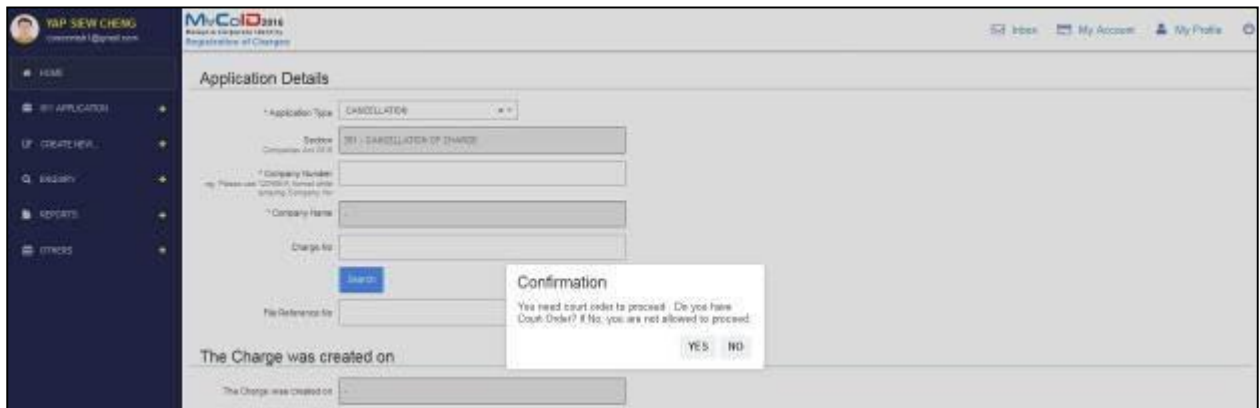


## 9.2.4 Cancellation: Section 361 – Cancellation of Charge.

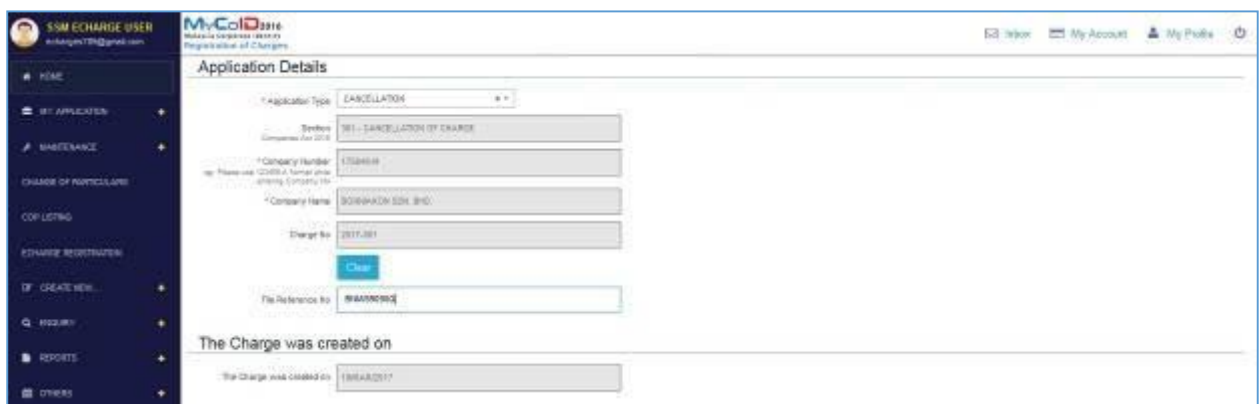
1. Under Application details:

- a. Select Application Type = CANCELLATION
- b. Section = 361 – CANCELLATION OF CHARGE will be populated.
  - i. Court order is required and system will prompt out confirmation message if court order is ready.
  - ii. If YES, system will allow proceeding on application.
  - iii. If NO, system will exit to Home page.

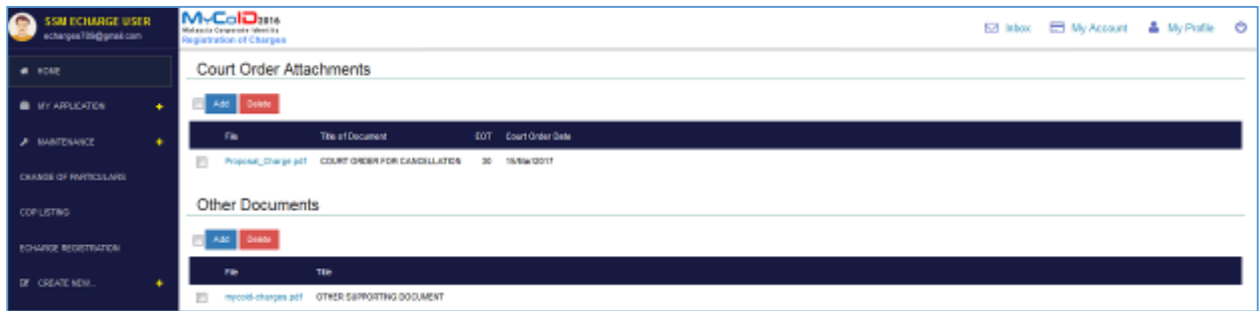


- c. Enter [Company Number].
- d. Enter [Charge Number].
- e. Click on the **Search** button.
- f. [Company Name] will be populated.
- g. Enter File Reference No. if applicable.

2. Under **The Charge was created on:** Charge Date was auto populated.



### 3. Under Court Order Attachment



- Click Add button.
- Select Court Order Date
- Fill in Court Order Ref No.
- Fill in extension of time. (Optional)
- Choose file to be attached and Upload.
- Click **Save** button.



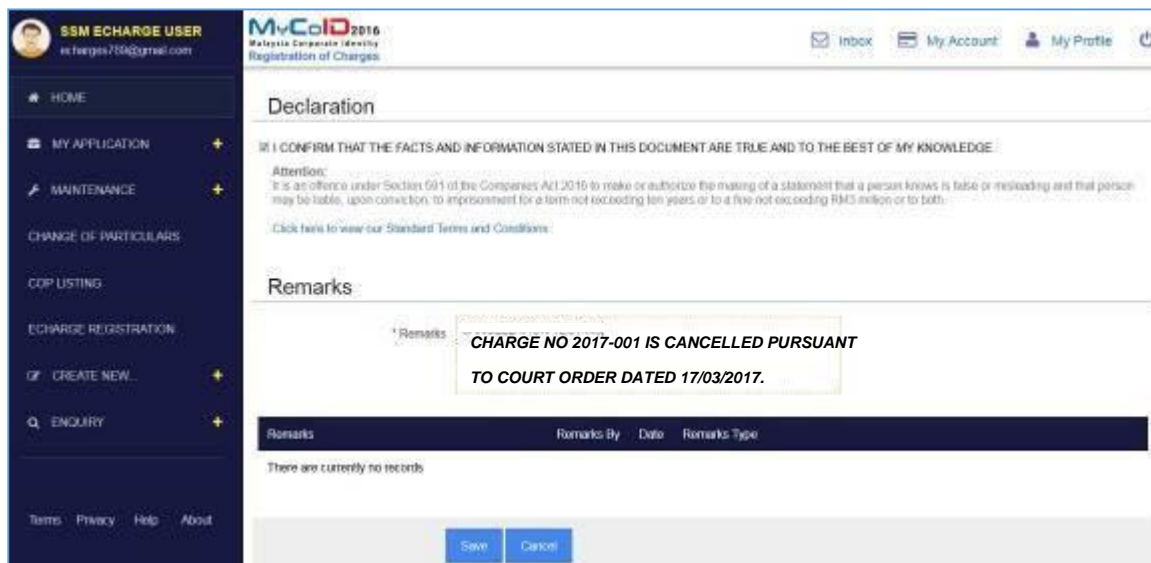
### 4. Under Other Documents

- Click Add button.
- Fill in Tittle.
- Choose file to be attached and Upload.
- Click **Save** button.



5. Under **Declaration**.

- a. Tick on Declaration, fill in Remarks and click **Save** button.



## 6. Payment process

**SGM EXCHANGE USER**  
schargen70@gmail.com

**MyCoID 2016**  
Malaysia Corporate Identity

Inbox My Account My Profile

**Transaction**

Transaction ID: M05042017221832946

Purpose: GDN-REGISTRATION OF CHANGES

Company Type: E-LIMITED BY SHARES

Payment Description: GDN\_COURTORDER

Currency Code: MYR

Amount: 100.00

Name: SGM EXCHANGE USER

Email: schargen70@gmail.com

Phone Number: 018-1004603

State:

City:

PostCode:

Terms Privacy Help About

**SSM**  
Suruhanjaya Syarikat Malaysia  
CORPORATE REGISTRY  
Majlis Pengarah Syarikat

Suruhanjaya Syarikat Malaysia  
No. 7, Jalan Stecen Sentral 5, W. Sentral, 50623 Kuala Lumpur, Wilayah Persekutuan, Malaysia  
enquiry@ssm.com.my  
+603-7721 8000  
http://www.ssm.com.my

Time Remaining : 04 Minutes 45 Seconds

**Payment Details**

Order ID: MY05042017221832946  
Payment ID: M05042017221832946  
Payment for: Payment for GDN\_COURTORDER  
Total: MYR 100.00

**Pay with Credit or Debit Card**

**Credit or Debit Card**

Cardholder Name:

Card Number:

Card Types: **VISA**

Expiration Date: MM / YYYY

CWV:

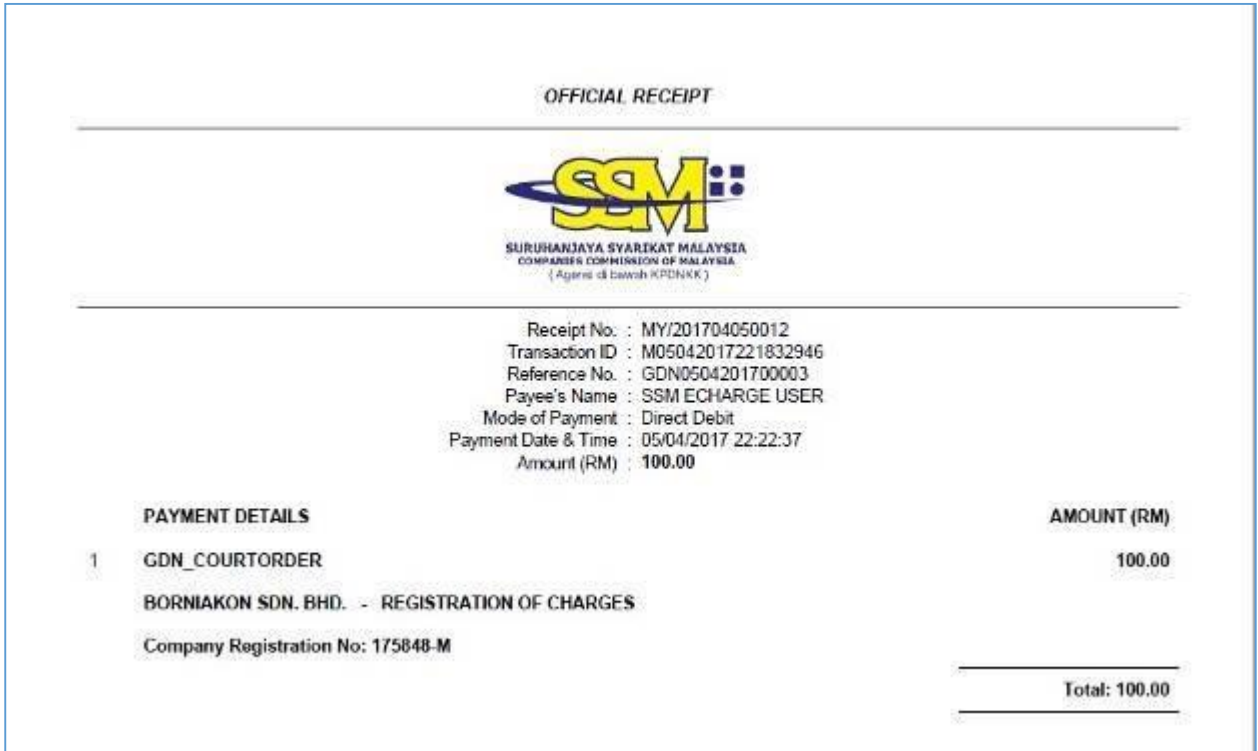
**Submit Payment**

**Other Payment Methods**

MY (MYR 100.00)

Cancel and Return to Suruhanjaya Syarikat Malaysia

7. Upon successful payment, receipt will be produced.

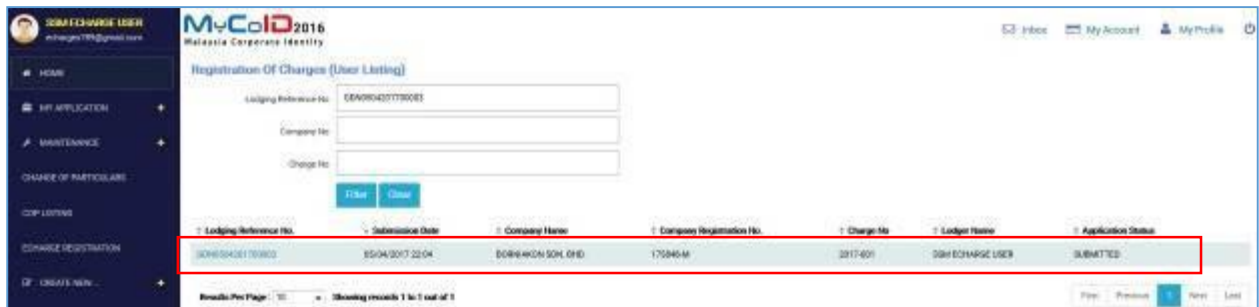


8. Transaction will be stored under MY APPLICATION → ECHARGES.

a. Status = Submitted. Pending SSM Officer Approval.

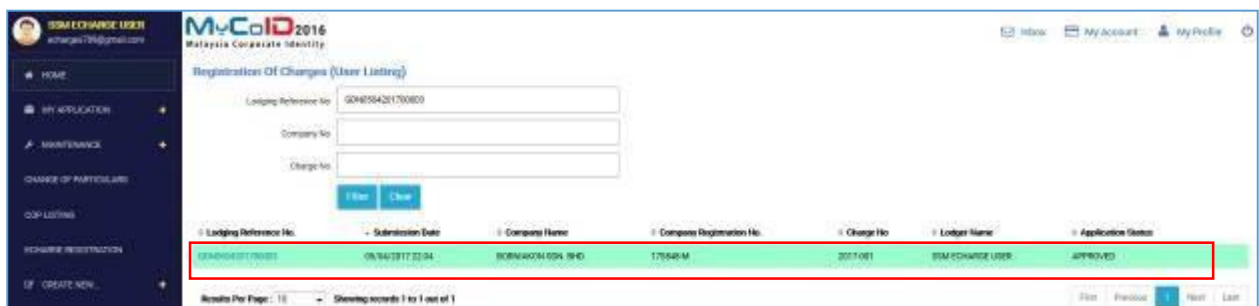
If payment has been made but the status is pending at third party eg EGHL/Bank, system will display status "Payment in Process". Application shall be not open by user until status payment has been finalized.

If payment is failed, status will display Payment Is Failed. Cosec/lawyer able to make another payment.



b. Status = Approved. SSM Officer approved.

i. Click on Lodging Reference No to preview.



## 9. Preview.

**SSM ECHARGE USER**  
echarges79@gmail.com

**MyCoID 2016**  
Multiple Companies Registry  
Registration of Charges

Home | My Account | My Profile

Registration of Charges

### Lodge Information

Court Reference Number: [input]  
 UOPI No: [input]  
 Institution: [input]  
 Address: [input]  
 Name: [input]  
 Telephone: [input]  
 Email: [input]

### Application Details

Application Type: [input]  
 Name: [input]  
 Company Number: [input]  
 Company Name: [input]  
 Charge No: [input]  
 File Reference No: [input]

The Charge was created on: [input]

**SSM ECHARGE USER**  
echarges79@gmail.com

**MyCoID 2016**  
Multiple Companies Registry  
Registration of Charges

Home | My Account | My Profile

### Court Order Attachments

File	Title of Document	EDT	Court Order Date
Process4_Charge.pdf	COURT ORDER FOR CANCELLATION	30	15/Mar/2017

### Other Documents

File	Title
Process4_Charge.pdf	OTHER SUPPORTING DOCUMENT

### Declaration

I DECLARE THAT THE FACTS AND INFORMATION GIVEN IN THE DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.

**ATTENTION**  
This is an offence under Section 497 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3 million or to both.

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

### Remarks

\* Remarks: CANCELLATION TESTING

Remarks	Remarks By	Date	Remarks Type
approved	skam	4/5/2017 10:27:21 PM	APPROVED