



COMPANIES COMMISSION OF MALAYSIA (AMENDMENT) ACT 2015

Section 20G(1)(a)

APPLICATION FOR COMPANY SECRETARY'S LICENCE

SECTION A : PARTICULARS OF APPLICANT	
Name (As per NRIC)	
Title / Salutation	
NRIC Number	
Gender	
Race	
Date and place of birth	<i>(DD/MM/YY) and place of birth</i>
Residential address	
City	
Postcode	
State	
Mobile Phone Number	
Residential Phone Number	
Personal Email Address	
Office Name and Address	
City	
Postcode	
State	
Office Phone Number	

Office Email Address	
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SECTION B : PARTICULARS OF ACADEMIC QUALIFICATION

Academic Qualification:

Please state and attach relevant certificate / document relating to:

- Sijil Pelajaran Malaysia (SPM) or equivalent; **and**
- Highest academic qualification (if any).

e.g : Sijil Pelajaran Malaysia / Diploma in Business Administration / Degree in Accounting / Masters in Corporate Administration.

SECTION C : PARTICULARS OF EXPERIENCE IN SECRETARIAL PRACTICE

Total Years of Experiences in Secretarial Practice

List of Work Experience Related to Secretarial Practice*

(Please attach relevant document relating to the experience)

Please ensure the number of years accumulated in the tables below is the same as the above information.

1.	Name of Entity	
	Entity No.	
	Occupation	
	Job Scope	
	Duration	<ul style="list-style-type: none"> • From DD/MM/YY to DD/MM/YY • Years Months

2.	Name of Entity	
	Entity No.	
	Occupation	
	Job Scope	
	Duration	<ul style="list-style-type: none"> • From DD/MM/YY to DD/MM/YY • Years Months

Note : Please insert table if required

SECTION D : PARTICULARS OF REFEREE

Name (As Per NRIC)			
NRIC Number			
Address			
City		Postcode*	
State		Mobile / Office Phone No.*	
Occupation			

Note :

- *Referee must be a person with whom the applicant has had regular contact for the past five years of whom the Registrar may enquire regarding the applicant's character.*
- *Please attach the referral letter.*

SECTION E: DECLARATION OF APPLICANT

I NRIC Number
do solemnly and sincerely declare that:

- (a) I am not an undischarged bankrupt;
- (b) I have not been convicted whether in or outside Malaysia of any offence referred to in section 198 of the Companies Act 2016;
- (c) 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;
- (d) 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; and
- (e) All information provided in this application and the 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