



ASSOCIATION / SOCIETY IN MALAYSIA

A registered Association / Society is a non-profit organization established under the Societies Act, 1966 and the Societies Regulations, 1988. Associations and Societies in Malaysia are governed by the Registrar of Societies (ROS), under the Jabatan Pendaftaran Pertubuhan Malaysia (JPPM).

Kensington Corporate Services (Malaysia) Sdn Bhd is a management services company in Malaysia and is able to assist you with registration and providing administrative support to your Association / Society.

Requirement of Association / Society in Malaysia

> Name of Association / Society

The name of the Association/ Society shall be in the national language i.e. Bahasa Malaysia. If you wish to have an English name, you may insert the English name in the bracket. For example, Persatuan Kebajikan ABC (ABC Welfare Association).

If the proposed name consist of the word "Malaysia", the committee of the Association or Society must be made up of members from at least Seven (7) different states in Malaysia.

> Category of Association / Society

The following are the categories of Association / Society:-

- > Politics
- > Welfare
- > Social
- > Recreation
- > Mutual Benefits (Death Benefits)
- > Rights (Environmental, Human, User)
- > Art and Culture
- > Commercial/ Trade
- > Profession
- > Safety
- > Religious

> Constitution

Effective from 1 June 2023, all Associations / Society must adopt standard template of constitution provided by the ROS during the registration process. If you wish to amend any clauses in the constitution, you can submit an application for the amendment after the association has been registered. Please note that any amendment to the constitution is subject to the approval of ROS.

> Committee Members

The minimum numbers of individuals required for setting up of an Association / Society is Seven (7) persons, the following positions will need to be filled up by them :-

- > President (1)
- > Vice President (1)
- > Secretary (1)
- > Assistant Secretary (1)
- > Treasurer (1)
- > Committee Members (2)

**Standard constitution stated that the committee members shall be Malaysian citizens only. For non-Malaysian citizen individuals, setting up and holding of any position in the Association / Society is not allowed, unless with approval from ROS on amendment of constitution, after the setting up.*

> Registered Office

An Association / Society must maintain its registered office in Malaysia to which all the communications and notices may be addressed. The registered office shall be open and accessible to the public during ordinary business hours.

Obligations of Association / Society

> Annual Report

Every registered Association / Society shall within Sixty (60) days after the holding of its annual general meeting or if no annual general meeting is held, within Sixty (60) days after the end of each calendar year, submit the Annual Report to the Registrar.

> General Meeting (Annually / Every Two Years / Every Three Years)

Every registered Association / Society shall convene a general meeting either annually, every two years or every three years in accordance to its Constitution.

> Meeting of Committee Members

The meeting of Committee Members shall be conducted at least 4 times in a year.

> Re-election of Committee Members

All the Committee Members shall be eligible for re-election at the general meeting. It can be annually, every two years or every three years in accordance to its Constitution.



KEY CONTACTS



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JTC is a leading global professional services business with deep expertise in fund, corporate, private client and employer solutions services.

Every JTC person is an owner of the business and this fundamental part of our culture aligns us with the best interests of all of our stakeholders.

Our purpose is to maximise potential and our success is built on service excellence, long-term relationships and technology capabilities that drive efficiency and add value.

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