



FREQUENTLY ASKED QUESTIONS

EXTENSION OF TIME (EOT) FOR CIRCULATION, ANNUAL GENERAL MEETING AND LODGEMENT OF FINANCIAL STATEMENTS FOR FINANCIAL YEAR END 1 JANUARY 2020 TO 31 MARCH 2020

NO	QUESTION	ANSWER
1.	What is the reason for the extension of this initiative?	To enable the company to prepare financial statements and to complete relevant statutory documents as well as to enable audit firms to complete delayed assignments in a more reasonable timeframe.
2.	With reference to "... ONLY companies having financial year ending AFTER 31 December 2019 to 31 March 2020" referred to in paragraph 14B of the PD 6/2020, can a company with Financial Year End (FYE) 31 December 2019 apply for an EOT under this initiative?	No, a company with FYE 31 December 2019 (or earlier) is not eligible for this initiative. Only companies with FYE beginning 1 January 2020 until 31 March 2020 are entitled to apply for the EOT under this initiative.
3.	When can a company begin to apply for an EOT for the circulation or to hold Annual General Meeting (AGM) and lodgement of its financial statements under this initiative?	Under this initiative, any company with FYE beginning 1 January 2020 until 31 March 2020 can apply for the EOT beginning 20 August 2020 until 30 September 2020.
4.	Will SSM impose any fees for the application of EOT to circulate or to hold AGM and lodge financial statements under this initiative.	No, the fees for the EOT application under this initiative is waived.

5.	How is the application for an EOT to circulate or to hold AGM and lodge financial statements made? Can the EOT application be made through MBRS or SSM's counter?	<p>An EOT application for the circulation or to hold AGM and lodgement of financial statements can only be made by sending the application through email to eot2020@ssm.com.my.</p> <p>The contents of the email application must follow the email format provided in Appendix A.</p>
6.	Can a private company (a Sendirian Berhad) apply for an EOT under this initiative?	Yes. The EOT application under this initiative can be made by both private and public companies.
7.	Can a company with FYE 31 December 2019 apply for an EOT for the circulation or to hold AGM and lodgement of its financial statements under this initiative?	No. Only companies with FYE beginning 1 January 2020 until 31 March 2020 are entitled to apply for the EOT under this initiative.
8.	How long will the EOT for circulation or AGM and lodgement of financial statements be given under this initiative?	<p>The EOT will be for a period of 90 days from the original expiry date of circulation or AGM and lodgement of financial statements. Please refer to the example below:-</p> <p><u>Example for Public Company</u></p> <p>Financial Year End: 31/1/2020 Expiry date for Financial Statement Circulation: 10/7/2020 Expiry date to hold AGM: 31/7/2020 Expiry date for Financial Statement Lodgement: 30/8/2020</p> <p>Covid-19 Initiative with 90 days extension of time New expiry date for Financial Statement Circulation: 8/10/2020 New expiry date to hold AGM: 29/10/2020 New expiry date for Financial Statement Lodgement: 28/11/2020</p>

		<p>Example for Private Company</p> <p>Financial Year End: 31/1/2020 Expiry date for Financial Statement Circulation: 31/7/2020 Expiry date for Financial Statement Lodgement: 30/8/2020</p> <p>Covid-19 Initiative with 90 days extension of time New expiry date for Financial Statement Circulation: 29/10/2020 New expiry date for Financial Statement Lodgement: 28/11/2020</p>
9.	My company's financial year end falls within 1 January 2020 until 31 March 2020 and SSM has approved the EOT application for the circulation or AGM and lodgement of financial statements prior to the commencement of the Movement Control Order. Can my company apply for an EOT under this initiative?	<p>If your company's application for an EOT to circulate or AGM and lodge financial statements was approved by SSM prior to the commencement of the Movement Control Order and your company's financial year end was within 1 January 2020 until 31 March 2020, your company is eligible to make an EOT application under this initiative.</p> <p>However, fees paid for EOT application made prior to the commencement of the Movement Control Order are not refundable.</p> <p>If the company still requires more time, any subsequent application for an EOT, the company must submit in accordance to PN3/2018 with the payment and the application will be processed on a case-to-case basis.</p>
10.	Can this initiative period be enjoyed by any company with financial year end before 1 January 2020?	No, a company with financial year ending before 1 January 2020 will not be entitled for this initiative.
11.	Is a company eligible for this initiative if it does not apply for the EOT?	No, the company will not be entitled for this initiative.

12.	If a company did not follow the requirements of this initiative such as providing wrong information, sending the EOT application to wrong email address, etc., can the company make an appeal?	<p>The company secretary must ensure that correct information are provided and the application must be sent to eot2020@ssm.com.my</p> <p>If the information provided is incorrect, the application is deemed NOT APPROVED.</p> <p>There is no appeal for extension of time application.</p>
13.	Can the director of the company submit the application?	No. The application should only be made by the company secretary.
14.	Can an email contain many EOT applications?	<p>An email may contain up to a maximum of 10 applications. You may refer to the instruction in Appendix A.</p> <p>The company secretary must keep a copy of the application pursuant to Section 47 Companies Act 2016.</p>
15.	What is the status of my application by email to eot2020@ssm.com.my for extension of time if I do not receive feedback from SSM?	<p>Application for extension of time by email which did not receive any auto reply email from SSM will be considered APPROVED if it meets the Conditions as stated in PD 6/2020 including:</p> <p>(a) For applications of extension of time and submission of the Financial Statements under Section 259 (2) of the Companies Act 2016, your application is automatically approved for 90 days from original expiry date of circulation and original expiry date of lodgement of the financial statements if your application meets the following requirements:</p>

		<p>(i) Company with financial year end 1 January 2020 until 31 March 2020; or</p> <p>(ii) Company granted approval by SSM prior to the commencement of the Movement Control Order for extension of date of circulation and lodgement of financial statements and having the financial year end 1 January 2020 until 31 March 2020.</p> <p>(b) For application of extension of time to hold the Annual General Meeting (AGM) under Section 340 (4) of the Companies Act 2016, the application is automatically approved for 90 days from the original expiry date of the AGM that should be held if your application meets the following requirements:</p> <p>(i) Public Companies with financial year end 1 January 2020 until 31 March 2020; or</p> <p>(ii) Public Companies that have received approval from SSM to extend the time for holding its AGM prior to the commencement of the Movement Control Order and having the financial year end 1 January 2020 until 31 March 2020.</p> <p>Please note that applications that do not meet the requirements</p>
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		<p>set out in PD 6/2020 are NOT APPROVED AND NO EMAIL NOTIFICATION will be sent.</p> <p><i>Please keep the email copy of your application for an extension of time for future SSM reference purposes for eligible applications.</i></p>
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Dated: 21 AUGUST 2020

APPENDIX A

Please copy this format into your email and complete all required particulars. Do not attach any document in your email if the application is for five (5) companies or less.

If the application is between six (6) to a maximum of 10 companies, you can attach the information in a document and email SSM with 10 companies maximum per attachment per email. All applications must follow the format below.

EXTENSION OF TIME COVID-19 INITIATIVES

APPLICATION FOR EXTENSION OF TIME FOR *CIRCULATION OF FINANCIAL STATEMENTS AND REPORTS/ **HOLDING OF ANNUAL GENERAL MEETING/ *LODGEMENT OF FINANCIAL STATEMENTS AND REPORTS. (Delete whichever is not applicable please.)

Company Name:

Company Number:

Financial Year End:

Expiry/last date for Financial Statements (FS) circulation:

**Expiry/last date for Annual General Meeting (AGM):

Expiry/last date for FS lodgement:

FS circulation date after Covid-19 Initiative (90 days extension):

**AGM date after Covid-19 Initiative (90 days extension):

FS lodgement date after Covid-19 Initiative (90 days extension):

Declaration:

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

Name of company secretary:

License No/ Membership No.:

SSM Practicing Certificate No:

Note: All dates must be in **dd/mm/yyyy** format.

* - You can apply for extension of time for one or all of the initiatives, (if they are applicable to you).

** - AGM extension of time applicable for a public company only.