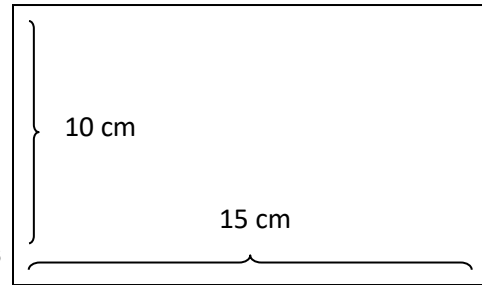


**Company No.**

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**COMPANIES ACT 2016**

**Section 68**

**ANNUAL RETURN OF A COMPANY HAVING A SHARE CAPITAL**

.....(Company Name)

**Goods and services tax no.** : \_\_\_\_\_  
**Calendar year of annual return** : \_\_\_\_\_  
**Date of annual return** : \_\_\_\_\_  
(The anniversary of incorporation date)

**SECTION A: PARTICULARS OF COMPANY**

**Address of registered office** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Postcode** : \_\_\_\_\_  
**Town** : \_\_\_\_\_  
**State** : \_\_\_\_\_

**Address of register of members is kept** : \_\_\_\_\_  
(if other than the registered office)  
\_\_\_\_\_  
**Postcode** : \_\_\_\_\_  
**Town** : \_\_\_\_\_  
**State** : \_\_\_\_\_

**Address of financial records are kept** : \_\_\_\_\_  
(if other than the registered office)  
\_\_\_\_\_  
**Postcode** : \_\_\_\_\_  
**Town** : \_\_\_\_\_  
**State** : \_\_\_\_\_

<sup>[1]</sup>**Nature of business**

No.	Description

<sup>[1]</sup> State three (3) main business actually carried on by the company in order of priority.

**Company No.**


**Principal places of business** :

.....

.....

.....

Postcode : .....

Town : .....

State : .....

Telephone number : .....

Email : .....

Webmail : .....

<sup>[2]</sup>**Branches places of business** :

(if any) .....

.....

.....

Postcode : .....

Town : .....

State : .....

Telephone number : .....

Email : .....

**SECTION B: PARTICULARS OF SHAREHOLDING STRUCTURE****SUMMARY OF SHAREHOLDING STRUCTURE**

<sup>[3]</sup>**Currency** : Ringgit Malaysia (MYR)

Types of shares	Ordinary	Preference	Others
Amount of shares issued as fully paid			
Amount of shares issued as partly unpaid			
Number of shares subject to payment wholly in cash			
Number of shares subject to payment otherwise than cash			
Numbers of shares held by citizens who are malays and natives			
Numbers of shares held by citizens who are non-malays and non-natives			

<sup>[2]</sup> Annex a separate list for additional branches.

<sup>[3]</sup> If the amounts inserted are not quoted in Malaysian currency, the currency in which they are quoted is to be specified.

**Company No.**

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Numbers of shares held by non-citizens	
Number of shares held by bodies corporate controlled by citizens who are malays and natives	
Number of shares held by bodies corporate controlled by citizens who are non-malays and non-natives	
Numbers of shares held by bodies corporate controlled by non-citizens	
<sup>[4]</sup> There has been called up on shares	
<sup>[4]</sup> There has been called up on shares	
<sup>[4]</sup> There has been called up on shares	
<sup>[5]</sup> Total amount of calls received including payments on application and allotment	
Total amount, if any, agreed to be considered as paid on ..... shares which have been issued as fully paid up otherwise han in cash	

Total amount, if any, agreed to be considered as paid on ..... shares which have been issued as partly paid up otherwise han in cash	
Total amount of calls unpaid	
Total amount of sums, if any, paid by way of commission in respect of any shares or debentures since the date of last return	
Total amount of sums, if any, allowed by way of discount in respect of any debentures since the date of last return	
Total number of shares forfeited	
Total amount paid, if any, on shares forfeited	

<sup>[4]</sup> Where various amounts have been called or there are shares of different kinds, state them separately.

<sup>[5]</sup> Include what has been received on forfeited as well as on existing shares.

**Company No.**

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**SECTION C: PARTICULARS OF INDEBTEDNESS**

Particulars of the indebtedness of the company in respect of all charges which are required to be registered with the Registrar of Companies are as follows:

<b>Registered no.</b>	<b>Date of registration</b>	<b>Nature of charge</b>	<b>Name of chargee</b>	<b>Amount of the indebtedness (MYR)</b>
<b>Total amount of the indebtedness</b>				

**Company No.**

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**D: PARTICULARS OF THE DIRECTORS, MANAGERS, SECRETARIES AND AUDITORS**

Officer in company	<sup>[6]</sup> Name	NRIC/ Passport no.	Passport no. expiry date	Nationality/ Race	Date of birth	Residential address	Service/ Business address	Business occupation
Director								
Manager (if any)								
Secretary								

**Auditors for current financial year**

Audit firm no.	Name of audit firm	Address of audit firm

<sup>[6]</sup> In the case of a person appointed as an alternate to another director insert "alternate to (*name of director*)" against his name.

**Company No.**

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**SECTION E: PARTICULARS OF MEMBERS**

Folio in register ledger containing particulars	[7]Name	NRIC/ [8]Passport no. & Passport expiry date/ Registration no.	Date of birth	[9]Address	[10]Nationality & Race/ Place of incorporation or origin	[11]Number of shares held by existing members [12]	Analysis of shareholdings [13]					
							Citizens who are malays and natives [12]	Citizens who are non-malays and non-natives [12]	Non-citizens [12]	[14]Body corporate controlled by citizens who are malays and natives [12]	[15]Body corporate controlled by citizens who are non-malays and non-natives [12]	[15]Body corporate controlled by non-citizen [12]

[7] Insert the appropriate appropriate columns, in the case of an individual, his name as per NRIC or Passport, or in the case of a corporation, its corporate name.

[8] If passport no., insert passport expiry date.

[9] Insert, in the case of an individual, his usual residential address, or in the case of a corporation, the address of its registered office.

[10] If Malaysian, state whether the member is a Malay, Chinese, Indian or others. If a body corporate, state the place of incorporation.

[11] Where the shares are of different classes these columns may be subdivided so that the number of each class held may be shown separately. Where any shares have been converted into stocks, particulars of the amount of stock must be shown.

[12] The aggregate number of shares held, and not the distinctive numbers, must be stated, and the column must be added up throughout so as to make one total to agree with that stated in the summary to have been take up.

[13] The Analysis of Shareholding need not include any column thereunder that is not applicable.

[14] "Body corporate" means corporation as defined in section 3 but for this purpose it also includes the exceptions thereof. "Controlled by" means where not less than half of the issued capital (excluding any part thereof which consists of preference shares) is beneficially owned by or where not less than half of the voting power is controlled by the person.

**Company No.**

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**SECTION F: CERTIFICATE TO BE GIVEN BY ALL COMPANIES**

I/We<sup>[15]</sup> after having made due inquiries certify:–

- (a) that the provisions of the Unclaimed Moneys Act 1965, relating to the unclaimed moneys have been complied with;
- (b) having made an inspection of the share register, that transfers have not<sup>[15]</sup> been registered since date of the last annual return<sup>[15]</sup> or the incorporation of the company<sup>[16]</sup>;
- (c) <sup>[16]</sup>that the company has not since the date of the last annual return<sup>[17]</sup> issued any invitation to the public to subscribe for any shares in or debentures of the company or to deposit moneys for fixed periods or payable at call;
- (d) <sup>[18]</sup>that the excess of members of the company above fifty (counting joint holders of shares as one person) consists only of persons who are in the employment of the company or of its subsidiary or persons who while previously in the employment of the company or of its subsidiary were and thereafter have continued to be members of the company;
- (e) <sup>[19]</sup>that the company is a public company which has more than five hundred members and the company provides reasonable opportunities and facilities for a person to inspect and take copies of its list of members and its particulars of shares transferred; and
- (f) <sup>[20]</sup>that none of the members of the company is holding shares as a nominee or trustee.

.....  
<sup>[15]</sup>Director/ Secretary

Name :  
Date :

**DECLARATION**

**I confirm that the facts and information stated in this document are true and to the best of my knowledge.**

.....  
Secretary

Name :  
License no./ Membership no.:  
Practicing certificate no. :  
Date :

**Attention:**

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<sup>[15]</sup> Strike out if inapplicable.  
<sup>[16]</sup> Strike out this paragraph if the company is not a private company.  
<sup>[17]</sup> In the case of the first annual return of a private company strike out the words "last annual return" and substitute the words "incorporation of the company".  
<sup>[18]</sup> Strike out this paragraph except in the case of a private company whose members exceed fifty.  
<sup>[19]</sup> Strike out this paragraph except in the case of a public company whose members exceed five hundred.  
<sup>[20]</sup> If any of the members of the company is holding shares as a nominee or trustee, annex a separate list of information relating to beneficial ownership.

**Company No.**

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It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3million or to both.

**LODGER INFORMATION**

**Name** : .....

**NRIC no.** : .....

**Address** : .....

.....

**Poscode** : .....

**Town** : .....

**State** : .....

**Telephone number** : .....

**Email** : .....

This is the annexure of ..... pages marked ..... referred to in (insert section no.) signed by me and dated .....

**Signed by:**

.....  
Secretary

Name : .....

License no./ Membership no.: .....

Practicing certificate no. : .....

Date : .....

**ANNEXURE: PARTICULARS OF ADDITIONAL BRANCHES PLACES OF BUSINESS (if any)**

No.	Address	Telephone number	Email



**Company No.**

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**Company No.**

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**Note:**

- (1) \* **“Beneficial Owner” (BO)** means the ultimate owner of the shares and does not include a nominee of any description. This definition covers the natural person(s) who ultimately own or control the corporation as distinguished from the legal owners and/or refers to ultimate effective control of a natural person(s) over the company regardless of its position in the company. Such beneficial ownership may be determined if it falls under one or more of the following criteria:

CRITERIA	DESCRIPTION
A	Has interest, direct or indirectly, in not less than 20% of the shares;
B	Hold, directly or indirectly, not less than 20% of the voting shares of the company;
C	Has the right to exercise ultimate effective control whether formal or informal over the company; or the directors or the management of the company;
D	Has the right or power to directly or indirectly appoint or remove a director(s) who hold a majority of the voting rights at meeting of directors; or
E	Is a member of the company and, under an agreement with another member of the company, controls alone a majority of the voting right in the company.

- (2) Identify the BO(s) of the company as described in items A to E above. Indicate the letter(s) corresponding thereto. In the event that the individual identified as the BO falls under several criteria, indicate all the letters corresponding to such criteria on an additional sheet if necessary.
- (3) If the criteria are under letters “C, D, & E”, to indicate the position held in the company, if any (i.e., Director/Trustee, President, Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, etc.).
- (4) For government-owned or state-owned companies, please indicate the name of the office of the Minister or Chief Minister (or such other equivalent office). It is expected that the BO identified for government entities is not necessarily a BO. Therefore, please state such information in this form under column (9) (criteria of BO).
- (5) Do not leave any item blank. Please state the following reason if the BO information cannot be furnished:
- (a) No BO;
  - (b) Unidentified BO;
  - (c) Particulars of identified BO are not confirmed;
  - (d) Company’s investigation is ongoing; or
  - (e) Matters noted in the registry have ceased to be true.

**Declaration:**

- I confirm that the facts and information stated in this document are true and to the best of my knowledge and all due diligence and vetting processes have been performed on the BO and that the information, supporting documents and other records relating to the BO pursuant to the Guideline For the Reporting Framework for Beneficial Ownership of Legal Persons is available in our registered office.

**Attention:**

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3 million or to both.

**Company No.**

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**LODGER INFORMATION**

Name :  
NRIC No :  
Address :  
Phone No :  
Email :