Mysa Corporate Services Sdn Bhd
Terms & Policies

Terms & Conditions

Last Updated: [13.10.2025]

By using our company secretarial services or accessing our website, you agree to be bound by the following Terms & Conditions. Please read carefully.

- All content on this website is for general information and use only and may be changed without notice.
- Unauthorized use of this site or its content may result in legal action.

Scopes of Services

- We provide company secretarial and corporate compliance services including but not limited to company incorporation, statutory filings, maintaining registers, board meeting administration, and related advisory services.
- Our services are subject to the terms outlined here and the applicable laws of Malaysia.
- We undertake to keep all client information confidential except as required by law or with client consent.
- Confidentiality obligations continue after termination of our services.
- Our engagement begins upon your acceptance of our proposal or service agreement.
- We reserve the right to decline or terminate services if any client information provided is inaccurate, incomplete, or unlawful.
- All fees and charges will be as agreed in writing before service commencement.

Client Responsibilities

- Clients must provide accurate and complete information promptly to enable us to deliver services.
- You must notify us of any changes in your company's particulars relevant to our services.
- You agree to comply with all relevant laws and regulations applicable to your business

Confidentiality

- We undertake to keep all client information confidential except as required by law or with client consent.
- Confidentiality obligations continue after termination of our services.

Limitation of Liability

- Our liability is limited to the fees paid for the specific service rendered.
- We shall not be liable for indirect, incidental, or consequential damages arising from delays or errors beyond our control, including governmental or regulatory actions.

Governing Law and Jurisdiction

- These Terms & Conditions shall be governed by Malaysian law.
- Any disputes shall be subject to the exclusive jurisdiction of Malaysian courts.

Cancellation & Refund Policy

Last Updated: [13.10.2025]

Cancellation

- Service requests can be cancelled within 24 hours of acceptance by notifying us in writing at [info@mysa.com.my].
- Cancellations after service commencement or submission to regulatory bodies will not be accepted.
- Fees for completed work or statutory fees paid on your behalf are non-refundable.

Refunds

- Refunds will only be considered if the service was not delivered as agreed or due to our error.
- Refund requests must be submitted within 7 days of service delivery.
- Refunds will be processed via the original payment method within 14 business days upon approval.

Privacy Policy

Last Updated: [13.10.2025]

Personal Data Collected

We Collect

- Client's company and personal details (name, identification numbers, contact details).
- Documentation provided for statutory filings
- Payment and billing information
- Communications and correspondence data

Use of Personal Data

- To provide company secretarial and compliance services
- To fulfill statutory and regulatory requirements
- To communicate important updates and service notifications
- For internal record-keeping and audit purposes

Data Protection

- We implement reasonable technical and organizational measures to protect your data.
- Access to personal data is limited to authorized personnel only.

Data Sharing

- We do not sell or rent personal data
- Personal data may be shared with statutory authorities or third parties only as required by law or to fulfill our services (e.g., Companies Commission of Malaysia).

Your Rights

- You have the right to request access, correction, or deletion of your personal data under the Personal Data Protection Act 2010 (PDPA).
- Requests should be sent to [info@mysa.com.my]. We will respond within 30 days.

Cookies and Website Tracking

- Our website uses cookies to improve functionality and user experience.
- You can disable cookies via your browser settings; however, this may affect website usability.

Changes to this Policy

- We may update this Privacy Policy periodically. Continued use of our services indicates acceptance of such changes.
- We encourage clients to review this policy regularly.