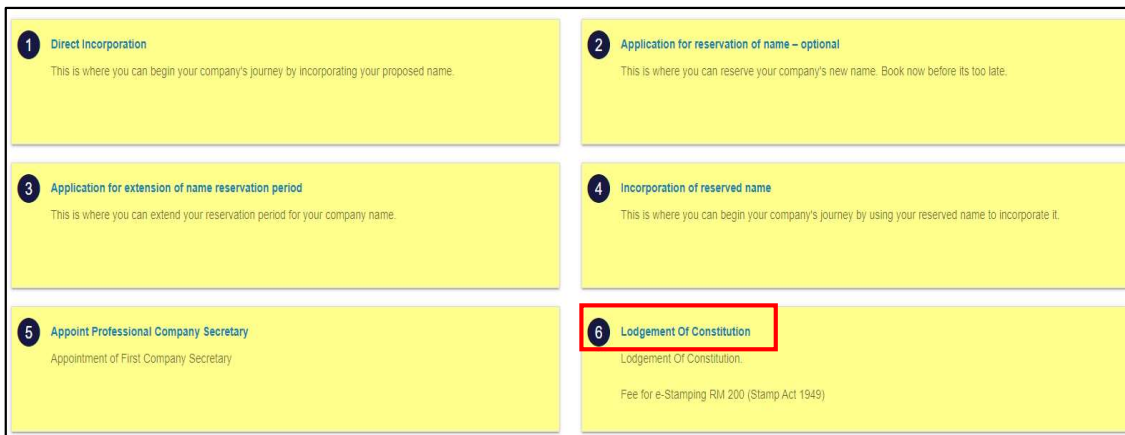


6 Lodgement of Constitution

6.1 How to do Lodgement of Constitution

1. Once Company Secretary's account has been approved, Company Secretary can start to do lodgement of constitution of the company.
2. Company Secretary needs to login to the MyCoID 2016 with valid **Username** and **Password** then click **Sign in** button.



3. At the homepage, click **Lodgement of Constitution**.
4. In the **Company Listing**, Company Secretary will see list of companies where they have been appointed. In this case, you will see **JOM BALIK SDN. BHD.** Click on the **Lodge Constitution** button to proceed (Lodgement of Constitution is only applicable when the company has special resolution and to lodge Constitution).

The image shows a screenshot of a table titled 'Appointment of First COSEC Listing'. The table has five columns: Reference No, Company Name, Lodging Ref No, Date, and Status. There are two rows of data. Each row has a 'Lodge Constitution' button to its right. Below the table, there is a pagination control showing 'Results Per Page: 10' and 'Showing records 1 to 2 out of 2'. The current page is 1 of 1.

| Reference No | Company Name | Lodging Ref No | Date | Status | |
|-------------------|--------------------|-------------------|------------|----------|--------------------|
| AFC23032017194812 | SAMPLE 1 SDN. BHD. | PA023032017194704 | 23/03/2017 | APPROVED | Lodge Constitution |
| AFC23032017194822 | SAMPLE 2 BERHAD | PA023032017194818 | 23/03/2017 | APPROVED | Lodge Constitution |

5. To lodge Constitution, Lodger needs to download Constitution template, fill in the content, save as PDF file then upload it back at this point.
6. To download template, click on the **Click Here**


Application Details

Important Notes: For Lodgement of Constitution, please download Constitution template below ([Click here](#)). Kindly fill in the content, save it as PDF file and upload the PDF file in this section.
Fee for e-Stamping RM 200 (Stamp Act 1949)

Please ensure that the Constitution does not contain the following :

- (i) clauses that contain any words that is misleading as to the identity, nature, objects or purposes of a company.
- (ii) clauses that contain any activities that are contrary to provision of Companies Act 2016 and any subsidiary legislation made under the Act.
- (iii) clauses that contains any unlawful activities or purposes or any purpose prejudicial to or incompatible with the security of the Federation, Public Order or morality.

SSM is not responsible for the content of the Constitution. It is the companies' duty to ensure the compliance to the provision of the Companies Act 2016.

| | |
|------------------------------|--|
| Company Name | BUTIK CATERER MASAKAN MELAYU MODERN MASAKAN KAMPONG ALA THAI RESTAURANT SDN. BHD. |
| Company Registration No | 1327123-H |
| Date of Incorporation | 10/01/2020 |
| * Date of Special Resolution | <input type="text"/>  |
| * Constitution | <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> |

7. At the bottom, you will see **Template Download Section**. Click on the **DOWNLOAD** for **Constitution Template**. It will save to your computer in **Downloads** folder.



8. Please open downloaded file and fill in the content.
9. At the front page of **Constitution**, Lodger needs to fill in **Company Registration No.** on top left and **Company Name** at the bottom.
10. At the next page of **Constitution**, Lodger needs to fill in **Company Registration No.** on top left and **Company Name** at the middle.
11. If there is any objects for which the Company is established, Lodger may include it under no. (please take note that there is no limitation on the Objects of the Company, this may take more than one page when necessary) If all necessary information has been included, Lodger may save this file as PDF file.

- Go back to the **Lodgement of Constitution** application in **MyCoID 2016**. Select the **Date of Special Resolution** by clicking calendar icon button then select date. In this exercise, we select 30 March 2017 (Please take note that **Date of Special Resolution** cannot be future date from the date of submission and cannot be earlier than **Date of Incorporation**).

Application Details

Important Notes: For Lodgement of Constitution, please download Constitution template below (Click here) (Only fill in the content, save it as PDF file and upload the PDF file in this section.)

Please ensure that the Constitution does not contain the following:

- (i) clauses that contain any words that is misleading as to the identity, nature, objects or purposes of a company
- (ii) clauses that contain any activities that are contrary to provision of Companies Act 2016 and any subsidiary legislation made under the Act
- (iii) clauses that contain any unlawful activities or purposes or any purpose prejudicial to or incompatible with the security of the Federation, Public Order or morality.

SSM is not responsible for the content of the Constitution. It is the company's duty to ensure the compliance to the provision of the Companies Act 2016.

| | |
|----------------------------|----------------------------------|
| Company Name | SAMPLE 2 BCR 143 |
| Company Registration No. | 1181839-T |
| Date of Incorporation | 25/03/2017 |
| Date of Special Resolution | 30 MARCH 2017 |
| Constitution | APC_Summary.pdf Change Remove |

- Click on the **Choose File** button to select Constitution template. Then click **Upload** button to upload the file.
- Now you have Constitution template uploaded to the system as below.

Declaration

I CONFIRM THAT THE FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.

Attention

It is an offence under section 59T of the Companies Act 2016 to make or authorize the making of a statement that a person knows to be or misleads and that person may be liable upon conviction, to imprisonment for a term not exceeding two years or to a fine not exceeding RM50,000 or to both.

[Click here to view our Standard Terms and Conditions](#)

- Next, tick on the checkbox for Declaration.
- Please review the application and click Save to proceed.
- Next, you will see **Transaction** page. Scroll all the way down then hit **Pay** button to proceed with the payment for Lodgement of Constitution Fee (RM30) and eStamping (RM100).

Transaction

| | |
|---------------------|---------------------------|
| Transaction ID | M31032017210423771 |
| Purpose | N - NEW INCORPORATION |
| Company Type | S - LIMITED BY SHARES |
| Payment Description | NEW_LOC,LHDN_STAMP |
| Currency Code | MYR |
| Amount | 130.00 |
| Name | AMNI MOHAMED ZAIN |
| Email | amni.associates@gmail.com |
| Phone Number | 0136871850 |

18. It will direct you to the payment gateway page. Fill in **Credit or Debit Card** information then hit **Submit Payment**.

19. After payment is successful, you will see **Transaction Receipt** page. You may click on the **RECEIPT.PDF** click if you wish to download receipt.

Transaction Receipt

| | |
|----------------|--------------------|
| Transaction No | M31032017204923801 |
|----------------|--------------------|

TRANSACTION SUCCESSFUL.
The receipt of this transaction has been sent to your email. An officer will be assigned to process your application and you will be notified upon processing.

Receipt: [RECEIPT.PDF](#)
Right-click and open in new tab to view

20. Your application has completed and pending for Officer's approval.

6.2 How to Know when My Lodgement of Constitution has been approved?

1. You will receive an email notification upon submission of application.
2. After Officer review and approved, another email notification will be sent to inform your lodgement of Constitution has been approved.