



**SURUHANJAYA SYARIKAT MALAYSIA**  
**(COMPANIES COMMISSION OF MALAYSIA)**  
**MENARA SSM @ SENTRAL**  
**NO 7 JALAN STESEN SENTRAL 5**  
**KUALA LUMPUR SENTRAL**  
**50623 KUALA LUMPUR**

*Operator : 03-2299 4400*  
*Contact Centre : 03-7721 4000*  
*Faks : 03 - 7721 4001*  
*Emel : Enquiry@ssm.com.my*

*Ruj. Tuan :*

*Ruj. Kami :*

*Tarikh : 21 Disember 2015*

**Kepada Presiden/ Setiausaha**

Badan Profesional / Persatuan Setiausaha

YBhg. Tan Sri/ Dato'/ Datin/ Tuan/ Puan

**PENGUMUMAN BERHUBUNG PENERBITAN NOTA AMALAN  
SURUHANJAYA SYARIKAT MALAYSIA:**

- ***PRACTICE NOTE NO. 17/2015: CLARIFICATION ON  
QUERIES ISSUED ON DOCUMENTS LODGED WITH THE  
REGISTRAR***

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Untuk makluman pihak YBhg. Tan Sri/ Dato'/ Datin/ Tuan/ Puan, bersama-sama ini dilampirkan pengumuman Nota Amalan No. 17/2015 yang dikeluarkan oleh Suruhanjaya Syarikat Malaysia (SSM) berkaitan dengan perkara yang disebut di atas.

3. Untuk makluman YBhg. Tan Sri/ Dato'/ Datin/ Tuan/ Puan seterusnya, Nota Amalan ini dikeluarkan dengan tujuan untuk memberi penjelasan berhubung kueri ke atas dokumen yang diserahkan simpan dengan Pendaftar di bawah Akta Syarikat 1965.

4. Di sini kami ingin memohon perhatian dan jasa baik pihak YBhg. Tan Sri/ Dato'/ Datin/ Tuan/ Puan untuk menyebarkan dan menghebahkan makluman ini kepada semua ahli persatuan.

5. Sebarang maklumat lanjut bolehlah menghubungi kami di talian telefon 03-2299 5489 atau dengan melayari laman web SSM di [www.ssm.com.my](http://www.ssm.com.my). Segala sokongan, perhatian dan kerjasama yang diberikan dalam perkara ini amat dihargai.

Sekian terima kasih.

**"Perniagaan Anda Bermula di SSM"**

Yang benar,



---

**MOHAMAD SHAHREN MOHAMAD YUSRI**

Ketua Seksyen Komunikasi Korporat  
Suruhanjaya Syarikat Malaysia



COMPANIES ACT 1965: PRACTICE NOTE NO. 17/2015

RE: CLARIFICATION ON QUERIES ISSUED ON DOCUMENTS  
LODGED WITH THE REGISTRAR

1. This Practice Note serves to clarify the treatment of queries issued on documents and applications lodged with the Registrar under the Companies Act 1965.

**BACKGROUND**

2. All documents lodged with the Registrar must comply with the requirements set out under section 11(8) of the Companies Act 1965 and Regulations 3, 4, 6, 6A and 18 of the Companies Regulations 1966 to ensure the quality of corporate information from documents lodged or registered with the Registrar is maintained.

3. In so far as the contents of the documents is concerned, section 11(8) of the Companies Act 1965 states the following—

*"11(8). If the Registrar is of the opinion that a document lodged or registered with him—*

- (a) *contains matter contrary to law;*
- (b) *contains matter that, in a material particular, is false or misleading in the form or context in which it is included;*
- (c) *by reason of an omission or misdescription has not been duly completed;*
- (d) *does not comply with the requirements of this Act; or*
- (e) *contains an error, alteration or erasure,*  
*the Registrar may request—*
- (f) *that the document be appropriately amended or completed and resubmitted;*
- (g) *that a fresh document be submitted in its place;*  
*or*
- (h) *where the document has not been duly completed, that a supplementary document in the prescribed form be lodged.”*

4. Thus, if a company lodged a document which is not in compliance with the provisions under section 11(8) or Regulations 3, 4, 6, 6A and 18 of the Companies Regulations 1966, the Registrar will issue a query on the document. The company is required to reply to the query within fourteen (14) days from the receipt of such query.

5. Whilst the majority of the queries were replied within the timeframe given, on many occasions the queries were replied late and in some other cases, were not replied at all.

6. As a result, the number of incomplete lodgement of document has increased over the time which may eventually affect the quality of corporate information supplied to the public.

### **NEW PROCEDURES ON QUERIES ISSUED BY THE REGISTRAR ON A DOCUMENT**

7. The procedures on documents which are currently under query (**before or as at 31 December 2015**) are as follows:

- (a) Companies are advised to check from SSM's website at [www.ssm.com.my](http://www.ssm.com.my) as to whether they have any outstanding query.
- (b) Companies are allowed a timeframe until **31 March 2016** to reply to the query.
- (c) If no reply is received at the end of the period, SSM will consider that the documents do not comply with the requirements under section 11(8)(a)-(e) of the Companies Act 1965 and/or Regulations 3, 4, 6, 6A and 18 of the Companies Regulations 1966 and as such, the documents shall be rejected.
- (d) Companies will have to submit a fresh document with a new submission date together with the relevant fee, where applicable. The late lodgement fee provision will also apply accordingly.

8. The procedures for query on all newly lodged documents with effect from **1 January 2016** are as follows:

- (a) Documents which do not comply with the requirements set out under the relevant Regulations 3,4, 6, 6A and 18 of the Companies Regulations 1966 will not be accepted.
- (b) Documents which do not comply with section 11(8)(a)-(e) of the Companies Act 1965 will be queried. If the query is not answered within thirty (30) days, the relevant document will be rejected and will be cancelled from the system. A fresh document with a new submission date will have to be lodged together with the relevant fee, where applicable. The late lodgement fee provision will also apply accordingly.

9. This Practice Note serves to reiterate the importance of the submission of true, accurate and updated information in compliance with the provisions of the Companies Act 1965 and the Companies Regulations 1966 to ensure quality and reliable corporate information.

**REGISTRAR OF COMPANIES**  
**COMPANIES COMMISSION OF MALAYSIA**  
**21 December 2015**