

7 Return on Allotment of Shares (ROA)

7.1 How to view my application?

1. Log into MyCoID system with valid username and password.
2. Click on the **Sign In** button.
3. Click on the **My Application** from the menu on the left side.
4. To view list of ROA applications, click on the **ROA** link from the menu listing.

The screenshot shows the MyCoID 2016 Malaysia Corporate Identity dashboard. The user is YAP KAI WENG. The left sidebar menu includes: HOME, MY APPLICATION (expanded), NAME RESERVATION, INCORPORATION, APPOINTMENT OF FIRST COSEC, LODGEMENT OF CONSTITUTION, **ROA** (highlighted with a red box), ROM, ECHARGES, CHANGE OF REGISTERED ADDRESS, REASSIGNMENT OF COSEC, CHANGE OF PARTICULARS, E-CHARGES TRANSFER FILE, and SEARCH REGISTRATION NO. The main content area displays eight application categories:

- 1 Direct Incorporation
- 2 Application for reservation of name – optional
- 3 Application for extension of name reservation period
- 4 Incorporation of reserved name
- 5 Appoint Professional Company Secretary
- 6 Lodgement Of Constitution
- 7 Return on Allotment of Shares (ROA)
- 8 Notification of Change in the Register of Members (ROM)

5. Enter the [**Lodging Reference No.**] in the respective field to search for a record.

The screenshot shows the 'ROA Listing' search results page. A search box for 'Lodging Reference No.' is highlighted with a red box. Below it is a table of search results with columns for Lodging Reference No., Submission Date, Company Name, Company Registration No., Lodger Name, and Application Status. The first four rows show approved applications for YAP KAI WENG.

Lodging Reference No.	Submission Date	Company Name	Company Registration No.	Lodger Name	Application Status
ROA0206202100002	02/06/2021 00:00 AM	TRILLION COVE HOLDINGS BERHAD	1386271-T	YAP KAI WENG	APPROVED
ROA0211202000002	02/11/2020 00:00 AM	ASIAN CONTACT SOLUTIONS SDN. BHD.	837261-V	YAP KAI WENG	APPROVED
ROA0210202000004	02/10/2020 00:00 AM	PAYALLZ SDN. BHD.	976790-U	YAP KAI WENG	APPROVED
ROA0210202000002	02/10/2020 00:00 AM	PAYALLZ SDN. BHD.	976790-U	YAP KAI WENG	APPROVED

6. Click on the **Filter** button to filter the record, otherwise click on the **Clear** button.
7. Click on the Lodging Reference No. to view application details.

YAP KAI WENG
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Malaysia Corporate Identity

Inbox My Account My Profile

ROA Listing

Lodging Reference No.

Filter Clear

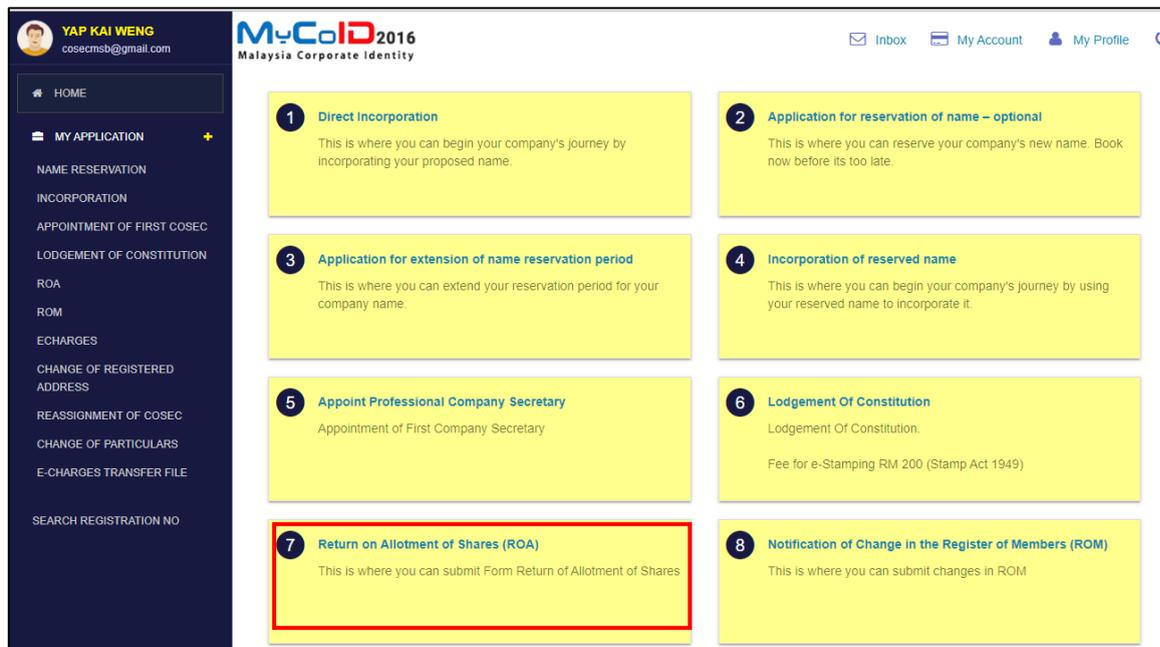
Lodging Reference No.	Submission Date	Company Name	Company Registration No.	Lodger Name	Application Status
ROA2401201700014	1/24/2017 4:32:25 PM	SELLIROH MAKMUR SON BHD	111554Y	YAP KAI WENG	APPROVED
ROA2401201700017	1/24/2017 2:45:01 PM	NASSETTI (MALAYSIA) SDN. BHD.	105990-T	YAP KAI WENG	CLEARED
ROA2401201700015	1/24/2017 12:57:25 PM	NASSETTI (MALAYSIA) SDN. BHD.	105990-T	YAP KAI WENG	WITHDRAWN
ROA2401201700019	1/24/2017 10:56:23 AM	PENINSULAR ACRES SON. BHD.	308381P	YAP KAI WENG	APPROVED
ROA2401201700018	1/24/2017 9:04:46 AM	PENINSULAR ACRES SON. BHD.	308381P	YAP KAI WENG	APPROVED
ROA2401201700008	1/24/2017 10:48:16 AM	SALJU SENDERIAN BERSHAG	40464-X	YAP KAI WENG	APPROVED
ROA2401201700009	1/24/2017 12:39:26 AM	NASSETTI (MALAYSIA) SDN. BHD.	105990-T	YAP KAI WENG	APPROVED
ROA2401201700004	1/24/2017 12:33:27 AM	NASSETTI (MALAYSIA) SDN. BHD.	105990-T	YAP KAI WENG	APPROVED
ROA2401201700002	1/24/2017 12:16:53 AM	NASSETTI (MALAYSIA) SDN. BHD.	105990-T	YAP KAI WENG	APPROVED
ROA2401201700014	1/23/2017 3:55:55 PM	NASSETTI (MALAYSIA) SDN. BHD.	105990-T	YAP KAI WENG	CLEARED

Results Per Page: 10 Showing records 1 to 10 out of 40

First Previous 1 2 3 4 5 Next Last

7.2 How to Lodge ROA?

1. Log into MyCoID system with valid username and password.
2. Click on the **Sign In** button.
3. Click on the **Return Of Allotment Of Shares (ROA)** link on the menu to lodge for ROA.



4. System shall populate lodger information based on login ID which has been registered during incorporation

The screenshot shows the 'Return of Allotment of Shares (ROA)' page in the MyCoID 2016 Malaysia Corporate Identity system. The page displays 'Lodger Information' with a form containing the following details:

Lodger Type	PROFESSIONAL USER
Name	YAP KAI WENG
Identification	511117105055
Address	NO 9 BILIK TERKUKUR 1, TAMAN CHERAS INDAH, AMPANG 68000 SELANGOR MALAYSIA
Contact No	01033410542
Email	COSECMSB@GMAIL.COM
Prof. body type	MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS (MAICSA)
Membership No	MAICSA987654
LS expired Cosec	-
LS Blacklisted	NOT BLACKLISTED

5. Enter company registration number in the [**Company Number**] field.

Application Details

Lodging Reference Number

* Company Number
eg: Please use 123456-A format while entering Company No

Search

Company Name

Date of Allotment
Only applicable for allotment date from 31-January-2017

between the

and

Total Current (Cash)

Total Current (Otherwise)

Total Current Issued

EXTENSION OF TIME

- Click on the **Search** button.
- System shall display company details with current shares value in the respective fields.

Application Details

Lodging Reference Number

* Company Number
eg: Please use 123456-A format while entering Company No

Clear

Company Name

Date of Allotment
Only applicable for allotment date from 31-January-2017

between the

and

Total Current (Cash)

Total Current (Otherwise)

Total Current Issued

EXTENSION OF TIME

- Enter allotment date in the [**Date of Allotment**] field for single allotment date. If the company has a range of dates for the allotment of shares, please enter the date range in the [**between the**] & [**and**] fields.



Either Date of allotment for single allotment date or date range of allotment is allowed.

- Tick on [**Extension Of Time**] checkbox if the user has obtained approval for extension of time.
- User shall enter [**EOT Granted Date**] and attach approval letter in the [**EOT Attachment**] field.

11. To enter [EOT Granted Date], click on calendar icon and select dates.
12. To attach document, click on the **Choose File** button and select the document to be attached.

The screenshot shows a form section with the following elements:

- A checked checkbox labeled "EXTENSION OF TIME".
- A text input field labeled "EOT GRANTED DATE" with a calendar icon to its right.
- A file selection area labeled "EOT ATTACHMENT" with the text "Supported document: .TIFF, .PDF" below it. It contains a "Choose File" button, the text "No file chosen", and an "Upload" button.

13. Click on the **Upload** button.
14. Click on the **Change** button if requires to change attachments or **Remove** button to remove attachments.

The screenshot shows a form section with the following elements:

- Two date input fields labeled "between the" and "and", each with a calendar icon to its right.
- A horizontal bar labeled "Total Current (Cash)" with the value "359,250,000".
- A horizontal bar labeled "Total Current (Otherwise)" with the value "0".
- A horizontal bar labeled "Total Current Issued" with the value "359,250,000".
- A checked checkbox labeled "EXTENSION OF TIME".
- A text input field labeled "EOT GRANTED DATE" with a calendar icon to its right.
- A file selection area labeled "EOT ATTACHMENT" with the text "Supported document: .TIFF, .PDF" below it. It contains a "Change" button and a "Remove" button, which are highlighted with a red rectangular box.

7.3 How to add share details?

1. Click on the Add button to enter share details.

Share Details

Add **Delete**

Type	Details of Shares	Others	Number of Shares	Price per share (RM)	Total Issued Share (RM)	Attachment	The consideration of shares allotted is as follow
There are currently no records							
Total Additional Issued (Cash)			0				Total Accumulated Issued (Cash) 359,250,000
Total Additional Issued (Otherwise)			0				Total Accumulated Issued (Otherwise) 0
Total Additional Issued			0				Total Accumulated Issued 359,250,000
Company Type	PUBLIC						

private or public

2. Enter the share details information in the respective fields.
3. Click on the Save button to save the information, otherwise click on the Cancel button.

Return of Allotment of Shares (ROA) > SharesAllotment

- Please select -

* Type

- Please select -

* Details of Shares Share type "others" shall refer to Special Shares/ Golden Shares only

* Number of Shares

* Price per share (RM)

Amount (if any) paid on each share (RM)

Amount (if any) due and payable on each share (RM)

Amount to be treated as paid on each of the shares so allotted (RM)

The consideration for which the shares have been so allotted is as follow

Total Issued Share (RM) 0.0000

Attachment No file chosen

Supported document: TIF, PDF



Field indicated with '*' means that it is a mandatory field

4. To remove a record, tick on the checkbox and click on **Delete** button.

Share Details

Add **Delete**

Type	Details of Shares	Others	Number of Shares	Price per share (RM)	Total Issued Share (RM)	Attachment	The consideration of shares allotted is as follow
<input type="checkbox"/>	Cash	ORDINARY A	10	10,000.0000	100,000.0000		

7.4 How to add particular of allottees?

Particular of Allottees

EXCEEDS 500 MEMBERS

Add

Name	ID Or Registration No.	Additional Issued Share	Shareholder Type
<input type="checkbox"/> FLORENCE ANAK JUAN	930606136342	0	Individual

1. Click on the **Add** button to enter particular of allottees.
2. If select Shareholder Type Individual, enter the particular details

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[Return of Allotment of Shares \(ROA\) > Shareholders](#)

Share holder Information

Share holder NEW EXISTING

Shareholder Type INDIVIDUAL BODY CORPORATE

Search Profile NEW EXISTING

* ID Type

* Identification No

* Name

* Date of birth

* Nationality

* Gender

* Race

* Address

* Country

* Email

Mobile number

Office number

Fax number

3. If select shareholder Body Corporate, enter the particular details

Share holder Information

Share holder NEW EXISTING

Shareholder Type INDIVIDUAL BODY CORPORATE

* Type

Company Registration No.

Registration number
eg: Please use 123456-A format while entering Registration No

* Corporate Name
For creation of new Joint Holder please use symbol & to join two or more shareholder names

Address

* Country

4. Enter the particular of allottees in the respective fields.



*Field indicated with '**' means that it is a mandatory field*

5. Click on the **Save** button to save the information, otherwise click on the **Cancel** button.

- Click on the **Save and Enter Shareholder Shares** button to enter shareholder shares information.

Particular of Allottees

EXCEEDS 500 MEMBERS

Add **Delete**

Name	ID Or Registration No.	Additional Issued Share	Shareholder Type
<input type="checkbox"/> FLORENCE ANAK JUAN	930606136342	0	Individual

Save and Enter Shareholder Shares

- Click on the **Add** button to enter shareholder shares information.

Shareholder Shares

Add **Delete**

Shareholder Name	Total Issued Share (RM)	Details of Shares	Price Per Share (RM)	Type of Shares	ID Or Registration No.	Number of Shares
There are currently no records						

Remaining Additional Shares to be allotted:

- Enter shareholder shares information in the respective fields.

Return of Allotment of Shares (ROA) > Shareholder Shares

* Shareholder Name:

* Type of Shares:

* Details of Shares:

* Number of Shares:

Price Per Share (RM):

Total Issued Share (RM):

Save **Cancel**

- Click on the **Save** button to save the information, otherwise click on the **Cancel** button.

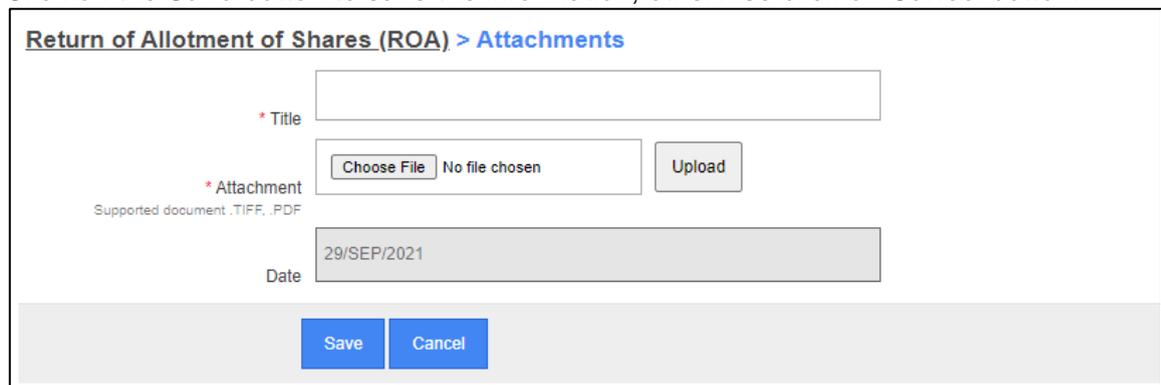
7.5 How to add attachments?

1. Click on the **Add** button from Attachment section if requires any supporting document to be attached.



The screenshot shows a web form titled "Particular of Allottees". At the top, there is a search bar with the text "EXCEEDS 500 MEMBERS". Below this is a table with columns: Name, ID Or Registration No., Additional Issued Share, and Shareholder Type. The table contains one row for "FLORENCE ANAK JUAN" with ID "930605135342" and "0" shares. Below the table is a section titled "Shareholder Shares" with "Add" and "Delete" buttons. Underneath is another table with columns: Shareholder Name, Total Issued Share (RM), Details of Shares, Price Per Share (RM), Type of Shares, ID Or Registration No., and Number of Shares. A message states "There are currently no records". Below this is a field for "Remaining Additional Shares to be allotted" with the value "10". At the bottom is an "Attachment" section with "Add" and "Delete" buttons. The "Add" button is highlighted with a red box.

2. Enter attachment details in the respective fields.
3. Enter document title in the [Title] field.
4. To attach document, click on the **Choose File** button and select the document to be attached.
5. Click on the **Upload** button.
6. Click on the **Save** button to save the information, otherwise click on **Cancel** button.



The screenshot shows a form titled "Return of Allotment of Shares (ROA) > Attachments". It has the following fields and buttons:

- * Title: A text input field.
- * Attachment: A file selection area with a "Choose File" button, the text "No file chosen", and an "Upload" button. Below it, it says "Supported document .TIFF, .PDF".
- Date: A text input field containing "29/SEP/2021".
- At the bottom, there are "Save" and "Cancel" buttons.

8. Tick on the terms and condition from the Declaration section before submitting the application.

Declaration Section

I CONFIRM THAT THE FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE

* T & C Agreement

Remarks

9. Click on the **Save** button to save the information or click on the **Discard changes button** to cancel.
10. Click on the **Back to Shareholders button** to return to Particular of Allottees section.
11. Preview form shall be displayed to verify the data that has been entered.

- Click on the **Cancel** button to return back to the main screen or click on the **Submit** button to submit the application.

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RETURN OF ALLOTMENT OF SHARES (Preview)

COMPANY ACT 2016
SECTION 78
RETURN OF ALLOTMENT OF SHARES

Lodging Reference Number : DRAFT2501201700004
Company Number : 16370-U
Company Name : PACIFIC RADIO (M) SDN. BHD.
Date of Allotment : 25/01/2017
between the : and :
Total Current f(Cash) : 1000000

Cancel Submit

- Click on the **Pay** button to make payment, otherwise click on the **Cancel** button.

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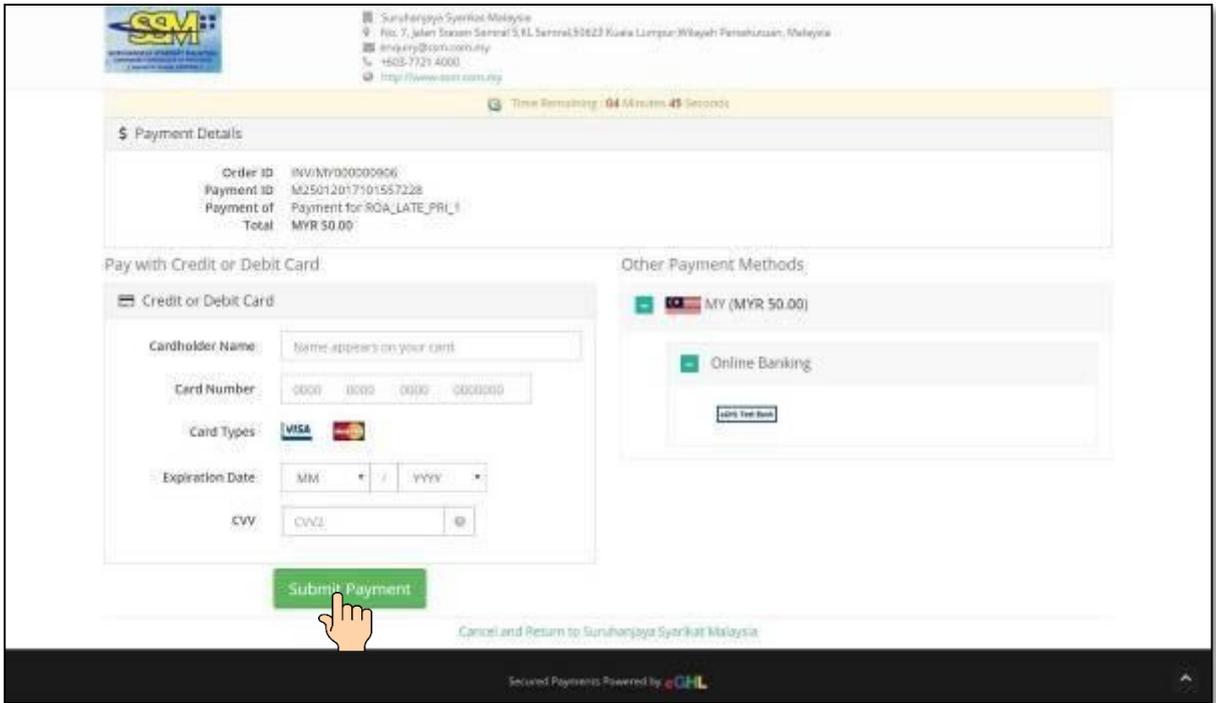
MyCoID 2016
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Transaction

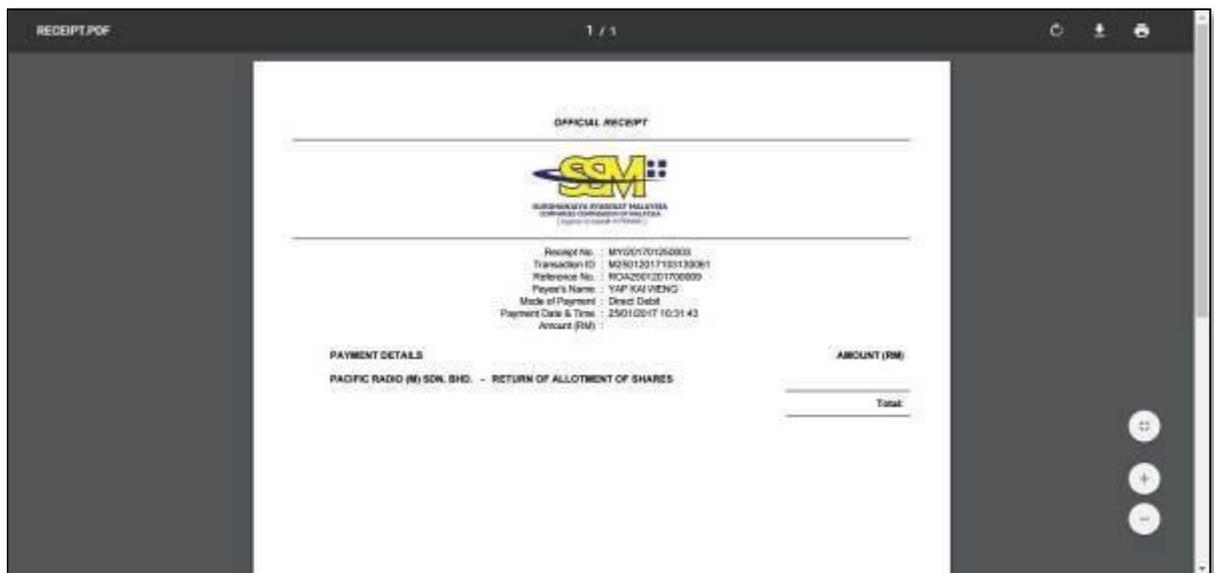
Transaction ID : M03012017101057123
Purpose : P-ALLOTMENT OF SHARES
Company Type : S-LIMITED BY SHARES
Payment Description : R0A_LATE_PRL
Currency Code : MYR
Amount : 1000
Name : YAP KAI WENG
Email : coocomb@gmail.com
Phone Number : 01133410541
State : -Please select--
City : -Please select--
PostCode : -Please select--

Pay Cancel

- Select payment method by credit card, debit card or online banking.
- Click on the **Submit Payment** button to resume payment.



16. Click on the receipt link to view payment receipt.



17. Click on the print icon to print the receipt.