

## Guide to making a declaration under section 79 of the Consumer Credit Act 2025

Filing a declaration to the Commission Credit Commission (Suruhanjaya Kredit Pengguna, SKP) under section 79 of the Consumer Credit Act 2025 (CCA) is a simpler and more straightforward process than applying for authorisation. This guide is designed to help you:

- ✓ Understand the complete process.
- ✓ Prepare your declaration correctly.
- ✓ Avoid common errors that can cause delays.

**The content of this document is subject to change. Please ensure you are referencing the latest version available on the SKP website: [www.skp.gov.my](http://www.skp.gov.my).**

*Tip: To navigate this guide, simply click any question.*

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### A. Get set...

#### 1. How to prepare for declaration submission?

Before making a declaration, an entity must complete the following steps to ensure a smooth process:

- (a) **Thoroughly review and understand** the requirements set out in Part III of the Authorisation Standards; and
- (b) **Be responsive and able** to provide clarification to support its submission, within the time frame specified by SKP.

#### 2. Who can make a declaration?

An entity making a declaration under section 79 of the CCA must be a company incorporated in Malaysia under the Companies Act 2016. Such an entity is referred to as a 'declarant'.

### 3. What supporting materials are required?

The required supporting materials are detailed in Form D1: Declaration pursuant to section 79 of the CCA, which can be downloaded from the 'Sample Form Library' section on the SKP website: [www.skp.gov.my](http://www.skp.gov.my).

### 4. Is a fee required to submit a declaration?

There is no fee for filing a declaration with SKP under section 79 of the CCA.

### 5. How long is the processing time?

While there is no specified time frame for processing this type of submission, the declarant must remain available to provide timely responses to any questions or requests from SKP until the process is complete.

### 6. How to submit a declaration?

All regulatory submissions and correspondence must be made via the Consumer Credit Commission Online Regulatory (CORE) System. These include declarations under section 79 of the CCA and applications for authorisation. Submissions must use the relevant digital forms within the CORE System and be accompanied by any supporting materials specified by SKP.

### 7. What is the CORE System?

The CORE System is the centralised digital platform for all submissions and interactions with SKP for industry participants and new entrants.

Key features of the CORE System:

- (a) Submit applications, notices, and other forms online.
- (b) Pay fees electronically.
- (c) Communicate directly with SKP.
- (d) Receive important industry announcements.

### 8. How to become a user of the CORE System?

SKP will create an account for the declarant's administrative user.

#### User roles explained

1. Each entity may create **up to five user accounts**, comprising **three roles**:
  - (a) Administrative user, which can only be created or modified by SKP;
  - (b) Responsible person (a maximum of one per entity); and
  - (c) Standard user.
2. **All users** are able to—
  - (a) create, edit, and submit forms;
  - (b) make payments; and
  - (c) interact with SKP on queries.

### Distinctive user privileges

#### 3. Administrative user

Able to manage users e.g. add or deactivate user accounts within the entity.

#### 4. Responsible person

- Able to sign forms.
- Intended for the person acting as the **person responsible for compliance**, who—
  - (a) acts as the main liaison with SKP;
  - (b) is responsible for compliance matters for the entity;
  - (c) must be identified from the entity's senior management, other than chief executive; and
  - (d) is accountable for the validity, accuracy, and completeness of all information, including the supporting materials, furnished to SKP.

**For entities making an annual declaration to SKP**, pursuant to section 79 of the Consumer Credit Act 2025, the responsible person role shall be **assumed by the chief executive**.

The declarant must complete and submit the required details in the 'Eligibility Check' tool on the SKP website: [www.skp.gov.my](http://www.skp.gov.my).

Have the following ready beforehand:

#### (a) Required data

Entity information	Administrative user information
1. Business entity name	1. Full name
2. Business registration number	2. Designation
3. Brand or trade name	3. Mobile contact
	4. Email address

#### (b) Required document

A copy of certificate of incorporation under section 17 of the Companies Act 2016.

### 9. What happens next after filing a declaration?

Upon successful submission, a case officer will be assigned to review the declaration. The declarant should expect to hear from the assigned case officer throughout the review process, who may seek clarification and request for further documentation via the CORE System. Such communication will trigger an email notification. The declarant can track the progress or ascertain any action items in the CORE System for updates.

If a call is held with the declarant, SKP might record it (capturing the audio and visuals) to help review the submission.

## 10. How will the submission outcome be communicated?

SKP will convey the outcome via the CORE System. This action automatically triggers an email notification to the declarant's system users.

### Submission outcomes: What they mean

#### (a) Acknowledged

This constitutes the formal acceptance of the submission.

Consequently, the declarant's system users will receive an automated reminder to submit the annual declaration for the following year. This notification will be delivered via email and the CORE System's bell icon one month prior to the submission deadline i.e. the anniversary date. This marks the opening of the submission window, during which the declarant must submit Form D2: Declaration pursuant to section 79 of the Consumer Credit Act 2025. The submission window for this form opens one month before your anniversary date and concludes on your anniversary date.

#### (a) Cancelled

This means the submission is cancelled. Reasons for cancellation include SKP's finding that the entity involves credit consumers in its credit business or credit service. This requires full authorisation. Consequently, the entity must begin to apply for authorisation. Learn more about authorisation.

## 11. Can a declaration be withdrawn after submission?

A declaration may be withdrawn at any time before an outcome is made. The declarant must provide a written explanation via the CORE System stating the reason for its withdrawal.

## B. Go!

## 12. Ready to make a declaration?

Once you have done the following:

- (a) Completed everything listed under Question 1; and
- (b) Finished reviewing this guide,

the next step is to nominate an administrative user and submit the required details specified in Question 8 for the 'Eligibility Check' tool on the SKP website: [www.skp.gov.my](http://www.skp.gov.my).

