



masterfirm

CHARTERED SECRETARY | ACCOUNTANT

FULL PRICE LIST

A. ALA CARTE - SERVICES.



INCORPORATION

(Competitors fees RM1,500-3000)

RM 1,399 (One-time Charge)

Incorporation package includes:

- ✓ SSM Registration (worth SSM RM 1,010)
- ✓ Name Search and Reservation.
- ✓ Bank Account Opening assistance.
- ✓ Certificate of Incorporation.
- ✓ 1 hour Pre-incorporation Advisory services.
- ✓ E-KYC and E-Signature facilities.



SECRETARIAL SERVICES

MANDATORY SECRETARIAL FEES

NO.	NO. OF DIRECTORS / SHAREHOLDERS	PRICE (RM) / YEAR
01	1-4	RM 1,200 / year
02	5-9	RM 1,800 / year
03	10-20	RM 3,000 / year
04	21+	Contact us.
	<Included RM600 yearly submission>	

Secretary package includes:

- ✓ Free Consultation by Licensed and Certified Secretary.
- ✓ Automated reminders for every business deadline.
- ✓ Manage all business affairs on Masterfirms' Portal
- ✓ Up-to-date Board/ Shareholder Resolutions with minute books for all key business meetings
- ✓ Unlimited Certifying True Copies of documents.

NON-ROUTINE SECRETARIAL FEES (CHARGED AS PER REQUEST)

NO.	SERVICES	MASTERFIRMS FEE (RM)	COMPETITORS FEE (RM)
	MANDATORY COST		
01	SECRETARY FEE (Monthly) (1-4 shareholders -RM50/mth 5-9 shareholders- RM100/mth 10-20 - RM200/mth)	100 / mth	80-200 / mth
02	LODGEMENT (Annually) A- ANNUAL RETURN B- AUDITED FINANCIAL STATEMENTS	350 250	400 300
	OPTIONAL / AD HOC COST		
03	INCORPORATION (One time)	1,399	1800-3000
04	DIRECTOR / SHAREHOLDER A- APPOINT NEW B- RESIGNATION C- REMOVAL D- CHANGE DETAIL	200 150 400 50 / Person	250 200 500 100
05	SHARES A- ALLOTMENT OF NEW SHARES B- TRANSFER OF SHARES C- ISSUANCE OF SHARE CERTIFICATE	300 200 50	350 300 100
06	BANK ACCOUNT OPENING / CLOSURE OF BANK ACCOUNT / CHANGE OF BANK SIGNATORIES / BANKING FACILITY / GUARANTEE	100 / account	150
07	FIXING 1ST FINANCIAL YEAR END ("FYE") / CHANGE OF FINANCIAL YEAR END	100	200
08	CHANGE OF BUSINESS NATURE	100 / Business Nature	150
09	APPOINT 1ST AUDITOR & TAX AGENT / CHANGE OF AUDITORS OR TAX AGENT	100	200
10	CHANGE OF BUSINESS ADDRESS	100	100
11	REQUEST OF CORPORATE INFO / CERTIFICATES	50 per info	100
12	CONSTITUTION A- LODGEMENT & ADOPTION B- AMENDMENT	500 300	1000 500
13	NAME RESERVE (30 DAYS EXPIRY)	100	200
14	CHANGE OF COMPANY NAME	300	400
15	DECLARATION OF DIVIDEND	350 (2 Shareholder)	500
16	BENEFICIAL OWNERSHIP REPORTING FRAMEWORK A- PREPARATION & ISSUANCE OF REPLY SLIP B- UPDATE BENEFICIAL OWNERS' (BO) DETAILS C- CESSATION AS BO	100 (2 Shareholder) 50 / BO 50 / BO	100-200 50 50

17	ATTEND MEETING - COMPANY SECRETARY	300/hr	400/hr
18	NON-AUDITED FINANCIAL STATEMENTS or EXEMPT PRIVATE CERTIFICATE (S.260)	300	500
19	EXTENSION OF TIME (S.143 / S.256 / S.259 / S.340)	200	300
20	STRIKE OFF (Close dormant company)	From 2,500	2500
21	MEMBERS' VOLUNTARY WINDING UP (for Solvent Company)	From 2500	6000
22	EPF / SOCSO / EIS ACCOUNT OPEN	300 / account	500
23	PURCHASE OF COMPANY PROFILE FROM SSM	50 / Company	50
24	OUTGOING SIGNING OF DOCUMENT AT THE BANK BRANCH BY COMPANY SECRETARY	150 / trip	250
25	PURCHASE RUBBER STAMP	50 / Stamp	100 / Stamp
26	TRAVELLING OR SENDING CONFIDENTIAL DOCUMENTS	80 / trip	100 / trip
27	REDUCTION OF SHARE CAPITAL	Contact us	Contact us
28	WINDING OFF (MEMBERS VOLUNTARY WIND UP)	Contact us	Contact us
29	Specific Request not found?	Contact us	Contact us

*All services do not include disbursement expenses (filing fees / stamp duties / etc.) that MASTERFIRM PLT may incur on behalf of our clients. Any additional charges will be communicated and confirmed before commencement of any professional work. We assure no hidden charges in our services.

*We are confident that our prices are Fair to the Market Rates with guaranteed Quality of Service.



ACCOUNTING & BOOKKEEPING

NO.	REVENUE or EXPENSES/ MONTH	MANAGEMENT REPORT	SST SUPPORT	PRICE / MONTH
01	<RM5,000/mth	ANNUALLY	X	200
02	<RM10,000/mth	ANNUALLY	X	400
03	<RM25,000/mth	QUARTERLY	X	800
04	<RM50,000/mth	MONTHLY	✓	1,500
05	<RM100,000/mth	MONTHLY	✓	Contact us

Accounting package includes:

- ✓ First-Class Accounting Consultation.
- ✓ Assistance for Audit Filings
- ✓ Setup and Onboarding to one of our Accounting Partnering Software.
- ✓ Ensures Corporate Tax Savings for your company.
- ✓ Periodical reviews (useful in financial decisions for your company)

* PRICES above are estimated and maybe less or more subjected to billable hours taken to complete the accounts.

* Please contact us to discuss further on how we may quote your fairly.



AUDIT FEE

- Audit fee includes:
- ✓ Approved Audited accounts used for:
 - ❖ Yearly compliance (to avoid high penalties)
 - ❖ Improved management decisions
 - ❖ Better lending terms
 - ❖ Investor, customer, employee confidence
 - ✓ Recommendations given for your company's operations and controls.

NO.	<u>TURNOVER / ASSETS / TOTAL EXPENSES for the year (WHICHEVER HIGHER)</u>	<u>AUDIT PRICE / YEAR</u>
01	0 - 100,000	1,000 - 1,500
02	100,000 -250,000	1,500 - 2,000
03	250,000 - 500,000	2,000 - 3,000
04	500,000 - 1,000,000	3,000 - 4,000
05	1,000,000 - 2,500,000	4,000 - 5,500
06	2,500,000 - 5,000,000	5,500 - 7,000
07	5,000,000 - 10,000,000	7,000 - 10,000
08	Above 10,000,000	Contact us for fair pricing



TAX FEE

- Tax fee includes:
- ✓ On-time yearly tax submission (Form C) to avoid high penalties
 - ✓ Tax Saving Recommendations
 - ✓ Representative to LHDN

NO.	<u>TURNOVER / ASSETS / TOTAL EXPENSES for the year (WHICHEVER HIGHER)</u>	<u>TAX PRICE / YEAR</u>
01	0 - 100,000	1,000 - 1,500
02	100,000 -250,000	1,500 - 2,000
03	250,000 - 500,000	2,000 - 3,000
04	500,000 - 1,000,000	3,000 - 4,000
05	1,000,000 - 2,500,000	4,000 - 5,500
06	2,500,000 - 5,000,000	5,500 - 7,000
07	5,000,000 - 10,000,000	7,000 - 10,000
08	Above 10,000,000	Contact us for fair pricing

*For other types of audit and tax services other than annual compliance, Please reach out to us with the details for a fair quotation and we will get back to you in no time!



PAYROLL SERVICES

NO.	SERVICES	MASTERFIRMS FEE (RM)	COMPETITORS FEE (RM)
	NEW COMPANY - NO EMPLOYEES		
01	REGISTRATION FEE - EPF - SOCSO - PCB - EIS	200 / each - ONE TIME COST	400 / each
	EXISTING COMPANY - WITH EMPLOYEES		
01	PAYROLL MONTHLY SUBMISSIONS <u>Inclusive:</u> - EPF - SOCSO - PCB - EIS - e-Payslip	50 per employee / month	100 / employee
02	STAFF MANAGEMENT <u>Inclusive:</u> - e-Leave - e-Claim	50 per employee / month	100 / employee
03	FORM E & EA submissions - 1-6 employees - additional employees	300 / year. +50 per employee/year.	100 / employee
03	Payment on Behalf of Client through Masterfirm Bank Account	RM100 per monthly payment	Service not provided

* Any further service relating to payroll such as Employment Contracts preparation, HR Related matters, Disciplinary Issues, please feel free to speak with us. We may be able to assist.

B. START-UP BUNDLE.



INCORPORATION

- This is paid to form your Company with SSM (Malaysia).
- **ALA CARTE -RM1,399**
- **BUNDLE PRICE - RM1,199 (One-off)**



SECRETARIAL SERVICES

- Company Secretaries advice you on all your company must comply.
- **ALA CARTE -RM1,200 / per year**
- **BUNDLE PRICE - RM1,100 / per year**



ACCOUNTING & BOOKKEEPING

- Accounting is the language of Companies. If not done- Bankers, Suppliers, Customers or even Employees will not understand your Company.
- **ALA CARTE -RM2,400 / per year**
- **BUNDLE PRICE - RM1,800 / per year**



AUDIT

- Audit is compulsory yearly. A proper Audit will make your Accounts Reliable to 3rd Parties.
- **ALA CARTE -RM1,000 / per year**
- **BUNDLE PRICE - RM800 / per year**



TAX

- Tax is compulsory yearly. We as experienced tax agents, will help you save Company Tax.
- **ALA CARTE -RM1,000 / per year**
- **BUNDLE PRICE - RM800 / per year**



ADMIN & PAYROLL FEE (FREE)

- We will provide free payroll up to 2 employees (EPF and all that stuff)
- We will provide Form E & EA for all employees (tax forms)

TOTAL PRICE :

- ✓ **Initial Price - RM 1,199 for incorporation**
- ✓ **Yearly Price- RM 4,500 / per year (~~RM5600 / per year~~)**
(Cost Saved with Start-Up-Bundle - RM 1,500 / per year)

*All services do not include disbursement expenses (filing fees / stamp duties / etc.) that MASTERFIRM PLT may incur on behalf of our clients. Any additional charges will be communicated and confirmed before commencement of any professional work. We assure no hidden charges in our services.

*We are confident that our prices are Fair to the Market Rates with guaranteed Quality of Service.