

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

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2nd Preference

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3rd Preference

## 02| Authorised Capital - RM / Unit Shares

RM 400,000

## 03| Directors / Shareholders

Name:

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Shareholding\* (%):

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NRIC / Passport No:

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Malaysia Residential Address:

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Email Address:

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Contact No:

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Name:

---

Shareholding\* (%):

---

NRIC / Passport No:

---

Malaysia Residential Address:

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Email Address:

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Contact No:

NEED HELP?  
CONTACT US

NEED HELP?  
CONTACT US

\*Total shareholding should add up to 100%

## 04| Business Address

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## 05| Principal Business Activity

1)

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2)

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3)

## 06| Preferred Bank for Company Account

Bank

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Branch

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## 07| Authorised Signatories Name (Name as per passport)

## 08| Mode of Authorised

Either  Both  Sole Signature

Please specify Signatory name for Sole Signature

## 09| Please enclose a Photocopy of the followings:

Both Directors' Passport

By signing below, we hereby confirm that the given information is true and accurate.

Signature of Director #1	Signature of Director #2
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Date :

## BUSINESS REGISTRATION WORK FLOW

- 1 Once we have the above information, our authorized company secretary will liaise with ROC to register your company. Once we have all the formal document prepared, we will courier it to you to obtain your signature.
- 2 You are then required to return the document to us for final submission.
- 3 Upon ROC 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 ROC.
- 5 Average turn around time (inclusive of courier) is **14 working days**.

**THANK YOU AND WE WISH YOU ALL THE BEST FOR ALL YOUR FUTURE BUSINESS!!**