

Re: Formation of a Company Limited by Guarantee (CLBG) with omitting the  
word Berhad.

1. Application Letter of Omit: reason why CLBG (CA 2016) and 2 categories under S45 (1)   
Remarks: *Providing recreation/ commerce & industry/ art/ science/ religion/ charity/ pension/ community*
2. Proposal of CLBG's proposed name and explanation if needed;   
Remarks:
3. Detailed activities and a Statutory Declaration by promoter if been made b4 under ROS;   
Remarks:
4. COSEC in submission of proposed name for availability and reservation (CA 2016);   
Remarks:
5. Draft copy of Constitution, Promoters' / Directors IC;   
Remarks:
6. Promoters/ Directors' Biodata & latest Circulate Vitae in charitable activities;   
Remarks: *(Template will be given accordingly)*
7. COSEC to ensure no current outstanding compound prior submission for CLBG incorp;   
Remarks: *Compound clearance of the Directors*
8. Letter of Consent ( *Section 201*) for Promoters/ Directors done prepared by the COSEC;   
Remarks:
9. Estimation/ forecast of income & expenditure for 2 years by the CLBG.   
Remarks: *(Template will be given accordingly)*

10. Information on the contributor/ donor in confirming RM 1 million to be made within 6 months from the date of incorporations. Respective procedure for donors:

a. Individual: A Statutory Declaration and the amount to be contributed and attached with the latest bank statement or FD receipt;

b. Company: A resolution CTC by COSEC in stating the amount to be contributed with the latest bank statement of the Company and latest Audited Financial Statement of the Company.

Remarks:

11. Notes: Upon confirmation of those with X sign, the CLBG Formation omitting the word Berhad may proceed accordingly.

12. All Appendix will be given when the professional works are on-going.

13. The entire process will be subject to approval by the Registrar and be prepared to wait for at least 7 -14 days for updates or approval.

14. All future updates of Accounting, Auditing by appointed Auditor, Taxation works & COSEC works of updating Section 45 (*omitting Bhd for CLBG's Name, Directors appointment, amendment of Constitution, properties management & administrative, solicitation of donation from public, remuneration & salary and holding of subsidiary by CLBG*) will be charged accordingly when needs arising from time to time.

15. For existing CLBG intends to omit the word Berhad, it must to provide 3 years Audited Report which is laid at 3 AGMs.

ACCOUNTS. ADVISORY. COSECs. RESEARCH. SST. TAX

*"The next BIG decision."*

15 & 15A, Hala Bendahara 1,  
31650, Ipoh, Perak,  
Malaysia.

Tel/ Fax : + 605 - 241 1566

Email : [cosec@cwca.com.my](mailto:cosec@cwca.com.my)

Website: [www.cwca.com.my](http://www.cwca.com.my)

Checklist drafted by:



Dr. Hills Chong Choong Kian (CK Chong)

*Doctorate B. A. (USM), CeMBA, BPM (HONS), AMIM*