

FAQ ON APPROVAL FOR COMPANY SECRETARIAL FIRMS TO OPERATE UNDER PHASE 1 AND PHASE 2 OF THE NATIONAL RECOVERY PLAN

1. How to apply for approval of a secretarial firm to operate?

Answer:

Please visit MITI portal at www.miti.gov.my, click CIMS 3.0 icon and log in to CIMS 3.0 portal.

You may need to register for a new account if you are a new user of CIMS. Otherwise, you may log in using your existing ID and password to proceed with your application or check its status.



2. Which cluster and sector should be selected for application of company secretarial firms approval?

Answer:

The following cluster and sector must be selected :

*Kluster/Cluster	Perkhidmatan Profesional Setiausaha Syarikat Di Bawah Akta Syarikat 2016
Sektor/Sector	Firma Kesetiausahaan Syarikat
*Please ensure that name of "Kementerian/Agensi Pelulus" appeared on the top is "KPDNHEP / Suruhanjaya Syarikat Malaysia"	

3. Is there any other platform to apply? Will SSM consider manual application without going through CIMS 3.0 (e.g. by email or over the counter)?

Answer:

No. All application must be submitted online through CIMS.

4. How to check whether my application is approved? Will SSM issue any letter?

Answer:

All application status will be updated in CIMS 3.0 and SSM will not issue any approval letter. The approval letter will be issued by MITI via the CIMS system and it can be downloaded through CIMS.



5. What are the possible reasons if my application is rejected?

Answer:

- (a) The company registration details (includes company, LLP and other types of secretarial firm) entered in CIMS are not consistent with the entity registered under e-secretary system or SSM's record;

- (b) Entity numbers were entered in the wrong field;

Entity Type	Field to key-in in CIMS
Company	New SSM No / Old SSM No
LLP	
Business	
Non-Audit Firm	Regulatory Agency / Profession Body License No.
Legal Firm	
Business License (Sabah & Sarawak)	Local Authority License No.

- (c) Duplicate applications;
- (d) None of the director/partner of the entity holds a valid Practicing Certificate issued under section 241 of the Companies Act (CA 2016);
- (e) Application was made under the incorrect sector;
- (f) The business entity does not exist in the e-secretary system record or SSM's record;
- (g) The employees information entered in CIMS are not accurate; and
- (h) Correspondence address or/and operation address entered in CIMS is/are incomplete. Please ensure all details including city/town are properly entered.

6. Who can be named as the contact person as requested in CIMS?

Answer:

The contact person should be the owner of the entity, any director/partner of the entity or any employee who is answerable for the registration and the company administration.

7. I have applied and obtained approval through MITI's CIMS to operate under other economic cluster such as "Perkhidmatan Perakaunan oleh Akauntan Bertauliah MIA" or "Perkhidmatan Guaman". Do I need to register in CIMS under MITI again for SSM's purposes if I wish to physically carry out secretarial services from my office premises?

Answer:

If a firm has obtained an approval from MITI through other economic cluster, the firm does not need to obtain approval again to operate under SSM.

8. I am providing company secretarial services without registering a business entity. Am I eligible to apply for the approval under this cluster?

Answer:

No. Application can only be accepted by CIMS if you have registered a business entity.

9. I am an in-house company secretary employed by my company. Am I eligible to apply for the approval under this cluster?

Answer:

No. The application should be made by your company under the relevant sector and cluster in which the company operates.

10. Is there any specific SOP issued by SSM in relation to the company secretarial firms?

Answer:

No. SSM will not issue any SOP in relation to the company secretarial firms. However, all company secretarial firms must comply with the general SOPs or other relevant SOPs issued by Majlis Keselamatan Negara from time to time.

11. Who should I contact if I have difficulties when accessing the MITI's CIMS or completing the CIMS form?

Answer:

- For technical enquiries relating to the CIMS system, please contact MITI at 03-6208 4949 or email cims@marij.my.
- You may also refer to MITI's CIMS tutorial video at the below link: <https://www.miti.gov.my/redirect/ppn/cims.html>.
- For enquires relating to the status of the application, please email to esecretary@ssm.com.my.

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