Quotation for Company Incorporation Services – RM2,499 (Standard)

Company Incorporation Services

No	Description	Total (RM)
1	Registration fee to government authorities • Registration fee payable to SSM for registration • Issued & Paid up capital – RM1 – RM1,000 • Name reservation with SSM for 2 times	RM1,000 RM50
2	Incorporation Fee • Preparation and submission of documents with SSM for incorporation • **Free 30 mins incorporation consulting & advisory services** • Appointment of up to 3 directors / shareholders. (Additional charge of RM100/person) • 1 sets of certified true copy incorporation form • Appointment of 1st company secretary (our panel company secretary- ***CW Integrated Services Sdn Bhd***)	RM1,499
3	Statutory document and book • Supply of register and minutes book • Name tag for display at Registered Office	Free
	TOTAL	**RM2,499**

Payment Schedule

No	Stages	Amount
1	Upon name search availability	Complimentary
2	Upon name search application with SSM	RM500
3	Upon application to register company with SSM	RM1,999
	Total	**RM2,499**

- Bank: [To insert]
- Beneficiary Name: [To insert]
- Bank Account Number: [To insert]

I hereby confirm the above mentioned quotation and agree to the terms and conditions (in Appendixes):

Confirmed and Signed by

……..
Name:
NRIC:
Date:

Appendix 1

Terms and Conditions:

- Our secretarial team will perform search in SSM e-Info system on your proposed new company. Your authorisation and payment of RM500 are required before we proceed to submit the name search application with SSM.
- We do not guarantee or promise if your company's name will be approved even no one is using it as there are possible reasons that SSM may reject the name application.
- The process of incorporation may take at least full 5 workings day upon receiving all required information and final payment. The incorporation may take longer if there is any delay in completeness of information, signing of document or query from SSM.
- Any re-preparation of documents due to change in directors' or shareholders' details or company structures, after the documents have been prepared by us, will result in additional charge of RM200
- If you fail to register your new company within the 30 days name reservation period due to your failure to execute/sign the registration documents, we shall assume you have aborted the registration of new company. No refund of deposit will be given.

Appendix 2

1) Steps for incorporation of local company
   a) You are to fill up preferred company name in the www.e-incorpz.com.my
   b) Our staff will response within 24 hours in respect of the proposed name
   c) If you have decided to incorporate the company, please fill up complete information and attach supporting documents for incorporation purpose. Kindly deposit into our bank account the package you have chosen, scan and email the deposit slip to us
   d) Soonest after the receipt of the payment, our staff will lodge with the Companies Commission of Malaysia for the application of proposed name
   e) Soonest we have obtained approval from the Companies Commission of Malaysia, our staff will within 24 hours prepare all the incorporation documents for execution based on information furnished as below (vi)
   f) The executed incorporation documents will be lodged with the Companies Commission of Malaysia within 24 hours
   g) The issuance Notice of Registration will indicate the completion of incorporation

2) The basic requirement under new Companies Act 2016 are:
   - A minimum of one subscriber to the shares of the company;
   - A minimum of one resident director; and
   - A company secretary who can be either:
     - An individual who is a member of professional body prescribed by Minister of Domestic Trade Cooperative and Consumerism; or
     - An individual licensed by the Companies Commission of Malaysia (SSM)
   - A minimum paid up capital of RM1.00 only

3) The following information are required for incorporation:
   - Proposed company names with its meaning
   - Principal business activities of the proposed company
   - Photocopy of all directors and shareholders NRIC or Passport
   - Latest proof residential address of all directors such as utility bills (if different from NRIC)
   - Paid-up capital information

- Business occupation, email and contact number of all directors and shareholders
- Percentage of shareholding of each shareholder

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.