



**A Firm Registered with the Malaysian Institute of Accountants**

- 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.
- The bank details are as follows
  - Account holder name: 3E ACCOUNTING PLT
  - Bank Name: OCBC Al-Amin Bank Berhad
  - Account No: 173-101606-6 (MYR)
  - Account type: Current Account
  - Bank Address: 35 G & 35-1 Jalan Wangsa Delima 13 D'Wangsa, Wangsa Maju 53300 Kuala Lumpur
  - Bank Code: 7339
  - SWIFT BIC Code:
  - Foreign currency-MYR A/C: OCBCMYKLXXX
  - MYR-MYR A/C: OABBMYPKXXXX
- 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 us at +603 2603 7328, [info@3ecpa.com.my](mailto:info@3ecpa.com.my)

## Appendix 1 Standard Incorporation Services

### Notes to Standard Incorporation Services Package :-

1. Please also refer [Guide to Select Your Malaysia Company Names in Malaysia](#).
2. Additional fee is applicable in the following circumstances:-
  - (a) Special request for incorporation documentation to be prepared / executed urgently;
  - (b) Change of company's directorship or shareholding structure upon confirmation via email or incorporation form.
3. Physical presence of director/authorised signatory is required for bank account opening and some banks may even impose requirement on presence of physical office before processing your application for bank opening.
4. For every industry, there are specific sector regulations issued by the relevant governmental departments. These include prior regulatory approval, licenses or permits that would impose higher paid up capital requirements and other requirements. You are advisable to check the licensing requirements before incorporating your Company. Further information, please refer 3E's websites - [Business Licenses in Malaysia](#).
5. Professional fee for additional resolution for bank account opening is RM159 W/GST per resolution.
6. Each additional certified true copy will be charged at RM5.30 W/GST per copy.
7. If the proposed name is similar to an existing company, approval letter signed by the existing company's directors is required.
8. Bank Referral for account opening for Maybank, CIMB, OCBC, and Public Bank Bank.
9. Free 3 months subscription fee, there will be additional charges based on phone usage. Activation upon request.
10. For registration, send your request to: [info@itsolution.com.sg](mailto:info@itsolution.com.sg) after incorporation of Company.
11. Please refer [Incorporation FAQ](#) for further details on incorporating a Company in Malaysia.

### Basic Requirements to Set Up a Company in Malaysia under Companies Act

Private Limited Company (identified through the words 'Sendirian Berhad' or 'Sdn. Bhd.')

 is the most common business vehicle in Malaysia.

The basic requirements to set-up a Locally Incorporated Company under Companies Act, 1965 are the same for both Malaysian and Foreigner:-

- (i) A minimum of one subscriber to the shares of the company;
- (ii) A minimum of one resident director; and
- (iii) A company secretary who can be either :
  - An individual who is a member of a professional body prescribed by the Minister of Domestic Trade Cooperative and Consumerism; or
  - An individual licensed by the Companies Commission of Malaysia (SSM)
- (iv) A minimum paid up capital of RM1.00 only.

## Appendix 1 Standard Incorporation Services (Cont'd)

### Information Required for Incorporation

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

- Proposed company names with its meaning
- Principal business activities of the proposed company
- Photocopy of all directors & shareholders NRIC or Passport
- Latest proof residential addresses of all directors such as utility bills (if different from NRIC)
- Paid-up capital information
- Business occupation, email and contact number of all directors & shareholders
- Percentage of shareholding of each shareholders

### Steps to Incorporate

1. Complete the [Online Incorporation Form](#)
2. We will perform company name search to check availability of the proposed name(s) and get back to you within 24 hours (please refer to [3E Article on Guide to select your Company Name](#))
3. Email us on the name to be reserved together with the required information and payment slip for our professional fees
4. Upon receipt of payment, the company name will be reserved at your request
5. Once name approved by SSM, we will prepare full set of registration documents
6. Signing of documents at 3E Accounting office by all directors & shareholders
7. Upon signing, we will proceed to incorporate the company with SSM
8. Issuance of Notification of Incorporation by SSM
9. Once the company is incorporated, we will email you all the relevant documents for records

# *If there is shareholder(s)/director(s) unable to visit 3E Accounting's office to sign the incorporation documents, 3E Accounting will not be able to act as witness to the signatures for the Constitution. Shareholders/Directors need to have **another person to act as witness with Commissioner for Oaths / Notary Public at his own state** (personally visit the Commissioner for Oaths office/Notary Public for attestation). Thereafter courier all original signed copies of incorporation documents to 3E for incorporation submission.*

## Appendix 2 Annual Company Secretary Service

Packages Available	Fee (RM)
Annual Company Secretary Service *	RM1,000 (W/GST RM1,060)
Annual Return Submission & Financial Statement Submission to SSM For Private Limited Company	**

\* The professional fees for annual company secretarial services will be billed in advance during engagement for the incorporation services when the quotation for incorporation services is signed. Subsequently, we bill every year for the annual secretarial fees in advance.

\*\* See <https://www.3ecpa.com.my/services/corporate-secretarial/company-secretary-services/> for the fee charges apply.

Our Annual Company Secretary Package provides:

- Acting as named Corporate secretary by our qualified staff
- Safekeeping of common seal
- Maintaining the Minutes and Register Books
- Provision of registered office address \*
- General advisory 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.

\* The use of 3E's office premise as your company's Registered Address is for fulfilment of statutory requirements under the Companies Act whereby all the statutory records shall be kept and accessible to the public. Hence, it is common practice that the registered address shall be the Company Secretary's office address. Please note that the provision of registered address is already included as part of our company secretarial package. Kindly remind that our registered address services is not allowed for license application purpose. It is a mandatory requirement to have a physical premise for license application and the relevant authority will request for the supporting documents from the applicant company to verify that the applicant company is operating at the said physical premise.

Provision of Registered Office Address Includes:

- Statement of letter is available upon request
- Free Incoming General Fax Services (Local outgoing fax-RM1.06 W/GST for each page, Overseas outgoing fax-RM2.12 W/GST for each page)
- Free Scanning letter services upon request
- Free daily letter/parcel notifications via email
- Self-collection of mail and parcels between Monday – Friday: (9am to 6pm) (no handling fee)
- Receipt of normal mails, air mails, parcels (below 3 kg) or registered mails \*
- Mail forwarding / Courier arrangement to a local / overseas address on daily / weekly / monthly basis is available (Service fee of RM 1.06 W/GST is applied for each forwarding)

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\* Approval must be obtained for any bulky items / parcels (especially it is more than 3 kg) sent to the registered office address. Daily handling fee and storage fee is applied.

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.

**Standard Charges of Non Routine Corporate Secretarial Services and Disbursements**

For non routine corporate secretarial services charges, please refer to

<https://www.3ecpa.com.my/services/corporate-secretarial/company-secretary-services/>

**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) Other additional services not specified above are charged on a time spent basis.
- d) In case where Non-Routine documentations need to be prepared/executed urgently, there will be additional charges involved.
- e) All charges quoted exclude any disbursements incurred in carrying out the services. Examples of disbursements are as follows:-
  - i) Courier / Express Post / Ordinary mail
  - ii) Local/Outstation/Overseas Call / Faxes
  - iii) All Stationeries / Photocopies
  - iv) Attestation fee by Commissioner for Oaths
  - v) Traveling expenses
  - vi) Fee payable to SSM / Inland Revenue Board / Other regulatory body

**Please note that the price listed above is subject to change without prior notice.**

**Package Fee for Dedicated Phone / Call Forwarding Services with the Number +603 XXXX XXXX**

Packages Available	Fee (RM)
Monthly charge for dedicated call forwarding services	RM 18 per month

**hoiio**

**Hoiio** is a software company and provide cloud communication and apps to businesses on a subscription and usage based business model. We are founded in Singapore in 2007 and have expanded regionally with offices in Malaysia, Hong Kong and Vietnam.

*\* There is a call forwarding charge. The charge is depending on which country you are forwarding the call to.*