

CHANGE OF NAME (COMPANY)

The following documents are required for change of name under company account:

General

- Proof of Ownership
 - Sale & Purchase Agreement
 - **OR** Tenancy Agreement
 - **OR** Memorandum of Sub-Leased
 - **OR** Land Title
 - **OR** Offer Letter from Government (*applicable for Government premises only*)

[This document has to be in the form of (i) Original & Non-certified Photocopy (both stamped) OR (ii) Certified true copy (stamped)]
- Photo of Latest Meter Reading with Meter Number (*for accurate final bill to previous owner.*)
- Authorization Letter with Printed Company Letter Head
(For contract not signed by Business Registrar or Register of Directors as stated on supporting documents below.)
- Authorised Person's IC (*For foreigner, passport will be required.*)

Additional Documents for Multiple Owners/ Directors

- Letter of Consent & Photocopy of IC of all the signatories
- **OR** Power of Attorney

Additional Documents for Rented Property

The following supporting document has to be in the form of (i) Original & Non-certified Photocopy OR (ii) Certified true copy:

For Property Belonged to Individual

- Letter of Consent by Property Owner(s)
- Photocopy of IC (*Person who signed the consent letter*)

For Property Belonged to Company

- Letter of Consent with Company's Letterhead
[This document has to be signed by the Company's Director with company's stamp]
- Photocopy of IC (*Person who signed the consent letter*)

Additional Documents for Company/ Business

The following supporting document has to be in the form of certified true copy by lawyer/ licensed company secretary:

For Sole-Proprietorship/ Partnership

- Borang 1 – The Businesses, Professions and Trading Licensing Ordinance
(For validation of business registered address and business validation date.)
- Extract of Registration
(For validation of ownership of the registered business.)

For Private Limited Company

- Borang 1 – The Businesses, Professions and Trading Licensing Ordinance
(For validation of business registered address and business validation date.)
- Form 9 of Companies Act 1965; **OR** Section 17 of Companies Act 2016
(For validation of company register under Companies Commission of Malaysia.)
- Form 49 of Companies Act 1965; **OR** Section 14 of Companies Act 2016
(For information on Registration of Directors, Managers and Secretaries.)
- Guarantee of Payment Form (*Available at SEB counter*)
[Require extra RM 10 stamping fee.]

IMPORTANT:

*If the electricity supply has been disconnected or wiring not energized for more than 1 year, an internal wiring testing is required for **SAFETY** reasons. This is to ensure that the wiring and the protection systems are in good operating condition.*

Faulty wiring or protection systems may cause ELECTROCUTION to the occupant, FIRE on the property and DAMAGE to the electrical appliances.

Stamp Duty	:	RM 10.00
Collateral Deposit & Connection Charges	:	To be determined based on types of application load
Meter Fee	:	Single Phase RM 150.00
		Three Phase RM 500.00
		Current Transformer (CT) Low Voltage (LV) RM 1,570.00
		<i>(Exclude Coil & Accessories RM 600.00)</i>
		Current Transformer (CT) High Voltage (HV) RM 2,060.00

Note: All prices are subject to the latest change.