



COMPANIES ACT 2016: PRACTICE DIRECTIVE NO. 11/2026

**LODGEMENT OF SHAREHOLDERS' AND SHARE CAPITAL
INFORMATION**

1. This Practice Directive is issued pursuant to section 20C of the Companies Commission of Malaysia Act 2001 [Act 614].

OBJECTIVE

2. The objective of this Practice Directive is to provide procedures for lodgement of shareholders' and share capital information of local and foreign companies ("the information") required under the Companies Act 2016 [Act 777] ("CA 2016").

3. This lodgement will ensure that the information in the Registry is updated with current information as maintained at the registered office to ensure structural records accurately reflect issued and paid-up capital of the companies.

LODGEMENT OF SHAREHOLDERS' AND SHARE CAPITAL INFORMATION

4. The CA 2016 stipulates that every company is required to keep the information in the registered office and lodge such information as required by the Act.

5. Pursuant to the introduction of SSM's Corporate Registry System (CRS), companies are required to update and lodge their members' and share capital information of local and foreign companies with the Registrar.

6. The following are the criteria of companies which must comply with this Practice Directive:

- (a) Local companies with members holding more than one type of shares; and
- (b) All foreign companies.

7. Pursuant to paragraph 5 above, if such companies wish to lodge any of the services in the CRS as listed in Annexure A, companies must first lodge the information based on the following templates in Annexure B: -

- (a) Table A – Capital Structure; and
- (b) Table B – Shareholders Breakdown.

8. Companies must lodge the information over the counters (OTC) at the SSM's Head Office or any of SSM's State.

9. Companies are given a **six months' time frame from 14 July 2026 to 14 January 2027** to lodge the required information with the Registrar. The Registrar may extend this time frame if he deems necessary to do so.

10. The companies will not be able to access any of the services as listed in Annexure A unless and until the information under paragraph 6 above is duly lodged with the Registrar.

11. No fees will be imposed for the lodgement of the information as required by the Registrar in this Practice Directive.

12. For further information on this lodgement, companies are advised to peruse the relevant FAQ which can be found at <https://www.ssm.com.my/Pages/Services/Other-Services/CRS.aspx>.

REGISTRAR OF COMPANIES
COMPANIES COMMISSION OF MALAYSIA
14 July 2026

Annexure A

No.	Services
1	Notification of Changes to Particulars in the Register of Members (Subsection 51(1) or 567(4))
2	Notification of Redemption of Preference Shares (Subsection 72(7))
3	Lodgement of Approval for allotment of shares or grant of right (Section 76)
4	Lodgement of Return of Allotment of Shares (Subsection 78(1))
5	Lodgement of Notice of Alteration of Share Capital (Subsection 84(2))
6	Lodgement of Court Order or Resolution and Notice for Variation of Class Rights (Subsection 94(1) or 95(1))
7	Lodgement of Court Order or Notice and Solvency Statement for Reduction of Share Capital (Subsections 116(6), or 117(1)(a) and 117(3)(c) or 117(4))
8	Lodgement of Documents Where No Objection Is Made or Objection Is Dismissed, Withdrawn or Otherwise Concluded for Reduction of Share Capital (Subsection 119(1) or (2))
9	Lodgement of Notice of Increase in the Share Capital of a Foreign Company (Subsection 567(3))

Company No.

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Annexure B

COMPANIES ACT 2016 [ACT 777]

**NOTICE TO UPDATE SHARES AND SHAREHOLDERS
INFORMATION**

(Company Name)

To
Registrar of Companies.

..... (Name of Company and Co. Registration No.) hereby gives notice that the share capital and shareholders information of the company as at as per Annexure B. Details of share capital and shareholders are stated in the Table A and B.

Declaration:

I confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed:

(*Secretary/Director)

Name :
License No/ Membership No. :
SSM Practicing Certificate No. :
Date :

Attention:

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to

imprisonment for a term not exceeding ten years or to a fine not exceeding RM3million or to both.

LODGER INFORMATION

Name :
NRIC No :
Address :
Phone No :
Email :

Company No.

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Annexure B

STATEMENT BY COMPANY ON ITS SHARE CAPITAL

(Company Name)

TABLE A – CAPITAL STRUCTURE

Authorized Capital (RM)	
Authorized Capital (RM)	
Authorized Date	
Currency	
Type of Share (Ordinary/ Preference)	
Total Authorized Capital (RM)	
Total Share	
Price Per share	
Capital Structure	
Type of Share (Ordinary/ Preference)	
Details Type of Shares (Golden Shares/ Others/ Priority Shares/ Special Shares) – if any	
Details of Shares (Cash/ Otherwise)	
Voting Rights (Yes/No)	
Preference Shares Details	
Cumulative / Non Cumulative	
Non Redeemable / Redeemable	
Non Convertible / Convertible	
Participating / Participating	
Amount of Issued Shares (RM)	
Paid Shares	
Unpaid Shares	
Number Of Unit	
Number of Unit	

Amount of Issued Shares (Origin Currency) -for foreign company only	
Listed / Unlisted (If any)	

Company No.

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Annexure B**TABLE B – SHAREHOLDERS BREAKDOWN**

Shareholder Information	
Name	
ID Type	
ID Number	
Expired date * If ID type is passport	
Nationality	
Country	
Date of Birth	
Race	
Gender	
Contact Information	
Residential Address	
Phone No	
Email	
Corporate Representative *If the shareholder is not an individual	
Position	
Share Details	
Type of Share (Ordinary/ Preference)	
Details Type of Shares (Golden Shares/ Others/ Priority Shares/ Special Shares) – if any	
Details of Shares (Cash/ Otherwise)	
Voting Rights (Yes/No)	
Preference Shares Details	
Cumulative / Non Cumulative	
Non Redeemable / Redeemable	
Non Convertible / Convertible	
Participating / Participating	
Amount of Issued Shares (RM)	
Paid Shares	
Unpaid Shares	

Number of Unit	
Number of Unit	
Body Corporate and Holding Company	
Is the shareholder a body corporate and holding company? (Yes/No) If YES , please proceed to Declaration by Holding Company	
Declaration By Holding Company	
Does the corporation control the Composition of BOD? (Yes/No)	
Does the corporation controls more than half of the voting power? (Yes/No)	
Does the corporation hold more than half of the issued share capital excluding Preference Share? (Yes/No)	

Notes:

- (1) This form is mandatory for local and foreign companies registered with SSM.
- (2) This form must be submitted before lodgement of any update on share information via CRS

Declaration:

I confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed:

(*Secretary/Director)

Name :
License No/ Membership No. :
SSM Practicing Certificate No. :