

HILLS & CHERYL

Corporate Advisory Sdn. Bhd.

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
Website: www.cwca.com.my
Date:

1. Proposed Individual/ ROS/ Company's Name:

2. Promoter Director's Name and IC No : _____

Standard Incorporate Client Due Diligence (CDD) Interview Listing:

1. You may propose to me the company name that you need: 1st choice and 2nd choice;

2. Directors & shareholders Identification Card/ Passport (front and back - cross with SSM & LHDN USE ONLY);

a. Full name : _____

b. National Registration Identity Card (NRIC) / passport number (*only applicable for foreigners*) / reference number of any other official document : _____

c. Residential address : _____

d. Mailing address : _____

e. Date of birth : _____

f. Nationality : _____

g. Purpose of Business : _____

h. Occupation type : _____

i. Name of employer or nature of self-employment or nature of business : _____

j. Contact number (*home, office or mobile*) : _____

3. Directors & shareholders email address & contact ;

4. ROS/ Company's activities ;

5. ROS/ Company 's business address if any ;

6. Directors & shareholders shareholding ;

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- a. Company / Business name : _____
- b. Business registration number : _____
- c. Powers that regulate and bind the client, as well as person having senior management position : _____
- d. Business address & registered address : _____
- e. Nature of business : _____
- f. Directors & shareholders / beneficial owners details : _____
- g. Person authorised to represent the company or business (*Corporate Rep*) : _____

7. Incorporation Fees of RM 2,162.40:

☐

8. Signing of S 201 by all Promoters (*Directors*):

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9. Submission to ROS/ SSM :

☐

10. Awaiting approval :

☐

11. Opening of Bank Account :

☐

12. First Directors Meeting & Update of Professional Compliance HC Tasklist.

☐

REMARKS:

1. **AML/ CFT - Bank Negara Malaysia (BNM) is the competent authority under the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA).**

Among others, BNM:

- a. *Leads national efforts in AML/CFT*
- b. *Formulates effective AML/CFT regime/policies*
- c. *Receives and analyses Suspicious Transaction Reports (STRs)*

2. ***What is client due diligence (CDD)?***

CDD is the process of identifying and verifying the identity of your customer. A reporting institution must be satisfied that the customers are whom they say they are. This includes knowing:

- a. *the identity of the customer**
- b. *the identity of beneficial owner i.e. people behind the transaction*
- c. *the identity of person conducting transaction if the transaction is done on behalf of someone else or the person you dealing with is a representative appointed by a legal person*
- d. *the purpose i.e. why the transaction is undertaken*

Please refer to <https://amlcft.bnm.gov.my/web/amlcft/customer-due-diligence> and further reading [AML/CFT and TFS for FIs](#) and [AML/CFT and TFS for DNFBPs and NBFIs](#) Policy Documents for definition of 'customers/ clients'.

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SIGNING PAGE:

1. CDD Interviewer : _____

(Signatory)

Name :

Position :

Date :

2. CDD Interviewee : _____

(Signatory)

Name :

Position :

Date :

3. CDD Reviewer : _____

(Signatory)

Name :

Position :

Date :

Professional Licensed No:

END OF DOCUMENT