4 Incorporation

There are two ways you can incorporate company as below:

A. Direct Incorporation

- Dedicated for type of Company Limited By Shares
  - ❖ Berhad
  - ❖ SDN. BHD
- Purpose:
  - ❖ New Incorporation
- Limitation of proposed company name
  - ❖ Not content any control word, offensive and gazette word

B. Incorporation from Reserved Name

- Dedicated for type of Company Limited By Shares
  - ❖ Berhad
  - ❖ SDN. BHD
- Prerequisite: Reserved name application is approved

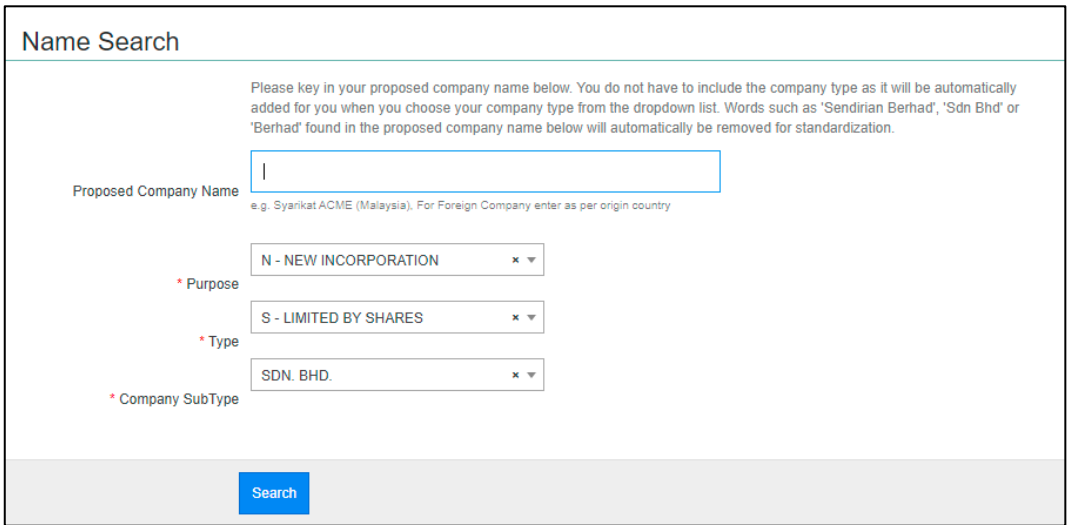
4.1 How to Incorporate My Company via Direct Incorporation



1. On the Home page, click on **Direct Incorporation**.

4.1.1 Performing Name Search for Direct Incorporation

1. On the **Name Search** page, key in the **Proposed Company Name**. For the guidelinesof proposed company name, you may refer ***2 Name Search section***.



2. From the **Purpose** drop down list, by default it set to **N – NEW INCORPORATION**.

3. From the **Type** drop down list, by default it set to **S – LIMITED BY SHARES**.

4. From the **Company Sub Type**, select the company sub type

5. Click Search button.
6. If this name is available and you wish to proceed, click **Submit** button.To continue searching, click **New Search** button.

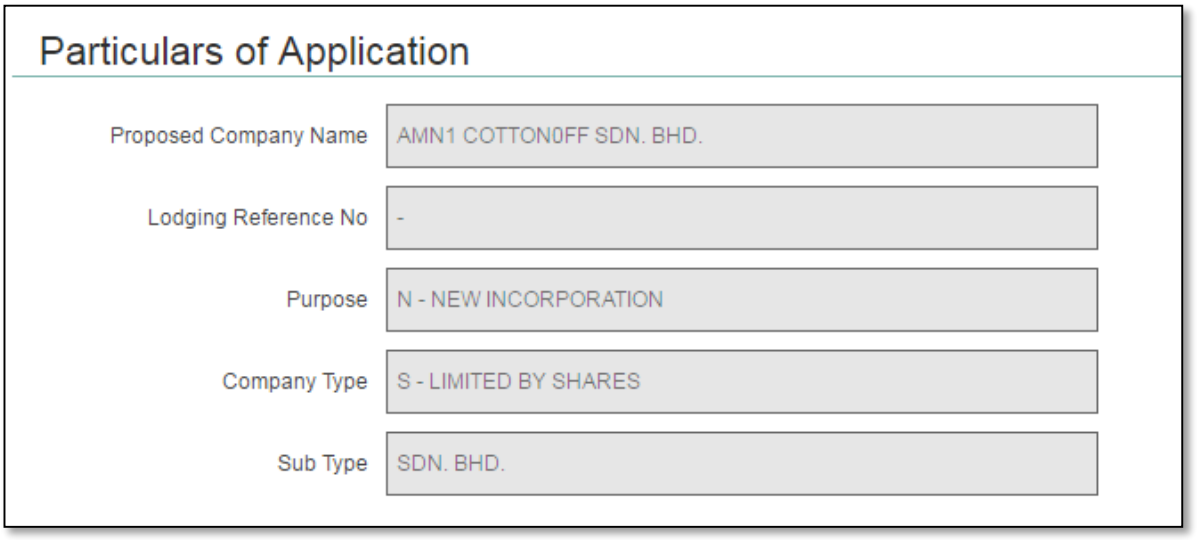
4.1.2 How to Fill up Super Form

1. Once Submit button is clicked, you are redirected to the Super Form. There are 5 sections in Super Form which are:

    a. Particulars of Application
    b. Clarification
    c. Application Details | Directors | Members/Shareholders | Information to Agency
    d. Declaration Section
    e. Lodger Information

Section A : Particulars of Application

1. This information will be auto populated from Name Search application. You do not need to do anything here.



Section B : Clarification

1. Clarification on the **Proposed Company Name**. Fill only in if it is applicable. Leave blank otherwise.

If you type any input in the text box no. 3), 4), 5) and 6) then the attachment is mandatory to upload. Click Choose File button to select file and click Upload button to upload.

Clarification

Leave blank if not applicable

1) Single letters included in the name stand for?

E.g: ABC stand for Air Batu Campur
Max allowed characters is 255

2) If the proposed name is not in Bahasa Malaysia or English, please clarify.

E.g: 'Oishii' stands for delicious in Japanese
Max allowed characters is 255

3) If the proposed name contains a proper name, state whether it is the name of a director of the company or the proposed company.

E.g: Felix is the name of promoter son (Birth certificate attach)
Max allowed characters is 255

Choose File No file chosen Upload

4) If the proposed name is similar to that of a related or associated corporation **, state whether written consent has been obtained from the said corporation (please attach consent).

Max allowed characters is 255

E.g: Consent letter / resolution from Serajaya Group Berhad is attach
Only 1 attachment, not more than 3MB

Choose File No file chosen Upload

5) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent).

Max allowed characters is 255

E.g: Consent letter from Adidas Group of Companies is attached for the use of ADIDAS word
Only 1 attachment, not more than 3MB

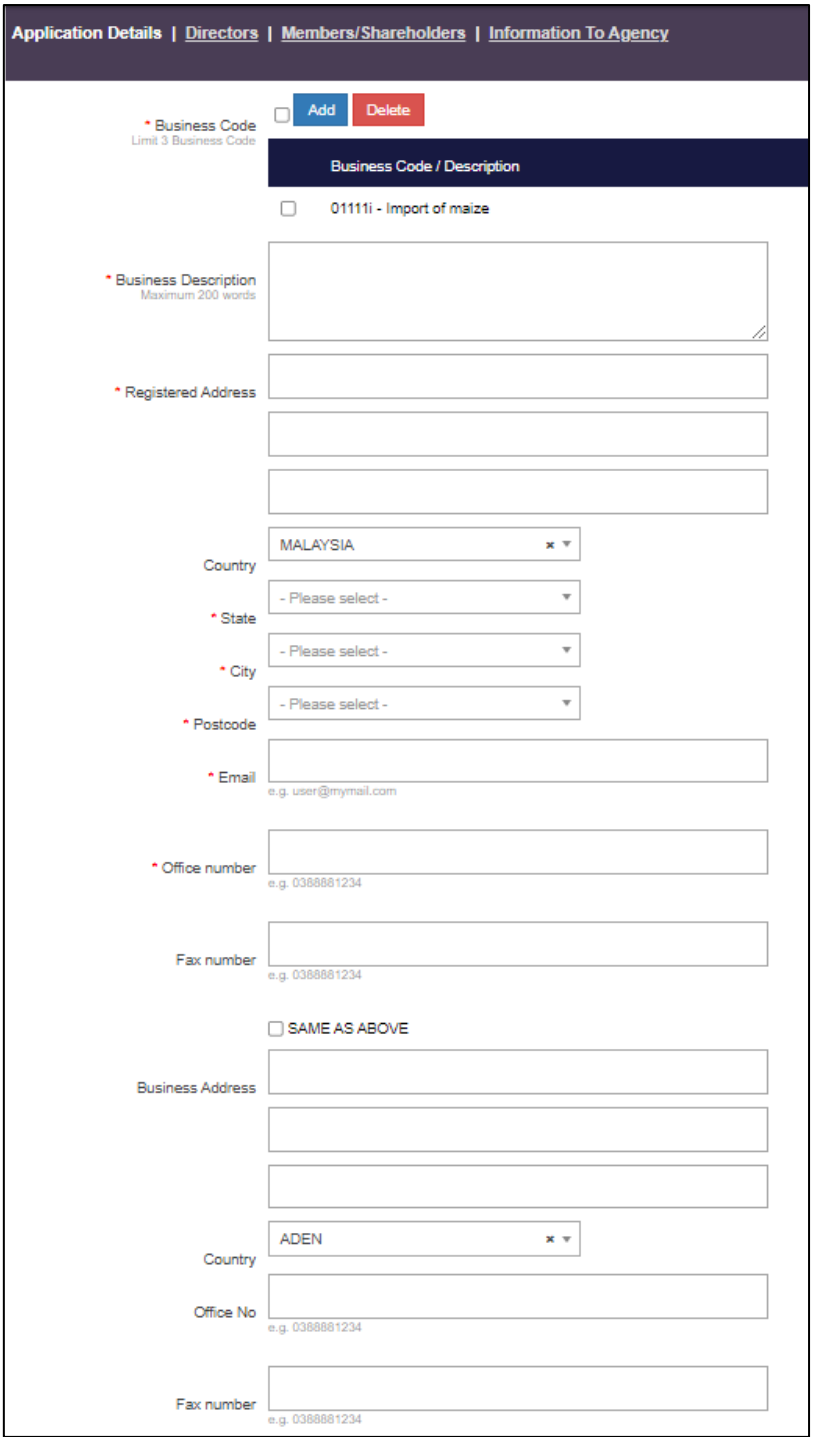
Choose File No file chosen Upload

6) Other comments

Max allowed characters is 255

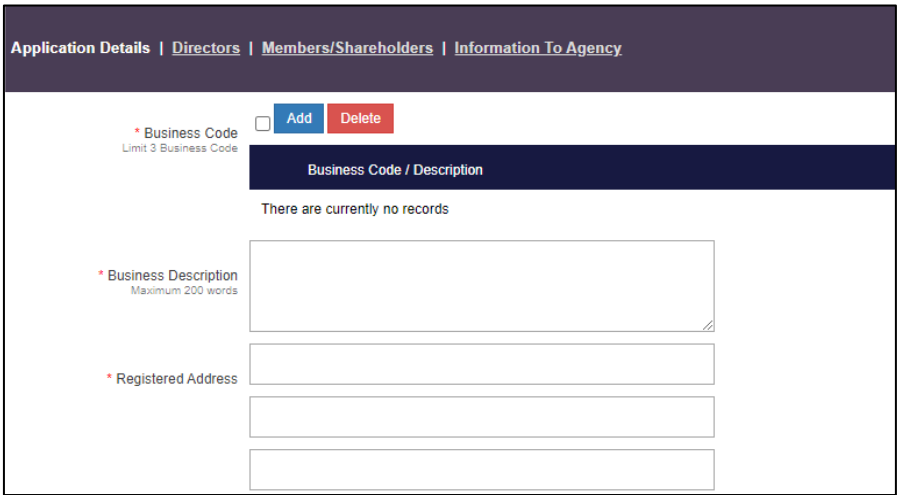
E.g: Authority letter, Letter of Explanation, etc, and comments
Only 1 attachment, not more than 3MB

Choose File No file chosen Upload

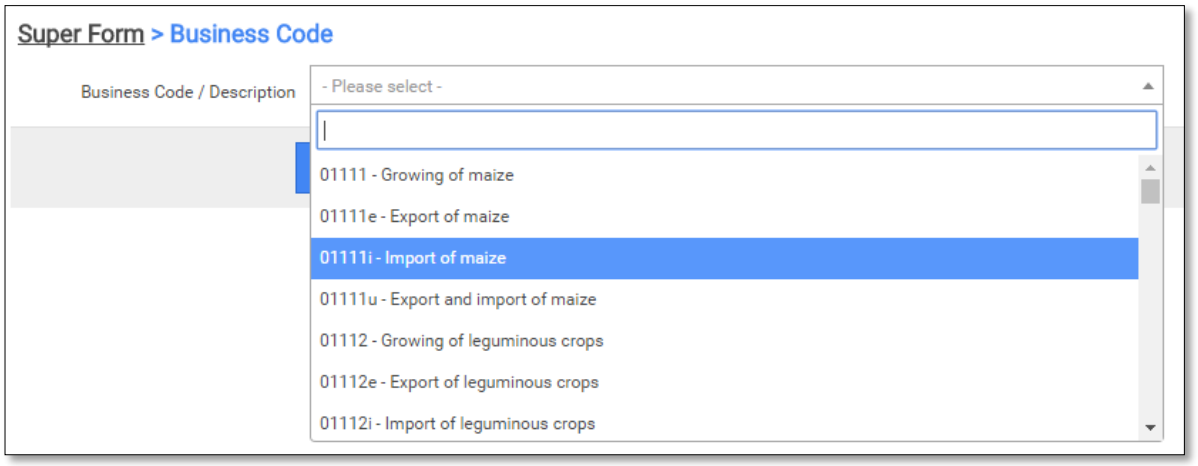

Application Details | Directors | Members/Shareholders | Information To Agency
* Business Code
Limit 3 Business Code
Add
Delete
Business Code / Description
01111i - Import of maize
* Business Description
Maximum 200 words
* Registered Address
Country
MALAYSIA
* State
- Please select -
* City
- Please select -
* Postcode
- Please select -
* Email
e.g. user@mymail.com
* Office number
e.g. 0388881234
Fax number
e.g. 0388881234
SAME AS ABOVE
Business Address
Country
ADEN
Office No
e.g. 0388881234
Fax number
e.g. 0388881234

Section C : Application Details

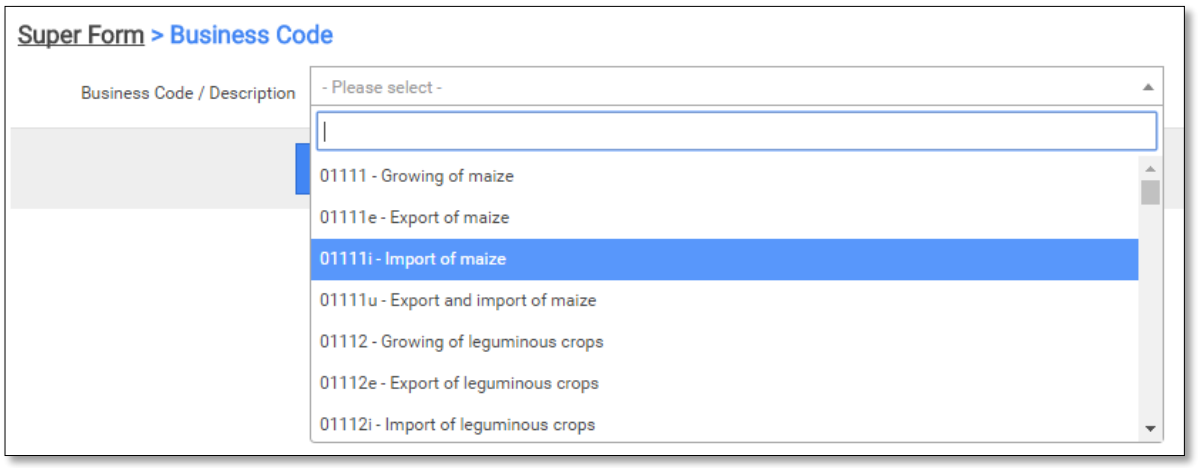
1. You shall add the **Business Code** that is related to your nature of business by clicking **Add** button.



2. You are then redirected to **Business Code** page where you are required to select **Business Code / Description** that is related to your business. You may select from the drop down or you can type in the provided text field and system will show related selection for you to choose. Once done, click on the **Save** button.



3. You are then redirected to **Business Code** page where you are required to select **Business Code / Description** that is related to your business. You may select from the drop down or you can type in the provided text field and system will show related selection for you to choose. Once done, click on the **Save** button.



4. Once saved, you are redirected back to the **Super Form**. The selected entry is displayed under the **Business Code / Description** table.



5. You may add more than 1 entries that is related to your nature of business but not more than 3 entries.

6. You are required to enter **Business Description** to elaborate **Business Code / Description** on the nature of business that you just added.

7. In the **Registered Address** field, enter the address of the company.

8. From the **Country** drop down list, select the country for the address.

9. From the **State** drop down list, select the state for the address.

10. From the **City** drop down list, select the city for the address.

11. From the **Postcode** drop down list, select the postcode for the address.

12. In the **Email** field, enter the email of the company.

13. In the **Office Number** field, enter the office number of the company.

14. In the **Fax Number** field, enter the fax number of the company.

15. If the registered address is identical to the business address, click on the **SAME AS ABOVE** checkbox. The information that is entered on the top section will be copied over to the bottom section.

16. If the registered address and business address information is not the same, you may enter the particulars separately.

17. In the **Business Address** field, enter the address of the company.

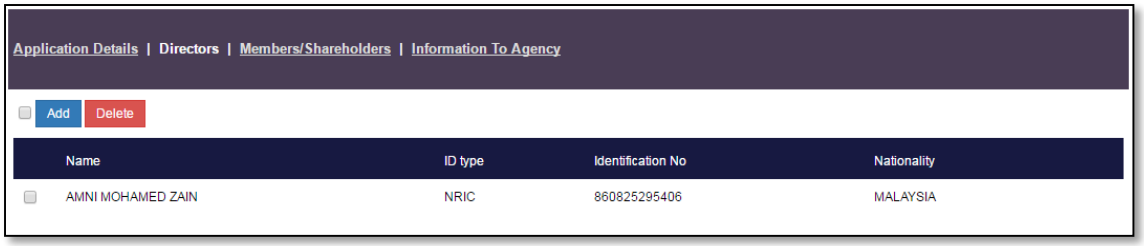
18. From the **Country** drop down list, select the country for the address.

19. In the **Office No** field, enter the office number of the company.

20. In the **Fax Number** field, enter the fax number of the company.

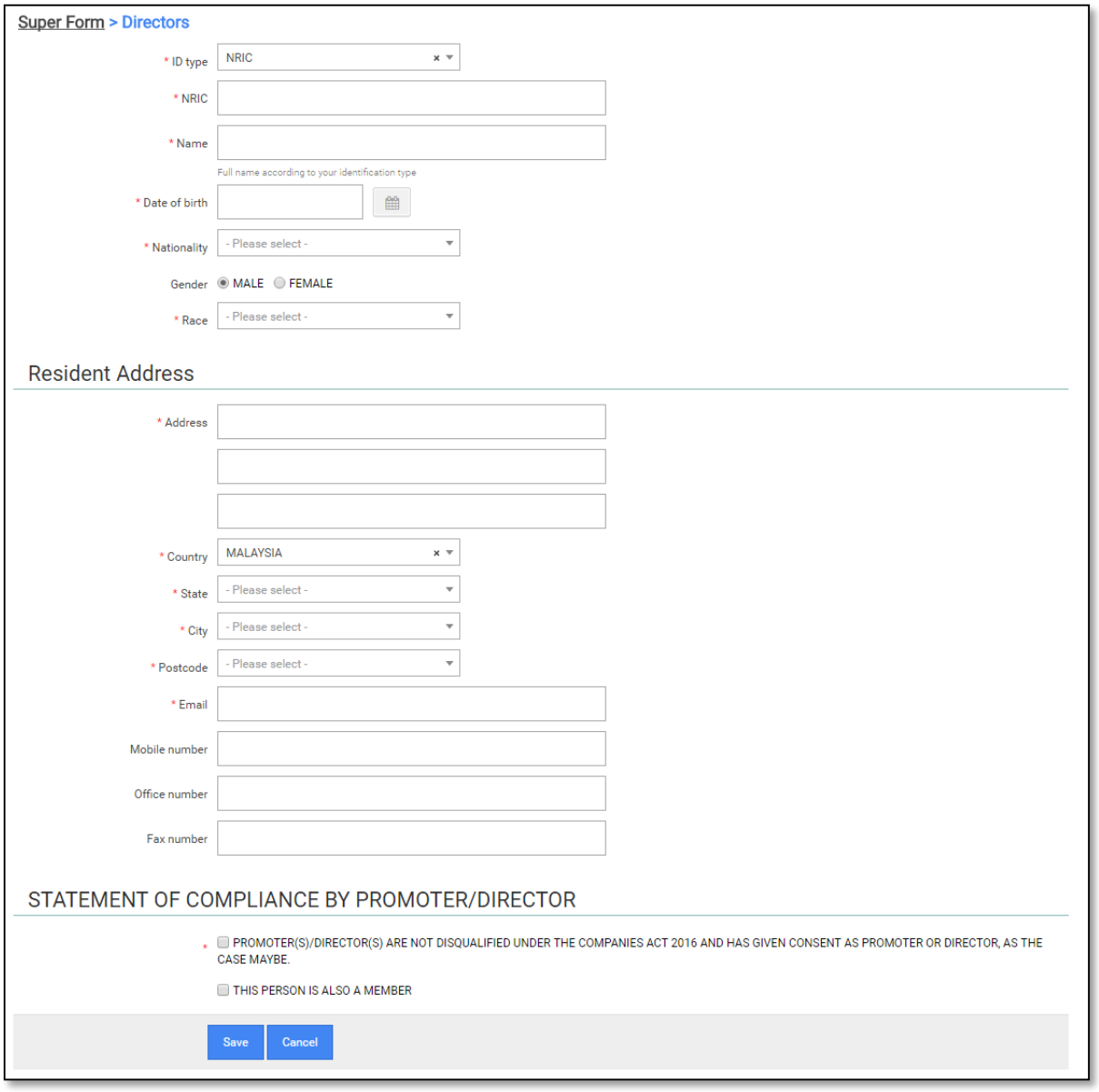
Section C : Directors

1. On the **Directors** tab, if you are registered as Individual during user registration, you are automatically listed as director of the company



2. If you want to add more directors, click the **Add** button.

3. After clicked **Add** button, you are redirected to this page as below:



4. Guidelines to fill up Director's information as follows:

5. From the **ID type** drop down list, select the identification type.

6. Based on the **ID type**, In the ID field (NRIC/Passport/etc.), enter the identification number of the director.

7. In the **Name** field, enter the name of the director.

8. If the selected Identification Type is **NIRC**, the **Date of birth** is automatically populated once you enter a valid NIRC. Otherwise in the **Date of Birth** field, select the **Date of Birth** of the director by clicking **Calendar** icon.

9. From the **Nationality** drop down list, select the nationality of the director.

10. If the selected Identification Type is **NIRC**, the **Gender** is automatically populated once you enter a valid **NIRC**. Otherwise in the **Gender** field, select the gender of the director from the date picker.

11. From the **Race** drop down list, select the race of the director.

12. In the **Address** field, enter the address of the director.

13. From the **Country** drop down list, select the country for the director's address. By default, it set to MALAYSIA.

14. From the **State** drop down list, select the state for the director's address.

15. From the **City** drop down list, select the city for the director's address.

16. From the **Postcode** drop down list, select the postcode for the director's address.

17. In the **Email** field, enter the email of the director.

18. In the **Mobile number** field, enter the mobile number of the director.

19. In the **Office number** field, enter the office number of the director.

20. In the **Fax number** field, enter the fax number of the director.

21. Tick the checkbox "**PROMOTER(S)/DIRECTOR(S) ARE NOT DISQUALIFIED UNDER THE COMPANIES ACT 2016 AND HAS GIVEN CONSENT AS PROMOTER OR DIRECTOR, AS THE CASE MAYBE.**" under Statement of Compliance by Promoter/Director section.

22. Tick the checkbox "**THIS PERSON IS ALSO A MEMBER**" if added director is also a member to the company.



23. Click the **Save** button to proceed.

24. If you wish to add more Directors, please repeat step no. 2-23.

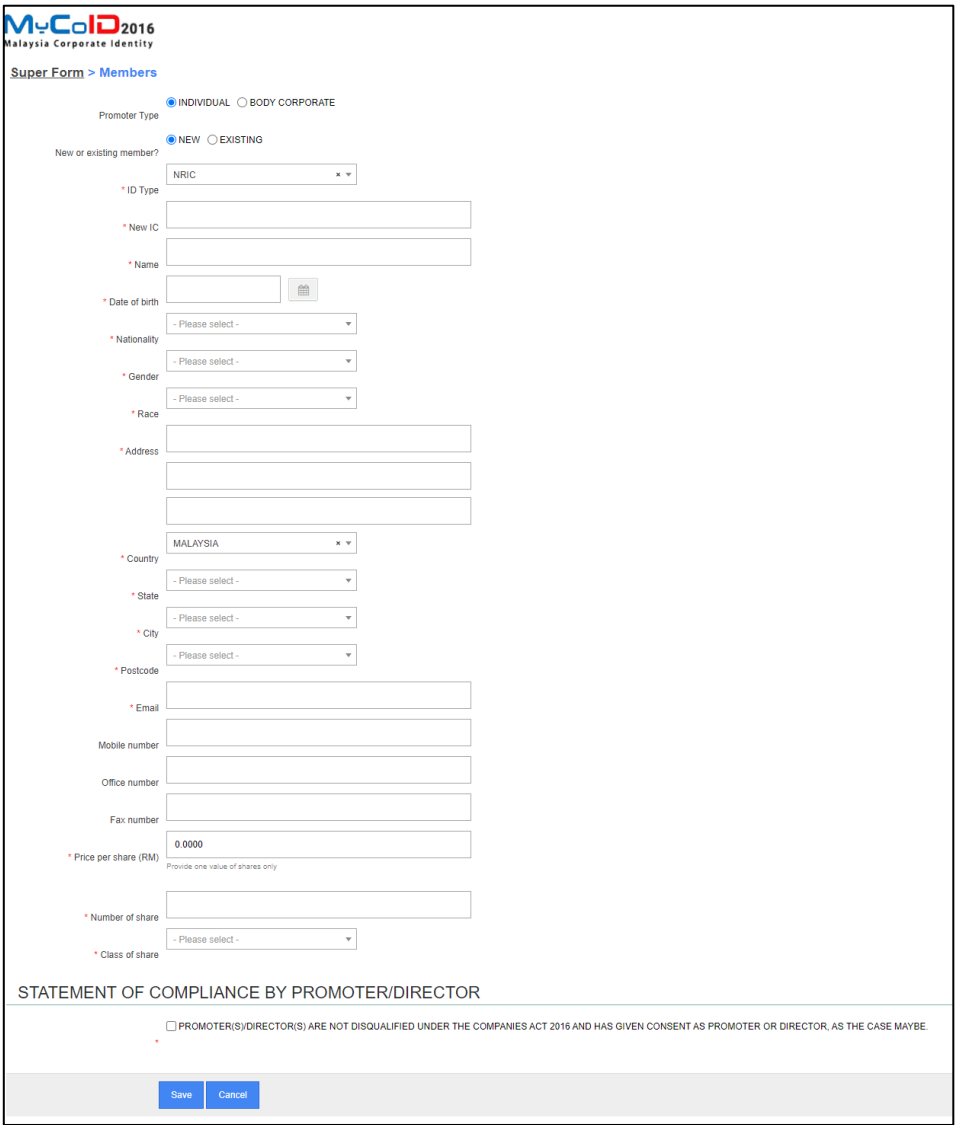
Section C : Members/Shareholders

1. On the **Members/Shareholders** tab, if you are also a Director, you are automatically listed here.

2. If you want to add more members/shareholders, click the **Add** button.

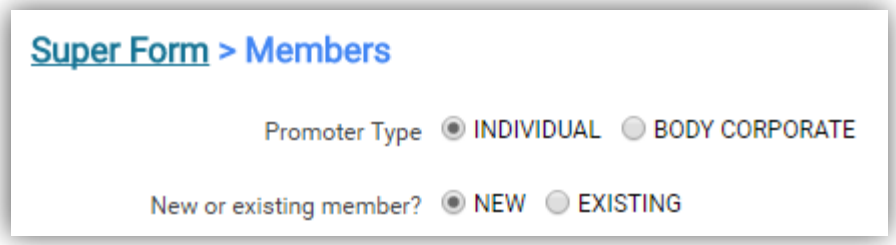
3. After clicked **Add** button, you are redirected to Members' page.

4. For members or shareholders, you may add from existing registered individual in MyCoID or new individual. You may also add members or shareholders from Body Corporate. Guidelines as follows:



A. Adding in Member's Information as New Individual

1. Select **Individual** as **Promoter Type**.



2. Select **New** from **New or existing member?**

3. From the **ID Type** drop down list, select the identification type of the member.

4. Based on the **ID Type**, In the **Identification No** field (NRIC/Passport/etc.), enter the identification number of the member.

5. In the **Name** field, enter the name of the member.

6. If the selected Identification Type is **NRIC**, the **Date of birth** is automatically populated once you enter a valid **NRIC**. Otherwise in the **Date of Birth** field, select the **Date of Birth** of the member from the **Calendar** icon.

7. From the **Nationality** drop down list, select the nationality of the director.

8. If the selected Identification Type is **NRIC**, the **Gender** is automatically populated once you enter a valid **NIRC**. Otherwise in the **Gender** field, select the gender of the member from the date picker.

9. From the **Race** drop down list, select the race of the member.

10. In the **Address** field, enter the address of the member.

11. From the **Country** drop down list, select the country for the member's address.

12. From the **State** drop down list, select the state for the member's address.

13. From the **City** drop down list, select the city for the member's address.

14. From the **Postcode** drop down list, select the postcode for the member's address.

15. In the **Email** field, enter the email of the member.

16. In the **Mobile Number** field, enter the mobile number of the member.

17. In the **Office Number** field, enter the office number of the member.

18. In the **Fax Number** field, enter the fax number of the member.

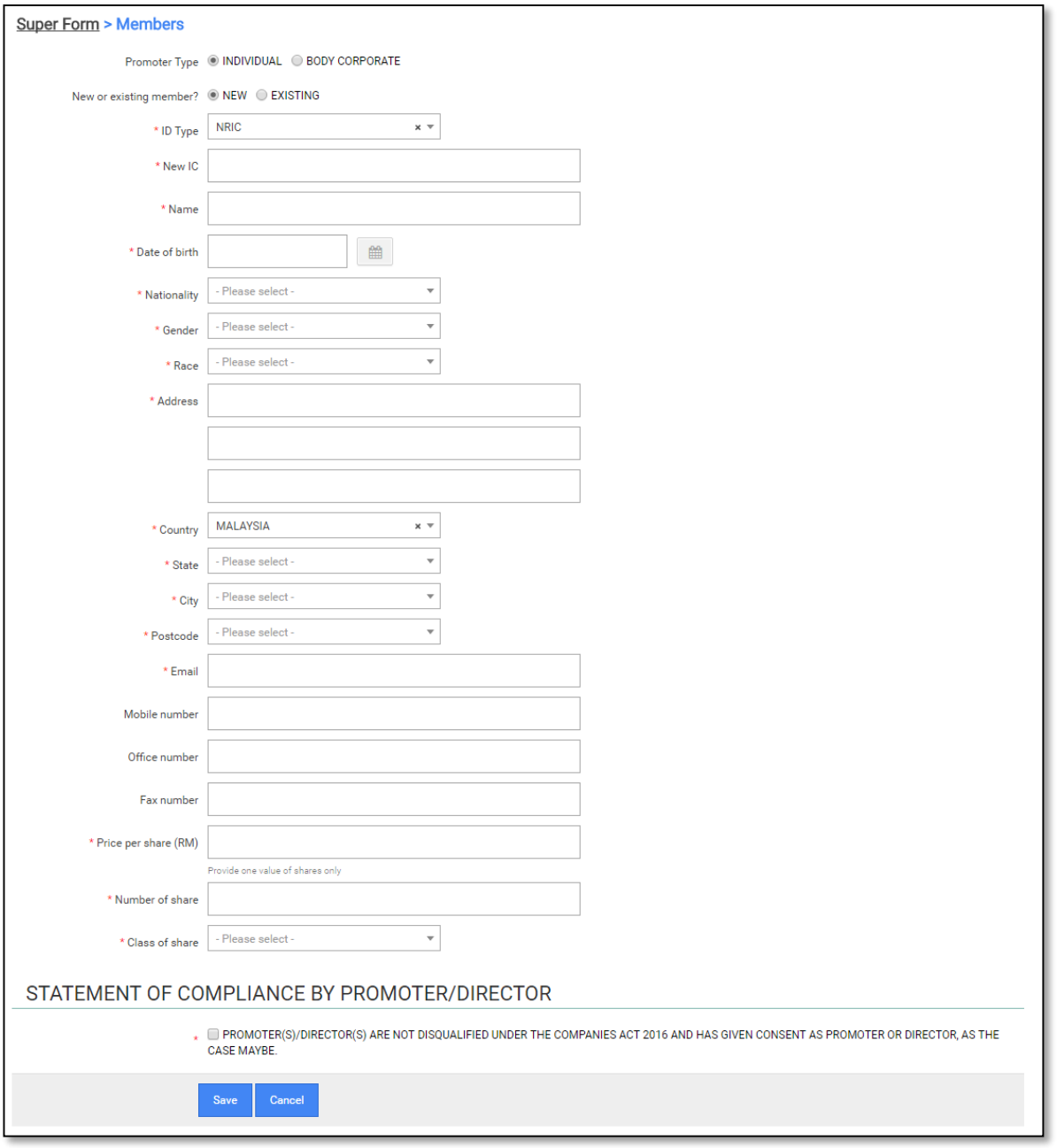
19. In the **Price per share (RM)** field, enter the price per share of the member.

20. In the **Number of share** field, enter the number of shares of the member.

21. From the **Class of Share** drop down list, select the class of share of the member.

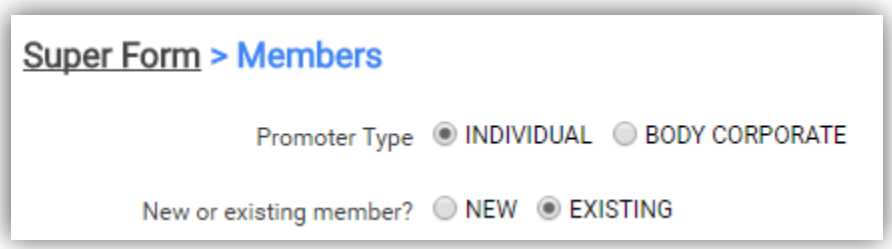
22. Tick the checkbox "**PROMOTER(S)/DIRECTOR(S) ARE NOT DISQUALIFIED UNDER THE COMPANIES ACT 2016 AND HAS GIVEN CONSENT AS PROMOTER OR DIRECTOR, AS THE CASE MAYBE.**" under Statement of Compliance by Promoter/Director section.

23. After all compulsory fields are filled, please click **Save** button.



B. Adding in Member's Information as Existing Individual

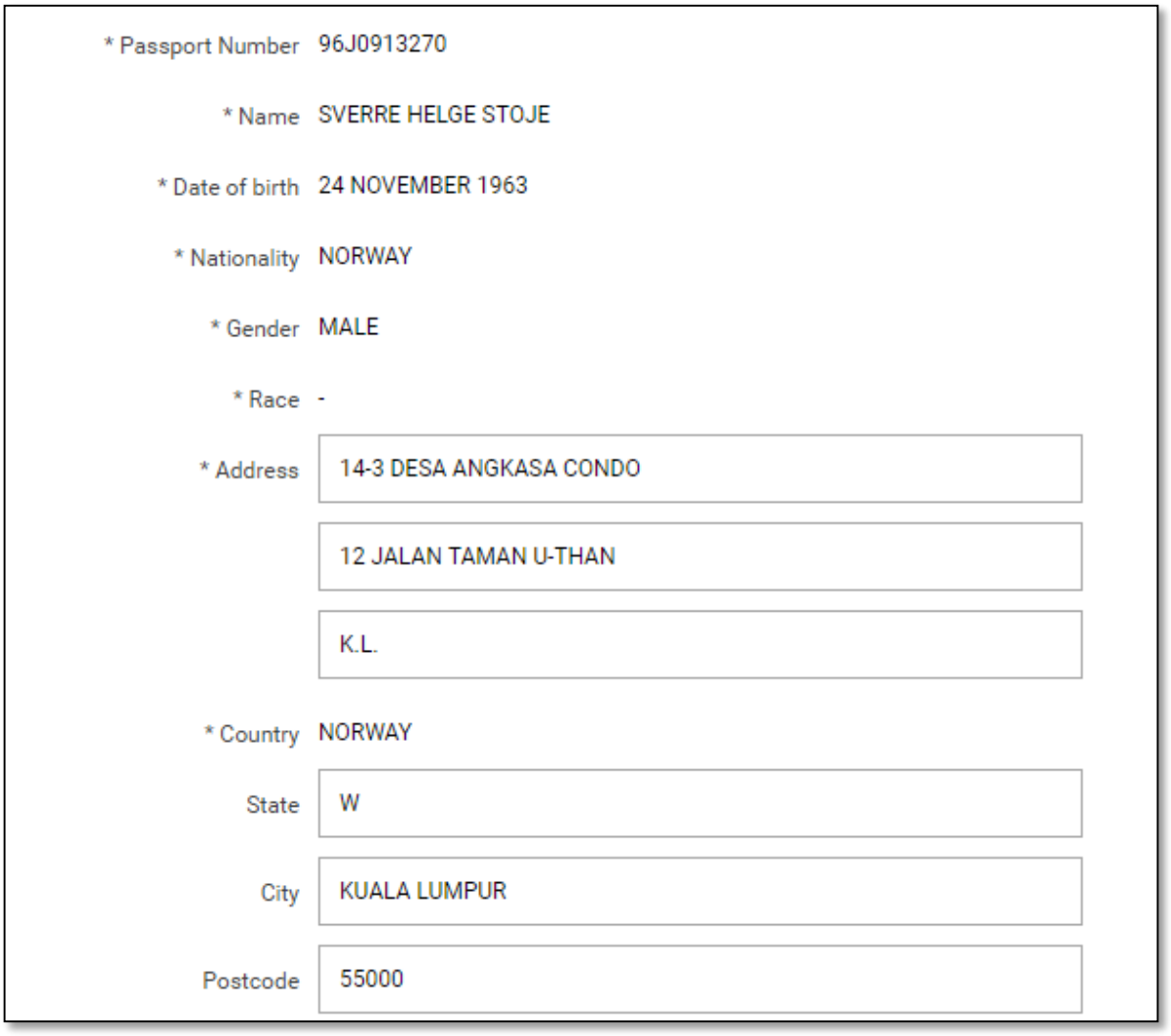
1. Select **Individual** as **Promoter Type**.



2. Select **Existing** from **New or existing member?**

3. From the **ID Type** drop down list, select the identification type of the member.

4. Based on the **ID Type**, In the **Search** field (NRIC/Passport/etc.), enter the identification number of the member.



5. Click **Search** button.

6. If the identification number is valid, other information is displayed accordingly. Example as below:

7. In the **Email** text field, enter email address of the selected Member/Shareholder.

8. In the **Mobile number** text field, enter mobile number of the selected Member/Shareholder.

9. In the **Office number** text field, enter office number of the selected Member/Shareholder.

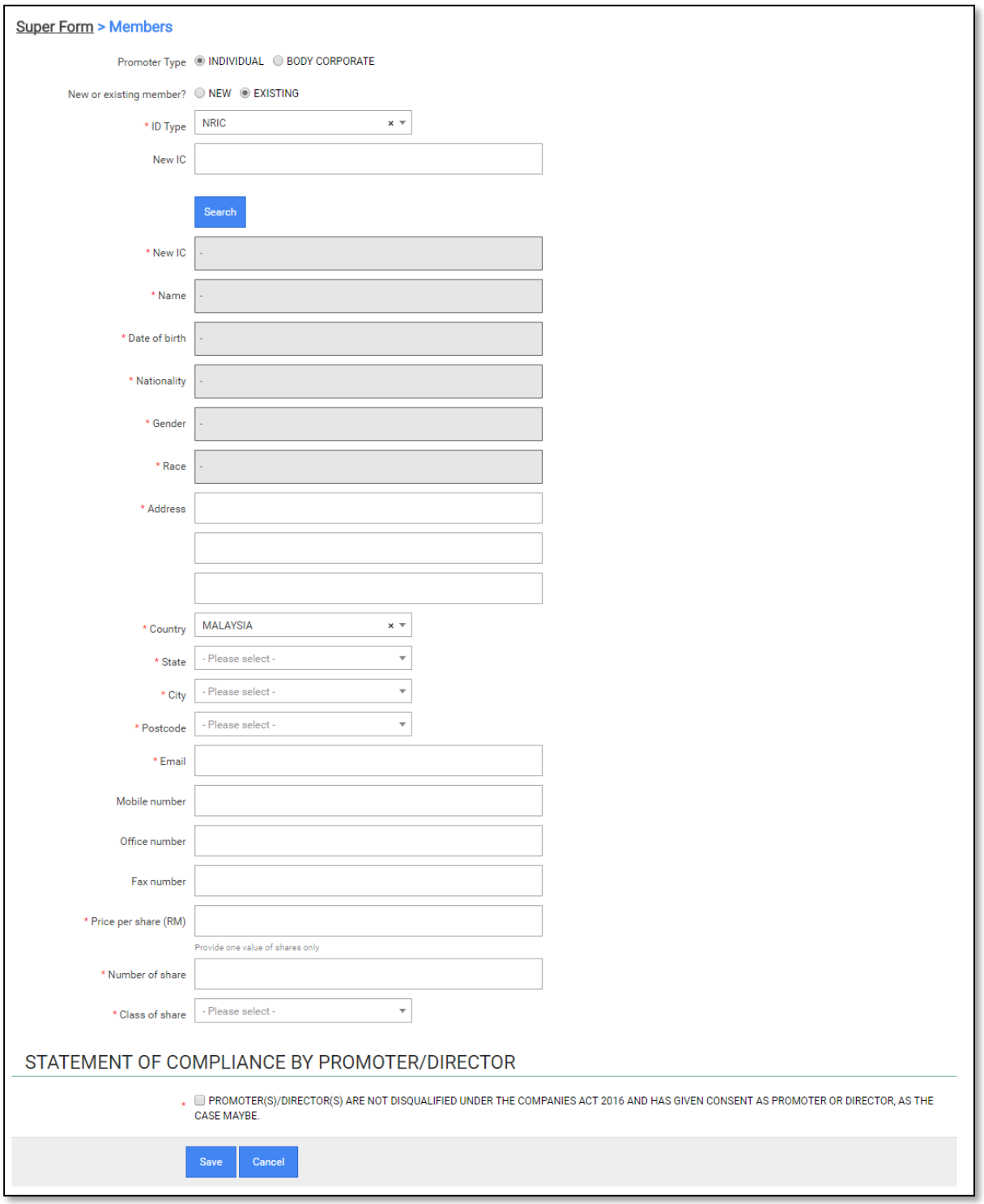
10. In the **Fax number** text field, enter fax number of the selected Member/Shareholder.

11. In the **Price of share (RM)**, enter the price of the company share.

12. In the **Number of share**, enter the number of the share taken by.

13. In the **Class of share** drop down, you can select class of share.

14. Tick the checkbox "**PROMOTER(S)/DIRECTOR(S) ARE NOT DISQUALIFIED UNDER THE COMPANIES ACT 2016 AND HAS GIVEN CONSENT AS PROMOTER OR DIRECTOR, AS THE CASE MAYBE.**" under Statement of Compliance by Promoter/Director section.

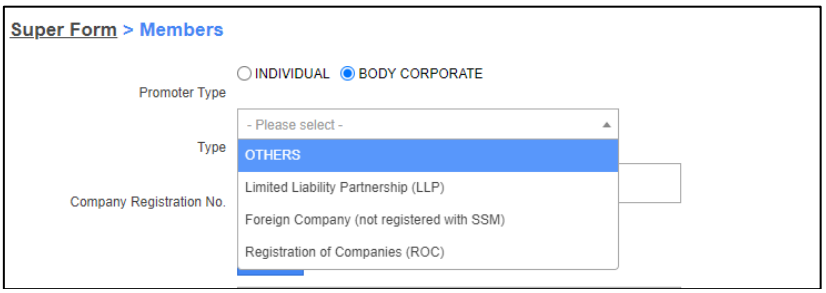


15. Click the **Save** button to proceed.

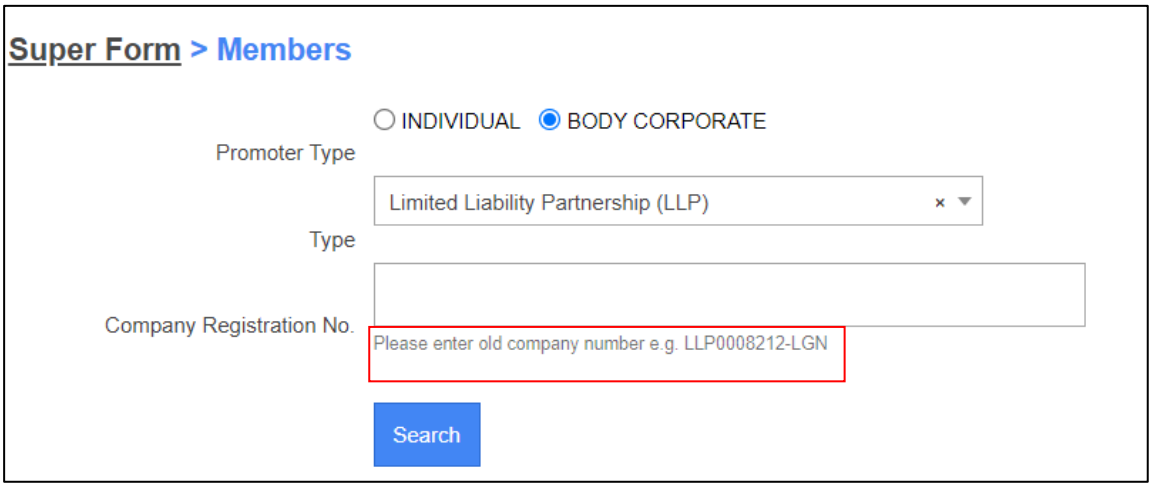
C. Adding in Member's Information as Body Corporate

1. Select **Body Corporate** as **Promoter Type**.

2. Select **type**

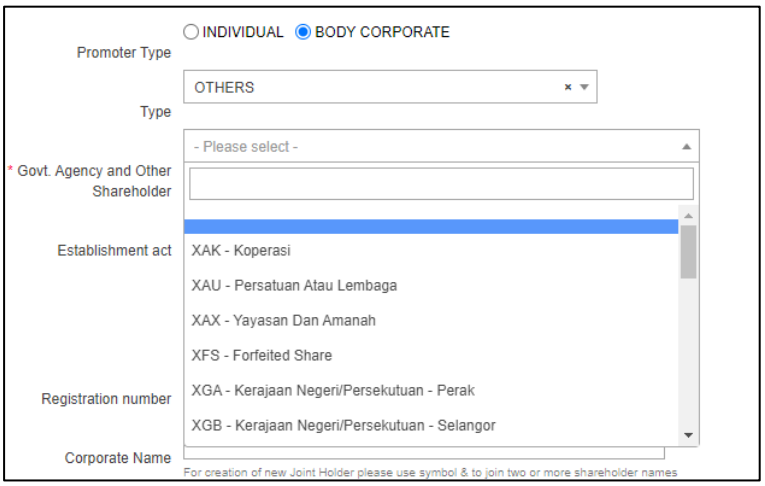


3. In the **Company Registration No.** field, enter the company registration number of the body corporate.
   a) If type **is Limited Liability Partnership (LLP)** or *Registration of Companies* **(ROC),** enter an old company registration number.



4. Click **Search** button to search if there is existing body corporate.

5. If selected **Body Corporate** is **Others**, you need to select Govt Agency and fill up **Establishment act**. Otherwise, you may skip this.



6. This information will be displayed for existing body corporate.

   a) Registration number
   b) Address
   c) Country
   d) State
   e) City
   f) Postcode

7. In the **Price of share (RM)**, enter the price of the company share.

8. In the **Number of share**, enter the number of the share taken by.

9. In the **Class of share** drop down, you can select class of share.

10. In **Name of person**, type representative name of body corporate.

11. In **NRIC/Passport**, type NRIC/Passport of the representative.

12. In **Designation**, type designation of the representative.

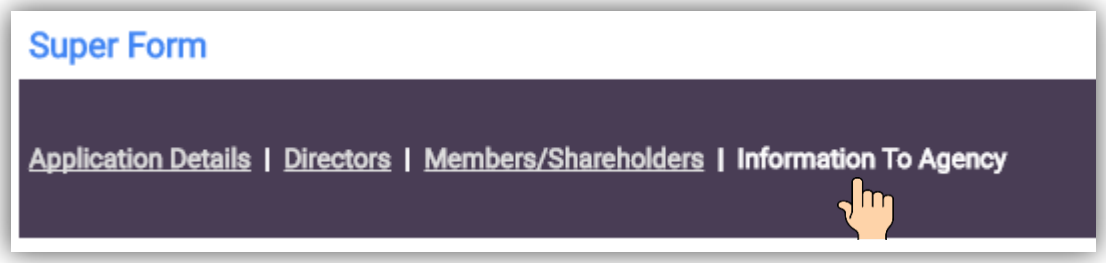
13. Upload **Consent letter/resolution by body corporate** by clicking **Choose File** button, search for the file and click **Upload** button to upload.

14. Click on the **Save** button to proceed.

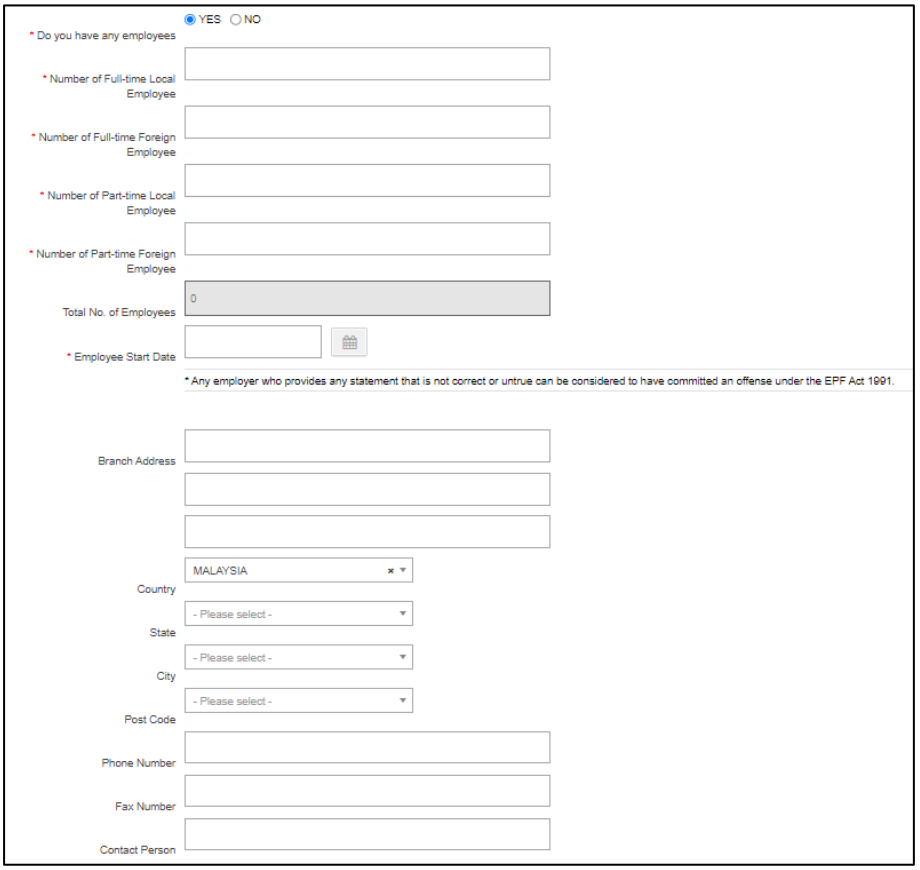
15. Repeat step no. 1-14 to add more members/shareholders as body corporate.

Section C : Information To Agency

1. Next, you need to fill information to agency. Click on the **Information to Agency** tab.



2. If you have employee, select **YES** from **Do you have any employees**. Else, select **NO**. If you select **NO**, information in no. 3-6 below are not compulsory to fill up.



3. Fill up **Number of Full-time Local Employee**

4. Fill up **Number of Full-time Foreign Employee**

5. Fill up **Number of Part-time Local Employee**

6. Fill up **Number of Part-time Foreign Employee**

7. Fill up **Employee Start Date**

8. Fill up **Branch Address** if company has branch

9. Select **Country** from country drop down list. By default it set to MALAYSIA

10. Select **State** from city drop down list. State will only list down state in the selected country

11. Select **City** from city drop down list. City will only list down city in the selected state

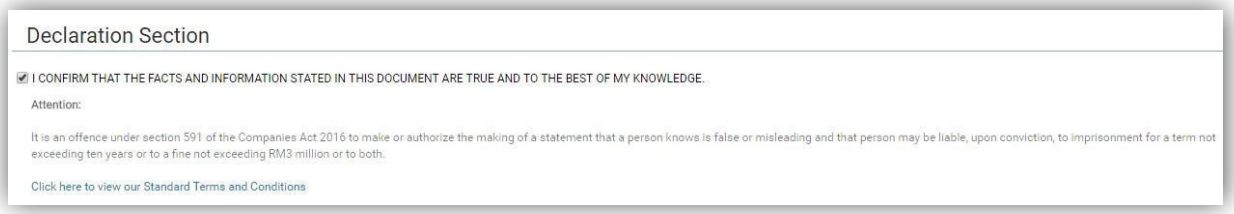
12. Select **Postcode** from postcode drop down list. Postcode will only list down postcode from selected city.

13. Fill up **Phone Number**

14. Fill up **Fax number**

15. Fill up **Contact Person**

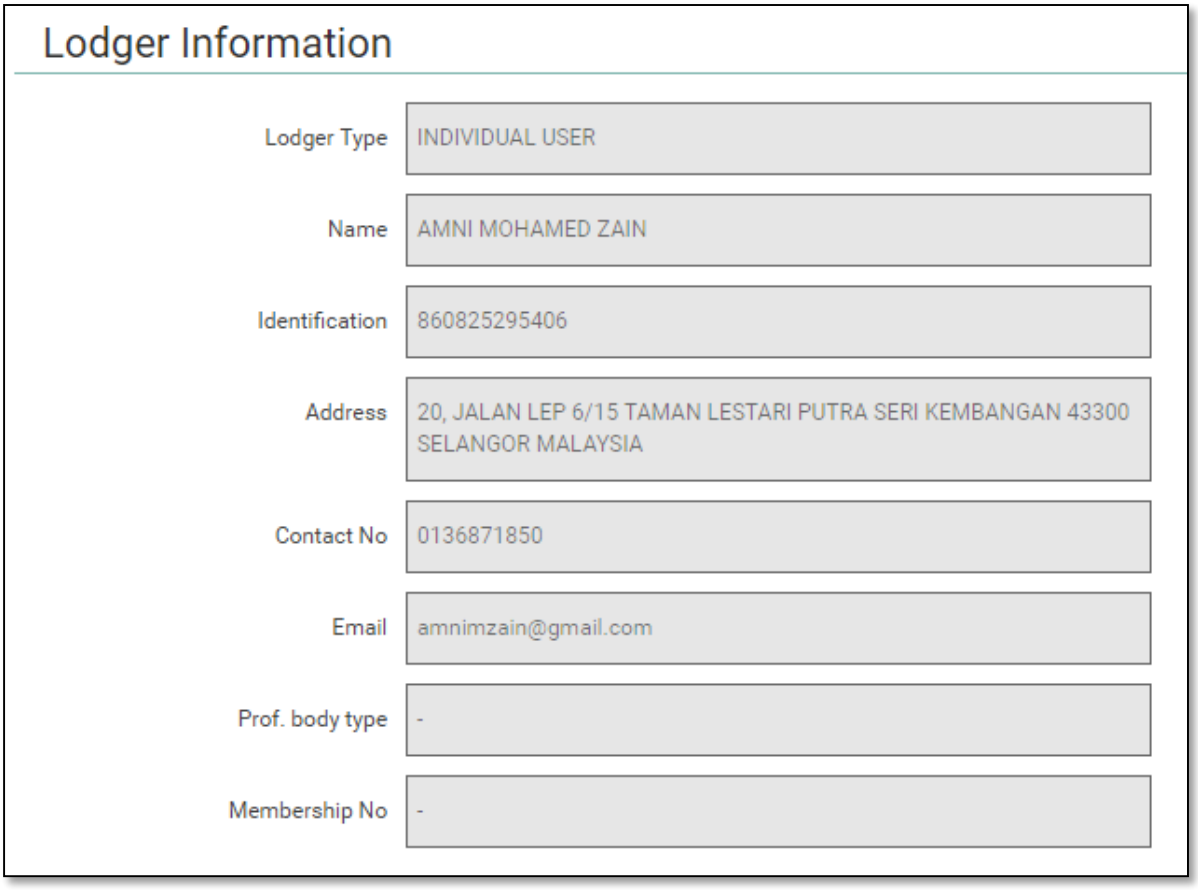
Section D : Declaration Section



1. Check Declaration Section checkbox as below to proceed

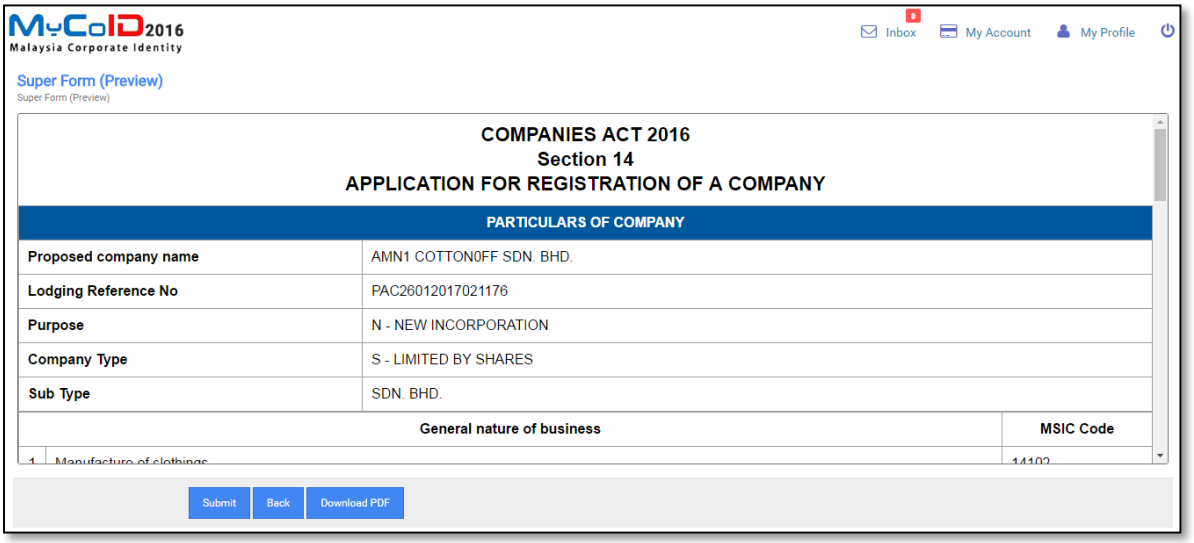
Section E : Lodger Information

1. This information will be auto populated from Name Search application. You do not need to do anything here.

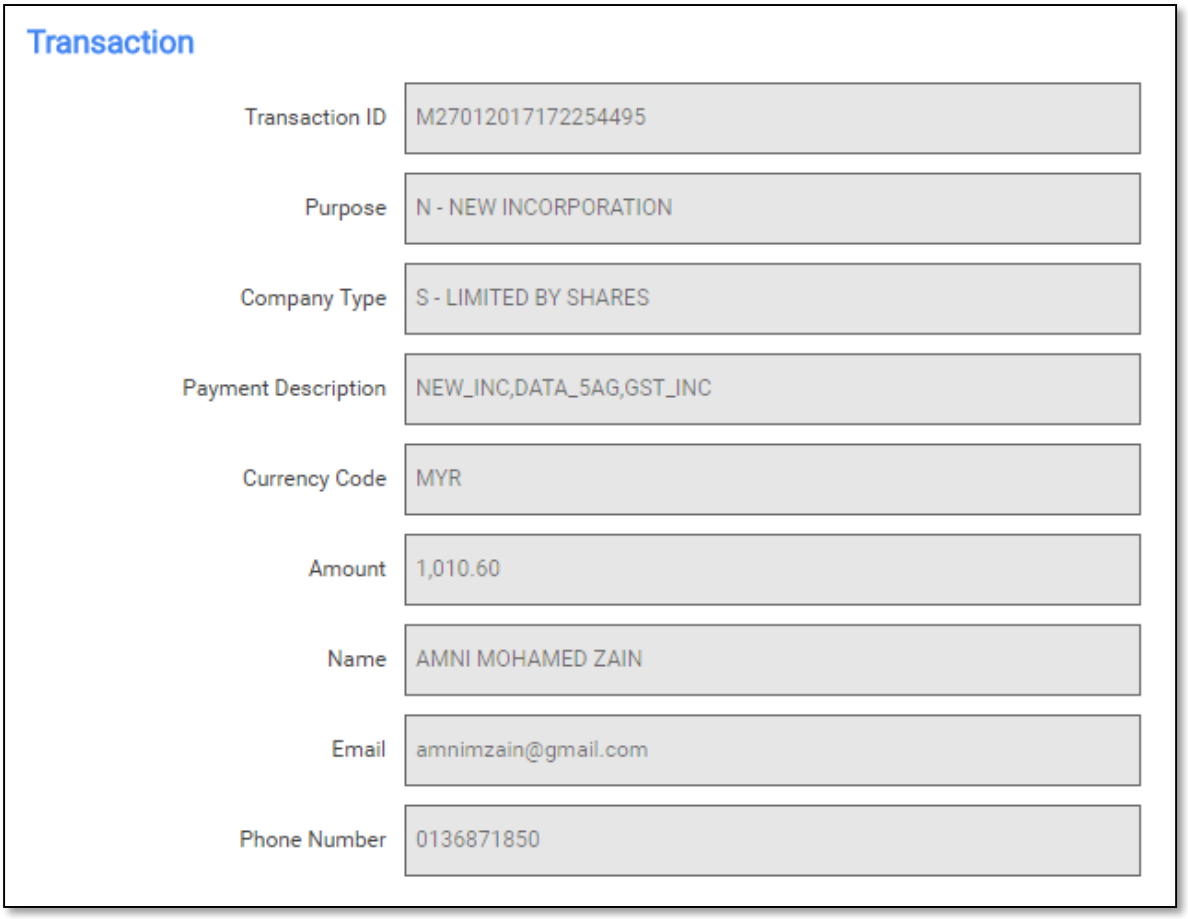


2. Click **Next** button at the bottom of the form to proceed.

3. You are then redirected to the preview page. You can view entered information here and download form as PDF file by clicking **Download PDF** button. Click **Back** button if there is any changes required. Click **Submit** button to proceed with incorporation.



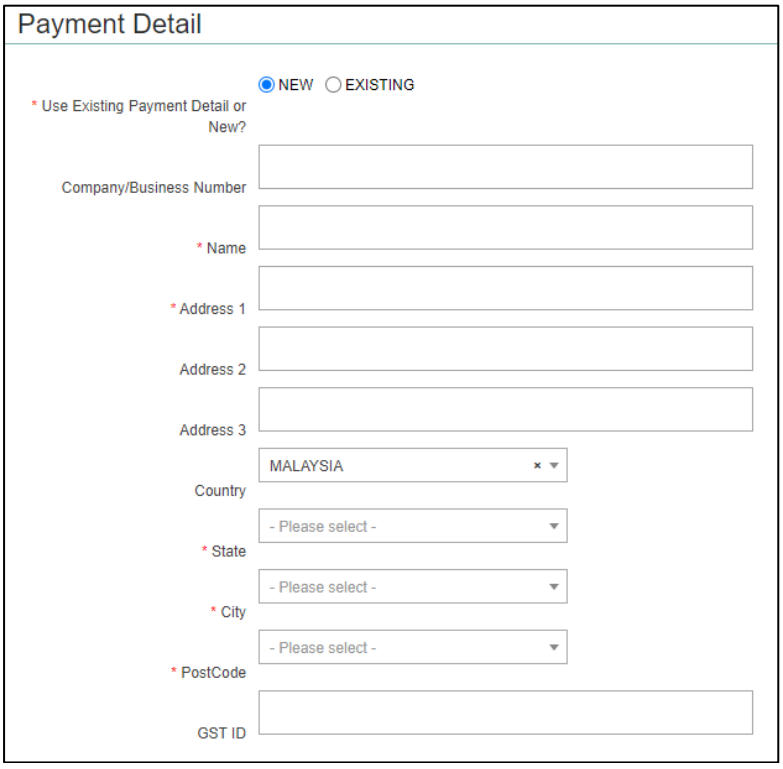
4. Once submit, you are then redirected to the **Transaction** page.



5. Some information is carried over from the previous page and displayed on the top section.

6. Proceed to the GST Information section.

7. Select **New** under **Use Existing GST Info or New?**



8. In the **Company/Business Number** field, enter the company/business number.

9. In the **Name** field, enter the name.

10. In the **Address** field, enter the address.

11. From the **Country** drop down list, select the country for the address.

12. From the **State** drop down list, select the state for the address.

13. From the **City** drop down list, select the city for the address.

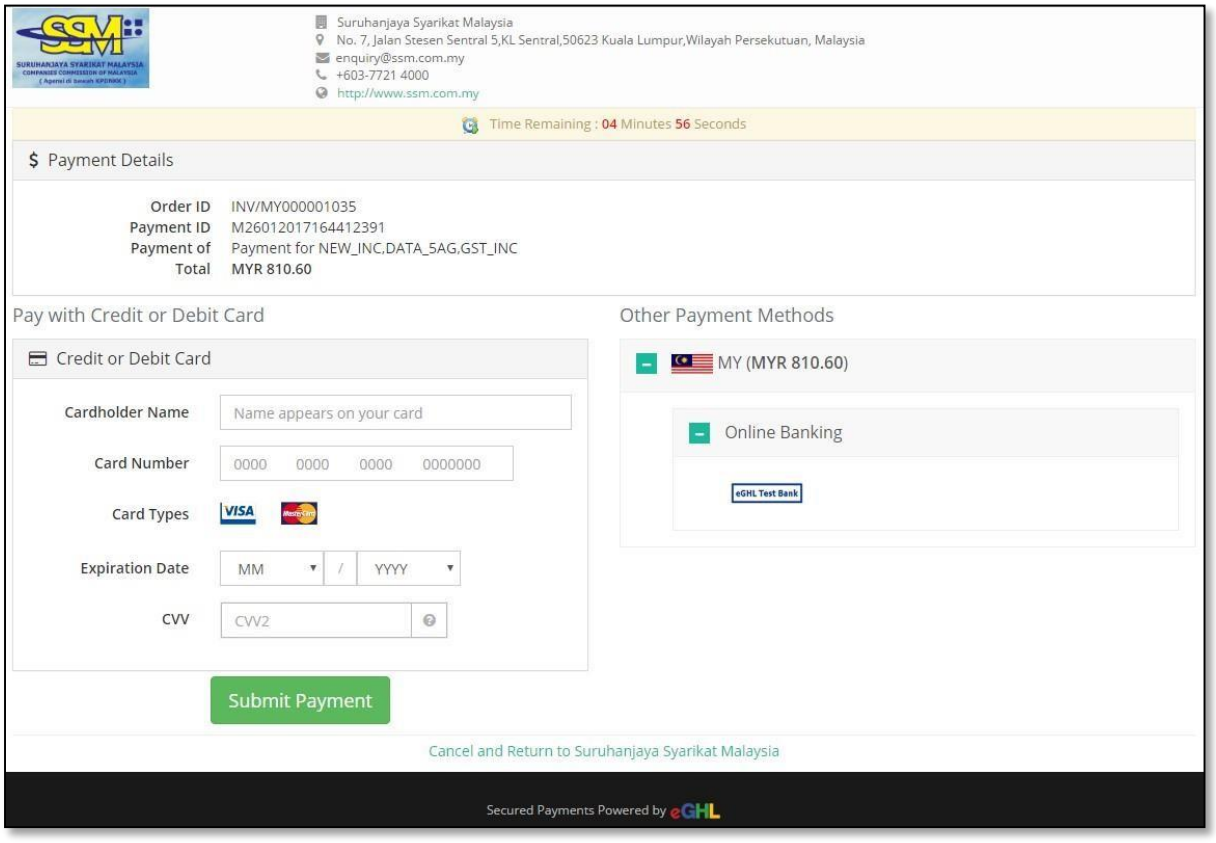
14. From the **Postcode** drop down list, select the postcode for the address.

15. In the **GST ID** field, enter the GST ID.

16. If you are using existing GST Information, select **Existing** under **Use Existing GST Info or New?**

17. If the GST information is set up in the User Profile, then the information is retrieved from User Profile.

18. Click the **Pay** button to proceed for payment.



19. You will be redirected to the eGHL online payment gateway.
20. In the **Cardholder Name**, enter the cardholder name of the credit / debit card.
21. In the **Card Number** field, enter the card number of the credit / debit card.
22. From the **Expiry Month** drop down list, select the month of the card's expiry date.
23. From the **Expiry Year** drop down list, select the year of the card's expiry date.
24. In the **CVV Code** field, enter the CVV code of the credit / debit card.
25. Click on the **Submit Payment** button for payment.
26. If the payment is processed successfully, you will be redirected to a Transaction Receipt page.





TAX INVOICE

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNKK)

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400
(GST ID No : 000640557056)

Invoice No. : INV/MY000001116
Reference No. : PAC27012017021783
Mode of Payment : Direct Debit
Transaction ID : M27012017172254495
Date & Time : 27/01/2017 17:27:09

AMNI GST
20, JALAN LEP 6/15 TAMAN JAYA,
48200 SERENDAH,
SELANGOR
MALAYSIA
Tel : 0388889999

No.		DESCRIPTION	AMOUNT (RM)
1	T0	**Incorporation**	1000.00
2	T6*	**Supply of Corporation Information to Agencies**	10.00
		AMN1 COTTON0FF SDN. BHD. - N - NEW INCORPORATION	
		Total(exclude GST)	**1010.00**
		GST payable @ 6%	**0.60**
		Total Amount Payable	**1010.60**

GST Summary	Amount (RM)	Tax (RM)
T6*	**10.00**	**0.60**
T0 - 0% (Out of scope)	**1000.00**	**0.00**

*You may click on the link to **INVOICE.PDF** to download tax invoice after the payment made.*