

A Firm Registered with the Malaysian Institute of Accountants

3E ACCOUNTING PLT (LLP No.: LLP0004140-LCA)

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Quotation for Standard Incorporation Services

NO	DESCRIPTION	TOTAL (RM)
1	Standard Incorporation Services	1,450.00
2	Self-inking stamp (one unit of 3E24 round stamp)	50.00
3	Common seal	100.00
4	Share certificates, minutes book and register book	200.00
5	Annual company secretary services (RM50 per month)	600.00
6	Annual General Meeting (Standard) & Annual Return Submission For Private Limited Company	350.00
GRAND TOTAL		2,750.00

- Please refer to Appendices on the details of services package and subject to standard terms of services.
- Payment term : Full payment before works commence
- Please make the payment to the bank account below and kindly email us the proof of payment once the payment is made.
 Bank : OCBC Al-Amin (Wangsa Maju Branch)
 Account Name : 3E Accounting PLT
 Account No : 1731016066
 SWIFT BIC Code : OABBMKLYXXX
- Please note that the professional fees may subject to annual price review and we will discuss with you upfront if there is any change.
- If you have any questions concerning this quotation, please contact Yivon at +603 2630 8378, yivonyau@3ecpa.com.my

Confirmation Made By :

Mr/Mrs/Ms : _____ Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____ Handphone : _____

E-mail : _____

 Authorised Signatory / Date

 Company Stamp

Appendix 1 Standard Incorporation Services

The Incorporation services package includes the following:-

- SSM company name check and reservation for 1 time
- Appointment of 2 new directors and 2 shareholders
- Authorised Capital of RM400,000
- Issued & Paid up capital (RM2 to RM2,500)
- Registration fee of RM1,000 payable to SSM for registration of authorised capital amounting to RM400,000
- Prepare and Stamping of Standard Memorandum & Articles of Association
- Stamp duty of RM200 for stamping M&A of the company
- Submission of Form 49, 44 & 24 to SSM after registration
- Prepare minutes of first board of directors meeting
- Prepare resolution to open the company's bank account (maximum 2 accounts)
- Prepare 2 sets of certified true copies of incorporation documents(including E-copies of incorporation certificate, M&A, Form 49, 44 & 24)
- Free Printing & Stationery, Traveling Expenses to SSM & Stamping office, Telephone, Fax & Courier Charges on Registration
- Free incorporation consulting services
- Use of our office premise as your company's [Registered Office](#)

^The use of 3E's office premise as your company's Registered Address is merely for fulfilment of statutory requirements under the Companies Act. 3E also offers cost effective and reliable [Virtual Office Solutions](#). Please refer to www.3ecpa.com.my for further details.

Information Required

To incorporate a company, the following information must be submitted to us

- Proposed *company names*
- Principal business activities of the new company setup
- Photocopy of all directors' & shareholders' I/C or Passport
- Latest proof residential addresses of all directors such as utility bills (if different from IC)
- Paid up capital information (min RM2 or max RM2,500)
- Percentage of shareholding of each shareholders.

Steps to Incorporate

- i. Email us the information as required above to us
- ii. We will check the availability of the company name and get back to you within 24 hours.
- iii. Once the information is received and the name is confirmed, we will email you our invoice for payment. Upon receipt of payment, the company name will be reserved at your request.
- iv. Once name approved by SSM , we will prepare full set of registration documents.
- v. Signing of documents at 3E Accounting office by all directors & shareholders.
- vi. Once the signing of documents is done, we will proceed to incorporate the company with Companies Commission of Malaysia (SSM)
- vii. Stamping of M&A by LHDN and Submission to SSM
- viii. Issuance of Digital Incorporation Certificate by SSM
- ix. Submission of First form (Form 24, 44 & 49)
- x. Once the Malaysia company setup, we will email you all the completed documents (i.e. Memorandum & Articles of Association, business profile and various other documents).

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Appendix 2 & 3 Annual Company Secretary Service

Packages Available	Fee (RM)
Annual Company Secretary Service* (monthly retainer fee of RM50)	600
Annual General Meeting (Standard)	350
Annual Return Submission For Private Limited Company	

** The professional fees for annual company secretarial services & annual general meeting (Standard) and annual return submission will be billed in advance during engagement for the incorporation services when the quotation for incorporation services is signed. Subsequently, we bill every quarter for the 3 months secretarial fees in advance*

Our Annual Company Secretary Package provides:

- Acting as named Corporate secretary by our qualified staff
- Safe keep company common seal
- Maintaining the Minutes and Register Books
- Advice on secretarial/statutory/compliance/accounting/tax matters
- Monitoring and ensuring compliance with relevant legal requirements, particularly under the Companies Act and Income Tax Act. Regular compliance alert via email and call.

Please note that Non-Routine Secretarial Service such as increase of share capital, shares transfer, any changes in the company's particulars – shareholding, directorship, authorised bank signatories, auditor, secretary and etc. will be charged on case by case basis.

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Standard Charges of Non Routine Corporate Secretarial Services and Disbursements

No.	Particulars of Services	RM*
1.	Company Name Search (Per application)	80
2.	Change of company name	500
3.	Company print out (per company)	100
4.	Company search (per company)	70
5.	Director resolution for increase of company paid up capital	350
6.	Director Resolution for Increase of Authorised Capital (charges to Registry) ^	To be borne by client
7.	Documentation & Submission for Increase of Authorised Capital	300
8.	Resolution on Splitting of Shares, Submission & updating statutory documents	250
9.	Resolution Resignation and Appointment of Director	250
10.	Resolution Resignation and Appointment of Secretary (change of secretary)	350
11.	Compound by Companies Commission Malaysia (CCM)	To be borne by client
12.	Convening of Corporate Special Board Meeting	350
13.	Convening of Company General Meeting (AGM/EGM)	300
14.	Convening of Adjourned Annual General Meeting	200
15.	Convening of General Board Meeting	200
16.	Director Resolution for Opening of Company Bank Account	150
17.	Director Resolution for Closing of Company Bank Account	150
18.	Director Resolution Change of Authorised Signatory (existing bank account)	150
19.	Transfer of Shares (stamp duty of Form 32A)	To be borne by client
20.	Transfer of Shares (preparation of resolution)	250

Notes

- a) *All Charges are subject to the complication of the case. Should the case is more complicated prior agreement on the fee will be negotiated.
- b) All the standard charges will be varied from time to time based on our professional guideline or any regulatory body.
- c) Additional services are charged on a time spent basis.
- d) All charges quoted are excluding any disbursements in carrying out the duty. Examples of disbursements are as follows:-

i) Courier / Express Post	To be borne by client
ii) Outstation Call / Faxes	To be borne by client
iii) Each Certified True Copy	RM5 per copy
iv) All Stationeries / Photocopy	Charge accordingly
v) Commissioner For Oath	To be borne by client
vi) Attestation Fees / Stamp Duty	To be borne by client

Please note that the price listed above will be change or increase accordingly without prior notice.