

ROS Submission Checklist

ROS Returns for Year _____

ROS Borang 9 Form – Current year

4 Copies (at least 2 original copies)

Signed by Company Captain & Company Secretary

Financial Account Statement – Previous year

4 Copies (at least 2 original copies)

Signed by Company Captain & Company Treasurer

List of Office Bearers (Officers) – Current year

5 Copies (at least 3 original copies)

Signed by Company Captain & Company Secretary

AGM Minutes – Current year

4 Copies (at least 2 original copies)

Signed by Company Captain & Company Secretary

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

Sample:

ROS Submission Checklist

ROS Returns for Year 2014

ROS Borang 9 Form – Year 2014

4 Copies (at least 2 original copies)

Signed by Company Captain & Company Secretary

Financial Account Statement – Year 2013

4 Copies (at least 2 original copies)

Signed by Company Captain & Company Treasurer

List of Office Bearers (Officers) – Year 2014

5 Copies (at least 3 original copies)

Signed by Company Captain & Company Secretary

AGM Minutes – Year 2014

4 Copies (at least 2 original copies)

Signed by Company Captain & Company Secretary