



## FREQUENTLY ASKED QUESTIONS (FAQ)

### EXPRESS FILING APPLICATION FOR CUSTOMERS DURING OF MOVEMENT CONTROL ORDER (MCO)

NO.	QUESTIONS	ANSWERS
1.	What is an express filing application?	<p>Express filing application is one of the services provided by SSM to expedite the process of submitting the company's statutory documents.</p> <p>For states that are in the area of conditional movement control order (CMCO) and recovery movement control order (CMCR) can deal at the counter as usual.</p>
2.	Who is eligible to apply?	Only Company Directors for states that are within the area of movement control order (MCO) are allowed to apply.
3.	What are the requirements for express filing application?	<p>The requirements of the express filing application are as follows:</p> <ul style="list-style-type: none"> <li>i. The application must be accompanied by a cover letter and the purpose of express filing signed by the Director of the Company; and</li> <li>ii. No previous documents with query status or similar documents are still in progress.</li> </ul>
4.	How long will it take for the application to be processed?	An express filing will be processed within three (3) working days of the document being submitted until the document is downloaded online.

5.	What is the fee for express filing services?	The fee for express filing service is RM100 per company excluding document type payment and late submission.
6.	What is the accepted payment method for express filing services	For states that are subject to MCO, only cashless payment method is accepted which is bank draft only.
7.	Could you please advise whom I should contact if they have further questions about the express filing application?	If the customer has a question or needs further clarification regarding the express filing application during the MCO period, kindly send an email to enquiry@ssm.com.my or call 03-7721 4000.

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