



## **INCORPORATION OF SENDIRIAN BERHAD ACTIVATION AND DUE DILIGENCE FORM**

BILLCUS MANAGEMENT SDN BHD  
[202001019479 (1375799-H)]  
NO.18, JALAN EQUINE 9E,  
TAMAN EQUINE, BANDAR PUTRA PERMAI,  
43300 SERI KEMBANGAN, SELANGOR.



## INCORPORATION OF SENDIRIAN BERHAD ACTIVATION AND DUE DILIGENCE FORM

Important Notes to take note before filling up this form to avoid the queries from SSM:

NOTE 1 – DO NOT	
1.	Do not use the personal email for business email.
2.	Do not use the same email for several directors or shareholders.
3.	Do not use the residential address for business address.
4.	Do not use your friend/relative's business address for incorporation unless they have given permission to you.
5.	Do not use the exact same name as existing business such as sole proprietorship or partnership when upgrading to Sdn. Bhd. - i.e. existing business name is XYZ, please add some words after the existing business name, such as XYZ (M) Sdn. Bhd. etc.
6.	Do not use the company name related to royal family, political party, state, or federal government departments etc. For more details, please refer to the SSM guidelines for naming a Company, 'Appendix A'.
7.	Do not use your personal name as your company name, - i.e. Lee Ah Huat Sdn. Bhd., do note to add some words to show your nature of business. Example, if Lee Ah Huat's nature of business is selling fruits and vegetables. Please use the company name as Ah Huat Trading Sdn. Bhd. etc.

NOTE 2 – MUST NOTE	
1.	A minimum paid-up capital of RM1 only;
2.	A minimum of one (1) subscriber to the share(s) of the company. - 18 years of age and are residing in Malaysia. - He/she is not a bankrupt and has not been convicted and imprisoned for a period of past 5 years;
3.	A minimum of one director who are at least 18 years of age and are residing in Malaysia. - He/she is not a bankrupt and has not been convicted and imprisoned for a period of past 5 years;
4.	A minimum of one Company Secretary;
5.	Must have a registered office in Malaysia to which all communications and notices may be addressed. It is normal practice in Malaysia to have the secretarial office as the registered office.



## INCORPORATION OF SENDIRIAN BERHAD ACTIVATION AND DUE DILIGENCE FORM

SECTION A: INFORMATION OF CLIENT /AGENT'S PARTICULARS	
Full Name <i>(including any alias)</i>	
Identity Card/ Passport No.:	
Business Address:	
Nationality	
Fixed line No./Business email address:	

  

SECTION B: PROPOSED BUSINESS ENTITY'S INFORMATION	
Proposed Name of Entity <i>(in order of preference)</i>	
1 <sup>st</sup> Choice	
2 <sup>nd</sup> Choice	
3 <sup>rd</sup> Choice	
Proposed Registered Office Address/ Address of Place of Business	
NO. 18, JALAN EQUINE 9E, TAMAN EQUINE, BANDAR PUTRA PERMAI, 43300 SERI KEMBANGAN, SELANGOR.	
Proposed Business Activities & Paid-up Capital	
MSIC Code: (max up to 3)	
Brief Business Description	
Paid-up Capital (MYR)***	(Minimum MYR1.00)
*** Note: Please furnish the bank advice or any relevant supporting documents after the first bank account opened if paid up capital more than MYR5,000/-.	



# INCORPORATION OF SENDIRIAN BERHAD ACTIVATION AND DUE DILIGENCE FORM

## SECTION C: INFORMATION OF DIRECTORS' PARTICULARS *(minimum 1 local resident director is required)*

Full Name <i>(including any alias)</i> (1)	
Identity Card/ Passport No.:	
Residential Address	
Nationality	
Contact No./email address:	

Full Name <i>(including any alias)</i> (2)	
Identity Card/ Passport No.:	
Residential Address	
Nationality	
Contact No./email address:	

## SECTION D: INFORMATION OF SHAREHOLDERS' PARTICULARS *(Individual/Corporation)*

Full Name <i>(including any alias)</i> (1)	
Identity Card/ Passport No./UEN	
Residential Address/ Registered Office Address/ Address of place of business	
Nationality/ Place of Registration	
Contact No./email address:	Number of Shareholding:

Full Name <i>(including any alias)</i> (2)	
Identity Card/ Passport No./UEN	
Residential Address/ Registered Office Address/ Address of place of business	
Nationality/ Place of Registration	
Contact No./email address:	Number of Shareholding:



## INCORPORATION OF SENDIRIAN BERHAD ACTIVATION AND DUE DILIGENCE FORM

Full Name <i>(including any alias)</i> (3)			
Identity Card/ Passport No./UEN			
Residential Address/ Registered Office Address/ Address of place of business			
Nationality/ Place of Registration			
Contact No./email address:		Number of Shareholding:	

*\*\*Note: Please use separate sheets if more than 3 shareholders*

<b>SECTION E: INFORMATION OF BENEFICIAL OWNER**</b> <i>[please fill in if corporate shareholder (s) or different from individual shareholder(s)]</i>			
Full Name <i>(including any alias)</i> (1)			
Identity Card/ Passport No.			
Residential Address			
Nationality			
Contact No./email address:			
Provide Information of Nature of Beneficial Ownership (eg. More than 25% of ownership) and ownership and control structure of the entity			

Full Name <i>(including any alias)</i> (2)			
Identity Card/ Passport No.			
Residential Address			
Nationality			
Contact No./email address:			
Provide Information of Nature of Beneficial Ownership (eg. More than 25% of ownership) and ownership and control structure of the entity			

*\*\*Note: Please use separate sheets if more than 2 beneficial owners*



## INCORPORATION OF SENDIRIAN BERHAD ACTIVATION AND DUE DILIGENCE FORM

### SECTION F: AUTHORISATION FOR LODGER

Appointment of Secretarial Agent and Authorisation for lodgement of documents with the Companies Commission of Malaysia

I am pleased to inform you that I confirmed to engage your firm as our Secretarial agent with immediate effect.

I hereby authorize the company secretaries as compliance officer to submit and/or digitally sign all necessary prescribed forms and/or e-Forms or documents with the Companies Commission of Malaysia and to do all such acts, deeds and things as may be necessary to give effect to the incorporation of my company and any company's resolution.

The appointed secretaries be and are hereby indemnified for any costs incurred by them in respect of any proceedings that relates to the liability for any act or omission in their capacity as an officer and in which judgment is given in their favour or in which they are acquitted or in which they are granted relief under the Act or where proceedings are discontinued or not pursued.

The Company's secretarial agent, **BILLCUS MANAGEMENT SDN BHD** be authorized to do the necessary notification and lodgement with the Companies Commission of Malaysia whether over the counter or online.

### SECTION G: AUTHORISATION AND DECLARATION

I declare that the information provided in this form is true and correct. I am aware that I may be subject to prosecution and criminal sanctions under written law if I am found to have made any false statement which I know to be false or which I do not believe to be true, or if I have intentionally suppressed any material fact.

I further declare that the reproduced documents (if not duly certified to be true) that I have submitted with this form are accurate and exact reproductions of the originals with no defacement or alterations of their original contents.

.....  
Name of Client/Agent:  
Contact No.:

Date:



## **INCORPORATION OF SENDIRIAN BERHAD ACTIVATION AND DUE DILIGENCE FORM**

### **DUE DILIGENCE MEMORANDUM**

#### **For Individuals as Director(s)/shareholder(s):**

##### **Clear and Certified true copies of the following:**

- a) Latest NRIC (machine readable) for Malaysian/PR or Passport for foreigners; and
- b) Proof of residential address (i.e. credit card statement, utility bill, bank statement (not more than three (3) months old, driver's license, national identity card).

#### **For Corporate entity as shareholder(s):**

##### **Clear and Certified true copies of the following corporate documents:**

- a) Certificate of Incorporation
- b) Register of members
- c) Register of directors
- d) Memorandum and Articles of Association
- e) Certificate of Incumbency showing that the company is still in good standing (offshore companies)
- f) Business Profile (if any)
- g) Organizational chart of the company signed by the director
- h) Certificate of Corporate Representative/Power of Attorney/Resolution for incorporation of Malaysia subsidiary company

#### **For Listed Companies as shareholder(s):**

- a) Name of the company
- b) Name of the relevant stock exchange and stock code
- c) Organizational chart of the company signed by the director

#### **Certification requirements:**

Provide details: Full name, position, organization, and address of the Approved Certifier.

If documents are not in English, we will require a full translation of the documents in English.

#### **Approved Certifier:**

- a) Business Relationship Manager
- b) Bank Officer
- c) Certified Accountant
- d) Certified Practicing Company Secretary
- e) Notary Public
- f) Advocate and Solicitor