

Division 8

*Registered Office and Registers*

**Registered office and office hours**

**46.** (1) A company shall at all times have a registered office in Malaysia to which all communications and notices may be addressed.

(2) The registered office shall be open and accessible to the public during ordinary business hours.

(3) The Registrar shall be notified of any change in the address of the registered office within fourteen days of such change.

(4) The company and every officer who contravene this section commit an offence and shall, on conviction, be liable to a fine not exceeding fifty thousand ringgit.

**Documents to be kept at registered office**

**47.** (1) A company shall keep at its registered office—

- (a) notice of registration issued under section 15;
- (b) the constitution of the company, if any;
- (c) certificates given under this Act or corresponding previous written law, if any;
- (d) all registers, books, records and documents as required under this Act;
- (e) minutes of all meetings of members and resolutions of members;
- (f) minutes of all meetings and resolutions of the Board and committees of the Board;

- (g) copies of all written communications to all members or all holders of the same class of shares;
- (h) copies of all financial statements and group financial statement;
- (i) the accounting records of the company required under section 245;
- (j) copies of all instruments creating or evidencing charges as required under section 357; and
- (k) such other documents required to be kept by the Registrar.

(2) Any document referred to in subsection (1), other than documents referred to in paragraph (1)(e), may be kept at a place other than at the registered office of a company provided notice to that effect has been given to the Registrar.

(3) The company shall notify the Registrar of any changes to the address of the place referred to in subsections (1) and (2) within fourteen days from the date of such change.

(4) The company and every officer who contravene this section commit an offence and shall, on conviction, be liable to a fine not exceeding ten thousand ringgit and, in the case of a continuing offence, to a further fine not exceeding five hundred ringgit for each day during which the offence continues after conviction.

### **Inspection of documents and records kept by company**

**48.** (1) Any document and record that is to be made available for inspection under this Act, shall be made available for inspection by any person who is entitled to inspect such document and record at the registered office of a company or any other place allowed by this Act.

(2) A company shall provide proper facilities to enable the documents and records to be inspected.