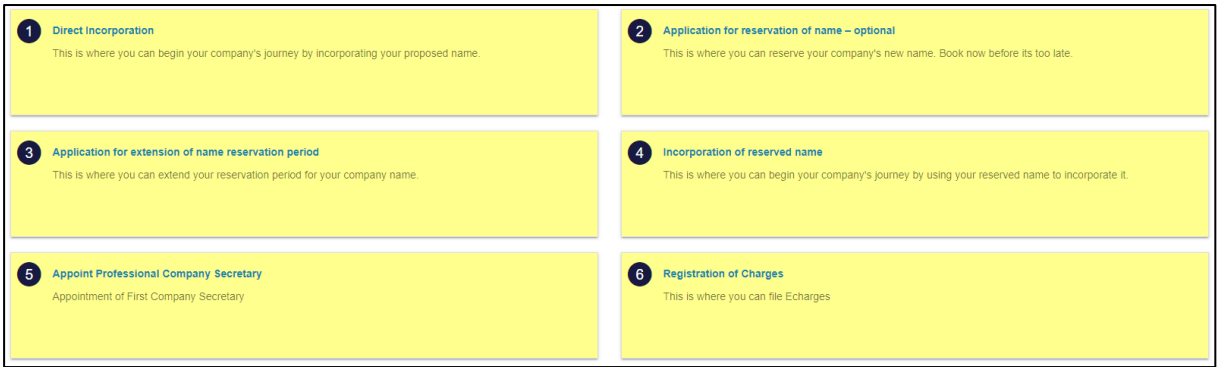
4.2 How to Incorporate My Company via Name Reservation

1. Assuming your **Name Reservation Application** has been approved, now you want to to do Incorporation from Reserved Name.

2. At the Home page, click on **Incorporation of reserved name**



3. In **Name Reservation Listing**, you will see list of name approved and ready to incorporate.



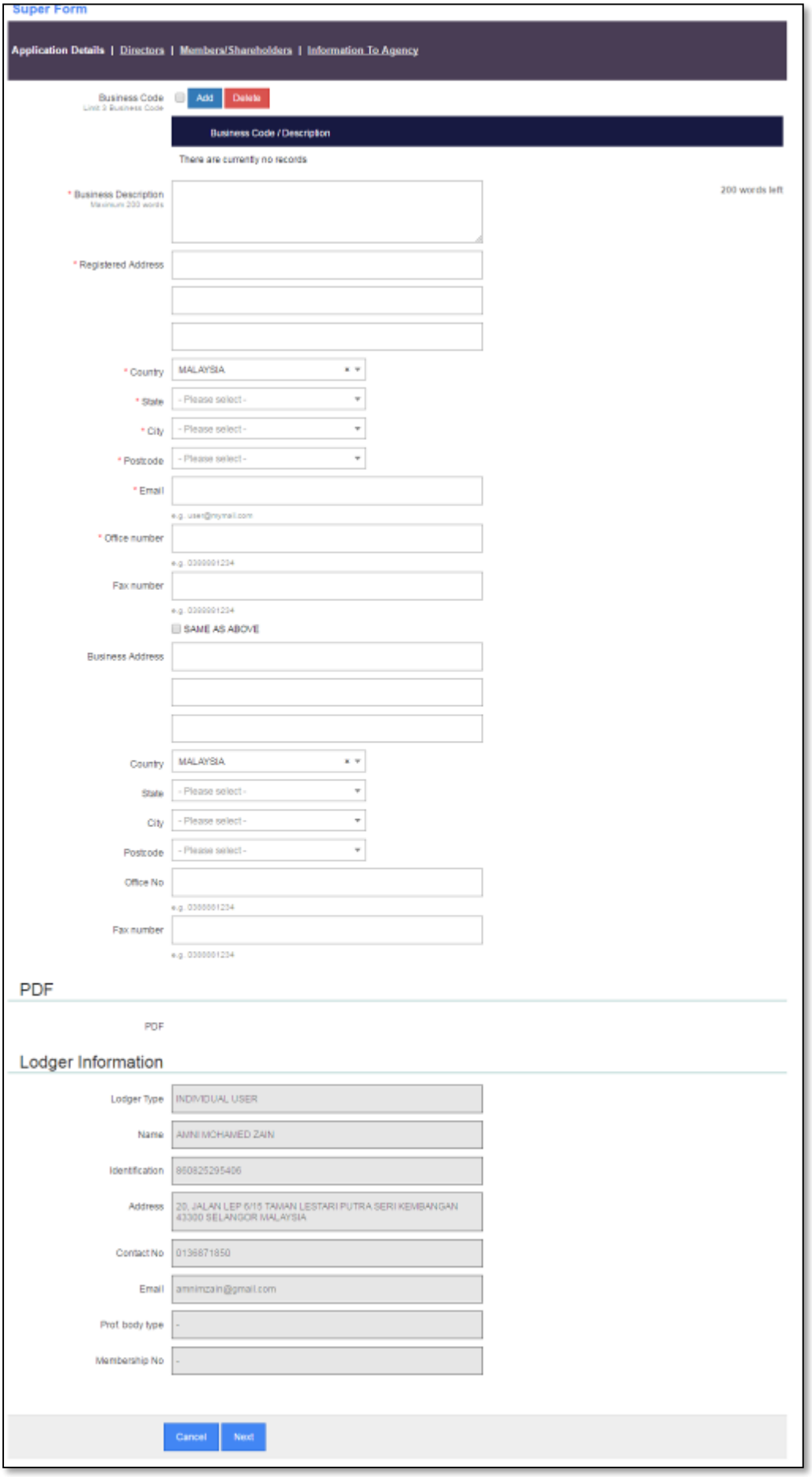
Click on the **Incorporate** button to proceed.

4. Now, you will see **Super Form**. There are 3 sections in Super Form as below:

   A. Application Details | Directors | Members/Shareholders | Information To Agency

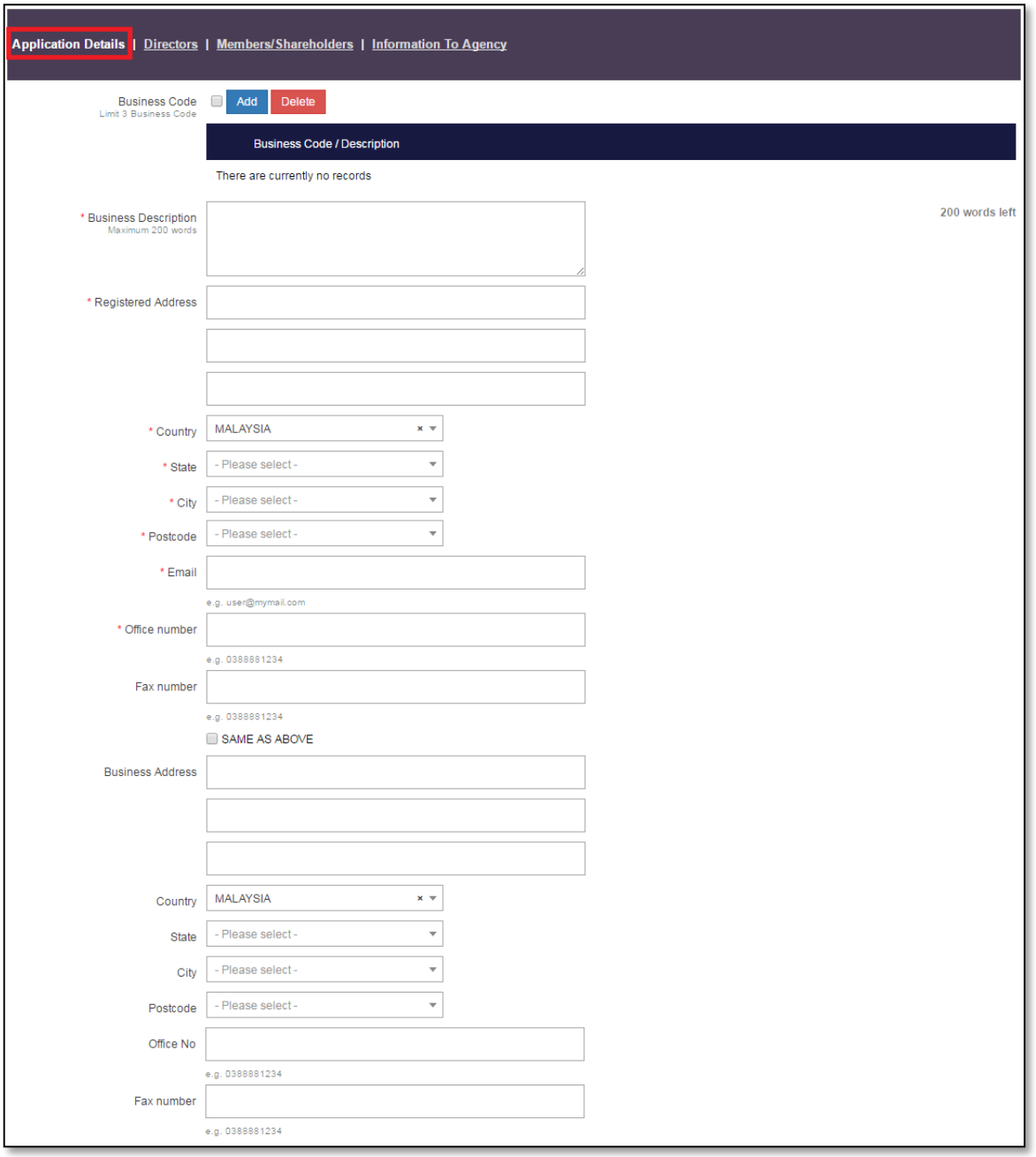
   B. Declaration Section

   C. Lodger Information

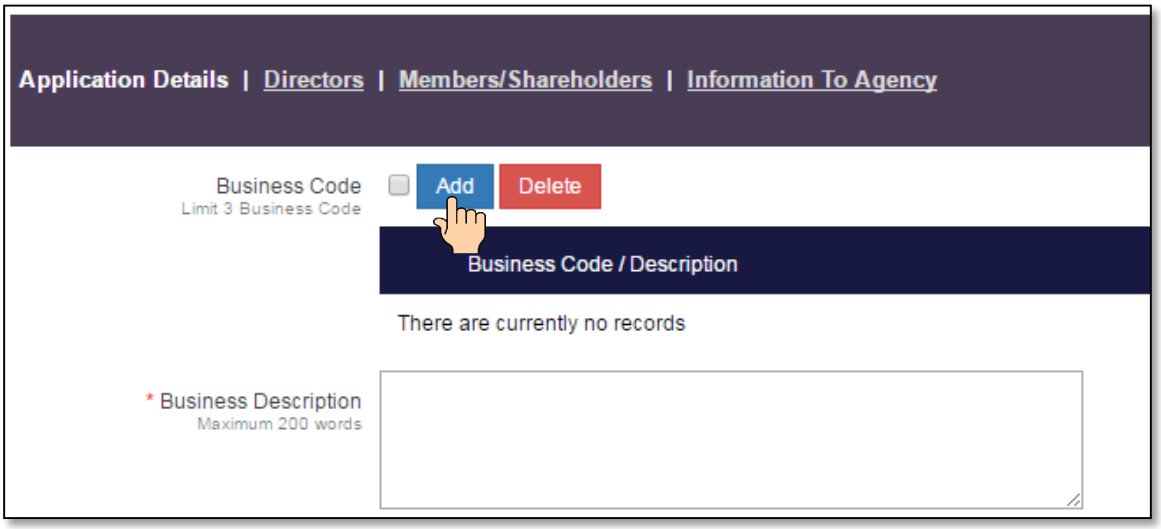


5. To fill up Super Form, please follow next process.

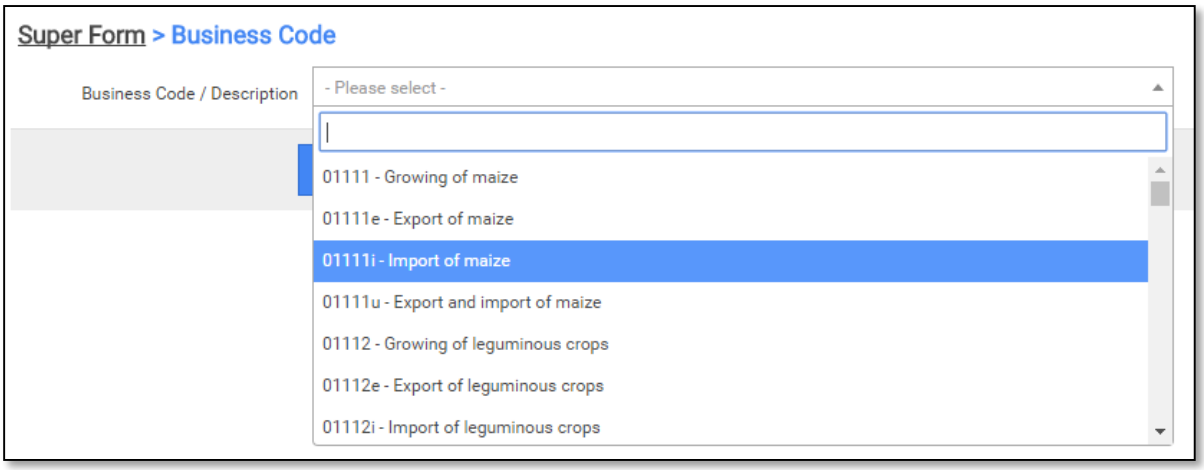
Section A : Application Details



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



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

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

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

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

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

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

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

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

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

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

14. 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.

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

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

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

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

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

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

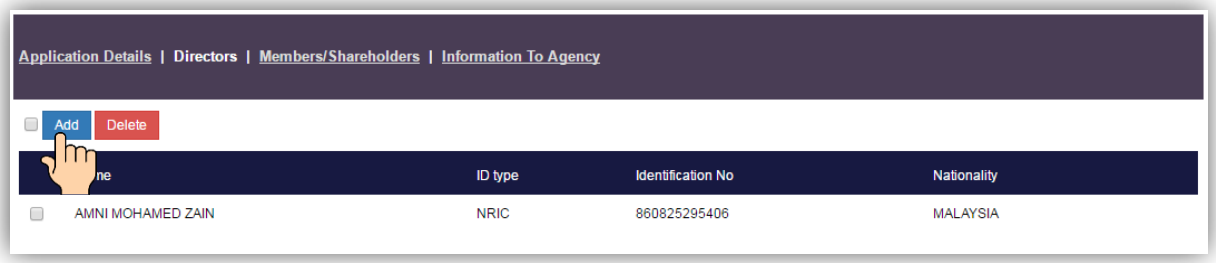
21. In the **Office No** field, enter the office number of the company.

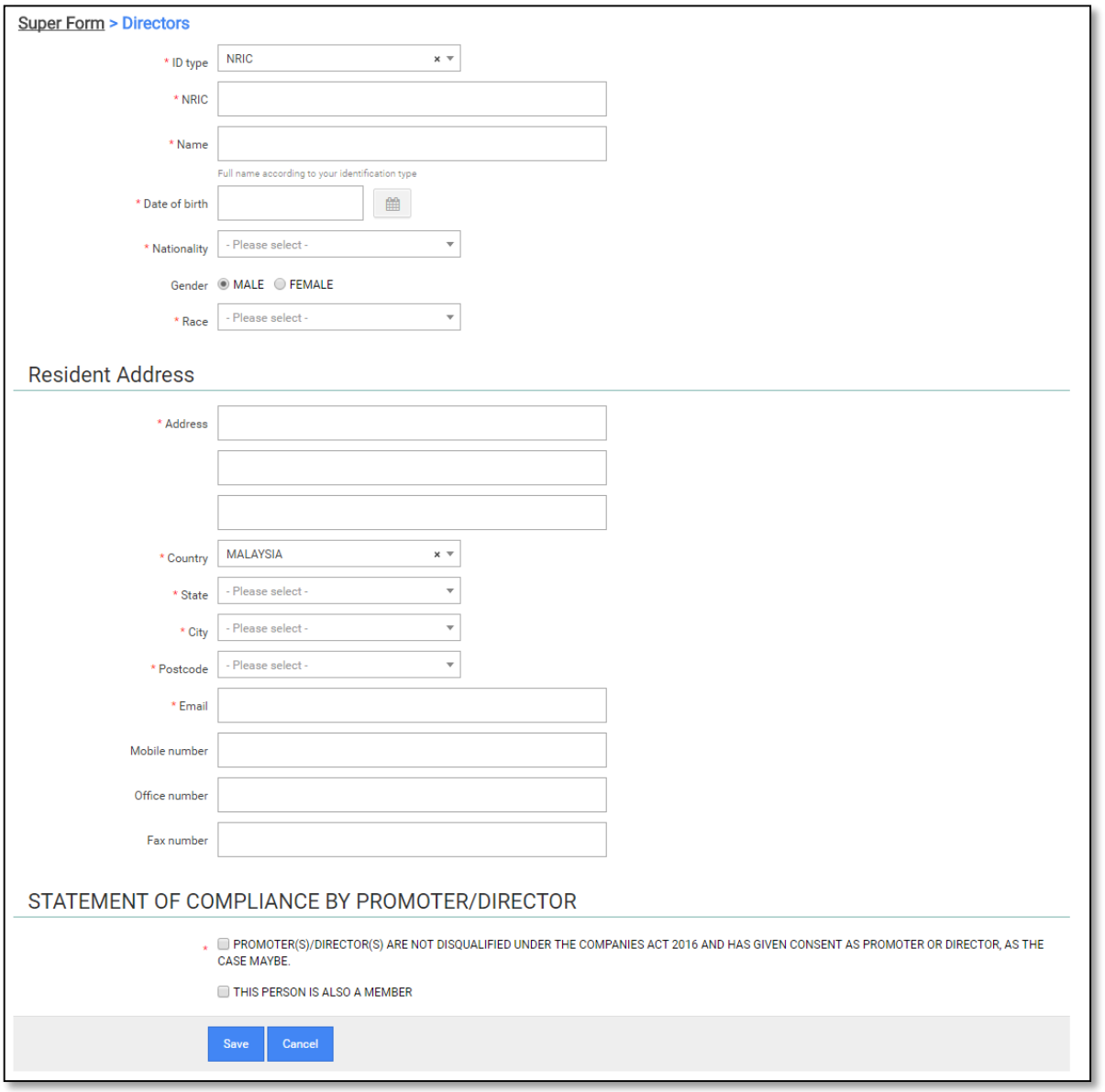
22. In the **Fax Number** field, enter the fax number of the company.

Section A : 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.

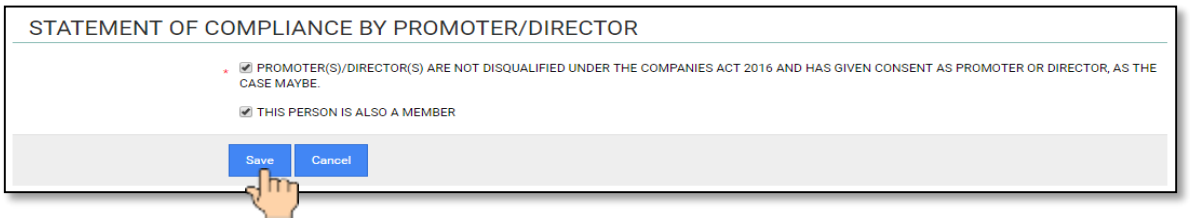
19. In the Office number field, enter the office number of the director.

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.

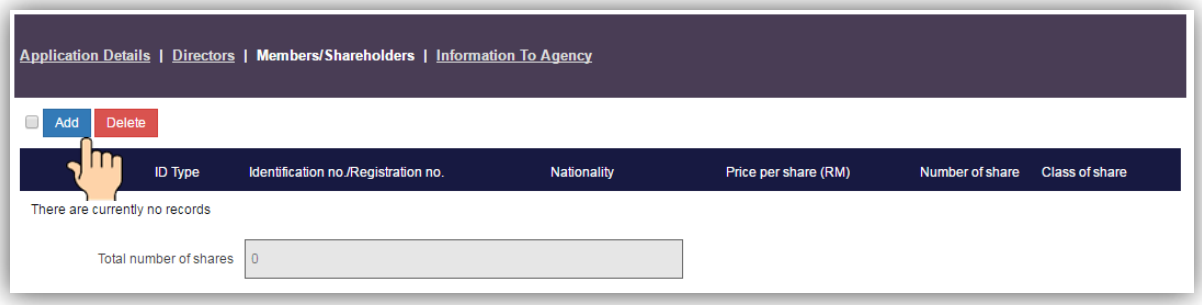
23. Click the Save button to proceed.



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

Section A : Members/Shareholders

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



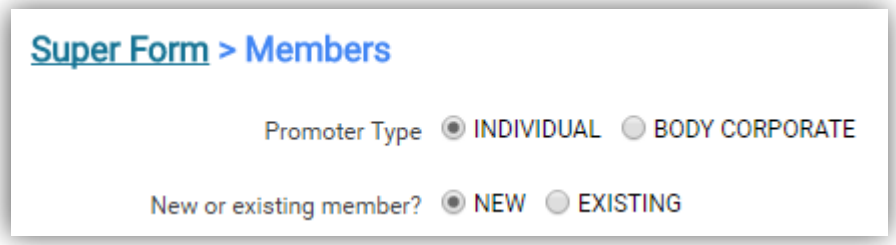
2. If you want to add more members/shareholders, click the **Add** button.

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:

(i) 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.

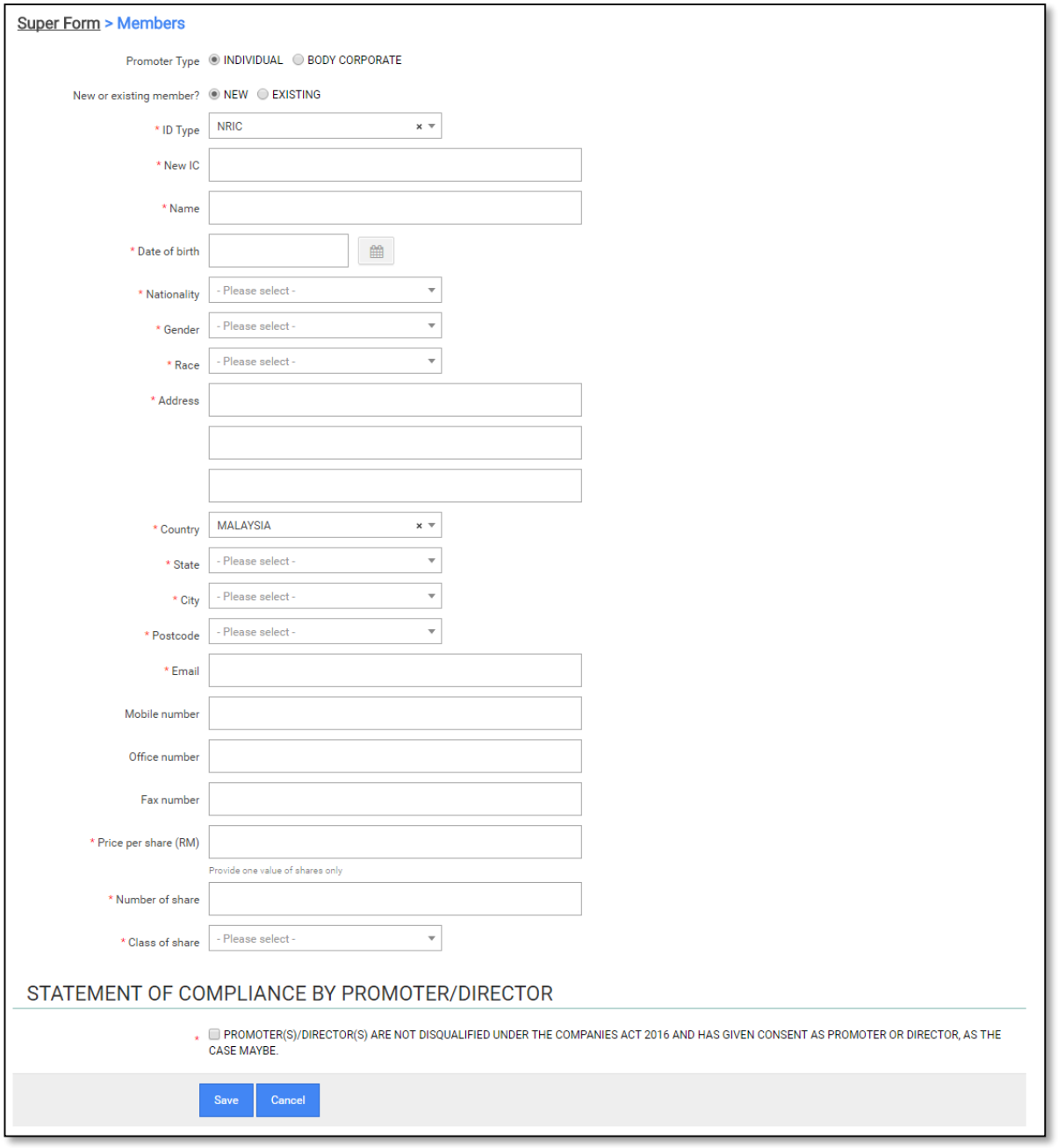
19. In the Price per share (RM) field, enter the price per share of the member.

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.

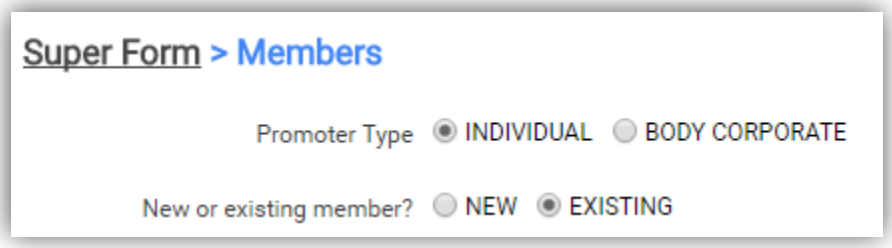
22. Tick the checkbox "PROMOTER(S)/DIRECTOR(S) ARE NOT DISQUALIFIED UNDER THE COMPANIES ACT 2016 AND HAS GIVEN CONSENT AS PROMOTER OR DIRECTOR, AS THE CASE MAYBE." under Statement of Compliance by Promoter/Director section.

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



(ii) Adding in Member's Information as Existing Individual

1. Select Individual as Promoter Type.



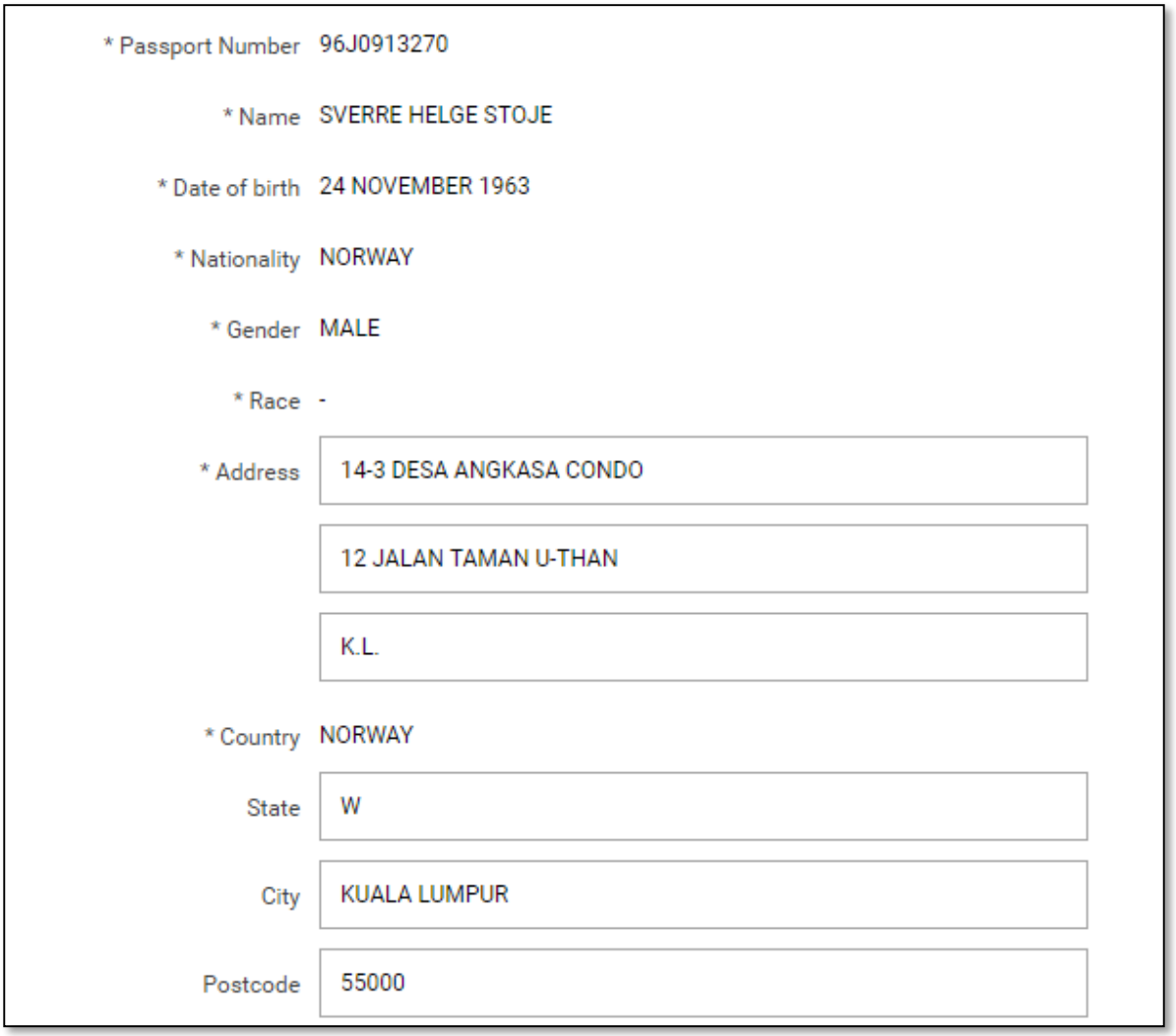
2. Select Existing from New or existing member?

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.

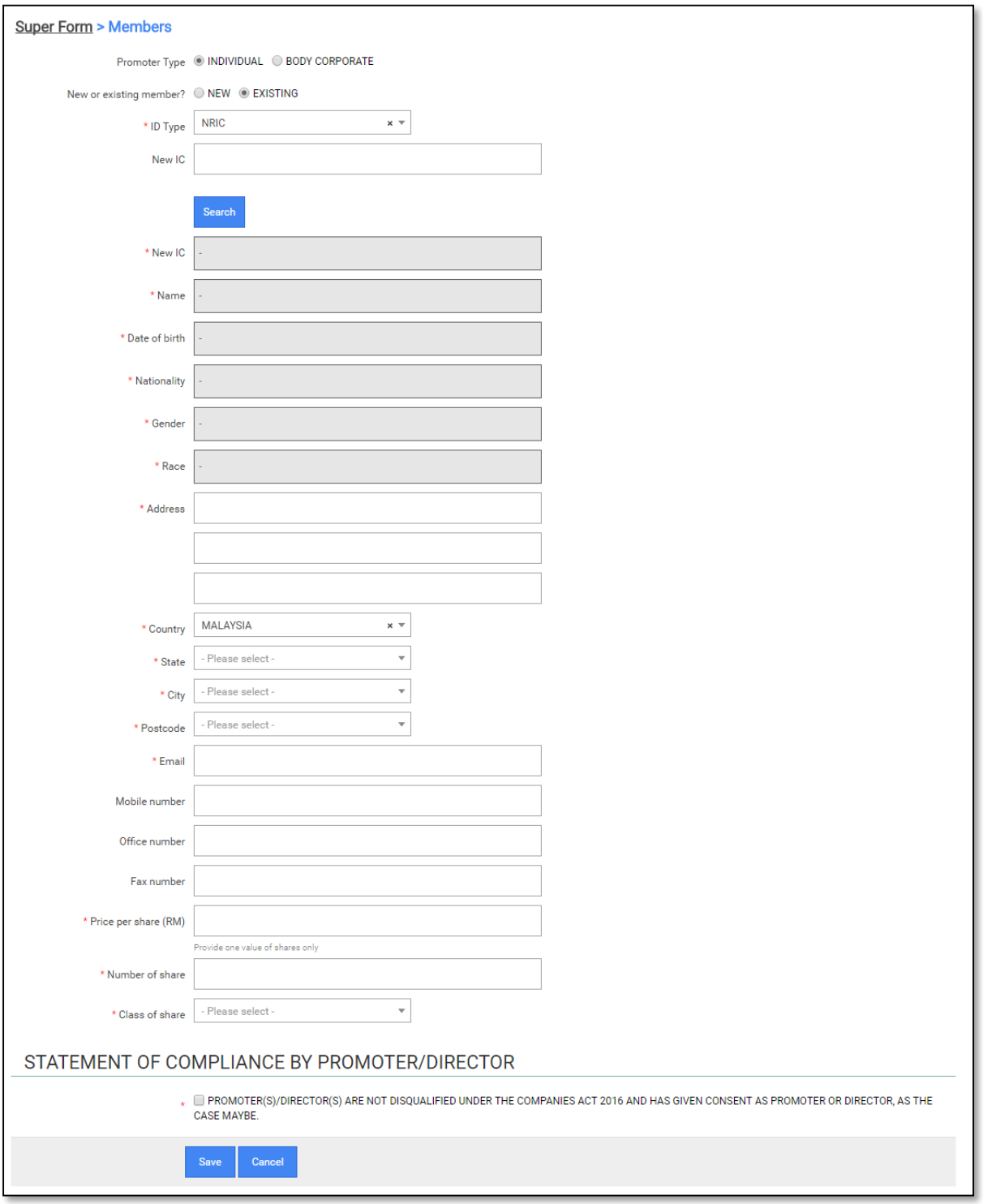
10. In the Fax number text field, enter fax number of the selected Member/Shareholder.

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.



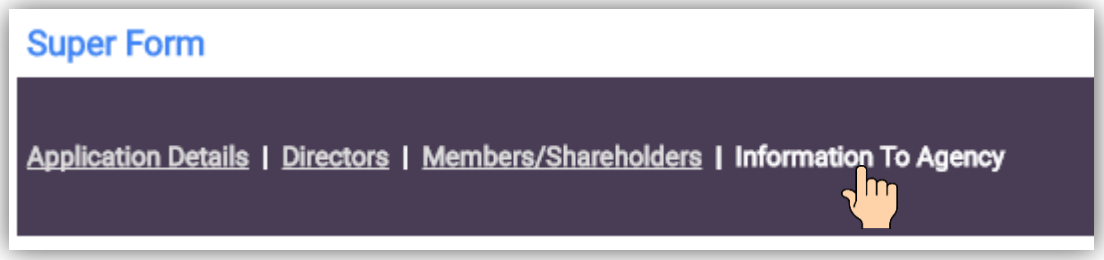
15. Click the Save button to proceed.

(iii) Adding in Member's Information as Body Corporate

1. Select Body Corporate as Promoter Type.
2. From Type, select Body Corporate type.
3. In the Company Registration No. field, enter the company registration number of the body corporate.
4. Click Search button to search if there is existing body corporate.
5. If selected Body Corporate is Government Agencies, you need to 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 A : 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 **Branch Address** if company has branch

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

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

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

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

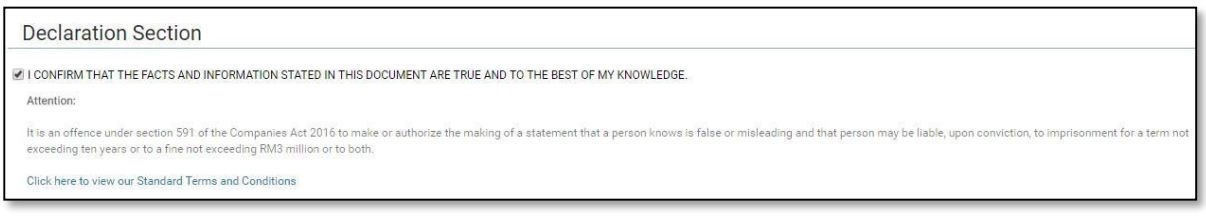
12. Fill up **Phone Number**

13. Fill up **Fax number**

14. Fill up **Contact Person**

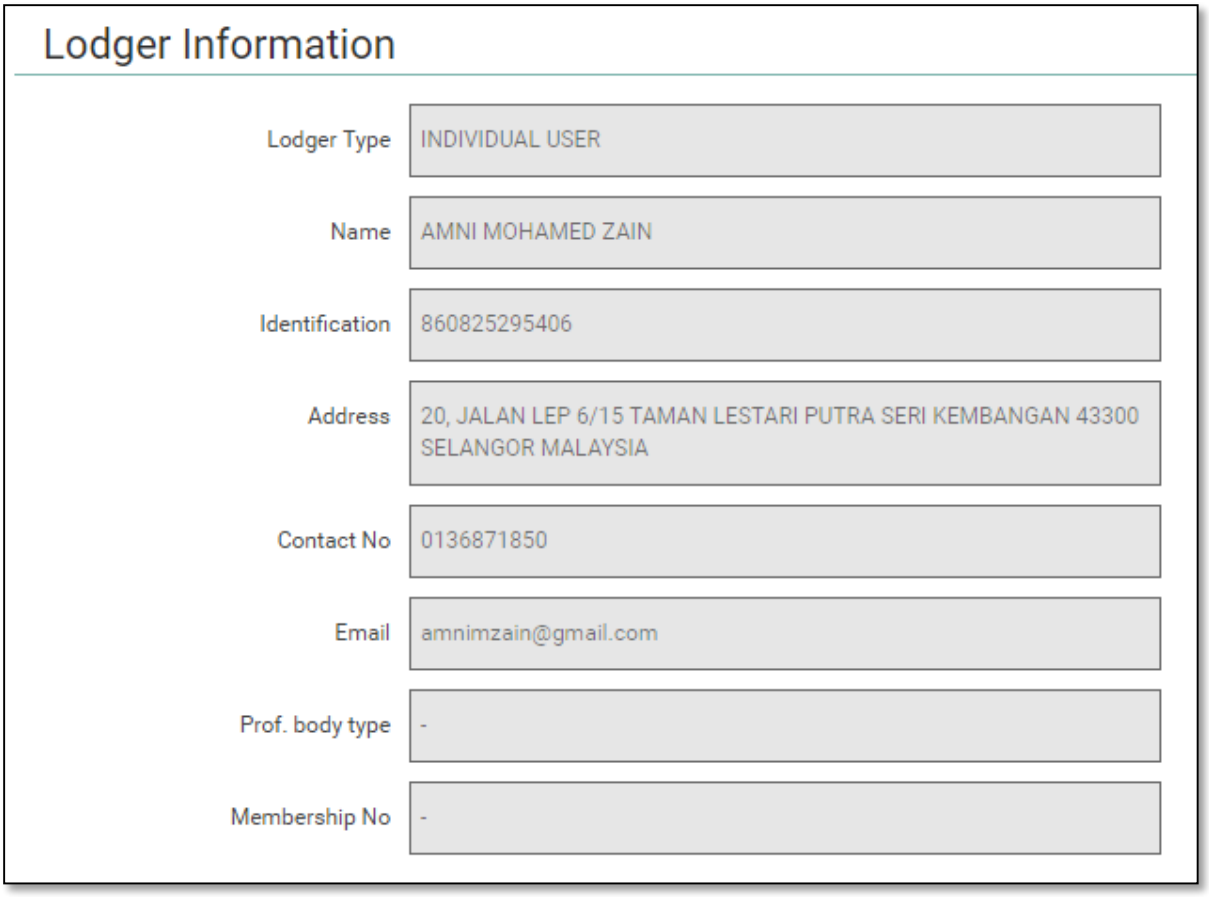
Section B : Declaration Section

1. Check **Declaration Section** checkbox as below to proceed



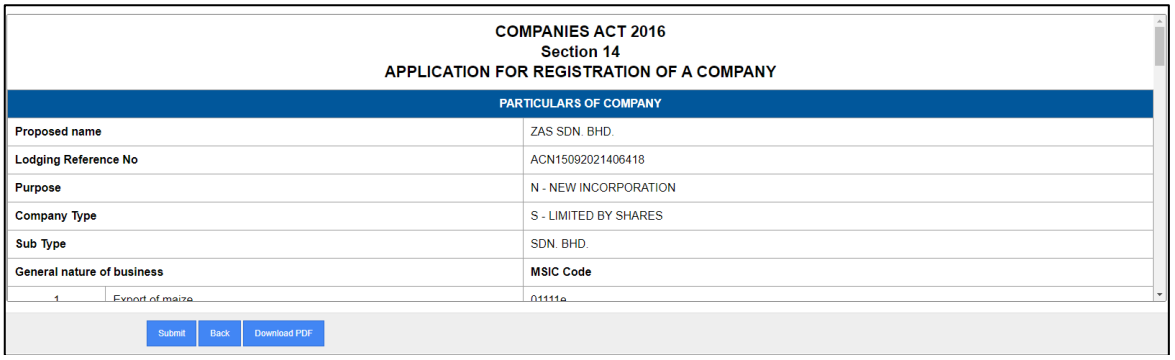
Section C : Lodger Information

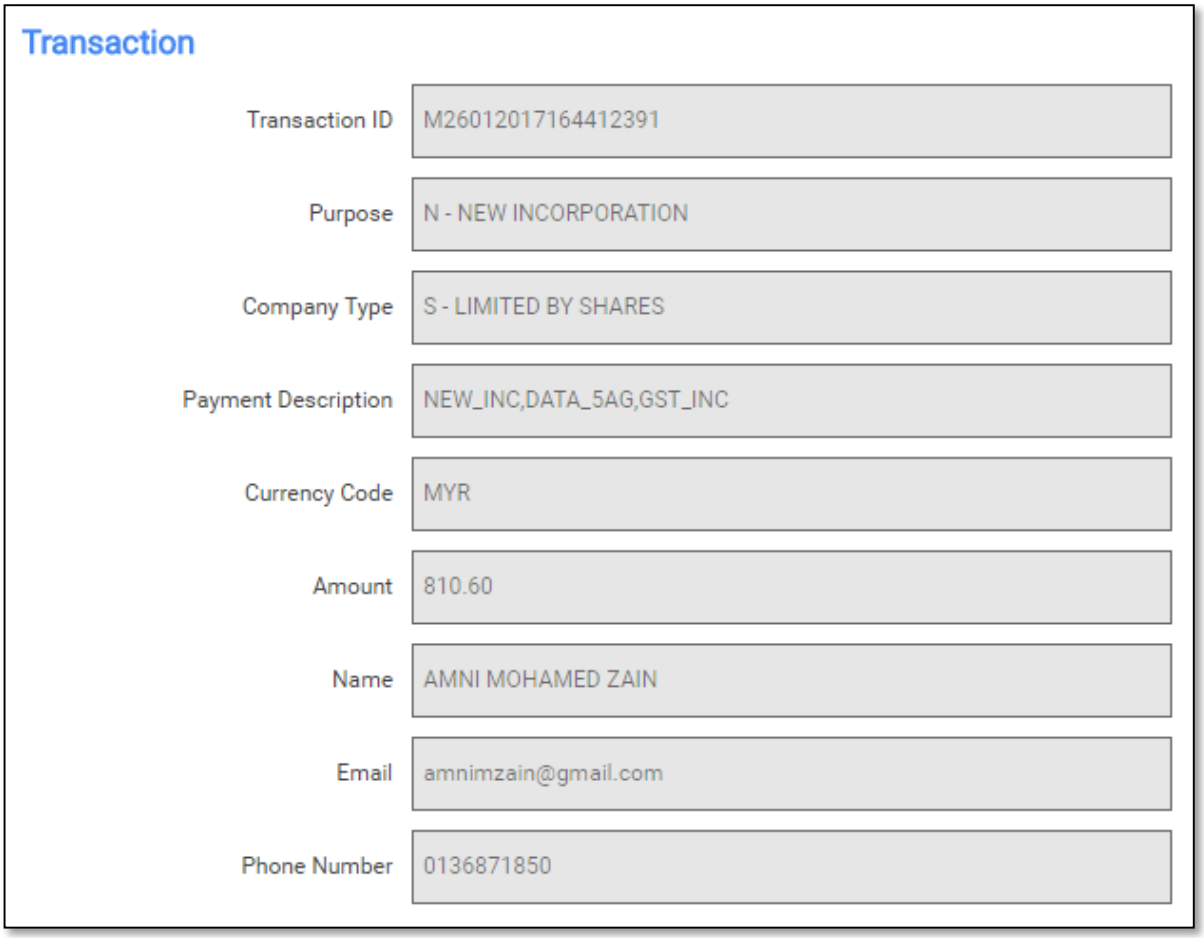
1. This information will be auto populated from Name Search application. You do not need to do anything here.



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.

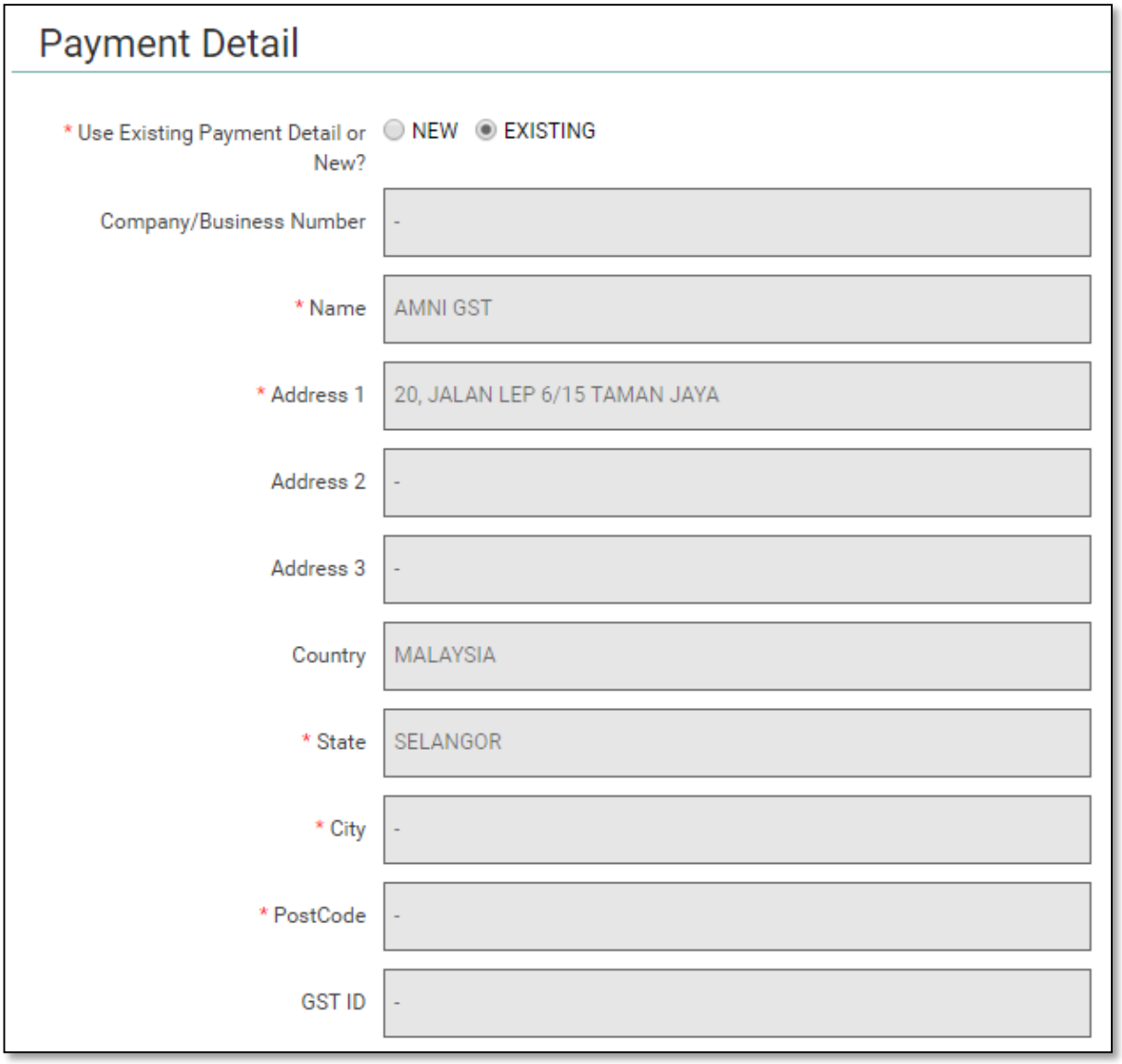




4. Once submit, you are then redirected to the Transaction page.
5. Some information is carried over from the previous page and displayed on the top section.
6. Proceed to the GST Information section.
7. Select **New** under **Use Existing GST Info or New?**
8. In the **Company/Business Number** field, 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.

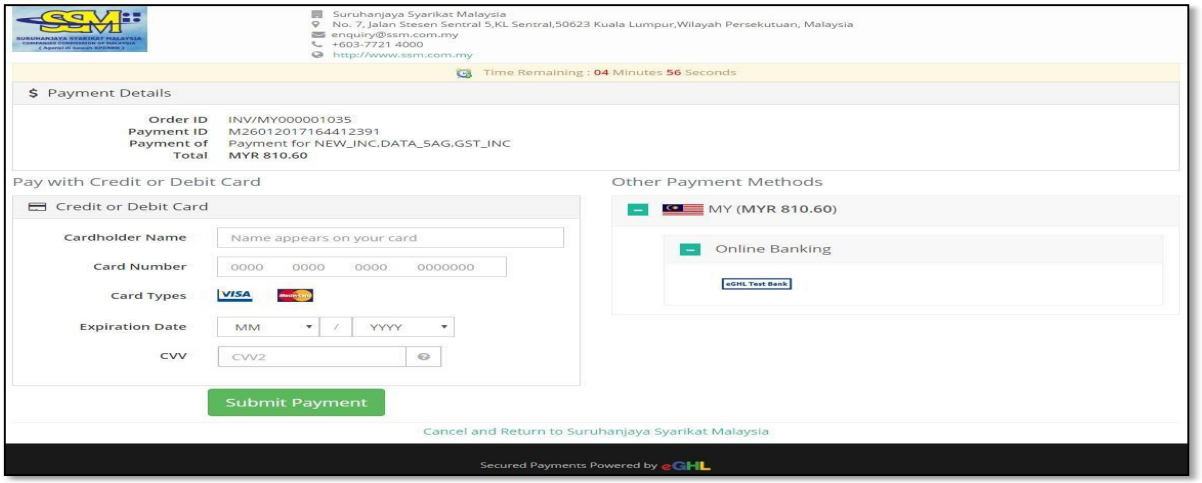
16. If you are using existing GST Information, select **Existing** under **Use Existing GST Info or New?**

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

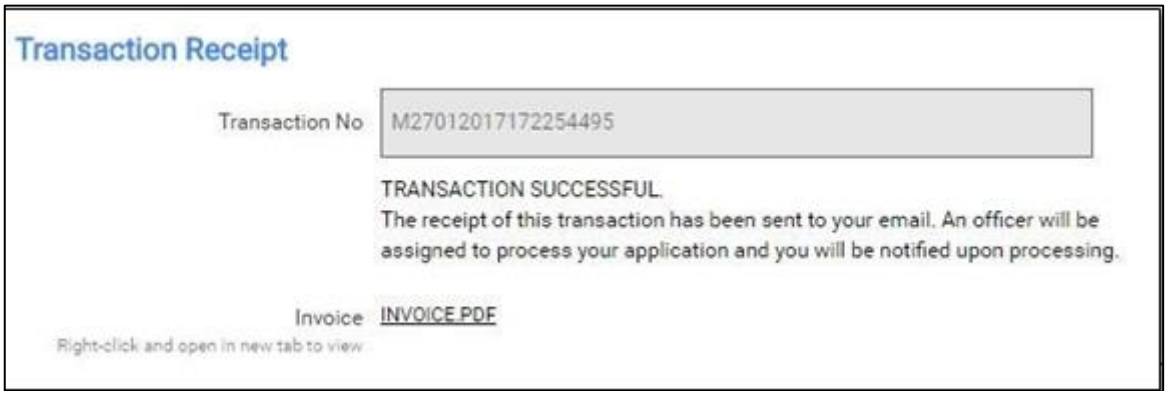


18. Click the **Pay** button to proceed for payment.

19. You will be redirected to the eHGL online payment gateway

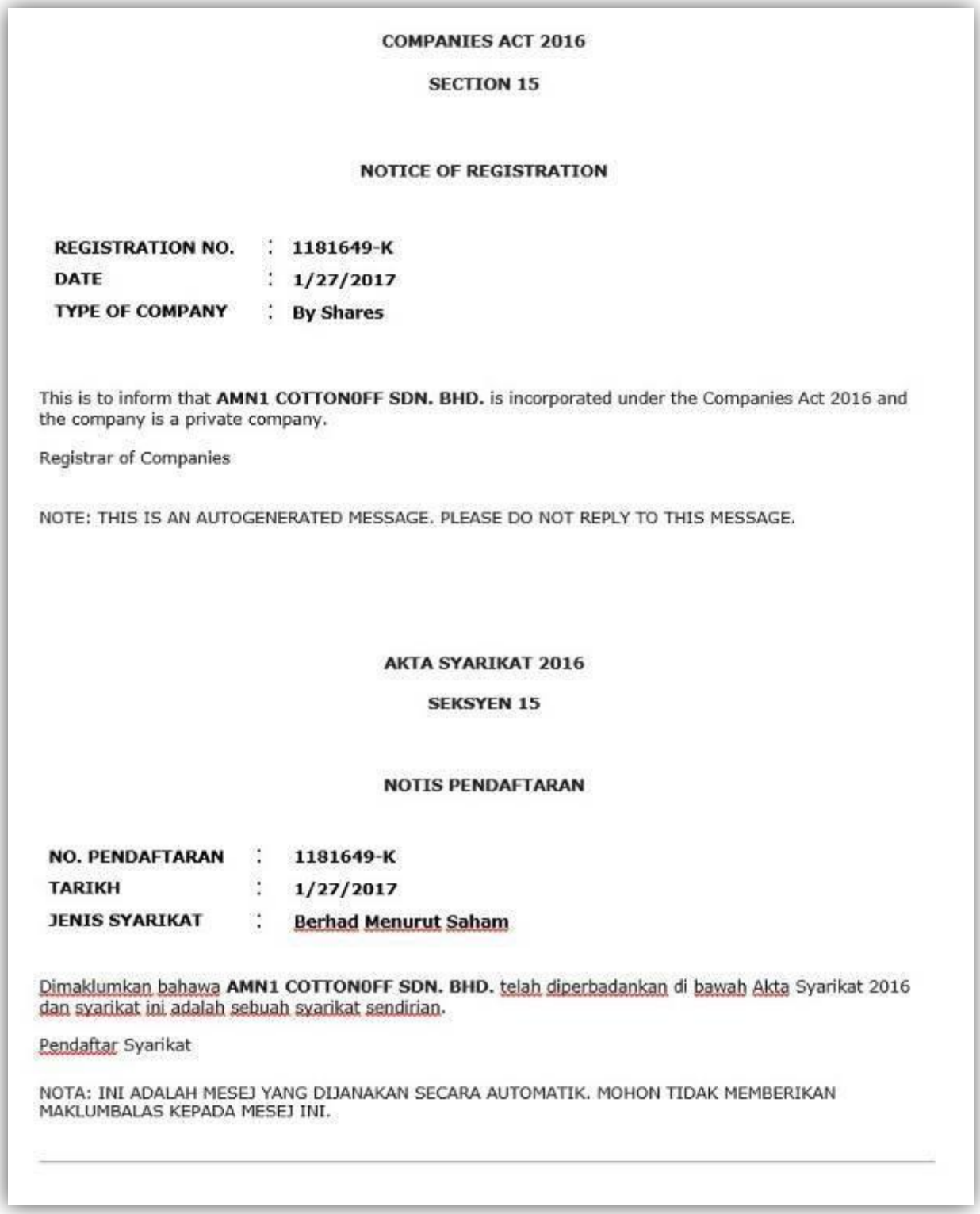


20. In the **Cardholder Name**, enter the cardholder name of the credit / debit card.
21. In the **Card Number** field, enter the card number of the credit / debit card.
22. From the **Expiry Month** drop down list, select the month of the card's expiry date.
23. From the **Expiry Year** drop down list, 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.
27. You may click on the link to **INVOICE.PDF** to download tax invoice after the payment made.



4.3 How to Know if My Company has Successfully Incorporated?

1. You will receive an email with the subject **Notice of Registration**. Content of the email as shown in the next figure. This will be a proof of Incorporation.
2. If you require **Company Certificate**, you may purchase it at the SSM counter.



COMPANIES ACT 2016

SECTION 15

NOTICE OF REGISTRATION

REGISTRATION NO.	:	**1181649-K**
DATE	:	**1/27/2017**
TYPE OF COMPANY	:	**By Shares**

This is to inform that **AMN1 COTTON0FF SDN. BHD.** is incorporated under the Companies Act 2016 and the company is a private company.

Registrar of Companies

NOTE: THIS IS AN AUTOGENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.

AKTA SYARIKAT 2016

SEKSYEN 15

NOTIS PENDAFTARAN

NO. PENDAFTARAN	:	**1181649-K**
TARIKH	:	**1/27/2017**
JENIS SYARIKAT	:	**Berhad Menurut Saham**

Dimaklumkan bahawa **AMN1 COTTON0FF SDN. BHD.** telah diperbadankan di bawah Akta Syarikat 2016 dan syarikat ini adalah sebuah syarikat sendirian.

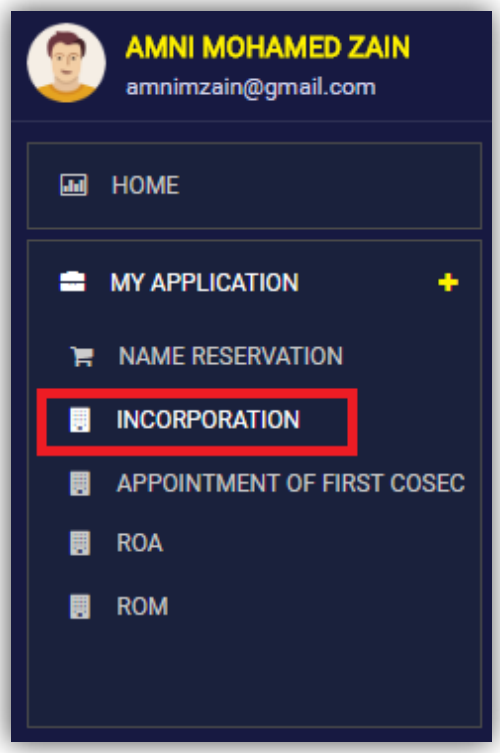
Pendaftar Syarikat

NOTA: INI ADALAH MESEJ YANG DIJANAKAN SECARA AUTOMATIK. MOHON TIDAK MEMBERIKAN MAKLUMBALAS KEPADA MESEJ INI.

4.4 How to Resubmit My Application if it has been Queried by Officer?

1. You will receive an email notification with the query by Officer.

2. To resubmit application that has been queried, you need to login to **MyCoID2016** then expend **MY APPLICATION**.



3. Select **INCORPORATION** under **MY APPLICATION** as shown below.



4. In the Company Listing, you will see the application with Status = QUERY.

5. To resubmit this application, click on the **Company Name** and it will direct you back to **Super Form**. If you need to amend the information here, click on the **Edit data** button at the bottom of the **Super Form**.

6. After clicking **Edit data**, you will get into editable **Super Form**. After editing, you mayclick **Save** button at the bottom to proceed.

7. You will get to this screen once your application has been resubmitted.

