

arsa®

CORPORATE SERVICES



WHO ARE WE

ARSA Corporate Services Sdn. Bhd. is a Private Company limited by shares and was incorporated on 18 December 1986 under the Malaysian Companies Act 1965 by its founder Datuk (Dr) Abdul Raman Saad, Mr Poh Kok Wah and Encik Rosihan Nazwar by using Pacific Golf Sdn. Bhd. as its first registered name. The first key objective of the establishment of Company is to acquire and hold investments and to exercise rights incident to ownership of investments.

However, on 12 June 1990 the Company decided to transform its activities from acquiring and holding investments into providing services and advising on problems relating to administration and organization of industry and business. Therefore on 29 June 1990 in order to signify the changing key objective, the name of the Company was changed from Pacific Golf Sdn. Bhd. to RSR Corporate Services Sdn. Bhd as being more representative of its services. Again on 17 April 2007, the Company's name was changed to ARSA Corporate Services Sdn. Bhd. This change was due to the founder's intention, Datuk (Dr) Abdul Raman Saad to embark and penetrate the Company's business activities into the Middle East market. Amongst the associated companies, ARSA Corporate Services Sdn. Bhd. is known as ARSACS.

ABOUT US

We in ARSACS specialise in the incorporation of Malaysian companies from Private Incorporation to Public Incorporation. It is our policy to provide a fast, friendly, reliable and efficient service.

OUR SERVICES

We offer the most complete and affordable Companies Incorporation Service for small, medium and large businesses. Our Secretaries will assist you with the legal aspect involving in Companies Incorporation in Malaysia. Our incorporation is simple without further hidden cost. We guarantee that our price for incorporation will be the most competitive you will ever find. Learn more on how to incorporate your business here.

1. As Secretaries of ARSACS, we will offer the best services for the interest of clients especially in compliance with the following general requirements in accordance with Malaysian Company Law:
 - Compliance with Statutory Requirements
 - Assisting clients in the preparation and submission of statutory returns of their Companies with the Registrar of Companies as required by the Companies Act, 1965.
 - Nominee Secretaries

- Annual Return service
- Company seals
- Company name plates
- Seminars
- Corporate consulting
- Maintenance of Companies' statutory books as required by the Companies Act, 1965

Our staff has many years experience in the formations and secretarial services industry. Our staff is mostly trained and qualified people who come from various filed of study such as corporate administration graduates and law graduates. We highly aim to provide a quality of service that is second to none.

2. Meetings

- Arranging for and the attendance of board and general meetings and preparation of the minutes thereof and any other relevant documents under the direction and instruction of the Board of Directors.
- Attendance of meetings of shareholders and directors of the company by our representatives if so required.

3. Share Registration

- To assist the company on matters relating to transfer, issue and offer of shares and the subsequent issuance of share certificates.
- To assist in the preparation and submission of statistic returns pertaining to shares held by the shareholders, their particulars, and other required details, which are available form, the statutory records of the company.

4. Assisting clients on matters pertaining to the prevailing local legislation relating to the Company law, the Kuala Lumpur Stock Exchange's requirements (for public listed companies), the Code on Take-Over and Mergers, Securities Commission Guidelines and compliance therewith.

5. Provision of our office address as the Company's registered address as required by Section 139(3) of the Act. Further, we also provide other services and products including:

- Preliminary Company Name Search
- Preparation of the necessary formation documents for your company
- Filing of the incorporation documents with the state of formation
- First class postage and mail services

OUR TEAM

- **Nabilah Ilyani Binti Md Yusof, Company Secretary**, joined Abdul Raman Saad & Associates as Company Secretary in May 2018. She has few years of practical experience in the corporate secretarial profession mainly in incorporating the company, transferring of shares, striking-off or winding up the company and providing statutory compliance and advisory services to company or individuals clients from diverse

industries. Nabilah has a Degree in Corporate Administration and Master of Corporate Administration with ICOSA from Universiti Teknologi Mara (UITM). Currently, she is pursuing her PHD in the area of Corporate Sustainability of Companies at Universiti Teknologi Malaysia (UTM). She is also a member of Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) and a Licensed Company Secretary under the Companies Commission of Malaysia holding a license number LS0010267.

- **Suraya Hani Binti Salim, Company Secretary**, graduated with Bachelor of Legal Studies (Hons) in 2013 and Bachelor of Laws [LLB (Hons)] in 2014 from Universiti Teknologi MARA (UITM). She was admitted to the Malaysian Bar as an Advocate & Solicitor in August 2014. She handled various matters relating to conveyancing transactions including advising and drafting the sale and purchase agreement for housing development projects and commercial projects, sub-sales between individual and companies, transfer of ownership, tenancy, and perfection of transfer. She also handled retail and commercial financing facilities and security documentation including conventional and Islamic financing facilities. She joined ARSA in January 2018 and currently attached to Conveyancing Department of Johor Bahru Office. She is also ARSA's company secretary holding BC/S/2868 as the license number.

CONTACT US

Please call and visit us at the following address and we will happy to help with any questions or queries you may have.

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