

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 **Application for Name Reservation** within 24 hours ✓ Client email us on the name to be reserved together with the Submit Name Reservation to SSM required information and payment slip for our professional (approval within1-3 working days) * RM50 per name search ✓ Upon receipt of payment, the company name will be reserved at your request Rejected Propose another name to conduct the name reservation again **Preparation for Incorporation Documents** Approved ✓ 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 Signing of Incorporation Documents All directors/shareholders visit 3E's office to sign the incorporation documents; or If some of the shareholders/directors unable to **Submission to SSM for incorporation** visit 3E Accounting's office to sign the 3E submit the relevant forms to SSM incorporation documents, he/she need to have another person to act as witness and/or for incorporation personally visit the office of Commissioner for Oaths/Notary Public for attestation on Notice of Declaration before Appointment as Director. Thereafter courier all original signed copies of incorporation documents to 3E for **Oueried** incorporation submission. Answer queries by SSM and resubmit for approval again Company Incorporated Successfully SSM will issue Notice of Registration Approved 3E to submit Notification of Appointment of First Secretary within 30 days of incorporation and a standard Constitution **Post Incorporation** Email all incorporation related documents to clients for record purpose (Certifed copies of documents together with company's rubber ✓ Client may choose to increase paid up capital (more stamp stamp are ready for collection/courier to than RM1,000) once bank account is opened at a fee

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✓ Obtain license/permit before commences business

✓ Compliance with corporate compliance requirements

(register for GST, Income Tax, EPF, SOCSO and etc)

clients)

opening

Clients can proceed with bank account