



Smarter Business - Better Life

COMPANY REGISTRATION

A smart way to incorporate
your business

www.vOffice.com.my
cs@vOffice.com.my
+603 2788 3555



Company Registration Service

MALAYSIA COMPANY INCORPORATION SERVICES FOR LOCALS & FOREIGNERS.

We specialize in providing local presence for your company in Malaysia. Our services include business setup and incorporating your company with the relevant Malaysian authorities as stated in The Companies Act, 2017. We also provide a complete one-stop service to assist your business operation in Malaysia in any way possible.

COMPANY REGISTRATION TYPE

	CR1	CR2	CR3
Directors Minimum 1 or more	Malaysian	100% Foreigners OR Malaysian AND Foreigner	100% Foreigners OR Malaysian AND Foreigner
Shareholders Minimum 1 or more	Malaysian	100% Foreigners OR Malaysian AND Foreigner	100% Foreign Company OR Malaysian / Foreigner AND Foreign Company
TOTAL COST TO REGISTER A NEW COMPANY IN MALAYSIA	RM2,888	RM3,800	RM3,999
Maximum turn around time for the entire process From date of full payment and execution, and return of incorporation paper(s) by client	14 working days	14 working days	21 working days

WHAT IS REQUIRED TO START PROCESSING THE COMPANY INCORPORATION

Director(s) & Shareholder(s) IC / Passport photocopy	Copy of IC	Copy of Passport	Copy of Passport / Company certificate
Residential address in Malaysia	✓	✓	✓
Business activity details	✓	✓	✓
Preferred company name	3 names	3 names	3 names
Complete our standard Company Registration form	✓	✓	✓
Deposit Non-refundable	RM1,000 (Balance to be paid after confirmation of new company name availability at ROC)		



What's included

ALL INCLUSIVE

- 1 free name search for all 1st time applications.**
Subsequent name search upon name rejection chargeable at RM100 per search.
 - Complete set of all documentation to accompany your company registration.**
 - Stamp duties for Memorandum & Articles of Association.**
 - Company Seal, Share certificates, Minutes Book, Register Book, Secretarial Folder, together with 5 Sets of Super Form, Notice of Registration (Sec 15), Certificate of Incorporation, Company Profile.**
 - 1 company stamp.**
 - Complementary 3 months Virtual Office Platinum service.**
This complementary plan worth RM717.
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Malaysia Company is required to retain an active Company Secretary, our Monthly Retainer Fee by our expert certified company secretary is RM90 per month.

If you have any inquiries

Simply reach out to us and one of our Solution Consultant will assist you.

Chat with us

 [+6011 5753 7089](https://wa.me/601157537089)

Email us

 cs@voffice.com.my

...or give us a call

 [+603 2788 3555](tel:+60327883555)

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	<p>NOTES</p> <ol style="list-style-type: none"> Additional cost of RM100 per name search shall be imposed after 1st proposed name is rejected. If the proposed name is in abbreviation or not in Malay or English, please clarify meaning.* 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.* 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).* 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).*
*Clarify	
2nd Preference	
*Clarify	
3rd Preference	
*Clarify	

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

Name:		
Shareholding* (%) <small>If only director put (-)</small>		
NRIC / Passport No.		
Nationality		
Race		
Malaysia Residential Address		
Need Help? Contact us!		
Email Address		
Contact No.		

03. BUSINESS ADDRESS

Need Help? Contact us!	Address	Email Address
		Office No.
		Fax No.

04. PRINCIPAL BUSINESS ACTIVITY

Business Activity	Please elaborate on business description
General nature of business	

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

Please enclose a photocopy of Director's IC/P assport

Please enclose a photocopy of Director's IC/P assport

THE WORK FLOW

- 1

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Upon completing the service sign up requirement and once we have the above information, our authorised 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

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You are then required to **make full payment** and return the duly executed **document** to us for final submission.
- 3

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Upon **SSM finalization**, your new Malaysia Company is registered and is ready to do business in Malaysia.
- 4

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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.



Payment Details

PAYMENT BY WAY OF BANKIN-IN / TELEGRAPHIC TRANSFER

Bank	MAYBANK (MALAYAN BANKING BERHAD)
Bank Branch	DESA SRI HARTAMAS, Kuala Lumpur
Account Number	5 1 4 7 2 1 1 0 2 2 0 0
Account Name	FLEXI E-SOLUTIONS SDN BHD
Swift Code	MBBEMYKL For International Transfer Only

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) Quotation Number, (2) Contact Number.

PAYMENT BY CREDIT CARD / PAYPAL

You may make your payment using a valid credit card through our Secured Payment Page at <https://voffice.com.my/paynow/>

*There will be additional 5% for bank service charge.

PAYMENT BY WAY OF CHEQUE

Payment must be made payable to "Flexi e-Solutions Sdn Bhd".
Please make sure you write the Quotation Number and your contact number at the back of the cheque.

Mail the cheque to: **Flexi e-Solutions Sdn Bhd**
B-5-8, Plaza Mont Kiara
Mont Kiara, 50480 Kuala Lumpur

Please be advised that all payment must be strictly paid to designated vOffice banking accounts, vOffice shall not be responsible for payment to any third party or third party banking account.