

eROS Submission to HQ Checklist

Please fill in and tick accordingly.

ROS Returns for the Calendar Year _____.

<input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/>	1 x Hard-Copy of Annual Return Statement (Cetakan Penyata Tahunan) as per submission.	<input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/>	Signed by Company Captain & Company Secretary
<input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/>	1 x Hard-Copy Office Bearer's List of Calendar Year (use Officer Bearer Form)	<input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/>	Signed by Company Captain & Company Secretary
<input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/>	1 x Hard-Copy of Financial Statement (Income and Expenses)	<input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/>	Signed by Company Captain & Company Treasurer
<input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/>	1 x Hard-Copy of Company's Annual General Meeting Minutes	<input style="width: 60px; height: 40px; border: 1px solid black;" type="checkbox"/>	Signed by Company Captain & Company Secretary

All Documents originally signed and send back to BBM HQ before June 30 each year.

Note: *ROS Return's year shown in the eROS system refers to financial year.*

I.e. Penyata Tahunan 2016 = Financial Year 2016 = Calendar Year 2017

E.g.

Documents	Year
Penyata Tahunan (ROS Returns)	2016
Officer Bearer List	2017
Financial Statement	2016
Annual General Meeting Minutes	2017