



FREQUENTLY ASKED QUESTIONS (FAQ)

APPLICATION FOR COMPANY INFORMATION UPDATE

NO.	QUESTION	ANSWER
1.	During the Movement Control Order (MCO) period, how does my company comply with the timeframe stipulated under section 141 of the Companies Act 2016 (CA 2016)?	During the MCO period, a company wishing to make a submission under section 141 of the CA 2016 can send an e-mail to queryexpress@ssm.com.my .
2.	What is the timeframe for the submission via e-mail and until when is this in force?	The email is only applicable for submission under section 141 of the CA 2016 during the MCO period.
3.	If my Reassignment of Company Secretary (RAC) application has exceeded 14 days because of the MCO period, can I use the same application to make an application under section 58 of the CA 2016?	For applications exceeding 14 days due to the MyCoID system being closed, it will be extended to the maximum number of days affected. If the RAC application has exceeded that period, you must submit a new application for the same purpose.
4.	Is the 14 days after approval for the RAC application also extended due to the closure of the MyCoID system?	Yes. The RAC approval period is also extended based on the number of days affected by the closure of MyCoID system.
5.	Will the late lodgement fees be applicable during the MCO period?	SSM will issue a moratorium of 30 days after the MCO and the late lodgement fee will be waived.

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6.	What are the services offered by SSM during the MCO period?	The services offered by SSM during the MCO are mostly online services including MyCoID, EZBIZ online and MyLLP. Other activated services that will be announced from time to time.
7.	Do companies need to apply under section 609 of the CA 2016 for the 30 days to avoid late charges?	Companies will not be required to apply under section 609 of the CA 2016 for this purpose.
8.	Due to the change in information that requires a resolution from directors, are there any exceptions given during the MCO period as the signature of the director is difficult to obtain?	The application must be accompanied with the complete documentation including the resolution. The lodger shall be solely responsible for the information provided in the MyCoID2016 system.
9.	How to submit related documents such as the requirements under section 76 CA 2016 before the Return Of Allotment (ROA) notice that needs to be submitted through the counter?	Related documents which are required to be submitted via the counter, cannot be submitted during the MCO period as the SSM counter services are still closed. Submissions of such documents can be made once the counter services are back in operation.
10.	Will an online meeting be accepted and a resolution is forwarded to SSM as a supporting document?	<p>Online meetings are permitted under the provisions of section 327 of the CA 2016 and are practiced in the following ways:</p> <p>Online meeting</p> <p>(a) The Company shall comply with the provisions of section 327 of the CA 2016 to ensure that all members of the company have the opportunity to participate in the meeting including the right to speak and vote.</p> <p>(b) Clear procedures need to be set at the company level to ensure a good</p>

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		governance system is practiced including recording who is authorised to participate and pass a resolution in the meeting.
11.	Are digital signatures accepted?	<p>Digital signatures</p> <p>(a) SSM is in the view that this should be decided by the company to ensure appropriate technology and compliance with relevant legal provisions, if necessary.</p> <p>(b) The company secretary / assignee is fully responsible and must provide the evidence that the Registrar may require.</p>

Date: 29 April 2020