

The logo for CPA group, featuring the letters 'CPA' in a large, blue, serif font, with the word 'group' in a smaller, blue, sans-serif font directly below it.

CPA  
group

*Friendly, reliable & professional*

# INCORPORATION HANDBOOK 2020

# INCORPORATION MILESTONE

## To Provide:-

1. Three (3) proposed company names
2. Photocopy of Directors' IC or Passport
3. Nature of Business
4. No of shares held by shareholders
5. Contact details of all person(s).

## Step 1

Company Name  
Search (24 hrs/ 1 day)

Approved  
names will  
only be  
reserved for  
**30 days** only

## Step 2

Prepare  
Incorporation  
Documents (1 day)

Person(s) sign  
Incorporation  
documents  
at our office

## Step 3

Online application  
of incorporation  
upon payment  
received  
(1 day)

Company  
Registered

## Step 4

Prepare certified true copies of  
statutory documents for :-

- opening bank account
- registering EPF & SOCSO
- applying relevant licenses

## DIRECTOR & SHAREHOLDER

- ❖ 18 years old and above.
- ❖ Must not be a bankrupt.
- ❖ Must not be convicted of an offence.
- ❖ Must have a Malaysian **residential** address.
- ❖ Must disclose details of next-of-kin

- ❖ Minimum shares is ONE (1) Unit equals to RM1.00
- ❖ No Authorized Capital

# CONSTITUTION

- All Directors & Shareholders of the new Company are bounded by the Companies Act 2016.
- However the Company may adopt its own Constitution under Section 32.



## REGISTERED ADDRESS

- To be used as the registered office for all communications and notices to be addressed;
- To keep a register of the company's directors, managers, secretaries and auditors at the registered office;
- Should not be confused with the business address.

## LICENCES & REGISTRATION SERVICES

No.	License	Regulatory Body	Paid Up Capital	Purpose
1.	CIDB	Construction Industry Development Board	Rm5,000 – Rm750,000	To start a construction related business
2.	MOF	Ministry Of Finance	Rm2,500	To obtain any government projects or jobs
3.	Private Employment Agency (“APS”)	Department Of Labour (Jabatan Tenaga Kerja)	Rm50,000 - Rm250,000	To start a company which recruits foreign workers to supply for employers.
4.	Business Premise & Signboard Licence	Local Authority MBJB/MBIP/MPPG/MPKU	Nil	It is compulsory to obtain this licence before the commencing of business operations.
5.	WRT (Wholesale, Retail & Trade )	Ministry Of Domestic Trade, Co-operatives And Consumerism (KPDNKK )	Rm1 million	This license is a requirement for any majority owned (>50%) wholesale, retail & trade companies . It is used as a supporting document when applying for the Business Premise & Signboard Licence.
6.	Employment Pass	Immigration Department	RM350,000 To RM1 million	A work permit enables an expatriate to take up employment with an organisation in Malaysia. The pass is subject to the contract of employment (up to 60 months)
7.	Employer Registration Certificate	Employees Provident Fund (EPF)	Nil	Social Security Organisation Primarily to provide Retirement Benefits For Private Sector And Pensionable Employees In Malaysia. Both employer and employee are required by law to contribute to EPF
8.	Employer Registration Certificate	Social Security Organization (SOCISO)	Nil	Organisation to provide social security protections for employees/workers In Malaysia. Both employer and employee are required by law to contribute to Socso.

## FLOW OF INTERRELATED SERVICES

### Company Secretary

- To organise & submit annual returns and financial statements to SSM

### Accountant

- To prepare a full set of management accounts for audit purposes

### Tax Agent

- To compute the tax figures and submit the forms to the Inland Revenue Board

## CONTACT US

Matrix Secretarial Services (JB) Sdn. Bhd.	Matrix Accounting Agency Sdn. Bhd.	Matrix Taxation Agency Sdn. Bhd.
<p>Address : S11, Podium 1, Menara Ansar, No. 65, Jalan Trus, 80000 Johor Bahru, Johor Darul Ta'zim.</p> <p>Person to contact : Ms Didie H/P : 019-7745780</p> <p>Ms Ain/Ms Nia Tel : 07-2245770 Fax : 07-2245771</p>	<p>Address : No. 17A &amp; 19A, Jalan Bukit Impian 17, Taman Impian Emas, 81300 Skudai, Johor Darul Ta'zim.</p> <p>Person to contact : Ms Aliya</p> <p>Tel : 07-5589936 Fax : 07-5546976</p>	<p>Address : No. 17A &amp; 19A, Jalan Bukit Impian 17, Taman Impian Emas, 81300 Skudai, Johor Darul Ta'zim.</p> <p>Person to contact : Ms Nabila / Ms Stephanie</p> <p>Tel : 07-5589936 Fax : 07-5546976</p>