

**Driving your business forward  
with a winning combination of  
experience and skills**

# About Mega Corporate



Mega Corporate Services Sdn Bhd has been established for over 40 years, providing a comprehensive range of professional services ranging from business consultancy, company formation, corporate secretarial services to both private and public listed companies, outsourcing of accounting, payroll, share registration, expatriate employment pass and other application services. We operate in Kuala Lumpur and Kuantan.

We work in parallel with an established international accounting firm to complement the needs of our clients. With our strong office network, we are able to support operations and new business plans across international boundaries.

Our strength lies in the diversity of our outstanding people. We have always believed in cultivating an internal environment of highly competent individuals who are capable of thinking not only by the book, but also around the book. From their differing backgrounds, our people bring with them a refreshing combination of experience, knowledge, expertise and innovative problem-solving skills to provide the best solutions for our clients.

By standing true to our principles, we have built and maintained strong relationships with our clients who consist of local and multinational organisations, a wide spectrum of Malaysian business environments:- private companies, multinationals, public listed companies listed on the main market and ACE market of Bursa Malaysia and non-profit organisations.

Our dedicated knowledgeable team of professionally qualified Chartered Secretaries and Chartered Accountants registered with the respective professional bodies will ensure the quality of services rendered are of utmost importance. Our team constantly undergoes technical training to upskill and keep abreast of the evolving law and landscape of Malaysia.



## Our Services

Business  
Consultancy



Corporate Secretarial



Share Registration &  
Poll Scrutineer Services



Accounting



Payroll & Human  
Resource Services



Application  
Services

# Business Consultancy

Our team of highly experienced consultants can help you navigate the complexities of setting up or expanding a business, a resource-intensive process for the unfamiliar. Let Mega Corporate start your business on the right track, with tax efficiency and compliance to the law.



Company type



Incentives



Taxation



Costing and infrastructure



Liberalization



Licensing



Manpower



The momentum you need to get moving

In Malaysia, businesses can be incorporated via:

- ▶ Legal entity, limited by shares / by guarantee
- ▶ Foreign branch registration
- ▶ Regional / Representative office
- ▶ Association
- ▶ Limited liability partnership (LLP)

# Corporate Secretarial

## Our corporate secretarial function have:

- ▶ Qualified company secretaries who are well-versed with requirements of the statutory and regulatory bodies.



The experience and qualifications to advise the board of their best interests, protecting its members.

- ▶ Stringent standards of professional and business ethics.

A wealth of resources and advanced tech facilities to serve you better.

## We cater to a wide spectrum of private and public listed companies:

- ▶ Corporate advisory
- ▶ Business consultancy
- ▶ Company formation and establishment
- ▶ Provision of registered address
- ▶ Secretarial maintenance and advisory
- ▶ Corporate governance compliance
- ▶ Corporate restructuring, reverse takeover
- ▶ Flotation scheme, capital increase / reduction
- ▶ Shareholders agreements / Constitution
- ▶ Conversion of company's status
- ▶ Removal of director / auditors
- ▶ De-registration / voluntary winding up



All the support you need  
to run your business

# Share Registration & Poll Scrutineer Services

The labour-intensive work of share registration often involves waves of peak and off-peak periods. We at Mega Corporate are well-positioned to undertake the voluminous workloads of these peak periods efficiently and effectively.

This is made possible with our significant experience, high-end IT systems with ever-evolving improvements to cater to market needs and other mechanised office aids and resources.

- ▶ Maintaining register of each issued securities of our clients
- ▶ Corporate Exercises e.g. Rights Issue, Bonus Issue, Placement Shares, Dividend with Re-Investment Plan, Conversion and etc
- ▶ ESOS / Share Option and Share Grant Plan
- ▶ Providing monthly reports, shareholding movement report and ad hoc reports conforming to Bank Negara Malaysia (BNM) and Securities Commission (SC) requirements
- ▶ Arranging and managing your physical / virtual / hybrid meetings
- ▶ Monitoring proxies and shareholders' attendance and votes count by way of digital poll in shareholders' meetings
- ▶ Shareholder communication
- ▶ Investor portal
- ▶ Independent poll scrutineer service – E-polling and Manual polling



**Our intelligent methods  
are future-proof**

It is our professional commitment to render these services in compliance with the requirements and rules of Bursa Malaysia.

# Accounting

Our qualified accountants and dedicated personnel will ensure your accounting records are prepared and kept in full compliance with applicable accounting standards, laws and guidelines. We will provide you with up-to-date financial information for daily business decision-making. So instead of hiring an internal team, outsource the accounting and financial reporting to us.

## Our accounting services include the following:

- ▶ Reviewing and setting up documentation of course documents for accounting entries and advise on improvements, where necessary for internal control purposes
- ▶ Preparation of financial and management accounts in compliance with standards set by the Malaysian Accounting Standards Boards (MASB) and International Financial Reporting Standards (IFRS)
- ▶ Recommend the format of financial reports based on the business model of your company
- ▶ Perform financial and analytical review
- ▶ Assist with the management of receivables, payables and cash flow
- ▶ Liaise with the auditor, tax agent and company secretary
- ▶ Attending to other regulatory authorities, where required
- ▶ Advising management on the accounting and financial aspects of your company
- ▶ XBRL conversion for seamless submission on the mPortal



# Payroll & Human Resource Services

Mega Corporate has the expertise and a reliable payroll system and mobile apps to provide you the full range of payroll and HR related services.

Our goal is to take care of the strictly confidential, sensitive and tedious payroll and HR services by providing an array of flexible and comprehensive payroll solutions and management services.

- ▶ Payroll set-up
- ▶ Tax, Employees' Provident Fund (EPF), Social Security Organisation (Socso), Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN), Zakat, Tabung Haji, Amanah Saham Nasional Berhad (ASNB), Human Resources Development Fund (HRDF) and Employment Insurance System (EIS) contribution payment and filling
- ▶ Preparation of payroll reports and other management reporting
- ▶ Managing employee data: New hire, resignation, termination, contract extension etc., including notification to relevant authorities
- ▶ Salary crediting
- ▶ Claims and overtime computation
- ▶ E-leave management
- ▶ Preparation of pay slips; e-pay slip
- ▶ HR consultancy services; covering hiring of new employees, dismissal, voluntary separation scheme, taxation and employee benefits
- ▶ Collaborate with insurance companies for hospitalization coverage



# Application Services

As an integral and value-added service to our foreign/local clients, we extend our service to assist in applying for:



Regional office/  
Representative office



Expatriate Employment  
Pass & Dependant Pass



Registration with Ministry of Finance of  
Malaysia (MOF), Malaysia Digital  
Economy Corporation (MDEC) and  
Malaysian Investment Development  
Authority (MIDA)



Business premise /  
billboard licenses



Wholesale Retail Trade (WRT) and  
other business licenses



Leave the paperwork  
to us

# Our Assurance to Valued Clients



## Prompt Response

We take great pride in our relationships with our clients and ensure that we are always within reach whenever needed.

## Competence

Our team of professionals keep track of the ever-changing regulations, our resources ready at all times to meet your corporate goals.



## Confidentiality

We ensure that your data is kept strictly confidential and protected from unauthorised access with our state-of-the-art security features.

## Cost Effectiveness

You will benefit from our efficient systems and resources.



## Continuity

We believe in cultivating long-term relationships with our clients and are therefore committed to providing responsive and personalised professional services at all times.

# Reach out and we will get you started

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**Corporate Secretarial , Business  
Consultancy & Application Services**  
Ms Cindy Lim

Ms Maggie Kong

Mr Kevin Tang

**Share Registration & Poll Scrutineer Services**  
Mr Alfred John

**Accounting**  
Ms Kaveta Muthu

**Payroll & Human Resource Services**  
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**Application Services**  
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