



FREQUENTLY ASKED QUESTIONS

EXTENSION OF TIME (EOT) FOR THE HOLDING OF THE ANNUAL GENERAL MEETING (AGM)

NO .	QUESTION	ANSWER
1.	When can a company begin to apply for an EOT to hold its AGM under this initiative?	Under this initiative, a company can apply for an EOT to hold its AGM beginning 9 April 2020 until 30 June 2020.
2.	Will SSM impose any fees for the application of EOT to hold an AGM under this initiative?	No. The fees for the EOT applications under this initiative are waived.
3.	How is the application for EOT to hold an AGM made? Can the EOT application be made through MBRS or SSM's counter?	An EOT application for holding an AGM can only be made by sending the application through email to eot@ssm.com.my . The contents of the email application must follow the email format provided in Appendix A.
4.	Can a private company (Sendirian Berhad) apply for an EOT to hold an AGM under this initiative?	No. This application for EOT to hold an AGM is only available for public companies as the requirement for holding an AGM under the Companies Act 2016 is mandatory for public companies.
5.	A company with which Financial Year End (FYE) can apply for an EOT for holding its AGM under this initiative?	The EOT application can be made by companies with FYE beginning 1 September 2019 until 31 December 2019.

6.	How long will the EOT for holding the AGM be given under this initiative?	<p>The EOT will for a period of 90 days from the original expiry date for holding the AGM. Please refer to the example below:-</p> <p>Example</p> <p>Financial Year End: 30/9/2019 Expiry date for Financial Statement Circulation: 10/3/2020 Expiry date for AGM: 31/3/2020 Expiry date for Financial Statement Lodgement: 30/4/2020</p> <p>Covid-19 Initiative with 90 days extension of time - New expiry date for Financial Statement Circulation: 8/6/2020 New expiry date for AGM: 29/6/2020 New expiry date for Financial Statement Lodgement: 29/7/2020</p>
7.	My company's FYE was on 30 June 2019 and SSM has approved the EOT application for the company's AGM prior to the commencement of the Movement Control Order. Can my company apply for an EOT under this initiative?	<p>If your company's application for an EOT to hold the AGM was approved by SSM prior to the commencement of the Movement Control Order and your company's FYE was within 30 June 2019 to 30 September 2019, your company is eligible to make an EOT application under this initiative. Fees paid for EOT application made prior to the commencement of the Movement Control Order are not refundable.</p>
8.	Can the director of the company submit the application?	No. The application can be made only by the company secretary.
9.	What are some of the examples of the documents or processes involved necessitating the extension of time?	<ul style="list-style-type: none"> (a) Preparation of financial statements; (b) Preparation of directors' report; (c) The auditing process and preparation of auditor's report; (d) Circulation of financial statements to shareholders;

		(e) Tabling of financial statements at AGM.
10.	Can an email contain many EOT applications?	An email may contain up to a maximum of 10 applications. You may refer to the instructions in Appendix A.

Dated: 15 April 2020

APPENDIX A

Please copy this format into your email and complete all required particulars. Do not attach any document in your email if the application is for five (5) companies or less.

If the application is between six (6) to a maximum of 10 companies, you can attach the information in a document and email SSM with 10 companies maximum per attachment per email. All applications must follow the format below.

EXTENSION OF TIME COVID-19 INITIATIVES

APPLICATION FOR EXTENSION OF TIME FOR *CIRCULATION OF FINANCIAL STATEMENTS AND REPORTS/ **HOLDING OF ANNUAL GENERAL MEETING/ *LODGEMENT OF FINANCIAL STATEMENTS AND REPORTS. (Delete whichever is not applicable please.)

Company Name:

Company Number:

Financial Year End:

Expiry/last date for Financial Statements (FS) circulation:

**Expiry/last date for Annual General Meeting (AGM):

Expiry/last date for FS lodgement:

FS circulation date after Covid-19 Initiative (90 days extension):

**AGM date after Covid-19 Initiative (90 days extension):

FS lodgement date after Covid-19 Initiative (90 days extension):

Name of company secretary:

License No/ Membership No.:

SSM Practicing Certificate No:

Note: All dates must be in **dd/mm/yyyy** format.

* - You can apply for extension of time for one or all of the initiatives, (if they are applicable to you).

** - AGM extension of time applicable for a public company only.