

GUIDELINES FOR CHANGE OF A LOCAL COMPANY NAME

1. A company may change its name to another name and only the existing company secretary may lodge the application to change the company name. The procedures are as follows:

- (a) Name Search and Application of Name

The proposed company name should be lodge via SSM online system with a prescribed fee of RM50. If the proposed name is approved, it will be reserved for thirty (30) days from the date of the notification.

- (b) Submission of Application to Change Company Name

Within 30 days from the date of approval of the company name, the applicant may submit the following documents to SSM with a fee of RM100:

- (i) a copy of the application and reservation for availability of names;
 - (ii) a copy of the email for the approval notification of the reservation of name; and
 - (iii) the application for change of name under section 28(1) of the Companies Act 2016.

2. Verification of Change of Company Name

A notice of change of name will be issued within one working day by SSM upon compliance with the procedures and submission of duly completed documents.

Certificate of change of name would be issued by SSM upon request together with the prescribed fee.