

Reference No:

ANNEXURE 1

THE COMPANIES ACT 2016

COMPANY LIMITED BY GUARANTEE

MALAYSIA

CONSTITUTION

OF

..... **(COMPANY'S NAME)**

(Incorporated on day/month/ year)

THE COMPANIES ACT 2016
COMPANY LIMITED BY GUARANTEE AND
NOT HAVING A SHARE CAPITAL
CONSTITUTION
OF
(COMPANY NAME)

Preliminary

1. The name of the company is [.....] (hereinafter referred to as the **[Foundation/Institute/Chamber/etc]**)- *Please choose one whichever applicable for the whole Constitution.*
2. The registered office of the [Foundation/Institute/Chamber/etc] will be situated in Malaysia.

PART A

3. In this Constitution:-

**The [Foundation /
Institute/Chamber/ etc]"**
*(Please choose one whichever
applicable for the whole
Constitution)*

means **[company name]**.

"The Board /Council /etc"
*(Please choose one whichever
applicable for the whole
Constitution)*

means the [Board of Trustees /
Board of Directors / Members of the
Council /etc] hereby set up for the
management of the affairs of the

[Foundation/ Chamber/ Institute/
etc]

“Member”

means any new member admitted as a member in accordance with clause 18.

“The Act”

means the Companies Act 2016 or any statutory modification or amendment thereof for the time being.

“Secretary”

means any person who is a holder of a secretary licence or a member of a prescribed body appointed to perform the duties of the secretary of the [Foundation / Chamber / Institute/etc].

Unless the context otherwise requires, words or expressions contained in this Constitution shall bear the same meaning as in the Act or any statutory modification thereof in force at the date at which this Constitution becomes binding on the [Foundation/Institute/Chamber/etc].

Objects, Powers and Nature of[Foundation/Institute/Chamber/etc]

4. The objects for which the [Foundation/Institute/Chamber/etc] is established are:-

[Set out clearly the purposes which the company proposed to pursue at the commencement of the clause]-

Reference No:

(a)

(b)

(c)

[Note: Objects not more than 3]

5. The powers of the [Foundation/Institute/Chamber/etc] under the objects clause shall be limited to the powers set out below-

(a) To receive any gift whether moveable or pecuniary and whether or not subject to any trust for anyone or more of the objects of the [Foundation/Institute/Chamber/etc].

(b) To take such steps by personal appeals only as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the [Foundation/Institute/Chamber/etc] in the form of donations, grants, loans, legacy, subscriptions or otherwise.

(c) To purchase, take on lease or otherwise acquire for the purposes of the [Foundation/ Institute/Chamber/etc] and to hold any estates, lands, buildings, easements or other interests in movable or immovable property which may be deemed necessary or convenient for any of the purpose of the [Foundation/Institute/Chamber/etc] PROVIDED that the [Foundation/Institute/Chamber/etc] shall not hold any land without the approval of Minister charged with the responsibility for companies.

(d) To construct, maintain and alter any houses, building or works necessary or convenient for the purpose of the [Foundation / Institute/ Chamber /etc].

Reference No:

- (e) To let on lease or on hire the whole or any part of the movable or immovable property of the [Foundation/Institute/Chamber/etc] on such tenure as the [Board/Council/etc] shall determine.
- (f) To purchase or otherwise acquire, erect, maintain, reconstruct, and adopt any offices, workshops, mills, plants, machinery and other things found necessary or convenient for the purpose of the [Foundation/Institute/Chamber/etc].
- (g) To purchase acquire, hold, sell and deal in shares, stocks, debentures stocks, bonds, obligations, and securities issued or guaranteed by Malaysian Government, State Government or public body or authority.
- (h) To sell, dispose of or transfer any property and undertaking of the [Foundation/Institute/Chamber/etc] or any part thereof, for any consideration which the [Foundation/Institute/Chamber/etc] may see fit to accept.
- (i) To accept stock or share, mortgage debentures of other securities of any company in payment or payment for any services rendered for any sale made to or debt owing from any such company.
- (j) To draw, accept and make, and to endorse, discount and negotiate, bills of exchange, promissory note, and other negotiable instruments.
- (k) To invest in Malaysia the money of the [Foundation / Institute / Chamber / etc] not immediately require in such manner as from time to time may be determined, PROVIDED that the [Foundation/Institute/Chamber/etc] shall not own or incorporate any subsidiary company unless approved by Registrar of Companies.
- (l) To engage and appoint and pay such officers, clerks, agents, servants

or persons to perform such duties or services for the proper administration and management of the [Foundation / Institute / Chamber /etc] and to remove and suspend the same.

- (m) To pay all costs, charges and expenses incurred or sustained in or about the promotion and establishment, and administration and management of the [Foundation/Institute/Chamber/etc] and to remunerate any person or persons for services rendered thereof in cash or in any other manner allowed by law.
- (n) To borrow and raise money in such manner as the Board of [Foundation/Institute/ Chamber/etc] approved in meeting any of its obligation or discharging of its function.
- (o) To do all or any of the matters hereby authorised in any part of Malaysia either alone or in conjunction with, or as trustees or agents, for any company, association or person, and by or through trustees or agents.
- (p) Generally to do all such other lawful things as are incidental or conducive to the attainment of the above objects and the exercise of powers of the [Foundation/Institute/ Chamber/etc]:

PROVIDED that:

the [Foundation/Institute/ Chamber/etc] shall not support with its funds any political organisation or society or endeavour to impose on or procure to be observed by its members or others any regulations, restrictions or conditions which, if any were included in the objects of the [Foundation/Institute/Chamber/etc] would make it a Trade Union within the meaning of the Trade Union Act 1959.

6. There shall be a [Board of trustees or directors/members of the Council/etc]

for the management of the affairs of the [Foundation / Institute / Chamber/etc].

7. The profits, income and property of the [Foundation/Institute/ Chamber/etc] howsoever derived shall be applied solely towards the promotion of the objects of the [Foundation/Institute/ Chamber/etc] as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the members of the [Foundation/Institute/Chamber/etc] PROVIDED that nothing herein shall prevent the payment, in good faith, of
 - (a) allowance or remuneration to any officer excluding Board of Directors /Board of Trustees or servant of the [Foundation/Institute/Chamber/etc] in return for any professional services rendered to the[Foundation/Institute/Chamber/etc];
 - (b) payment of interest at the current bank rate on any loan advanced by members of the [Foundation/Institute/Chamber/ etc] to promote the objects thereof; and
 - (c) reasonable and proper rent for premises demised or let by any member of the [Foundation/Institute/Chamber/etc].
8. No addition, alteration or amendment shall be made to or in provisions contained in the Constitution for the time being enforced unless the same shall have been previously submitted to and approved by the Registrar of Companies.
9. No person shall be appointed as [trustee/director/member of the Council/etc] of the [Foundation /Institute/Chamber/etc] unless his appointment has been approved by the Registrar of Companies.

Reference No:

10. The [Foundation/Institute/Chamber/etc] is not allowed to solicit donation from the public without the approval of Registrar of Companies.
11. The [Foundation /Institute/Chamber/etc] shall not make a payment of any fee, salary or fixed allowance & other benefits to its [trustee/director/member of the Council/etc] unless approved by Registrar of Companies. Any changes to the amount of fee, salary or fixed allowance & other benefits are subject to the approval of Registrar of Companies.
12. The Board and the members of the [Foundation/Institute/Chamber/etc] shall always ensure that the [Foundation/Institute/Chamber/etc] or the fund of the [Foundation/Institute/Chamber/etc] is not being used for any form of political activity or for unlawful purpose prejudicial to or incompatible with peace, welfare, security, public order, good order or morality in Malaysia or for any purpose prejudicial to national security or public interest.
13. The liability of the members [Foundation/Institute/ Chamber/etc] is limited to such amount as the members may respectively undertake to contribute to the assets of the company in the event of it being wound up.
14. If upon the winding up or dissolution of the [Foundation / Institute / Chamber/etc] there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the [Foundation/Institute/ Chamber/etc], but shall be given or transferred to Company Limited By Guarantee having a similar objects or carrying the charitable object with the[Foundation/Institute/Chamber/etc].

15. Every member of the [Foundation/Institute/Chamber/etc] undertakes to contribute to the assets of the [Foundation/Institute/ Chamber/etc] in the event of the [Foundation/Institute/ Chamber/etc] being wound up during the time that he is a member or within one year after he ceases to be a member for payment of debts and liabilities of the [Foundation / Institute / Chamber/etc] contracted before he ceases to be a member and for the adjustment, of rights of the contributories amongst themselves, such amount as may be required not exceeding Ringgit Malaysia One Hundred (RM100.00).
16. True accounts shall be kept of the sums of money received and expended by the [Foundation/Institute/ Chamber/etc] and the matter in respect of which such receipt, and expenditure takes place, and of the property, credits and liabilities of the [Foundation/ Institute/Chamber/etc] and subjects to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the [Foundation/Institute/ Chamber/etc] for the time being, shall be open for the inspection of the members. Once at least in every calendar year the accounts of the [Foundation/Institute/Chamber/etc] shall be examined and the correctness of the balance sheet ascertained by one or more approved Company Auditor or Auditors.

PART B

Members

17. The number of members to which the [Foundation/Institute/ Chamber/etc] proposes to be registered is not less than one and not more than **[number of members]** but the [Foundation /Institute/Chamber/etc] may from time

to time register an increase or reduction in the number of members.

18. The members of the [Foundation/Institute/ Chamber/etc] shall be a persons or corporate bodies who shall be elected **[/admitted]** to membership in accordance with the Constitution and shall be entered in the Register of Members accordingly and he shall be a member thereof. **[The honorary members hereinafter mentioned shall also be deemed to be members of the [Foundation/Institute/Chamber/etc]).**

19. Memberships of the [Foundation /Institute/ Chamber/etc] shall comprise the following classes:

[Set out the different classes or categories of membership, qualification and right, (if any)].

20. No person shall be elected **[/admitted]** to membership unless he shall first have submitted to the [Foundation /Institute/Chamber/etc] an application for membership [accompanied by any prescribed entry fee and subscription]. Every application for membership shall be in writing containing such particulars as the [Board/ Council/etc] may from time to time prescribe. Election **[Admission]** to membership of any person who makes application to the [Foundation/Institute/ Chamber/etc] shall be at the sole discretion of the [Board/Council/etc] and the [Board/Council/ etc] may reject any application for membership without assigning any reason thereof.

21. The [Board/Council/etc] may admit to honorary membership of the [Foundation /Institute/Chamber/etc] persons distinguished in commerce or finance or who have rendered public services **[in.....]** who shall not be required to sign the application mentioned in Clause **[20]** **[or to pay any subscription]** or be under any liability in the event of the [Foundation

/Institute/Chamber/etc] being wound up.

Entries in the Register of Members

22. The secretary shall cause to be entered the name and address of each member in the Register of Members upon his election **[/admission]** to membership.

Entry Fees and Subscription

23. The payment of entry fees (if any) and annual subscriptions by members shall be of such amount and payable on such dates in such manner as the [Board/Council/etc] may from time to time prescribe].
24. The annual subscription payable under this Constitution may be commuted by the payment at any one time of **RM** in the case of individual members or of **RM** in the case of corporate bodies.

Cessation of Membership

25. A member shall cease to be a member of the [Foundation / Institute / Chamber/etc] and his name shall be removed from the Register of Members in any one of the following events:-
- (a) in the event of death;
 - (b) if he by notice in writing to the [Foundation/ Institute / Chamber/etc] resigns his membership;
 - (c) if he becomes of unsound mind;
 - (d) if he is convicted or indicted of any criminal offences;
 - (e) if being a corporate body it is dissolved or wound up; [or ceases to

- carry on activity for more than six (6) months; or
 - (f) if he shall be adjudged bankrupt or make any composition or arrangement with his creditors.
26. The decision of the [Board /Council/etc] to whether any member, has come within the provision of clause 25 shall be final and binding on any such member.

Expulsion

27. Majority of members present and voting at an annual or extraordinary general meeting may by resolution expel any member whose conduct in their opinion renders him unfit to be a member of the [Foundation/ Institute/Chamber/etc]. Any such person shall as from the passing of such resolution cease to be a member of the [Foundation / Institute /Chamber/etc] and shall not be eligible for re-election or readmission.

General Meetings

28. The [Foundation/Institute/Chamber/etc] shall hold once every year a general meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it, and not more than fifteen months shall elapse between the date of one general meeting and that of the next. Provided that so long as the [Foundation/ Institute/Chamber/etc] hold its first annual general meeting within eighteen months of its incorporation it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such time and place as the [Board/Council/etc] shall appoint.
29. All general meeting other than annual general meetings shall be called extraordinary general meetings.

30. The [Board/Council/etc] may, whenever it thinks fit, convene an extraordinary general meeting, and extraordinary general meetings shall also be convened on such requisition, or, in default, may be convened by such requisitionists.

Notice of General Meeting

31. An annual general meeting and a meeting called for the passing of a special resolution shall be called by twenty-one days' notice in writing at least, and a meeting of the [Foundation/Institute/Chamber/etc] other than an annual general meeting or a meeting for the passing of a special resolution shall be called by fourteen days' notice. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business and shall be given, in manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the persons as are under the Constitution of the [Foundation /Institute/Chamber/etc], entitled to receive such notices from the [Foundation /Institute/Chamber/etc]:

Provided that a meeting of the [Foundation /Institute/Chamber/ etc] shall, notwithstanding that it is called by shorter notice than that specified in this clause, be deemed to have been duly called if it is so agreed :-

- (a) in the case of a meeting called as the annual general meeting, by all the members entitled to attend and vote there at; and
- (b) in the case of any other meeting, by a majority in number of members having a right to attend and vote at the meeting, being majority together representing not less than ninety-five per cent of the total voting rights at that meeting of all members.

32. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

Using Technology to hold Meetings

33. Subject to the Act, the [Foundation/Institute/Chamber/etc] may hold a general meeting at more than one venues using any technology that gives the members as a whole a reasonable opportunity to participate, including to hear and be heard, to vote and to communicate with each other simultaneously throughout the meeting. The main meeting venue shall, subject to the Act, be in Malaysia and the chairperson shall be present at the main venue of the meeting.
34. Anyone using this technology is taken to be present in person at the meeting and shall be entitled to vote or be counted in a quorum accordingly.

Proceedings at General Meetings

35. All business shall be special that is transacted at an extraordinary general meeting, and also that is transacted at an annual general meeting, with the exception of the consideration of the audited financial statements and the report of the members of the [Board/Council/etc] and auditors, the election of members of the [Board/Council/etc] in place of those retiring, the appointment and the fixing of the fee of directors and the appointment of, and fixing of the remuneration of, the auditors.
36. No business shall be transacted at any general meeting unless quorum of members is present at the time when the meeting proceeds to business; save as hereinafter provided, [number] members present in person shall be a quorum.

37. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week, at the same time and place as the [Board/Council/etc] may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be quorum.
38. The chairman of the [Board/Council/etc] shall preside as chairman at every general meeting of the [Foundation /Institute/Chamber/etc] or if he shall not be present within fifteen minutes after the time appointed for the holding of the meeting or the meeting or unwilling to act the members of the [Foundation/Institute/Chamber/etc] present shall elect one of their members to be chairman of the meeting.
39. If at any meeting no member of the [Board/Council/etc] is willing to act as chairman or if no member of the [Board/Council/etc] is present within fifteen minutes after the time appointed for holding of the meeting, the member present shall choose one of their members to be chairman of the meeting.
40. The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give notice of adjournment or of the business to be transacted at an adjourned meeting.
41. At any general meeting a resolution put to the vote of the meeting shall be

decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded :-

- (a) by the chairman; or
- (b) by at least **[three]** members present in person or by proxy,

Unless a poll be so demanded a declaration by the chairman that the resolution has on a show of hands been passed unanimously, or by a particular majority, or is lost and an entry to that effect in the book containing the minutes of the proceedings of the [Foundation/ Institute/Chamber/etc] shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn.

- 42. In the case of an equality of votes, whether on a show of hands or on a poll the chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
- 43. A poll demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any question shall be taken at such time as the chairman of the meeting directs, and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 44. A resolution of the members must be passed subject to the requirement of the Act.

Votes of Members

- 45. Every member shall have one vote.

46. No member shall be entitled to vote at any general meeting unless all moneys **[/subscriptions]** presently payable by him to the [Foundation/Institute/Chamber/etc] have been paid.
47. On a poll votes may be given either personally or by proxy.
48. The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorized in writing. [or, if the appointer is a body corporate, either under seal or under hand of the office or attorney duly authorised]. A proxy need not be a member of the [Foundation / Institute/Chamber/etc].
49. An instrument appointing a proxy shall be in the following form or as near thereto as circumstances admits:-

[Foundation/ Institute/Chamber/etc]

[I/we] of, being a member of the above named [Foundation/ Institute/Chamber/ etc], hereby appoint of Or failing him of, as my [/our] proxy to vote for me [/us] on my [/our] behalf at annual [extraordinary] general meeting of the said [Foundation/ Institute/Chamber/etc] to be held on the day of 20...., and at any adjournment thereof.

[Signatures]

50. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
51. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy or of the authority under which the proxy was executed, provided that no intimation in writing of such death insanity revocation of

aforesaid shall have been received by the [Foundation /Institute/Chamber/etc] at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

Powers and Duties of the [Board/Council/etc]

52. The business of the [Foundation/ Institute/Chamber/etc] shall be managed by a [Board/Council/etc]. [The Board/Council/etc] shall consist of not less than two members and not more than (number) members.
53. At the first annual general meeting all members of the [Board/Council/etc] shall retire and the first members of the [Board/Council/etc] shall be:-
- (a)
- (b)
54. The members of the [Board/Council/etc] shall be paid all travelling, hotel and other reasonable expenses properly incurred by them in attending and returning from meetings of the [Board/Council/etc] or any committee of the [Board/Council] or the general meetings of the [Foundation/Institute/Chamber/etc].
55. The business of the [Foundation/ Institute/Chamber/etc] shall be managed by the [Board/Council/etc] who may pay all the expenses incurred in promoting and registering the [Foundation/ Institute / Chamber /etc], and may exercise all such powers of the [Foundation/ Institute / Chamber/etc] as are not, by the Act or this Constitution, required to be exercised by the [Foundation/Institute/Chamber/etc] in general meeting, subject nevertheless to the provisions of the Act or this Constitution and to such regulations being not inconsistent with the aforesaid provisions, as may be prescribed by the [Foundation / Institute / Chamber /etc] in general meeting; but no

regulation made by the validate any prior act of the [Board/Council/etc] which would have been valid if that regulation had not been made.

56. The [Board/Council/etc] may from time to time and at any time by power of attorney appoint any company, firm or person or body of persons, whether nominated directly or indirectly by the [Board/Council/etc], to be the attorney or attorneys of the [Foundation/ Institute/ Chamber/etc] for such purpose and such powers, authorities and discretions (not exceeding those vested in or exercisable by the [Board/Council/etc] under this Constitution) and for such period and subject to such conditions as they may think fit, and any such power of attorney may contain such provisions for the protection and convenience of persons dealing with any such attorney as the [Board/Council/etc] may think fit.
57. All cheques, promissory notes, draft, bill of exchanges and other negotiable instruments, and all receipts for moneys paid to the [Foundation /Institute/Chamber/etc] shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the [Board/council/etc] shall from time to time by resolution determine.

Borrowing Powers

58. The [Board/Council/etc] may exercise all of the powers of the [Foundation/Institute/Chamber/etc] to borrow money, and to mortgage or charge its undertaking and property, or any part thereof, and to issue debentures, debentures stock and others securities, whether outright or as security for any debt, liability or obligation of the [Foundation/ Institute/Chamber/etc].

Minutes of Meetings

59. The [Board/Council/etc] shall cause minutes to be made in books provided for the purpose:-
- (a) of all appointment of officers made by the [Board/Council/etc];
 - (b) the names of all the members of the [Board/Council/etc] present at each meeting of the [Board/Council/etc] and of any committee of the [Board/Council/etc];
 - (c) of all resolutions and proceedings at all meetings of the [Foundation/Institute/Chamber/etc] and of the [Board/ Council/etc] and of any committee of the [Board/Council/etc] and every member of the [Board/Council/etc] present at any meeting of the [Board/Council/etc] or committee of [Board/Council/etc] shall sign his name in a book to be kept for that purpose.

Disqualification of Members of the [Board/Council/etc]

60. The office of the members of the [Board/Council/etc] shall be vacated if the member of the [Board/Council/etc]:-
- (a) without the consent of the [Foundation/Institute/Chamber/etc] in general meeting holds any office of profit under the [Foundation/Institute/Chamber/ etc]; or
 - (b) becomes bankrupt or makes any arrangement or compromise with his creditors generally; or
 - (c) becomes prohibited or disqualified from being a member of the [Board/Council/etc] under any provisions of the Act; or

- (d) becomes of unsound mind; or
 - (e) resigns from his office by notice in writing to the [Foundation/Institute/Chamber/etc]; or
 - (f) is removed by ordinary resolution of the [Foundation/Institute/Chamber/etc]; or
 - (g) is absent for more than six (6) months without permission of the [Board/Council/etc] from meetings of the [Board/Council/etc] held during that period; or
 - (h) is directly or indirectly interested in any contract with the [Foundation/Institute/Chamber/etc] and fails to declare the nature of his interest in the manner required by the Act; or
 - (i) dies.
61. A member of the [Board/Council/etc] shall not vote in respect of any contract in which he is interested or any matter arising there out, and if he does so vote his vote shall not be counted.

Rotation of the Members of The [Board/Council/etc]

62. At the annual general meeting in every year subsequent to that in which the first annual general meeting is held one-third of the [Board/Council/etc] for the time being, or if their number is not three or multiple of three, then the number nearest one-third, shall retire from office.
63. The member of the [Board/Council/etc] to retire in every year shall be those who have been longest in office since their last election, but as between persons who became member on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

64. A retiring member of the [Board/Council/etc] shall be eligible for re-election.
65. The [Foundation/Institute/Chamber/etc] at the meeting at which a member of the [Board/Council/etc] retires in manner aforesaid may fill the vacated office by electing a person thereto, and in default the retiring member the [Board/Council/etc] shall, if offering himself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such member of the [Board/Council/etc] is put to the meeting and lost.
66. No person other than a member of the [Board/Council/etc] retiring at the meeting shall be eligible for election to the office of a member of [Board/Council/etc] unless, not less than five and not more than twenty-one days before the date appointed for the meeting, there shall have been left at the registered office of the [Foundation/Institute/ Chamber/etc] notice in writing, signed by a member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing signed by that person of his willingness to be elected.
67. The [Board/Council/etc] may from time to time by ordinary resolution increase or reduce the number of members of the [Board/Council/etc] and may also determine in what rotation the increased or reduced number is to go out of office.
68. The [Board/Council/etc] shall have power at any time, and from time to

time, to appoint any person to be a member of the [Board/Council/etc] either to fill a casual vacancy or as an addition to the existing [Board/Council/etc], but so that the total number of members of the [Board/Council/etc] shall not at any time exceed the number fixed in accordance with this Constitution. Any member of the [Board/Council/etc] so appointed shall hold office only until the next following annual general meeting, and then shall be eligible for-election, but shall not be taken into account in determining the [Board/Council/etc] who are to retire by rotation at such meeting.

69. Subject to the Act, the [Foundation/Institute/Chamber/etc] may remove any member of the [Board/Council/etc] before the expiration of the period of office notwithstanding anything in this Constitution or in any agreement between the [Board/Council/etc] and such member of the [Board/Council/etc].
70. The [Foundation/Institute/Chamber/etc] may by ordinary resolution in a general meeting of the [Foundation/Institute/Chamber/etc] appoint another person in place of a member of the [Board/Council/etc] removed from office under clause [69]. Without prejudice to the powers of the [Board/Council/etc] under clause [68] hereof the [Foundation/Institute/Chamber/etc] in general meeting may appoint any person to be a member of the [Board/Council/etc] either to fill a casual vacancy or as an additional member of the [Board/Council/etc].

Proceedings of The [Board/Council/etc]

71. The [Board/Council/etc] may meet together for the despatch of business, adjourn, and otherwise regulate their meetings, as they think fit. Question arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the chairman shall have a second or casting vote. A member of the [Board/Council/etc] may, and the secretary on the requisition of a member of the [Board/Council/etc] shall, at any time

summon a meeting of the [Board/Council/etc].

72. The quorum necessary for the transaction of the business of the [Board/Council/etc] may be fixed by the [Board/Council/etc], and unless so fixed shall be two [2].
73. The continuing members of the [Board/Council/etc] may act notwithstanding any vacancy in their body, but, if and so long as their number is reduced below the number fixed by or pursuant to the Constitution of the [Foundation /Institute/Chamber/etc] as the necessary quorum of the [Board/Council/etc], the continuing members or member of the [Board/Council/etc] may act for the purpose of increasing the number of members of the Board to that number, or of summoning a general meeting of the [Board/Council/etc], but for no other purpose.
74. The [Board/Council/etc] may elect a chairman of their meetings and determine the period for which he is to hold office; but, if no such chairman is elected, or if at any meeting the chairman is not present within fifteen minutes after the time appointed for holding the same, the member of the [Board/Council/etc] present may choose one of their number to be chairman of the meeting.
75. The [Board/Council/etc] may from time to time delegate any of their powers to a committee or committees consisting of such members of their body as they think fit and with such powers as the [Board/Council/etc] may prescribe, provided that such powers not exceeding those vested in or exercisable by the [Board/Council/etc] under this Constitution.
76. The committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within fifteen minutes after the time appointed for holding the same, the members

present may choose one of their numbers to be chairman of the meeting.

77. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the chairman shall have a second or casting vote.
78. All acts done by any meeting of the [Board/Council/etc] or of a committee of the [Board/Council/etc], or by any person acting as a members of the [Board/Council/etc], shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member of the [Board/Council/etc] or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the [Board/Council/etc].
79. A resolution signed by [all/majority] members of the [Board/Council/etc], for the time being entitled to receive notice of a meeting of the [Board/Council/etc], shall be as valid and effectual as if it had been passed at a meeting of the [Board/Council/etc], duly convened and held.

Secretary

80. The secretary shall be appointed by the [Board/Council/etc] for such term, at such remuneration and upon such conditions as they may think fit; and any secretary so appointed may be removed by them. The first secretary of the [Foundation/Institute/Chamber/etc] shall be [Name, IC and License].
81. A provision of the Act or this Constitution requiring or authorising a thing to be done by or to a member of the [Board/Council/etc] and the secretary shall not be satisfied by it being done by or to the same person acting both as a member of [Board/Council/etc] and as, or in place of, the secretary.

The Seal (if applicable]

82. The [Board/Council/etc] shall provide for the safe custody of the seal, which shall only be used by the authority of the [Board/Council/etc] or of a committee of the [Board/Council/etc] authorised by the [Board/Council/etc] in that behalf, and every instrument to which the seal shall be affixed shall be signed by a member of the [Board/Council/etc] and shall be countersigned by the secretary or by a second member of the [Board/ Council/ etc] or by some other person appointed by the [Board/Council/etc] for the purpose.

Accounts

83. The [Board/Council/etc] shall cause proper books of accounts and other records to be kept with respect to:-
- (a) all sums of money received and expended by the [Foundation/Institute/Chamber/etc] and the matters in respect of which the receipt and expenditure takes place;
 - (b) all sales and purchases of goods by the [Foundation / Institute / Chamber/etc]; and
 - (c) the assets and liabilities of the [Foundation/Institute/Chamber/etc]

Proper books and records shall not be deemed to be kept if they are not kept as are necessary to give a true and fair view of the state of the [Foundation/Institute/Chamber/etc] affairs and to explain its transaction.

84. The books of accounts shall be kept at the registered office of the [Foundation/Institute/Chamber/etc] or, at such other place or places as the [Board/Council/etc] think fit and shall always be open to the inspection of

the member of the [Board/Council/etc].

85. The [Board/Council/etc] shall from time to time determine to what extent and at what times and places and under what conditions or regulations the accounts and books of the [Foundation /Institute/ Chamber/etc] or any of them shall be open to inspection of members not being members of the [Board/Council/etc].
86. The [Board/Council/etc] shall from time to time in accordance with the requirement of the Act cause to be prepared and to be laid before the [Foundation /Institute/Chamber/etc] in general meeting such profit and loss accounts, balance sheets and any reports as are referred to in the Act.
87. Subject to the Act, a copy of Directors' Report and Financial Statement which is to be laid before the [Foundation/Institute/Chamber/etc] in general meeting, together with a copy of the auditor's report, shall not less than twenty-one days before the date of the meeting be sent to every member of, and every holder of debentures of, the [Foundation / Institute / Chamber/etc].

Auditors

88. Auditors shall be appointed and their duties regulated in accordance with the Act.

Notice

89. Subject to the Act, any notice may be given by the [Foundation/ Institute/ chamber/ etc] to any member in writing in the following manner:
 - (a) given by hand to the address, within Malaysia, of the member as

supplied by him to the [Foundation/Institute/Chamber/etc] for the purpose of giving notice to him;

- (b) given by ordinary post to the address, within Malaysia, of the member as supplied by him to the [Foundation/Institute/Chamber/etc] for the purpose of giving notice to him;
- (c) given in electronic form by transmitting to the electronic address or facsimile number of the member as supplied by him; or
- (d) subject to the Act and clause 90, for the purpose of notice of general meeting, by publishing on a website.

90. If a notice for a meeting of members is given by way of a publication in a website as per clause 89(d), the [Foundation /Institute/Chamber/etc] shall notify its members that the notice is available in the website and such notification must be given in hard copy or electronic form stating –

- (a) that it concerns a meeting of members;
- (b) the place, date and time of the meeting; and
- (c) whether the meeting is an annual general meeting.

91. The notice pursuant to clause 90 shall be available in the website throughout the period beginning from the date of notification referred to clause 90 until the conclusion of the meeting of members.

92. A notice:

- (a) delivered in person, or left at a recipient's address, is taken to be given on the day it is delivered;

Reference No:

- (b) sent by post, is taken to be given on the third day after it is posted with the correct payment of postage costs;
 - (c) sent by electronic and digital transmission, is taken to be given on the business day after it is sent irrespective of whether or not the same is actually received by the member; and
 - (d) given by publication in the website, is taken to be given on the business day after the notification that the notice is available in the website is sent.
93. Notices of every general meeting shall be given in any manner hereinafter authorised to:-
- (a) every member except those members who have not supplied to the [Foundation/Institute/Chamber/etc] an address within Malaysia for the giving of notices to them;
 - (b) the auditors for the time being of the [Foundation/Institute/Chamber/etc]; and
 - (c) the members of the [Board/Council/etc].

No other person shall be entitled to receive notices of general meetings.

Indemnity

94. Subject to the provision of and so far as may be permitted by the Act, every member of the [Board/Council/etc], auditor or other officer of the [Foundation/Institute/Chamber/etc] shall be entitled to be indemnified by the [Foundation/Institute/Chamber/etc] against all costs, charges, losses, expenses and liabilities incurred by him in the execution and discharge of

Reference No:

his duties or in relation thereto including any liability incurred by him in defending any proceedings civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him as an officer or employee of the [Foundation/Institute/Chamber/etc] and in which judgement is given in his favour (or the proceedings are otherwise disposed of without any findings or admissions of any material breach of duty on his part) or in which he is acquitted or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him by the court.

Reference No:

We, the several persons whose names and addresses are of promoter hereby agree with the foregoing Constitution.

Name, address, IC/ passport No and Description of Promoter	Signatures of each Promoter
---	--------------------------------

(a) Name :

Residential Address :

IC/ passport No :

Promoter

(b) Name :

Residential Address :

IC/ passport No :

Promoter

Dated this day of20

Witness to the above signatures:

Name :

Identity Card No :

Position :

Lodge By :

(Please state the full lodger information – Tel, fax and address)

ANNEXURE 2

CADANGAN PINDAAN PERLEMBAGAAN

Nama Syarikat : _____

No. Syarikat : _____

Tarikh pindaan Perlembagaan diluluskan di Mesyuarat Agung Tahunan/
Mesyuarat Agung Tahunan Luar Biasa : _____

1. Fasal dicadang dipinda
2. Fasal dicadang dipinda dan dinombor semula
3. Fasal dicadang dibatalkan keseluruhan fasal
4. Fasal dicadang untuk ditambah

No	Fasal Semasa	Cadangan Fasal Pindaan	Justifikasi Pindaan
			Impak sebelum dan selepas pindaan:

*sila hitamkan (bold) mana-mana perkataan atau ayat yang dicadang untuk dipinda

ANNEXURE 3

BIODATA PENGARAH / PENGASAS			
NAMA			
NO. KAD PENGENALAN (Sila lampirkan salinan kad pengenalan yang jelas)			
ALAMAT KEDIAMAN			
ALAMAT E-MEL			
KELULUSAN AKADEMIK / PROFESIONAL	TAHUN	SIJIL/DIPLOMA/IJAZAH SARJANA MUDA/IJAZAH SARJANA/ IJAZAH DOKTOR FALSAFAH	NAMA UNIVERSITI & NEGARA
PEKERJAAN DAN JAWATAN TERKINI	JAWATAN	NAMA SYARIKAT/ PERNIAGAAN/BADAN KEBAJIKAN (Sdn Bhd/Berhad/persatuan, rumah-rumah ibadat, etc.)	
PENGALAMAN	TAHUN	JAWATAN	NAMA SYARIKAT/ PERNIAGAAN/BADAN KEBAJIKAN (Sdn Bhd/Berhad/persatuan, rumah-rumah ibadat, etc.)

ANNEXURE 4**ANGGARAN PENDAPATAN DAN PERBELANJAAN BAGI
TEMPOH DUA (2) TAHUN**

NAMA SYARIKAT:		
MAKLUMAT	TAHUN 1 (RM)	TAHUN 2 (RM)
Baki di bawa ke hadapan		
PENDAPATAN *Dana Pemula (Individu/Organisasi/Badan Korporat) *Yuran ahli Geran Kerajaan (Sekiranya ada) Lain-lain pendapatan (Sekiranya ada)		
Sumbangan (Sekiranya ada)		
JUMLAH PENDAPATAN		
PERBELANJAAN *Aktiviti dalam mempromosikan objek syarikat *Kos operasi & Pentadbiran Lain-lain perbelanjaan (Sekiranya ada)		
JUMLAH PERBELANJAAN		
LEBIHAN/(KURANGAN)		

*wajib dilengkapkan

ANNEXURE 5

AKUAN BERKANUN DARIPADA PENGARAH SYARIKAT BERKAITAN DENGAN SYARAT-SYARAT KUTIPAN SUMBANGAN SYARIKAT BERHAD MENURUT JAMINAN ('SBMJ')

Saya,..... (Nama Pengarah) (No. Kad Pengenalan/Passport)
pengarah kepada syarikat (Nama Syarikat) (No. Syarikat)
Warganegara Malaysia yang beralamat di
dengan sesungguhnya dan sebenarnya mengaku bahawa:

- a. SBMJ hendaklah setiap masa mematuhi segala peruntukan dibawah Akta Syarikat 2016 dan juga undang-undang lain yang terpakai;
- b. SBMJ hendaklah memastikan tatacara kutipan sumbangan mempunyai ciri-ciri kawalan dalaman yang mencukupi untuk mengelakkan penyelewengan;
- c. SBMJ hendaklah memastikan kutipan sumbangan selaras dengan objek dan bukan untuk manfaat ahli-ahli SBMJ;
- d. SBMJ hendaklah memastikan kutipan sumbangan tidak dinikmati oleh pengasas/ahli lembaga pemegang amanah/ ahli lembaga pengarah atau mana mana pihak yang menguruskan operasi SBMJ.
- e. Pengutip sumbangan hendaklah menunjukkan tanda pengenalan dan surat kebenaran/kelulusan bagi menjalankan kutipan sumbangan dan dibuat tanpa menggunakan unsur-unsur kekerasan, ugutan dan ancaman;
- f. Pengutip sumbangan hendaklah yang dilantik yang berumur 18 tahun keatas;
- g. SBMJ hendaklah mengeluarkan surat kepada penerima sumbangan;
- h. Perbelanjaan untuk kutipan sumbangan hendaklah seboleh-bolehnya tidak melebihi 1/12 daripada jumlah keseluruhan kutipan;

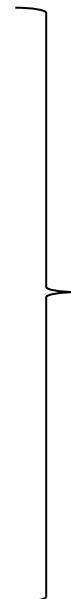
- i. SBMJ hendaklah mengeluarkan resit secara elektronik/manual semasa aktiviti kutipan dijalankan;
- j. SBMJ hendaklah memastikan penyata kewangan disediakan, diaudit dan dibentangkan di Mesyuarat Agung Tahunan mengikut peruntukan Akta Syarikat 2016;
- k. Tempoh sah kelulusan untuk mengutip sumbangan daripada orang awam adalah satu (1) tahun daripada tarikh kelulusan Pendaftar Syarikat;
- l. Kelulusan Pendaftar Syarikat ini adalah untuk permohonan kutipan sumbangan di bawah Akta Syarikat 2016 sahaja dan bukan bermaksud sebagai sokongan terhadap pungutan sumbangan yang akan dijalankan oleh SBMJ; dan
- m. SBMJ adalah dilarang untuk menggunakan atau mengaitkan nama Suruhanjaya Syarikat Malaysia (SSM), Pendaftar Syarikat, anggota dan pegawai SSM dalam menjalankan aktiviti kutipan sumbangan berkenaan.

Saya membuat akuan ini dengan kepercayaan bahawa apa-apa yang tersebut di dalamnya adalah benar serta menurut Akta Akuan Berkanun 1960.

Diperbuat dan dengan sesungguhnya diakui oleh
yang tersebut namanya di atas
di
di Negeri
pada....., 20

Di hadapan saya,

.....
(Tandatangan Hakim
Mahkamah Sesyen, Majistret,
Pesuruhjaya Sumpah)



ANNEXURE 6

SYARAT-SYARAT KUTIPAN SUMBANGAN SYARIKAT BERHAD MENURUT JAMINAN ('SBMJ')

SBMJ dibenarkan untuk menjalankan aktiviti kutipan sumbangan dalam tempoh satu (1) tahun dari tarikh kelulusan Pendaftar Syarikat dan hendaklah mematuhi syarat-syarat kutipan sumbangan seperti berikut:

- a. SBMJ hendaklah setiap masa mematuhi segala peruntukan dibawah Akta Syarikat 2016 dan juga undang-undang lain yang terpakai;
- b. SBMJ hendaklah memastikan tatacara kutipan sumbangan mempunyai ciri-ciri kawalan dalaman yang mencukupi untuk mengelakkan penyelewengan;
- c. SBMJ hendaklah memastikan kutipan sumbangan selaras dengan objek dan bukan untuk manfaat ahli-ahli SBMJ;
- d. SBMJ hendaklah memastikan kutipan sumbangan tidak dinikmati oleh pengasas/ahli lembaga pemegang amanah/ ahli lembaga pengarah atau mana mana pihak yang menguruskan operasi SBMJ.
- e. Pengutip sumbangan hendaklah menunjukkan tanda pengenalan dan surat kebenaran/kelulusan bagi menjalankan kutipan sumbangan dan dibuat tanpa menggunakan unsur-unsur kekerasan, ugutan dan ancaman;
- f. Pengutip sumbangan hendaklah yang dilantik yang berumur 18 tahun keatas;

- g. SBMJ hendaklah mengeluarkan surat kepada penerima sumbangan;
- h. Perbelanjaan untuk kutipan sumbangan hendaklah seboleh-bolehnya tidak melebihi 1/12 daripada jumlah keseluruhan kutipan;
- i. SBMJ hendaklah mengeluarkan resit secara elektronik/manual semasa aktiviti kutipan dijalankan;
- j. SBMJ hendaklah memastikan penyata kewangan disediakan, diaudit dan dibentangkan di Mesyuarat Agung Tahunan mengikut peruntukan Akta Syarikat 2016;
- k. Tempoh sah kelulusan untuk mengutip sumbangan daripada orang awam adalah satu (1) tahun daripada tarikh kelulusan Pendaftar Syarikat;
- l. Kelulusan Pendaftar Syarikat ini adalah untuk permohonan kutipan sumbangan di bawah Akta Syarikat 2016 sahaja dan bukan bermaksud sebagai sokongan terhadap pungutan sumbangan yang akan dijalankan oleh SBMJ; dan
- m. SBMJ adalah dilarang untuk menggunakan atau mengaitkan nama Suruhanjaya Syarikat Malaysia (SSM), Pendaftar Syarikat, anggota dan pegawai SSM dalam menjalankan aktiviti kutipan sumbangan berkenaan