

## UPDATE ON ISSUANCE OF LETTER OF INFORMATION (LOI) AND LETTER OF CONFIRMATION (LOC) – NOMINEE STATUS

We refer to the circular dated 16 May 2024 on the inclusion of nominee status in the LOI and LOC.

Please find the required information and additional steps below to be filled during the submission. These new steps are aimed to further assist the issuance for the letter within the timeline.

**Step 1:** Please fill in all information in the required field. You are required to key-in “[coral@labuanfsa.gov.my](mailto:coral@labuanfsa.gov.my)” instead of the requestor’s email address. This is to avoid the issuance of the old version letters to the requestor’s email.

### Request Letter of Information

All fields marked with an \* are mandatory

\* Entity Name

\* Entity Number

Entity Type

\* Recipient Name

\* Email

coral@labuanfsa.gov.my

Recipient's Mailing Address

\* Address 1

\* Province

-- Please Select --

Post Code

\* Country

Malaysia

Request Details

Requested Information

Company Details

☐ Director(s) and Secretary(ies)

☐ Total No. of Shares Issued

☐ Authorized Capital

**Step 2:** Please indicate the below information in the “Request Detail”:

1. Nominee’s Information (if any):
  - a) Director – Yes/No
  - b) Shareholder – Yes/No
  - c) Secretary – Yes/No
2. Email address of requestor (email address for LOC/LOI to be delivered):

### Request Letter of Information

All fields marked with an \* are mandatory

\* Entity Name

\* Entity Number

Entity Type

\* Recipient Name

\* Email

Recipient's Mailing Address

\* Address 1

\* Province

-- Please Select --

Post Code

\* Country

Malaysia

Request Details

Director – Yes/No , Shareholder – Yes/No, Secretary – Yes/No

Email address :

**Step 3:** Click “submit”.

Should you require any further clarification on the above process, please do not hesitate to contact roc@labuanfsa.gov.my