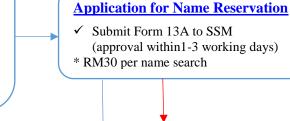


A Firm Registered with the Malaysian Institute of Accountants

STANDARD PROCEDURES FOR INCORPORATION OF A PRIVATE LIMITED COMPANY (SDN BHD)

Preliminary Works

- ✓ Client complete the online incorporation form
- ✓ 3E confirm the availability of proposed names to clients within 24 hours
- ✓ Client email us on the name to be reserved together with the required information and payment slip for our professional fees
- ✓ Upon receipt of payment, the company name will be reserved at your request

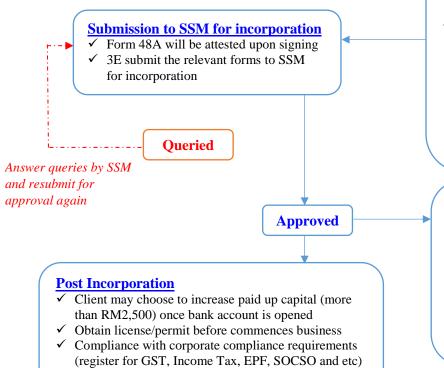


Approved

Propose another name to conduct the name reservation again

Preparation for Incorporation Documents

- ✓ 3E email the draft Memorandum and Articles of Association (M&A) for client's review and approval on object clauses (nature of business activities), <u>MSIC codes</u>, shareholding details and etc
- ✓ Client may visit desired bank to understand bank account opening requirements and procedures. Thereafter furnish the information required for 3E to prepare the relevant documents



✓ Please refer post-incorporation checklists

Signing of Incorporation Documents

Rejected

- ✓ All directors/shareholders visit 3E's office to sign the incorporation documents; or
- ✓ If some of the shareholders/directors unable to visit 3E Accounting's office to sign the incorporation documents, he/she need to have another person to act as witness and/or personally visit the office of Commissioner for Oaths/Notary Public for attestation of Form48A. Thereafter courier all original signed copies of incorporation documents to 3E for incorporation submission.

Company Incorporated Successfully

- ✓ SSM will issue Form 9
- 3E to submit first forms Form 24, 44 & 49 within one month
- ✓ Email all incorporation related documents to clients for record purpose (original copies together with company stamp are ready for collection/courier to clients)
- Clients can proceed with bank account opening

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