10 cm

15 cm

**COMPANIES ACT 2016**

**Section 237(2)**

**NOTICE OF INTENTION TO VACATE THE OFFICE OF SECRETARY**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Company Name)**

|  |
| --- |
| **PARTICULARS OF COMPANY** |
| Company Name  | : |
| Company No. | : |
| Address | : |
| Office Phone Number  | : |
| Email Address | : |
| Fax Number | : |

|  |
| --- |
| **PARTICULARS OF SECRETARY** |
| Name  | : |
| NRIC No. | : |
| Residential address | : |
| Secretarial Firm Name | : |
| Registration Number | : |
| Mobile Phone Number | : |
| Office Phone Number  | : |
| Fax Number | : |
| Email Address | : |

|  |
| --- |
| **NOTICE** |
| I am the secretary of the company mentioned above and none of the directors of the company can be communicated with at the last known address.I hereby give notice of my intention to vacate the office of secretary of the company and upon the expiry of thirty days from the date of this notice, I shall cease to be the secretary of the company. |
| Date: |
| Name: |
| Practising Certificate No: |
| Licence No./Prescribed Body Membership No.: |

**Declaration:**

I confirm that the facts and information stated in this document are true and to the best of my knowledge.

**Signed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Secretary)

Name :

License no/ Membership No.     :

SSM Practicing Certificate No. :

Date :

**Attention:**

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3million or to both.

|  |
| --- |
| **LODGER INFORMATION** |
| Name | : |
| NRIC No | : |
| Address | : |
| Phone No | : |
| Email | : |