



21 Mac 2014  
21 March 2014  
P.U. (A) 78

WARTA KERAJAAN PERSEKUTUAN

*FEDERAL GOVERNMENT  
GAZETTE*

KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN  
(PINDAAN) 2014

*REGISTRATION OF BUSINESSES (AMENDMENT)  
RULES 2014*



DISIARKAN OLEH/  
*PUBLISHED BY*  
JABATAN PEGUAM NEGARA/  
*ATTORNEY GENERAL'S CHAMBERS*

AKTA PENDAFTARAN PERNIAGAAN 1956

KAEDAH-KAEDAH PENDAFTARAN PERNIAGAAN (PINDAAN) 2014

PADA menjalankan kuasa yang diberikan oleh seksyen 16 Akta Pendaftaran Perniagaan 1956 [*Akta 197*], Menteri membuat kaedah-kaedah yang berikut:

**Nama dan permulaan kuat kuasa**

1. (1) Kaedah-kaedah ini bolehlah dinamakan **Kaedah-Kaedah Pendaftaran Perniagaan (Pindaan) 2014**.

(2) Kaedah-Kaedah ini mula berkuat kuasa pada 1 April 2014.

**Pindaan kaedah 6**

2. Kaedah-Kaedah Pendaftaran Perniagaan 1957 [*L.N. 282/1957*], yang disebut “Kaedah-Kaedah ibu” dalam Kaedah-Kaedah ini, dipinda dalam subkaedah 6(1) dengan menggantikan perkataan “Form B1, B2, B3 or B4, as may be relevant,” dengan perkataan “Form B”.

**Pindaan kaedah 8**

3. Subkaedah 8(1) Kaedah-Kaedah ibu dipinda dengan menggantikan perkataan “Forms A, B1, B2, B3, B4 and C” dengan perkataan “Forms A, A1, B and C”.

**Penggantian kaedah 13**

4. Kaedah-Kaedah ibu dipinda dengan menggantikan kaedah 13 dengan kaedah yang berikut:

“Display of certificate of registration, business number, etc.

13. (1) A certificate of registration or a certificate of renewal of registration issued under the Act shall be in Form D or Form E, as the case may be.

(2) Every letterhead, invoice, bill or other document used by a registered business and containing the name or names of such business shall display the registration number assigned to the business in the certificate of registration or certificate of renewal of registration.”.

**Pindaan Jadual Pertama**

5. Jadual Pertama kepada Kaedah-Kaedah ibu dipinda—

(a) dengan menggantikan Borang A dengan Borang yang berikut:

“Form A

FORM A  
FREE

BUSINESS REGISTRATION  
REGISTRATION OF BUSINESSES RULES 1957 (RULE 3)

PLEASE TICK (/) AT THE APPROPRIATE BOX AND COMPLETE THE INFORMATION IN BLOCK LETTERS  
(\*Mandatory field)

PERSONAL NAME Using personal name as in MYKAD/MYPR as business name.

TRADE NAME Using trade name other than name in MYKAD/MYPR as business name.

REFERENCE NO.  
(For office use)

BUSINESS INFORMATION

\*BUSINESS NAME

\*DATE OF COMMENCEMENT  
OF BUSINESS

\*PARTNERSHIP AGREEMENT NO  YES  DATE     
(Specify date and attach copy of agreement)

\*ADDRESS  
(P.O. Box is not allowed)

TOWN

POSTCODE  STATE

CORRESPONDENCE ADDRESS  
(If different from above address)

TOWN

POSTCODE  STATE

TELEPHONE NO.   E-MAIL

INFORMATION OF TYPE OF BUSINESS

BRANCH ADDRESS (If any)

ADDRESS  
(P.O. Box is not allowed)

POSTCODE  STATE

ADDRESS  
(P.O. Box is not allowed)

POSTCODE  STATE

BUSINESS REGISTRATION

**\*INFORMATION OF OWNER (Spelling of name as in MYKAD/MYPR)**

NAME OF OWNER

MYKAD/MYPR NO.    MYKAD NO. (Old)

DATE OF BIRTH    GENDER M  F

NATIONALITY MALAYSIAN  PERMANENT RESIDENT    
(Specify origin country)

RACE MALAY  CHINESE  INDIAN  OTHERS    
(Specify race)

RESIDENTIAL ADDRESS

TOWN

POSTCODE  STATE

TELEPHONE NO.

NAME OF OWNER

MYKAD/MYPR NO.    MYKAD NO. (Old)

DATE OF BIRTH    GENDER M  F

NATIONALITY MALAYSIAN  PERMANENT RESIDENT    
(Specify origin country)

RACE MALAY  CHINESE  INDIAN  OTHERS    
(Specify race)

RESIDENTIAL ADDRESS

TOWN

POSTCODE  STATE

TELEPHONE NO.

**VERIFICATION BY SOLE PROPRIETOR/PARTNERSHIP**  
(Every owner/partner must complete the details and affix signature/right thumb print on this form)

I/We, the undersigned, confirm the accuracy of all the statements made in this form and declare that I am/we are the owner(s)/partner(s) of the business.

NO.	NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT

APPLICATION DATE

**FOR OFFICE USE**

I am the person responsible for the submission of the business registration information stated above.

NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT

”;





REGISTRATION OF CHANGES OF BUSINESS PARTICULARS

D. CHANGES OF INFORMATION OF OWNER (Spelling of name as in MYKAD/MYPR)

NAME OF OWNER

MYKAD/MYPR NO.  MYKAD NO. (Old)

DATE OF BIRTH  GENDER M  F

NATIONALITY MALAYSIAN  PERMANENT RESIDENT    
(Specify origin country)

RACE MALAY  CHINESE  INDIAN  OTHERS    
(Specify race)

RESIDENTIAL ADDRESS

TOWN

POSTCODE  STATE

TELEPHONE NO.

TYPE OF CHANGES NEW ENTRY  CHANGE OF OWNERSHIP  CHANGE OF RESIDENTIAL ADDRESS

WITHDRAW  DEATH  OTHERS

DATE OF CHANGES

NAME OF OWNER

MYKAD/MYPR NO.  MYKAD NO. (Old)

DATE OF BIRTH  GENDER M  F

NATIONALITY MALAYSIAN  PERMANENT RESIDENT    
(Specify origin country)

RACE MALAY  CHINESE  INDIAN  OTHERS    
(Specify race)

RESIDENTIAL ADDRESS

TOWN

POSTCODE  STATE

TELEPHONE NO.

TYPE OF CHANGES NEW ENTRY  CHANGE OF OWNERSHIP  CHANGE OF RESIDENTIAL ADDRESS

WITHDRAW  DEATH  OTHERS

DATE OF CHANGES

VERIFICATION BY SOLE PROPRIETOR/PARTNERSHIP  
(Every owner/partner must complete the details and affix signature/right thumb print on this form)

I/We, the undersigned, confirm the accuracy of all the statements made in this form and declare that I am/we are the owner(s)/partner(s) of the business.

NO.	NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT

APPLICATION DATE

FOR OFFICE USE

I am the person responsible for the submission of the business registration information stated above.

NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT

(d) dengan menggantikan Borang C dengan Borang yang berikut:

“Form C

<p><b>NOTIFICATION OF TERMINATION OF REGISTERED BUSINESS REGISTRATION OF BUSINESSES RULES 1957 (RULE 7)</b></p>		<p>FORM C FREE</p>
<p>PLEASE TICK ( / ) AT THE APPROPRIATE BOX AND COMPLETE THE INFORMATION IN BLOCK LETTERS (*Mandatory field)</p>		
*REGISTRATION NO.	<input style="width: 100px; height: 15px;" type="text"/>	
*BUSINESS NAME	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	
<p>*REASONS FOR TERMINATION (If involves death/court order please attach the relevant documents)</p>		
CESSATION OF BUSINESS	<input type="checkbox"/>	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> (Specify date of cessation of business)
DISSOLUTION OF PARTNERSHIP	<input type="checkbox"/>	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> (Specify date of dissolution of partnership)
DEATH (Attach Death Certificate)	<input type="checkbox"/>	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> (Specify date of death)
COURT ORDER (Attach Court Order)	<input type="checkbox"/>	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> (Specify date of court order)
OTHERS (Please specify)	<input type="checkbox"/>	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> (Specify date)
<p>VERIFICATION BY SOLE PROPRIETOR/PARTNERSHIP (Every owner/partner must complete the details and affix signature/right thumb print on this form)</p>		
<p>I/We, the undersigned, confirm the accuracy of all the statements made in this form and declare that I am/we are the owner(s)/partner(s) of the business.</p>		
NO.	NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT
<p>APPLICATION DATE <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/></p>		
<p><b>FOR OFFICE USE</b></p>		
<p>I am the person responsible for the submission of the business registration information stated above.</p>		
NAME AND MYKAD/MYPR NO.		SIGNATURE/RIGHT THUMB PRINT

”;

(e) dengan menggantikan Borang D dengan Borang yang berikut:

“Form D

FORM D (RULE 13)  
 CERTIFICATE OF REGISTRATION  
 REGISTRATION OF BUSINESSES ACT 1956

This is to certify that the Business carried on under the name  
 (.....Business Name.....)  
 REGISTRATION NO.:

has this day been registered until ...(expiry date)... in accordance with the provisions of the Registration of Businesses Act 1956, with its principal place of business at ..... (business address) .....

No of branches :

Dated at                      this              day of                      20

.....  
 Registrar of Businesses,  
 Peninsular Malaysia

**RESPONSIBILITY OF BUSINESS OWNER:**

1. To register the business within 30 days from the date of commencement of the business by submitting the Business Registration Form (Form A).
2. To renew the registration of business within 30 days before the expiry date of the registration or the prior renewal by submitting the Application for Renewal of Business Registration Form (Form A1).
3. To register any changes in the business particulars within 30 days from the date of the change of the principal business address, type of business, particulars on branches and information of the owner by submitting the Registration of Changes of Business Particulars Form (Form B).
4. To inform the termination of business within 30 days from the date of termination of the business operation or, if it is due to death, within 4 months from the date of death by submitting the Notification of Termination of Registered Business Form (Form C).
5. To display the Certificate of Registration of Business in a conspicuous place at the main business premises or branch.
6. To put up a signboard displaying the business name and registration number outside the place of business and if there is more than one place of business, outside each place of business.
7. To display the business name and registration number of the certificate of registration on every business letterhead, invoice, bill or other document.
8. To duly obtain the licence, permit or approval letter from the relevant authority in relation to the types of businesses which require approval prior to commencement even if the said business has been registered with the Companies Commission of Malaysia.

**Penalty provisions under the Registration of Businesses Act 1956 and Registration of Businesses Rules 1957**

1. Contravention of items (1) & (2) shall, on conviction, be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding 2 years or to both.
2. Contravention of items (3), (4), (6) & (7) shall, on conviction, be liable to a fine not exceeding RM10,000 or to imprisonment for a term not exceeding 1 year or to both.
3. Contravention of item (5) shall, on conviction, be liable to a fine not exceeding RM2,000 or to imprisonment for a term not exceeding 6 months or to both.

”; dan

(f) dengan menggantikan Borang E dengan Borang yang berikut:

“Form E

FORM E (RULE 13)  
 CERTIFICATE OF RENEWAL OF REGISTRATION OF BUSINESS  
 REGISTRATION OF BUSINESSES ACT 1956

This is to certify that the Business carried on under the name  
 (.....Business Name.....)  
 REGISTRATION NO.:

has this day been registered until ...(expiry date)... in accordance with the provisions of the Registration of Businesses Act 1956, with its principal place of business at ..... (business address) .....

No of branches :

Dated at                      this              day of              20

.....  
 Registrar of Businesses,  
 Peninsular Malaysia

**RESPONSIBILITY OF BUSINESS OWNER:**

1. To register the business within 30 days from the date of commencement of the business by submitting the Business Registration Form (Form A).
2. To renew the registration of business within 30 days before the expiry date of the registration or the prior renewal by submitting the Application for Renewal of Business Registration Form (Form A1).
3. To register any changes in the business particulars within 30 days from the date of the change of the principal business address, type of business, particulars on branches and information of the owner by submitting the Registration of Changes of Business Particulars Form (Form B).
4. To inform the termination of business within 30 days from the date of termination of the business operation or, if it is due to death, within 4 months from the date of death by submitting the Notification of Termination of Registered Business Form (Form C).
5. To display the Certificate of Renewal of Registration of Business in a conspicuous place at the main business premises or branch.
6. To put up a signboard displaying the business name and registration number outside the place of business and if there is more than one place of business, outside each place of business.
7. To display the business name and registration number of the certificate of renewal of registration on every business letterhead, invoice, bill or other document.
8. To duly obtain the licence, permit or approval letter from the relevant authority in relation to the types of businesses which require approval prior to commencement even if the said business has been registered with the Companies Commission of Malaysia.

**Penalty provisions under the Registration of Businesses Act 1956 and Registration of Businesses Rules 1957**

1. Contravention of items (1) & (2) shall, on conviction, be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding 2 years or to both.
2. Contravention of items (3), (4), (6) & (7) shall, on conviction, be liable to a fine not exceeding RM10,000 or to imprisonment for a term not exceeding 1 year or to both.
3. Contravention of item (5) shall, on conviction, be liable to a fine not exceeding RM2,000 or to imprisonment for a term not exceeding 6 months or to both.

**Penerusan penggunaan borang**

6. Semua borang yang ditetapkan dalam Kaedah-Kaedah ibu yang digunakan sebelum tarikh permulaan kuat kuasa Kaedah-Kaedah ini boleh terus digunakan bagi tempoh satu bulan dari tarikh permulaan kuat kuasa Kaedah-Kaedah ini.

Dibuat 21 Mac 2014

[SSM/CDPD(S)/8(1/2014); PN(PU2)253/III]

DATO' SRI HASAN BIN MALEK

*Menteri Perdagangan Dalam Negeri, Koperasi dan Kepenggunaan*

REGISTRATION OF BUSINESSES ACT 1956

REGISTRATION OF BUSINESSES (AMENDMENT) RULES 2014

IN exercise of the powers conferred by section 16 of the Registration of Businesses Act 1956 [*Act 197*], the Minister makes the following rules:

**Citation and commencement**

1. (1) These rules may be cited as the **Registration of Businesses (Amendment) Rules 2014**.

(2) These Rules come into operation on 1 April 2014.

**Amendment of rule 6**

2. The Registration of Businesses Rules 1957 [*L.N. 282/1957*], which are referred to as the “principal Rules” in these Rules, are amended in subrule 6(1) by substituting for the words “Form B1, B2, B3 or B4, as may be relevant,” the words “Form B”.

**Amendment of rule 8**

3. Subrule 8(1) of the principal Rules is amended by substituting for the words “Forms A, B1, B2, B3, B4 and C” the words “Forms A, A1, B and C”.

**Substitution of rule 13**

4. The principal Rules are amended by substituting for rule 13 the following rule:

“Display of  
certificate of  
registration,  
business  
number, *etc.*”

13. (1) A certificate of registration or a certificate of renewal of registration issued under the Act shall be in Form D or Form E, as the case may be.

(2) Every letterhead, invoice, bill or other document used by a registered business and containing the name or names of such business shall display the registration number assigned to the business in the certificate of registration or certificate of renewal of registration.”.

**Amendment of First Schedule**

5. The First Schedule to the principal Rules is amended—

(a) by substituting for Form A the following Form:

“Form A

FORM A FREE	
<b>BUSINESS REGISTRATION</b> <b>REGISTRATION OF BUSINESSES RULES 1957 (RULE 3)</b>	
PLEASE TICK (/) AT THE APPROPRIATE BOX AND COMPLETE THE INFORMATION IN BLOCK LETTERS (*Mandatory field)	
PERSONAL NAME	Using personal name as in MYKAD/MYPR as business name. <input type="checkbox"/>
TRADE NAME	Using trade name other than name in MYKAD/MYPR as business name. <input type="checkbox"/>
REFERENCE NO. (For office use)	<input type="text"/>
<b>BUSINESS INFORMATION</b>	
*BUSINESS NAME	<input type="text"/>
*DATE OF COMMENCEMENT OF BUSINESS	<input type="text"/> <input type="text"/> <input type="text"/>
*PARTNERSHIP AGREEMENT	NO <input type="checkbox"/> YES <input type="checkbox"/> DATE <input type="text"/> <input type="text"/> <input type="text"/>
(Specify date and attach copy of agreement)	
*ADDRESS (P.O. Box is not allowed)	<input type="text"/>
TOWN	<input type="text"/>
POSTCODE	<input type="text"/> STATE <input type="text"/>
CORRESPONDENCE ADDRESS (If different from above address)	<input type="text"/>
TOWN	<input type="text"/>
POSTCODE	<input type="text"/> STATE <input type="text"/>
TELEPHONE NO.	<input type="text"/> <input type="text"/> E-MAIL <input type="text"/>
<b>INFORMATION OF TYPE OF BUSINESS</b>	
<b>BRANCH ADDRESS (If any)</b>	
ADDRESS (P.O. Box is not allowed)	<input type="text"/>
POSTCODE	<input type="text"/> STATE <input type="text"/>
ADDRESS (P.O. Box is not allowed)	<input type="text"/>
POSTCODE	<input type="text"/> STATE <input type="text"/>

BUSINESS REGISTRATION

**\*INFORMATION OF OWNER (Spelling of name as in MYKAD/MYPR)**

NAME OF OWNER

MYKAD/MYPR NO.    MYKAD NO. (Old)

DATE OF BIRTH    GENDER M  F

NATIONALITY MALAYSIAN  PERMANENT RESIDENT    
(Specify origin country)

RACE MALAY  CHINESE  INDIAN  OTHERS    
(Specify race)

RESIDENTIAL ADDRESS

TOWN

POSTCODE  STATE

TELEPHONE NO.

NAME OF OWNER

MYKAD/MYPR NO.    MYKAD NO. (Old)

DATE OF BIRTH    GENDER M  F

NATIONALITY MALAYSIAN  PERMANENT RESIDENT    
(Specify origin country)

RACE MALAY  CHINESE  INDIAN  OTHERS    
(Specify race)

RESIDENTIAL ADDRESS

TOWN

POSTCODE  STATE

TELEPHONE NO.

**VERIFICATION BY SOLE PROPRIETOR/PARTNERSHIP**  
(Every owner/partner must complete the details and affix signature/right thumb print on this form)

I/We, the undersigned, confirm the accuracy of all the statements made in this form and declare that I am/we are the owner(s)/partner(s) of the business.

NO.	NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT

APPLICATION DATE

**FOR OFFICE USE**

I am the person responsible for the submission of the business registration information stated above.

NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT

(b) by substituting for Form A1 the following Form:

“Form A1

FORM A1 FREE		
APPLICATION FOR RENEWAL OF BUSINESS REGISTRATION REGISTRATION OF BUSINESSES RULES 1957 (RULE 5)		
PLEASE TICK ( / ) AT THE APPROPRIATE BOX AND COMPLETE THE INFORMATION IN BLOCK LETTERS (*Mandatory field)		
*REGISTRATION NO.	<input style="width: 100px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/>	
*BUSINESS NAME	<input style="width: 100%; height: 15px; border: 1px solid black;"/> <input style="width: 100%; height: 15px; border: 1px solid black;"/>	
*RENEWAL PERIOD	1 YEAR <input type="checkbox"/> 2 YEARS <input type="checkbox"/> 3 YEARS <input type="checkbox"/> 4 YEARS <input type="checkbox"/> 5 YEARS <input type="checkbox"/>	
*INFORMATION ON BUSINESS	BUSINESS IS STILL ACTIVE <input type="checkbox"/> CHANGES (If any, tick ( / ) the type of change) <input type="checkbox"/>	
TYPE OF CHANGES	CHANGE OF PRINCIPAL ADDRESS <input type="checkbox"/>	
	CHANGE IN TYPE OF BUSINESS <input type="checkbox"/>	
	CHANGE IN BRANCH <input type="checkbox"/>	
	CHANGE IN OWNERSHIP <input type="checkbox"/>	
INDICATE IF THE CHANGES	HAVE BEEN REGISTERED <input type="checkbox"/>	
	HAVE NOT BEEN REGISTERED (Register the changes using Form B) <input type="checkbox"/>	
PLEASE UPDATE OWNERS/PARTNERS MOBILE PHONE NO. (If there is a change of mobile phone no.)		
NO.	NAME	MOBILE PHONE NO.
*VERIFICATION BY OWNER/PERSON RESPONSIBLE		
I, the undersigned, confirm the accuracy of all the statements made in this form.		
_____ SIGNATURE OF OWNER OR PERSON RESPONSIBLE		
NAME : MYKAD /MYPR NO. : MOBILE PHONE NO. :		
APPLICATION DATE	<input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/>	

”;



REGISTRATION OF CHANGES OF BUSINESS PARTICULARS

**D. CHANGES OF INFORMATION OF OWNER (Spelling of name as in MYKAD/MYPR)**

NAME OF OWNER

MYKAD/MYPR NO.  MYKAD NO. (Old)

DATE OF BIRTH  GENDER M  F

NATIONALITY MALAYSIAN  PERMANENT RESIDENT    
(Specify origin country)

RACE MALAY  CHINESE  INDIAN  OTHERS    
(Specify race)

RESIDENTIAL ADDRESS

TOWN

POSTCODE  STATE

TELEPHONE NO.

TYPE OF CHANGES NEW ENTRY  CHANGE OF OWNERSHIP  CHANGE OF RESIDENTIAL ADDRESS

WITHDRAW  DEATH  OTHERS

DATE OF CHANGES

NAME OF OWNER

MYKAD/MYPR NO.  MYKAD NO. (Old)

DATE OF BIRTH  GENDER M  F

NATIONALITY MALAYSIAN  PERMANENT RESIDENT    
(Specify origin country)

RACE MALAY  CHINESE  INDIAN  OTHERS    
(Specify race)

RESIDENTIAL ADDRESS

TOWN

POSTCODE  STATE

TELEPHONE NO.

TYPE OF CHANGES NEW ENTRY  CHANGE OF OWNERSHIP  CHANGE OF RESIDENTIAL ADDRESS

WITHDRAW  DEATH  OTHERS

DATE OF CHANGES

**VERIFICATION BY SOLE PROPRIETOR/PARTNERSHIP**  
(Every owner/partner must complete the details and affix signature/right thumb print on this form)

I/We, the undersigned, confirm the accuracy of all the statements made in this form and declare that I am/we are the owner(s)/partner(s) of the business.

NO.	NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT

APPLICATION DATE

**FOR OFFICE USE**

I am the person responsible for the submission of the business registration information stated above.

NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT

”;

(d) by substituting for Form C the following Form:

“Form C

NOTIFICATION OF TERMINATION OF REGISTERED BUSINESS REGISTRATION OF BUSINESSES RULES 1957 (RULE 7)		FORM C FREE
PLEASE TICK (/) AT THE APPROPRIATE BOX AND COMPLETE THE INFORMATION IN BLOCK LETTERS (*Mandatory field)		
*REGISTRATION NO.	<input style="width: 100%;" type="text"/>	
*BUSINESS NAME	<input style="width: 100%;" type="text"/>	
*REASONS FOR TERMINATION (If involves death/court order please attach the relevant documents)		
CESSATION OF BUSINESS	<input type="checkbox"/>	<input style="width: 100%;" type="text"/> (Specify date of cessation of business)
DISSOLUTION OF PARTNERSHIP	<input type="checkbox"/>	<input style="width: 100%;" type="text"/> (Specify date of dissolution of partnership)
DEATH (Attach Death Certificate)	<input type="checkbox"/>	<input style="width: 100%;" type="text"/> (Specify date of death)
COURT ORDER (Attach Court Order)	<input type="checkbox"/>	<input style="width: 100%;" type="text"/> (Specify date of court order)
OTHERS (Please specify)	<input type="checkbox"/>	<input style="width: 100%;" type="text"/> (Specify date)
.....		
VERIFICATION BY SOLE PROPRIETOR/PARTNERSHIP (Every owner/partner must complete the details and affix signature/right thumb print on this form)		
I/We, the undersigned, confirm the accuracy of all the statements made in this form and declare that I am/we are the owner(s)/partner(s) of the business.		
NO.	NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT
APPLICATION DATE <input style="width: 100%;" type="text"/>		
<b>FOR OFFICE USE</b>		
I am the person responsible for the submission of the business registration information stated above.		
	NAME AND MYKAD/MYPR NO.	SIGNATURE/RIGHT THUMB PRINT

”;

(e) by substituting for Form D the following Form:

“Form D

FORM D (RULE 13)  
 CERTIFICATE OF REGISTRATION  
 REGISTRATION OF BUSINESSES ACT 1956

This is to certify that the Business carried on under the name  
 (.....Business Name.....)  
 REGISTRATION NO.:

has this day been registered until ...(expiry date)... in accordance with the provisions of the Registration of Businesses Act 1956, with its principal place of business at ..... (business address) .....

No of branches :

Dated at                      this        day of                      20

.....  
 Registrar of Businesses,  
 Peninsular Malaysia

**RESPONSIBILITY OF BUSINESS OWNER:**

1. To register the business within 30 days from the date of commencement of the business by submitting the Business Registration Form (Form A).
2. To renew the registration of business within 30 days before the expiry date of the registration or the prior renewal by submitting the Application for Renewal of Business Registration Form (Form A1).
3. To register any changes in the business particulars within 30 days from the date of the change of the principal business address, type of business, particulars on branches and information of the owner by submitting the Registration of Changes of Business Particulars Form (Form B).
4. To inform the termination of business within 30 days from the date of termination of the business operation or, if it is due to death, within 4 months from the date of death by submitting the Notification of Termination of Registered Business Form (Form C).
5. To display the Certificate of Registration of Business in a conspicuous place at the main business premises or branch.
6. To put up a signboard displaying the business name and registration number outside the place of business and if there is more than one place of business, outside each place of business.
7. To display the business name and registration number of the certificate of registration on every business letterhead, invoice, bill or other document.
8. To duly obtain the licence, permit or approval letter from the relevant authority in relation to the types of businesses which require approval prior to commencement even if the said business has been registered with the Companies Commission of Malaysia.

**Penalty provisions under the Registration of Businesses Act 1956 and Registration of Businesses Rules 1957**

1. Contravention of items (1) & (2) shall, on conviction, be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding 2 years or to both.
2. Contravention of items (3), (4), (6) & (7) shall, on conviction, be liable to a fine not exceeding RM10,000 or to imprisonment for a term not exceeding 1 year or to both.
3. Contravention of item (5) shall, on conviction, be liable to a fine not exceeding RM2,000 or to imprisonment for a term not exceeding 6 months or to both.

”; and

(f) by substituting for Form E the following Form:

“Form E

FORM E (RULE 13)  
 CERTIFICATE OF RENEWAL OF REGISTRATION OF BUSINESS  
 REGISTRATION OF BUSINESSES ACT 1956

This is to certify that the Business carried on under the name  
 (.....Business Name.....)  
 REGISTRATION NO.:

has this day been registered until ...(expiry date)... in accordance with the provisions of the Registration of Businesses Act 1956, with its principal place of business at ..... (business address) .....

No of branches :

Dated at                      this            day of                      20

.....  
 Registrar of Businesses,  
 Peninsular Malaysia

- RESPONSIBILITY OF BUSINESS OWNER:**
1. To register the business within 30 days from the date of commencement of the business by submitting the Business Registration Form (Form A).
  2. To renew the registration of business within 30 days before the expiry date of the registration or the prior renewal by submitting the Application for Renewal of Business Registration Form (Form A1).
  3. To register any changes in the business particulars within 30 days from the date of the change of the principal business address, type of business, particulars on branches and information of the owner by submitting the Registration of Changes of Business Particulars Form (Form B).
  4. To inform the termination of business within 30 days from the date of termination of the business operation or, if it is due to death, within 4 months from the date of death by submitting the Notification of Termination of Registered Business Form (Form C).
  5. To display the Certificate of Renewal of Registration of Business in a conspicuous place at the main business premises or branch.
  6. To put up a signboard displaying the business name and registration number outside the place of business and if there is more than one place of business, outside each place of business.
  7. To display the business name and registration number of the certificate of renewal of registration on every business letterhead, invoice, bill or other document.
  8. To duly obtain the licence, permit or approval letter from the relevant authority in relation to the types of businesses which require approval prior to commencement even if the said business has been registered with the Companies Commission of Malaysia.
- Penalty provisions under the Registration of Businesses Act 1956 and Registration of Businesses Rules 1957**
1. Contravention of items (1) & (2) shall, on conviction, be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding 2 years or to both.
  2. Contravention of items (3), (4), (6) & (7) shall, on conviction, be liable to a fine not exceeding RM10,000 or to imprisonment for a term not exceeding 1 year or to both.
  3. Contravention of item (5) shall, on conviction, be liable to a fine not exceeding RM2,000 or to imprisonment for a term not exceeding 6 months or to both.

**Continuance of use of forms**

6. All forms prescribed in the principal Rules in use prior to the commencement date of these Rules may continue to be used for a period of one month from the commencement date of these Rules.

Made 21 March 2014  
[SSM/CDPD(S)/8(1/2014); PN(PU2)253/III]

DATO' SRI HASAN BIN MALEK  
*Minister of Domestic Trade, Co-operatives and Consumerism*