

## EXTRACTS OF THE COMPANIES REGULATIONS 1966

### Regulation 3. Forms.

- (1) Subject to these Regulations, where a provision of the Act or of these Regulations is specified in the first column of the First Schedule to these Regulations, the form set out in the Second Schedule to these Regulations the number of which is specified in the third column of the First Schedule opposite to that provision is prescribed as the form to be used for the purposes of that provision in relation to the matter or thing described in the second column of the First Schedule opposite to that provision.
- (2) Strict compliance with the forms contained in the Second Schedule to these Regulations is not necessary, and substantial compliance is sufficient.

### Regulation 4. Particulars prescribed by forms.

Where a form prescribed by these Regulations requires completion by the insertion of, or the attachment to the form of a document containing particulars or other matters referred to in the form, those particulars or other matters are prescribed as the particulars or other matters required under the provisions of the Act or of these Regulations for the purposes for which the form is prescribed.

### Regulation 6. General requirements for documents lodged with Registrar.

- (1) A document to be lodged with the Registrar in pursuance of the Act or these Regulations shall be lodged in duplicate and shall comply with the following requirements:
  - (a) the document shall be on paper of medium weight and good quality and of international sheet size A4 only;
  - (b) subject to the Act, the document shall be clearly printed, typewritten or otherwise produced in a manner that is permanent and will make possible a reproduction by photographic means and shall be in type of a size not less than the type known as eight point times unless otherwise approved by the Registrar;
  - (c) except with the consent of the Registrar, the document shall not be a carbon copy;
  - (d) the document shall have margins of not less than twenty-five millimetres on the left-hand side and not less than fifteen millimetres on the right-hand side;
  - (e) where the document comprises two or more sheets -
    - (i) the sheets shall be bound together securely; and
    - (ii) each sheet shall have a margin of not less than twenty-five millimetres on the side on which it is bound in addition to any space required for binding;
  - (f) where the document comprises more than twenty sheets, it shall be bound securely inside a durable and flexible cover;

- (g) the document shall be punched with two holes of six millimetres in diameter and measuring eighty millimetres apart on the left hand margin;
  - (h) the document shall be endorsed with the name, address and telephone number of any person by or on whose behalf the document is lodged at the end of each document;
  - (i) the document shall be endorsed on the upper left hand corner of every page with the company number allotted by the Registrar to the corporation to which the document relates.
- (2) The prescribed fee payable to the Registrar in respect of the lodgement of a document with the Registrar shall be paid at the time the document is lodged.
  - (3) Where a fee is payable for or in respect of the lodgement of a document with the Registrar and the document is submitted for lodgement without payment of the fee, the document is deemed not to have been lodged until the fee has been paid.

**Regulation 6A. Annexure accompanying forms.**

- (1) Where the space provided for a particular purpose in a form is insufficient to contain all the required information in relation to a particular item, that information shall be set out in an annexure.

- (2) An annexure to a form shall be identified and be endorsed with the words:

'This is the annexure of ..... pages marked ..... referred to in (*insert Form No.*) signed by me and dated .....

.....  
Signature(s)'

and signed by each person signing the form to which the document is annexed.

- (3) Where a document, copy of a document or other matter is annexed to a form, reference shall be made in the form by its identifying mark, the number of pages in it, and a brief description of the nature of the document and its contents.
- (4) A reference to an annexure includes a document, copy of a document any other matter accompanying, attached to or annexed to a form.

**Regulation 18. Signature of documents lodged with Registrar.**

- (1) Except as otherwise provided in the Act or in these Regulations (including the forms in the Second Schedule to these Regulations), a document relating to a corporation lodged with the Registrar under the Act or under these Regulations shall be signed or authenticated by a director or by the secretary or manager of the corporation or, in the case of a document relating to a foreign company, by the agent of the foreign company in Malaysia or, if the agent is a company, by the secretary of that company.
- (2) The name of a person signing a document relating to a corporation lodged with the Registrar shall be legibly written or printed either under or alongside the signature of that person.

- (3) If a document is signed by a secretary, the registration number of the licence issued to him under section 139B of the Act or the registration number issued to him by the professional body which has been prescribed by the Minister under section 139A of the Act shall be legibly written or printed under his name.

[ *end of document* ]