SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

CORPORATE REGISTRY SYSTEM (HT4 – CRS)

External User Manual

Insolvency Winding Up

Version 1.0

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1. Introduction

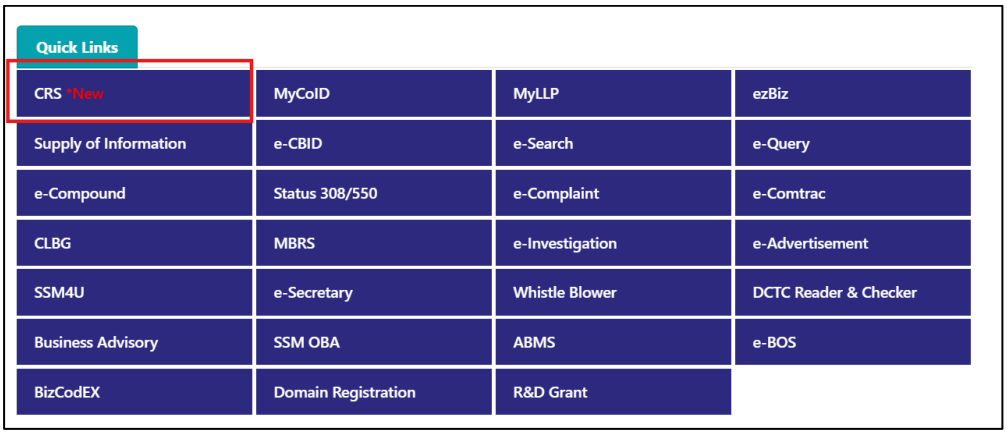
This comprehensive guide will assist users navigate the system and effectively utilise its features and functions. It includes step-by-step instructions, supported by illustrations, to assist users in completing key tasks within the system.

The manual includes an overview of system functions, user roles, navigation, and key procedures.

Users must have valid CRS access and the appropriate permissions to perform the transactions.

Please refer to the External User Manual Supporting Module: Learn About the System for information and instructions regarding User Registration.

Corporate Portal -> CRS -> User Manuals -> Supporting Module: Learn About the System

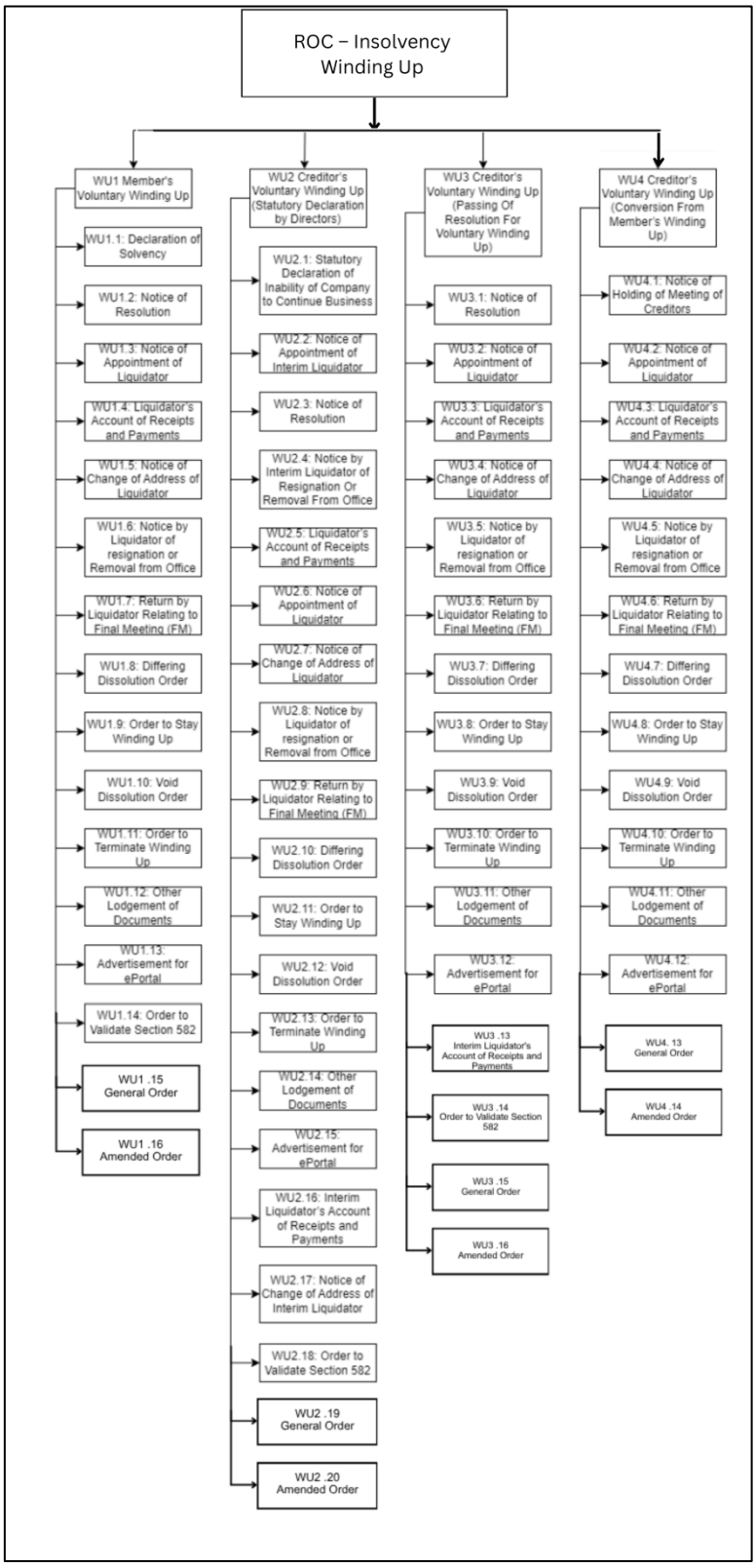




References:

No	Document Name
1	Companies Act 1965 (Act 125)
2	Companies Act 2016 (Act 777)
3	Practice Directives, Legislations, Practice Note, Circular, Schedule A, Schedule B, Schedule C
4	Winding Up Rules 1972 & Amendment Rules Thereof

2. Model Overview



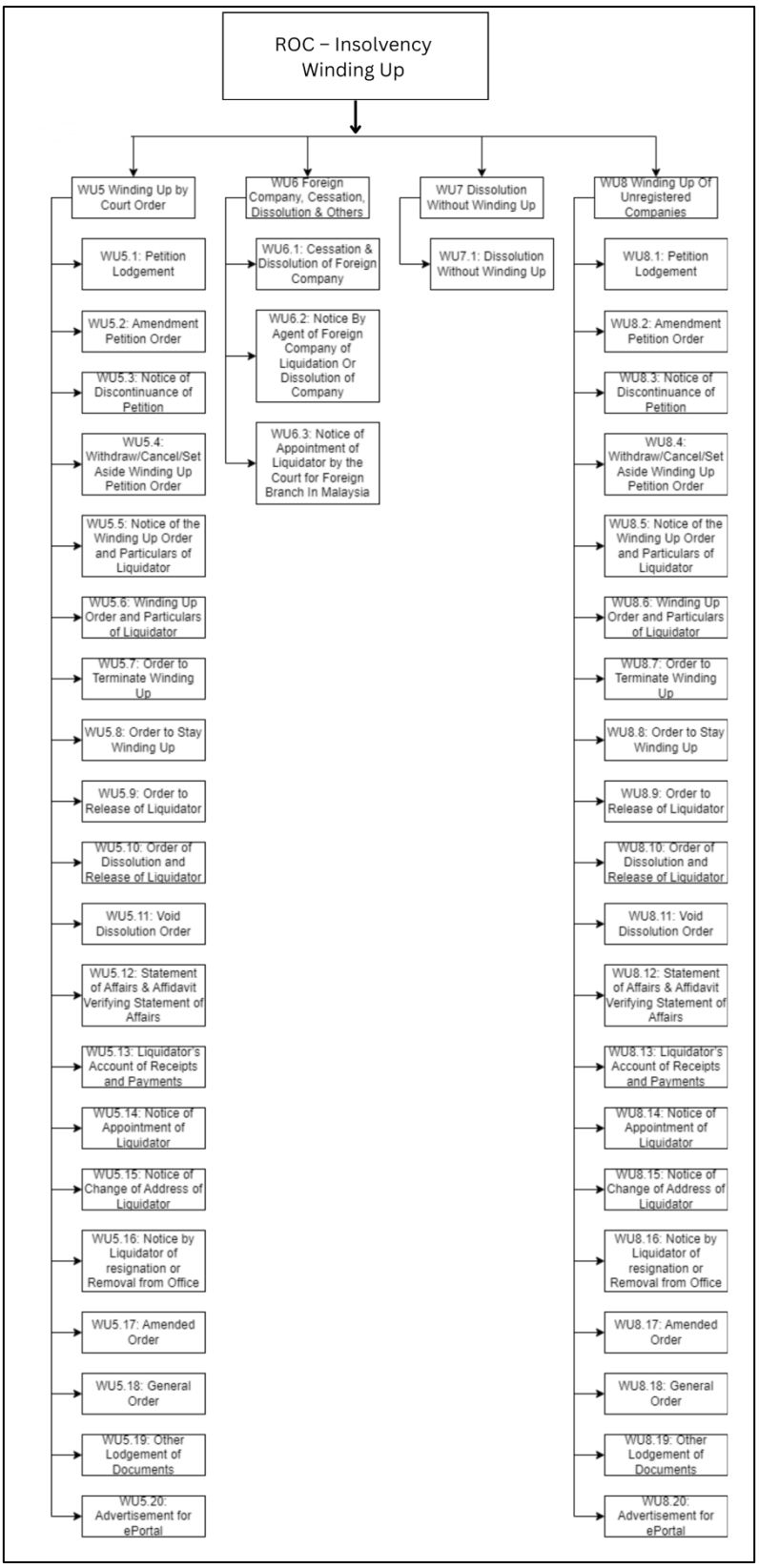
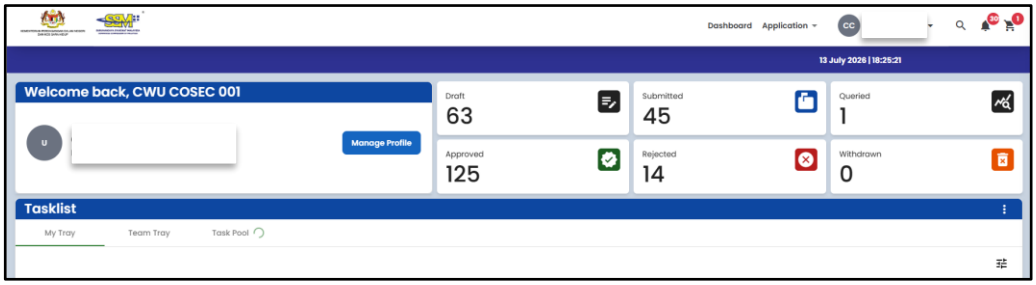
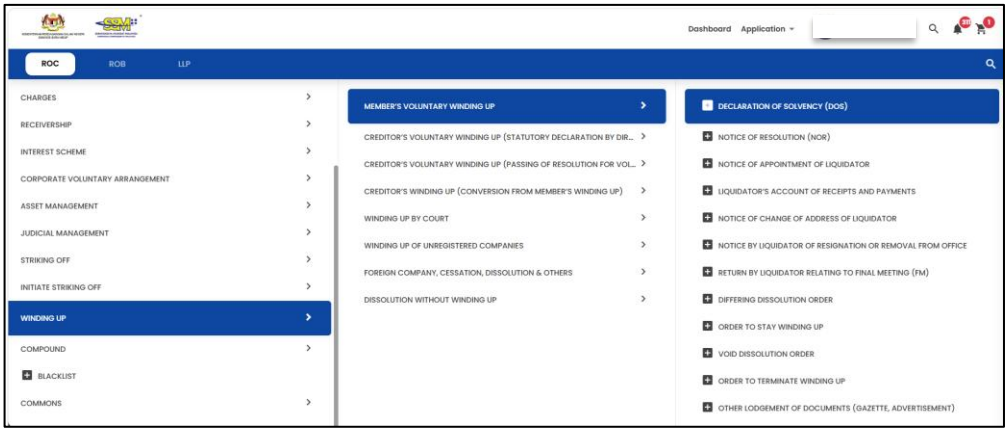
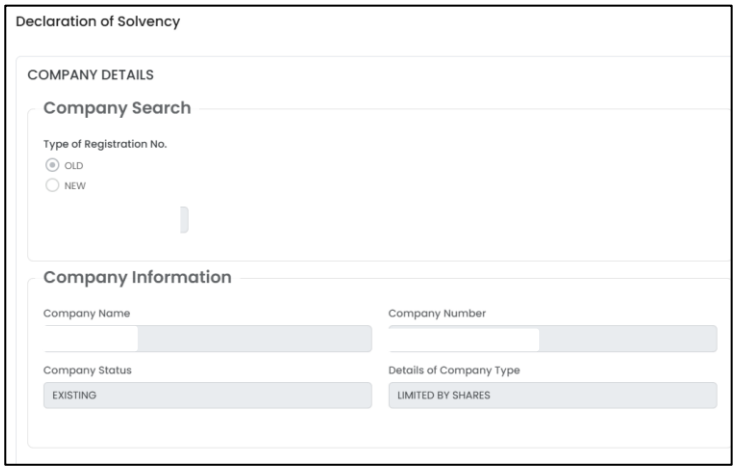


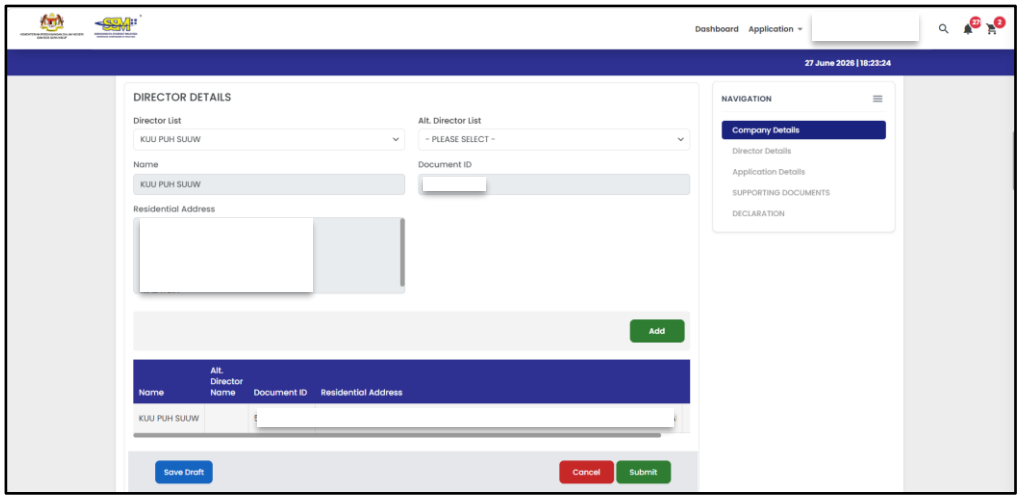
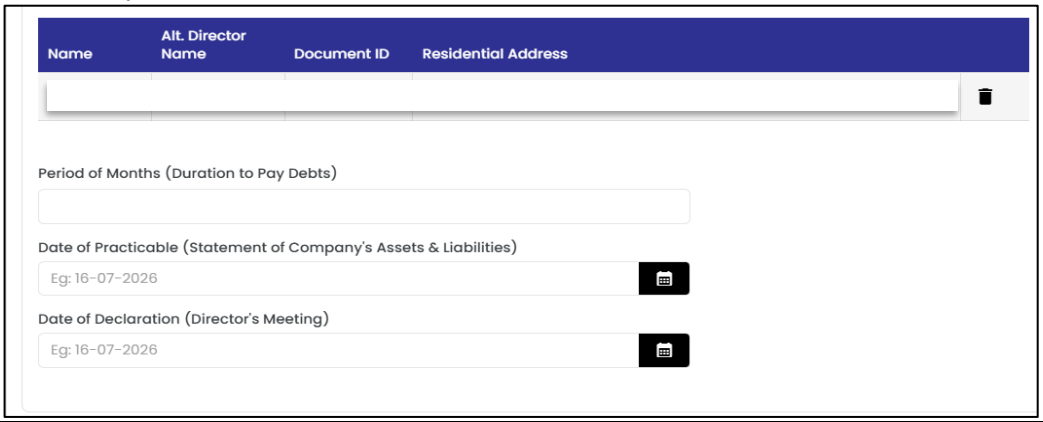
Figure 1 Functional Diagram

3. [WU1] Member's Voluntary Winding Up

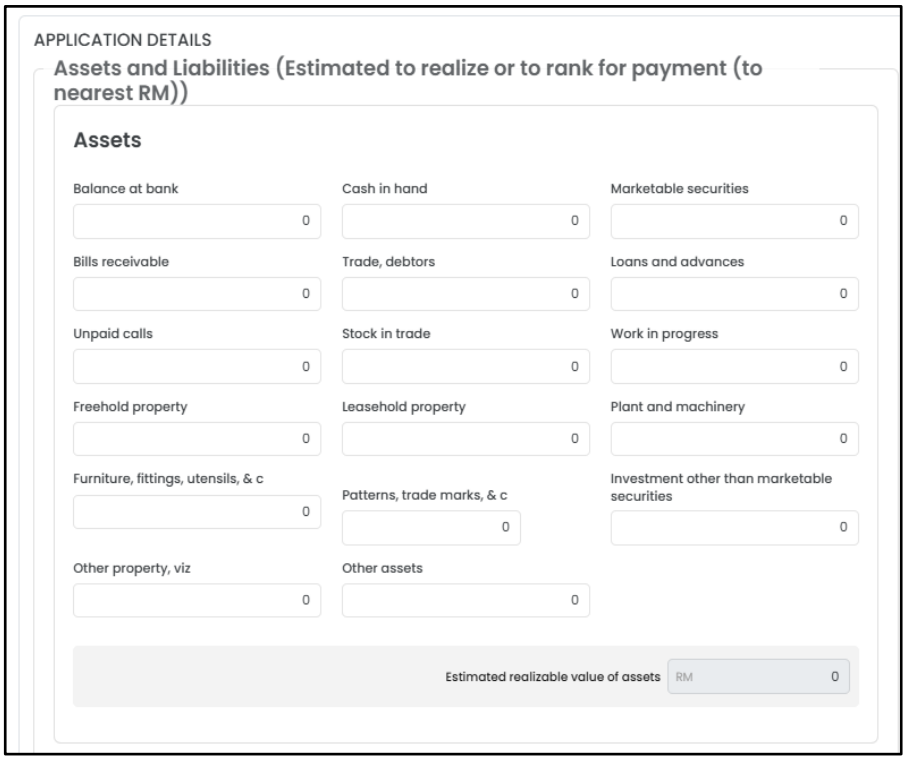
3.1 Declaration of Solvency (DOS)

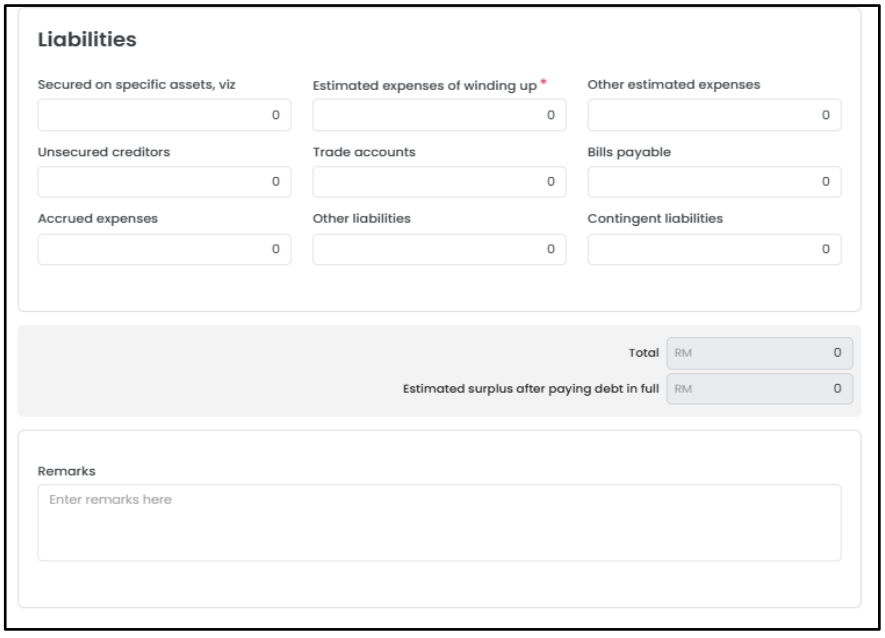
Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Member's Voluntary Winding Up** -> **Declaration of Solvency (DOS)** 

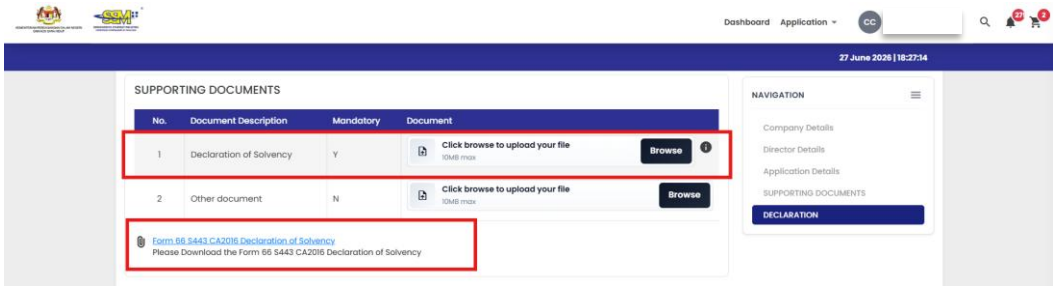
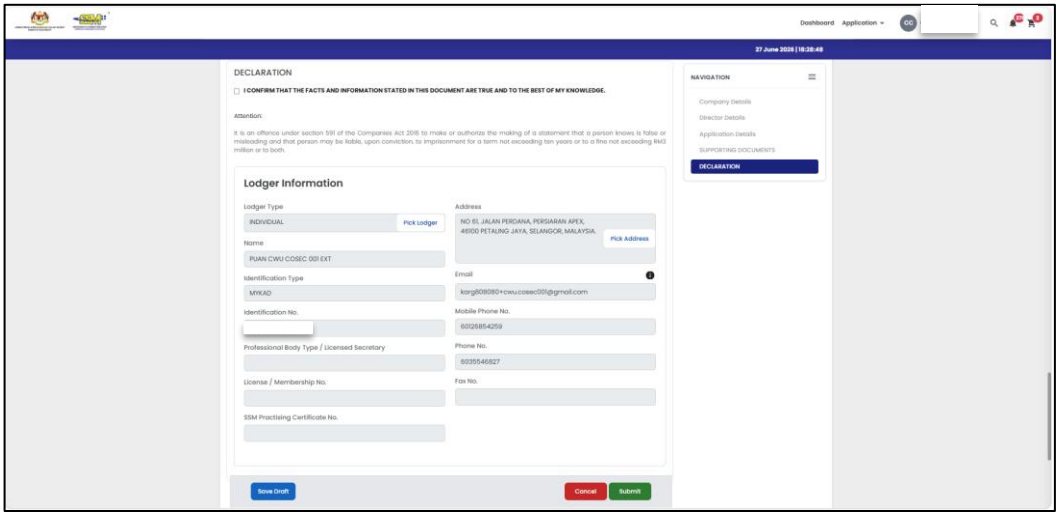
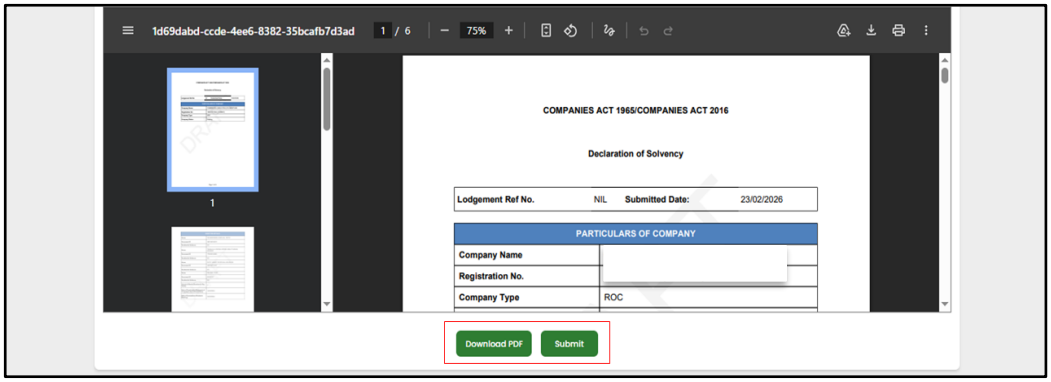
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search**. 
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exists • Company Main status is Existing • Company Sub status is not "Under Judicial Management", "Under Interim Judicial Management", "Under Receivership", "Under Corporate Voluntary Arrangement" • Company documents are all in approved status • No active Petition Lodgement submitted • No active Notice of Resolution (NOR) submitted 

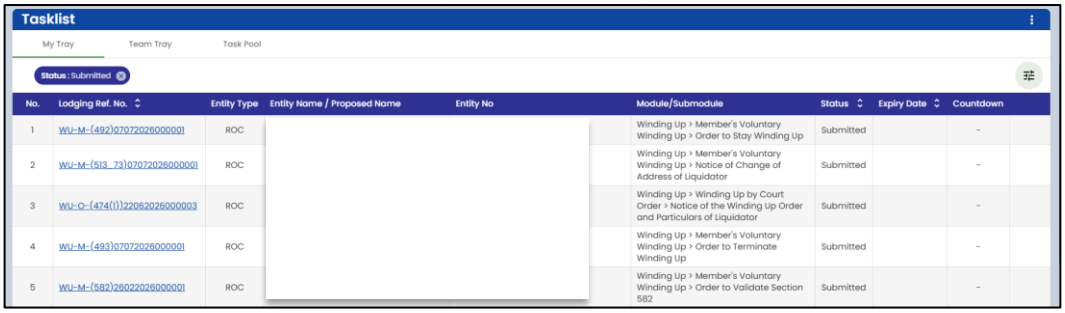
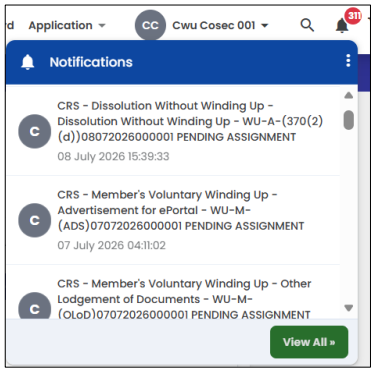
5	User is required to select either a **Director** from the **Director List** or an **Alternate Director** from the **Alt. Director List**. Upon selection, the system will automatically populate the corresponding **Name**, **Document ID**, and **Residential Address**. The user should verify that the displayed information is correct before clicking the **Add** button to add the selected Director/Alternate Director to the Director Details list. 
6	User is required to enter the **Period of Months (Duration to Pay Debts)** and select the **Date of Practicable (Statement of Company's Assets & Liabilities)** and the **Date of Declaration (Director's Meeting)** using the calendar picker. 

Add details on Assets and Liabilities.

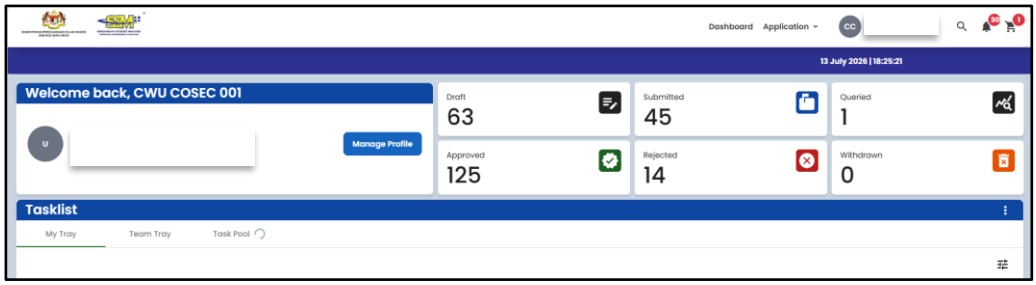
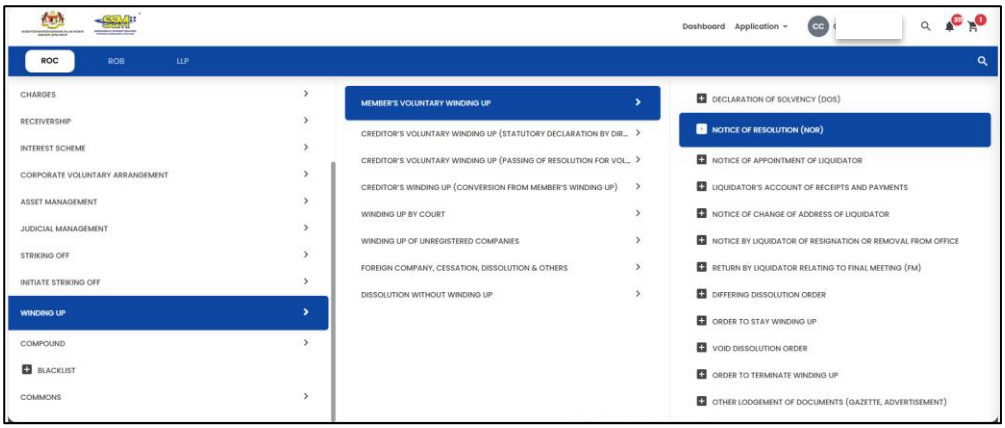


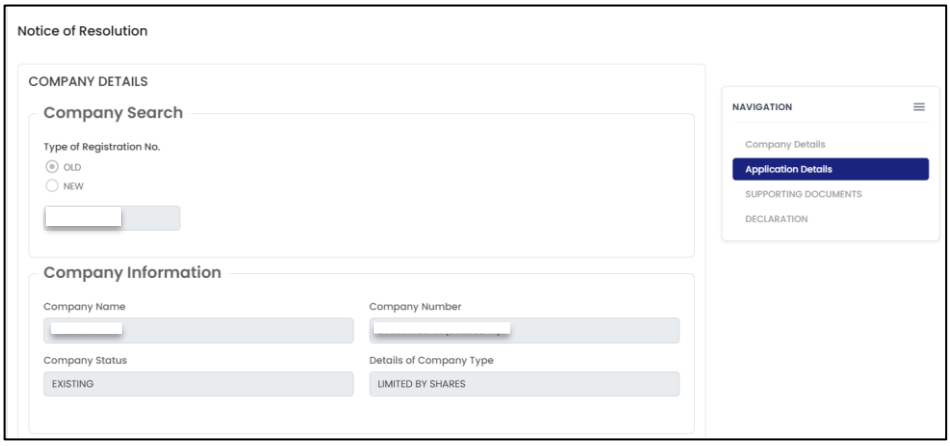
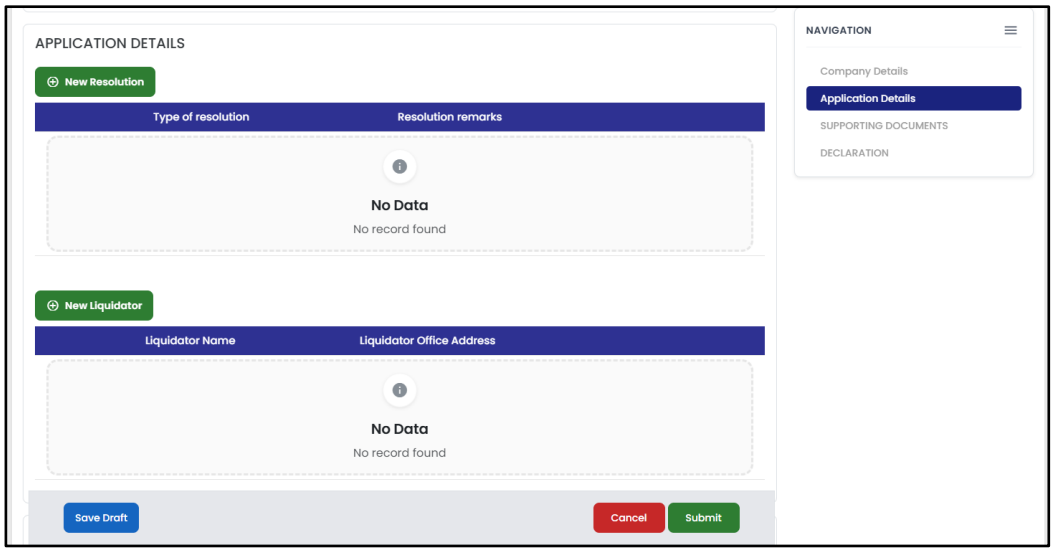


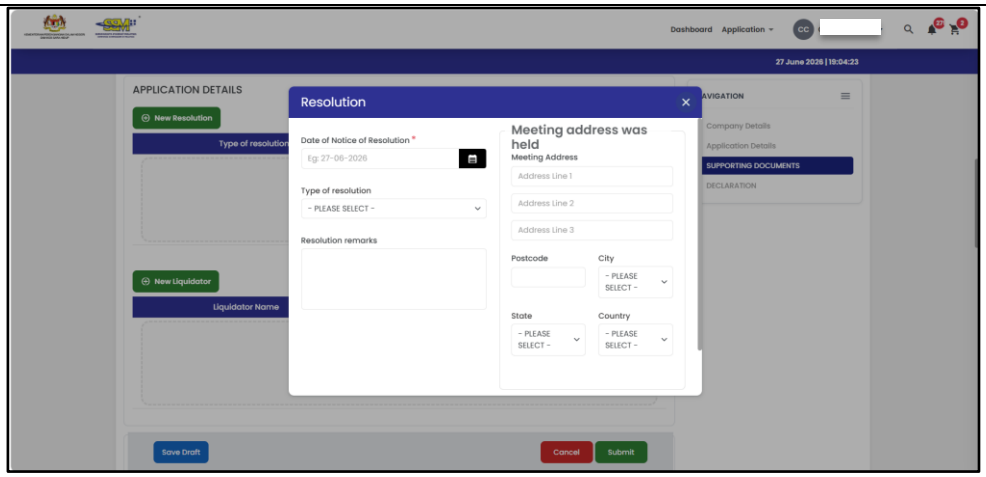
7	The user enters all required DOS information based on **Form 66 S443 CA2016**, including **>51**% of total company director information.  User selects the upload options and submits the signed DOS Form 66 S443 CA2016 along with the Statement of the Company's Asset & Liabilities
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	The user reviews the **pre-submission** summary and clicks to **download** in PDF format  Note: Please ensure the draft is successfully downloaded and retained for reference.

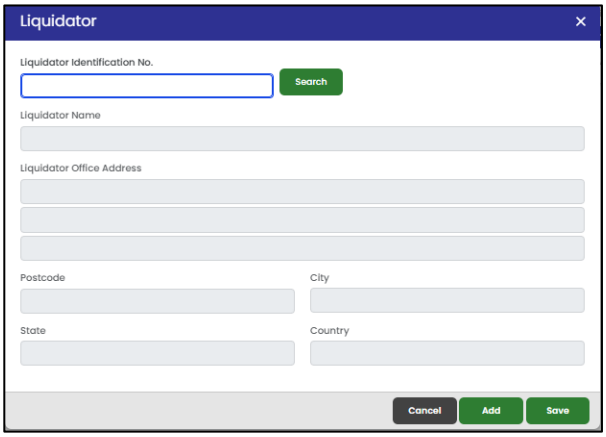
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

3.2 Notice of Resolution (NOR)

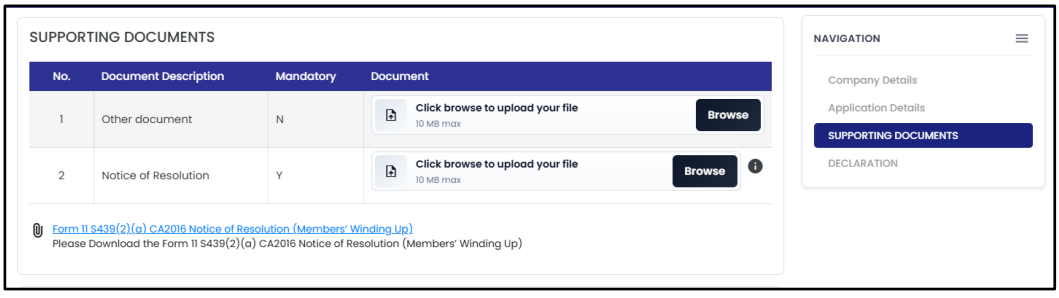
Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Member's Voluntary Winding Up** -> **Notice of Resolution (NOR).** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

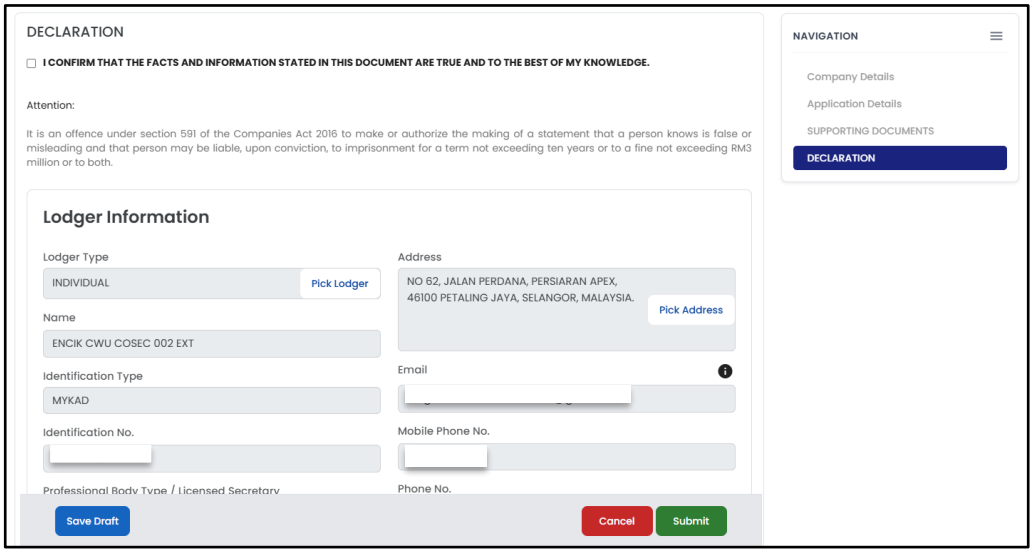
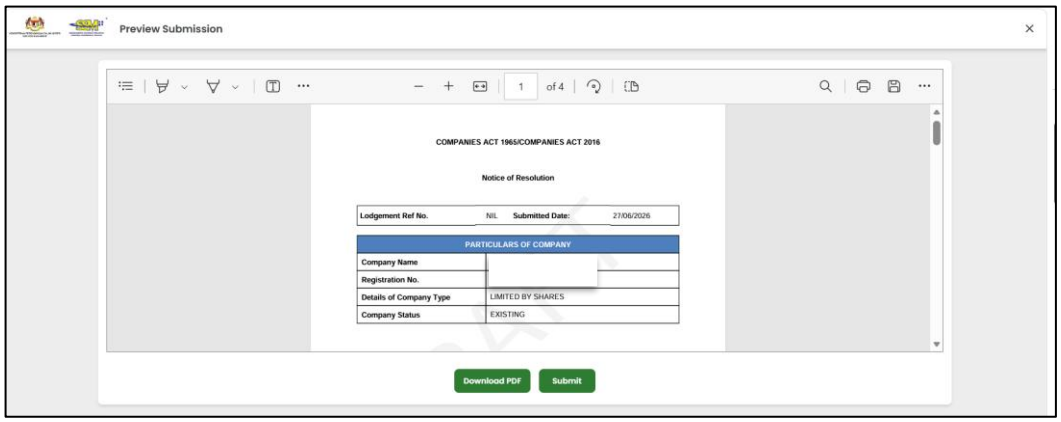
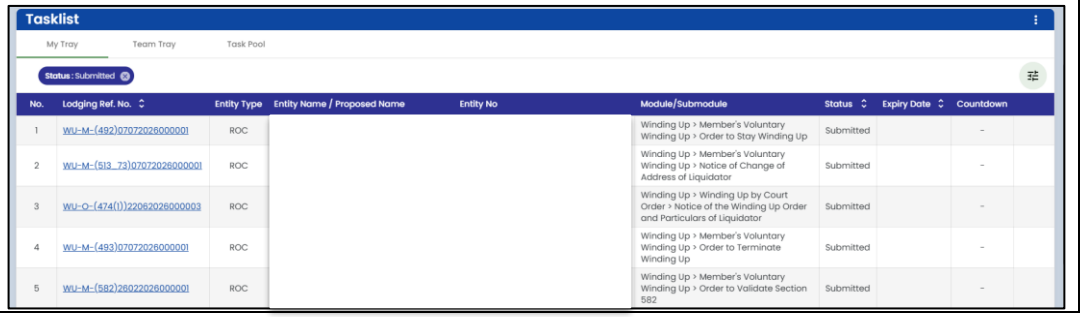
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists • Company Main status is Existing 
5	Users need to add new resolution and new liquidator for **Application Details**. 

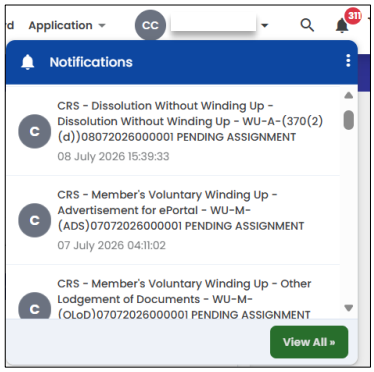




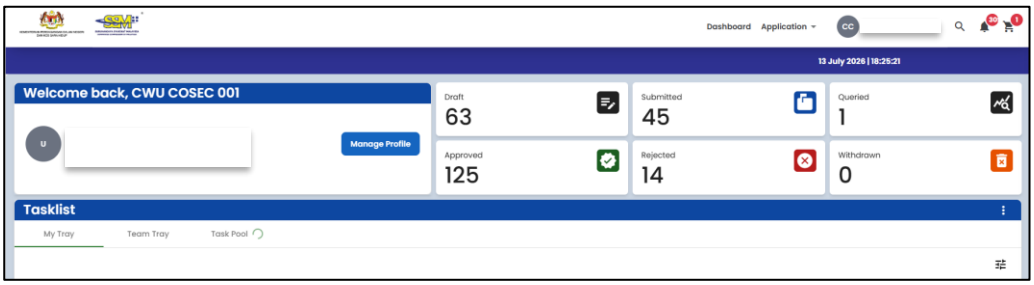
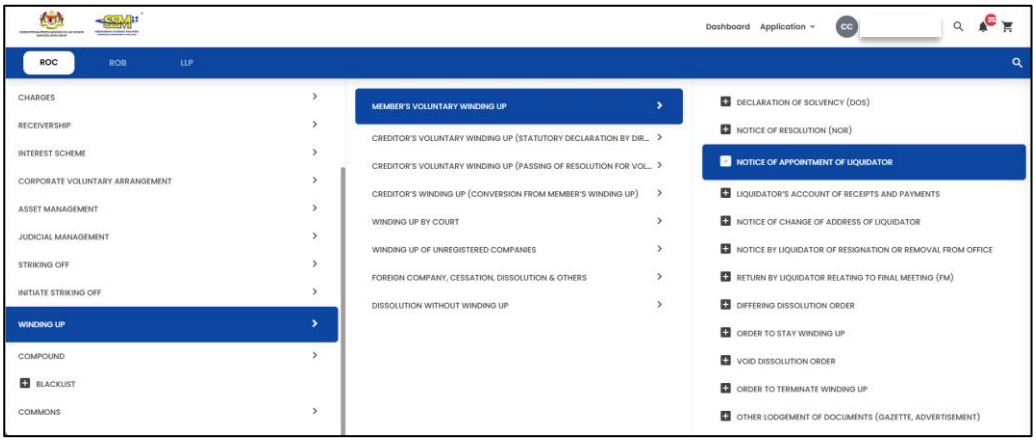
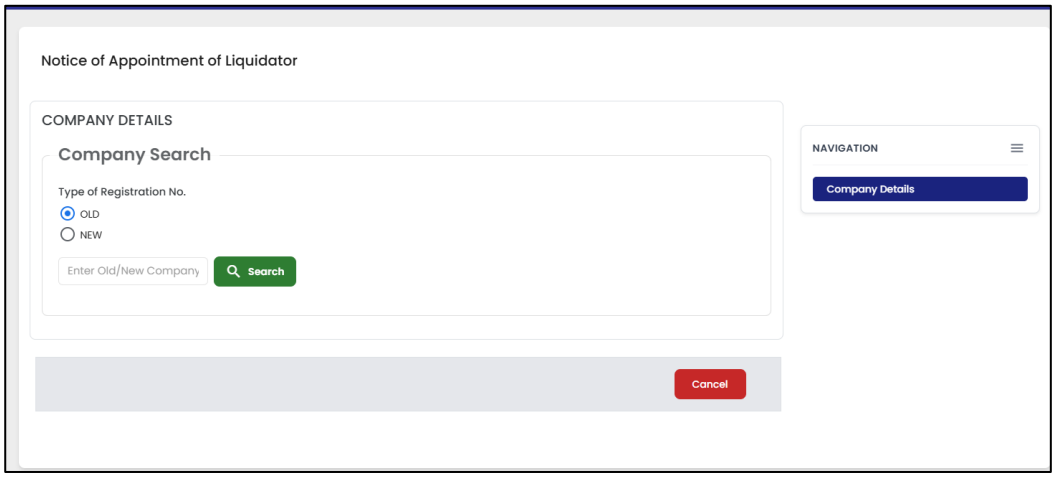
6 Upload the required **Supporting Documents**.

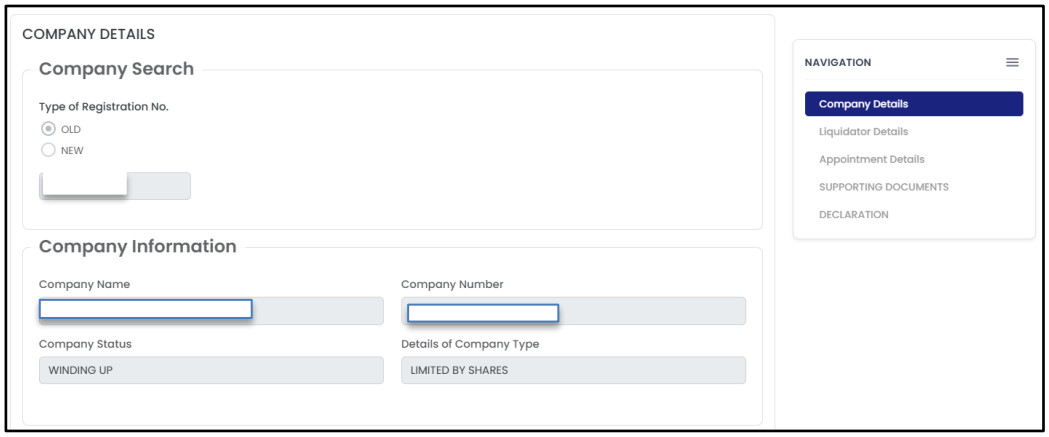
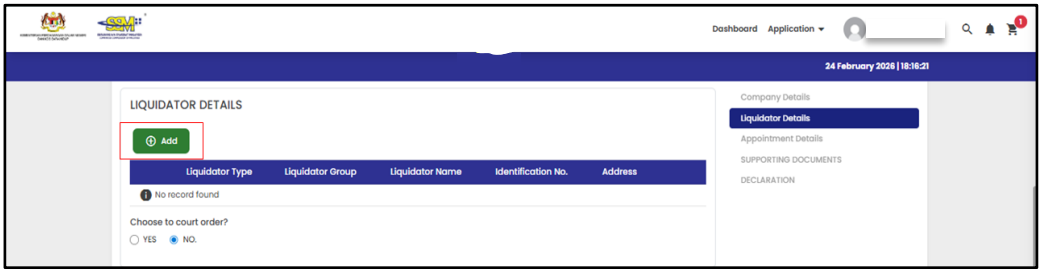
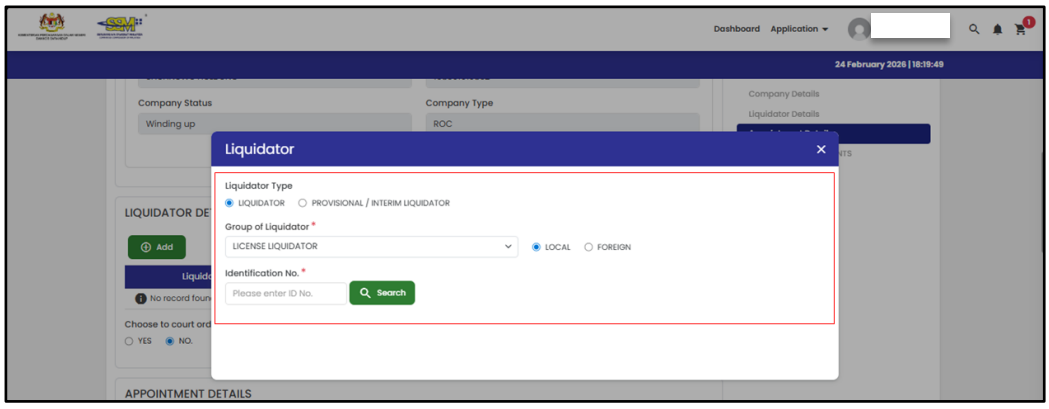


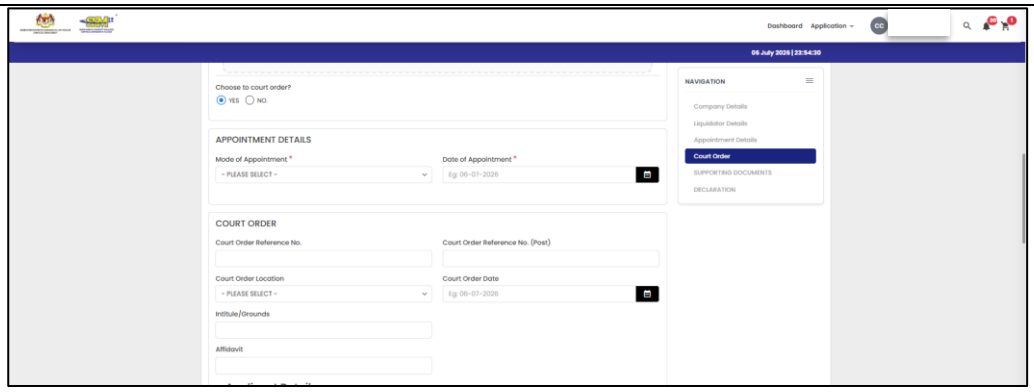
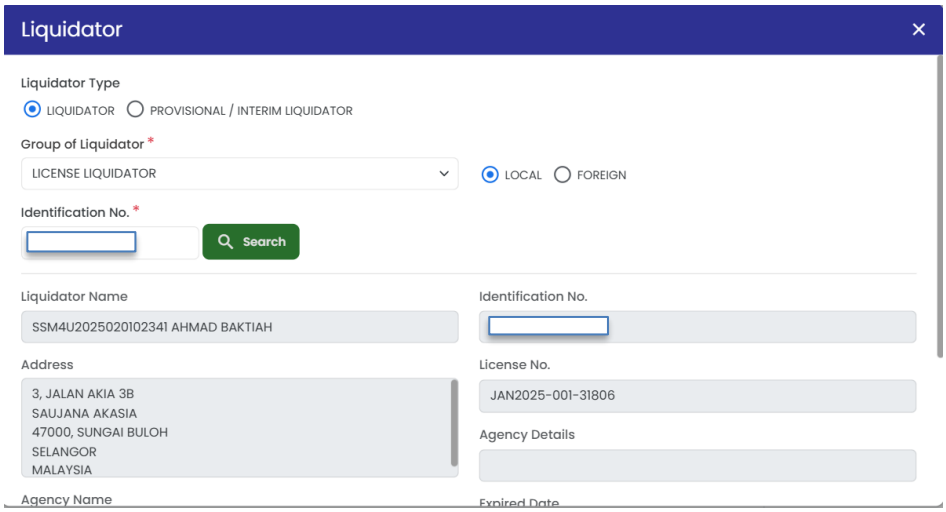
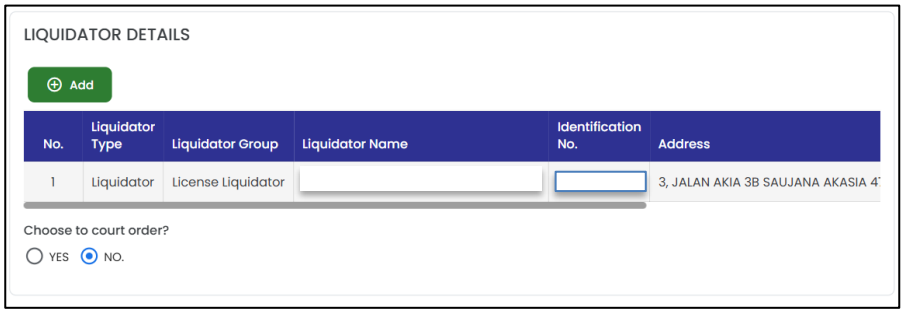
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	The user reviews the **pre-submission** summary and clicks to **download** in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

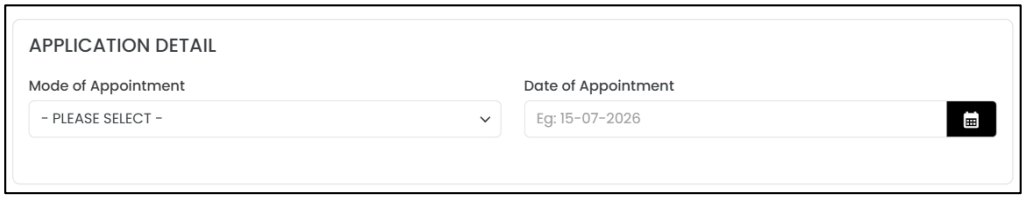
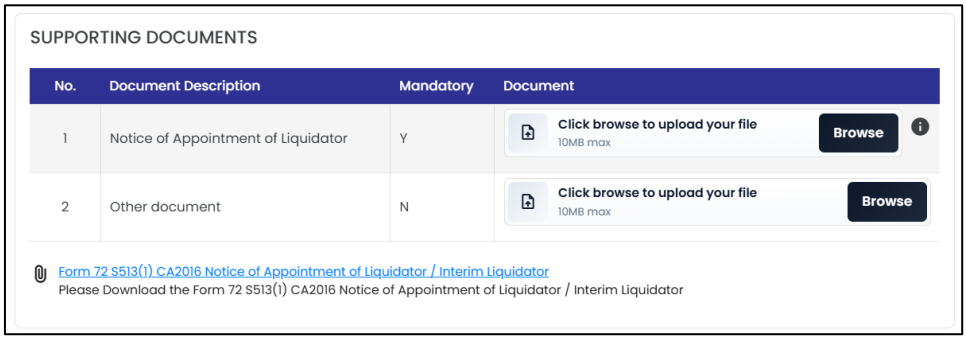
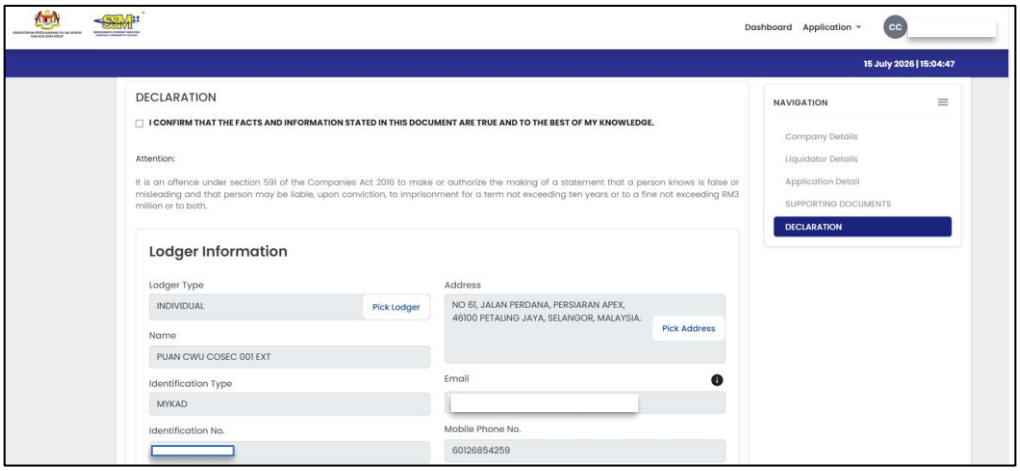
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

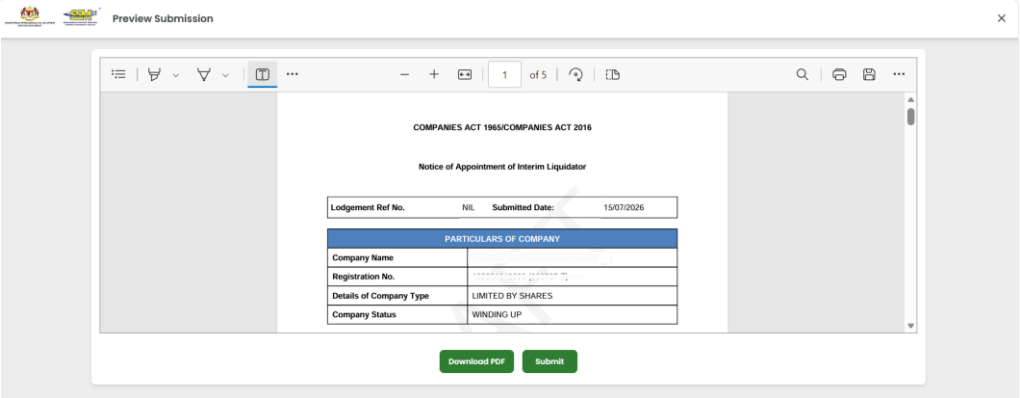
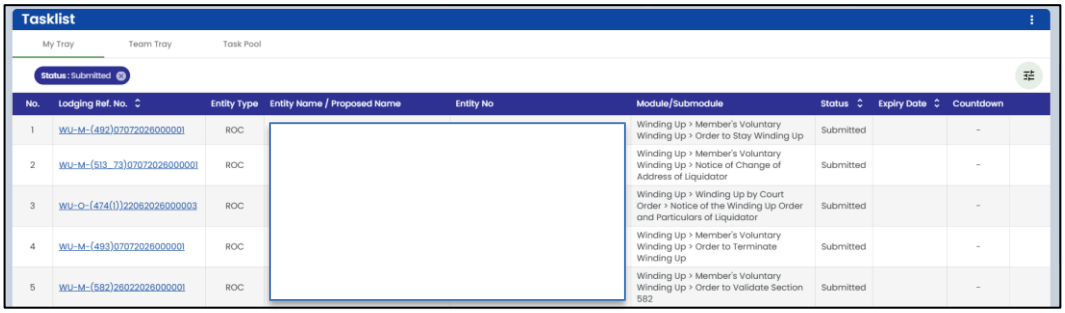
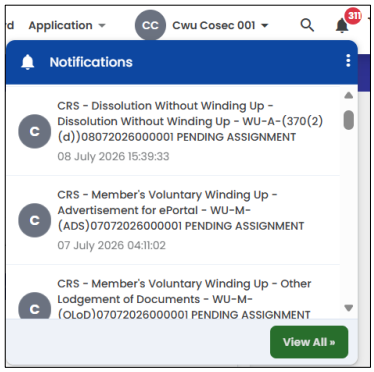
3.3 Notice of Appointment of Liquidator

Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Then, click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Member's Voluntary Winding Up** -> **Notice of Appointment of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

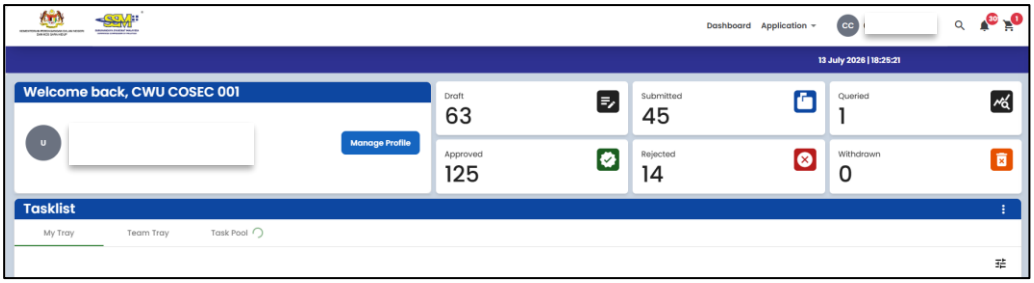
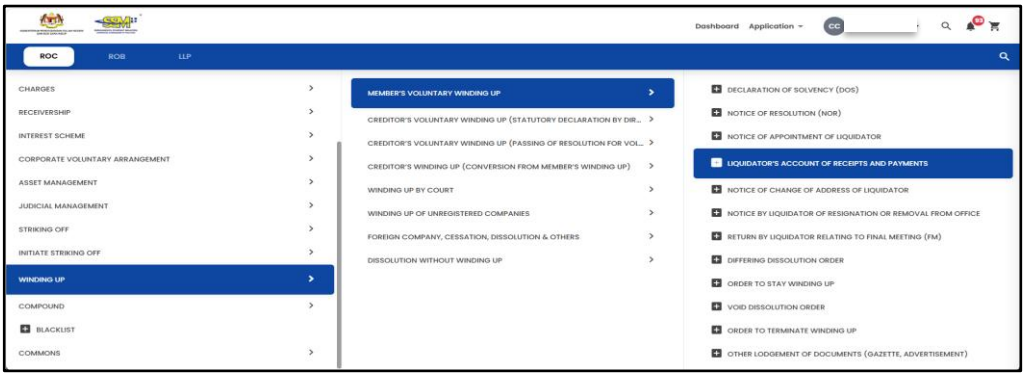
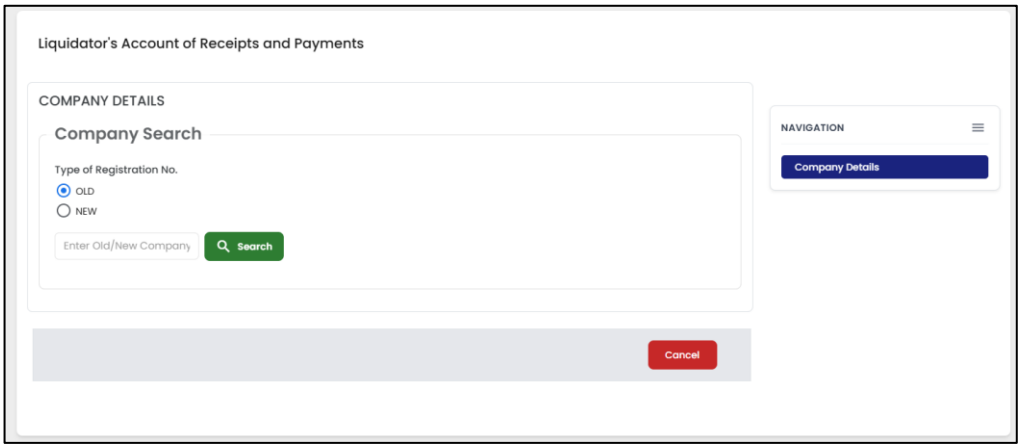
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists • Company Main status is Winding Up 
5	Click 'Add' button. Choose liquidator type, select group of liquidators and enter identification number. Choose to Court Order? if **NO**   Choose to Court Order? if **Yes** **Court Order** detail will display to add.

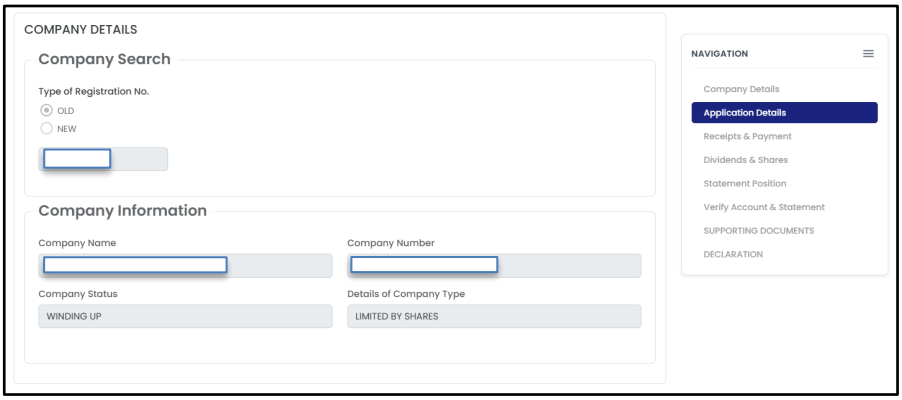
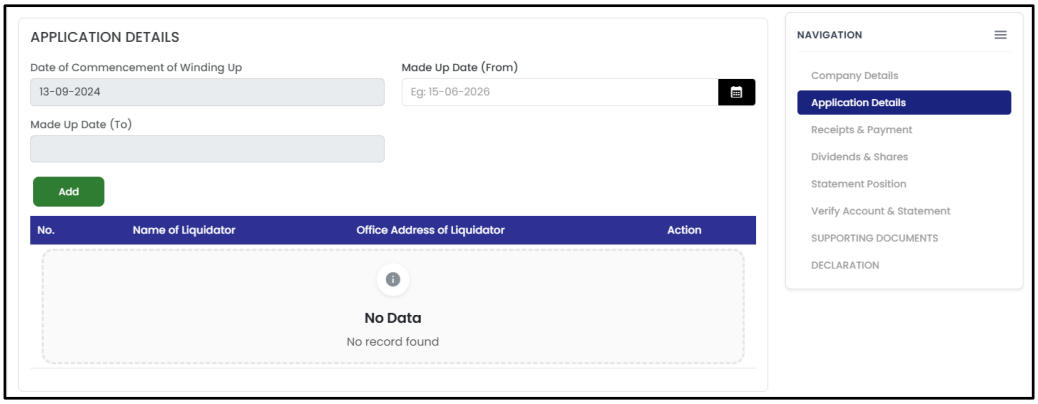
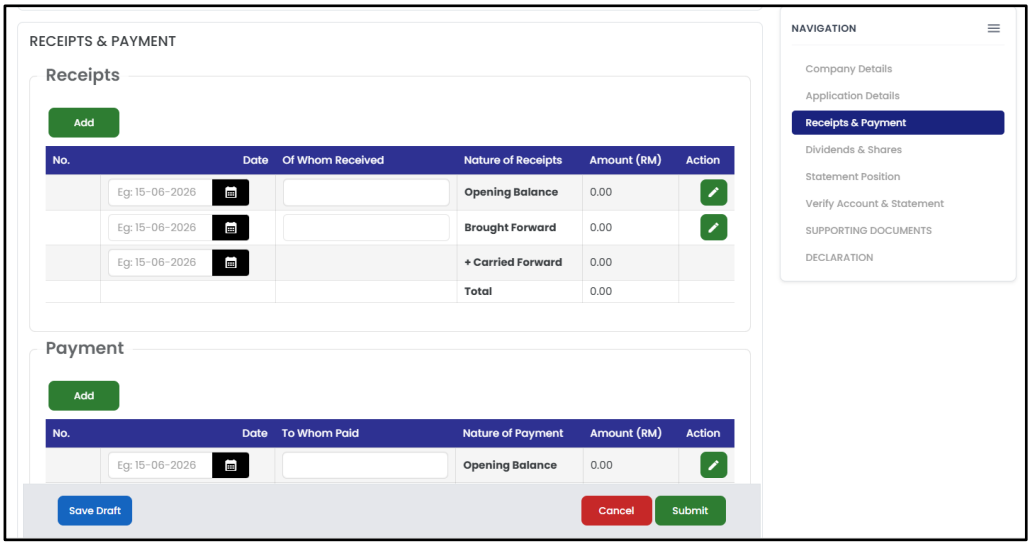
	 Note: Please enter 'NA' in any mandatory field that is not applicable to the user
6	Select Liquidator type and Group of Liquidator then enter identification no. Click **Search** button. The Liquidator's details will be displayed. 
7	Choose court order selection. If **Yes** = User need fill the **court order details** 

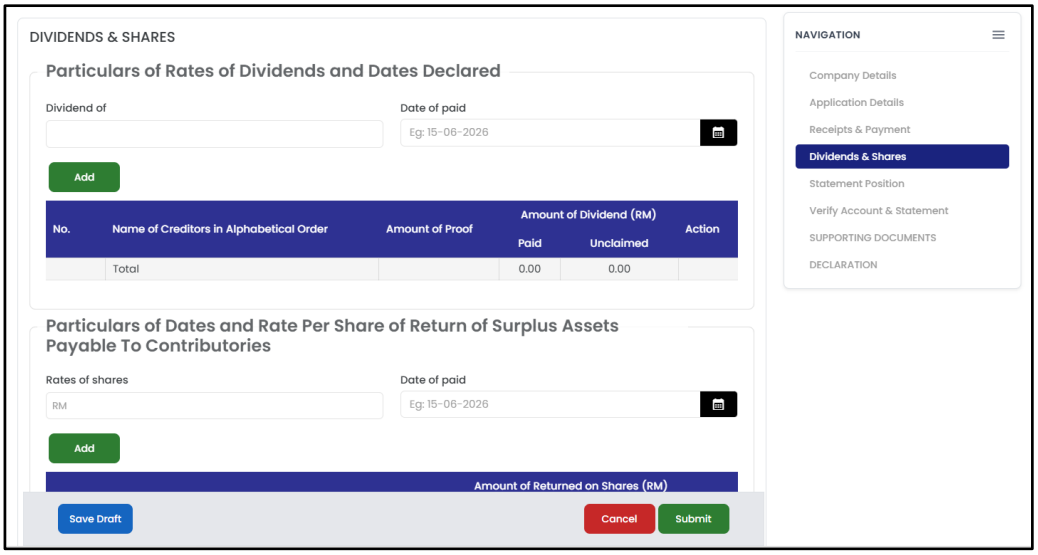
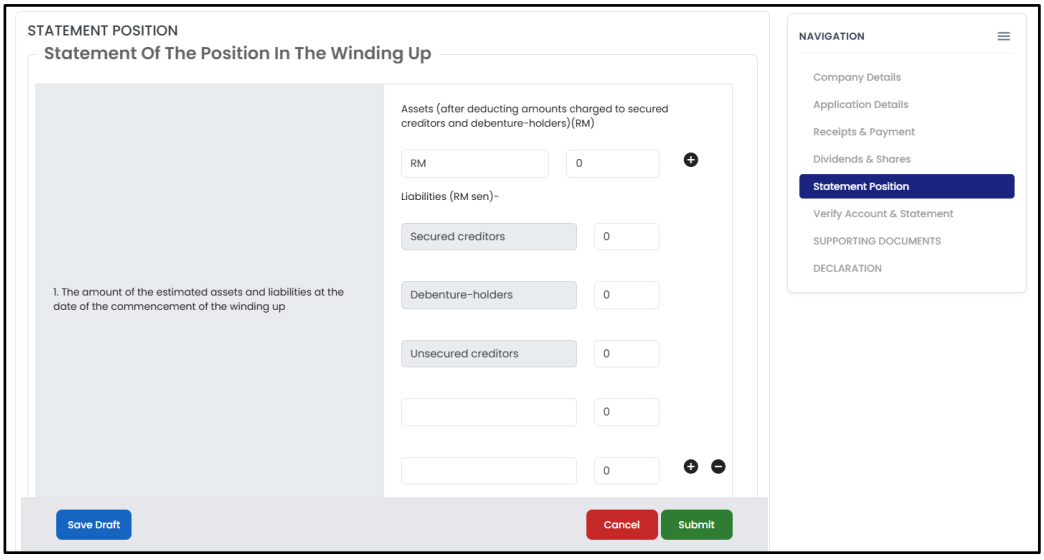
8	Navigate to Appointment Details, then fill up the necessary details 
9	Upload all necessary supporting documents. (signed Notice of Appointment of Liquidator/Interim Liquidator). This is an example for Appointment of Liquidator. 
10	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

11	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format. This is an example for Appointment of Liquidator.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
12	Submit the lodgement.
13	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

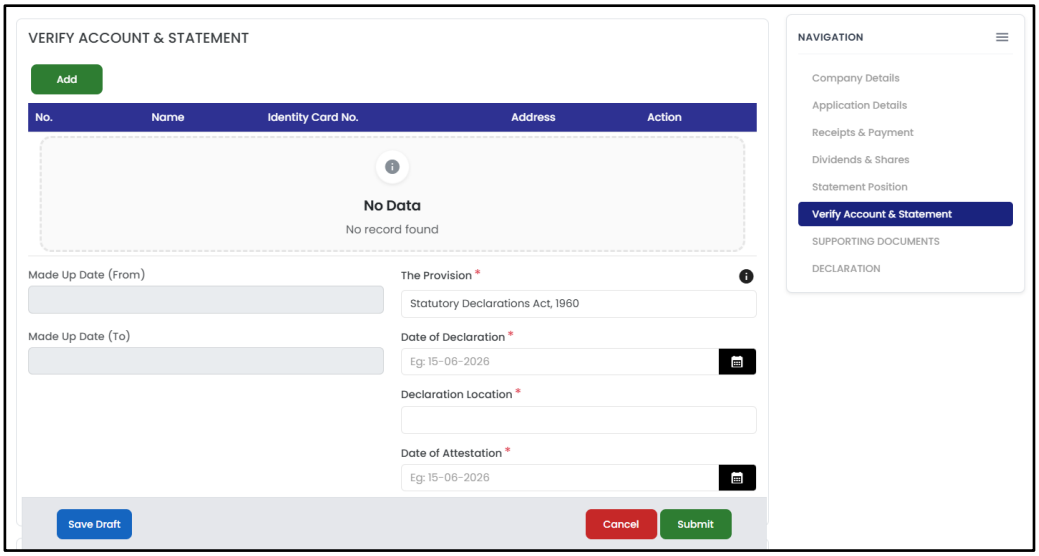
3.4 Liquidator's Account of Receipts and Payments

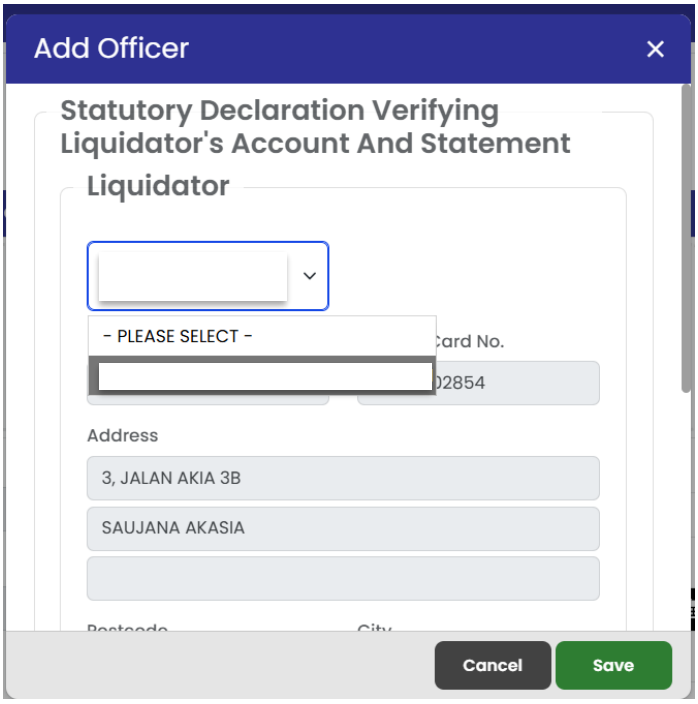
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Liquidator's Account of Receipts and Payments.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

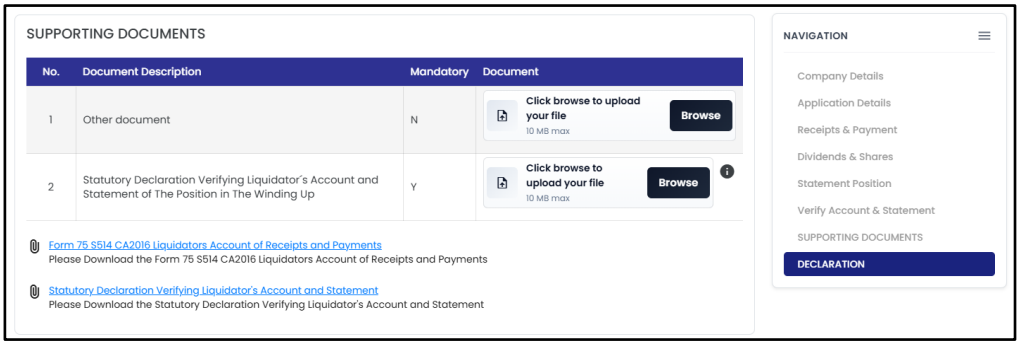
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists • Company Main must have Winding Up (Members) status with active Liquidator. 
5	The user needs to fill up relevant info for **Application Details.** 
6	The user needs to fill up relevant info for **Receipts & Payment.** 

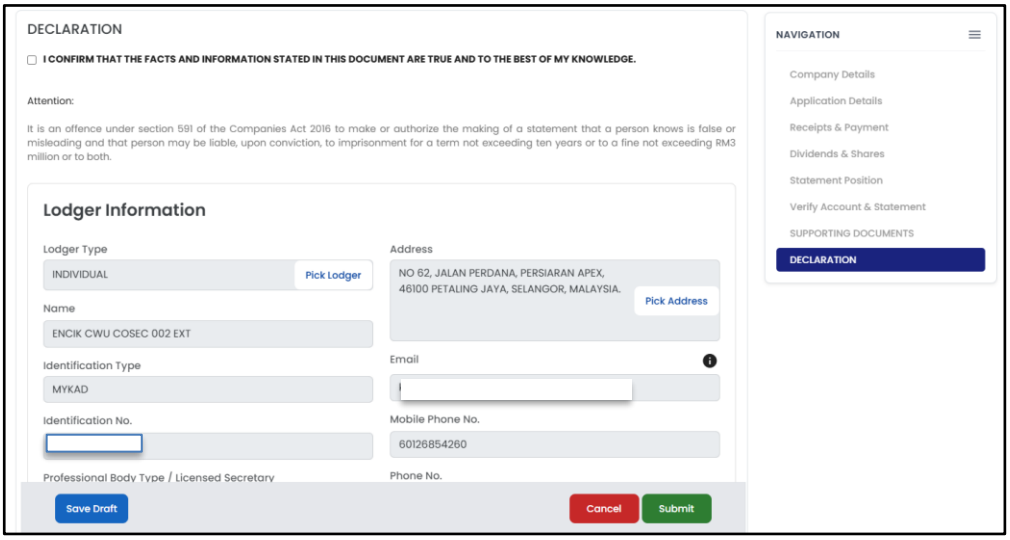
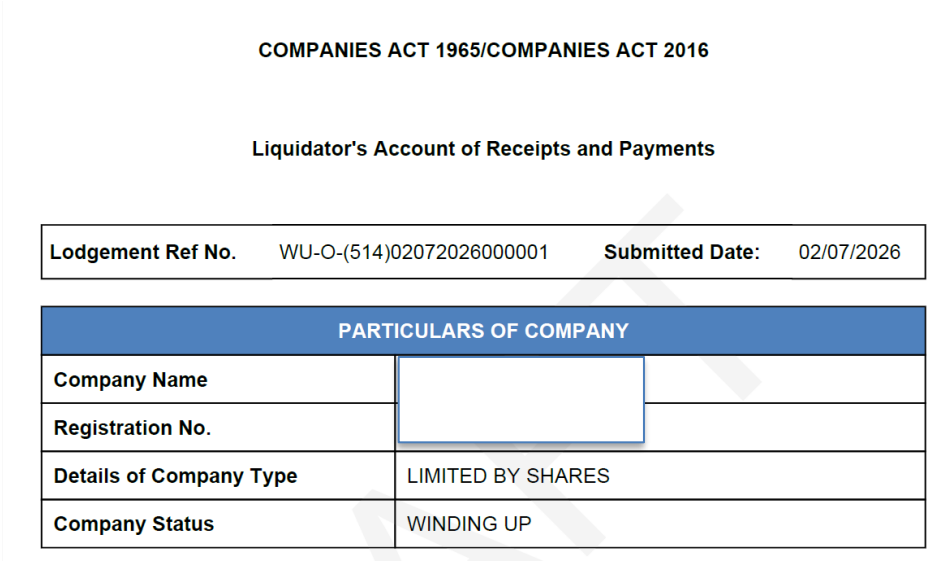
7	The user needs to fill up relevant info for **Dividends & Shares.** 
8	The user needs to fill up relevant info for **Statement Position.** 

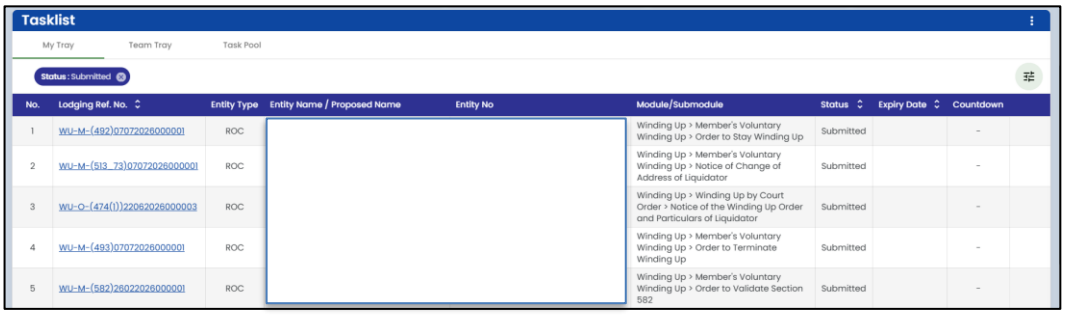
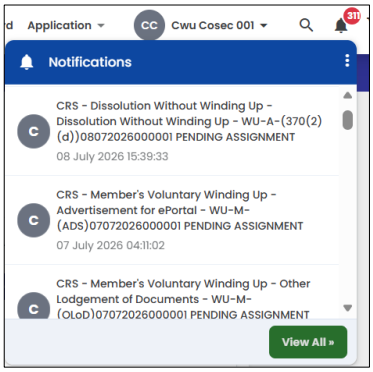
9	The user needs to fill up mandatory fields info for **Verify Account & Statement.** Click **Add** button to add officer.
10	The user can upload relevant **Supporting Documents.**



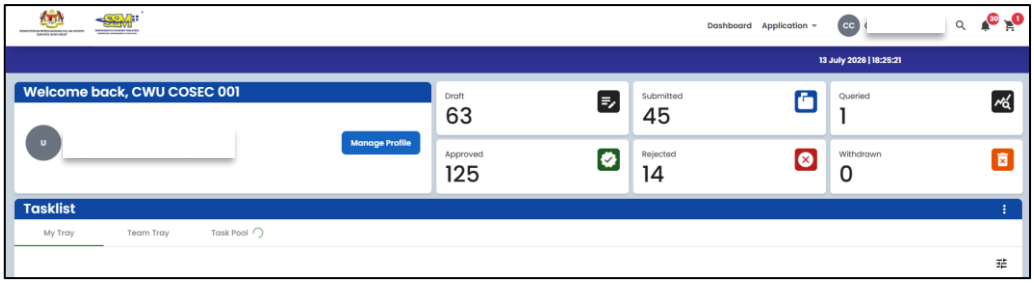
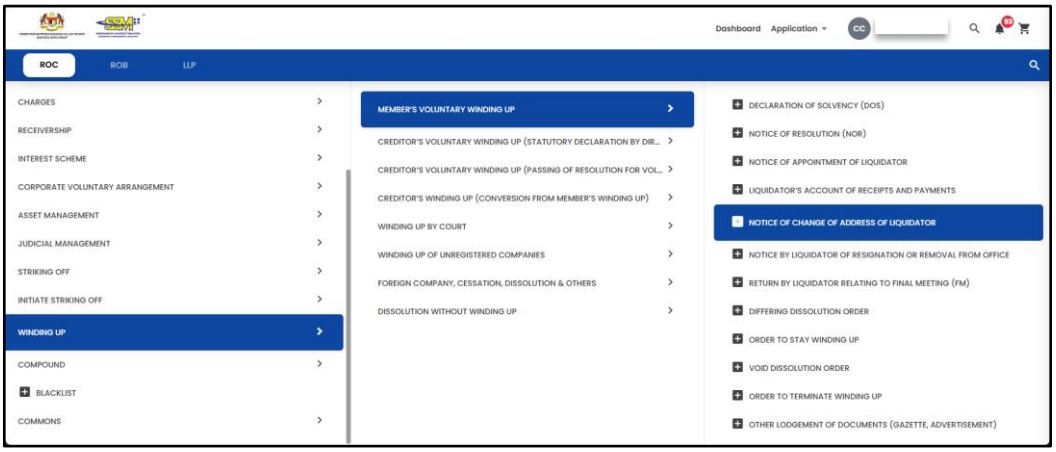
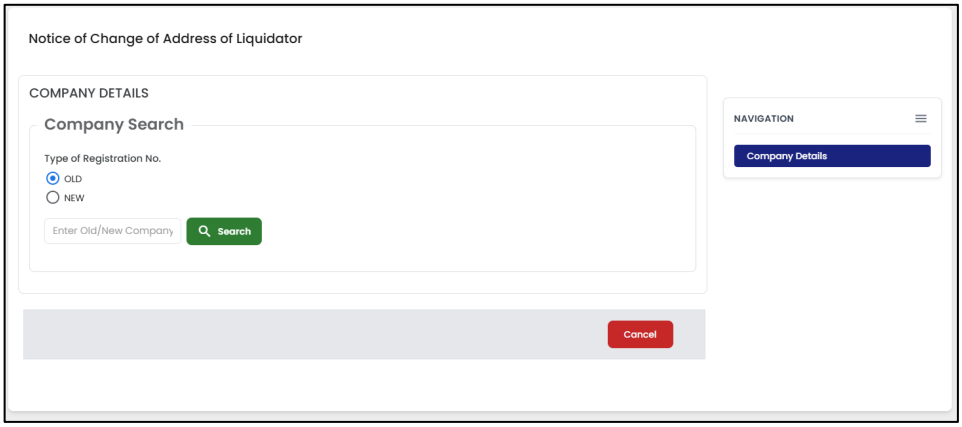


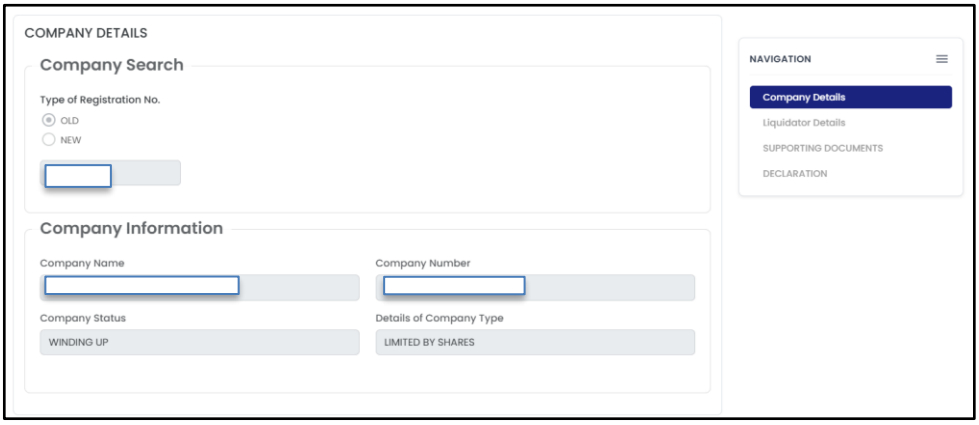
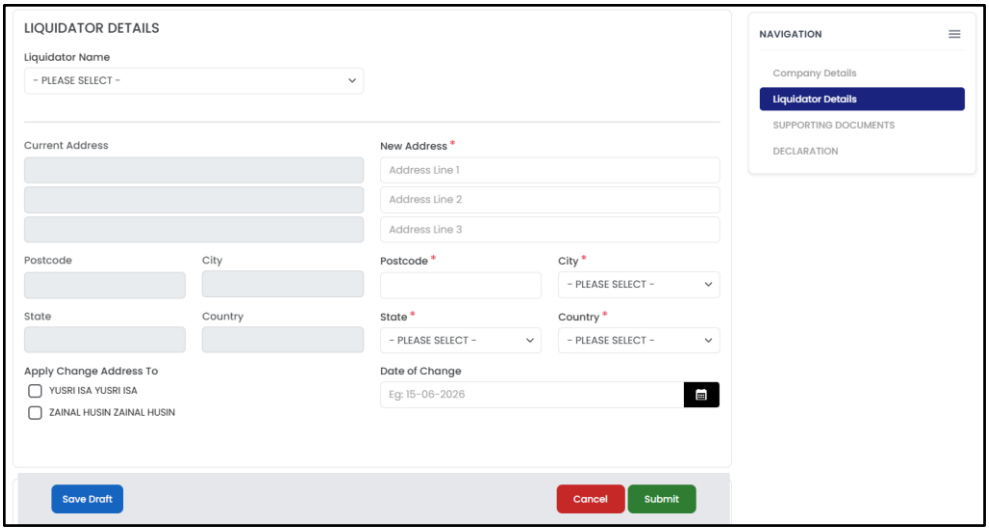


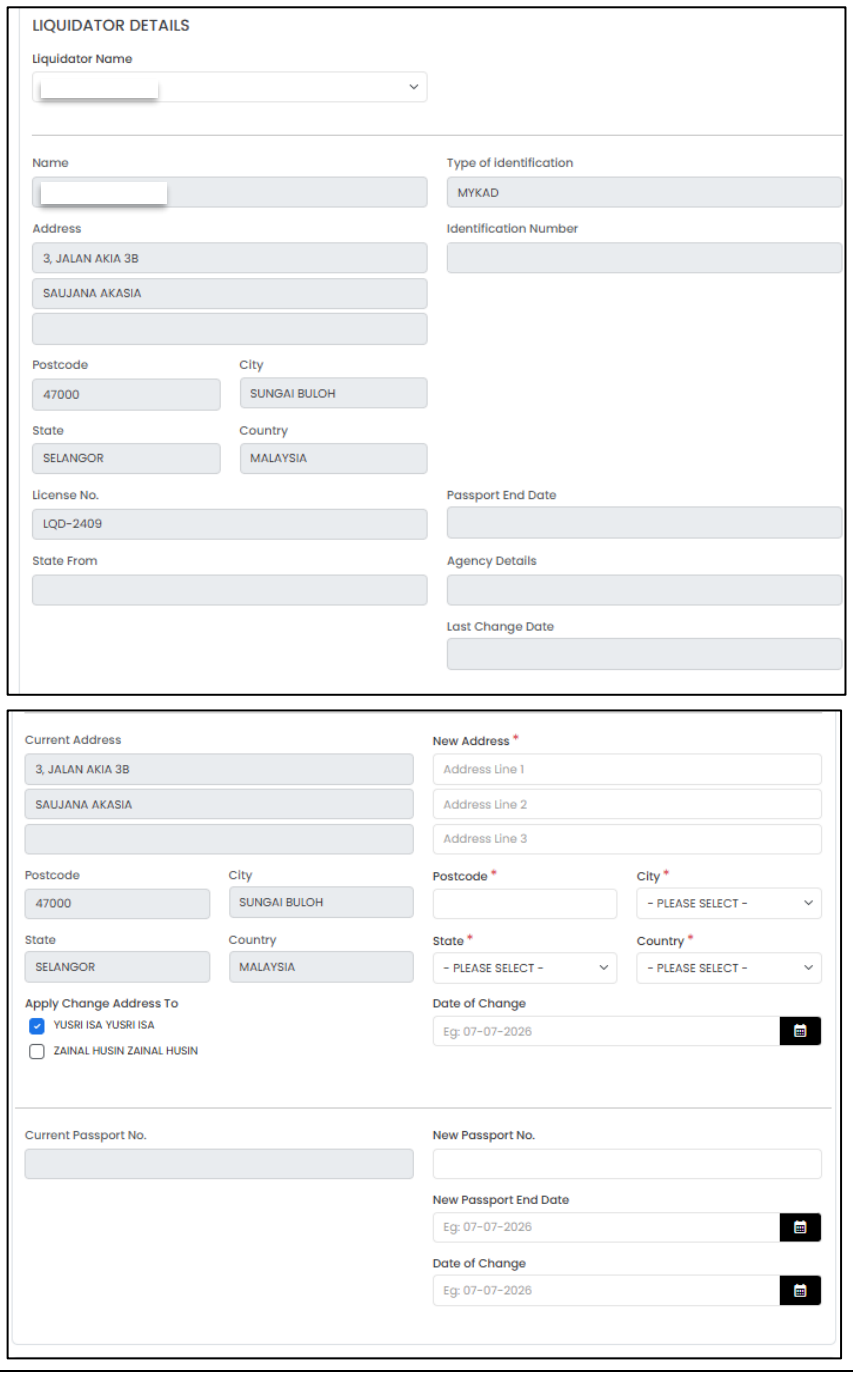
11	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
12	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  **COMPANIES ACT 1965/COMPANIES ACT 2016** **Liquidator's Account of Receipts and Payments** **Lodgement Ref No.** WU-O-(514)02072026000001 **Submitted Date:** 02/07/2026 **PARTICULARS OF COMPANY** **Company Name** **Registration No.** **Details of Company Type** LIMITED BY SHARES **Company Status** WINDING UP Note: Please make sure the draft has been successfully downloaded and saved for your reference.
13	Submit the lodgement.

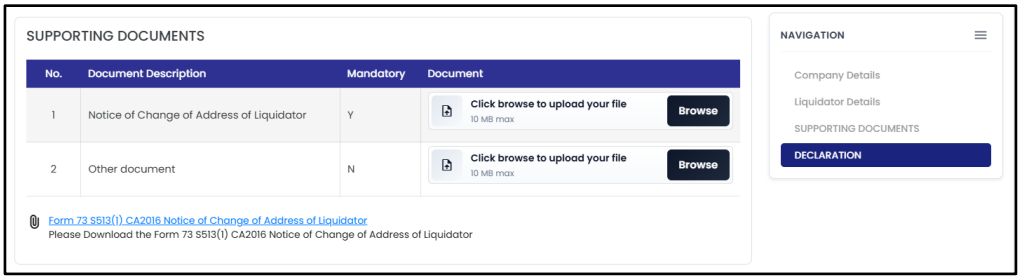
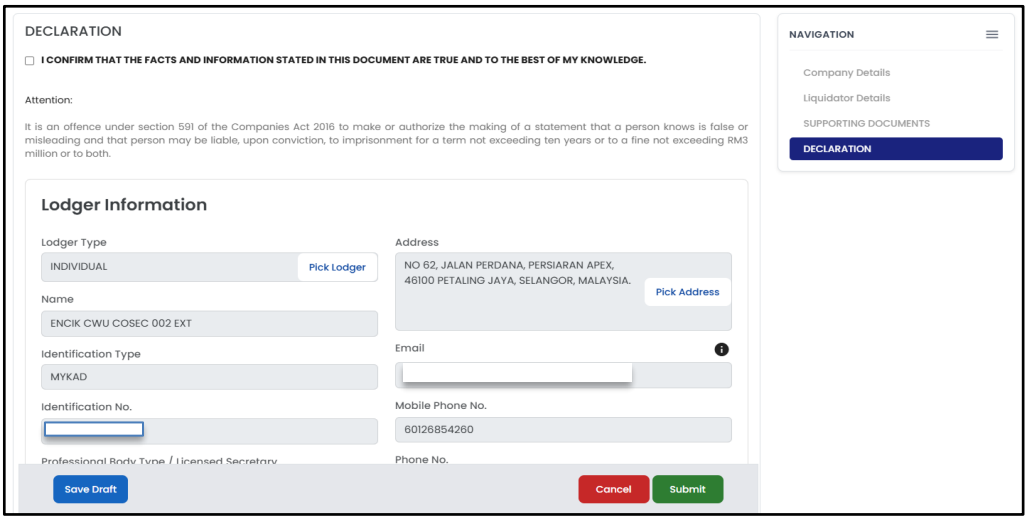
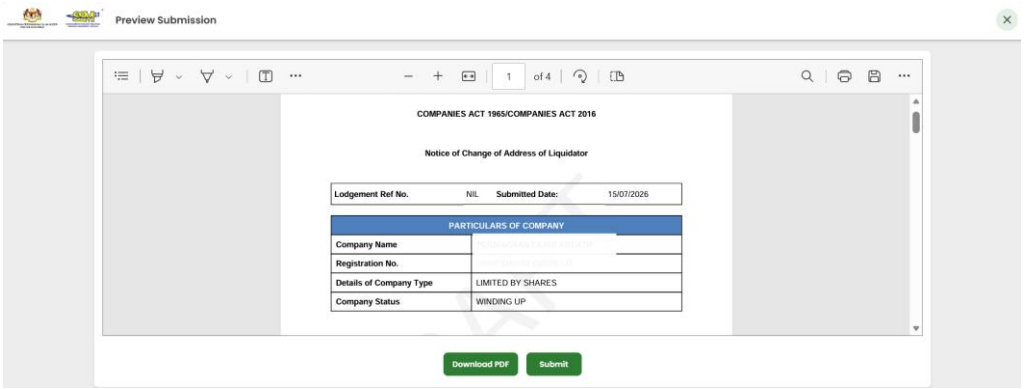
14	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
15	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

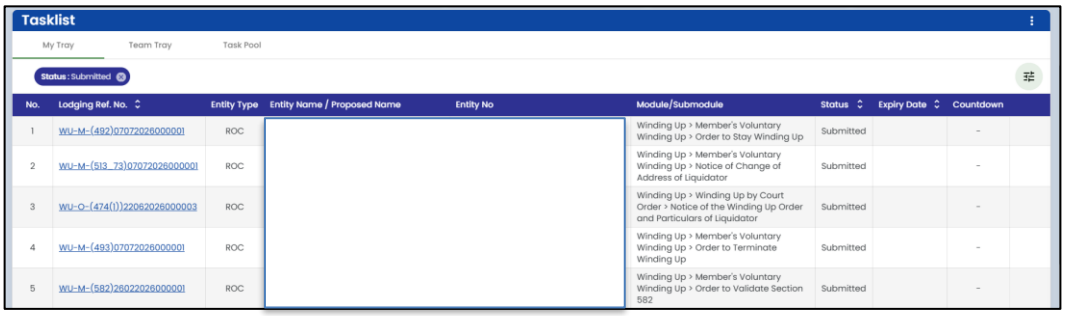
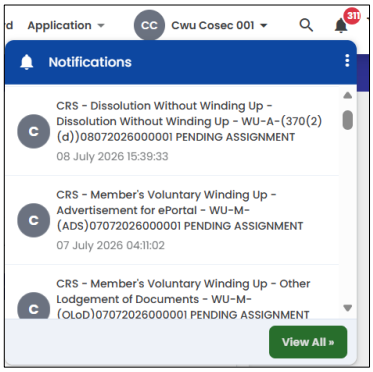
3.5 Notice of Change of Address of Liquidator

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Notice of Change of Address of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search**. 

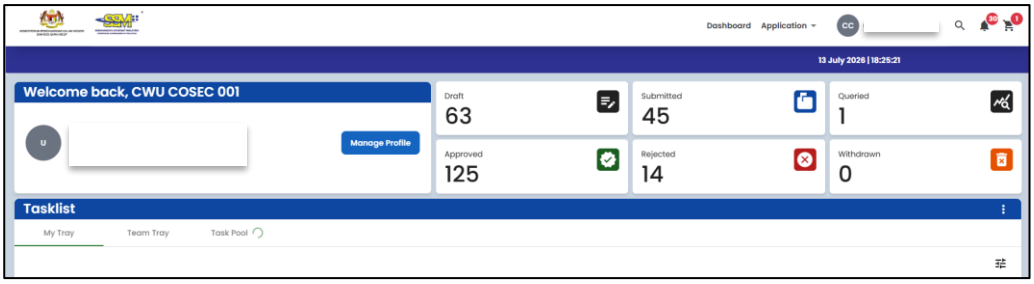
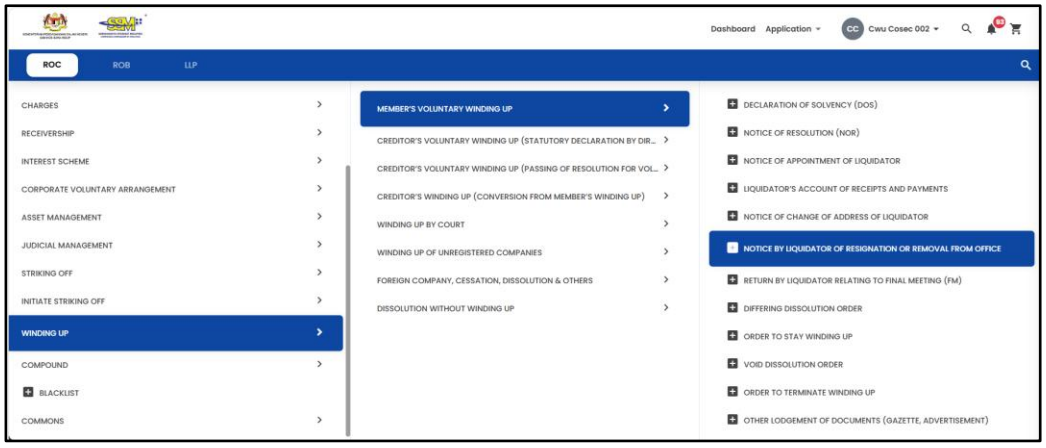
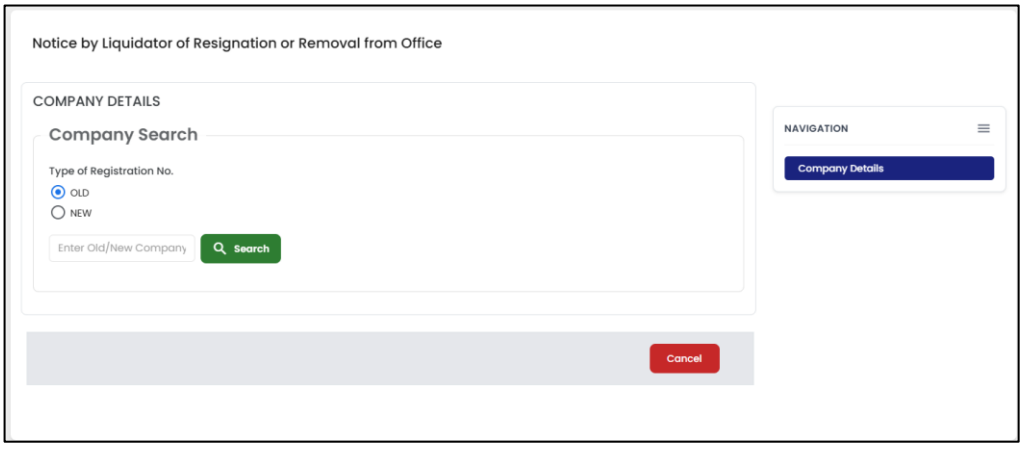
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main status is Winding Up (Member). • Have an active liquidator assigned to the company. 
5	The user fills up mandatory fields for **Liquidator Details.** 

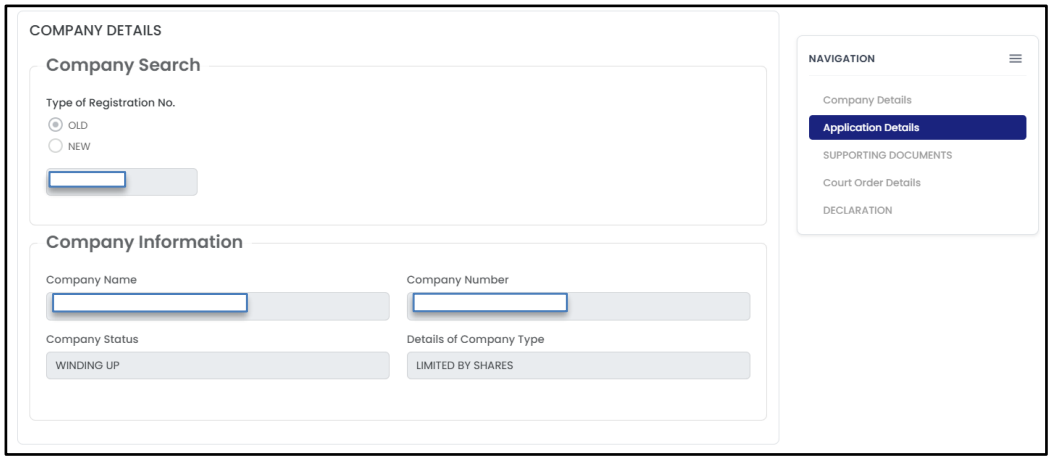
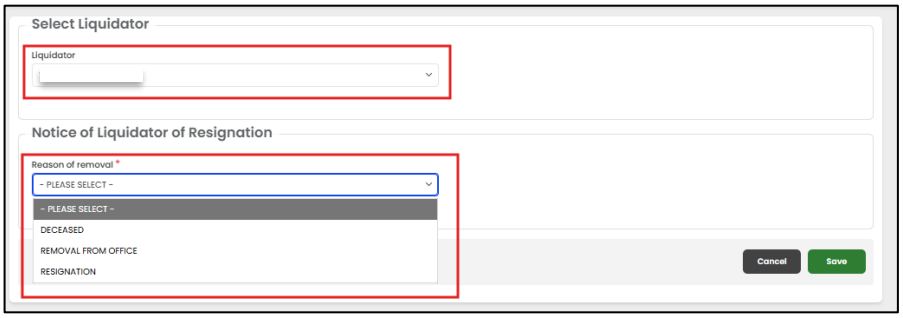
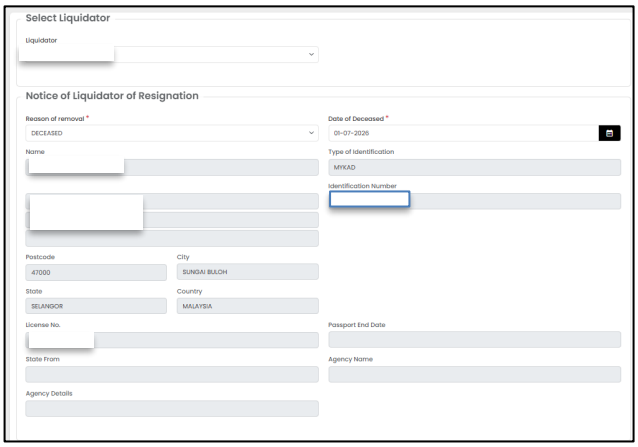
6	Update the liquidator's details. Select the liquidator's name at drop down. Once selected, public user fills up **new address** and **new passport no if** applicable. 

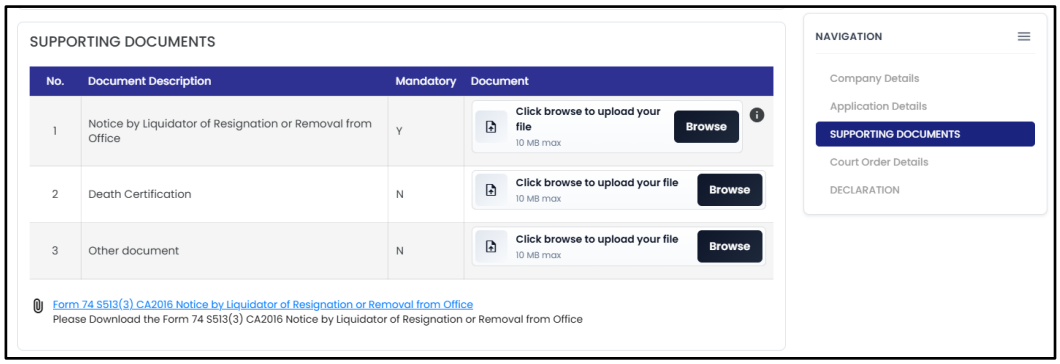
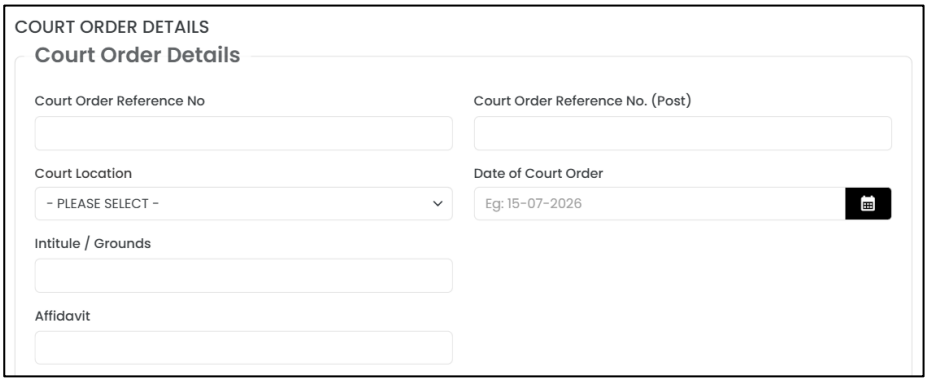
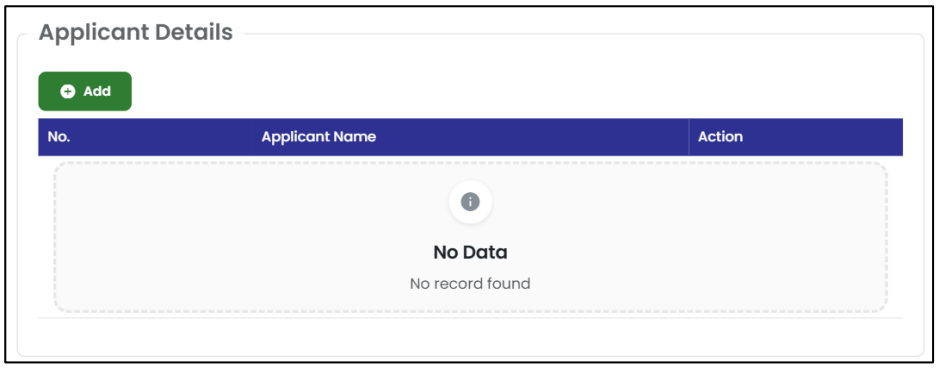
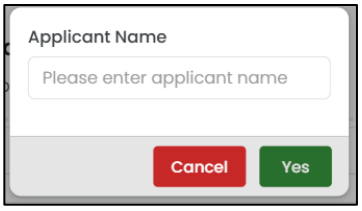
7	Upload supporting documents (signed Notice of Change of Address of Liquidator). 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.

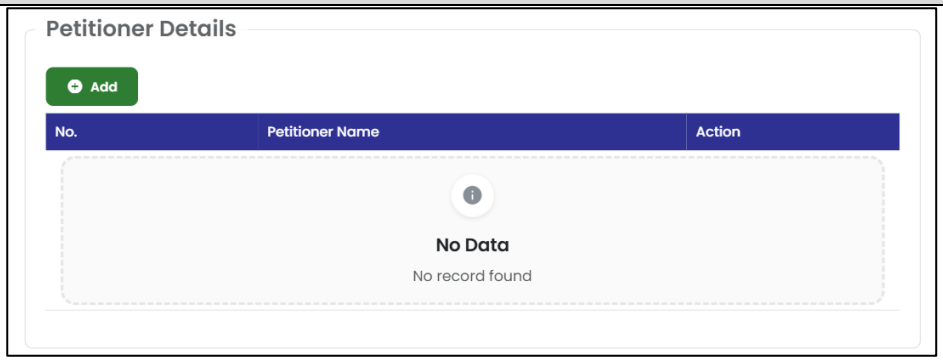
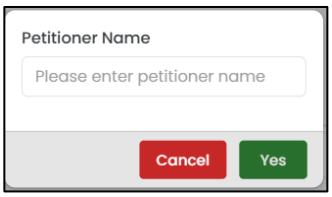
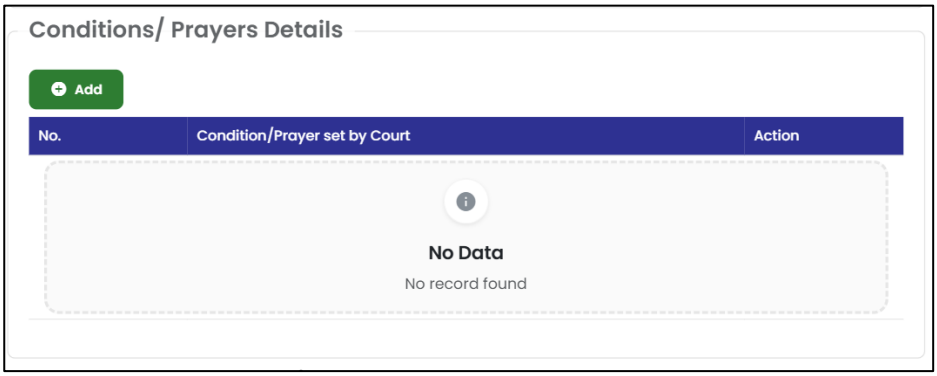
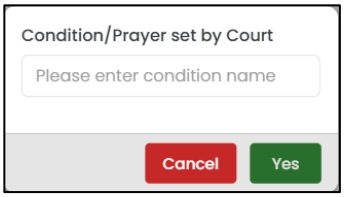
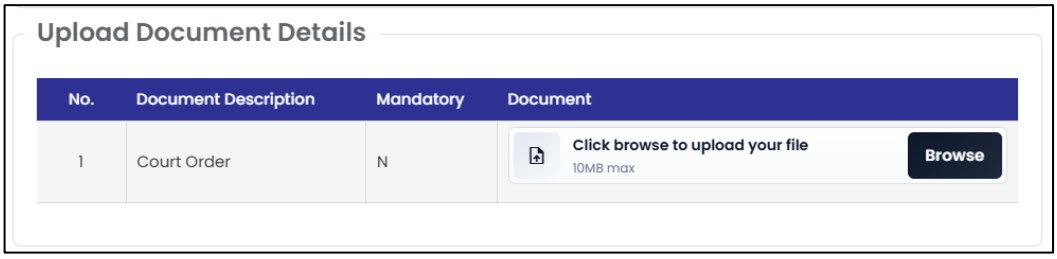
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

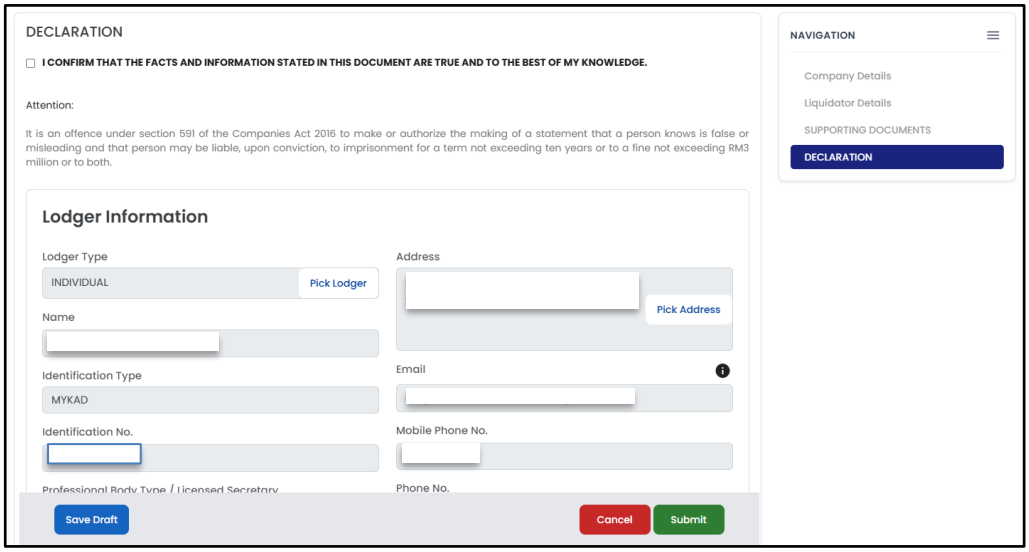
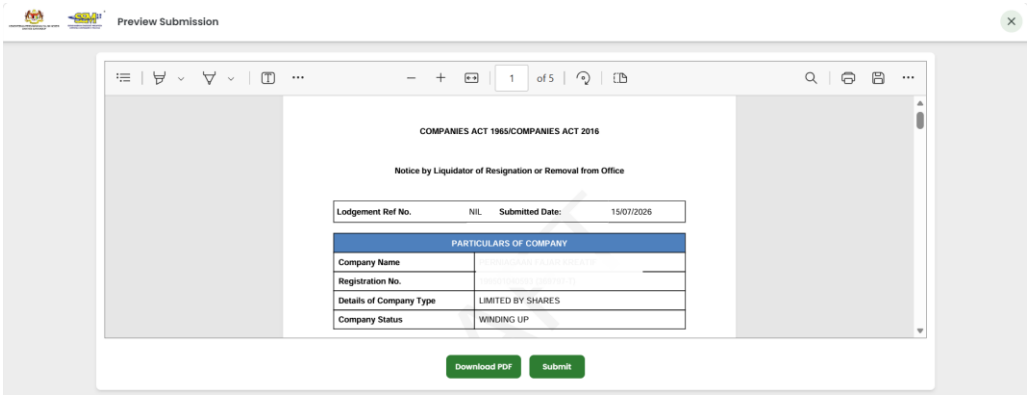
3.6 Notice by Liquidator of Resignation or Removal from Office

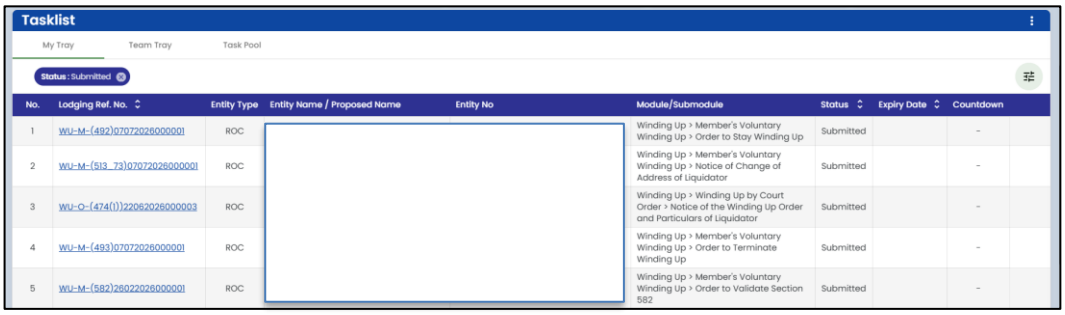
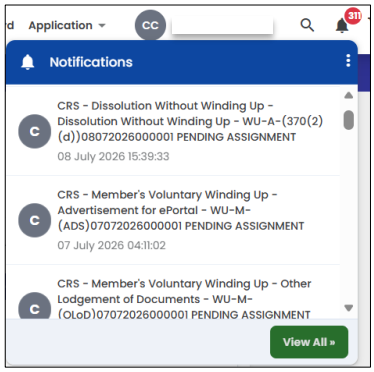
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Notice by Liquidator of Resignation or Removal from Office.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main status is Winding Up (Member). • Have active liquidator assigned to the company. 
5	The user adds application details. • Select Liquidator. • Select Reason of removal.  

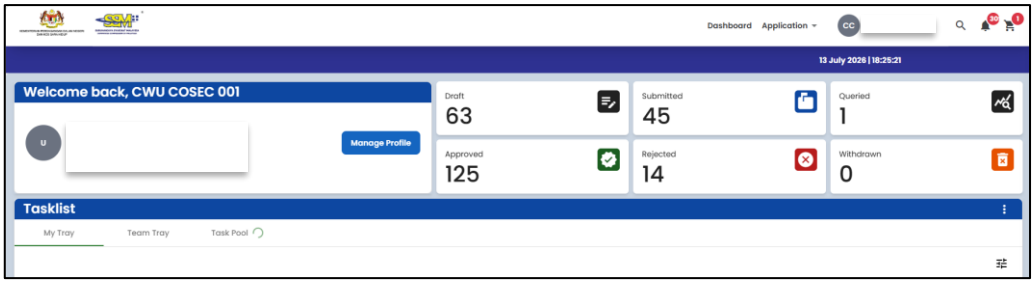
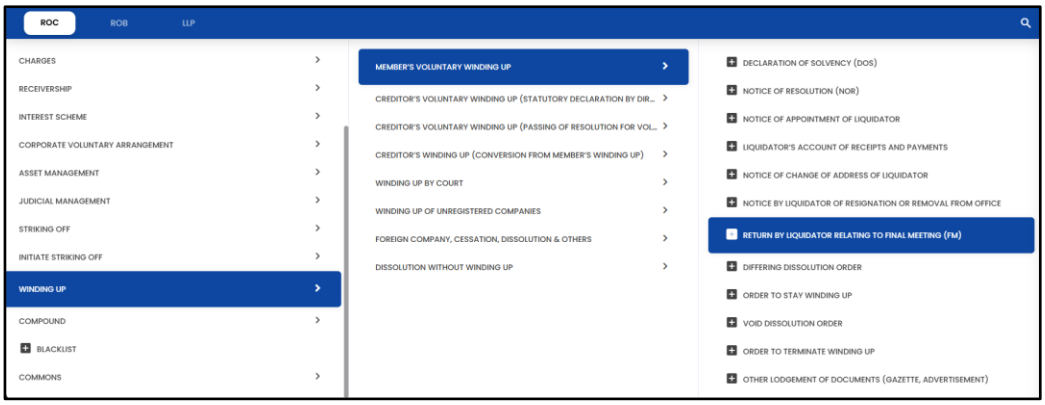
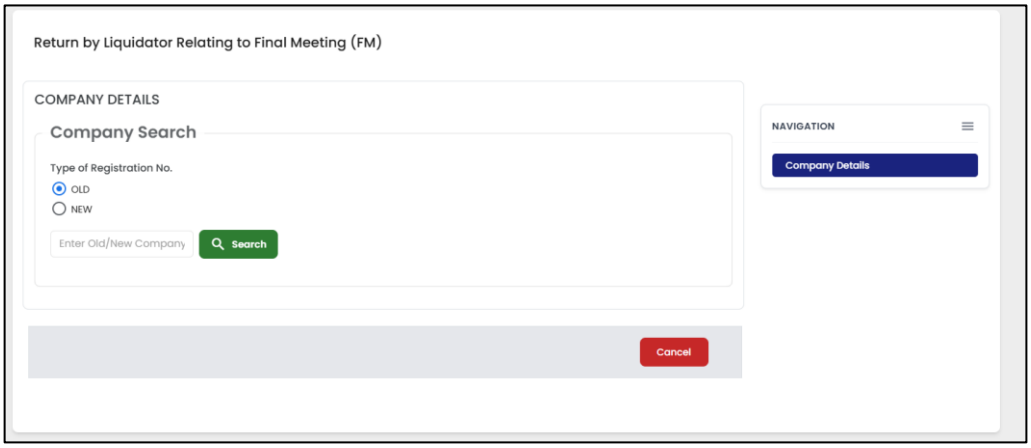
Field Num.	Description
6	Upload supporting documents (signed Notice by Liquidator of Resignation or Removal from Office). 
7	The user is to fill up the relevant fields for **Court Order Details.**   

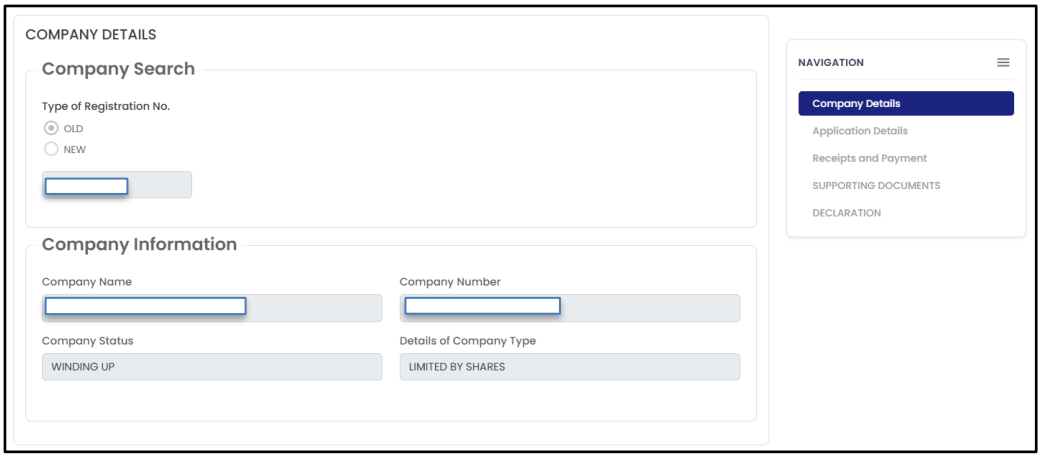
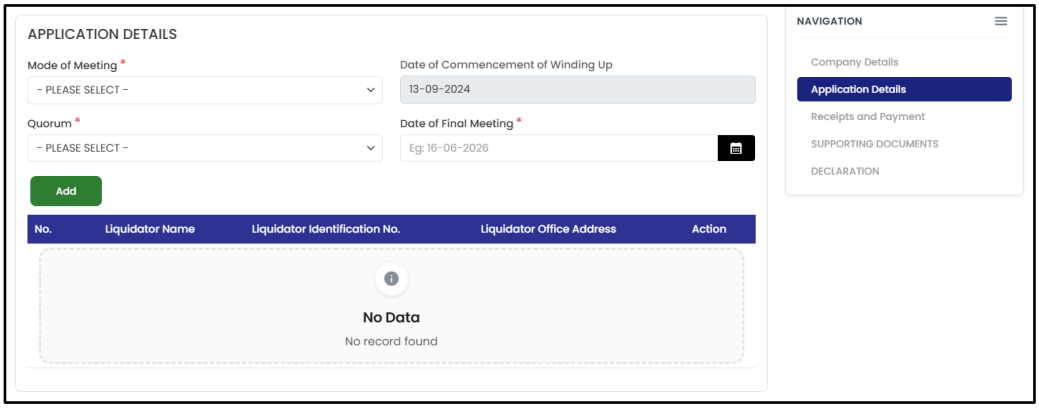
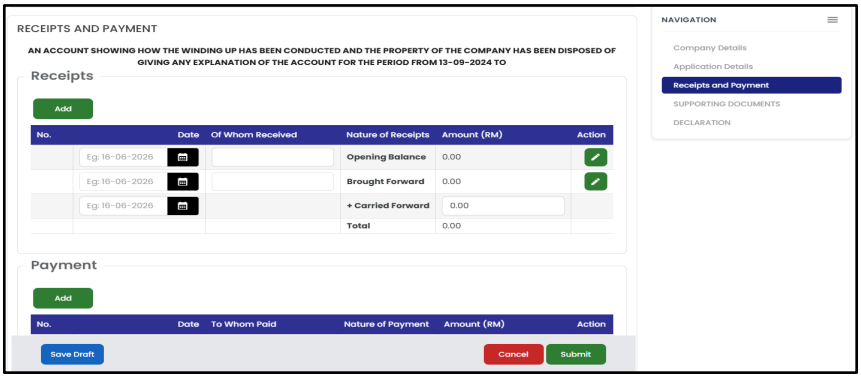
Field Num.	Description
	    Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.
8	Upload Court Order Document Details 

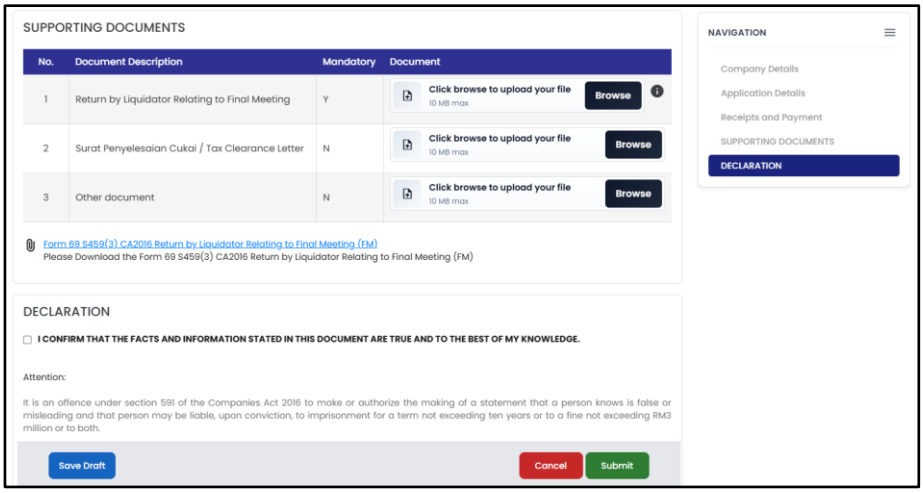
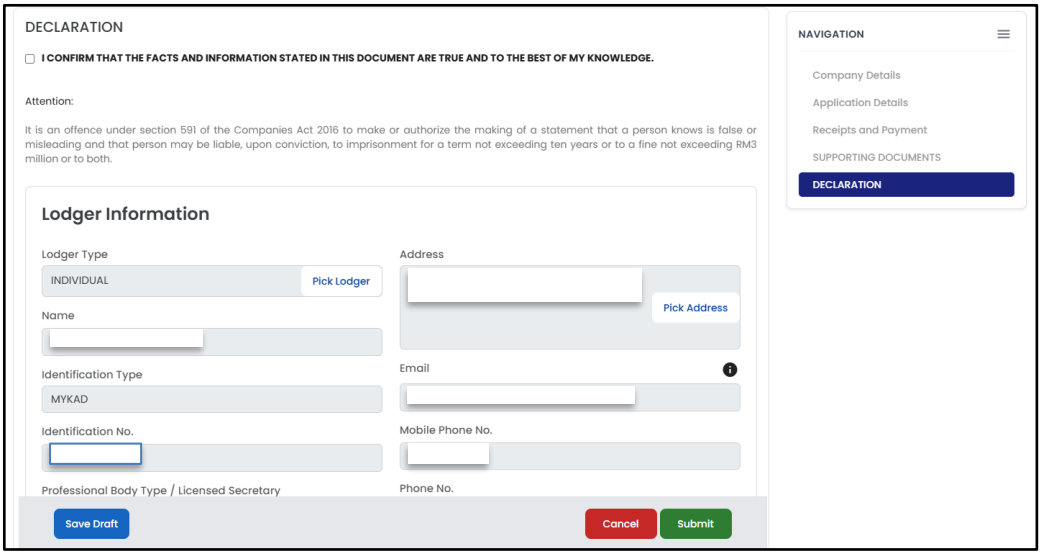
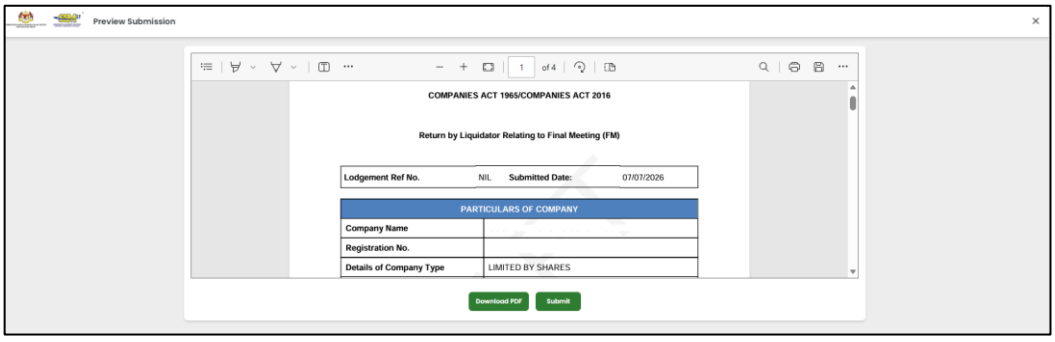
Field Num.	Description
9	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
10	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
11	Submit the lodgement.

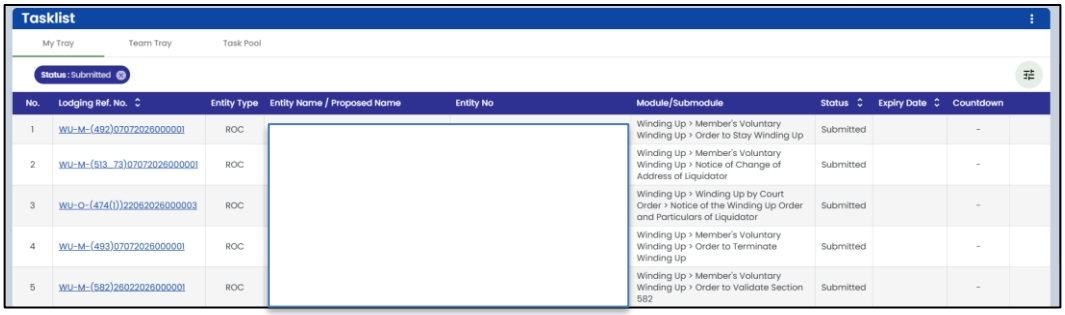
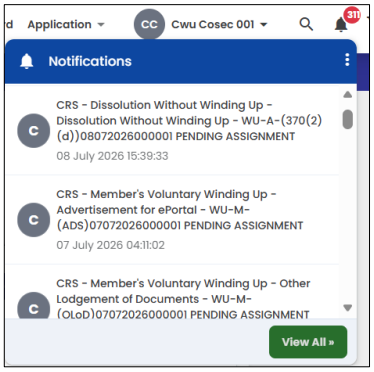
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

3.7 Return by Liquidator Relating to Final Meeting (FM)

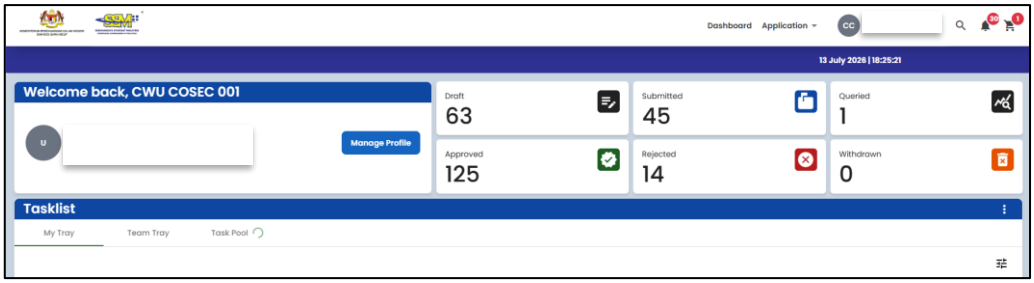
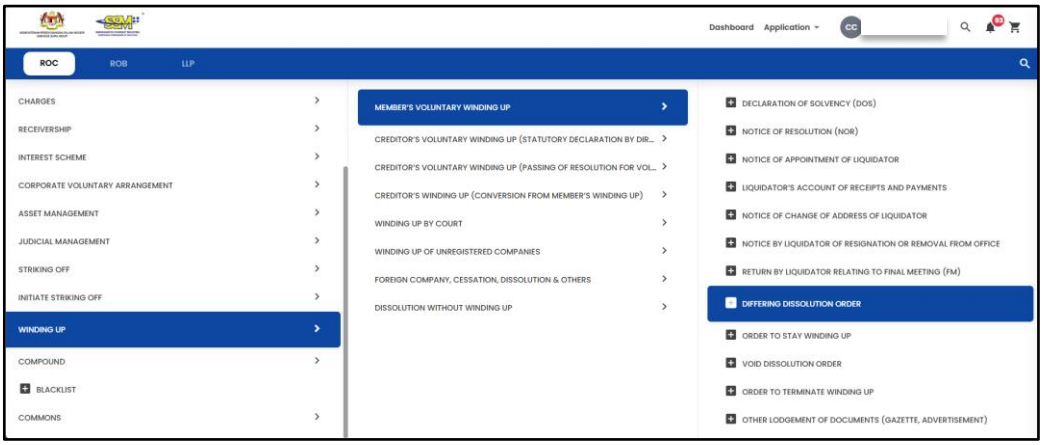
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Return by Liquidator Relating to Final Meeting.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

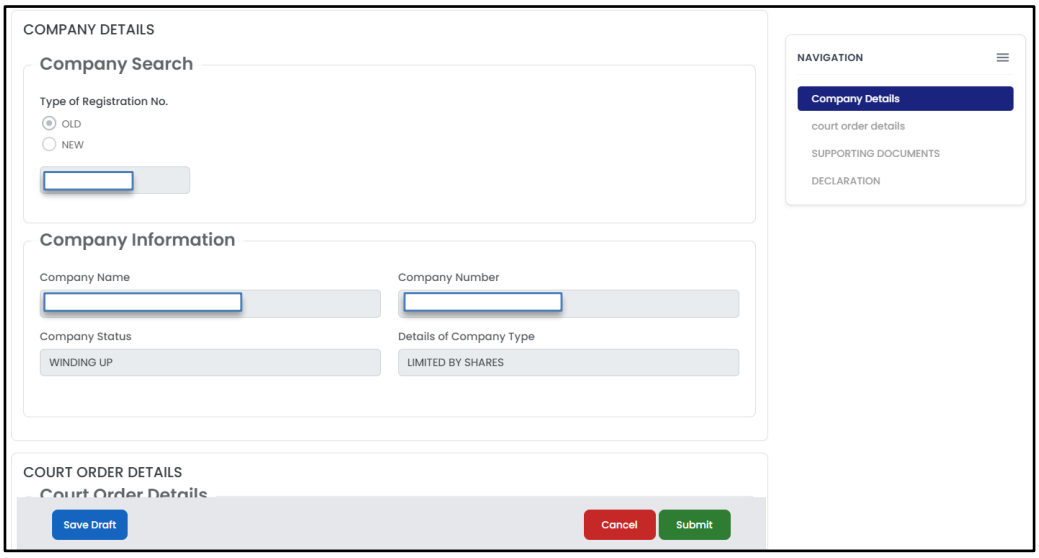
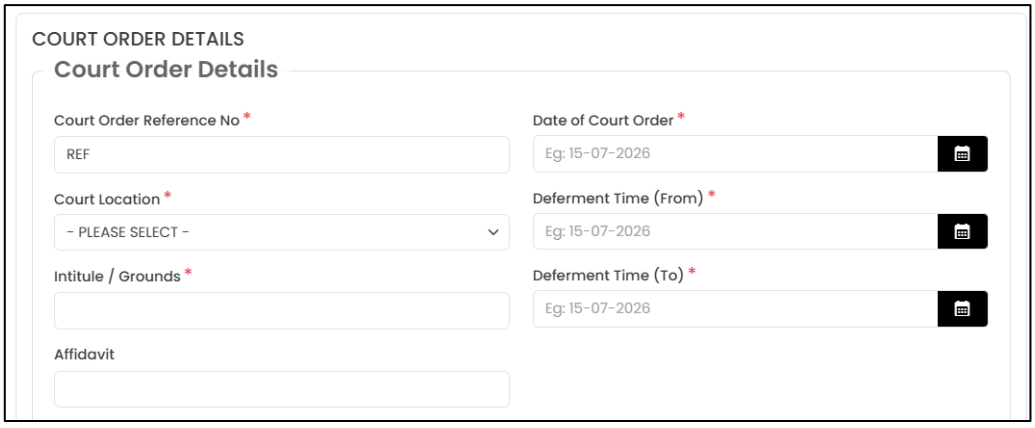
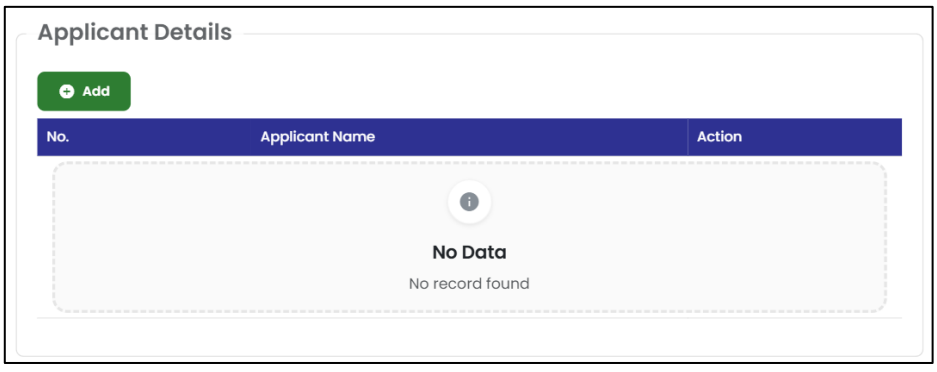
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main status is Winding Up (Member). • Have active liquidator assigned to the company. 
5	The user fills up mandatory fields for **Application Details.** 
6	The user needs to fill up mandatory fields for **Receipts and Payment.**  Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

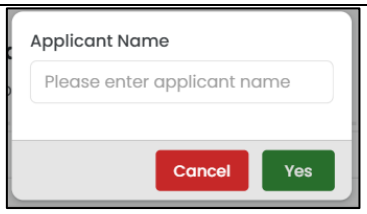
7	Upload optional supporting documents (e.g. Tax Clearance Letter). 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

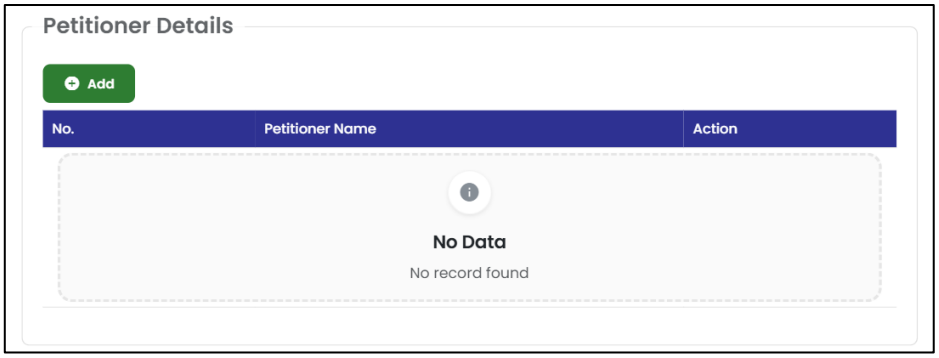
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

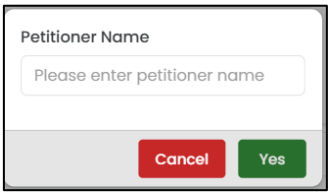
3.8 Differing Dissolution Order

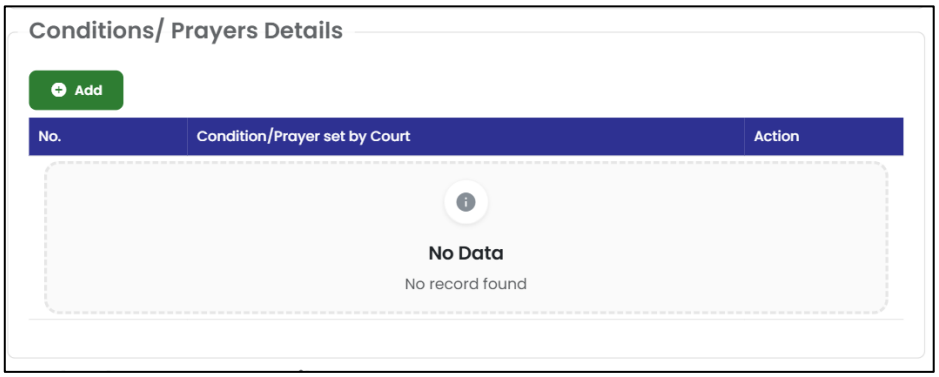
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Differing Dissolution Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

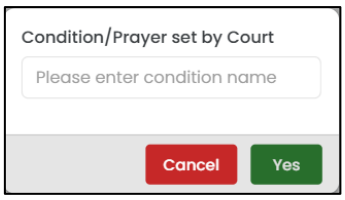
4	Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main status is Winding Up (Member). 
5	The user fills up the relevant fields for **Court Order Details.**  



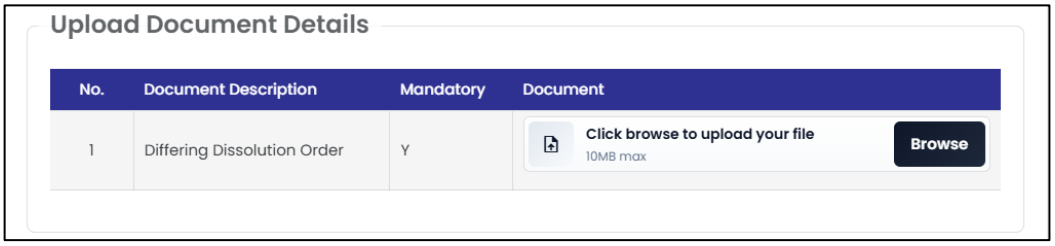
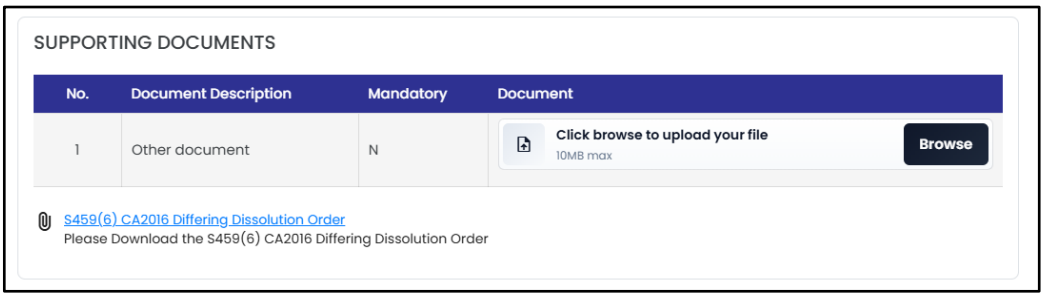
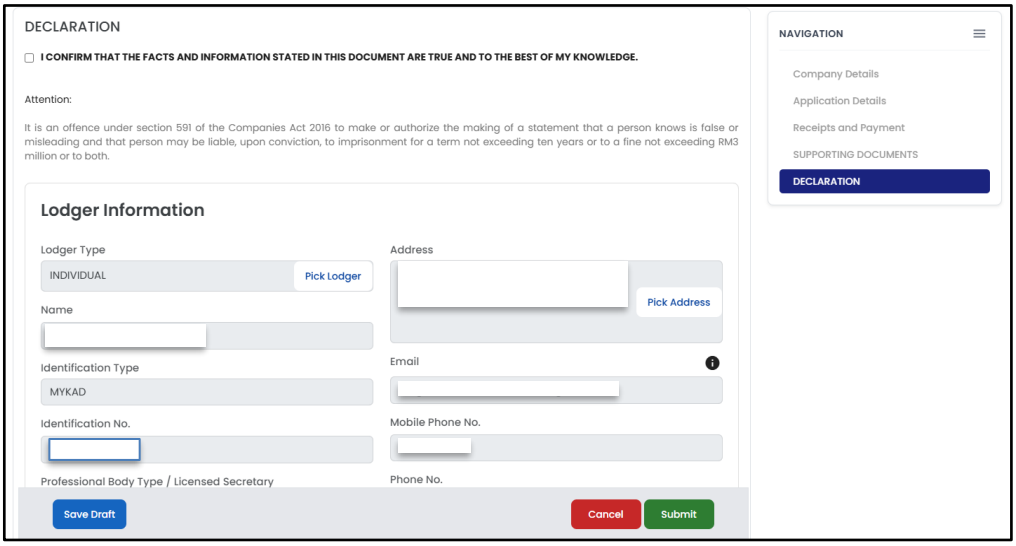


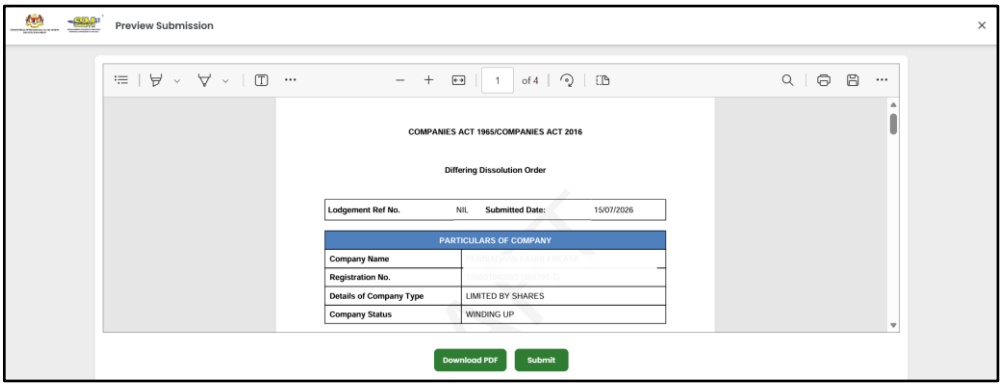
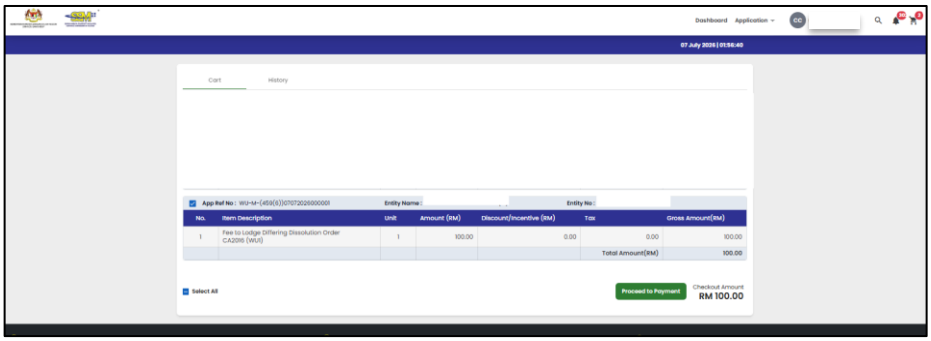
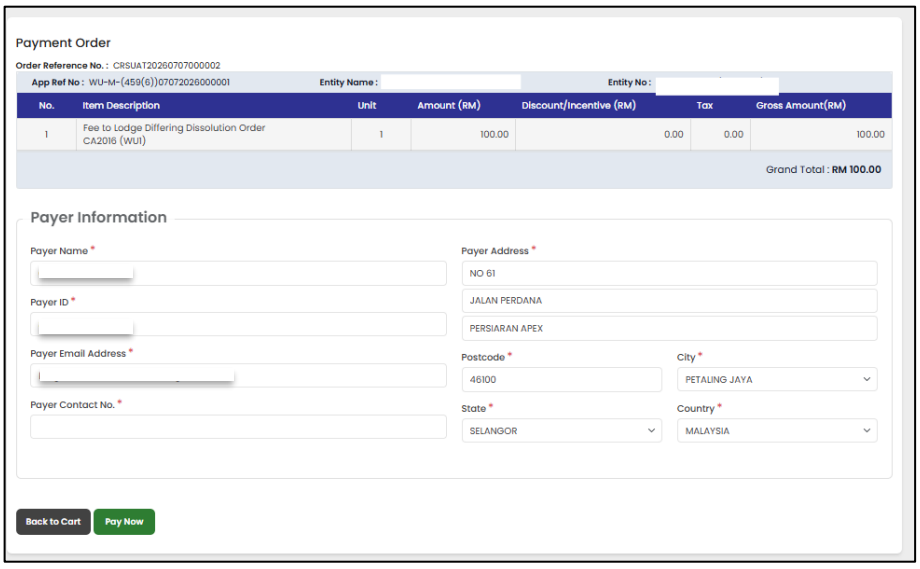


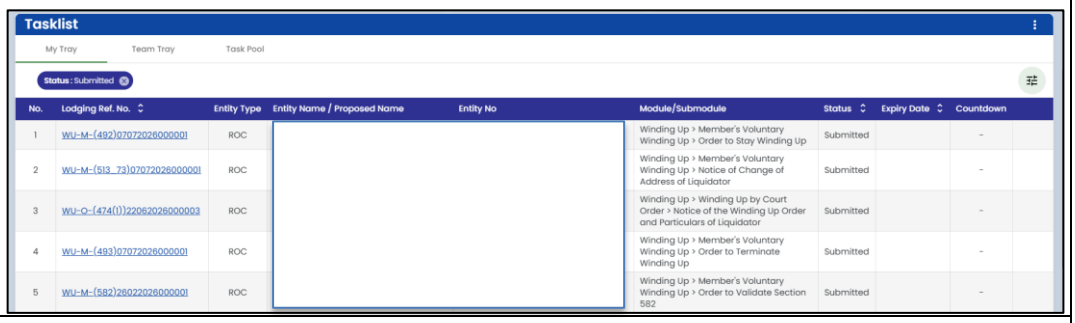
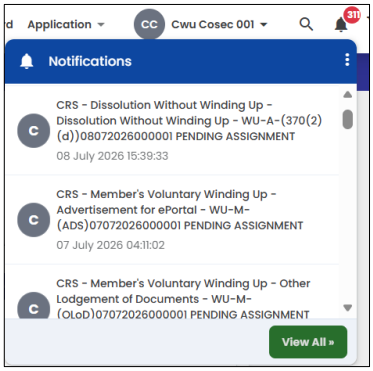




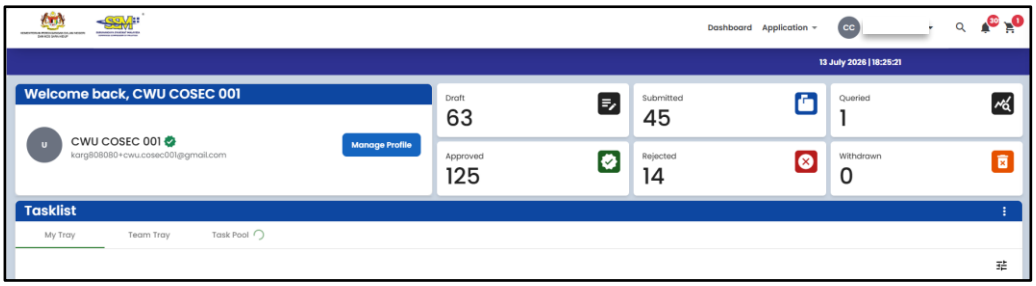
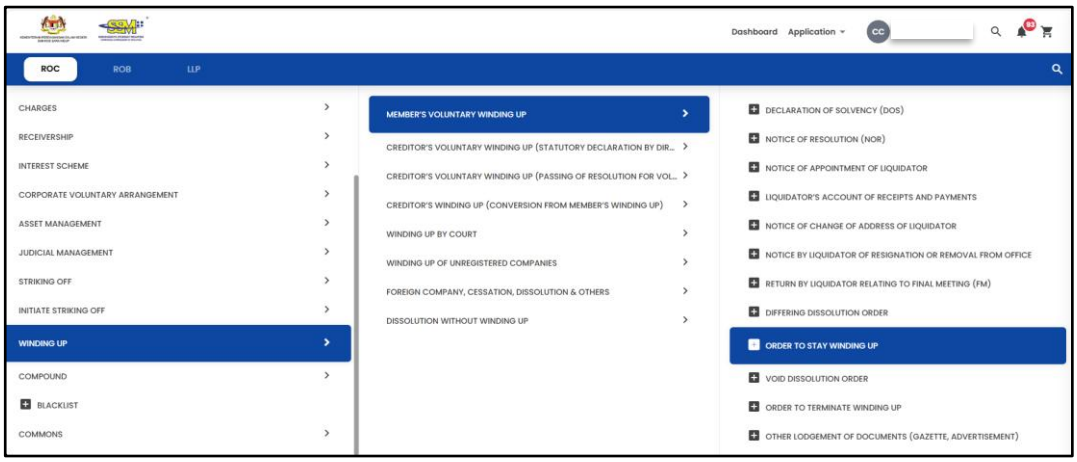
Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

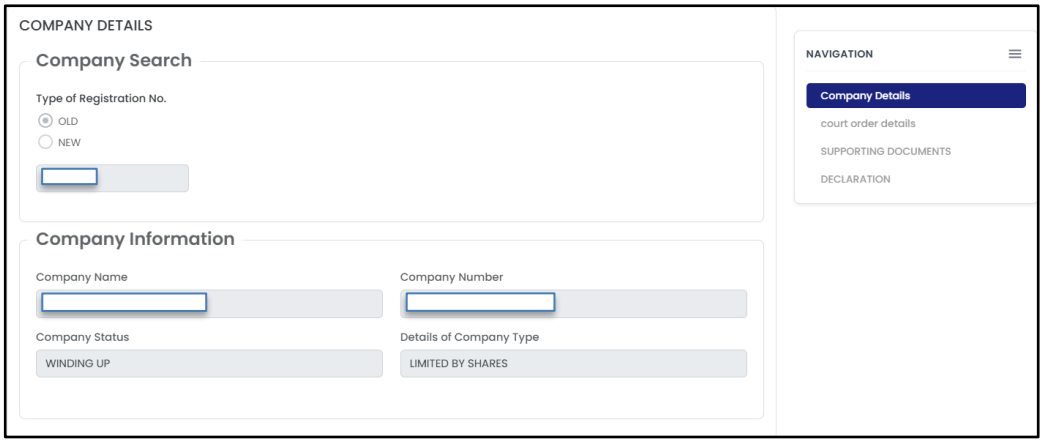
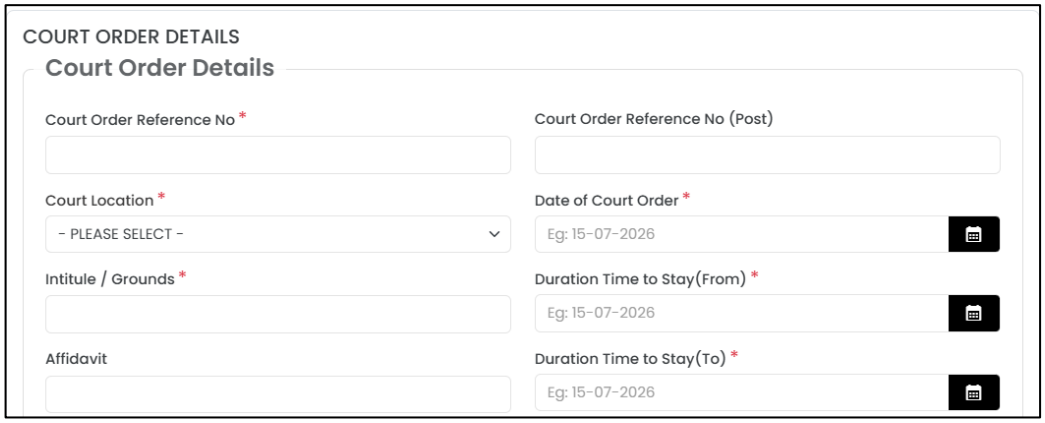
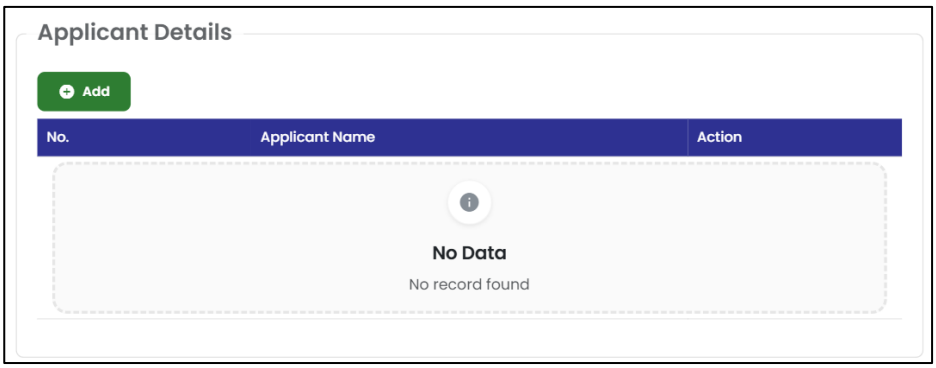
6	Upload court order document 
7	Upload supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

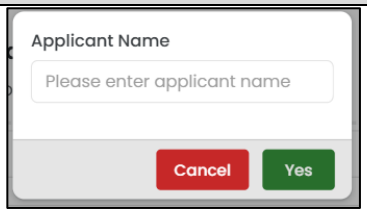
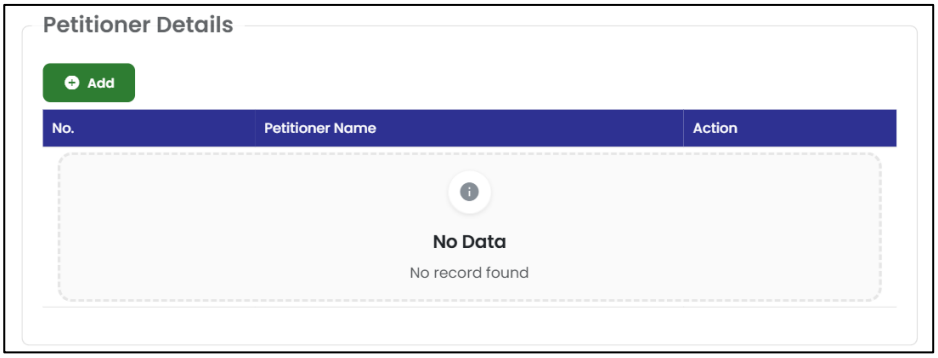
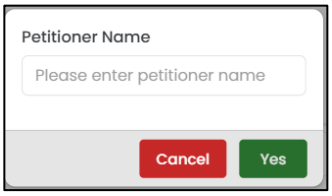
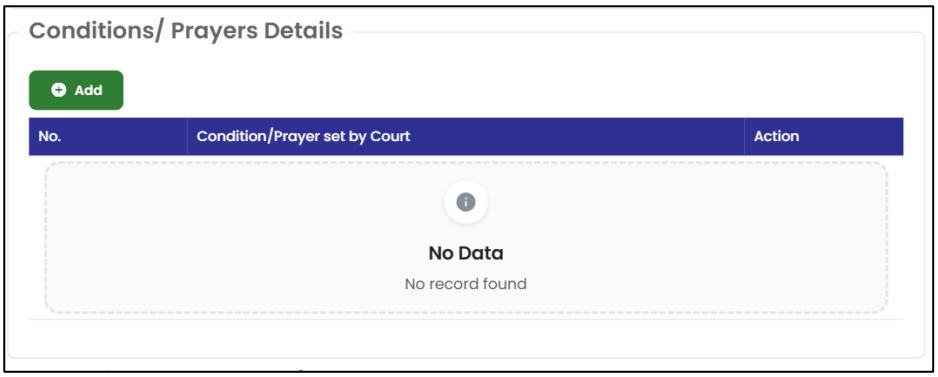
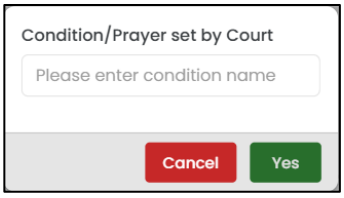
9	Click submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Make payment  
11	Submit the lodgement.

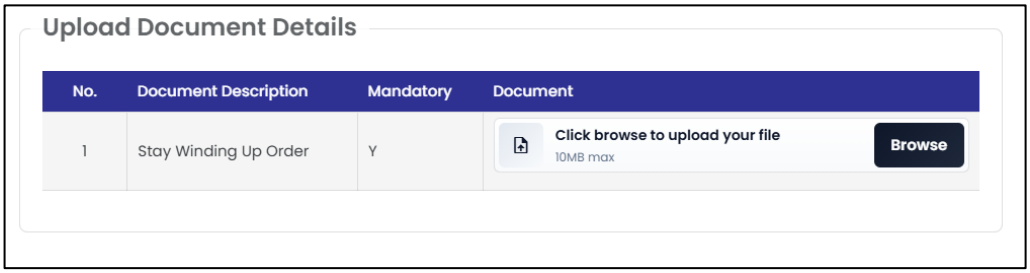
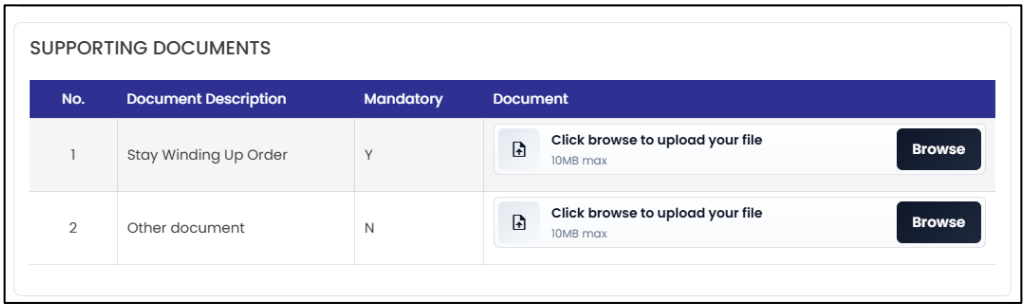
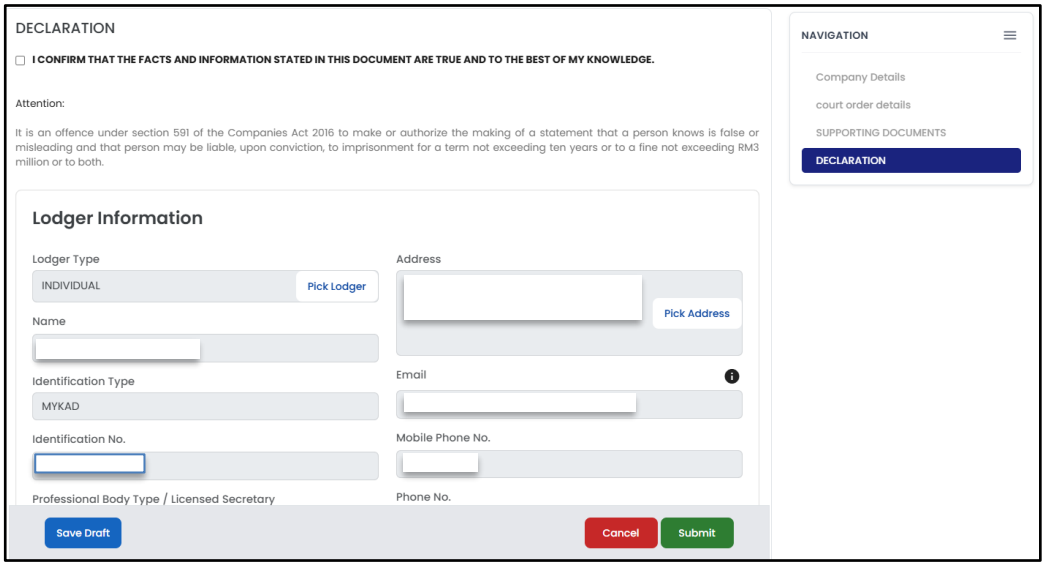
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

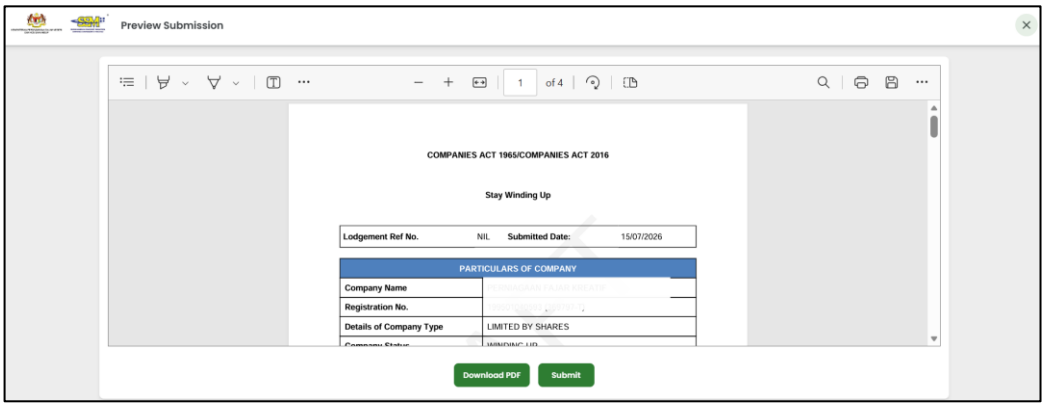
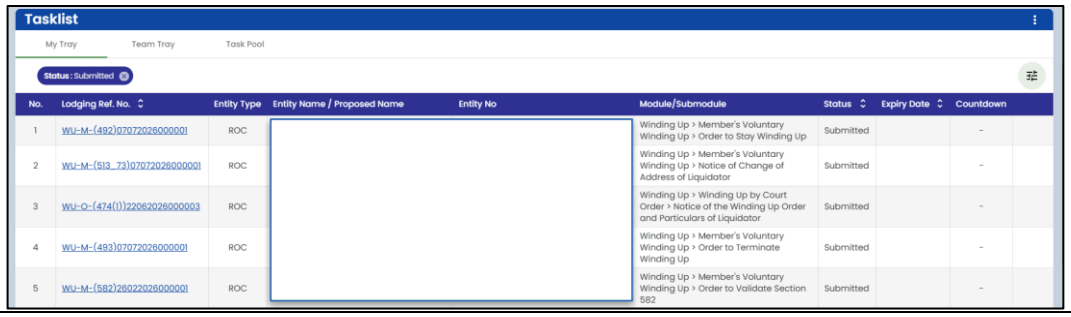
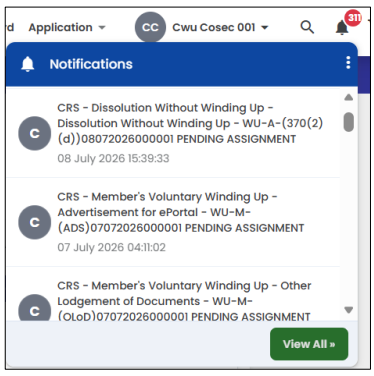
3.9 Order to Stay Winding Up

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Order to Stay Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

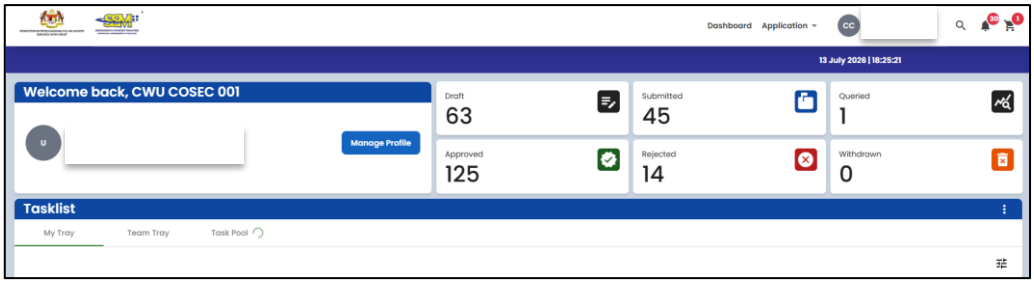
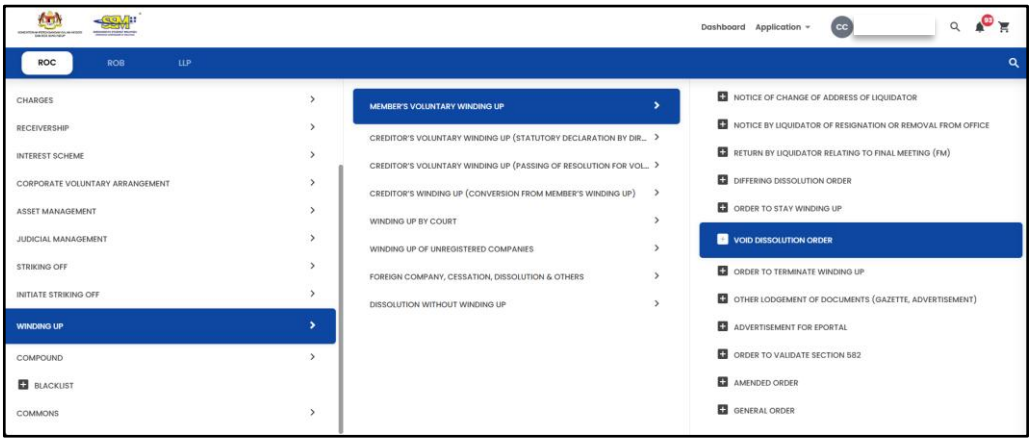
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main status is Winding Up (Member). 
5	The user needs to fill up the mandatory fields for **Court Order Details.**  

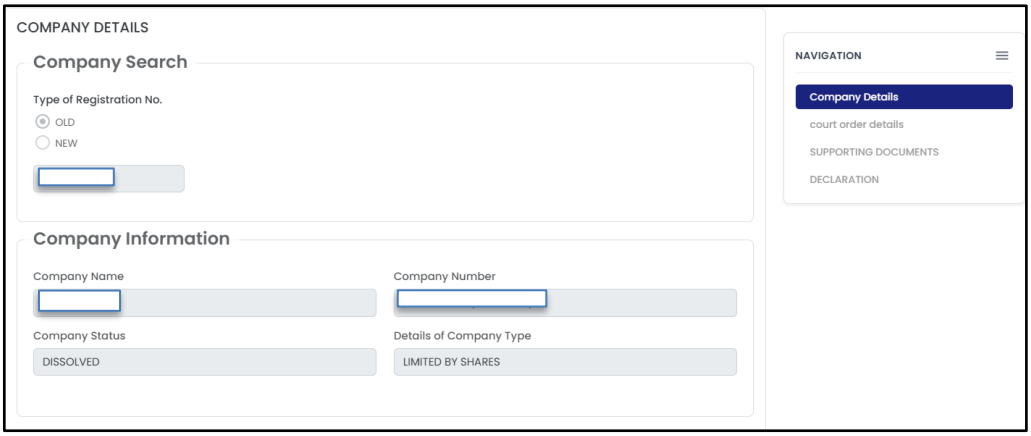
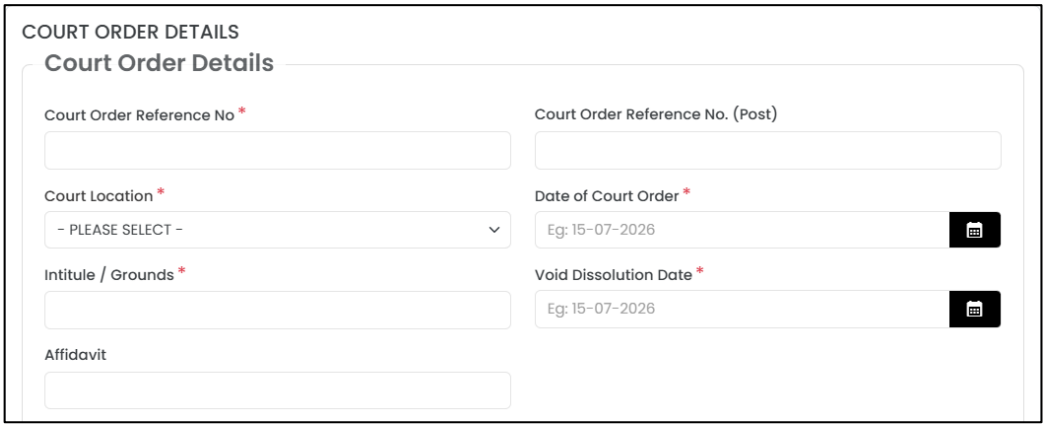
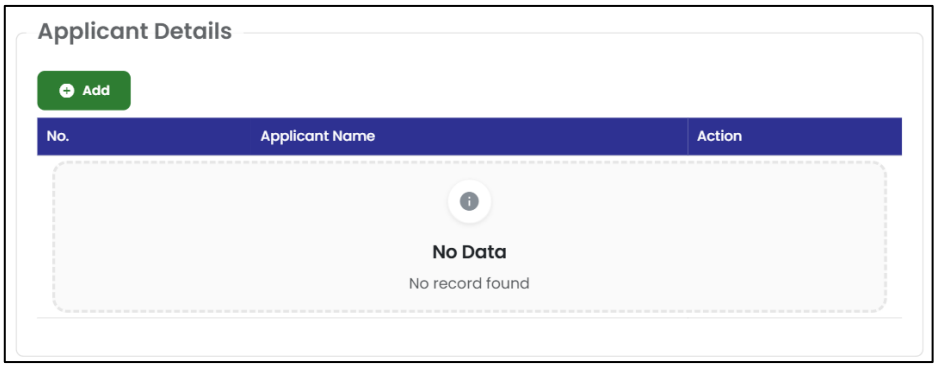
Field Num.	Description
	     Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

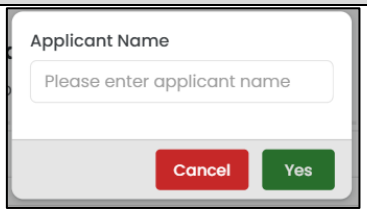
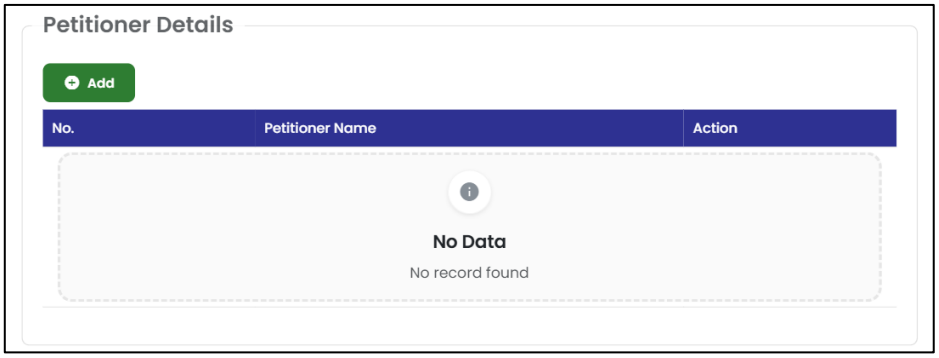
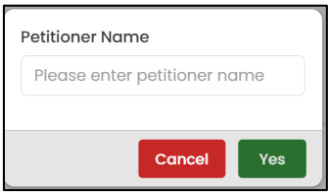
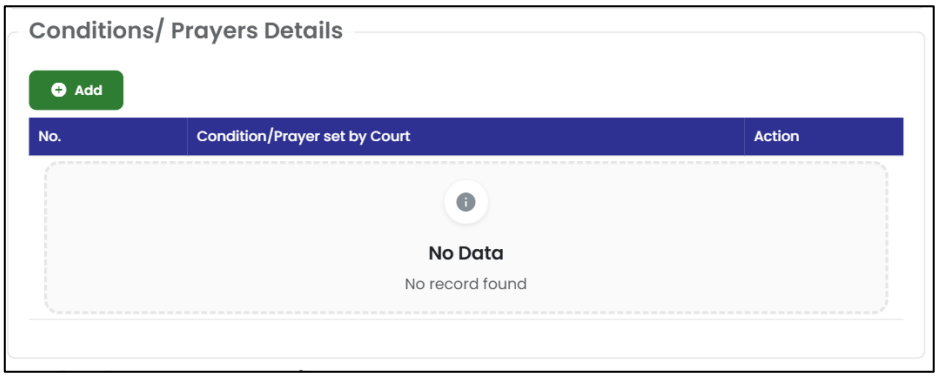
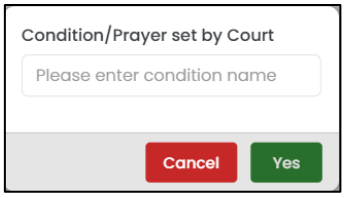
6	Upload court order document. 
7	Upload supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

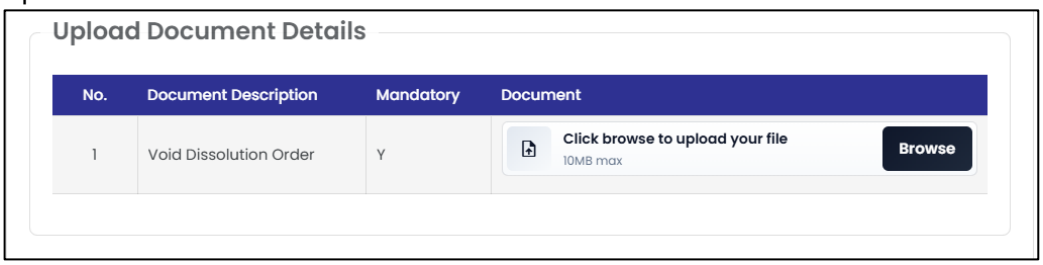
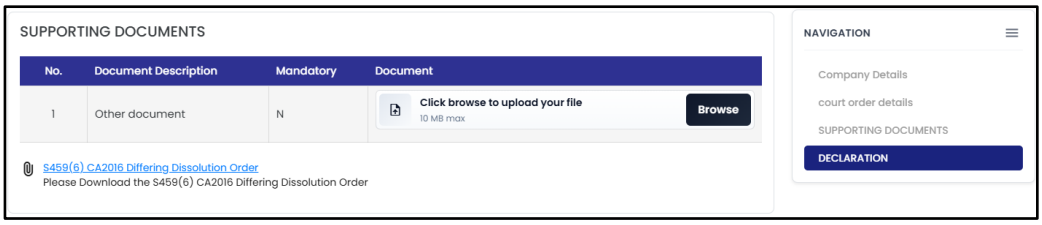
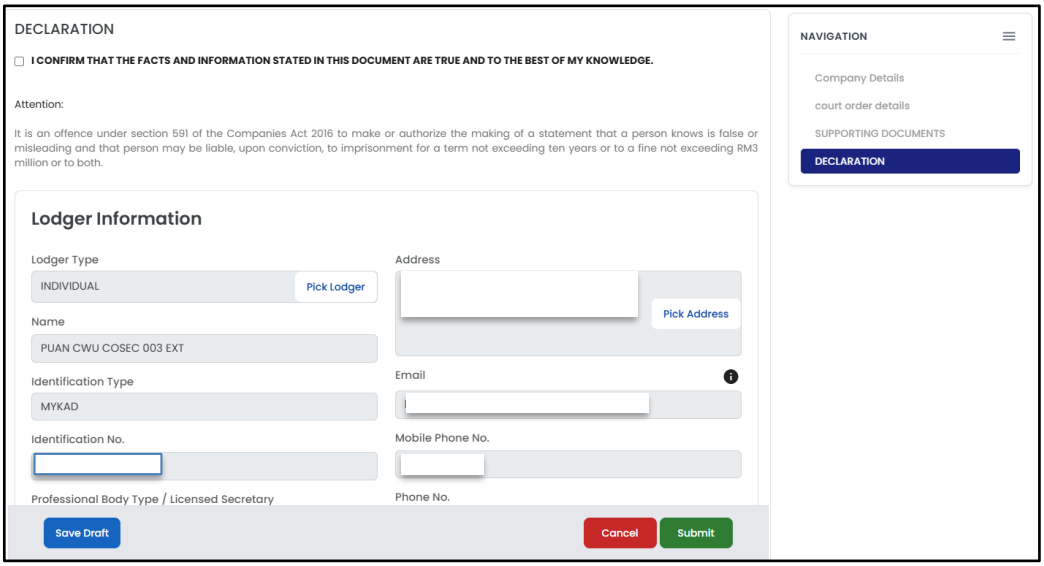
9	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

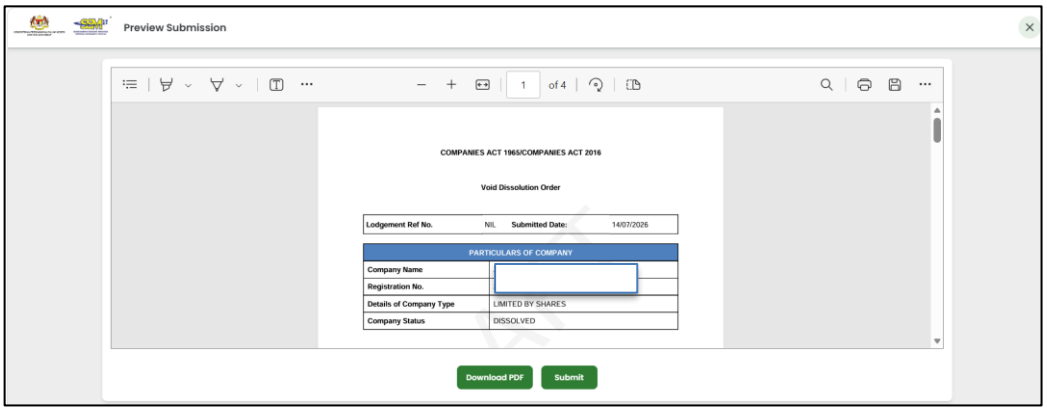
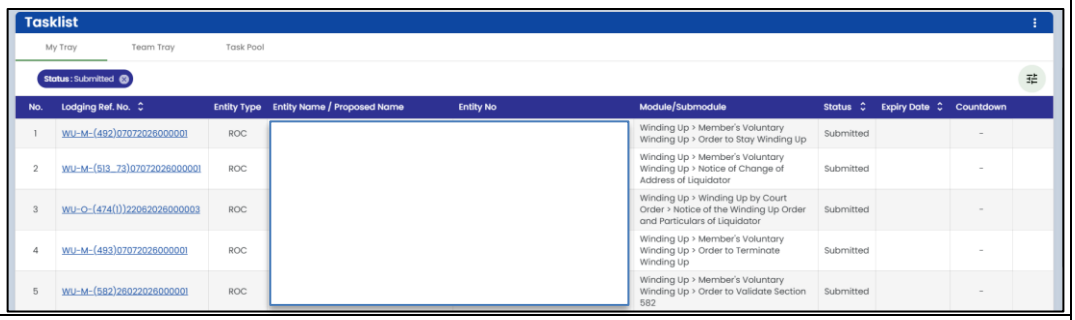
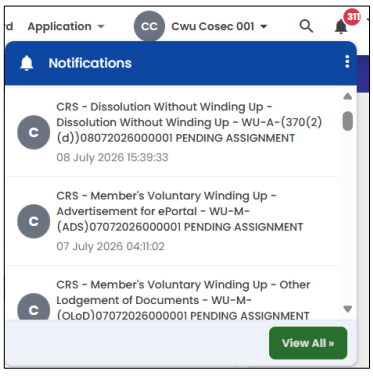
3.10 Void Dissolution Order

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Void Dissolution Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

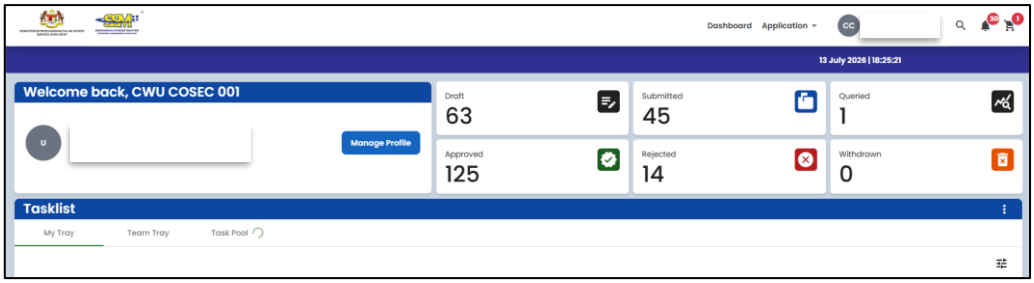
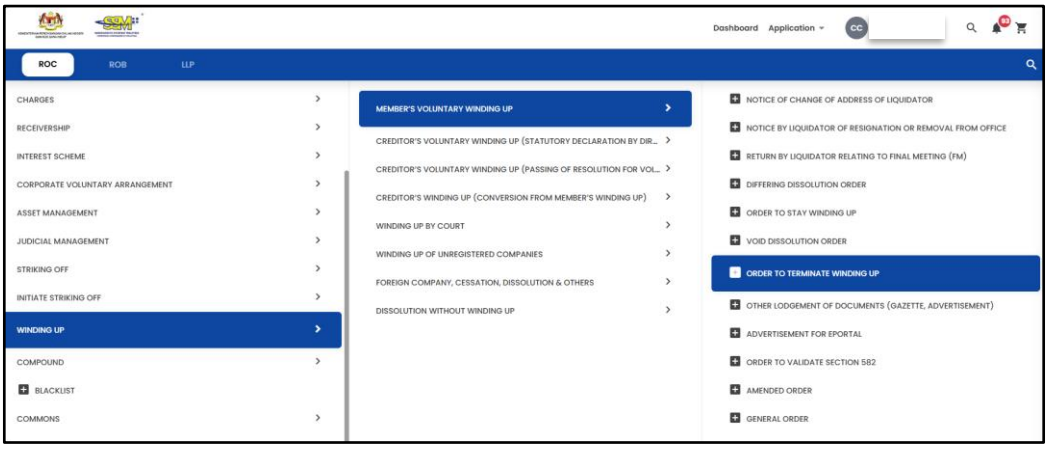
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company status is Dissolved (Member). 
5	The user needs to fill up the mandatory fields for **Court Order Details.**  

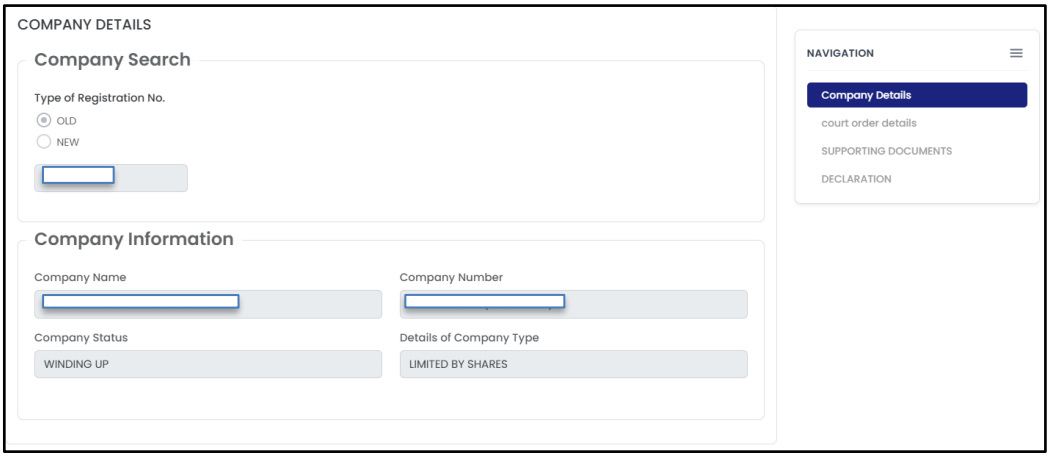
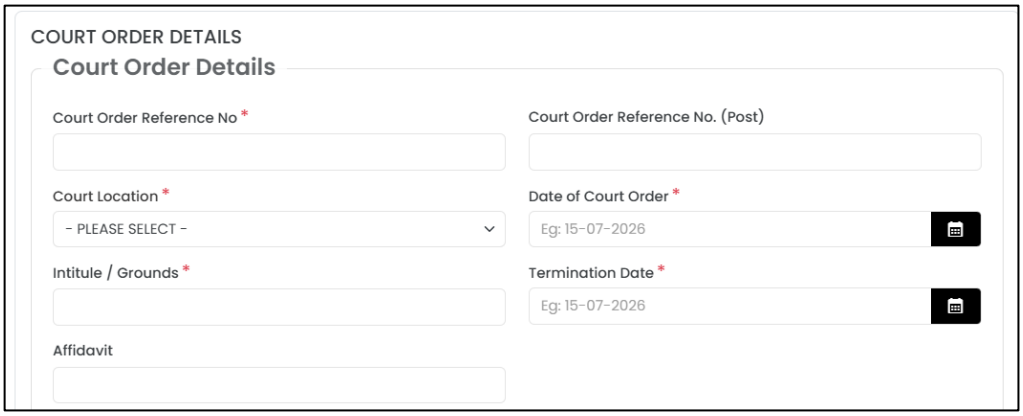
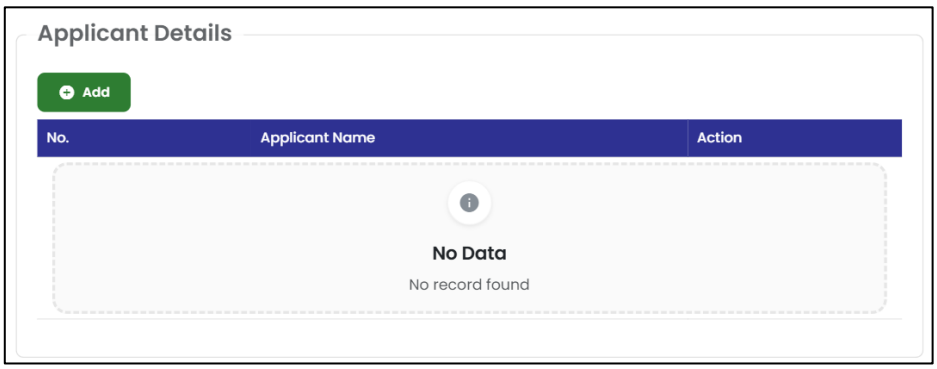
Field Num.	Description
	     Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

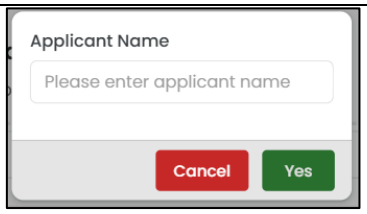
6	Upload court order document. 
7	Upload supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

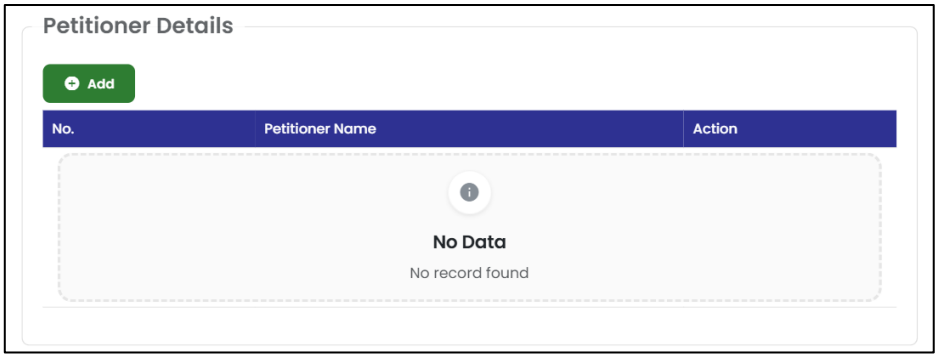
9	Click submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

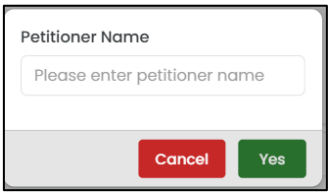
3.11 Order to Terminate Winding Up

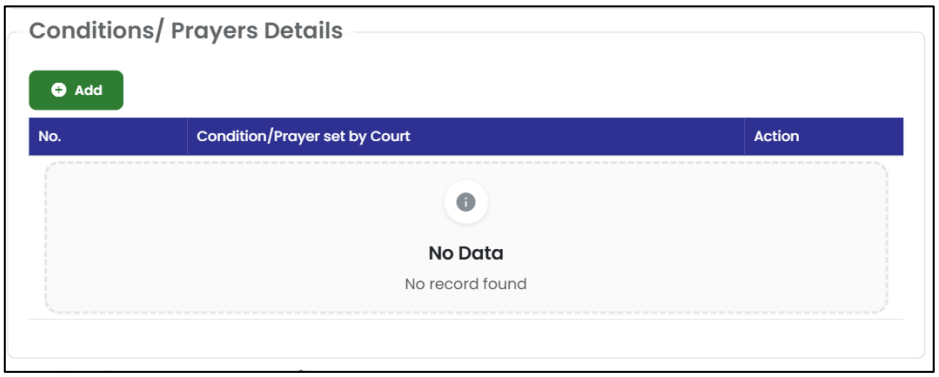
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Order to Terminate Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

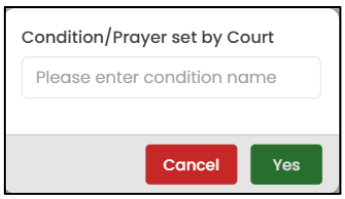
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main status is Winding Up (Member). 
5	The user fills up the relevant fields for **Court Order Details.**  



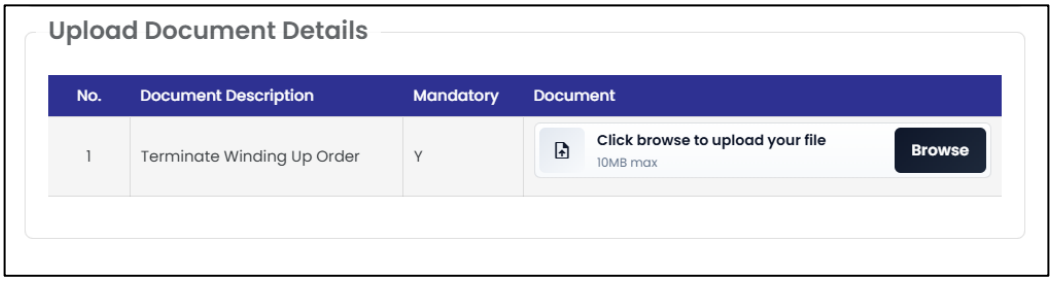
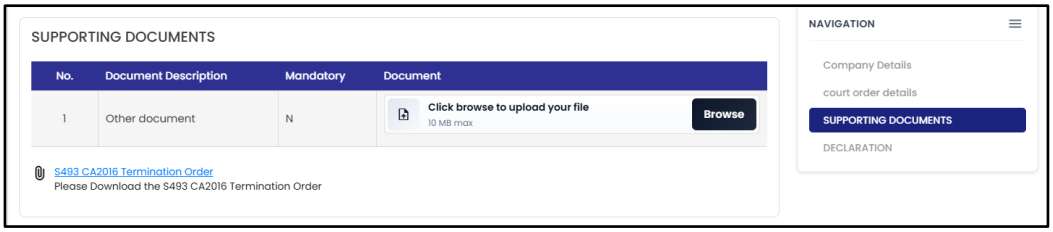
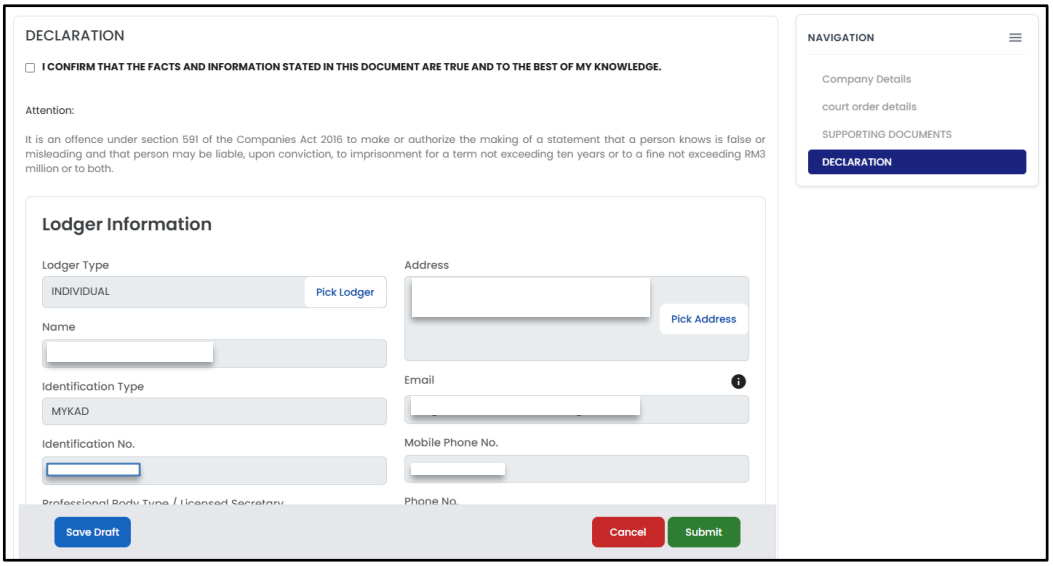


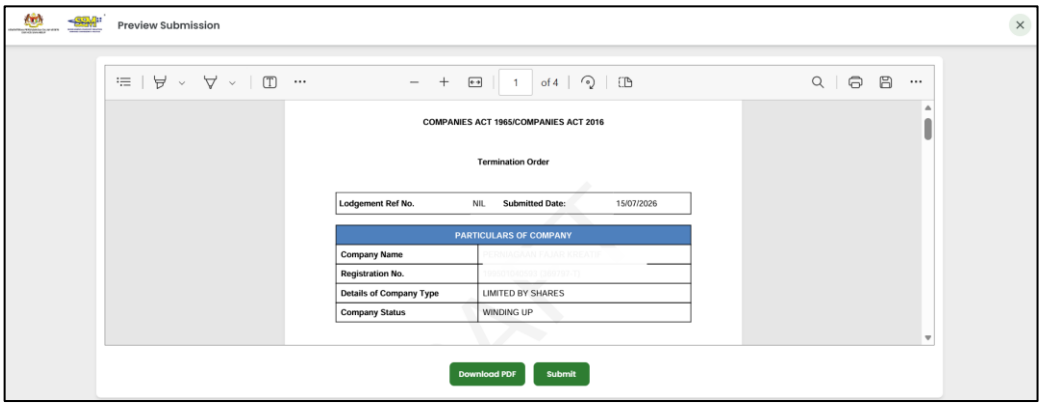
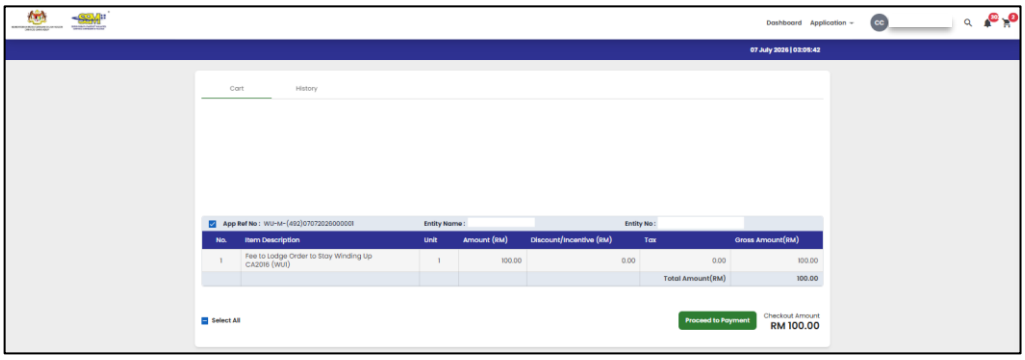
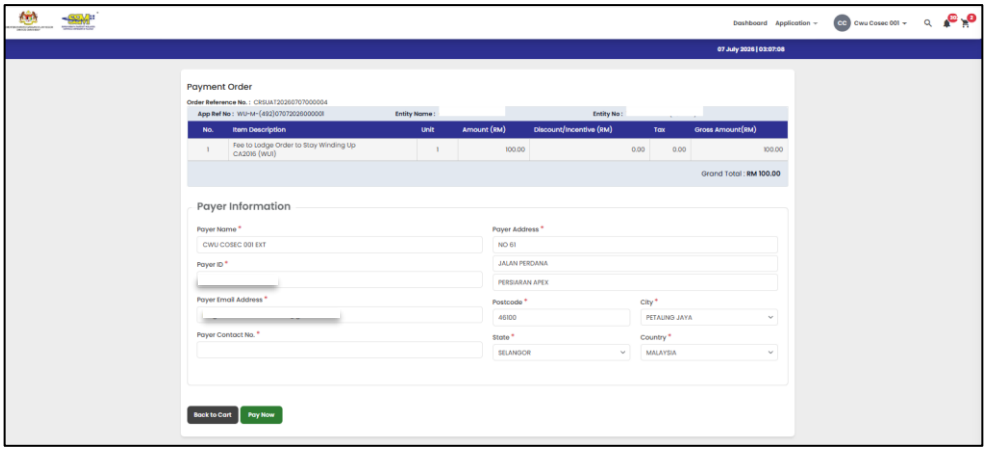


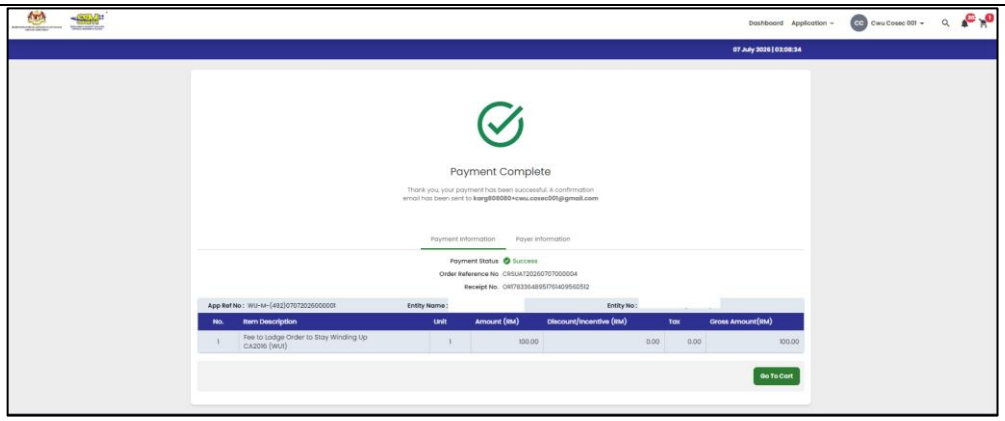
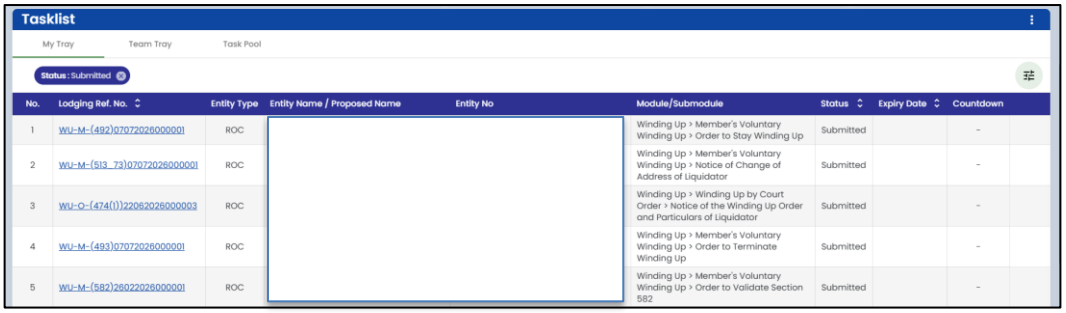
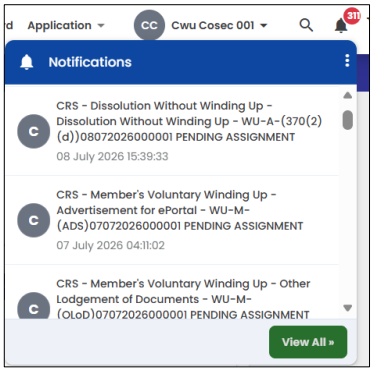




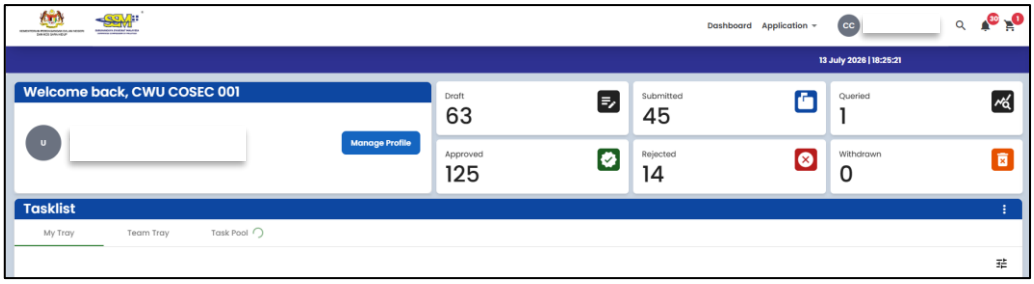
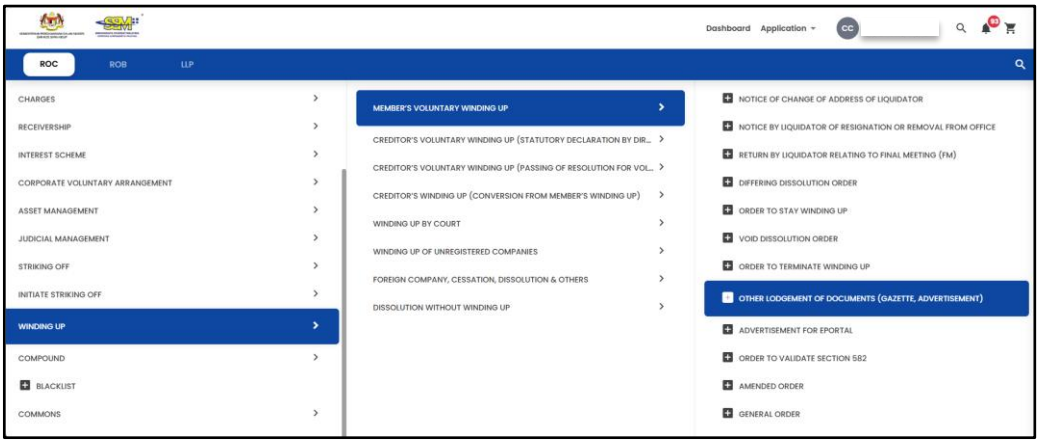
Note: Please enter '**NA**' in any mandatory field that is not applicable to the user.

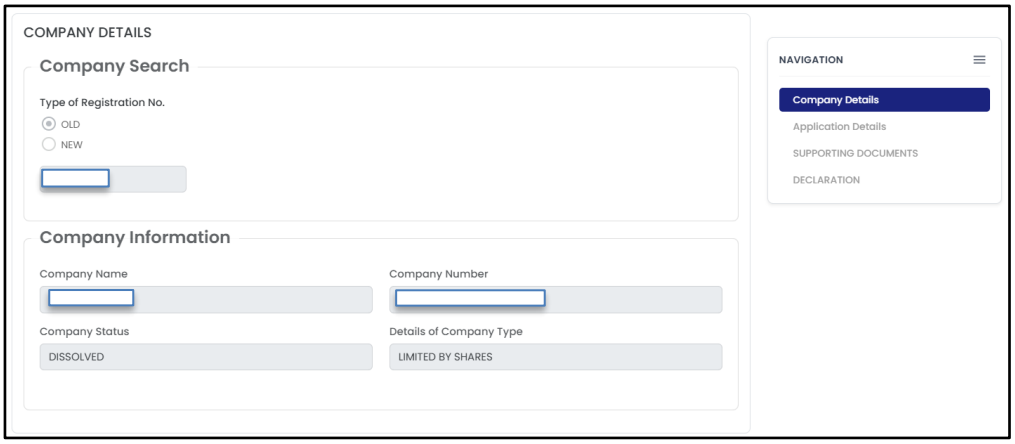
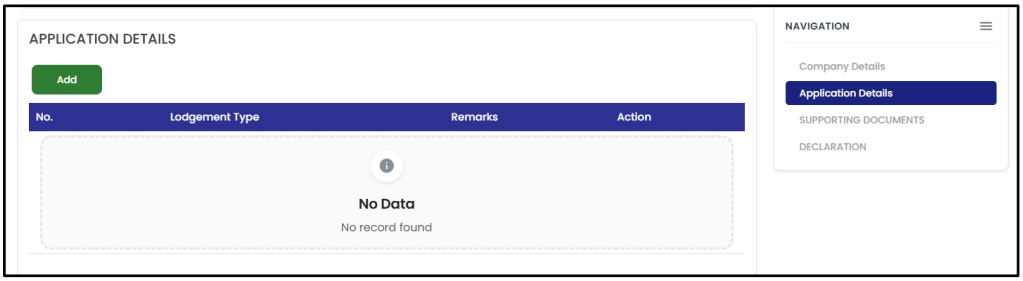
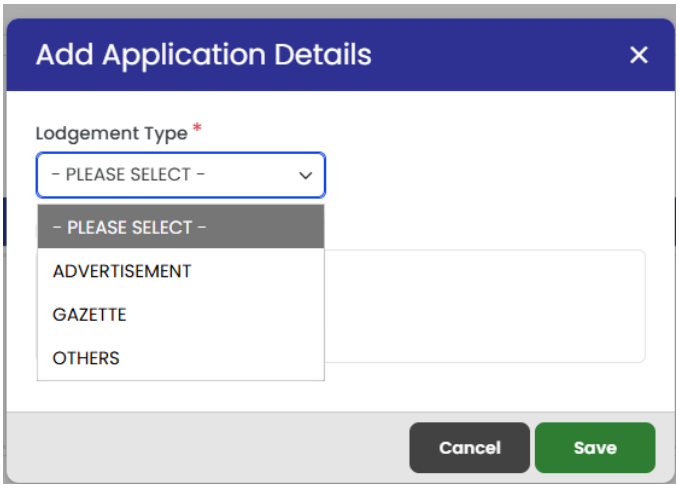
6	Upload court order document. 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

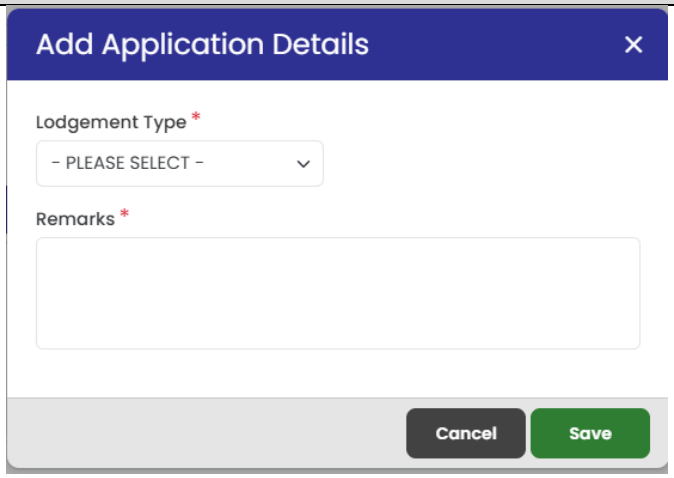
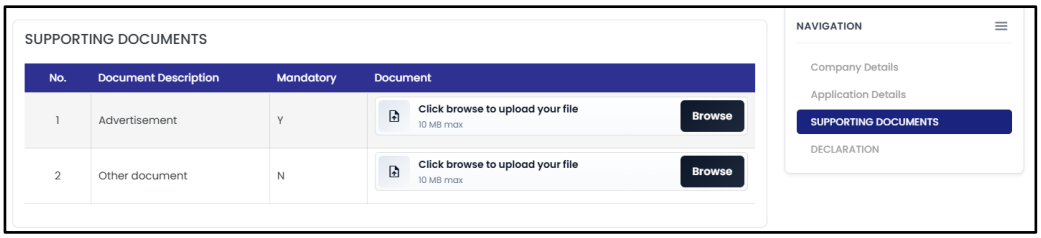
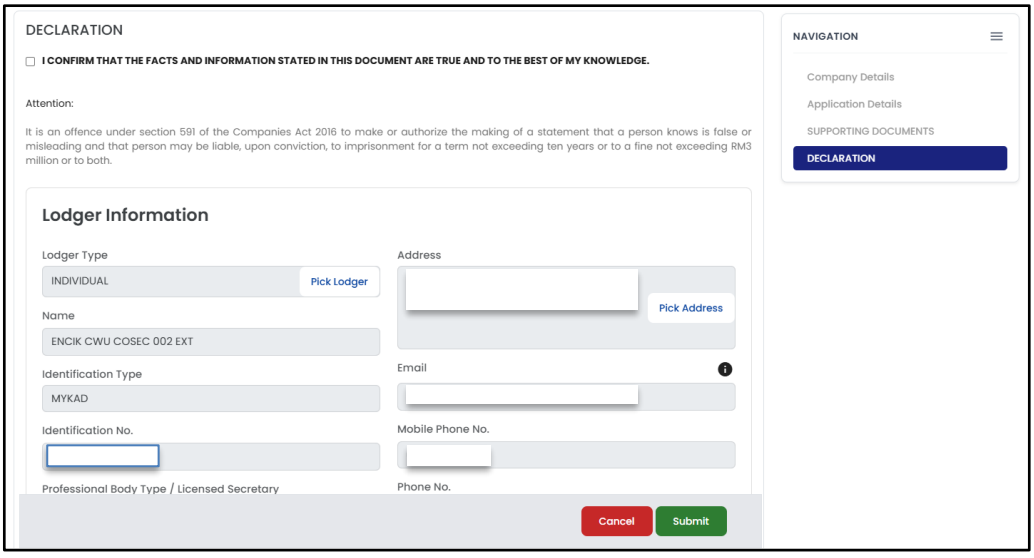
9	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Make Payment.  

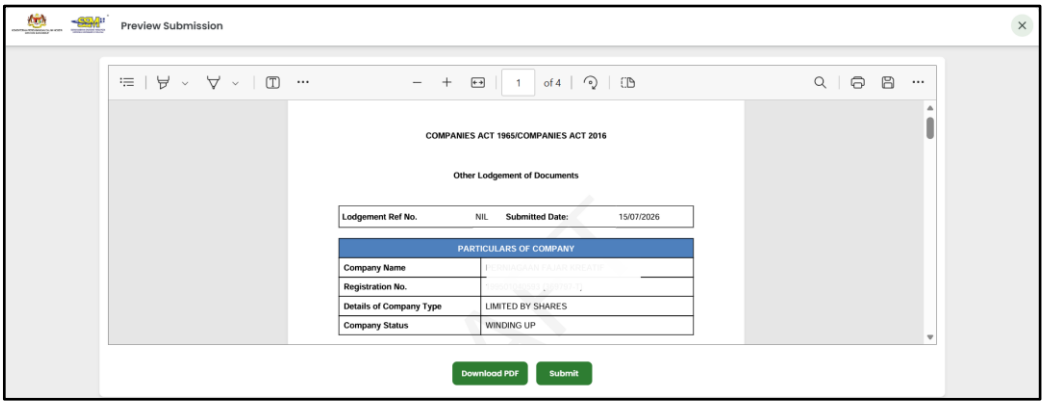
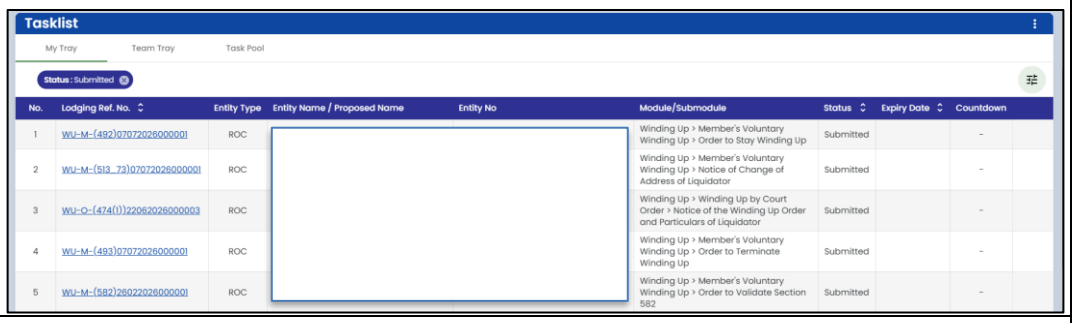
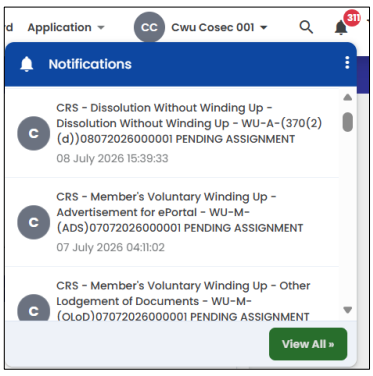
	
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

3.12 Other Lodgement of Documents

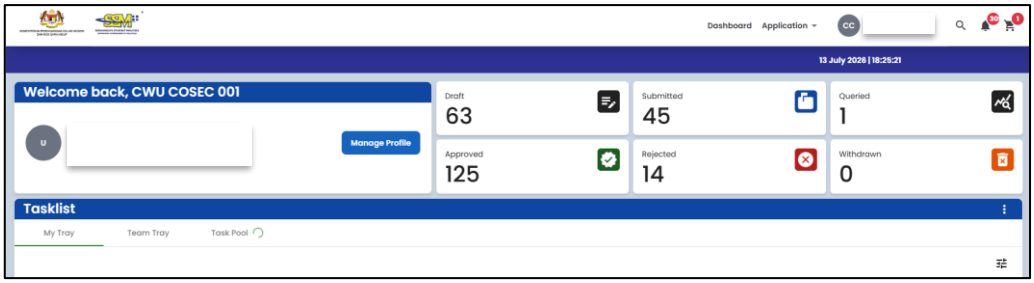
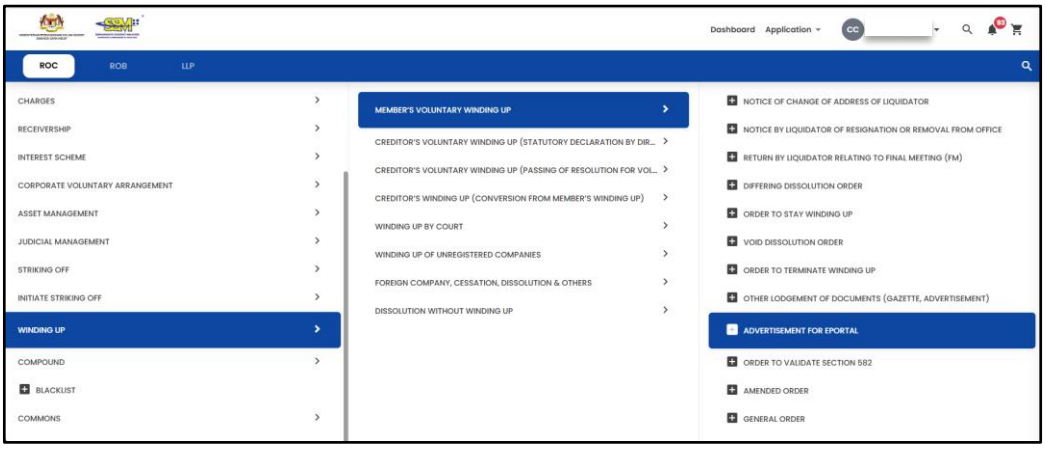
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Other Lodgement of Documents.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

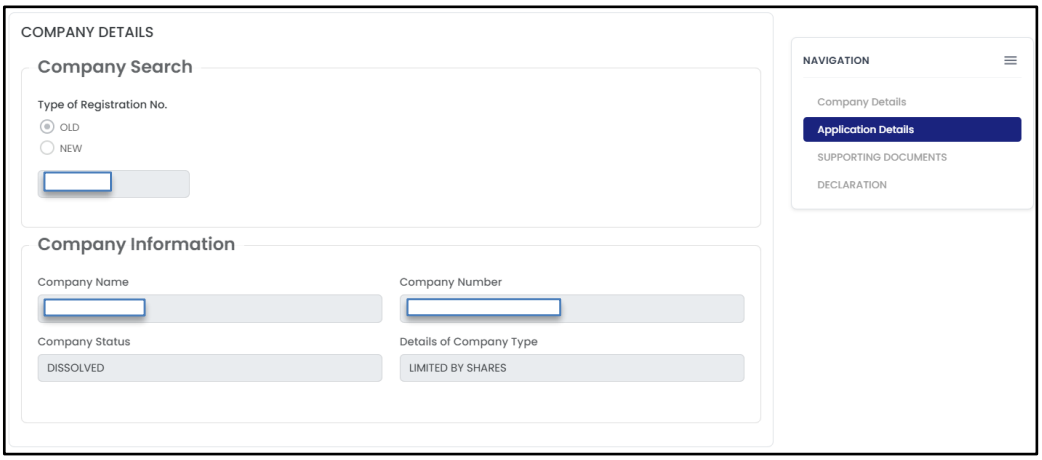
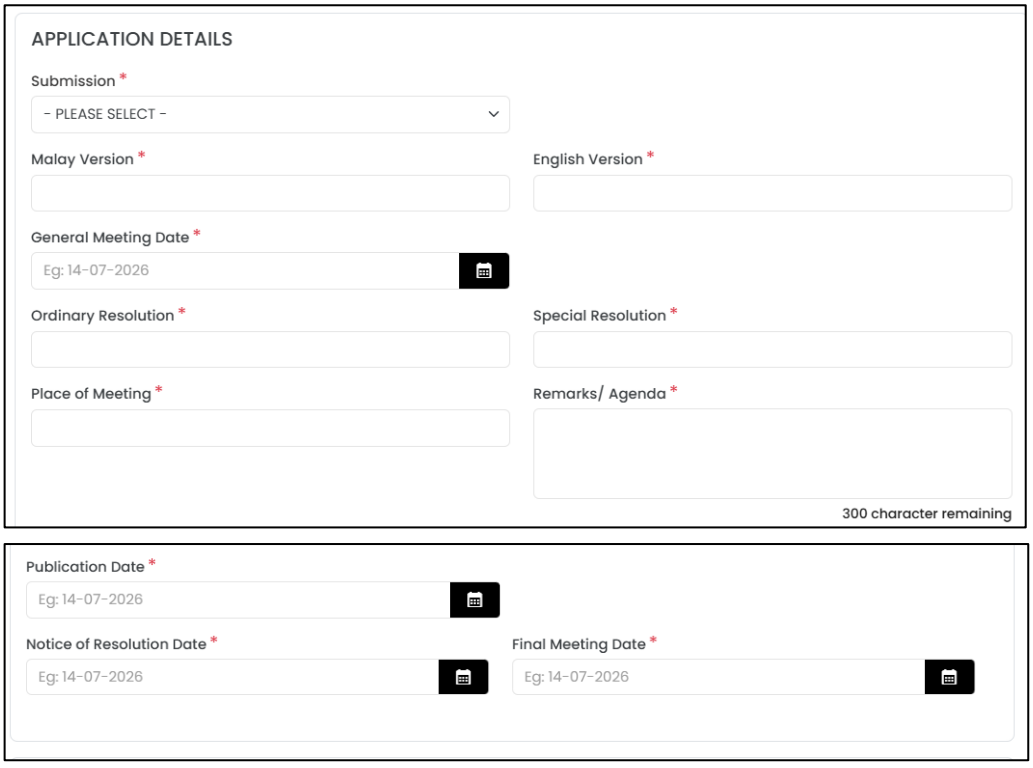
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Member)/Existing. 
5	The user needs to fill up relevant fields for **Application Details.**  User selects the lodgement type, enters the remarks, and then clicks the **Save** button. 

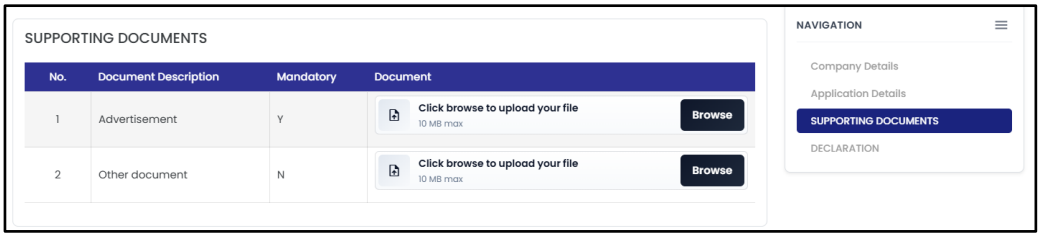
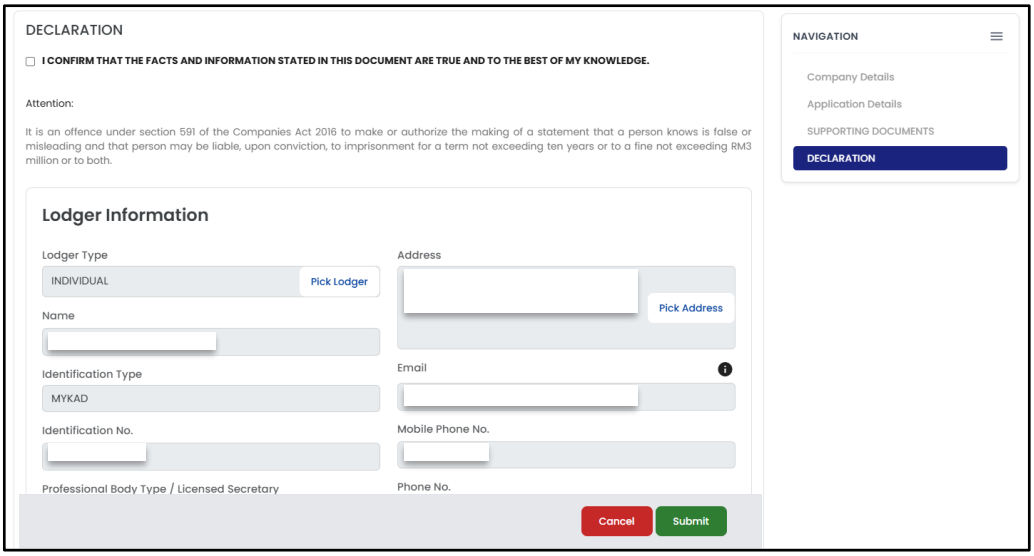
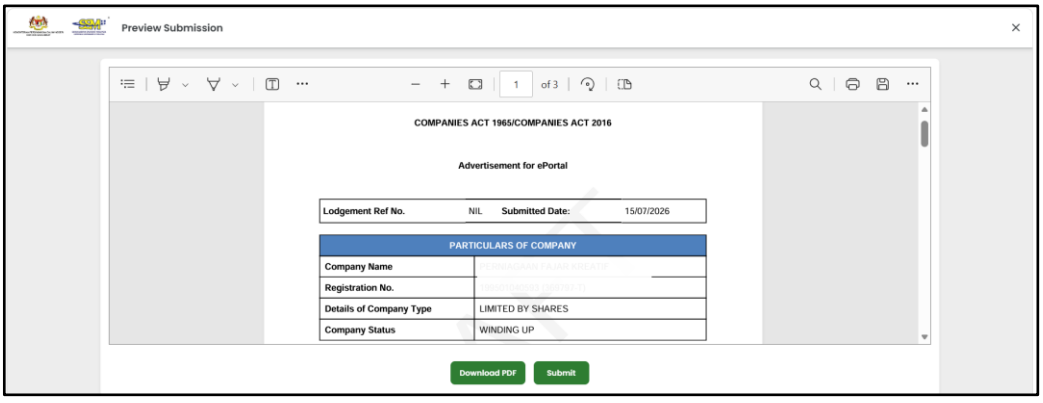
Field Num.	Description
	
6	Upload the supporting documents. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

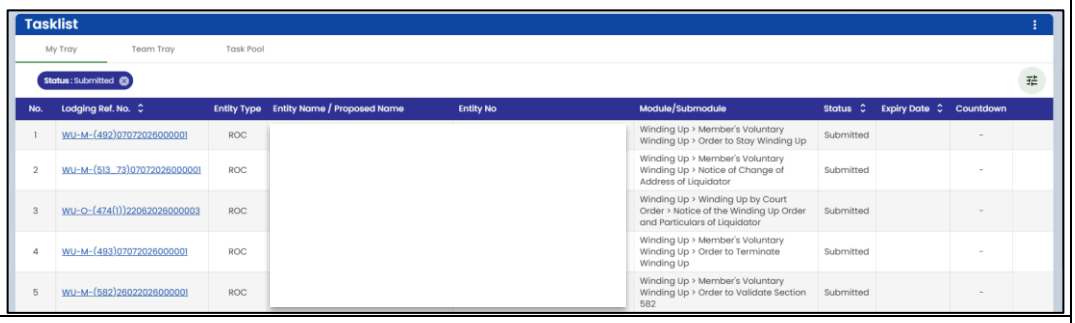
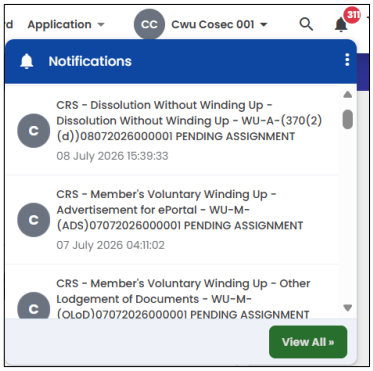
8	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.
	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
10	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

3.13 Advertisement for ePortal

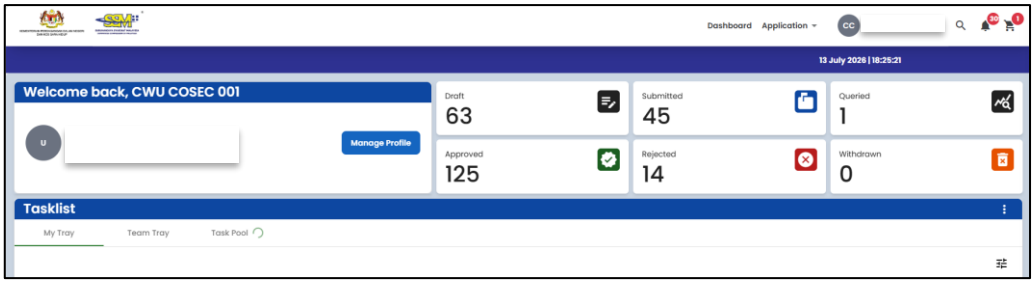
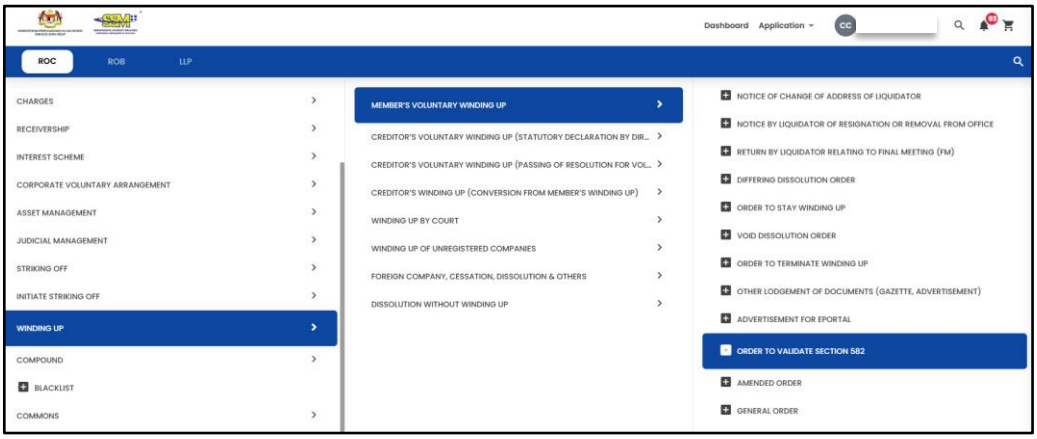
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Advertisement For ePortal.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

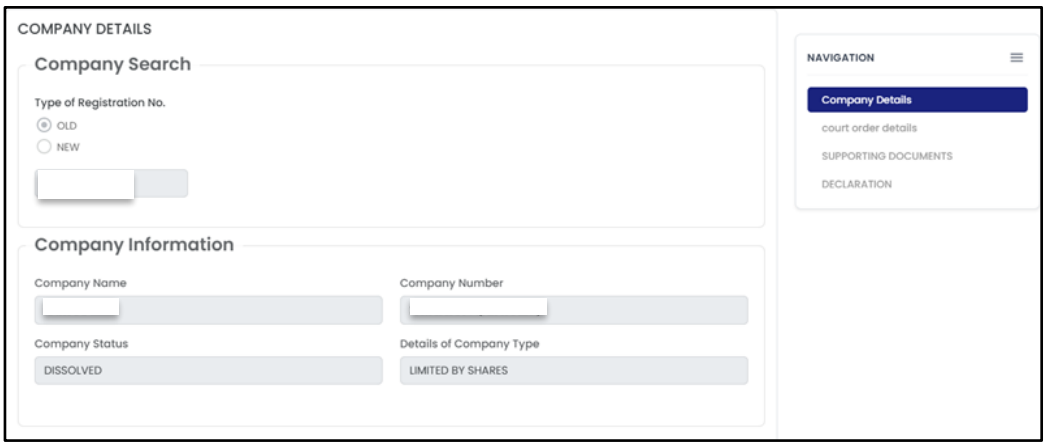
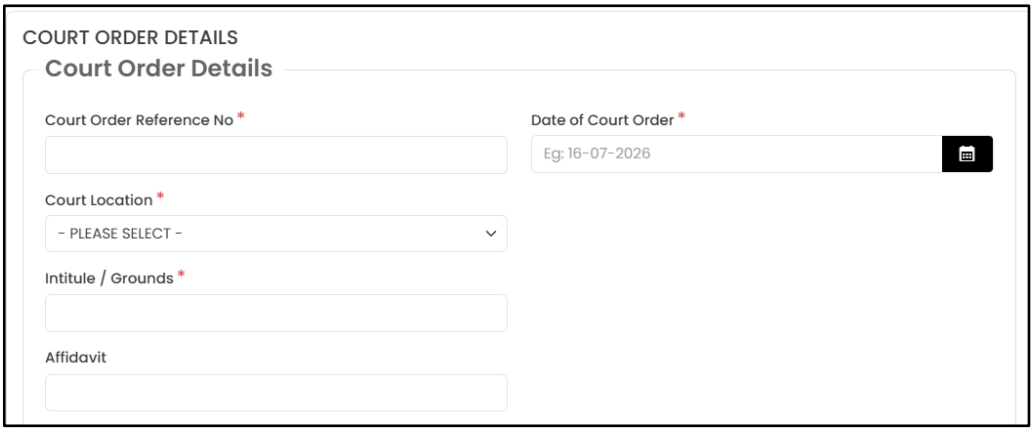
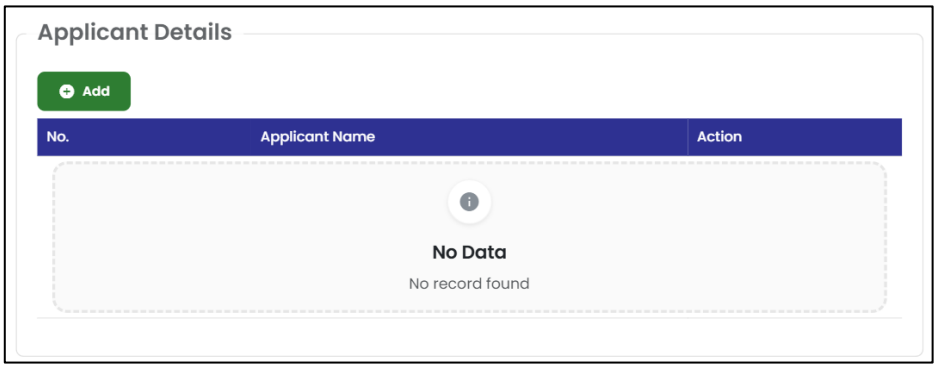
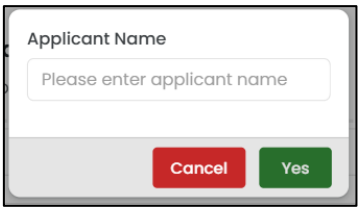
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Member)/Existing. 
5	The user needs to fill up the relevant fields for **Application Details.**  Notes: The required information must be entered in both the Malay Version and English Version tabs.

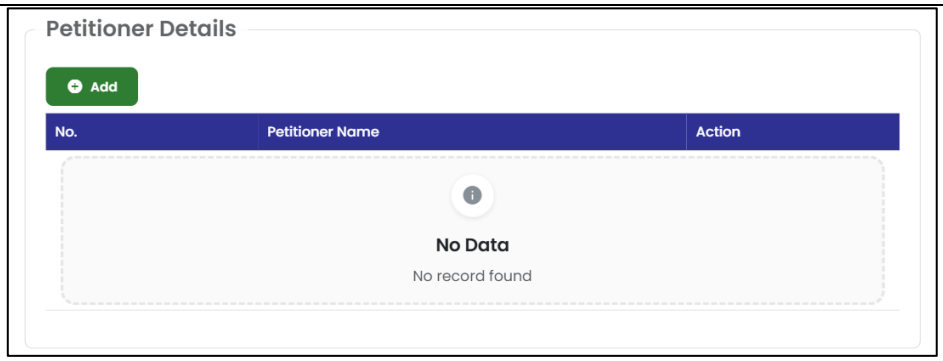
6	Upload the supporting documents. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.

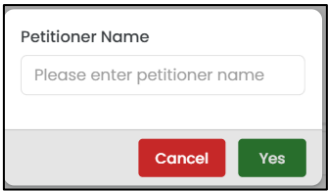
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

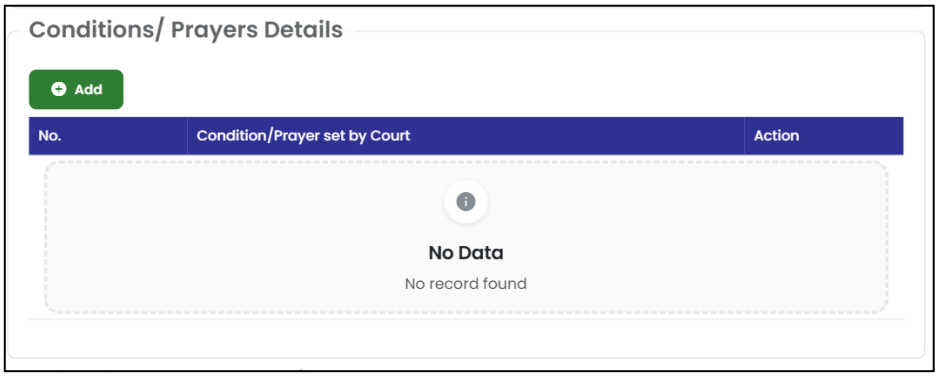
3.14 Order to Validate Section 582

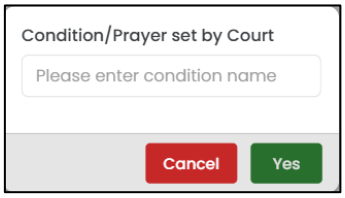
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Order to Validate Section 582.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. 
5	The user needs to fill up the mandatory fields for **Court Order Details.**   



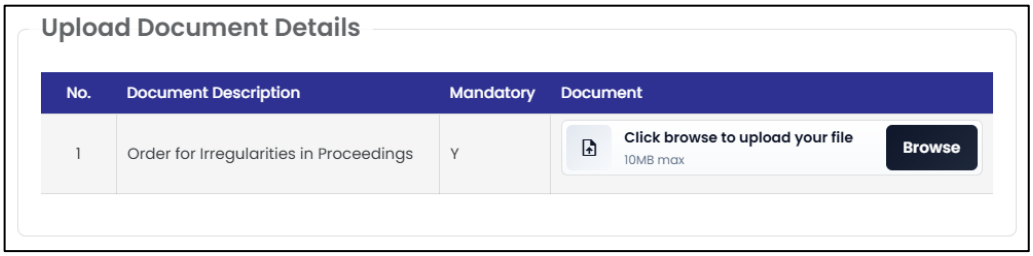


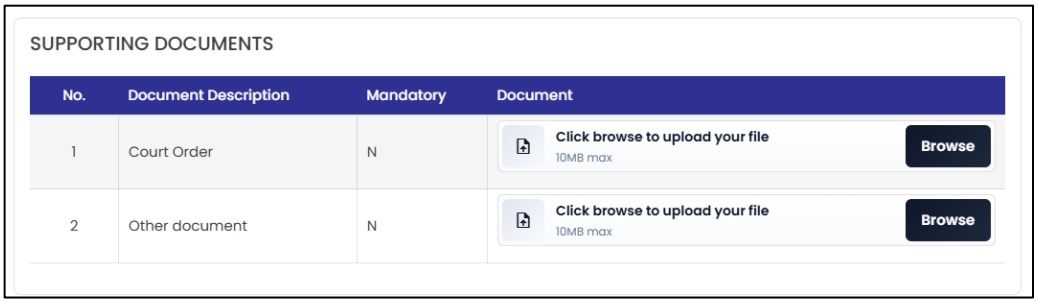
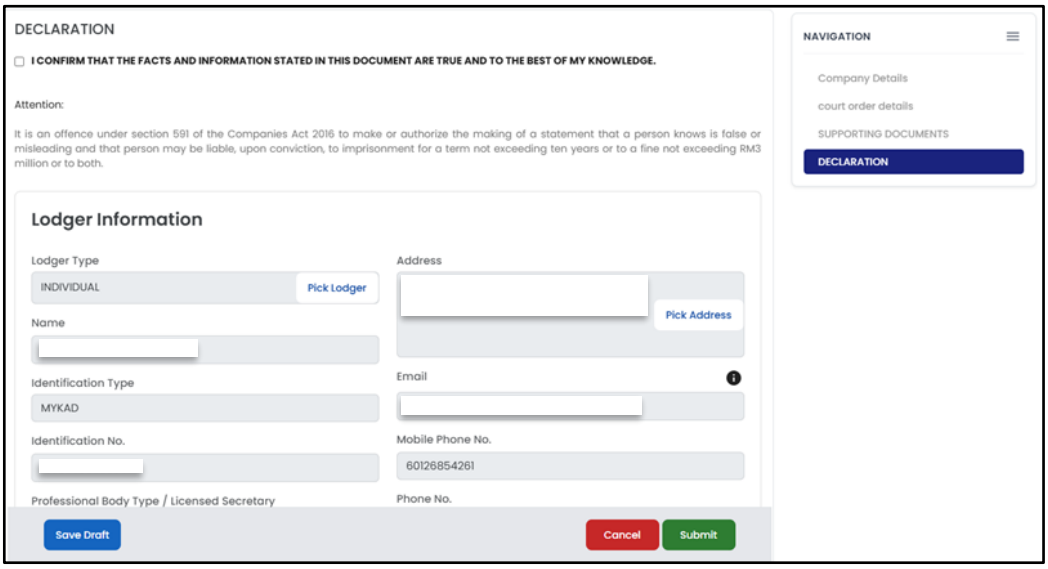
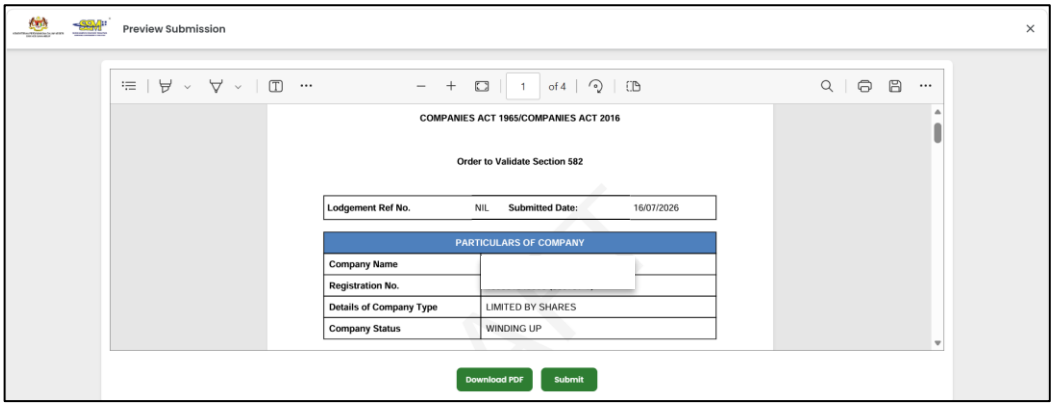


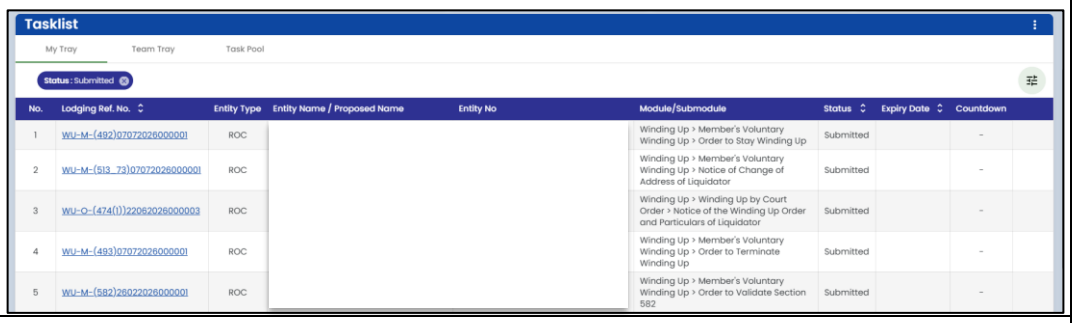
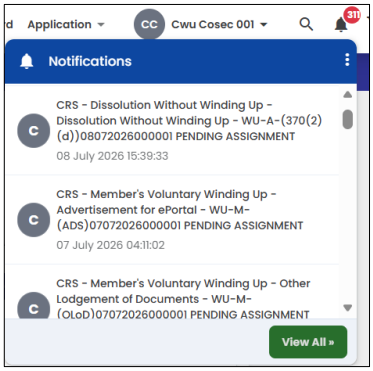


Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

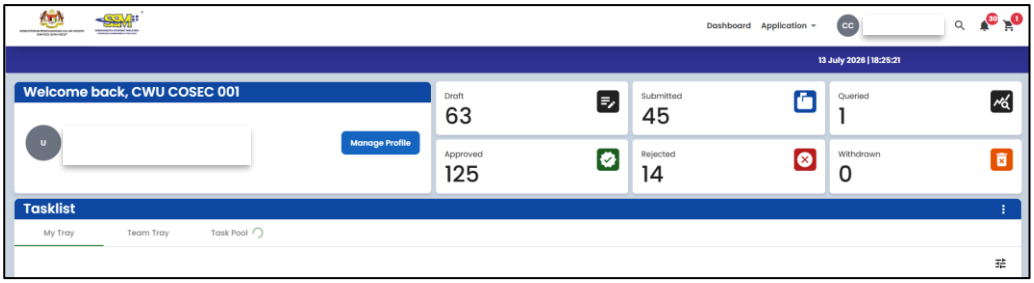
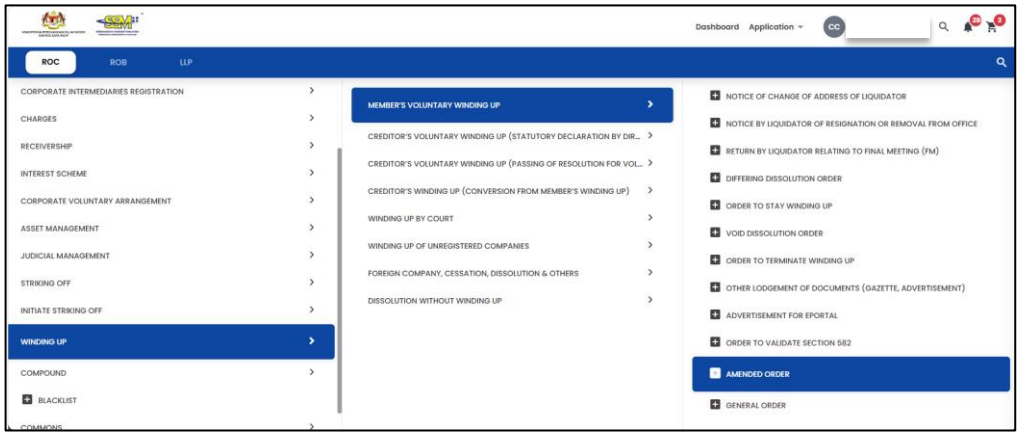
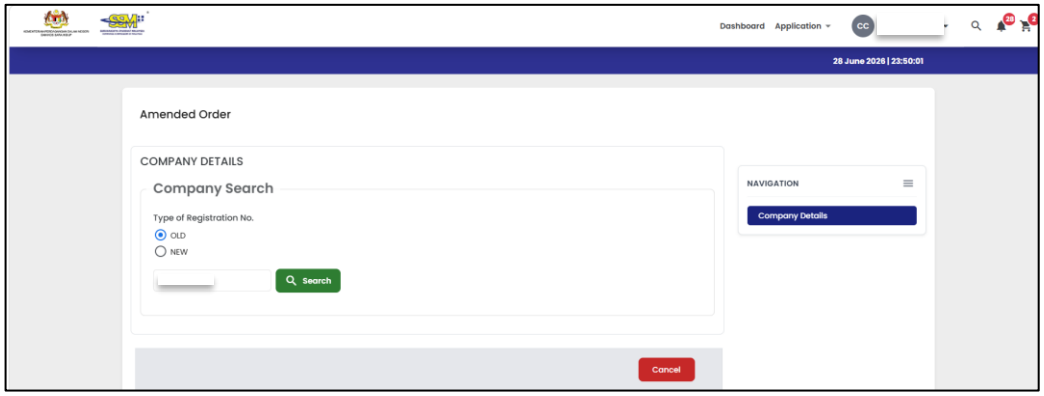
6 Upload court order document.

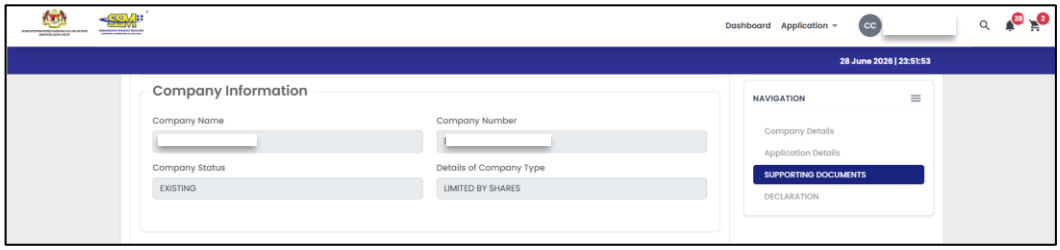
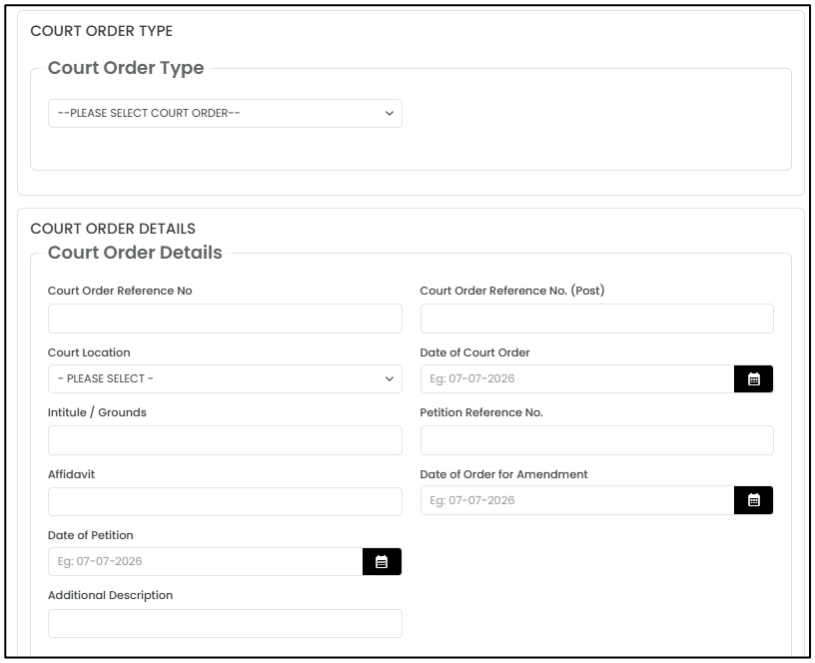


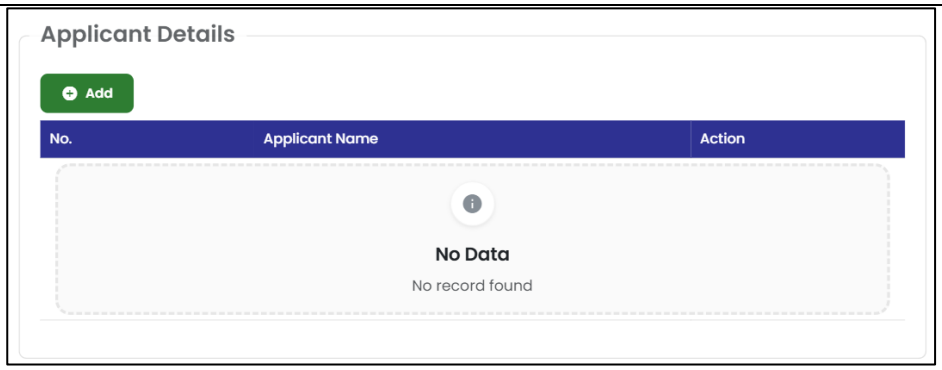
7	Upload supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.

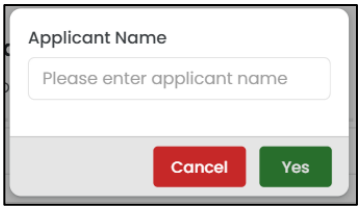
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

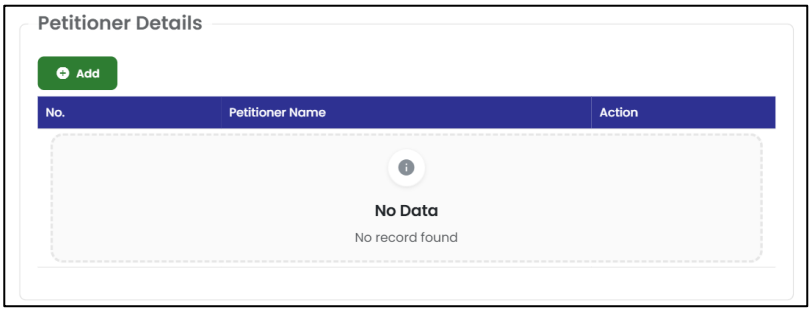
3.15 Amended Order

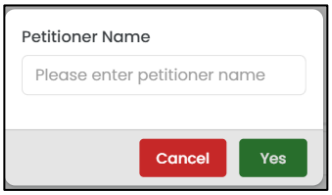
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> Amended Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

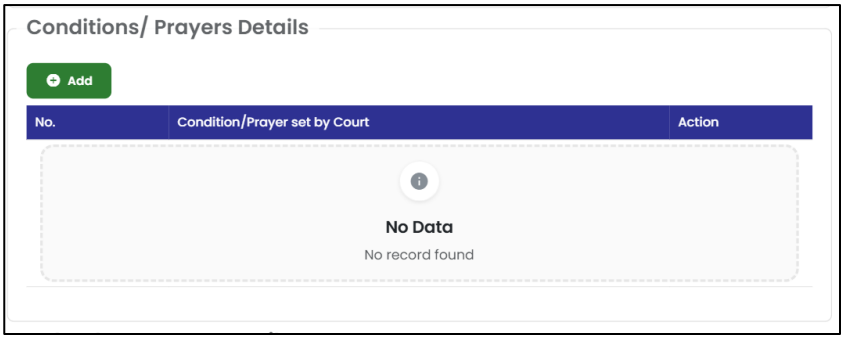
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. 
5	The user clicks the link to add court order detail if the court order reference number is not displayed at drop down to select. 
6	Select the court order type and fill court order details. 

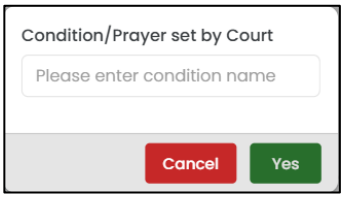




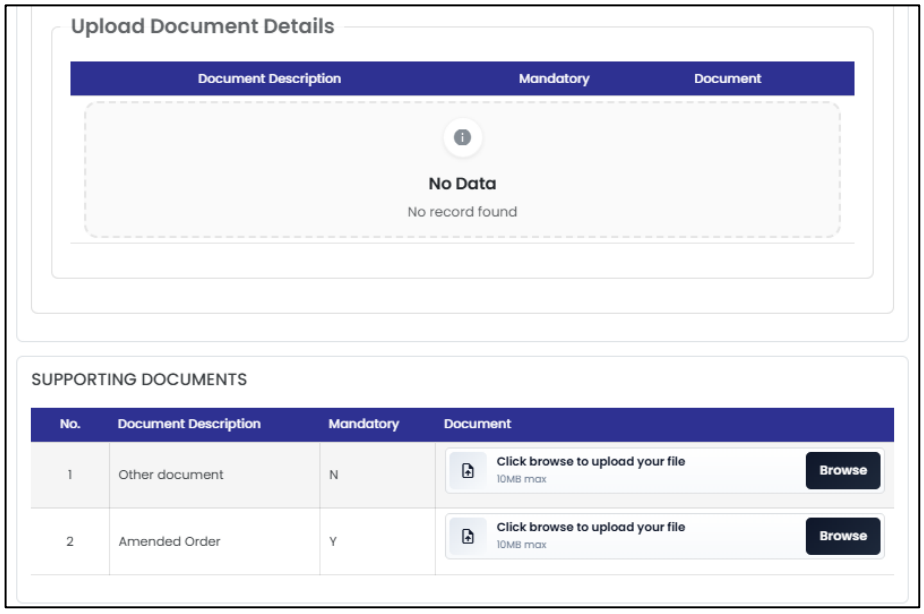
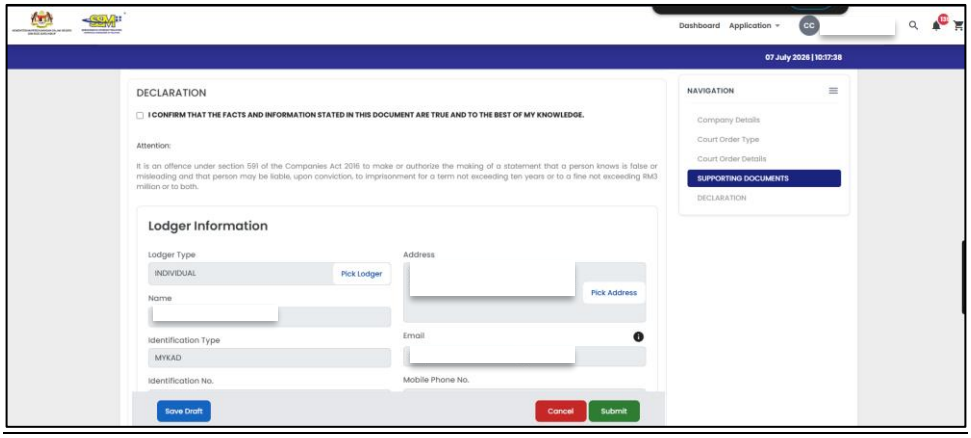
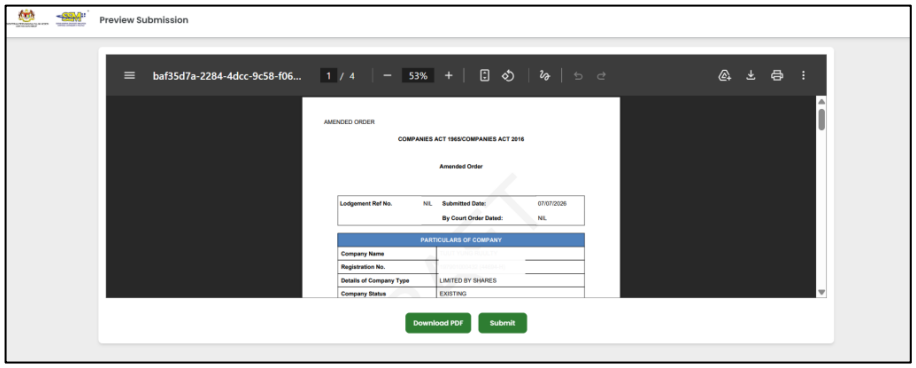


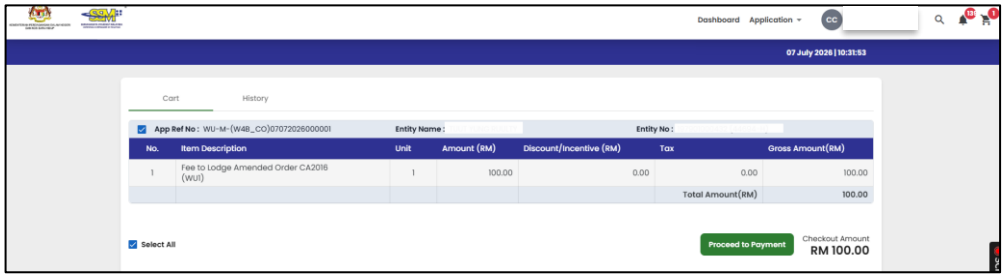
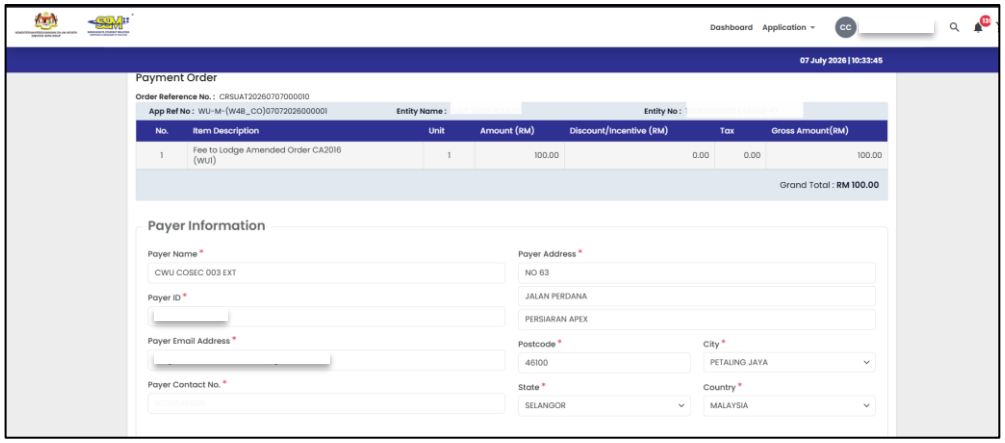
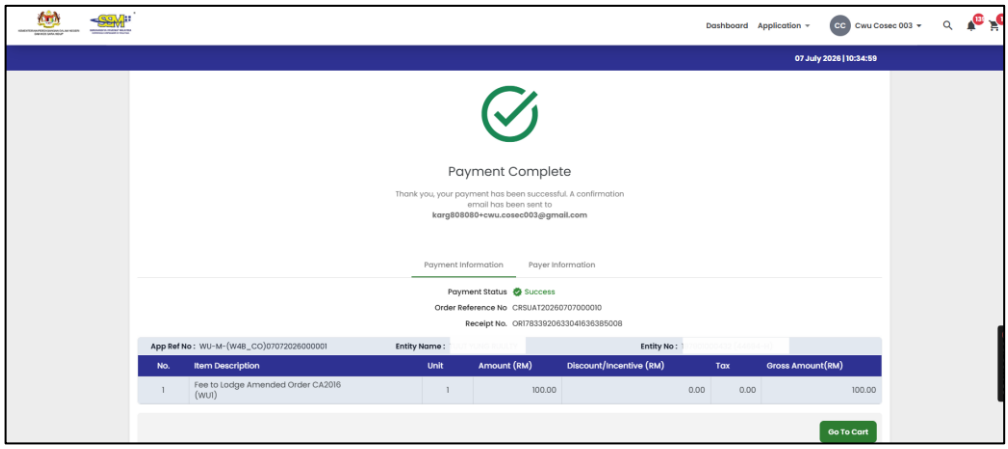
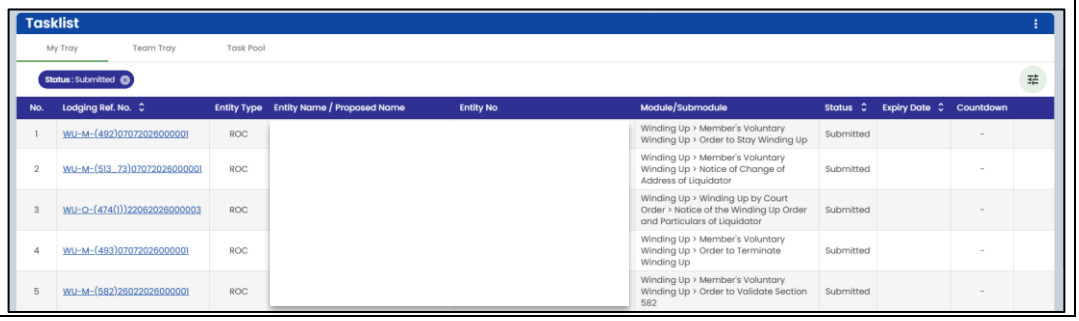


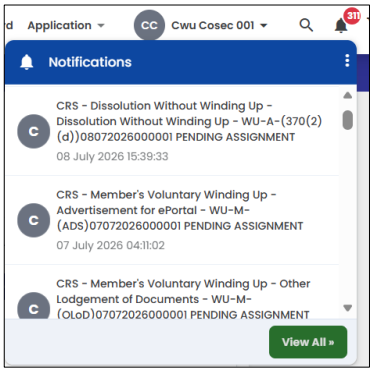




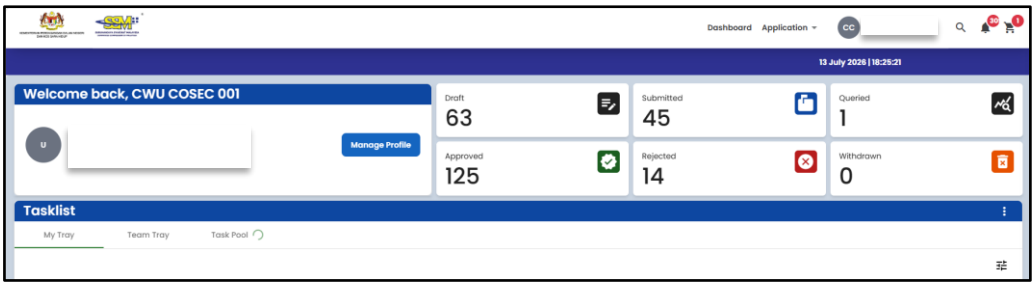
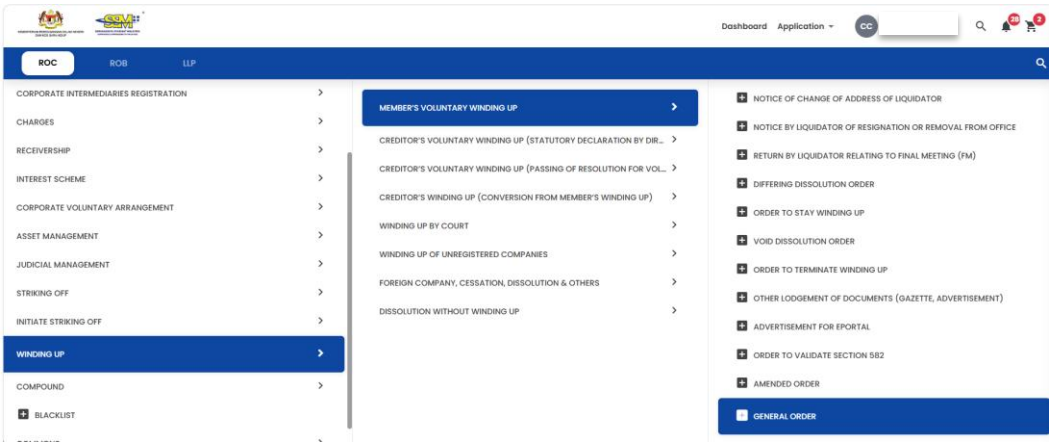
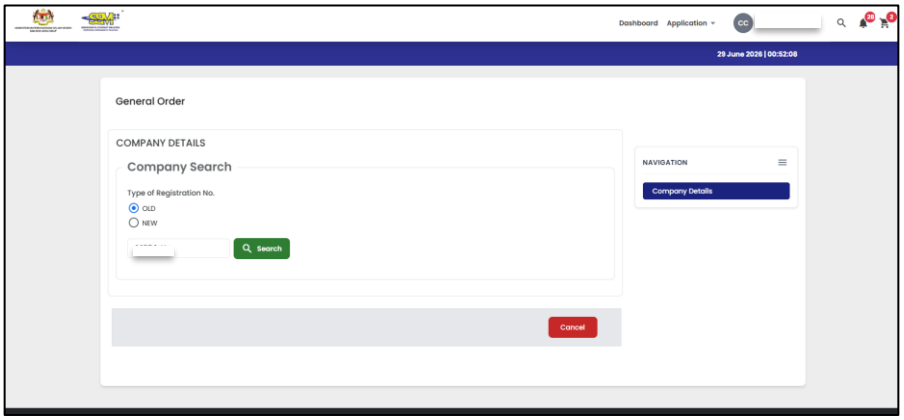
Note: Please enter **'NA'** in any mandatory field that is not applicable.

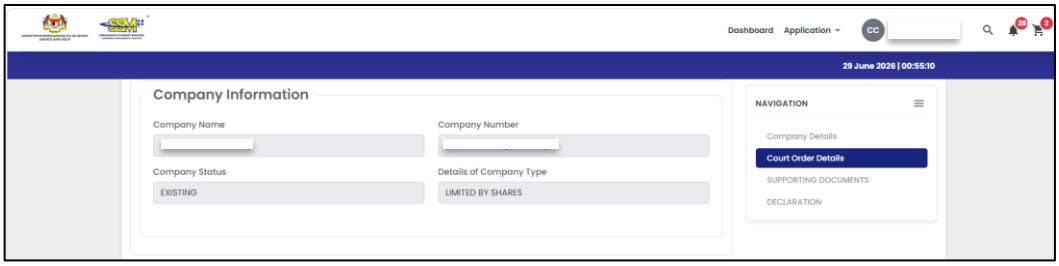
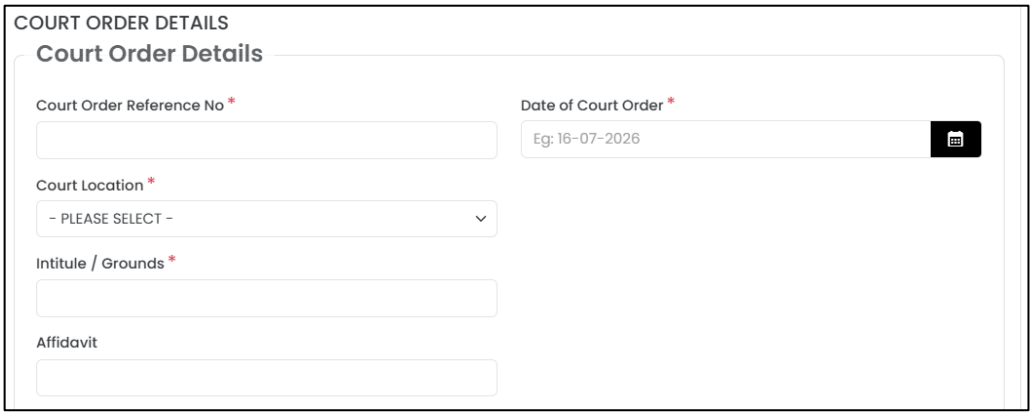
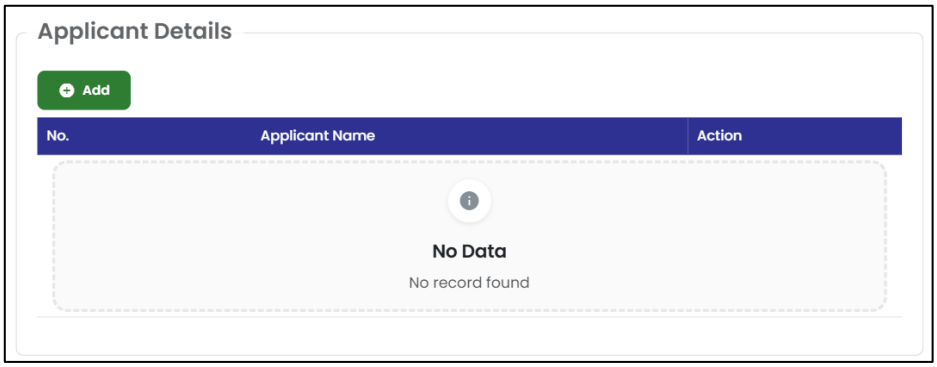
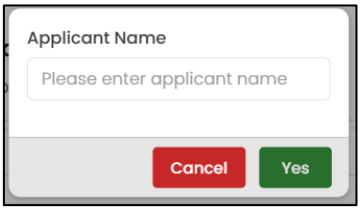
7	Upload court order details and supporting document. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

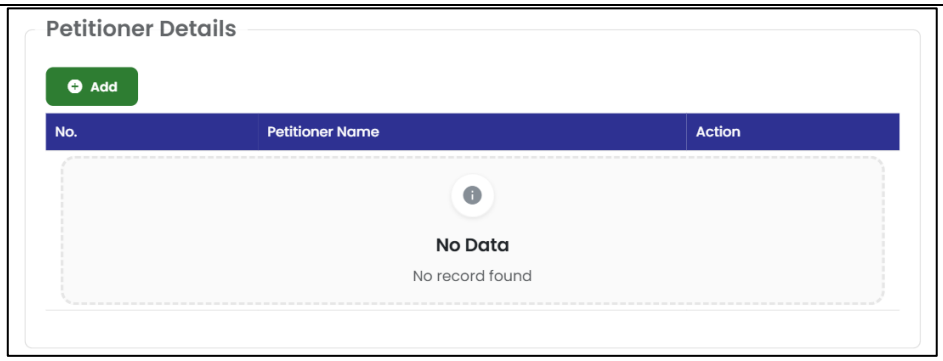
10	Make payment.   
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

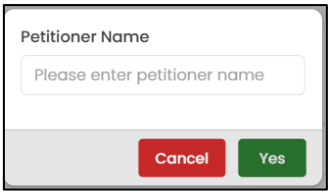
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

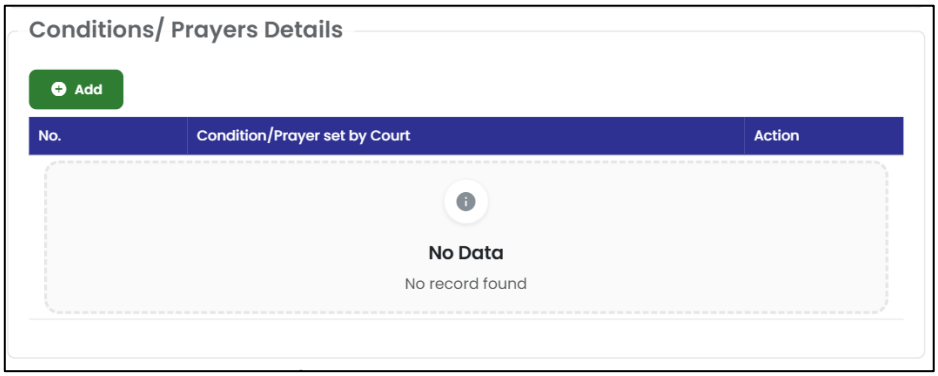
3.16 General Order

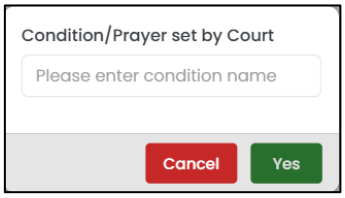
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Member's Voluntary Winding Up -> General Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. 
5	Select the court order type and fill court order details.   



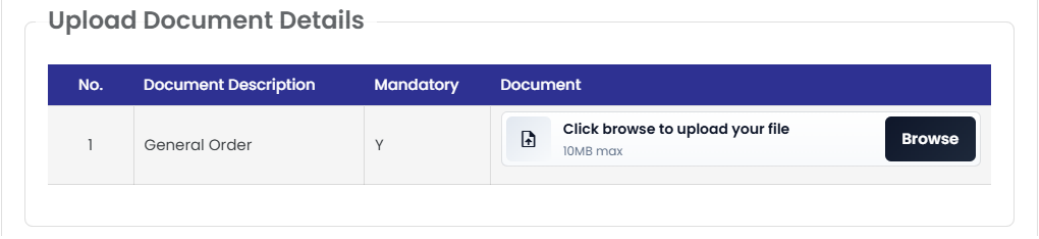


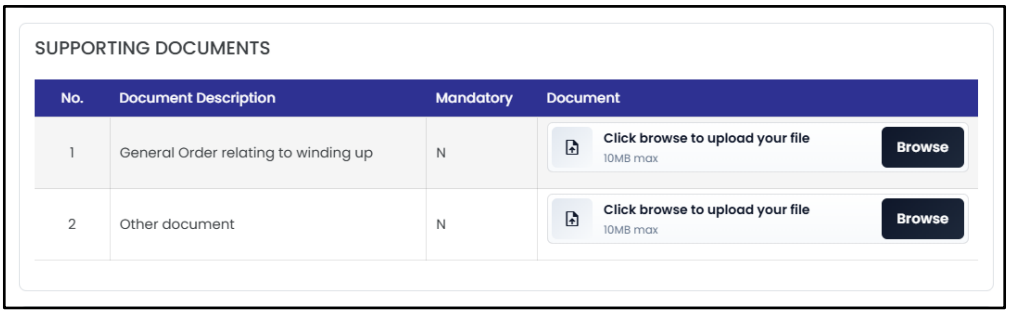
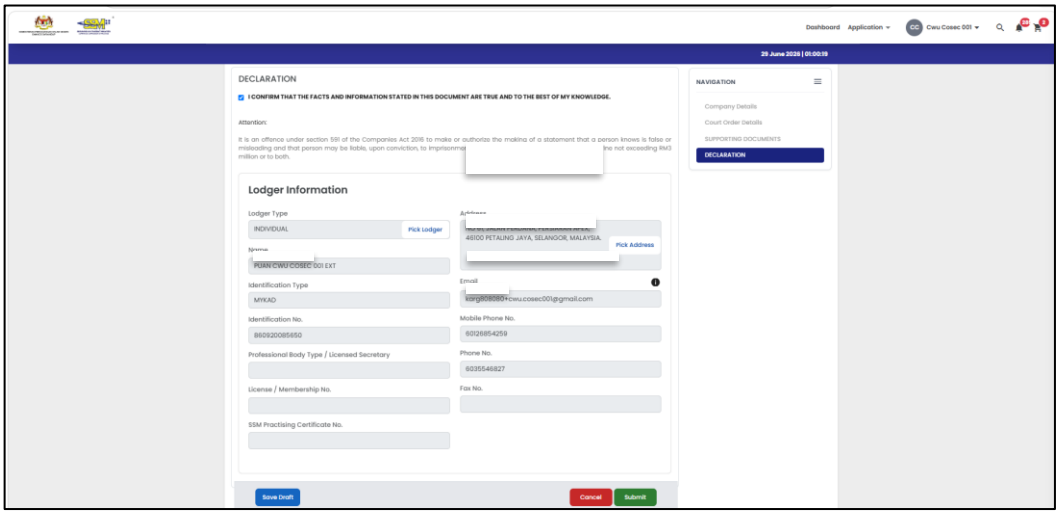
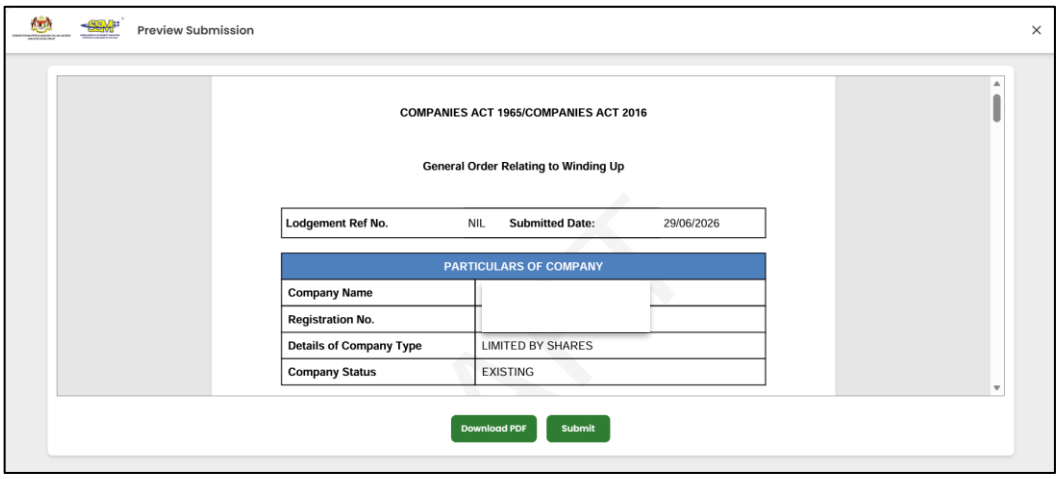


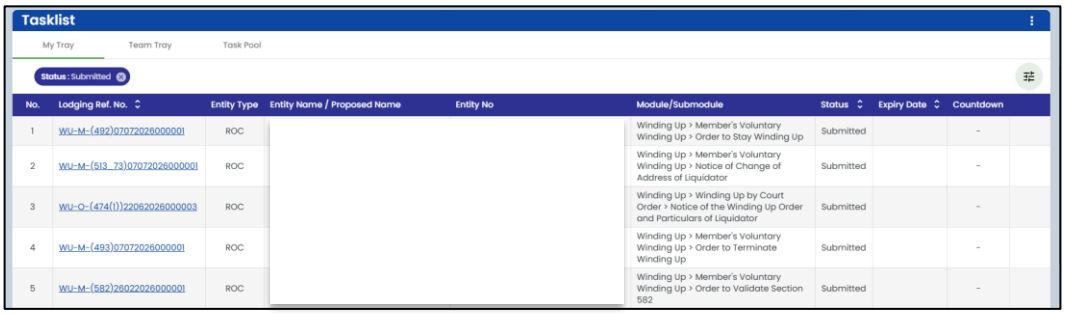
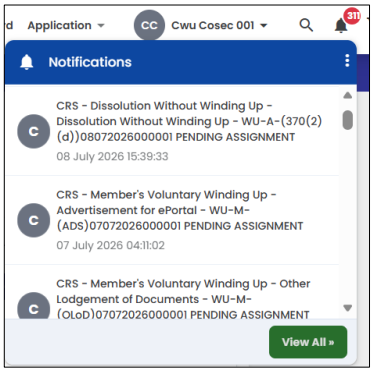


Note: Please enter **'NA'** in any mandatory field that is not applicable.

6 Upload Court Order document.

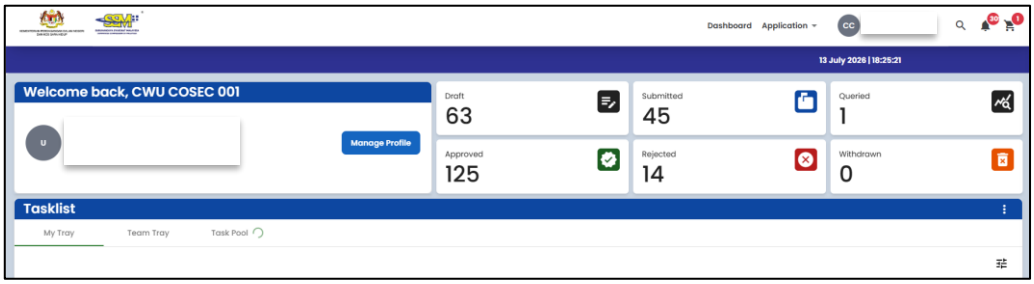
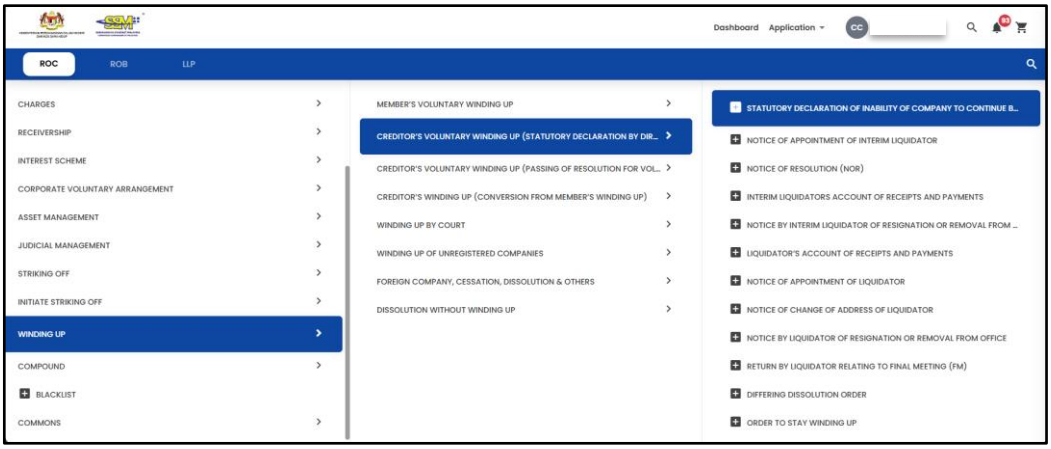


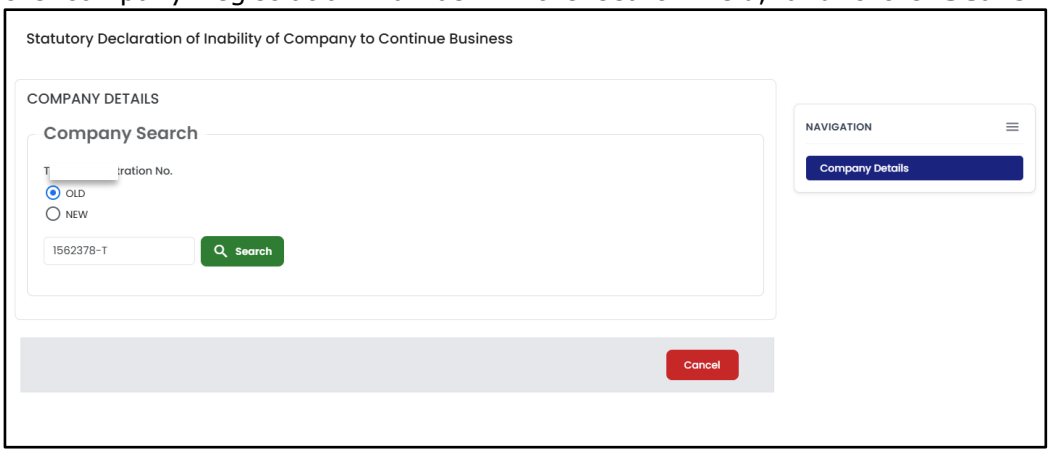
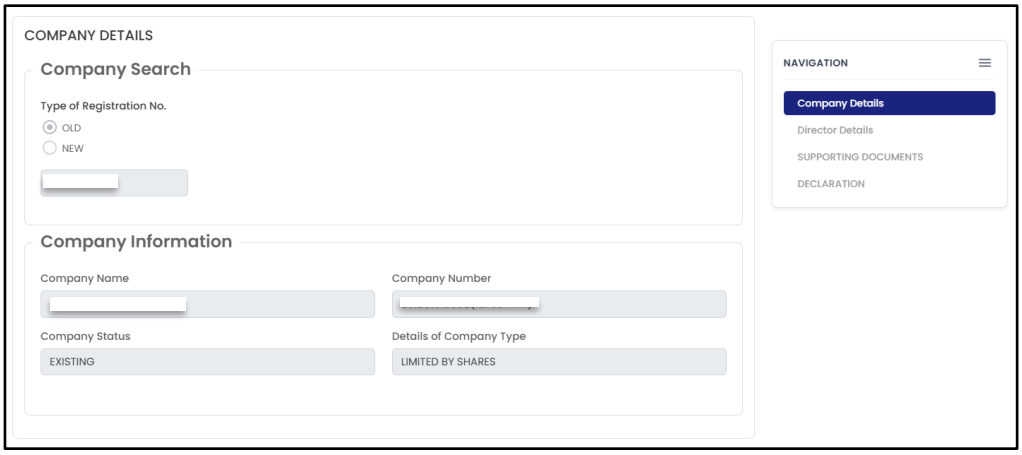
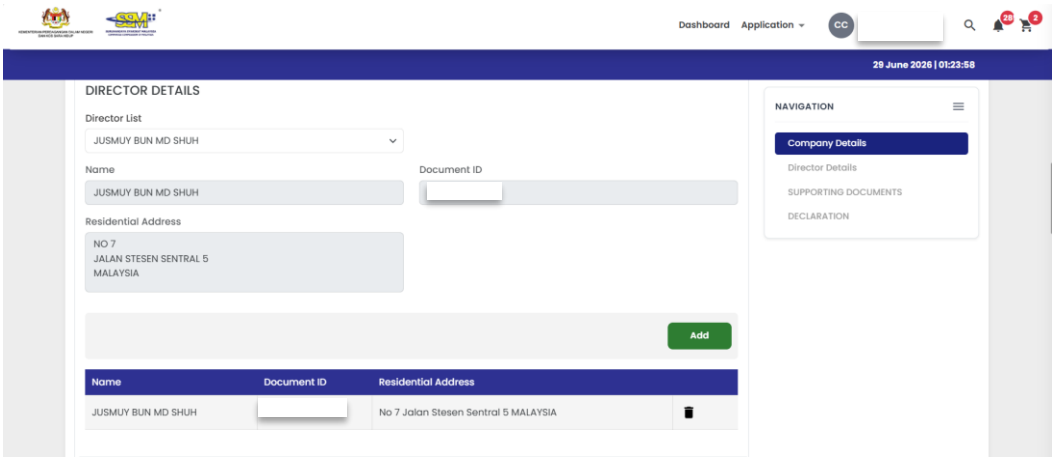
7	Upload Supporting Document. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox.  Click **Submit** button.
9	Click on **Download PDF** button. Then click on **Submit & Make Payment** button. 
10	Submit the lodgement.

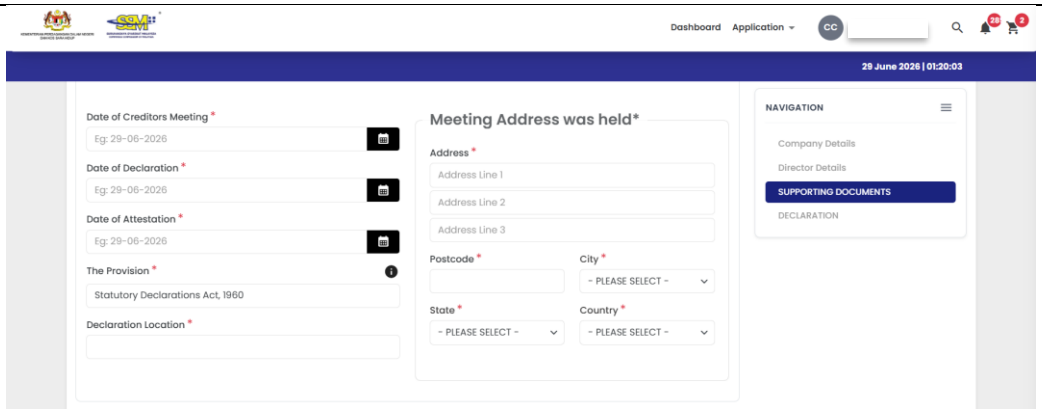
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

4. [WU2] Creditor's Voluntary Winding Up (Statutory Declaration by Directors)

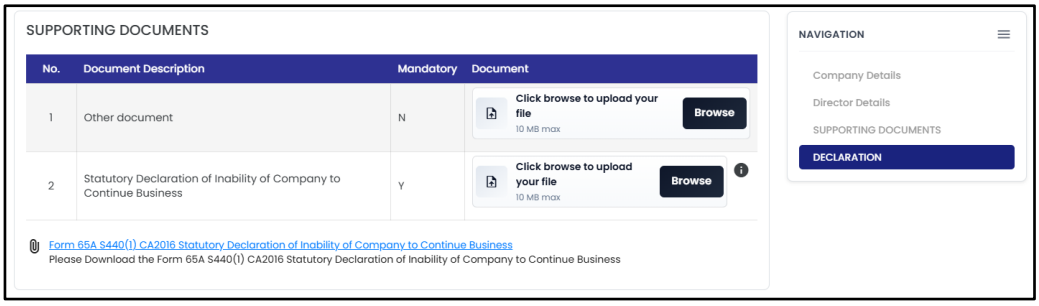
4.1 Statutory Declaration of Inability of Company to Continue Business

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Statutory Declaration of Inability of Company to Continue Business.** 

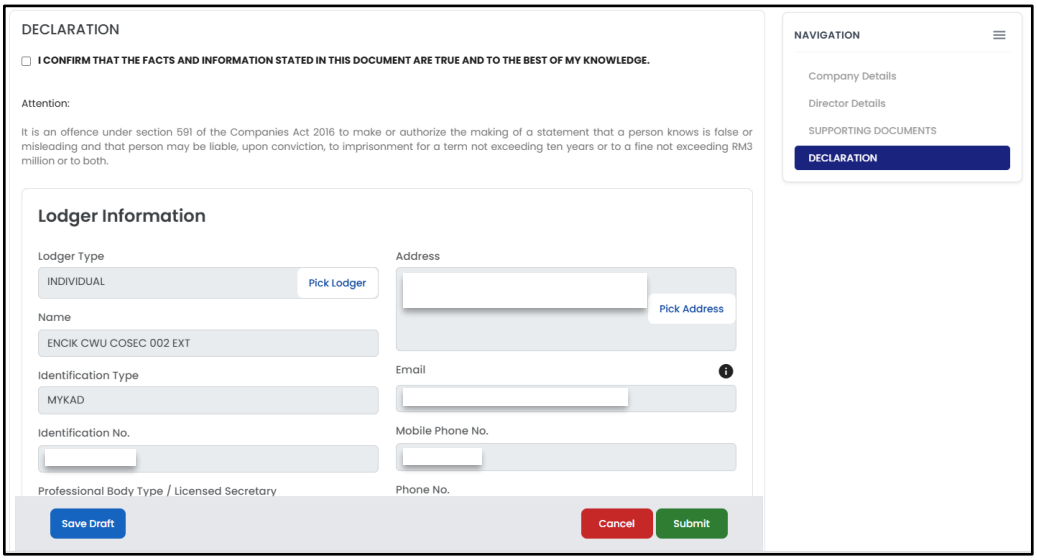
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search**. 
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company status Existing. 
5	The user is to fill up the **Director Details** and **Meeting Details.** 

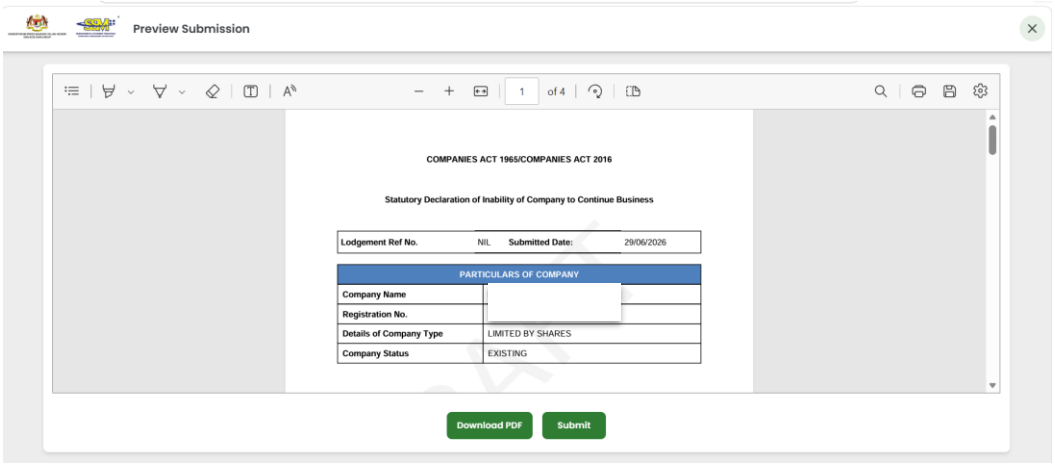
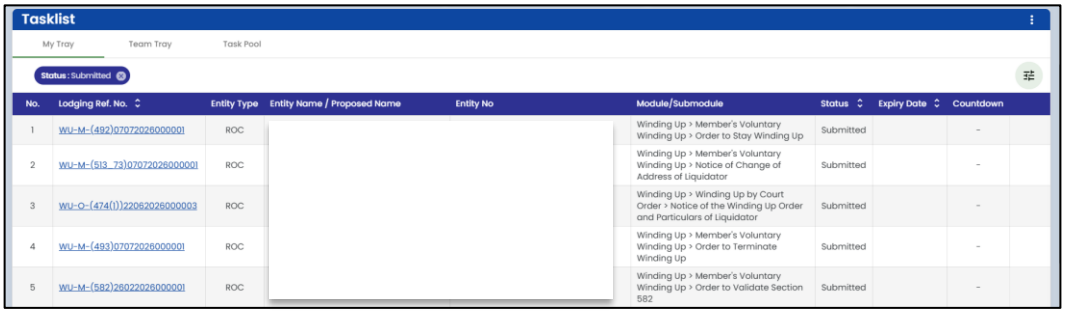
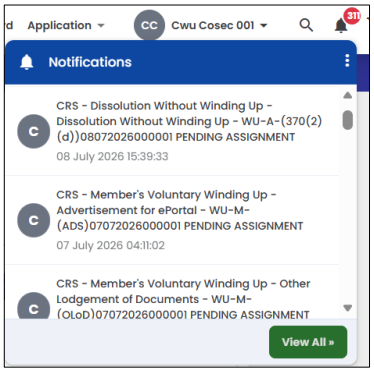


6 Upload the document and all necessary supporting documents.

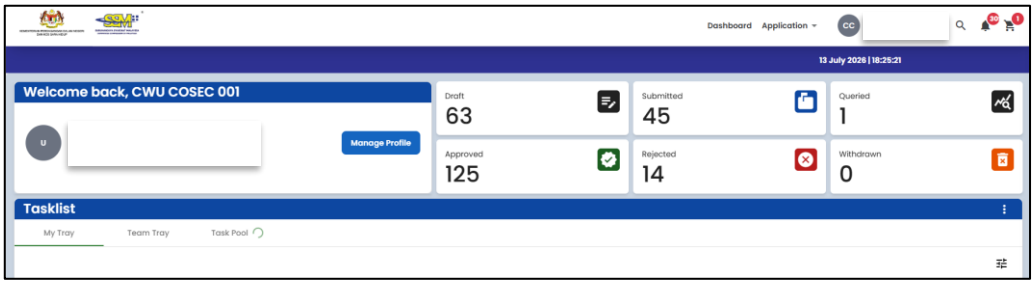
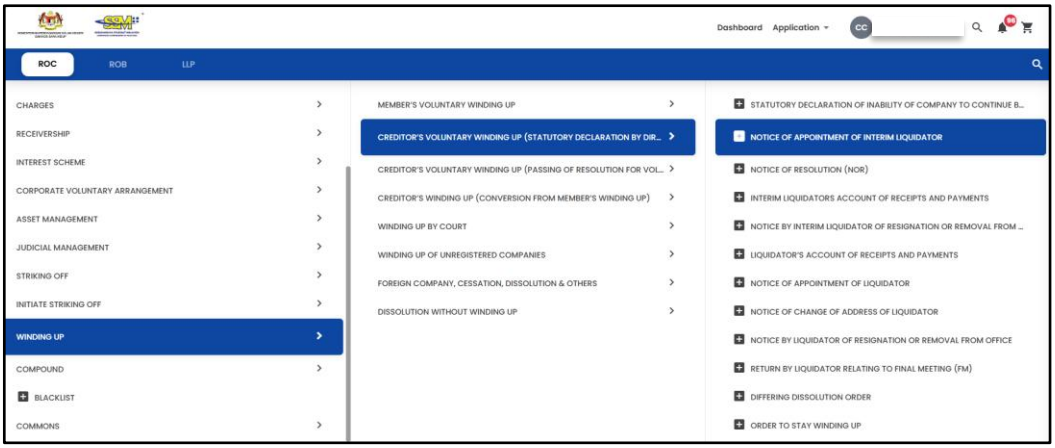


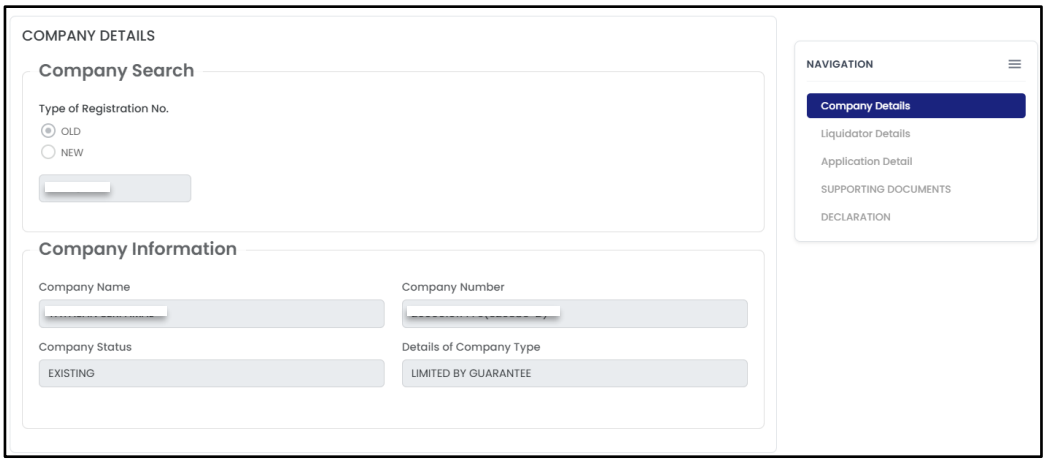
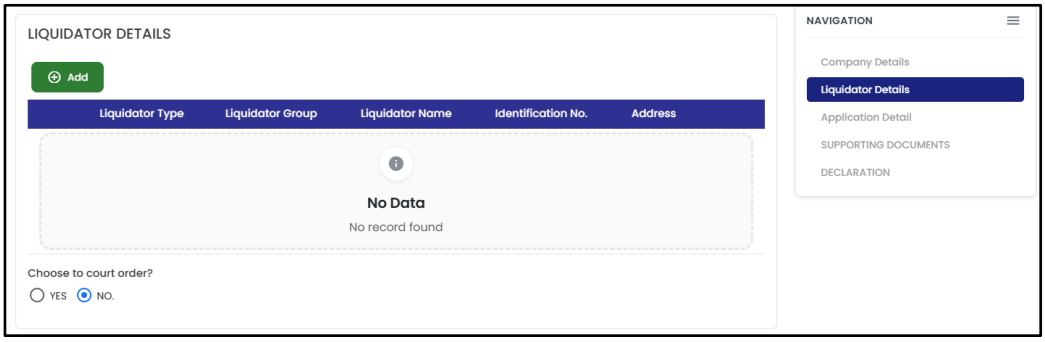
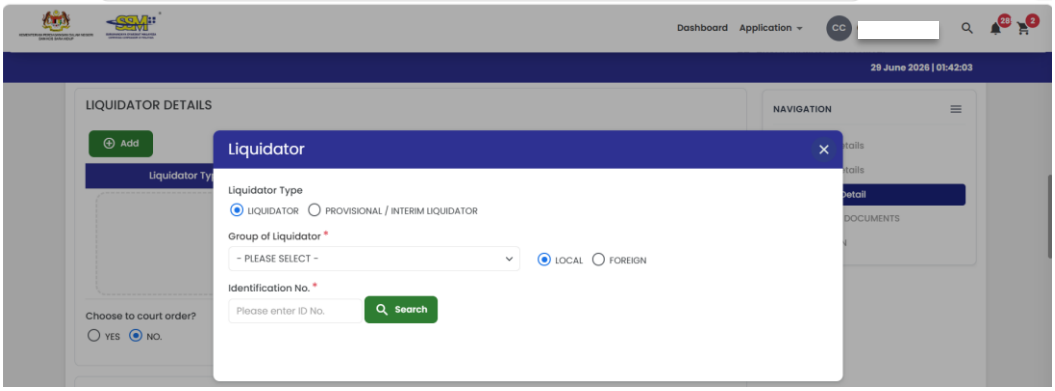
7 To confirm your consent, please tick the 'General Declaration Statement' checkbox.

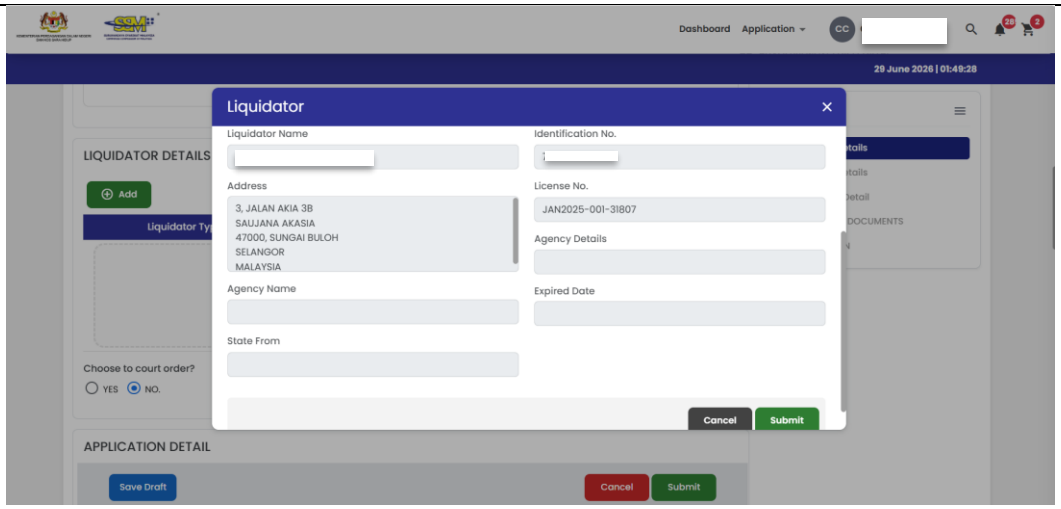
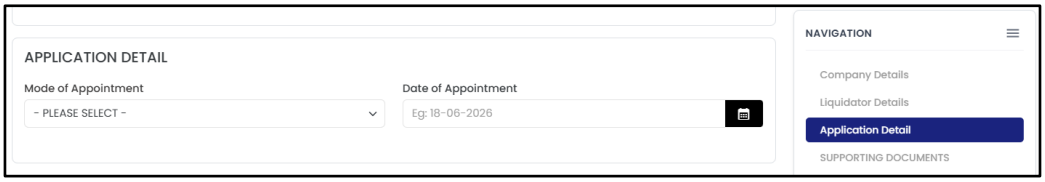
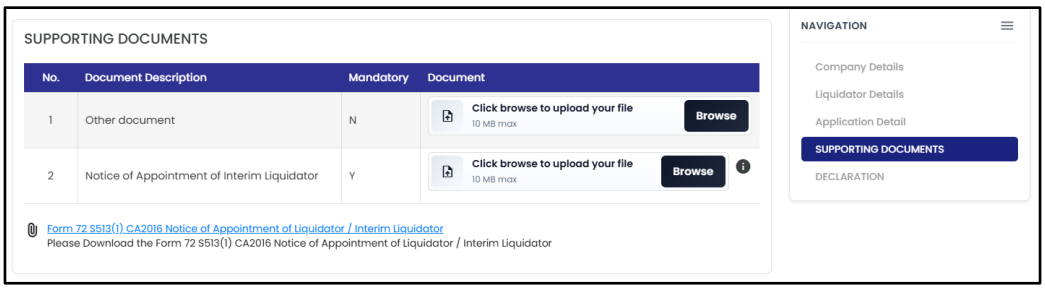


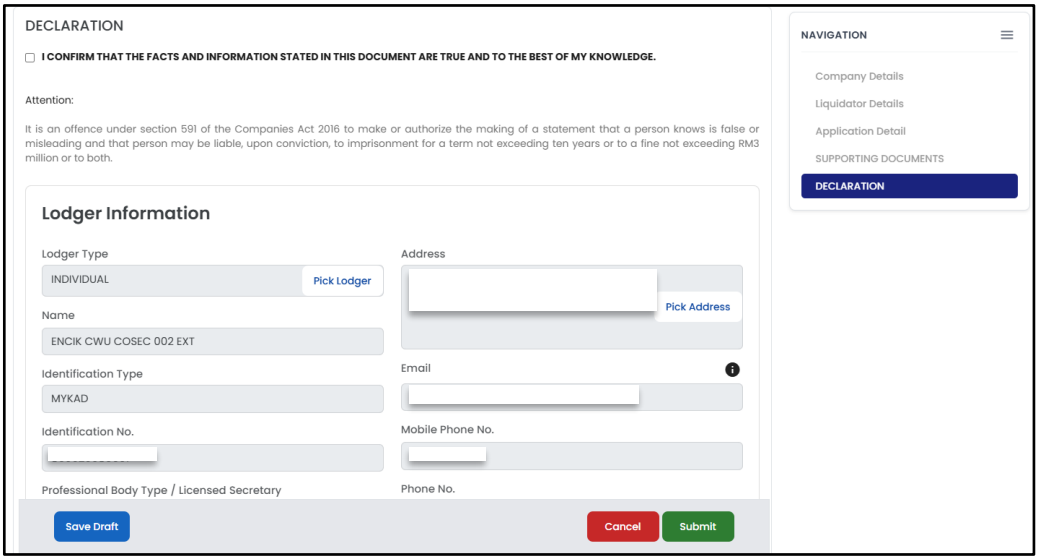
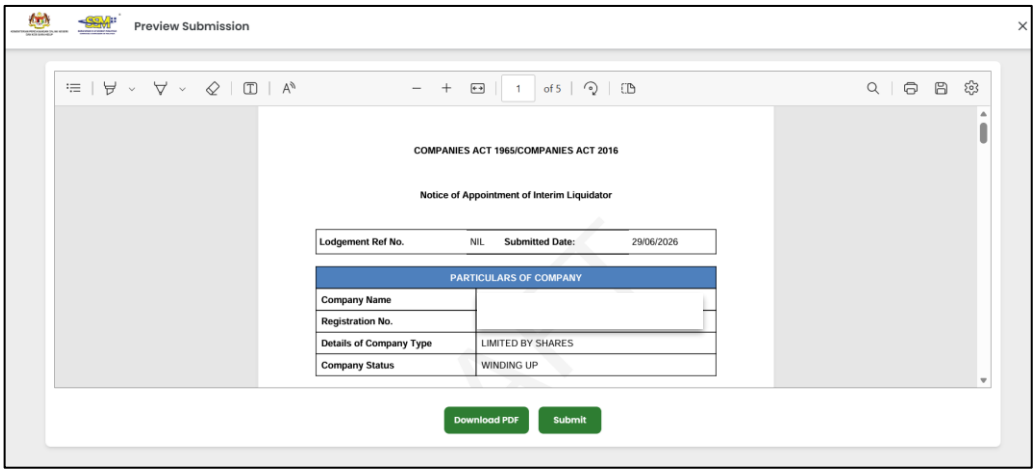
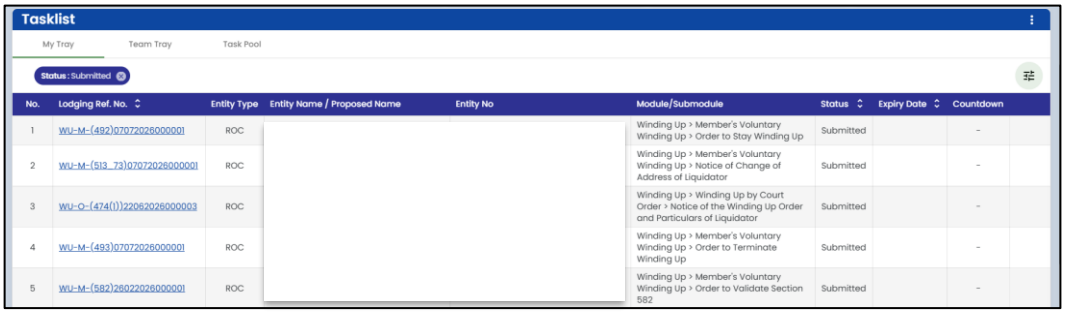
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  **Note:** Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

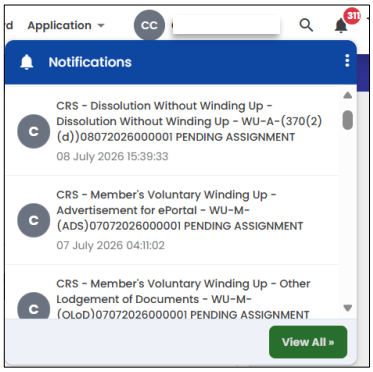
4.2 Notice of Appointment of Interim Liquidator

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Notice of Appointment of Interim Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

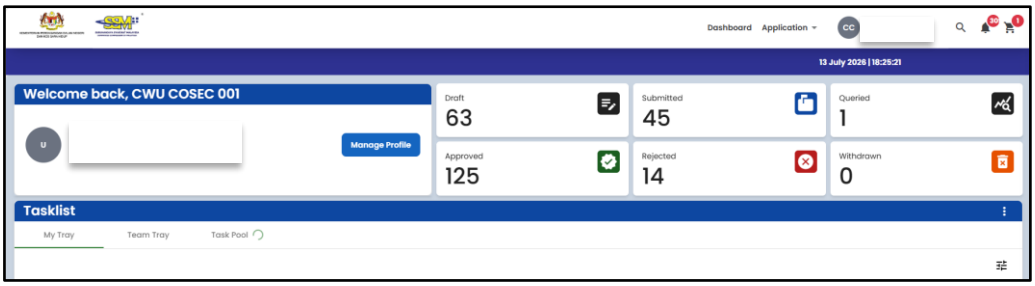
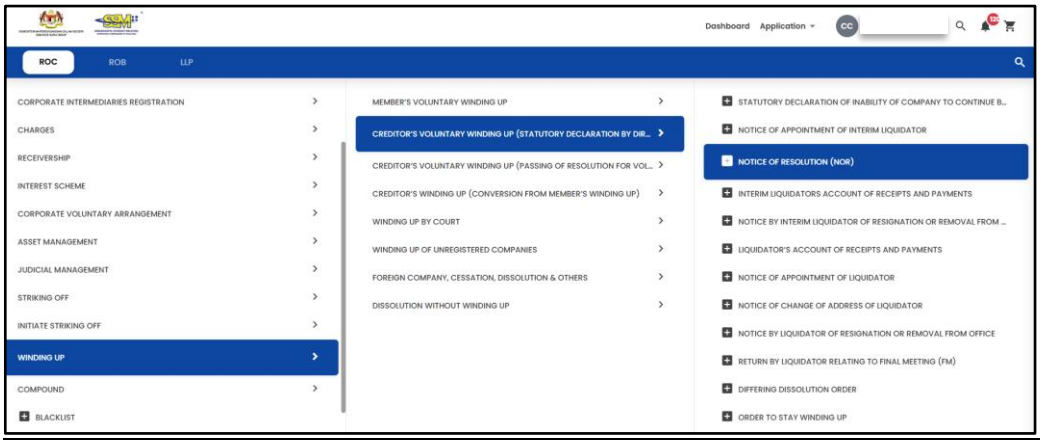
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company status is Winding Up (Creditors) /Existing status. 
5	The user adds the relevant liquidator info for **Liquidator Details.**  

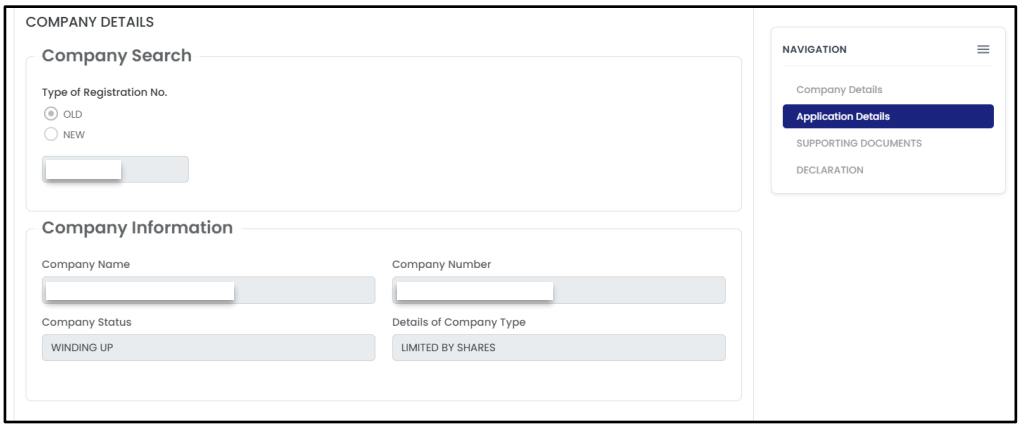
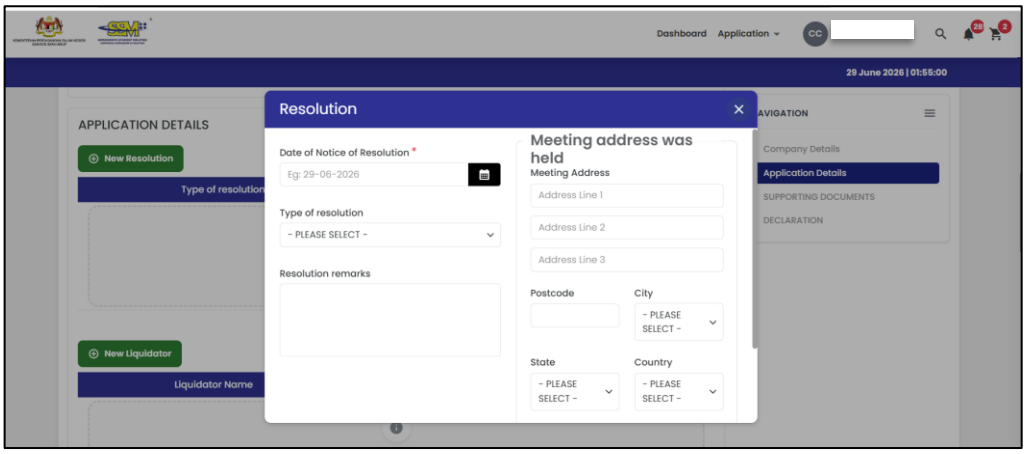
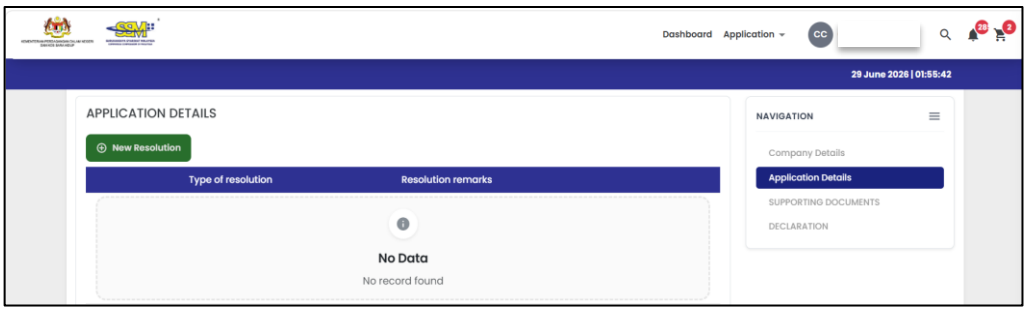
<table>
<tr><td></td><td> 
</td></tr>
<tr><td>6</td><td>The user needs to fill up the relevant fields for Application Details.
 
</td></tr>
<tr><td>7</td><td>Upload supporting documents (signed Notice of Appointment of Interim Liquidator).
 
</td></tr>
</table>

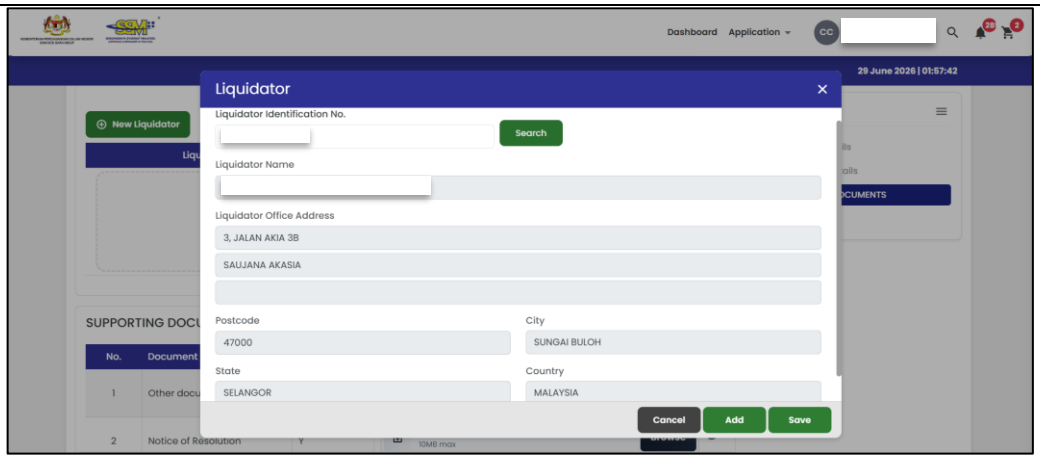
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

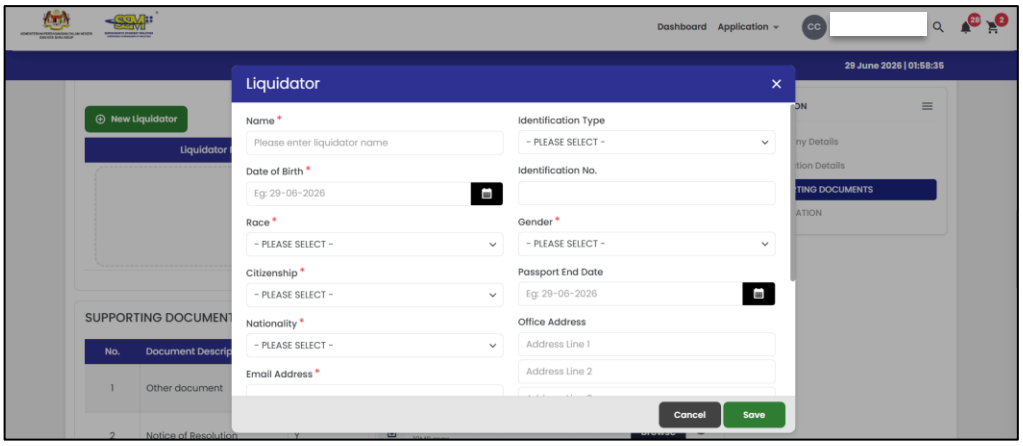
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

4.3 Notice of Resolution

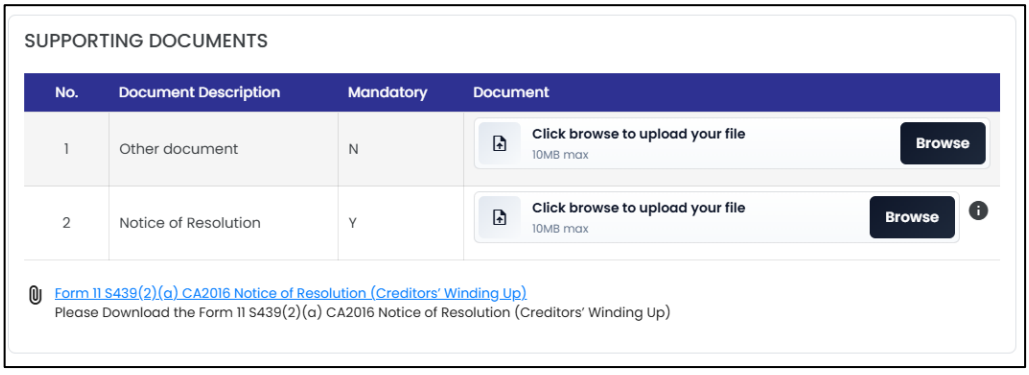
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Notice of Resolution.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

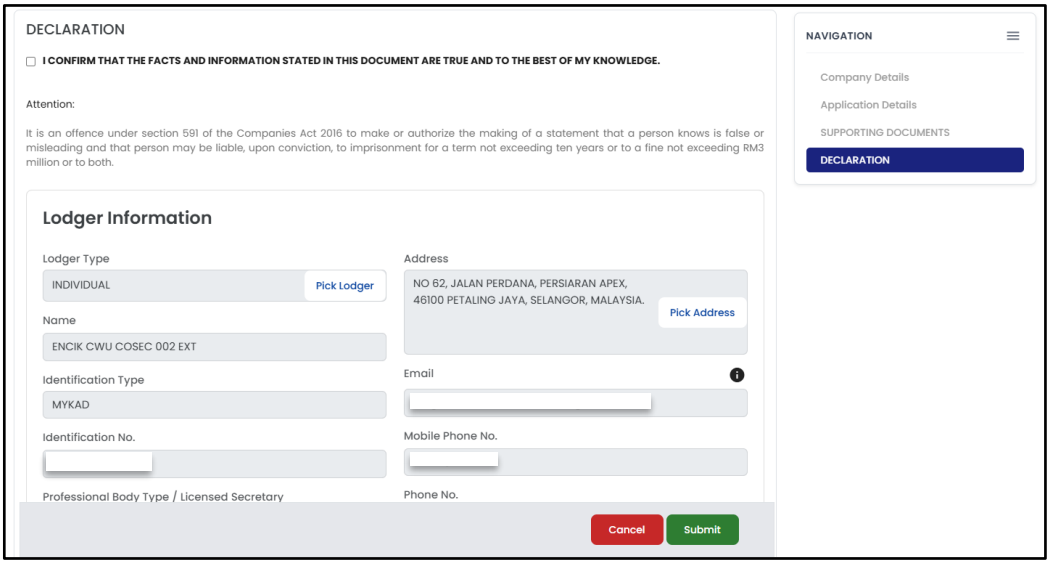
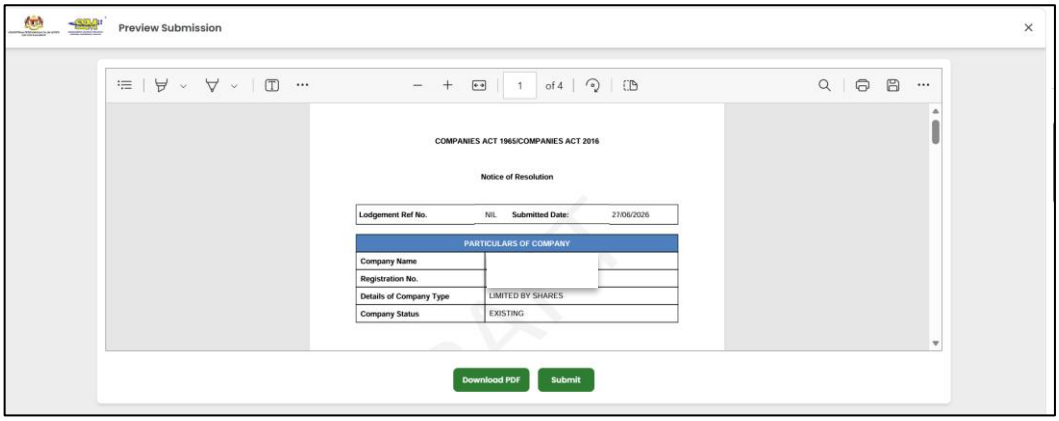
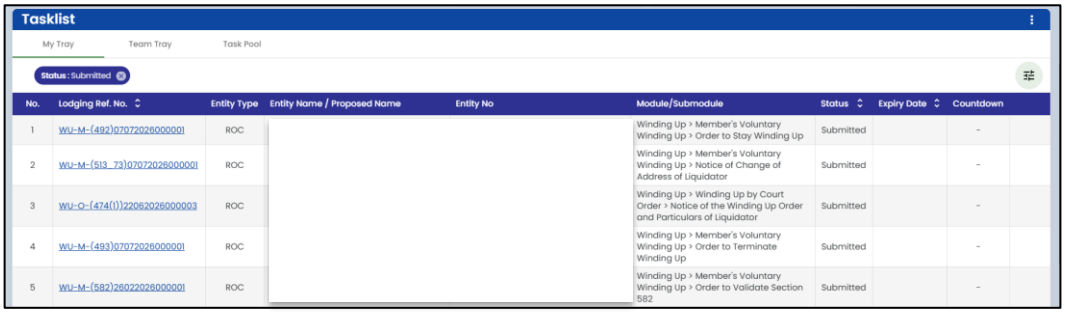
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company status is Winding Up (Creditors) status. 
5	The user fills up the relevant fields for **Application Details.**  

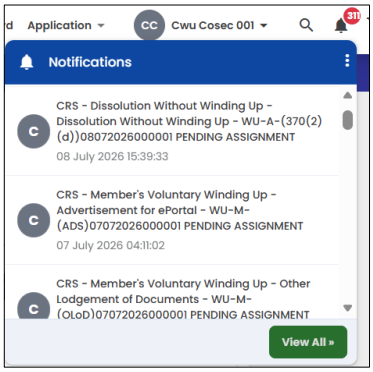




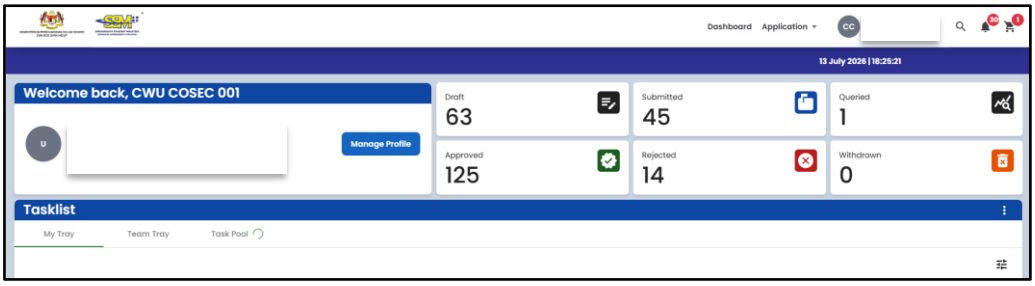
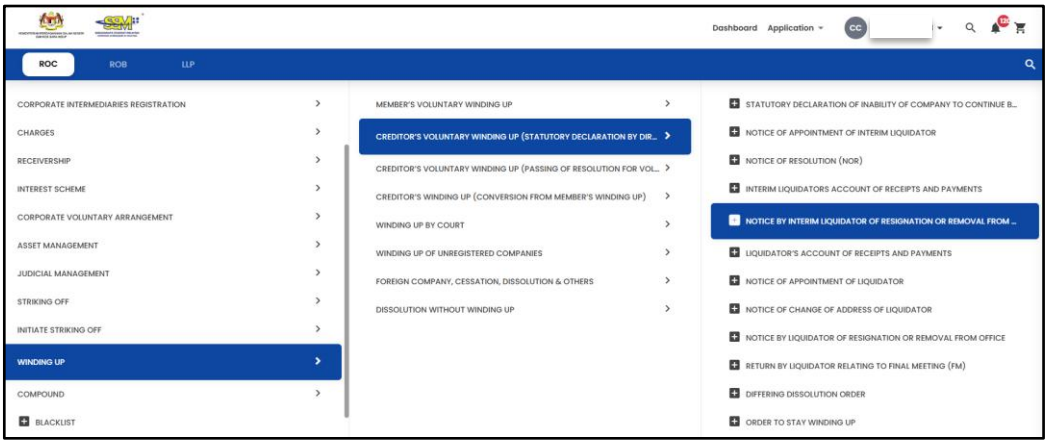
6 Upload supporting documents (signed Notice of Resolution).

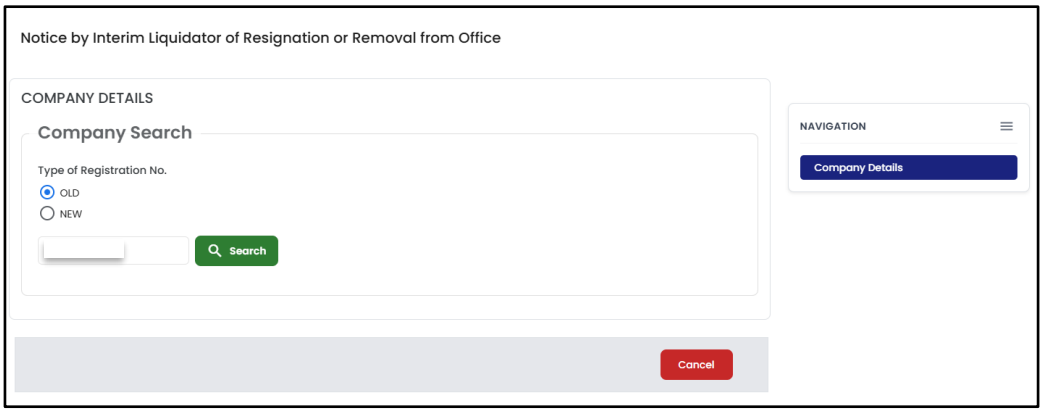
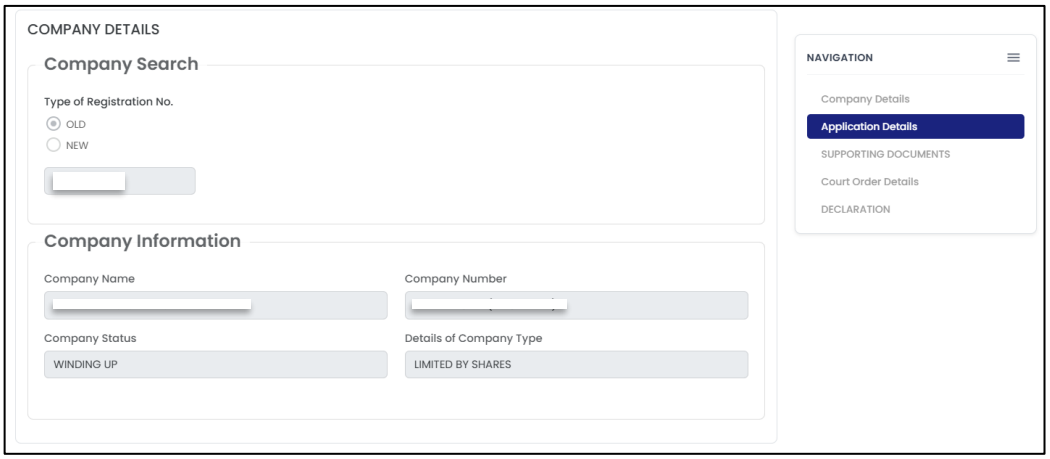
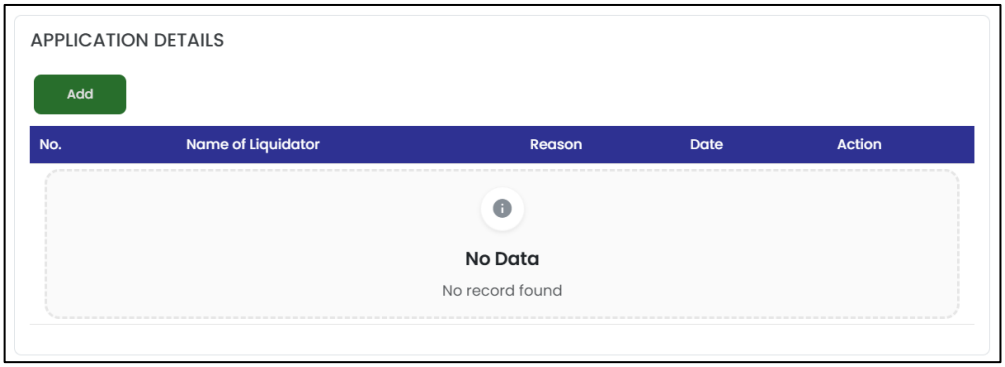


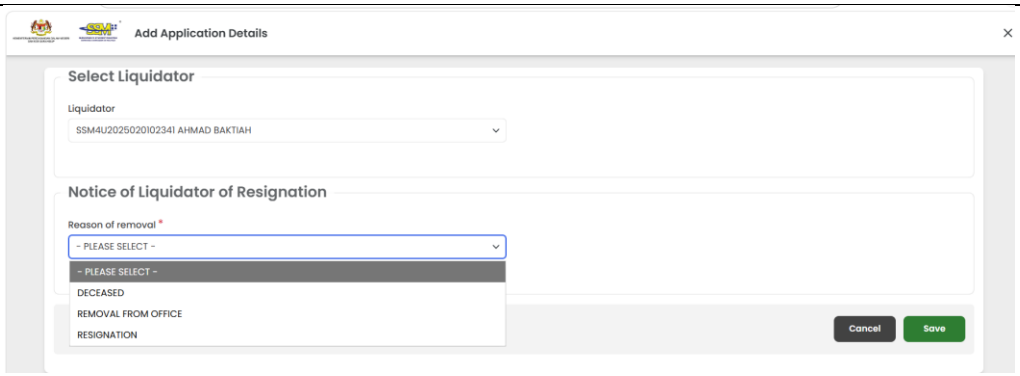
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	The user reviews the **pre-submission** summary and clicks to **download** in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

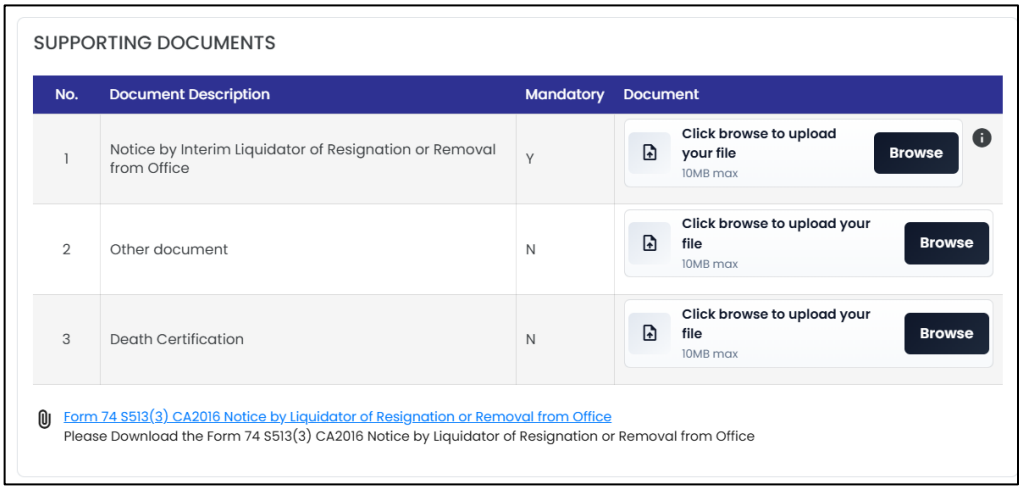
4.4 Notice by Interim Liquidator of Resignation or Removal from Office

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Notice by Interim Liquidator of Resignation or Removal from Office.** 

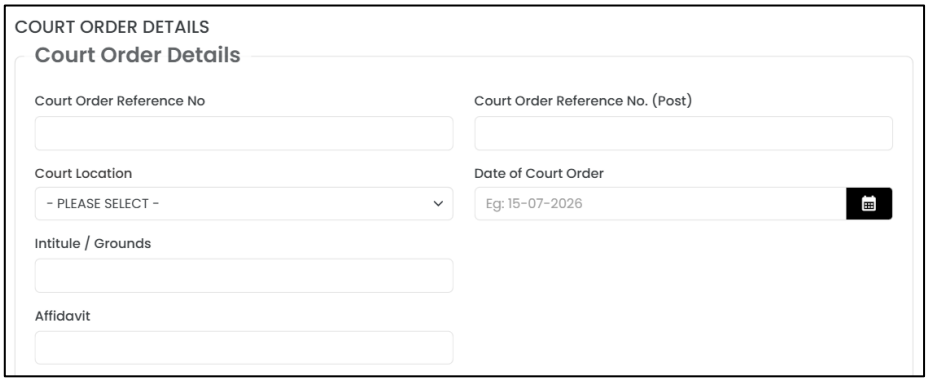
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditors) status with active Interim Liquidator. 
5	The user to fill up the Application details. Click **Add** button to add Liquidator  Select reason of removal.

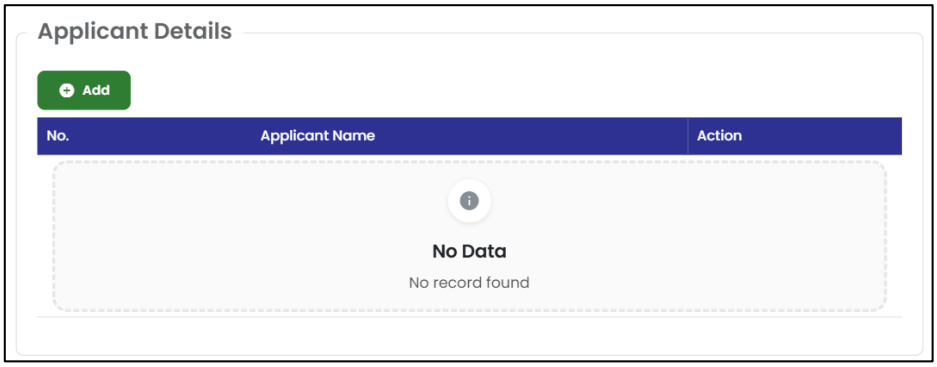


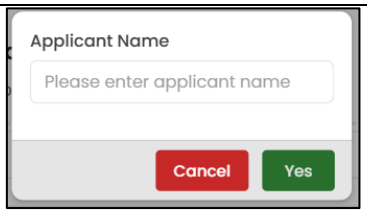
6 Upload Supporting Document.

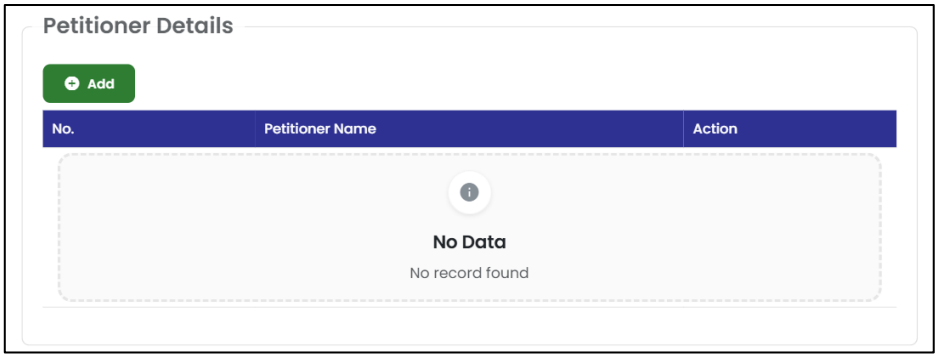


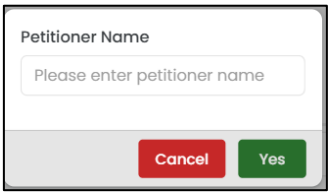
7 The user to fill up the relevant fields for **Court Order Details.**

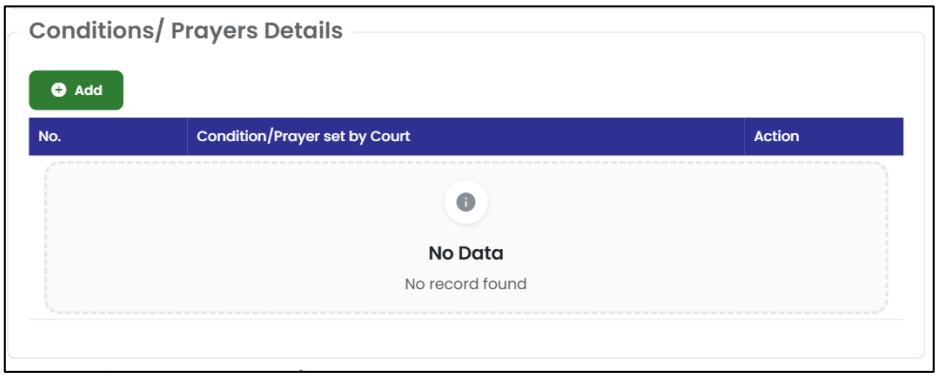


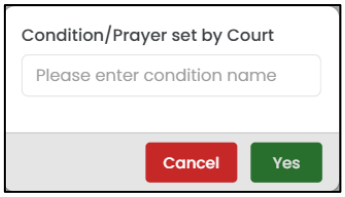




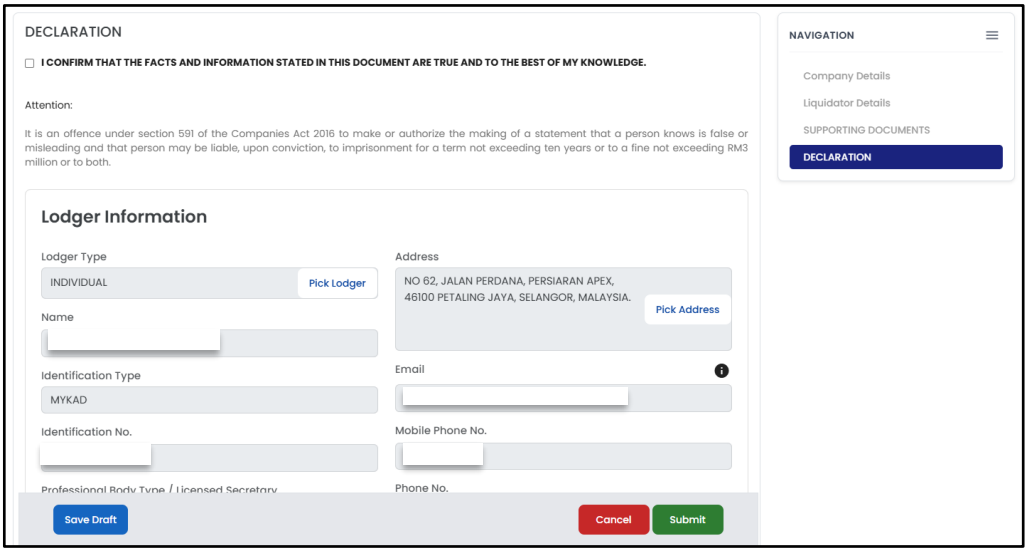
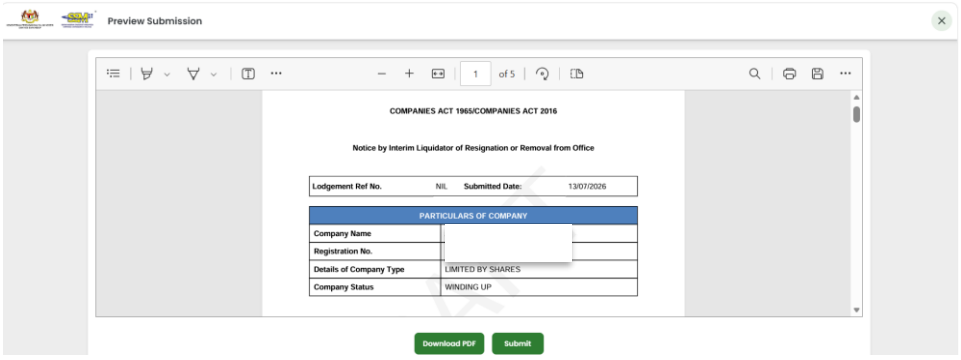
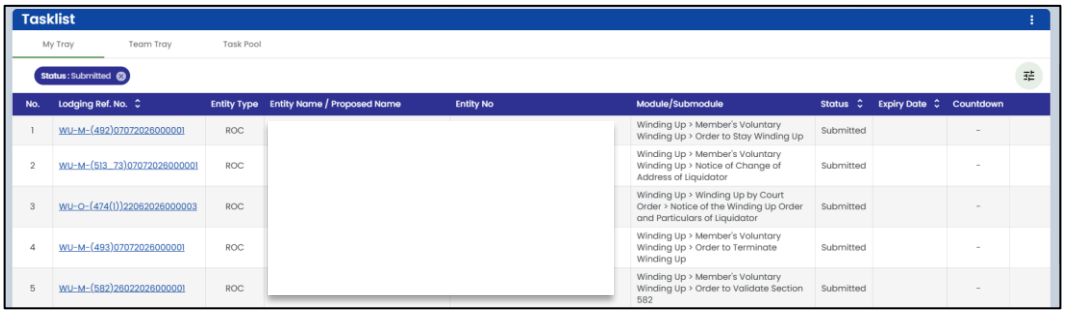


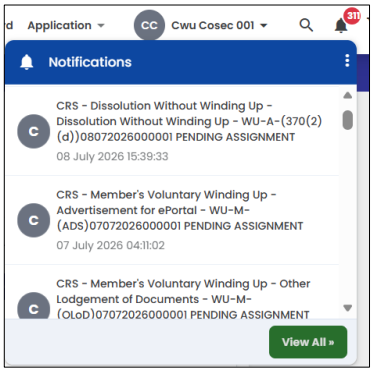




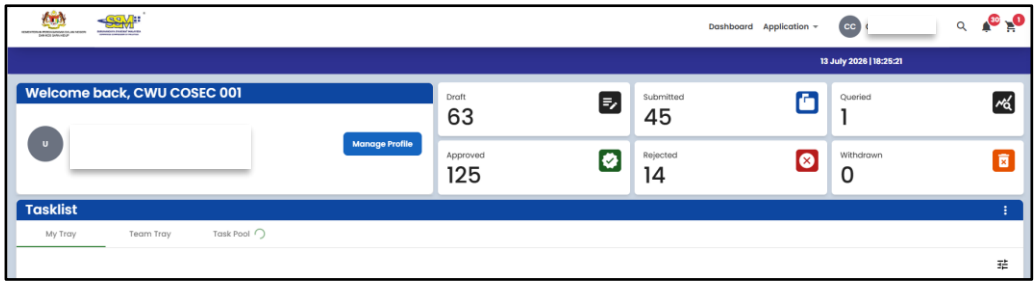
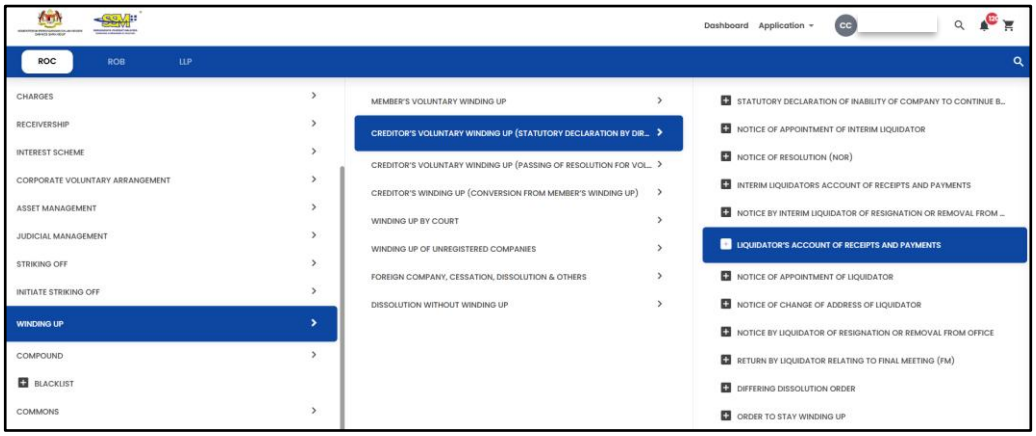
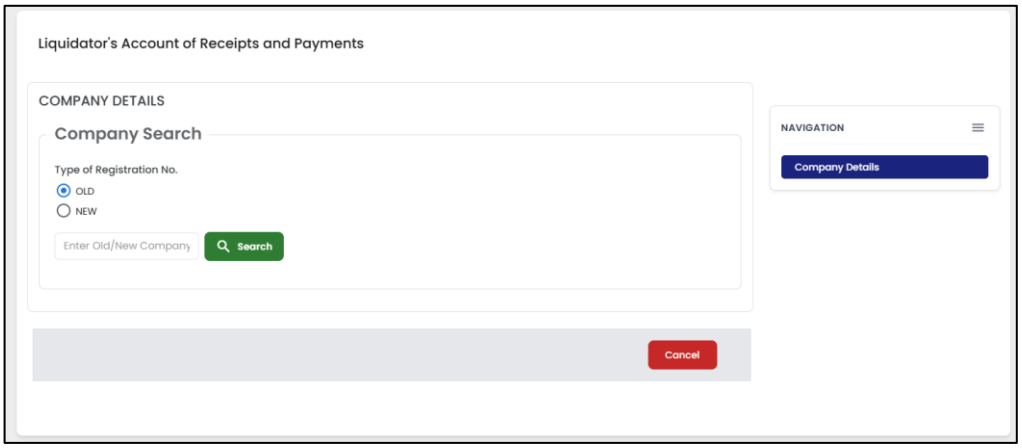


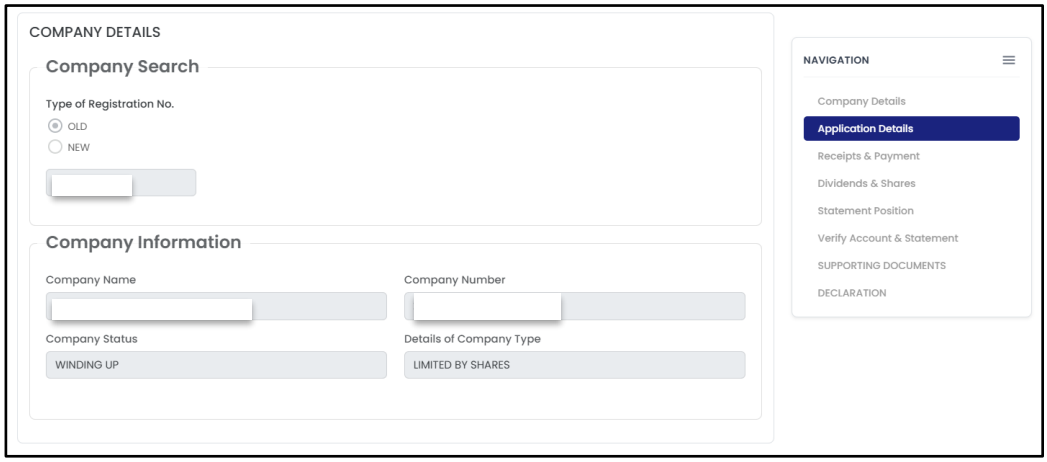
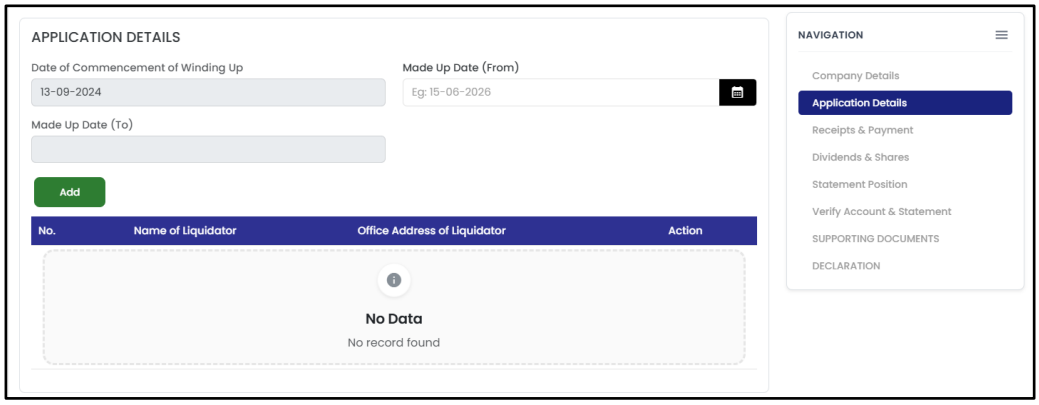
Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

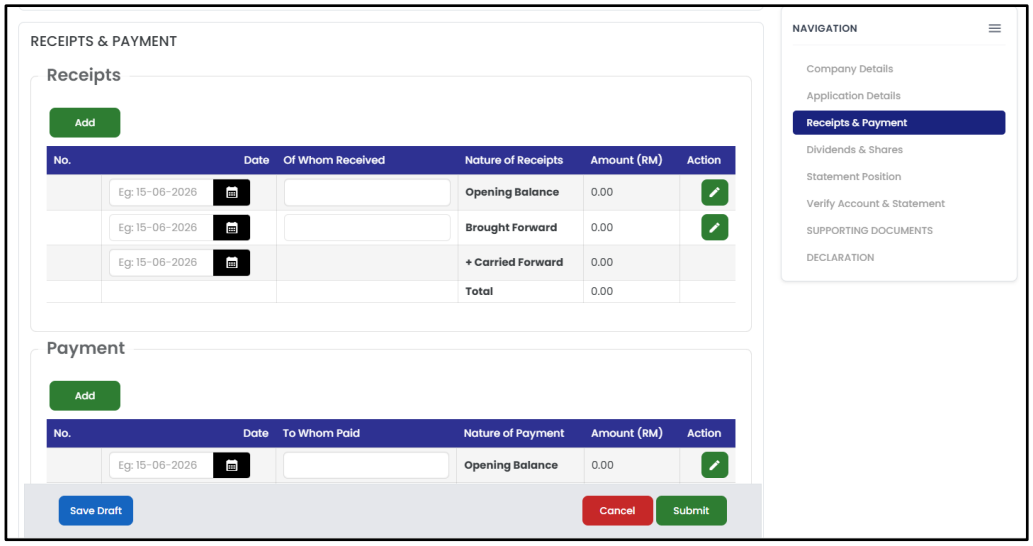
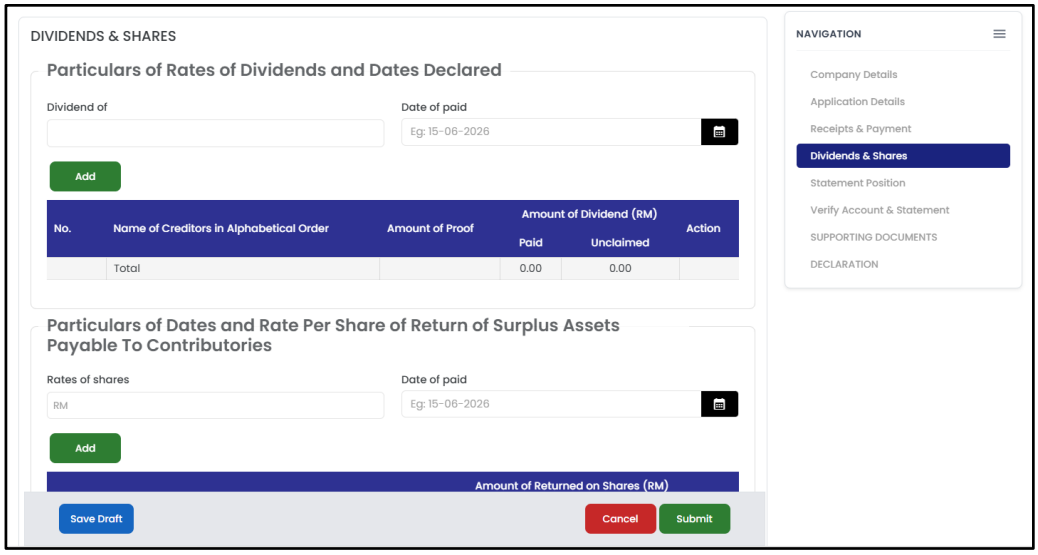
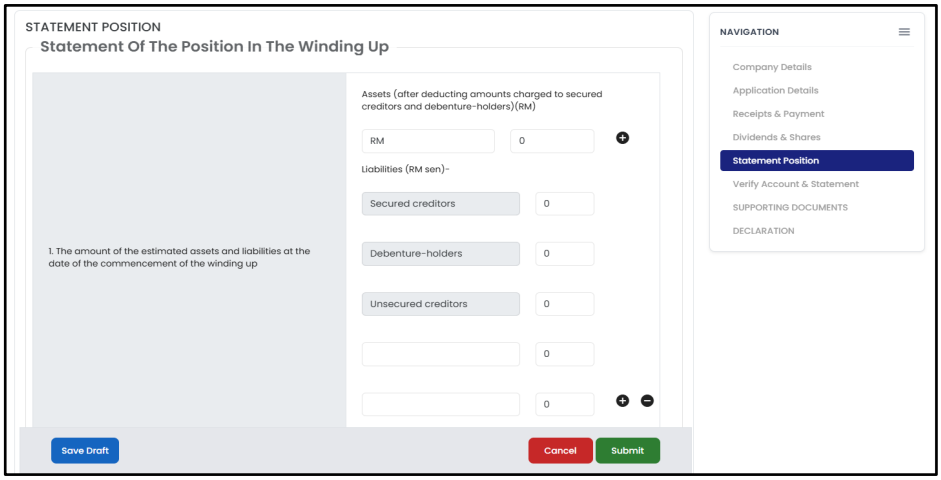
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

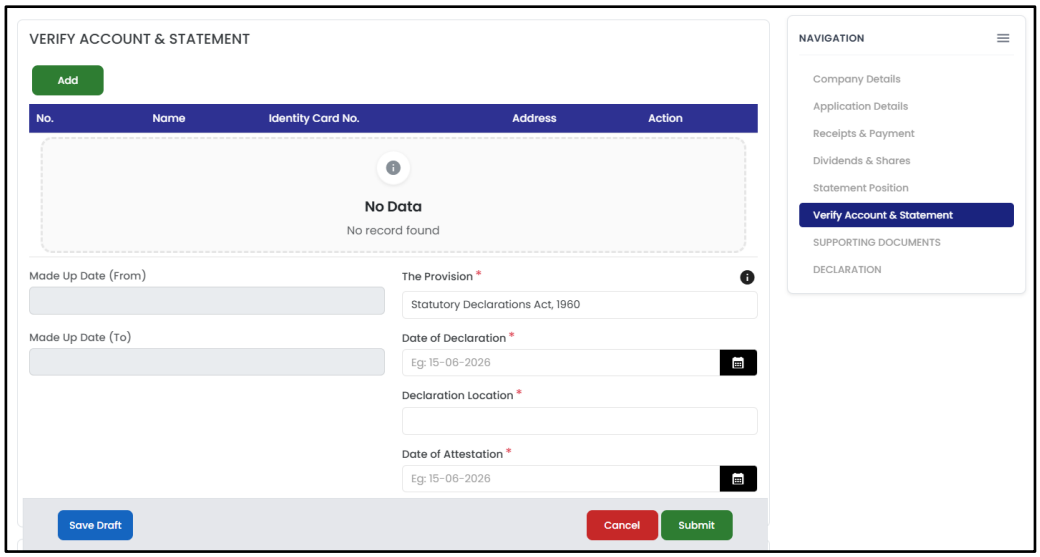
4.5 Liquidator's Account of Receipts and Payments

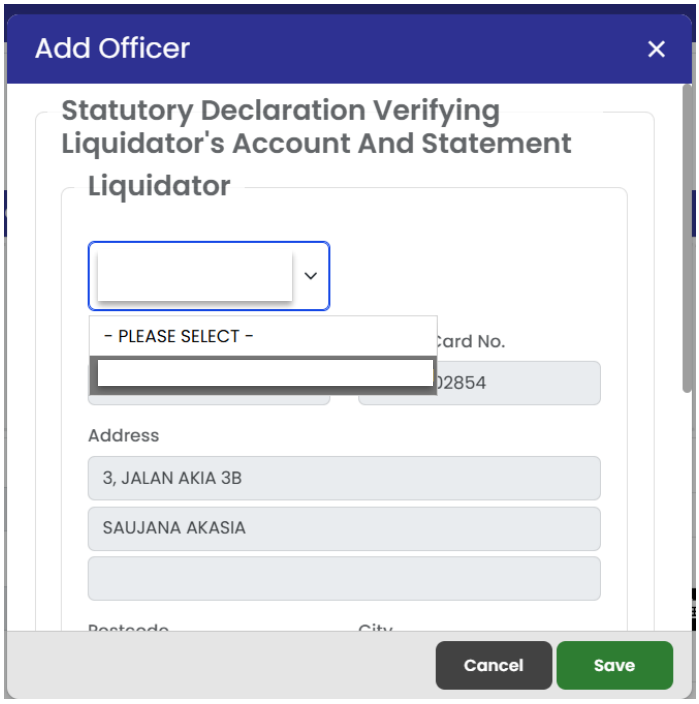
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Liquidator's Account of Receipts and Payments.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

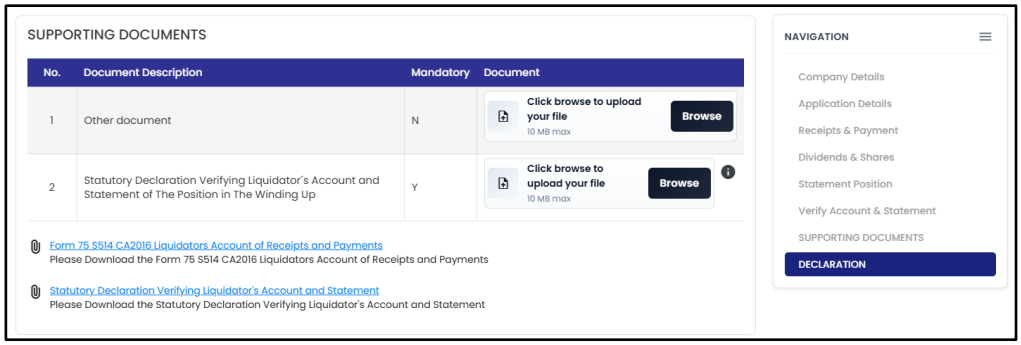
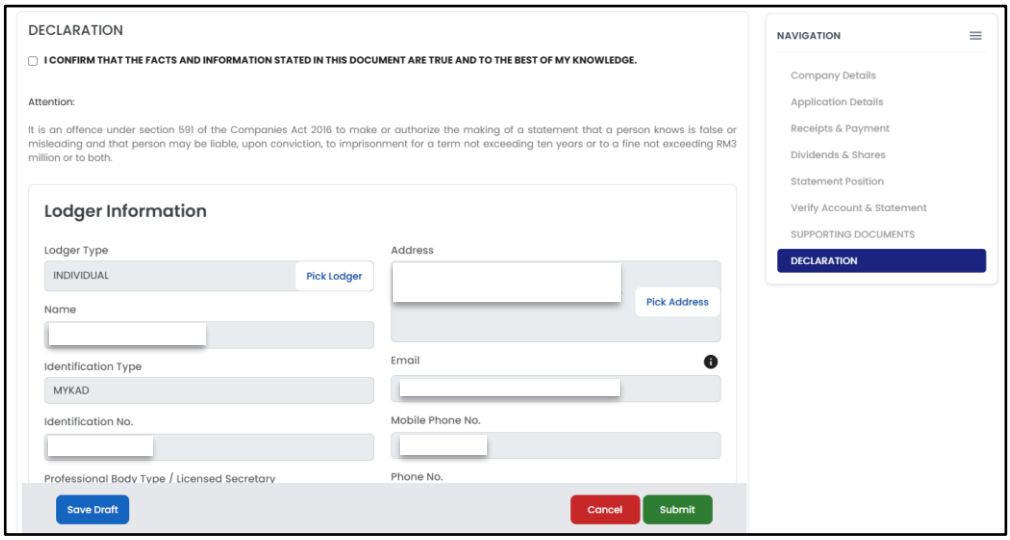
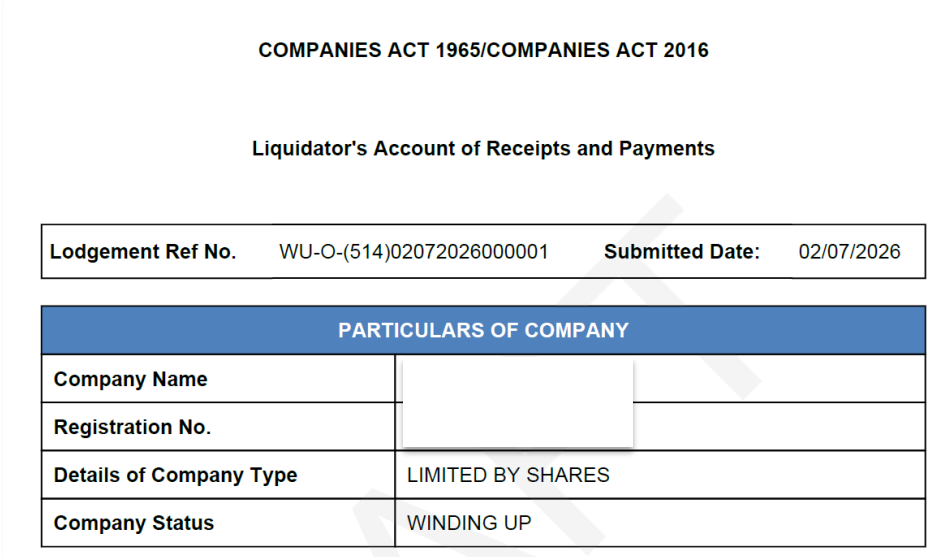
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditors) status with active Liquidator. 
5	The user needs to fill up the relevant info for **Application Details.** 

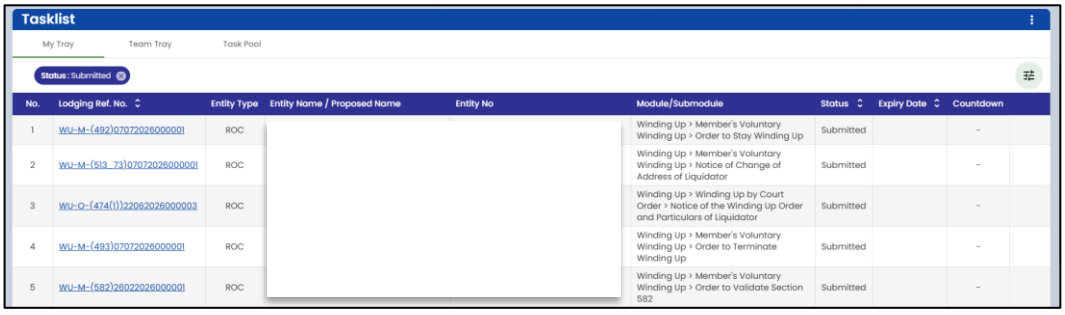
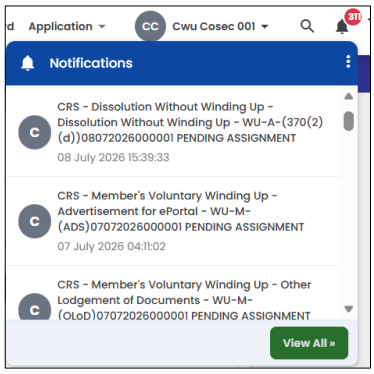
6	The user needs to fill up the relevant info for **Receipts & Payment.** 
7	The user needs to fill up the relevant info for **Dividends & Shares.** 
8	The user needs to fill up the relevant info for **Statement Position.** 

9	The user needs to fill up the mandatory fields info for **Verify Account & Statement.** Click **Add** button to add officer.

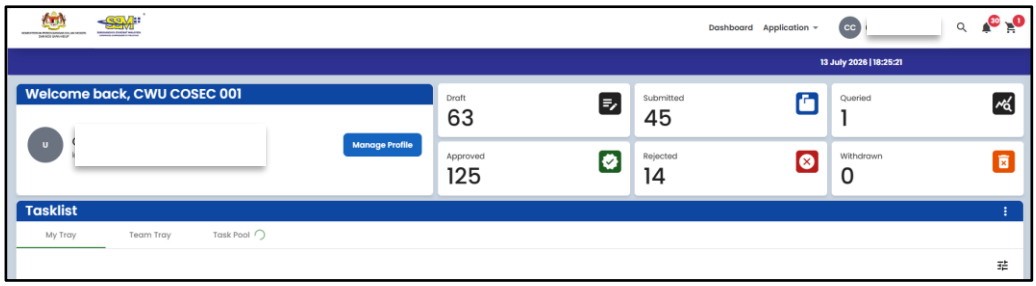
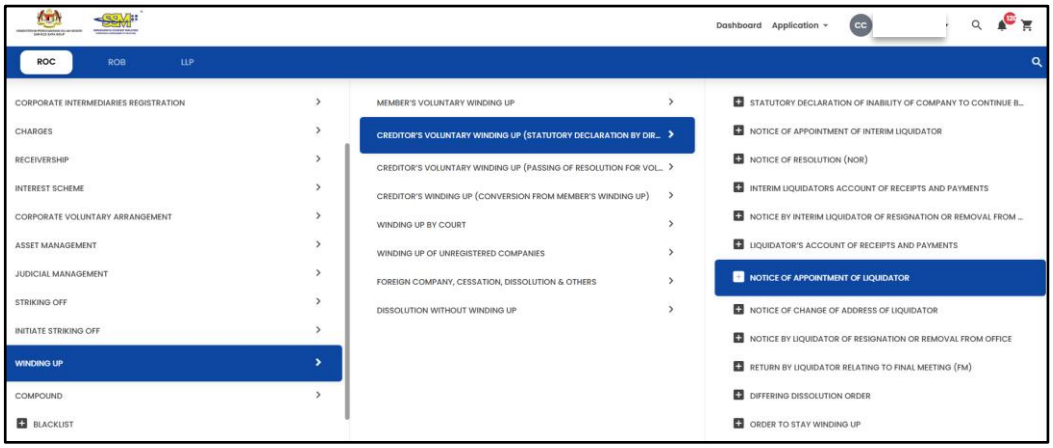
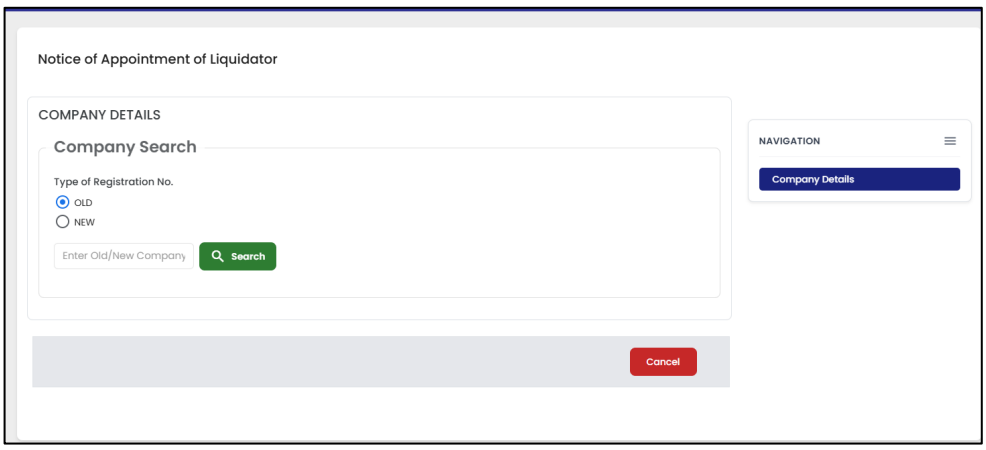


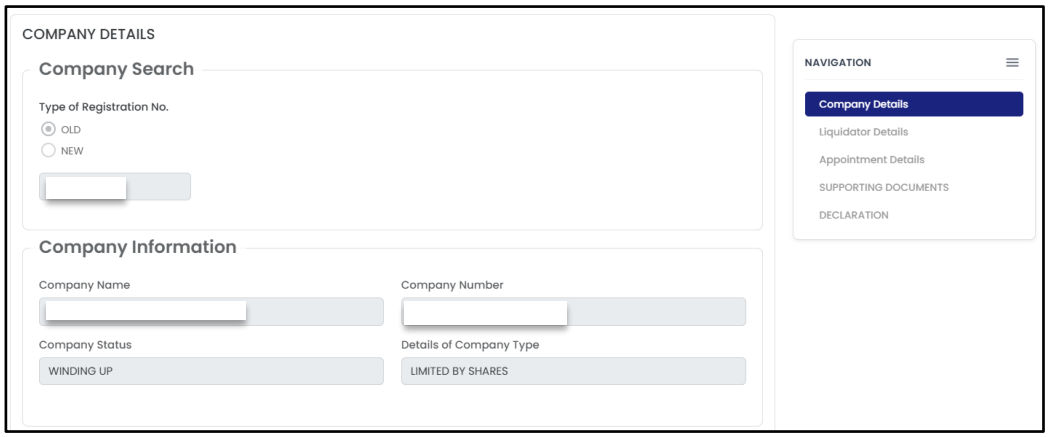
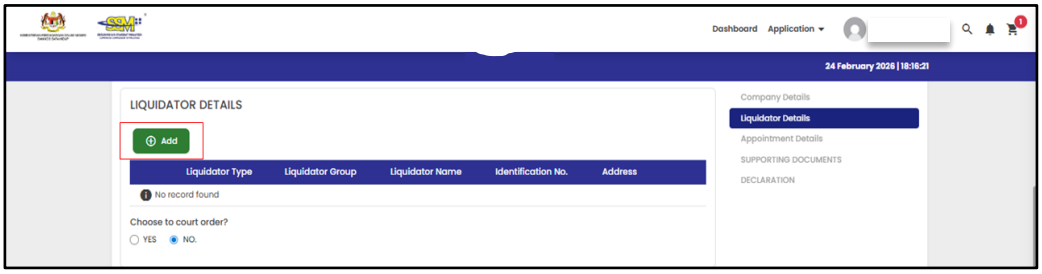
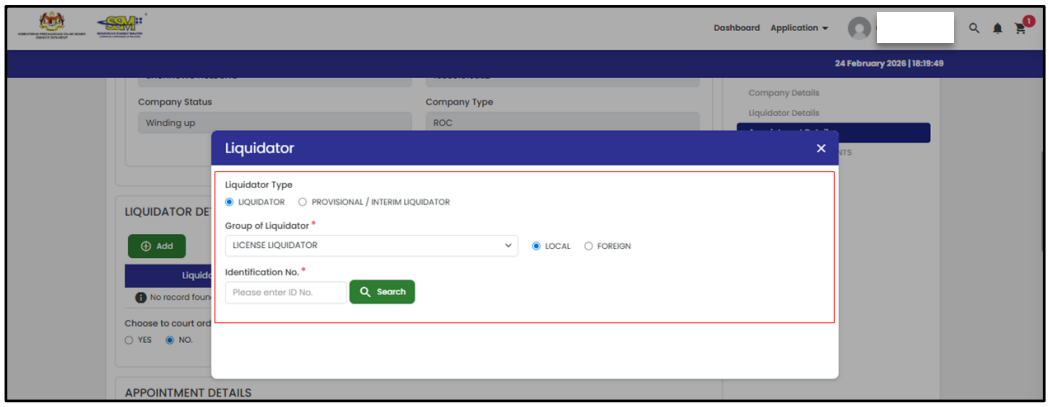


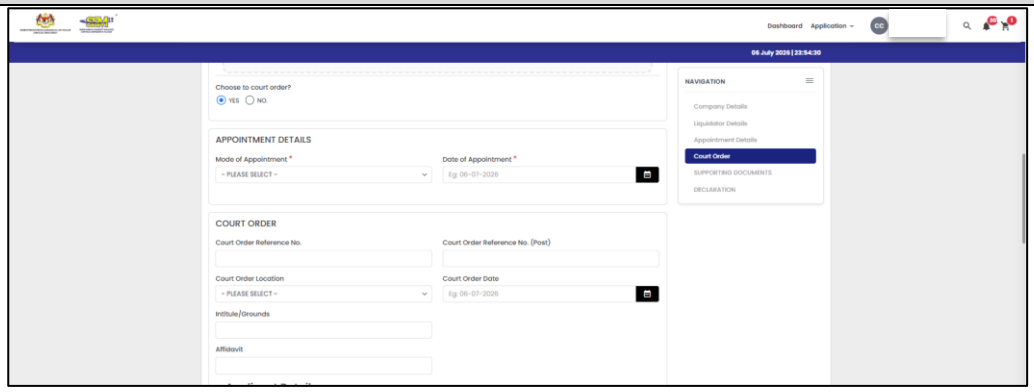
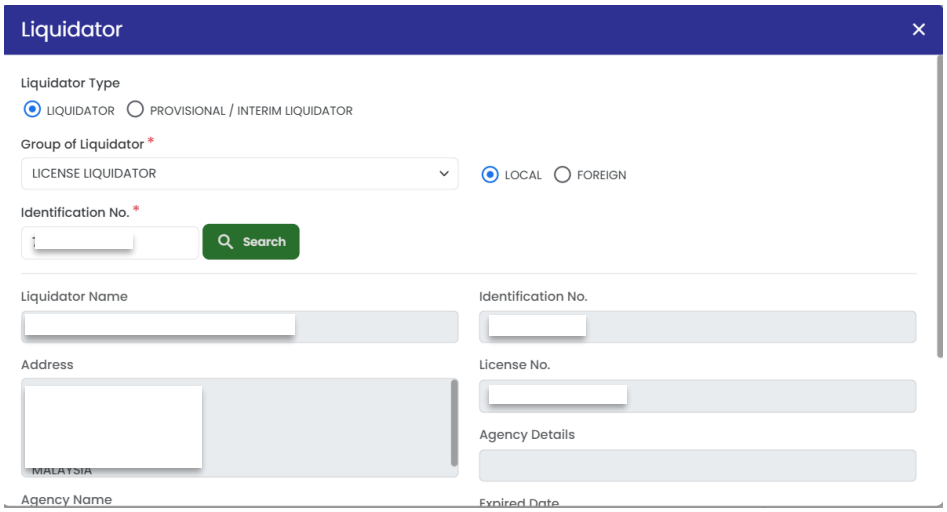
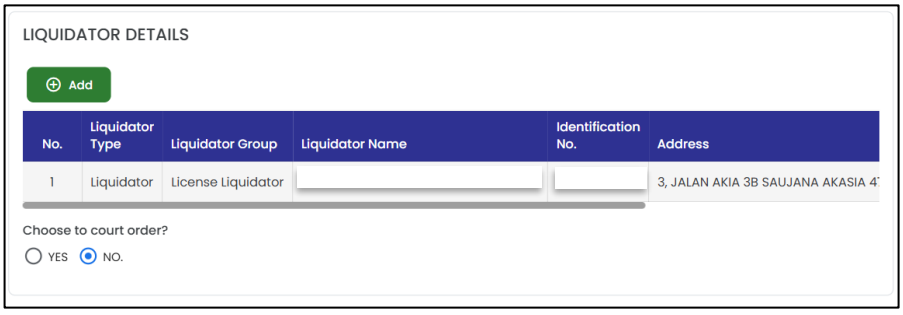
10	The user can upload the relevant **Supporting Documents.** 
11	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
12	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format. 

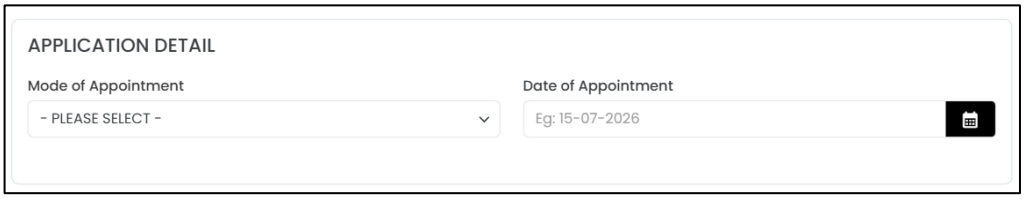
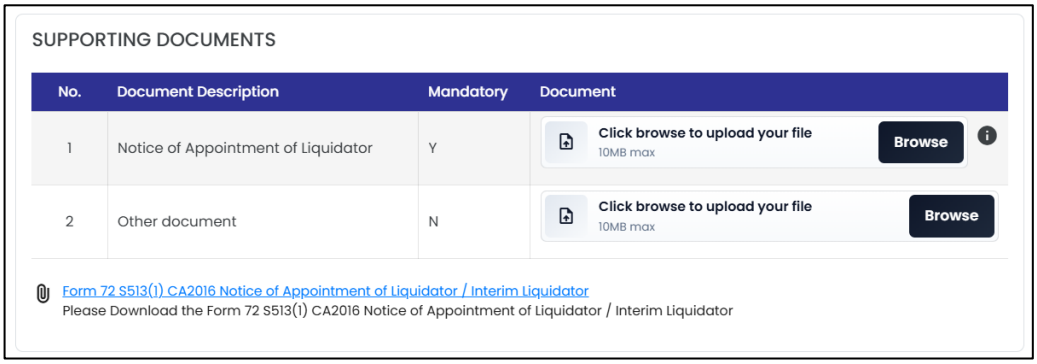
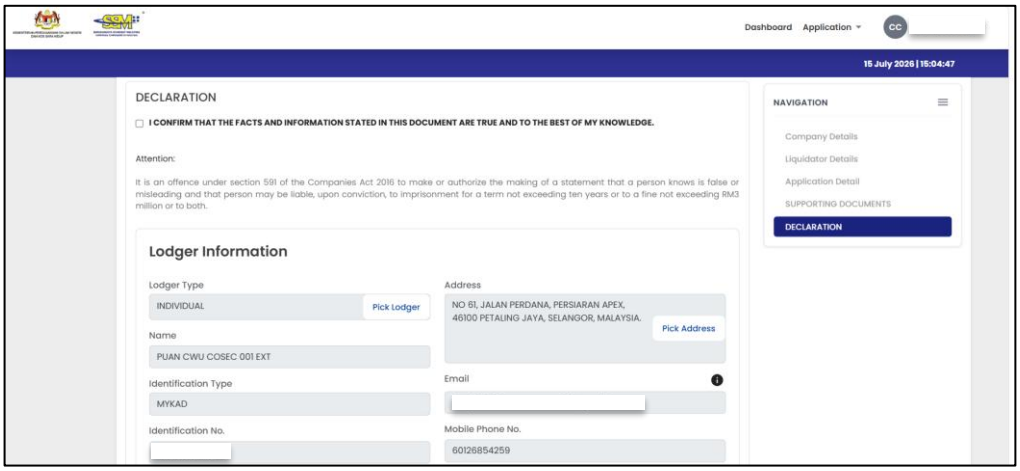
	Note: Please make sure the draft has been successfully downloaded and saved for your reference.
13	Submit the lodgement.
14	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
15	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

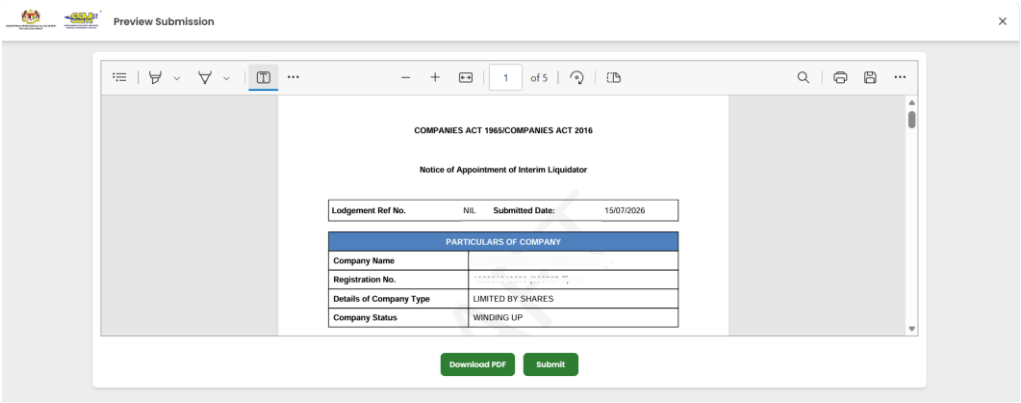
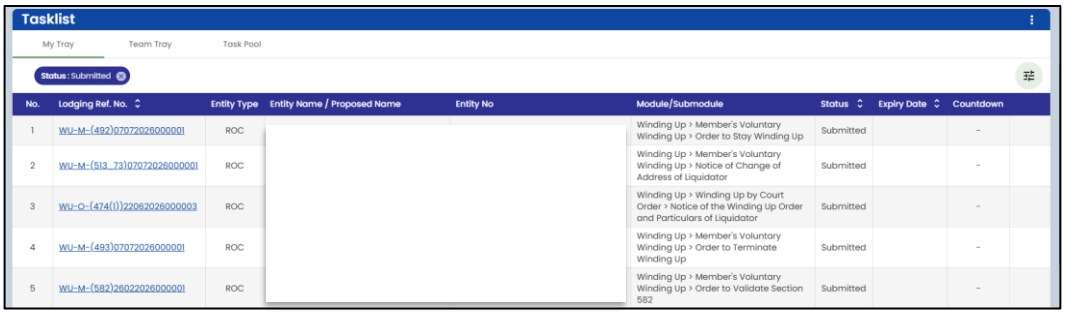
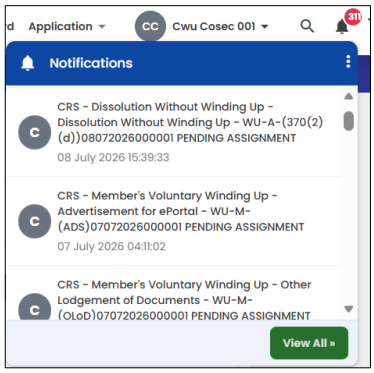
4.6 Notice of Appointment of Liquidator

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Notice of Appointment of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

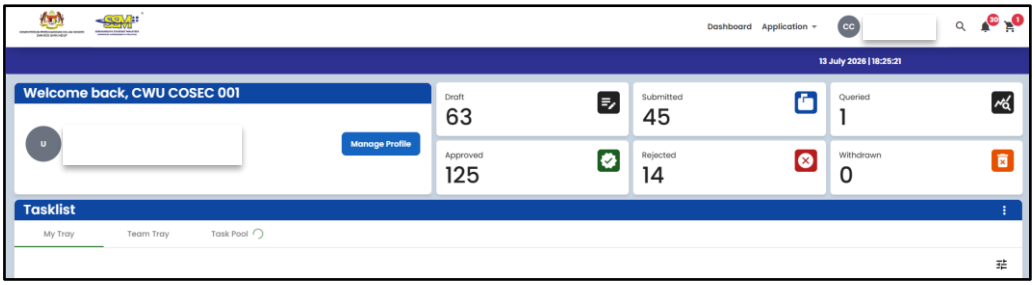
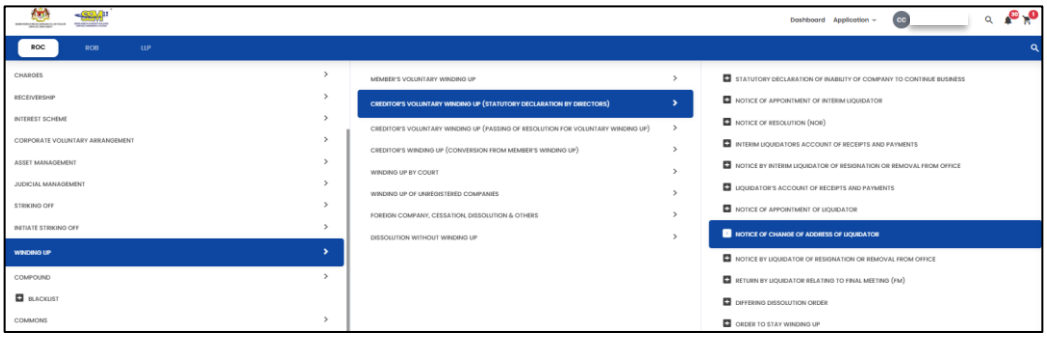
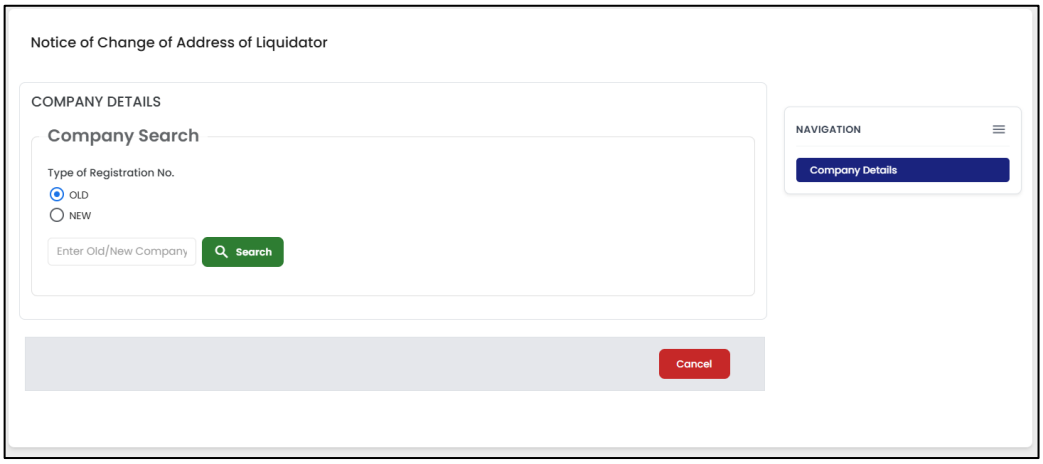
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditor) status. 
5	Click '**Add**' button. Choose liquidator type, select group of liquidators and enter identification number. Choose to Court Order? if **NO**   Choose to Court Order? if **Yes** **Court Order** detail will display to add.

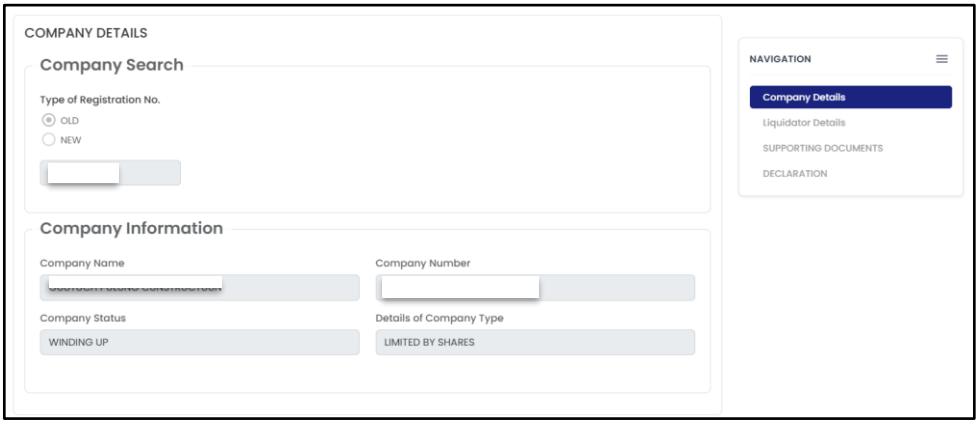
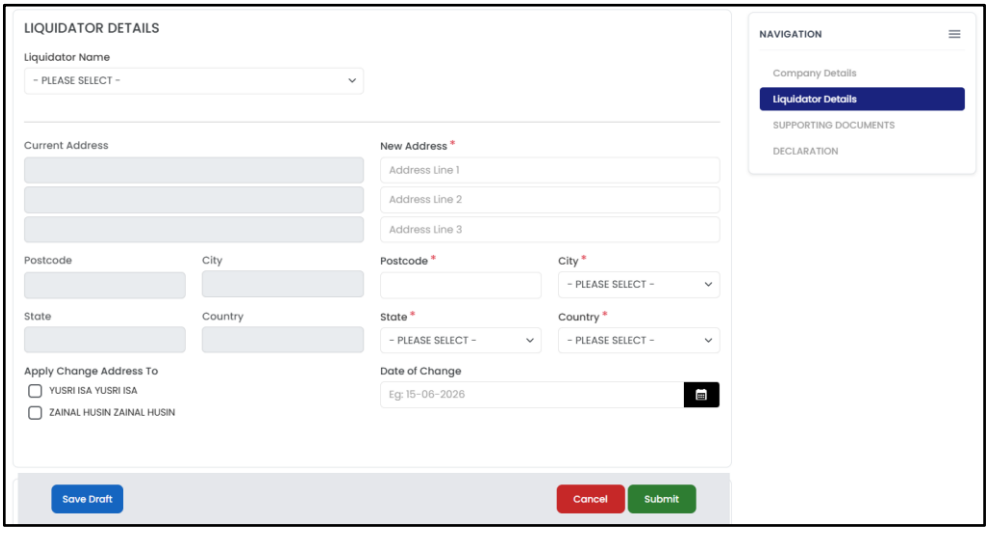
Field Num.	Description
	 Note: Please enter 'NA' in any mandatory field that is not applicable to the user
6	Select Liquidator type and Group of Liquidator then enter identification number. Click the **Search** button. The Liquidator's details will be displayed. 
7	Choose court order selection. If **Yes** = User need fill the **court order detail**. 

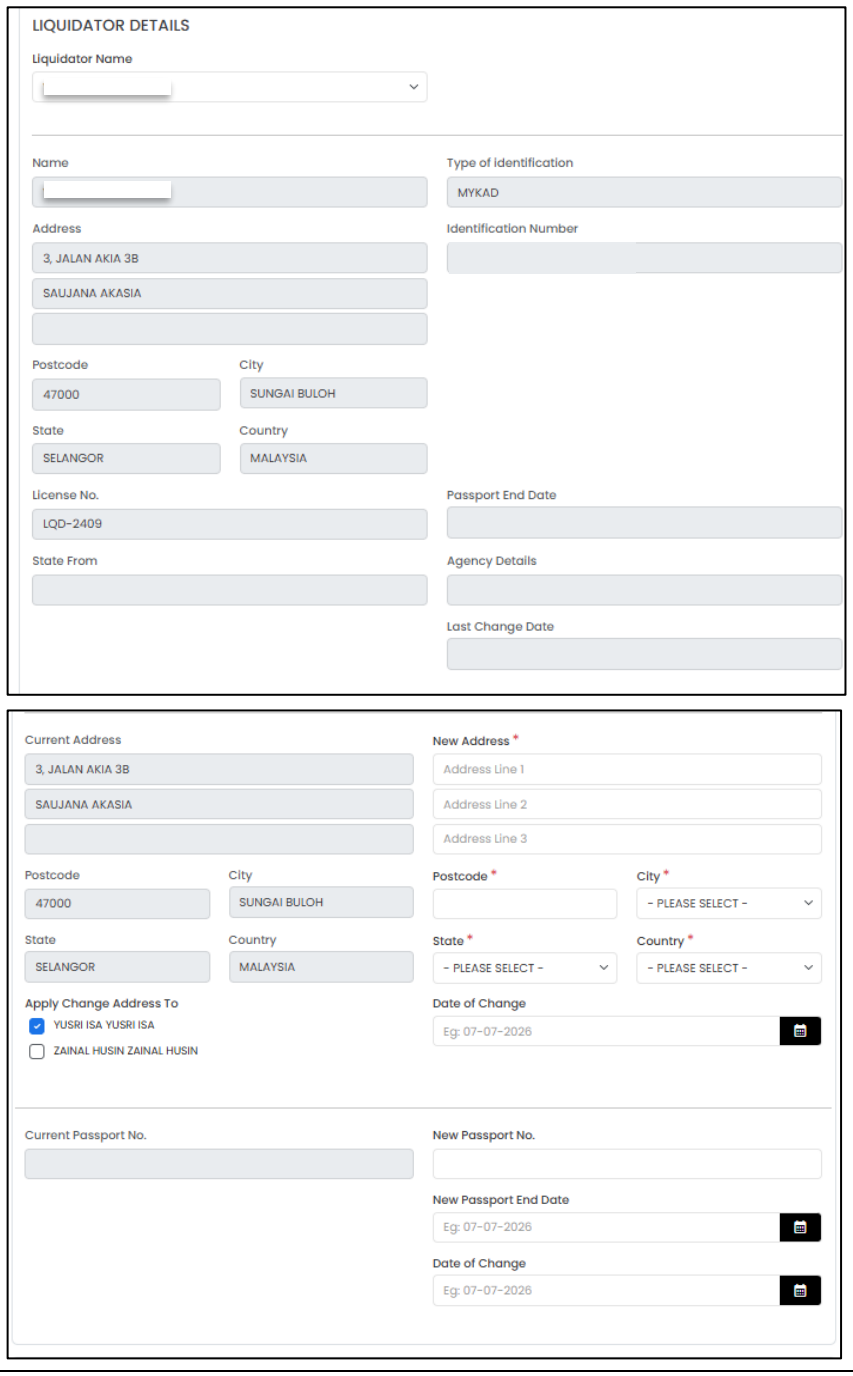
8	Navigate to Appointment Details, then fill up necessary details. 
9	Upload all necessary supporting documents. (signed Notice of Appointment of Liquidator/Interim Liquidator). This is an example for Notice of Appointment of Liquidator. 
10	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

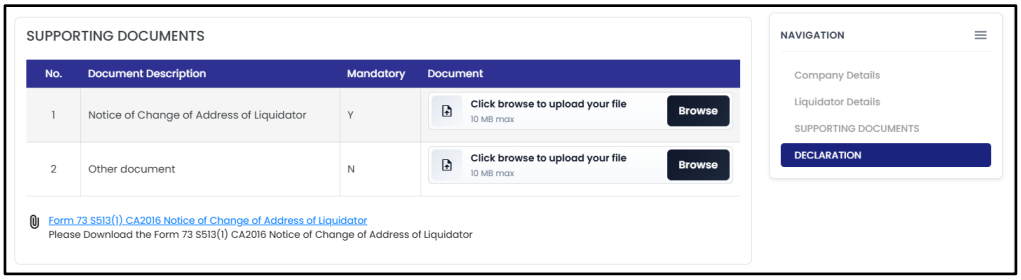
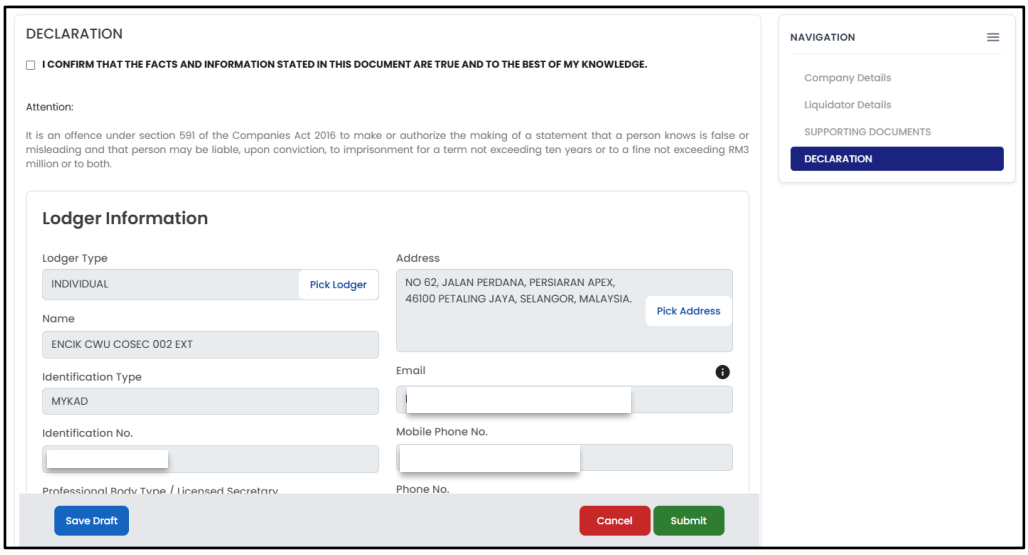
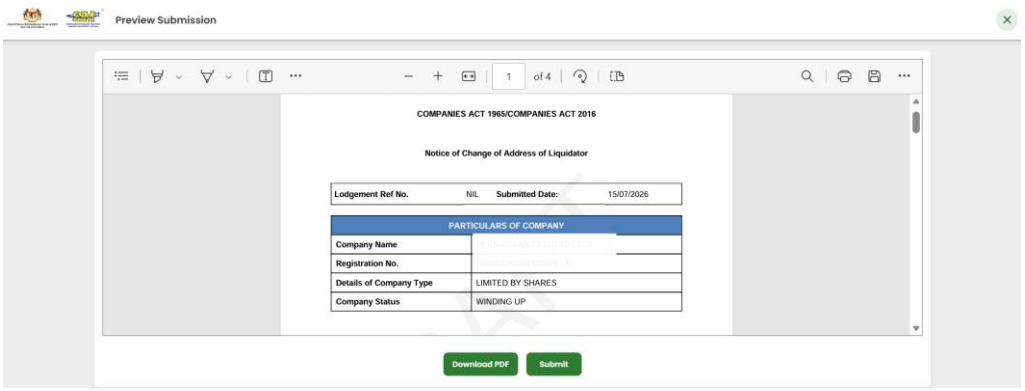
11	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
12	Submit the lodgement.
13	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

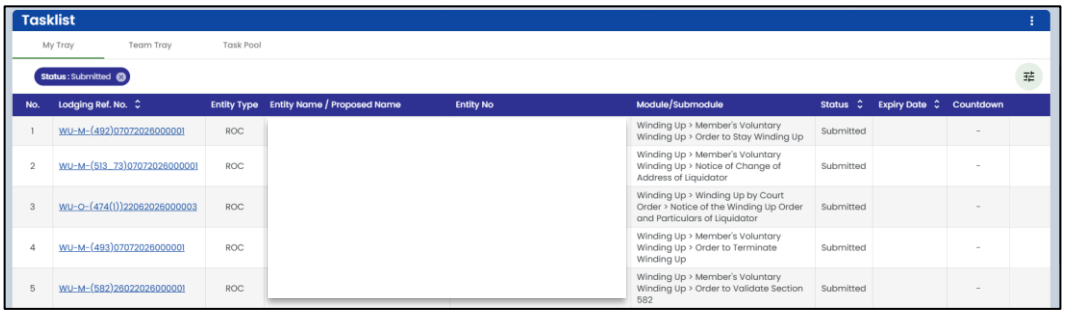
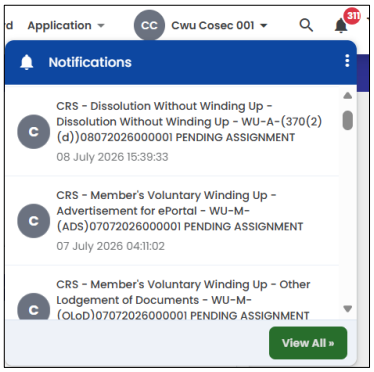
4.7 Notice of Change of Address of Liquidator

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Notice of Change of Address of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search**. 

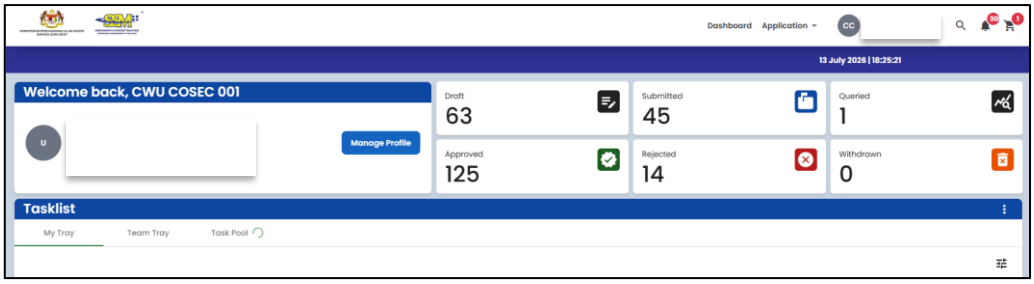
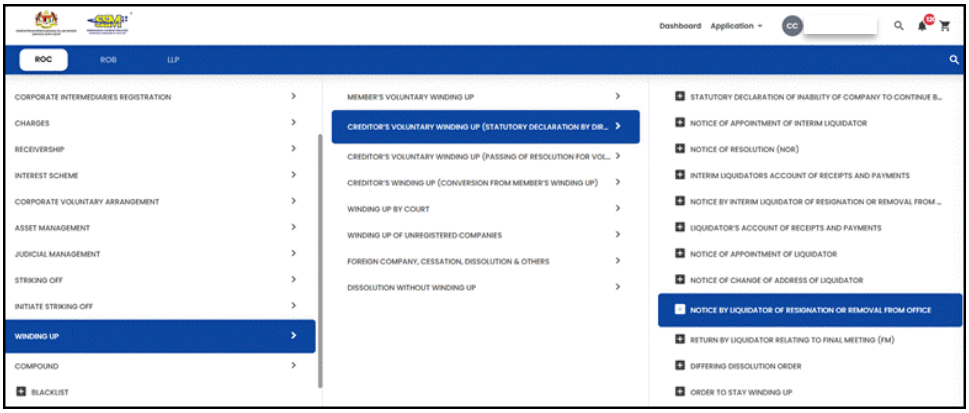
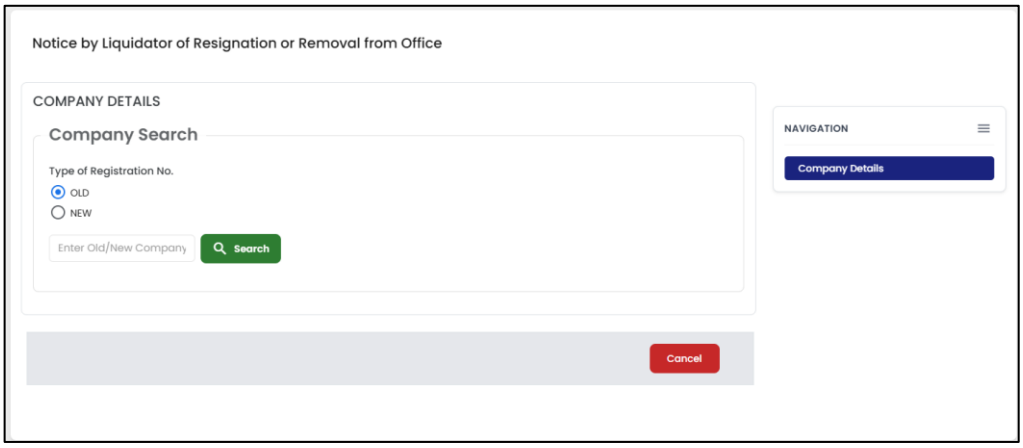
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Creditors). • Lodged notice of appointment of liquidator. • Lodged Statutory Declaration of Inability of Company to Continue Business. 
5	The user fills up the mandatory fields for **Liquidator Details.** 

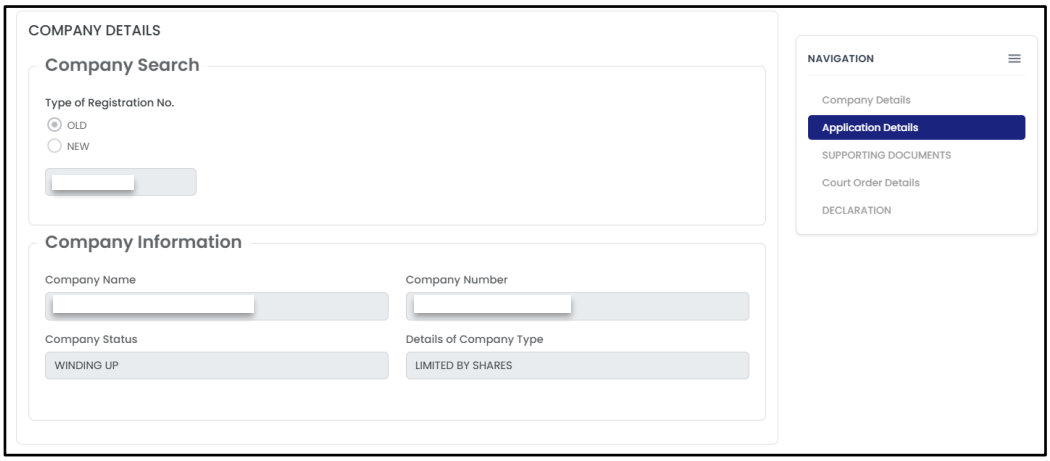
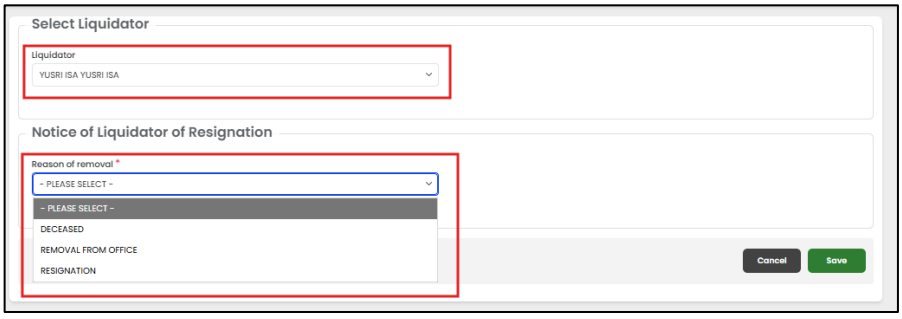
6	Update the liquidator's details. Select the liquidator's name at drop down. Once selected, the user fills up **new address** and **new passport no if** applicable. 

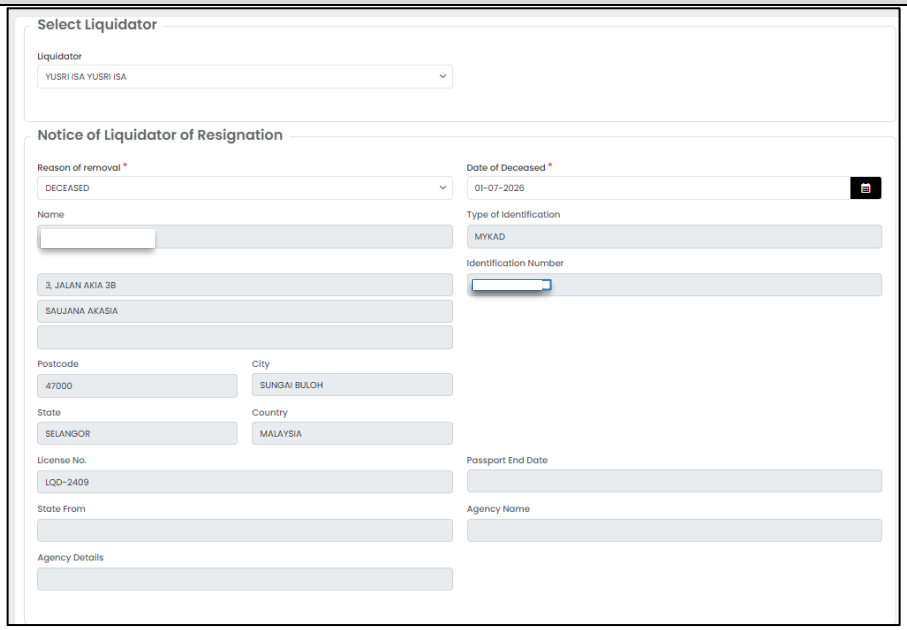
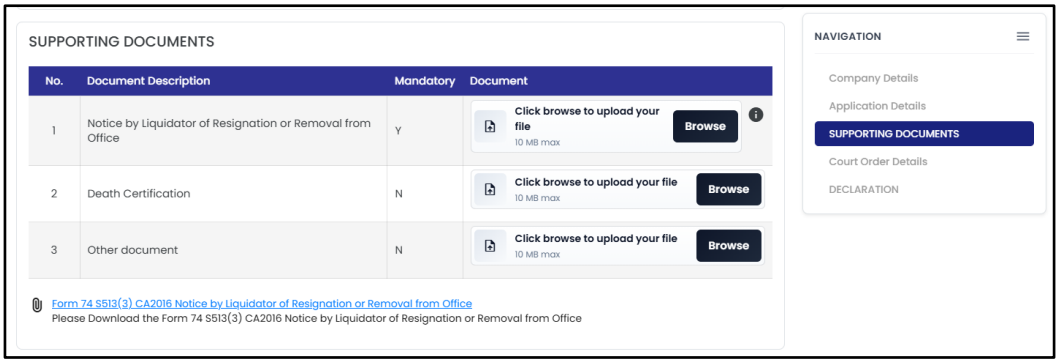
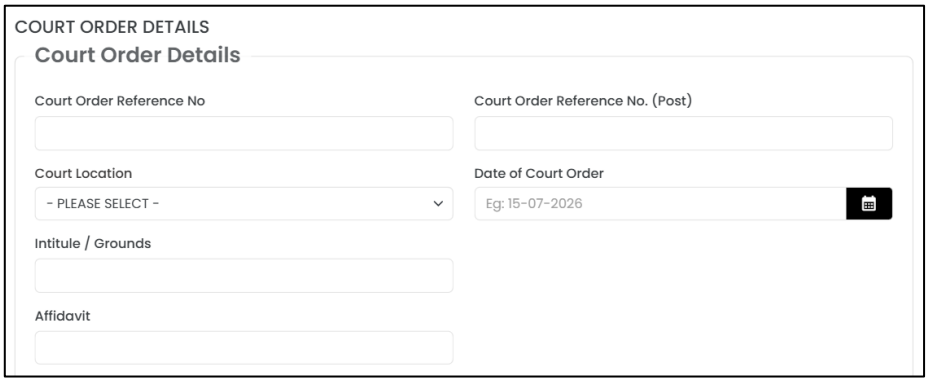
7	Upload supporting documents (signed Notice of Change of Address of Liquidator). 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.

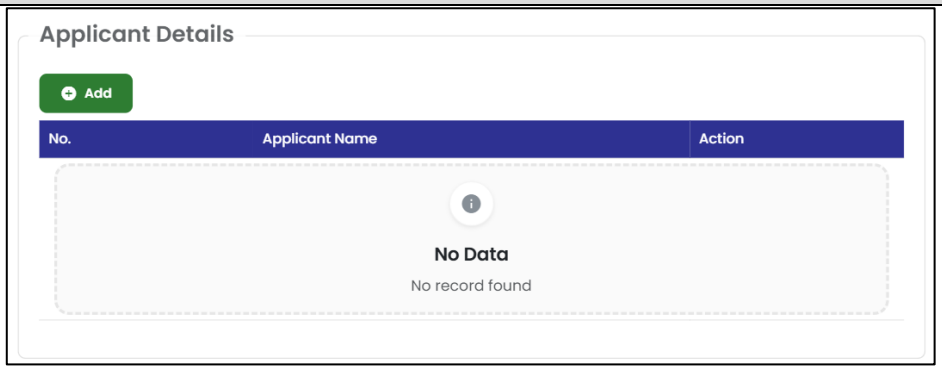
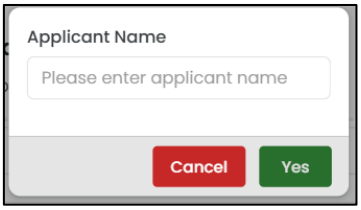
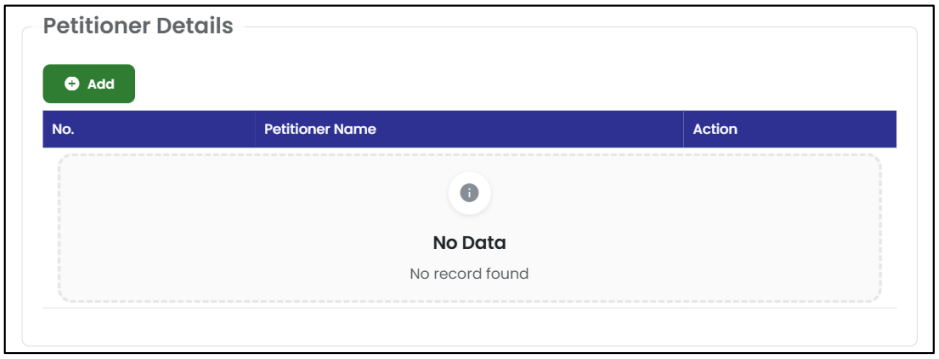
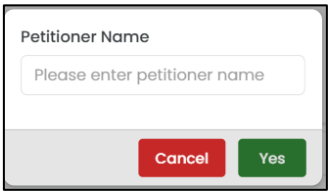
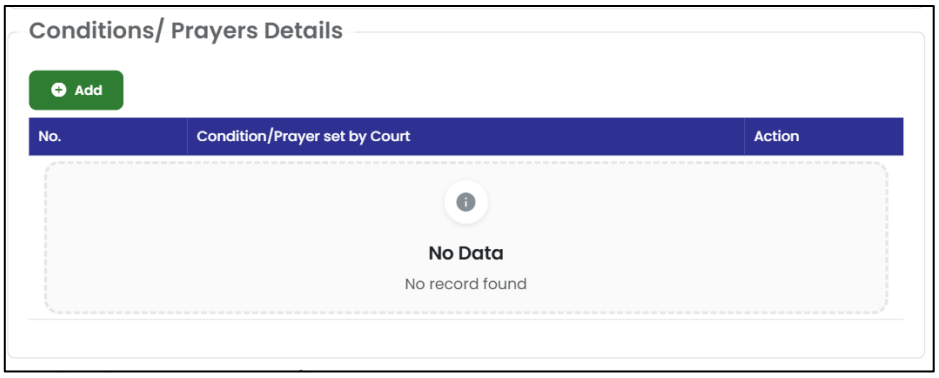
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

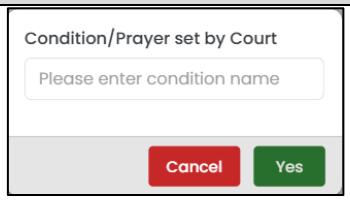
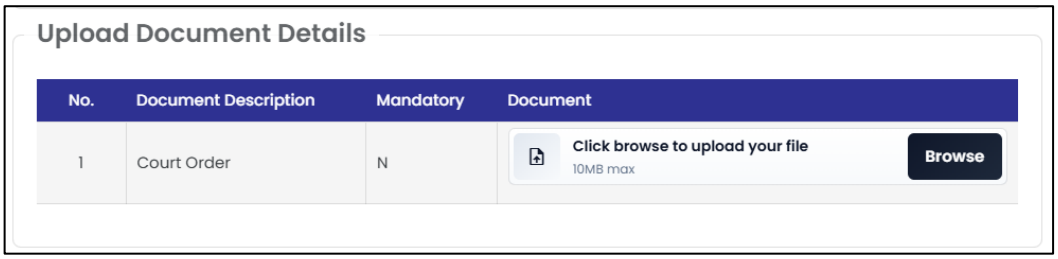
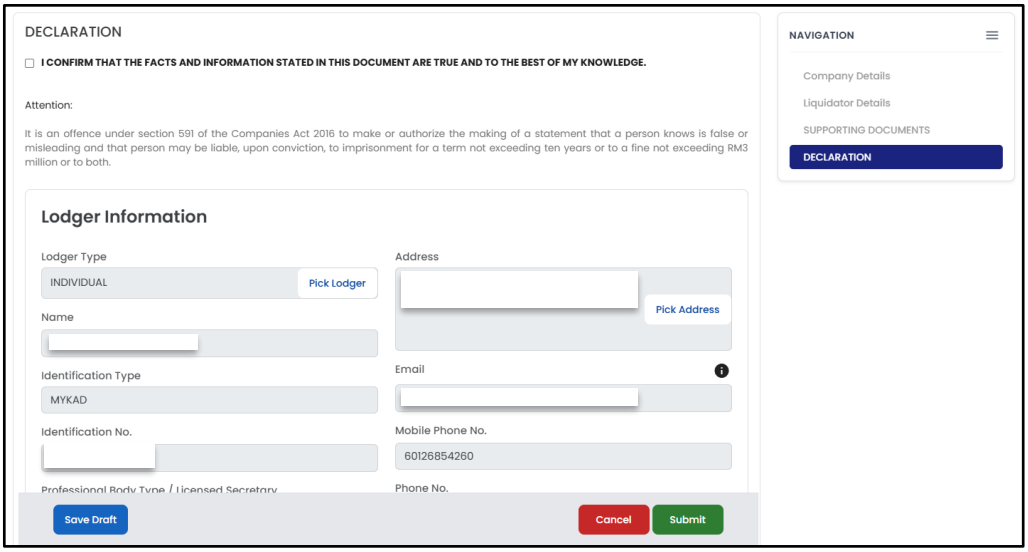
4.8 Notice by Liquidator of Resignation or Removal from Office

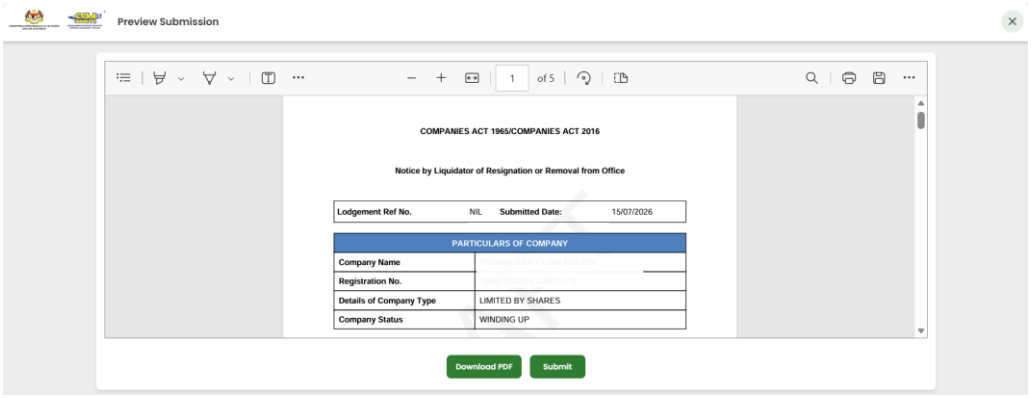
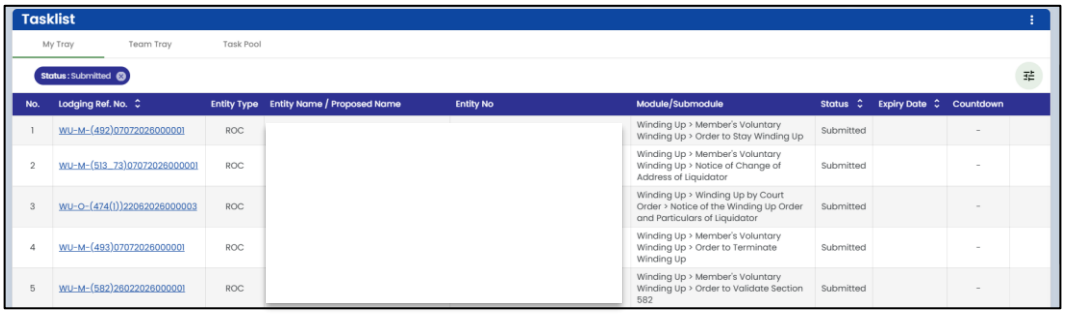
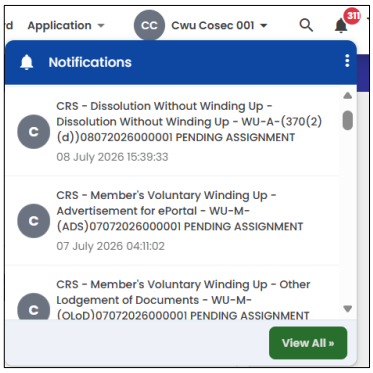
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Notice by Liquidator of Resignation or Removal from Office.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditor) status with active Liquidator. 
5	The user adds the following application details. • Select Liquidator. • Select Reason of removal. 

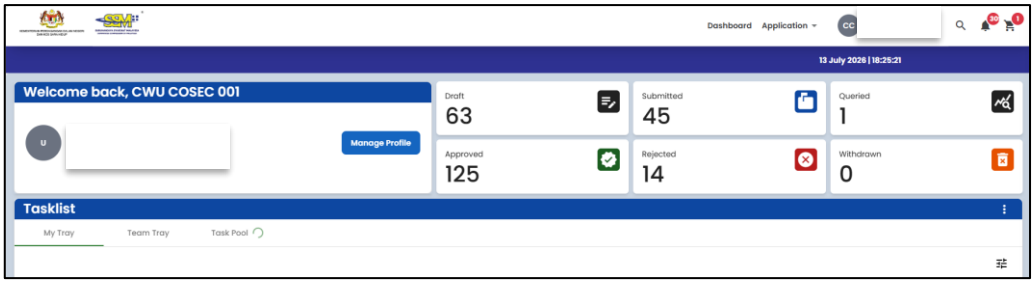
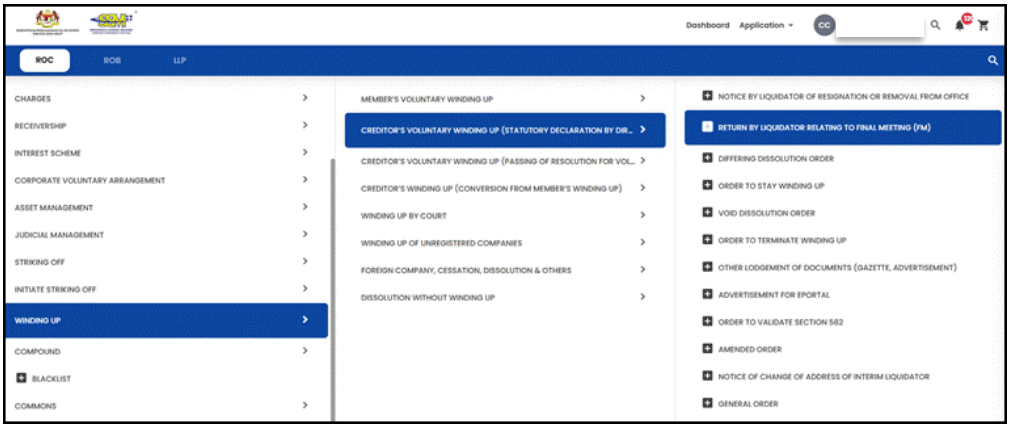
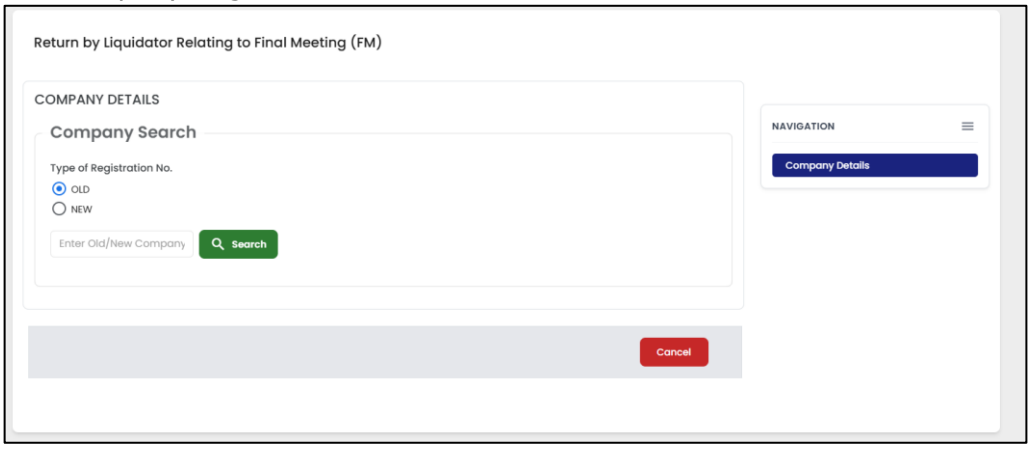
Field Num.	Description
	
6	Upload the supporting documents (signed Notice by Liquidator of Resignation or Removal from Office). 
7	The user to fill up the relevant fields for **Court Order Details.** 

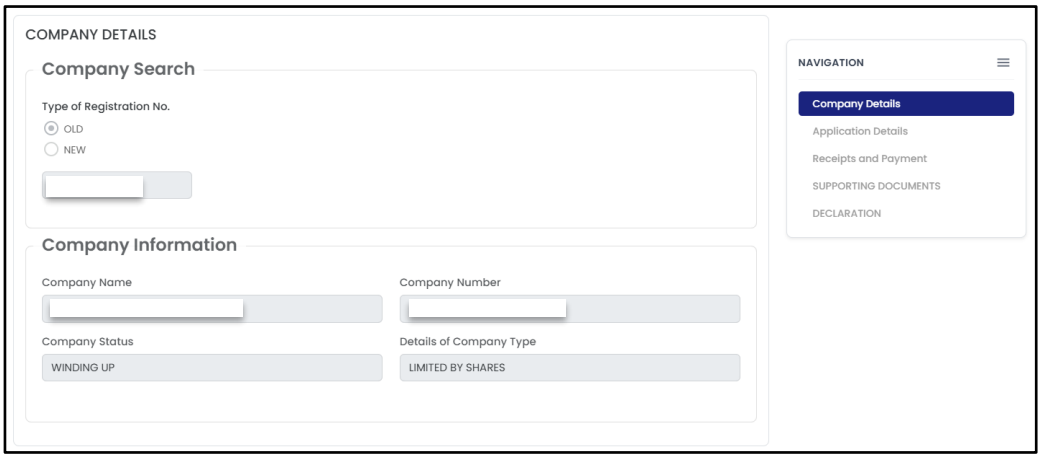
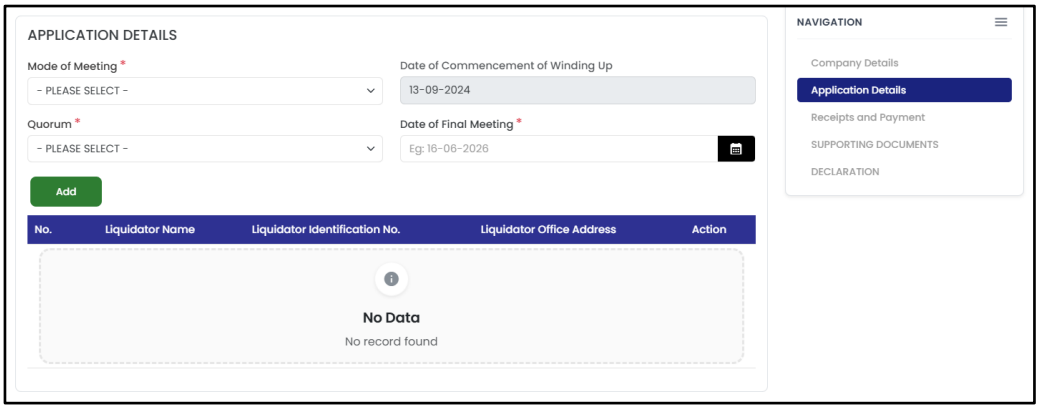
Field Num.	Description
	    

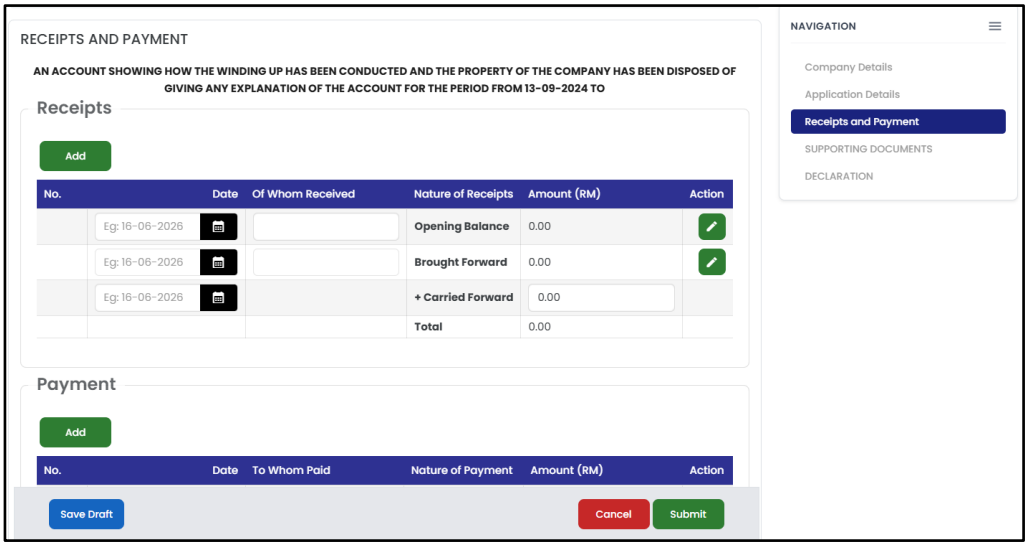
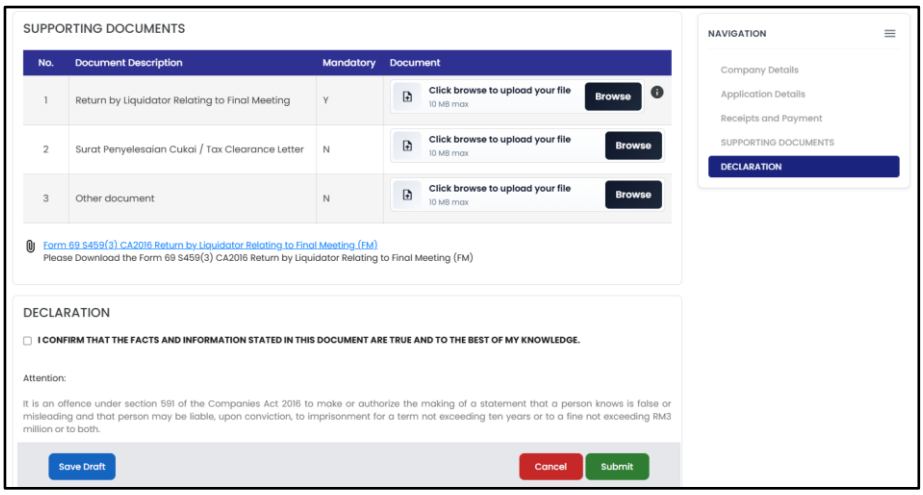
Field Num.	Description
	 Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.
8	Upload Court Order Document Details. 
9	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

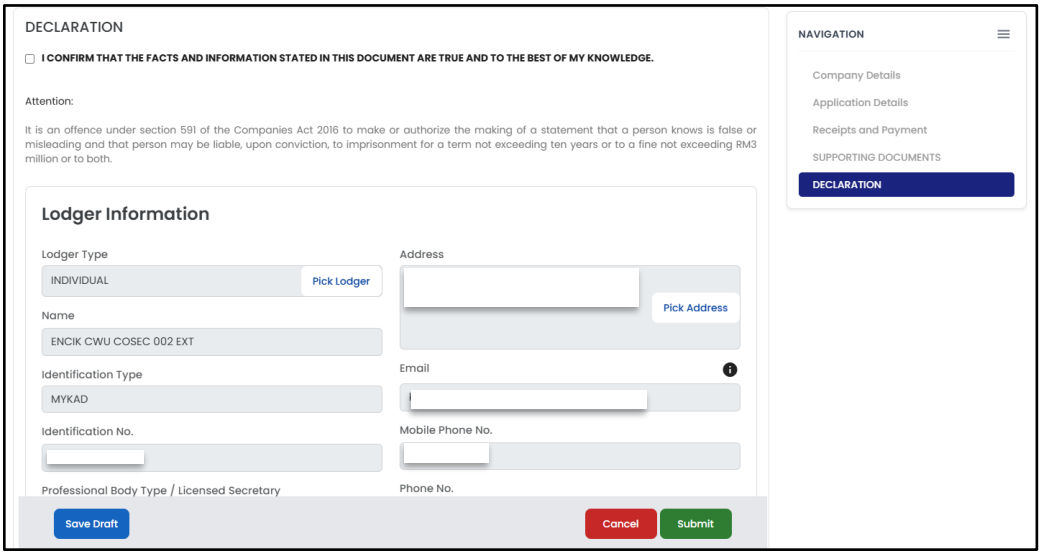
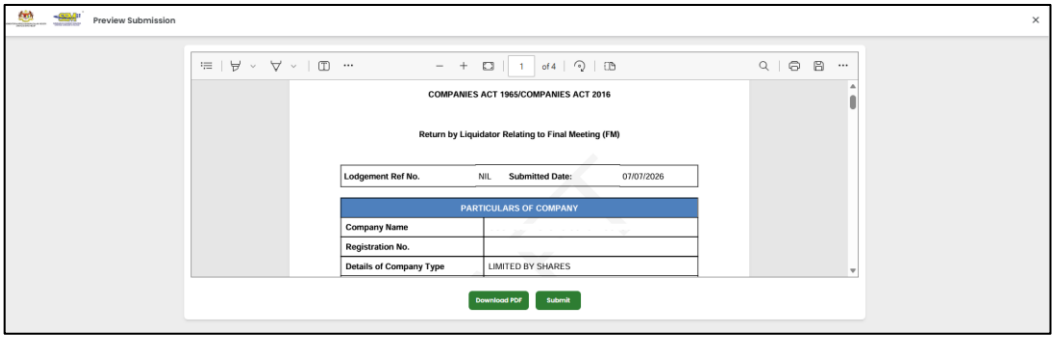
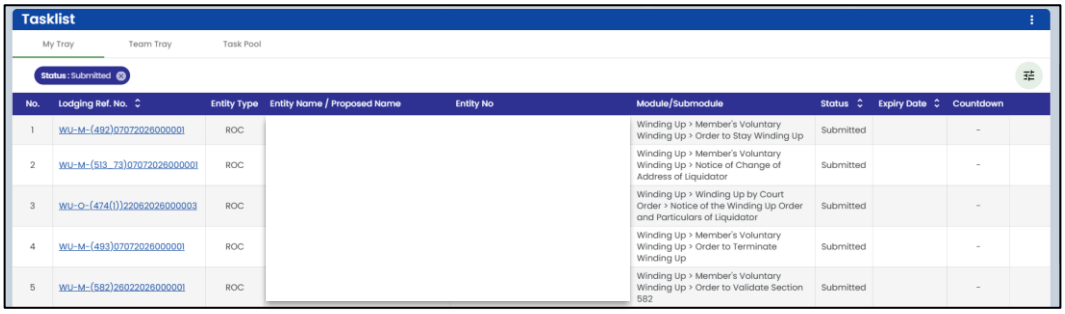
Field Num.	Description
10	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

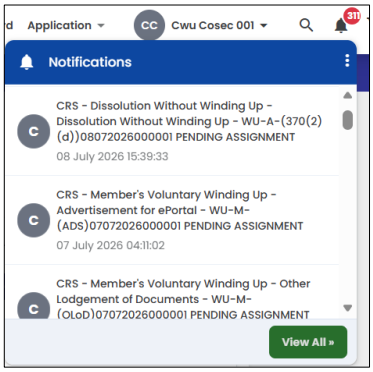
4.9 Return by Liquidator Relating to Final Meeting (FM)

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up Statutory Declaration by Directors) -> Return by Liquidator Relating to Final Meeting.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

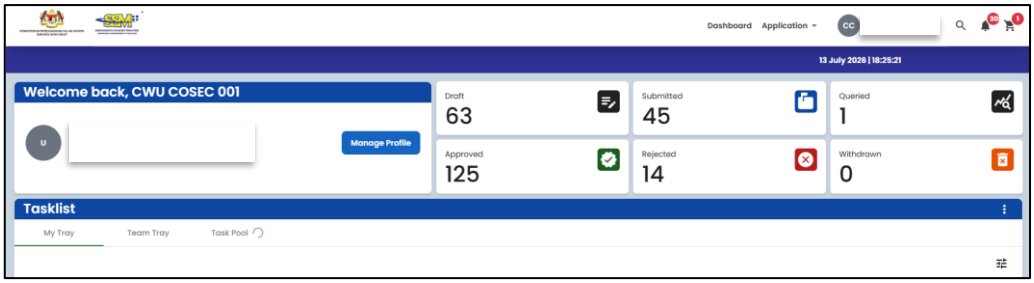
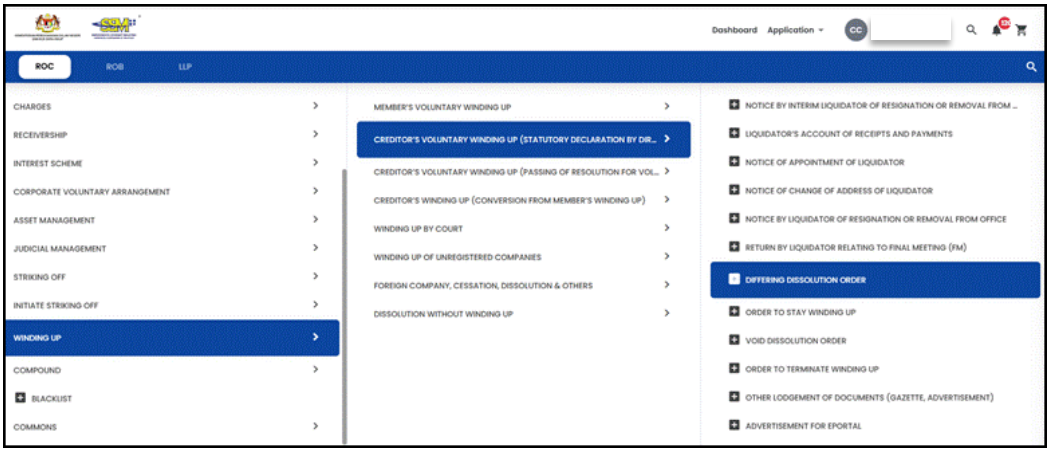
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditor) status with active Liquidator. 
5	The user fills up the mandatory fields for **Application Details.** 

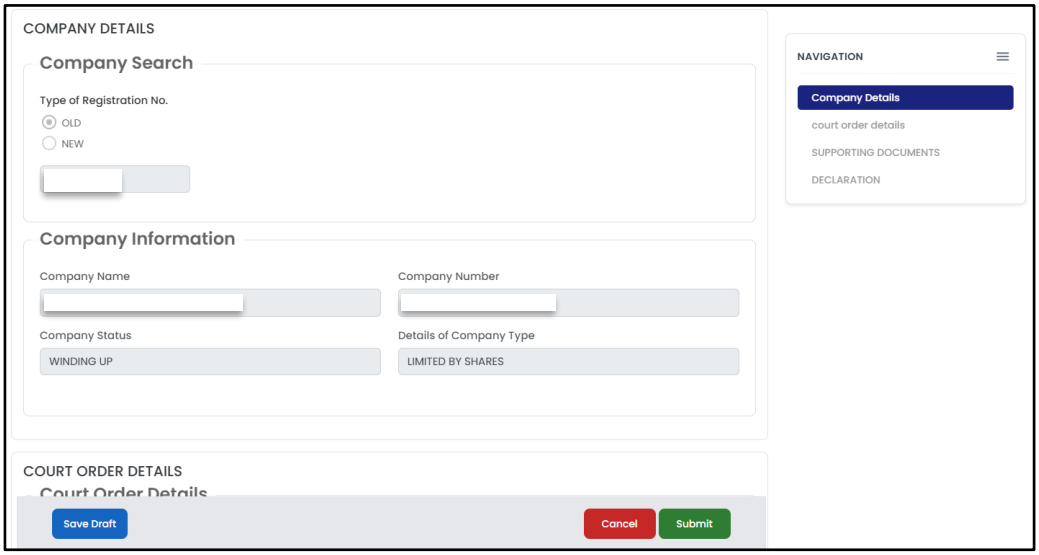
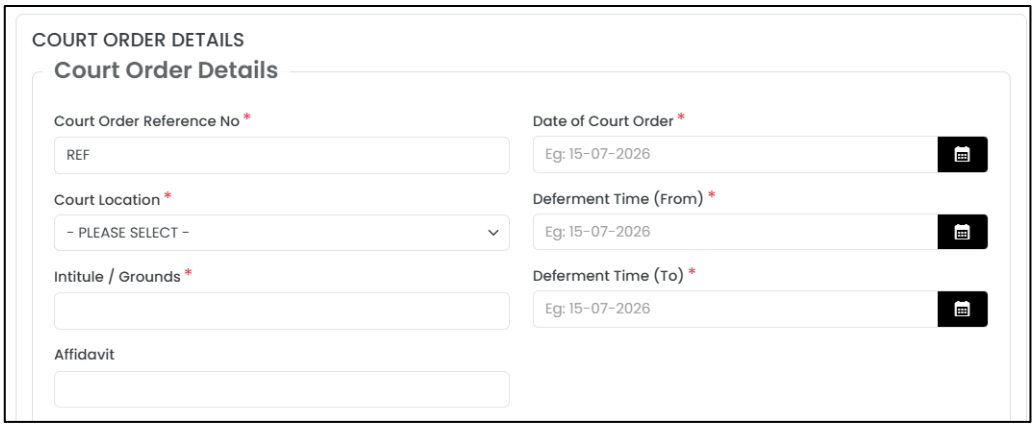
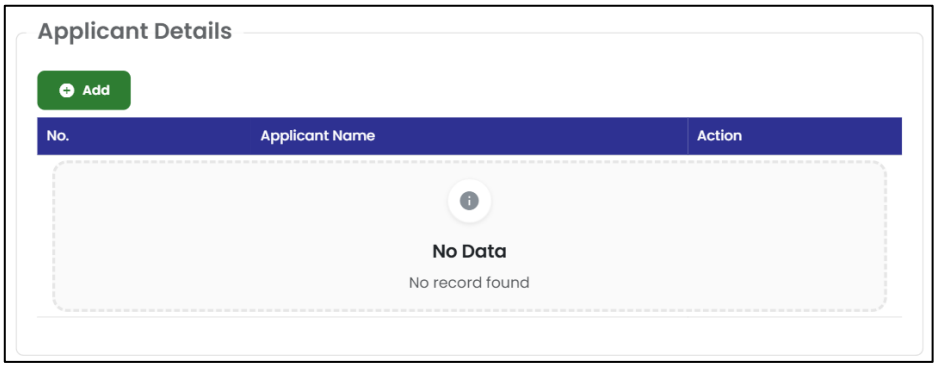
Field Num.	Description
6	The user needs to fill up the mandatory fields for **Receipts and Payment.**  Note: Please enter **'NA'** in any mandatory field that is not applicable to the user
7	Upload optional supporting documents (e.g. Tax Clearance Letter). 

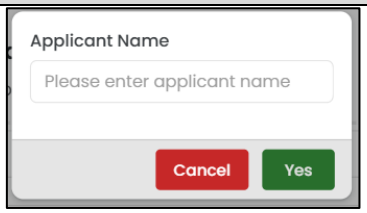
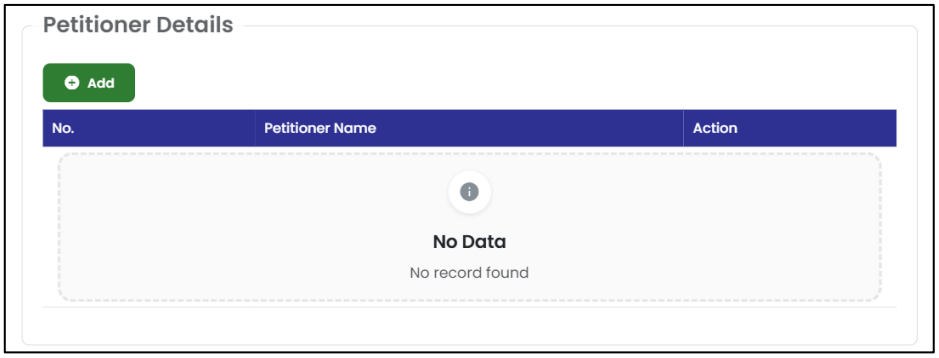
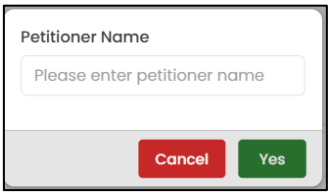
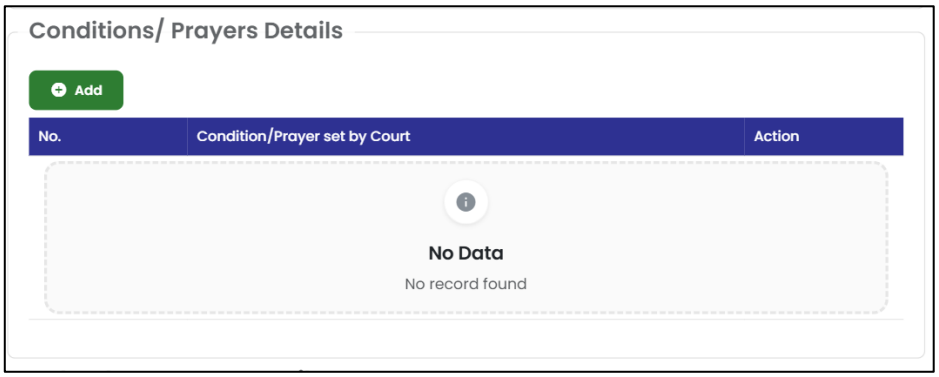
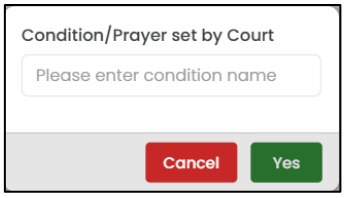
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

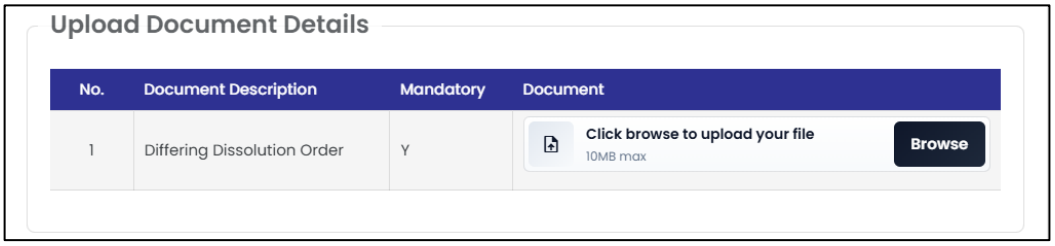
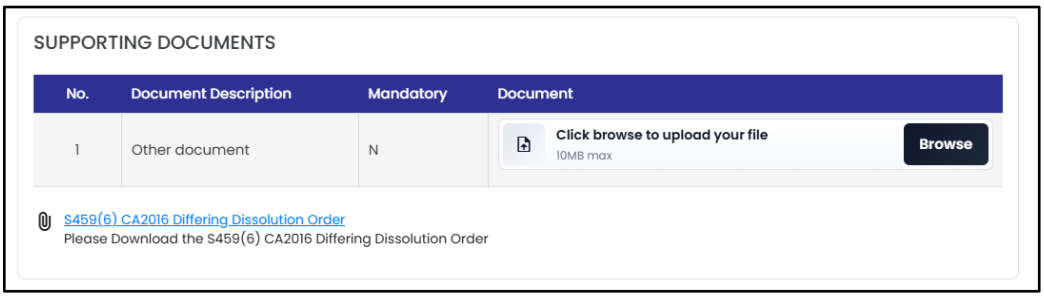
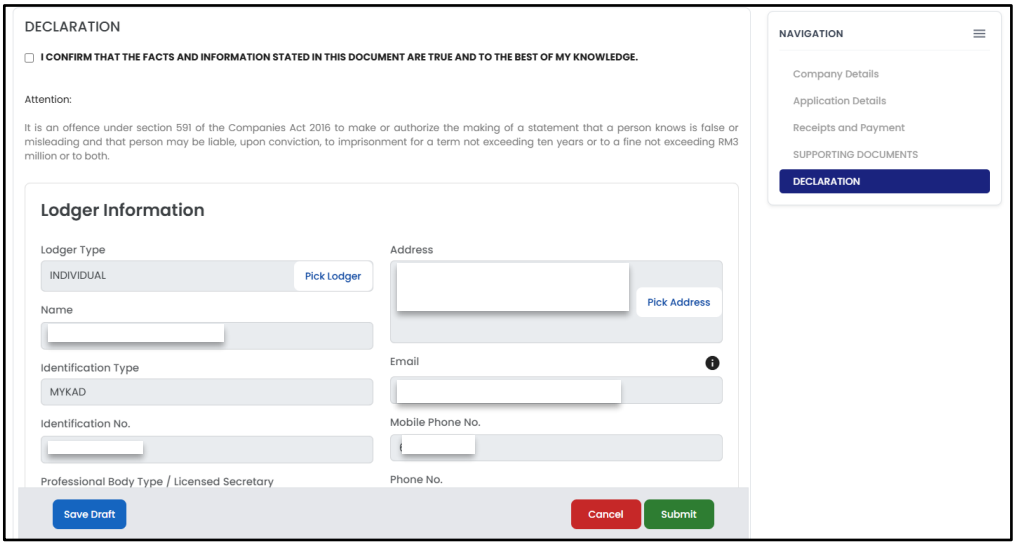
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

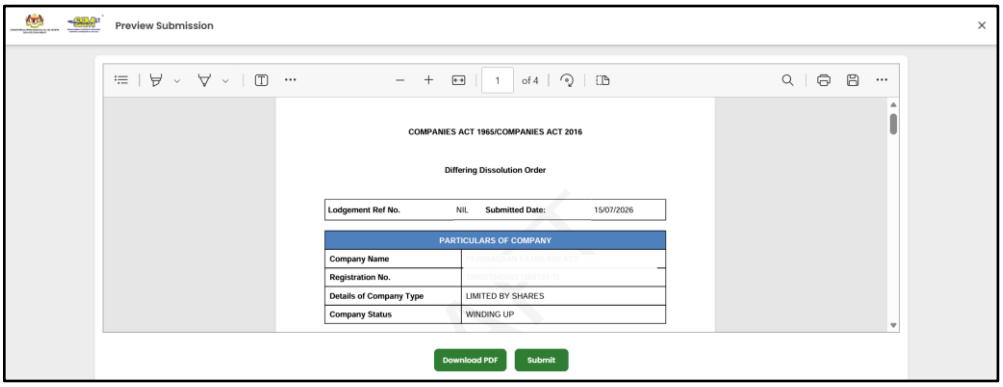
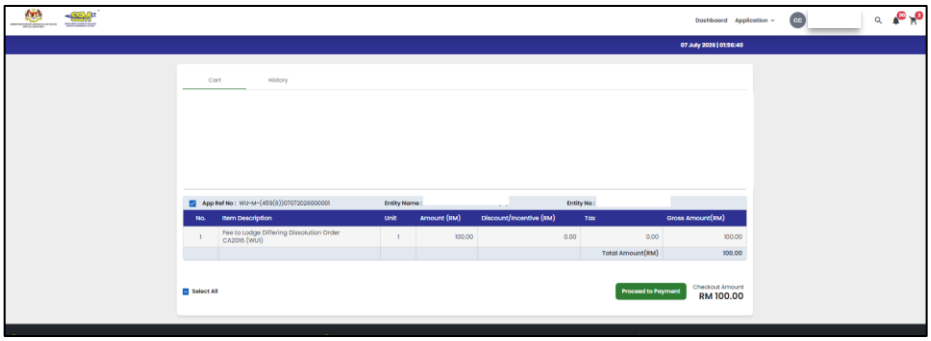
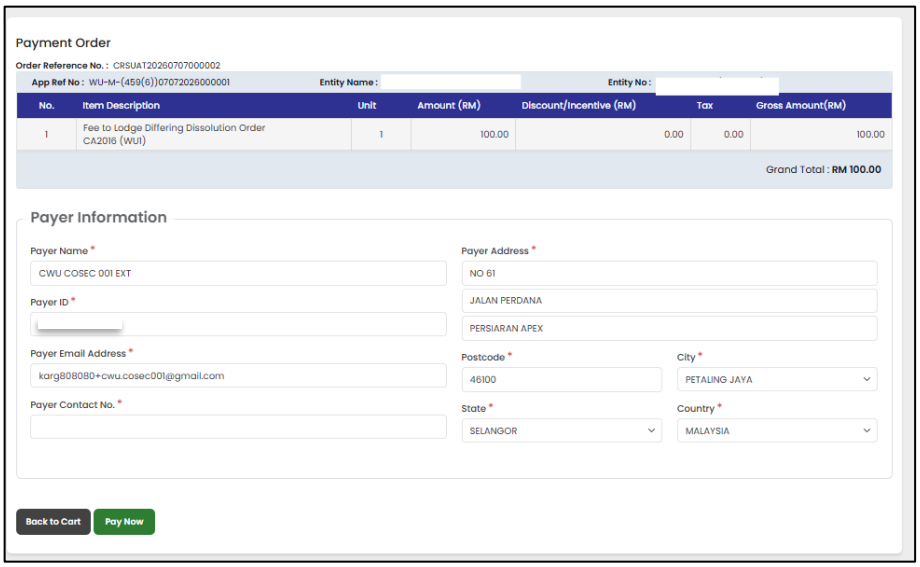
4.10 Differing Dissolution Order

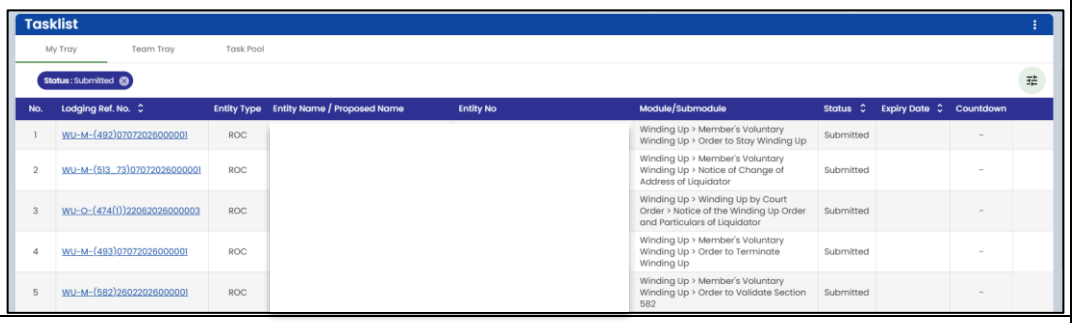
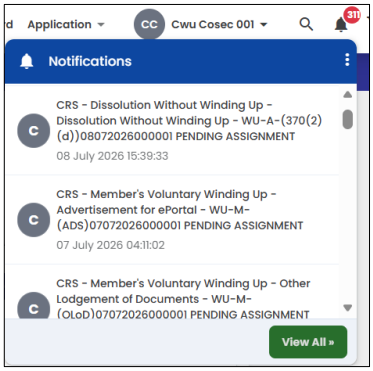
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Enter the company number in the designated field. Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Differing Dissolution Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

Field Num.	Description
4	Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Creditor) status. • Lodged Return by Liquidator Relating to Final Meeting (FM). 
5	The user to fill up the relevant fields for **Court Order Details.**  

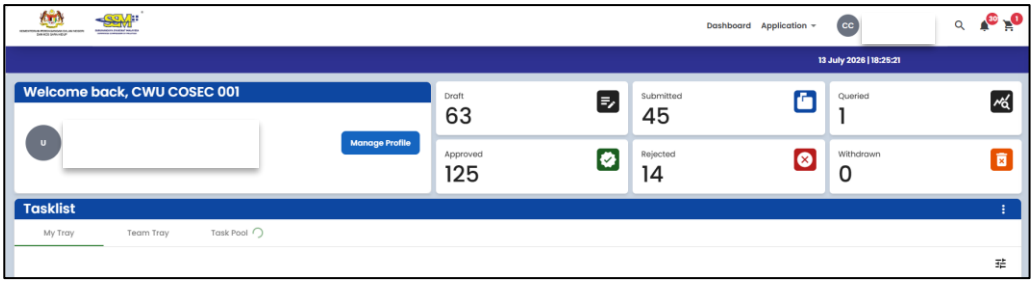
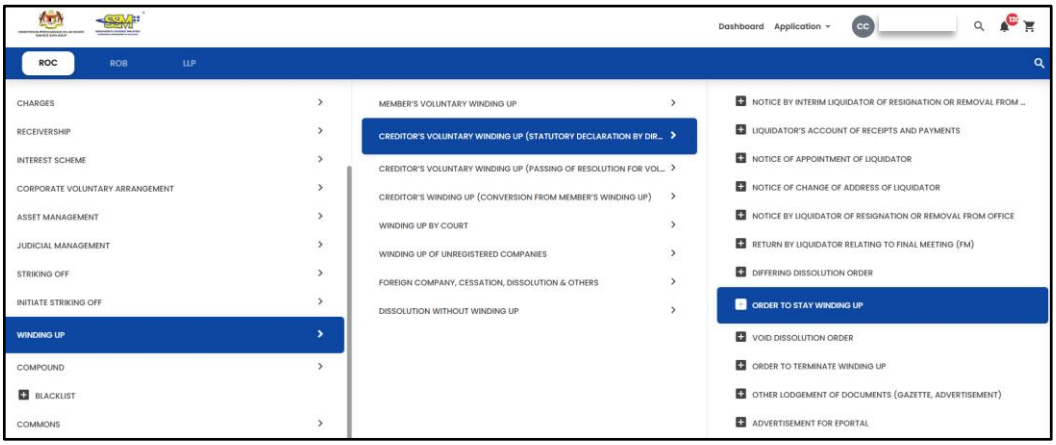
Field Num.	Description
	     Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

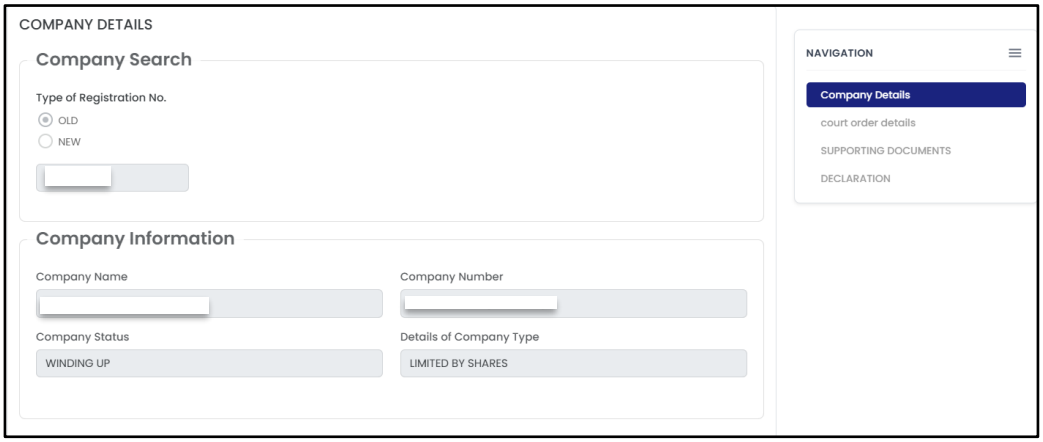
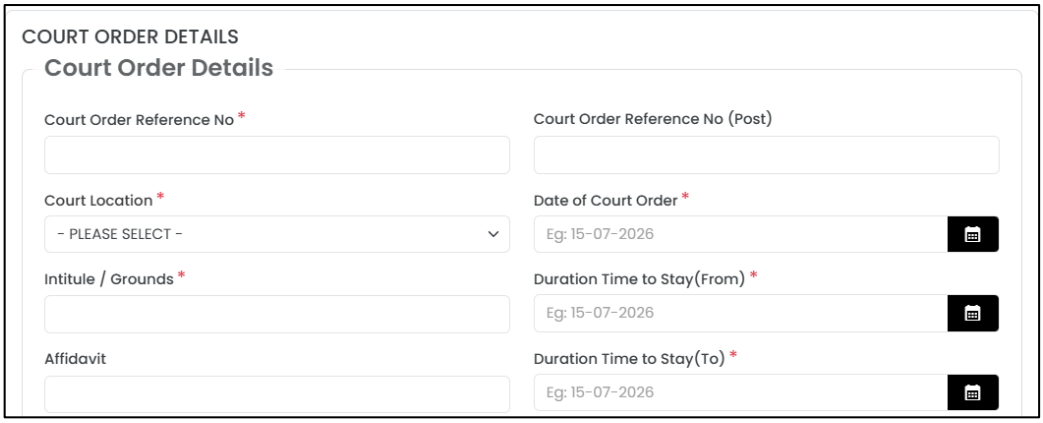
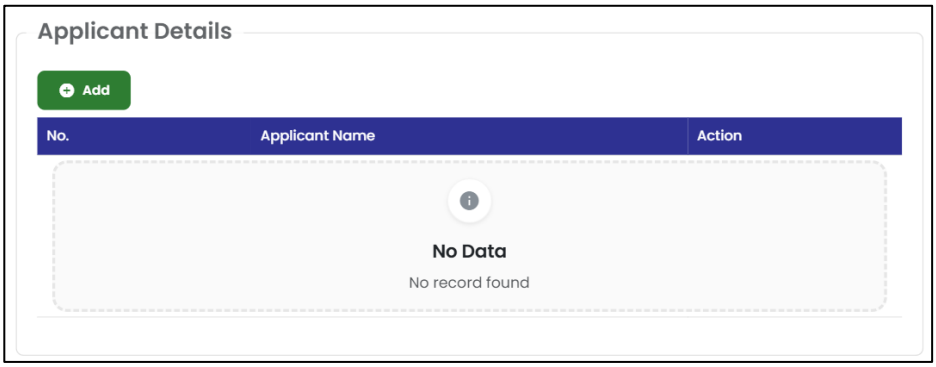
6	Upload court order document. 
7	Upload supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

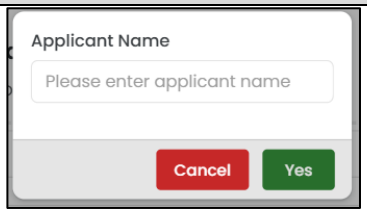
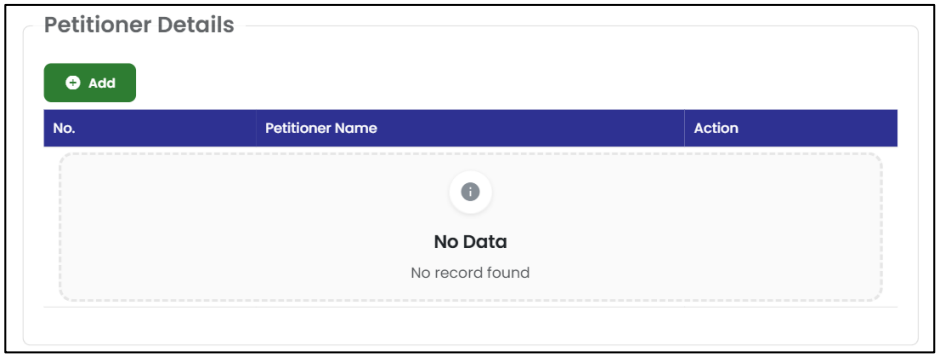
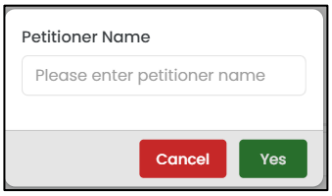
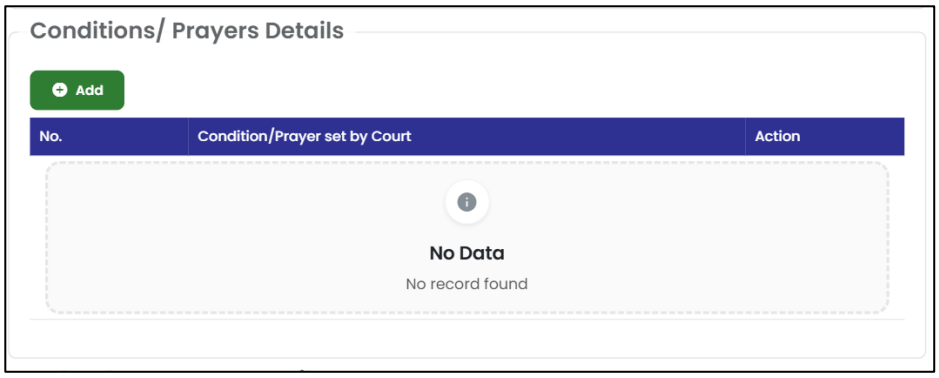
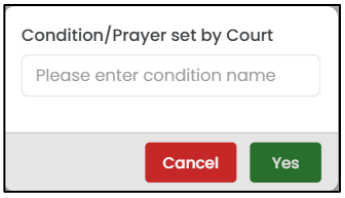
9	Click the submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Make payment.  
11	Submit the lodgement.

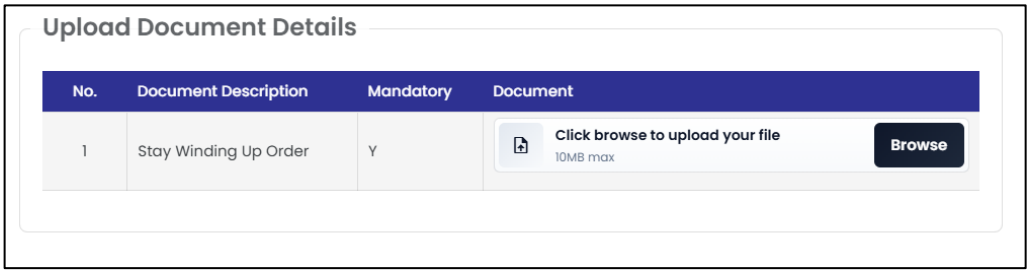
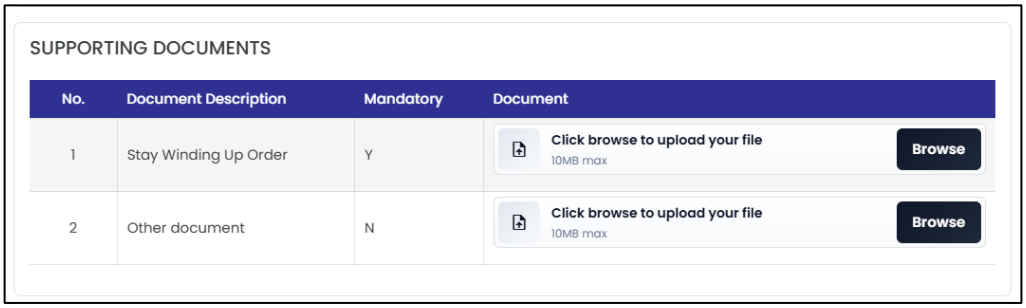
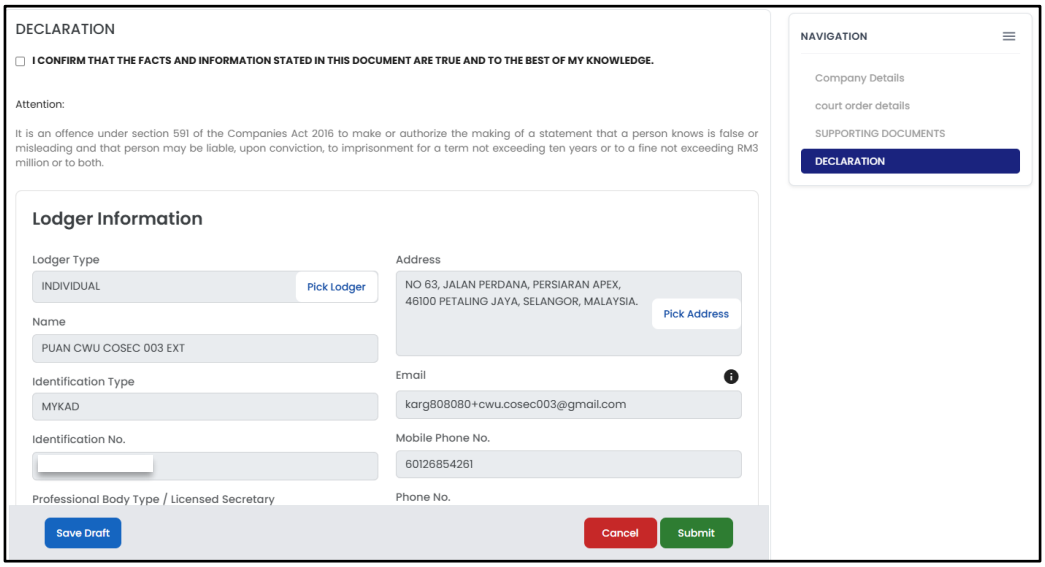
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

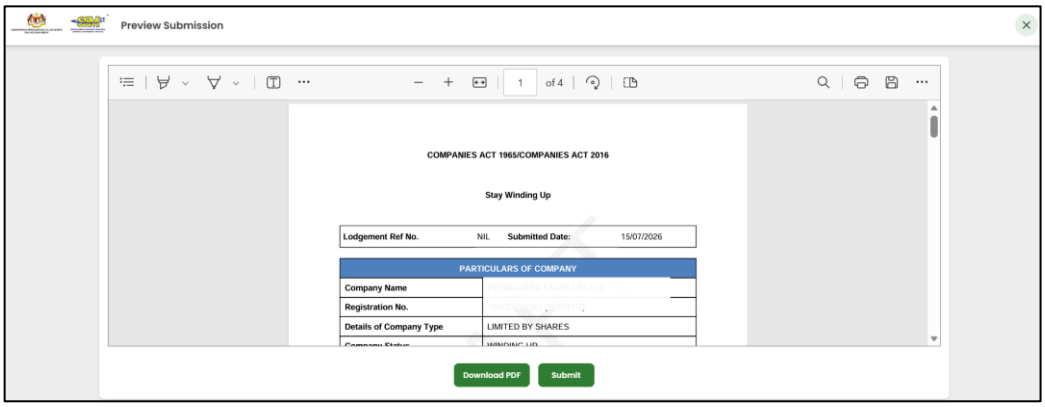
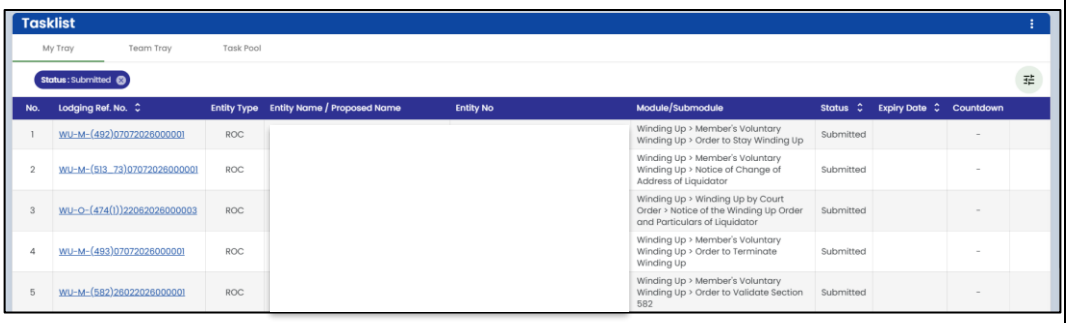
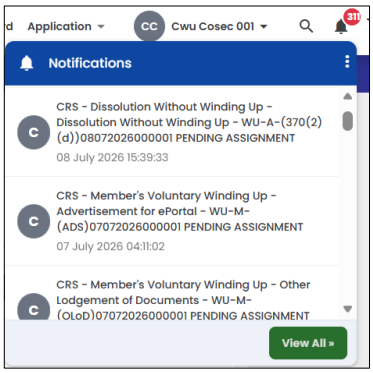
4.11 Order to Stay Winding Up

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Order to Stay Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

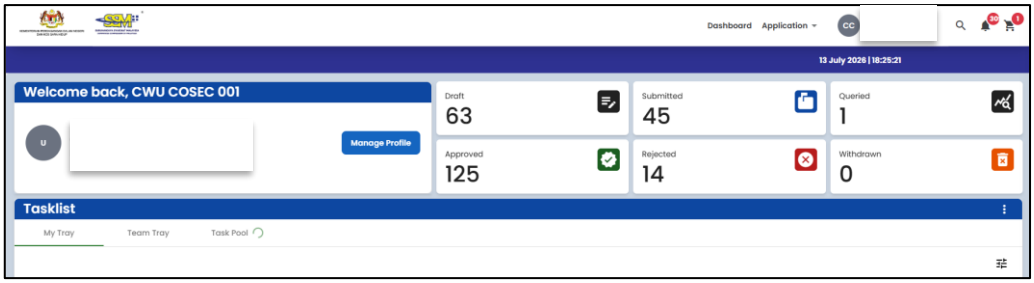
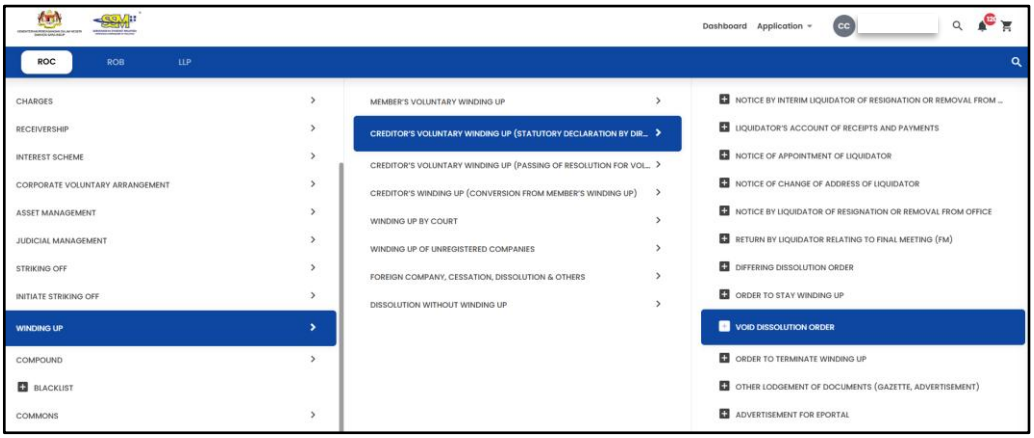
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditors) status. 
5	The user needs to fill up the mandatory fields for **Court Order Details.**  

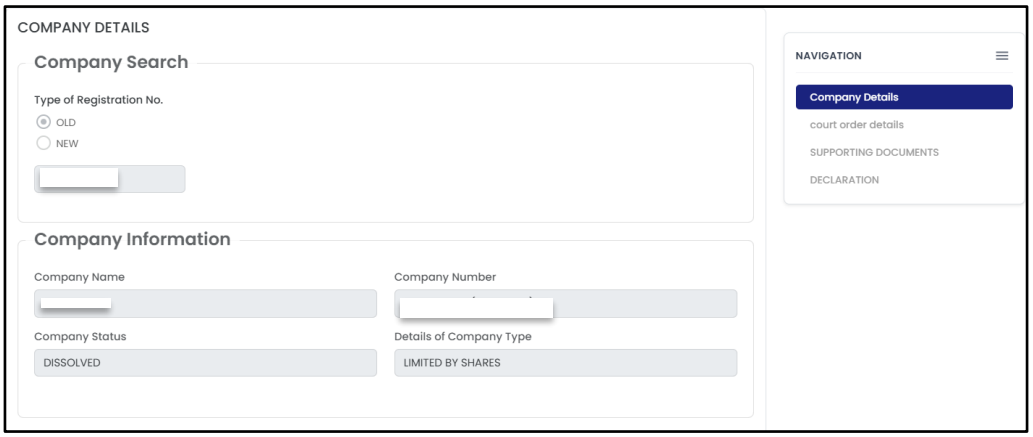
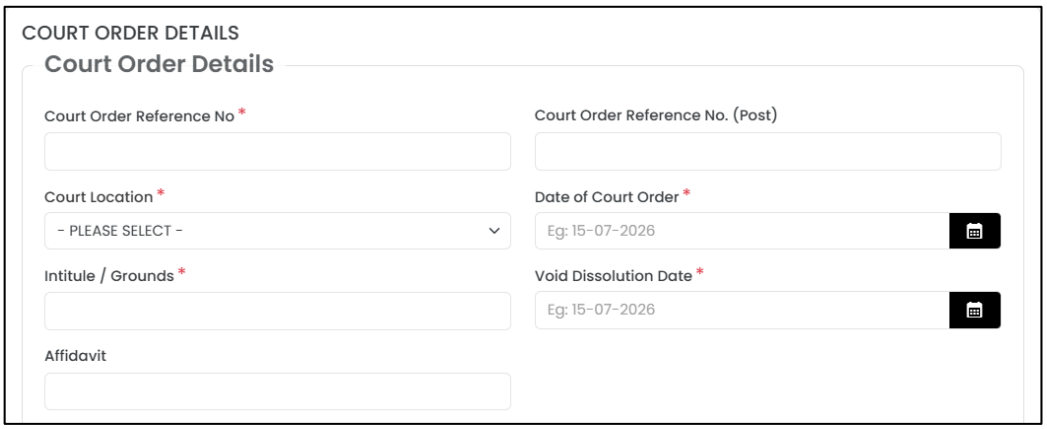
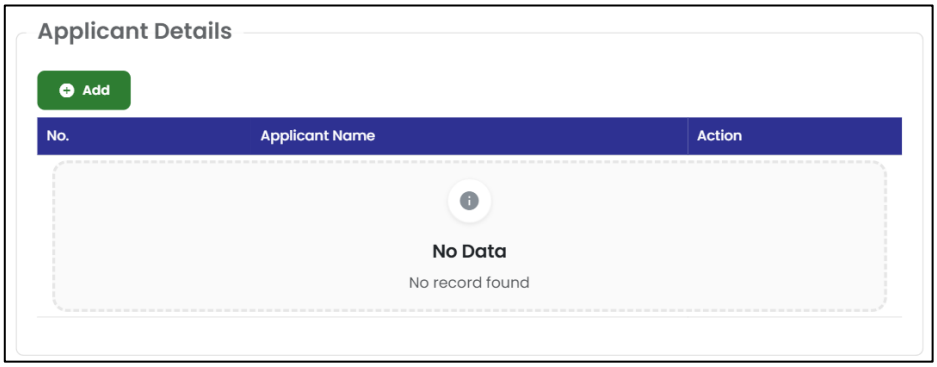
Field Num.	Description
	     Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

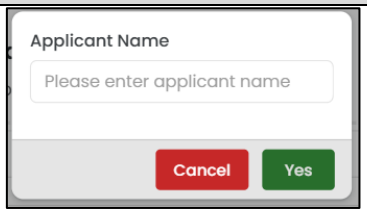
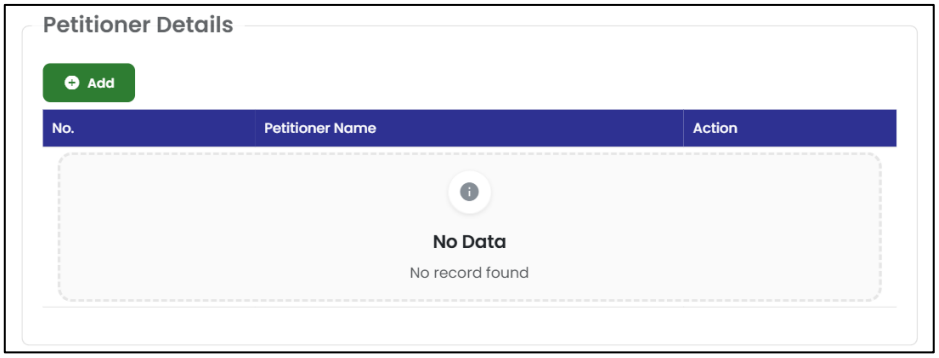
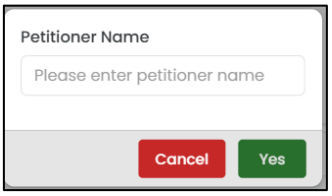
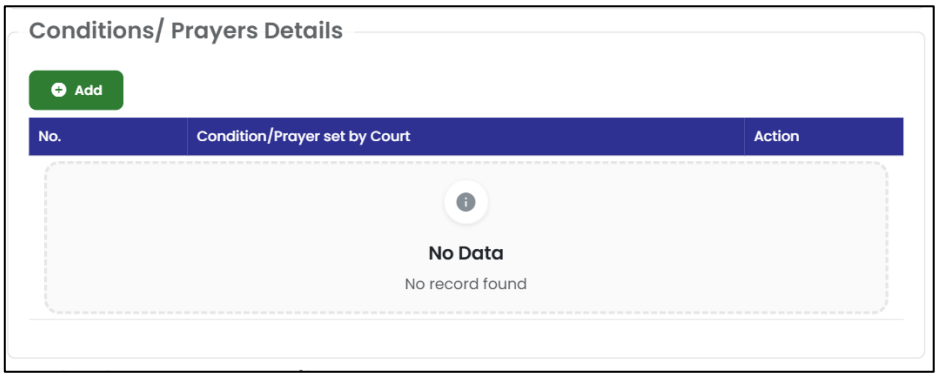
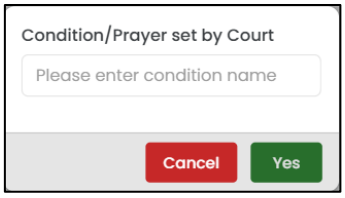
6	Upload court order document. 
7	Upload supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

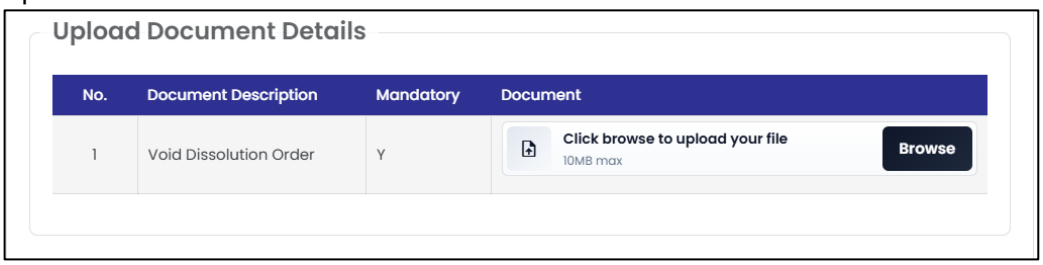
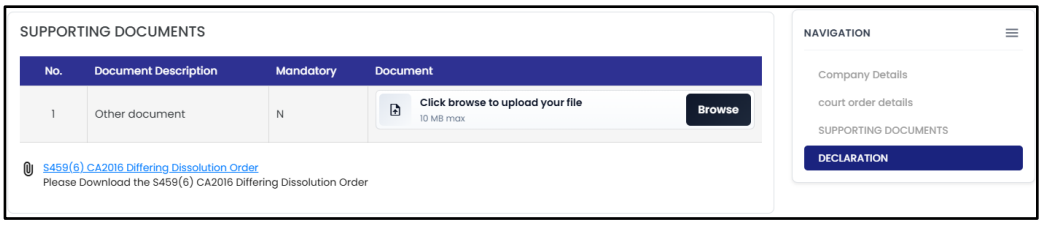
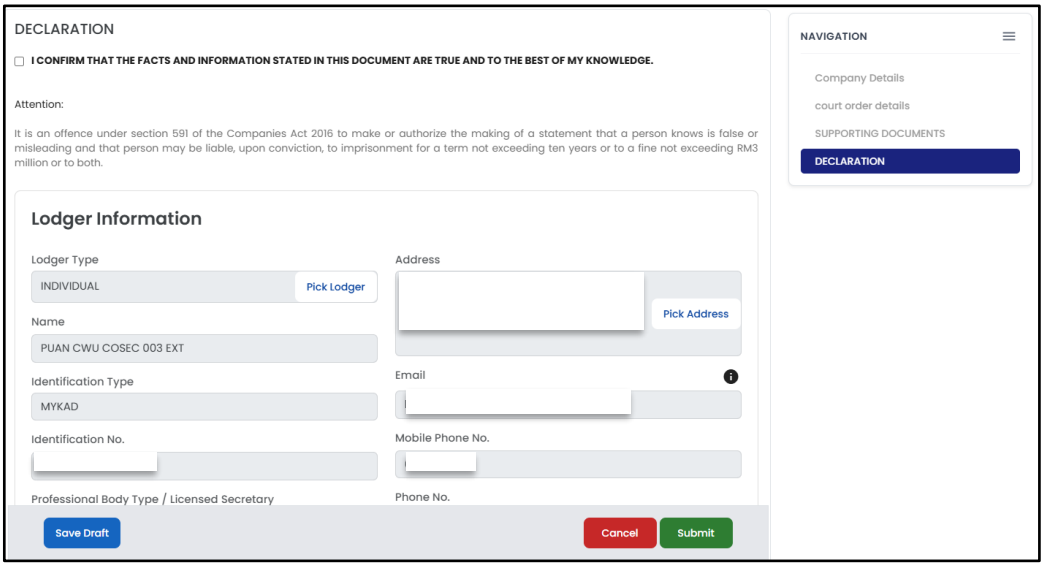
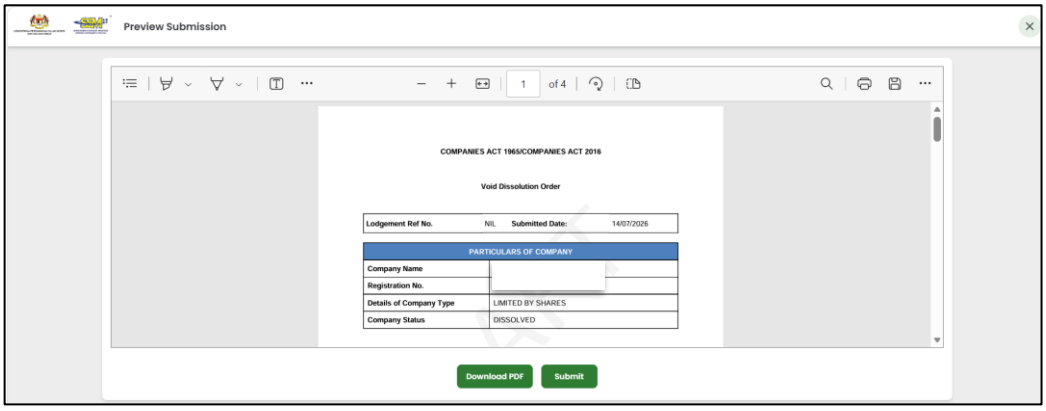
9	Click submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

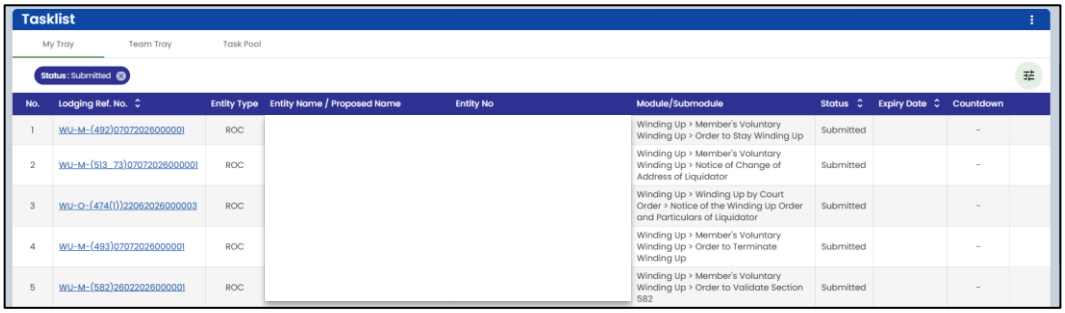
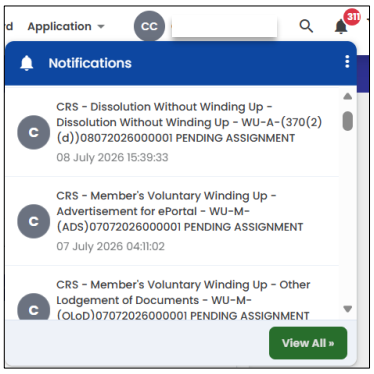
4.12 Void Dissolution Order

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Void Dissolution Order** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

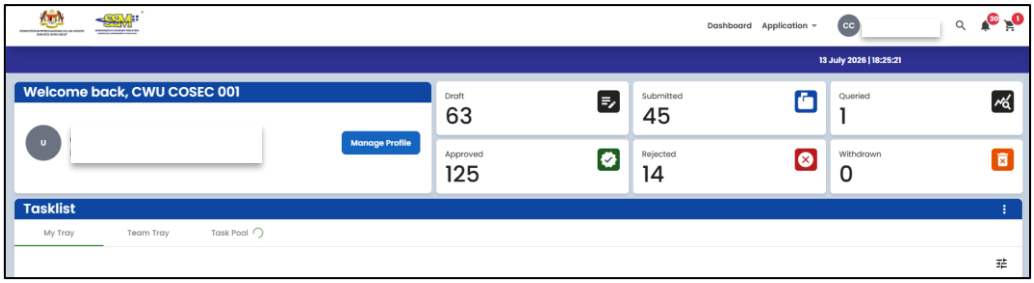
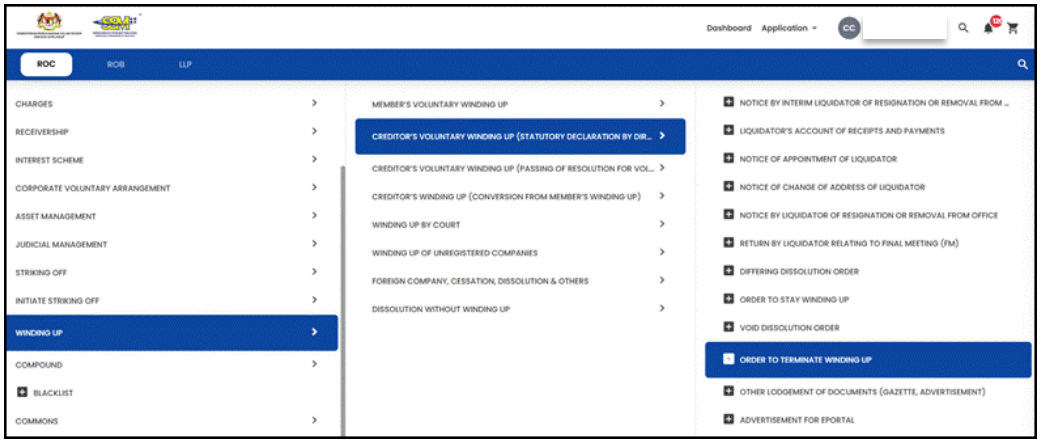
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Dissolved (Creditors) status. 
5	The user needs to fill up the mandatory fields for **Court Order Details.**  

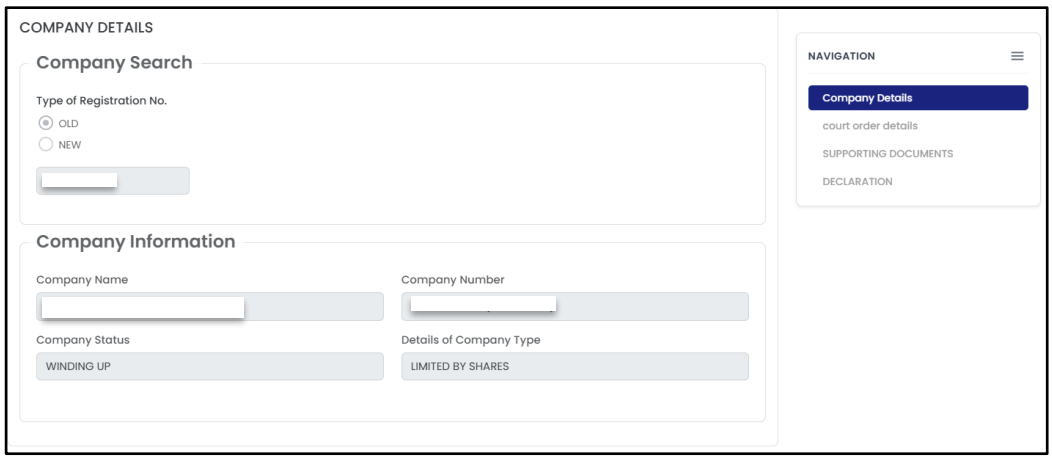
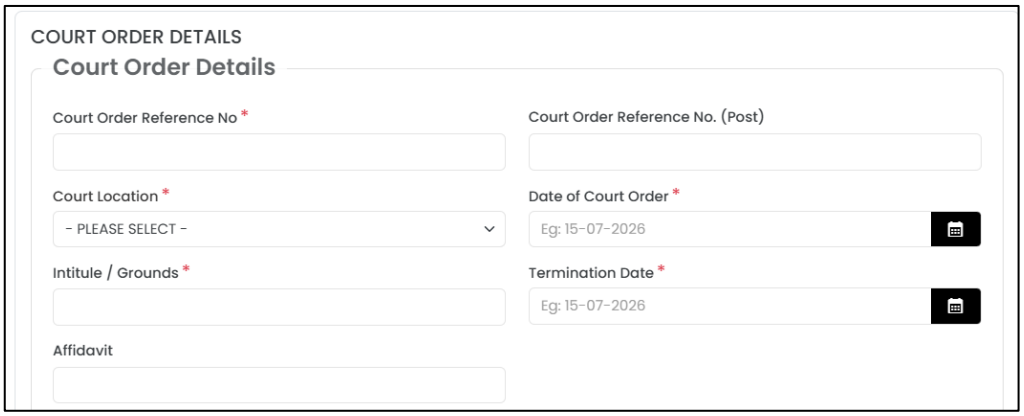
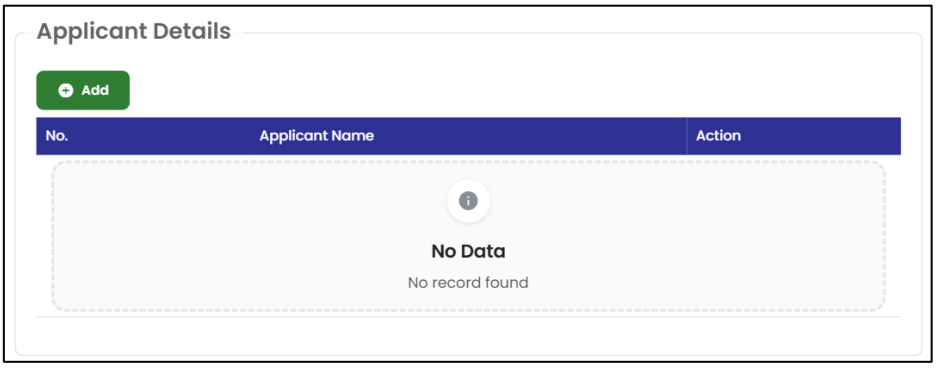
Field Num.	Description
	     Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

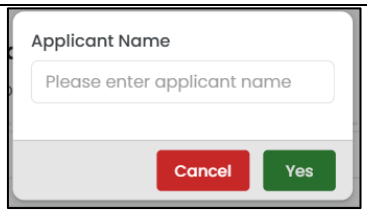
6	Upload court order document. 
7	Upload supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format. 

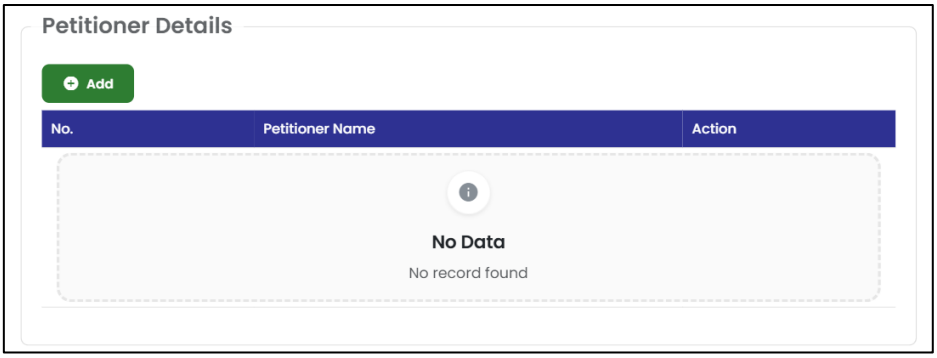
	Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

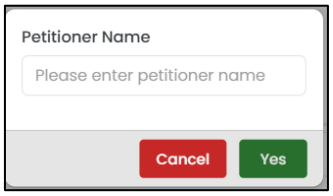
4.13 Order to Terminate Winding Up

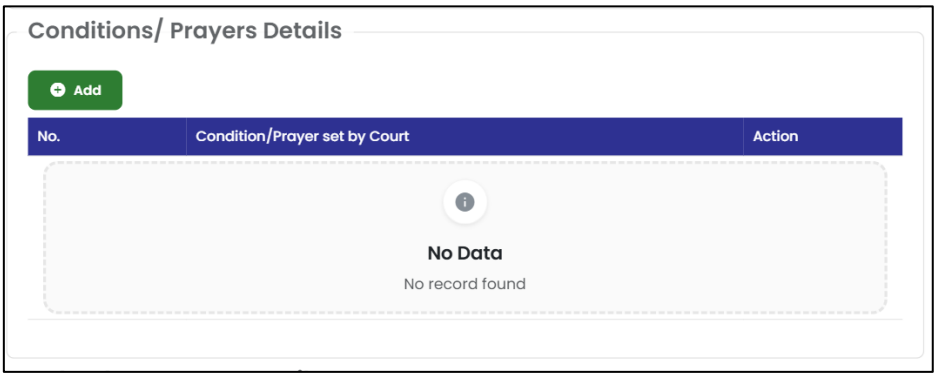
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Order to Terminate Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

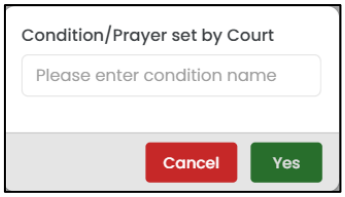
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Creditors). • Lodged Statutory Declaration of Inability of Company to Continue Business. 
5	The user fills up the relevant fields for **Court Order Details.**  



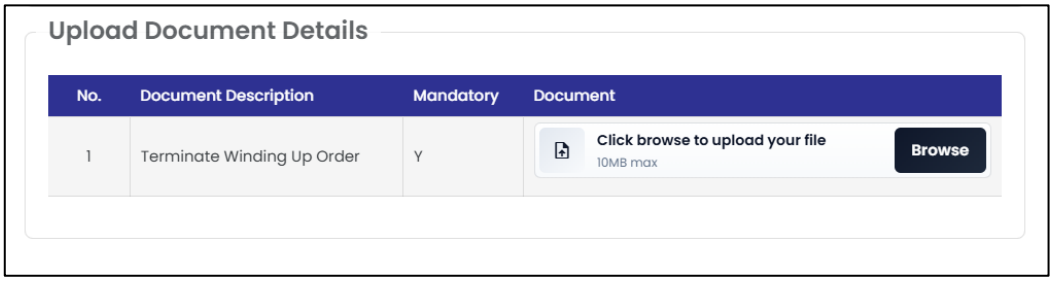
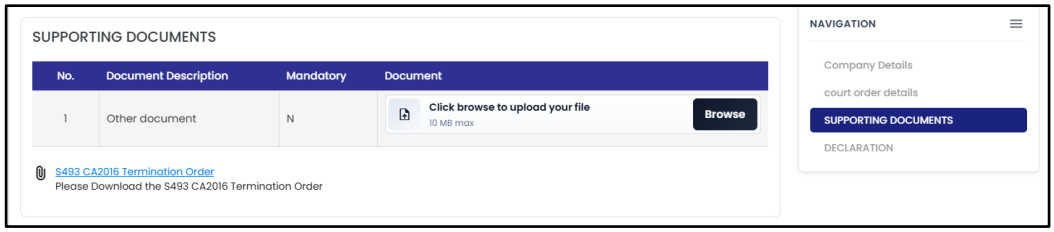
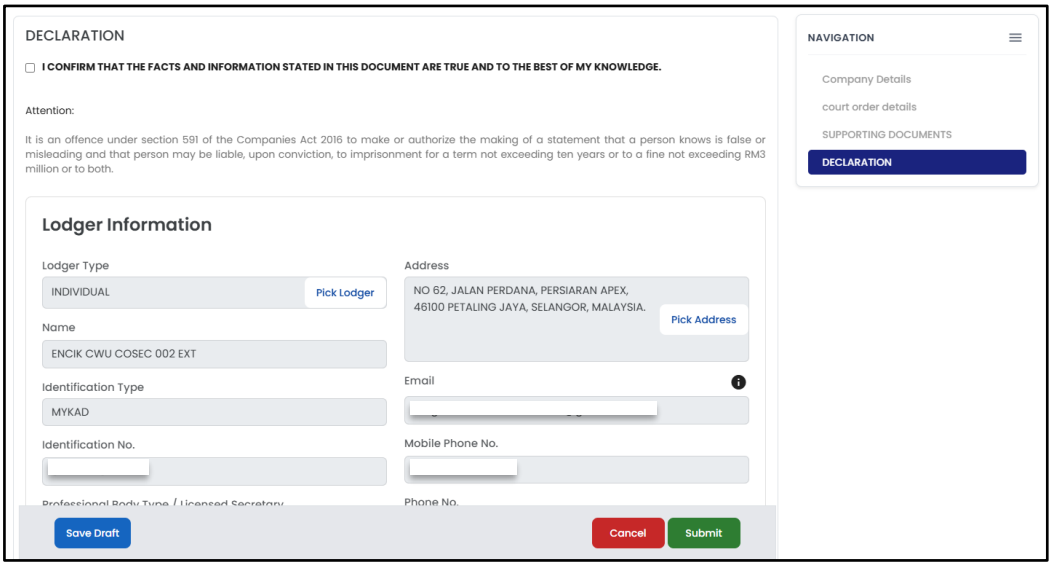


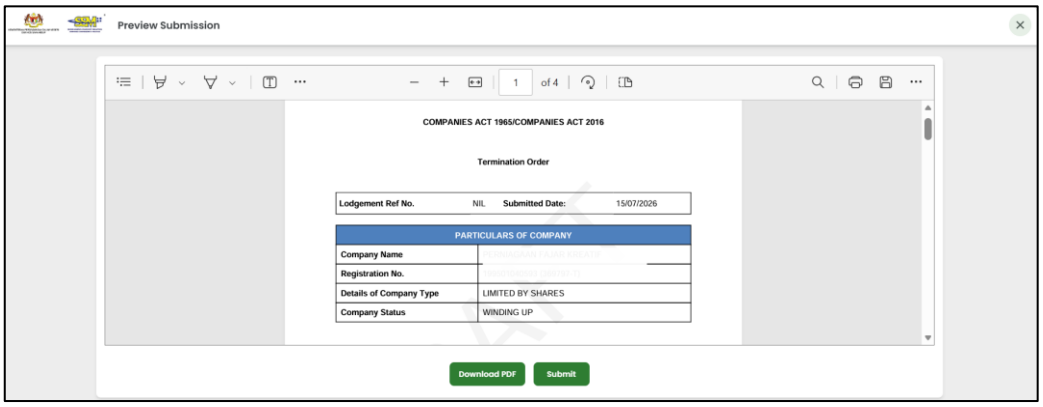
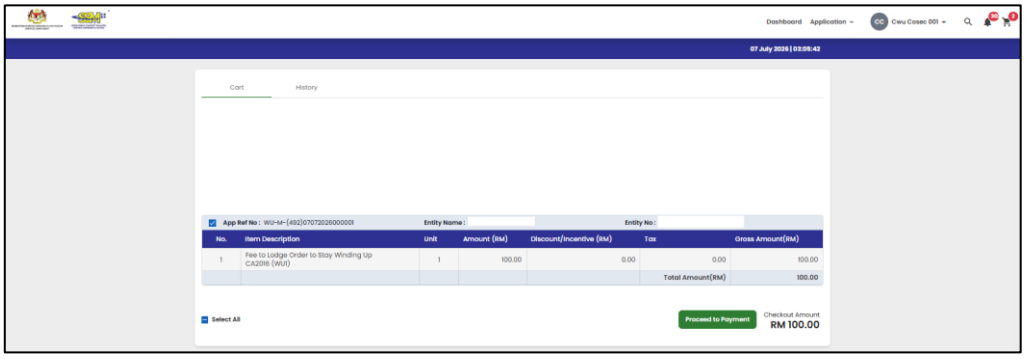
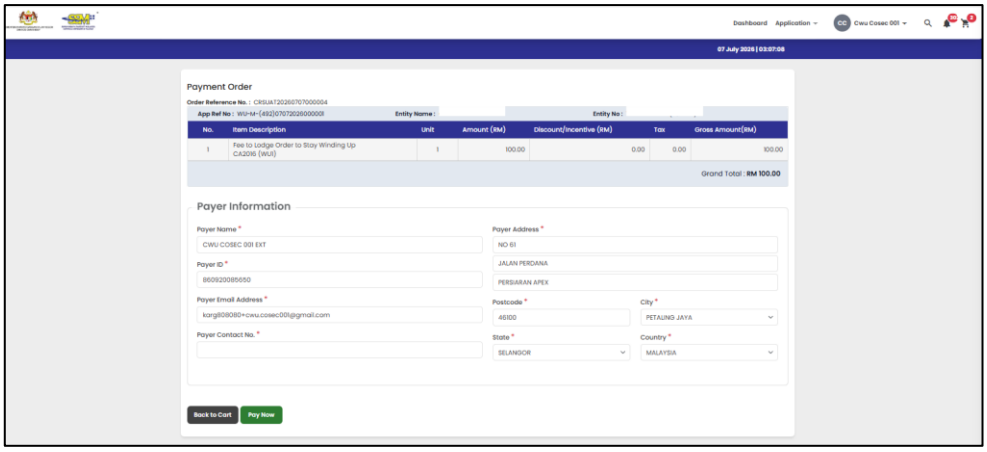


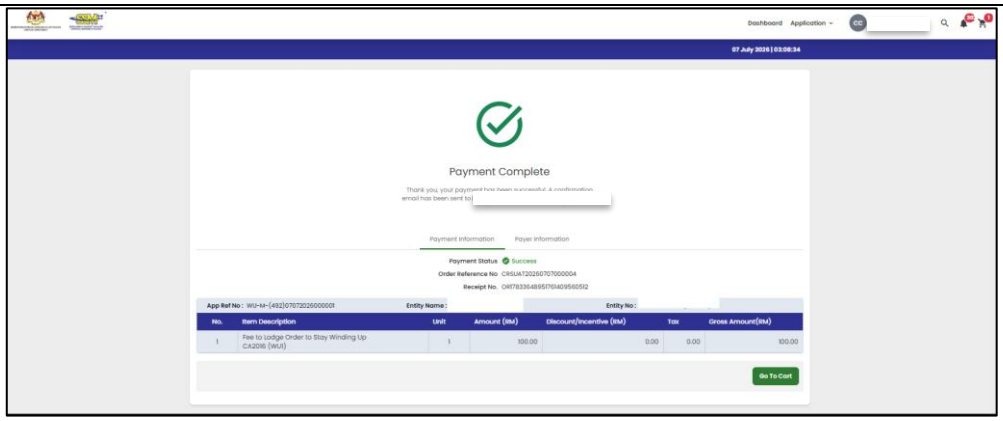
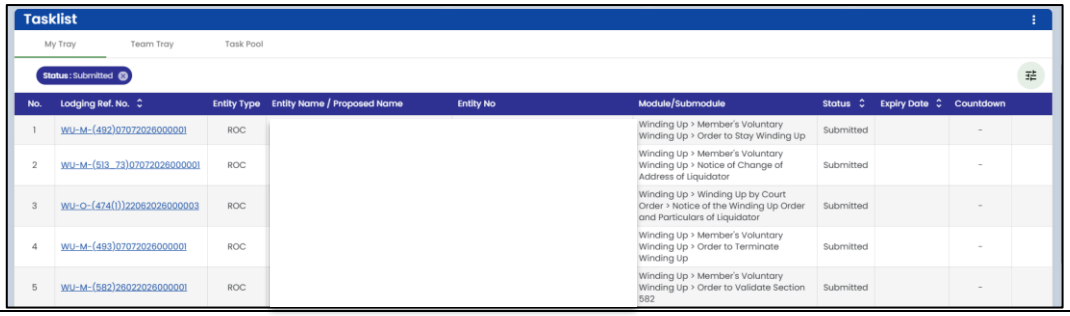
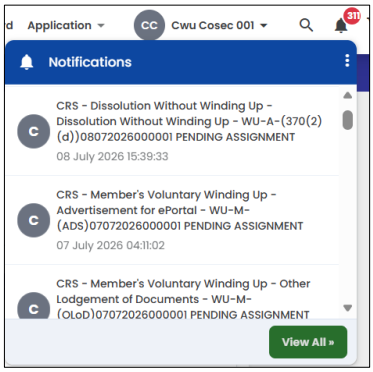




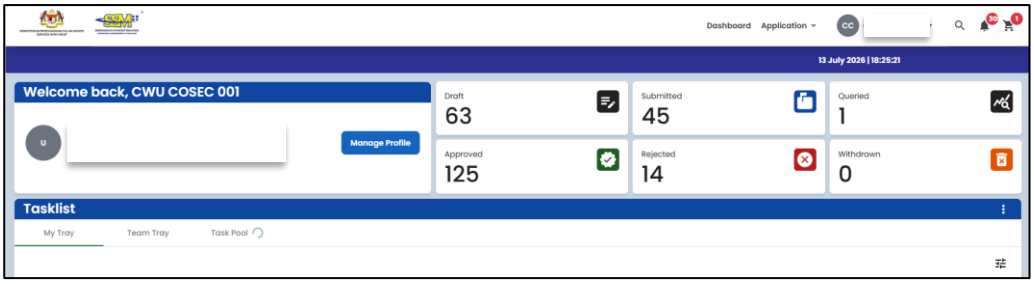
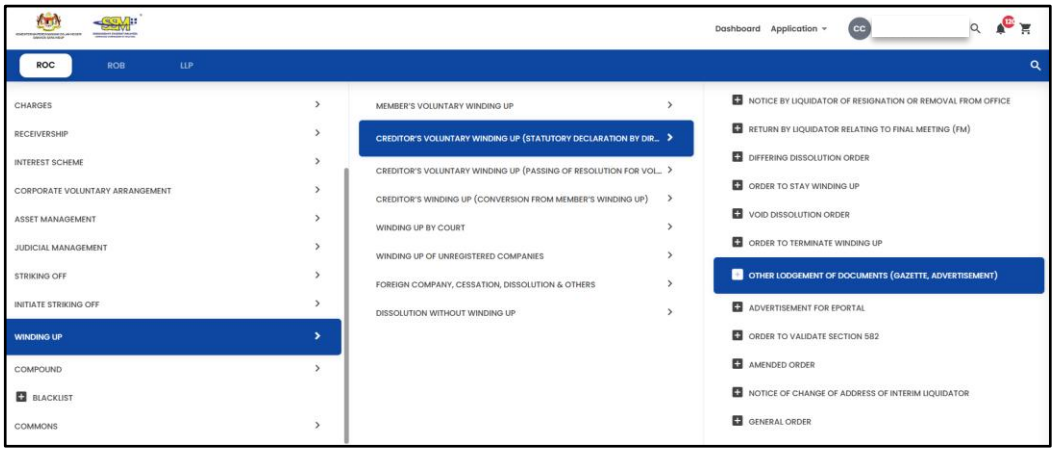
Note: Please enter '**NA**' in any mandatory field that is not applicable to the user

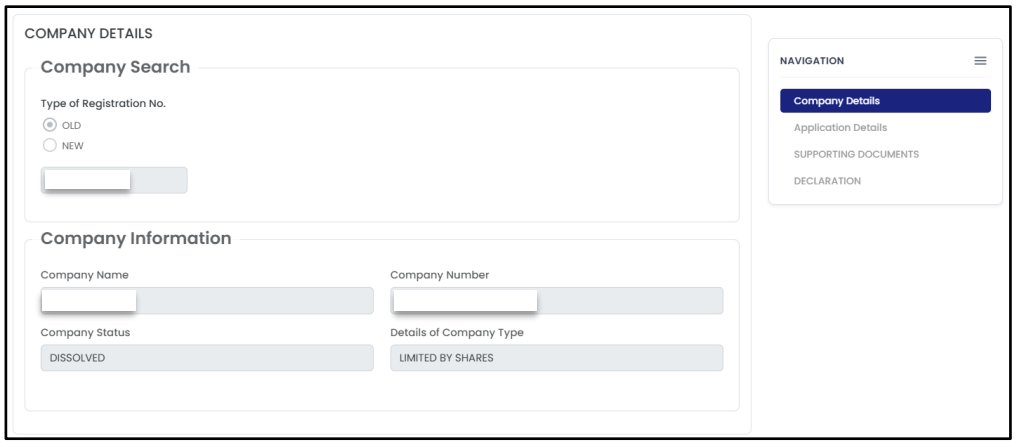
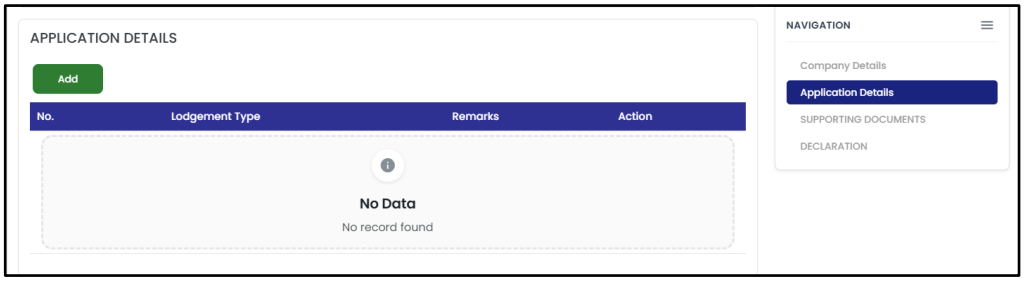
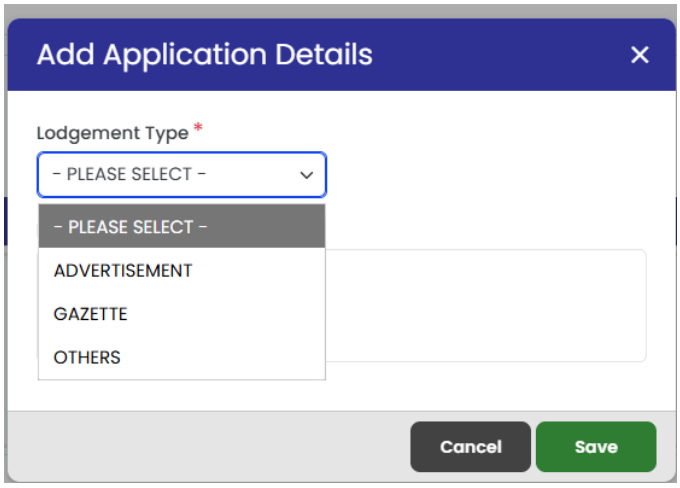
6	Upload court order document. 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

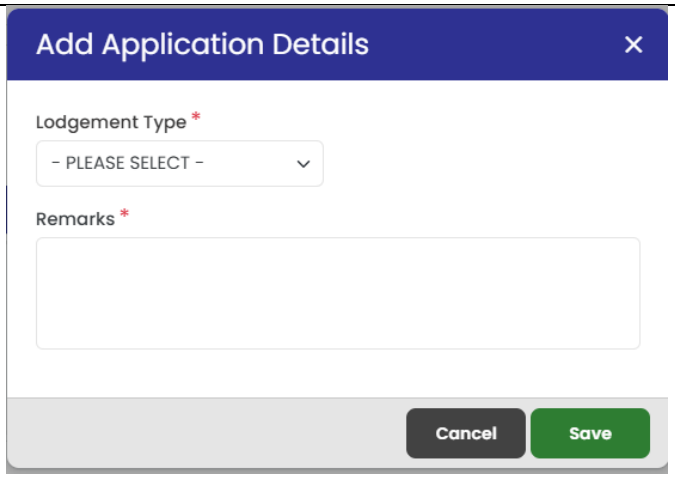
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Make Payment.  

	
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

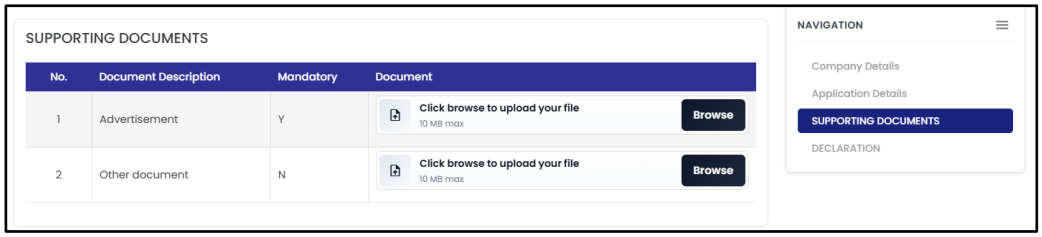
4.14 Other Lodgement of Documents

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Other Lodgement of Documents.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

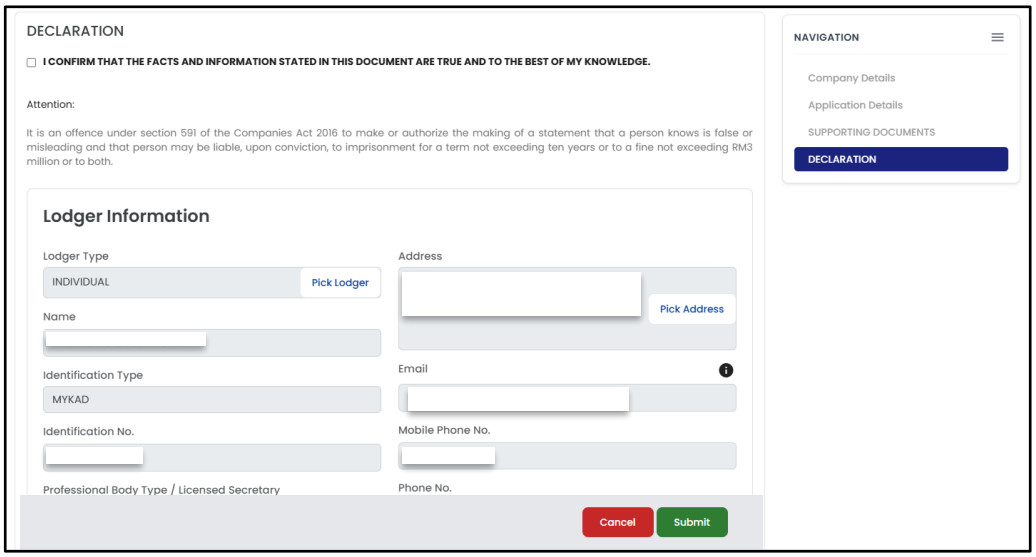
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: Company Main must have Winding Up (Creditors) / Existing status. 
5	The user needs to fill up relevant fields for **Application Details.**  The user selects the lodgement type, enters the remarks, and then clicks the **Save** button. 

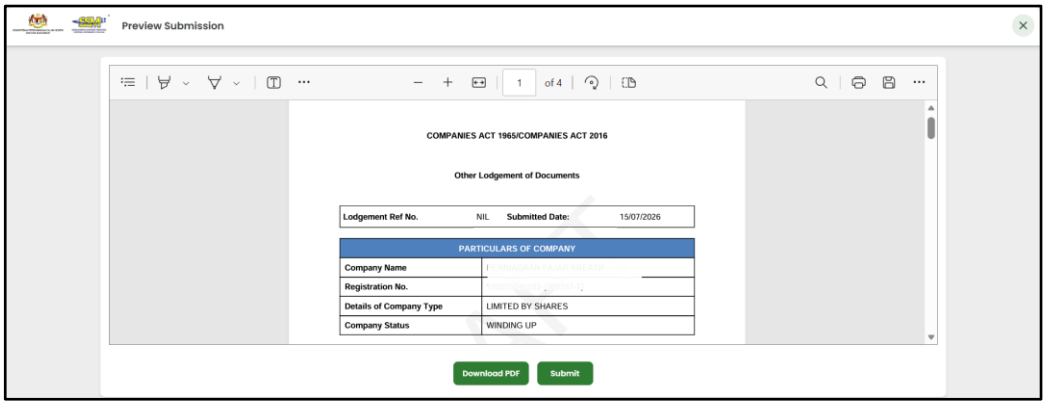
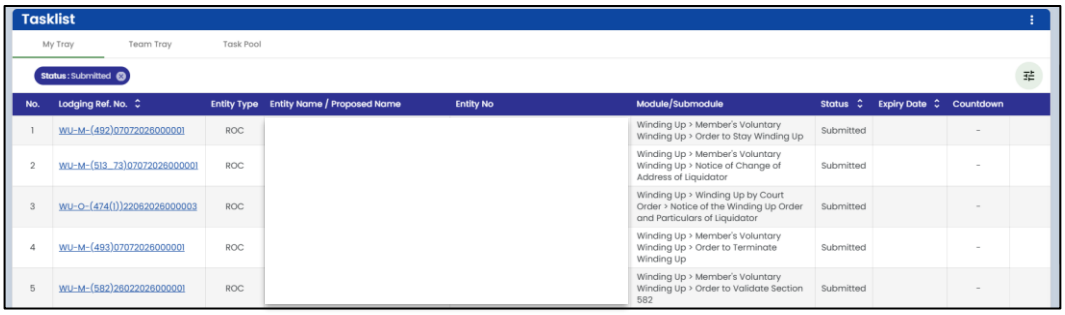
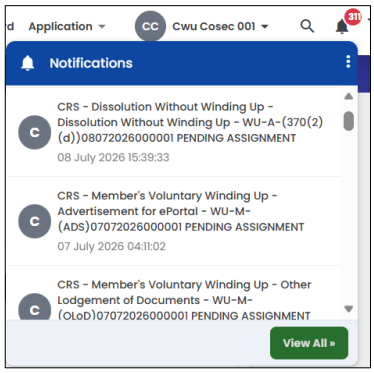


6 Upload the supporting documents.

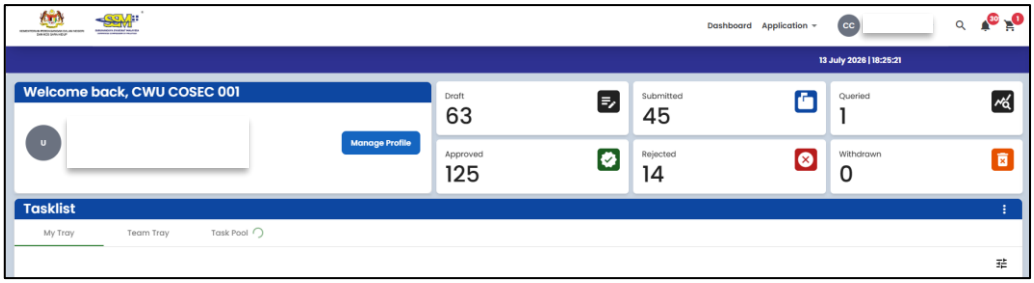
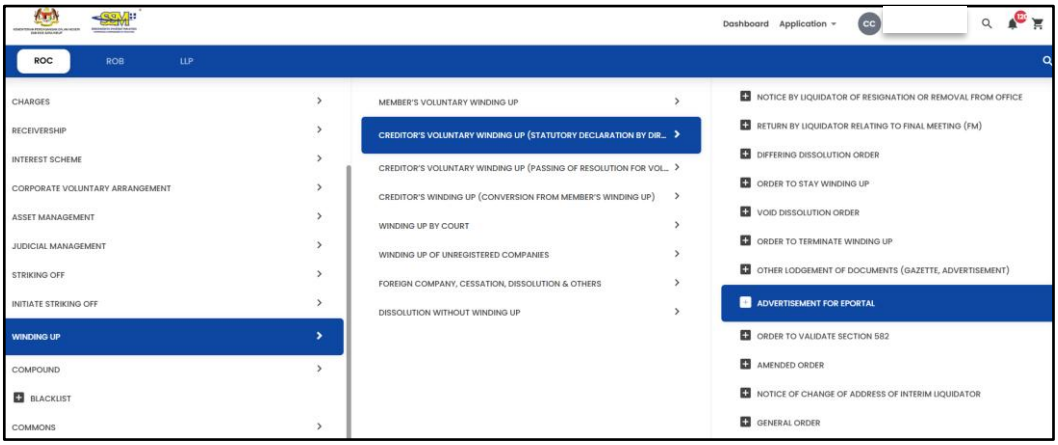


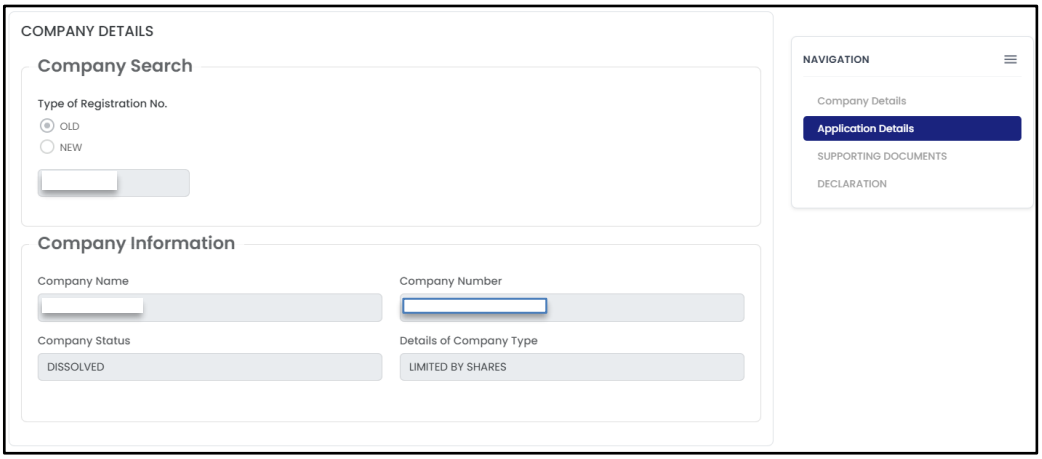
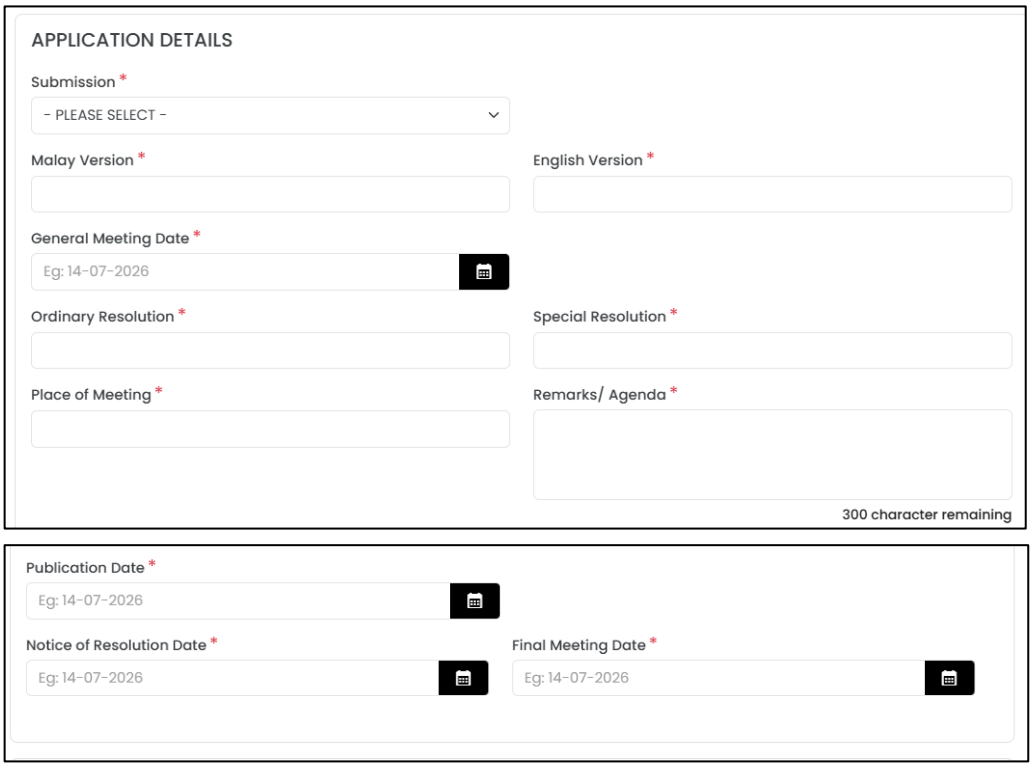
7 To confirm your consent, please tick the 'General Declaration Statement' checkbox.

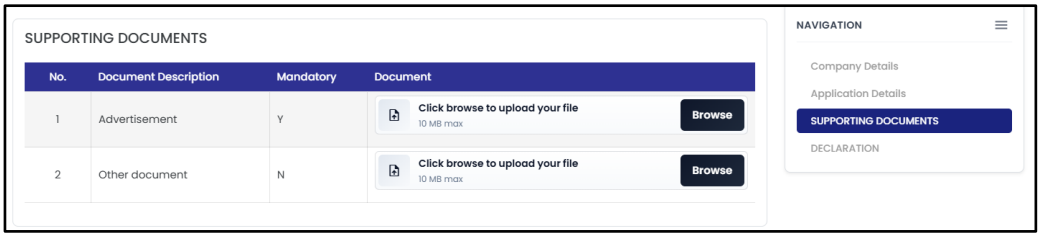
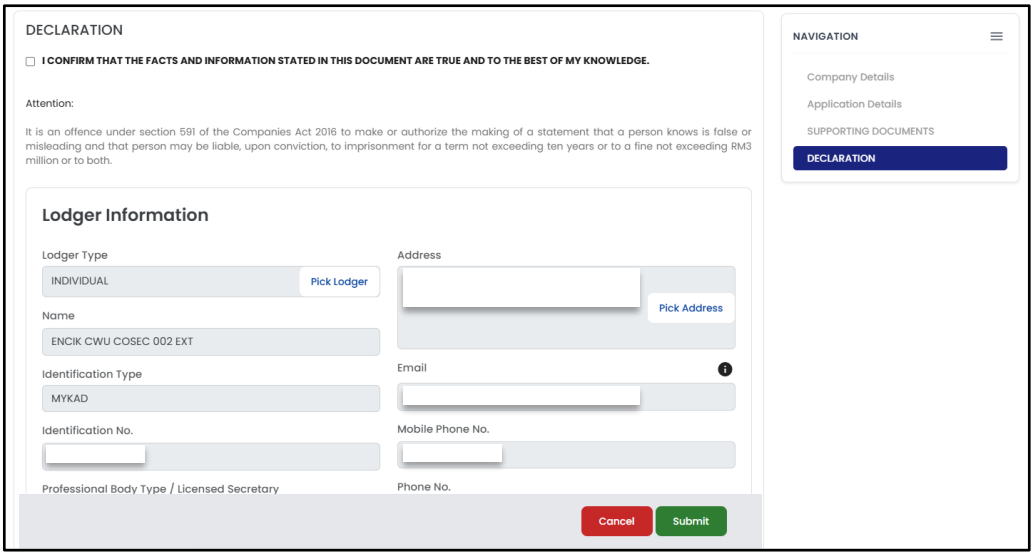
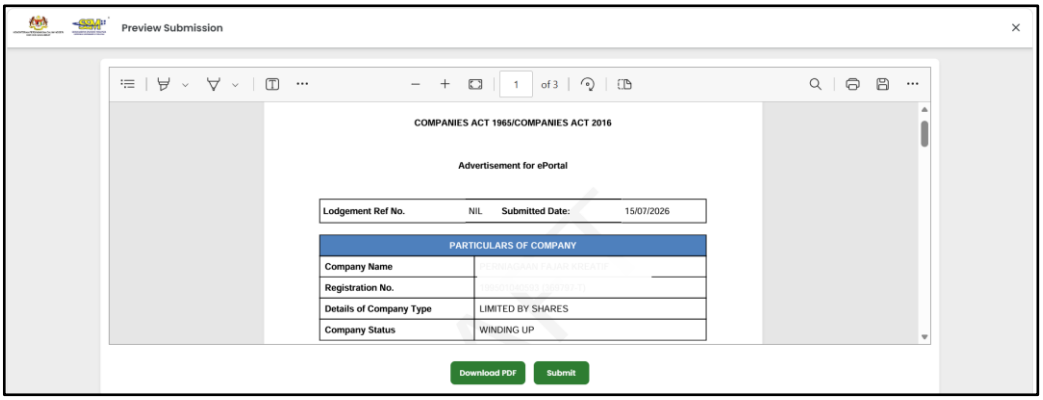


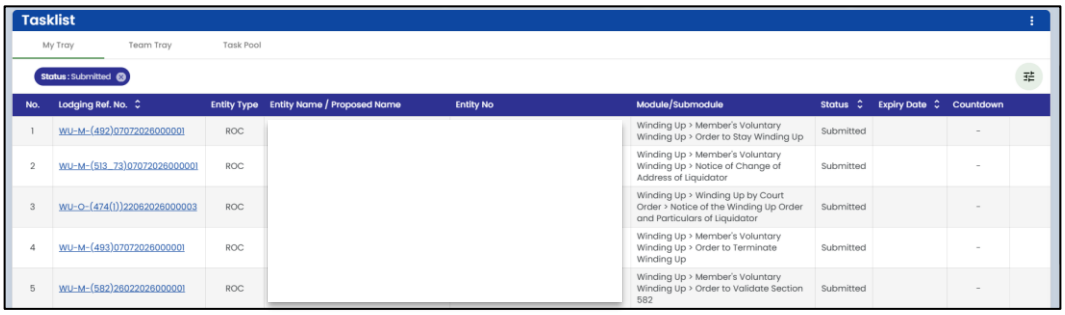
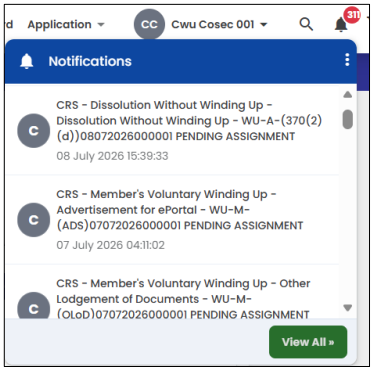
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

4.15 Advertisement for ePortal

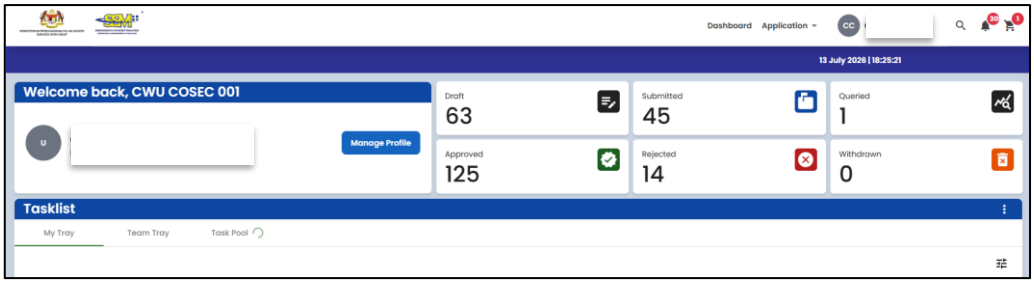
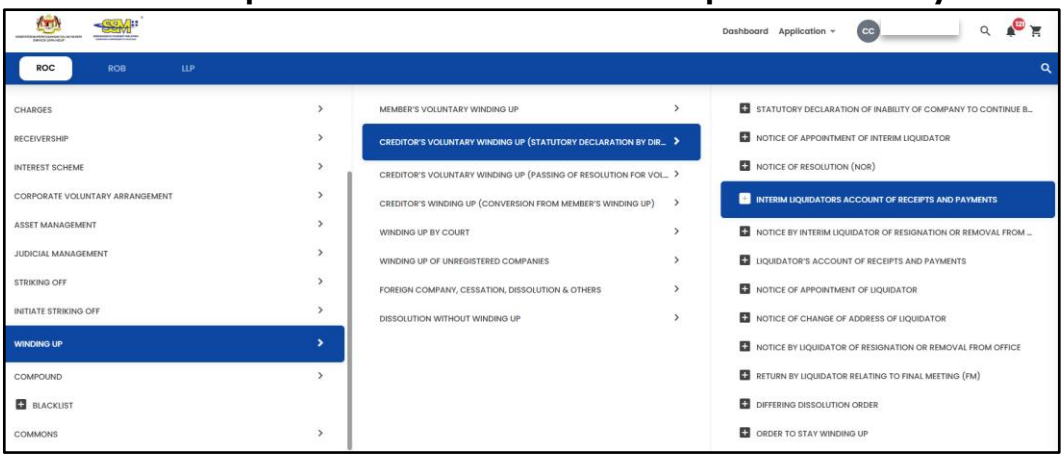
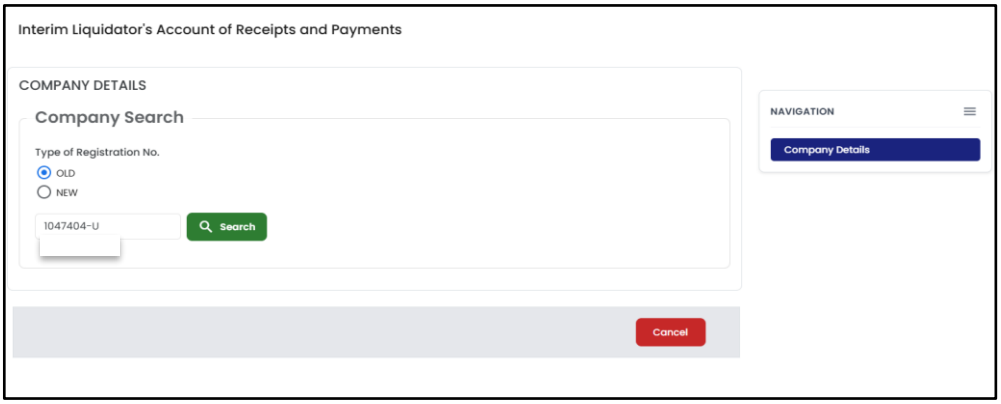
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Advertisement for ePortal.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

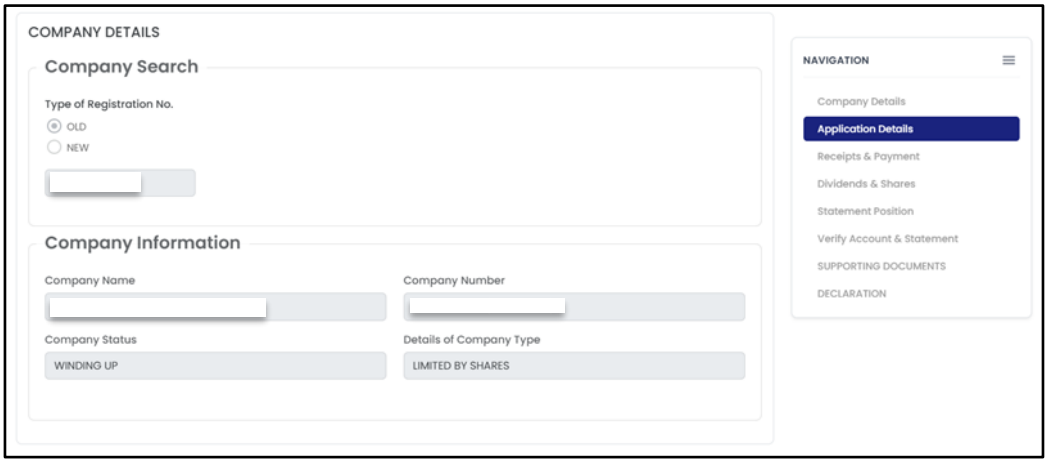
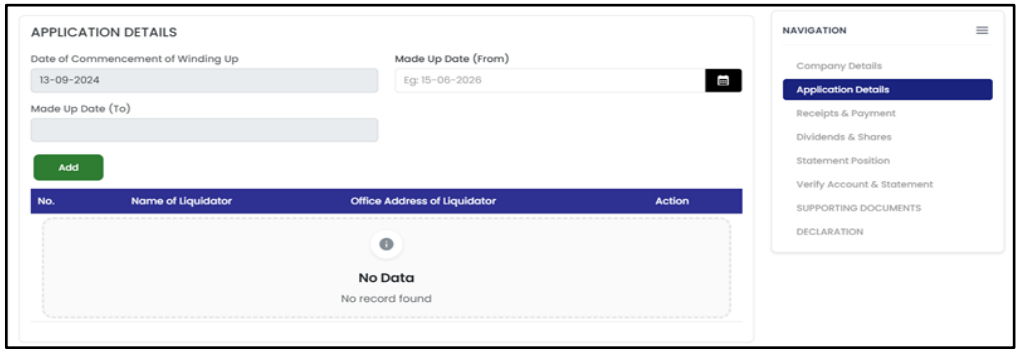
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditors) / Existing status. 
5	The user needs to fill up relevant fields for **Application Details.**  Notes: The required information must be entered in both the Malay Version and English Version tabs.

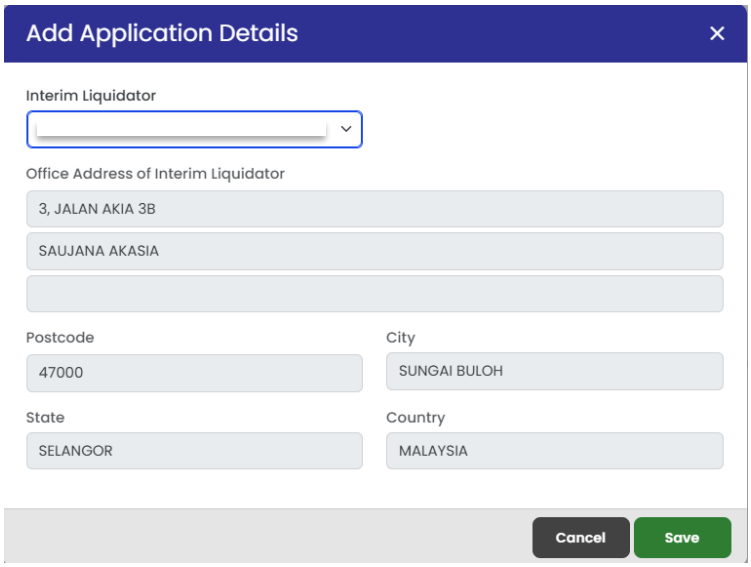
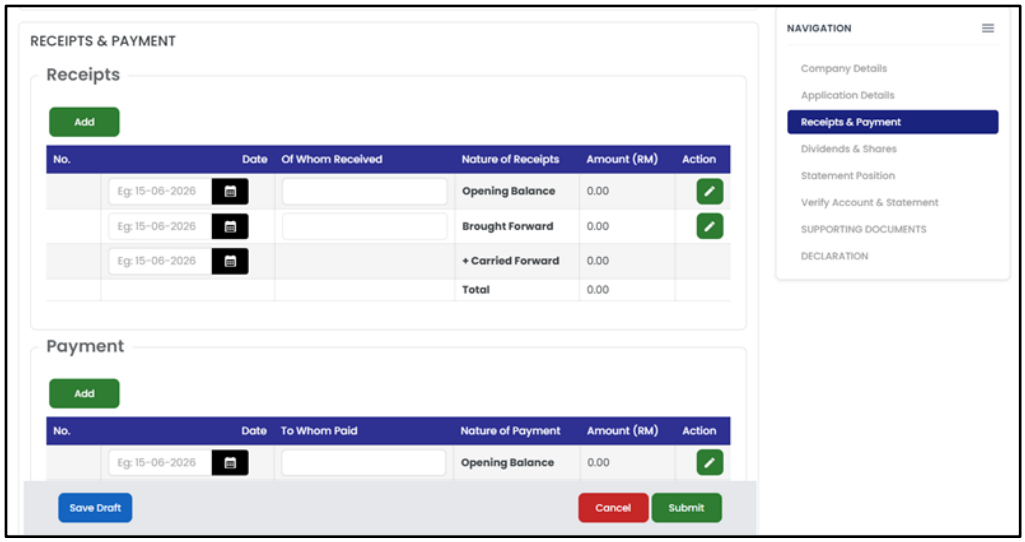
6	Upload the supporting documents. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.

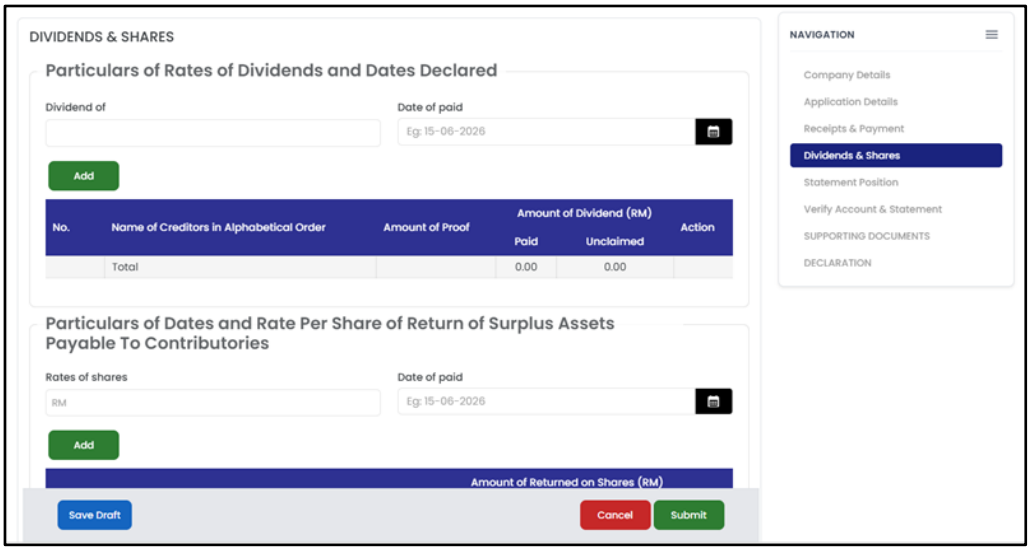
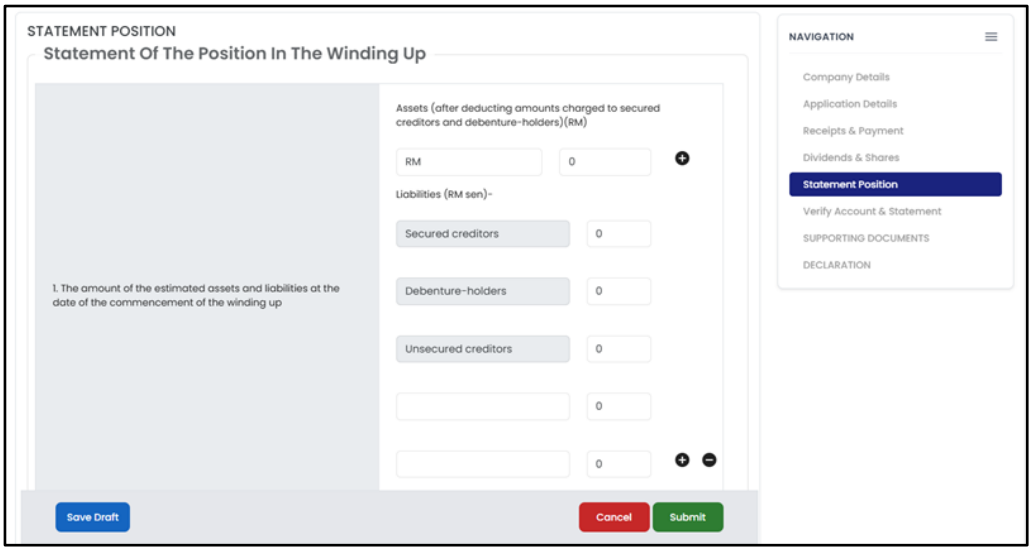
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

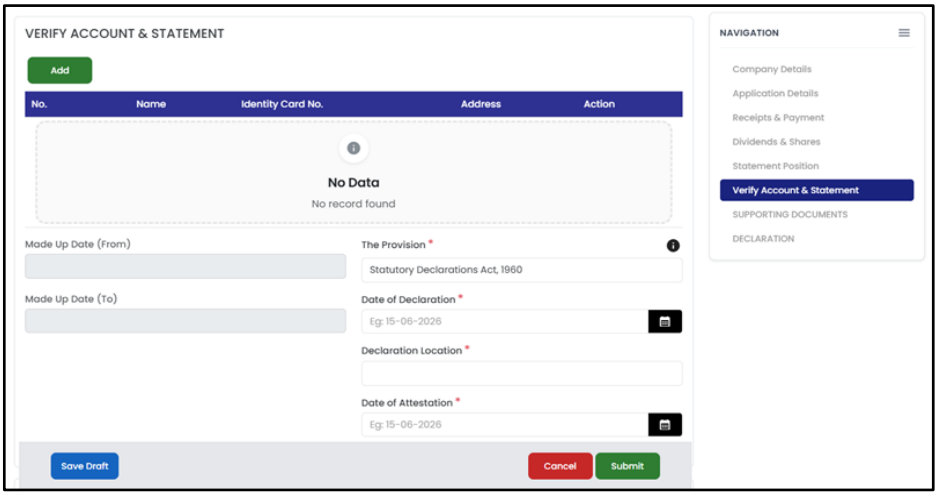
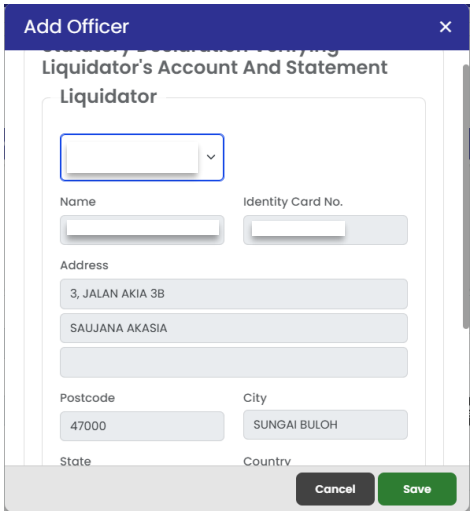
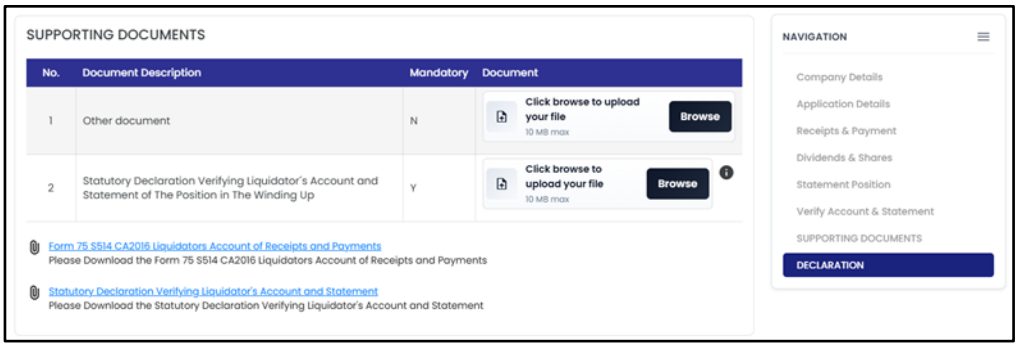
4.16 Interim Liquidator's Account of Receipts and Payments

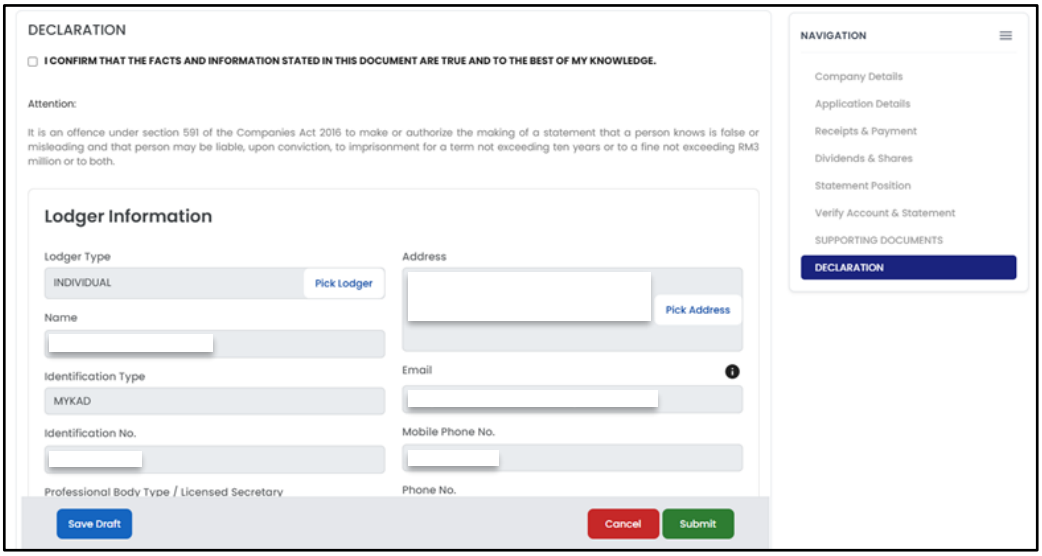
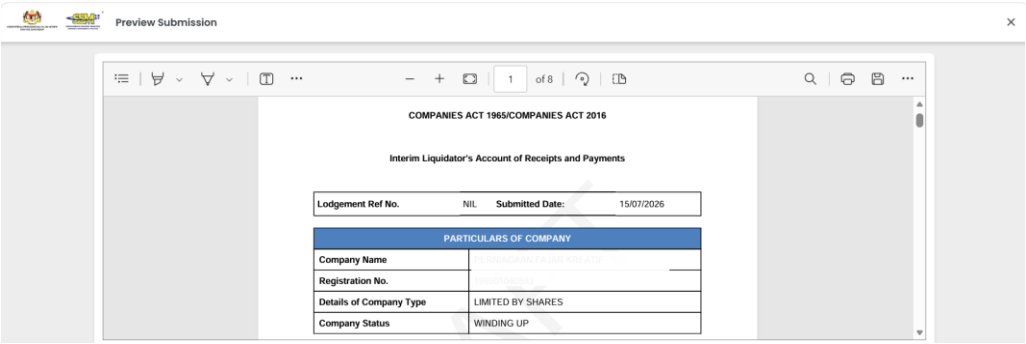
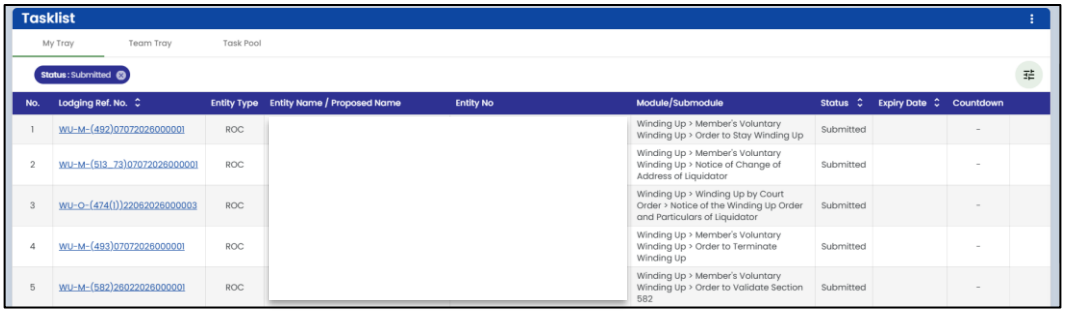
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Interim Liquidator's Account of Receipts and Payments.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

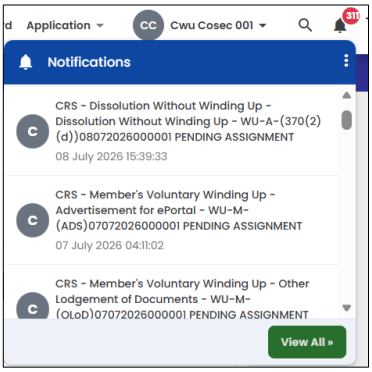
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditors) status with active interim Liquidator. 
5	The user needs to fill up relevant info for **Application Details.** 

Field Num.	Description
	Add Application Detail. 
6	The user needs to fill up relevant info for **Receipts & Payment.** 

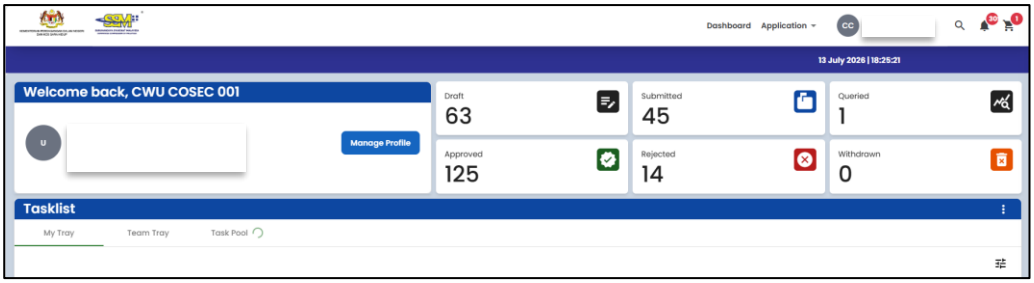
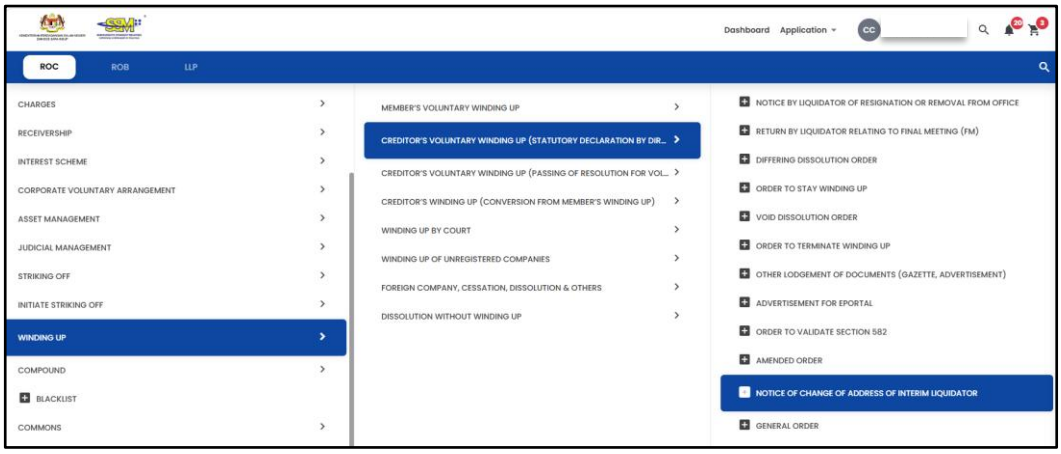
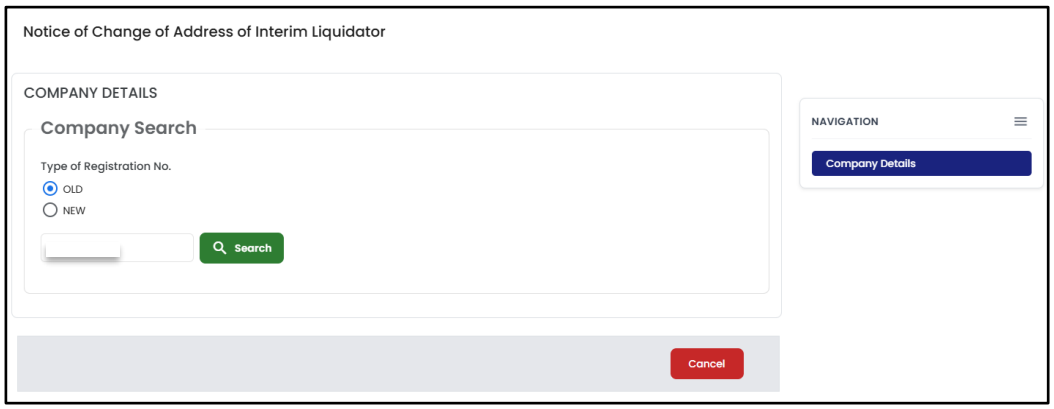
7	The user needs to fill up relevant info for **Dividends & Shares.** 
8	The user needs to fill up relevant info for **Statement Position.** 

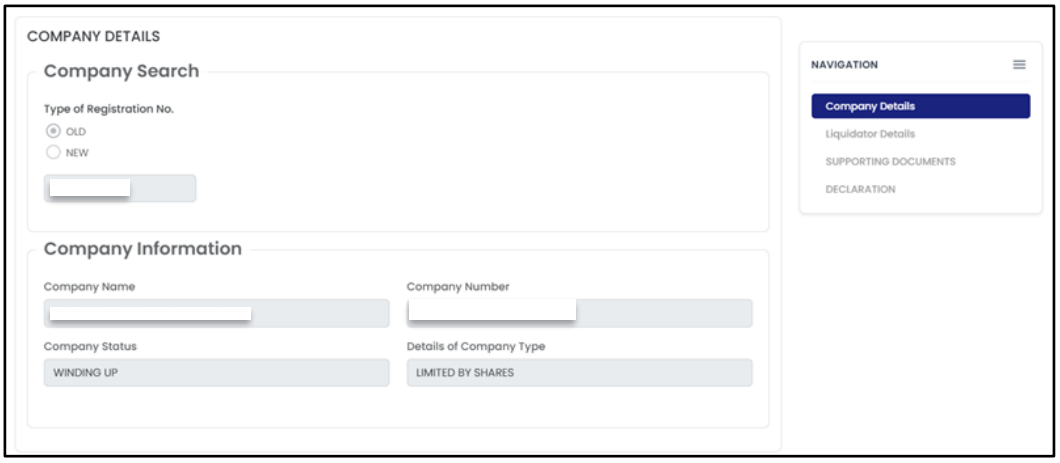
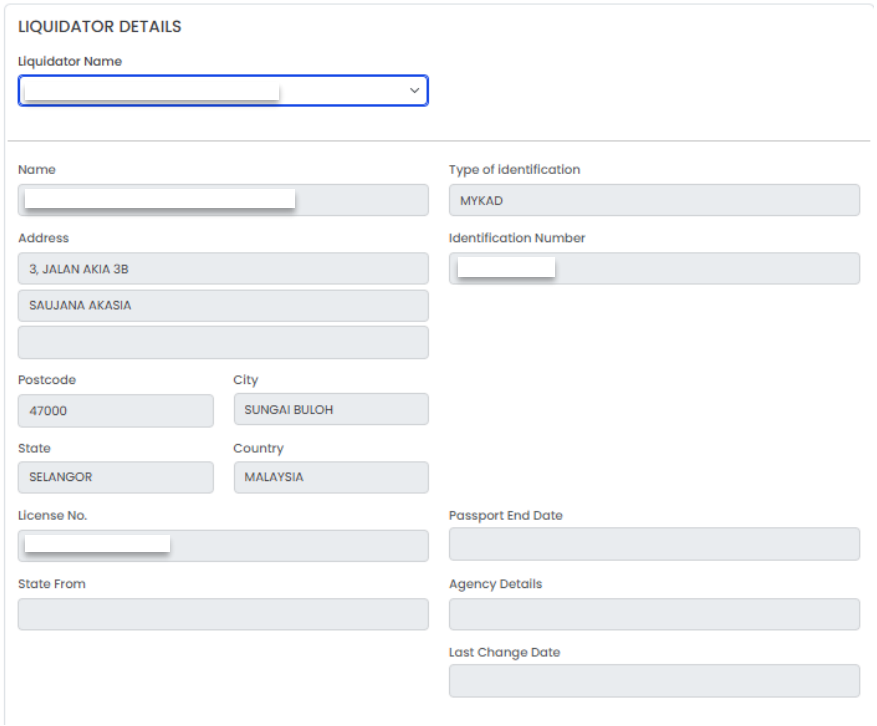
9	The user needs to fill up mandatory fields info for **Verify Account & Statement.**  **Add Officer** 
10	The user can upload the relevant **Supporting Documents.** 

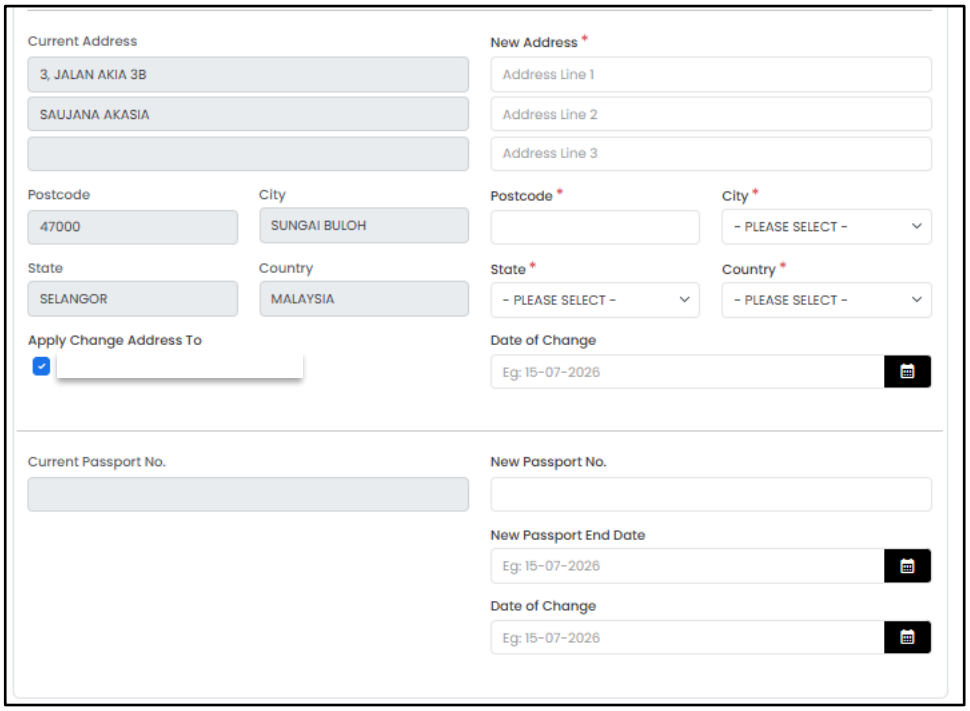
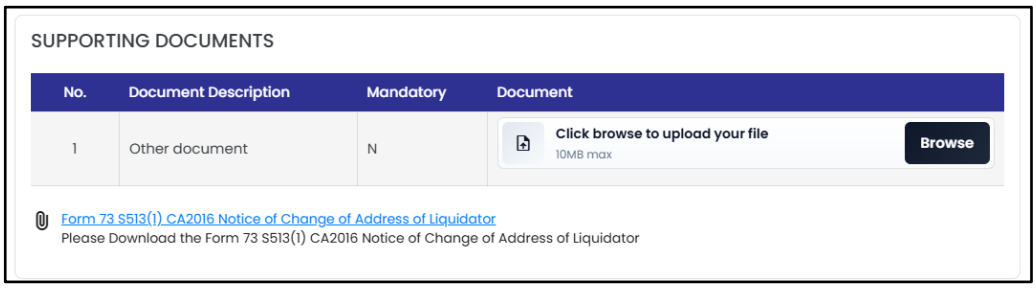
11	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
12	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
13	Submit the lodgement.
14	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

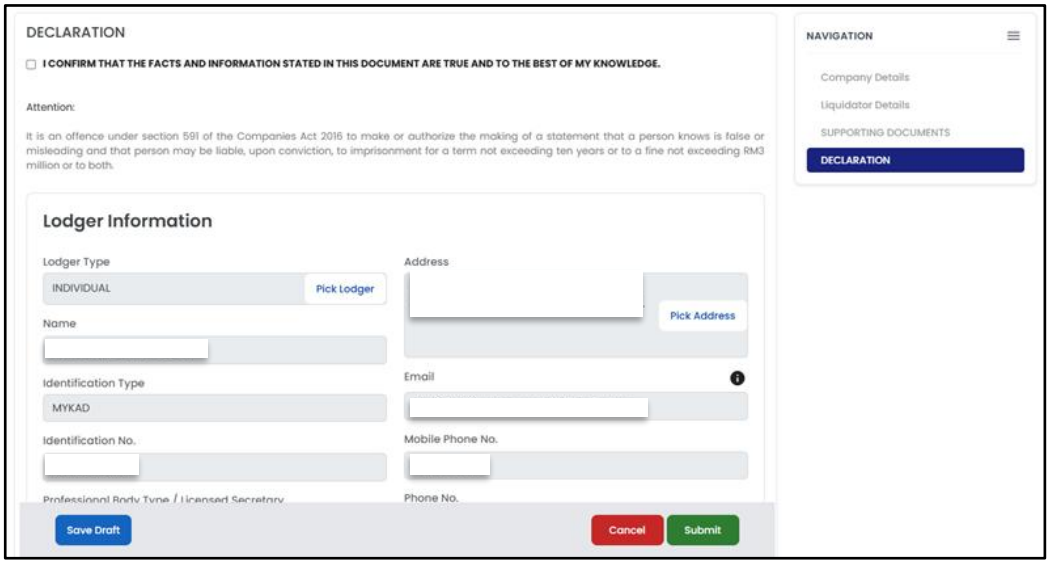
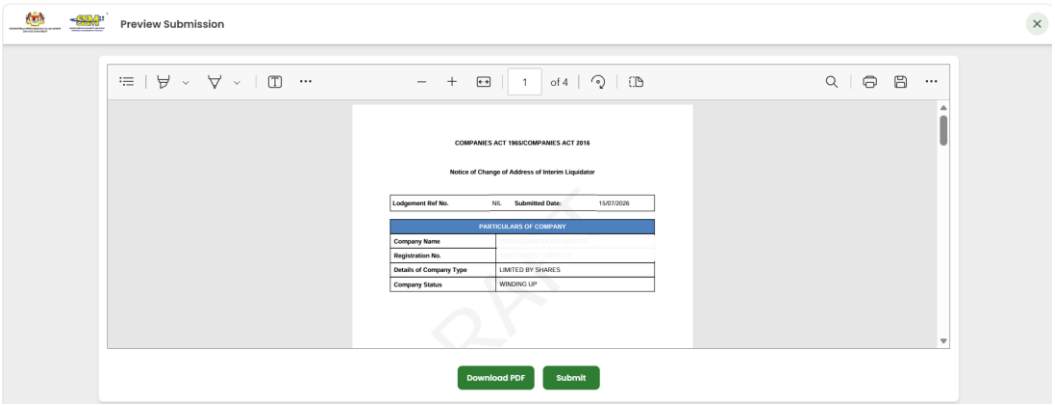
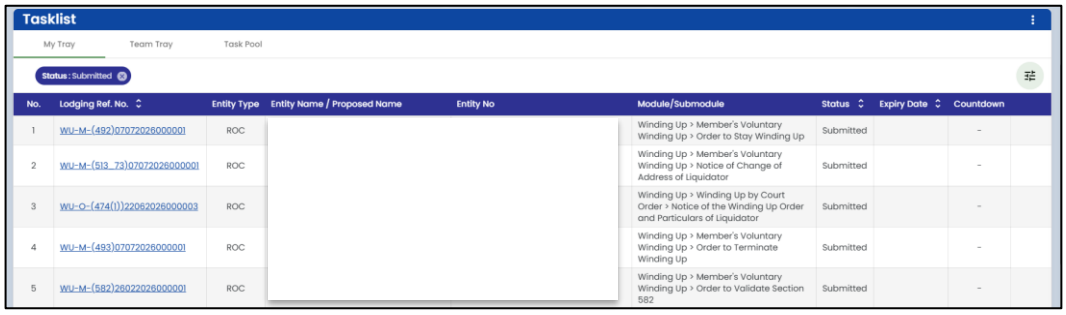
15	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

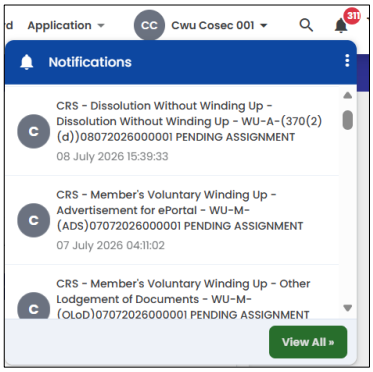
4.17 Notice of Change of Address of Interim Liquidator

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Notice of Change of Address of Interim Liquidator** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

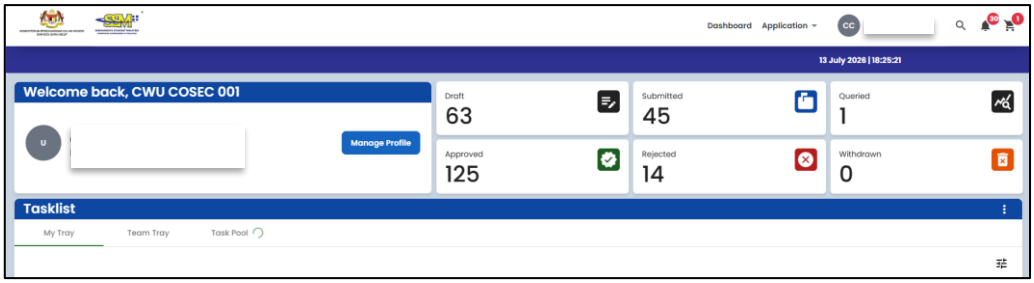
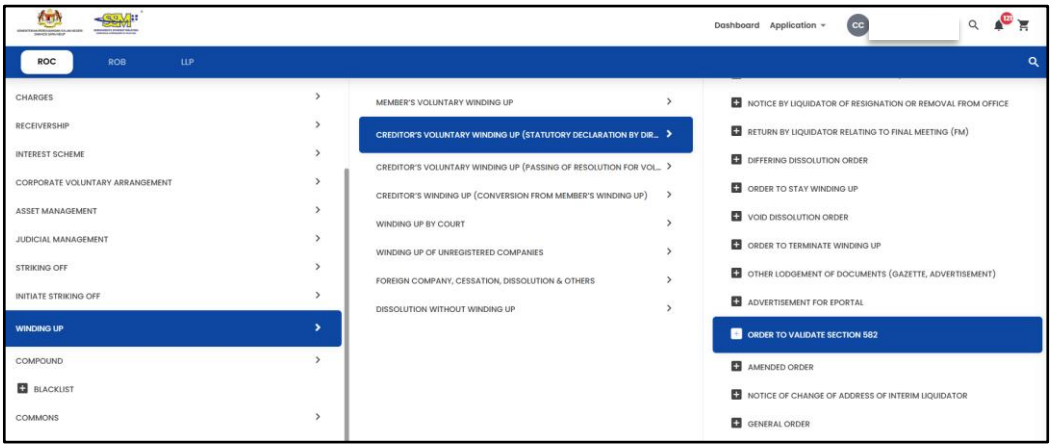
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditor) status with active Interim Liquidator. 
5	The user is required to first select the Interim liquidator's name under **Liquidator Details**. The existing details will then be displayed automatically, and the user must complete all remaining mandatory fields. 

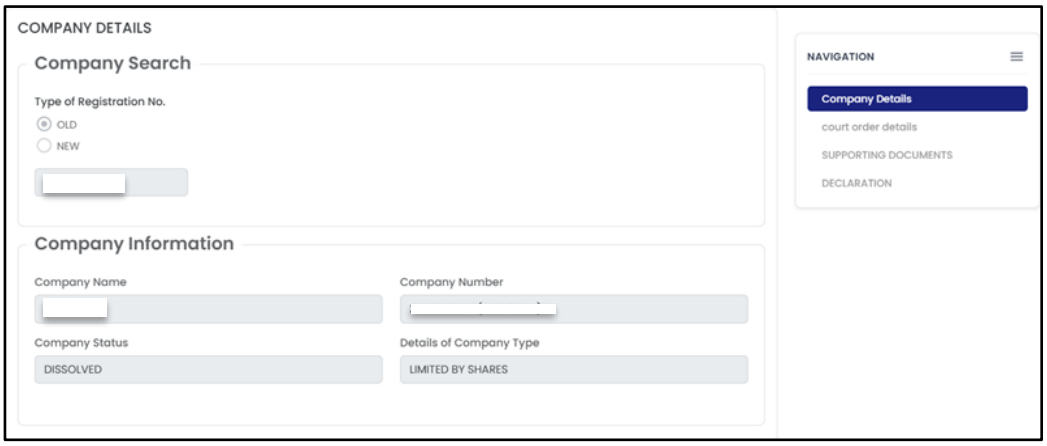
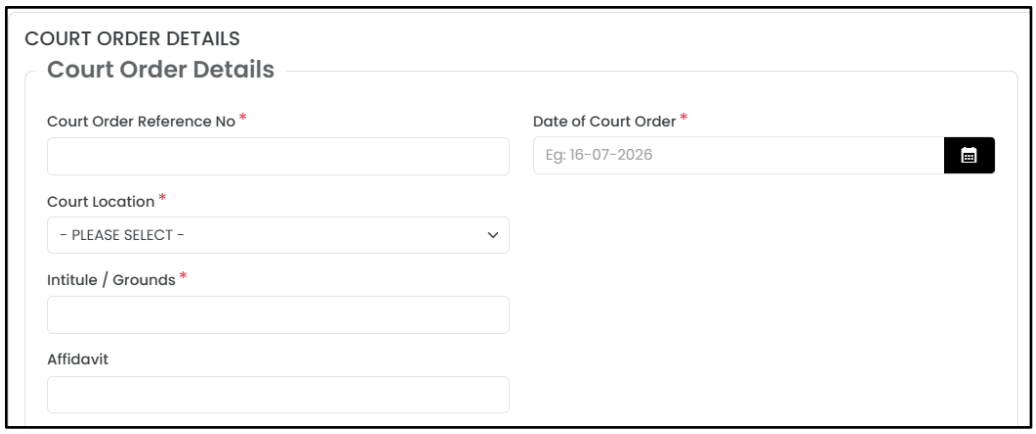
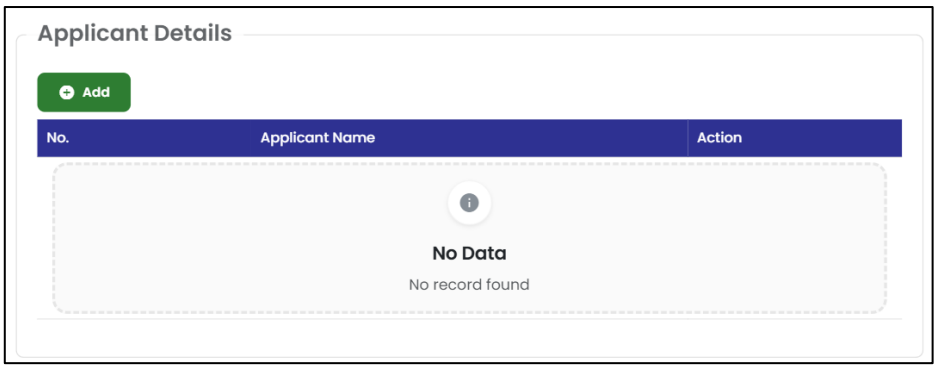
Field Num.	Description
6	The user can update the **Interim Liquidator Address** by entering the new address details in the provided fields. The user is required to enter the **Date of Change** before saving the updated information. 
7	Upload supporting documents. 

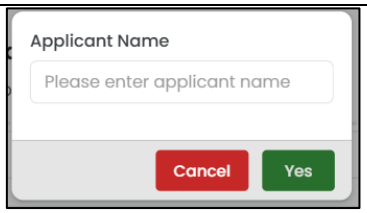
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

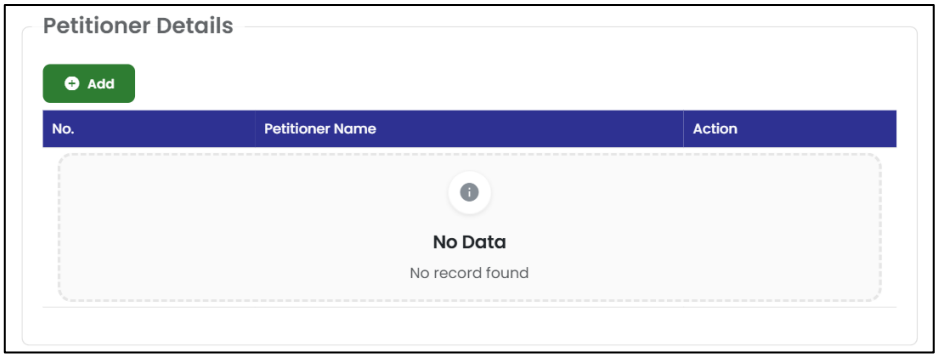
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

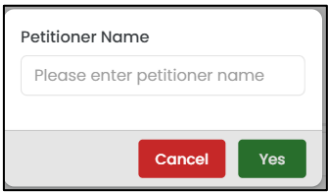
4.18 Order to Validate Section 582

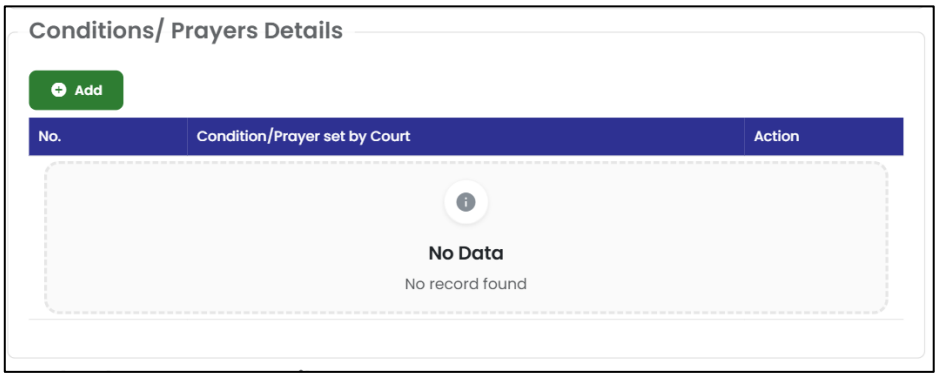
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Order to Validate Section 582.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

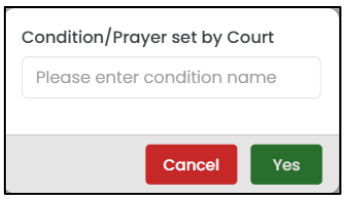
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company Main must have Winding Up (Creditors)/Existing status. 
5	The user needs to fill up mandatory fields for **Court Order Details.**  



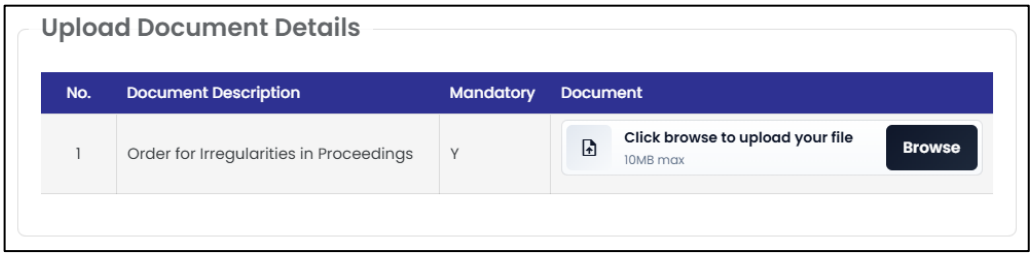
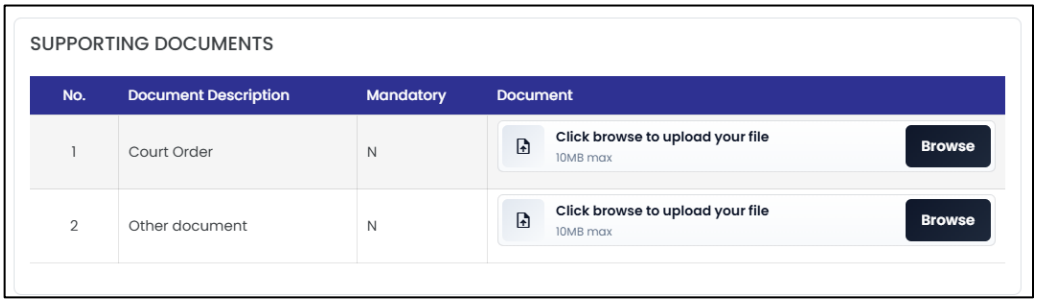
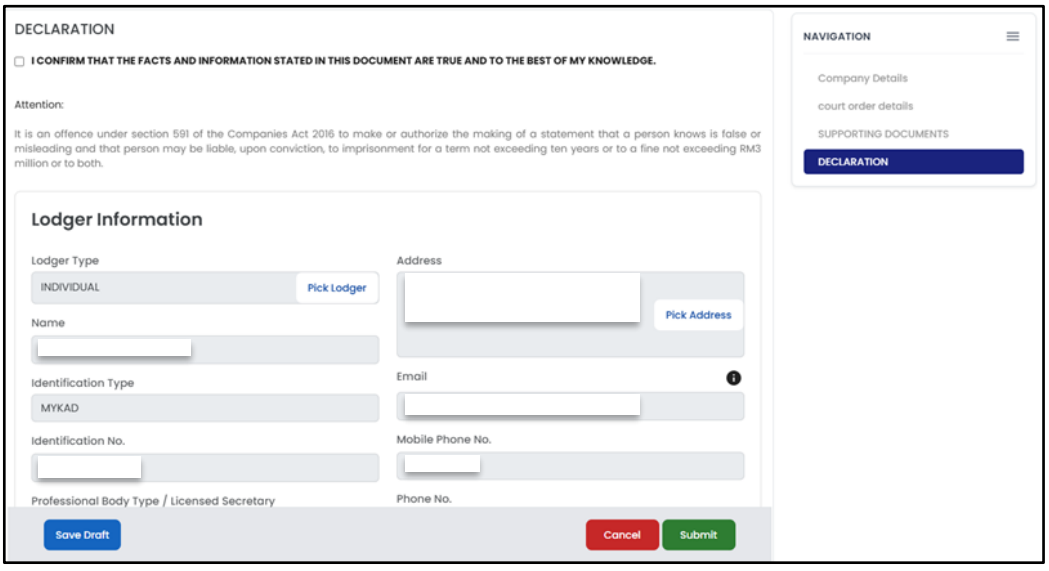


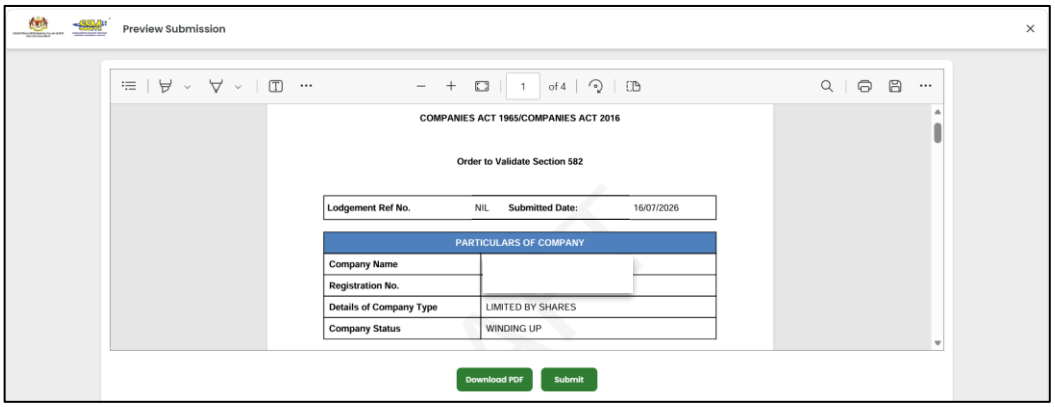
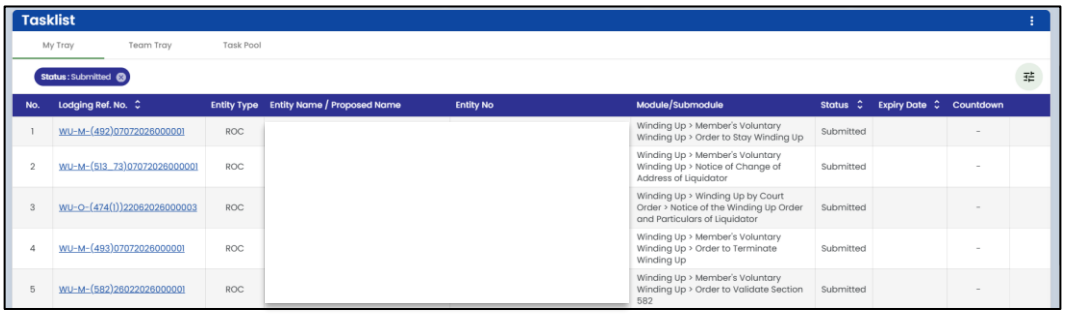
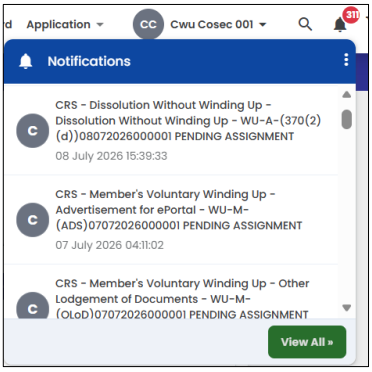




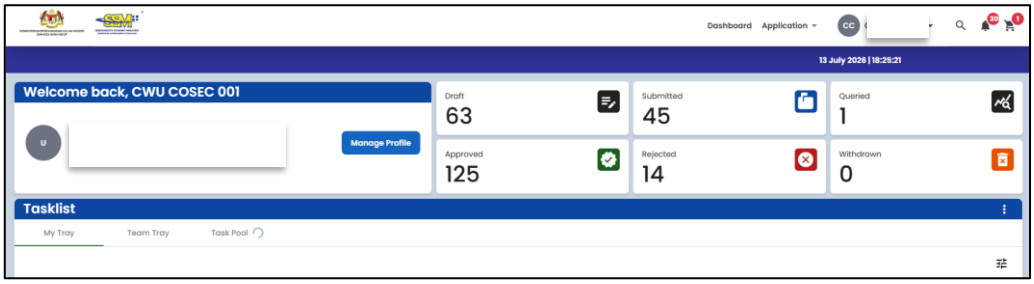
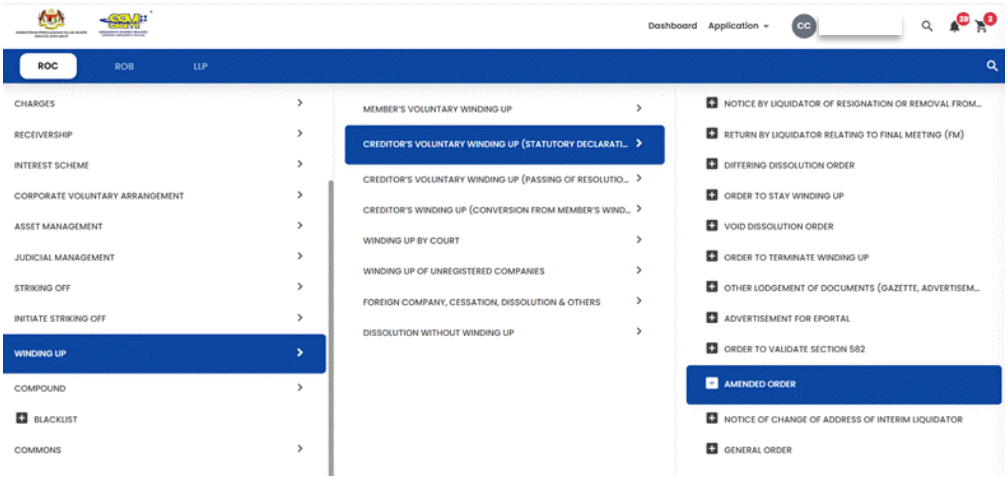
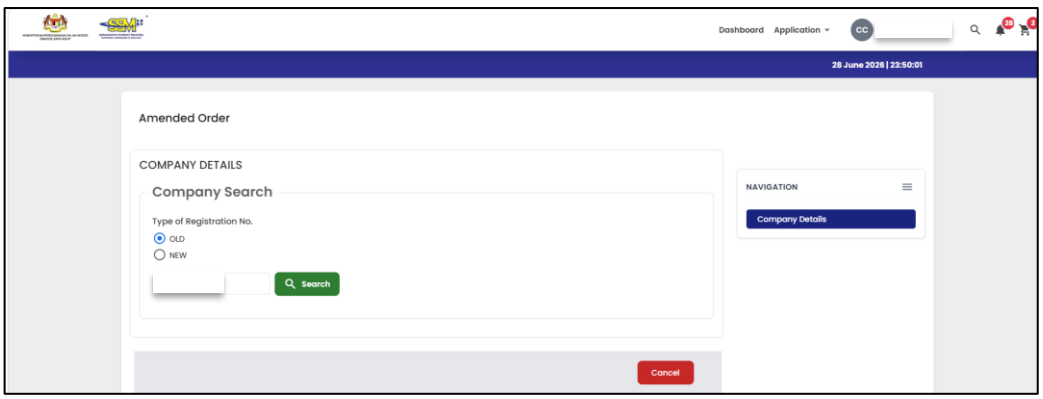


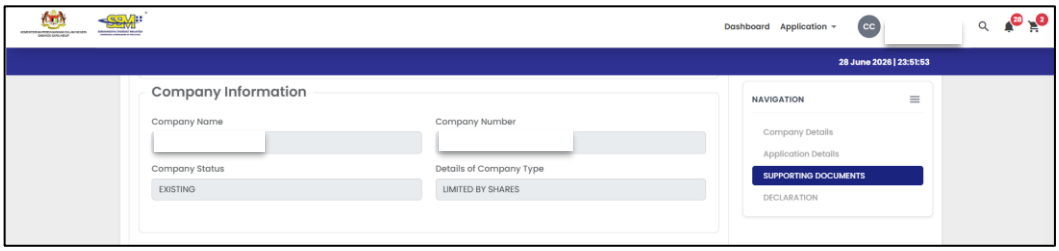
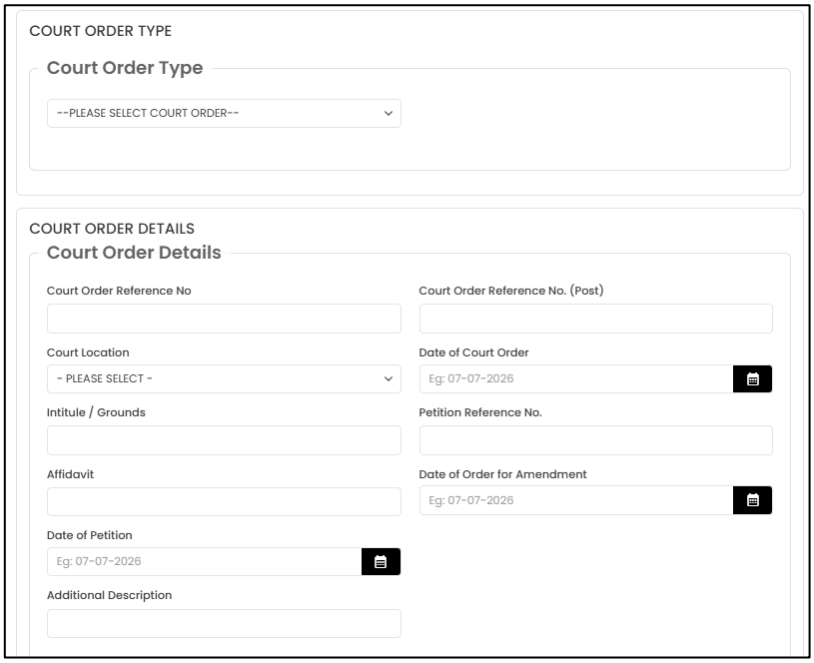
Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

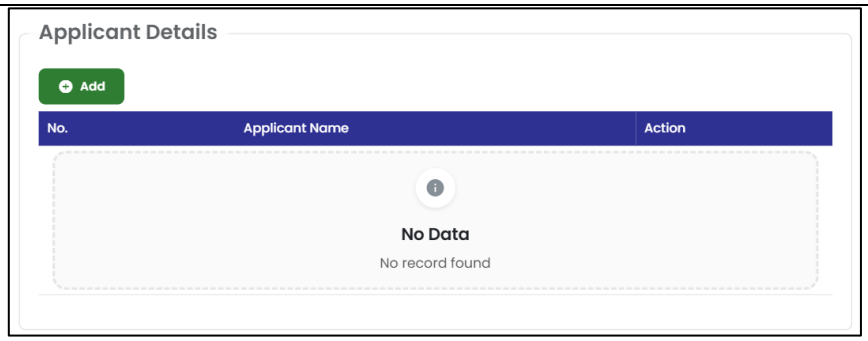
6	Upload the court order document. 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

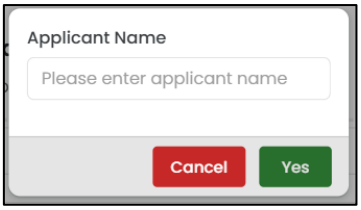
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

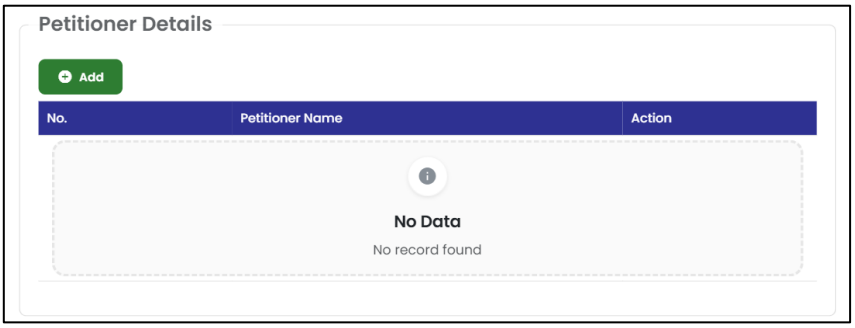
4.19 Amended Order

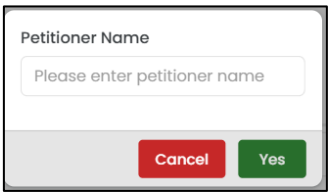
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> Amended Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

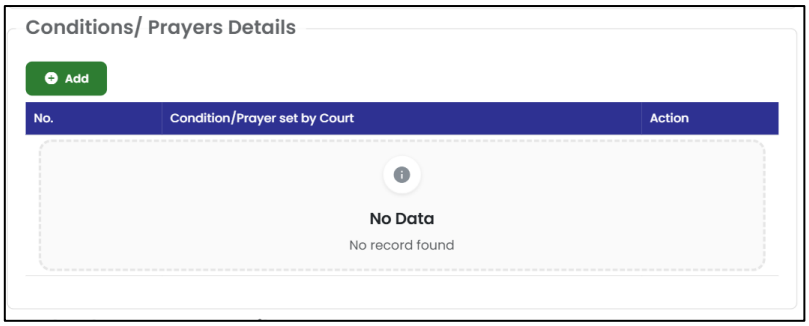
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. 
5	The user clicks the link to add court order detail if the court order reference number is not displayed at drop down to select. 
6	Select the court order type and fill court order details. 

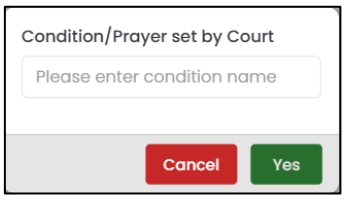




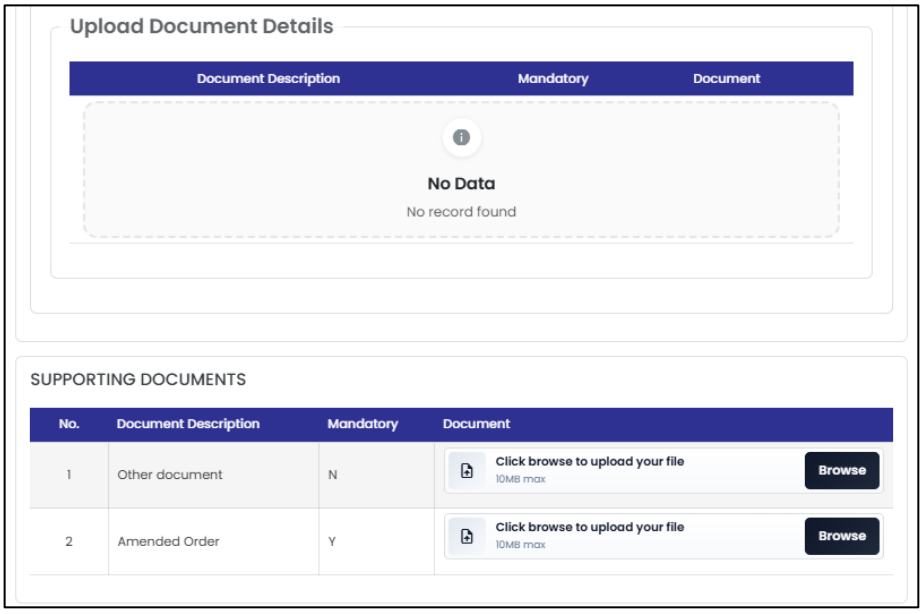
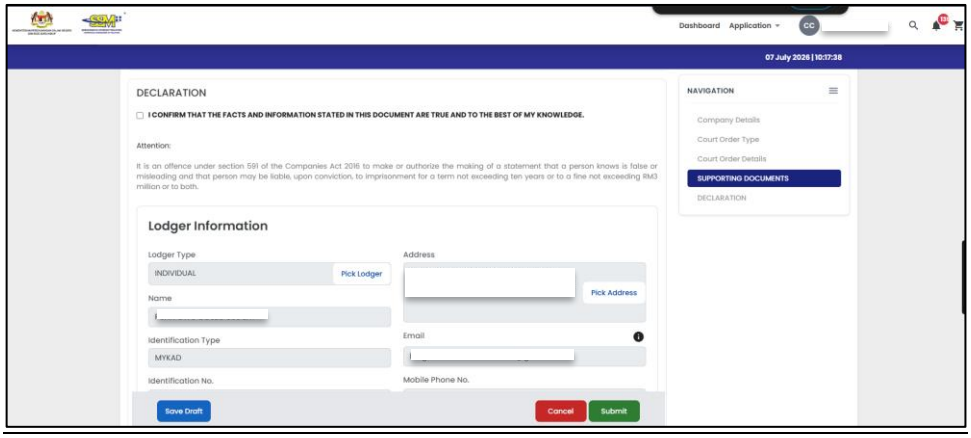
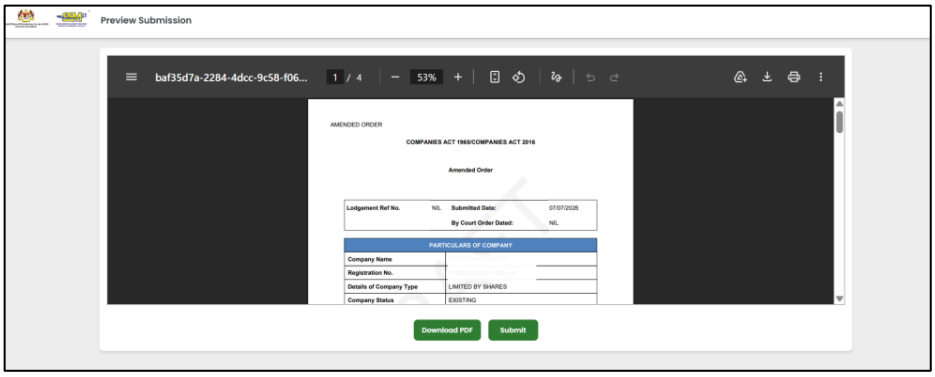


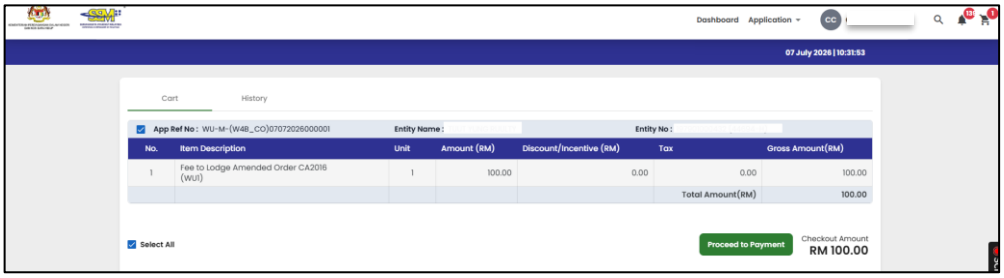
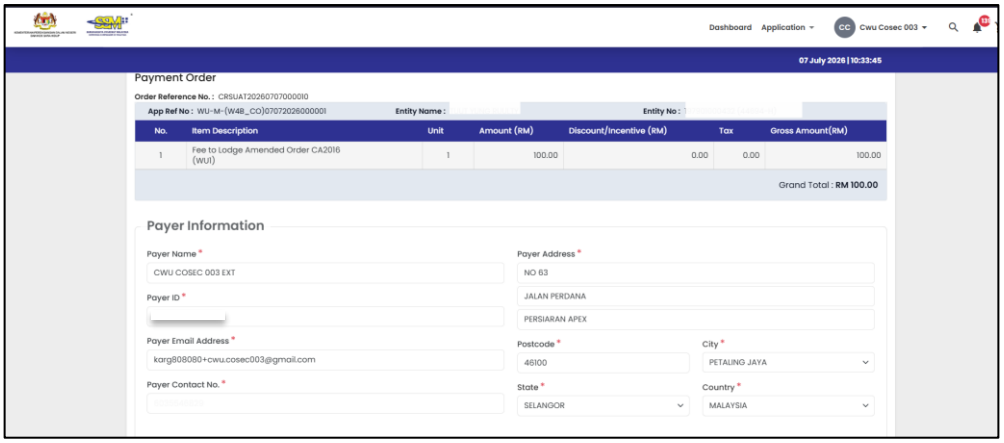
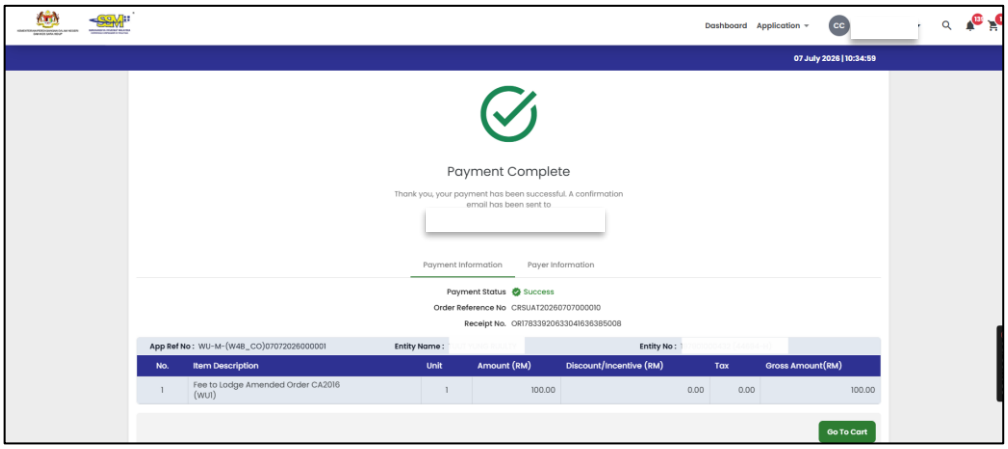
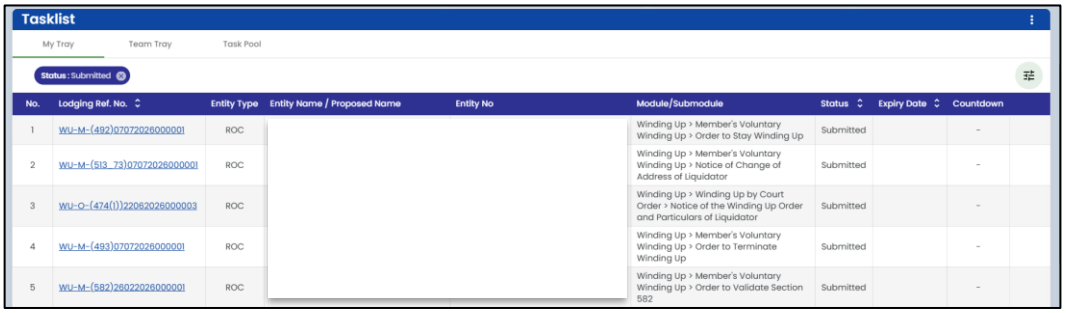


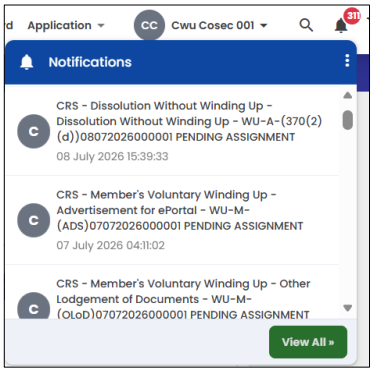




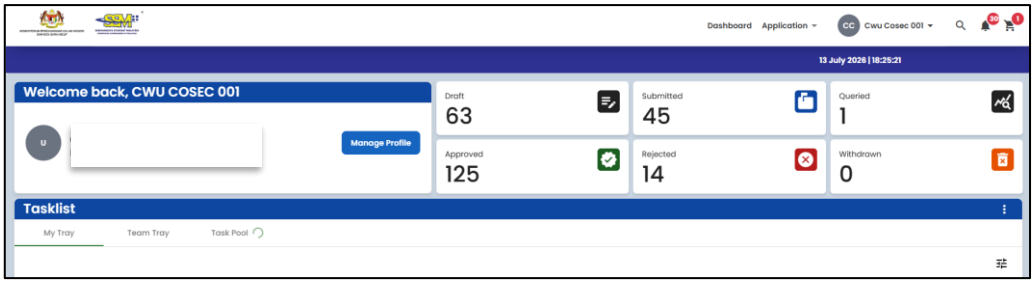
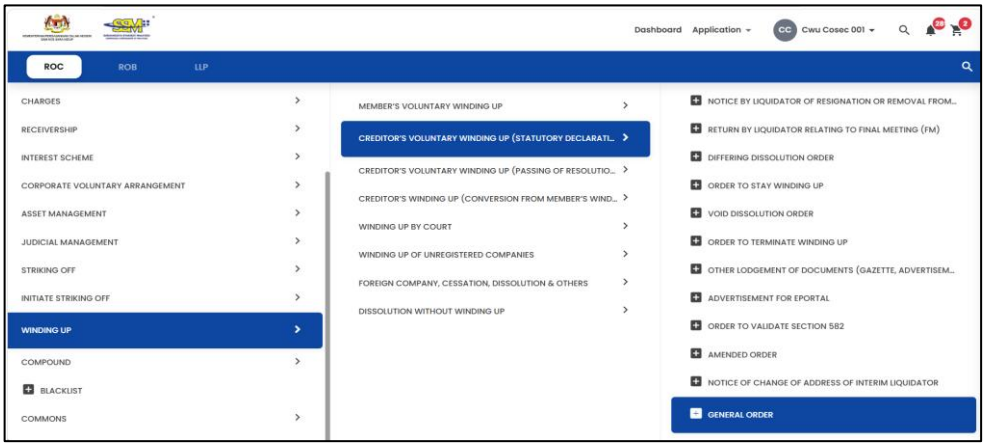
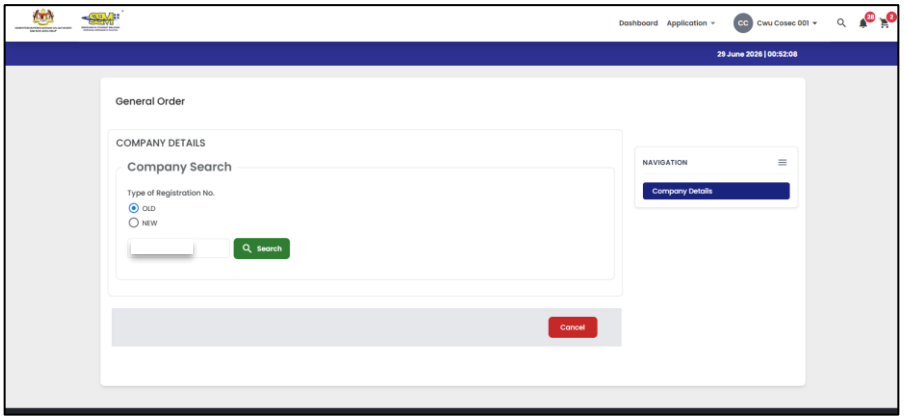
Note: Please enter **'NA'** in any mandatory field that is not applicable.

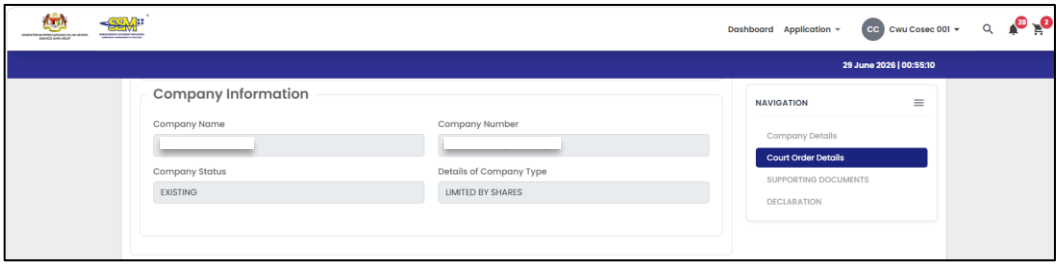
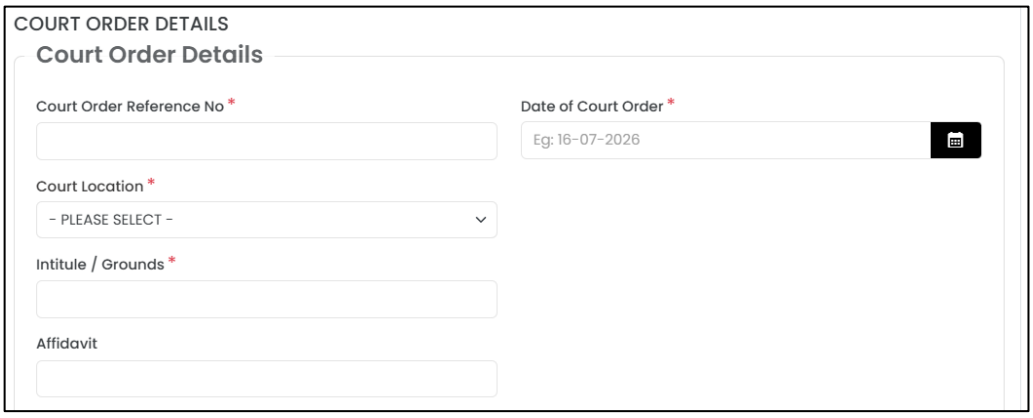
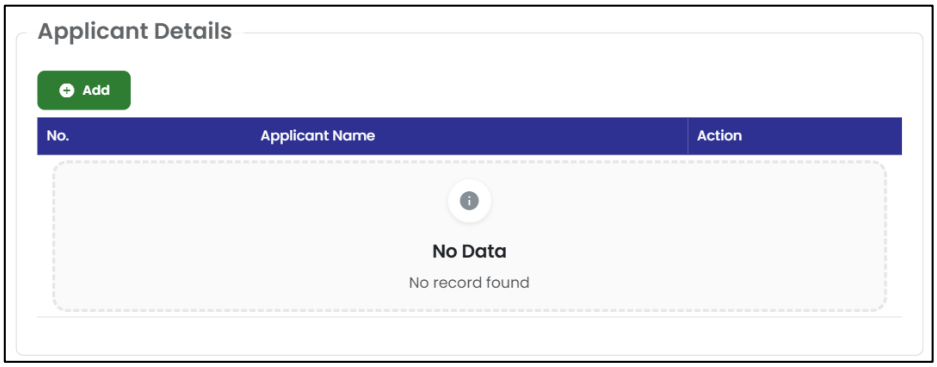
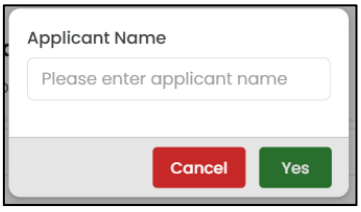
7	Upload court order details and supporting document. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

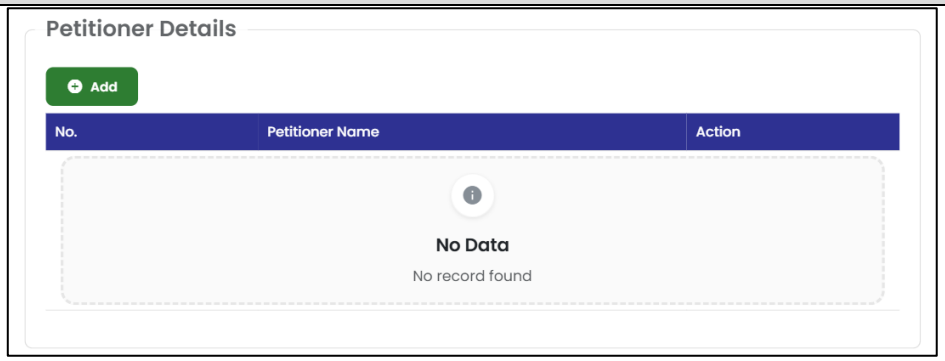
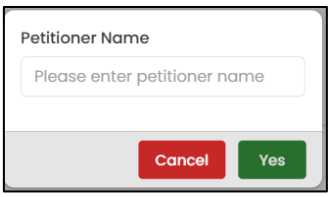
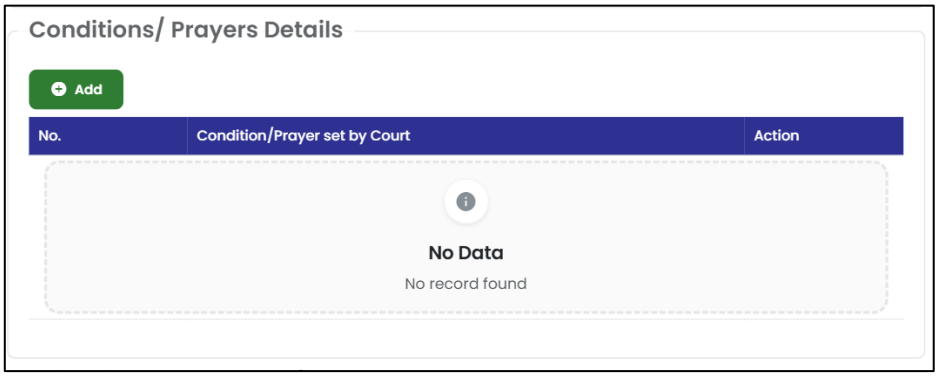
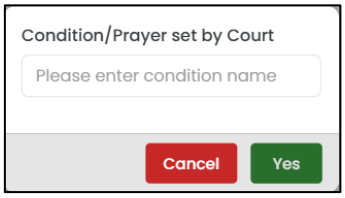
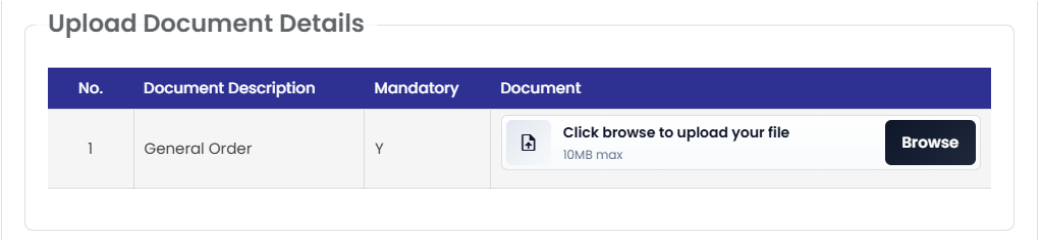
10	Make payment   
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

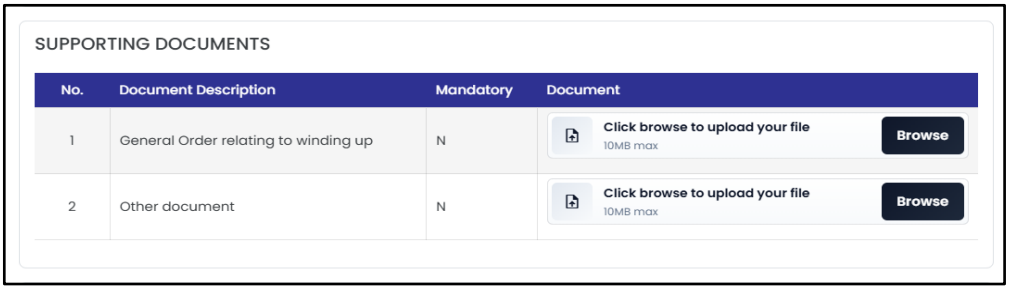
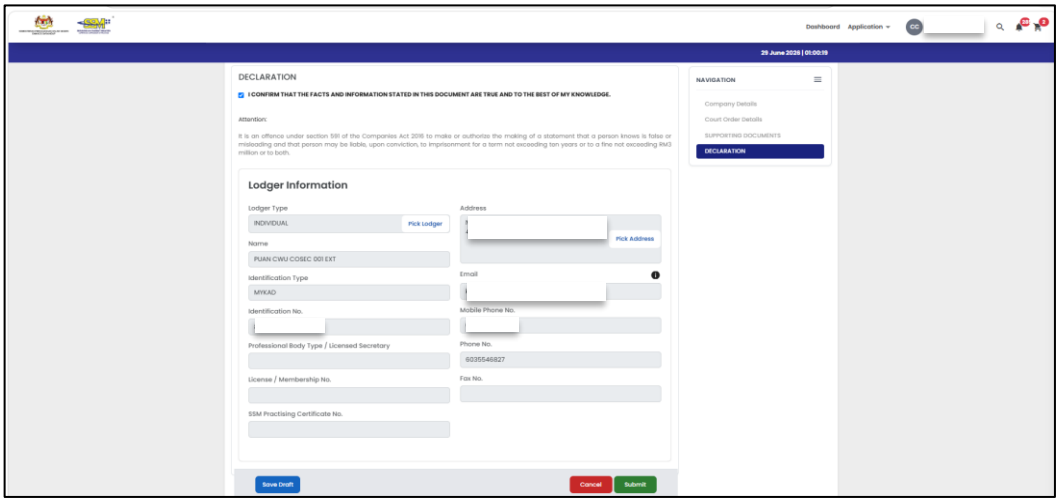
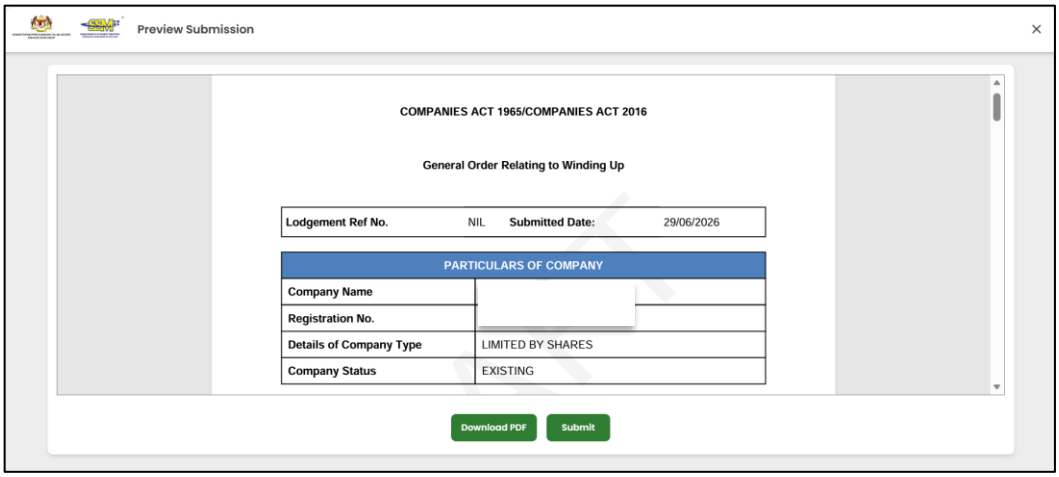
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

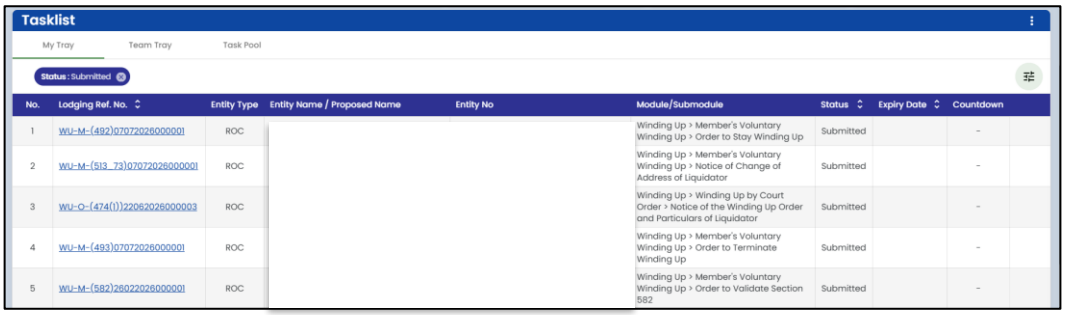
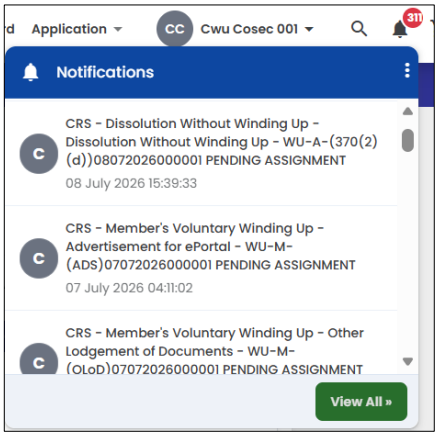
4.20 General Order

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Statutory Declaration by Directors) -> General Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. 
5	Select the court order type and fill court order details.   

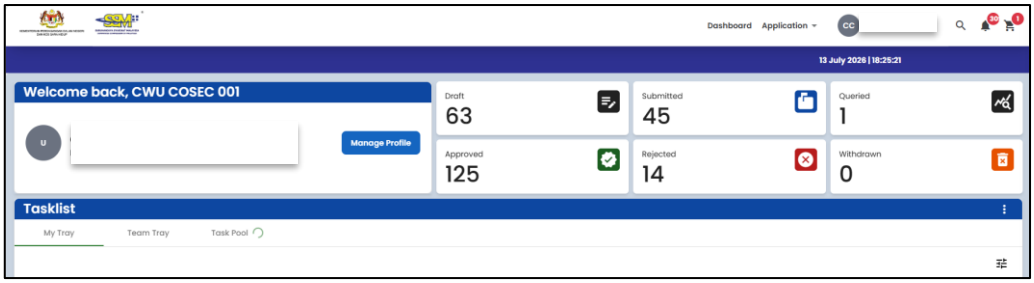
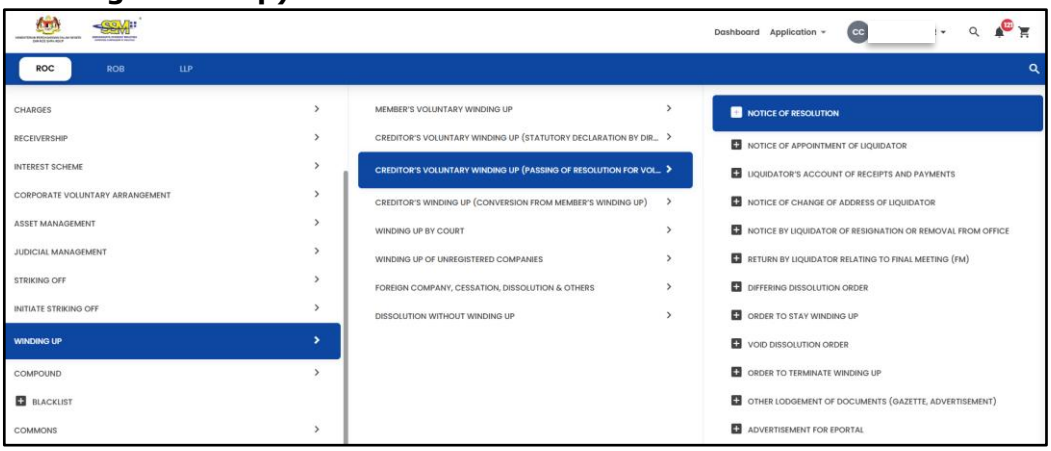
Field Num.	Description
	    Note: Please enter **'NA'** in any mandatory field that is not applicable.
6	Upload the Court Order document. 

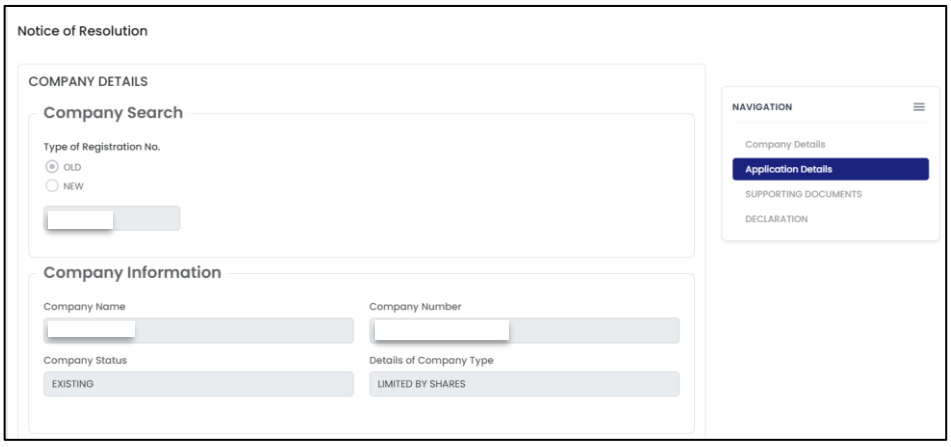
Field Num.	Description
7	Upload the Supporting Document. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox.  Click the **Submit** button.
9	Click on **Download PDF** button. Then click on **Submit & Make Payment** button. 
10	Submit the lodgement.

Field Num.	Description
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

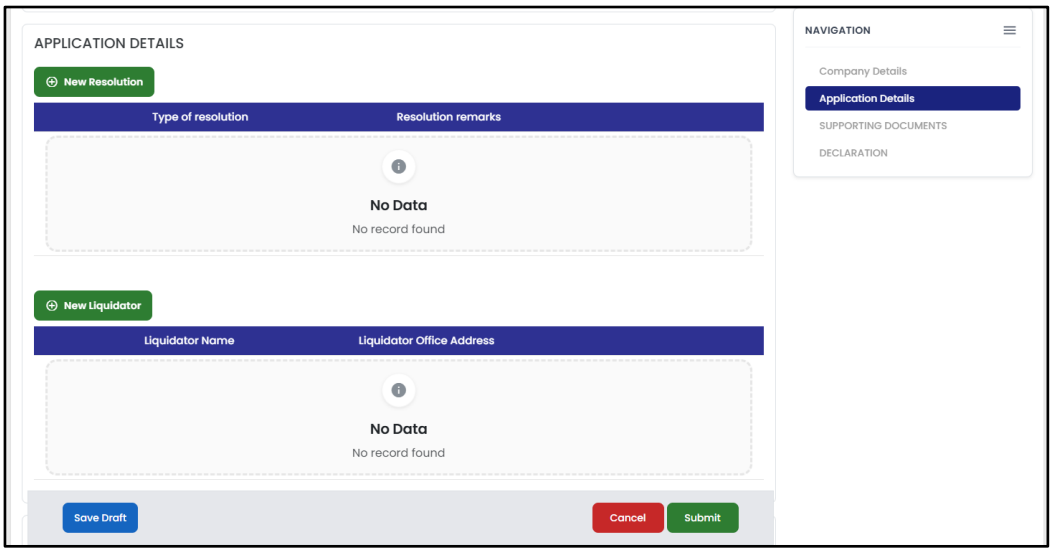
5. [WU3] Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up)

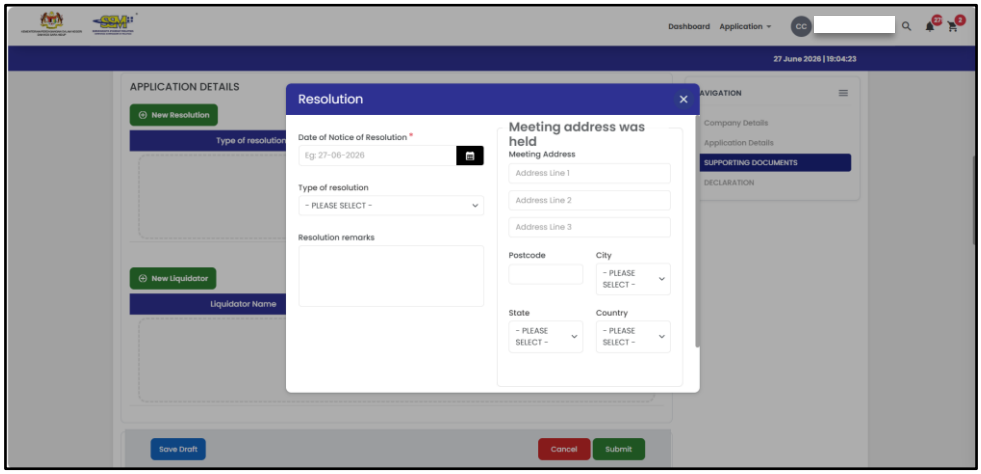
5.1 Notice of Resolution

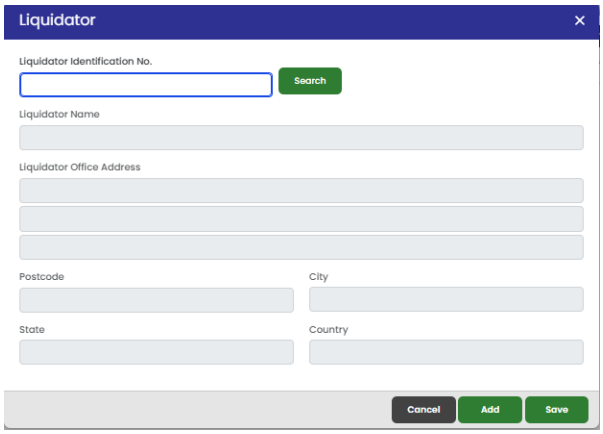
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Notice of Resolution** 

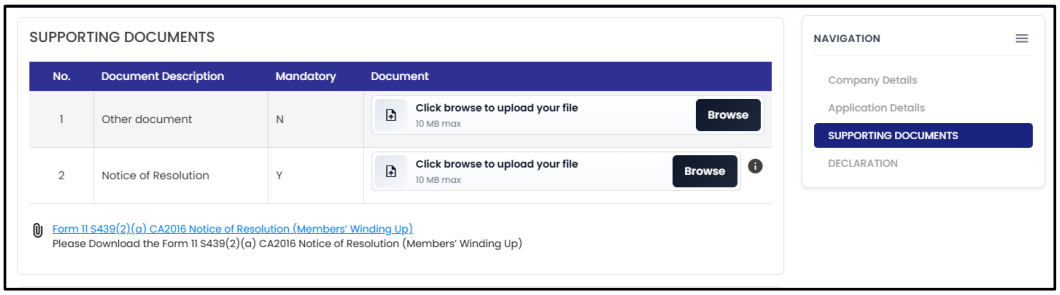
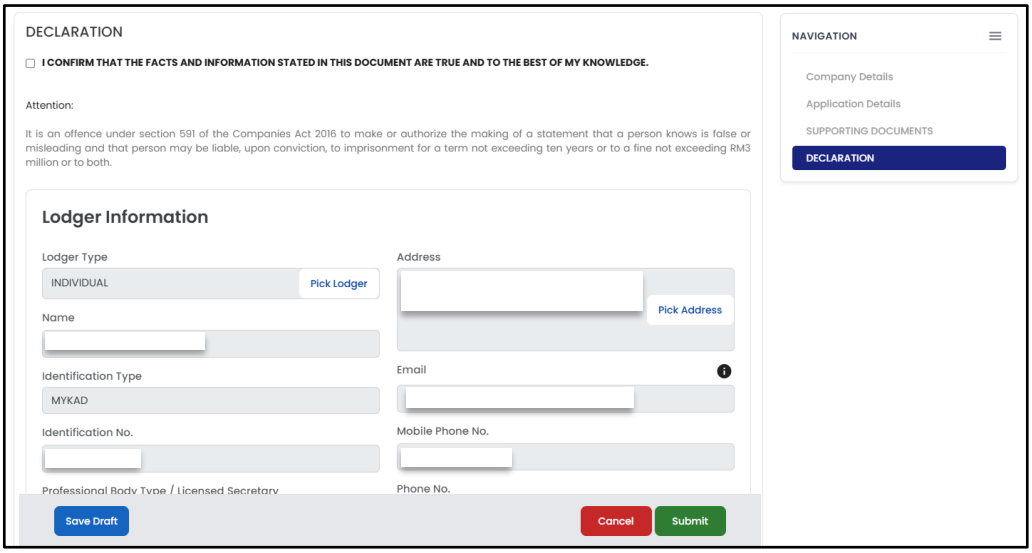
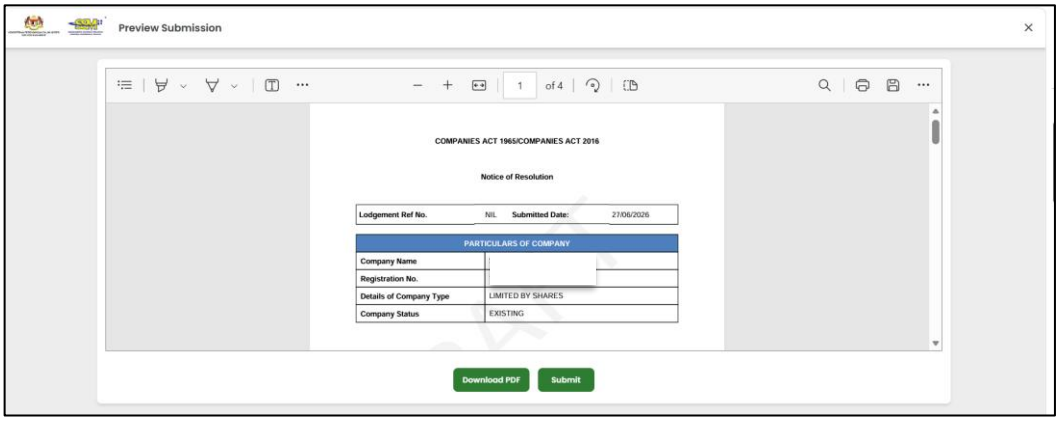
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status Existing. 

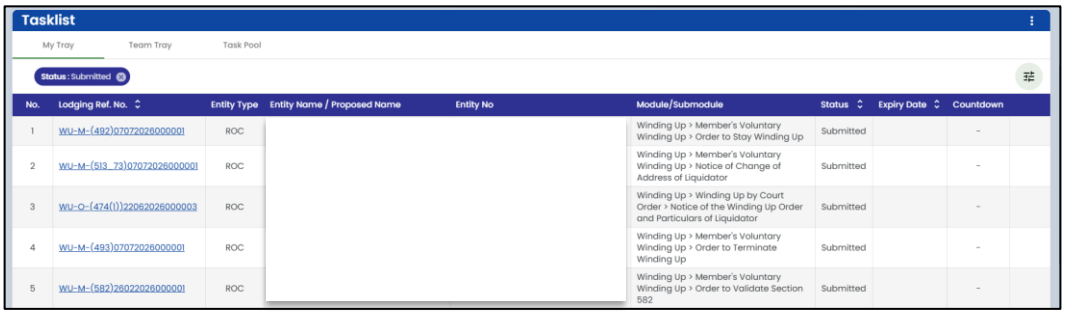
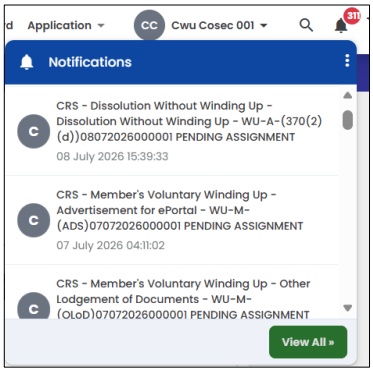
5	The user needs to add the new resolution and new liquidator for **Application Details**.



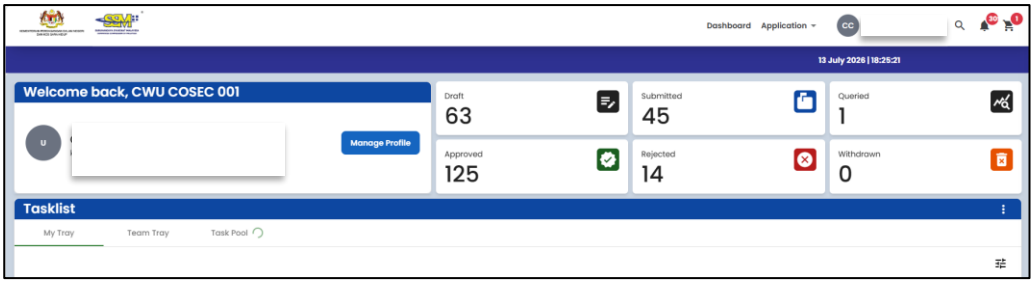
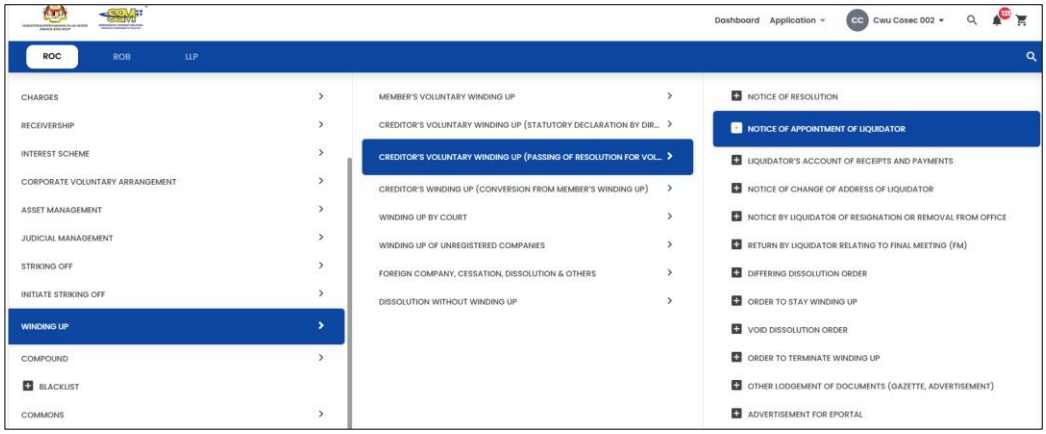
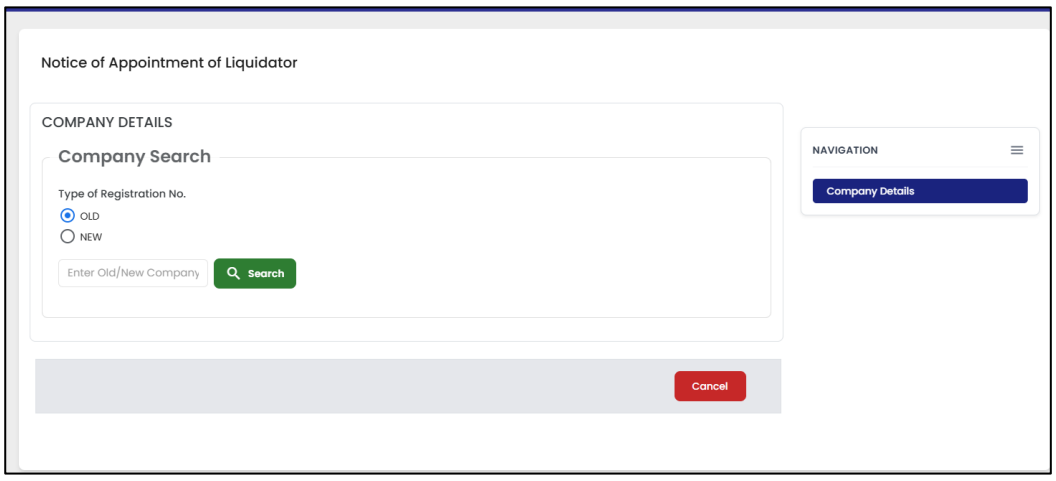


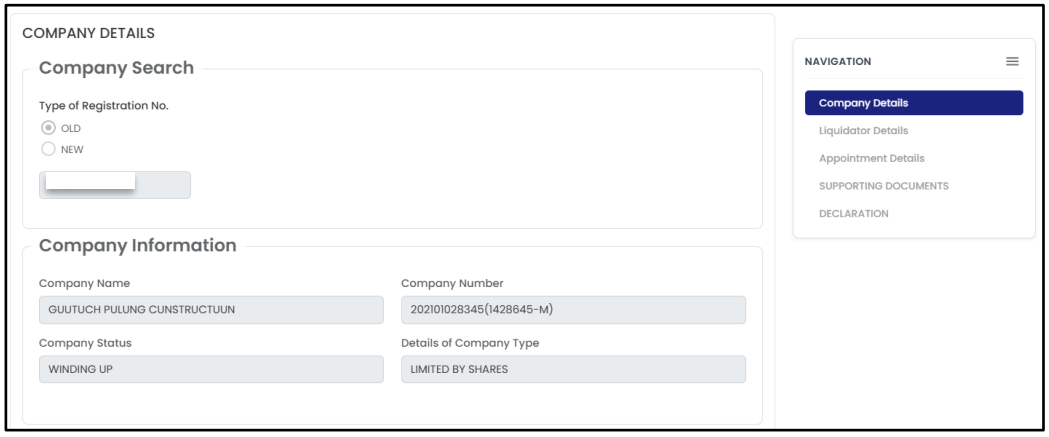
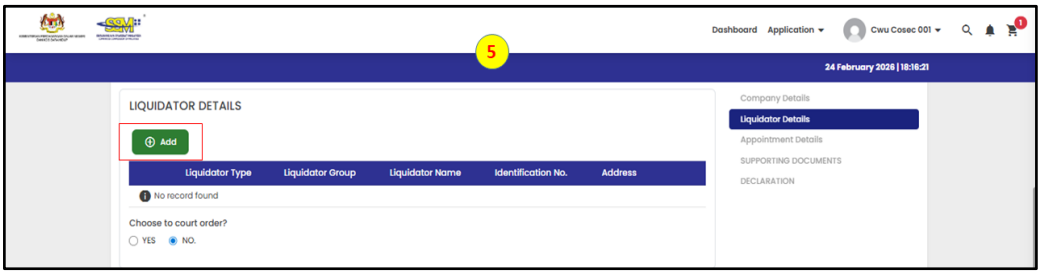
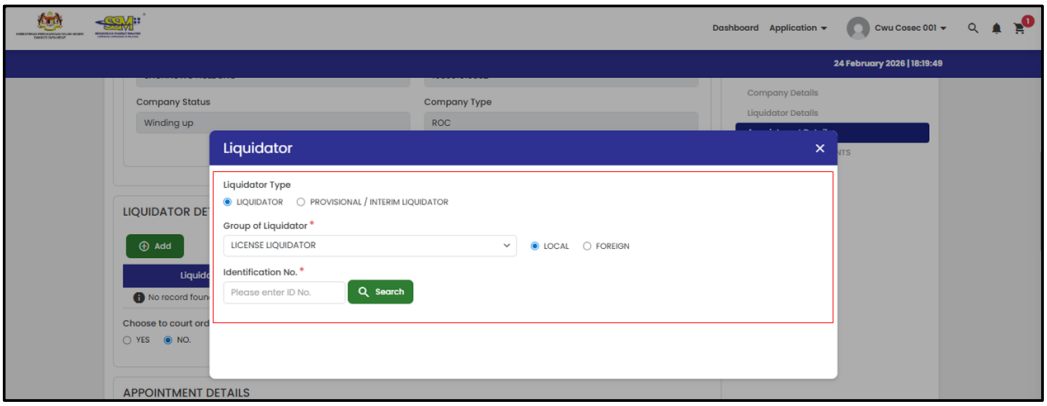


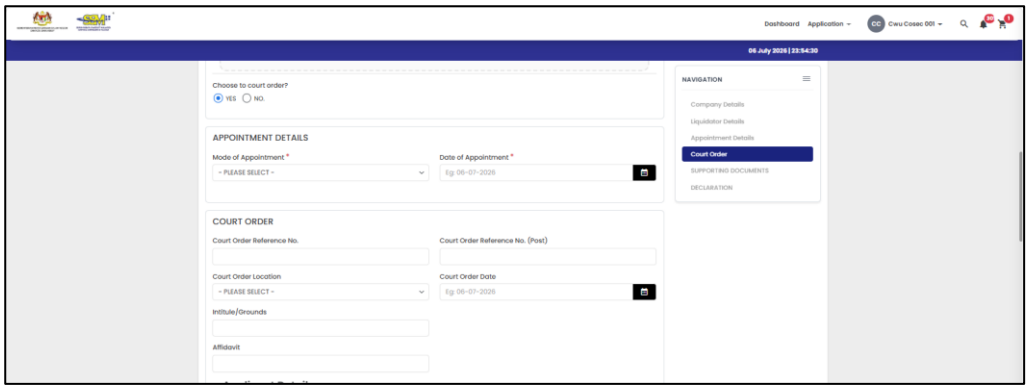
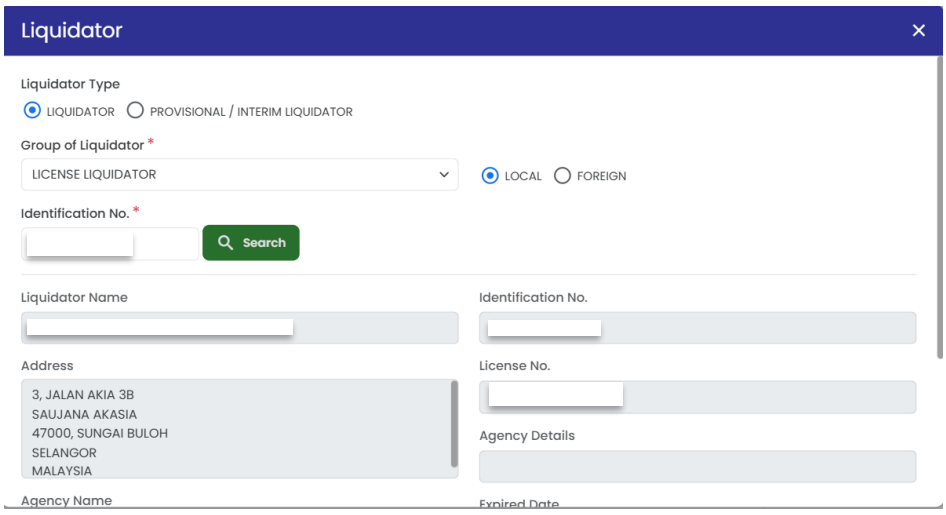
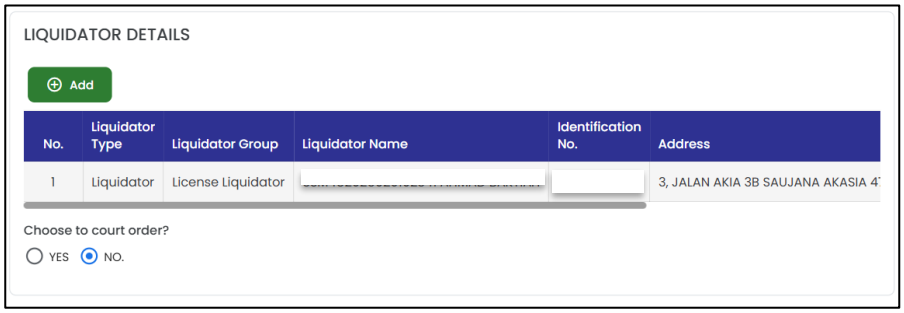
6	Upload the required **Supporting Documents**. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	The user reviews the **pre-submission** summary and clicks to **download** in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
9	Submit the lodgement.

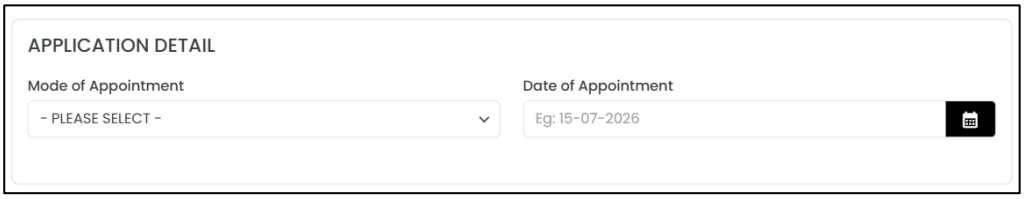
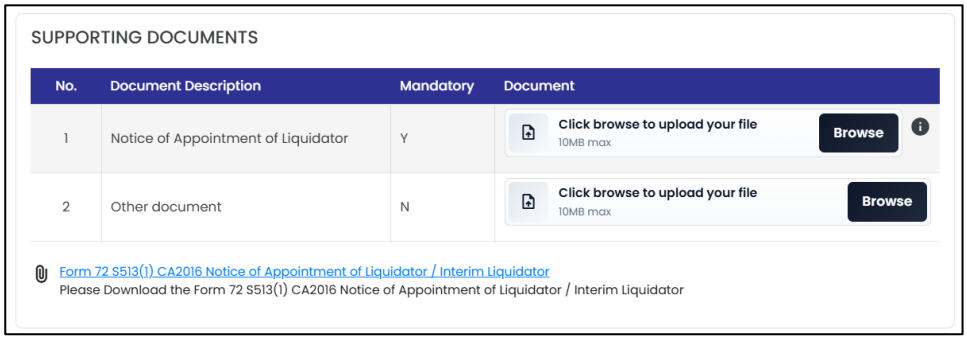
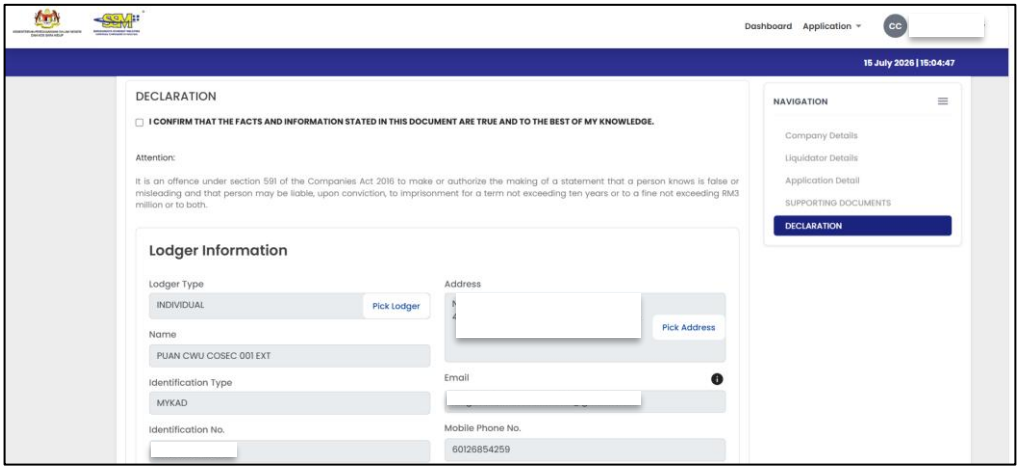
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

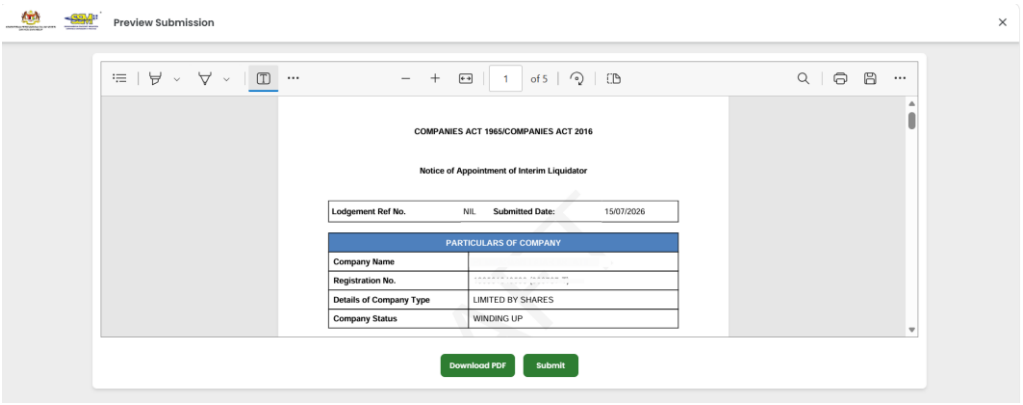
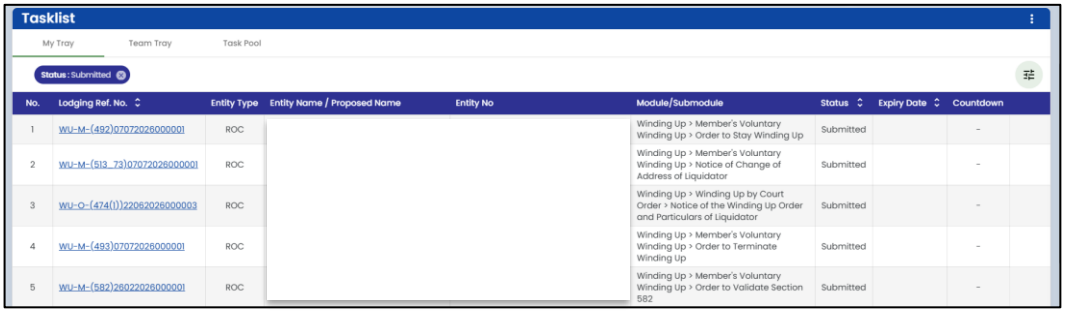
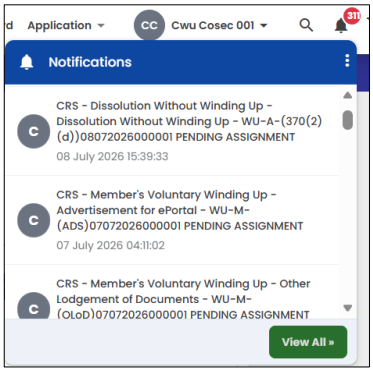
5.2 Notice of Appointment of Liquidator

Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Notice of Appointment of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

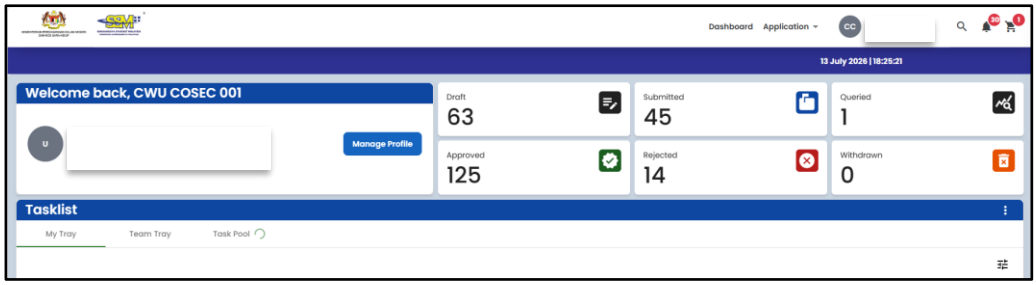
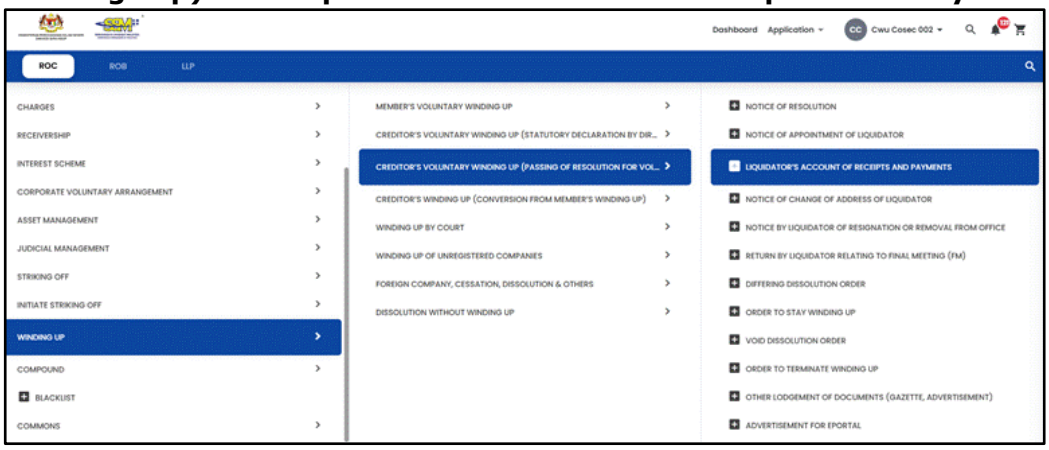
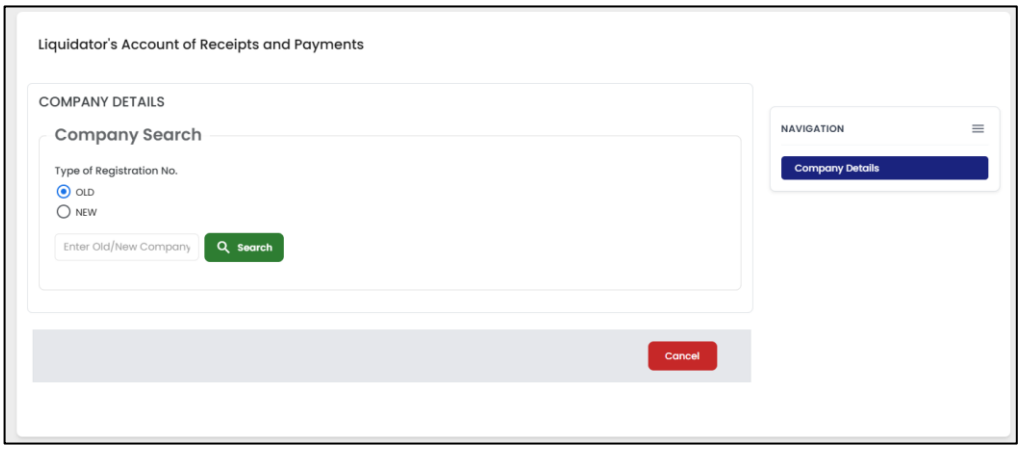
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Creditors). • Lodged Notice of Resolution (NOR). 
5	Click the 'Add' button. Choose liquidator type, select group of liquidators and enter the identification number. Choose to Court Order? if **NO**   Choose to Court Order? if **Yes**

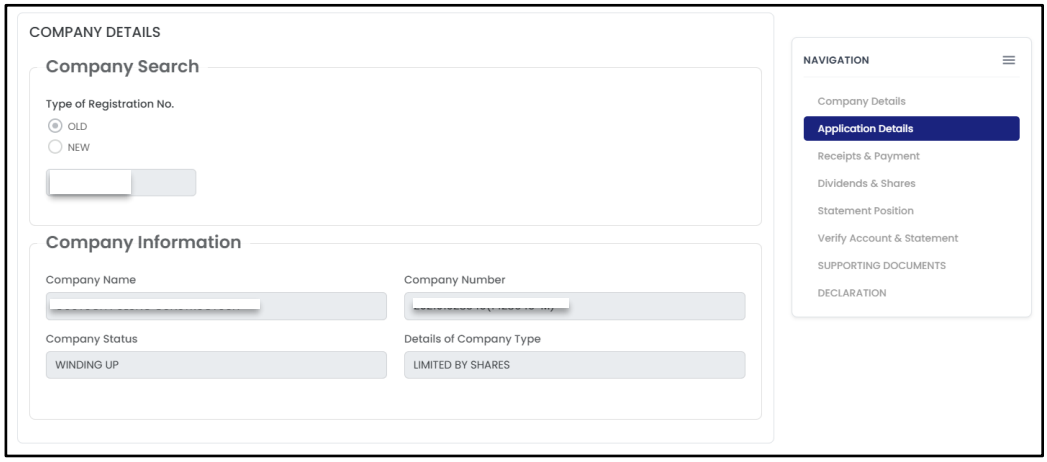
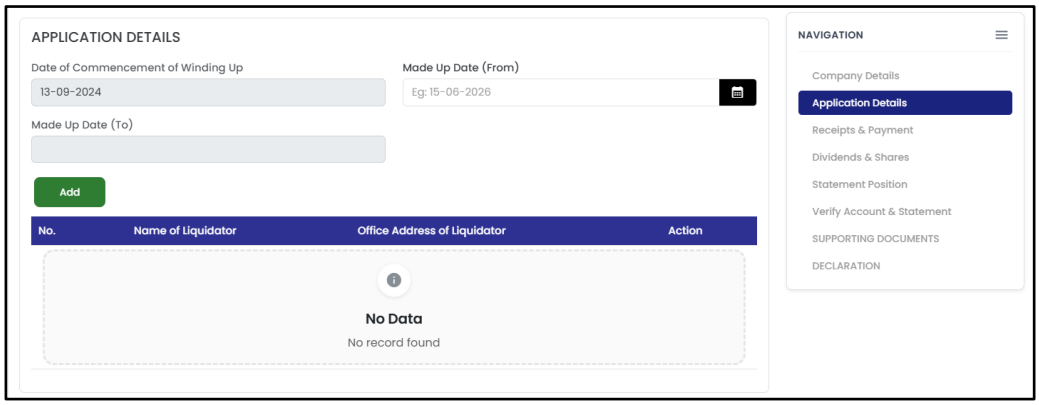
Field Num.	Description
	Court Order detail will display to add.  Note: Please enter 'NA' in any mandatory field that is not applicable to the user
6	Select Liquidator type and Group of Liquidator then enter identification no. Click **Search** button. Liquidator's details will be displayed. 
7	Choose court order selection If **Yes** = User need fill the **court order detail** 

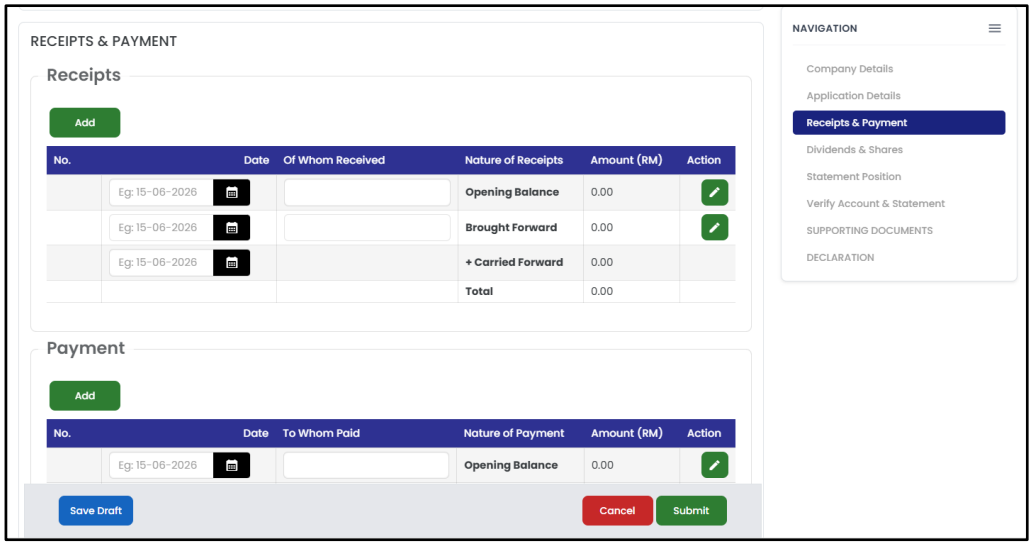
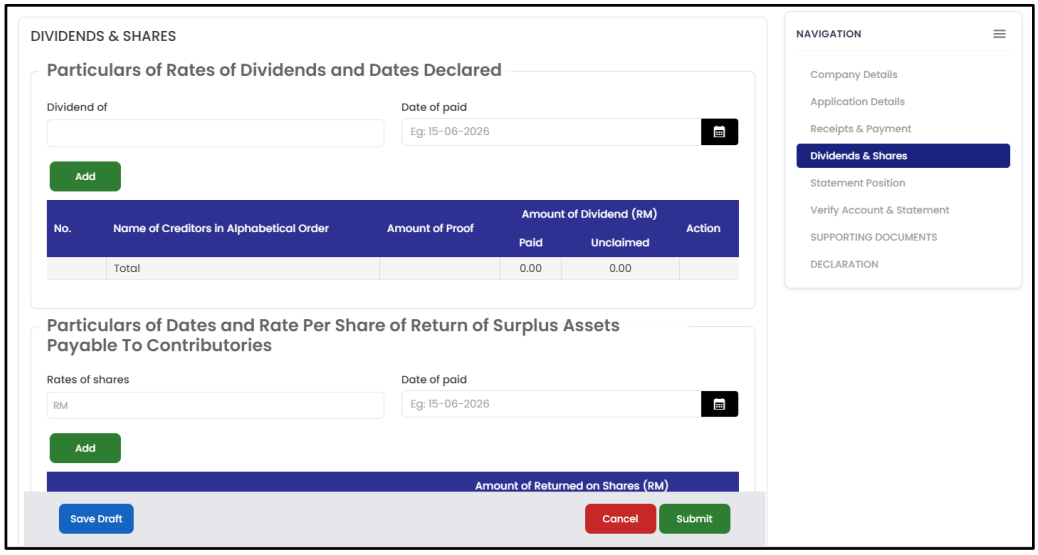
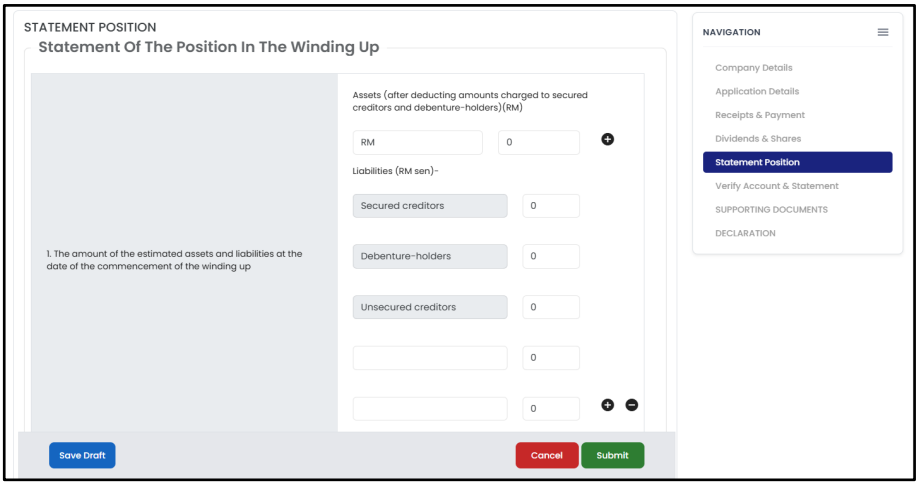
8	Navigate to Appointment Details, then fill up the necessary details. 
9	Upload all necessary supporting documents. (signed Notice of Appointment of Liquidator/Interim Liquidator). 
10	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

11	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format. This is an example for Appointment of Liquidator.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
12	Submit the lodgement.
13	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

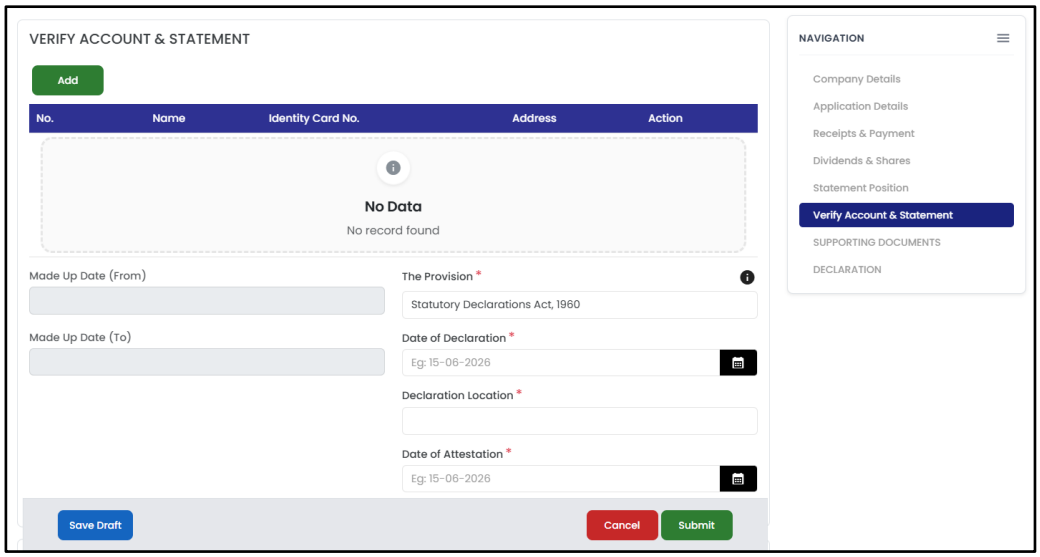
5.3 Liquidator's Account of Receipts and Payments

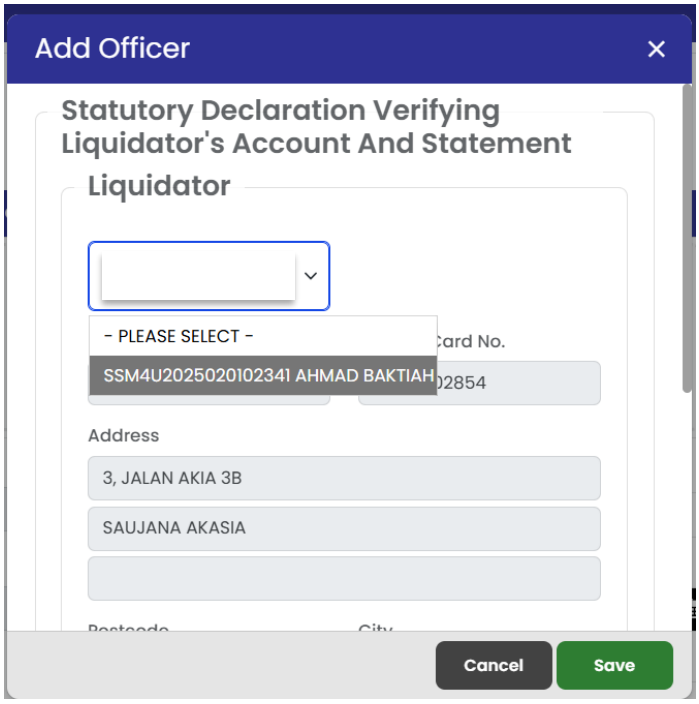
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Liquidator's Account of Receipts and Payments** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

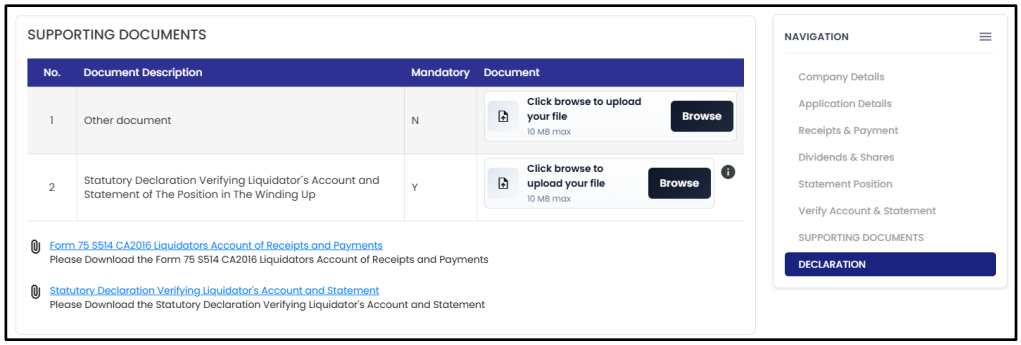
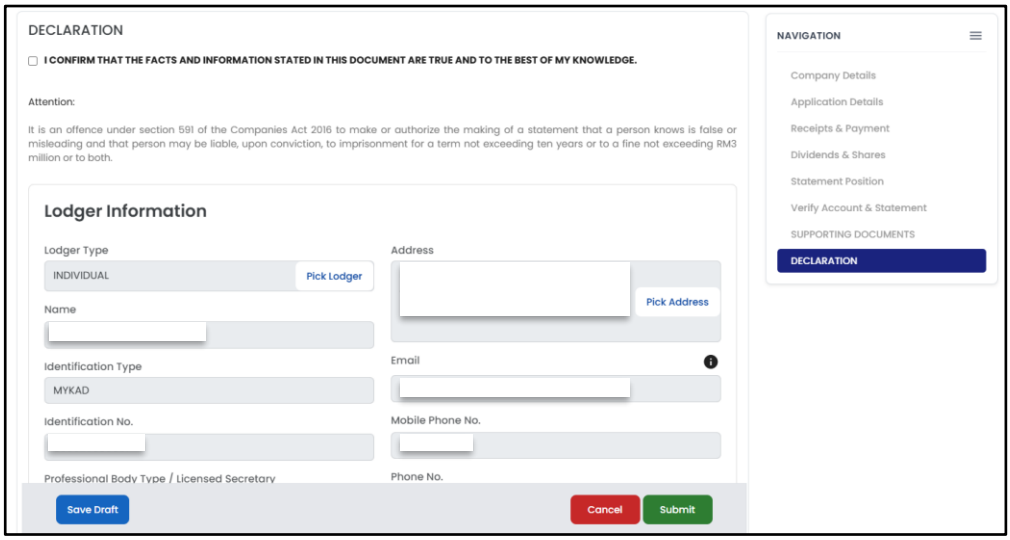
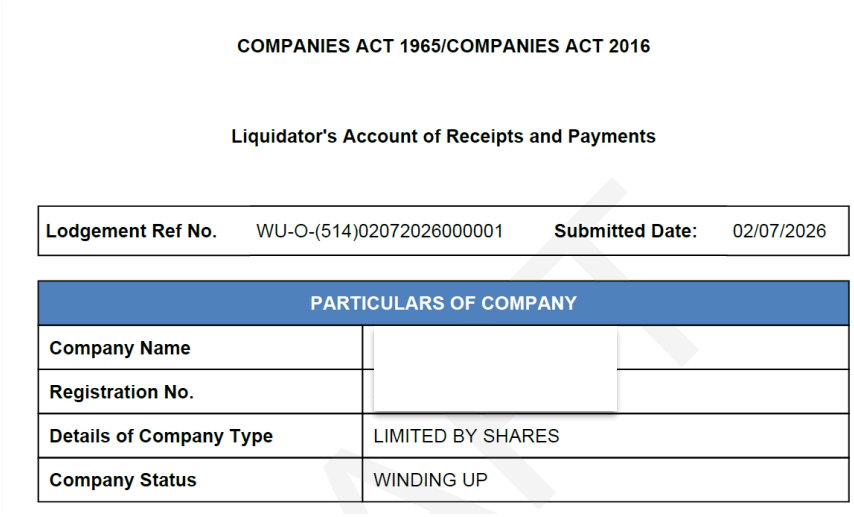
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Creditors). • Lodged Notice of Resolution (NOR). • Lodged notice of appointment of liquidator. 
5	The user needs to fill up relevant info for **Application Details.** 

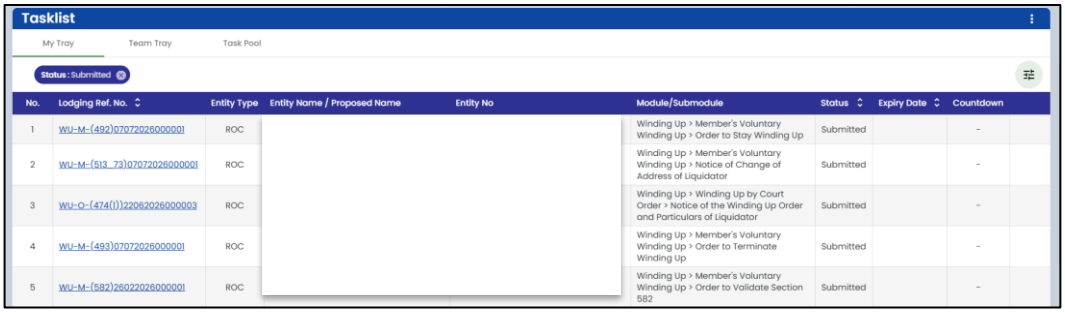
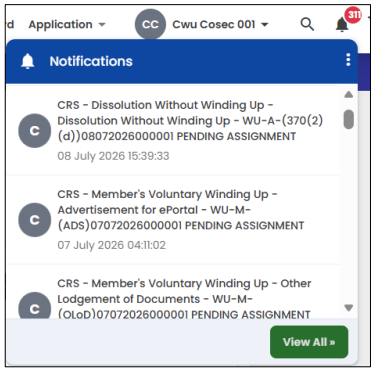
6	The user needs to fill up relevant info for **Receipts & Payment.** 
7	The user needs to fill up relevant info for **Dividends & Shares.** 
8	The user needs to fill up relevant info for **Statement Position.** 

9	The user needs to fill up mandatory fields info for **Verify Account & Statement.** Click **Add** button to add officer

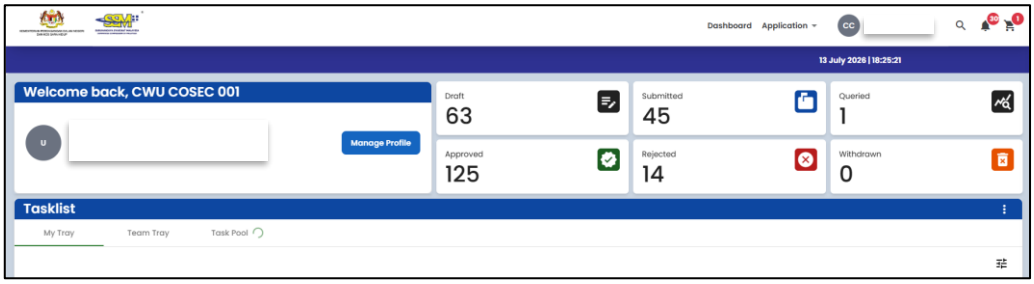
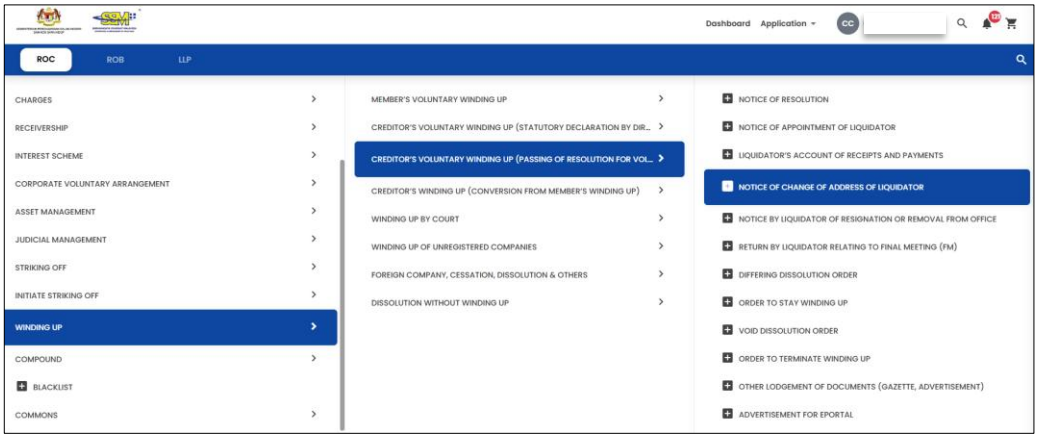
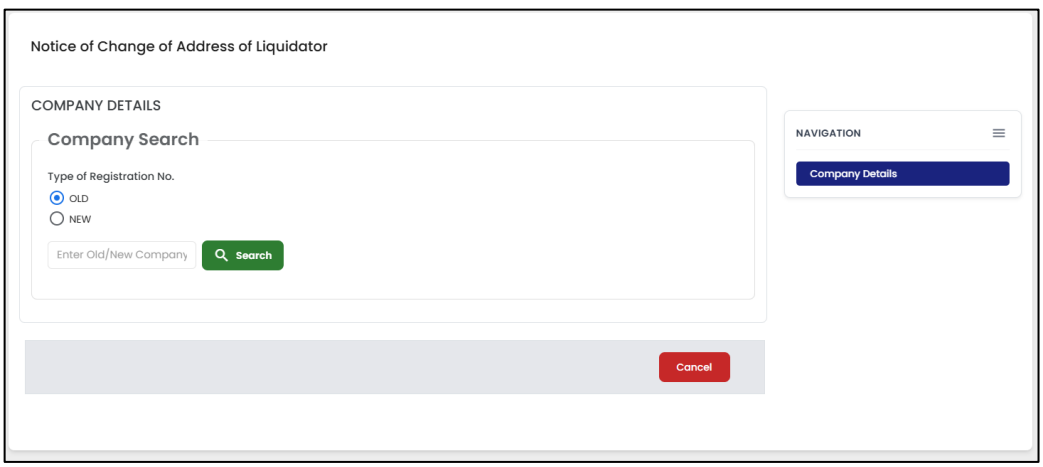


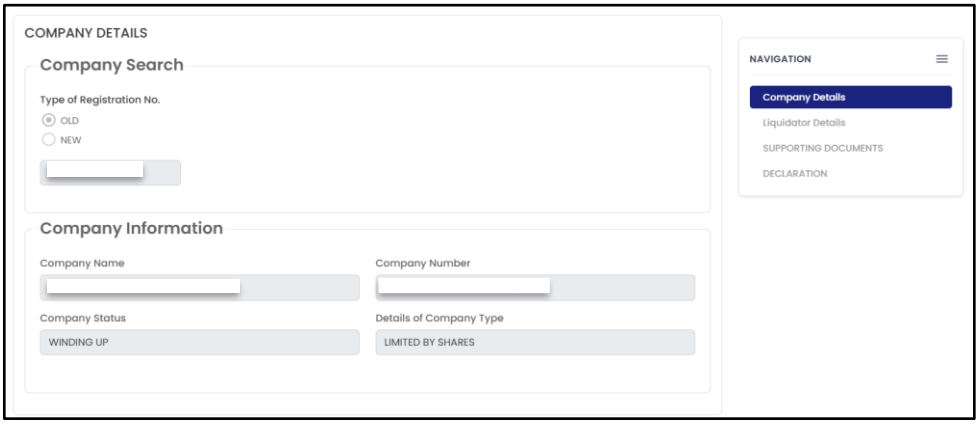
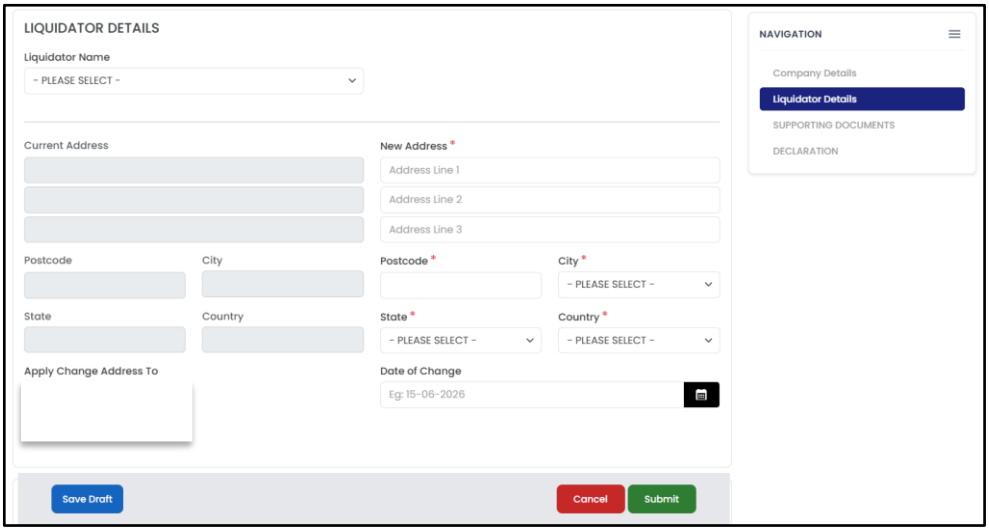


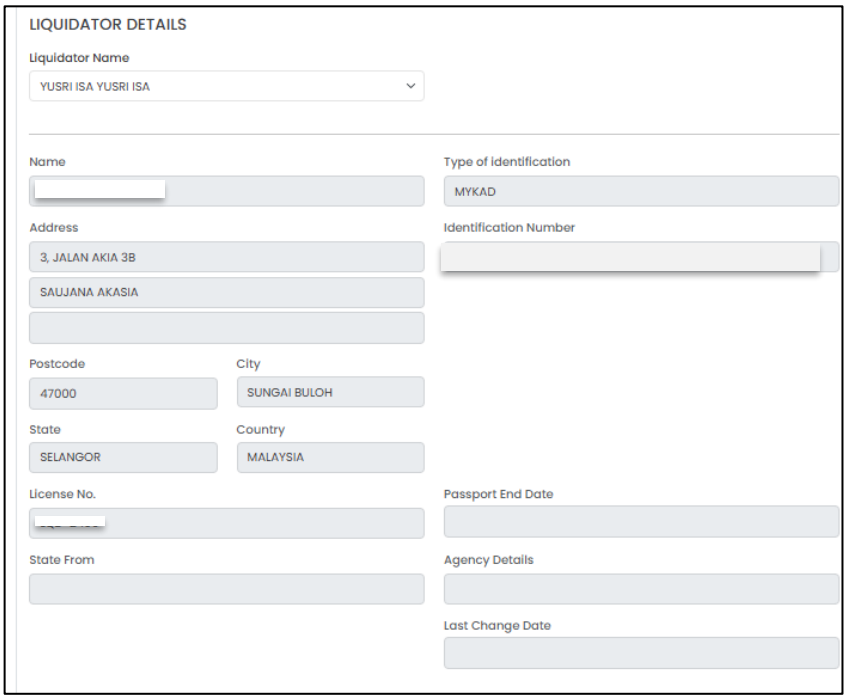
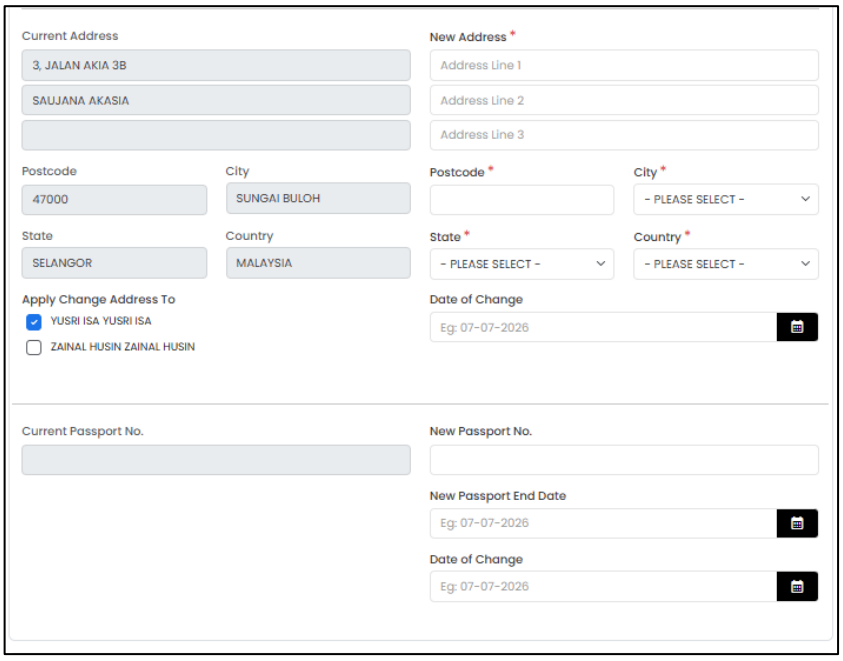
10	The user can upload the relevant **Supporting Documents.** 
11	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
12	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  **COMPANIES ACT 1965/COMPANIES ACT 2016** **Liquidator's Account of Receipts and Payments** **Lodgement Ref No.** WU-O-(514)02072026000001 **Submitted Date:** 02/07/2026 **PARTICULARS OF COMPANY** **Company Name** **Registration No.** **Details of Company Type** LIMITED BY SHARES **Company Status** WINDING UP Note: Please make sure the draft has been successfully downloaded and saved for your reference.

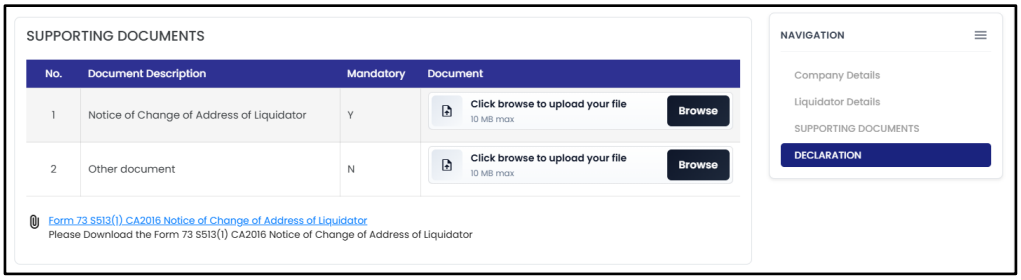
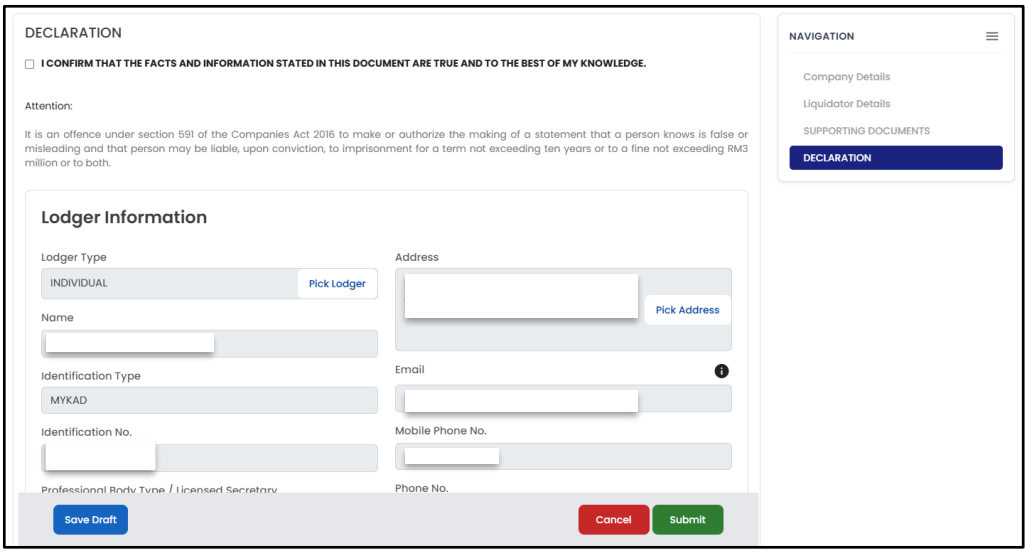
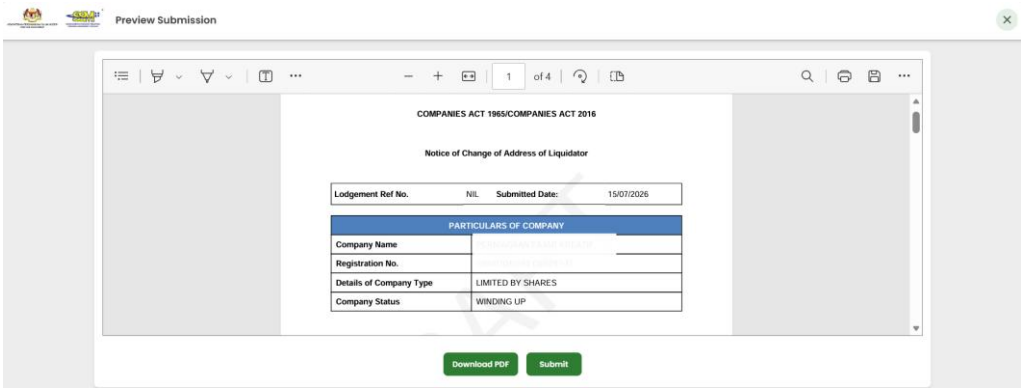
13	Submit the lodgement.
14	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
15	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

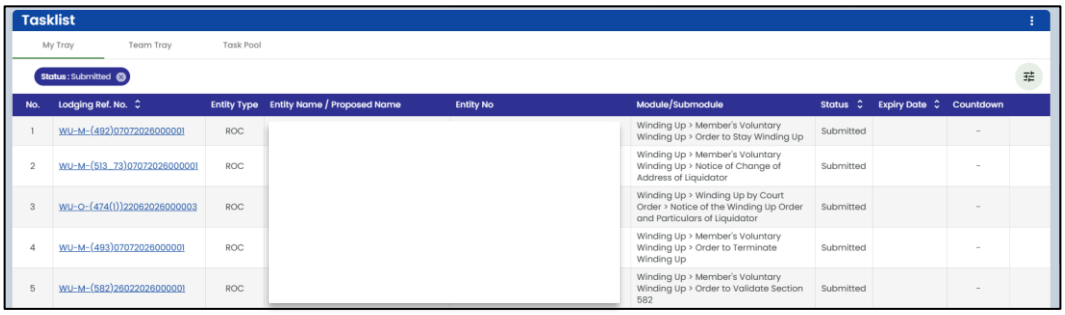
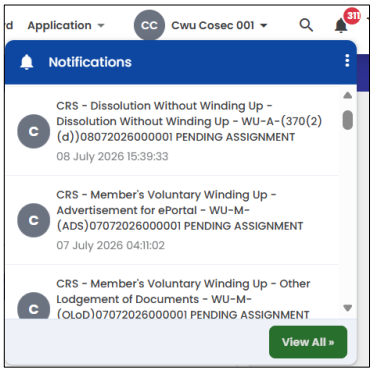
5.4 Notice of Change of Address of Liquidator

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Notice of Change of Address of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search**. 

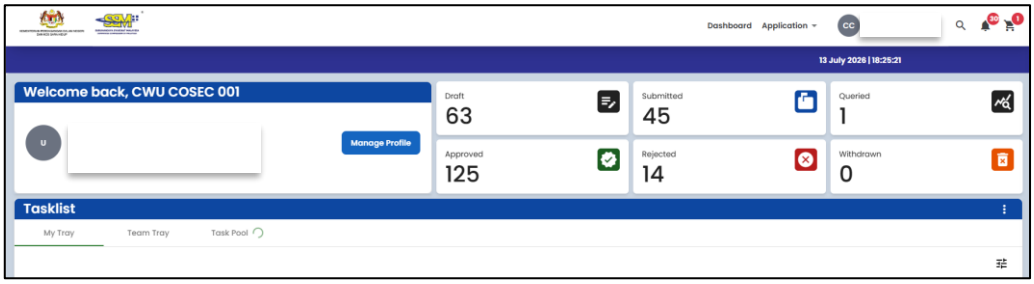
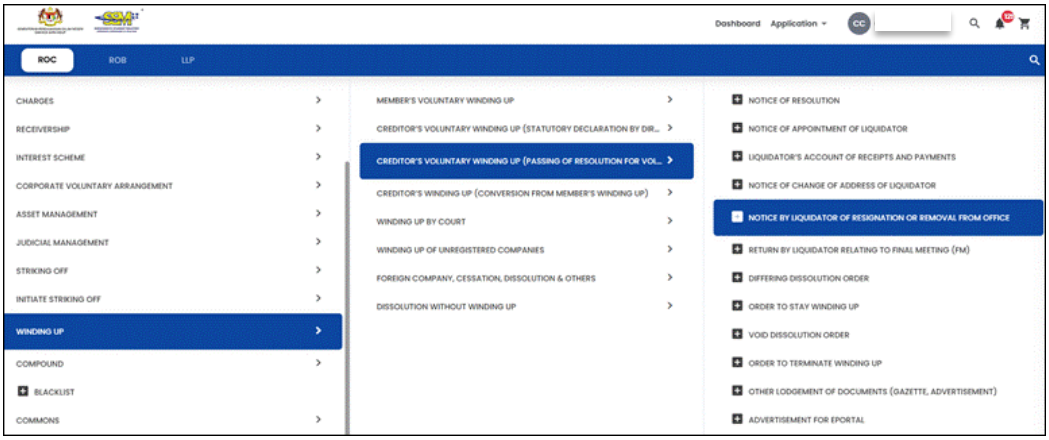
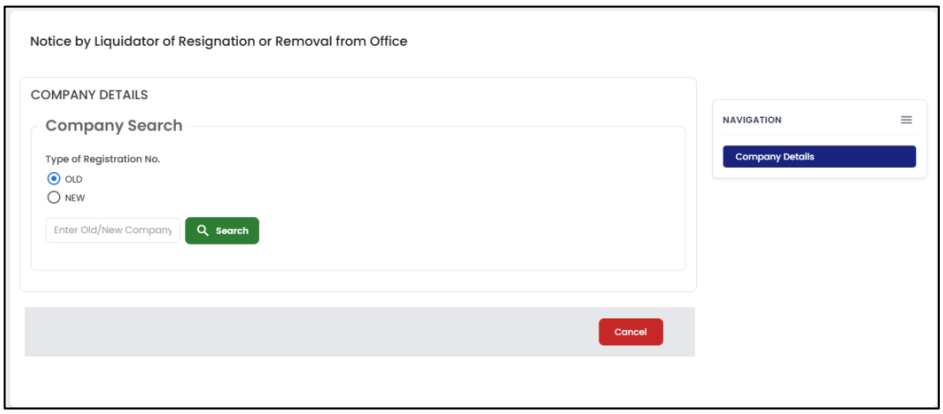
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Creditors). • Lodged notice of appointment of liquidator. • Lodged Notice of Resolution (NOR). 
5	The user fills up the mandatory fields for **Liquidator Details.** 

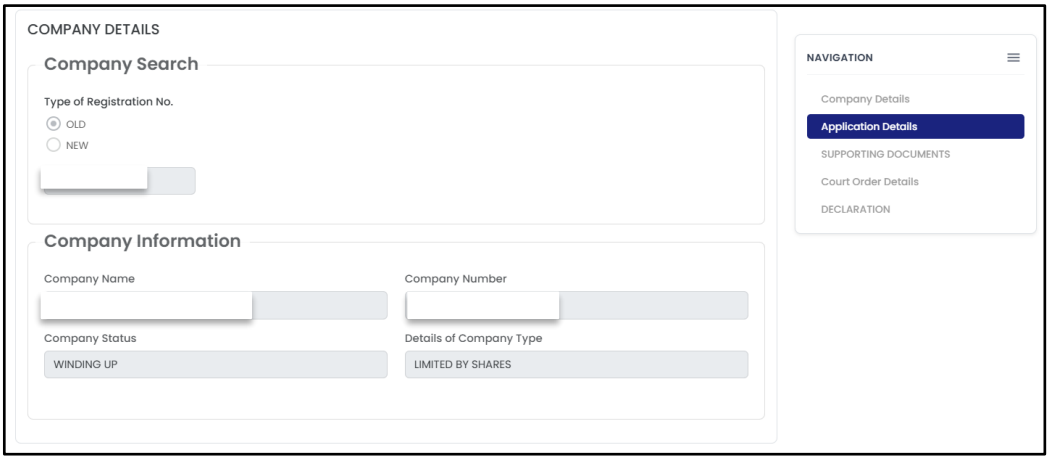
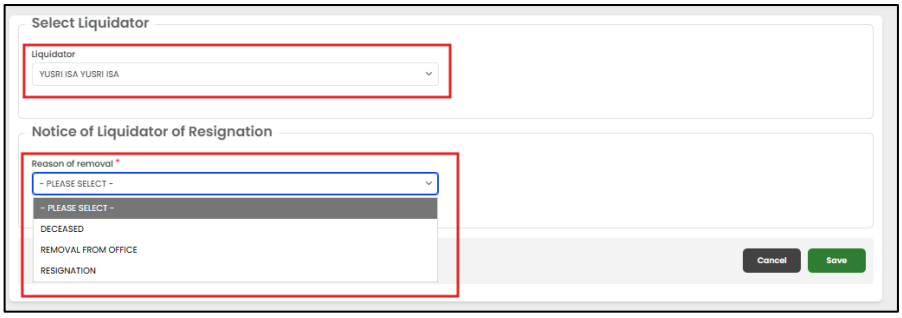
6	Update the liquidator's details. Select the liquidator's name at drop down. Once selected, the user fills up **new address** and **new passport no if** applicable.  

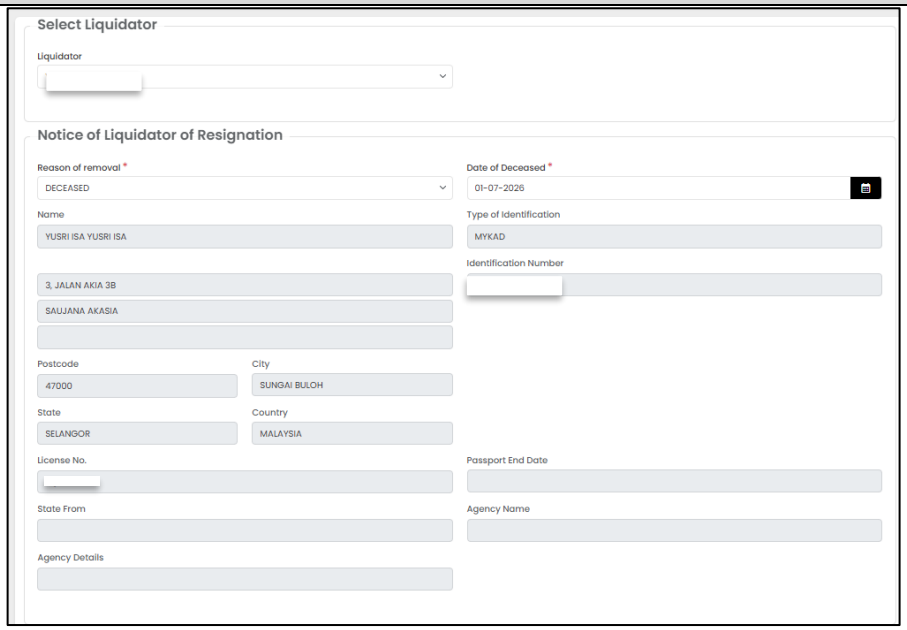
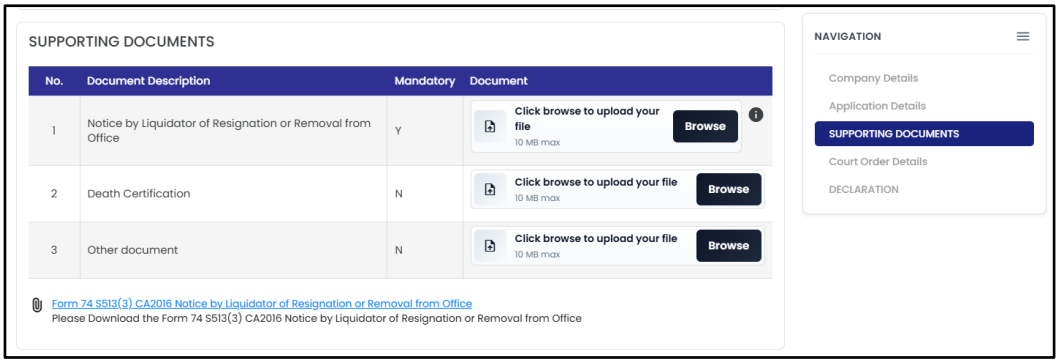
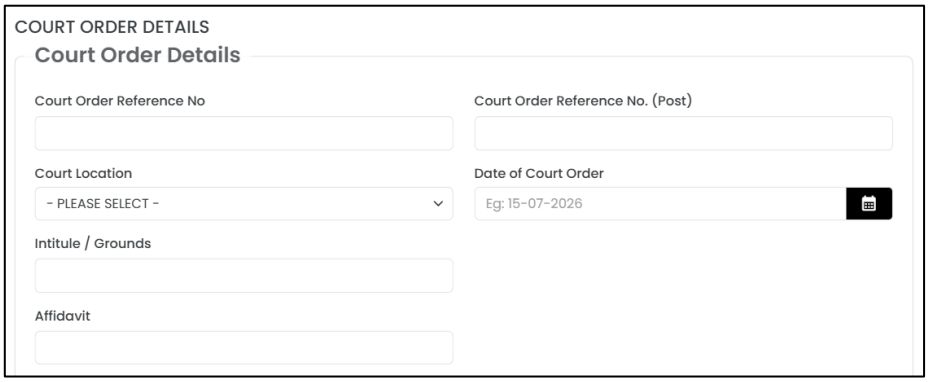
7	Upload supporting documents (signed Notice of Change of Address of Liquidator). 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.

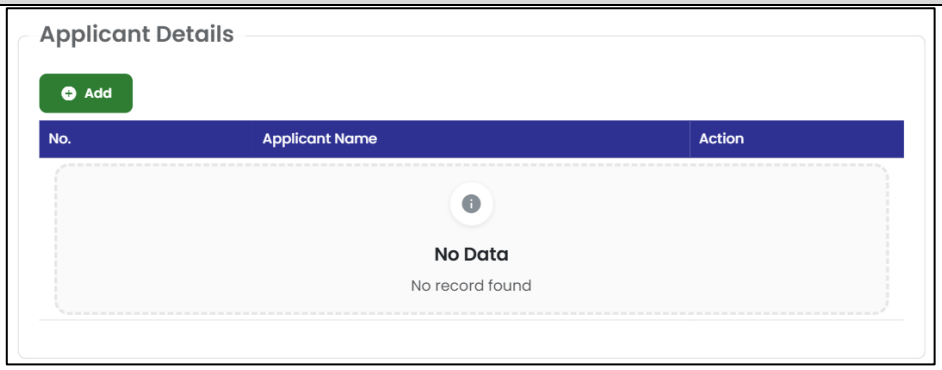
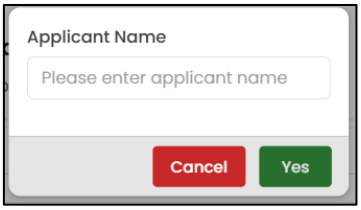
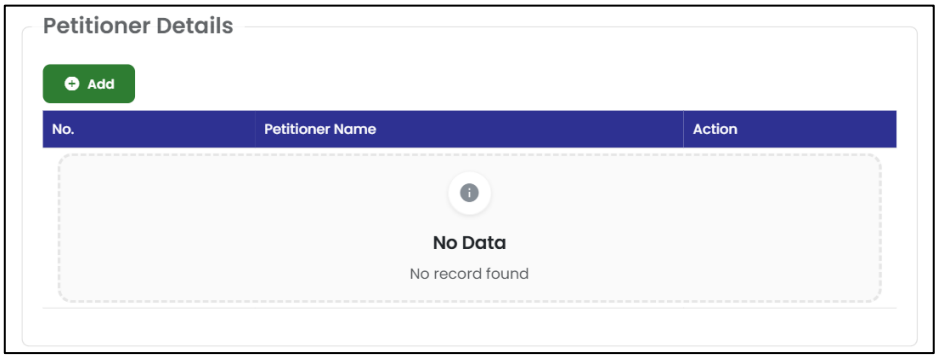
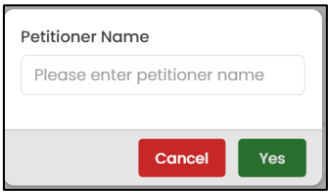
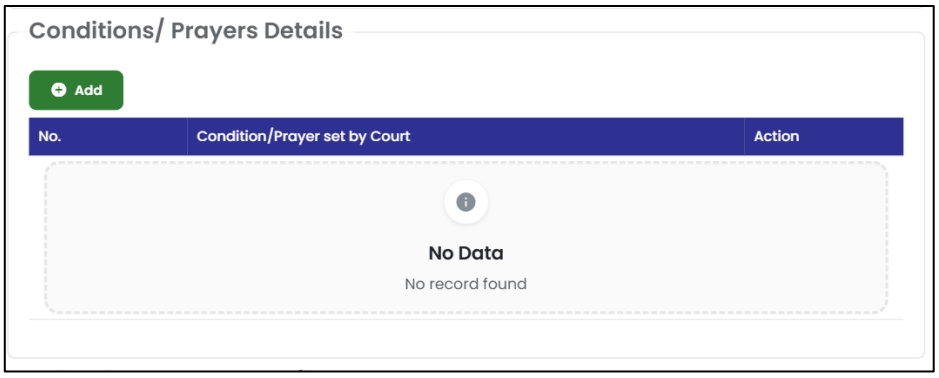
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

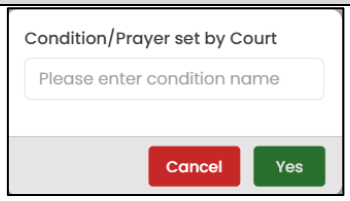
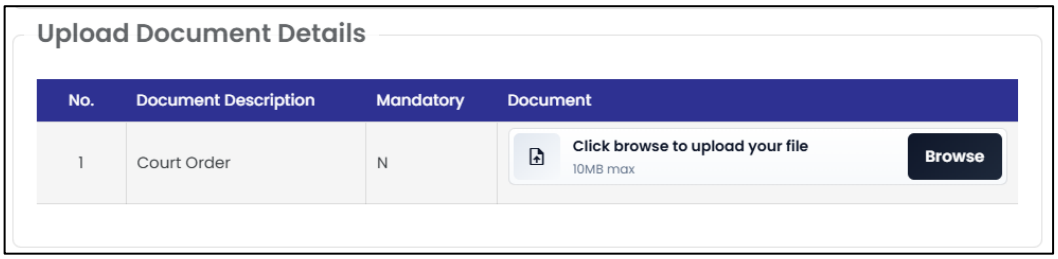
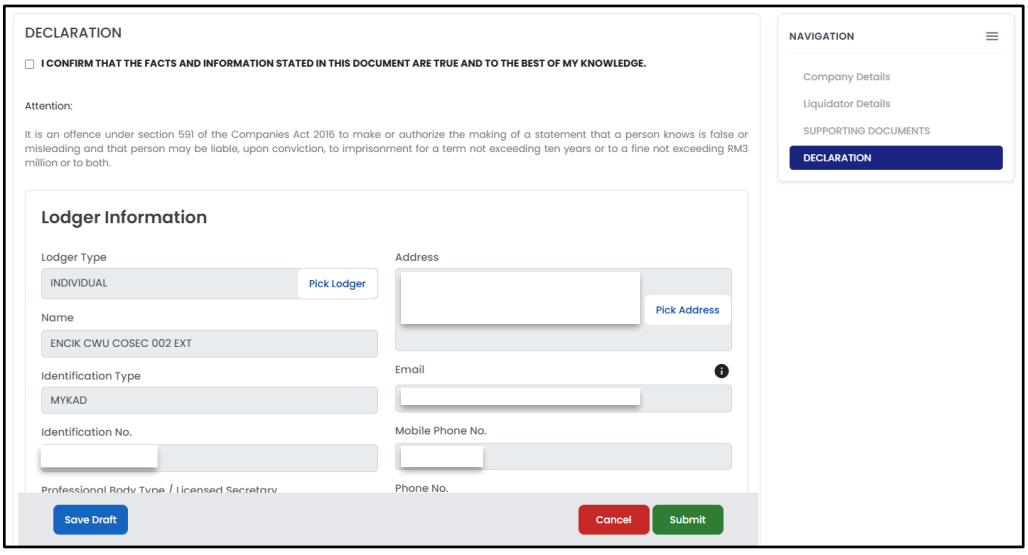
5.5 Notice by Liquidator of Resignation or Removal from Office

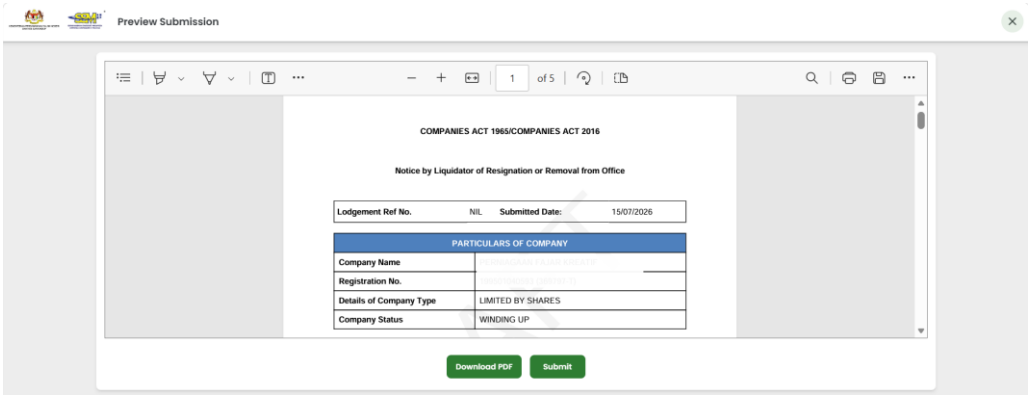
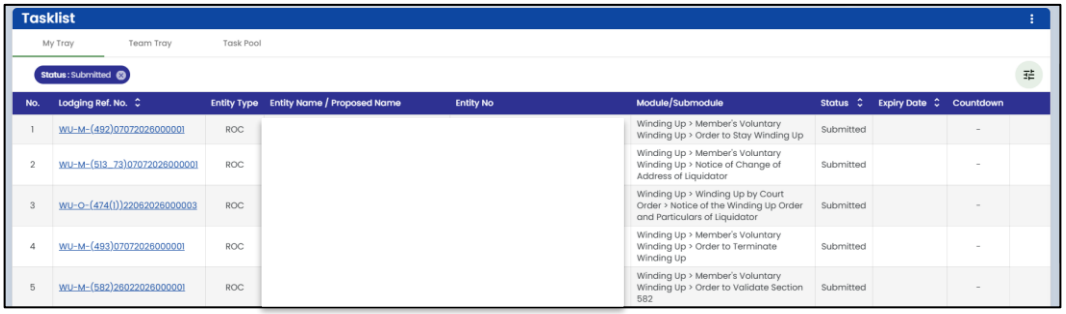
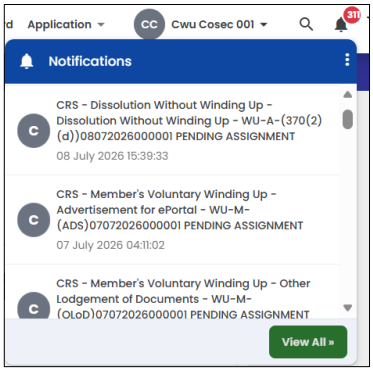
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Notice by Liquidator of Resignation or Removal from Office.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status Winding Up (Creditors). • Lodged notice of appointment of liquidator. • Lodged Notice of Resolution (NOR). 
5	The user adds the application details. • Select Liquidator. • Select Reason of removal. 

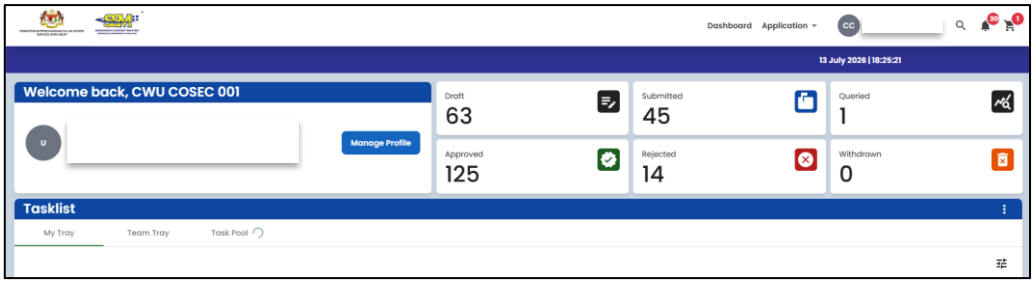
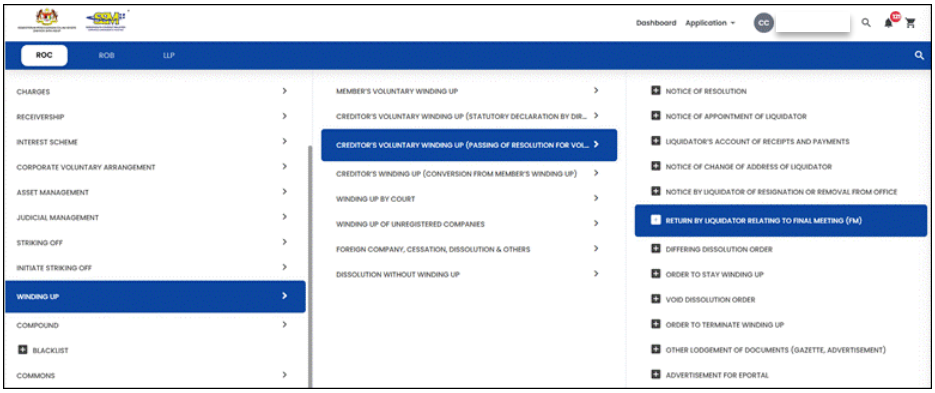
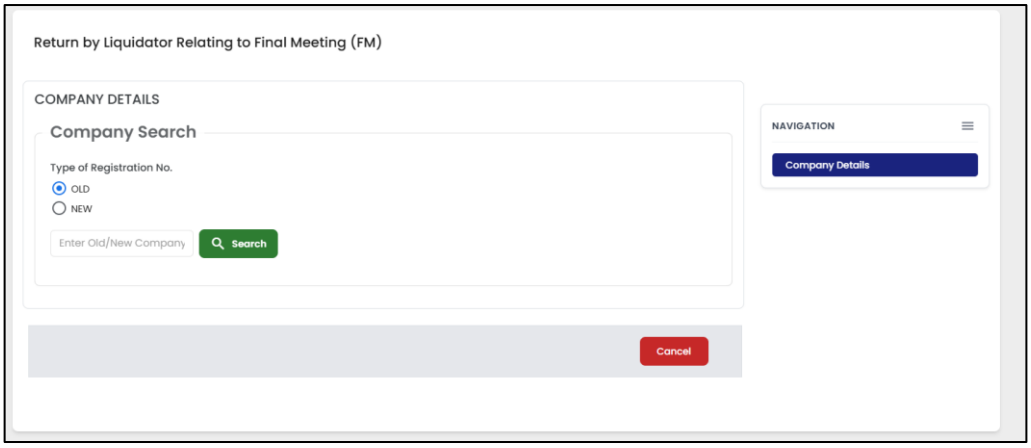
Field Num.	Description
	
6	Upload supporting documents (signed Notice by Liquidator of Resignation or Removal from Office). 
7	The user to fill up relevant fields for **Court Order Details.** 

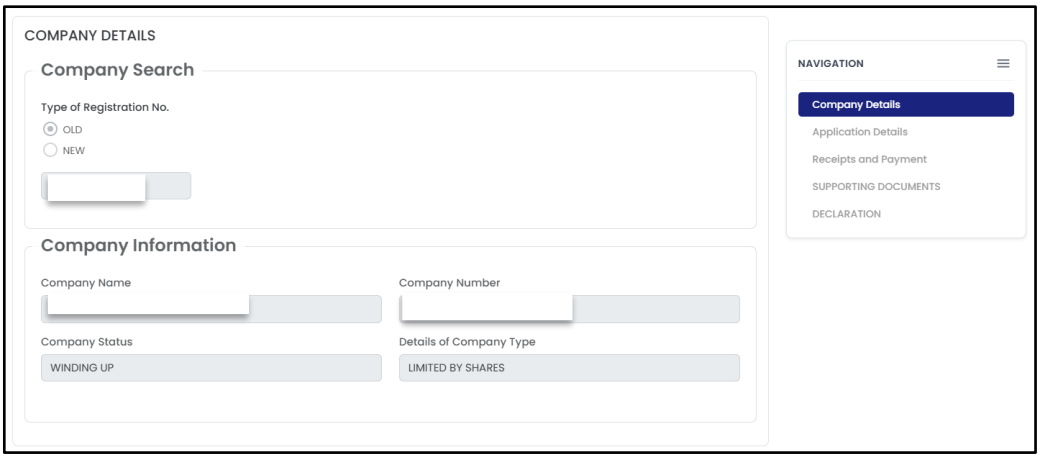
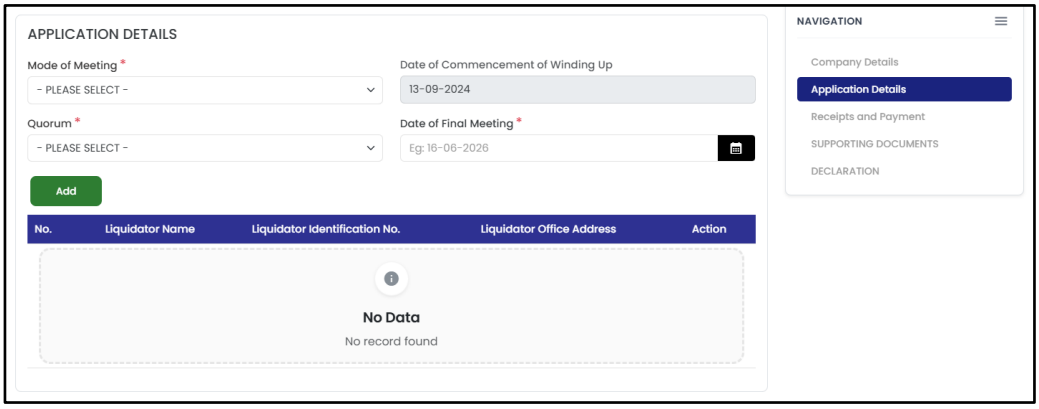
Field Num.	Description
	    

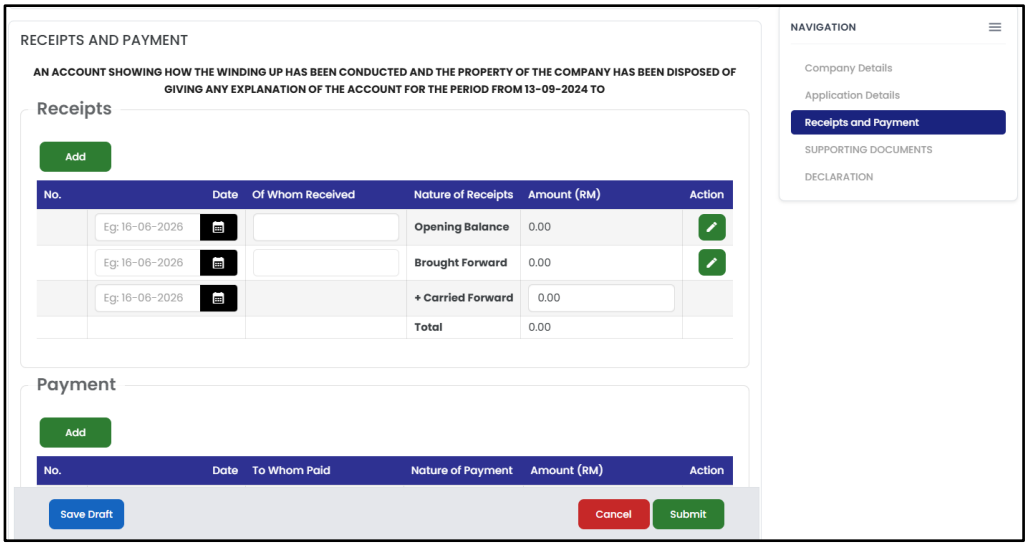
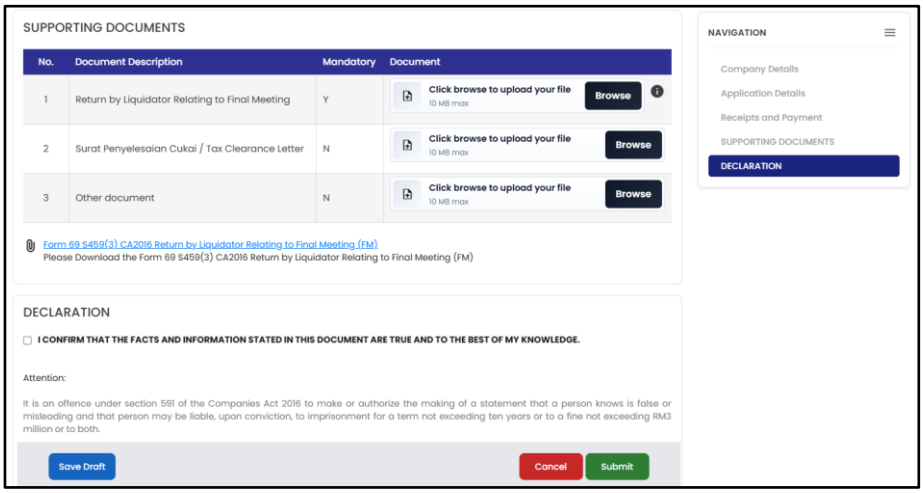
Field Num.	Description
	 Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.
8	Upload Court Order Document Details 
9	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

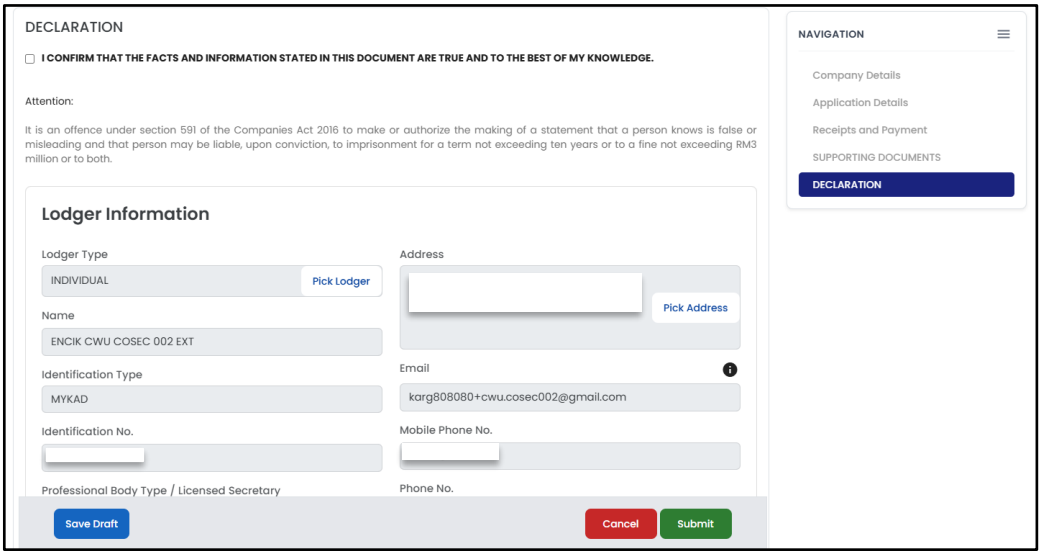
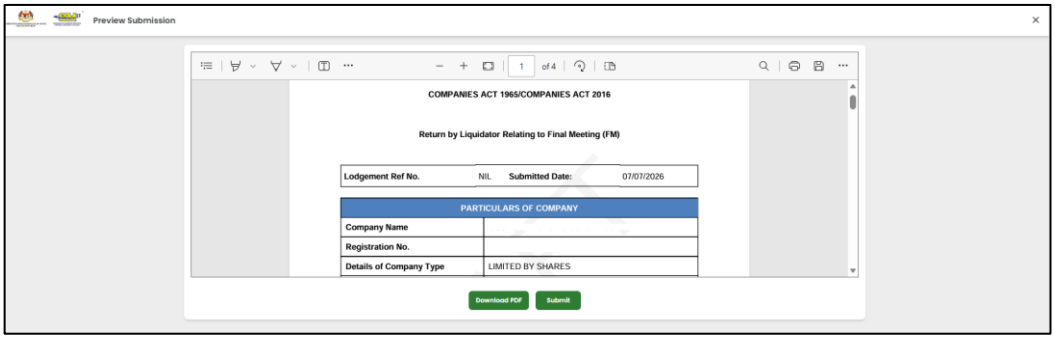
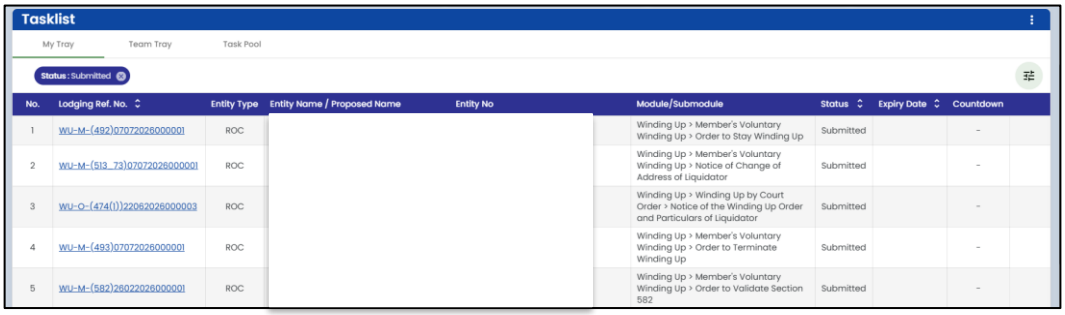
Field Num.	Description
10	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

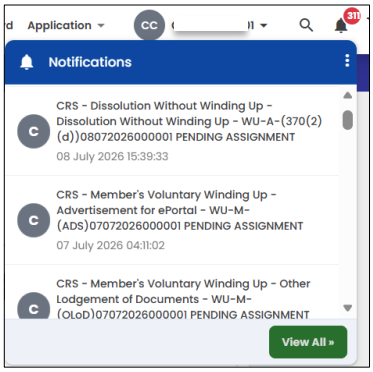
5.6 Return by Liquidator Relating to Final Meeting (FM)

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Return by Liquidator Relating to Final Meeting.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

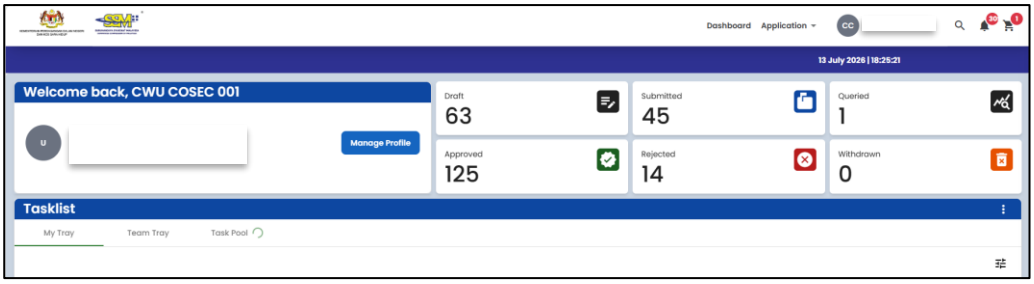
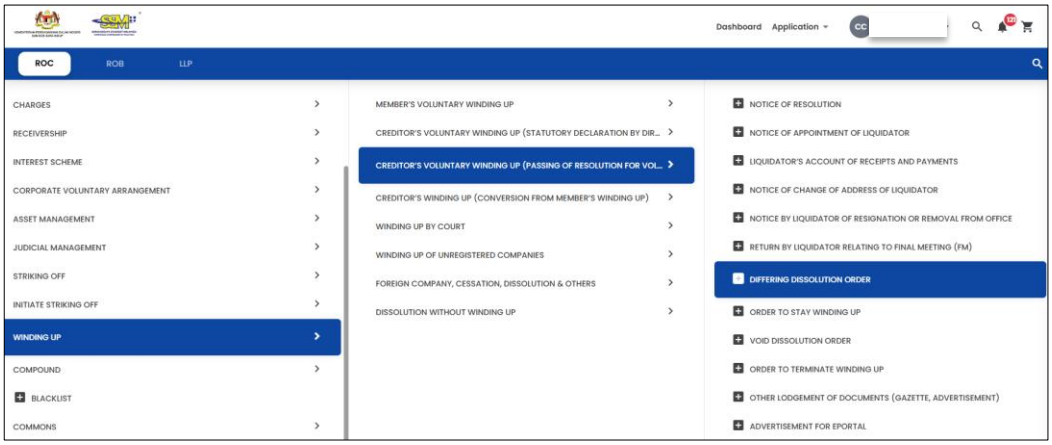
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Creditors). • Lodged notice of appointment of liquidator. • Lodged Notice of Resolution (NOR). 
5	The user fills up the mandatory fields for **Application Details.** 

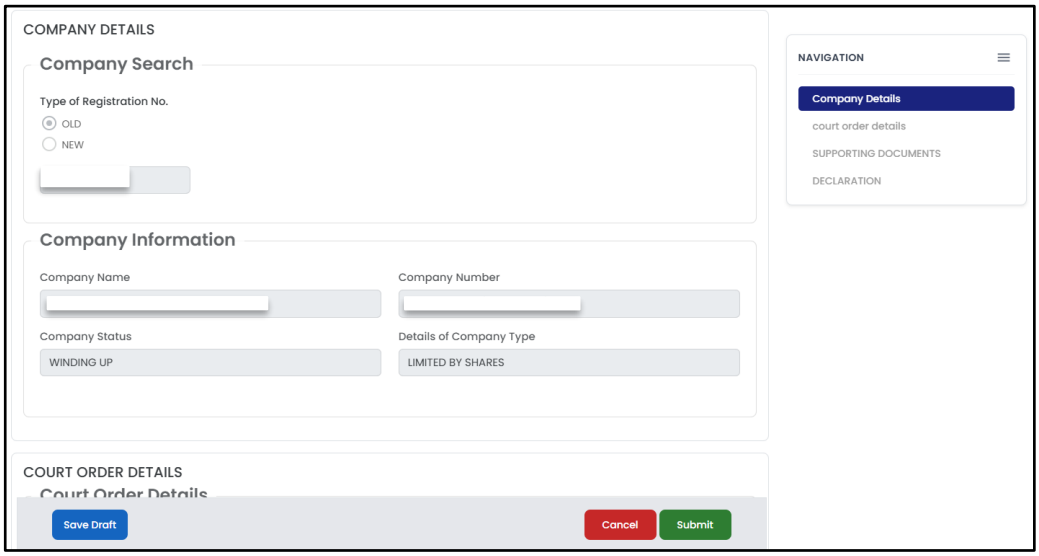
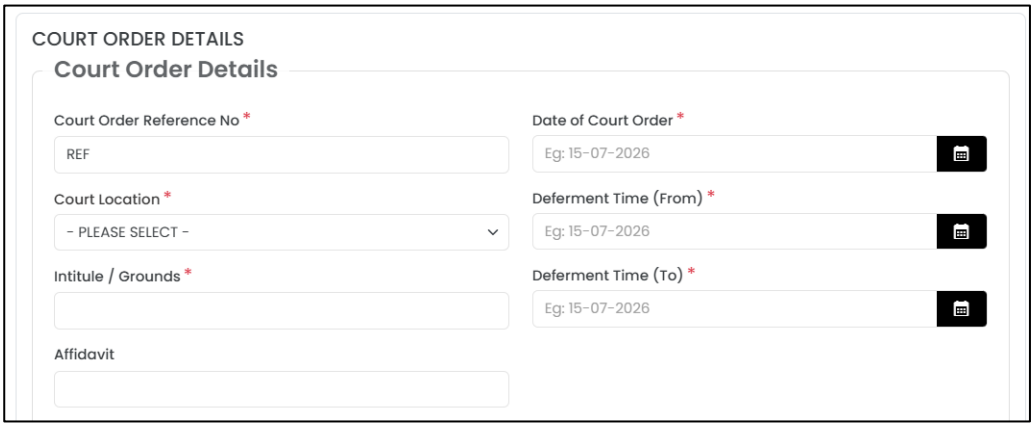
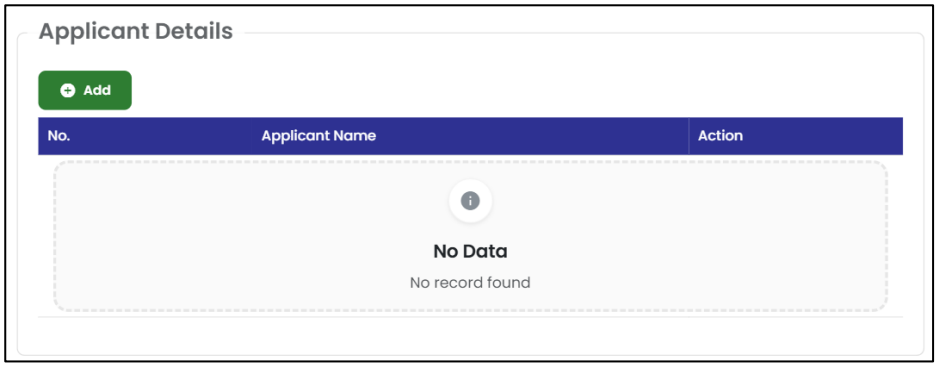
6	The user needs to fill up the mandatory fields for **Receipts and Payment.**  Note: Please enter **'NA'** in any mandatory field that is not applicable to the user
7	Upload the optional supporting documents (e.g. Tax Clearance Letter). 

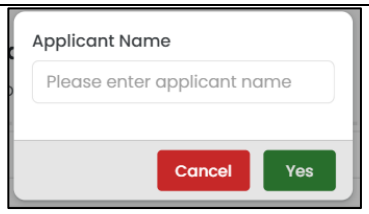
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

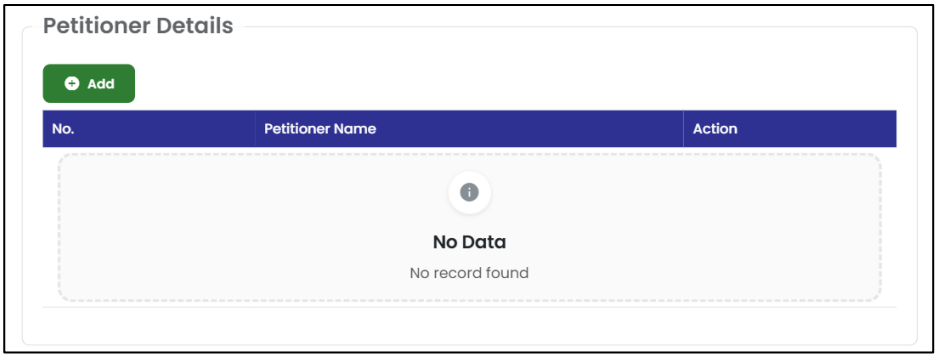
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

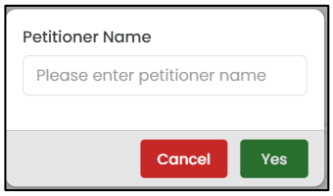
5.7 Differing Dissolution Order

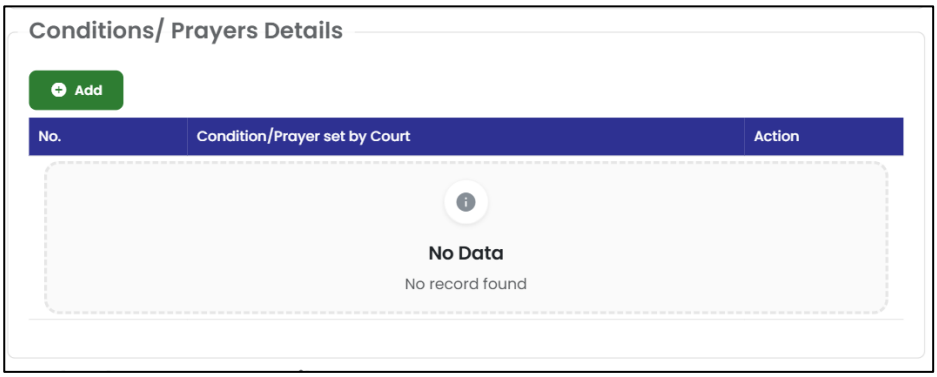
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Differing Dissolution Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

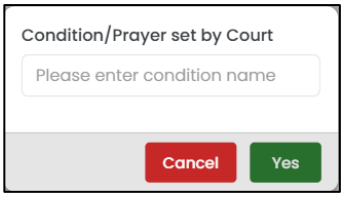
4	Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status is Winding Up (Creditors). • Lodged Notice of Resolution (NOR). • Lodge Return by Liquidator Relating to Final Meeting. 
5	The user fills up the relevant fields for **Court Order Details.**  



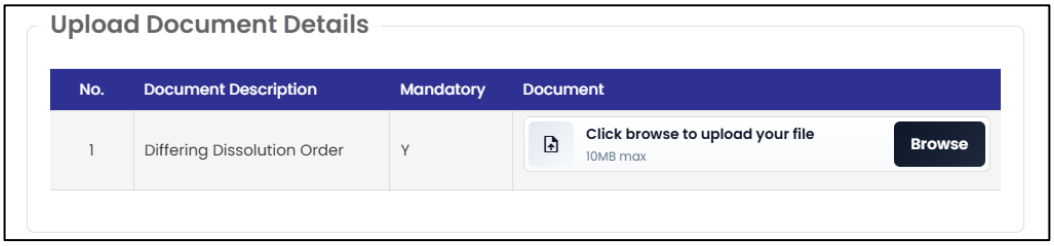
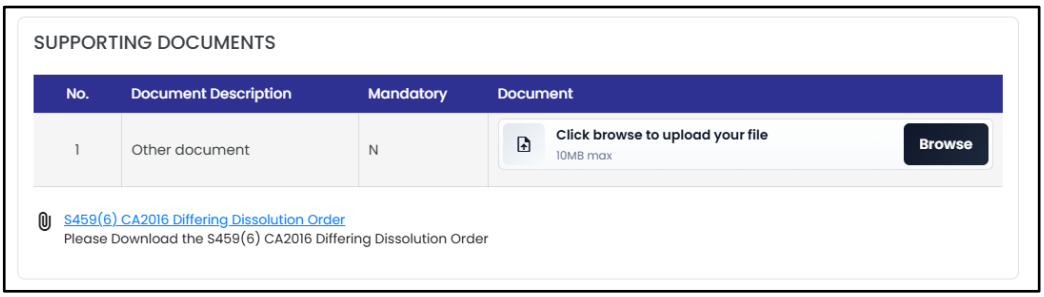
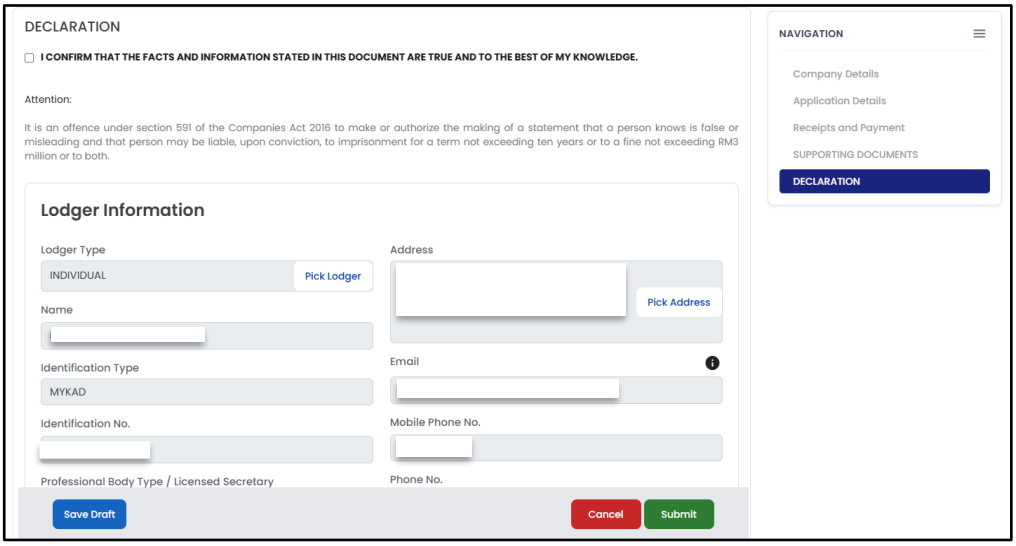


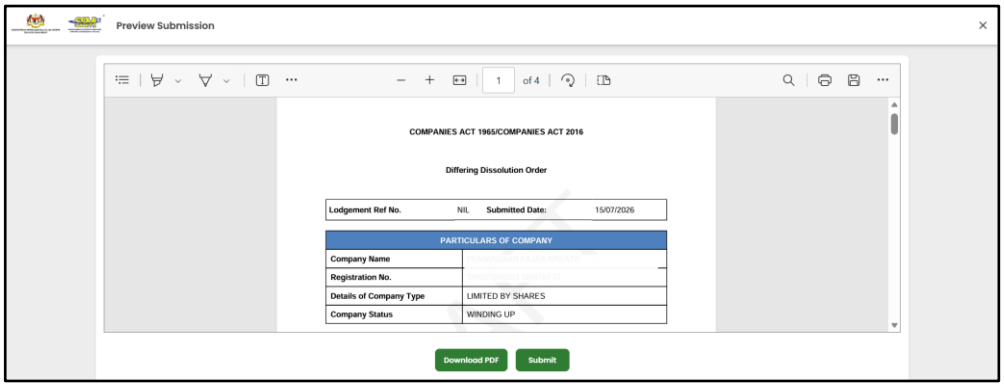
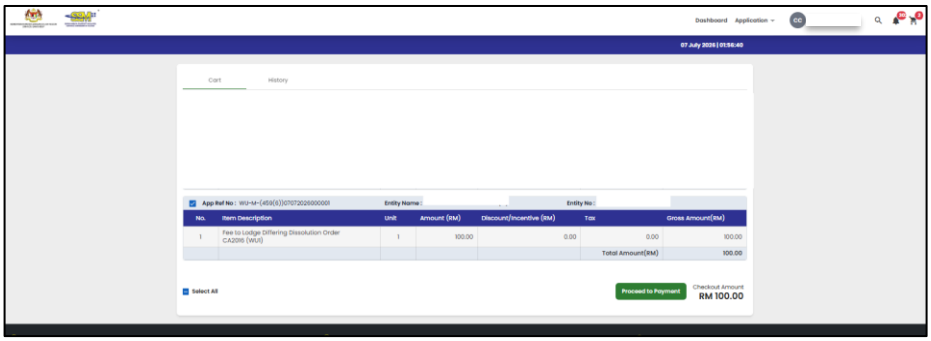
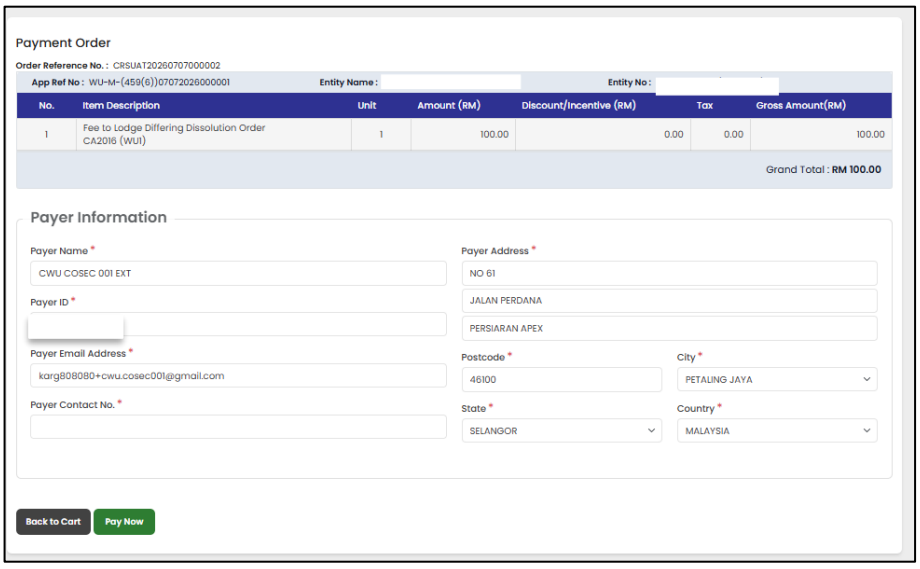


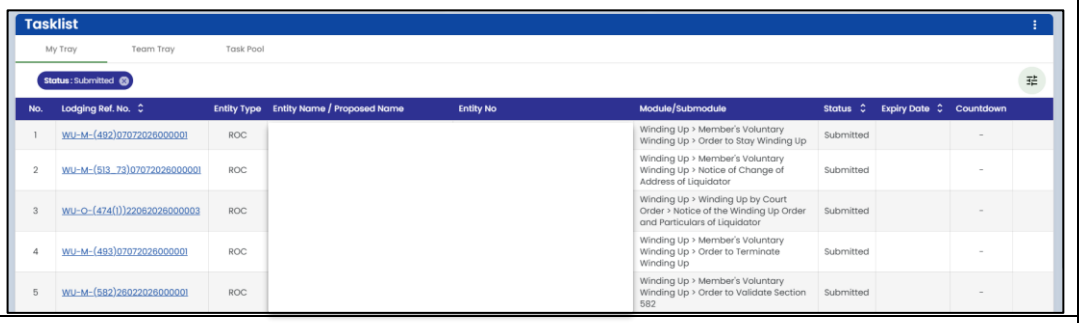
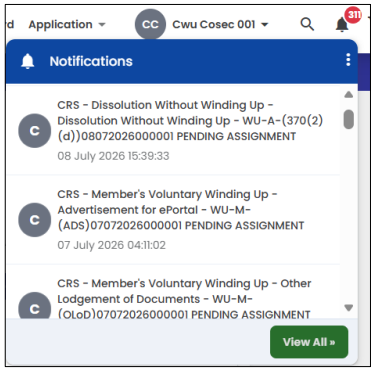




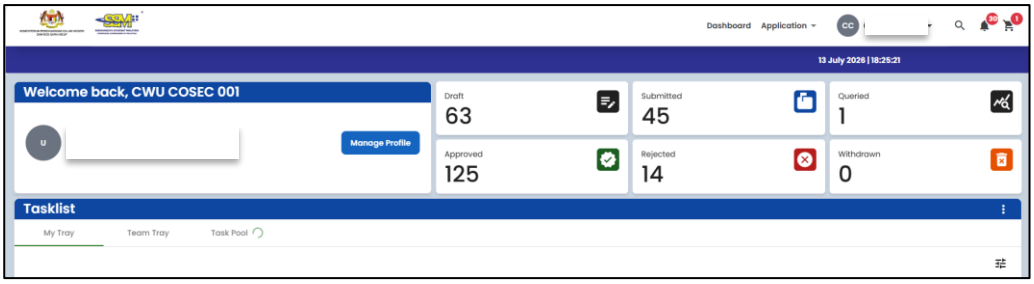
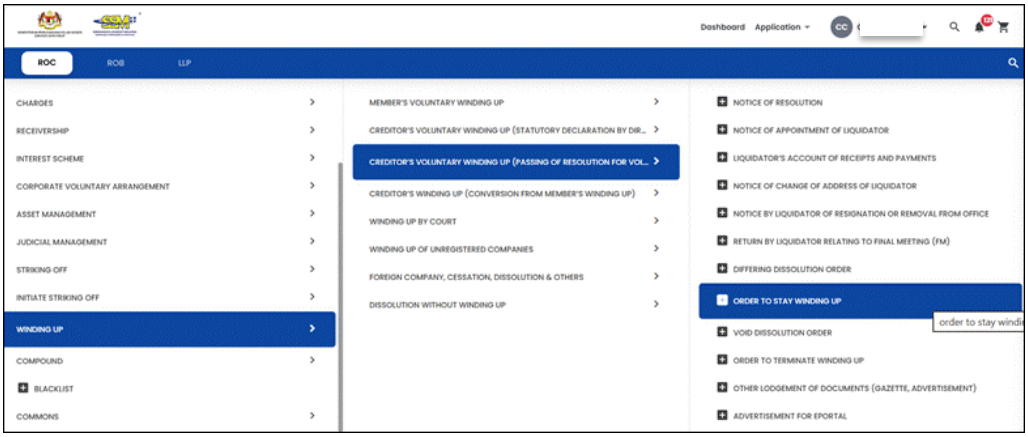
Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

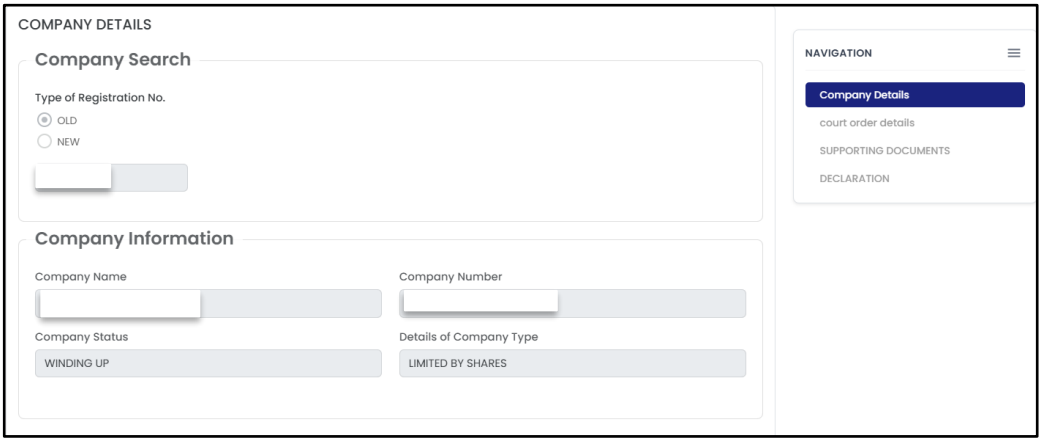
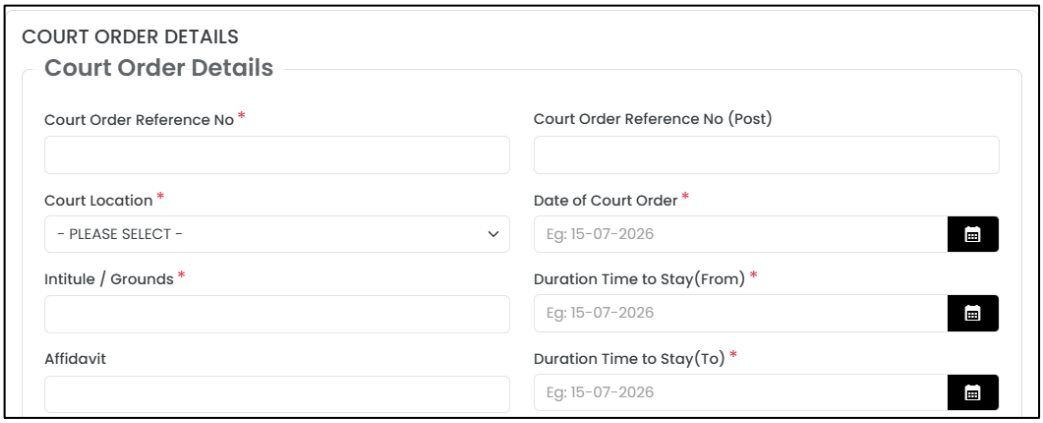
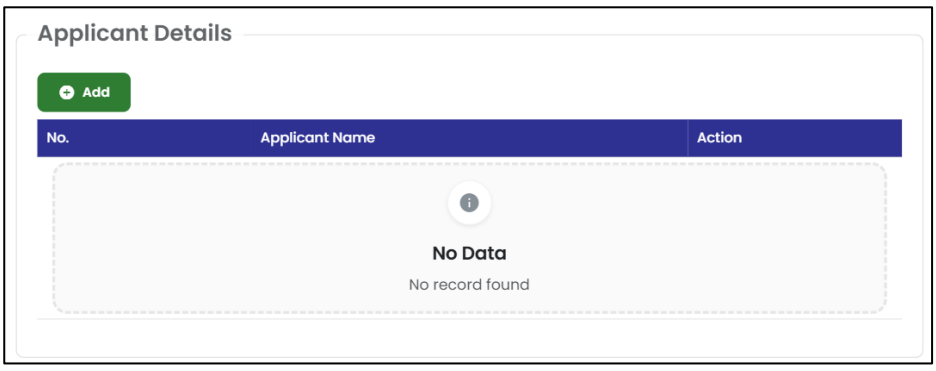
6	Upload court order document. 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

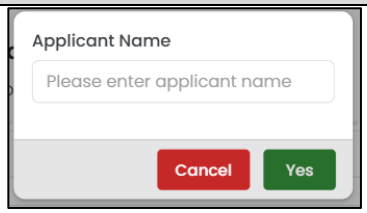
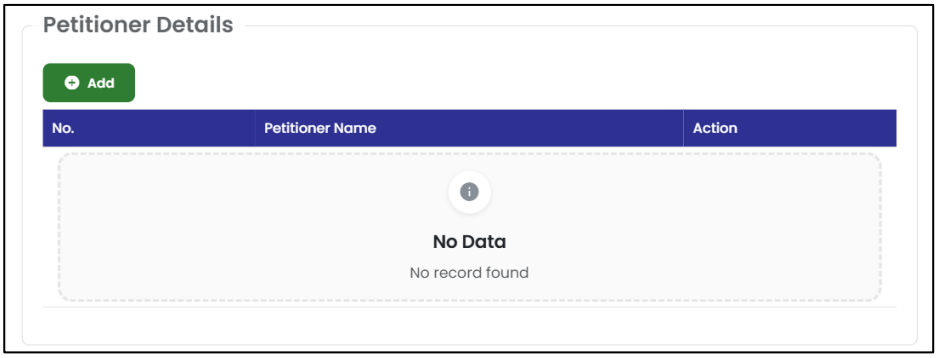
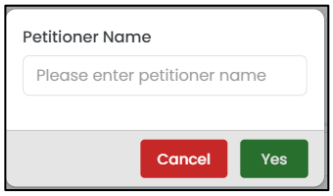
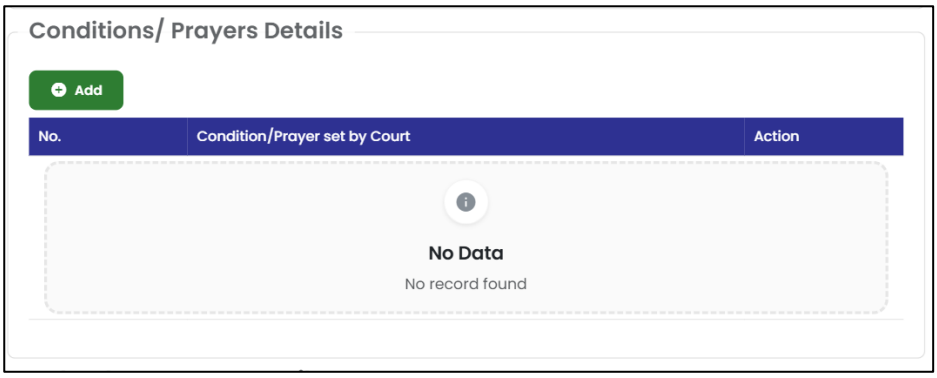
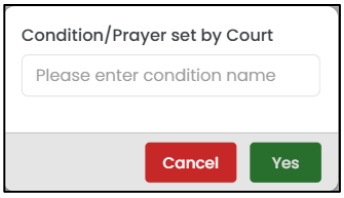
9	Click submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Make payment.  
11	Submit the lodgement.

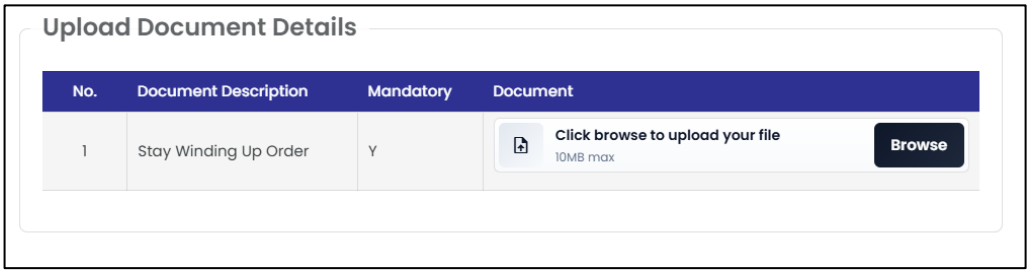
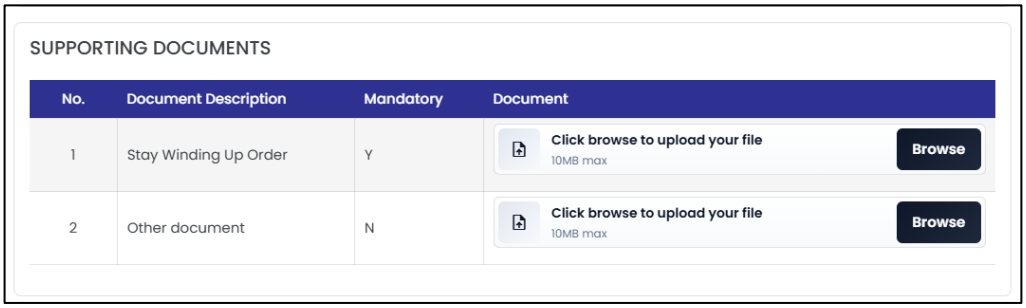
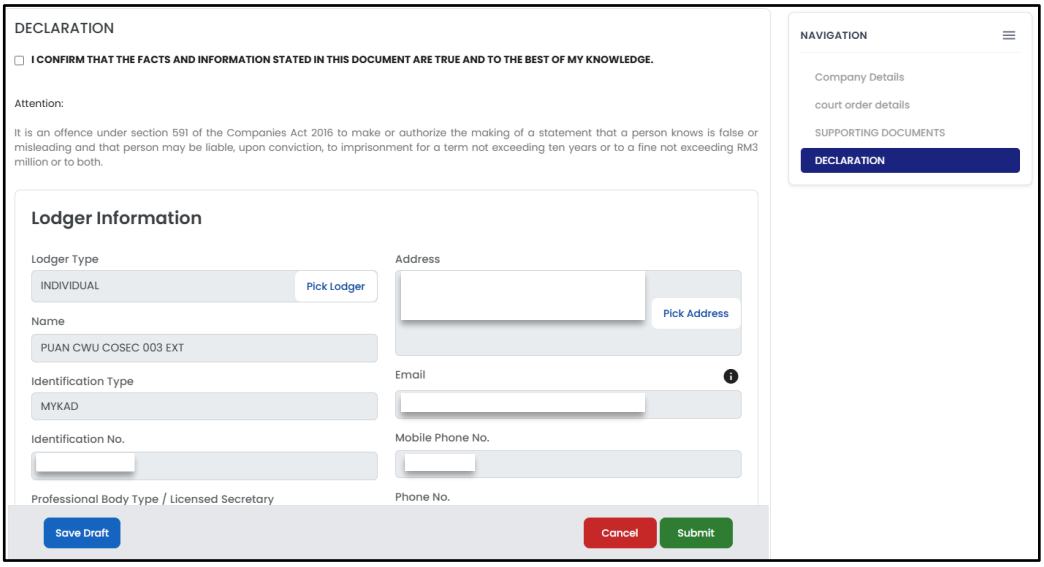
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

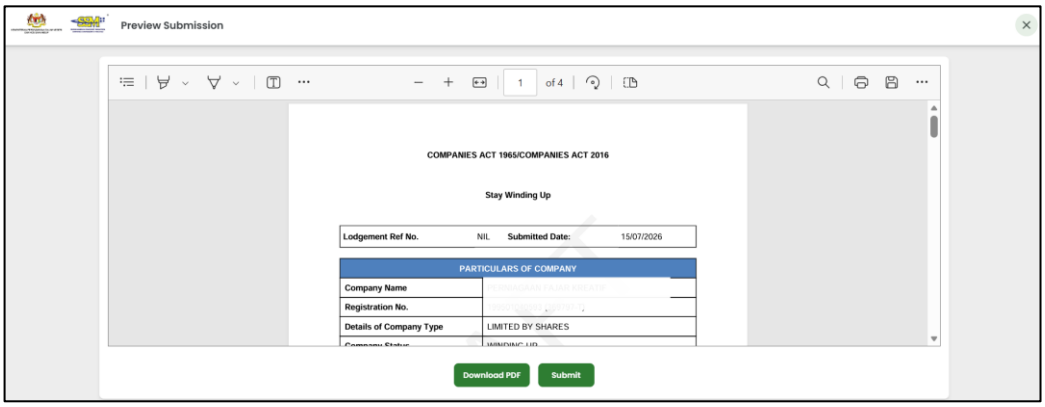
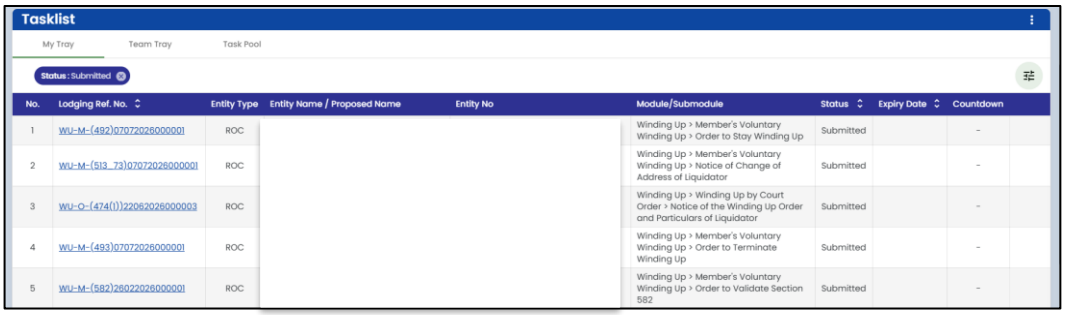
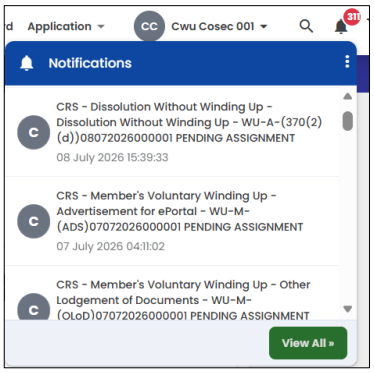
5.8 Order to Stay Winding Up

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Order to Stay Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

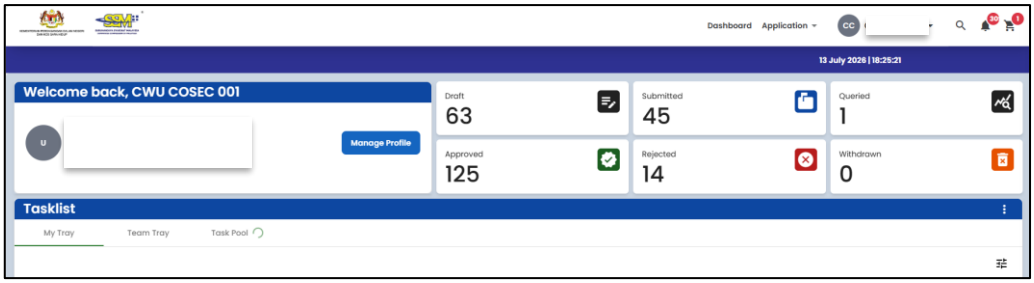
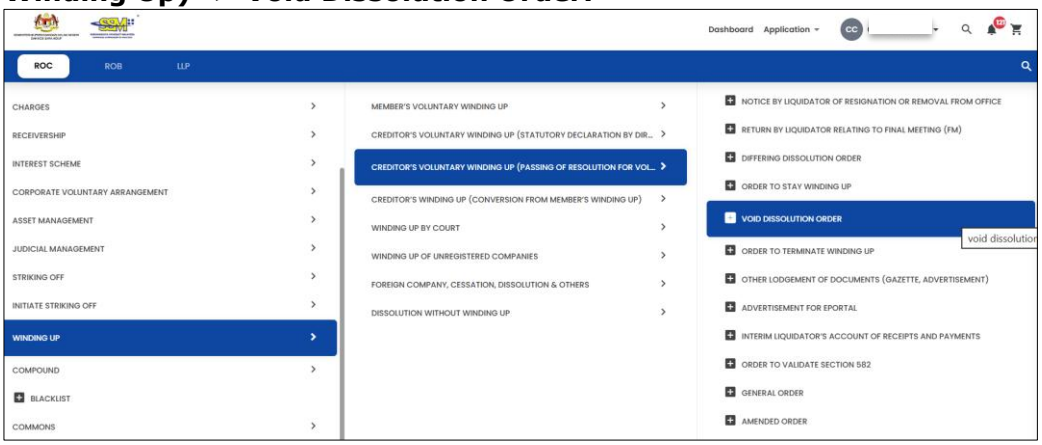
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists. • Company main status Winding Up (Creditors). • Lodged Notice of Resolution (NOR). 
5	The user needs to fill up mandatory fields for **Court Order Details.**  

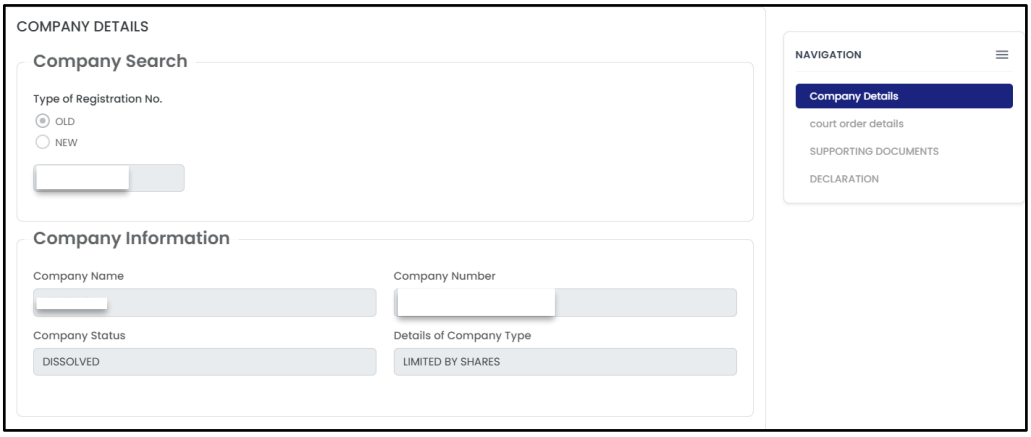
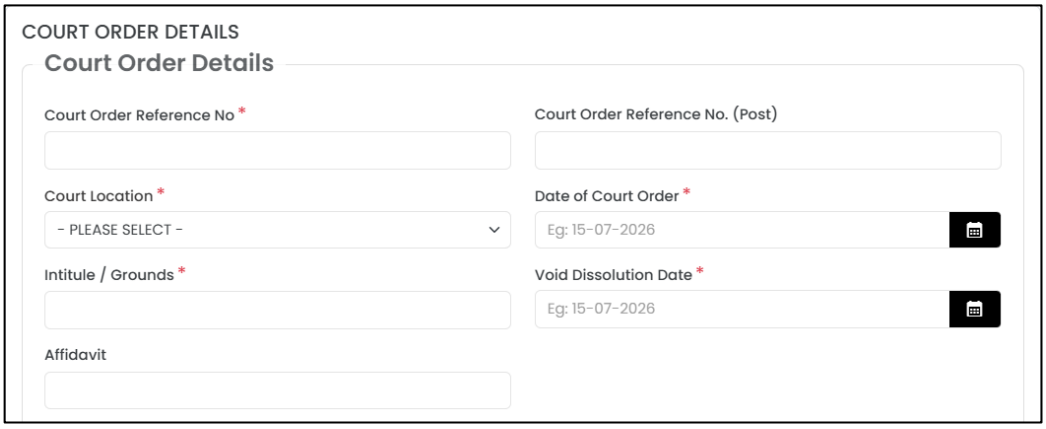
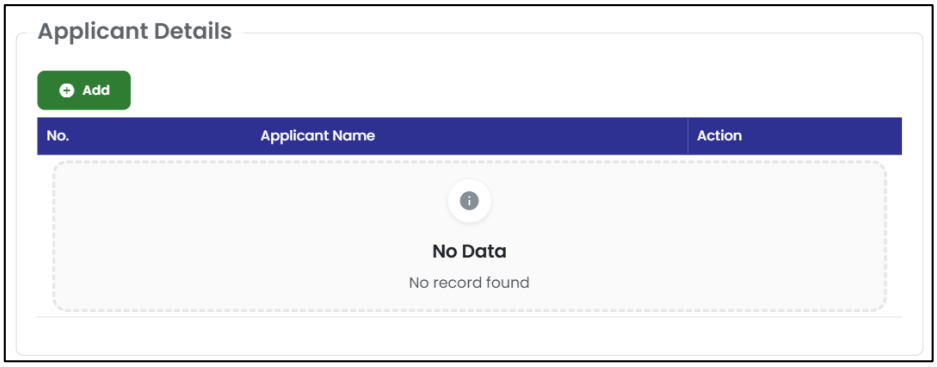
Field Num.	Description
	     Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

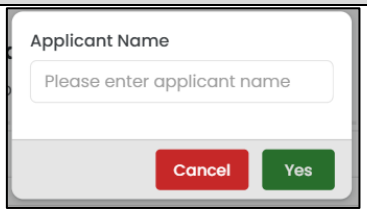
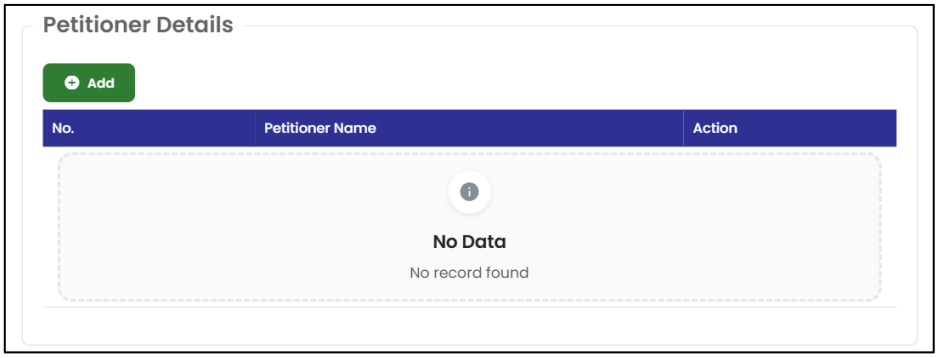
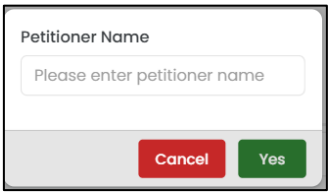
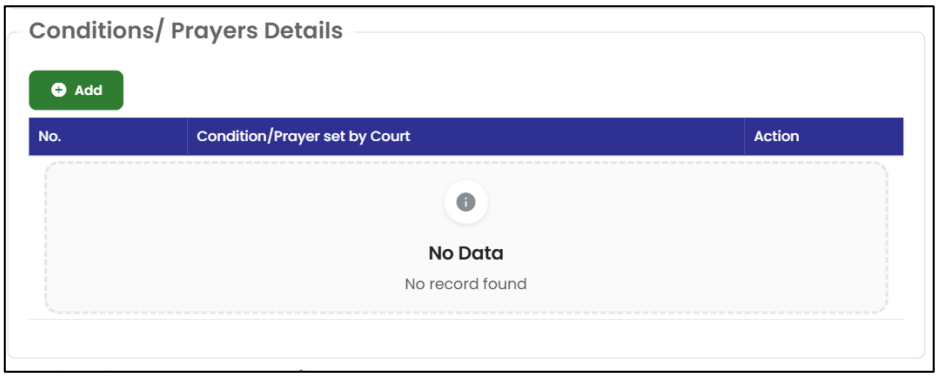
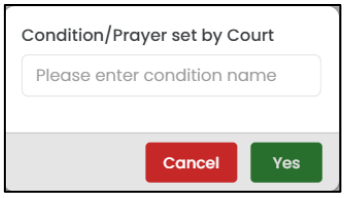
6	Upload the court order document 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

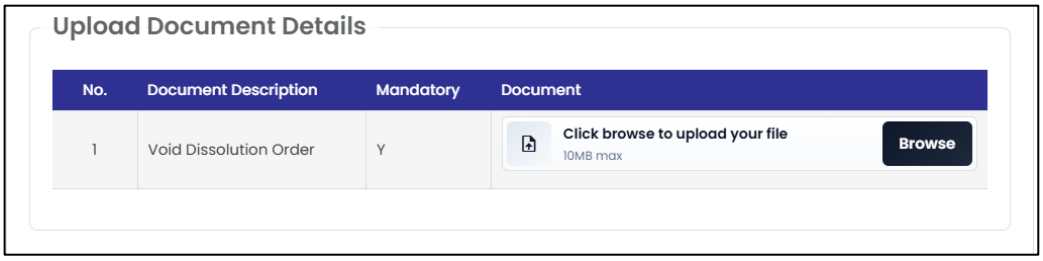
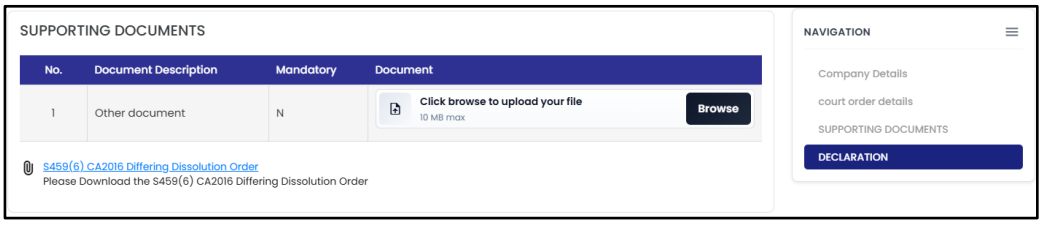
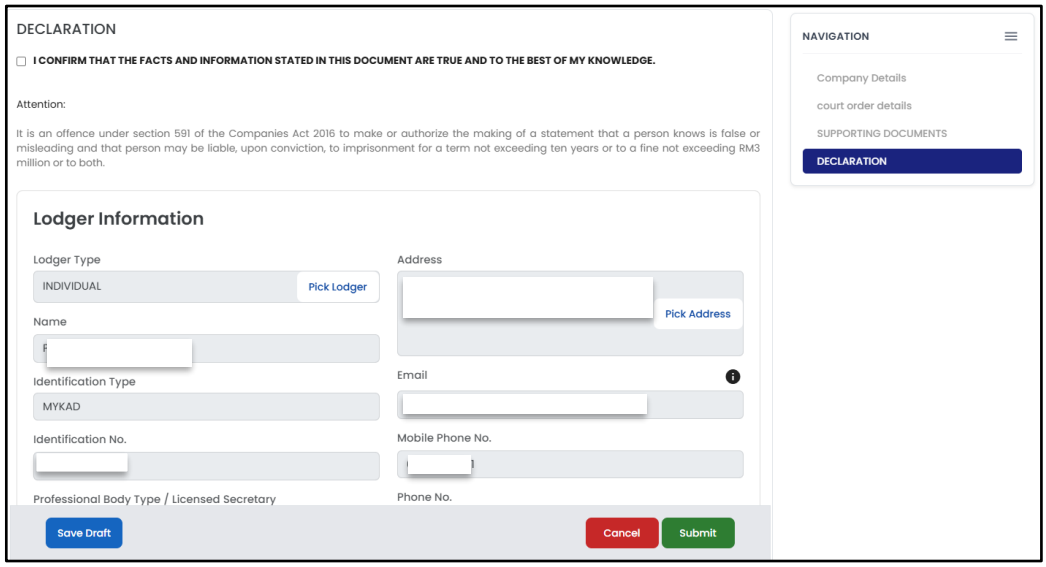
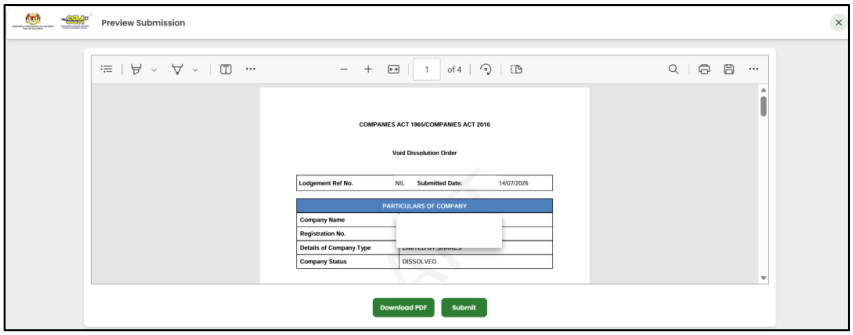
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

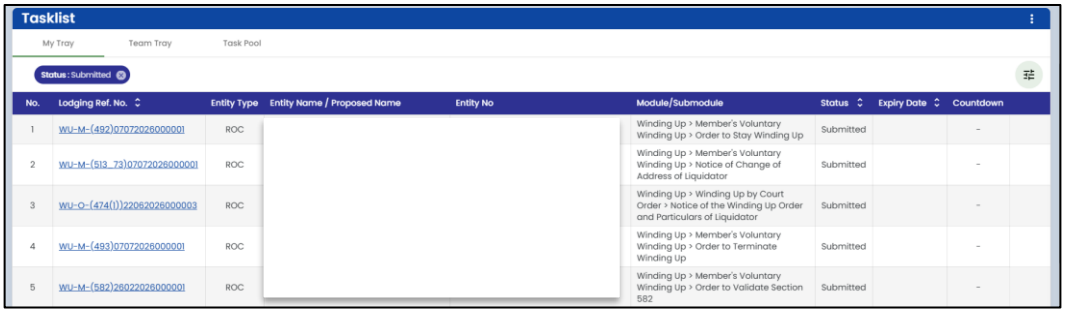
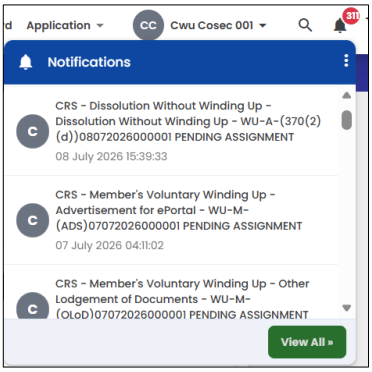
5.9 Void Dissolution Order

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Void Dissolution Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

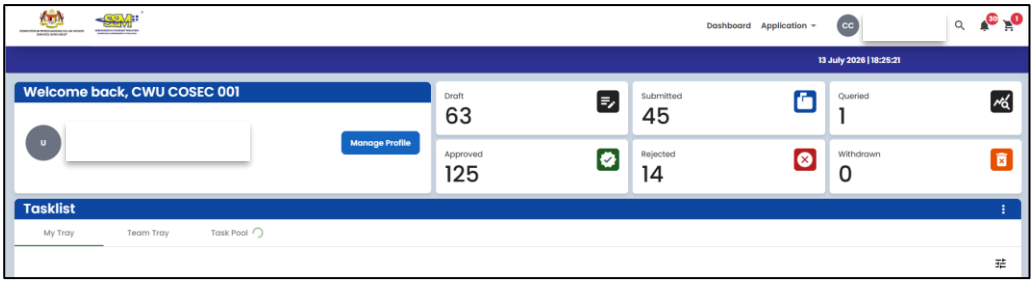
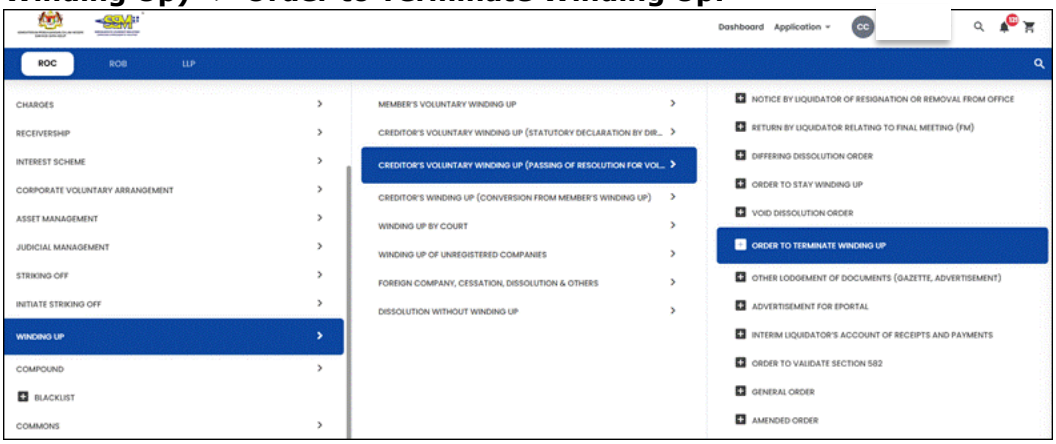
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exist • The company main status is Dissolved (Creditors) • The Notice of Resolution (NOR) has been lodged 
5	The user needs to fill up the mandatory fields for **Court Order Details** section.  

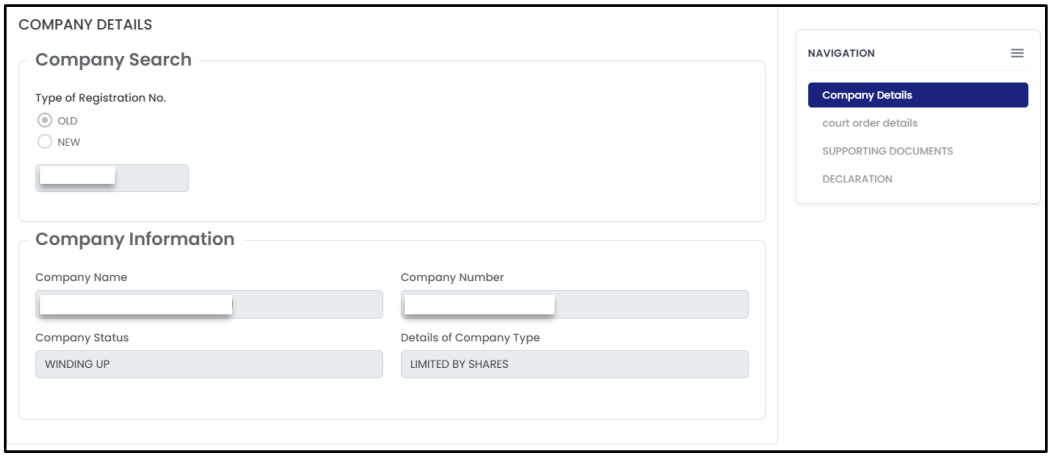
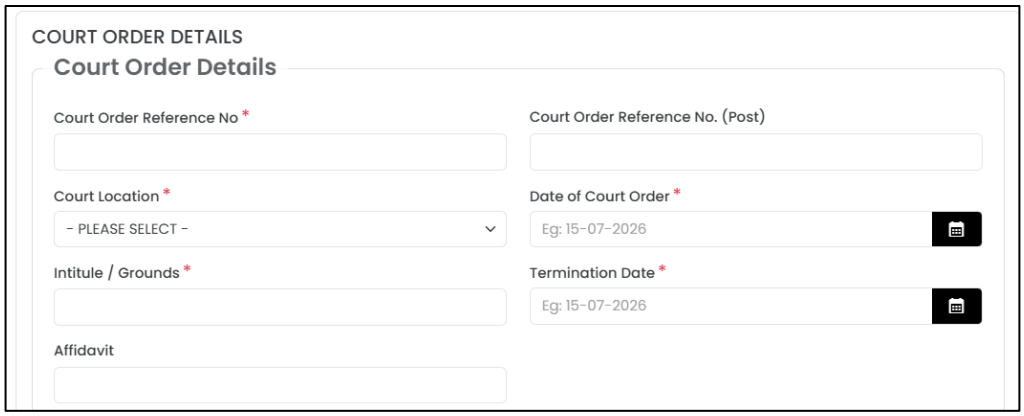
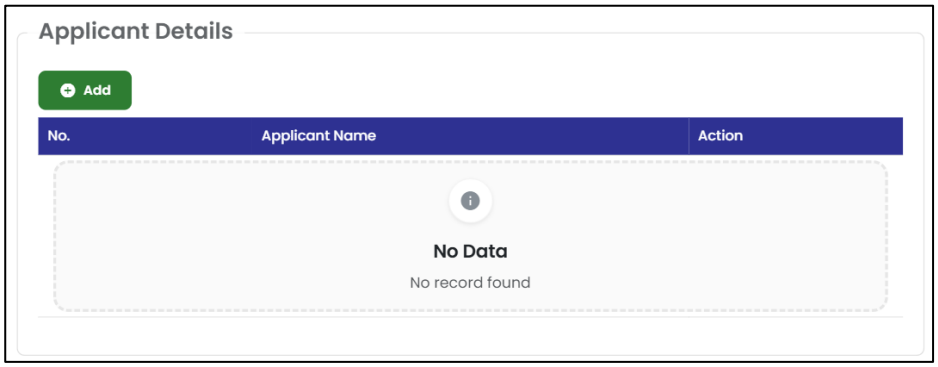
Field Num.	Description
	     Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

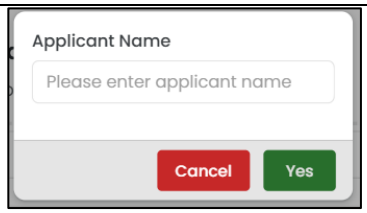
6	Upload the court order document 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.

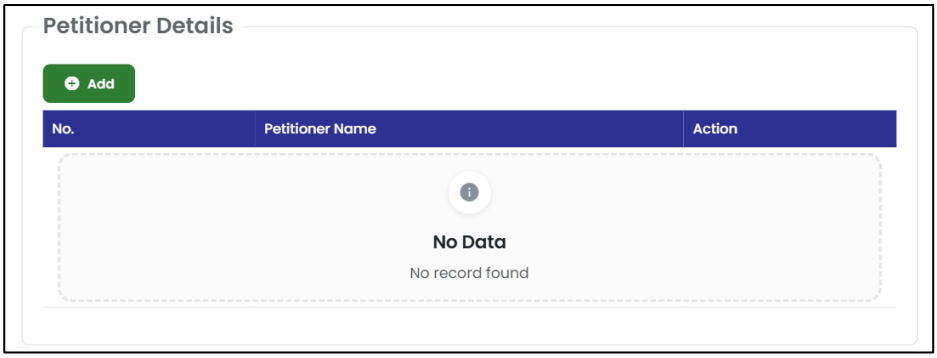
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

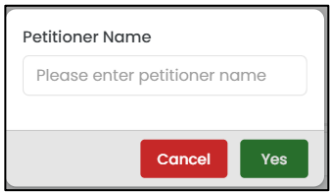
5.10 Order to Terminate Winding Up

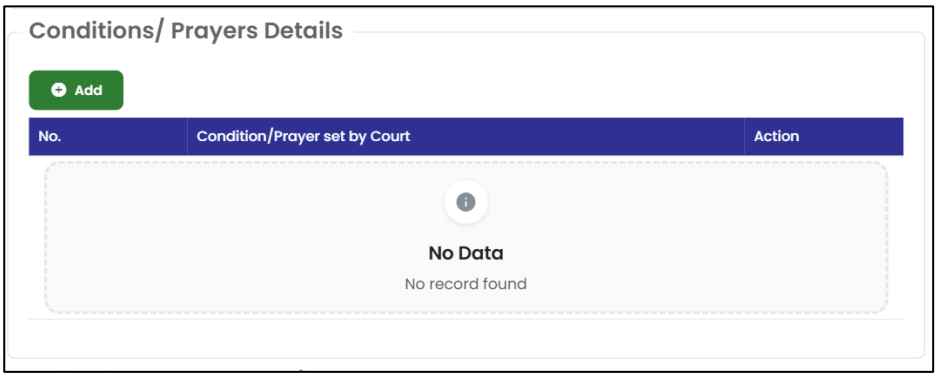
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click the **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Order to Terminate Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

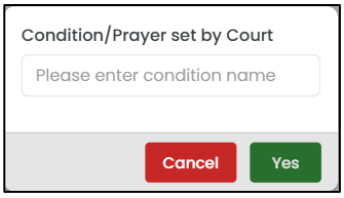
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exist • The company main status is Winding Up (Creditor) • The Notice of Resolution (NOR) has been lodged 
5	The user fills up relevant fields in the **Court Order Details** section.  



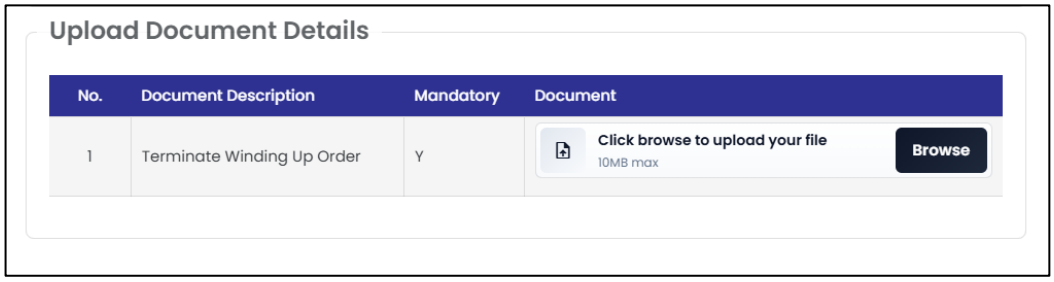
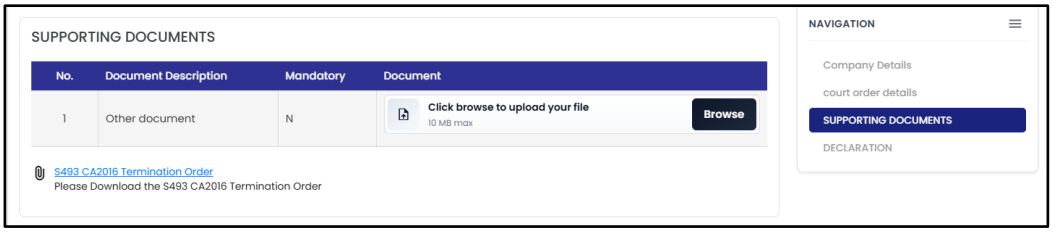
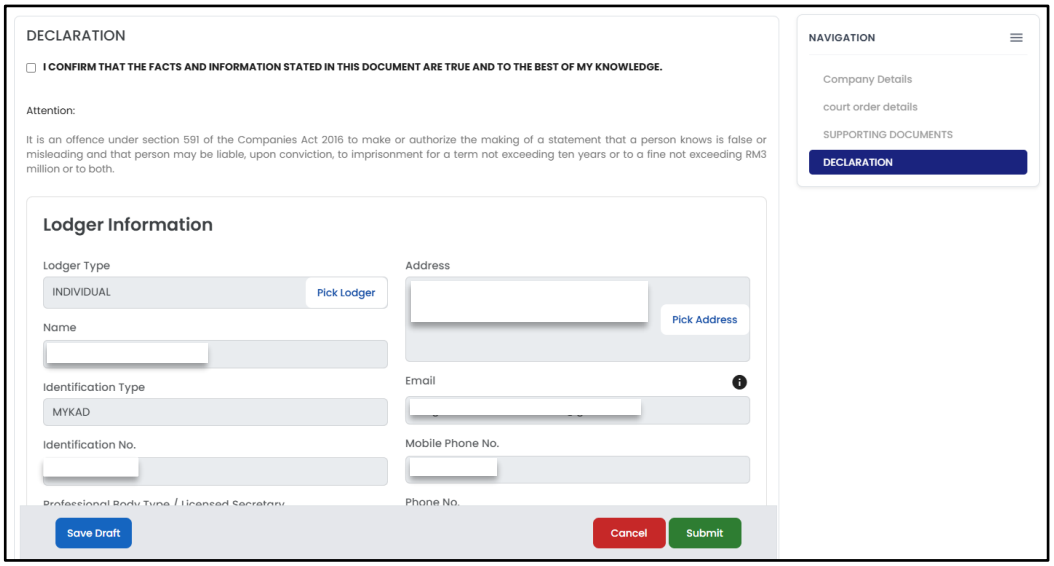


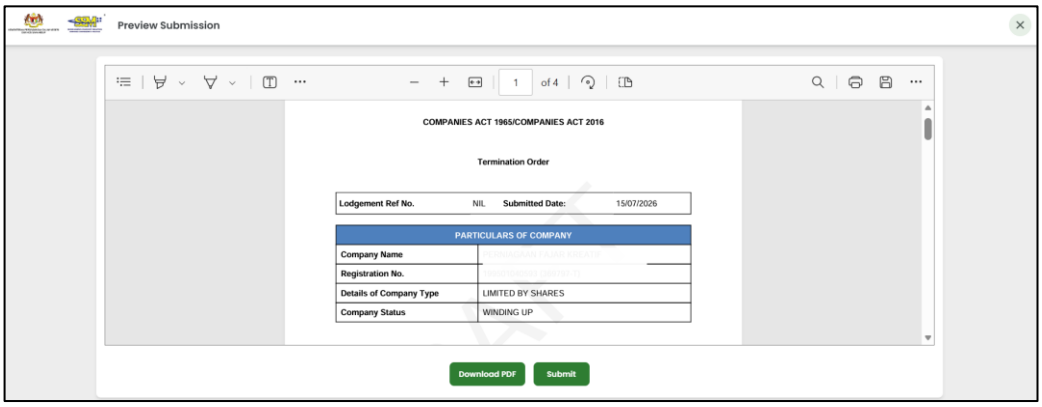
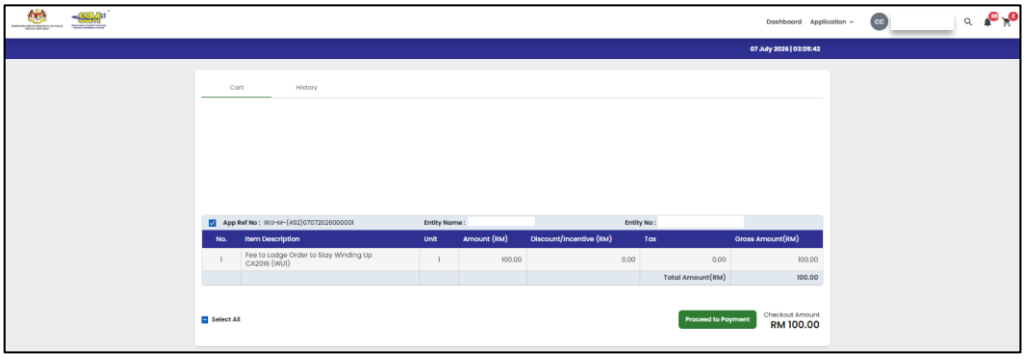
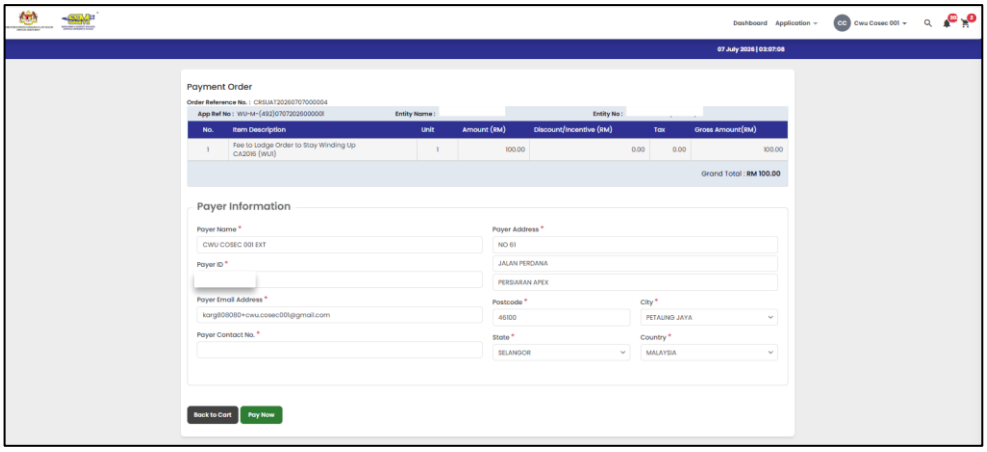


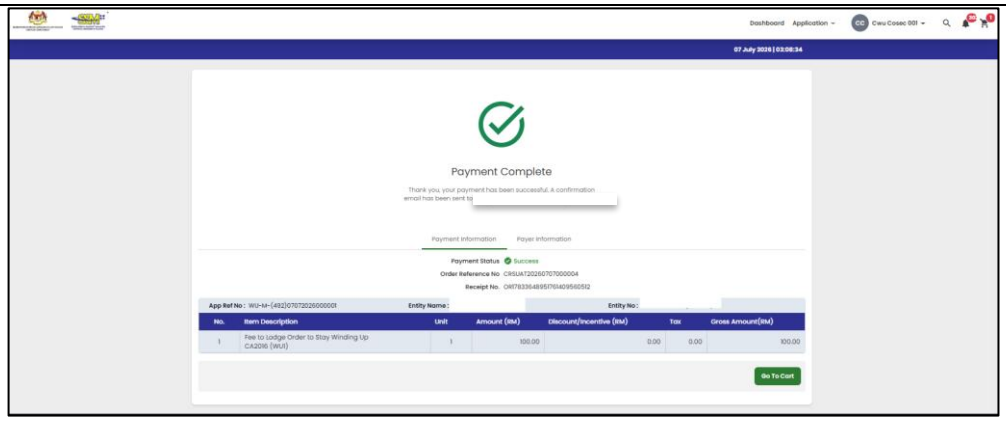
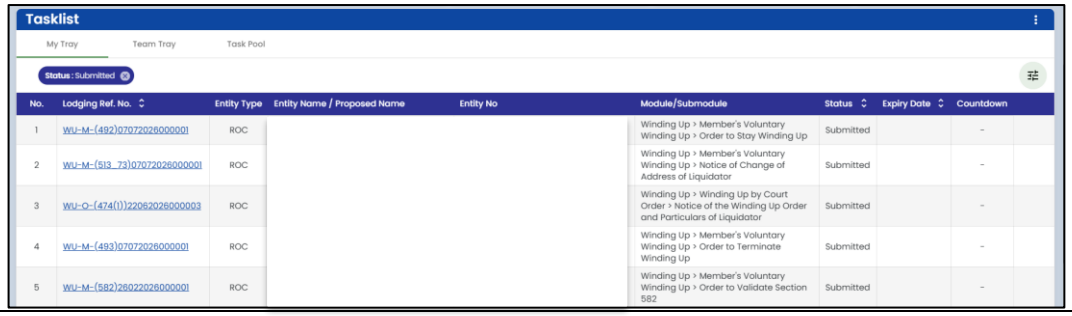
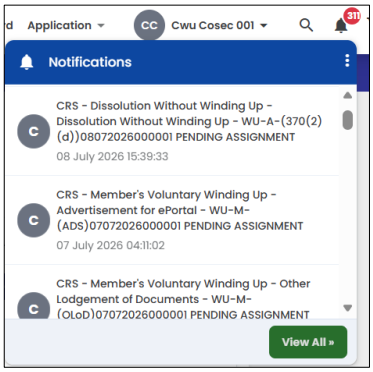




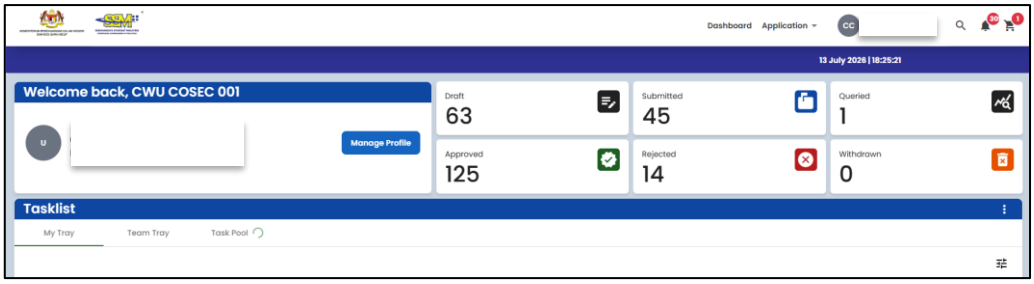
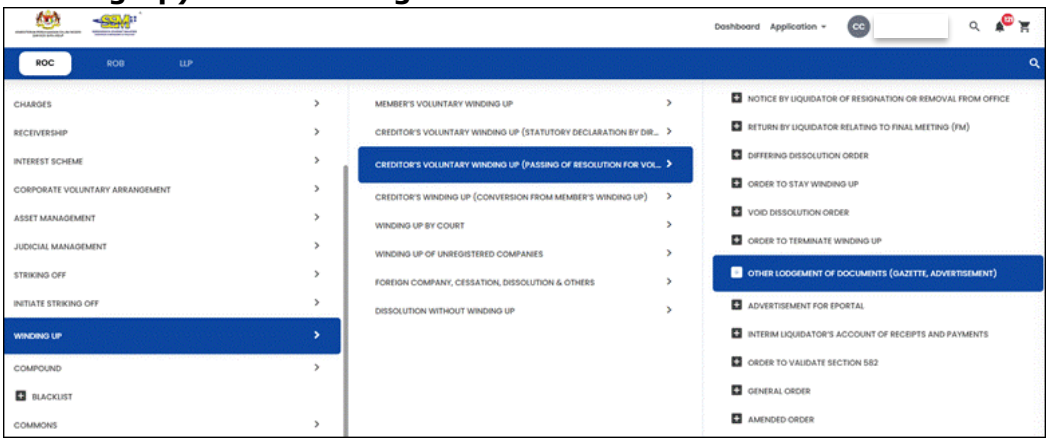
Note: Please enter '**NA**' in any mandatory field that is not applicable to the user

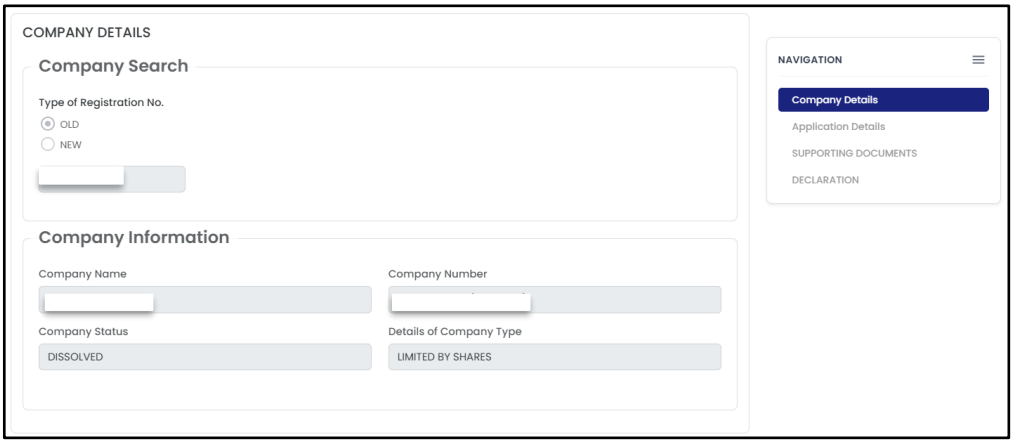
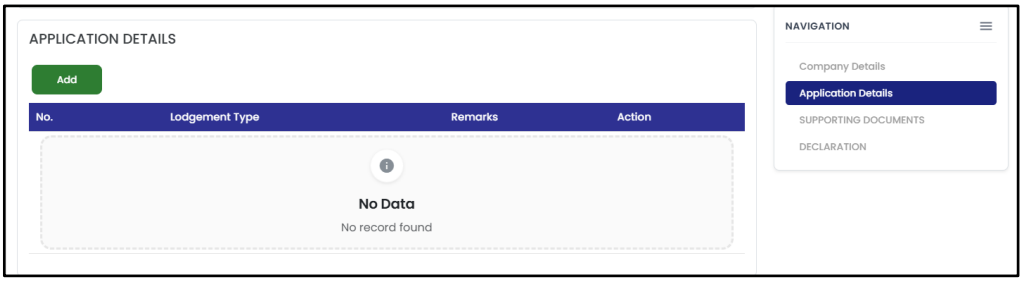
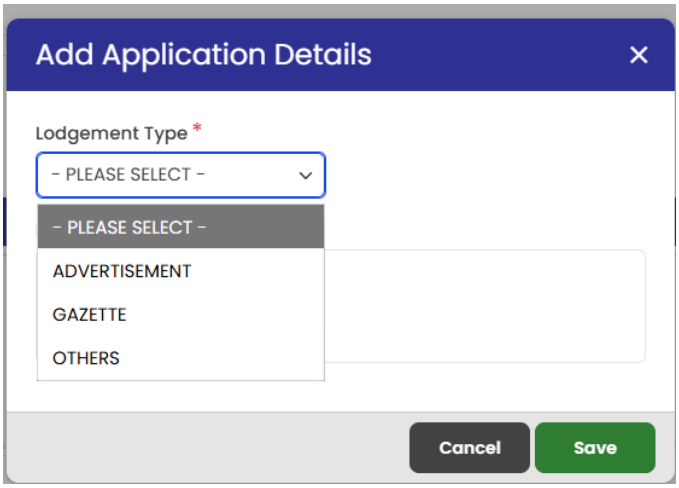
6	Upload the court order document 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

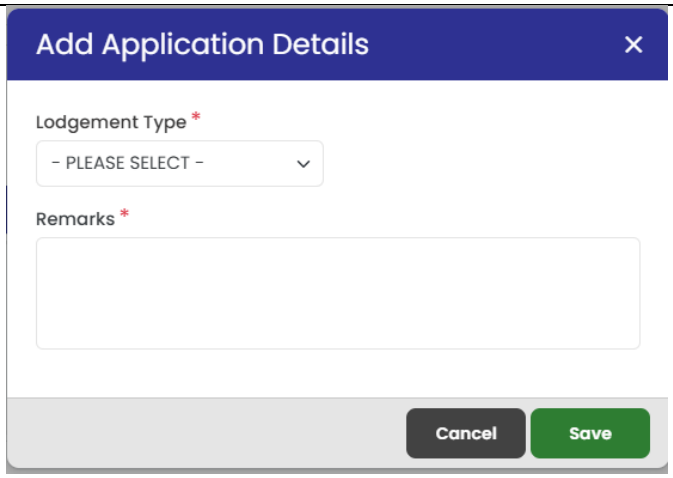
9	Click submit the button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Make Payment.  

	
11	Submit the lodgement.
	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

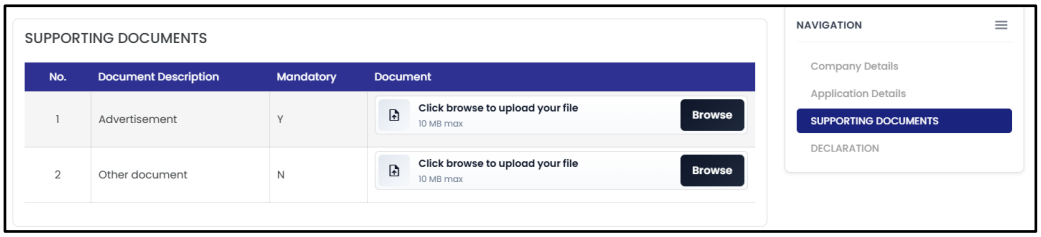
5.11 Other Lodgement of Documents

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Other Lodgement of Documents.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

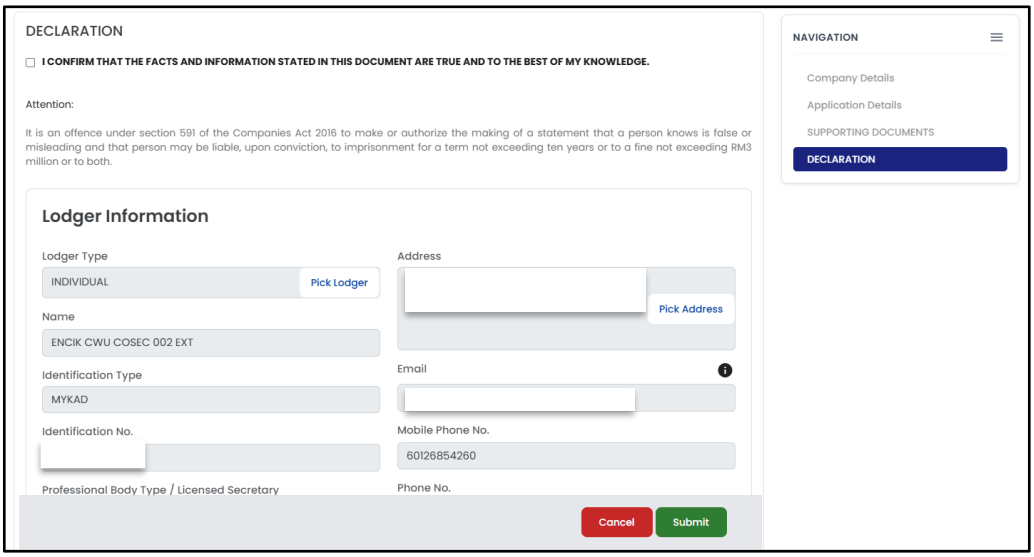
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exist • The company main status is Winding Up (Creditor)/Existing • The Notice of Resolution (NOR) has been lodged 
5	The user needs to fill up relevant fields in the **Application Details** section.  User selects the lodgement type, enters the remarks and then clicks the **Save** button. 

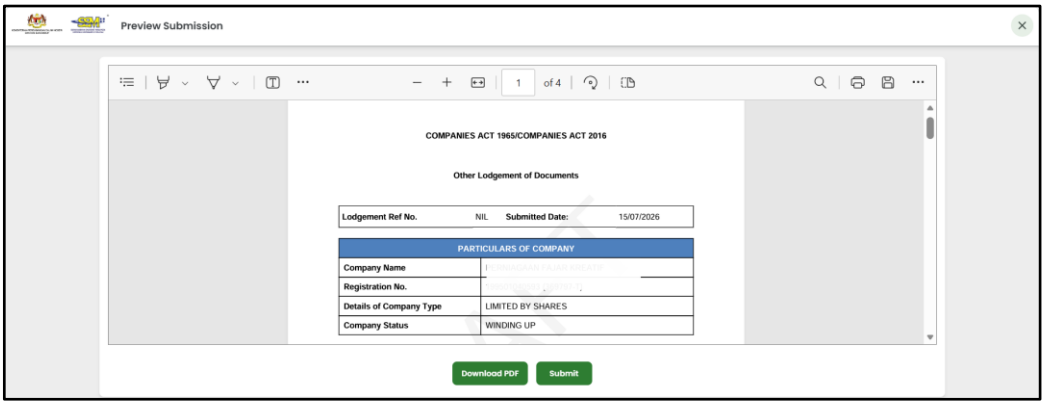
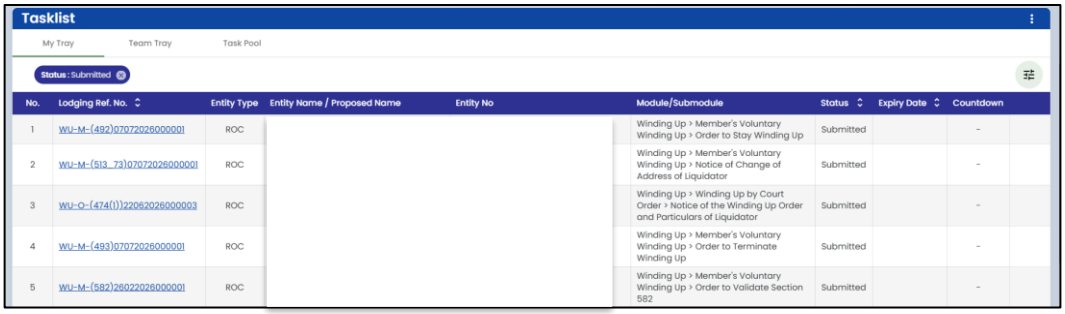
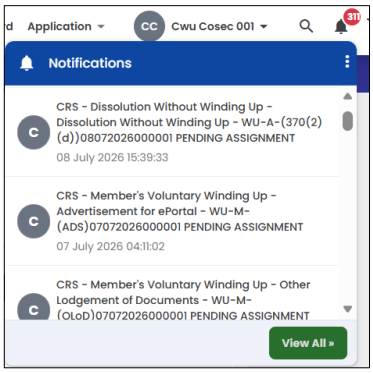


6 Upload the supporting documents.

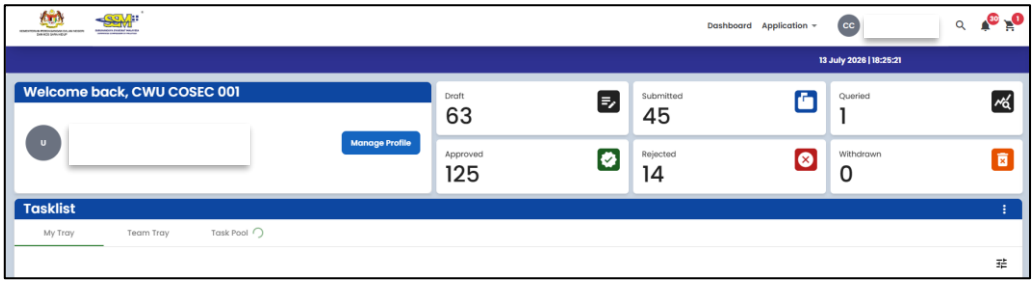


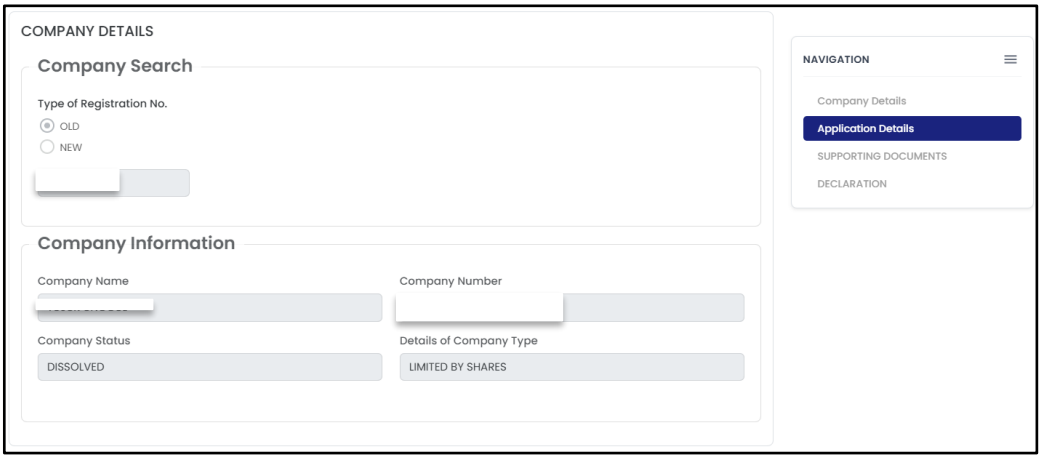
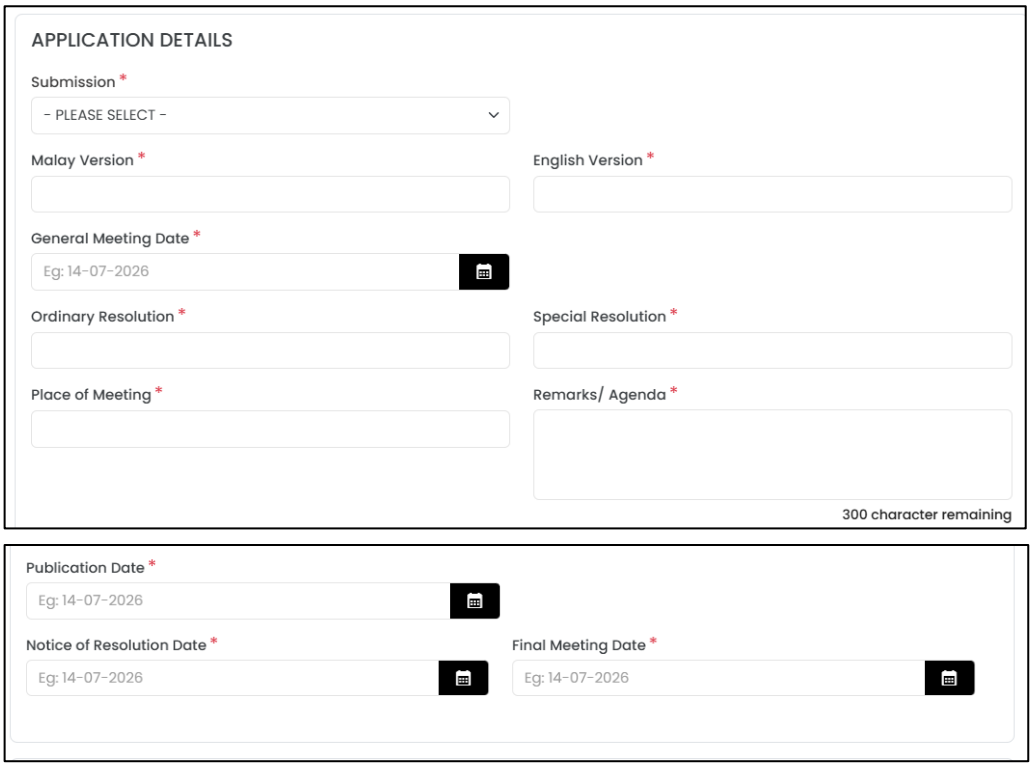
7 To confirm your consent, please tick the 'General Declaration Statement' checkbox.

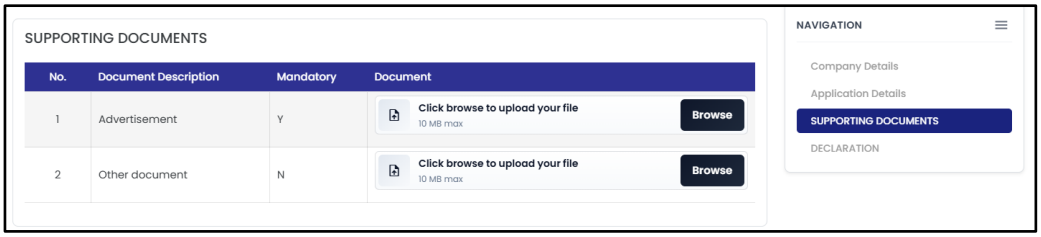
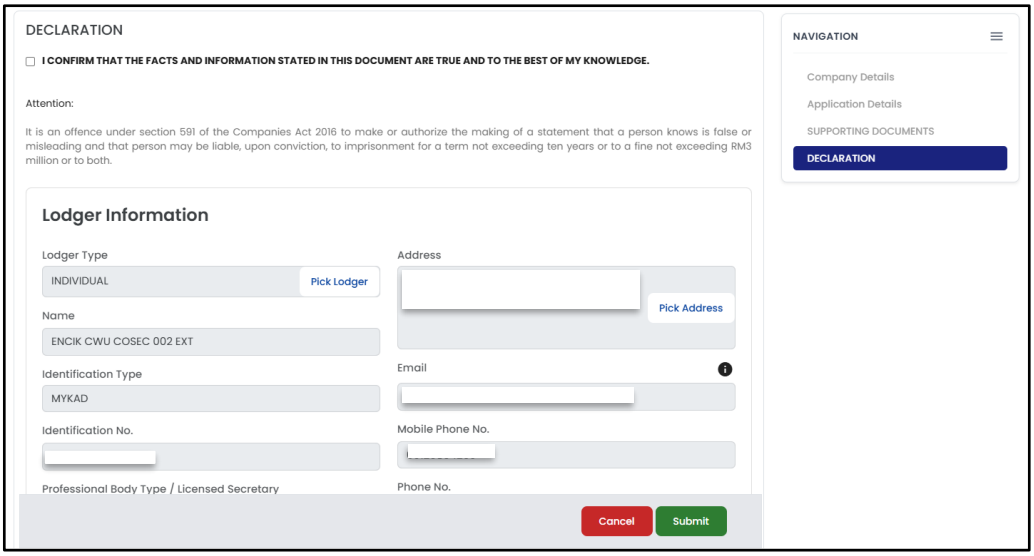
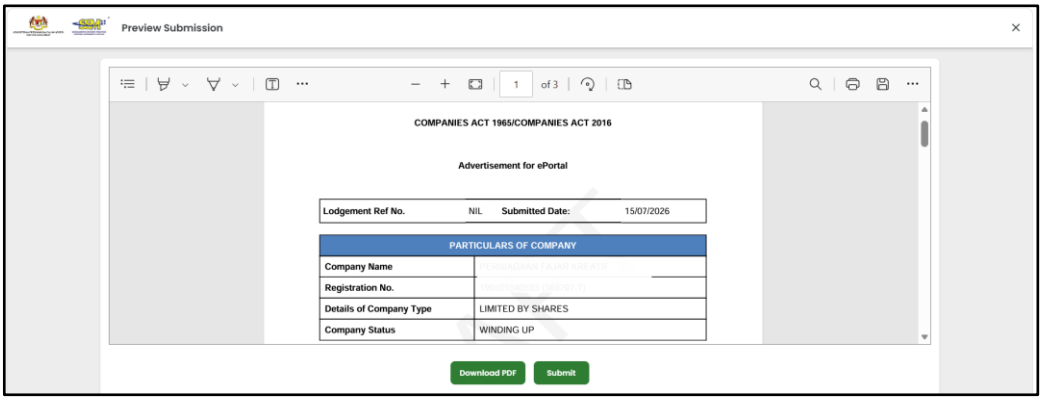


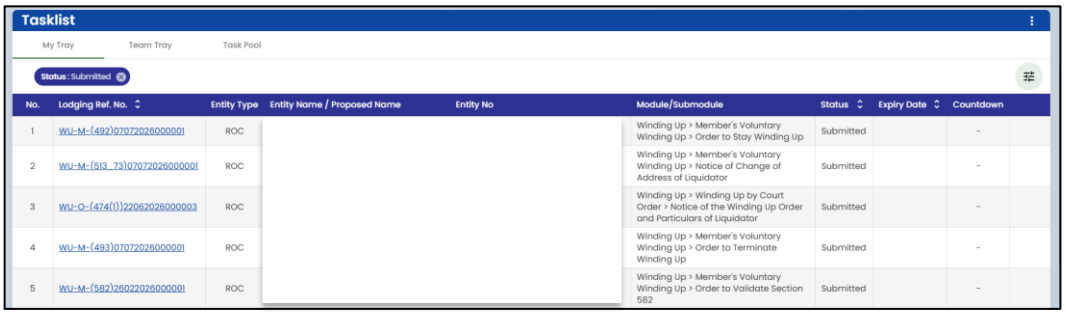
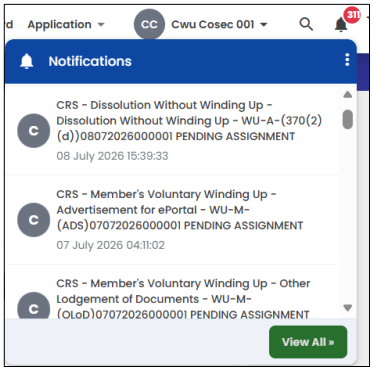
8	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification by email and the dashboard as illustrated in the example screenshot below. 

5.12 Advertisement for ePortal

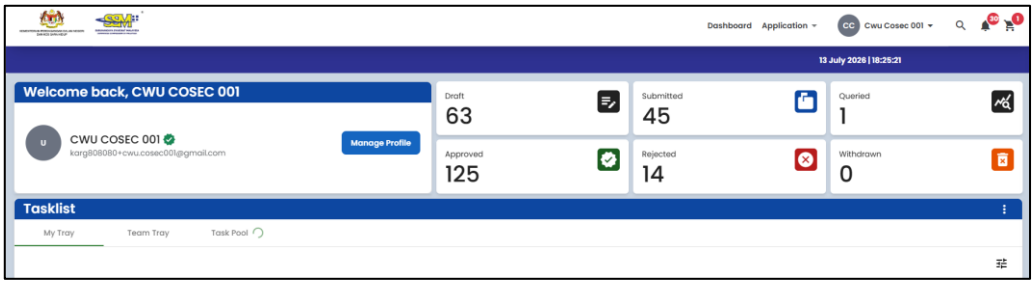
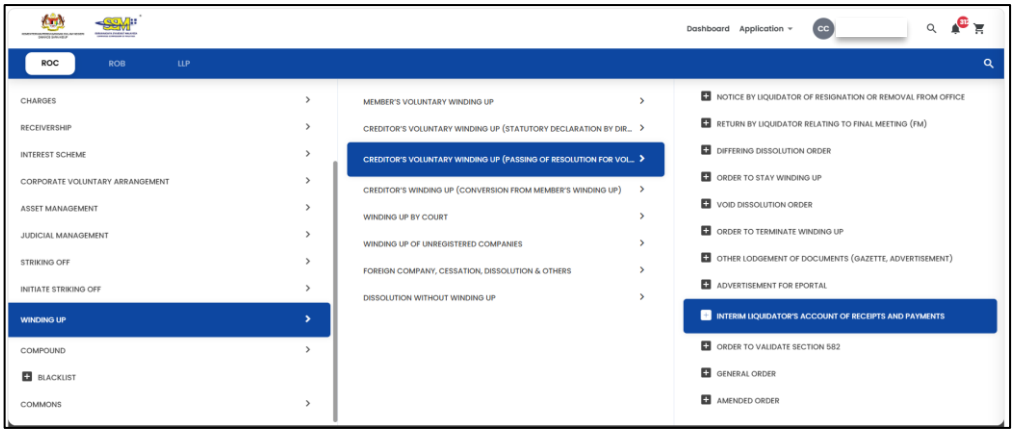
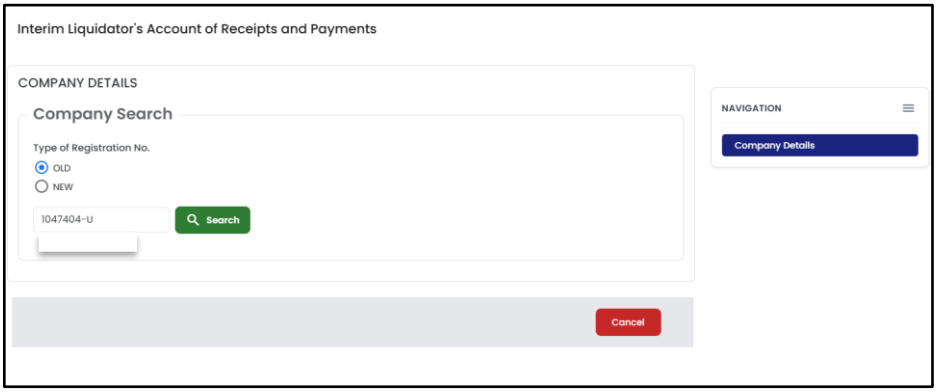
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Advertisement for ePortal.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

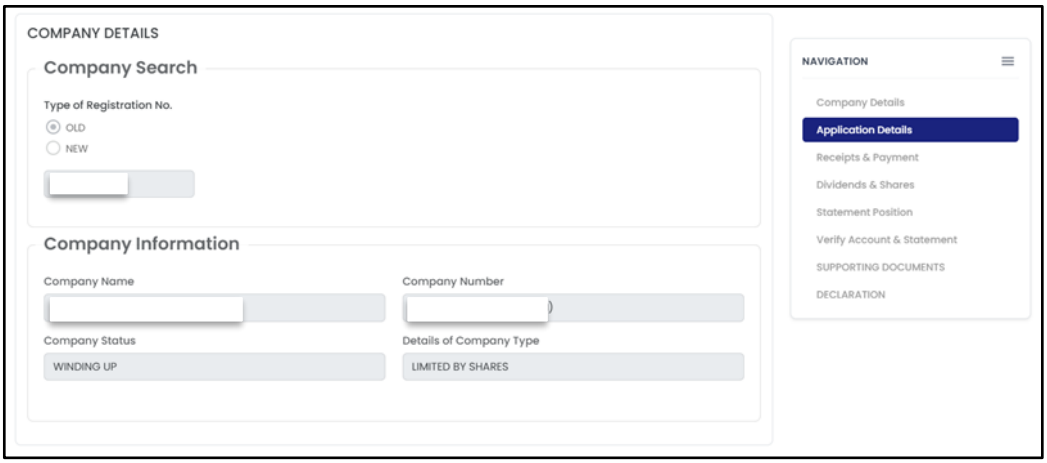
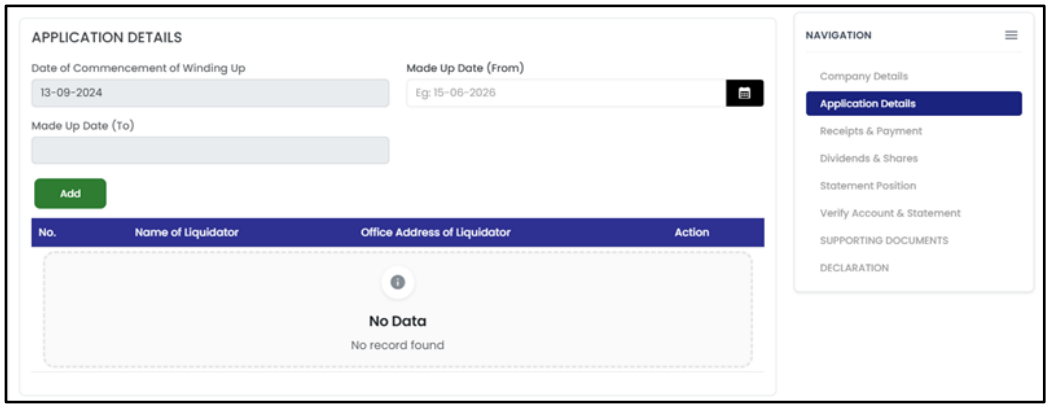
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exist • The company main status is Winding Up (Creditor)/Existing • The Notice of Resolution (NOR) has been lodged 
5	The user needs to fill up relevant fields in the **Application Details** section.  Notes: The required information must be entered in both the Malay Version and English Version tabs.

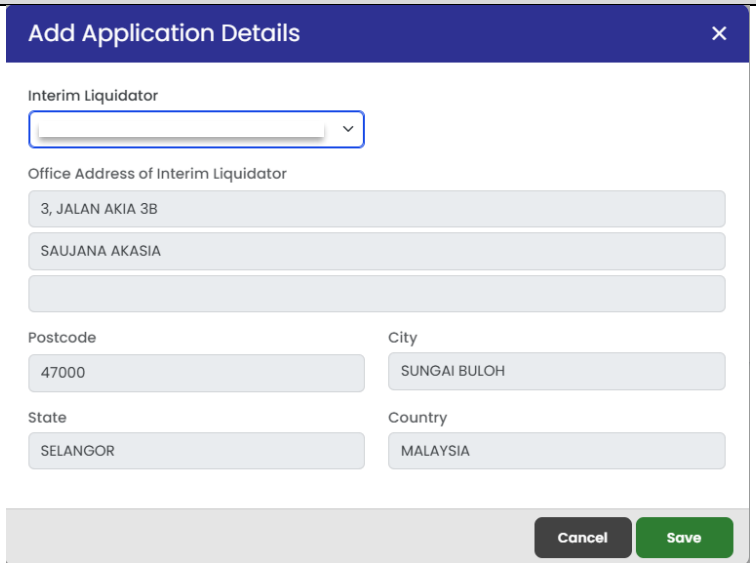
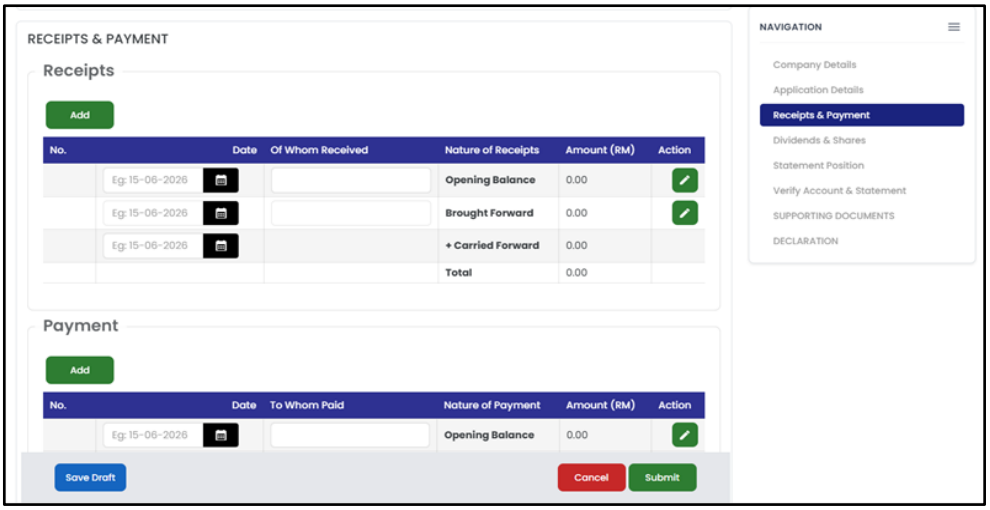
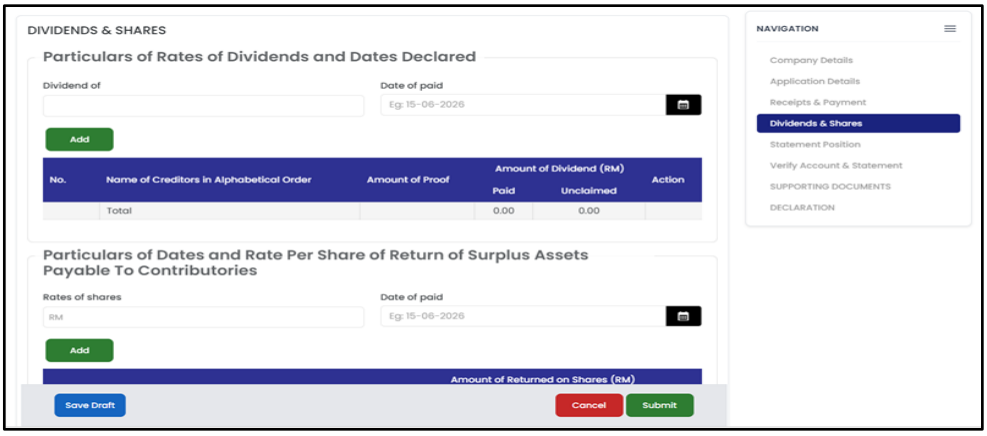
6	Upload the supporting documents. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.

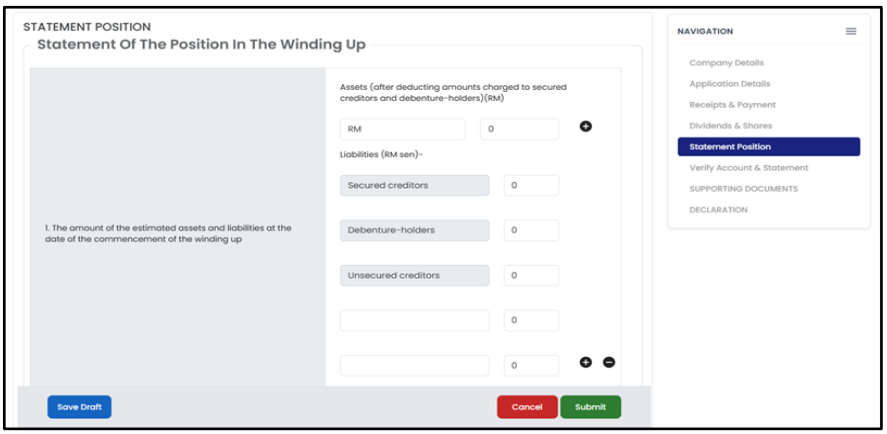
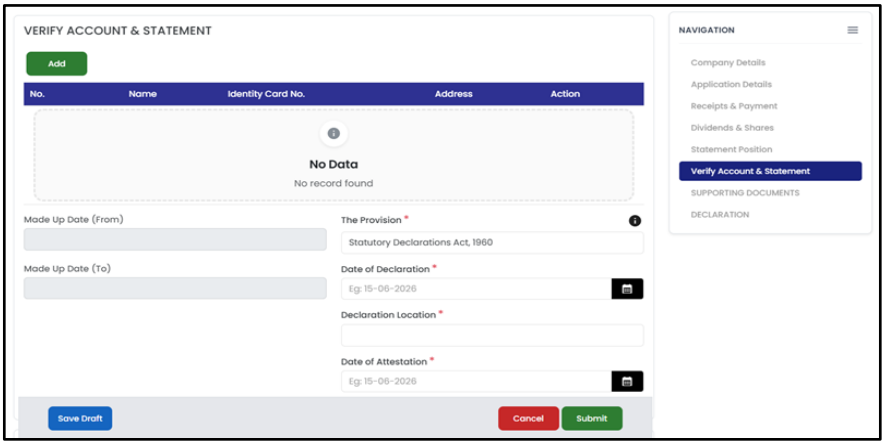
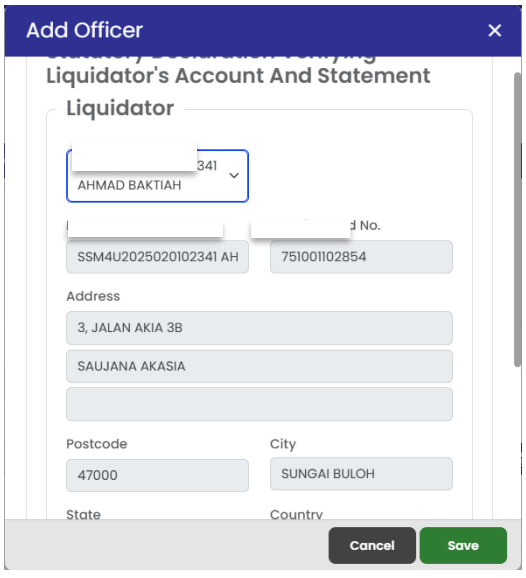
10	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification by email and the dashboard as illustrated in the example screenshot below. 

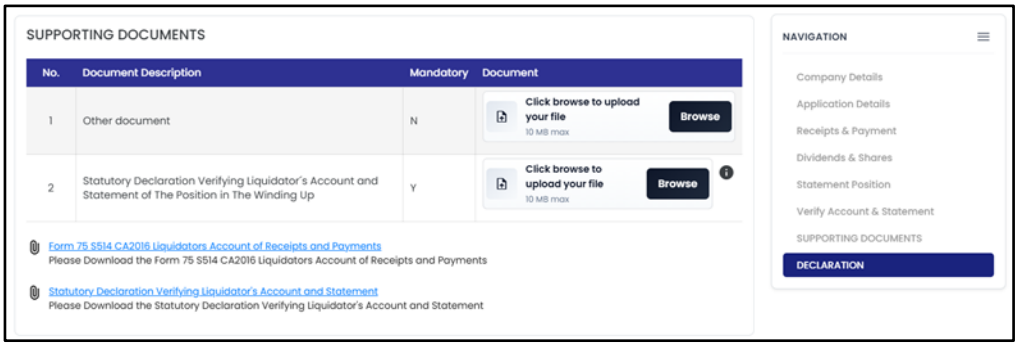
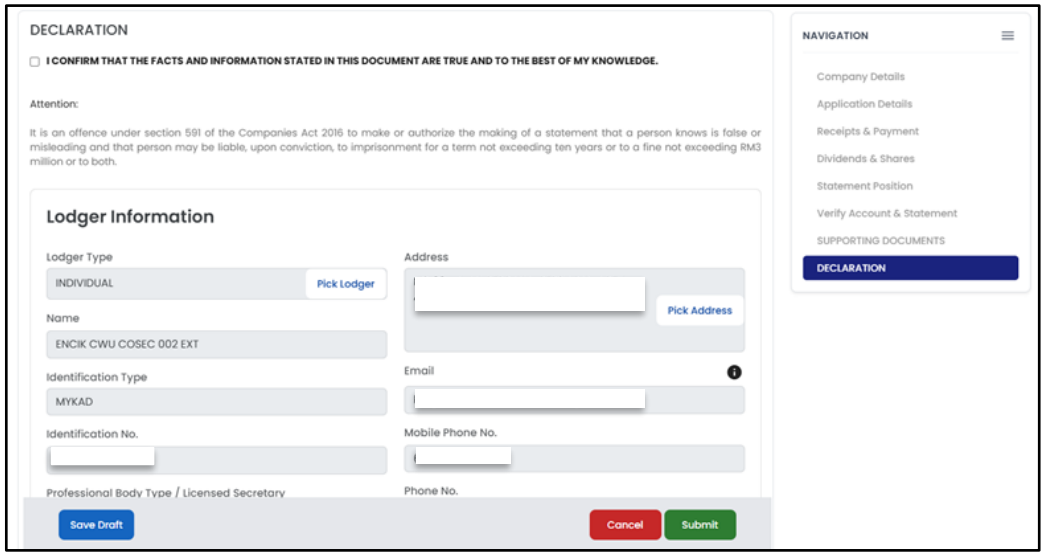
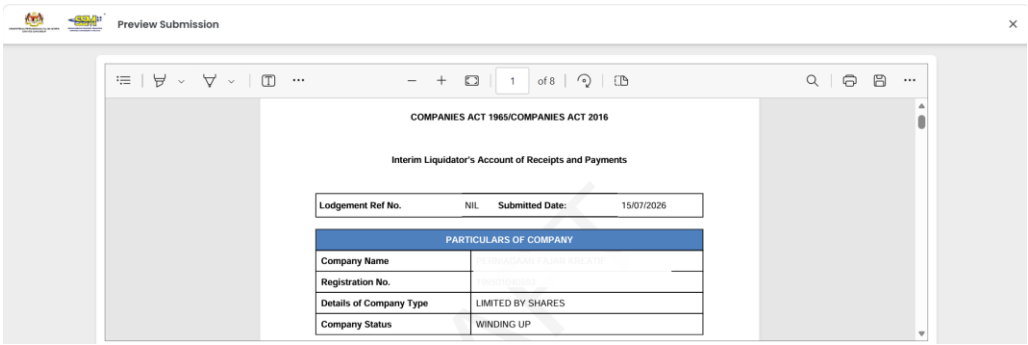
5.13 Interim Liquidator's Account of Receipts and Payments

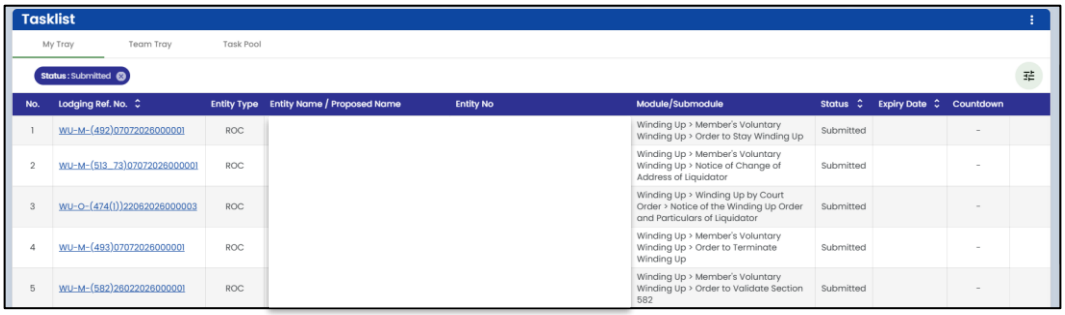
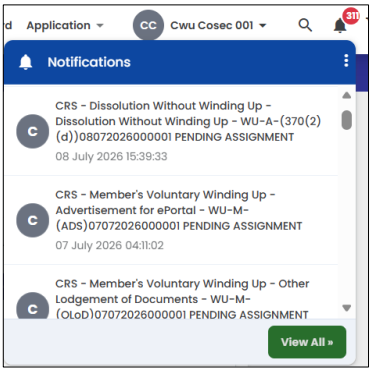
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Interim Liquidator's Account of Receipts and Payments.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exist • The company Main must have Winding Up (Creditors) status with active interim Liquidator • The Notice of Resolution (NOR) has been lodged 
5	The user needs to fill up relevant info in the **Application Details** section.  Add the Application Detail.

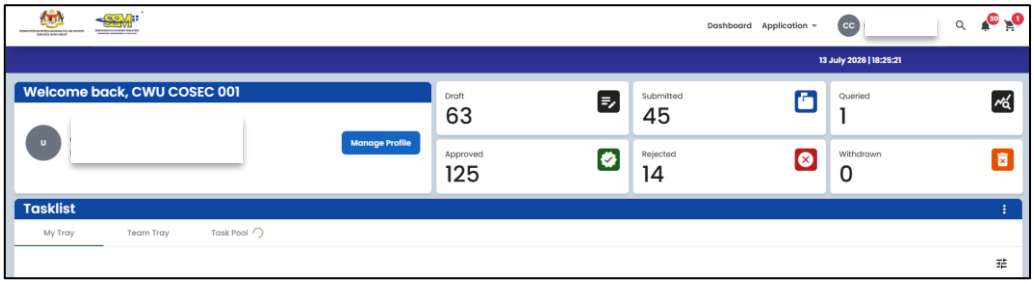
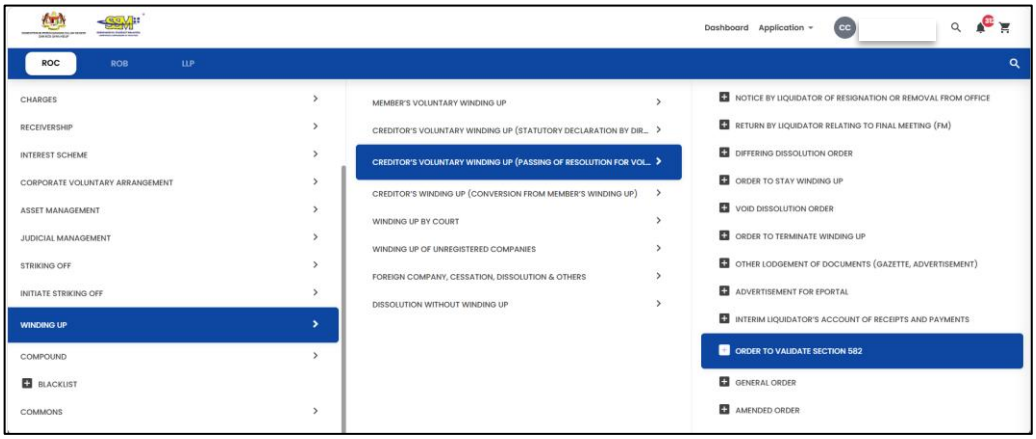
Field Num.	Description
	
6	The user needs to fill up relevant in foin the **Receipts & Payment** section. 
7	The user needs to fill up relevant info in the **Dividends & Shares** section. 

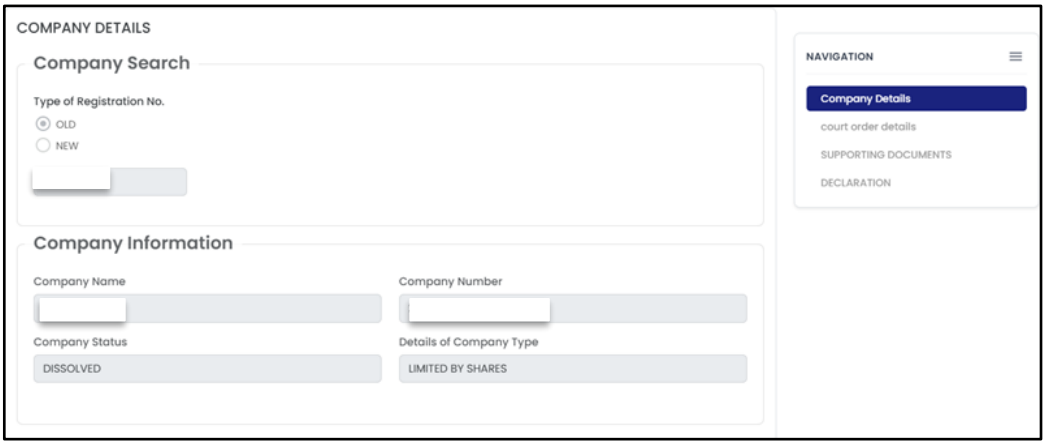
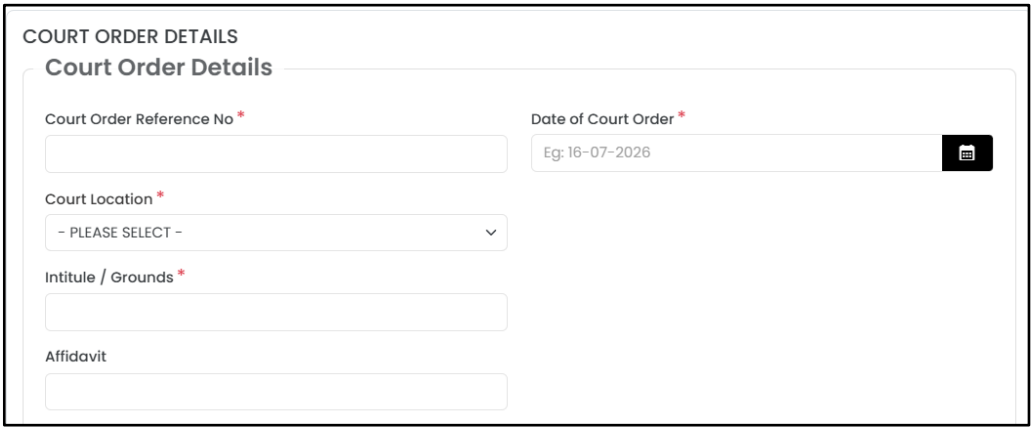
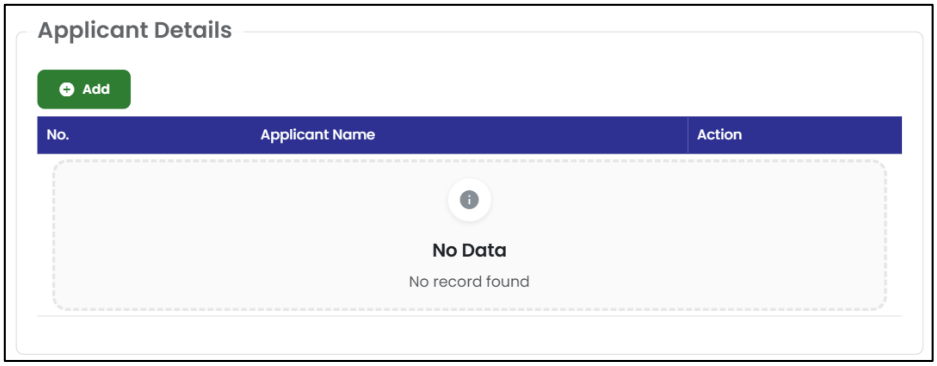
Field Num.	Description
8	The user needs to fill up relevant info in the **Statement Position** section. 
9	The user needs to fill up mandatory fields info in the **Verify Account & Statement** section.  **Add Officer** 

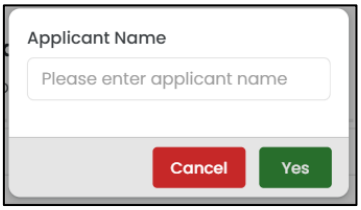
Field Num.	Description
10	The user can upload the relevant **Supporting Documents.** 
11	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
12	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.

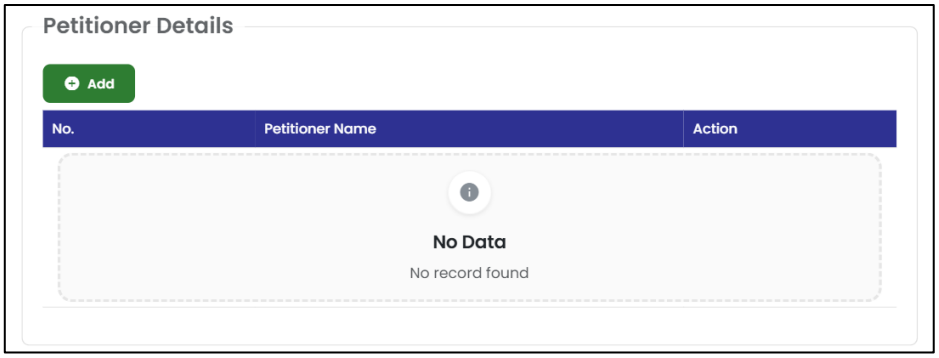
Field Num.	Description
13	Submit the lodgement.
	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

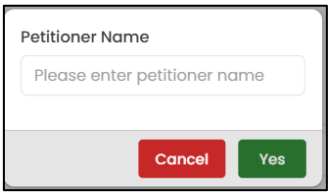
5.14 Order to Validate Section 582

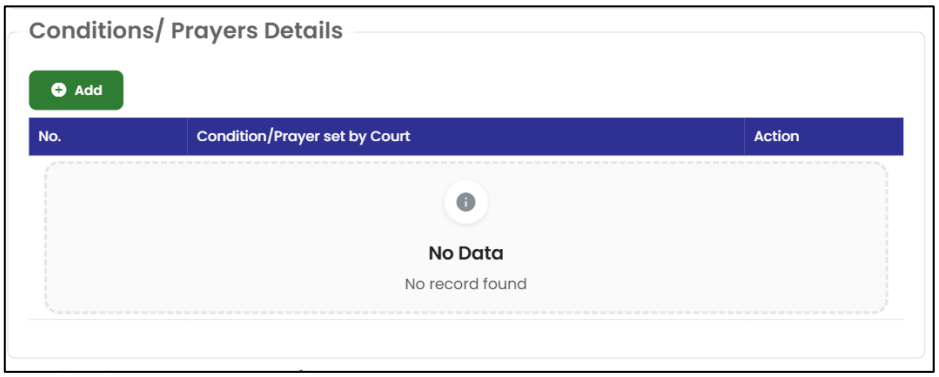
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Order to Validate Section 582.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

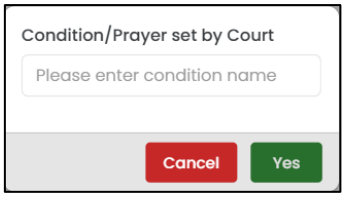
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exist • The company main must have Winding Up (Creditors)/Existing status. 
5	The user needs to fill up mandatory fields in the **Court Order Details** section.  



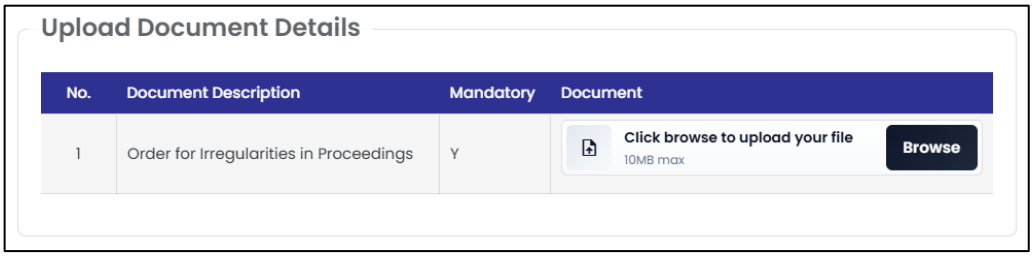
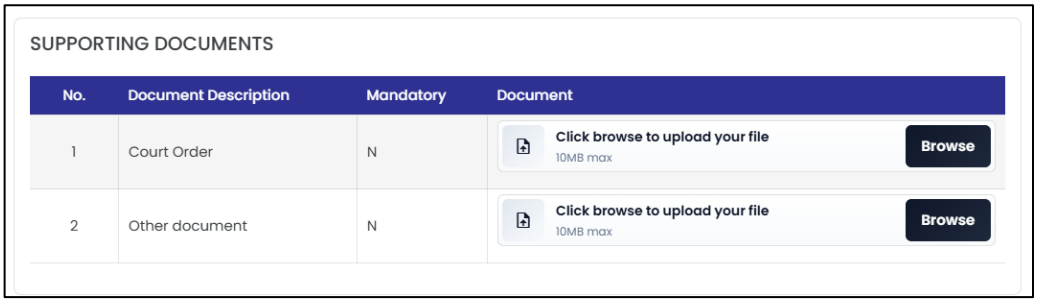
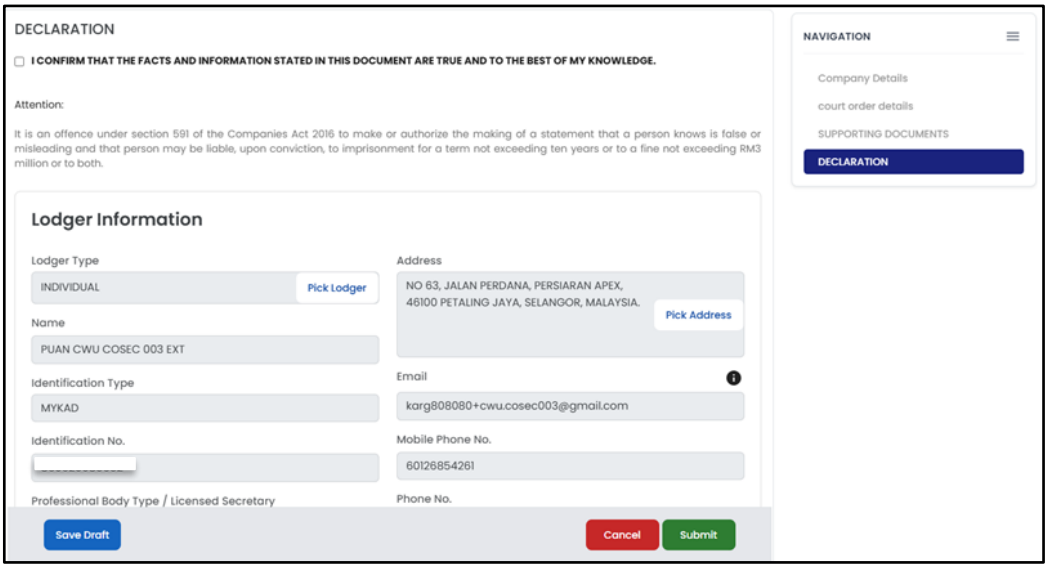


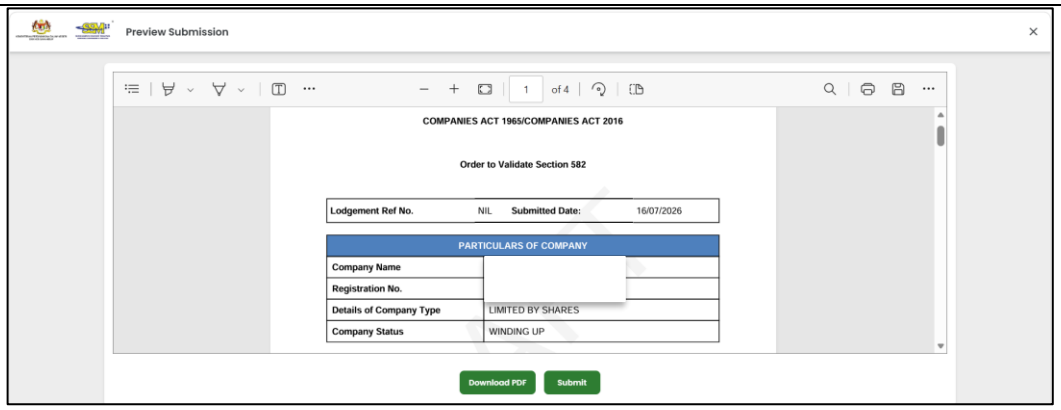
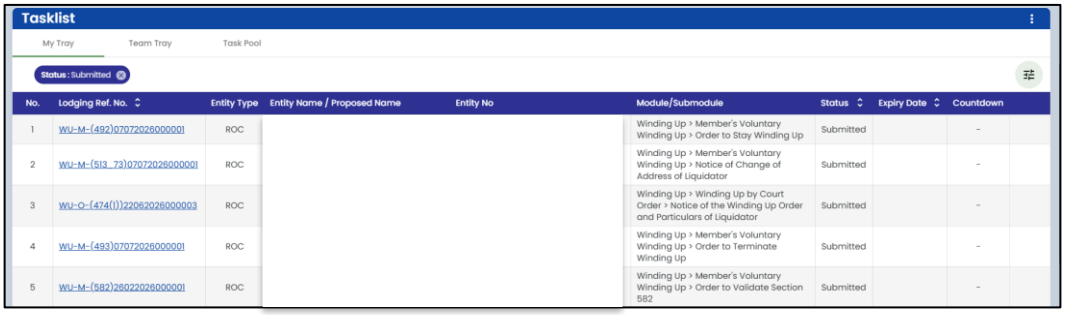
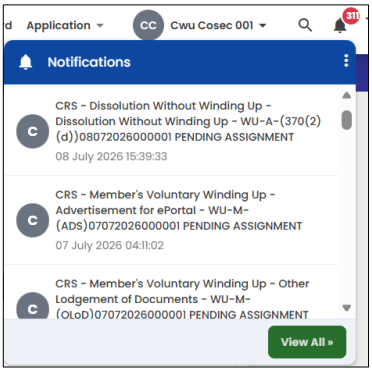




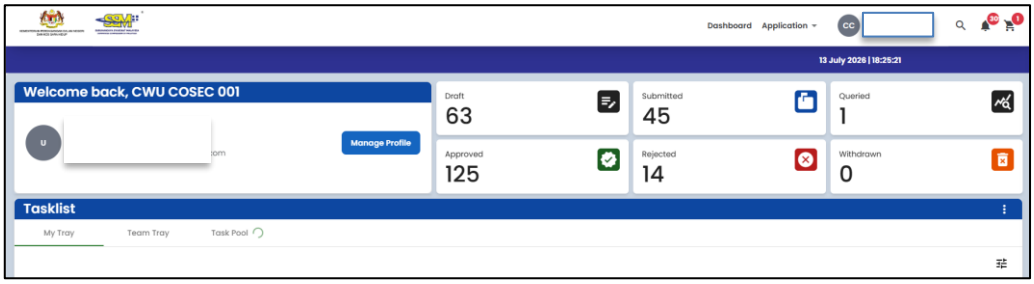
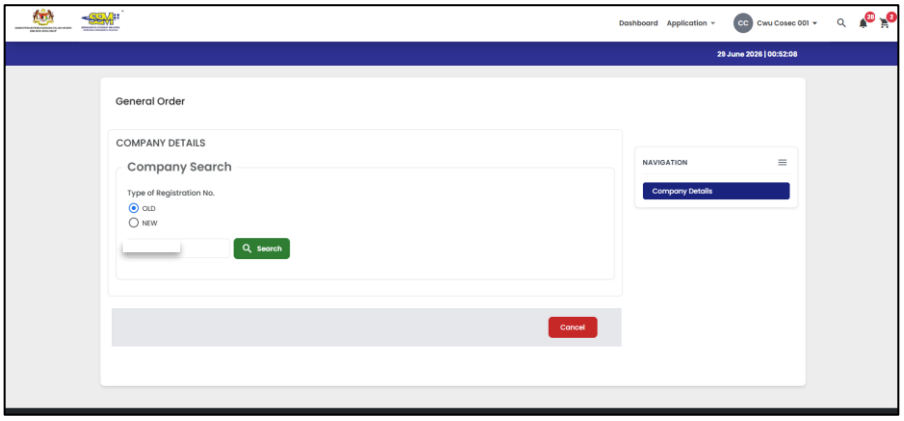
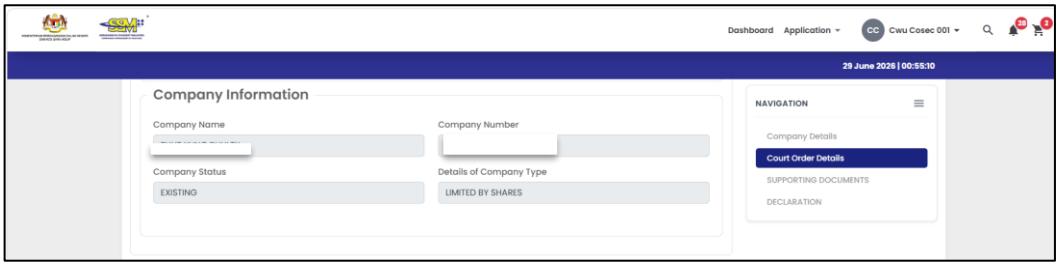


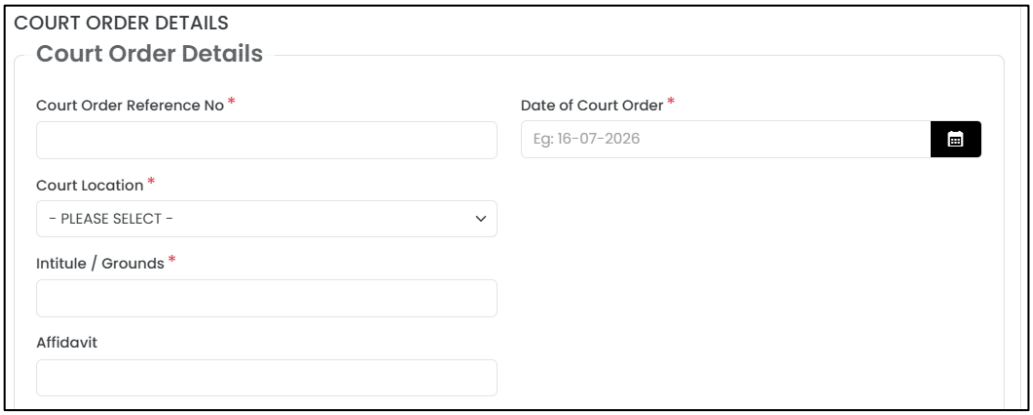
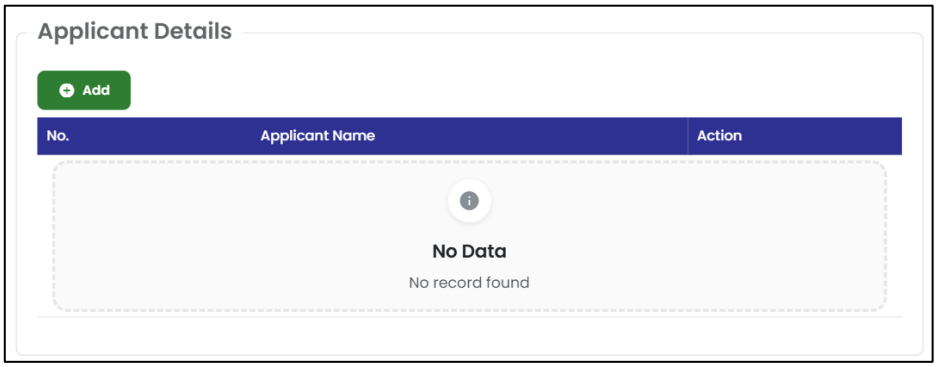
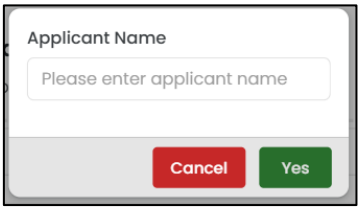
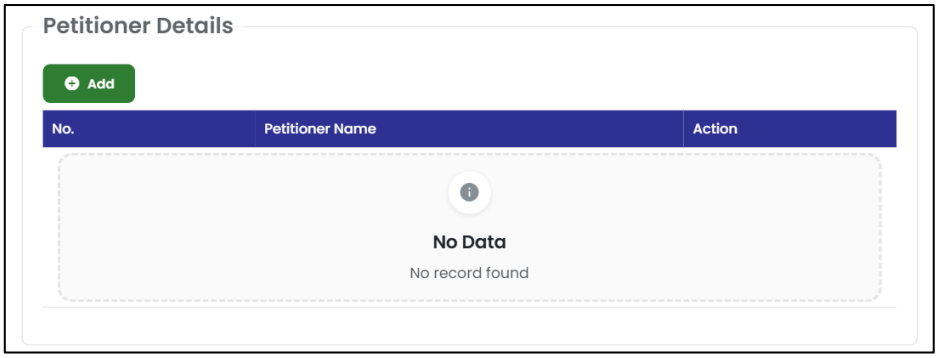
Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

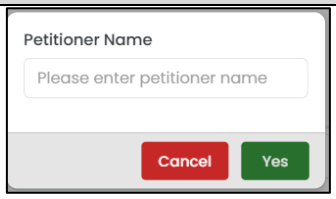
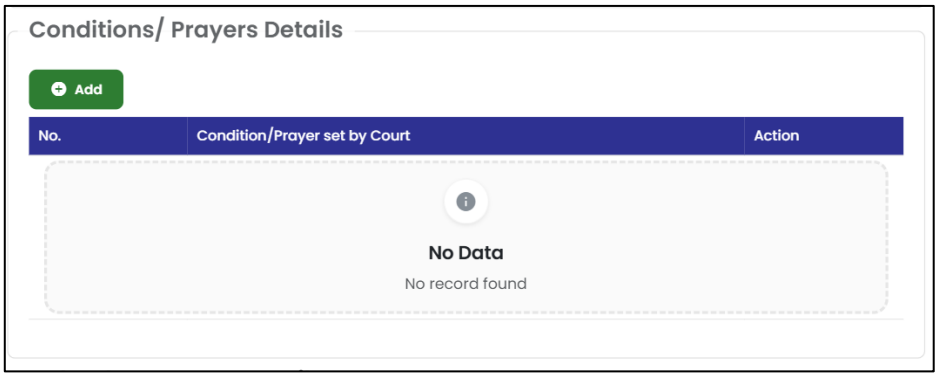
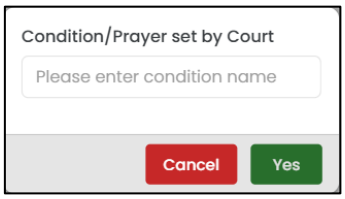
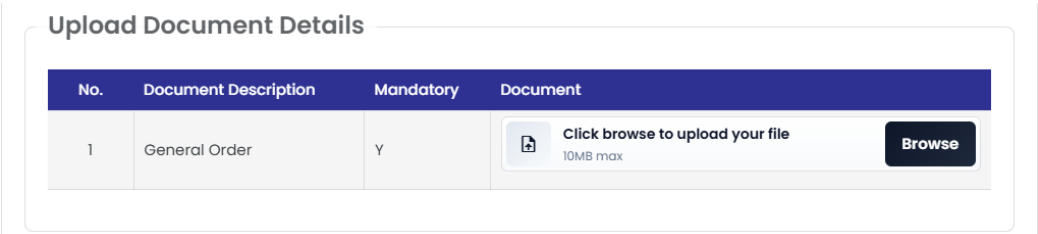
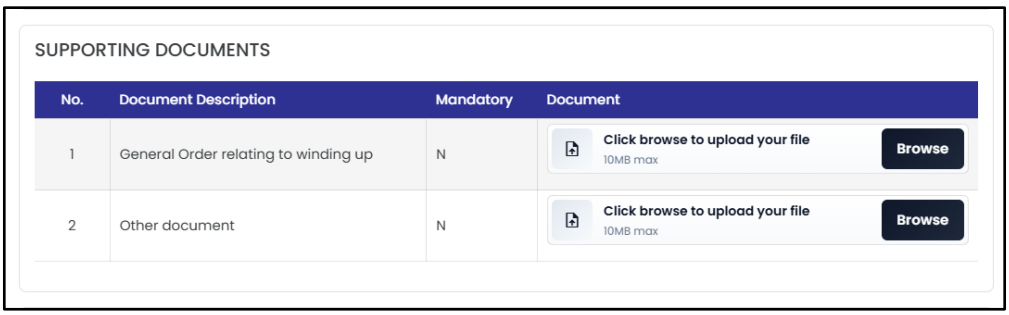
6	Upload the court order document 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.

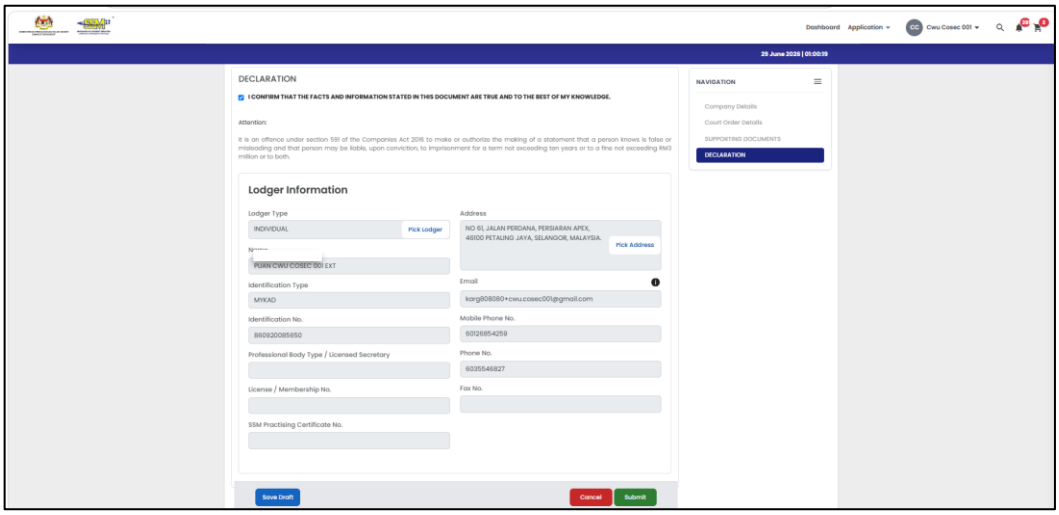
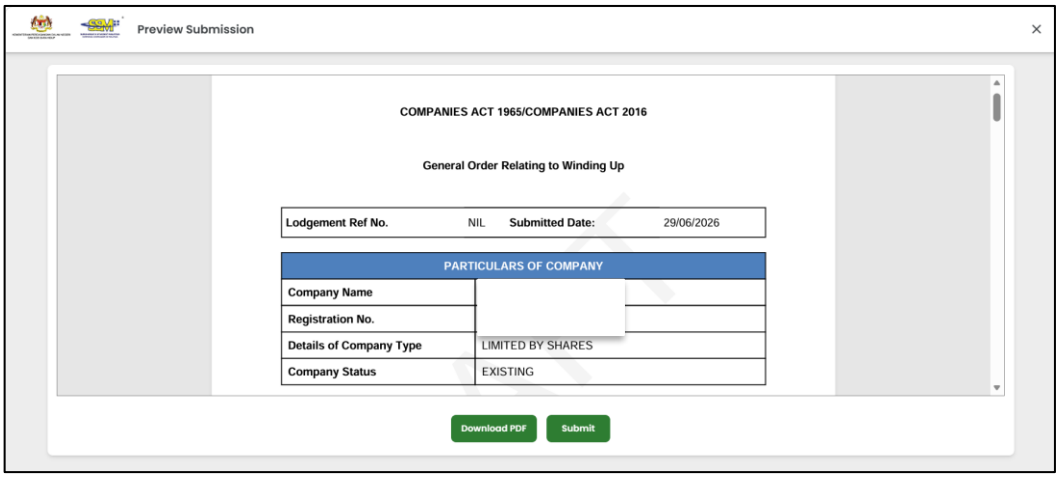
	 Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

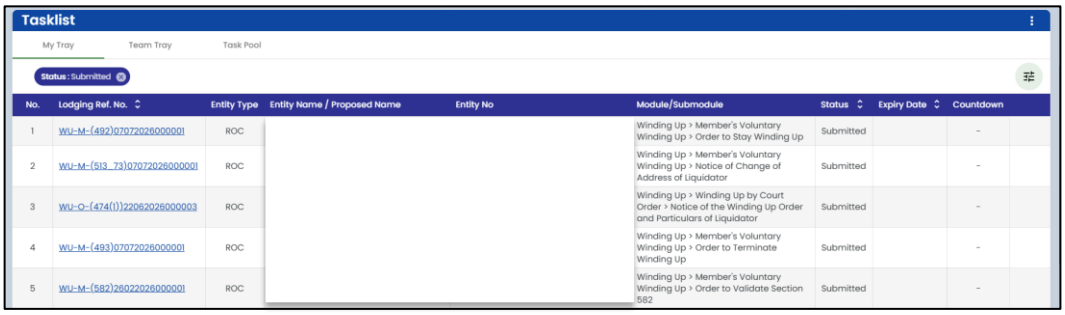
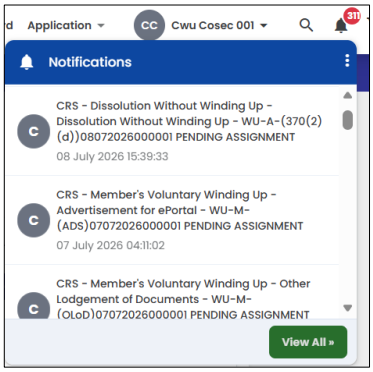
5.15 General Order

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> General Order**
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exist 

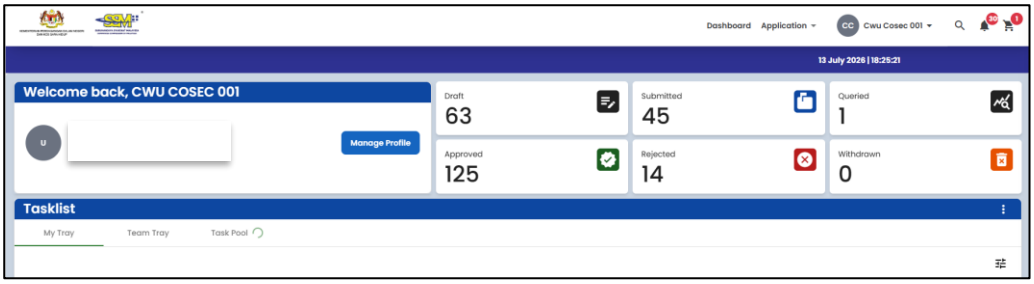
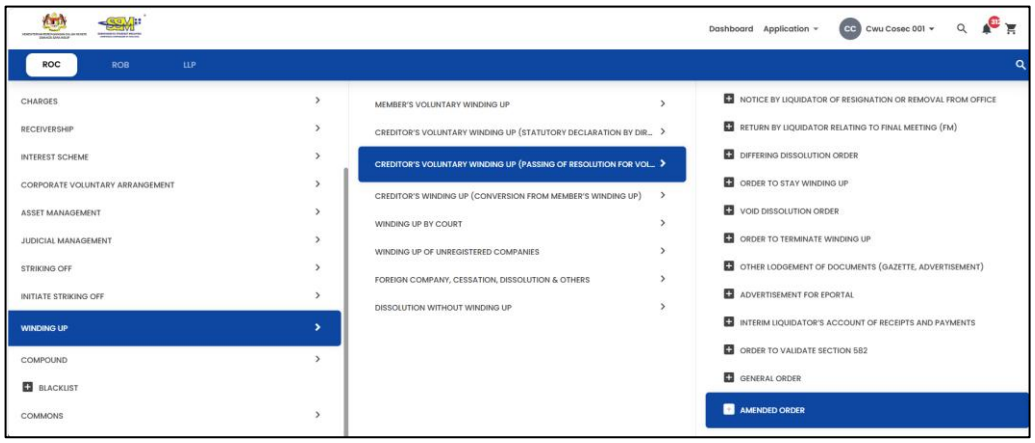
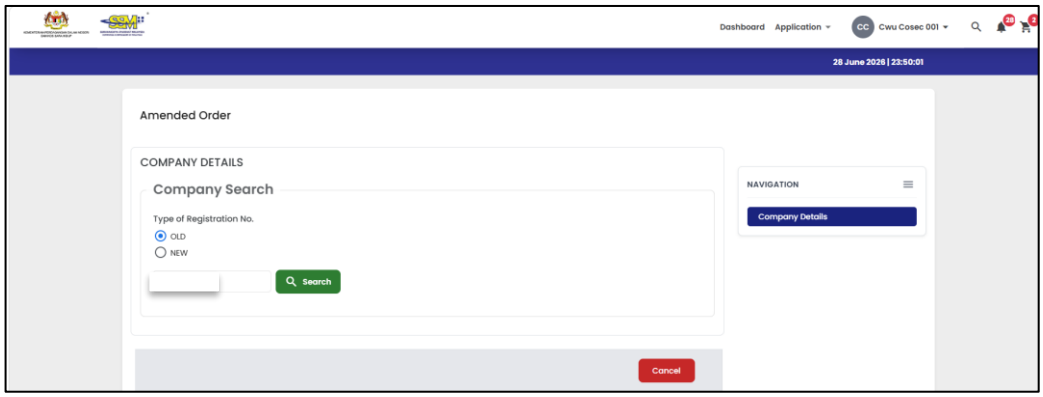
Field Num.	Description
5	Select the court order type and fill up the court order details.    

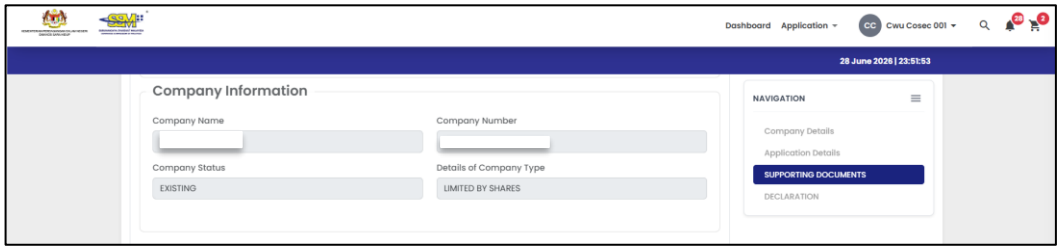
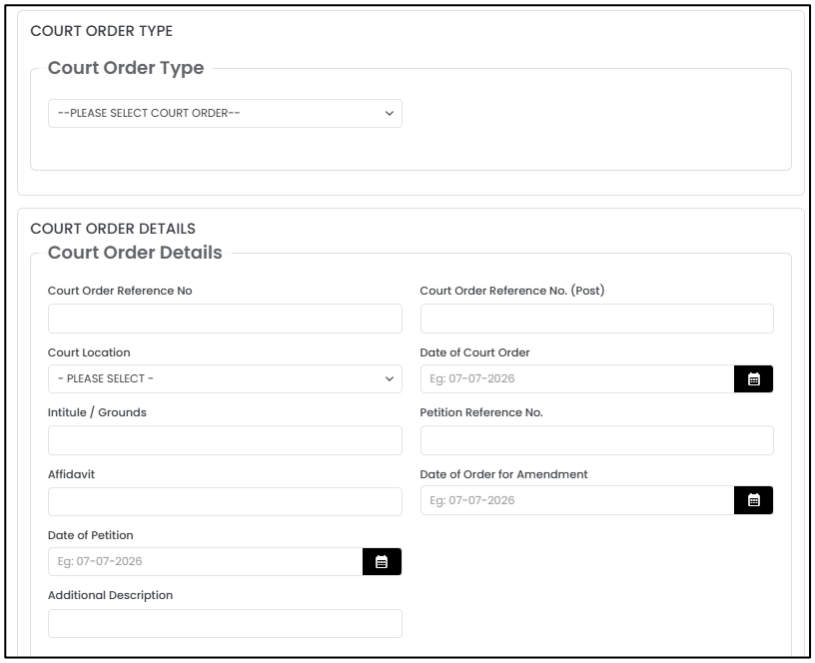
Field Num.	Description
	   Note: Please enter **'NA'** in any mandatory field that is not applicable.
6	Upload the Court Order document. 
7	Upload the Supporting Document. 

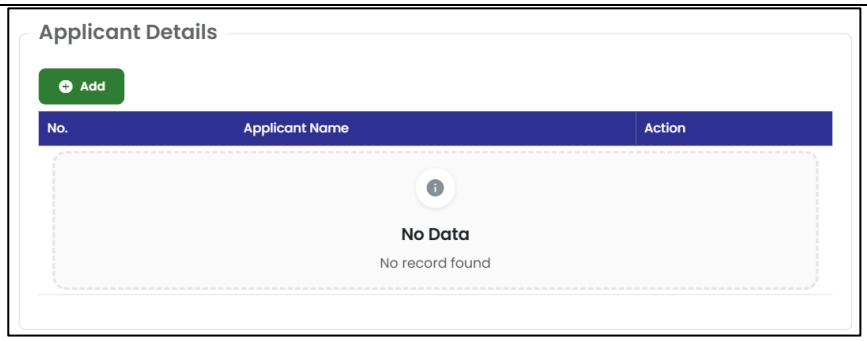
Field Num.	Description
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox.  Click **the Submit** button.
9	Click the **Download PDF** button. Then click the **Submit & Make Payment** button. 
10	Submit the lodgement.

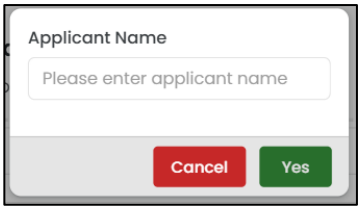
11	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

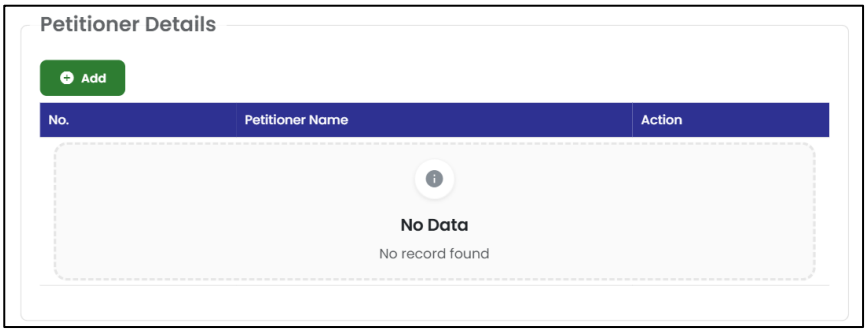
5.16 Amended Order

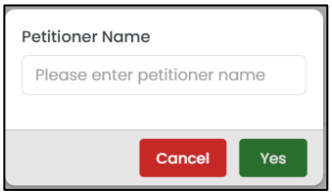
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Passing of Resolution for Voluntary Winding Up) -> Amended Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

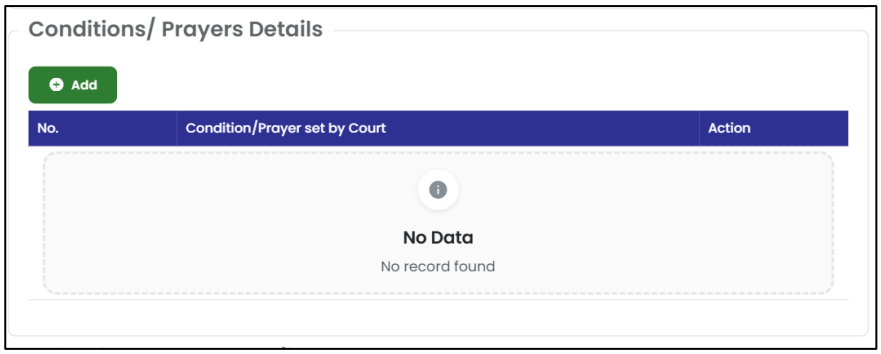
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exist 
5	The user clicks the link to add the court order detail if the court order reference no. not displayed in the drop-down list 
6	Select the court order type and fill up the court order details. 

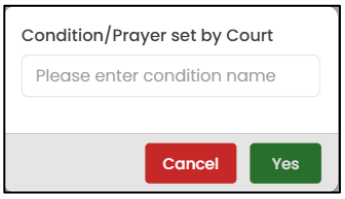




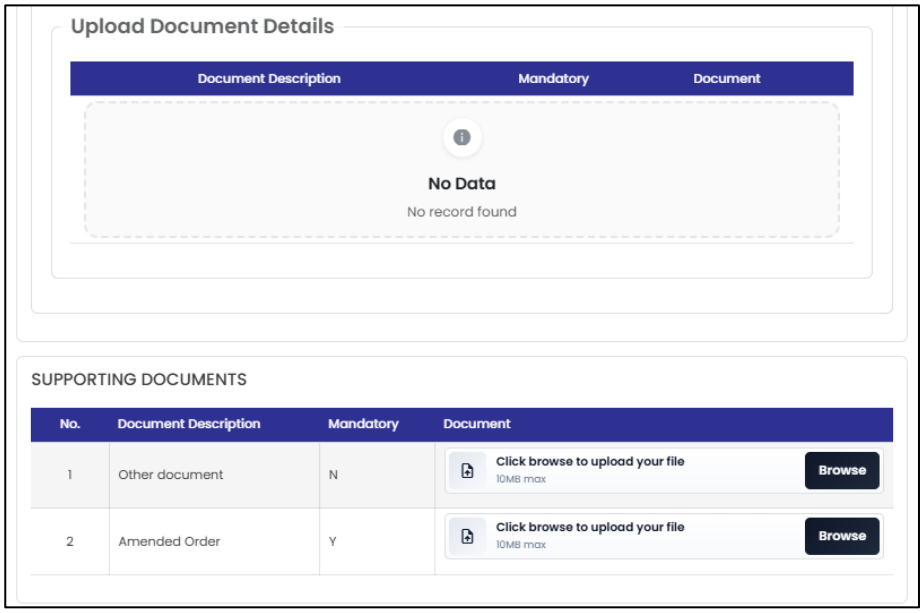
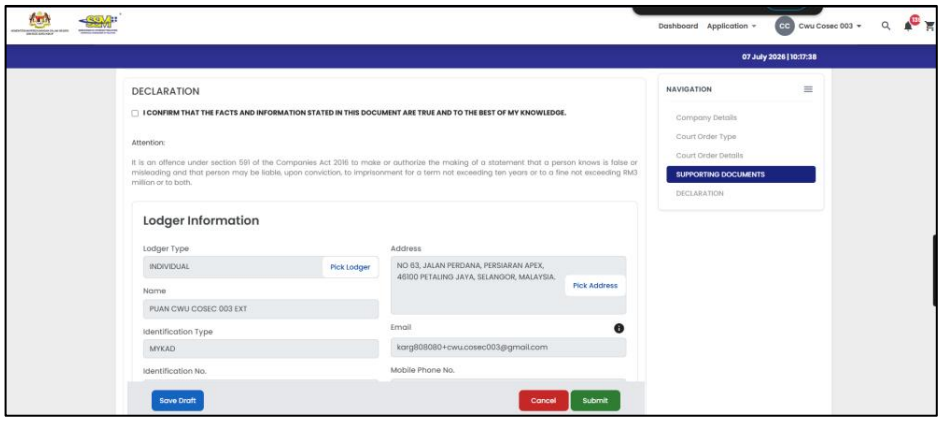
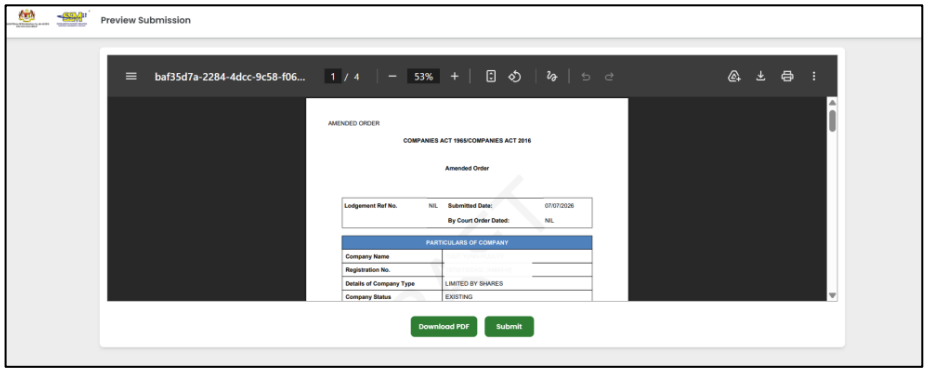


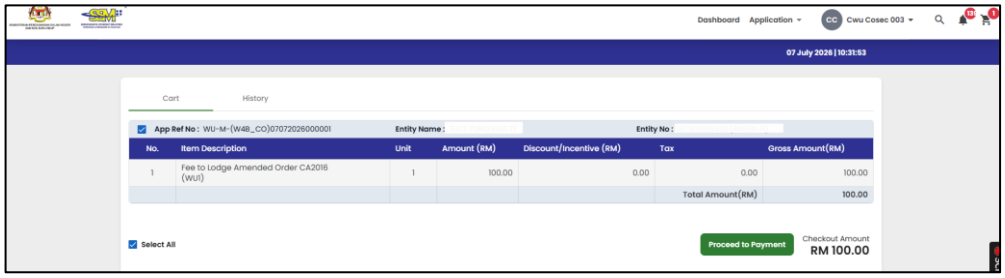
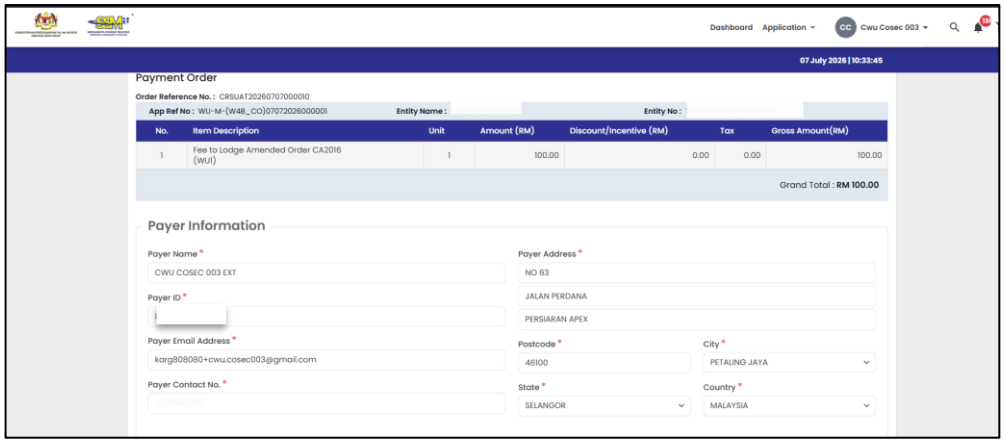
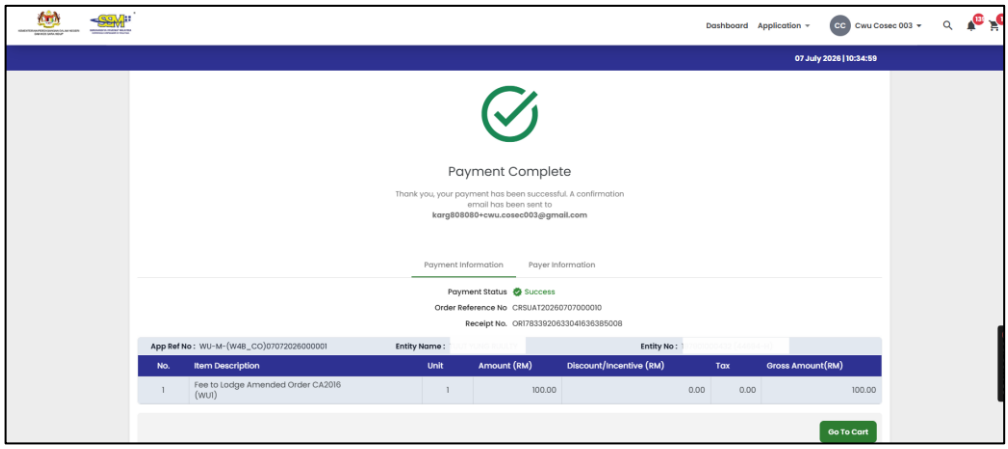
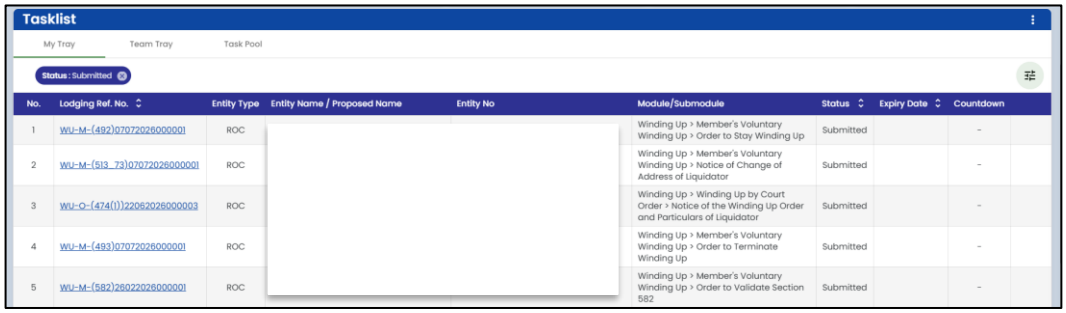


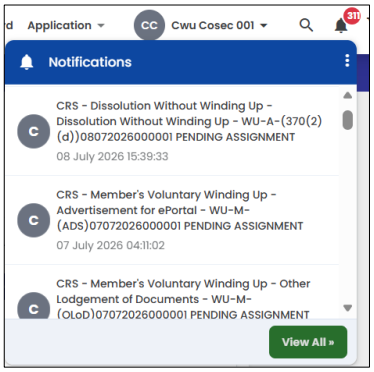




Note: Please enter **'NA'** in any mandatory field that is not applicable.

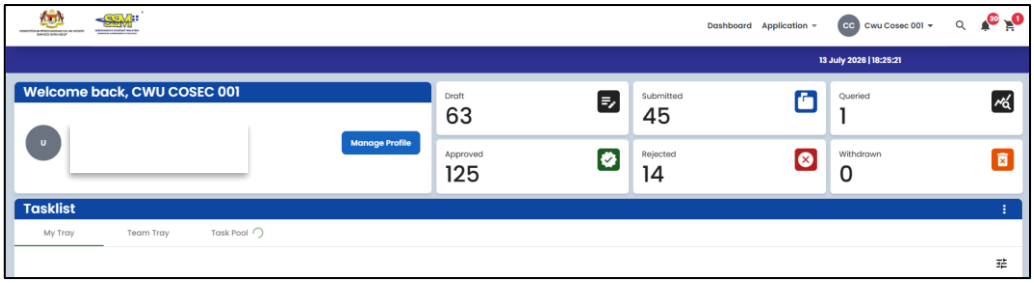
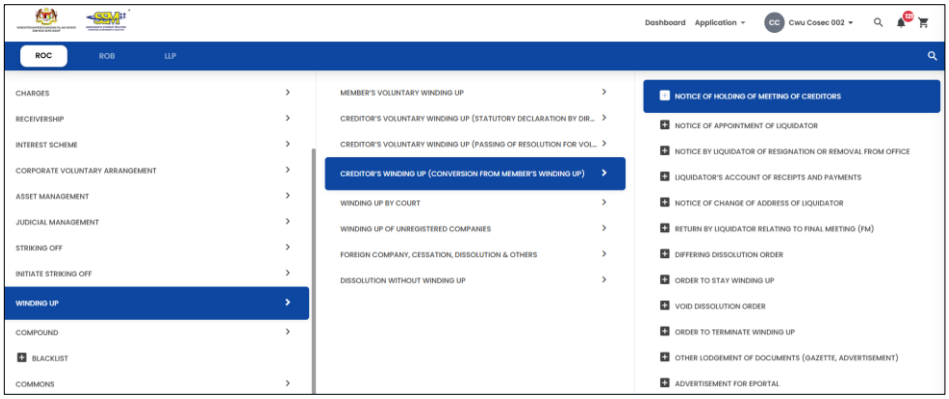
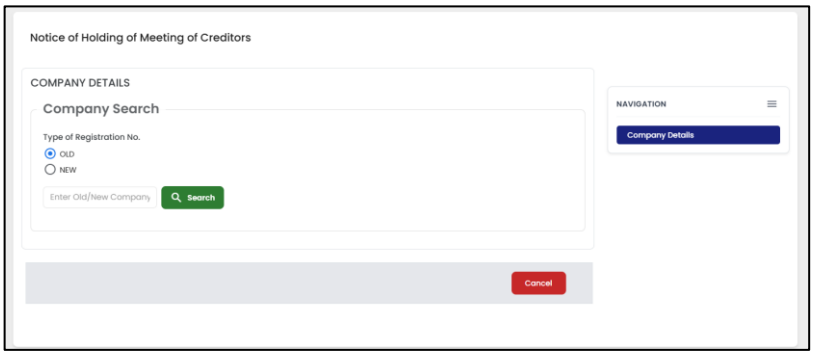
7	Upload the court order details and the supporting document. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

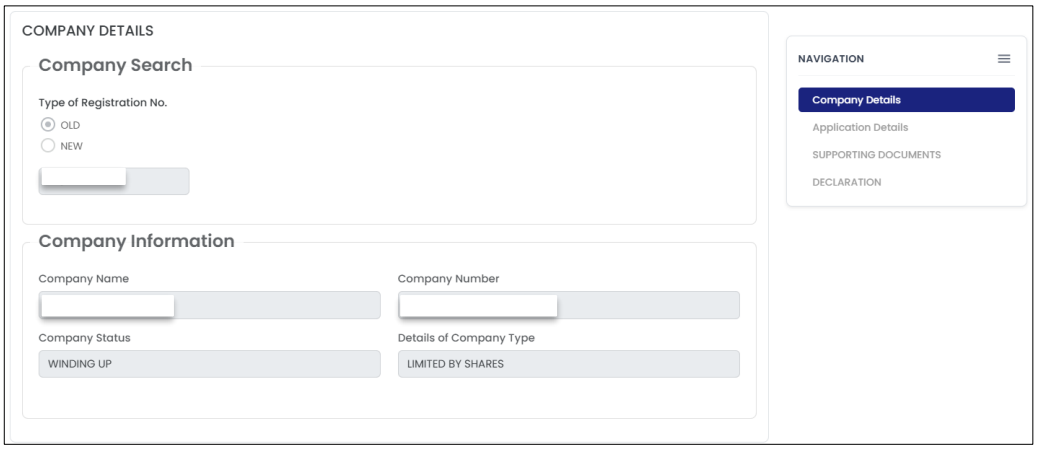
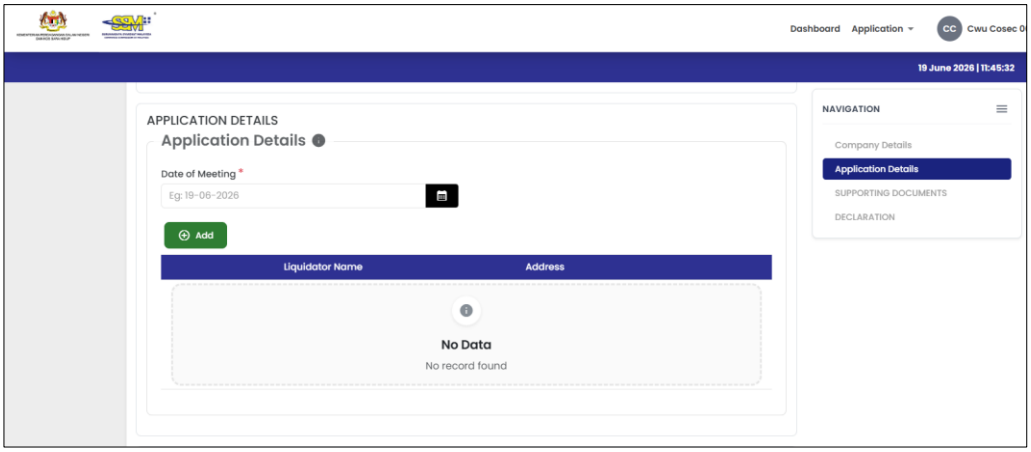
10	Make payment.   
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

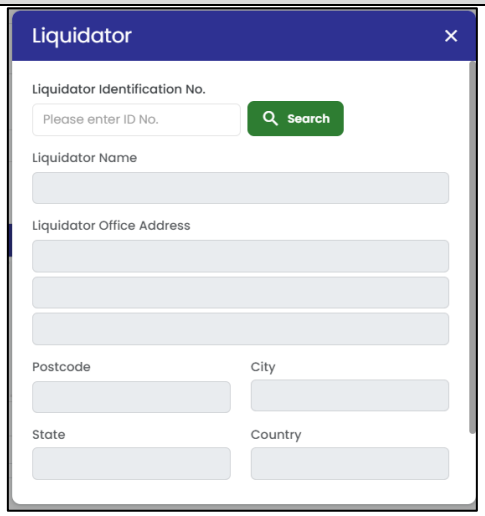
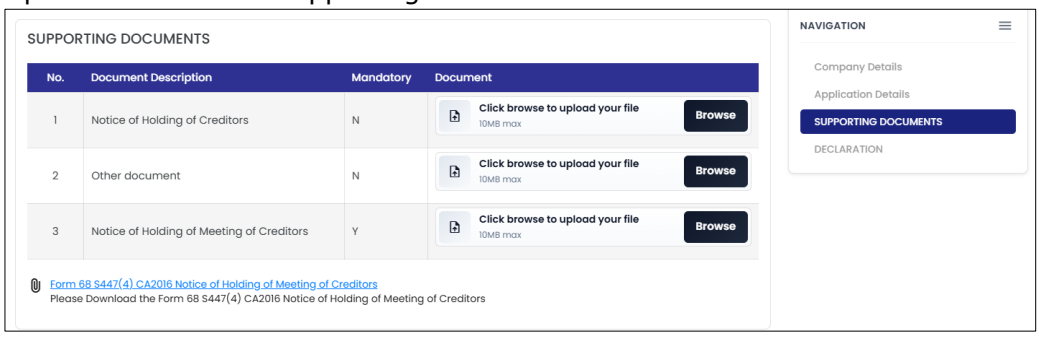
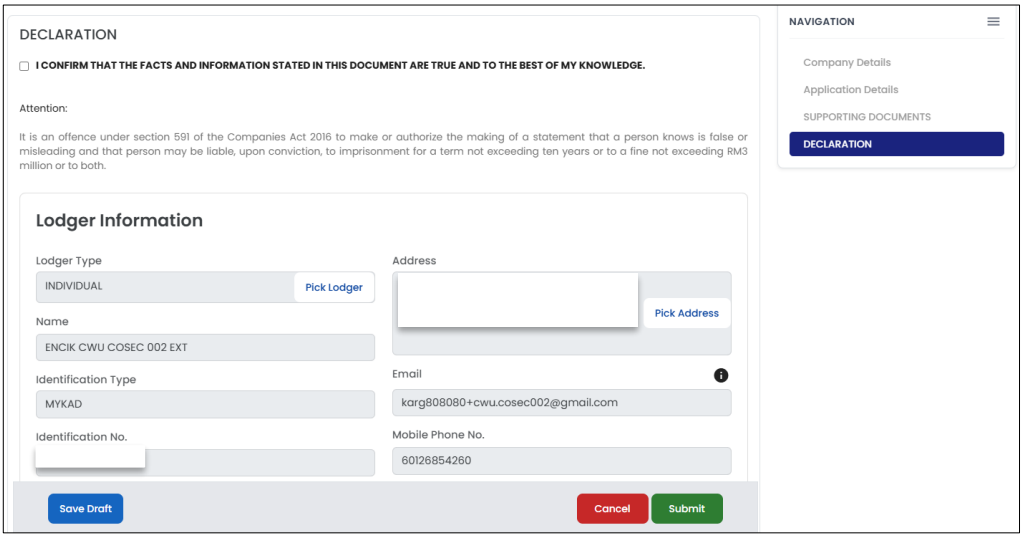
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

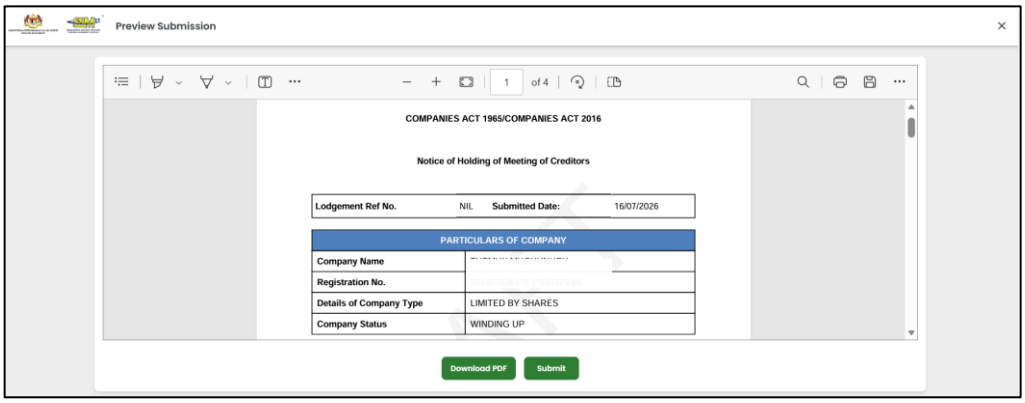
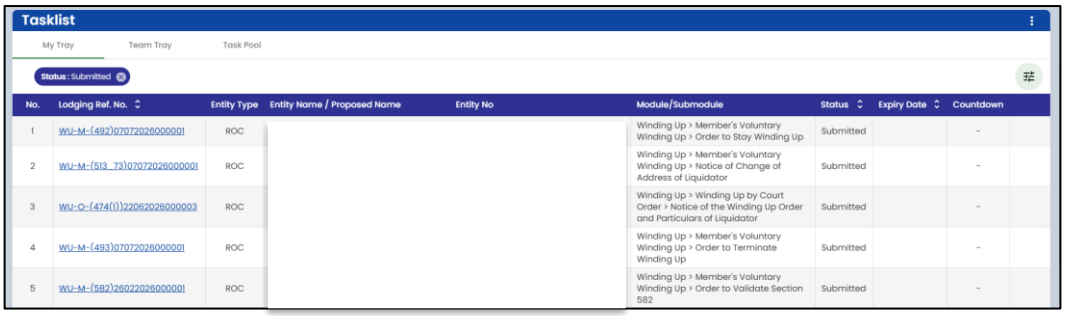
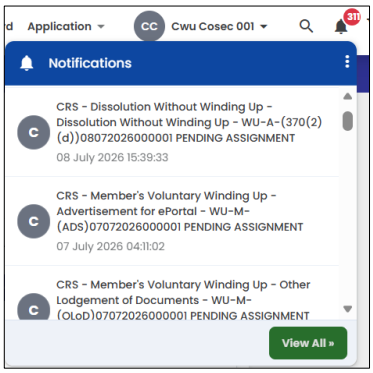
6. [WU4] Creditor's Voluntary Winding Up (Conversion from Member's Winding Up)

6.1 Notice of Holding of Meeting of Creditors

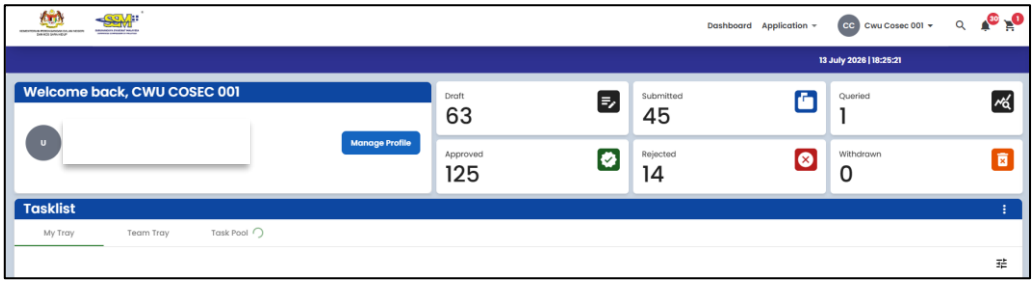
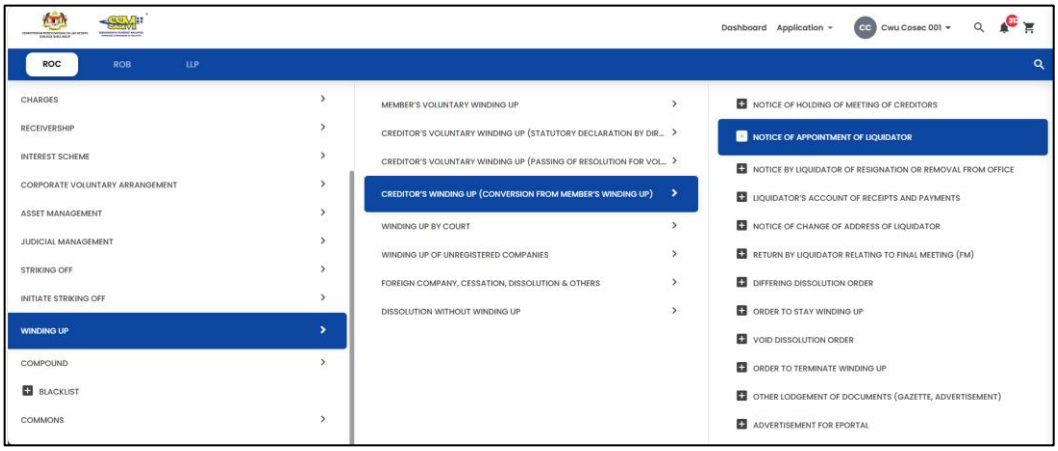
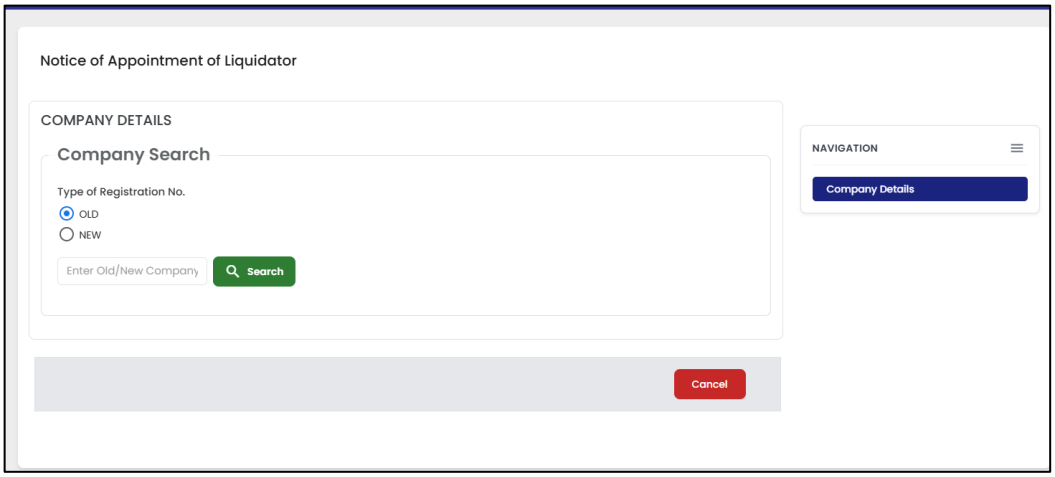
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Notice of Holding of Meeting of Creditors.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

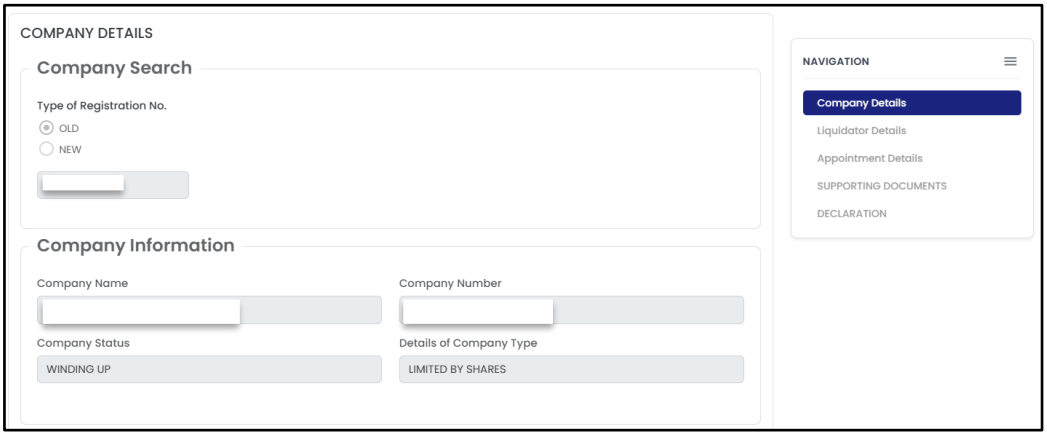
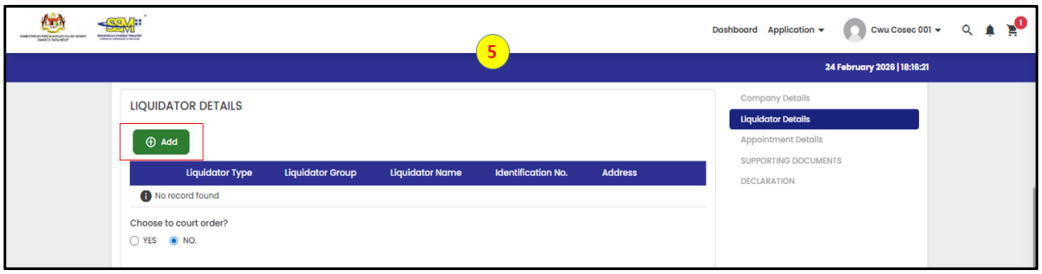
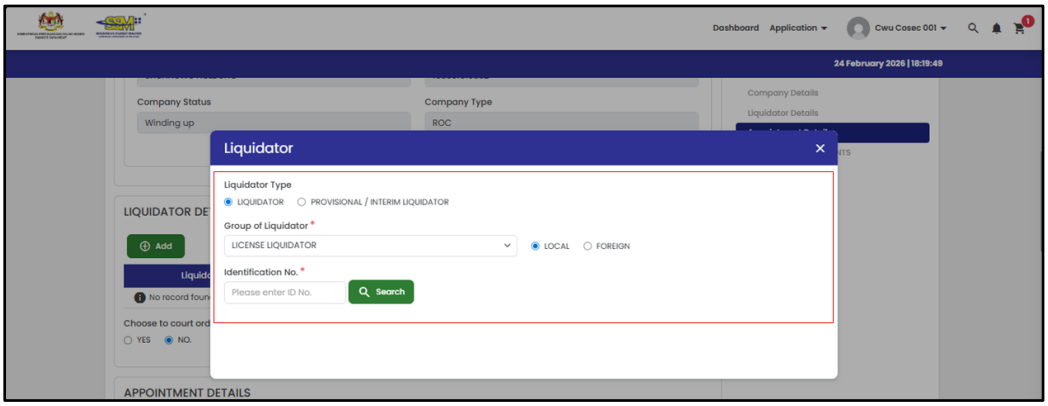
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Members) • The company Sub status is not "Under Judicial Management", "Under Interim Judicial Management", "Under Receivership", "Under Corporate Voluntary Arrangement" • The company documents are all in approved status • No active Petitions Lodgement submitted 
5	The user needs to fill up mandatory fields in the **Application Details.** Click **Add** button to add the Liquidator 

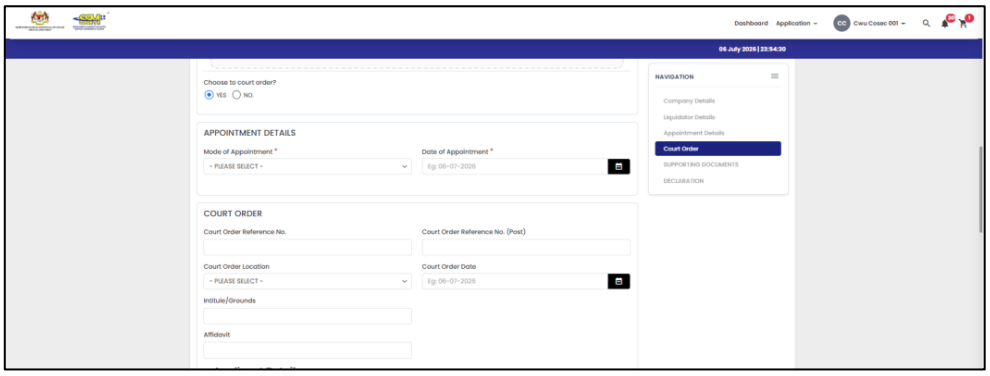
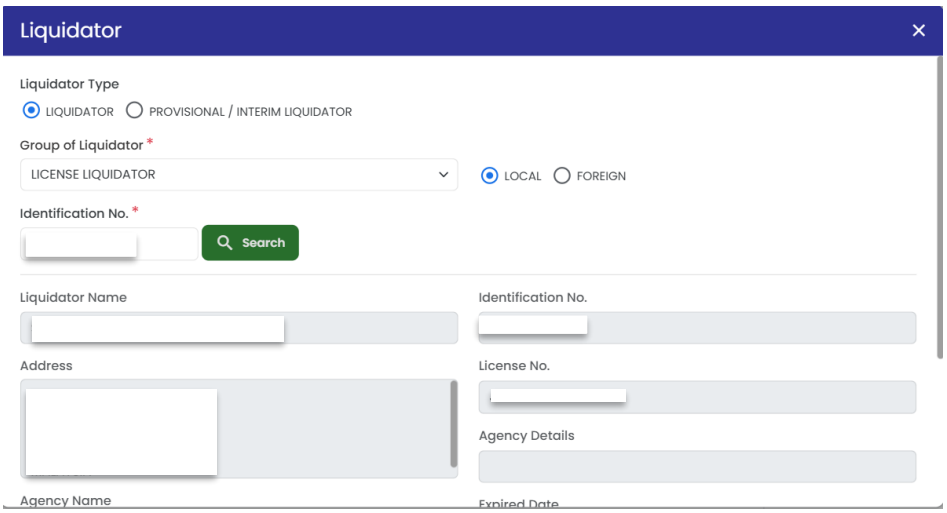
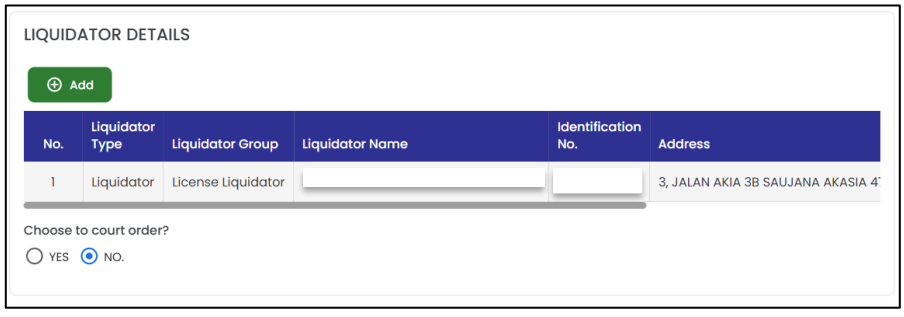
Field Num.	Description
	
6	Upload the relevant supporting documents. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

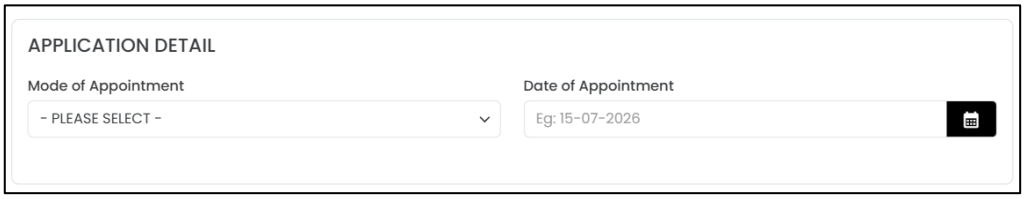
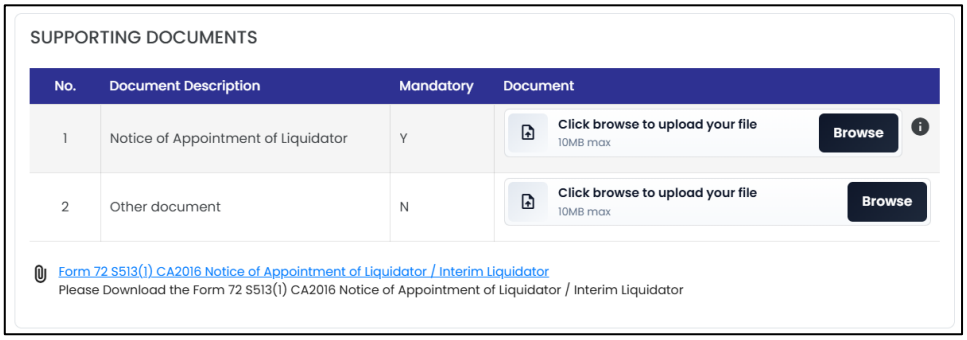
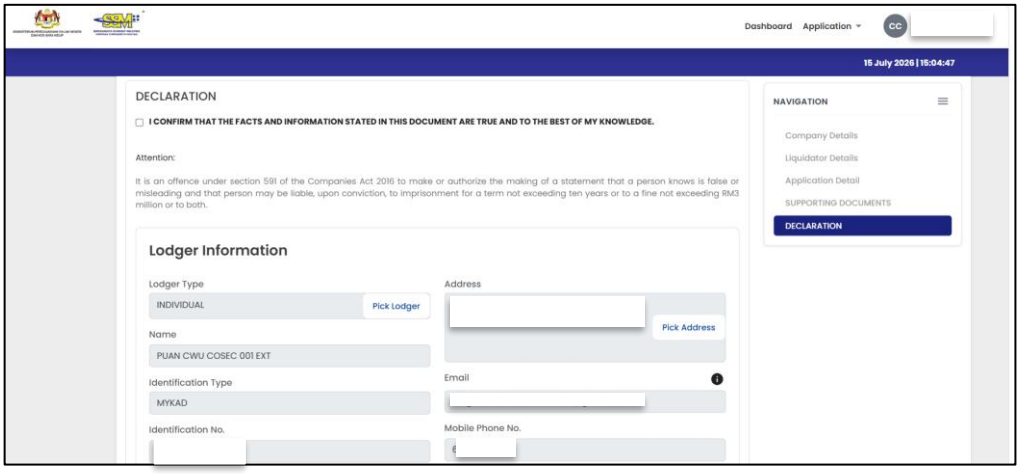
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

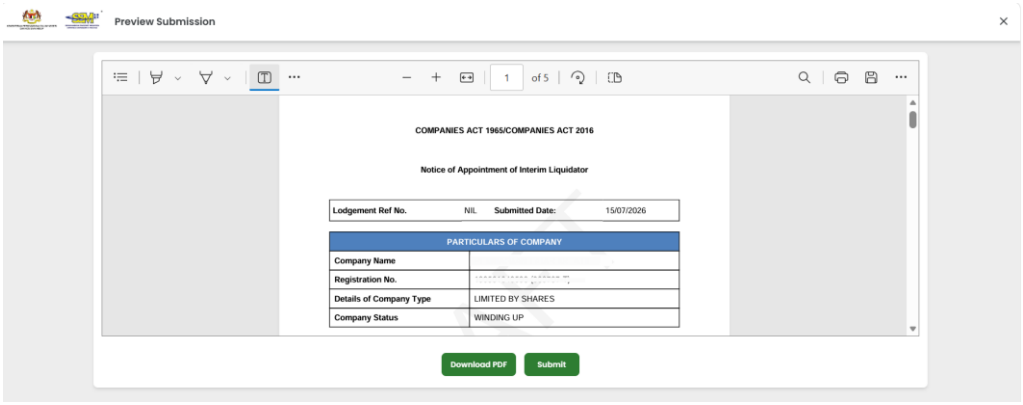
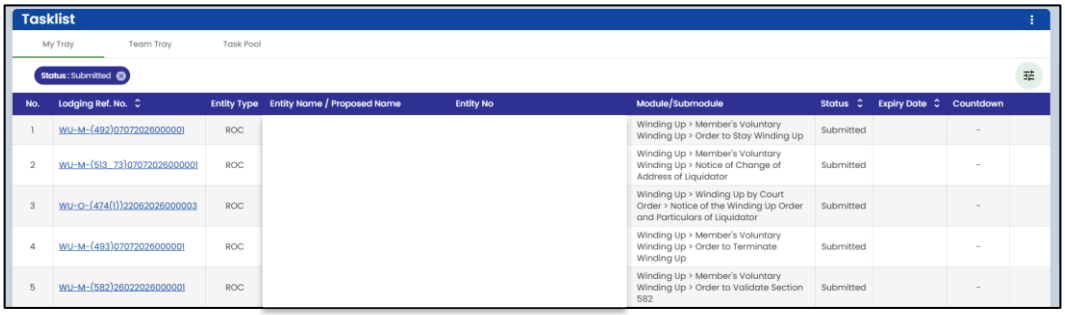
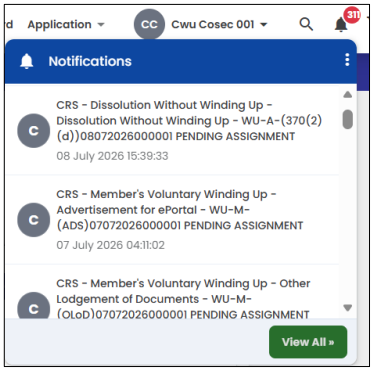
6.2 Notice of Appointment of Liquidator

Field Num.	Description
1	From **Dashboard,** navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Notice of Appointment of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

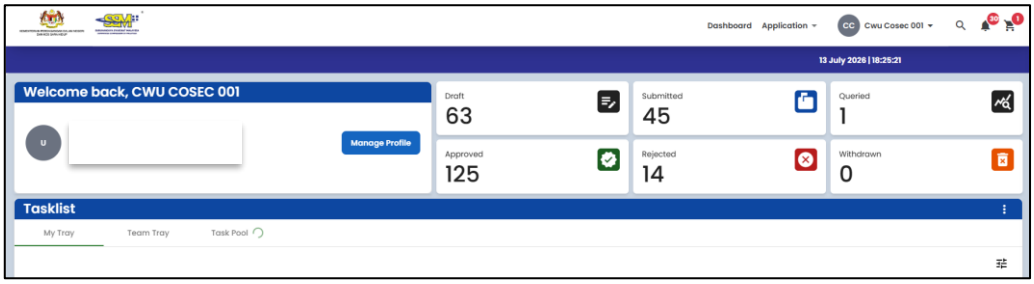
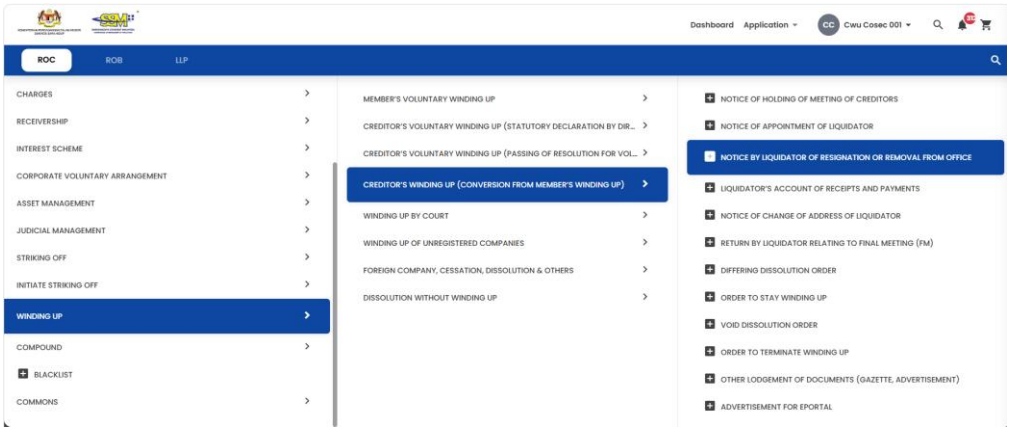
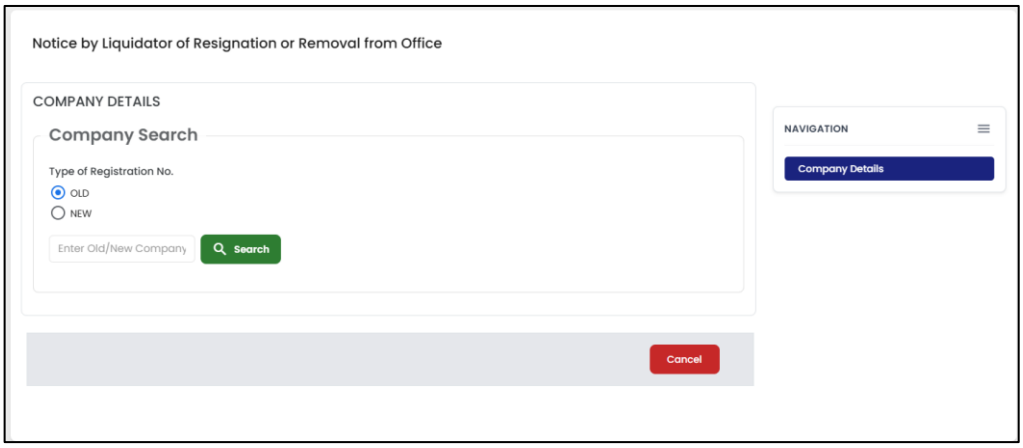
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Creditors) • Notice of Holding Meeting has been lodged 
5	Click the 'Add' button. Choose the liquidator type, select the group of liquidators and enter the identification number. Choose to Court Order? if **NO**  

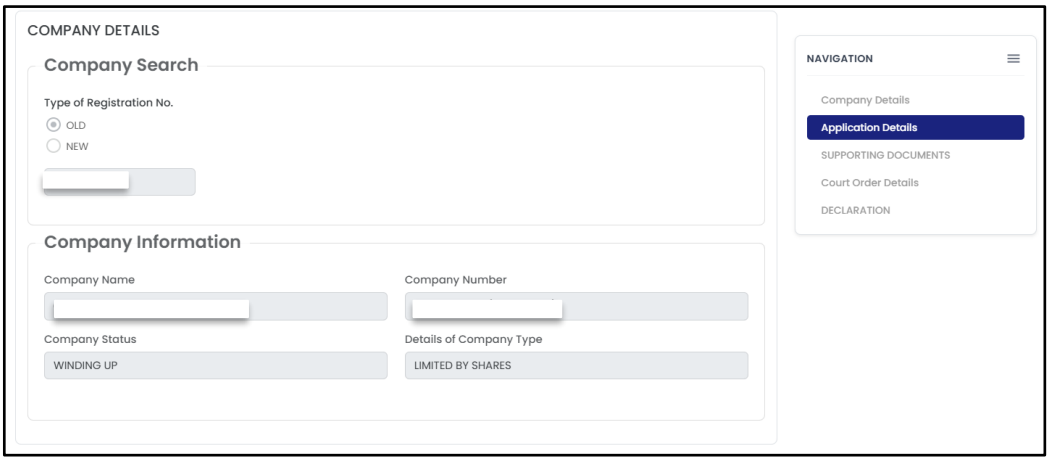
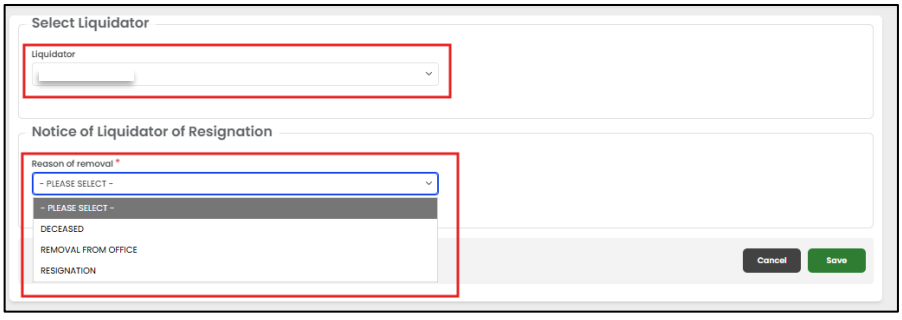
Field Num.	Description
	Choose to Court Order? if **Yes** **Court Order** detail will display to add.  Note: Please enter 'NA' in any mandatory field that is not applicable to the user
6	Select the Liquidator type and the Group of Liquidator then enter identification no. Click **Search** button. Liquidator's details will be displayed. 
7	Choose the court order selection If **Yes** = User need fill the **court order detail** 

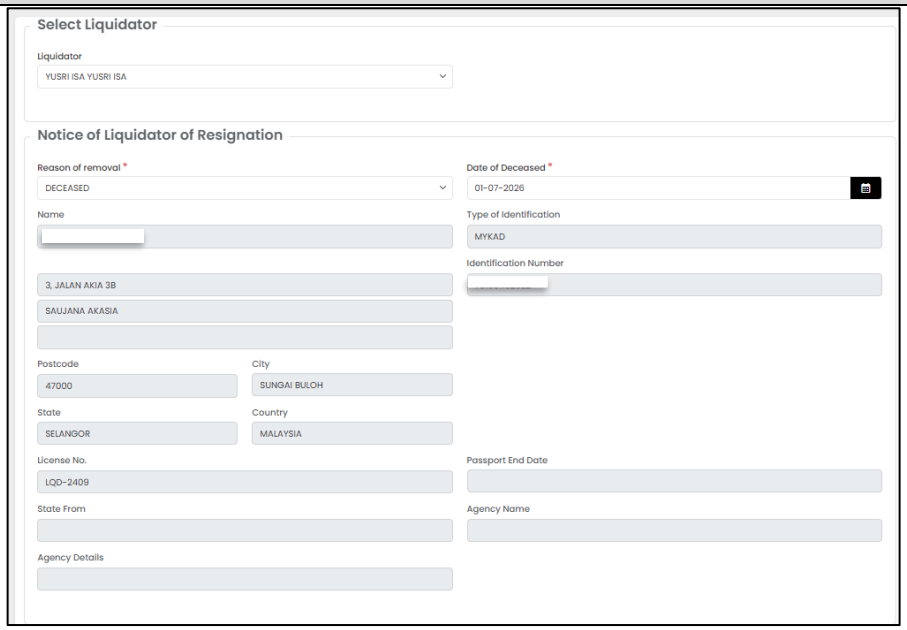
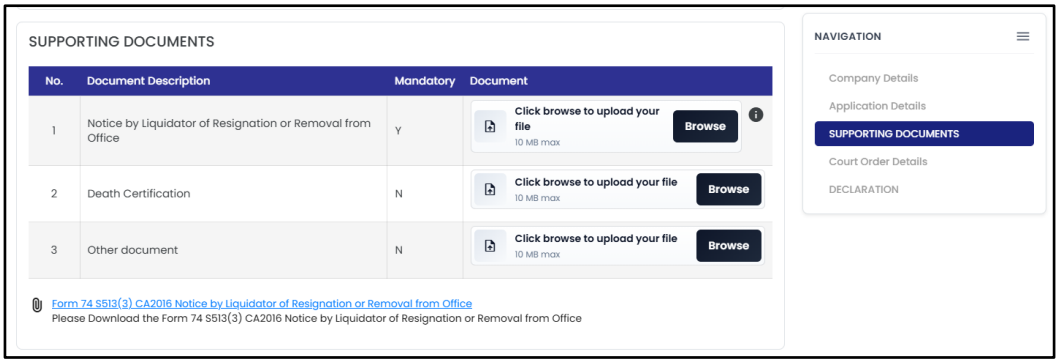
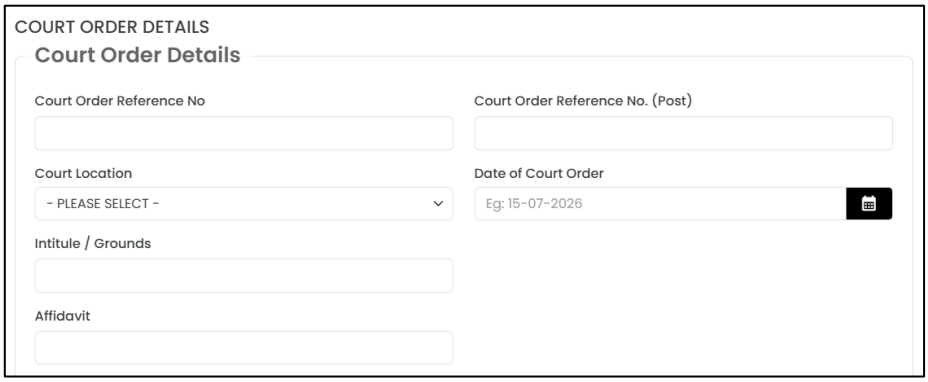
8	Navigate to the Appointment Details, then fill up necessary details 
9	Upload all the necessary supporting documents (signed Notice of Appointment of Liquidator/Interim Liquidator). 
10	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

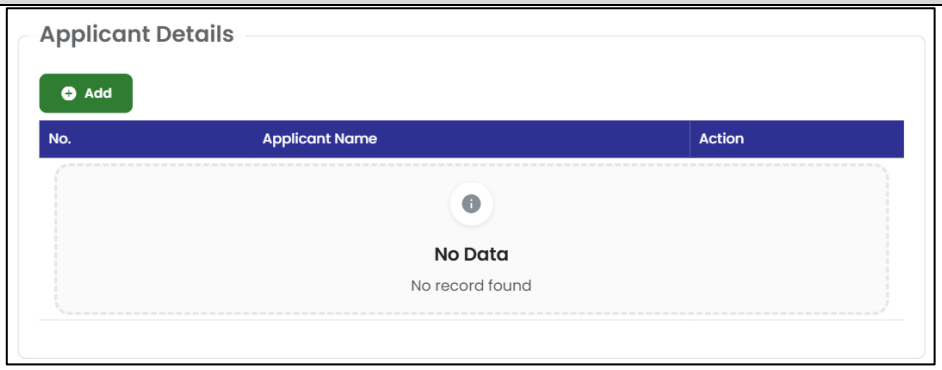
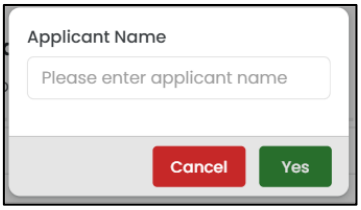
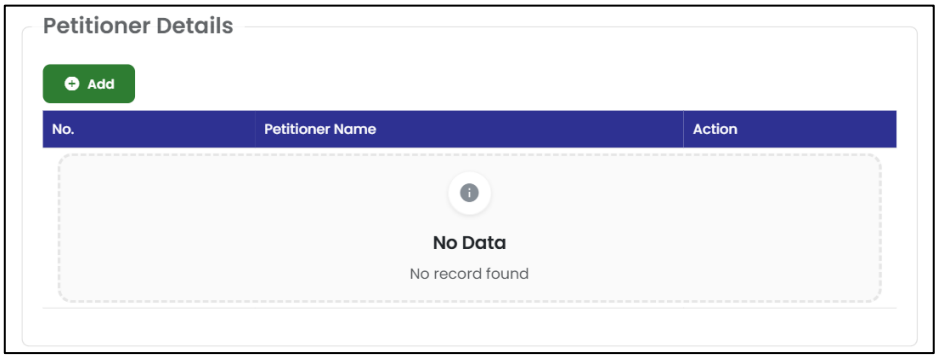
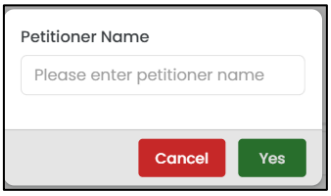
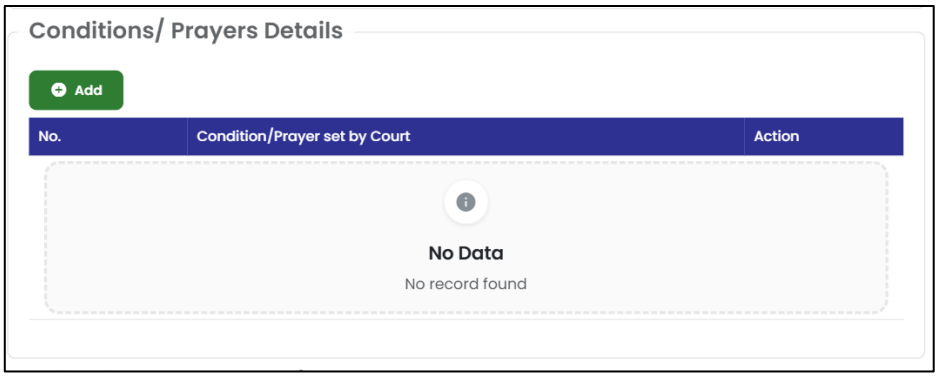
11	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
12	Submit the lodgement.
13	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

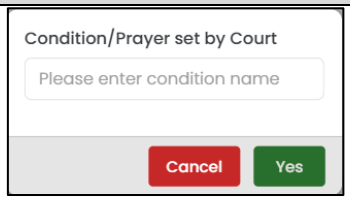
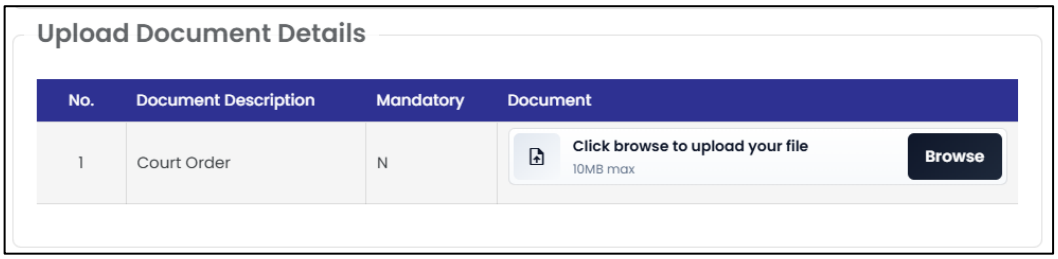
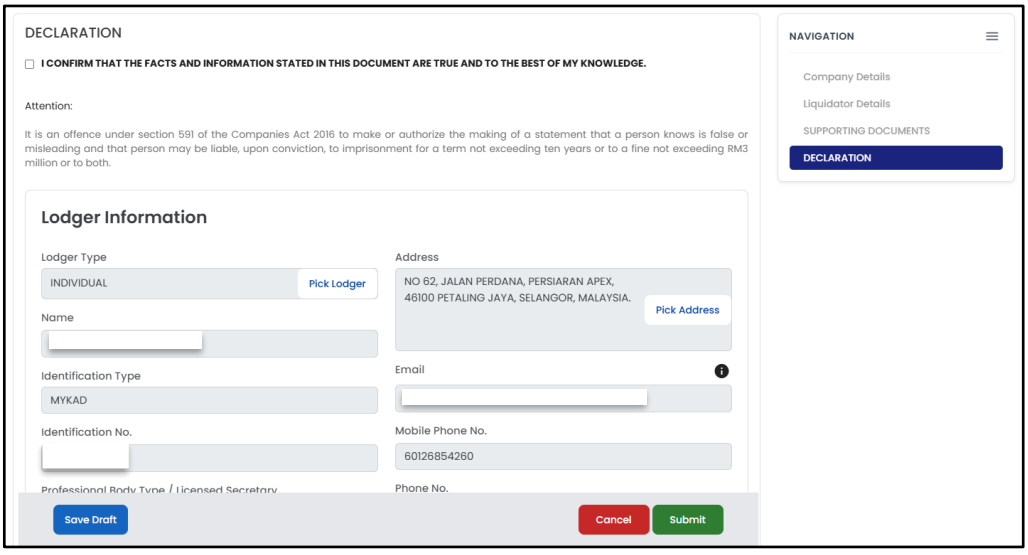
6.3 Notice by Liquidator of Resignation or Removal from Office

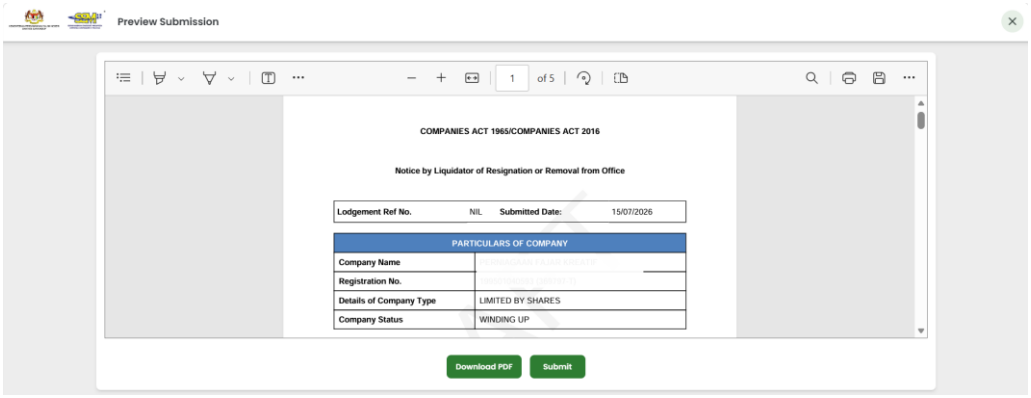
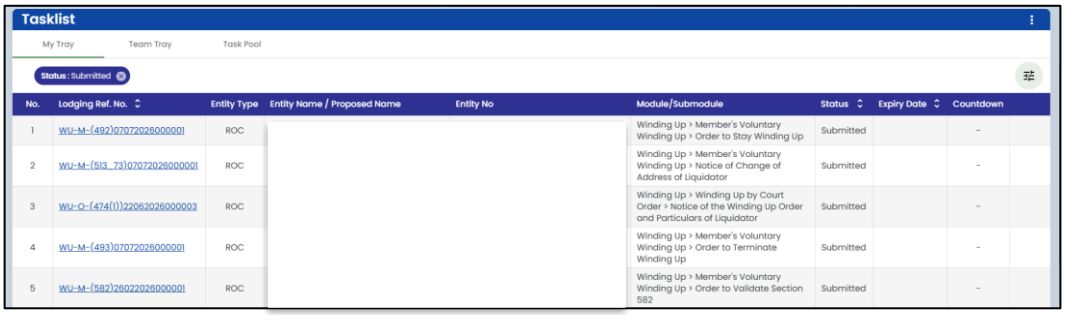
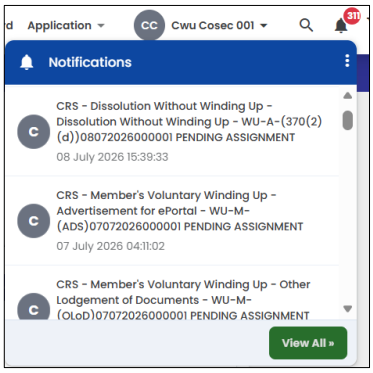
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Notice by Liquidator of Resignation or Removal from Office** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Creditors) • The Notice of appointment of liquidator has been lodged • The Notice of Holding Meeting has been lodged 
5	The user adds the application details. • Select Liquidator • Select Reason of removal 

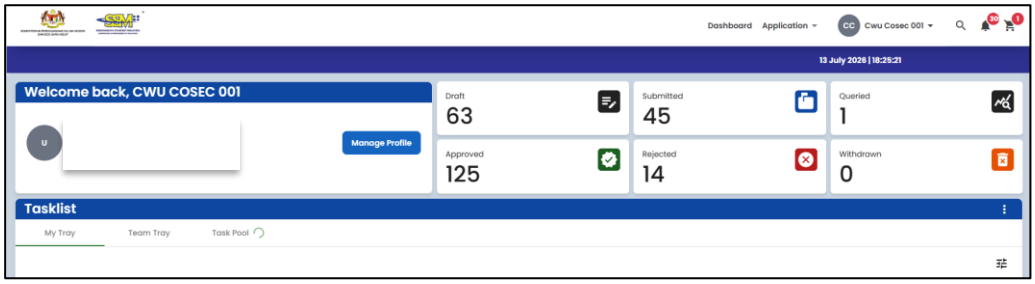
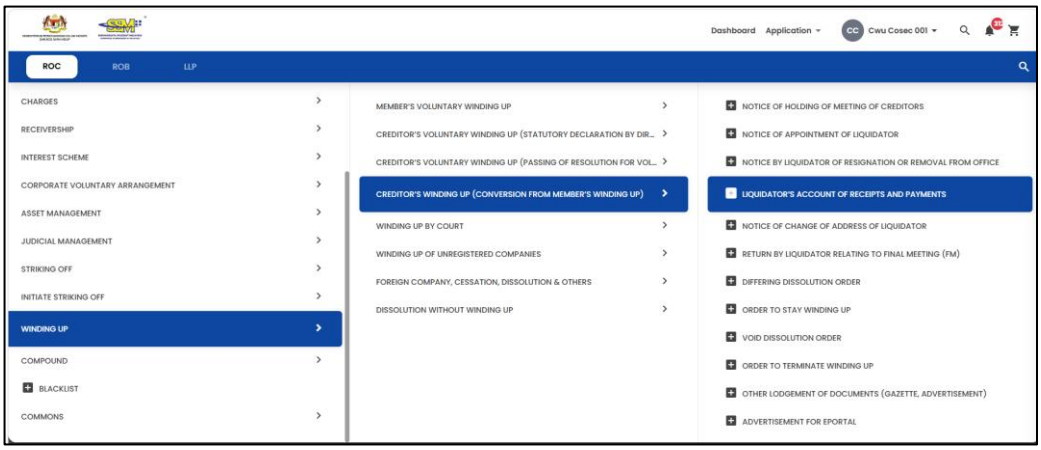
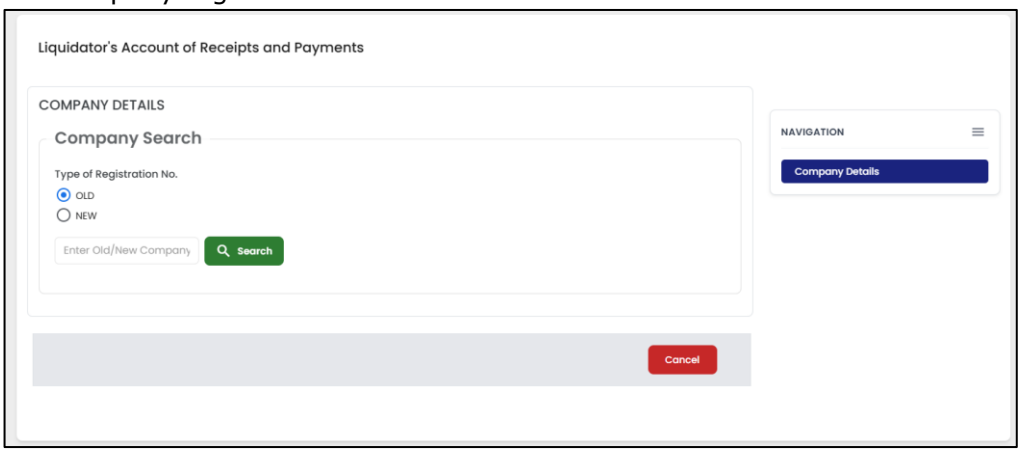
Field Num.	Description
	
6	Upload the supporting documents (signed Notice by Liquidator of Resignation or Removal from Office). 
7	Users fill up relevant fields in the **Court Order Details.** 

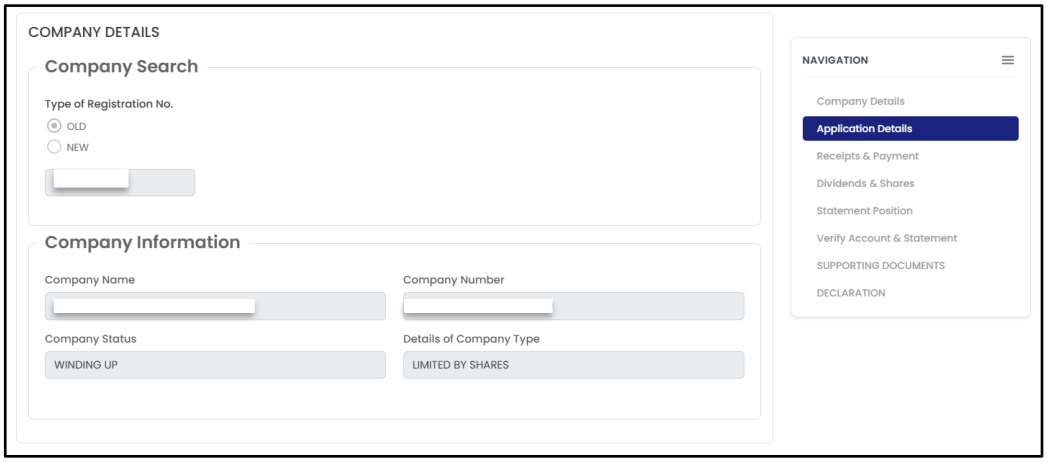
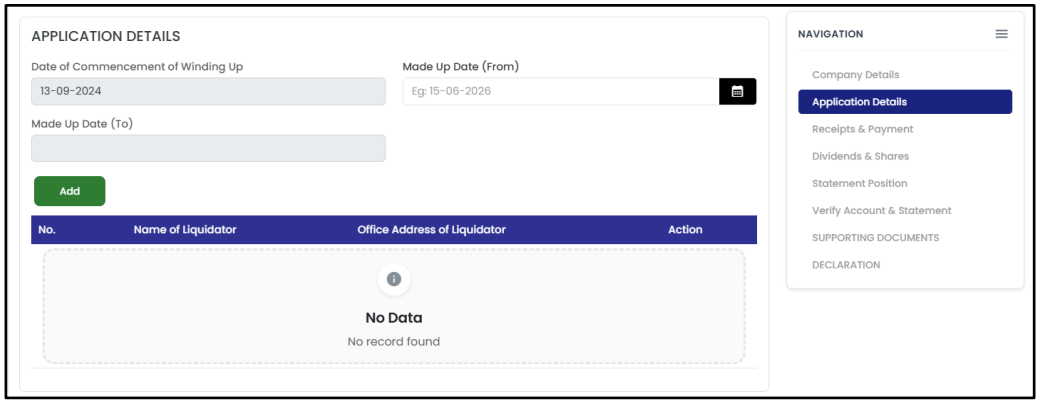
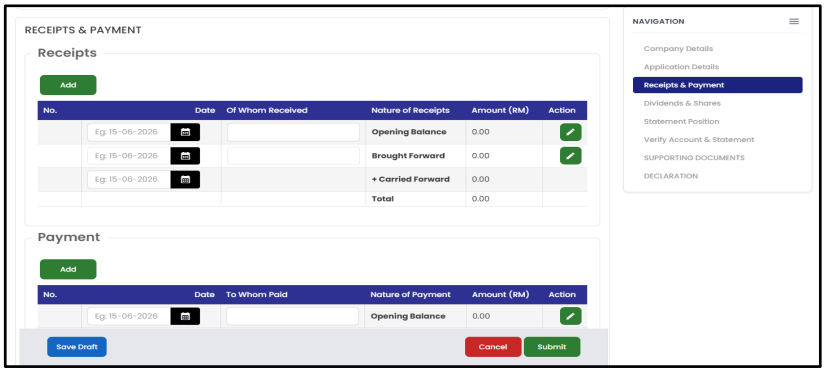
Field Num.	Description
	    

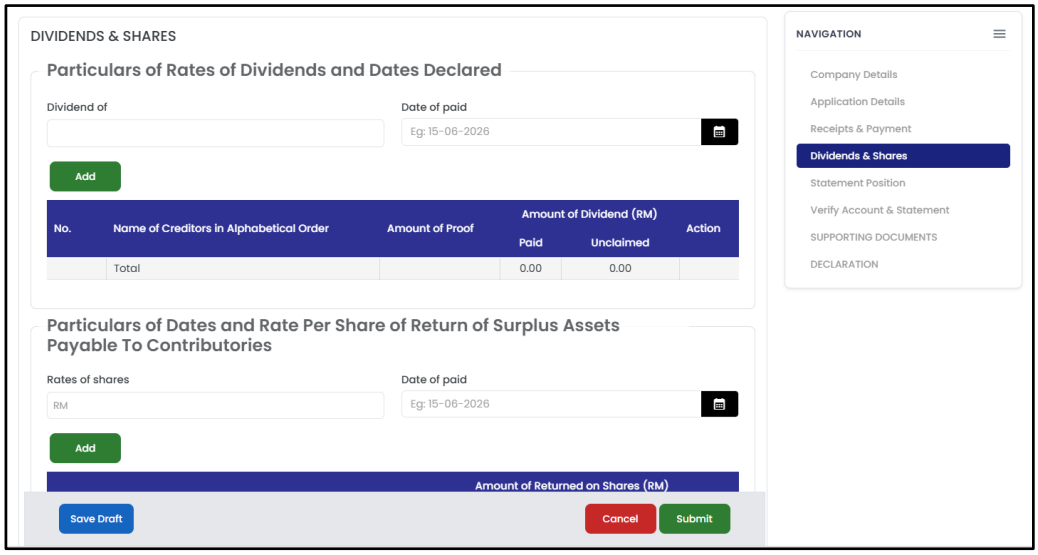
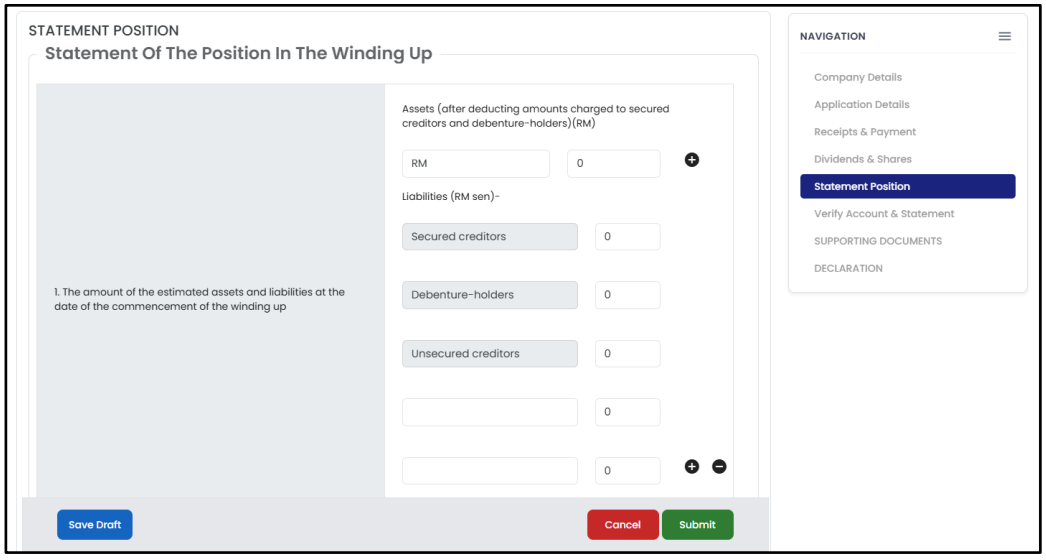
Field Num.	Description
	 Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.
8	Upload the Court Order Document Details 
9	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

Field Num.	Description
10	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

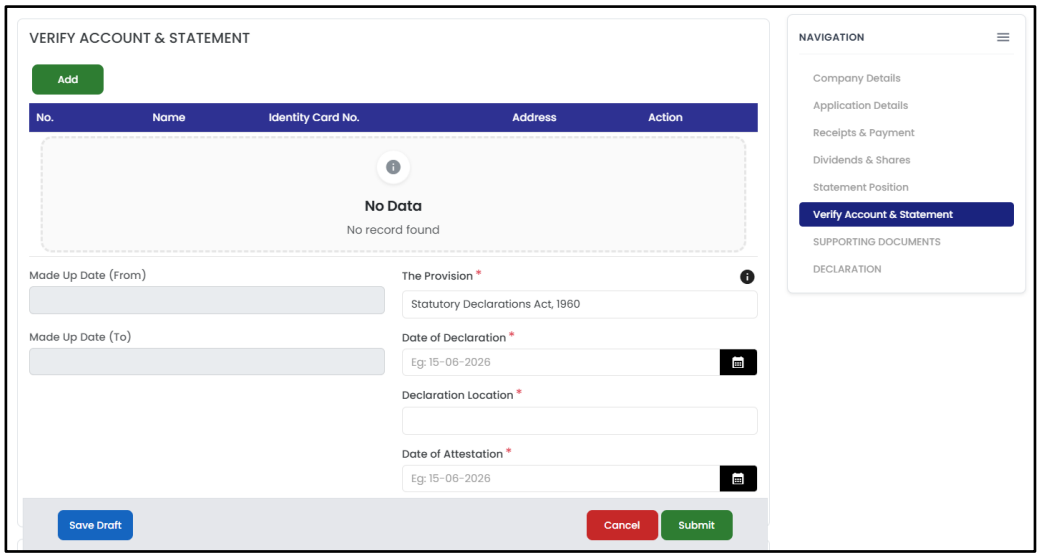
6.4 Liquidator's Account of Receipts and Payments

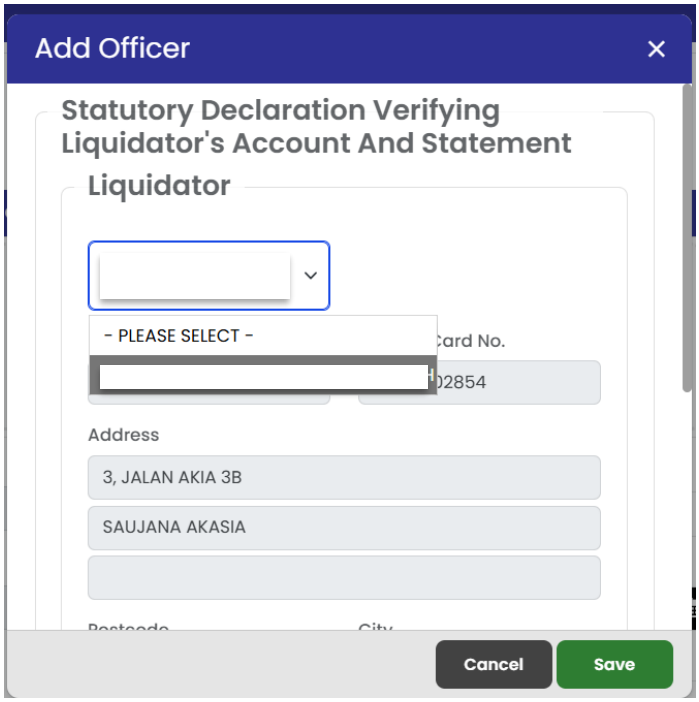
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Liquidator's Account of Receipts and Payments.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

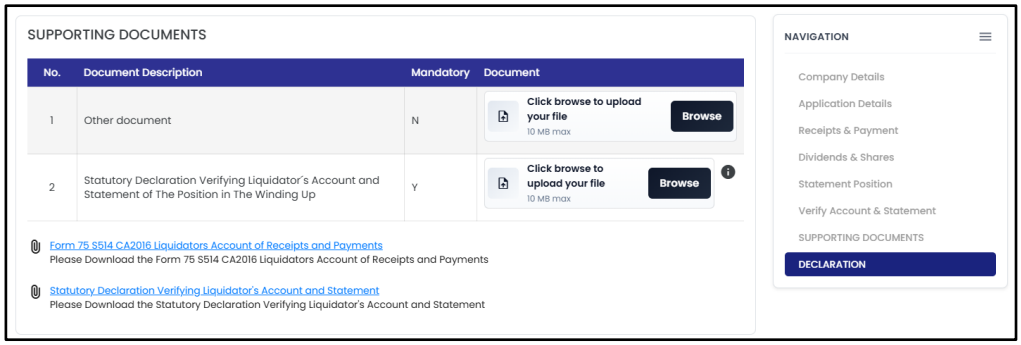
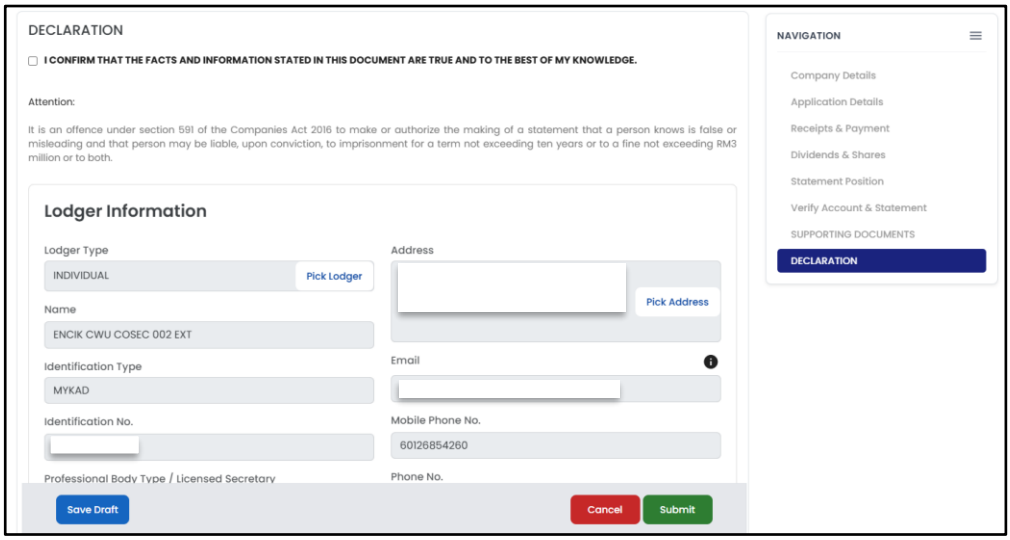
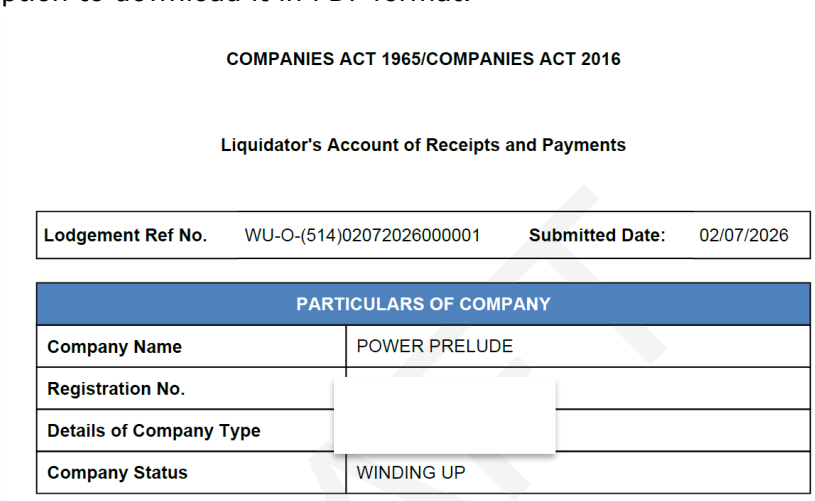
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Creditors) • The Notice of Holding Meeting has been lodged • The Notice of Appointment of Liquidator has been lodged 
5	The user needs to fill up relevant info in the **Application Details.** 
6	The user needs to fill up relevant info in the **Receipts & Payment.** 

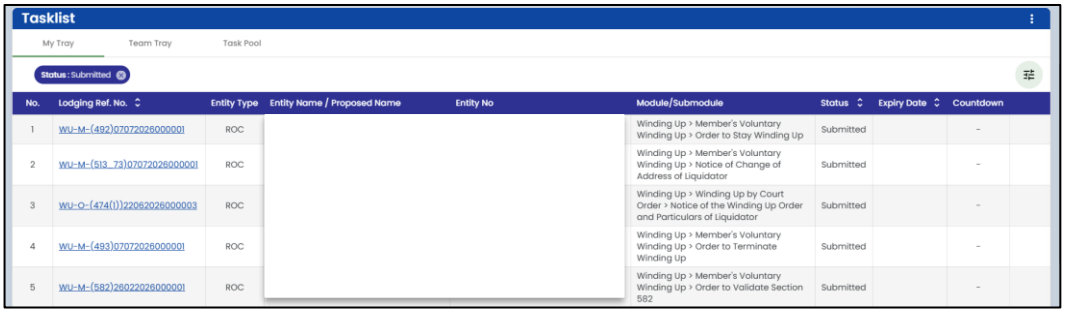
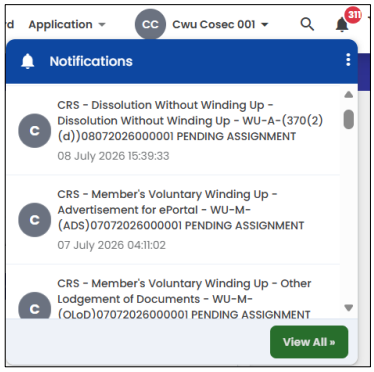
Field Num.	Description
7	The user needs to fill up relevant info in the **Dividends & Shares** section. 
8	The user needs to fill up relevant in foin the **Statement Position** section. 

Field Num.	Description
9	The user needs to fill up mandatory fields info in the **Verify Account & Statement** section. Click the **Add** button to add officer

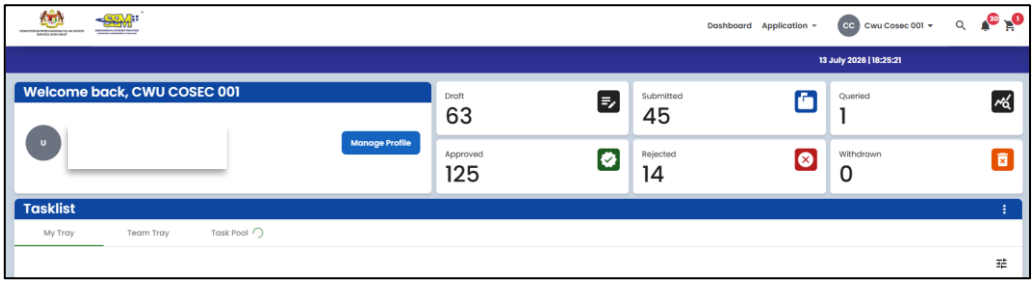
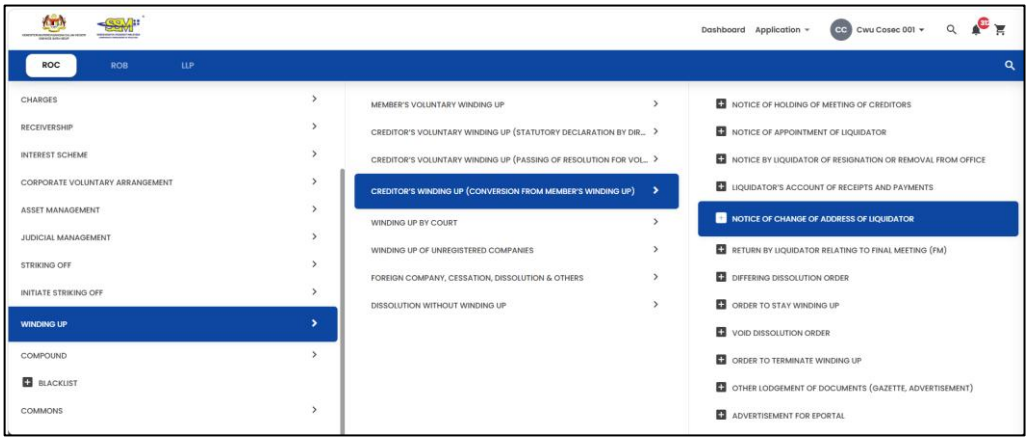
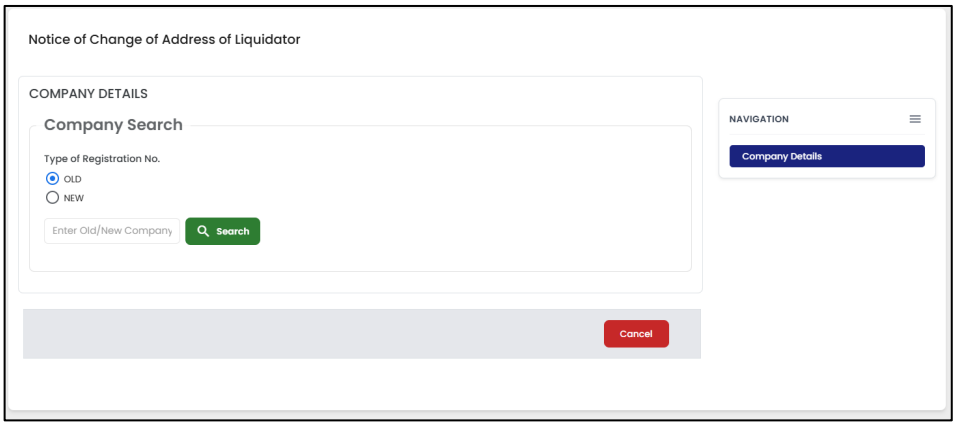


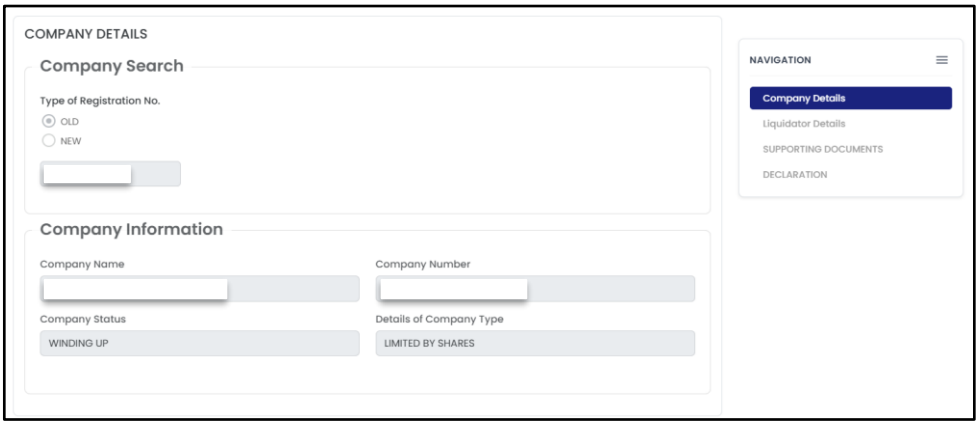
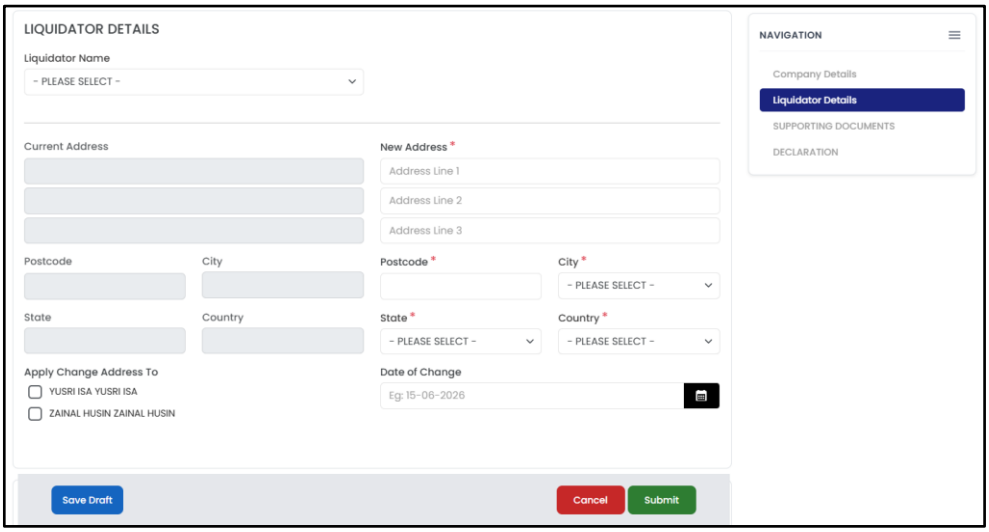


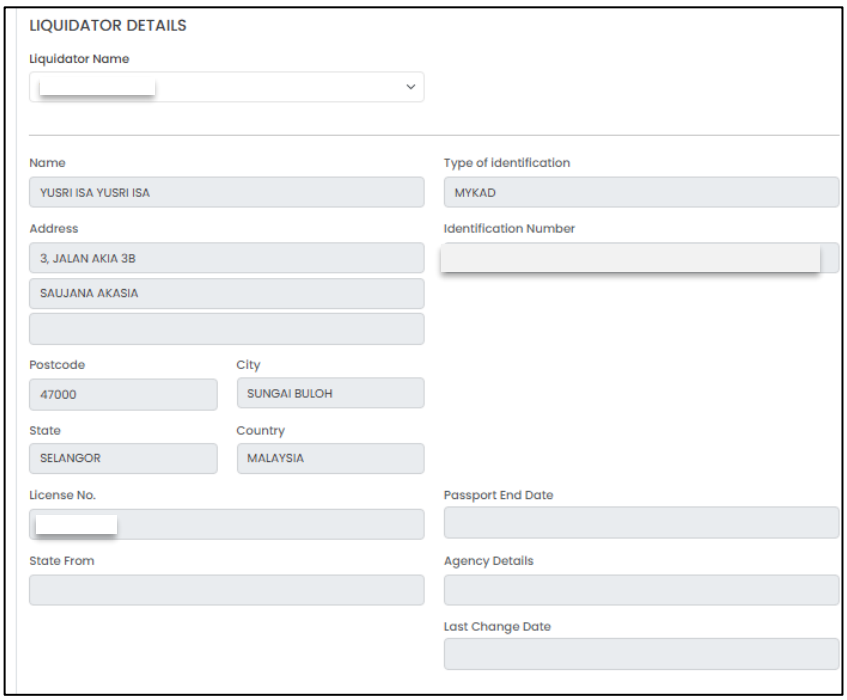
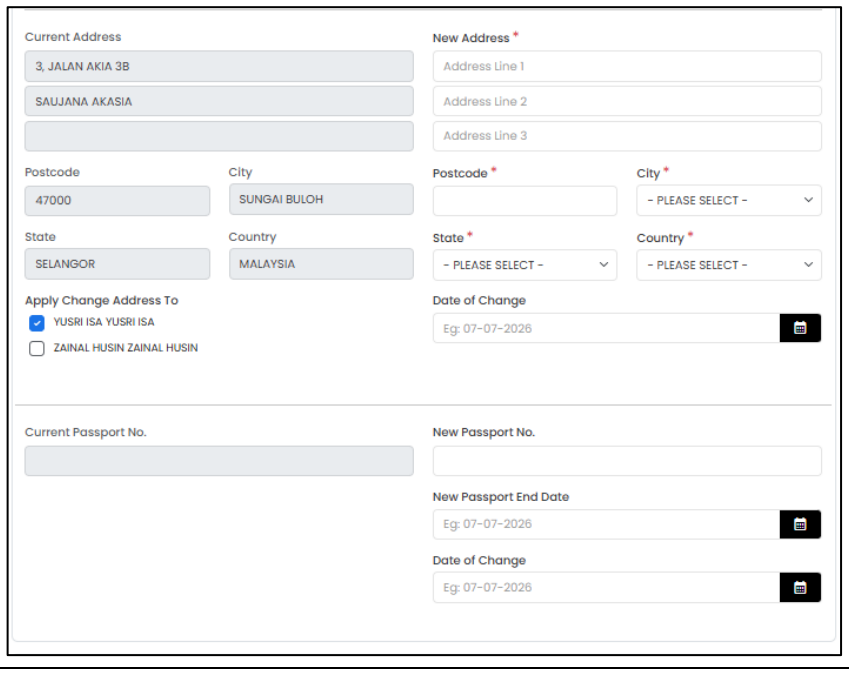
10	The user can upload the relevant **Supporting Documents.** 
11	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
12	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  **COMPANIES ACT 1965/COMPANIES ACT 2016** **Liquidator's Account of Receipts and Payments** **Lodgement Ref No.** WU-O-(514)02072026000001 **Submitted Date:** 02/07/2026 **PARTICULARS OF COMPANY** **Company Name** POWER PRELUDE **Registration No.** **Details of Company Type** **Company Status** WINDING UP Note: Please make sure the draft has been successfully downloaded and saved for your reference.

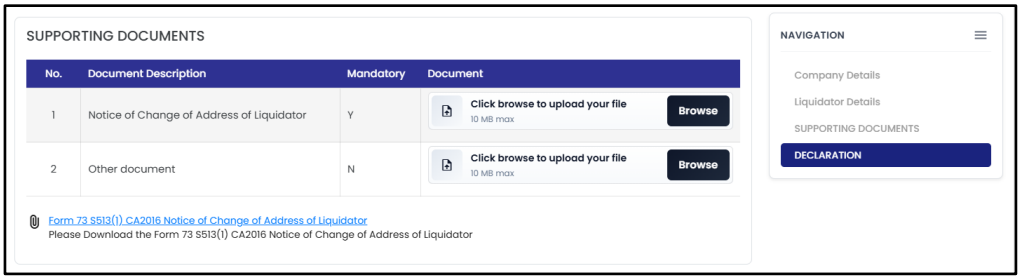
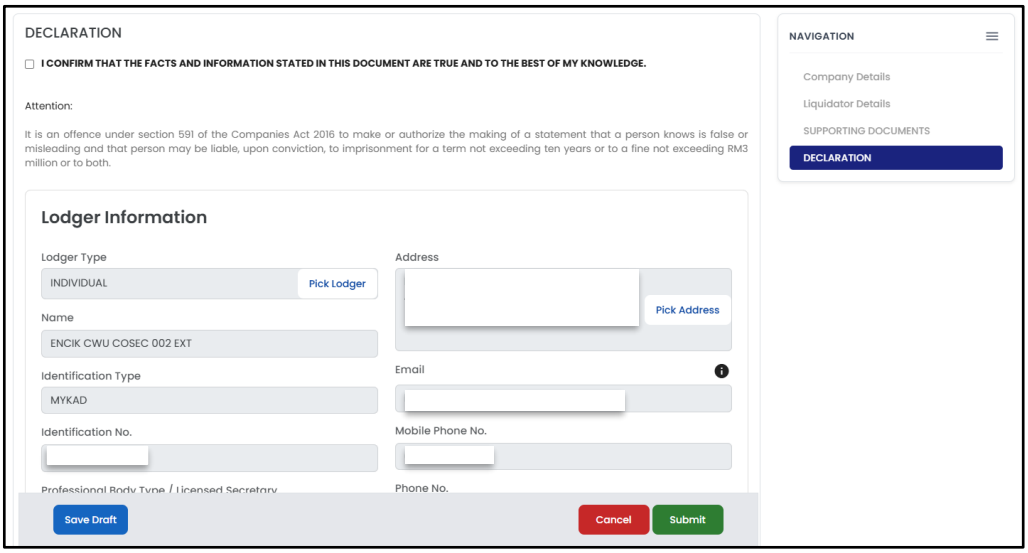
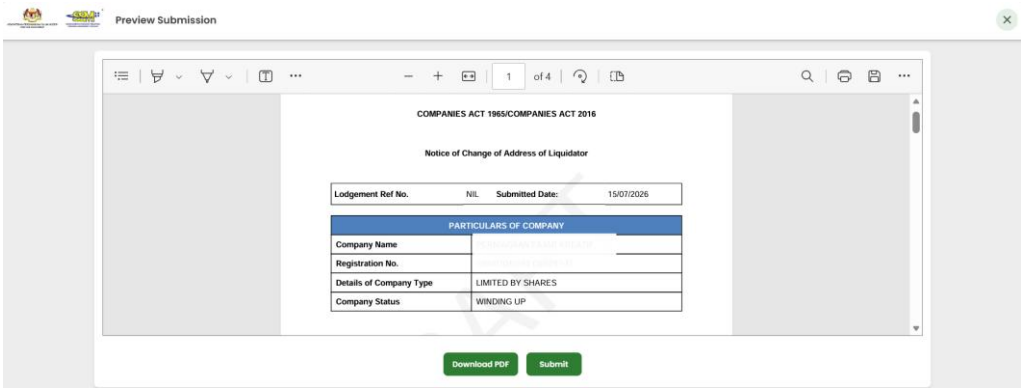
13	Submit the lodgement.
14	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
15	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

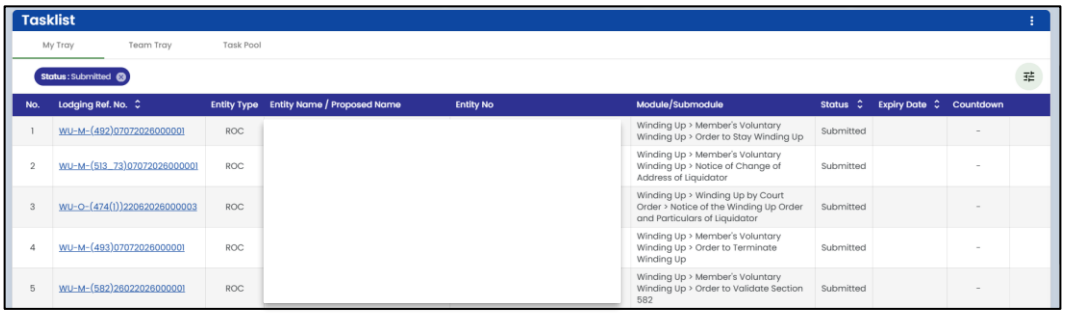
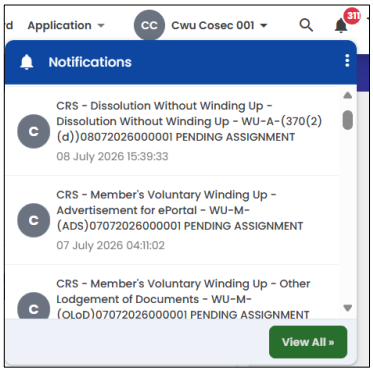
6.5 Notice of Change of Address of Liquidator

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Notice of Change of Address of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search**. 

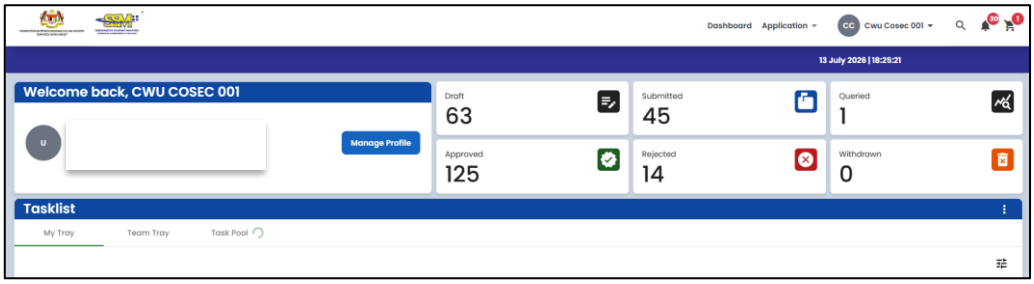
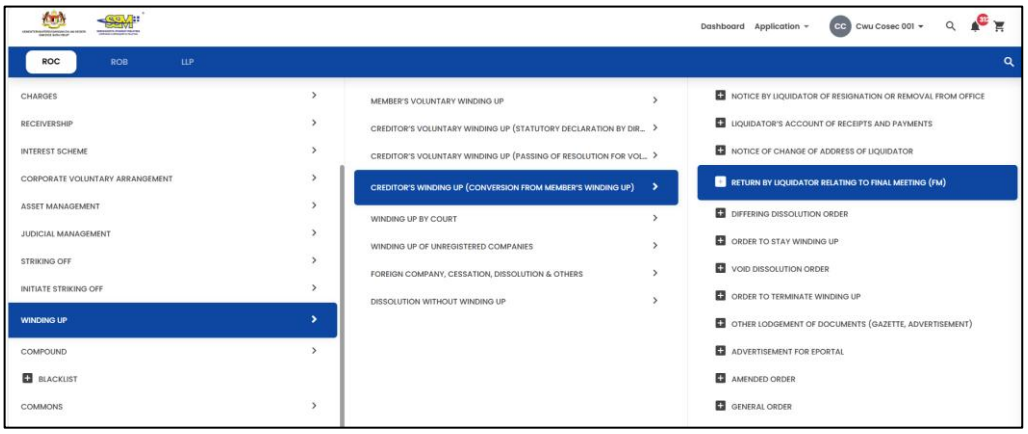
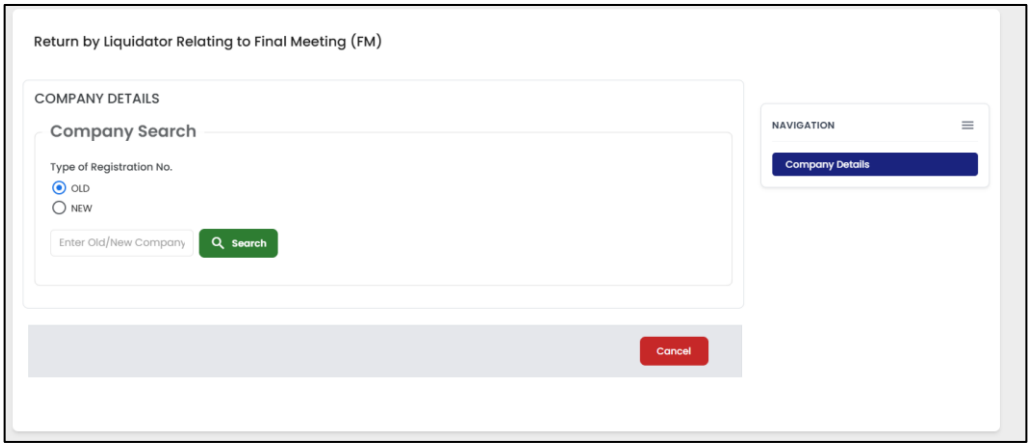
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Creditors) • The notice of Appointment of Liquidator has been lodged • The Notice of Holding Meeting has been lodged 
5	The user fills up mandatory fields in the **Liquidator Details** section. 

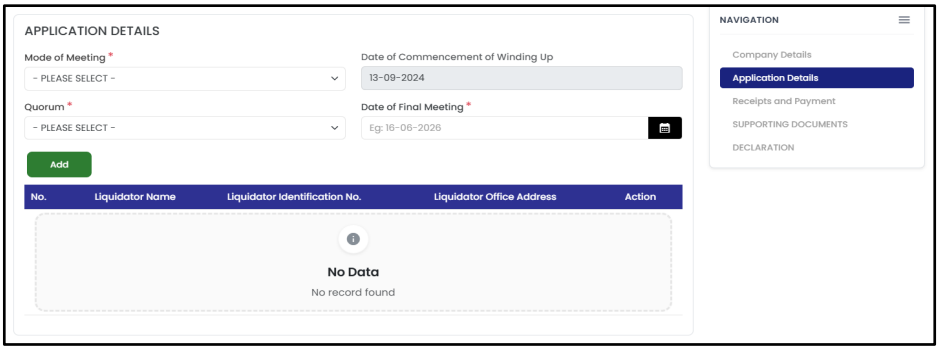
6	Update the liquidator's details. Select the liquidator's name from a drop-down list. Once selected, the user fills up the **new address** and the **new passport no if** applicable.  

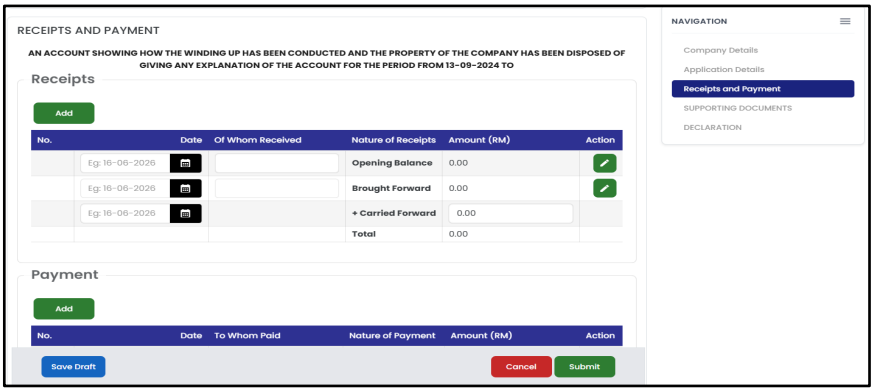
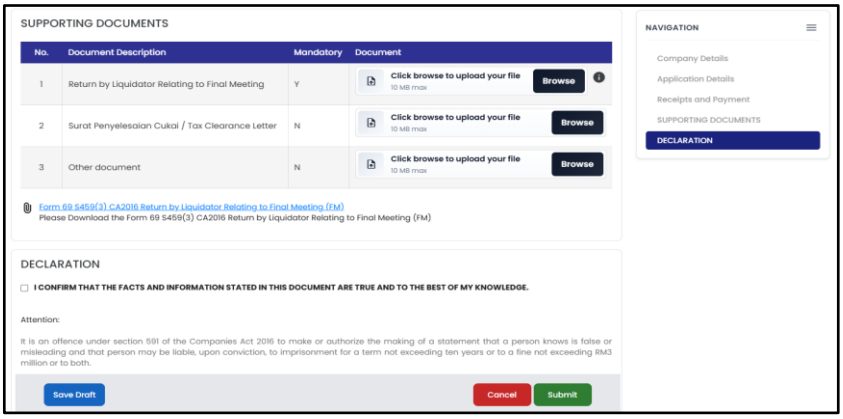
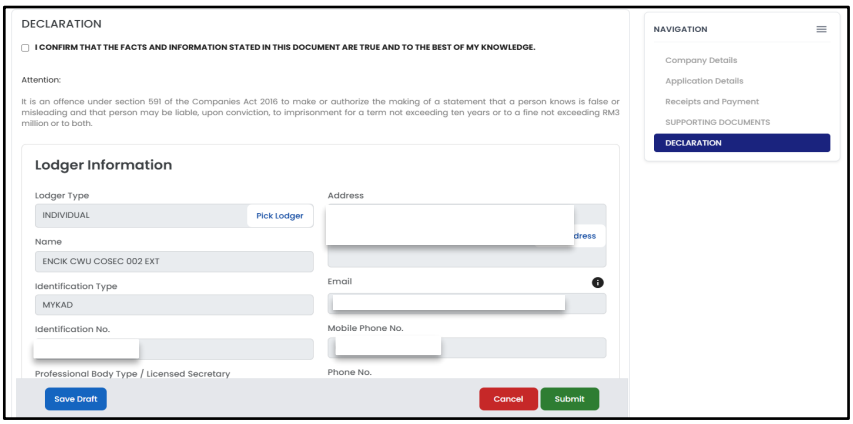
7	Upload the supporting documents (signed Notice of Change of Address of Liquidator). 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.

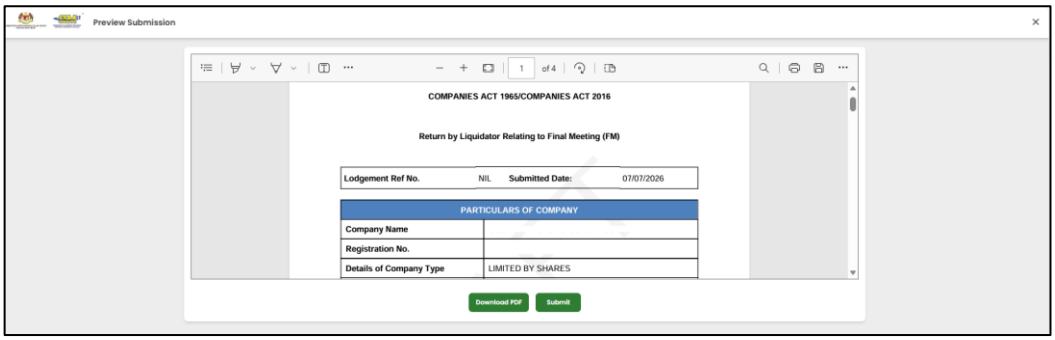
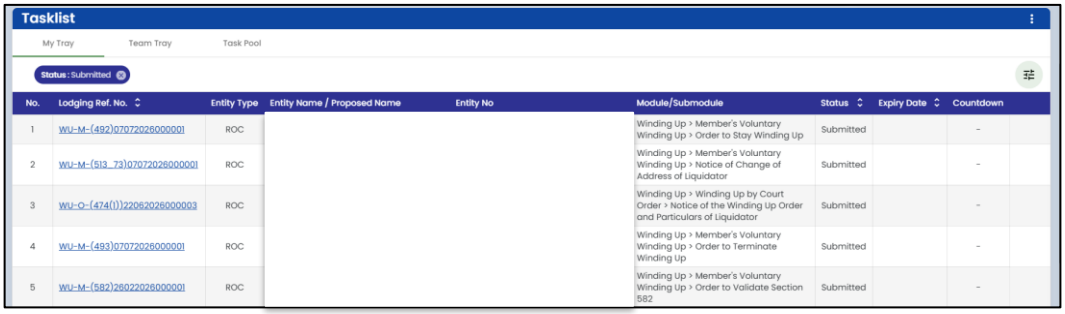
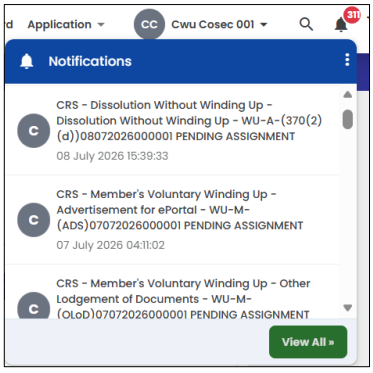
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

6.6 Return by Liquidator Relating to Final Meeting (FM)

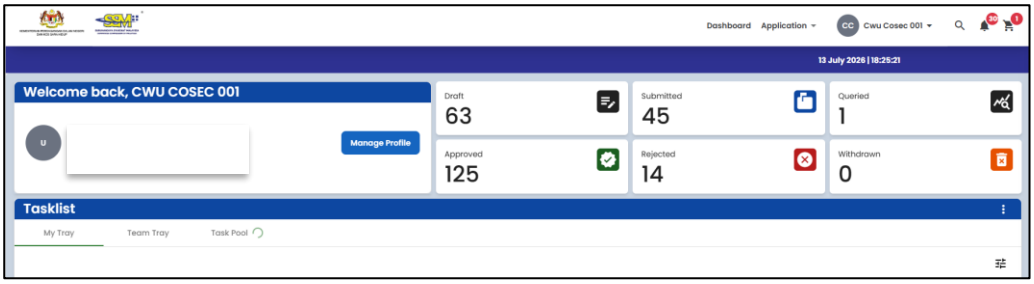
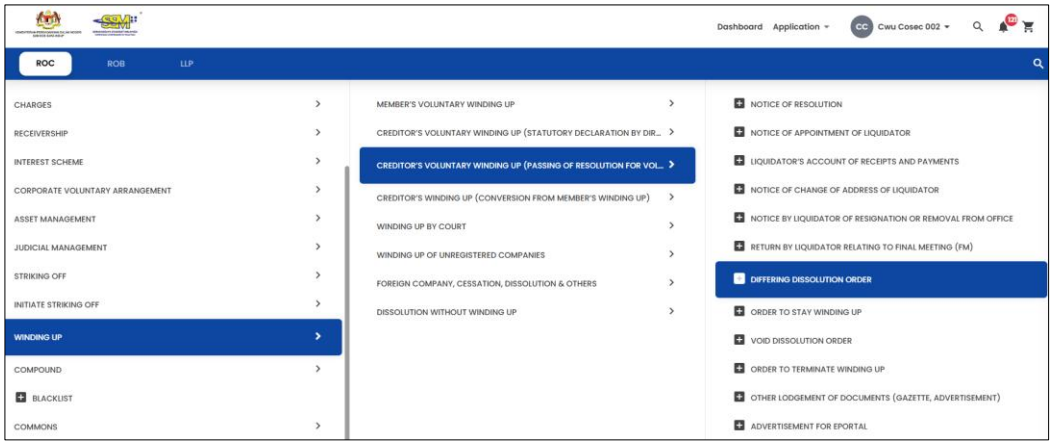
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Return by Liquidator Relating to Final Meeting.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

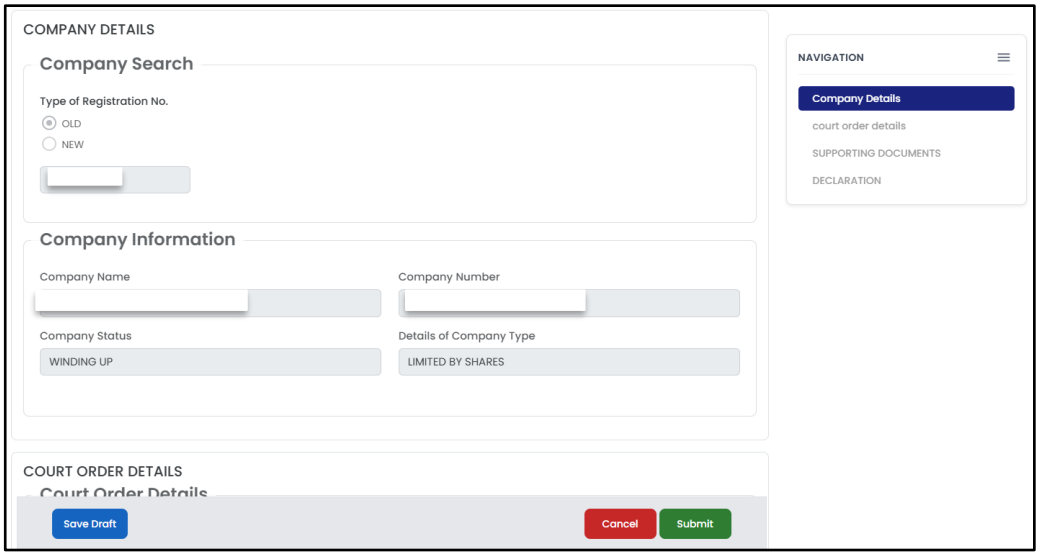
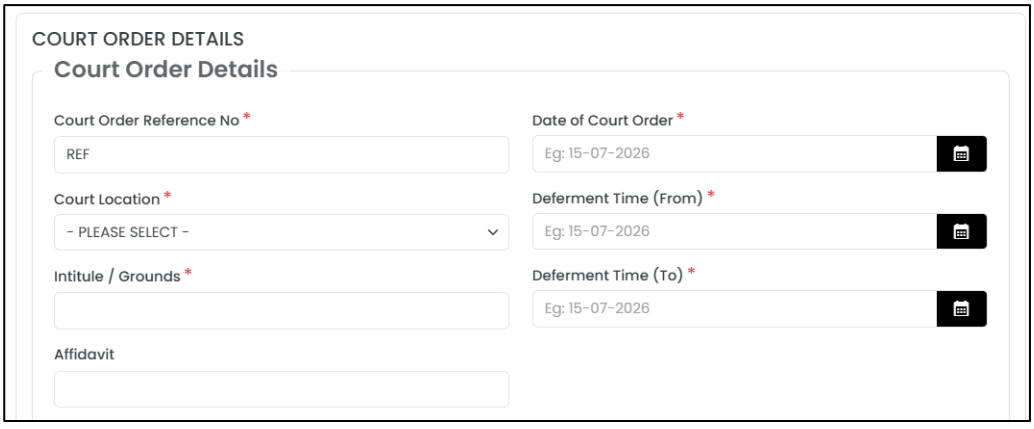
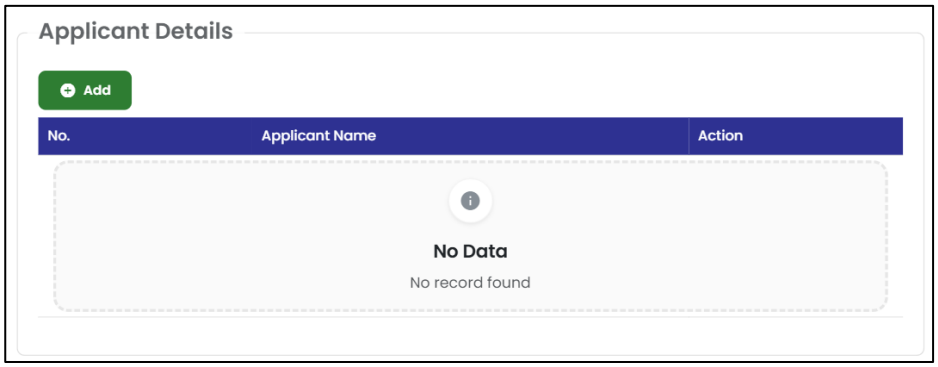
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Creditors) • The Notice of Appointment of Liquidator has been lodged • The Notice of Holding Meeting has been lodged 
5	The user fills up mandatory fields in the **Application Details** section. 

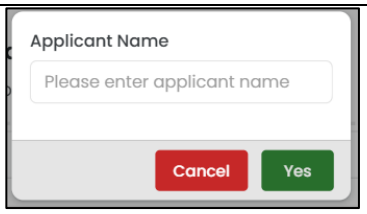
Field Num.	Description
6	The user needs to fill up mandatory fields in the **Receipts and Payment** section.  Note: Please enter **'NA'** in any mandatory field that is not applicable to the user
7	Upload the optional supporting documents (e.g. Tax Clearance Letter). 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

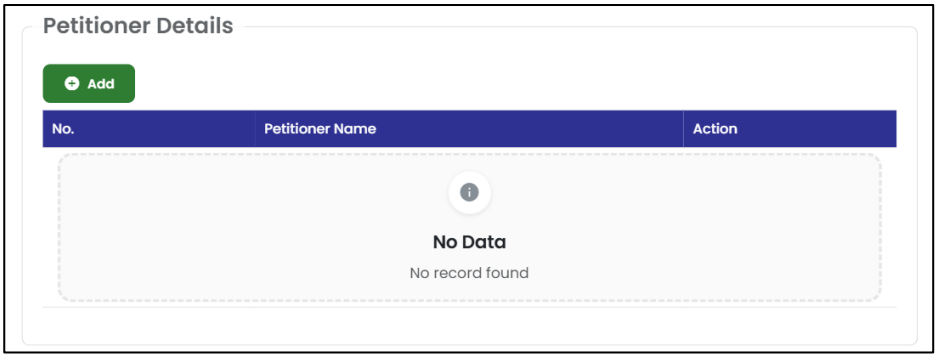
Field Num.	Description
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
10	Submit the lodgement.
	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

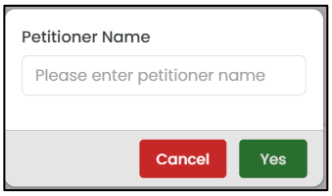
6.7 Differing Dissolution Order

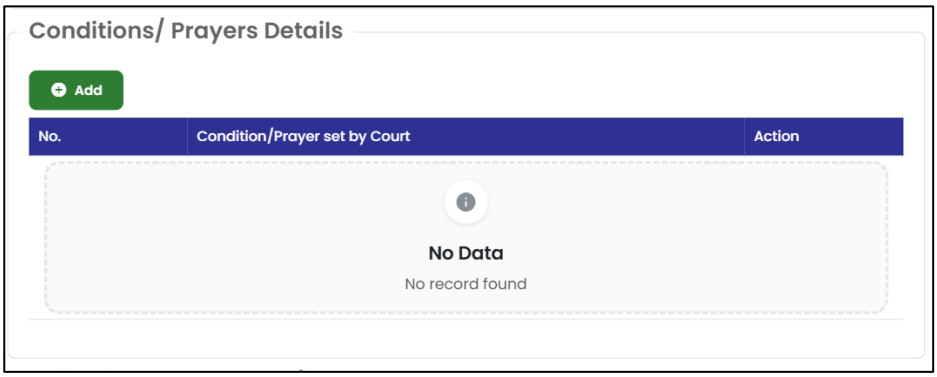
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Differing Dissolution Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

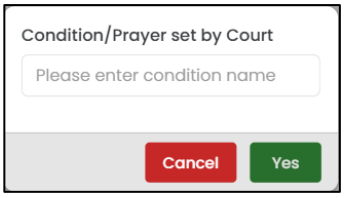
4	Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exist • The company main status is Winding Up (Creditors) • The Notice of Holding Meeting has been lodged • The Return by Liquidator Relating to Final Meeting has been lodged 
5	The user fill up relevant fields in the **Court Order Details** section.  



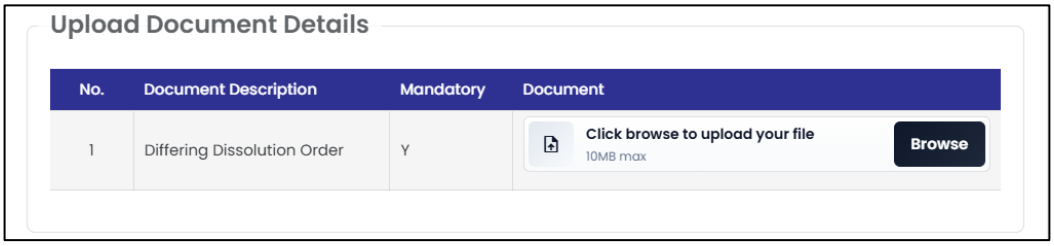
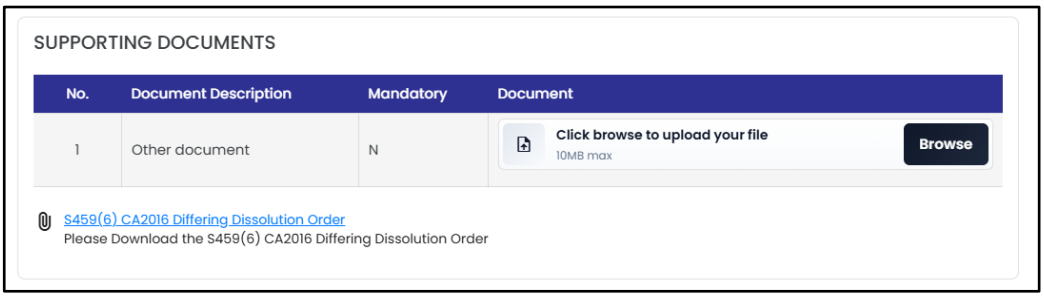
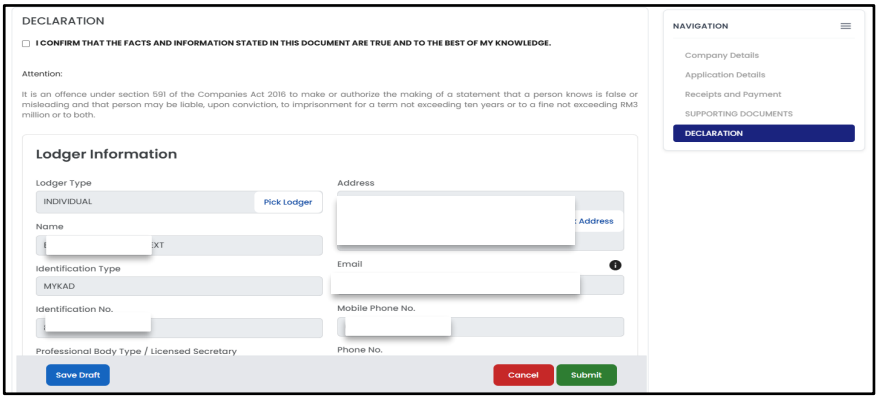
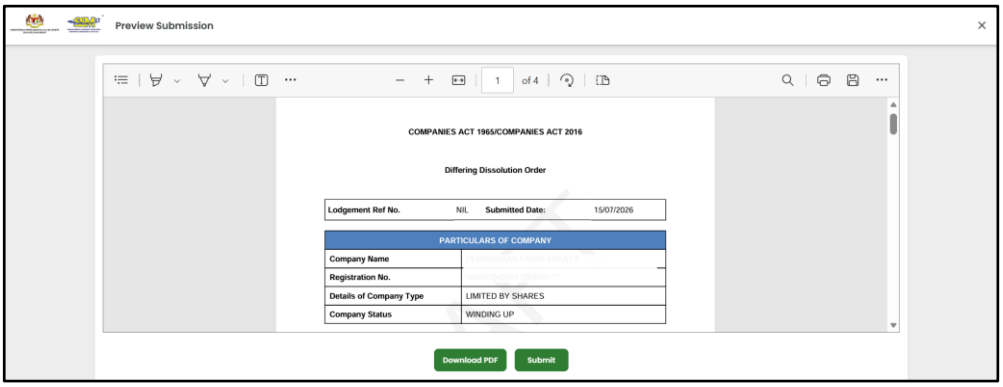


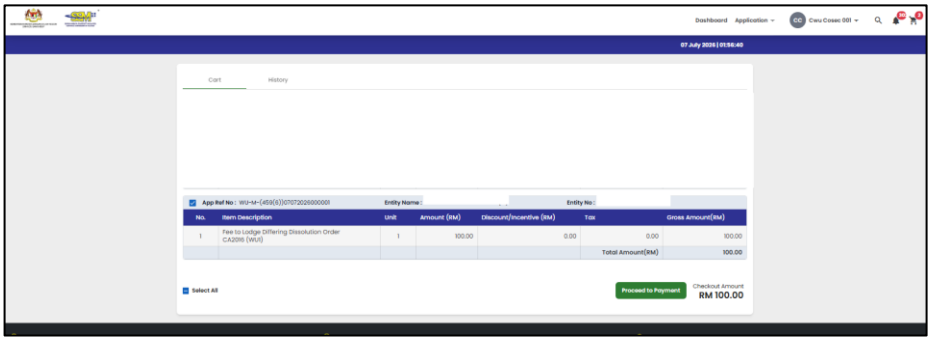
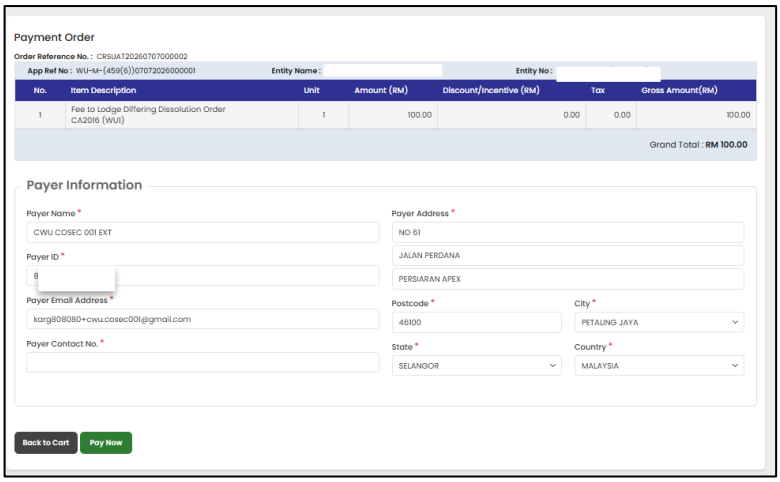
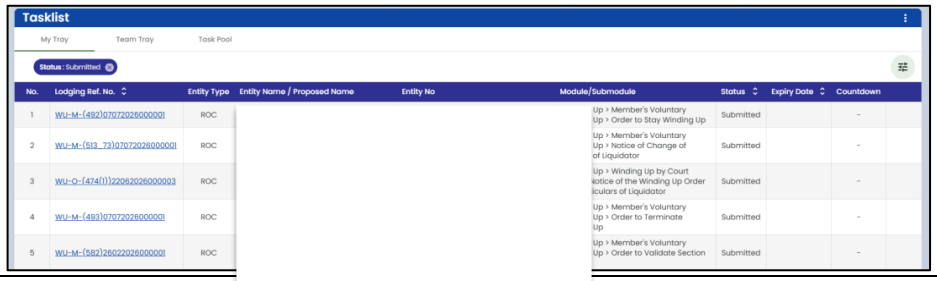
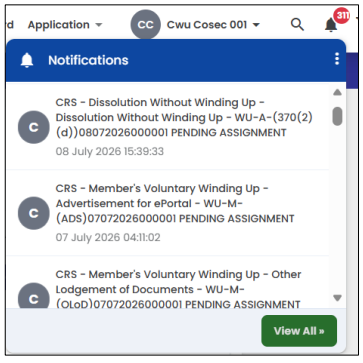




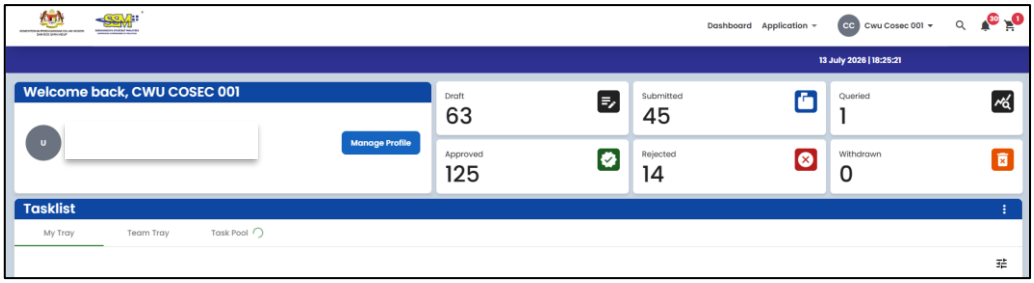
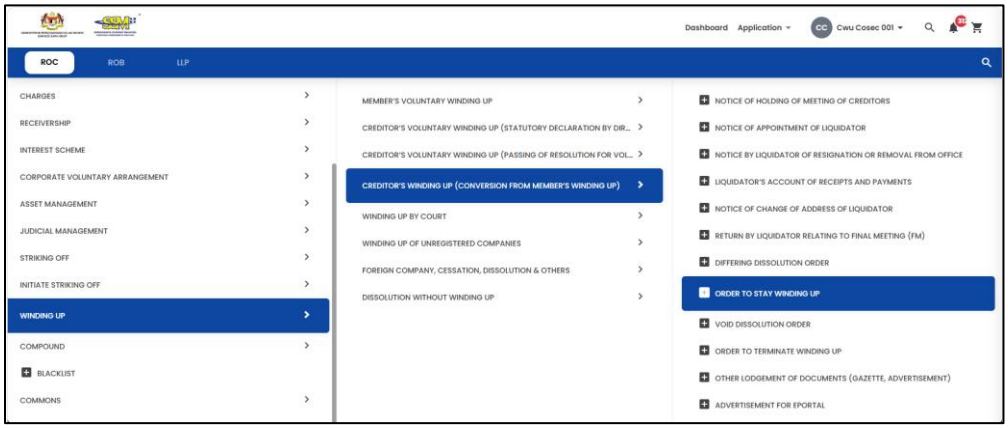


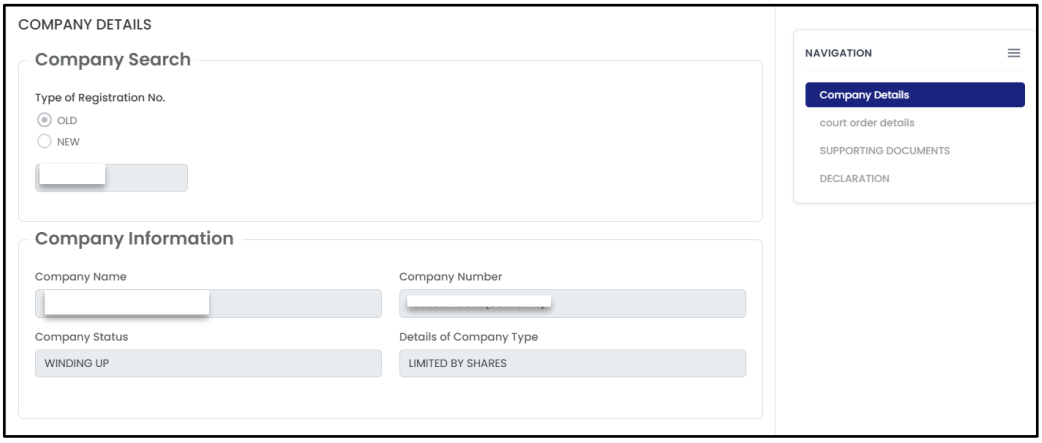
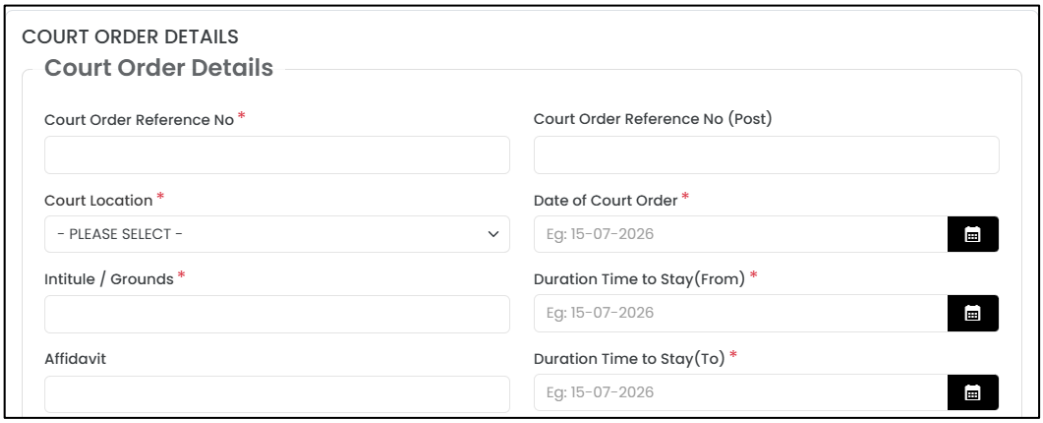
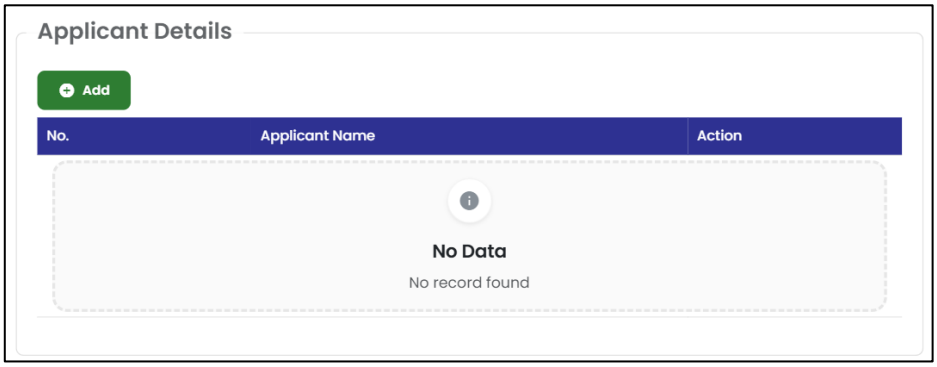
Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

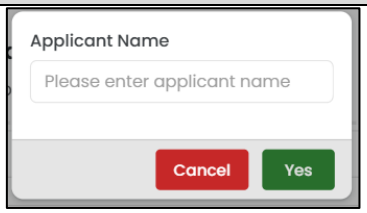
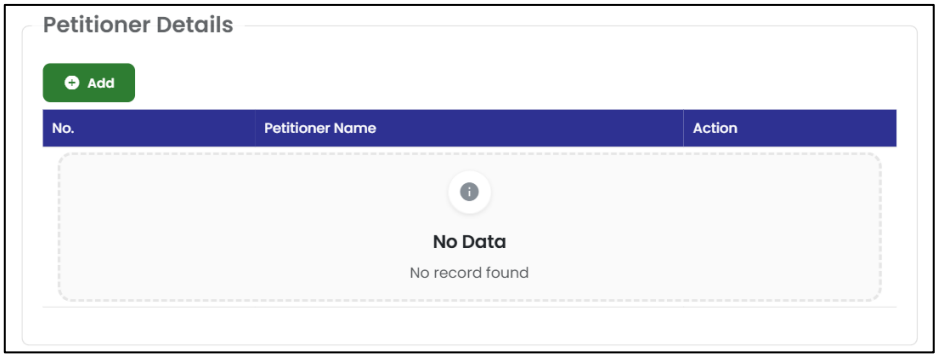
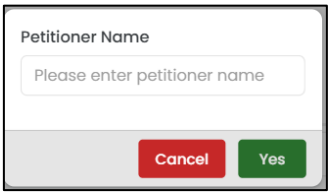
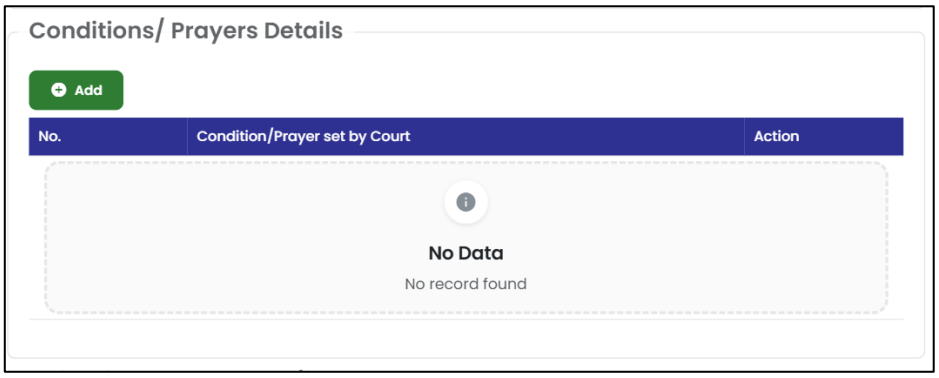
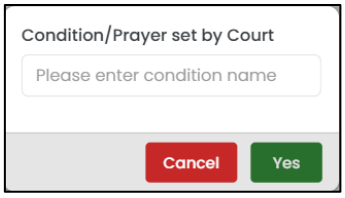
6	Upload the court order document. 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.

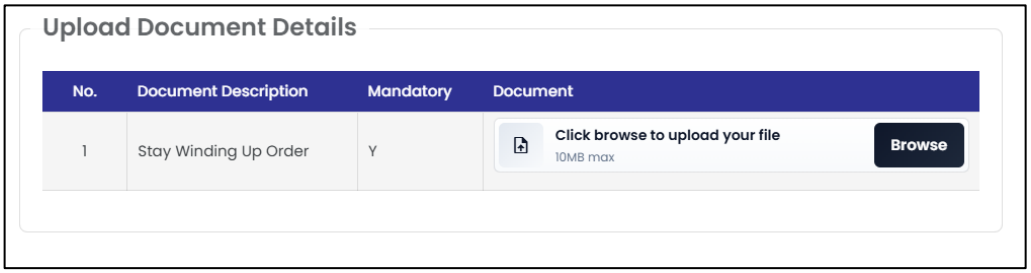
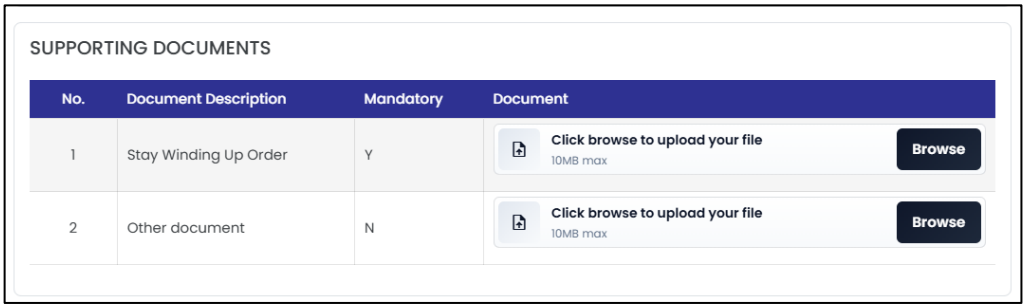
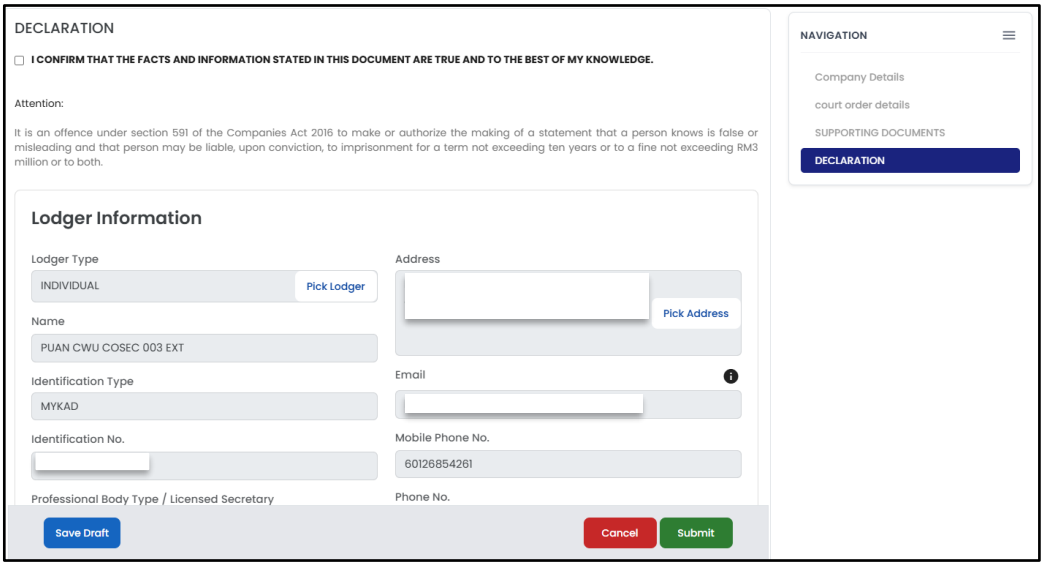
10	Make payment.  
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

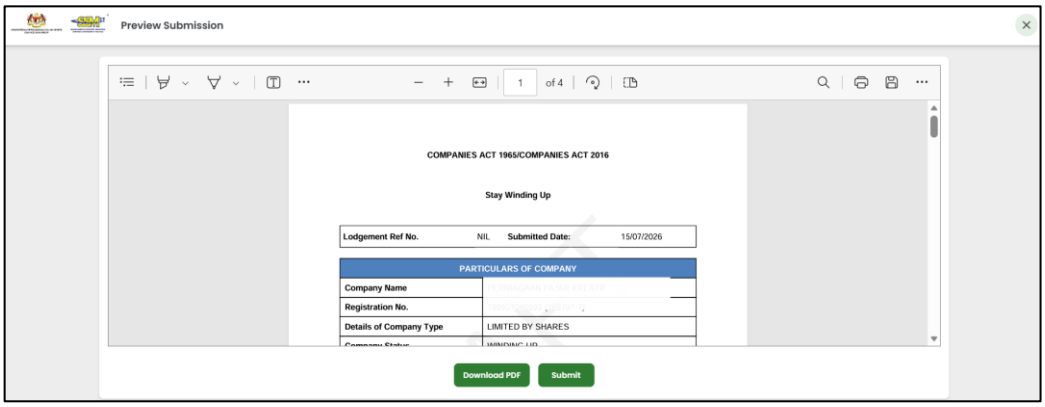
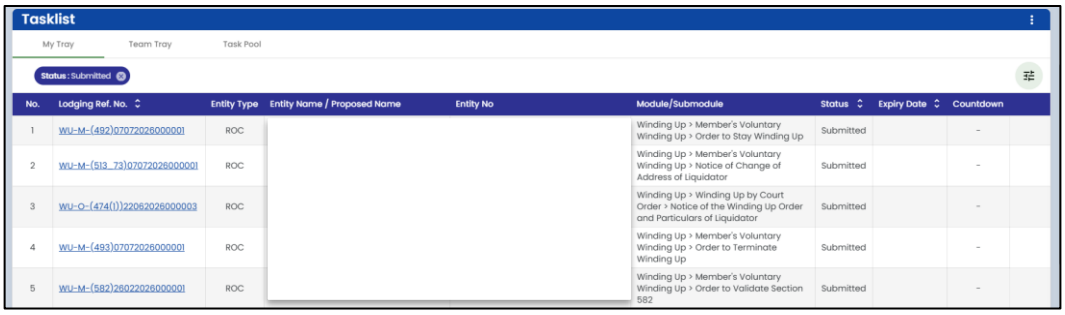
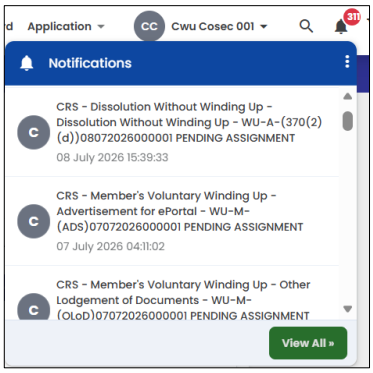
6.8 Order to Stay Winding Up

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Order to Stay Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

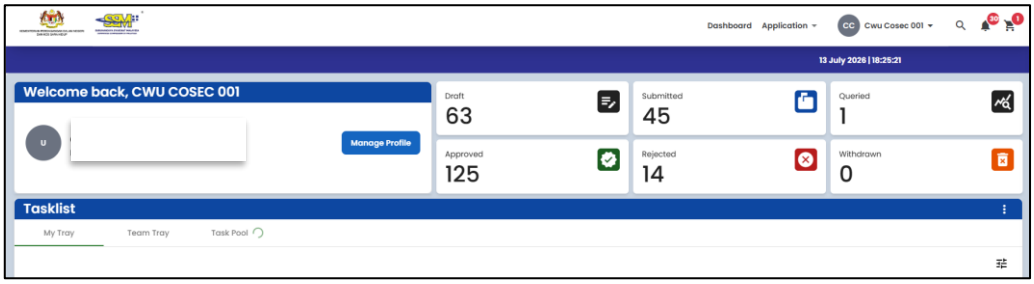
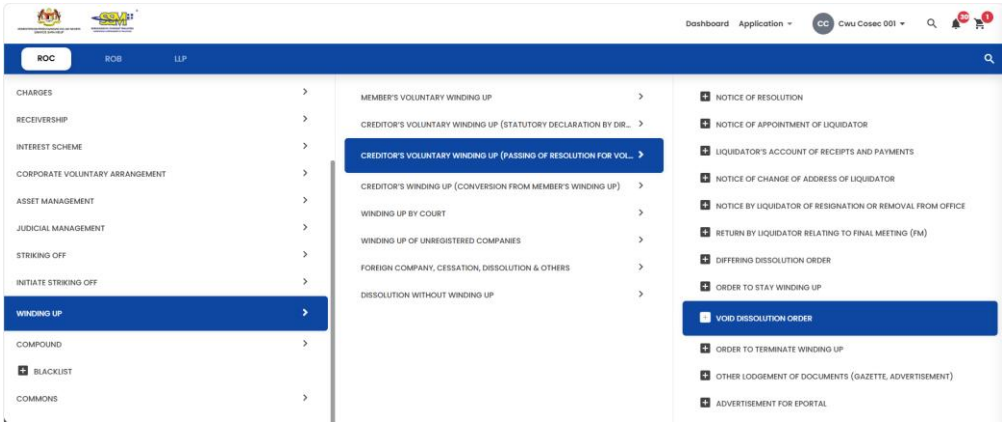
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Creditors) • The Notice of Holding Meeting has been lodged 
5	The user needs to fill up mandatory fields in the **Court Order Details** section.  

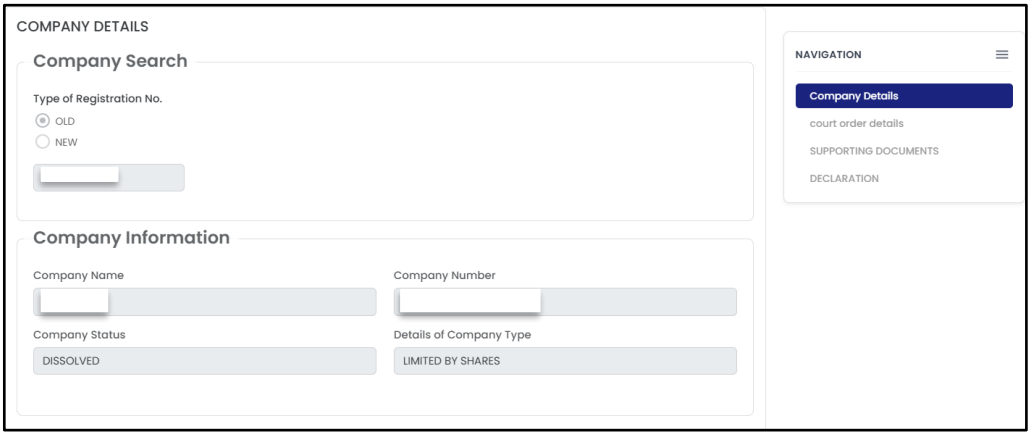
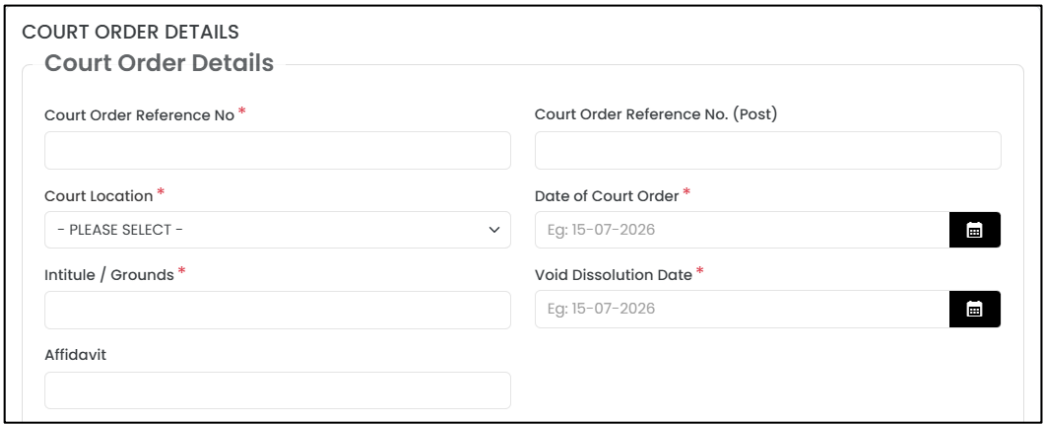
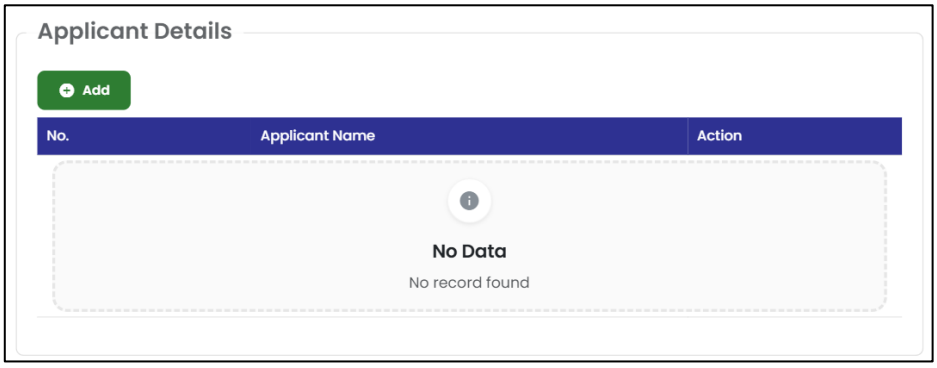
Field Num.	Description
	     Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

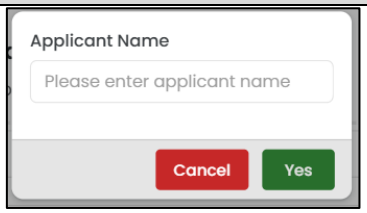
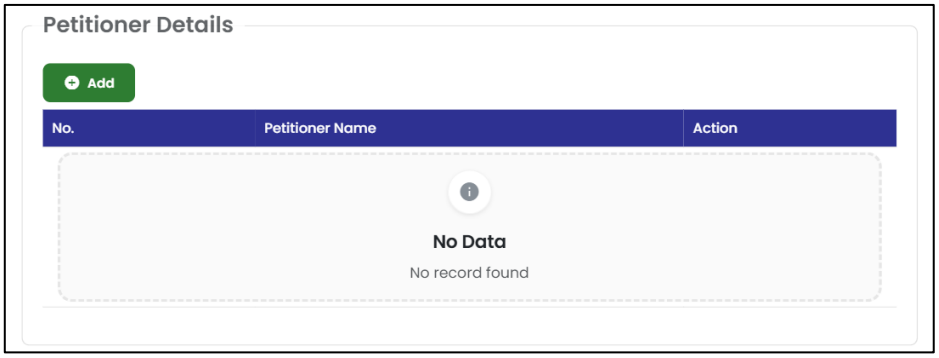
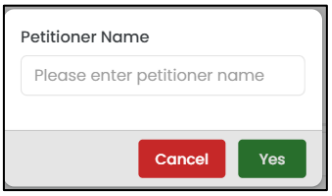
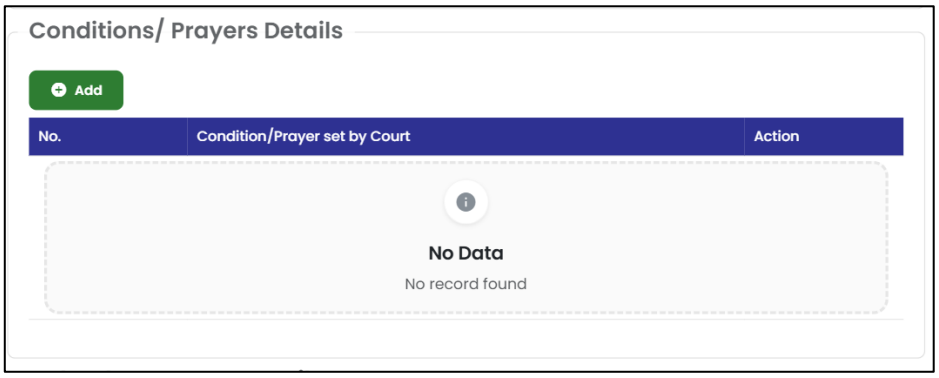
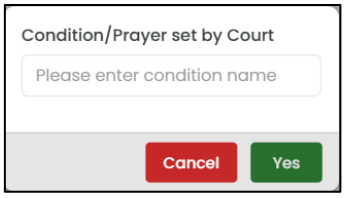
6	Upload the court order document. 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

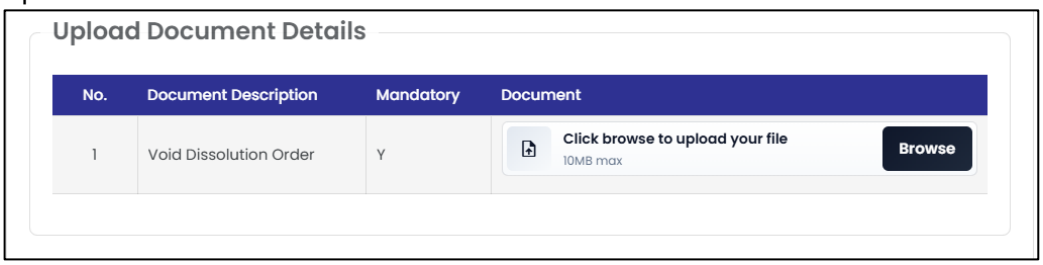
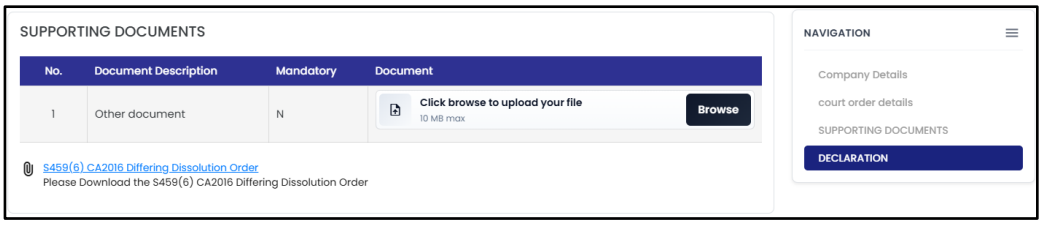
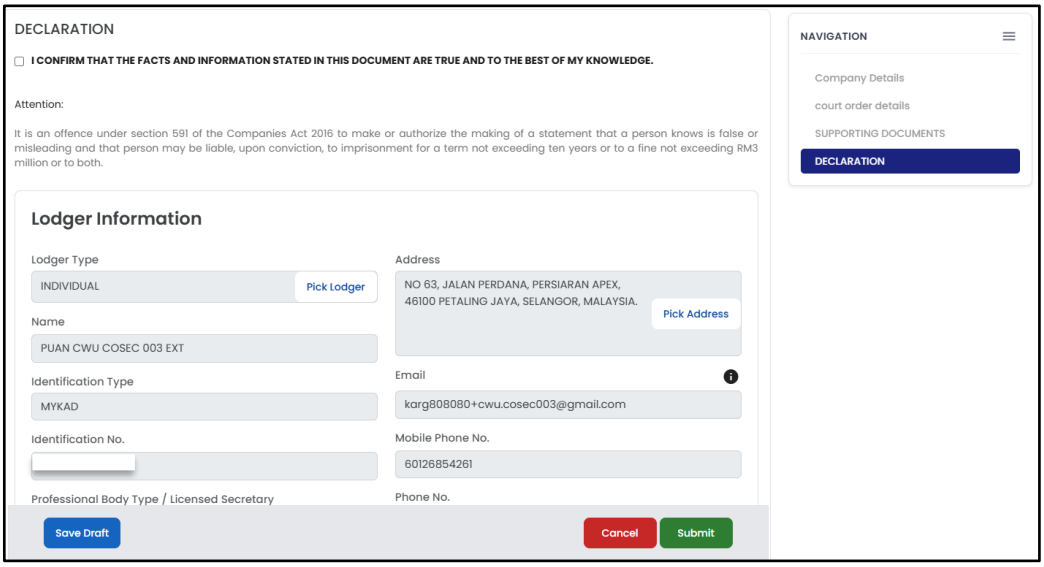
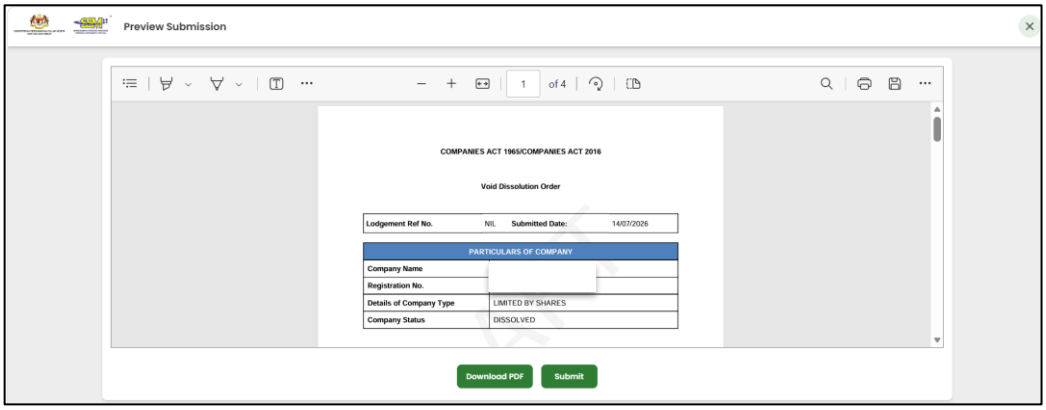
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

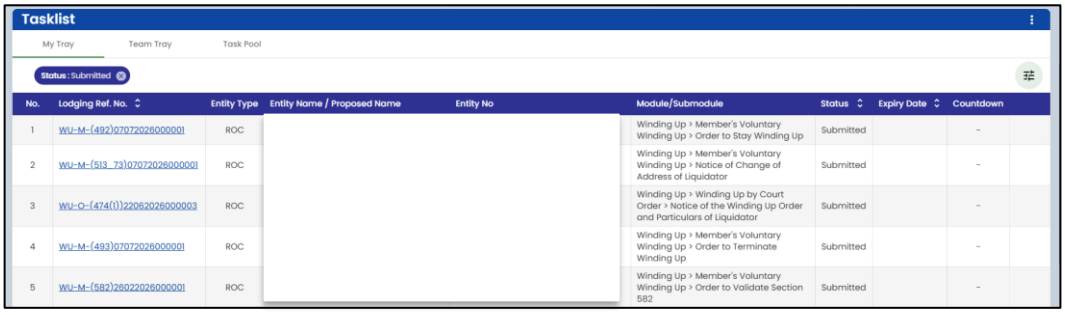
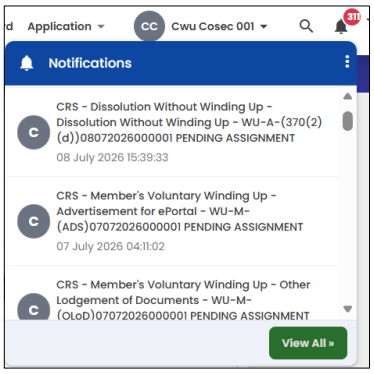
6.9 Void Dissolution Order

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Void Dissolution Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

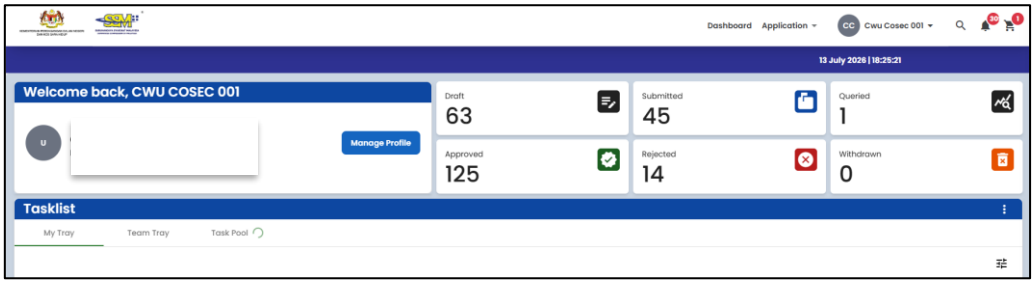
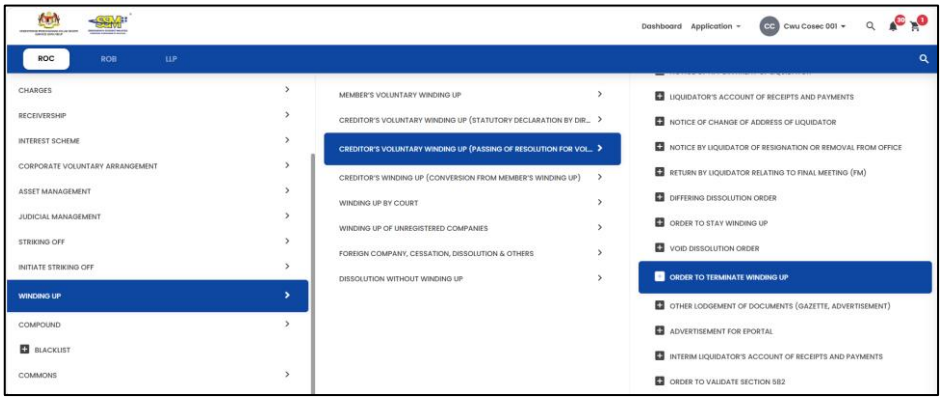
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Dissolved (Creditors) • The Notice of Holding Meeting has been lodged 
5	The user needs to fill up mandatory fields in the **Court Order Details** section.  

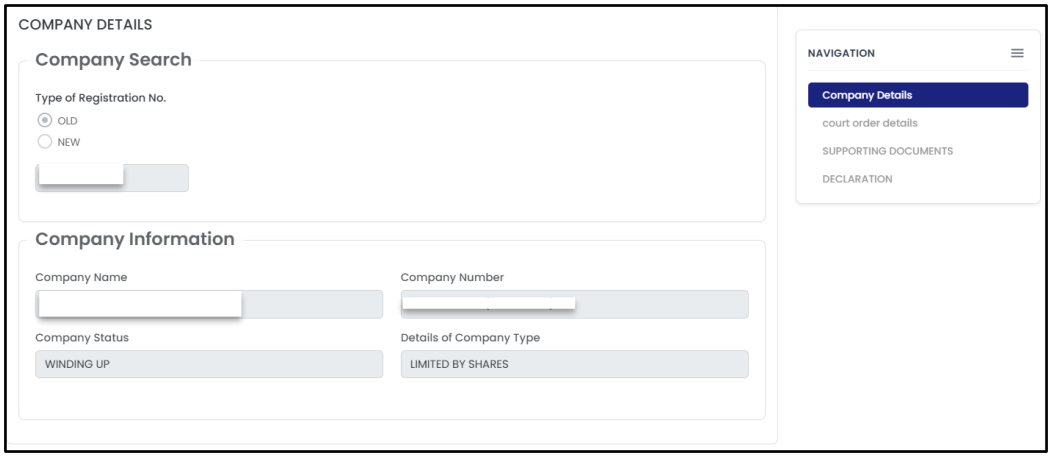
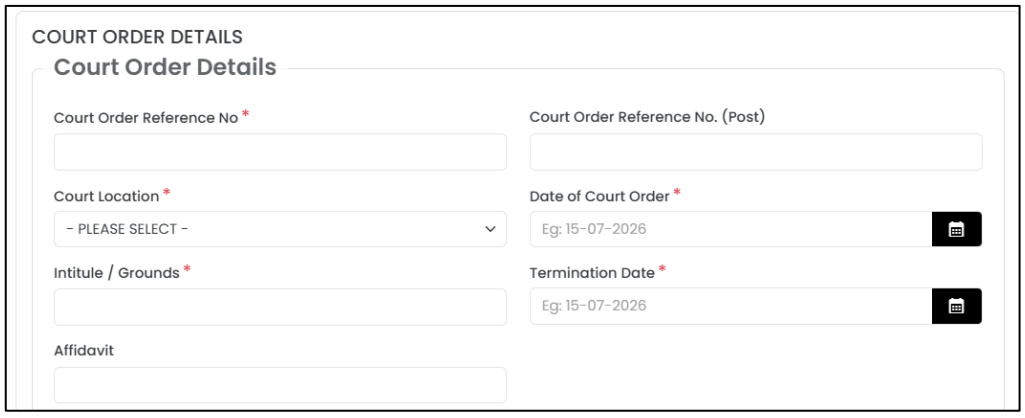
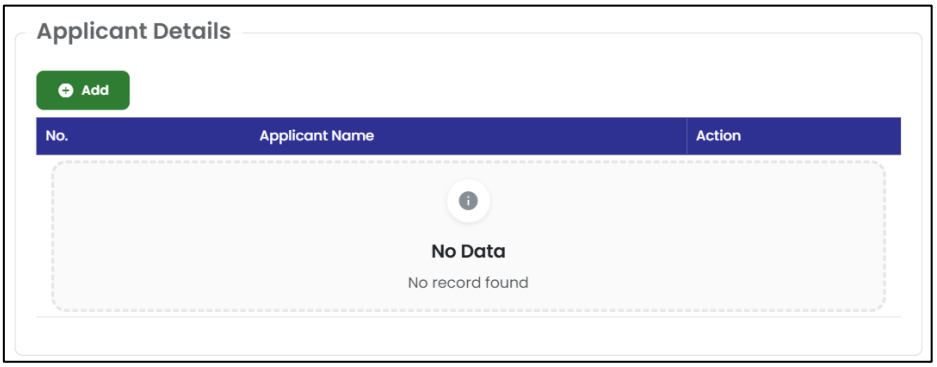
Field Num.	Description
	     Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

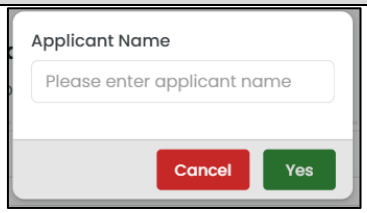
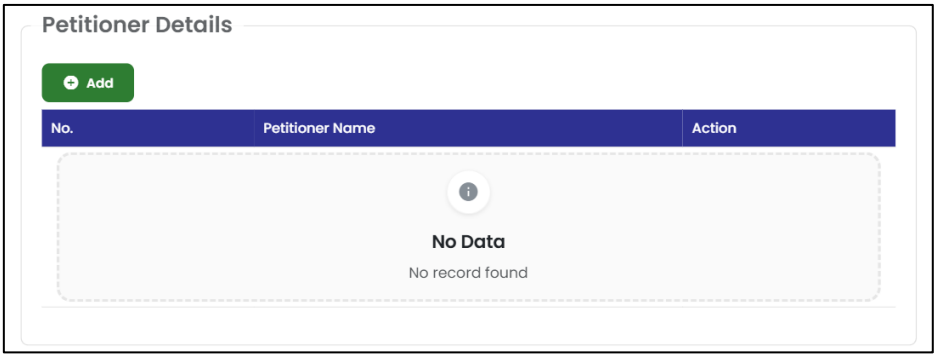
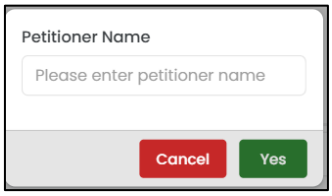
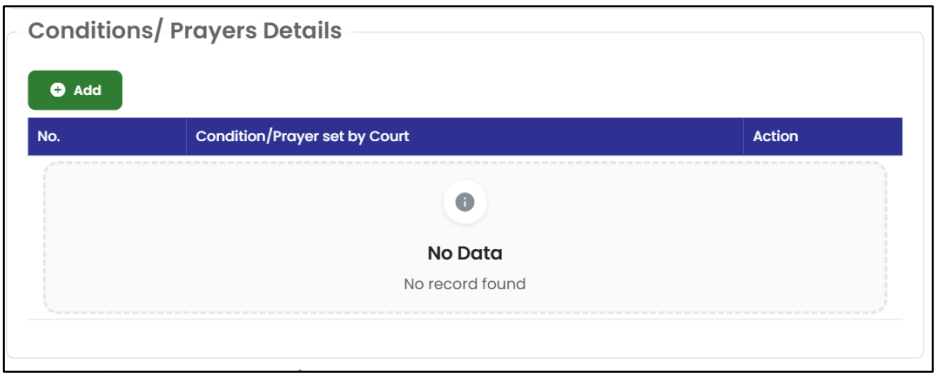
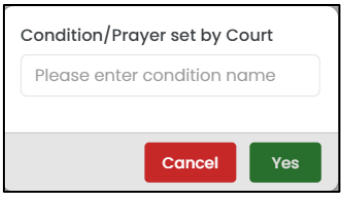
6	Upload the court order document. 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format. 

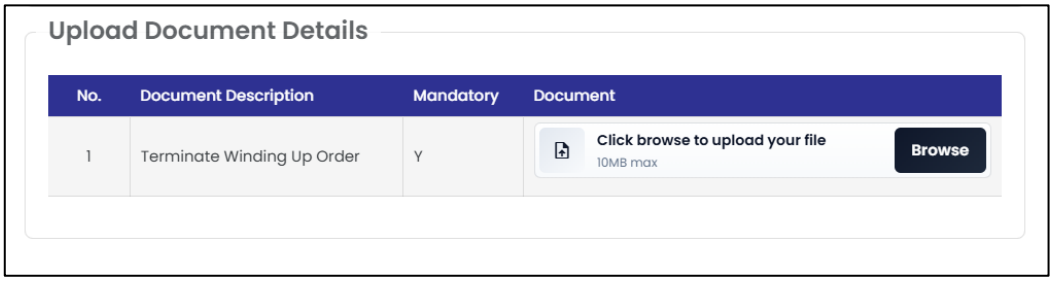
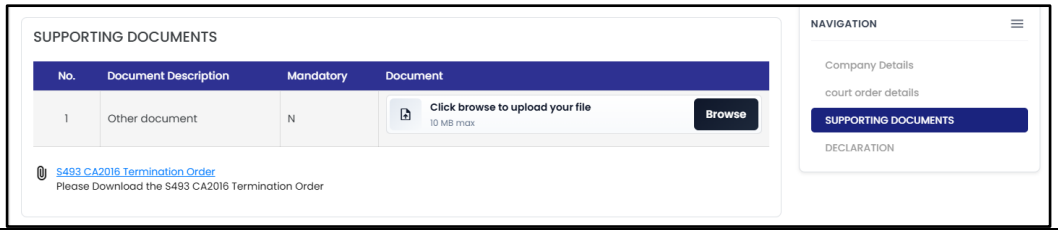
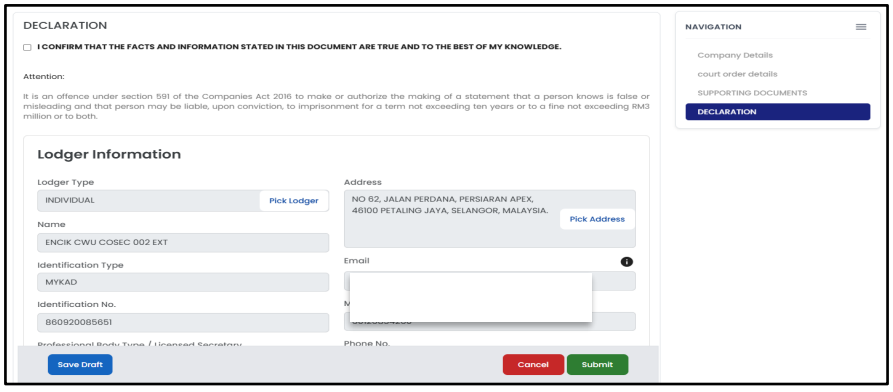
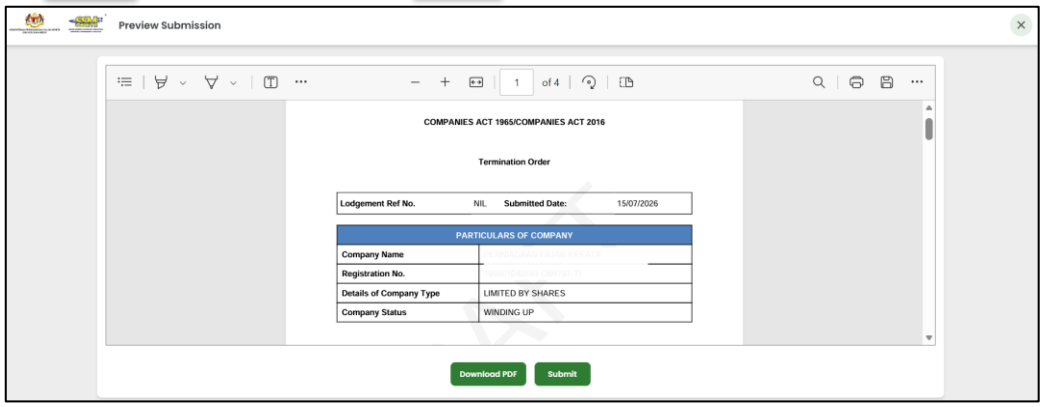
	Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

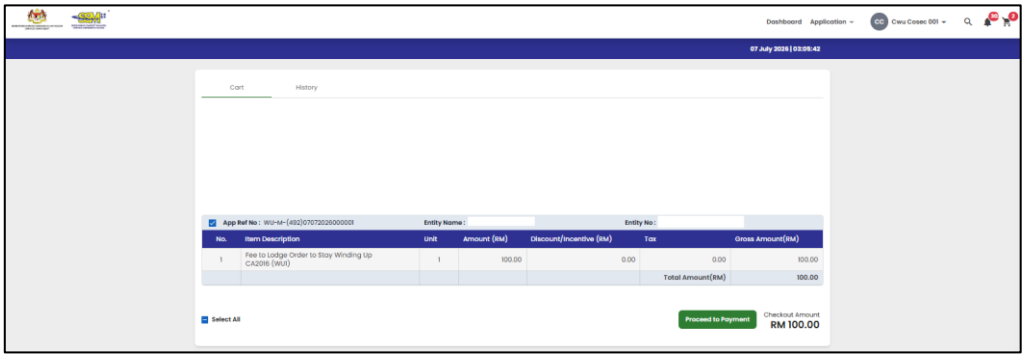
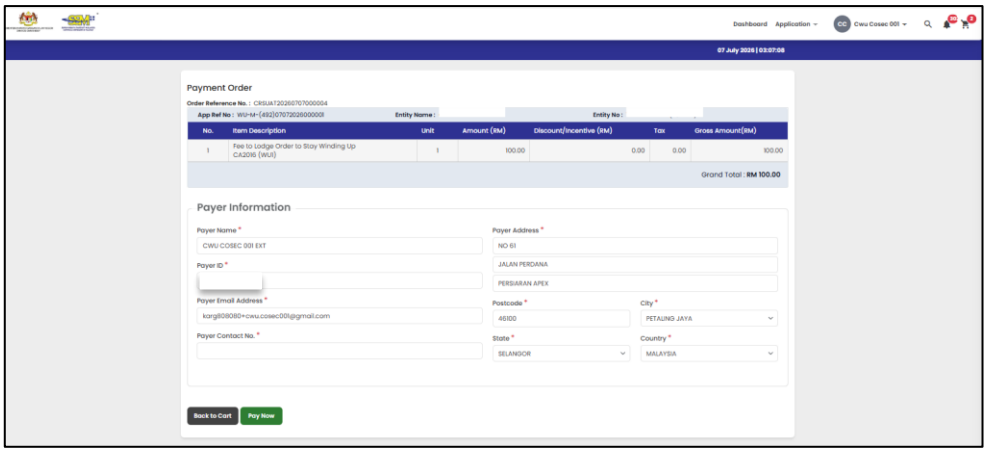
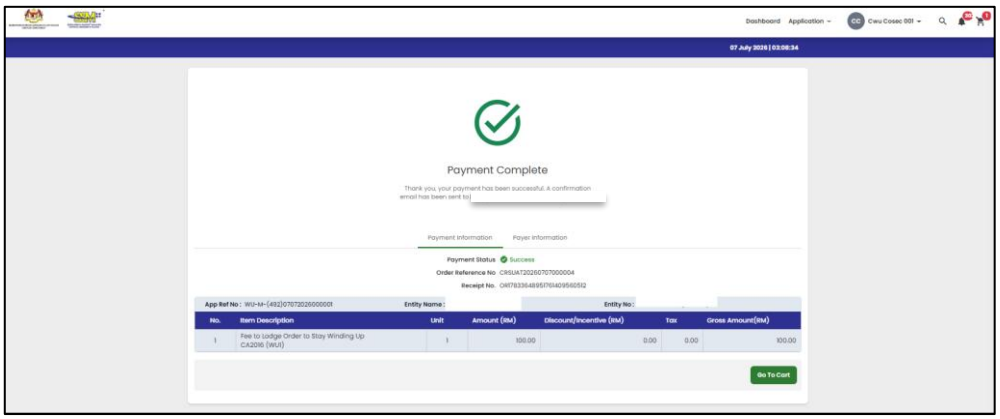
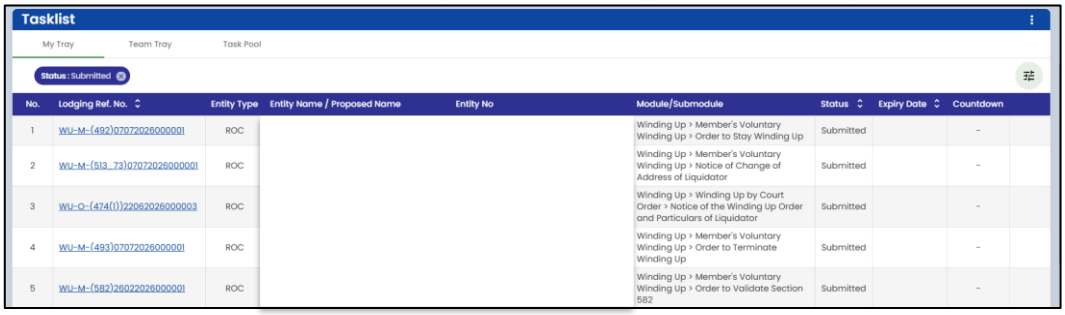
6.10 Order to Terminate Winding Up

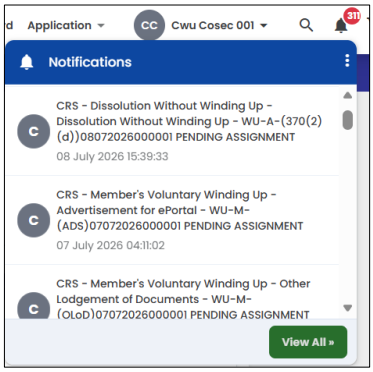
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Order to Terminate Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Creditor) • The notice of Holding Meeting has been lodged 
5	The user fills up relevant fields in the **Court Order Details** section.  

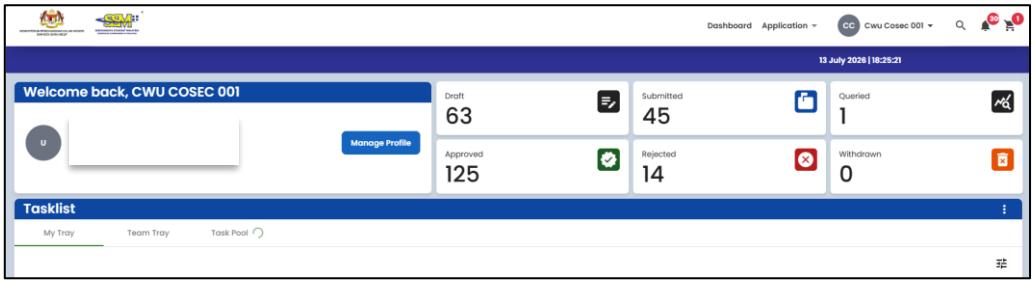
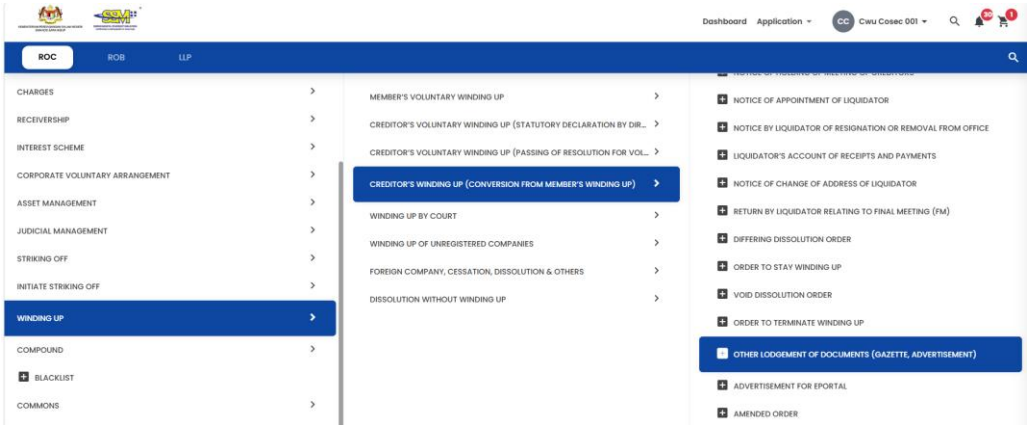
Field Num.	Description
	     Note: Please enter '**NA**' in any mandatory field that is not applicable to the user

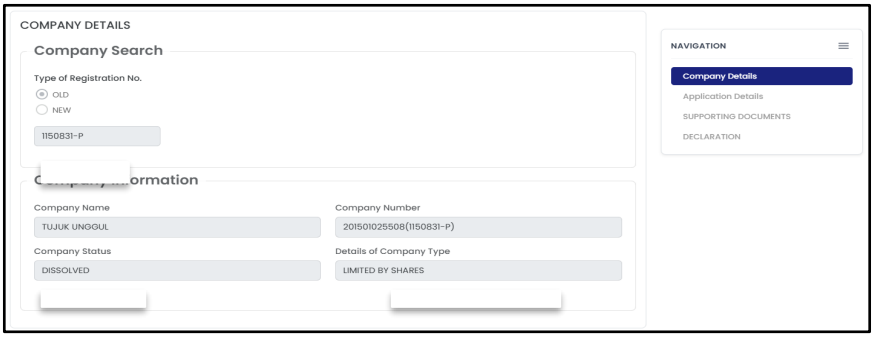
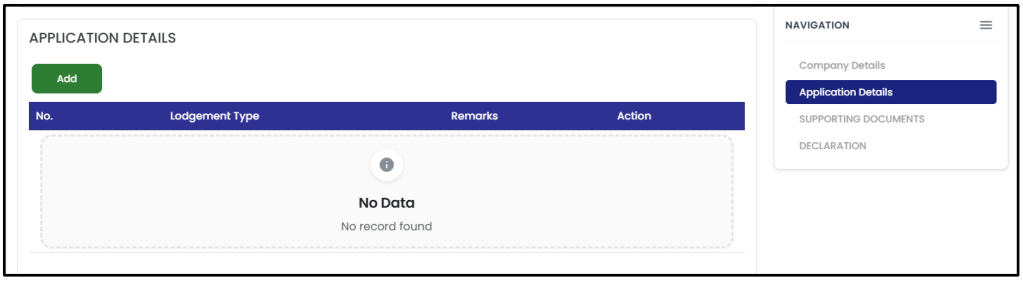
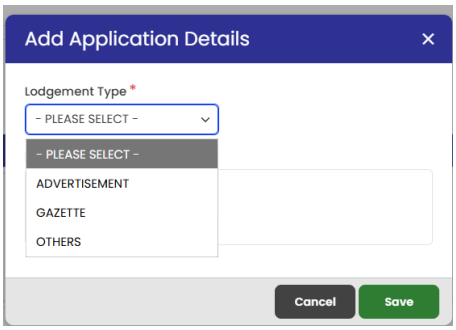
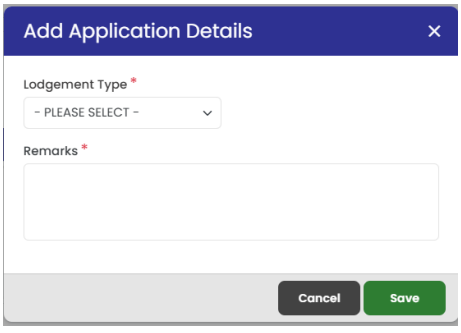
6	Upload the court order document. 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.

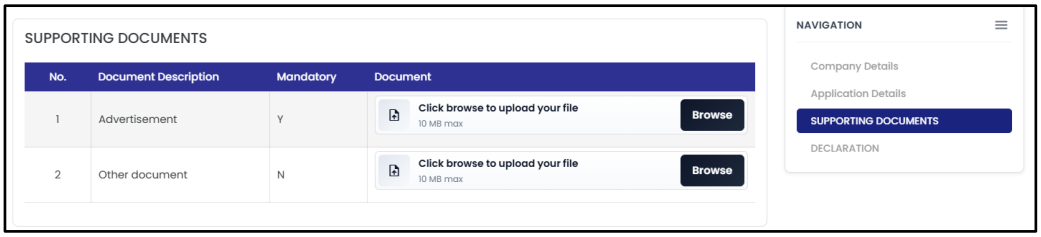
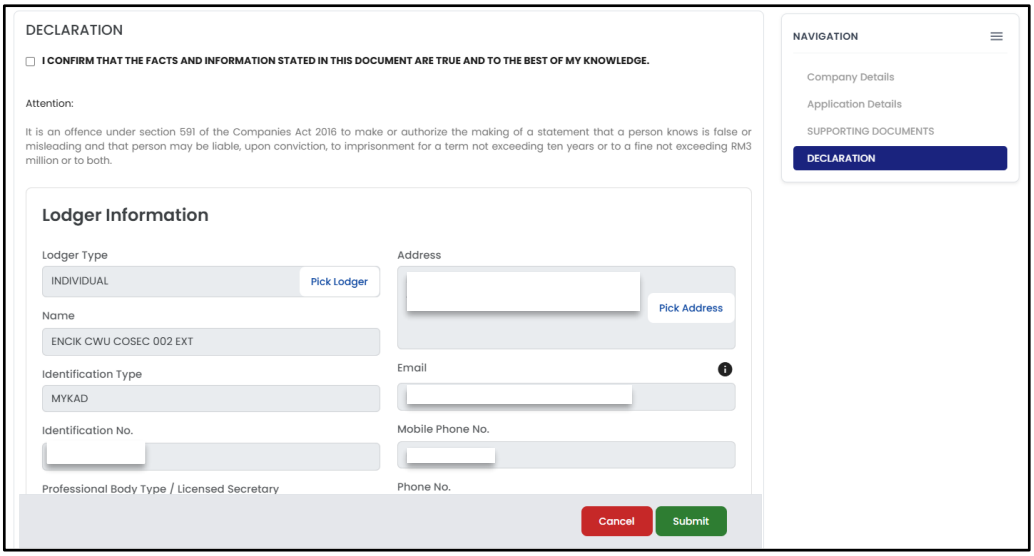
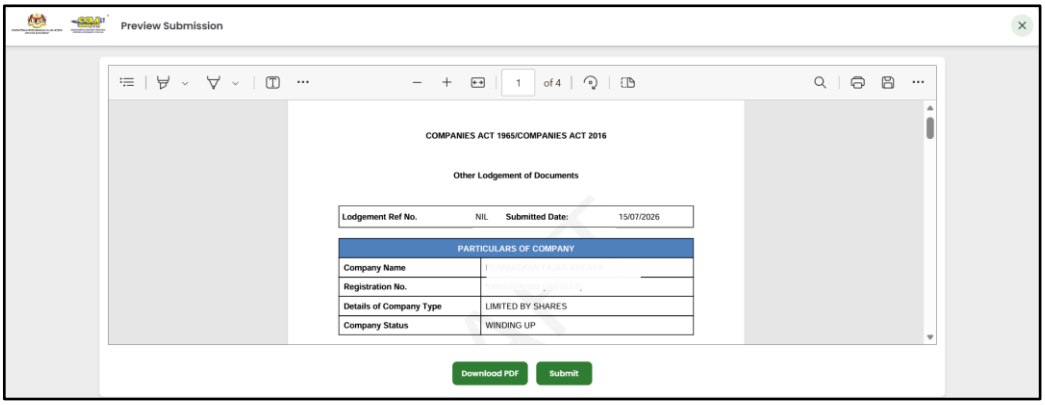
10	Make Payment.   
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

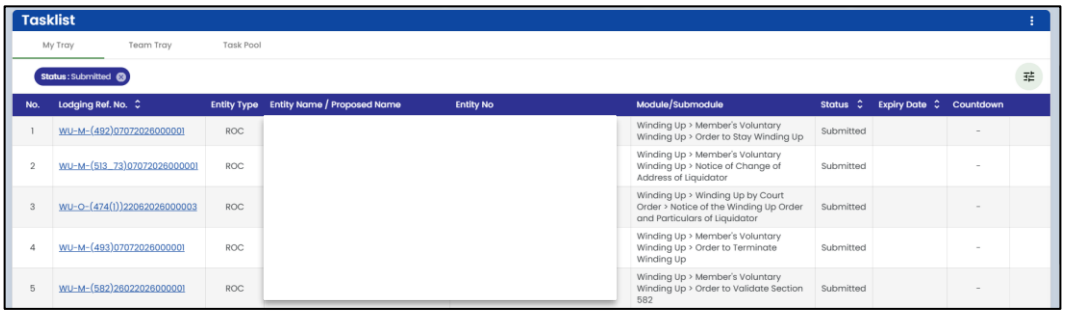
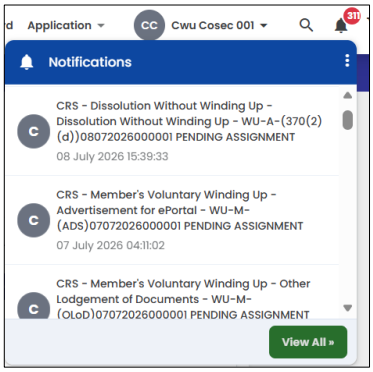
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

6.11 Other Lodgement of Documents

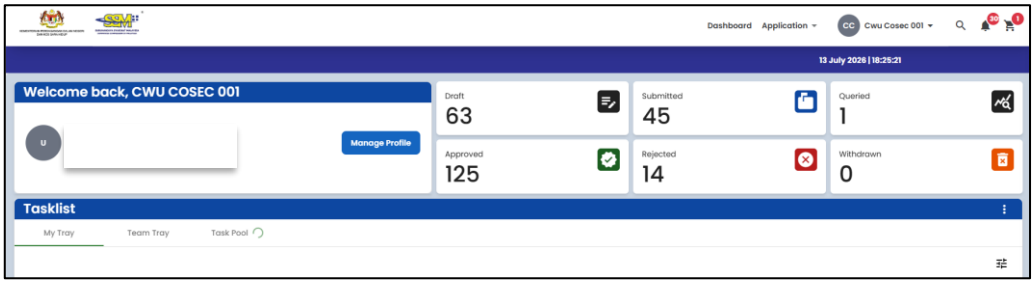
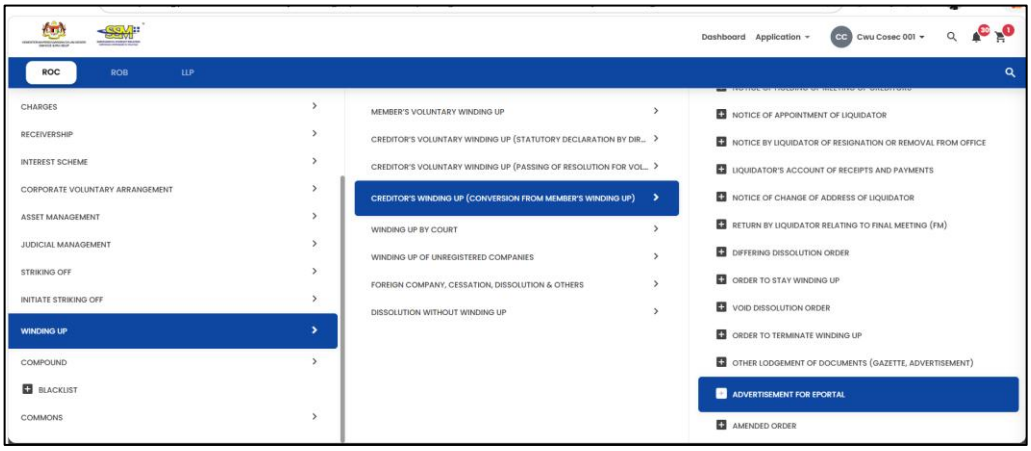
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Other Lodgement of Documents (Gazette, Advertisement).** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

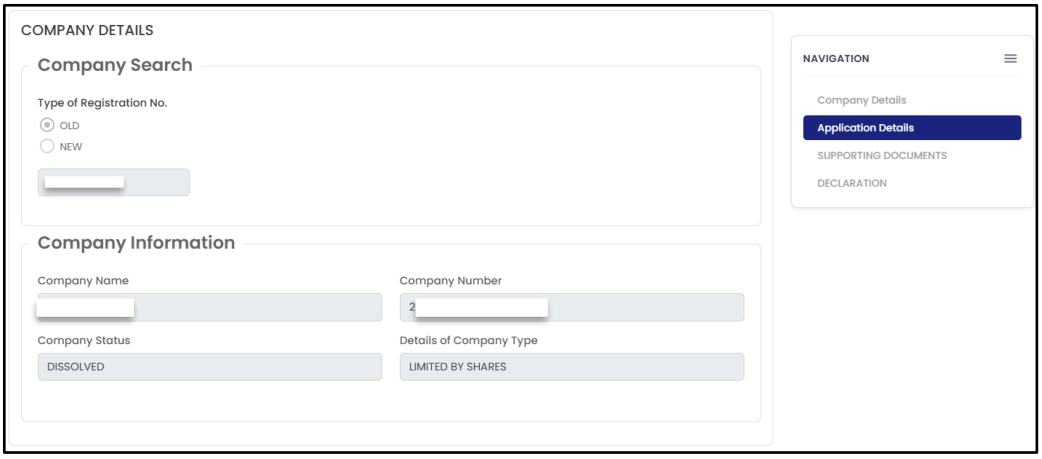
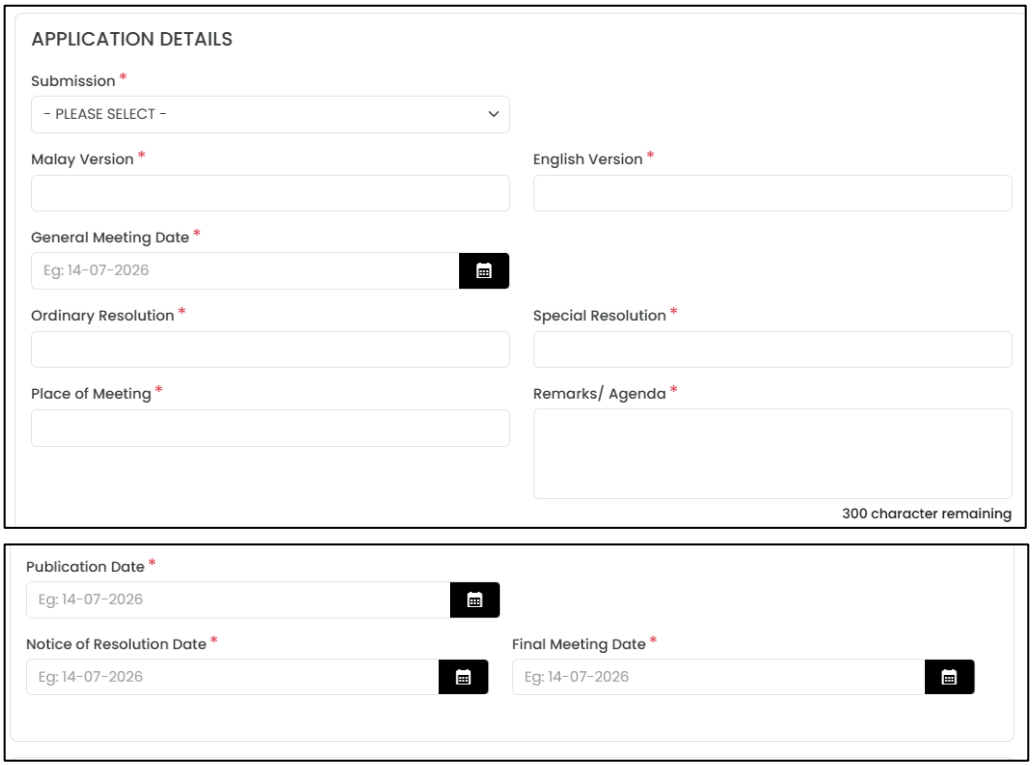
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Creditor)/Existing • The Notice of Holding Meeting has been lodged 
5	The user needs to fill up relevant fields in the **Application Details** section.  User selects the lodgement type, enters the remarks and then clicks the **Save** button.  

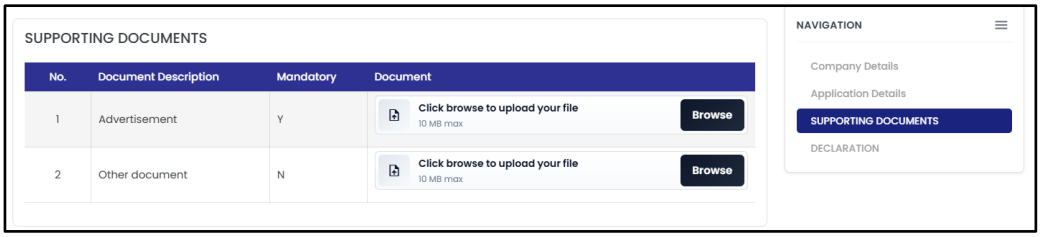
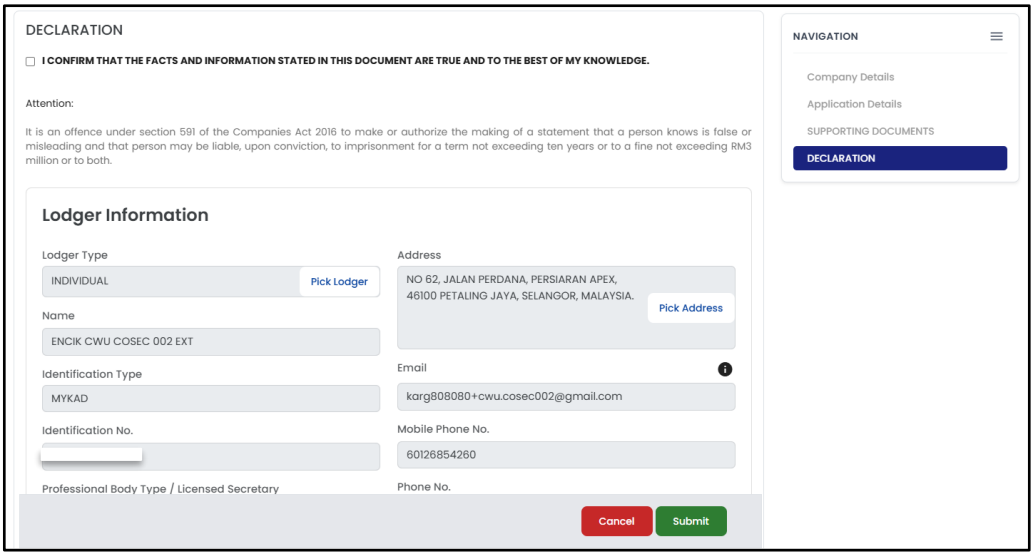
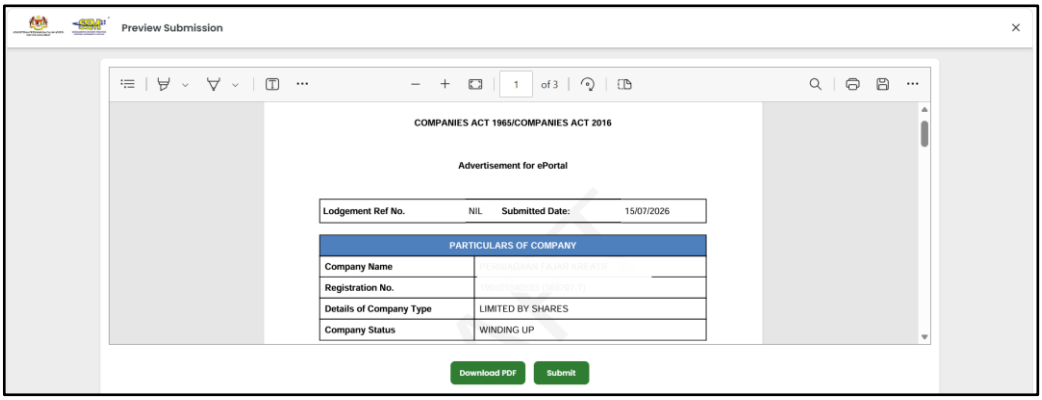
6	Upload the supporting documents. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.

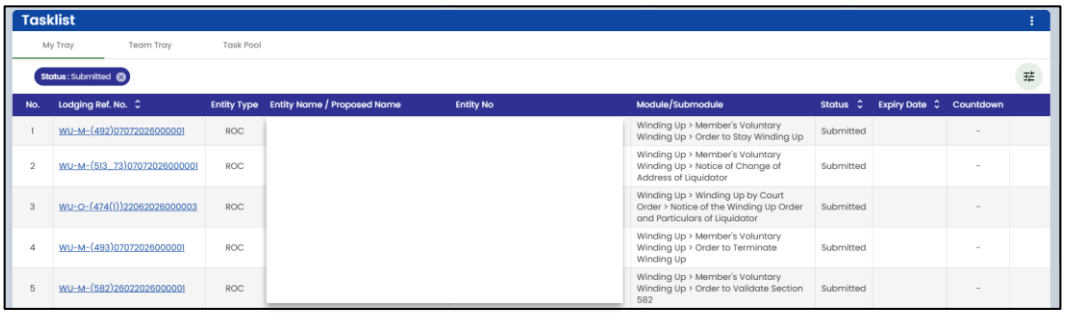
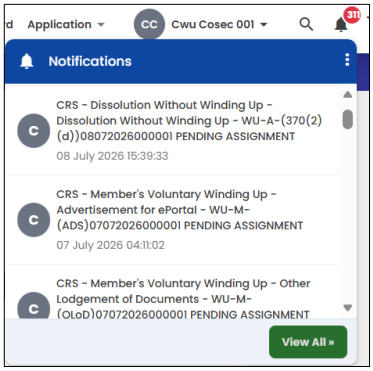
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

6.12 Advertisement for ePortal

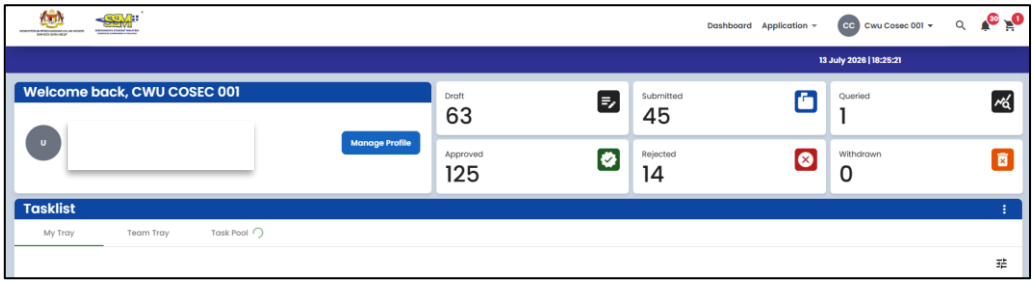
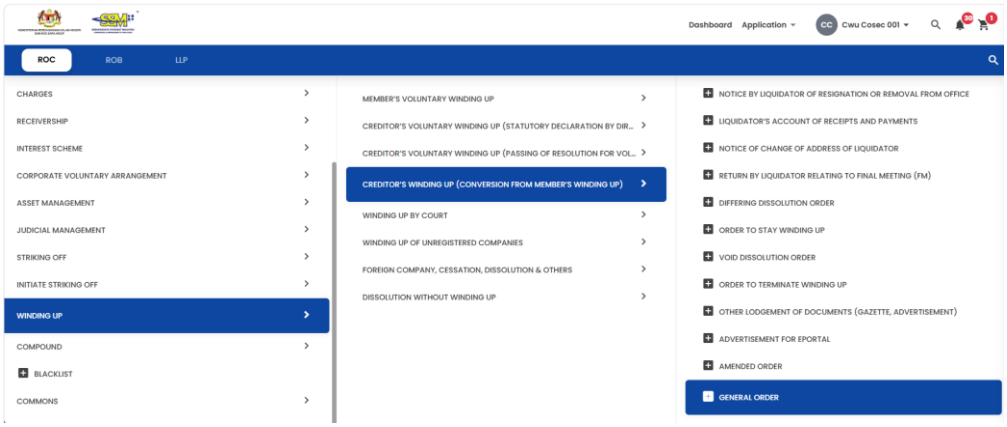
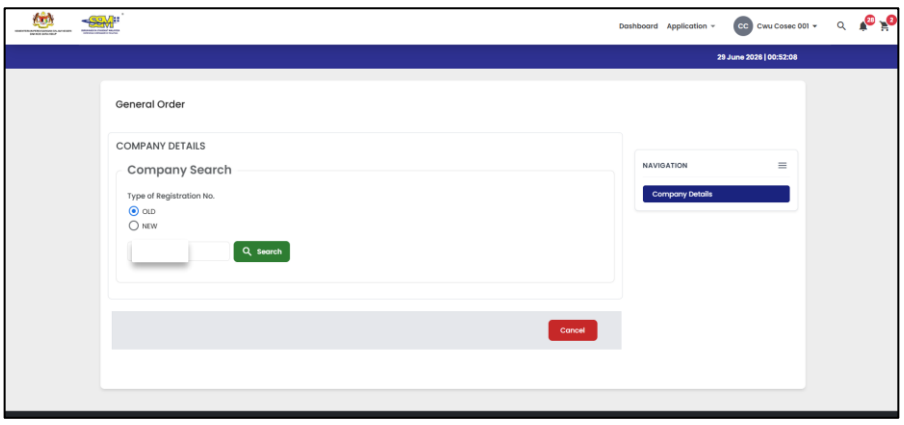
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Advertisement for ePortal.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

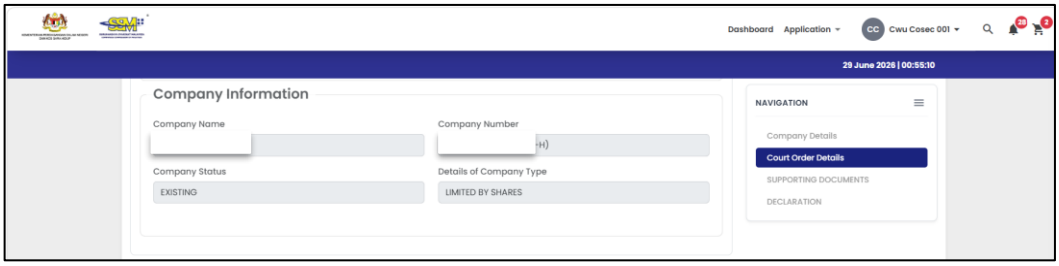
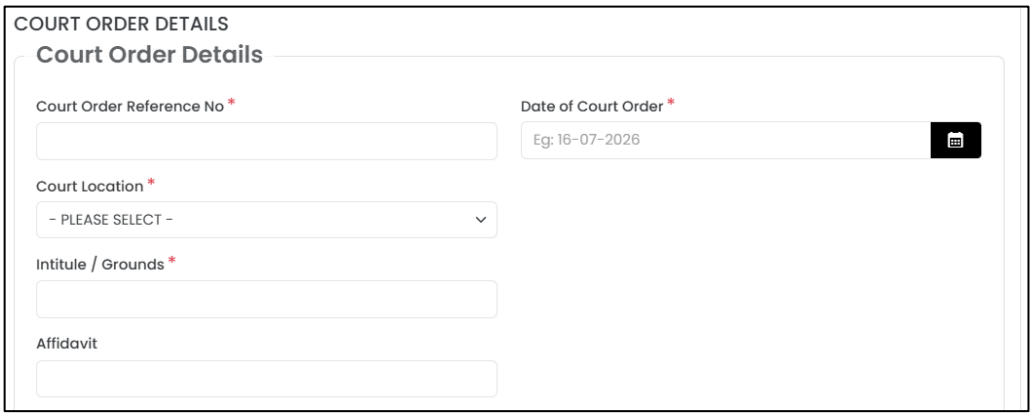
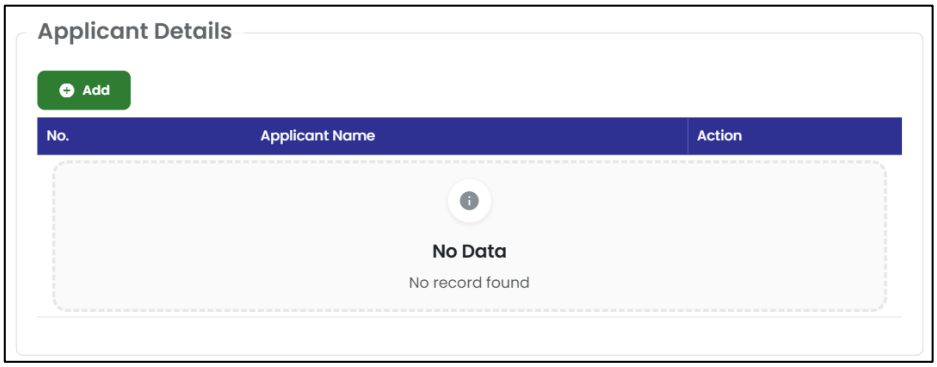
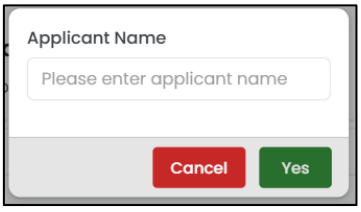
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Creditor)/Existing • The Notice of Holding Meeting has been lodged 
5	The user needs to fill up relevant fields in the **Application Details** section.  Notes: The required information must be entered in both the Malay Version and English Version tabs.

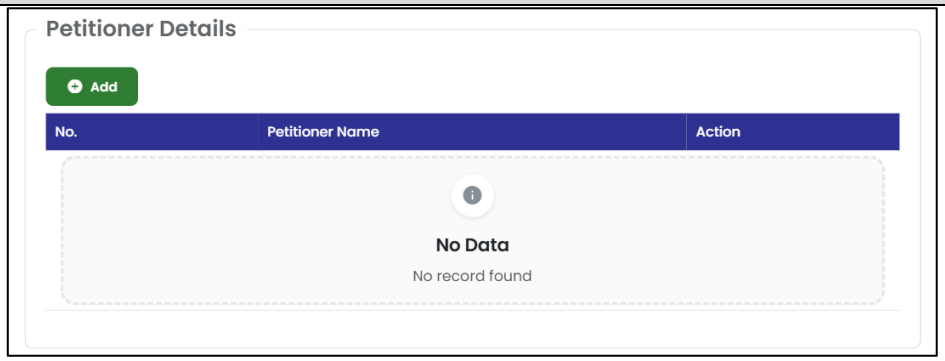
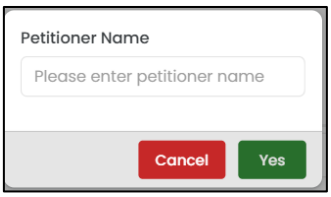
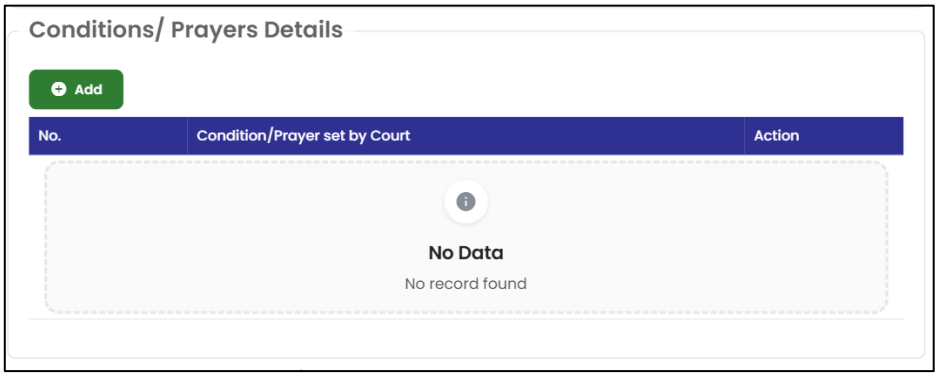
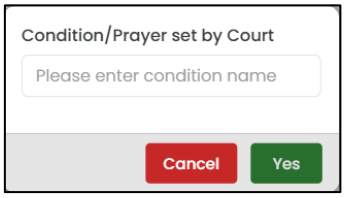
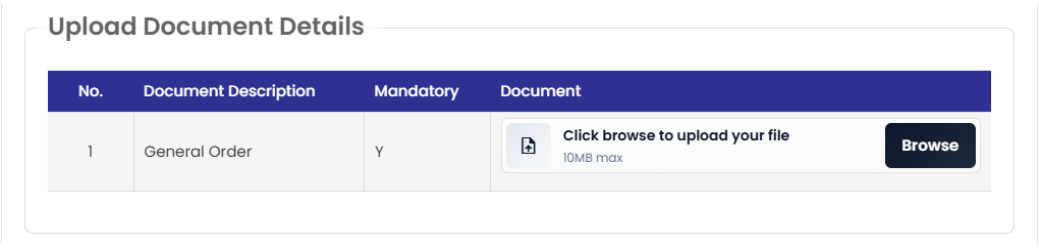
6	Upload the supporting documents. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.

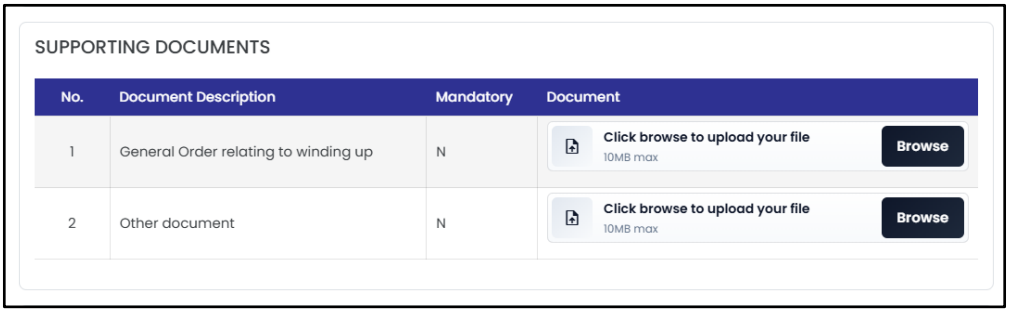
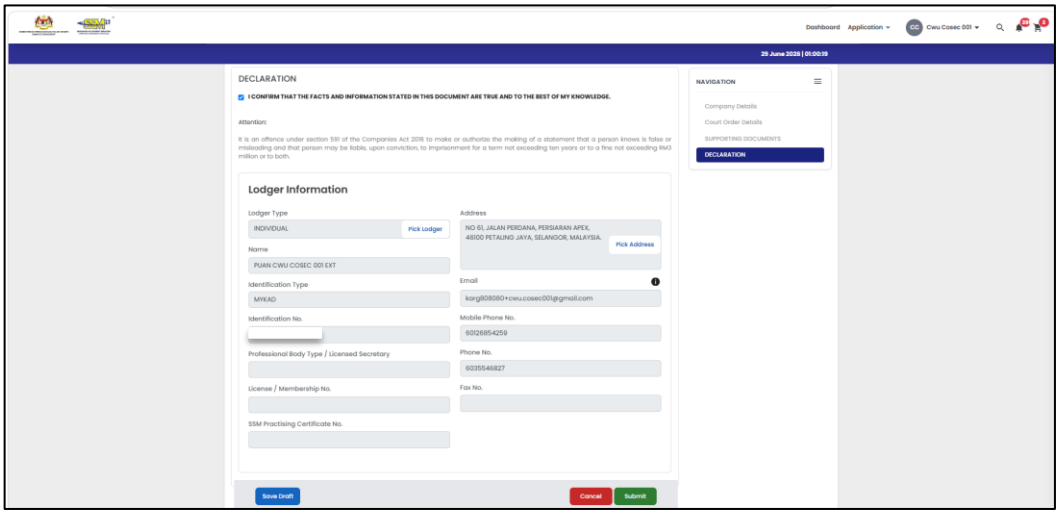
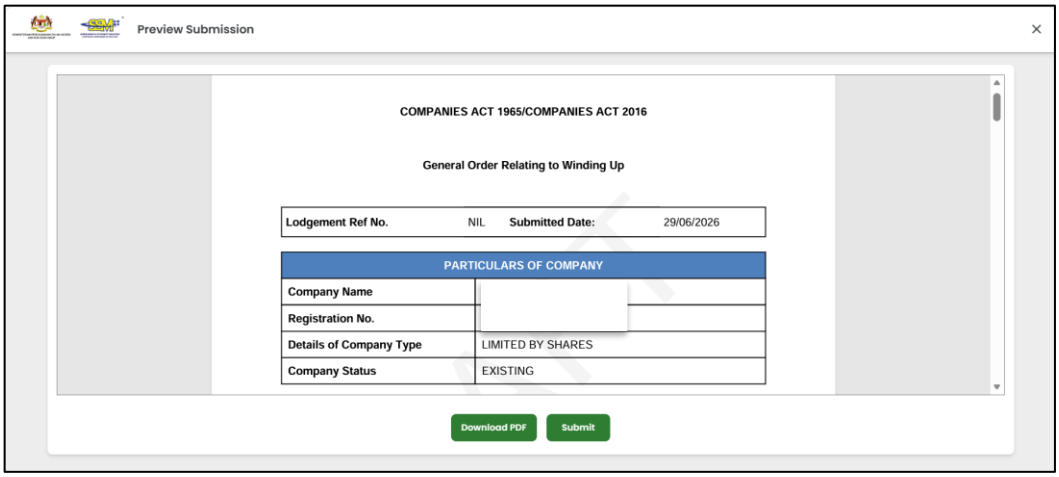
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

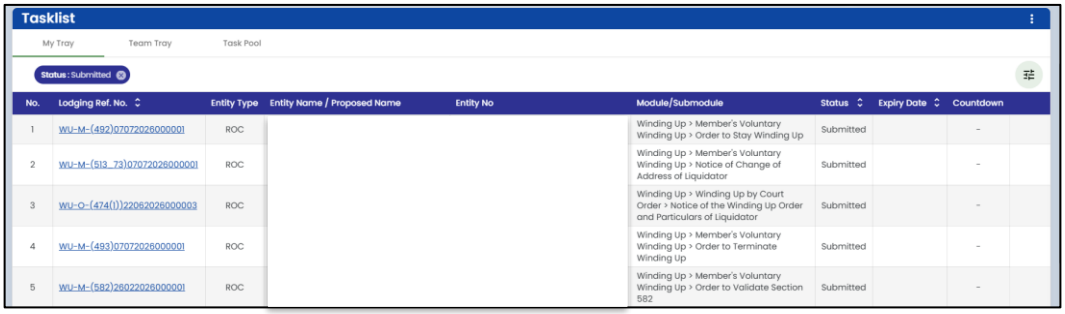
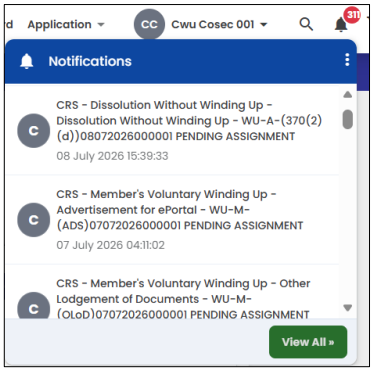
6.13 General Order

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> General Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

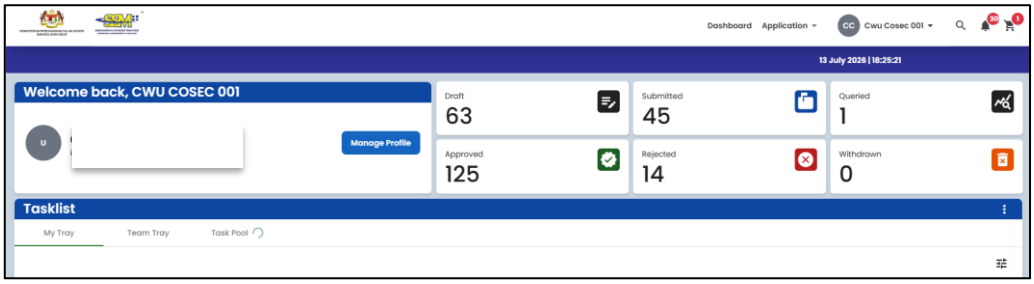
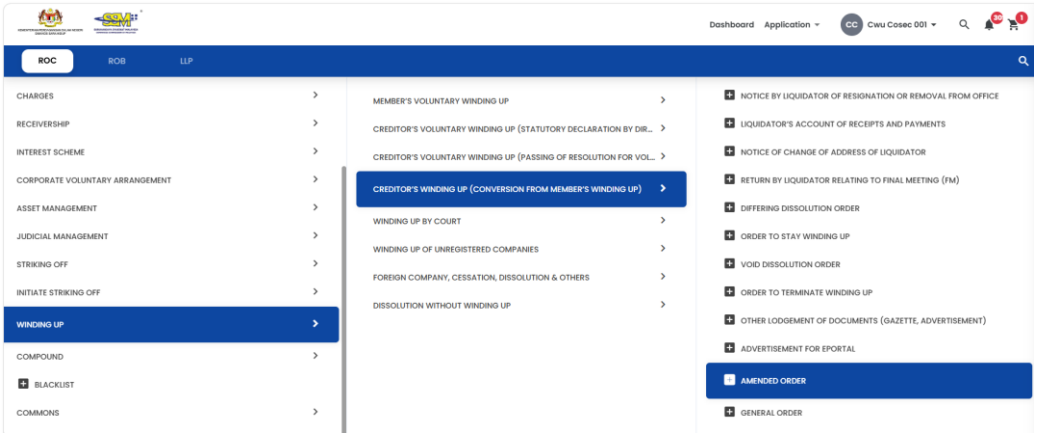
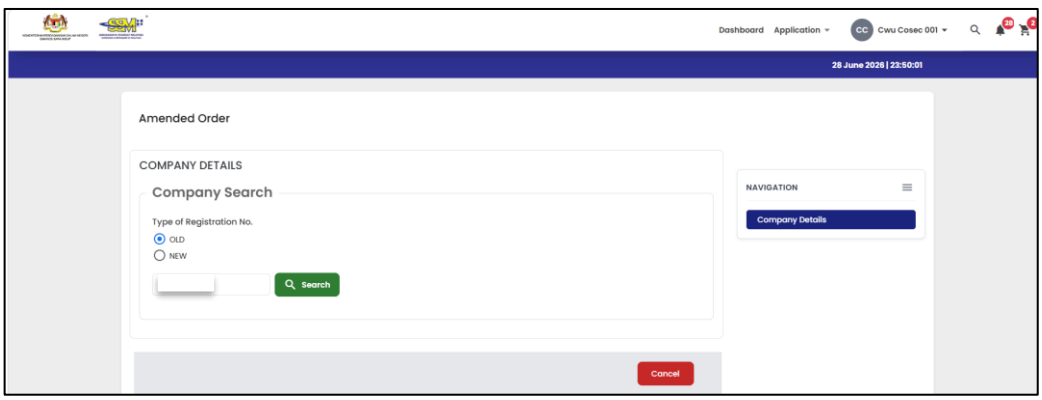
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists 
5	Select the court order type and fill up the court order details.   

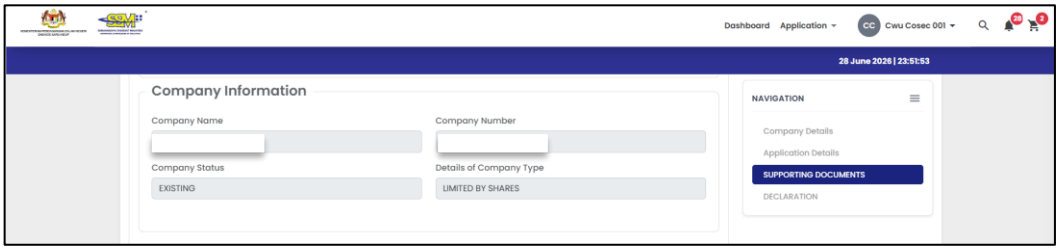
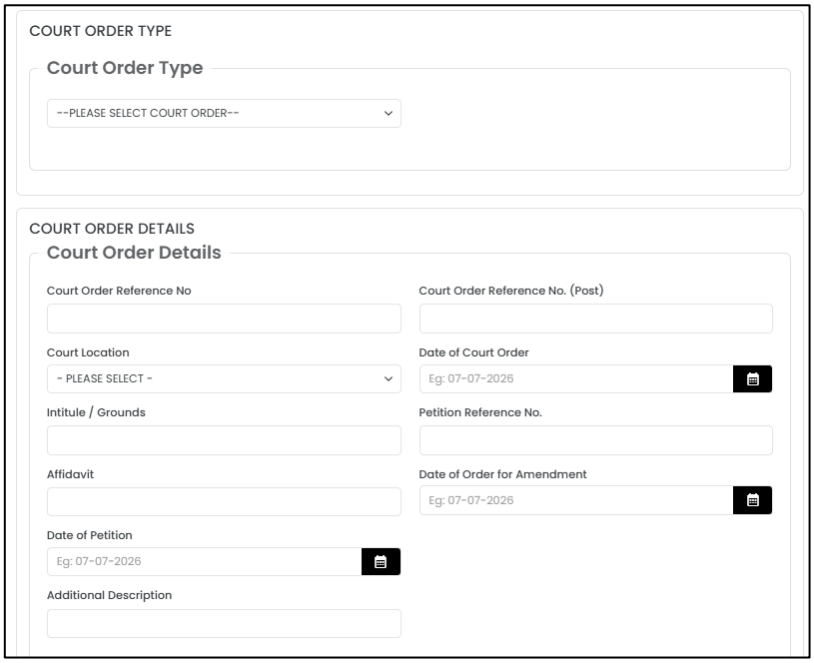
Field Num.	Description
	    Note: Please enter **'NA'** in any mandatory field that is not applicable.
6	Upload the Court Order document 

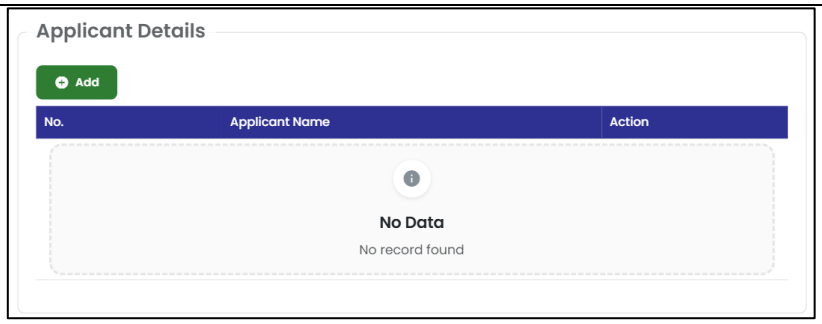
Field Num.	Description
7	Upload the Supporting Document. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox.  Click the **Submit** button.
9	Click the **Download PDF** button. Then click the **Submit & Make Payment** button. 

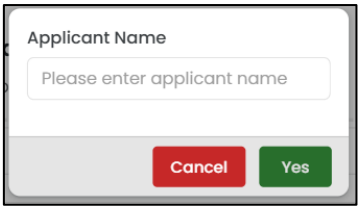
Field Num.	Description
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

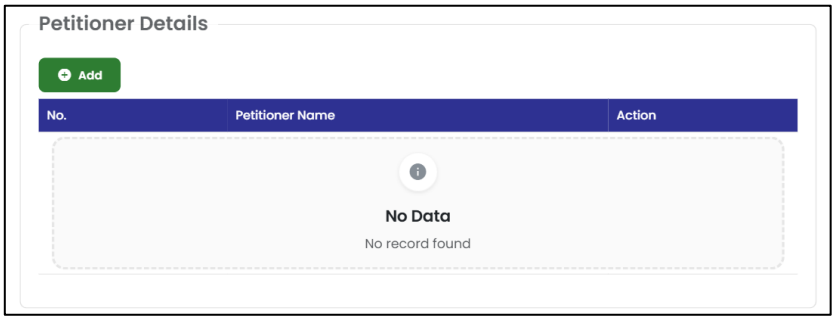
6.14 Amended Order

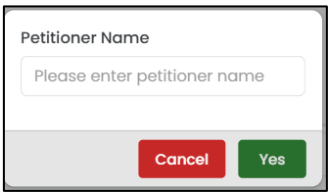
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Creditor's Voluntary Winding Up (Conversion from Member's Winding Up) -> Amended Order** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

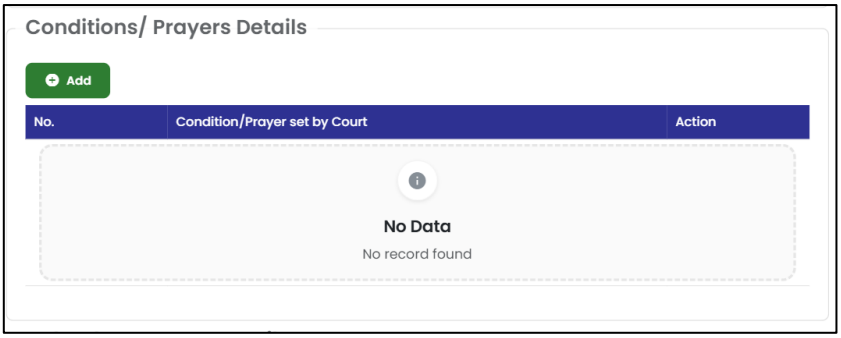
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists 
5	The user clicks the link to add the court order detail if the court order reference no. not displayed at the drop-down list to select 
6	Select the court order type and fill the court order details. 

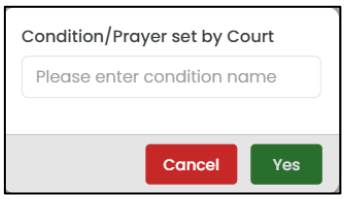




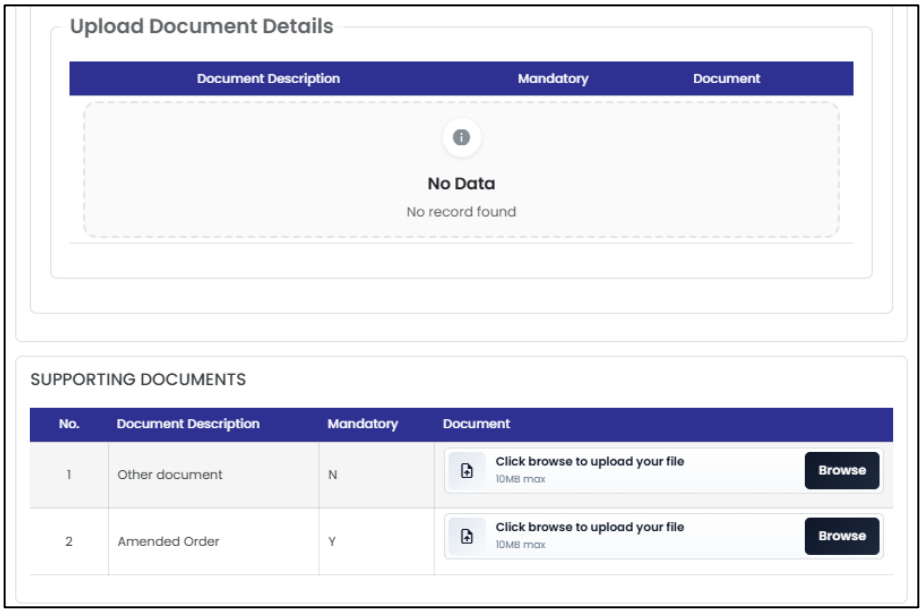
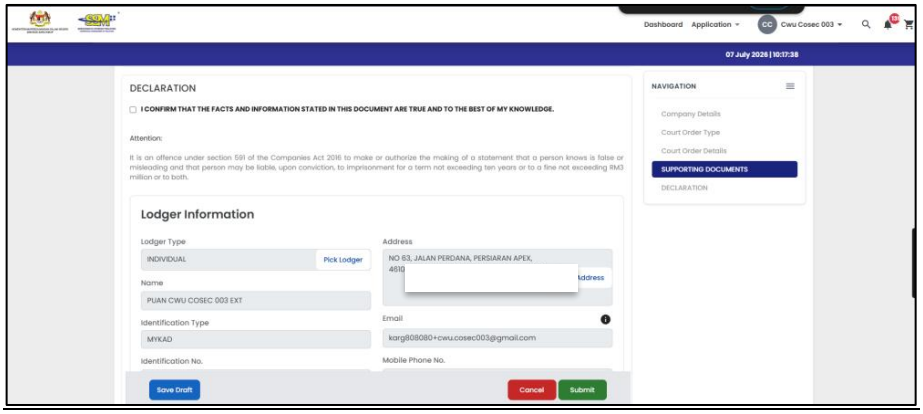
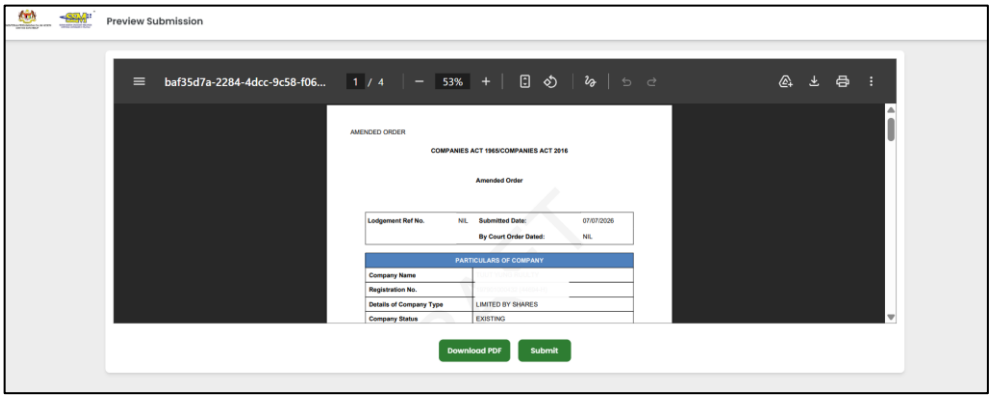


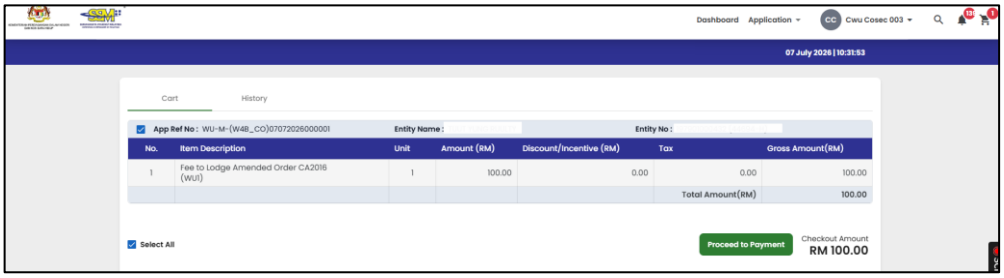
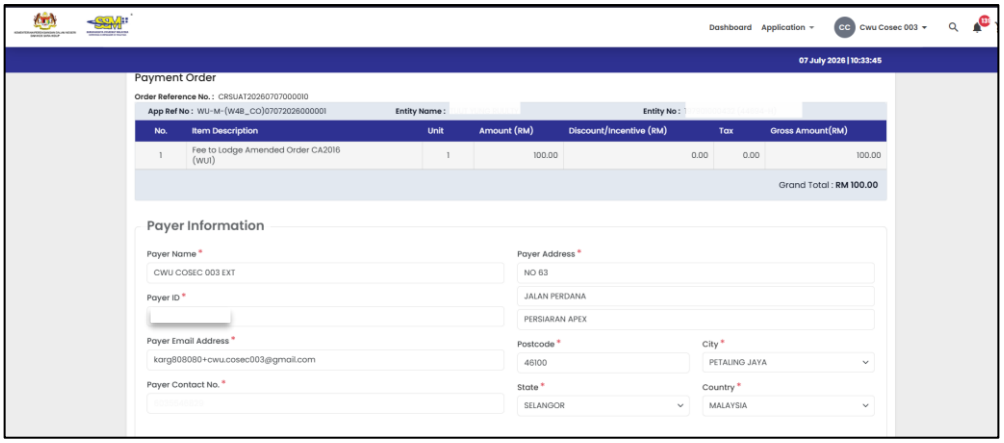
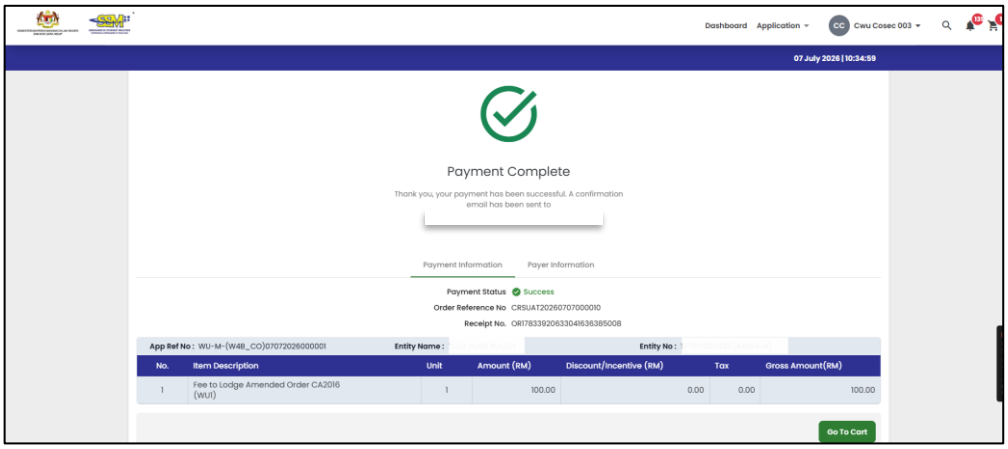
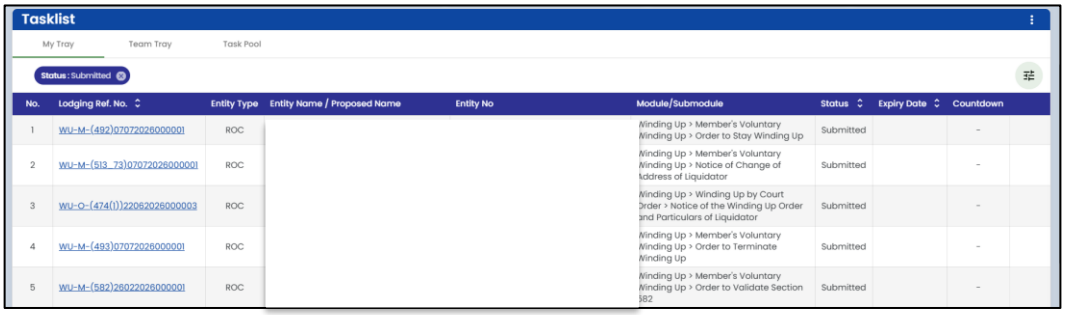


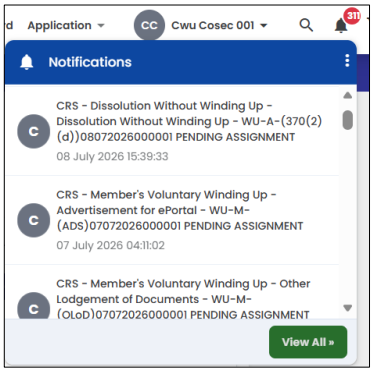




Note: Please enter **'NA'** in any mandatory field that is not applicable.

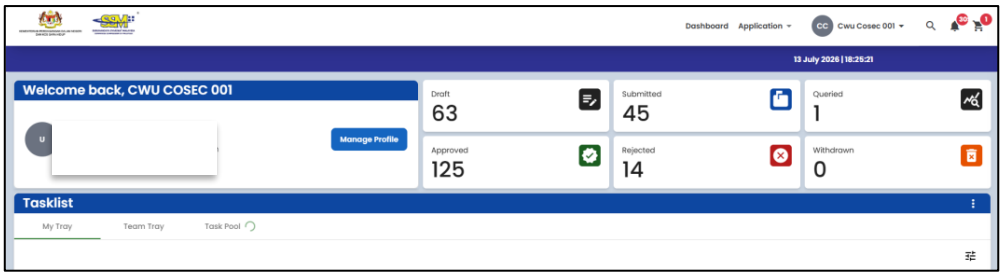
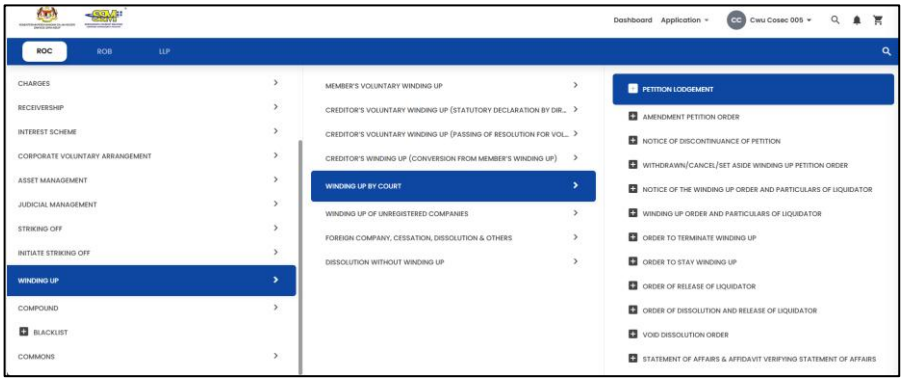
7	Upload the court order details and the supporting document. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

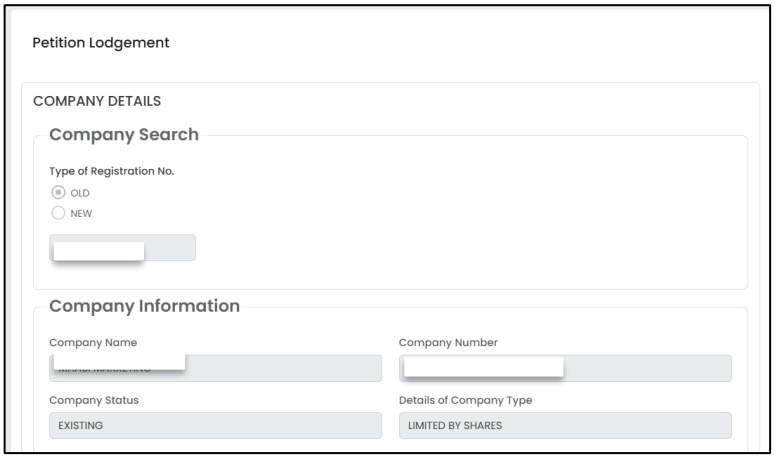
10	Make payment.   
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

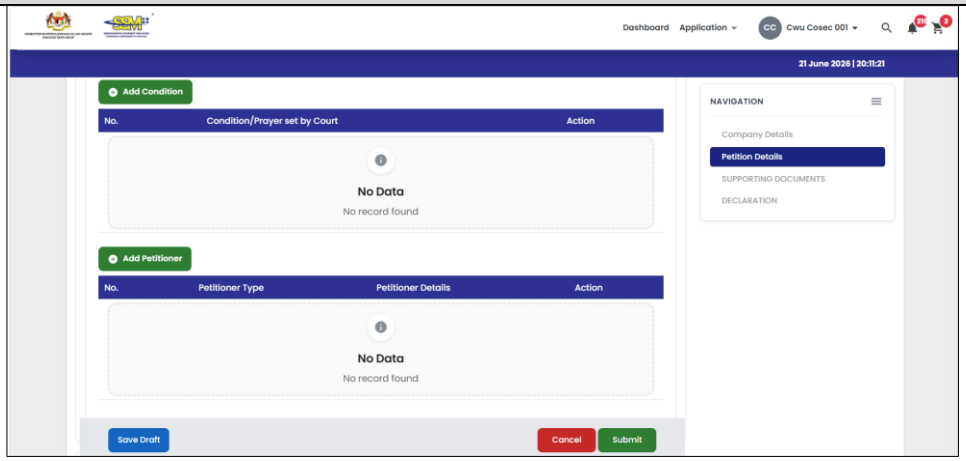
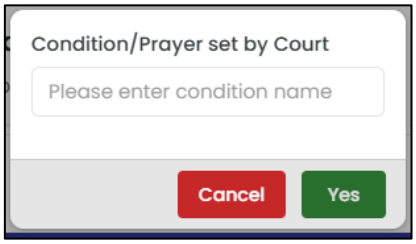
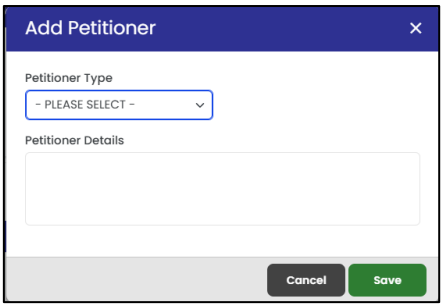
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

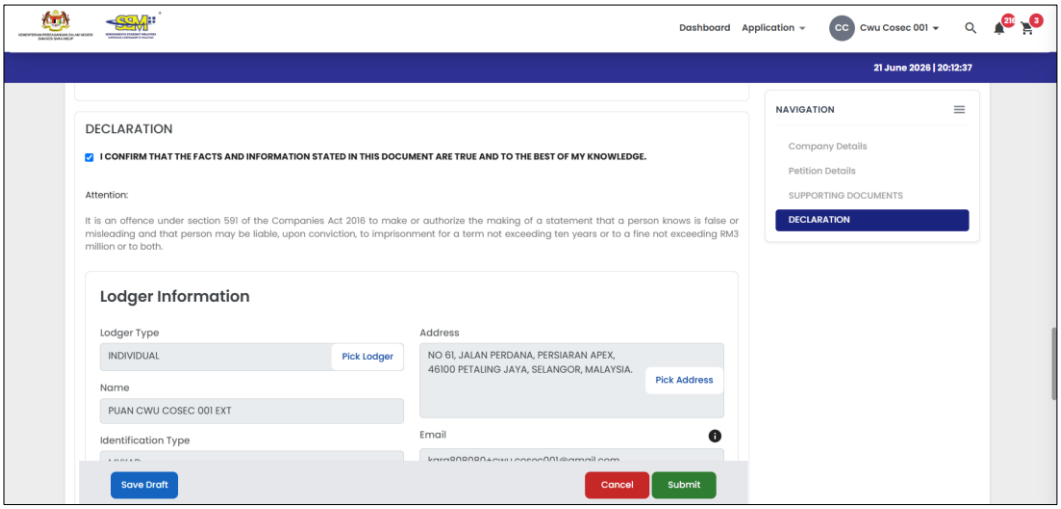
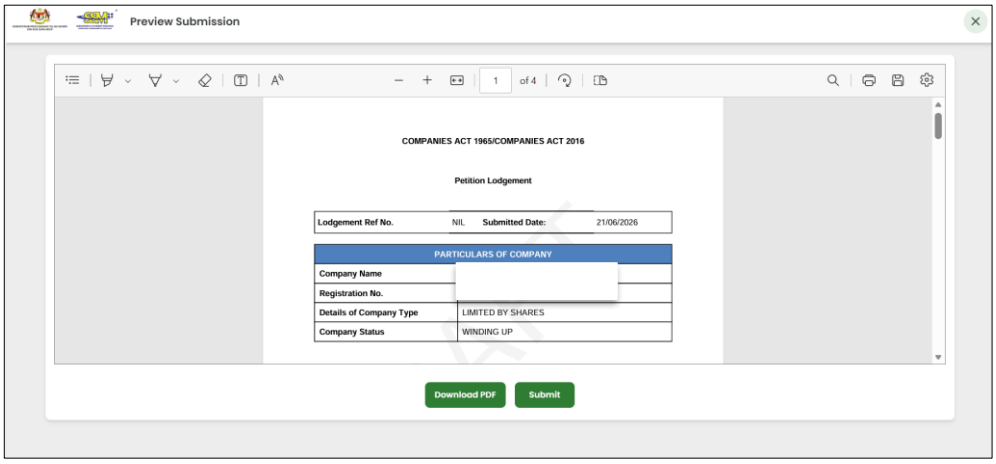
7. [WU5] Winding Up by Court

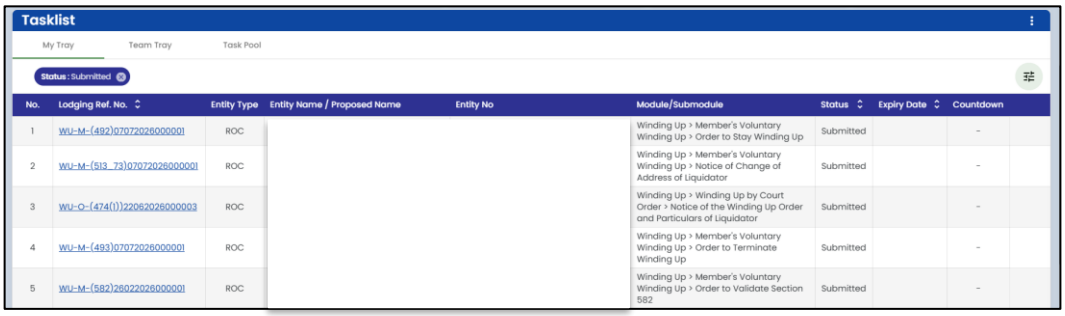
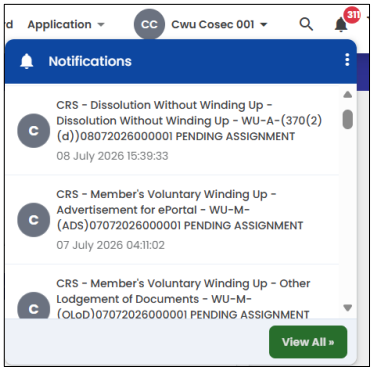
7.1 Petition Lodgement

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Petition Lodgement.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

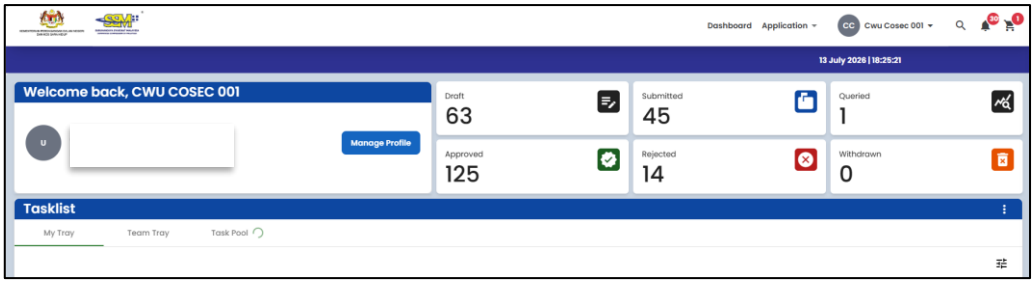
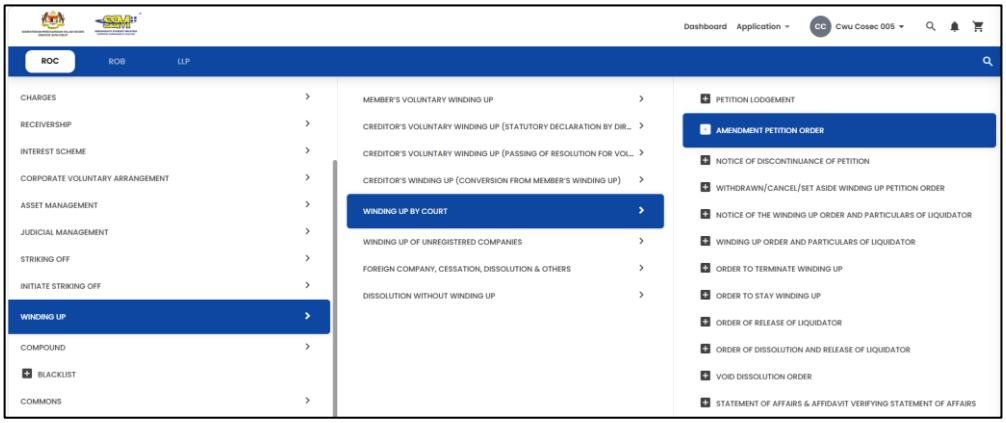
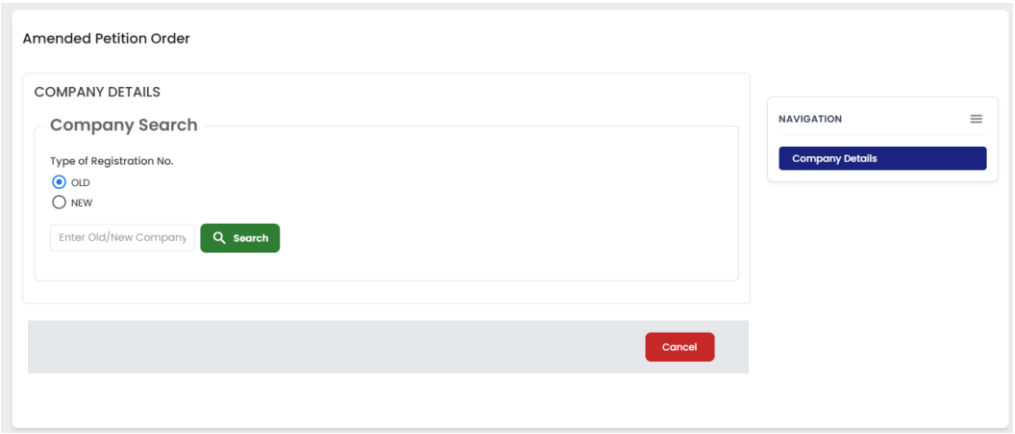
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Existing or Winding Up or Dissolved (via strike-off) • The company Sub status is not "Under Judicial Management", "Under Interim Judicial Management", "Under Corporate Voluntary Arrangement" 
5	Upload the supporting documents (Petition and Affidavit verifying petition). 

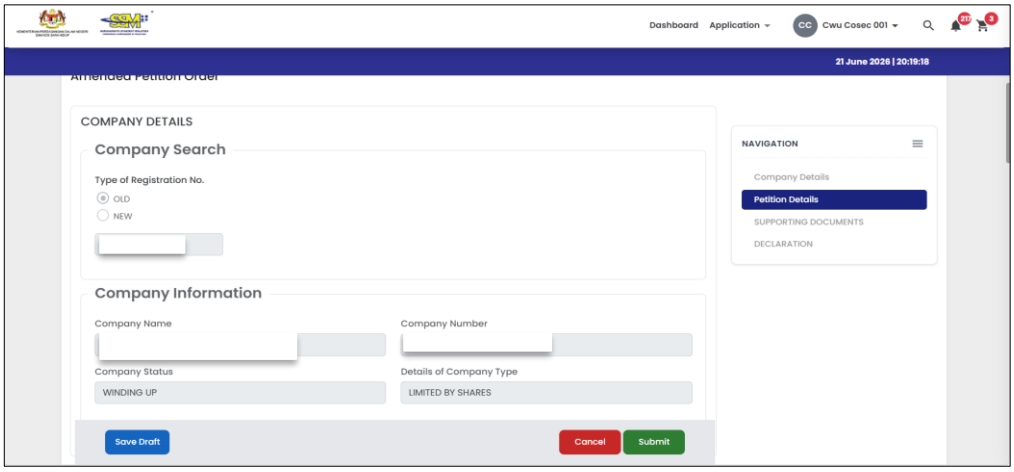
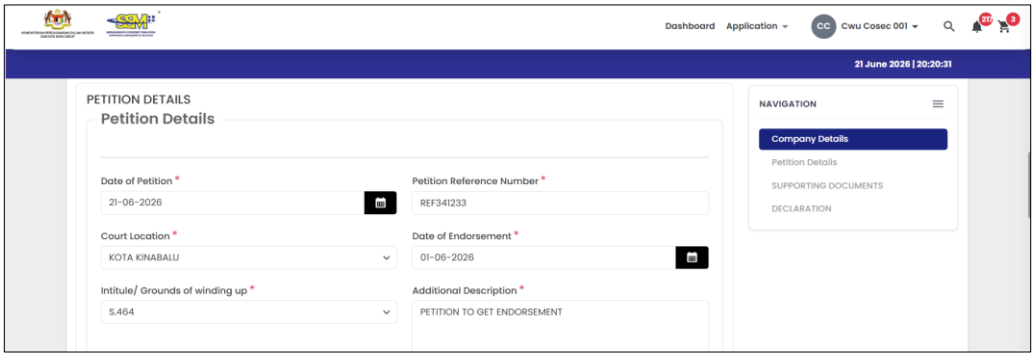
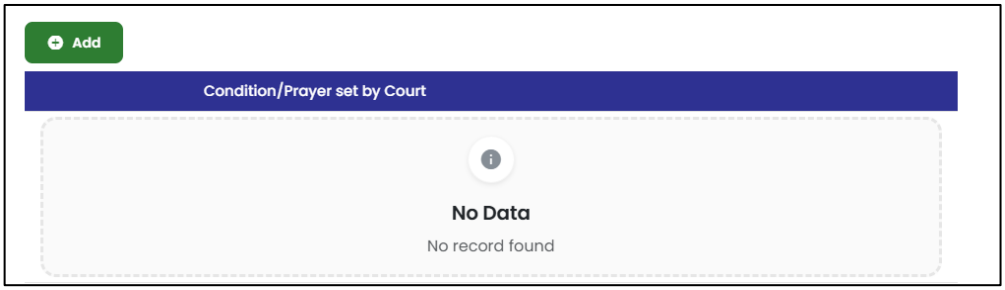
Field Num.	Description
	  

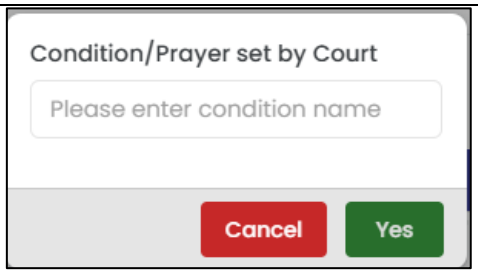
Field Num.	Description
6	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
7	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
8	Submit the lodgement.

9	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
10	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

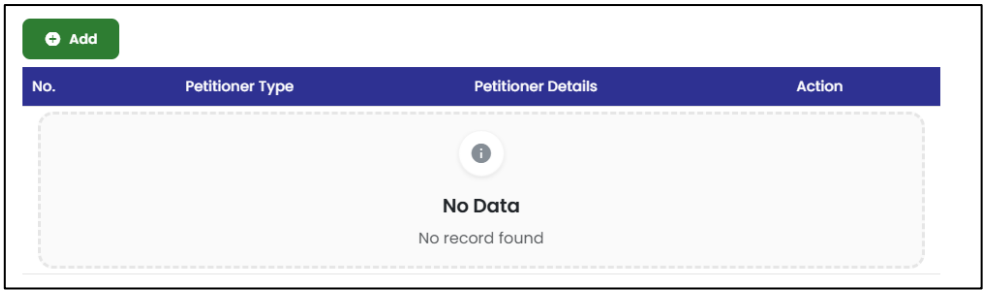
7.2 Amendment Petition Order

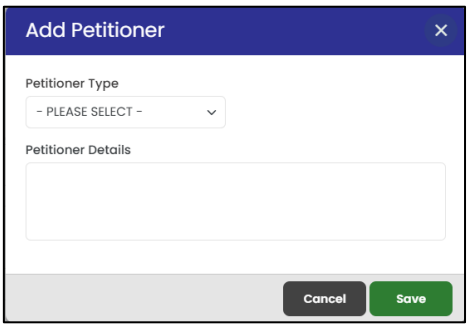
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Amendment Petition Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The Petition Lodgement has been lodged 
5	Enter the amendment petition details.  Click the "**Add**" button 



Click the "**Add**" button

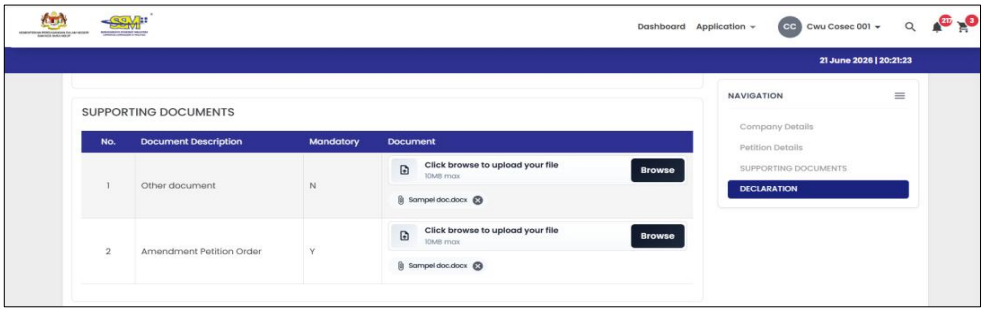




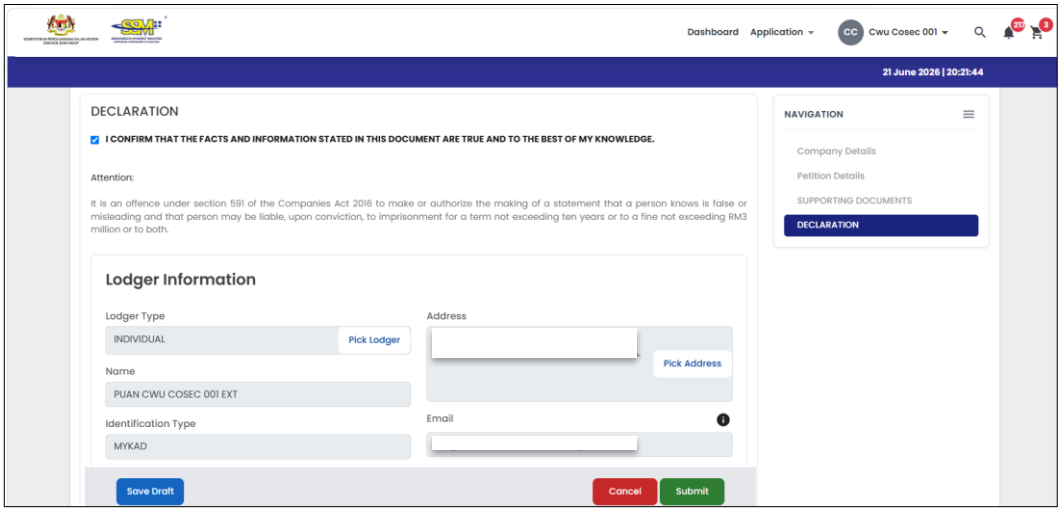
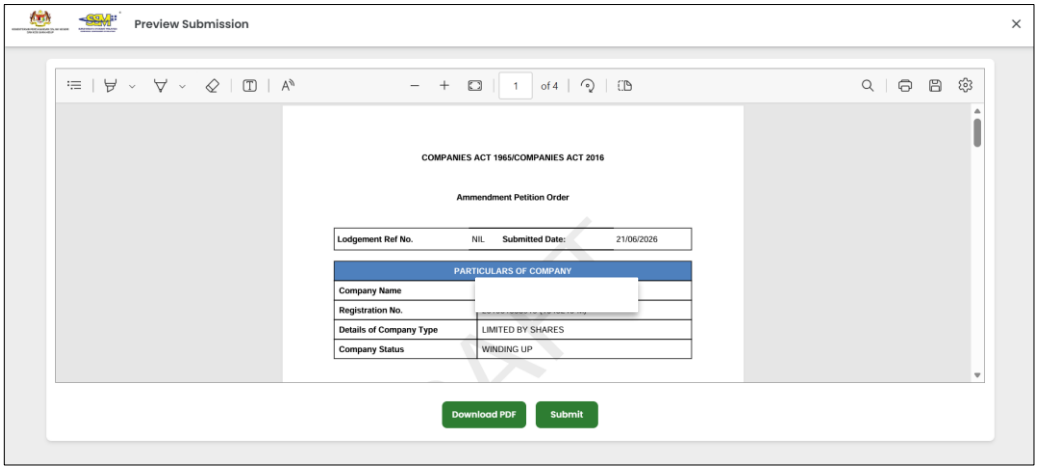
Add the Amendment Details

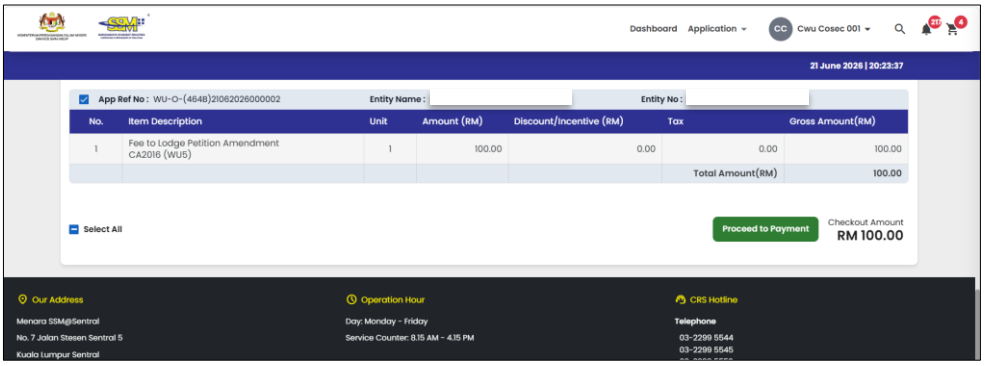
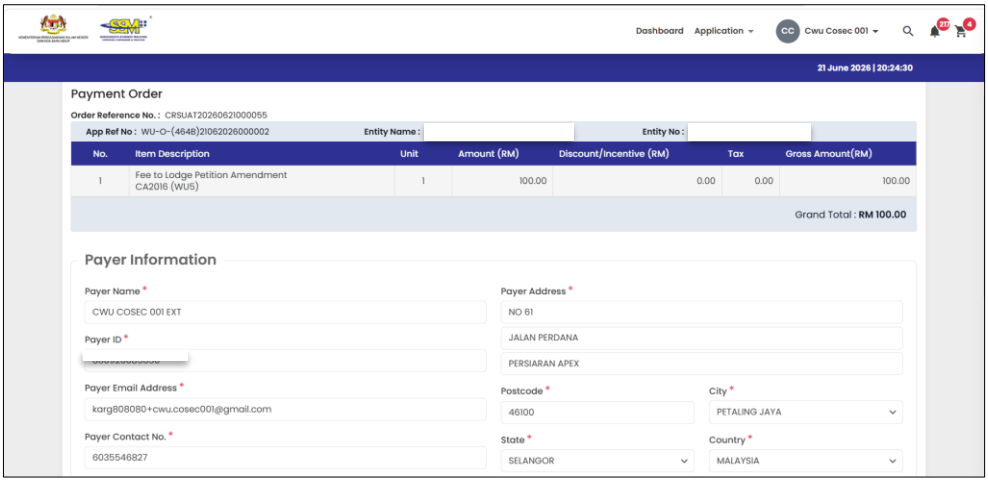
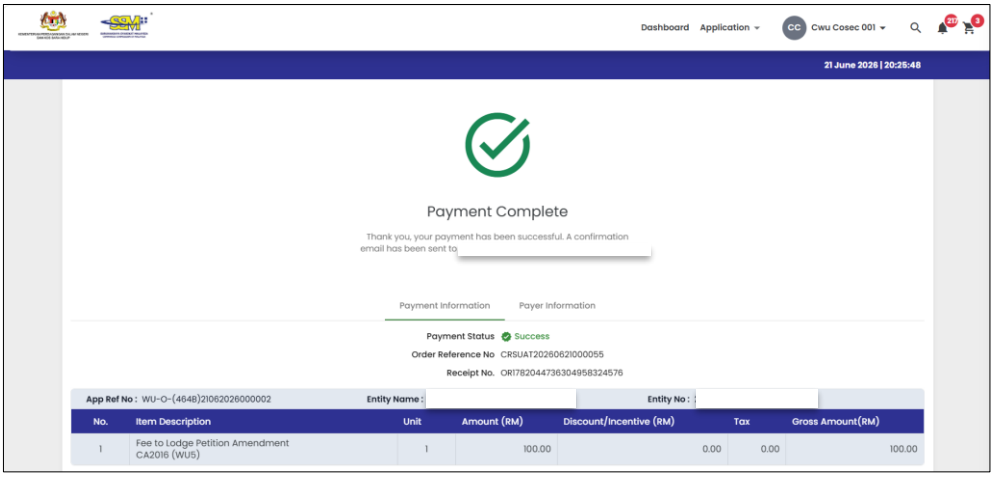


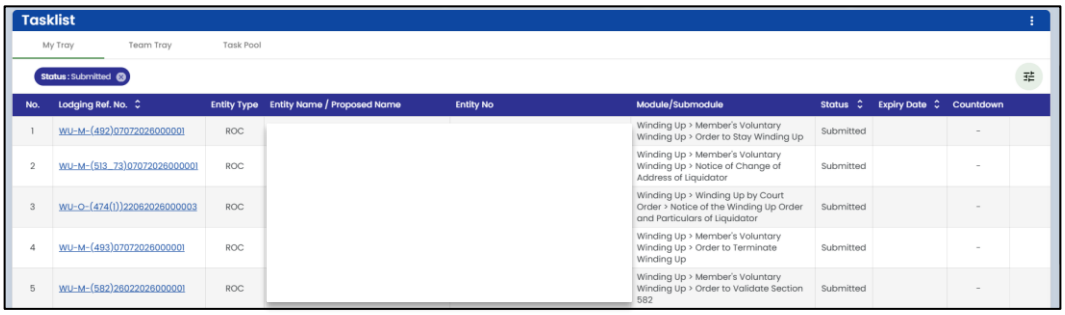
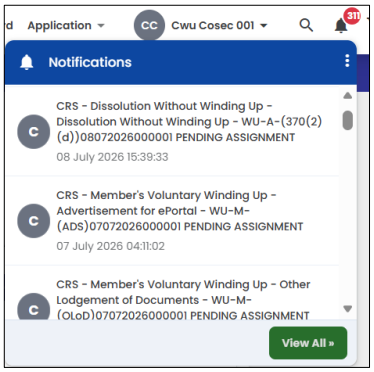
6 Upload the court order supporting document.



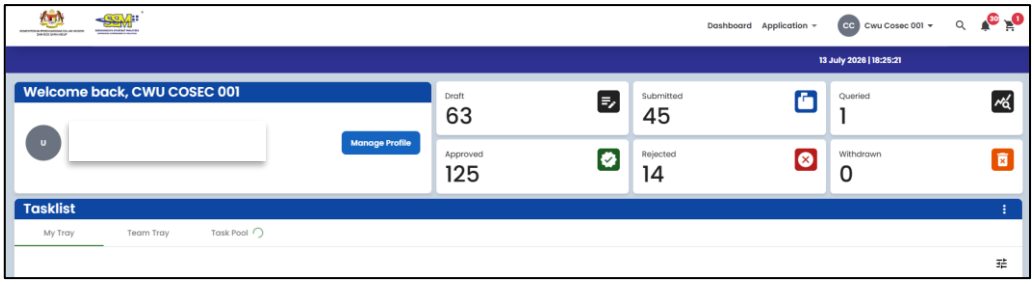
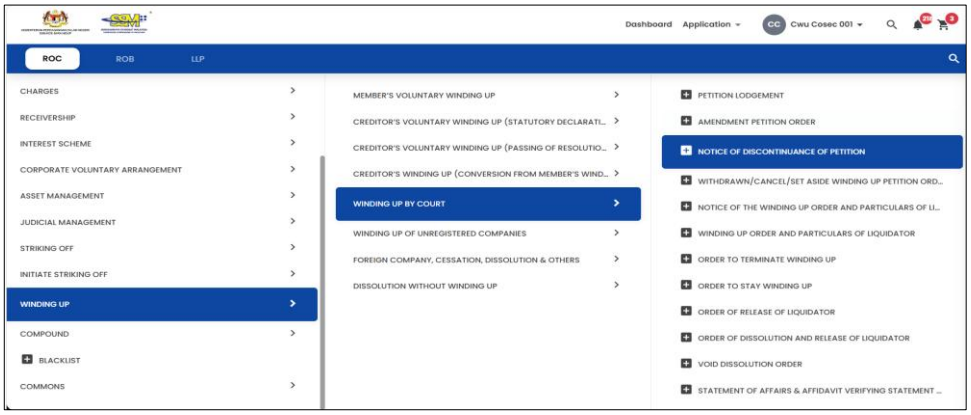
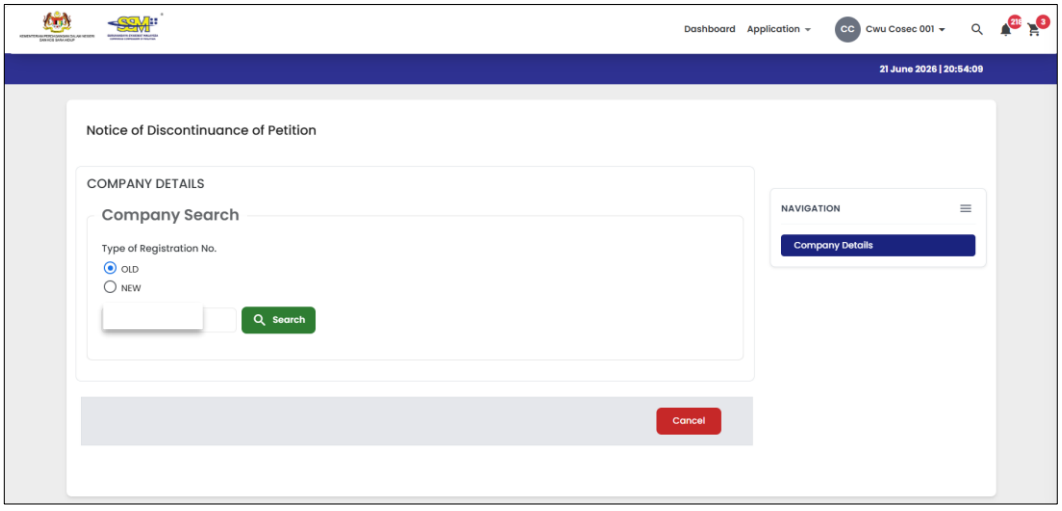
Note: Please enter 'NA' in any mandatory field that is not applicable to the user.

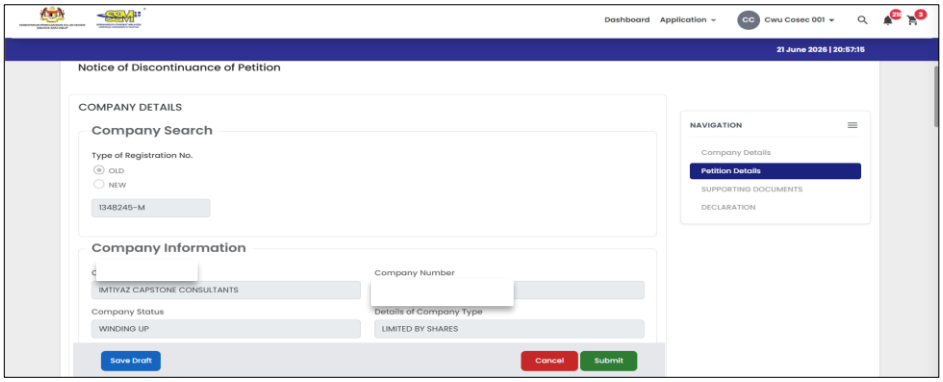
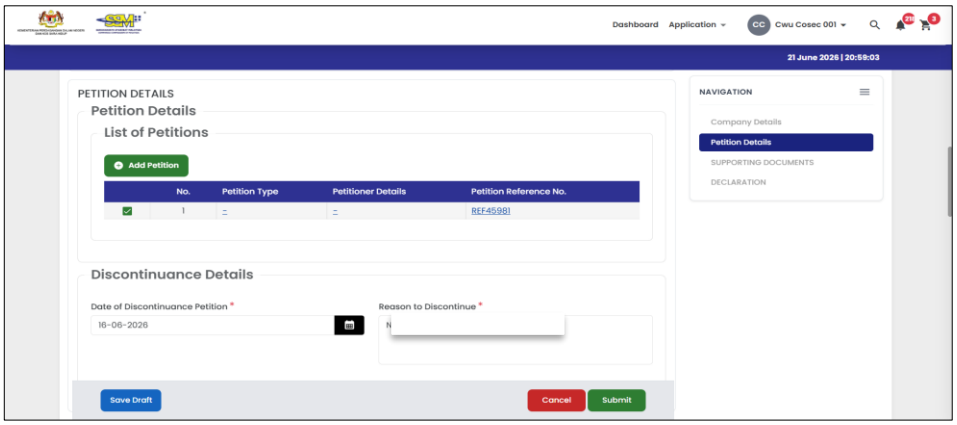
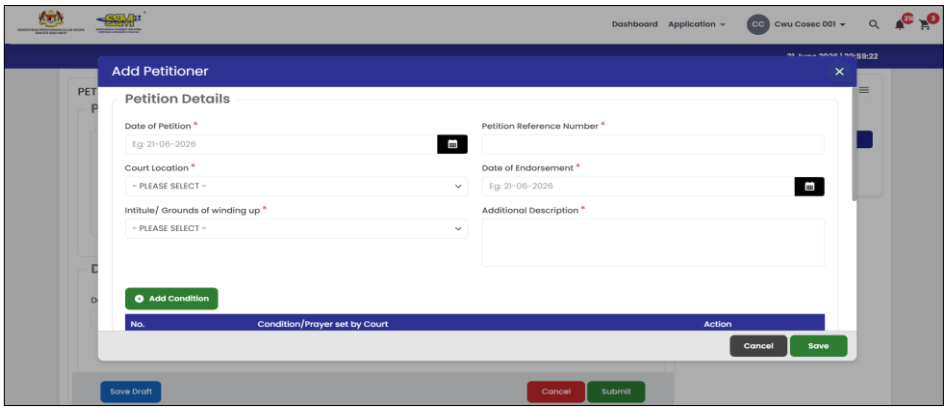
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

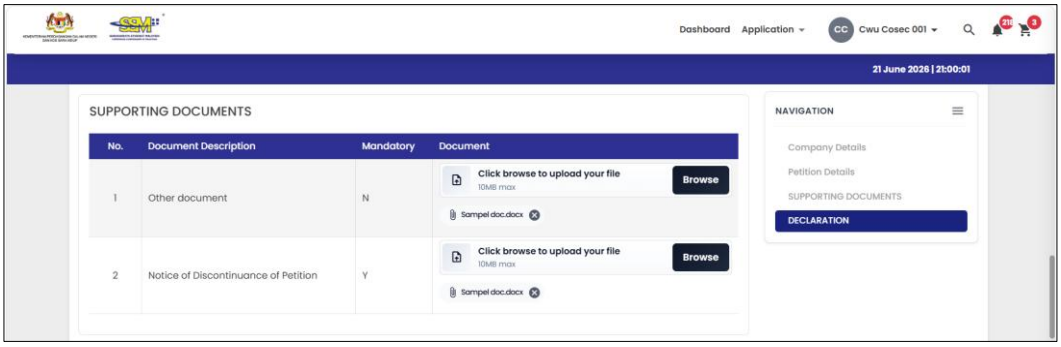
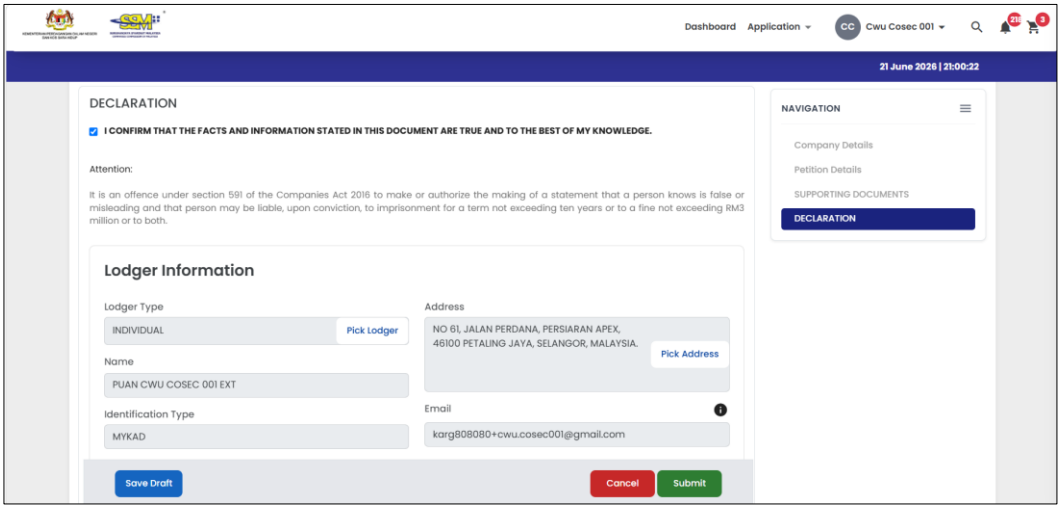
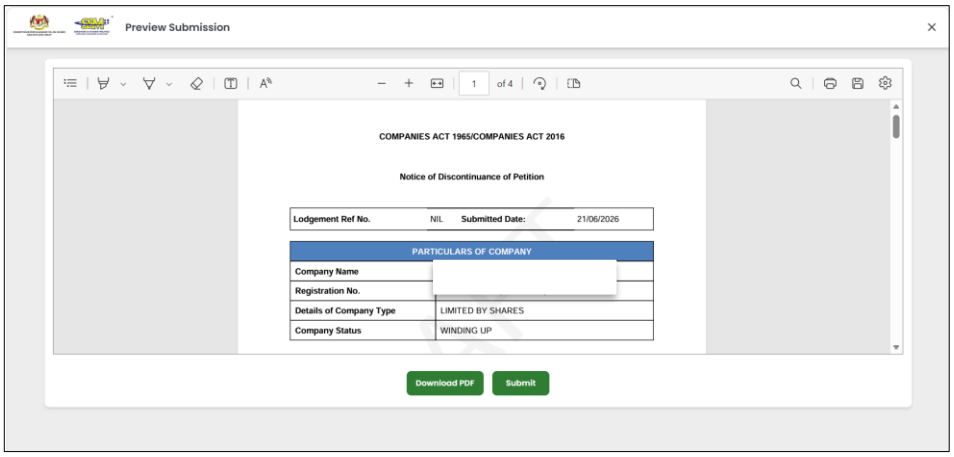
9	Make payment.   
10	Submit the lodgement.

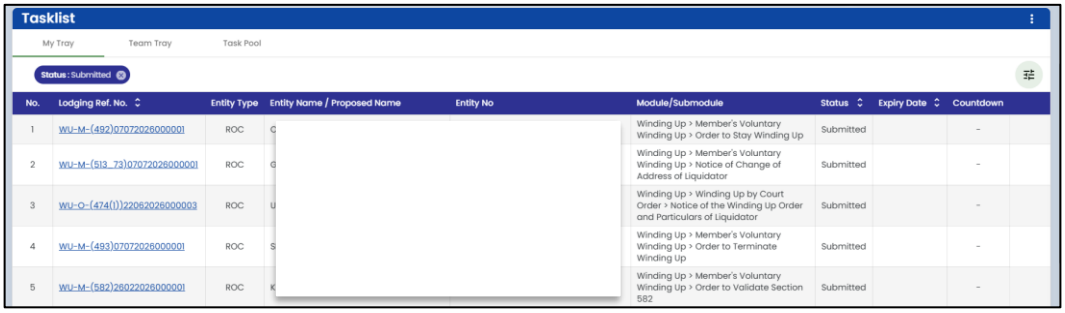
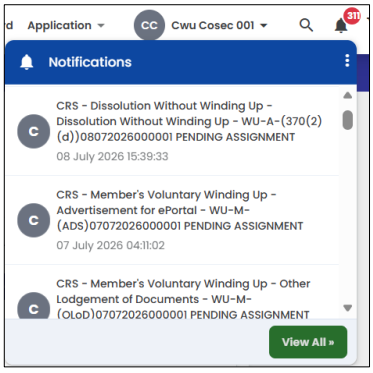
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

7.3 Notice of Discontinuance of Petition

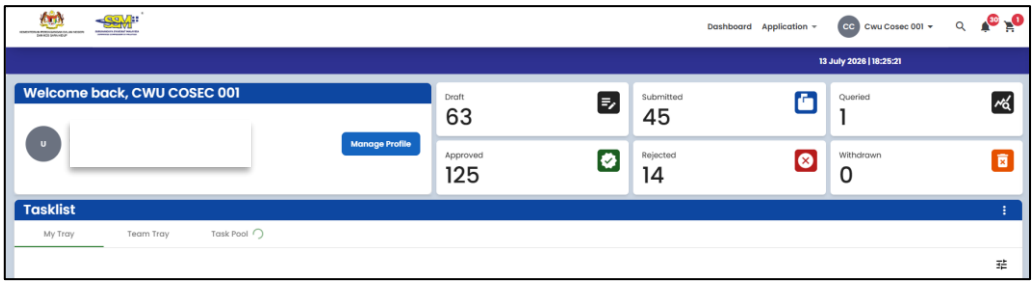
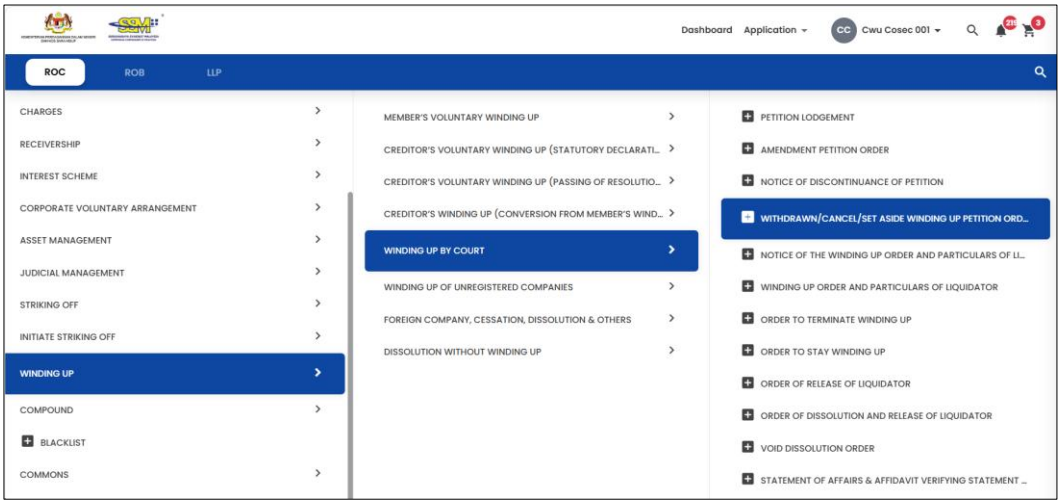
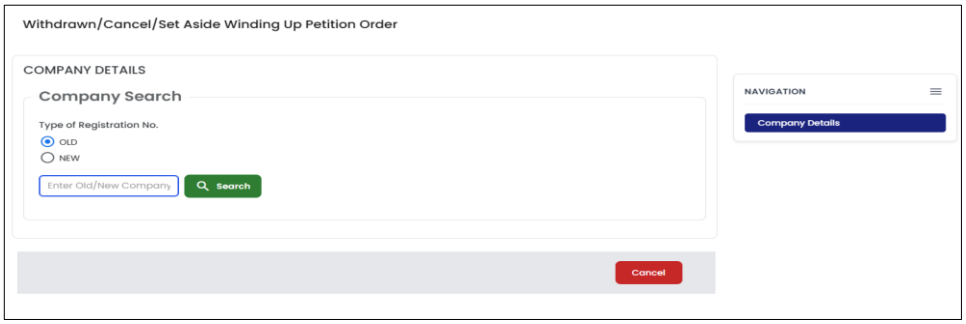
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Notice of Discontinuance of Petition** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

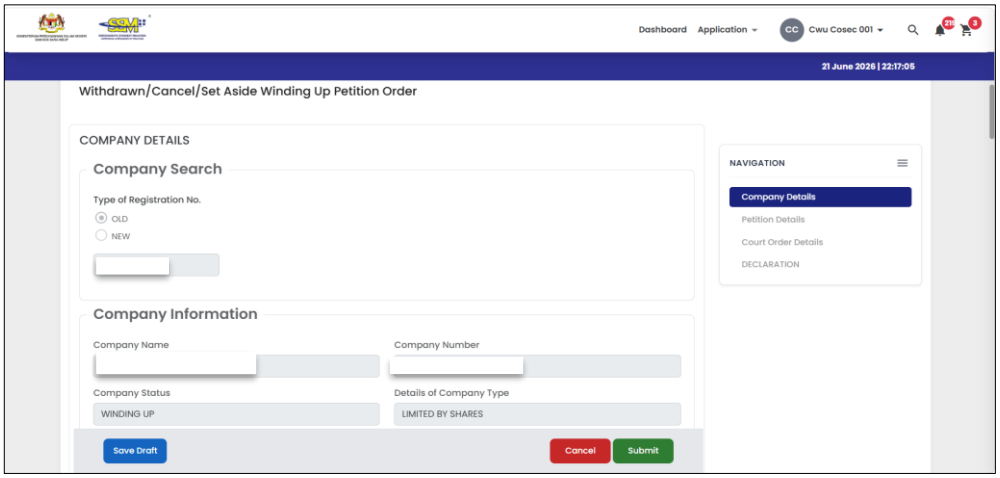
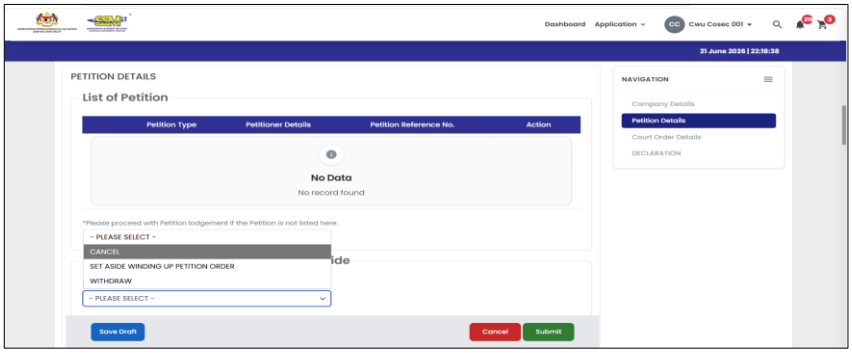
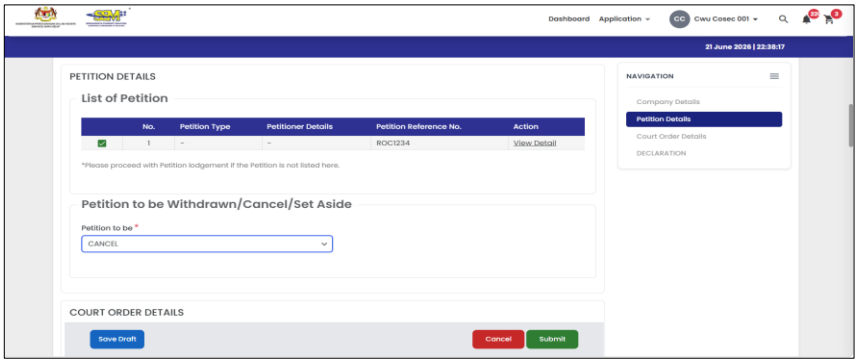
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The Petition Lodgement has been lodged 
5	Enter the notice details.   Note: Please enter '**NA**' in any mandatory field that is not applicable to the user.

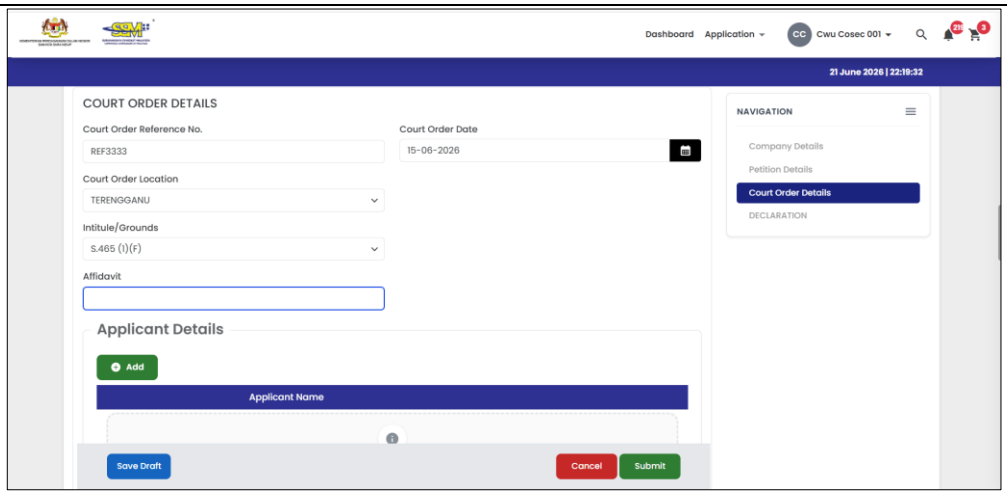
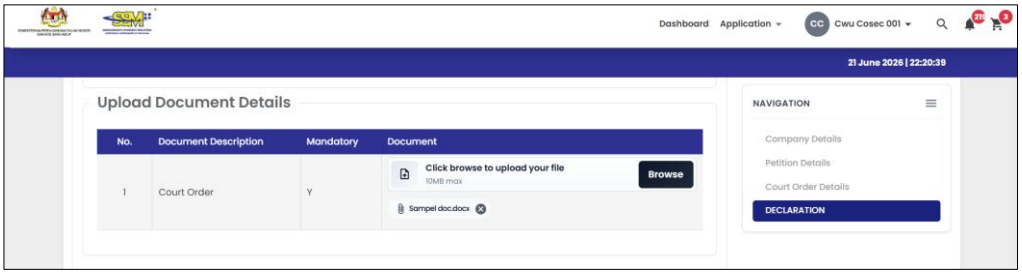
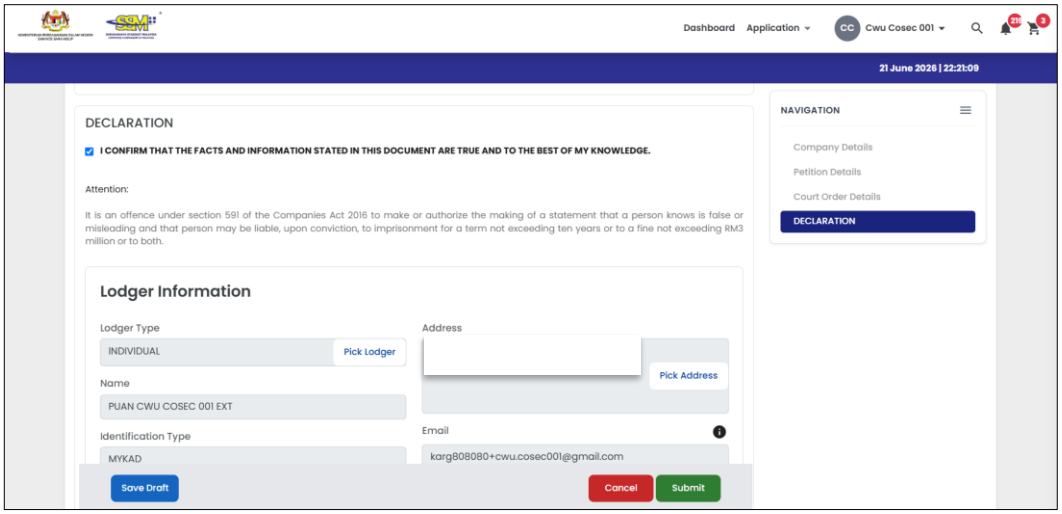
Field Num.	Description
6	Upload the supporting document. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

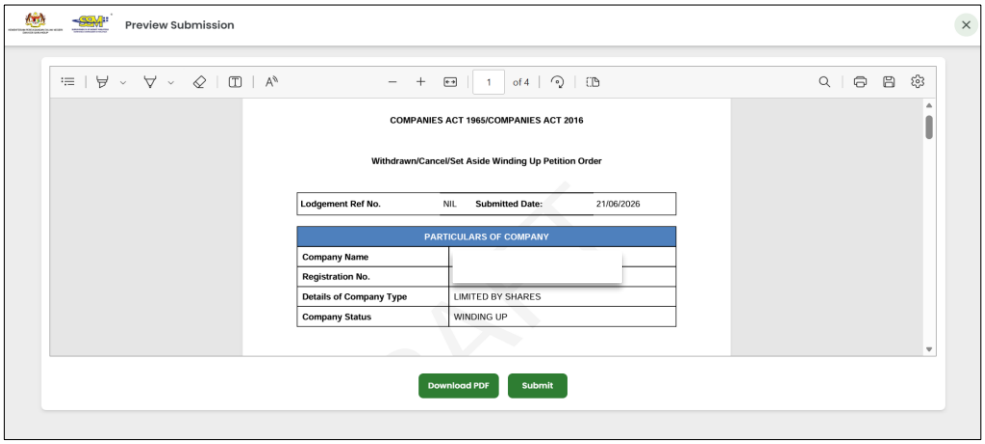
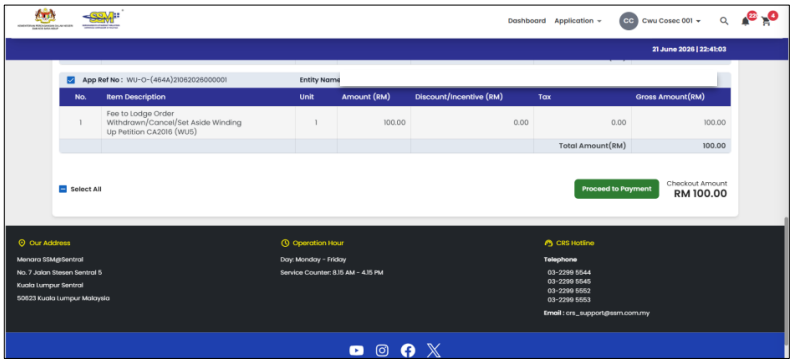
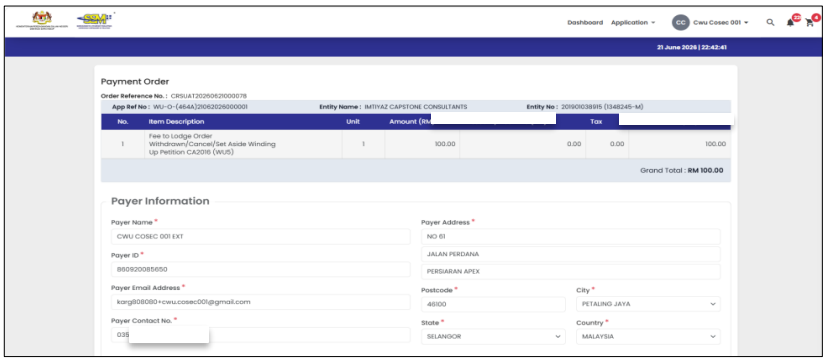
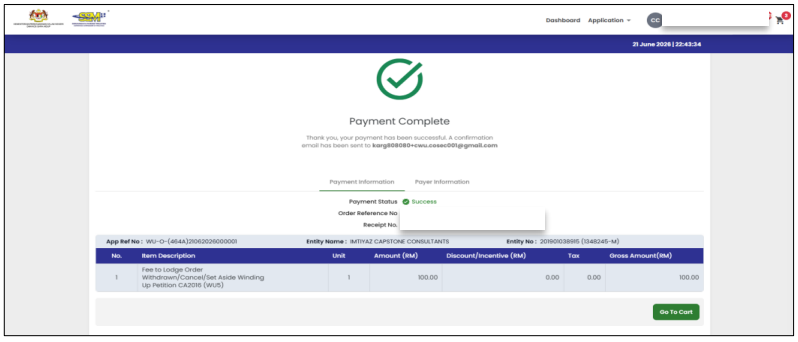
Field Num.	Description
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

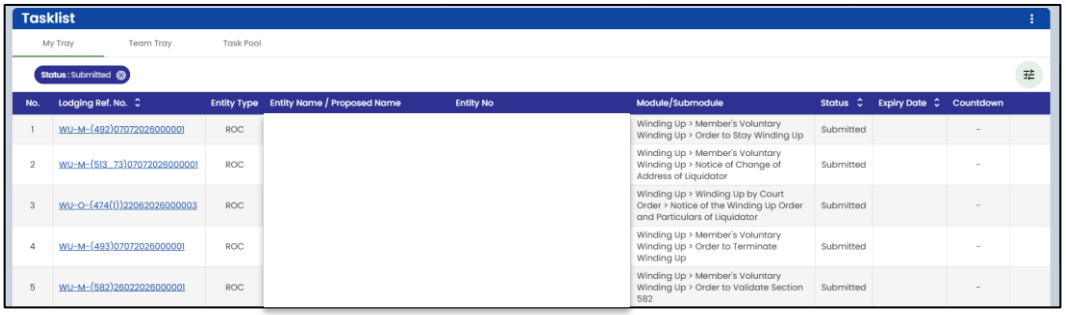
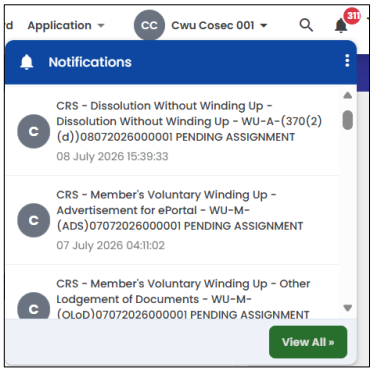
7.4 Withdrawn / Cancel / Set Aside Winding Up Petition Order

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Withdrawn / Cancel / Set Aside Winding Up Petition Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks Search. 

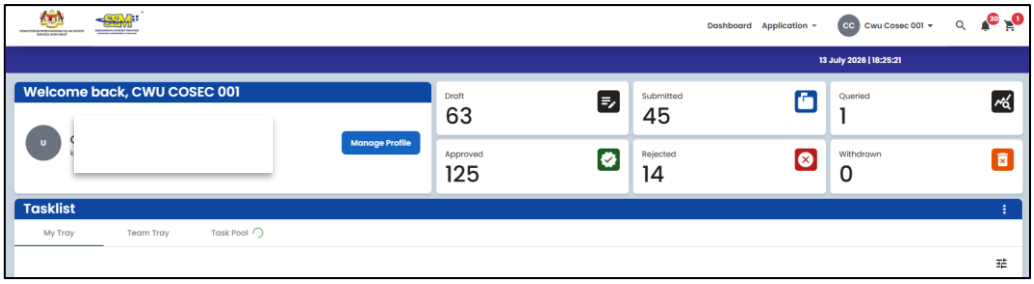
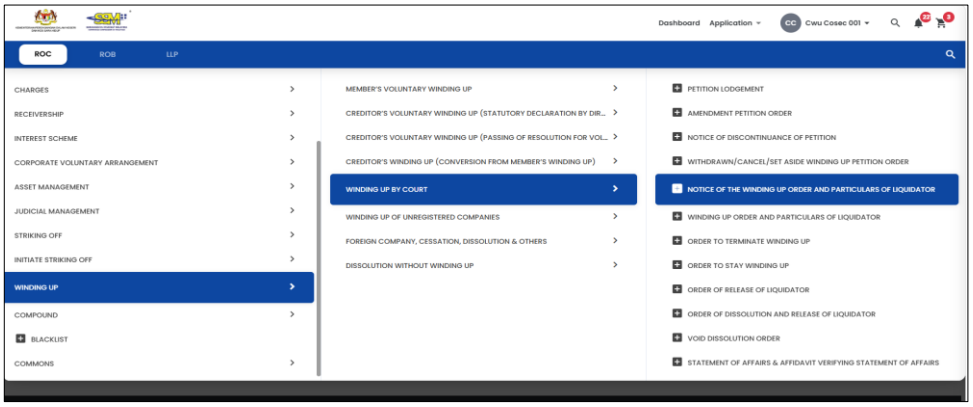
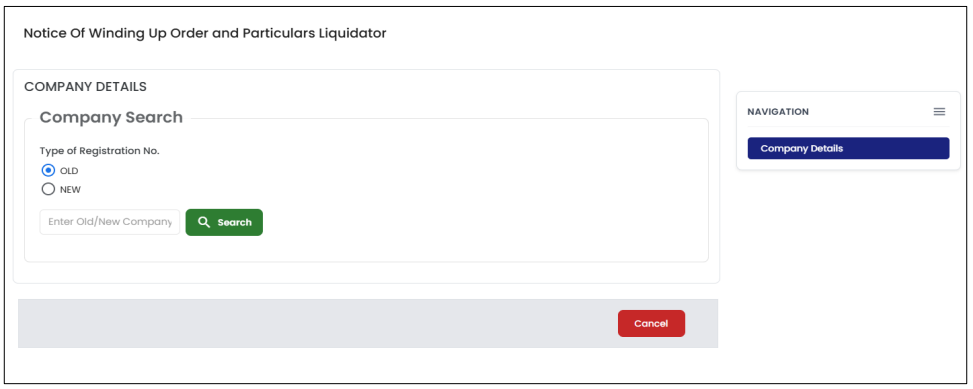
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The Petition Lodgement has been lodged 
5	Enter the notice details.  

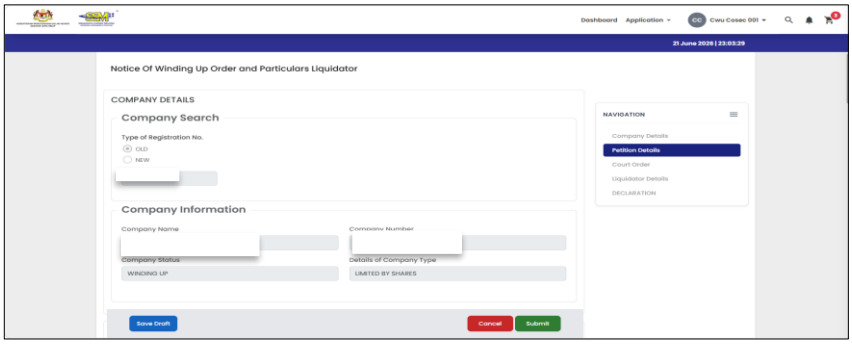
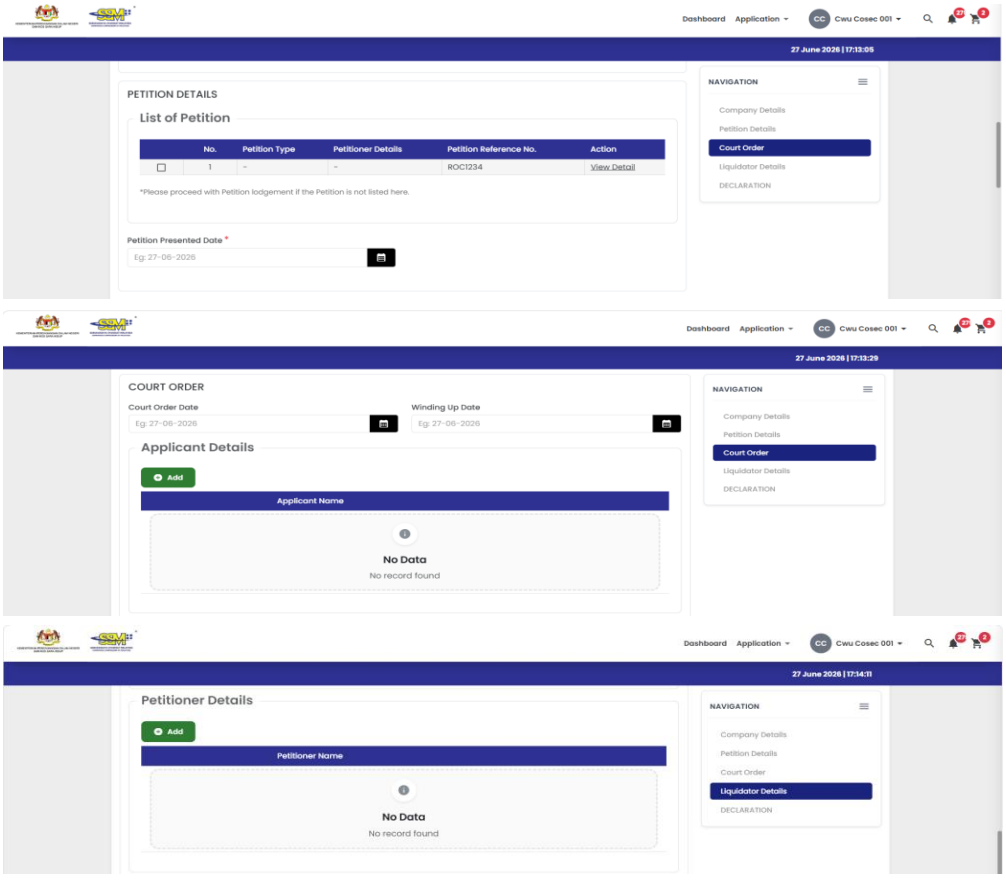
	 Note: Please enter 'NA' in any mandatory field that is not applicable to the user.
6	Upload the supporting document. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

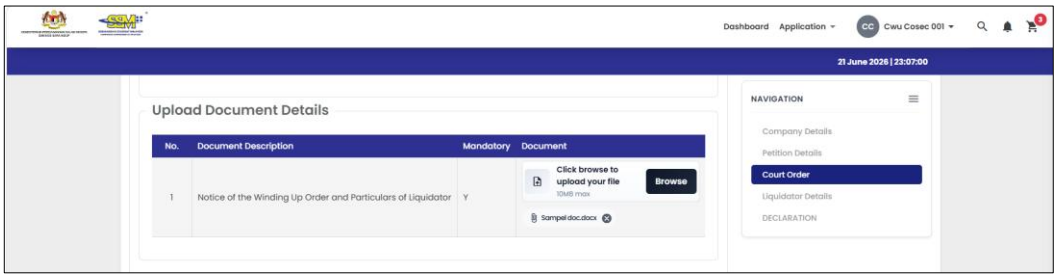
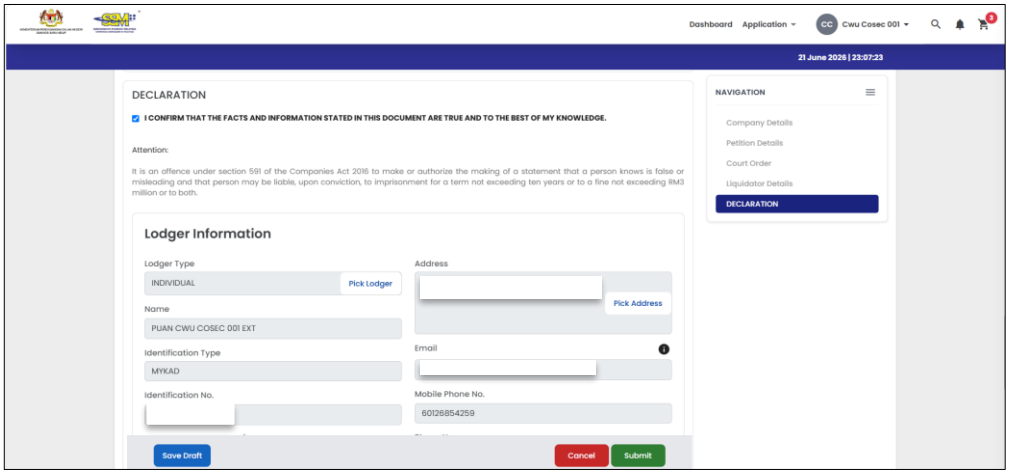
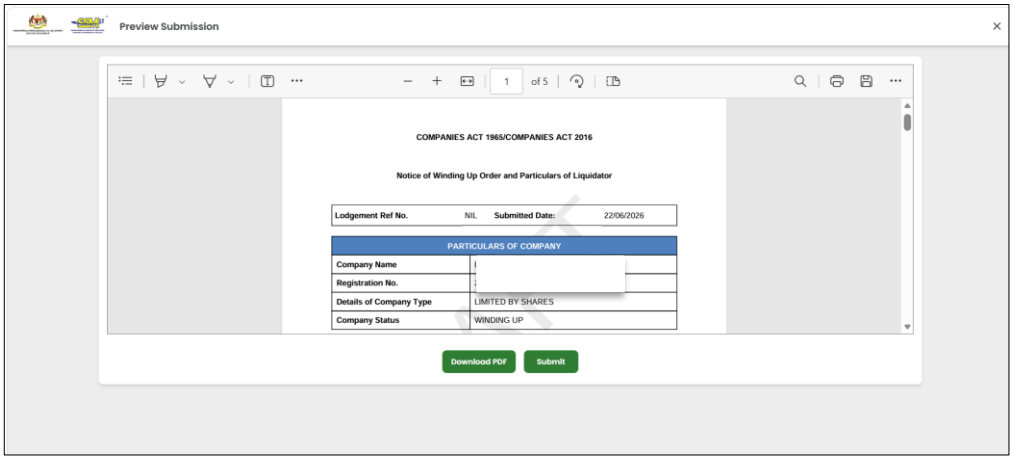
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
9	Make a payment.   

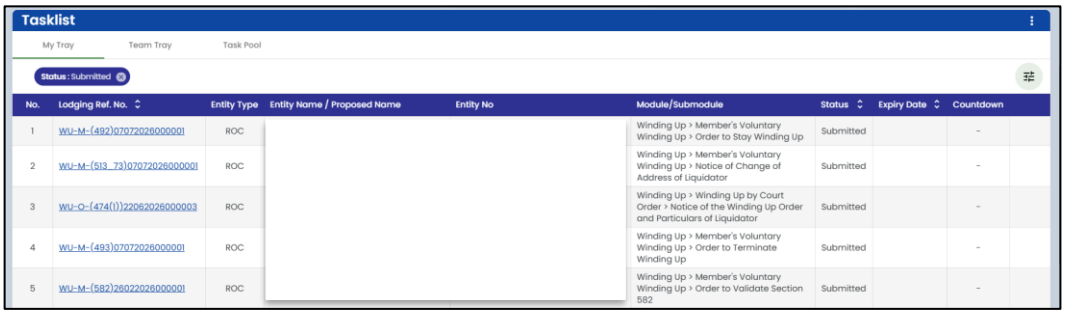
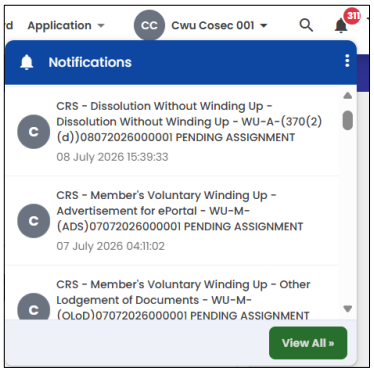
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

7.5 Notice of the Winding Up Order and Particulars of Liquidator

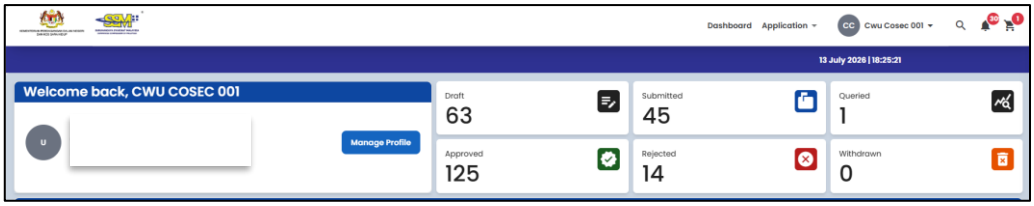
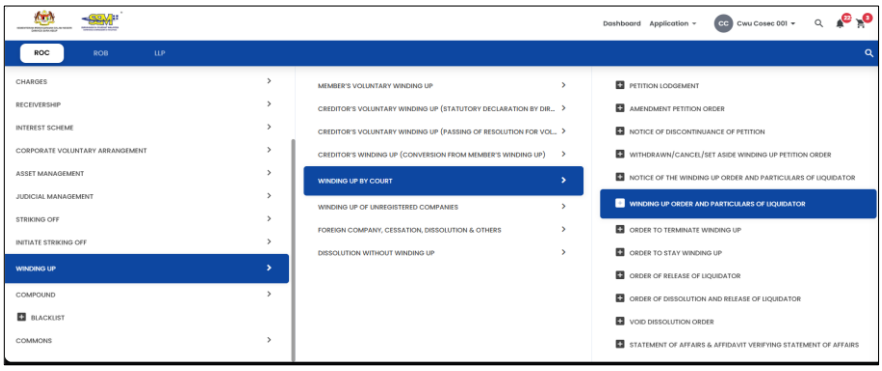
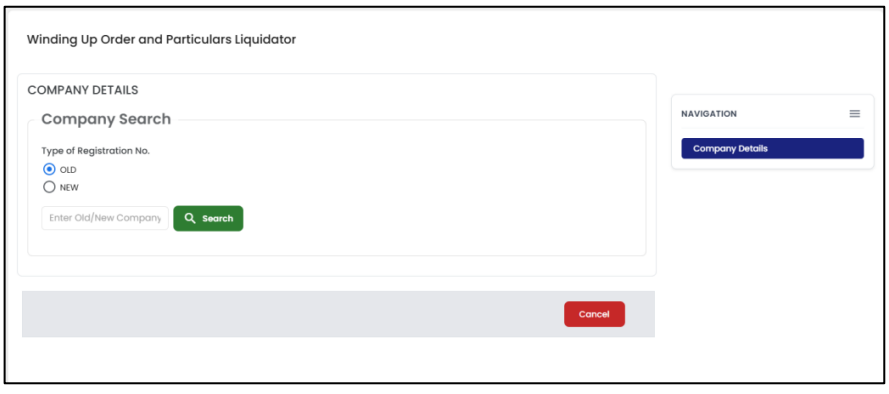
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Notice of the Winding Up Order and Particulars of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search**. 

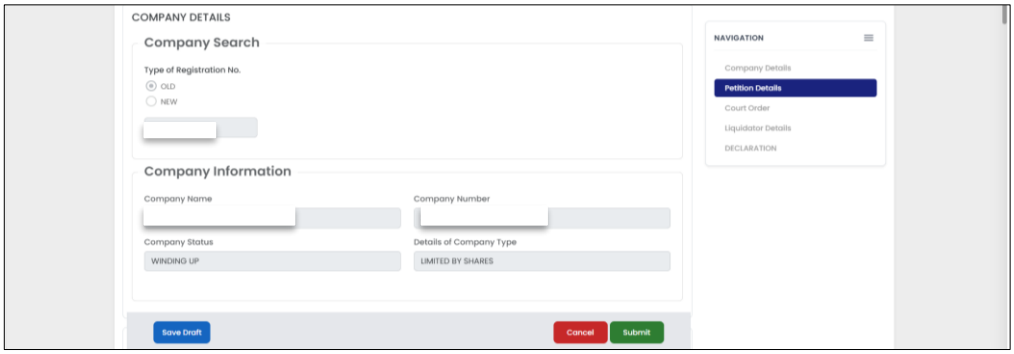
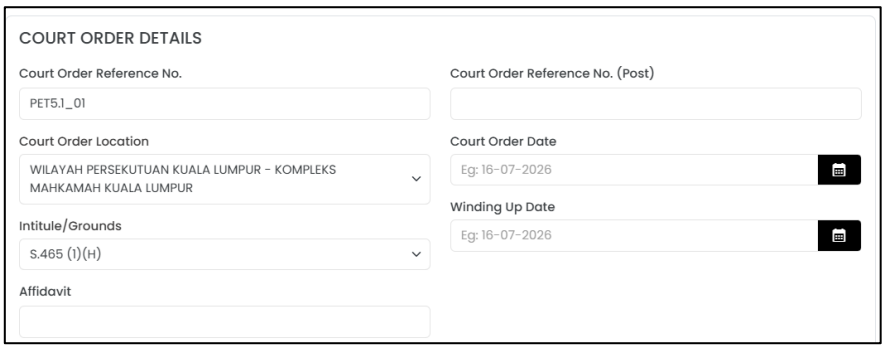
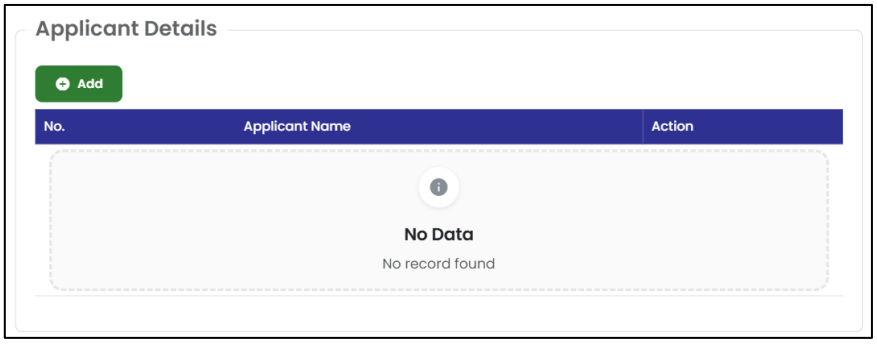
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The Petition Lodgement has been lodged 
5	Fill in the winding up order details and liquidator particulars.  Note: Please enter 'NA' in any mandatory field that is not applicable to the user.

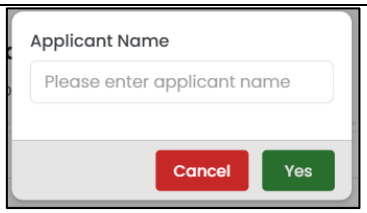
6	Upload the supporting document. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
9	Submit the lodgement.

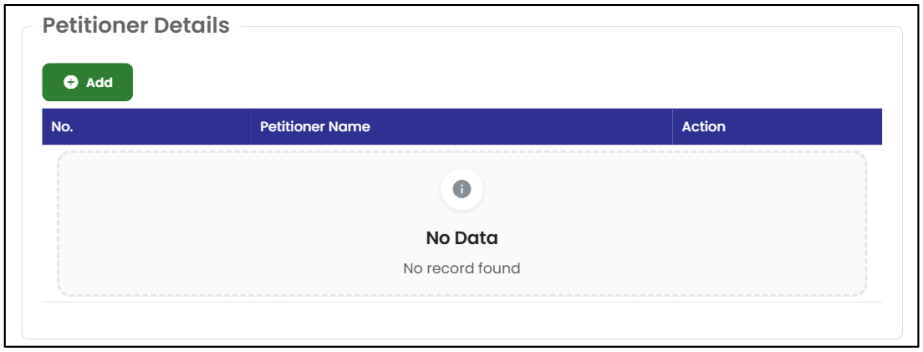
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

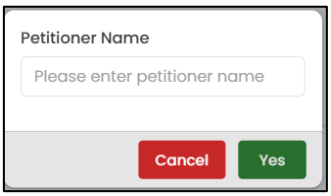
7.6 Winding Up Order and Particulars of Liquidator

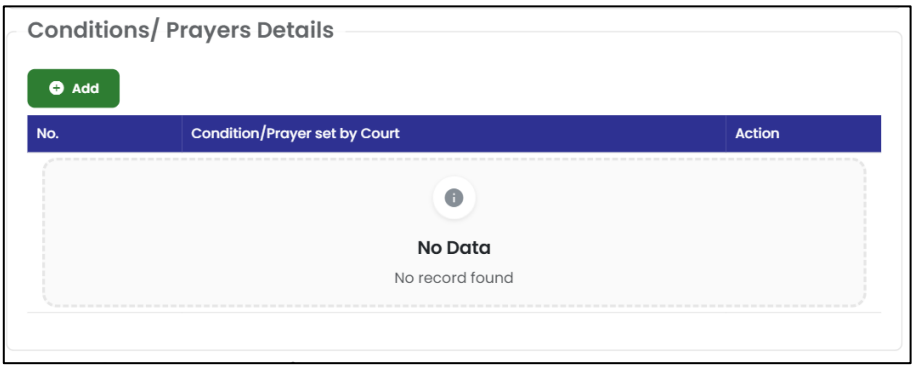
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Winding Up Order and Particulars of Liquidator** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

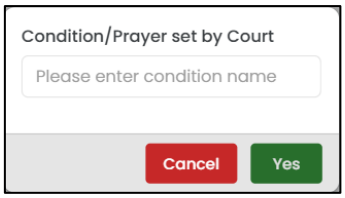
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The Petition Lodgement has been lodged 
5	The system will display the Petition Details based on Petition Lodgement. User is required to select the Petition Lodgement from the list. 
6	Enter the court order information.  



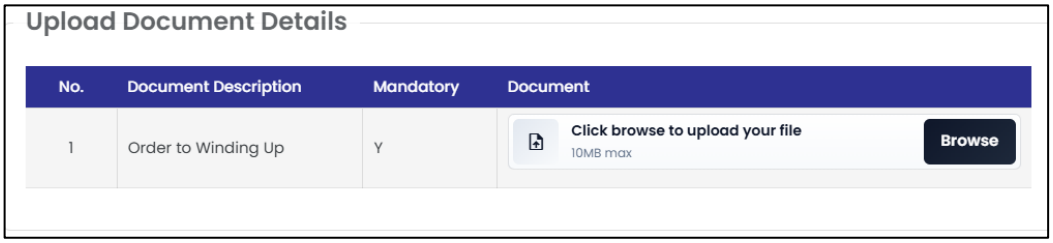
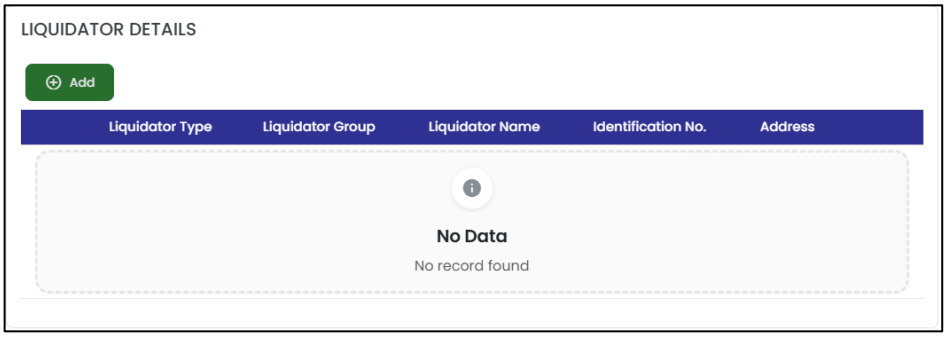
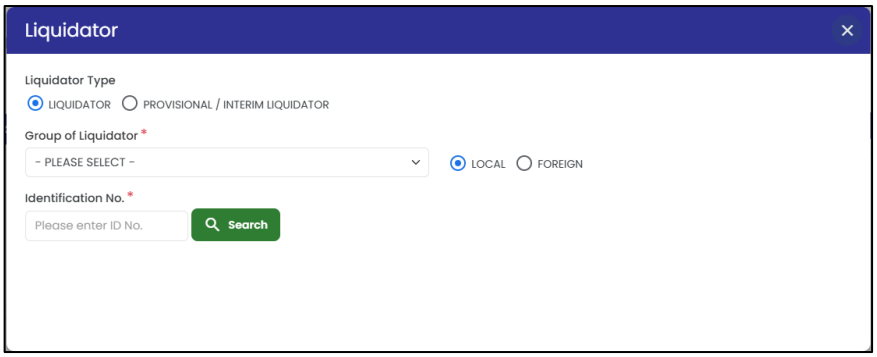
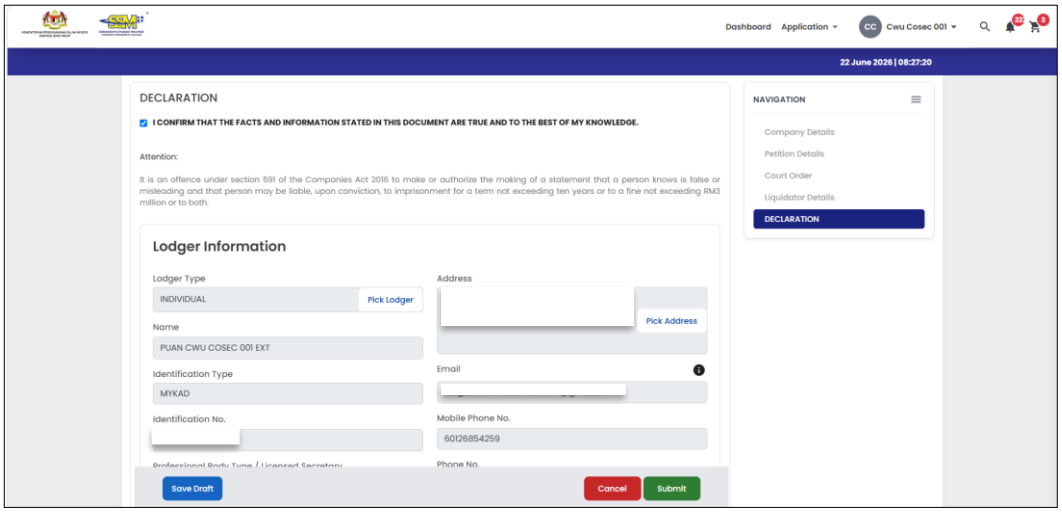


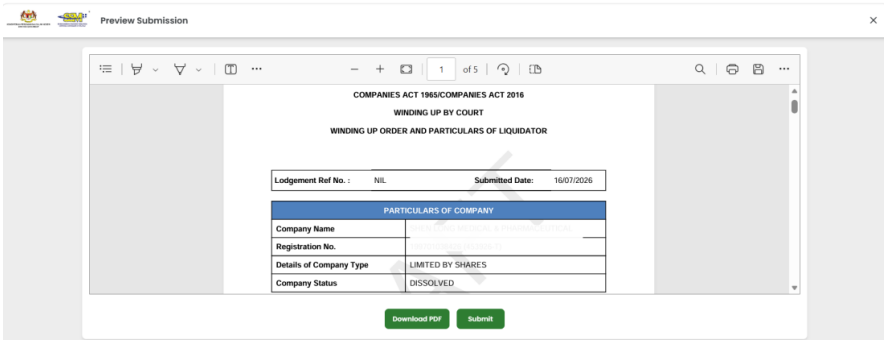
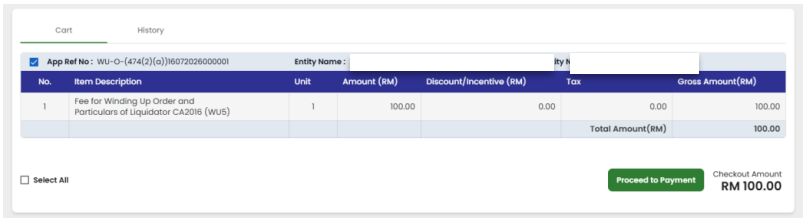
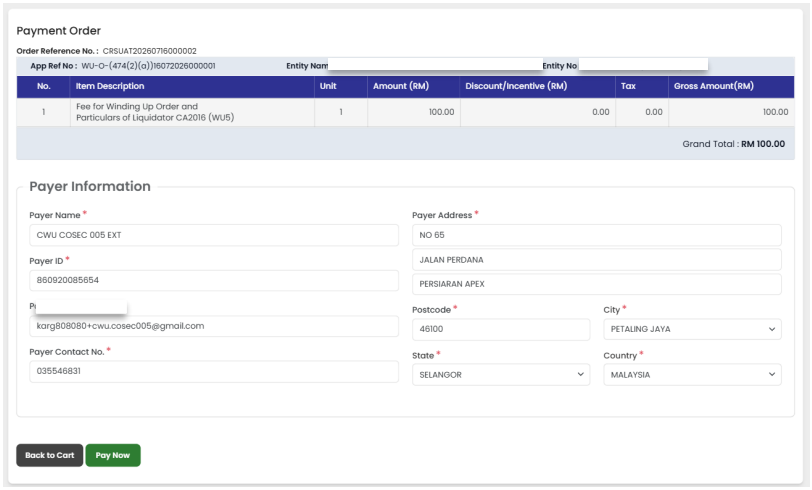
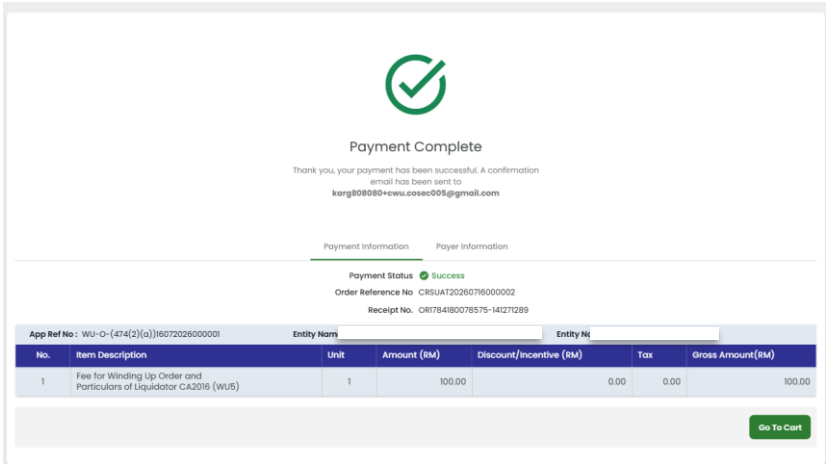


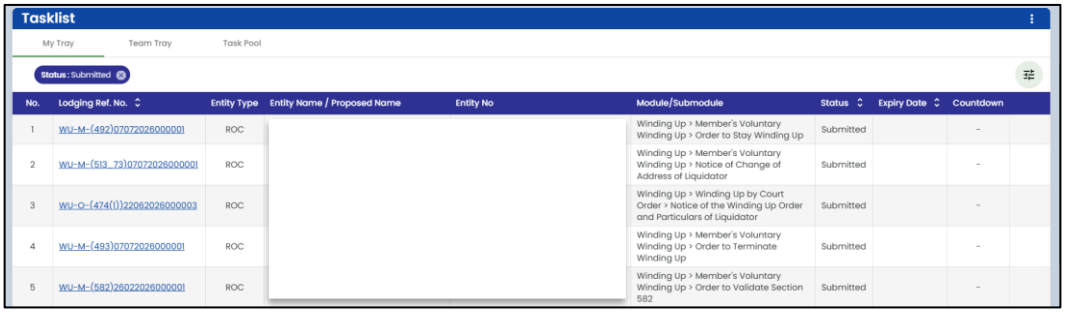
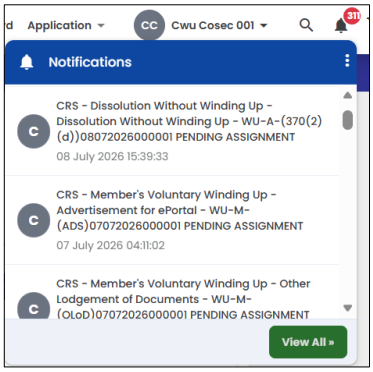




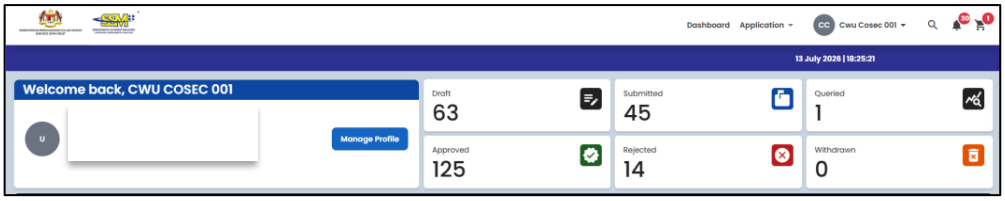
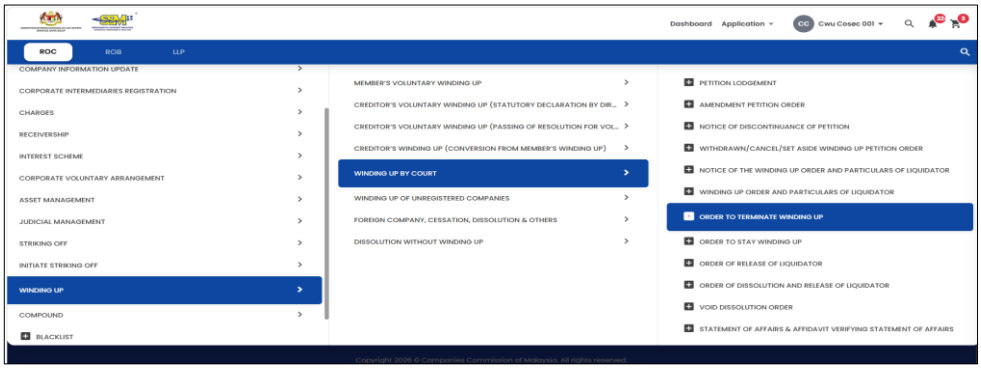
Note: Please enter 'NA' in any mandatory field that is not applicable to the user.

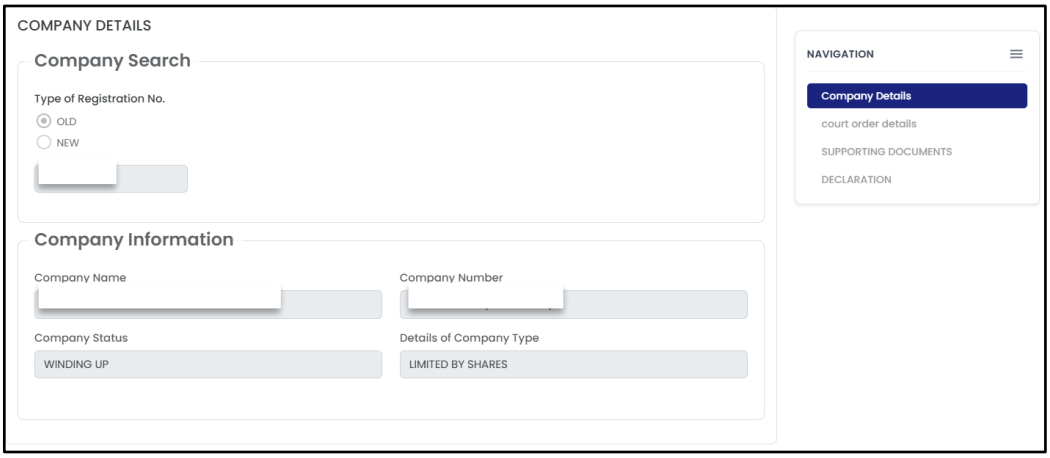
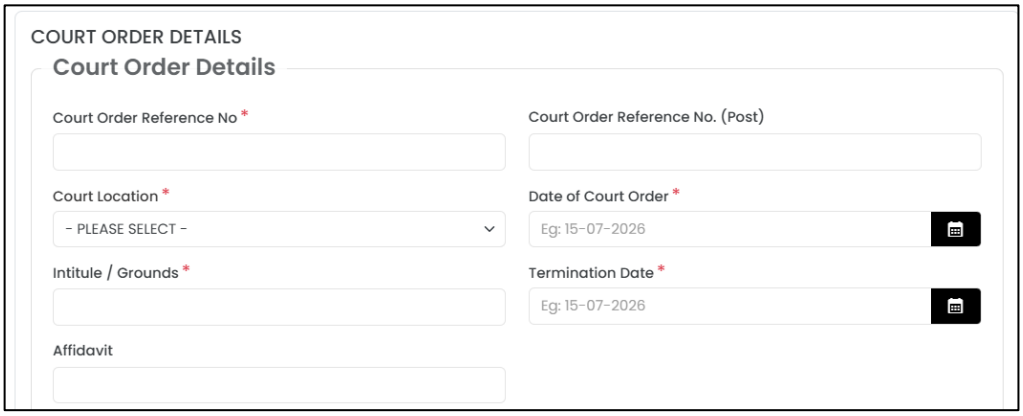
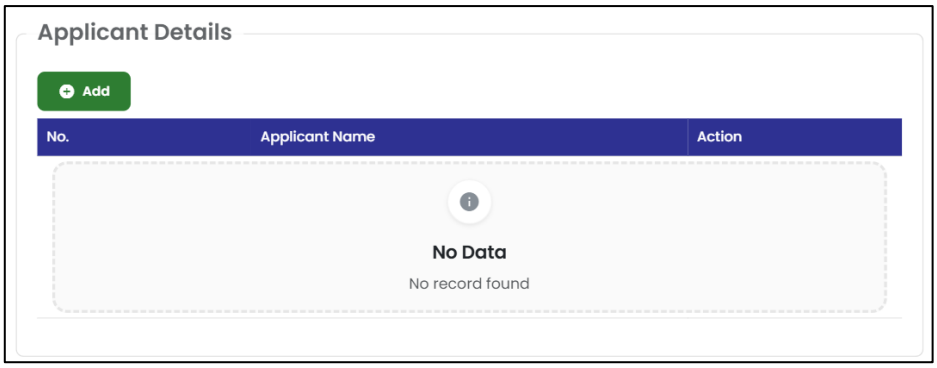
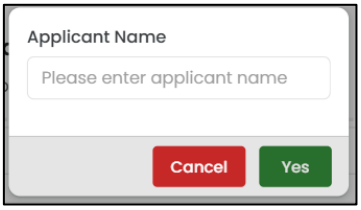
7	Upload the supporting document. 
8	Insert the Liquidator Details.  Click the "**Add**" button. 
9	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

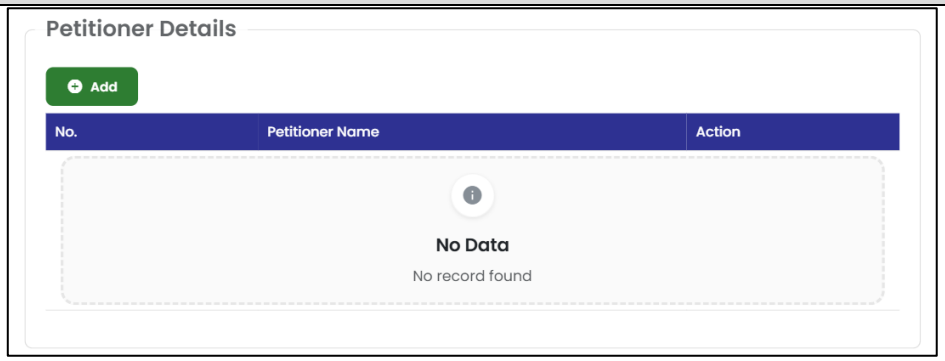
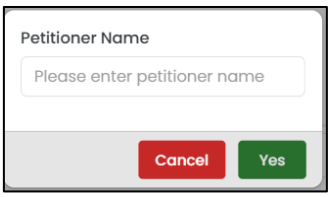
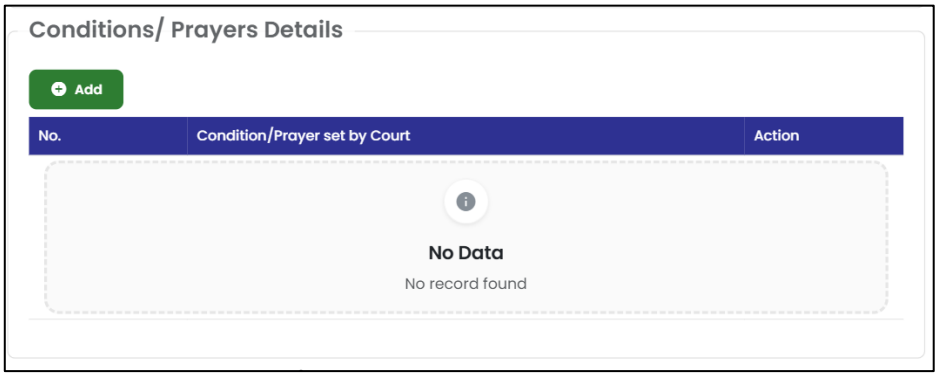
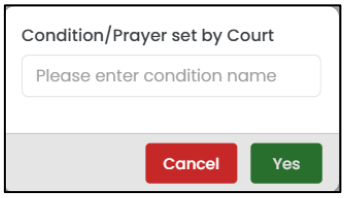
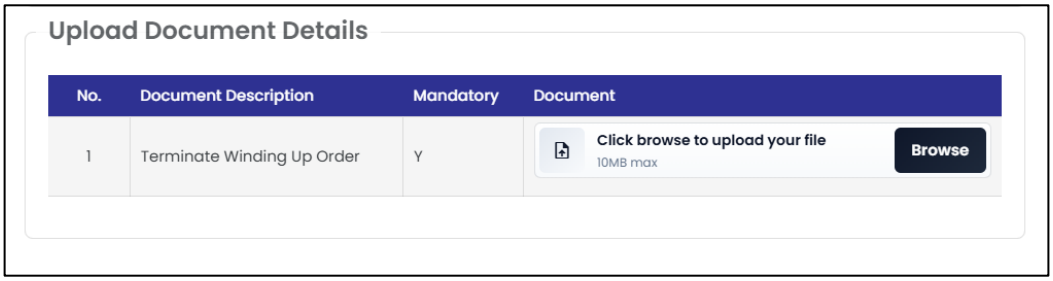
10	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
11	Make Payment.   

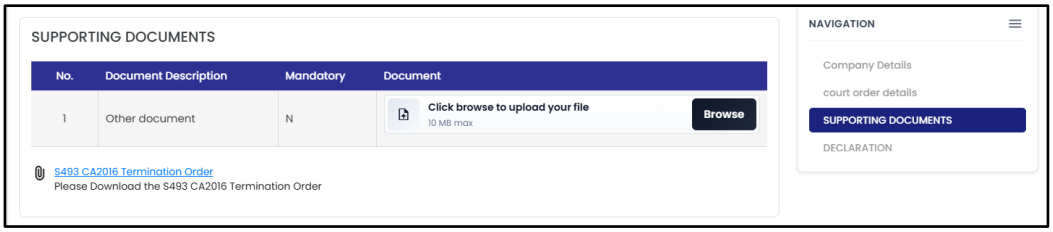
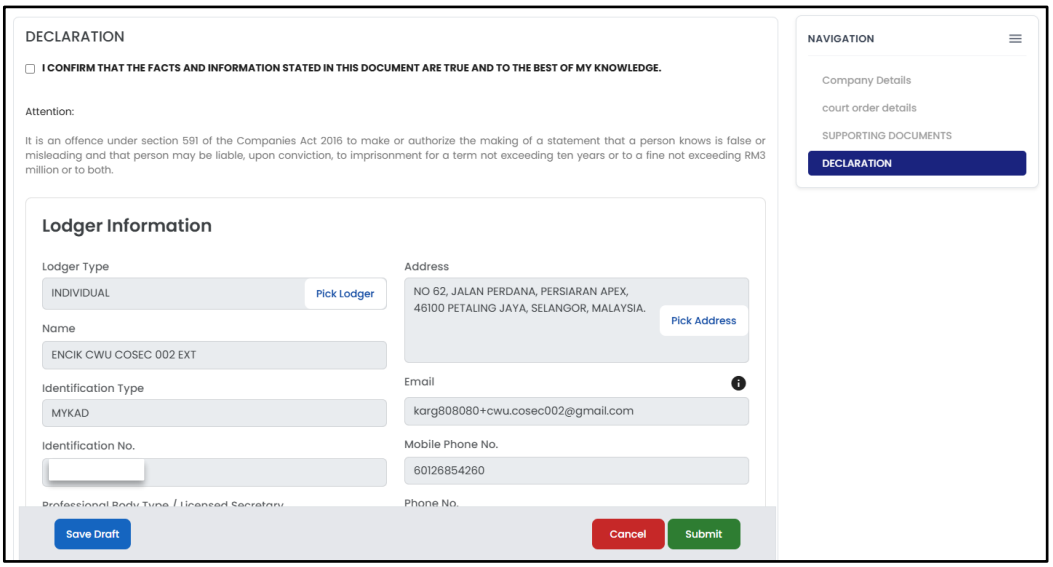
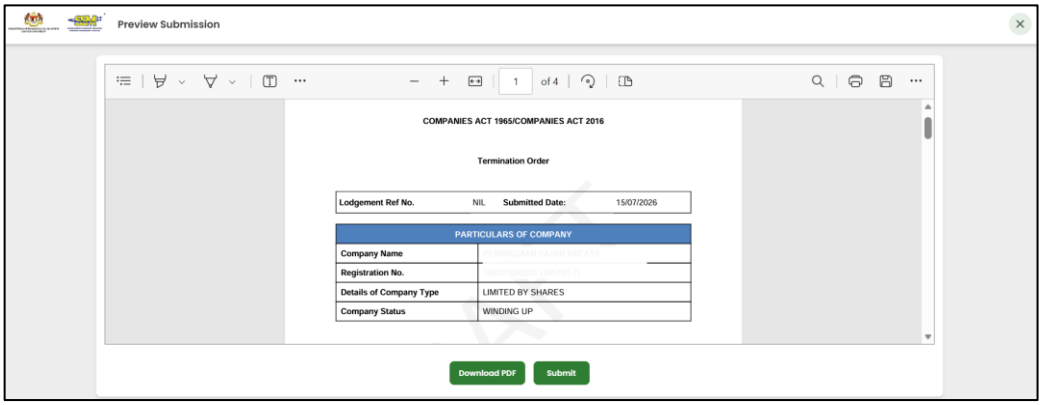
12	Submit the lodgement.
13	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

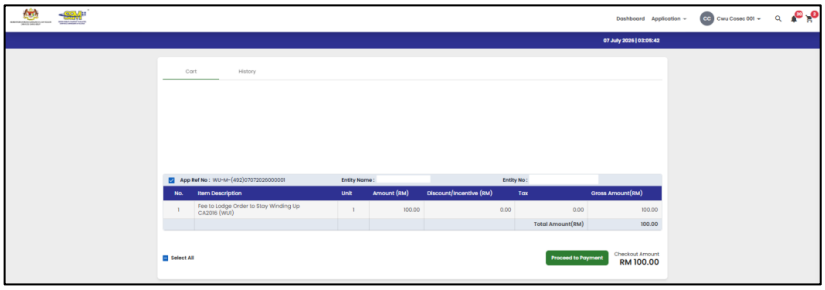
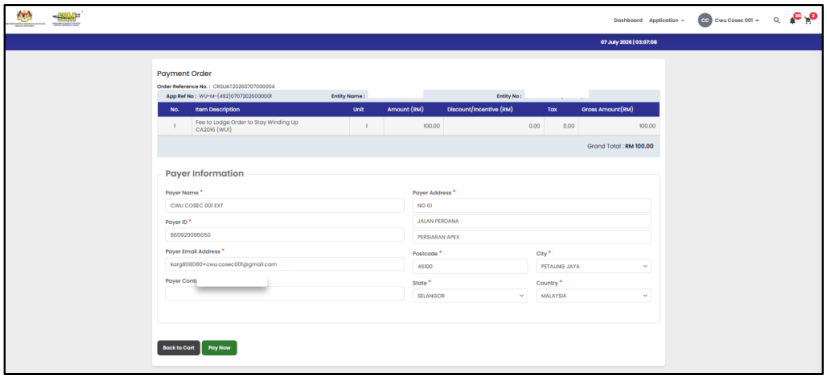
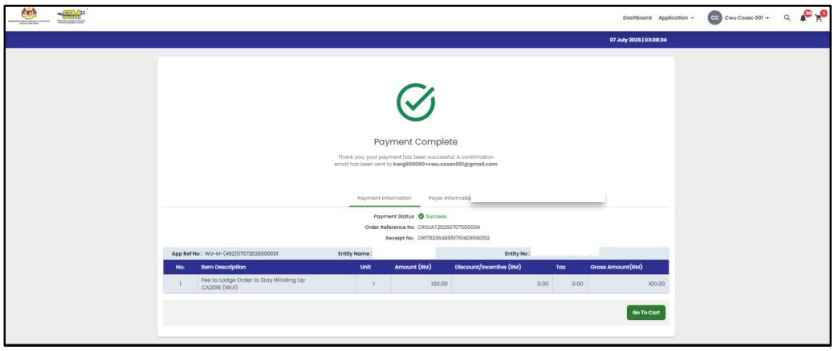
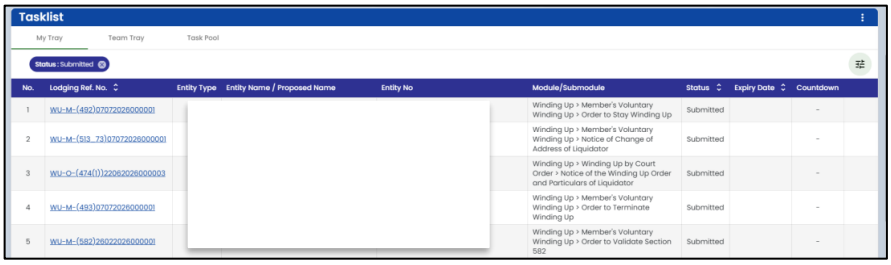
7.7 Order to Terminate Winding Up

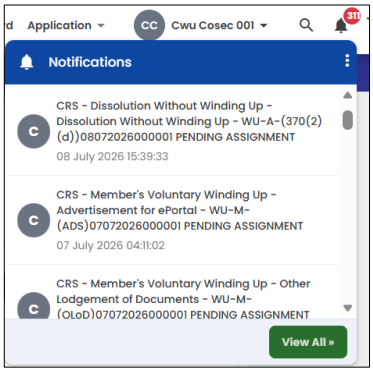
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Order to Terminate Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court) • The Petition Lodgement has been lodged • The Notice of the Winding Up Order or Winding Up Order has been lodged

Field Num.	Description
	
5	The user fills up relevant fields in the **Court Order Details** section.   

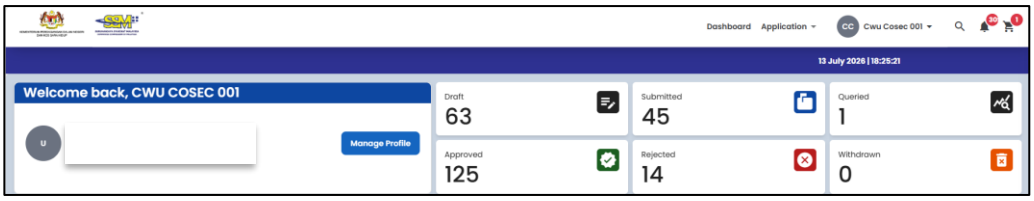
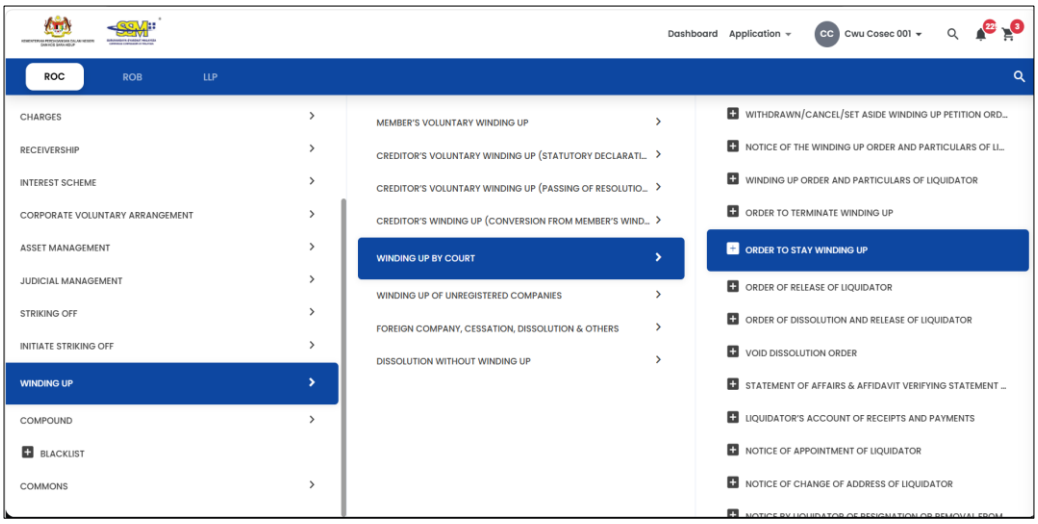
Field Num.	Description
	    Note: Please enter '**NA**' in any mandatory field that is not applicable to the user
6	Upload the court order document. 

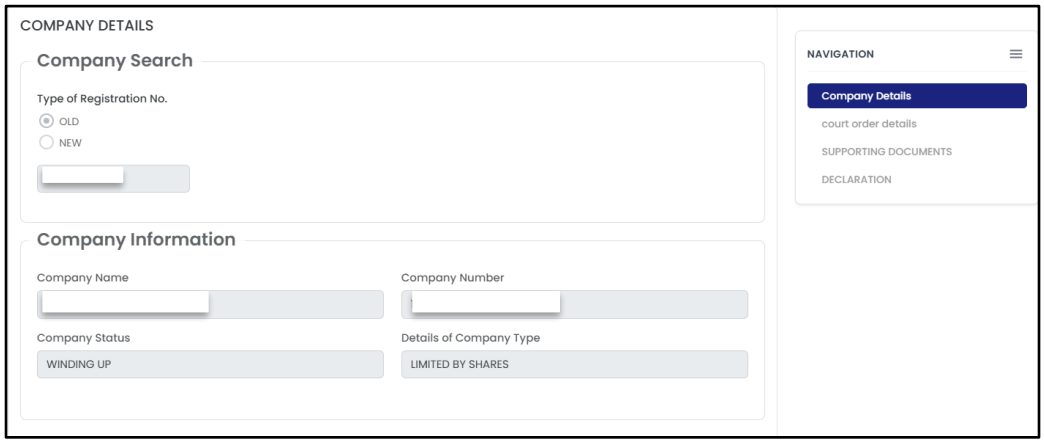
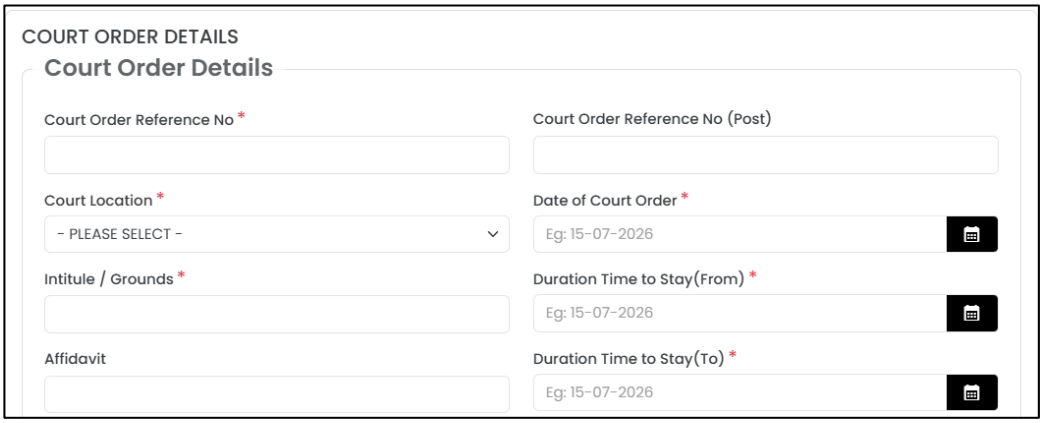
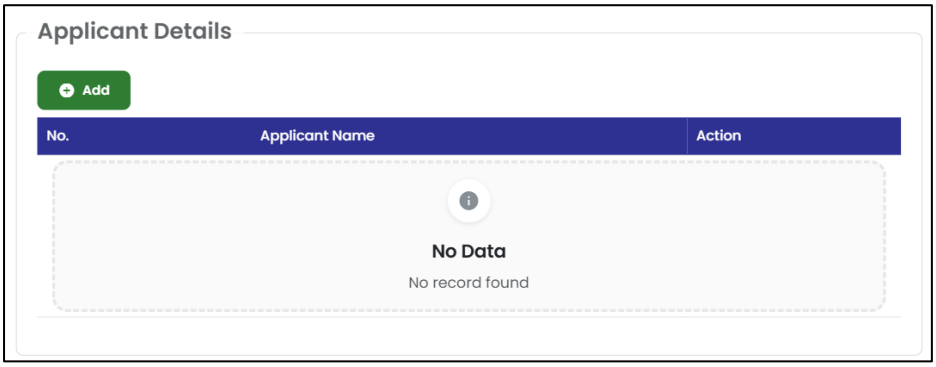
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.

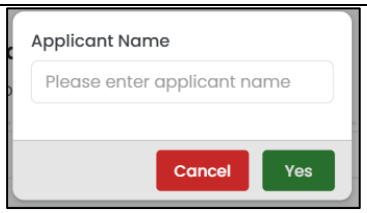
10	Make Payment.   
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

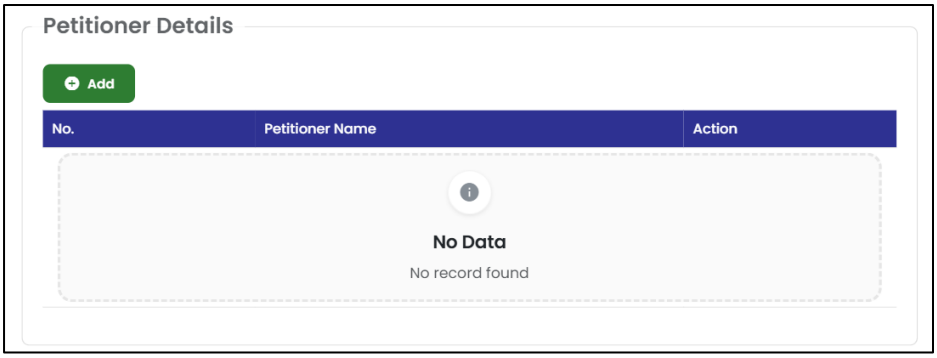
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

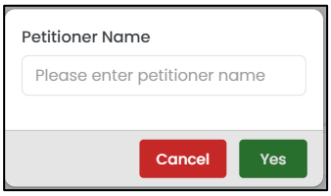
7.8 Order to Stay Winding Up

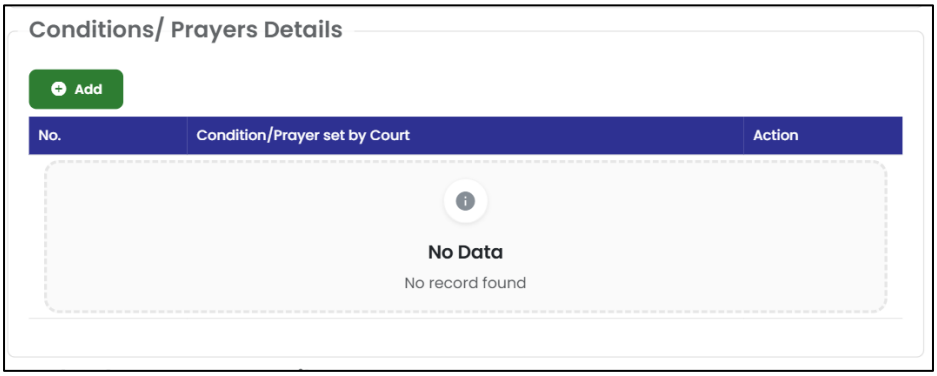
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up by Court** -> **Order to Stay Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

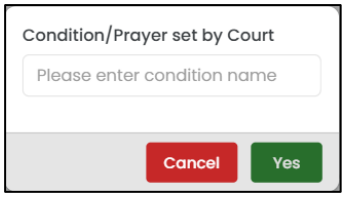
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court) • The Petition Lodgement has been lodged • The Notice of the Winding Up Order or Winding Up Order has been lodged 
5	The user needs to fill up mandatory fields in the **Court Order Details** section.  



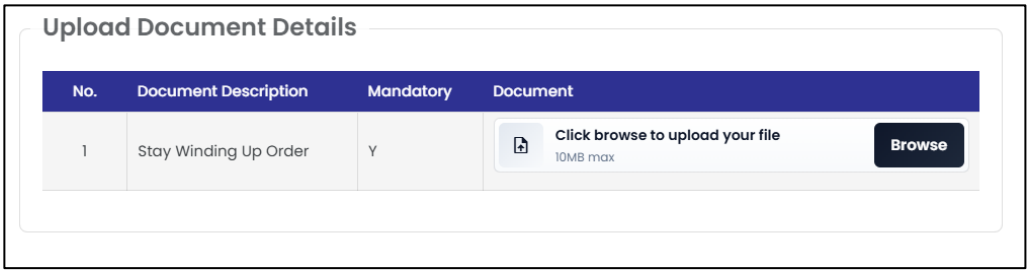
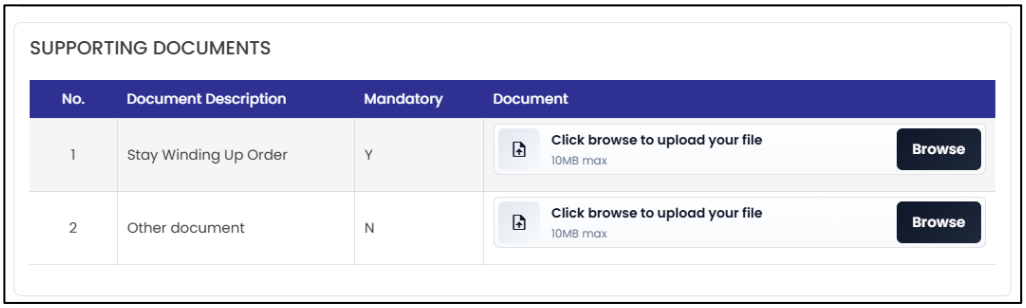
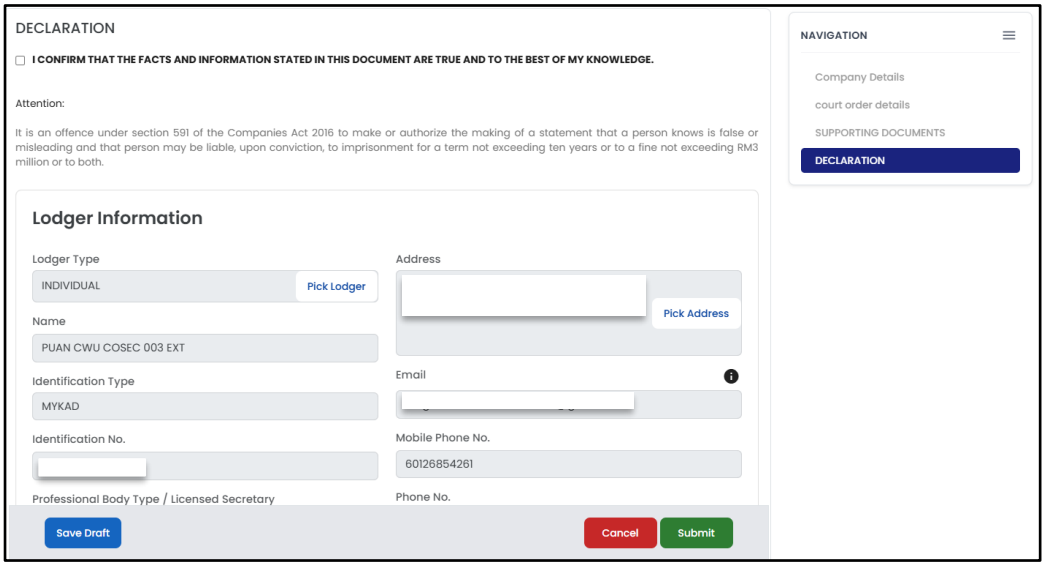


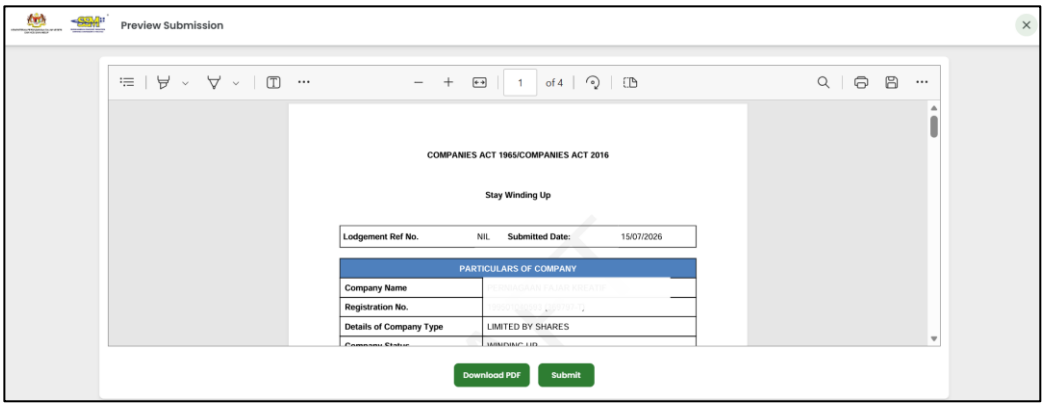
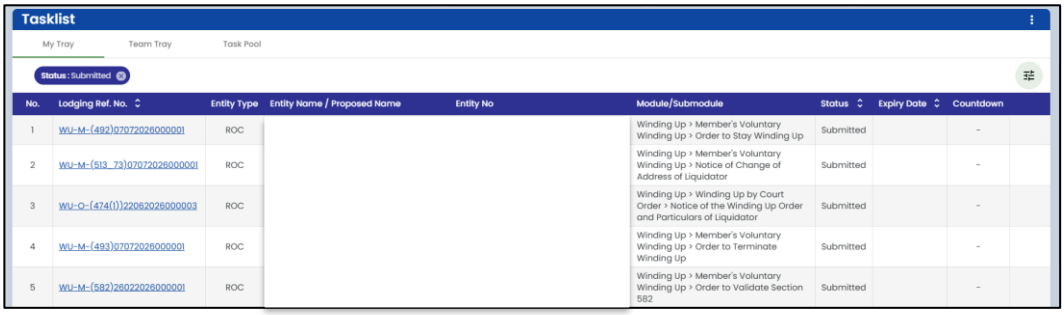
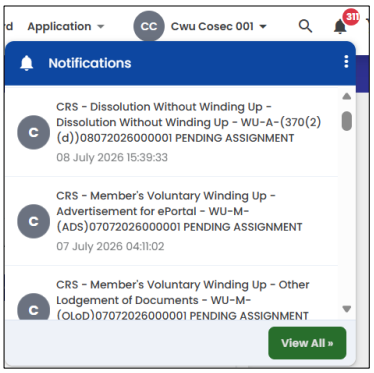




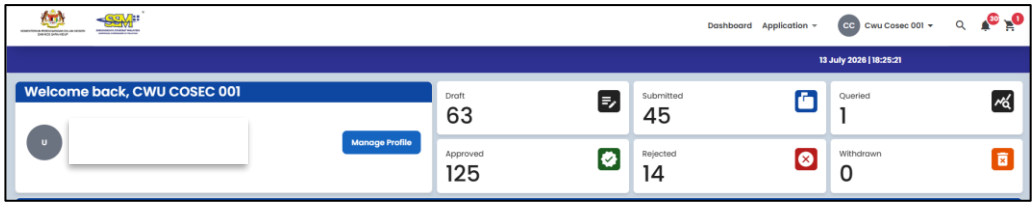
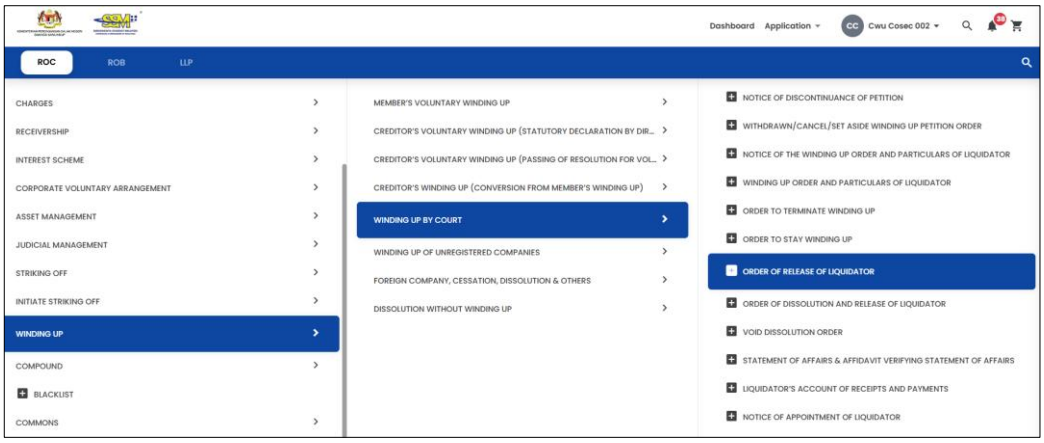


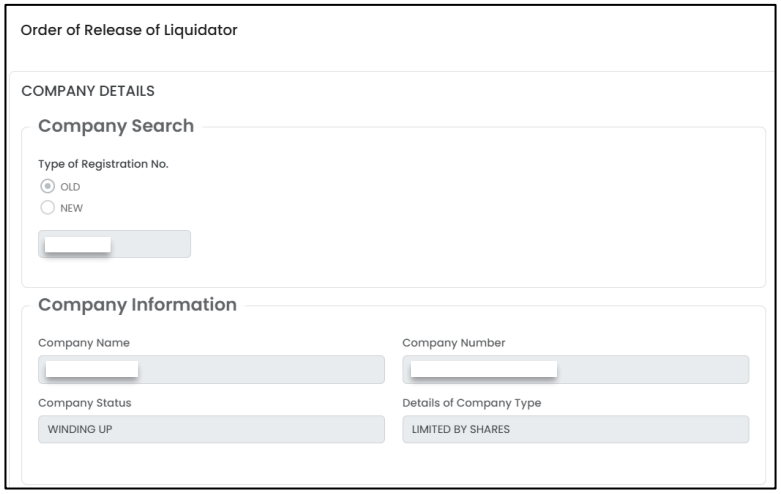
Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

6	Upload the court order document. 
7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

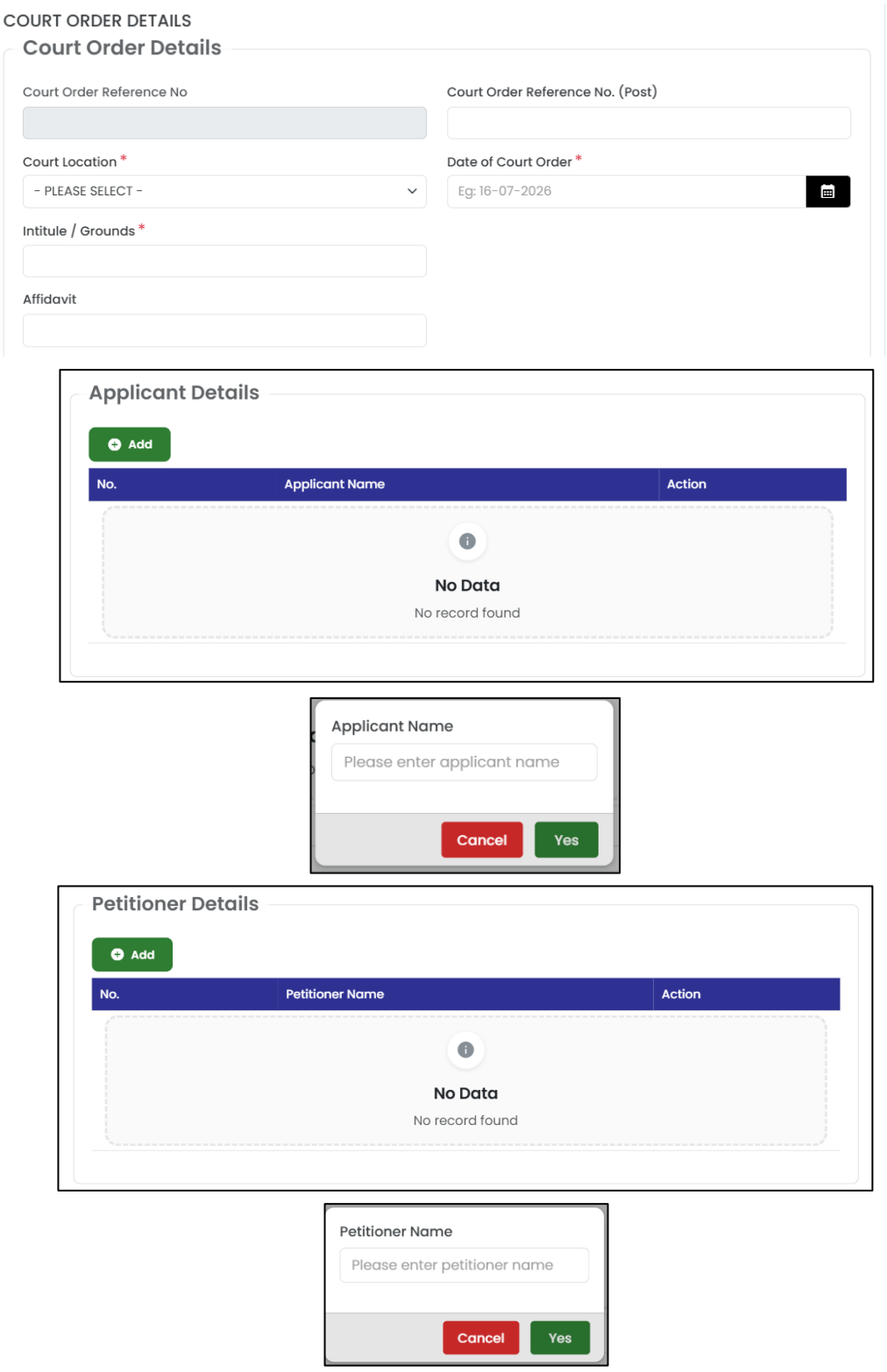
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

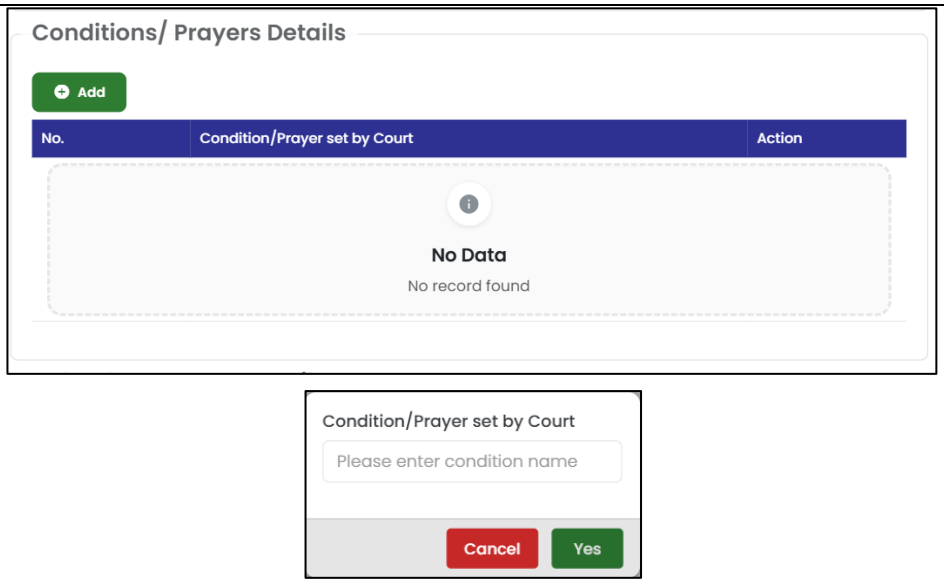
7.9 Order of Release of Liquidator

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Order of Release of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court) • The Petition Lodgement has been lodged • The notice of the Winding Up Order or Winding Up Order has been lodged • The Liquidator assigned to the company has been activated 
5	The user choose the court order reference no. 

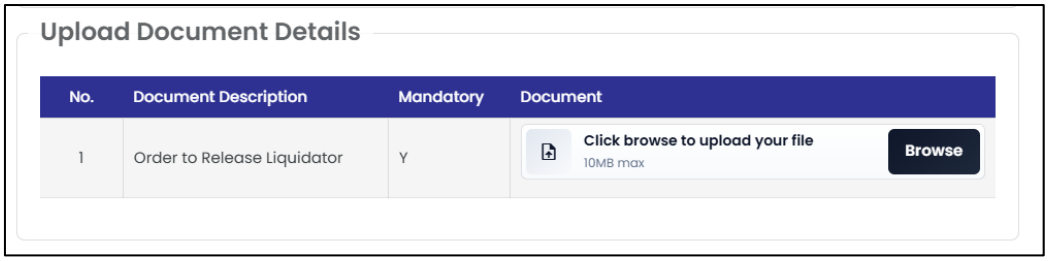
6	The user fill up the mandatory fields in the **Court Order Details** section.



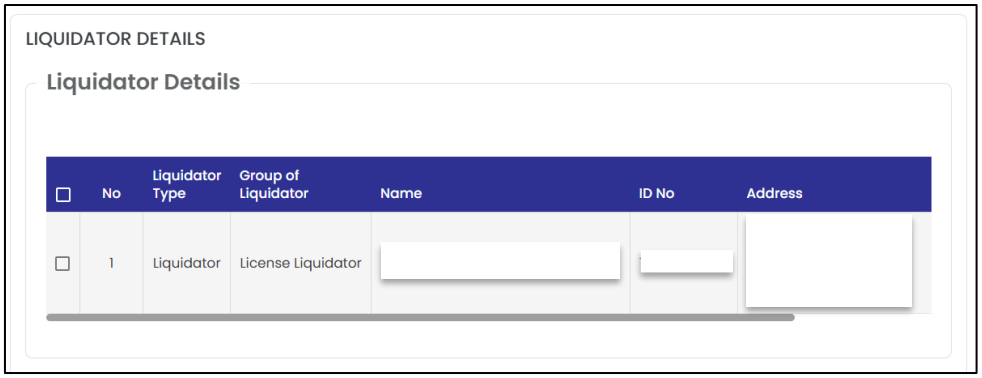


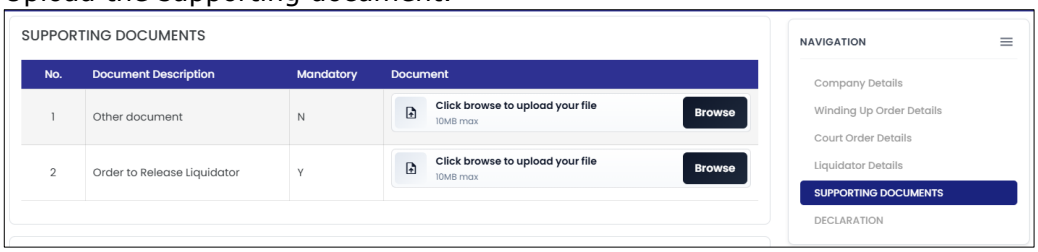
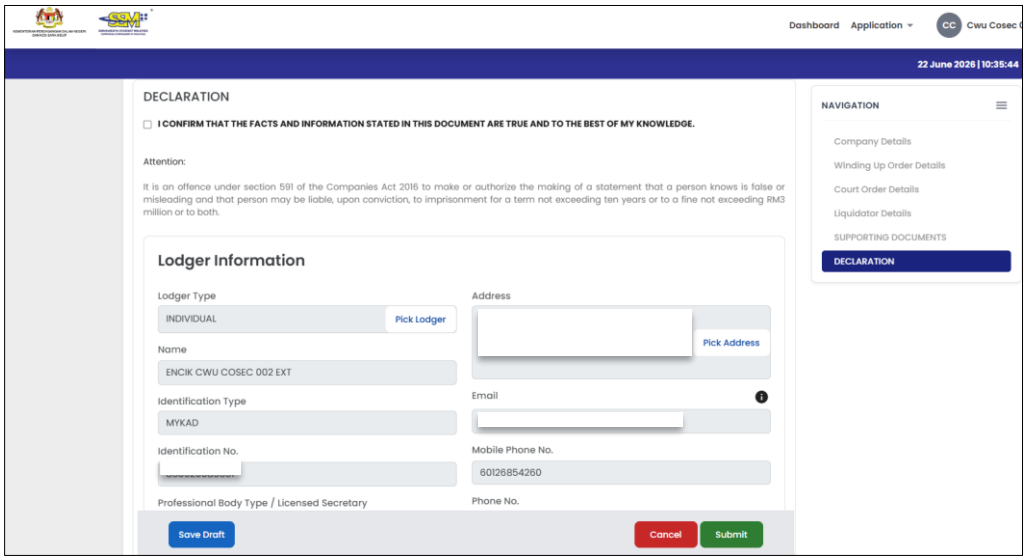
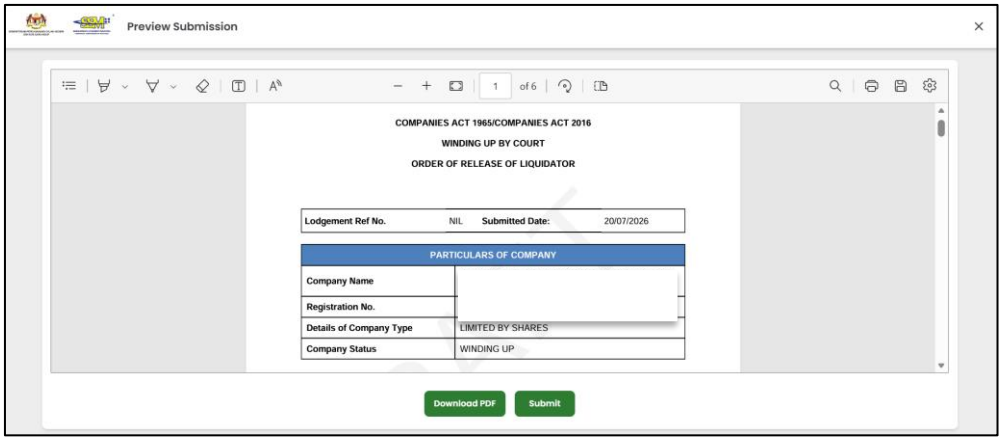
Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

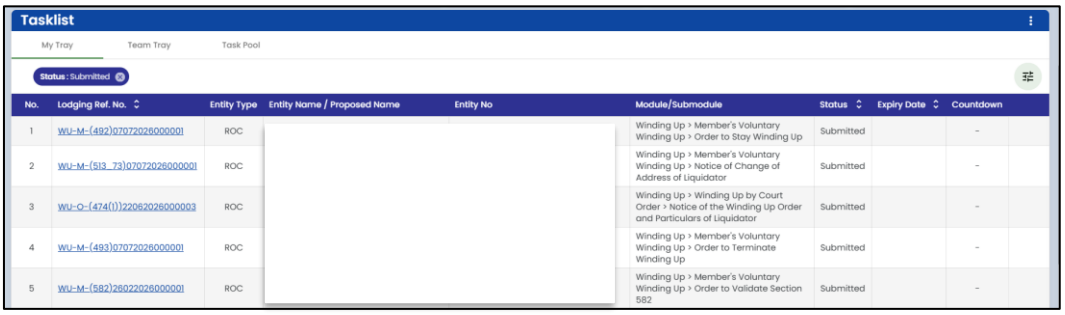
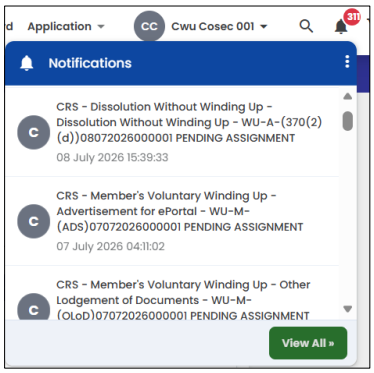
7 Upload the court order document details.



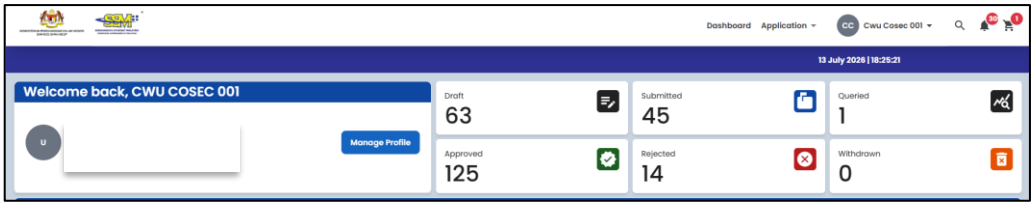
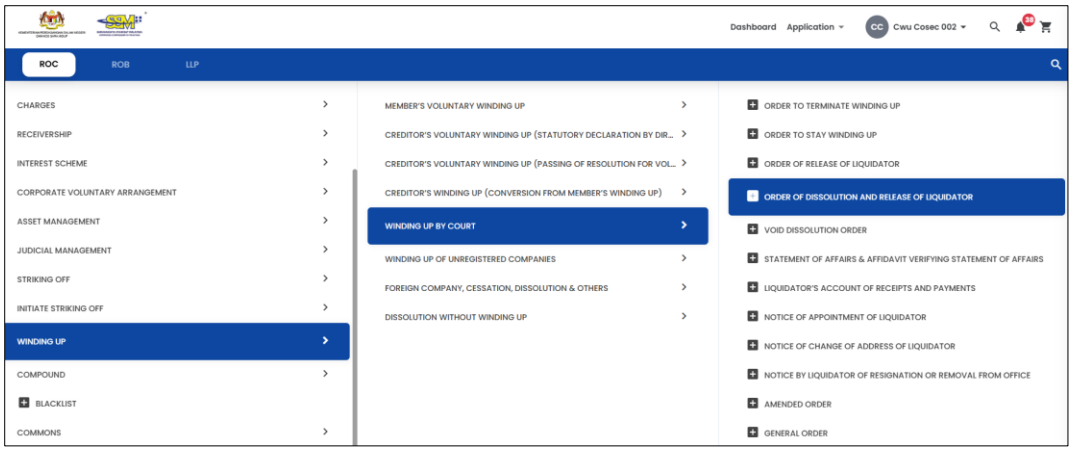
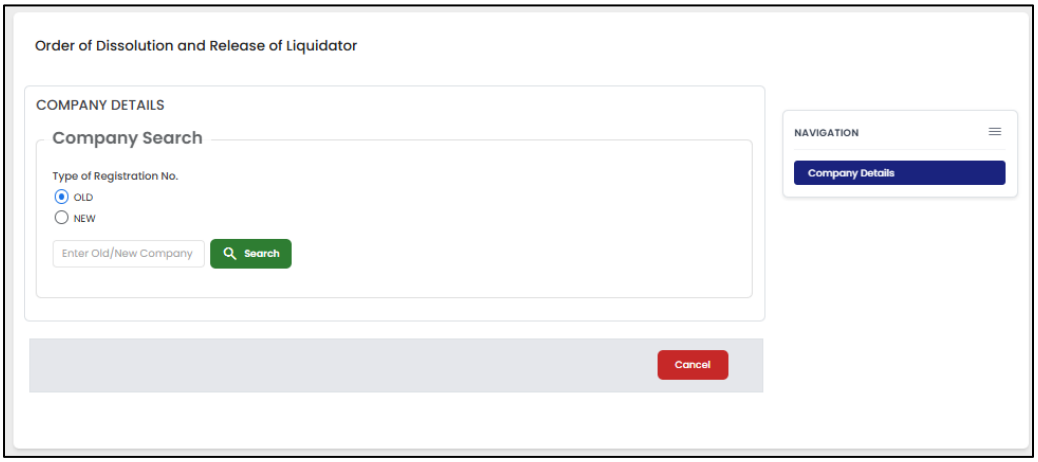
8 Select the Liquidator from the list table.

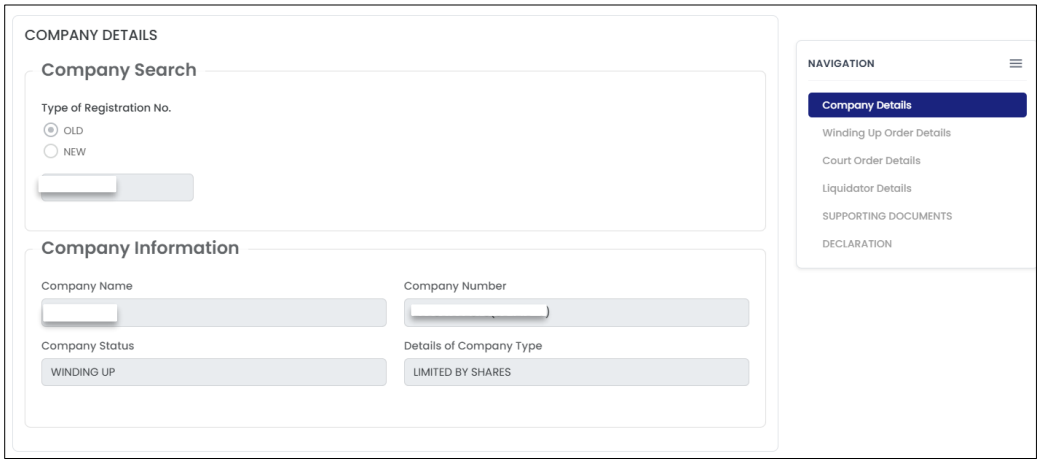
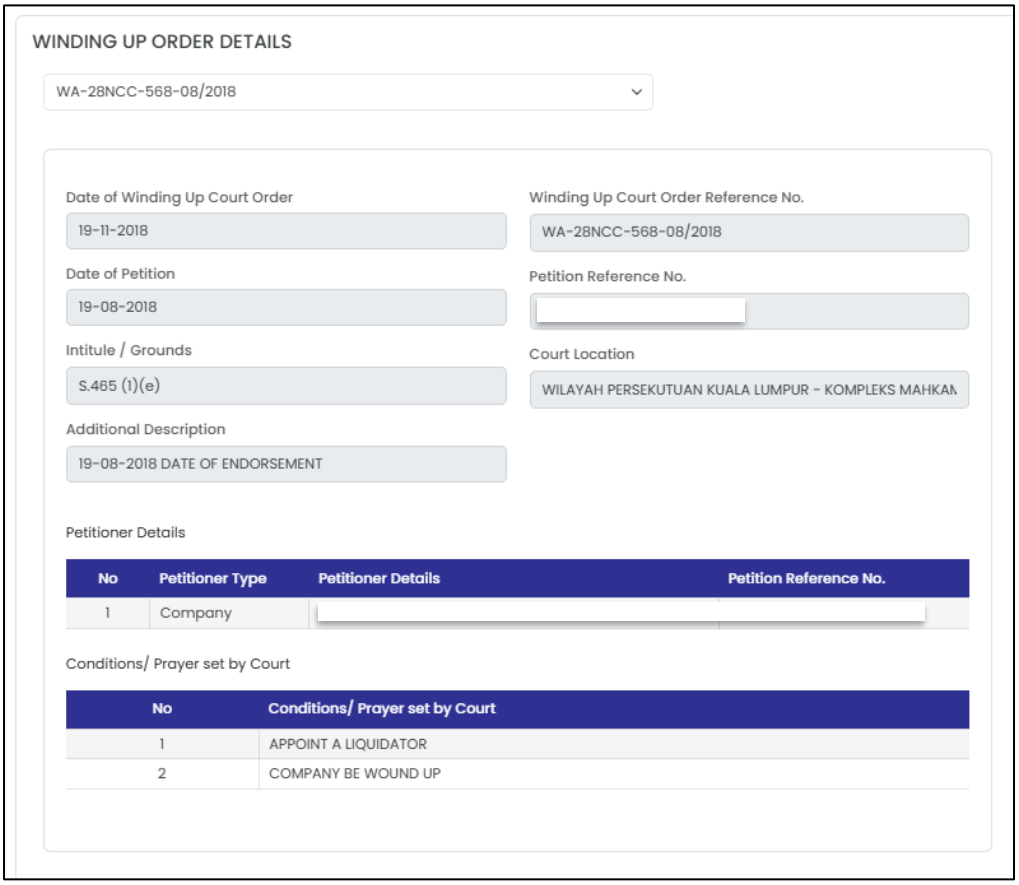


9	Upload the supporting document. 
10	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
11	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference
12	Submit the lodgement.

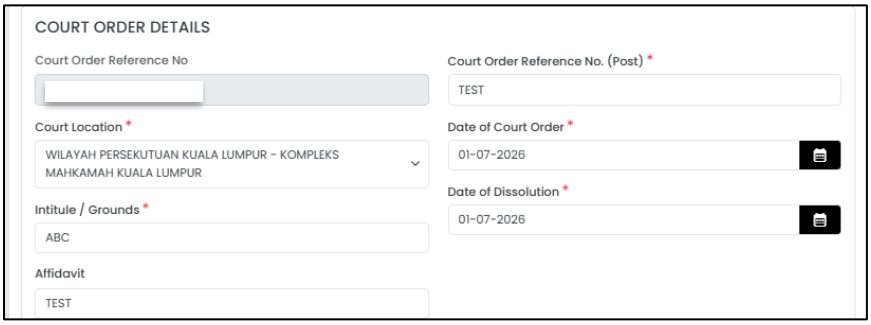
13	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

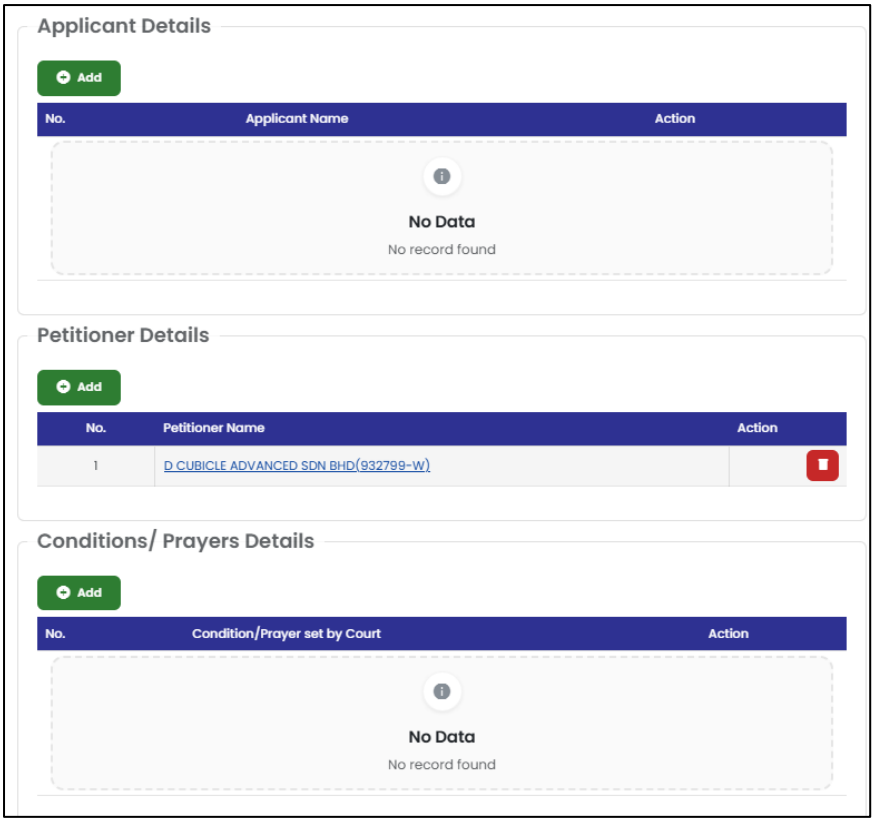
7.10 Order of Dissolution and Release of Liquidator

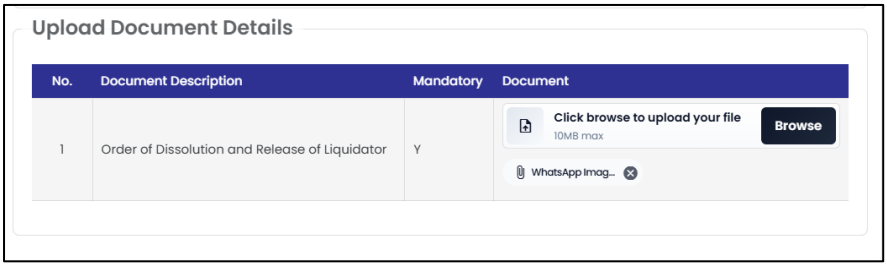
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Order of Dissolution and Release of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

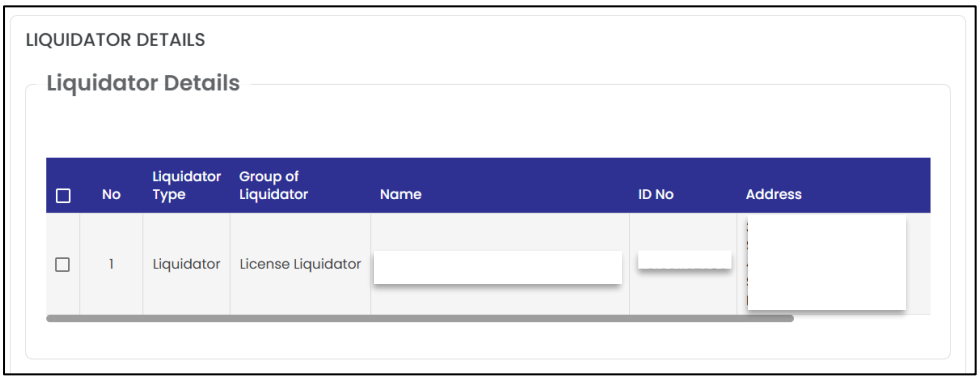
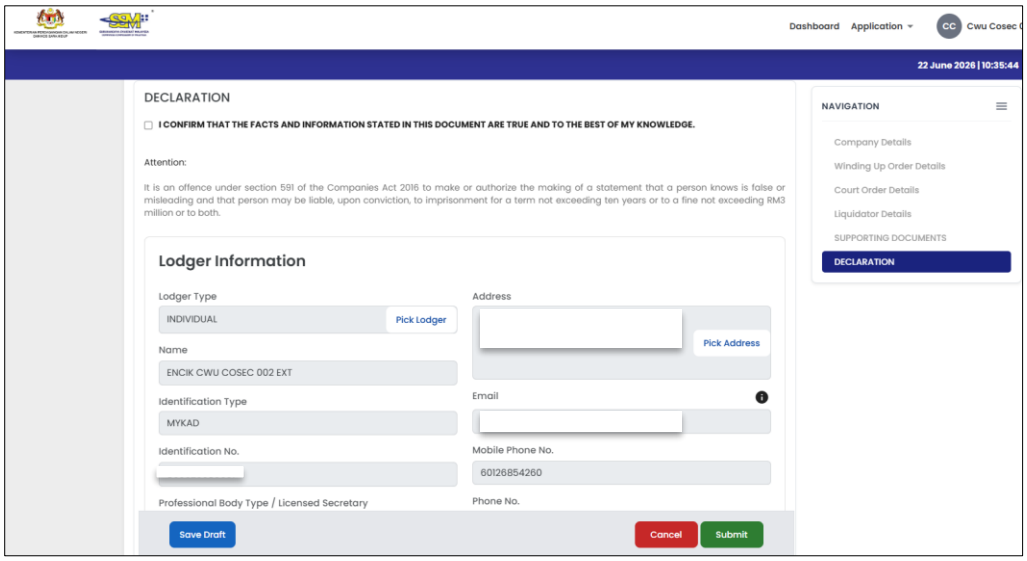
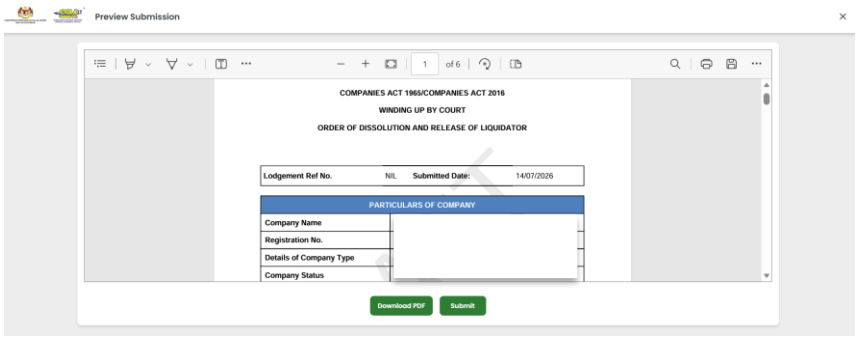
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court) • The Petition Lodgement has been lodged • The Notice of the Winding Up Order or Winding Up Order has been lodged 
5	Winding up Order Details. 

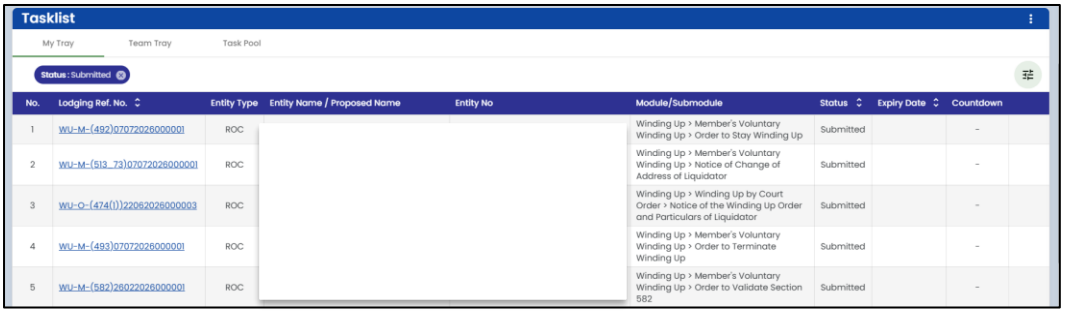
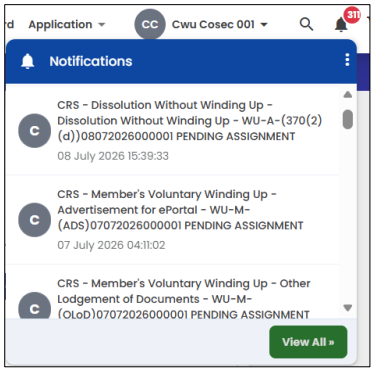
6 Enter the court order information.



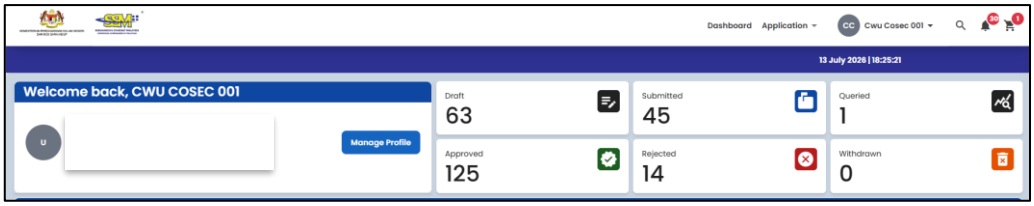
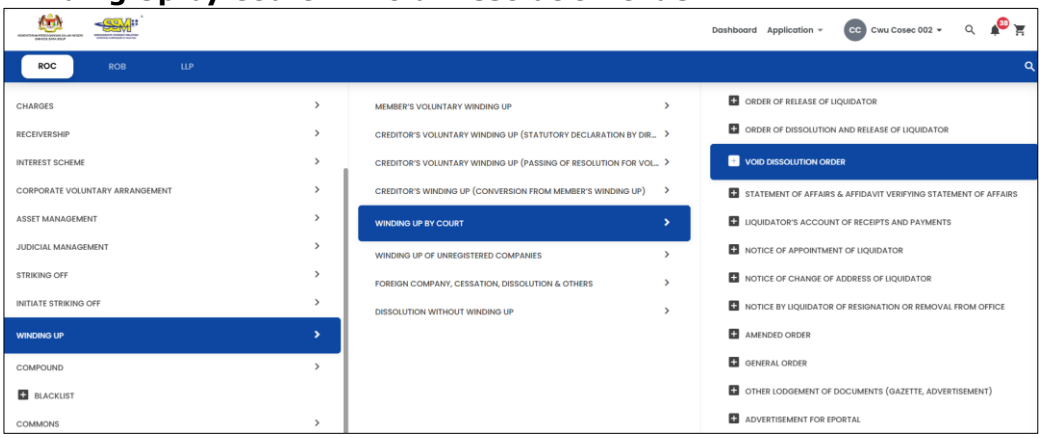


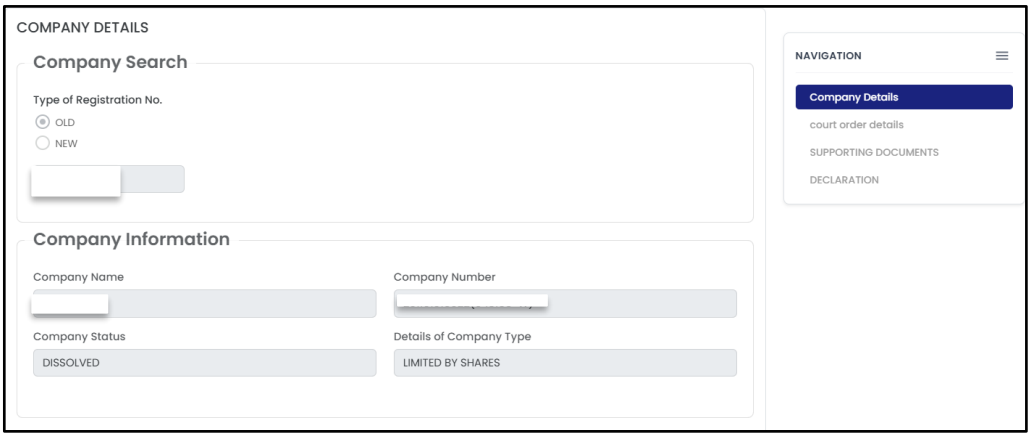
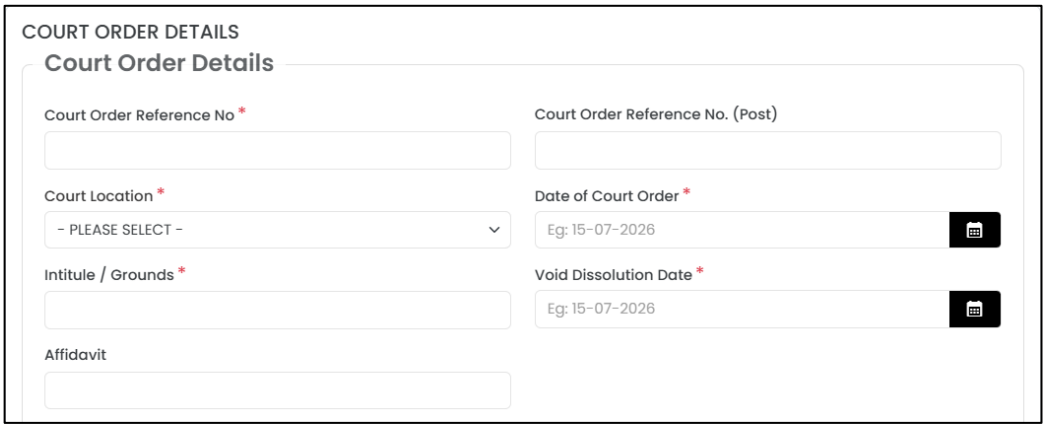
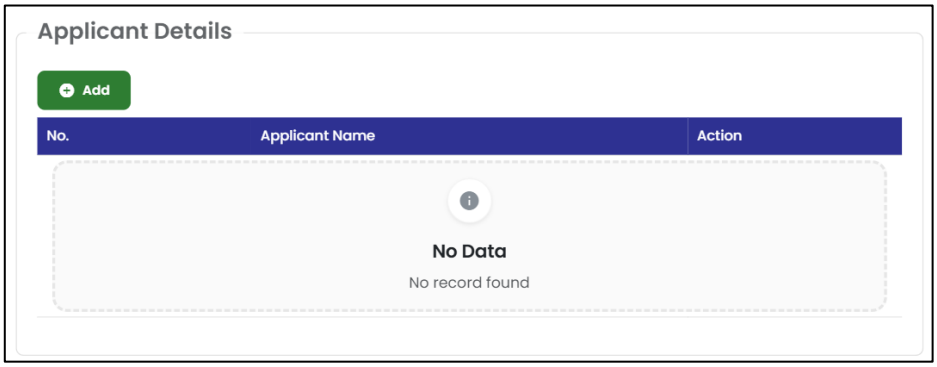


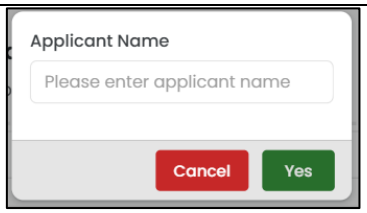
7	Select Liquidator from table listing. The appointed Liquidator must be an Approved Liquidator. 
8	Upload the supporting document.
9	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
10	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference

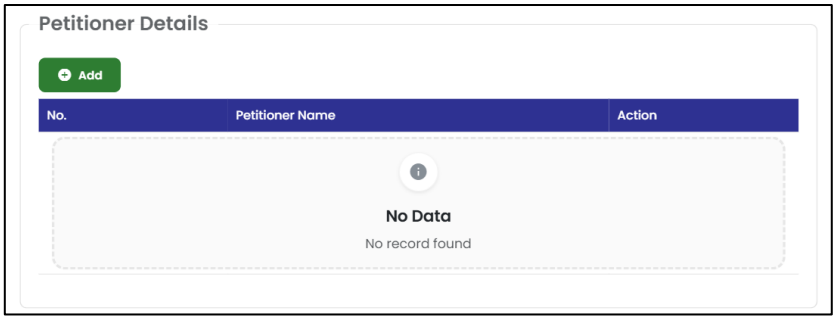
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

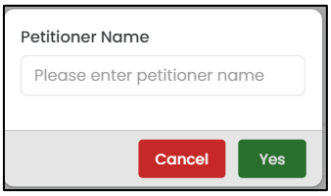
7.11 Void Dissolution Order

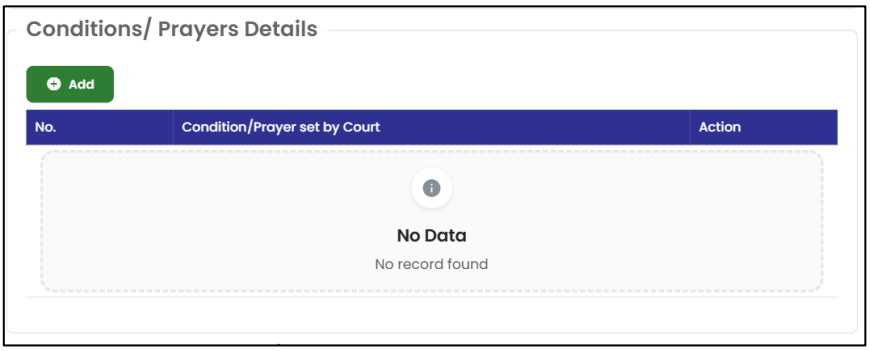
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up by Court** -> **Void Dissolution Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

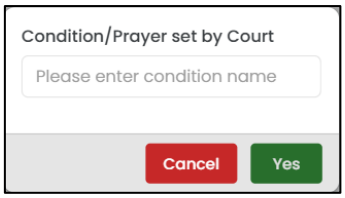
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Dissolved (Court) • The Petition Lodgement has been lodged • The Notice of the Winding Up Order or Winding Up Order has been lodged 
5	The user needs to fill up the mandatory fields in the **Court Order Details** section.  





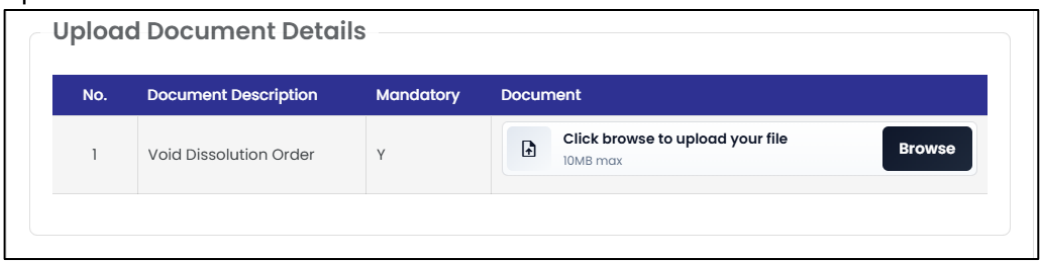


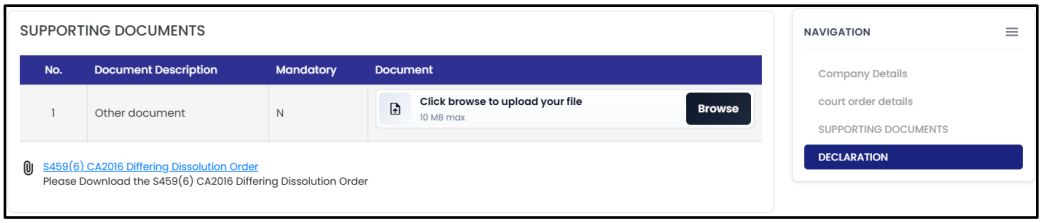
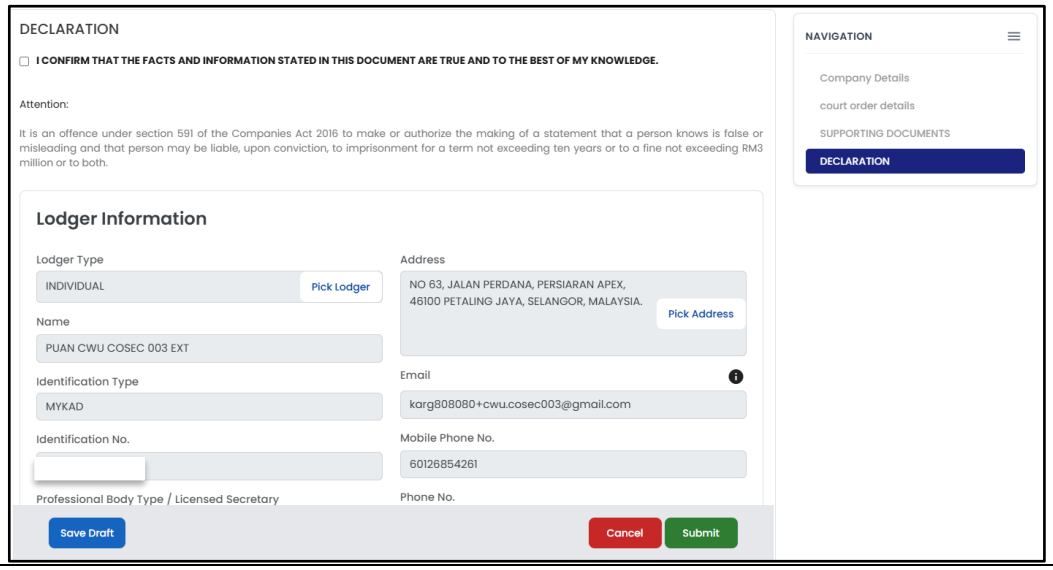
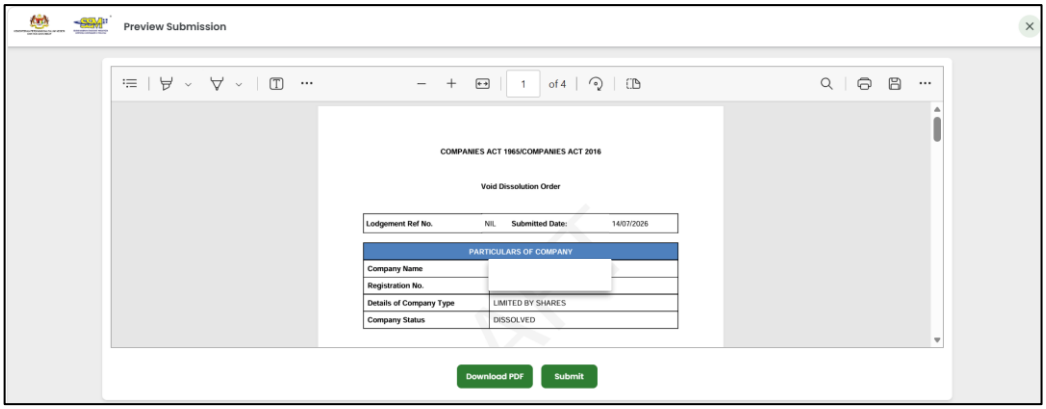


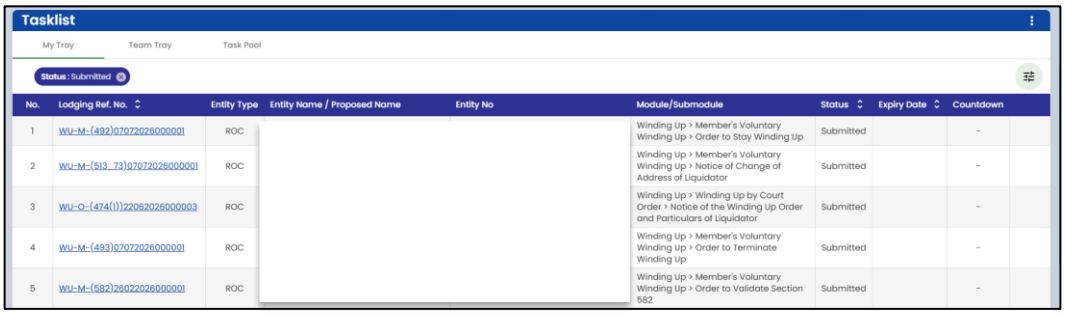
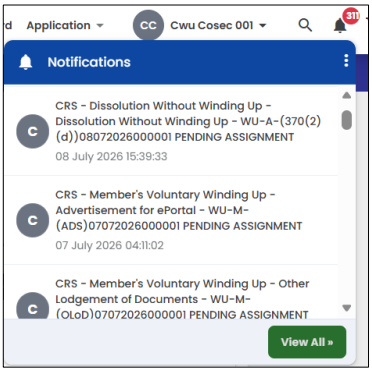


Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

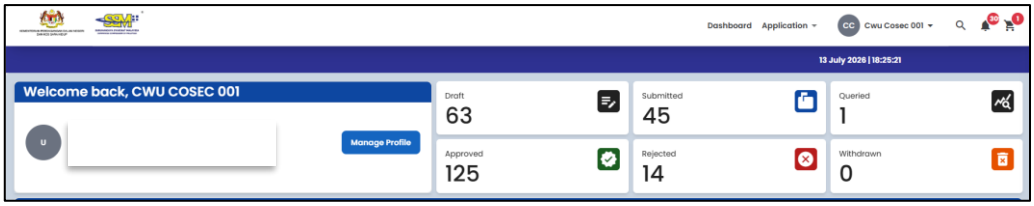
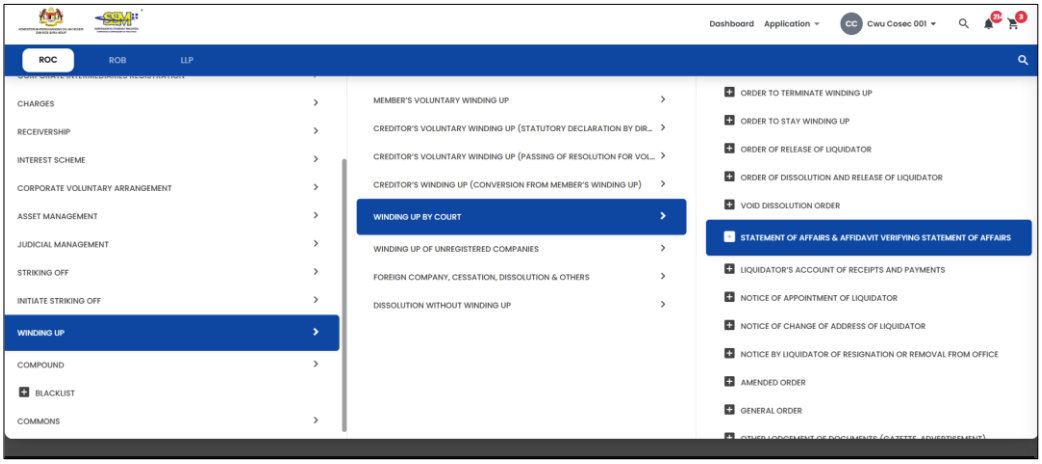
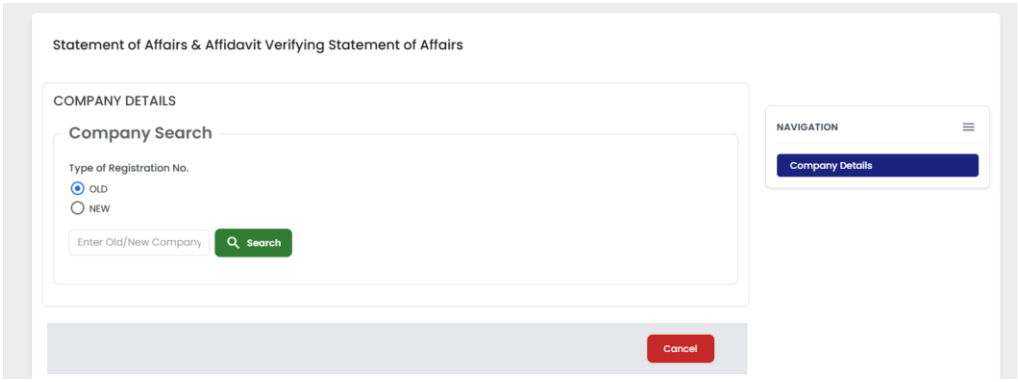
6 Upload the court order document.

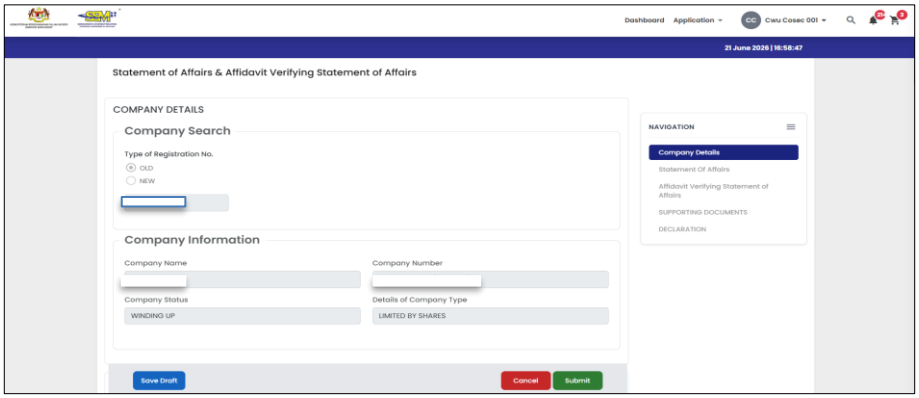
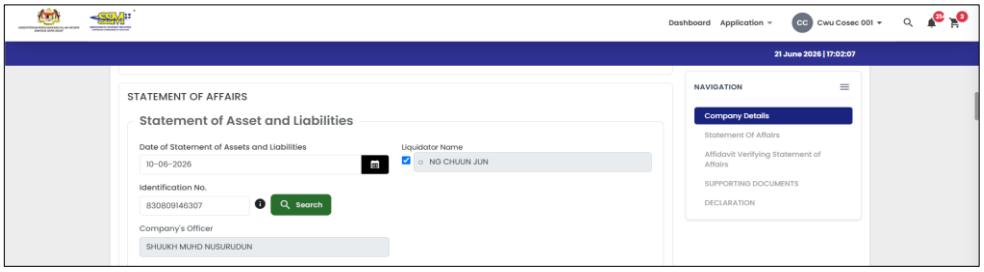


7	Upload the supporting documents. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.

11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

7.12 Statement of Affairs & Affidavit Verifying Statement of Affairs

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Statement of Affairs & Affidavit Verifying Statement of Affairs.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court) 
5	Fill in the Statement of Affairs details. 

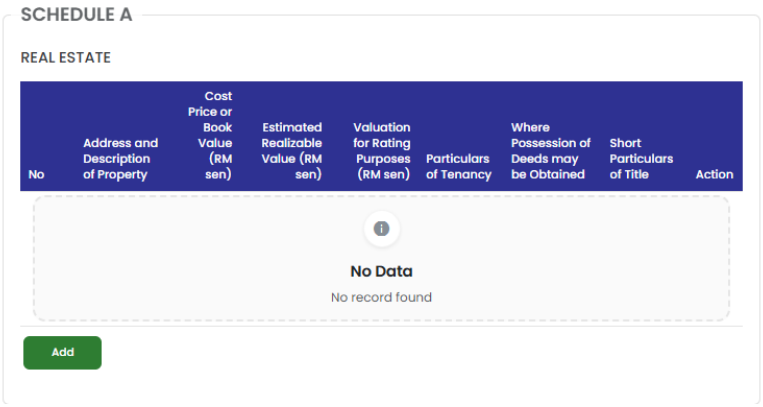
	Cost or Book Value* (RM sen)	Estimated Realizable Values (RM sen)
1. ASSETS NOT SPECIFICALLY CHARGED		
(a) Real estate as detailed in Schedule A+	0.00	0.00
(b) Sundry debtors as detailed in Schedule B +...	0.00	0.00
(c) Cash on hand.....	0.00	0.00
(d) Cash at bank.....	0.00	0.00
(e) Stock as detailed in inventory.....	0.00	0.00
(f) Plant and equipment as detailed in inventory...	0.00	0.00
(g) Other assets as detailed in Schedule C +...	0.00	0.00
2. ASSETS SUBJECT TO SPECIFIC CHARGES, RM sen LINES, MORTGAGES. BILLS OF SALE OR HIRE-PURCHASE AGREEMENTS, as detailed in Schedule D + ...	0.00	0.00
Less amounts-owing, as detailed in Schedule D	0.00	0.00

3. Less PREFERENTIAL CREDITORS ENTITLED TO PRIORITY OVER THE HOLDERS OF DEBENTURES UNDER ANY FLOATING CHARGE, as detailed in Schedule E	0.00	0.00
4. Less AMOUNTS OWING AND SECURED BY DEBENTURE OR FLOATING CHARGE OVER COMPANY's ASSETS TO	0.00	0.00
5. Less PREFERENTIAL CREDITORS as detailed in Schedule F.....	0.00	0.00
ESTIMATED AMOUNT AVAILABLE FOR UNSECURED CREDITORS ...	0.00	0.00
6. CREDITORS (UNSECURED) as detailed in Schedule G Amount claimed (RM)	0.00	0.00
7. BALANCES OWING TO PARTLY SECURED CREDITORS as detailed in Schedule H	0.00	0.00
Total claims (RM)	0.00	0.00
Security held (RM)	0.00	0.00
8. CONTINGENT ASSETS RM ..... Estimated to produce RM As detailed in Schedule I	0.00	0.00

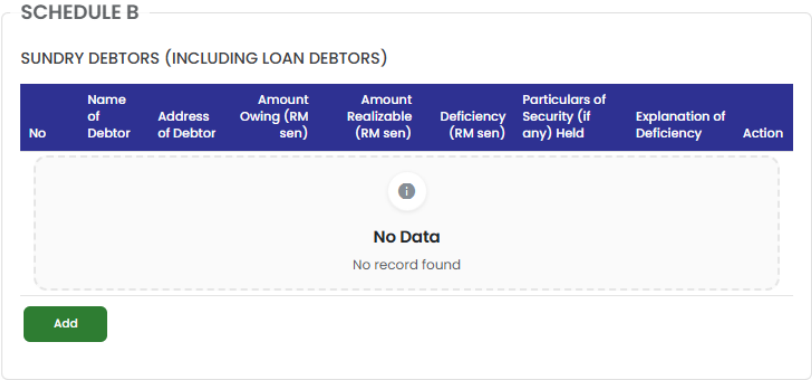
SHARE CAPITAL

Issued (RM sen)	Paid up (RM sen)
0.00	0.00

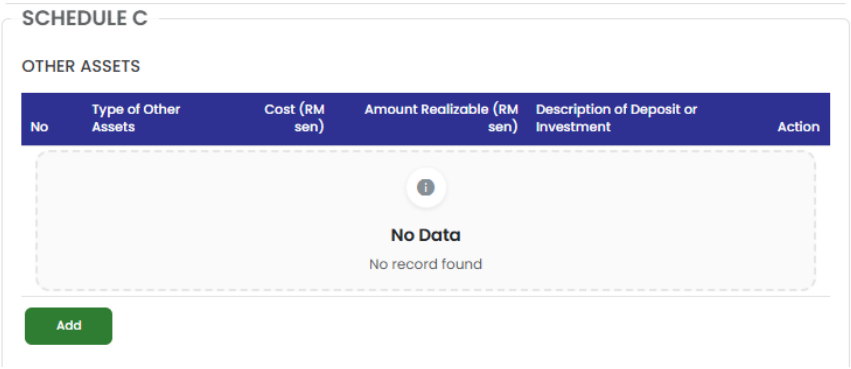
Click the **Add** button to add the Schedule A real estate details.



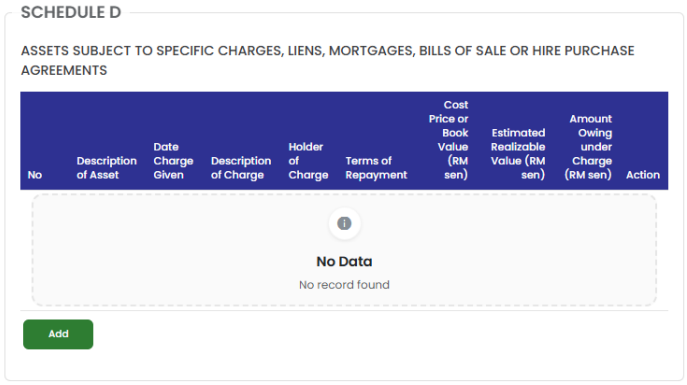
Click the **Add** button to add the Schedule B Sundry Debtors (Including Loan Debtors) details.



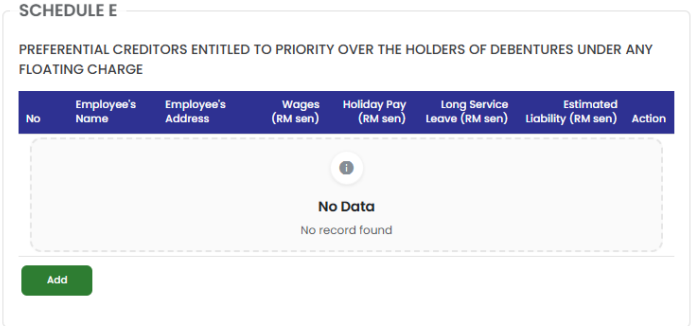
Click the **Add** button to add the Schedule C Other Assets



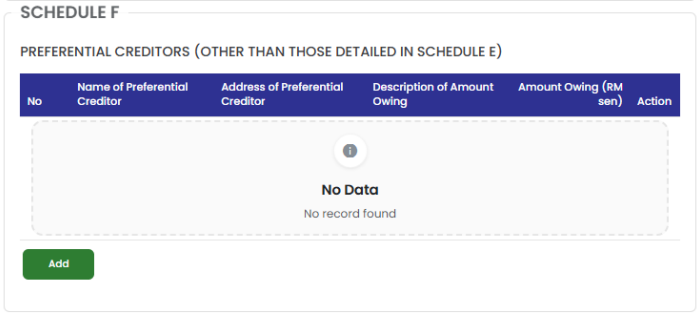
Click the **Add** button to add the Schedule D Assets Subject to Specific Charges, Liens, Mortgages, Bills of Sale or Hire Purchase Agreements



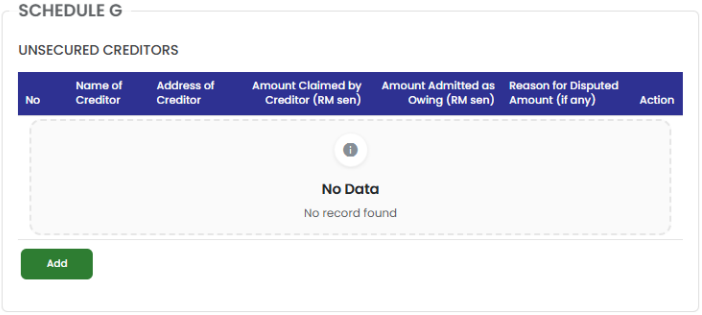
Click the **Add** button to add the Schedule E Preferential Creditors Entitled to Priority Over the Holders of Debentures Under Any Floating Charge



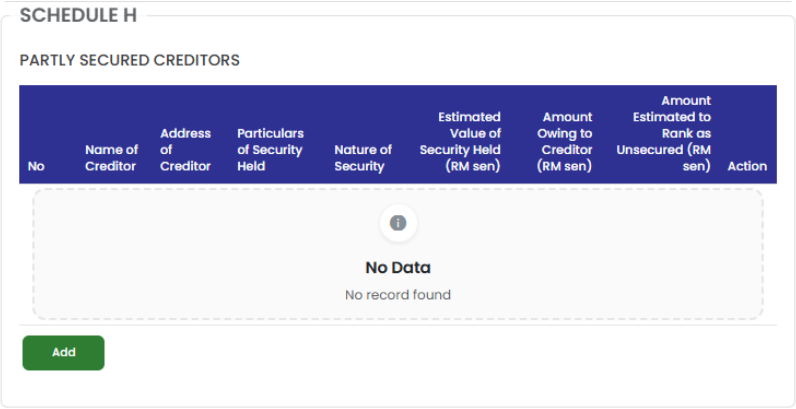
Click the **Add** button to add the Schedule F Preferential Creditors (Other Than Those Detailed in Schedule E)



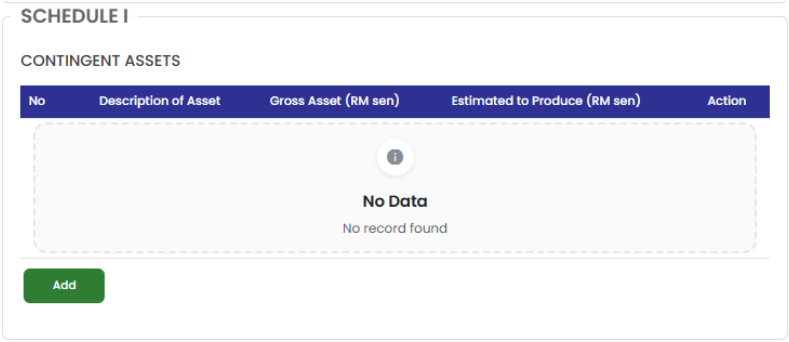
Click the **Add** button to add the Schedule G Unsecured Creditors



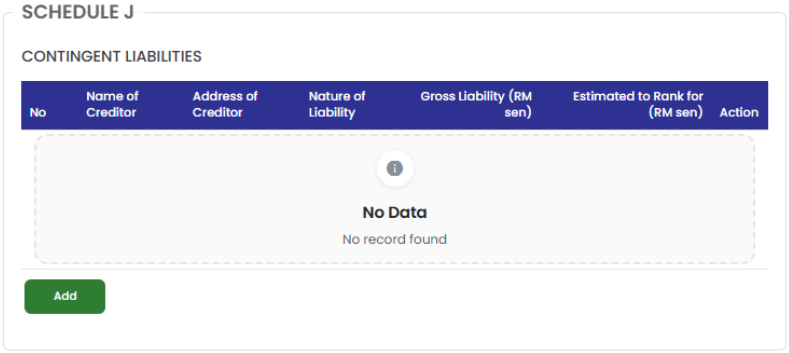
Click the **Add** button to add the Schedule H Partly Secured Creditors

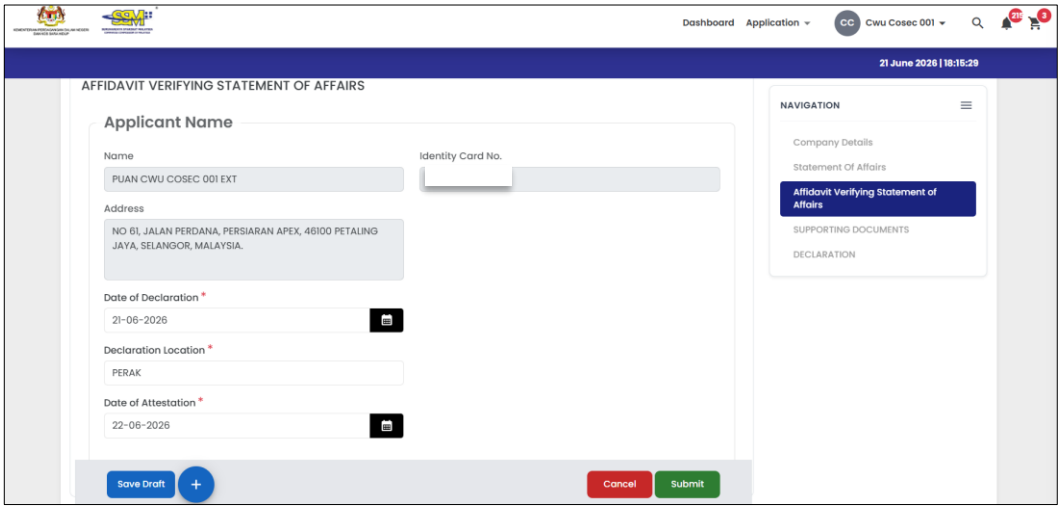
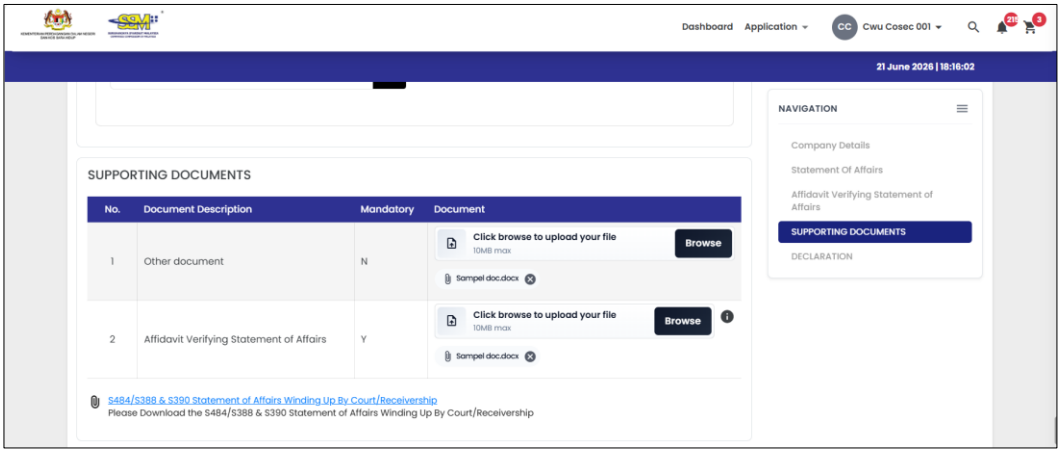
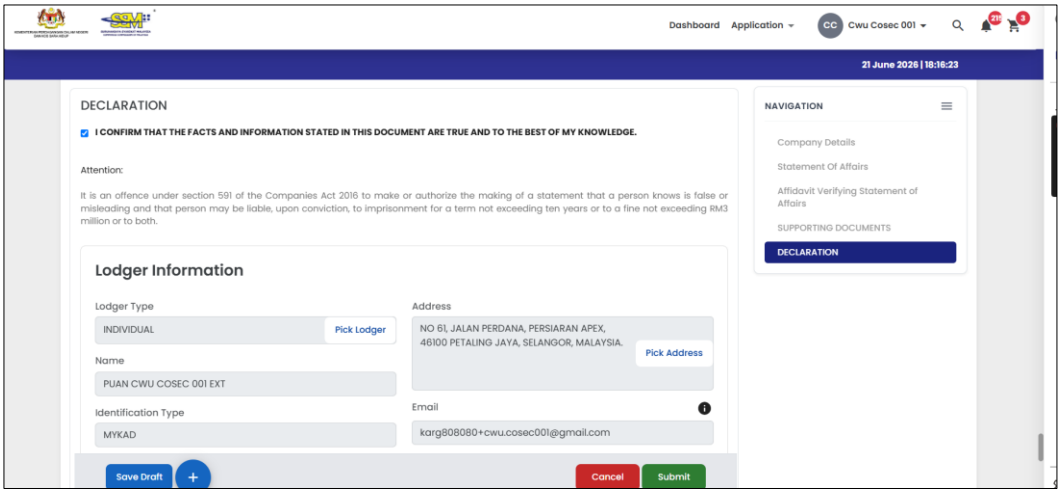


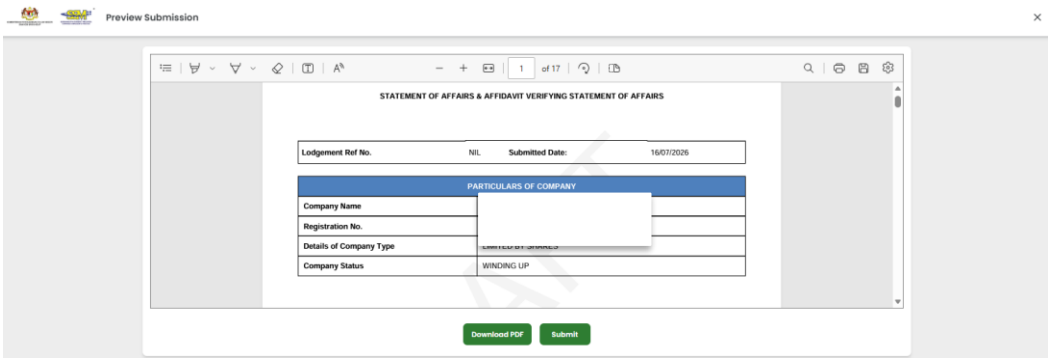
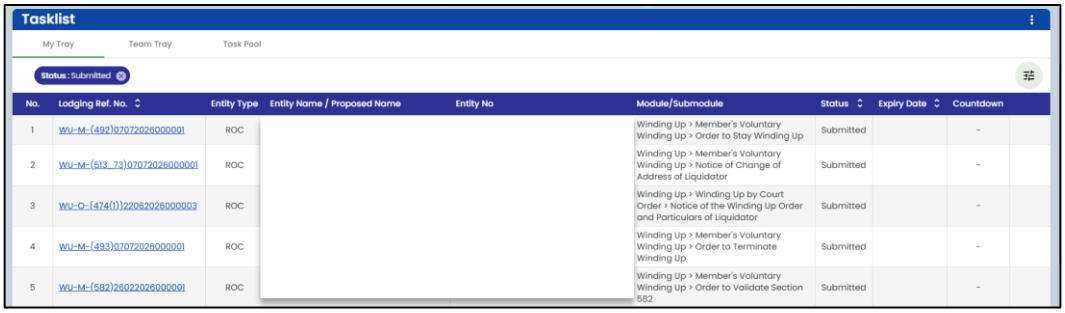
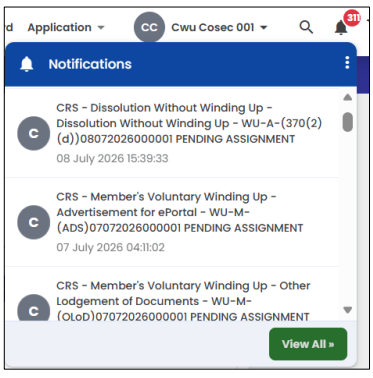
Click the **Add** button to add the Schedule I Contingent Assets



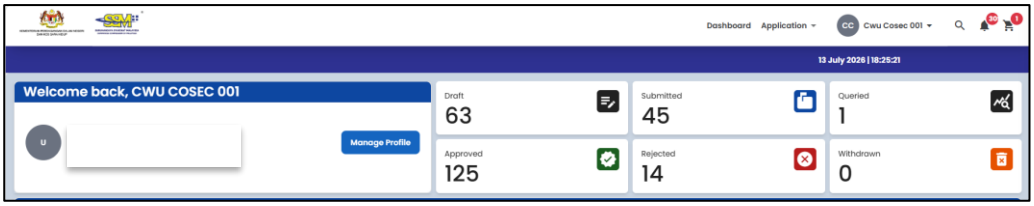
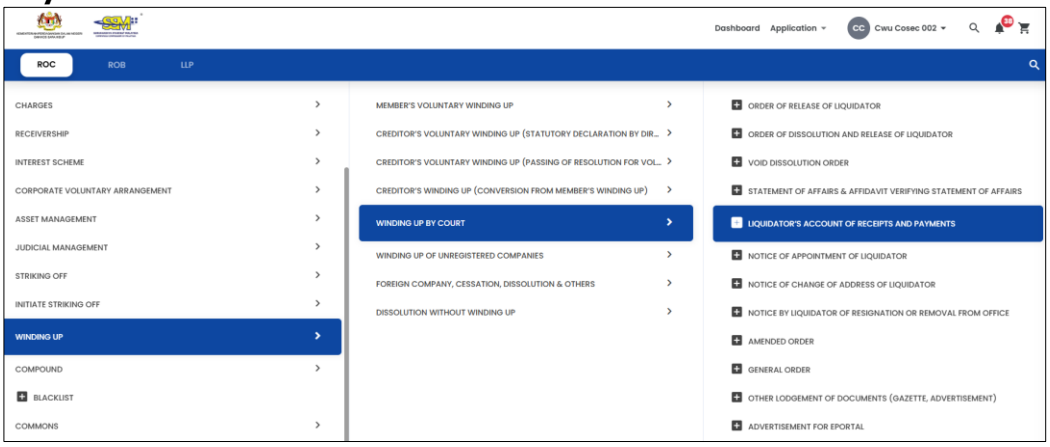
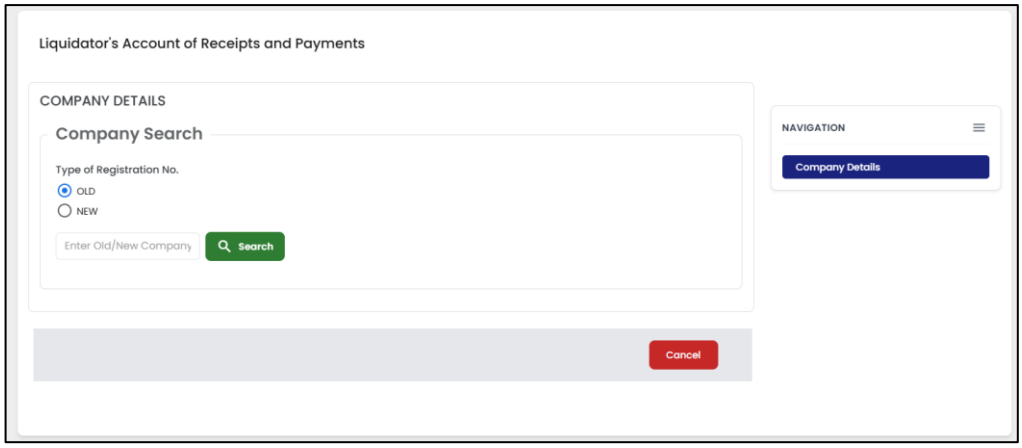
Click the **Add** button to add the Schedule J Contingent Liabilities

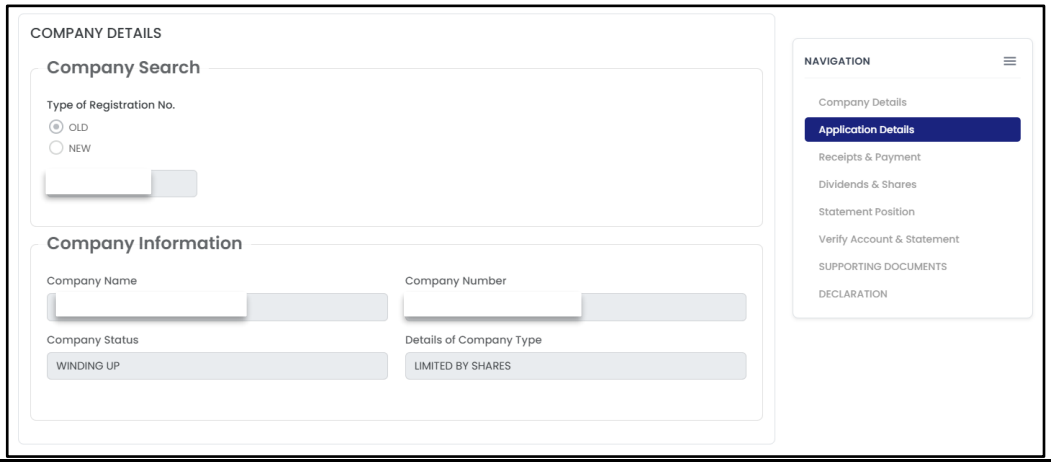
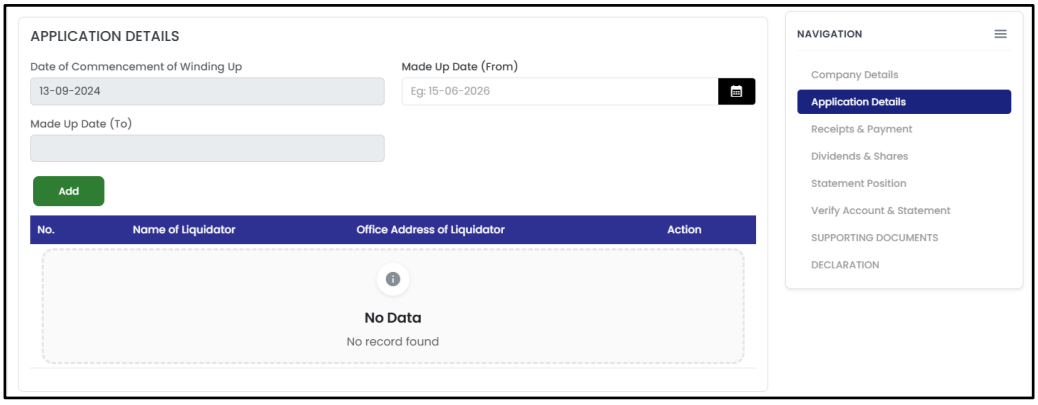
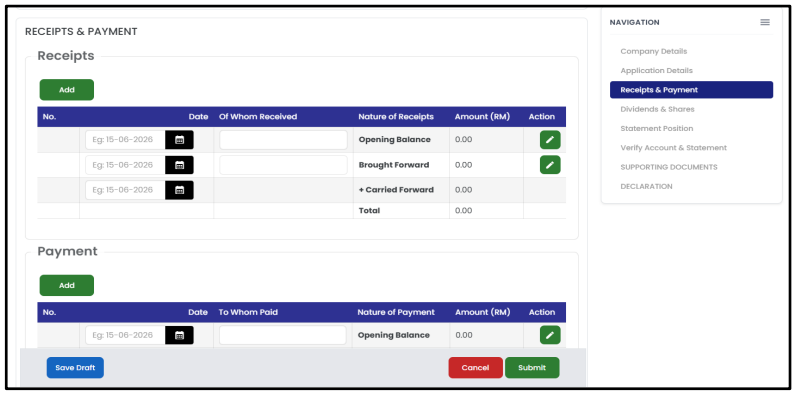


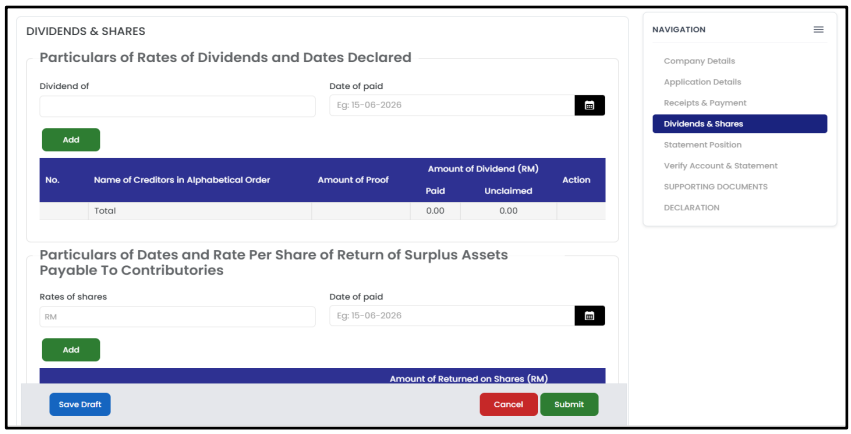
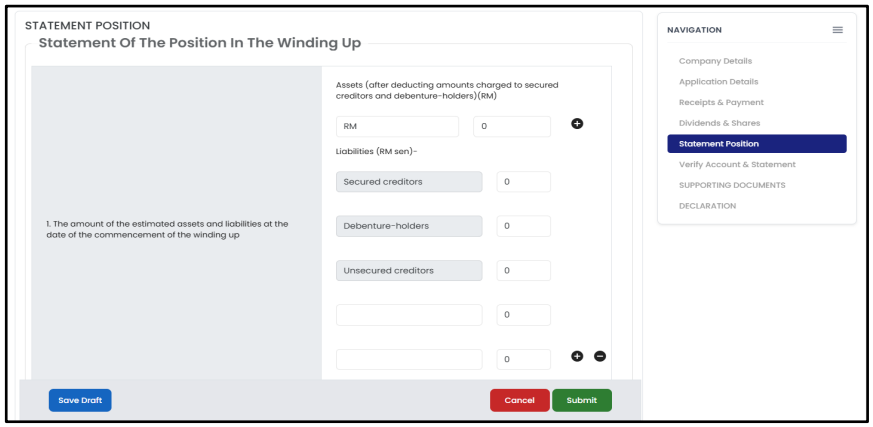
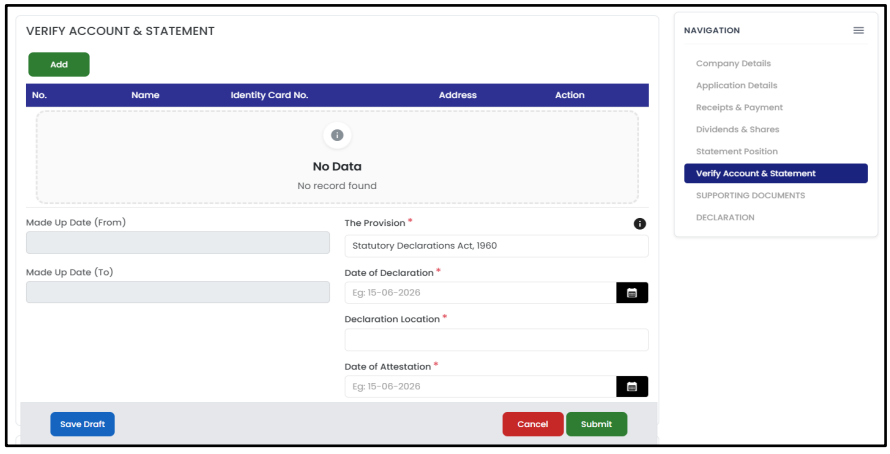
6	Upload the Affidavit Verifying Statement of Affairs and other supporting documents  
7	To confirm your consent, please tick the ‘General Declaration Statement’ checkbox. 

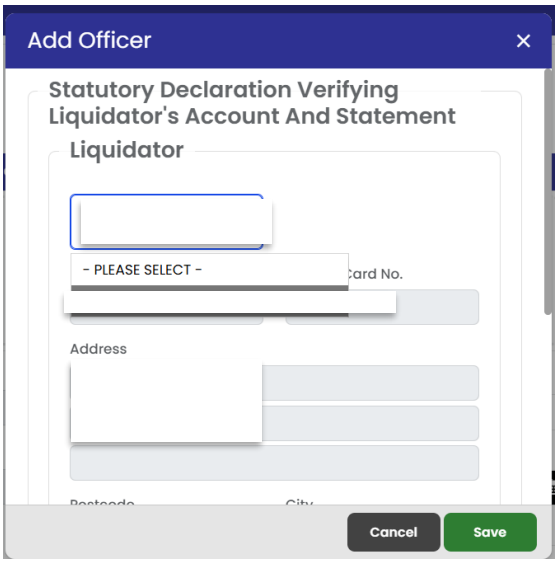
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

7.13 Liquidator's Account of Receipts and Payments

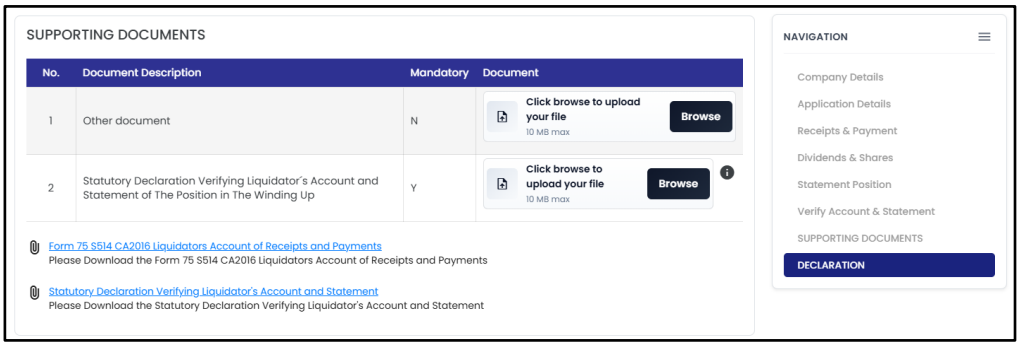
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Liquidator's Account of Receipts and Payments.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court) • The Petition Lodgement has been lodged • The Notice of the Winding Up Order or Winding Up Order has been lodged 
5	The user needs to fill up the relevant info in the **Application Details** section. 
6	The user needs to fill up the relevant info in the **Receipts & Payment** section. 

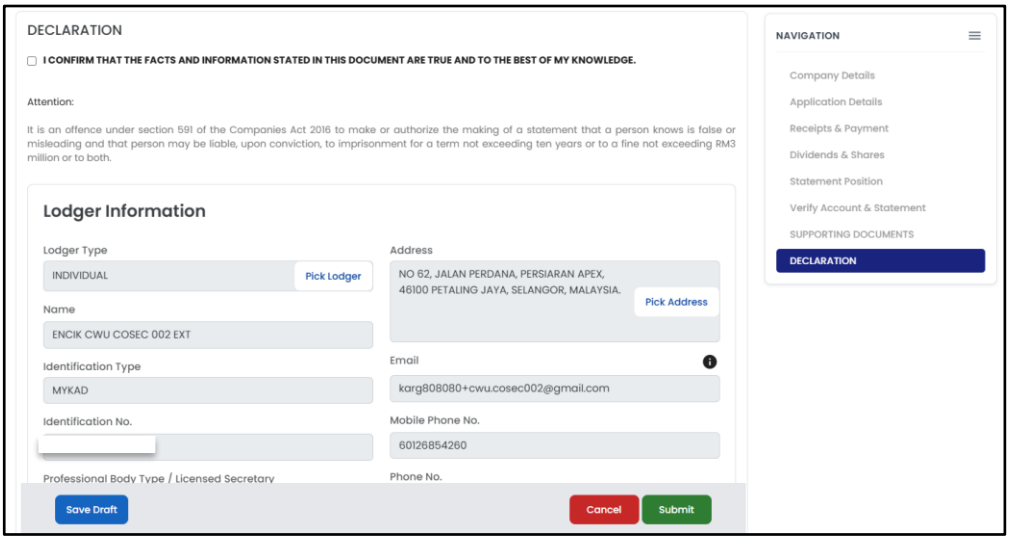
7	The user needs to fill up the relevant info in the **Dividends & Shares** section. 
8	The user needs to fill up the relevant info for **Statement Position** section. 
9	The user needs to fill up the mandatory fields info in the **Verify Account & Statement** section. Click **Add** button to add the officer 

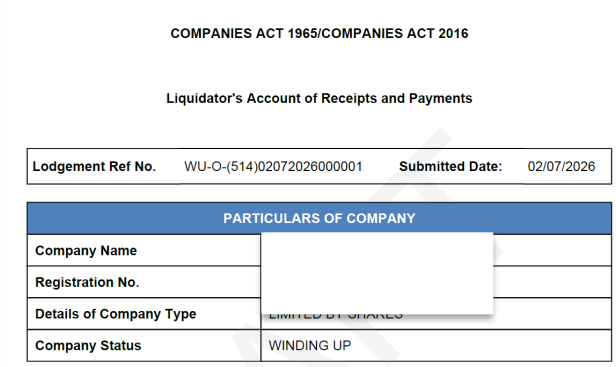
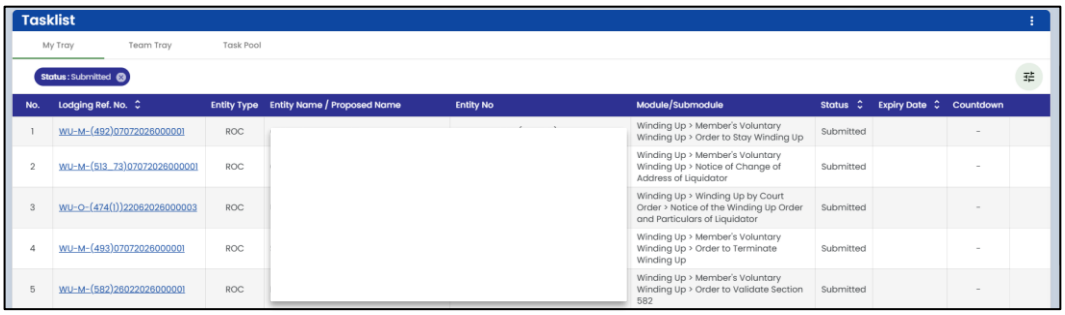
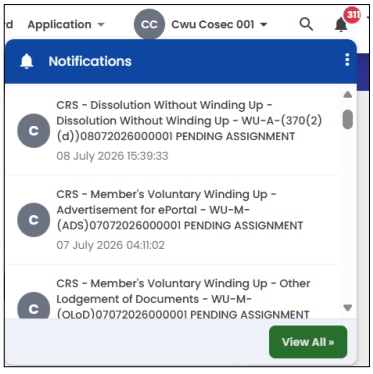


10 The user can upload the relevant **Supporting Documents.**

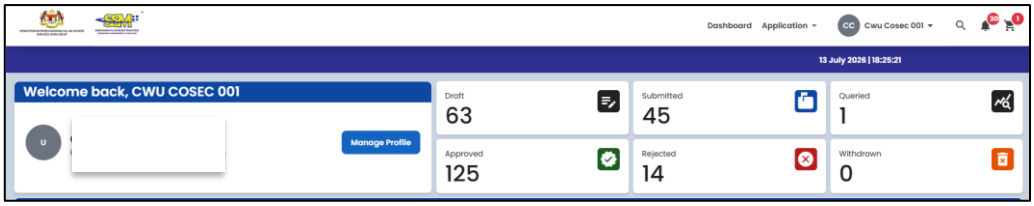
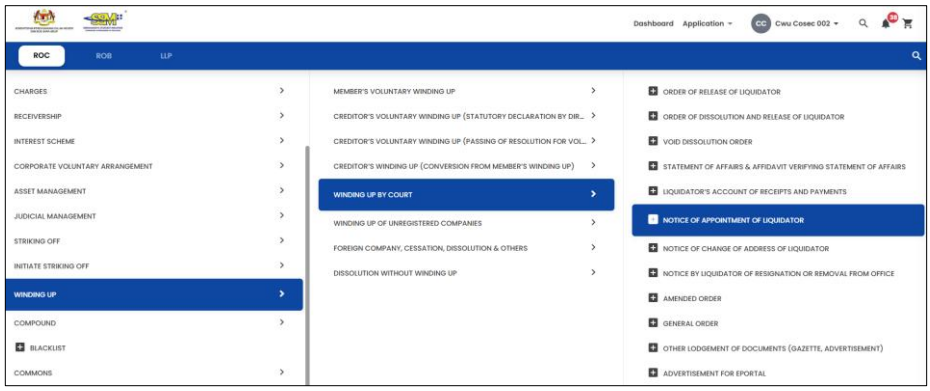
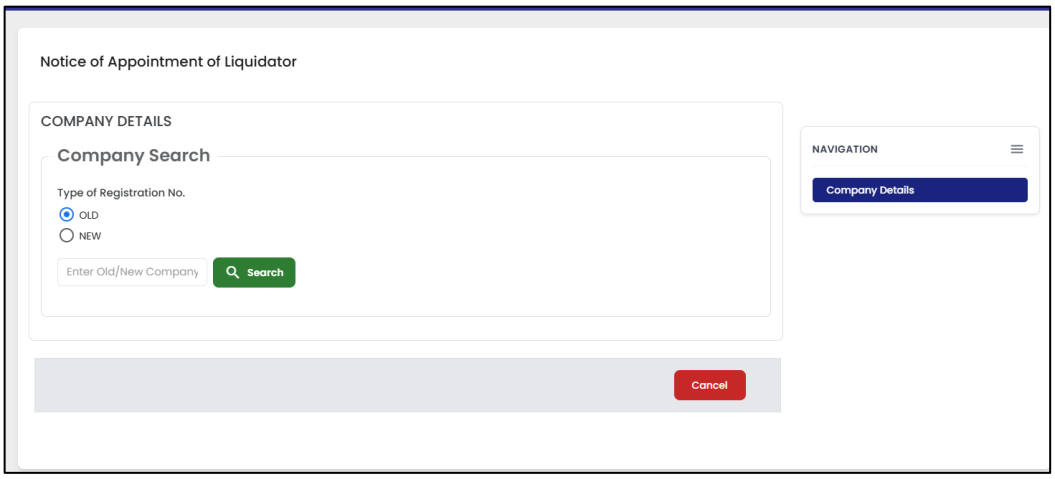


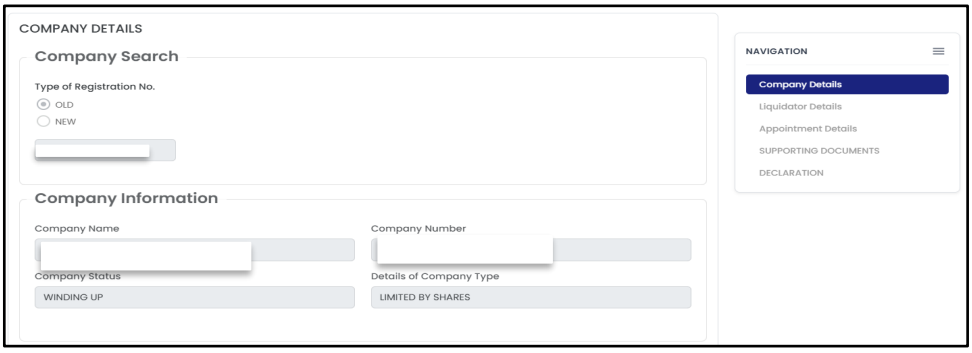
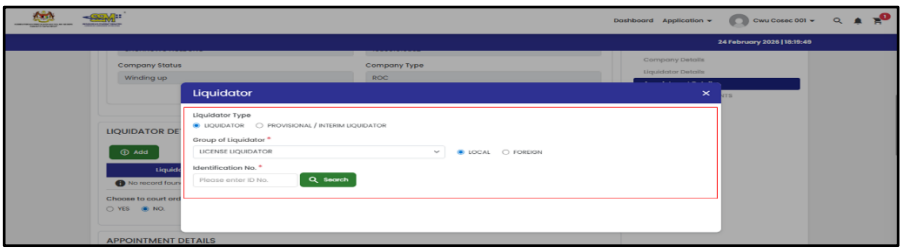
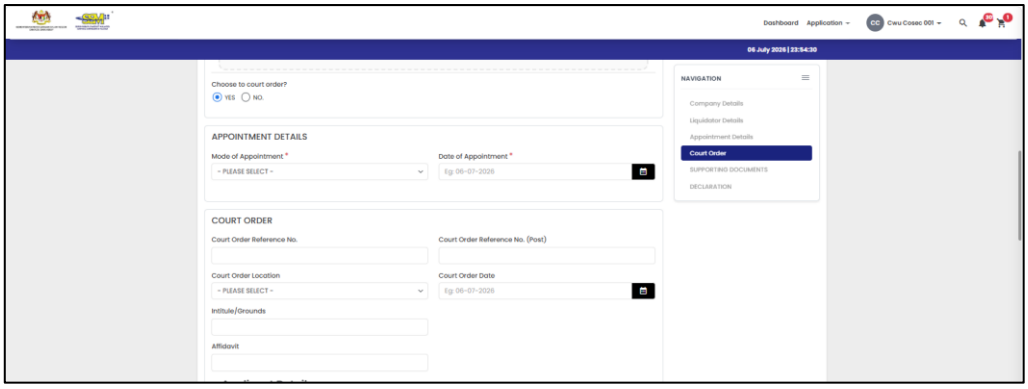
11 To confirm your consent, please tick the 'General Declaration Statement' checkbox.

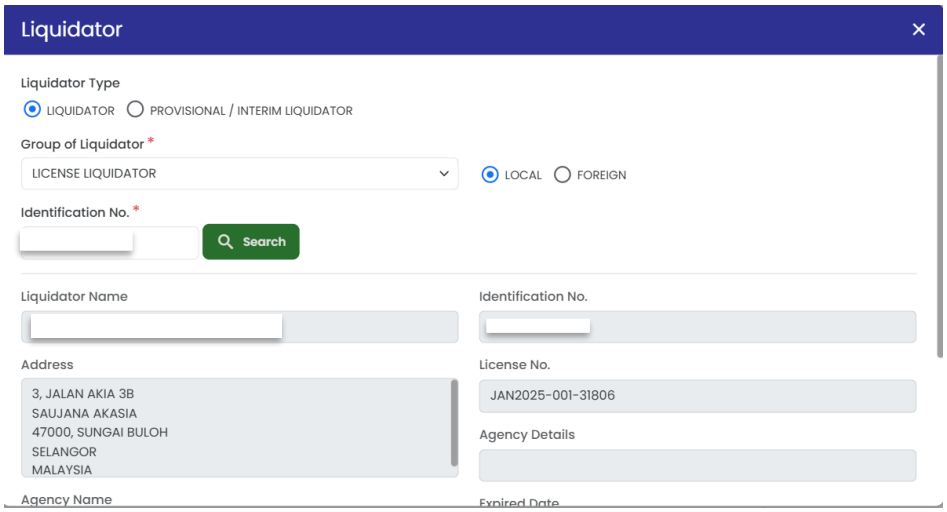
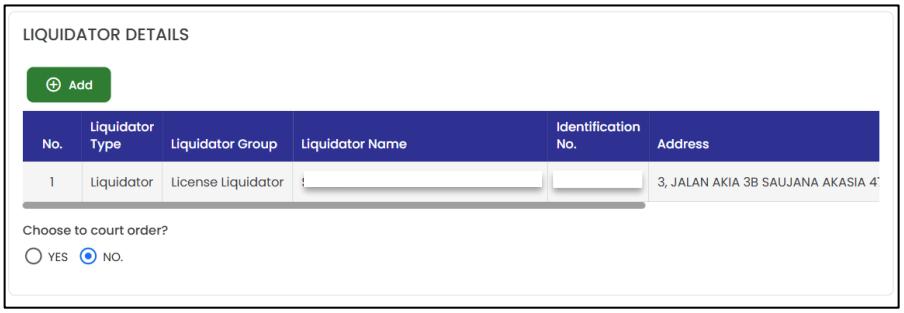
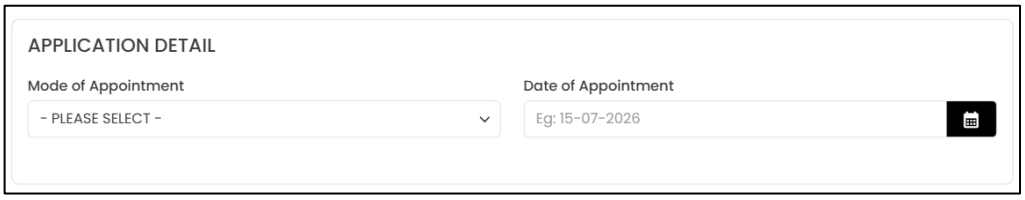
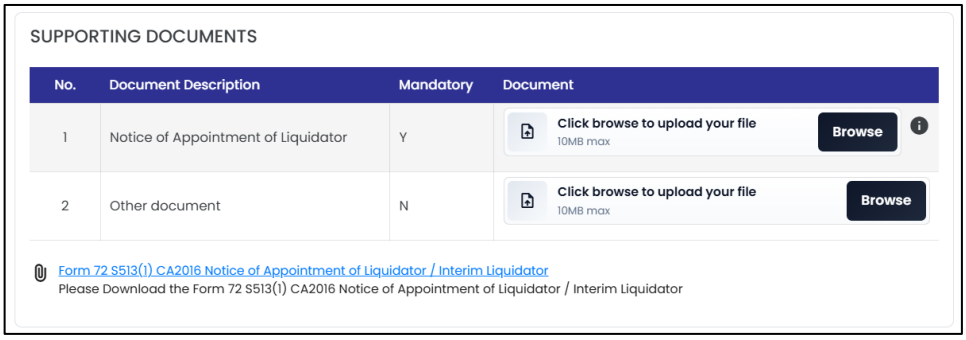


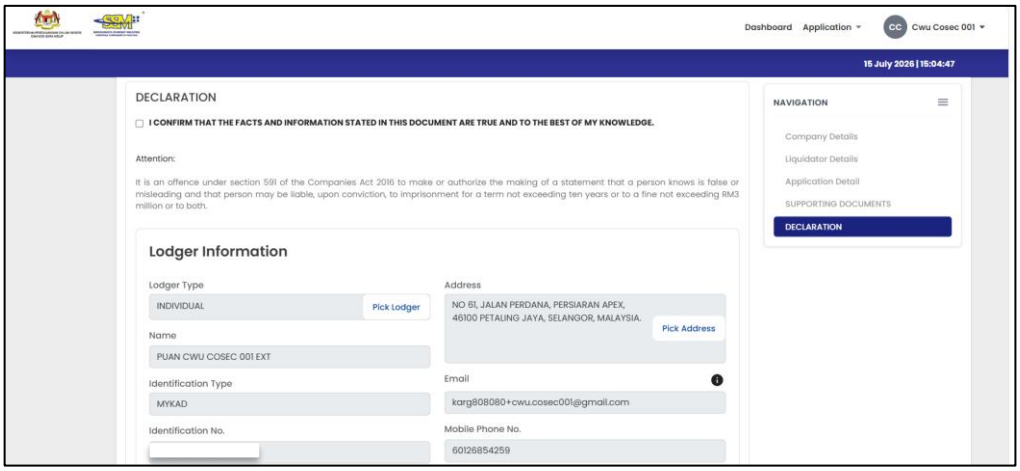
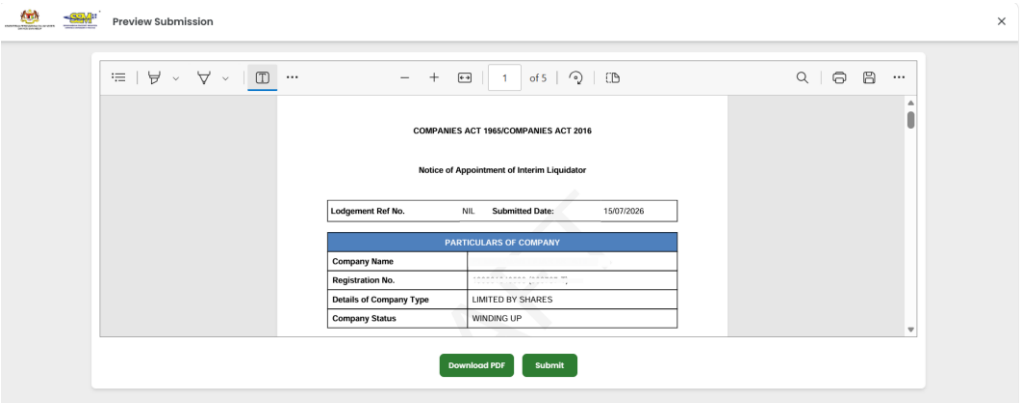
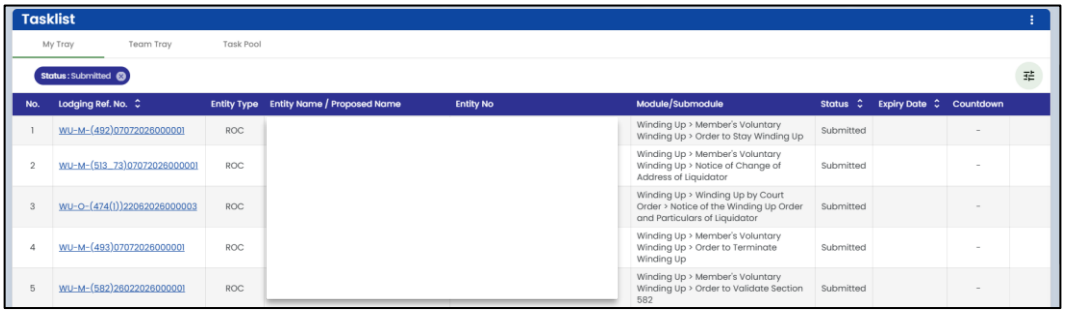
12	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  COMPANIES ACT 1965/COMPANIES ACT 2016 Liquidator's Account of Receipts and Payments Lodgement Ref No. WU-O-(514)02072026000001 Submitted Date: 02/07/2026 PARTICULARS OF COMPANY Company Name Registration No. Details of Company Type Company Status WINDING UP Note: Please make sure the draft has been successfully downloaded and saved for your reference.
13	Submit the lodgement.
14	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below.  Tasklist My Tray Team Tray Task Pool Status : Submitted No. Lodging Ref. No. Entity Type Entity Name / Proposed Name Entity No Module/Submodule Status Expiry Date Countdown 1 WU-M-(492)07072026000001 ROC Winding Up > Member's Voluntary Winding Up > Order to Stay Winding Up Submitted - 2 WU-M-(513_73)07072026000001 ROC Winding Up > Member's Voluntary Winding Up > Notice of Change of Address of Liquidator Submitted - 3 WU-O-(474(1))22062026000003 ROC Winding Up > Winding Up by Court Order > Notice of the Winding Up Order and Particulars of Liquidator Submitted - 4 WU-M-(493)07072026000001 ROC Winding Up > Member's Voluntary Winding Up > Order to Terminate Winding Up Submitted - 5 WU-M-(582)26022026000001 ROC Winding Up > Member's Voluntary Winding Up > Order to Validate Section 582 Submitted -
15	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below.  Application CC Cwu Cosec 001 311 Notifications CRS - Dissolution Without Winding Up - Dissolution Without Winding Up - WU-A-(370(2)(d))08072026000001 PENDING ASSIGNMENT 08 July 2026 15:39:33 CRS - Member's Voluntary Winding Up - Advertisement for ePortal - WU-M-(ADS)07072026000001 PENDING ASSIGNMENT 07 July 2026 04:11:02 CRS - Member's Voluntary Winding Up - Other Lodgement of Documents - WU-M-(OLoD)07072026000001 PENDING ASSIGNMENT View All »

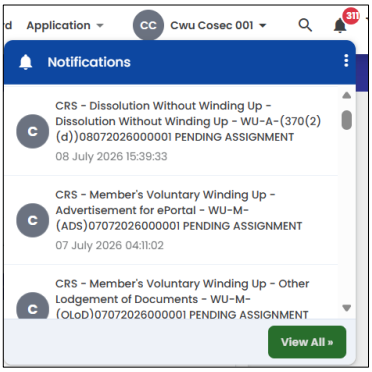
7.14 Notice of Appointment of Liquidator

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Notice of Appointment of Liquidator** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

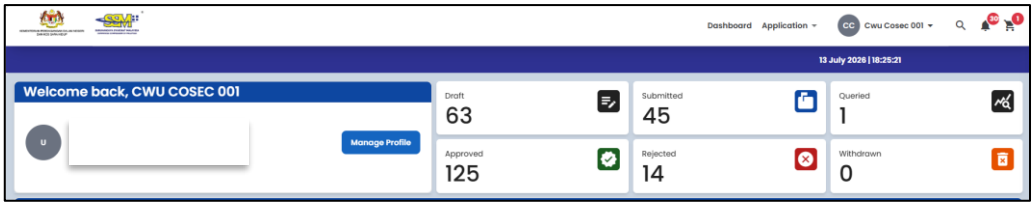
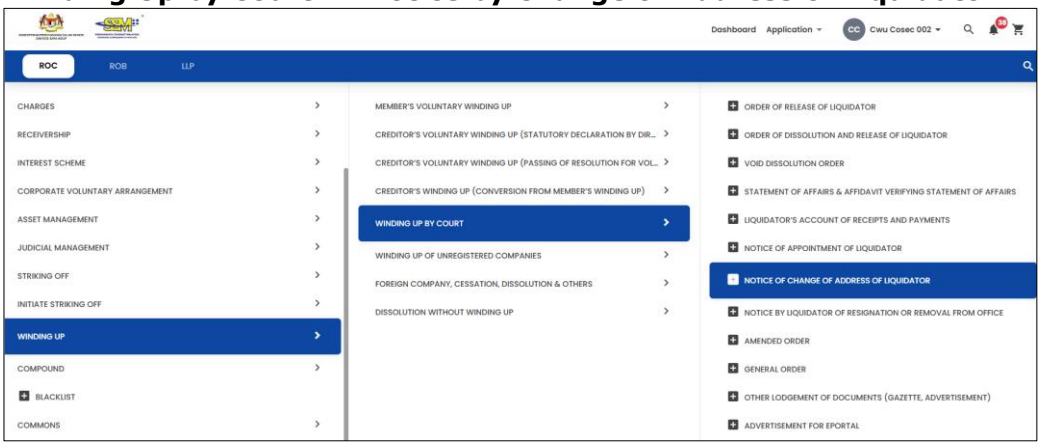
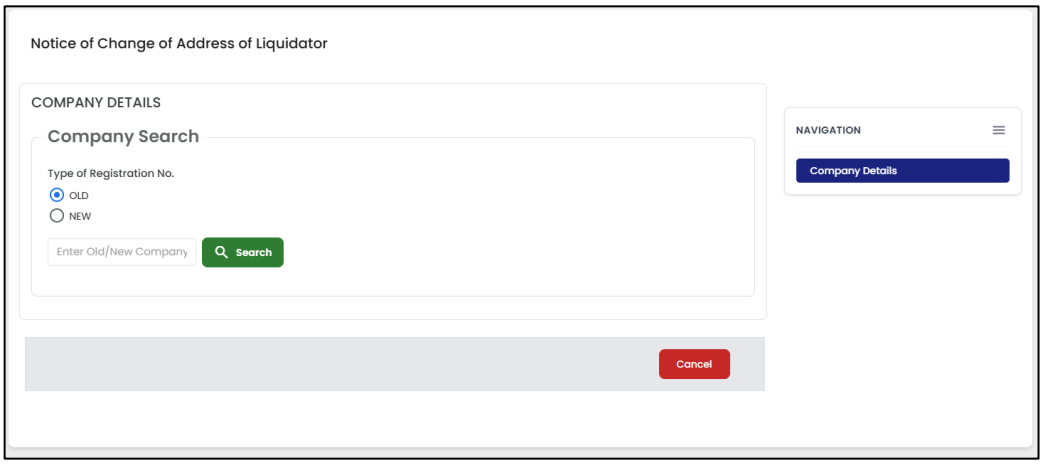
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court) 
5	Click the **Add** button. Choose the liquidator type, select the group of liquidators and enter the identification number. Choose to Court Order? if **NO**   Choose to Court Order? if **Yes** **The Court Order** detail will display to add.  Note: Please enter 'NA' in any mandatory field that is not applicable to the user

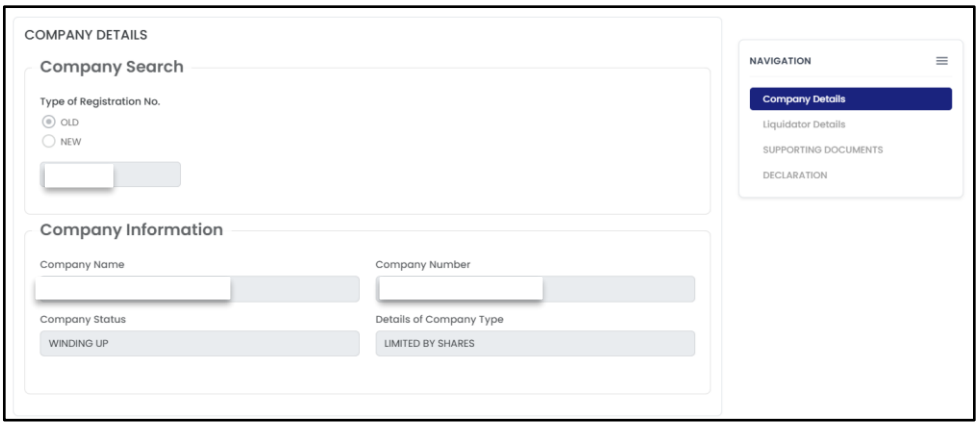
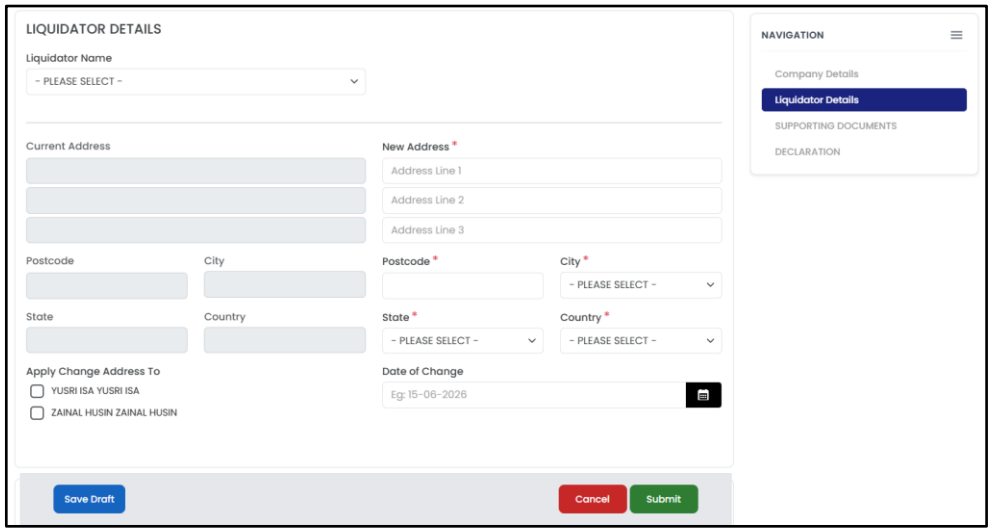
6	Select the Liquidator's type and the Group of Liquidator then enter identification no. Click **Search** button. Liquidator detail will display. 
7	Choose court order selection If **Yes** = User need to fill up the **court order details** 
8	Navigate to the Appointment Details, then fill up the necessary details 
9	Upload all the necessary supporting documents. (signed the Notice of Appointment of Liquidator/Interim Liquidator). 

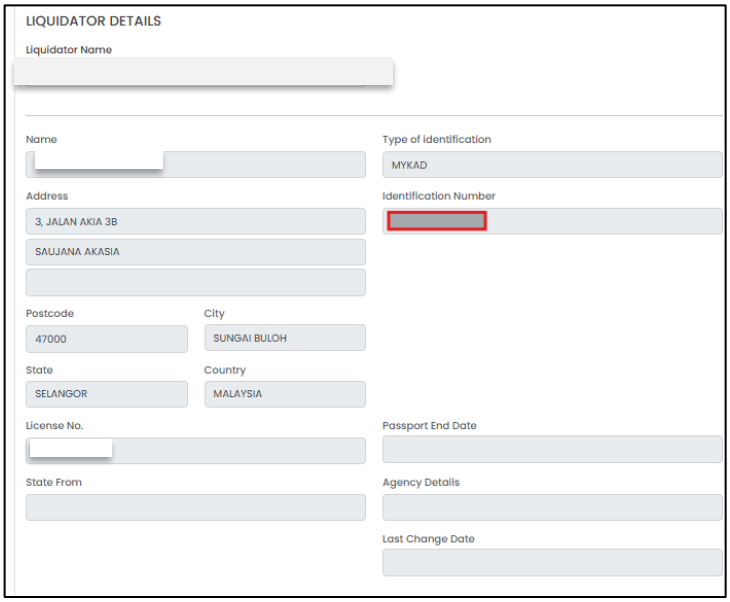
10	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
11	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
12	Submit the lodgement.
13	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

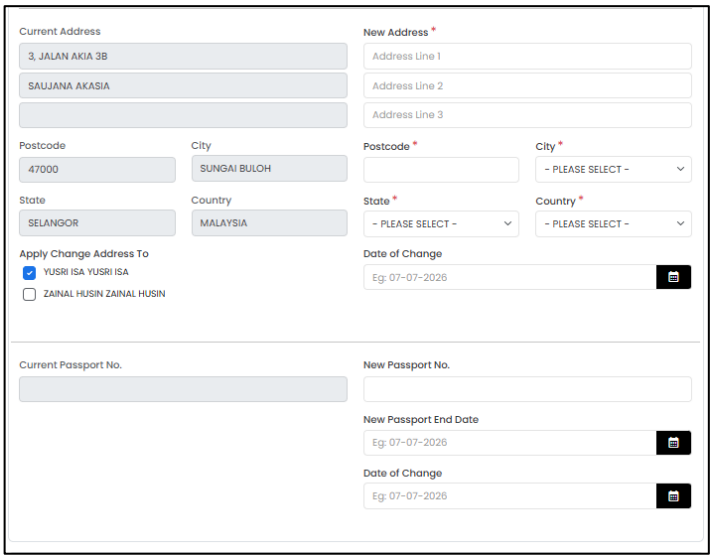
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

7.15 Notice by Change of Address of Liquidator

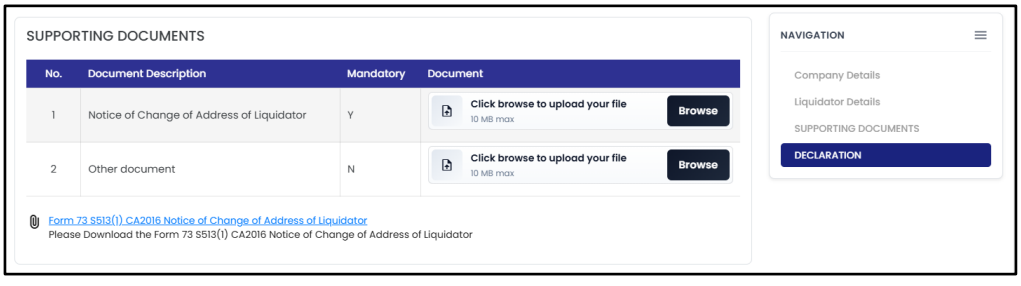
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up by Court** -> **Notice by Change of Address of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search**. 

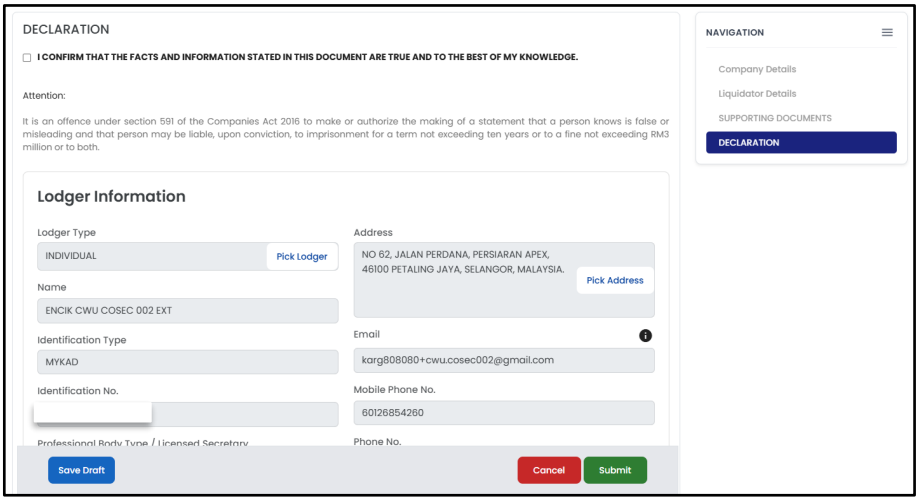
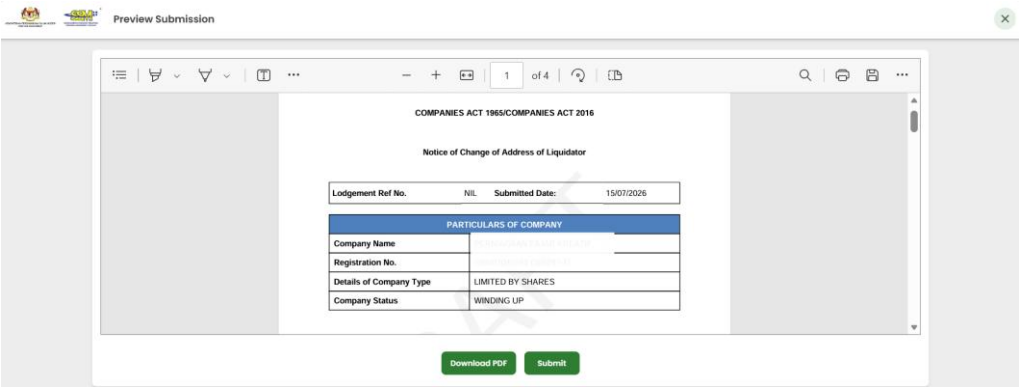
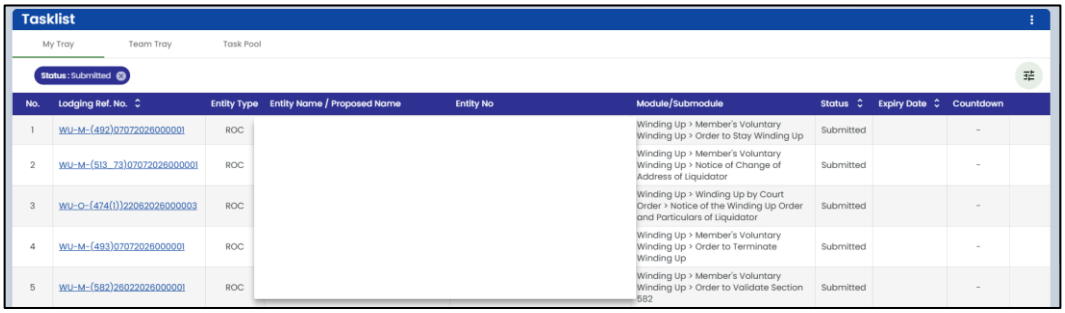
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court) • The notice of appointment of liquidator has been lodged • 
5	The user fills up the mandatory fields in the **Liquidator Details** section. 
6	Update the liquidator's details. Select the liquidator’s name at drop down list. Once selected, the user fills up the **new address** and the **new passport no** if applicable.

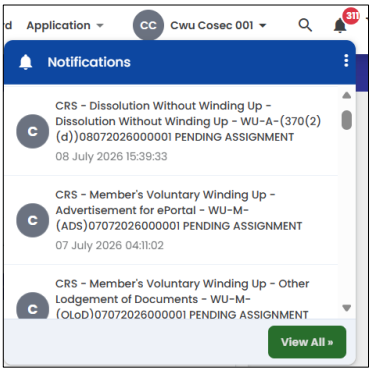




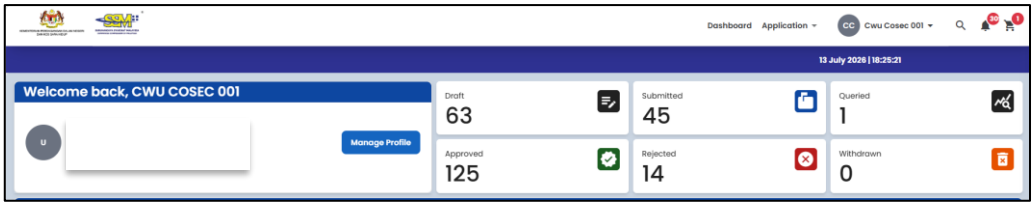
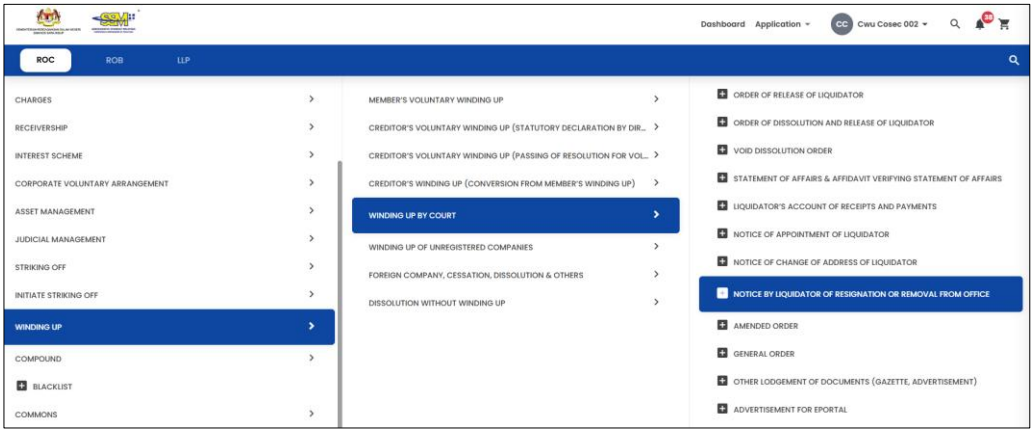
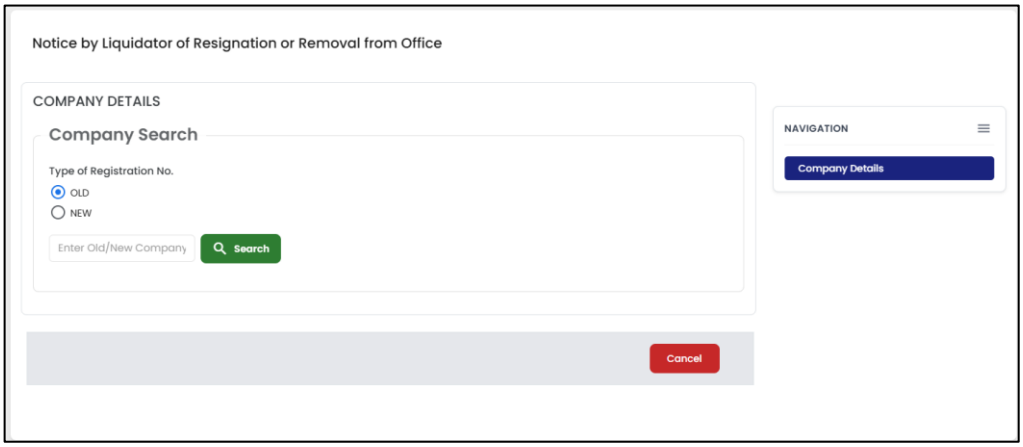
7 Upload the supporting documents (signed the Notice of Change of Address of Liquidator).

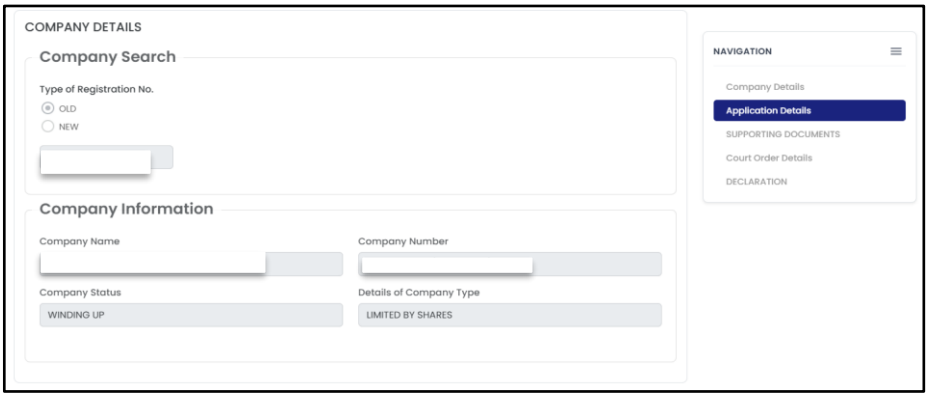
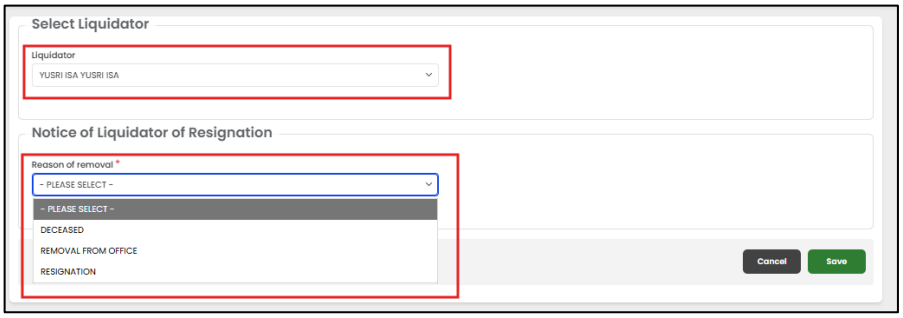
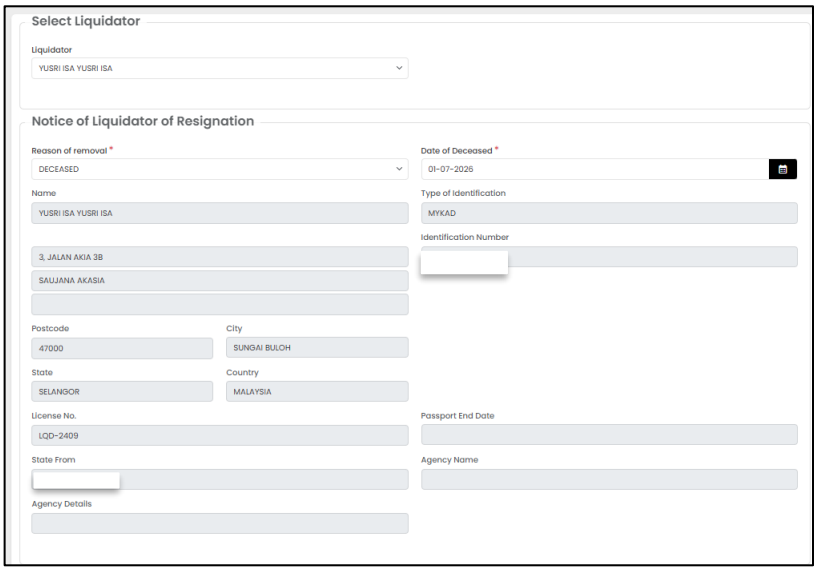


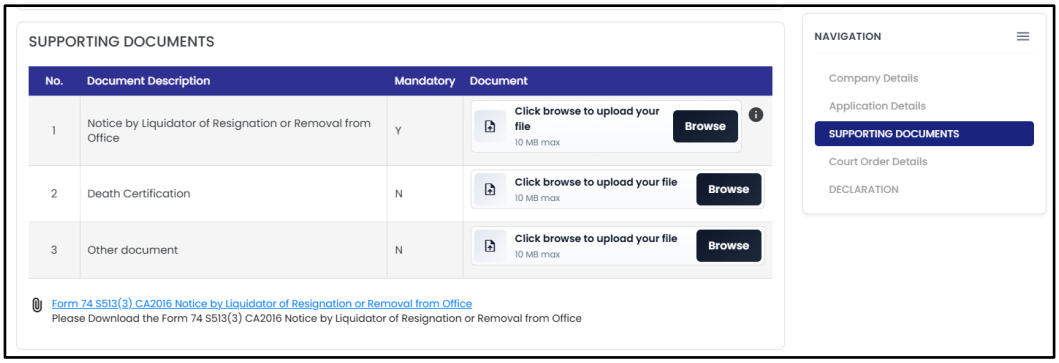
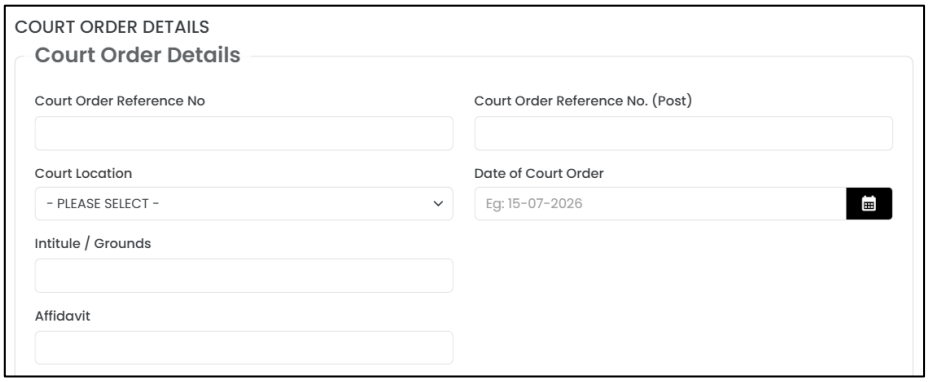
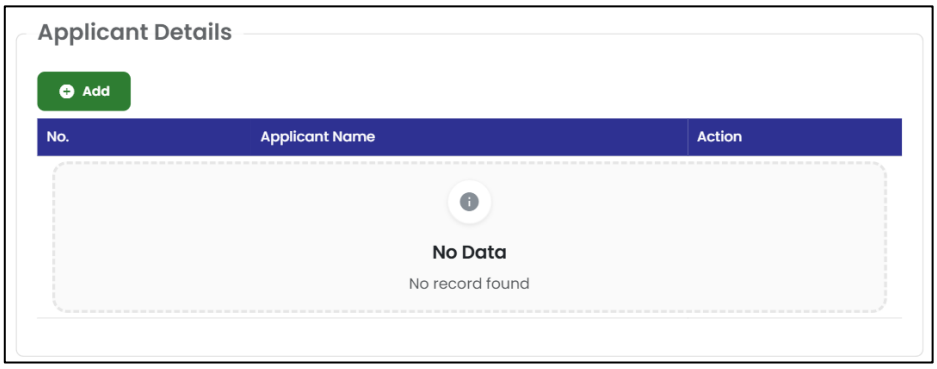
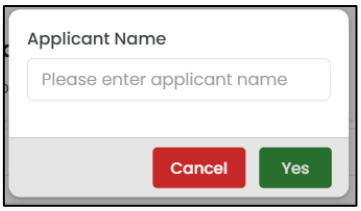
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

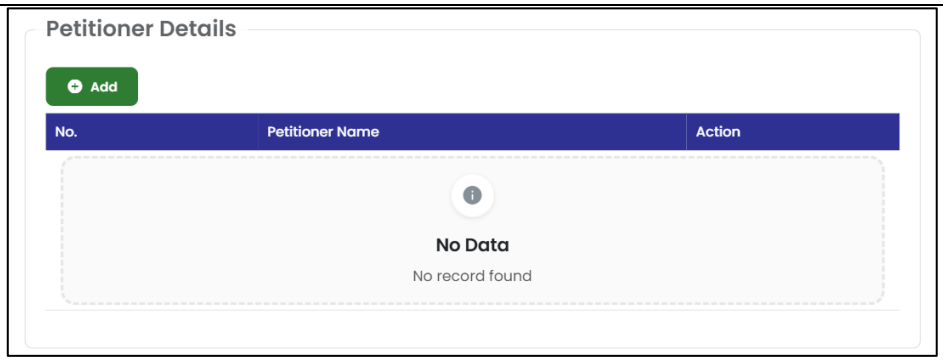
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

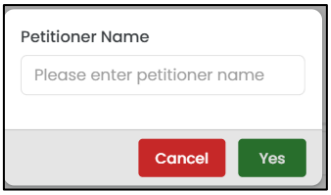
7.16 Notice by Liquidator of Resignation or Removal from Office

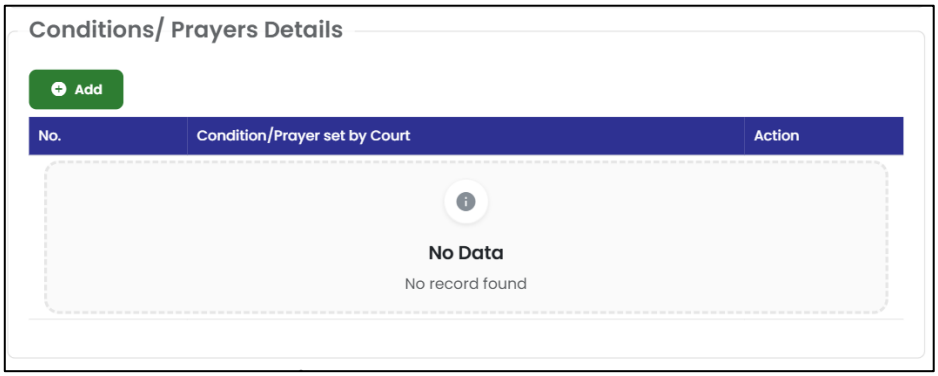
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Notice by Liquidator of Resignation or Removal from Office.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

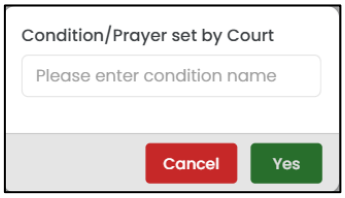
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company Main must have Winding Up Court status with active Liquidator. 
5	The user adds application details. • Select Liquidator • Select Reason of removal  

6	Upload the supporting documents (signed the Notice by Liquidator of Resignation or Removal from Office). 
7	The user fill up relevant fields in the **Court Order Details** section.   



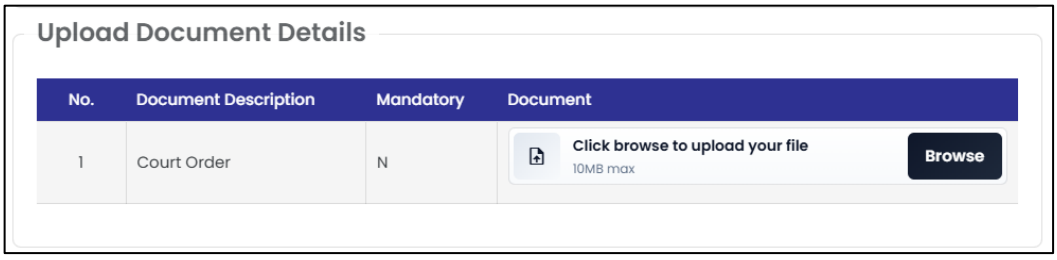


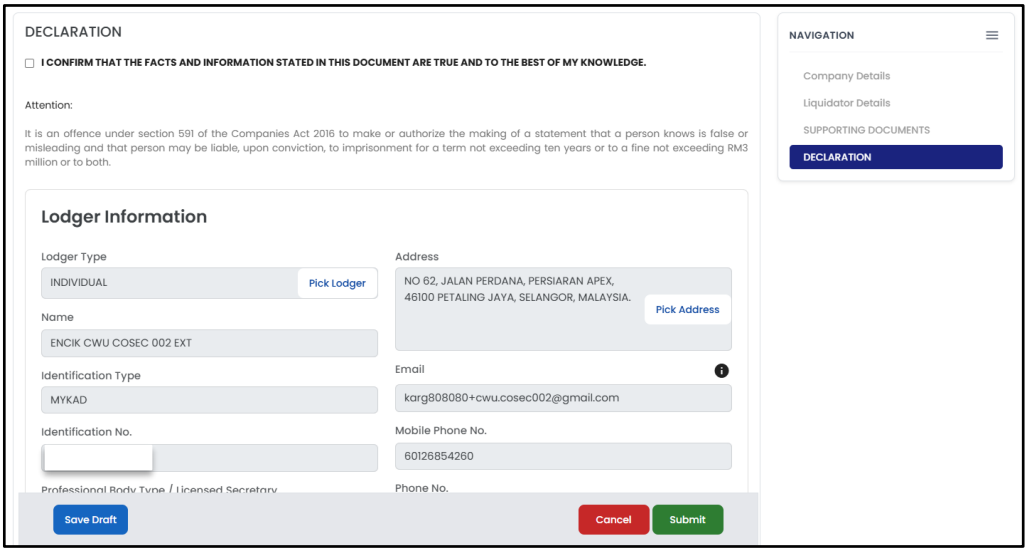
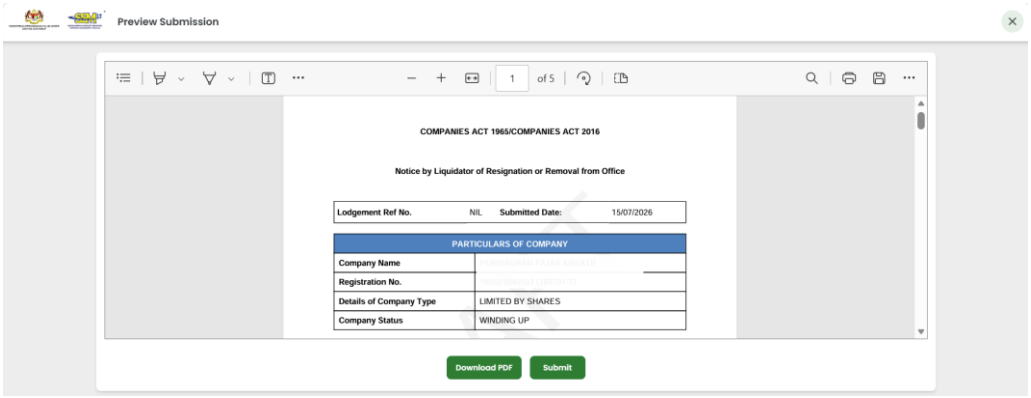
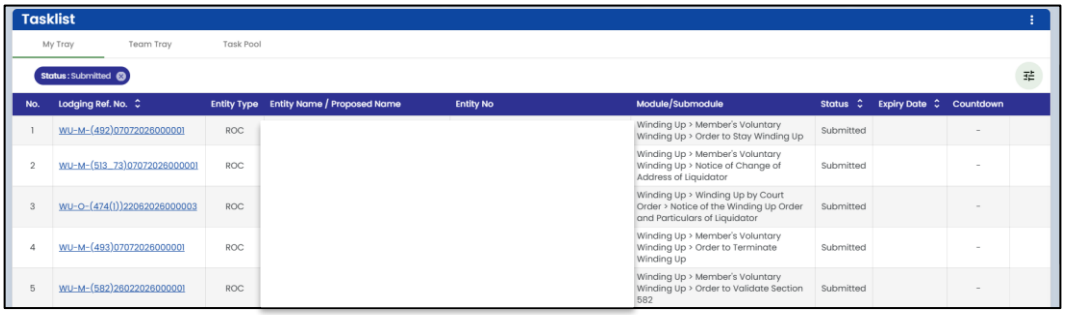


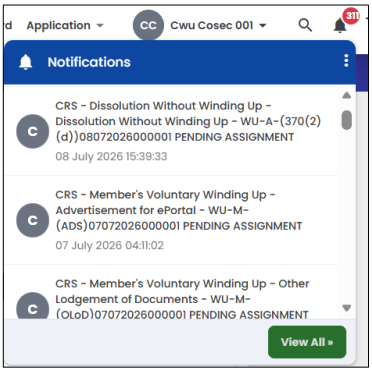


Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

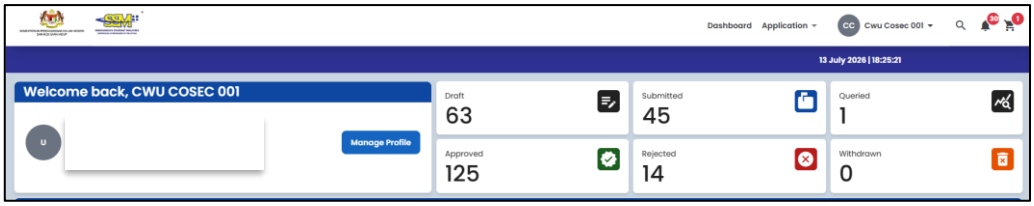
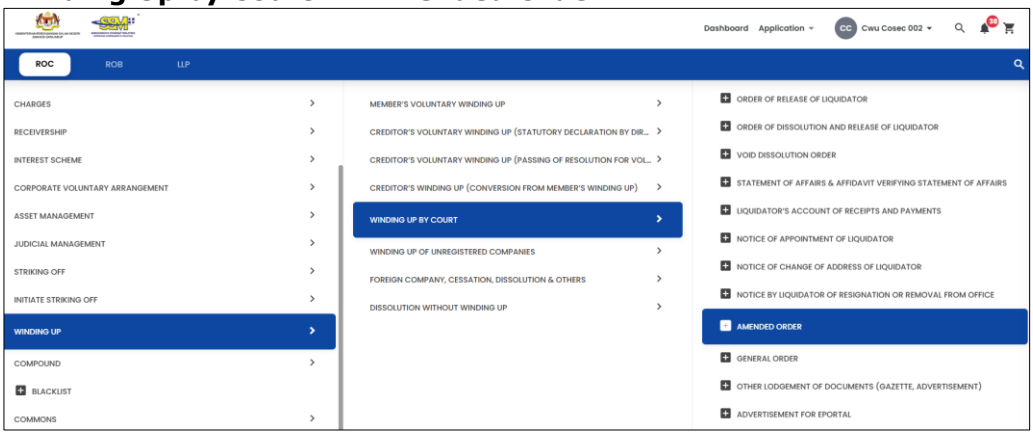
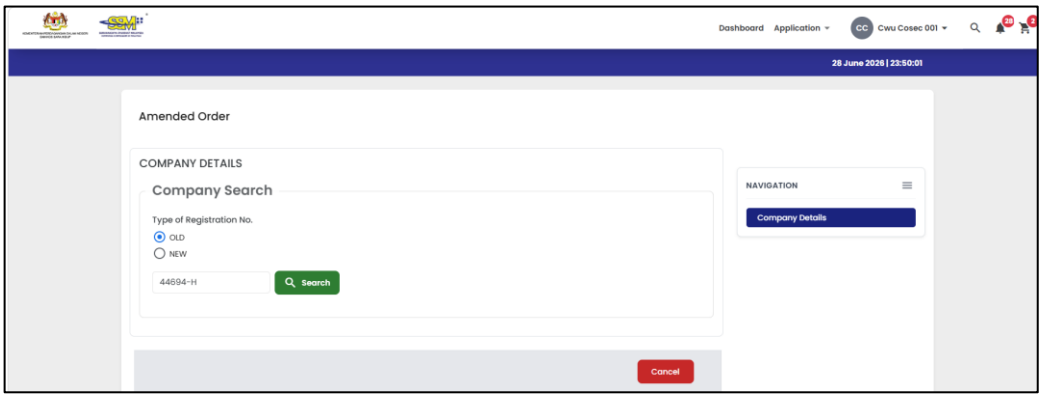
8 Upload the Court Order Document Details.

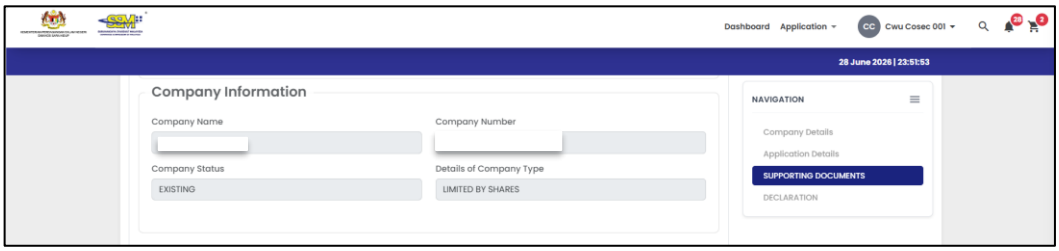
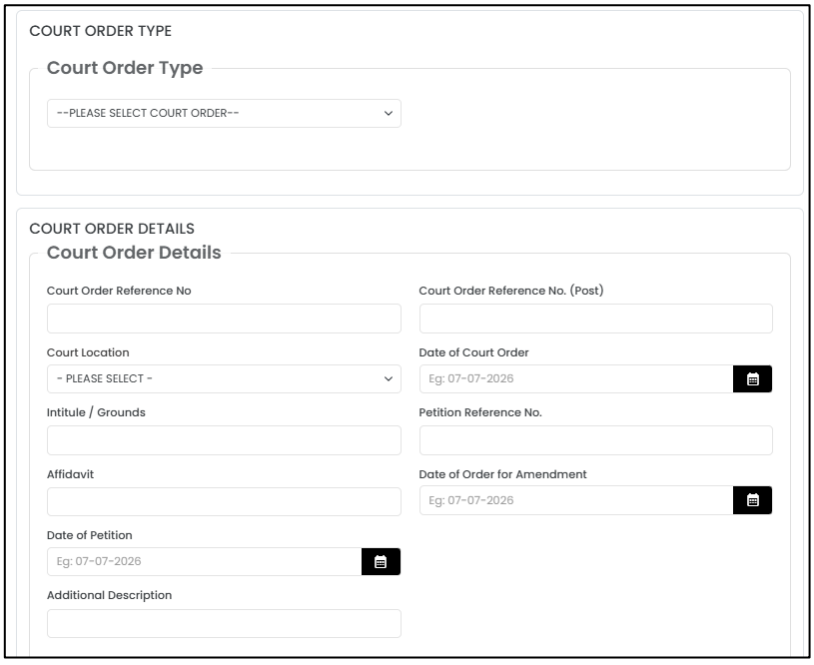


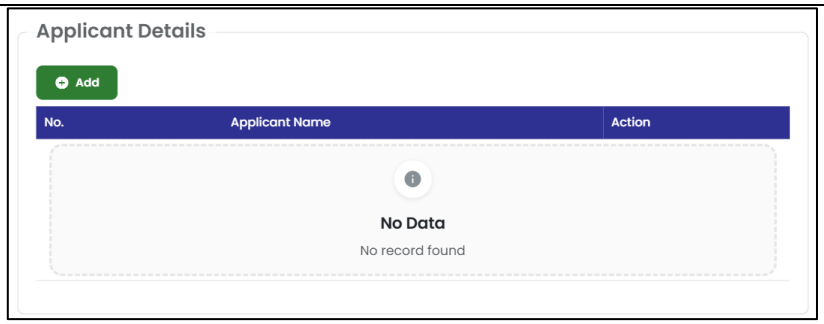
9	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
10	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

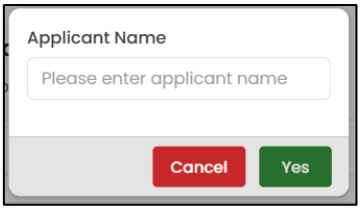
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

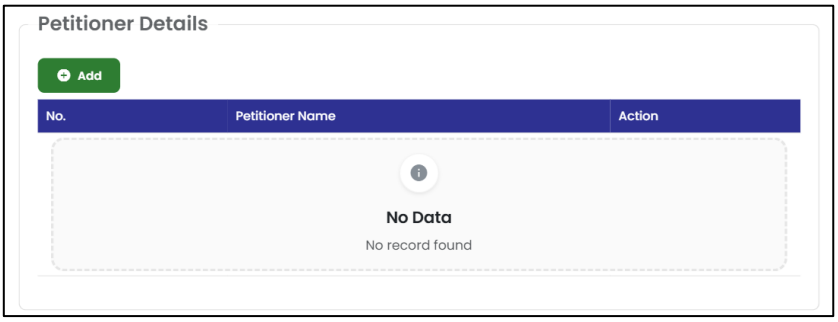
7.17 Amended Order

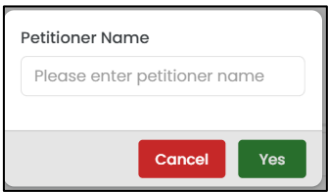
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Amended Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

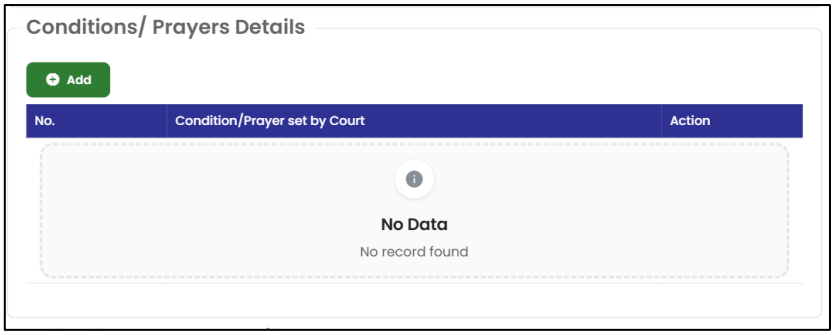
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists 
5	The user clicks the link to add court order detail if the court order reference no. not displayed at drop down to select. 
6	Select the court order type and fill court order details. 

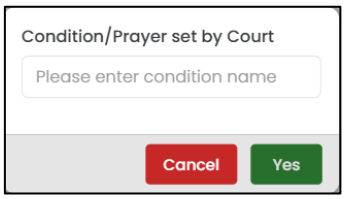




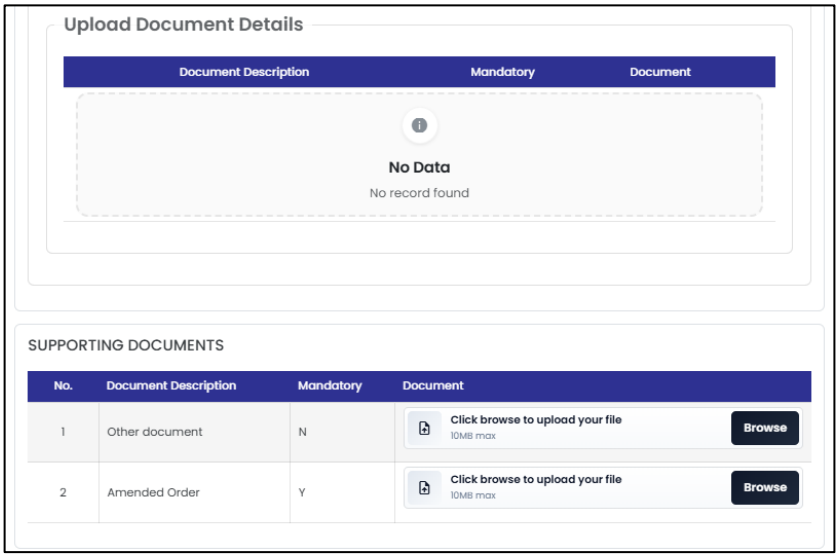
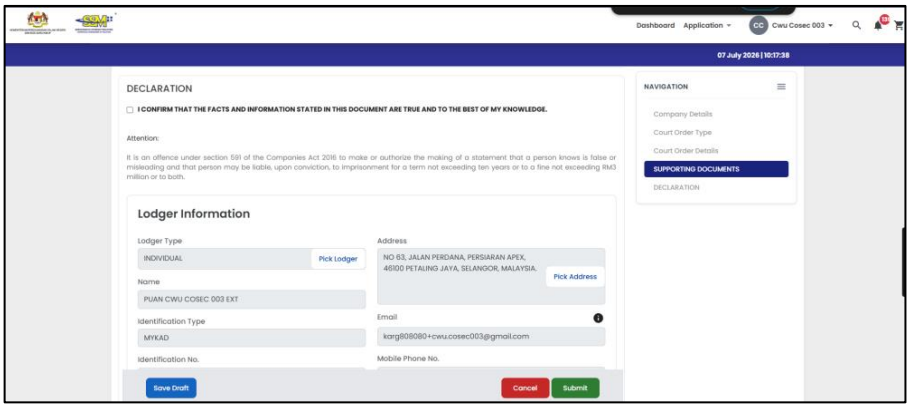
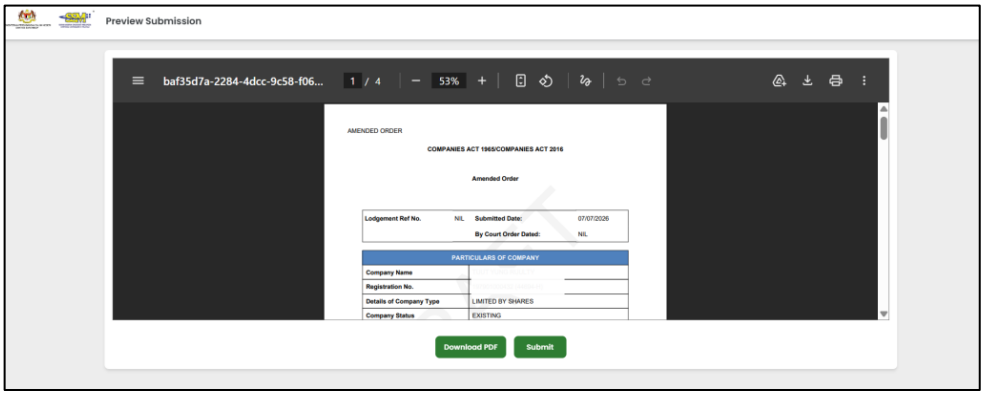


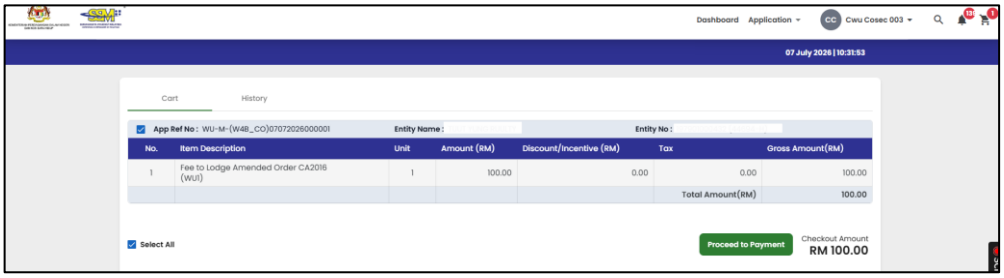
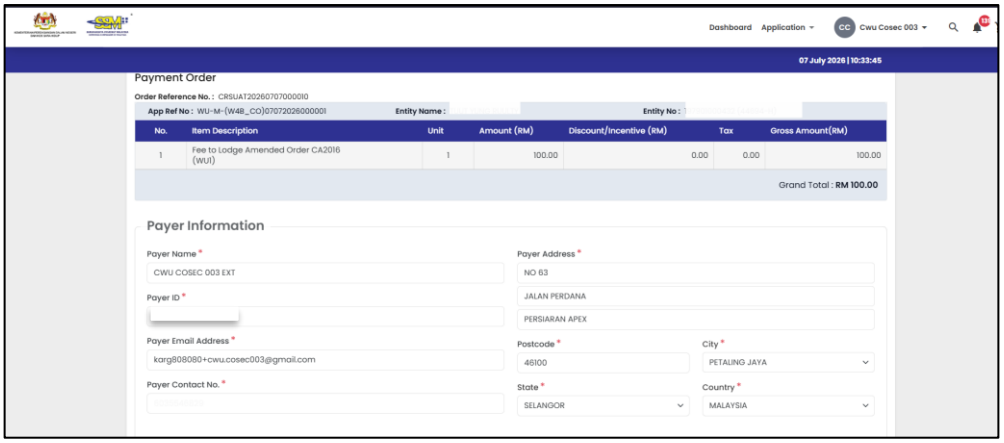
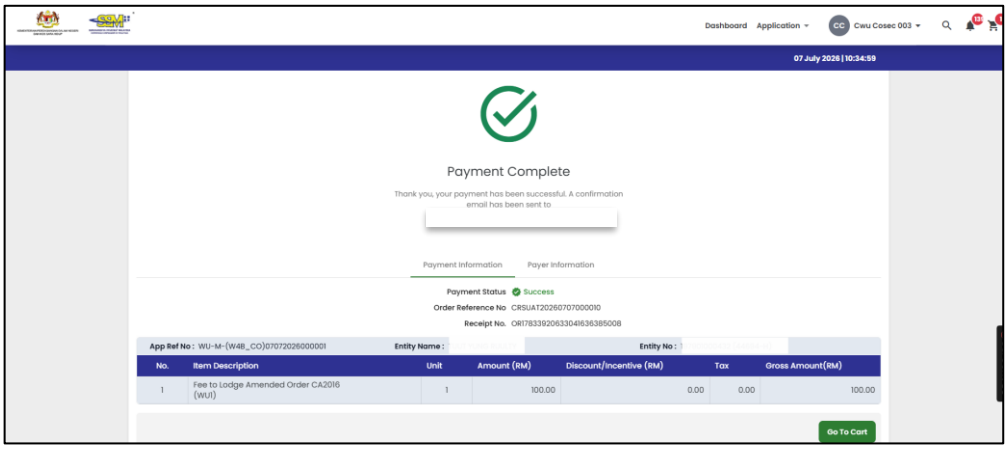
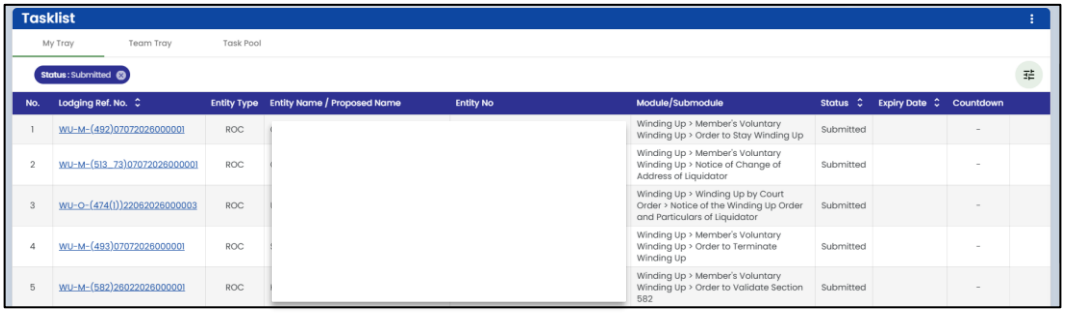


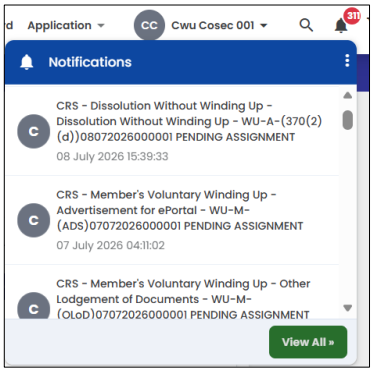




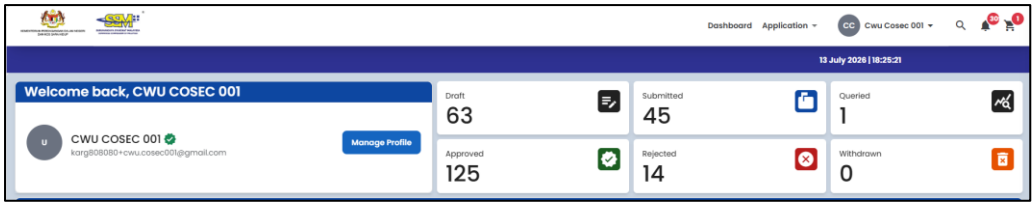
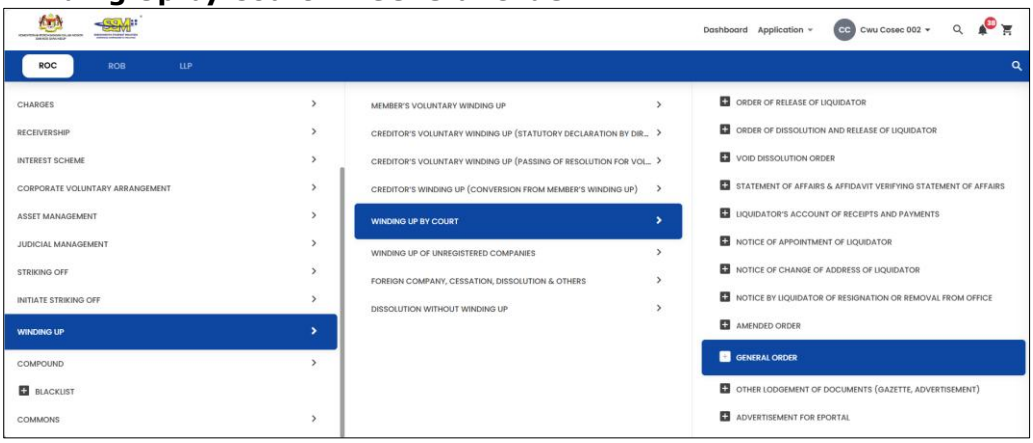
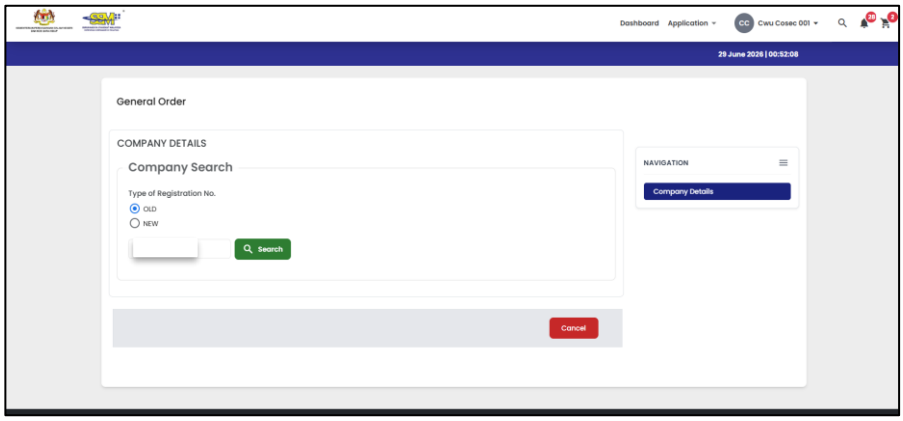
Note: Please enter **'NA'** in any mandatory field that is not applicable.

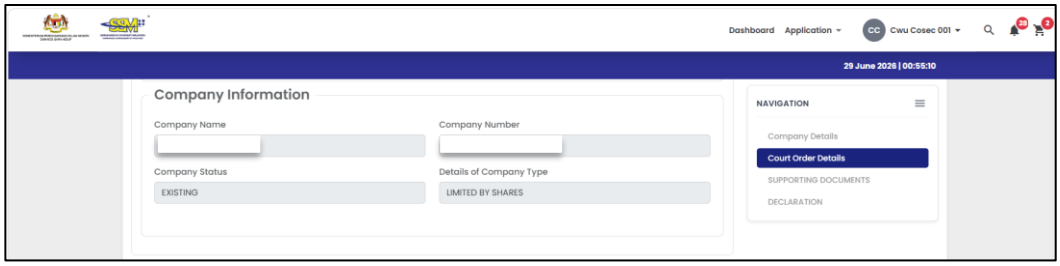
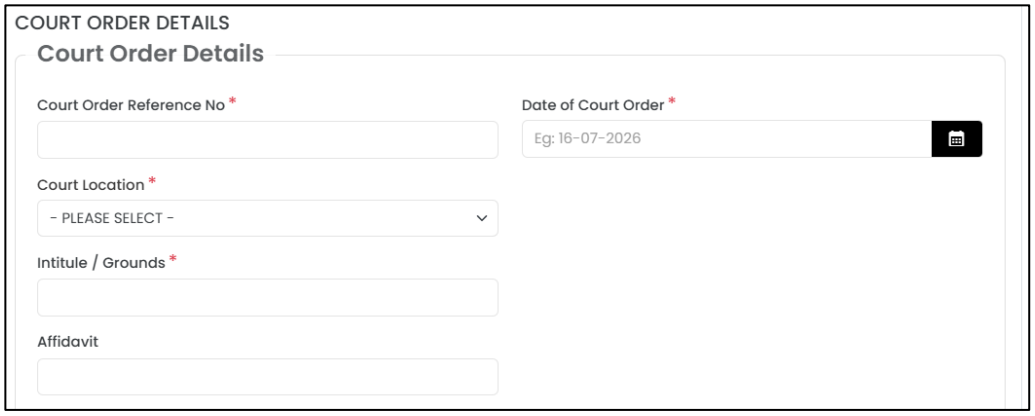
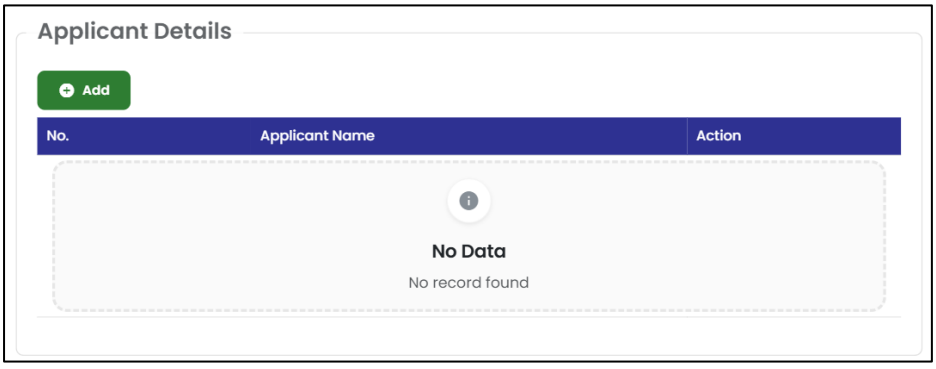
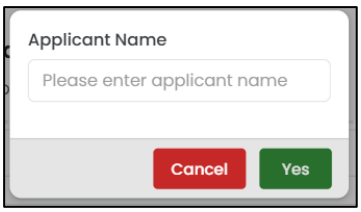
7	Upload court order details and supporting document. 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

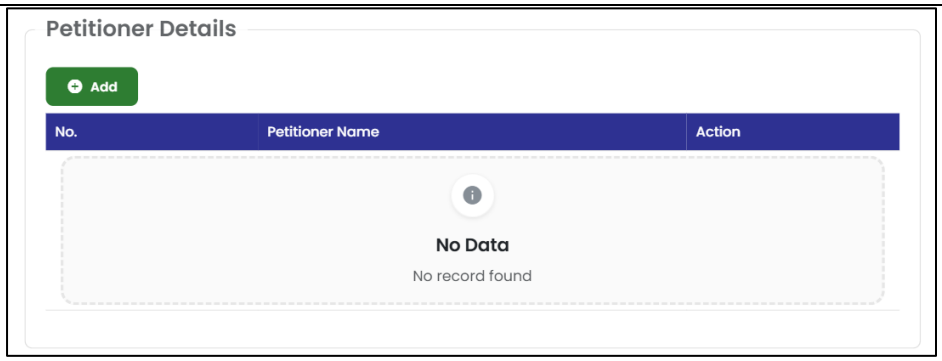
10	Make payment.   
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

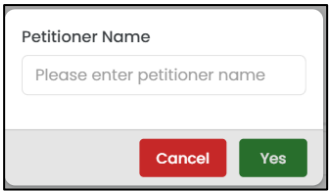
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

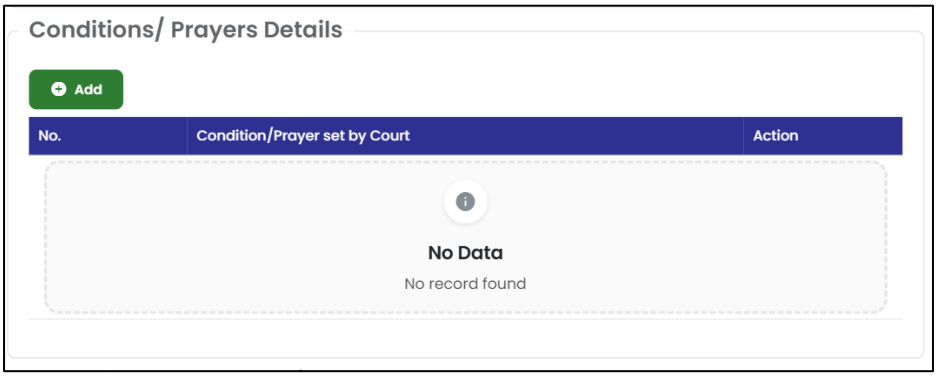
7.18 General Order

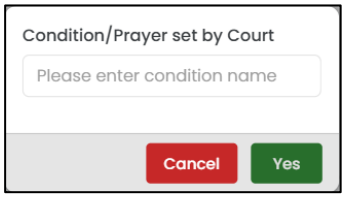
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> General Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists 
5	Select the court order type and fill up the court order details.   



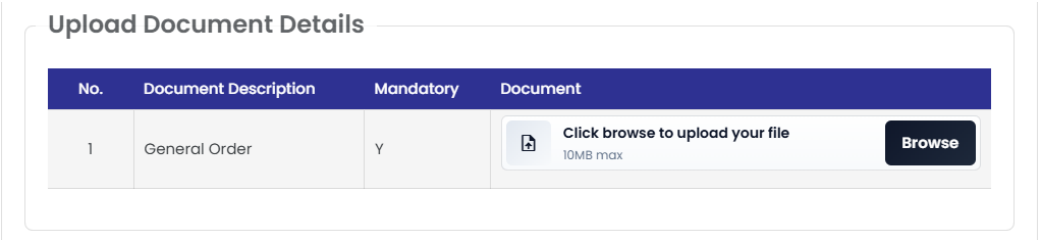


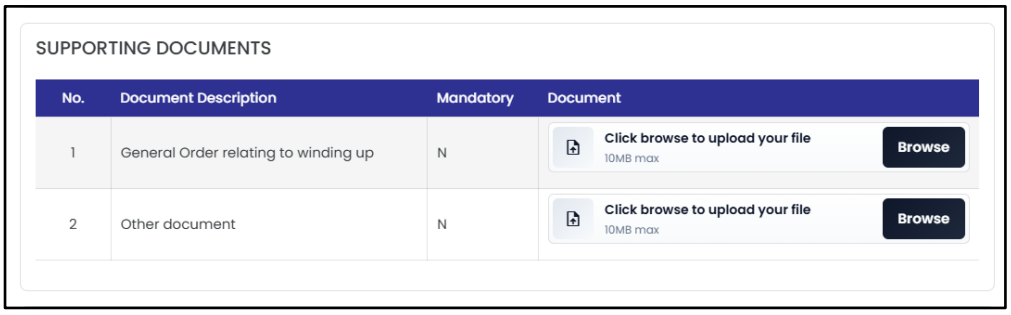
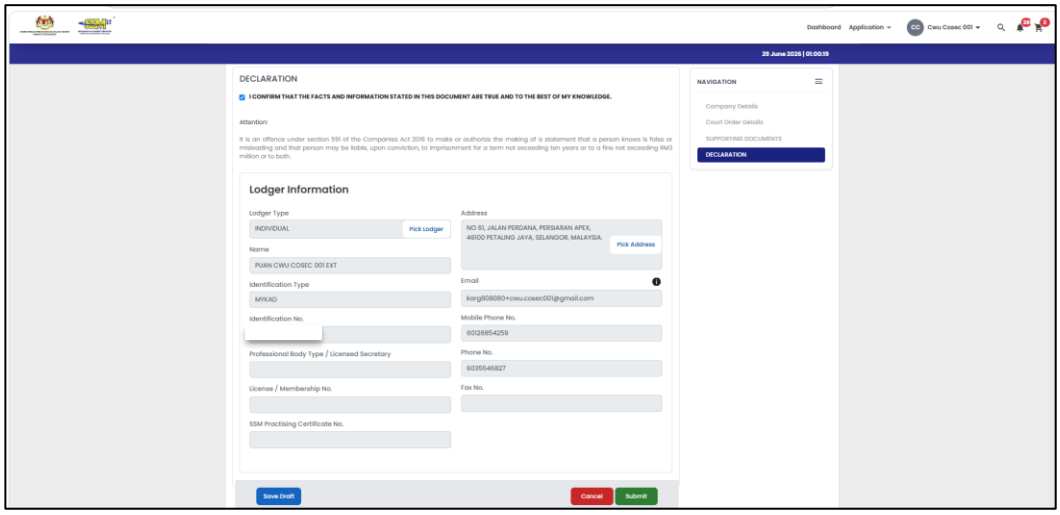
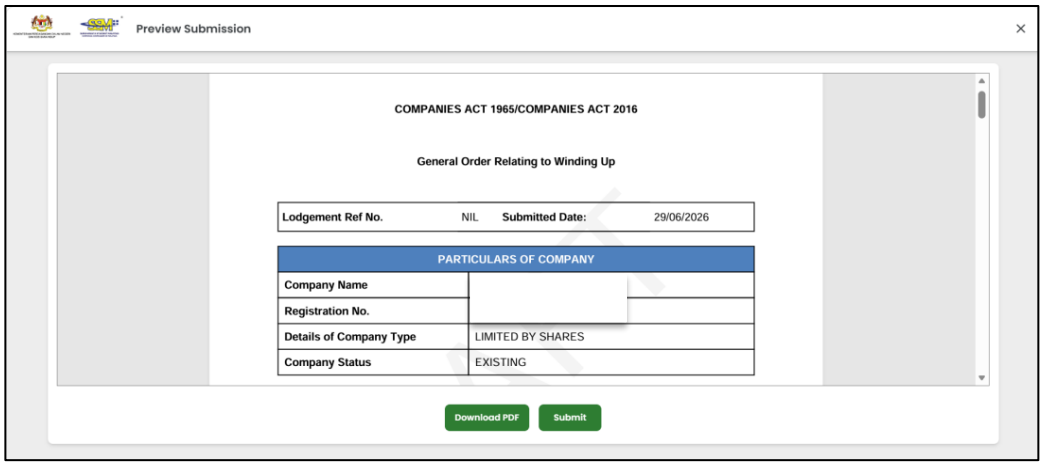


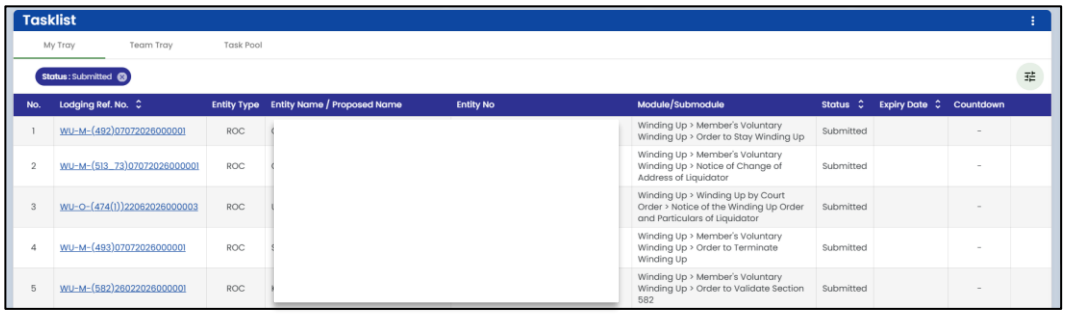
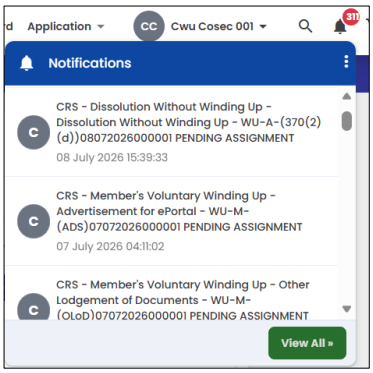


Note: Please enter **'NA'** in any mandatory field that is not applicable.

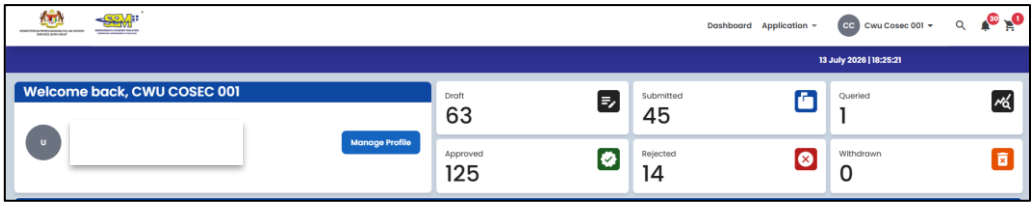
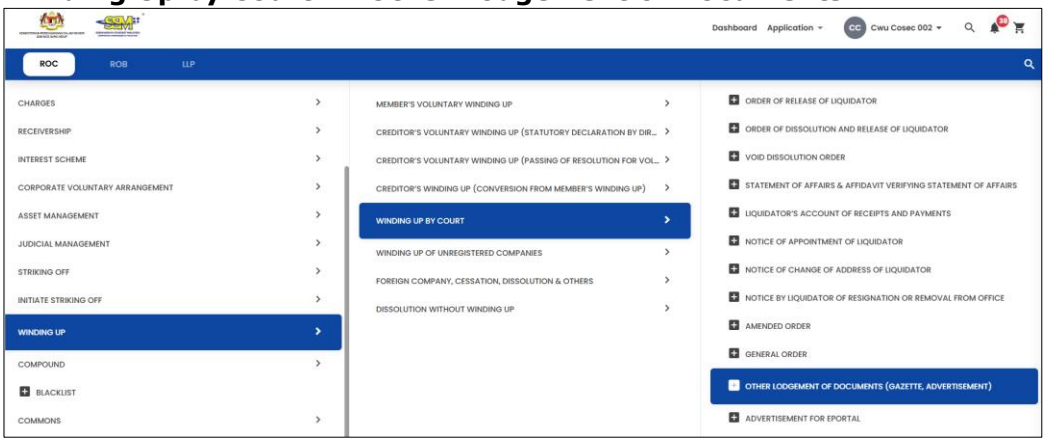
6 Upload the Court Order document

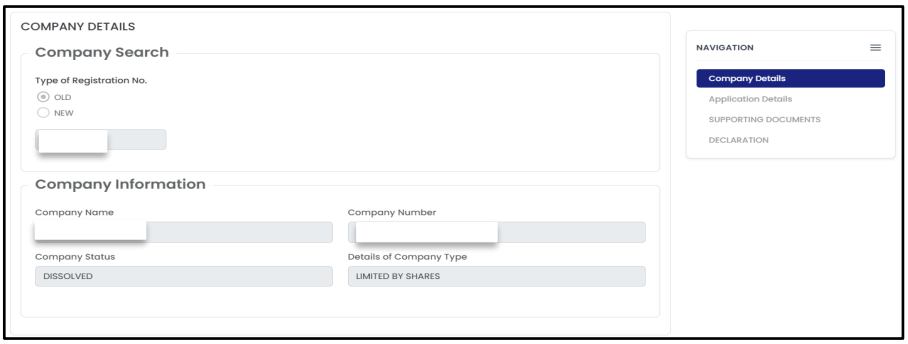
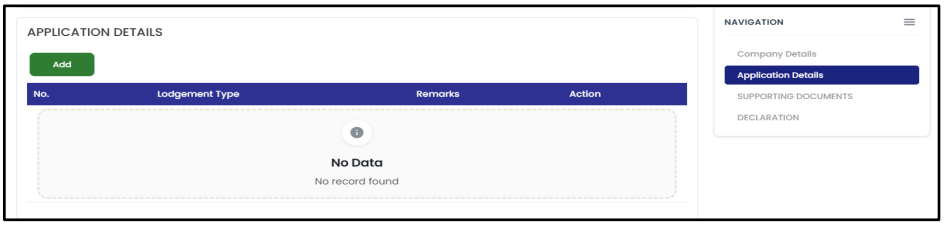
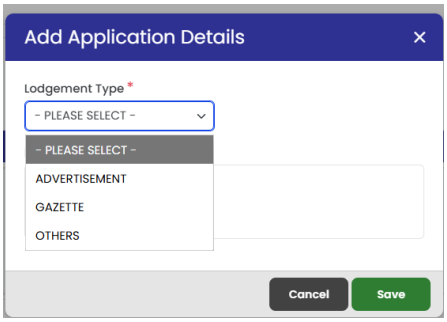
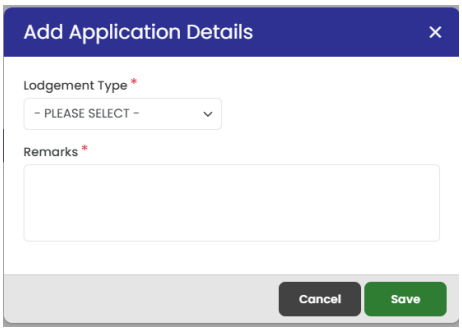
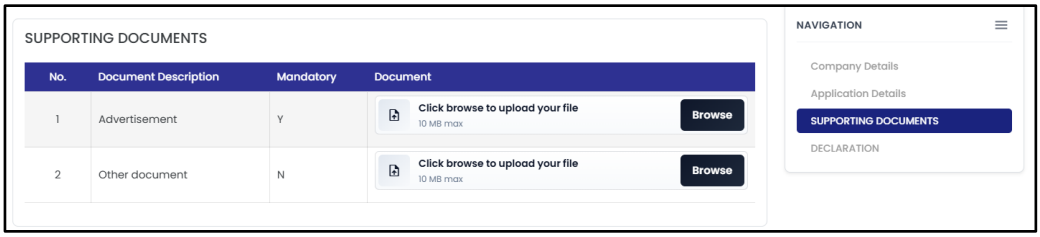


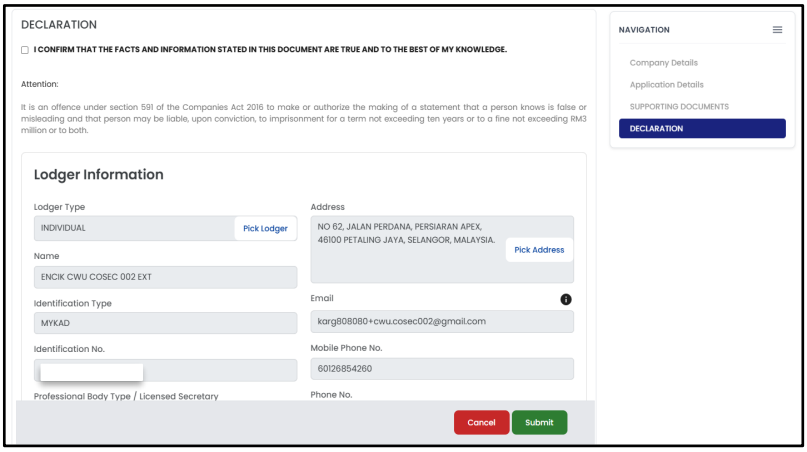
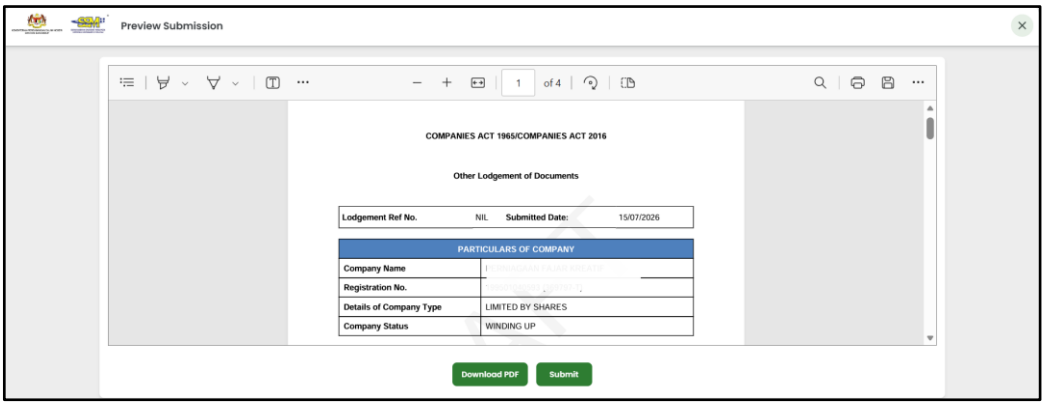
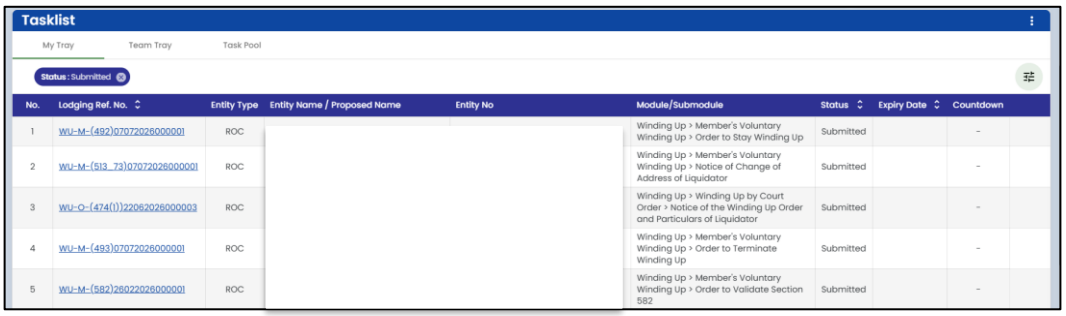
7	Upload the Supporting Document 
8	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
9	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted**

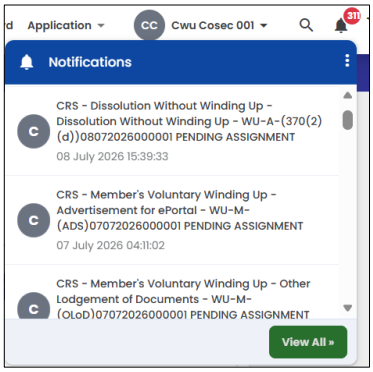
	status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

7.19 Other Lodgement of Documents

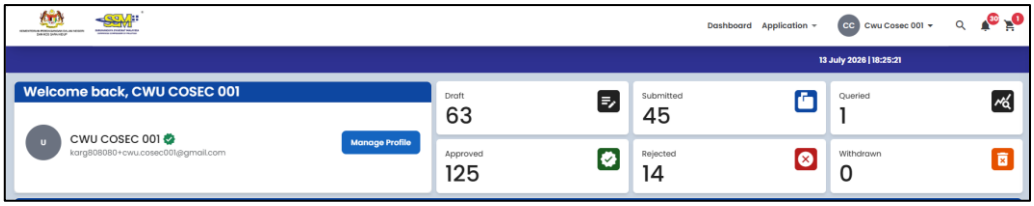
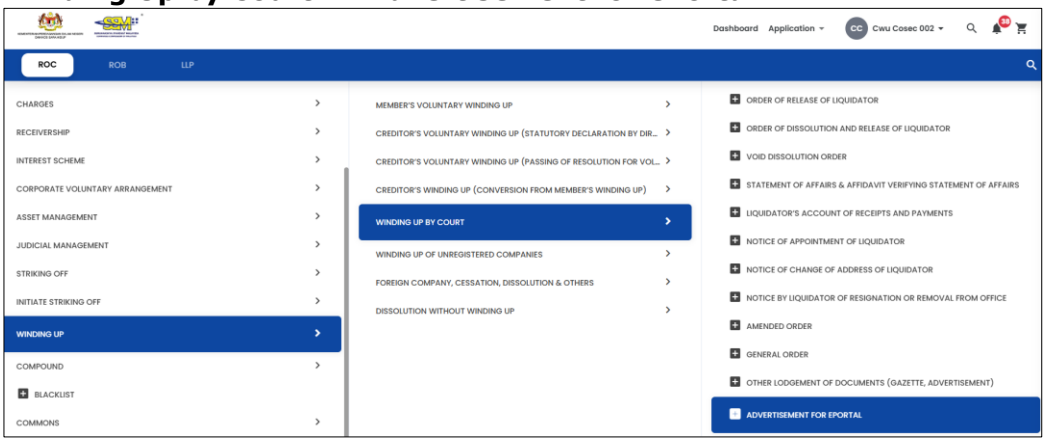
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Other Lodgement of Documents.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

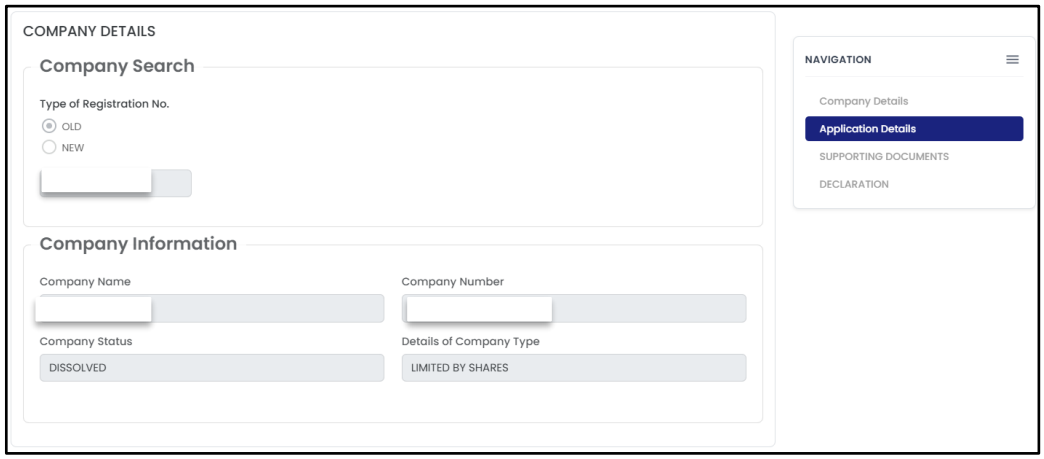
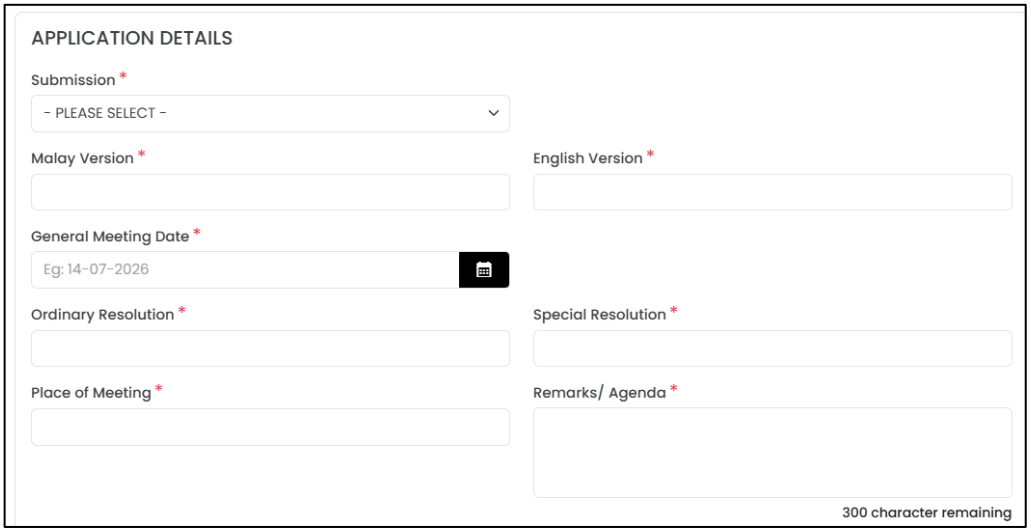
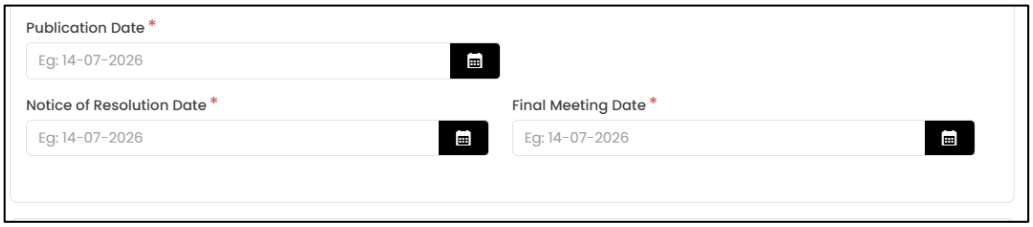
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court)/Existing 
5	The user needs to fill up the relevant fields in the **Application Details** section.  The user selects the lodgement type, enters the remarks and then clicks the **Save** button.  
6	Upload the supporting documents. 

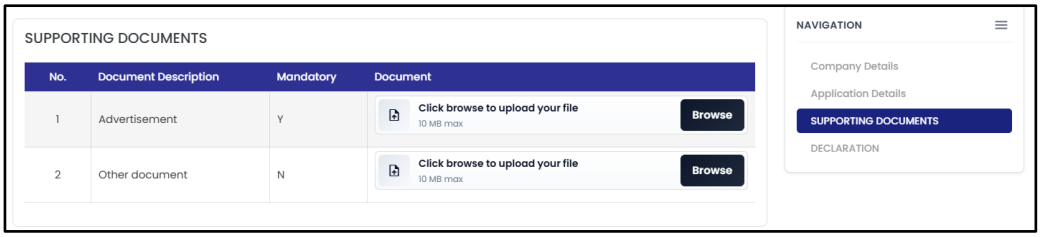
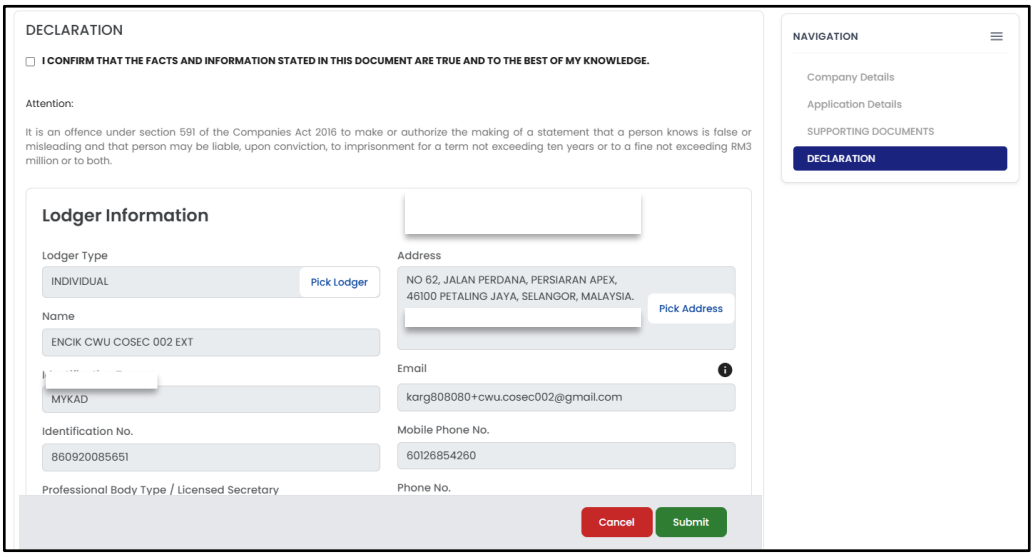
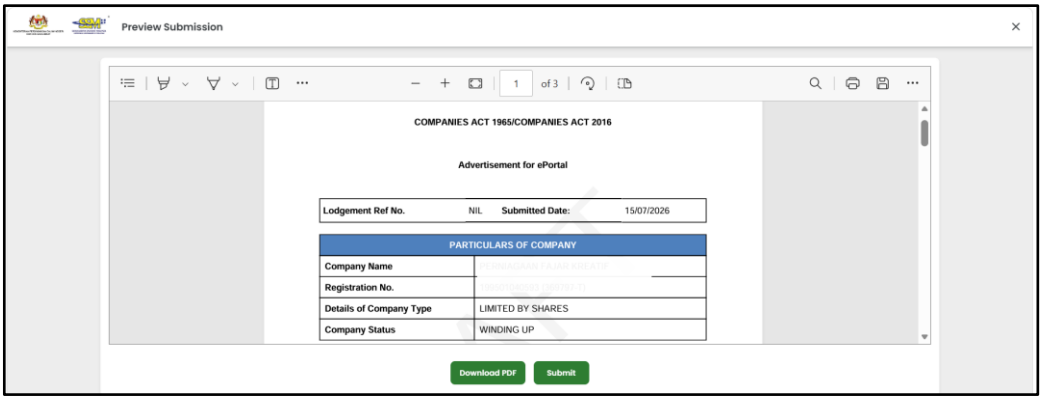
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

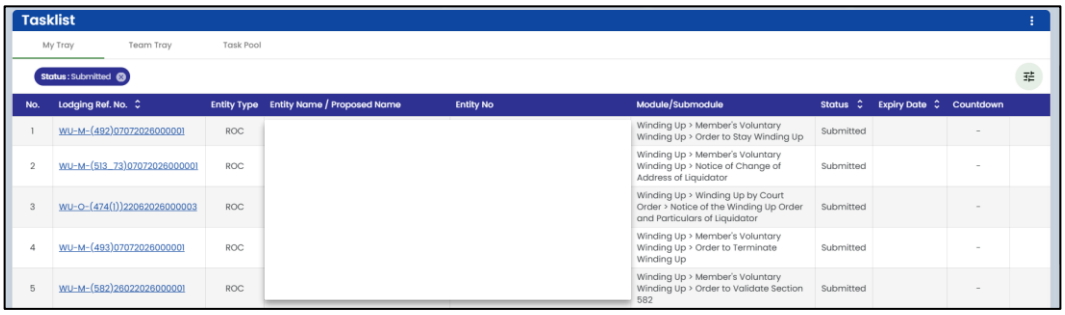
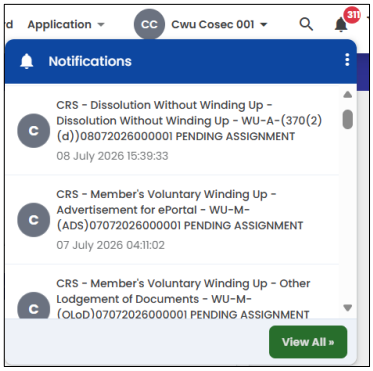
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

7.20 Advertisement for ePortal

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up by Court -> Advertisement for ePortal** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

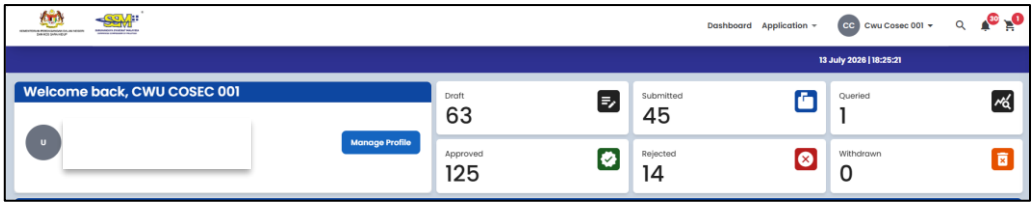
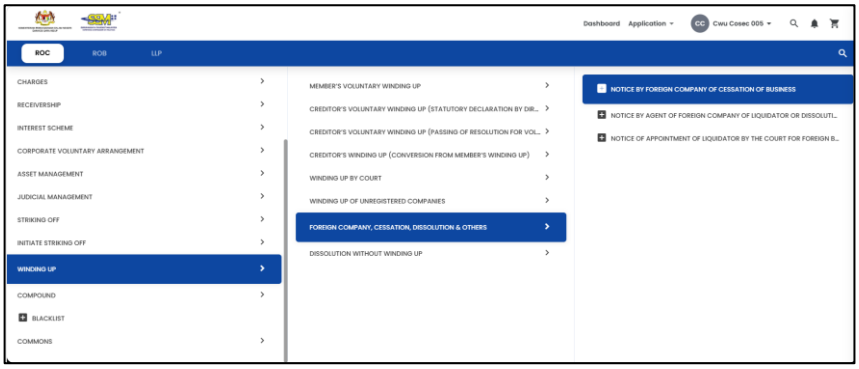
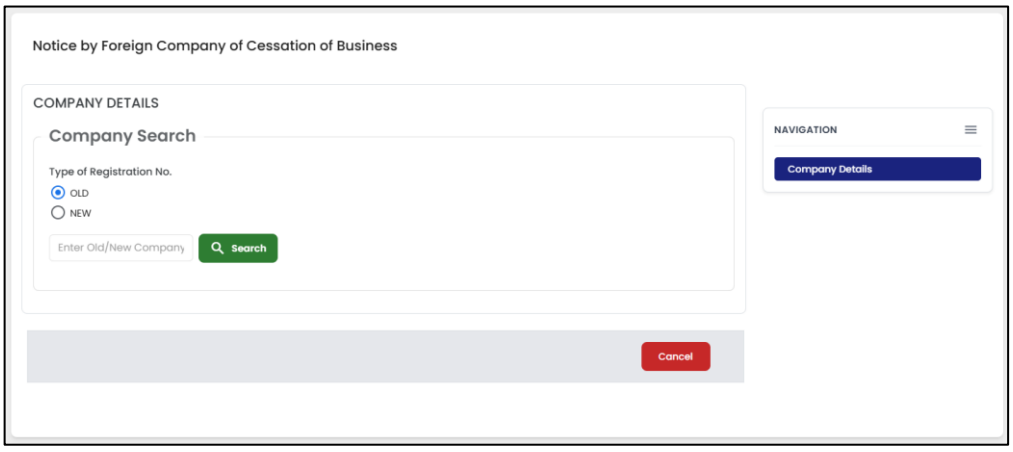
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company main status is Winding Up (Court)/Existing 
5	The user needs to fill up the relevant fields in the **Application Details** section.   Notes: The required information must be entered in both the Malay Version and English Version tabs.

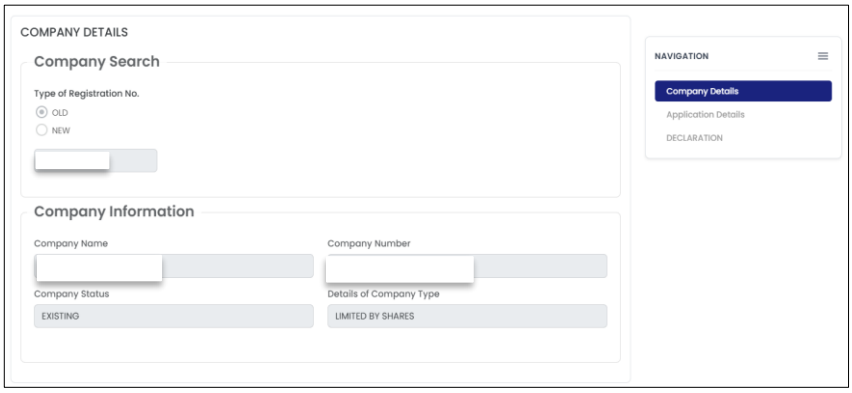
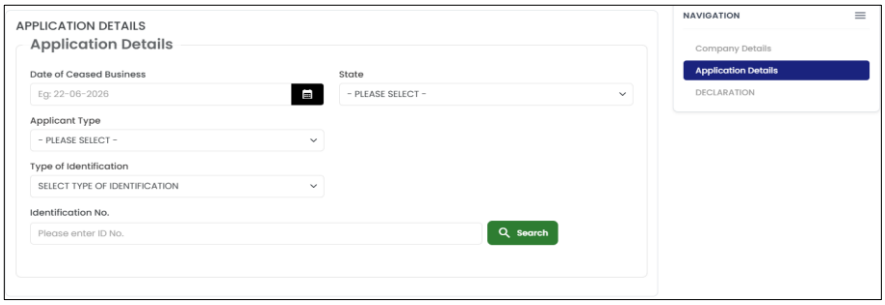
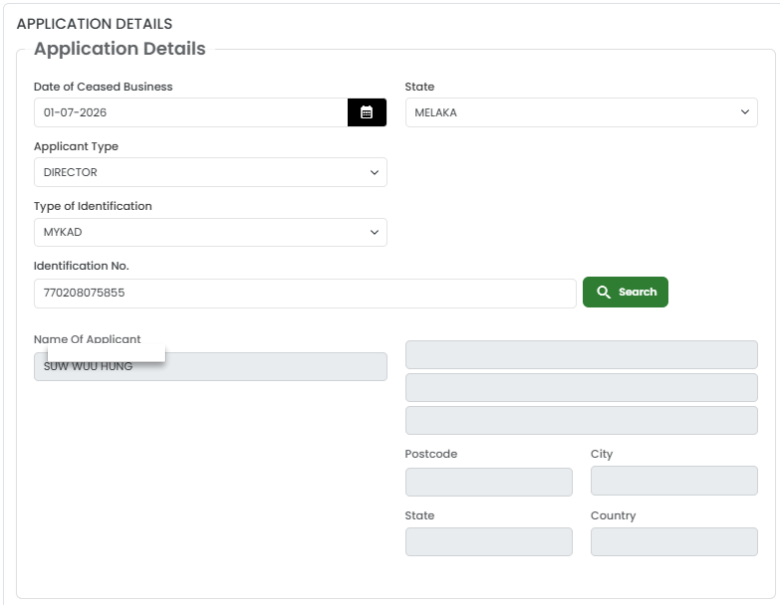
6	Upload the supporting documents. 
7	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
8	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.

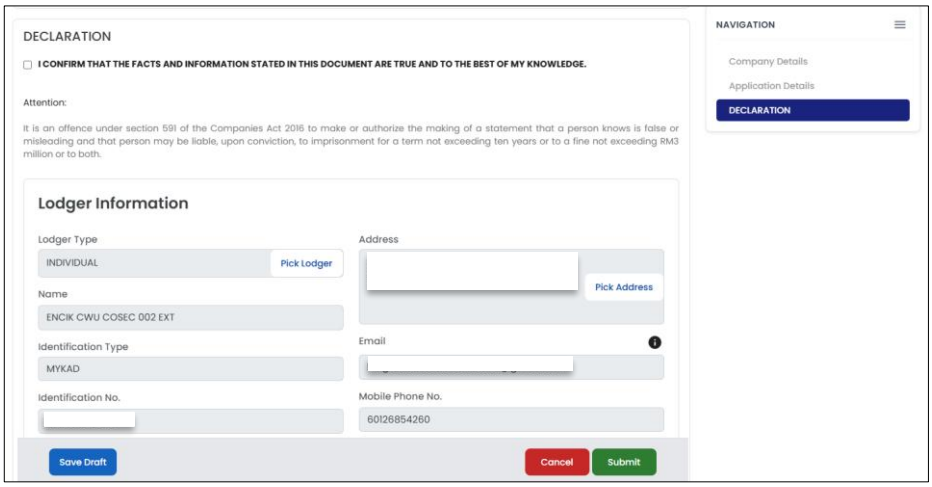
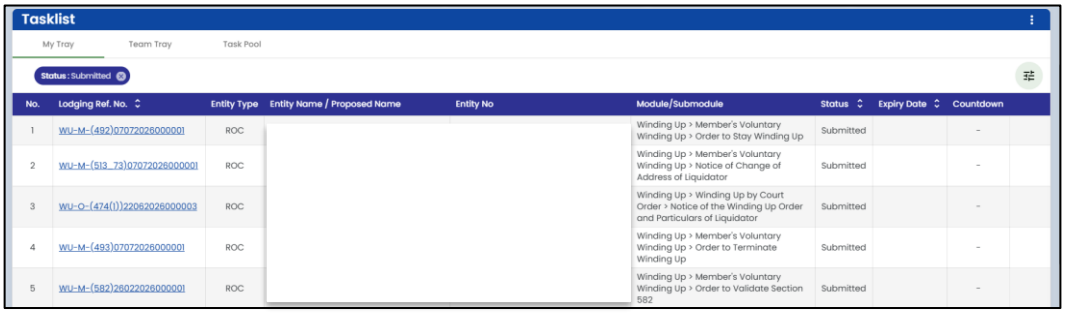
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

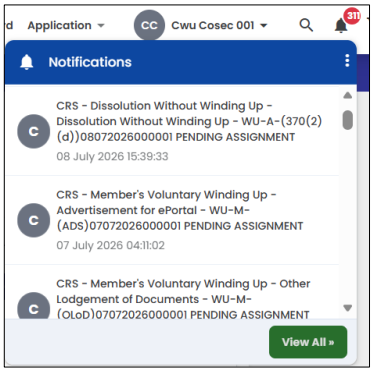
8. [WU6] Foreign Company, Cessation, Dissolution & Others

8.1 Cessation & Dissolution of Foreign Company

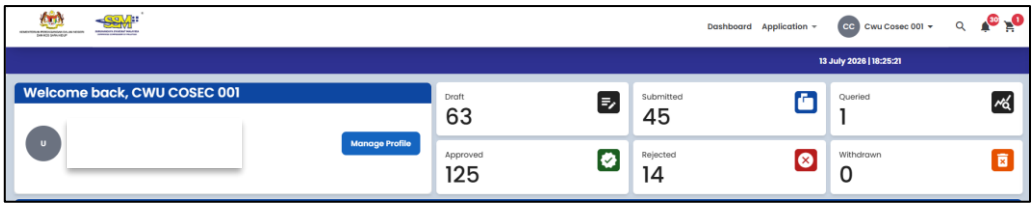
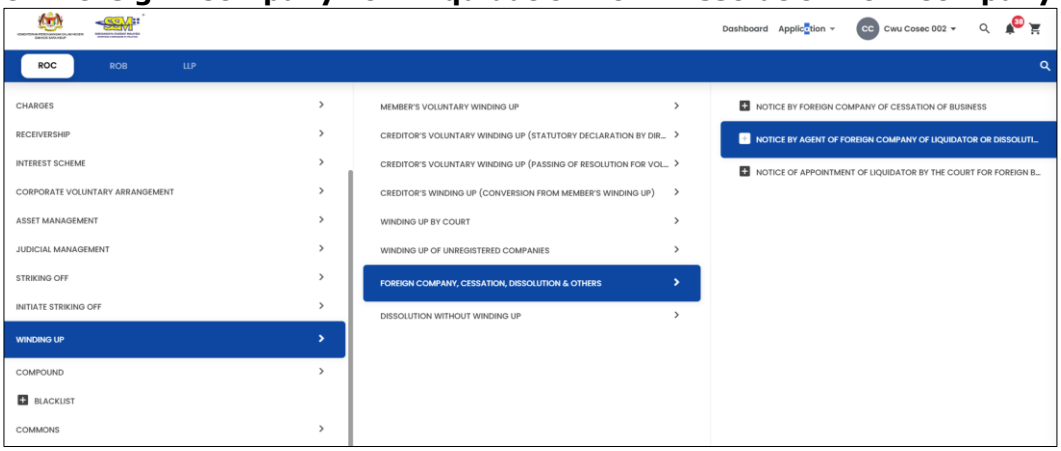
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Foreign Company, Cessation, Dissolution & Others** -> **Notice By Foreign Company Of Cessation Of Business.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

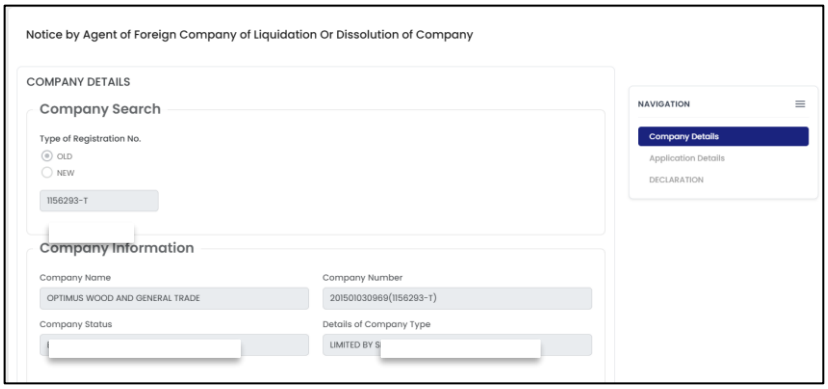
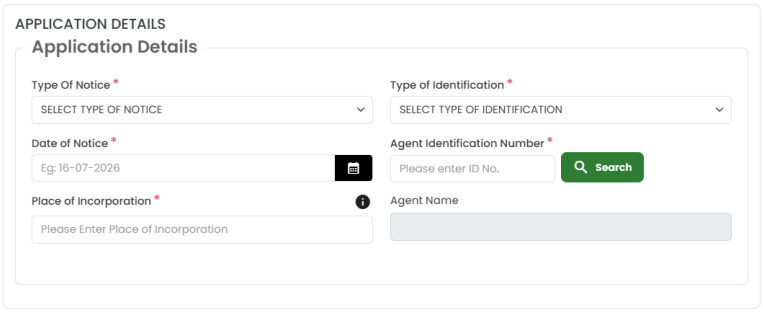
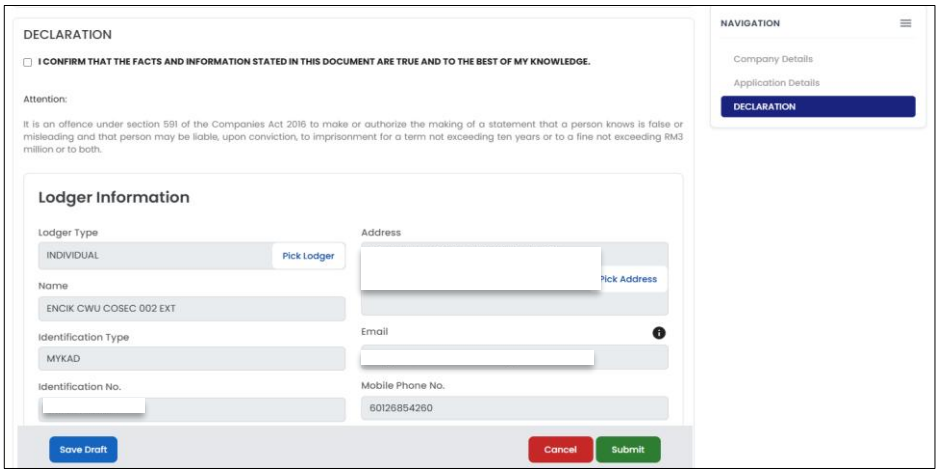
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company Main status is Existing • The company documents are all in approved status 
5	The user needs to fill up the relevant info in the **Application Details** section.  

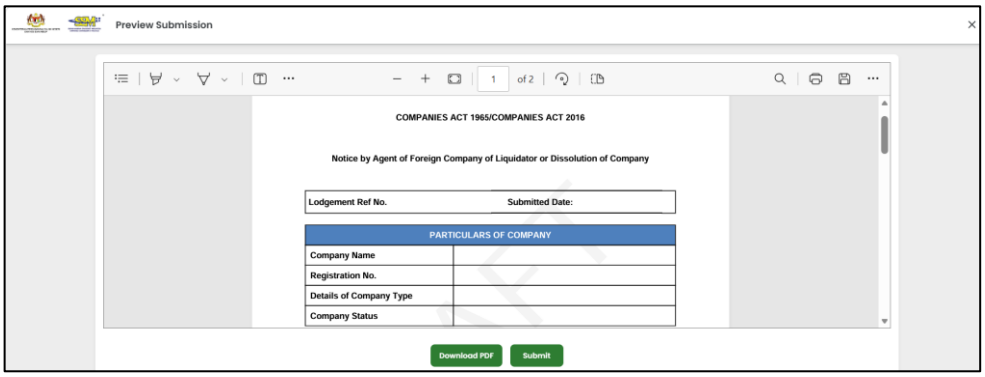
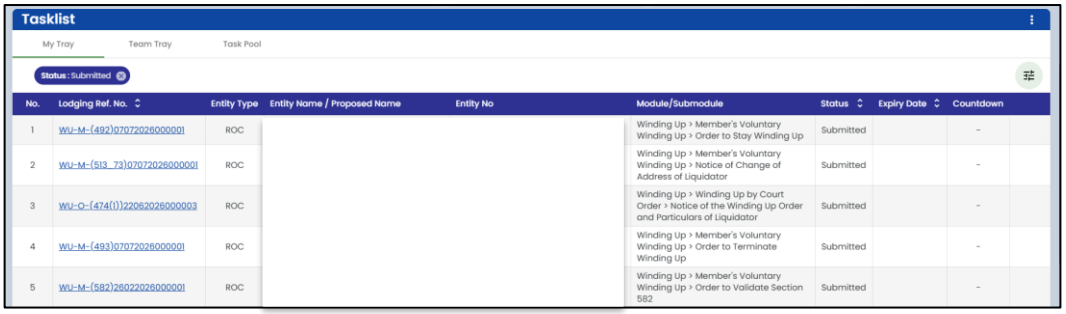
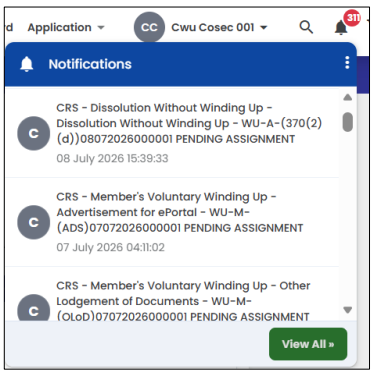
Field Num.	Description
6	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 
7	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
8	Submit the lodgement.
9	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 

Field Num.	Description
10	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

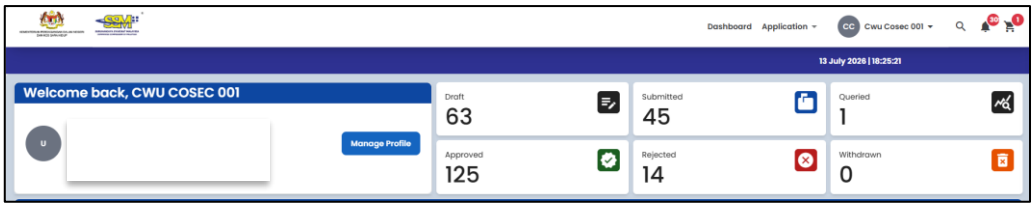
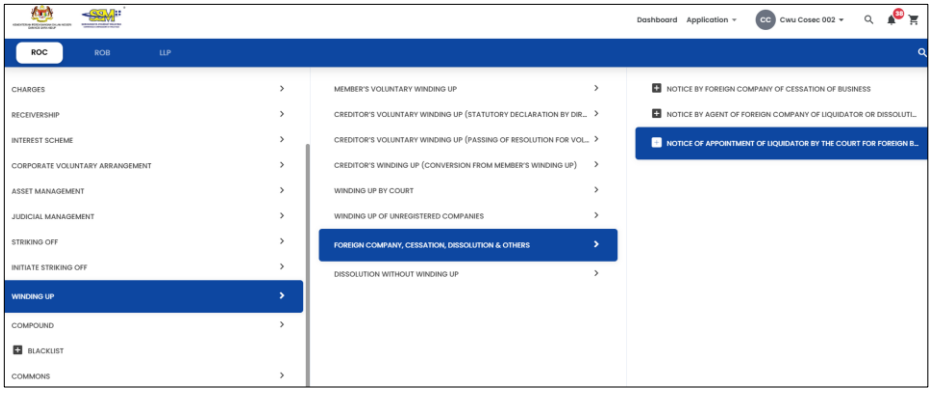
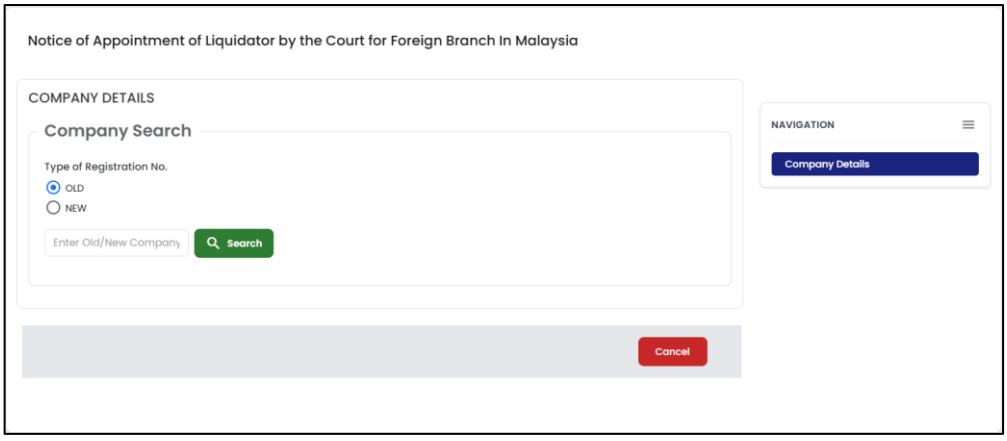
8.2 Notice by Agent of Foreign Company of Liquidation or Dissolution of Company

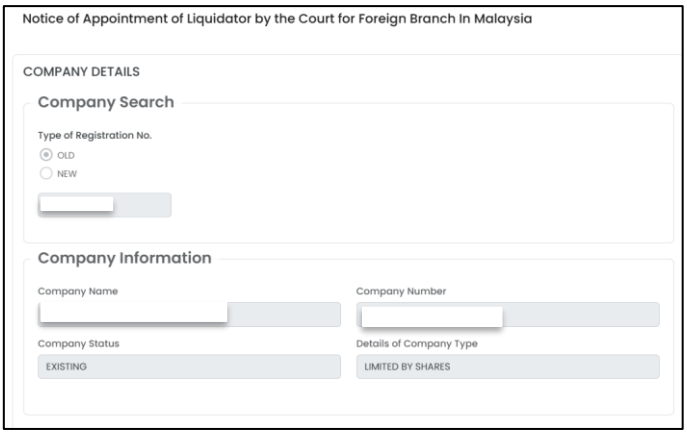
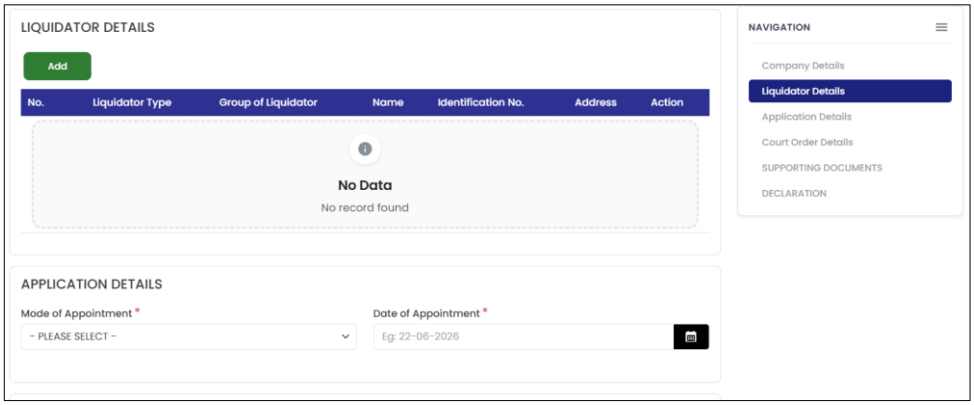
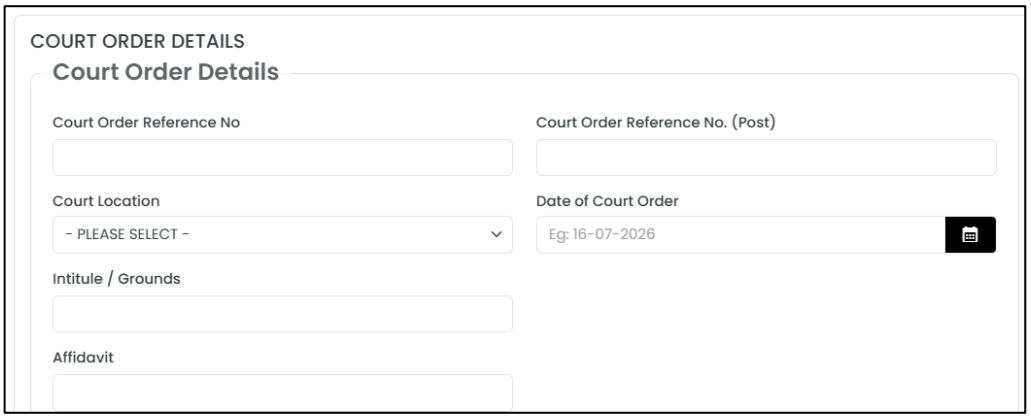
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Foreign Company, Cessation, Dissolution & Others** -> **Notice by Agent of Foreign Company of Liquidation or Dissolution of Company** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

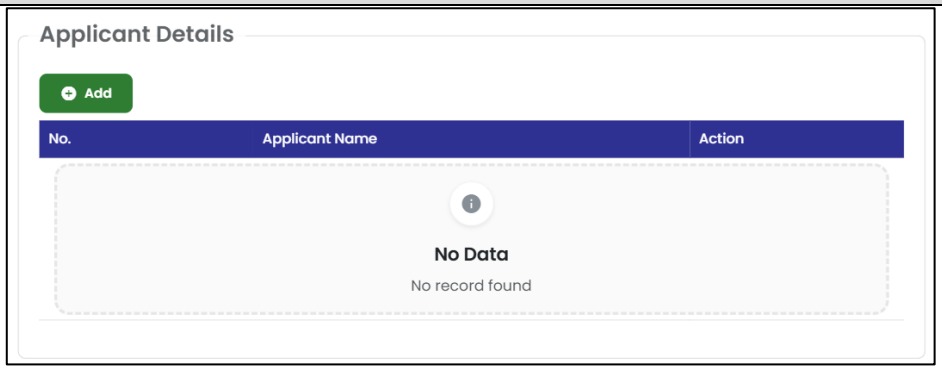
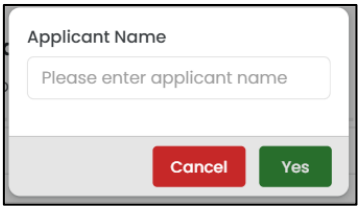
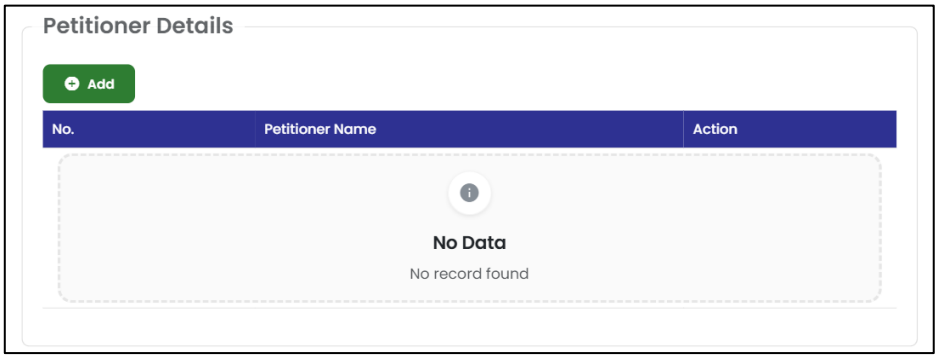
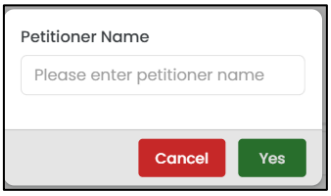
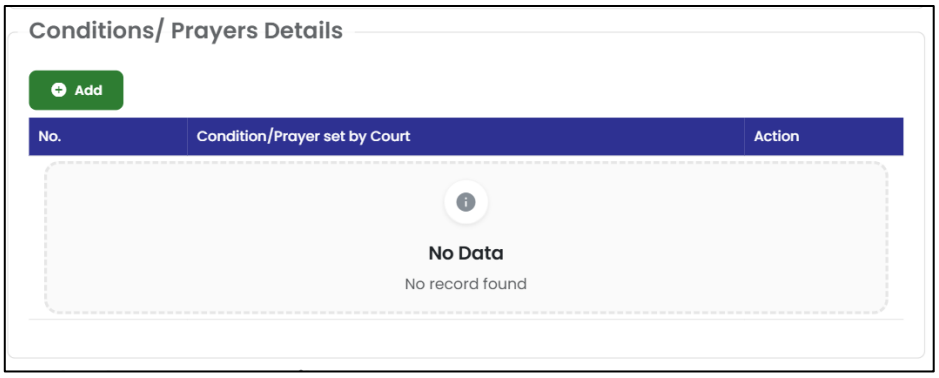
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • The company number exists • The company Main status is Existing/Liquidation • The company documents are all in approved status 
5	The user fill up the application detail  Note: Place of Incorporation refers to State of Registered in Malaysia
6	To confirm your consent, please tick the ‘General Declaration Statement’ checkbox. 

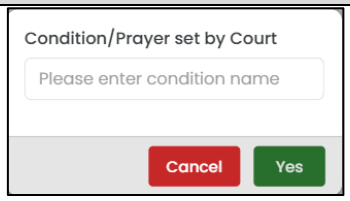
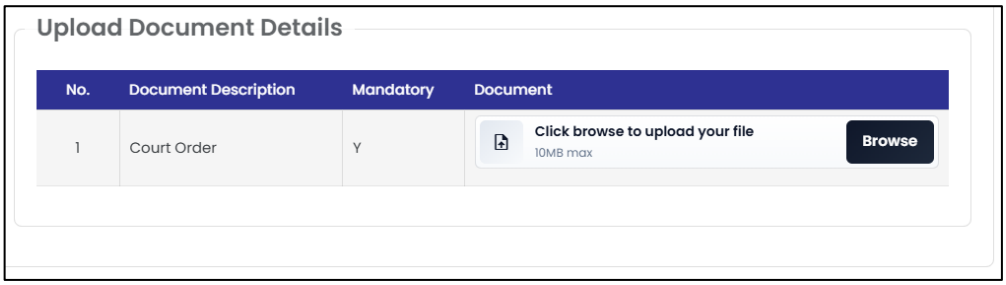
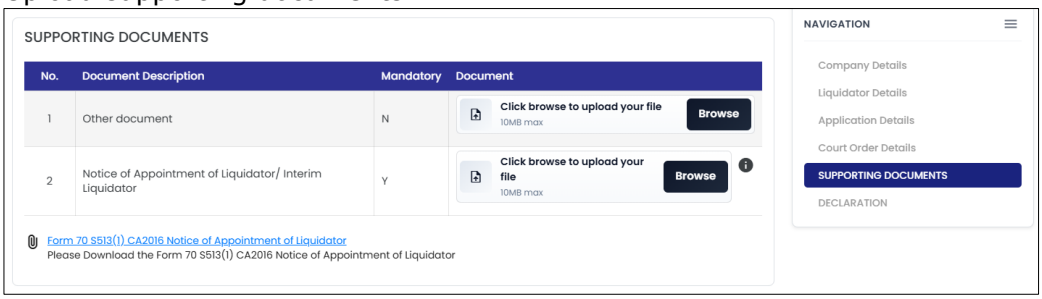
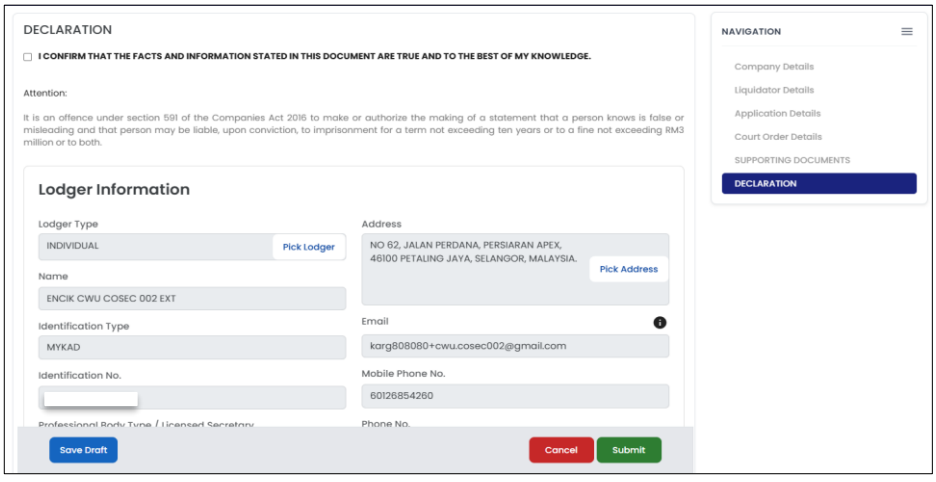
7	Click the submit button and review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
8	Submit the lodgement.
9	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
10	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

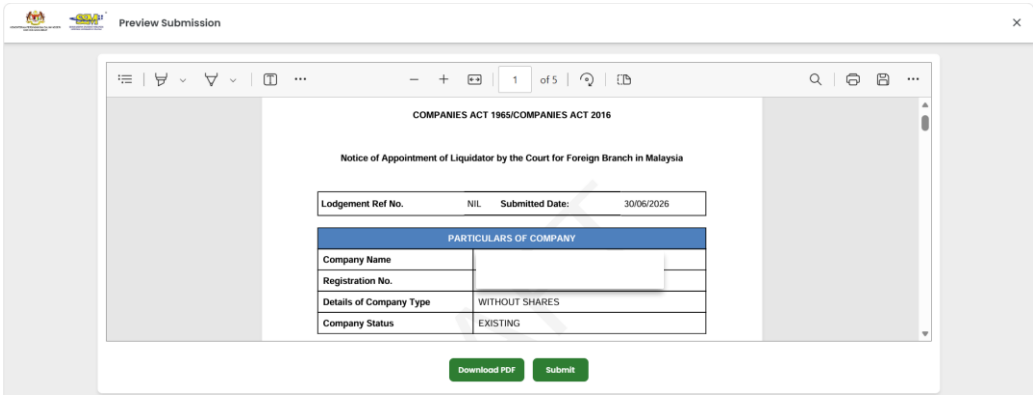
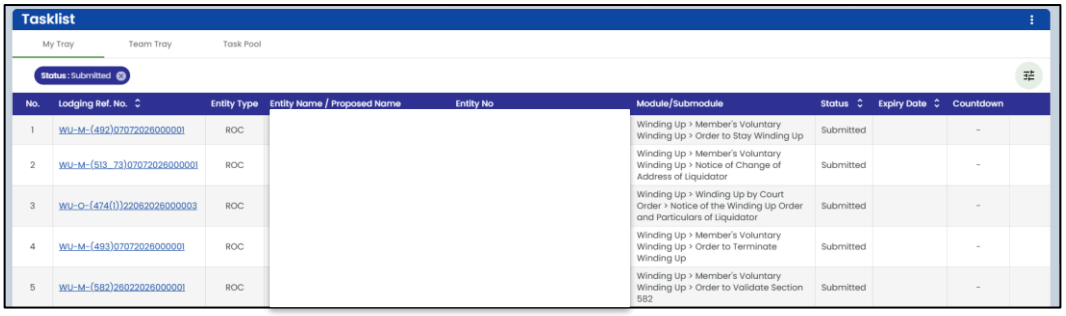
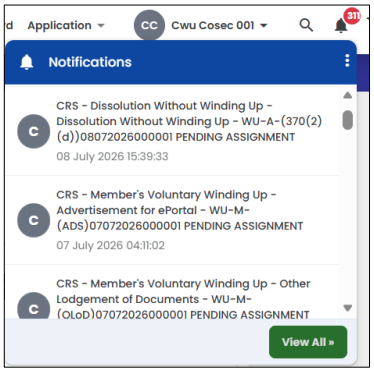
8.3 Notice of Appointment of Liquidator by the Court for Foreign Branch in Malaysia

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Foreign Company, Cessation, Dissolution & Others -> Notice of Appointment of Liquidator by the Court for Foreign Branch in Malaysia** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets the following criteria: • Company number exists • Company main status is Existing or Liquidation 
5	Fill in the liquidator and application details. 
6	Fill in the court order details. 

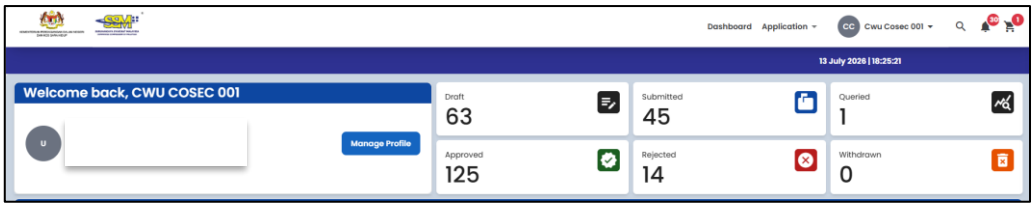
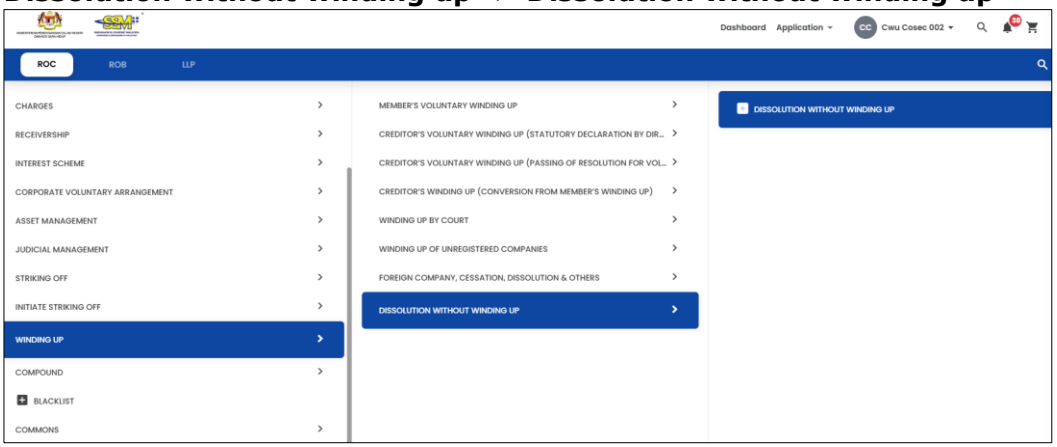
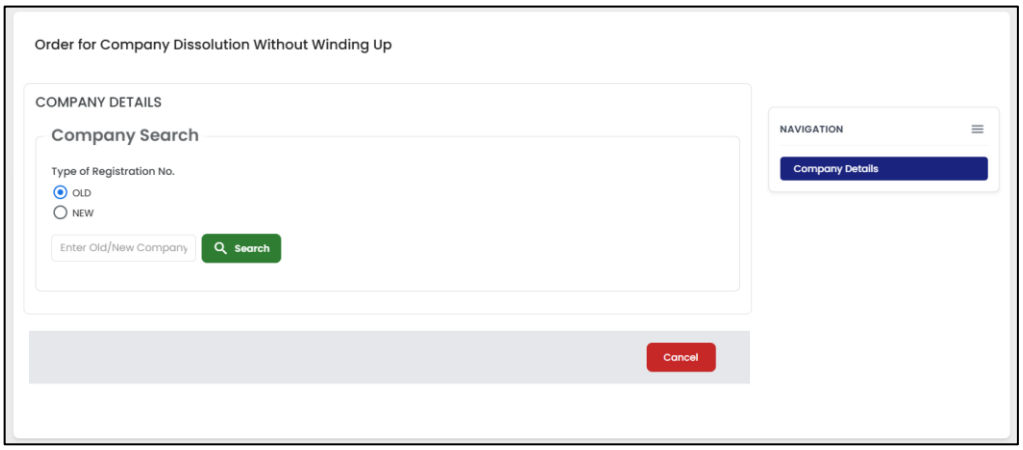
Field Num.	Description
	    

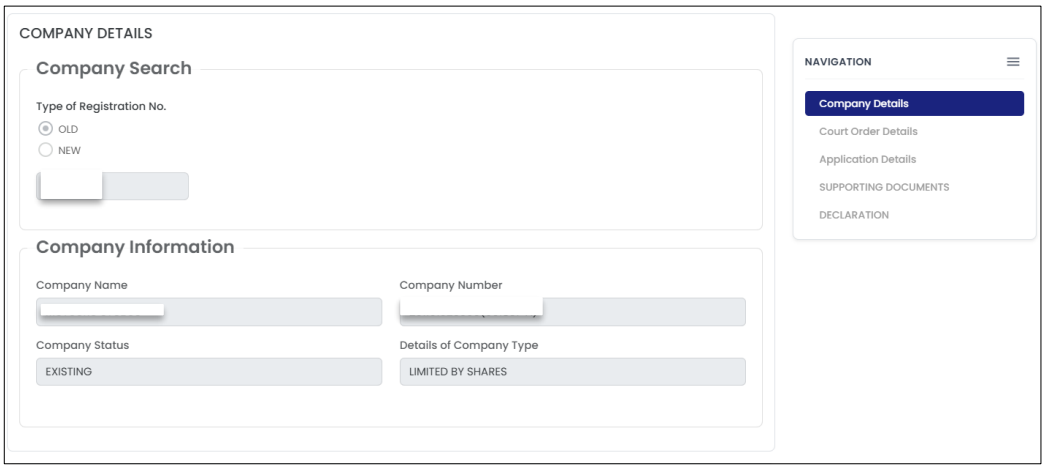
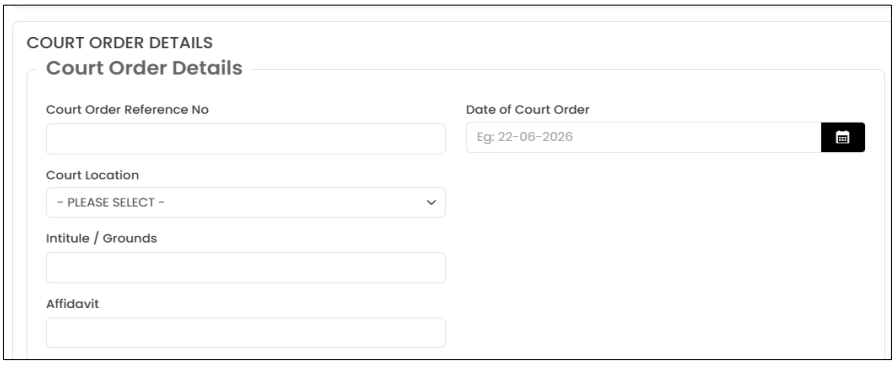
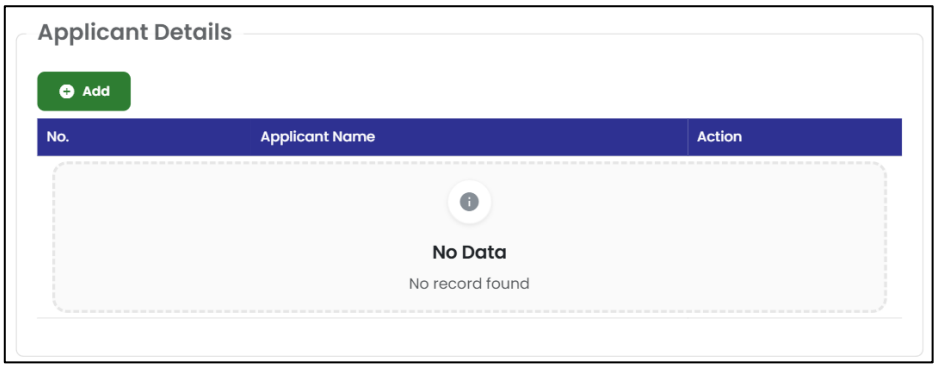
Field Num.	Description
	 Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.
7	Upload court order document details. 
8	Upload supporting documents. 
9	To confirm your consent, please tick the 'General Declaration Statement' checkbox. 

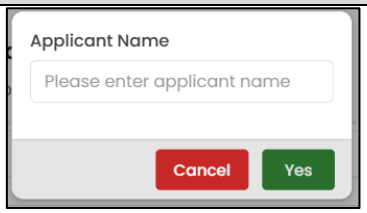
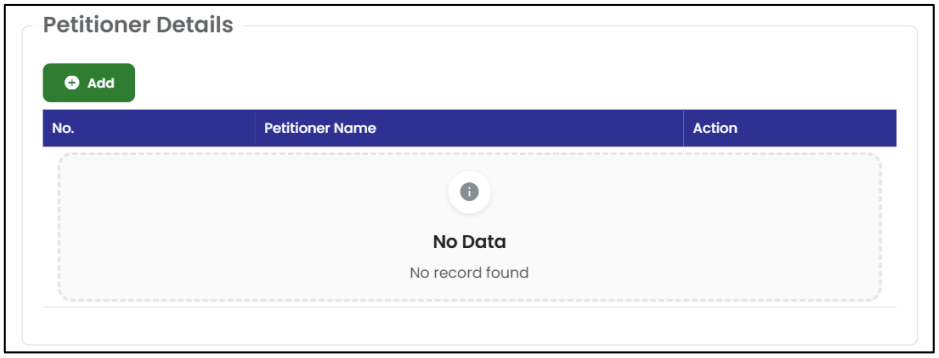
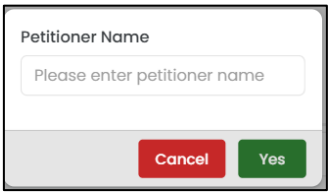
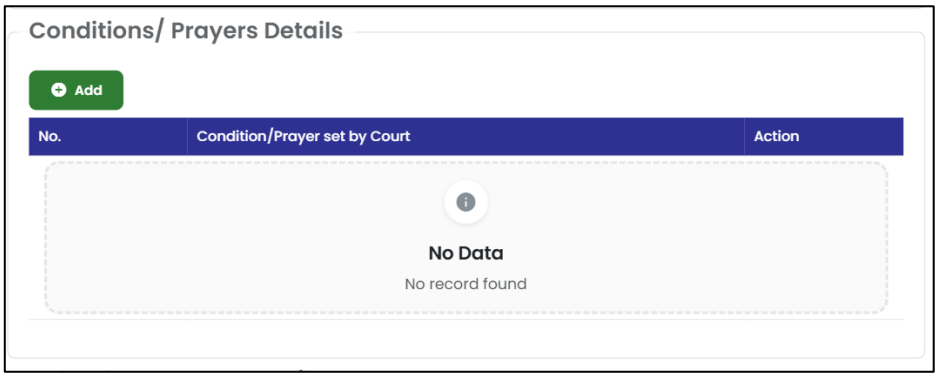
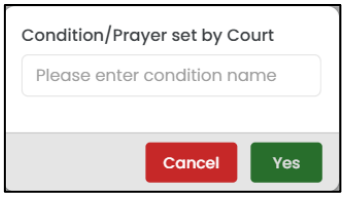
10	Click submit button and review pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard, as illustrated in the example screenshot below. 

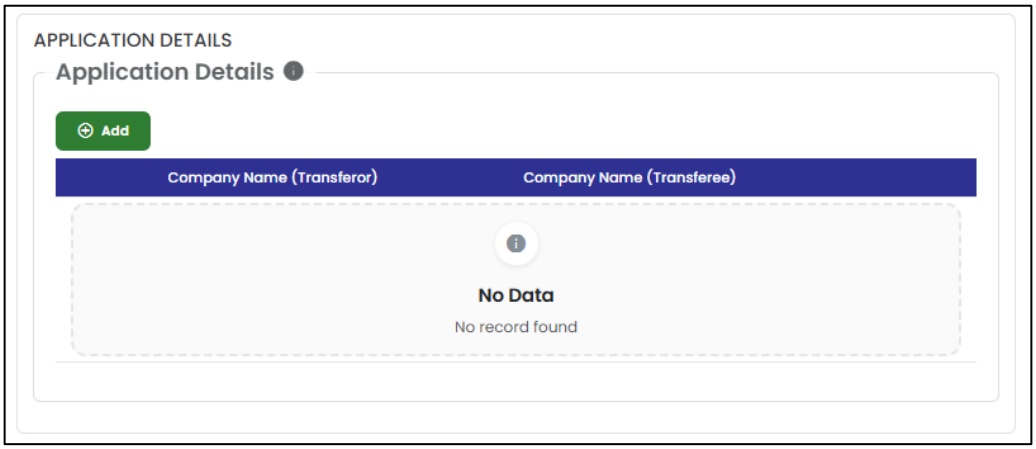
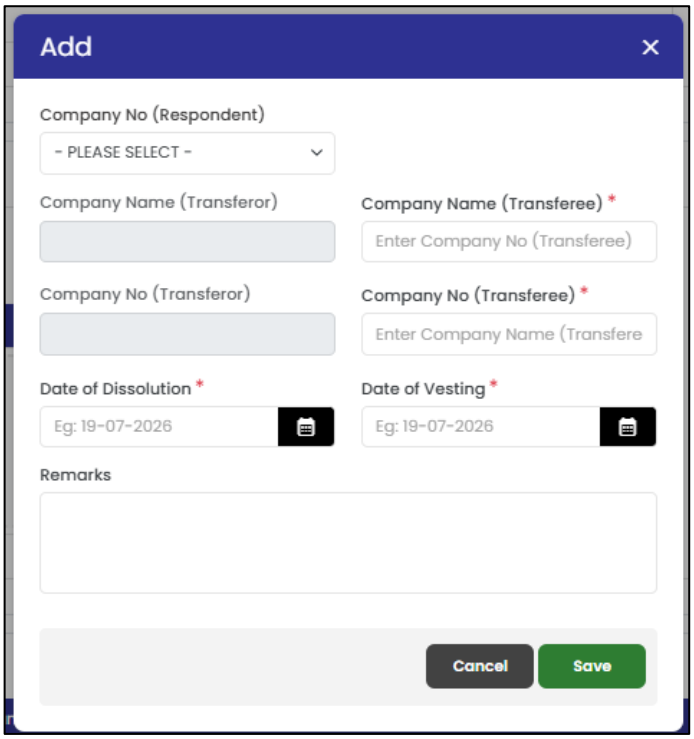
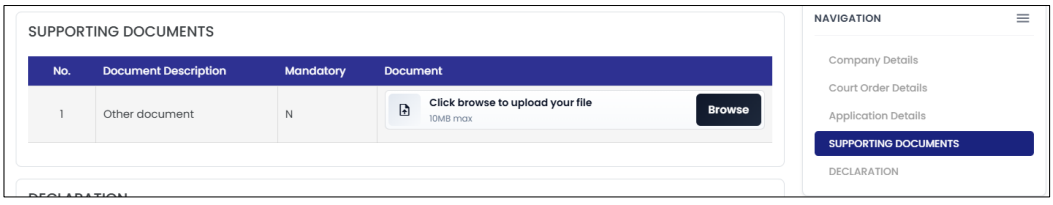
9. [WU7] Dissolution Without Winding Up

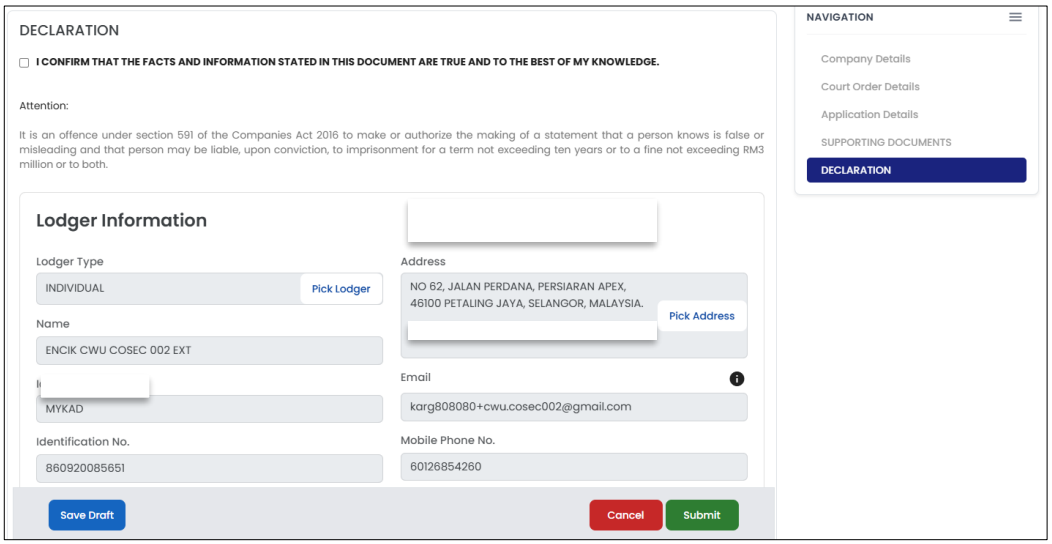
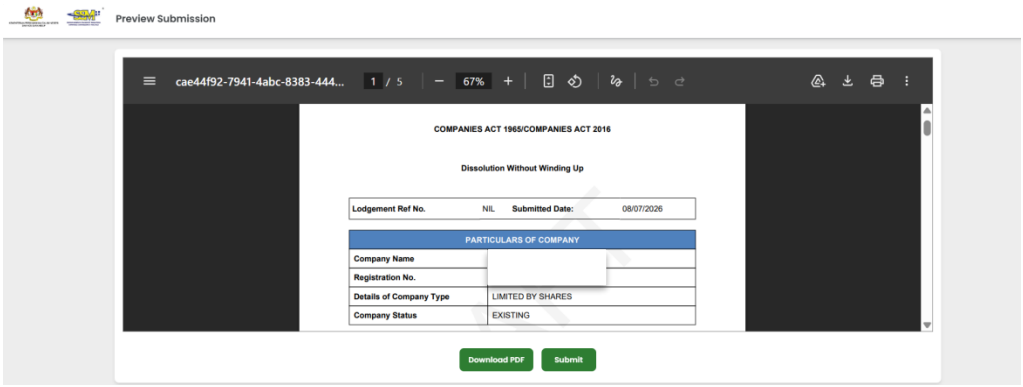
9.1 Dissolution Without Winding Up

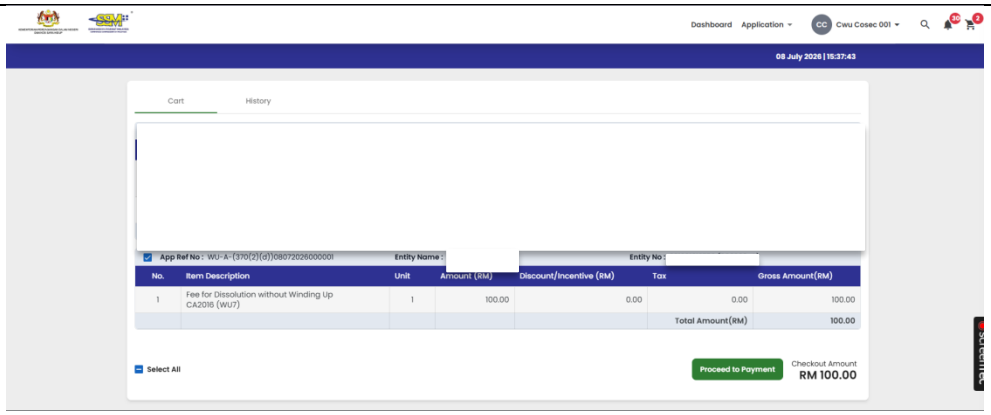
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Dissolution without winding up -> Dissolution without winding up** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

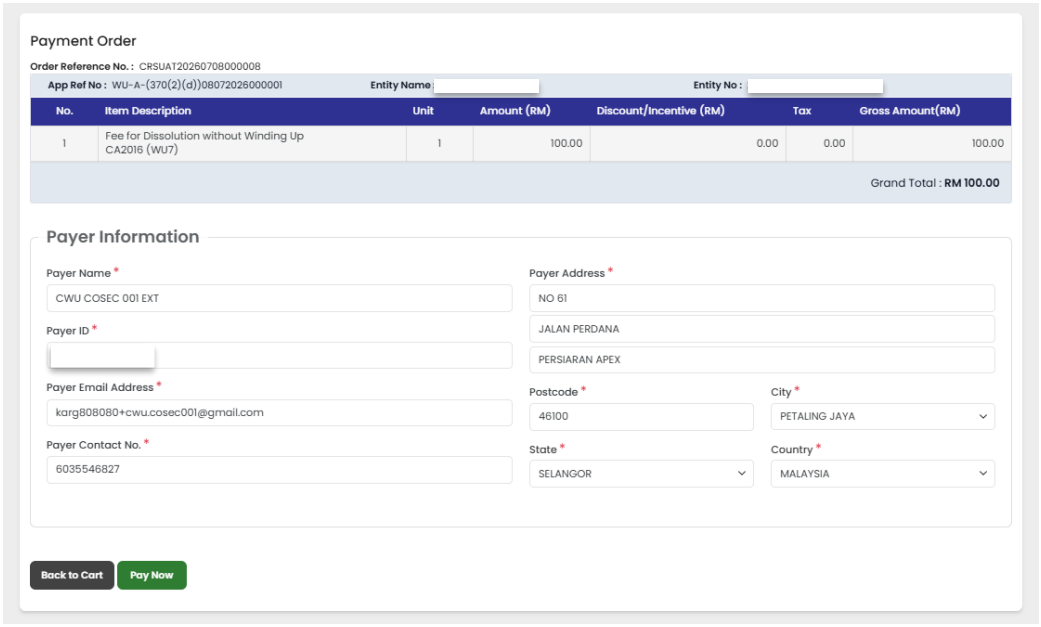
Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Existing 
5	Fill in the **Court Order Details**.  

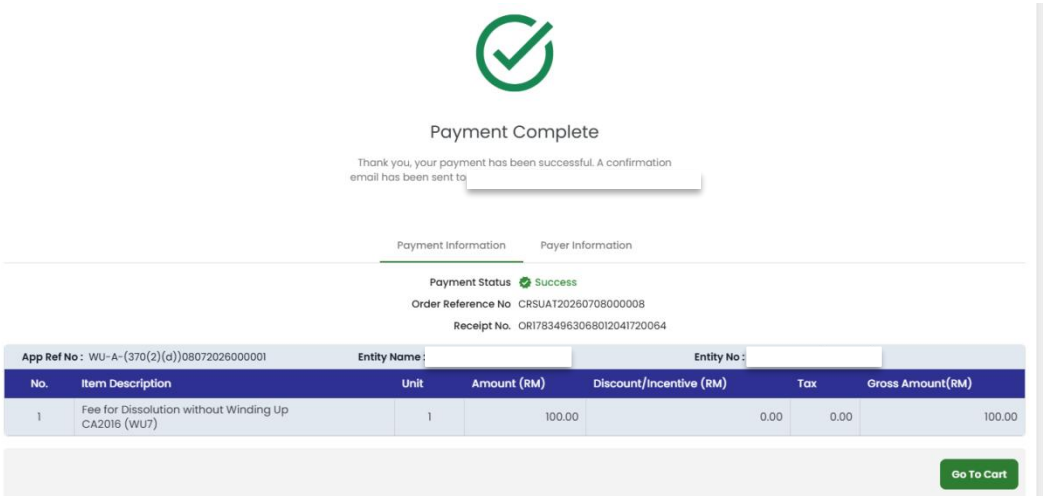
Field Num.	Description
	     Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

6	Fill in the application details information. Click **Add** button to add.  
7	Upload **Supporting Documents**. 

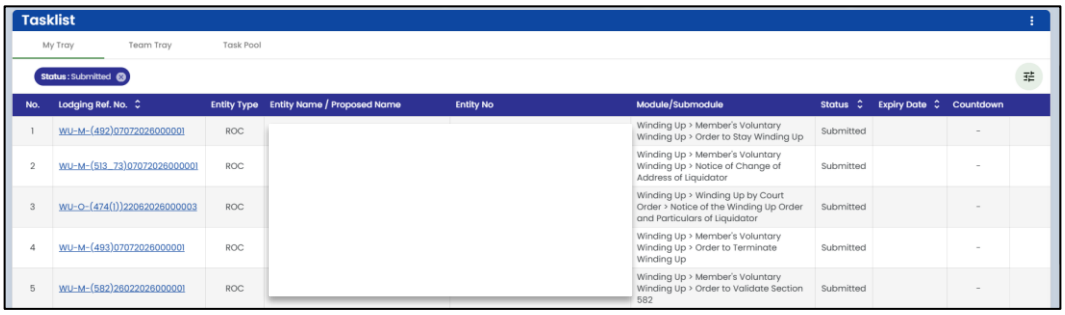
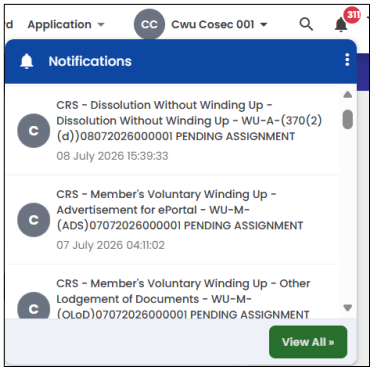
8	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
9	Click **submit** button and **review pre-submission** summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
10	Make Payment.





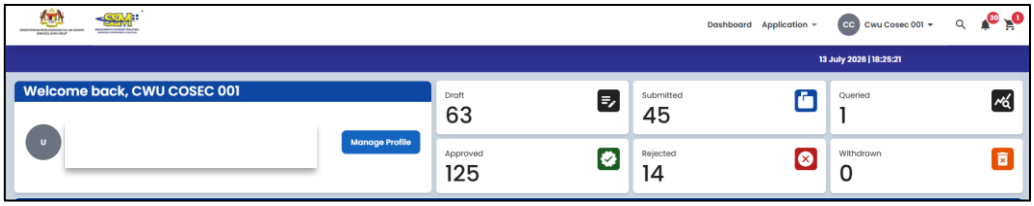
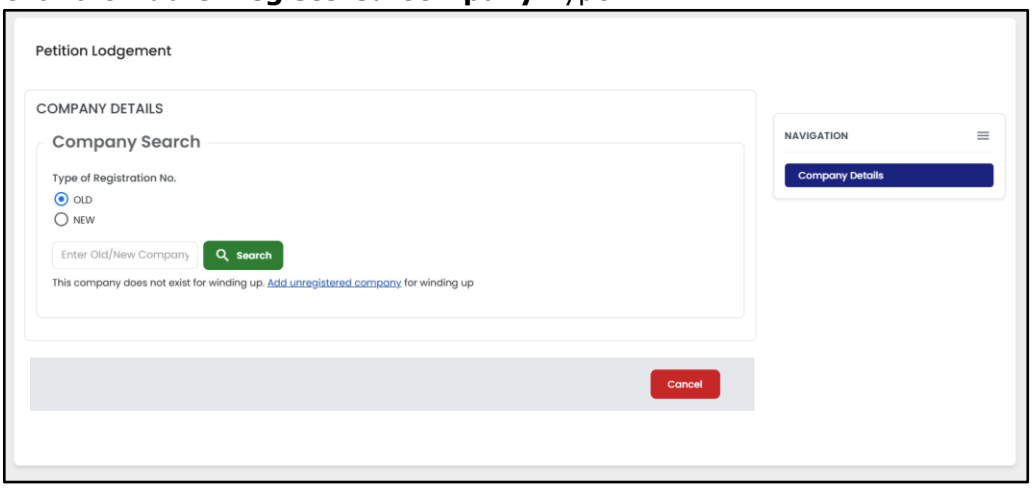


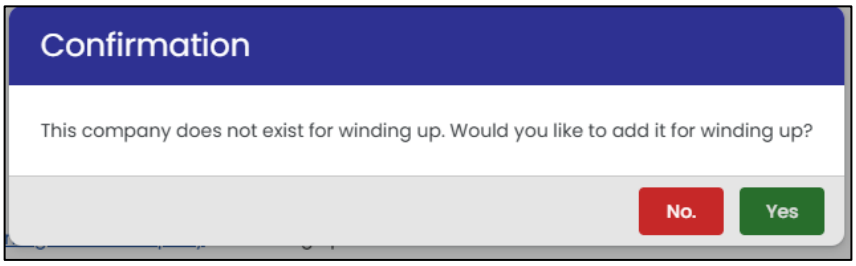
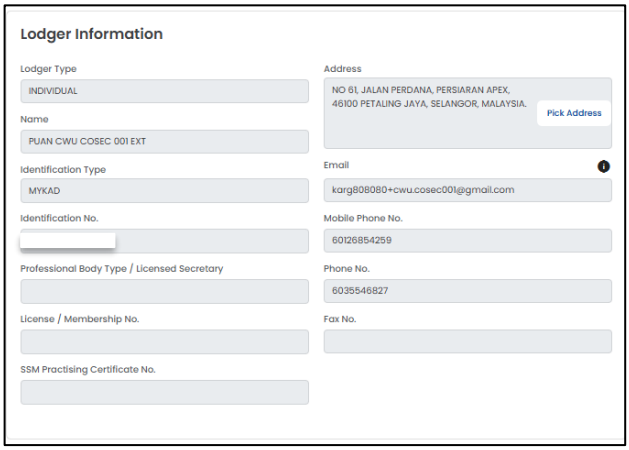
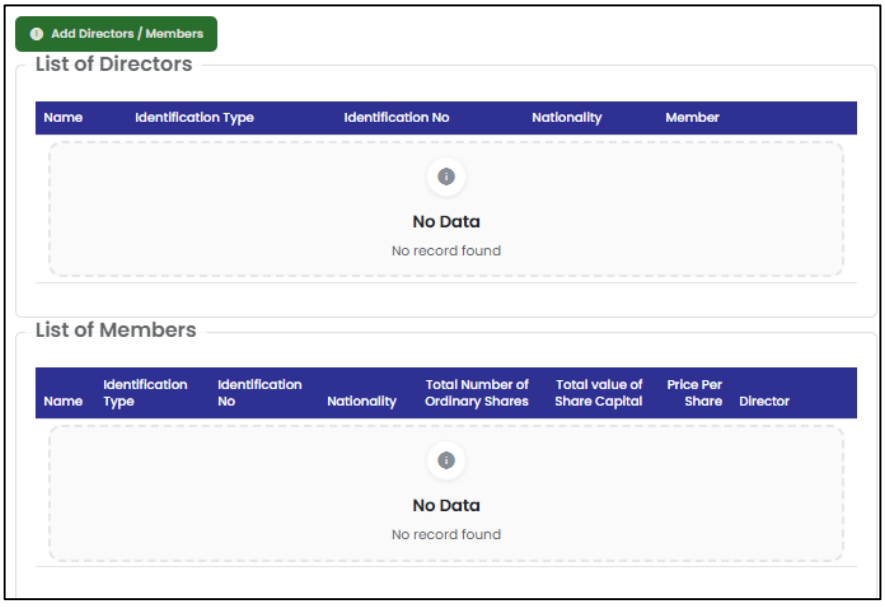
11	Submit the lodgement.

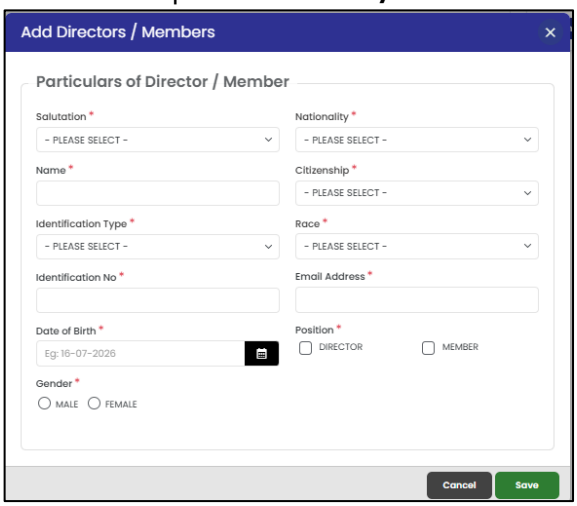
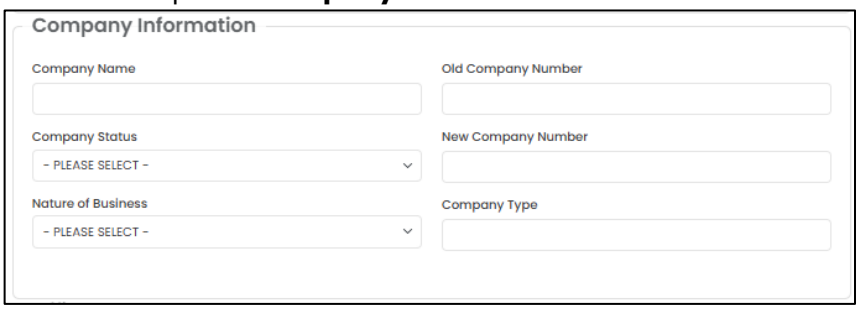
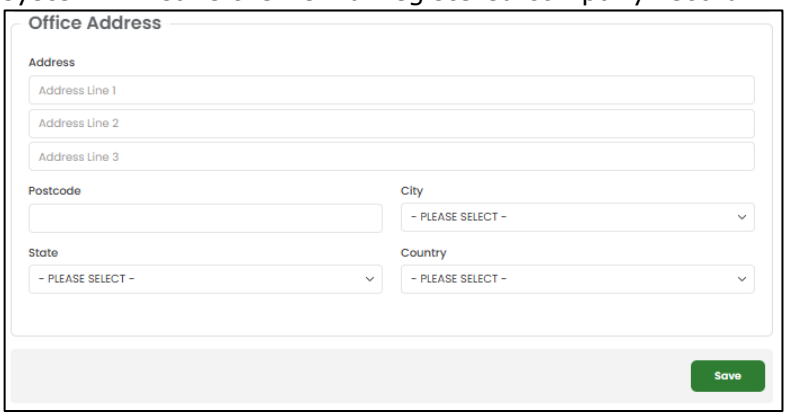
12	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

10. [WU8] Winding Up of Unregistered Companies

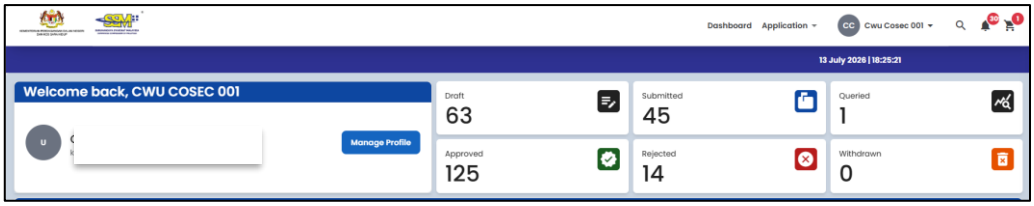
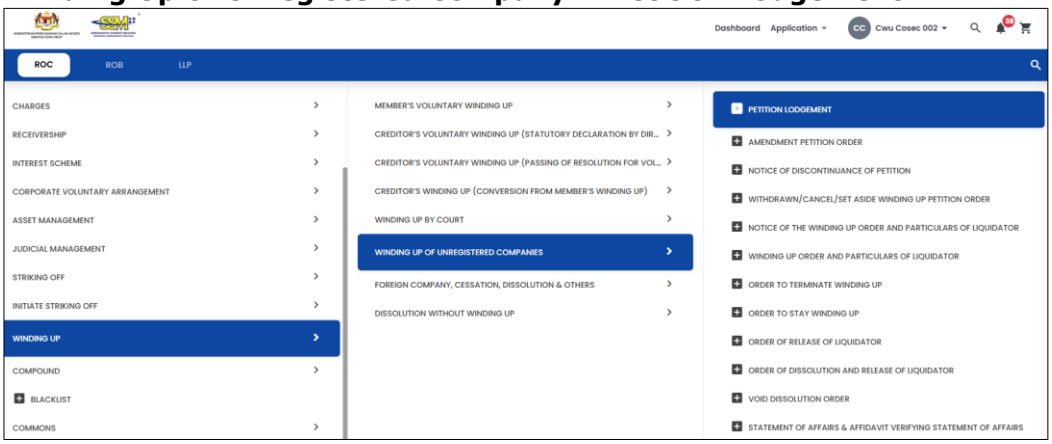
10.1 Add Unregistered Company

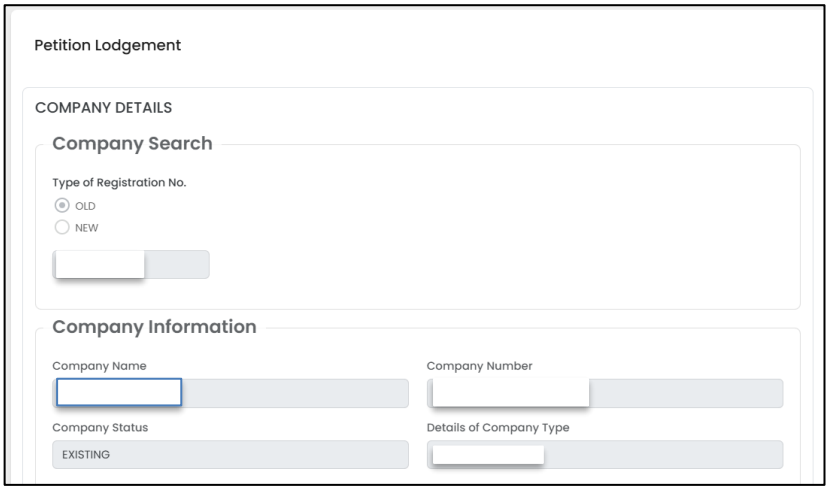
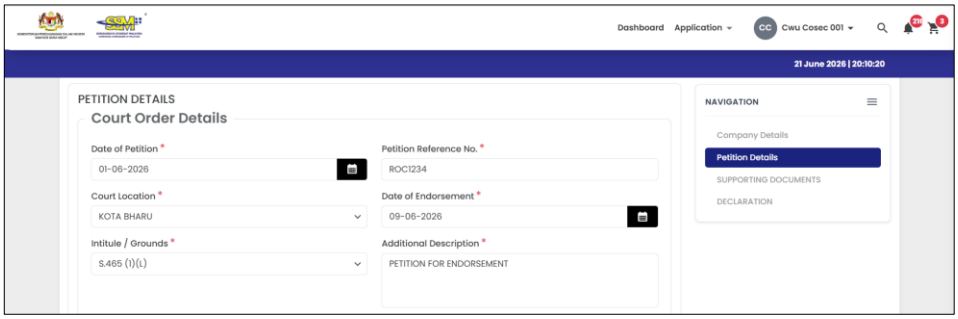
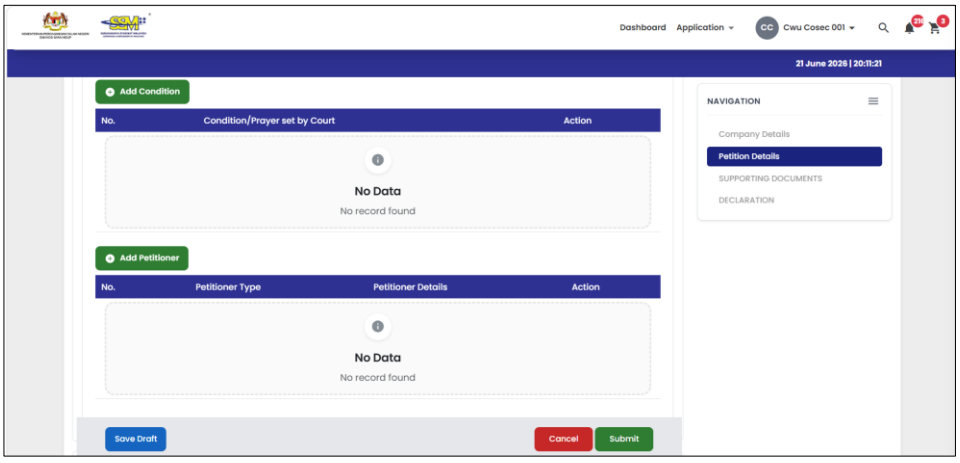
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company > To any submission.** 
3	Click the **Add Unregistered Company** hyperlink. 

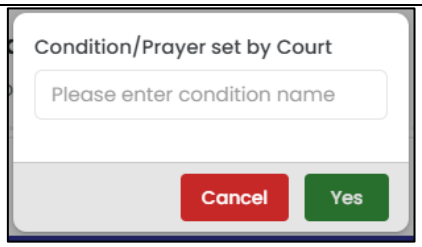
4	When the confirmation message is displayed, click the **Yes** button to continue. 
5	Verify that the **Lodger Information** is auto populated by the system. 
6	Click the **Add Director/Member** button to add the company director/member details. 

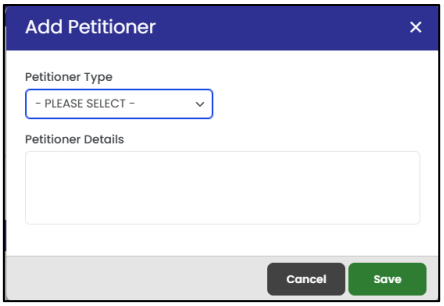
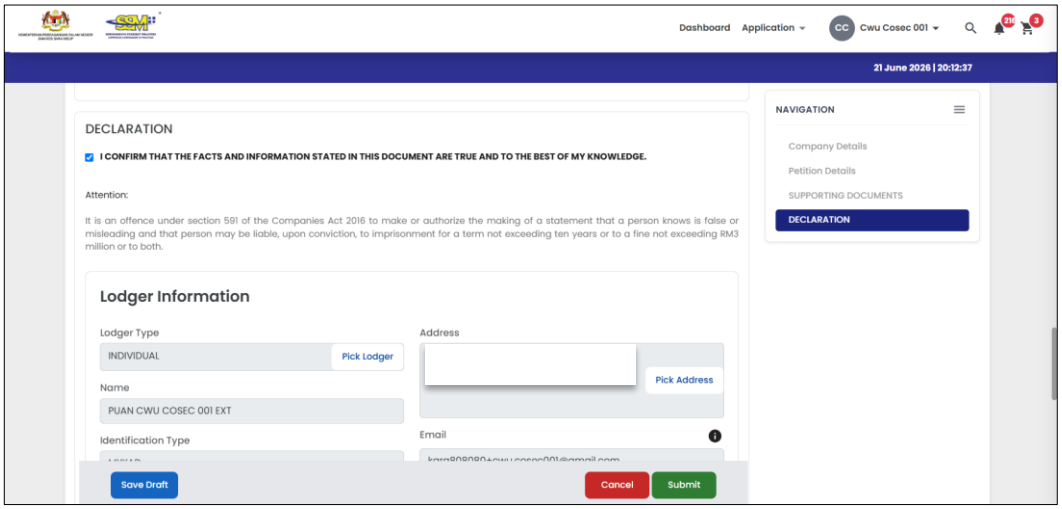
7	Enter the required **Director/Member Information**. 
8	Enter the required **Company Information**. 
9	Enter the required **Office Address** details, then click the **Save** button. The system will save the new unregistered company record. 
10	After the unregistered company has been successfully saved, proceed with the lodgement for the required submission.

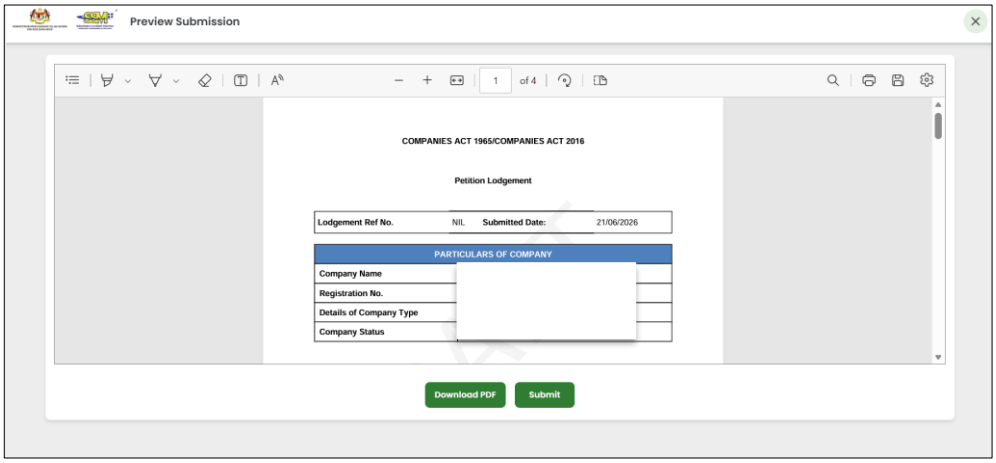
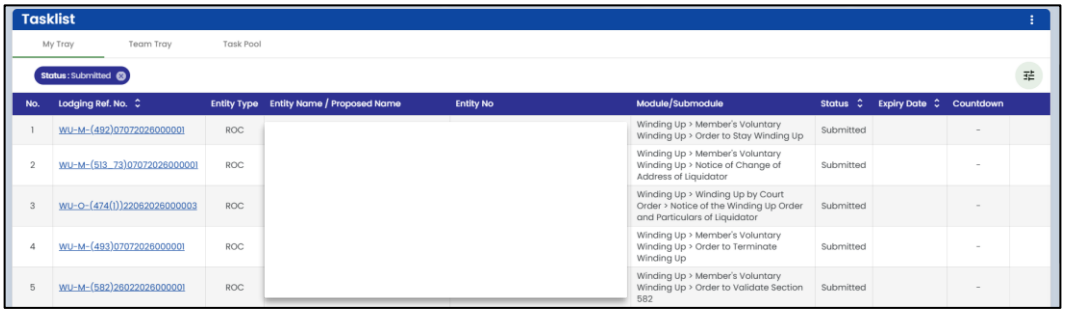
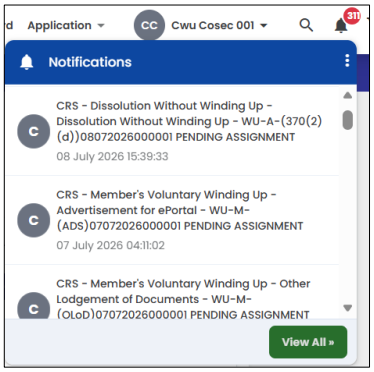
10.2 Petition Lodgement

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company > Petition Lodgement.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

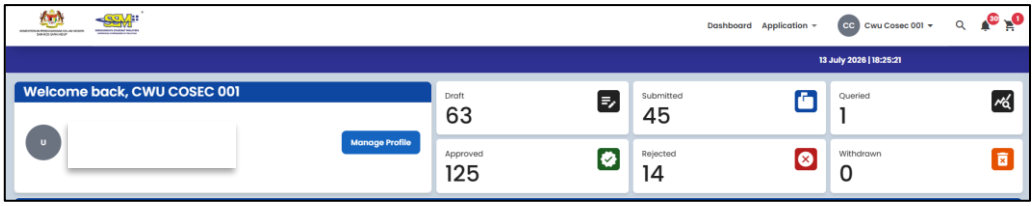
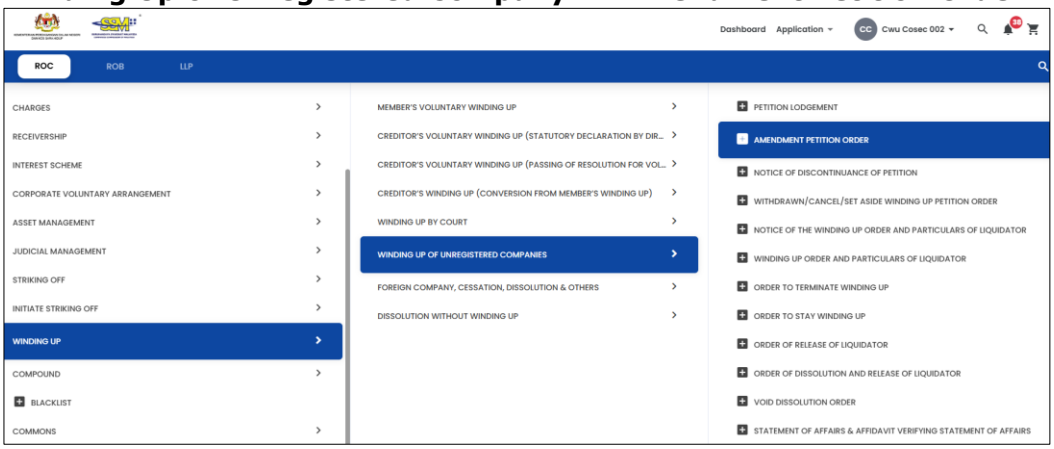
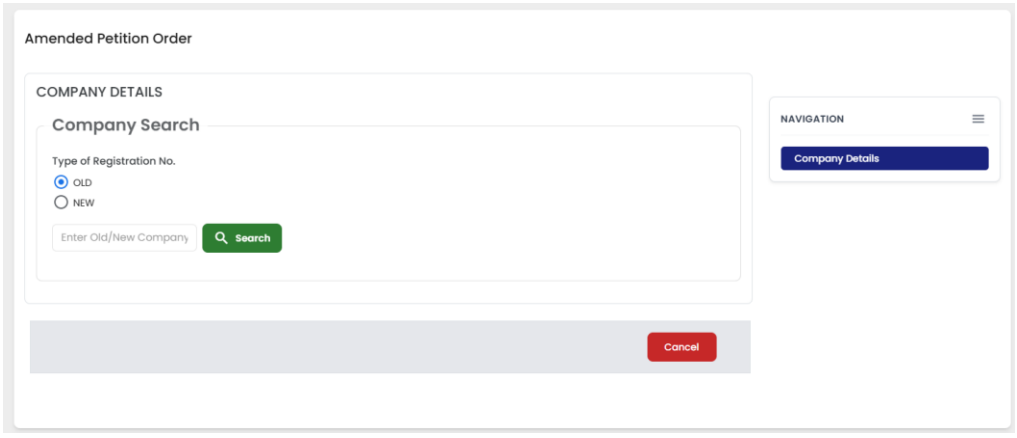
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist 
5	Upload **Supporting Documents** (Petition and Affidavit verifying petition).  

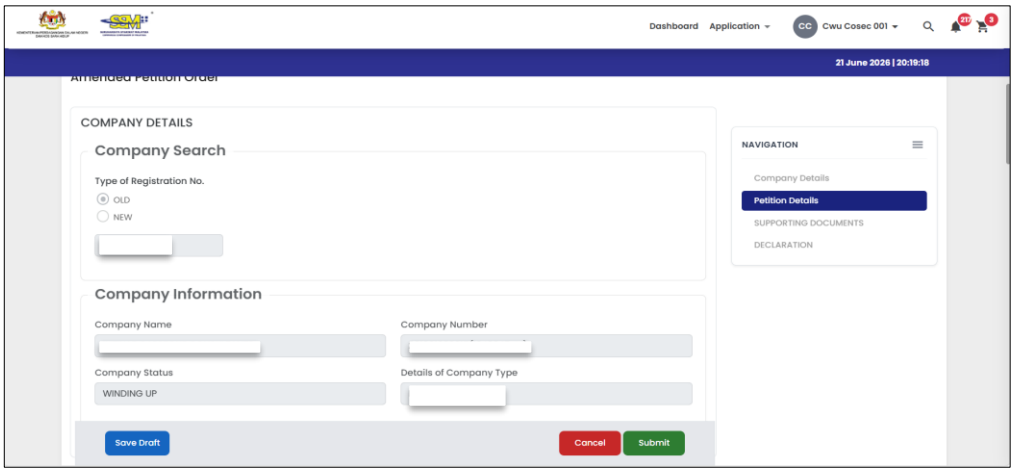
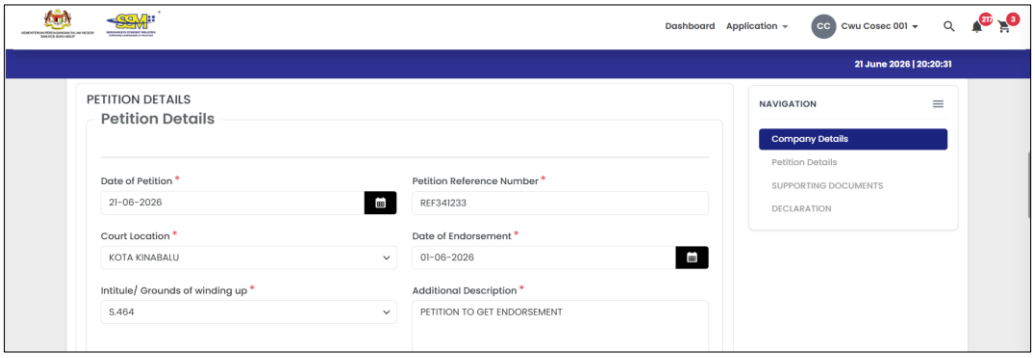
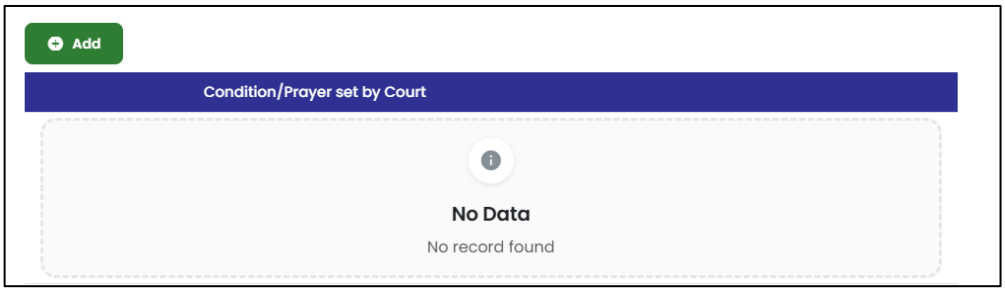
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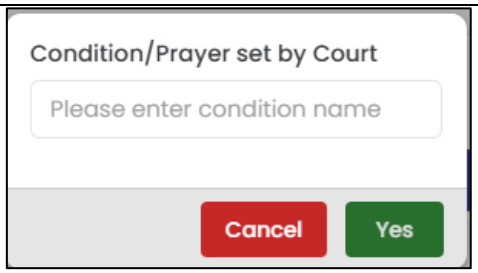

</td></tr>
<tr><td>6</td><td>To confirm your consent, please tick the ‘General Declaration Statement’ checkbox.

</td></tr>
</table>

7	Click the **submit** button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
8	Submit the lodgement.
9	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
10	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

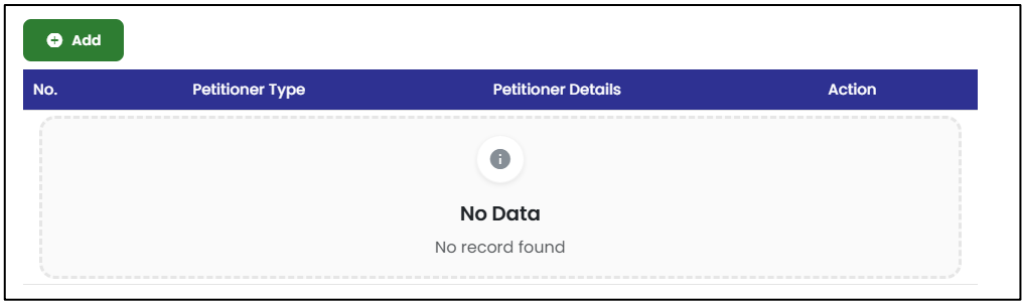
10.3 Amendment Petition Order

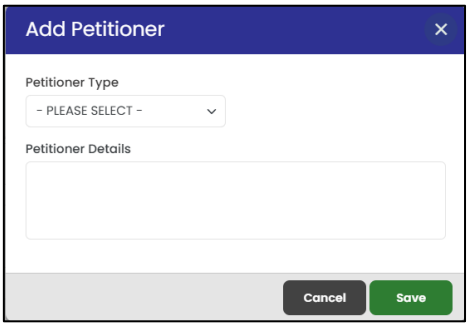
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company -> Amendment Petition Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully ensuring it meets criteria: • Company number exist • Lodged Petition Lodgement 
5	Enter the amendment petition details.  Click **Add** button. 



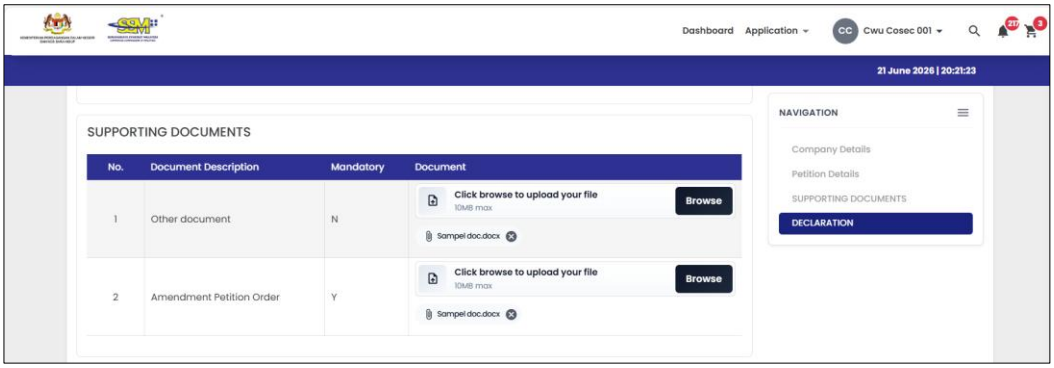
Click **Add** button.

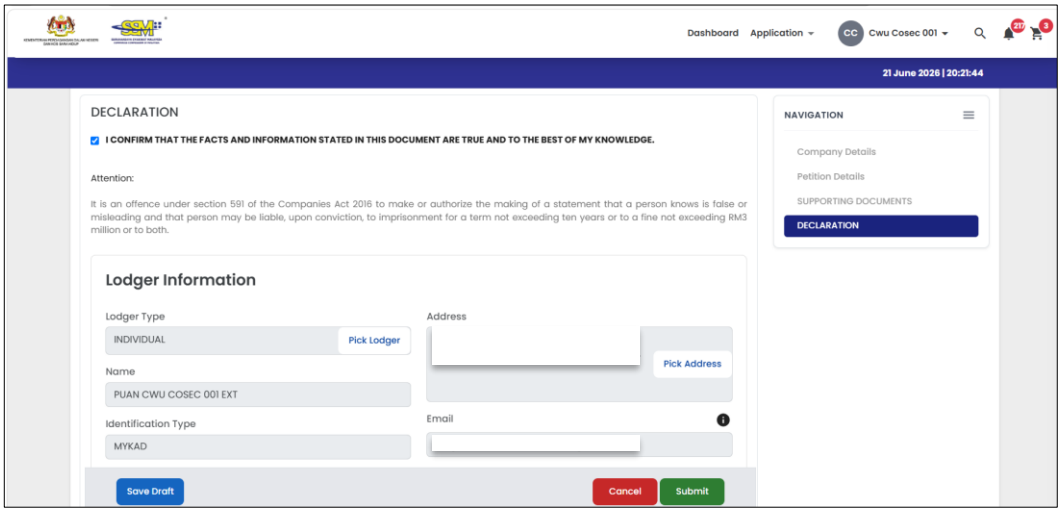
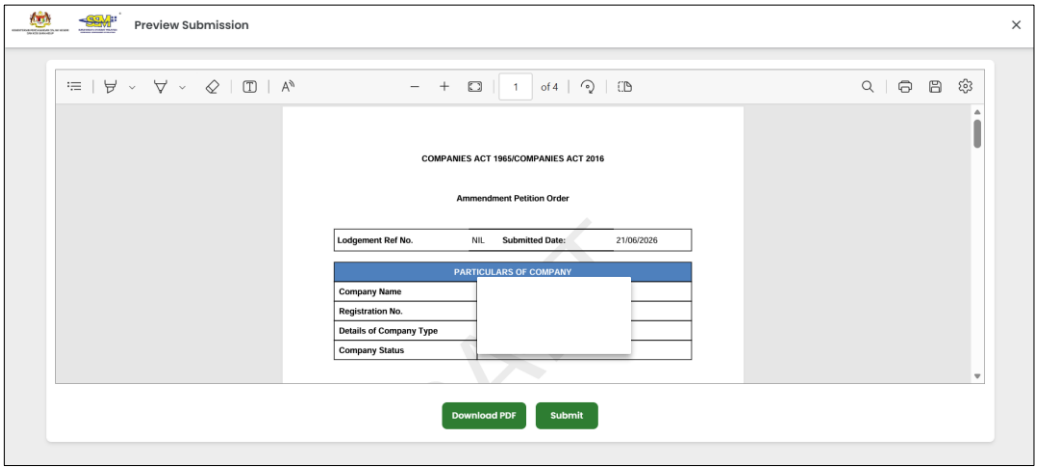


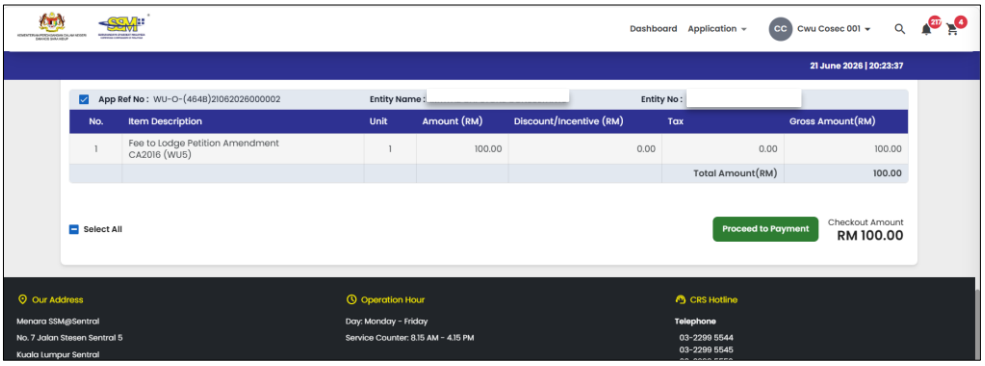
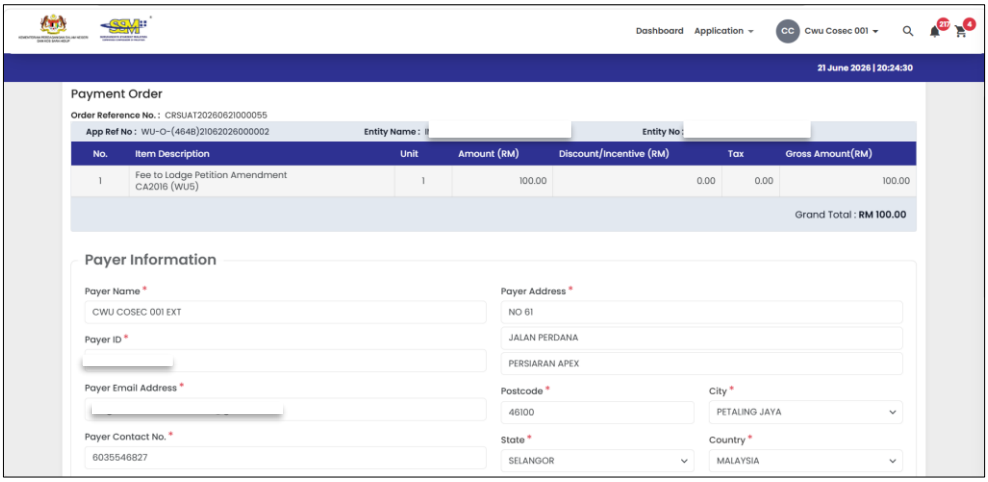
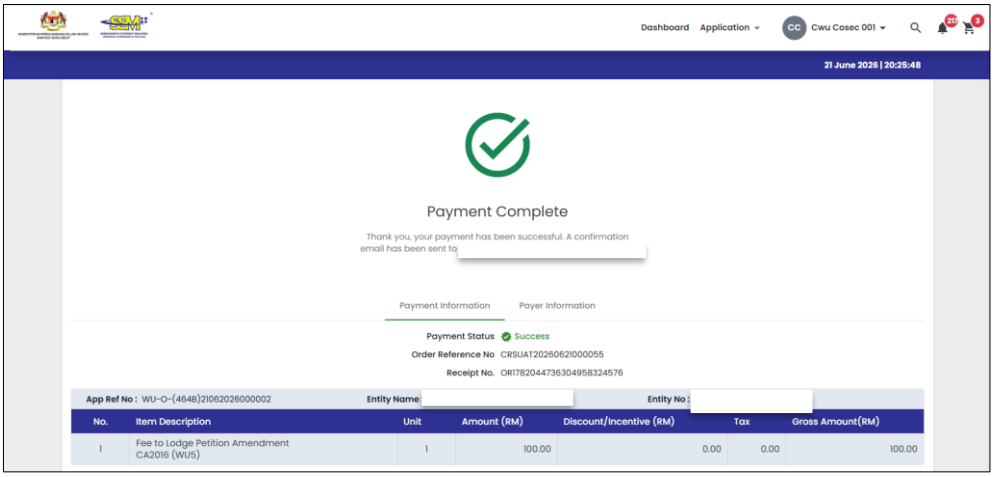


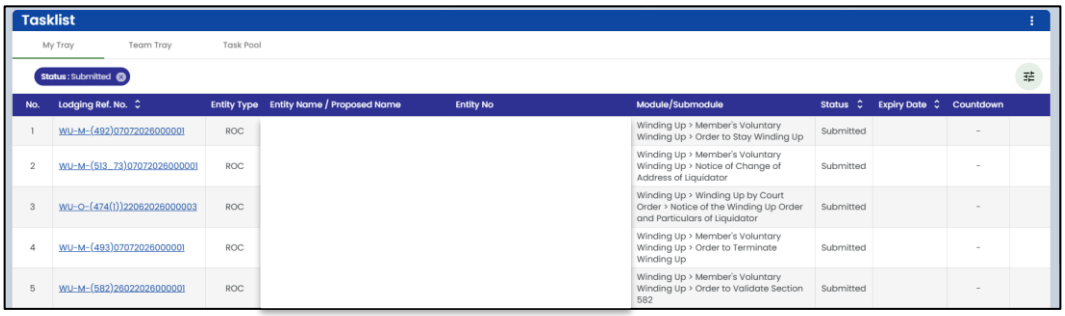
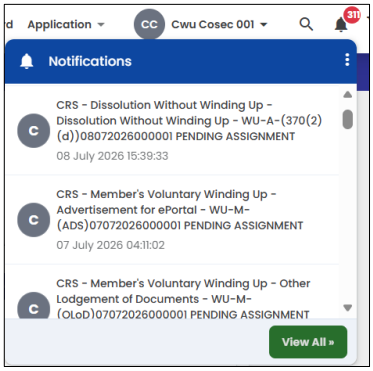
Add Amendment Details.



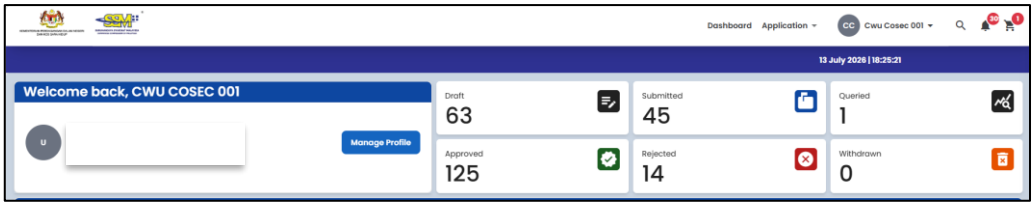
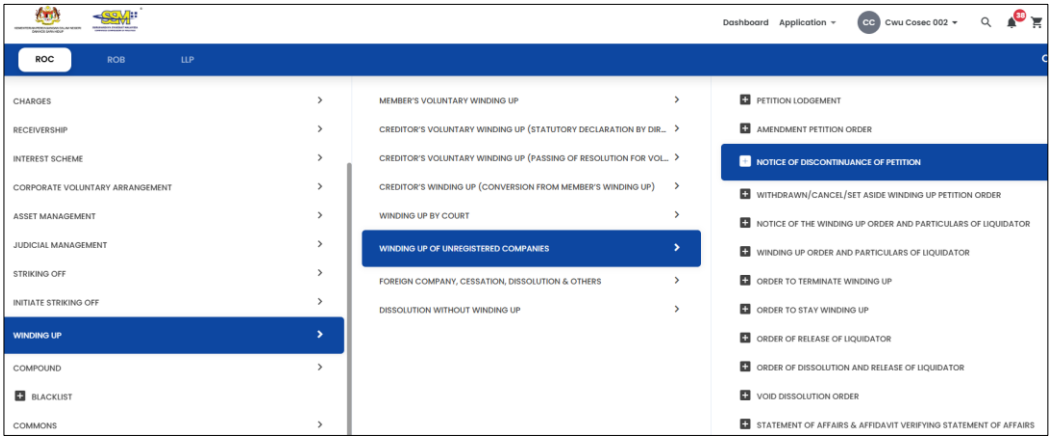
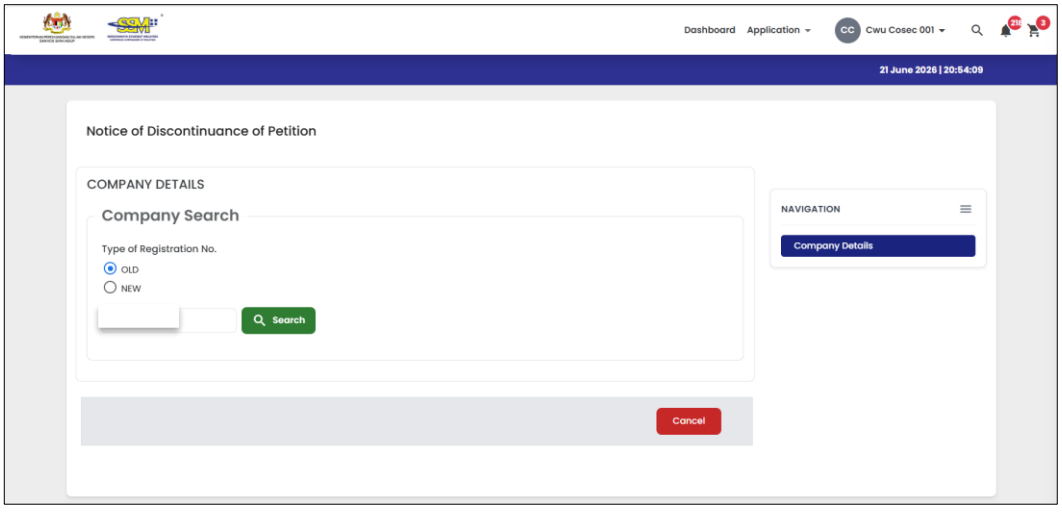
6	Upload the court order supporting document.  Note: Please enter 'NA' in any mandatory field that is not applicable to the user.

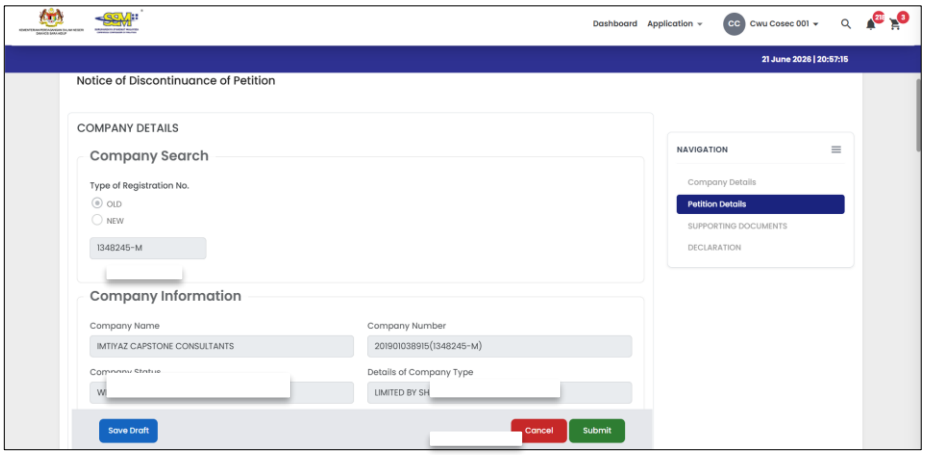
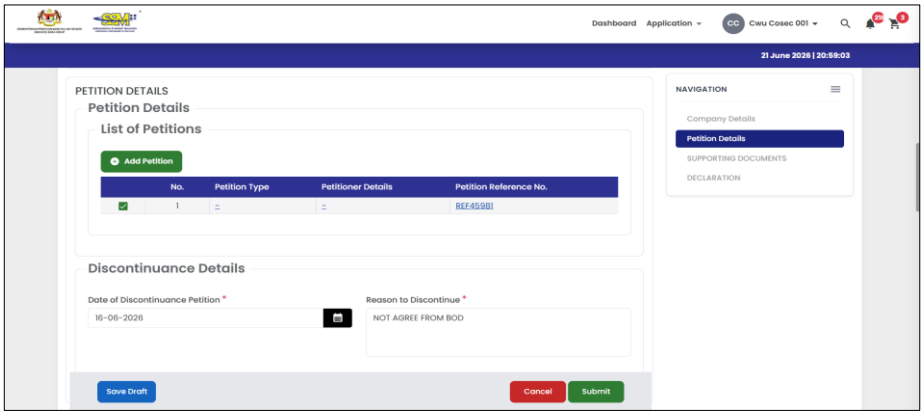
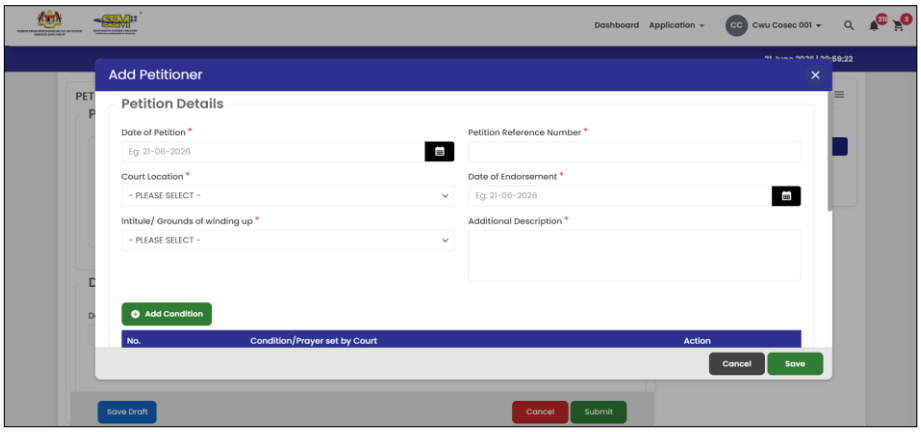
7	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
8	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

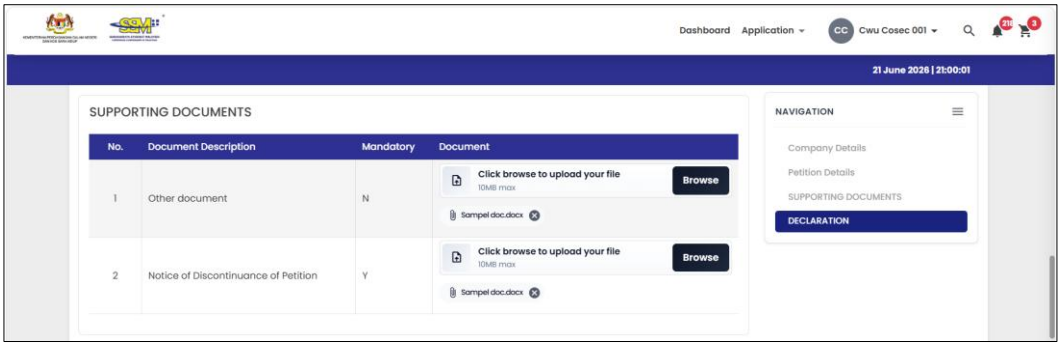
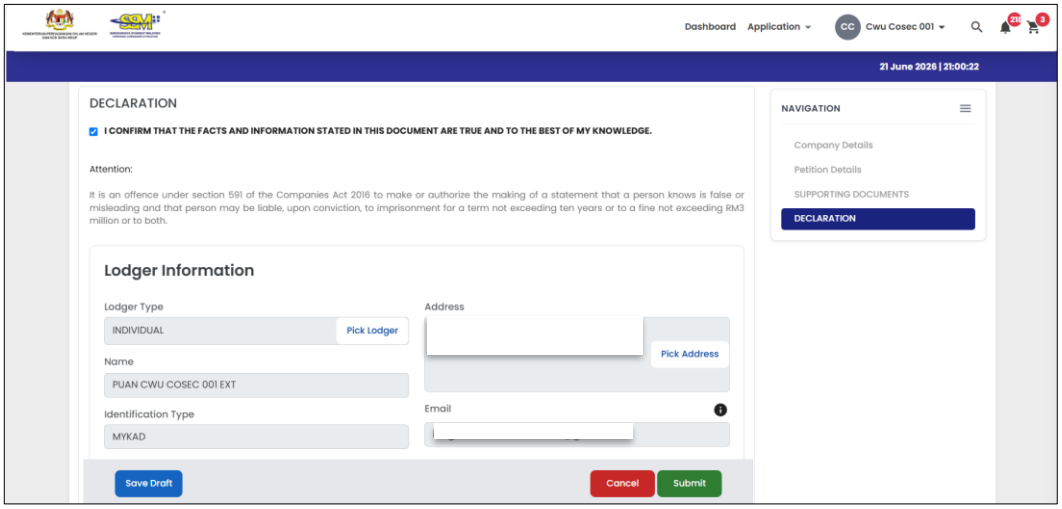
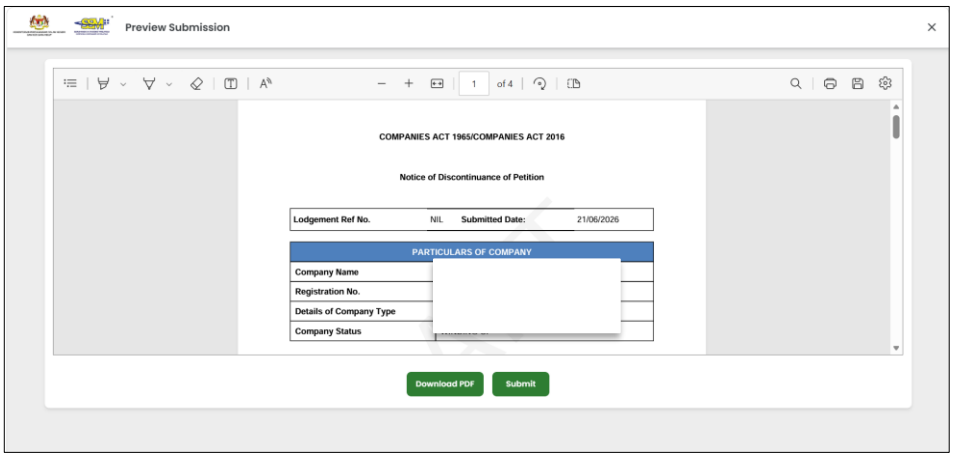
9	Make payment.   
10	Submit the lodgement.

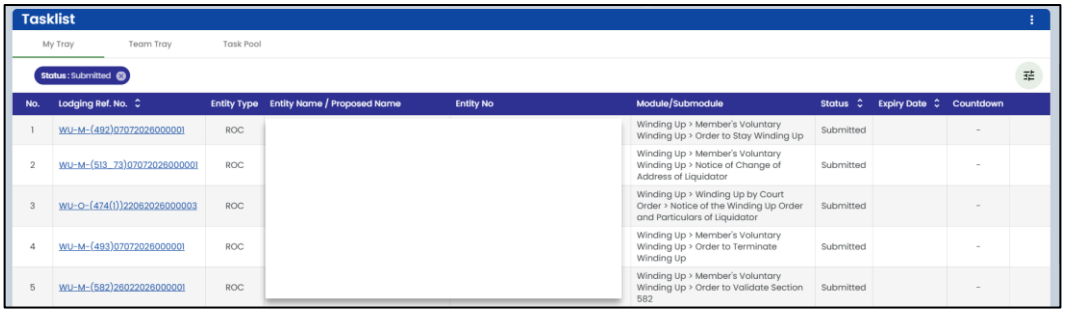
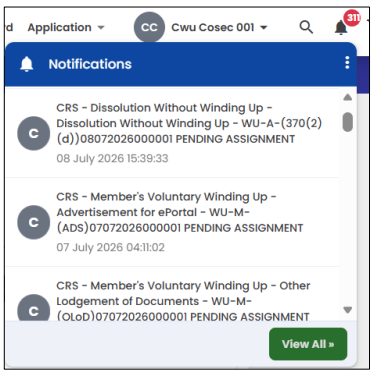
11	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

10.4 Notice of Discontinuance of Petition

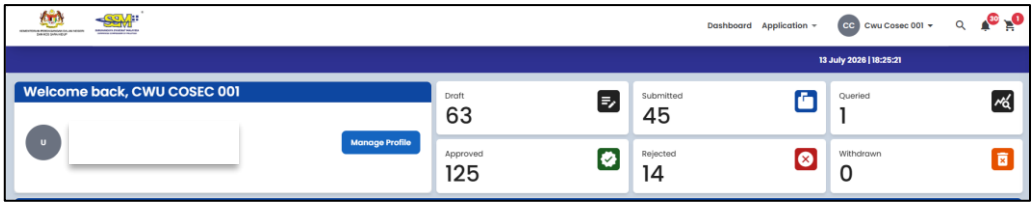
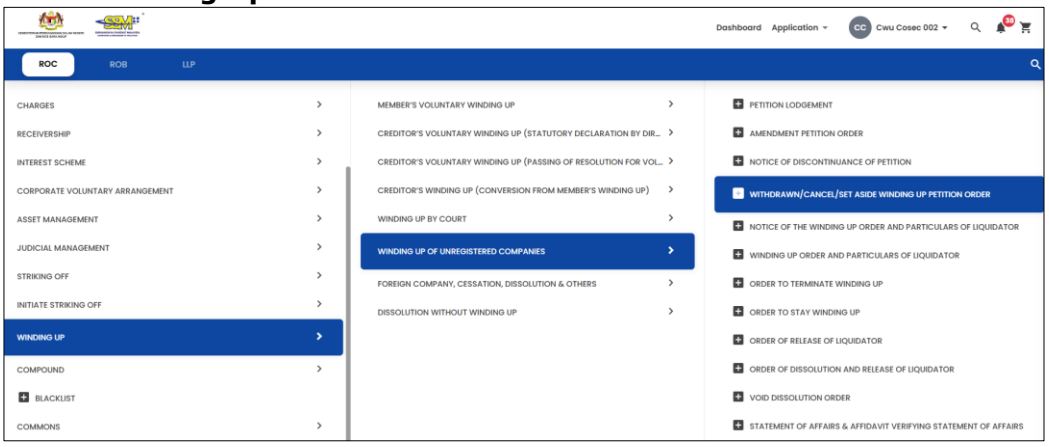
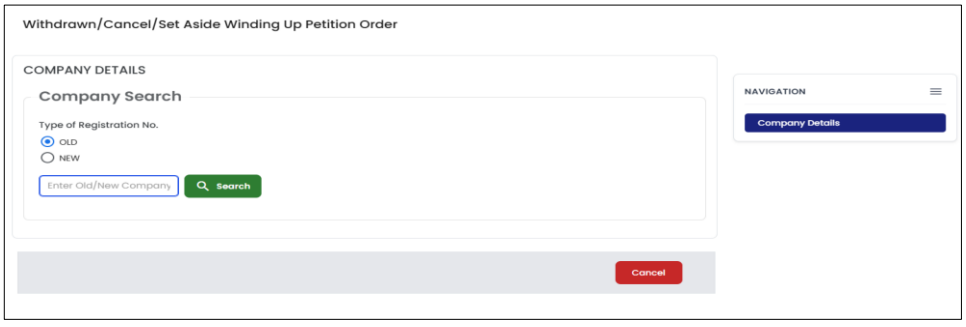
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company -> Notice of Discontinuance of Petition.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

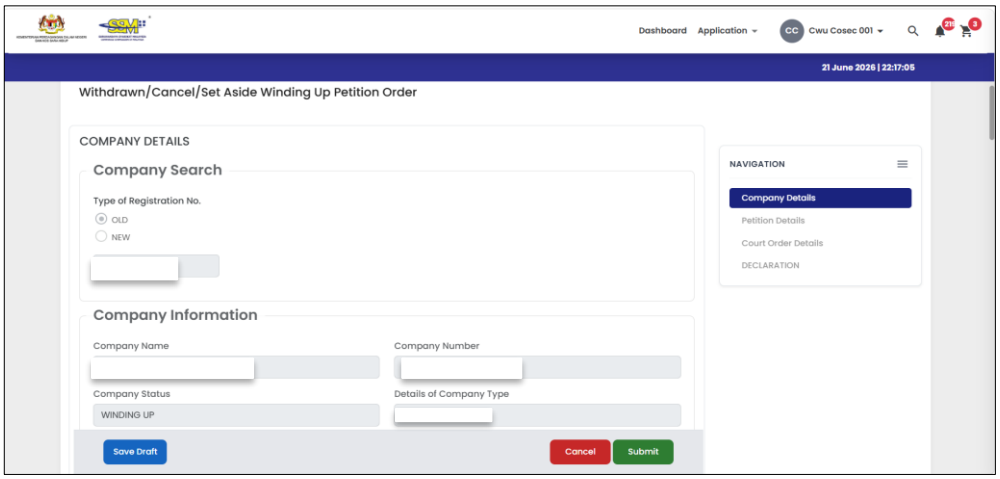
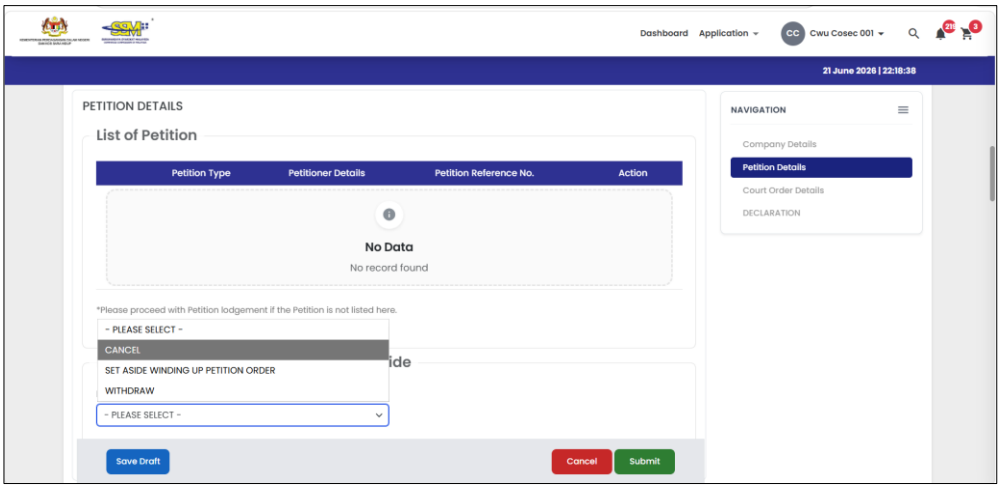
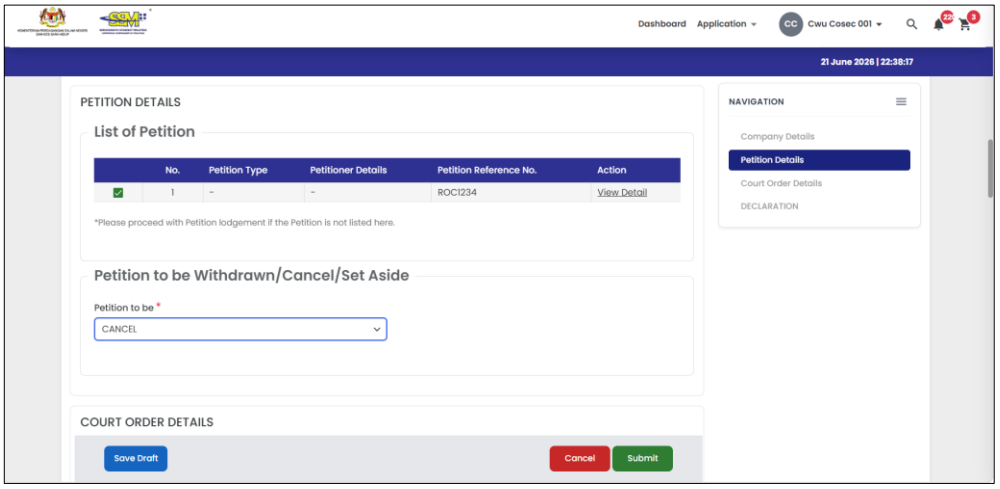
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully ensuring it meets criteria: • Company number exist • Lodged Petition Lodgement 
5	Enter the notice details.   Note: Please enter '**NA**' in any mandatory field that is not applicable to the user.

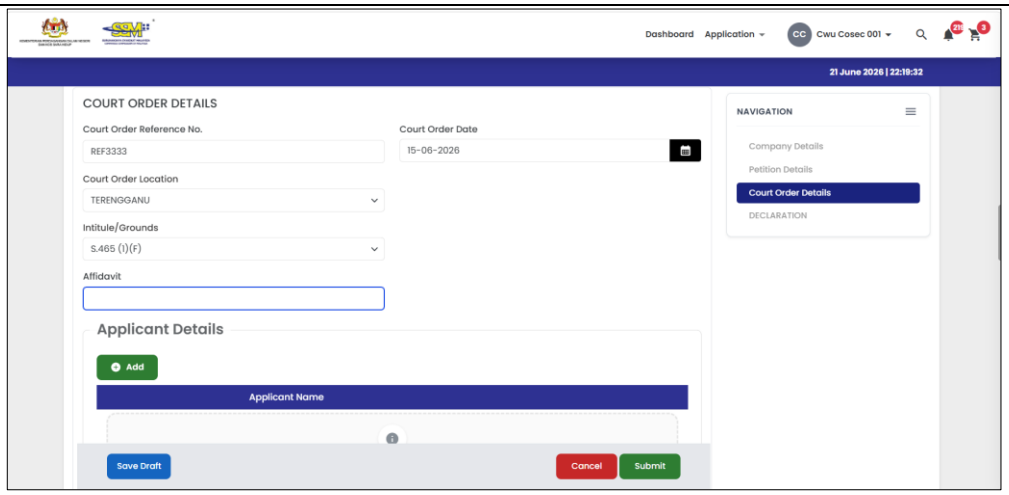
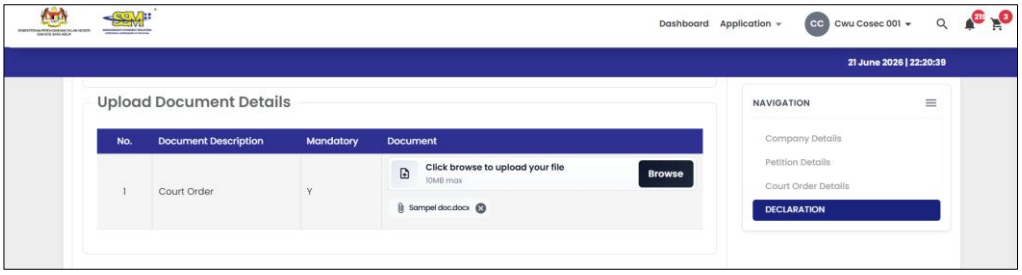
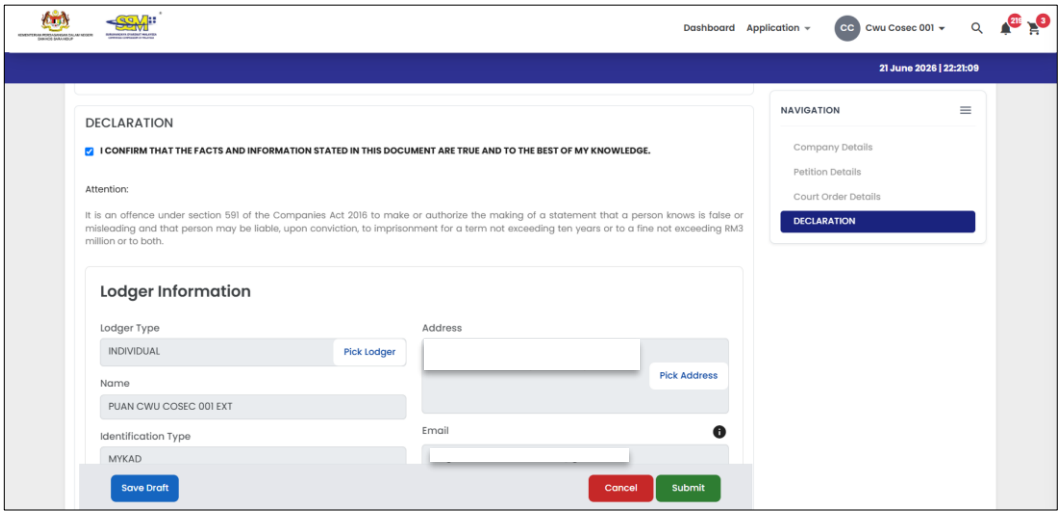
6	Upload the **Supporting Document**. 
7	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
8	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

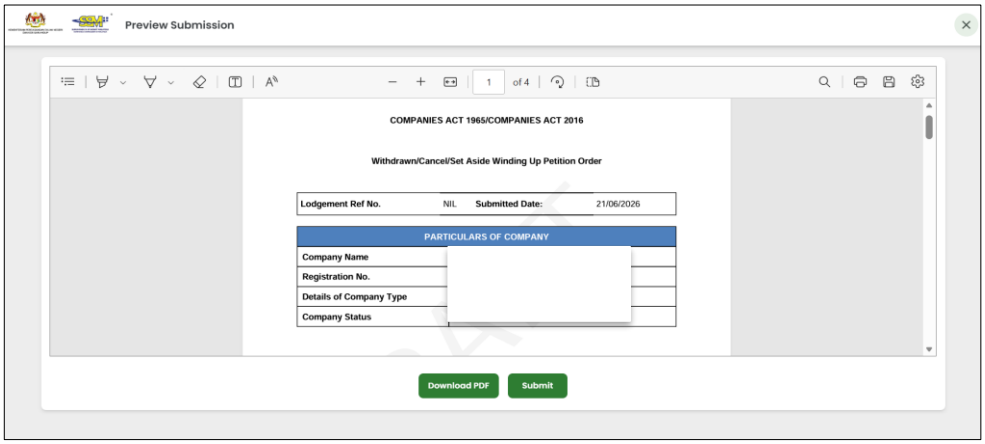
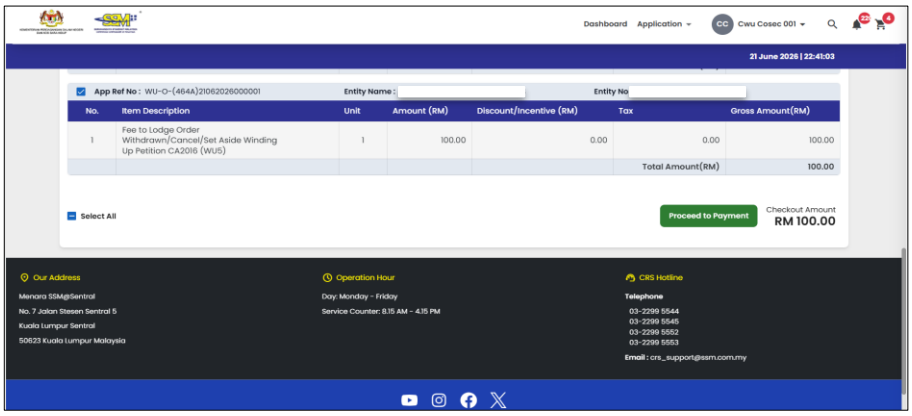
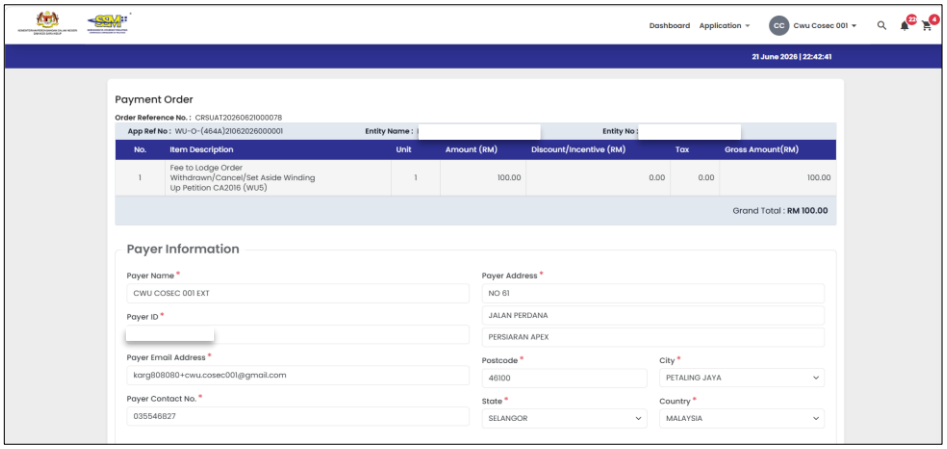
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

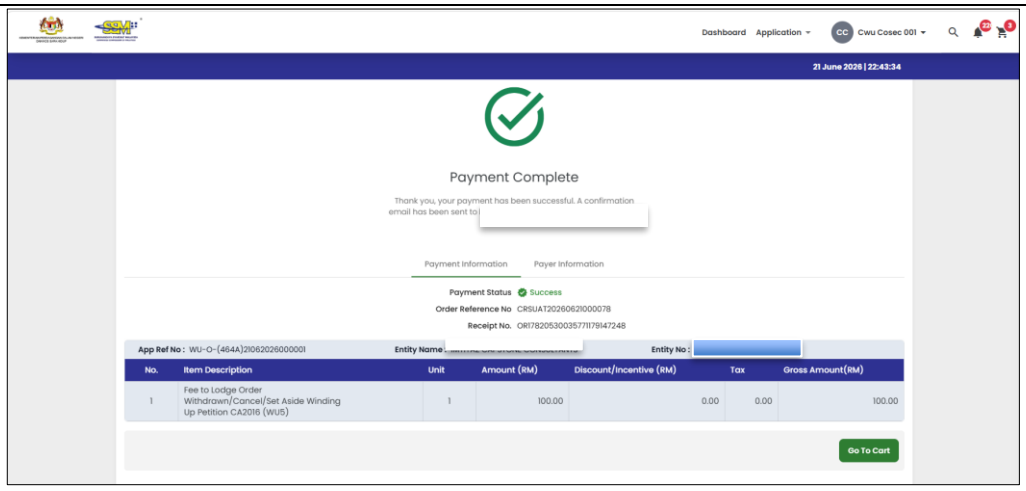
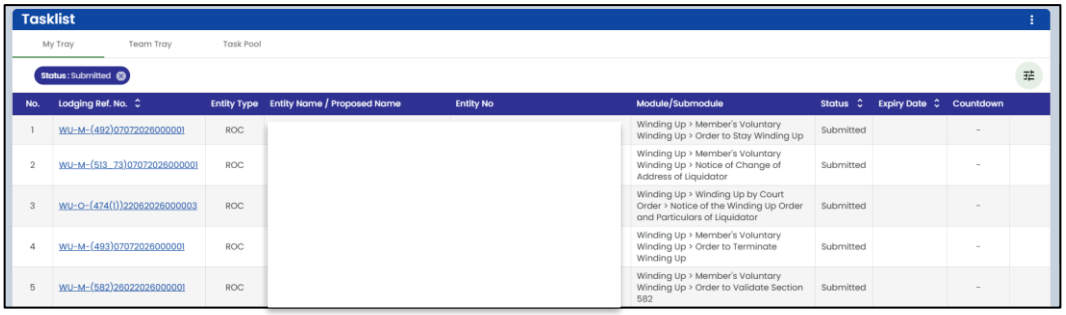
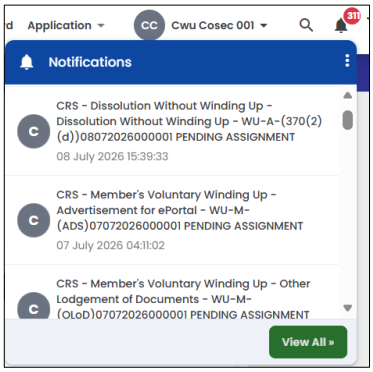
10.5 Withdrawn / Cancel / Set Aside Winding Up Petition Order

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company -> Withdrawn / Cancel / Set Aside Winding Up Petition Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks Search. 

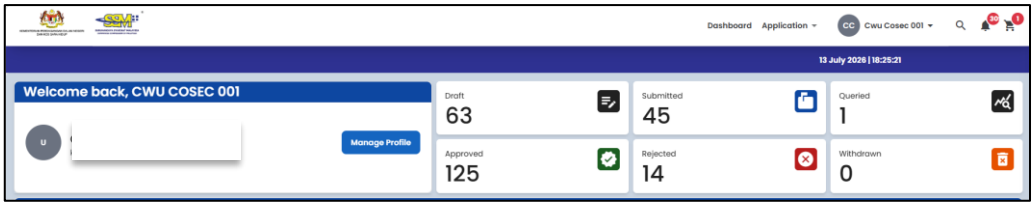
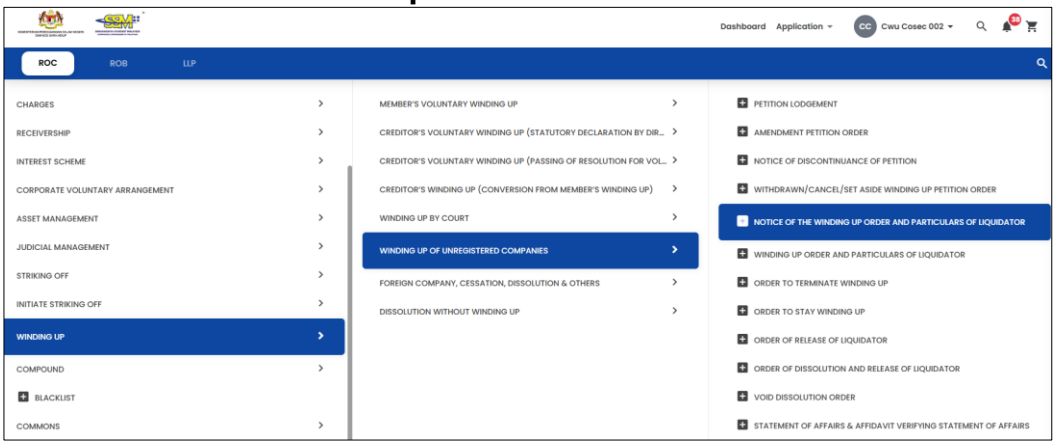
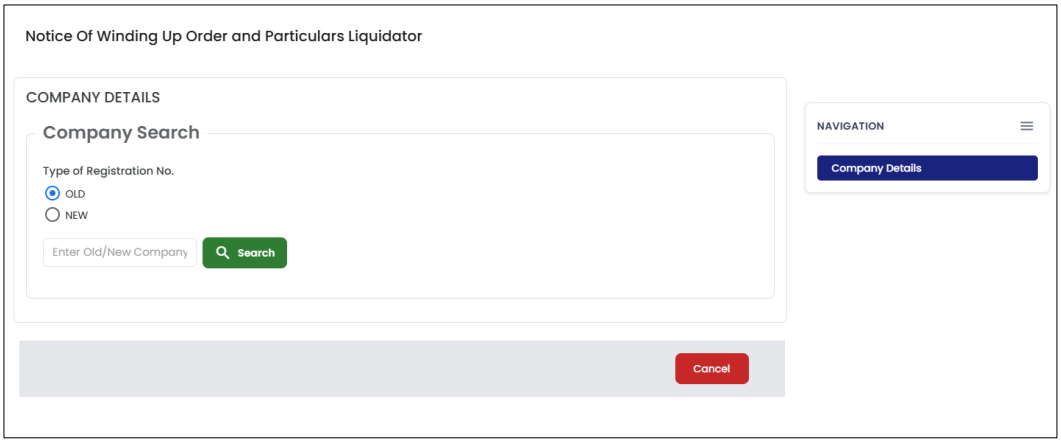
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Lodged Petition Lodgement 
5	Enter the notice details.  

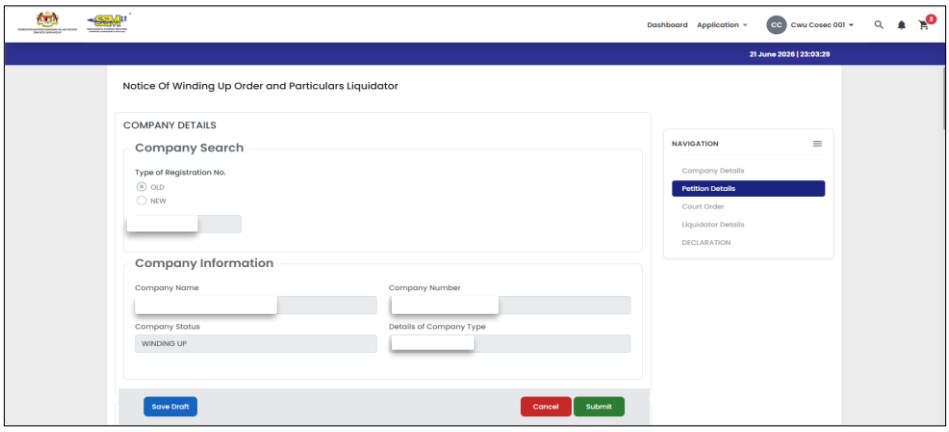
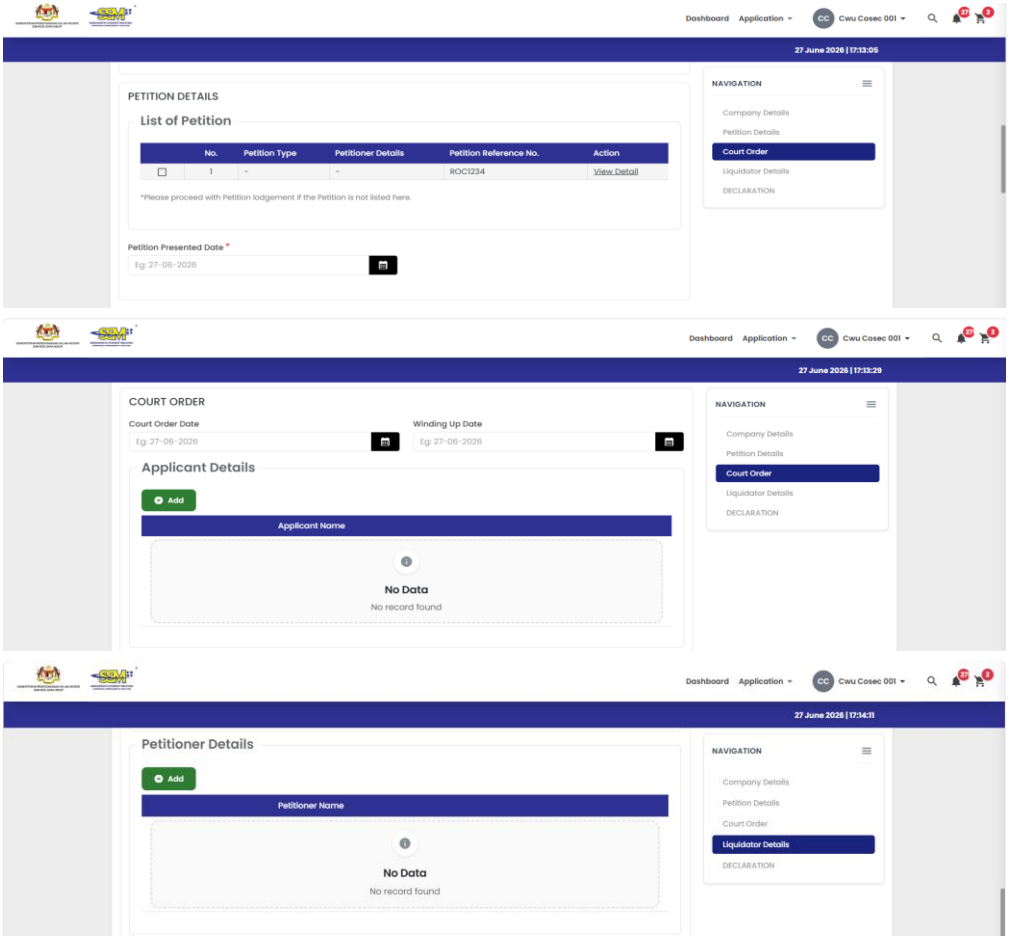
	 Note: Please enter 'NA' in any mandatory field that is not applicable to the user.
6	Upload the **Supporting Document**. 
7	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 

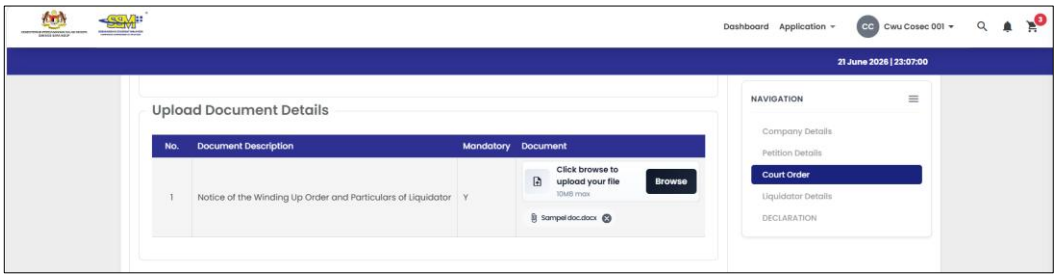
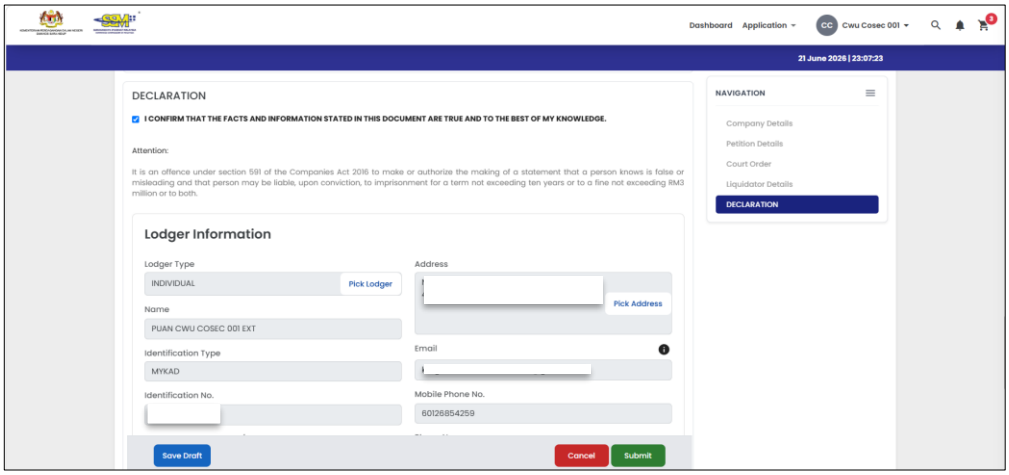
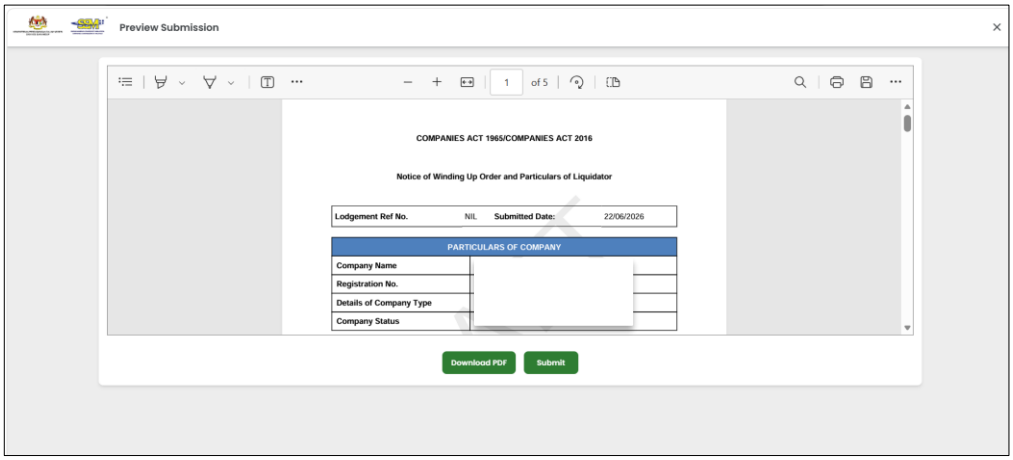
8	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
9	Make a payment.  

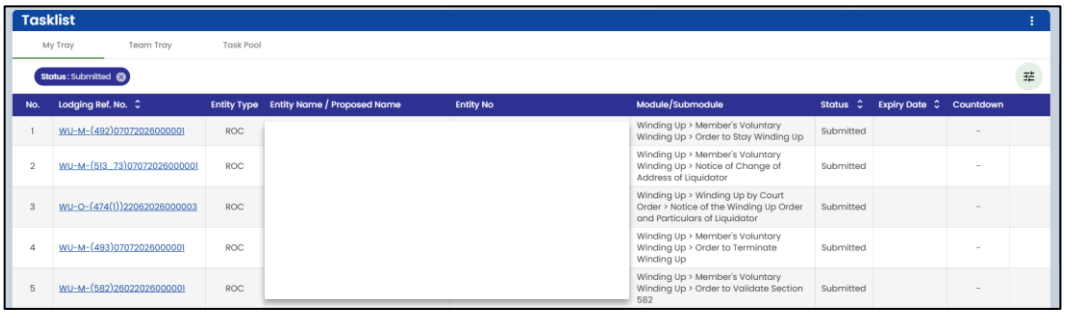
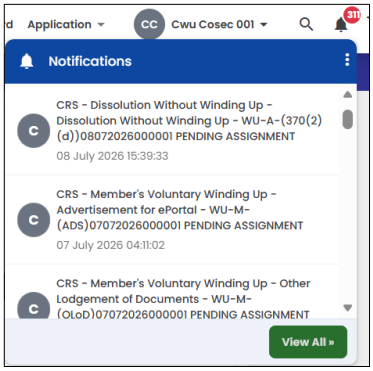
	
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

10.6 Notice of the Winding Up Order and Particulars of Liquidator

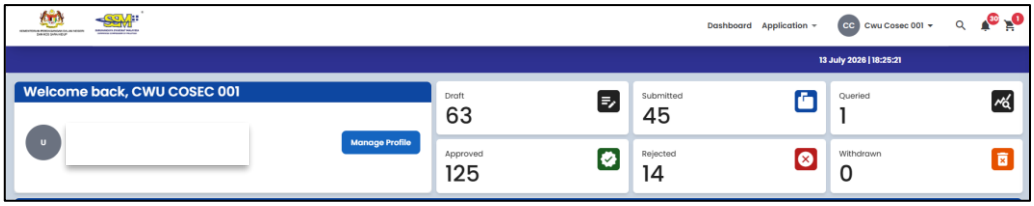
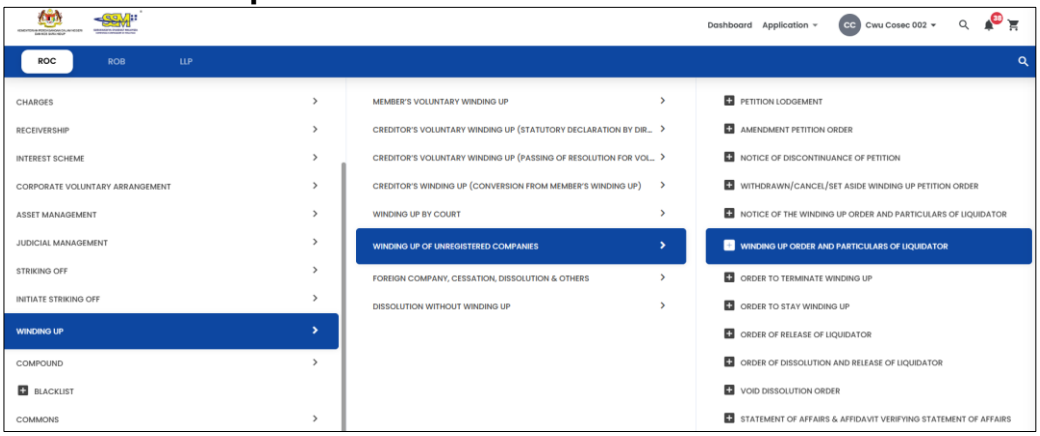
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company -> Notice of the Winding Up Order and Particulars of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search**. 

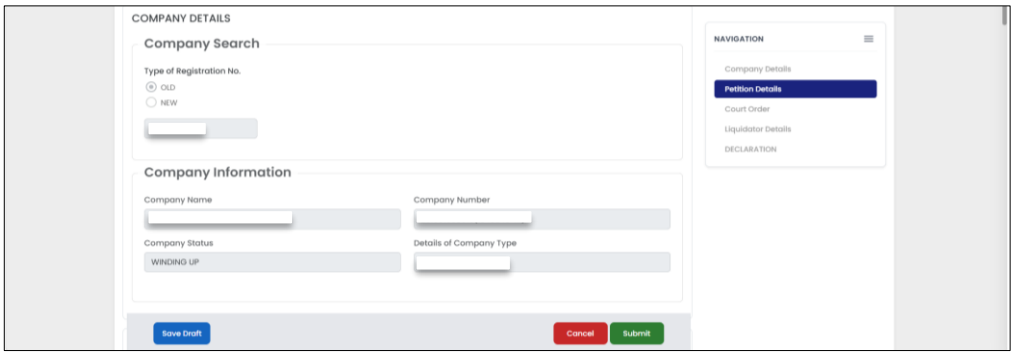
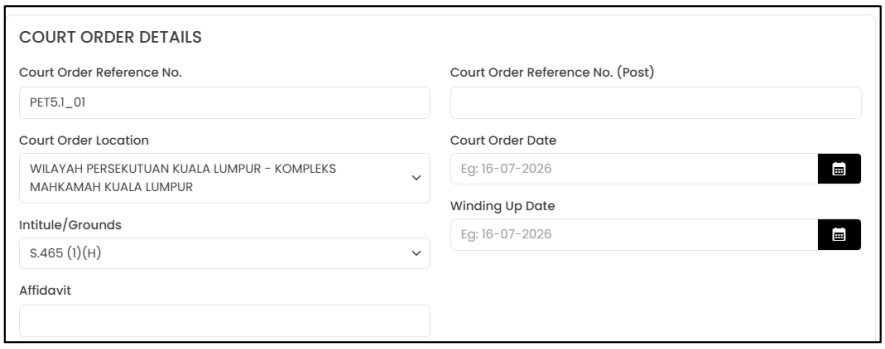
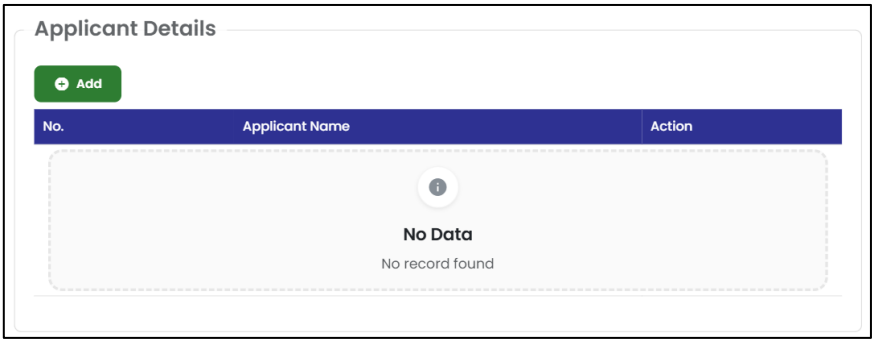
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Lodged Petition Lodgement 
5	Fill in the winding up order details and liquidator particulars.  Note: Please enter 'NA' in any mandatory field that is not applicable to the user.

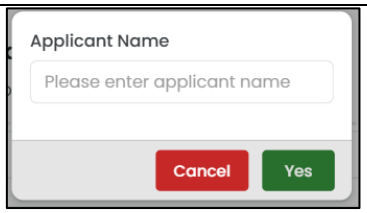
6	Upload the supporting document. 
7	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
8	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
9	Submit the lodgement.

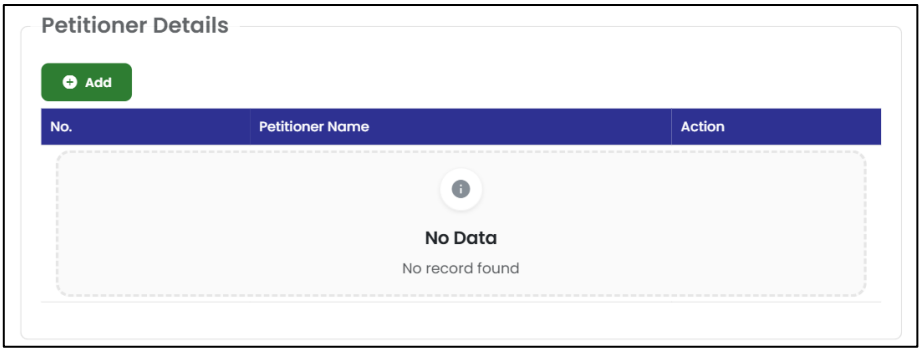
10	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

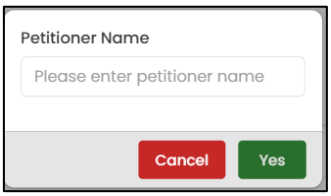
10.7 Winding Up Order and Particulars of Liquidator

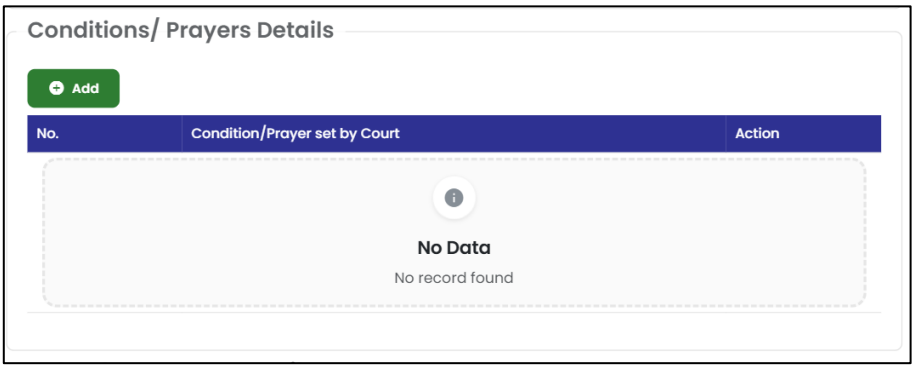
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up of Unregistered Company** -> **Winding Up Order and Particulars of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

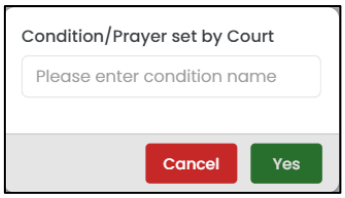
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Lodged Petition Lodgement 
5	The system will display the Petition Details based on Petition Lodgement. User is required to select the Petition Lodgement from the list. 
6	Enter court order information.  



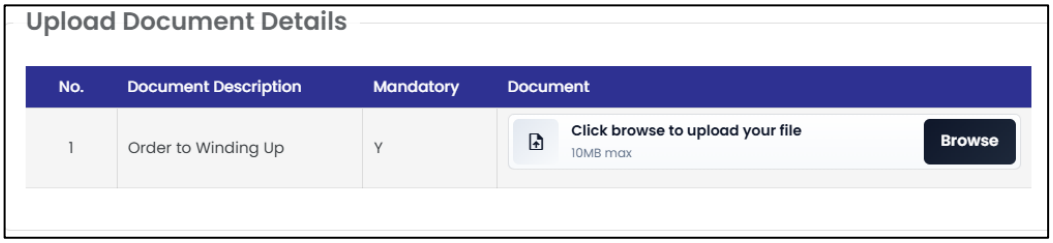
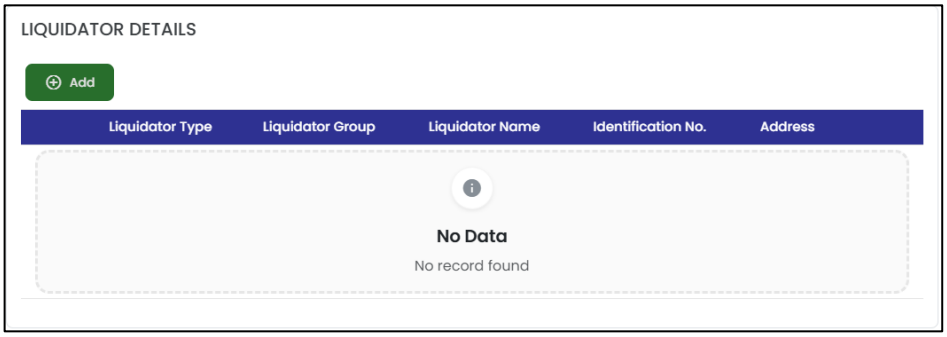
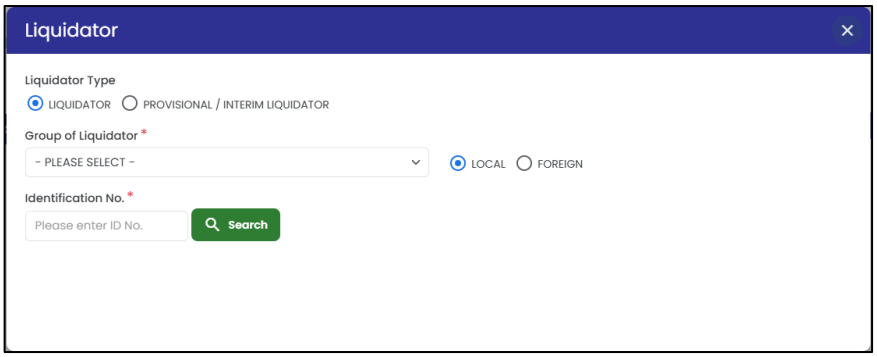
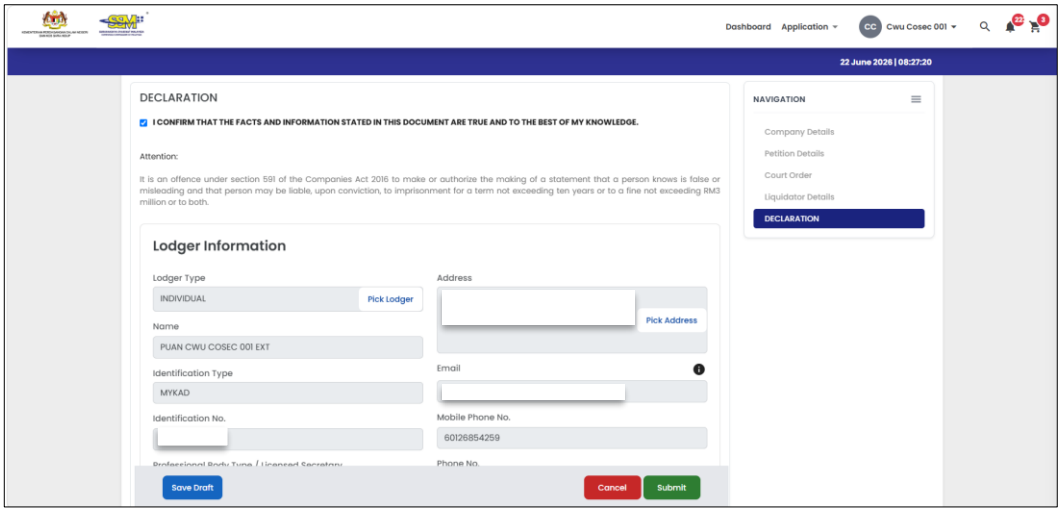


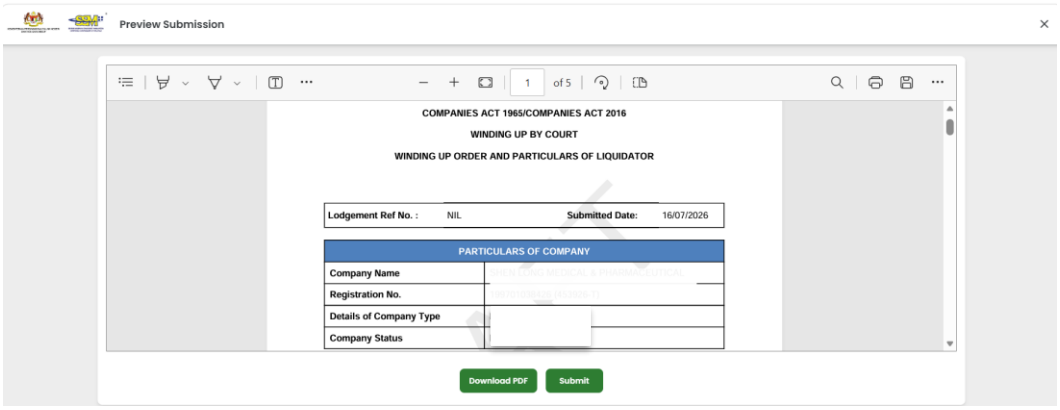
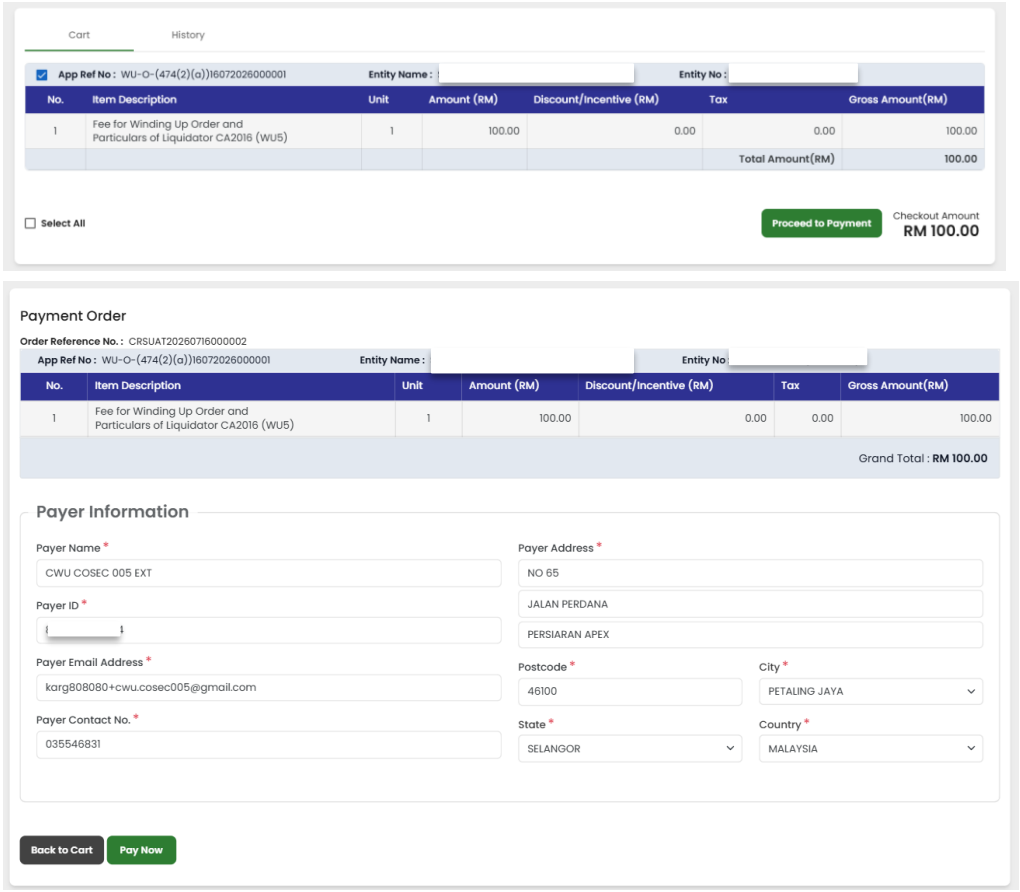


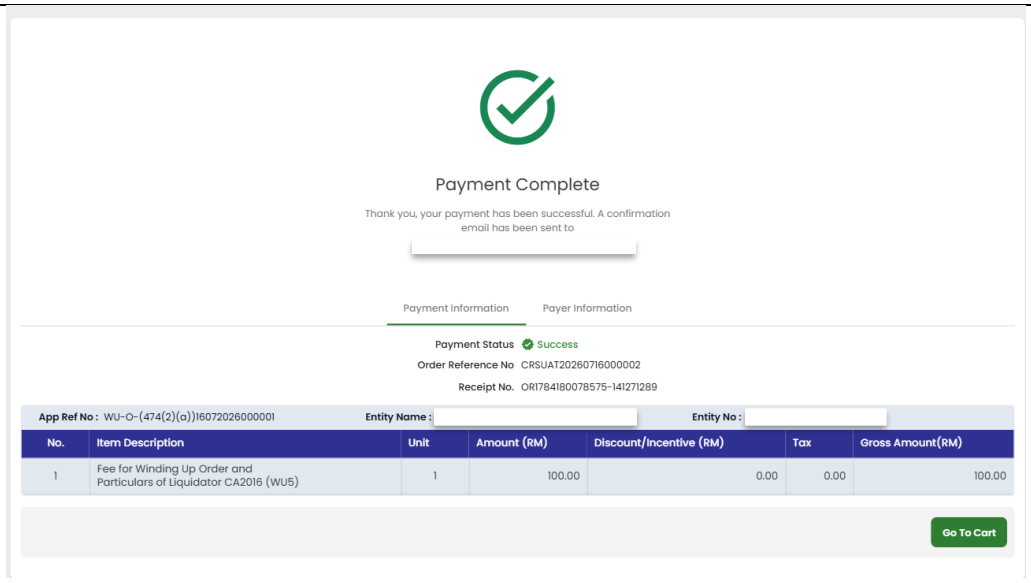
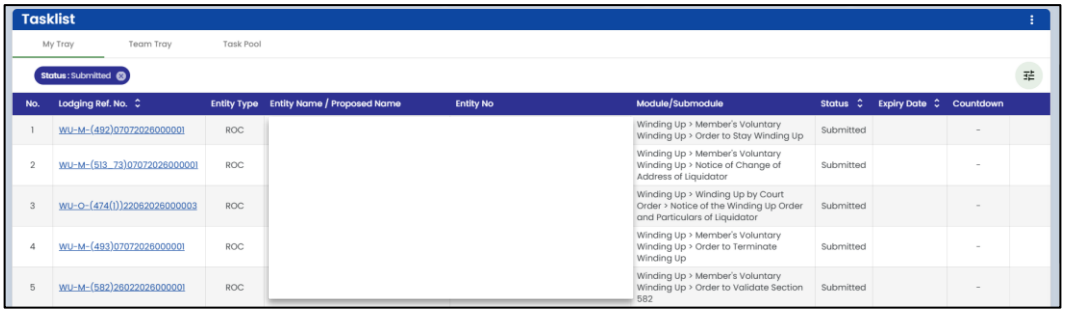
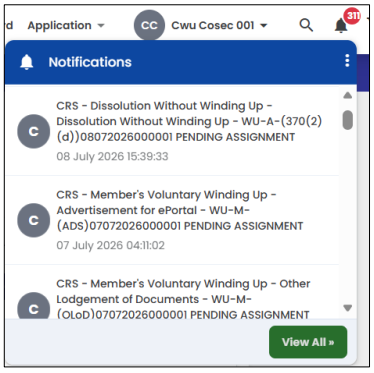




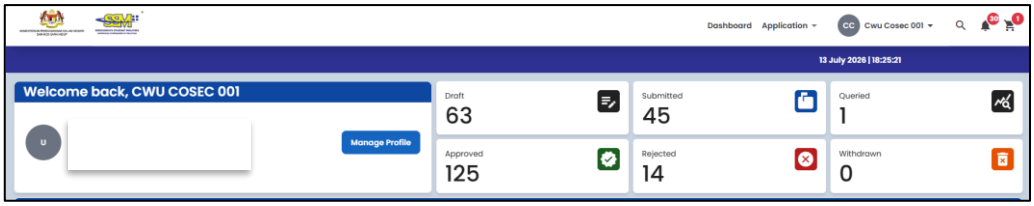
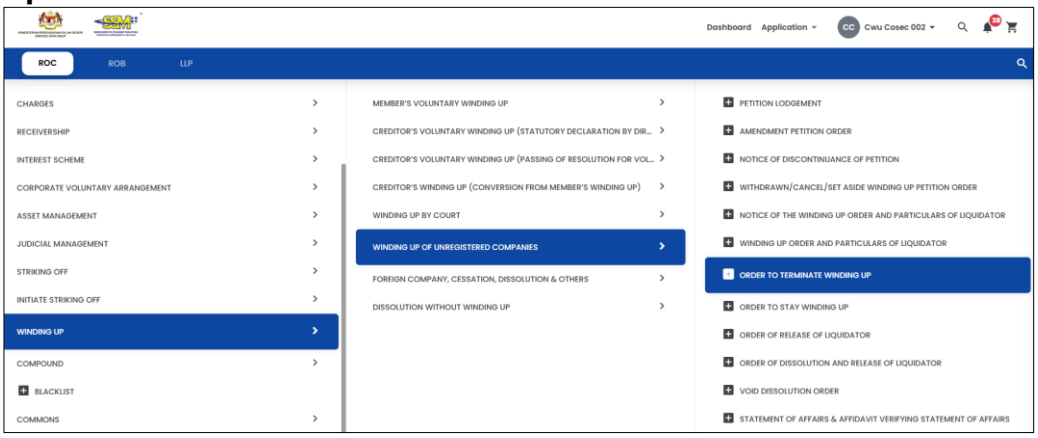
Note: Please enter 'NA' in any mandatory field that is not applicable to the user.

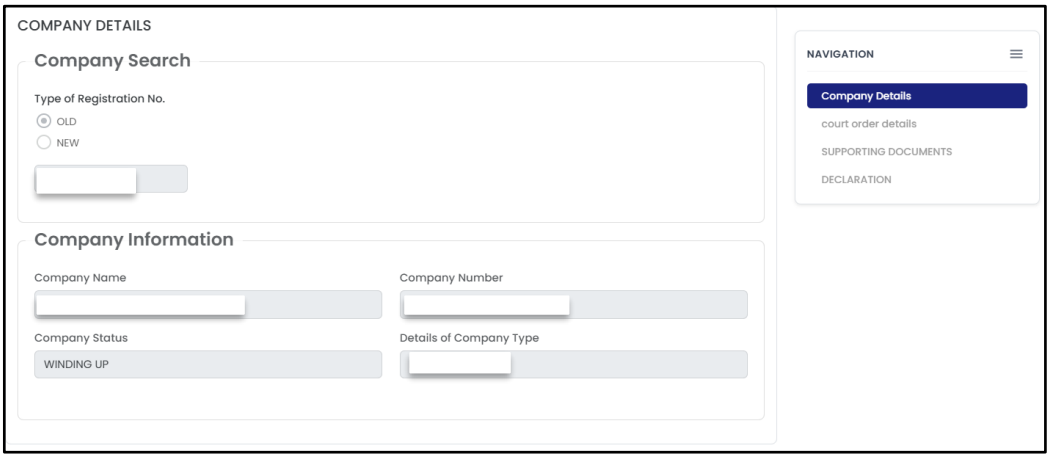
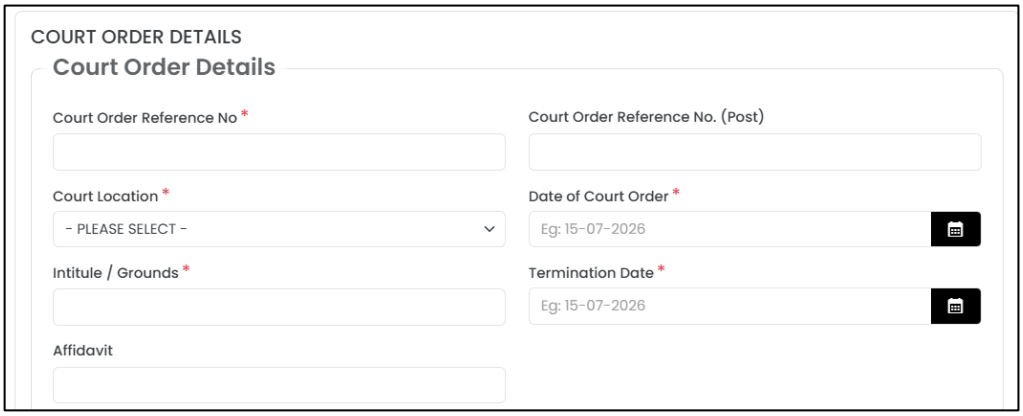
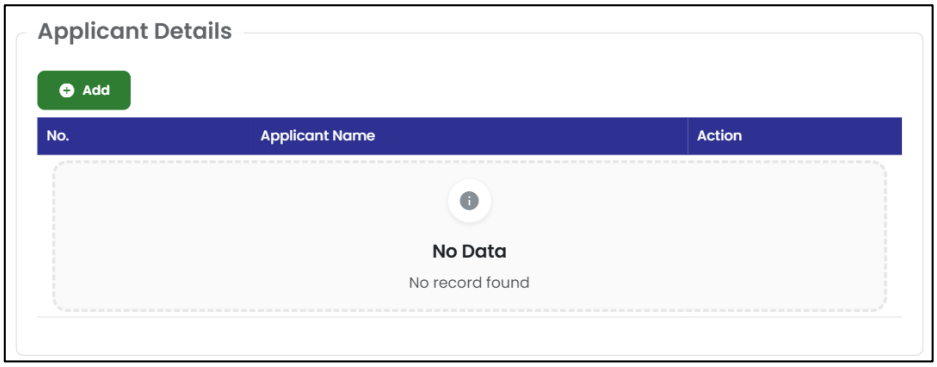
7	Upload the **Supporting Document**. 
8	Insert Liquidator Detail.  Click **Add** button. 
9	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 

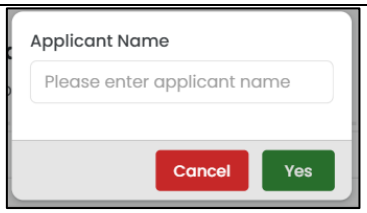
10	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
11	Make Payment. 

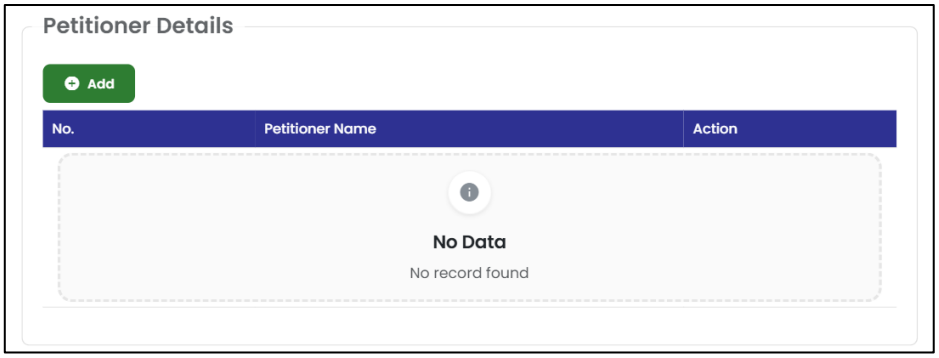
<table>
<tr><td></td><td> 
</td></tr>
<tr><td>12</td><td>Submit the lodgement.</td></tr>
<tr><td>13</td><td>The document can be found in My Tray (Task List) with the Submitted status, as shown in the example below.
 
</td></tr>
<tr><td>14</td><td>Note: Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below.
 
</td></tr>
</table>

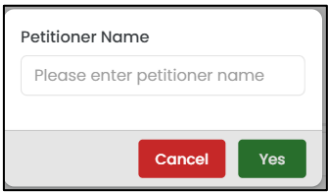
10.8 Order to Terminate Winding Up

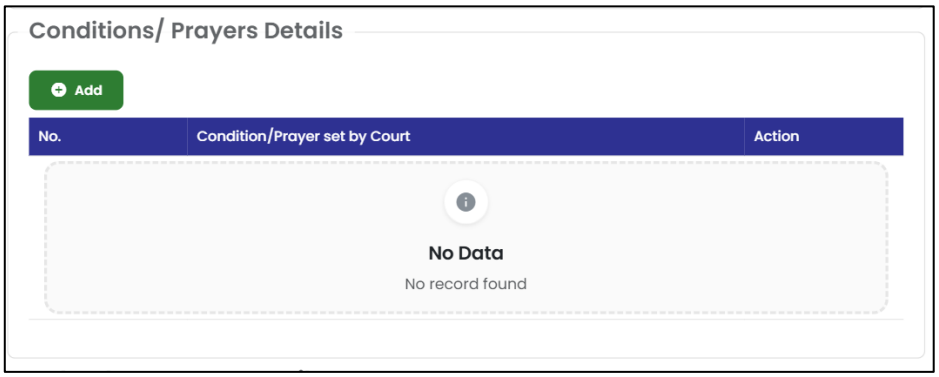
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up of Unregistered Company** -> **Order to Terminate Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field, and clicks **Search.** 

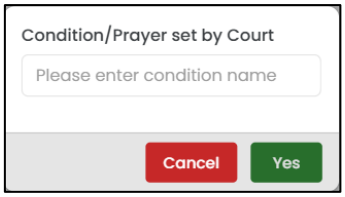
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Winding Up (Unregistered) • Lodged Petition Lodgement or Winding Up Order 
5	The user fills up relevant fields for **Court Order Details.**  



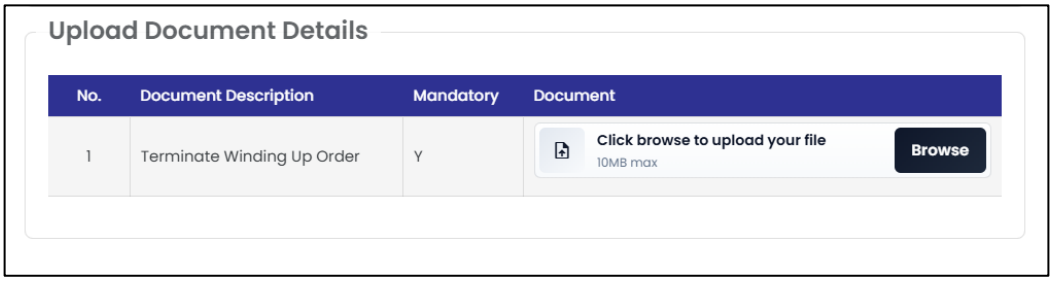
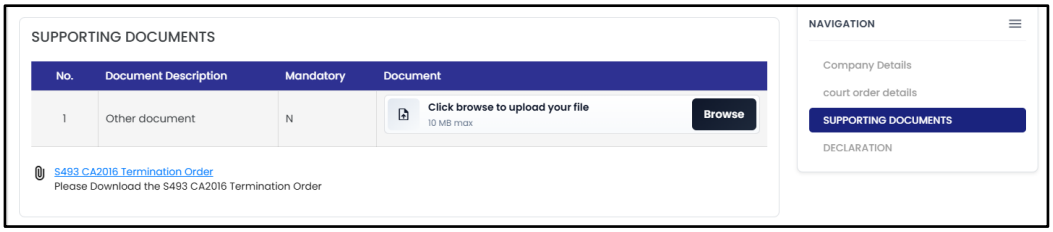
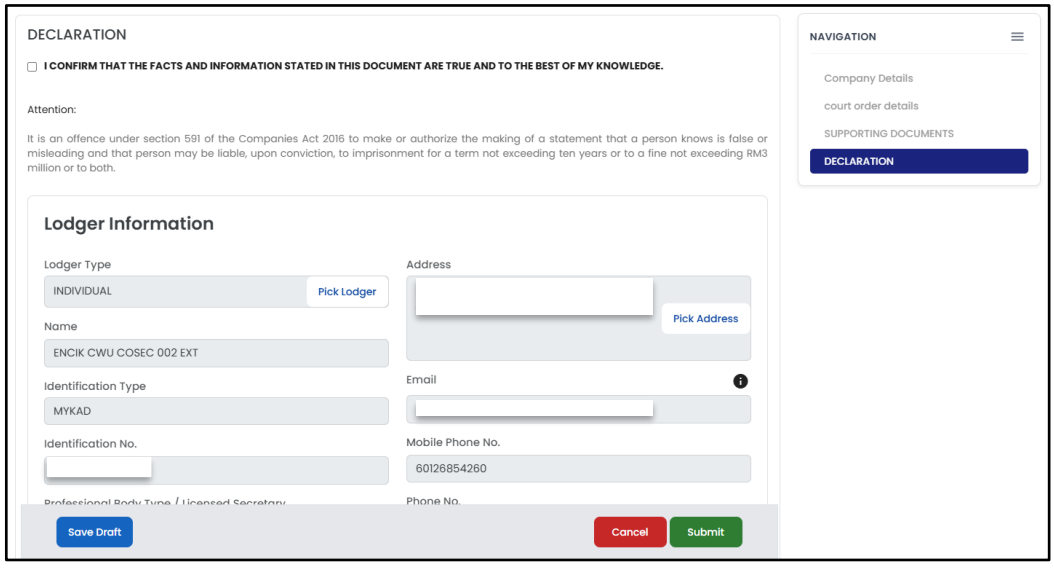


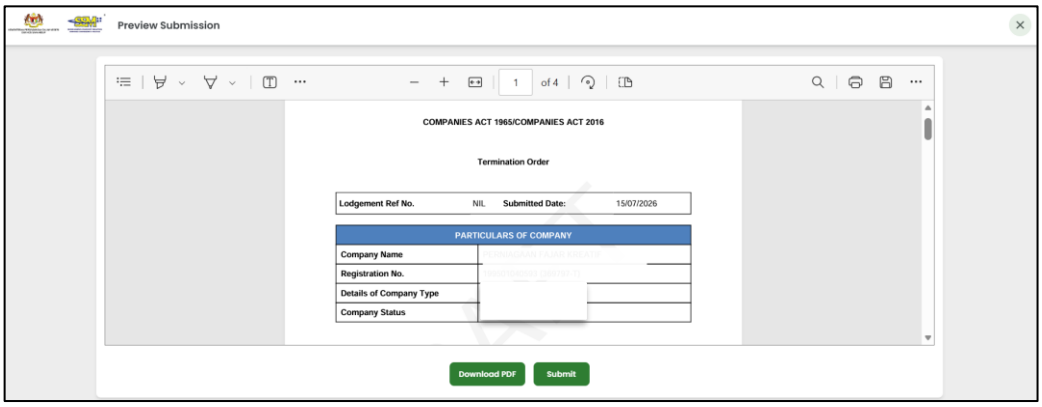
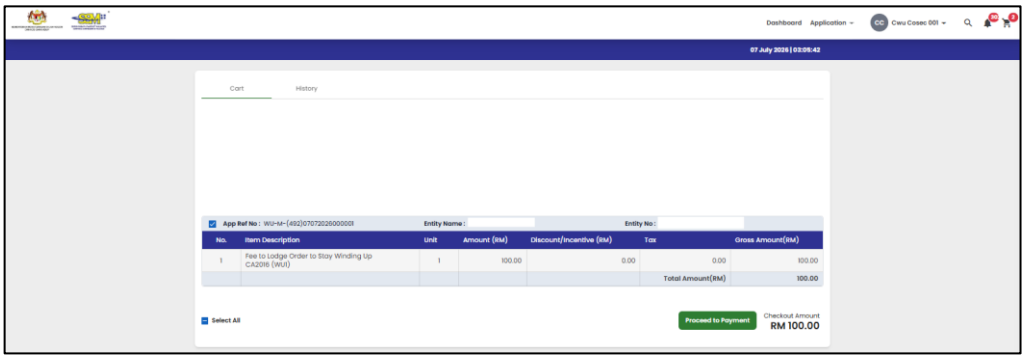
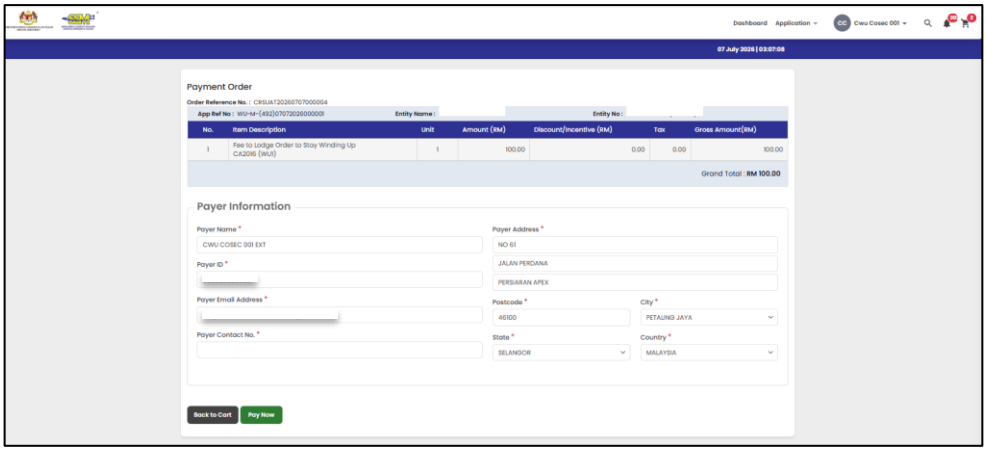


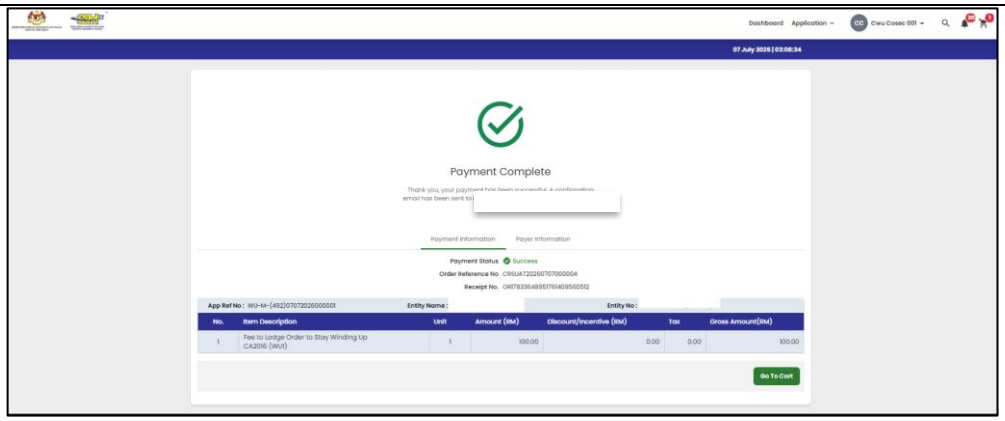
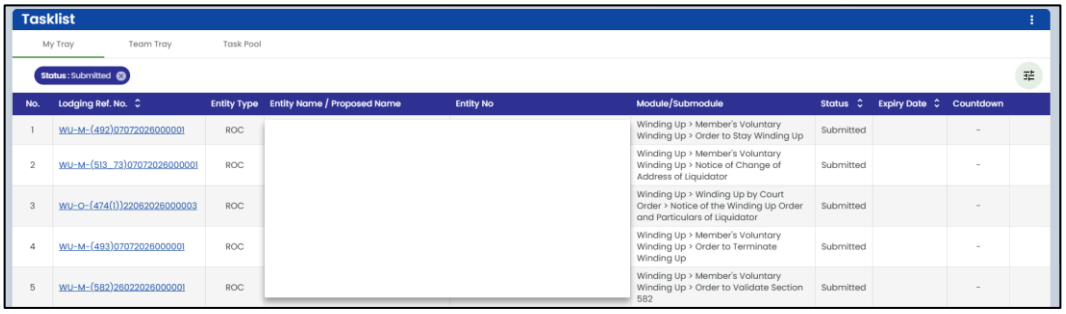
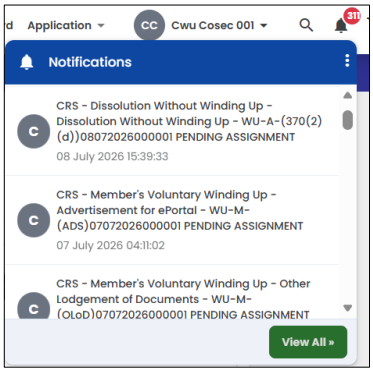




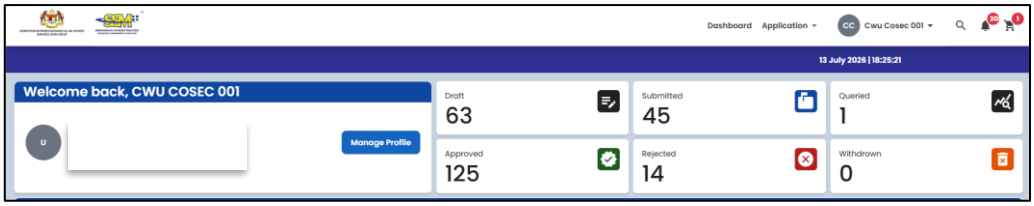
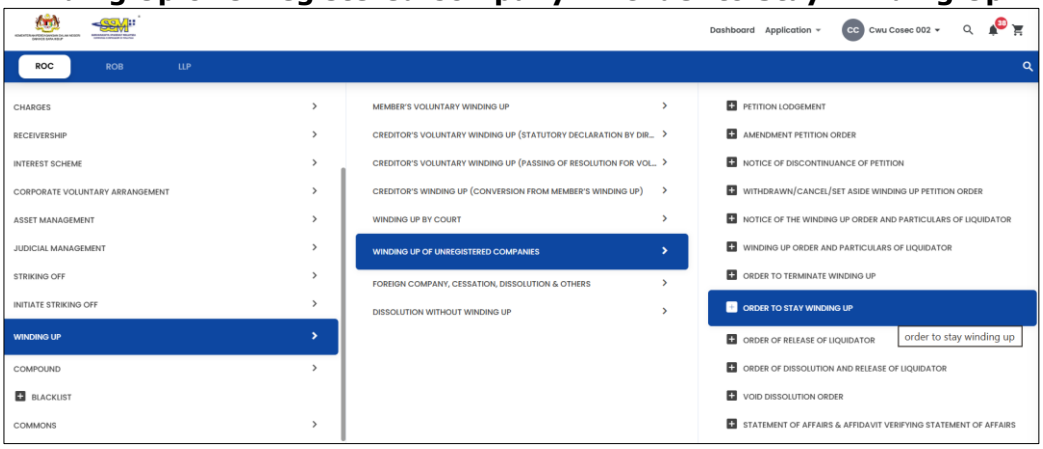
Note: Please enter '**NA**' in any mandatory field that is not applicable to the user

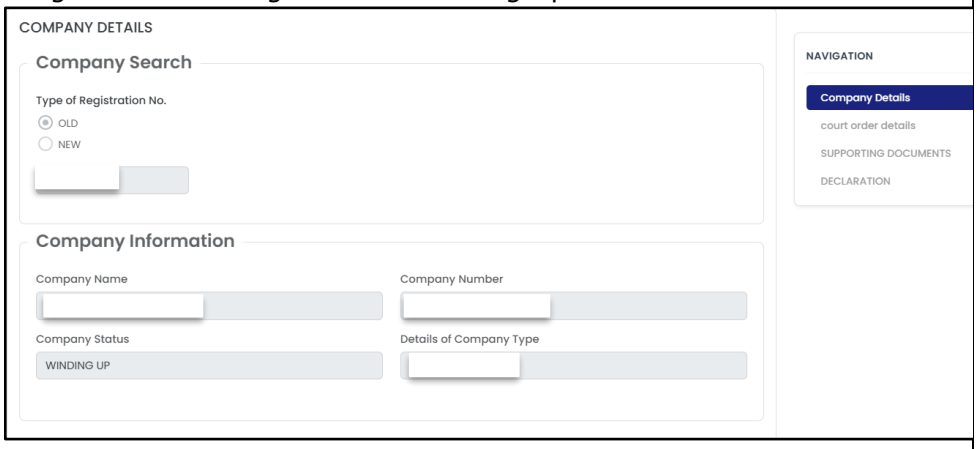
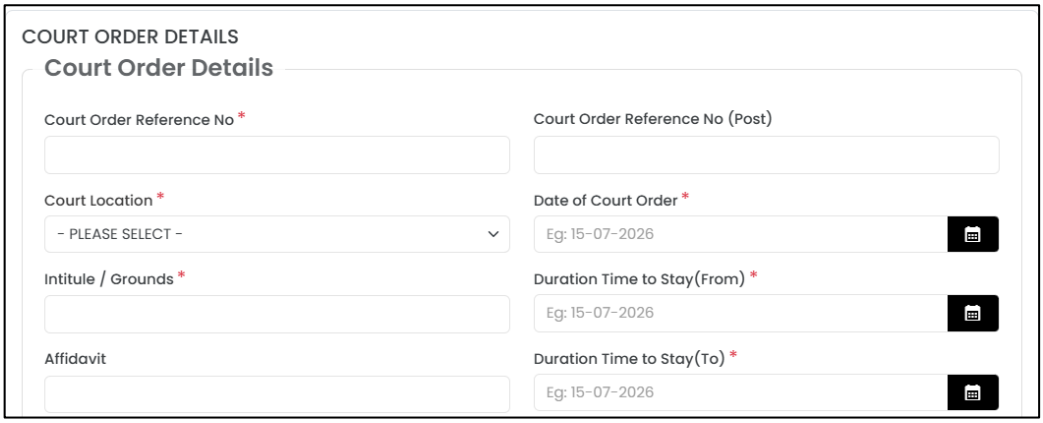
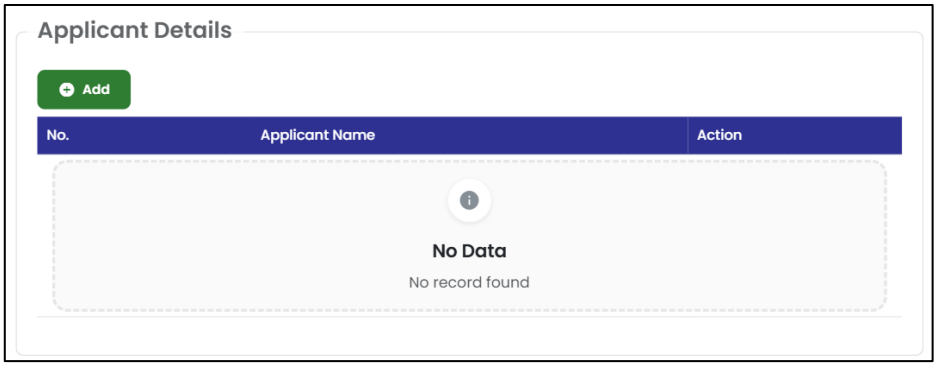
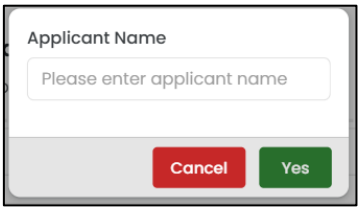
6	Upload court order document. 
7	Upload **Supporting Documents**. 
8	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 

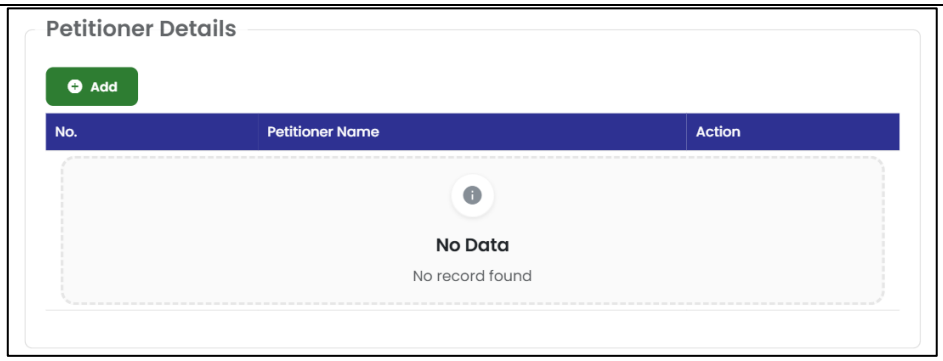
9	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Make Payment.  

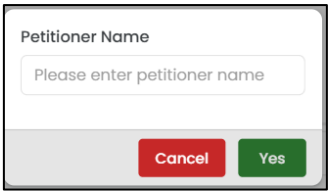
	
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

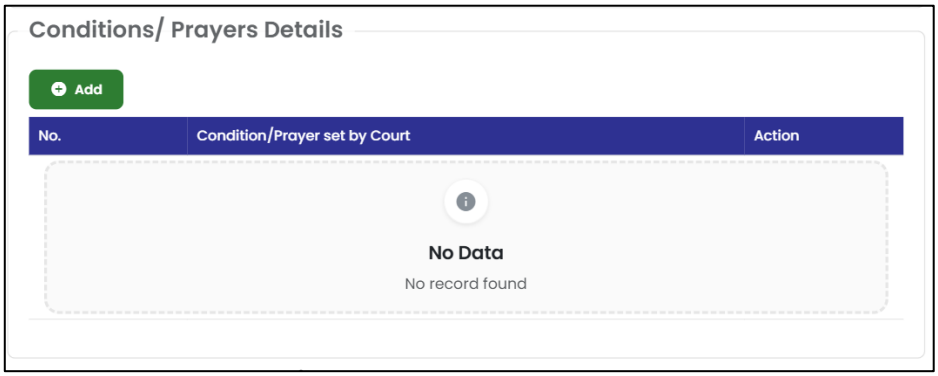
10.9 Order to Stay Winding Up

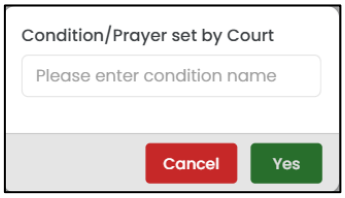
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company -> Order to Stay Winding Up.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Winding Up (Unregistered) • Lodged Petition Lodgement or Winding Up Order 
5	The user needs to fill up mandatory fields for **Court Order Details.**   



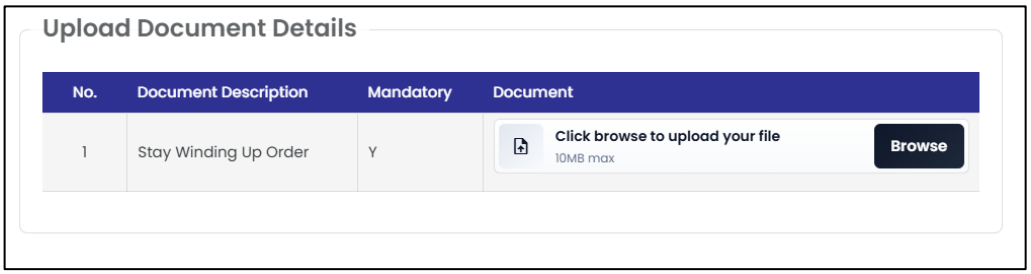


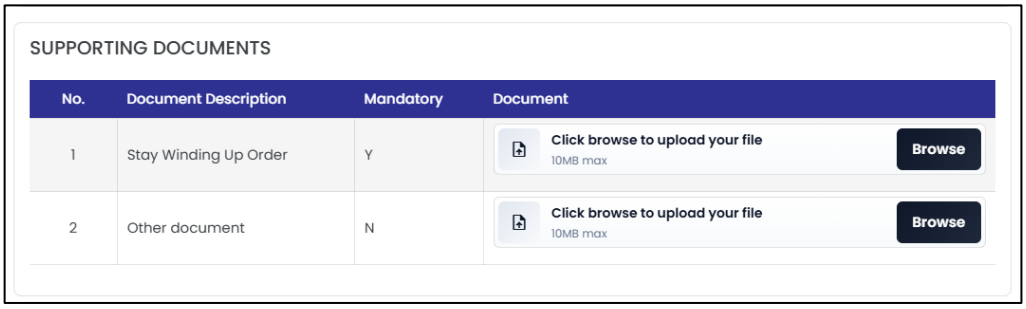
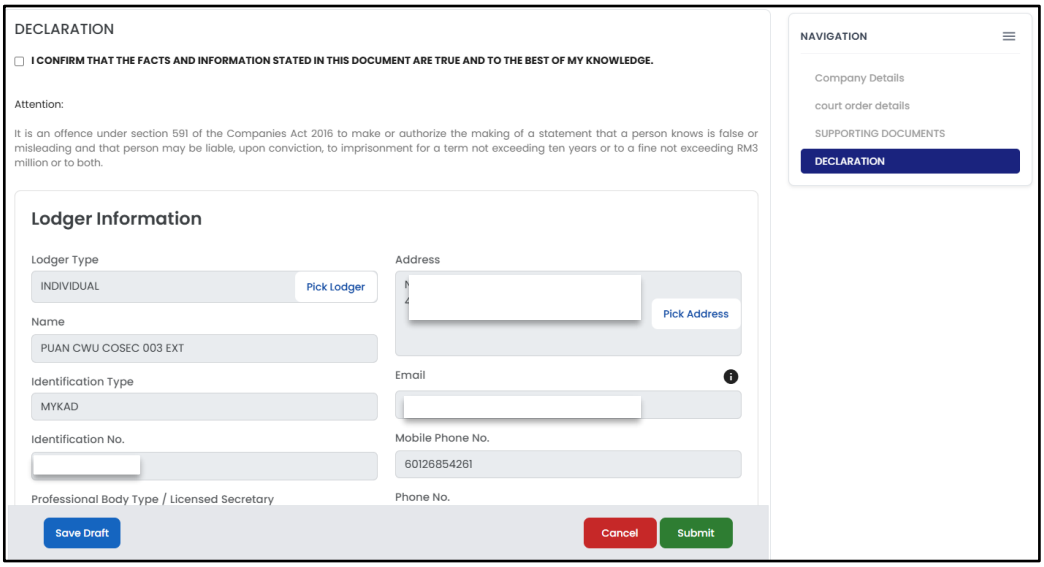
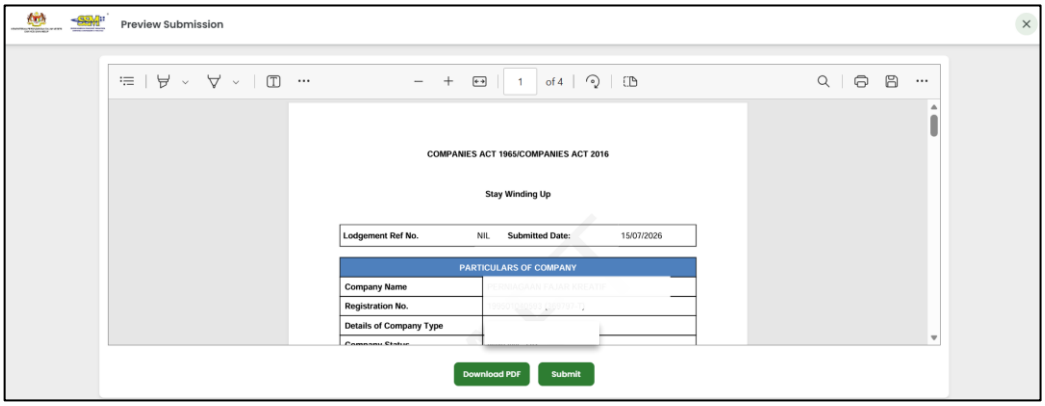


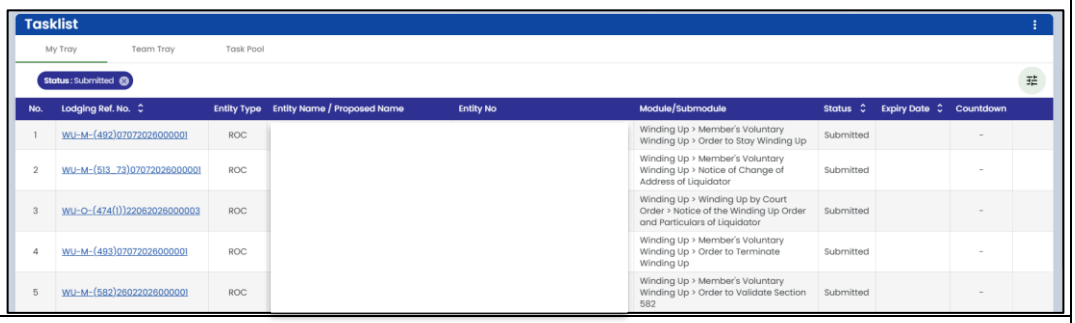
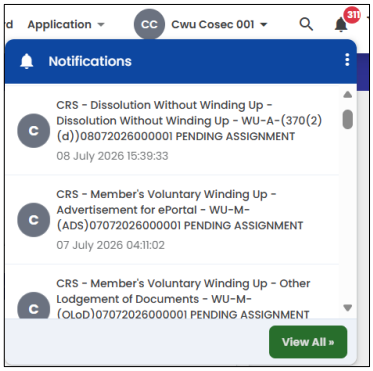


Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

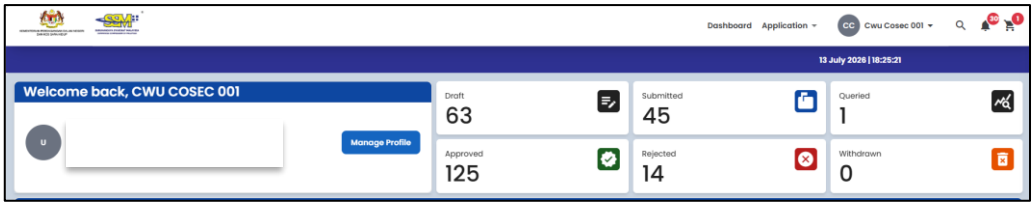
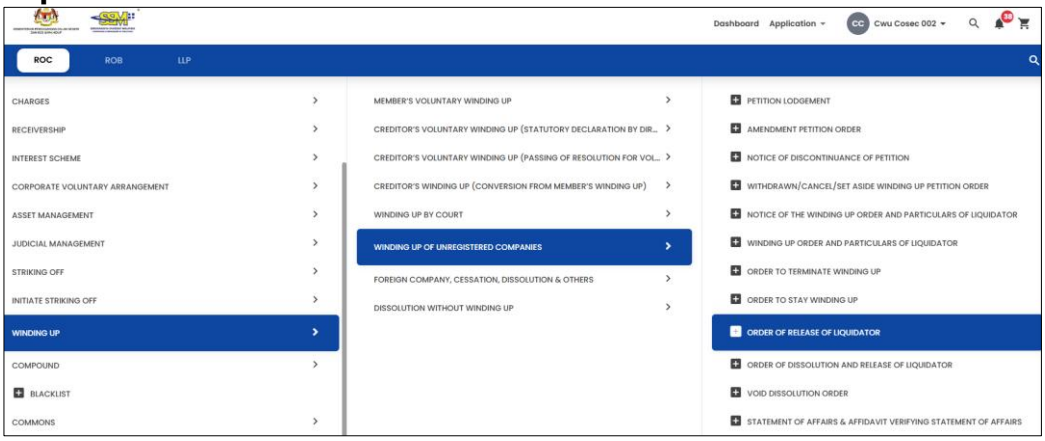
6 Upload court order document.

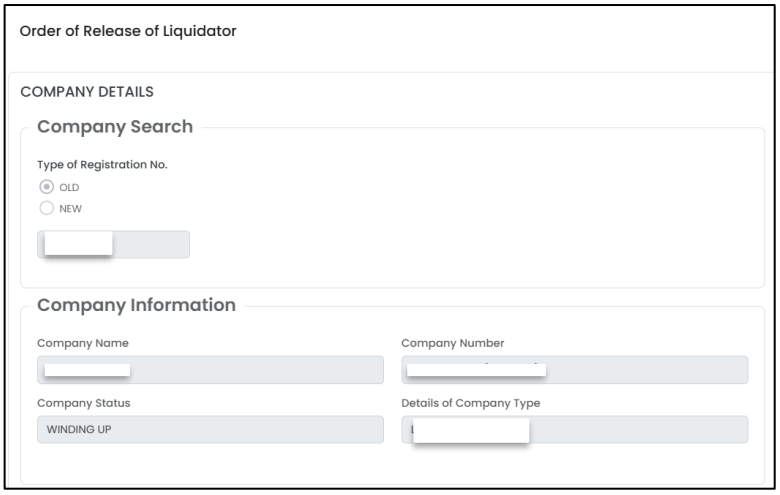
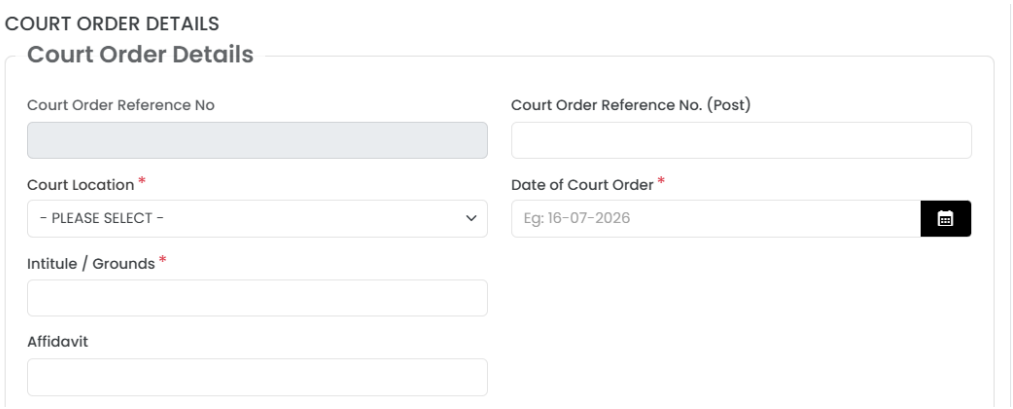


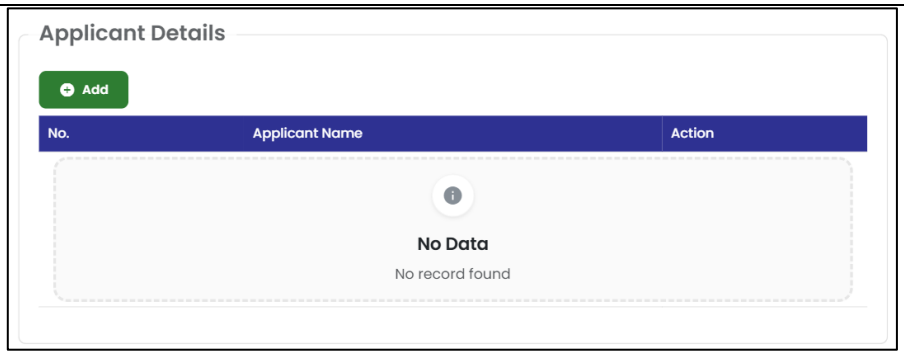
7	Upload **Supporting Documents**. 
8	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
9	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.

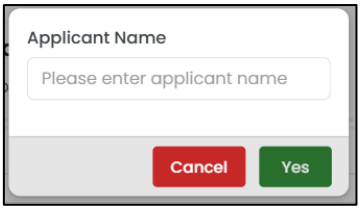
11	The document can be found in **My Tray (Task List)** with the **Submitted** status, as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

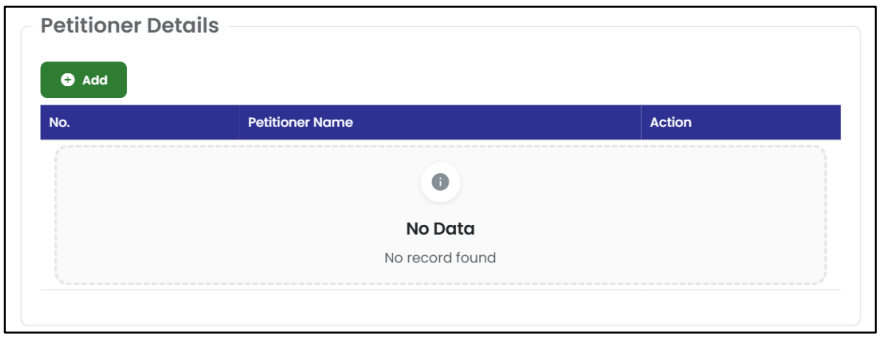
10.10 Order of Release of Liquidator

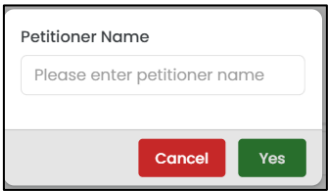
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up of Unregistered Company** -> **Order of Release of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

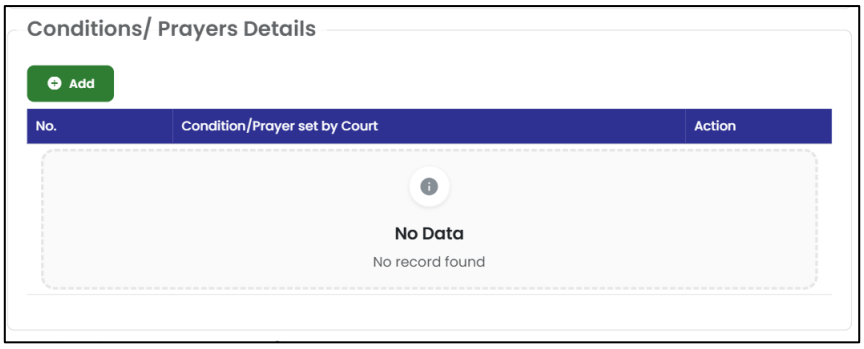
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Winding Up (Unregistered) • Lodged Petition Lodgement or Winding Up Order • Have active liquidator appointed to the company 
5	User choose the court order reference no. 
6	User fill up mandatory fields for **Court Order Details.** 

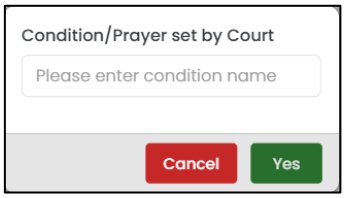




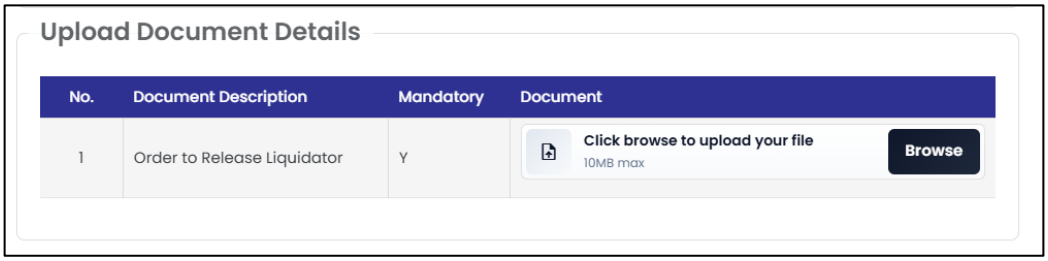
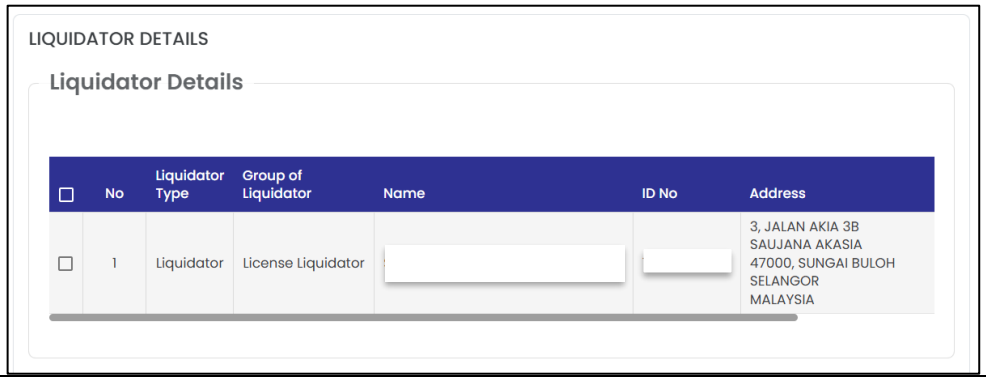
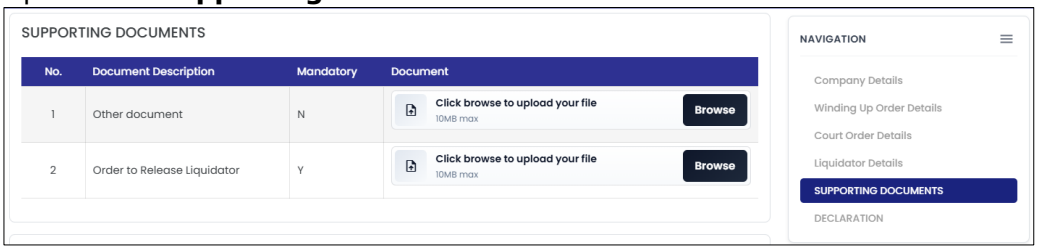
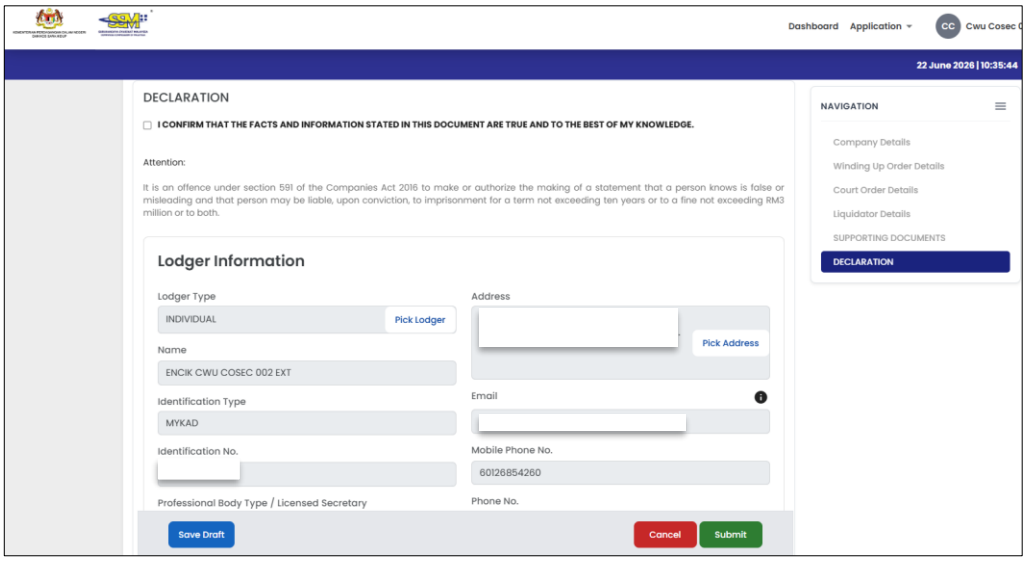


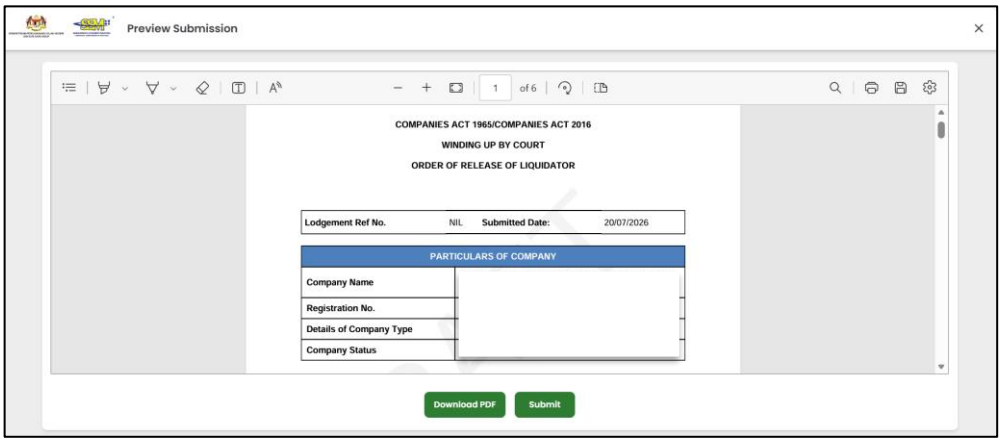
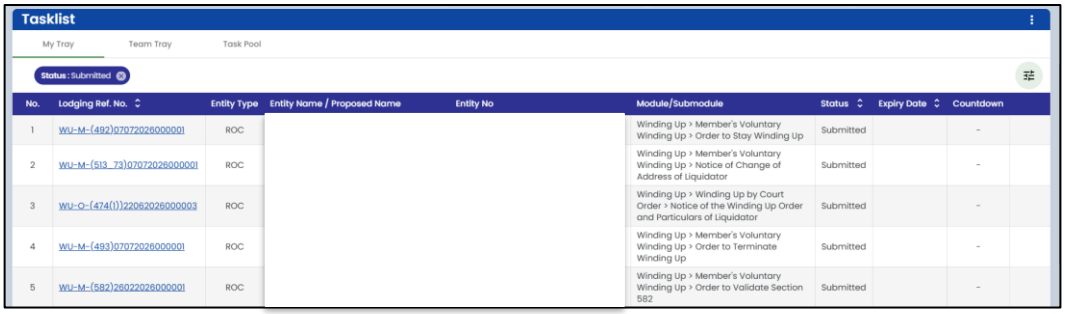
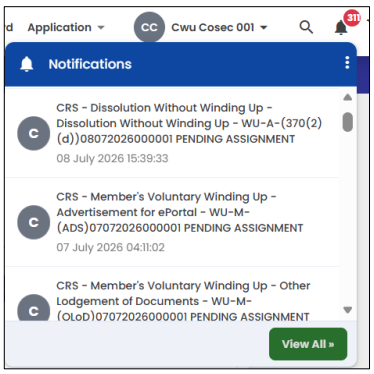




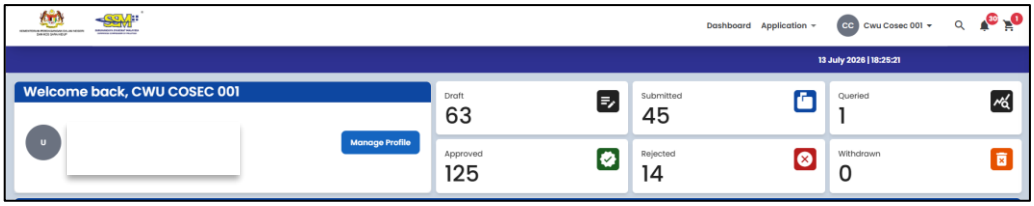
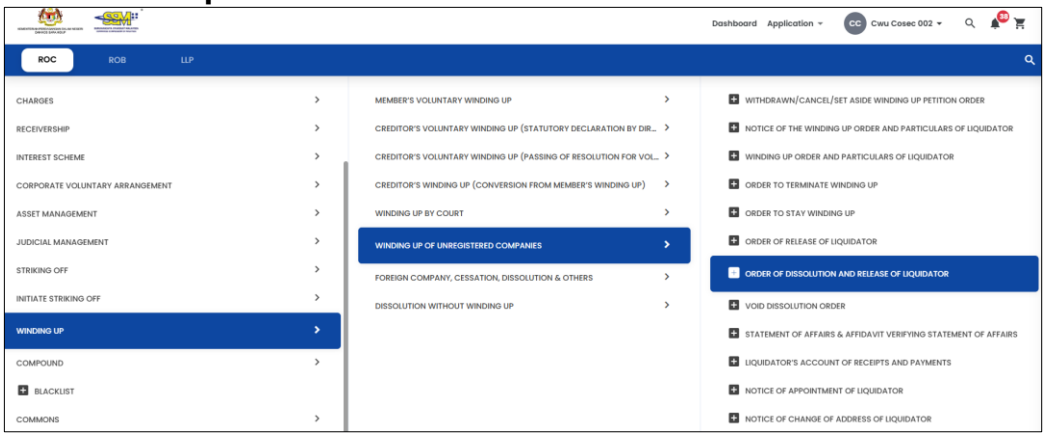
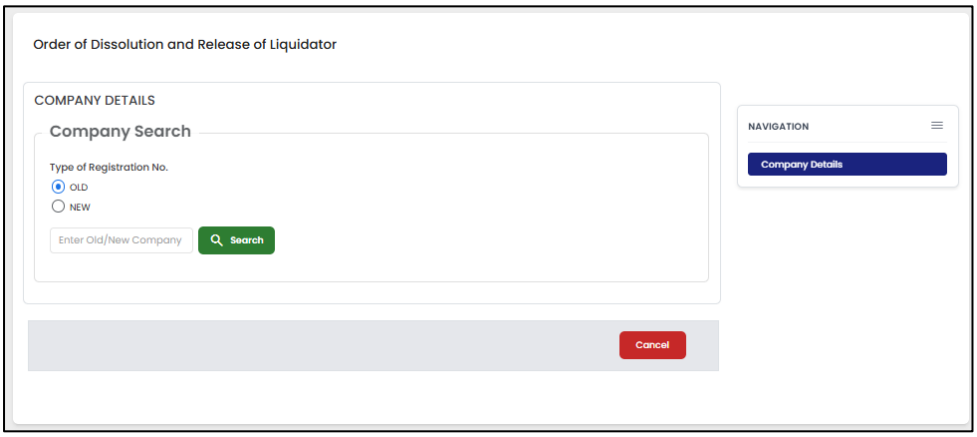


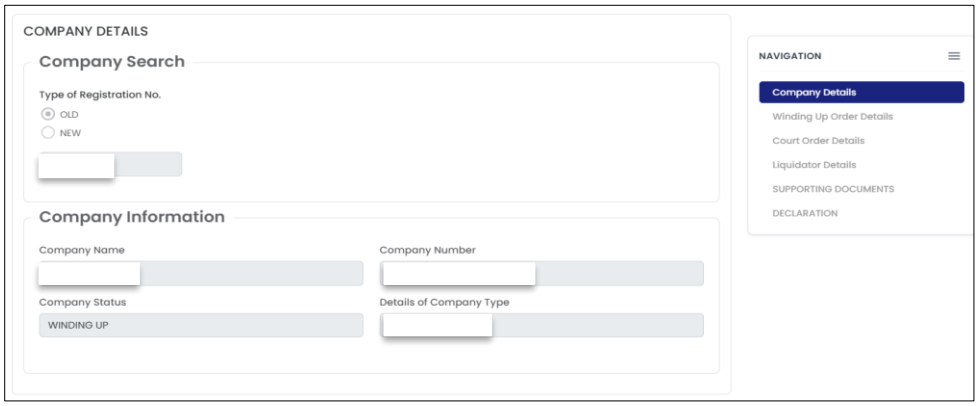
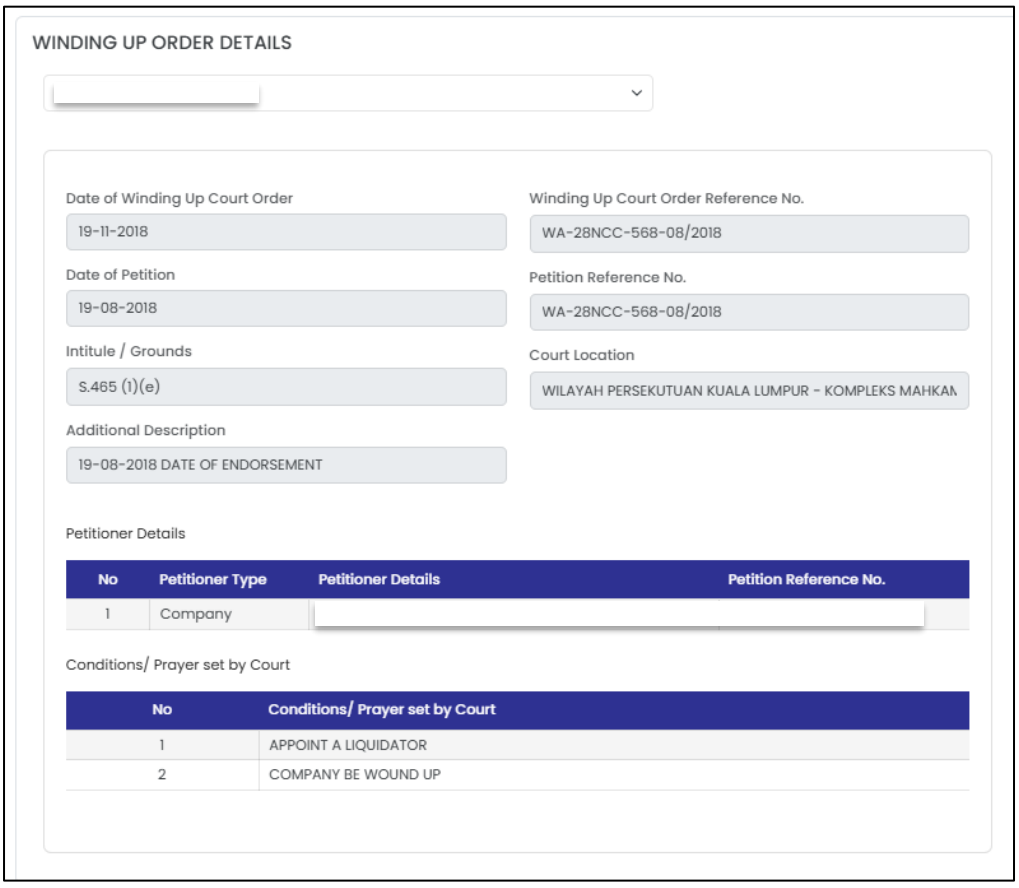
Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

7	Upload court order document details. 
8	Select Liquidator from the list table. 
9	Upload the **Supporting Document**. 
10	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 

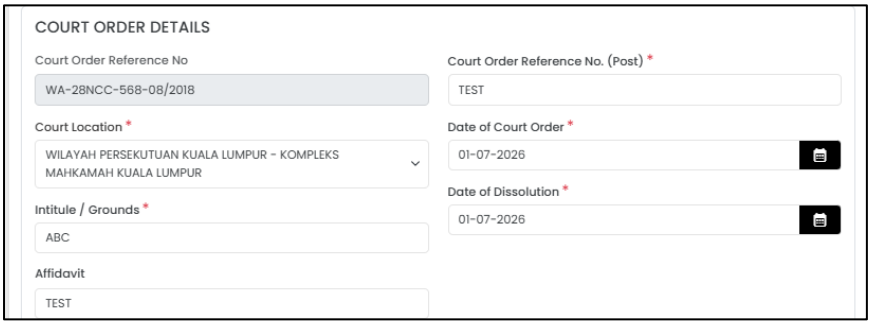
11	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference
12	Submit the lodgement.
13	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

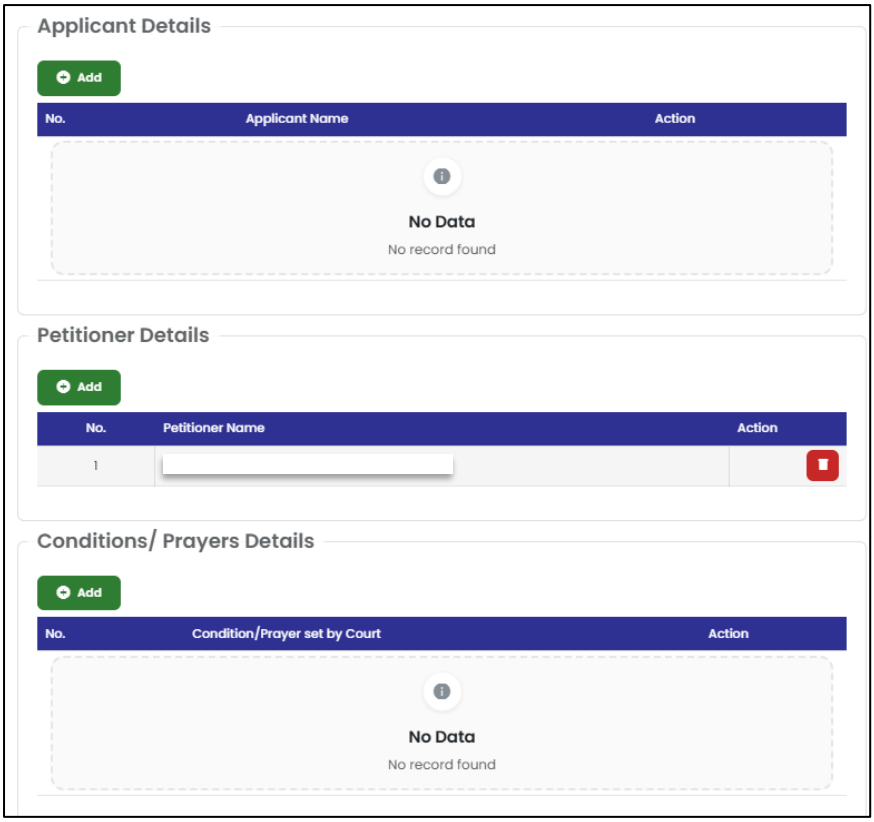
10.11 Order of Dissolution and Release of Liquidator

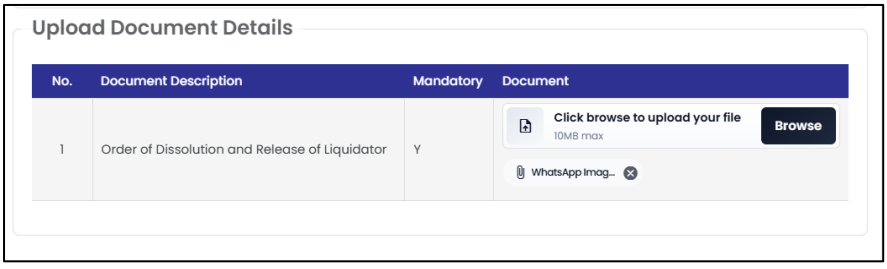
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up of Unregistered Company** -> **Order of Dissolution and Release of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

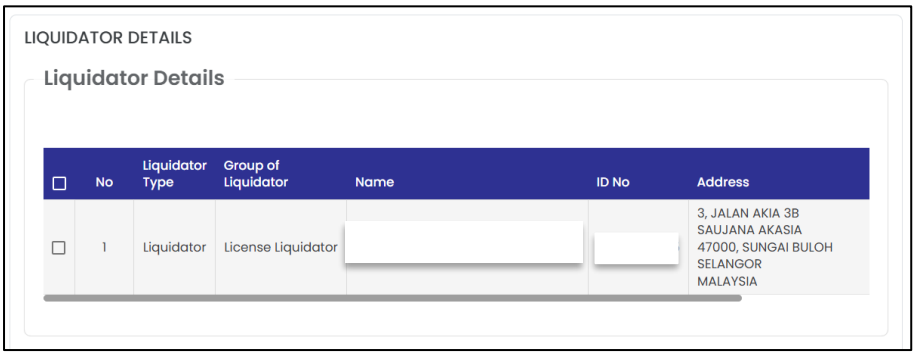
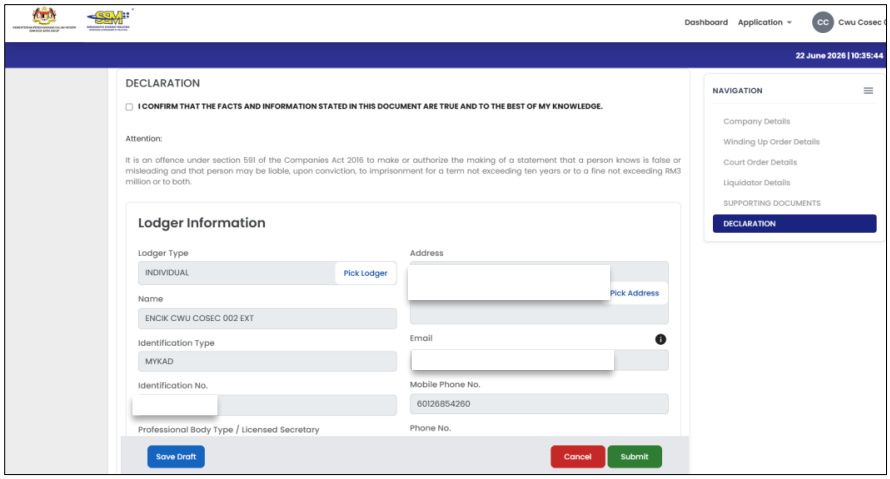
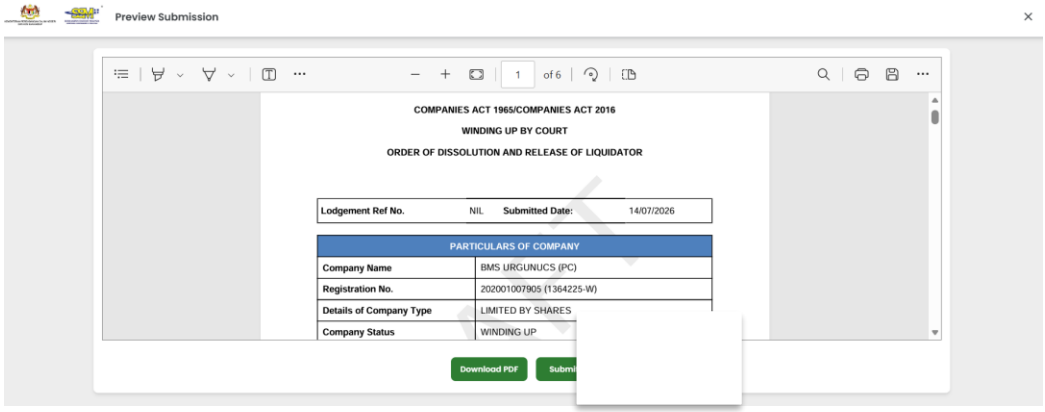
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Winding Up (Unregistered) • Lodged Petition Lodgement or Winding Up Order 
5	Winding up Order Detail. 

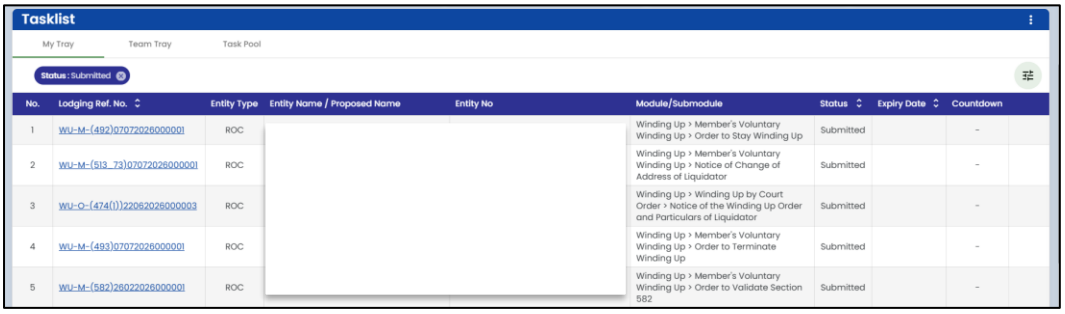
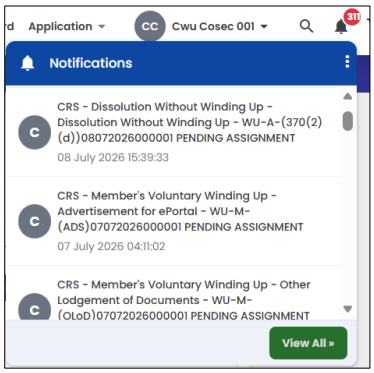
6	Enter court order information.



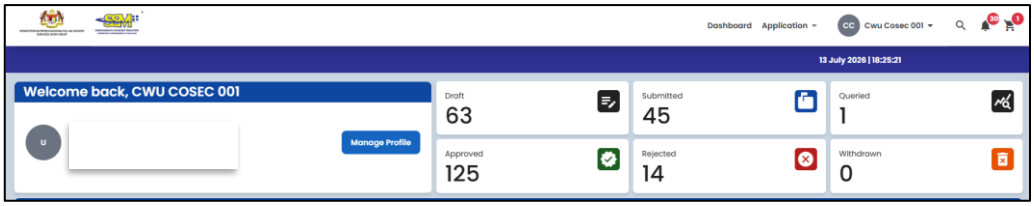
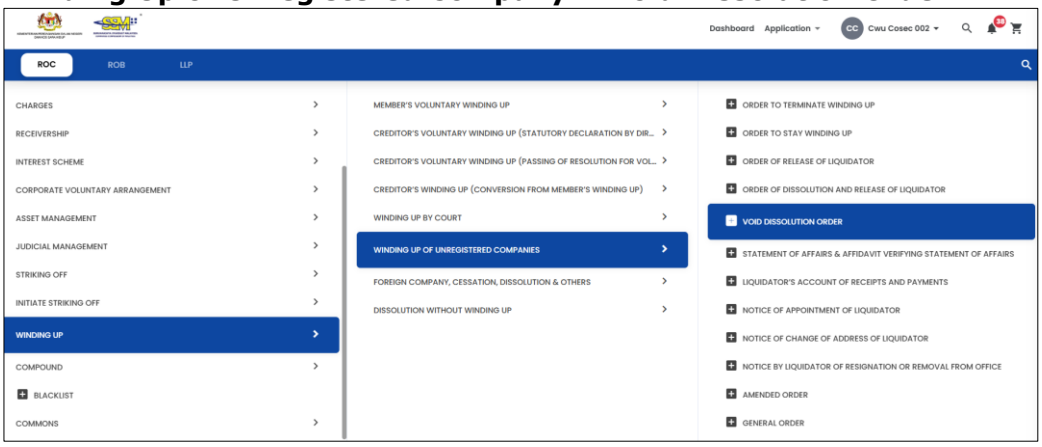


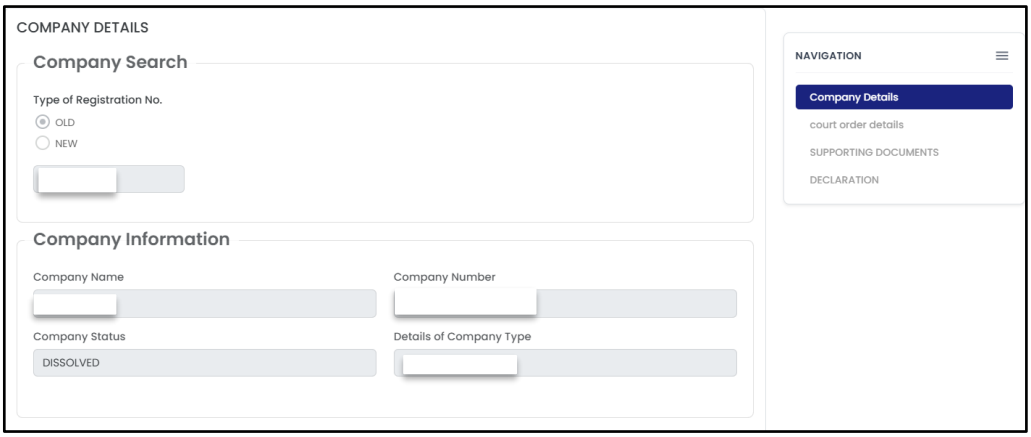
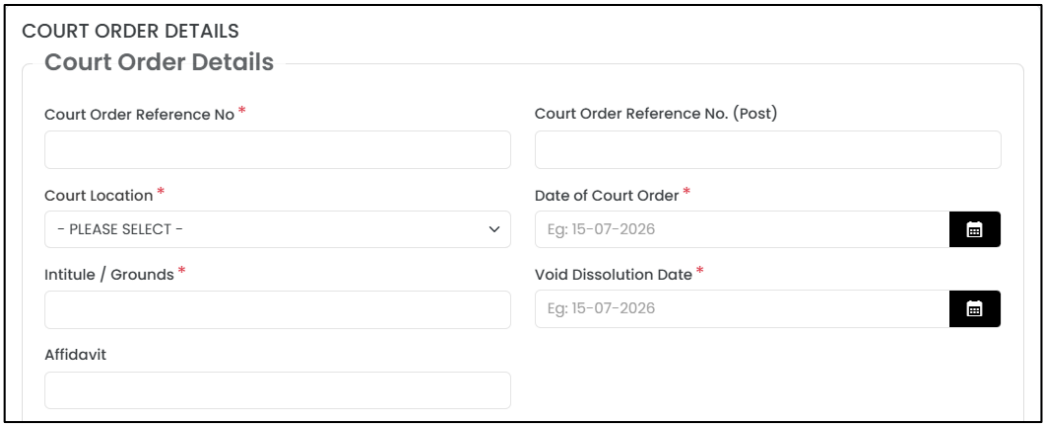
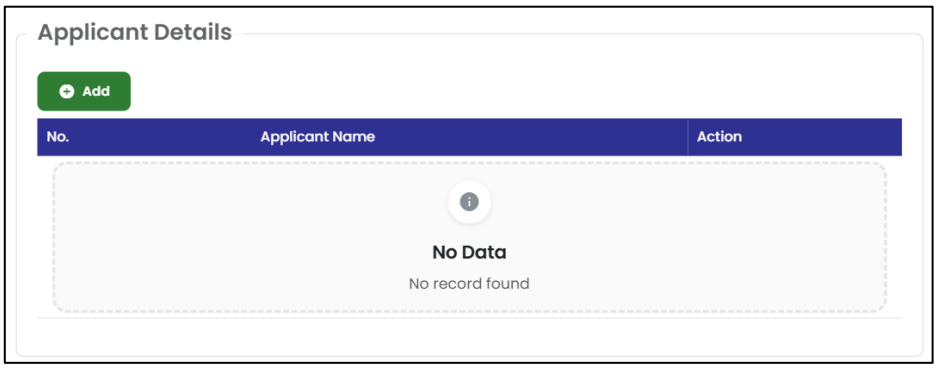
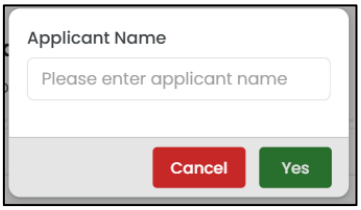


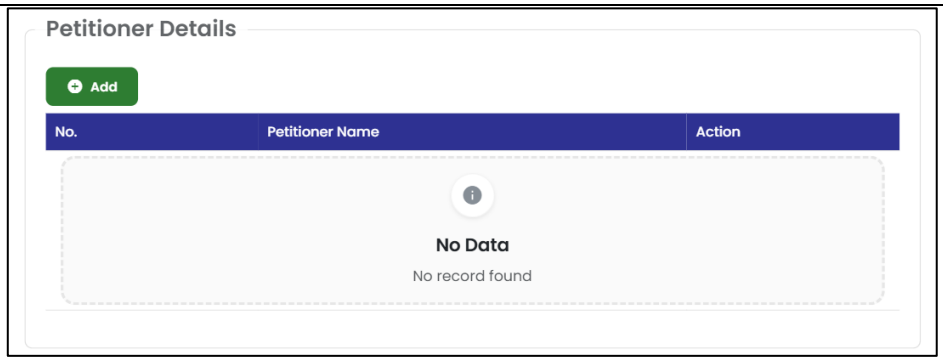
7	Select Liquidator from table listing. The appointed Liquidator must be an Approved Liquidator. 
8	Upload the **Supporting Document**.
9	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
10	Click the submit button. Review the Pre-submission Summary and confirm the option to download it in PDF format for future reference as shown in the example below.  Note: Please make sure the draft has been successfully downloaded and saved for your reference
11	Submit the lodgement.

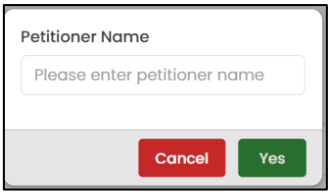
12	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

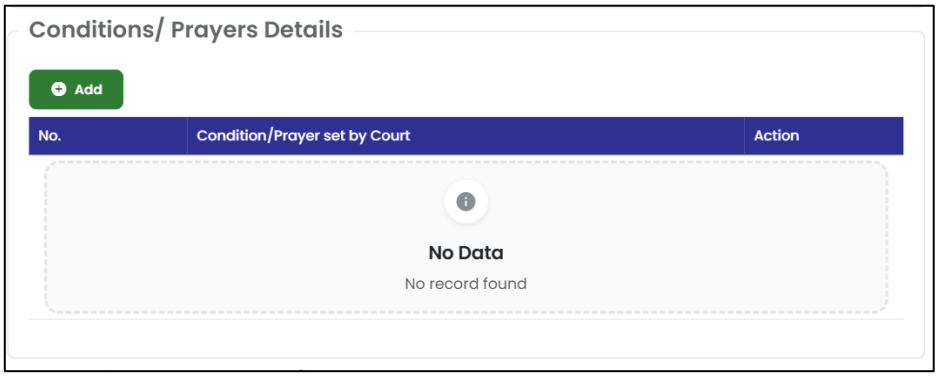
10.12 Void Dissolution Order

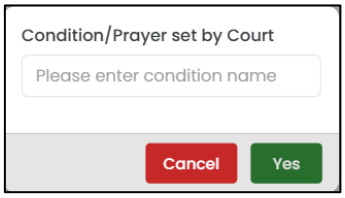
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up of Unregistered Company** ->**Void Dissolution Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Dissolved (Unregistered) • Lodged Petition Lodgement or Winding Up Order 
5	The user needs to fill up mandatory fields for **Court Order Details.**   



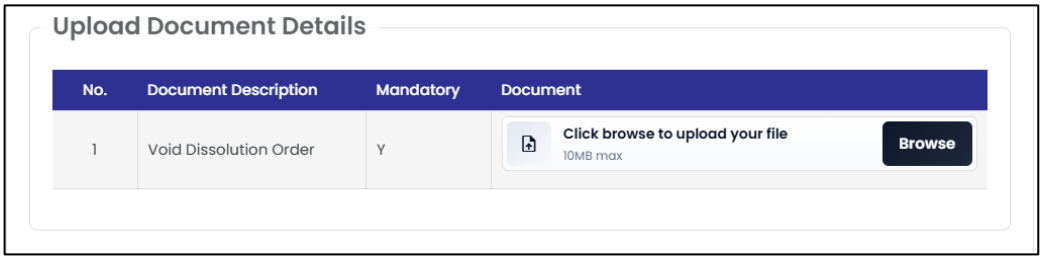


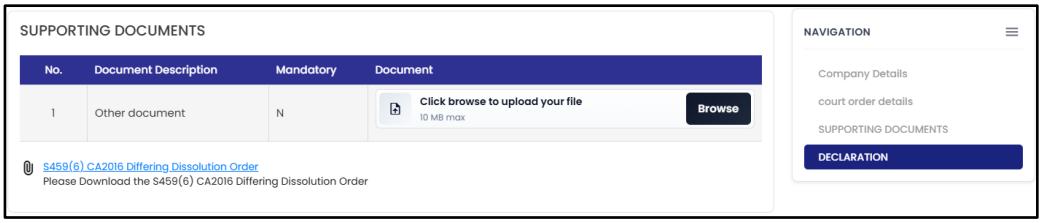
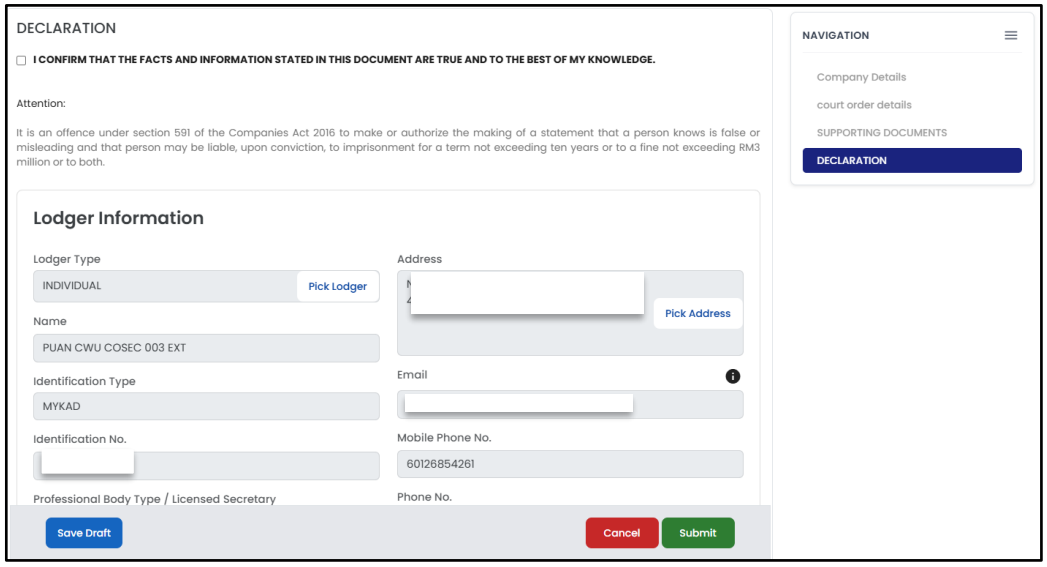
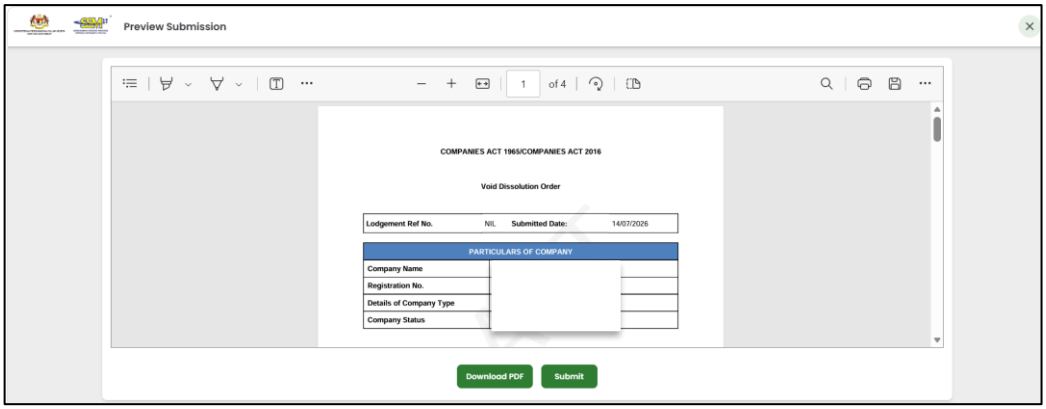


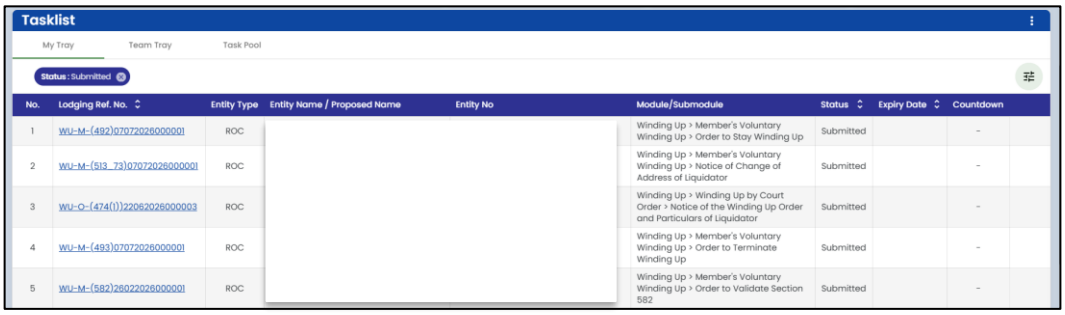
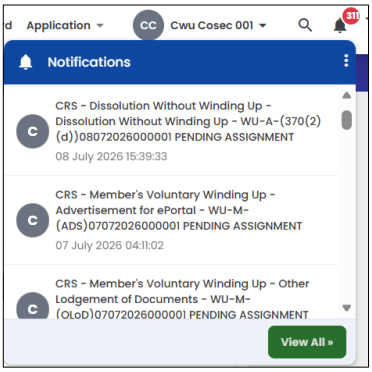


Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

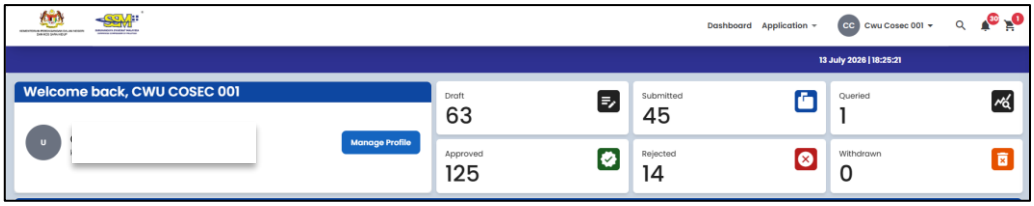
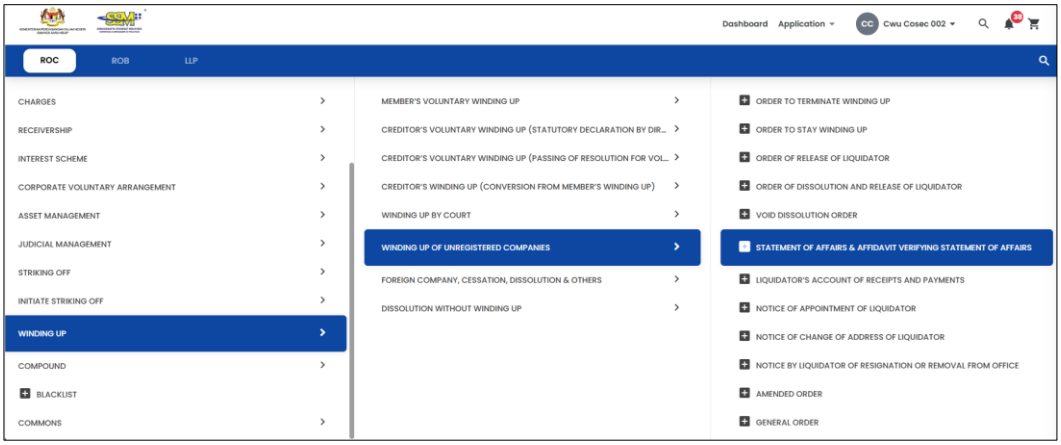
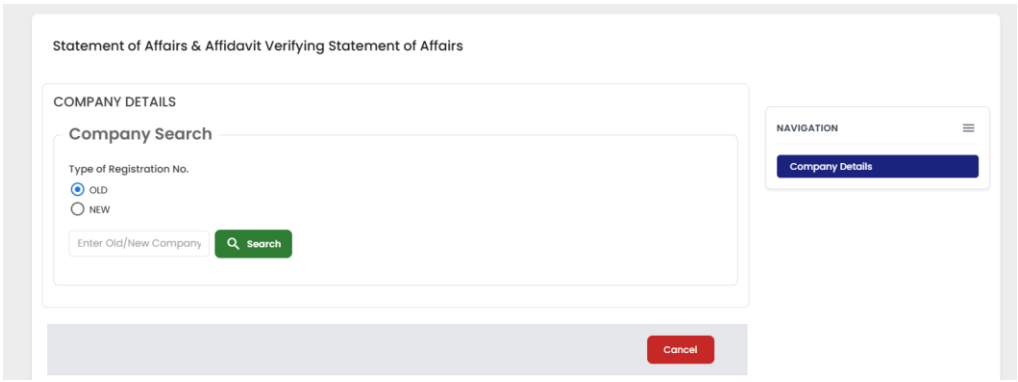
6 Upload court order document.

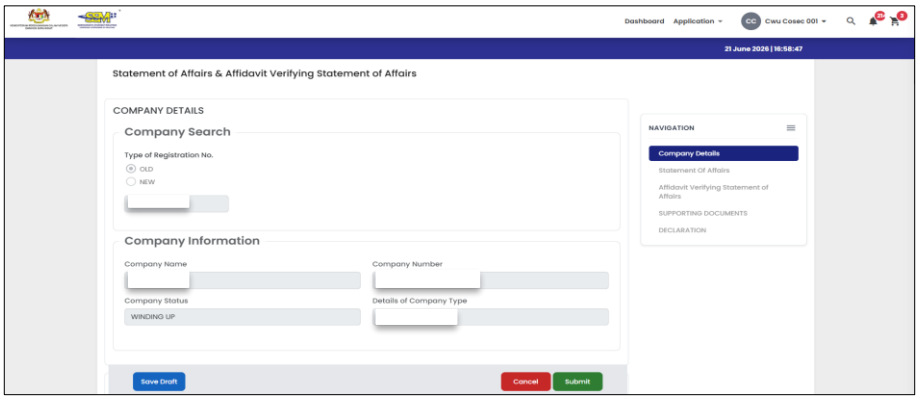
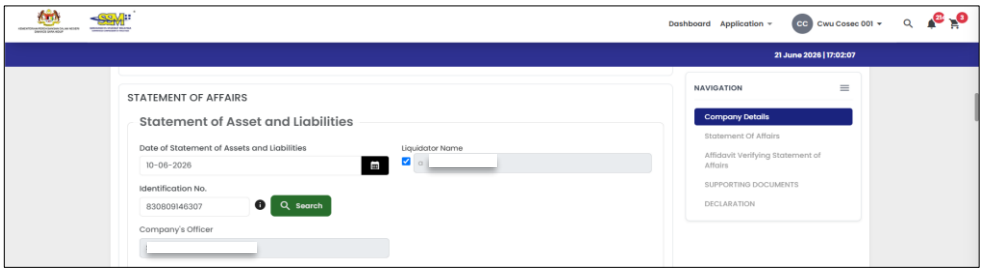


7	Upload **Supporting Documents**. 
8	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
9	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.

11	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

10.13 Statement of Affairs & Affidavit Verifying Statement of Affairs

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company ->Statement of Affairs & Affidavit Verifying Statement of Affairs.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Winding Up (Unregistered)/Existing 
5	Fill in the **Statement of Affairs** details. 

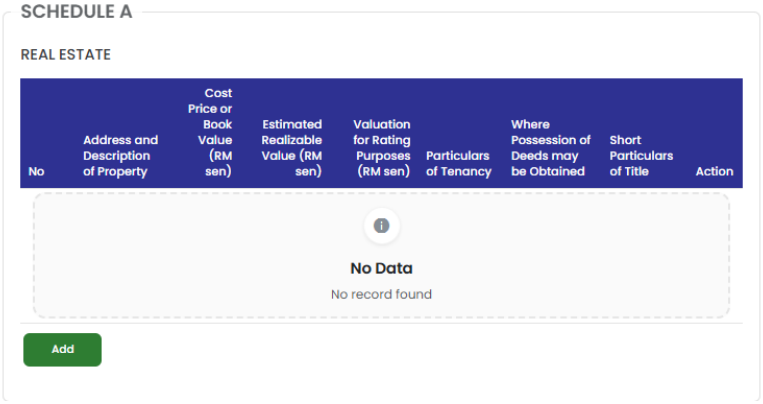
	Cost or Book Value* (RM sen)	Estimated Realizable Values (RM sen)
1. ASSETS NOT SPECIFICALLY CHARGED		
(a) Real estate as detailed in Schedule A+	0.00	0.00
(b) Sundry debtors as detailed in Schedule B +...	0.00	0.00
(c) Cash on hand.....	0.00	0.00
(d) Cash at bank.....	0.00	0.00
(e) Stock as detailed in inventory.....	0.00	0.00
(f) Plant and equipment as detailed in inventory...	0.00	0.00
(g) Other assets as detailed in Schedule C +...	0.00	0.00
2. ASSETS SUBJECT TO SPECIFIC CHARGES, RM sen LINES, MORTGAGES. BILLS OF SALE OR HIRE-PURCHASE AGREEMENTS, as detailed in Schedule D + ...	0.00	0.00
Less amounts-owing. as detailed in Schedule D	0.00	0.00

3. Less PREFERENTIAL CREDITORS ENTITLED TO PRIORITY OVER THE HOLDERS OF DEBENTURES UNDER ANY FLOATING CHARGE, as detailed in Schedule E	0.00	0.00
4. Less AMOUNTS OWING AND SECURED BY DEBENTURE OR FLOATING CHARGE OVER COMPANY's ASSETS TO	0.00	0.00
5. Less PREFERENTIAL CREDITORS as detailed in Schedule F	0.00	0.00
ESTIMATED AMOUNT AVAILABLE FOR UNSECURED CREDITORS	0.00	0.00
6. CREDITORS (UNSECURED) as detailed in Schedule G Amount claimed (RM)	0.00	0.00
7. BALANCES OWING TO PARTLY SECURED CREDITORS as detailed in Schedule H	0.00	0.00
Total claims (RM)	0.00	0.00
Security held (RM)	0.00	0.00
8. CONTINGENT ASSETS RM ..... Estimated to produce RM As detailed in Schedule I	0.00	0.00

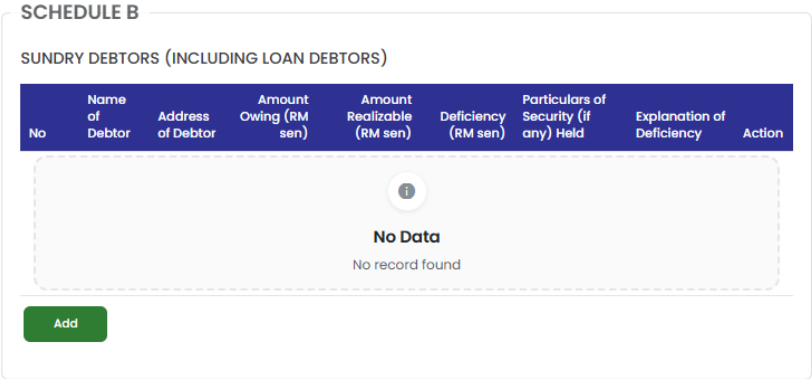
SHARE CAPITAL

Issued (RM sen)	Paid up (RM sen)
0.00	0.00

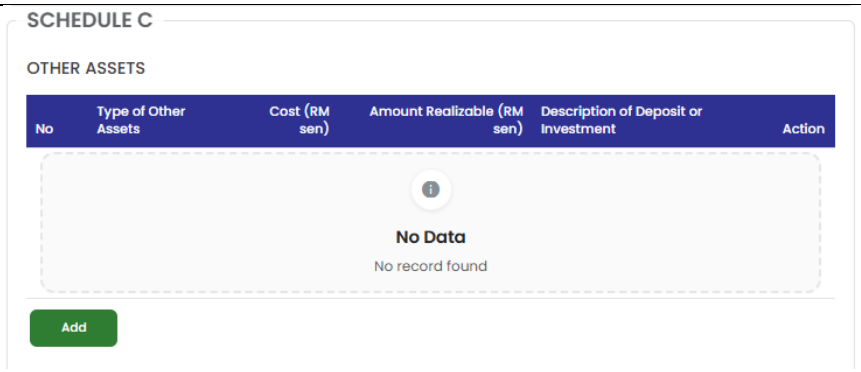
Click the **Add** button to add the Schedule A real estate details.



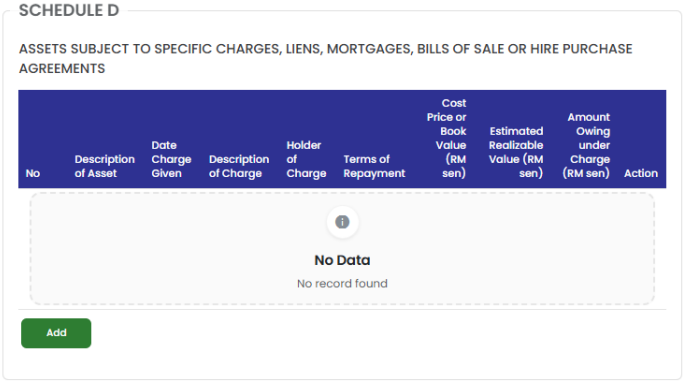
Click the **Add** button to add the Schedule B Sundry Debtors (Including Loan Debtors) details.



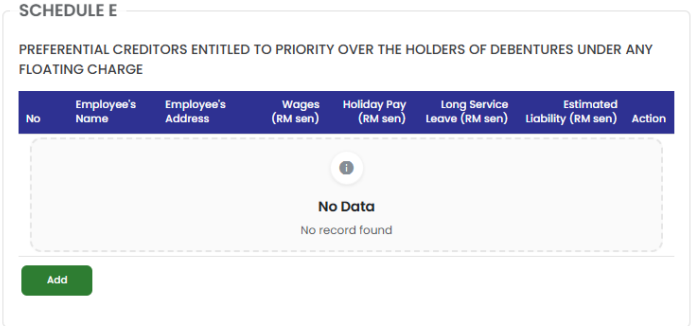
Click the **Add** button to add the Schedule C Other Assets.



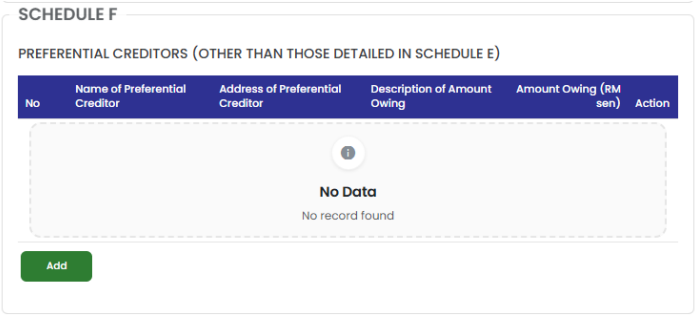
Click the **Add** button to add the Schedule D Assets Subject to Specific Charges, Liens, Mortgages, Bills Of Sale Or Hire Purchase Agreements



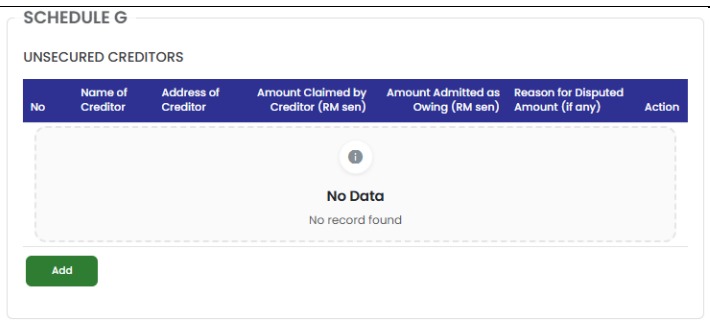
Click the **Add** button to add the Schedule E Preferential Creditors Entitled to Priority Over The Holders Of Debentures Under Any Floating Charge



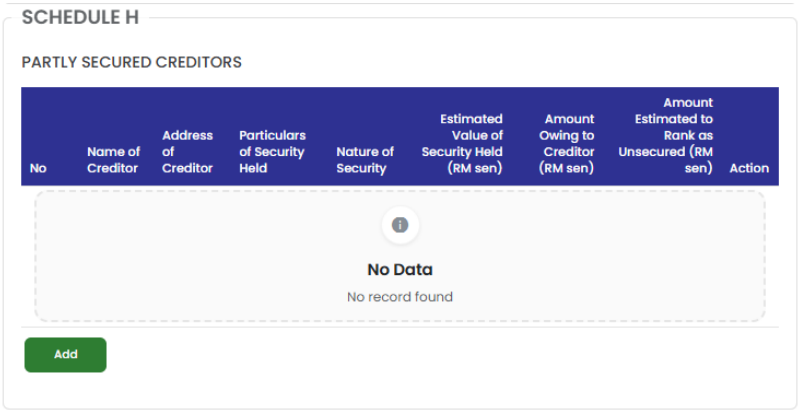
Click the **Add** button to add the Schedule F Preferential Creditors (Other Than Those Detailed in Schedule E).



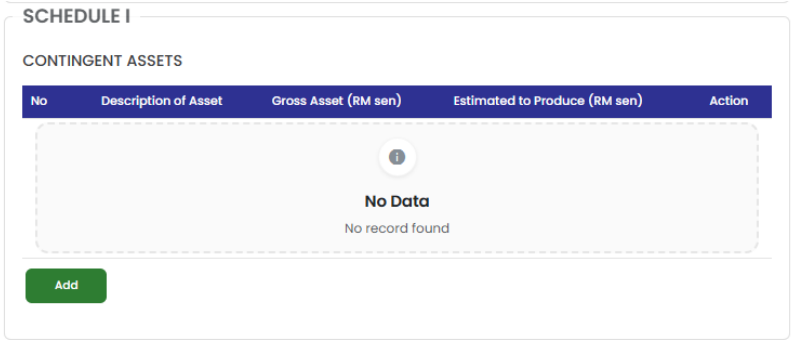
Click the **Add** button to add the Schedule G Unsecured Creditors.



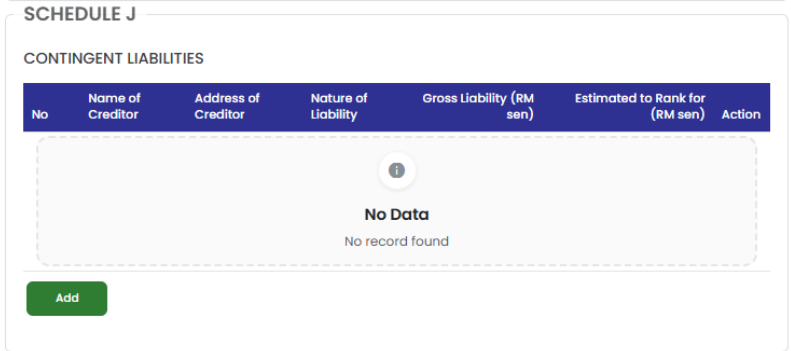
Click the **Add** button to add the Schedule H Partly Secured Creditors.

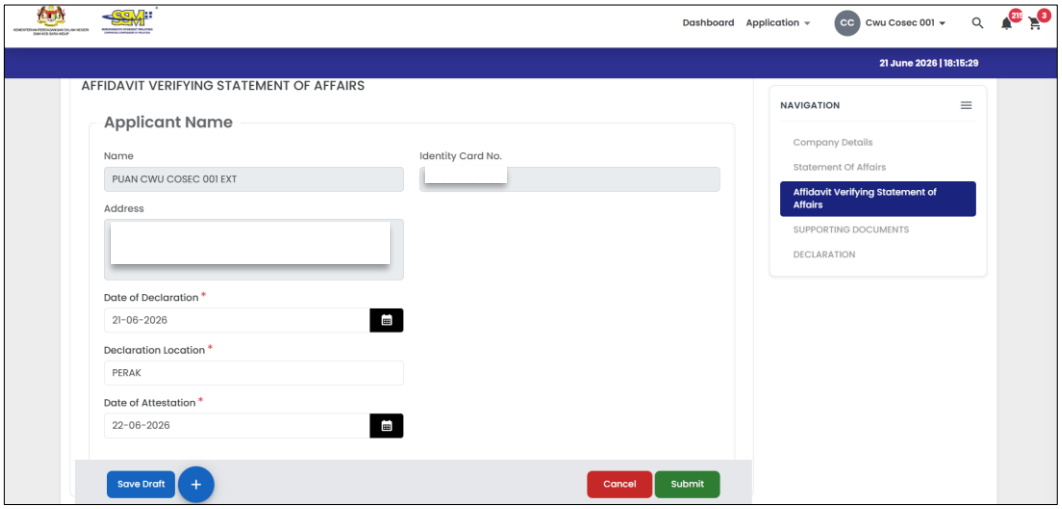
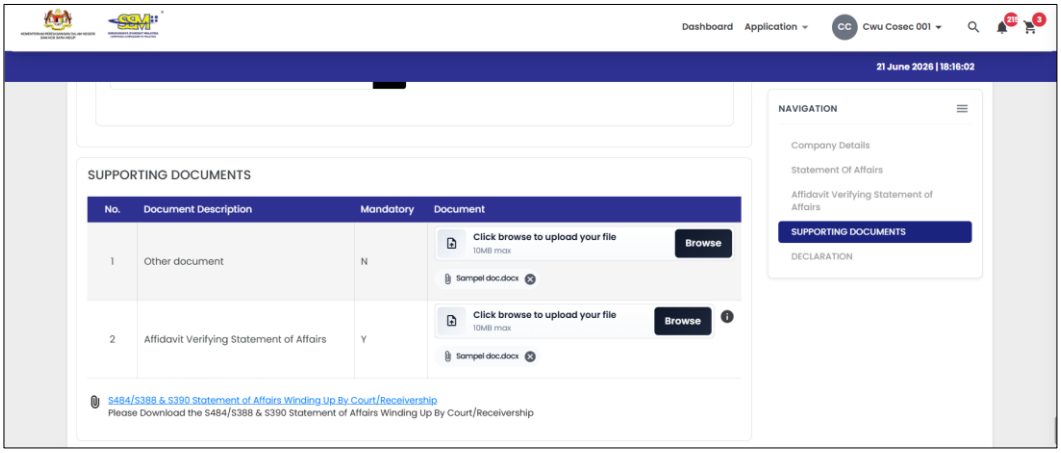
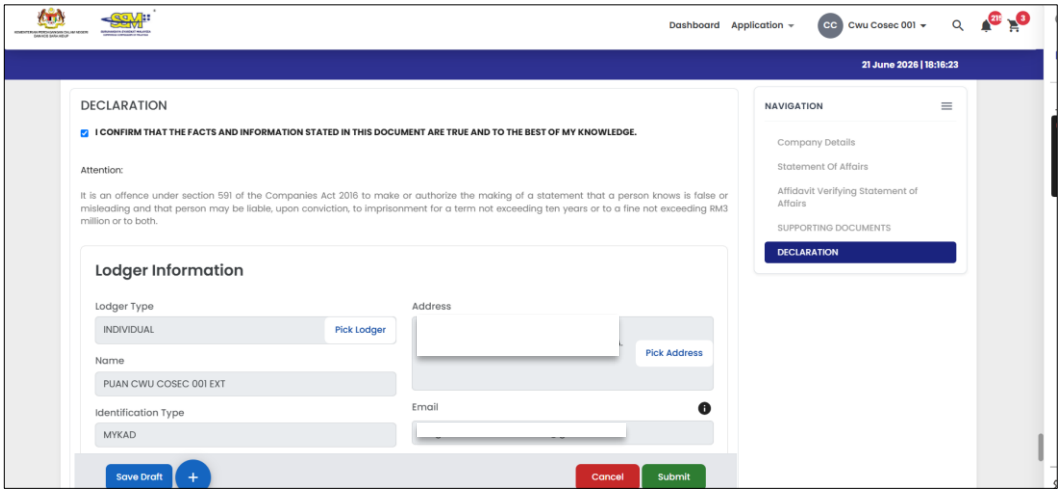


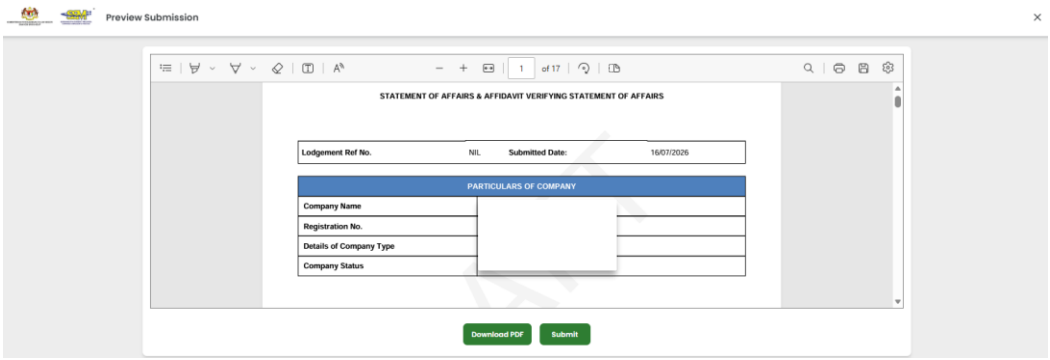
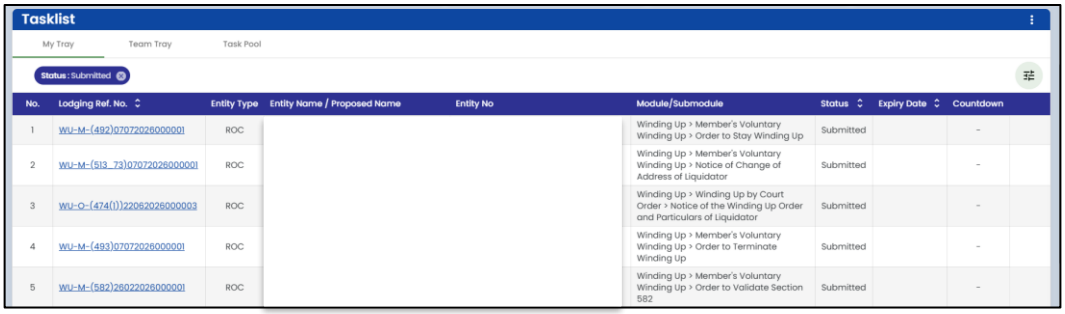
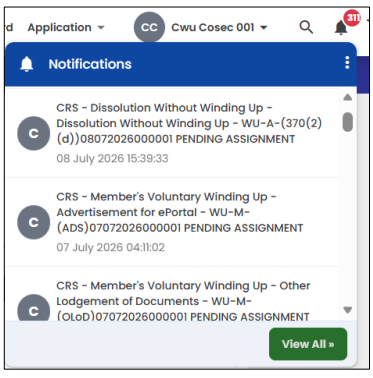
Click the **Add** button to add the Schedule I Contingent Assets.



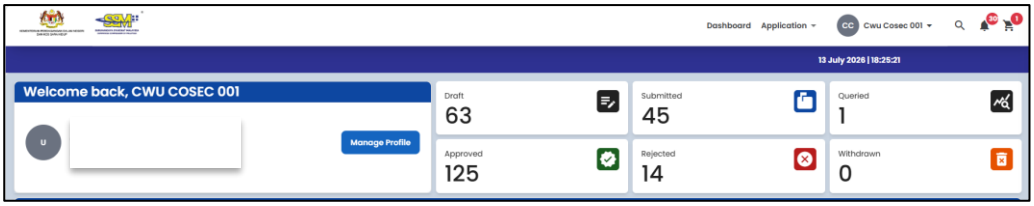
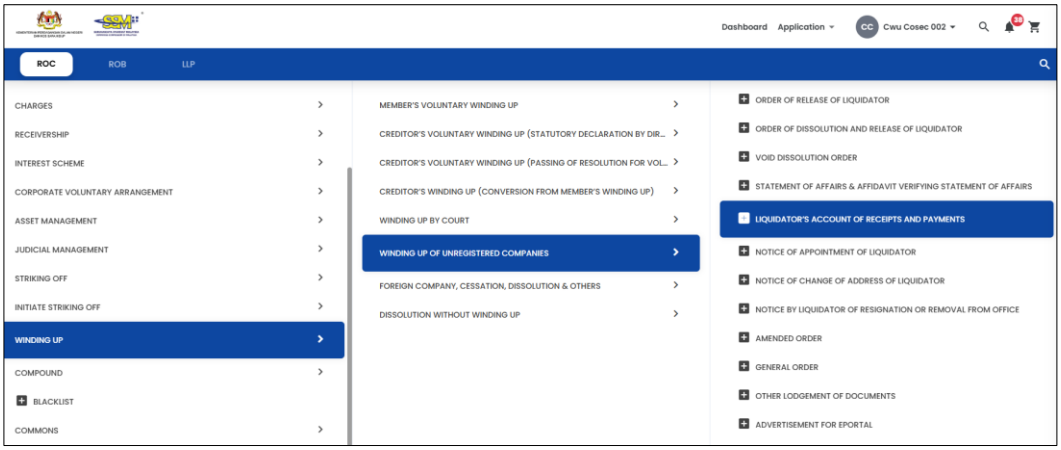
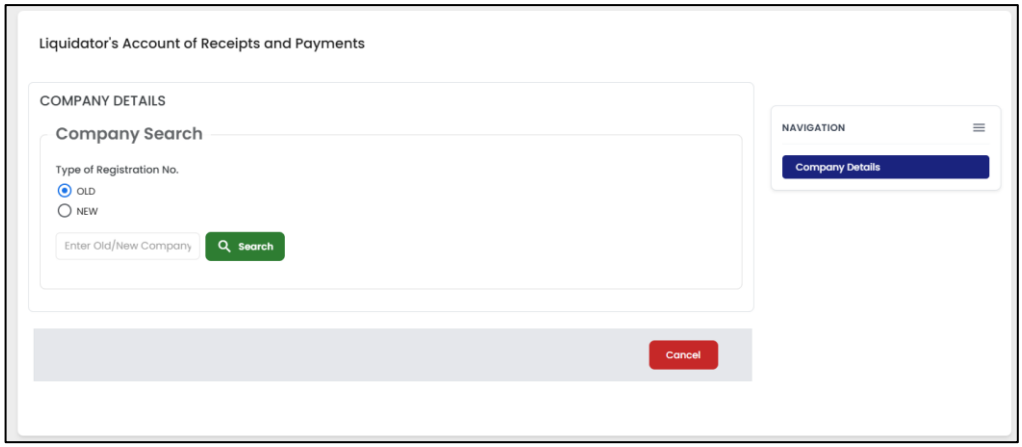
Click the **Add** button to add the Schedule J Contingent Liabilities.

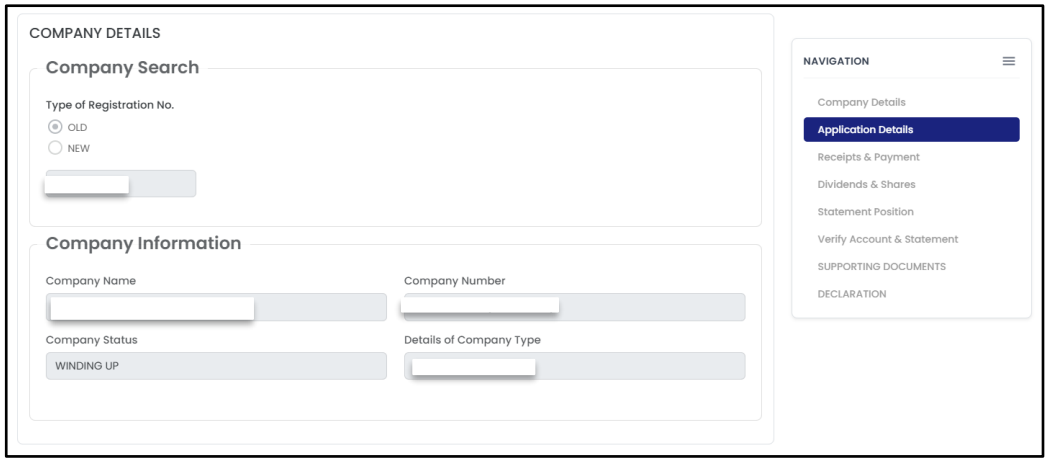
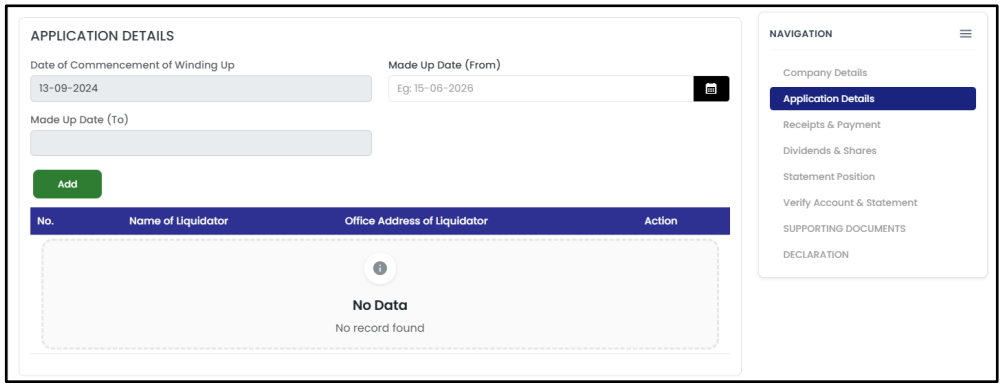
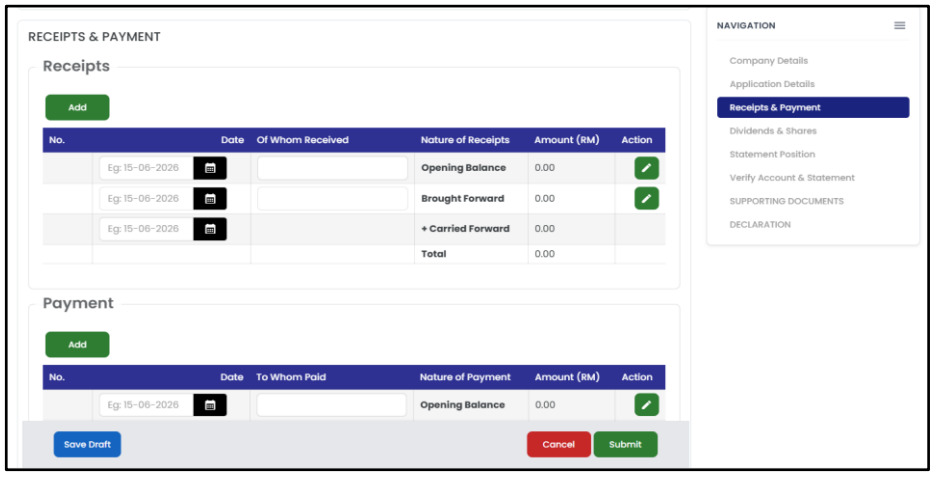


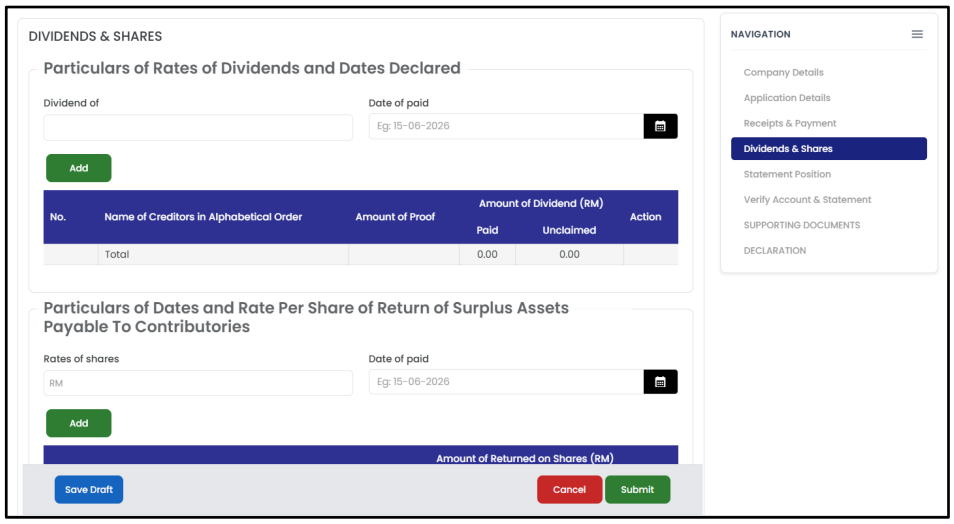
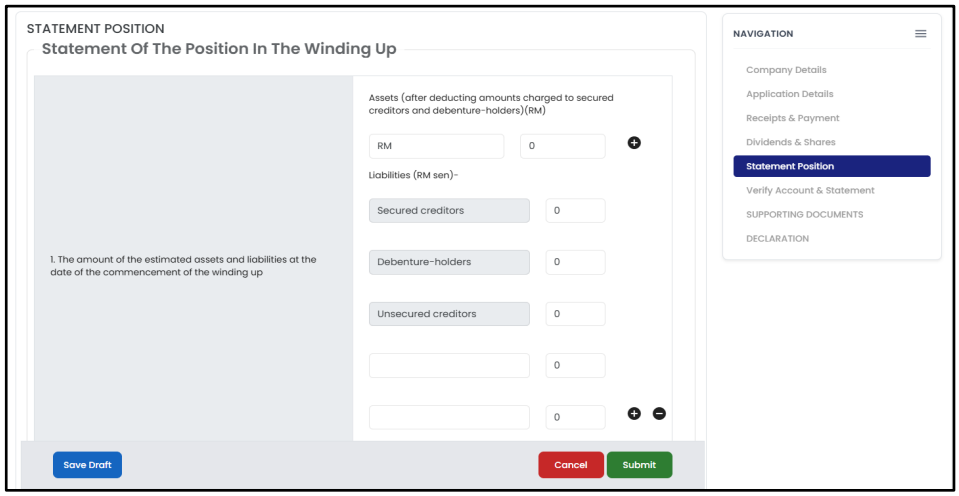
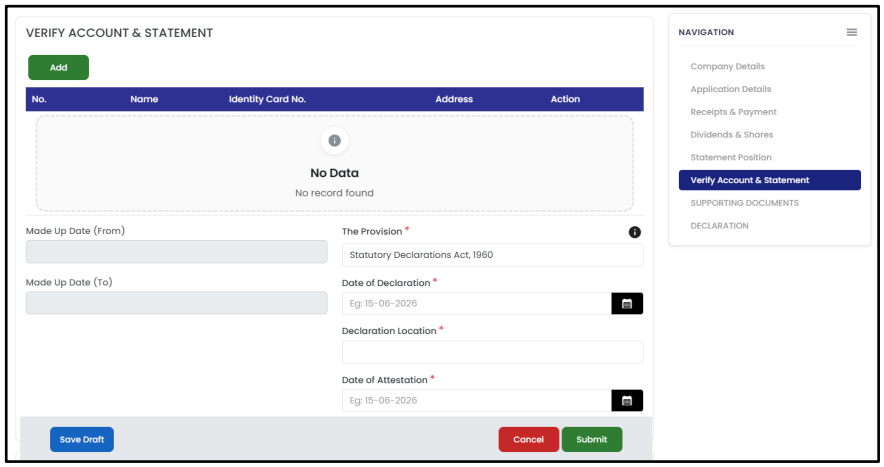
6	Upload the **Affidavit Verifying Statement of Affairs** and other supporting documents.  
7	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 

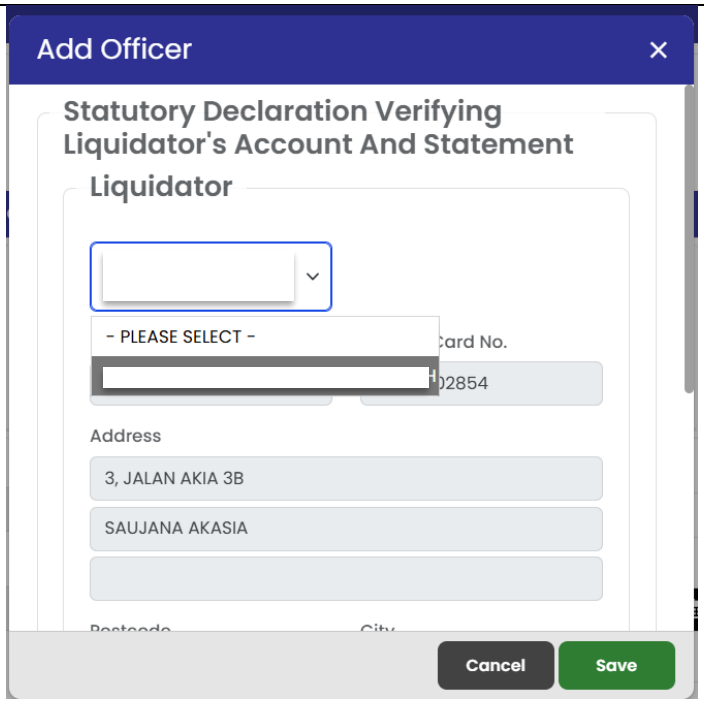
8	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.
10	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

10.14 Liquidator's Account of Receipts and Payments

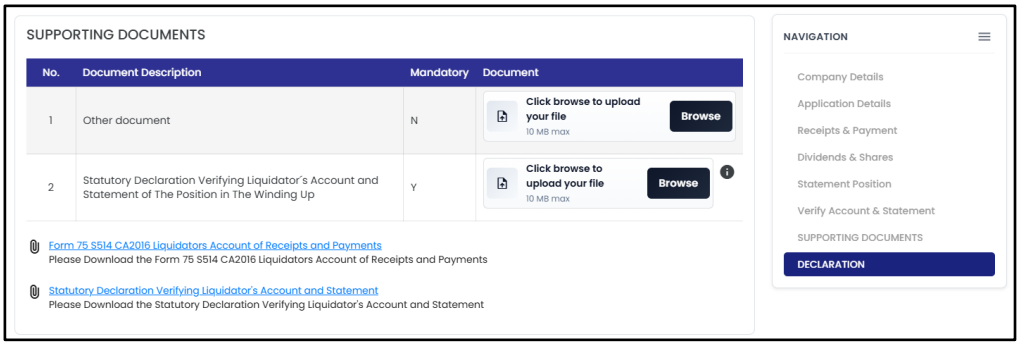
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up of Unregistered Company** -> **Liquidator's Account of Receipts and Payments.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Winding Up (Unregistered) • Lodged notice of appointment liquidator 
5	The user needs to fill up relevant info for **Application Details.** 
6	The user needs to fill up relevant info for **Receipts & Payment.** 

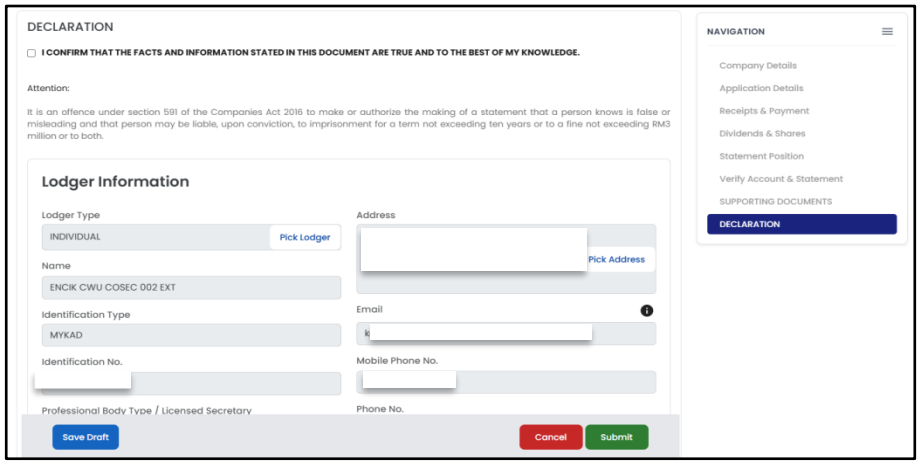
7	The user needs to fill up relevant info for **Dividends & Shares.** 
8	The user needs to fill up relevant info for **Statement Position.** 
9	The user needs to fill up mandatory fields info for **Verify Account & Statement.** Click **Add** button to add officer. 

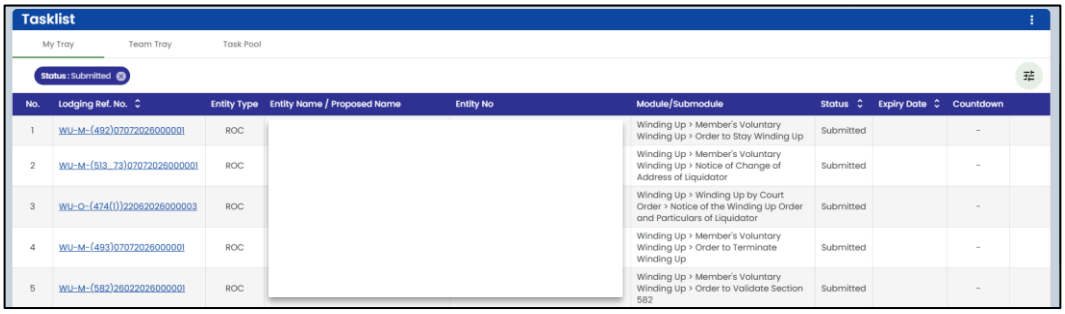
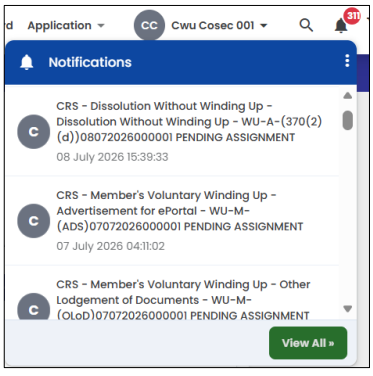


10 The user can upload relevant **Supporting Documents.**

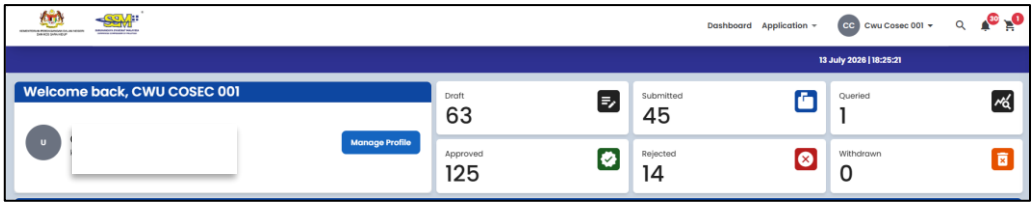
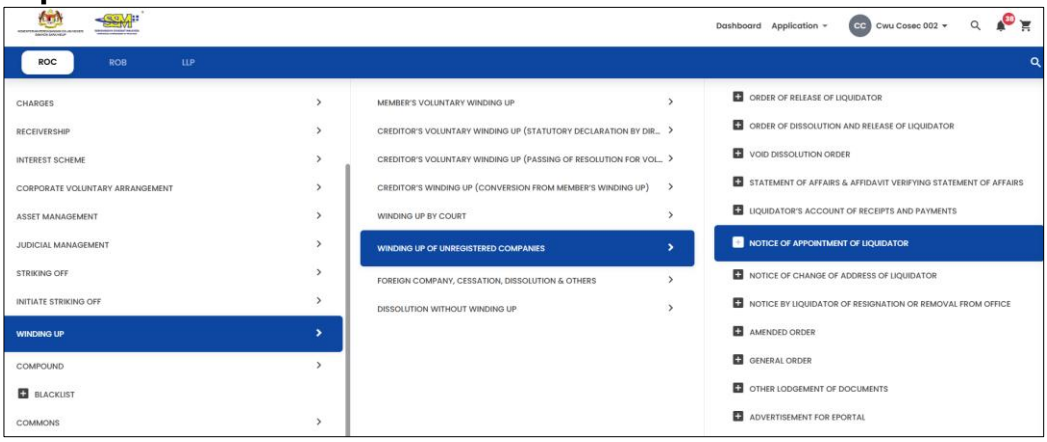
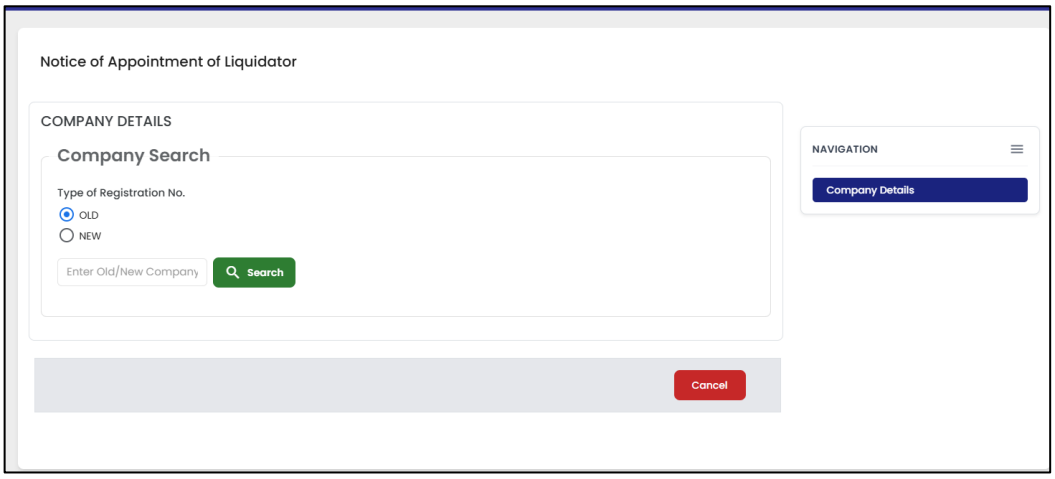


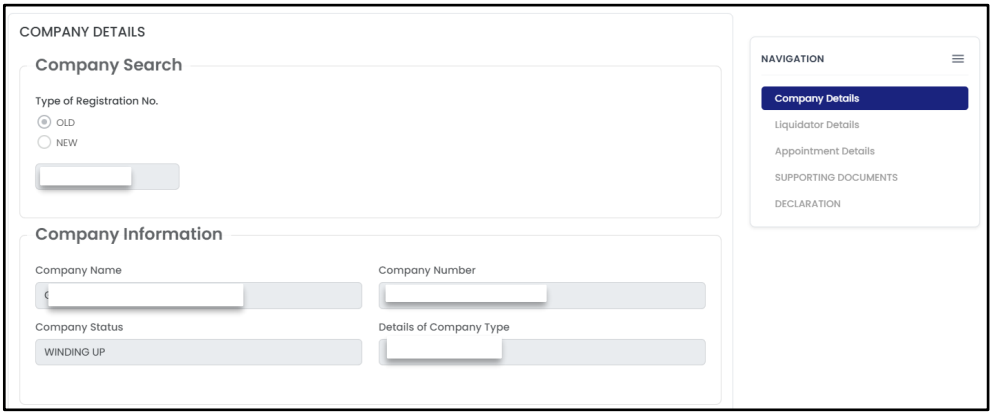
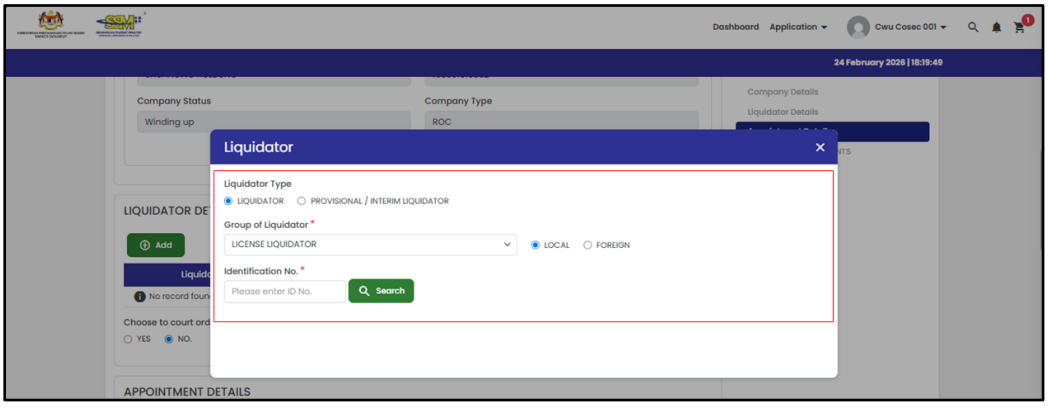
11 To confirm your consent, please **tick** the 'General Declaration Statement' checkbox.

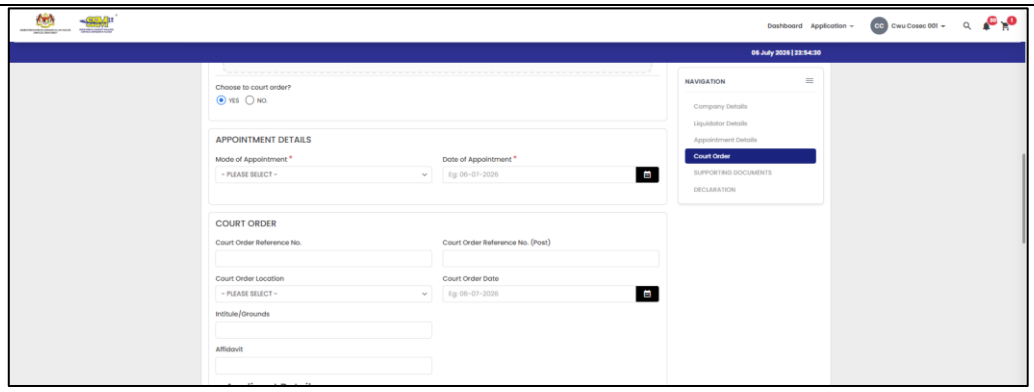


12	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format. COMPANIES ACT 1965/COMPANIES ACT 2016 Liquidator's Account of Receipts and Payments Lodgement Ref No. WU-O-(514)02072026000001 Submitted Date: 02/07/2026 PARTICULARS OF COMPANY Company Name Registration No. Details of Company Type Company Status Note: Please make sure the draft has been successfully downloaded and saved for your reference.
13	Submit the lodgement.
14	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
15	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

10.15 Notice of Appointment of Liquidator

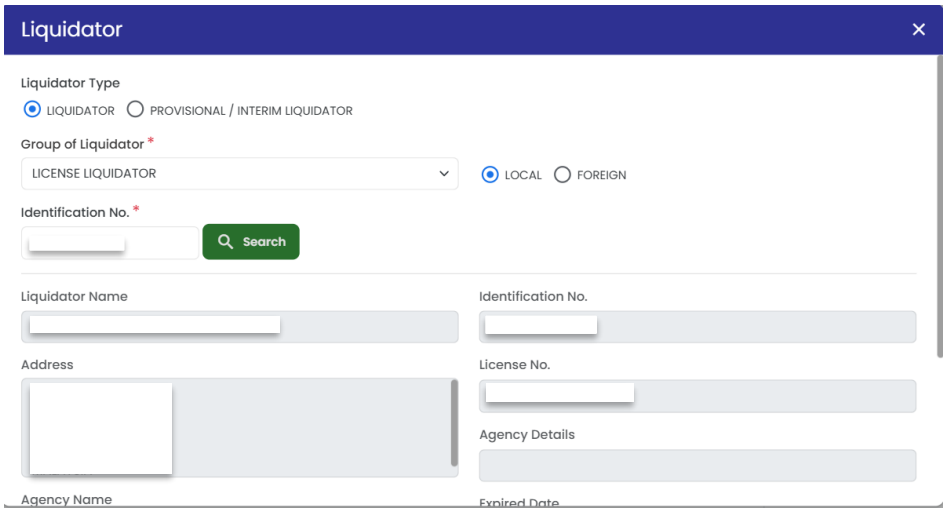
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company ->Notice of Appointment of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exists • Company main status is Winding Up (Unregistered) 
5	Click 'Add' button. Choose liquidator type, select group of liquidators and enter identification number. Choose to Court Order? if **NO.**   Choose to Court Order? if **Yes.** **Court Order** detail will display to add.



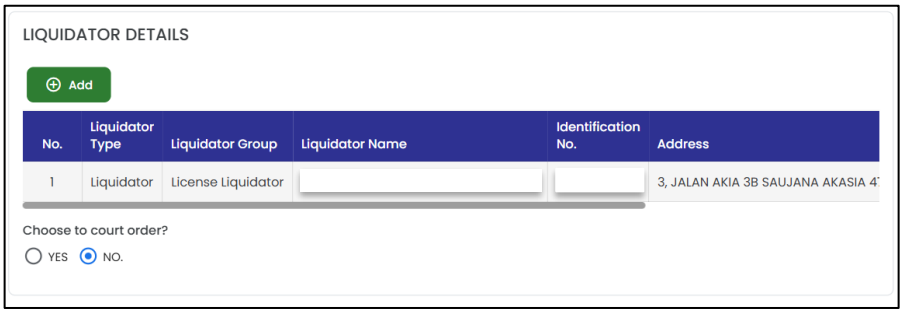
Note: Please enter **'NA'** in any mandatory field that is not applicable to the user

6 Select Liquidator type and Group of Liquidator then enter identification no. Click **Search** button. Liquidator detail will display.

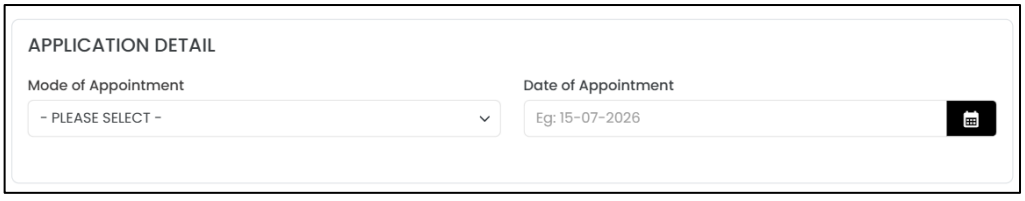


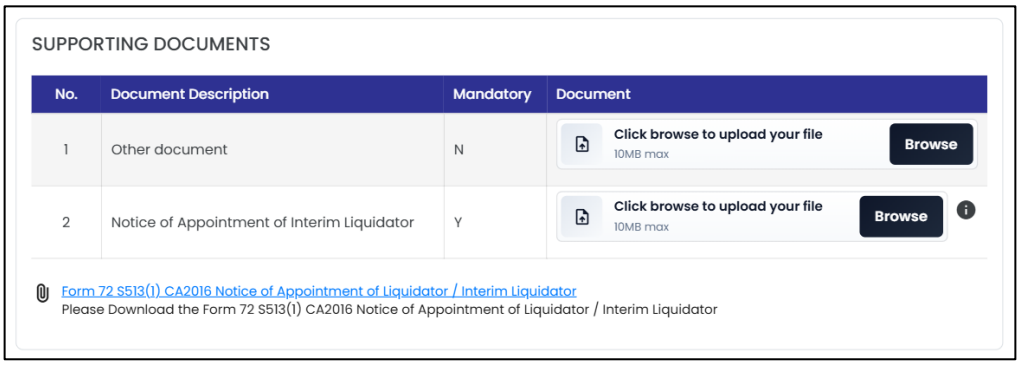
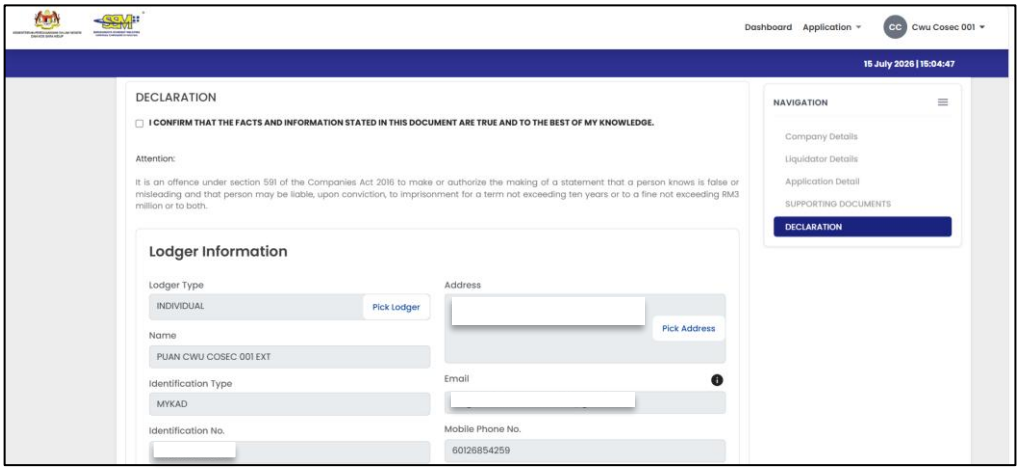
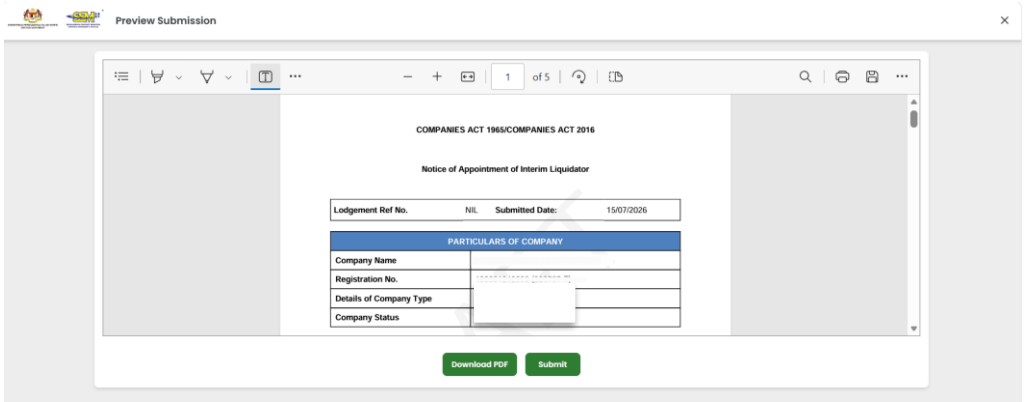
7 Choose court order selection.

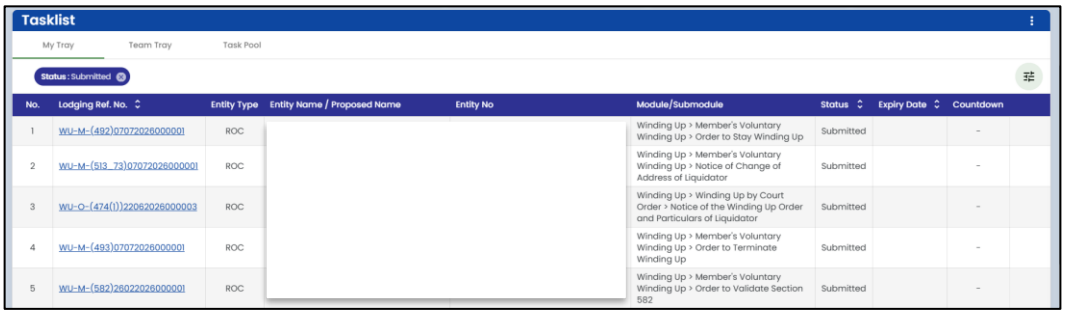
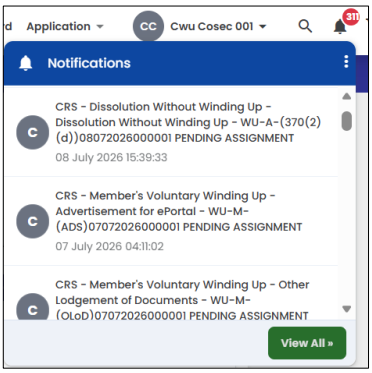
If **Yes** = User need to fill the **court order detail.**



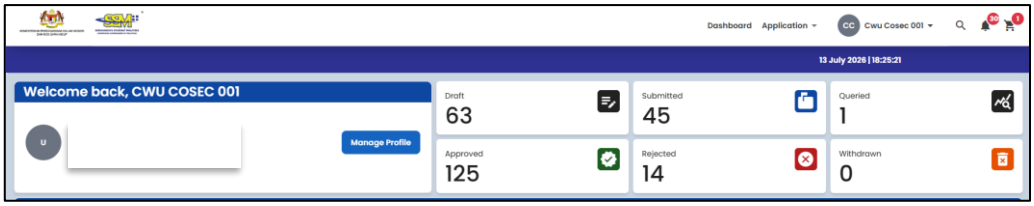
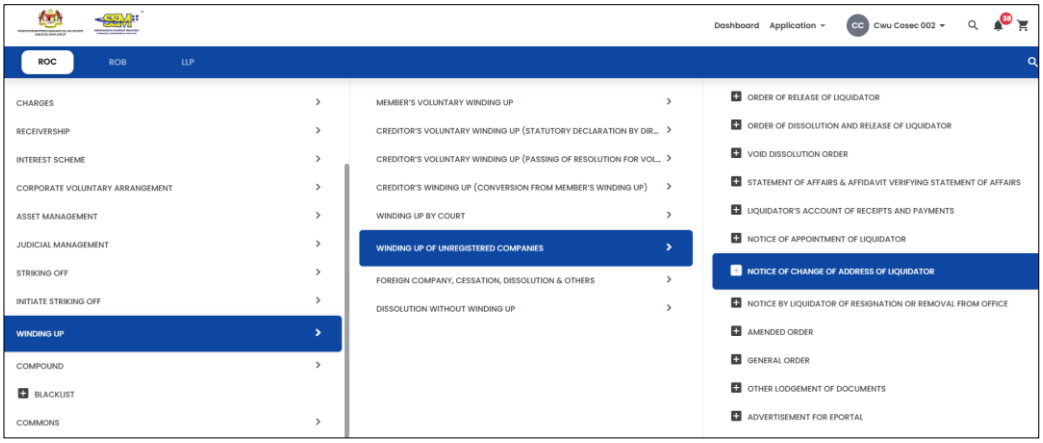
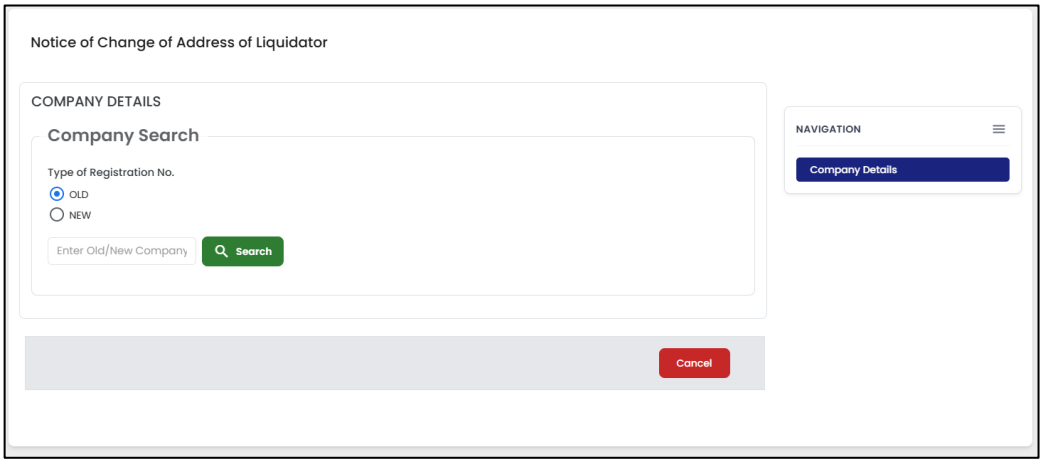
8 Navigate to **Appointment Details**, then fill up necessary details.

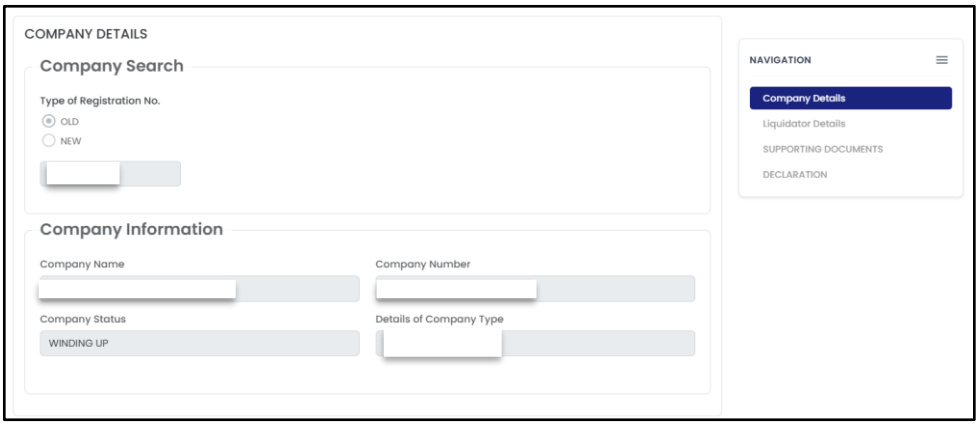
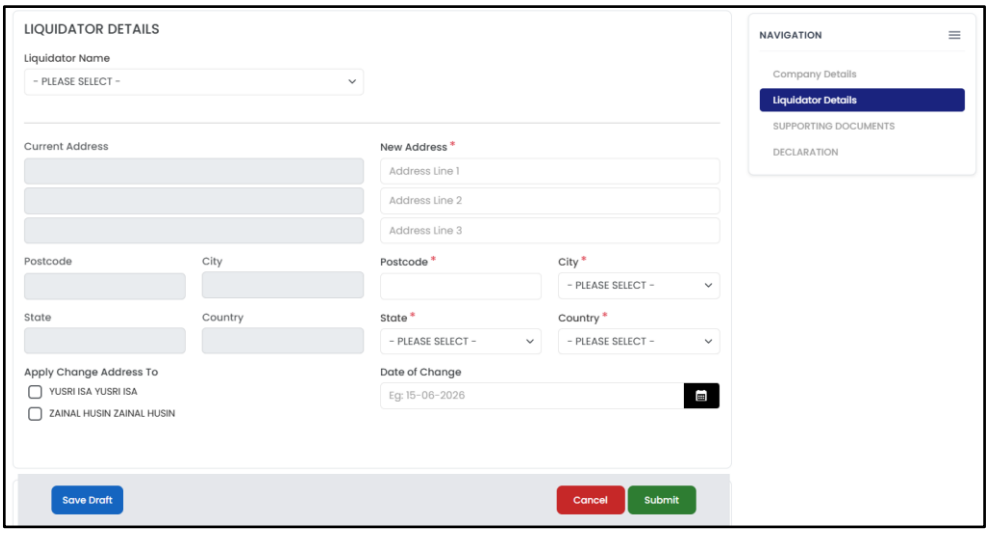


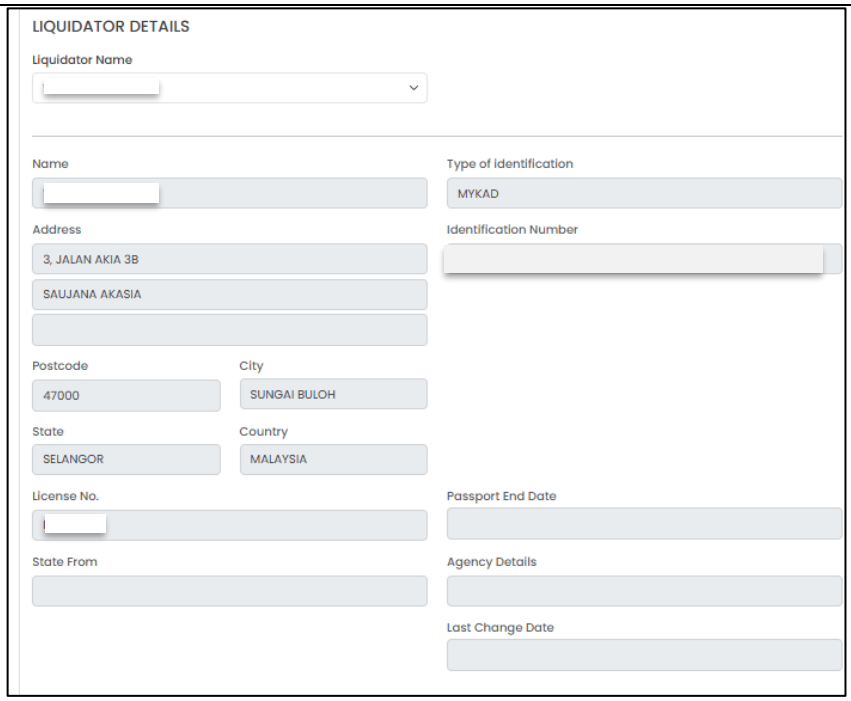
9	Upload all necessary supporting documents. (signed Notice of Appointment of Liquidator/Interim Liquidator). 
10	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
11	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
12	Submit the lodgement.
13	The document can be found in **My Tray (Task List)** with the **Submitted**

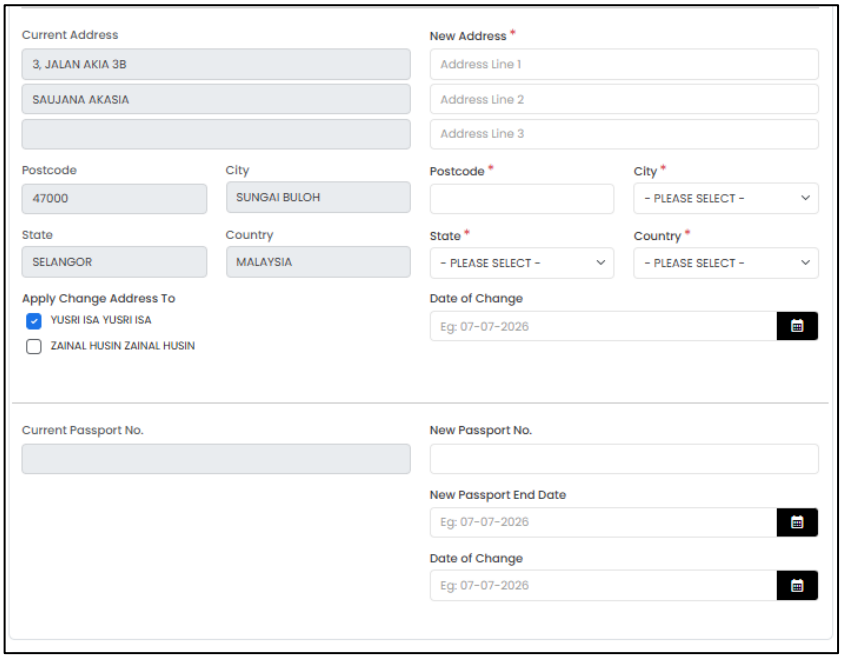
	status as shown in the example below. 
14	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

10.16 Notice by Change of Address of Liquidator

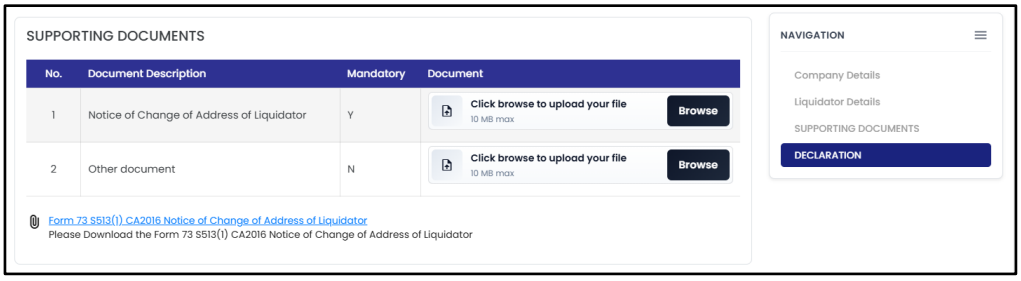
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up of Unregistered Company** -> **Notice by Change of Address of Liquidator.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search**. 

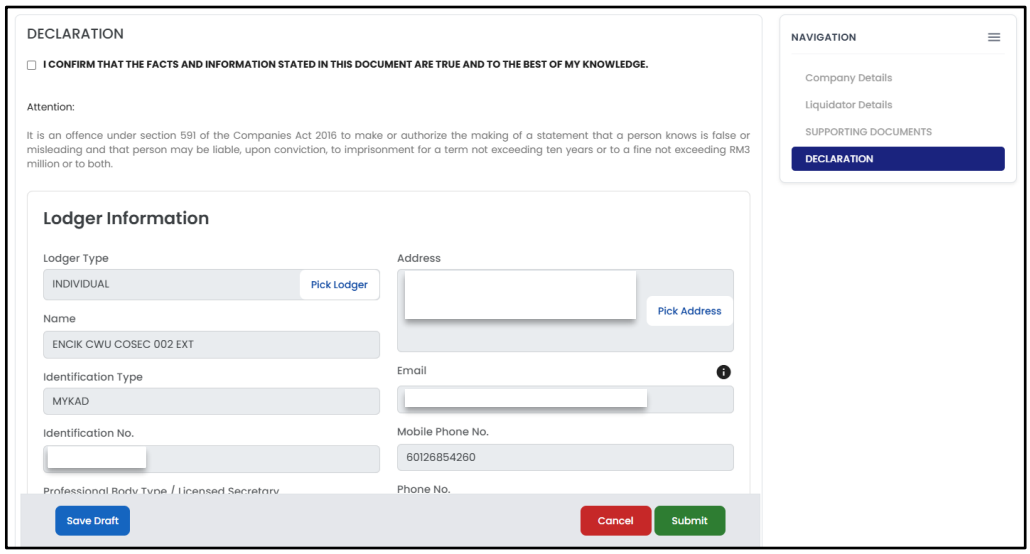
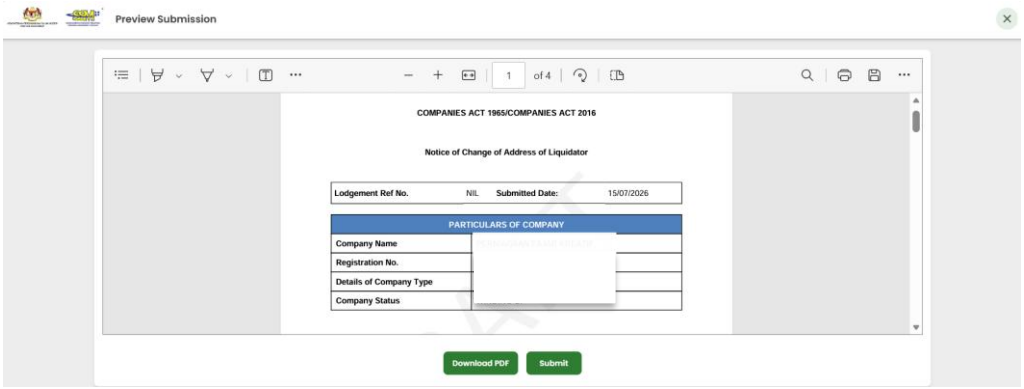
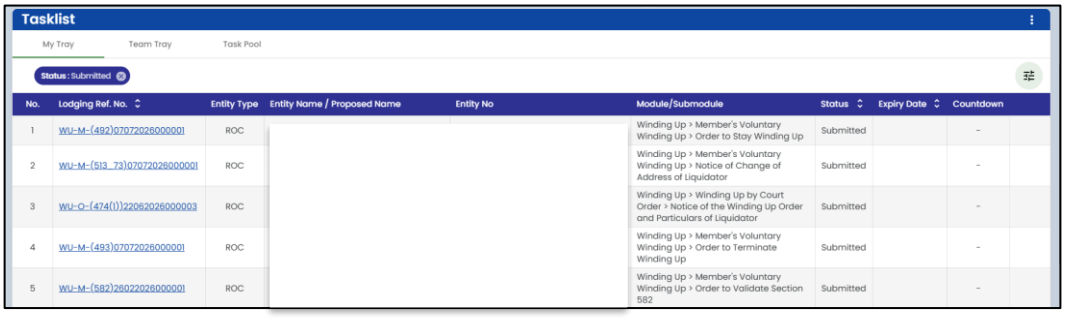
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Winding Up (Unregistered) • Lodged notice of appointment of liquidator 
5	The user fills up mandatory fields for **Liquidator Details.** 
6	Update the liquidator's details. Select the liquidator name at drop down. Once selected, the user fills up **new address** and **new passport no if** applicable.

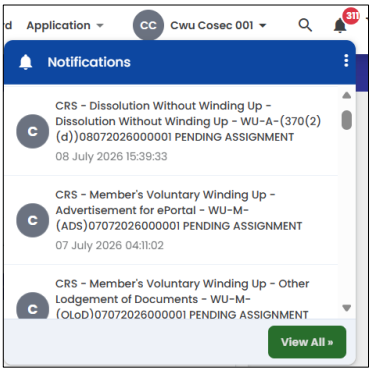




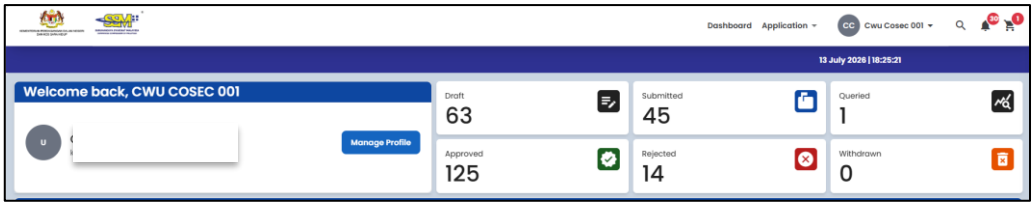
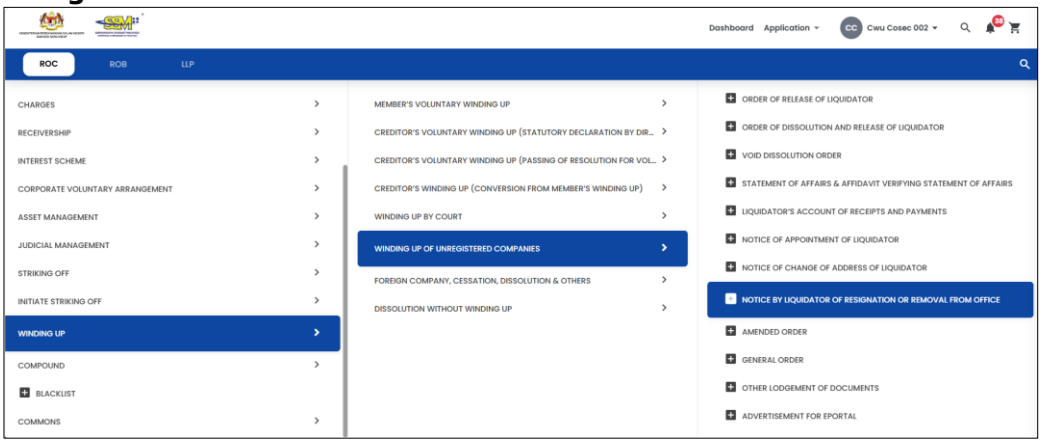
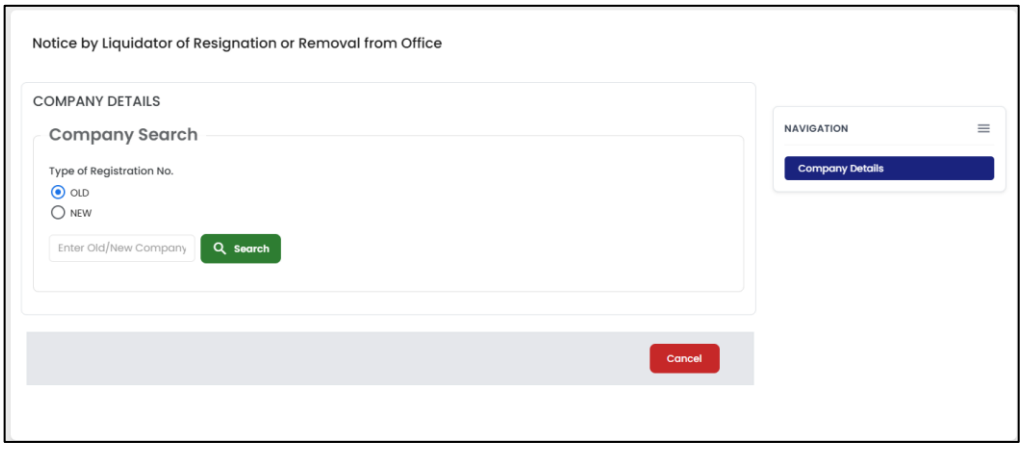
7 Upload **Supporting Documents** (signed Notice of Change of Address Of Liquidator).

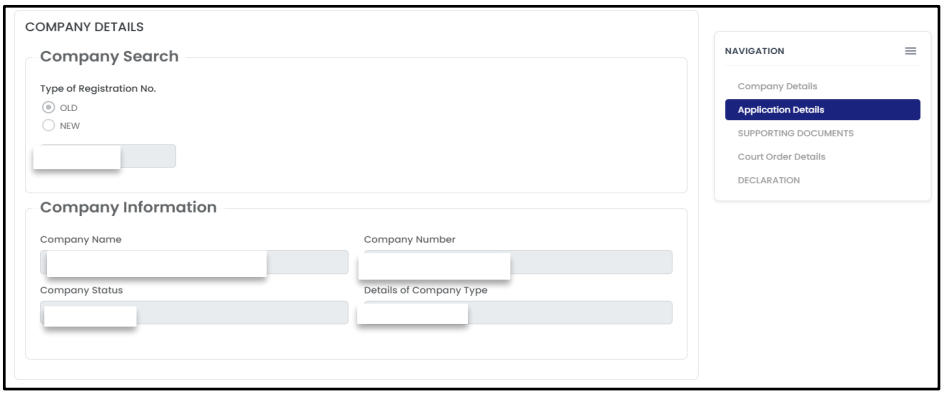
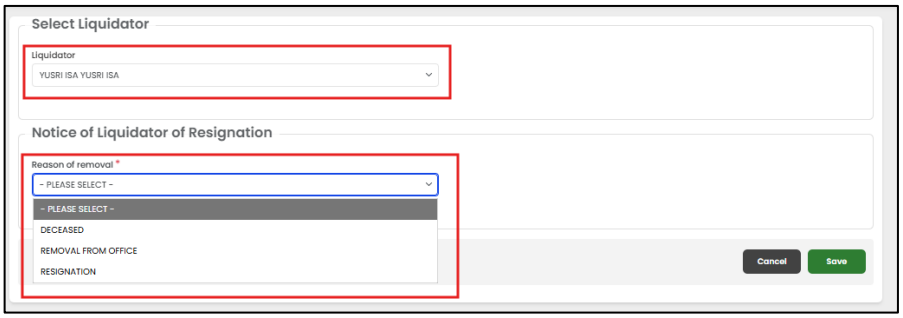
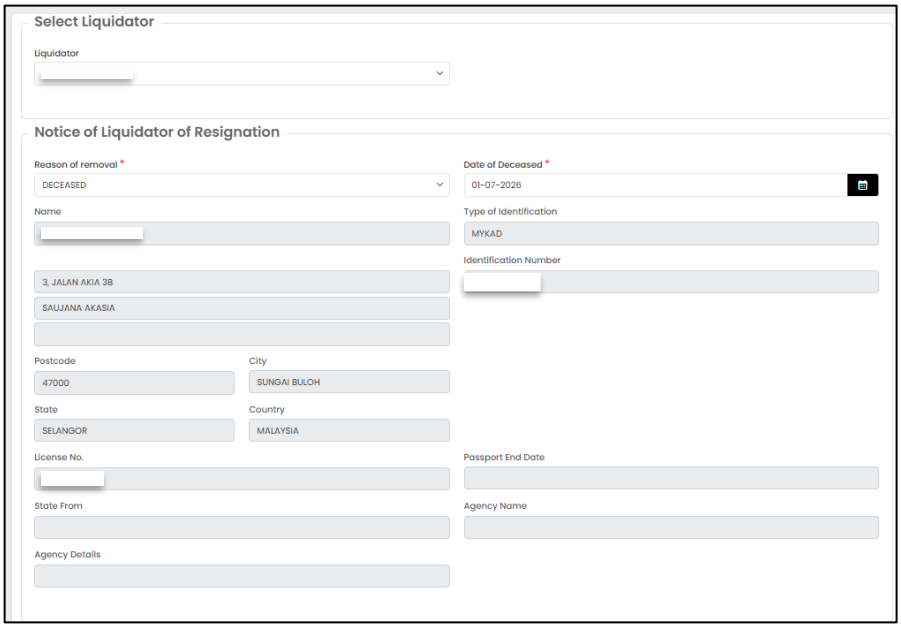


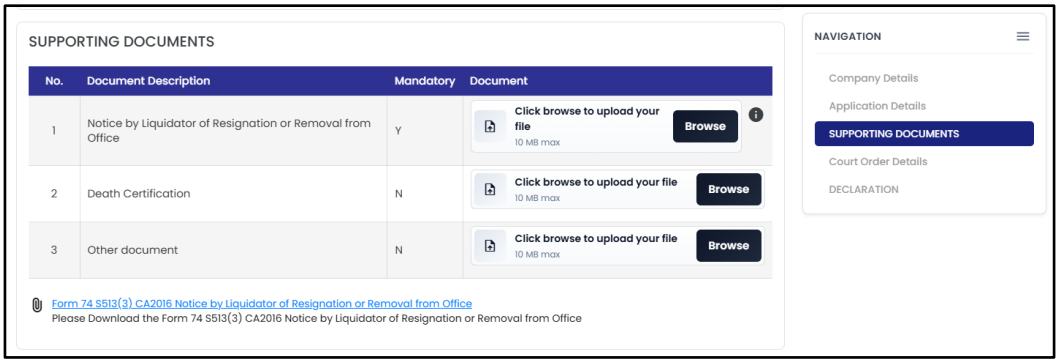
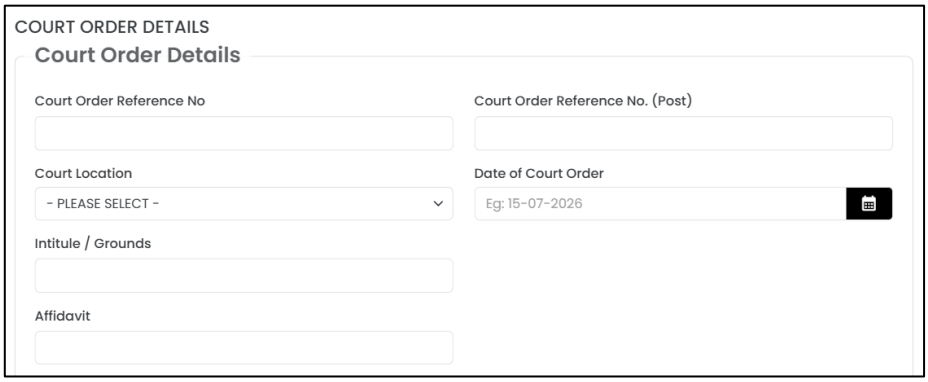
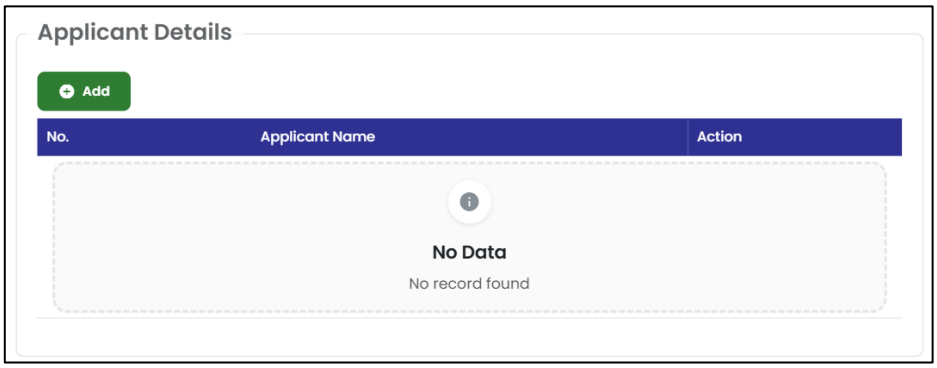
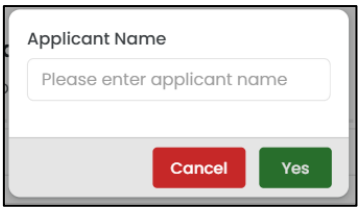
8	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
9	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
10	Submit the lodgement.
11	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 

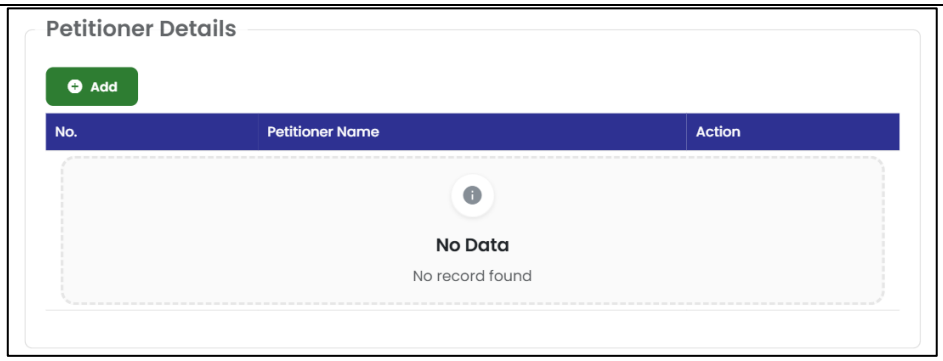
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

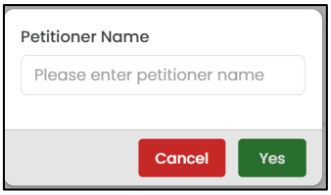
10.17 Notice by Liquidator of Resignation or Removal from Office

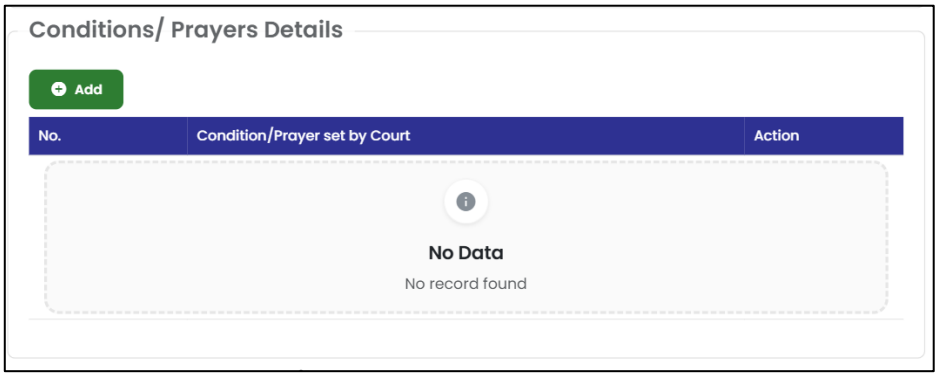
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up of Unregistered Company** -> **Notice by Liquidator of Resignation or Removal from Office.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

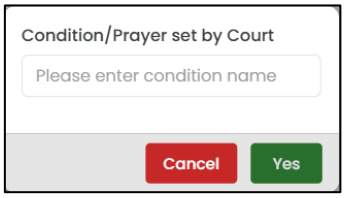
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Winding Up (Unregistered) • Lodged notice of appointment liquidator 
5	The user adds application details. • Select Liquidator • Select Reason of removal  

6	Upload **Supporting Documents** (signed Notice by Liquidator of Resignation or Removal from Office). 
7	User fill up the relevant fields for **Court Order Details.**   



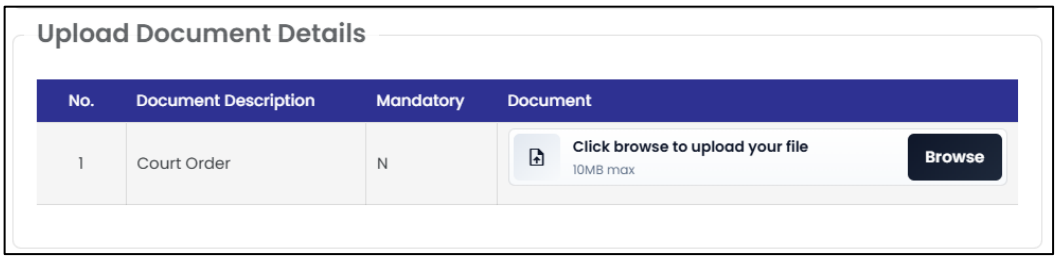


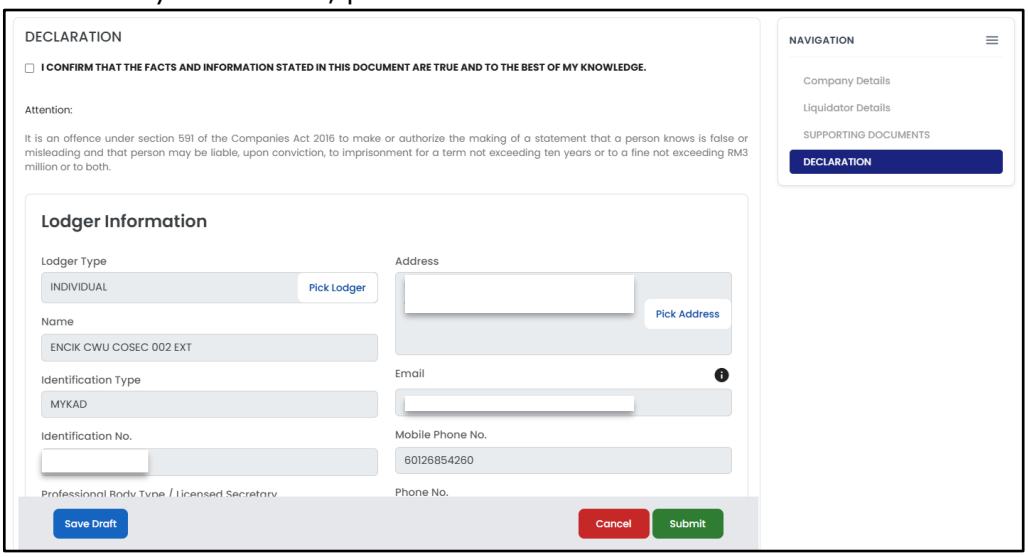
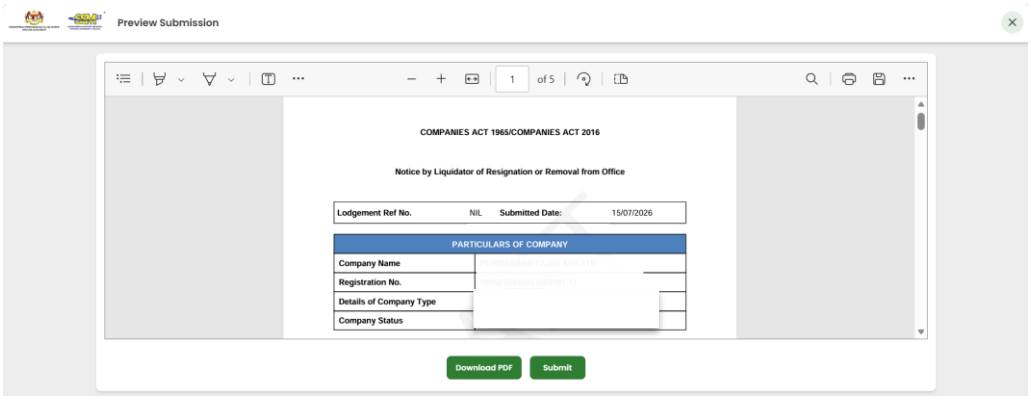
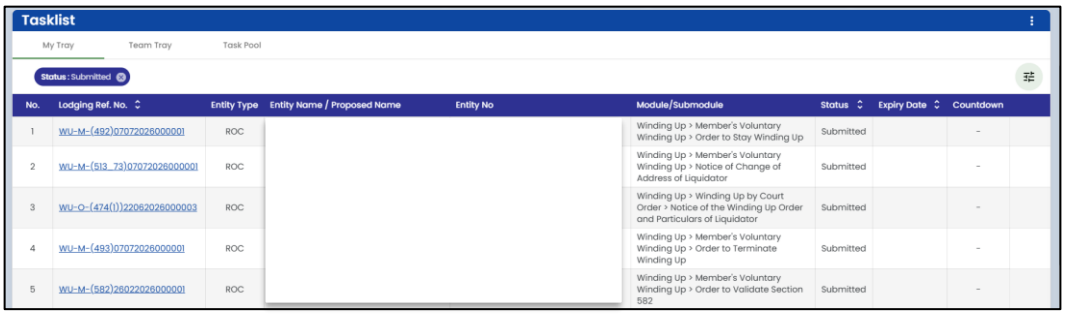


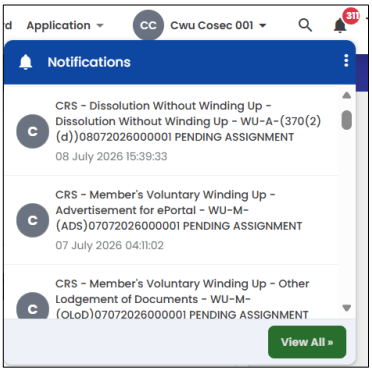


Note: Please enter **"NA"** in any mandatory field that is not applicable to the user.

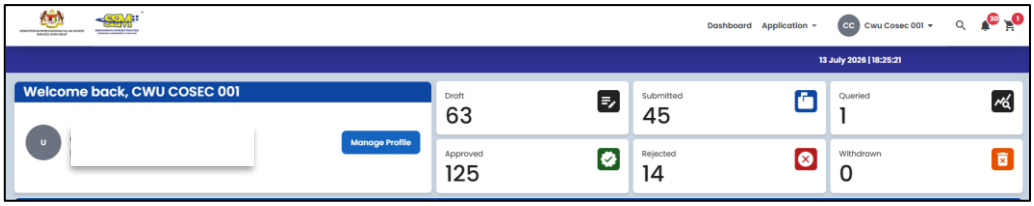
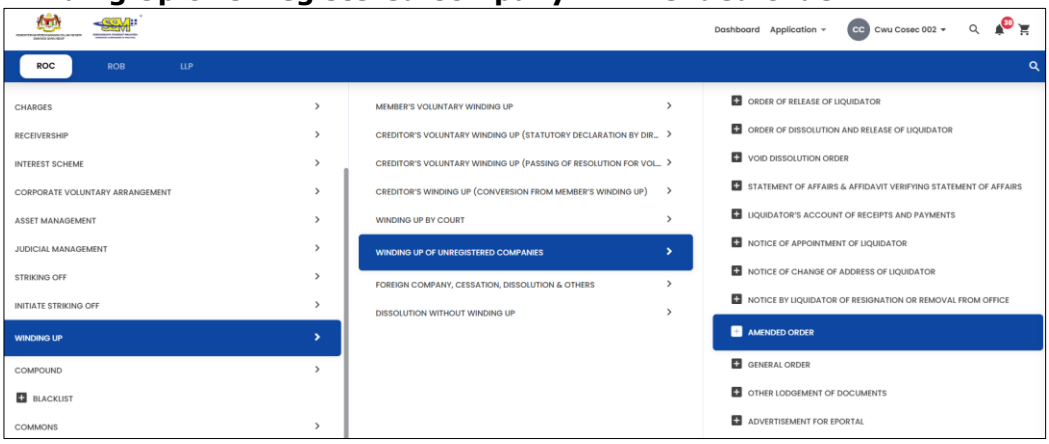
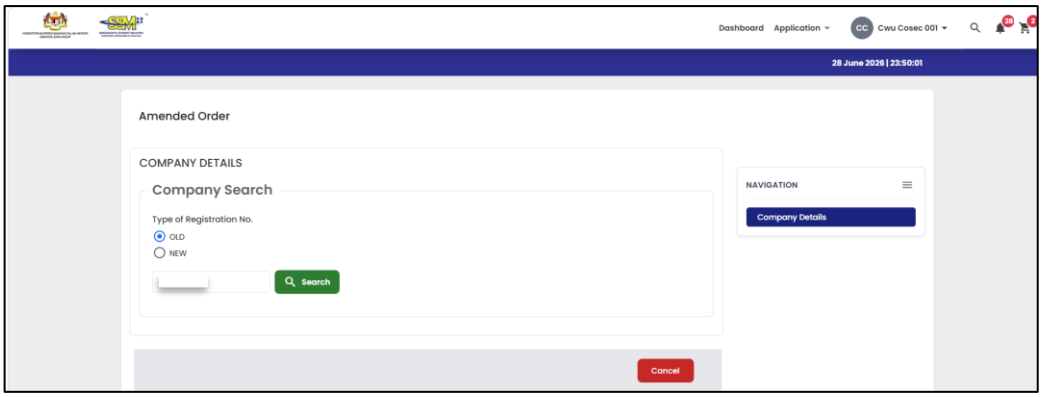
8 Upload **Court Order Document** Details.

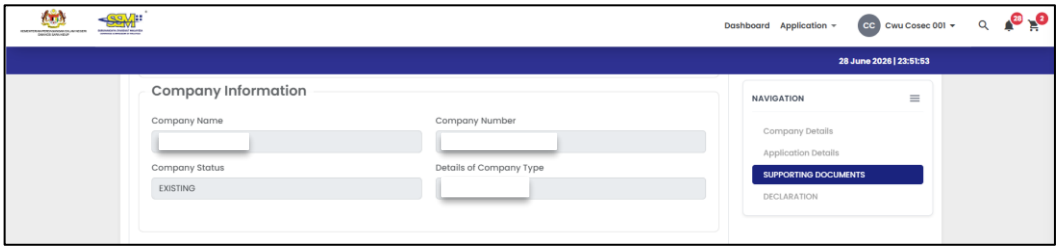
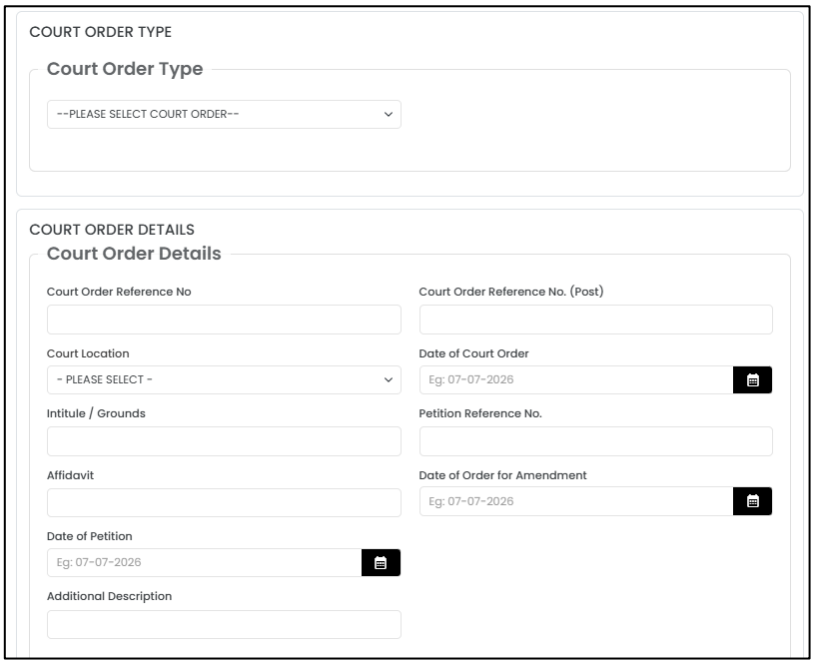


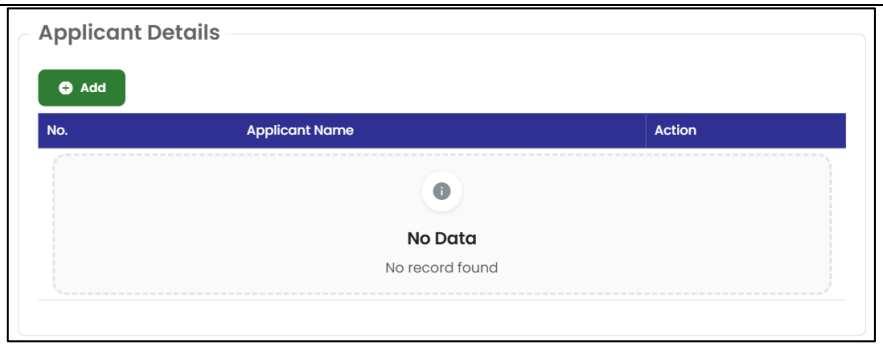
9	To confirm your consent, please **tick** the 'General Declaration Statement. 
10	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 

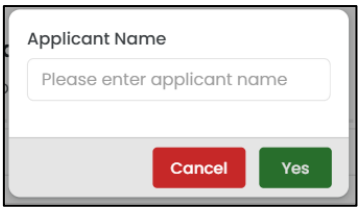
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

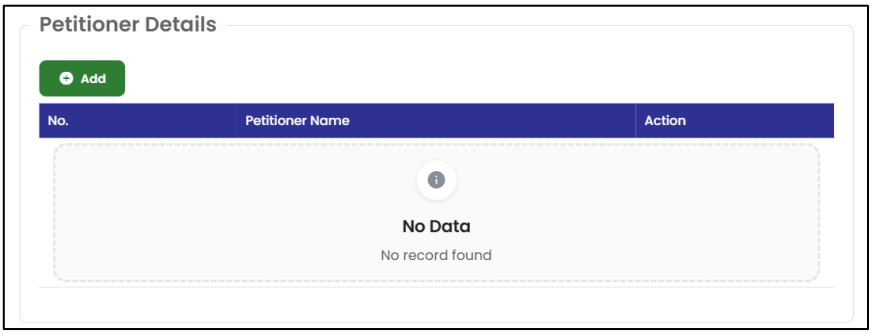
10.18 Amended Order

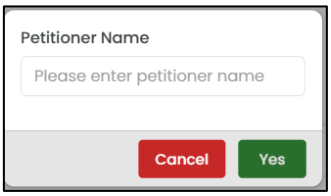
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company ->Amended Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

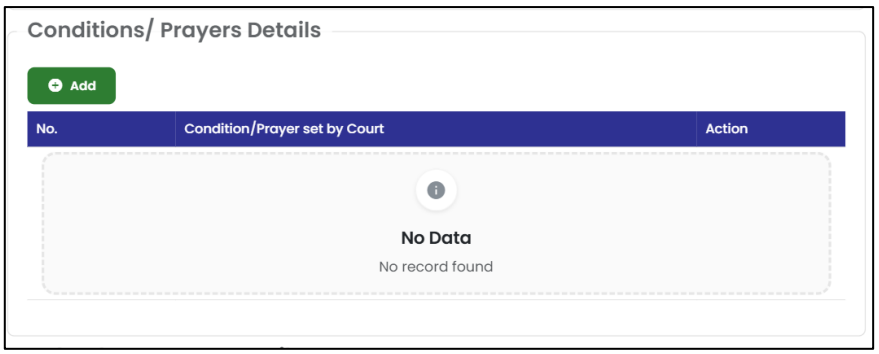
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist 
5	The user click the link to add court order detail if the court order reference no. not displayed at drop down to select. 
6	Select the **Court Order Type** and fill court order details. 

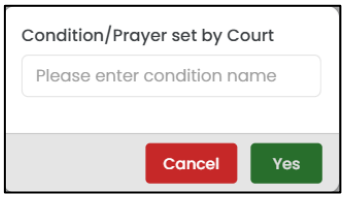




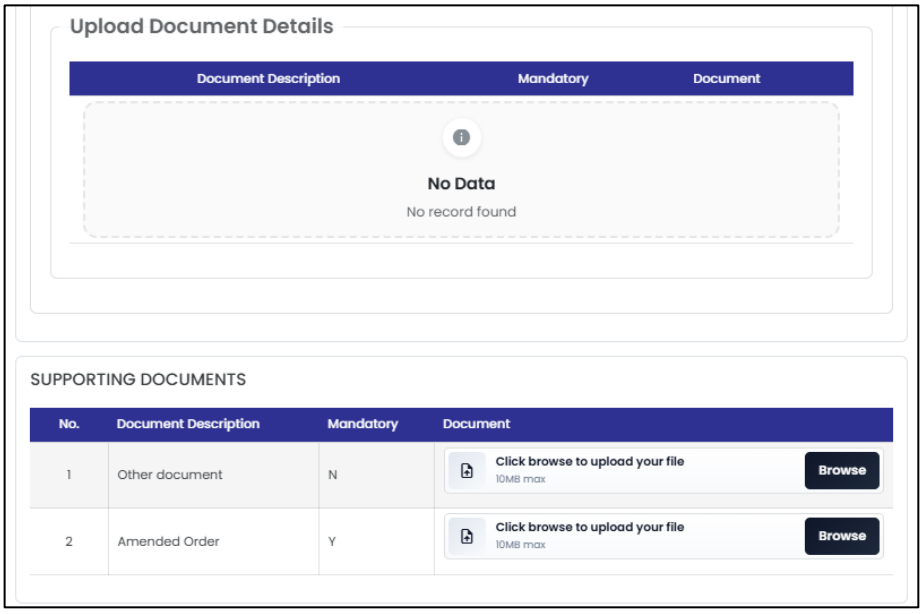
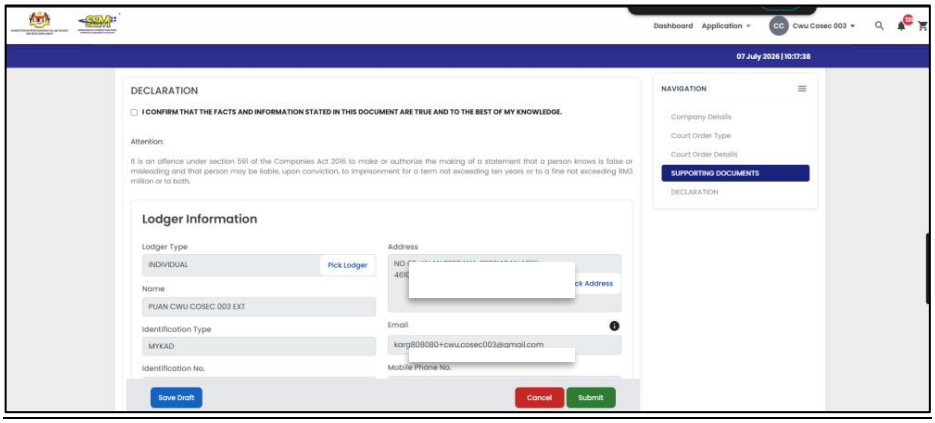
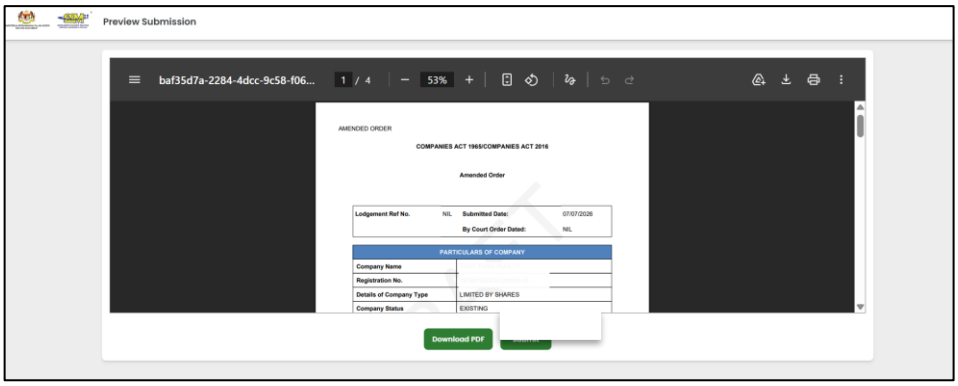


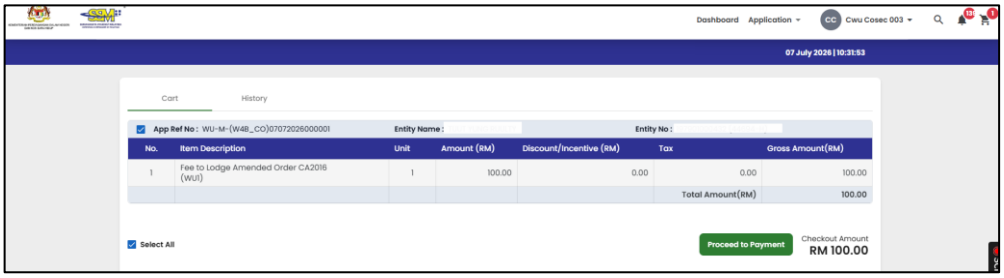
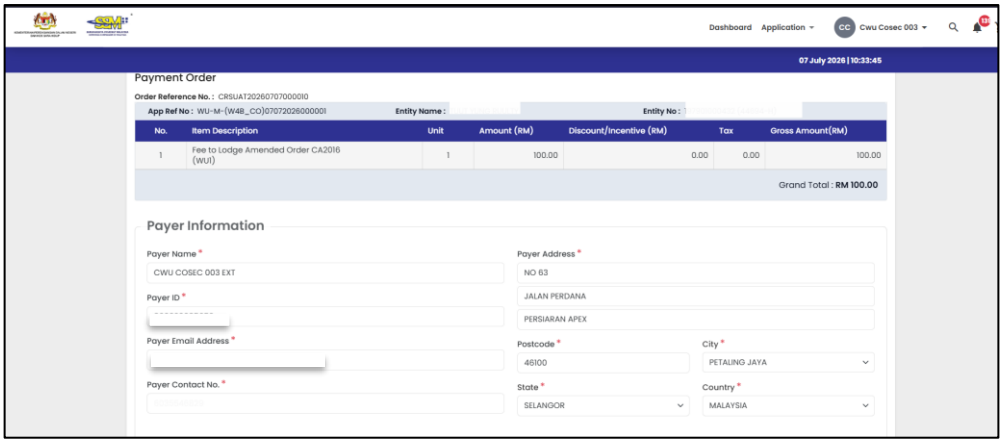
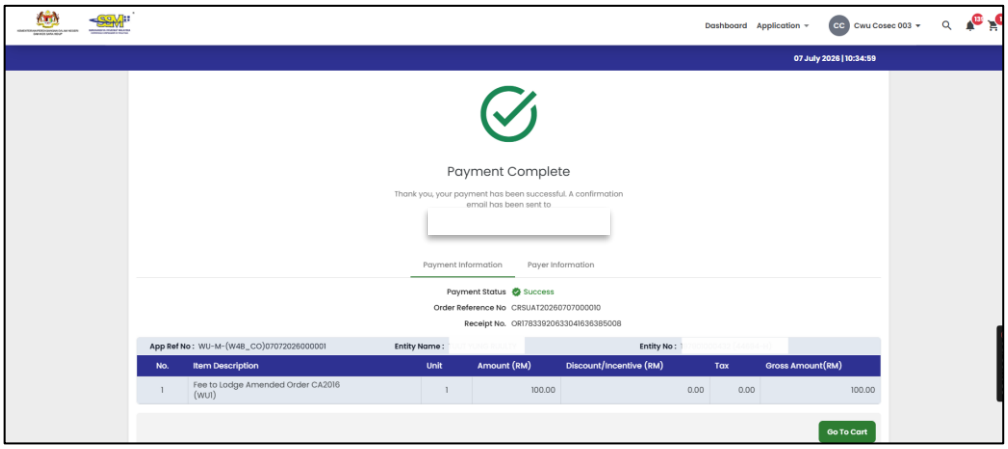
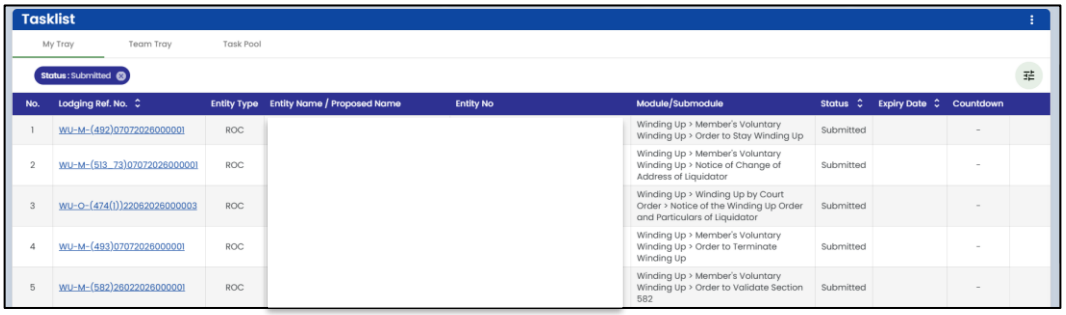


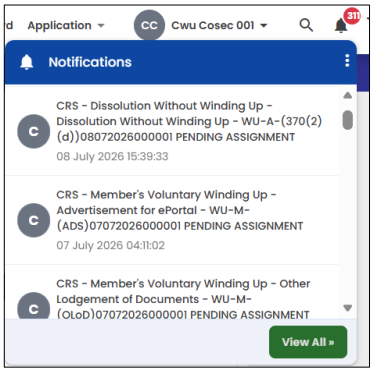




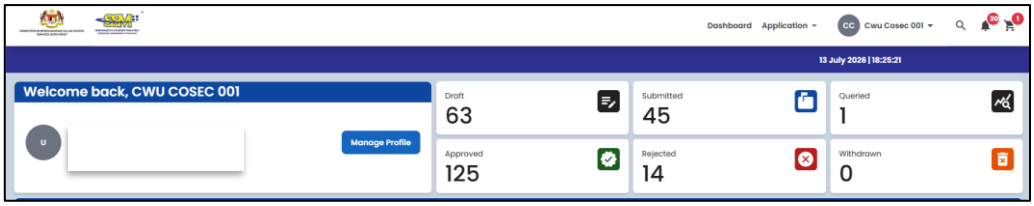
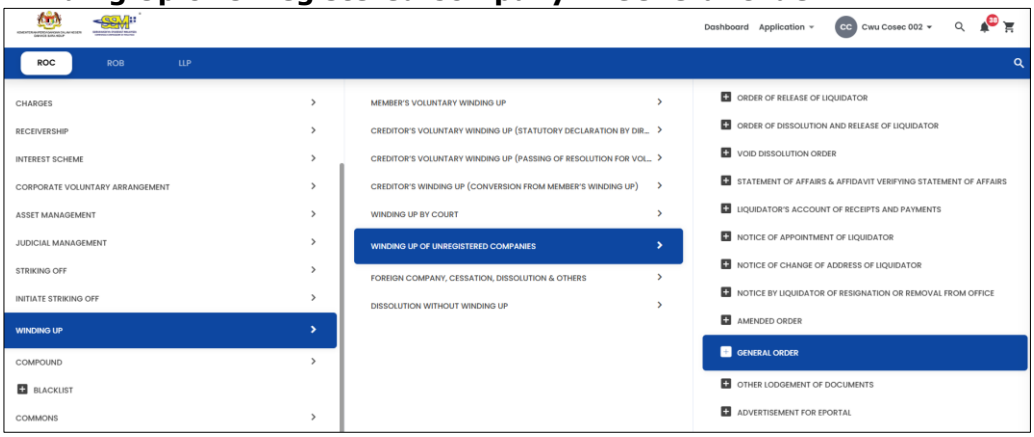
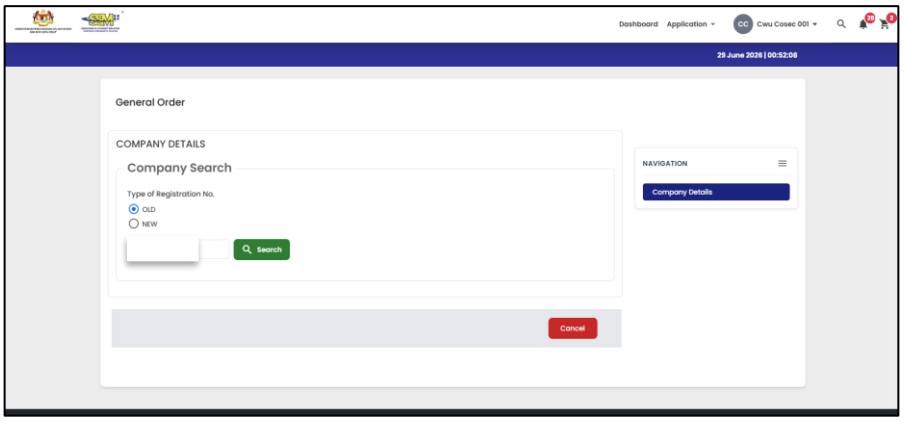
Note: Please enter **'NA'** in any mandatory field that is not applicable.

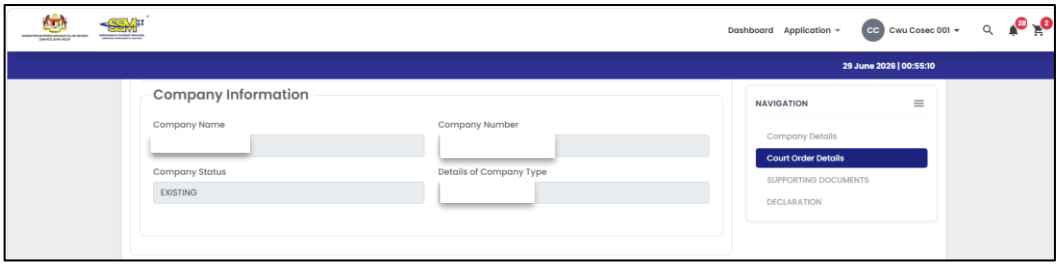
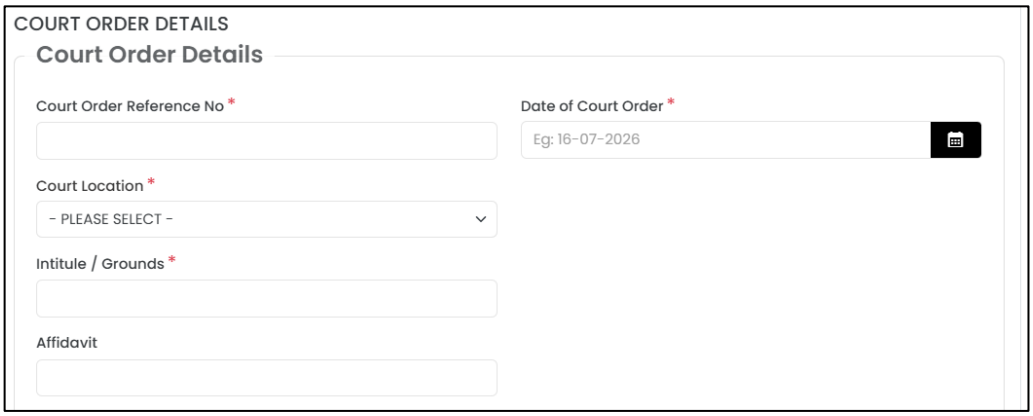
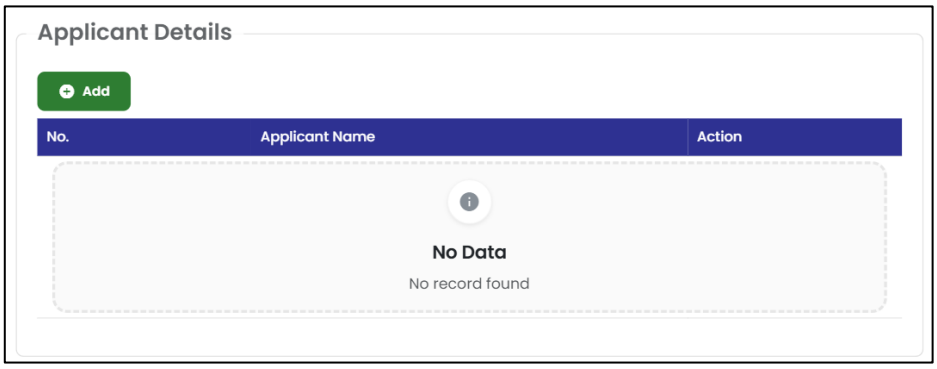
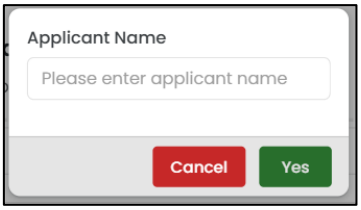
7	Upload court order details and supporting document. 
8	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
9	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please ensure the draft is successfully downloaded and retained for reference.

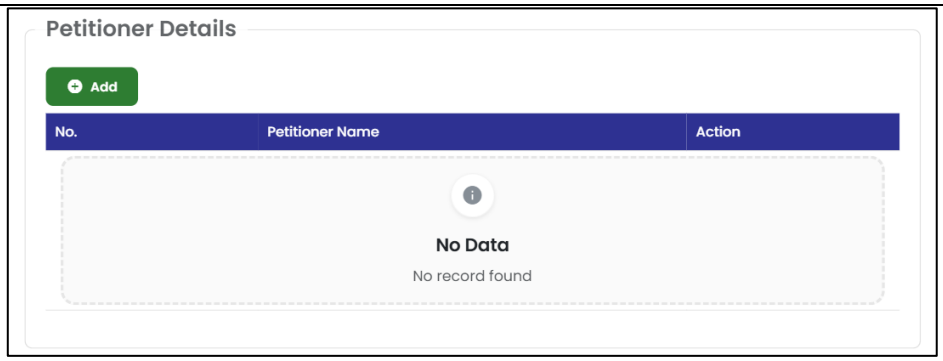
10	Make payment.   
11	Submit the lodgement.
12	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 

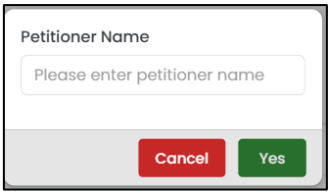
13	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

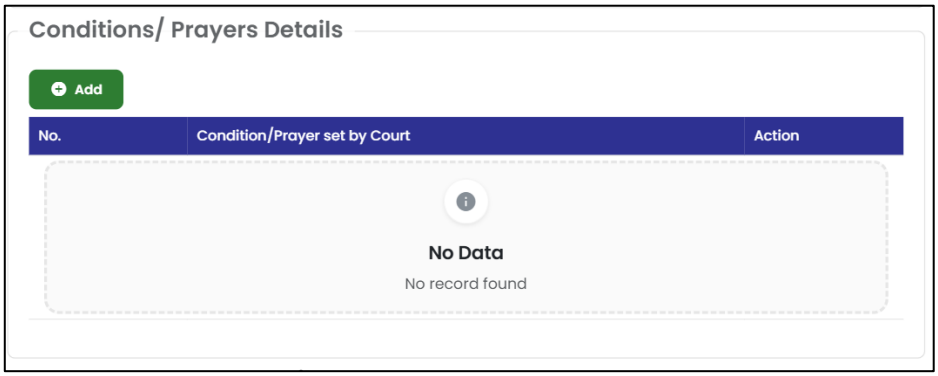
10.19 General Order

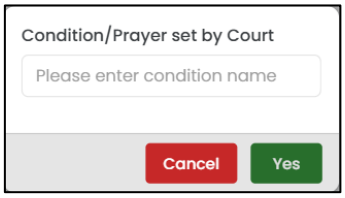
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company ->General Order.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist 
5	Select the **Court Order Type** and fill **Court Order Details**.   



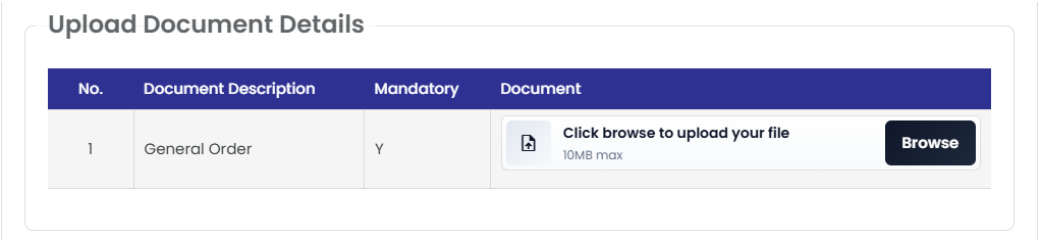


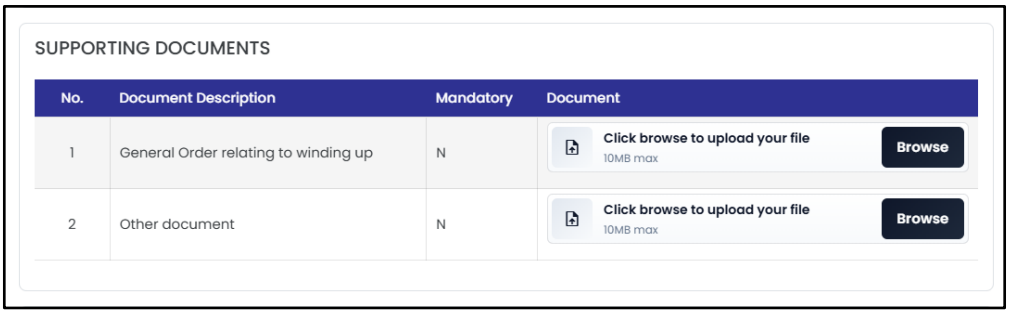
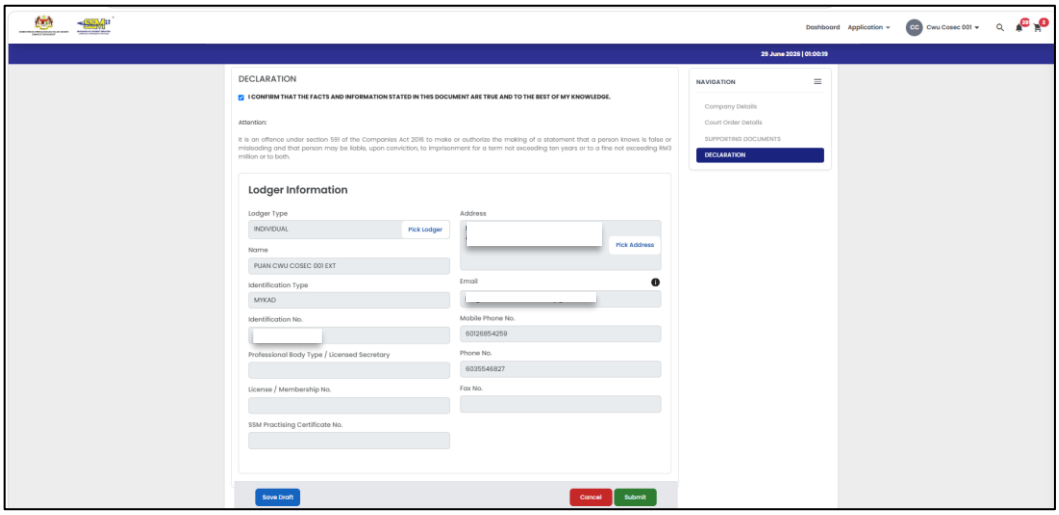
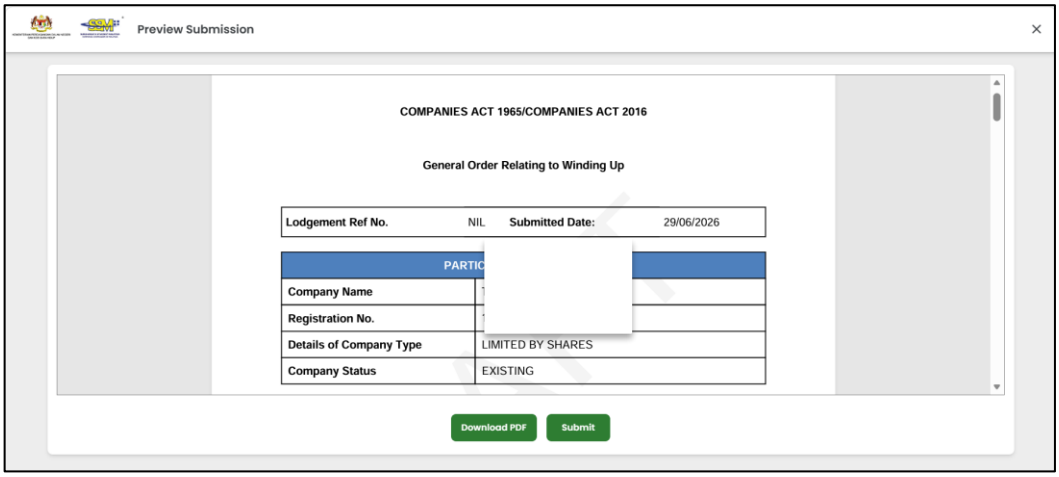


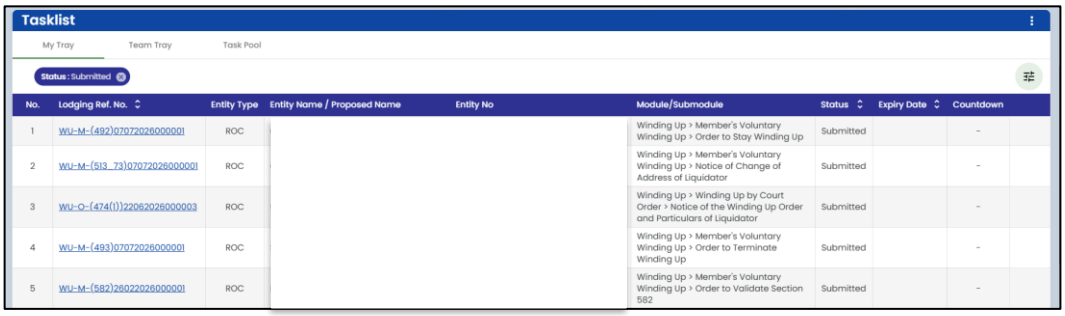
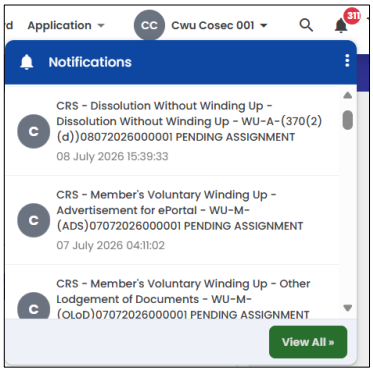


Note: Please enter **'NA'** in any mandatory field that is not applicable.

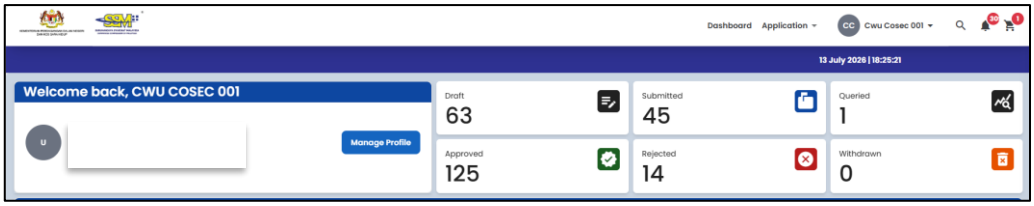
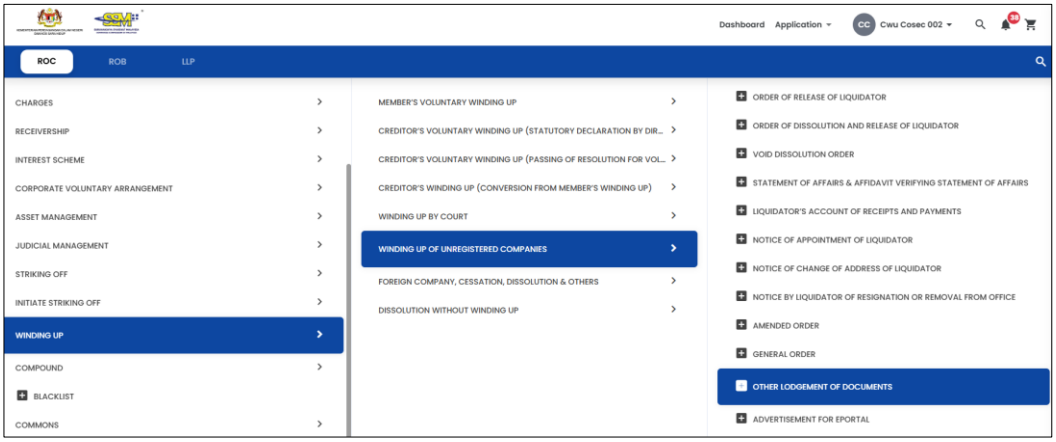
6 Upload Court Order document.

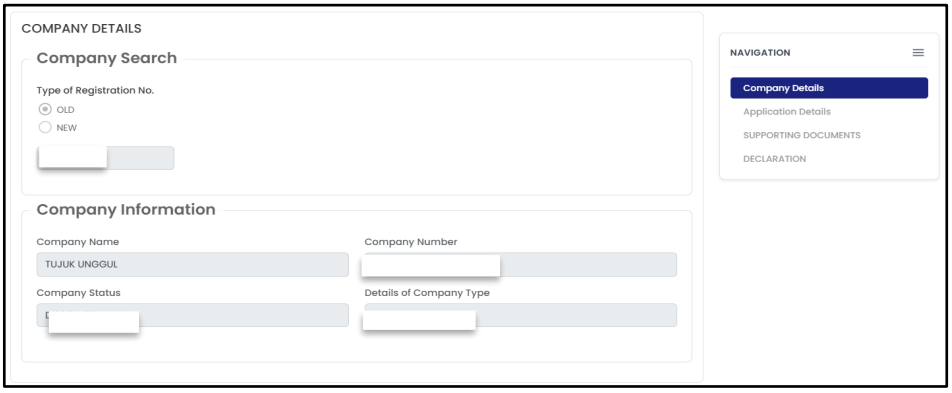
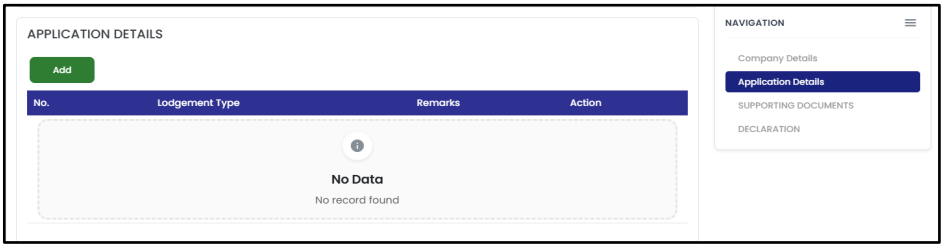
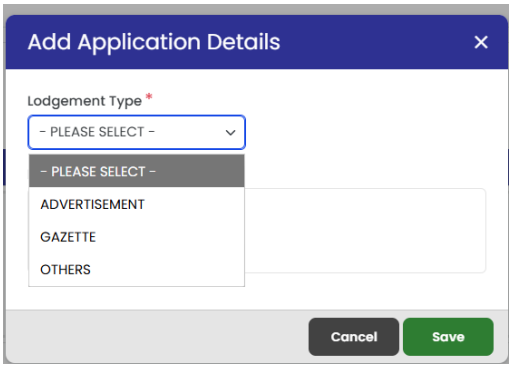
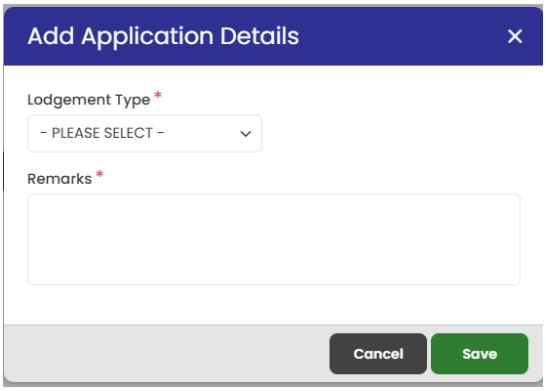


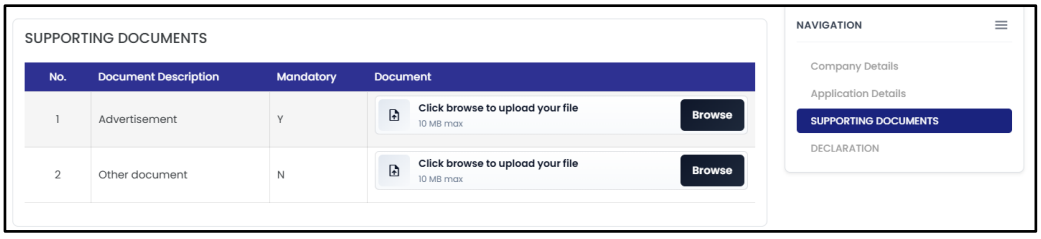
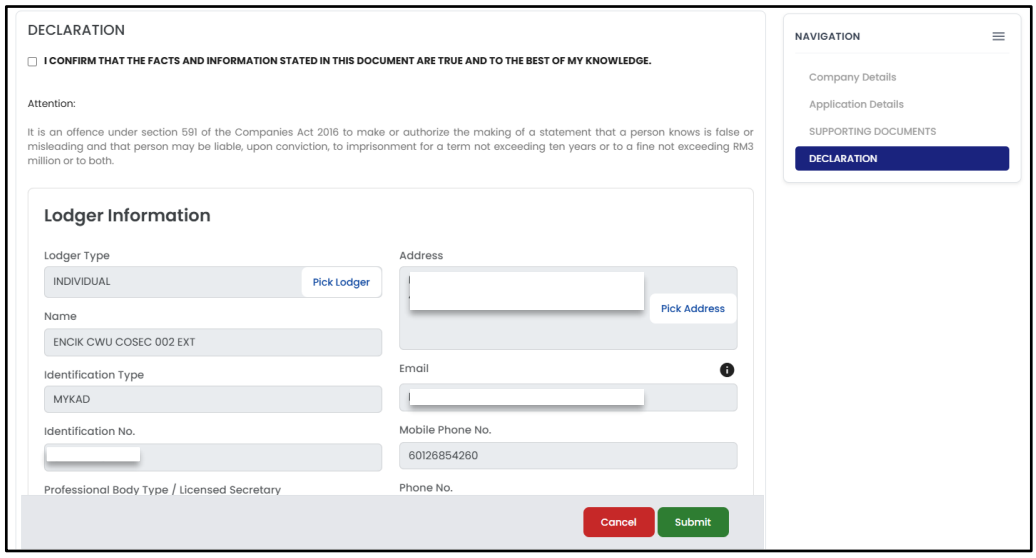
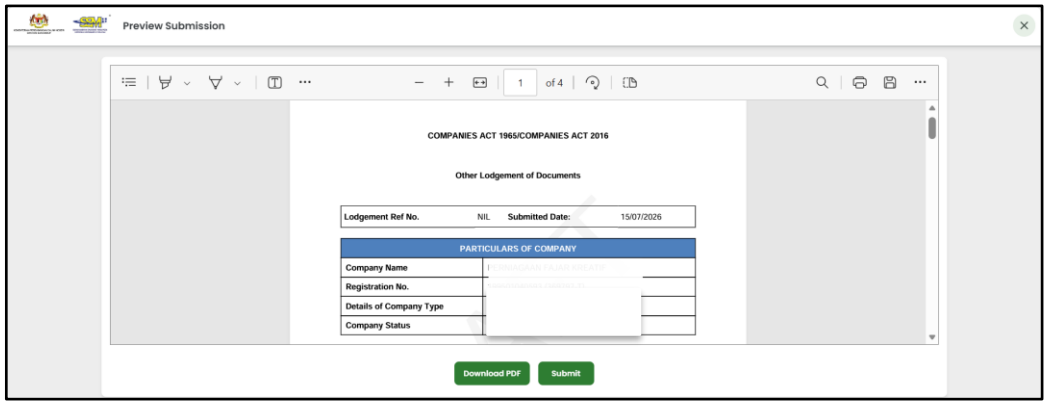
7	Upload **Supporting Document.** 
8	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox.  Click **Submit** button.
9	Click on **Download PDF** button. Then click on **Submit & Make Payment** button. 
10	Submit the lodgement.

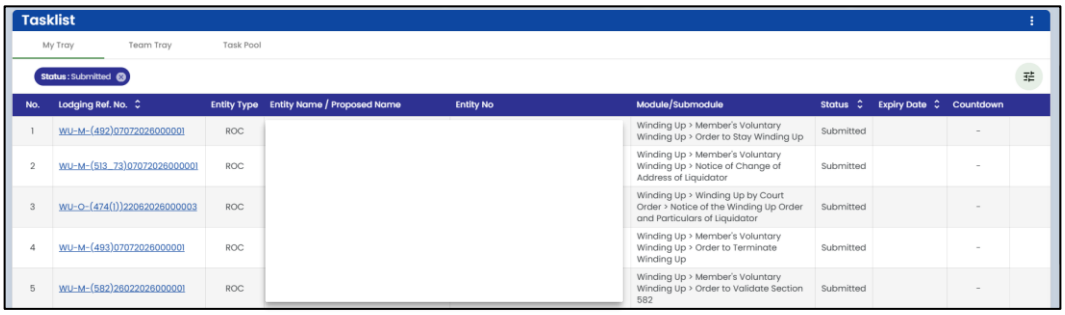
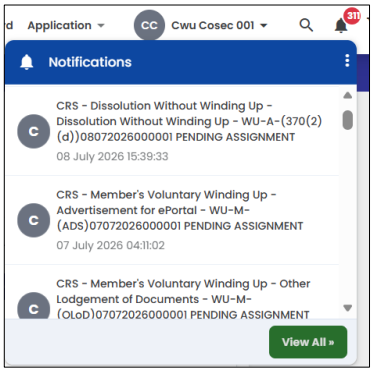
11	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
12	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

10.20 Other Lodgement of Documents

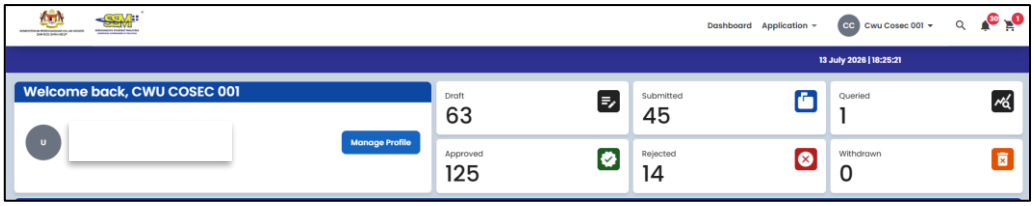
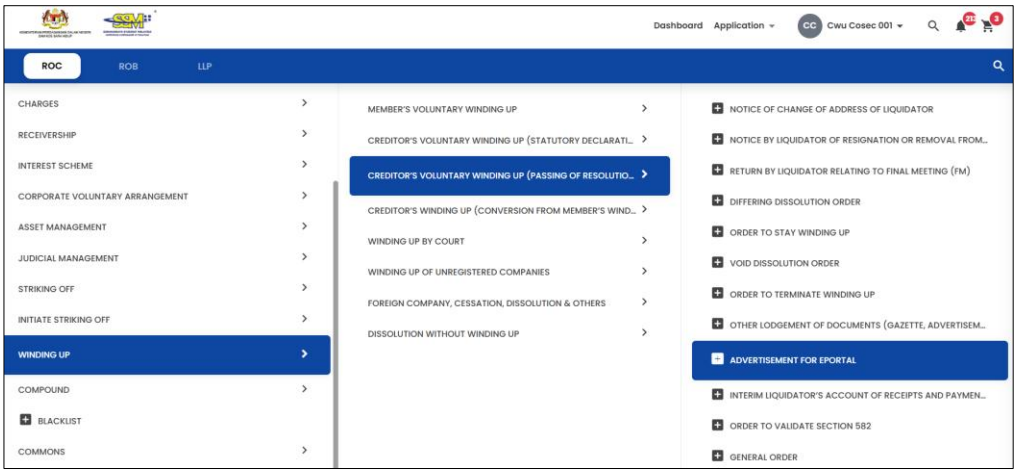
Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up** -> **Winding Up of Unregistered Company** -> **Other Lodgement of Documents.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

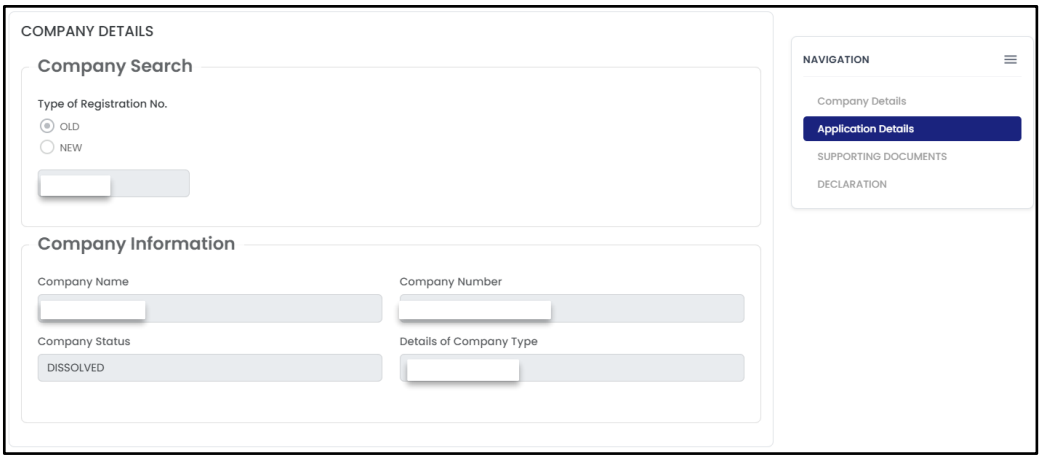
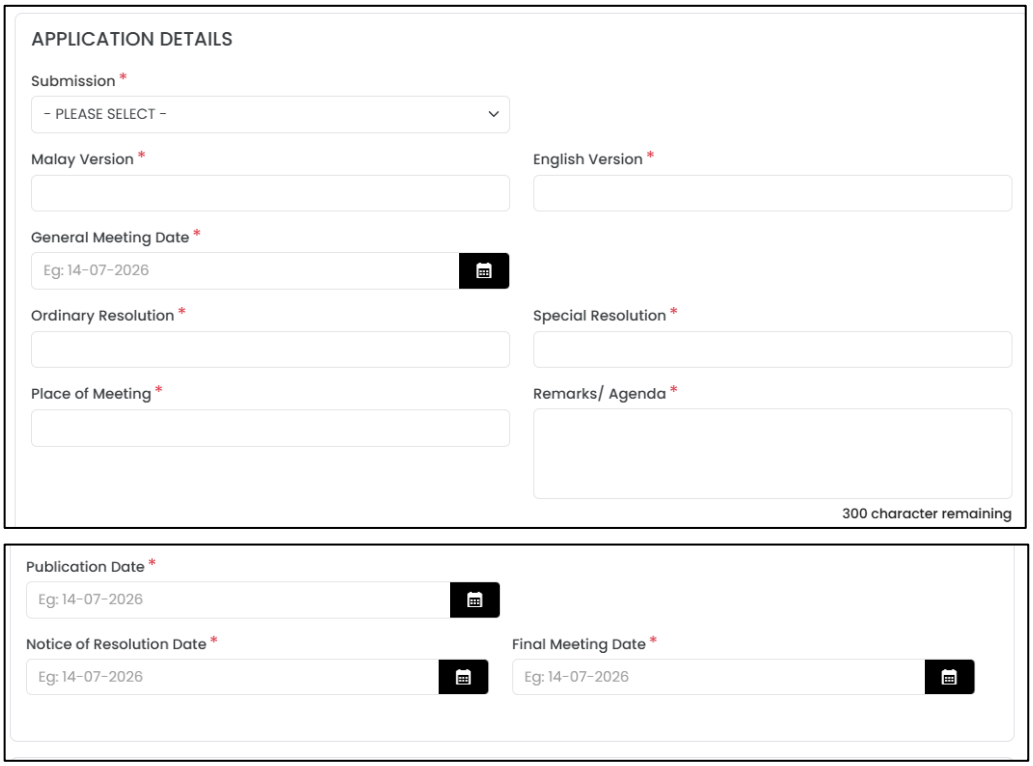
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist • Company main status is Winding Up (Unregistered)/Existing 
5	The user need to fill up relevant fields for **Application Details.**  User selects the lodgement type, enters the remarks and then clicks the **Save** button.  

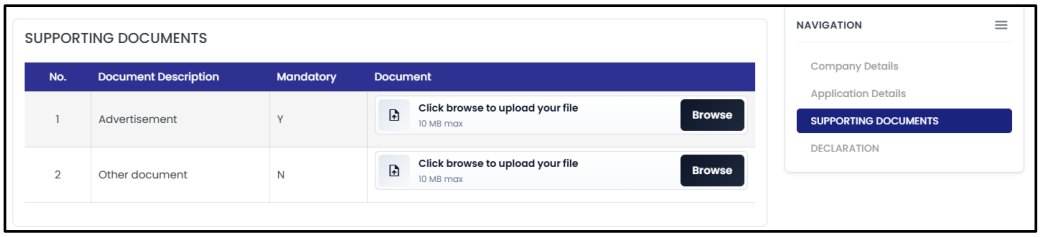
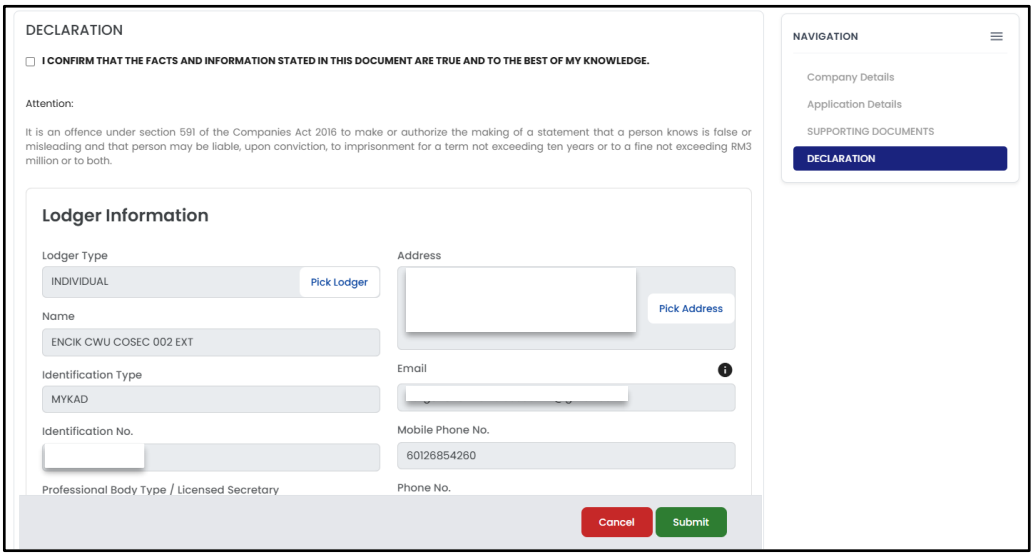
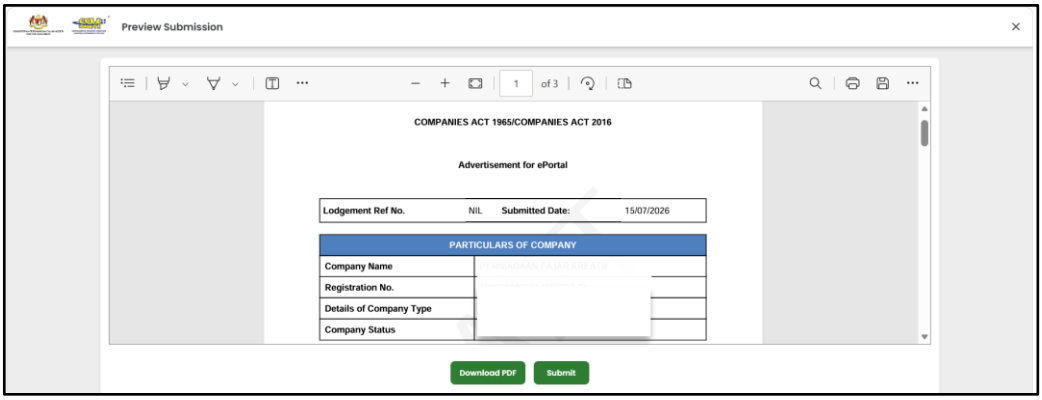
6	Upload **Supporting Documents**. 
7	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
8	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.

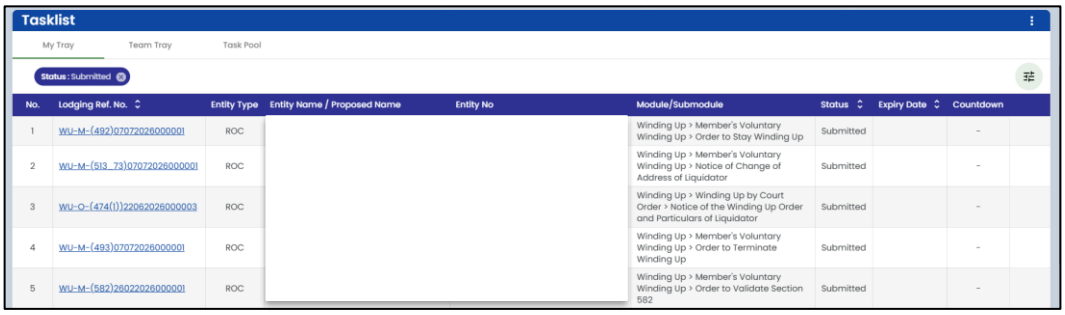
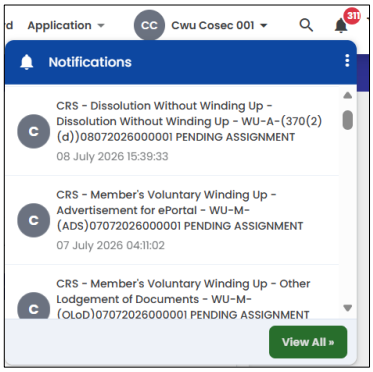
10	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

10.21 Advertisement for ePortal

Field Num.	Description
1	From the **Dashboard**, navigate to the **Application** menu in the **Navigation Bar.** 
2	Click on **Application** -> **Register of Company (ROC)** -> **Winding Up -> Winding Up of Unregistered Company -> Advertisement for ePortal.** 
3	The user selects the company registration number type (Old or New), enters the company registration number in the search field and clicks **Search.** 

Field Num.	Description
4	The system then retrieves and displays the company details. Verify the system validates the company details successfully, ensuring it meets criteria: • Company number exist 
5	The user need to fill up relevant fields for **Application Details.**  Notes: The required information must be entered in both the Malay Version and English Version tabs.

6	Upload **Supporting Documents**. 
7	To confirm your consent, please **tick** the 'General Declaration Statement' checkbox. 
8	Click the submit button, review the pre-submission summary and confirm the option to download it in PDF format.  Note: Please make sure the draft has been successfully downloaded and saved for your reference.
9	Submit the lodgement.

10	The document can be found in **My Tray (Task List)** with the **Submitted** status as shown in the example below. 
11	**Note:** Upon successful submission, the lodger shall receive a notification via email and the dashboard as illustrated in the example screenshot below. 

***Disclaimer**: The information contained in this guide is intended to assist users in understanding the processes and procedures relating to the use of the Corporate Registry System (CRS). The Companies Commission of Malaysia (SSM) reserves the right to revise, update and/or amend the contents of this guide from time to time without prior notice. Users are advised to refer to the relevant provisions of law, circulars, guidelines, practice notes and practice directives that are currently in force. Users may refer to SSM's official website at www.ssm.com.my.*