



## Public Trust: Moving Towards Good Governance, Disclosure And Financial Integrity

Registry of Societies Malaysia  
Home Ministry  
Level 2 & 3, Block B, Chancery Place,  
Jalan Diplomatic 2, Precint Diplomatic,  
62542 Putrajaya.

<http://www.ros.gov.my>



## Stakeholders: Domestic

- ∅ General Public
- ∅ Public Sector
- ∅ Media
- ∅ Business Community
- ∅ Politicians
- ∅ NGOs
- ∅ Academicians/Researchers
- ∅ Travel industry
- ∅ Diplomatic Community in Malaysia

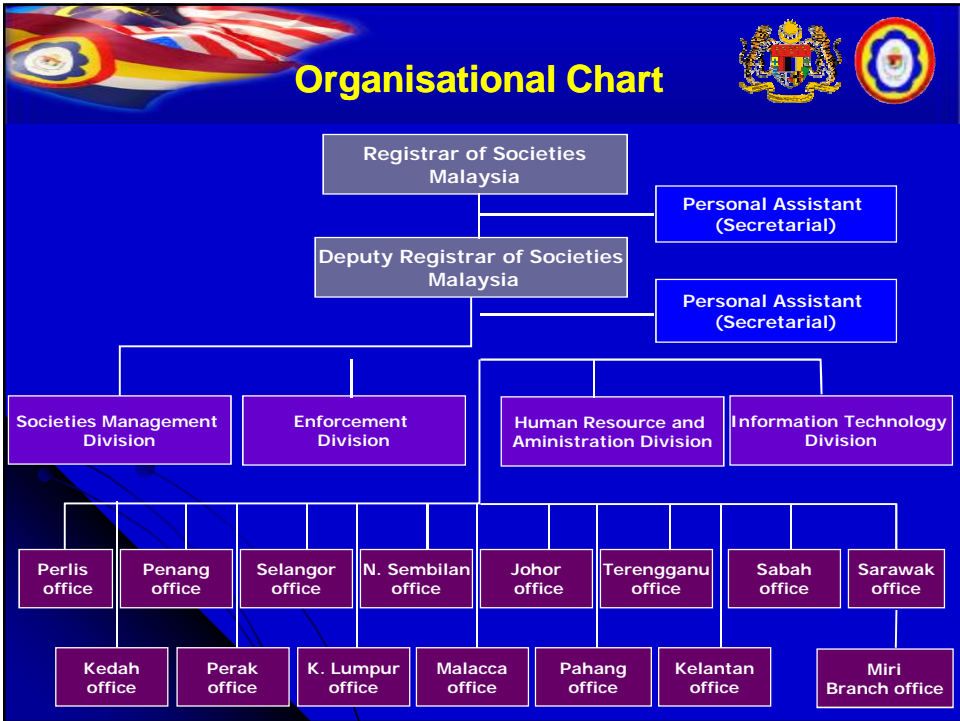
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# Stakeholders: International

- ∅ TI
- ∅ International A-C Organizations
- ∅ Investors
- ∅ Academicians/Researchers
- ∅ Tourists
- ∅ Fraternities- Policy Makers

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## Defination of Society


Under **Section 2, Societies Act 1966**, a society means any local society, club which consists of **seven (7) or more individuals** organized and established in Malaysia or having its headquarters in Malaysia.

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## Societies Act, 1966 (Act 335)

This Act is to monitor the registration of societies and replaces the following Ordinance:  
Effective since **1 February 1966**

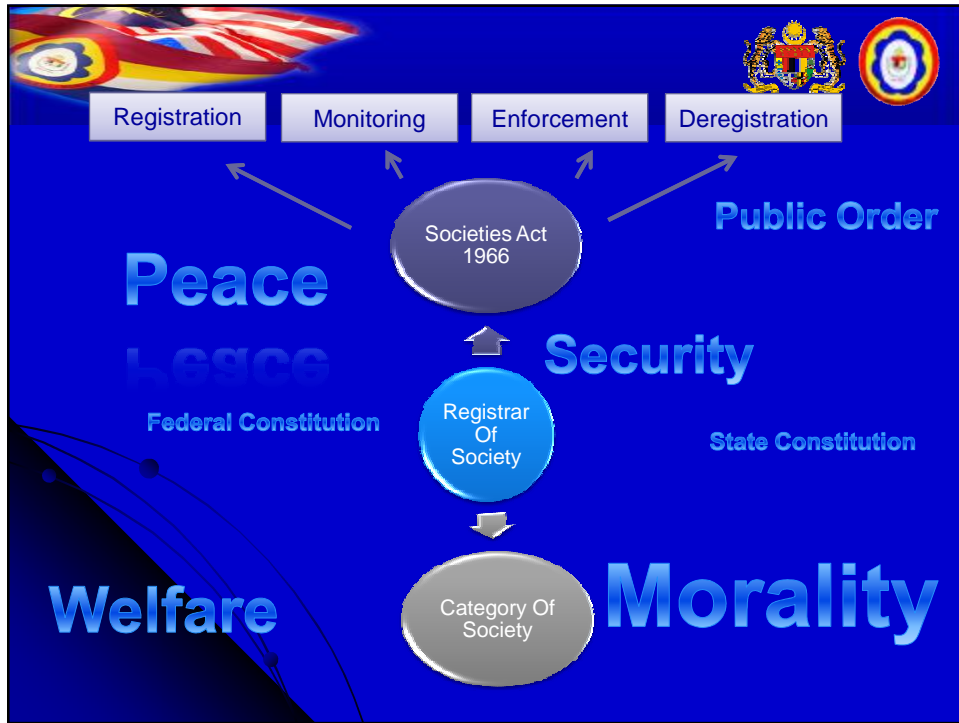


### Rights of Association

Guarenteed in the Federal Constitution.

- Article 10(1)(c) subject to Clauses (2), (3) and (4) - *"All citizens have the right to form associations"*
- Article 10(2) - *"Imposing restrictions as it deemed necessary or expedient in the interest of the Security of the Federation. Public Order or Morality"*

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**BUSINESS PROCESS**

	INPUT	PROCESS	OUTPUT
<b>SOCIETIES</b>	Managing Societies	Registration Updating Records Annual Returns Advisory Services	Certificate
	Enforcing Societies	Monitoring and Enforcement of Societies Act 1966 Investigation of Complaints Managing Prosecution / Charges	Fulfill Government Requirement
	Information Services	Stakeholder Purposes Research	Societies Empowerment

## CATEGORIES OF SOCIETIES

- | Religious
- | Human Rights
- | Security
- | Welfare / Charities
- | Social
- | Recreational
- | Mutual Benefit
- | Cultural And Art
- | Business

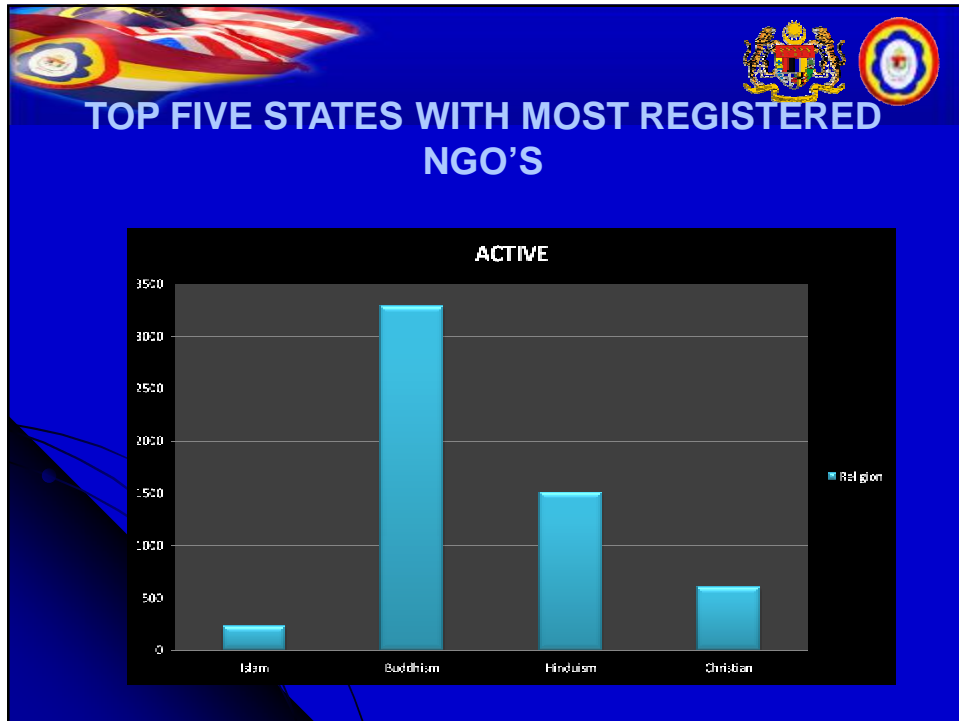
**At Present Registered NGO's 48,483**

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## TOP FIVE CATEGORIES OF NGO'S REGISTERED

### ACTIVE

Category	Number of Societies (Approximate)
Welfare	8,800
Religion	8,500
Social And Recreational	6,800




### Foreigners as Office Bearers

**Allowed for certain categories.**

**Applicants shall apply for approval from the Registrar for such cases with a copy of their travel documents (front page) & Immigration clearance details.**

**Approval shall be under the sole discretion of the Registrar.**


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## KEWAJIPAN PEGAWAI PERTUBUHAN

1. Pengerusi/Yang Dipertua/Presiden
  - | Mempengerusikan semua mesyuarat
  - | Bertanggungjawab atas kesempurnaan perjalanan mesyuarat
  - | Menandatangani peringatan mesyuarat


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## KEWAJIPAN PEGAWAI PERTUBUHAN

2. Timbalan Pengerusi/Naib Yang Dipertua/Naib Presiden
  - Membantu Pengerusi/Yang Dipertua/Presiden dan memangku jawatan itu semasa ketiadaannya

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## KEWAJIPAN PEGAWAI PERTUBUHAN

3. Setiausaha

- I Melaksanakan pentadbiran Pertubuhan mengikut Perlembagaan Pertubuhan dan Akta
- I Menguruskan dokumentasi pertubuhan
- I Mencatat minit mesyuarat dengan teratur
- I Menghantar Penyata Tahunan dalam masa 60 hari dari tarikh Mesyuarat Agung kepada JPPM

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## KEWAJIPAN PEGAWAI PERTUBUHAN

3. Bendahari

- I Bertanggungjawab berkenaan semua hal kewangan Pertubuhan
- I Membuat dan menyimpan kira-kira Pertubuhan

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## SEKSYEN 15 (1A)

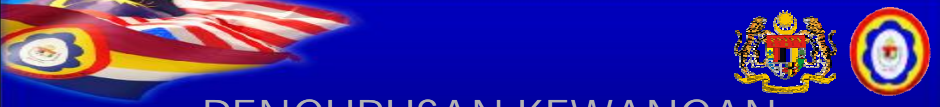
Jika Suatu Notis, Perintah Atau Dokumen Lain Disampaikan Kepada Seseorang Yang Tidak Lagi Menjadi Pemegang Jawatan Sesuatu Pertubuhan Berdaftar, Dia Hendaklah Dengan Serta-merta Menyampaikan Notis, Perintah Atau Dokumen Itu Kepada Pemegang Jawatan Yang Ada Bagi Pertubuhan Berdaftar Itu. Jika Tidak Diketahui, Hendaklah Mengembalikannya Kepada Pendaftar Atau Penolong Pendaftar Yang Menghantarkannya Itu

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Mana-mana Orang Yang Tidak Berbuat Demikian Adalah Melakukan Sesuatu Kesalahan Dan Jika Disabitkan, Boleh Dikenakan Denda Tidak Melebihi RM 3,000.00 (Ringgit Malaysia Tiga Ribu)

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## PENGURUSAN KEWANGAN

Pengurusan Kewangan Pertubuhan perlu diuruskan secara berkesan oleh Bendahari kerana ia melibatkan transaksi kewangan.

Dokumen-dokumen ini mesti disimpan dengan lengkap dan selamat di tempat urus Pertubuhan.

Setiap pertubuhan perlu mempunyai buku-buku atau dokumen kewangan seperti berikut :-

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## PENGURUSAN KEWANGAN

1. Buku Yuran
2. Buku Wang Tunai
3. Buku Lejar Am
4. Resit Rasmi
5. Fail-Fail Baucer Pembayaran termasuk Bil-Bil
6. Penyata Akaun bulanan dan tahunan
7. Buku Cek dan Kenyataan Bank


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## PENGURUSAN DOKUMENTASI

1. Buku Daftar Ahli
2. Buku Minit Mesyuarat Agung
3. Buku Minit Mesyuarat Jawatankuasa
4. Sijil Kelulusan Pendaftaran
5. Perlembagaan Pertubuhan
6. Surat-surat Pertubuhan
7. Lain-lain dokumen berkaitan

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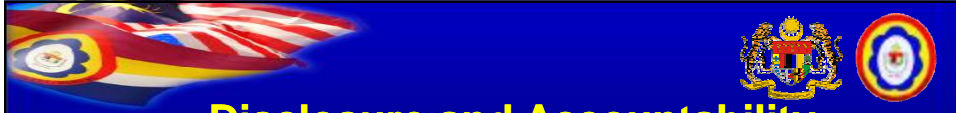
## Disclosure and Accountability

**Must strictly adhere to the requirements of the constitution and Societies Act 1966.**

- Annual General Meetings (AGM)
- Disclosure of accounts to all members
- Book keeping
- Annual Returns must be submitted according to the deadline

**Office Bearers are accountable to its members as they were chosen by them.**


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## **Disclosure and Accountability**

- **Disclosure and management of accounts are of the utmost importance.**
- **Most complaints are based on financial irregularities including those involve in the receiving of funds. (must be in the societies name not individual)**
- **Funds received from internal and external sources must be properly recorded / reported and receipts issued to the donors.**


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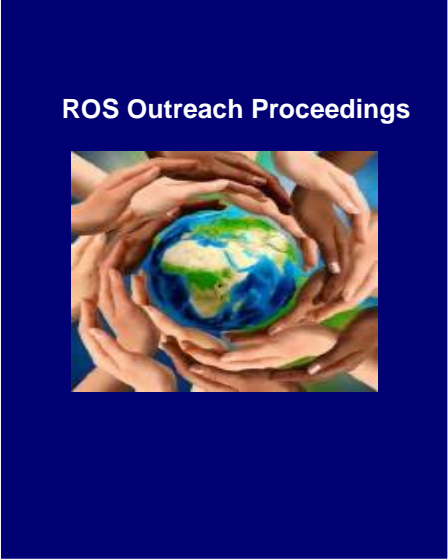
## **Benefits of Disclosure**

- **The society will be seen as a healthy society and applying all the relevant principles of Good Governance and transparency in their administration.**
- **Will increase not only the confidence of members but the public in general in the society.**
- **Zero complaints against the society.**
- **Recognition by the Government as well as other countries.**

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**ROS Outreach Proceedings**



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**Courses /Seminars**  
**Office Bearers of societies (NGO's) are also invited to attend seminars/courses on 'Good Governance' and awareness programs relating to anti money laundering issues**

**Other agencies are also invited to share their expertise on matters relating to the well being of associations in the country.**

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## Moving Forward

**Introduction of the e-ROSES system in which applications for registration can be done on line.**

**Shorter Time Frame on Decisions.  
Applicants will receive the results of their application within 5 working days.**

**Closer working cooperation with international agencies in sharing of Best practices.**

**Outreach Programmes (Anti Money Laundering Awareness)**

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# Thank You

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