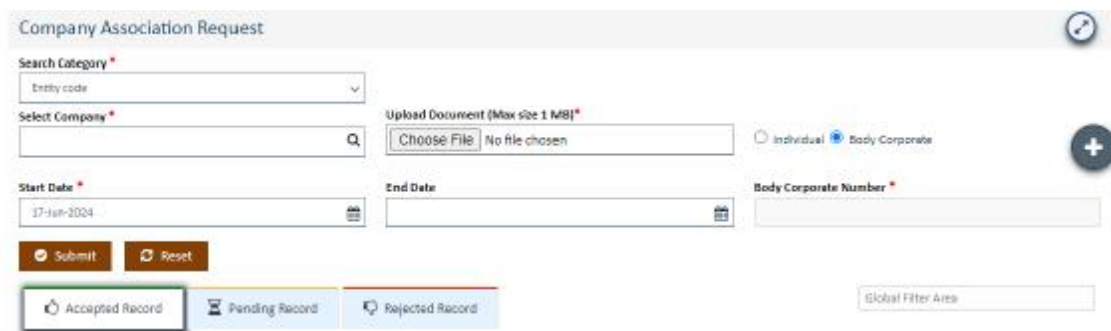


5. Association between Company Agent (Lodger) and a Foreign Company

1. An external user who has the role of a Company Agent (Lodger) can create association with foreign companies. While in case of a Company Secretary (Lodger), the system will already have details of the registered company secretaries association with their respective local companies which is obtained from the SSM system when a Company Secretary registers in the SSM Service Portal.
2. Hence if any Company Secretary tries to submit filing of a company that they are not associated with, the system will not accept such a filing submission.
3. In case of a Company Agent (Lodger), the Lodger can associate their self with a foreign company through the “**Company Association**” menu item of the mPortal as shown in Figure 30.



The screenshot displays the 'Company Association Request' form. It includes a 'Search Category' dropdown with 'Entity code' selected. Below it is a 'Select Company' field with a magnifying glass icon. To the right is an 'Upload Document (Max size 1 MB)' section with a 'Choose File' button and 'No file chosen' text. Further right are radio buttons for 'Individual' and 'Body Corporate', with 'Body Corporate' selected. Below these are 'Start Date' (set to 17-Jun-2024) and 'End Date' fields, both with calendar icons. A 'Body Corporate Number' field is also present. At the bottom left are 'Submit' and 'Reset' buttons. Below these are three tabs: 'Accepted Record' (highlighted with a green border), 'Pending Record', and 'Rejected Record'. A 'Global Filter Area' is located at the bottom right.

Figure 30: Company Association Request Page

4. Lodger should enter valid details for fields. As per Search Category “**Select Company**”, upload certificate of association which can be of maximum 1 MB. Select either one of the options as “**Individual**” or “**Body Corporate**”. If “**Body Corporate**” is selected, then “**Body Corporate Number**” is mandatory to be entered.
5. Lodger also needs to provide “**Start Date**” and “**End Date**” for defining period of association with the selected company.

6. Once the lodger clicks on the **“Submit”** button the association request is verified through the API for **Individual** option and gets **Auto approved** and displayed under **“Accepted Records”** tab, Whereas for **Body Corporate** the company association request sent to SSM for approval and displayed under **“Pending Records”** tab with details of the request as shown in the Figure 31 below.

The screenshot displays the 'Company Association Request' page in the MBRS Portal. The page includes a sidebar with navigation options like 'Administrator', 'User Management', 'Downloads', 'Report', 'Company Association', and 'Company Association Request'. The main content area has a form for submitting a request, with fields for 'Search Category', 'Select Company', 'Start Date', 'End Date', and 'Body Corporate Number'. There are buttons for 'Submit' and 'Reset'. Below the form, there are three tabs: 'Accepted Records', 'Pending Records', and 'Expired Records'. The 'Pending Records' tab is active, showing a table of pending requests.

Sl.	Reference No.	Company Name	Body Corporate No.	RT Type	Start Date	End Date	Submitted Date	Status	Comments
1	101		301		Feb 23, 2024 12:00:00 AM	Feb 23, 2024 12:00:00 AM	23 Feb 2024	Inactive	
2	201				Mar 21, 2024 12:00:00 AM	Apr 1, 2024 12:00:00 AM	11-Apr-2024	Inactive	

Figure 31: Company Association Request Page with Pending Record tab

7. An email notification is sent to the Company Agent (Lodger) confirming that the request for association has been sent and submitted to SSM for Approval as shown in Figure 32.



Figure 32: Email for company association request

8. When the SSM Officer approves the company association request send by the Company Agent (Lodger) the status changes from "**Pending Record**" tab to "**Accepted Record**" tab in the "**Company Association Request**" page as shown in Figure 33.

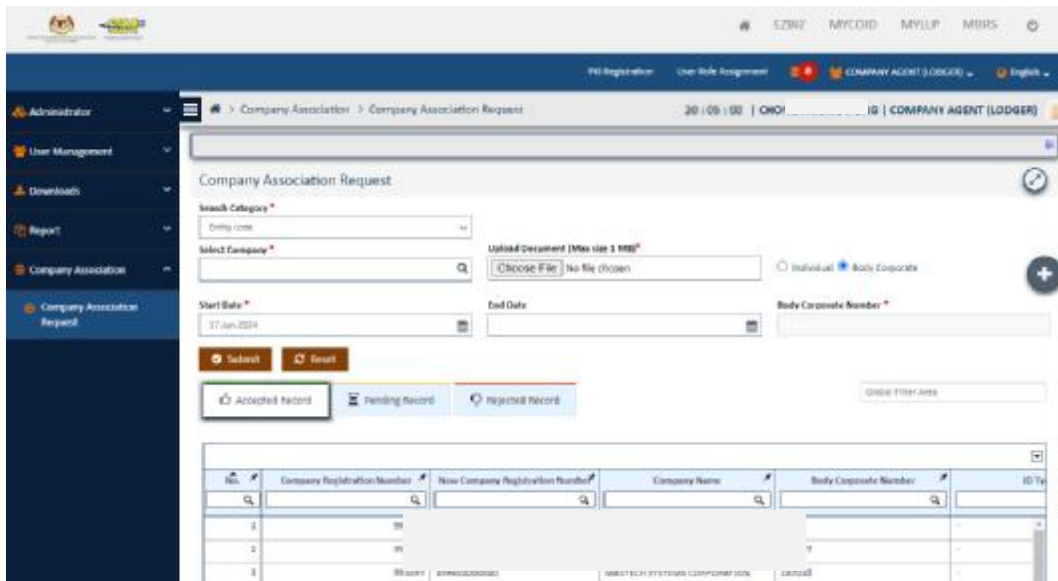


Figure 33: Company Association Request Page with Accepted Record tab

9. Once the submitted request is approved by SSM, the CA Lodger would receive a confirmation email notification of approval as shown in Figure 34.



Figure 34: Email for company association request approved by SSM