



## Patrick Tay

Corporate Secretarial Manager

### QUALIFICATIONS

- Corporate Secretarial & Business Consultant
- Licensed Company Secretary, Malaysi

### PROFESSIONAL BACKGROUND

- Incorporation of companies in Malaysia
- Establishment of regional and branch office in Malaysia
- Dealing with registration, transfer and transmission of shares
- Dealing with striking off or winding up of a company
- Providing statutory compliance and advisory services to companies
- Preparing and submitting of statutory returns of companies with CCM
- Drafting the constitution (previously known as the Memorandum and Articles of Association) of a company
- Providing general corporate secretarial services to businesses from a range of industries

Patrick also regularly advises businesses and companies on employer's responsibilities and contributions to the Employees Provident Fund (EPF), Social Security Organisation (SOCSO) and Employment Insurance System (EIS) as well as on Monthly Tax Deduction (MTD, or also commonly known as PCB) in Malaysia.

Patrick has been praised by his clients as “a problem-solver as he takes away the mystery surrounding compliance and procedures and explained concepts using easy to understand language” and “a company secretary who gives sound and practical solutions and is a valuable asset to the company”. Equipped with the ability to provide immediate qualified advice and corporate secretarial support, Patrick strives to assist our clients in the best way possible and allow businesses to deal more efficiently in their commercial execution.



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