

## INCORPORATION CHECKLIST

**Proposed Company Name:**

**Proposed Alternative Name:**

Remarks: If the proposed company name contains own creation word, please explain the meaning of the word.

Explanation: \_\_\_\_\_

**Intended Principal Activities (maximum two):**

**Proposed Business Address** *(Can leave it blank and add in after the company has been incorporated):*

**Proposed issued and fully paid up share capital:**

**Proposed financial year end** *(Can decide later):*

**Preferred Bank to open account in**

**Please indicate Bank Branch, Cheque Signing Condition and Online Banking Authorised**

**Person:**

I, We, being the promoter (s) hereby appoint YCS Management & Consulting Services as my/our agent to act on my/our behalf to apply and reserve a new company name with SSM, and the eventual incorporation of the said company as per the above instructions.

*To be initialed by Client(s)*

**Proposed shareholder(s)**

**Shareholder 1:**

Full individual/company name: \_\_\_\_\_

Name of Representative (if it is corporate shareholder): \_\_\_\_\_

IC/Passport/Co. registration No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential/Registered address: \_\_\_\_\_

Nationality/Place of incorporation: \_\_\_\_\_ Race: \_\_\_\_\_

Email address: \_\_\_\_\_ Gender: \_\_\_\_\_

Contact No.: (Handphone) \_\_\_\_\_ (Office): \_\_\_\_\_

Proposed shareholding: \_\_\_\_\_

**Shareholder 2:**

Full individual/company name: \_\_\_\_\_

Name of Representative (if it is corporate shareholder): \_\_\_\_\_

IC/Passport/Co. registration No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential/Registered address: \_\_\_\_\_

Nationality/Place of incorporation: \_\_\_\_\_ Race: \_\_\_\_\_

Email address: \_\_\_\_\_ Gender: \_\_\_\_\_

Contact No.: (Handphone) \_\_\_\_\_ (Office): \_\_\_\_\_

Proposed shareholding: \_\_\_\_\_

**Shareholder 3:**

Full individual/company name: \_\_\_\_\_

Name of Representative (if it is corporate shareholder): \_\_\_\_\_

IC/Passport/Co. registration No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential/Registered address: \_\_\_\_\_

Nationality/Place of incorporation: \_\_\_\_\_ Race: \_\_\_\_\_

Email address: \_\_\_\_\_ Gender: \_\_\_\_\_

Contact No.: (Handphone) \_\_\_\_\_ (Office): \_\_\_\_\_

Proposed shareholding: \_\_\_\_\_

*\* For corporate shareholder(s), copy of Co. Reg. Certificate, company profile and instant information search from SSM are required.*

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*To be initialed by Client(s)*

**Proposed director(s)**

**Director 1:**

Full individual name: \_\_\_\_\_

IC/Passport: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential address: \_\_\_\_\_

Nationality: \_\_\_\_\_ Race: \_\_\_\_\_

Contact No.: (Handphone) \_\_\_\_\_ (Office): \_\_\_\_\_

Email address: \_\_\_\_\_ Gender: \_\_\_\_\_

Appointment commencement date: Once the company has been incorporated

**Director 2:**

Full individual name: \_\_\_\_\_

IC/Passport: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential address: \_\_\_\_\_

Nationality: \_\_\_\_\_ Race: \_\_\_\_\_

Contact No.: (Handphone) \_\_\_\_\_ (Office): \_\_\_\_\_

Email address: \_\_\_\_\_ Gender: \_\_\_\_\_

Appointment commencement date: Once the company has been incorporated

**Director 3:**

Full individual name: \_\_\_\_\_

IC/Passport: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residential address: \_\_\_\_\_

Nationality: \_\_\_\_\_ Race: \_\_\_\_\_

Contact No.: (Handphone) \_\_\_\_\_ (Office): \_\_\_\_\_

Email address: \_\_\_\_\_ Gender: \_\_\_\_\_

Appointment commencement date: Once the company has been incorporated

*\* At least **ONE** local director is required for setting up a Malaysia Company.*

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**Proposed next-of-kin**

*\* Please fill up the particulars if it is a single director and shareholder company*

**Member 1:**

Full individual name: \_\_\_\_\_

IC/Passport: \_\_\_\_\_

Relationship: \_\_\_\_\_

Residential address: \_\_\_\_\_

Nationality: \_\_\_\_\_

Race: \_\_\_\_\_

Contact No.: (Handphone) \_\_\_\_\_

(Office): \_\_\_\_\_

Email address: \_\_\_\_\_

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## Appendix

### 1 Incorporation services include:

- Name search fee by SSM
- Name reservation fee by SSM
- Registration fee by SSM for a new company
- Minutes book and statutory register
- Resolutions to open 1 bank account
- Maintaining the registers of directors, managers and secretaries, and auditor

### 2 Routine\* secretarial services include:

- Custody and maintenance of statutory books and records
- Preparation of routine minutes and resolutions
- Preparation and filing of statutory returns in compliance
- Submission Annual Return & Financial Statement every year
- Routine advice on matter pertaining to the Companies Act requirements and company secretarial practice.

\*The following are examples of non-routine services, which depends on time and complexity, and are separately chargeable

- Banking arrangements
- Signing of business or non-secretarial documents on behalf of the Company
- Corporate restructuring, etc

### 3 Accounting services include:

- Provide customised computerised accounting solution
- Verify suppliers' invoices and payment vouchers
- Prepare monthly bank reconciliation, debtors & creditors aging report, fixed asset register, inventory report,
- Prepare financial statements, including trial balance, balance sheet and profit & loss
- Liase with external auditors and prepare audit schedules
- Provide limited advice on accounting and tax matters

### 4 Tax services include:

- Draft tax computation
- File Company Tax returns
- Liase with LHDN on behalf of client for any appeal/disputes of tax assessment
- Tax advisory services is specifically excluded

### 5 Audit\* assurance services include:

- Expressing an opinion on the financial statements
- Recommend improvements to Management on the state of accounting systems and internal controls noted
- during the course of the audit

\*To be provided by our sister firm

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*To be initialed by Client(s)*



**PERSONAL DATA PROTECTION ACT 2010  
CONSENT FORM**

In compliance with the Personal Data Protection Act 2010, we seek your consent to collect, use, disclose and/or process your personal data (e.g. name, NRIC, contact numbers and addresses) for processing company secretarial, accounting or payroll matters.

Your personal data may be given to any relevant government department and will not be disclosed to any other organization for any other purpose other than in relation to company secretarial, accounting or payroll matters.

Kindly indicate your acknowledgement and consent by completing the portion below.

I/We confirm that I/we have read and understood the Personal Data Policy Statement and do hereby give my/our acknowledgement and consent to use my/our personal data in accordance with the Personal Data Policy.

**Personal Details**

Name: .....

NRIC/ Passport No.: .....

Signature: ..... Date: .....

Name: .....

NRIC/ Passport No.: .....

Signature: ..... Date: .....