

## **GUIDELINES FOR APPLICATION FOR A BUSINESS NAME**

1. A business name represents a style or topic that is used to recognise the identity of the business being carried out.
2. A business name can be categorised into two types, i.e.:

### 2.1 Trade Name

- a business name in the form of a trade name refers to the name, style, topic or identity under which a business is carried out and can only be used after obtaining approval from the Registrar of Businesses of the Companies Commission of Malaysia. Examples of business names using a trade name are ABC Enterprise and Perniagaan Muhibbah Sentosa.

### 2.2 Own Name

- the trader of a business that uses the owner's name as per his identity card can apply directly to the Registrar of Businesses to register his business. Examples of business names using an own name are Ali Bin Ahmad, Chan Seng Chow and Ramasamy a/l Nagalingam.

## ***PROCEDURE FOR APPLICATION OF TRADE NAME APPROVAL***

1. The applicant has to complete a business name application form ***(PNA.42)*** that can be obtained without charge from the Business Division of the Companies Commission of Malaysia.

2. The completed business name application form can be submitted to the Business Division of the Companies Commission of Malaysia via a service counter or by post.
3. The applicant has to complete the business name application form **(PNA.42)** and present it with the following details:
  - a. The proposed business name.
  - b. Name and identity card number if the business owner.
  - c. Nature of business to be carried out.
  - d. Signature of the owner and the date of the application.
4. Applications that are submitted via a service counter will be processed and a decision will be given within 60 minutes.
5. The approved business name is valid for 30 days. If the validity period has expired, the applicant will need to submit a new application.
6. Business names that have been registered cannot be amended/changed.

***NAMES THAT CANNOT BE REGISTERED UNLESS WITH THE APPROVAL OF THE MINISTER***

- A. Contain a word that has a connection with the king, queen or ruler of a country or members of the royal family or monarchy, including the word “King” or words with a similar pronunciation.
- B. Contain a word that has a connection with any Government, State Government Department, statutory body, authority or agency or any municipality/town council or other local authority including names that contain words such as “Federal”, “State” or “National”;

- C. Contain a word that has a connection with any Asean, Commonwealth or other foreign countries or the United Nations or any international organisation.
- D. Contain the word "Chartered" or any word that suggests a connection with any society or body incorporated by "Royal Charter".
- E. Contain the words "Society", "Association", "Foundation", "Trust", "Armed Forces", "Co-operative", "International" or any equivalent expression.
- F. Contain a word that is insulting or likely to be offensive to members of the public.
- G. Contain a word that is misleading as to the type, scope or importance of the business carried on or to be carried on under such name.
- H. Contain a word that is offensive to any race or religion.