

Luther.



Corporate Services Malaysia

The One-Stop Solution For All Your Business Needs

Business Environment in Malaysia

Located in South-east Asia, Malaysia is a tropical country with a unique and multiracial 30-million population, composed mainly of Malays, Chinese and Indians.

The Malaysian economy has transformed itself from a commodity-based one to an advanced export-driven one. Malaysia recovered rapidly from its minus 1.6 % growth in 2007 and has achieved a GDP growth of 7.2 % in 2010. The GDP growth in 2014 was 6%.

In 2014, the World Bank rated Malaysia as an upper middle income country. 'The Doing Business' ranking, which is based on 10 economic indicators, placed Malaysia in 2014 on the 20th position out of 185 countries for the 'ease to do

business' category and it is expected that Malaysia moves up to the 18th position by the end of 2015. Moreover, this report ranks Malaysia at the 5th position in the protection of minority investors.

As a central hub in ASEAN, Malaysia attracts investors by means of its political stability, good connectivity, strong infrastructure, free trade zones, tax havens, industrial parks as well as its investment- friendly business climate.

An increasing number of medium-sized businesses and companies have discovered Malaysia as an attractive base to conduct business in Asia.



Our Services

Luther Corporate Services, together with its partners, has the competence and expertise to comprehensively assist and advise entrepreneurs and businesses in all stages of the business lifecycle from the incorporation of a Malaysian business vehicle through ongoing support services such as bookkeeping, accounting, payroll and cash, fund & payment administration, up to the reorganisation or dissolution of a company if it becomes necessary.

Establishment of a Malaysian Company

We provide fast and efficient service for the formation of companies, limited liability partnerships, branches and representative offices in Malaysia including:

- Advising on the type of entity to be established and the optimal corporate & tax structure
- Preparation of Memorandum and Articles of Association, and other constitutional documents
- Registration of private / public companies (Sendirian Berhad / Berhad)
- Registration of limited liability partnerships (L.L.P.)
- Registration of foreign companies (Branch Offices)
- Registration (and renewal) of representative and regional offices (Rep / Reg Offices)
- Registration for Principal Hub Incentive (PHI)

Corporate Secretarial Services

We provide a complete range of corporate secretarial services to both large and small companies in Malaysia.

1. Provision of personnel to assume statutory positions

- Company secretary
- Statutory agent
- Nominee director
- Nominee shareholder
- Compliance officer

2. General Services to ensure Statutory Compliance

- Advice on best practice and corporate governance and compliance with the Companies Act “Implementation of corporate governance and compliance procedures”
- Setting up statutory books and registers
- Custody of common seal
- Preparing and lodging all prescribed forms and requisite documents with the Company Commission of Malaysia (CCM)
- Preparation of annual returns incl. lodging with CCM
- Preparation of notices, minutes, and other documents pertaining to directors’ and shareholders’ meetings (Annual General Meeting and Extraordinary General Meeting)
- Managing changes:
 - Change of name
 - Change in constitutional documents
 - Change in capital structure (transfer of shares, new issuance of shares)
 - Change of shareholders
 - Change of directors, managers, auditors and company secretaries
 - Change of registered office address
 - Provision of registered office/correspondence address
- Corporate restructuring

Accounting & Financial Reporting

Luther Corporate Services, together with its partners, is able to assist you in time-consuming accounting and administrative matters, which every company needs to take care of. This frees you and let you concentrate on growing and developing your business.

1. Bookkeeping

- Setting up the chart of accounts
- Recording of all payments and funds received
- Preparation of monthly bank reconciliation statements
- Recording of all sales and trade debtors
- Recording of all purchase and trade creditors
- Recording of prepayments and accruals
- Recording of all assets purchased and related depreciation
- Recording of all Goods and Service Tax (GST) on the taxable purchases/supplies
- Extraction of monthly trial balances and general ledger

2. Management Reports

- Compiling of profit and loss account and balance sheet
- Generating aged financial analysis of debtors and creditors
- Preparation of GST returns
- Business advisory services such as accounting reports and preparation of business plans
- Budget preparation and comparison and analysis of key components of financial performance

3. Statutory Accounting

- Preparation of financial statements
- Preparation of consolidated financial statements which includes the consolidated cash flow statement, consolidated statement of changes in equity and notes to the financial statements in compliance with the Financial Reporting Standards (FRS)
- Review and computation of tax and deferred tax provisions for inclusion into financial statements
- Re-measuring accounts to functional currency
- Completing consolidation and head office reporting packages

4. Individual and Corporate Tax Compliance

- GST registration, quarterly and monthly filing
- Preparation and filing of corporate and/or individual tax statement with tax authorities
- Advising on Double Taxation Agreements (DTAS)
- Advising on complex and international tax structures
- Negotiations with the Inland Revenue Board of Malaysia (LHDN) regarding individual or corporate tax issues
- Dealing with stamp duty payments and stamp duty relief
- Compliance with Tax "Self-Assessment System"



Human Resources & Payroll Administration

Luther Corporate Services offers full outsourcing services for the management of payroll, personnel data and employee benefits. We are able to provide tailor-made solutions to meet our clients' specific requirements.

- Pay invoices and employee expense claims
- Issue payment vouchers and prepare cheques
- Mailing of signed cheques to payees or remittance of funds by telegraphic transfer
- Computation of net salary and Employees Provident Fund (EPF)
- Providing payroll reports & financial journals
- Handling payment of net salary and EPF via our client trust account, including deposit of net pay into employee's bank accounts and issuance of confidential pay slips
- Preparing year-end EA-Form and E-Form
- Preparing CP39, CP22, and other payroll related forms
- Ensuring compliance with all reporting requirements of the Inland Revenue Board (LHDN) and EPF (Form A), Form 8A for SOCSO (social insurance)
- Administration of share option schemes
- Applications for Employment Passes, Professional Visit Passes, Dependent Passes, Student Passes and Talent Passes in Malaysia

Cash, Fund & Payment Administration

Luther Corporate Services supports a diverse portfolio of clients ranging from small and medium-sized enterprises to multinational corporations with cash, fund and payment administration services. For smaller businesses where segregation of duties is an issue, our service functions as an internal control in regard to company funds spending.

- Administration of cash funds deposited with us or in client's own bank accounts
- Cash forecasting and processing of accounts receivables
- Account signatory services to arrange settlement of company obligations to suppliers, payroll, employee expense reimbursements and other fund transfers
- Opening of bank accounts and managing changes to bank signatories
- General administration, e. g. post forwarding

Dissolution / Deregistration

We offer expertise in the dissolution of entities and provide advice on the most suitable mode of deregistration. These services include:

- Preparation and filing of all necessary documents for the voluntary winding-up of an entity
- Arranging dormancy of legal entities and cessation of business
- Handling deregistration / striking-off of entities

Restructuring

We provide advice on all aspects of corporate restructurings.



Luther Corporate Services, the Corporate Services arm of Luther lawfirm enables us to offer our clients a “one-stop” solution for all their business needs. Our accountants, company secretaries and tax consultants provide the whole range services, which our clients expect from such a one-stop concept, from corporate secretarial services, outsourced administration, payroll and accounting to tax compliance. We assist our clients comprehensively in all stages of a business lifecycle, from the formation of a business vehicle, to ongoing support and statutory compliance matters and to the dissolution of a company.

Delhi-Gurgaon, Kuala Lumpur, Shanghai, Singapore, Yangon

Malaysia, Kuala Lumpur – Luther Corporate Services Sdn Bhd | Unit 17-2, Level 17 | Wisma UOA II | No. 21 Jalan Pinang
50450 Kuala Lumpur | Malaysia | Phone +60 (0)3-2166 0085 | Fax +60 (0)3-2166 0087

Your contact:

Delphine Daversin, delphine.daversin@luther-services.com

Philipp Kersting, philipp.kersting@luther-services.com

Further contacts can be found on our website www.luther-services.com.



Hits the mark. Luther.

