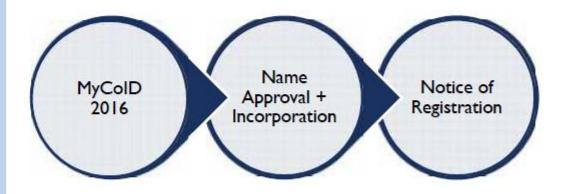
Lesson 2 : Companies Formalities

- 2.1. Company Formation
- 2.2. Introduction to Company Statutory Form
- 2.3. Board Resolution
- 2.4. Company Filing Timeline

2.1 Formation and Incorporation

- Application of incorporation through "Superform" via MyCoID
- Information required:
 - Proposed name of company
 - Status as private or public co
 - Nature of business
 - Proposed registered address
 - Name, identity, address of shareholder(s)
 - Name, identity, address of director(s)
 - Details of shares

Section 14



2.1 Formation and Incorporation

Sections 15, 17

- Notice of Registration serves as conclusive evidence of incorporation.
 - Date of registration
 - Name of company
 - Registration number
 - Type of company

 Certificate of registration may be purchased if the company so wished.

2.2 Company Statutory Form

Purpose	Section	Companies Act 2016	Companies Act 1965
Application of Registration	14	Section 14	N/A
Notice of Registration	15	Section 15	N/A
Certificate of Incorporation	17	Section 17	From 9
Change of Company Name	28	Section 28	Form 13
Memorandum of Association (M&A)	Division 5 Part II	Optional	Yes
Common Seal	61 & 66	Optional	Yes
Share Allotment	78	Section 78	Form 24
Register of Member	51	Section 51	N/A
Share Certificate	91 & 102	Not Mandatory	Yes
Share Transfer	105	Section 105	Form 32A
Director & Secretary	58	Section 58	Form 49
Registered Address	46	Section 46	From 44

2.3 Resolution

 Decision made by the members. It maybe proposed by directors in written or meeting circular to member for consent.

- only private companies can pass a written resolution either at a meeting or by circulation.
- public company, a resolution of the members shall be passed only at a meeting of the members

2.4 Audited Report Filing Timeline

Business Start 1st Dec 2018

18th Months latest by 31st May 2020

FYE normally set early

Financial Year End

Signed Audit Report

FS Circulated

SSM Filing

6 months from FYE

30 days from circulation

31st Oct 2019

30th April 2020

31st May 2020

2.4 Annual Return Timeline

Incorporation Date	Next Anniversary	Annual Return Filing	
18 th Nov 2018	18 th Nov 2019	17 th Dec 2019	
Latest SSM Lodgment	18 th Dec 2019	18 th Dec 2020	