

Thank you for choosing us to assist you with your new company formation.

Below is a CHECKLIST & GUIDE to make things easier. To start, please provide us with the following documents/information.

**01. COMPANY NAME PROPOSE**

1st Preference  ----- *Clarify:	<b>NOTES</b>  1. Additional cost of RM70 per name search shall be imposed after 1st proposed name is rejected.  2. If the proposed name is in abbreviation or not in Malay or English, please clarify meaning.*  3. If the proposed name is contains a proper name, state whether it is the name of a director of the company or the proposed company.*  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 prepare the consent letter).*  5. If the proposed name is a trademark, state whether consent has been obtained from the owner (please prepare the consent letter and provide all the documents related to it).*
2nd Preference  ----- *Clarify:	
3rd Preference  ----- *Clarify:	

**02. DIRECTORS / SHAREHOLDERS (MIN: 1 DIRECTOR, 1 SHAREHOLDER)**

Name:		
Shareholding*(%) <i>If only director put (-)</i>		
NRIC / Passport No.		
Nationality		
Race		
Malaysia Residential Address		
Email Address		
Contact No		

**NEED HELP?  
CONTACT US**

*\*Total shareholding should add up to 100%*

**03. BUSINESS ADDRESS**

Address	Email Address
	Office No
	Fax No

**NEED HELP?  
CONTACT US**

**04. PRINCIPAL BUSINESS ACTIVITY**

Business Activity	<i>Please elaborate on business description</i>
General nature of business	

## 05. PREFERRED BANK FOR COMPANY ACCOUNT

NEED HELP?  
CONTACT US

Bank	Branch
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## 06. AUTHORISED SIGNATORIES NAME FOR BANKING

Name as per passport
Name as per passport

## 07. MODE OF AUTHORIZATION

<input type="checkbox"/> Either <input type="checkbox"/> Both <input type="checkbox"/> Sole Signature
Please specify Signatory name for Sole Signature

## 08. DECLARATION

By signing below, we hereby agreed to the conditions of vOffice company incorporation service and that the given information is true and accurate.	
Signature of Director #1	Signature of Director #2
Date:	Date:
<input type="checkbox"/> Please enclose a photocopy of Director's IC/Passport	<input type="checkbox"/> Please enclose a photocopy of Director's IC/Passport

## PAYMENT DETAILS

<b>PAYMENT BY WAY OF BANKIN-IN / TELEGRAPHIC TRANSFER</b> Bank: <b>MAYBANK (Malayan Banking Berhad)</b> Account Name: <b>FLEXI E-SOLUTIONS SDN BHD</b> Account No: <b>5147 2110 2200</b> Swiftcode: <b>MBBEMYKL (For International Transfer only)</b> Please remember to fax (+603 2788 3666) or email (cs@voffice.com.my) the bank-in slip, ensuring that the following can be clearly read (1) <b>Quotation Number</b> , (2) <b>Contact Number</b> .	<b>PAYMENT BY CREDIT CARD / PAYPAL</b> You may make your payment using a valid credit card through our Secured Payment Page at <a href="https://voffice.com.my/paynow/">https://voffice.com.my/paynow/</a> (additional 5% for bank service charge). <b>PAYMENT BY WAY OF CHEQUE</b> Payment must be made payable to "Flexi e-Solutions Sdn Bhd". Please make sure you write the <b>Quotation Number</b> and your <b>Contact Number</b> at the back of the cheque. Mail the cheque to: <b>Flexi e-Solutions Sdn Bhd</b> <b>B-5-8, Plaza Mont Kiara, Mont Kiara, 50480 Kuala Lumpur</b>
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Please be advised that all payment must be strictly paid to designated vOffice banking account(s).  
vOffice shall not responsible for payment to any third party or third party banking account.

## BUSINESS REGISTRATION

### WORK FLOW

- 1 Upon completing the service sign up requirement and once we have the above information, our authorized company secretary will liaise with SSM to register your company. Once we have all the formal document prepared, we will email soft copy to you for your print out and obtain your signature.
- 2 You are then required to make full payment and return the duly executed document to us for final submission.
- 3 Upon SSM finalization, your new Malaysia Company is registered and is ready to do business in Malaysia.
- 4 We will courier the complete set of documents to you once it is released by SSM.
- 5 Average turn around time is 14 to 21 working days.

# LET'S TALK

at



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