

**1. Do all Return Of Allotment (ROA) or formerly known as Form 24 must be lodged online through MyCoID System?**

**Answer:**

Yes, all Return of Allotment of Shares (ROA) occurring after 31 January 2017 must be lodged online (MyCoID 2016).

**2. If the company has a period for the date of allotment, what is the date used for the calculation of late lodgement?**

**Answer:**

If the company has a period for the date of allotment, the date of lodgement of the calculation are calculated the earliest date of the allotment.

**3. If I had lodged the ROA, do I need to lodge the ROM?**

**Answer:**

Yes. The ROA is simply to update the information on the allotment of shares. Whereas the ROM is for the updates on the members information.

**4. Can I lodge the ROA and the ROM over the counter because I have not registered as a user registration?**

**Answer:**

No. Please register as a user registration beforehand at any nearest SSM office.

**5. Can I lodge the ROM and the ROA and if there is still a document query?**

**Answer:**

No. Please check the status of each query through e-query link: <http://www.ssm.com.my/en/status-query>

**6. What is the fee charged for the lodgement of ROA and ROM?**

**Answer:**

Currently, there is no fee until notified further by SSM.

**7. Who can lodge the ROA and the ROM?**

**Answer:**

Only the company secretary of a company and who has been registered as a user registration can make the lodgement.

**8. What if the ROA and the ROM is found to contain errors.**

**Answer:**

Correction of the information can be made by amendment under the provision of section 602(1) of the Companies Act 2016.

**9. Do I need to update the list of members through the ROM in which it occurred before 31 January 2017? Does the payment for late lodgement rates apply?**

**Answer:**

Yes. Late lodgement payment is only imposed for event dates which occurred after 31 January 2017.

**10. When do I need to lodge the ROM if there is a change in the register of members? *(updated on 15 November 2022)***

**Answer:**

The ROM needs to be lodged within 14 days from the date of the change in the register of members (refer subsection 51(1) of the Companies Act 2016).

**11. Is the Extension of Time (EOT) applicable for the ROA and the ROM?**

**Answer:**

Yes. The company may apply for an EOT under subsection 609(2) of the Companies Act 2016. A guideline on the EOT will be issued by SSM.

**12. Can the company secretary who is blacklisted lodge the ROM and ROA?**

**Answer:**

No. Please ensure that you are not blacklisted by referring to the Compliance Division.

**13. If I have a problem during or after the lodgement of ROA and ROM is made, how do I overcome this?**

**Answer:**

Please email to [enquiry@ssm.com.my](mailto:enquiry@ssm.com.my) or contact the contact center line 03-7721 4000.

**14. Will SSM provide a user manual for the ROA and ROM?**

**Answer:**

Yes. It will be updated from time to time.

**15. If the allotment is non-cash (otherwise) should the supporting document be provided?**

**Answer:**

Yes. The company still needs to provide the supporting document and uploaded in the MyCoID in pdf and tiff format.

**16. If the allotment of shares or the changes to the information of members occurred before 31 January 2017, can I send it through online?**

**Answer:**

No. A document dated before 31 January 2017 should be lodged in the format of Form 24 as required under the Companies Act 1965.

**17. Can I park two (2) prices on the 'price per share' for a same type of share in one ROA? If not, why?**

**Answer:**

No. This is because the 'price per share' refers to the market value.

**18. What if in the ROA the 'price per share; refers to a different type of share on the same date? Should the price per share be the same or otherwise?**

**Answer:**

If the 'price per share' refers to a different type of share, a different 'price per share' is allowed to be used.