MyLLP

User Manual

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WELCOME

Welcome to the MyLLP User Manual for Name Reservation and Control Name. This Manual is designed to assist the users navigate through system and make use of all the functions available. This Manual will give step-by-step instruction on using the name reservation and control name module.

1.1 About MyLLP

MyLLP system is an online application provided by SSM for the registration of Limited Liability Partnership (LLP), which is regulated under the Limited Liability Partnerships Act 2012. LLP is an alternative business vehicle offering a hybrid of characteristics between a conventional partnership and a company.

The MyLLP system can be accessed via SSM4U Portal or http://myllp.ssm4u.com.my/.

The services offered under the MyLLP system include:

- User Registration

- Name Reservation Application

- Registration

- Change of Particular

- Annual Declaration

- Application of Change of Name

- Application for Extension of Time

- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents Related to Liquidation or Dissolution of Foreign LLP

- Rectification

- Court Order

2 GETTING STARTED

1.   Open an Internet browser and navigate to the URL of
       http://myllp.ssm4u.com.my/

2.   Click on the SIGN IN button.
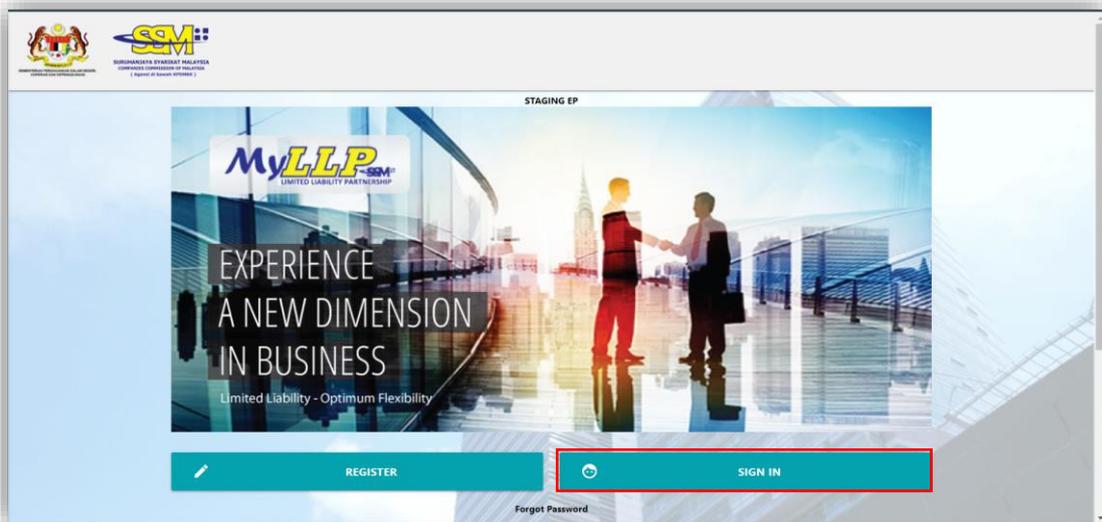
3.   Enter User Email address and Password. Then click on Sign-in button to enter the system
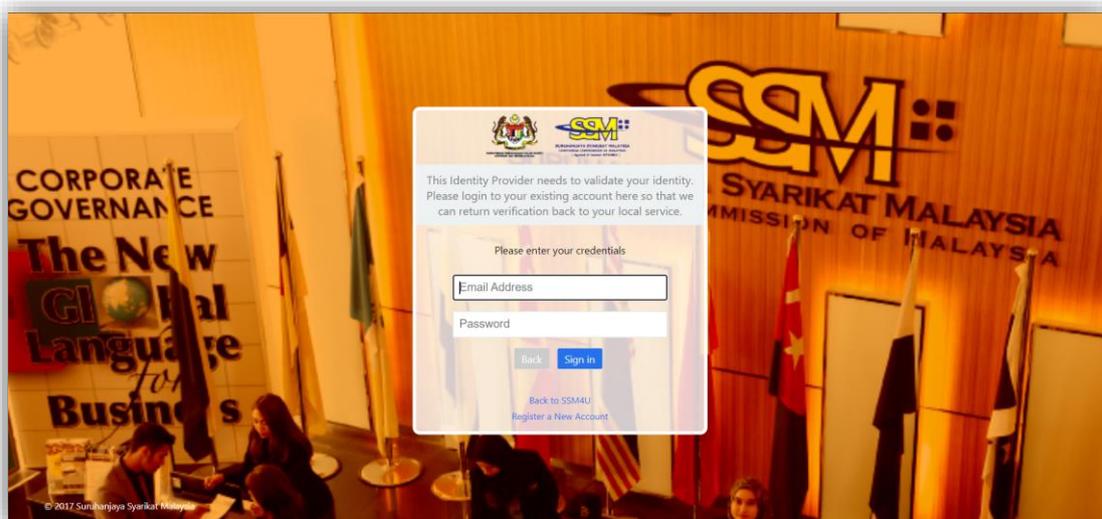
4.   Then Click on Sign-in button to enter the system.
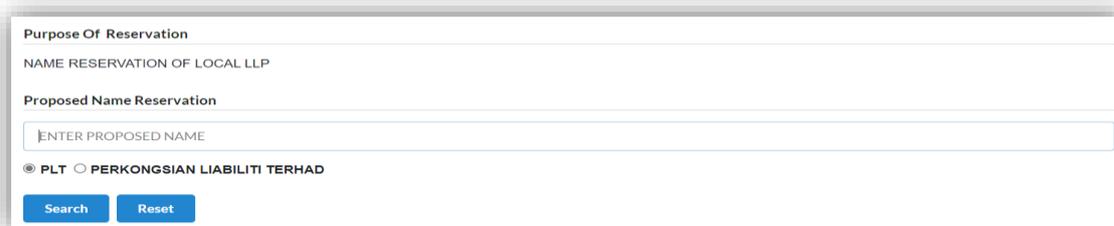
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3 NAME RESERVATION

3.1 Register Local LLP
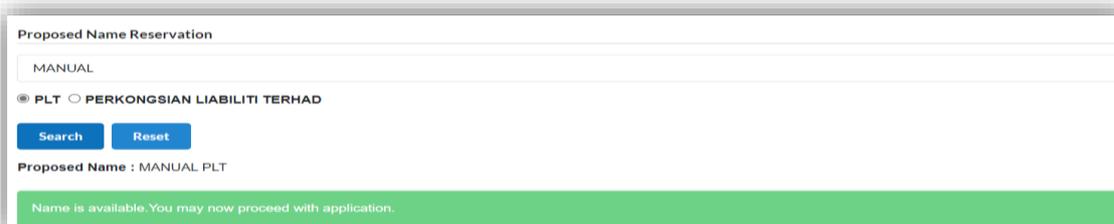
3.1.1 Local Name Reservation

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

2. Below the **Register Local LLP** menu, click on **Local Name Reservation**.

3. You will be directed to the **Local Name Reservation** page. In the **Local Name Reservation** page, enter the proposed name. You may choose PLT or PERKONGSIAN LIABILITI TERHAD.

4. Then, you may click the *Search* button. If the proposed name is available, you may proceed with application.

5. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.

6. After entering the proposed name, you may fill the Clarification.

7. Below the Clarification, you may search the business code or business description.

8. Enter the partner details information. Select the **Type of Partner** from dropdown option list.

9. If you select the **Individual**, you may enter the individual details information such as name, identification type, identification number, email address and mobile number.

10. If you select the **Body Corporate**, you may enter the body corporate details information such as name, registration number and office number.

11. Tick agree checkbox and click the **Submit** button.

12. You will be directed to the **Name Reservation Application Summary** page.

13. Click the **Download & Preview** button to download the application summary.

14. Click the **Edit** button to edit the application.

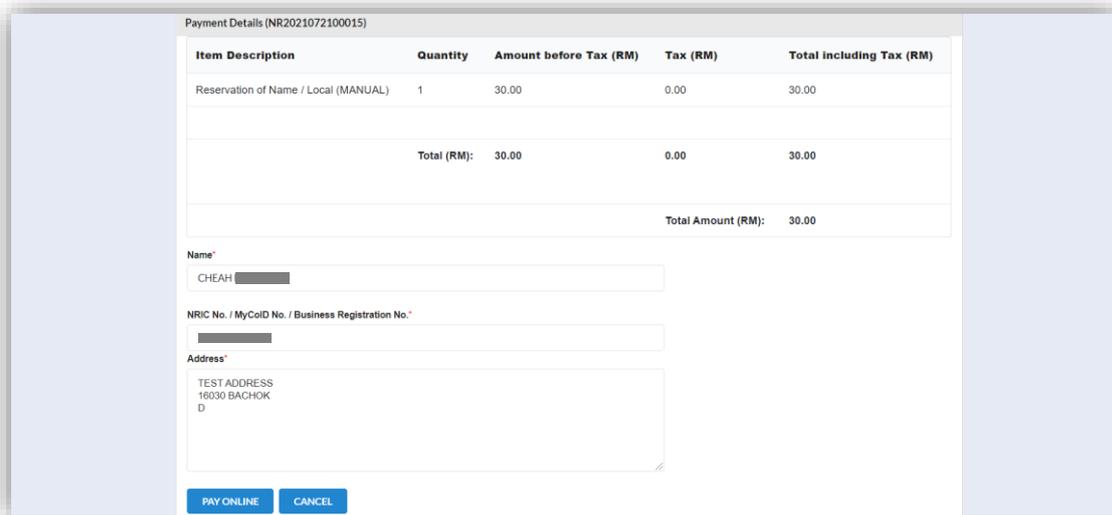15. Click the **Make Payment** button to proceed to payment.

16. Click the **Okay** button to confirm proceed to the **Payment** page. Click the **Cancel** button to cancel the payment.
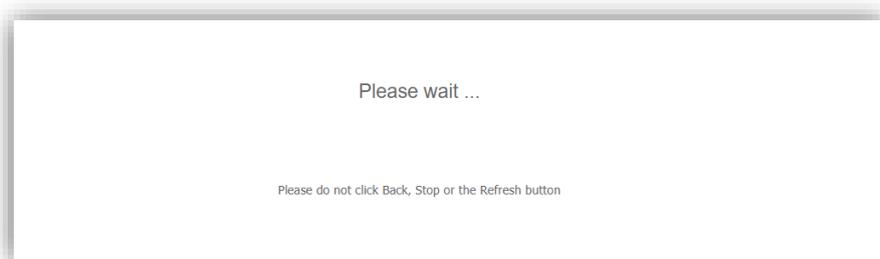
Confirm proceed to payment?   ×

Are you sure to do this task ?

                                                    OK   Cancel

17. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.

Payment Details (NR2021072100015)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Reservation of Name / Local (MANUAL)	1	30.00	0.00	30.00
	Total (RM):	30.00	0.00	30.00
			Total Amount (RM):	30.00

Name*

CHEAH ▮▮▮▮▮▮

NRIC No. / MyCoID No. / Business Registration No.*

▮▮▮▮▮▮▮

Address*

TEST ADDRESS
16030 BACHOK
D

PAY ONLINE   CANCEL

18. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

19. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

Please wait ...

Please do not click Back, Stop or the Refresh button

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20. Click the **_Print_** button to print the invoice.

3.1.2 Direct Registration

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

2. Below the Register Local LLP menu, click on *Direct Registration*.

3. You will be directed to the **Direct Registration** page. In the **Direct Registration** page, enter the proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

4. Then, you may click the *check name* button. If the proposed name is available, you may proceed with application.

5. You may fill the Clarification.

6. Click the **Next** button on the action menu. You will be directed to LLP Details tab. You may also click **LLP Details** to proceed to the LLP Details tab.

7. Enter the registered address, email, office number, and fax number.

8. Enter the business local address, email, office number, and URL. Click the **Copy from registered address** button if the business local address is same as registered address.

9. Enter the business foreign address.

10. Click the *Save* button to save the details. Click the **Next** *button* to proceed to the Business Code and Description page. Click the **Back** *button* to go to previous tab.

11. Click the *Add Business Code* button.

12. Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

13. Click the *Save* button to save the details. Click the *Next* button to proceed to the Compliance Officer Details tab. Click the *Back* button to go to previous tab.

14. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

15. Click the *Add Compliance Officer* button if you want to add new compliance officer.

16. Enter the Compliance Officer Form and Local Residential Address.

17. Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details tab. Click the **Back** button to go to previous tab.

18. Click the **Edit Record** button to edit the partner details. Click the **Delete Record** button to delete the partner.

19. Click the **Add Partner** button if you want to add new partner.

20. Enter the Partner Form. Tick the checkbox to confirm the information.

21. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents tab. Click the **Back** button to go to previous tab.

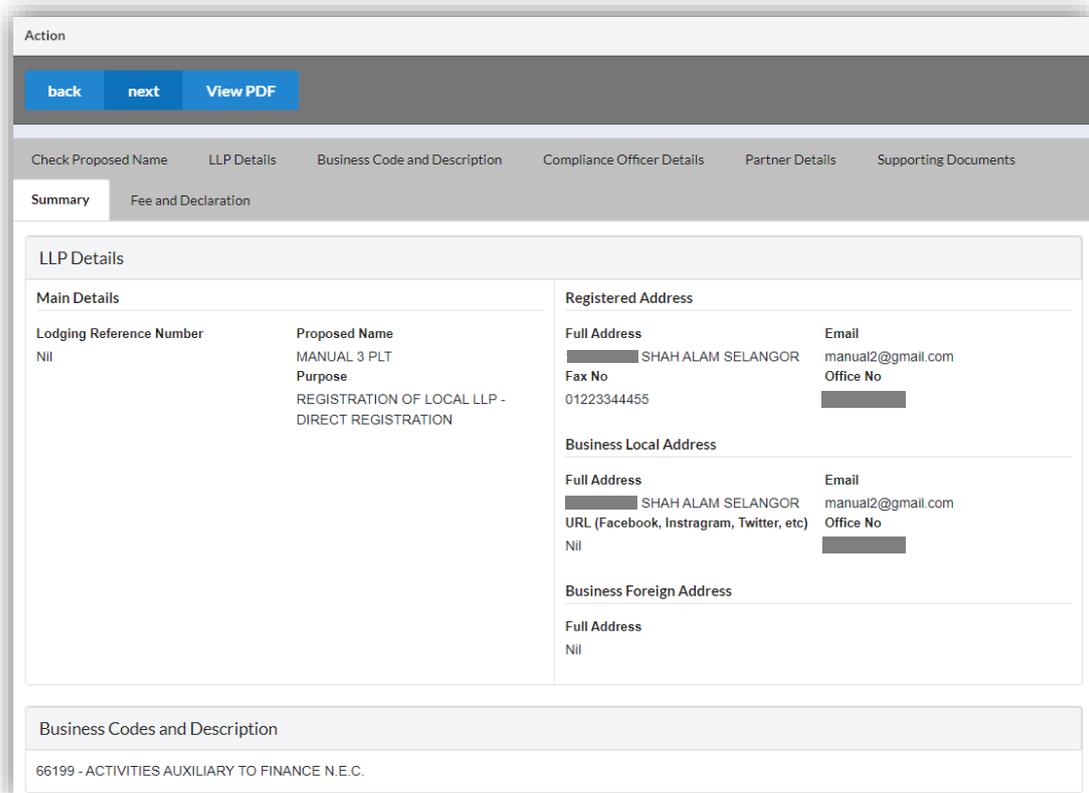22. Click the **Add Supporting Document** button to add supporting documents.

23. Click the **Select** button to select document from your computer. Click the **Upload** button to upload the document.

24. Click the **Edit Record** button to edit the document. Click the **Download File** button to download the document. Click the **Delete Record** button to delete the document.

25. Click the **Next** button to proceed to the Summary tab. Click the **Back** button to back to Partner Details tab.

26. Click the **View PDF** button to download the summary. Click the **Next** button to proceed to the Fee and Declaration tab. Click the **Back** button to back to Supporting Documents tab.

27. Tick the checkbox to confirm the information.

28. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary tab.

29. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.
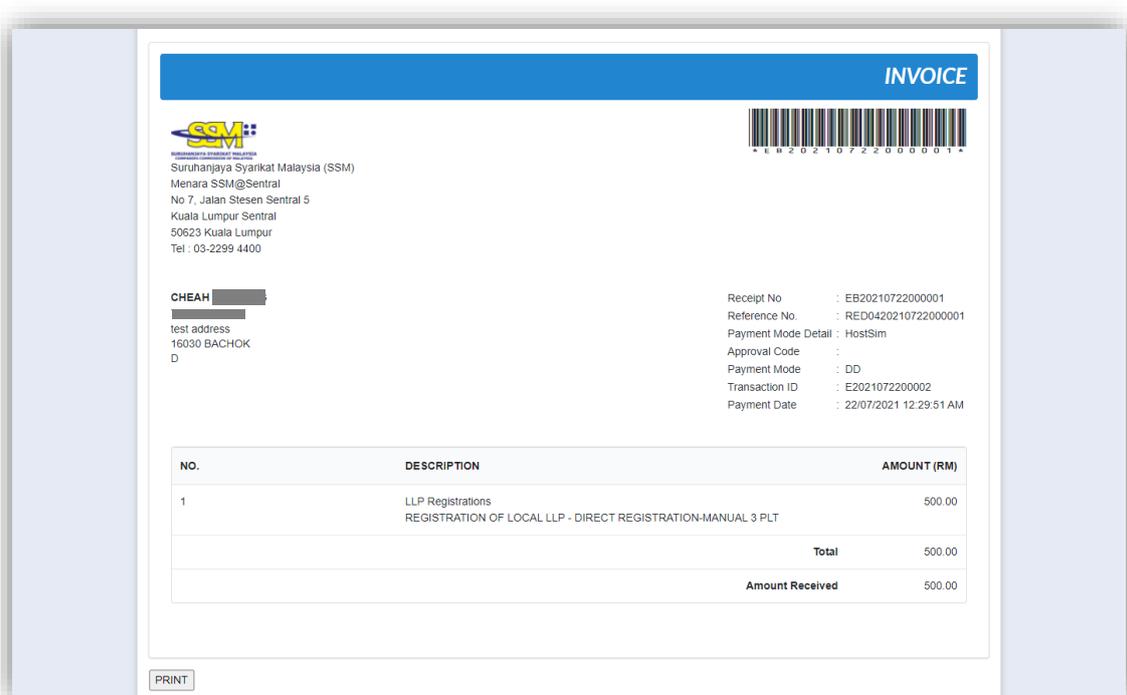
30. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **_Submit Payment_** button. User need to complete the payment within time limit given.

31. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.
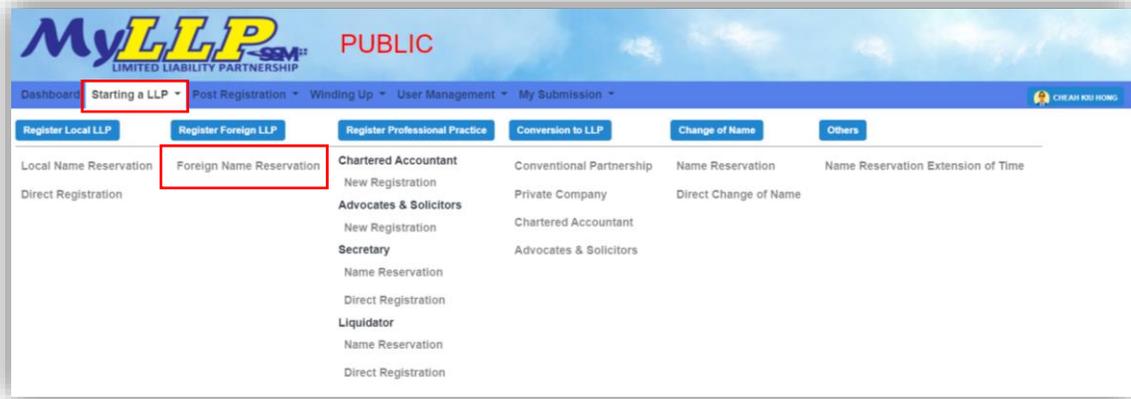

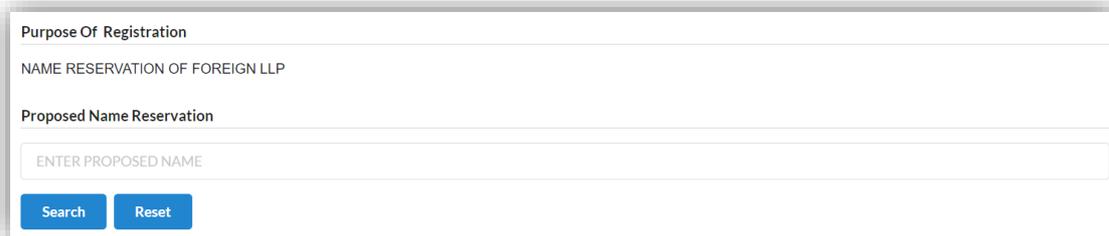32. Click the **_Print_** button to print the invoice.
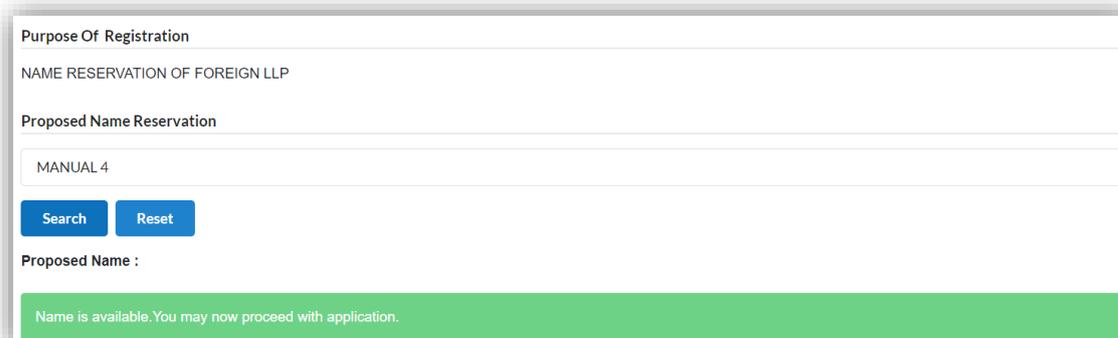
3.2 Register Foreign LLP

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

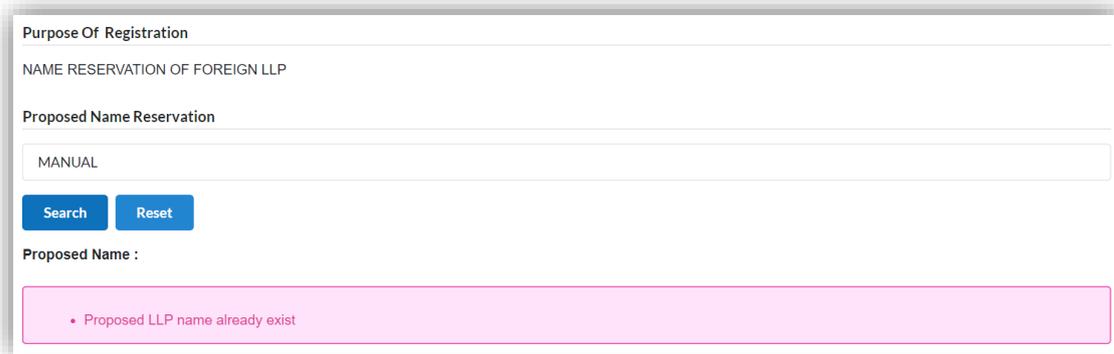2. Below the **Register Foreign LLP**, click the *Foreign Name Reservation*.

3. You will be directed to the **Foreign Name Reservation** page. In the **Foreign Name Reservation** page, enter the proposed name. You may choose PLT or PERKONGSIAN LIABILITI TERHAD.

4. Then, you may click the *Search* button. If the proposed name is available, you may proceed with application.

5. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.

Purpose Of Registration

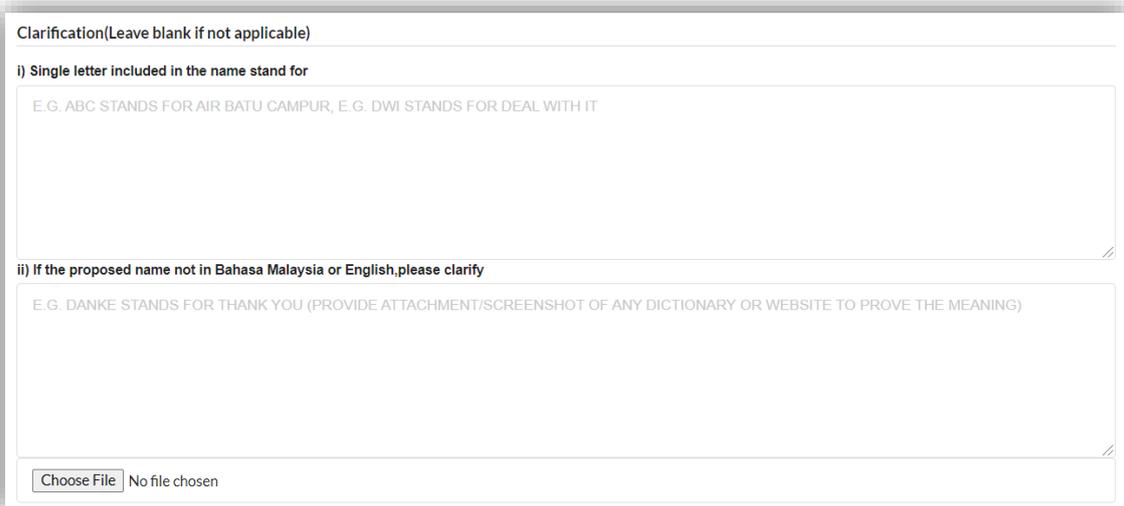NAME RESERVATION OF FOREIGN LLP

Proposed Name Reservation

MANUAL

[Search] [Reset]

Proposed Name :

- Proposed LLP name already exist

6. After enter the proposed name, you may fill the Clarification.

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English,please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

[Choose File] No file chosen

7. Below the Clarification, you may search the business code or business description.
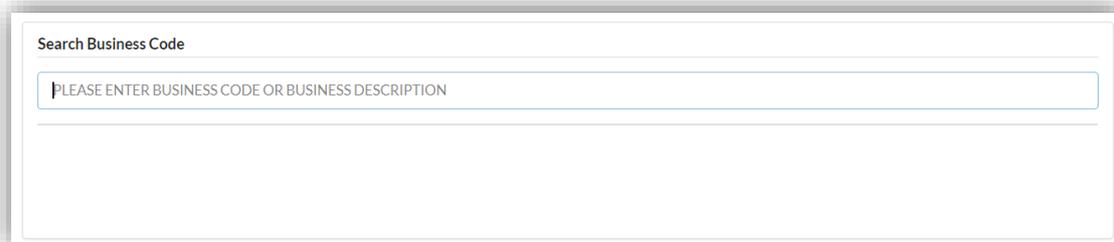
Search Business Code

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

8. Enter the partner details information. Select the **Type of Partner** from dropdown option list.

9. If you select the **Individual**, you may enter the individual details information such as name, identification type, identification number, email address and mobile number.

10. If you select the **Body Corporate**, you may enter the body corporate details information such as name, registration number and office number.

11. Tick agree checkbox and click the **Submit** button.

12. You will be directed to the **Name Reservation Application Summary** page.

13. Click the **Download & Preview** button to download the application summary.

14. Click the **Edit** button to edit the application.

15. Click the **Make Payment** button to proceed to payment.

16. Click the *Okay* button to confirm proceed to the **Payment** page. Click the *Cancel* button to cancel the payment.

17. In the **Payment** page, click the *Pay Online* button to proceed the payment. Click the *Cancel* button to cancel the payment.

18. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the *Submit Payment* button. User need to complete the payment within time limit given.

19. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

20. Click the **Print** button to print the invoice.

3.3 Register Professional Practice

3.3.1 Chartered Accountant

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

2. Below the **Chartered Accountant**, click on **New Registration**.

3. You will be directed to the Chartered Accountant page. In the Chartered Accountant page, enter the firm name and LLP name. You may choose PLT or Perkongsian Liabiliti Terhad.

4. Click the **Next** button to proceed with application.

5. Enter the registered address, email, office number, and fax number.

6. Enter the business local address, email, office number, and URL. Click the **Copy from registered address** button if the business local address is same as registered address.

7. Enter the business foreign address.

8. Click the **Save** button to save the details. Click the **Next** button to proceed to the Business Code and Description page.

9. Click the **Add Business Code** button.

10. Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

11. Click the **Save** button to save the details. Click the **Next** button to proceed to the Compliance Officer Details page. Click the **Back** button to back to the LLP Details page.

12. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

13. Click the **Add Compliance Officer** button if you want to add new compliance officer.
14. Enter the Compliance Officer Form and Local Residential Address.

15. Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details page. Click the **Back** button to back to the Business Code and Description page.

16. Click the **Add Partner** button if you want to add new partner.

17. Enter the Partner Form. Tick the checkbox to confirm the information.

18. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents page. Click the **Back** button to back to the Compliance Officer Details page.

19. Click the **Edit Record** button to edit the supporting documents.

20. Choose your supporting document to upload by clicking the **Select** button. Click the **Upload** button to upload the document.

21. After upload the documents, you may click **Download File** button to download the document.

22. Click the **Next** button to proceed to the Summary page. Click the **Back** button to back to Partner Details page.

23. Click the **View PDF** button to download the summary. Click the **Next** button to proceed to the Fee and Declaration page. Click the **Back** button to back to Supporting Documents page.

24. Tick the checkbox to confirm the information.

25. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary page.

26. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.

27. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. User need to complete the payment within time limit given.

28. Please wait and do not click Back, Stop or the Refresh button. Once payment has been made, invoice will display for User to print or save.
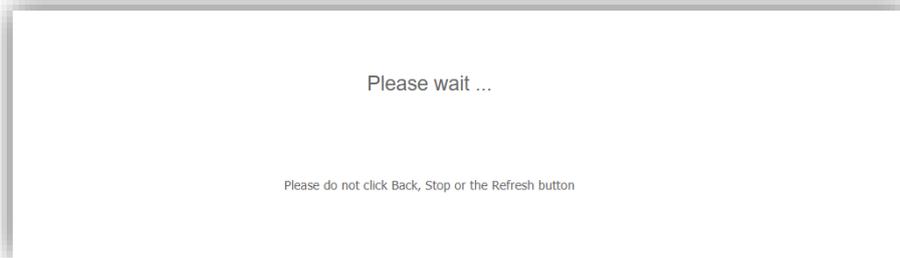
29.Click the *Print* button to print the invoice.
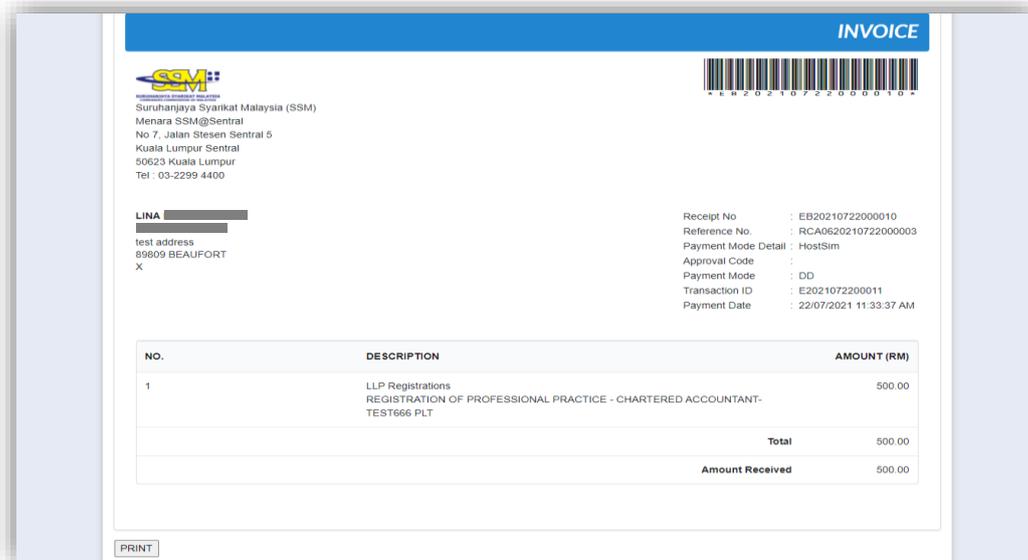
3.3.2 Advocates & Solicitors

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

2. Below the **Advocates & Solicitors**, click on *New Registration*.

3. You will be directed to the Advocates & Solicitors page. In the Advocates & Solicitors page, enter the firm name and LLP name. You may choose PLT or Perkongsian Liabiliti Terhad.

4. Click the *Next* button to proceed with application.

5. Enter the registered address, email, office number, and fax number.

6. Enter the business local address, email, office number, and URL. Click the *Copy from registered address* button if the business local address is same as registered address.

7. Enter the business foreign address.

8. Click the **Save** button to save the details. Click the **Next** button to proceed to the Business Code and Description page.

9. Click the **Add Business Code** button.

10. Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

11. Click the **Save** button to save the details. Click the **Next** button to proceed to the Compliance Officer Details page. Click the **Back** button to back to the LLP Details page.

12. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

13. Click the **Add Compliance Officer** button if you want to add new compliance officer.

14. Enter the Compliance Officer Form and Local Residential Address.

15. Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details page. Click the **Back** button to back to the Business Code and Description page.

16. Click the **Add Partner** button if you want to add new partner.

17. Enter the Partner Form. Tick the checkbox to confirm the information.

18. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents page. Click the **Back** button to back to the Compliance Officer Details page.

19. Click the **Edit Record** button to edit the supporting documents.

20. Click the **Select** button to select document from your computer. Click the **Upload** button to upload the document.

21. After upload the documents, you may click **Download File** button to download the document.

22. Click the **Next** button to proceed to the Summary page. Click the **Back** button to back to Partner Details page.

23. Click the **View PDF** button to download the summary. Click the **Next** button to proceed to the Fee and Declaration page. Click the **Back** button to back to Supporting Documents page.

24. Tick the checkbox to confirm the information.

25. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary page.

26. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.

27. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. You need to respond within 10 minutes.

28. Please wait and do not click Back, Stop or the Refresh button. Once payment has been made, invoice will display for User to print or save.
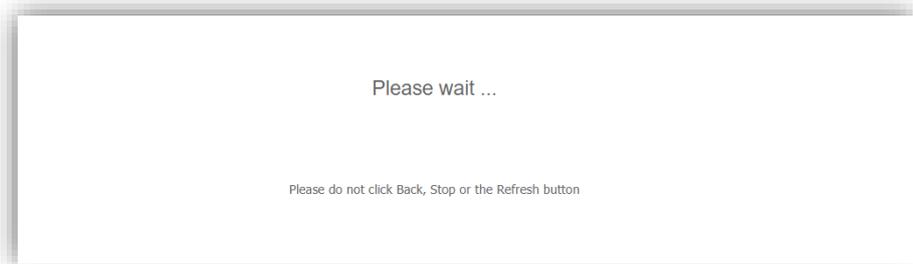
29. Click the '**Print**' button to print the invoice.
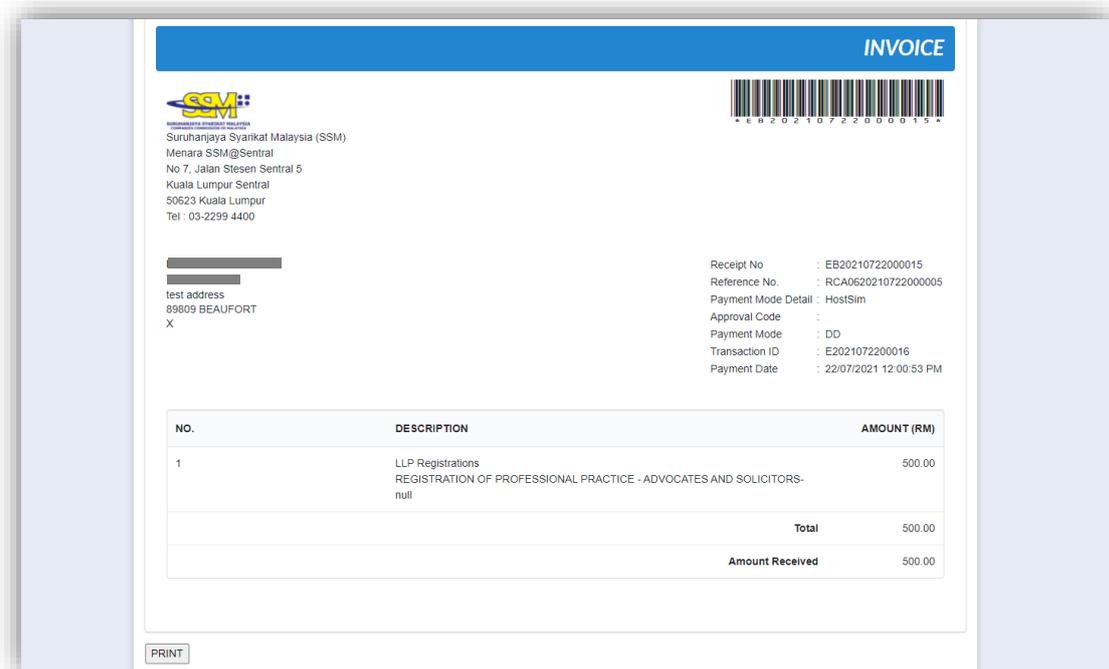
3.3.3 Secretary

3.3.3.1 Secretary (Name Registration)

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

2. Below the **Secretary**, click on **Name Reservation**.

3. You will be directed to the Secretary page. In the Secretary page, enter the firm number and proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

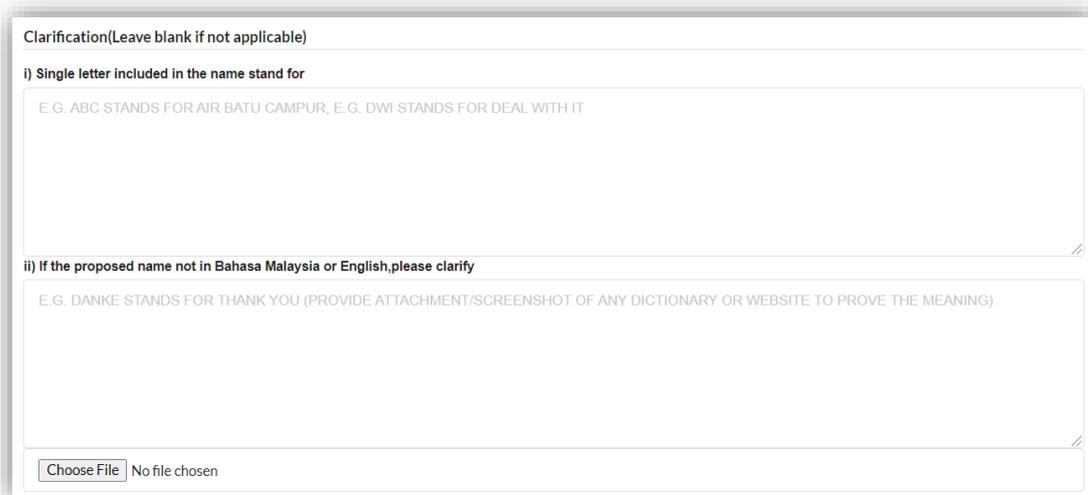4. Then, you may click the *Search* button. If the proposed name is available, you may proceed with application.

5. If the proposed name already exists, you may click the *Reset* button to re-enter the proposed name.

6. After enter the proposed name, you may fill the Clarification.

7. Below the Clarification, you may search the business code or business description.

8. Enter the partner details information. Select the **Type of Partner** from dropdown option list.

9. If you select the **Individual**, you may enter the individual details information such as name, identification type, identification number, email address and mobile number.

10. If you select the **_Body Corporate_**, you may enter the body corporate details information such as name, registration number and office number.

11. Tick agree checkbox and click the **_Submit_** button.

12. You will be directed to the **Name Reservation Application Summary** page.

13. Click the *Download & Preview* button to download the application summary.
14. Click the *Edit* button to edit the application.

15. Click the *Make Payment* button to proceed to payment.

16. Click the *Okay* button to confirm proceed to the **Payment** page. Click the *Cancel* button to cancel the payment.

17. In the **Payment** page, click the *Pay Online* button to proceed the payment. Click the *Cancel* button to cancel the payment.
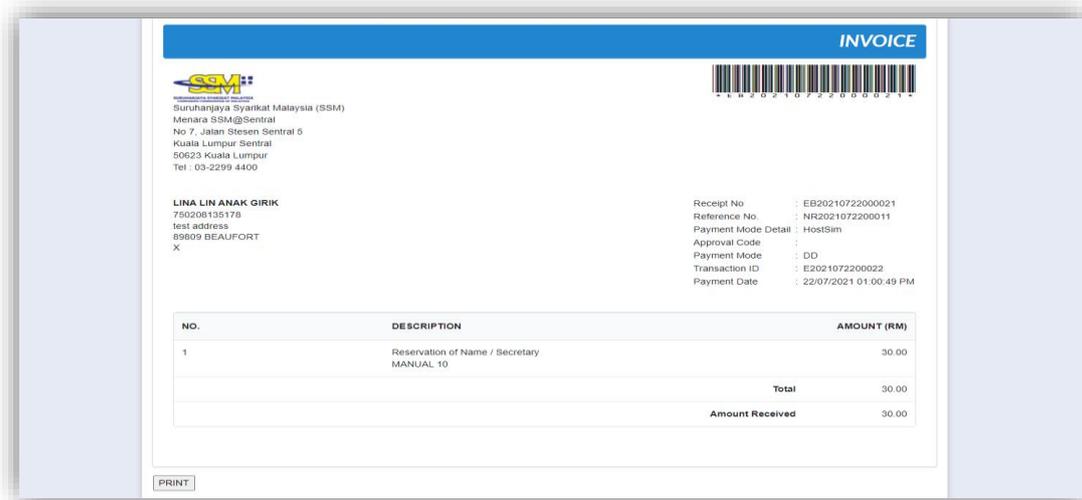
18. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

19. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

20. Click the **Print** button to print the invoice.

3.3.3.2 *Secretary (Direct Registration)*

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

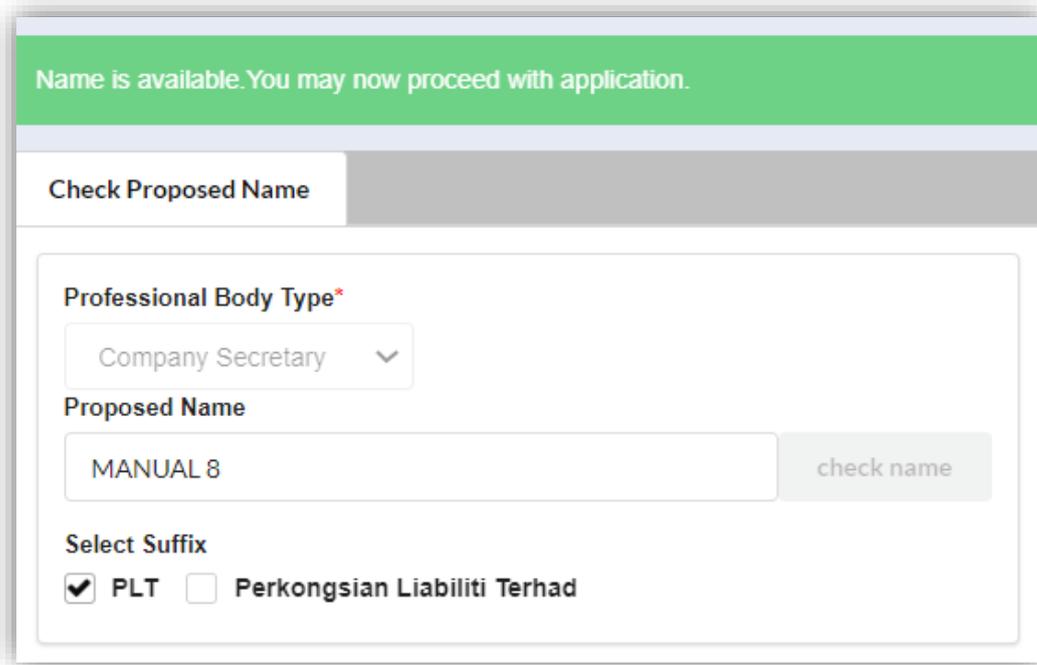2. Below the **Secretary**, click on ***Direct Registration***.

3. You will be directed to the Secretary page. In the Secretary page, enter the proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

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4. Then, you may click the **Check Name** button. If the proposed name is available, you may proceed with application.

5. If the proposed name already exists, you need to re-enter the new proposed name.

6. After enter the proposed name, you may fill the Clarification.

7. Click the **Next** button on the action menu. You will be directed to LLP Details tab. You may also click **LLP Details** to proceed to the LLP Details page.

8. Enter the registered address, email, office number, and fax number.

9. Enter the business local address, email, office number, and URL. Click the **Copy from registered address** button if the business local address is same as registered address.

10. Enter the business foreign address (if any).

11. Click the **Save** button to save the details. Click the **Next** button to proceed to the Business Code and Description tab. Click the **Back** button to back to Check Proposed Name tab.

12. Click the **Add Business Code** button.

13. Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

14. Click the **Save** button to save the details. Click the **Next** button to proceed to the Compliance Officer Details tab. Click the **Back** button to back to the LLP Details tab.

15. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

16. Click the **Add Compliance Officer** button if you want to add new compliance officer.

17. Enter the Compliance Officer Form and Local Residential Address.

18. Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details tab. Click the **Back** button to go to previous tab.

19. Click the **Add Partner** button if you want to add new partner.

20. Enter the Partner Form. Tick the checkbox to confirm the information.

21. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents tab. Click the **Back** button to go to previous tab.

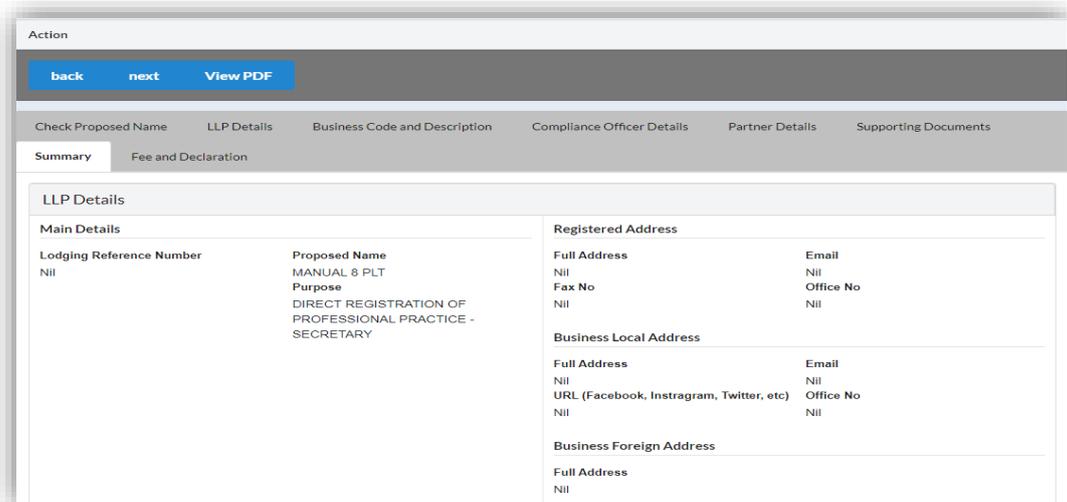22. Click the **Edit Record** button to edit the supporting documents.

23. Click the **Select** button to select document from your computer. Click the **Upload** button to upload the document.

24. After upload the documents, you may click **Download File** button to download the document.

25. Click the **Next** button to proceed to the Summary page. Click the **Back** button to back to Partner Details page.

26. Click the **View PDF** button to download the summary. Click the **Next** button to proceed to the Fee and Declaration tab. Click the **Back** button to back to Supporting Documents tab.

27. Tick the checkbox to confirm the information.

28. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary tab.

29. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.

30. For the payment methods, User may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

31. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

Please wait ...

Please do not click Back, Stop or the Refresh button

32. Click the **Print** button to print the invoice.

3.3.4 Liquidator

3.3.4.1 *Liquidator (Name Reservation)*

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

2. Below the **Liquidator**, click on **Name Reservation**.

3. You will be directed to the Liquidator page. In the Liqiudator page, enter the firm number and proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

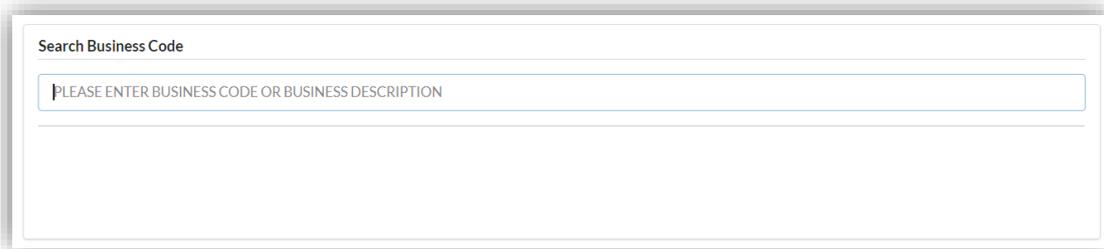4. Then, you may click the '**Search**' button. If the proposed name is available, you may proceed with application.

5. If the proposed name already exists, you may click the *Reset* button to re-enter the proposed name.

6. After enter the proposed name, you may fill the Clarification.

7. Below the Clarification, you may search the business code or business description.

8. Enter the partner details information. Select the **Type of Partner** from dropdown option list.

9. If you select the **Individual**, you may enter the individual details information such as name, identification type, identification number, email address and mobile number.

10. If you select the **Body Corporate**, you may enter the body corporate details information such as name, registration number and office number.

11. Tick agree checkbox and click the **Submit** button.

12. You will be directed to the **Name Reservation Application Summary** page.

13. Click the **Download & Preview** button to download the application summary.

14. Click the **Edit** button to edit the application.

15. Click the **Make Payment** button to proceed to payment.

16. Click the **Okay** button to confirm proceed to the **Payment** page. Click the **Cancel** button to cancel the payment.

17. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.
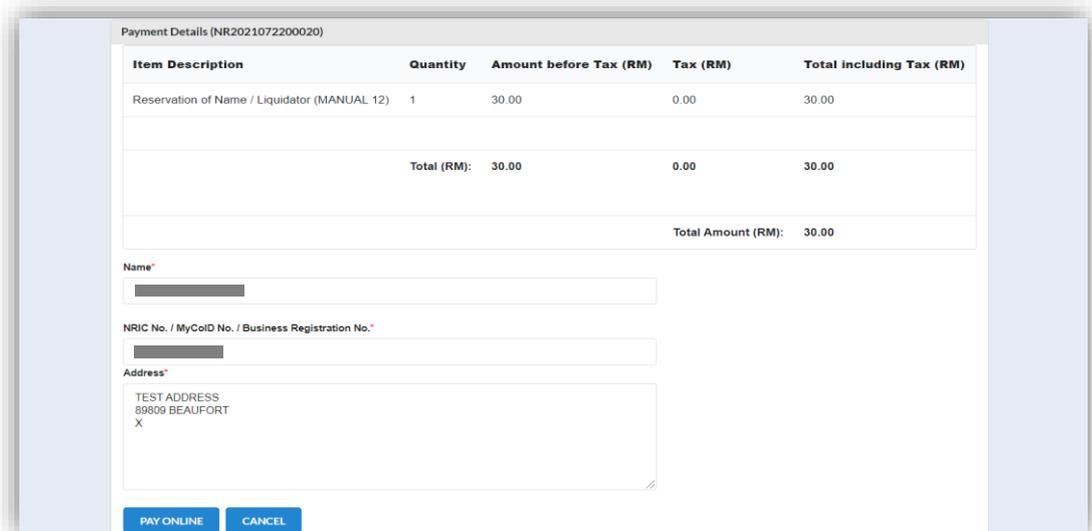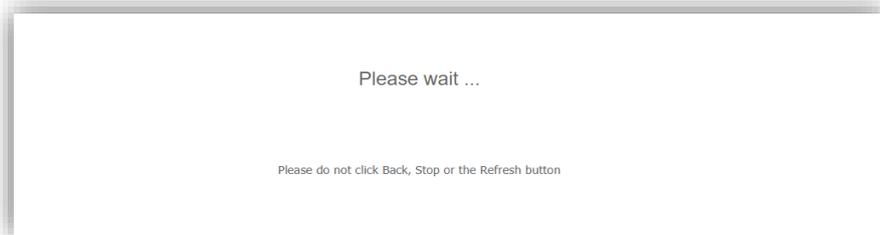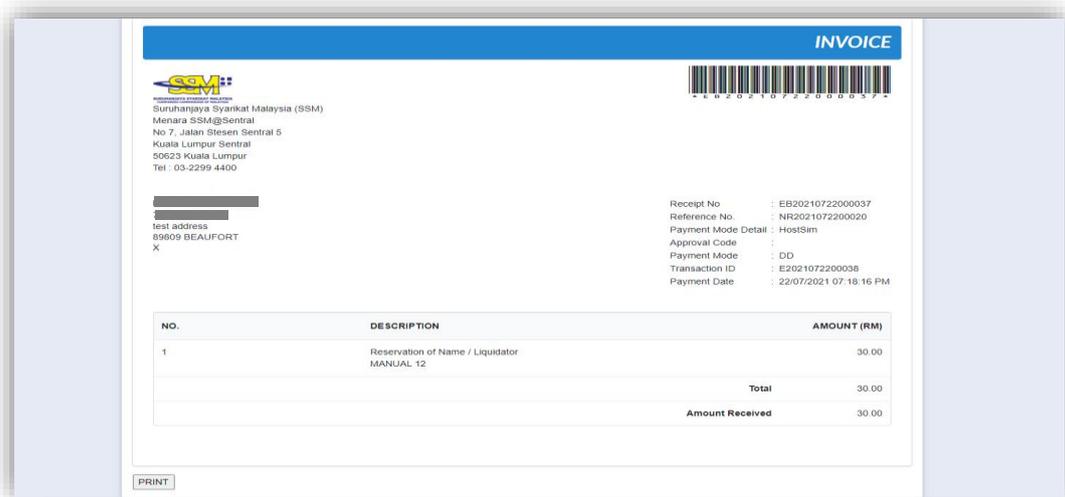

Payment Details (NR2021072200020)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Reservation of Name / Liquidator (MANUAL 12)	1	30.00	0.00	30.00
	Total (RM):	30.00	0.00	30.00
			Total Amount (RM):	30.00

Name*

NRIC No. / MyCoID No. / Business Registration No.*

Address*

TEST ADDRESS
89809 BEAUFORT
X

PAY ONLINE   CANCEL

18. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

19. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

20. Click the **Print** button to print the invoice.

3.3.4.2 *Liquidator (Direct Registration)*

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

2. Below the **Liquidator**, click on *Direct Registration*.

3. You will be directed to the Liquidator page. In the Liquidator page, enter the proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

4. Then, you may click the **check name** button. If the proposed name is available, you may proceed with application.

5. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.

6. After enter the proposed name, you may fill the Clarification.

7. Click the **Next** button on the action menu and User will be directed to LLP Details page. User may also click **LLP Details** to proceed to the LLP Details page.

8. Enter the registered address, email, office number, and fax number.

9. Enter the business local address, email, office number, and URL. Click the **Copy from registered address** button if the business local address is same as registered address.

10. Enter the business foreign address (if any).

11. Click the **Save** button to save the details. Click the **Next** button to proceed to the Business Code and Description tab. Click the **Back** button to go to previous tab.

12. Click the **Add Business Code** button.

13. Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

14. Click the **Save** button to save the details. Click the **Next** button to proceed to the Compliance Officer Details tab. Click the **Back** button to go to previous tab.

15. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

16. Click the **Add Compliance Officer** button if you want to add new compliance officer.

17. Enter the Compliance Officer Form and Local Residential Address.

18. Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details tab. Click the **Back** button to go to previous tab.

19. Click the **Edit Record** button to edit the partner details. Click the **Delete Record** button to delete the partner.

20. Click the **Add Partner** button if you want to add new partner.

21. Enter the Partner Form. Tick the checkbox to confirm the information.

22. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents tab. Click the **Back** button to go to previous tab.

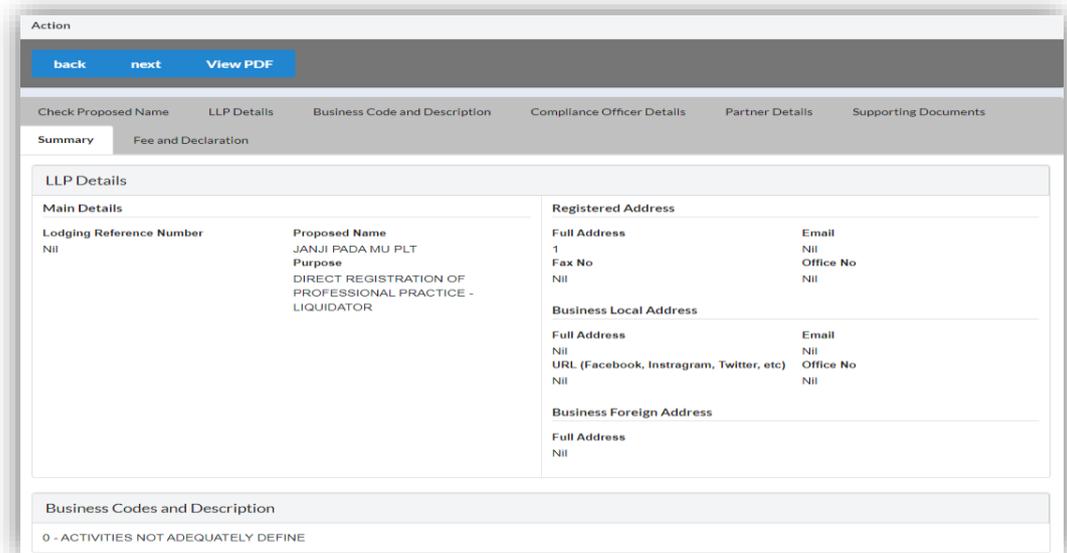23. Click the **Edit Record** button to edit the supporting documents.

24. Click the **Select** button to select document from your computer. Click the **Upload** button to upload the document.

25. After upload the documents, you may click **_Download File_** button to download the document.

26. Click the **_Next_** button to proceed to the Summary tab. Click the **_Back_** button to back to Partner Details tab.

27. Click the **_View PDF_** button to download the summary. Click the **_Next_** button to proceed to the Fee and Declaration tab. Click the **_Back_** button to go to tab.

28. Tick the checkbox to confirm the information.

29. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary tab.

30. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.
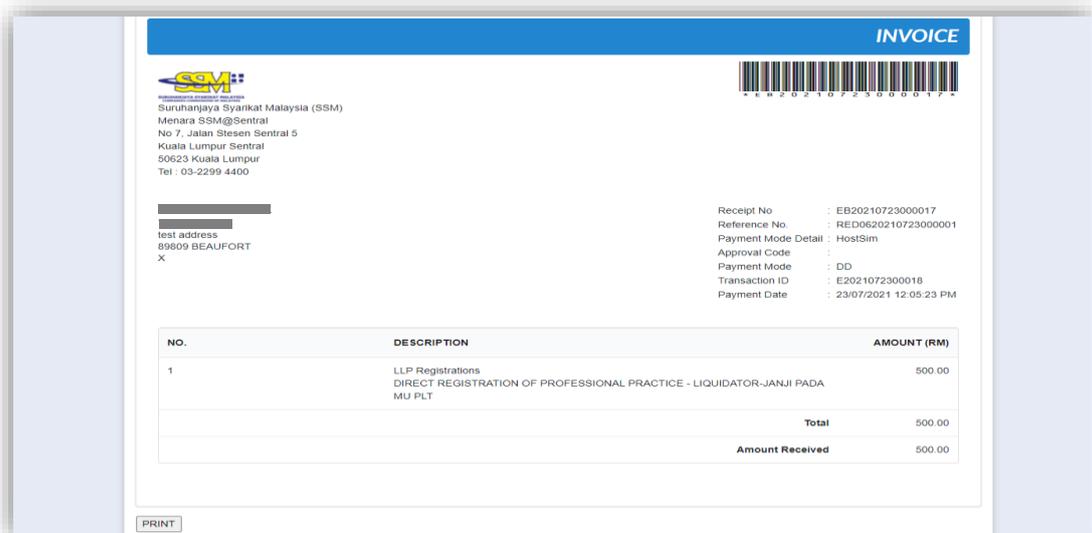
31. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

32. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

Please wait ...

Please do not click Back, Stop or the Refresh button

33. Click the **Print** button to print the invoice.

3.4 Change of Name

3.4.1 Name Reservation

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

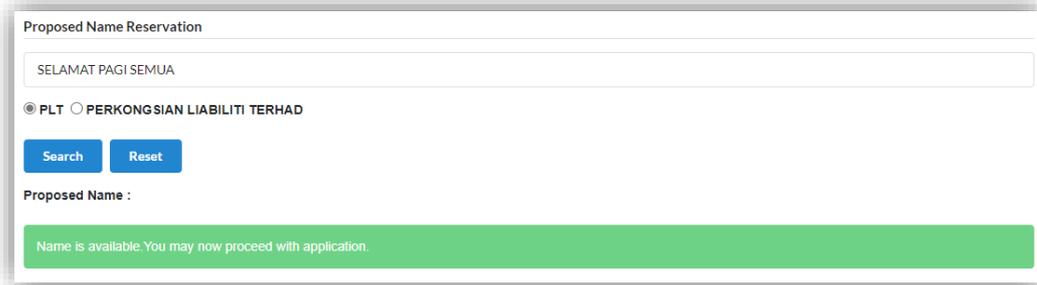2. Below the **Change of Name** menu, click on *Name Reservation*.

3. Enter the LLP number and click the **Search** button.

4. Enter the proposed name and click the **Search** button.

5. Then, you may click the **Search** button. If the proposed name is available, you may proceed with application.

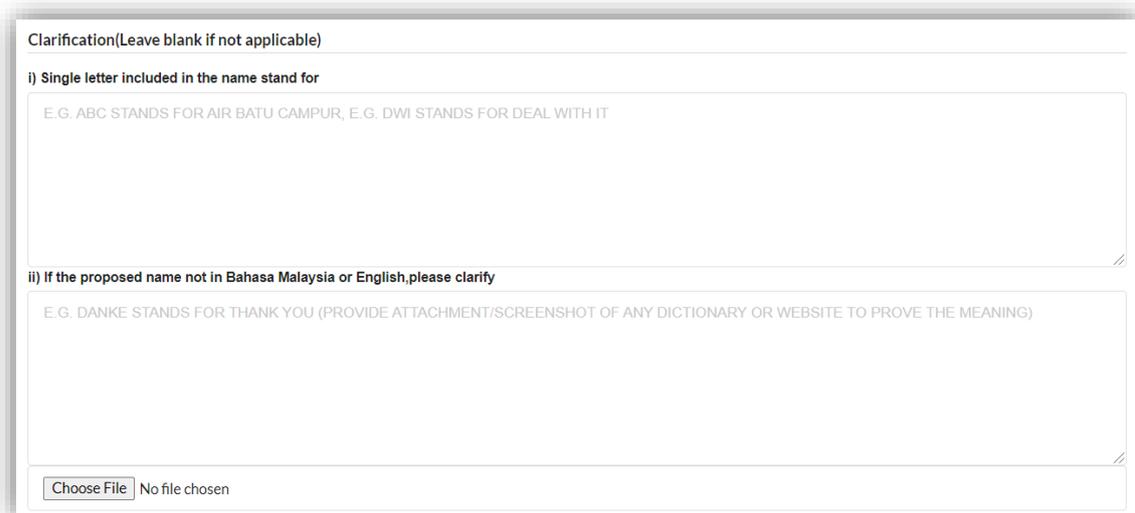6. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.

7. After enter the proposed name, you may fill the Clarification.

8. Below the Clarification, you may search the business code or business description.

9. Tick agree checkbox and click the **Submit** button.

10. You will be directed to the **Name Reservation Application Summary** page.

11. Click the **Download & Preview** button to download the application summary.

12. Click the **Edit** button to edit the application.

13. Click the **Make Payment** button to proceed to payment.
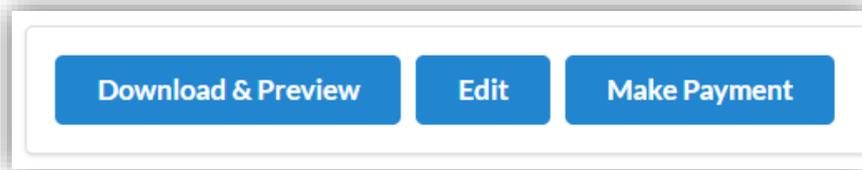
14. Click the **Okay** button to confirm proceed to the **Payment** page. Click the **Cancel** button to cancel the payment.
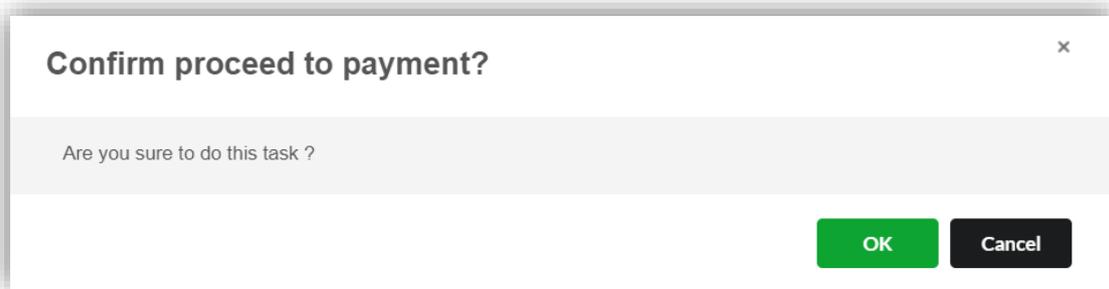
15. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.
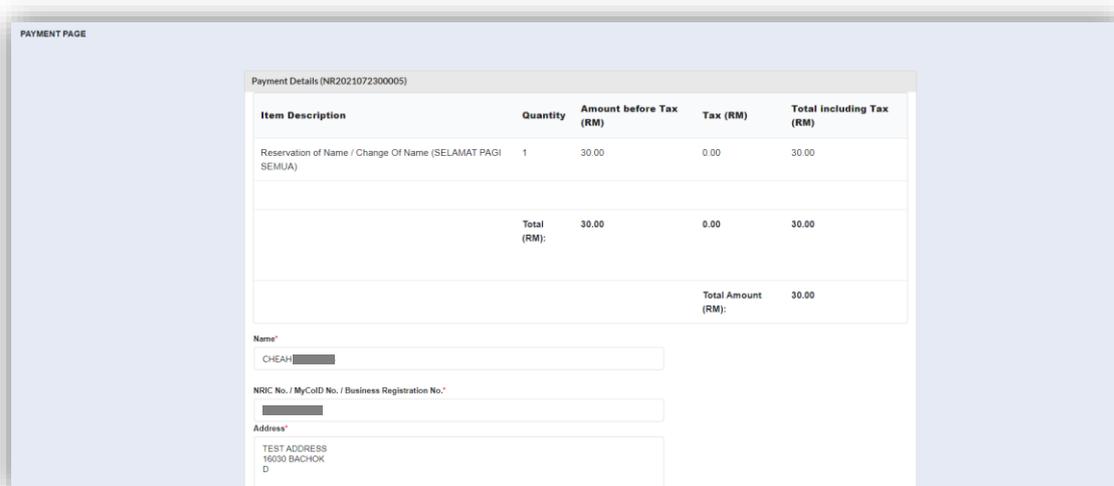
16. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

17. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.
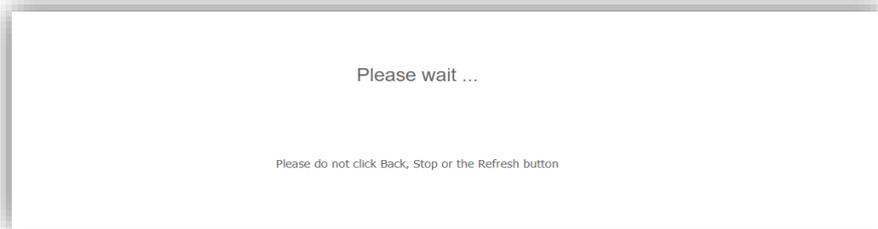
18. Click the **Print** button to print the invoice.
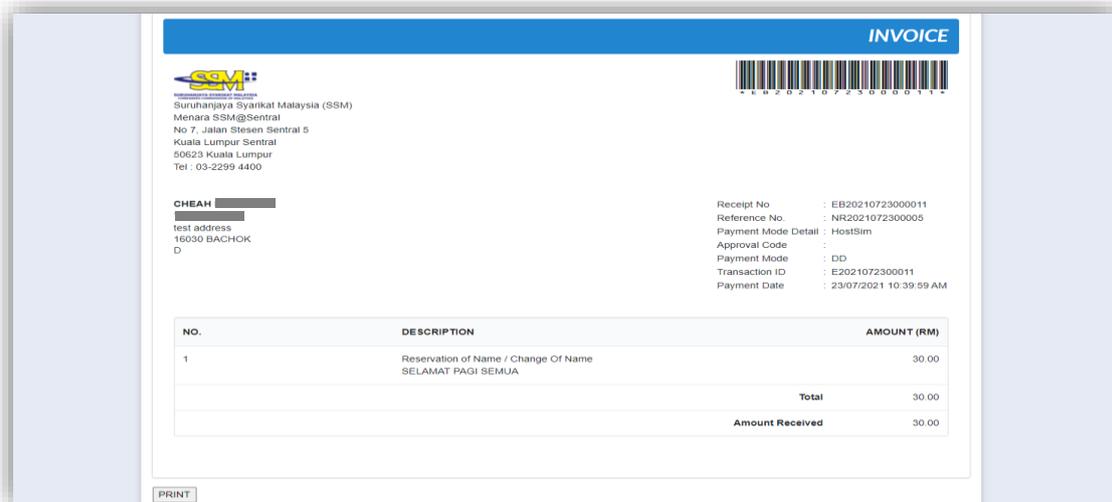
3.4.2 Direct Change of Name

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

2. Below the **Change of Name** menu, click on *Direct Change of Name*.

3. Enter the LLP number and click the **Search** button.

4. Enter the proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

5. Then, you may click the **Check Name** button. If the proposed name is available, you may proceed with application.

6. If the proposed name already exists, you need to re-enter the proposed name.

7. Enter the date of resolution and key in the clarification.

8. Upload the supporting documents. Click the **Choose File** button to select file from your computer. Click the **Add** button on the Action column to upload the file.

9. Click the **Remove** button on the Action column to remove attached file.

10. Tick the checkbox to confirm the information.

11. Tick the checkbox to confirm the information.

12. Click the **Save** button and click the **Submit** button to proceed the **Payment** page.

13. In the **Payment** page, click the ***Pay Online*** button to proceed the payment. Click the ***Cancel*** button to cancel the payment.

14. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the ***Submit Payment*** button. User need to complete the payment within time limit given.

15. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

16. Click the **_Print_** button to print the invoice.

3.5 Others

3.5.1 Name Reservation Extension of Time

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.

2. Below the **Others** menu, click on **Name Reservation Extension of Time**.
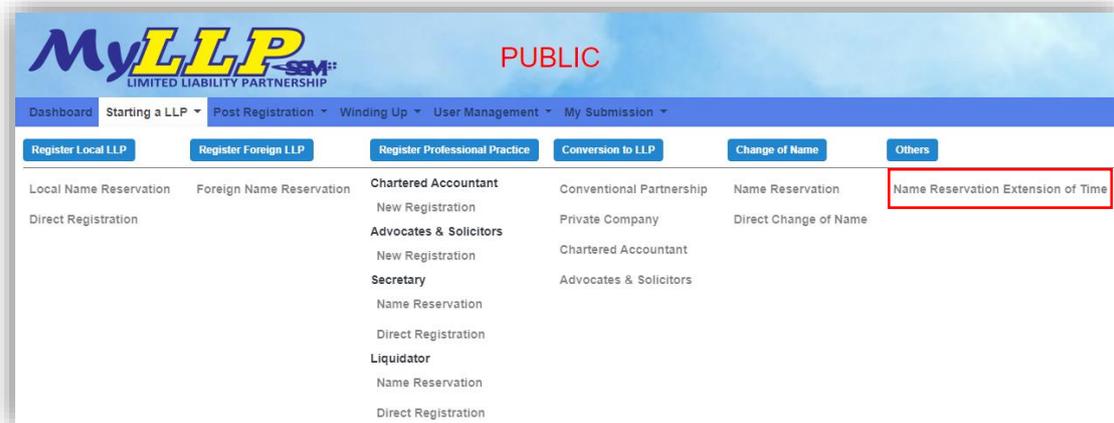
3. You will be directed to the **EOT Name Reservation** page. In the **EOT Name Reservation** page, you may click the **Extension of Name Reservation** button in Action column.

4. Select the **Extend for** dropdown option list to select the extended period. Every 30 days will be charged RM50.

5. New due date will show after you select the extended period.

6. Click the **Save** button to proceed.

Main detail

Expired Date ❷ 01/03/2018

Extend for 60 ⌄ RM50 per every 30 days period

New Due Date 30/04/2018

Save

7. Click the **Okay** button to confirm the choice.

Confirm for this choice? ✕

Are you sure to do this task ?

OK Cancel

8. Click the **Submit & Payment** button to proceed the **Payment** page.

EOT Detail

Expired Date 01/03/2018

Extend for 60

New Due Date 30/04/2018

Cancel Submit & Payment

9. In the Payment page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.

10. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

11. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

12. Click the **Print** button to print the invoice.

3.5.2 Control Name Application

1. From the menu bar, hover over **Starting a LLP** and click **Application of Control Name** under *Others*.
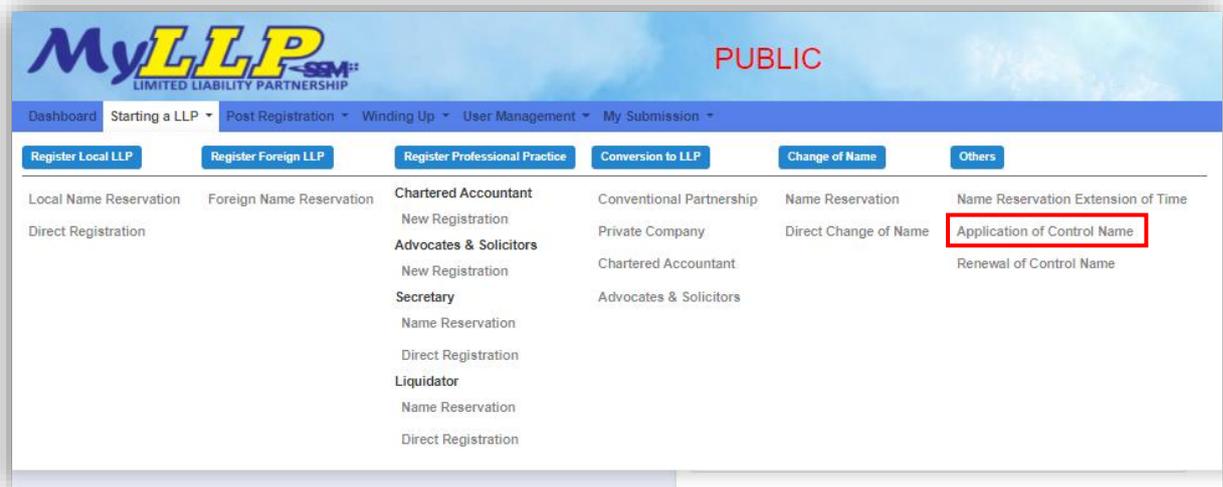
2. Page will navigate to control name application page. User must fill in required field for Control Name Information.

3. User can upload supporting documents by clicking **Choose File** button. After User have choosen file to upload, click **Add** button to upload the file.

4. Supporting documents that have been uploaded will display in the list below. User can edit or remove by clicking to the respective buttons.

5. Next, User have to enter trademark start and trademark end date in the respective field and tick the confirmation check box for information confirmation.

6. Submit button will only display after the checkbox ticked. Click *submit* button to submit the application.

7. Page will navigate to control name application summary page for User to review information that have been filled. User can download and view PDF file of the submission by clicking **View PDF** button. To make payment, User have to click **Make Payment** button and the page will directed to payment summary page.

8. Details of payment will be displayed. To proceed with payment, User have to click *Pay Online* button and the page will directed to payment gateway page.

9. Once payment has been made, page will be navigated to invoice page. User can print the invoice by clicking *Print* button.
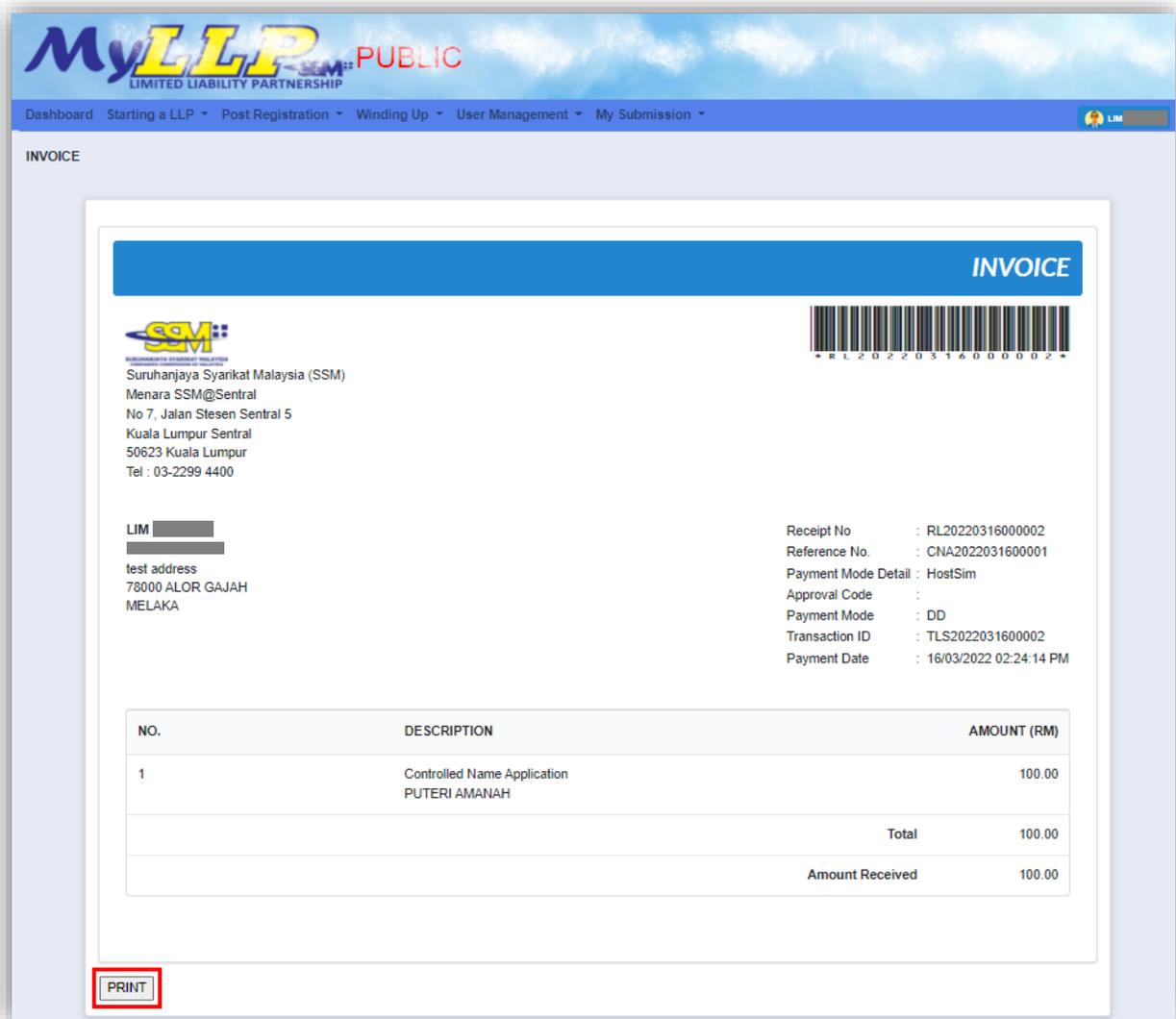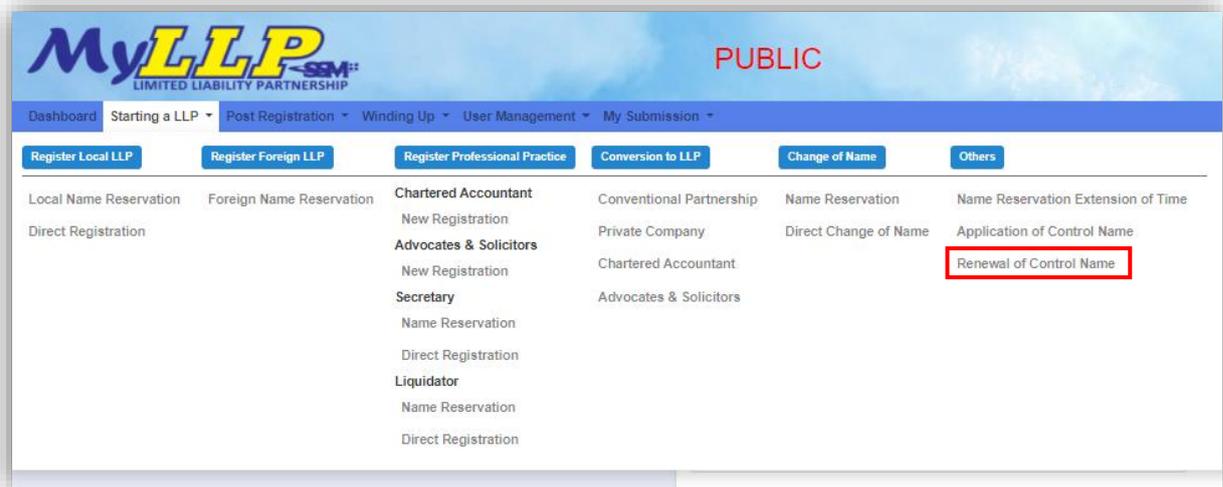

10. Once submission has been submitted, submission will be processed by Officer. To view the status of the submission, User check under *My Submission Application* in the menu bar.
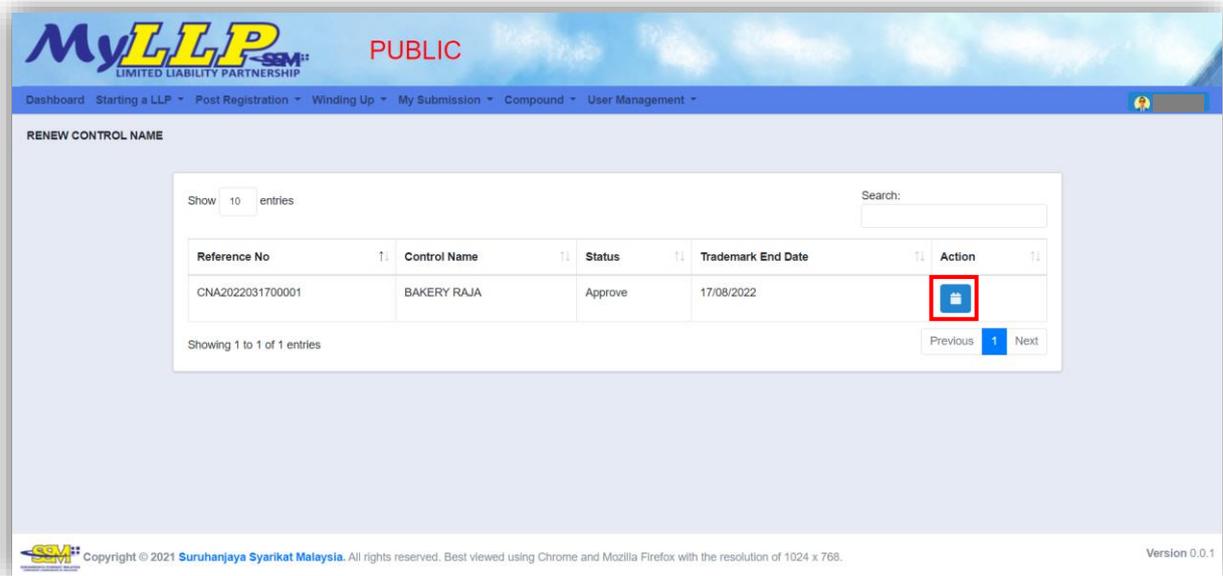
3.5.3 Renewal of Control Name

1. From the menu bar, hover over **Starting a LLP** and click **Renewal of Control Name** under *Others*.

2. Page will navigate to listing of control name. To make a submission for renewal of control name, User have to click the action button. Renewal of control name can only be made within 12 months before trademark end date.

3. Control name application page will be display and User can review the details of the application. By clicking *Add* button, user can choose file to upload as a supporting document for this submission. Previous uploaded supporting documents can be review in the list below.

Tick the checkbox once satisfied with the submission and button to submit renew will appear. Click submit button to proceed.

4. Click OK to confirm with the submission.

5. Summary of the application will display. Click *Make Payment* button to proceed with payments.
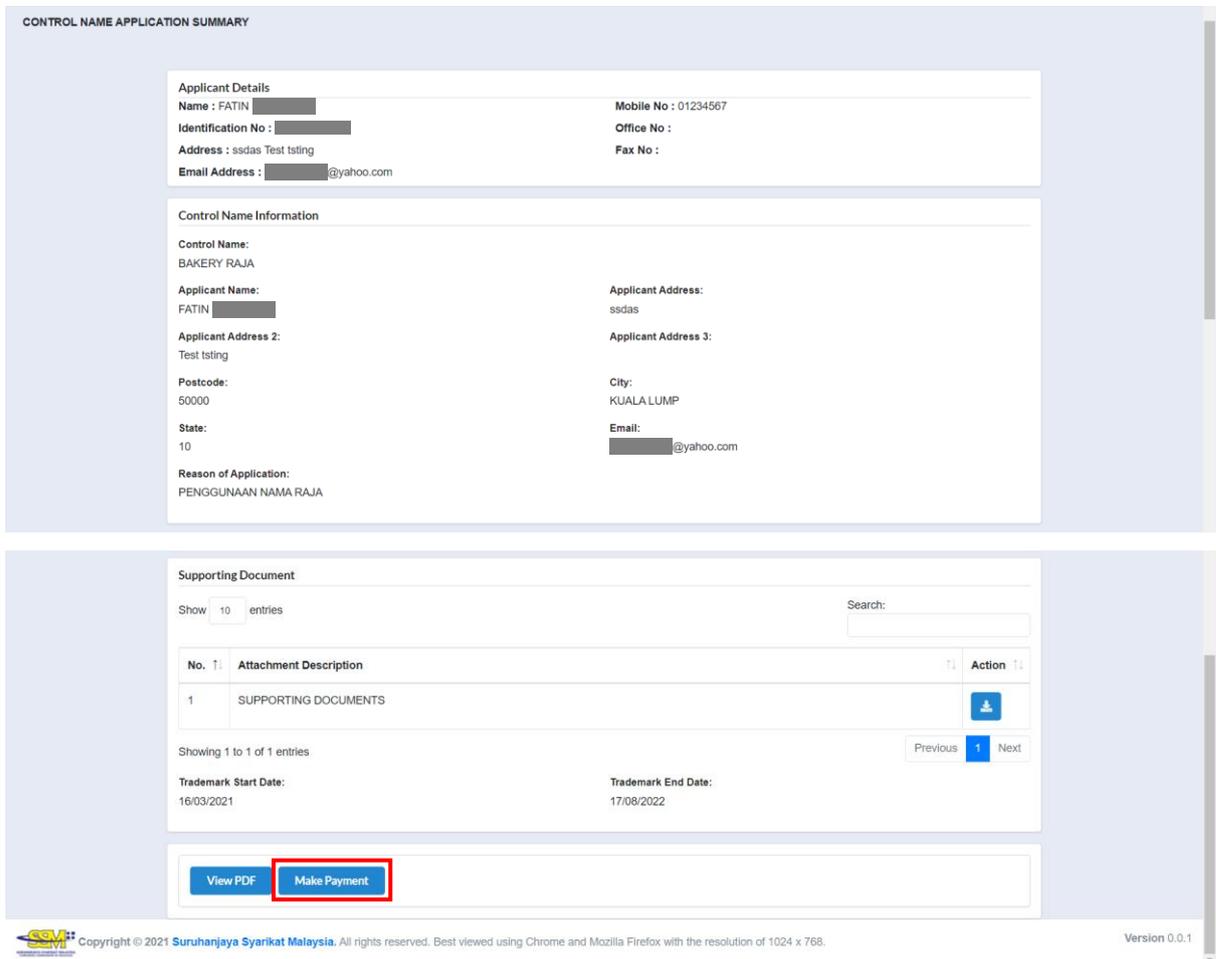
6. Page will navigate to payment page. Click **Pay Online** to make payment.

7. Invoice will display once payment has been made. User can click **Print** button to print or save the invoice.

3.6 Appeal

1. From dashboard of MyLLP, click on the **My Submission**.

2. Below the **My Submission Application**, click on *List of Submission*.

3. Select application with the status **REJECT**.

4. Click the *Appeal* button.

5. Submit appeal with respective attachment and justification.

6. Tick the checkbox and click the *Preview & Pay* button.

7. You will be directed to the **Listing Name Reservation Approval** page. Click the *Pay* button to proceed the payment.

8. Click the *Okay* button to confirm proceed to the **Payment** page. Click the *Cancel* button to cancel the payment.

9. In the **Payment** page, click the *Pay Online* button to proceed the payment. Click the *Cancel* button to cancel the payment.

10. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

11. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

12. Click the **_Print_** button to print the invoice.