

We Provide Efficient Company Secretarial Services for Your Business Needs

We offer professional company secretarial services in Malaysia to help businesses streamline their corporate governance and comply with legal requirements. Our efficient solutions are tailored to meet each client's unique needs, freeing up their time to focus on growth and success.

Contact us today to experience the expertise of our Company Secretary Kuala Lumpur (KL) team and ensure your business's regulatory compliance and smooth operations.

Why Choose MISHU?

MISHU is dedicated to providing a comprehensive one-stop solution to help businesses **start, build, and grow**. We understand the importance of having a reliable company secretary in Malaysia who can assist with regulatory compliance. Our experienced Kuala Lumpur (KL) team is well-versed in the intricacies of local regulations and can efficiently handle all aspects of company secretary services in Malaysia.

In addition to [company secretarial services](#), we offer a wide range of services, including [company incorporation](#), [employment pass \(expat visa\) assistance in Malaysia](#), [HR advisory](#), and [LLP registration](#). We also offer [accounting and bookkeeping](#), [tax compliance and advisory](#), and payroll services to help businesses like yours manage finances more efficiently.

MISHU vs Other Service Providers

Here's what sets us apart from the competition:

	MISHU	Non-Digital CoSec Firms	Accounting Firms
RM1,010 SSM Fee	Included	Not included	Below market price
Processing Fee	RM589	RM1,500 - RM 3,000	Below market price
Lock-In Period	No	Yes	Yes
100% paperless	Yes	No	No
	RM1,599	> RM3,500	> RM10,000

*no hidden fees

*excluding hidden fees

*excluding hidden fees

What is a Company Secretary?

A Company Secretary is a professional responsible for ensuring that a company complies with relevant laws and regulations. They act as the company's legal representative, maintain company records, and ensure its administration is in order.

Who can be a Company Secretary?

In Malaysia, a company secretary must be a natural person who is a member of a professional body recognised by the Ministry of Domestic Trade and Consumer Affairs. The professional bodies recognised by the ministry include:

The Malaysian Association of Company Secretaries (MACS).

The Malaysian Institute of Chartered Secretaries and Administrators (MAICSA).

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What Is The Appointment of the Company Secretary and Procedures?

Every company in Malaysia is required by law to designate a Company Secretary within 30 days of its incorporation. The Company Secretary must be appointed from a recognised professional body and have the necessary qualifications and experience to carry out their duties. The appointment must be filed with the Companies Commission of Malaysia (CCM) within 14 days of the appointment. Any changes in the appointment of the Company Secretary must also be notified to the CCM within 14 days. The procedures for appointment and notification are detailed on the CCM website.

What are the requirements to incorporate a company?

You need a resident director/shareholder, a local residential address and a minimum paid-up capital of RM1.00 (though some situations may require more).

How long does it take to incorporate a company?

If all submissions are in order, it takes 3-5 business days. Note that missing details, however minor, often lead to delays, which is why it's important to compile all relevant information before filing documents.

Do I need a business address for my company?

Yes and no. Incorporation can be done without a business address, but one will be needed later to secure the necessary operating licenses post-incorporation. To save time, incorporate now so that by the time you do have a business address, you're not starting from square one.

What is a common seal and does a company need it?

A company seal is a physical stamp with the company's details used to show acknowledgement and approval of any official documents. Under the Companies Act 2016, a company seal is not required unless company asks for it.

What is the minimum and maximum number of shareholders in a company?

Minimum one (1) and maximum fifty (50) shareholders.

Company Incorporation In Malaysia

Are you looking to set up a company or register a new one?

Look no further than MISHU! Our streamlined process simplifies the intricacies of company incorporation in Malaysia for foreign entrepreneurs and existing business owners.

With just a few clicks, fill out our form and select the desired services, be it a company registration service or the incorporation of a company in Malaysia. We'll handle the rest,

delivering your company registration in 3-5 business days. Don't let the complexities of company incorporation and registration hold you back from pursuing your business goals.

How to Register a Company in Malaysia

Registering with the Companies Commission of Malaysia is mandatory to operate a business in Malaysia legally. The [Suruhanjaya Syarikat Malaysia \(SSM\)](#) is the government agency responsible for regulating businesses in the country.

The registration process involves selecting one of three categories: Registration of Business (ROB), Registration of Company (ROC), or [Limited Liability Partnership \(LLP\)](#). Each category has different legal requirements, liability implications, and taxation considerations.

Our experienced team at MISHU offers expert guidance on [how to set up a new company in Malaysia](#) and the processes to help businesses select the appropriate business entity. Choosing the correct entity is crucial as it determines the company's liability, tax obligations, and legal requirements.

MISHU understands the importance of this decision and is here to assist you in making an informed choice. Check out our [company incorporation article](#) to learn more about the registration process and get help registering your business entity.

How to Set Up Sdn Bhd in Malaysia

Setting up an Sdn Bhd (private limited company) in Malaysia involves several steps. Below is an overview of the process:

- Choose a unique company name.
- Appoint a director (Malaysian resident) and shareholder (can be a foreigner).
- Prepare required documents: M&A, Form 9, 24, and 49.
- Submit application with RM1,000 registration fee.
- Receive Certificate of Incorporation upon approval.
- Open a business bank account and register for tax with IRBM.
- Obtain necessary licenses and permits for your business.

A **Sdn Bhd registration in Malaysia** can be a complex process, and it is advisable to seek professional assistance to ensure everything is done correctly. Contact us today to learn more about how we can help you get started!

Local Incorporation	
Requirements to Register a Company	
RM1 paid up capital	Non-Malaysians may need to provide higher amounts depending on circumstances.
One shareholder	Non-Malaysians intending to own businesses in certain industries may need a local shareholder.
One Director	Must be at least eighteen (18) years old, living in Malaysia, and cannot be a bankrupt or convicted of a felony within the past five (5) years.
Director NOT bankrupt or convict	Non-Malaysians without residing in Malaysia must appoint a local nominee director.
Once Company Secretary	Must be licensed by SSM or be a member of a prescribed professional body.
Malaysia Registered Address	Standard practice is to use the Company Secretary office as the registered office.

Transparent Pricing | No Surprise Invoices

Our incorporation services include the following:

Checking the proposed company name for availability

Providing clarification on the completed registration form via phone or email

Preparing 3 sets of certified copies of Superform (Section 14), Notification of Registration (Section 15), Certificate of Incorporation (Section 17) and Notification of First Company Secretary (Section 58)

Preparing resolutions and minutes of first board meeting

Preparing resolution to open bank account

Preparing all registration forms

Filing all registration forms with SSM

Certificate of incorporation

Delivering first set of documents to your home/office in Malaysia

RM1,599

Inclusive of RM1,010 SSM Registration Fees

3 EASY STEPS

To register your company:

step1 choose company name

step2 Select Your Services

Step3 Fill up the Form

We'll take care of the rest!

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What is the minimum and maximum number of shareholders in a company?

Minimum one (1) and maximum fifty (50) shareholders.

Can anyone be a director of the company?

Yes. Anyone 18 years old and above (local or foreign) can be a director of the company so long as they fulfil the requirements under the Companies Act 2016.

What are the responsibilities of a director?

Directors ensure the soundness of short and long-term business operations, and must at all times exercise care, skill, and diligence in the execution of their powers for the company's best interests. They must avoid conflicts of interests where they leverage their position to directly or indirectly benefit themselves, their relations or any party other than the company,

What is the biggest advantage of setting up a company?

Shareholders are not exposed to personal risks and their liabilities are limited by share ownership. In other words, under normal circumstances, shareholders cannot lose more than the amount they have invested in shares.

Can a shareholder transfer or sell their shares?

Yes. Shareholders may sell or transfer shares to any party so long the buyer can afford the purchase price and the transaction is compliant with the Company Constitution or Shareholders' Agreement (if any).

What is the tax rate of a company?

The standard corporate tax rate on chargeable income is 24%. For small and medium-sized companies (i.e. paid-up capital of less than RM2.5 million and annual sales of less than RM50 million), the corporate tax rate is 17% on the first RM600,000, and 24% on any amount thereafter.

Is it compulsory to set up a corporate bank account?

Yes. Companies set up in Malaysia are required to set up a bank account, in which they deposit their minimum share capital to formalise the setup process. MISHU can assist with the bank account opening process.

LLP Registration In Malaysia

An LLP is a perfect option for professionals who prioritize the safety and protection of their business while avoiding the legal and financial complexities of incorporating a company. MISHU offers hassle-free company incorporation and registration services for foreign individuals and business owners looking to establish a limited liability partnership (LLP) in Malaysia. Our simplified registration process lets you set up your new LLP in just a few clicks. Our expert team ensures your new business fully complies with Malaysian regulations within 3-5 business days. Trust MISHU for all your company incorporation needs in Malaysia.

How to Register and Set Up an LLP in Malaysia

To set up an LLP in Malaysia, you must comply with the regulations of the Companies Commission of Malaysia. This includes registering the LLP with SSM (Suruhanjaya Syarikat Malaysia), submitting the necessary documents, obtaining the necessary licenses and permits, and meeting other legal requirements.

One of the advantages of an LLP is that partners can take an active role in managing the business while still being protected from the company's liabilities. The tax structure for an LLP is also simpler than that of a private limited company, as the partnership is not subject to corporate tax.

For more detailed information on [how to set up a Limited Liability Partnership \(LLP\) in Malaysia](#), you can check out MISHU's article here.

You can also read about [opening a Sdn Bhd](#) and [company incorporation in Malaysia](#) to decide on the best company structure that meets your business objectives.

Requirements to Register an LLP

Do you have what it takes? Here's a quick checklist of the minimum requirements

Two Partners : May be individuals or bodies corporate, with no restriction on maximum number of partners.

Two Compliance Officers: The primary Compliance Officer must be at least 18 years old, reside in Malaysia, and be qualified to act as a Company Secretary under the Companies Act 2016. In addition, one of the partners must also be registered as the secondary Compliance Officer.

Lawful Purpose: For any business for the purpose of making a profit.

LLP Agreement : An LLP must have an LLP Agreement to govern the relationship between partners. MISHU can provide a standard LLP Agreement.

Our LLP Incorporation Services Include The Following:

Verify availability of proposed LLP name

Prepare and file all registration forms with SSM

Check in with you via email, WhatsApp or phone call for any clarification

Prepare appointment of Compliance Officers

Prepare a resolution to open a bank account

Prepare one set of certified copy of registration forms

Obtain Certificate of Registration

Provision of registered address

Draft standard LLP agreement

Deliver first set of registration documents to a Malaysian address

RM1,888

(inclusive of RM500 SSM registration fees)

Plus, some freebies you'll only get with us!

Company bank account setup

Exclusive offer from selected banks

Company mobile line account setup

30 legal templates worth RM5,000

Visa prepaid corporate card for business expenses

3 hour employee performance reward system webinar

Delivery of 1st set of documents to Malaysian address

Weekly newsletters on business knowledge

30 min new business advisory
30 min consultation with tax specialist
30 min consultation with HR consultant
30 min consultation with grant specialist
30 min consultation with business license specialist
30 min consultation with corporate lawyer
30 min consultation on group insurance
30 min consultation with accountant

What type of organisations can consider LLP as their suitable business entity?

- *Startups/new enterprises
- *Professionals (solopreneurs, accountants, company secretaries)
- *Joint venture entities
- *Venture capital entities

What are the main differences between an LLP and a Company (Sdn Bhd)?

- *Instead of shares, ownership of each partner in an LLP is represented by an allocation of partnership units corresponding to their capital contribution. *There is no requirement to submit audited financial statements to SSM – though it is still important to maintain records.
- *Instead of directors and shareholders; there are Compliance Officers and partners. Learn more about the benefits of an LLP here.

Who can be a partner of an LLP?

Any individual or body corporate (whether in or outside Malaysia) may be registered as a partner, with no limit to the maximum number of partners.

Can a body corporate be a partner of an LLP?

Yes, but it must appoint a corporate representative to act for the body corporate.

Can a foreigner set up an LLP?

Yes, but he must appoint a Malaysian to be the Compliance Officer. Foreigner cannot be Compliance Officer.

What is the tax rate of an LLP?

- * The LLP itself enjoys low tax rate similar to Sdn Bhd i.e. 17% for income below RM600,000, thereafter 24% flat rate.
- * For individual partners, their partner's drawing from the LLP will be subject to their personal income tax rate and if it is a body corporate, it will be taxed at the corporate tax rate.

Who can be a Compliance Officer?

Any qualified person under the Companies Act 2016, which includes partners in the LLP. If the person is an individual, he or she must be a Malaysian citizen or a permanent resident in Malaysia.

What is the role of the Compliance Officer?

Including but not limited to: registering any changes in key details of the LLP, keeping and maintaining records of the LLP, advising partners to ensure compliance with LLP law and lodging annual declarations with SSM.

Can an LLP be converted to a Private Limited Company (Sdn Bhd)?

No, the LLP must be closed down and the new Sdn Bhd will be incorporated thereafter.

What is a Labuan Company?

Incorporating a company in Labuan is the same as incorporating elsewhere in Malaysia, except here the company will be regulated under the Labuan Companies Act 1990 (LCA 1990), and all the benefits it offers. Labuan Company may carry out business activities through or in Labuan, known worldwide as a tax haven.

Can I Do Business in Labuan?

Yes, if your business falls under one of these four categories: services, investment, finance, pure equity

Requirements to Incorporate in Labuan		
Service Company	Pure Equity Holding Company	Investment Company
1. Establish a physical office in Labuan 2. Employ two full-time staff in Labuan 3. Spend at least MYR 50,000 of annual operating expenses in Labuan	1. Management & control in Labuan (company registered address, secretarial company and company documents must be archived in Labuan) 2. Hold a board meeting in Labuan every year 3. Spend at least MYR 20,000 of annual operating expenses in Labuan	1. Establish a physical office in Labuan 2. Employ one full-time employee in Labuan 3. Spend at least MYR 20,000 of annual operating expenses in Labuan

Our Labuan Incorporation Services Include The Following:

Company Incorporation with paid up capital <RM50,000

Company name reservation

Preparation of all registration forms

One year provision of Company Secretary and registered address

Capital fee to authority

Disbursement on certificates and statutory books

One common seal (to be kept at registered office)

Three sets of Certified True Copy statutory documents

Registration of employer tax number

Corporate tax filing for 1st year

Employer tax filing for 1st year

Letter of information for one bank account opening

Assistance in bank account opening

Up to two directors and two shareholders. Additional USD50/person

Attestation of Declaration of Fit & Proper Person
From
USD3,500
(Inclusive of Labuan Authority Registration Fees)

Advantages of Incorporating in Labuan

Low Tax Rates: 0% – 3% corporate tax rate (depending on business) and up to 50% rebate on income tax

Relaxed requirements: Sole shareholder and director may be foreigners residing overseas (no nominee director needed).

High Privacy: Company information is kept from the public unless owner chooses to disclose it.

Low Paid-up Capital: Minimum USD 1 requirement for foreigners.

International Relations: Double Tax Agreement (DTA) with 75 countries and Bilateral Investment Treaties (BIT) with 65 countries worldwide

We Can Also Help You Secure the Following Financial Licenses

Labuan Digital Bank: Full-fledged digital bank

Labuan Bank: Full-fledged conventional bank

Investment Bank: Provide credit facilities, consultancy, advisory services, foreign exchange and other banking services except receiving deposit.

Digital Exchange: Securities Exchange for the listing of digital assets

Money Brokering: Arranging transactions between buyers and sellers in the money or foreign exchange markets.

Payment System Operator: Payment Platform, E-wallet

Fund Manager: Management, advisory and administration services about investment fund.

Securities Licensee: Provides investment advice or administrative services for the purpose of investment.

Credit Token: Issuance of token to a person for certain purposes.

Factoring: Acquiring debts due to any person.

Building Credit: Providing credit facilities to construction or building projects.

Development Finance: Providing credit facilities for economic development projects.

LITC: Labuan International Commodity Trading Company.

LCMB: Management of treasury, liquidity and financing to related companies.

Leasing: Lease of aircraft, vessels or high value equipment/machines.

And We're Ready to Assist with Your Foreign Talent Needs Through Employment & MM2H Passes

	Labuan Employment Pass	Malaysia My Second Home (MM2H)
Type of Visa	Business Visa (2 years)	Social Visit Pass (10 years)
Purpose of Issuance	For international business	For retirement in Malaysia
Business Conduct	Can be the company's director and shareholder	Strictly as investor only

Corporate Bank Account	Available	Available
Personal Bank Account	Available	Available
Personal Income Tax	12% to 30%	Maximum 30%
Requirements	Director or top management Possess tertiary education or Professional qualification Draw minimum monthly salary RM10,000	RM1.5 million of liquid assets RM40,000 proof of monthly foreign income Place RM1 million fix deposit in Malaysia account (after approved) Additional dependent RM50,000 of fix deposit (per pax)

Is Labuan corporate tax-free?

Depending on the type of business, rates vary between 0-3%, drastically lower than anywhere else in Malaysia.

What is the process of incorporation in Labuan?

The process is similar to company incorporation anywhere else in Malaysia, except it must be done through a Company Secretary or secretarial company like MISHU.

Can I incorporate a company in Labuan myself?

Unfortunately, no. Incorporating in Labuan requires submission to an online portal that can only be done through a Company Secretary like MISHU.

Why engage MISHU to incorporate on my behalf?

We have years of experience in this space, and a network of partners on the ground in Labuan to help facilitate a smooth incorporation process.

Are foreigners eligible to incorporate a Labuan Company?

Yes! In fact, it's easier and cheaper to set up a company in Labuan as a foreigner compared to elsewhere in Malaysia.

Do I need to physically visit Labuan at any point in the incorporation process?

No, everything can be done remotely.

Is company information in Labuan kept confidential?

Yes, information about directors, shareholders and other key details are never made publicly available.

Do Labuan companies still need to file annual returns and get an annual audit?

Yes, and MISHU can assist you through our on-demand accounting and corporate taxation services.

Tell me one disadvantage of a Labuan Company.

The privacy Labuan offers can make it harder for potential investors or partners to conduct due diligence on your business.

Requirements to Register an Enterprise

- 1 Must be a Malaysian citizen or permanent resident in Malaysia
- 2 Must be aged 18 years and above
- 3 If one owner, the enterprise is known as sole proprietorship
- 4 If more than one owner, the enterprise is known as partnership

SSM Registration Package

- Fees is one-off
- Compilation and submission of relevant documents to SSM
- Collection and delivery of Business Certificate via Email or WhatsApp within three (3) working days
- Handling and solving of any queries raised by SSM

RM300

(Inclusive of SSM registration).

SSM Enterprise Renewal

Done in 4 easy steps!

Step 1 – Complete form

Ensure business / owner details, and renewal duration are accurate.

Step 2 – Make payment

100% online bank transfer.

Step 3 – Sit tight

SSM will process your application (15-45 min)

Step 4 – Check your phone!

Your SSM Enterprise license will be delivered to you via Email or WhatsApp.

How long does it take to renew my SSM Enterprise license?

A typical renewal takes 15-45 minutes during normal working hours (Monday-Friday, 9am-6pm). For urgent cases, contact *whose number?*

My licenses have expired. Can I still renew them?

Licenses that have expired for over twelve (12) months cannot be renewed online. The owner must present themselves physically at the nearest SSM branch for further rectification.

Can I renew ahead of the expiration date?

Yes, you may renew your license up to 90 days before expiration. The current license will only expire on the pre-set date, and the renewal duration remains unchanged.

Do I need to submit any additional supporting documents?

No, the form above will suffice.

Will I get a refund if my application is unsuccessful?

Yes, unsuccessful applications get a 100% refund from us.

How It Works

What You Get With MISHU

- No more printing, scanning and emailing back to your secretary. Save the environment!
- Our services are delivered virtually and in-person, subject to your convenience.
- No more pen and paper. Sign documents virtually from any device in seconds.
- We are a one-stop solution for your business process needs.

4 EASY STEPS!

To Switch to MISHU

Step 1

You notify your existing company secretary and settle all outstanding fees.

Step 2

We liaise with your existing company secretary and prepare the necessary transfer documents.

Step 3

We submit the documents to SSM for approval.

Step 4

We collect remaining documents from your existing company secretary.

We'll Take Care of the Rest!

I just appointed my existing company secretary. How soon can I replace them?

You can replace a company secretary at any time, but a replacement must be found within 30 days of termination/resignation.

How long does it take to switch to MISHU as my new company secretary?

On average, it takes about 5 business days, though your part is done the moment you inform your current secretary. We'll handle the rest.

Are there any registration or processing fees to switch to MISHU?

None.

Do I have to pay any penalty to my existing secretary?

Usually no penalty fee, but do check with your existing secretary first.

Company Secretary

Trust us when we say you're in good hands.

MISHU's digital company secretary service is provided by qualified secretaries who are well versed with company law and procedure. As your company secretary, we will help you to prepare resolutions, attend board and shareholders' meeting (physically or digitally), record meeting minutes, track filing deadlines and attend to your specific business needs.

There's no completely replacing the human element yet when it comes to providing adequate company secretarial support. No worries, our company secretaries will still attend to you if you need to communicate with them physically.

Company Secretary Packages
All fees are charged annually

BASIC

RM60 / month

Essential Secretarial Services

+ pay-as-you-use for add-ons

- 2 licensed Company Secretaries with at least 1 assistant
- Registered office address
- E-signature and online document storage of SSM statutory records
- Maintenance of corporate records (share certificates, registers and minutes book)
- Safekeeping of common seal and share certificates
- 1 year of ad-hoc advice on secretarial, statutory, compliance and company structure matters
- Monitoring of filing deadlines with SSM
- Regular company law compliance updates and alerts via email
- Only pay for resolutions or forms upon request

ULTIMATE

RM180 / month

All-Inclusive Secretarial Services For Established Businesses

- All features in BASIC plan
- Unlimited standard resolutions
- Bank account opening/closure
- Appointment/resignation of directors
- Change of business & accounting record address
- Update of director's particulars
- Issuance of new shares (for 2 persons)
- Transfer of existing shares (for 1 person)
- Appoint, change of auditor & tax agent
- Declaration of dividends
- Mandatory Beneficial Ownership reporting for up to 2 persons per year, Additional RM100/BO
- Mandatory filing of Annual Returns worth RM450 (inclusive of SSM fee)
- Mandatory filing of Financial Statement worth RM150 (inclusive of SSM fee)

What is a Company Secretary?

An officer appointed by the director(s) and entrusted to ensure the business conducts itself in compliance with various statutory and regulatory requirements. Under Malaysian law, every company must appoint a Company Secretary and cannot remain without one for more than thirty (30) days.

Why outsource company secretarial services?

Outsourcing allows SMEs to enjoy top expertise at competitive rates. They save on salaries, associated taxes, and benefits, all without compromising on quality of service

Why should I have a Company Secretary on a retainer basis?

For starters, having an appointed Company Secretary is mandatory for all companies in Malaysia. However, there are definitely peak times when a business heavily relies on secretarial services and vice versa. Having a Company Secretary on retainer gives you the most cost-effective solution.

Can I replace my current Company Secretary immediately?

Yes! There should not be a minimum lock-in period because the law allows the board to appoint a new Company Secretary at any time.

What documents does a Company Secretary prepare?

They record and notify SSM of any changes (or lack thereof) in key company details. A Company Secretary also maintains company books, prepares meeting minutes and drafts official communications between the company and shareholders.

Can I get all my professional services done by a Company Secretary?

While Company Secretaries possess diverse skill sets, tasks such as accounting, legal counsel and taxation are not technically their responsibility, and should each be delegated to their respective professionals. That being said, there is no harm in asking politely!

Duties of a Company Secretary

Under Malaysian law, all companies must appoint a Company Secretary, and for good reason— they have some heavy responsibilities:

1. Updating company statutory information

Company Secretaries record and lodge any changes in key company details requiring notification of SSM in the relevant forms and within the required time period.

2. Reminding director(s) of important dates

Company Secretaries advise the Board on relevant dates for holding annual general meetings, filing annual returns and financial statements, and any other submissions required to stay compliant with the law.

3. Handling company meetings

Company Secretaries ensure that board, general and extraordinary general meetings are carried out smoothly and in compliance with any binding agreements such as the Company Constitution and Shareholders' Agreement.

4. Observing compliance with Company Constitution

Company Secretaries ensure the company complies with its constitution and draft/incorporate amendments in accordance with correct procedures.

5. Maintaining share registration and safe custody of documents

Company Secretaries maintain up-to-date records on all matters related to company share structure and membership, and keep the company seal and original share certificates in safe custody.

6. Coordinating with shareholders

Company Secretaries issue circular resolutions and documents to keep shareholders updated, and monitor changes to share structure to identify potential takeover bids, ultimate beneficial ownership of shareholdings, and general shareholder relations.

7. Advising director(s) on corporate governance

Company Secretaries advise the Board on proper corporate governance matters, helping directors fulfil their duties and enforcing compliance with company and securities laws.

8. Acting as Officer of the company and advisor to the Board

Company Secretaries act as the primary point of contact between shareholders and director(s), and between the company and SSM. They play key roles in corporate exercises (merger, acquisition, disposal, winding up, etc), where they advise on and verify the integrity of all documentation and procedures.

Corporate Bank Account

Not every banking plan is created equal. Our team is ready to advise you on the best choice for your business needs.

We've partnered with banking institutions that offer secure and convenient digital banking services in addition to excellent customer service. They can even offer door-step service to help you set up your 1st bank account!

What is a Corporate Bank Account?

A bank account created in the name of a business and used to receive and manage all company funds. Opening a corporate bank account is a necessary step for any company to do business.

Benefits of Having a Corporate Bank Account

Just to show why you must have one here in Malaysia!

- A corporate account helps build trust among shareholders, investors, customers and suppliers. Some parties refuse to do business with a company without a corporate account.
- A corporate account keeps the company's funds and assets separate from the business owner's, offering the latter full liability protection of personal assets.
- A corporate account provides business owners and directors with a clear snapshot of the company's financial standing, allowing them to plan ahead.
- A corporate account allows the company to easily invest any excess funds into bonds, stocks, and other assets. Corporate accounts also come with overdraft facilities to help businesses that need short-term cash injections.

What to Look for when Choosing THE Right Bank to Start?

1. Doorstep Service: The bank sends a relationship manager to meet with you to open your 1st bank account.
2. Easy Bulk Transactions: The bank allows account holders to approve multiple transactions simultaneously.
3. Lower Start Up Funds & Deposit Obligations: A good bank will understand and accommodate your financial situation to help you get started.
4. Swift Account Opening: Going by today's standards, it should take no more than a week, and can even be instantaneous!

Is it mandatory to open a Corporate Bank Account in Malaysia?

Effectively, yes. While not a legal requirement, the benefits offered by a corporate bank account and the severe limitations of not having one means that a company cannot operate effectively without one.

How long does it take to set up a Corporate Bank Account in Malaysia?

Anywhere from 2 – 3 weeks for standard cases, though it can go up to several months if it involves complex situation.

MISHU's experienced team can help solve any issues that could otherwise delay your account opening.

What documents are required to set up a Corporate Bank Account in Malaysia?

*Company Constitution

*Resolution from the Board of Directors to open the account with complete list of authorised signatories

*Certificate of incorporation (section 17)

*Return of allotment of shares (section 78)

*List of directors (section 58)

*Registered office address (section 46) As part of MISHU's incorporation package, our team can compile and provide all the relevant documentation to help you open your account.

Can foreigners living overseas open a Corporate Bank Account in Malaysia?

Absolutely. However, certain banks may require you to perform some additional KYC checks and need you to nominate a local representative to handle the paperwork.

What is a doorstep service for banks?

It is a feature where the bank sends their relationship manager to come and meet you physically at your office/home for account opening, form signing and KYC checks.

How much does one need to deposit in order to set up a Corporate Bank Account in Malaysia?

It varies from bank to bank, though the average starting amount is usually RM1,000.

If I run a sole proprietorship or partnership, do I need a Corporate Bank Account?

While not as necessary, having a separate bank account for business funds provides sole proprietorships and partnerships with the same benefits as companies, and it is therefore highly advisable for these businesses to create one as well.

Accounting & Bookkeeping Services

Sound decision-making via solid financial management

All companies registered in Malaysia must keep proper books of accounts as required by law. Good bookkeeping facilitates day-to-day account maintenance and auditing of financial statements for the submission of annual returns. We offer a comprehensive range of accounting and bookkeeping services by licensed professionals for new and existing companies.

SUPER SME PACKAGE

Monthly Accounting Services

PACKAGES	LITE	BASIC	★ ULTIMATE
	RM99	RM299	RM499
Accounts Setup	Yes	Yes	Yes
No. of transactions	No	<25	<50
Financial Statements	No	Yes	Yes

Document Repository	No	Yes	Yes
COMPLIMENTARY			
Cloud accounting software	Yes	Yes	Yes
Financial review	Yes	Yes	Yes
Tax consultation	Yes	Yes	Yes
Special offer on Payroll	No	No	Yes

What are accounting services and are they mandatory?

Accounting services cover the range of functions needed to efficiently and transparently record and report a company's finances to statutory bodies and stakeholders. It includes but

not limited to bookkeeping, statutory, internal and external audits, preparing tax returns, tracking assets, cash flow, expenses as well as revenues, assisting with payroll, producing financial records, preparing financial forecasts and budgets and providing consultation as and when needed.

While not mandatory, most business owners prefer to engage a third-party professional to handle their accounting work so that business owners can focus their attention on activities that directly generate revenue for their business. Keeping a good accounting practice helps business owners to make informed and data-driven decisions and can minimise unnecessary leakages and wastages.

What is the difference between accounting and bookkeeping?

Accounting refers to analysing, interpreting, classifying, summarising and reporting of financial data. Bookkeeping refers to comprehensive recording and safekeeping of financial data but it does not interpret or analyse such financial data.

Is an auditor the same thing as an accountant?

No, they are different. Here are some key differences:

*accounting refers to the activities of maintaining and reporting of a company's financial records to provide a true and fair view of the financial statements; auditing refers to examination of such financial records prepared by the accounting process to verify its reliability, integrity and accuracy

*accounting is done on a regular basis (daily, monthly or quarterly); auditing is usually done annually

*accounting may be carried out by own employees or outsourced to a third-party accountant; auditing must be carried out by an independent body (e.g. audit firm) with no financial connection to the business that he is engaged to audit

Do all companies need to be audited?

All public and private limited companies in Malaysia are subject to a mandatory audit each year.

Sole proprietorships and partnerships are not subject to a mandatory audit, but if they deal with large amount of money, they are encouraged to do annual audit to maintain credibility.

My company is fairly new. Which plan would be best?

We would only offer plan that is value for money for you.

*If you are a dormant company or your company does not have many transactions, you can subscribe to our one-off yearly accounting plan.

*If your company is very active in business and has high volume of transactions (for e.g. more than 50 transactions per month), then we would recommend you to subscribe to our monthly or quarterly accounting plan.

Accounting and bookkeeping services usually start from RM500 and may go up to RM1,500 or RM2,000 per month depending on the nature of business and volume of monthly transactions.

I have no idea what's going on with my accounts. Can MISHU help?

Yes, as part of our incorporation package, we offer a complimentary session on accounting consultation. Our accountant can walk you through the process and guide you accordingly.

What qualifications do your accountants have to offer accounting services?

Our chartered accountants are members of Malaysian Institute of Accountants (MIA) who are legally qualified and well-trained to offer accounting services.

When do I need to submit my company's annual tax returns?

You must submit your company's annual tax returns no later than eight (8) months past your company's financial year end. For e.g. if the financial year end falls on 31 December 2022, the filing period will be until 31 August 2023.

If I engage you, how involved will I have to be in accounting procedures?

Basically, you just need to assist us on understanding your industry and business model at the beginning stage. After that you only need to compile all the relevant supporting documents, invoices and receipts and pass to us (whether in physical or electronic copy). We will take care of the rest.

My company is already using an accounting software. Can we keep using it or will we have to change vendors?

Yes, you can keep using it and if you need us to prepare accounting report using your software, you must grant access for us.

Can you recommend a good and reliable accounting software for my business?

Yes, we work with some of the best accounting software in the market that is customised for the Malaysian market and complied with the standards and regulations prescribed by law.

Tax Compliance & Advisory Services

Tax regulations and corporate tax filing remains complicated in this ever-changing landscape.

MISHU's range of tax services by certified professionals keeps businesses up-to-date in all areas of tax legislation, giving owners and directors peace of mind.

Corporate Tax Services

- Prepare and file company annual tax return with LHDN
- Prepare income tax computation
- Advise on payment of tax balance, if any
- Advise on submission date of estimated tax payable (Form CP204) and any related compliance requirements
- Complete and submit Form CP 204 based on the amount of estimated tax payable furnished.
- Remind directors of revision of tax estimates in the 6th and 9th months
- Prepare and submit any revision of tax estimate via Form CP204A
- Remit monthly tax instalments payment at LHDN payment counter (excluding disbursement & logistical charges)
- Send the tax instalment scheme or CP 204 to the company

Associations, Clubs, Management Corp. Tax Services

- Prepare and file association annual tax return (Form TF) with LHDN
- Prepare income tax computation
- Advise on payment of tax balance, if any
- Advise on submission date of estimated tax payable (Form CP 500) and any related compliance requirements
- Remind members of revision of estimates of tax payable
- Prepare and submit revision of tax estimates via Form CP502, if any
- Send the tax instalment scheme or CP 500 to the association

Tax Planning & Advisory Services

- Company tax planning such as Restructuring, Group relief, Group credit set-off, etc
- Application of tax incentives such as Pioneer status, Investment tax allowance, Reinvestment allowance, etc
- Company allowance such as Industrial building allowance, Export allowance, Double tax deduction, etc
- Pre-tax audit Real Property Gain Tax (RPGT)

- Withholding tax planning & advisory services

Personal Income Tax & Other Services

- Form B (Personal tax with business income)
- Form BE (Personal tax with employment income)
- Form P (Partnership)
- Form M (Personal tax for non-resident)
- Form EA
- Form E
- Tax Clearance
- Tax Credit Refund
- Tax Credit Set-off
- Retirement scheme

What does a tax advisor do? : Tax consultants help businesses stay fully compliant with current requirements regarding taxation, including preparing and submitting mandatory annual records, compliance with SST, providing strategies for tax restructuring as well as tax due diligence work. Tax consultants also leverage their in-depth understanding of various tax laws to help business owners legally minimise the amount of tax owed while staying compliant with all local regulations.

How much do tax advisory services cost? : Consultation fees start from RM1,000 (excluding disbursement & service tax) based on annual turnover / assets. Please refer to our fee proposal for more detailed information.

Can I do my own corporate tax?: Yes, business owners are allowed to do their own taxes, but as the details on a company's tax situation can be pretty complicated, many businesses would usually engage a third-party tax professional to advise and assist on tax filing and compliance.

What is tax compliance and why is it important? : It means complying with all legal requirements as stipulated by law, and such compliance is very important to avoid severe legal action and loss of credibility.

What is the corporate tax rate in Malaysia?: Malaysia imposes a two-tier corporate income tax system:

- a. for resident company, the preferential tax rate on the taxable income is 17% on the first RM600,000 and 24% on any subsequent amount if the local company falls under this category: i. it has a paid-up capital of RM2.5 million or less, and a gross income from business of not more than RM50 million; ii. it does not control, directly or indirectly, another resident company that has a paid-up capital of more than RM2.5 million; and iii. it is not controlled, directly or indirectly, by another resident company that has a paid-up capital of more than RM2.5 million.
- b. for resident company that does not fall under the above category, the tax rate is 24% on its taxable income.

Can I avoid paying corporate income tax in Malaysia?: We wish! No, any amount owed to the Government must be paid in full. However, a good tax consultant can help businesses legally reduce this amount as much as possible within the parameter of the law.

What are the most crucial tax services needed in Malaysia?: Preparation and filing of mandatory annual documents such as tax estimates, tax estimate corrections, annual tax returns and application for tax refunds, where applicable.

What are tax filing services?: Our tax filing services include preparation and filing of mandatory annual tax reports, lodging of SST returns, corporate tax, indirect tax, digital tax, tax clearance and withholding tax, partnership tax returns, and more.

What are tax advisory services?: We offer a wide range of tax advisory services including tax compliance advice, tax avoidance strategies, tax computation, tax filing, registration and de-registration of Sales and Service Tax (SST), registration of tax reference numbers and employee numbers, applying for tax incentives etc.

What is the difference between tax avoidance and tax evasion?: Tax avoidance refers to the legal way to minimise the amount of income tax owed by an individual

or a business, such as through claiming for tax deductions, rebates, credits and incentives allowed under the law, maximising retirement contributions or investing in funds or bonds approved by the Government. Tax evasion, on the other hand, is an illegal way to avoid tax payable to the Government, such as through under-reporting income, falsifying deductions, not reporting all applicable business transactions or hiding money in untraceable accounts. Tax evasion is a serious offence. Individuals or companies who are found liable can be fined, jailed or both.

What qualifications do your consultants have to offer corporate tax advisory services?: Our chartered tax consultants are members of Chartered Tax Institute of Malaysia who are legally qualified and well-trained to offer corporate tax advisory services.

Business Licenses in Malaysia

Having your company incorporated in Malaysia does not mean that you have the right to commence your business right away.

Depending on the nature of your business, you may need to obtain the requisite licenses, consents, permits, registrations and/or authorisations from the relevant governmental, statutory, or regulatory bodies, authorities or agencies before you are permitted to run your business.

Did you know?

There are more than 300 types of business licenses in Malaysia and we can assist you to apply for these licenses.

Business Premise License

Lesen Premis

What it is: Permission from the Local Authorities (Pihak Berkuasa Tempatan) for a business to operate on physical premises within the jurisdiction of said authority. To be displayed on the premises at all times.

Types Of Business Premise License

There are different types of business premise license in Malaysia. The business premise license that your business requires will depend on the nature of your business.

For certain types of business activities that are not as straightforward, the relevant town council will assess and determine whether a business falls under the relevant license category where an application has been made.

Certain businesses are also required to obtain supporting documents from the appropriate ministry and/or other relevant governmental body before it is permitted to make an application for the business premise license.

Place To Submit The Application

The application for the business premise license is to be made to the relevant town council where your premises is located.

To determine which town council has an authority over your premises, you are advised to provide us with a copy of an Assessment Receipt (Cukai Taksiran/Pintu) issued by the town council in respect of your premises.

While your address may indicate that your premises is located in Kuala Lumpur, the town council regulating your premises may not necessary be Dewan Bandaraya Kuala Lumpur (DBKL), but rather, it could be other local authority.

What you need to know

1. There are different types of Business Premise Licenses in Malaysia, and the specific license you need depends on the nature of your business.
2. For certain business activities that are more tightly regulated, the Local Authorities will assess and determine whether a business falls under the license category applied for.
3. Certain businesses are required to obtain supporting documents from the relevant Government Ministry and/or other relevant regulatory bodies before it is permitted to apply for a Business Premise License.
4. The fees for a Business Premise License will depend on the nature of a business as well as the floor area of the premises (for certain businesses).
5. Business Premise Licenses are typically valid for one (1) year from the date of approval/renewal. Such license can be renewed every year by just paying the prescribed renewal fee.

Fees Payable to Local Authority

The fees payable to the local authority for the business premise license will also depend on the nature of your business, and for certain businesses, it will also be subject to the floor area of the premises.

License Period

Typically, a business license granted by the local authority is valid for a period of one (1) year from the date of application approval/ renewal approval. Such license can be renewed every year by just paying the pres

We can help deal with the Local Authorities and secure the necessary licenses for business owners.

We Require The Following Documents From You:

1. A copy of complete set of SSM documents

2. A copy of the Sale and Purchase Agreement OR Tenancy Agreement
3. A copy of the applicant's identity card OR passport photo
4. A copy of your office layout plan
5. Photographs of the business premises
6. A copy of the Certificate of Completion and Compliance (CCC) OR Certificate of Fitness (CF)
7. Quit Rent (Cukai Tanah) and Assessment (Cukai Taksiran/ Pintu) receipts
8. A copy of the Fire Department's support letter/ Bomba Certificate
9. Photographs of the outer part of your premises showing where the signboard will be displayed
10. A colour visual of the signboard indicating design, colours and physical measurement

MISHU Has Wealth Of Experience Applying The Following Licenses:

Business Premise License Signboard License
Wholesale and Retail Distribution Trade (WRT) License
Construction Industry Development Board (CIDB) License
Liquor License
Music License
Malaysia Digital (MD) Status
Labour (JTK) License
Ministry of Education (MoE) License
Ministry of Tourism, Arts and Culture (MOTAC) License
National Film Development Corporation Malaysia (FINAS) License
Malaysian Investment Development Authority (MIDA) License
Signage Advertisement License
Lesen Iklan Papan Tanda

What it is: Permission from the Local Authorities (Pihak Berkuasa Tempatan) for a business to display a signboard outside its premises or kiosk (such as in a mall).

We normally encourage our clients to apply for business premise and signage advertisement license together to save costs. It is also to be noted that certain town councils have made it mandatory to apply for both business and signage advertisement license at the same time.

What you need to know

1. The nature of your business must be clearly stated on the signboard in Malay language (Bahasa Malaysia), together with your company name and business license number.
2. The Malay language (Bahasa Malaysia) portion to be displayed must be approved by the Institute of Language and Literature (Dewan Bahasa dan Pustaka). It typically takes about one (1) to three (3) days to obtain the approval from the Institute.
3. The signboard must not be mounted over any glass structure, window, façade or obstruct any view or walkway.
4. Any visuals related to alcoholic beverages, cigarettes, and indecent acts are prohibited.
5. Signage Advertisement Licenses are typically valid for one (1) year from the date of approval/renewal. Such license can be renewed every year by just paying the prescribed renewal fee.

Requirement Of A Signboard

The nature of your business must be clearly set out in Malay Language (Bahasa Malaysia) on the signboard, together with your company name and business license number. Further, for the town council to approve the placement of the signboard on your premises, you must also ensure that the signboard will not be mounted over any glass structure, window, façade or obstruct any view or walkway. Any visuals related to alcoholic beverages, cigarettes, indecent photographs are also prohibited to be displayed on the signboard.

The Malay Language (Bahasa Malaysia) to be displayed on the signboard must be approved by the Institute of Language and Literature (Dewan Bahasa dan Pustaka). It typically takes about one (1) to three (3) days to obtain the approval from the Institute.

Typically, a signboard license granted by the local authority is valid for a period of one (1) year from the date of application approval/ renewal approval. Such license can be renewed every year by just paying the prescribed renewal fee.

What are the different types of business licenses?

At a high level, there are three (3) types:

*General business licenses applicable to most businesses

*Industry-specific licenses

*Activity-specific licenses that cover two or more industries

What are the most common types of business licenses?

That would be general business licenses, which consist of a Business Premise License allowing a business to operate on a physical premise within a certain jurisdiction, and a Signboard License, permitting a business to display a signboard outside its premises or kiosk.

How long does it take to secure all business licenses?

It depends, though on average most businesses should be able to secure their necessary licenses within 14 days.

How much does it cost on average to secure all necessary licenses?

A composite license typically starts from RM650, but an accurate estimate depends on business details including geographic location and premise size. For a tailored estimate, get in touch!

How can MISHU help?

Our team is experienced with the details and nuances surrounding applying for and securing various business licenses in Malaysia. By engaging us, the application process is completed significantly faster, allowing business owners to begin operating sooner.

In short, whatever you need, we can get it for you much faster.

Which body of authority issues business licenses?

General licenses are issued by the local authority of a certain area, while activity and industry-specific licences are issued by the relevant government ministry.

Do you need a business license to incorporate?

No, but the business licenses are needed to operate legally.

What happens if you're running a business and don't have a business license?

You may run the risk of getting fine and compound by the local authorities. Certain licenses may even impose jail punishment for non-compliance.

HR Management Software

Seamlessly manage your HR processes with an integrated and customisable digital solution.

From recruitment to employee reward systems and everything in between, automate repetitive work and gain invaluable data to help shape employee behaviour.

Recruitment- Slash hiring costs with built-in social media recruiting and applicant tracking system (ATS) to rapidly identify and screen hundreds of candidates. Reduce the risk of bad hires through objective evaluation protocols and multi-party feedback systems.

Onboarding- Shorten employee learning curve through digital onboarding processes that bring new hires up to speed before day one. Eliminate redundant admin work through collaborative data and asset sharing across organisation. Boost engagement with library of curated videos, notes, and updates.

Employee files - Ensure employee files are updated in real time through integration with recruitment modules and direct updates from employees, giving managers and leaders direct access to relevant information.

Performance- Eliminate bias when managing KPIs and OKRs at individual, department and company levels through objective assessments that provide 360°feedback. Build capable teams with key insights into individual strengths and weaknesses to identify areas of growth.

Leave Management & payroll - Provide clarity through transparent processes and automatic notifications to keep managers, employees and HR aligned. Eliminate reconciliation errors through Payroll and Leave Management integration. Reduce wait time through automation of basic admin tasks including Employee File updates, onboarding, employee setup and disbursements.

Timesheets- Reduce time spent on completing timesheets, project management spreadsheets, and client invoicing. Shorten data transfer time through employee clock-in / clock-out tracking with door access software integration.

Expense Claims- Simplify the claims process into three easy steps all done online: fill up claims, upload receipts and hit 'submit'. Customise claims categories, processes and limits to your specific company SOPs.

Reporting & Analytics-Keep the organisation chart constantly updated and accessible every time a new employee profile is created, making it easy for new hires and recent promotions to get noticed.

Essentials Plan

- Automate Your HR
- Employee digital file
- Document management
- Payroll management
- Leave management
- Claims management
- Reporting and analytics
- Organisation chart and directory
- Single sign-on
- Mobile app
- Full employee self-service enabled
- Approval workflows
- User access rights management
- Notifications and reminders

Enterprise Plan

Tailor-Made Packages

If you are in charge of a large workforce and need a more powerful solution, a plan can be customised to your needs.

How much does the essential plan cost?

We have different pricing plans based on your needs, for example headcount, modules subscribed to, and more. We promise that our pricing is transparent and straightforward, with no hidden charges beyond what our clients have agreed to beforehand.

Can my company get a free trial?

Of course! Our team will walk you through a product demo beforehand so you can maximise your free trial usage. Upon completion of the demo, you will receive free trial access to the platform.

How does cancellation work?

Yes, you may cancel at any time.

I am in charge of a large workforce. Can I get a custom plan and pricing?

Of course! We are more than happy to customise a package for your HR needs. The platform is designed for scalability, so no matter how big or small your team is, we can make it work for you. Get in touch with us to learn more and schedule a free demo!

Invoicing Software

No more data entry madness.

Automate your day-to-day accounting needs with cloud-based solutions designed for SMEs in Malaysia.

Key Features

- E-invoicing Software: Create and send invoices in seconds via email and WhatsApp integration.
- Direct Online Payment: Customers can directly pay from digital invoices via FPX / credit card with auto-generated receipts.
- Goodbye Data Entry: Upload receipts via Whatsapp - AI captures key data and automatically updates your accounts.
- Your Business Dashboard: Track sales, expenses, cash-flow and other key business data from a single easy-to-use interface
- Real-Time Inventory: No more manual stock taking - always know your stock on hand, cost and value in real time.

Pricing Plans

From invoicing to accounting and bookkeeping services, we have a plan for every business

Launch : For early stage companies

- Track Sales
- E-Invoicing (100/m)
- Email Tracker
- Get Paid Online
- Business Dashboard
- Unlimited Contacts
- Unlimited Products
- 1 User
- 100MB File Storage
- RM0

Growth: For fast growing companies

- Everything in Launch
- E-Invoicing (1,000/m)
- Track Purchases
- Digital Shoebox (100/m)
- Inventory Tracking
- SmartRecon
- 30+ Financial Reports
- Technical Support
- 2 Users
- 2GB File Storage
- RM59/m

Premium: For established companies

- Everything in Growth
- E-Invoicing (10,000/m)
- Digital Shoebox (700/m)
- Multi-Location Inventory
- Fixed Assets Register
- Recurring Transactions
- Malaysia SST-Ready
- Multi-Currencies
- Unlimited Users
- 20GB File Storage
- RM99/m

Trademark Protection

Secure your business identity with help from a qualified team of registered trademark agents and qualified IP professionals.

Expert trademark services within Malaysia from start to finish.

What is a Trademark?

The term 'trademark' refers to a recognisable insignia, phrase, word, or symbol that denotes a specific product or service and legally differentiates it from all other products of its kind. A trademark exclusively identifies a product as belonging to a specific company and recognizes the company's ownership of the brand.

In simple English: it's a text or visual element that has become synonymous with your company, giving you the legal right to prohibit potential competitors from using it to deceive customers.

What Can Be Trademarked in Malaysia?

The Intellectual Property Corporation of Malaysia (MyIPO) recognises 45 classes of trademarks which can be separated into two (2) main categories:

Goods (TM) : Class 1 – Class 34

Services (SM) : Class 35 – Class 45

List Of Trademark Classes

Goods (TM)

- Class 1: Chemical
- Class 2: Paints
- Class 3: Cosmetics & Cleaning Preparations Class
- Class 4: Lubricants and Fuels
- Class 5: Pharmaceuticals
- Class 6: Metals Goods
- Class 7: Machinery
- Class 8: Hand Tools
- Class 9: Electrical and Scientific Apparatus
- Class 10: Medical Apparatus
- Class 11: Environmental Control Apparatus
- Class 12: Vehicles
- Class 13: Firearms
- Class 14: Jewellery
- Class 15: Musical Instruments
- Class 16: Paper Goods & Printed Matter
- Class 17: Rubber Goods
- Class 18: Leather Goods

- Class 19: Non-Metallic Building Materials
- Class 20: Furniture and Articles Not Otherwise Classified
- Class 21: Housewares and Glass
- Class 22: Cordage and Fibres
- Class 23: Yarns and Threads
- Class 24: Fabrics
- Class 25: Clothing
- Class 26: Fancy Goods
- Class 27: Floor Coverings
- Class 28: Toys and Sporting Goods
- Class 29: Meats and Processed Foods
- Class 30: Staple Foods
- Class 31: Natural Agricultural Products
- Class 32: Light Beverages
- Class 33: Wines and Spirits
- Class 34: Smokers' Articles

Services (SM)

- Class 35: Advertising and Business
- Class 36: Insurance and Financial
- Class 37: Construction & Repair
- Class 38: Communication
- Class 39: Transportation and Storage
- Class 40: Material Treatment
- Class 41: Education and Entertainment
- Class 42: Computer, Scientific and Legal
- Class 43: Hotels and Restaurants
- Class 44: Medical, Beauty and Agricultural
- Class 45: Personal

What Cannot Be Trademarked in Malaysia?

- Prohibited Marks: If the use of which is likely to confuse or deceive the public or contrary to law.
- Scandalous and Offensive Matter: If it contains or comprises any scandalous or offensive matter or would not otherwise be entitled to protection in any court of law.
- Prejudicial to Interest or security of nation: If it might be prejudicial to the interest or security of the nation, for example a mark containing a potentially inflammatory statement or word.

Steps In The Malaysian Trademark Application Process

trademark process 1

Search

A thorough comparison of local marks to check for any established trademarks that bear a resemblance.

trademark process 2

Application Submission

Done via the respective Trademark Office.

trademark process 3

Examination/Objection

The Trademark Office will examine the application for statutory compliances and notify the applicant of any further action required.

trademark process 4

Publication/Opposition

The trademark is published in a government gazette subject to the satisfaction of the registrar. Third parties have three months to oppose the application.

trademark process 5

Approval

On completion of objections and opposition and payment of RM fee, a Certificate of Registration will be issued by the Trademark Office.

trademark process 6

Renewal

Once registered, a trademark is valid for ten (10) years and can be renewed for another ten (10) years indefinitely.

What can be trademarked in Malaysia?

Traditionally, distinctive logos, symbols, images, names, signatures, words, letters, numerals or any combination thereof may be trademarked. Non-Traditional Marks (NTMs) such as smells, sounds, colours, shapes, moving images, tastes and textures are now also registrable in Malaysia.

Must I be the creator of the trademark?

No, trademark law confers ownership based on a first-use basis, irrespective of creator.

How can I protect my trademark in Malaysia?

Although usage alone provides a measure of protection, registration with MyIPO provides your business with the most comprehensive trademark protection.

Is it compulsory to register my trademark in Malaysia?

It is not compulsory, as an unregistered mark is still protected by law. However, it is highly advisable to register your trademark, as registration provides additional advantages and protection. It also makes it easier for you to enforce your trade mark right.

What additional protections does registering a trademark provide?

A registered trademark enjoys some presumption of rights which makes it much easier to bring a case against an offending party, while unregistered marks have a bigger burden of proof to demonstrate a sufficient level of goodwill and reputation in Malaysia.

Is a trademark search necessary?

Effectively, yes. A trademark search allows you to verify that the mark you intend to register is available for registration in Malaysia, and that there are no existing trademarks that are too similar.

What happens if there is an existing trademark?

If your trade mark happens to be identical, or confusingly similar to another registered trademark, then chances are, you might not be able to register it. Consult our trade mark agent to advise you how to go about it.

How long does the trademark application process last?

Usually it may take between 1 – 3 years, depending on the complexity of the trade mark you are filing for registration.

How long does the trademark last?

The registration will be valid for ten (10) years from the date of filing of the trademark and can be renewed for a further ten (10) years indefinitely.

Is the trademark registration in Malaysia valid in another country?

No, trademark protection is territorial in nature. Your Malaysian trademark is not valid in other countries, and you will need to apply for a trademark there instead.

Can I sell the rights to use my trademark to other people?
Yes, as owner, you may choose to licence or assign the trademark.

Website Design

Boost Your Online Visibility

Want to make a statement without spending a fortune? You need one of our cost-efficient web design solutions.

How It Works

We keep it short and sweet

- 1) Consulting: We'll help you to understand the choices that you have.
- 2) Briefing: A very straightforward online form will be used to submit your design brief.
- 3) Drafting: Within 5 to 10 working days, we'll email you the first draft.
- 4) Revising: When submitting your final material, you can ask for design adjustments.
- 5) Launching: Your website will go live after we notify Google of its existence.
- 6) Optimising for Mobile: A seamless browsing experience across all devices is essential given the rise in smartphone usage.

Our Packages

	Ready To Go	Corporate	Customized
Web Pages	RM4,500	RM6,800	RM12,000
.com Domain & Hosting	3-5 Pages	10 Pages	10 Pages
Revisions	FREE 1 Year	FREE 1 Year	FREE 1 Year
Mobile Responsive	2 Revisions	3 Revisions	4 Revisions
SEO Friendly	Yes	Yes	Yes
Ownership & Access	Yes	Yes	Yes

Stock Photos	No	15	20
Wireframe Design	No	No	Yes
Graphic Design	No	No	Yes
	Fixed	Competitor Look & Feel	Customized
Web Security	No	No	Yes
Live Chat/WhatsApp	No	Yes	Yes
Web Maintenance	No	Max 2 Hours in 1st Year	Max 4 Hours in 1st Year
CMS Training Video	Yes	Yes	Yes

SSL Certificates	Yes	Yes	Yes
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Do you exclusively design WordPress websites?

WordPress is currently the popular option for most businesses. Other platforms, including Shopify, Laravel, and many more, can be used to create websites, but WordPress stands out from the competition. With no limitations, WordPress is incredibly accommodating and adaptable in website creation. Understanding the project needs and selecting the most appropriate platform will aid in creating better outcomes because building a website with greater trust and dependability is crucial.

Will you maintain and support my website?

A website needs routine maintenance to sustain its versatility and dependability. The security of your website would be enhanced; new audiences would be attracted, traffic would increase, and more with proper maintenance. Certainly, we can assist you with suitable and expert website upkeep in addition to creation, as this helps to achieve steady growth and maintain the direction of your organisation.

Will my website work efficiently on a mobile device?

People are eager to complete these duties on the go, whether purchasing tickets, placing an online order, browsing, etc. Therefore, creating a responsive website will improve how your website appears and functions on both large and small devices. Additionally, it boosts search engine rankings and website traffic. Indeed, we can guarantee a responsive site that will appeal to your visitors and provide an enhanced browsing experience.

How much time is needed to construct a website?

For simple information websites with fewer features, it would take about 1 to 2 months from the beginning to the completion if you had picked a professional website development business. Website builders can accelerate the creation of your website, but it might be challenging to rely on them because everything must be done back to square one. An expert's advice or viewpoint could result in better outcomes.

Once the website is created, can I edit it myself?

Yes, you can continue to update your website after it has been launched, and we also advise doing so. You risk losing your online presence in search engines if you don't keep your website updated with new and up-to-date content.

Do you execute SEO when building my website?

Yes, we provide a basic SEO setup package that includes elements such as tracking and analytics setup, as well as metadata creation. Clients can also request monthly quotes for additional SEO services to optimise further. Working on a website's SEO is crucial because it dramatically increases traffic and conversions.

Employment Pass Application

Foreign resident? Malaysia welcomes you!

Do you want to register an employment pass for your staff in Malaysia? Look no further!

We provide services for employment pass and dependent pass applications for your employees, expatriates and their families. Our services cover various employment passes, including Category 1, Category 2, and Category 3 Malaysia. We specialise in assisting with the employment pass application process, and we can help you apply within 4-6 months without the need to fly in. Contact us now for help with acquiring or switching your Malaysia employment pass.

What is the Process for Employment Pass in Malaysia?

Obtaining an employment pass in Malaysia can be complex and time-consuming, with strict requirements and restrictions in place. As an expatriate, you may only work for the company named in your employment pass, and if you change employers, you will need to re-submit a new application. Additionally, there are strict limitations on the number of foreign expatriates a Malaysian company can employ. To apply for an employment pass, your company must demonstrate to the government that the position and the expatriate are vital and cannot be filled by local citizens. At MISHU, we offer employment pass application services to assist expatriates and their families navigate the process.

How to Apply for Malaysia Employment Pass

The Malaysia employment pass is a work visa that allows foreign nationals to legally live and work in Malaysia. It is issued to expatriates (usually managers, executives, and skilled professionals) employed by a Malaysian company.

Application Process

To apply for a Malaysia employment pass, here are the general steps you need to take:

1. **Check your eligibility:** You must meet the eligibility criteria set by the Malaysian government for the employment pass category you are applying for. This includes having a valid job offer from a Malaysian company, meeting the minimum salary requirement, and possessing the necessary qualifications and experience.
2. **Submit your application:** You can submit your application online through the Malaysia Expatriate Talent Service Centre (MYXpats Centre) portal or in person at the Malaysia Immigration Department.
3. **Wait for approval:** The processing time for an employment pass application is typically around 4-6 months. You can examine the status of your application through the MYXpats Centre portal.
4. **Obtain your employment pass:** Once your application is approved, you must collect your employment pass from the Malaysia Immigration Department within six months.

Renewal Process

Your employment pass is valid for a maximum of 10 years, depending on your category. To renew your employment pass, you must submit a new application and meet the eligibility criteria again.

Changing Employers

To change employers, you must re-apply for a new employment pass. Your new employer will need to sponsor your application and meet the eligibility criteria set by the Malaysian government.

To ensure the process is done correctly, obtaining expert advice while applying for a Malaysian employment permit is essential because the process might be complicated. MISHU provides expats and their family members with thorough employment pass application services.

How to Apply for Employment Pass Category 1 in Malaysia

To apply for an employment pass category 1 (EP1) in Malaysia, you will need to meet the eligibility criteria set by the Malaysian government. Here are the steps you can follow:

1. Find a Malaysian employer: You will need to have a job offer from a Malaysian company before you can apply for an EP1.
2. Check your eligibility: You must meet the eligibility criteria, which include having a valid passport, relevant qualifications and work experience, and a clean criminal record.
3. Submit your application: Your Malaysian employer must submit your application for an EP1 to the Malaysia Immigration Department.
4. Wait for processing: The processing time for an EP1 application is typically between 4 to 6 months.
5. Obtain your pass: If your application is approved, you will receive an approval letter, which you can use to obtain your EP1 pass from the Malaysia Immigration Department.
6. Register with the Expatriate Services Division (ESD): Within 14 days of receiving your EP1 pass, you must register with the ESD to obtain your endorsement.
7. Renew your pass: Your EP1 pass is typically valid for two years and can be renewed for up to 10 years.

It is crucial to remember that the EP1 category has strict quotas and is only available to highly trained foreign workers. To ensure that your application is submitted accurately and per Malaysian immigration laws, it is advisable to get professional advice.

Share Capital Requirement

Equity	Paid-up Capital
100% Local Owned	RM250,000
Joint Venture (minimum foreign equity is 30%)	RM 350,000
100% Foreign Owned	RM500,000
Foreign-owned companies (foreign equity at 51% and above) operating in the Wholesale, Retail and Trade (WRT) sectors (mandatory requirement to submit valid WRT license, if applicable). Please refer to the Ministry of Domestic Trade and Consumer Affairs for WRT license application guidelines. OR Foreign-owned companies (foreign equity at 51% and above) involved in the sub sectors on unregulated services are required to refer to the Services Industry Division, Ministry of Domestic Trade and Consumer Affairs on the application guideline to obtain approval.	RM1,000,000

Eligibility Criteria for Employment Pass Applications for Expatriate(s) / Knowledge / Skilled Worker(s)

The minimum requirements to apply for an expatriate post are as follows:

1. Degree and above, with at least 3 years' experience in the relevant field;
2. Diploma, with at least 5 years' experience in the relevant field;
3. Technical Certificate or equivalent, with at least 7 years' experience in the relevant field;
4. Applicant must work in a managerial, executive or technical position which requires specific skills;
5. Applicant must meet the required salary requirements; and
6. Applicant must not take up work in a sector which is considered restricted by the Government of Malaysia.
7. If the expatriate is only to act as a shareholder, these are the requirements:

Shareholder(s) must have a minimum of 30% equity in the company; and Must be a SSM-registered Director of the company and/or holds a key position in the company.

DEPENDENT PASS

Foreign nationals who are in Malaysia for employment or studying purposes are allowed to bring their family members with them through the Dependent Pass.

Who is eligible to apply for a Dependent Pass?

You can bring your dependents with you through a Dependent Pass if you are:

- An Employment Pass holder Category 1 (in a key role in the company and with a monthly salary of at least RM10,000).
- An Employment Pass holder Category 2 (in a managerial and professional position in a company and with a monthly salary between RM5,000 and RM9,999).
- A Student Pass holder who is undergoing Master and Ph.D studies in a Malaysian educational institution.
- Holders of an Employment Pass Category 3, Temporary Employment Pass, or a Professional Visit Pass are NOT allowed to apply for a Dependent Pass for their family members. Student Pass holders who are in BA studies or lower, or in a language school are NOT allowed to apply for a Dependent Pass for their family members.

What family members can you bring with a Dependent Pass to Malaysia?

If you are an eligible Employment Pass holder, you can apply for a Dependent Pass for the following family members:

- Your legal spouse (husband/wife)
- Children under 18 years of age (biological, adopted, or stepchild)
- Dependent children regardless of age (if they have a physical or mental disability rendering them dependent on you)
- If you want to bring your common-law spouse (unmarried), dependent parents or parents-in-law, or children over 18, you must apply for the Long Term Social Visit Pass. If you are a Student Pass holder, you can apply for a Dependent Pass for the following family members:

- Your legal spouse (husband/wife)
- Your children under 18 years of age (biological, adopted, or stepchild)
- Dependent children regardless of age (if they have a physical or mental disability rendering them dependent on you)
- Your parents

Your family members will receive a Dependent Pass with the same duration as your own Employment Pass or Student Pass. It can be renewed in the same manner as well. Dependent Pass holders are NOT allowed to work in Malaysia. If your family member wants to start working, they must convert their Dependent Pass into an Employment Pass.

LONG TERM SOCIAL VISIT PASS

A Long Term Social Visit Pass is issued to foreign nationals who want to stay in Malaysia for a period longer than 6 months. It is issued to the family members of Employment Pass holders or spouses of Malaysian citizens as well as to foreigners who need to undergo medical treatment in Malaysia.

Who is eligible to apply for a Long Term Social Visit Pass?

The Long Term Social Visit Pass (sometimes also known as “Spouse Visa”) is available to:

- The foreign national spouse of a Malaysian citizen
- Family members of Employment Pass holders who fall under the following categories:
 - Common-law spouse
 - Children over 18 (they must not be married)
 - Parents or parents-in-law
 - Foreign nationals seeking medical treatment in Malaysia and 1 companion

The Long Term Social Visit Pass is issued for a minimum of 6 months and a maximum of 5 years. It can be renewed before it expires.

Holders of Long Term Social Visit Pass are NOT allowed to work with a Long Term Social Visit Pass. If your family member wants to start working, they must convert their Long Term Social Visit Pass into an Employment Pass.

Working permit for Spouse of Malaysian Citizen

Spouses of Malaysian citizens can work in Malaysia without having to change their Long Term Social Visit Pass into an Employment Pass.

They have to get an endorsement to work in their passport by the Immigration Department of Malaysia.

To apply for the work endorsement, the spouse has to submit a letter of application along with the letter of appointment or company registration evidence, their marriage certificate and his valid Long Term Social Visit Pass to the Visa, Pass and Permit Division of the Immigration Headquarters or the nearest state Immigration office.

RESIDENCE PASS TALENT (RP-T) FROM TALENT CORP

The Residence Pass Talent (RP-T) (sometimes also known as “Talent Pass”) allows the holder to work in Malaysia for up to 10 years and it is renewable. The holder of RP-T has the flexibility to change employers without having to renew the Employment Pass every time he changes an employer. The spouse of RP-T holder can seek for employment without the need to apply for an Employment Pass.

The RP-T holder is allowed to bring along his spouse and children under 18 to come to Malaysia. If the RP-T holder wants to bring his parents and children over 18 to come to Malaysia, he can help them to apply for a Long Term Social Visit Pass.

The RP-T is placed under the purview of Talent Corporation Malaysia Berhad and all applications will be processed by the Malaysia Expatriate Talent Service Centre (MYXpats Centre).

Who is eligible to apply for a Residence Pass Talent?

The RP-T is only issued to talented foreign expatriates who are currently living and working in Malaysia and fulfil the following criteria:

- You have lived in Malaysia for at least 3 years on a valid Employment Pass (EP).
- At the time of application, your EP is still valid for at least three more months.
- You are a “high achieving” professional and can help develop Malaysia’s economy.
- You have a minimum of 5 years of work experience.
- You earn a monthly salary of at least RM15,000 (bonuses and allowances excluded).
- You hold academic qualifications from a recognized educational institution.
- You have paid income tax in Malaysia for at least 2 years.
- You have a Malaysian income tax file number.

Foreign expatriates in the following industries, known as “key economic areas”, are more likely to receive a RP-T:

- Oil, Gas & Energy
- Palm Oil and Rubber
- Tourism
- Education
- Healthcare
- Financial Services
- Business Services
- Communications, Content and Infrastructure
- Electrical & Electronics
- Agriculture
- Wholesale and Retail

There is a special category of RP-T for MTEP under MDEC. This is only designed for established tech entrepreneur.

MALAYSIA TECH ENTREPRENEUR PROGRAMME (MTEP) FROM MDEC

The Malaysia Tech Entrepreneur Programme (MTEP) is designed for foreign tech founders who want to capture the ASEAN market from Malaysia via a 1-year stay (new entrepreneur) or a 5-year stay (established entrepreneur) in Malaysia.

The application is to be made via MDEC and once MDEC approves, the Immigration Department will issue either a Professional Visit Pass or a Residence Pass. It is widely considered to be a fast-track route (within 6 weeks) compared to the ordinary Employment Pass route (which may take between 4-6 months). Also, there is no minimum paid up capital requirement (although we recommend that you should inject certain paid up capital to show seriousness in your business).

Who is eligible to apply for the MTEP's Pass?

There are 2 categories:

- New Entrepreneur (an individual with no track record of established business)
 - Duration of pass: 1 year
 - Type of pass: Professional Visit Pass – MTE
 - Allowed to bring dependent: No
 - What happens after 1 year? Can apply to upgrade to Residence Pass – MTE (for Established Entrepreneur) or apply for the usual Employment Pass .
- Established Entrepreneur (an individual with track record of established business)
 - Duration of pass: up to 5 years
 - Type of pass: Residence Pass – MTE
 - Allowed to bring dependent: Yes

The Pass under the MTEP is only issued to foreign tech founders who fulfil the following criteria:

- BUSINESS PITCH DECK
 - Information that describes your proposed business idea, market opportunity and plans in securing funding (e.g. about your business, product/solutions, plans in Malaysia, personal profile/capabilities in contributing to tech ecosystem, key highlights/achievements, testimonials, etc).
- FINANCIAL TRACK RECORD
 - New Entrepreneur
 - 3 months personal bank statement (minimum amount of RM50,000 but not limited to Malaysian banks)
 - Established Entrepreneur
 - 3 months personal bank statement (minimum amount of RM50,000 but not limited to Malaysian banks) and proof of business performance (i.e: Management Accounts, Audited Accounts, Financial track record etc).
- CERTIFICATE OF GOOD CONDUCT
 - A document issued from the embassy or enforcement agency that states of no criminal record of an applicant in their residing country

- SPONSOR
 - New Entrepreneur
 - Personal bond document signed by Malaysia Digital Hubs or MTEP recognized partners.
 - Letter of Offer or Tenancy Agreement from any Malaysia Digital Hubs or MTEP recognized partners
 - Established Entrepreneur
 - Declaration form from a Malaysian sponsor or individual who has personally known you for many years.
- FOR FOREIGN VENTURE CAPITAL
 - Established Entrepreneur
 - Founder, co-founders or the Malaysian Venture Partner
 - Minimum funds of RM10mil
 - Must be registered with Securities Commission Malaysia as Venture Capital Management Corporations (VCMC)

PROFESSIONAL VISIT PASS

A Professional Visit Pass (PVP) is granted to foreign talents with acceptable professional qualifications or skills. They can enter the country and provide services or undergo practical training with a Malaysian company on behalf of an overseas company on a temporary basis.

A PVP is valid for 12 months and can be renewed for another 12 months. A PVP holder is not allowed to bring a dependent along and he must be officially employed and paid by an overseas company.

Who is eligible for a Professional Visit Pass?

You can work in Malaysia with a Professional Visit Pass if you fall under one of the following categories:

- Foreign artist (filming and performance)
- Stage artist (singing, music, dance, theatre, acrobatics, circus etc.)
- Filming (in Malaysia, but with an overseas company)
- Producing (filming)
- Performance (in hotels, cultural centers, stadiums, etc)
- Expert in arts management and screen-related arts.
- Islamic missionary:
 - Islamic Teacher
 - Al-Quran Teacher
 - Arabic Teacher
- Other religious workers:
 - Gurukkal
 - Granthi
 - Priest

- Guru Dharma
- Religious musicians and sculptors
- International students attending religious courses studies with the Malaysia Bible Seminary.
- Government officials travelling for official purposes (government to government program/governmental purposes)
- Jockey expert
- Volunteer
- International student under a mobility program or industrial training.

Types of Employment Passes

Note: Companies intending to apply for EP Category III must first receive approval from the Ministry of Home Affairs to seek exemption from the minimum salary requirement of RM5,000 before making an application.

- EP Category I
 - Applicants must earn a minimum salary of RM10,000 per month and above with a minimum employment contract of 5 years and beyond. This EP is valid up to 5 years, renewable every 5 years and applicants are allowed to bring dependents and hire a foreign domestic helper.
 - This EP is usually for key positions such as CEOs, COOs, Managing Directors, Senior Partners, etc.
- EP Category II
 - Applicants must earn a minimum salary of RM5,000 to RM9,999 per month with a minimum employment contract of 2 years. This EP is valid up to 2 years, renewable every 2 years and applicants are allowed to bring dependents and hire a foreign domestic helper.
 - This EP is usually for managerial and professional positions such as managers, lecturers, directors, architects, etc.
- EP Category III
 - Applicants must earn a minimum salary of RM 3,000 to RM4,999 per month with a minimum employment contract not exceeding 12 months. This EP is renewable up to 2 times only and applicants are NOT allowed to bring dependents and hire a foreign domestic helper.
 - This EP is usually for non-executive positions that require significant work experience and specific technical or practical skills such as designers (fashion, manufacturing, furniture), craftsmen, technicians, engineers, etc.

MISHU is here to simplify the process for you. Our experts specialize in handling various employment pass categories, including the highly sought-after Employment Pass Category 1 in Malaysia.

Whether you're an expatriate seeking an expatriate visa in Malaysia or a business owner looking to understand the employment pass process, we are here to provide comprehensive support. We take pride in our proficiency with Malaysia employment pass requirements, ensuring a smooth and efficient application process.

Trust us as your guiding partner as you secure an employment pass in Malaysia. Our dedication to facilitating expat visas in Malaysia and expertly handling all

employment pass matters sets us apart. Let MISHU streamline the path to your career or business endeavors in Malaysia.

Authority Approval and Licensing Requirements

Companies regulated by an Approving Agency or Regulatory Body need to submit an approval letter from the relevant Approving Agency/ Regulatory body for all Employment Pass categories. As these Approving Agencies/ Regulatory Bodies regulate companies in specific economic sectors, they are as such responsible for approving and supporting expatriate posts in the relevant sectors.

Note: Companies are reminded that it is their responsibility to ensure that they have all the valid required license(s) and approval(s) for company registration purposes.

Depending on the Applicant's profession, the Applicant's employer has to apply for the Expatriate Post at one of the following government-approved agencies:

- Malaysian Investment Development Authority (MIDA) for the sectors of manufacturing and services.
- Malaysia Digital Economy Corporation (MDEC) for the technology sector.
- Central Bank of Malaysia (BNM) for the sectors of finance, insurance, and banking.
- Bioeconomy Corporation for the sector of biotechnology and bio-based industry.
- Securities Commission (SC) for the sector of securities and futures market.
- Expatriate Committee (EC) (operating under the Immigration Department of Malaysia) for sectors other than those mentioned above.

Once the Expatriate Committee or another authorized agency has approved the employer's application, the employer can proceed to apply the Employment Pass.

Restricted Sectors

The following sectors are restricted from applying for employment pass under the Guidelines on Foreign Participation in the Distributive Trade Services Malaysia:

1. Supermarket / mini market (less than 3,000 square sales floor area)
2. Provision shop / general vendor
3. Convenience store (that opens for business for 24 hours)
4. News agent and miscellaneous goods store
5. Medical hall (inclined towards traditional alternative medicines plus general dry foodstuff)
6. Fuel station with convenience store
7. Fuel station without convenience store
8. Permanent wet market store
9. Permanent pavement store
10. National strategic interest
11. Textile, restaurant (non exclusive), bistro, jewellery shops
12. Others

I am interested in applying for an Employment Pass (EP) under my own Private Limited (Sdn Bhd) company, can I do that?

Yes, all Sdn Bhd companies are allowed to apply for an EP, only those who fall under restricted sectors are prohibited. Kindly take note that companies with or more than 51% foreign shareholding and operating in the Wholesale, Retail and Trade (WRT) sectors required to have the WRT license before they are entitled to apply for an EP. The following sectors are restricted from applying for employment pass under the Guidelines on Foreign Participation in the Distributive Trade Services Malaysia:

- Supermarket / mini market (less than 3,000 square sales floor area)
- Provision shop / general vendor
- Convenience store (that opens for business for 24 hours)
- News agent and miscellaneous goods store
- Medical hall (inclined towards traditional alternative medicines plus general dry foodstuff)
- Fuel station with convenience store
- Fuel station without convenience store
- Permanent wet market store
- Permanent pavement store
- National strategic interest
- Textile, restaurant (non exclusive), bistro, jewellery shops
- Others

What are the requirements for applying for an Employment Pass?

First of all, please ensure that your company can meet the requirements to apply for an Employment Pass which is required by the Immigration Department.

a. Minimum Paid Up Capital Requirement

EQUITY	PAID-UP CAPITAL
100% Local Owned	RM250,000
Joint Venture (minimum foreign equity is 30%)	RM 350,000
100% Foreign Owned	RM500,000
Foreign-owned companies (foreign equity at 51% and above) operating in the Wholesale, Retail and Trade (WRT) sectors (mandatory requirement to submit valid WRT license, if applicable). Please refer to the Ministry of Domestic Trade and Consumer Affairs for WRT license application guidelines. OR Foreign-owned companies (foreign equity at 51% and above) involved in the sub sectors on unregulated services are required to refer to the Services Industry Division, Ministry of Domestic Trade and Consumer Affairs on the application guideline to obtain approval.	RM1,000,000

b. Types of Employment Pass and their respective requirements

Employment Pass (Category I) Expatriate	Employment Pass (Category II) Expatriate	Employment Pass (Category III) Knowledge/Skilled Worker
Basic monthly salary of minimum RM10,000 per month	Basic monthly salary between RM5,000 to RM9,999 per month	Basic monthly salary between RM3,000 to RM4,999 per month
Employment Contract up to 5 years	Employment Contract up to 2 years	Employment Contract must not exceed 12 months
Dependants allowed	Dependants allowed	Dependants NOT allowed

I am not willing to inject the high Paid-Up Capital, is there any other way I can apply for the Employment Pass using the same company?

No, the Paid-Up Capital requirement is the minimum requirements fixed by the Immigration Department for companies who wish to apply for an Employment Pass.

How high is the chance of me getting the Employment Pass?

It very much depends on the qualifications of the applicants.

We do have some guidelines for the minimum requirements to apply for an expatriate post, as following:

- Degree and above, with at least 3 years' experience in the relevant field;
- Diploma, with at least 5 years' experience in the relevant field;
- Technical Certificate or equivalent, with at least 7 years' experience in the relevant field;
- Applicant must work in a managerial, executive or technical position which requires specific skills;
- Applicant must meet the required salary requirements; and
- Applicant must not take up work in a sector which is considered restricted by the Government of Malaysia.

If the expatriate is only to act as a shareholder, these are the requirements:

- Shareholder(s) must have a minimum of 30% equity in the company; and
- Must be a SSM-registered Director of the company and/or holds a key position in the company.

I am the director of my Private Limited Company (Sdn Bhd), can I apply for a Business Owner Visa to work in Malaysia?

No, there's no Business Owner Visa in Malaysia. For all directors or employees who wish to work in Malaysia, the only way is by applying for an Employment Pass.

I have injected the amount of Paid-Up Capital required, can I withdraw the money from my company business bank account?

Yes, you can. As long as you can prove the sum of capital has been deposited to the bank account. But you may also take note on the accounting side, if withdrawing the capital means it will become the amount owing to the company by whoever receives the fund, e.g. amount owing by shareholder / director.

Normally how long is the approval (how many years of EP) can I get from the first Employment Pass application?

Normally the Immigration Department will approve a 1 year Employment Pass for new application. The applying company can renew the pass 3 months before the expiry date. The renewal procedure is quite simple and straightforward. The approval for pass renewal depends on the Immigration Department's decision.

What is the procedure of applying for an Employment Pass?

Basically, there are 2 stages.

- First Stage: Applying company to register an ESD account. (Approx 2 – 3 months)

- Second Stage: Employment Pass application (Approx 2 – 3 months)

Is there any guarantee on the success application?

No, the approval decision is always held by the Immigration Department. However, we have a successful track record in Employment Pass application with 98% success rate!

We have successfully concluded 6 cases, and are currently handling 6 cases. So far no rejected case. There's 2 clients pulled out because they cancelled their plan to move to Malaysia. There's more cases coming up!

Is there any approval from other authorities I need in order to proceed for an Employment Pass application?

Companies regulated by an Approving Agency or Regulatory Body need to submit an approval letter from the relevant Approving Agency/ Regulatory body for all Employment Pass categories. As these Approving Agencies/ Regulatory Bodies regulate companies in specific economic sectors, they are as such responsible for approving and supporting expatriate posts in the relevant sectors. Depending on the Applicant's profession, the Applicant's employer has to apply for the Expatriate Post at one of the following government-approved agencies:

- Malaysian Investment Development Authority (MIDA) for the sectors of manufacturing and services.
- Malaysia Digital Economy Corporation (MDEC) for the technology sector.
- Central Bank of Malaysia (BNM) for the sectors of finance, insurance, and banking.
- Bioeconomy Corporation for the sector of biotechnology and bio-based industry.
- Securities Commission (SC) for the sector of securities and futures market.
- Expatriate Committee (EC) (operating under the Immigration Department of Malaysia) for sectors other than those mentioned above.
- Once the Expatriate Committee or another authorized agency has approved the employer's application, the employer can proceed to apply for the Employment Pass.

What is the difference between an employment pass and an expatriate visa in Malaysia?

The key distinction lies in the purpose and scope of these two types of permits. An expatriate visa is a type of visa that allows foreigners or expats to enter and reside in a country for various purposes. It is more general and can encompass activities beyond employment, such as retirement, personal reasons, or property investment, without actively seeking employment. On the other hand, an employment pass is specifically for individuals coming to Malaysia to work for a particular employer or company. It is typically tied to a specific job or employment contract. We provide both the expats visa and employment pass application services.

Corporate Insurance

Safeguard your company, directors and employees from the unexpected with our comprehensive insurance protection plans.

Benefits of Corporate Insurance

- Protection from Loss of Income
- Employee Well Being
- New Business Opportunities

Types of Corporate Insurance Offered

1. Employee Benefits Insurance

a. What does it do and why do I need it?

An employee benefit insurance plan is a group insurance program purchased by a company to provide a more robust healthcare and protection plan for their employees, and is meant to address any gaps in an employee's Social Security (SOCSO) plan required by the Government. Undeniably, it is also a tremendous gesture of goodwill towards employees and plays a key role in attracting and retaining talent.

b. Important for: ANY business with 5 and more employees.

2. Key Person Insurance

a. What does it do and why do I need it?

Key person insurance is a life insurance policy purchased and financed by the business, and which covers the life of an owner, executive, or any individual critical to the business. In the event of the owner's death or permanent disability, the business receives financial aid for potential income lost. Businesses with key revenue earners understand the impact that just a few people can have on the cashflow of the entire company. Should anything happen to these star-performers, it would be wise to have a financial safety net to allow time for worthy successors to be found.

b. Important for:

ANY business with high-revenue earners, especially those that frequently travel or visit remote locations as part of their work (for e.g. CEO, CFO, COO, Managing Partner)

3. Professional Indemnity Insurance

a. What does it do and why do I need it?

Professional Indemnity insurance provides protection from costs of legal proceedings and damages owed to clients that suffer financial loss due to negligence or error on the part of the business owner or its employees. Even the best-performing employees have occasional slip-ups that could have serious financial repercussions for clients. Having

professional indemnity protects businesses, employees, clients, and the trust between all three.

b. Important for:

ANY business that deals in professional consulting, data governance, subcontracting, and especially for those that deal with high-value projects/clients.

4. General Liability Insurance

a. What does it do and why do I need it?

General liability insurance protects businesses from a wide variety of lawsuits due to third-party (cannot belong to business) bodily or property damages in the course of business operations. Accidents happen all the time, it's a matter of when. General liability insurance means your business is protected whenever that is, giving you peace of mind to run the business without being held back by fear.

b. Important for:

ANY business with client-facing premises (for e.g. restaurants, malls, theme parks, hotels, cafes, retail shops).

5. Product Liability Insurance

a. What does it do and why do I need it?

Product liability mitigates the financial impact of lawsuits and legal proceedings due to accidents from using products sold by your business. Even after taking every measure to ensure your products meet industry standards, nothing is ever 100% accident-proof. Product liability insurance provides your business with coverage for bodily and property damage in such events.

b. Important for:

ANY business that sells products that may contain defects or cause harm to users or the public (for e.g. electronic items, electrical products)

6. Premises/Property Insurance

a. What does it do and why do I need it?

Property insurance protects the owner of a structure and its contents in cases of damage due to various weather-related disasters or malicious actors – and to third-parties who suffer bodily harm while on the owner's property. Having the premises insured can provide a lifeline in the event of any temporary closure leading to loss of income, and any subsequent repair and/or replacement costs. It is one of the most common coverage options purchased by business owners.

b. Important for:

ANY businesses operating from a physical premise, especially if directly interacting with customers (for e.g. restaurants, malls, theme parks, hotels, cafes, retail shops).

Employee Benefits Corporate Insurance vs SOCSO

Here are some key differences you should know

Insurance	Corporate Insurance	SOCSO
Compulsory	Not compulsory	A compulsory contribution by the employers
Rate	Based on the chosen policy	Based on employee's salary
Aspects of Coverage	Either medical or finance	Both medically and financially
Coverage	Basic with additional payment for extra	Complete with no extra charges
Area of Focus	Sickness and hospitalisation	Workplace Accidents
Paid by	Fully borne by employer	Borne by both employer and employee
Protection Level	All employees equally protected by group policy	Employees have varying levels of protection based on salary

What's the difference between about corporate and employee's social security insurance?

While both are provided by the employer, corporate insurance is an optional policy while employee's social security insurance (via SOCSO) is compulsory by law.

I already have SOCSO, why should I pay for corporate insurance?

Corporate insurance protects the business entity, directors as well as employees, while SOCSO only protects employees and it is only claimable for certain unfortunate incidents. This layer of security is sometimes also a requirement for certain partnerships and ventures that involve higher risk.

What is the minimum number of employees I should have before getting corporate insurance?

There is no minimum number. Even if you have just one employee, protecting your most valuable asset should always be a priority.

What's the best corporate insurance plan I can get in the market?

Generally, employee benefits insurance is the most suitable for employees, though you might want to consider more comprehensive protection, including life, keyman, car, travel or medical insurance.

What coverage plans should I get for my business?

As every business operates under slightly different circumstances, it would be best to get in touch with us so our team of advisors can put together a customised plan for you.

How much do I have to pay?

The monthly commitment is based on the subscribed plan and any exceptional circumstances.

Can I file a claim directly with MISHU?

No, but we have a very close working relationship with our insurance partners, so let us know if you need anything the moment something comes up and we'll connect you. Remember that it's important to act quickly in such cases to preserve fresh evidence and process claim faster for you.

Government Grants & Incentives in Malaysia

Every year, the Malaysian government allocates millions of Ringgit to support businesses under a variety of programmes. We help you identify and qualify for the right

ones to secure long-term success.

That's right. With us, you CAN take things for granted!

Benefits of Business Grants

The number one question everyone asks: "Why should I get a grant?"

- Zero Risk Funds: Because they do not need to be repaid, grants allow a business to fully pursue their business objectives without fear of going into debt.
- Financial Security: For businesses with seasonal ups and downs in cash flow, access to a grant allows them to ride out slow months with peace of mind.
- Domino Effect: Businesses that have received and put grants to good use are more likely to receive future grants.
- Spotlight Business: Securing grants is a good way to demonstrate trust in the integrity of your service, product and business as a whole.

Applicable Grants by the Malaysian Government:

Name	Type	Claimable expenses
eTrade	Grant	maximum RM25,000
Market Development Grant	Grant	maximum RM300,000
Greater KL Live Lab	Grant	maximum RM70,000

Young Agroprenuer Grant (GAM)	Grant	maximum RM20,000
CIP SPARK	Conditional grant	up to RM150,000
CIP SPRINT	Conditional grant	up to RM600,000
Change Upgrade Product (CUP)	Matching grant	maximum RM60,000
Service Export Fund (SEF)	Grant/ Matching Grant	up to RM1.3 million
Gamelan 2022	Matching Grant	up to RM200,000
National Technology & Innovation Sandbox Fund	Grant/ Matching Grant	maximum RM4 million
Industry4ward	Matching Grant	maximum RM500,000
High Impact Product (HIP)	Matching Grant	maximum RM200,000
Change Upgrade Product	Matching Grant	maximum RM60,000
Semarak Niaga – Low Carbon Transition Facility	Matching grant/loan	up to RM10 million
Business Accelerator Programme (BAP 4.0)	Matching Grant	maximum RM400,000
Malaysia Grand Challenge	Matching Grant	maximum RM15 million

SME LOAN	Soft Loan	maximum RM500,000
SME Automation And Digitalisation Facility (ADF)	Loan	maximum RM3 million
Micro Credit Scheme	Loan	maximum RM500,000
Business Accelerator Program (BAP) Soft Loan	Soft Loan	maximum RM1 million
Halal Technology Development Fund	Loan	maximum RM4 million
Business Growth Fund	Loan	maximum RM10 million
Business Start-up Fund	Loan	maximum RM5 million
KONTRAK-I Financing Scheme	Loan	maximum RM100,000
TEMANNITA Financing Scheme	Loan	maximum RM10,000
Rural Economy Funding Scheme (SPED)	Loan	maximum RM200,000
Special Business Financing Scheme for Women (DanaNITA)	Loan	maximum RM150,000
Industry Value Chain Development Programme – (PRiN)	Loan	maximum RM1 million

Express Contract Financing Scheme (SPiKE)/SPiKE GLC	Loan	maximum RM1 million
Financing Scheme for Persons with Disabilities (OKU)	Loan	maximum RM50,000
Financing Scheme for IPMA Graduates (SEMAi)	Loan	maximum RM50,000
Technology Entrepreneur Financing Scheme (SPiM Tekno)	Loan	maximum RM500,000
Kampung Baru Cina Financing (PKBC)	Loan	maximum RM50,000
Low Carbon Transition Facility (LCTF)	Loan	maximum RM10 million
All Economic Sector (AES) Facility	Loan	maximum RM5 million
Youth / MARA Educational Institution Graduate Entrepreneur Programme (PUTRA)	Loan	maximum RM10,000
BSN Micro/I Semarak	Loan	maximum RM50,000
Disaster Relief Facility (DRF) 2022	Loan	up to RM700,000
Rural Economy Funding Scheme (SPED)	Loan	up to RM20,000

Soft Financing Scheme for Automation & Modernisation (SFSAM)	Loan	up to RM20 million
Business Recapitalisation Facility (BRF)	Loan	up to RM5 million
Kampung Baru Cina Financing (PKBC)	Loan	up to RM50,000
i-Tekad Programme	Loan	up to RM50,000
Jumpstart Financing Scheme	Loan	maximum RM500,000
MARA Integrated Smart Auto (MISA)	Loan	maximum RM1 million
Indian Community Entrepreneur Development Scheme (SPUMI)	Loan	up to RM100,000
Professional Financing Scheme (ProSPEC)	Loan	up to RM500,000
Micro Enterprises Facility (MEF)	Loan	up to RM50,000
SME Revitalisation Financing (SMERF)	Loan	up to RM250,000
Soft Financing Scheme for SMEs (SFSME)	Loan	up to RM5 million
Soft Financing Scheme for Digital & Technology (SFDT)	Loan	up to RM1 million

PEMULIH Government Guarantee Scheme (PGGS) – SJPP)	Loan	up to RM50 million
Business In Transformation (PERNAS)	Loan	up to RM500k (Pre-Franchisor) and up to RM25k (Pre-Franchisee)
Mobile Business Financing Scheme (Mobile Business/Karavan)	Loan	maximum RM500,000
Technical Entrepreneur Development Program (PUTEK)	Loan	maximum RM500,000
MARA Entrepreneur Guarantee Scheme (SJUM)	Loan	maximum RM2million
Malaysian Chinese Women Entrepreneur Foundation	Loan	maximum RM30,000

Do I need to repay the grants?

Nope! You don't need to repay the grants. Just be sure you spend it on its intended purpose!

Are grants and loans the same?

As the bank will be happy to inform you, loans must be repaid, often with interest.

Is it hard to apply for grants?

Yes and no. While the process is open to all, it can be very time-consuming and detail-oriented, requiring an extensive amount of documentation about your business before you can even be considered.

How long does it take to get money from government grants?

Once you are approved for a grant, a date will be arranged for the fund transfer. However, expect it to take several months for the application to be approved.

Training & Development

Services

Train, upskill, and manage your employees with our suite of Training and Development solutions that develop competencies and skills across the organisation to build high-performing teams.

Why is Training & Development Important?

Any organisation that values its talent provides learning opportunities to help employees optimise their performance and build worthwhile careers.

Learning opportunities that align with clear career path objectives are a fantastic way to demonstrate commitment to employees. MISHU helps leadership teams strategically and systematically align learning opportunities to upskill and reskill employees to achieve company objectives.

Another aspect to improving company performance is Performance Management in which MISHU helps organisations understand how to observe, appraise, and provide solutions to individual employee performance that contributes to overall team achievement and ultimately, company results.

Our Training & Development Services

- Learning & Development System Design : We design custom learning & development systems for the whole organisation to grow their employees' knowledge and skills
- Leadership Training - We provide training programs that build leadership abilities. such as introductions to leadership styles and concepts.
- Management Skills Training : We provide training programs such as problem-solving and critical thinking that advance your managers' skills to the next level.
- Performance Management Training & Consulting : We guide the leadership team in building goals and setting KPIs for the organisation.
- Competency Development : We assess and build competency profiles for the various roles in the organisation. This helps provide targetted training to grow specific performance.
- Essential Retail Management Concepts : Many retail businesses are run by professionals who lack business savvy. We provide business skills to train and develop retail managers.
- Supervisory Skills Training : We provide training programs to build essential skills for supervisors in your organisation.
- Learning management System (LMS) : We help organisations fully leverage their Learning Management Systems to maximise talent development and productivity.
- Managing Team Performance: We provide consultation and training on how to build appraisal systems, manage team performance and maintain proper performance feedback cycles for optimum performance.

What are the benefits of employee training and development?

Employee development and training refers to the process of providing employees with the knowledge, skills, and abilities they need to perform their jobs effectively and to develop their careers within an organisation. By investing in the skills and knowledge of your workforce, you can enhance their job satisfaction and engagement, reduce turnover rates, and improve overall business performance.

What are the key skills needed for supervisors and managers in Malaysia?

Key skills for supervisors and managers include leadership, people management, organisation and planning, delegation, building high-performing teams, and coaching employees.

Can MISHU tell me what competencies my employees should have?

Mishu does job role analysis and can recommend the key competencies to fit the specific role requirements.

How can I measure the effectiveness of my training programs?

The effectiveness of any training program is dependent on the opportunities for participants to practice what they have learned in the workplace. Participants take home a Post Class Action Plan to execute with the help of their managers to ensure they can apply what they have learned.

What are the best practices for employee performance management?

MISHU believes the keys to employee performance management are specific measurable goals and action plans that are supported by a well-defined appraisal process. Best practices include observable measures, a clear communication process, and employee motivation & engagement systems.

How do I know what training programs are important for my employees and how do I manage their learning?

Mishu works with the relevant competencies based on employee job scopes and also reviews the training programs relevant to their respective departments. Our consultants will design a holistic learning path for the whole company and recommend training classes.

How can I develop a successful leadership development program?

Building leaders is an important aspect of any business. There are basic competencies that all leaders should develop. MISHU offers a Leadership Path program that provides your leaders with the relevant training.

How much does MISHU charge for its training and development programs?

Our services are reasonably priced and tailored to your organisation's needs. Contact us for more information.

HR Consulting & Advisory Services

Our HR advisory and consulting services at MISHU cover a wide range of areas, such as recruitment, compensation and benefits, employee relations, and HR policies and procedures. We deliver tailored solutions to meet clients' unique needs, whether small

start-ups or large corporations. Our team of experienced HR consultants provides expert guidance and support to help businesses succeed in human resource management.

Why Is HR Important?

As owners strive to grow their business and build a reputation, they require a workforce that is capable, motivated, and loyal to grow the business together.

Human Resource Management is what ensures this necessary talent pool can be nurtured and sustained. For that reason, every organisation must have a responsible Human Resource team capable of preventing and solving internal conflicts.

How, then, do businesses create this all-important HR team?

For some, the solution is to hire an already experienced HR team; for others, it is to upskill internal talent. While both are viable solutions, they require a significant investment of time and money.

For businesses that need fast results on a lean budget, there is a third option: outsourcing your HR needs to MISHU. Whether on a continuous or ad-hoc basis, our trained consultants are here to provide expert guidance and support on HR matters.

Why Outsource Your Human Resources?

Outsourcing human resources can be a strategic decision for businesses of all sizes. It allows companies to efficiently allocate their time and resources towards core processes while entrusting HR-related tasks to a dedicated third-party provider.

Furthermore, HR advisory services offer access to specialized expertise and resources that may not be readily available in-house. This encompasses legal and compliance knowledge, benefit administration, and payroll processing.

At MISHU, we provide comprehensive HR advisory services, including HR consulting services and serve businesses in Malaysia. Irrespective of your company's size – whether you are a small startup, a big multinational enterprise, or somewhere in between – our team of experienced HR consultants offers tailored solutions to meet your unique needs.

By choosing MISHU for your HR consultant services, you can streamline your operations, enhance compliance, and optimize your human capital management strategies. All of this can be achieved while simultaneously reducing costs and boosting efficiency.

Don't hesitate to get in touch with us today to explore how our HR consulting and advisory services can benefit your company.

HR Consultation Services That We Offer

- HR Policy/ Procedure Review : Any existing HR policies and procedures must be reviewed every 1 - 3 years.
- Pre-Employment Screening: Background checks for applicants to determine suitability for the role and company.
- Recruitment Procedures: The overall procedure of filtering, shortlisting and interviewing candidates for a role.
- Strategic HR Delivery: Best practices for execution of daily HR tasks that ultimately lead to organisation growth.
- Job Analysis/Job Descriptions: The collection of key information on vacancies in a company to ensure the right talent can be found.
- Employee Retention Programs: Programs designed to enhance or maintain employee satisfaction.

- Employee relations: How companies can develop and maintain a positive relationship with its employees.
- Employee Satisfaction Surveys: Periodic questionnaires to gather employee feedback about their job satisfaction or better understand their circumstances.
- Employee Handbook/Policies: A document covering company operational procedures which employees must adhere to.
- Payroll Administration (Small Scale): Easy-to-use software that manages all aspects of employee payroll and tax filing.
- Exit Interview Programs: Identify turnover rates and employee pain points to make the organisation a better place for future employees.

How our HR advisory and HR consulting works?

Our HR counselling and consulting services are made to offer specialised answers to satisfy the various requirements of our clients. In order to build a comprehensive HR strategy that is in line with our client's business objectives, we first undertake a thorough analysis of their HR needs.

Our staff of skilled HR consultants knows the most recent HR trends and best practices. They are leaders in their respective fields.

We provide a comprehensive range of HR services, such as hiring and managing personnel, managing performance, paying and providing benefits, encouraging employee involvement, and maintaining HR compliance.

Our clients can concentrate on their core businesses while we handle their HR issues, ensure compliance, and provide quantifiable outcomes with our HR advising and consulting services.

Why would I need an HR consultant?

Experienced HR consultant does not come cheap while inexperienced HR consultant might not be properly equipped to deal with a wide variety of situations. Our HR consulting services can provide advice for you to refer to and solve your HR problems.

What are the benefits of outsourcing HR consultancy?

An outsourced HR consultant can help save costs as a team of HR specialists will have their own knowledge and resources to solve HR problems. Our HR consultants also take pride in staying up to date with the legal requirement. Rest assured that your business will remain compliant if our consultants are on the job.

Can MISHU tell me if my HR policies are in compliance with the latest employment law requirements?
Yes, we constantly keep ourselves abreast of current developments and changes to employment law and can help keep your business policies fully compliant.

I think there's a problem concerning my employees, but I don't know what it is. Can MISHU help?
While every company is slightly different, there are usually common issues that affect employee performance, and we've had extensive experience identifying and helping to correct them. Schedule a call with us and we'll do our best to help.

Can MISHU be available as and when I have an employee issue?

Yes, we also provide retainer service where you can ask us any questions about your employee issues or ask us to review any HR documentation as and when you need.

Are all consultations completed in one session or across multiple sessions?
We have both one-off and monthly retainer service.

What is a one-off HR consultation?

If your business is facing a difficult situation, you can choose to use our HR consulting services once to solve that problem and part ways once the issue has been resolved.

Does MISHU offer monthly retainer HR consultation?

Monthly retainer service means essentially you are having an HR Manager without adding on to your headcount and fixed payroll costs while getting the best expert advice from our experienced HR consultants.

How much am I looking at for these HR consultation services?

Our services are reasonably priced and tailored to your organisation's needs. Contact us for more information.

Common terminologies used in the human resource industry

HR Policy / Procedure Review: Any existing HR policies or procedures will be required to be reviewed every 1 to 3 years.

Pre-Employment Screening: Every applicant will be required to go through a background check to determine if he is a good fit for the company.

Recruitment Procedures: The overall procedure of finding out, obtaining, filtering, shortlisting, and interviewing candidates for a job

Strategic HR Delivery: The general delivery or execution of daily HR tasks that include supporting and providing service to employees, ultimately aiding an organisation's growth.

Job Analysis / Job Descriptions (JD): The procedure of collecting information such as education requirements, daily tasks and responsibilities about a certain job position that is in need.

Employee Retention Programs: Programs that are designed to enhance or maintain the satisfaction of an employee towards a company.

Employee Relations: Develop and maintain or establish a positive and good relationship with a company's employees.

Employee Investigation: When an employee makes any complaint, HRs will need to take immediate action to begin investigations to tackle the problem.

Time and Attendance Solution: A software designed solely to track and optimise an employee's working hours and wages or salary paid.

Payroll Administration (small scale): Software responsible for all aspects of employee payroll and tax filling.

Exit Interview Programs: Held when an employee leaves the organisation. Normally used to identify the turnover rates and understand an employee's concerns to make the organisation a better place for future employees.

Employee Handbook / Policies: A document containing an organisation's operational procedures which an employee should follow or obey.

Organisational Development: The change and constant improvement of the organisational structures through performance and talent management, employee wellness and diversity.

Employee Surveys: Creating a set of questionnaires to understand employees' feedback about their job satisfaction or circumstances.

Employees Performance Reward

Entrepreneurs, take a look around and ask yourself:

Are my employees demotivated?

Entrepreneurs, Are You Facing These Problems In Your Company?

- Unsure about how to let employee bear responsibility
- Unsure how to get employees to work spontaneously
- Unsure how to retrain, train or look for talents
- Unsure about the KPI of your employees
- Unsure about your company's direction
- Unsure about your employees goals

If the answer is YES, you'll need to do something about it!

Nominee Director

Don't have a director that resides in Malaysia?

If you are a foreigner and are not residing in Malaysia, you cannot set up and run a business in Malaysia. While you are searching for the right local partner, we can help you to appoint a qualified nominee local director for your Malaysian company.

We provide this service as a temporary convenience to you as we understand how it might be a hassle to source for a reliable local partner without the proper local connections prior to entering into the Malaysian market.

We will hand-over the directorship to your local partner once you have identified one.

Nominee Director

Due to the liability and non-executive nature of our nominee director service, the service is subject to the following non-exhaustive terms and conditions:

- Pass our Know Your Customer (KYC) compliance check
- Take up of MISHU's company secretarial, accounting and tax services
- Appointment of at least one (1) additional director (may be a foreigner) to act as an executive director
- Submit a copy of the monthly bank statement to our nominee director for review
- Provide a refundable security deposit starting from RM5,000. The deposit may increase if your company turnover is higher than RM500,000 per year, has high share capital, high external debt, runs a regulated business, or hires many local and foreign staff in Malaysia
- You are not a citizen of, nor do you do business with customers from, the countries listed under the US Sanctions list

Is it legal to appoint a nominee director?

Yes, appointing a nominee director is legal under Malaysian law, but we recommend that you should also enter into agreements with your nominee director to protect each other's interests and rights.

What are the powers and roles of a nominee director?

A nominee director is usually appointed just to fulfil the statutory compliance requirements. His powers are limited as in he is not allowed to run the day-to-day financial or operational matters of your business, be a bank signatory, sign any invoice, contract or legal documents on behalf of your business.

What are the liabilities of a nominee director?

All directors are legally responsible and accountable for legal compliance, including the nominee director. In the event the foreign director is not reachable, the nominee director will be responsible. That's why our nominee director assumes high potential risks and he will require deposit to safeguard his interests and liabilities.

Can I terminate the nominee director at any time?

Yes, you can terminate our nominee director service at any time by providing us with the details regarding an alternate local resident director. We will prepare the necessary paperwork, file the change with authorities and promptly refund the security deposit back to you.

Shelf Company

Get a ready-to-run company from our selection.

Enjoy significantly less setup time and the credibility that comes with an established business name.

What is a Shelf Company?

They go by different names including blank slate company, ready-made company or ready off-shelf company. Regardless of the different names, they share the same idea, which is a legally registered company that is dormant and intended to be sold to another owner.

Like products displayed on shelves in a supermarket, a Shelf Company is ready to be bought immediately and can begin operating extremely quickly.

Why a Shelf Company?

Depending on the nature of business, there are several benefits of buying a shelf company that make it the perfect choice.

As we all may know, starting and ending a business is typically a time-consuming process filled with paperwork that everyone might not want to go through. Buying a shelf or ready-made company means that owners can start their business with significantly less paperwork to deal with. In some cases, it's almost a requirement to start out with a shelf company. For example, a client might want to pay immediately, and an existing bank account is needed to legitimately receive the payment. Another very common situation is where owners require a loan for their business or want to bid on a contract. In these cases, buying a credible and established shelf company gives the owner an upper hand as they can present a more trustworthy image. In most situations, a company's longevity and initial paid-up capital create legitimacy.

Shelf Company VS Shell Company

A common misconception is that Shelf and Shell companies are the same thing. However, there are several key differences that make Shelf Companies a far more legitimate and viable option for entrepreneurs.

Shelf Company	Shell Company
A legitimate company that has been left dormant and 'put on the shelf' with the intent to sell	A company which serves as a vehicle for business transactions without itself having any significant assets or operations.
Comes with business assets.	Typically comes without any significant assets.

Precautions When Buying a Shelf Company

Remember that there are no risk-free decisions in business, and just as shelf companies come with unique advantages, business owners must be aware of the inherent risks involved.

- While it is legal to buy a shelf company, there are scenarios where these companies are bought with illicit intentions such as tax evasion or receiving illegal payments.
- Always ask for a company's due diligence or a shelf company verification report before any purchase to be sure the business has a clean record with no outstanding taxes owed.

Why Choose Us?

Simple: we have deep experience in this area and a wide selection of Shelf Companies that have been strictly vetted for full compliance and good financial standing.

- Our expertise: We take pride in what we do as your one-stop digital company secretary. As company secretaries, we are very fond of the small details in businesses. So, rest assured that we filter our selection of businesses available in our list.
- Our selection: We prioritise companies that we have incorporated ourselves from a clean slate while other companies have gone through our serious inspection and carefully vetted before taking over. Rest assured you can have a pleasant experience browsing through our selection.

Is a shelf company legal?

Buying a shelf company is completely legal as the business itself is a legally registered company that has been dormant.

What can I do with a Shelf Company?

A shelf company is the same as any other company, so anything that a normal company can do, a shelf company can do too. This also means whatever cannot be done with a normal company cannot be done with a Shelf Company.

How do I get myself a Shelf Company?

Contact us to view our latest price list of shelf companies based on your requirements. Once everything is confirmed, it is a simple process of transferring ownership of your desired company to you.

Why choose a Shelf Company over starting a new business?

Purchasing shelf companies gives business owners an edge when applying for a loan or pitching as a well-established company has better credentials compared to a new startup.

Visa Prepaid

Corporate Card

Effortlessly manage all business transactions with virtual Visa prepaid cards and a user-friendly dashboard.

**All-In-One
SME Expense Management Platform**

- Dedicated business payment solution: Issue unlimited cards to departments and customise them to keep track of multiple bill payments, all protected by Visa's world standard security infrastructure.
- Centralised digital dashboard: Gain full visibility of company expenses with a user-friendly interface with real-time reporting of all transactions from a single screen.
- Integrated time and cost-optimisation features: We help reduce transfer fees and conversion costs across multiple currencies, as well as offer exclusive discounted rates for enterprise SaaS plans with reputable partners like Microsoft, Adobe, Slack and more.

Are Visa prepaid cards available for SMEs or startups?

Yes, Visa prepaid cards are available for SMEs, start-ups, gig workers & even individuals.

How do I apply for Visa prepaid cards?

Get in touch with us and we will walk you through the documents needed for SMEs, startups and companies to register.

Where can Visa prepaid cards be used?

Visa prepaid cards can be used for any transaction that accepts Visa as a payment method.

Are Visa prepaid cards the same as credit cards?

No, with prepaid cards you must transfer funds that the company will be using into the card(s). You can issue multiple cards, set spending limits & even customise spend categories to have full control and oversight over operational expenditure.

How much do I have to pay?

Getting started is absolutely free, though there are various monthly subscription plans depending on your business needs.

Your Digital Company Secretary In Malaysia

**Let MISHU handle
routine tasks and
paperwork as you
focus on growing
your business.**

Our team of experts can help you start, build and grow your business easily and seamlessly.

- Existing Business: Switching to us is FREE and EASY. It is even simpler than switching your mobile data plan.
- New Business: We help you with online business registration / incorporation, electronic signatures, digital payment and document storage.

Our Vision

We aim to be the leading digital business consultancy firm for SMEs in Malaysia, helping them achieve sustainable growth and success through innovative solutions and expert guidance.

Our Mission

We help business owners start, build and grow their business through our corporate services digitally.

Our Culture

We believe in a Client-Centric culture that is supported by a team of passionate and knowledgeable professionals.

Our Core Values

- Passion: We are passionate about solving problems and committed to delivering exceptional service to exceed our clients' expectations.
- Integrity: Integrity guides us to act with honesty, responsibility, accountability, and trustworthiness in our interactions with our clients.
- Continuous Improvement: We are committed to learning and development, and we strive to continually improve our processes, products, and services.
- Collaboration: We believe in working together as a team to achieve win-win results where everyone can benefit from our joint efforts.

Why Choose MISHU?

- One-stop Business Advisory: We can help with everything from incorporation to accounting, HR consulting, business licensing, employment pass and more.
- Fast Digital Services: Our suite of digital business tools allows us to deliver results quickly and efficiently.
- Industry Experts: All our advisors have industry standard qualifications and many of them are licensed and qualified to provide professional and high standard services to you.
- Transparent & Affordable Pricing: No hidden costs, 100% refundable (for selected services), and priced reasonably for businesses of all sizes.
- We Keep it Simple: We are not in the business of showing off. We explain things clearly in the language that you will understand, as plain as possible.

Speaking of One-stop Business Advisory

Find out more about our specific services – there's something for everyone

- Start
 - New Sdn Bhd
 - New LLP
 - New Labuan Company
 - SSM Enterprise
 - Switch To Us
 - Company Secretary
 - Open Corporate Bank Account
- Build
 - Accounting & Bookkeeping
 - Tax Compliance & Advisory

- Business Licences
- HR Management Software
- Invoicing Software
- Trademark Protection
- Website Building
- Grow
 - Employment Pass
 - Corporate Insurance
 - Government Grants & Incentives
 - HR Consulting
 - Employees Performance Reward System

What services do MISHU offer?

MISHU offers end-to-end business consultancy services and we are a leading player in the Malaysian digital company secretary circle.

Does MISHU provide digital or physical services?

We offer a mix of delivery options, and help businesses adopt new practices that improve process efficiency.

Is there a refund policy?

Absolutely. Clients may terminate at any time and receive a 100% pro-rated refund, subject to our terms and conditions. Only applicable for selected services.

What does 'no hidden fees' mean?

MISHU will only charge you for the services you select and purchase. The figure we quote you is the figure we charge you!

How long does it take to incorporate a company?

We can help you incorporate a company in 3-5 business days, though it cannot yet operate until the appropriate business licenses are obtained, which can take up to a month depending on the nature of the business.

Can MISHU help obtain business licenses?

Of course! Our business license team has a wealth of experience securing a variety of licences from various regulatory bodies, and are ready to assist you.

Should I start a Sdn Bhd or LLP?

It depends on the nature of your business, though in most cases a Sdn Bhd is the best and most popular choice. Get in touch for an answer specific to your case.

Should I start an Enterprise or a Sdn Bhd?

If you can afford the higher setup and maintenance costs, we would always recommend a Sdn Bhd for the massive advantage it offers in terms of limited liability, ease of growing and securing funding. In some cases, setting up an Enterprise may not be a viable option. Get in touch for an answer specific to your case.

Can MISHU help draft company documents?

Yes, we are qualified to prepare company constitutions, shareholders' agreements, board resolutions, and any standard document needed.

Can MISHU help with annual corporate tax?

Yes, we are experienced not only in tax returns submission, but can also advise business owners on strategies to legally reduce the amount of tax owed.

Can MISHU help with foreign employment passes?

Yes, we are experienced in the requirements and processes involved in securing work visas for professional expatriates.

Can MISHU help foreign businesses start a company in Malaysia?

Certainly, and to add to that, we can also help owners both local and foreign set up a company in Labuan, one of the premier tax havens in the world.

Our SBGO statement:

MISHU is a Malaysia-based digital business consultancy firm dedicated to providing an extensive range of services that empower businesses to establish, grow, and thrive in today's highly competitive market. Committed to helping business owners successfully launch, develop, and expand their ventures using digital platforms, MISHU focuses on delivering sustainable growth and success through cutting-edge solutions and expert guidance.

At MISHU, we are committed to delivering comprehensive support to entrepreneurs and business owners at every stage of their business journey, from starting a business to building and growing it into a thriving enterprise. We believe that entrepreneurship is a powerful force for change and innovation, and that supporting entrepreneurs is essential for building strong and vibrant communities.

Whether you're just starting out or looking to expand your business, our team of experienced professionals is here to provide the guidance, support, and resources you need to succeed. We believe that by providing access to high-quality support and resources, we can help you overcome barriers, unlock your full potential, and achieve your dream.

At MISHU, our client's success is our top priority. Our mission is to support businesses at every stage of their journey, from inception to expansion, by offering accessible and efficient digital corporate services. With a strong emphasis on innovation, MISHU continually adapts to the evolving market demands to provide clients with the most up-to-date solutions and industry insights.

Our extensive network of consultants and professional experts across various industries is a key differentiator for our firm. By leveraging their expertise and skills, we can provide tailored solutions and innovative strategies that address complex challenges and meet the specific needs of our clients.

So if you're an entrepreneur looking to start, build, or grow a successful business, we are here to help. Let us empower you for success and help you make a difference in the world.