

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

1. Section 45 Form (Application for Minister's/ Registrar's Approval) by COSEC;
Remarks:
2. Application Letter with the contents (Reasons for CLBG with stating 2 categories);
Remarks: Providing recreation/ commerce & industry/ art/ science/ religion/ charity/ pension/ community
3. Proposal of CLBG's proposed name and explanation if needed;
Remarks:
4. Detailed activities and a Statutory Declaration by promoter if been made b4 under ROS;
Remarks:
5. COSEC in submission of proposed name for availability and reservation (CA 2016);
Remarks:
6. Draft copy of Constitution, Promoters'/ Directors IC;
Remarks:
7. Promoters/ Directors' Biodata & latest Circulate Vitae in charitable activities;
Remarks: (*Follow sample of Appendix 1*)
8. COSEC to ensure no current outstanding compound prior submission for CLBG incorp;
Remarks:
9. Letter of Consent (*Section 201*) for Promoters/ Directors done prepared by the COSEC;
Remarks:

10. Estimation/ forecast of income & expenditure for 2 years by the CLBG.

Remarks: *(Follow sample of Appendix 2)*

Remarks:

11. Notes: Upon confirmation of those with X sign, the CLBG Formation 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.

Checklist drafted by:



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