

1. Do all Return Of Allotment (ROA) or formerly known as Form 24 must be lodged online through MyCoID System?

Answer:

Yes, all Return of Allotment of Shares (ROA) occurring after 31 January 2017 must be lodged online (MyCoID 2016).

2. If the company has period for the date of allotment, what is the date used for the calculation of late lodgement?

Answer:

If the company has period for the date of allotment, the date of lodgement of the calculation are calculated the earliest date of the allotment.

3. If I had lodged the ROA, do I need to lodge the ROM?

Answer:

Yes. The ROA is simply to update the information on the allotment of shares. Whereas the ROM is for the updates on the members information.

4. Can I lodge the ROA and the ROM over the counter because I have not registered as a user registration?

Answer:

No. Please register as a user registration beforehand at any nearest SSM office.

5. Can I lodge the ROM and the ROA and if there is still a document query?

Answer:

No. Please check the status of each query through e-query link: <http://www.ssm.com.my/en/status-query>

6. What is the fee charged for the lodgement of ROA and ROM?

Answer:

Currently, there is no fee until notified further by SSM.

7. Who can lodge the ROA and the ROM?

Answer:

Only the company secretary of a company and who has been registered as a user registration can make the lodgement.

8. What if the ROA and the ROM is found to contain errors.

Answer:

Correction of the information can be made by amendment under the provision of section 602(1) of the Companies Act 2016.

9. Do I need to update the list of members through the ROM in which it occurred before 31 January 2017? Does the payment for late lodgement rates apply?

Answer:

Yes. Late lodgement payment is only imposed for event dates which occurred after 31 January 2017.

10. When do I need to lodge the ROM if there is a change in the register of members?

Answer:

The ROM needs to be lodged within 14 days from the date of the change (Refer section 51(1) of the Companies Act 2016)

11. Is the Extension of Time (EOT) applicable for the ROA and the ROM?

Answer:

Yes. The company may apply for an EOT under section 609(2) of the Companies Act 2016. A guideline on the EOT will be issued by SSM.

12. Can the company secretary who is blacklisted lodge the ROM and ROA?

Answer:

No. Please ensure that you are not blacklisted by referring to the Compliance Division.

13. If I have a problem during or after the lodgement of ROA and ROM is made, how do I overcome this?

Answer:

Please email to enquiry@ssm.com.my or contact the contact center line 03-7721 4000.

14. Will SSM provide a user manual for the ROA and ROM?

Answer:

Yes. It will be updated from time to time.

15. If the allotment is non-cash (otherwise) should the supporting document be provided?

Answer:

Yes. The company still needs to provide the supporting document and uploaded in the MyCoID in pdf and tiff format.

16. If the allotment of shares or the changes to the information of members occurred before 31 January 2017, can I send it through online?

Answer:

No. A document dated before 31 January 2017 should be lodged in the format of Form 24 as required under the Companies Act 1965.

17. Can I park two (2) prices on the 'price per share' for a same type of share in one ROA? If not, why?

Answer:

No. This is because the 'price per share' refers to the market value.

18. What if in the ROA the 'price per share; refers to a different type of share on the same date? Should the price per share be the same or otherwise?

Answer:

If the 'price per share' refers to a different type of share, a different 'price per share' is allowed to be used.