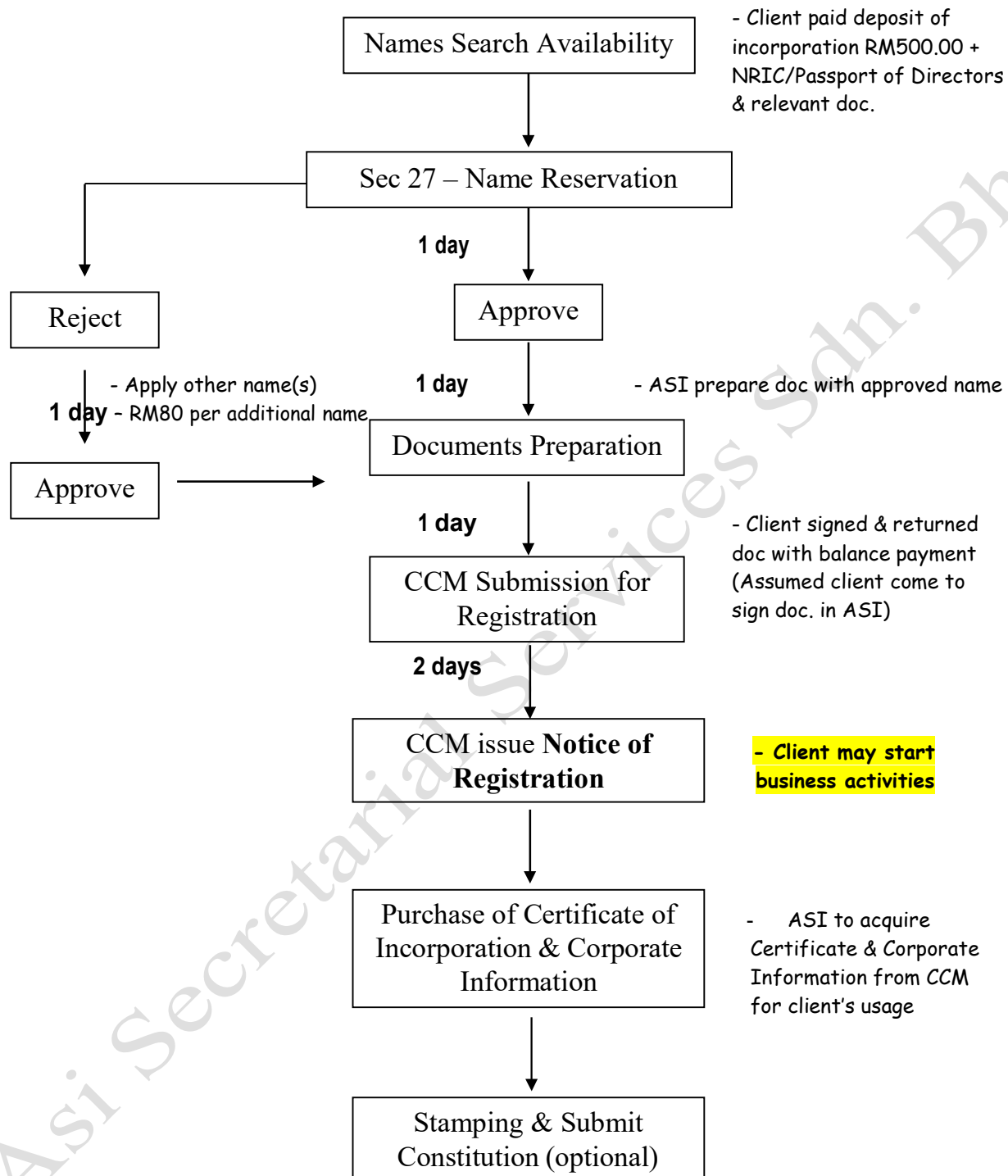


## Process of Incorporation for Sdn. Bhd.



\*\* The abovementioned time frames excludes courier to oversea, and any external causes such as failure in system in CCM.

## Customer Acceptance / Review Form

### Part 1 - Know Your Customer

#### 1. SETTING UP OF \*SDN. BHD. / LIMITED LIABILITY PARTNERSHIP\* IN MALAYSIA

Proposed company name:

(a) First choice: \_\_\_\_\_

(b) Second choice: \_\_\_\_\_

(c) Third choice: \_\_\_\_\_

Description of business activities:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

Purpose/reason for setting up company in Malaysia: -

Entity Type: \_\_\_\_\_

(Eg. Sdn. Bhd. or LLP or Bhd)

Paid up capital: \_\_\_\_\_

**(Not more than preliminary expenses)**

Registered office address: **D-2-5, MEGAN AVENUE 1, 189 JALAN TUN RAZAK, 50400 K.L.**

Proposed place of business & contact number: \_\_\_\_\_

Contact number & email address: \_\_\_\_\_

Proposed address to keep accounting record: \_\_\_\_\_

#### Proposed Bank to open account

Name of Bank: \_\_\_\_\_

Branch/address of Bank: \_\_\_\_\_

Authorised signatory(ies): \_\_\_\_\_

Signing condition:

Solely / Jointly / Either One or Two / Other

Internet Banking required?

YES or NO

Authoriser & User: \_\_\_\_\_

Viewer (MBB only): \_\_\_\_\_

## Customer Acceptance / Review Form

### Part 1 - Know Your Customer

#### 2. INFORMATION ON DIRECTOR (1) [min. 1 Directors, max. 9 Directors] – At least one (1) Director is ordinary reside in Malaysia.

Name as per NRIC/Passport:	
Title, such as Dato'/Tan Sri:	(Pls provide supporting doc)
Date of Birth:	
Nationality & Race:	
NRIC Number or Passport Number (foreigner)	
Date of expiry passport	
Country of issue passport	
Address:(a) Malaysia	
Address:(b) Overseas	
Address: (c) Service	
Occupation: Eg: Executive/ Non-Executive Director/ Managing Director	
<b>Contact Details</b>	
Tel no. & Mobile no:	
Email:	

List of directorships in Public Listed Company (PLC) or Subsidiary of PLC in Malaysia.

Company Name	Registration No.	Country	Position	Appointment Date

#### Documents required:

- Original copy of NRIC or Passport must be sighted with director's signature verified by our staff. If director is not able to be present in our office, please attach a duly certified copy (by Commissioner for Oaths/Notary Public) of directors' NRIC or passport with the directors' signature on it.
- Please attach the Malaysia residential proof (eg bank statement, telephone or Utilities Bill).
- Please attach copy of titleship (eg. Dato', Datin, Tan Sri)

## Customer Acceptance / Review Form

### Part 1 - Know Your Customer

#### 2. INFORMATION ON DIRECTOR (2)

Name as per NRIC/Passport:	
Title, such as Dato'/Tan Sri:	(Pls provide supporting doc)
Date of Birth:	
Nationality & Race:	
NRIC Number or Passport Number (foreigner)	
Date of expiry passport	
Country of issue passport	
Address:(a) Malaysia	
Address:(b) Overseas	
Address: (c) Service	
Occupation: Eg: Executive/ Non-Executive Director/ Managing Director	
<b>Contact Details</b>	
Tel no. & Mobile no:	
Email:	

List of directorships in Public Listed Company (PLC) or Subsidiary of PLC in Malaysia.

Company Name	Registration No.	Country	Position	Appointment Date

#### Documents required:

- Original copy of NRIC or Passport must be sighted with director's signature verified by our staff. If director is not able to be present in our office, please attach a duly certified copy (by Commissioner for Oaths/Notary Public) of directors' NRIC or passport with the directors' signature on it.
- Please attach the Malaysia residential proof (eg bank statement, telephone or Utilities Bill).
- Please attach copy of titleship (eg. Dato', Datin, Tan Sri)

## Customer Acceptance / Review Form

### Part 1 - Know Your Customer

#### 3. INFORMATION ON SHAREHOLDER - (1)

<b>Individual Shareholder</b>	
Name as per NRIC/Passport:	
Please provide M'sia IC/Foreign Passport copy	
Number of shares to hold:	
Date of Birth:	
Nationality & Race:	
Date of issue passport (non-Malaysian):	
Country of issue passport:	
Address:(a) Malaysia	
Address:(b) Overseas	
Ultimate Beneficial owner:	Yes No, If no, please furnish information on beneficial owner
<b>Contact Details</b>	
Tel no. & Mobile no:	
Email:	

#### Documents required:

- Original copy of NRIC or Passport has to be sighted with shareholder's signature verified by our staff. If director is not able to be present in our office, please attach a duly certified copy (by Commissioner for Oaths/Notary Public) of directors NRIC or passport with the shareholder's signature on it.
- Please attach the residential proof (eg bank statement, telephone or Utilities Bill) for foreign shareholder.

<b>Corporate Entity as shareholder</b>	
Company Name: - a -	
Registration No.: - a -	
Number of shares to hold:	
Registered Address :	
Date of Incorporation :	
Place of Incorporation :	
Nature of Business: - b/c -	
Tel. No. (Country-Area-Tel )	
Email Address:	
Corporate controlled by:	Malaysian Native / Malaysian Non-native / Foreigner
Name of Corporate Representative:	
M'sia NRIC no. / Foreign Passport No. of Corp. Rep.:	<i>Please provide M'sia IC/Foreign Passport copy</i>
Name of Individual Beneficial Owner (BO): - e -	
M'sia NRIC no. / Foreign Passport No. of BO:	<i>Please provide M'sia IC/Foreign Passport copy</i>
Address of BO:	

Please provide the following documentation of the corporate entity:-

- A copy of the certificate of incorporation.
- A copy of the M&A / Constitution or equivalent, if any.
- A list of the directors and shareholders or Company Profile issued by Registrar.
- A Certificate of Appointment of Corporate Representative/Power of Attorney appointing a representative to sign the incorporation documents. Specimen shall provide upon confirmation to sign up our services.
- Beneficial owner may leave blank if the holding company of shareholder is Public listed company or subsidiary of Public listed company.

## Customer Acceptance / Review Form

### Part 1 - Know Your Customer

#### 3. INFORMATION ON SHAREHOLDER - (2)

<b>Individual Shareholder</b>	
Name as per NRIC/Passport:	
Please provide M'sia IC/Foreign Passport copy	
Number of shares to hold:	
Date of Birth:	
Nationality & Race:	
Date of issue passport (non-Malaysian):	
Country of issue passport:	
Address:(a) Malaysia	
Address:(b) Overseas	
Ultimate Beneficial owner:	Yes No, If no, please furnish information on beneficial owner
<b>Contact Details</b>	
Tel no. & Mobile no:	
Email:	

#### Documents required:

- Original copy of NRIC or Passport has to be sighted with shareholder's signature verified by our staff. If director is not able to be present in our office, please attach a duly certified copy (by Commissioner for Oaths/Notary Public) of directors NRIC or passport with the shareholder's signature on it.
- Please attach the residential proof (eg bank statement, telephone or Utilities Bill) for foreign shareholder.

<b>Corporate Entity as shareholder</b>	
Company Name: - a -	
Registration No.: - a -	
Number of shares to hold:	
Registered Address :	
Date of Incorporation :	
Place of Incorporation :	
Nature of Business: - b/c -	
Tel. No. (Country-Area-Tel )	
Email Address:	
Corporate controlled by:	Malaysian Native / Malaysian Non-native / Foreigner
Name of Corporate Representative:	
M'sia NRIC no. / Foreign Passport No. of Corp. Rep.:	<i>Please provide M'sia IC/Foreign Passport copy</i>
Name of Individual Beneficial Owner (BO): - e -	
M'sia NRIC no. / Foreign Passport No. of BO:	<i>Please provide M'sia IC/Foreign Passport copy</i>
Address of BO:	

Please provide the following documentation of the corporate entity: -

- A copy of the certificate of incorporation.
- A copy of the M&A / Constitution or equivalent, if any.
- A list of the directors and shareholders or Company Profile issued by Registrar.
- A Certificate of Appointment of Corporate Representative/Power of Attorney appointing a representative to sign the incorporation documents. Specimen shall provide upon confirmation to sign up our services.
- Beneficial owner may leave blank if the holding company of shareholder is Public listed company or subsidiary of Public listed company.

**Customer Acceptance / Review Form**  
**Part 1 - Know Your Customer**

**3.1. INFORMATION ON LOCAL MANAGER, IF ANY, TO BE NAMED IN SECTION 58  
(PERSON IN CHARGE OF MALAYSIA OPERATIONS)**

Name:	
Title, such as Dato'/Tan Sri:	(Pls provide supporting doc)
NRIC:	
Nationality & Race:	
Position:	
	(Eg. Managing Director/General Manager)
Address:	
Tel. No.:	
Fax No.:	
Email:	

## Customer Acceptance / Review Form

### Part 1 - Know Your Customer

#### 4. SOURCE OF FUND:

- ☐ Business ownership
- ☐ Income from employment
- ☐ Investments
- ☐ Inheritance
- ☐ Other, please specify \_\_\_\_\_

#### 5. Information of politically exposed persons, their immediate family members and close associate

Are any of the persons listed above a politically exposed person, that is, a person who is or has been entrusted with any prominent public function in Malaysia, a country or territory outside Malaysia, or by an international organisation at present?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are any of the persons listed above a politically exposed person that is, a person who has been entrusted with any prominent public function in Malaysia, a country or territory outside Malaysia, or by an international organisation who has stepped down from his prominent public function?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are any of the persons listed above an immediate family member or a close associate of a politically exposed person or a politically exposed person who has stepped down?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### 6. Customers Declaration

I declare that the information provided in this form is true and correct. I am aware that I may be subject to prosecution and criminal sanctions under written law if I am found to have made any false statement which I know to be false or which I do not believe to be true, or if I have intentionally suppressed any material fact.

Name of customer	
Designation	
Passport /NRIC number	
Date	
Signature	



## PART 2 – FORM for Politically Exposed Persons

### Section A – Information about politically exposed persons, their immediate family members and close associates

Name of politically exposed person and background / purpose of any transaction that that registered filing agent is required to carry out	
Described nature of prominent public function that the person is or has been entrusted with (for example as a domestic politically exposed person, a foreign politically exposed person, or a politically exposed person of any international organization)	
Period of time in which the person is / was a politically exposed person	
Provide information on the person's source of wealth	
Provide information on the person's source of funds in the proposed business relationship	

Name of person who is an immediate family member of a politically exposed person and background / purpose of any transaction that that registered filing agent is required to carry out	
Describe nature of the person's relationship with the politically exposed person	
Provide information on the person's source of wealth	
Provide information on the person's source of funds in the proposed business relationship	

Name of person who is a close associate of a politically exposed person and background / purpose of any transaction that that registered filing agent is required to carry out	
Describe nature of the person's relationship with the politically exposed person	
Provide information on the person's source of wealth	
Provide information on the person's source of funds in the proposed business relationship	

### Section B – Customer / Agent Declaration

I declare that the information provided in this form is true and correct. I am aware that I may be subject to prosecution and criminal sanctions if I am found to have made any false statement which I know to be false or which I do not believe to be true, or if I have intentionally suppressed any material fact.

Name of Customer / Agent:	
Passport/ NRIC Number:	
Date:	
Signature:	