



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)



MBRS^{||}

Malaysian Business Reporting System

Preparers' Guide to MBRS Filing Requirements
Annual Return

PREFACE

This Preparers' Guide is aimed at readers who are involved in the preparation and filing of Annual Return in the eXtensive Business Reporting Language for purposes of submission to Suruhanjaya Syarikat Malaysia ("SSM") through the Malaysian Business Reporting System ("MBRS") platform in Malaysia. This document provides detailed guidance on the preparation, validation and filing of Annual Return using the MBRS Preparation Tool and MBRS Portal in accordance with the filing requirements established by SSM.

The intent of this document is specifically for the purpose expressed herein and shall not be used for any other purpose.

This Preparers' Guide is prepared by SSM in collaboration with Boardroom Corporate Services (KL) Sdn. Bhd. (Company No 3775-X).

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Glossary

This glossary provides explanation of technical terms and abbreviations used in this document.

| | | |
|---------------------|---|---|
| “Act” | : | The Companies Act 2016 and any statutory modification, amendment or re-enactment thereof for the time being in force. |
| “AR” | : | Annual Return. |
| “BO” | : | The Beneficial Owner, which is the ultimate owner of the shares and does not include a nominee of any description. |
| “Digital Signature” | : | The Digital Certificate purchased from Pos DigiCert Sdn Bhd. |
| “Lodger” | : | Representing the lodger role in the mPortal, i.e. Company Secretary or Company Agent. |
| “Maker” | : | Representing the maker role in the mPortal, i.e. Company Secretary Assistant or Company Agent Assistant. |
| “MBRS” | : | Malaysian Business Reporting System. The MBRS digital filing platform is developed by SSM to allow companies to digitally file regulatory submissions of Exemption Application, Annual Return and Financial Statements. |
| “MBRS Template” | : | A reporting template created by the mTool for MBRS submissions. |
| “MSIC Code” | : | The Malaysia Standard Industrial Classification code |
| “mTool” | : | MBRS Preparation Tool. |
| “mPortal” | : | MBRS Submission Portal. |
| “SSM” | : | Suruhanjaya Syarikat Malaysia. |
| “XBRL” | : | eXtensive Business Reporting Language. An open international standard for digital business reporting which is widely used worldwide. |
| “XBRL File” | : | It is a Zip File generated with the eXtensive Business Reporting Language. |

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1. Purpose of this Guide

The MBRS Preparers' Guide has been designed to provide detailed guidance on the preparation, validation and filing of AR using the mTool and mPortal in accordance with filing requirements established by SSM. It is aimed at assisting company secretaries and other preparers of AR for this specific purpose.

Preparing a set of AR using the mTool will include installing and launching the mTool, choosing the type of filing submission, filling the filing information, filling the MBRS Template, rectifying errors and generating the XBRL File and finally lodging the XBRL File on the mPortal. This guide will provide guidance in supporting these processes.

This guide assumes that the reader has sound knowledge of the reporting and disclosure requirements in an AR based on the requirements of the Act. This guide does not replace or supplement prevailing literature on AR under the Act.

This guide also does not address the technical specifications of the mTool as these are addressed separately in the MBRS Preparation Tool User Manual. Preparers are advised to refer to accompanying MBRS literature issued by SSM for additional guidance.

While system validation exists within the mTool and mPortal, the responsibility of ensuring the accuracy of AR filings in the XBRL format to SSM, lies with the preparer. The MBRS Preparers' Guide provides the necessary tutorial to facilitate that responsibility.

2. Introduction of MBRS

SSM introduced a digital submission platform based on the XBRL format in 2018. This submission platform is known as the MBRS which allows for the digital annual filings of:

- Financial Statements and Reports ("FS")
- AR
- Exemption Applications ("EA") related to FS and AR applications

The guiding principles behind the MBRS is based on the following regulatory and financial standards as stated below:

1. The Act
2. Applicable Approved Accounting Standards for FS, namely:
 - a. Malaysian Financial Reporting Standards for public and private reporting entities.
 - b. Malaysian Private Entities Reporting Standards for private reporting entities that:
 - are not required to prepare or lodge any financial statements under any law administered by the Securities Commission Malaysia or Bank Negara Malaysia; and
 - are not a subsidiary or associate of, or jointly controlled by an entity which is required to prepare or lodge any financial statements under any law administered by Securities Commission Malaysia or Bank Negara Malaysia.

The salient components integral to all MBRS filings pertaining to AR are:

- mTool
- XBRL File
- mPortal

3. MBRS Filing Requirements

3.1. Scope of Filing Requirements for AR

All companies incorporated or registered in Malaysia are required to abide by the relevant sections of the Act based on the table appended below:

| Entity | The Act | Requirements |
|-----------------|-------------|--|
| Company | Section 68 | A company shall lodge with the Registrar an annual return for each calendar year not later than thirty days from the anniversary of its incorporation date |
| Foreign Company | Section 576 | A foreign company shall lodge with the Registrar, once in every calendar year, an annual return in the form and manner as the Registrar may determine The return shall be lodged not later than thirty days from the anniversary of its registration date or within such further period as the Registrar in special circumstances allows. |

Previously, all companies incorporated or registered in Malaysia are required to submit the AR annually in a non-digital format and transacted over the counter at designated SSM offices. With the implementation of MBRS, companies would now be required to digitally submit the same in XBRL format.

3.2. Types of Filing

The mTool consist of an AR module, which is able to generate four different types of AR in a MBRS Template that are categorised as follows:

| Type of AR | Purpose | Description |
|------------|---|---|
| AR1 | AR of a company having a share capital | This module enables the Company Secretary to prepare an AR of a company having a share capital during the calendar year. |
| AR2 | AR of a company not having a share capital | This module enables the Company Secretary to prepare an AR of a company not having a share capital during the calendar year. |
| AR3 | AR of a foreign company | This module enables the Company Agent to prepare an AR of a foreign company during the calendar year. |
| AR4 | AR of a company where particulars are unchanged | This module enables the Company Secretary to prepare an AR of a company during the calendar year when there are NO changes in the information of the Company's AR. |

3.3. Types of Exemption Filing

There are a number of available EA in relation to the submission of AR through MBRS, namely:

EA7 : Application for extension of time to lodge AR

EA8 : Application to Minister (with relation to FS or AR)

These EAs must be submitted and approved by SSM prior to the filling of the AR on the mPortal.

3.4. Flowchart Diagram of Filing Process

Figure 1 below illustrates the general filing process of the AR to SSM via MBRS:

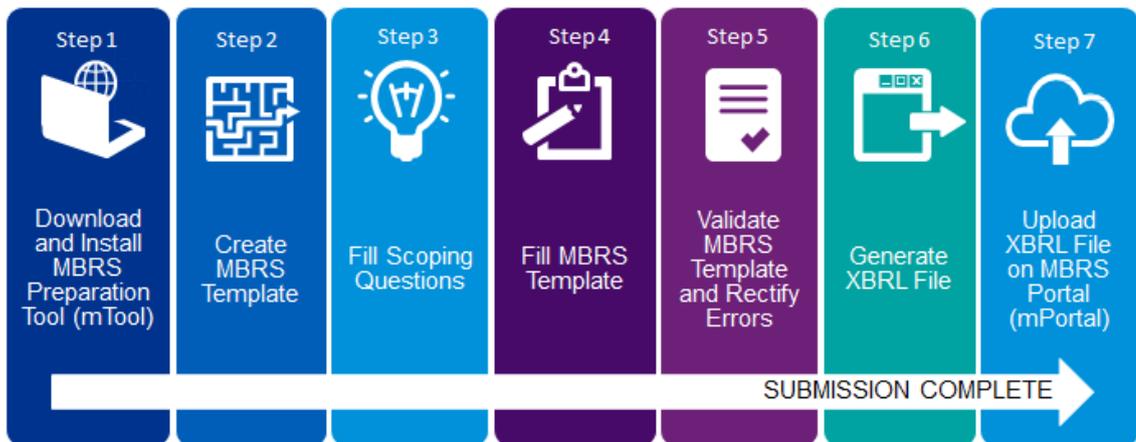


Figure 1

4. Getting Started

4.1. Creation of XBRL File

1. In order to create an XBRL File, launch the mTool by double clicking on the shortcut icon (Figure 2) of the mTool created on the device as shown below:



Figure 2

2. Upon launching the mTool, preparers will be brought to the launch page as shown in Figure 3.



Figure 3

3. Preparers are required to select the AR module at the launch page and click on either one of the following buttons to:

Create Filing

: Create a new MBRS Template

Edit Filing

: To open a previously saved MBRS Template to edit

4. Please note that "Edit Filing" is only able to load a prior generated MBRS Template. Thus, in order to create a new MBRS Template, preparers are required to click on "Create Filing".
5. Upon clicking on "Create Filing", the "Filing Information" window will appear as shown in Figure 4.

| | |
|--|--|
| * Company registration number | |
| * Name of company | |
| Former name of the company | |
| Goods and services tax number | |
| * Calendar year of annual return | |
| * Date of annual return | |
| * Origin of company | |
| * Status of company | |
| * Type of company | |
| * Type of submission | |
| * Disclosure whether company is preparing annual return for first time since incorporation | |
| Disclosure whether shares of company are quoted on stock exchange | |
| Disclosure on number of members of company | |

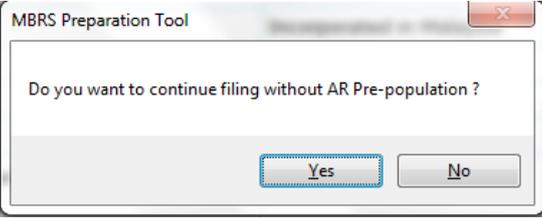
* denotes mandatory items to be reported

[Pre-populate AR Data](#) [Continue without Pre-population](#) [Generate Template](#) [Cancel](#)

Figure 4

6. Preparers have the option to continue generating the AR template in a pre-populated data or non pre-populated data by selecting one of the following options:

| Item | Description |
|--------------------|---|
| Pre-populated data | <ol style="list-style-type: none"> <li data-bbox="651 987 1445 1120">1. To generate an AR template with pre-populated data, preparers would be required to key in the Company registration number and click on the hyperlink as shown below: <div data-bbox="762 1167 1123 1234" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px 0;"> Pre-populate AR Data </div> <li data-bbox="651 1272 1445 1344">2. A pop-up screen will appear (as shown below) which would require preparers to log in. <div data-bbox="711 1368 1377 1823" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <li data-bbox="651 1854 1445 1892">3. Click on Public Login, and provide the necessary credentials. <li data-bbox="651 1921 1445 1982">4. Upon logging in, the mTool would automatically tabulate the MBRS Template. |

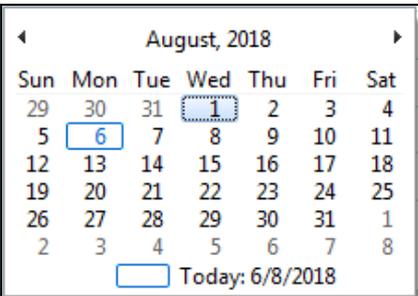
| Item | Description |
|----------------------------|--|
| Without pre-populated data | <ol style="list-style-type: none"><li data-bbox="651 170 1441 232">1. To generate an AR template without pre-populated data click on the hyperlink as shown below: <li data-bbox="651 362 1441 425">2. A pop-up window (as shown below) would appear and click on "Yes" to continue.  |

5. Step-By-Step Detailed Guide

This step-by-step guide would guide preparers on how to fill, generate and submit an XBRL File to SSM.

5.1. How to fill XBRL Filing Information

- When preparers choose to create an MBRS Template for an AR, the mTool will generate a Filing Information window. Preparers are required to complete all the mandatory fields in the window. The filing information requires basic information about the company, which affects the preparation of the AR. Below is a step-by-step guide of the information which is required to be completed in the Filing Information window:

| Field name | Description |
|------------------------------|--|
| Company Registration Number | Registration number of the company. For example: "3775-X" |
| Name of Company | The current name of the company. |
| Former name of company | The former name of the company whereby it has to appear beneath its present name for a period of not less than twelve (12) months from the date of change. |
| Goods and Service Tax Number | The Goods and Service Tax Number of the company registered with the Royal Malaysian Customs Department. |
| Calendar Year of AR | The information of the AR based on the calendar year. |
| Date of AR | The Anniversary date (date of incorporation) of the company. <i>Note: This field requires preparers to manually select the date on the pop-up calendar window as shown below:</i>  |
| Origin of Company | The origin of incorporation of the company. <i>Note: This field has a drop down column which requires preparers to select one of the following:</i> <ul style="list-style-type: none"> • Incorporated in Malaysia • Incorporated outside Malaysia |
| Status of Company | The status of company. <i>Note: This field has a drop down column which requires preparers to select one of the following:</i> <ul style="list-style-type: none"> • Pubic Company • Private Company |

| Field name | Description |
|--|---|
| Type of Company | <p>The type of company.</p> <p><i>Note: This field has a drop down column which requires preparers to select one of the following:</i></p> <ul style="list-style-type: none"> • <i>Company Limited by Shares</i> • <i>Company Limited by Guarantee</i> • <i>Unlimited Company</i> |
| Type of Submission | <p>The type of AR to be generated.</p> <p><i>Note: This field has a drop down column which requires preparers to select one of the following:</i></p> <p><i>AR1 : AR of a company having a share capital</i> <i>AR2 : AR of a company not having a share capital</i> <i>AR3 : AR of a foreign company</i> <i>AR4 : AR of a company where particulars are unchanged</i></p> |
| Disclosure whether company is preparing annual return for first time since incorporation | <p>Submission of AR for the first time since incorporation.</p> <p><i>Note: This field has a drop down column which requires preparers to select one of the following:</i></p> <ul style="list-style-type: none"> • <i>Yes</i> • <i>No</i> |
| Disclosure whether shares of company are quoted on stock exchange | <p>The shares of the company are quoted on any stock exchange in the world.</p> <p><i>Note: This field has a drop down column which requires preparers to select one of the following:</i></p> <ul style="list-style-type: none"> • <i>Yes</i> • <i>No</i> |
| Disclosure on number of members of company | <p>The amount of members of the company.</p> <p><i>Note: This field has a drop down column which requires preparers to select one of the following:</i></p> <ul style="list-style-type: none"> • <i>Company with more than five hundred members</i> • <i>Company with equal to or less than five hundred members</i> |



**Annual Return for Companies
Having Share Capital – AR1**

5.2. Annual Return for Companies Having Share Capital – AR1

5.2.1. General

This subsection will guide preparers to fill up the Filing Information window in relation to an AR1 as well as a guideline to complete the relevant information which are required to be filled in an AR1 template.

Please refer to *“Getting Started – Creation of XBRL File”* for more information on the creation of XBRL File to generate an AR module.

5.2.1.1. Filing Information

1. Preparers is required to fill up information in the Filing Information window in relation to an AR1 template. Hence, preparers must select “AR1” under the dropdown list of “Type of submission” in the filing information window.
2. Figure 5 below illustrates how the Filing Information window for an AR1 should be completed.

| Filing Information | |
|--|---|
| * Company registration number | 3775-X |
| * Name of company | BOARDROOM CORPORATE SERVICES (KL) SDN. BHD. |
| Former name of the company | |
| Goods and services tax number | |
| * Calendar year of annual return | 2018 |
| * Date of annual return | 13/04/2018 |
| * Origin of company | Incorporated in Malaysia |
| * Status of company | Private company |
| * Type of company | Company limited by shares |
| * Type of submission | AR1 |
| * Disclosure whether company is preparing annual return for first time since incorporation | No |
| Disclosure whether shares of company are quoted on stock exchange | |
| * Disclosure on number of members of company | Company with equal to or less than five hundred members |

* denotes mandatory items to be reported

Generate Template Cancel

Figure 5

3. Please note that an AR1 template is applicable for both private and public companies. Hence, the field “Status of Company” has to be selected accordingly, i.e. private company or public company.
4. Upon completing the filing information window, click “Generate Template” and the mTool will start to populate an MBRS Template in Microsoft Excel, unique to the company’s filing requirements.
5. Upon completion of generating a MBRS Template, a “Save As’ window would appear to prompt preparers to save an excel file. The file may be retrieved in the future for editing via the mTool.
6. After saving the file, it would land on the “FI” tab which stands for Filing Information. This section is prepared based on the information provided in the filing information window. Figure 6 below is an illustration of a completed “FI” tab.

| Filing Information | |
|--|---|
| General Filing Information | |
| * Company registration number | 3775-X |
| * Name of company | BOARDROOM CORPORATE SERVICES (KL) SDN. BHD. |
| Former name of the company | |
| Goods and services tax number | |
| * Calendar year of annual return | 2018 |
| * Date of annual return | 13/04/2018 |
| * Origin of company | Incorporated in Malaysia |
| * Status of company | Private company |
| * Type of company | Company limited by shares |
| * Type of submission | AR1 |
| * Disclosure whether company is preparing annual return for first time since incorporation | No |
| * Disclosure whether shares of company are quoted on stock exchange | |
| Disclosure on number of members of company | Company with equal to or less than five hundred members |

Figure 6

7. The Microsoft Excel File generated by the mTool consist of the following tabs:

| Tab | Description |
|---------------|--|
| Content Page | Content page of the AR |
| FI | Information which were inserted in the Filing Information window |
| Section A | Address of registered office, address of register of members is kept, address of financial records are kept, principal place of business, nature of business (inclusive of MSIC Code), branches place of business. |
| Section B | Summary of shareholding structure |
| Section C | Particular of Indebtedness |
| Section D | Particulars of Directors, Managers, Secretary and Auditors |
| Section E(i) | Particulars of members <i>(for public companies only)</i> |
| Section E(ii) | Particulars of members <i>(for private companies only)</i> |
| Section F | Shareholding analysis |
| Section G | Certificate to be given by all companies |

8. In the event that the information in the Filing Information window were inserted inaccurately, preparers would be able to edit such information in the FI tab.

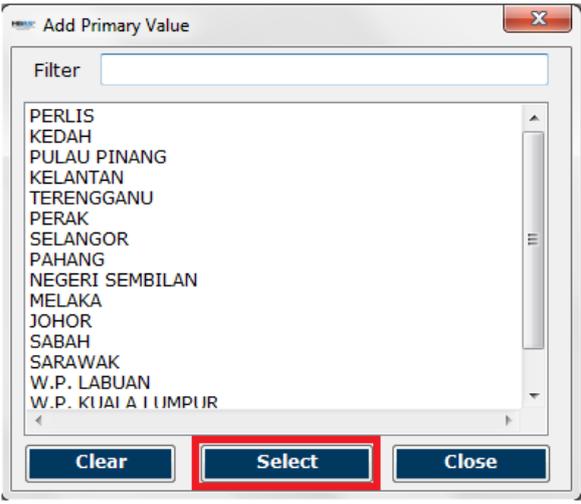
Please note that the type of AR would not be able to be changed once the MBRS Template has been generated.

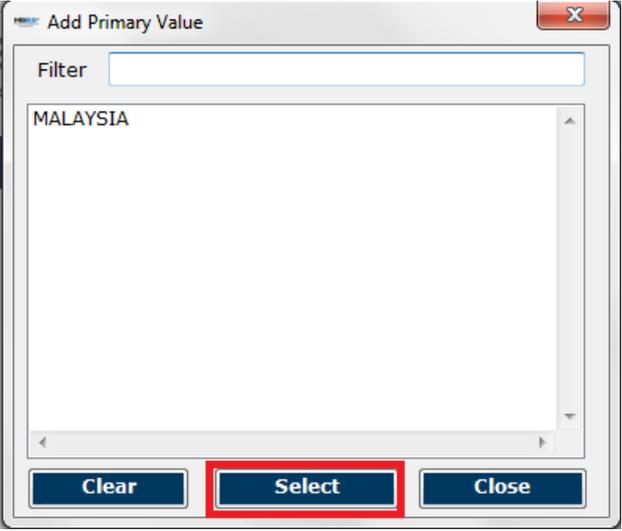
5.2.2. Section A: Particulars of Company

- In order to insert the following details in the module, click on the excel tab labelled "Section A":
 - Address of registered office
 - Address of register of members is kept
 - Address of financial records are kept
 - Address of principal place of business
 - Nature of business
 - Branches places of business
- The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

5.2.2.1. Address of Registered Office

- Below are the fields to be completed for address of registered office:

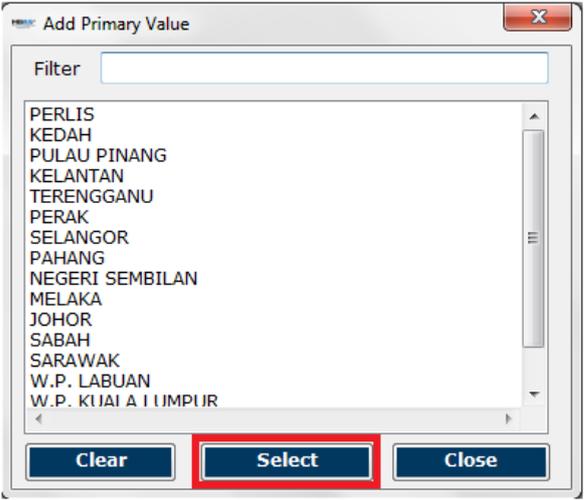
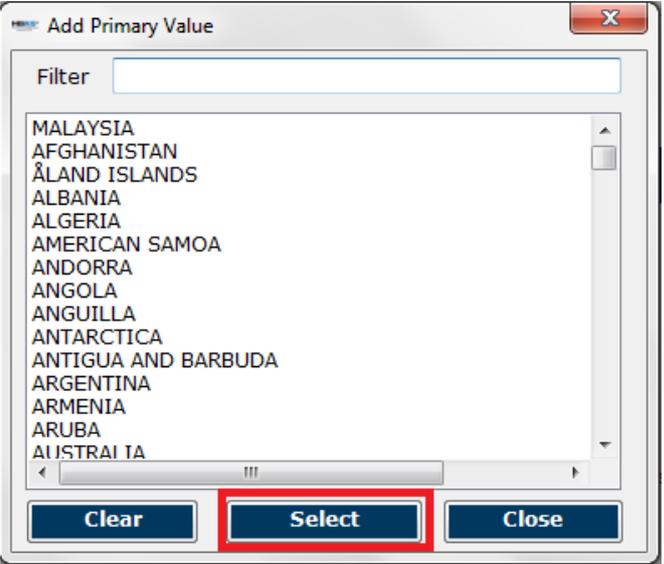
| Field name | Description |
|----------------|---|
| Address line 1 | Line 1 of the address of the registered office |
| Address line 2 | Line 2 of the address of the registered office |
| Address line 3 | Line 3 of the address of the registered office |
| Postcode | Postcode of the registered office |
| Town | Town of the address of the registered office |
| State | <p>State of the address of the registered office</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> <div style="text-align: center;">  </div> <p>2. Click on the "Select" button to proceed:</p> <div style="text-align: center;">  </div> |

| Field name | Description |
|------------|--|
| Country | <p>Country of the address of the registered office</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

5.2.2.2. Address of Register of Members is Kept

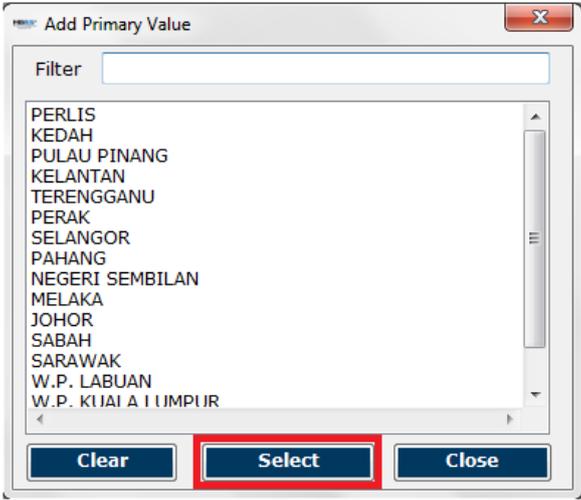
- The address of register of members is kept is only required to be completed if the address is other than the registered office.
- Below are the fields to be completed for address of register of members is kept:

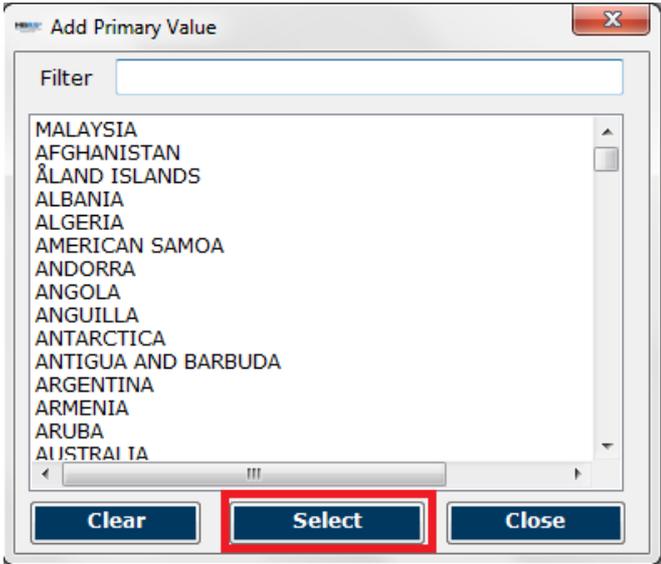
| Field name | Description |
|----------------|--|
| Address line 1 | Line 1 of the address of the register of members is kept |
| Address line 2 | Line 2 of the address of the register of members is kept |
| Address line 3 | Line 3 of the address of the register of members is kept |
| Postcode | Postcode of the address of the register of members is kept |
| Town | Town of the address of the register of members is kept |

| Field name | Description |
|------------|---|
| State | <p>State of the address of the register of members is kept</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i> <div data-bbox="651 367 1270 416" style="text-align: center;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="638 521 1222 1021" style="text-align: center;">  </div> |
| Country | <p>Country of the address of the register of members is kept</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i> <div data-bbox="651 1256 1270 1305" style="text-align: center;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="638 1413 1302 1977" style="text-align: center;">  </div> |

5.2.2.3. Address of Financial Records are Kept

1. The address of financial records are kept is only required to be completed if the address is other than the registered office.
2. Financial Records refers to Audited Financial Statements (Kindly refer to the FAQ issued).
3. Below are the fields to be completed for address of financial records are kept:

| Field name | Description |
|----------------|---|
| Address line 1 | Line 1 of the address of financial records are kept |
| Address line 2 | Line 2 of the address of financial records are kept |
| Address line 3 | Line 3 of the address of financial records are kept |
| Postcode | Postcode of the address of financial records are kept |
| Town | Town of the address of financial records are kept |
| State | <p>State of the address of financial records are kept</p> <ol style="list-style-type: none"> 1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window: <div style="text-align: center;">  </div> <ol style="list-style-type: none"> 2. Click on the "Select" button to proceed: <div style="text-align: center;">  </div> |

| Field name | Description |
|------------|---|
| Country | <p>Country of the address of financial records are kept</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

5.2.2.4. Address of Principal Place of Business

1. Below are the fields to be completed for address of principal place of business:

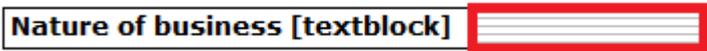
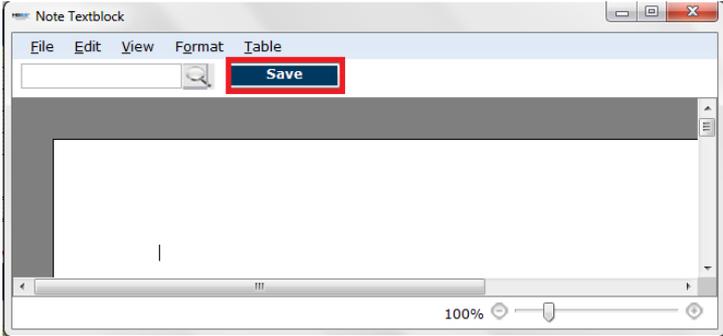
| Field name | Description |
|----------------|--|
| Address line 1 | Line 1 of the address of principal place of business |
| Address line 2 | Line 2 of the address of principal place of business |
| Address line 3 | Line 3 of the address of principal place of business |
| Postcode | Postcode of the address of principal place of business |
| Town | Town of the address of principal place of business |

| Field name | Description |
|------------|---|
| State | <p>State of the address of principal place of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i> <div data-bbox="708 367 1326 416" style="border: 1px solid black; padding: 2px;"> State </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="695 521 1278 1016" style="border: 1px solid gray; padding: 5px;"> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <ul style="list-style-type: none"> PERLIS KEDAH PULAU PINANG KELANTAN TERENGGANU PERAK SELANGOR PAHANG NEGERI SEMBILAN MELAKA JOHOR SABAH SARAWAK W.P. LABUAN W.P. KUALA LUMPUR <p style="text-align: right;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div> |
| Country | <p>Country of the address of principal place of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i> <div data-bbox="708 1256 1326 1305" style="border: 1px solid black; padding: 2px;"> *Country </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="695 1413 1355 1973" style="border: 1px solid gray; padding: 5px;"> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <ul style="list-style-type: none"> MALAYSIA AFGHANISTAN ÅLAND ISLANDS ALBANIA ALGERIA AMERICAN SAMOA ANDORRA ANGOLA ANGUILLA ANTARCTICA ANTIGUA AND BARBUDA ARGENTINA ARMENIA ARUBA AUSTRALIA <p style="text-align: right;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div> |

| Field name | Description |
|------------------|--|
| Telephone number | Telephone number of the address of principal place of business |
| Fax number | Fax number of the address of principal place of business |
| E-mail | E-mail of the address of principal place of business |
| Website | Website of the address of principal place of business |

5.2.2.5. Nature of Business

- Below are the fields to be completed for nature of business:

| Field name | Description |
|--------------------|--|
| Nature of business | <p>Principal business activity of the Company</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window:</i> <div style="text-align: center;">  </div> <ol style="list-style-type: none"> <i>After completing the necessary information, click on the "Save" button to save the input:</i> <div style="text-align: center;">  </div> |

- In addition to inserting the principal business activity of the company as mentioned in the field above, preparers are also required to select the relevant MSIC Code to the company, which can be selected from a list provided by SSM.
- In order to select the appropriate MSIC Code, preparers are required to double click on the information column as shown in Figure 7 below.

| Nature of business | *MSIC Code | *Description of Business |
|---------------------|------------|--------------------------|
| Business 1 [member] | | |
| Business 2 [member] | | |
| Business 3 [member] | | |

Figure 7

4. Upon double-clicking the information column, a pop-up window will appear which allow preparers to search and select the appropriate MSIC Code for the Company. Thereafter, click on the “Ok” button after choosing the appropriate code.

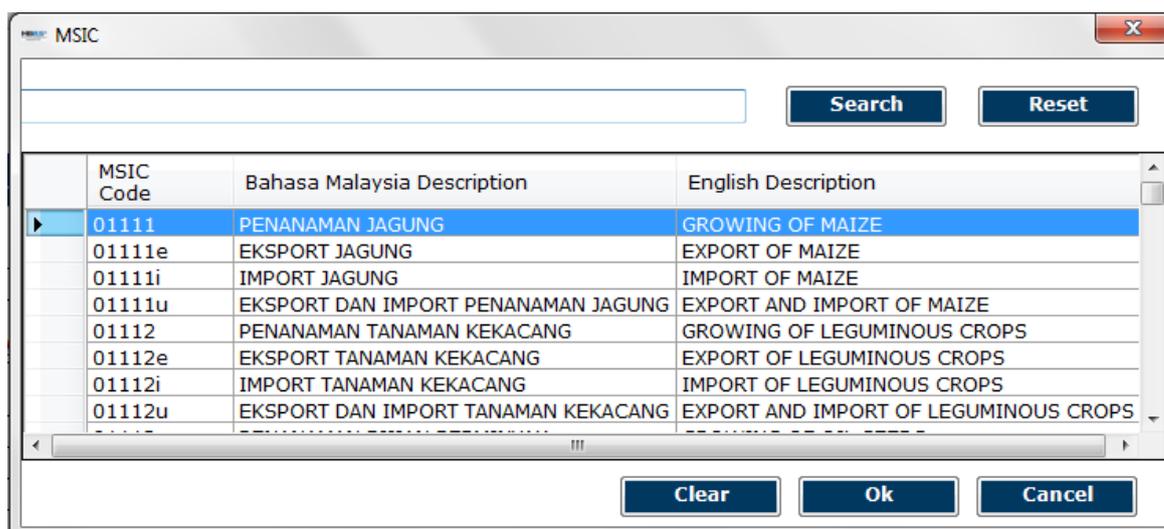
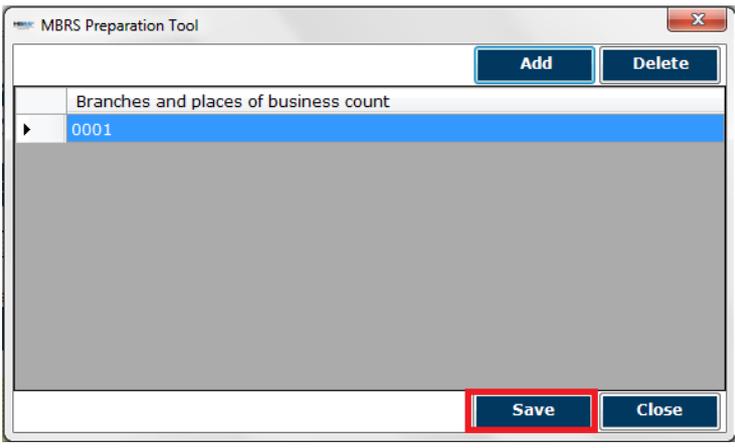
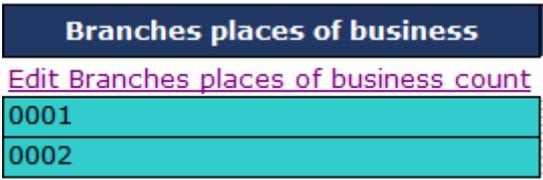


Figure 8

5.2.2.6. Branches Place of Business

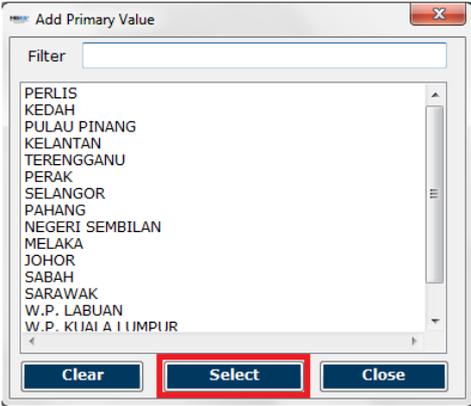
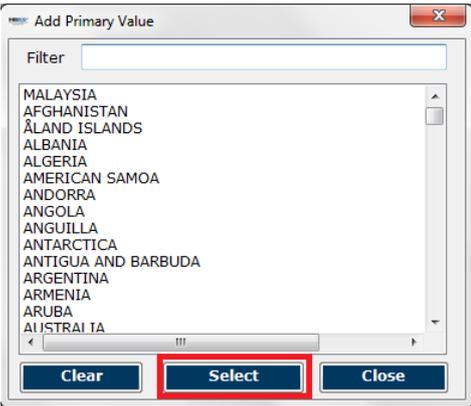
1. To increase the number of branches place of business in Malaysia, please follow the following steps:

| Step | Description |
|------|---|
| 1 | <p>Click on “Edit Branches place of business count” in order to “Add” or “Delete” on the branches count, as shown below:</p> <p><i>Note: By default, the number of the Branches place of business count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to “Add” or “Delete” the number of count of the branches:</p> <p>Click the “Add” button to increase the count of the branches (If the Company has more than one (1) branches place of business in Malaysia) or “Delete” to reduce the count of the branches.</p> |

| Step | Description |
|------|--|
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the Branches places of business.</p>  |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the branches places of business.</p> |

2. Below are the fields to be completed for branches places of business:

| Field name | Description |
|----------------|--|
| Address line 1 | Line 1 of the address of branches places of business |
| Address line 2 | Line 2 of the address of branches places of business |
| Address line 3 | Line 3 of the address of branches place of business |
| Postcode | Postcode of the address of branches places of business |
| Town | Town of the address of branches places of business |

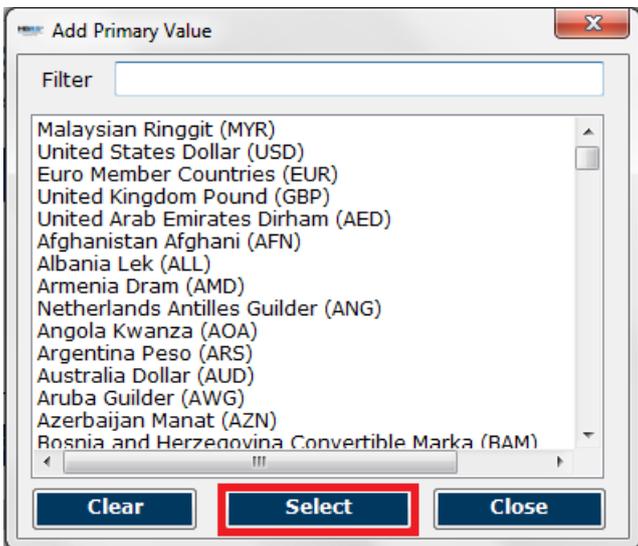
| Field name | Description |
|------------------|--|
| State | <p>State of the address of branches places of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Country | <p>Country of the address of branches place of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Telephone number | Telephone number of the address of branches places of business |
| Fax number | Fax number of the address of branches places of business |
| E-mail | E-mail of the address of branches places of business |
| Website | Website of the address of branches places of business |

5.2.3. Section B: Particulars of Shareholding Structure

1. In order to insert the following details in the module, click on the excel tab labelled "Section B":
 - Summary of shareholding structure
 - Amount of share capital
 - Disclosure of shares or debentures
 - Explanatory on shares and debentures
2. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

5.2.3.1. Summary of Shareholding Structure

1. Preparers shall select the appropriate currency for the amount of shares before proceeding to the shareholding structure:

| Field name | Description |
|--------------------------------------|--|
| Type of currency of amount of shares | <p>Being the type of currency used for the amount of shares.</p> <ol style="list-style-type: none"> 1. In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Type of currency of amount of shares </p> </div> 2. Click on the "Select" button to after choosing the appropriate currency, as shown below: <div style="text-align: center; margin: 10px 0;">  </div> <p><i>Note: Preparers are required to select Malaysian Ringgit for reporting purposes.</i></p> |

2. Upon selecting the type of currency, preparers are then required to complete the relevant information in the summary of shareholding structure.

3. Below are the fields to be completed for summary of shareholding structure:

| Field name | Description |
|---|---|
| Number of shares subject to payment wholly in cash | Number of shares issued by the company to the shareholders which are subject to payment wholly in cash |
| Number of shares subject to payment otherwise than cash | Number of shares issued by the company to the shareholders which are subject to payment otherwise than cash |
| Total number of shares issued | Total number of shares issued to the shareholders |
| Total number of shares forfeited | Total number of shares which were forfeited by the company |
| Total number of shares held as treasury shares | Total number of shares bought back by the company and retained as treasury shares |

5.2.3.2. Amount of Share Capital

1. Below are the fields to be completed for amount of share capital:

| Field name | Description |
|---|--|
| Total amount of shares issued as fully paid | The total amount (value in currency) which has been fully paid for issued shares |
| Total amount of shares issued as partly unpaid | The total amount (value in currency) which is partly unpaid for issued shares |
| Total amount of issued share capital | The total amount (value in currency) for shares issued |
| Total amount of shares has been called up | The total amount (value in currency) which has been called up on shares |
| Total amount of calls received including payments on application and allotment | The total amount (value in currency) received for calls, including payments on application and allotment |
| Total amount, if any, agreed to be considered as paid on shares which have been issued as fully paid up otherwise than in cash | The total amount (value in currency) considered as paid on shares which have been issued as fully paid up as otherwise than in cash |
| Total amount, if any, agreed to be considered as paid on shares which have been issued as partly paid up otherwise than in cash | The total amount (value in currency) considered as paid on shares which have been issued as partly paid up as otherwise than in cash |
| Total amount of calls unpaid | The total amount (value in currency) of calls unpaid |
| Total amount paid, if any on shares forfeited | The total amount (value in currency) paid for shares which were forfeited |

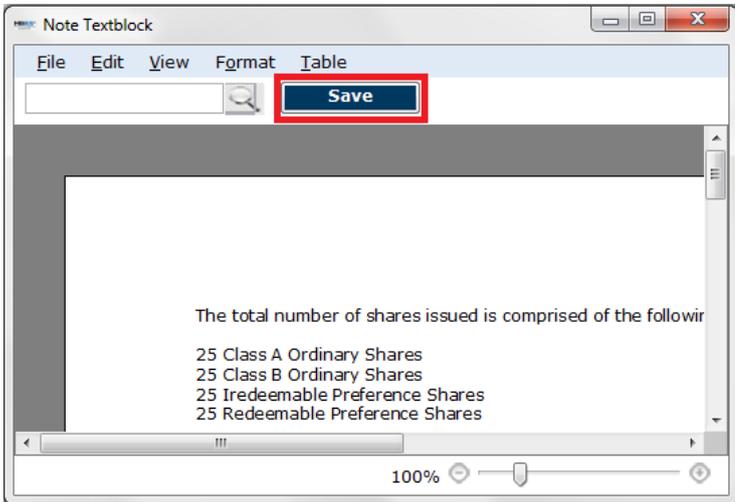
5.2.3.3. Disclosure of shares or debentures

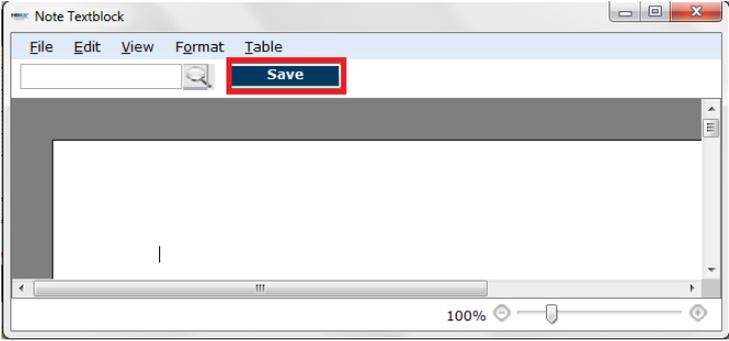
1. Below are the fields to be completed for disclosure of shares or debentures:

| Field name | Description |
|--|---|
| Total amount of sums, if any, paid by way of commission in respect of any shares or debentures since the date of last return | The total amount (value in currency) for commissions paid in respect of any shares or debentures issued since the last AR |
| Total amount of sums, if any allowed by way of discount in respect of any debentures since the date of last return | The total amount (value in currency) discount allowed on debentures issued since the last AR |

5.2.3.4. Explanatory on shares and debentures

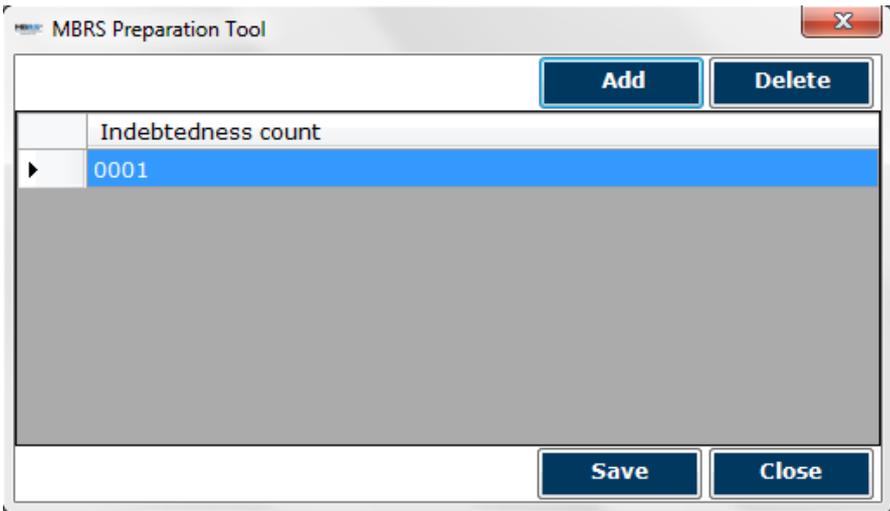
1. Below are the field to be completed for disclosure of share or debentures:

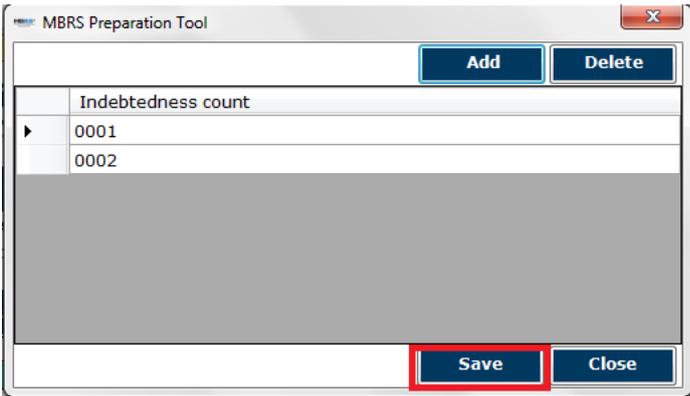
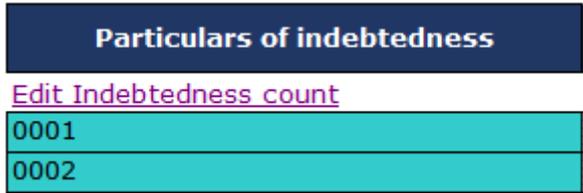
| Field name | Description |
|-------------------------------------|---|
| Explanatory notes on shares, if any | <p>Representing the explanatory notes on shares.</p> <ol style="list-style-type: none"> <i>In order to fill up the information in this field, double click on the information column (as shown below) to input information in the pop-up window:</i>  <ol style="list-style-type: none"> <i>After completing the necessary information, click on the "Save" button to save the input:</i>  <p><i>Note: Preparers may utilise this feature to provide clarification, if required.</i></p> |

| Field name | Description | | | | |
|---|--|---|--|---|--|
| Explanatory notes on debentures, if any | <p>Representing the explanatory notes on debentures.</p> <p>1. In order to fill up the information in this field double click on the information column (as shown below) to input information in the pop-up window:</p> <div data-bbox="671 367 1407 506" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Explanatory on shares and debentures</td> <td style="width: 30%;"></td> </tr> <tr> <td>Explanatory notes on debentures, if any</td> <td style="border: 2px solid red;"></td> </tr> </table> </div> <p>2. After completing the necessary information, click on the "Save" button to save the input:</p> <div data-bbox="675 640 1404 981" style="border: 1px solid gray; padding: 5px;">  </div> <p><i>Note: Preparers may utilise this feature to provide clarification, if required.</i></p> | Explanatory on shares and debentures | | Explanatory notes on debentures, if any | |
| Explanatory on shares and debentures | | | | | |
| Explanatory notes on debentures, if any | | | | | |

5.2.4. Section C: Particulars of Indebtedness

1. In order to insert the following details in the module, click on the excel tab labelled "Section C":
 - Particulars of indebtedness
2. The information contained in this section has to be completed as at the anniversary date of the company.
3. To increase the number of indebtedness count in the listing, please follow the following steps:

| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Indebtedness count" in order to "Add" or "Delete" on the Indebtedness count, as shown below:</p>  <p><i>Note: By default, the number of the Indebtedness Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Indebtedness:</p>  <p>Click the "Add" button to increase the count of the Indebtedness (If the Company has more than one (1) Indebtedness) or "Delete" to reduce the count of the Indebtedness.</p> |

| Step | Description |
|------|---|
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of indebtedness.</p>  |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of indebtedness.</p> |

4. Below are the fields to be completed for particulars of indebtedness:

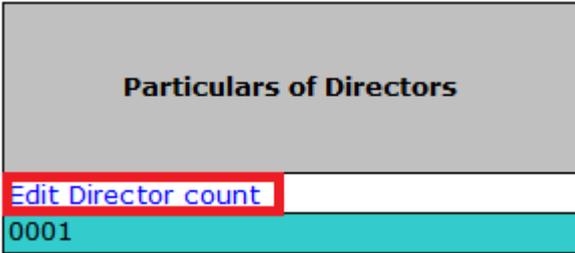
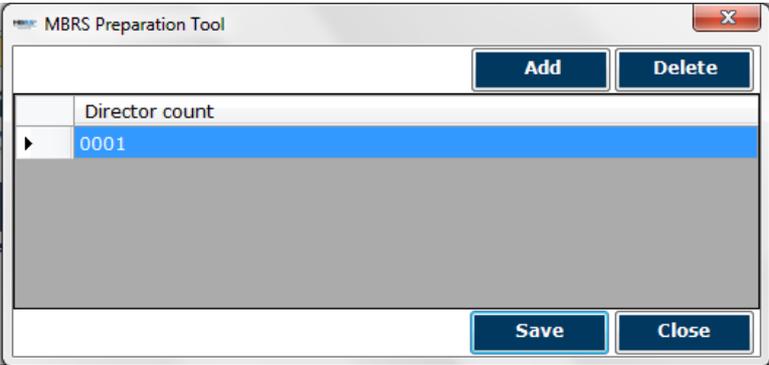
| Field name | Description |
|------------------------------|--|
| Registered number | Registered number of the charge |
| Date of registration | Date of registration of the charge |
| Nature of charge | Nature of the charge, i.e. fixed, floating, or fixed and floating. |
| Name of charge | The name of the charge |
| Amount of indebtedness (MYR) | Amount of indebtedness of the charge as at the date of the AR (anniversary date) |

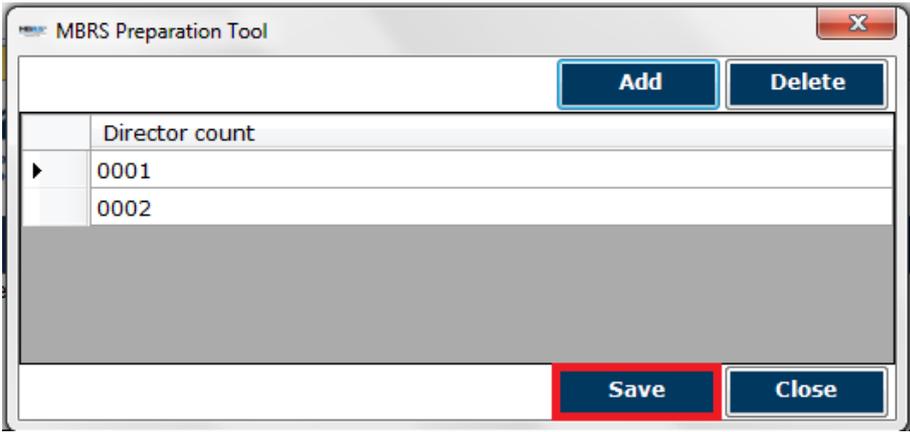
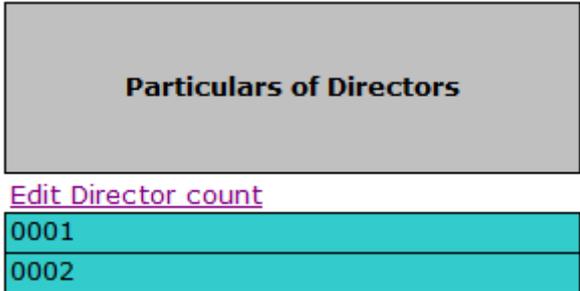
5.2.5. Section D: Particulars of Directors, Managers, Secretaries and Auditors

1. In order to insert the following details in the module, click on the excel tab labelled "Section D":
 - Particulars of Directors
 - Particulars of Manager
 - Particulars of Secretary
 - Particulars of Auditors
2. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

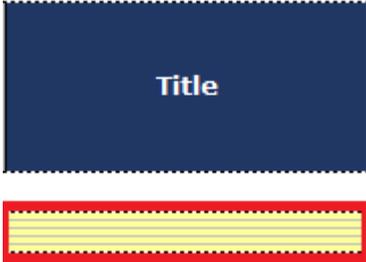
5.2.5.1. Particulars of Directors

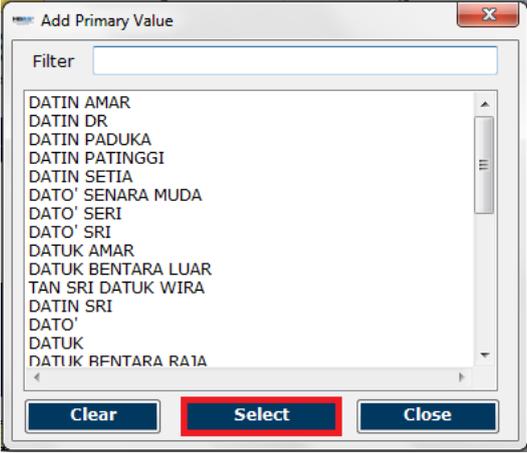
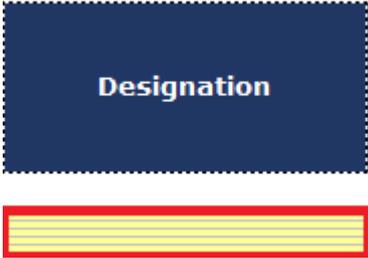
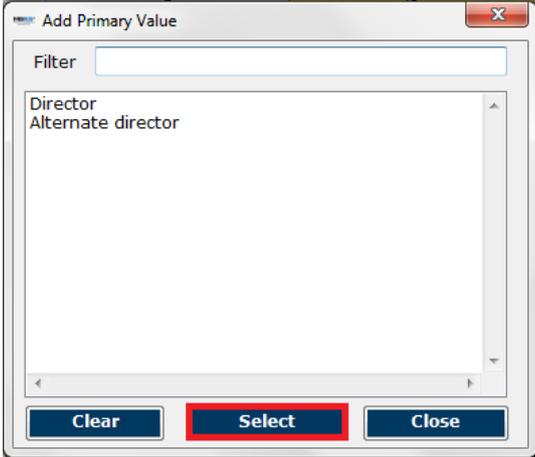
1. To increase the number of the Director count in the listing, please follow the following steps:

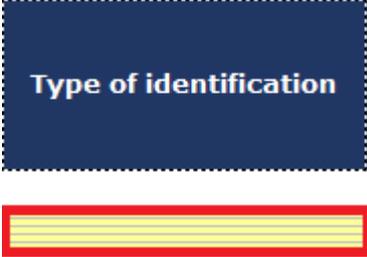
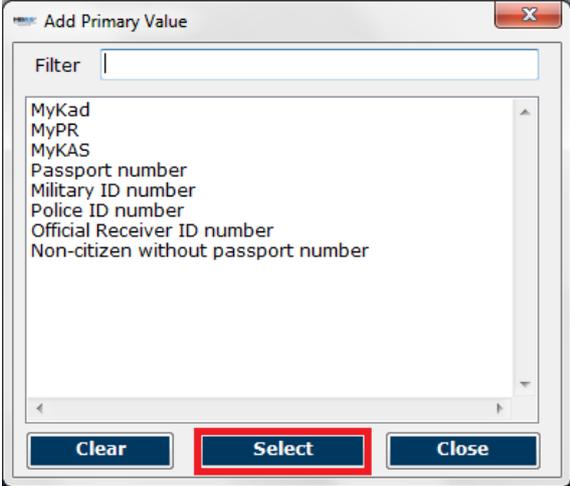
| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Director count" in order to "Add" or "Delete" on the Director count, as shown below:</p>  <p><i>Note: By default, the number of the Director Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allows preparers to "Add" or "Delete" the number of count of the Director:</p>  <p>Click the "Add" button to increase the count of the Director (If the Company has more than one (1) Director) or "Delete" to reduce the count of the Director.</p> |

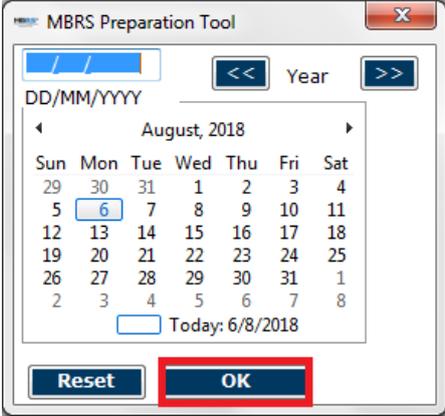
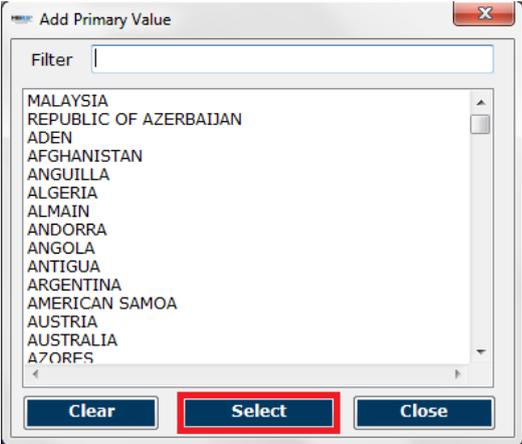
| Step | Description |
|------|--|
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of Directors.</p>  |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of Directors.</p> |

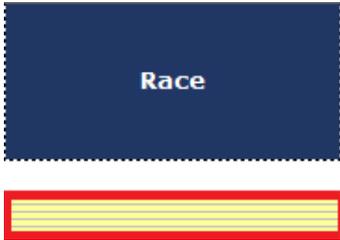
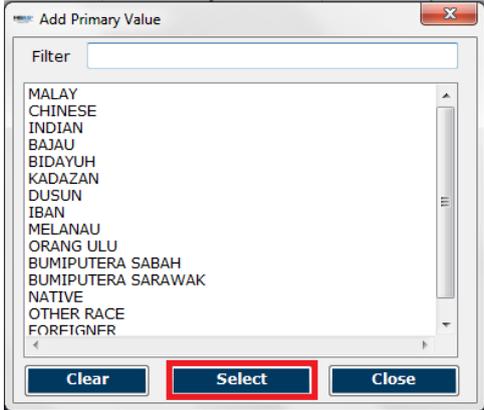
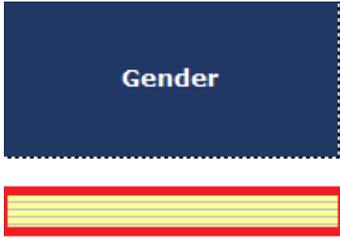
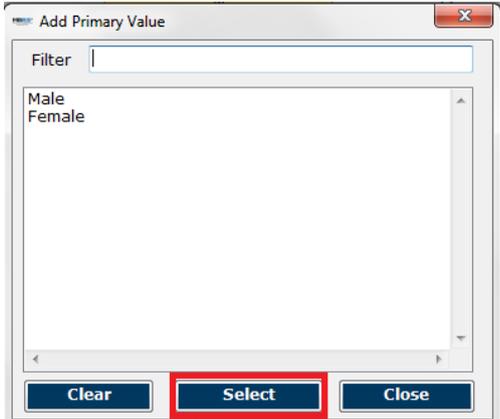
2. Below are the fields to be completed for particulars of Directors:

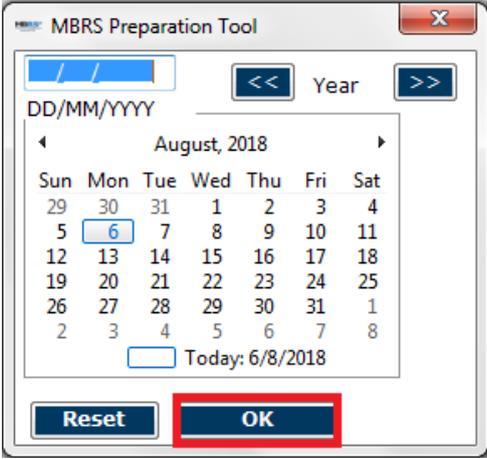
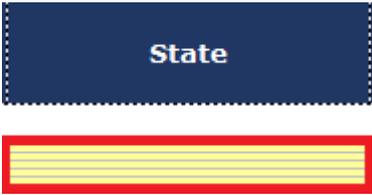
| Field name | Description |
|------------|--|
| Title | <p>Title of the Director, i.e. Tan Sri, Datuk and others</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) in order to select the title from a pop-up window:</p>  |

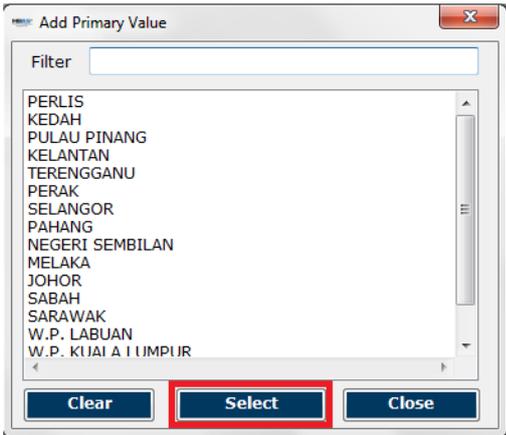
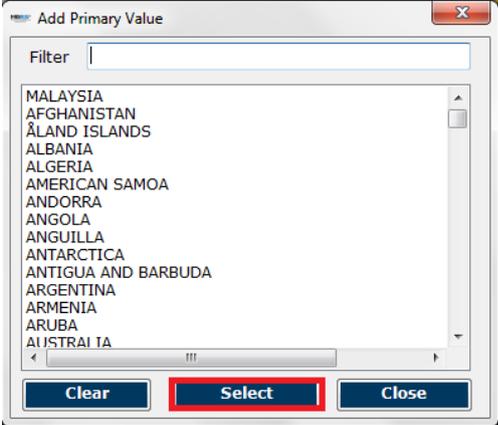
| Field name | Description |
|-----------------------|--|
| Title (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Name | Name of the Director |
| Designation | <p>Designation of the Director</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the designation from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Alternate Director to | The person which the Director is serving as an alternate to |

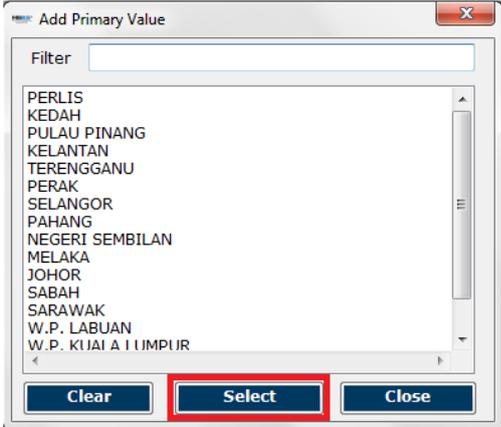
| Field name | Description |
|------------------------|---|
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Identification Number | The identification number based on the "type of identification" selected. |
| Passport expiry date | <p>The expiry date of the passport of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i>  |

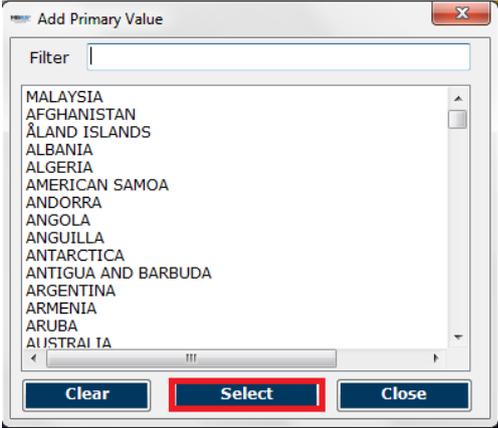
| Field name | Description |
|---------------------------------|---|
| Passport Expiry Date (Cont') | <p>2. <i>Select the appropriate date and click on the "OK" button to proceed.</i></p>  <p><i>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</i></p> |
| Nationality | <p>The Nationality of the Director</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality from a pop-up window:</i></p>  <p>2. <i>Click on the "Select" button to proceed:</i></p>  |

| Field name | Description |
|------------|---|
| Race | <p>The race of the Director</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:  <ol style="list-style-type: none"> Click on the "Select" button to proceed:  |
| Gender | <p>The gender of the Director, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:  <ol style="list-style-type: none"> Click on the "Select" button to proceed:  |

| Field name | Description | |
|---------------------|--|---|
| Date of Birth | <p>The date of birth of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  | |
| Residential Address | Address Line 1 | Line 1 of the residential address |
| | Address Line 2 | Line 2 of the residential address |
| | Address Line 3 | Line 3 of the residential address |
| | Postcode | Postcode of the residential address |
| | Town | Town of the residential address |
| | State | <p>State of the residential address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>  |

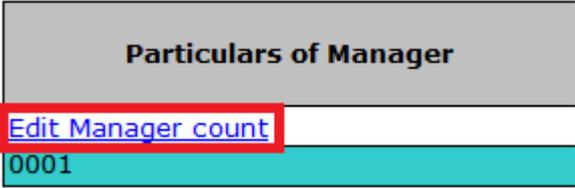
| Field name | | Description |
|-----------------------------|----------------|---|
| Residential Address (Cont') | State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| | Country | <p>Country of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Service Address | Address Line 1 | Line 1 of the service address |
| | Address Line 2 | Line 2 of the service address |
| | Address Line 3 | Line 3 of the service address |
| | Postcode | Postcode of the service address |
| | Town | Town of the service address |

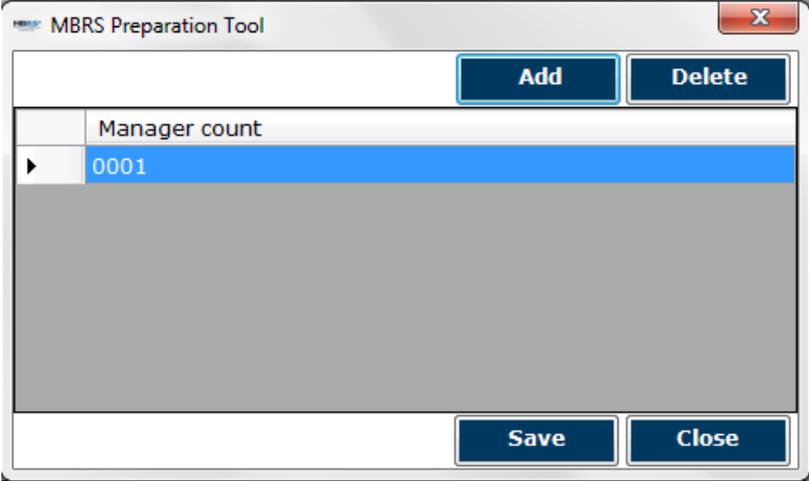
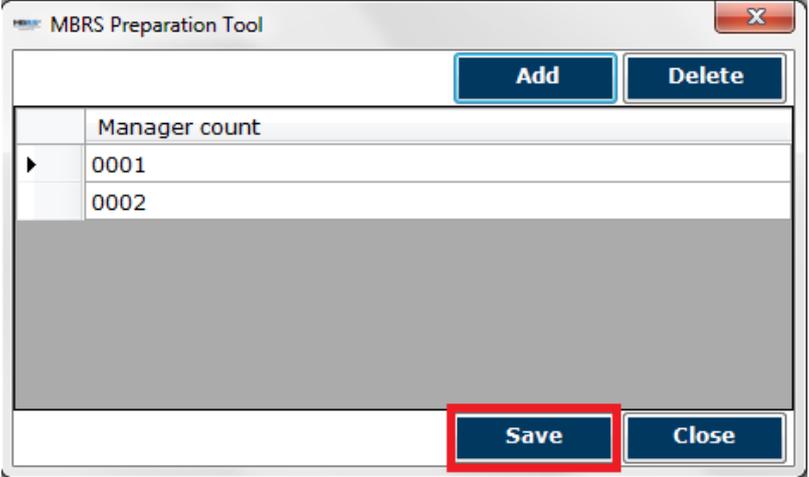
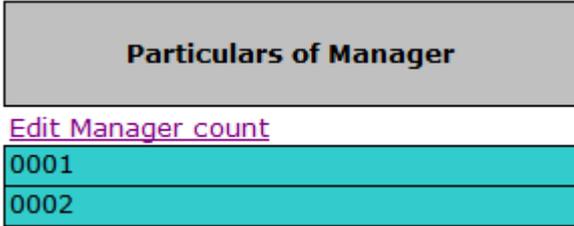
| Field name | | Description |
|-------------------------|---------|--|
| Service Address (Cont') | State | <p>State of the service address</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:   <ol style="list-style-type: none"> Click on the "Select" button to proceed:  |
| | Country | <p>Country of the service address</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:   |

| Field name | | Description |
|----------------------------|-----------------|---|
| Service Address (Cont') | Country (Cont') | 2. Click on the "Select" button to proceed:  |
| E-mail | | The e-mail address of the Director |
| Business Occupation | | The business occupation of the Director |
| Other Directorship Details | | The list of other Public companies incorporated in Malaysia which the Director is director of |

5.2.5.2. Particulars of Manager

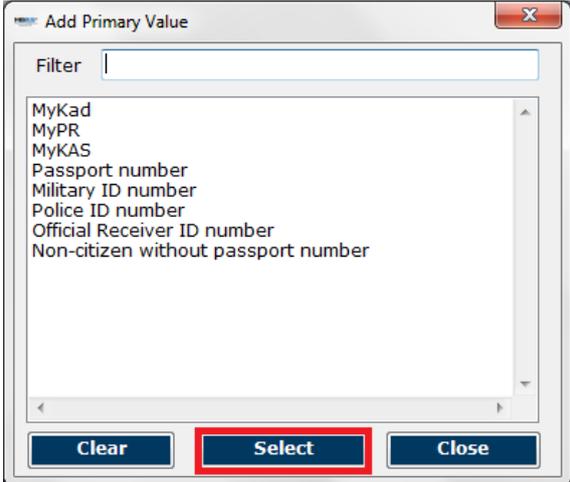
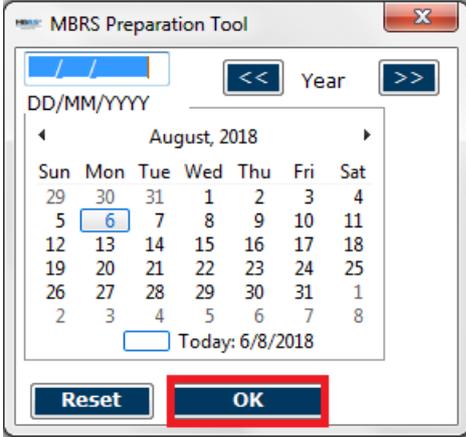
- To increase the number of Manager in the listing, please follow the following steps:

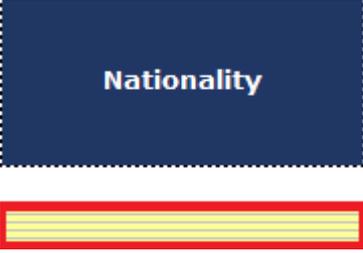
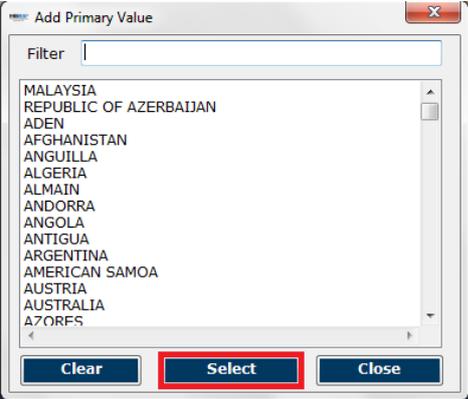
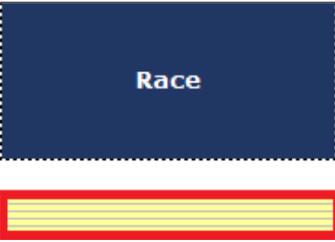
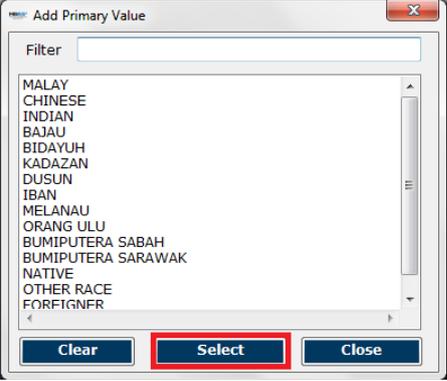
| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Manager Count" in order to "Add" or "Delete" on the Manager count, as shown below:</p>  <p>Particulars of Manager</p> <p>Edit Manager count</p> <p>0001</p> <p><i>Note: By default, the number of the Manager Count will be set at one (1).</i></p> |

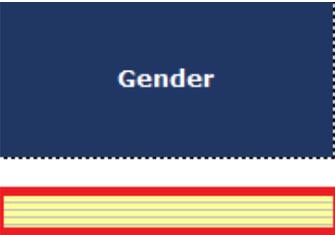
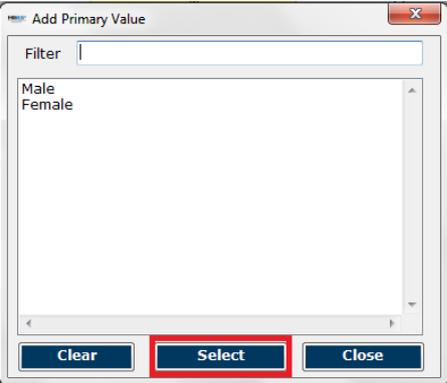
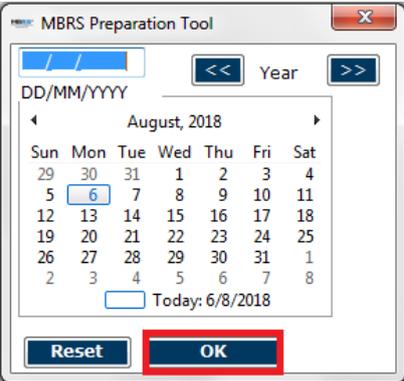
| Step | Description |
|------|--|
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Manager:</p>  <p>Click the "Add" button to increase the count of the Manager (If the company has more than one (1) Manager) or "Delete" to reduce the count of the Manager.</p> |
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Manager.</p>  |
| 5 | <p>Repeat steps 1 to 3 preparers wish to increase/reduce the number of count for particulars of Manager.</p> |

2. Below are the fields to be completed for particulars of Manager:

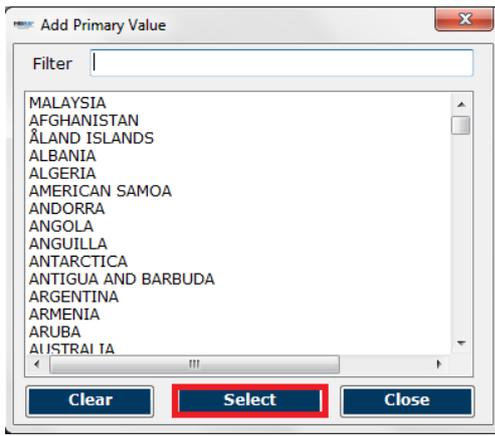
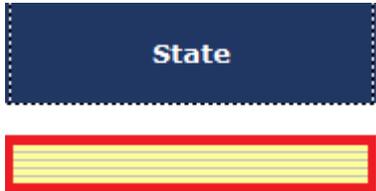
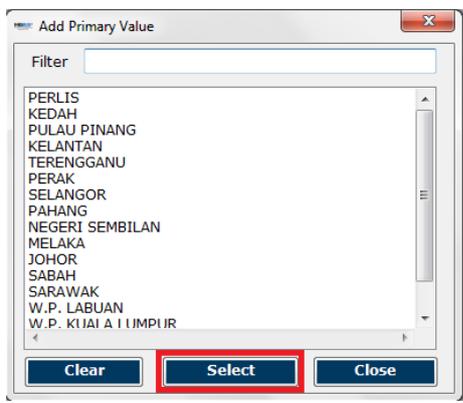
| Field name | Description |
|------------|---|
| Title | <p>Title of the Manager, i.e. Tan Sri, Datuk and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i></p> <div data-bbox="810 427 1174 600" style="border: 1px dashed black; background-color: #002060; color: white; text-align: center; padding: 10px; width: fit-content; margin: 10px auto;"> <p>Title</p> </div> <div data-bbox="810 629 1174 689" style="border: 2px solid red; background-color: yellow; height: 27px; width: 228px; margin: 10px auto;"> </div> <p>2. <i>Click on the "Select" button to proceed:</i></p> <div data-bbox="810 786 1366 1263" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border: 1px solid gray; padding: 2px;"> Add Primary Value ✕ </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> Filter <input style="width: 100%;" type="text"/> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <p style="font-size: x-small; margin: 0;">DATIN AMAR DATIN DR DATIN PADUKA DATIN PATINGGI DATIN SETIA DATO' SENARA MUDA DATO' SERI DATO' SRI DATUK AMAR DATUK BENTARA LUAR TAN SRI DATUK WIRA DATIN SRI DATO' DATUK DATUK BENTARA RAJA</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Clear Select Close </div> </div> |

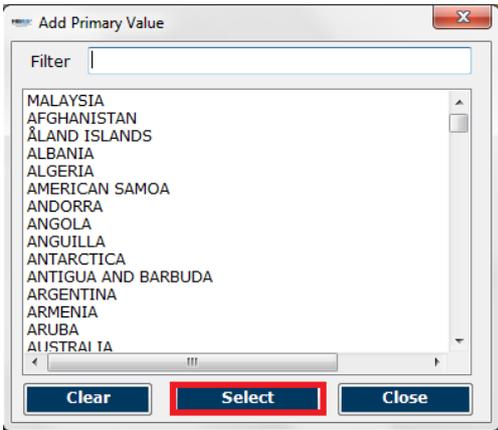
| Field name | Description |
|--------------------------------|--|
| Type of Identification (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Identification Number | The identification number based on the "type of identification" selected. |
| Passport Expiry Date | <p>The expiry date of the passport of the Manager</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</p>   <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  <p>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</p> |

| Field name | Description |
|-------------|---|
| Nationality | <p>The nationality of the Manager</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Race | <p>The race of the Manager</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|---------------|--|
| Gender | <p>The gender of the Manager, i.e. either “Male” or “Female”</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the “Select” button to proceed:</i>  |
| Date of Birth | <p>The date of birth of the Manager</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the “OK” button to proceed:</i>  |

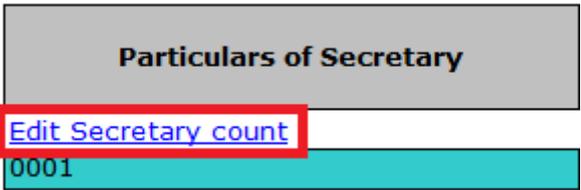
| Field name | Description | |
|---------------------|--|---|
| Residential Address | Address Line 1 | Line 1 of the residential address |
| | Address Line 2 | Line 2 of the residential address |
| | Address Line 3 | Line 3 of the residential address |
| | Postcode | Postcode of the residential address |
| | Town | Town of the residential address |
| | State | <p data-bbox="735 501 1437 535">State of the residential address</p> <p data-bbox="735 562 1437 656">1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> <div data-bbox="810 685 1179 790" data-label="Image"> </div> <div data-bbox="810 819 1179 875" data-label="Image"> </div> <p data-bbox="735 909 1437 943">2. Click on the "Select" button to proceed:</p> <div data-bbox="810 972 1353 1435" data-label="Image"> </div> |
| Country | <p data-bbox="735 1476 1437 1509">Country of the residential address</p> <p data-bbox="735 1536 1437 1630">1. In order to insert information in this field, double click on the information column (as shown below) in order to select the country from a pop-up window:</p> <div data-bbox="810 1659 1179 1798" data-label="Image"> </div> <div data-bbox="810 1827 1179 1883" data-label="Image"> </div> | |

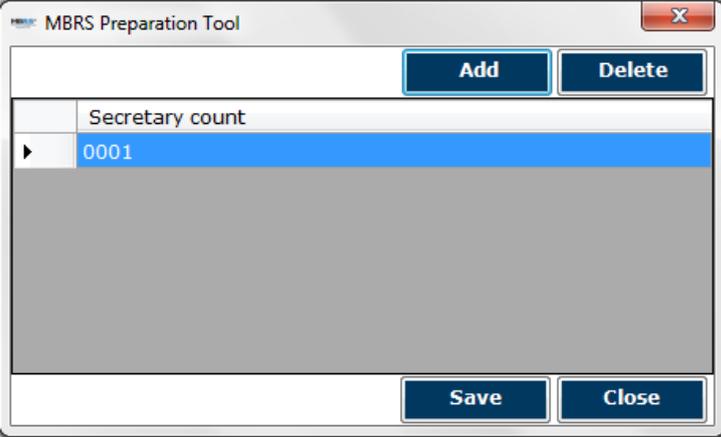
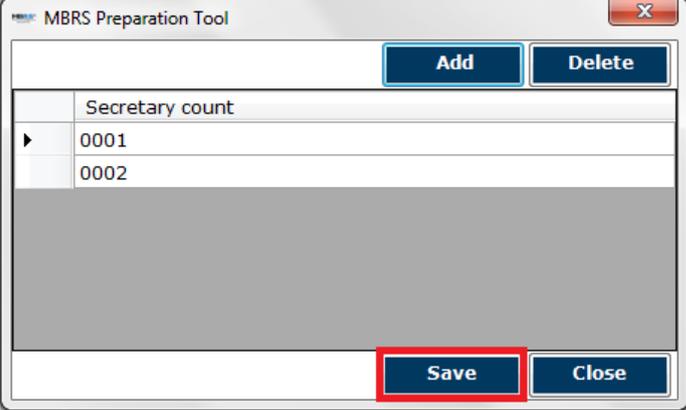
| Field name | | Description |
|-----------------------------|-----------------|---|
| Residential Address (Cont') | Country (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Business Address | Address Line 1 | Line 1 of the business address |
| | Address Line 2 | Line 2 of the business address |
| | Address Line 3 | Line 3 of the business address |
| | Postcode | Postcode of the business address |
| | Town | Town of the business address |
| | State | <p>State of the business address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | | Description |
|--------------------------|---------|---|
| Business Address (Cont') | Country | <p>Country of the business address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |
| Other Occupation | | The business occupation of Manager |

5.2.5.3. Particulars of Secretary

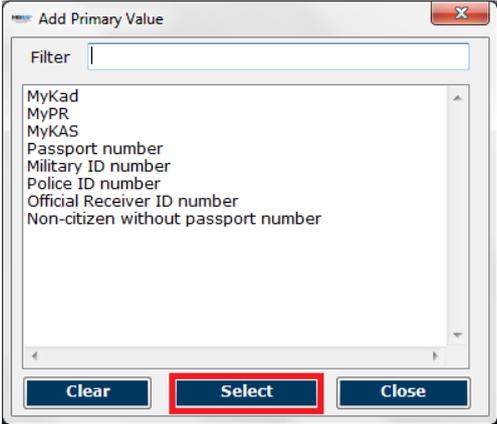
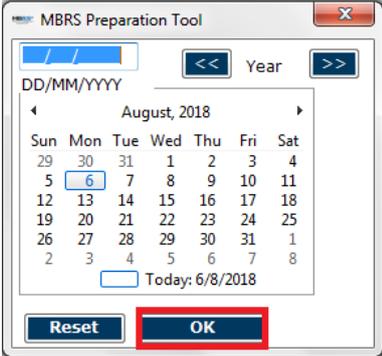
1. To increase the number of Secretary in the listing, please follow the following steps:

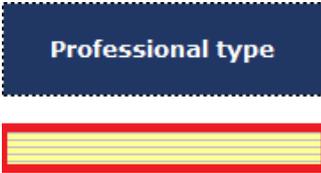
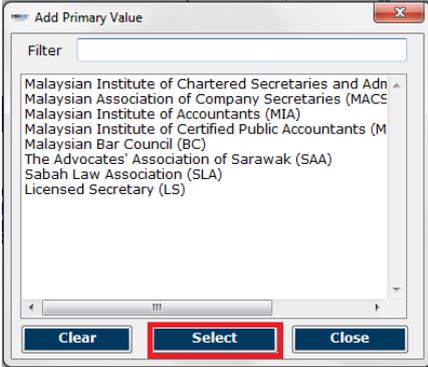
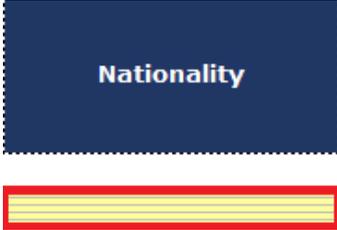
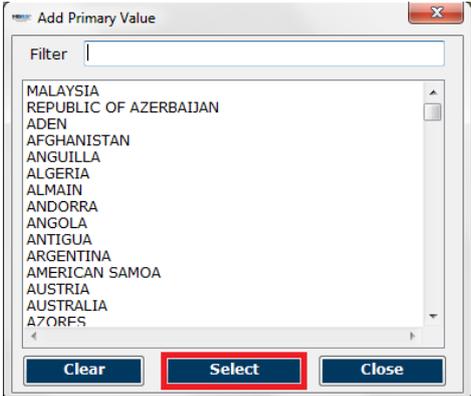
| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Secretary Count" in order to "Add" or "Delete" the Secretary count, as shown below:</p>  <p>Note: By default, the number of the Secretary Count will be set at one (1).</p> |

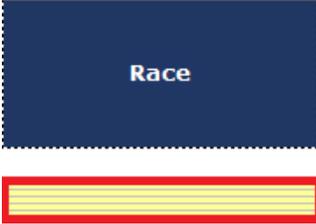
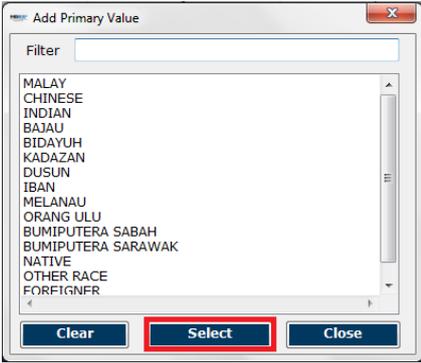
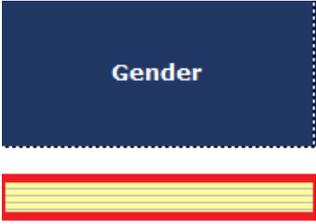
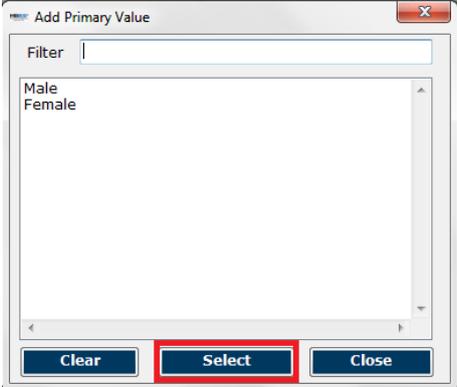
| Step | Description | | |
|------|---|------|------|
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Secretary:</p>  <p>Click the "Add" button to increase the count of the Secretary (If the Company has more than one (1) Secretary) or "Delete" to reduce the count of the Secretary.</p> | | |
| 3 | <p>Click on the "Save" button to proceed:</p>  | | |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of secretary.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0; text-align: center;"> Particulars of Secretary </div> <p>Edit Secretary count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #00b0c0; color: white;"> <td style="padding: 2px;">0001</td> </tr> <tr style="background-color: #00b0c0; color: white;"> <td style="padding: 2px;">0002</td> </tr> </table> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of secretary.</p> | | |

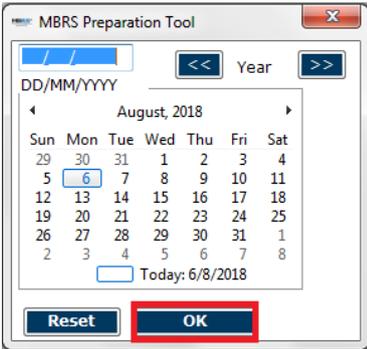
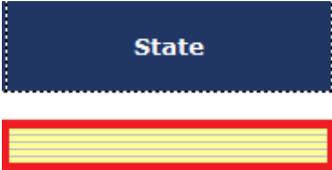
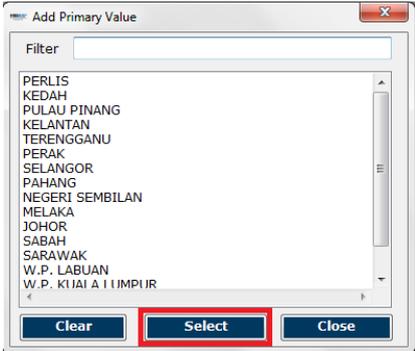
2. Below are the fields to be completed for particulars of Secretary:

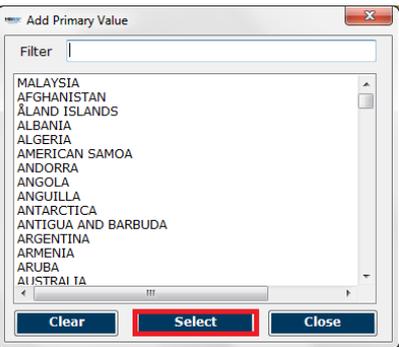
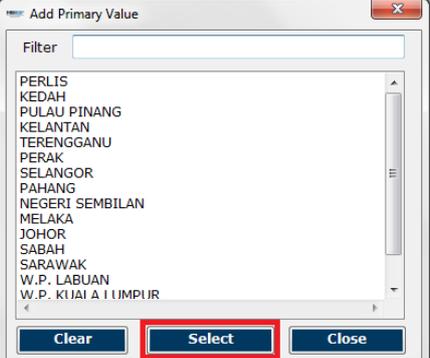
| Field name | Description |
|--------------------------------|--|
| Title | <p>Title of the Secretary i.e. Tan Sri, Datuk and others</p> <p>1. <i>In order to insert information in this field, double click on the information box (as shown below) to select the title from a pop-up window:</i></p> <div data-bbox="770 427 1134 600" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; width: fit-content; margin: 10px auto;"> <p>Title</p> </div> <div data-bbox="770 629 1134 689" style="border: 2px solid red; padding: 2px; margin: 10px auto; width: fit-content;"> <div style="background-color: yellow; height: 10px; width: 100%;"></div> </div> <p>2. <i>Click on the "Select" button to proceed:</i></p> <div data-bbox="770 786 1297 1238" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Filter <input style="width: 80%;" type="text"/></div> <div style="padding: 5px;"> DATIN AMAR DATIN DR DATIN PADUKA DATIN PATINGGI DATIN SETIA DATO' SENARA MUDA DATO' SERI DATO' SRI DATUK AMAR DATUK BENTARA LUAR TAN SRI DATUK WIRA DATIN SRI DATO' DATUK DATUK BENTARA RAJA </div> <div style="display: flex; justify-content: space-around; border-top: 1px solid gray; padding-top: 5px;"> Clear Select Close </div> </div> |
| Name | Name of the Secretary |
| Type of Identification (Cont') | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i></p> <div data-bbox="770 1563 1134 1736" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; width: fit-content; margin: 10px auto;"> <p>Type of identification</p> </div> <div data-bbox="770 1765 1134 1825" style="border: 2px solid red; padding: 2px; margin: 10px auto; width: fit-content;"> <div style="background-color: yellow; height: 10px; width: 100%;"></div> </div> |

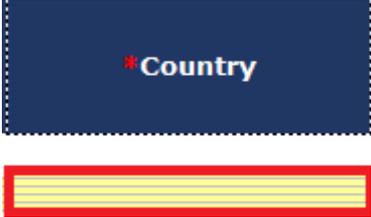
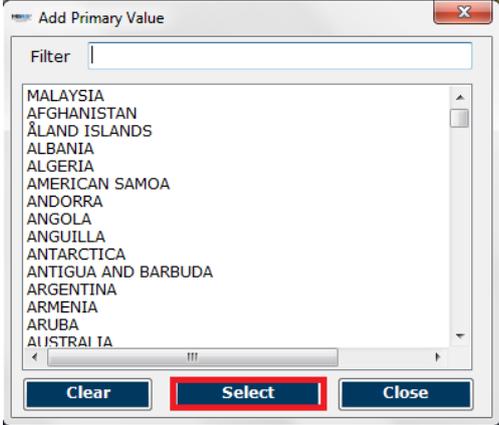
| Field name | Description |
|-----------------------------------|---|
| Type of Identification (Cont') | 2. Click on the "Select" button to proceed:  |
| Identification Number | The identification number based on the "type of identification" selected. |
| Passport Expiry Date | The expiry date of the passport of the Secretary 1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:  2. Select the appropriate date and click on the "OK" button to proceed:  Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number". |

| Field name | Description |
|--|---|
| Professional Type | <p>The qualification held by the Secretary</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the professional type from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Licensed Secretary number of membership number | The membership number based on the "Professional type" selected |
| Practicing Certificate Number | The practicing certificate number issued by SSM |
| Nationality | <p>The nationality of the Secretary</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the nationality from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|------------|--|
| Race | <p>The race of the Secretary</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Gender | <p>The gender of the Secretary, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

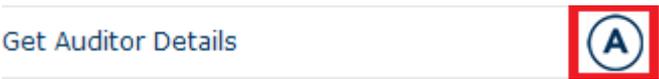
| Field name | Description | |
|---------------------|--|--|
| Date of Birth | <p>The date of birth of the Secretary</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  | |
| Residential Address | Address Line 1 | Line 1 of the residential address |
| | Address Line 2 | Line 2 of the residential address |
| | Address Line 3 | Line 3 of the residential address |
| | Postcode | Postcode of the residential address |
| | Town | Town of the residential address |
| | State | <p>State of the residential address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | | Description |
|-----------------------------|----------------|---|
| Residential Address (Cont') | Country | <p>Country of the residential address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| | Address Line 1 | Line 1 of the business address |
| Business Address | Address Line 2 | Line 2 of the business address |
| | Address Line 3 | Line 3 of the business address |
| | Postcode | Postcode of the business address |
| | Town | Town of the business address |
| | State | <p>State of the business address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | | Description |
|--------------------------|---------|--|
| Business Address (Cont') | Country | <p>Country of the business address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Other Occupation | | Business occupation of the Secretary |

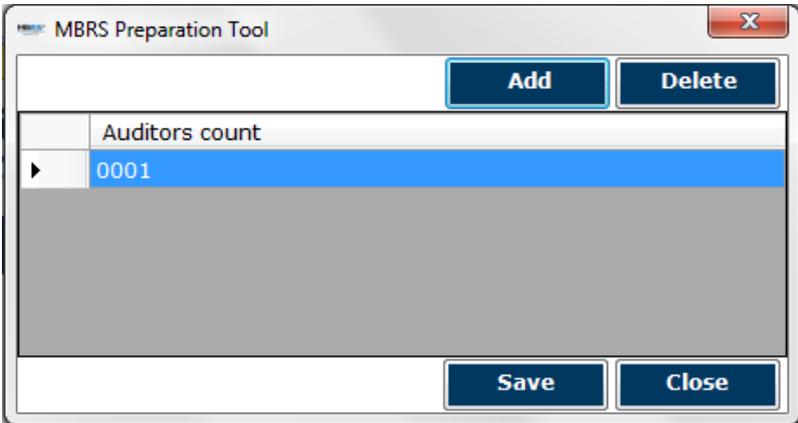
5.2.5.4. Particulars of Auditors

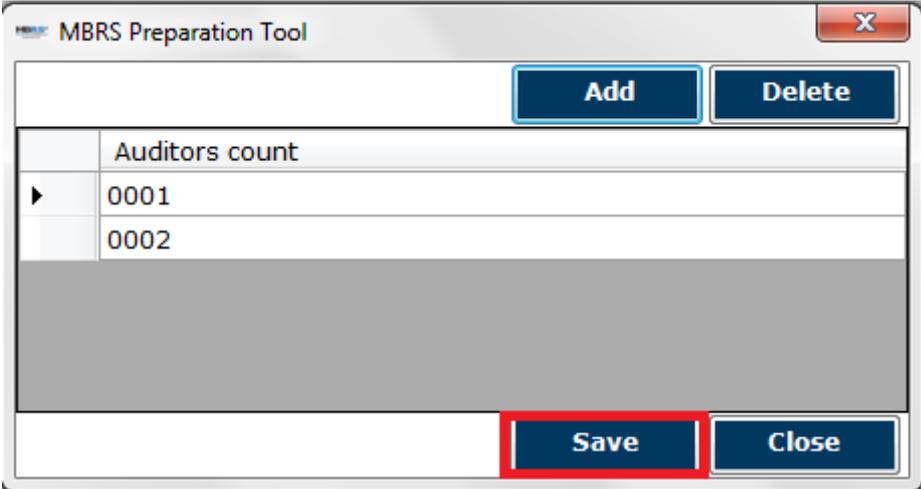
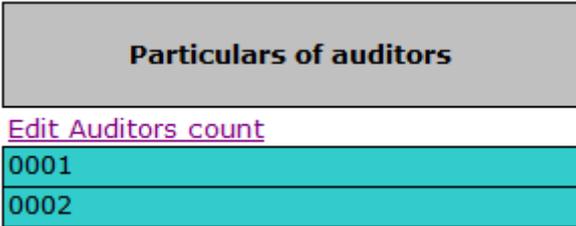
- Preparers may use the tool box in the mTool to generate the information of the Auditor. Please follow the following steps to use the mentioned function:

| Step | Description |
|------|---|
| 1 | <p>Insert the Audit firm number (e.g. AFXXXX) in the field shown below:</p>  |
| 2 | <p>Click on the Icon as shown below:</p>  |

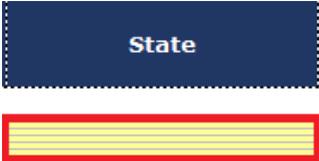
| Step | Description |
|------|---|
| 3 | A pop-up screen will appear (as shown below) which would require preparers to log in.  |
| 4 | Click on Public Login, and provide the necessary credentials. |
| 5 | Upon logging in, particulars of Auditors will be automatically tabulated. |

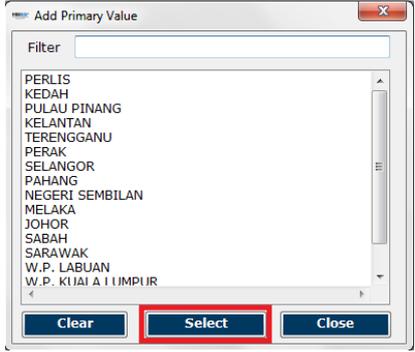
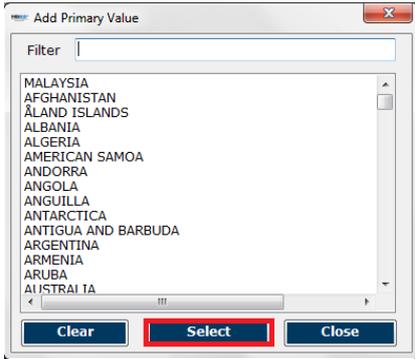
2. To increase the number of the Auditors count in the listing, please follow the following steps:

| Step | Description |
|------|--|
| 1 | Click on "Edit Auditors count" in order to "Add" or "Delete" on the Auditors count, as shown below:  <i>Note: By default, the number of the Auditors Count will be set at one (1).</i> |
| 2 | A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Auditors:  Click the "Add" button to increase the count of the Auditors (If the Company has more than one (1) Auditors) or "Delete" to reduce the count of the Auditors. |

| Step | Description |
|------|--|
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Auditors.</p>  |
| 5 | Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of auditors. |

2. Below are the fields to be completed for particulars of Auditors:

| Field name | Description | |
|-----------------------|----------------------------|--|
| Audit Firm number | The auditors' firm number | |
| Name of Audit Firm | The name of the audit firm | |
| Address of Audit Firm | Address Line 1 | Line 1 of the address of the Audit Firm |
| | Address Line 2 | Line 2 of the address of the Audit Firm |
| | Address Line 3 | Line 3 of the address of the Audit Firm |
| | Postcode | Postcode of the address of the Audit Firm |
| | Town | Town of the address of the Audit Firm |
| | State | <p>State of the address of the Audit Firm</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  |

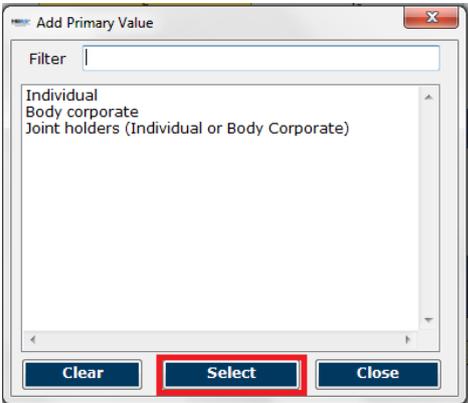
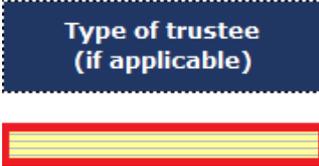
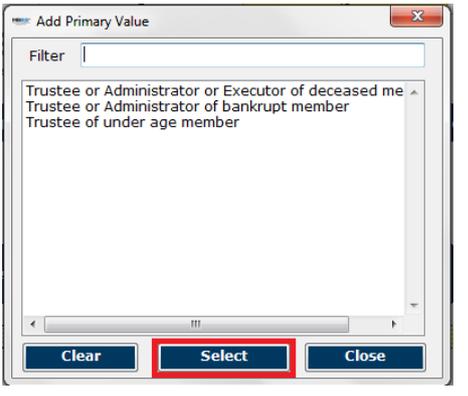
| Field name | | Description |
|-------------------------------|---------------|--|
| Address of Audit Firm (Cont') | State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| | Country | <p>Country of the address of the Audit Firm</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |

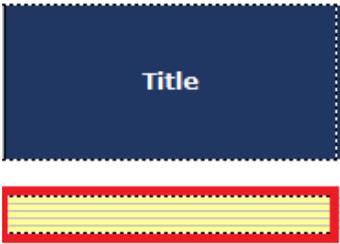
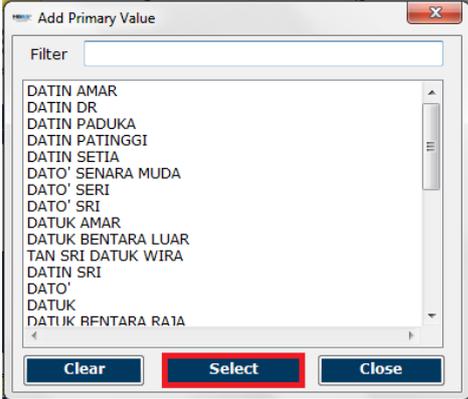
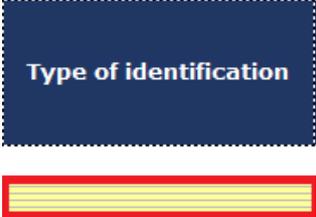
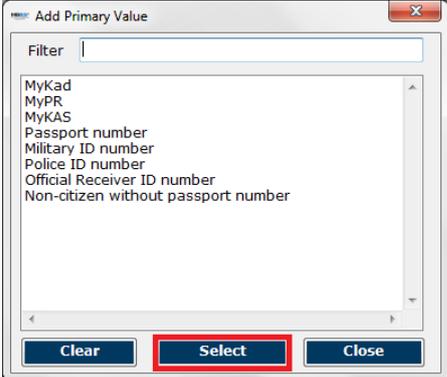
5.2.6. Section E(i): Particulars of Member, for Company with More than Five Hundred Members

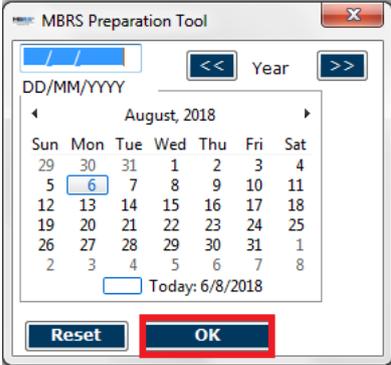
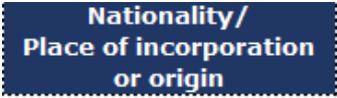
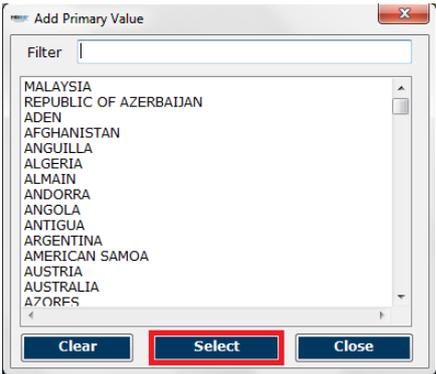
1. Kindly note that this sub-section is only applicable for Public Companies.
2. In order to insert the following details in the module, click on the excel tab labelled "Section E(i)":
 - Particulars of members
 - Sub-classification of member count among 20 largest members
3. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

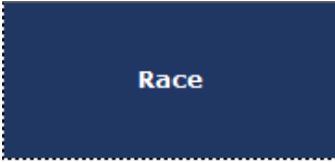
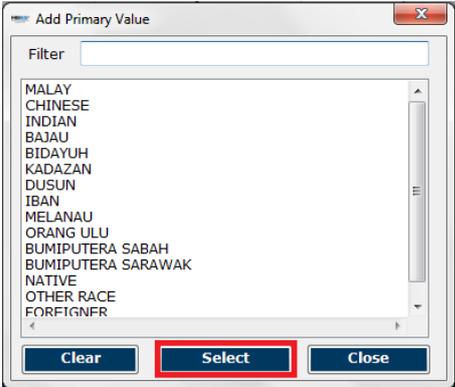
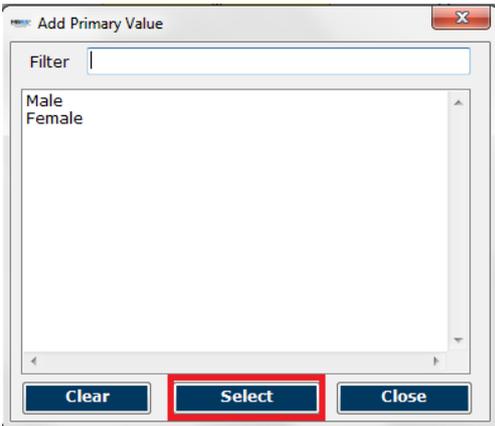
5.2.6.1. Particulars of Members

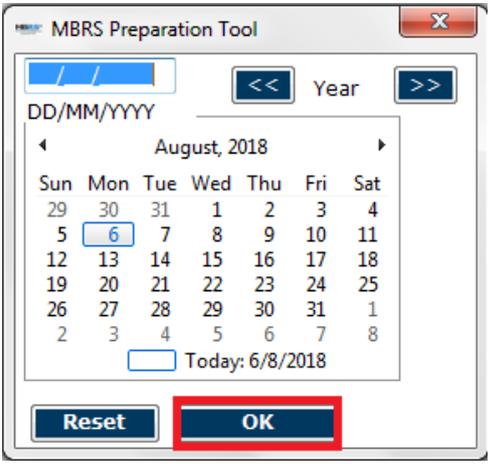
1. Below are the fields to be completed for particulars of members:

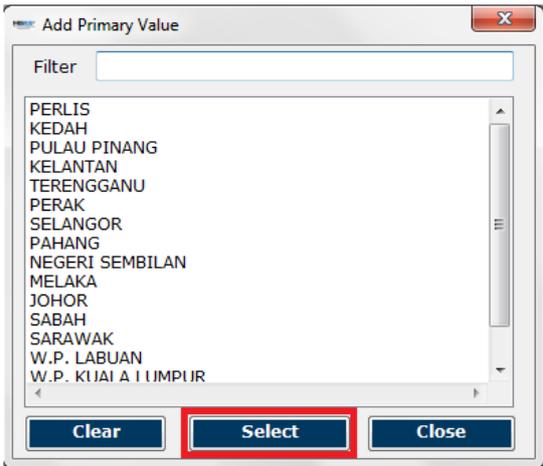
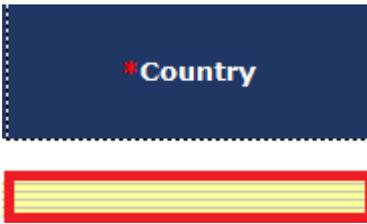
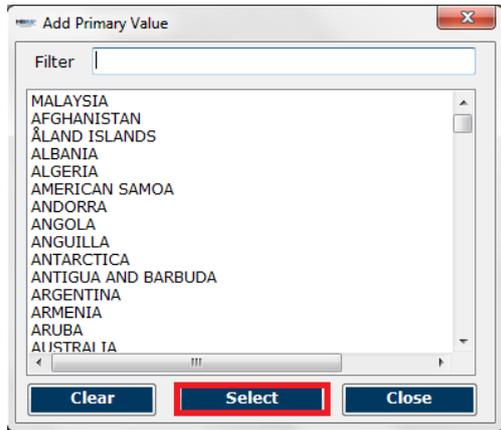
| Field name | Description |
|---------------------------------|--|
| Type of member | <p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of member from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Type of trustee (if applicable) | <p>The type of trustee, i.e. administrator/trustee for deceased/bankrupt/under age member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of trustee from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

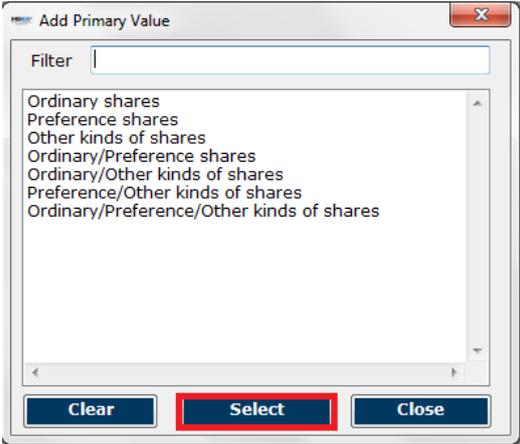
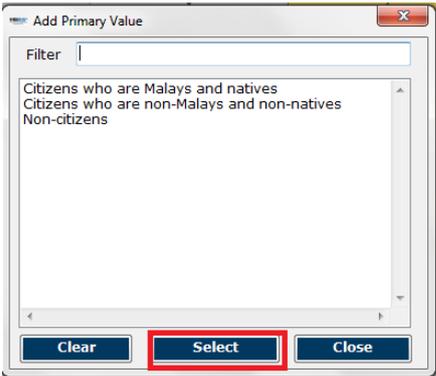
| Field name | Description |
|------------------------|--|
| Title | <p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Name | Name of the Member |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, preparers are required to double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|--|--|
| Identification Number | The identification number based on the "type of identification" selected |
| Passport Expiry Date | <p>The expiry date of the passport of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed.</i>  <p><i>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</i></p> |
| Nationality / Place of incorporation of origin | <p>The nationality or place of incorporation of origin of the member.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|------------|--|
| Race | <p>The race of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Gender | <p>The gender of the Director, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description | |
|---------------|---|---|
| Date of Birth | <p>The date of birth of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i> <div data-bbox="826 389 1187 562" style="text-align: center; border: 1px dashed gray; background-color: #002060; color: white; padding: 5px; width: fit-content; margin: 0 auto;">Date of birth</div> <div data-bbox="826 591 1187 645" style="border: 2px solid red; height: 24px; width: 226px; margin: 10px auto;"></div> <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i> <div data-bbox="826 770 1315 1234" style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;">  </div> | |
| Address | Address Line 1 | Line 1 of the Address of the Member |
| | Address Line 2 | Line 2 of the Address of the Member |
| | Address Line 3 | Line 3 of the Address of the Member |
| | Postcode | Postcode of the Address of the Member |
| | Town | Town of the Address of the Member |
| | State | <p>State of the Address of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i> <div data-bbox="826 1778 1198 1890" style="text-align: center; border: 1px dashed gray; background-color: #002060; color: white; padding: 5px; width: fit-content; margin: 0 auto;">State</div> <div data-bbox="826 1912 1198 1973" style="border: 2px solid red; height: 27px; width: 233px; margin: 10px auto;"></div> |

| Field name | | Description |
|-----------------|---------------|---|
| Address (Cont') | State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| | Country | <p>Country of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|----------------------------------|--|
| Types of shares | <p>The type of shares held by the member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the types of shares from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Number of shares held by members | <p>The total number of shares held by members (aggregated value of all types of shares)</p> |
| Analysis of shareholdings | <p>The category of the member under the analysis of shareholding</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the category of analysis of shareholdings from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

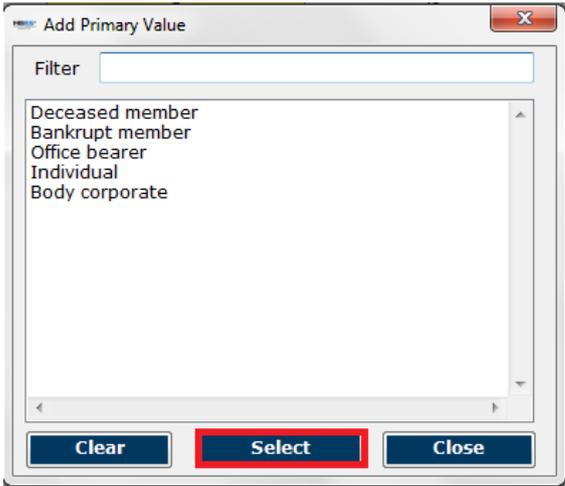
5.2.6.2. Sub-Classification of Member Count Among 20 Largest Members

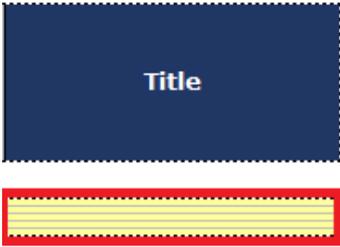
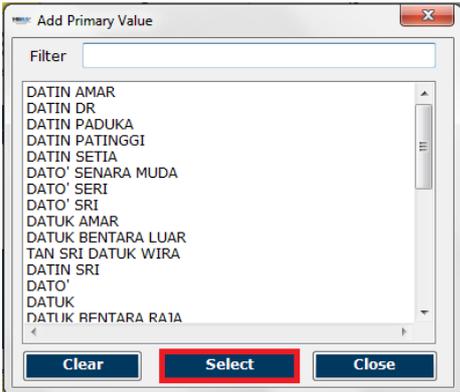
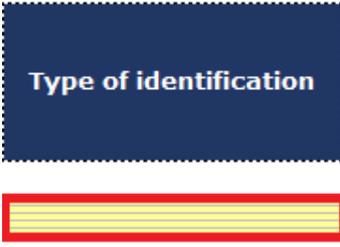
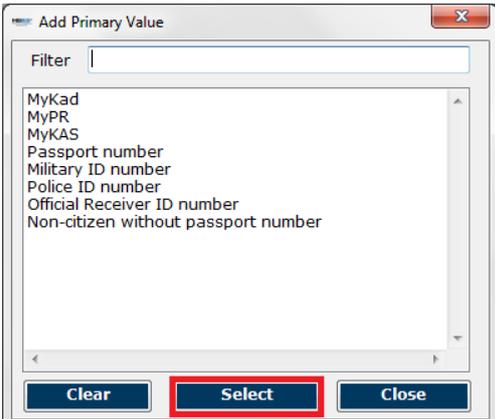
1. To increase the number of the member in the listing, please follow the following steps:

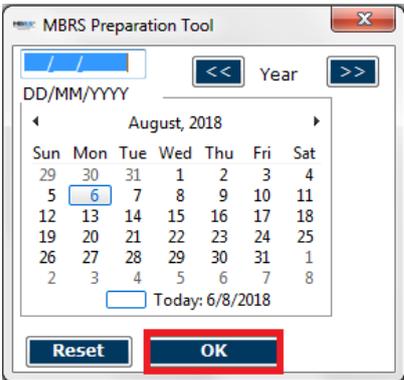
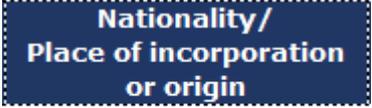
| Step | Description | | | | | | |
|------|--|--|---|---|------|--|------|
| 1 | <p>Click on “Edit Member count” in order to “Add” or “Delete” on the Members count, as shown below:</p> <div data-bbox="432 398 1003 584" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Sub-classification of member count among 20 largest members</p> <p>Edit Member count</p> <p>0001</p> </div> <p><i>Note: By default, the number of the sub-classification of member count among 20 largest members will be set at one (1).</i></p> | | | | | | |
| 2 | <p>A pop-up window will appear which allow preparers to “Add” or “Delete” the number of sub-classification of member count among 20 largest members:</p> <div data-bbox="424 813 1224 1261" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right; margin-bottom: 0;">MBRS Preparation Tool X</p> <div style="text-align: right; margin-bottom: 5px;"> <input type="button" value="Add"/> <input type="button" value="Delete"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20px;"></th> <th style="text-align: left;">Sub-classification of member among twenty largest members</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">▶</td> <td>0001</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Close"/> </div> </div> <p>Click “Add” button to increase the sub-classification of member count among 20 largest members (If the Company has more than one (1) sub-classification of member among 20 largest members) or “Delete” to reduce the sub-classification of member count among 20 largest members</p> | | Sub-classification of member among twenty largest members | ▶ | 0001 | | |
| | Sub-classification of member among twenty largest members | | | | | | |
| ▶ | 0001 | | | | | | |
| 3 | <p>Click on the “Save” button to proceed:</p> <div data-bbox="424 1518 1224 1955" style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right; margin-bottom: 0;">MBRS Preparation Tool X</p> <div style="text-align: right; margin-bottom: 5px;"> <input type="button" value="Add"/> <input type="button" value="Delete"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20px;"></th> <th style="text-align: left;">Sub-classification of member among twenty largest members</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">▶</td> <td>0001</td> </tr> <tr> <td></td> <td>0002</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Close"/> </div> </div> | | Sub-classification of member among twenty largest members | ▶ | 0001 | | 0002 |
| | Sub-classification of member among twenty largest members | | | | | | |
| ▶ | 0001 | | | | | | |
| | 0002 | | | | | | |

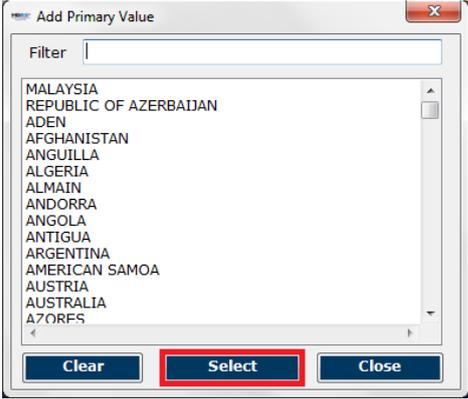
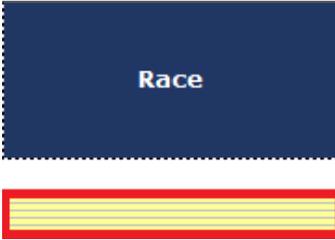
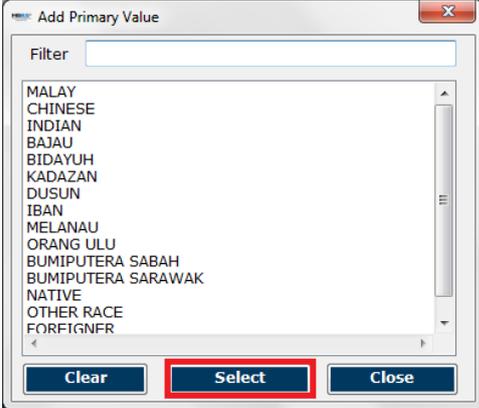
| Step | Description | | |
|------|---|------|------|
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of sub-classification of member among 20 largest members.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> Sub-classification of member count among 20 largest members </div> <p>Edit Member count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #00b0c0; color: white;">0001</td> </tr> <tr> <td style="background-color: #00b0c0; color: white;">0002</td> </tr> </table> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of sub-classification of member count amount 20 largest members. | | |

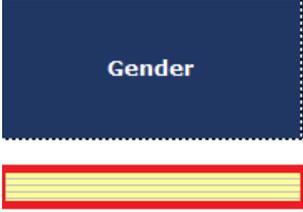
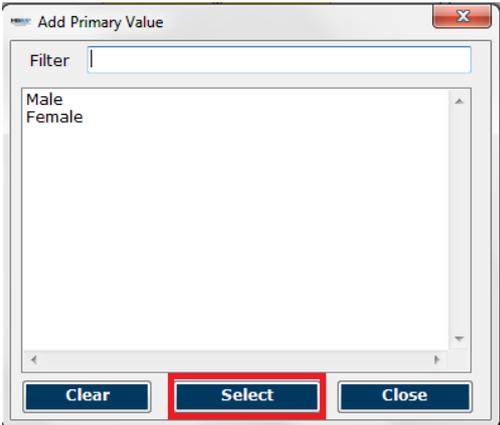
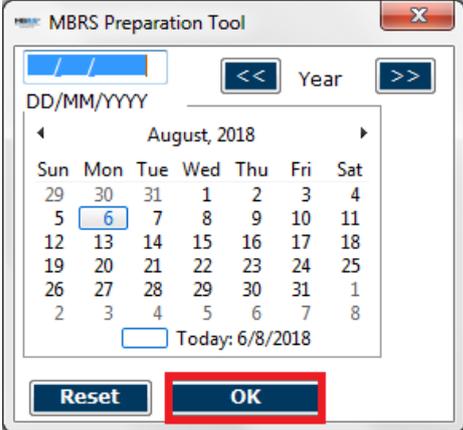
2. Below are the fields to be completed for sub-classification of member count among 20 largest members:

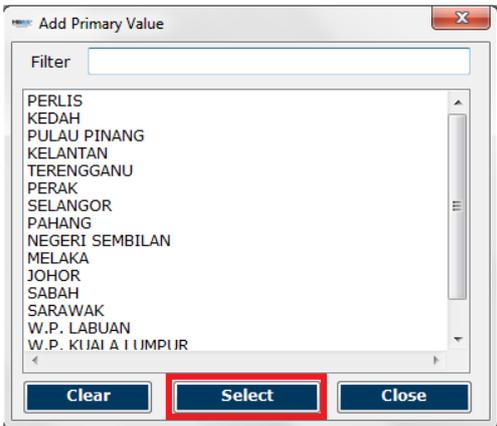
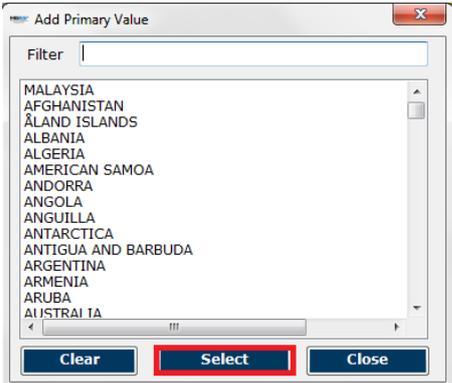
| Field name | Description |
|--------------------------------------|--|
| Type of sub-classification of member | <p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px dashed black; padding: 5px; background-color: #002060; color: white; display: inline-block;"> Type of sub-classification of member </div>  </div> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div> |

| Field name | Description |
|------------------------|--|
| Title | <p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Name | Name of the Member |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|--|--|
| Identification Number | The identification number based on the “type of identification” selected. |
| Passport Expiry Date | <p>The expiry date of the passport of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, to double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the “OK” button to proceed:</i>  <p><i>Note: This section will be automatically disabled from editing if the “type of identification” is not selected as “Passport Number”.</i></p> |
| Nationality/Place of incorporation or origin | <p>The nationality or place of incorporation of origin of the member.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</i>   |

| Field name | Description |
|--|--|
| Nationality/Place of incorporation or origin (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Race | <p>The race of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|---------------|---|
| Gender | <p>The gender of the Member, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Date of Birth | <p>The date of birth of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  |

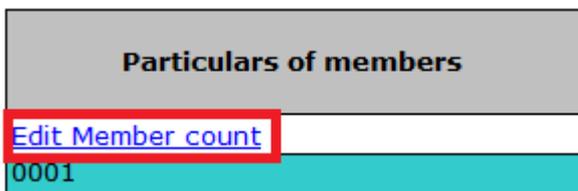
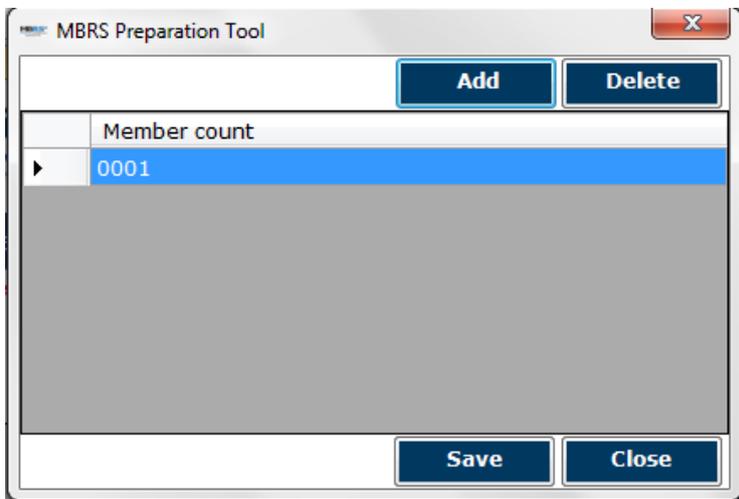
| Field name | | Description |
|------------|----------------|---|
| Address | Address Line 1 | Line 1 of the Address of the Member |
| | Address Line 2 | Line 2 of the Address of the Member |
| | Address Line 3 | Line 3 of the Address of the Member |
| | Postcode | Postcode of the Address of the Member |
| | Town | Town of the Address of the Member |
| | State | <p>State of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |
| Country | Country | <p>Country of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |

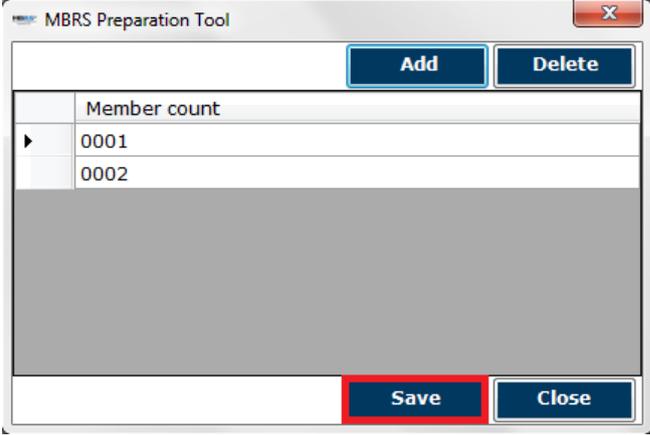
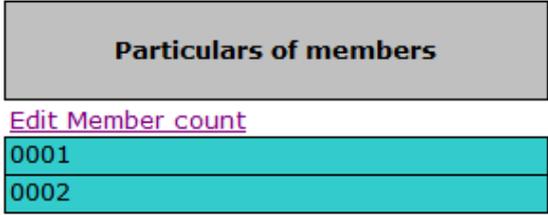
5.2.7. Section E(ii): Particulars of Member, for Company with Equal to or Less than Five Hundred Members

1. Kindly note that this sub-section is only applicable for Private Companies.
2. In order to insert the following details in the module, click on the excel tab labelled "Section E(ii)":
 - Particulars of members
 - Sub-classification of member count
3. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

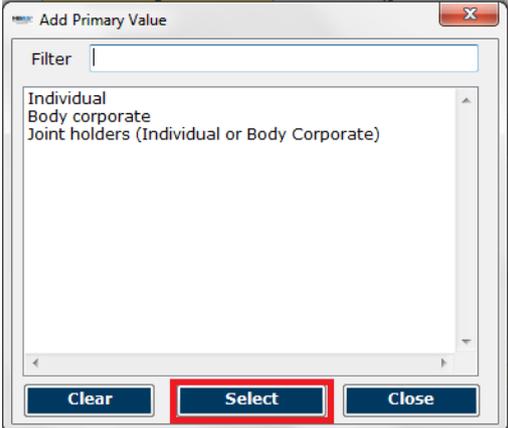
5.2.7.1. Particulars of Members

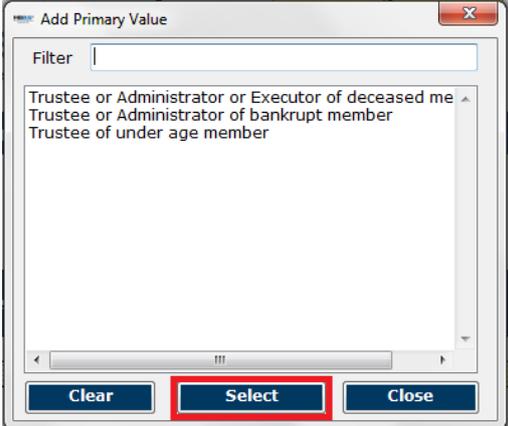
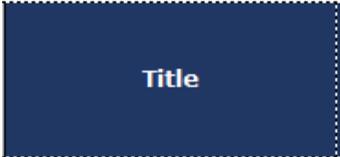
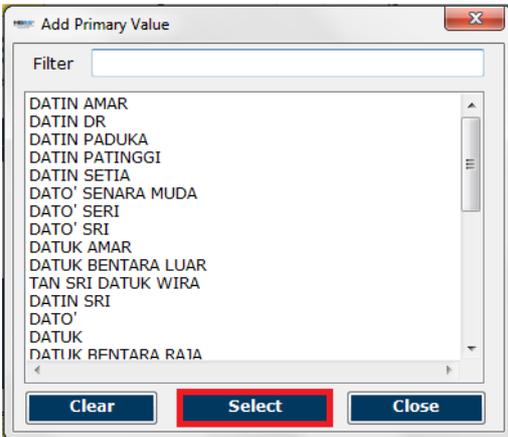
1. To increase the number of the member in the listing, please follow the following steps:

| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Member count" in order to "Add" or "Delete" the Members count, as shown below:</p>  <p><i>Note: By default, the number of the Member Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Members:</p>  <p>Click "Add" button to increase the count of the Members (If the Company has more than one (1) Member) or "Delete" to reduce the count of the Members.</p> |

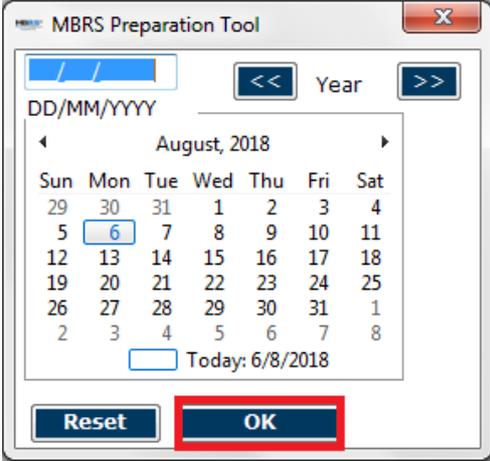
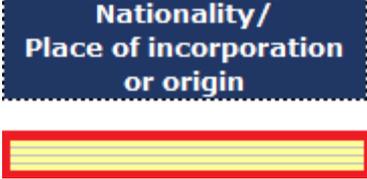
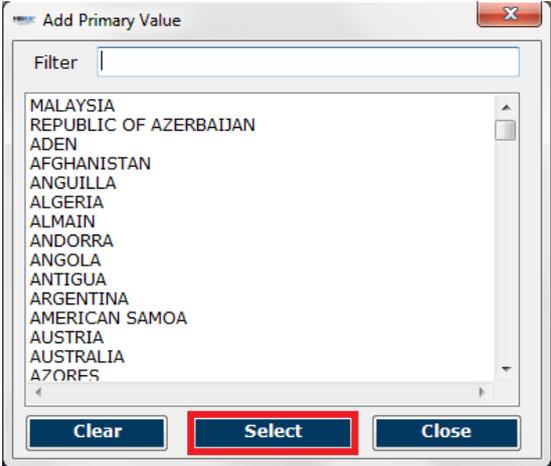
| Step | Description |
|------|--|
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of members.</p>  |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of particulars of members.</p> |

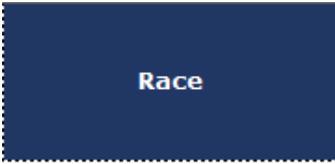
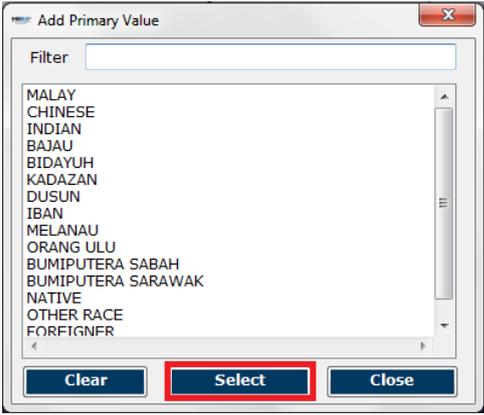
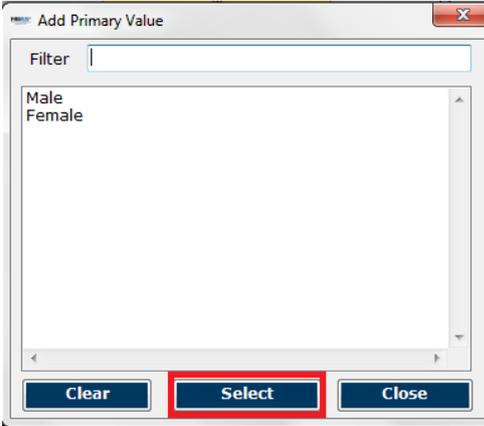
2. Below are the fields to be completed for particulars of members:

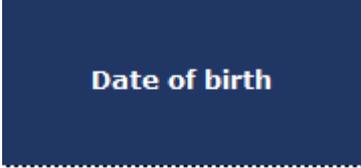
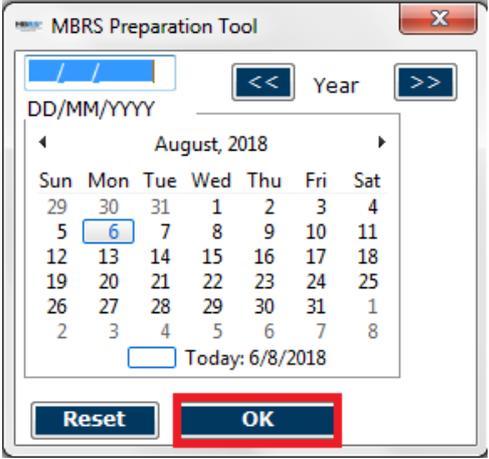
| Field name | Description |
|----------------|---|
| Type of member | <p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of member from a pop-up window:</i>  <i>Click on the "Select" button to proceed:</i>  |

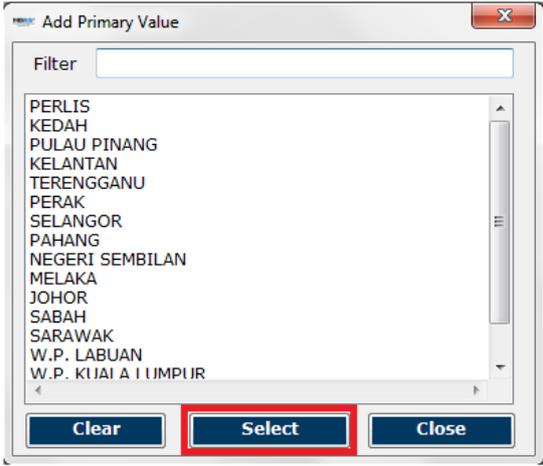
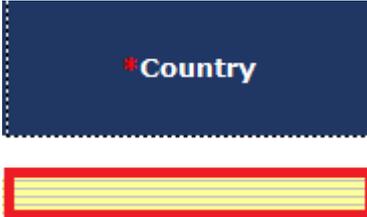
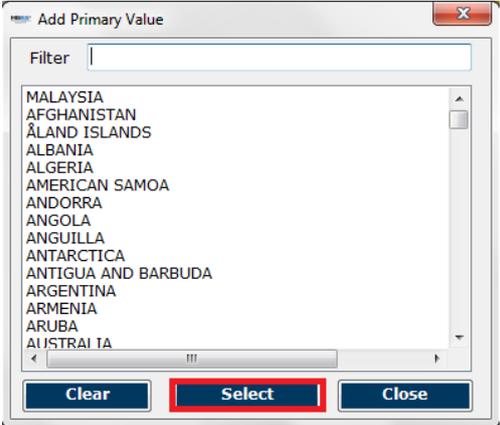
| Field name | Description |
|---------------------------------|--|
| Type of trustee (if applicable) | <p>The type of trustee, i.e. administrator/trustee for deceased/bankrupt/under age member</p> <p>1. In order to insert information in this field, double click on the information window (as shown below) to select the type of trustee from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |
| Title | <p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |
| Name | Name of the Member |

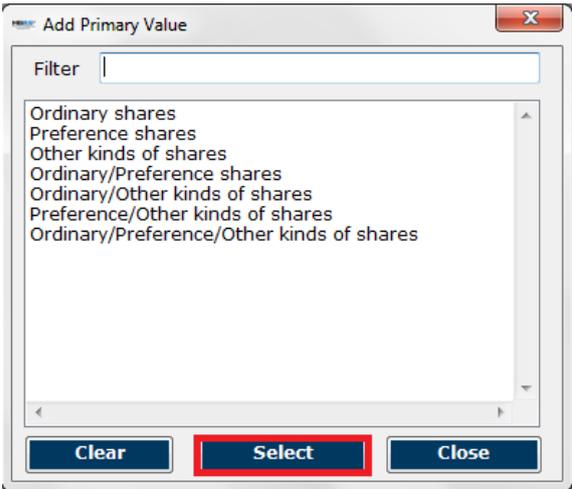
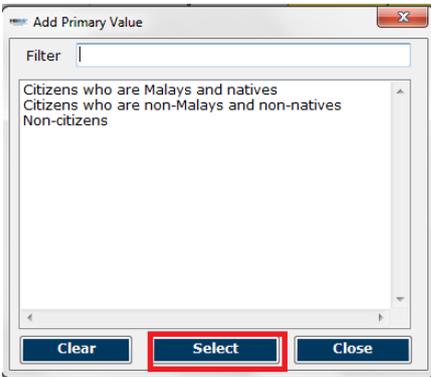
| Field name | Description |
|------------------------|---|
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i></p> <div data-bbox="826 443 1193 616" style="border: 1px dashed black; background-color: #002060; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> Type of identification </div> <div data-bbox="826 651 1193 703" style="border: 2px solid red; background-color: yellow; height: 20px; margin-bottom: 10px;"></div> <p>2. <i>Click on the "Select" button to proceed:</i></p> <div data-bbox="826 797 1396 1285" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Filter <input style="width: 100%;" type="text"/></div> <ul style="list-style-type: none"> MyKad MyPR MyKAS Passport number Military ID number Police ID number Official Receiver ID number Non-citizen without passport number <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Clear Select Close </div> </div> |
| Identification number | The identification number based on the "type of identification" selected |
| Passport Expiry Date | <p>The expiry date of the passport of the Member</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i></p> <div data-bbox="826 1641 1193 1814" style="border: 1px dashed black; background-color: #002060; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> Passport expiry date </div> <div data-bbox="826 1850 1193 1901" style="border: 2px solid red; background-color: #FFDAB9; height: 20px;"></div> |

| Field name | Description |
|--|---|
| | <p>2. Select the appropriate date and click on the "OK" button to proceed.</p>  <p>Note: This section will be automatically disabled from editing if the "Type of Identification" is not selected as "Passport Number".</p> |
| Nationality / Place of incorporation of origin | <p>The nationality or place of incorporation of origin of the member.</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|------------|--|
| Race | <p>The race of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Gender | <p>The gender of the Member, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description | |
|---------------|---|--|
| Date of Birth | <p>The date of birth of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  | |
| Address | Address Line 1 | Line 1 of the Address of the Member |
| | Address Line 2 | Line 2 of the Address of the Member |
| | Address Line 3 | Line 3 of the Address of the Member |
| | Postcode | Postcode of the Address of the Member |
| | Town | Town of the Address of the Member |
| | State | <p>State of the Address of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>   |

| Field name | | Description |
|----------------------------------|---------------|---|
| Address (Cont') | State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| | Country | <p>Country of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Number of shares held by members | | The total number of shares held by the Member |

| Field name | Description |
|---------------------------|--|
| Types of shares | <p>The type of shares held by the member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of shares from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Analysis of shareholdings | <p>The category of the member under the analysis of shareholding</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the analysis of shareholdings from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

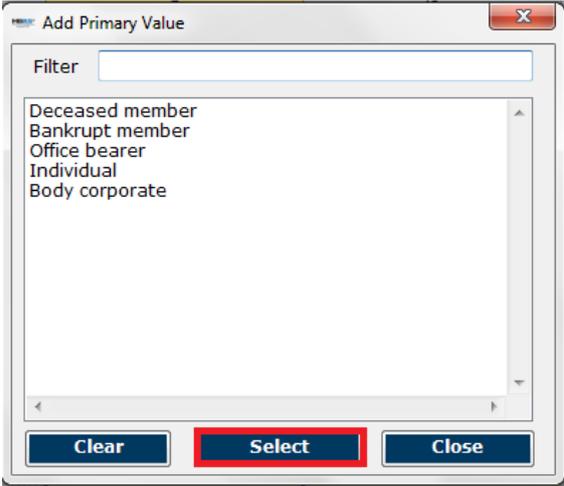
5.2.7.2. Sub-classification of Member Count

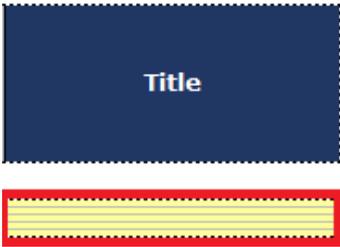
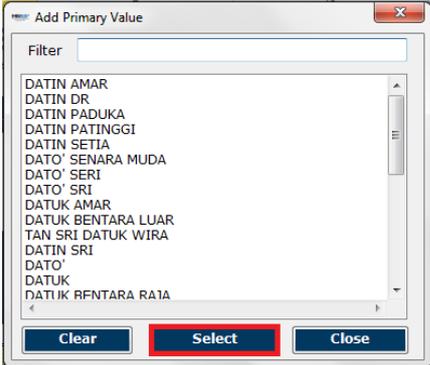
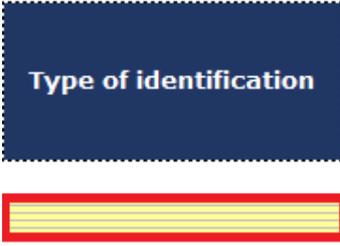
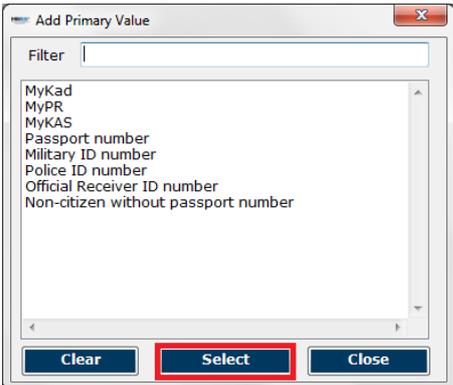
1. This sub-section is only required to be completed if the type of trustee is selected.
2. To increase the number of the sub-classification of member in the listing, please follow the following steps:

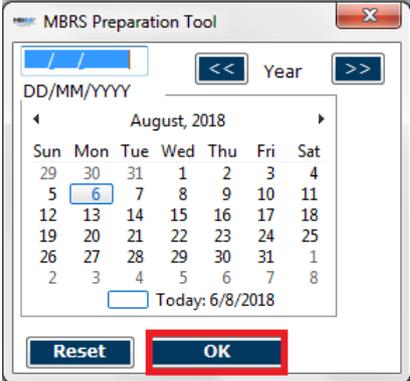
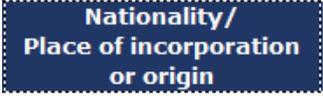
| Step | Description |
|------|---|
| 1 | <p>Click on “Edit Member count” in order to “Add” or “Delete” on the sub-classification of members count, as shown below:</p> <div data-bbox="432 495 1007 680" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Sub-classification of member count</p> <p style="text-align: center;">Edit Sub-classification of member count</p> <p style="text-align: center;">0001</p> </div> <p><i>Note: By default, the number of the sub-classification of member count will be set at one (1).</i></p> |
| 2 | <p>A pop-up screen will appear which allows preparers to “Add” or “Delete” the number of count of the sub-classification of member.</p> <div data-bbox="422 913 1161 1402" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>Click the “Add” button to increase the count of the sub-classification of member (If the Company has more than one (1) sub-classification of member) or “Delete” to reduce the count of the sub-classification of members.</p> |
| 3. | <p>Click on the “Save” button to proceed:</p> <div data-bbox="422 1630 1058 2045" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> |

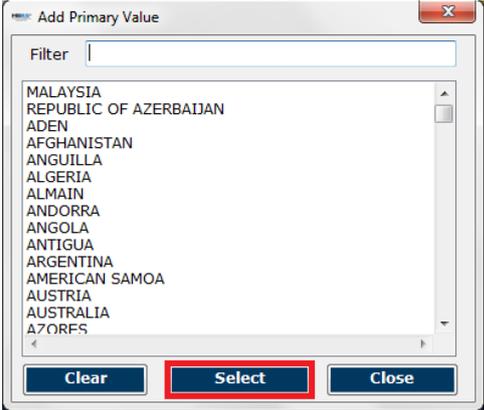
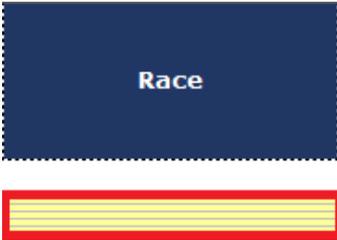
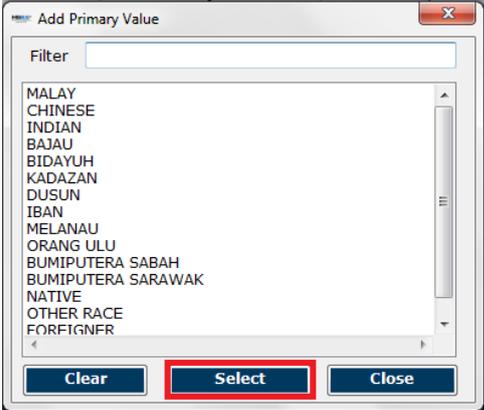
| Step | Description | | |
|------|---|------|------|
| 4. | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of sub-classification of member.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Sub-classification of member count</p> <p style="text-align: center;">Edit Sub-classification of member count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">0001</td> </tr> <tr> <td style="text-align: center;">0002</td> </tr> </table> </div> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5. | Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of sub-classification of member. | | |

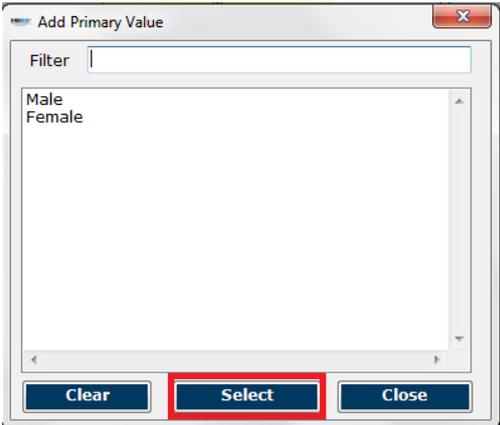
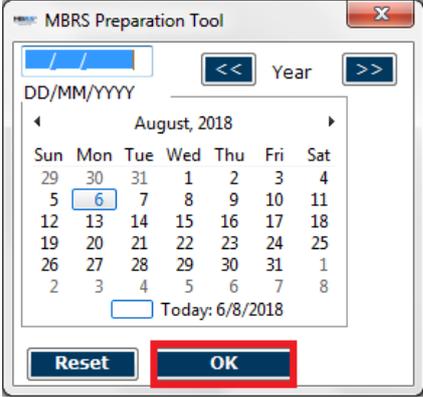
3. Below are the fields to be completed for sub-classification of member count:

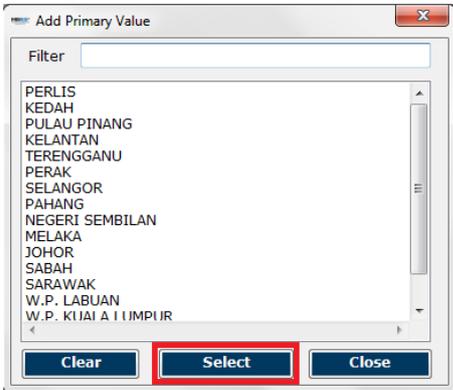
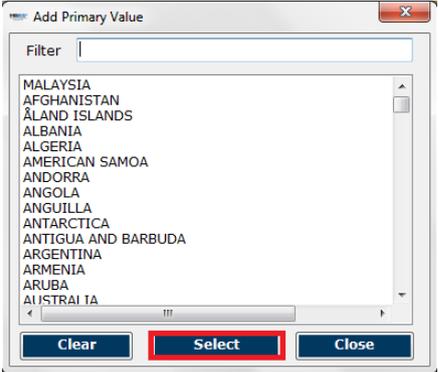
| Field name | Description |
|----------------|---|
| Type of member | <p>The type of member, i.e. individual, body corporate, joint holders and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, to double click on the information column (as shown below) to select the type of member from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px dashed black; padding: 5px; display: inline-block;">Type of member</div> <div style="border: 2px solid red; height: 15px; width: 100%;"></div> </div> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div> |

| Field name | Description |
|------------------------|--|
| Title | <p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Name | Name of the Member |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|--|--|
| Identification Number | The identification number based on the "type of identification" selected. |
| Passport Expiry Date | <p>The expiry date of the passport of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  <p><i>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</i></p> |
| Nationality/Place of incorporation or origin | <p>The nationality or place of incorporation of origin of the member.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</i>  |

| Field name | Description |
|--|--|
| Nationality/Place of incorporation or origin (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Race | <p>The race of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|---------------|--|
| Gender | <p>The gender of the Member, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Date of Birth | <p>The date of birth of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  |

| Field name | | Description |
|------------|----------------|---|
| Address | Address Line 1 | Line 1 of the Address of the Member |
| | Address Line 2 | Line 2 of the Address of the Member |
| | Address Line 3 | Line 3 of the Address of the Member |
| | Postcode | Postcode of the Address of the Member |
| | Town | Town of the Address of the Member |
| | State | <p>State of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |
| Country | Country | <p>Country of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |

5.2.8. Section F: Shareholding Analysis

1. In order to view this section, click on the excel tab labelled "Section F".
2. The following subsection would provide an explanatory on mentioned section.

5.2.8.1. Particulars of Shareholding Analysis for Public Companies

1. Below are the fields to be completed for particulars of shareholding analysis for Public Companies:

| Field name | Description |
|--|--|
| Citizens who are Malays and natives | The number of shares held by members whom are Citizens who are Malays and natives |
| Citizens who are non-Malays and non-natives | The number of shares held by members whom are Citizens who are non-Malays and non-natives |
| Non-citizens | The number of shares held by members whom are Non-citizens |
| Bodies corporate controlled by citizens who are Malays and natives | The number of shares held by members whom are Bodies corporate controlled by citizens who are Malays and natives |
| Bodies corporate controlled by citizens who are non-Malays and non-natives | The number of shares held by members whom are Bodies corporate controlled by citizens who are non-Malays and non-natives |
| Bodies corporate controlled by non-citizens | The number of shares held by members whom are Bodies corporate controlled by non-citizens |

5.2.8.2. Particulars of Shareholding Analysis for Private Companies

1. The information in this section is automatic tabulated based on the information completed in Section E(ii).
2. Figure 9 below is an illustration of Section F for private companies:

| Particulars of shareholding analysis | Number of shares held by member | Percentage of shareholding held by member (%) |
|--|---------------------------------|---|
| Citizens who are malays and natives | 0 | 0.00% |
| Citizens who are non-malays and non-natives | 1 | 100.00% |
| Non-citizens | 0 | 0.00% |
| Bodies corporate controlled by citizens who are malays and natives | 0 | 0.00% |
| Bodies corporate controlled by citizens who are non-malays and non-natives | 0 | 0.00% |
| Bodies corporate controlled by non-citizens | 0 | 0.00% |
| Total number of shares held by members | 1 | 100.00% |

Figure 9

5.2.9. Section G: Certificate to be Given by All Companies

1. In order to insert the following details in the module, click on the excel tab labelled "Section G":
 - Particulars of certificate by director and/or secretary after having made due inquiries
2. The following subsections would provide an explanatory on the field to be completed for the abovementioned information.

5.2.9.1. Particulars of Certificate by Director and/or Secretary After Having Made Due Inquiries

1. Below are the fields to be completed for particulars of certificate by director and/or secretary after having made due inquiries:

| No. | Field name | Description |
|-----|--|--|
| (a) | That the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys have been complied with in relation to the Company | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have</u> been complied with in relation to the company. • No : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have not</u> been complied with in relation to the company. |
| (b) | Having made an inspection of the share register, that transfers have been registered since date of the last AR | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If having made an inspection of the share register, that transfers <u>have</u> been registered since date of the last annual return. • No : If having made an inspection of the share register, that transfers <u>have not</u> been registered since date of the last annual return. |
| (c) | That the company has not since the date of the last AR issued any invitation to the public to subscribe for any shares in or debentures of the company or to deposit moneys for fixed periods or payable at call | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If the company is a private company • No |

| No. | Field name | Description |
|-----|---|--|
| (d) | That the excess of members of the company above fifty (counting joint holders of shares as one person) consists only of persons who are in the employment of the company or of its subsidiary or persons who while previously in the employment of the company or of its subsidiary were and thereafter have continued to be members of the company | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : In the case of a public company whose members exceeds fifty • No |
| (e) | That the company is a public company which has more than five hundred members and the company provides reasonable opportunities and facilities for a person to inspect and take copies of its list of members and its particulars of shares transferred | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : In the case of a public company whose members exceed five hundred • No |
| (f) | That none of the members of the company is holding shares as a nominee | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If none of the members of the company is holding shares as a nominee • No If any of the members of the company is holding shares as a nominee |
| (g) | That none of the members of the company is holding shares as a trustee | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If none of the members of the company is holding shares as trustee • No If any of the members of the company is holding shares as a trustee and please provide information relating to beneficial ownership in Particulars of Beneficial Owners (Annexure) |



**Annual Return for Companies
Not Having Share Capital – AR2**

5.3. Annual Return for Companies Not Having Share Capital – AR2

5.3.1. General

This subsection would guide preparers to fill up the Filing Information window in relation to an AR2 as well as a guideline to complete the relevant information which are required to be filled in an AR2 template.

Please refer to *“Getting Started –Creation of XBRL File”* for more information on the creation of XBRL File to generate an AR module.

5.3.1.1. Filing Information

1. Preparers would be required to fill up information in the Filing Information window in relation to an AR2 template. Hence, preparers must select “AR2” under the dropdown list of “Type of submission” in the filing information window.
2. Figure 10 below illustrates how the Filing Information window for an AR2 should be filled.

| Filing Information | |
|--|------------------------------|
| * Company registration number | 3775-X |
| * Name of company | BOARDROOM FOUNDATION |
| Former name of the company | |
| Goods and services tax number | |
| * Calendar year of annual return | 2018 |
| * Date of annual return | 08/08/2018 |
| * Origin of company | Incorporated in Malaysia |
| * Status of company | Public company |
| * Type of company | Company limited by guarantee |
| * Type of submission | AR2 |
| * Disclosure whether company is preparing annual return for first time since incorporation | No |
| Disclosure whether shares of company are quoted on stock exchange | |
| Disclosure on number of members of company | |

* denotes mandatory items to be reported

Generate Template Cancel

Figure 10

3. Please note that an AR2 template is catered for companies not having a share capital.
4. Upon completing the Filing Information window, click “Generate Template” and the mTool will start to populate an MBRS Template in Microsoft Excel, unique to the company’s filing requirements.
5. Upon completion of generating an MBRS Template, a “Save As” window would prompt preparers to save an excel file. The file may be retrieved in the future for editing via the mTool.
6. After saving the file, it would land on the “FI” tab which stands for Filing Information. This section is prepared based on the information provided in the filing information window. Figure 11 below is an illustration of a completed “FI” tab.

| Filing Information | |
|--|---------------------------------|
| General Filing Information | |
| *Company registration number | 3775-X |
| *Name of company | BOARDROOM FOUNDATION |
| Former name of the company | |
| Goods and services tax number | |
| *Calendar year of annual return | 2018 |
| *Date of annual return | 08/08/2018 |
| *Origin of company | Incorporated in Malaysia |
| *Status of company | Public company |
| *Type of company | Company limited by guarantee |
| *Type of submission | AR2 |
| *Disclosure whether company is preparing annual return for first time since incorporation | No |

Figure 11

7. The Microsoft Excel File generated by the mTool would consist of the following tabs:

| Tab | Description |
|--------------|--|
| Content Page | Content page of the AR |
| FI | Information which were inserted in the Filing Information window |
| Section A | Address of registered office, address of register of members is kept, Address of financial records are kept, principal place of business, nature of business (inclusive of MSIC Code), categories of object clause of CLBG and branches place of business. |
| Section B | Particular of Indebtedness |
| Section C | Particulars of Directors, Managers, Secretary and Auditors |
| Section D | Particulars of members |
| Section E | Certificate to be given by all companies |

8. In the event that the information in the Filing Information window were inserted inaccurately, preparers would be able to amend such information in the FI tab.

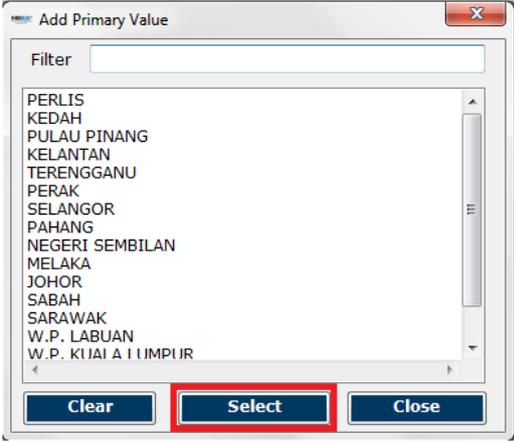
Please note that the type of AR would not be able to be changed once the MBRS Template has been generated.

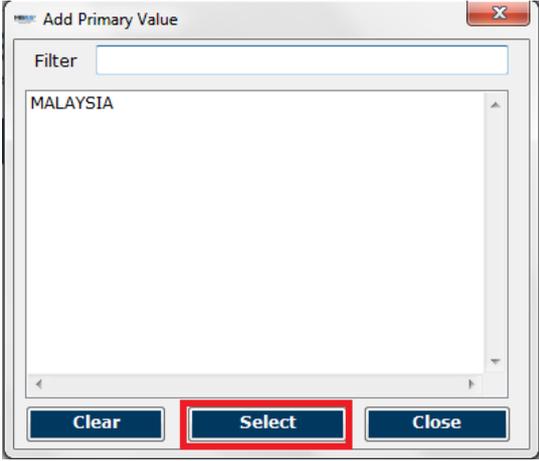
5.3.2. Section A: Particulars of Company

- In order to insert the following details in the module, click on the excel tab labelled "Section A":
 - Address of registered office
 - Address of register of members is kept
 - Address of financial records are kept
 - Address of principal place of business
 - Nature of business
 - Branches places of business
- The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

5.3.2.1. Address of Registered Office

- Below are the fields to be completed for address of registered office:

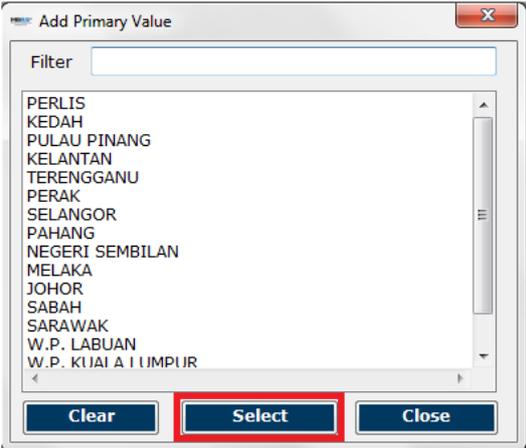
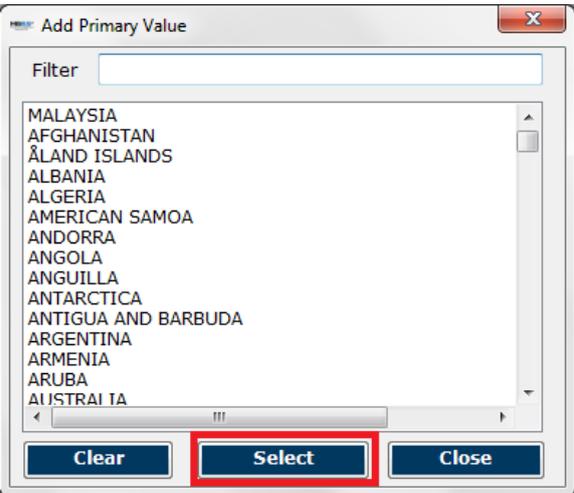
| Field name | Description |
|----------------|--|
| Address line 1 | Line 1 of the address of the registered office |
| Address line 2 | Line 2 of the address of the registered office |
| Address line 3 | Line 3 of the address of the registered office |
| Postcode | Postcode the address of the registered office |
| Town | Town the address of the registered office |
| State | <p>State the address of the registered office</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i> <div style="text-align: center;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center;">  </div> |

| Field name | Description |
|------------|--|
| Country | <p>Country the address of the registered office</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

5.3.2.2. Address of Register of Member is Kept

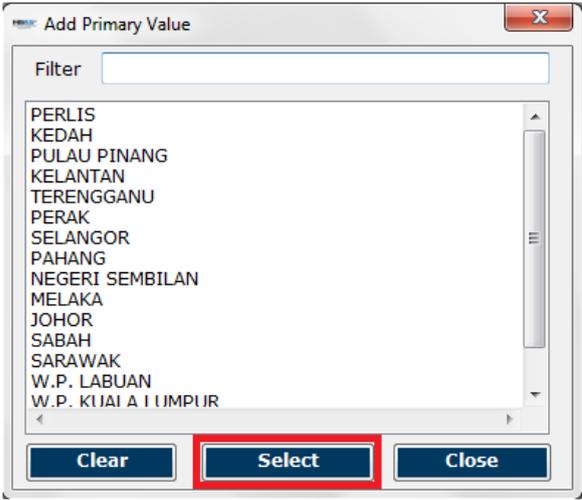
- The address of Register of Member is kept is only required to be completed if the address is other than the registered office.
- Below are the fields to be completed for address of register of member is kept:

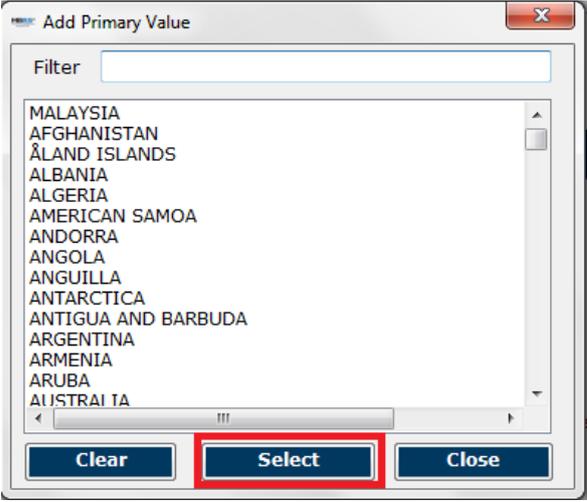
| Field name | Description |
|----------------|--|
| Address line 1 | Line 1 of the address of the register of members is kept |
| Address line 2 | Line 2 of the address of the register of members is kept |
| Address line 3 | Line 3 of the address of the register of members is kept |
| Postcode | Postcode of the address of the register of members is kept |
| Town | Town of the address of the register of members is kept |
| State | <p>State of the address of the register of members is kept</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i>  |

| Field name | Description |
|------------------|---|
| State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  <p>The screenshot shows a dialog box titled 'Add Primary Value' with a 'Filter' field at the top. Below it is a list of Malaysian states: PERLIS, KEDAH, PULAU PINANG, KELANTAN, TERENGGANU, PERAK, SELANGOR, PAHANG, NEGERI SEMBILAN, MELAKA, JOHOR, SABAH, SARAWAK, W.P. LABUAN, and W.P. KUALA LUMPUR. At the bottom of the dialog are three buttons: 'Clear', 'Select', and 'Close'. The 'Select' button is highlighted with a red rectangular border.</p> |
| Country | <p>Country of the address of the register of members is kept</p> <p>1. In order to insert information in this field, double click on the information box (as shown below) to select the country from a pop-up window:</p>  <p>The screenshot shows a form field with the label '*Country' and a yellow highlighted area with a red border, indicating where to double-click to open the selection window.</p> <p>2. Click on the "Select" button to proceed:</p>  <p>The screenshot shows a dialog box titled 'Add Primary Value' with a 'Filter' field at the top. Below it is a list of countries: MALAYSIA, AFGHANISTAN, ÅLAND ISLANDS, ALBANIA, ALGERIA, AMERICAN SAMOA, ANDORRA, ANGOLA, ANGUILLA, ANTARCTICA, ANTIGUA AND BARBUDA, ARGENTINA, ARMENIA, ARUBA, and AUSTRALIA. At the bottom of the dialog are three buttons: 'Clear', 'Select', and 'Close'. The 'Select' button is highlighted with a red rectangular border.</p> |

5.3.2.3. Address of Financial Records are Kept

1. The address of financial records are kept is only required to be completed if the address is other than the registered office.
2. Financial records refers to an Audited Financial Statements (kindly refer to the FAQ issued).
3. Below are the fields to be completed for address of financial records are kept:

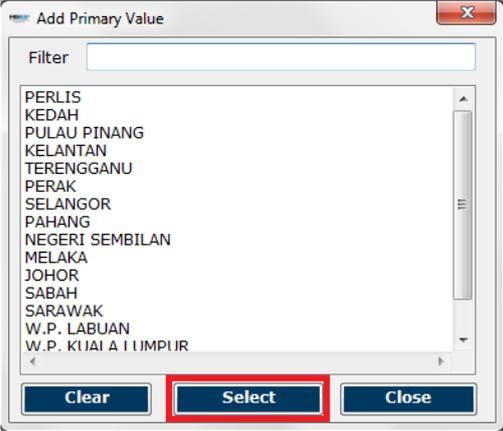
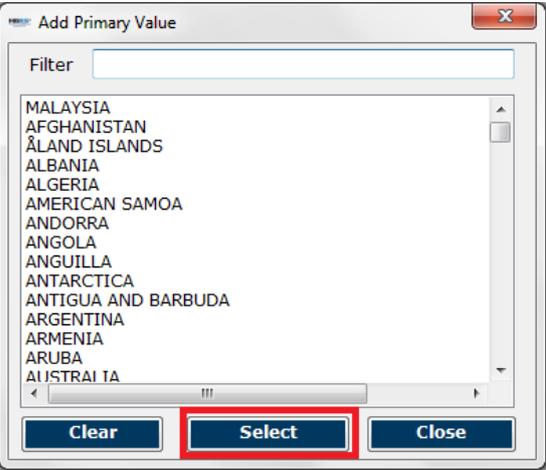
| Field name | Description |
|----------------|---|
| Address line 1 | Line 1 of the address of financial records are kept |
| Address line 2 | Line 2 of the address of financial records are kept |
| Address line 3 | Line 3 of the address of financial records are kept |
| Postcode | Postcode of the address of financial records are kept |
| Town | Town of the address of financial records are kept |
| State | <p>State of the address of financial records are kept</p> <ol style="list-style-type: none"> 1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window: <div style="text-align: center;">  </div> <ol style="list-style-type: none"> 2. Click on the "Select" button to proceed: <div style="text-align: center;">  </div> |

| Field name | Description |
|------------|---|
| Country | <p>Country of the address of financial records are kept</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

5.3.2.4. Address of Principal Place of Business

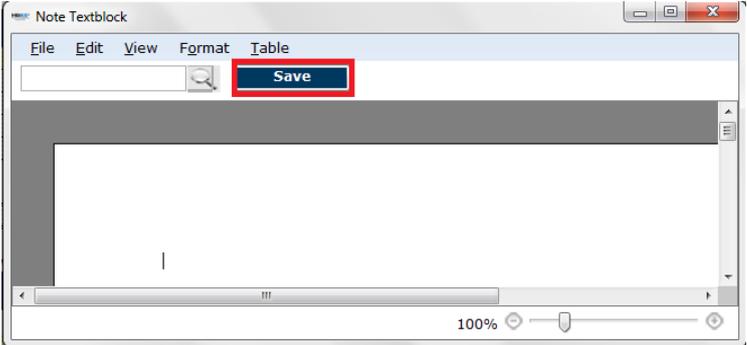
1. Below are the fields to be completed for address of principal place of business:

| Field name | Description |
|----------------|---|
| Address line 1 | Line 1 of the address of principal place of business |
| Address line 2 | Line 2 of the address of principal place of business |
| Address line 3 | Line 3 of the address of principal place of business |
| Postcode | Postcode of the address of principal place of business |
| Town | Town of the address of principal place of business |
| State | <p>State of the address of principal place of business</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  |

| Field name | Description |
|------------------|---|
| State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Country | <p>Country of the address of principal place of business</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Telephone number | Telephone number of the address of principal place of business |
| Fax number | Fax number of the address of principal place of business |
| E-mail | E-mail of the address of principal place of business |
| Website | Website of the address of principal place of business |

5.3.2.5. Nature of Business

1. Below are the fields to be completed for nature of business:

| Field name | Description |
|--------------------|---|
| Nature of business | <p>Principal business activity of the Company</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window:</p> <p style="text-align: center;">Nature of business [textblock] </p> <p>2. After completing the necessary information, click on the "Save" button to save the input:</p>  |

2. In addition to inserting the principal business activity of the company as mentioned in the field above, preparers are also required to select the relevant MSIC Code to the company, which can be selected from a list provided by SSM.
3. In order to select the appropriate MSIC Code, preparers are required to double click on the information column as shown in Figure 12 below:

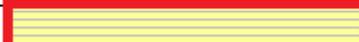
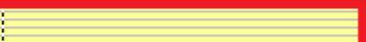
| Nature of business | *MSIC Code | *Description of Business |
|---------------------|--|---|
| Business 1 [member] |  |  |
| Business 2 [member] |  |  |
| Business 3 [member] |  |  |

Figure 12

4. Upon double-clicking the information column, a pop-up window will appear which allow preparers to search and select the appropriate MSIC for the company. Thereafter, click on the "Ok" button after choosing the appropriate code.

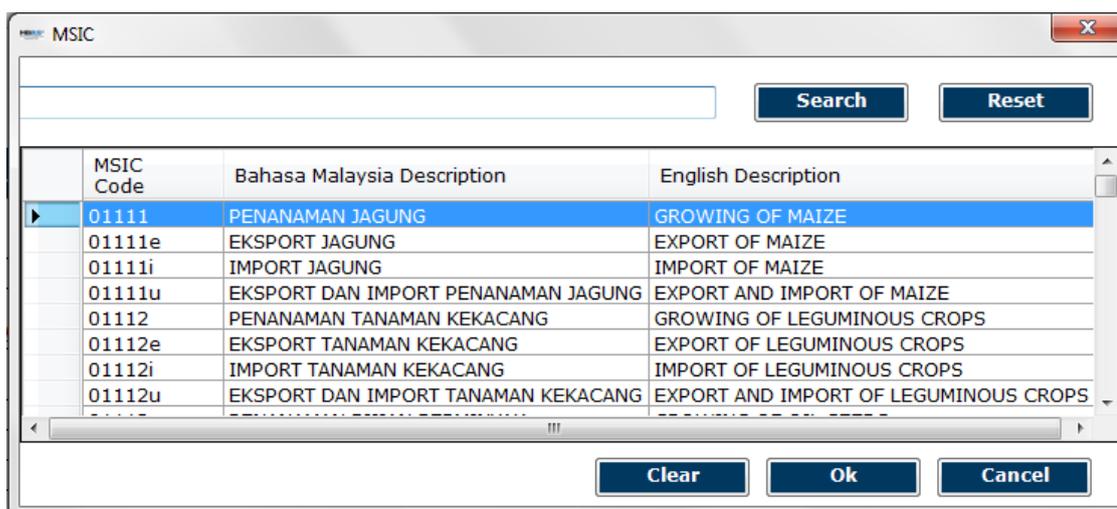
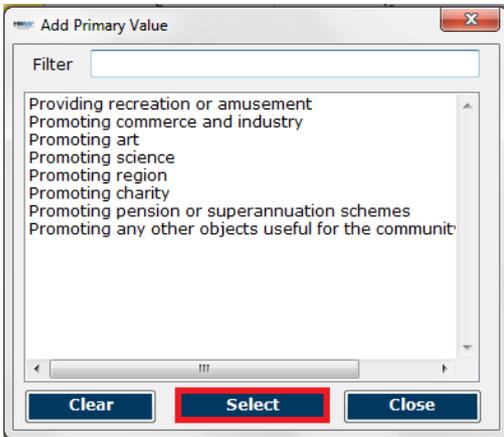
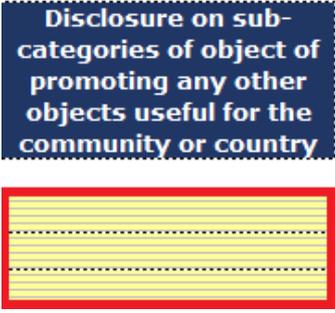
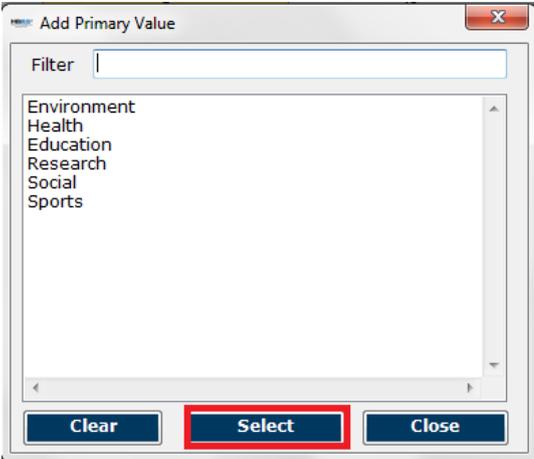


Figure 13

5.3.2.6. Categories of Object Clause for Company Limited by Guarantee

1. Below are the fields to be completed for categories of Object Clause for Company Limited by Guarantee:

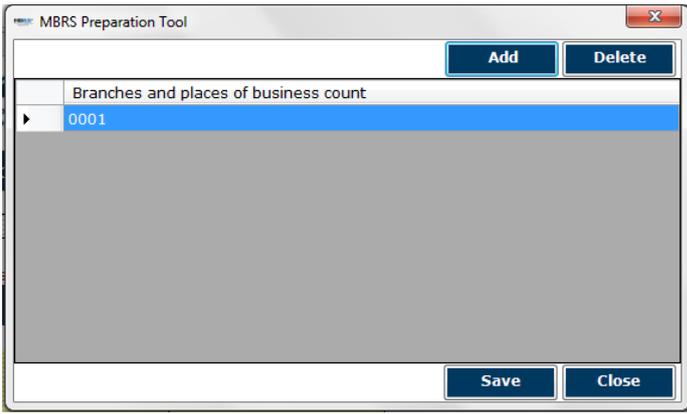
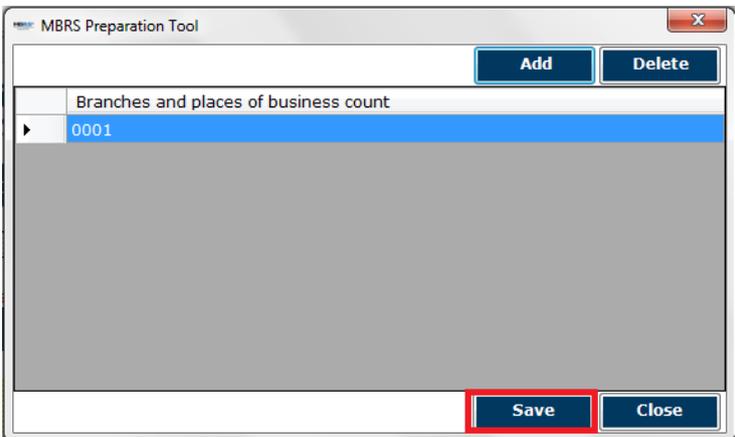
| Field name | Description |
|------------------------------------|--|
| Disclosure on categories of object | <p>Categories of object</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window: <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> Click on the "Select" button to proceed: <div style="text-align: center;">  </div> |

| Field name | Description |
|---|--|
| Disclosure on sub-category of object of promoting any other objects useful for the community or country | <p>Sub-category of object of promoting any other objects useful for the community or country.</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

5.3.2.7. Branches Places of Business

1. To increase the number of branches place of business in Malaysia, please follow the following steps:

| Step | Description |
|------|--|
| 1 | <p>Click on "Edit Branches place of business count" in order to "Add" or "Delete" the branches count, as shown below:</p>  <p>Note: By default, the number of the Branches place of business count will be set at one (1).</p> |

| Step | Description | | |
|------|--|------|------|
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the branches:</p>  <p>Click the "Add" button to increase the count of the branches (If the company has more than one (1) branches place of business in Malaysia) or "Delete" to reduce the count of the branches.</p> | | |
| 3 | <p>Click on the "Save" button to proceed:</p>  | | |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the Branches place of business in Malaysia.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Branches places of business</p> <p style="text-align: center;">Edit Branches places of business count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">0001</td> </tr> <tr> <td style="padding: 2px;">0002</td> </tr> </table> </div> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the branches place of business.</p> | | |

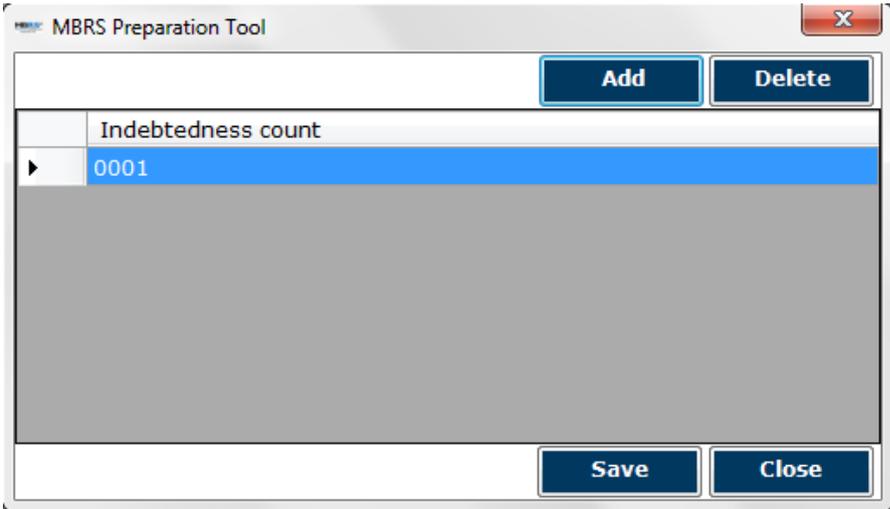
2. Below are the fields to be completed for branches places of business:

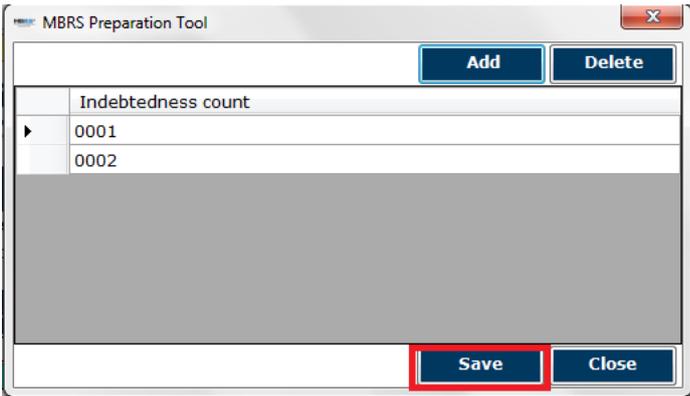
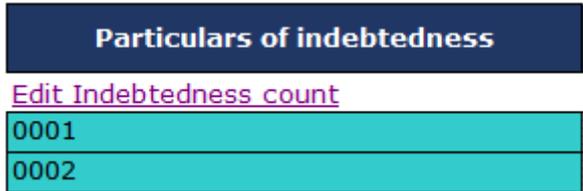
| Field name | Description |
|----------------|---|
| Address line 1 | Line 1 of the address of branches place of business |
| Address line 2 | Line 2 of the address of branches place of business |
| Address line 3 | Line 3 of the address of branches place of business |
| Postcode | Postcode of the address of branches place of business |

| Field name | Description |
|------------------|--|
| Town | Town of the address of branches place of business |
| State | <p>State of the address of branches place of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i> <div data-bbox="663 405 1283 456" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> State </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="651 533 1150 965" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">✕</p> <p>Filter <input style="width: 100%;" type="text"/></p> <ul style="list-style-type: none"> PERLIS KEDAH PULAU PINANG KELANTAN TERENGGANU PERAK SELANGOR PAHANG NEGERI SEMBILAN MELAKA JOHOR SABAH SARAWAK W.P. LABUAN W.P. KUALA LUMPUR <p style="text-align: center; margin: 0;"> Clear Select Close </p> </div> |
| Country | <p>Country of the address of branches place of business</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i> <div data-bbox="663 1173 1283 1225" style="border: 1px solid black; padding: 2px; margin: 10px 0;"> *Country </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="651 1301 1193 1771" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: right; margin: 0;">✕</p> <p>Filter <input style="width: 100%;" type="text"/></p> <ul style="list-style-type: none"> MALAYSIA AFGHANISTAN ÅLAND ISLANDS ALBANIA ALGERIA AMERICAN SAMOA ANDORRA ANGOLA ANGUILLA ANTARCTICA ANTIGUA AND BARBUDA ARGENTINA ARMENIA ARUBA AUSTRALIA <p style="text-align: center; margin: 0;"> Clear Select Close </p> </div> |
| Telephone number | Telephone number of the address of branches place of business |
| Fax number | Fax number of the address of branches place of business |
| E-mail | E-mail of the address of branches place of business |
| Website | Website of the address of branches place of business |

5.3.3. Section B: Particulars of Indebtedness

1. In order to insert the following details in the module, click on the excel tab labelled "Section B":
 - Particulars of indebtedness
2. The information contained in this section has to be completed as at the anniversary date of the Company.
3. To increase the number of indebtedness count in the listing, please follow the following steps:

| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Indebtedness count" in order to "Add" or "Delete" the Indebtedness count, as shown below:</p>  <p><i>Note: By default, the number of the Indebtedness Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Indebtedness:</p>  <p>Click "Add" button to increase the count of the Indebtedness (If the Company has more than one (1) Indebtedness) or "Delete" to reduce the count of the Indebtedness.</p> |

| Step | Description |
|------|---|
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of indebtedness.</p>  |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of indebtedness.</p> |

4. Below are the fields to be completed for particulars of indebtedness:

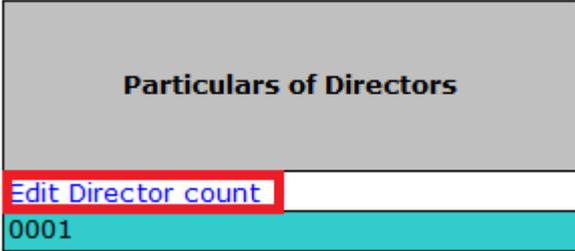
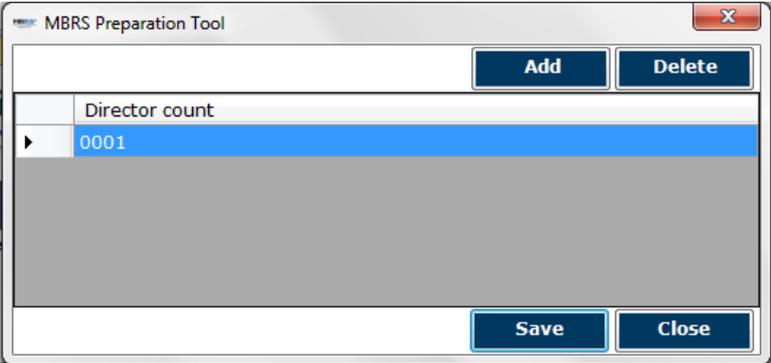
| Field name | Description |
|------------------------------|--|
| Registered number | Registered number of the charge |
| Date of registration | Date of registration of the charge |
| Nature of charge | Nature of the charge, i.e. fixed, floating, or fixed and floating. |
| Name of charge | The name of the charge |
| Amount of indebtedness (MYR) | Amount of indebtedness of the charge as at the date of the AR (anniversary date) |

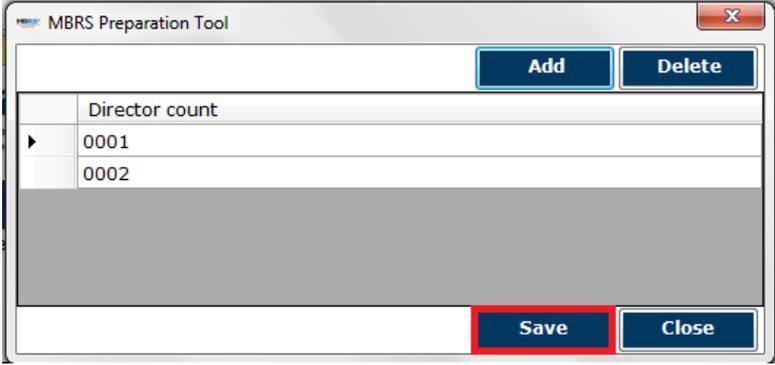
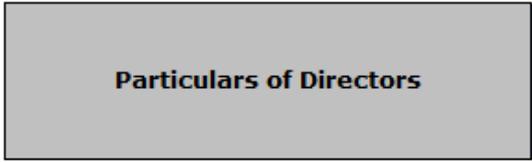
5.3.4. Section C: Particulars of Directors, Managers, Secretaries and Auditors

1. In order to insert the following details in the module, click on the excel tab labelled "Section C":
 - Particulars of Directors
 - Particulars of Manager
 - Particulars of Secretary
 - Particulars of Auditors
2. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

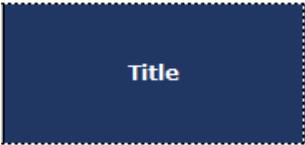
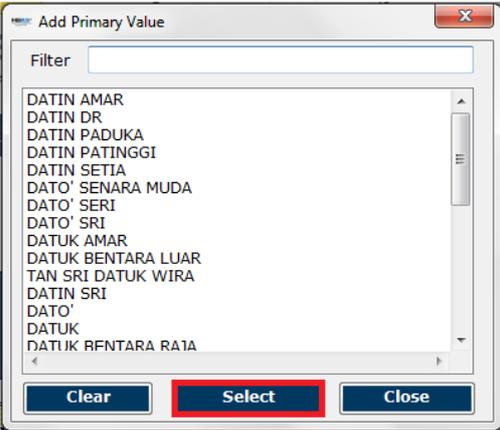
5.3.4.1. Particulars of Directors

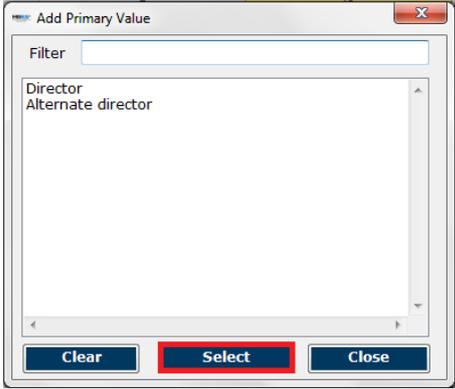
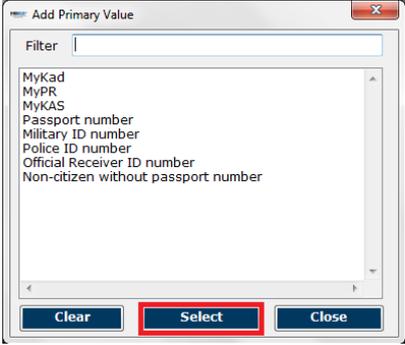
1. To increase the number of the Director count in the listing, please follow the following steps:

| Step | Description |
|------|--|
| 1 | <p>Click on "Edit Director count" in order to "Add" or "Delete" on the Director count, as shown below:</p>  <p><i>Note: By default, the number of the Director Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Director:</p>  <p>Click the "Add" button to increase the count of the Director (If the company has more than one (1) Director) or "Delete" to reduce the count of the Director.</p> |

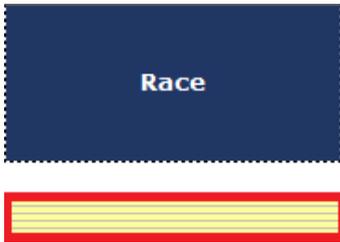
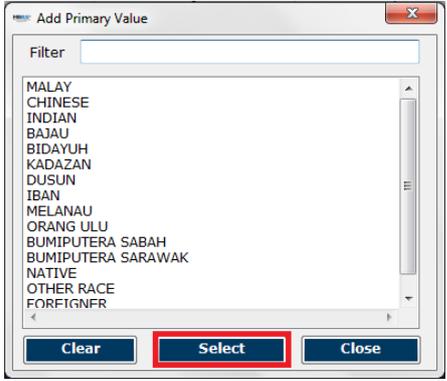
| Step | Description |
|------|---|
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Directors.</p>  <p>Edit Director count</p>  |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of Directors.</p> |

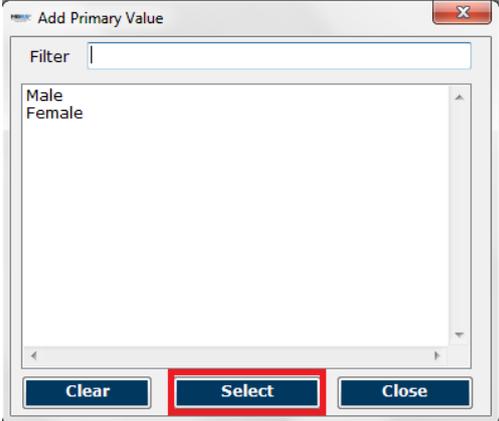
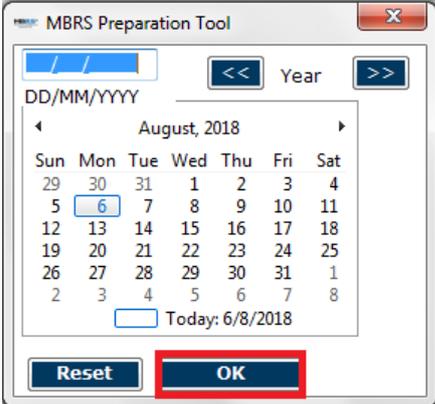
2. Below are the fields to be completed for particulars of Directors:

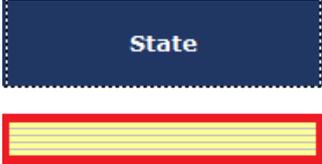
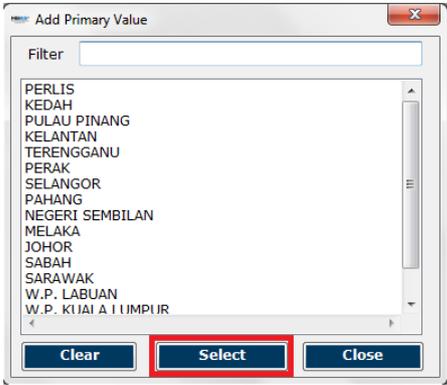
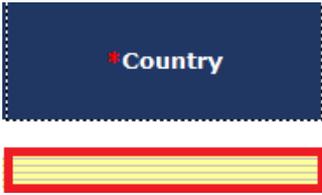
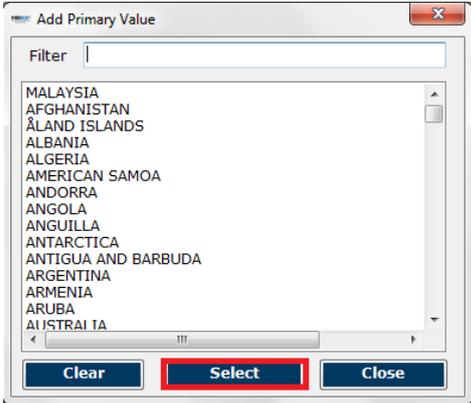
| Field name | Description |
|------------|---|
| Title | <p>Title of the Director, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>   <i>Click on the "Select" button to proceed:</i>  |

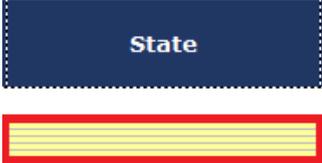
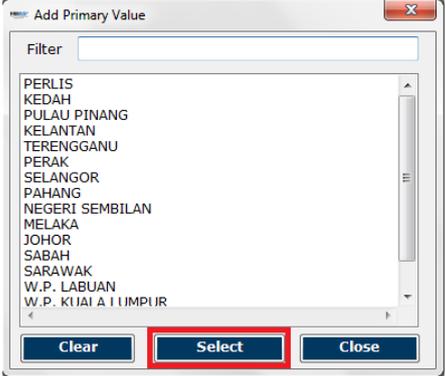
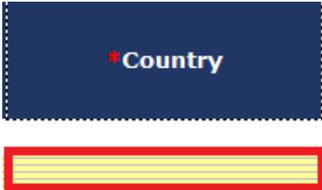
| Field name | Description |
|------------------------|--|
| Name | Name of the Director |
| Designation | <p>Designation of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the designation from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Alternate Director to | The person which the director is serving as an alternate to |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) in order to select the type of identification from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

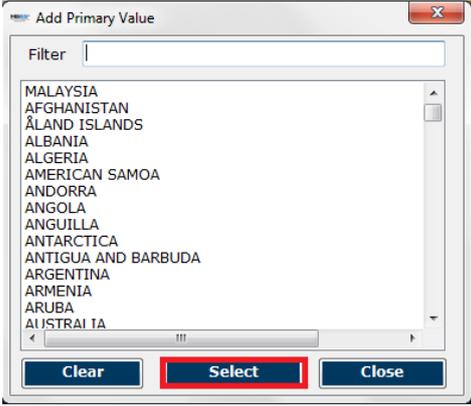
| Field name | Description |
|-----------------------|--|
| Identification Number | The identification number based on the “type of identification” selected. |
| Passport Expiry Date | <p>The expiry date of the passport of the Director</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</p> <div data-bbox="831 488 1147 633" style="border: 1px dashed black; background-color: #002060; color: white; padding: 5px; text-align: center; margin: 10px 0;"> Passport expiry date </div> <div data-bbox="831 660 1147 707" style="border: 2px solid red; height: 20px; width: 100%; margin: 10px 0;"></div> <p>2. Select the appropriate date and click on the “OK” button to proceed:</p> <div data-bbox="831 835 1262 1240" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>Note: This section will automatically be disabled from editing if the “type of identification” is not selected “Passport Number”.</p> |
| Nationality | <p>The nationality of the Director</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the nationality from a pop-up window:</p> <div data-bbox="831 1594 1147 1740" style="border: 1px dashed black; background-color: #002060; color: white; padding: 5px; text-align: center; margin: 10px 0;"> Nationality </div> <div data-bbox="831 1767 1147 1814" style="border: 2px solid red; height: 20px; width: 100%; margin: 10px 0;"></div> |

| Field name | Description |
|------------------------|--|
| Nationality (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Race | <p>The race of the Director</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|---------------|--|
| Gender | <p>The gender of the Director, i.e. either “Male” or “Female”</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the “Select” button to proceed:</i>  |
| Date of Birth | <p>The date of birth of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Select the appropriate date and click on the “OK” button to proceed:</i>  |

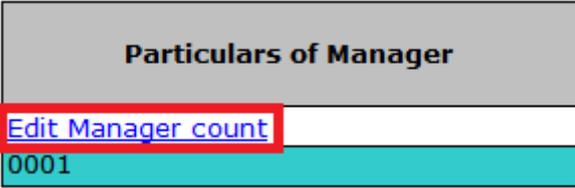
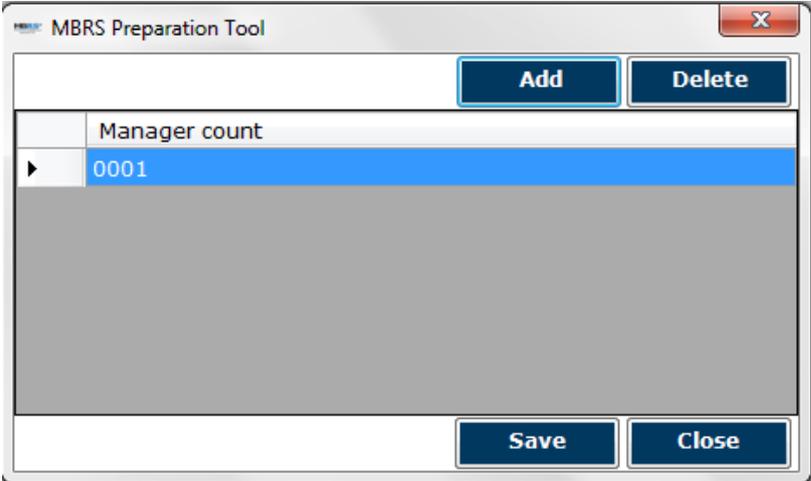
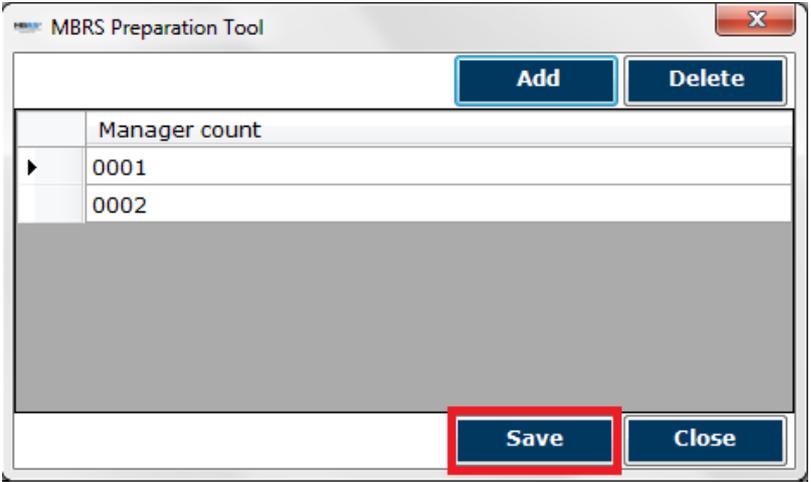
| Field name | | Description |
|---------------------|--|---|
| Residential Address | Address Line 1 | Line 1 of the residential address |
| | Address Line 2 | Line 2 of the residential address |
| | Address Line 3 | Line 3 of the residential address |
| | Postcode | Postcode of the residential address |
| | Town | Town of the residential address |
| | State | <p>State of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Country | <p>Country of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  | |

| Field name | | Description |
|-----------------|--|---|
| Service Address | Address Line 1 | Line 1 of the service address |
| | Address Line 2 | Line 2 of the service address |
| | Address Line 3 | Line 3 of the service address |
| | Postcode | Postcode of the service address |
| | Town | Town of the service address |
| | State | <p>State of the service address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Country | <p>Country of the service address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  | |

| Field name | | Description |
|----------------------------|-----------------|---|
| Service Address (Cont') | Country (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| E-mail | | The e-mail address of the Director |
| Business Occupation | | The business occupation of the Director |
| Other Directorship Details | | The list of other Public companies incorporated in Malaysia which the Director is director of |

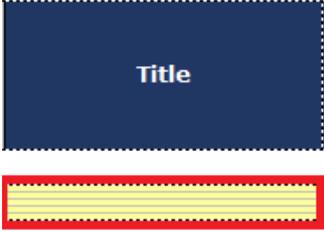
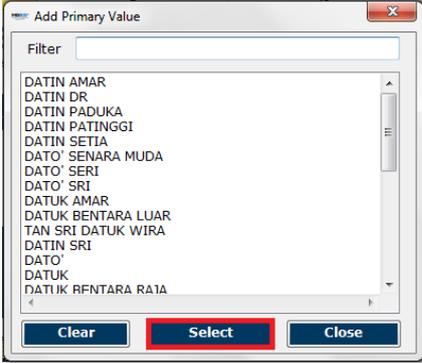
5.3.4.2. Particulars of Manager

- To increase the number of Manager in the listing, please follow the following steps:

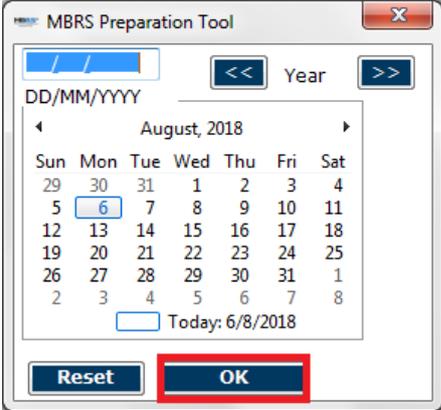
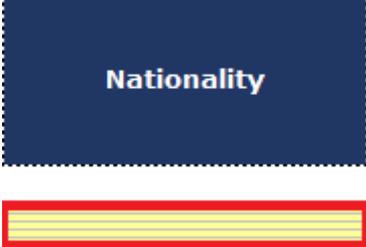
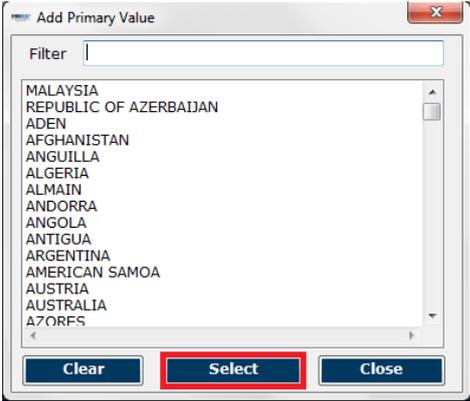
| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Manager Count" in order to "Add" or "Delete" on the Manager count, as shown below:</p>  <p><i>Note: By default, the number of the Manager Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Manager:</p>  <p>Click the "Add" button to increase the count of the Manager (If the company has more than one (1) Manager) or "Delete" to reduce the count of the Manager.</p> |
| 3 | <p>Click on the "Save" button to proceed:</p>  |

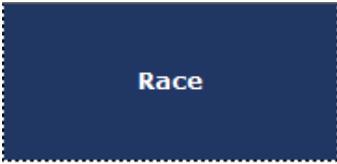
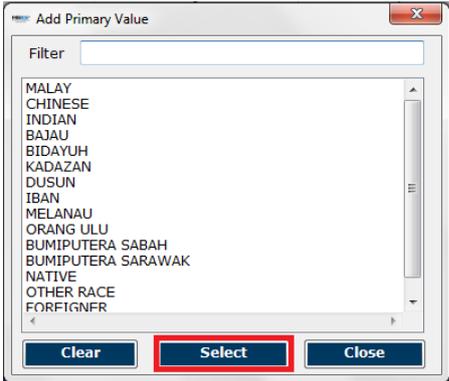
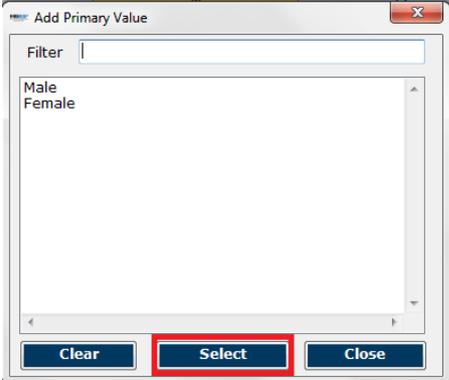
| Step | Description | | |
|------|--|------|------|
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Manager.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Particulars of Manager</p> <p>Edit Manager count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #00B0C0; color: white;">0001</td> </tr> <tr> <td style="background-color: #00B0C0; color: white;">0002</td> </tr> </table> </div> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | Repeat steps 1 to 3 preparers wish to increase/reduce the number of count for particulars of Manager. | | |

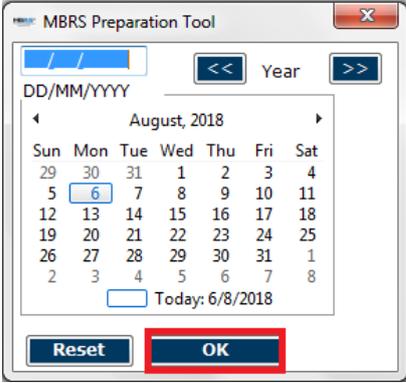
2. Below are the fields to be completed for particulars of Manager:

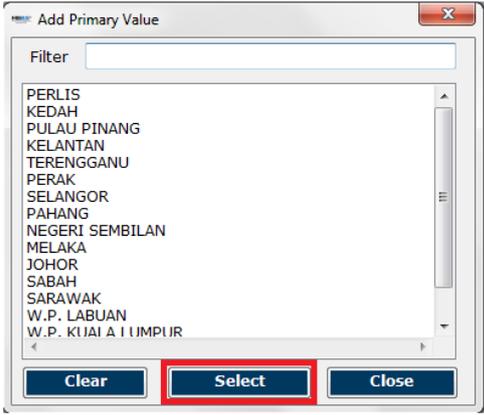
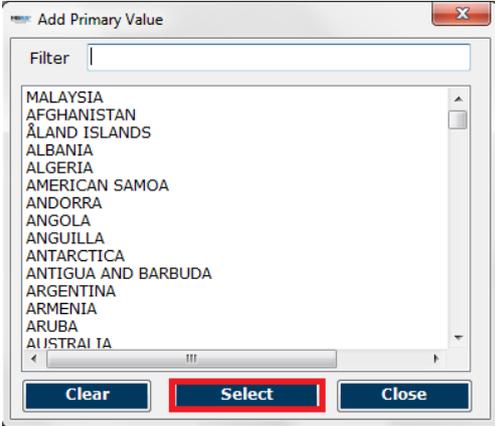
| Field name | Description |
|------------|---|
| Title | <p>Title of the Manager, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div> |

| Field name | Description |
|------------------------|---|
| Name | Name of the Manager |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i></p> <div data-bbox="820 490 1139 640" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Type of identification</p> </div> <div data-bbox="820 667 1139 712" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> <p>2. <i>Click on the "Select" button to proceed:</i></p> <div data-bbox="820 808 1287 1207" style="border: 1px solid gray; padding: 5px;"> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <ul style="list-style-type: none"> MyKad MyPR MyKAS Passport number Military ID number Police ID number Official Receiver ID number Non-citizen without passport number <p style="text-align: center;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div> |

| Field name | Description |
|---------------------------------|--|
| Passport Expiry Date (Cont') | <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  <p>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</p> |
| Nationality | <p>The nationality of the Manager</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the nationality from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|------------|---|
| Race | <p>The race of the Manager</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) the race from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Gender | <p>The gender of the Manager, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

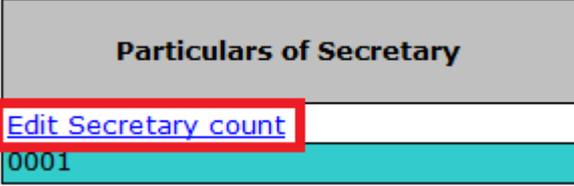
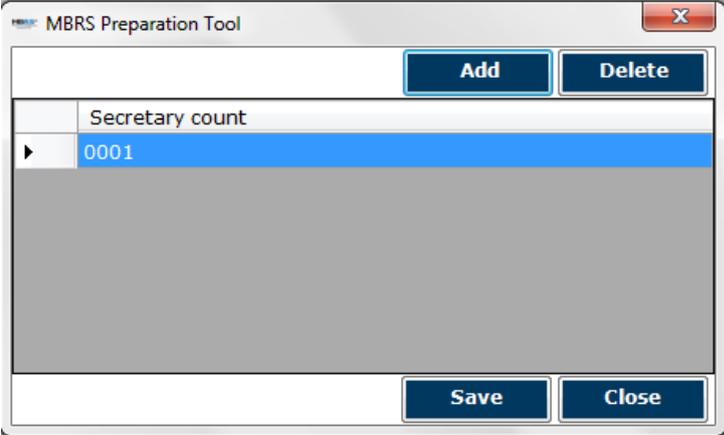
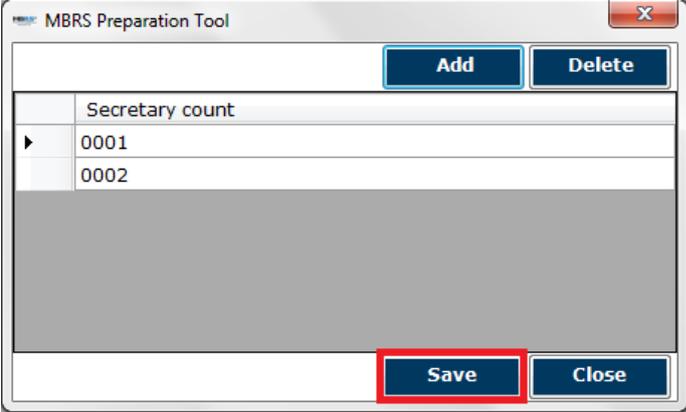
| Field name | Description | |
|---------------------|---|--|
| Date of Birth | <p>The date of birth of the Manager</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</p> <div data-bbox="821 360 1157 517" style="border: 1px dashed black; background-color: #003366; color: white; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">Date of birth</div> <div data-bbox="821 548 1157 595" style="border: 2px solid red; height: 20px; width: 100px; margin: 10px auto;"></div> <p>2. Select the appropriate date and click on the "OK" button to proceed:</p> <div data-bbox="826 723 1232 1106" style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;">  </div> | |
| Residential Address | Address Line 1 | Line 1 of the residential address |
| | Address Line 2 | Line 2 of the residential address |
| | Address Line 3 | Line 3 of the residential address |
| | Postcode | Postcode of the residential address |
| | Town | Town of the residential address |
| | State | <p>State of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> <div data-bbox="821 1659 1157 1749" style="border: 1px dashed black; background-color: #003366; color: white; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">State</div> <div data-bbox="821 1780 1157 1827" style="border: 2px solid red; height: 20px; width: 100px; margin: 10px auto;"></div> |

| Field name | | Description |
|-----------------------------|----------------|---|
| Residential Address (Cont') | State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| | Country | <p>Country of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Business Address | Address Line 1 | Line 1 of the business address |
| | Address Line 2 | Line 2 of the business address |
| | Address Line 3 | Line 3 of the business address |
| | Postcode | Postcode of the business address |
| | Town | Town of the business address |

| Field name | | Description |
|--------------------------|---------|--|
| Business Address (Cont') | State | <p>State of the business address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</i> <div data-bbox="821 331 1161 427" style="border: 1px dashed black; background-color: #002060; color: white; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">State</div> <div data-bbox="821 454 1161 510" style="border: 2px solid red; background-color: yellow; height: 25px; width: fit-content; margin: 10px auto;"></div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="821 577 1321 1003" style="border: 1px solid gray; padding: 5px; margin: 10px auto;"> </div> |
| | Country | <p>Country of the business address</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</i> <div data-bbox="821 1193 1161 1323" style="border: 1px dashed black; background-color: #002060; color: white; text-align: center; padding: 5px; width: fit-content; margin: 10px auto;">*Country</div> <div data-bbox="821 1350 1161 1406" style="border: 2px solid red; background-color: yellow; height: 25px; width: fit-content; margin: 10px auto;"></div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="821 1462 1321 1888" style="border: 1px solid gray; padding: 5px; margin: 10px auto;"> </div> |
| Other Occupation | | The business occupation of Manager |

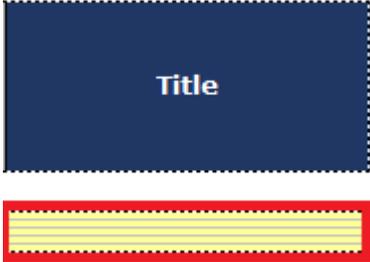
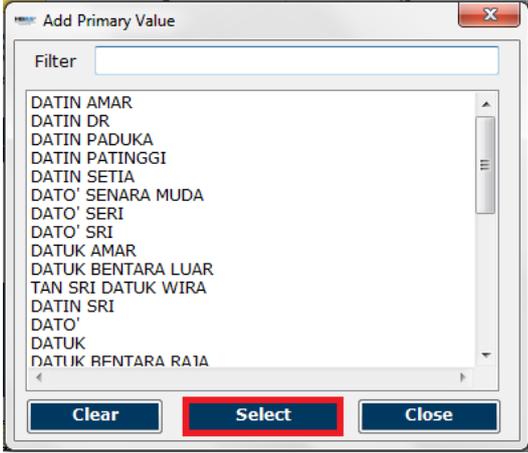
5.3.4.3. Particulars of Secretary

1. To increase the number of Secretary in the listing, please follow the following steps:

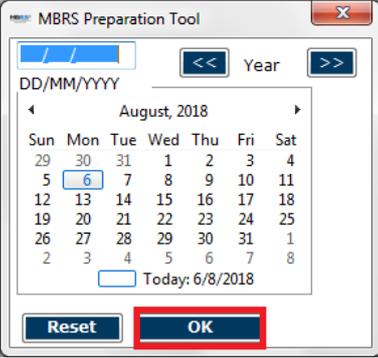
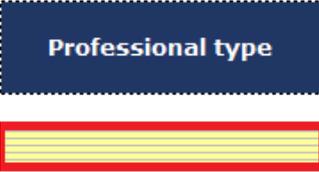
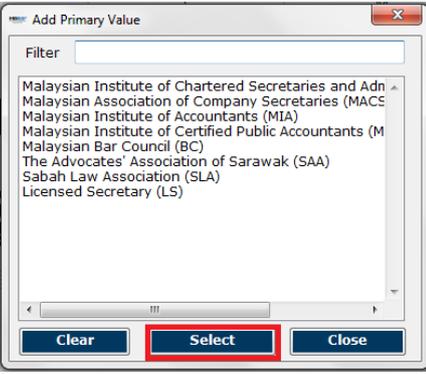
| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Secretary Count" in order to "Add" or "Delete" on the Secretary count, as shown below:</p>  <p><i>Note: By default, the number of the Secretary Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Secretary:</p>  <p>Click the "Add" button to increase the count of the Secretary (If the company has more than one (1) Secretary) or "Delete" to reduce the count of the Secretary.</p> |
| 3 | <p>Click on the "Save" button to proceed:</p>  |

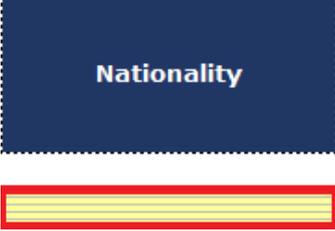
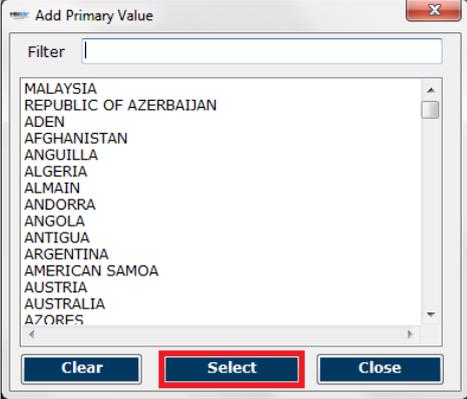
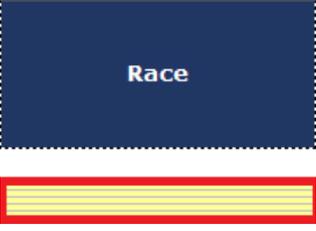
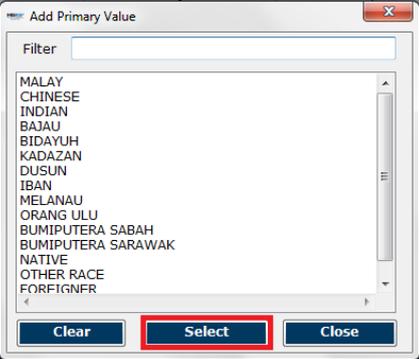
| Step | Description | | |
|------|--|------|------|
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Secretary.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Particulars of Secretary</p> <p>Edit Secretary count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #00b0c0; color: white; text-align: center;">0001</td> </tr> <tr> <td style="background-color: #00b0c0; color: white; text-align: center;">0002</td> </tr> </table> </div> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of Secretary. | | |

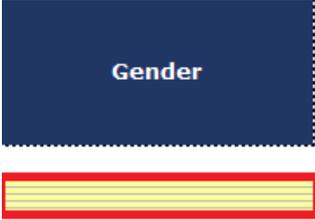
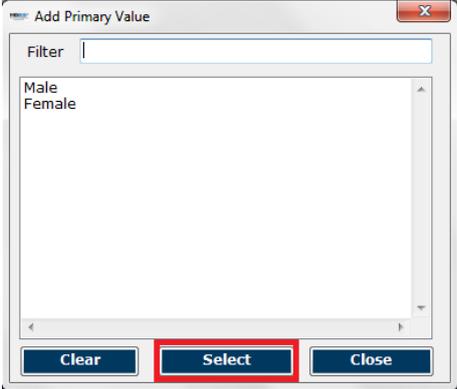
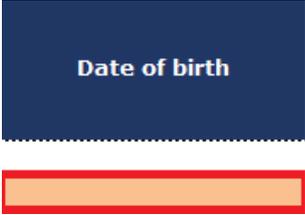
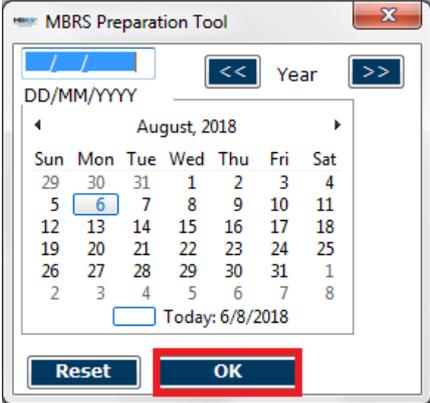
2. Below are the fields to be completed for particulars of Secretary:

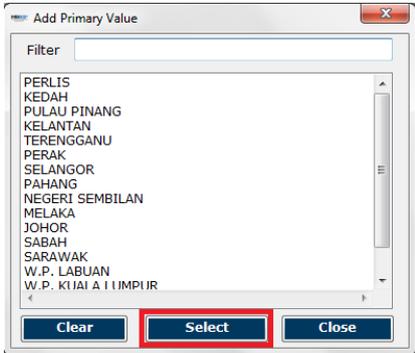
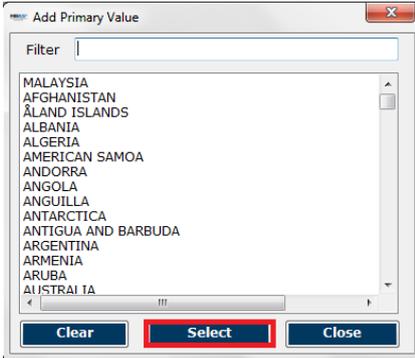
| Field name | Description |
|------------|--|
| Title | <p>Title of the Secretary i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div> |
| Name | Name of the Secretary |

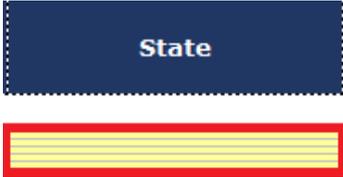
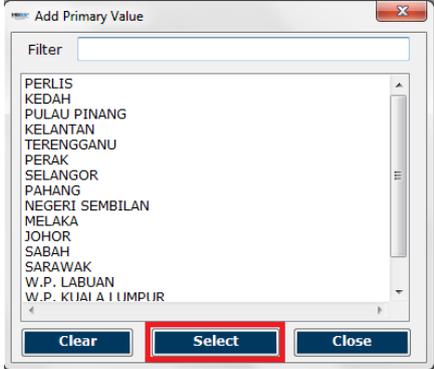
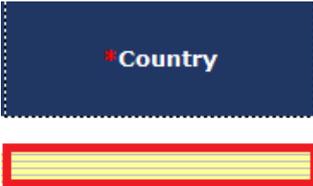
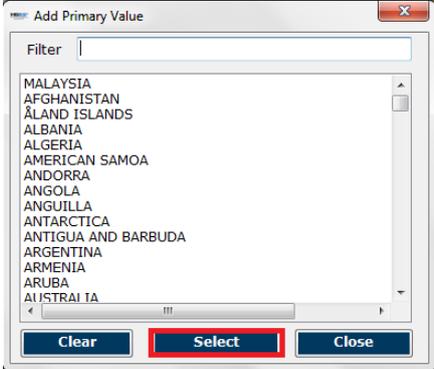
| Field name | Description |
|------------------------|---|
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i></p> <div data-bbox="715 394 1026 539" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; font-weight: bold;">Type of identification</div> <div data-bbox="715 568 1026 611" style="border: 2px solid red; height: 15px; background-color: #ffff00; margin: 5px 0;"></div> <p>2. <i>Click on the "Select" button to proceed:</i></p> <div data-bbox="715 707 1193 1122" style="border: 1px solid gray; padding: 5px; width: fit-content;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Filter <input style="width: 80%;" type="text"/></div> <ul style="list-style-type: none"> MyKad MyPR MyKAS Passport number Military ID number Police ID number Official Receiver ID number Non-citizen without passport number <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Clear Select Close </div> </div> |

| Field name | Description |
|---|--|
| Passport Expiry Date (Cont') | <p>2. Select the appropriate date and click on the "OK" button to proceed</p>  <p>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</p> |
| Professional Type | <p>The qualification held by the Secretary</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the professional type from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Licensed Secretary number of membership number | <p>The membership number based on the "Professional type" selected.</p> |
| Practicing certificate number | <p>The practicing certificate number issued by SSM</p> |

| Field name | Description |
|-------------|---|
| Nationality | <p>The nationality of the Secretary</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Race | <p>The race of the Secretary</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|---------------|--|
| Gender | <p>The gender of the Secretary, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Date of Birth | <p>The date of birth of the Secretary</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  |

| Field name | | Description |
|---------------------|---|--|
| Residential Address | Address Line 1 | Line 1 of the residential address |
| | Address Line 2 | Line 2 of the residential address |
| | Address Line 3 | Line 3 of the residential address |
| | Postcode | Postcode of the residential address |
| | Town | Town of the residential address |
| | State | <p>State of the residential address</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:   <ol style="list-style-type: none"> Click on the "Select" button to proceed:  |
| Country | <p>Country of the residential address</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:   <ol style="list-style-type: none"> Click on the "Select" button to proceed:  | |

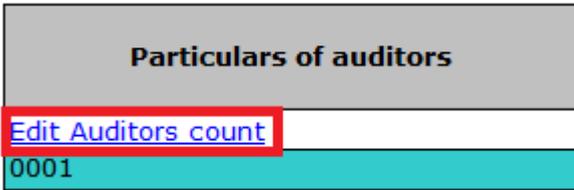
| Field name | | Description |
|------------------|---|--|
| Business Address | Address Line 1 | Line 1 of the business address |
| | Address Line 2 | Line 2 of the business address |
| | Address Line 3 | Line 3 of the business address |
| | Postcode | Postcode of the business address |
| | Town | Town of the business address |
| | State | <p>State of the business address</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:  <ol style="list-style-type: none"> Click on the "Select" button to proceed:  |
| Country | <p>Country of the business address</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:  <ol style="list-style-type: none"> Click on the "Select" button to proceed:  | |
| Other Occupation | Business occupation of the Secretary | |

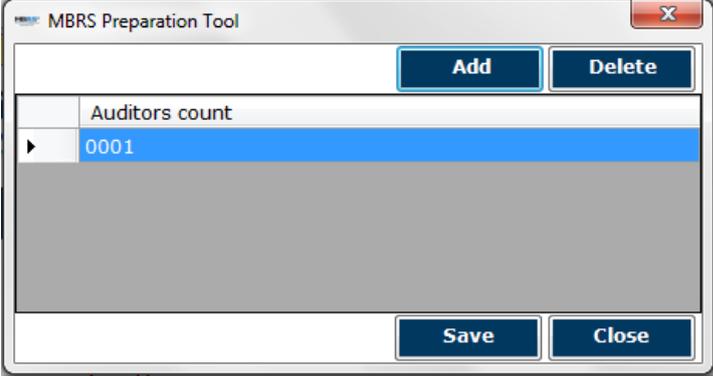
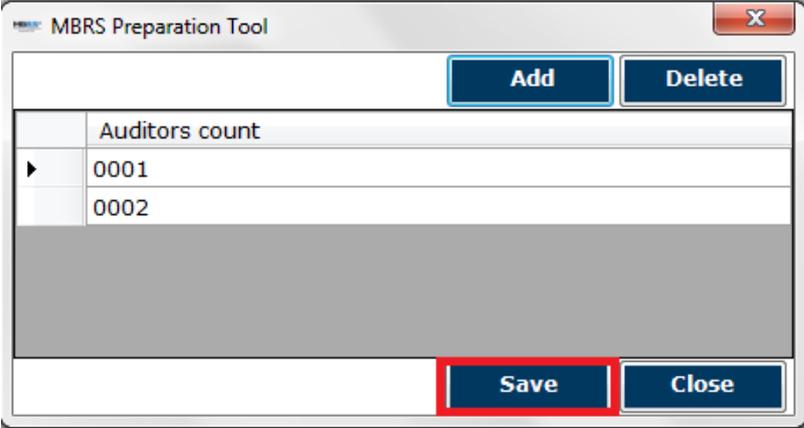
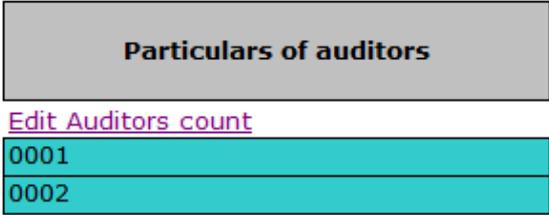
5.3.4.4. Particulars of Auditors

- Preparers may use the tool box in the mTool to generate the information of the Auditor. Please follow the following steps to use the mentioned function:

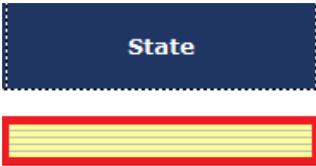
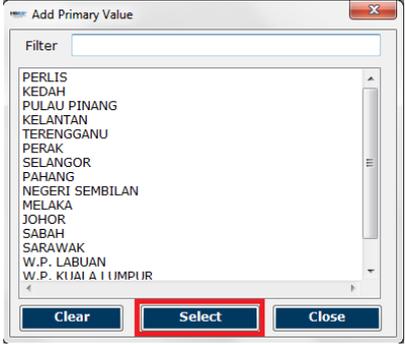
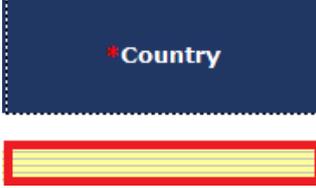
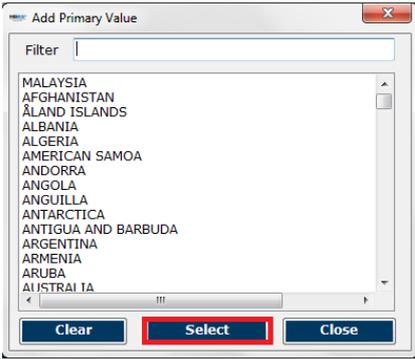
| Step | Description |
|------|--|
| 1 | <p>Insert the Audit firm number (e.g. AFXXXX) in the field shown below:</p>  |
| 2 | <p>Click on the Icon as shown below:</p>  |
| 3 | <p>A pop-up screen will appear (as shown below) which would require preparers to log in.</p>  |
| 4 | Click on Public Login, and provide the necessary credentials. |
| 5 | Upon logging in, particulars of Auditors will be automatically tabulated. |

- To increase the number of the Auditors count in the listing, please follow the following steps:

| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Auditors count" in order to "Add" or "Delete" on the Auditors count, as shown below:</p>  <p><i>Note: By default, the number of the Auditors Count will be set at one (1).</i></p> |

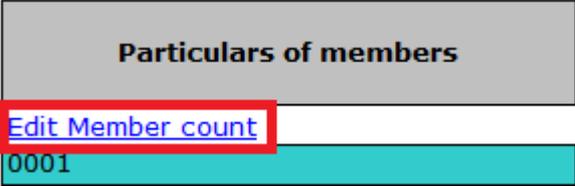
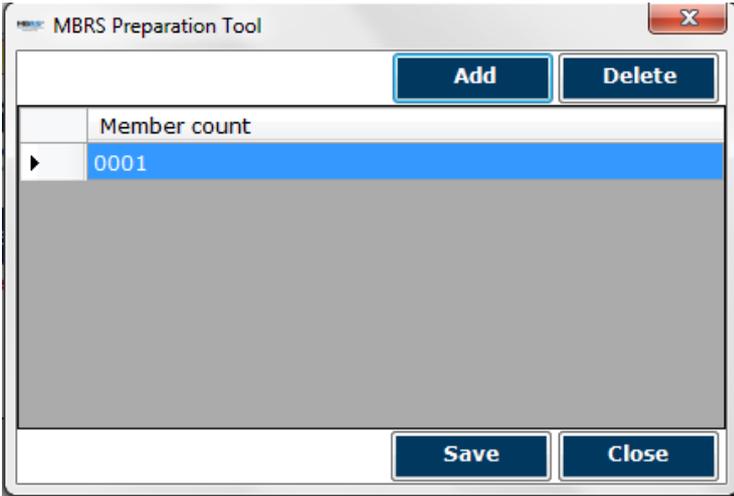
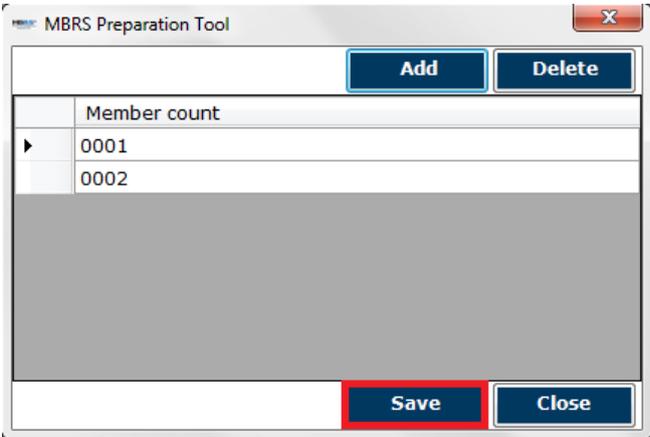
| Step | Description |
|------|--|
| 2 | <p>A pop-up window will appear which allow preparers to “Add” or “Delete” the number of count of the Auditors:</p>  <p>Click the “Add” button to increase the count of the Auditors (If the company has more than one (1) Auditors) or “Delete” to reduce the count of the Auditors.</p> |
| 3 | <p>Click on the “Save” button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Auditors.</p>  |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of Auditors.</p> |

2. Below are the fields to be completed for particulars of Auditors:

| Field name | | Description |
|-----------------------|--|---|
| Audit Firm Number | | The auditors' firm number |
| Name of Audit Firm | | The name of the audit firm |
| Address of Audit Firm | Address Line 1 | Line 1 of the address of the Audit Firm |
| | Address Line 2 | Line 2 of the address of the Audit Firm |
| | Address Line 3 | Line 3 of the address of the Audit Firm |
| | Postcode | Postcode of the address of the Audit Firm |
| | Town | Town of the address of the Audit Firm |
| | State | <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Country | <p>Country of the address of the Audit Firm</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  | |

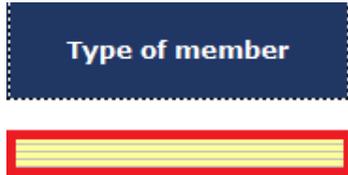
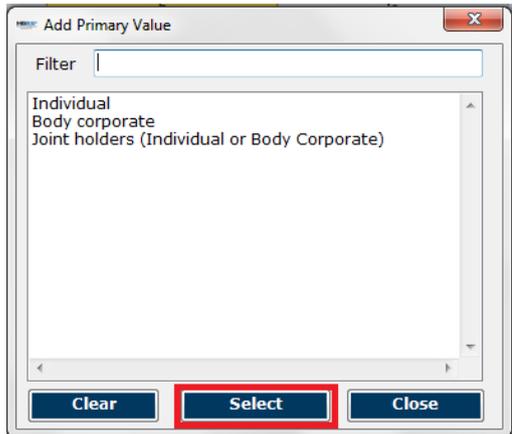
5.3.5. Section D: Particulars of Members

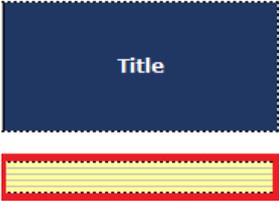
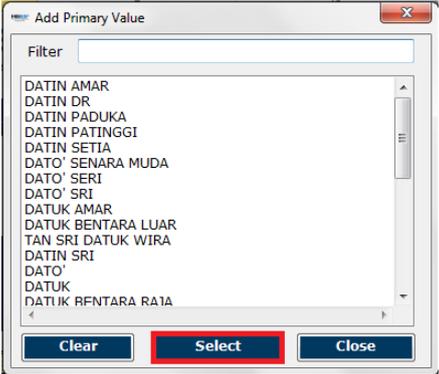
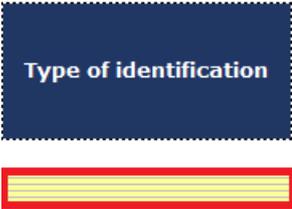
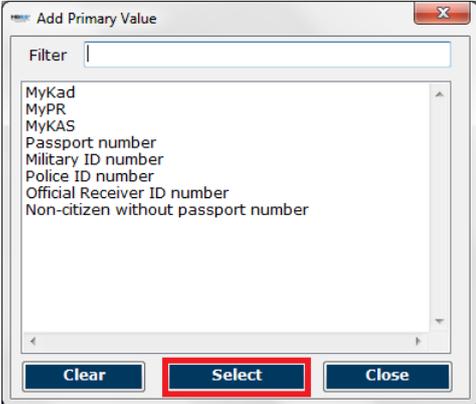
1. In order to insert the following details in the module, click on the excel tab labelled "Section D":
 - Particulars of Members
2. To increase the number of the member in the listing, please follow the following steps:

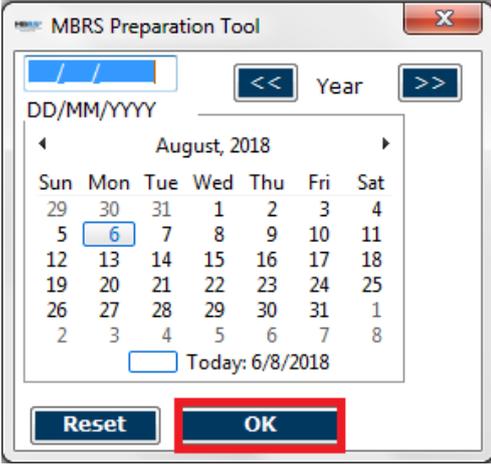
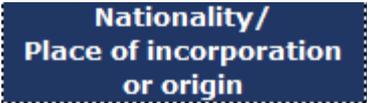
| Step | Description |
|------|--|
| 1 | <p>Click on "Edit Member count" in order to "Add" or "Delete" the particulars of members count, as shown figure below:</p>  <p><i>Note: By default, the number of the Member Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the members:</p>  <p>Click "Add" button to increase the count of the members (If the company has more than one (1) member) or "Delete" to reduce the count of the members.</p> |
| 3 | <p>Click on the "Save" button to proceed:</p>  |

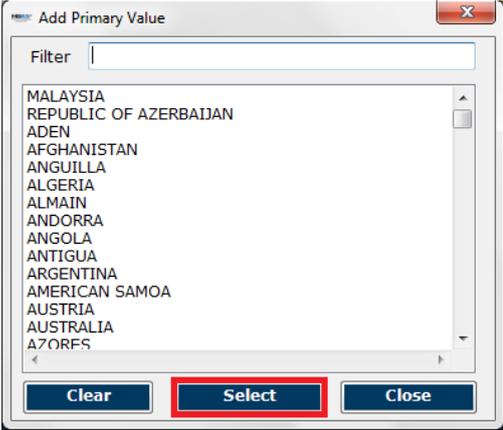
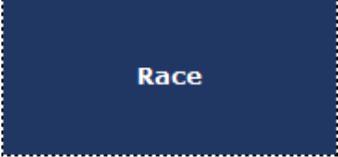
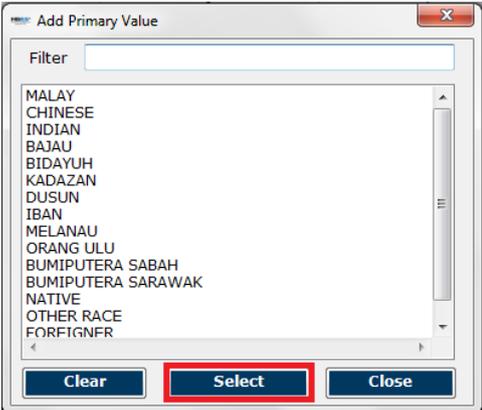
| Step | Description | | |
|------|--|------|------|
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of members.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0; text-align: center;"> Particulars of members </div> <p>Edit Member count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #00b09b; color: white;">0001</td> </tr> <tr> <td style="background-color: #00b09b; color: white;">0002</td> </tr> </table> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of particulars of members. | | |

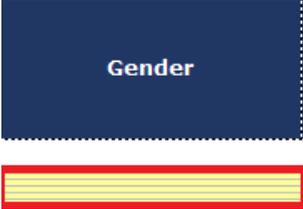
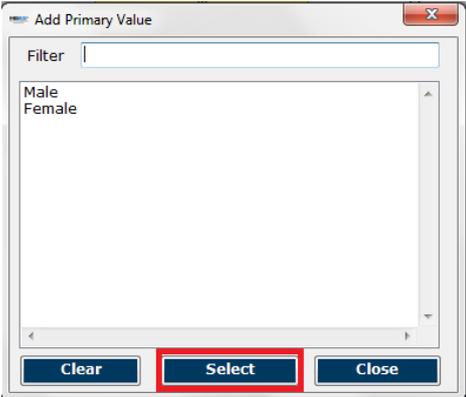
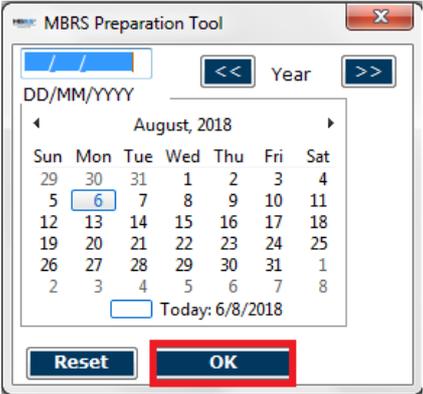
3. Below are the fields to be completed for particulars of members:

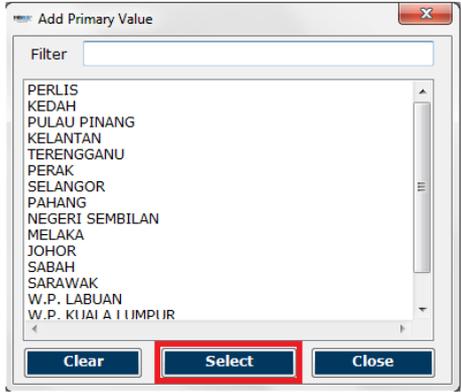
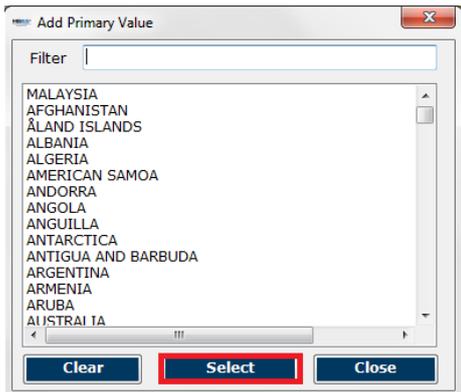
| Field name | Description |
|----------------|---|
| Type of Member | <p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of member from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div> |

| Field name | Description |
|------------------------|--|
| Title | <p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information window (as shown below) to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Name | Name of the Member |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|--|--|
| Identification number | The identification number based on the "type of identification" selected. |
| Passport Expiry Date | <p>The expiry date of the passport of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</p>   <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  <p>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</p> |
| Nationality / Place of incorporation of origin | <p>The nationality or place of incorporation of origin of the member.</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</p>   |

| Field name | Description |
|---|--|
| Nationality / Place of incorporation of origin (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Race | <p>The race of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below to select the race from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|---------------|---|
| Gender | <p>The gender of the Member, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Date of Birth | <p>The date of birth of the Member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  |

| Field name | | Description |
|------------|---|--|
| Address | Address Line 1 | Line 1 of the Address of the Member |
| | Address Line 2 | Line 2 of the Address of the Member |
| | Address Line 3 | Line 3 of the Address of the Member |
| | Postcode | Postcode of the Address of the Member |
| | Town | Town of the Address of the Member |
| | State | <p>State of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  |
| Country | <p>Country of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>   <p>2. Click on the "Select" button to proceed:</p>  | |

| Field name | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-----|-----|-----|-----|-----|-----|-----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|
| <p>Category of membership</p> | <p>The category of member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the category of membership from a pop-up window:</i> <div data-bbox="884 367 1219 465" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Category of membership</p> </div> <div data-bbox="884 495 1219 539" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="884 611 1347 1005" style="border: 1px solid gray; padding: 5px;"> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <p>Ordinary member (individual) Honorary member (which shall include patron(s), indi</p> <p style="text-align: right;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Effective date became member</p> | <p>The effective date which the member contribute to undertake the assets of the company</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the effective date became a member from a pop-up window:</i> <div data-bbox="884 1261 1195 1350" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Effective date became member</p> </div> <div data-bbox="884 1377 1195 1426" style="border: 2px solid red; height: 22px; margin: 5px 0;"></div> <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i> <div data-bbox="884 1532 1254 1877" style="border: 1px solid gray; padding: 5px;"> <p>MBRS Preparation Tool</p> <p>DD/MM/YYYY <input type="text"/> << Year >></p> <p>August, 2018</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td style="border: 1px solid blue;">6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> </tbody> </table> <p style="text-align: center;">Today: 6/8/2018</p> <p style="text-align: right;"> <input type="button" value="Reset"/> <input style="border: 2px solid red;" type="button" value="OK"/> </p> </div> | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Amount undertake to contribute to the assets of the company</p> | <p>The amount undertaken by the member to contribute to the assets of the company</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

5.3.6. Section E: Certificate to be Given by All Companies

1. In order to insert the following detail in the module, click on the excel tab labelled "Section E":
 - Particulars of certificate by director and/or secretary after having made due inquiries
2. The following subsection would provide an explanatory on the fields to be completed for the abovementioned information.

5.3.6.1. Particulars of Certificate by Director and/or Secretary After Having Made Due Inquiries

1. Below are the fields to be completed for particulars of certificate by director and/or secretary after having made due inquiries:

| No. | Field name | Description |
|-----|---|--|
| (a) | That the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys have been compiled with in relation to the Company | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have</u> been complied with in relation to the company. • No : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have not</u> been complied with in relation to the company. |



**Annual Return for
Foreign Companies – AR3**

5.4. Annual Return for Foreign Companies – AR3

5.4.1 General

This subsection would guide preparers to fill up the Filing Information window in relation to an AR3 as well as a guideline to complete the relevant information which are required to be filled in the AR3 template.

Please refer to *“Getting Started –Creation of XBRL File”* for more information on the creation of XBRL File to generate an AR module.

5.4.1.1. Filing Information

1. Preparers is required to fill up information in the Filing Information window in relation to an AR3 template. Hence, preparers must select “AR3” under the dropdown list of “Type of submission” in the Filing Information window.
2. Figure 14 below illustrates how the Filing Information window for AR3 should be completed.

| Filing Information | |
|--|---|
| * Name of company | BOARDROOM LIMITED |
| Former name of the company | |
| Goods and services tax number | |
| * Calendar year of annual return | 2018 |
| * Date of annual return | 25/03/2018 |
| * Origin of company | Incorporated outside Malaysia |
| * Status of company | Public company |
| * Type of company | Company limited by shares |
| * Type of submission | AR3 |
| * Disclosure whether company is preparing annual return for first time since incorporation | No |
| Disclosure whether shares of company are quoted on stock exchange | |
| * Disclosure on number of shareholders or members in Malaysia | Company with more than five hundred members |

* denotes mandatory items to be reported

[Pre-populate AR Data](#) [Continue without Pre-population](#) [Generate Template](#) [Cancel](#)

Figure 14

3. Please note that the AR3 template is catered for both private and public foreign companies incorporated outside of Malaysia and registered with SSM. Hence, the field “Status of Company” has to be selected accordingly, i.e. private company or public company.
4. Upon completing the Filing Information window, click “Generate Template” and the mTool will start to populate an MBRS Template in Microsoft Excel, unique to the foreign company’s filing requirements.
5. Upon completion of generating an MBRS Template, a “Save As” window would appear to prompt preparers to save an excel file. The file may be retrieved in the future for editing via the mTool.
6. After saving the file, it would land on the “FI” tab which stands for Filing Information. This section is prepared based on the information provided during the creation of the MBRS Template. Figure 15 below is an illustration of a completed “FI” tab.

| Filing Information | |
|--|---|
| General Filing Information | |
| * Company registration number | 3775-X |
| * Name of company | BOARDROOM LIMITED |
| Former name of the company | |
| Goods and services tax number | |
| * Calendar year of annual return | 2018 |
| * Date of annual return | 02/08/2018 |
| * Origin of company | Incorporated outside Malaysia |
| * Status of company | Public company |
| * Type of company | Company limited by shares |
| * Type of submission | AR3 |
| * Disclosure whether company is preparing annual return for first time since incorporation | No |
| Disclosure on number of shareholders or members in Malaysia | Company with more than five hundred members |

Figure 15

7. The Microsoft Excel File generated by the mTool would consist of the following tabs:

| Sheet Tab | Description |
|---------------|--|
| Content Page | Content page of the AR |
| FI | Information which were inserted in the Filing Information window |
| Section A | Address of registered office in Malaysia, address of registered office in the place of incorporation or origin, address of register of member is kept in Malaysia, address of financial records are kept in Malaysia, address of principal place of business in Malaysia, nature of business (inclusive of MSIC Code), branches place of business. |
| Section B | Summary of shareholding structure |
| Section C | Particular of Indebtedness in Malaysia |
| Section D | Particulars of Directors, Agents and Auditors |
| Section E(i) | Particulars of members <i>(for public companies only)</i> |
| Section E(ii) | Particulars of members <i>(for private companies only)</i> |
| Section G | Certificate to be given by all companies |

8. In the event that the information in the Filing Information window were inserted inaccurately, preparers would be able to edit such information in the FI tab.

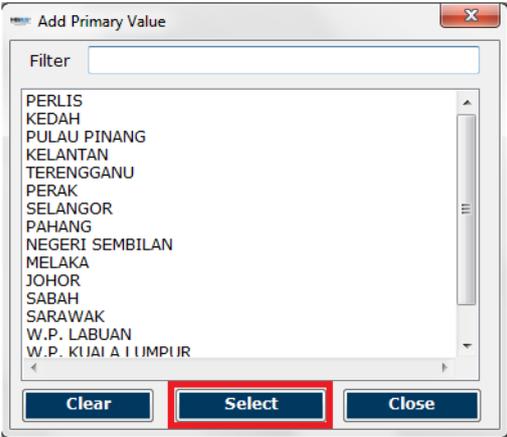
Please note that the type of module would not be able to be changed once the MBRS Template has been generated.

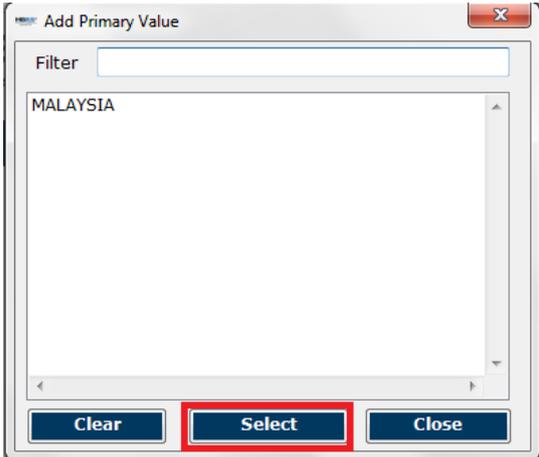
5.4.2. Section A: Particulars of Company

1. In order to insert the following details in the module, click on the excel tab labelled "Section A":
 - Address of registered office in Malaysia
 - Address of registered office in the place of incorporation or origin
 - Address of register of member is kept in Malaysia
 - Address of financial records are kept in Malaysia
 - Address of principal place of business in Malaysia
 - Nature of business
 - Branches place of Business
2. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

5.4.2.1. Address of Registered Office

1. Below are the fields to be completed for address of registered office in Malaysia:

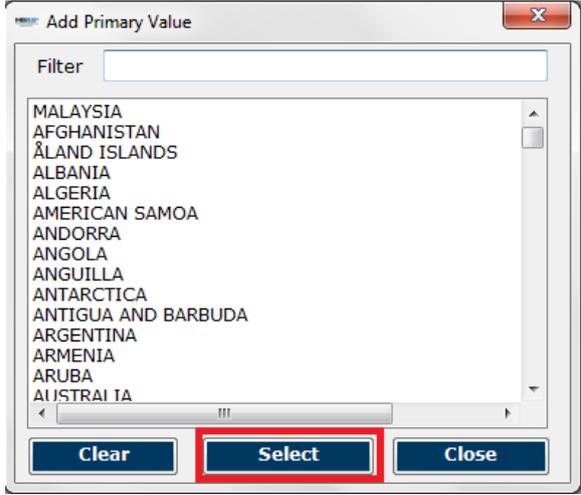
| Field name | Description |
|----------------|---|
| Address line 1 | Line 1 of the address of the registered office in Malaysia |
| Address line 2 | Line 2 of the address of the registered office in Malaysia |
| Address line 3 | Line 3 of the address of the registered office in Malaysia |
| Postcode | Postcode of the address of the registered office in Malaysia |
| Town | Town of the address of the registered office in Malaysia |
| State | <p>State of the address of the registered office in Malaysia</p> <ol style="list-style-type: none"> 1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window: <div style="text-align: center;">  </div> <ol style="list-style-type: none"> 2. Click on the "Select" button to proceed: <div style="text-align: center;">  </div> |

| Field name | Description |
|------------|---|
| Country | <p>Country of the address of the registered office in Malaysia</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

5.4.2.2. Address of Registered Office in the Place of Incorporation or Origin

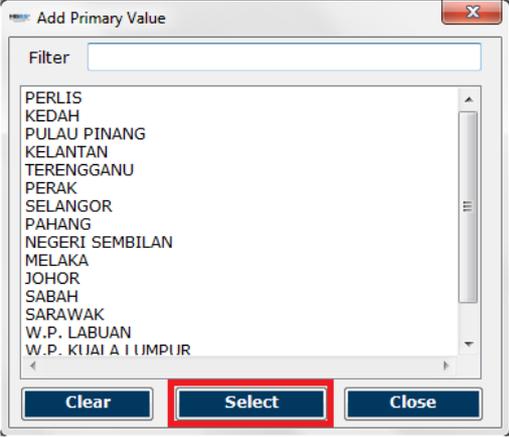
1. Below are the fields to be completed for address of registered office in place of incorporation or origin:

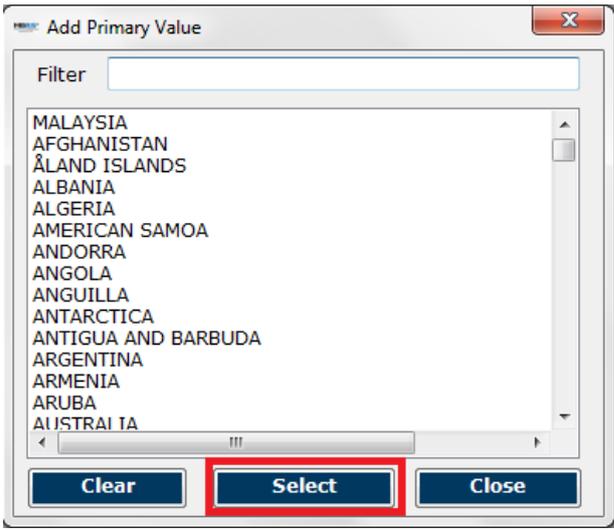
| Field name | Description |
|----------------|---|
| Address line 1 | Line 1 of the address of the registered office in the place of incorporation or origin |
| Address line 2 | Line 2 of the address of the registered office of the registered office in the place of incorporation or origin |
| Address line 3 | Line 3 of the address of the registered office in the place of incorporation or origin |
| Country | <p>Country of the address of the registered office in the place of incorporation or origin</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  |

| Field name | Description |
|--------------------|---|
| Country (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |

5.4.2.3. Address of Register of Members is kept in Malaysia

1. Below are the fields to be completed for address of register of members is kept in Malaysia:

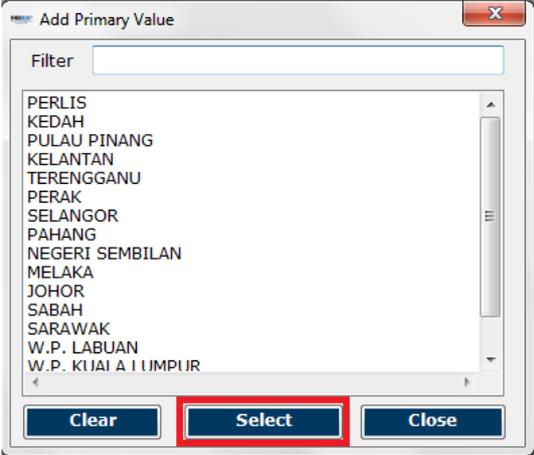
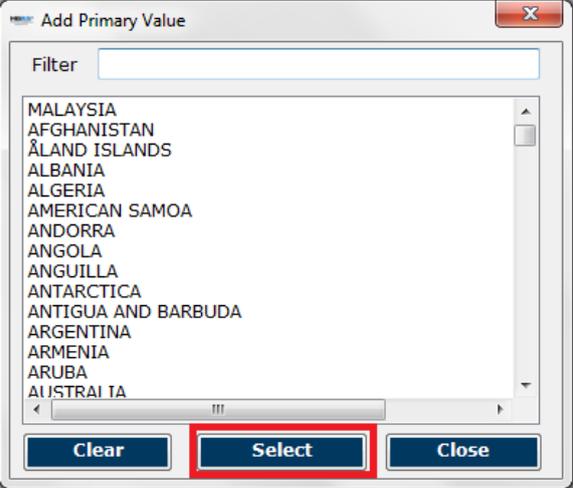
| Field name | Description |
|----------------|---|
| Address line 1 | Line 1 of the address of the register of members is kept in Malaysia |
| Address line 2 | Line 2 of the address of the register of members is kept in Malaysia |
| Address line 3 | Line 3 of the address of the register of members is kept in Malaysia |
| Postcode | Postcode of the address of the register of members is kept in Malaysia |
| Town | Town of the address of the register of members is kept in Malaysia |
| State | <p>State of the address of the register of members is kept in Malaysia</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|------------|--|
| Country | <p>Country of the address of the register of members is kept in Malaysia</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

5.4.2.4. Address of Financial Records are Kept in Malaysia

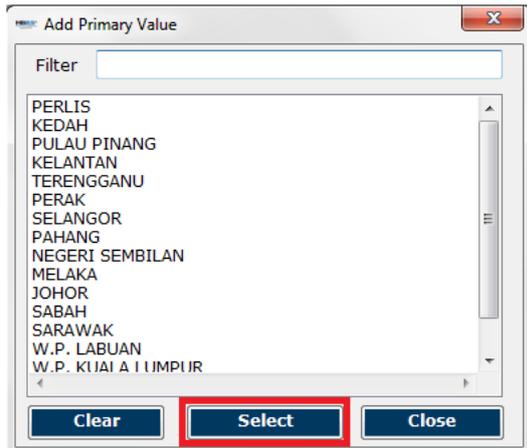
1. The address of financial records are kept is only required to be completed if the address is other than the registered office.
2. Financial Records refers to Audited Financial Statements (kindly refer to the FAQ issued).
3. Below are the fields to be completed for address of financial records are kept in Malaysia:

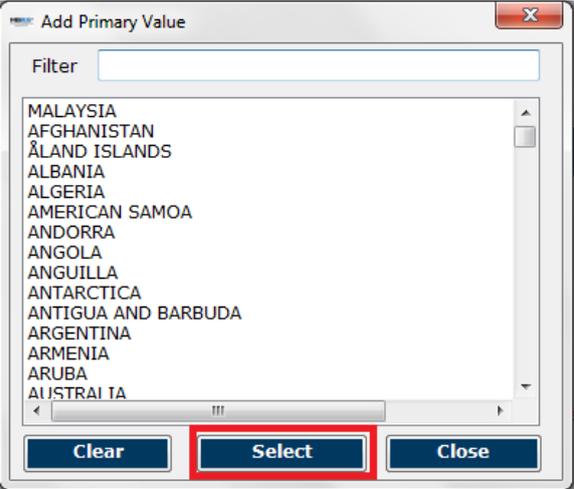
| Field name | Description |
|----------------|--|
| Address line 1 | Line 1 of the address of financial records are kept in Malaysia |
| Address line 2 | Line 2 of the address of financial records are kept in Malaysia |
| Address line 3 | Line 3 of the address of financial records are kept in Malaysia |
| Postcode | Postcode of the address of financial records are kept in Malaysia |
| Town | Town of the address of financial records are kept in Malaysia |
| State | <p>State of the address of financial records are kept in Malaysia</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  |

| Field name | Description |
|------------------|---|
| State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Country | <p>Country of the address of financial records are kept in Malaysia</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

5.4.2.5. Address of Principal Places of Business in Malaysia

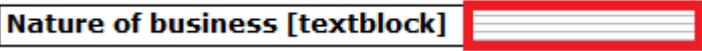
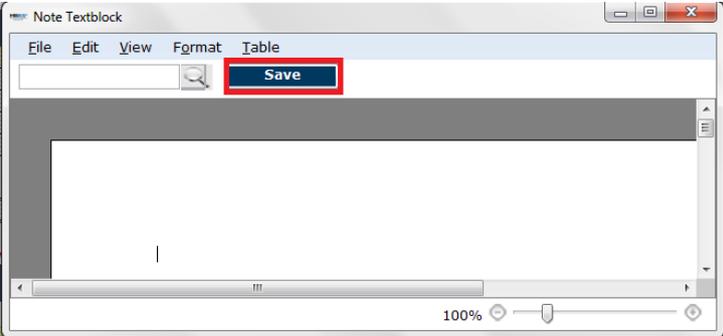
1. Below are the fields to be completed for address of principal place of business in Malaysia:

| Field name | Description |
|----------------|--|
| Address line 1 | Line 1 of the address of principal place of business in Malaysia |
| Address line 2 | Line 2 of the address of principal place of business in Malaysia |
| Address line 3 | Line 3 of the address of principal place of business in Malaysia |
| Postcode | Postcode of the address of principal place of business in Malaysia |
| Town | Town of the address of principal place of business in Malaysia |
| State | <p>State of the address of principal place of business in Malaysia</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> <div style="text-align: center;">  </div> <p>2. Click on the "Select" button to proceed:</p> <div style="text-align: center;">  </div> |
| Country | <p>Country of the address of principal place of business in Malaysia</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the Country from a pop-up window:</p> <div style="text-align: center;">  </div> |

| Field name | Description |
|------------------|---|
| Country | <p>2. Click on the "Select" button to proceed:</p>  |
| Telephone number | Telephone number of the address of principal place of business in Malaysia |
| Fax number | Fax number of the address of principal place of business in Malaysia |
| E-mail | E-mail of the address of principal place of business in Malaysia |
| Website | Website of the address of principal place of business in Malaysia |

5.4.2.6. Nature of Business

1. Below are the fields to be completed for nature of business:

| Field name | Description |
|--------------------|--|
| Nature of business | <p>Principal business activity of the Company</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window:</p>  <p>2. Click on the "Save" button to save the input:</p>  |

3. In addition to inserting the principal business activity of the company as mentioned in the field above, preparers are also required to select the relevant MSIC Code to the company, which can be selected from a list provided by SSM.

- In order to select the appropriate MSIC Code, preparers are required to double click on the information column as shown in Figure 16 below.

| Nature of business in Malaysia | *MSIC Code | *Description of Business |
|--------------------------------|------------|--------------------------|
| Business 1 | | |
| Business 2 | | |
| Business 3 | | |

Figure 16

- Upon double-clicking the information column, a pop-up window will appear which allow preparers to search and select the appropriate MSIC Code for the Company. Thereafter, click on the "Ok" button after choosing the appropriate code.

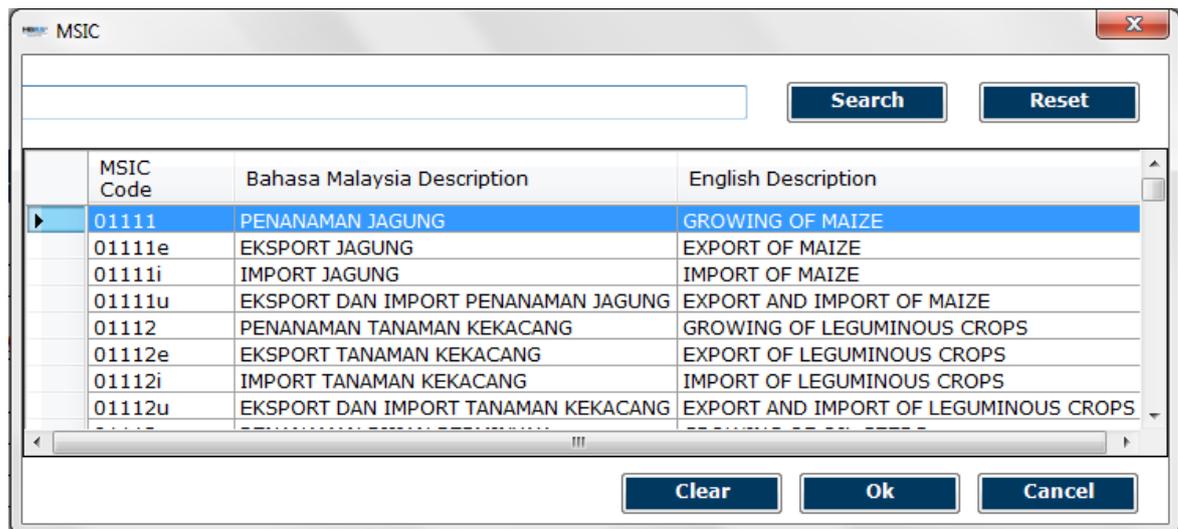
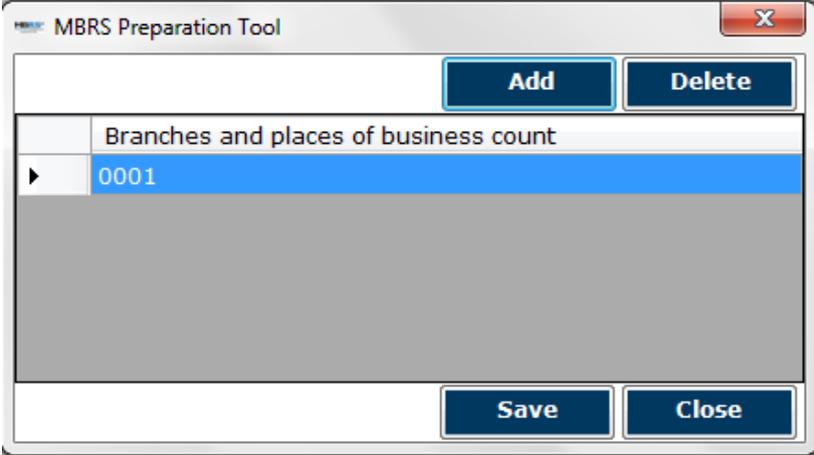
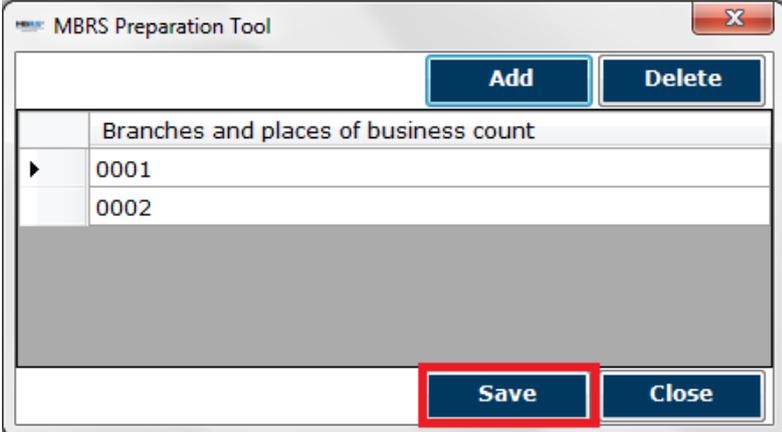
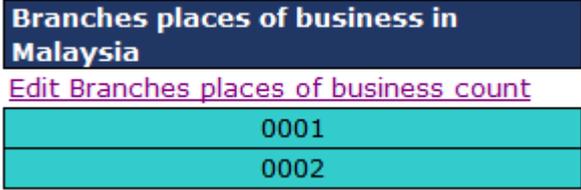


Figure 17

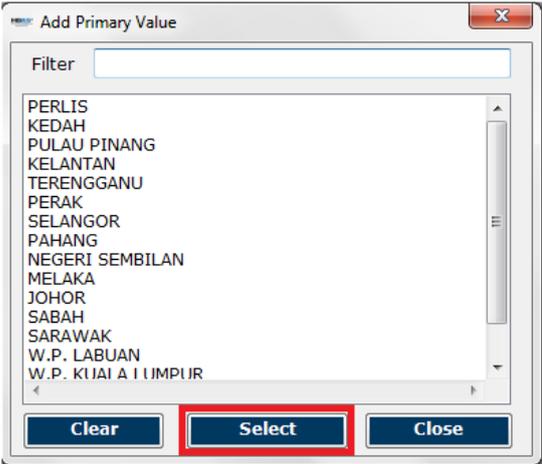
5.4.2.7.Branches Places of Business

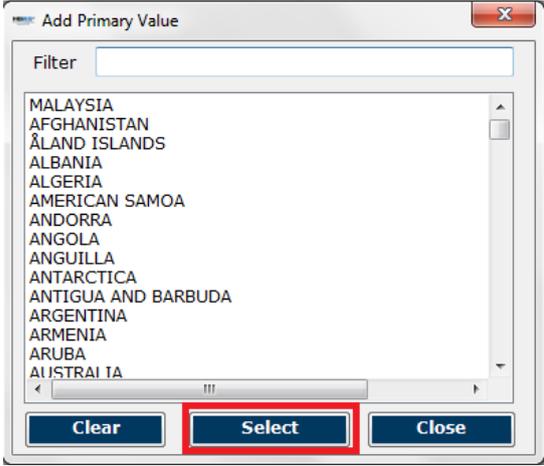
- To increase the number of branches places of business in Malaysia, please follow the following steps:

| Step | Description |
|------|---|
| 1 | <p>Click on the filed "Edit Branches places of business count" in order to "Add" or "Delete" the branches places of business count, as shown below:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="background-color: #003366; color: white; padding: 2px;">Branches places of business in Malaysia</p> <p style="border: 2px solid red; padding: 2px; color: blue; text-decoration: underline;">Edit Branches places of business count</p> <p style="background-color: #009999; color: white; padding: 2px; text-align: center;">0001</p> </div> <p><i>Note: By default, the number of the branches places of business count in Malaysia will be set at one (1).</i></p> |

| Step | Description |
|------|--|
| 2 | <p>A pop-up window will appear which allow preparers to “Add” or “Delete” the number of count of the branches places of business:</p>  <p>Click the “Add” button to increase the count of the branches places of business (If the company has more than one (1) branches places of business in Malaysia) or “Delete” to reduce the count of the branches places of business.</p> |
| 3 | <p>Click on the “Save” button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the branches places of business in Malaysia.</p>  |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the branches places of business in Malaysia.</p> |

2. Below are the fields to be completed for branches places of business:

| Field name | Description |
|----------------|--|
| Address line 1 | Line 1 of the address of branches place of business |
| Address line 2 | Line 2 of the address of branches place of business |
| Address line 3 | Line 3 of the address of branches place of business |
| Postcode | Postcode of the address of branches place of business |
| Town | Town of the address of branches place of business |
| State | <p>State of the address of branches place of business</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>State </p> </div> <p>2. Click on the "Select" button to proceed:</p>  |
| Country | <p>Country of the address of branches place of business</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>*Country </p> </div> |

| Field name | Description |
|--------------------|--|
| Country (Cont') | <p data-bbox="592 170 1126 203">2. Click on the "Select" button to proceed:</p>  |
| Telephone number | Telephone number of the address of branches place of business |
| Fax number | Fax number of the address of branches place of business |
| E-mail | E-mail of the address of branches place of business |
| Website | Website of the address of branches place of business |

5.4.3. Section B: Particulars of Shareholding Structure in Place of Incorporation or Origin

- In order to insert the following details in the module, click on the excel tab labelled "Section B":
 - Summary of shareholding structure
- The following subsection would provide an explanatory on the field to be completed for the abovementioned information.

5.4.3.1. Summary of Shareholding Structure

- Preparers shall select the appropriate currency for the amount of shares before proceed to the shareholding structure:

| Field name | Description |
|--------------------------------------|--|
| Type of currency of amount of shares | <p>Being the type of currency used for the amount of shares.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to input information in the pop-up window:</i> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Type of currency of amount of shares </p> </div> <ol style="list-style-type: none"> <i>Click on the "Select" button after choosing the appropriate currency, as shown below:</i> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Add Primary Value X</p> <p>Filter <input type="text"/></p> <ul style="list-style-type: none"> Malaysian Ringgit (MYR) United States Dollar (USD) Euro Member Countries (EUR) United Kingdom Pound (GBP) United Arab Emirates Dirham (AED) Afghanistan Afghani (AFN) Albania Lek (ALL) Armenia Dram (AMD) Netherlands Antilles Guilder (ANG) Angola Kwanza (AOA) Argentina Peso (ARS) Australia Dollar (AUD) Aruba Guilder (AWG) Azerbaijan Manat (AZN) Bosnia and Herzegovina Convertible Marka (BAM) <p style="text-align: center;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div> |

- Upon selecting the type of currency, preparers will then be required to complete the relevant information in the summary of shareholding structure.
- Below are the fields to be completed for summary of shareholding structure:

| Field name | Description |
|---|---|
| Total amount of authorised share capital, if applicable | The total amount (in currency) for the authorised share capital |
| Total amount of paid up share capital | The total amount (in currency) for the paid up share capital |

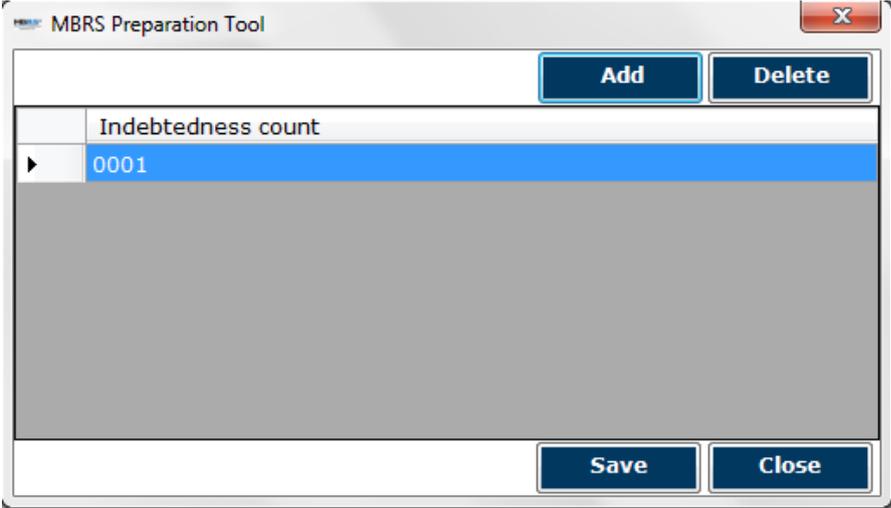
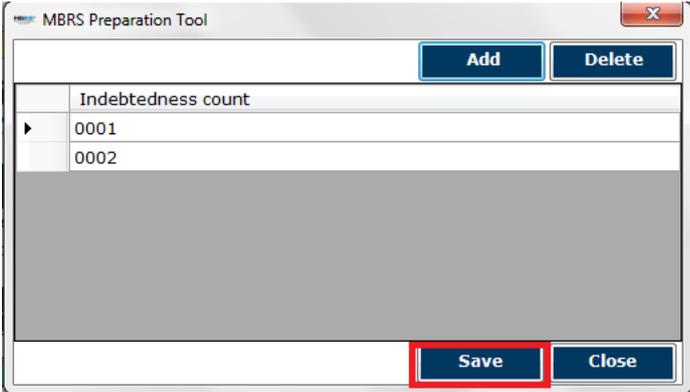
5.4.3.2. Explanatory Notes on Shares

1. Below are the field to be completed for disclosure of share (if applicable):

| Field name | Description |
|-------------------------------------|---|
| Explanatory notes on shares, if any | <p>Representing the explanatory notes on shares.</p> <ol style="list-style-type: none"> <p>In order to fill up the information in this field, double click on the information column (as shown below) to input information in the pop-up window:</p> <div data-bbox="651 495 1437 539" style="border: 1px solid black; padding: 2px;"> Explanatory notes on shares, if any <div style="border: 2px solid red; width: 150px; height: 15px; display: inline-block; margin-left: 5px;"></div> </div> <p>After completing the necessary information, click on the "Save" button to save the input:</p> <div data-bbox="651 674 1382 1014" style="border: 1px solid gray; padding: 5px;"> </div> <p><i>Note: Preparers may utilise this feature to provide clarification, if required.</i></p> |

5.4.4. Section C: Particulars of Indebtedness in Malaysia

1. In order to insert the following details in the module, click on the excel tab labelled "Section C":
 - Particulars of indebtedness in Malaysia
2. The information contained in this section has to be completed as at the anniversary date of the Company.
3. To increase the number of indebtedness count in the listing, please follow the following steps:

| Step | Description |
|------|--|
| 1 | <p>Click on the filed "Edit Indebtedness count" in order to "Add" or "Delete" the Indebtedness count, as shown below:</p>  <p><i>Note: By default, the number of the Indebtedness Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allows preparers to "Add" or "Delete" the number of count of the indebtedness:</p>  <p>Click the "Add" button to increase the count of the Indebtedness (If the company has more than one (1) indebtedness) or "Delete" to reduce the count of the indebtedness.</p> |
| 3 | <p>Click on the "Save" button to proceed:</p>  |

| Step | Description |
|------|--|
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of indebtedness.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Particulars of indebtedness</p> <p>Edit Indebtedness count</p> <p>0001</p> <p>0002</p> </div> |
| 5 | Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of indebtedness. |

4. Below are the fields to be completed for particulars of indebtedness in Malaysia:

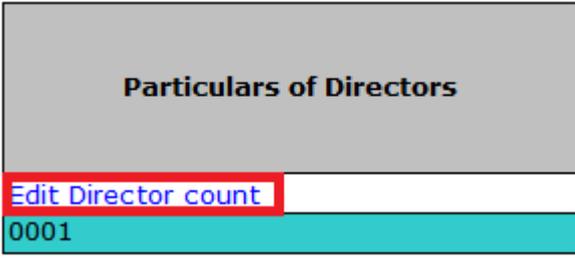
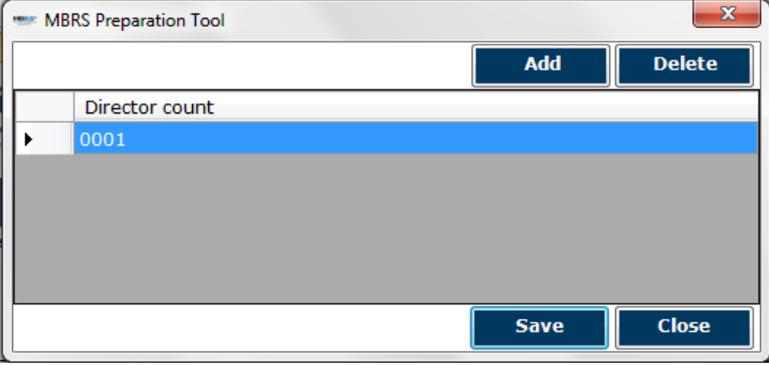
| Field name | Description |
|------------------------------|--|
| Registered number | Registered number of the charge |
| Date of registration | Date of registration of the charge |
| Nature of charge | Nature of the charge, i.e. fixed, floating, or fixed and floating. |
| Name of chargee | The name of the charge |
| Amount of indebtedness (MYR) | Amount of indebtedness of the charge as at the date of the AR (anniversary date) |

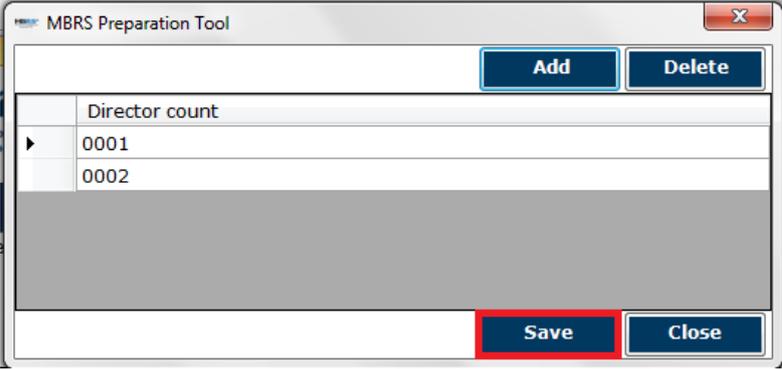
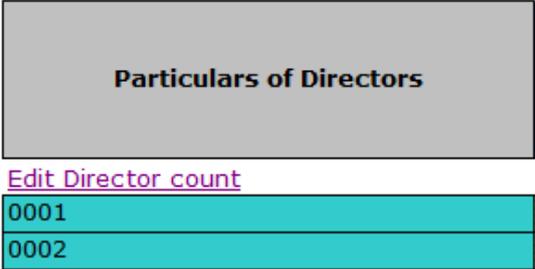
5.4.5. Section D: Particulars of Directors, Agent and Auditors

1. In order to insert the following details in the module, click on the excel tab labelled "Section D":
 - Particulars of Directors
 - Particulars of Agents
 - Particulars of Auditors
2. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

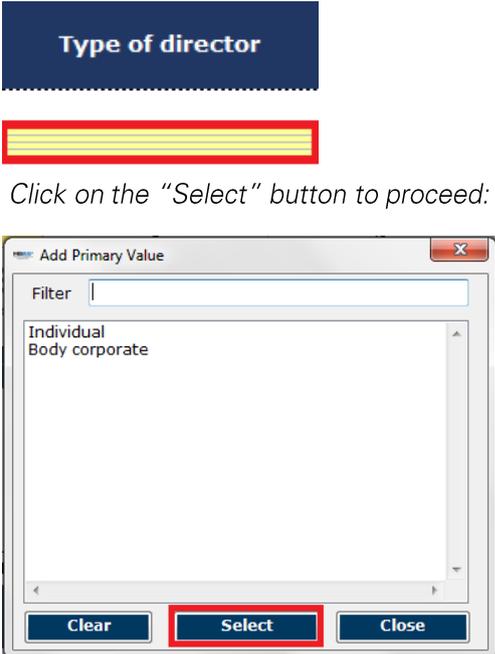
5.4.5.1. Particulars of Directors

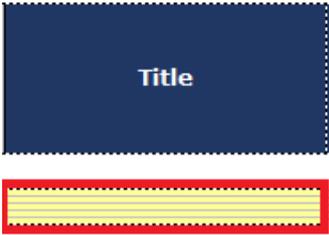
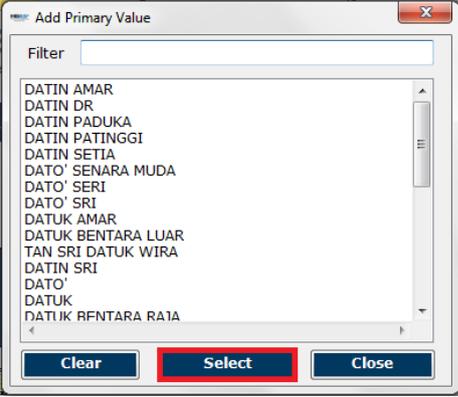
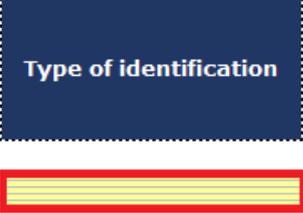
1. To increase the number of the Director count in the listing, please follow the following steps:

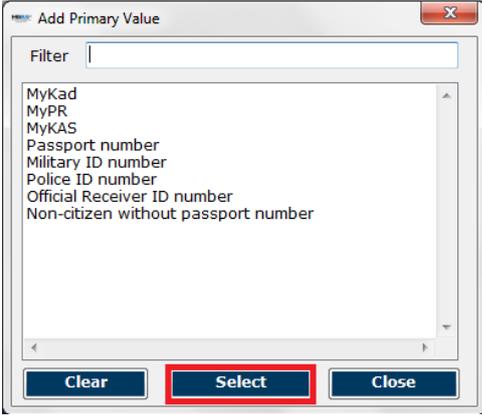
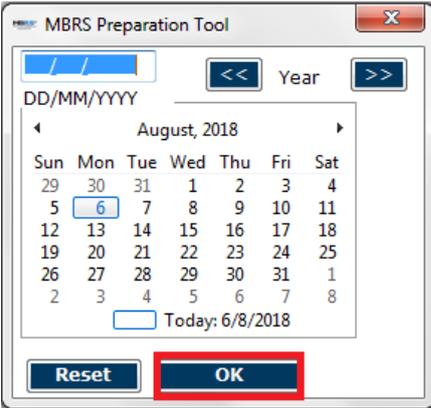
| Step | Description |
|------|--|
| 1 | <p>Click on "Edit Director count" in order to "Add" or "Delete" on the Director count, as shown below:</p>  <p><i>Note: By default, the number of the Director Count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Director:</p>  <p>Click the "Add" button to increase the count of the Director (If the Company has more than one (1) Director) or "Delete" to reduce the count of the Director.</p> |

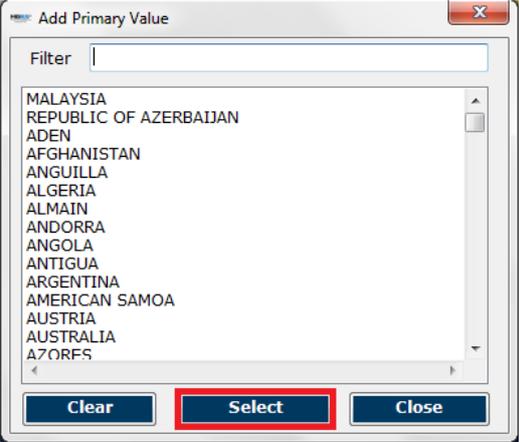
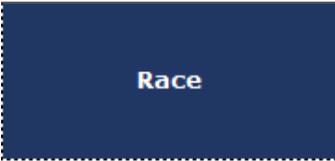
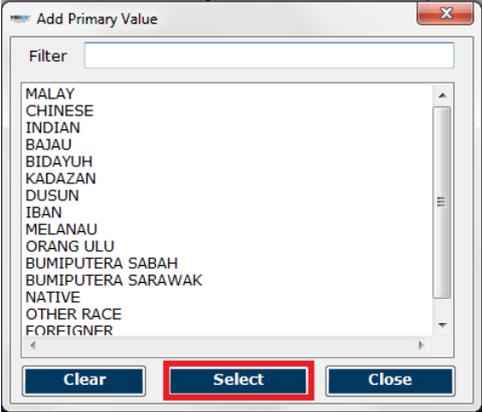
| Step | Description |
|------|--|
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of Directors.</p>  |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of Directors.</p> |

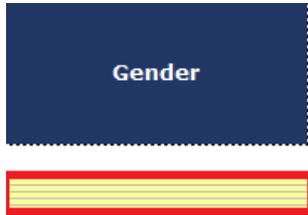
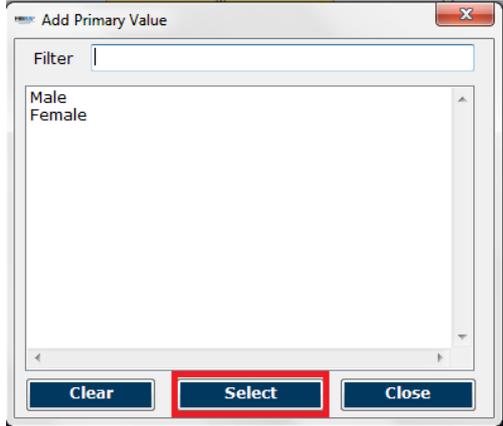
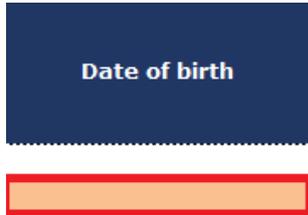
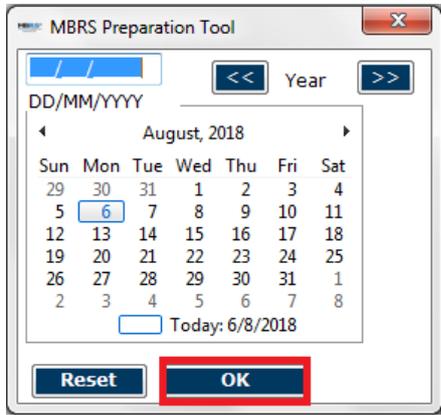
2. Below are the fields to be completed for particulars of Directors:

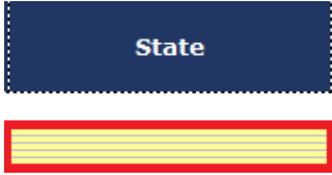
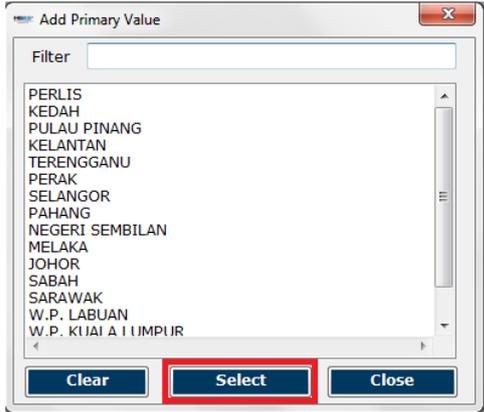
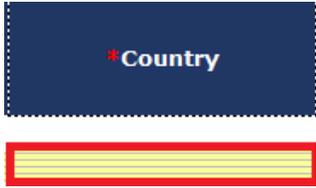
| Field name | Description |
|-------------------------|---|
| <p>Type of Director</p> | <p>The type of Director, i.e. Individual or Body Corporate</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of director from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> |

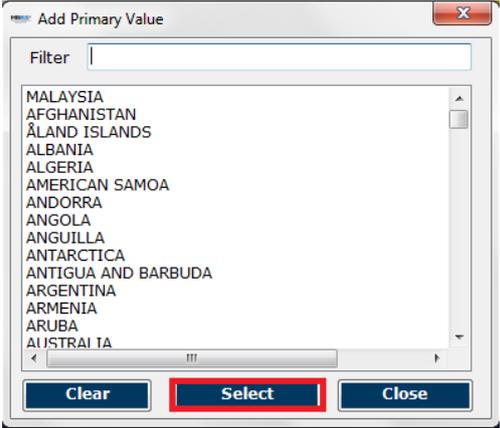
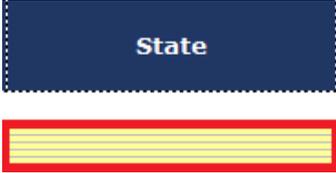
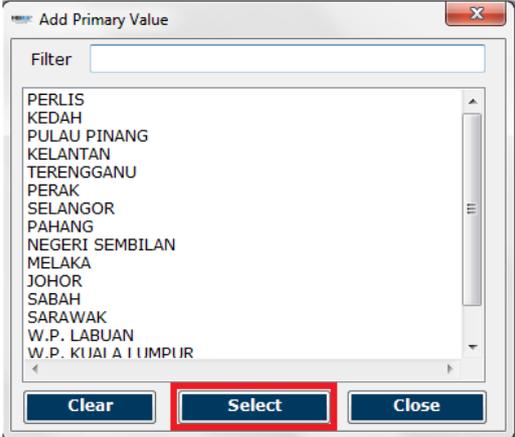
| Field name | Description |
|------------------------|---|
| Title | <p>Title of the Director, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) in order to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Name | Name of the Director |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  |

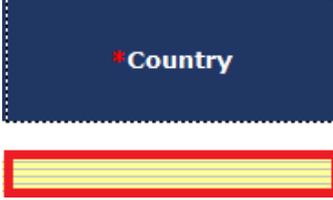
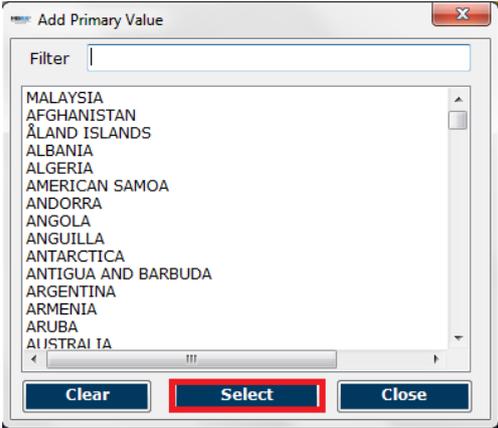
| Field name | Description |
|--------------------------------|---|
| Type of Identification (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Identification Number | The identification number is based on the "type of identification" selected. |
| Passport Expiry Date | <p>The expiry date of the passport of the Director</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</p>  <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  <p>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</p> |

| Field name | Description |
|--|---|
| Nationality / Place of incorporation or origin | <p>The nationality/place of incorporation or origin of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation or origin from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Race | <p>The race of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|----------------------|---|
| <p>Gender</p> | <p>The gender of the Director, i.e. either "Male" or "Female"</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| <p>Date of Birth</p> | <p>The date of birth of the Director</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the "OK" button to proceed:</i>  |

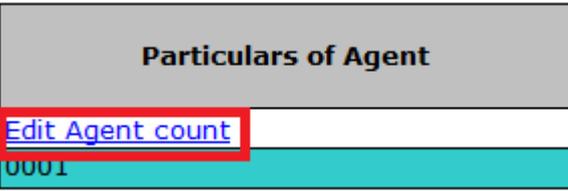
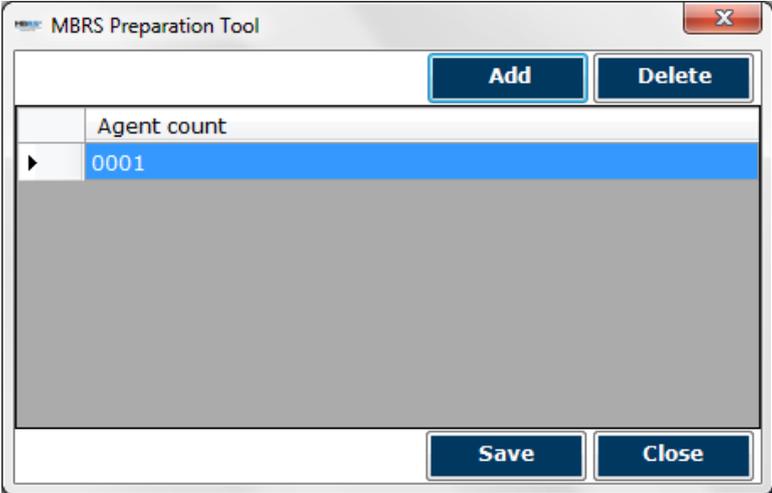
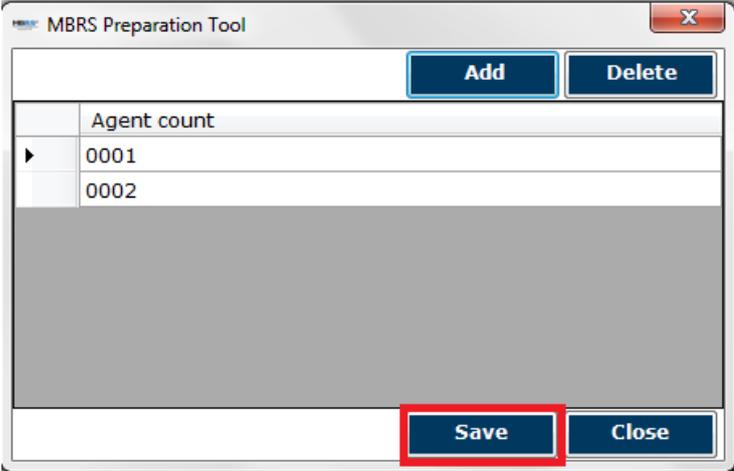
| Field name | | Description |
|---------------------|--|---|
| Residential Address | Address Line 1 | Line 1 of the residential address |
| | Address Line 2 | Line 2 of the residential address |
| | Address Line 3 | Line 3 of the residential address |
| | Postcode | Postcode of the residential address |
| | Town | Town of the residential address |
| | State | <p>State of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Country | <p>Country of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  | |

| Field name | | Description |
|-----------------------------|-----------------|--|
| Residential Address (Cont') | Country (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Service Address | Address Line 1 | Line 1 of the service address |
| | Address Line 2 | Line 2 of the service address |
| | Address Line 3 | Line 3 of the service address |
| | Postcode | Postcode of the service address |
| | Town | Town of the service address |
| | State | <p>State of the service address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | | Description |
|-------------------------|---------|---|
| Service Address (Cont') | Country | <p>Country of the service address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the Country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| E-mail | | The e-mail address of the Director |

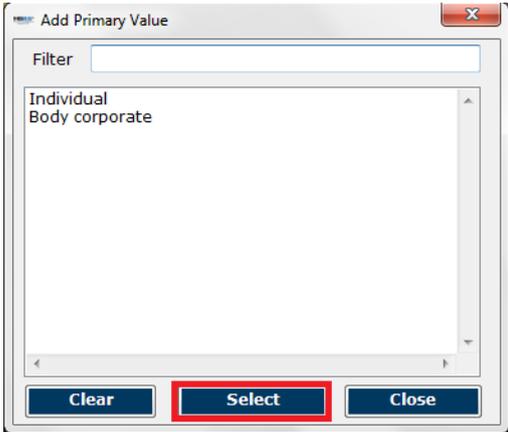
5.4.5.2. Particulars of Agent

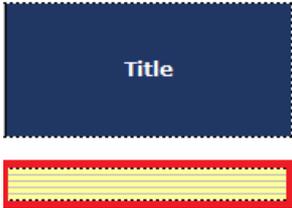
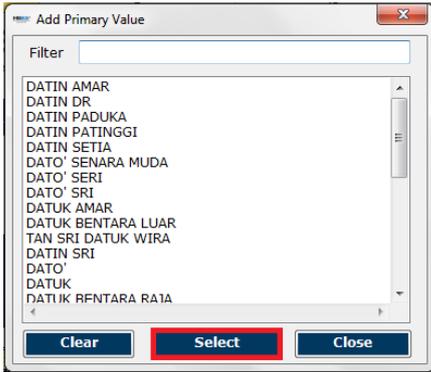
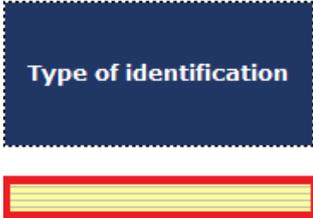
- To increase the number of Agent in the listing, please follow the following steps:

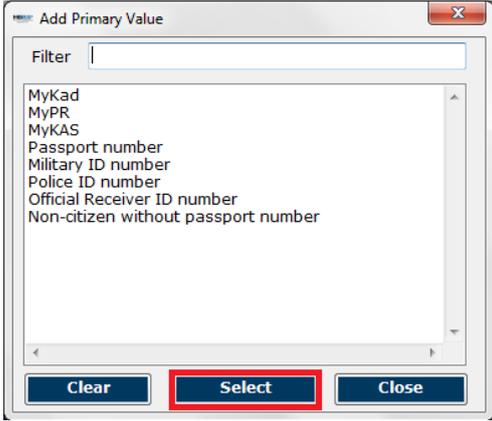
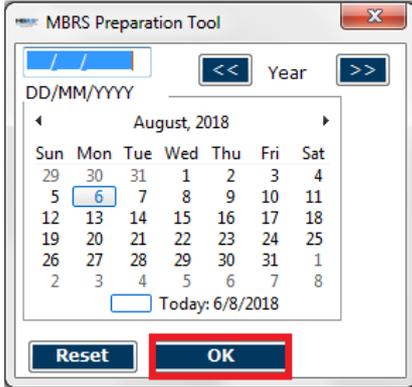
| Step | Description |
|------|---|
| 1 | <p>Click on the filed "Edit Agent Count" in order to "Add" or "Delete" the Agent count, as shown below:</p>  <p><i>Note: By default, the number of the Agent count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear allow preparers to "Add" or "Delete" the number of count of the Agent:</p>  <p>Click the "Add" button to increase the count of the Agent (If the company has more than one (1) Agent) or "Delete" to reduce the count of the Agent.</p> |
| 3 | <p>Click on the "Save" button to proceed:</p>  |

| Step | Description | | |
|------|---|------|------|
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of the particulars of agent.</p> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 5px;">Particulars of Agent</div> <p>Edit Agent count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #00cccc;">0001</td> </tr> <tr> <td style="background-color: #00cccc;">0002</td> </tr> </table> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count for particulars of agent. | | |

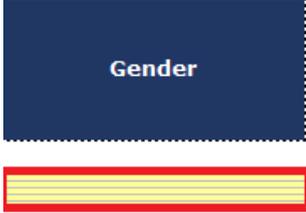
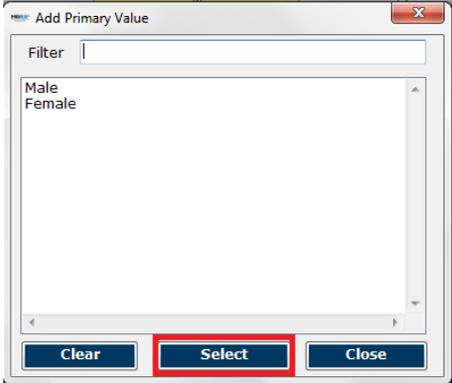
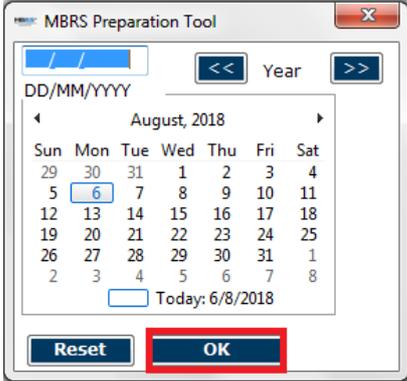
2. Below are the fields to be completed for particulars of Agent:

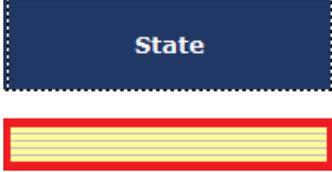
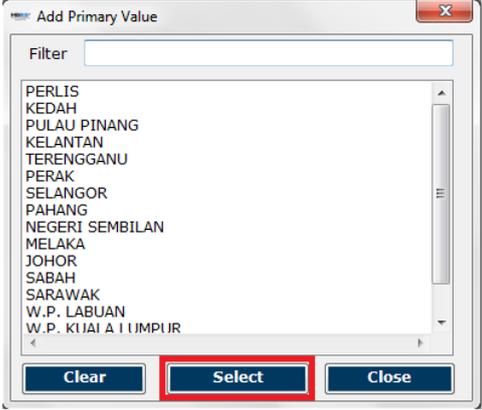
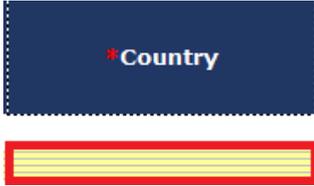
| Field name | Description |
|---------------|---|
| Type of Agent | <p>The type of Agent, i.e. Individual or Body Corporate</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select type of agent from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;">   </div> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div> |

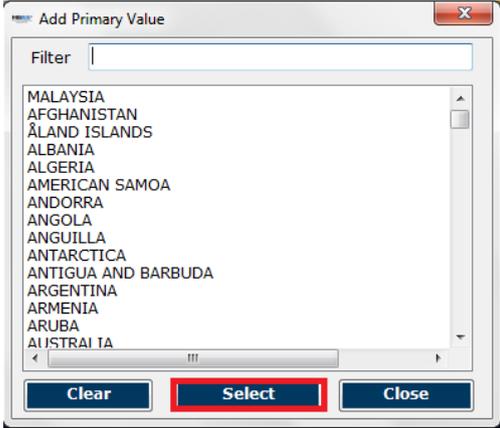
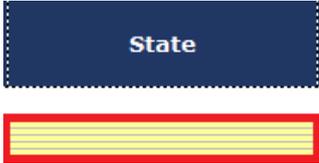
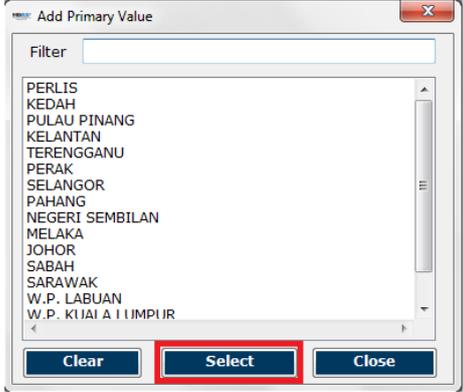
| Field name | Description |
|------------------------|---|
| Title | <p>Title of the Agent, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Name | Name of the Agent |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select type of identification from a pop-up window:</i>  |

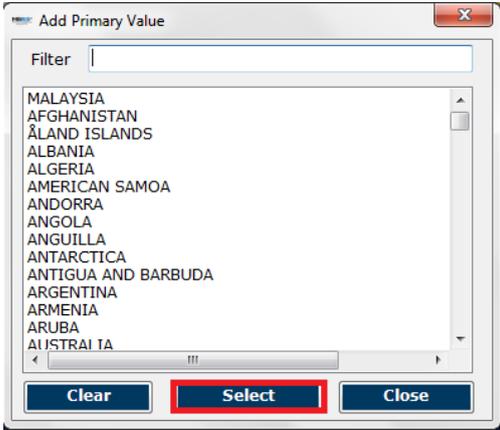
| Field name | Description |
|--------------------------------|---|
| Type of Identification (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Identification Number | Identification number based on the "type of identification" selected. |
| Passport expiry date | <p>The expiry date of the passport of the Agent</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</p>  <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  <p>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</p> |

| Field name | Description |
|---|---|
| <p>Nationality / Place of incorporation or origin</p> | <p>The nationality/place of incorporation or origin of the Agent</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select Nationality or place of incorporation or origin from a pop-up window:</i> <div data-bbox="858 398 1193 495" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Nationality/ Place of incorporation or origin</p> </div> <div data-bbox="858 521 1193 566" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="865 636 1337 1034" style="border: 1px solid gray; padding: 5px;"> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <ul style="list-style-type: none"> MALAYSIA REPUBLIC OF AZERBAIJAN ADEN AFGHANISTAN ANGUILLA ALGERIA ALMAIN ANDORRA ANDORRA ANGOLA ANTIGUA ARGENTINA AMERICAN SAMOA AUSTRIA AUSTRALIA AZORES <p style="text-align: right;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div> |
| <p>Race</p> | <p>The race of the Agent.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</i> <div data-bbox="858 1254 1168 1400" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Race</p> </div> <div data-bbox="858 1426 1168 1471" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div data-bbox="858 1541 1305 1921" style="border: 1px solid gray; padding: 5px;"> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <ul style="list-style-type: none"> MALAY CHINESE INDIAN BAJAU BIDAYUH KADAZAN DUSUN IBAN MELANAU ORANG ULU BUMIPUTERA SABAH BUMIPUTERA SARAWAK NATIVE OTHER RACE FORFIGNFR <p style="text-align: right;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div> |

| Field name | Description |
|---------------|---|
| Gender | <p>The gender of the Agent, i.e. either “Male” or “Female”</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the “Select” button to proceed:</i>  |
| Date of Birth | <p>The date of Birth of the Agent.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Select the appropriate date and click on the “OK” button to proceed:</i>  |

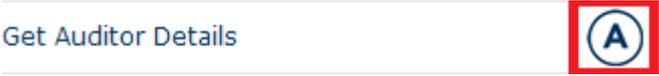
| Field name | | Description |
|---------------------|--|---|
| Residential Address | Address Line 1 | Line 1 of the residential address |
| | Address Line 2 | Line 2 of the residential address |
| | Address Line 3 | Line 3 of the residential address |
| | Postcode | Postcode of the residential address |
| | Town | Town of the residential address |
| | State | <p>State of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Country | <p>Country of the residential address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  | |

| Field name | | Description |
|-----------------------------|-----------------|---|
| Residential Address (Cont') | Country (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Business Address | Address Line 1 | Line 1 of the business address |
| | Address Line 2 | Line 2 of the business address |
| | Address Line 3 | Line 3 of the business address |
| | Postcode | Postcode of the business address |
| | Town | Town of the business address |
| | State | <p>State of the business address</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Country | Description |
|--------------------------|---------|--|
| Business Address (Cont') | | <p>Country of the business address</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:  <ol style="list-style-type: none"> Click on the "Select" button to proceed:  |

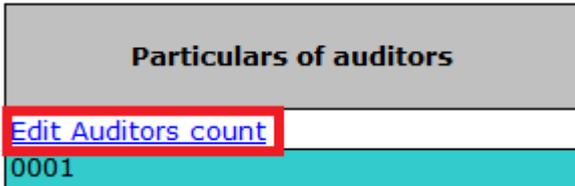
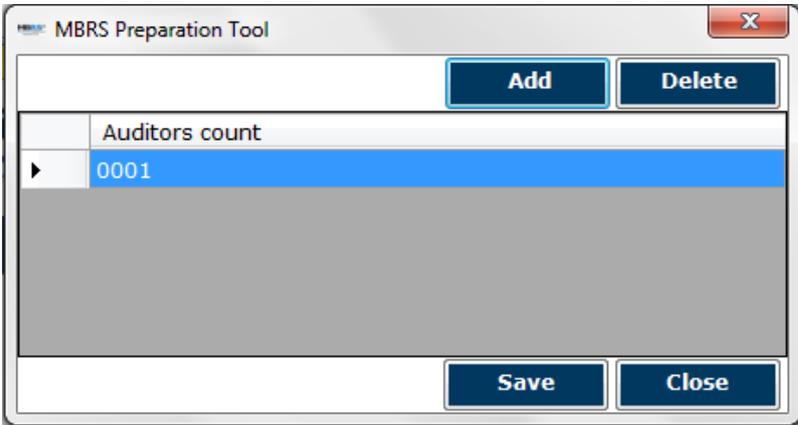
5.4.5.3. Particulars of Auditors

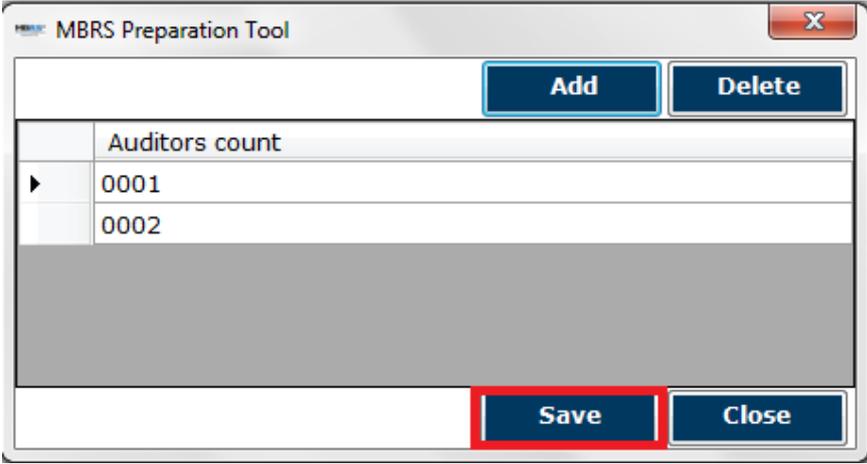
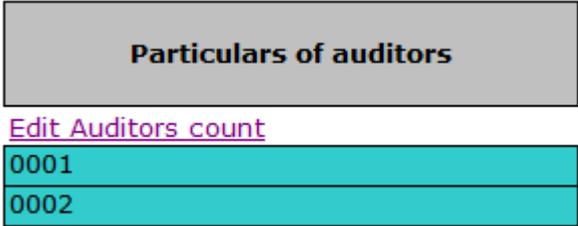
- Preparers may use the tool box in the mTool to generate the information of the Auditor. Please follow the following steps to use the mentioned function:

| Step | Description |
|------|---|
| 1 | <p>Insert the Audit firm number (e.g. AFXXXX) in the field shown below:</p>  |
| 2 | <p>Click on the Icon as shown below:</p>  |

| Step | Description |
|------|---|
| 3 | A pop-up screen will appear (as shown below) which would require preparers to log in.  |
| 4 | Click on Public Login, and provide the necessary credentials. |
| 5 | Upon logging in, particulars of Auditors will be automatically tabulated. |

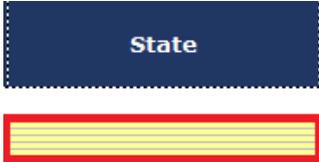
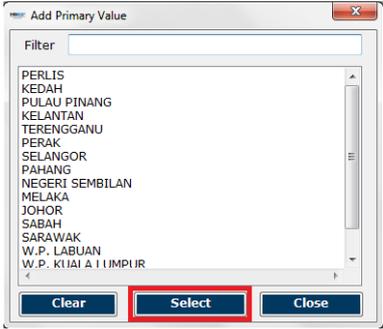
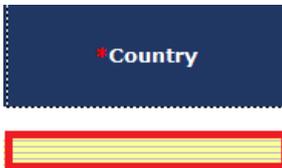
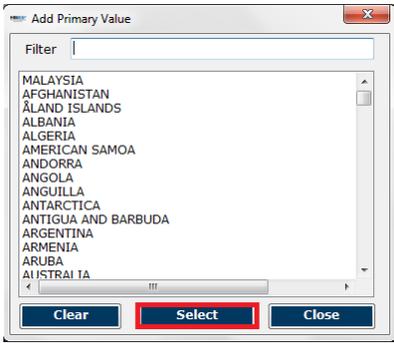
2. To increase the number of the Auditors count in the listing, please follow the following steps:

| Step | Description |
|------|--|
| 1 | Click on "Edit Auditors count" in order to "Add" or "Delete" the Auditors count, as shown below:  <i>Note: By default, the number of the Auditors count will be set at one (1).</i> |
| 2 | A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the Auditors:  Click the "Add" button to increase the count of the Auditors (If the Company has more than one (1) Auditors) or "Delete" to reduce the count of the Auditors. |

| Step | Description |
|------|---|
| 3 | <p>Click on the "Save" button to proceed:</p>  |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of Auditors.</p>  |
| 5 | Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of the particulars of auditors. |

2. Below are the fields to be completed for particulars of Auditors:

| Field name | | Description |
|-----------------------|----------------|---|
| Audit Firm number | | The Auditors' Firm number e.g AF XXXX |
| Name of Audit Firm | | The name of the audit firm |
| Address of Audit Firm | Address Line 1 | Line 1 of the address of the Audit Firm |
| | Address Line 2 | Line 2 of the address of the Audit Firm |
| | Address Line 3 | Line 3 of the address of the Audit Firm |
| | Postcode | Postcode of the address of the Audit Firm |
| | Town | Town of the address of the Audit Firm |

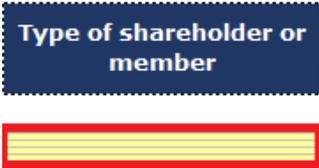
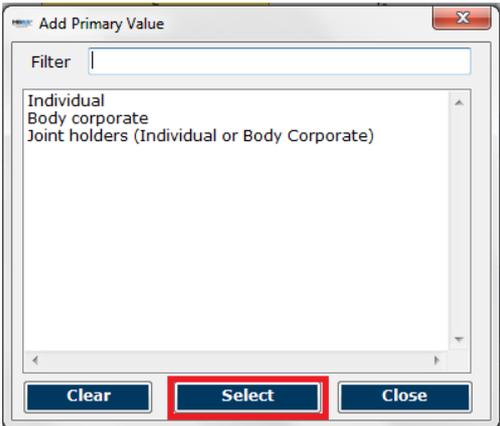
| Field name | Description |
|-------------------------------|---|
| Address of Audit Firm (Cont') | <p>State</p> <p>State of the address of the Audit Firm</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:  <ol style="list-style-type: none"> Click on the "Select" button to proceed:  |
| | <p>Country</p> <p>Country of the address of the Audit Firm</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:  <ol style="list-style-type: none"> Click on the "Select" button to proceed:  |

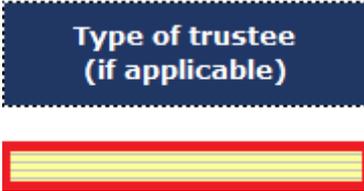
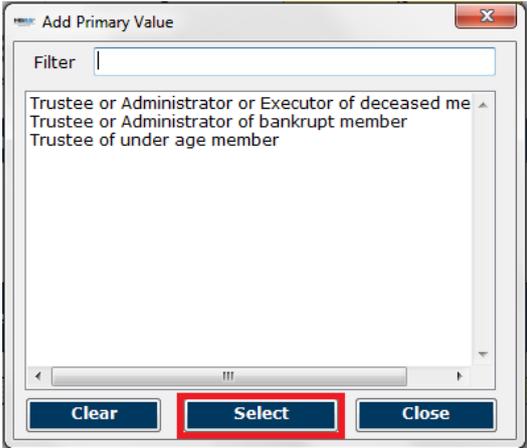
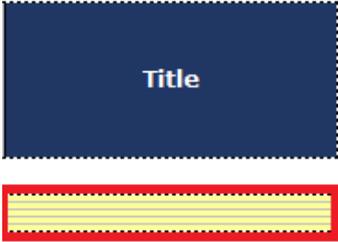
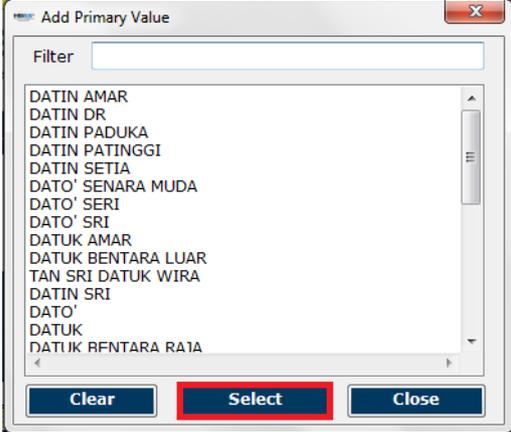
5.4.6. Section E(i): Particulars of Member, for Company with More than Five Hundred Members, Origin of Malaysia

1. Kindly note that this sub-section is only applicable for Foreign Public Companies.
2. In order to insert the following details in the module, click on the excel tab labelled "Section E(i)":
 - Particulars of shareholders or members in Malaysia with more than five hundred shareholders or members
 - Sub-classification of shareholder or member count among 20 shareholders or members
3. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

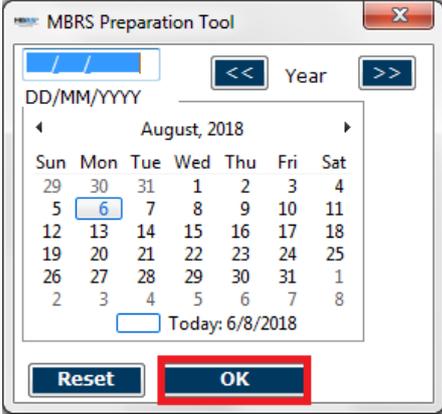
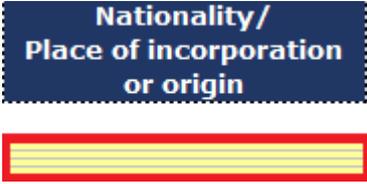
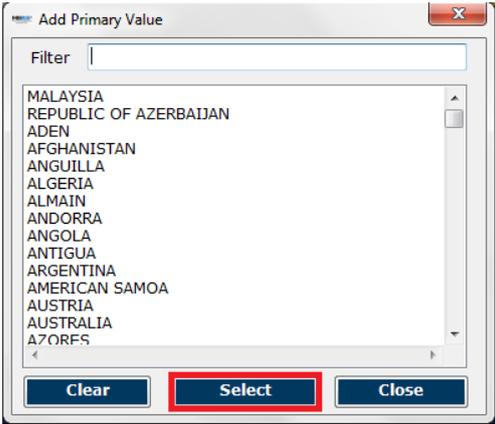
5.4.6.1. Particulars of Members

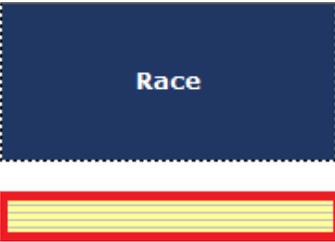
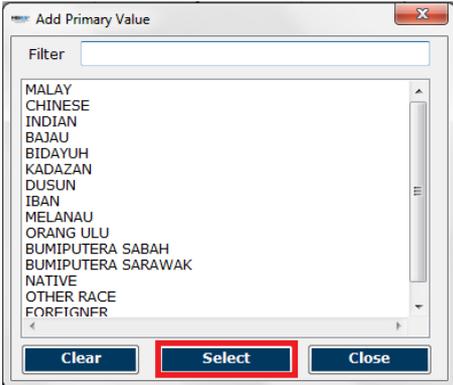
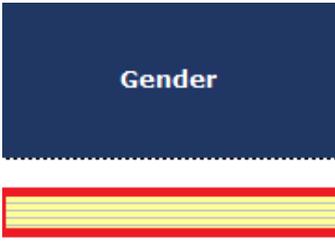
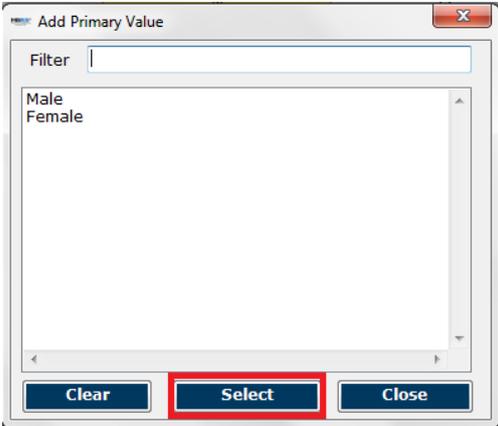
1. Below are the fields to be completed for particulars of members:

| Field name | Description |
|-------------------------------|--|
| Type of shareholder or member | <p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> 1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of shareholder or member from a pop-up window:</i> <div style="text-align: center;">  </div> 2. <i>Click on the "Select" button to proceed:</i> <div style="text-align: center;">  </div> |

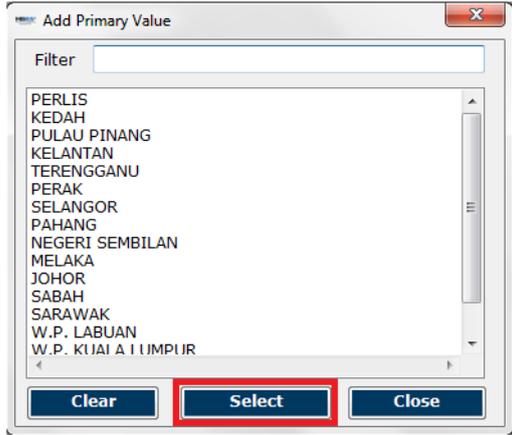
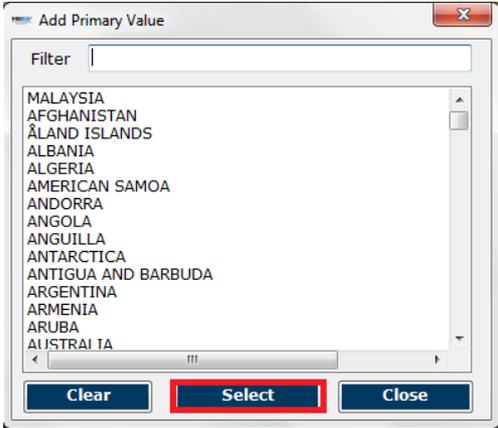
| Field name | Description |
|---------------------------------|---|
| Type of trustee (if applicable) | <p>The type of trustee, i.e. administrator/trustee for deceased/bankrupt/under age member</p> <p>1. In order to insert information in this field, preparers are required to double click on the information column (as shown below) to select the type of trustee from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Title | <p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|------------------------|--|
| Name | Name of the Member |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR. Passport Number and others</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</p> <div data-bbox="833 490 1158 642" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Type of identification</p> </div> <div data-bbox="833 674 1158 719" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> <p>2. Click on the "Select" button to proceed:</p> <div data-bbox="847 815 1358 1249" style="border: 1px solid gray; padding: 5px;"> <p>Add Primary Value</p> <p>Filter <input type="text"/></p> <ul style="list-style-type: none"> MyKad MyPR MyKAS Passport number Military ID number Police ID number Official Receiver ID number Non-citizen without passport number <p style="text-align: right;"> <input type="button" value="Clear"/> <input style="border: 2px solid red;" type="button" value="Select"/> <input type="button" value="Close"/> </p> </div> |

| Field name | Description |
|--|---|
| Passport Expiry Date (Cont') | <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  <p>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</p> |
| Nationality / Place of incorporation of origin | <p>The nationality or place of incorporation of origin of the member.</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|------------|---|
| Race | <p>The race of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Gender | <p>The gender of the Member, i.e. either "Male" or "Female"</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description | |
|---------------|--|---|
| Date of Birth | <p>The date of birth of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</p> <div data-bbox="833 360 1195 528" style="border: 1px dashed gray; background-color: #1a3d54; color: white; text-align: center; padding: 10px; margin: 10px 0;">Date of birth</div> <div data-bbox="833 562 1195 613" style="border: 2px solid red; background-color: #f4a460; height: 23px; margin: 10px 0;"></div> <p>2. Select the appropriate date and click on the "OK" button to proceed:</p> <div data-bbox="847 741 1262 1133" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> | |
| Address | Address Line 1 | Line 1 of the address of the Member |
| | Address Line 2 | Line 2 of the address of the Member |
| | Address Line 3 | Line 3 of the address of the Member |
| | Postcode | Postcode of the address of the Member |
| | Town | Town of the address of the Member |
| | State | <p>State of the Address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p> <div data-bbox="833 1682 1206 1787" style="border: 1px dashed gray; background-color: #1a3d54; color: white; text-align: center; padding: 10px; margin: 10px 0;">State</div> <div data-bbox="833 1816 1206 1877" style="border: 2px solid red; background-color: #ffff00; height: 27px; margin: 10px 0;"></div> |

| Field name | | Description |
|--------------------|------------------|--|
| Address (Cont') | State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| | Country | <p>Country of the address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) in order to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

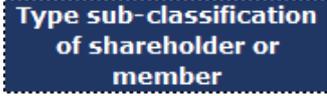
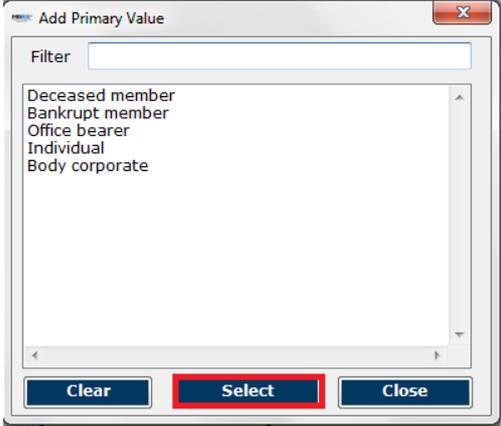
5.4.6.2. Sub-Classification of Shareholder or Member Count Among 20 Largest Shareholders or Members

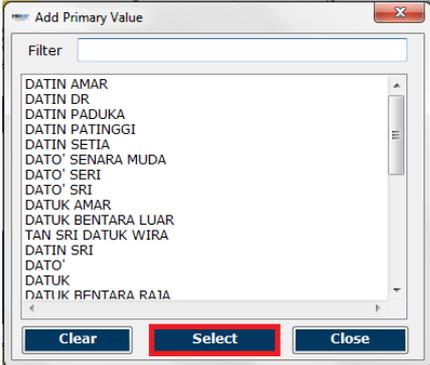
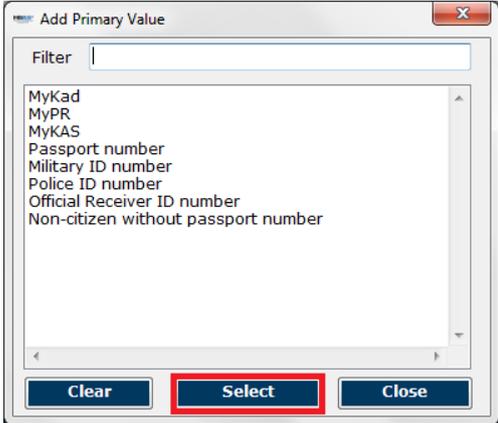
- To increase the number of the sub-classification of shareholder or member count in the listing, please follow the following steps:

| Step | Description | | | | | | |
|------|---|--|---|---|------|--|------|
| 1 | <p>Click on “Edit Sub-classification of member count among twenty largest members” in order to “Add” or “Delete” the member count, as shown below:</p> <div data-bbox="427 461 1410 645" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Sub-classification of shareholder or member count among 20 largest shareholders or members</p> <p>Edit Sub-classification of member count among twenty largest members</p> <p>0001</p> </div> <p><i>Note: By default, the number of the sub-classification of member count among twenty largest members will be set at one (1).</i></p> | | | | | | |
| 2 | <p>A pop-up screen will appear which allow preparers to “Add” or “Delete” the number of count of the Member-</p> <div data-bbox="419 875 1382 1377" style="border: 1px solid gray; padding: 10px;"> <p>MBRS Preparation Tool</p> <p style="text-align: right;">Add Delete</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20px;"></th> <th style="text-align: left;">Sub-classification of member among twenty largest members</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">▶</td> <td>0001</td> </tr> </tbody> </table> <p style="text-align: right;">Save Close</p> </div> <p>Click “Add” button to increase the count of the sub-classification of member among twenty largest members (If the Company has more than one (1) Member) or “Delete” to reduce the count of the sub-classification of member among twenty largest members.</p> | | Sub-classification of member among twenty largest members | ▶ | 0001 | | |
| | Sub-classification of member among twenty largest members | | | | | | |
| ▶ | 0001 | | | | | | |
| 3 | <p>Click on the “Save” button to proceed:</p> <div data-bbox="419 1635 1246 2065" style="border: 1px solid gray; padding: 10px;"> <p>MBRS Preparation Tool</p> <p style="text-align: right;">Add Delete</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20px;"></th> <th style="text-align: left;">Sub-classification of member among twenty largest members</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">▶</td> <td>0001</td> </tr> <tr> <td></td> <td>0002</td> </tr> </tbody> </table> <p style="text-align: right;">Save Close</p> </div> | | Sub-classification of member among twenty largest members | ▶ | 0001 | | 0002 |
| | Sub-classification of member among twenty largest members | | | | | | |
| ▶ | 0001 | | | | | | |
| | 0002 | | | | | | |

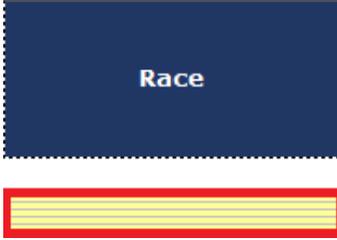
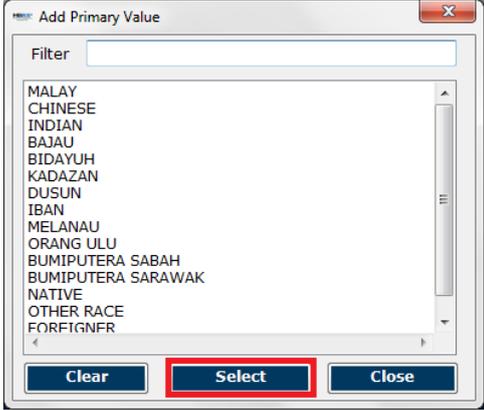
| Step | Description | | |
|------|---|------|------|
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of sub-classification of member among 20 largest members.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Sub-classification of shareholder or member count among 20 largest shareholders or members</p> <p>Edit Sub-classification of member count among twenty largest members</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">0001</td> </tr> <tr> <td style="text-align: center;">0002</td> </tr> </table> </div> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of particulars of sub-classification of member count amount 20 largest members.</p> | | |

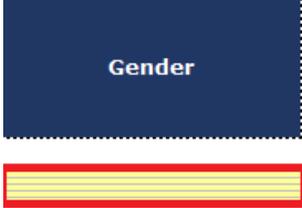
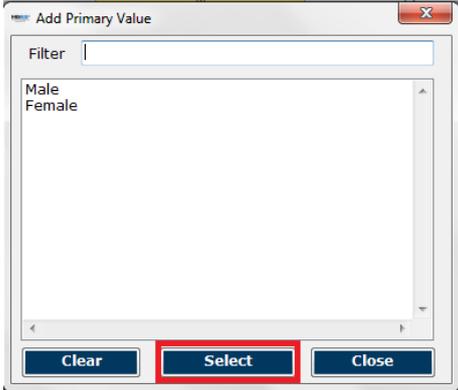
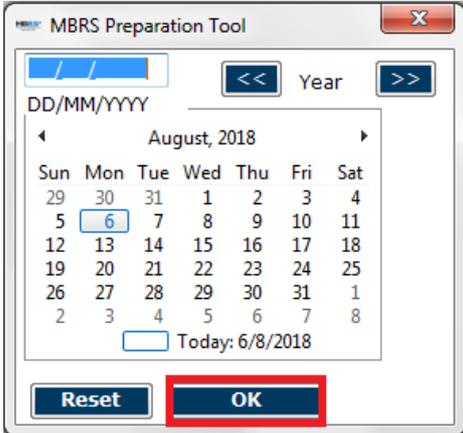
2. Below are the fields to be completed for sub-classification of member count:

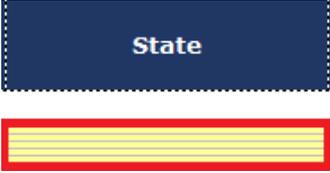
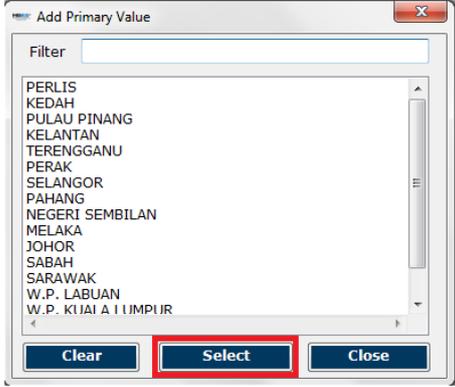
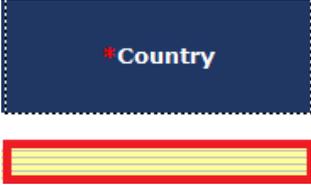
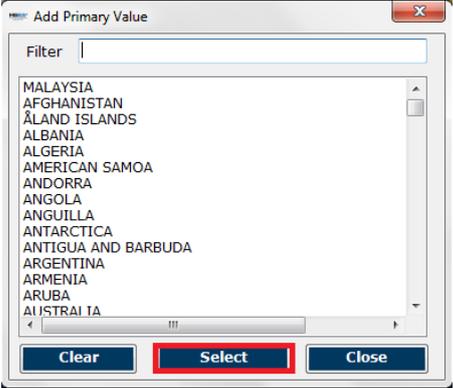
| Field name | Description |
|---|---|
| Type of sub-classification of shareholder or member | <p>The type of sub-classification of member, i.e. deceased, individual and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of sub-classification of shareholder or member from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;">  </div> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div> |

| Field name | Description |
|------------------------|---|
| Title | <p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Name | Name of the Member |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>   <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|---|---|
| <p>Identification Number</p> | <p>The identification number based on the “type of identification” selected.</p> |
| <p>Passport Expiry Date</p> | <p>The expiry date of the passport of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</p> <div data-bbox="850 488 1182 645" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Passport expiry date</p> </div> <div data-bbox="850 674 1182 723" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> <p>2. Select the appropriate date and click on the “OK” button to proceed:</p> <div data-bbox="863 853 1281 1240" style="border: 1px solid gray; padding: 5px;"> </div> <p>Note: This section will be automatically disabled from editing if the “type of identification” is not selected as “Passport Number”.</p> |
| <p>Nationality/Place of incorporation or origin</p> | <p>The nationality or place of incorporation of origin of the member.</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</p> <div data-bbox="850 1664 1190 1765" style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>Nationality/ Place of incorporation or origin</p> </div> <div data-bbox="850 1794 1190 1843" style="border: 2px solid red; height: 20px; margin: 5px 0;"></div> |

| Field name | Description |
|--|--|
| Nationality/Place of incorporation or origin (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| Race | <p>The race of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | Description |
|----------------------|---|
| <p>Gender</p> | <p>The gender of the Member, i.e. either “Male” or “Female”</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:  <ol style="list-style-type: none"> Click on the “Select” button to proceed:  |
| <p>Date of Birth</p> | <p>The date of birth of the Member</p> <ol style="list-style-type: none"> In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:  <ol style="list-style-type: none"> Select the appropriate date and click on the “OK” button to proceed:  |

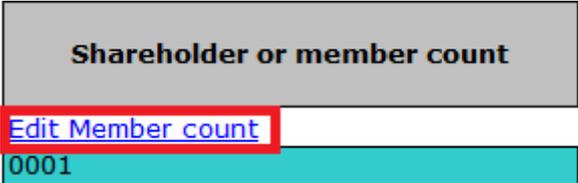
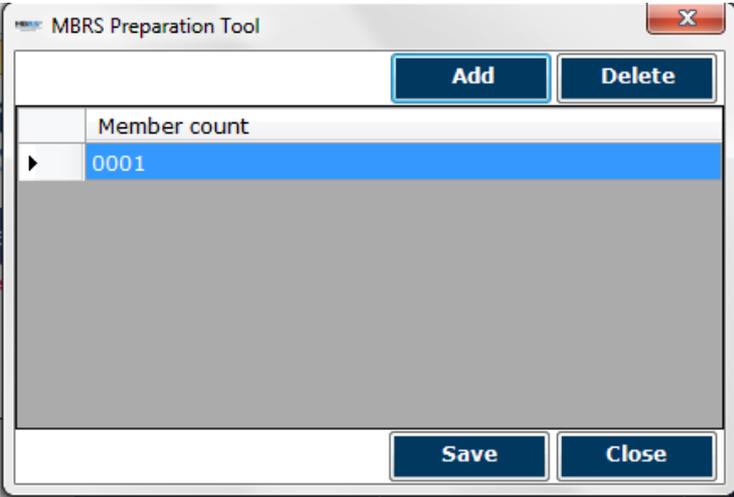
| Field name | | Description |
|---------------------|----------------|--|
| Residential Address | Address Line 1 | Line 1 of the address of the Member |
| | Address Line 2 | Line 2 of the address of the Member |
| | Address Line 3 | Line 3 of the address of the Member |
| | Postcode | Postcode of the address of the Member |
| | Town | Town of the address of the Member |
| | State | <p>State of the address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Country | Country | <p>Country of the address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

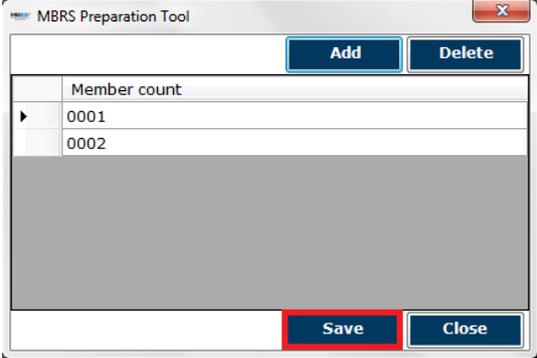
5.4.7. Section E(ii): Particulars of Member, for Company with Equal to or Less than Five Hundred Members

1. Kindly note that this sub-section is only applicable for Foreign Private Companies or Foreign Public Companies with less than five hundred members.
2. In order to insert the following details in the module, click on the excel tab labelled "Section E(ii)":
 - Particulars of members
 - Sub-classification of member count
3. The following subsections would provide an explanatory on the fields to be completed for each of the abovementioned information.

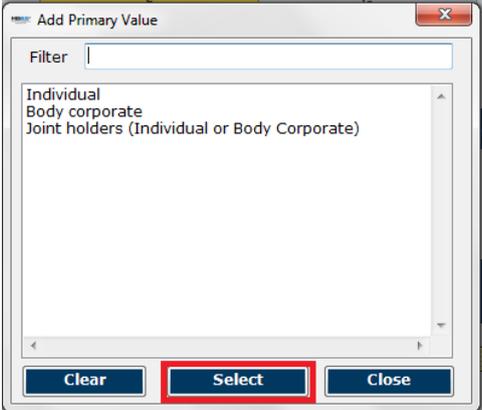
5.4.7.1. Particulars of Members

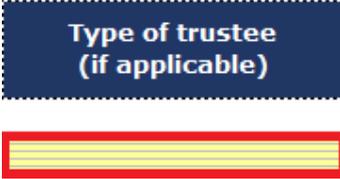
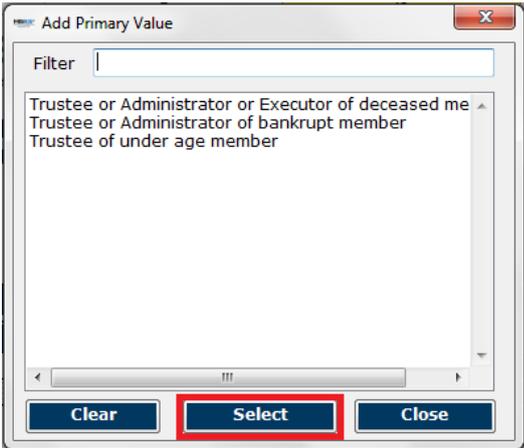
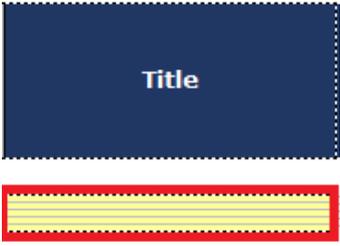
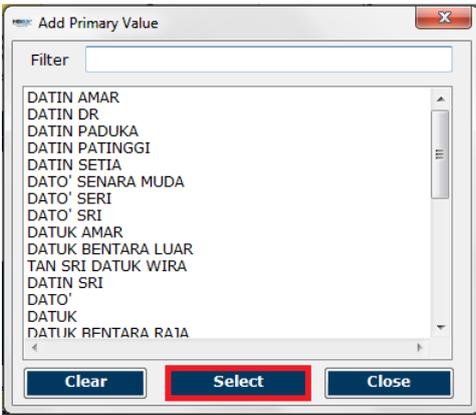
1. To increase the number of the member count in the listing, please follow the following steps:

| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Member count" in order to "Add" or "Delete" the shareholder or member count, as shown below:</p>  <p><i>Note: By default, the number of the Member count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of the shareholder or member:</p>  <p>Click "Add" button to increase the count of the shareholder or member (If the company has more than one (1) Member) or "Delete" to reduce the count of the shareholder or member.</p> |

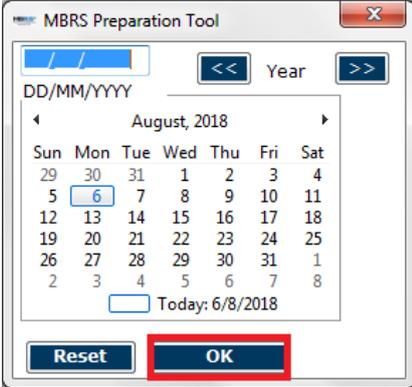
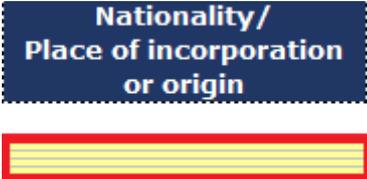
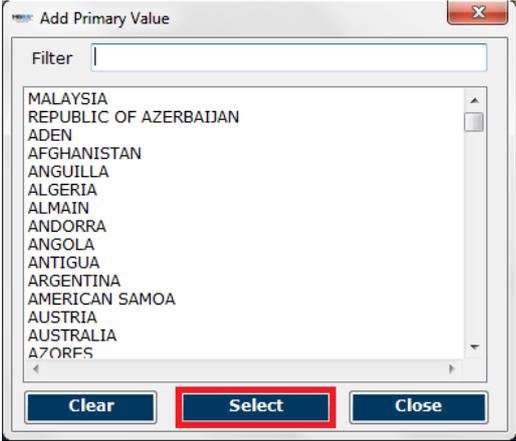
| Step | Description | | |
|------|---|------|------|
| 3 | <p>Click on the "Save" button to proceed:</p>  | | |
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of shareholder or member.</p> <div style="border: 1px solid gray; padding: 5px; text-align: center; background-color: #cccccc;"> <p>Shareholder or member count</p> </div> <p>Edit Member count</p> <table border="1" style="width: 100%; background-color: #00cccc;"> <tr> <td style="text-align: center;">0001</td> </tr> <tr> <td style="text-align: center;">0002</td> </tr> </table> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | <p>Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of particulars of shareholder or member.</p> | | |

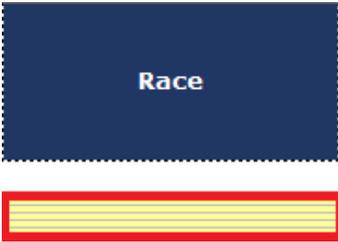
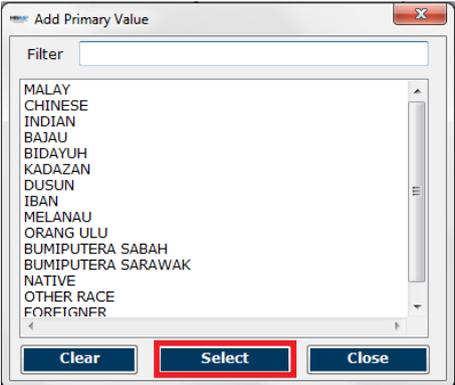
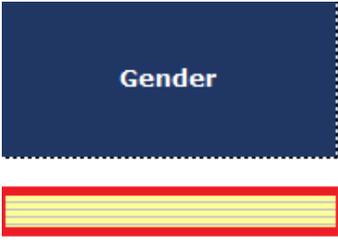
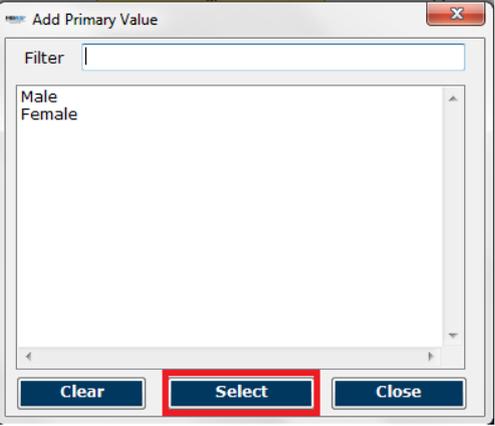
2. Below are the fields to be completed for particulars of members:

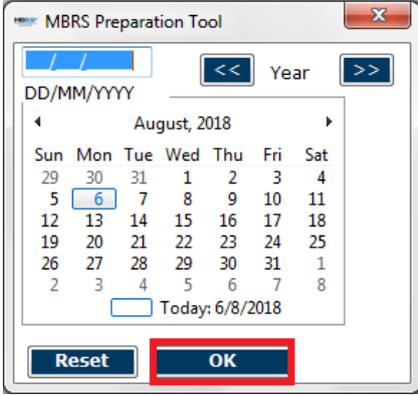
| Field name | Description |
|-------------------------------|--|
| Type of shareholder or member | <p>The type of member, i.e. individual, body corporate or joint holders.</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of shareholder or member from a pop-up window:</i> <div style="border: 1px dashed gray; padding: 5px; background-color: #000080; color: white; text-align: center; margin-bottom: 10px;"> <p>Type of shareholder or member</p> </div> <div style="border: 2px solid red; background-color: #ffff00; height: 15px; width: 100%; margin-bottom: 10px;"></div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

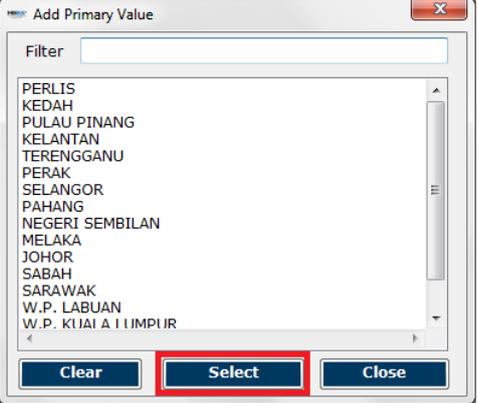
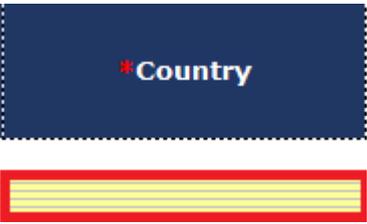
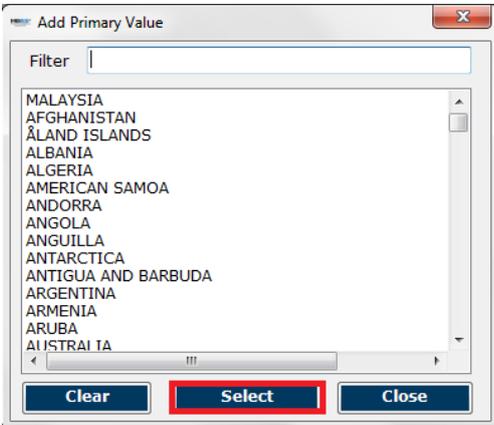
| Field name | Description |
|---------------------------------|---|
| Type of trustee (if applicable) | <p>The type of trustee, i.e. administrator/trustee for deceased/bankrupt/under age member</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of trustee from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Title | <p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|------------------------|---|
| Name | Name of the Member |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</p> <div data-bbox="769 459 1114 622" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; margin: 10px 0;"> Type of identification </div> <div data-bbox="769 651 1114 701" style="border: 2px solid red; height: 20px; background-color: #ffff00; margin: 10px 0;"></div> <p>2. Click on the "Select" button to proceed:</p> <div data-bbox="769 797 1270 1227" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Filter</div> <ul style="list-style-type: none"> MyKad MyPR MyKAS Passport number Military ID number Police ID number Official Receiver ID number Non-citizen without passport number <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Clear Select Close </div> </div> |
| Identification Number | The identification number based on the "type of identification" selected. |
| Passport Expiry Date | <p>The expiry date of the passport of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</p> <div data-bbox="769 1547 1086 1697" style="border: 1px dashed black; padding: 5px; text-align: center; background-color: #002060; color: white; margin: 10px 0;"> Passport expiry date </div> <div data-bbox="769 1727 1086 1776" style="border: 2px solid red; height: 20px; background-color: #ffcc99; margin: 10px 0;"></div> |

| Field name | Description |
|---|---|
| <p>Passport Expiry Date (Cont')</p> | <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  <p>Note: This section will be automatically disabled from editing if the "type of identification" is not selected as "Passport Number".</p> |
| <p>Nationality / Place of incorporation of origin</p> | <p>The nationality or place of incorporation of origin of the member.</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

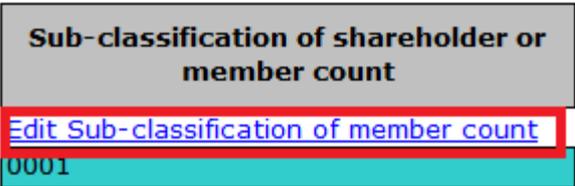
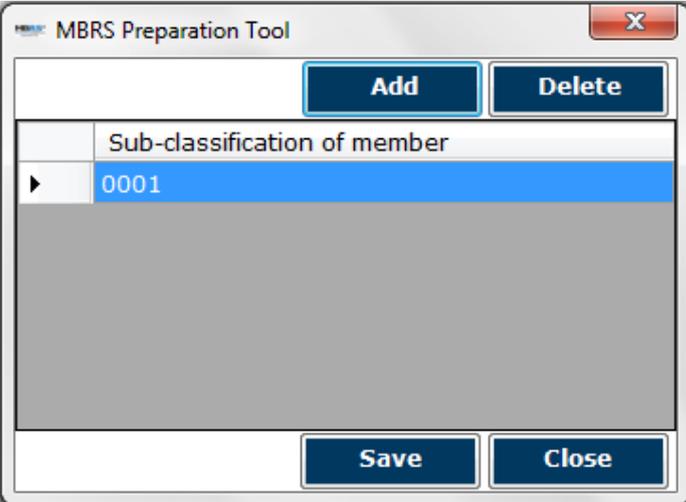
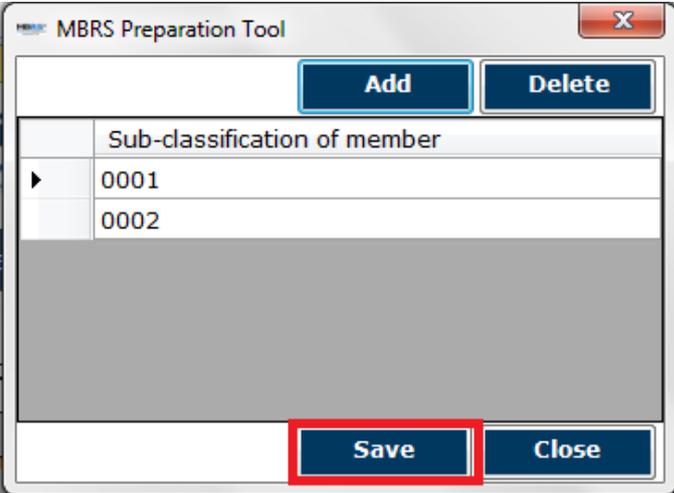
| Field name | Description |
|------------|---|
| Race | <p>The race of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| Gender | <p>The gender of the Member, i.e. either "Male" or "Female"</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

| Field name | | Description |
|---------------|----------------|---|
| Date of Birth | | <p>The date of birth of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</p>   <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  |
| Address | Address Line 1 | Line 1 of the address of the Member |
| | Address Line 2 | Line 2 of the address of the Member |
| | Address Line 3 | Line 3 of the address of the Member |
| | Postcode | Postcode of the address of the Member |
| | Town | Town of the address of the Member |
| | State | <p>State of the address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>   |

| Field name | | Description |
|------------|---------------|---|
| | State (Cont') | <p>2. Click on the "Select" button to proceed:</p>  |
| | Country | <p>Country of the address of the Member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

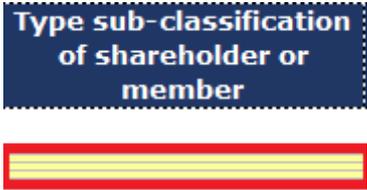
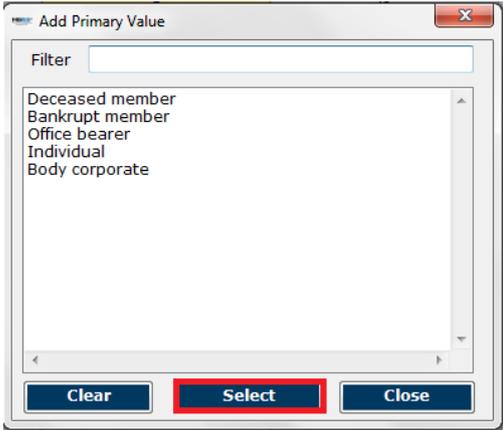
5.4.7.2. Sub-Classification of Shareholder or Member Count

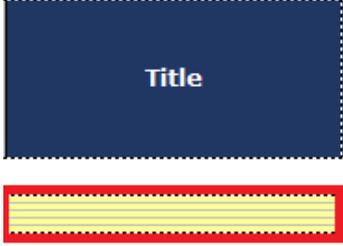
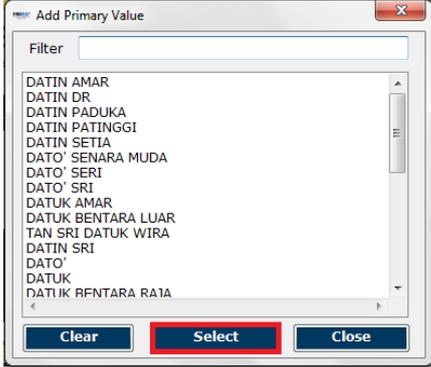
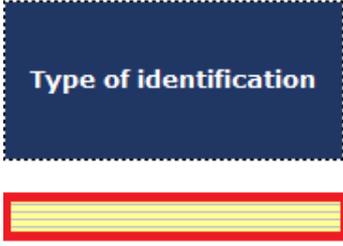
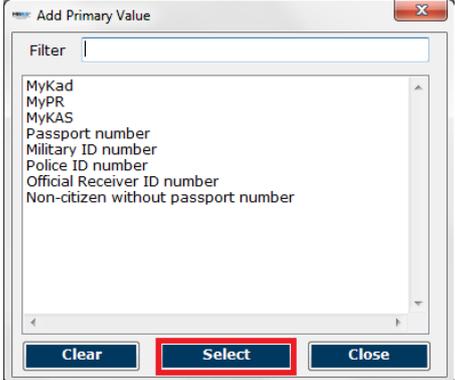
1. To increase the number of the sub-classification of shareholder or member count in the listing, please follow the following steps:

| Step | Description |
|------|---|
| 1 | <p>Click on "Edit Sub-classification of member count" in order to "Add" or "Delete" the member count, as shown below:</p>  <p><i>Note: By default, the number of the sub-classification of shareholder or member count will be set at one (1).</i></p> |
| 2 | <p>A pop-up window will appear which allow preparers to "Add" or "Delete" the number of count of sub-classification of member:</p>  <p>Click the "Add" button to increase the count of the sub-classification of member (If the Company has more than one (1) Member) or "Delete" to reduce the count of the sub-classification of member.</p> |
| 3 | <p>Click on the "Save" button to proceed:</p>  |

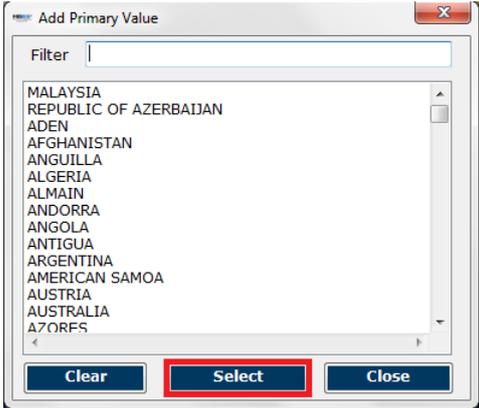
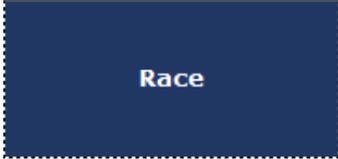
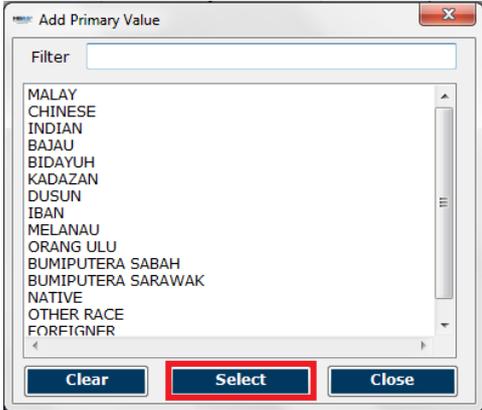
| Step | Description | | |
|------|---|------|------|
| 4 | <p>Upon completion, preparers may now insert up to a maximum of two (2) details of particulars of sub-classification of shareholder or member.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Sub-classification of shareholder or member count</p> <p>Edit Sub-classification of member count</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">0001</td> </tr> <tr> <td style="text-align: center;">0002</td> </tr> </table> </div> | 0001 | 0002 |
| 0001 | | | |
| 0002 | | | |
| 5 | Repeat steps 1 to 3 if preparers wish to increase/reduce the number of count of particulars of sub-classification of shareholder or member count | | |

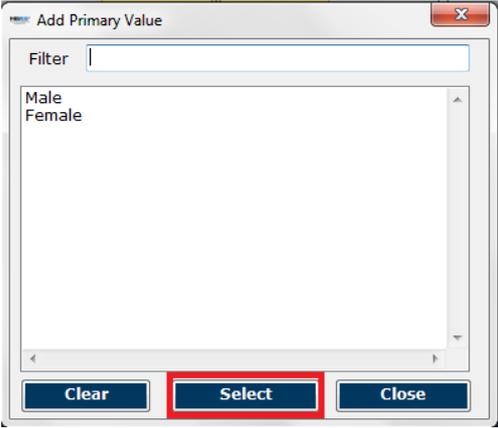
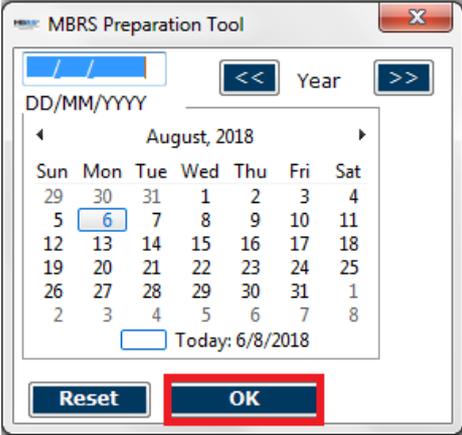
2. Below are the fields to be completed for sub-classification of shareholder or member:

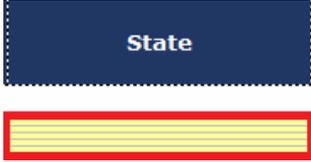
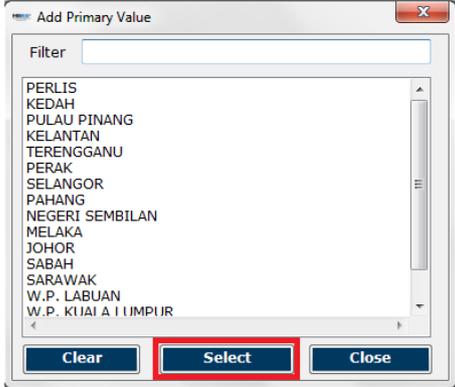
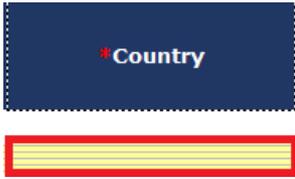
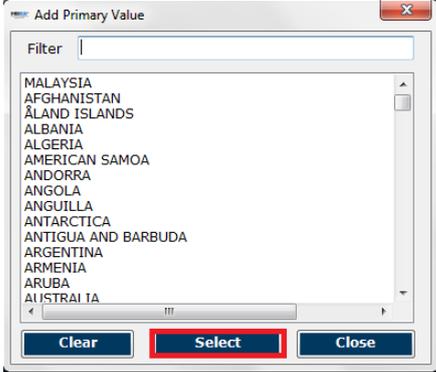
| Field name | Description |
|--------------------------------------|---|
| Type of sub-classification of member | <p>The type of sub-classification of member, i.e. deceased, individual and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of sub-classification from a pop-up window:</i> <div style="text-align: center; margin: 10px 0;">  </div> <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i> <div style="text-align: center; margin: 10px 0;">  </div> |

| Field name | Description |
|------------------------|--|
| Title | <p>Title of the Member, i.e. Tan Sri, Datuk and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the title from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |
| Name | Name of the Member |
| Type of Identification | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <ol style="list-style-type: none"> <i>In order to insert information in this field, double click on the information column (as shown below) to select the type of identification from a pop-up window:</i>  <ol style="list-style-type: none"> <i>Click on the "Select" button to proceed:</i>  |

| Field name | Description |
|---|--|
| <p>Identification number</p> | <p>The identification number based on the “type of identification” selected.</p> |
| <p>Passport Expiry Date</p> | <p>The expiry date of the passport of the sub-classification of shareholder or member</p> <p>1. <i>In order to insert information in this field, preparers are required to double click on the information column (as shown below) to select the passport expiry date from a pop-up window:</i></p> <div data-bbox="863 521 1230 694" data-label="Image"> </div> <div data-bbox="863 723 1230 779" data-label="Image"> </div> <p>2. <i>Select the appropriate date and click on the “OK” button to proceed:</i></p> <div data-bbox="863 911 1335 1352" data-label="Image"> </div> <p><i>Note: This section will be automatically disabled from editing if the “type of identification” is not selected as “Passport Number”.</i></p> |
| <p>Nationality/Place of incorporation or origin</p> | <p>The nationality or place of incorporation of origin of the sub-classification of shareholder or member</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the nationality/place of incorporation of origin from a pop-up window:</i></p> <div data-bbox="863 1776 1230 1883" data-label="Image"> </div> <div data-bbox="863 1912 1230 1962" data-label="Image"> </div> |

| Field name | Description |
|--|--|
| Nationality/Place of incorporation or origin (Cont') | 2. Click on the "Select" button to proceed:  |
| Race | The race of the sub-classification of shareholder or member 1. In order to insert information in this field, double click on the information column (as shown below) to select the race from a pop-up window:   2. Click on the "Select" button to proceed:  |
| Gender | The gender of the sub-classification of shareholder or member, i.e. either "Male" or "Female" 1. In order to insert information in this field, double click on the information column (as shown below) to select the gender from a pop-up window:   |

| Field name | | Description |
|---------------------|----------------|--|
| Gender (Cont') | | <p>2. Click on the "Select" button to proceed:</p>  |
| Date of Birth | | <p>The date of birth of the sub-classification of shareholder or member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the date of birth from a pop-up window:</p>   <p>2. Select the appropriate date and click on the "OK" button to proceed:</p>  |
| Residential Address | Address Line 1 | Line 1 of the Address of the Member |
| | Address Line 2 | Line 2 of the Address of the Member |
| | Address Line 3 | Line 3 of the Address of the Member |
| | Postcode | Postcode of the Address of the Member |
| | Town | Town of the Address of the Member |

| Field name | | Description |
|-----------------------------|---------|---|
| Residential Address (Cont') | State | <p>State of the Address of the sub-classification of shareholder or member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the state from a pop-up window:</p>  <p>2. Click on the "Select" button to proceed:</p>  |
| | Country | <p>Country of the Address of the sub-classification of shareholder or member</p> <p>1. In order to insert information in this field, double click on the information column (as shown below) to select the country from a pop-up list:</p>  <p>2. Click on the "Select" button to proceed:</p>  |

5.4.8. Section G: Certificate to be Given by All Companies

1. In order to insert the following details in the module, click on the excel tab labelled "Section G":
 - Particulars of certificate by director and/or secretary after having made due inquiries
2. The following subsection would provide an explanatory on the field to be completed for each of the abovementioned information.

5.4.8.1. Particulars of Certificate by Director and/or Secretary After Having Made Due Inquiries

1. Below are the fields to be completed for particulars of certificate by director and/or secretary after having made due inquiries:

| No. | Field name | Description |
|-----|---|---|
| (a) | That the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys have been complied with in relation to the Company | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <p>Yes : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have</u> been complied with in relation to the company.</p> <p>No : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have not</u> been complied with in relation to the company.</p> |
| (b) | That none of the shareholders or members of the company is holding shares as a nominee | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <p>Yes : If none of the members of the company is holding shares as a nominee</p> <p>No : If any of the members of the company is holding shares as a nominee</p> |
| (c) | That none of the shareholders or members of the company is holding shares as a trustee | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <p>Yes : If none of the members of the company is holding shares as trustee</p> <p>No : If any of the members of the company is holding shares as a trustee and please provide information relating to beneficial ownership in Particulars of Beneficial Owners (Annexure)</p> |



**Annual Return for
Companies with Unchanged
Particulars - AR4**

5.5. Annual Return for Companies with Unchanged Particulars – AR4

5.5.1. General

This subsection would guide preparers to fill up the Filing Information window in relation to an AR4 as well as a guideline to complete the relevant information which are required to be filled in the AR4 template.

Please refer to *“Getting Started – Creation of XBRL File”* for more information on the creation of an XBRL File to generate an AR template.

5.5.1.1. Filing Information

1. Preparers will be required to fill up information in the Filing Information window in relation to an AR4 template. Hence, preparers must select “AR4” under the dropdown list of “Type of submission” in the Filing Information window.
2. Figure 18 below illustrates how the Filing Information window for an AR4 should be completed.

| Field | Value |
|--|---|
| * Company registration number | 3775-X |
| * Name of company | BOARDROOM CORPORATE SERVICES (KL) SDN. BHD. |
| Former name of the company | |
| Goods and services tax number | 001318912000 |
| * Calendar year of annual return | 2018 |
| * Date of annual return | 13/04/2018 |
| * Origin of company | Incorporated in Malaysia |
| * Status of company | Private company |
| * Type of company | Company limited by shares |
| * Type of submission | AR4 |
| * Disclosure whether company is preparing annual return for first time since incorporation | No |
| Disclosure whether shares of company are quoted on stock exchange | |
| Disclosure on number of members of company | |

* denotes mandatory items to be reported

Generate Template Cancel

Figure 18

3. Please note that an AR4 template is applicable for all types of Companies.
4. Upon completing the Filing Information window, click “Generate Template” and the mTool will start to populate an MBRS Template in Microsoft Excel, unique to the company’s filing requirements.
5. After the generation of the MBRS Template, a “Save As” window would prompt preparers to save an excel file. The file may be retrieved in the future for editing via mTool.
6. After saving the file, it would land on the “FI” tab which stands for Filing Information. This section is prepared based on the information provided during the creation of the MBRS Template. Figure 19 below is an illustration of a completed “FI” tab.

| Filing Information | |
|--|---|
| General Filing Information | |
| *Company registration number | 3775-X |
| *Name of company | BOARDROOM CORPORATE SERVICES (KL) SDN. BHD. |
| Former name of the company | |
| Goods and services tax number | 001318912000 |
| *Calendar year of annual return | 2018 |
| *Date of annual return | 13/04/2018 |
| *Origin of company | Incorporated in Malaysia |
| *Status of company | Private company |
| *Type of company | Company limited by shares |
| *Type of submission | AR4 |
| *Disclosure whether company is preparing annual return for first time since incorporation | No |

Figure 19

7. The Microsoft Excel File generated by the mTool would consist of the following tabs:

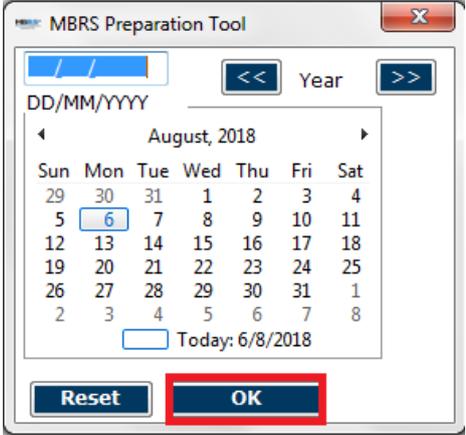
| Tab | Description |
|--------------|--|
| Content Page | Content page of the AR |
| FI | Information which were inserted in the Filing Information window |
| Section A | Certificate to be given by all companies |

8. In the event that the information in the Filing Information window were inserted inaccurately, preparers would be able to amend such information in the FI tab.

Please note that the type of module would not be able to be changed once the XBRL has been generated.

5.5.2. Section A: Certificate to be Given by All Companies

1. Below are the fields to be completed for particulars of certificate by director and/or secretary after having made due inquiries:

| No. | Field name | Description |
|-----|---|--|
| (a) | Date of last AR | <p>Last preceding Annual Return made up to anniversary date of incorporation or registration of the Company.</p> <p>1. <i>In order to insert information in this field, double click on the information column (as shown below) to select the date of last AR from a pop-up window:</i></p> <p>*Date of last annual return <input type="text"/></p> <p>2. <i>Select the appropriate date and click on the "OK" button to proceed:</i></p>  |
| (b) | There is no change in the particulars referred to under Section 68(3) of the Act since the last preceding AR | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes • No |
| (c) | That the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys have been complied with in relation to the company | <p>In order to complete this field, double click on the information column and select one of the following options where applicable:</p> <ul style="list-style-type: none"> • Yes : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have</u> been complied with in relation to the company. • No : If that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys <u>have not</u> been complied with in relation to the company. |

6. Validation and Rectification of Errors and Subsequent Generation of XBRL File

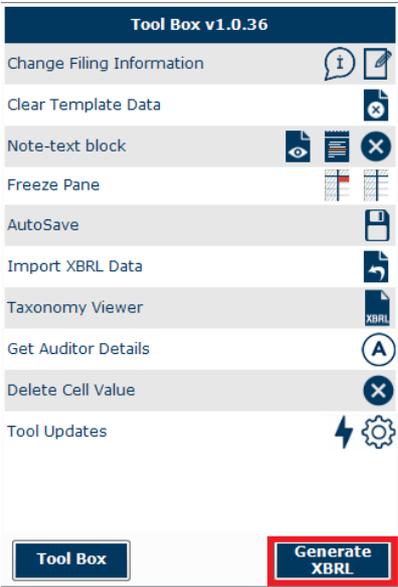
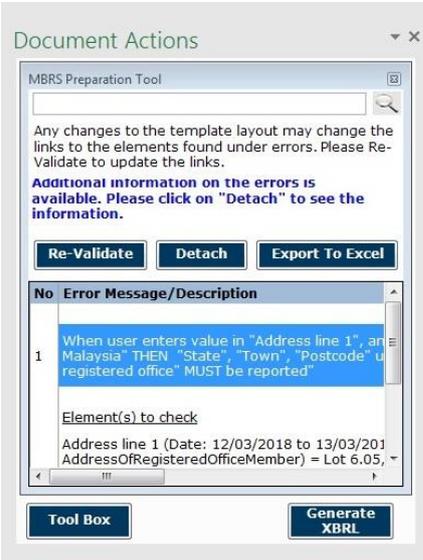
6.1. Overview

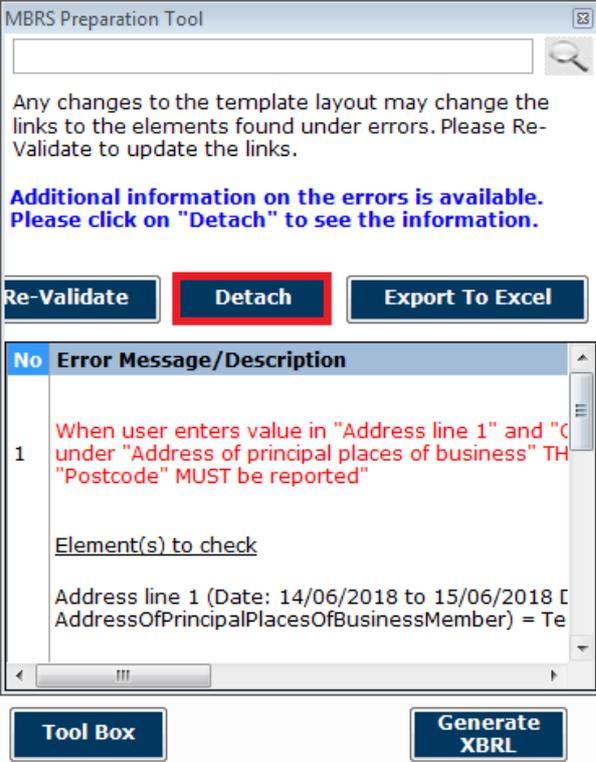
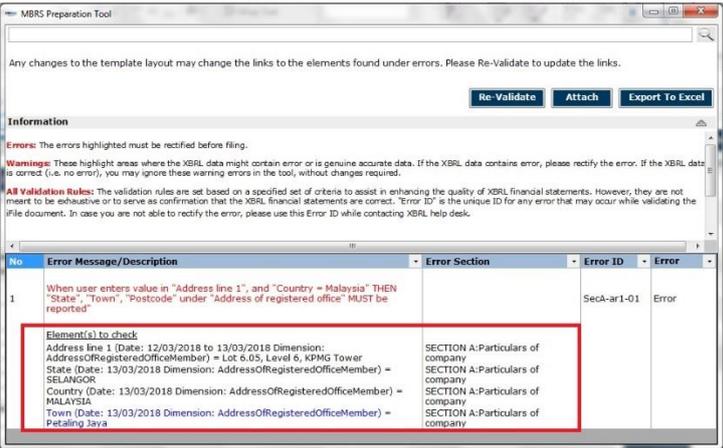
Before preparers are able to generate an XBRL File for submission to SSM, preparers are required to validate the MBRS Template against a set of rules within the mTool. Errors generated through the rectification tool have to be rectified before generating an XBRL File.

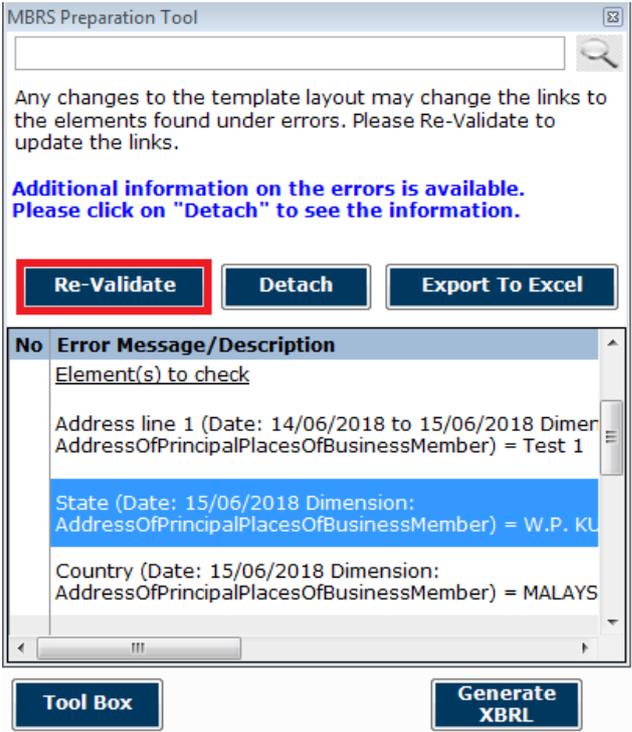
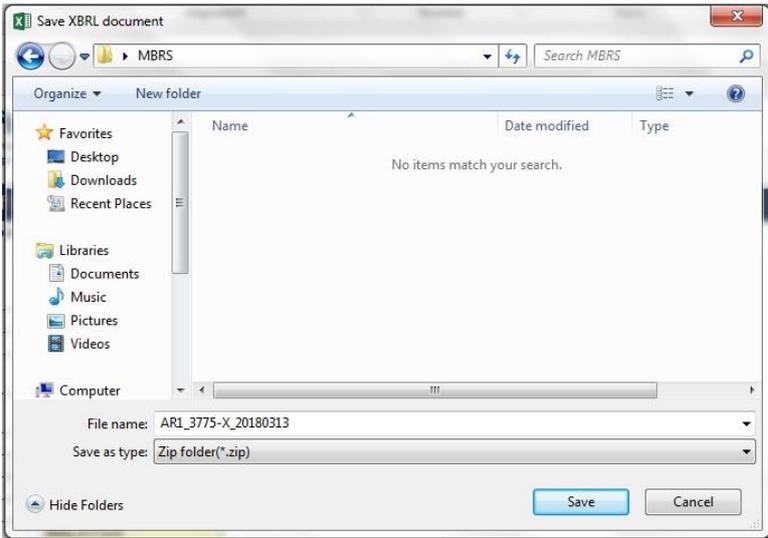
This subsection would guide preparers to validate and rectify errors (if any) before generating an XBRL File for submission to SSM.

6.1.1. Step by Step Detailed Guide

1. To validate and rectify the information in the MBRS Template for subsequent generation, please follow the following steps:

| Step | Description |
|------|--|
| 1 | <p>Click on the "Generate XBRL" button to start validating the MBRS Template as shown below:</p>  <p>The screenshot shows a 'Tool Box v1.0.36' window with various options like 'Change Filing Information', 'Clear Template Data', 'Note-text block', 'Freeze Pane', 'AutoSave', 'Import XBRL Data', 'Taxonomy Viewer', 'Get Auditor Details', 'Delete Cell Value', and 'Tool Updates'. At the bottom, there are two buttons: 'Tool Box' and 'Generate XBRL', with the latter being highlighted by a red rectangular box.</p> |
| 2 | <p>The mTool will begin validating the MBRS Template and prompt preparers to rectify the error(s), if any.</p>  <p>The screenshot shows a 'Document Actions' dialog box titled 'MBRS Preparation Tool'. It contains a search bar and a message: 'Any changes to the template layout may change the links to the elements found under errors. Please Re-Validate to update the links. Additional information on the errors is available. Please click on "Detach" to see the information.' Below this are buttons for 'Re-Validate', 'Detach', and 'Export To Excel'. A list of errors is shown, with the first one highlighted: '1 When user enters value in "Address line 1", an Malaysia" THEN "State", "Town", "Postcode" or "registered office" MUST be reported'. Below the error list is a section 'Element(s) to check' with the text: 'Address line 1 (Date: 12/03/2018 to 13/03/2018 AddressOfRegisteredOfficeMember) = Lot 6.05,'. At the bottom, there are buttons for 'Tool Box' and 'Generate XBRL'.</p> |

| Step | Description | | | | | | | | | | | | | | | |
|--|---|----------------------------------|---------------------------|---------------|----------|-------|---|---|--|-------------|-------|--|--|----------------------------------|--|--|
| 3 | <p>Preparers may click on the “Detach” button to detach the validation window from the tool box for easy viewing, as shown below:</p>  <p>Note: Preparers may click on “Attach” to re-attach the validation window back to the tool box.</p> | | | | | | | | | | | | | | | |
| 4 | <p>To rectify the error(s), preparers may click on “Element(s) to check” (as shown below), and it would direct preparers to the exact column of the MBRS Template which requires rectification.</p>  <table border="1" data-bbox="422 1568 1145 1765"> <thead> <tr> <th>No</th> <th>Error Message/Description</th> <th>Error Section</th> <th>Error ID</th> <th>Error</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>When user enters value in "Address line 1", and "Country = Malaysia" THEN "State", "Town", "Postcode" under "Address of registered office" MUST be reported</td> <td></td> <td>SecA-ar1-01</td> <td>Error</td> </tr> <tr> <td colspan="2"> Element(s) to check Address line 1 (Date: 12/03/2018 to 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = Lot 6.05, Level 6, KPMG Tower State (Date: 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = SELANGOR Country (Date: 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = MALAYSIA Town (Date: 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = Petaling Jaya </td> <td>SECTION A:Particulars of company</td> <td></td> <td></td> </tr> </tbody> </table> | No | Error Message/Description | Error Section | Error ID | Error | 1 | When user enters value in "Address line 1", and "Country = Malaysia" THEN "State", "Town", "Postcode" under "Address of registered office" MUST be reported | | SecA-ar1-01 | Error | Element(s) to check Address line 1 (Date: 12/03/2018 to 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = Lot 6.05, Level 6, KPMG Tower State (Date: 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = SELANGOR Country (Date: 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = MALAYSIA Town (Date: 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = Petaling Jaya | | SECTION A:Particulars of company | | |
| No | Error Message/Description | Error Section | Error ID | Error | | | | | | | | | | | | |
| 1 | When user enters value in "Address line 1", and "Country = Malaysia" THEN "State", "Town", "Postcode" under "Address of registered office" MUST be reported | | SecA-ar1-01 | Error | | | | | | | | | | | | |
| Element(s) to check Address line 1 (Date: 12/03/2018 to 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = Lot 6.05, Level 6, KPMG Tower State (Date: 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = SELANGOR Country (Date: 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = MALAYSIA Town (Date: 13/03/2018 Dimension: AddressOfRegisteredOfficeMember) = Petaling Jaya | | SECTION A:Particulars of company | | | | | | | | | | | | | | |

| Step | Description |
|------|--|
| 5 | <p>Upon rectifying the error(s), preparers may click on the “Re-Validate” button (as shown below) to perform additional validation process to ensure all errors are rectified.</p>  <p>The screenshot shows the MBRS Preparation Tool interface. At the top, there is a search bar and a message: "Any changes to the template layout may change the links to the elements found under errors. Please Re-Validate to update the links." Below this, there is a blue text box stating: "Additional information on the errors is available. Please click on "Detach" to see the information." Three buttons are visible: "Re-Validate" (highlighted with a red box), "Detach", and "Export To Excel". Below the buttons is a list of error messages under the heading "No Error Message/Description". The list includes: "Element(s) to check", "Address line 1 (Date: 14/06/2018 to 15/06/2018 Dimension: AddressOfPrincipalPlacesOfBusinessMember) = Test 1", "State (Date: 15/06/2018 Dimension: AddressOfPrincipalPlacesOfBusinessMember) = W.P. KL", and "Country (Date: 15/06/2018 Dimension: AddressOfPrincipalPlacesOfBusinessMember) = MALAYS". At the bottom, there are "Tool Box" and "Generate XBRL" buttons.</p> |
| 6 | <p>If additional errors appears, repeat steps 1 to 5 for rectification and re-validation of the XBRL File.</p> |
| 7 | <p>If there are no further errors detected by the validation process, Microsoft Excel would convert the MBRS Template into an XBRL File and prompt preparers to save, as shown below:</p>  <p>The screenshot shows a "Save XBRL document" dialog box in Microsoft Excel. The dialog box is open to the "MBRS" folder. The file name is "AR1_3775-X_20180313" and the save type is "Zip folder (*.zip)". The dialog box has "Save" and "Cancel" buttons. The background shows a file explorer view of the "MBRS" folder with a search bar and a list of folders and files.</p> |
| 8 | <p>Save the XBRL File in a destination which may be easily retrieved.</p> |

7. Beneficial Owner

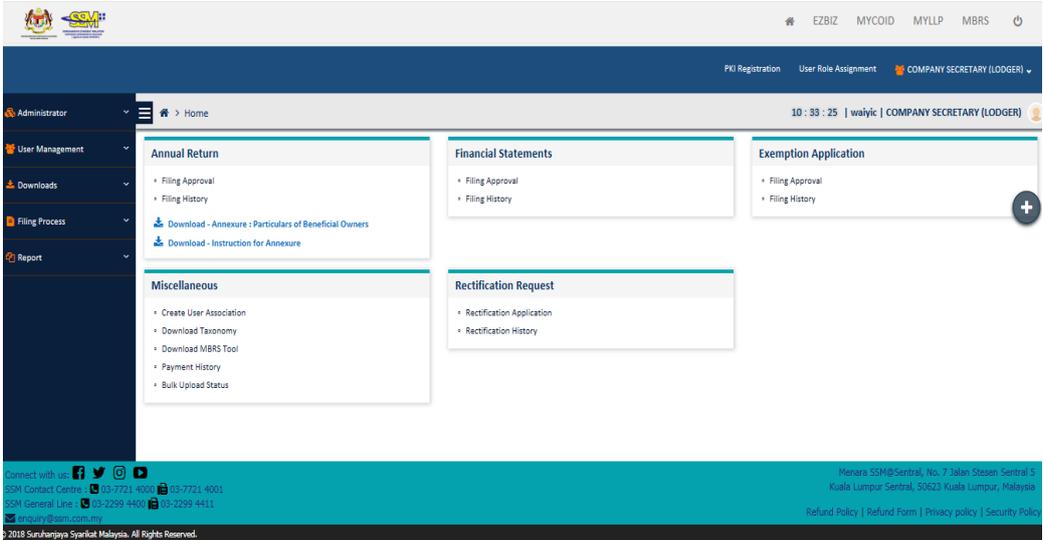
7.1. Overview

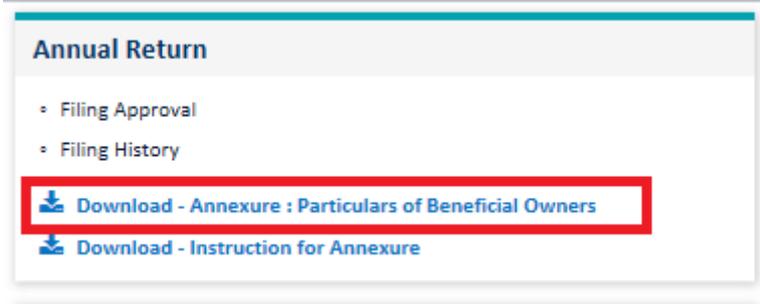
This section would guide preparers on how to download and complete the Annexure for Particulars of BO from the mPortal. This section is applicable for AR submission where companies are required to disclose their BO.

The disclosure of information relating to BO is only applicable if the members of the company is holding shares as a trustee.

7.1.1. How to Download Annexure for Particulars of BO

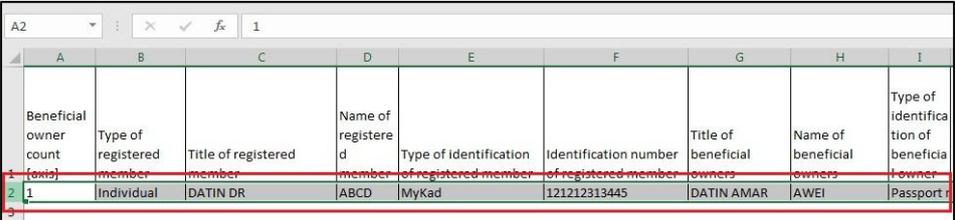
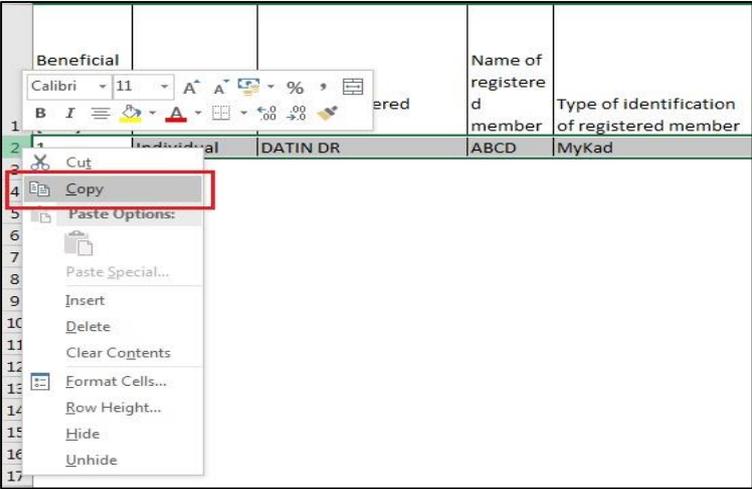
1. To download the Annexure for Particulars of BO, please follow the following steps:

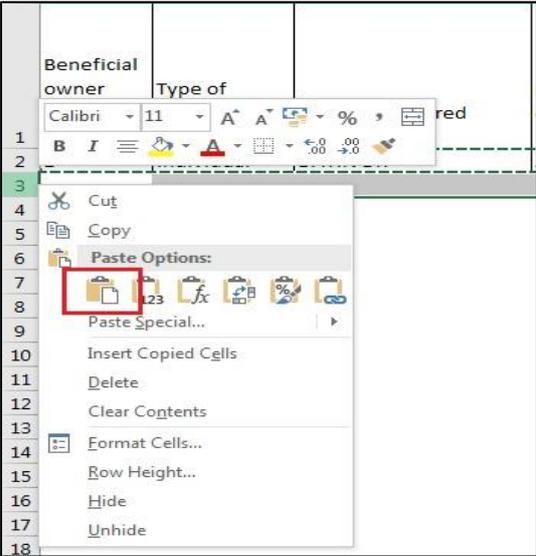
| Step | Description |
|------|---|
| 1. | <p>Preparers are required to click on “Public Login” (as shown below) and provide the necessary login credentials to enter the mPortal.</p>  |
| 2. | <p>Upon successfully entering the mPortal, preparers will land on the homepage of the mPortal (as shown below).</p>  |

| Step | Description |
|------|--|
| 3. | <p>Click “Download – Annexure : Particulars of Beneficial Owners” on the dashboard of the mPortal to download the Annexure for Particulars of BO.</p>  |
| 4. | Save the XLSX file in a destination which you may easily retrieve. |

7.1.2. Completion of information for Annexure for Particulars of BO and creation of “TXT” file format

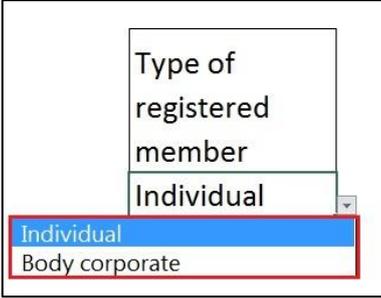
1. The downloaded Annexure is in an excel format and preparers are required to complete the information therein before uploading the same to the mPortal together with the XBRL File.
2. The downloaded Annexure contains only one (1) row as a specimen for preparers’ references and modification. If preparers wish to include additional particulars of BO in the Annexure, kindly follow the following steps:

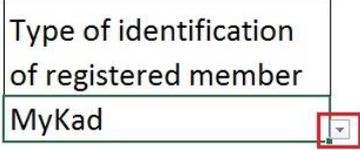
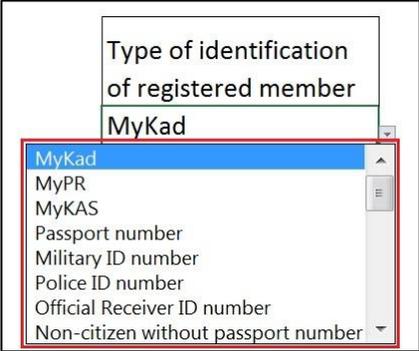
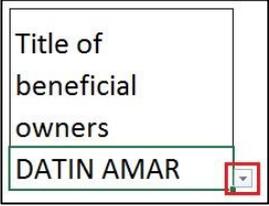
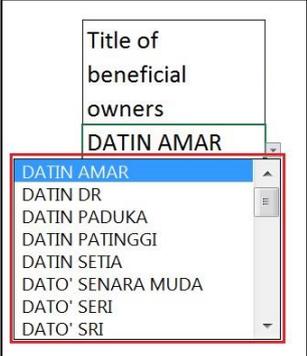
| Step | Description |
|------|--|
| 1 | Launch the Annexure downloaded from the mPortal. |
| 2 | <p>Highlight row 2 of the Annexure as shown below:</p>  |
| 3 | <p>Utilise the copy function of the device on the highlighted row as shown below:</p>  |

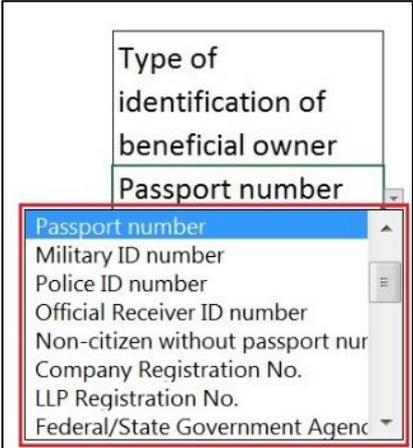
| Step | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|--|---------------------------|-------------------------------|---------------------------|---|--|---|--|----------------------------|---|--|--|--|--|--|--|--|---|---|------------|----------|------|-------|--------------|------------|---|---|------------|----------|------|-------|--------------|------------|---|--|--|--|--|--|--|--|
| 4 | <p>Paste the copied row onto the empty row as shown below:</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>Upon completion, preparers are now able to complete up to two (2) particulars of beneficial owners:</p> <table border="1" data-bbox="427 920 1372 1131"> <thead> <tr> <th></th> <th>Beneficial owner count [axis]</th> <th>Type of registered member</th> <th>Title of registered member</th> <th>Name of registered member</th> <th>Type of identification of registered member</th> <th>Identification number of registered member</th> <th>Title of beneficial owners</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>1</td> <td>Individual</td> <td>DATIN DR</td> <td>ABCD</td> <td>MyKad</td> <td>121212313445</td> <td>DATIN AMAR</td> </tr> <tr> <td>3</td> <td>1</td> <td>Individual</td> <td>DATIN DR</td> <td>ABCD</td> <td>MyKad</td> <td>121212313445</td> <td>DATIN AMAR</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> • Please ensure that the beneficial owner count column for each entry differs and it has to be in ascending order in numerical expression. • Please ensure that every row which were inserted has a dropdown list for the columns. | | Beneficial owner count [axis] | Type of registered member | Title of registered member | Name of registered member | Type of identification of registered member | Identification number of registered member | Title of beneficial owners | 1 | | | | | | | | 2 | 1 | Individual | DATIN DR | ABCD | MyKad | 121212313445 | DATIN AMAR | 3 | 1 | Individual | DATIN DR | ABCD | MyKad | 121212313445 | DATIN AMAR | 4 | | | | | | | |
| | Beneficial owner count [axis] | Type of registered member | Title of registered member | Name of registered member | Type of identification of registered member | Identification number of registered member | Title of beneficial owners | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 1 | Individual | DATIN DR | ABCD | MyKad | 121212313445 | DATIN AMAR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 1 | Individual | DATIN DR | ABCD | MyKad | 121212313445 | DATIN AMAR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>Repeat step 2 to 5 if preparers wish to increase the number of count of particulars of beneficial owners.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

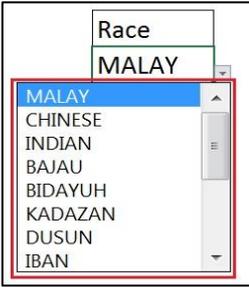
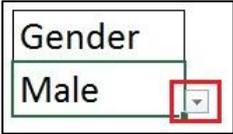
3. The information required to be completed for Particulars of BO are as follows:

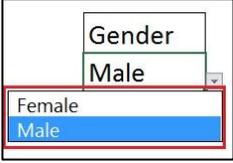
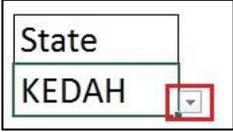
| Field name | Description |
|---------------------------|---|
| Type of Registered Member | <p>The type of member, i.e. individual or body corporate.</p> <p>1. In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the type of member from the list provided:</p>  |

| Field name | Description |
|-----------------------------------|---|
| Type of Registered Member (Cont') | <p>2. <i>Select the appropriate type of registered member to proceed:</i></p>  <p>The screenshot shows a dropdown menu titled 'Type of registered member'. The current selection is 'Individual', which is highlighted in blue. Below it, 'Body corporate' is visible as another option.</p> |
| Title of Registered Member | <p>Title of the Registered Member, i.e. Tan Sri, Datuk and others</p> <p>1. <i>In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the title from the list provided:</i></p>  <p>The screenshot shows a dropdown menu titled 'Title of registered member'. The current selection is 'DATIN DR', which is highlighted in blue.</p> <p>2. <i>Select the appropriate title to proceed:</i></p>  <p>The screenshot shows a dropdown menu titled 'Title of registered member' with a list of titles: DATIN DR, DATIN PADUKA, DATIN PATINGGI, DATIN SETIA, DATO' SENARA MUDA, DATO' SERI, DATO' SRI, and DATUK AMAR. 'DATIN DR' is highlighted in blue.</p> |
| Name of Registered Member | Name of the Member in accordance with the Register of Member |

| Field name | Description |
|---|---|
| Type of identification of Registered Member | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the type of identification from the list provided:</p>  <p>2. Select the appropriate type of identification to proceed:</p>  |
| Identification number of Registered Member | <p>The identification number based on the "Type of identification of Registered Member" selected.</p> |
| Title of Beneficial Owners | <p>Title of the beneficial owners, i.e. Tan Sri, Datuk and others</p> <p>1. In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the title from the list provided:</p>  <p>2. Select the appropriate title to proceed:</p>  |

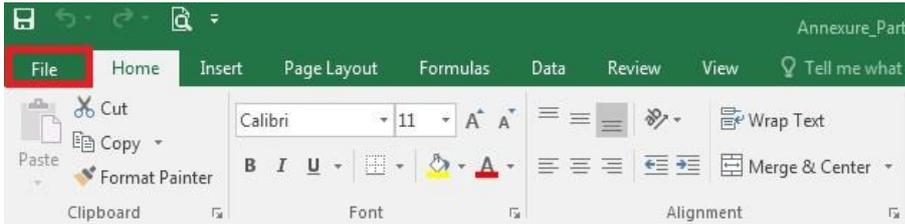
| Field name | Description |
|---|--|
| Name of Beneficial Owners | The name of the BO |
| Type of identification of beneficial owner | <p>The type of identification of the personnel, i.e. MyKad, MyPR, Passport Number and others</p> <p>1. <i>In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the type of identification from the list provided:</i></p>  <p>2. <i>Select the appropriate type of identification to proceed:</i></p>  |
| Identification number for beneficial owners | The identification number based on the "Type of identification of beneficial owner" selected. |
| Passport Expiry Date | The expiry date of the passport of the BO |
| Nationality | <p>The nationality or place of incorporation of the BO</p> <p>1. <i>In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the nationality from the list provided:</i></p>  |

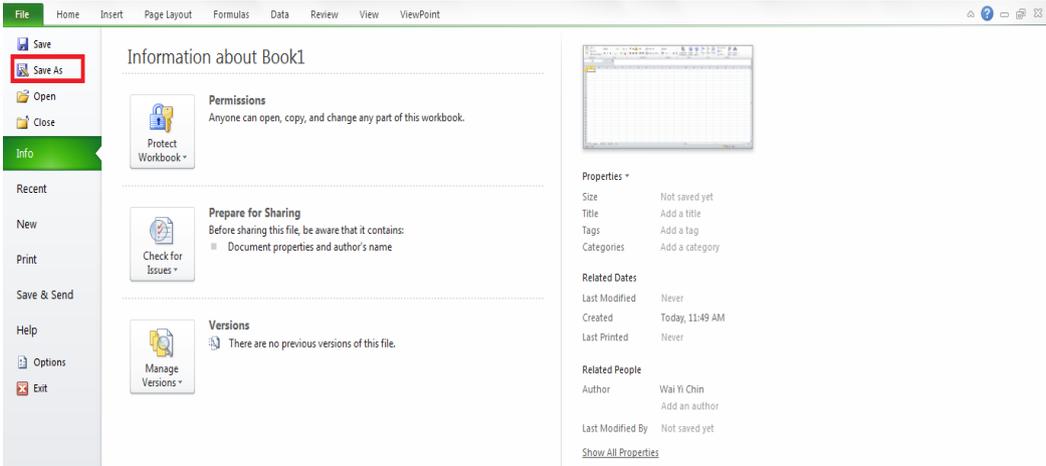
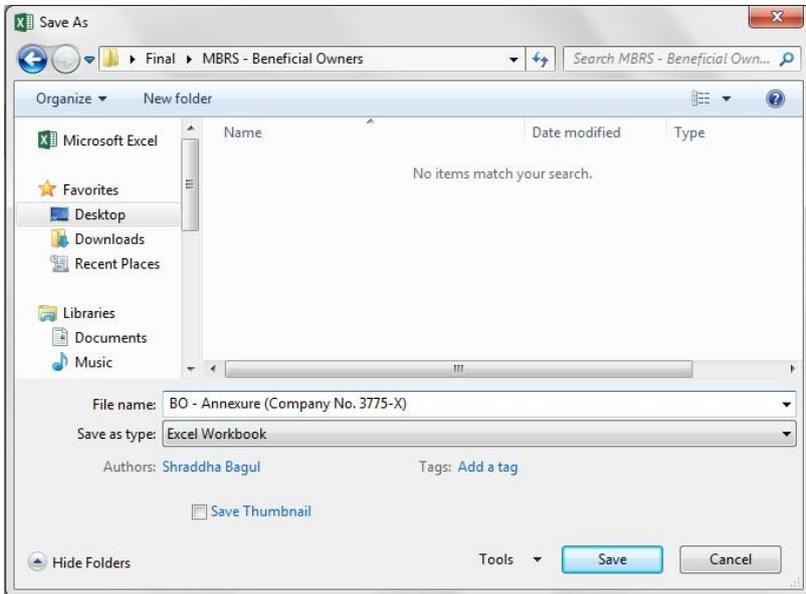
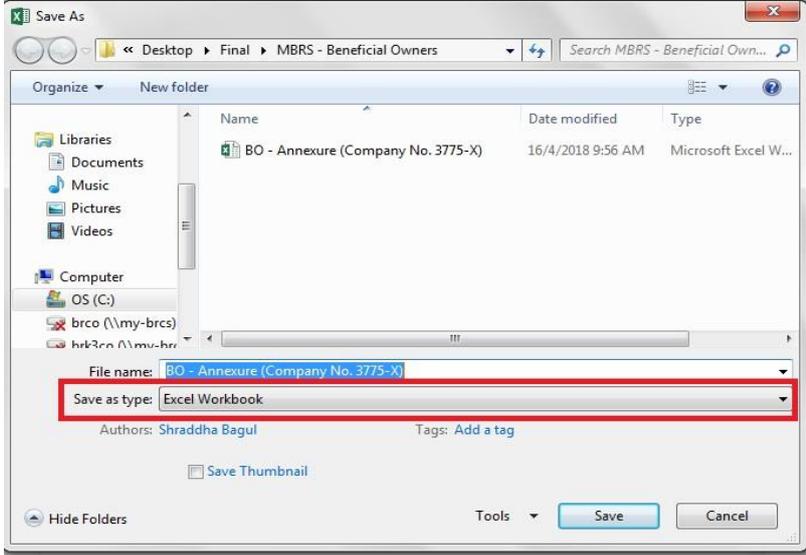
| Field name | Description |
|------------------------|---|
| Nationality (Cont') | <p>2. <i>Select the appropriate nationality to proceed:</i></p>  |
| Race | <p>The race of the BO</p> <p>1. <i>In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the race from the list provided:</i></p>  <p>2. <i>Select the appropriate race to proceed:</i></p>  <p><i>Note: If the BO is Body Corporate, please leave this column empty.</i></p> |
| Gender | <p>The gender of the beneficial owner, i.e. either "Male" or "Female"</p> <p>1. <i>In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the gender from the list provided:</i></p>  |

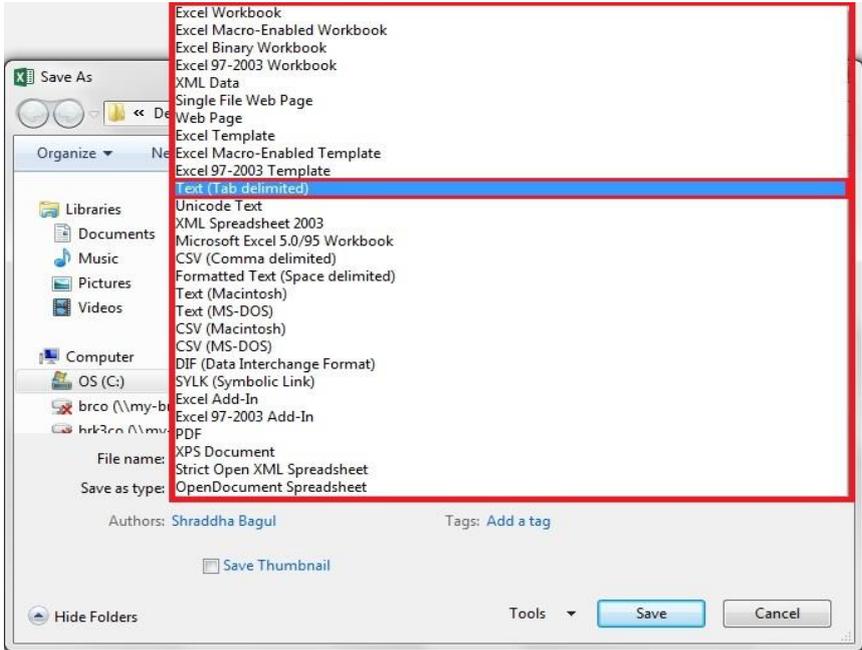
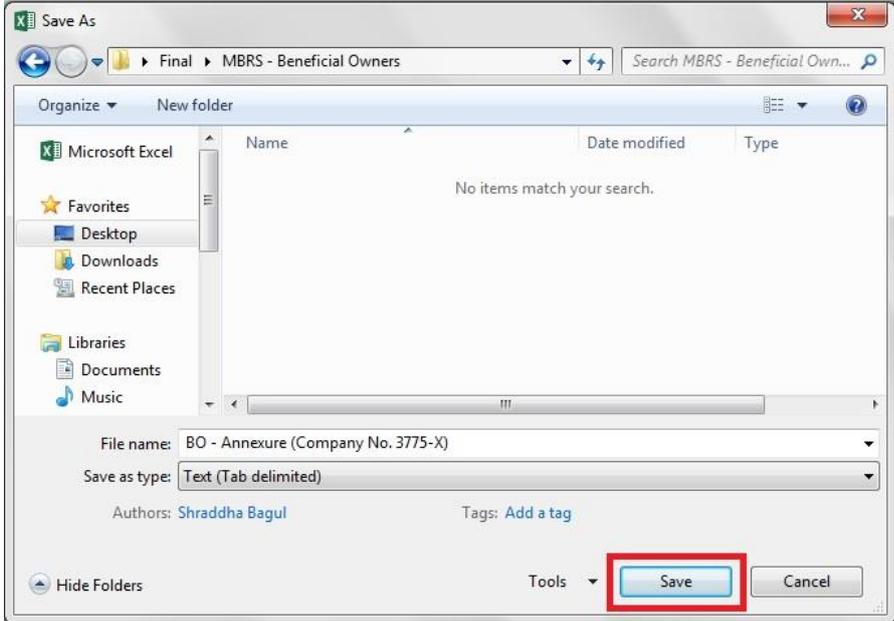
| Field name | Description | |
|-------------------|--|--|
| Gender (Cont') | <p>2. <i>Select the appropriate gender to proceed:</i></p>  <p><i>Note: Please leave this column empty if not applicable.</i></p> | |
| Date of birth | <p>The date of birth or date if Incorporation of the BO</p> <p>Kindly disclose in the following format:</p> <p>“DD/MM/YYYY”</p> | |
| Address | Address Line 1 | Line 1 of the Address of the BO |
| | Address Line 2 | Line 2 of the Address of the BO |
| | Address Line 3 | Line 3 of the Address of the BO |
| | Postcode | Postcode of the Address of the BO |
| | Town | Town of the Address of the BO |
| | State | <p>State of the Address of the BO</p> <p>1. <i>In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the state from the list provided:</i></p>  <p>2. <i>Select the appropriate state to proceed:</i></p>  |

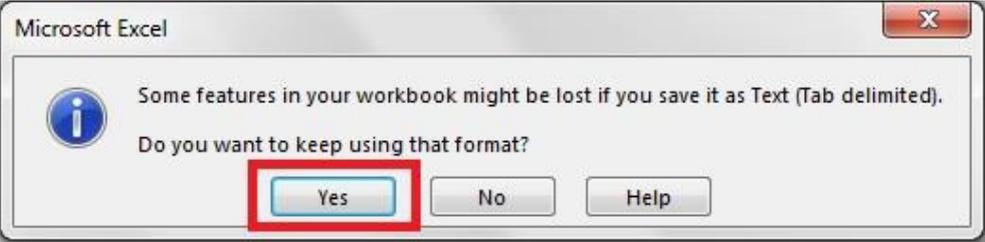
| Field name | | Description |
|---|---------|--|
| Address (cont') | Country | <p>Country of the Address of the BO</p> <p>1. In order to insert information in this field, click on the dropdown list from the information column (as shown below) to select the country from the list provided:</p>  <p>2. Select the appropriate country to proceed:</p>  |
| Number of shares held by existing members | | The total number of shares held by the registered members |

4. In order to upload the Annexure onto the mPortal, preparers would be required to save the Annexure in a "Text (Tab Delimited)" format.
5. Kindly refer to the following steps to save the Annexure in a "Text (Tab Delimited)" format:

| Step | Description |
|------|--|
| 1. | <p>Click on the "File" button as shown below:</p>  |

| Step | Description |
|------|--|
| 2. | <p>Click on the “Save As” button as shown below:</p>  |
| 3. | <p>Upon clicking “Save As”, a window will appear to prompt preparers to save the file:</p>  |
| 4. | <p>Click on the dropdown list from the “Save as type” function, as shown below:</p>  |

| Step | Description |
|------|--|
| 5. | <p>To save the file in a “Text (Tab Delimited)” format, preparers are required to select “TXT (Tab Delimited)” from the dropdown lists, as shown below:</p>  |
| 6. | <p>Click on the “Save” button to continue.</p>  |

| Step | Description |
|------|--|
| 7. | <p>Upon clicking the "Save" button a warning notification would appear as shown below. Click on the "OK" button to proceed.</p>  |
| 8. | <p>Upon clicking the "OK" button, an additional warning notification would appear as shown below. Click "Yes" to continue.</p>  |
| 9. | <p>After successfully saving the file, preparers may use the "Notepad" or "Notepad++" application to open and verify the contents in the "TXT (Tab Delimited)" file.</p> |

8. Submission of XBRL File to SSM

8.1. Overview

This subsection will guide preparers on the submission of the XBRL File to SSM's mPortal upon successfully generated from the mTool. Before submitting the XBRL File to the mPortal, users are required to understand the following roles and functionality:

8.1.1. Roles and Function

| Roles | Function Description |
|-------------------------------------|--|
| Company Secretary (Lodger) | <p>This role is associated with the Company Secretary of the Company to conduct the following functions in the mPortal:</p> <ol style="list-style-type: none"> 1. Manage Association with the Company Secretary Assistant (Maker) 2. Approve or reject the XBRL File uploaded by the Maker 3. Digital sign, make payment and lodge the XBRL file through the mPortal 4. Apply rectification of AR and FS |
| Company Agent (Lodger) | <p>This role is associated with the Company Agent of the Company to conduct the following functions in the mPortal:</p> <ol style="list-style-type: none"> 1. Manage Association with the Company Agent Assistant (Maker) 2. Approve or reject the XBRL File uploaded by the Maker 3. Digital sign, make payment and lodge the XBRL file through the mPortal 4. Apply rectification of AR and FS |
| Company Secretary Assistant (Maker) | <p>This role is associated with the Company Secretary's Assistant to conduct the following functions in the mPortal, only if the preparer has been associated with the Company Secretary:</p> <ol style="list-style-type: none"> 1. Upload XBRL File to the mPortal |
| Company Agent Assistant (Maker) | <p>This role is associated with the Company Agent's Assistant to conduct the following functions in the mPortal, only if the preparer has been associated with the Company Secretary:</p> <ol style="list-style-type: none"> 1. Upload XBRL File to the mPortal |

8.1.2. Submission Workflow for AR

Figure 2 below illustrates the submission process of the XBRL File through the mPortal:

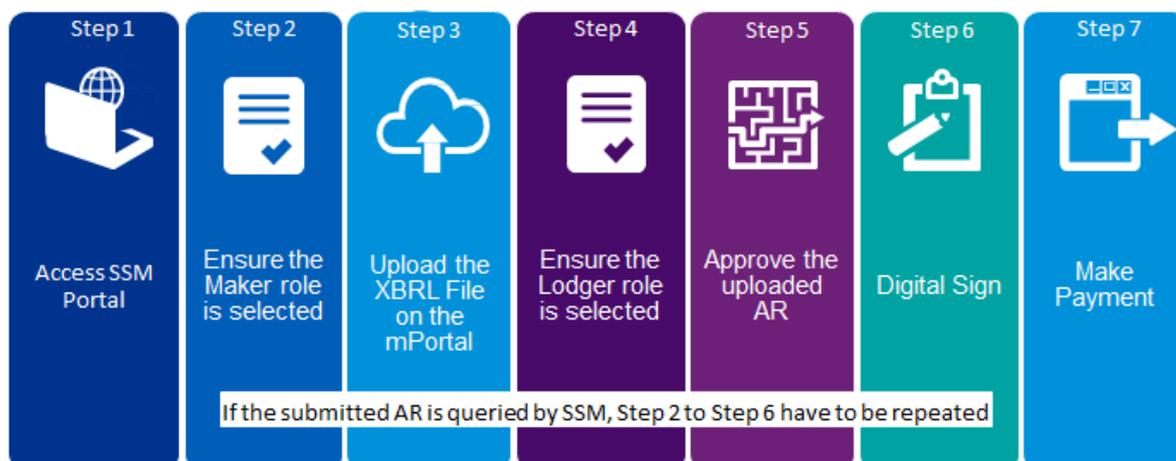
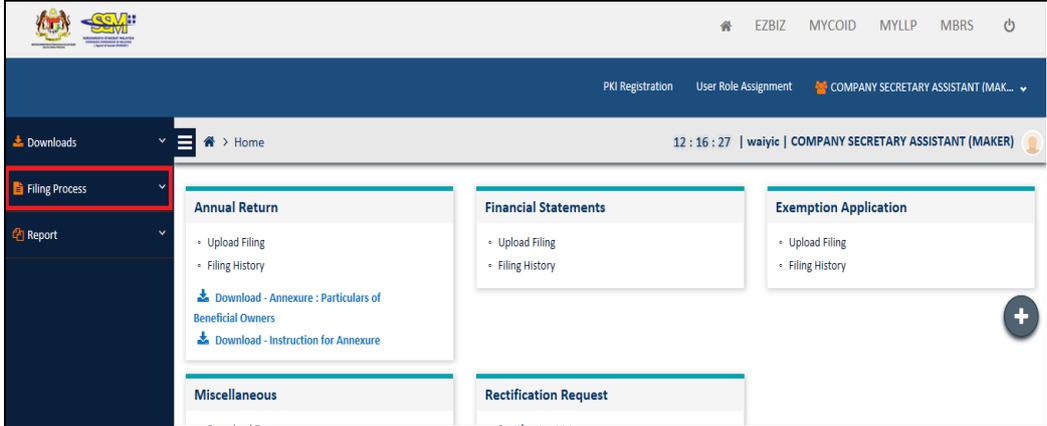
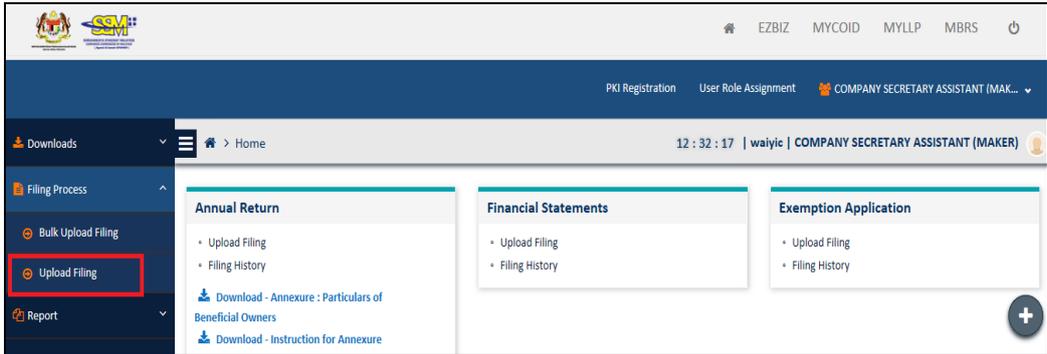
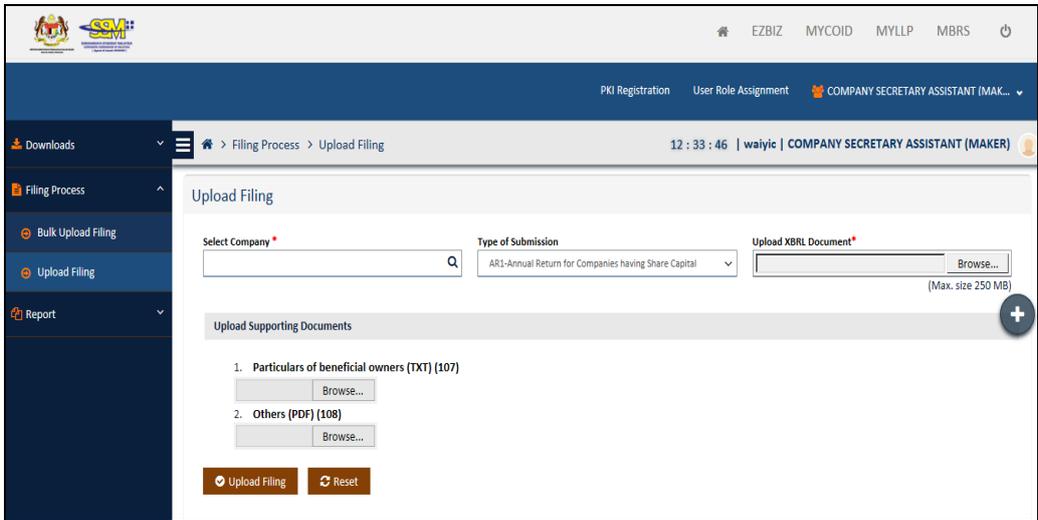


Figure 20

8.1.3. Upload Filing by Company Secretary Assistant/ Company Agent Assistant (Maker)

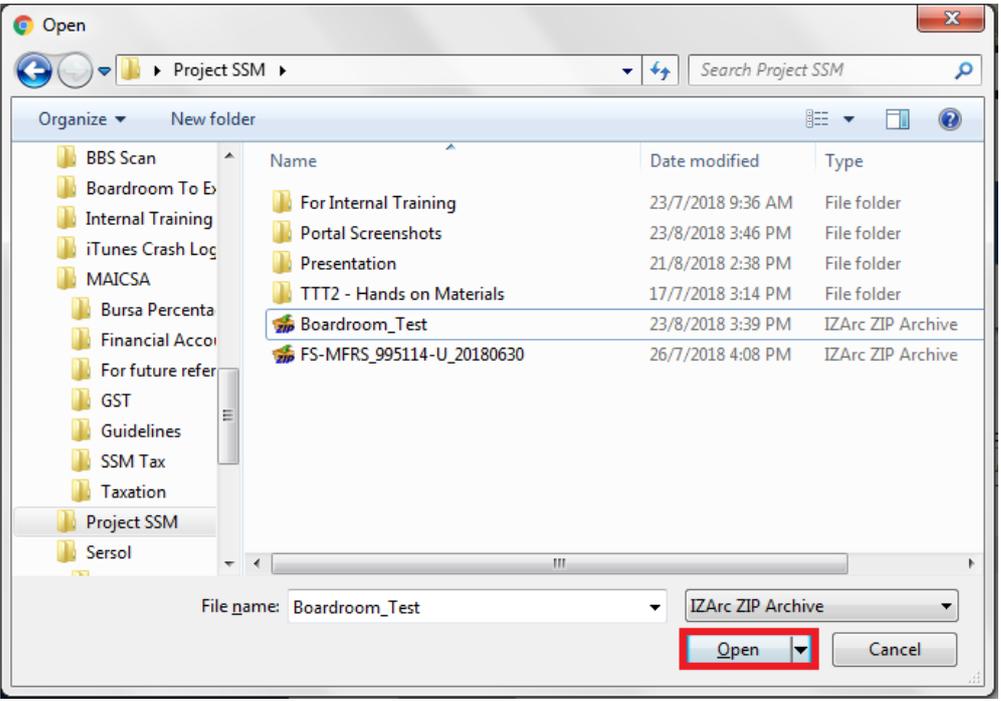
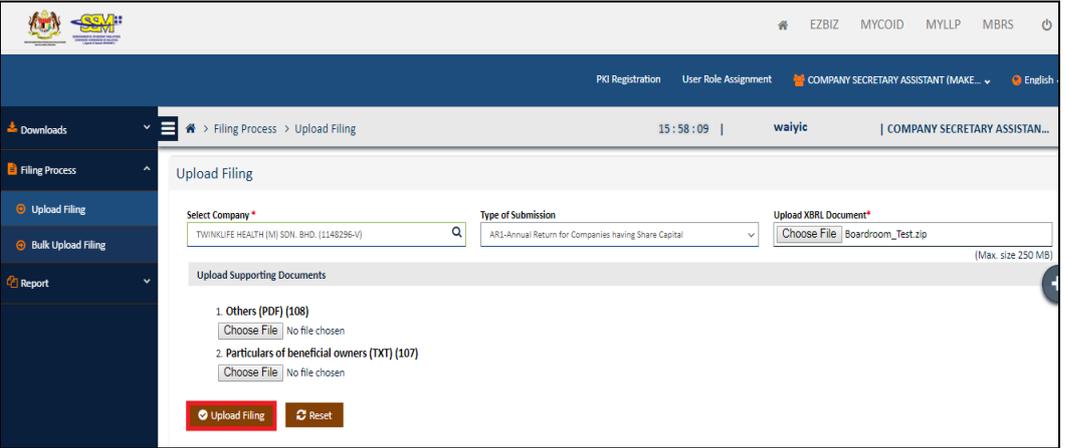
1. Upon successfully generating the XBRL File, the Maker role shall upload the XBRL File into the mPortal.
2. Before the Maker is able to upload the XBRL File for the Lodger's review and approval, it must be associated with the Lodger.
3. In addition to the sidebar on the left, users may use the dashboard to navigate through the mPortal for the uploading of the XBRL File.
4. To upload the XBRL File, please follow the following steps:

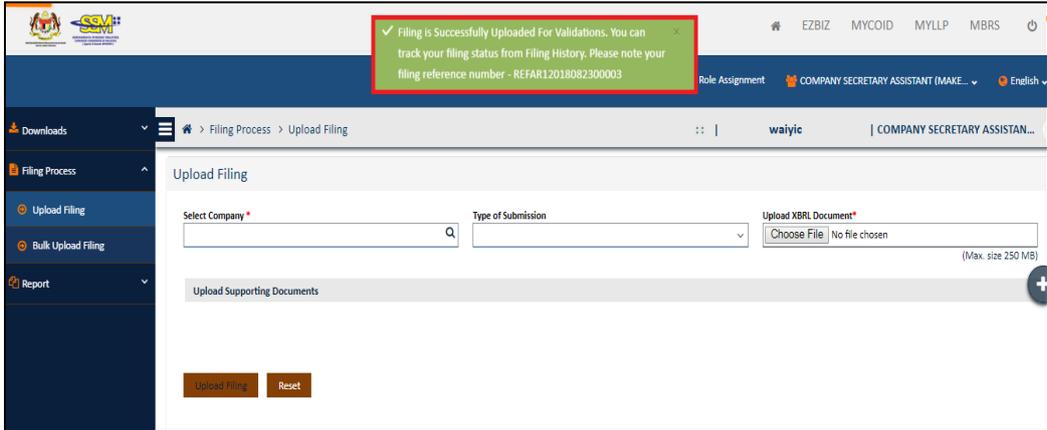
| Step | Description |
|------|---|
| 1. | <p>Users are required to click on "Public Login" (as shown below) and provide the necessary login credentials to enter the mPortal.</p> |

| Step | Description |
|------|---|
| 2. | <p>Users must ensure that the Maker role is selected before proceeding.</p>  |
| 3. | <p>To upload the XBRL File, click on “Filing Process”, as shown below:</p>  |
| 4. | <p>A dropdown list would appear and users are required to select “Upload Filing” to proceed, as shown below:</p>  |
| 5. | <p>Upon clicking on “Upload Filing”, users would be directed to the page as shown below:</p>  |

| Step | Description |
|------|---|
| 6. | <p>Users would be required to undertake the following steps:</p> <p>Selecting the Company</p> <p>1. To select the appropriate company in this field, preparers are required to search the company name from the column provided (as shown below):</p> <div data-bbox="438 392 1125 492" style="border: 1px solid black; padding: 5px;"> <p>Select Company *</p> <input type="text" value="boardroom corporate"/> x 🔍 </div> <p>2. A drop down list would appear and preparers are required to select the appropriate company name from the list provided as shown below:</p> <div data-bbox="422 627 1436 907" style="border: 1px solid black; padding: 5px;"> <input type="text" value="boardroom corporate"/> x 🔍 <div style="float: right; border: 1px solid black; padding: 2px;">AR1-Annual Return for Companies ha</div> <ul style="list-style-type: none"> BOARDROOM CORPORATE SERVICES (JOHOR) SDN. BHD. (524685-H) BOARDROOM CORPORATE SERVICES (KL) SDN. BHD. (3775-X) BOARDROOM CORPORATE SERVICES (PENANG) SDN. BHD. (527626-U) </div> |
| 7. | <p>Selecting the type of submission</p> <p>1. To select appropriate type of submission in this field, users are required to click on the field provided and choose the appropriate submission from the list provided, as shown below:</p> <div data-bbox="446 1131 1133 1232" style="border: 1px solid black; padding: 5px;"> <p>Type of Submission</p> <input type="text" value="AR1-Annual Return for Companies having Share Capital"/> ▼ </div> <p>2. Click on the appropriate submission to proceed:</p> <div data-bbox="430 1310 1428 1960" style="border: 1px solid black; padding: 5px;"> <p>Type of Submission</p> <ul style="list-style-type: none"> AR1-Annual Return for Companies having Share Capital AR2-Annual Return for Companies not having Share Capital AR3-Annual Return for Foreign Companies AR4-Annual Return for Unchanged Particulars EA1-Application for exemption from coinciding foreign subsidiary financial year end with holding company EA2-Application for exemption from filing financial statements in full XBRL format EA3-Application to waive lodgement of financial statements by foreign company EA4A-Application for relief from requirements as to form and contents of directors report EA4B-Application for relief from requirements as to form and contents of financial statements EA5A-Application for extension of time for circulation of financial statements and reports EA5B-Application for extension of time to lodge financial statements and reports EA6-Application for extension of time for holding annual general meeting EA7-Application for extension of time to lodge annual return EA8-Application to Minister FS-CLBG-Financial Statements for Company Limited by Guarantee FS-EPC-Financial Statements for Exempt Private Company FS-FC-Financial Statements for Foreign Company FS-MFRS-Financial Statements as per Malaysian Financial Reporting Standards FS-MPERS-Financial Statement as per Malaysian Private Entities Reporting Standards KFI-CLBG-Key Financial Indicators for Company Limited by Guarantee KFI-FC-Key Financial Indicators for Foreign Company KFI-MFRS-Key Financial Indicators as per Malaysian Financial Reporting Standards KFI-MPERS-Key Financial Indicators as per Malaysian Private Entities Reporting Standards </div> |

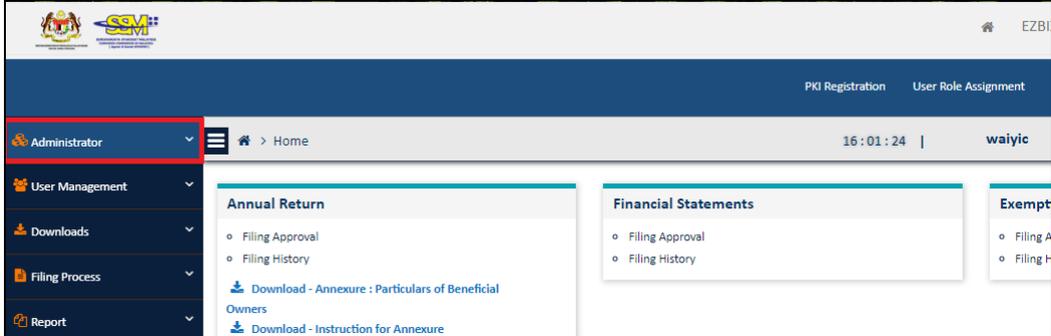
| Step | Description |
|-----------|---|
| <p>8.</p> | <p>Upload XBRL File</p> <ol style="list-style-type: none"> In order to upload the XBRL File into the mPortal, users are required to click on "Choose File", as shown below: <div data-bbox="443 304 1152 427" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Upload XBRL Document*</p> <p>Choose File No file chosen</p> <p style="text-align: right;">(Max. size 250 MB)</p> </div> A new window would appear for users to select the appropriate file. Click on the "Open" button to proceed: <div data-bbox="443 539 1193 1061" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> |
| <p>9.</p> | <p>To upload supporting Documents (Optional)</p> <p>Particulars of beneficial owners</p> <ol style="list-style-type: none"> In order to upload the particulars of beneficial owners (if any) into the mPortal, users are required to click on "Choose File", as shown below: <div data-bbox="443 1285 963 1361" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>2. Particulars of beneficial owners (TXT) (107)</p> <p>Choose File No file chosen</p> </div> A new window would appear for users to select appropriate file. Click on the "Open" button to proceed: <div data-bbox="443 1487 1238 2040" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> |

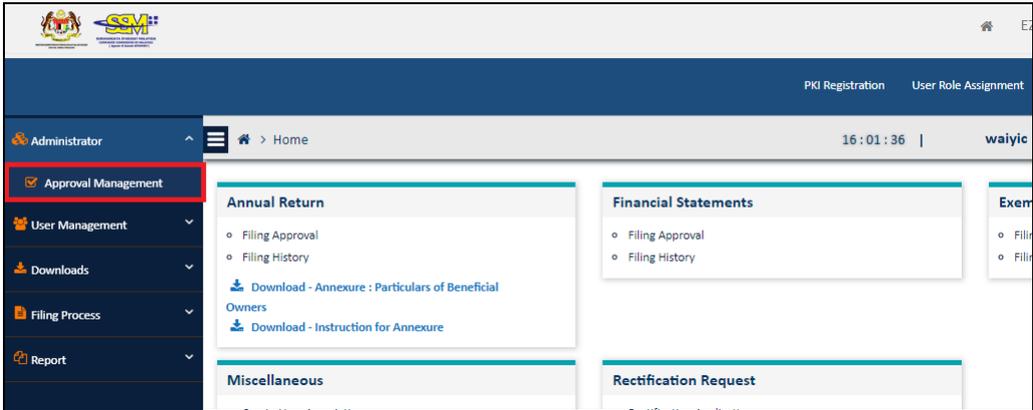
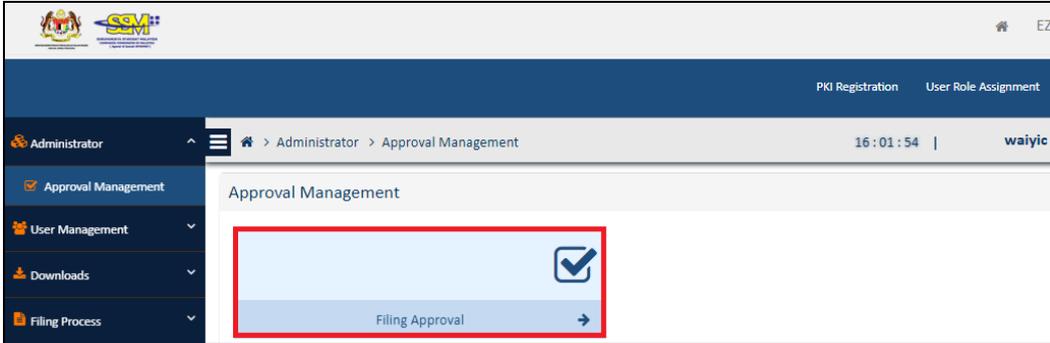
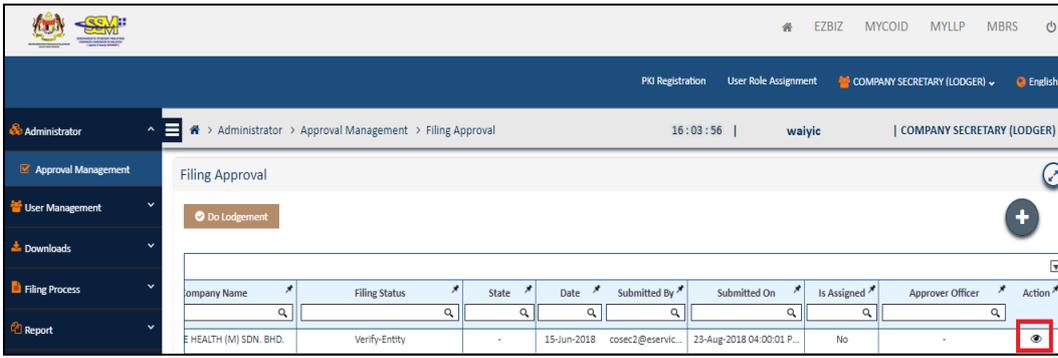
| Step | Description |
|------|---|
| 10. | <p>Other kind of supporting documents</p> <ol style="list-style-type: none"><li data-bbox="391 197 1449 264">1. In order to upload the any other kind of supporting document(s) into the mPortal, users are required to click "Choose File", as shown below: <div data-bbox="448 293 818 387" style="border: 1px solid black; padding: 5px;"><p>1. Others (PDF) (108) <input type="button" value="Choose File"/> No file chosen</p></div> <ol style="list-style-type: none"><li data-bbox="391 421 1449 488">2. A new window would appear for users to select appropriate file. Click on the "Open" button to proceed: <div data-bbox="448 510 1449 1211" style="border: 1px solid gray; padding: 5px;"></div> |
| 11. | <p>Click on the "Submit" button to upload and XBRL File.</p> <div data-bbox="384 1305 1449 1753" style="border: 1px solid gray; padding: 5px;"></div> |

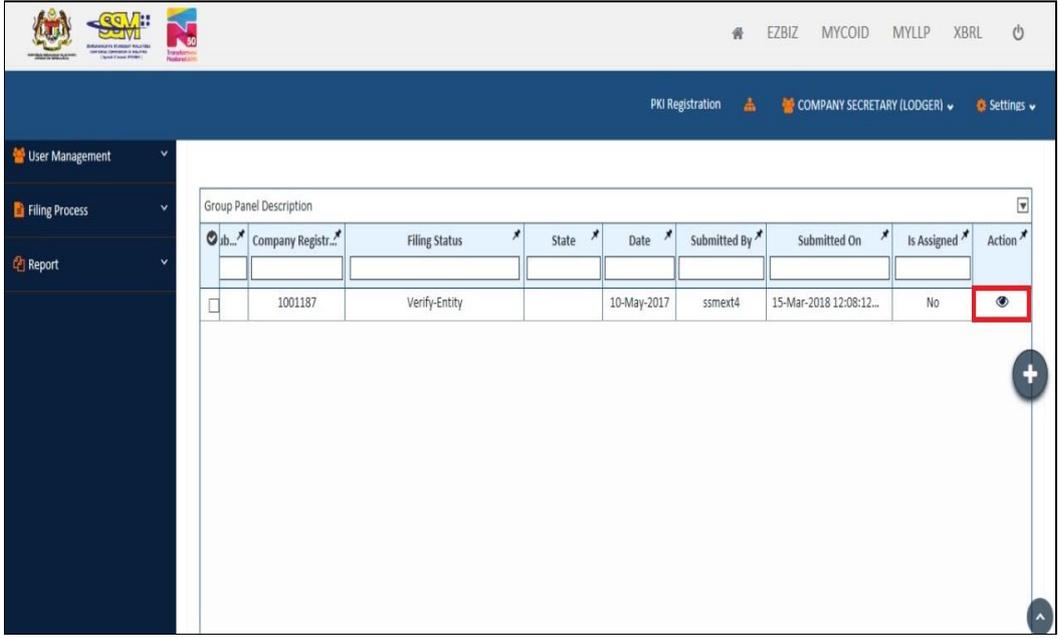
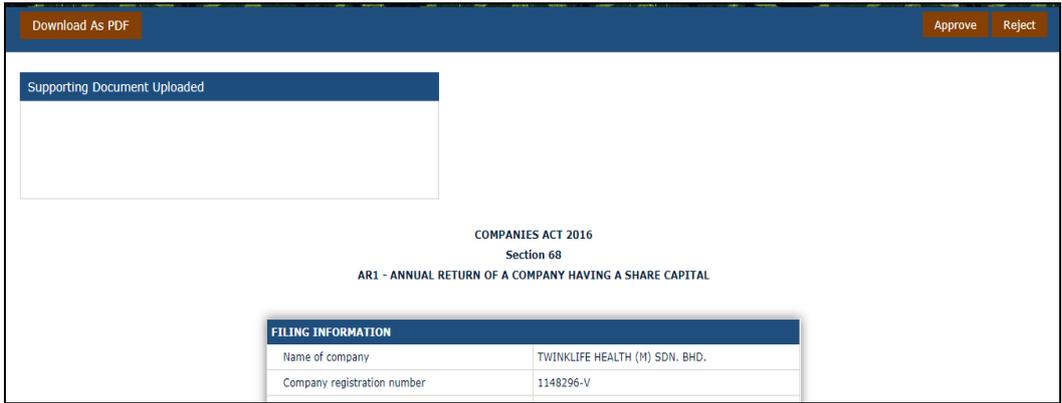
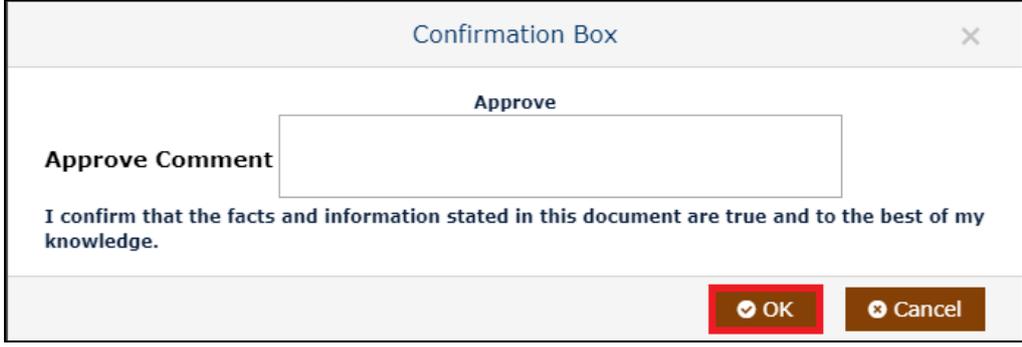
| Step | Description |
|------|--|
| 12. | <p>A confirmation box would appear and users are required to click on the “OK” button as shown below:</p>  |
| 13. | <p>Upon completion, the mPortal will notify users with a successfully uploaded notification together with the filing reference number, as shown below:</p>  |

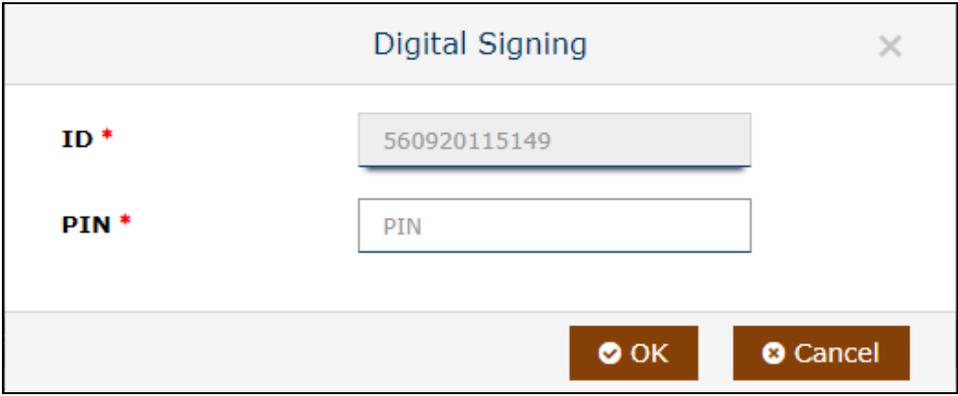
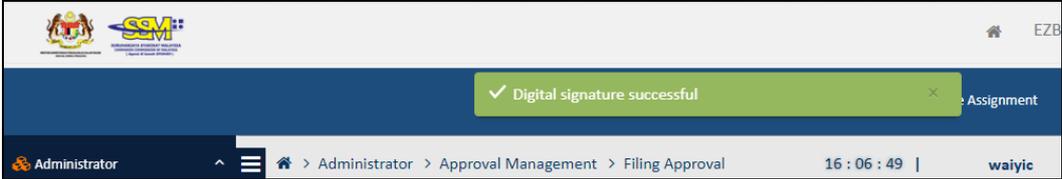
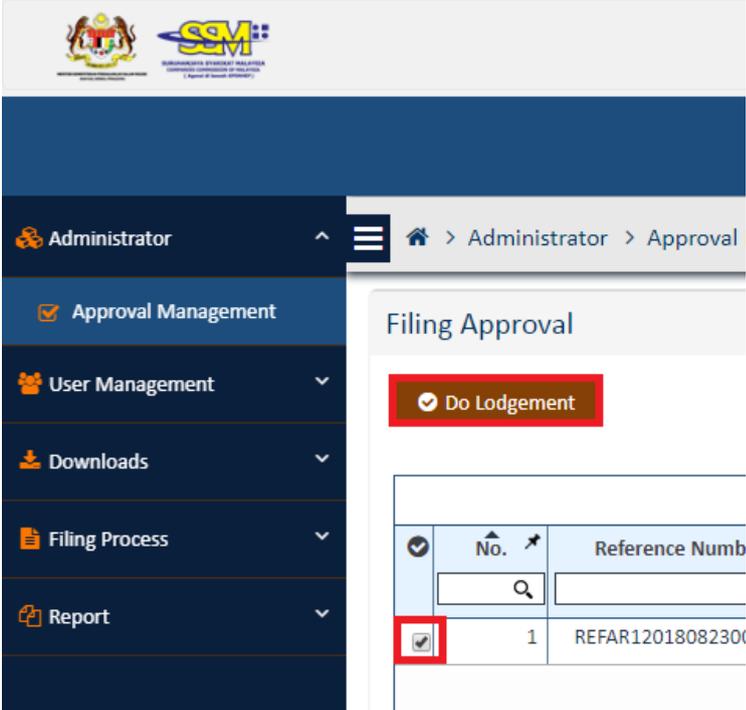
8.1.4. Submission by Company Secretary/ Company Agent (Lodger)

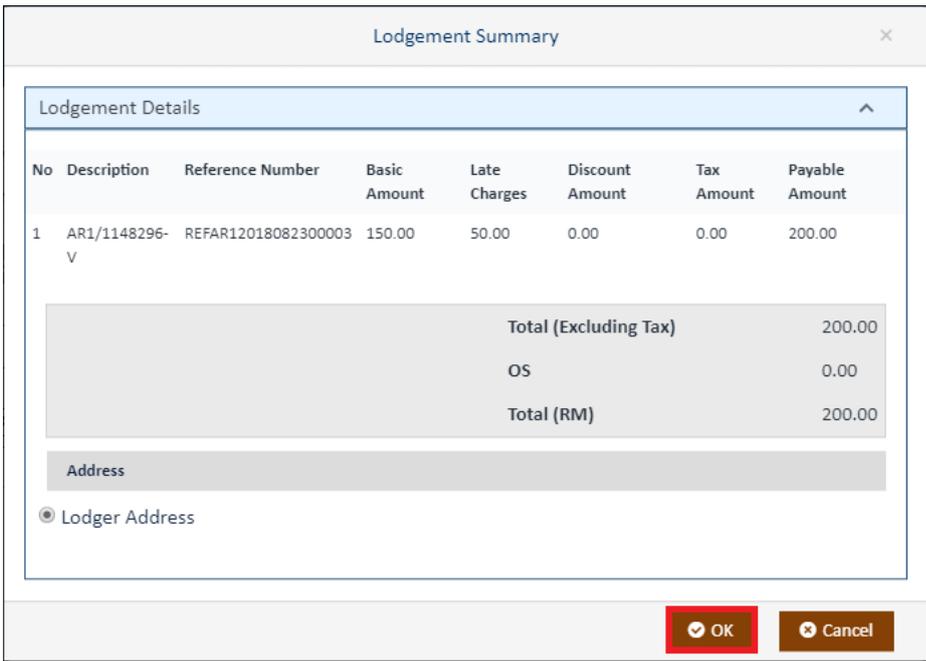
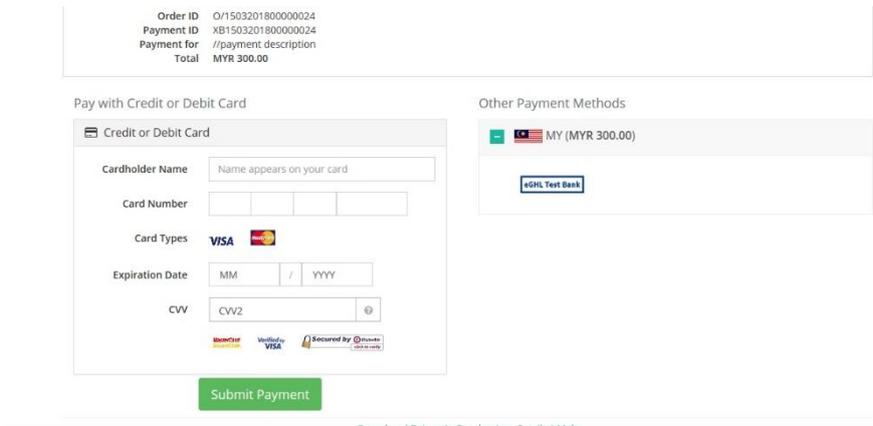
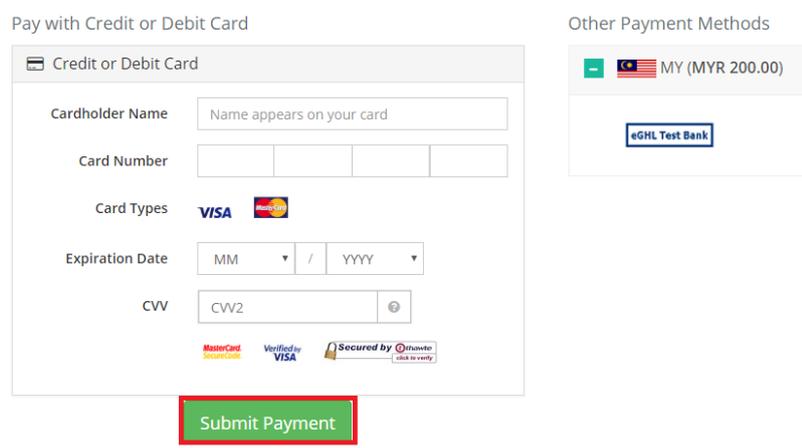
1. Upon successfully uploading the XBRL File into SSM's mPortal, users are required to switch to the Lodger role to validate and lodge the XBRL File to SSM.
2. In addition to the sidebar on the left, users may use the dashboard to navigate through the mPortal for the lodgement of the XBRL File.
3. To submit the XBRL File, please follow the following steps:

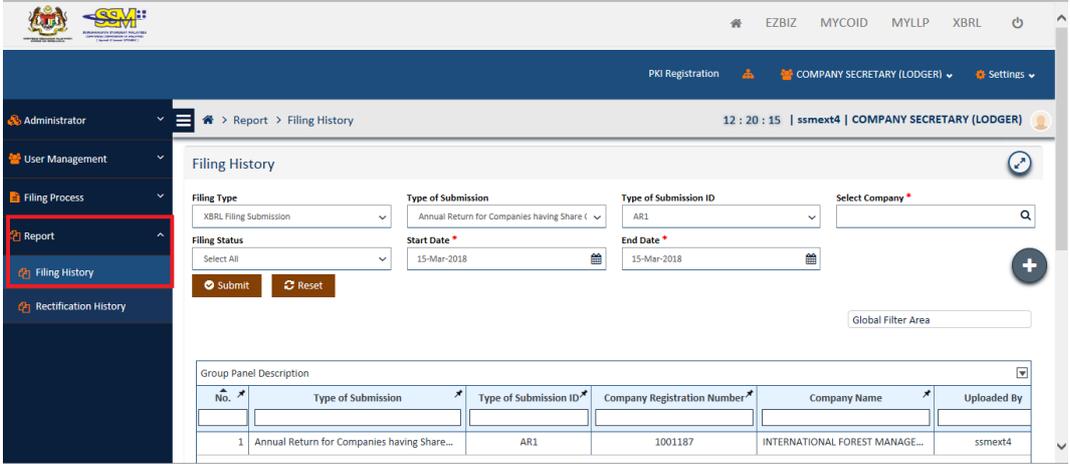
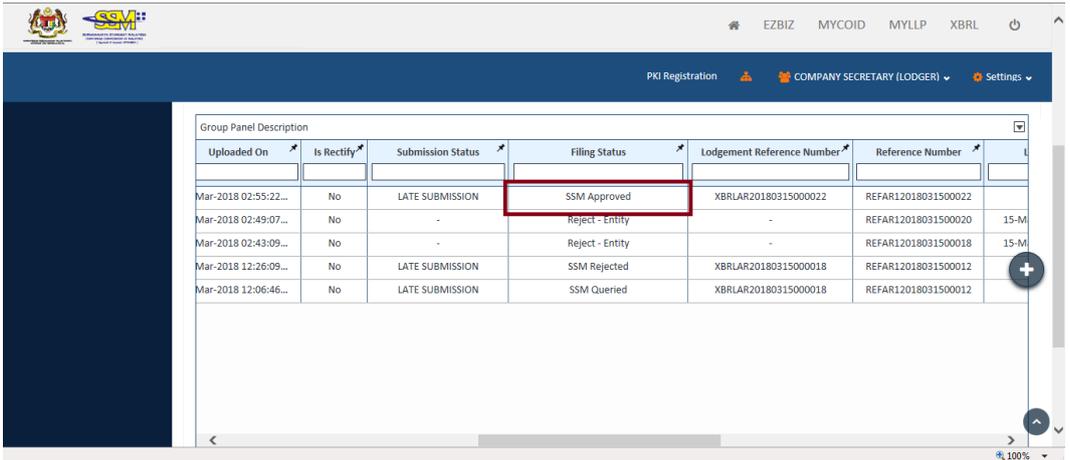
| Step | Description |
|------|---|
| 1. | <p>Users are required to click on "Public Login" (as shown below) and provide the necessary login credentials to enter the mPortal.</p>  |
| 2. | <p>Users must ensure the Lodger role is selected before proceeding.</p>  |
| 3. | <p>To lodge the XBRL File, click on "Administrator" as shown below:</p>  |

| Step | Description | | | | | | | | | | | | | | | | | | |
|------------------------|---|--------------|---------------|-------------------|---------------------------|--------------|------------------|---|------------------|--------|------------------------|---------------|---|-------------|-------------------|---------------------------|----|---|---|
| 4. | <p>A dropdown list would appear and users are required to select “Approval Management” to proceed, as shown below:</p>  | | | | | | | | | | | | | | | | | | |
| 5. | <p>Click on “Filing Approval” as shown below:</p>  | | | | | | | | | | | | | | | | | | |
| 6. | <p>Users would be brought to the filing approval page and is required to click on the view icon as shown below:</p>  <table border="1" data-bbox="564 1525 1442 1630"> <thead> <tr> <th>Company Name</th> <th>Filing Status</th> <th>State</th> <th>Date</th> <th>Submitted By</th> <th>Submitted On</th> <th>Is Assigned</th> <th>Approver Officer</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>E HEALTH (M) SDN. BHD.</td> <td>Verify-Entity</td> <td>-</td> <td>15-Jun-2018</td> <td>cosec2@eservic...</td> <td>23-Aug-2018 04:00:01 P...</td> <td>No</td> <td>-</td> <td></td> </tr> </tbody> </table> | Company Name | Filing Status | State | Date | Submitted By | Submitted On | Is Assigned | Approver Officer | Action | E HEALTH (M) SDN. BHD. | Verify-Entity | - | 15-Jun-2018 | cosec2@eservic... | 23-Aug-2018 04:00:01 P... | No | - |  |
| Company Name | Filing Status | State | Date | Submitted By | Submitted On | Is Assigned | Approver Officer | Action | | | | | | | | | | | |
| E HEALTH (M) SDN. BHD. | Verify-Entity | - | 15-Jun-2018 | cosec2@eservic... | 23-Aug-2018 04:00:01 P... | No | - |  | | | | | | | | | | | |

| Step | Description | | | | | | |
|-----------------------------|---|--------------------|--|-----------------|--------------------------------|-----------------------------|-----------|
| 7. | <p>Click on the view icon as shown below:</p>  <p>The screenshot shows the SSM portal with a navigation menu on the left and a main content area. The main content area displays a table titled 'Group Panel Description' with columns: 'Company Registr...', 'Filing Status', 'State', 'Date', 'Submitted By', 'Submitted On', 'Is Assigned', and 'Action'. The first row of data has '1001187' in the 'Company Registr...' column, 'Verify-Entity' in 'Filing Status', '10-May-2017' in 'Date', 'ssmext4' in 'Submitted By', '15-Mar-2018 12:08:12...' in 'Submitted On', and 'No' in 'Is Assigned'. The 'Action' column for this row contains a view icon (eye) which is highlighted with a red box.</p> | | | | | | |
| 8. | <p>Users would be brought to a new page that allows the AR to be reviewed or downloaded in a PDF format.</p>  <p>The screenshot shows a page for reviewing an Annual Return (AR). At the top left is a 'Download As PDF' button, and at the top right are 'Approve' and 'Reject' buttons. Below these is a 'Supporting Document Uploaded' area. The main content area displays the following text:</p> <p style="text-align: center;">COMPANIES ACT 2016 Section 68 AR1 - ANNUAL RETURN OF A COMPANY HAVING A SHARE CAPITAL</p> <table border="1" data-bbox="643 1312 1177 1395"> <thead> <tr> <th colspan="2">FILING INFORMATION</th> </tr> </thead> <tbody> <tr> <td>Name of company</td> <td>TWINKLIFE HEALTH (M) SDN. BHD.</td> </tr> <tr> <td>Company registration number</td> <td>1148296-V</td> </tr> </tbody> </table> | FILING INFORMATION | | Name of company | TWINKLIFE HEALTH (M) SDN. BHD. | Company registration number | 1148296-V |
| FILING INFORMATION | | | | | | | |
| Name of company | TWINKLIFE HEALTH (M) SDN. BHD. | | | | | | |
| Company registration number | 1148296-V | | | | | | |
| 9. | <p>Users are able to conduct one of the following functions on the page:</p> <ul style="list-style-type: none"> (a) “Download” to download the AR in a PDF format; or (b) “Approve” to approve the XBRL File uploaded by the Maker; or (c) “Reject” to reject the XBRL File uploaded by the Maker | | | | | | |
| 10. | <p>Upon clicking the “Approve” button, a confirmation box would appear where users may insert comment. Users are required to click on the “OK” button to proceed.</p>  <p>The screenshot shows a 'Confirmation Box' dialog. It has a title bar with 'Confirmation Box' and a close button (X). The main content area has the word 'Approve' centered at the top. Below it is a text input field labeled 'Approve Comment'. Underneath the input field is the text: 'I confirm that the facts and information stated in this document are true and to the best of my knowledge.' At the bottom right of the dialog are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.</p> | | | | | | |

| Step | Description | | | | | | |
|-------------------------------------|--|-------------------------------------|-----|------------------|-------------------------------------|---|------------------|
| 11. | <p>Users will be required to provide their digital signing credentials from Pos Digicert and click on the “OK” button to proceed.</p>  | | | | | | |
| 12. | <p>The mPortal will notify users upon successfully providing the Digital Signature as shown below:</p>  | | | | | | |
| 13. | <p>Upon approving the AR, users are required to click on the “Check box” and “Do Lodgement” buttons to pay the prescribed fee imposed by SSM on AR submission (as per the payment schedule), as shown below:</p>  <table border="1" data-bbox="770 1637 1125 1825"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>No.</th> <th>Reference Number</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>REFAR12018082300</td> </tr> </tbody> </table> | <input checked="" type="checkbox"/> | No. | Reference Number | <input checked="" type="checkbox"/> | 1 | REFAR12018082300 |
| <input checked="" type="checkbox"/> | No. | Reference Number | | | | | |
| <input checked="" type="checkbox"/> | 1 | REFAR12018082300 | | | | | |

| Step | Description |
|------|--|
| 14. | <p>The payment summary will be shown (as below) and users are required to confirm the payment summary by clicking on the “OK” button to proceed.</p>  |
| 15. | <p>The mPortal will direct preparers to a secured payment page, which would require users to choose their preferred method of payment as shown below:</p>  |
| 16. | <p>After keying in the necessary credentials, click on the “Submit Payment” to proceed with payment:</p>  |

| Step | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------|--|-------------------|-----------------|----------------------------|---------------------|----------------------------|------------------|----------------------|----|-----------------|--------------|----------------------|---------------------|----------------------|----|---|-----------------|---|---------------------|----------------------|----|---|-----------------|---|---------------------|----------------------|----|-----------------|--------------|----------------------|---------------------|----------------------|----|-----------------|-------------|----------------------|---------------------|
| 17. | <p>Upon making the necessary payment, users are able to check the status of the submission by clicking on the "Report" button in the sidebar and further clicking on the subheading "Filing History" as shown below:</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. | <p>To commence search on "Filing History", users are required to select and insert the following information and click on the "Search" button to proceed".</p> <ul style="list-style-type: none"> (a) Filing Type (b) Type of Submission (c) Type of Submission ID (d) Select Company (e) Start Date (f) End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. | <p>In the event that SSM approves the AR submission, users would be able to see the status of the approval by scrolling through the filing history. A sample of an approved AR is shown below:</p>  <table border="1" data-bbox="571 1422 1412 1608"> <thead> <tr> <th>Uploaded On</th> <th>Is Rectify</th> <th>Submission Status</th> <th>Filing Status</th> <th>Lodgement Reference Number</th> <th>Reference Number</th> </tr> </thead> <tbody> <tr> <td>Mar-2018 02:55:22...</td> <td>No</td> <td>LATE SUBMISSION</td> <td>SSM Approved</td> <td>XBRLAR20180315000022</td> <td>REFAR12018031500022</td> </tr> <tr> <td>Mar-2018 02:49:07...</td> <td>No</td> <td>-</td> <td>Reject - Entity</td> <td>-</td> <td>REFAR12018031500020</td> </tr> <tr> <td>Mar-2018 02:43:09...</td> <td>No</td> <td>-</td> <td>Reject - Entity</td> <td>-</td> <td>REFAR12018031500018</td> </tr> <tr> <td>Mar-2018 12:26:09...</td> <td>No</td> <td>LATE SUBMISSION</td> <td>SSM Rejected</td> <td>XBRLAR20180315000018</td> <td>REFAR12018031500012</td> </tr> <tr> <td>Mar-2018 12:06:46...</td> <td>No</td> <td>LATE SUBMISSION</td> <td>SSM Queried</td> <td>XBRLAR20180315000018</td> <td>REFAR12018031500012</td> </tr> </tbody> </table> | Uploaded On | Is Rectify | Submission Status | Filing Status | Lodgement Reference Number | Reference Number | Mar-2018 02:55:22... | No | LATE SUBMISSION | SSM Approved | XBRLAR20180315000022 | REFAR12018031500022 | Mar-2018 02:49:07... | No | - | Reject - Entity | - | REFAR12018031500020 | Mar-2018 02:43:09... | No | - | Reject - Entity | - | REFAR12018031500018 | Mar-2018 12:26:09... | No | LATE SUBMISSION | SSM Rejected | XBRLAR20180315000018 | REFAR12018031500012 | Mar-2018 12:06:46... | No | LATE SUBMISSION | SSM Queried | XBRLAR20180315000018 | REFAR12018031500012 |
| Uploaded On | Is Rectify | Submission Status | Filing Status | Lodgement Reference Number | Reference Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar-2018 02:55:22... | No | LATE SUBMISSION | SSM Approved | XBRLAR20180315000022 | REFAR12018031500022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar-2018 02:49:07... | No | - | Reject - Entity | - | REFAR12018031500020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar-2018 02:43:09... | No | - | Reject - Entity | - | REFAR12018031500018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar-2018 12:26:09... | No | LATE SUBMISSION | SSM Rejected | XBRLAR20180315000018 | REFAR12018031500012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar-2018 12:06:46... | No | LATE SUBMISSION | SSM Queried | XBRLAR20180315000018 | REFAR12018031500012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. | <p>In the event of a query or rejection, users would be required to go through the Maker and Lodger submission process again.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



This Preparers' Guide is prepared by SSM in collaboration with Boardroom Corporate Services (KL) Sdn Bhd (Company No. 3775-X).

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