

GUIDELINES ON THE AMMENDMENT OF PARTICULARS ON LICENSE

WHAT ARE THE PARTICULARS THAT CAN BE AMENDED?

1) Name of company or business;

-If the amendment on the name of corporation, please submit Form 13, Companies Act 1965;

-If the amendment from Sdn. Bhd. to Bhd., please submit Form 20, Companies Act 1965;

-If the amendment from Bhd. to Sdn. Bhd., please submit Form 19, Companies Act 1965;

-If the amendment on the name of registration, please submit Form B, Business Registration Act 1956; or

-other related documents

2) Share partner or sole proprietor

-if any changes on shareholders or sole proprietor in business registration, please submit Form D, Companies Act 1965; or

-other related documents

3) Registered address;

-If any changes on registered address for corporation, please submit Form 44, Companies Act 1965;

- If any changes on registered address for business, please submit Form B, Business Registration Act 1956; or

-other related documents

4) Business address

-Licensee shall submit a copy of permission by land owner, sales and purchase agreement, tenancy agreement, land title or other related documents.

IF THERE IS A CHANGE ON INFORMATION FURNISHED, WHAT SHOULD BE DONE?

a) Licensee shall within 14 days inform to MPOB, for any changes on:

- i) Registered address (fee RM50.00)
- ii) premise address includes changes on lot for estate (fee RM50.00)
- iii) postal address (no fee)

b) Licensee shall within 21 days inform to MPOB, for any changes on:

- i) Name of company or business (fee RM50.00)
- ii) Share partner or sole proprietor (fee RM50.00)
- iii) Board of director (no fee)
- iv) hectarage of estate (no fee)
- v) equity (no fee)

HOW TO APPLY AN AMENDMENT ON THE LICENSE?

All application to amend particular on license need to pay a fee of RM50.00 for every changes.

Application shall be submitted through website at <https://e-lesen.mpob.gov.my>

IF A LICENSEE FAILS TO INFORM ON CHANGES IN INFORMATION, WHAT THE ACTION BY MPOB?

Licensee who fails to inform on changes in information within 21 days, shall be liable to a fine not exceeding RM 200,000.00 or imprisonment for a term not exceeding 3 years or both.