



Foundingbird Price List

Last updated: 16 April 2021



Foundingbird Sdn Bhd (201901035214 / 1344544-U)

7-2, Plaza Danau 2, Jalan 2/109f, Taman Danau Desa, 58100 Kuala Lumpur, MY

Sdn Bhd - Incorporation - RM1,499

If you subscribe to Foundingbird's company secretary services.

- ✓ [Incorporation fee paid to SSM](#) (worth RM1,010)
- ✓ Name search & availability check (+ name reservations for corp. shareholders)
- ✓ Preparation of all documents required for incorporation
- ✓ Document and form submission to SSM
- ✓ Minutes book, shareholder registry, and other documents
- ✓ e-KYC and electronic signature services
- ✓ Assistance in opening business bank account
- ✓ Certificate of incorporation
- ✓ First board of director's resolution



Company Secretary - RM200/month

Assign us as your company secretary and get access to your own digital company dashboard to manage all your administration. Our pricing includes Certified True Copies, assistance in account opening, standard board resolutions and we do not charge for printing / faxing / mailing.

- ✓ Licensed company secretary appointed for your company
- ✓ Registered office address and phone number
- ✓ Dedicated relationship manager who handles your inquiry and request
- ✓ Assistance in opening business bank account
- ✓ Access to your dedicated company dashboard through the [Foundingbird App](#)
- ✓ [Discounts](#) for essential business services and products
- ✓ Up to 2 Certified True Copy requests per month
- ✓ All standard board and shareholder resolutions
- ✓ No printing / phone / fax fees. No hidden charge.
- 🕒 Any future community content, events, training, etc.

Please refer to the services & procedures list for an exhaustive list of all services that are included in the Company Secretary retainer.

* Coming soon



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Services & procedures list

Our services & procedures list is a non-exhaustive list of the services and company secretary procedures that are included in your company secretary fee or charged separately.

#	Procedure / Service	Price (excl. SST) *
0	Switching Company Secretary to Foundingbird	Free of Charge
1	Certified True Copies	Included (2 requests / month) - RM100 thereafter
2	First board resolution	Included
3	Bank account opening documents & service fee	First 2 accounts included - RM150/account thereafter
4	Appointment or resignation of Auditor / Tax agent / CoSec	Included
5	Appointment or resignation of Director	Included
6	Increase of share capital / allotment of shares	Included (1x per year) - RM500 thereafter
7	Board resolution for sales & purchase agreement	Included
8	Change of shareholders & transfer of shares	Included
9	Board resolution for acquisition / disposal of vehicles	Included
10	Providing resolution for lease / rental agreements.	Included
11	Fixing of financial year-end	Included
12	Change of business address / Nature of Business	Included
14	Change of director / shareholder particulars	Included
15	Preparation & submission of annual returns to SSM	Included
16	Filing of audited report with SSM (we don't do the audit itself)	Included
17	Preparation, amendment & submission of Constitution	RM500
18	Abolishing of existing constitution	RM100
19	Preparation of declaration of Dividend & related documents	From RM850 - calculated on case by case basis



20	Change of company name	RM750
21	Change of bank signatories	RM250
22	Attend meeting by corporate secretary	RM300 per hour
23	Rubber Company Stamp	RM65 per unit
24	Common Seal	RM150 per unit
25	Any custom request for letter of confirmation	RM100
26	Reduction of share capital	RM10,000
27	Winding up (Members' voluntary winding up)	RM12,000 - RM18,000
28	Striking off of company	RM2,000
29	Procedures not on this list	Please get in touch

** Procedures & services shall never include the filing fees, stamp duties or other costs that Foundingbird has to make on behalf of your business to the regulatory authorities. These will be billed separately and will be confirmed with you before starting the procedure or delivering the service.*

