**COMPANIES ACT 2016**

**Section 236(3)**

**DECLARATION BY A PERSON BEFORE APPOINTMENT**

**AS SECRETARY**

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

|  |  |
| --- | --- |
| **PARTICULARS OF SECRETARY** | |
| Name |  |
| NRIC No. |  |
| Firm |  |
| Tel. |  |
| Email |  |
| Fax |  |

|  |  |
| --- | --- |
| **DECLARATION** | |
| I hereby solemnly and sincerely declare that: | |
|  | I am qualified to act as a secretary pursuant to section 235; |
|  | I am not disqualified to act as a secretary under section 238; and |
|  | I hereby consent to act as secretary of ……………………………. (name of company). |
| Name: | |
| Licence No./Prescribed Body Membership No.: | |
| Date of Declaration: | |

**Signed:**

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

(Secretary)

Name :

License no/ Membership No.     :

SSM Practicing Certificate No. :

Date :