**APPENDIX 2**

**CHECKLIST FOR ENCLOSURES**

Company Name : …………………………………………

Company Number : …………………………………………

*Please tick* *to ensure the items required are duly enclosed.*

1. Application Fees of RM 100.00.

2. Covering Letter – Stating reasons to support the application.

3. Declaration by Applicant – Form Section 550.

4. Latest Management Accounts (Balance Sheet and Profit & Loss Statement) certified by the Director (on each page).

5. Waiver letters from directors/creditors.

6. Application by subsidiary company (s) must be supported with the following documents:

(i) In the case of a wholly owned subsidiary, a letter of consent from the holding company is required to be attached to the application. This letter of consent must be signed by one of the directors of the holding company and be printed on the holding company’s letterhead; or

(ii) In the case of a company other than a wholly owned subsidiary, letters of consent from all shareholders are required to be attached to the application. The letters of consent must be signed, dated and bear the signature of the shareholders. Where any of the shareholders is a company, the letter of consent must be signed by all the directors and printed on the company’s letterhead; and

1. The holding and subsidiary companies must declare that they are not subject to or involved in any investigation or any prosecution by any authority to the best knowledge of the director/shareholder signing the application for striking off or the directors/shareholders signing the consent letter.

7. Application by a company limited by guarantee must be accompanied with its latest audited financial statements and directors’ resolution.

8. Company Print-Out.

9. Tax clearance (if applicable).

APPLICANT’S SIGNATURE : ………………………………….

 (Name)

DATE : ………………………………….