

# **GARIS PANDUAN MEMPERBADANKAN SYARIKAT BERHAD MENURUT JAMINAN (SBMJ) DI BAWAH AKTA SYARIKAT (AS) 1965**

## **Tujuan**

1. Garis panduan ini bertujuan untuk memberi panduan berhubung prosedur memperbadankan SBMJ di bawah Akta Syarikat (AS) 1965 dan juga memastikan syarikat yang dicadang tidak akan digunakan untuk menjalankan aktiviti-aktiviti yang menyalahi undang-undang, memudaratkan dan bertentangan dengan keamanan, kebajikan, keselamatan negara dan kepentingan awam.

## **Pengenalan**

2. **SBMJ** merupakan salah satu jenis syarikat yang boleh diperbadankan di bawah AS dengan status awam.
3. Definisi SBMJ di bawah AS ialah ia merupakan sebuah syarikat yang ditubuhkan dengan prinsip liabiliti ahli-ahli adalah terhadap dengan amaun yang dinyatakan dalam memorandum yang mana ahli-ahli berkenaan akan menyumbang amaun tersebut kepada aset syarikat sekiranya syarikat dibubarkan kelak.
4. Terdapat dua jenis SBMJ di bawah AS seperti berikut;
  - i. **SBMJ Dengan perkataan Berhad**

Syarikat ini mempunyai perkataan Bhd di akhir namanya seperti syarikat awam yang lain.
  - ii. **SBMJ di bawah seksyen 24**

Syarikat yang telah meminta dan mendapat kelulusan Menteri di bawah Seksyen 24 AS untuk menggugurkan perkataan "Bhd" daripada namanya.

## **Nama SBMJ Yang Dicapangkan**

5. Sila rujuk kepada garis panduan menamakan syarikat di laman web SSM. Secara am perkara-perkara yang perlu diambil perhatian adalah seperti berikut;

- Secara keseluruhan nama tidak melebihi 50 huruf (dengan spacing) dan hendaklah dalam huruf Roman.
- Nama hendaklah ringkas dan mencerminkan kategori atau objek syarikat.
- Untuk SBMJ di bawah seksyen 24, namanya tidak boleh melambangkan sesuatu entiti Komersial.
- Bagi penggunaan nama seseorang, sama ada yang masih hidup ataupun yang telah meninggal dunia, hendaklah mendapat persetujuan daripada sipenama ataupun ahli keluarga/waris mereka.
- Penggunaan nama yang ada kaitan dengan syarikat yang sedia ada hendaklah mendapat kelulusan terlebih dahulu daripada syarikat berkenaan terlebih dahulu.
- Nama yang boleh digunakan ialah Yayasan (Foundation), Institut (Institute), Akademi (Academy), Badan (Corporation), Gabungan (Alliance), Persekutuan (Federal), Dewan (Chamber), Majlis (Council), Tabung (Fund), Peringatan (Memorial), Pusat (Centre).

***Nota: SBMJ Dengan Perkataan Berhad tidak dibenarkan untuk mengguna perkataan Yayasan sebagai sebahagian daripada namanya melainkan syarikat memohon mendapatkan kelulusan Menteri di bawah seksyen 24***

- Perkataan Persatuan (Association), Kesatuan (Union), Pertubuhan (Society) tidak dibenarkan.
- Nama yang melambangkan atau kaitan dengan mana-mana parti politik juga tidak dibenarkan.
- Nama-nama yang berkaitan dengan agensi kerajaan tidak boleh digunakan, kecuali penubuhan dan kegiatan syarikat itu akan ditaja oleh agensi yang berkenaan.

## **Penukaran Nama Bagi SBMJ**

6. Semua SBMJ yang ingin menukarkan namanya dikehendaki mendapatkan **surat sokongan** daripada Seksyen Pengurusan Tadbir Korporat (SPTK). (Unit Carian nama akan mengemukakan permohonan tersebut kepada SPTK untuk tujuan ini)

## **Objek Syarikat**

7. Semua SBMJ dikehendaki menentukan dan mencatat jenis kategori di Seksyen C perkara 8 Borang 13A sebagai maklumat tambahan seperti berikut ;

- ◇ ***Kebajikan Masyarakat***
- ◇ ***Institusi Pendidikan***
- ◇ ***Institusi Penyelidikan***
- ◇ ***Perindustrian / Kormesial***
- ◇ ***Sosial***
- ◇ ***Sukan***
- ◇ ***Kesenian***
- ◇ ***Rekreasi***
- ◇ ***Ugama***
- ◇ ***Kelab***
- ◇ ***Persekitaran***
- ◇ ***Kesihatan***

8. Jika tidak termasuk dalam salah satu kategori di atas, sila nyatakan bentuknya. Contoh;

- ◇ ***Agensi Kaunseling dan Pengurusan Kredit***
- ◇ \_\_\_\_\_ ***(Jika Lain-lain, sila nyatakan) -***

***Nota: boleh memilih lebih daripada satu kategori tetapi dikehendaki menyatakan keutamaannya dan juga memberi sebab dan justifikasi bagi pilihan melebihi daripada satu.***

9. Objek syarikat tidak boleh **melebihi tiga** dan ia hendaklah secara langsung atau tidak langsung berkaitan dengan jenis kategori syarikat yang diwakili. Sekiranya terdapat lebih daripada 3 objek, syarikat dikehendaki memberikan sebab dan alasan bagi menyokong perkara ini.
10. Sekiranya objek syarikat adalah berkaitan dengan mana-mana Kementerian, agensi kerajaan atau mana-mana pihak berkuasa, pemohon dikehendaki untuk mendapatkan surat sokongan daripada agensi yang berkaitan. (Contoh: Objek berbentuk pendidikan, pemohon dikehendaki mendapat surat sokongan daripada Kementerian Pendidikan atau Kementerian Pengajian Tinggi Malaysia)

### **Pengasas/Pengarah**

11. Pengasas/Pengarah hendaklah seseorang yang mempunyai latar belakang yang baik dan tidak hilang kelayakan di bawah Akta Syarikat 1965.
12. Pengasas/Pengarah hendaklah menyenaraikan profil biodata yang lengkap dengan menggunakan format seperti berikut;

### **FORMAT BIODATA PENGARAH/PENGASAS**

**NAMA:**

**NO. KAD PENGENALAN:**

**TARIKH LAHIR:**

**ALAMAT KEDIAMAN:**

**KELULUSAN:**

**PEKERJAAN TERKINI :**

**MAJIKAN :**

## **PENGALAMAN :**

**(Pengalaman kerja di bidang korporat , penglibatan dalam aktiviti kebajikan dan tempoh masa )**

13. Pengasas/pengarah bagi kategori syarikat kebajikan, ugama, persekitaran atau lain-lain yang **difikir perlu** akan melalui **prosedur tapisan keselamatan**.

## **SBMJ Dengan Perkataan Berhad**

### **Prosedur Permohonan SBJM Dengan Perkataan Berhad**

14. Untuk melicinkan proses permohonan, pemohon dinasihatkan supaya mendapatkan perkhidmatan setiausaha syarikat yang sah.
15. Permohonan untuk kelulusan nama hendaklah dibuat melalui Borang 13A yang ditetapkan berserta dengan dokumen-dokumen berikut-
  - i. Surat pengakuan daripada pengasas atau pengarah sama ada pernah membuat permohonan yang sedemikian di bawah Akta Pertubuhan 1966. Jika pernah, sila kemukakan butiran tarikh permohonan dan kedudukan permohonan serta alamat pejabat pertubuhan yang dimohon.
  - ii. Keterangan terperinci sebab-sebab mengapa perlu memperbadankan syarikat di bawah Akta Syarikat 1965 dan tidak sebagai persatuan di bawah Akta Pertubuhan 1966.
  - iii. Satu kertas kerja yang lengkap mengenai syarikat yang dicadangkan termasuk;
    - Tujuan penubuhan
    - Objek syarikat dan aktiviti-aktiviti syarikat yang akan dijalankan.
  - iv. Biodata lengkap bakal-bakal pengarah / penganjur Syarikat dengan menggunakan format seperti di perenggan 12;

- v. Surat persetujuan pelantikan daripada pengarah syarikat berhad menurut jaminan yang dinamakan dalam Memorandum & Artikel Persatuan.
- vi. Salinan draf Memorandum & Perkara-Perkara Persatuan;
- vii. Kemukakan Penyata Anggaran Pendapatan & Perbelanjaan dalam tempoh 2 tahun selepas ditubuhkan kelak. Catatkan sumber pendapatan Syarikat dalam Penyata Anggaran Pendapatan & Perbelanjaan tersebut.
- viii. Kenyataan sama ada syarikat ini ada kaitan dengan mana-mana badan atau organisasi dalam dan luar negara atau akan mengambil alih mana-mana badan atau persatuan. Jika ada kaitan, sila majukan surat persetujuan untuk melantik syarikat sebagai ahli gabungan di Malaysia (Country Affiliate);
- ix. Mencatatkan jenis kategori syarikat dalam Borang 13A.
- x. Surat sokongan Seksyen Pengurusan Tadbir Korporat (SPTK)

***Nota : Pihak pemohon dikehendaki mengemukakan Borang 13 A bersama dengan maklumat tambahan seperti di 15(i) hingga (ix) di atas kepada Unit Carian Nama terdahulu untuk dimajukan kepada SPTK bagi tujuan sokongan seperti yang dinyatakan di (x)***

- 16. Permohonan yang memperolehi sokongan daripada SPTK boleh mengemukakan dokumen berikut untuk tujuan pemerbadanan.
  - (i) Memorandum & Perkara-Perkara Persatuan yang lengkap, ditandatangani serta disetemkan;
  - (ii) Borang 48A yang telah ditandatangani oleh semua pengasas dan pengarah;
  - (iii) Borang 6; dan
  - (iv) bayaran pendaftaran sebanyak RM 1,000/=

17. Setelah semuanya dokumen di atas didapati teratur dan mengikut prosedur, Sijil Pemerbadanan Syarikat (Borang 8) akan dikeluarkan.

## **SBMJ Di Bawah Seksyen 24**

### ***Peruntukan Akta***

18. Seperti yang ditetapkan oleh Akta Syarikat 1965 (AS 1965), syarikat yang dicadangkan hendaklah terhad kepada tujuan-tujuan atau aktiviti-aktiviti untuk menyediakan rekreasi (recreation) atau hiburan (amusement); atau menggalakkan perdagangan (commerce), industri (industry), seni (art), sains (science), agama (religion), kebajikan (charity), pencen (pension) atau skim-skim pencen atau persaraan atau lain-lain objek yang berguna kepada masyarakat.
19. Syarikat yang dicadangkan hendaklah menggunakan keuntungan dan lain-lain pendapatannya bagi tujuan-tujuannya dan dilarang daripada membayar dividen kepada ahli-ahlinya **[seksyen 24(1)/(2)] AS 1965**.
20. Syarikat-syarikat yang diperbadankan bagi tujuan-tujuan di atas tidak boleh memiliki apa-apa tanah tanpa lesen daripada Y.B. Menteri **[seksyen 19(2)] AS 1965**.
21. Syarikat-syarikat yang mendapat kelulusan di bawah seksyen 24, dikehendaki mendapatkan kebenaran Y.B. Menteri sebelum meminda Memorandum dan Artikel syarikat **[seksyen 24(4)] AS 1965**.
22. Syarikat-syarikat yang mendapat kelulusan di bawah seksyen 24 juga adalah tertakluk kepada syarat-syarat lesen di bawah seksyen 24(3) AS 1965. Syarat-syarat lesen yang telah dikeluarkan sejak November 2000 adalah seperti berikut;
  - syarikat tersebut adalah dilarang membuat sebarang perubahan atau pindaan ke atas Memorandum dan Artikel Persatuan tanpa terlebih dahulu mendapat kebenaran daripada Menteri Perdagangan Dalam Negeri Dan Hal Ehwal Pengguna Malaysia (Menteri);

- syarikat tersebut adalah dilarang melantik pengarah-pengarah baru tanpa mendapat kelulusan awal daripada Menteri terlebih dahulu;
- syarikat tersebut hendaklah memastikan tiada ahli atau pengarahnya menggunakan syarikat tersebut atau sumber kewangannya untuk menjalankan apa-apa aktiviti politik atau berupa politik atau yang menyalahi undang-undang;
- syarikat tersebut hendaklah menggunakan keuntungan dan lain-lain pendapatannya bagi tujuan-tujuan yang dinyatakan di dalam objek syarikat;
- syarikat tersebut tidak boleh memohon apa-apa sumbangan atau derma atau membuat sebarang kutipan wang daripada orang ramai tanpa mendapat kelulusan awal daripada Menteri;
- syarikat tersebut tidak boleh memiliki dan melepaskan hak milik tanah tanpa mendapat kelulusan terlebih dahulu daripada Menteri;
- syarikat tersebut tidak dibenar menubuhkan subsidiari/anak syarikat dan tidak dibenarkan memegang saham dalam syarikat lain yang melebihi 49%;
- syarikat tersebut dikehendaki mendapatkan semua jumlah wang yang telah dijanjikan oleh bakal-bakal penyumbang dalam tempoh 6 bulan selepas ia ditubuhkan; dan
- syarikat hendaklah juga mematuhi pada setiap masa semua peruntukan yang termaktub di dalam Memorandum dan Perkara-Perkara Persatuan (Memorandum & Articles of Association) selain daripada syarat-syarat yang tersebut di atas.

Sekiranya syarikat tersebut gagal mematuhi mana-mana syarat yang telah ditetapkan di atas, lesen ini boleh dibatalkan.

## **Memorandum dan Artikel Syarikat**

23. Draf Memorandum & Artikel **SBMJ di bawah seksyen 24** yang dicadangkan boleh mengikut model Memorandum dan Artikel yang telah disediakan oleh Pendaftar Syarikat. Apa-apa perubahan atau tambahan hendaklah diluluskan oleh Pendaftar Syarikat.
24. SBJM Dengan Perkataan Berhad boleh juga menggunakan model tersebut jika mendapatinya sesuai dan wajar. Namun begitu beberapa fasal berkaitan pelantikan pengarah dan pindaan Memorandum dan Artikel yang memerlukan kelulusan Menteri dan syarat-syarat daripada Lembaga Hasil Dalam Negeri adalah tidak wajib.

Model Memorandum dan Artikel Syarikat adalah disertakan seperti di perenggan 31 hingga 32.

## **Prosedur Permohonan SBJM Di bawah Seksyen 24**

25. Untuk melicinkan proses permohonan, pemohon dinasihatkan supaya mendapatkan perkhidmatan setiausaha syarikat yang sah.
26. Permohonan untuk kelulusan nama hendaklah dibuat melalui Borang 13A yang ditetapkan berserta dengan dokumen-dokumen berikut:-
  - i. Keterangan terperinci sebab-sebab syarikat ini ingin menggunakan perkataan \*Yayasan / Foundation / Institut / Syarikat pada nama tersebut dan menggugurkan perkataan Berhad di bawah seksyen 24(1) Akta Syarikat 1965;
  - ii. Keterangan sebab-sebab mengapa perlu memperbadankan syarikat di bawah Akta Syarikat 1965 dan tidak sebagai persatuan di bawah Akta Pertubuhan 1966;
  - iii. Surat pengakuan daripada pengasas atau pengarah sama ada pernah membuat permohonan yang sedemikian di bawah Akta Pertubuhan 1966, sekiranya pernah membuat permohonan, dikehendaki untuk memberikan butiran

- tarikh permohonan, status permohonan dan alamat pejabat pertubuhan yang dimohon;
- iv. Keterangan terperinci mengenai aktiviti yang akan dikendalikan;
  - v. Kenyataan mengenai Anggaran Pendapatan & Perbelanjaan syarikat dalam tempoh dua (2) tahun selepas ditubuhkan kelak. Jumlah sumbangan RM 1 juta perlu ditunjuk pada tahun pertama (1) Anggaran Pendapatan & Perbelanjaan;
  - vi. Syarikat dikehendaki mendapat sumbangan sebanyak **RM 1 Juta** sebagai dana awal untuk melaksana dan menjayakan aktiviti-aktiviti syarikat;

**Keterangan dan Maklumat Tambahan untuk Sumbangan RM 1 Juta**

❖ Jika penyumbang / penderma adalah terdiri daripada syarikat / perniagaan / organisasi, dokumen / surat sokongan yang berikut hendaklah dikemukakan:

- a. surat persetujuan atau akujanji yang ditandatangani oleh pegawai yang diberi kuasa seperti berikut iaitu:

syarikat - pengarah syarikat

perniagaan - pemilik / pekongsi-pekongsi perniagaan

organisasi - pegawai dari Pengurusan Tertinggi

Catatkan nama penuh dan jawatan penandatangan.

- b. salinan penyata kewangan syarikat / perniagaan / organisasi yang telah di audit (jika berkaitan) yang terkini. Syarat ini tidak terpakai kepada agensi atau badan Kerajaan Persekutuan atau Negeri; dan
- c. salinan resolusi pengarah syarikat / resolusi mesyuarat Jawatankuasa organisasi

berkenaan dengan persetujuan / kelulusan sumbangan berkaitan. Salinan petikan resolusi dikehendaki disahkan benar oleh salah seorang pengarah dan setiausaha.

- ❖ Jika penyumbang / penderma adalah terdiri daripada perseorangan / individu, dokumen sokongan yang berikut hendaklah dikemukakan;
  - surat persetujuan atau akujanji sumbangan kewangan yang ditandatangani oleh individu tersebut dengan mencatatkan nama penuh nombor kad pengenalan dan alamat penuh beliau.
  - salinan penyata bank, salinan sijil-sijil pelaburan atau apa-apa dokumen yang dapat menunjukkan keupayaan individu untuk menyumbang.

**[Untuk makluman, keterangan dan maklumat tambahan di atas adalah dianggap sulit. Dokumen tersebut HANYA digunakan untuk tujuan menyokong permohonan yang berkaitan].**

- ❖ Semua surat persetujuan atau akujanji penderma / penyumbang hendaklah dialamatkan kepada Suruhanjaya Syarikat Malaysia dan menyatakan jumlah sumbangan dan tempoh pemberian.
  - ❖ Syarikat juga hendaklah memastikan semua jumlah wang yang telah dijanjikan oleh bakal-bakal penyumbang dalam tempoh 6 bulan selepas ia ditubuhkan. Sekiranya gagal, lesen akan ditarik balik.
- vii. Kenyataan sama ada syarikat ini ada kaitan dengan mana-mana badan atau organisasi dalam dan luar negara atau akan mengambil alih mana-mana badan atau persatuan. Jika ada, sila majukan surat persetujuan untuk melantik syarikat sebagai ahli gabungan di Malaysia (Country Affiliate).
- viii. Surat sokongan dari agensi Kerajaan / surat kebenaran menggunakan nama yang dicadangkan (Jika Berkaitan).

- ix. Biodata lengkap bakal-bakal pengarah / penganjur Syarikat dengan menggunakan format seperti di perenggan 12.
- x. Surat persetujuan pelantikan daripada pengarah yang dinamakan dalam Memorandum dan Artikel Persatuan.
- xi. Satu salinan draf Memorandum dan Artikel bagi \*Yayasan / Foundation / Institut / Syarikat yang dicadangkan ini serta bayaran penyemakannya dan permohonan ini sebanyak RM300.00 hendaklah dibayar atas nama Suruhanjaya Syarikat Malaysia.

### ***Prosedur Pertimbangan***

- 27. Peringkat pertama pertimbangan ialah penyediaan kertas kerja untuk kelulusan Menteri bagi kelulusan nama dan lesen untuk mengugurkan berkataan 'Berhad' bagi nama syarikat di bawah Seksyen 24 Akta Syarikat 1965.
- 28. Pihak Suruhanjaya akan memaklumkan kepada pemohon berhubung keputusan Menteri sama ada permohonan berkenaan **dilulus atau ditolak.**
- 29. Sekiranya permohonan diluluskan, pemohon dikehendaki mengemukakan dokumen-dokumen berikut: -
  - (i) Memorandum & Perkara-Perkara Persatuan yang lengkap, ditandatangani serta disetemkan;
  - (ii) Borang 48A yang telah ditandatangani oleh semua pengasas dan pengarah;
  - (iii) Borang 6; dan
  - (iv) bayaran pendaftaran sebanyak RM 1,000/=
- 30. Setelah semuanya dokumen di atas didapati teratur dan mengikut prosedur, Sijil Pemerbadanan Syarikat (Borang 8) akan dikeluarkan.

## 31. MODEL PANDUAN MEMORANDUM DAN ARTIKEL

### “MODEL”

Tatawujud Persatuan (Memorandum of Association)  
&  
Tataurus Persatuan (Articles of Association)

### [PANDUAN]

1. Perkataan-perkataan, ayat-ayat atau perenggan dalam kandungan dan digelapkan adalah untuk pilihan yang bersesuaian.
2. Gelaran jawatan pengurusan ehwal syarikat yang sama dengan kedudukan pengarah hendaklah bersesuaian dengan nama syarikat, seperti contoh yang disebutkan di bawah.
3. Gelaran: (i) **“Trustees”** dan badannya **“Board of Trustees”**, adalah sesuai bagi syarikat dengan nama seperti **“Institute”**, **“Fund”**, **“Foundation”**;  
  
(ii) **“Director”** dan badannya **“Board of Directors”** adalah sesuai bagi syarikat dengan nama seperti **“Academy”**, **“Centre”**, **“Memorial”**, **“Council”**, juga sesuai bagi **“Institute”**; dan  
  
(iii) **“Member of the Council/Council Member”** dan badannya **“Council”** adalah sesuai bagi syarikat dengan nama **“Chamber”**.

## 32. MODEL MEMORANDUM

['MODEL MEMORANDUM']  
THE COMPANIES ACT, 1965  
COMPANY LIMITED BY GUARANTEE AND  
NOT HAVING A SHARE CAPITAL  
MEMORANDUM OF ASSOCIATION  
OF  
(COMPANY NAME)

1. The name of the company is .... [ .....] .... (hereinafter referred to as the .... **[Foundation/Institute/Chamber/etc]** ....
2. The registered office of the Company will be situated in Malaysia.
3. The objects for which the Company is established are :-

***[Set out clearly the purposes which the company propose to pursue at the commencement of the clause]-***

- (a) .....
  - (b) .....**[Tidak boleh melebihi 3 objek yang berbeza]**
  - (c) .....
4. ***The powers of the company under the objects clause shall be limited to the powers set out below]-***
    - (a) To receive any gift whether moveable or pecuniary and whether or not subject to any trust for anyone or more of the objects of the ....**[Foundation/Institute/Chamber/etc]** ...
    - (b) To take such steps by personal appeals only as may from time to time be deemed expedient for the purpose of

procuring contributions to the funds of the ...**[Foundation/ Institute/Chamber/etc]**... in the form of donations, grants, loans, legacy, subscriptions or otherwise.

- (c) To purchase, take on lease or otherwise acquire for the purposes of the ... **[Foundation/Institute/Chamber/etc]** ... and to hold any estates, lands, buildings, easements or other interests in movable or immovable property which may be deemed necessary or convenient for any of the purpose of the .... **[Foundation/Institute/Chamber/etc]** ....PROVIDED that the .... **[Foundation/Institute/Chamber/etc]** ... shall not acquire, charge mortgage or dispose of any land without the consent of the Minister charged with the responsibility for companies.
- (d) To construct, maintain and alter any houses, building or works necessary or convenient for the purpose of the .... **[Foundation/Institute/Chamber/etc]** ....
- (e) To let on lease or on hire the whole or any part of the movable property of the ... **[Foundation/Institute/Chamber/etc]** ... on such tenure as the ... **[Board/Council/etc]** .. shall determine.
- (f) To purchase or otherwise acquire, erect, maintain, reconstruct, and adopt any offices, workshops, mills, plants, machinery and other things found necessary or convenient for the purpose of the ... **[Foundation/Institute/Chamber/etc]** ...
- (g) To purchase acquire, hold, sell and deal in shares, stocks, debentures stocks, bonds, obligations, and securities issued or guaranteed by the Malaysian Government, State Government or public body or authority.
- (h) To sell, dispose of, or transfer any property and undertaking of the ...**[Foundation/Institute/Chamber/etc]** ... or any part thereof, for any consideration which the ...**[Foundation/Institute/ Chamber/etc]** ...may see fit to accept.
- (i) To accept stock or share, mortgage debentures of other securities of any company in payment or payment for any

services rendered for any sale made to or debt owing from any such company.

- (j) To draw, accept and make, and to endorse, discount and negotiate, bills of exchange, promissory note, and other negotiable instruments.
- (k) To invest in Malaysia the money of the .....**[Foundation/Institute/ Chamber/etc]** ... not immediately require in such manner as from time to time may be determined, PROVIDED that the .....**[Foundation/Institute/ Chamber/etc]**... shall not invest in or incorporate any subsidiary company.
- (l) To engage and appoint and pay such officers, clerks, agents, servants or persons to perform such duties or services for the proper administration and management of the ...**[Foundation/Institute/ Chamber/etc]**... and to remove and suspend the same.
- (m) To pay all costs, charges and expenses incurred or sustained in or about the promotion and establishment, and administration and management of the ...**[Foundation/Institute/Chamber/ etc]**.... and to remunerate any person or persons for services rendered thereof in cash or in any other manner allowed by law.
- (n) To borrow and raise money in such manner as the ...**[Foundation/Institute/ Chamber/etc]** .... may think fit.
- (o) To do all or any of the matters hereby authorised in any part of Malaysia either alone or in conjunction with, or as trustees or agents, for any company association or person, and by or through trustees or agents.
- (p) Generally to do all such other lawful things as are incidental or conducive to the attainment of the above objects and the exercise of powers of the ...**[Foundation/Institute/ Chamber/etc]**.... :

**PROVIDED that :**

- (i) the provisions of the Third Schedule of the Companies Act shall not apply to the ...**[Foundation/Institute/Chamber/etc]**... and the foregoing provisions of this Paragraph shall be read and construed without reference to the provisions of that Schedule; unless expressly included in this Memorandum and Articles of Association with the approval in writing of the Minister charged with the responsibility for companies; and
- (ii) the ...**[Foundation/Institute/ Chamber/etc]**... shall not support with its funds any political organisation or society or endeavour to impose on or procure to be observed by its members or others any regulations, restrictions or conditions which, if any were included in the objects of the Company would make it a Trade Union within the meaning of the Trade Union Ordinance.
5. There shall be a ....**[Board of trustees or directors/members of the Council/etc]**..... for the management of the affairs of the ...**[Foundation /Institute/Chamber/etc]**... (hereinafter referred to as ....**["the Board/Council/etc"]**....)
6. The income and property of the ...**[Foundation/Institute/ Chamber/etc]**... whencesoever derived shall be applied solely toward the promotion of the objects of the ...**[Foundation/Institute/ Chamber/etc]**... as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the members of the ...**[Foundation/Institute/ Chamber/etc]**... **PROVIDED** that nothing herein shall prevent the payment, in good faith, of remuneration to any officer or servant of the ...**[Foundation/Institute/Chamber/etc]**... in return for any professional services rendered to the ...**[Foundation/Institute/Chamber/etc]**... nor prevent the payment of interest at the current bank rate on any loan advanced by members of the ...**[Foundation/Institute/Chamber/ etc]**...to promote, the object thereof or reasonable and proper rent for promises demised or let by any member of the ...**[Foundation/Institute/Chamber/etc]**...; but so that no member of the ....**[Board/Council/etc]**.... shall be appointed to any salaried office of the ...**[Foundation/Institute/Chamber/etc]**...paid by fees, and

that no remuneration of the benefit in money's worth shall be given by the ...[Foundation/Institute/Chamber/etc]...to any member of the ...[Board/Council/etc]...except repayment of out-of-pocket expenses of the ...[Foundation/Institute/Chamber/etc]... as aforesaid.

7. No addition, alteration or amendment shall be made to or in provisions contained in the Memorandum or Articles of Association for the time being enforce unless the same shall have been previously submitted to and approved by the Minister charge with the responsibility for companies.
8. No person shall be appointed as ...[trustee/director/member of the Council/etc]... of the ...[Foundation /Institute/Chamber/etc]... unless his appointment has been approved by the Minister.
9. The Board and the members of the ...[Foundation/Institute/Chamber/etc]...shall always ensure that the Foundation or the fund of the ...[Foundation/Institute/Chamber/etc]...is not being used for any form of political activity or for unlawful purpose prejudicial to or incompatible with peace, welfare, security, public order, good order or morality in Malaysia or for any purpose prejudicial to national security or public interest.
10. ***The Foundation shall apply at least % of all income and donations received or whatever percentage approved by the Director General of Inland Revenue for non-commercial purpose and solely towards the promotion of the objects of the Foundation as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way or profit, to the members of the Foundation. PROVIDED that nothing herein shall prevent the payment, in good faith of the remuneration to any officer or servants of the Foundation but so that no member of the Committee shall be appointed to any salaried office of the Foundation or any office of the Foundation paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Foundation to any member of the committee except repayment of out-of pocket expenses.]***

[ Clause 9 is the requirement of the Director General of Inland Revenue for application of tax exemption.]

11. The liability of the members is limited.
12. If upon the winding up or dissolution of the ...**[Foundation/Institute/ Chamber/etc]**...there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the ...**[Foundation/Institute/ Chamber/etc]**....., but shall be given or transferred to some other institution or institutions or organisation having objects similar to the objects of the ...**[Foundation/Institute/Chamber/etc]**... and having been approved by the Director-General of Inland Revenue, Malaysia at or before the time of dissolution and if and so far as effect cannot be given to the aforesaid provision, to some other Funds of similar organisation or some charitable object approved by the Director-General of Inland Revenue, Malaysia.
13. Every member of the ...**[Foundation/Institute/Chamber/etc]**... undertakes to contribute to the assets of the ...**[Foundation/Institute/ Chamber/etc]**... in the event of the ...**[Foundation/Institute/ Chamber/etc]**...being wound up during the time that he is a member or within one year after he ceases to be a member for payment of debts and liabilities of the ...**[Foundation/Institute/Chamber/etc]**... contracted before he and for the adjustment, of rights of the contributories amongst themselves, such amount as may be required not exceeding **Ringgit Malaysia One Hundred (RM100.00)**.
14. True accounts shall be kept of the sums of money received and expended by the ...**[Foundation/Institute/Chamber/etc]**... and the matter in respect of which such receipt, and expenditure takes place, and of the property, credits and liabilities of the ...**[Foundation/ Institute/Chamber/etc]**...and subjects to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the ...**[Foundation/Institute/ Chamber/etc]**...for the time being, shall be open for the inspection of the members. Once at least in every calendar year the accounts of the ...**[Foundation/Institute/Chamber/etc]**... shall be examined and the correctness of the balance sheet ascertained by one or more qualified auditor or auditors.

We, the several persons whose names, addresses and descriptions are subscribed, are desirous of being formed into association in pursuance of this Memorandum of Association.

---

Name, address and Descriptions of Subscribers	Signatures of Subscribers
--	------------------------------

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Dated this ..... day of .....20 .....

Witness to the above signatures:

### 33. MODEL ARTIKEL

#### ["MODEL ARTICLES"]

COMPANY LIMITED BY GUARANTEE AND  
NOT HAVING A SHARE CAPITAL

ARTICLES OF ASSOCIATION

OF

( COMPANY NAME )

#### Interpretation

[1] In these articles :-

**" The [ Foundation/ Institute /Chamber ] means ... ...[ company name ] .....**

**"[The Board/Council]" means the [Board of Trustees/Board of Directors/Members of the Council/etc]... hereby set up for the management of the affairs of the ...[Foundation/Institute/Chamber/etc]...**

**"The act"** means the Companies Act 1965 or any statutory modification or amendment thereof for the time being.

**"Secretary"** means any person who is a holder of a secretary licence or a member of a prescribed body appointed to perform the duties of the secretary of the ...[Foundation/Institute/Chamber/etc]...

Unless context otherwise requires, words or expressions contained in these articles shall bear the same meaning as in the Act or any statutory modification thereof in force at the date at which these articles become binding on the ...[Foundation/Institute/Chamber/ etc]...

## Members

- [2] The number of members to which the ...**[Foundation/Institute/ Chamber/etc]**... proposes to be registered is not be more than .... **[number of members]**... but the ...**[Foundation/Institute/Chamber/etc]**... may from time to time register an increase or reduction in the number of members.
- [3] The members of the association shall be the subscribers to the memorandum of association and such other persons **[or corporate bodies]** who shall be elected **[/admitted]** to membership in accordance with the articles and shall be entered in the Register of Members accordingly and he shall be a member thereof. **[The honorary members hereinafter mentioned shall also be deemed to be members of the ...[Foundation/Institute/Chamber/etc]...]**
- [4] Memberships of the ...[Foundation/Institute/Chamber/etc]... shall comprise the following classes ...**
- ...[Set out the different classes or categories of membership, qualification and right, (if any) ]...**
- [5] No person shall be elected **[/admitted]** to membership unless he shall first have submitted to the ...**[Foundation/Institute/Chamber/etc]**... an application for membership **[accompanied by any prescribed entry fee and subscription]**. Every application for membership shall be in writing containing such particulars as the ...**[Board/Council/etc]**.... may from time to time prescribe. Election **[Admission]** to membership of any person who makes application to the .....**[Foundation/Institute/ Chamber/etc]**... shall be at the sole discretion of the ....**[Board/Council/etc]**... and the ...**[Board/Council/ etc]**... may reject any application for membership without assigning any reason thereof.
- [6] The ...**[Board/Council/etc]**... may admit to honorary membership of the ...**[Foundation/Institute/Chamber/etc]**...persons distinguished in commerce or finance or who have rendered public services **[in.....]**. Who shall not be required to sign the

application mentioned in clause [...5...] **[or to pay any subscription]** or be under any liability in the event of the ...**[Foundation/Institute/Chamber/etc]**...being wound up.

### **Entries In The Register Of Members**

- [7] The secretary shall cause to be entered the name and address of each member in the Register of members upon his election **[/admission]** to membership.

### **[Entry Fees and Subscription]**

**[8] The payment of entry fees (if any) and annual subscriptions by Members shall be of such amount and payable on such dates in such manner as the ...[Board/Council/etc]... may form to time prescribe.]**

**[9] The annual subscription payable under this articles may be commuted by the payment at any one time of RM ..... in the case of individual members or of RM ..... in the case of corporate bodies]. ]**

### **Cessation of Membership**

- [10] A member shall cease to be a member of the ...**[Foundation/Institute/Chamber/etc]**...and his name shall be removed from the Register of members in any one of the following events:-

- (a) in the event of death;
- (b) if he by notice in writing to the ...**[Foundation/Institute/ etc]**...resigns his membership;
- (c) if he becomes of unsound mind;
- (d) if he is convicted or indicted of any criminal offences;
- [(e) if being a corporate body it is dissolved or wound up; [or ceases to carry on activity for more than six (6) month;] ] or**

(f) if he shall be adjudged bankrupt or make any composition or arrangement with his creditors.

[11] The decision of the ...**[Board /Council/etc]**... to whether any member, has come within the provision of this article shall be final and binding on any such member.

### **Expulsion**

[12] Majority of members present and voting at an annual or extraordinary general meeting may by resolution expel any member whose conduct in their opinion renders him unfit to be a member of the ...**[Foundation/Institute/Chamber/etc]**.... Any such person shall as from the passing of such resolution cease to be a member of the ...**[Foundation/Institute/Chamber/etc]**.... **[and shall no be eligible for re-election or readmission]**...

### **General Meetings**

[13] The ...**[Foundation/Institute/Chamber/etc]**...shall hold once every year a general meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it, and not more than fifteen months shall elapse between the date of one general meeting and that of the next. Provided that so long as the ...**[Foundation/Institute/Chamber/etc]**... hold it first annual general meeting within eighteen months of its incorporation it need not hold it in the year of it incorporation or in the following year. The annual general meeting shall be held at such time and place as the ....**[Board/Council/etc]**... shall appoint.

[14] All general meeting other than annual general meetings shall be called extraordinary general meetings.

[15] The ...**[Board/Council/etc]**.... may, whenever it thinks fit, convene an extraordinary general meeting, and extraordinary general meetings shall also be convened on such requisition, or, in default, may be convened by such requisitionists, as provided by section 144 of the Act.

### **Notice of General Meeting**

[16] An Annual general meeting and a meeting called for the passing of a special resolution shall be called by twenty-one day's notice

in writing at least, and a meeting of the ...**[Foundation/Institute/Chamber/ etc]**... other than an annual general meeting or a meeting for the passing of a special resolution shall be called by fourteen day's notice. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business and shall be given, in manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the persons as are under the articles of the ...**[Foundation/Institute/Chamber/etc]**..., entitled to receive such notices from the ...**[Foundation/Institute/Chamber/etc]**...:

Provided that a meeting of the ...**[Foundation/Institute/Chamber/ etc]**... shall, notwithstanding that it is called by shorter notice than that specified in this article, be deemed to have been duly called if it is so agreed :-

- (a) in the case of a meeting called as the annual general meeting, by all the members entitled to attend and vote thereat; and
- (b) in the case of any other meeting, by a majority in number of members having a right to attend and vote at the meeting, being majority together representing not less than ninety-five per cent of the total voting rights at that meeting of all members.

[17] The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

### **Proceedings at General Meetings**

[18] All business shall be special that is transacted at an extraordinary general meeting, and also that is transacted at an annual general meeting, with the exception of the consideration of the accounts, balance sheet, and the report of the members of the ...**[Board/Council/etc]**.... and auditors, the election of members of the ...**[Board/Council/etc]**.... in the place of

those retiring and the appointment of, and fixing of the remuneration of, the auditors.

- [19] No business shall be transacted at any general meeting unless quorum of members is present at the time when the meeting proceeds to business; save as hereinafter provided, ...[...number...]... members present in person shall be a quorum.
- [20] If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place as the ...**[Board/Council/etc]**..... may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be quorum.
- [21] The chairman of the ...**[Board/Council/etc]**... shall preside as chairman at every general meeting of the ...**[Foundation/Institute/ Chamber/etc]**... or if he shall not be present within fifteen minutes after the time appointed for the holding of the meeting or the meeting or unwilling to act the members of the ...**[Foundation/Institute/Chamber/ etc]**... present shall elect one of their member to be chairman of the meeting.
- [22] If at any meeting no member of the ....**[Board/Council/etc]**.... is willing to act as chairman or if no member of the ...**[Board/Council/etc]**.... is present within fifteen minutes after the time appointed for holding of the meeting, the member present shall choose one of their number to be chairman of the meeting.
- [23] The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give notice of adjournment or of the business to be transacted at an adjourned meeting.

[24] At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hand) demanded :-

(a) by the chairman; or

(b) by at least **[three]** members present in person or by proxy;

Unless a polls be so demanded a declaration by the chairman that resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the book containing the minutes of the proceedings of the ...**[Foundation/ Institute/Chamber/etc]**... shall be conclusive evidence of the fact without proof of the number or proportion of against such resolution. The demand for a poll may be withdrawn.

[25] In the case of an equality of votes, whether on a show of hands or on a poll the chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.

[26] A poll demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any question shall be taken at such time as the chairman of the meeting directs, and any business other than that upon with a poll has been demanded may be proceeded with pending the taking of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

[27] Subject to the provisions of the Act a resolution in writing signed by all members for the time being entitled to receive notice of and to attend and vote at general meetings [or being corporate body by their duly authorised representative] shall be as valid and effective as if the same had been passed at a general meeting of the ...**[Foundation/ Institute/Chamber/etc]**... duly convened and held.

### **Votes of Members**

[28] Every member shall have one vote.

- [29] No member shall be entitled to vote at any general meeting unless all moneys [/subscriptions] presently payable by him to the ...**[Foundation/ Institute/Chamber/etc]**... have been paid.
- [30] On a poll votes may be given either personally or by proxy.
- [31] The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorized in writing. **[or, if the appointer is a body corporate, either under seal or under hand of the office or attorney duly authorised.].** A proxy need not be a member of the ...**[Foundation/ Institute/Chamber/etc]**... **PROVIDED** that a member shall not be entitled to appoint a person who is not a member as his proxy unless that person is an advocate, an approved company auditor or a person approved by the Registrar of Companies.
- [32] An instrument appointing a proxy shall be in the following form or as near thereto as circumstances admits: -

**...[Foundation/  
Institute/Chamber/etc]...**

[I/we] ..... of ....., being a member of the above named **...[Foundation/ Institute/Chamber/ etc]** ..., hereby appoint ..... of ..... Or failing him ..... of ....., as my [/our] proxy to vote for me [/us] on my [/our] behalf at annual [extraordinary] general meeting of the said **...[Foundation/ Institute/Chamber/etc]**... to be held on the ..... day of .....19...., and at any adjournment thereof.

[Signatures]

- [33] The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
- [34] A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in

writing of such death insanity revocation of aforesaid shall have been received by the ...[Foundation/Institute/Chamber/etc]... at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

[35] The business of the ...[Foundation/Institute/Chamber/etc]... shall be managed by a ...[Board/Council/etc]....The ...[Board/Council/etc]....shall consists of not less than ..... members and not more than ..... members, which at least one-third of the members of the ...[Board/Council/etc].... are independent directors; or

The business of the ...[Foundation/Institute/Chamber/etc]... shall be managed by a ...[Board/Council/etc]....The[Board/Council/etc]....shall consists of not less than .... members and not more than ..... members, which at least 50% of the members of the ...[Board/Council/etc].... are independent directors; or

The business of the ...[Foundation/Institute/Chamber/etc]... shall be managed by a ...[Board/Council/etc]....The [Board/Council/etc]....shall consists of not less than two/..... members and not more than ..... members.

[36] At the first annual general meeting all members of the ....[Board/Council]... shall retire and the members of the ...[Board/Council] ... shall be :-

(a) .....

(b) .....

[37] The members of the ...[Board/Council]... shall be paid all traveling, hotel and other reasonable expenses properly incurred by them in attending and returning from meetings of the ....[Board/Council/etc]... or any committee of the ...[Board/Council]... or the general meetings of the ...[Foundation/ Institute/Chamber/etc]... but shall not otherwise entitled to any fees or remuneration.

## Borrowing Powers

- [38] The ...**[Board/Council/etc]**... may exercise all the powers of the ...**[Foundation/ Institute/Chamber/etc]**... to borrow money, and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debentures stock and other securities, whether outright or as security for any debt, liability or obligation of the ...**[Foundation/ Institute/Chamber/etc]**... .

## Powers and Duties of the ...**[Board/Council/etc]**...

- [39] The business of the ...**[Foundation/ Institute/Chamber/etc]**... shall be managed by the ...**[Foundation/ Institute/Chamber/etc]**... who may pay all the expenses incurred in promoting and registering the ...**[Foundation/ Institute/Chamber/etc]**..., and may exercise all such powers of the ...**[Foundation/ Institute/Chamber/etc]**... as are not, by the Act or these articles, required to be exercised by the ...**[Foundation/ Institute/Chamber/etc]**... in general meeting, subject nevertheless to the provisions of the Act or these articles and to such regulations being not inconsistent with the aforesaid provisions, as may be prescribed by the ...**[Foundation/ Institute/Chamber/etc]**... in general meeting; but no regulation made by the validate any prior act of the ...**[Board/Council/etc]**... which would have been valid if that regulation had not been made.
- [40] The ...**[Board/Council/etc]**... may from time to time and at any time by power of attorney appoint any company, firm or person or body of persons, whether nominated directly or indirectly by the ...**[Board/Council/etc]**..., to be the attorney or attorneys of the ...**[Foundation/ Institute/Chamber/etc]**... for such purpose and such powers, authorities and discretions (not exceeding those vested in or exercisable by the ...**[Board/Council/etc]**... under these articles) and for such period and subject to such conditions as they may think fit, and any such power of attorney may contain such provisions for the protection and convenience of persons dealing with any such attorney as the ...**[Board/Council/etc]**... may think fit.

[41] All cheques, promissory notes, draft, bill of exchanges and other negotiable instruments, and all receipts for moneys paid to the ...**[Foundation/ Institute/Chamber/etc]**... shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the ...**[Board/council/etc]**... shall from time to time by resolution determine.

### **Minutes of Meetings**

[42] The ...**[Board/Council/etc]**... shall cause minutes to be made in books provided for the purpose :-

- (a) of all appointment of officers made by the ...**[Board/Council/ etc]**... ;
- (b) the names of all the members of the ...**[Board/Council/etc]**... present at each meeting of the ...**[Board/Council/etc]**... and of any committee of the ...**[Board/Council/etc]**... ;
- (c) of all resolutions and proceedings at all meetings of the ...**[Foundation/Institute/Chamber/etc]**... and of the ...**[Board/ Council/etc]**... and of any committee of the ...**[Board/Council/ etc]**... and every member of the ...**[Board/Council/etc]**... present at any meeting of the ...**[Board/Council/etc]**... or committee of ...**[Board/Council/etc]**... shall sign his name in a book to be kept for that purpose.

### **Disqualification of Members of the ...[Board/Council/etc]...**

[43] The office of the members of the ...**[Board/Council/etc]**... shall be vacated if the member of the ...**[Board/Council/etc]**... :-

- (a) without the consent of the ...**[Foundation/Institute/ Chamber/etc]**...in general meeting holds any office of profit under the ...**[Foundation/Institute/Chamber/ etc]**...; or
- (b) becomes bankrupt or makes any arrangement or compromise with his creditors generally; or

- (c) becomes prohibited or disqualified from being a member of the ...**[Board/Council/etc]**... under any provisions of the Act;
- (d) becomes of unsound mind;
- (e) resign his office by notice in writing to ...**[Foundation/ Institute/Chamber/etc]**...;
- (f) is removed by ordinary resolution of the ...**[Foundation/ Institute/Chamber/etc]**...;
- (g) is absent for more than ...[six (6) months]... without permission of the ...**[Board/Council/etc]**... from meetings of the ...**[Board/Council/etc]**... held during that period; or
- (h) is directly or indirectly interested in any contract with the ...**[Foundation/Institute/Chamber/etc]**... and fails to declare the nature of his interest in the manner required by section 131 of the Act.

[44] A member of the ...**[Board/Council/etc]**... shall not vote in respect of any contract in which he is interested or any matter arising thereout, and if he does so vote his vote shall not be counted.

#### **Rotation of The Members of The ...[Board/Council/etc]**

[45] At the annual general meeting in every year subsequent to that in which the first annual general meeting is held one-third of the ...**[Board/Council/etc]**... for the time being, or if their number is not three or multiple of three, then the number nearest one-third, shall retire from office.

[46] The member of the ...**[Board/Council/etc]**... to retire in every year shall be those who have been longest in office since their last election, but as between persons who became member on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

[47] A retiring member of the ...**[Board/Council/etc]**... shall be eligible for reelection.

- [48] The ...**[Foundation/ Institute/Chamber/etc]**... at the meeting at which a member of the ...**[Board/Council/etc]**... retires in manner aforesaid may fill the vacated office by electing a person thereto, and in default the retiring member the ...**[Board/Council/etc]**... shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved no to fill such vacated office or unless a resolution for the re-elected of such member of the ...**[Board/Council/etc]**... shall have been put to the meeting and lost.
- [49] No person other than a member of the ...**[Board/Council/etc]**... retiring at the meeting shall be eligible for election to the office of a member of ...**[Board/Council/etc]**... unless, not less than five no more than twenty-one days before the date appointed for the meeting, there shall have been left at the registered office of the ...**[Foundation/ Institute/ Chamber/etc]**... notice in writing, signed by a member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing signed by that person of his willingness to be elected. Notwithstanding the above, a member other than a retiring member of the ...**[Board/Council/etc]**... shall vacate his office if his election as member of the ...**[Board/Council/etc]**... is not approved by the Minister.
- [50] The ...**[Board/Council/etc]**... may from time to time by ordinary resolution increase or reduce the number of members of the ...**[Board/Council/etc]**... and may also determine in what rotation the increased or reduced number is to go out of office.
- [51] The ...**[Board/Council/etc]**... shall have power at any time, and from time to time, to appoint any person to be a member of the ...**[Board/Council/etc]**... either to fill a casual vacancy or as an addition to the existing ...**[Board/Council/etc]**..., but so that the total number of members of the ...**[Board/Council/etc]**... shall not at any time exceed the number fixed in accordance with these articles. Any member of the ...**[Board/Council/etc]**... so appointed shall hold office only until the next following annual general meeting, and then shall be eligible for-election, but shall not be taken into account in determining the ...**[Board/Council/etc]**... who are to retire by rotation at such meeting.

[52] The...**[Foundation/ Institute/Chamber/etc]**...may by ordinary resolution, of which special notice has been given in accordance with section 128 of the Act, remove any member of the ...**[Board/Council/ etc]**... before the expiration of this period of office notwithstanding anything in these articles or in any agreement between the ...**[Board/ Council/etc]**... and such member of the ...**[Board/Council/etc]**...

[53] The ...**[Foundation/ Institute/Chamber/etc]**... may by ordinary resolution appoint another person in place of a member of the ...**[Board/Council/etc]**... removed from office under article ..**[51]**.. Without prejudice to the powers of the ...**[Board/Council/etc]**... under article ..**[50]**.. hereof the ...**[Foundation/ Institute/Chamber/etc]**... in general meeting may appoint any person to be a member of the ...**[Board/Council/etc]**... either to fill a casual vacancy or as an additional member of the ...**[Board/Council/etc]**...

#### **Proceedings of The ...[Board/Council/etc]...**

[54] The ...**[Board/Council/etc]**... may meet together for the despatch of business, adjourn, and otherwise regulate their meetings, as they think fit. Question arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the chairman shall have a second or casting vote. A member of the ...**[Board/Council/etc]**... may, and the secretary on the requisition of a member of the ...**[Board/Council/etc]**... shall, at any time summon a meeting of the ...**[Board/Council/etc]**...

[55] The quorum necessary for the transaction of the business of the ...**[Board/Council/etc]**... may be fixed by the ...**[Board/Council/ etc]**..., and unless so fixed shall be two.

[56] The continuing members of the ...**[Board/Council/etc]**... may act notwithstanding any vacancy in their body, but, if and so long as their number is reduced below the number fixed by or pursuant to the articles of the ...**[Foundation/Institute/Chamber/etc]**... as the necessary quorum of the ...**[Board/Council/etc]** ... , the continuing members or member of the ...**[Board/Council/etc]**... may act for the purpose of increasing the number of members to that number, or of summoning a general meeting of the ...**[Board/Council/etc]**..., but for no other purpose.

- [57] The ...**[Board/Council/etc]**... may elect a chairman of their meetings and determine the period for which he is to hold office; but, if no such chairman is elected, or if at any meeting the chairman is not present within fifteen minutes after the time appointed for holding the same, the member of the ...**[Board/Council/etc]**... present may choose one of their number to be chairman of the meeting.
- [58] The ...**[Board/Council/etc]**... may from time to time delegate any of their powers to a committee or committees consisting of such members of their body as they think fit and with such powers as the ...**[Board/Council/etc]**... may prescribe, provided that such powers not exceeding those vested in or exercisable by the ...**[Board/Council/ etc]**... under these articles.
- [59] The committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within fifteen minutes after the time appointed for holding the same, the members present may choose one of their number to be chairman of the meeting.
- [60] A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the chairman shall have a second or casting vote.
- [61] All acts done by any meeting of the ...**[Board/Council/etc]**... or of a committee of the ...**[Board/Council/etc]**..., or by any person acting as a members of the ...**[Board/Council/etc]**..., shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member of the ...**[Board/Council/etc]**... or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the ...**[Board/Council/etc]**...
- [62] A resolution in writing, signed by all the members of the ...**[Board/Council/etc.]**..., for the time being entitled to receive notice of a meeting of the ...**[Board/council/etc.]**..., shall be as valid and effectual as if it had been passed at a meeting of the ...**[Board/Council/etc]**..., duly convened and held.

## Secretary

- [63] The secretary shall be appointed by the ...[Board/Council/etc]... for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them. The first secretary of the ...**[Foundation/Institute/ Chamber/etc]**... shall be ...[.....]...
- [64] A provision of the Act or these articles requiring or authorising a thing to be done by or to a member of the ...**[Board/Council/etc]**... and the secretary shall not be satisfied by its being done by or to the same person acting both as a member of ...**[Board/Council/etc]**... and as, or in place of, the secretary.

## The Seal

- [65] The ...[Board/Council/etc]... shall provide for the safe custody of the seal, which shall only be used by the authority of the ...**[Board/Council/etc]**... or of a committee of the ...**[Board/Council/ etc]**... authorised by the ...**[Board/Council/etc]**... in that behalf, and every instrument to which the seal shall be affixed shall be signed by a member of the ...**[Board/Council/etc]**... and shall be countersigned by the secretary or by a second member of the ...**[Board/Council/etc]**... or by some other person appointed by the ...**[Board/Council/etc]**... for the purpose.

## Accounts

- [66] The ...[Board/Council/etc]... shall cause proper books of accounts to be kept with respect :-
- (a) all sums of money received and expended by the ...**[Foundation/Institute/Chamber/etc]**... and the matters in respect of which the receipt and expenditure takes place;
  - (b) all sales and purchases of goods by the ...**[Foundation/ Institute/Chamber/etc]**...; and
  - (c) the assets and liabilities of the ...**[Foundation/Institute/ Chamber/etc]**...

Proper books shall not be deemed to be kept if there are not kept such books of accounts as are necessary to give a true and fair view of the state of the ...**[Foundation/Institute/Chamber/etc]**'s... affairs and to explain its transaction.

[67] The books of accounts shall be kept at the registered office of the ...**[Foundation/Institute/Chamber/etc]**... or, subject to section 167(3) of the Act, at such other place or places as the ...**[Board/Council/etc]**... think fit and shall always be open to the inspection of the member of the ...**[Board/Council/etc]**...

[68] The ...**[Board/Council/etc]**... shall from time to time determine to what extent and at what times and places and under what conditions or regulations the accounts and books of the ...**[Foundation/Institute/ Chamber/etc]**... or any of them shall be open to inspection of members not being members of the ...**[Board/Council/etc]**... .

[69] The ...**[Board/Council/etc]**... shall from time to time in accordance with the requirement of the Act cause to be prepared and to be laid before the .....**[Foundation/Institute/Chamber/etc]**... in general meeting such profit and loss accounts, balance sheets and any reports as are referred to in the Act.

[70] A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the ...**[Foundation/Institute/Chamber/etc]**... in general meeting, together with a copy of the auditor's report, shall not less than twenty-one days before the date of the meeting be sent to every member of, and every holder of debentures of, the ...**[Foundation/Institute/ Chamber/etc]**...

### **Audit**

[71] Auditors shall be appointed and their duties regulated in accordance with section 174 to 175 of the Act.

### **Notice**

[72] Any notice may be given by the ...**[Foundation/Institute/Chamber/ etc]**...to any member either personally or by sending to him or to his registered address or the address, if any, within Malaysia supplied by him

to the ...**[Foundation/Institute/Chamber/etc]**... for the giving of notice to him. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice in the ordinary course of post.

[73] Notices of every general meeting shall be given in any manner hereinafter authorised to:-

- (a) every member except those members who have not supplied \_\_\_\_\_ to \_\_\_\_\_ the ...**[Foundation/Institute/Chamber/etc]**... an address within Malaysia for the giving of notices to them; and
- (b) the auditors for the time being of the ...**[Foundation/Institute/ Chamber/etc]**... .

No other person shall be entitled to receive notices of general meetings.

### **Indemnity**

[74] Subject to the provision of and so far as may be permitted by the Act, every member of the ...**[Board/Council/etc]**..., auditor or other officer of the ...**[Foundation/Institute/Chamber/etc]**... shall be entitled to be indemnified by the ...**[Foundation/ Institute/Chamber/etc]**... against all costs, charges, losses, expenses and liabilities incurred by him in the execution and discharge of his duties or in relation thereto including any liability incurred by him in defending any proceedings civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him as an officer or employee of the ...**[Foundation/Institute/Chamber/etc]**... and in which judgement is given in his favour (or the proceedings are otherwise disposed of without any findings or admissions of any material breach of duty on his part) or in which he is acquitted or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him by the court.

We, the several persons whose names, addresses are subscribed hereunder being subscribed hereby agree with the foregoing Articles Of Association.

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Name, Address and Description of Subscribers.

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Witness to the above signatures:

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20  
this \_\_\_\_\_

Lodge by: