10 cm

15 cm

Licence No:

Licence Expiry Date:

**COMPANIES COMMISSION OF MALAYSIA ACT 2001**

**Section 20G(1)(b)**

**APPLICATION FOR RENEWAL OF COMPANY SECRETARY’S LICENCE**

|  |  |
| --- | --- |
| **SECTION A : PARTICULARS OF APPLICANT** | |
| Name (As per NRIC) |  |
| NRIC Number |  |
| Residential address |  |
|  |
|  |
| City |  |
| Postcode |  |
| State |  |
| Mobile Phone Number |  |
| Residential Phone Number |  |
| Personal Email Address |  |

|  |  |
| --- | --- |
| **SECTION B : PARTICULARS OF COMPANY SECRETARY’S OFFICE** | |
| Name of Entity |  |
| Entity Number |  |
| Office Address |  |
|  |
| City |  |
| Postcode |  |
| State |  |
| Occupation |  |
| Office Phone Number |  |
| Office Fax Number |  |
| Office Email Address |  |

|  |  |
| --- | --- |
| **SECTION C : PARTICULARS OF CONTINUOUS PROFESSIONAL EDUCATION (CPE) POINTS** | |
| Total CPE points collected for the past three (3) years from the last date of licence issued |  |
| List of programmes / courses / seminars attended for CPE requirements | * *Please complete* ***Annexure 1*** *and attach certificate of attendance; and* * *Ensure the number of CPE points accumulated in Annexure 1 is the same as the above information.* |

|  |
| --- |
| **SECTION D : DECLARATION OF APPLICANT** |
| I …………………………………………………………………….. NRIC Number. …………………………………………… do solemnly and sincerely declare that:   1. I am not disqualified under section 238(1) or have been issued with any show cause under subsection 238(2) of the Companies Act 2016; 2. I have not been convicted whether in or outside Malaysia of any offence involving fraud or dishonesty punishable on conviction with imprisonment for three months or more; 3. I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Act 2016; 4. I have complied with the terms and conditions of the licence; and 5. All information provided in this application and the annexure / documents attached is correct and true to my knowledge. |

**Signed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicant)

Name :

Date :

**Attention:**

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not less than RM3 million or to both.

|  |  |
| --- | --- |
| **LODGER INFORMATION** | |
| Name | : |
| NRIC No | : |
| Address | : |
| Phone No | : |
| Email | : |

*Note : Lodger information must be the same as the applicant*

**ANNEXURE 1**

**TOTAL AND LIST OF COURSES / TRAININGS ATTENDED FOR CPE REQUIREMENTS**

|  |  |
| --- | --- |
| 1. TOTAL OF CPE POINTS BROUGHT FORWARD   (Max 20 CPE points) |  |
| 1. TOTAL OF CURRENT CPE POINTS |  |
| **GRAND TOTAL CPE POINTS ACCUMULATED (a + b)** |  |
| 1. TOTAL OF CPE POINTS CARRIED FORWARD   (Max 20 CPE points) |  |

NOTE : The grand total of CPE points must be at least 60 CPE points for renewal purposes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Date Attended** | **Name Of the Course / Training** | **Brief Description of The Programme** | **Organiser** | **CPE Points From SSM** | **CPE Points From Others** |
| 1. **LIST OF CPE POINTS BROUGHT FORWARD (MAX 20 CPE POINTS)** | | | | | | |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| **TOTAL** | | | | |  |  |
| 1. **LIST OF CURRENT CPE POINTS** | | | | | | |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| **TOTAL** | | | | |  |  |
| **GRAND TOTAL (a+b)** | | | | |  |  |
| 1. **LIST OF CPE POINTS CARRIED FORWARD (MAX 20 CPE POINTS)** | | | | | | |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| **TOTAL** | | | | |  |  |

NOTE : The composition of 60 CPE points is made up as follow:

1. Minimum of 40% or 24 CPE points for attending courses organized by SSM or SSM jointly organized with external parties; and
2. Maximum of 60% or 36 CPE points for attending courses organized by Approved Bodies or other training provider/ organization.