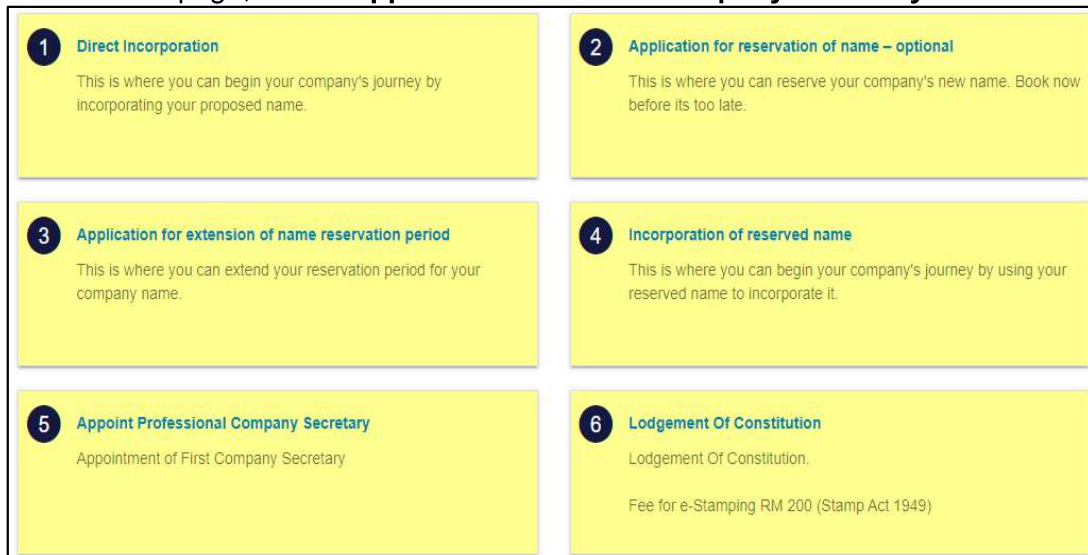


5 Appoint Professional Company Secretary

5.1 How To Do Appointment of First Company Secretary

Once company has been successfully incorporated, Director of the company must do appointment of first company secretary.

1. Login to the MyCoID 2016 with valid **Username** and **Password** then click **Sign in** button.
2. At the homepage, click **5 Appoint Professional Company Secretary**.



3. In this **Company Listing**, you will see list of companies that you have incorporated.

Company Name	Company Registration No.	Incorporation Date	Purpose of Application	Company Type	Status	
AMN1 COTTON0FF SDN. BHD.	T181049 K	27/01/2017	N - NEW INCORPORATION	S - LIMITED BY SHARES	APPROVED	Appoint 1st COSEC
AMN1 COT4 SDN. BHD.	T162708 T	24/01/2017	N - NEW INCORPORATION	S - LIMITED BY SHARES	APPROVED	Appoint 1st COSEC

4. At this moment, I will create Appointment of First COSEC for **AMN1 COTTON0FF SDN. BHD.** Click on the **Appoint 1st COSEC** button to proceed.
5. It will direct you to the **Appointment of First Company Secretary** page. Click **Add** button under **Application Details** to proceed.

APPOINTMENT OF FIRST COMPANY SECRETARY

Appointment Status: NEW APPOINTMENT

Application Details

Company Name: AMN1 COTTONOFF SDN. BHD.

Company Registration No: 1181649-K

Date of Incorporation: 27/01/2017

Appointment Date	Professional Type	Full Name	Identification Number
There are currently no records.			

- In the next screen, you must first search for COSEC. Please key in COSEC identification number in the provided field then hit **Check** button.

APPOINTMENT OF FIRST COMPANY SECRETARY >

Search By Identification Number: 700731125374

Valid IC number must only contain number. Eg.: 871027114385

- If **Identification Number** is valid, then it will show the details of the COSEC. You are required to key in **Appointment Date** by clicking **Calendar** button.



Appointment Date can not be future date than submission date

MyCoID 2016
Malaysia Corporate Identity

APPOINTMENT OF FIRST COMPANY SECRETARY >

Date of Incorporation: 05/03/2019

* Appointment Date:

Professional Type: MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS (MAICSA)

Full Name: YAP KAI WENG

Identification Number: 511117105055

Birth Date: 17/11/1951

Gender: MALE

Race: CHINESE

Nationality: MALAYSIA

License No / Prescribed Body Membership No: MAICSA987654

* Residential Address: NO 9 BILIK TERKUKUR 1,
TAMAN CHERAS INDAH,

* Country: MALAYSIA

* State: SELANGOR

* City: AMPANG

* Postcode: 68000

8. Next, hit **Save** button at the bottom to save the information.
9. After saved, it will direct you to this page. At this point, if you wish to add more cosec, please repeat step no. 7 until step No. 9.
10. If you need to delete registered COSEC, please tick on the checkbox for deleting then hit **Delete** button.

Application Details

Company Name: ZIRA TEST 1 SDN. BHD.

Company Registration No: 1327133-D

Date of Incorporation: 28/04/2020

Add **Delete**

Identification Number	Professional Type	Full Name	Appointment Date
<input type="checkbox"/> 511117105055	Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)	YAP KAI WENG	28/Sep/2021

EXTENSION OF TIME

Declaration

11. If you wish to proceed, please tick the checkbox to confirm that the facts and information stated in this document are true.

Declaration


I HEREBY CONFIRM THAT THE COMPANY SECRETARY HAS CONSENTED IN WRITING TO BE APPOINTED AS A SECRETARY.

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 591 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](#)



[Inbox](#)
[My Account](#)
[My Profile](#)

APPOINTMENT OF FIRST COMPANY SECRETARY

Appointment Status: NEW APPOINTMENT

Application Details

Company Name: ZIRA TEST 1 SDN. BHD.

Company Registration No: 1327133-D

Date of Incorporation: 28/04/2020

Add
Delete

Identification Number	Professional Type	Full Name	Appointment Date
<input type="checkbox"/> 51117105055	Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)	Appoint this as lodger	YAP KAI WENG 28/Sep/2021

EXTENSION OF TIME

Declaration

I HEREBY CONFIRM THAT THE COMPANY SECRETARY HAS CONSENTED IN WRITING TO BE APPOINTED AS A SECRETARY.

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 591 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](#)

Lodger Information

Lodger Type: PROFESSIONAL USER

Name: YAP KAI WENG

Identification Number: 51117105055

Address: NO 9 BILIK TERKUKUR 1, TAMAN CHERAS INDAH, AMPANG 68000 SELANGOR MALAYSIA

Contact No: 01033410542

Email: cosecmsb@gmail.com

Professional Body: MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS (MAICSA)

Membership No: MAICSA987654

Preview & Submit
Cancel

12. Then hit **Preview & Submit** button at the bottom to view application and submit.

APPOINTMENT OF FIRST COMPANY SECRETARY (Preview)

Name	YAP KAI WENG
Appointment Date	05/10/2021
Cosec Type	Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)
Identification Number	51117105055
License No / Prescribed Body Membership No	MAICSA987654
Residential Address	NO 9 BILIK TERKUKUR 1, TAMAN CHERAS INDAH,
Postcode	68000
City	AMPANG
State	SELANGOR

Submit
Back
Download PDF

13. Once you clicked **Submit**, you will see screen as below.



Thank you! Your info is successfully saved

We have received your request.

5.2 How to Know when My Appointed Company Secretary has been Approved?

1. You will received an email notification when your application has been approved.
2. Please check registered email mailbox.

5.3 How My Appointed Company Secretary Knows when Appointed as Lodger?

1. Appointed Company Secretary will receive an email notification when they have been appointed by a company.
2. Before Company Secretary can be appointed, they must register with MyCoID2016.