



## FREQUENTLY ASKED QUESTIONS

### EXTENSION OF TIME (EOT) FOR CIRCULATION OF FINANCIAL STATEMENTS, HOLDING OF ANNUAL GENERAL MEETING AND LODGEMENT OF FINANCIAL STATEMENTS FOR YEAR ENDING 1 APRIL 2020 TO 31 JULY 2020

NO.	QUESTION	ANSWER
1.	What is the reason for this initiative?	To enable companies 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 "... <i>companies having financial year ending <b>AFTER</b> 31 March 2020 to 31 July 2020 ...</i> " referred to in paragraph 14E of PD 6/2020, can a company with Financial Year End (FYE) 31 March 2020 apply for an EOT under this initiative?	No, a company with FYE 31 March 2020 (or earlier) is not eligible for this initiative.  Only companies with FYE <b>beginning 1 April 2020 until 31 July 2020</b> may apply for the EOT under this initiative.
3.	When can a company start to apply for an EOT for the circulation and lodgement of its financial statements under this initiative?	Under this initiative, any company with FYE beginning 1 April 2020 until 31 July 2020 can apply for the EOT beginning 27 January 2021 until 31 March 2021.
4.	Will SSM impose any fees for the application of EOT to circulate 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 and lodge financial statements made? Can the EOT application under this initiative be made through MBRS or SSM's counter?	An EOT application for the circulation and lodgement of financial statements under this initiative can only be made by sending the application through email to <a href="mailto:eot2021@ssm.com.my">eot2021@ssm.com.my</a> .

NO.	QUESTION	ANSWER
		The contents of the email application must follow the email format provided in Appendix C.
6.	Can a private company (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.	A company with which FYE can apply for an EOT for the circulation and lodgement of its financial statements under this initiative?	Only companies with FYE beginning 1 April 2020 until 31 July 2020 are entitled to apply for the EOT under this initiative.
8	How long will the EOT for circulation, holding an AGM and lodgement of financial statements be given under this initiative?	The EOT will be for a period of 90 days from the original expiry date of circulation and lodgement of financial statements or 31 March 2021, whichever is the later.
9	When is my due date if my extended period of time to circulate or to lodge financial statements ends between 1 January 2021 to 31 March 2021?	<p>If the extended period of time to circulate, hold an AGM or lodge the financial statements ends between 1 January 2021 to 31 March 2021, the due date is 31 March 2021 pursuant to paragraph 14F of the Practice Directive 6/2020 (Revised 27 January 2021).</p> <p>Please refer to the examples below: -</p> <p><b><u>Example 1</u></b></p> <p>Financial Year End: 30/04/2020  Expiry date for Financial Statement Circulation: 31/10/2020  Expiry date for Financial Statement Lodgement: 30/11/2020</p> <p><b>Covid-19 Initiative</b></p> <p>Under paragraph 14F of the Practice Directive, the extended period of time is 90 days or 31 March 2021, whichever is the later.</p> <p><u>Extension of 90 days</u>  Expiry date for Financial Statement Circulation: 29/01/2021  Expiry date for Financial Statement</p>

NO.	QUESTION	ANSWER
		<p>Lodgement: 28/02/2021</p> <p>As the dates for extension under 90 days are earlier than 31.03.2021 –</p> <p>(a) the new expiry date for Financial Statement Circulation: 31/03/2021; and</p> <p>(b) the new expiry date for Financial Statements Lodgement: 31/03/2021</p> <p><b>Example 2</b></p> <p>Financial Year End: 31/05/2020  Expiry date for Financial Statement Circulation: 30/11/2020  Expiry date for Financial Statement Lodgement: 30/12/2020</p> <p><b>Covid-19 Initiative</b></p> <p>Under paragraph 14F of the Practice Directive, the extended period of time is 90 days or 31 March 2021, whichever is the later.</p> <p><u>Extension of 90 days</u></p> <p>Expiry date for Financial Statement Circulation: 28/02/2021  Expiry date for Financial Statement Lodgement: 30/03/2021</p> <p>As the dates for extension under 90 days are earlier than 31.03.2021 –</p> <p>(a) the new expiry date for Financial Statement Circulation: 31/03/2021; and</p> <p>(b) the new expiry date for Financial Statements Lodgement: 31/03/2021.</p>

NO.	QUESTION	ANSWER
10	When is my due date if my extended period of time to circulate or to lodge financial statements ends after 31 March 2021?	<p>If the extended circulation or lodgement due date ends after 31 March 2021, the date after 31 March 2021 will be the due date.</p> <p><b><u>Example 3</u></b></p> <p>Financial Year End: 30/06/2020  Expiry date for Financial Statement Circulation: 31/12/2020  Expiry date for Financial Statement Lodgement: 30/01/2021</p> <p><b>Covid-19 Initiative</b></p> <p>Under paragraph 14F of the Practice Directive, the extended period of time is 90 days or 31 March 2021, whichever is the later.</p> <p><u>Extension of 90 days</u></p> <p>Expiry date for Financial Statement Circulation: 31/03/2021  Expiry date for Financial Statement Lodgement: 30/04/2021</p> <p>As the 2 dates for extension under 90 days ends before and after 31.03.2021, the company has 2 options –</p> <p><u>Option 1</u></p> <p>(a) the new expiry date for Financial Statement Circulation: 31/03/2021; and  (b) the new expiry date for Financial Statements Lodgement: 31/03/2021.</p> <p><u>Option 2</u></p> <p>(a) the new expiry date for Financial Statement Circulation: 31/03/2021; and  (b) the new expiry date for Financial Statements Lodgement: 30/04/2021.</p> <p>The company must comply with the 30 days period to lodge the financial</p>

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		<p>statements after circulation or holding an AGM, as the case may be, pursuant to section 259 of the Companies Act 2016.</p> <p><b><u>Example 4</u></b></p> <p>Financial Year End: 31/07/2020  Expiry date for Financial Statement Circulation: 31/01/2021  Expiry date for Financial Statement Lodgement: 02/03/2021</p> <p><b>Covid-19 Initiative</b></p> <p>Under paragraph 14F, the extended period of time is 90 days or 31 March 2021, whichever is the later.</p> <p><u>Extension of 90 days</u></p> <p>Expiry date for Financial Statement Circulation: 01/05/2021  Expiry date for Financial Statement Lodgement: 31/05/2021</p> <p>As the dates for extension under 90 days are later than 31.03.2021 –</p> <p>(a) the new expiry date for Financial Statement Circulation: 01/05/2021; and  (b) the new expiry date for Financial Statements Lodgement: 31/05/2021.</p> <p><b><u>Example 5</u></b></p> <p><u>Public Company</u></p> <p>Financial Year End: 31/07/2020  Expiry date for Financial Statement Circulation: 10/01/2021  Expiry date for Annual General Meeting: 31/01/2021  Expiry date for Financial Statement Lodgement: 02/03/2021.</p> <p><b>Covid-19 Initiative –</b></p>

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		<p>New expiry date for Financial Statement Circulation: 10/4/2021</p> <p>New expiry date for Annual General Meeting: 01/05/2021</p> <p>New expiry date for Financial Statements Lodgement: 31/05/2021</p> <p>The public company is still required to comply with section 258 of the Companies Act 2016 pertaining to the circulation of financial statements prior to an AGM.</p>
11.	<p>My company's financial year end falls within 1 April 2020 until 31 July 2020 and SSM has approved the EOT application for the circulation and lodgement of financial statements prior to the issuance of revised PD 6/2020 on 27 January 2021. Can my company apply for an EOT under this initiative?</p>	<p>If your company's application for an EOT to circulate and lodge financial statements was approved by SSM prior to the issuance of revised PD 6/2020 on 27 January 2021 and your company's financial year end was within 1 April 2020 to 31 July 2020, your company is eligible to make an EOT application under this initiative.</p> <p>However, fees paid for EOT application made prior to this are not refundable.</p>
12.	<p>Can the director of the company submit the application?</p>	<p>No. The application should only be made by the company secretary.</p>
13.	<p>What are some of the examples of the documents or processes involved necessitating the extension of time?</p>	<p>(a) Preparation of financial statements.</p> <p>(b) Preparation of directors' report.</p> <p>(c) The auditing process and preparation of auditor's report.</p> <p>(d) Circulation of financial statements to shareholders.</p> <p>(e) Tabling of financial statements at AGM.</p>
14.	<p>Can a company which has previously applied for EOT through the counter or MBRS system and its EOT application was rejected, re-apply under this initiative?</p>	<p>Yes, company which has previously applied for EOT through the counter or MBRS system and its EOT application was rejected can re-apply under this initiative provided that the company's financial year end is within 1 April 2020 to 31 July 2020.</p>

NO.	QUESTION	ANSWER
15.	Can an email contain many EOT applications?	An email may contain up to a maximum of 10 applications. You may refer to the instruction in Appendix C.
16.	What is the status of my application by email to <a href="mailto:eot2021@ssm.com.my">eot2021@ssm.com.my</a> 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 <b>auto reply email from SSM will be considered APPROVED if it meets the Conditions</b> 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 ending 1 April 2020 to 31 July 2020; or</p> <p>(ii) Company granted approval for extension of date of circulation and lodgement of financial statements for financial year ending 1 April 2020 to 31 July 2020 by SSM prior to the issuance of revised PD 6/2020 on 27 January 2021.</p> <p>(b) For application of extension of time to hold the Annual General Meeting (AGM) under Section 340 of the Companies Act 2016,</p>

NO.	QUESTION	ANSWER
		<p>your application is hereby 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> <ul style="list-style-type: none"> <li>(i) Public Companies with financial year ending 1 April 2020 to 31 July 2020; or</li> <li>(ii) Public Companies that have received approval from SSM to extend the time for holding its AGM prior to the issuance of revised PD 6/2020 on 27 January 2021 and having the financial year ending 1 April 2020 to 31 July 2020.</li> </ul> <p>Please note that <b>applications that do not meet the requirements</b> set out in PD 6/2020 are <b>NOT APPROVED AND NO EMAIL NOTIFICATION</b> will be sent.</p> <p><b><i>Please keep an email copy of your application extension of time for future SSM reference purposes for eligible applications.</i></b></p>
17.	Following the revised PD 6/2020 on 27 January 2021, what are the types of company that are eligible for these initiatives?	<p>Companies with financial year ended 1 April 2020 to 31 July 2020 are eligible to apply for an extension of time (EOT) under PD 6/2020.</p> <p>Companies granted with an approved extended period of times by the Registrar to lodge their financial statements on or before 31 December 2020 are not eligible to apply for an EOT under this revised PD 6/2020.</p> <p>If the company still require more time, for any subsequent application</p>



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		<p>for 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> <p>Please note that any fees paid for EOT application/late lodgement made prior to the initiative in this revised PD 6/2020 are not refundable.</p>
18.	<p>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>	<p>The company secretary must ensure that correct information are provided and the application must be sent to <a href="mailto:eot2021@ssm.com.my">eot2021@ssm.com.my</a></p> <p>If the information provided is incorrect, the application is deemed <b>NOT APPROVED</b>.</p> <p>There is <b>no appeal</b> for extension of time application.</p>

Dated: 27 January 2021

## APPENDIX C

**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.