

Need to **INCREASE PAID-UP CAPITAL**
for Business Activities such as
PROJECT TENDER or **BANK LOAN APPLICATIONS?**
Scroll through to find out how...

如果你的公司业务活动上包括**工程招标**或经常向**银行贷款**而需要**增加资本**,
请继续看这边了解吧!





What is PAID-UP CAPITAL? 什么是实缴资本/已收资本?

- ❖ Actual amount of funds that are received by the Company from its Shareholders
公司从股东收到的实际资金/金额
- ❖ In return, the Company will allot shares to the Shareholders according to the amount paid respectively otherwise known as, Allotment of Shares (normally Ordinary Share)
本公司将根据股东所支付的款项向股东发行股票（通常为普通股份）

Why Should I
**INCREASE
PAID-UP CAPITAL**
in my Company?

Requested by
Government
authorities
相关政府部门
的要求

Requested by
project client for a
project tender
进行项目招标的
项目客户要求

Required by Banks
when applying for
facilities / loans
申请贷款银行所提出
的要求

Establish good
corporate image among
the public with
stable capital level
在大众树立良好
的企业形象及
稳定的资本水平

Required by
suppliers / customers
供应商或客户要求





How to INCREASE PAID-UP CAPITAL?

如何增加公司
的实收资本?

Cash / Cheque 现金/支票

- ❖ Present the bank-in slip that shows the actual amount of capital injected into the Company's account by the Shareholders
银行发票显示股东实际注入公司帐户的资金总额

Consideration other than cash 现金以外的对价

- ❖ Present the amount owing to Shareholders in the Company's Management Accounts of Audited Report
公司管理账户或经审计报告中显示公司归还股东款项可用来作为公司资本
- ❖ Shareholders must agree to capitalize the amount as paid-up capital
股东同意将公司归还的款项化为实收资本



However, Do Take Note That..... 不要掉入实收资本的误区！

- ❖ Sales or revenue cannot be used as paid up capital to the Company
销售或收入不能用于向公司缴足资本
- ❖ As Sdn. Bhd. is a separate legal entity, Directors/Shareholders can not treat the Company's Account as a Personal Account
有限公司是独立的法人实体，董事或者股东无法将公司帐户视为个人帐户
- ❖ Proof or evidence must be provided to show the relevant amount received by the Company
必须提供证据以证明公司收到的相关款项

Steps to Increase Paid-Up Capital

Company Secretary will prepare the board and Members' resolution and relevant documents.

The board and Members' resolution and relevant documents will be signed by the Directors and Shareholders.

Company Secretary needs to lodge the Return of the Allotment of Shares (Form Section 78) and Register of Members (Form Section 51) within 14 days in MYCOID system.

Paid-up capital is considered successful once the submission for Allotment of Shares becomes approved and is updated by SSM.

Form Section 78 and Section 51 will be generated in MYCOID to show the current paid-up capital.

增加实收资本 步骤

公司秘书将准备董事会和股东决议相关文件。

董事会和会员的决议及相关文件将由董事和股东签署。

公司秘书需要在14天之内在MYCOID系统中提交及更新公司股份 (Section 78) 和股东名册 (Section 51)。

当公司现有股份被商业局批准和更新时，公司实收资本已成功登记在商业局。

MYCOID将会提供 Section 78和 Section 51，以显示当前的实收资本。

Forms Companies Will Obtain After Increasing Paid-Up Capital

增加资本后，公司将获得这些表格

COMPANIES ACT 2016
SECTION 78
RETURN OF ALLOTMENT OF SHARES

Lodging Reference Number :
Registration No. :
Name :
Date of Allotment :
between the : and
Total Current (Cash) :
Total Current (Otherwise) :
Total Current :

SHARE DETAILS

Type	Details of Shares	Number of Shares	Price Per Share (RM)	Total Issued Shares (RM)
CASH	ORDINARY			

Total Additional Issued (Cash) : Total Accumulated Issued (Cash) :
Total Additional Issued (Otherwise) : Total Accumulated Issued (Otherwise) :

SECTION 78 Allotment of Shares

COMPANIES ACT 2016
SECTION 51
REGISTER OF MEMBER

COMPANY DETAILS

Lodging Reference Number :
Registration No. :
Name :
Total Issued Shares :

EOT - EXTENSION OF TIME

EOT Granted Date :
EOT Attachment :

PARTICULAR OF SHAREHOLDERS

Identification Number	Shareholders Name	Address	Number. Of Shares	Total Shares transferred In	Total Shares transferred Out	Total Final No of Shares	Date of Transfer /Date of Cessation /Update of Profile

SECTION 51 Register of Members

Did You Know?

您知道吗?

With effect from 31 January 2017, Form 24 has been replaced with Section 78 under Companies Act, 2016.

从1月31日2017年起，在2016年公司法令下Section 78将会取代Form 24。

However, Form 24 remains valid for Companies that were incorporated under Companies Act, 1965.

但是，Form 24对于1965年公司法令成立的公司仍然有效。

Companies are no longer required to state their Authorized Capital under Companies Act, 2016. In other words, Companies' paid-up capital increment will no longer be restricted to its Authorized Capital.

根据2016年公司法令，增加缴足资本不再受限于授权资本。

Company that wish to increase its paid-up capital for the first time, is required to submit Form Section 76 showing that the document (Allotment of Shares) has been approved by the Company to SSM within 14 days.

公司第一次增加实收资本时，必须提交Section 76，显示该文件已获得公司的批准，可在14天内向商业局配发股份。





Who Can Become Shareholders?

任何人都能当股东吗？

Any individual can become shareholders as long as he/she is 18 years old and above.

18岁或以上人士

Any solvent corporate body.

资金流动和偿付能力强的公司

Any foreigner/Non-citizen either staying or not staying in Malaysia

在马来西亚居住或未居住的任何外国人/非公民

Any individual who is not bankrupt

非破产人士

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