



## FREQUENTLY ASKED QUESTIONS (FAQ)

### APPLICATION FOR COMPANY INFORMATION UPDATE

NO.	QUESTION	ANSWER
1.	During the Total Lockdown Phase 1 period, how does my company comply with the timeframe stipulated under section 141 of the Companies Act 2016 (CA 2016)?	<p>During the Total Lockdown Phase 1 period, a company wishing to make a submission under section 141 of the CA 2016 can send an e-mail to <a href="mailto:ciudocuments@ssm.com.my">ciudocuments@ssm.com.my</a>.</p> <p>All S141 documents by each company need to be filed under a Folder to be named e.g.:</p> <p>S141, 12345-X.</p>
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 Total Lockdown Phase 1 period.
3.	Will the late lodgement fees be charged during the Total Lockdown Phase 1 period?	SSM will issue a moratorium of 30 days after the Total Lockdown Phase 1 period and the late lodgement fees will be waived.
4.	What are the services offered by SSM during the Total Lockdown Phase 1 period?	SSM will offer all the online services as are offered currently.
5.	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.

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6.	Due to the change in information that requires resolution from directors, are there any exception given during the Total Lockdown Phase 1 period as the signature of the director is difficult to obtain?	The application must be accompanied with complete documentations including the resolution. The lodger shall be solely responsible for the information provided in the MyCoID2016 system.
7.	How to submit related documents such as the requirements under section 76 CA 2016 prior to submission of the Return Of Allotment (ROA) through the counter?	Related documents which are required to be submitted via the counter, cannot be submitted during the Total Lockdown Phase 1 period as the SSM counter services will be closed. Submissions of such documents can be made once the counter services are back in operation.
8.	Will an online meeting be accepted and the resolution is forwarded to SSM as supporting document?	<p>Online meetings are permitted under the provision of section 327 of the CA 2016 and are practiced in the following ways:</p> <p><b>Online meeting</b></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 governance system is practiced including recording who is authorised to participate and pass a resolution in the meeting.</p>
9.	Are digital signatures accepted?	<p><b>Digital signatures</b></p> <p>(a) SSM is in the view that this should be decided by the company to ensure appropriate technology and</p>

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		compliance with relevant legal provisions, if necessary.  (b) The company secretary / assignee is fully responsible and must provide such proof/evidence that the Registrar may require.

Date: 30 May 2021