

GUIDELINES FOR APPLICATION OF A COMPANY NAME

1. Select an appropriate name for the company. For a guide in the selection of a company name, please refer to the **Guidelines for Naming a Company issued by the Registrar of Companies**.
2. Each application has to use Form 13A as prescribed by the Second Schedule of the Companies Regulations 1966.
3. Fees for each application is RM30.00.
4. Complete the details in Form 13A as follows:
 - i) Proposed company's name.
 - ii) Purpose of the application:
 - a) 'N' for a New Application
 - b) 'C' for a Change in Name
 - c) 'F' for a Foreign Company
 - iii) Type of company:
 - a) 'S' for a Company Limited By Share
 - b) 'G' for a Company Limited By Guarantee
 - c) 'U' for an Unlimited Company
 - iv) Name and address of the applicant.
 - v) The application needs to be signed by the applicant.

Note: A **Company Limited By Share** is a company formed on the principle of having the liability of its members limited by the memorandum to the amount (if any) unpaid on the shares respectively held by them.

A **Company Limited By Guarantee** is a company incorporated for the purpose of providing activities of recreation or amusement; or which encourages trade/commerce, industry, art, science, religion, welfare, pension or employee pension schemes or other purposes beneficial to society.

5. Provide clarification in the relevant space to support application (if any):

- i) Clarify the meaning of any letter of the alphabet stated in the name.
- ii) Give explanation if the name is not in Bahasa Malaysia or English.
- iii) If the name contains an individual's name, state whether it is the name of a director, and to attach a copy of his identity card.
- iv) If the name applied for has a connection with a company that has already been registered, please obtain a resolution from the relevant company. The resolution has to be signed by all the directors of the company and, if it is an extract of the resolution, it has to be signed by one director and secretary. A consent letter has to be signed by a director and secretary or by at least two directors.
- v) If the name contains a Trademark, the applicant needs to obtain an approval and, if not, to note Not Applicable.
- vi) If the name applied for is for a change of name, applicant needs to state the company's name and company's number for the existing company that is seeking to change name.
- vii) State the nature of business to be carried out.
- viii) Other matters. (For incorporation of a new company, please ensure that at least two promoter's name, as appeared in their identity cards, are stated).

6. The result of the application for company name will be **approved** within 1 working day. The applicant needs to present the payment receipt when collecting the results of the name search.

7. The approved name is reserved for three months. For names under query, the applicant needs to reply within thirty days from the query's date.

Name Application for Consideration of the Minister

8. For applications of name that need the approval of the Honourable

Minister, the applicant needs to submit all the required details together with a fee of RM150.00 (for application to omit the word 'Berhad', a supplementary fee of RM150.00 is applicable).

9. Completed applications will be presented to the Honourable Minister for his consideration.

10. The applicants will be notified of the result of their name applications within 5 days after Registrar has received the decision from the Honourable Minister.