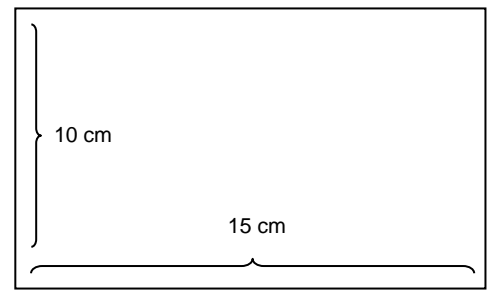


Company No.

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**COMPANIES ACT 2016**

**Section 237(2)**

**NOTICE OF INTENTION TO VACATE THE OFFICE OF SECRETARY**

\_\_\_\_\_ (Company Name)

**PARTICULARS OF COMPANY**

Company Name :  
Company No. :  
Address :  
Office Phone Number :  
Email Address :  
Fax Number :

**PARTICULARS OF SECRETARY**

Name :  
NRIC No. :  
Residential address :  
Secretarial Firm Name :  
Registration Number :  
Mobile Phone Number :  
Office Phone Number :  
Fax Number :  
Email Address :

**NOTICE**

I am the secretary of the company mentioned above and none of the directors of the company can be communicated with at the last known address.

I hereby give notice of my intention to vacate the office of secretary of the company and upon the expiry of thirty days from the date of this notice, I shall cease to be the secretary of the company.

Date:

Name:

Practising Certificate No:

Licence No./Prescribed Body Membership No.:

**Company No.**

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**Declaration:**

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

**Signed:**

\_\_\_\_\_  
(Secretary)

Name :  
License no/ Membership No. :  
SSM Practicing Certificate No. :  
Date :

**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 RM3million or to both.

**LODGER INFORMATION**

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