



# HOW TO REGISTER A COMPANY IN MALAYSIA (BASED ON SSM GUIDELINES & COMPANIES ACT 2016)



# 1. CHOOSE YOUR BUSINESS STRUCTURE

TYPE	BEST FOR	PLATFORM	OWNERSHIP
SOLE PROPRIETORSHIP	Small, single-owner business	EzBiz	Malaysians/PR only
PARTNERSHIP	Two or more partners	EzBiz	Malaysians/PR only
PRIVATE LIMITED (SDN. BHD.)	Startups, SMEs	MyCOID	Locals & Foreigners allowed

# 2. REGISTER ONLINE WITH SSM

 EzBiz: [ezbiz.ssm.com.my](http://ezbiz.ssm.com.my) (for Sole Prop/Partnership)

 MyCOID: [mycoid2016.ssm.com.my](http://mycoid2016.ssm.com.my) (for Sdn. Bhd.)

# 3. NAME SEARCH & RESERVATION

- Submit Form 13A via SSM or MyCOID

 Fee: RM50 per proposed name

 Valid for 30 days (can be extended once)



## 4. DOCUMENT CHECKLIST FOR COMPANY REGISTRATION



### **DURING INCORPORATION (VIA MYCOID): -**

- ✓ Super Form (electronic template which will replace the various form currently required for incorporation process) including: -

- Section 14 (Application for Incorporation): -

- Name of proposed company;
- Status of private or public company;
- Proposed registered address;
- Nature of business; and
- Name, identification, nationality and ordinary place of residence for members of Company, Directors and Company Secretaries (if any);
- Statement by Promoter/Director confirming consent to act as Promoter/Director that he is not disqualified under Companies Act 2016

- Section 15 (Declaration by Director)

- Once the requirements of Company registration are satisfied, Registrar of Companies ('ROC') will assign a registration number to the company and issue the notice of registration upon compliance of the procedure and payment of the appropriate fee.

💰 Flat Fee: Company limited by shares - RM1,000

- Company limited by guarantee - RM 3000
- Company (not limited) - RM 1000

🕒 Approval Time: Usually 1-3 working days

- Section 17 (Declaration by Company Secretary)

- Registrar of Companies ('ROC') will issue certificate of incorporation for Company on payment of RM20



## 5. AFTER REGISTRATION: WHAT'S NEXT?

- ✓ Appoint Company Secretary within 30 days of incorporation if the Company Secretary was not identified in the SUPERFORM and lodged via MyCoID2016, the details of the First Secretary. The notification to SSM of such appointment is within 14 days of appointment.
- ✓ Company may adopt a Constitution by way of special resolution and lodge the Constitution with SSM within 30 days of adoption via MyCoID2016 - Stamp duty of RM200 payable on the lodgement of the Constitution
- ✓ **Open Business Bank Account**  
Bring Notice of Registration, board resolution, ICs of the Directors
- ✓ **Register with Government Agencies: -**
  - LHDN - Corporate tax file
  - EPF (KWSP) - Staff retirement contributions
  - SOCSO (PERKESO) - Social security
  - EIS - Employment Insurance System
  - HRDF - If required for your industry
- ✓ **Apply for Business Licenses**  
(if applicable) - Use [www.malaysiabiz.gov.my](http://www.malaysiabiz.gov.my)

## 6. ANNUAL OBLIGATIONS

- File Annual Returns and update SSM records
- Submit Audited Accounts and Tax Filings with LHDN
- Maintain proper financial records

