

12 Notification of Change in Register of Director, Manager and Secretary

12.1 How to lodge Notification of Change in Register of Director, Manager & Secretary

1. To begin, enter valid username and password then click Sign in button to proceed.



2. Enter correct captcha as shown:

3. After login, at the **HOME** page, click on the item no. 11 to begin with the updates

The screenshot shows the MyCoID 2016 Home page with a navigation bar at the top containing 'Inbox', 'My Account', and 'My Profile'. The main content area is a grid of 12 yellow boxes, each representing a different update item:

- 7 Return on Allotment of Shares (ROA)**: This is where you can submit Form Return of Allotment of Shares
- 8 Notification of Change in the Register of Members (ROM)**: This is where you can submit changes in ROM
- 9 Registration of Charges**: This is where you can file Echarges
- 10 Notification of Change in Registered Address**: This module enabled you to perform changes for registered address.
- 11 Reassignment of COSEC**: This module is applicable for a company where there is/are no more existing company secretary due to bankrupt/deceased/disqualified/cannot be contacted/blacklisted/vacate or resignation
- 12 Notification of Change in the Register of Director, Manager and Secretary**: This is where you can make notification of change in the register of director, manager and secretary

4. Enter **Company Reg No** in the provided box then hit **Search** button

The screenshot shows the 'Update Directors, Managers and Secretaries' form. It is divided into two main sections:

- Lodger Information**: This section contains several input fields:
 - Name: AMNI MOHAMED ZAIN
 - NRIC: 900825295406
 - Address: 20, JALAN LEP 6/15 TAMAN LESTARI PUTRA, , 43300, SERI KEMBANGAN, SELANGOR, MALAYSIA
 - Phone No: -
 - Email: AMNLIASSOCIATES@GMAIL.COM
 - Professional Body Type: -
- Particular of Company**: This section contains:
 - Company Reg No: [input field] (with example text 'e.g. 12345-V' below it)
 - A blue 'Search' button with a hand cursor icon pointing to it.
 - Company Name: -

At the bottom of the form, there are two buttons: 'Save & Preview' and 'Cancel'.

5. Then, **Company Name** will be appeared in the next box as below; the rest of the section will also display here.

MyCoID 2016
Malaysia Corporate Identity / Secretaries

Inbox My Account My Profile

Update Directors, Managers and Secretaries

Lodger Information

Name: AMNI MOHAMED ZAIN

NRIC: 900825295406

Address: 20, JALAN LEP 6/15 TAMAN LESTARI PUTRA,, 43300, SERI KEMBANGAN, SELANGOR, MALAYSIA

Phone No: -

Email: AMNI.ASSOCIATES@GMAIL.COM

Professional Body Type: -

Particular of Company

Company Reg No
e.g. 12345-V: 1217991-D

Clear

Company Name: ANGGUN 88 SDN. BHD.

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Additional Attachment

CPO PDF

Additional Attachment Add Delete

Attachment Title	Attachment	Remarks
There are currently no records		

Declaration

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.

Save & Preview Cancel

6. There are six sections:

a. Lodger Information:

In this part, you will see your profile is auto generated here. No further action required from you for this part.

b. Particular of Company:

Where you enter Company Reg No and search for Company Name to make updates for this particular company.

c. Nature of Change:

The selection of changes available for you to make updates. You may choose any of this section for updating.

d. Extension of Time (EOT):

If you have EOT, you can enter Granted Date here. To apply for EOT, please contact SSM.

e. Additional Attachment:

This might be required by the SSM Officer to request for relevant document from you to upload it here.

f. Declaration

To proceed with the updates, you have to make Declaration here.

So, to proceed with the updates after you have the **Company Name** displayed in the provided field as shown in the item no. 5 above, please proceed to Nature of Change section.

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

7. Tick the checkbox to any of the sections to make updates. In this example, all sections are checked to make updates to all sections. (For you information, it is not necessary to make updates to all sections upon submission. You might have one or few sections updated only or you might have all sections updated in one submission)

12.2 How to Make Updates on Section A - CHANGE IN THE PARTICULARS OF DIRECTOR?

1. Under **Nature of Change** section, tick the checkbox for **CHANGE IN THE PARTICULARS OF DIRECTOR (SECTION A)**. Details for this section will come out as below:

Nature of Change

Type of Change CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
 NEW DIRECTOR (SECTION B)
 CESSATION AS A DIRECTOR (SECTION C)
 CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
 NEW MANAGER (SECTION E)
 CESSATION AS A MANAGER (SECTION F)
 CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
 NEW SECRETARY (SECTION H)
 CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Section A - Change in the particular of director

Name	Identification Number	Attachment	Updated Status
AYDEN	9011111111111		Not Updated
KAMAL	890210015295		Not Updated

2. Click on the any **Director** under **Name** column to make updates. Then, it will direct you to the form for updating. Existing information of this **Director**, will be auto populated in the form.
3. Fill up all required information to make changes. For every changes you made, you must enter **Date of Change**. If you do not change existing information, you do not need to enter **Date of Change**.

* Race	FOREIGNER
* Nationality	JAPAN x ▾
* Business Occupation	- Please select - ▾
* Residential Address	1-9-30 ZENPUKUJI
	SUGINAMI, TOKYO
	167-0041 JAPAN
* Country	JAPAN x ▾
	<input type="checkbox"/> SAME AS ABOVE
Service Address	
Country	- Please select - ▾
State	
City	
Postcode	
Email	
	e.g. user@myemail.com

Attachment

* Resolution No file chosen

Does this director has any other directorship YES NO

Search Company for other directorship

Registered Company Group of Companies/ Others

Company No

Company Name

Date Appointed

Ceased as Director

Directorship

*Update on directorship particulars of any other directorships of public companies or companies which are subsidiaries of public companies held by the director, except for directorships in related companies

Directorship	Company Reg No	Company Name	Date Appointed	Date Ceased
There are currently no records				

Date of Change would need to be entered if there is any changes made. Date of change – not mandatory (for first time).

Field Name	Description
* Identification Type (Dropdown list)	Identification type (eg. NRIC, PR Number, Passport, Police ID, Army ID)
* Identification No	Relevant identification number based on identification type selected above
Title	Title conferred by the Ruler (State or Federal) or title which is certified by the National Registration Department/Prime Minister Department
* Name	Director name

Designation	Designation of the Director in the company; either Director or Alternate Director. Value is automatically populated.
Date of Birth	Date of birth, Value is automatically populated if NRIC is entered for Identification No.
* Gender	Gender (Male or Female). Value is automatically populated if NRIC is entered for Identification No.
* Race	Race of the director.
* Nationality	Nationality of the director.
* Business Occupation	Business occupation of the director
* Residential Address	Residential address of director
* Country	Country of the residential address
* State	State of the residential address
* City	City of the residential address
* Postcode	Postcode of the residential address
* Service Address	Contactable address of the director
* Country	Country of the director service address
* State	State of the director service address
* City	City of the director service address
* Postcode	Postcode of the director service address
* Email	Director's email address
Attachment	To attach relevant attachment for Section A. Changes made on Name and ID require user to attach attachment.
Is this Director has any other directorship?	At this point, if you click Yes , you can search for other directorship by typing Company No and click Search Company button. Before that, choose tab "Registered Company" or "Group of Companies/Others". Company Name will be auto populated. Enter Date Appointed and Ceased as Director then click Add Directorship button to populate this data into the table Directorship below

- Click **YES** for '**Is this Director has any other directorship?**' if there you have more than one directorship in different company. Choose tab "Registered Company" or "Group of Companies/Others". Enter **Company No** and click **Search Company** button. **Company Name** will be auto populated.

5. Enter **Date Appointed** and **Ceased as Director** then click **Add Directorship** button to populate this data into the table **Directorship** below.

Does this director has any other directorship YES NO

Search Company for other directorship

Registered Company Group of Companies/ Others

Company No

Company Name

Date Appointed

Ceased as Director

Directorship

*Update on directorship particulars of any other directorships of public companies or companies which are subsidiaries of public companies held by the director, except for directorships in related companies

Directorship	Company Reg No	Company Name	Date Appointed	Date Ceased
There are currently no records				

6. Remember, for every changes you made you are required to enter **Date of Change**. Example, if you update **Identification No**, please enter **Date of Change** next to **Identification No** to declare when the **Identification No** has been changed (**NOT** the date when you enter the updates). Same goes to other changes.
7. For every changes on Name and ID, **compulsory to attach Attachment**.

- 'Title' have 'Salutation Reference' link. User can search desired salutation.

SALUTATION REFERENCE

Salutation

Salutation
DATIN AMAR
DATIN DR
DATIN PADUKA
DATIN PATINGGI
DATIN SETIA
DATO
DATO PADUKA DR.
DATO SENARA MUDA
DATO SERI
DATO SRI
DATUK
DATUK AMAR
DATUK BENTARA LUAR
DATUK BENTARA RAJA
Datuk Patinggi
DATUK SETIA
DATUK SETIA WANGSA

- To enter **Date of Change**, click on the calendar icon and choose the date. Then, the date will be appeared in the text field provided.
- After all the updates have been made in **Section A**, click **Save** button to save the updates and proceed. Otherwise, click **Cancel** button to cancel the operation.

12.3 How to Make Updates on Section B – NEWDIRECTOR

1. Under Nature of Change, please tick the checkbox for **NEW DIRECTOR (SECTION B)**. Details for this section will come out as below:

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)**
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Section B - New Director

[Add](#) [Delete](#)

Name	Identification Number	Attachment
There are currently no records		

2. You will see **Section B – New Director**. Click on the **Add** button to add new Director. Below form will appear:

Update Directors, Managers and Secretaries >

Company Reg No

Company Name

SECTION B - NEW DIRECTOR

* Identification Type

* Identification Number

Search

Salutation Reference

* Name

Full name according to your identification type. For titles and salutations in a name, please follow the cited example: Dato' Rizal bin Ali

* Designation

* Date of Birth 

* Gender MALE FEMALE

* Race

* Nationality

Field Name	Description
* Identification Type (Dropdown list)	Identification type (e.g.;-NRIC, PR Number, Passport, Police ID, Army ID)
* Identification No	Relevant identification number based on identification type selected above
Title	Title conferred by the Ruler (State or Federal) or title which is certified by the National Registration Department/Prime Minister Department
* Name	Director name
Designation	Designation of the Director in the company; either Director or Alternate Director. Value is automatically populated.
Date of Birth	Date of birth, Value is automatically populated if NRIC is entered for Identification No.
* Gender	Gender (Male or Female). Value is automatically populated if NRIC is entered for Identification No.
* Race	Race of the director.
* Nationality	Nationality of the director.
Business Occupation	Business occupation of the director
* Residential Address	Residential address of director
* Country	Country of the director service address
* State	State of the director service address
* City	City of the director service address
* Postcode	Postcode of the director service address
* Service Address	Contactable address of the director
* Country	Country of the residential address
* State	State of the residential address
* City	City of the residential address
* Postcode	Postcode of the residential address
* Email	Director's email address

Attachment	To attach relevant attachment for Section A
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3. Click **YES** for '**Is this Director has any other directorship?**' if there you have more than one directorship in different company. Choose tab "Registered Company" or "Group of Companies/Others. Enter **Company No** and click **Search Company** button. **Company Name** will be auto populated.
4. Enter **Date Appointed** and **Ceased as Director** then click **Add Directorship** button to populate this data into the table **Directorship** below.

Is this Director has any other directorship? YES NO

Search Company for other directorship

Company No

Company Name

Date Appointed

Ceased as Director

Directorship	Company Reg No	Company Name	Date Appointed	Date Ceased
There are currently no records				

5. After all the required fields have been filled, click **Save** button to save the updates and proceed. Otherwise, click **Cancel** button.

12.4 How to Make Updates on Section C – CESSATION ASA DIRECTOR

- Under Nature of Change, please tick the checkbox for **CESSATION AS A DIRECTOR (SECTION C)**. Details for this section will come out as below:

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Section C - Cessation as a director

Name	Identification Number	Attachment
AYDEN	901111111111	
KAMAL	890210015295	

- Click any of the director to be updated with cessation. Cessation form will appear and enter the following information:

Field Name	Description
Identification Type	Identification type (e.g.:- NRIC, PR Number, Passport, Police ID, Army ID). Value is automatically populated.
* Identification No	Relevant identification number based on identification type above. Value is automatically populated.
Title	Title conferred by the Ruler (State or Federal) or title which is certified by the National Registration Department/Prime Minister Department
* Name	Director name. Value is automatically populated.
Designation	Designation of the Director in the company; either Director or Alternate Director.
* Date of Cessation	Date of Cessation of the director.
* Reason of Cessation	Reason of director's cessation.
* Attachment	To attach with company resolution in case of reason for

Field Name	Description
	cessation is removal.

- After all the required fields have been filled, click **Save** button to save the updates and proceed. Otherwise, click **Cancel** button.



Update Directors, Managers and Secretaries >

Company Name

Company Reg No

SECTION C : CESSATION AS DIRECTOR

Identification Type

PR No

Name

Designation x ▾

* Date of Cessation

* Reason for Cessation

* Attachment No file chosen

4. If left 1 director only, there have declaration:
- 1) Reside Malaysia
 - 2) Sole Director

Section C - Cessation as a director

Name	Identification Number	Attachment
TONG EEPING	580904015429	TWA TRACK MAINTENANCE SDN BHD (1117915-T).pdf
KONG MAY CHEE	E6360205N	TWA TRACK MAINTENANCE SDN BHD (1117915-T).pdf
KONG AI CHEE (GONG AIQI)	E5361276F	TWA TRACK MAINTENANCE SDN BHD (1117915-T).pdf
KONG CHONG SOON @ CHI SUIM	410207115203	TWA TRACK MAINTENANCE SDN BHD (1117915-T).pdf
KONG SZE CHOON	E6513627K	TWA TRACK MAINTENANCE SDN BHD (1117915-T).pdf
IZZUAN	880808086057	

Reside Malaysia

I DECLARE THAT AT LEAST 1 DIRECTOR OF THIS COMPANY RESIDES IN MALAYSIA.

Sole Director

I DECLARE STATUS OF 'SOLE DIRECTOR' IS IN COMPLIANCE WITH THE COMPANY CONSTITUTION/ COMPANIES ACT 2016

Declaration

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.

Save & Preview
Cancel

12.5 How to Make Updates on Section D - CHANGE IN THE PARTICULARS OF MANAGER?

- Under Nature of Change, please tick the checkbox for **CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)**. Details for this section will come out as below:

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Section D - Change in the particular of manager

Name	Identification Number	Email

- Click on the any **Manager** here under **Name** column to make updates. Then, it will direct you to the form for updating. Existing information of this **Manager**, will be auto populated in the form.
- Fill up all required information to make changes. For every changes you made, you must enter **Date of Change**. If you do not change existing information, you do not need to enter **Date of Change**.

Field Name	Description
* Identification Type	Identification type (e.g;- NRIC, PR Number, Passport, Police ID, Army ID).
* Identification No	Relevant identification number based on identification type above.
Title	Title conferred by the Ruler (State or Federal) or title which is certified by the National Registration Department/Prime Minister Department
* Name	Director name. Value is automatically populated.
Date of Birth	Date of birth of the manager. Value is automatically populated.
* Gender	Gender of the manager. Value is automatically populated.
* Race	Race of the manager.

Field Name	Description
* Nationality	Nationality of the manager.
* Business Occupation	Business occupation of the manager.
* Residential Address	Residential address of the manager.
* Country	Country of the manager's residential address.
* State	State of the manager's residential address.
* City	City of the manager's residential address.
* Postcode	Postcode of the manager's residential address.
* Email	Email address of the manager.
* Attachment	To attach relevant attachment of Section D

4. Remember, for every changes you made you are required to enter **Date of Change**. Example, if you update **Identification No**, please enter **Date of Change** next to **Identification No** to declare when the **Identification No** has been changed (**NOT** the date when you enter the updates). Same goes to other changes.
5. To enter **Date of Change**, click on the calendar icon and choose the date. Then, the date will be appeared in the text field provided.
6. After all the updates have been made in **Section D**, click **Save** button to save the updates and proceed. Otherwise, click **Cancel** button.

12.6 How to Make Updates on Section E - NEWMANAGER?

1. Under Nature of Change, please tick the checkbox for **NEW MANAGER (SECTION E)**. Details for this section will come out as below:

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Section E - New Manager

[Add](#) [Delete](#)

Name	Identification Number	Email
There are currently no records		

2. You will see **Section E – New Manager**. Click on the **Add** button to add new Manager.
3. Below form will appear:

Update Directors, Managers and Secretaries >

Company Reg No 3835-P

Company Name FIW STEEL SDN. BHD.

SECTION E : NEW MANAGER

* Identification Type

* Identification Number

Salutation Reference

* Name

Full name according to your identification type. For titles and salutations in a name, please follow the cited example (Dato' Rizal bin Ali)

* Date of Birth

* Gender MALE FEMALE

* Race

* Nationality

* Business Occupation

* Date of Appointment

* Residential Address

* Country

* Email

* Attachment No file chosen

Field Name	Description
* Identification Type	Identification type (e.g;- NRIC, PR Number, Passport, Police ID, Army ID).
* Identification No	Relevant identification number based on identification type above.
Title	Title conferred by the Ruler (State or Federal) or title which is certified by the National Registration Department/Prime Minister Department
* Name	Director name. Value is automatically populated.
Date of Birth	Date of birth of the manager. Value is automatically populated.
* Gender	Gender of the manager. Value is automatically populated.
* Race	Race of the manager.
* Nationality	Nationality of the manager.
* Business Occupation	Business occupation of the manager.
* Residential Address	Residential address of the manager.
* Country	Country of the manager's residential address.
* State	State of the manager's residential address.
* City	City of the manager's residential address.
* Postcode	Postcode of the manager's residential address.
* Email	Email address of the manager.
* Attachment	To attach relevant attachment of Section E

- After all the required fields have been filled, click **Save** button to save the updates and proceed. Otherwise, click **Cancel** button.

12.7 How to Make Updates on Section F – CESSATION ASA MANAGER?

- Under Nature of Change, please tick the checkbox for **CESSATION AS A MANAGER (SECTION F)**. Details for this section will come out as below:

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Section F - Cessation as a Manager

Name	Identification Number
There are currently no records	

Additional Attachment

CPO PDF

Additional Attachment Add Delete

Attachment Title	Attachment	Remarks
There are currently no records		

- Click any of the manager to be updated with cessation. Then, cessation form will appear.

Field Name	Description
Identification Type	Identification type (e.g;- NRIC, PR Number, Passport, Police ID, Army ID). Value is automatically populated.
* Identification No	Relevant identification number based on identification type above. Value is automatically populated.
Title	Title conferred by the Ruler (State or Federal) or title which is certified by the National Registration Department/Prime Minister Department
Name	Director name. Value is automatically populated.
* Date of Cessation	Date of cessation of the manager.
* Reason of Cessation	Reason of cessation of the manager.

Field Name	Description
* Attachment	To attach with company resolution in case of reason for cessation is removal.

3. After all the required fields have been filled, click **Save** button to save the updates and proceed. Otherwise, click **Cancel** button.

12.8 How to Make Updates on Section G - CHANGE IN THE PARTICULARS OF SECRETARY?

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Section G - Change in the particular of a secretary

Name	Identification Number	Email
 AMNI MOHAMED ZAIN	900825295406	

1. Under Nature of Change, please tick the checkbox for **CHANGE IN THE PARTICULARS OF SECRETARY (SECTION G)**. Details for this section will come out as below:
2. Click on the **Secretary** under **Name** column to make updates. Then, it will direct you to the form for updating. Existing information of this **Secretary**, will be auto populated in the form.

Update Directors, Managers and Secretaries >

Printer-friendly • Toggle Annotation

Company Reg No 3835-P

Company Name FIW STEEL SDN. BHD.

SECTION G - CHANGE IN THE PARTICULARS OF SECRETARY

* Identification Type NRIC

* NRIC 511117105055

Salutation Reference

* Name YAP KAI WENG IN * Date of Change

Full name according to your identification type. For titles and salutations in a name, please follow the cited example: Dato/ Rizal bin Ali

* Date of Birth 17/NOV/1951

* Nationality MALAYSIA

* License No / Membership No MAICSA987654

* Business Occupation OTHERS

* If others please specify COSEC

* Residential Address NO. 9, JALAN INDAH 16
TAMAN CHERAS INDAH

* Country MALAYSIA

* State JOHOR

* City AYER HITAM

- Fill up all required information to make changes. For every changes you made, you must enter **Date of Change**. If you do not change existing information, you do not need to enter **Date of Change**.

Field Name	Description
* Identification Type	Identification type (e.g;- NRIC, PR Number, Passport, Police ID, Army ID).
* Identification No	Relevant identification number based on identification type above.
Title	Title conferred by the Ruler (State or Federal) or title which is certified by the National Registration Department/Prime

Field Name	Description
	Minister Department
* Name	Director name.
Date of Birth	Date of birth of the manager. Value is automatically populated if NRIC is entered as Identification number.
* Gender	Gender of the manager. Value is automatically populated if NRIC is entered as Identification number.
* Race	Race of the manager.
* Nationality	Nationality of the manager.
* License No / Membership No	Company secretary number or membership number.
* Business Occupation	Business occupation of the secretary.
* Residential Address	Residential address of the secretary.
* Country	Country of the secretary's residential address.
* State	State of the secretary's residential address.
* City	City of the secretary's residential address.
* Postcode	Postcode of the secretary's residential address.
* Email	Email address of the manager.

4. Remember, for every changes you made you are required to enter **Date of Change**. Example, if you update **Identification No**, please enter **Date of Change** next to **Identification No** to declare when the **Identification No** has been changed (**NOT** the date when you enter the updates). Same goes to other changes.
5. To enter **Date of Change**, click on the calendar icon and choose the date. Then, the date will be appeared in the text field provided.
6. After all the updates have been made in **Section G**, click **Save** button to save the updates and proceed. Otherwise, click **Cancel** button.

12.9 How to Make Updates on Section H - NEW SECRETARY?

1. Under Nature of Change, please tick the checkbox for **NEW SECRETARY (SECTION H)**. Details for this section will come out as below:

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Section H - New Secretary

[Add](#) [Delete](#)

Name	Identification Number	Email
There are currently no records		

2. You will see **Section H – New Secretary**. Click on the **Add** button to add new Secretary.
3. Below form will appear:

[Update Directors, Managers and Secretaries >](#)

Company Reg No

Company Name

SECTION H - NEW SECRETARY

* NRIC No

Valid IC number must only contain number. Eg : 871027114335

Field Name	Description
* Identification Type	Identification type (e.g. NRIC, PR Number, Passport, Police ID, Army ID).
* Identification No	Relevant identification number based on identification type above.
Title	Title conferred by the Ruler (State or Federal) or title which is certified by the National Registration Department/Prime Minister Department
* Name	Secretary's name. Value is automatically populated.
Date of Birth	Date of birth of the secretary. Value is automatically populated if NRIC is entered as Identification number.
* Gender	Gender of the secretary. Value is automatically populated. Value is automatically populated if NRIC is entered as Identification number.
* Race	Race of the secretary.
* Nationality	Nationality of the secretary.
* License No / Membership No	To enter Company Secretary license/membership no. Note: Format No: BC/S/1235 or LS0004567 or MAICSA1235 or MACS1234 or MIA1234 or MICPA1234 or SLA1234-A1234 or SAA1234-KT123 If format is not correct, the message shall appear "Please enter correct format License No OR Membership No"
Business Occupation	Business occupation of the secretary.
* Residential Address	Residential address of the secretary.
* Country	Country of the secretary's residential address.
* State	State of the secretary's residential address.
* City	City of the secretary's residential address.
* Postcode	Postcode of the secretary's residential address.
* Email	Email address of the secretary.

Field Name	Description
* Attachment	To attach relevant attachment of Section H

4. After all the required fields have been filled, click **Save** button to save the updates and proceed. Otherwise, click **Cancel** button.

12.10 How to Make Updates on Section I – CESSATION ASA SECRETARY?

1. Under Nature of Change, please tick the checkbox for **CESSATION AS A SECRETARY (SECTION I)**. Details for this section will come out as below:

Nature of Change

Type of Change

- CHANGE IN THE PARTICULARS OF A DIRECTOR (SECTION A)
- NEW DIRECTOR (SECTION B)
- CESSATION AS A DIRECTOR (SECTION C)
- CHANGE IN THE PARTICULARS OF MANAGER (SECTION D)
- NEW MANAGER (SECTION E)
- CESSATION AS A MANAGER (SECTION F)
- CHANGE IN THE PARTICULARS OF A SECRETARY (SECTION G)
- NEW SECRETARY (SECTION H)
- CESSATION AS A SECRETARY (SECTION I)

Extension of Time (EOT)

ADD EXTENSION OF TIME

Section I - Cessation as a secretary

Name	Identification Number	Attachment
AMNI MOHAMED ZAIN	900825295406	

MyCoID 2016
Malaysia Corporate Identity

Inbox My Account My Profile

Update Directors, Managers and Secretaries >

Printer-friendly Toggle Annotation

Company Name: ANGGUN 00 SDN BHD

Company Reg No: 1217991 Q

SECTION I - CESSATION AS SECRETARY

Identification Type: -

Identification Number: 900025295406

Title: - Please select -

Name: AMNI MOHAMED ZAIN

* Date of Cessation:

* Reason for Cessation: - Please select -

* Attachment: No file chosen

2. Click any of the secretary to be updated with cessation. Then, cessation form will appear.

Field Name	Description
Identification Type	Identification type (e.g;- NRIC, PR Number, Passport, Police ID, Army ID). Value is automatically populated.
* Identification No	Relevant identification number based on identification type above. Value is automatically populated.
Title	Title of the secretary.
Name	Secretary's name. Value is automatically populated.
* Date of Cessation	Date of cessation of the secretary.
* Reason of Cessation	Reason of cessation of the secretary.
* Attachment	To attach with company resolution in case of reason for cessation is removal.

- After all the required fields have been filled, click **Save** button to save the updates and proceed. Otherwise, click **Cancel** button.
- Pop up will show if the company make the resignation for single secretary

The screenshot shows the MyCoID 2016 interface for updating company details. The 'Particular of Company' section includes fields for 'Company Reg No' (3835-P) and 'Company Name' (FIW STEEL SDN. BHD.). Under 'Nature of Change', the option 'CESSATION AS A SECRETARY (SECTION I)' is selected. A 'Please wait...' loading spinner is visible in the center. An error message pop-up is displayed at the top right, stating: '10.10.48.51 says: Company should have at-least 1 company secretary.' Below the spinner, the 'Section I - Cessation as a secretary' table is shown with one entry for YAP KAI WENG, who resigned on 17/Oct/2018. A declaration section at the bottom contains a confirmation checkbox and a warning about the legal consequences of providing false information.

Name	Identification Type	Identification Number	Reason for Cessation	Date of Cessation
YAP KAI WENG	NRIC	511117105055	RESIGNATION	17/Oct/2018

12.11 How to Submit After I Updates All the Changes?

1. To submit, please make sure you have tick the checkbox under Declaration section to confirm that the facts and information stated in the document are true and to the best of your knowledge.
2. Then, click Save & Preview button.
3. In the Preview screen, you may view your PDF.
4. Click Proceed to submit the application.