

Documents required for company registration:

1. Copy of all current company directors' MyKad / Passport copy as per SSM registration.
2. Comprehensive Company Profile (include the following items):
 - i. background of company*
 - ii. business activities*
 - iii. organization structure*
 - iv. location of company / number of branches (branch address)*
 - v. photo of the premise (front and interior)*
 - vi. photo of the products / services offered*
3. Copy of Company's Latest Phone Bill
4. Tenancy Agreement / Sales & Purchase Agreement (S&P)
5. Latest SSM Form 9, Section 17 or Form 83A (any related documents)
6. Latest SSM Form 24, Section 14 or Form 80A (any related documents)
7. Latest SSM Form 49, Section 15, 58& 236 (2) or Form 79 (any related documents)
8. Latest Audited Financial Report
9. Copy of Local Authorities License - Lesen Pihak Berkuasa Tempatan (PBT) (if applicable)
10. Other business licenses (Refer to Annex A, or any other supporting documents)
11. Other documents specified upon request

If your organization is a firm, please provide these additional documents:

12. Audit / Accounting Firms must submit latest SSM Form 5 accompanied by "Sijil Akuan Pendaftaran Firma Perunding" by Kementerian Kewangan Malaysia, and Legal Firm must provide letter from the Bar Council Malaysia.

If your organization is registered under the Organization Act 1966, please provide these additional documents:

13. List of committee member's sponsor
14. Certificate of Registration under the Organization Act 1966 (Form 3)
15. Association of Constitution
16. Latest Annual Audited Returns

If your organization is an association of sports bodies, please provide these additional documents:

17. Certificate of Registration under Sports Development Act 1997 (Act 576) and Regulations.

Note: All SSM Forms (Form 5, Form 9, Form 24 and Form 49 or Section 14 aka Superform, Section 15, Section 17 and Section 58 & 236 (2) must be certified true copies by the Companies Commission of Malaysia.)

Register your company at esd.imi.gov.my