CHECKLIST 1A

SECTION 45(3) COMPANIES ACT 2016 (CA 2016)

LODGEMENT OF APPLICATION FOR THE MINISTER'S APPROVAL

- **TO OMIT THE WORD "BERHAD" OR THE ABBREVIATION "BHD" FROM A CLBG's NAME**
  - **From an existing CLBG**

A. APPLICATION FEES

1. A payment of **RM400** as the required fee for:
   - Omission of the word 'Berhad'/'Bhd'
   - Perusal of the Constitution
2. Application must be accompanied with section 45 Form - ***Application by CLBG for Minister's approval (Appendix A)*** together with the payment. Payment can be made to Suruhanjaya Syarikat Malaysia (**SSM**) by cash/money order/bank draft/banker's cheque.

B. DOCUMENTS TO BE ENCLOSED

3. Application letter

   Contents of the application letter:
   - Justification and purpose for:
     - ✓ Omission of the word 'Berhad'/'Bhd'.
   - State one (1) category of the CLBG based on the objects stated under section 45(1) CA 2016.
4. A copy of certificate of incorporation (Form 8/Notice of Registration)
5. A copy of approval letter from Director General of Inland Revenue Board of Malaysia to the CLBG for tax exemption under subsection 44(6) of the Income Tax Act 1967, if applicable.

6. A resolution of the CLBG passed at a General Meeting pertaining to the approval to drop the word 'Berhad'/'Bhd' signed by all Directors.

7. Detailed activities to be carried out.

8. A new draft copy of CLBG's Constitution which follows the SSM's Sample of Constitution without changing the object of the CLBG. Changes of the objects are prohibited.

9. A copy of the current CLBG constitution.

10. A copy of identification card (IC)/passport of the existing director(s).

11. Biodata, qualification and experience in charitable activities for each director. Please refer to the format in **Example 3**. A new proposed director to be inserted in the application is not allowed, only the existing directors is allowed.

12. Please ensure that the director(s) do not have any outstanding compound prior to submission of this application.

13. For existing CLBG which intends to omit the word Berhad / Bhd, the CLBG must provide its Audited Financial Statements which have been laid at its annual general meeting for the last two (2) years. CLBG which has been incorporated for less than two (2) years is not eligible to apply for the omission of the word 'Berhad'/'Bhd'. The latest Audited Financial Statements of the CLBG must have the fund of amounting RM1 Million in cash to prove the liquidity of the CLBG is stable enough to apply to omit the word 'Berhad'/'Bhd'.

14. A latest Bank Statement of the CLBG confirming to have RM1 million cash in the account of the CLBG to prove the liquidity of the CLBG is stable enough to omit the word 'Berhad'/'Bhd'.

C. LODGEMENT

15. The documents are required to be lodged with the payable fees at the address below:

SURUHANJAYA SYARIKAT MALAYSIA
LEVEL 17, MENARA SSM@SENTRAL
NO. 7, JALAN STESEN SENTRAL 5
KUALA LUMPUR SENTRAL
50623 KUALA LUMPUR