

Statutory Process for Appointment of Company Secretaries

1. Please download the [instruction form](#), complete it & fax to us @ Fax No. 603-7982 5708.
2. Upon receiving the instruction form, our personnel will contact you and inform you the cost for incorporation of a company and our secretarial retainer fee.

Statutory Process for Appointment of Auditors & Tax Agent

1. The directors of the company may at any time before the first Annual General Meeting or at a General Meeting, appoint a person or persons to be the auditor or auditors of the company.
Any auditor or auditors so appointed shall hold office until the conclusion of the first Annual General Meeting or General Meeting.
2. Appointment process (Auditors) : -
 - Directors of the company send their [letter of appointment](#) to the auditor/audit firm concern;
 - The auditor upon receipt of the letter, will prepare a quotation to the directors of the company;
 - In addition to the quotation, the auditor will request a copy of the professional clearance letter from the resigning auditor;
 - Upon approval of the quotation by the directors and the receiving of the professional clearance letter from the resigning auditor, the auditor will send a copy of Letter of Consent to act as auditor of the company as required under Section 9 (6) of the Companies Act, 1965 and 2 copies of letter of engagement to be signed by the directors (1 copy is to be returned to the auditor).
3. Appointment process (Tax Agents) : -
 - Please download the [appointment letter](#)

INSTRUCTION FORM

From : [Please type in your name]

Date :

To : Secfin Management (KL) Sdn. Bhd.
(Attn: Ms Liza Huang)

Instruction (please tick at the given boxes)

This is to confirm my instruction for you to proceed with the followings:

- I **To Incorporate the Company at authorized capital of**
 - RM100,000**
 - RM500,000**
 - RM1.0 million**

Intended Names – Choice 1

Choice 2

Intended business activities :

.....

Particulars of Promoter Directors (at least 2 Malaysian Resident – please enclose photocopies of their Identity Cards):

If space is not enough, please annex in a separate sheet.

Name	Residential Address	Business Occupation	I/C No.

- II** **Prefer to purchase a shelf company – please furnish a list**

- III** **After incorporation, I will engage you for the following services**
 - Company Secretary on a monthly retainer basis
 - To register Employer No with EPF and Inland Revenue Board
 - To draft an Employment Contract for _____(as per terms & conditions attached)
 - To draft a Shareholder Agreement (will fix a date for discussion)

- IV** **To engage your associates for :**
 - Auditing Services
 - Taxation Services
 - Accounting Services on
 - Monthly Basis
 - Quarterly Basis
 - Yearly Basis

(A separate letter on the engagement terms of reference will be issued to you upon your confirmation)

Other Comments:

Please fax your Instruction Form to us at Fax No. 03-79825708 or email to us at mksk@streamyx.com (Atten: Ms Liza Huang)

Name :

Telephone No :

Mobile No :

Fax No :

E-mail Address :

Date :

TO BE TYPED UNDER YOUR COMPANY'S LETTERHEAD

Date :

M/s Secfin Management (K.L.) Sdn. Bhd.,
30-3, Jalan 11/116B
Kuchai Entrepreneurs Park
Off Jalan Kuchai Lama
58200 Kuala Lumpur

Dear Sirs,

RE: SECRETARIAL SERVICES

We would like to appoint you to provide Company Secretarial Services to our firm to replace M/s XYZ Management Services of **(address)**.

We have submitted the notice of termination to the previous Secretary as mentioned above. Please arrange to collect the secretarial documents on our behalf.

Yours faithfully,
(Name of your company)

(Name of Director)
(Designation)

TO BE TYPED UNDER YOUR COMPANY'S LETTERHEAD

Date:

Messrs Mustapha Khoo & Co.
30-4, Jalan 11/116B
Kuchai Entrepreneurs Park
Off Jalan Kuchai Lama
58200 Kuala Lumpur

Dear Sirs,

RE: APPOINTMENT OF FIRST AUDITORS

We wish to appoint you as our First Auditors of the company for the financial period from _____ (Date of Incorporation) to

Kindly let us have your consent in writing.

Yours faithfully,
(Name of your company)

(Name of Director)
(Designation)

TO BE TYPED UNDER YOUR COMPANY'S LETTERHEAD

Date:

The Directors
MK Dyna Tax Services Sdn Bhd
30-4, Jalan 11/116B,
Kuchai Entrepreneurs Park,
Off Jalan Kuchai Lama,
58200 Kuala Lumpur

Dear Sirs,

RE: APPOINTMENT AS TAX AGENT

We have pleasure to inform that you have been nominated to act as our company's tax agent. You are authorised to deal with the Inland Revenue Department on all tax matters required under the Income Tax Act, 1967 on our behalf.

This authority shall remain in force until we revoke it in writing.

Yours faithfully,
(Name of your company)

(Name of Director)
(Designation)