

## **GUIDELINE FOR REGISTRATION OF CHANGES OF BUSINESS PARTICULAR**

### **Registration of changes of business particulars**

1. Under the provisions of Section 5B of Registration of Businesses Act 1956 (ROBA 1956) states that if there is change in a registered business, it is necessary to submit the change to the Registrar/SSM within 30 days.
2. The types of changes of business particulars can be registered are as follows:
  - i) Changes of principal business address;
  - ii) Changes in type of business;
  - iii) Changes of particulars on branches;
  - iv) Changes of information of owner (new owner / pull-out / death of partners)
3. For the change in information of owner particularly when there is a new owner, please take note that the partner must be a Malaysian citizen or Permanent Resident aged 18 years and above.

### **Changes of business particulars procedure**

4. Applicants can submit their application online via [ezbiz.ssm.com.my](http://ezbiz.ssm.com.my). Applicants must be registered as an Ezbiz Online user first. Please refer to the [Ezbiz User Guideline User Account Registration](#) and [Ezbiz User Guideline Registration of Changes of Business Particulars](#).
5. Please attach / upload relevant supporting documents as follows:
  - 5.1 A copy of the partner's / owner's death certificate certified by the Commissioner of Oath or SSM employee (please bring along the original death certificate to do so) or as determined by the Registrar/SSM.
  - 5.2 Agency permission/confirmation letter (if any), in case if the business activity requires approval from the relevant agency.

6. Only an **active business is allowed** to register changes.
7. The changes in type / activity of the registered business must match with the business name, must not illegal, comply with federal security, public order or moral principles.
8. For the addition of business branches, please ensure that its address **is not the same** as the principal business address, or any other branches address.
9. For changes of business ownership, there are several scenarios that need to be followed:
  - 9.1 A businesses registered under "Trade Name" can change ownership, while a business that uses the same name as stated on the identity card (MyKad or MyPR) cannot change ownership
  - 9.2 Sole proprietorship to partnership common process which is the entry of partners with a partnership ownership limit of a business of 20 people only.
  - 9.3 Partnership ownership to sole ownership is a common process where only one partner remains, where the other partner withdraws or dies (The application must be made by the remaining partner in the business).
  - 9.4 Sole proprietorship or partnership, wanting to exit simultaneously with the entry of a new partner, where the **registration process needs to be carried out 2 times to register**, i.e. the first need to register a new partner and the second need to register withdrawal as a partner.
10. For **partnership**, any changes of business particulars application through Ezbiz Online must be verified by all partners. They will receive email notification related to changes of business particulars, upon which they need to **verify** the application on the Ezbiz Online portal. Upon verification, the payment can be made and sent for processing.
11. If a partner is not an active Ezbiz Online user, registration of changes of business particulars could not be done.

## **Registration Fee**

12. Fees for registration of changes of business particulars are as follows:

- i) RM 20 - Registraton of changes of business particulars;
- ii) RM 5 - Additional for every one (1) branches per year;
- iii) RM 10 - Business Information

## **General Guidance**

13. Any person who continues the business without submitting the change of business particulars commits an offense under ROBA 1956 and shall upon conviction be liable to a fine not exceeding RM 10,000 or to imprisonment for a term not exceeding one year or both.

14. For further information, please contact SSM Contact Centre at 03-7721 4000 or by email at [enquiry@ssm.com.my](mailto:enquiry@ssm.com.my).