

# Management Bodies

## 1. Introduction

This guide provides step-by-step instructions on recording business details and the individuals in charge of various departments or roles within the organization. Learn how to maintain comprehensive records of business entities and assign responsibilities to key personnel for better governance and accountability.

## 2. Management Bodies

This section offers an in-depth overview of the tools and features available for sorting , documenting business details and assigning individuals to management roles. From recording organizational details to maintaining accurate records of personnel in charge, each feature is tailored to ensure effective business oversight and operational clarity.

### 2.1 Add New Manangement Body

Go to **Profile > Admin Console > Management Bodies > New Manangement Body > Fill in details > Add**

Details include:

1. Entity
2. Buisness logo
3. Person in charge Name
4. Contact number
5. Full legal Business Name
6. Business Registration Number (BRN)
7. Tax Identification Number (TIN)
8. Business Sales & Service Tax Number (SST No.)
9. Business Contact Number
10. Business Fax Number
11. Business Email Address
12. Business Address
13. Any additional documets attachments

# VYROX > Operation Insights

Staff 001

**To Do List** 9

- 67 emergency SOS to follow up
- 1 payment amounting to RM 54.00 pending for verification
- 19 overstaying visitors pending for action
- 40 water meters pending for reading
- 6 facility booking changes pending for approval
- 1 new complaint pending for action

**Admin Console**

Edit Profile  
Change Password  
Go To >  
Admin Console  
Terms of Service  
Privacy Policy  
Disclaimer  
First agreed on 14-Dec-2023 2:16 PM  
Last agreed on 10-Jan-2025 8:40 AM  
Logout

# Admin Console > Management Bodies

Staff 001

Management Bodies

**New Management Body**

50 Management Bodies

Management Body	Contact Number	Status
		Active
		Active
		Active
		Active
		Active
		Active
		Active
		Active
		Active
		Active
		Pending
		Pending

1 to 14 of 14 management bodies

Prev Next

## New Management Body

Entity  
 Business  Individual

Business Logo

Person In Charge Name

Person In Charge Contact Number

Full Legal Business Name

Business Registration Number (BRN)

Tax Identification Number (TIN) Business Sales & Service Tax Number (SST No.)

Business Contact Number

Business Fax Number

Business Email Address

Business Address Line 1

Business Address Line 2

Business Address Line 3

Zip / Postcode City

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