporation or origin:


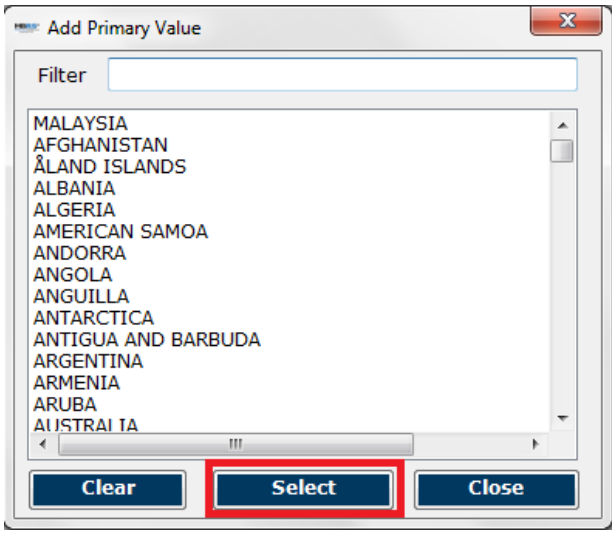
Field name	Description
Address line 1	Line 1 of the address of the registered office in the place of incorporation or origin
Address line 2	Line 2 of the address of the registered office of the registered office in the place of incorporation or origin
Address line 3	Line 3 of the address of the registered office in the place of incorporation or origin
Country	<p>Country of the address of the registered office in the place of incorporation or origin</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> 

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

5.4.2.3. Address of Register of Members is kept in Malaysia


1. Below are the fields to be completed for address of register of members is kept in Malaysia:

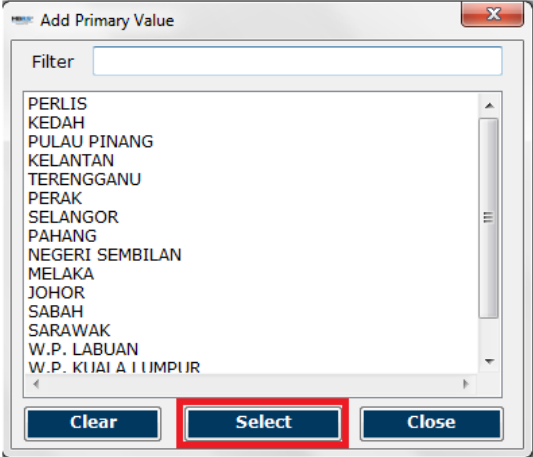

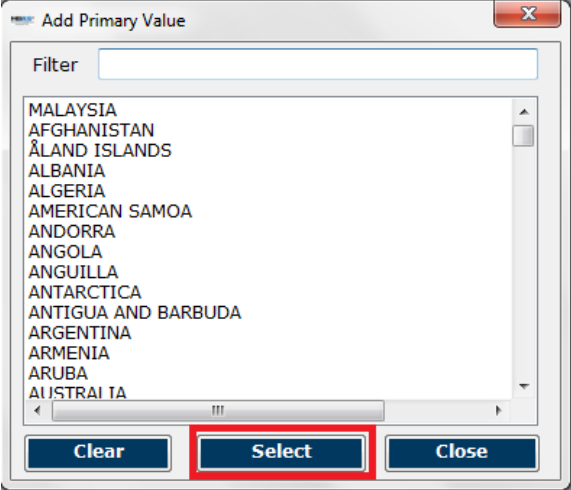
Field name	Description
Address line 1	Line 1 of the address of the register of members is kept in Malaysia
Address line 2	Line 2 of the address of the register of members is kept in Malaysia
Address line 3	Line 3 of the address of the register of members is kept in Malaysia
Postcode	Postcode of the address of the register of members is kept in Malaysia
Town	Town of the address of the register of members is kept in Malaysia
State	<p>State of the address of the register of members is kept in Malaysia</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
Country	<p>Country of the address of the register of members is kept in Malaysia</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> 

5.4.2.4. Address of Financial Records are Kept in Malaysia


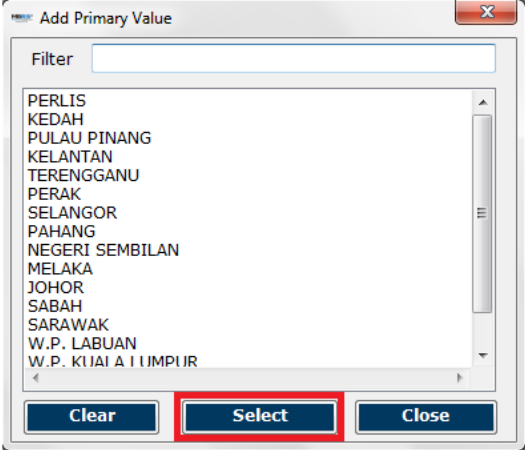

1. The address of financial records are kept is only required to be completed if the address is other than the registered office.
2. Financial Records refers to Audited Financial Statements (kindly refer to the FAQ issued).
3. Below are the fields to be completed for address of financial records are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

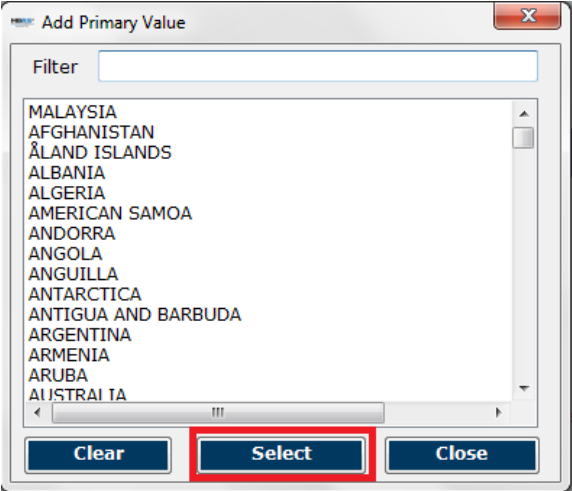
Field name	Description
Address line 1	Line 1 of the address of financial records are kept in Malaysia
Address line 2	Line 2 of the address of financial records are kept in Malaysia
Address line 3	Line 3 of the address of financial records are kept in Malaysia
Postcode	Postcode of the address of financial records are kept in Malaysia
Town	Town of the address of financial records are kept in Malaysia
State	<p>State of the address of financial records are kept in Malaysia</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 financial records are kept in Malaysia</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> 

5.4.2.5. Address of Principal Places of Business in Malaysia

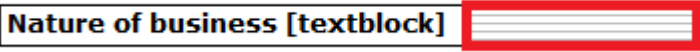
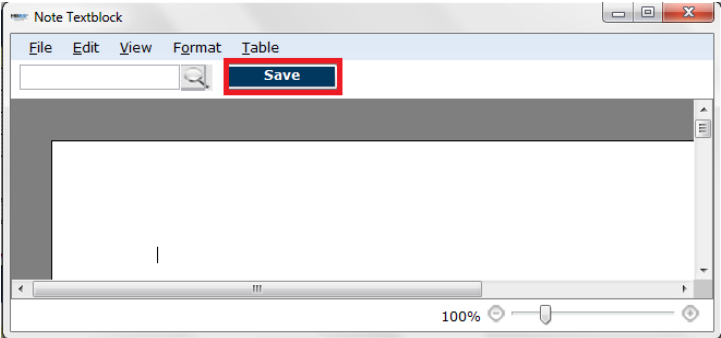
1. Below are the fields to be completed for address of principal place of business in Malaysia:

Field name	Description
Address line 1	Line 1 of the address of principal place of business in Malaysia
Address line 2	Line 2 of the address of principal place of business in Malaysia
Address line 3	Line 3 of the address of principal place of business in Malaysia
Postcode	Postcode of the address of principal place of business in Malaysia
Town	Town of the address of principal place of business in Malaysia
State	<p>State of the address of principal place of business in Malaysia</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	<p>Country of the address of principal place of business in Malaysia</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> 

Field name	Description
Country	<p>2. Click on the "Select" button to proceed:</p> 
Telephone number	Telephone number of the address of principal place of business in Malaysia
Fax number	Fax number of the address of principal place of business in Malaysia
E-mail	E-mail of the address of principal place of business in Malaysia
Website	Website of the address of principal place of business in Malaysia

5.4.2.6. 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>2. Click on the "Save" button to save the input:</p> 

3. 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 16 below.

Nature of business in Malaysia	*MSIC Code	*Description of Business
Business 1		
Business 2		
Business 3		

Figure 16

- 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.

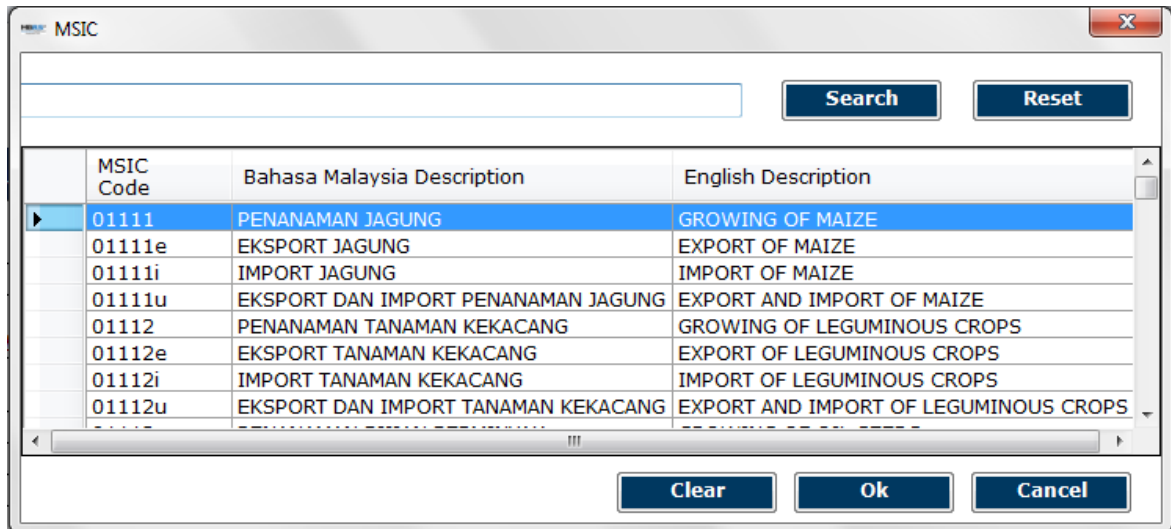
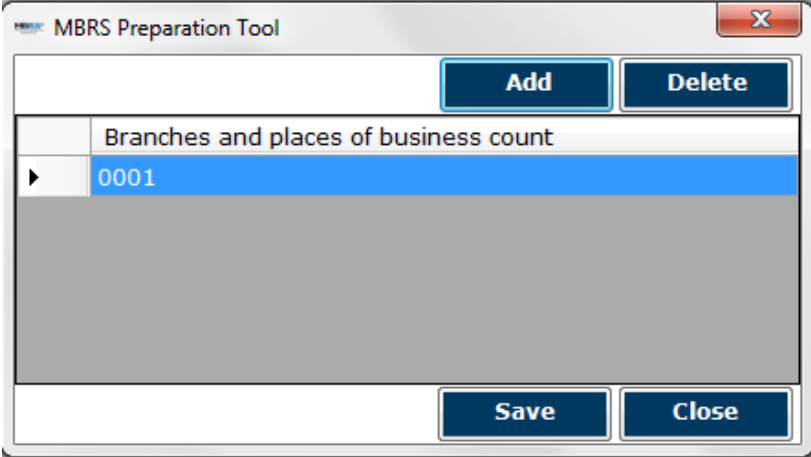
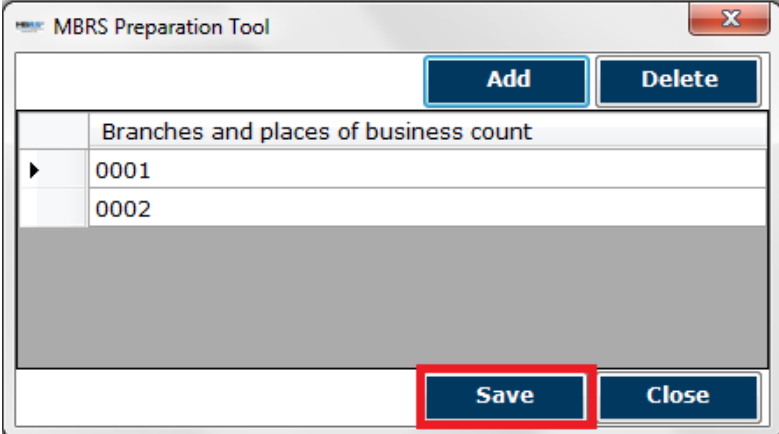
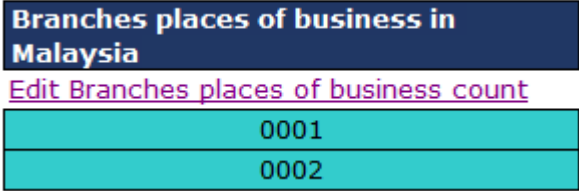


Figure 17

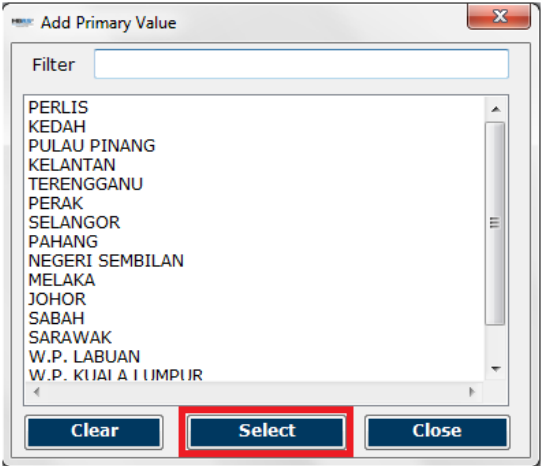
5.4.2.7.Branches Places of Business

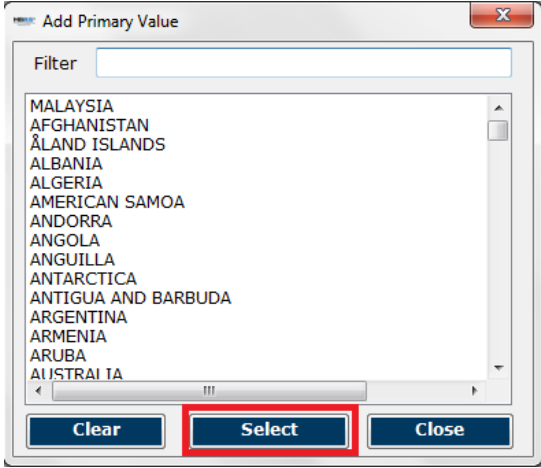
- To increase the number of branches places of business in Malaysia, please follow the following steps:

Step	Description
1	<p>Click on the filed "Edit Branches places of business count" in order to "Add" or "Delete" the branches places of business count, as shown below:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="background-color: #003366; color: white; padding: 2px;">Branches places of business in Malaysia</p> <p style="background-color: #0070c0; color: white; padding: 2px; border: 2px solid red;">Edit Branches places of business count</p> <p style="background-color: #00b050; color: white; padding: 2px; text-align: center;">0001</p> </div> <p><i>Note: By default, the number of the branches places of business count in Malaysia 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 branches places of business:</p>  <p>Click the “Add” button to increase the count of the branches places of business (If the company has more than one (1) branches places of business in Malaysia) or “Delete” to reduce the count of the branches places of business.</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 places 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 places of business in Malaysia.</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
Town	Town of the address of branches place of business
State	<p>State of the address of branches 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> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>State </p> </div> <p>2. Click on the "Select" button to proceed:</p> 
Country	<p>Country of the address of branches 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> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>*Country </p> </div>

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

5.4.3. Section B: Particulars of Shareholding Structure in Place of Incorporation or Origin

- In order to insert the following details in the module, click on the excel tab labelled "Section B":
 - Summary of shareholding structure
- The following subsection would provide an explanatory on the field to be completed for the abovementioned information.

5.4.3.1. Summary of Shareholding Structure

- Preparers shall select the appropriate currency for the amount of shares before proceed to the shareholding structure:

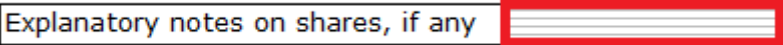
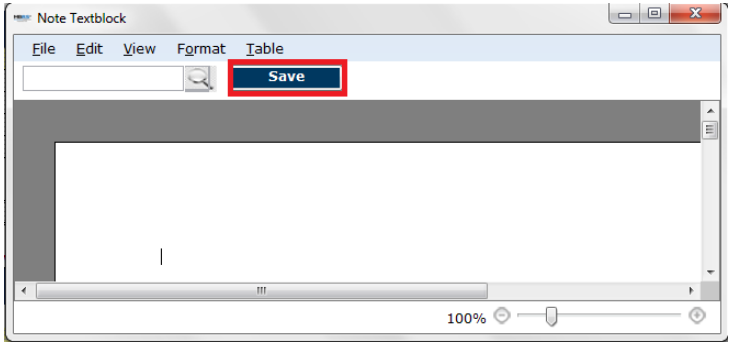
Field name	Description
Type of currency of amount of shares	<p>Being the type of currency used for the amount of shares.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window:</i> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Type of currency of amount of shares </p> </div> <ol style="list-style-type: none"> <i>Click on the "Select" button after choosing the appropriate currency, as shown below:</i> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">Add Primary Value X</p> <p>Filter <input style="width: 100%;" type="text"/></p> <ul style="list-style-type: none"> Malaysian Ringgit (MYR) United States Dollar (USD) Euro Member Countries (EUR) United Kingdom Pound (GBP) United Arab Emirates Dirham (AED) Afghanistan Afghani (AFN) Albania Lek (ALL) Armenia Dram (AMD) Netherlands Antilles Guilder (ANG) Angola Kwanza (AOA) Argentina Peso (ARS) Australia Dollar (AUD) Aruba Guilder (AWG) Azerbaijan Manat (AZN) Bosnia and Herzegovina Convertible Marka (BAM) <p style="text-align: center; margin: 0;"> Clear Select Close </p> </div>

- Upon selecting the type of currency, preparers will then be required to complete the relevant information in the summary of shareholding structure.
- Below are the fields to be completed for summary of shareholding structure:

Field name	Description
Total amount of authorised share capital, if applicable	The total amount (in currency) for the authorised share capital
Total amount of paid up share capital	The total amount (in currency) for the paid up share capital


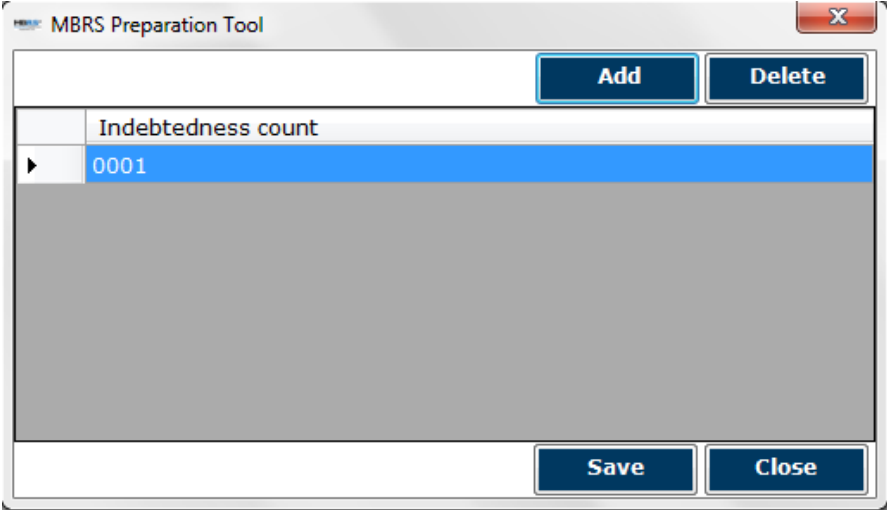
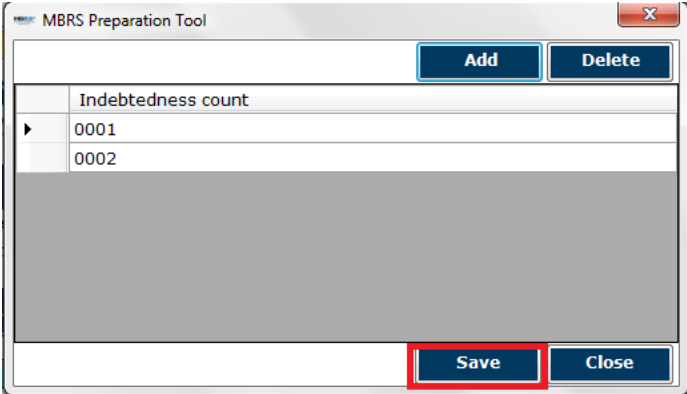
5.4.3.2. Explanatory Notes on Shares

1. Below are the field to be completed for disclosure of share (if applicable):

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>  <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>

5.4.4. Section C: Particulars of Indebtedness in Malaysia

1. In order to insert the following details in the module, click on the excel tab labelled "Section C":
 - Particulars of indebtedness in Malaysia
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 the filed "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 allows 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>
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 indebtedness.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Particulars of indebtedness</p> <p>Edit Indebtedness 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 the particulars of indebtedness.

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

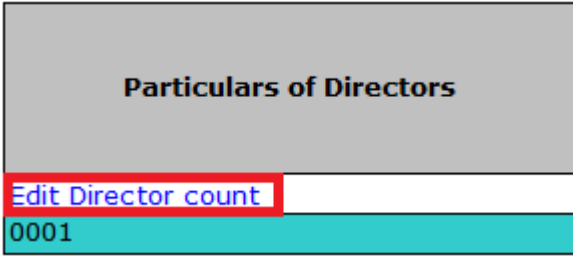
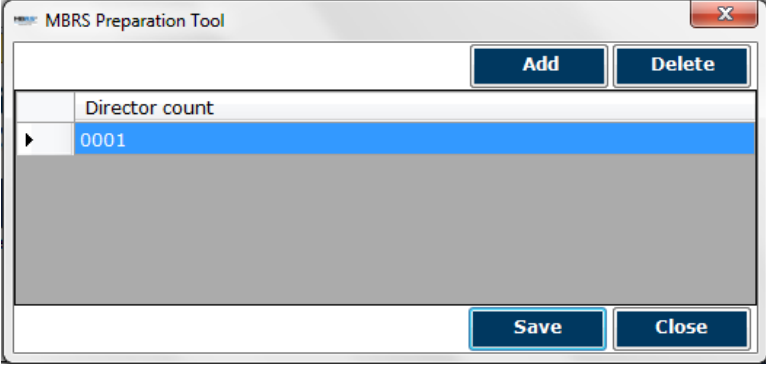
Field name	Description
Registered number	Registered number of the charge
Date of registration	Date of registration of the charge
Nature of charge	Nature of the charge, i.e. fixed, floating, or fixed and floating.
Name of chargee	The name of the charge
Amount of indebtedness (MYR)	Amount of indebtedness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

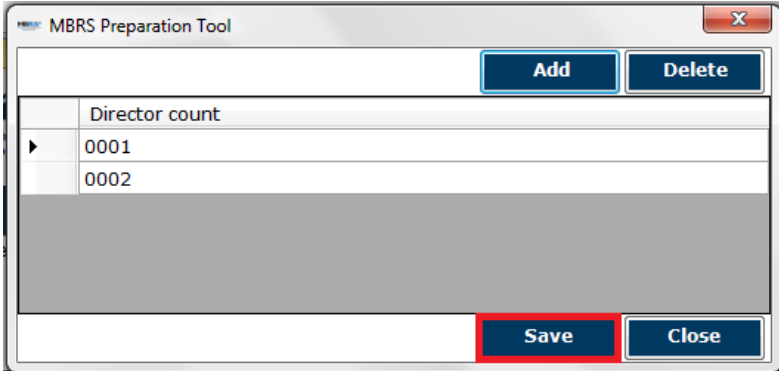
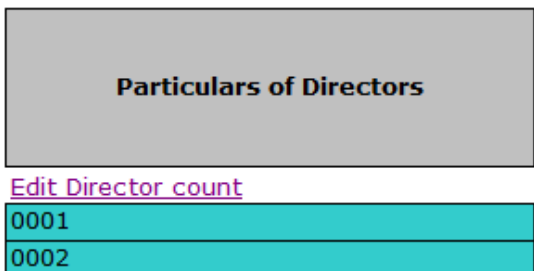
5.4.5. Section D: Particulars of Directors, Agent and Auditors

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

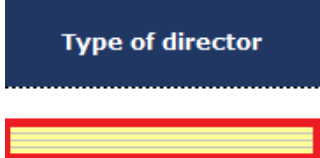
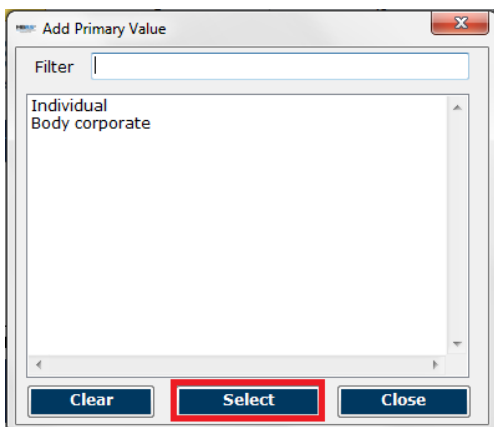
5.4.5.1. Particulars of Directors

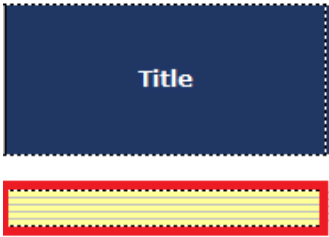
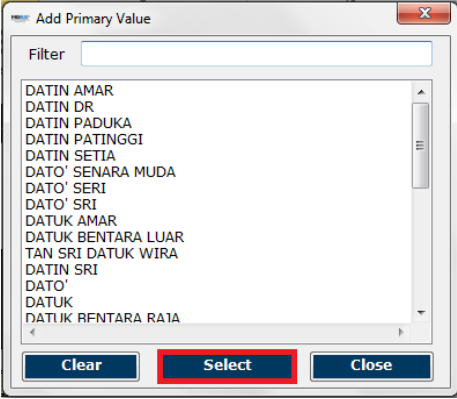
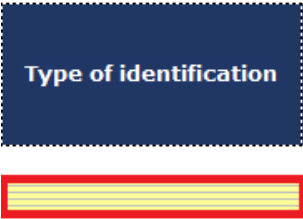
1. To increase the number of the Director count in the listing, please follow the following steps:

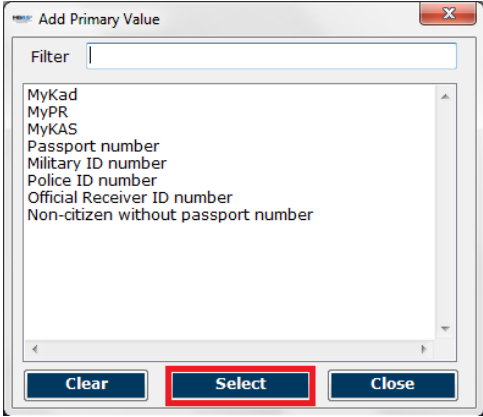
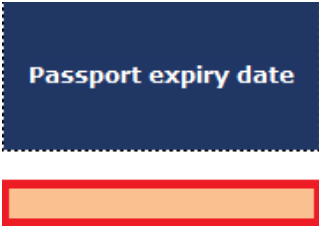
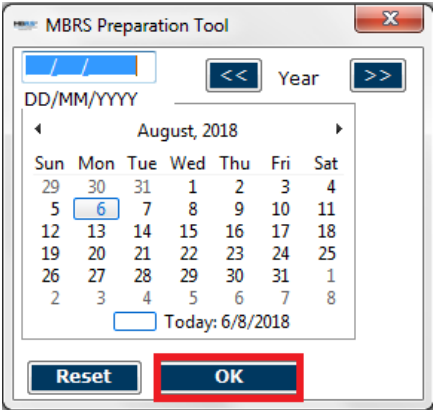
Step	Description
1	<p>Click on "Edit Director count" in order to "Add" or "Delete" on the Director count, as shown below:</p>  <p><i>Note: By default, the number of the Director Count will be set at one (1).</i></p>
2	<p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number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

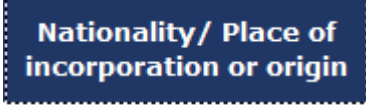

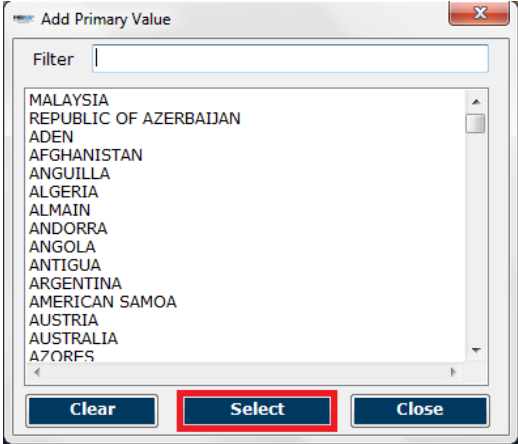
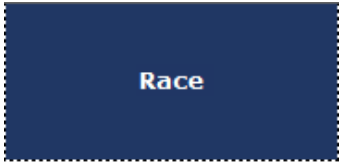

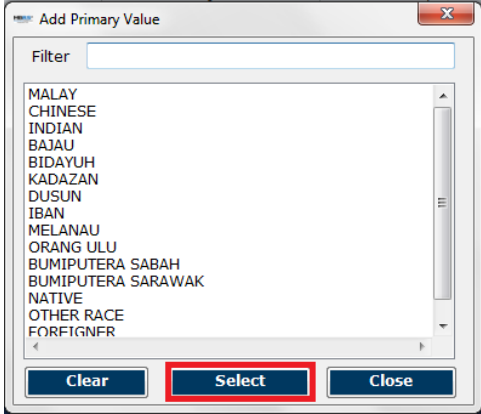
Step	Description
3	<p>Click on the "Save" button to proceed:</p> 
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Directors.</p> 
5	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of Directors.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

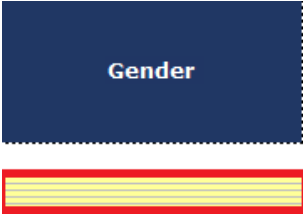
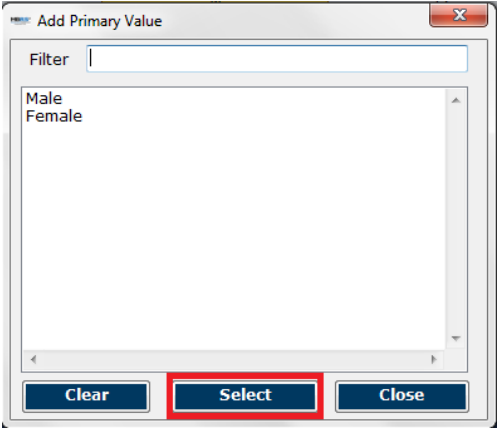

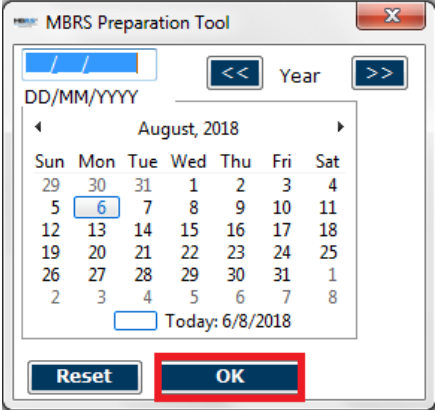
2. Below are the fields to be completed for particulars of Directors:

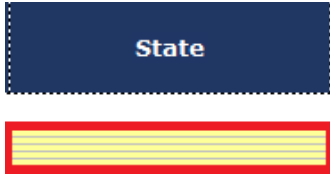
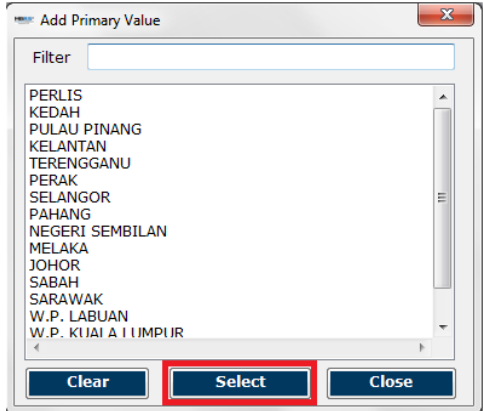
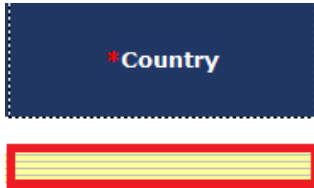
Field name	Description
Type of Director	<p>The type of Director, i.e. Individual or Body Corporate</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of director from a pop-up window:</i> 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

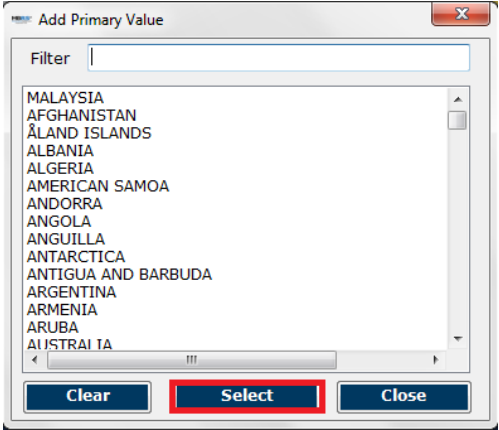
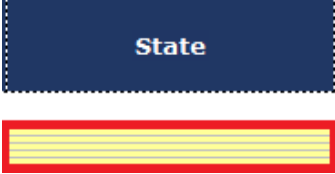
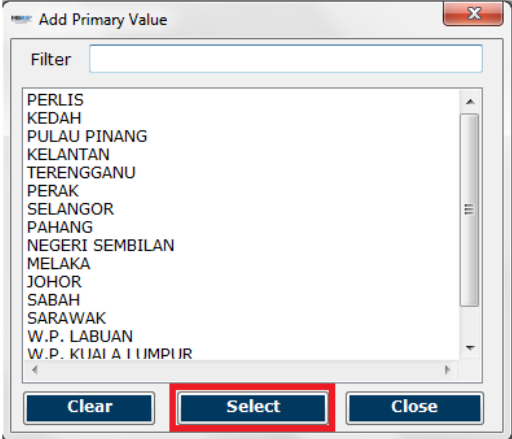
Field name	Description
Title	<p>Title of the Director, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) in order to select the title from a pop-up window:</i>  <ol style="list-style-type: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

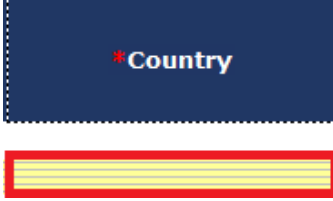
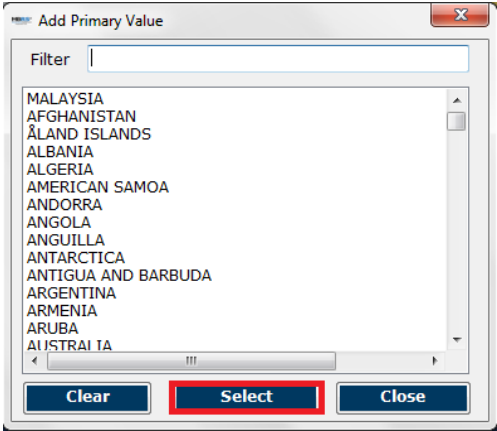
Field name	Description
Type of Identification (Cont')	<p>2. Click on the "Select" button to proceed:</p> 
Identification Number	The identification number is based on the "type of identification" selected.
Passport Expiry Date	<p>The expiry date of the passport of the Director</p> <p>1. In order to insert 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>  <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 / Place of incorporation or origin	<p>The nationality/place of incorporation or origin 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 nationality/place of incorporation or origin 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 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 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
<p>Gender</p>	<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> 
<p>Date of Birth</p>	<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> 

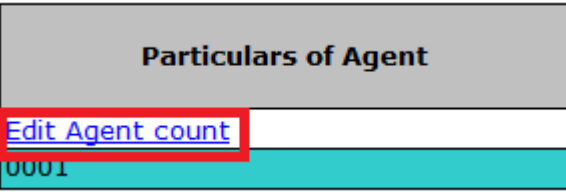
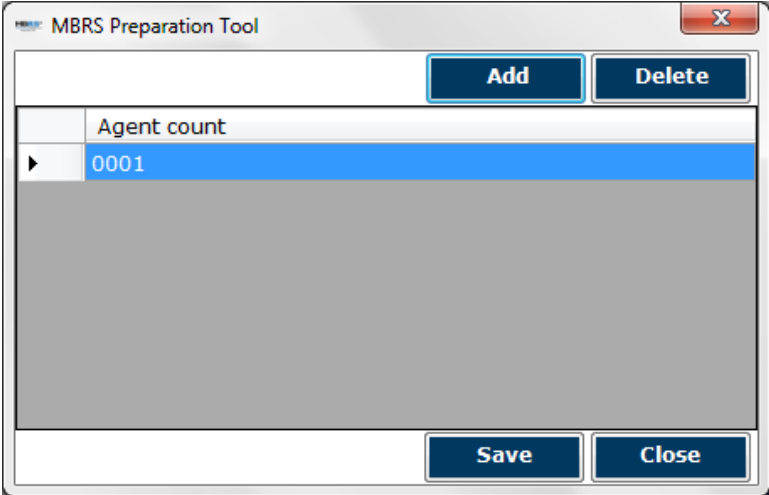
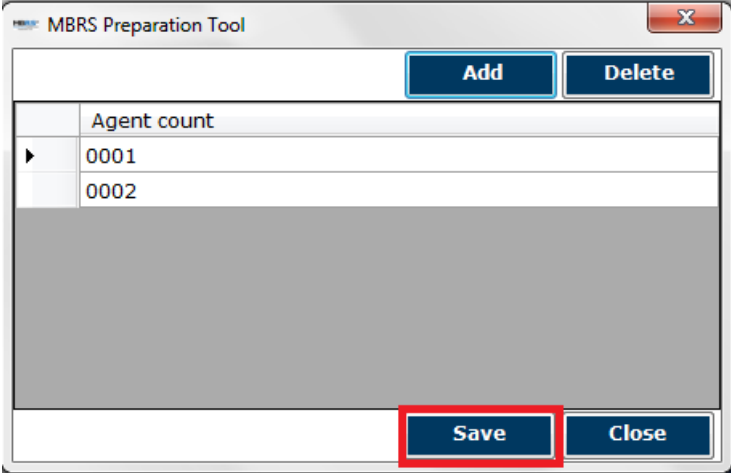
Field name		Description
Residential Address	Address Line 1	Line 1 of the residential address
	Address Line 2	Line 2 of the residential address
	Address Line 3	Line 3 of the residential address
	Postcode	Postcode of the residential address
	Town	Town of the residential address
	State	<p>State of the residential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

Field name		Description
Residential Address (Cont')	Country (Cont')	<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
	State	<p>State of the service 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
Service Address (Cont')	Country	<p>Country of the service address</p> <p>1. <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></p>  <p>2. <i>Click on the "Select" button to proceed:</i></p> 
E-mail		The e-mail address of the Director



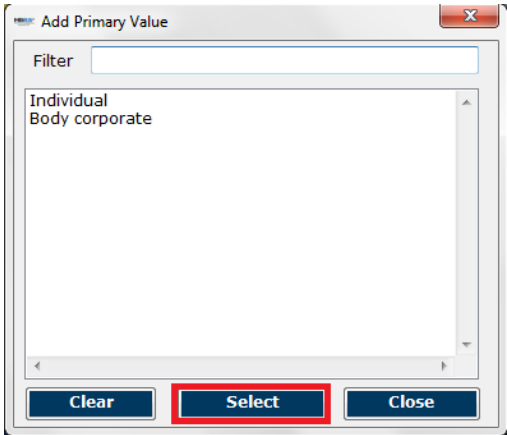
5.4.5.2. Particulars of Agent

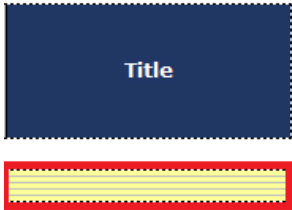
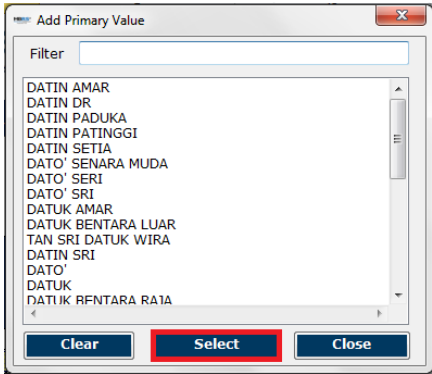
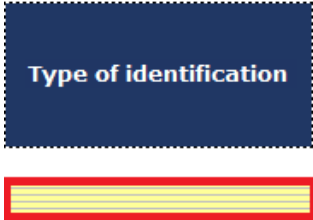
1. To increase the number of Agent in the listing, please follow the following steps:

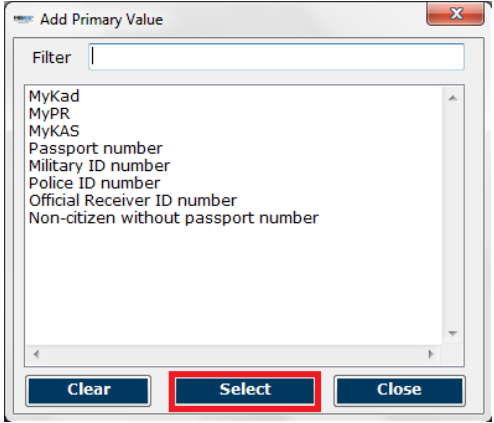
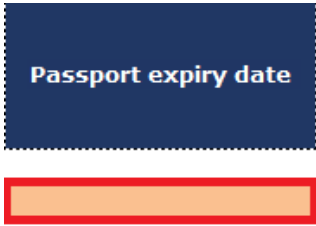
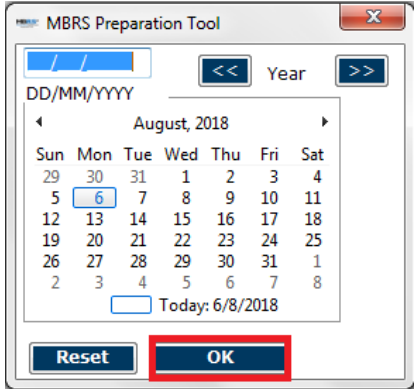
Step	Description
1	<p>Click on the filed “Edit Agent Count” in order to “Add” or “Delete” the Agent count, as shown below:</p>  <p>Particulars of Agent</p> <p>Edit Agent count</p> <p>0001</p> <p><i>Note: By default, the number of the Agent count will be set at one (1).</i></p>
2	<p>A pop-up window will appear allow preparers to “Add” or “Delete” the number of count of the Agent:</p>  <p>Click the “Add” button to increase the count of the Agent (If the company has more than one (1) Agent) or “Delete” to reduce the count of the Agent.</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 agent.</p> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 5px;">Particulars of Agent</div> <p>Edit Agent count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #00cccc;">0001</td> </tr> <tr> <td style="background-color: #00cccc;">0002</td> </tr> </table>	0001	0002
0001			
0002			
5	Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count for particulars of agent.		

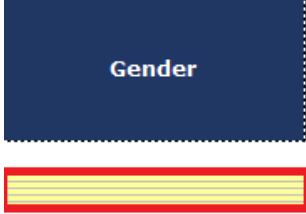
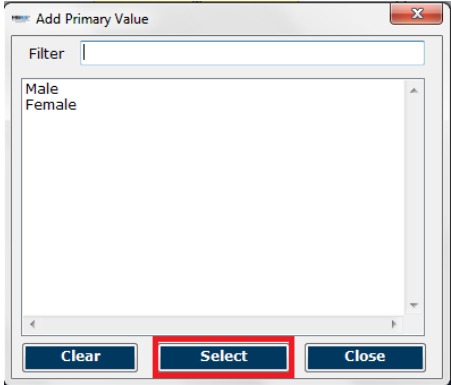

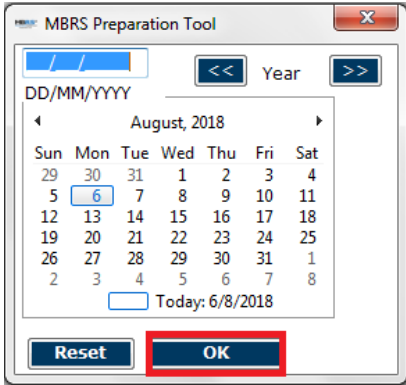
2. Below are the fields to be completed for particulars of Agent:

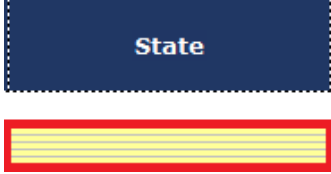
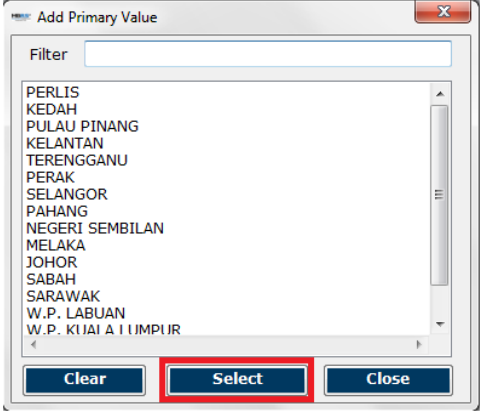

Field name	Description
Type of Agent	<p>The type of Agent, i.e. Individual or Body Corporate</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select type of agent from a pop-up window:</i> <div style="text-align: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

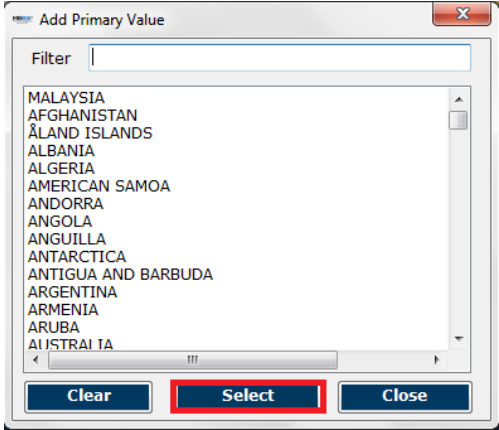
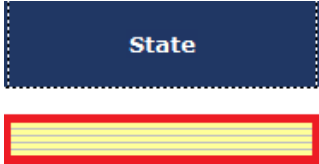
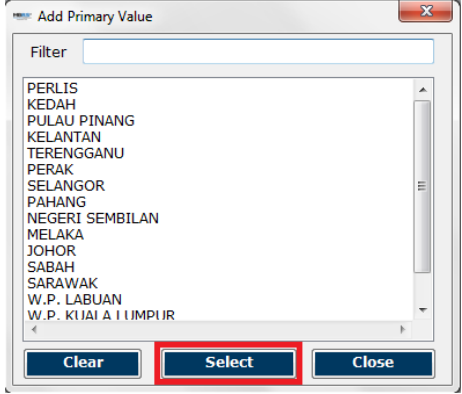
Field name	Description
Title	<p>Title of the Agent, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select title from a pop-up window:</i>  <ol style="list-style-type: none">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



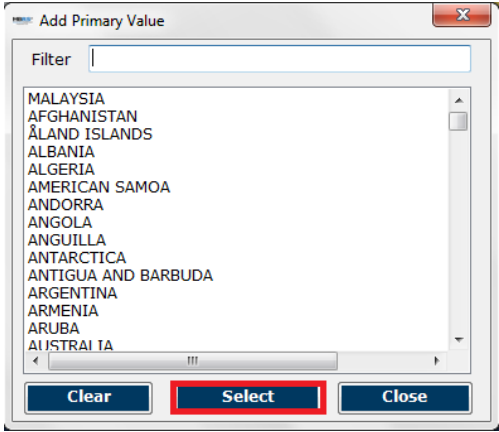
Field name	Description
Type of Identification (Cont')	2. Click on the "Select" button to proceed: 
Identification Number	Identification number based on the "type of identification" selected.
Passport expiry date	The expiry date of the passport of the Agent 1. In order to insert information in this field, 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
<p>Nationality / Place of incorporation or origin</p>	<p>The nationality/place of incorporation or origin of the Agent</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 Nationality or place of incorporation or origin from a pop-up window: <div data-bbox="858 398 1193 495" style="border: 1px dashed black; padding: 5px; text-align: center; margin: 10px 0;"> Nationality/ Place of incorporation or origin </div> <div data-bbox="858 521 1193 566" style="border: 2px solid red; height: 20px; margin: 10px 0;"></div> Click on the "Select" button to proceed: <div data-bbox="865 636 1337 1034" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div>
<p>Race</p>	<p>The race of the Agent.</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="858 1254 1168 1400" style="border: 1px dashed black; padding: 5px; text-align: center; margin: 10px 0;"> Race </div> <div data-bbox="858 1426 1168 1471" style="border: 2px solid red; height: 20px; margin: 10px 0;"></div> Click on the "Select" button to proceed: <div data-bbox="858 1541 1305 1921" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div>

Field name	Description
<p>Gender</p>	<p>The gender of the Agent, 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> 
<p>Date of Birth</p>	<p>The date of Birth of the Agent.</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> 



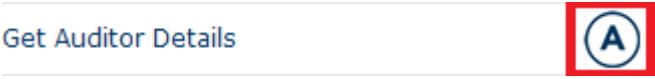
Field name		Description
Residential Address	Address Line 1	Line 1 of the residential address
	Address Line 2	Line 2 of the residential address
	Address Line 3	Line 3 of the residential address
	Postcode	Postcode of the residential address
	Town	Town of the residential address
	State	<p>State of the residential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


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> <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: 

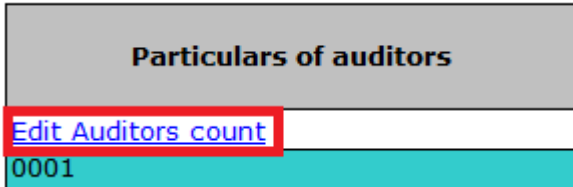
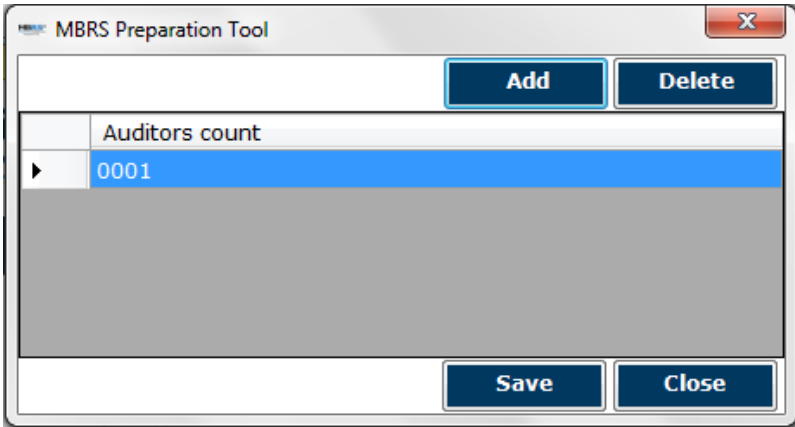
5.4.5.3. Particulars of Auditors

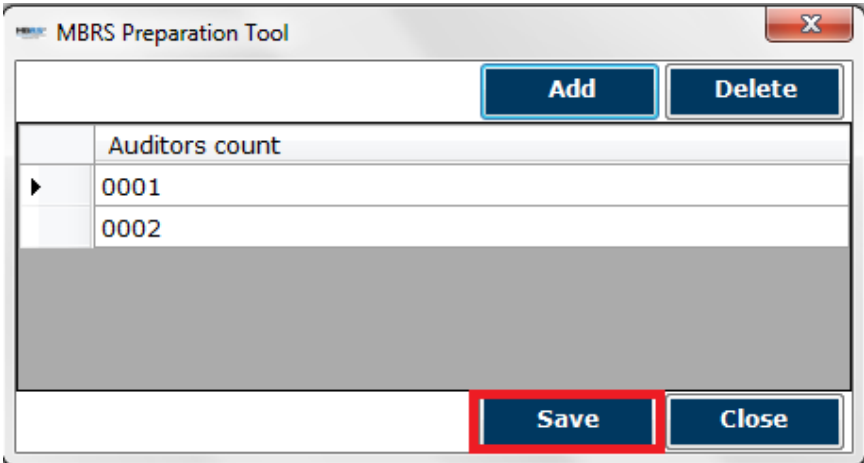
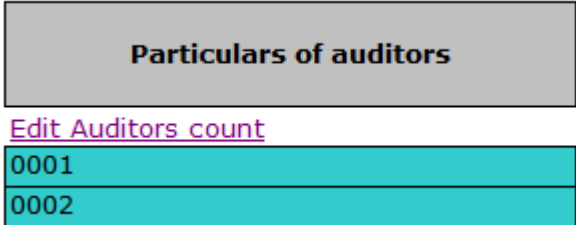
- Preparers may use the tool box in the mTool to generate the information of the Auditor. Please follow the following steps to use the mentioned function:

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.

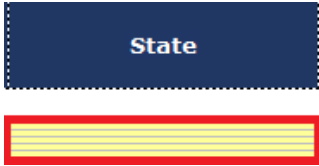
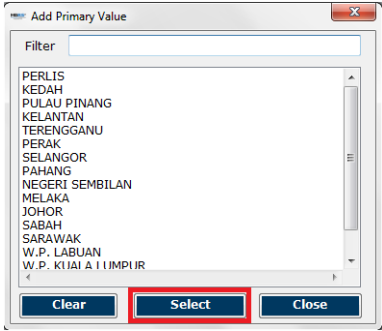

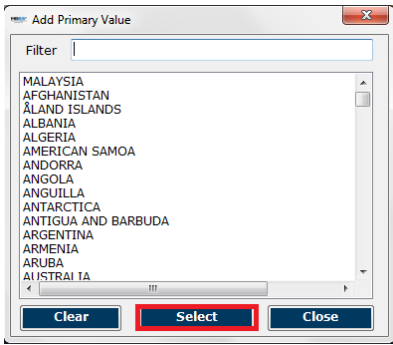
2. To increase the number of the Auditors count in the listing, please follow the following steps:

Step	Description
1	Click on "Edit Auditors count" in order to "Add" or "Delete" 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 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 e.g AF XXXX
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

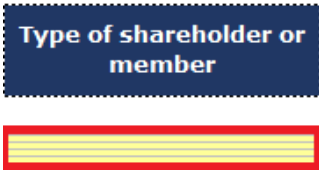
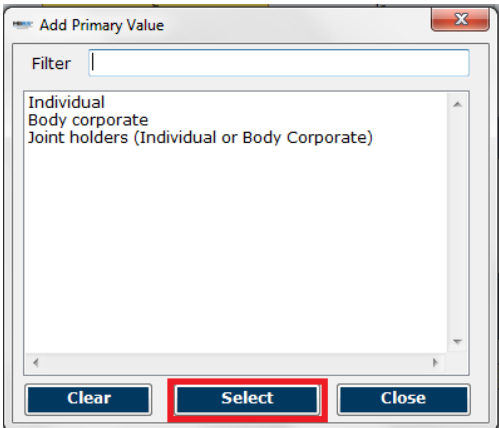
Field name	Description
Address of Audit Firm State (Cont')	<p>State of the address of the Audit Firm</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>  <ol style="list-style-type: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

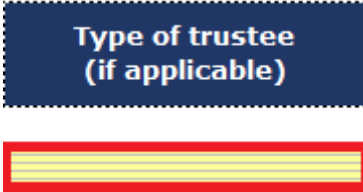
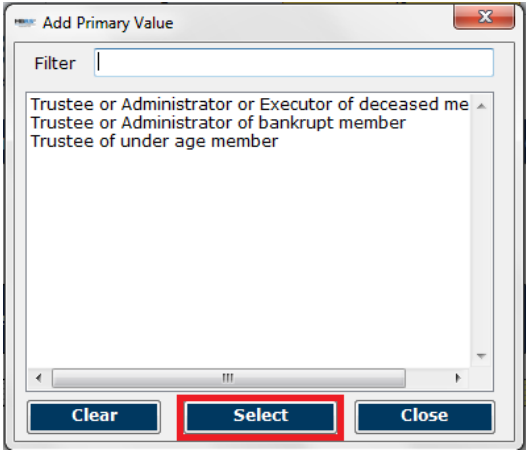
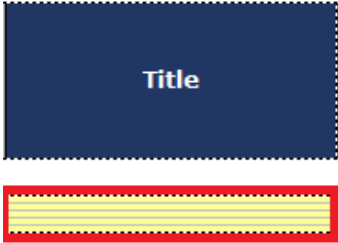
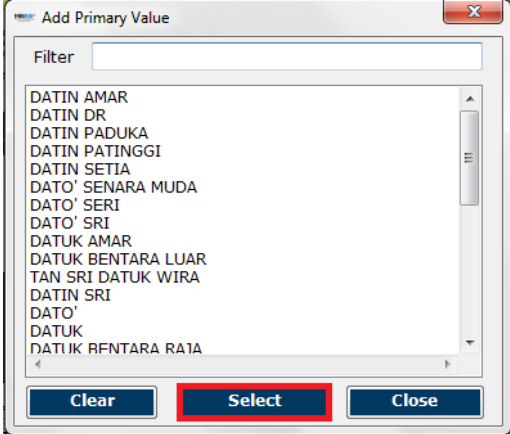
5.4.6. Section E(i): Particulars of Member, for Company with More than Five Hundred Members, Origin of Malaysia

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

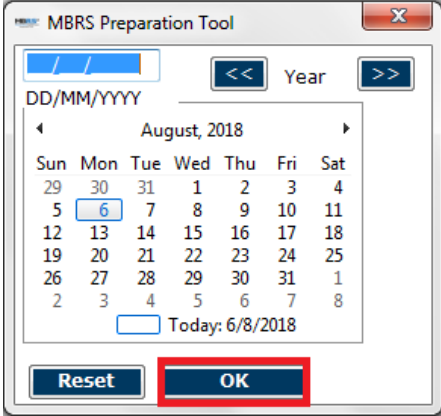
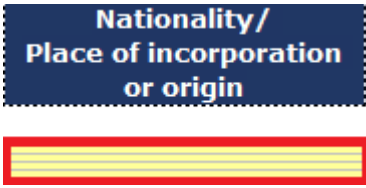
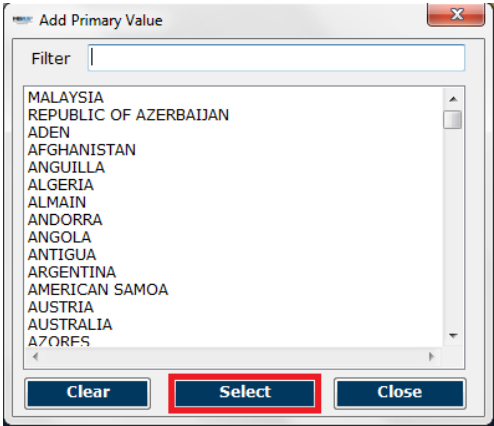
5.4.6.1. Particulars of Members

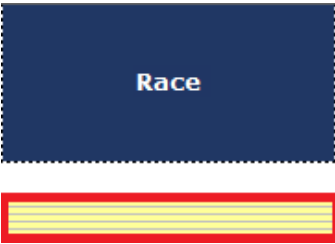
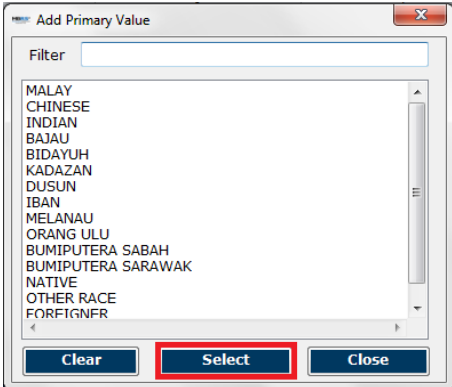
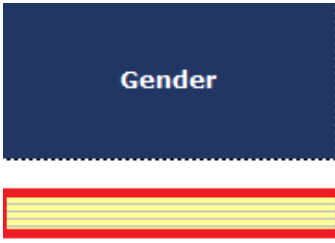
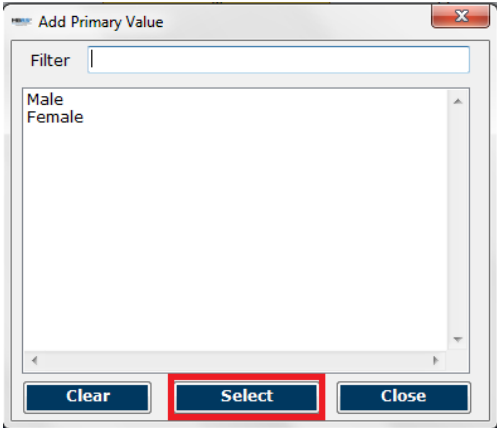
1. Below are the fields to be completed for particulars of members:

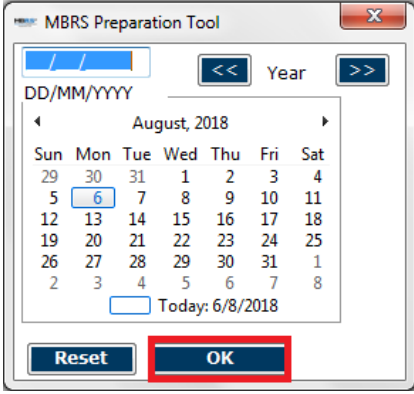
Field name	Description
Type of shareholder or member	<p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> 1. In order to insert information in this field, double click on the information column (as shown below) to select the type of shareholder or member from a pop-up window: <div style="text-align: center;">  </div> 2. Click on the "Select" button to proceed: <div style="text-align: center;">  </div>

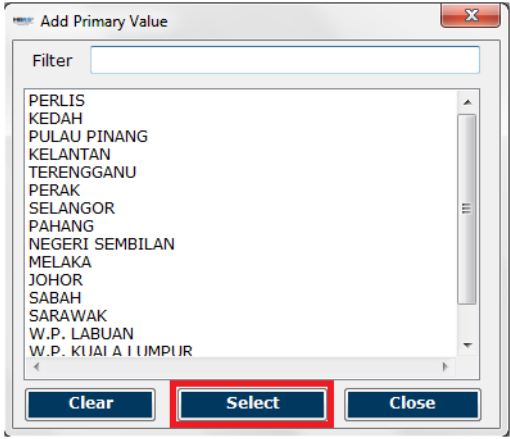

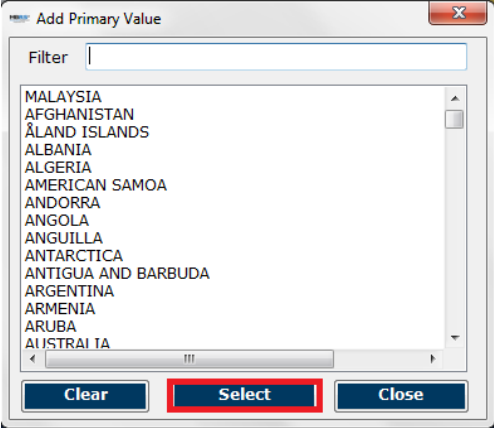
Field name	Description
Type of trustee (if applicable)	<p>The type of trustee, i.e. administrator/trustee for deceased/bankrupt/under age member</p> <p>1. In order to insert information in this field, preparers are required to double click on the information column (as shown below) to select the type 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> 

Field name	Description
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> <p>1. 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:</p> <div data-bbox="833 490 1158 642" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; margin: 10px 0;"> Type of identification </div> <div data-bbox="833 674 1158 719" style="border: 2px solid red; height: 20px; background-color: #ffff00; margin: 10px 0;"></div> <p>2. Click on the "Select" button to proceed:</p> <div data-bbox="847 815 1358 1249" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Filter</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. 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="833 1603 1158 1756" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; margin: 10px 0;"> Passport expiry date </div> <div data-bbox="833 1787 1158 1832" style="border: 2px solid red; height: 20px; background-color: #ffcc99; margin: 10px 0;"></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>
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> <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> 
Gender	<p>The gender of the Member, i.e. either "Male" or "Female"</p> <p>1. 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:</p>  <p>2. Click on the "Select" button to proceed:</p> 

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="833 360 1195 528" style="border: 1px dashed gray; background-color: #1a3d54; color: white; text-align: center; padding: 10px; width: fit-content; margin: 10px auto;">Date of birth</div> <div data-bbox="833 562 1195 613" style="border: 2px solid red; background-color: #f4a460; width: 100px; height: 23px; margin: 10px auto;"></div> <p>2. Select the appropriate date and click on the "OK" button to proceed:</p> <div data-bbox="847 741 1262 1133" 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="833 1682 1206 1787" style="border: 1px dashed gray; background-color: #1a3d54; color: white; text-align: center; padding: 10px; width: fit-content; margin: 10px auto;">State</div> <div data-bbox="833 1816 1206 1877" style="border: 2px solid red; background-color: #ffff00; width: 100px; height: 27px; 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) in order to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 

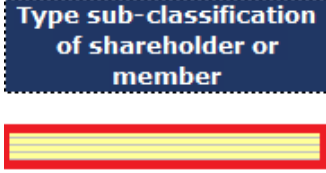
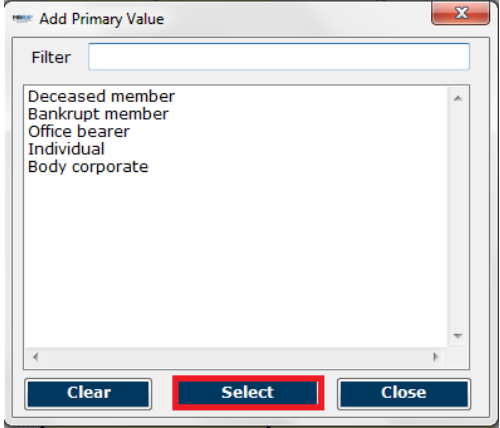
5.4.6.2. Sub-Classification of Shareholder or Member Count Among 20 Largest Shareholders or Members

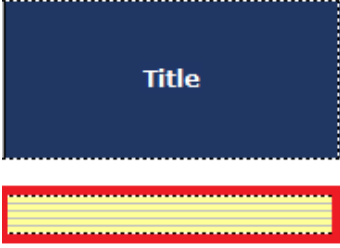
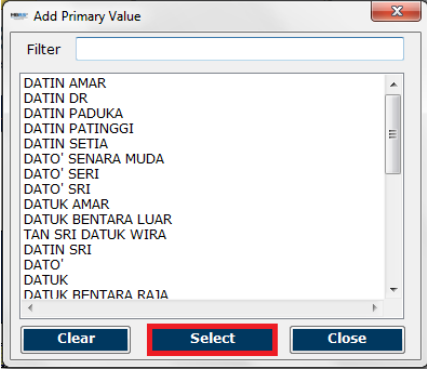
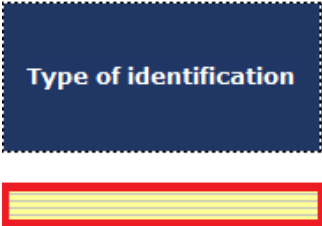
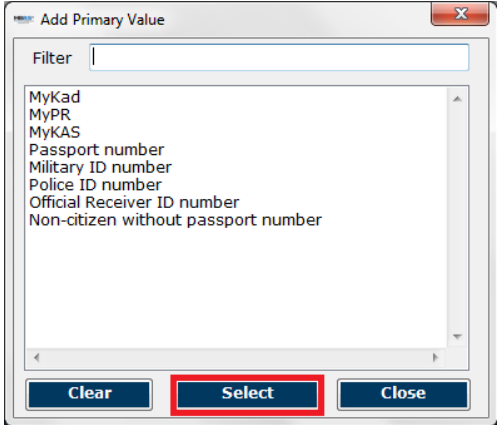
- To increase the number of the sub-classification of shareholder or member count in the listing, please follow the following steps:

Step	Description						
1	<p>Click on “Edit Sub-classification of member count among twenty largest members” in order to “Add” or “Delete” the member count, as shown below:</p> <div data-bbox="432 461 1410 647" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Sub-classification of shareholder or member count among 20 largest shareholders or members</p> <p>Edit Sub-classification of member count among twenty largest members</p> <p>0001</p> </div> <p><i>Note: By default, the number of the sub-classification of member count among twenty largest members will be set at one (1).</i></p>						
2	<p>A pop-up screen will appear which allow preparers to “Add” or “Delete” the number of count of the Member-</p> <div data-bbox="424 875 1382 1379" style="border: 1px solid gray; padding: 10px;"> <p>MBRS Preparation Tool</p> <p style="text-align: right;">Add Delete</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20px;"></th> <th style="width: 80%;">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> <p style="text-align: right;">Save Close</p> </div> <p>Click “Add” button to increase the count of the sub-classification of member among twenty largest members (If the Company has more than one (1) Member) or “Delete” to reduce the count of the sub-classification of member among twenty 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 1637 1246 2067" style="border: 1px solid gray; padding: 10px;"> <p>MBRS Preparation Tool</p> <p style="text-align: right;">Add Delete</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20px;"></th> <th style="width: 80%;">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> <p style="text-align: right;">Save Close</p> </div>		Sub-classification of member among twenty largest members	▶	0001		0002
	Sub-classification of member among twenty largest members						
▶	0001						
	0002						

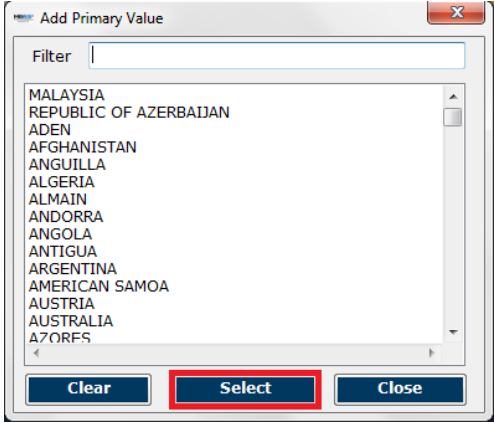
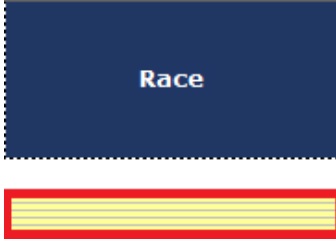
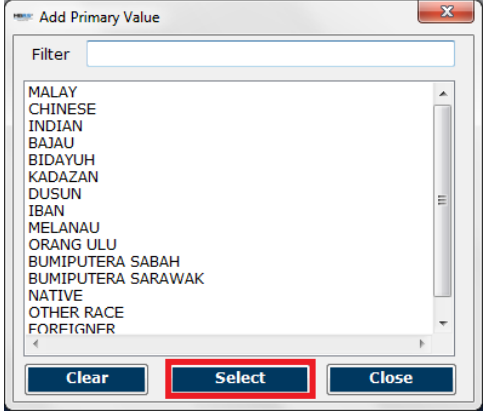
Step	Description		
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of sub-classification of member among 20 largest members.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Sub-classification of shareholder or member count among 20 largest shareholders or members</p> <p>Edit Sub-classification of member count among twenty largest members</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	<p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of particulars of sub-classification of member count amount 20 largest members.</p>		


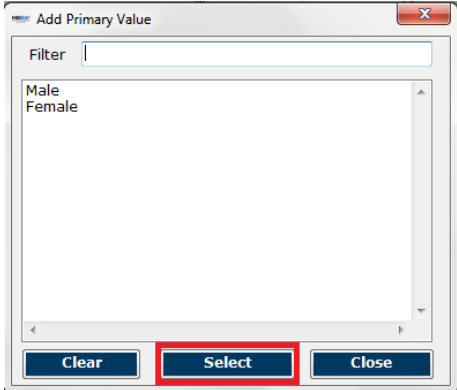
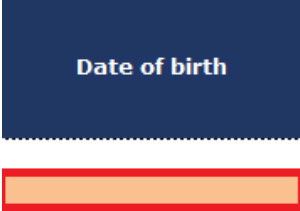
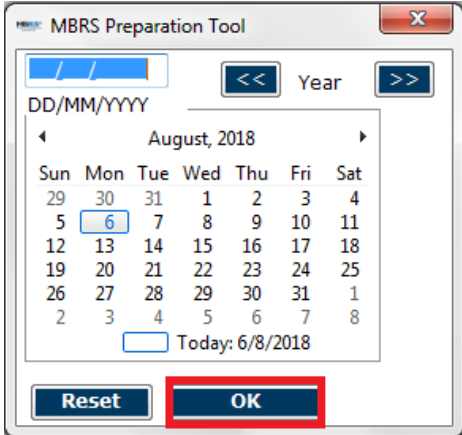
2. Below are the fields to be completed for sub-classification of member count:

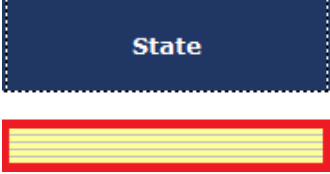
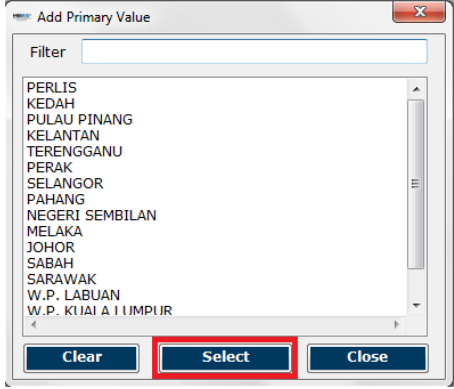
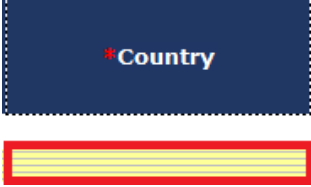
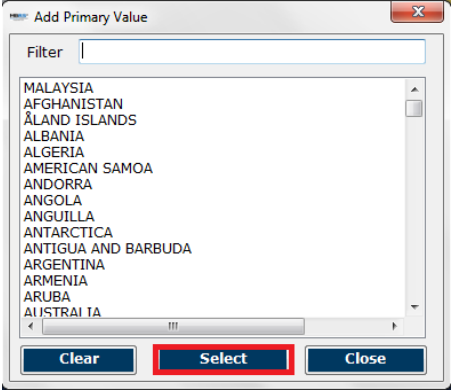
Field name	Description
Type of sub-classification of shareholder or member	<p>The type of sub-classification of member, i.e. deceased, individual and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of sub-classification of shareholder or member from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;">  </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> <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="850 488 1182 645" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Passport expiry date</p> </div> <div data-bbox="850 674 1182 723" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> <p>2. Select the appropriate date and click on the "OK" button to proceed:</p> <div data-bbox="863 853 1281 1240" style="border: 1px solid gray; padding: 5px;"> </div> <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 or 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> <div data-bbox="850 1664 1190 1765" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Nationality/ Place of incorporation or origin</p> </div> <div data-bbox="850 1794 1190 1843" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div>

Field name	Description
<p>Nationality/Place of incorporation or origin (Cont')</p>	<p>2. Click on the "Select" button to proceed:</p> 
<p>Race</p>	<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"> 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:  <ol style="list-style-type: none"> Click on the "Select" button to proceed: 
Date of Birth	<p>The date of birth of the Member</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 date of birth from a pop-up window:  <ol style="list-style-type: none"> Select the appropriate date and click on the "OK" button to proceed: 

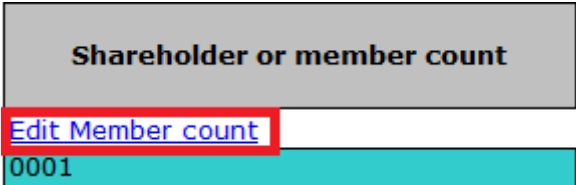
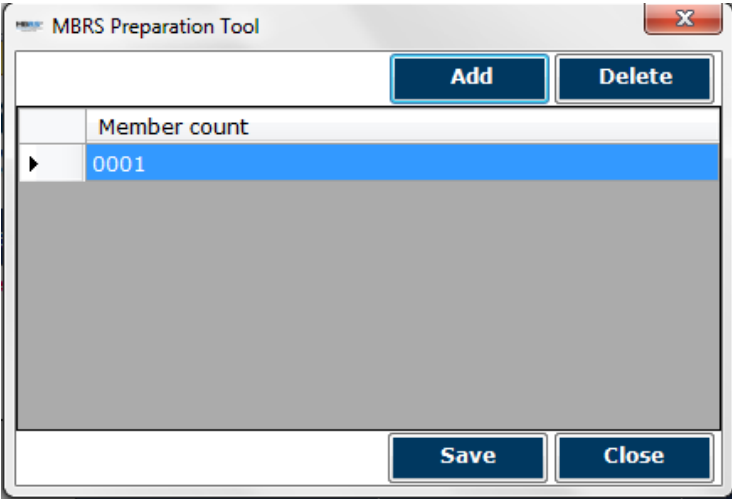
Field name		Description
Residential Address	Address Line 1	Line 1 of the address of the Member
	Address Line 2	Line 2 of the address of the Member
	Address Line 3	Line 3 of the address of the Member
	Postcode	Postcode of the address of the Member
	Town	Town of the address of the Member
	State	<p>State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

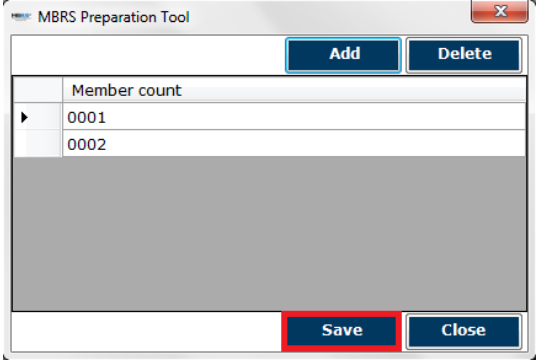
5.4.7. Section E(ii): Particulars of Member, for Company with Equal to or Less than Five Hundred Members

1. Kindly note that this sub-section is only applicable for Foreign Private Companies or Foreign Public Companies with less than five hundred members.
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.

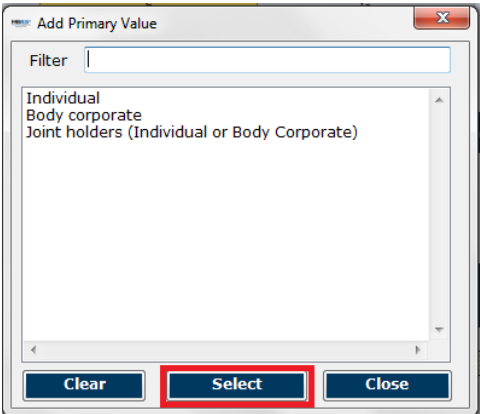
5.4.7.1. Particulars of Members

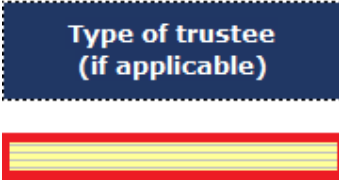
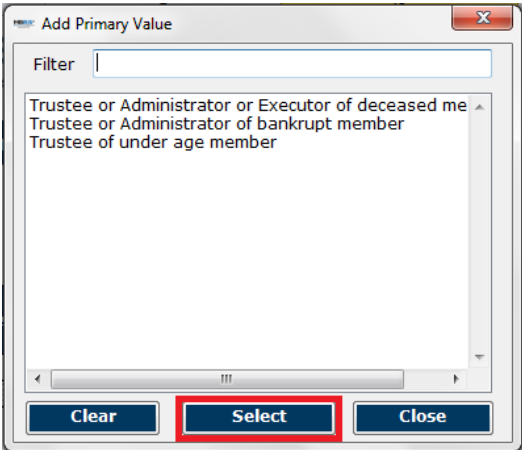
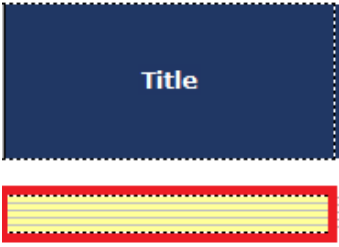
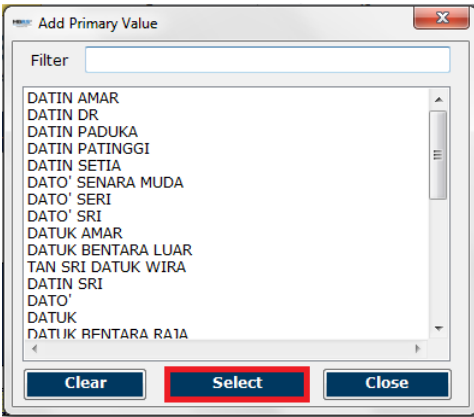
1. To increase the number of the member count in the listing, please follow the following steps:

Step	Description
1	<p>Click on "Edit Member count" in order to "Add" or "Delete" the shareholder or member 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 shareholder or member:</p>  <p>Click "Add" button to increase the count of the shareholder or member (If the company has more than one (1) Member) or "Delete" to reduce the count of the shareholder or member.</p>

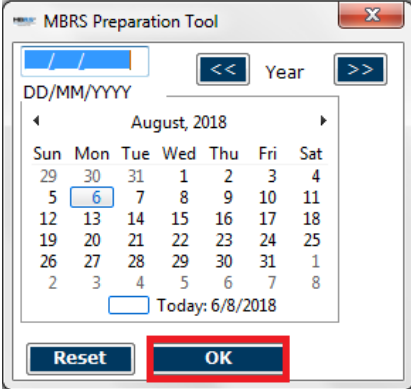
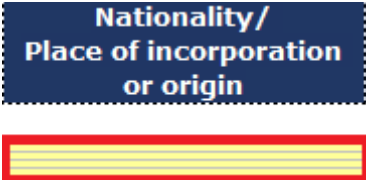
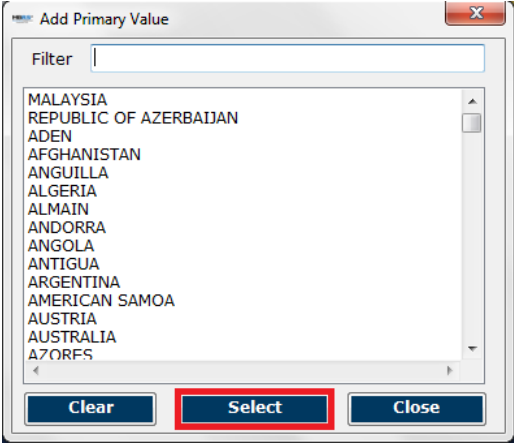
Step	Description
3	<p>Click on the "Save" button to proceed:</p> 
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of shareholder or member.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0; text-align: center;"> <p>Shareholder or member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

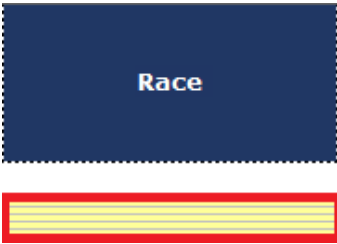
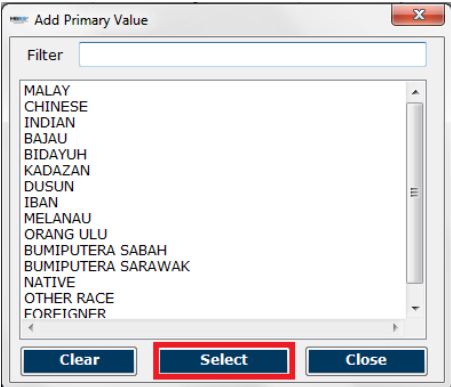
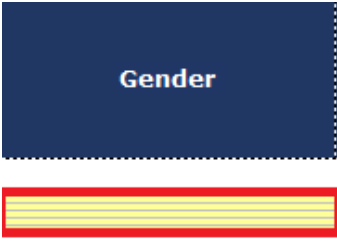
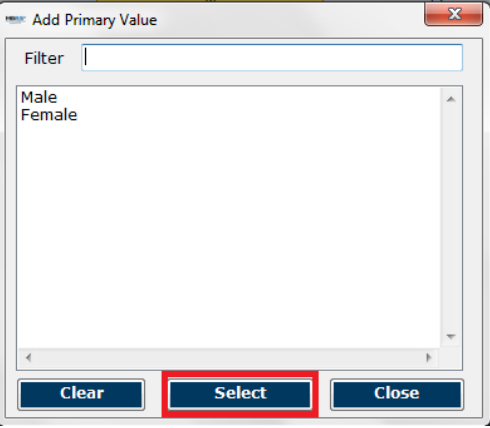
2. Below are the fields to be completed for particulars of members:

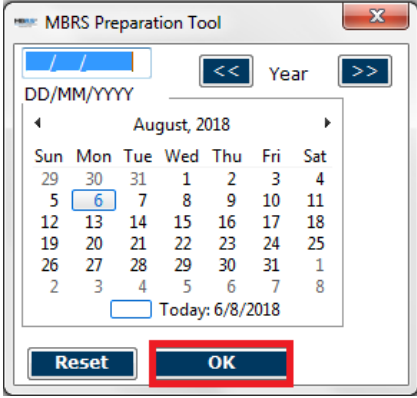
Field name	Description
Type of shareholder or member	<p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of shareholder or member from a pop-up window:</i> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0; text-align: center;"> <p>Type of shareholder or member</p> </div> <div style="border: 2px solid red; height: 15px; width: 100px; margin: 10px 0;"></div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

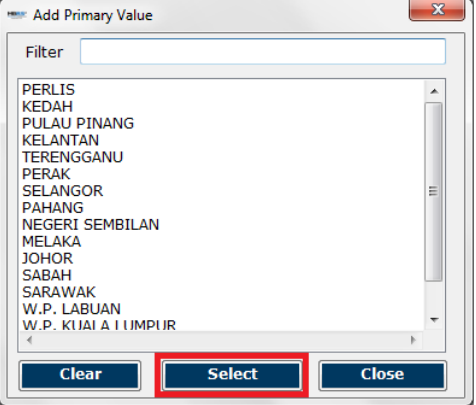

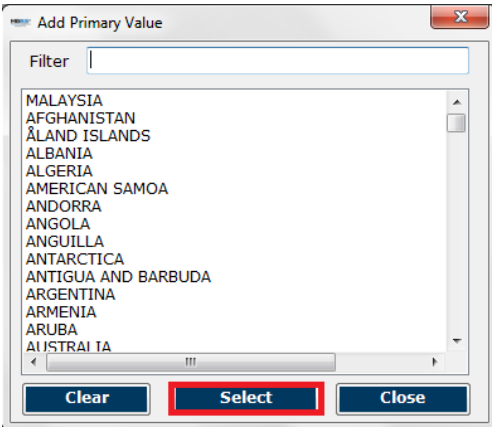
Field name	Description
Type of trustee (if applicable)	<p>The type of trustee, i.e. administrator/trustee for deceased/bankrupt/under age member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the type of trustee from a pop-up 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> 

Field name	Description
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> <p>1. 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:</p> <div data-bbox="769 459 1114 622" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; margin: 10px 0;"> Type of identification </div> <div data-bbox="769 651 1114 703" style="border: 2px solid red; height: 20px; background-color: #ffff00; margin: 10px 0;"></div> <p>2. Click on the "Select" button to proceed:</p> <div data-bbox="769 797 1270 1227" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Filter</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-between; 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. 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="769 1547 1086 1697" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; margin: 10px 0;"> Passport expiry date </div> <div data-bbox="769 1727 1086 1778" style="border: 2px solid red; height: 20px; background-color: #ffcc99; margin: 10px 0;"></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>
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> 

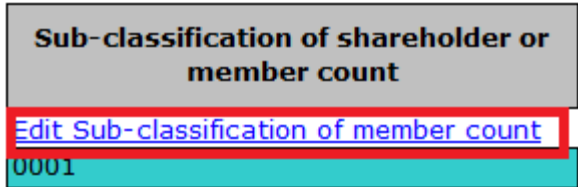
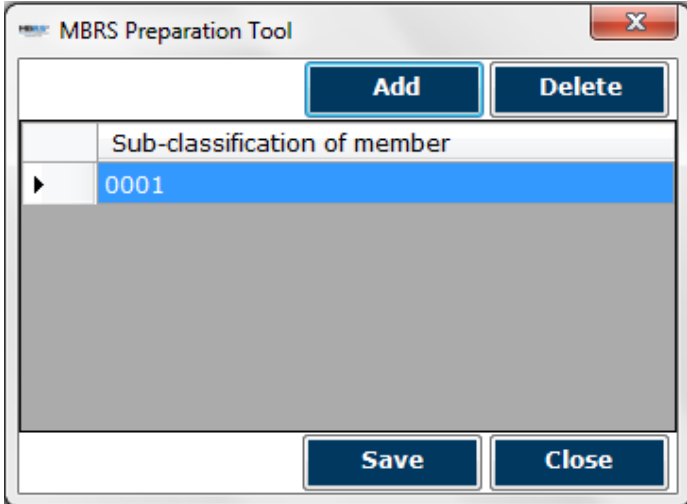
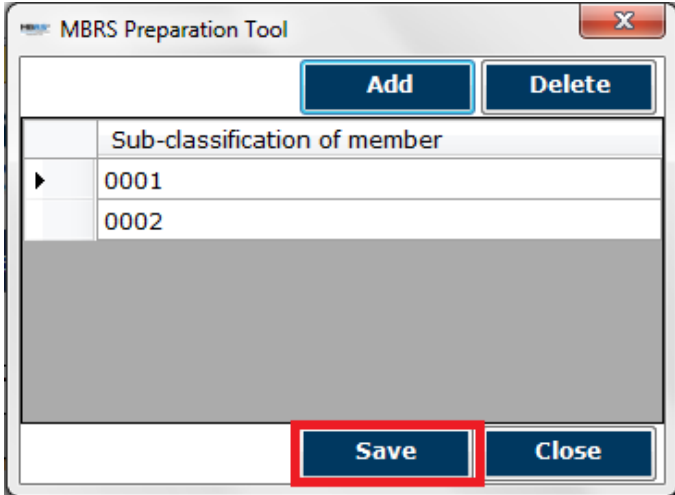
Field name	Description
Race	<p>The race of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p> 
Gender	<p>The gender of the Member, i.e. either "Male" or "Female"</p> <p>1. 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:</p>  <p>2. Click on the "Select" button to proceed:</p> 

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="756 360 1064 506" 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="756 533 1064 577" style="border: 2px solid red; height: 20px; width: 193px; margin: 10px auto;"></div> <p>2. Select the appropriate date and click on the "OK" button to proceed:</p> <div data-bbox="769 703 1187 1099" 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="769 1653 1099 1742" 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="769 1767 1099 1821" style="border: 2px solid red; height: 24px; width: 193px; margin: 10px auto;"></div>

Field name		Description
	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> 

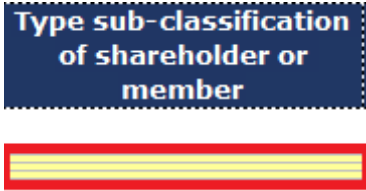
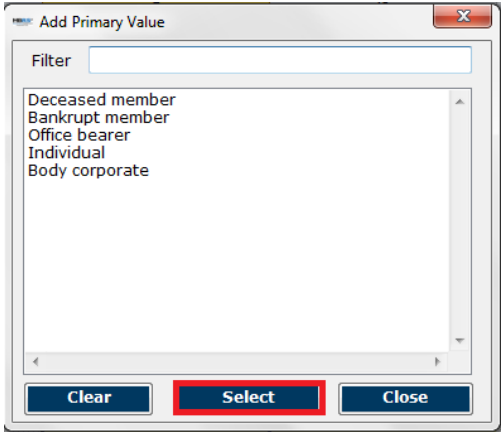
5.4.7.2. Sub-Classification of Shareholder or Member Count

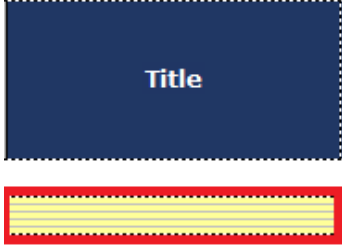
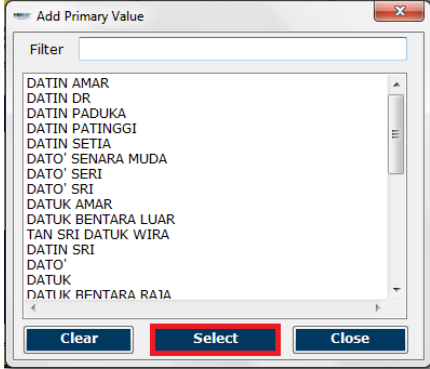
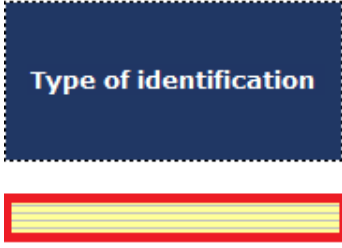
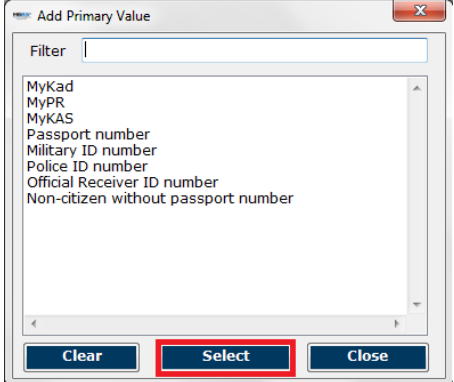
1. To increase the number of the sub-classification of shareholder or member count in the listing, please follow the following steps:

Step	Description
1	<p>Click on "Edit Sub-classification of member count" in order to "Add" or "Delete" the member count, as shown below:</p>  <p>Sub-classification of shareholder or member count Edit Sub-classification of member count 0001</p> <p><i>Note: By default, the number of the sub-classification of shareholder or 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 sub-classification of member:</p>  <p>Click the "Add" button to increase the count of the sub-classification of member (If the Company has more than one (1) Member) or "Delete" to reduce the count of the sub-classification of member.</p>
3	<p>Click on the "Save" button to proceed:</p> 

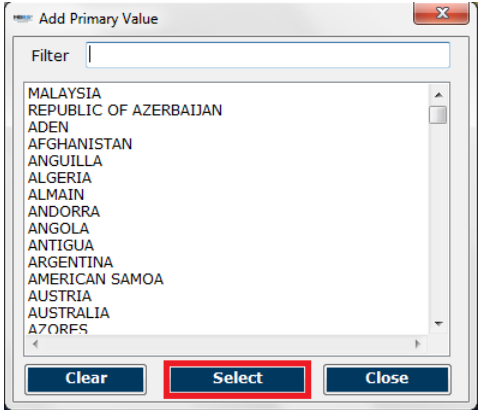
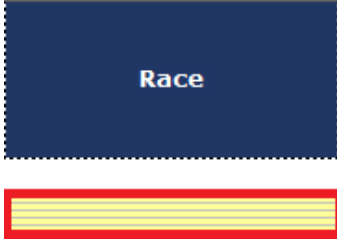
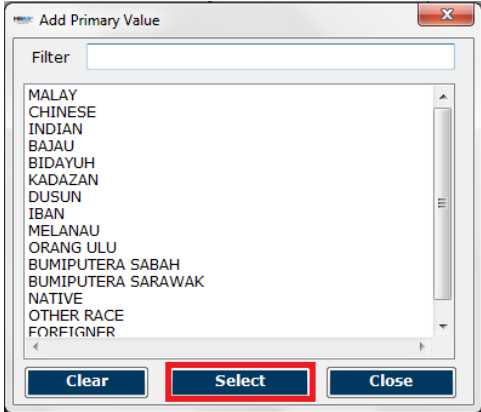

Step	Description		
4	<p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of sub-classification of shareholder or member.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Sub-classification of shareholder or member count</p> <p>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 particulars of sub-classification of shareholder or member count		

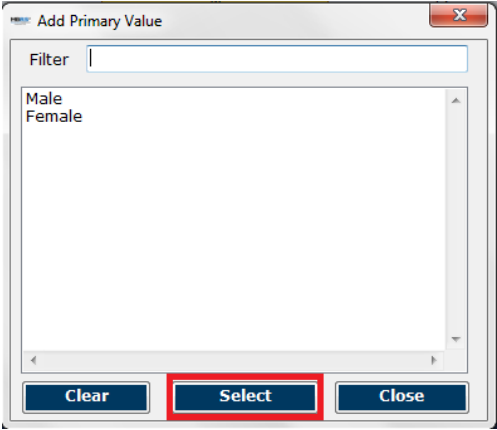
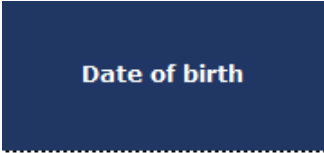

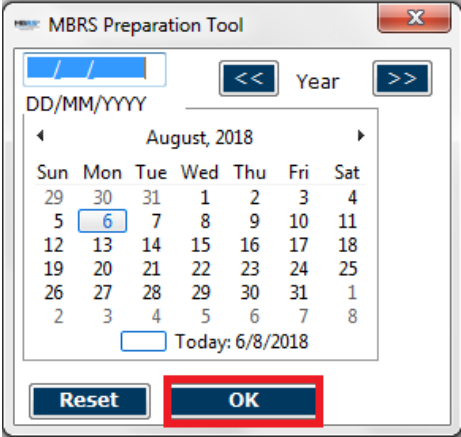
2. Below are the fields to be completed for sub-classification of shareholder or member:

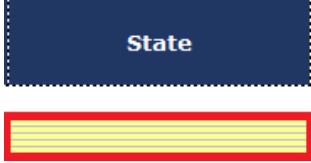
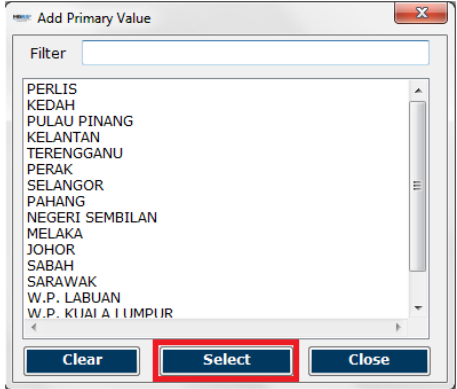
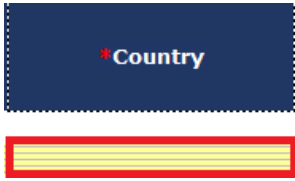
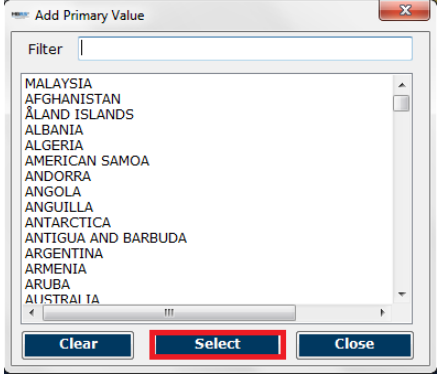
Field name	Description
Type of sub-classification of member	<p>The type of sub-classification of member, i.e. deceased, individual and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of sub-classification from a pop-up window:</i> <div style="margin: 10px 0;">  </div> <i>Click on the "Select" button to proceed:</i> <div style="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
<p>Identification number</p>	<p>The identification number based on the “type of identification” selected.</p>
<p>Passport Expiry Date</p>	<p>The expiry date of the passport of the sub-classification of shareholder or member</p> <p>1. <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 passport expiry date from a pop-up window:</i></p> <div data-bbox="863 521 1230 692" data-label="Image"> </div> <div data-bbox="863 723 1230 779" data-label="Image"> </div> <p>2. <i>Select the appropriate date and click on the “OK” button to proceed:</i></p> <div data-bbox="863 911 1335 1352" data-label="Image"> </div> <p><i>Note: This section will be automatically disabled from editing if the “type of identification” is not selected as “Passport Number”.</i></p>
<p>Nationality/Place of incorporation or origin</p>	<p>The nationality or place of incorporation of origin of the sub-classification of shareholder or 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 nationality/place of incorporation of origin from a pop-up window:</i></p> <div data-bbox="863 1776 1230 1883" data-label="Image"> </div> <div data-bbox="863 1915 1230 1962" data-label="Image"> </div>

Field name	Description
<p>Nationality/Place of incorporation or origin (Cont')</p>	<p>2. Click on the "Select" button to proceed:</p> 
<p>Race</p>	<p>The race of the sub-classification of shareholder or 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> 
<p>Gender</p>	<p>The gender of the sub-classification of shareholder or member, i.e. either "Male" or "Female"</p> <p>1. 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:</p> 

Field name		Description
Gender (Cont')		<p>2. Click on the "Select" button to proceed:</p> 
Date of Birth		<p>The date of birth of the sub-classification of shareholder or 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>   <p>2. Select the appropriate date and click on the "OK" button to proceed:</p> 
Residential 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

Field name		Description
Residential Address (Cont')	State	<p>State of the Address of the sub-classification of shareholder or 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>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 
	Country	<p>Country of the Address of the sub-classification of shareholder or 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 country from a pop-up list:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> 

5.4.8. 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 subsection would provide an explanatory on the field to be completed for each of the abovementioned information.

5.4.8.1. 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	In order to complete this field, double click on the information column and select one of the following options where applicable: 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)	That none of the shareholders or members of the company is holding shares as a nominee	In order to complete this field, double click on the information column and select one of the following options where applicable: 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
(c)	That none of the shareholders or members of the company is holding shares as a trustee	In order to complete this field, double click on the information column and select one of the following options where applicable: 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)