MyLLP

User Manual

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WELCOME

Welcome to the MyLLP User Manual for Post Registration. 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 Post Registration Modules.

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:

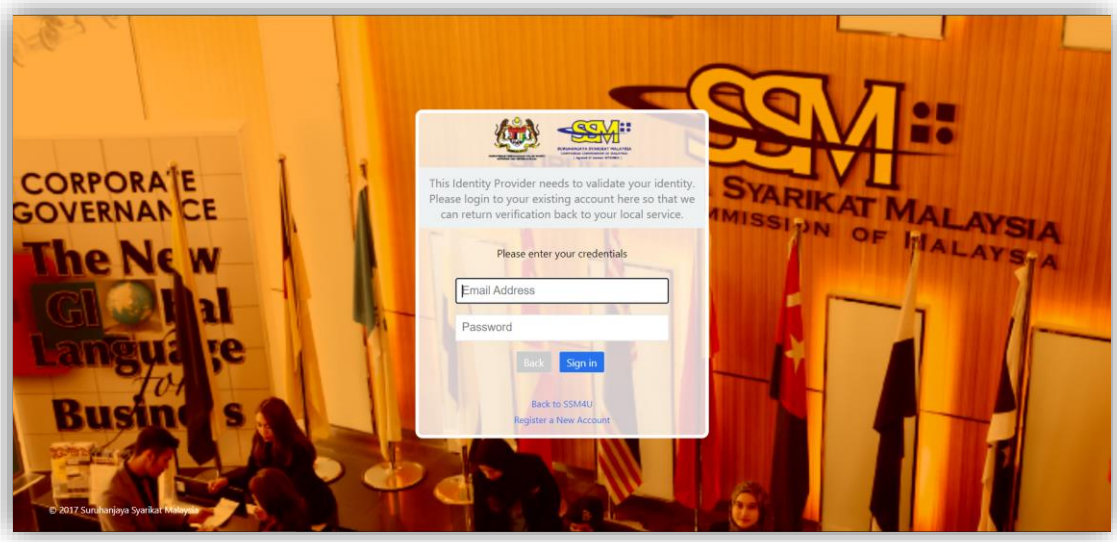
- User Registration
- Name Reservation Application
- Registration
- Change of Particular
- Annual Declaration
- Application of Change of Name
- Application for Extension of Time
- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents Related to Liquidation or Dissolution of Foreign LLP
- Rectification
- Court Order

1 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.

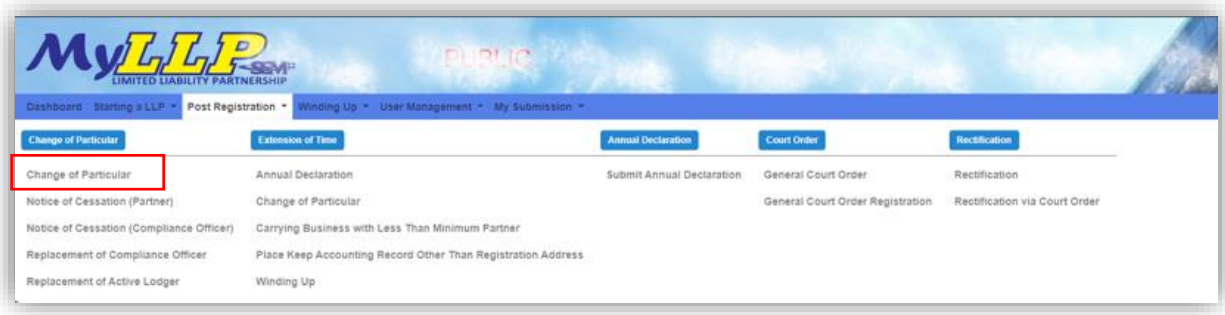


4. Then Click on Sign-in button to enter the system.

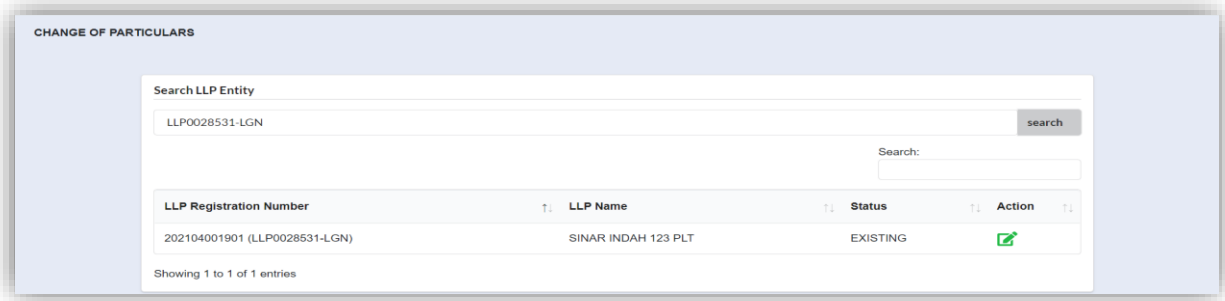
2 Change of Particular

2.1 Change of Particular

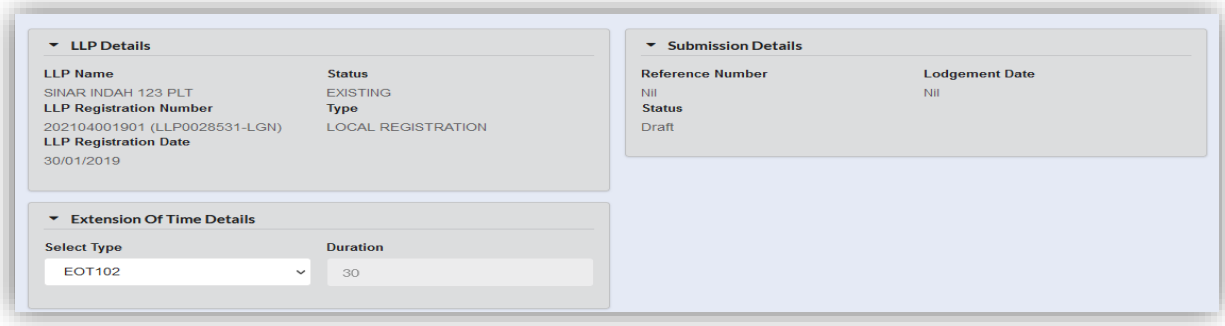
1. Click on **Change of Particular** under the **Post Registration** Tab.



2. The Change of Particular page will be displayed. Enter LLP no in the textbox given and click on the **Search** button. Results will be displayed below. Click on the pencil icon to continue.



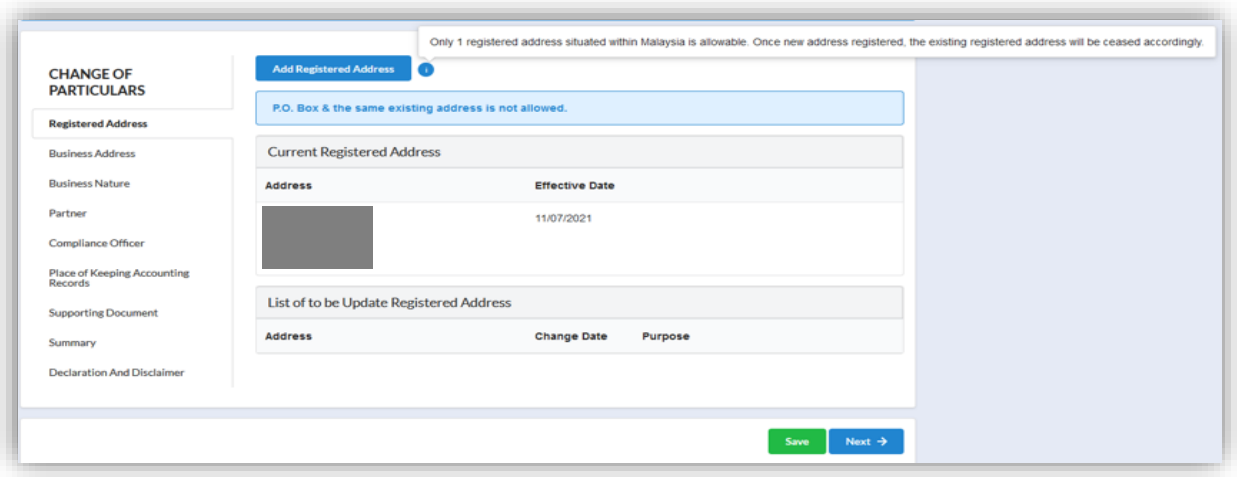
3. The LLP details will be displayed. If there is any application for Extension of time, the information will be display at the EOT Details.



4. In the Registered Address tab, user can add new registered address by clicking on the **Add Registered Address** Button.

   NOTE: Only 1 registered address situated within Malaysia is allowable. Once new address registered, the existing registered address will be ceased accordingly.

   P.O Box and the same existing address is not allowed.



5. Enter date of Change and key in the New Address Information.

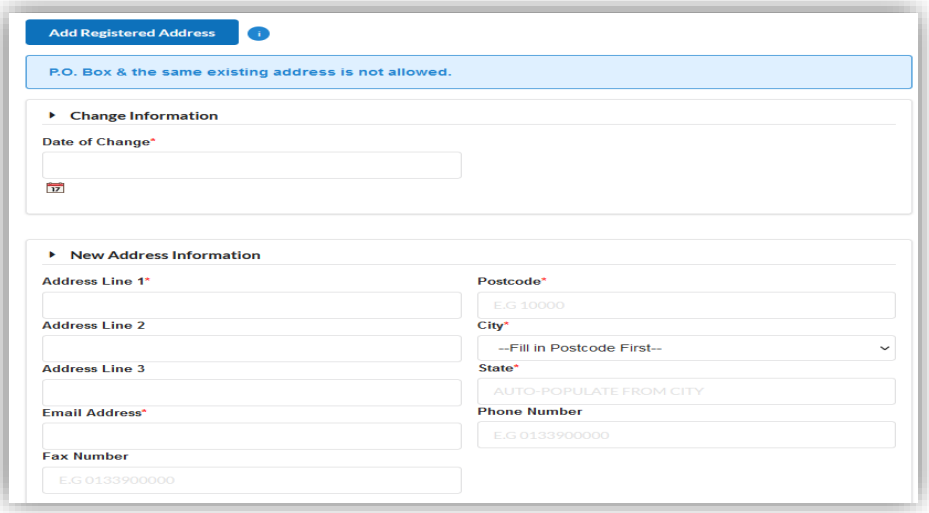
   NOTE:

   Date of change for all type of changes must be a date:

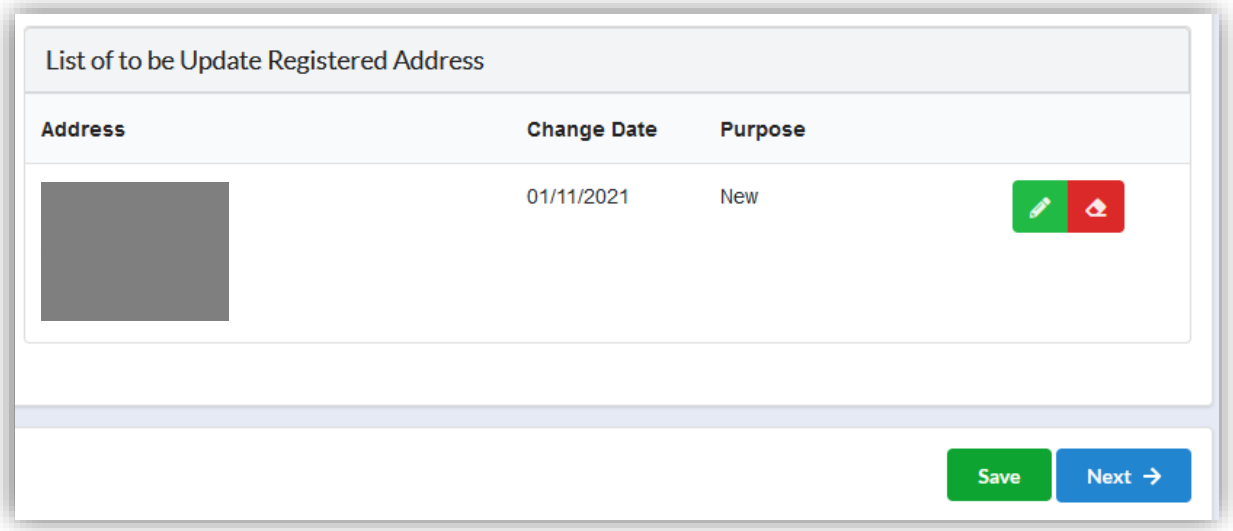
   (a) not earlier than registration date or

   (b) not the same date as the registration date or

   (c) not a future date



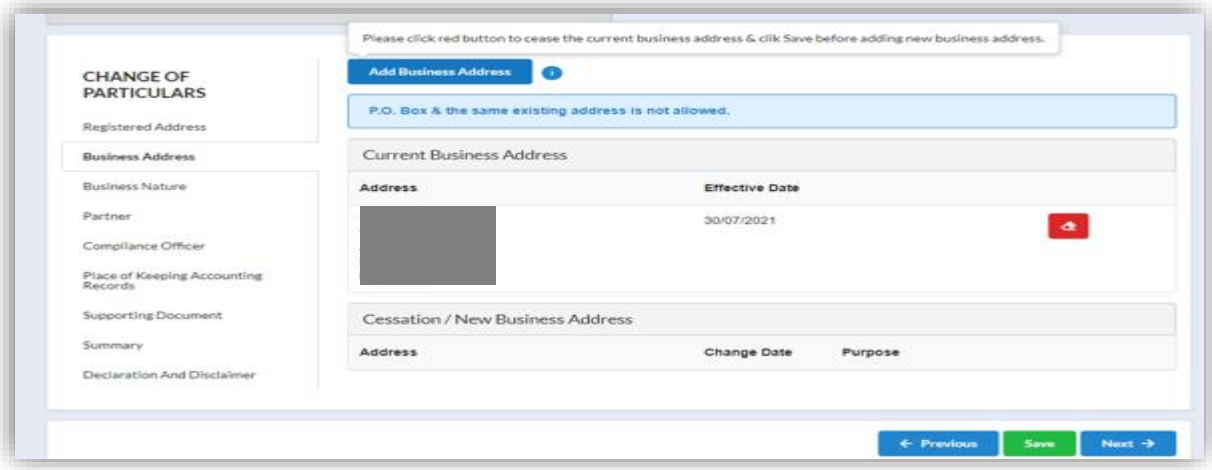
6. Click **Save** button to save the changes. The information saved will be displayed at the List of to be Update Registered Address. Click **Next** button to proceed with other changes.



7. In the Business Address tab, user can add new business address by clicking on the Add Business Address Button. User can also cease any existing address by clicking on the red eraser button.

   NOTE: Business address is not mandatory and it may be a local address or address outside Malaysia. LLP may add more than one business address.

   P.O Box and the same existing address is not allowed.

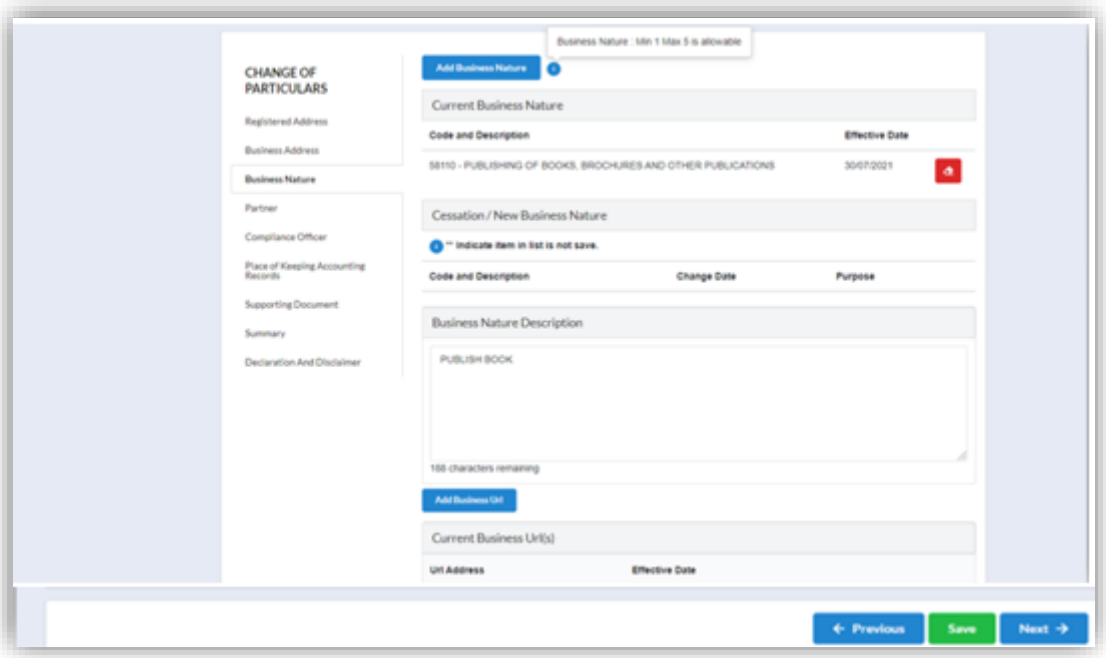


8. Click **Save** button to save the changes then click **Next** button to proceed with other changes.

9. In the Business Nature tab, user can add new business nature by clicking on the Add Business Nature Button. User can also cease any existing business nature by clicking on the red eraser button.

   NOTE: Minimum of one and maximum of five business nature is allowable. LLP may update the business nature description accordingly and also the business URL if online business is carried out.

10. Click **Save** button to save the changes then click **Next** button to proceed with other changes.



11. In the Partner tab, user can add new Partner by clicking on the Add Partner Button. User can also edit partner's information or cease any existing Partner by clicking on the green pencil button or the red eraser button respectively.

NOTE: There are 3 categories of partner:

(a) Individual

Key in all the required field.

Capital contribution of partner must be in monetary value.

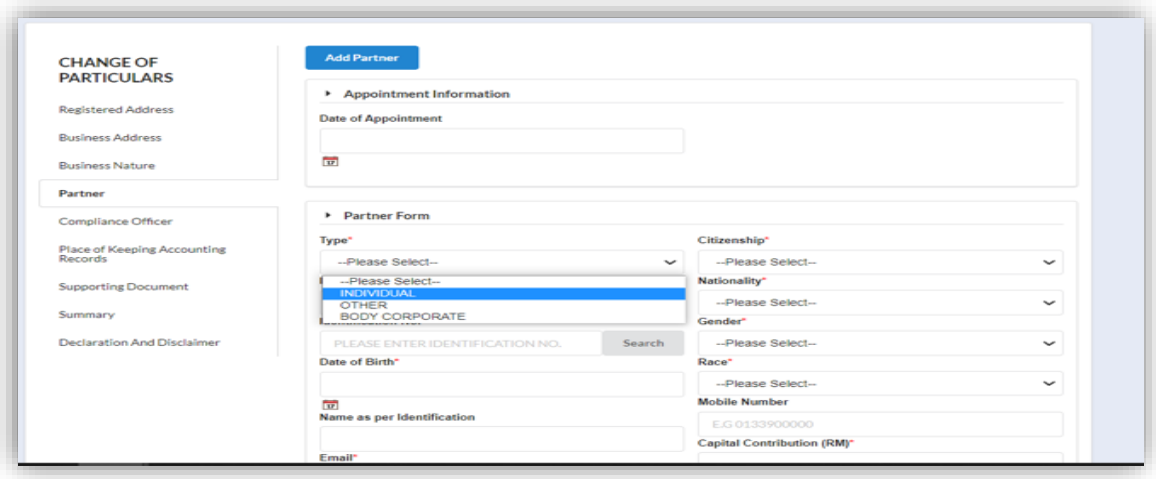
(b) Body Corporate.

User must select the sub type either Company or LLP. Key in the Co Number or LLP Number, then click button Check. System will auto populate the basic info i.e. Corporate Name, Date & Place of Incorporation. Key in all required field. Supporting document is mandatory to attach consent letter or Resolution for appointment Corporate Representative.

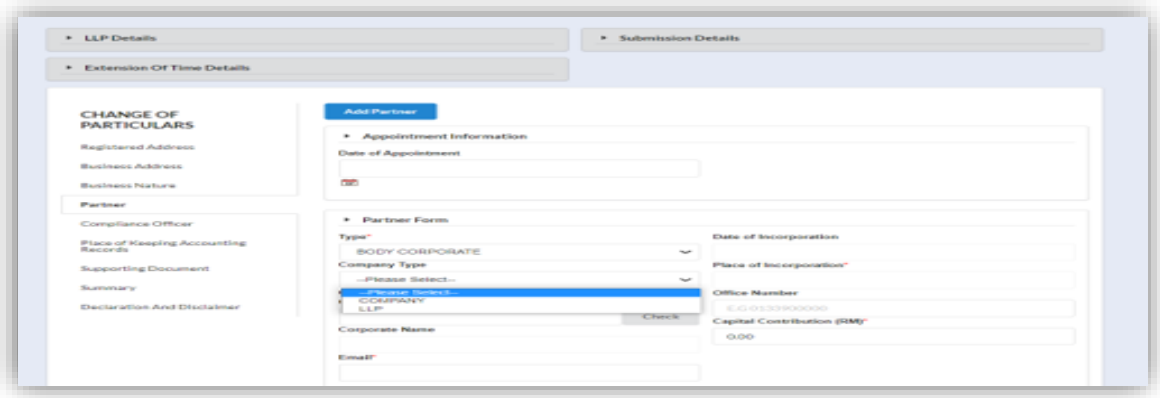
(c) Other

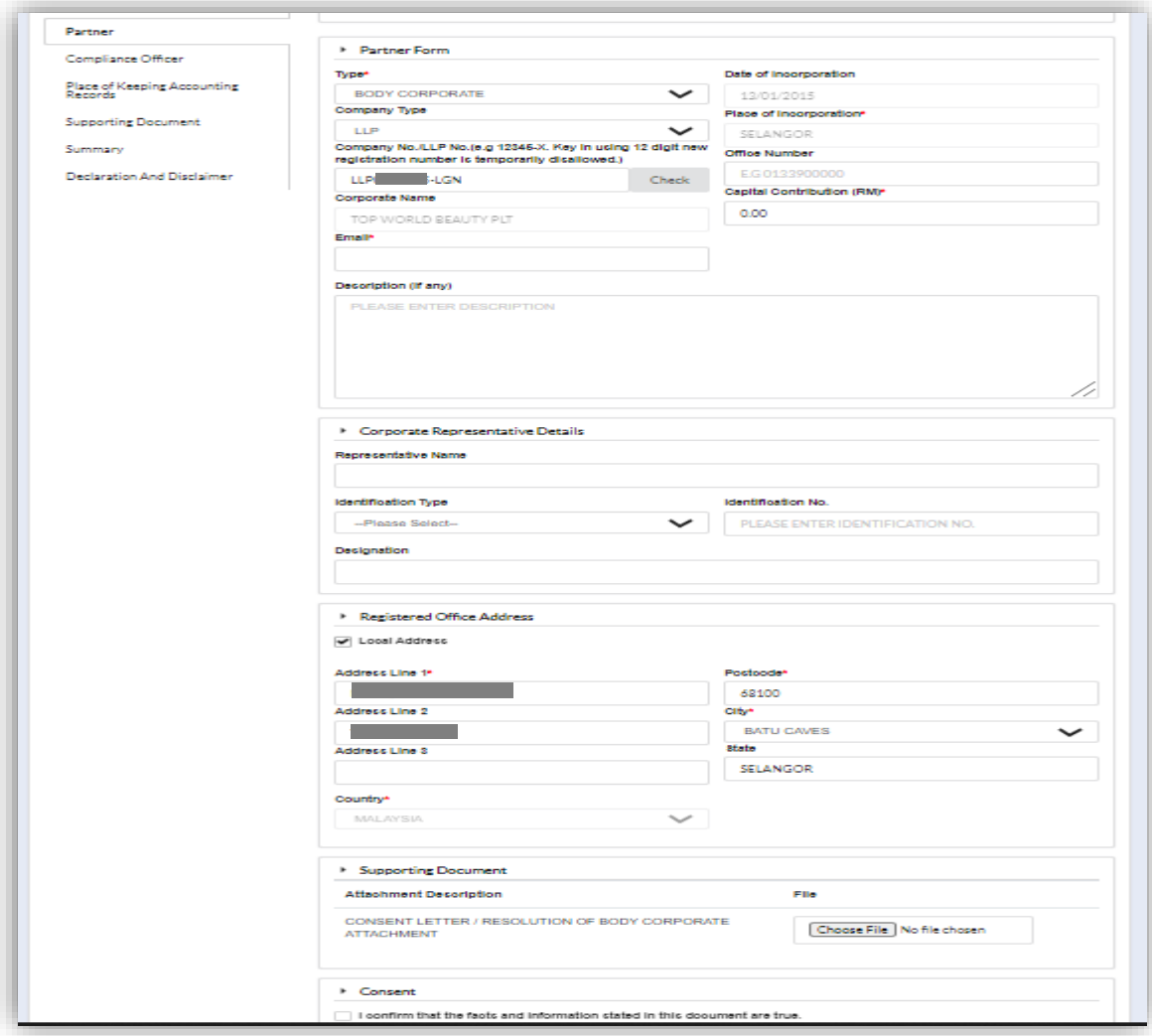
User must select the sub type. Key in all required field. Supporting document is mandatory to attach consent letter or Resolution for appointment Corporate Representative.

PARTNER: INDIVIDUAL

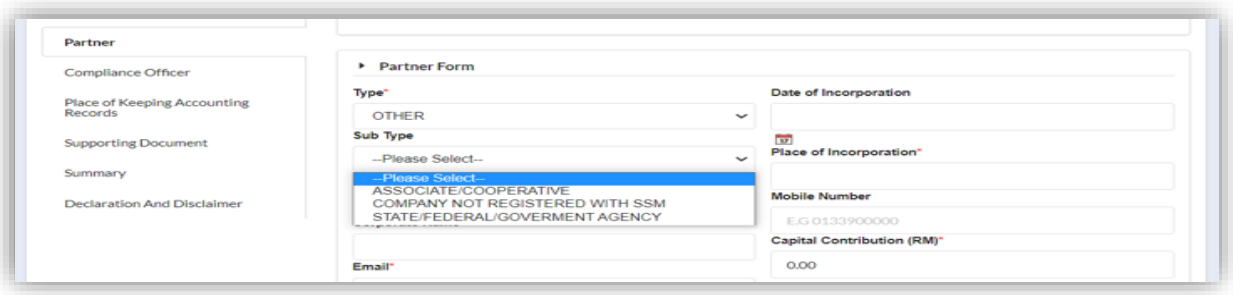


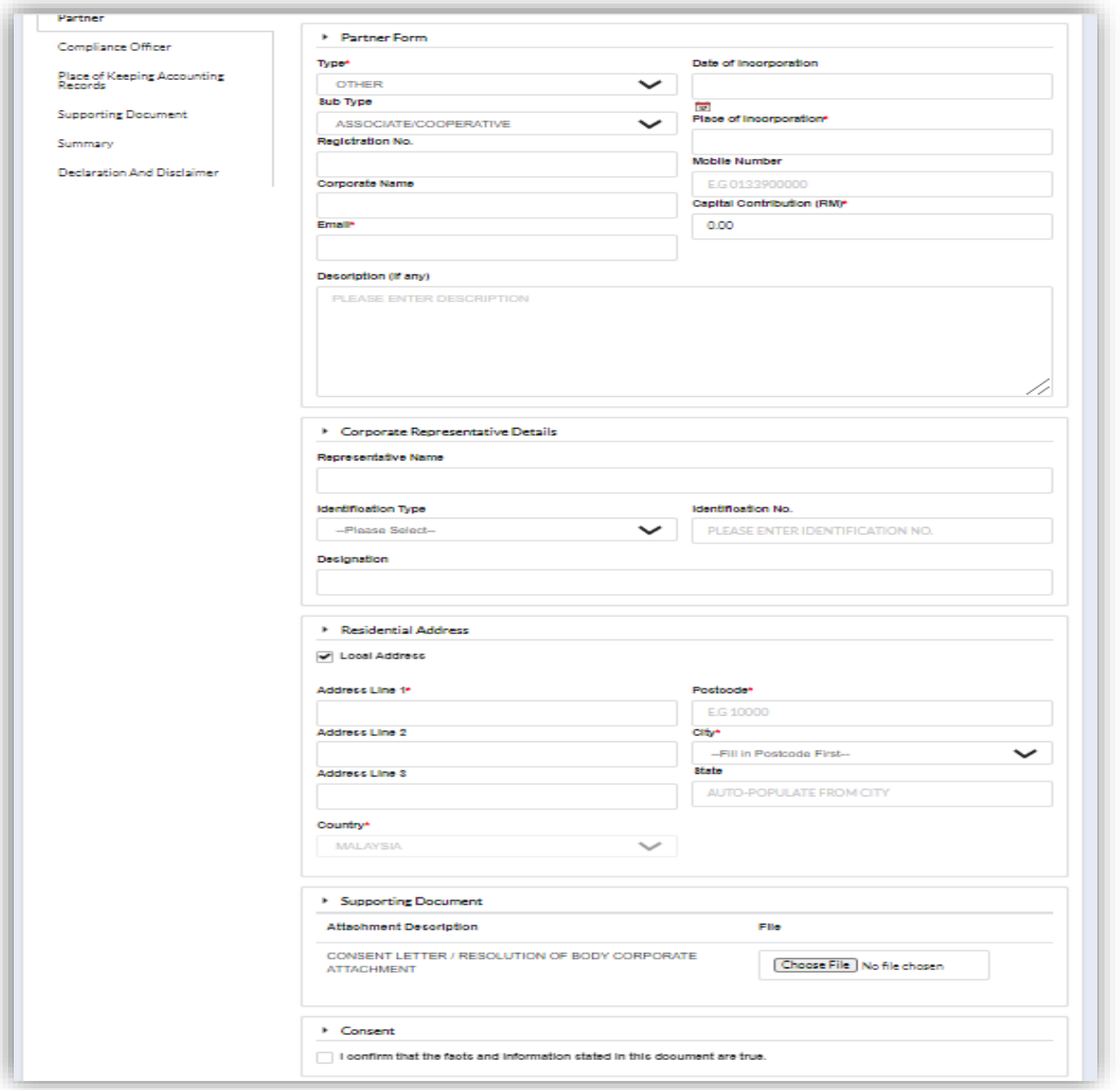
PARTNER: BODY CORPORATE

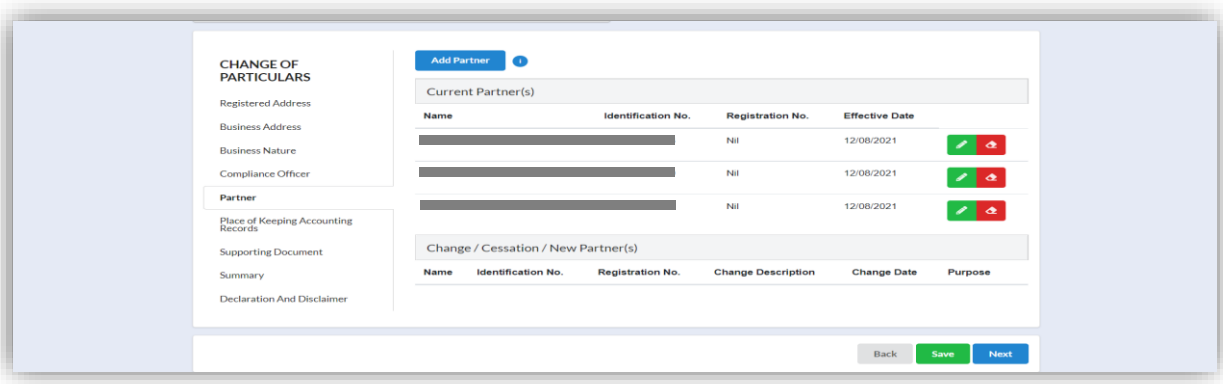




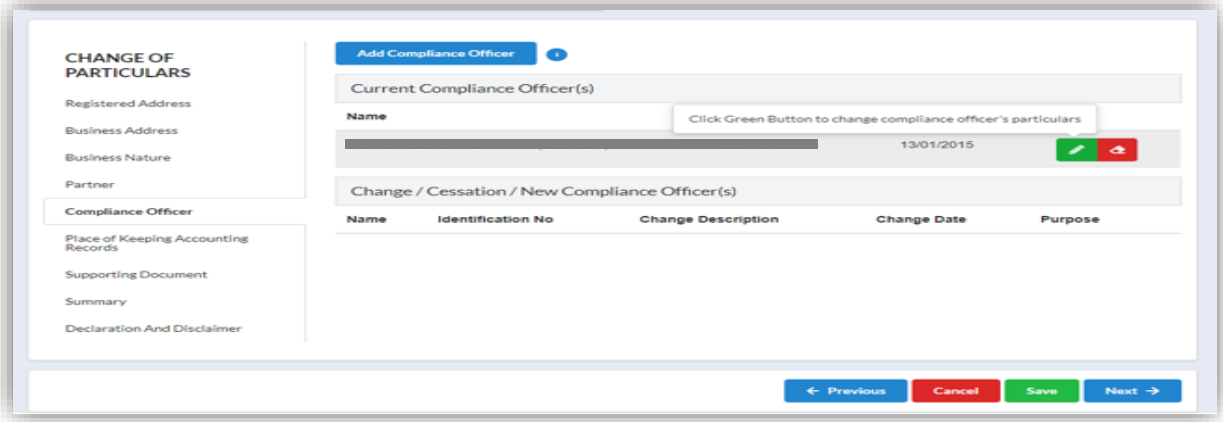
PARTNER: OTHER

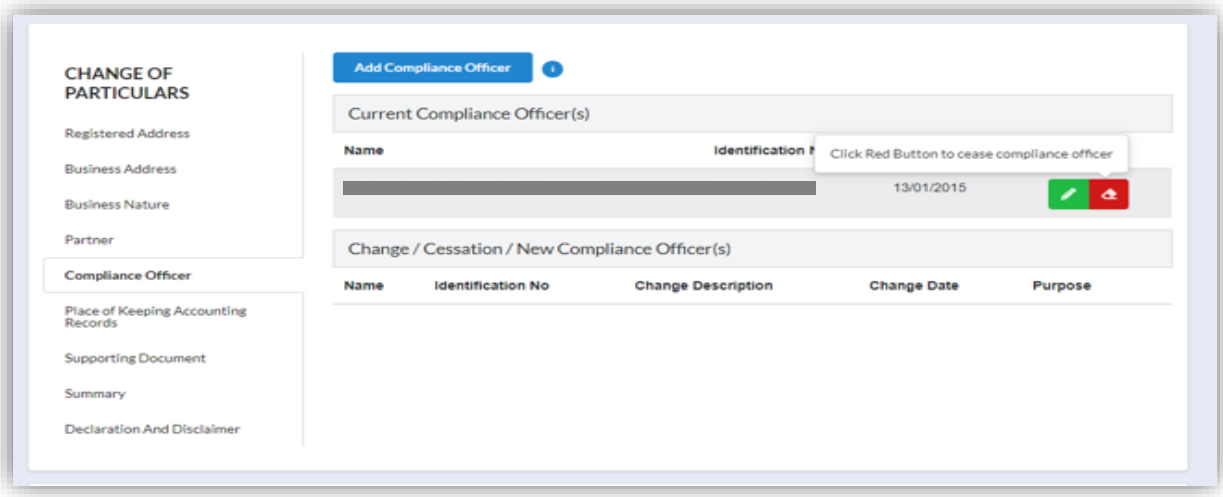


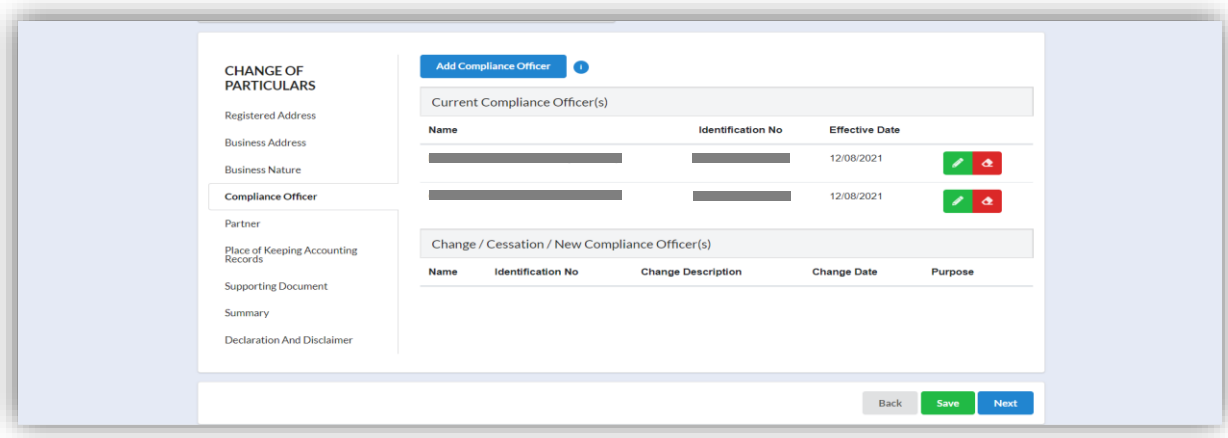




12. In the Compliance Officer tab, user can add new compliance officer by clicking on the Add Compliance Officer Button. User can also change the information or cease any existing compliance officer by clicking on the green pencil button or the red eraser button respectively.

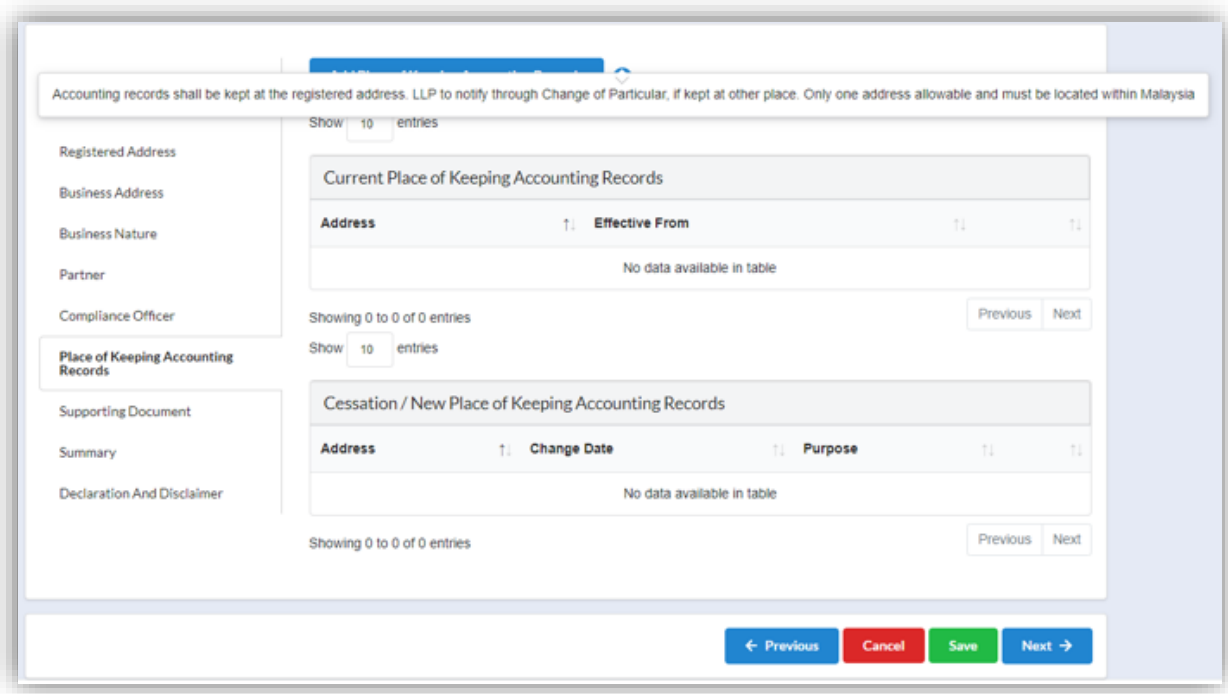


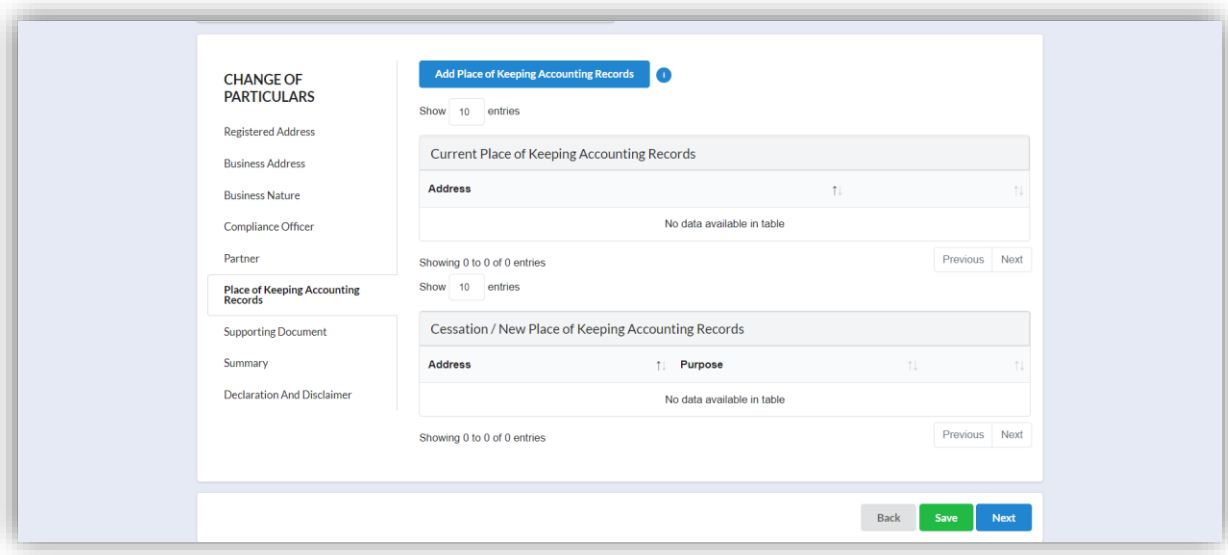




13. In the Place of Keeping Accounting Records, user can add a new record by clicking on the Add Place of Keeping Accounting Records Button.

    NOTE: Accounting records shall be kept at the registered address. LLP is required to notify through Change of Particular, if kept at other place. Only one address allowable and must be located within Malaysia. Once new Place of Keeping Accounting Record update, the existing address will be ceased accordingly.

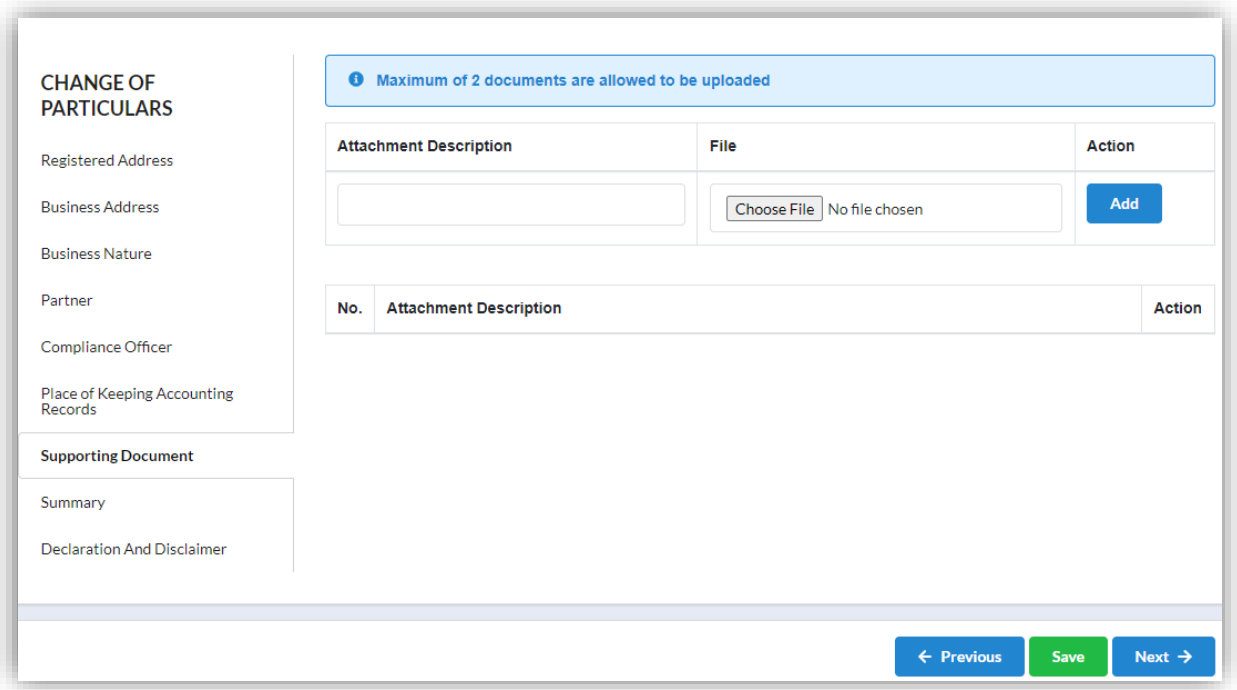



CHANGE OF PARTICULARS
Registered Address
Business Address
Business Nature
Compliance Officer
Partner
Place of Keeping Accounting Records
Supporting Document
Summary
Declaration And Disclaimer
Add Place of Keeping Accounting Records
Show 10 entries
Current Place of Keeping Accounting Records
Address
No data available in table
Showing 0 to 0 of 0 entries
Previous
Next
Show 10 entries
Cessation / New Place of Keeping Accounting Records
Address
Purpose
No data available in table
Showing 0 to 0 of 0 entries
Previous
Next
Back
Save
Next

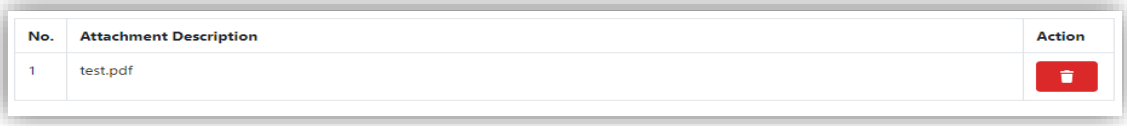
2.1.1 Supporting Document

14. Supporting Document is not mandatory for Change of Particulars. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

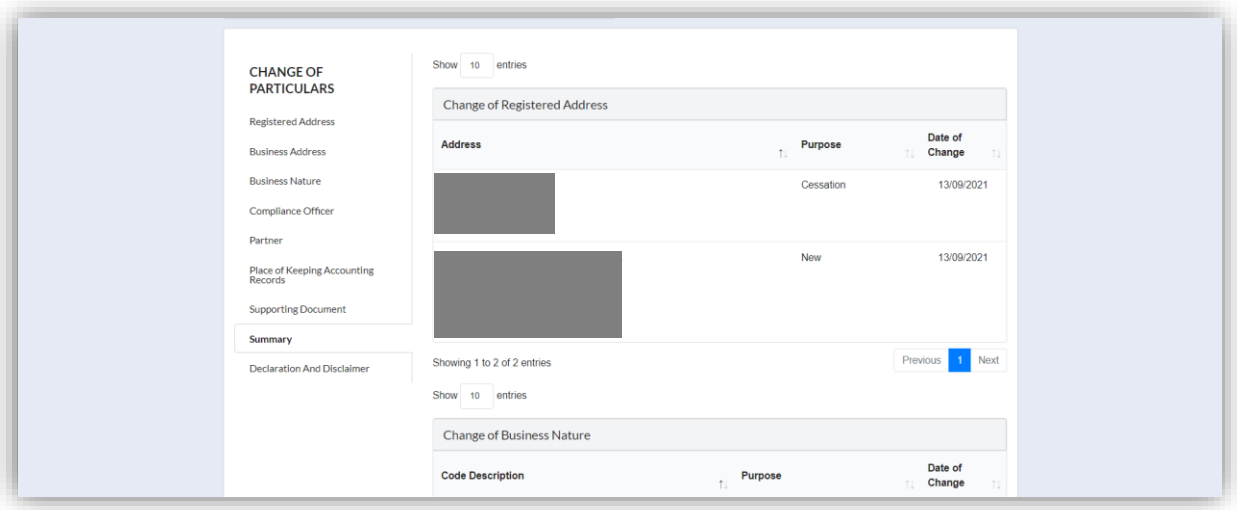
15. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.



16. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

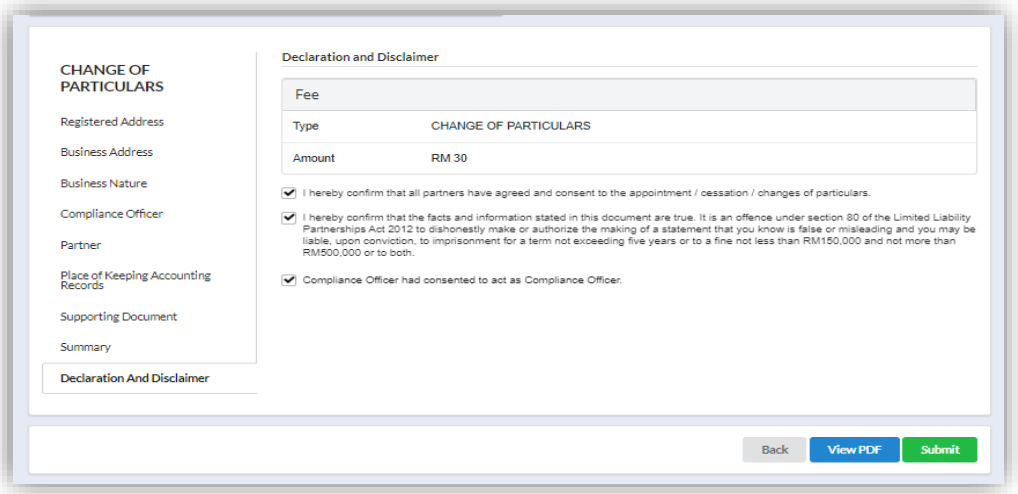


17. In the Summary tab, list of changes done will be displayed for confirmation.

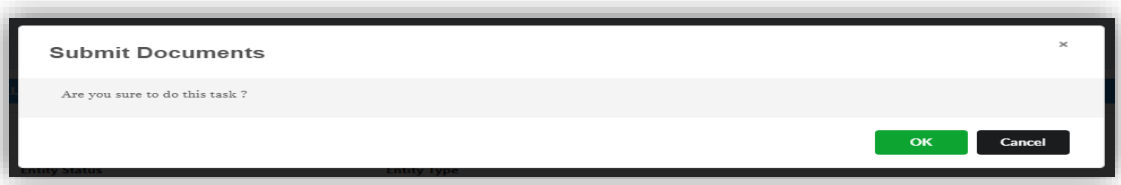


18. In the Declaration and Disclaimer tab, fee to be paid and declaration will be displayed. The Submit button will be enabled when the user has ticked all of the declaration boxes.
    Click on **View PDF** button to view the submission.

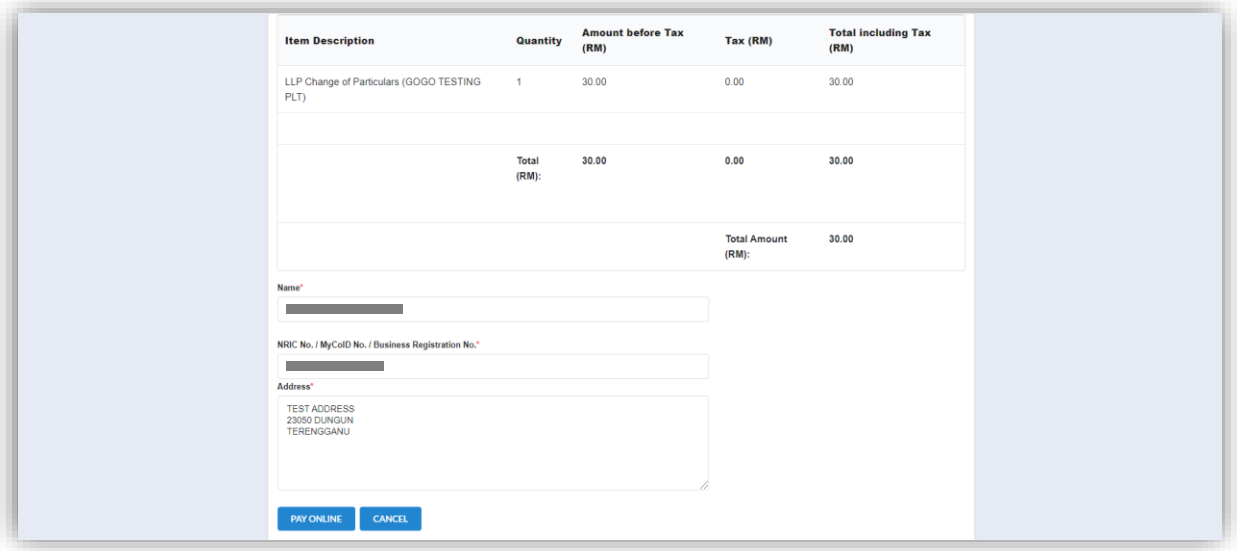
19. Click on **Submit** button to proceed payment.



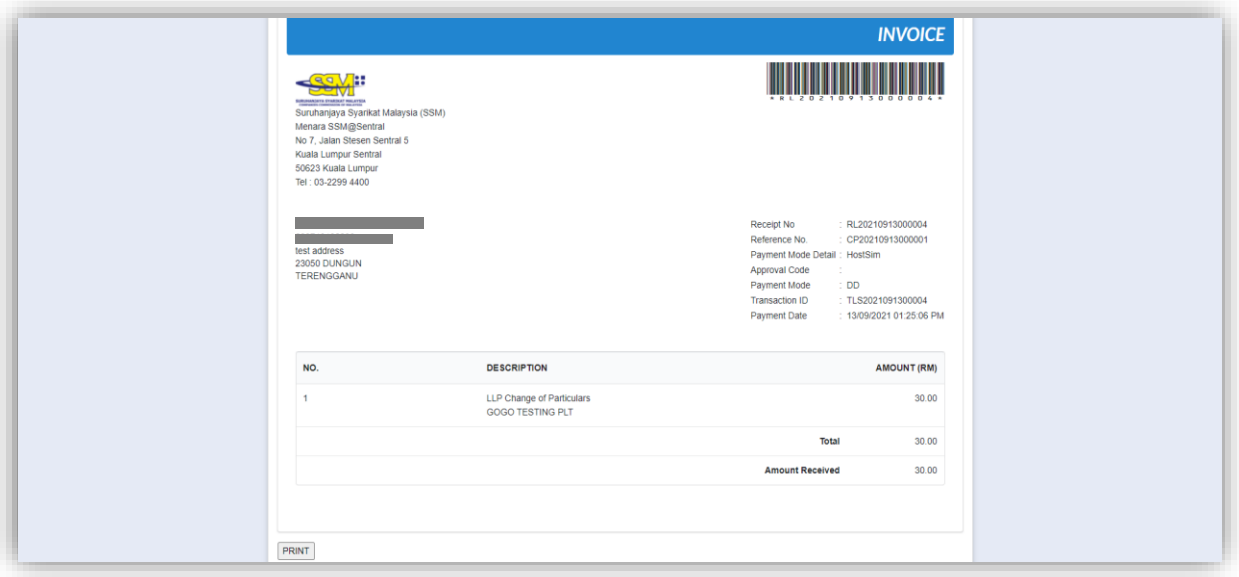
20. After click on **Submit Payment**, a prompt message will be display for confirmation. Click on **OK** button to continue.



21. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed with payment.

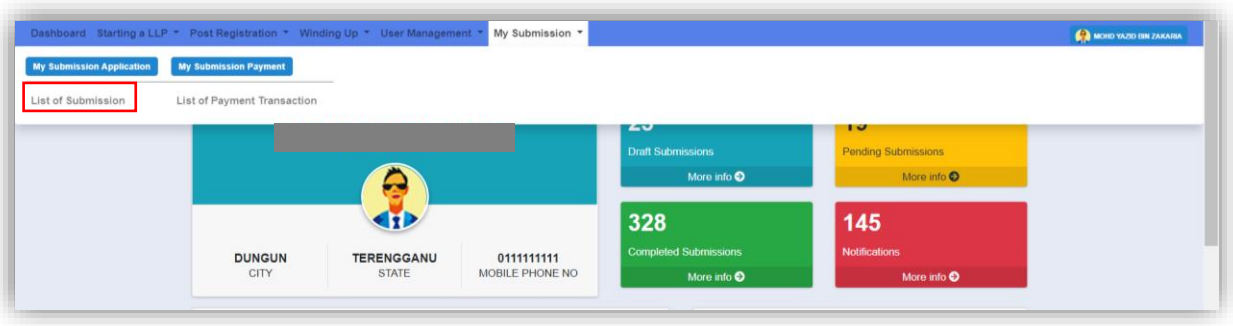


22. Once payment has been made, Invoice will be displayed. User may click on Print button to save a copy of the invoice.
    - Receipt no. is the payment receipt.
    - Reference no. is the Change of Particular transactions.
    - Transaction ID is the payment transaction number.

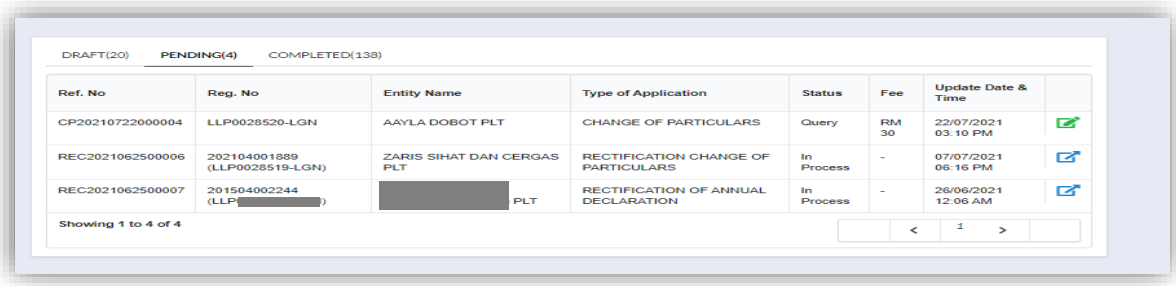


2.1.2 Resubmit Query

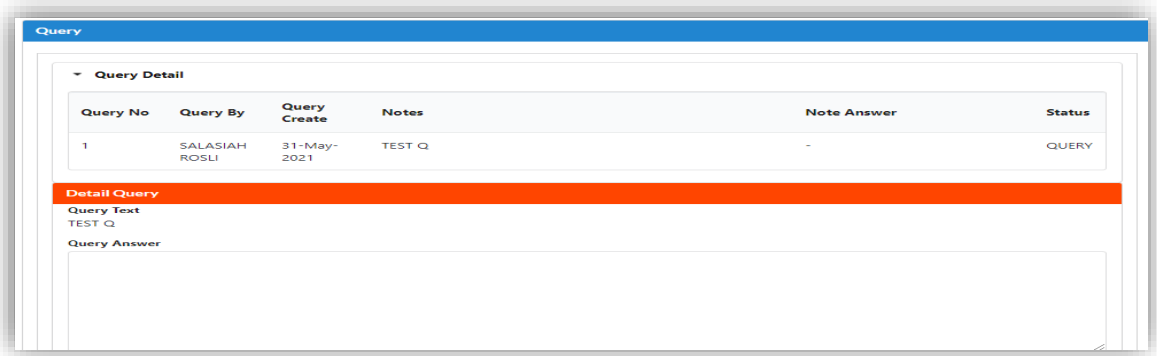
23. Click **on List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



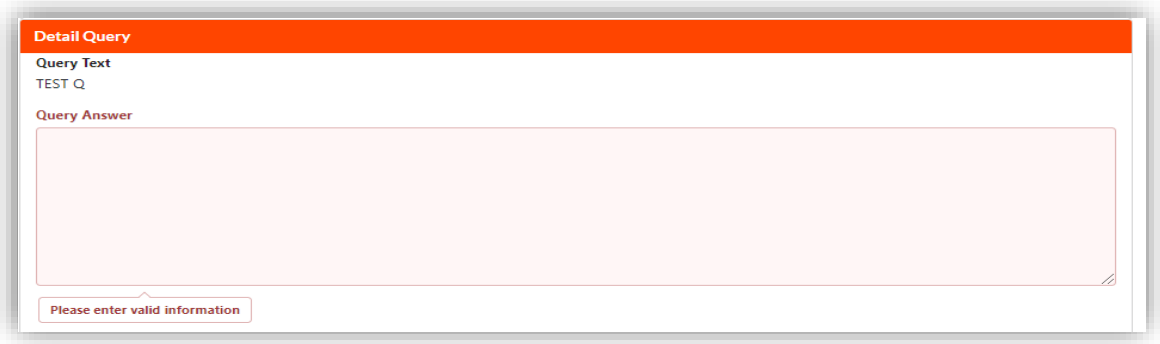
24. Click on the **PENDING** tab, and then click on the pencil icon to reply query.



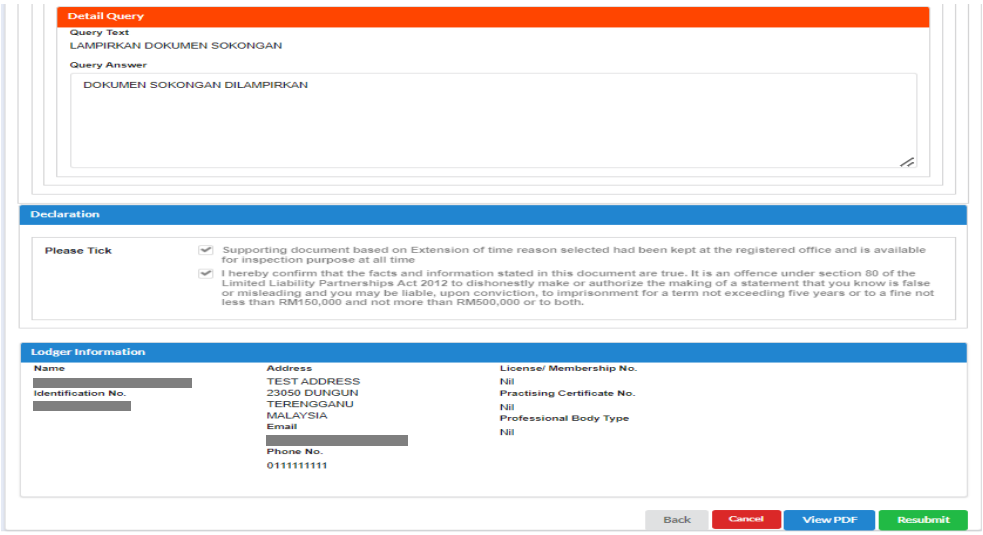
25. Query section will be displayed for submission with query. Update the required information.



26. If the Query answer box is left blank, the prompt message will be display to enter information for query answer.



27. Tick the declaration box and click on Resubmit button to proceed resubmit query.

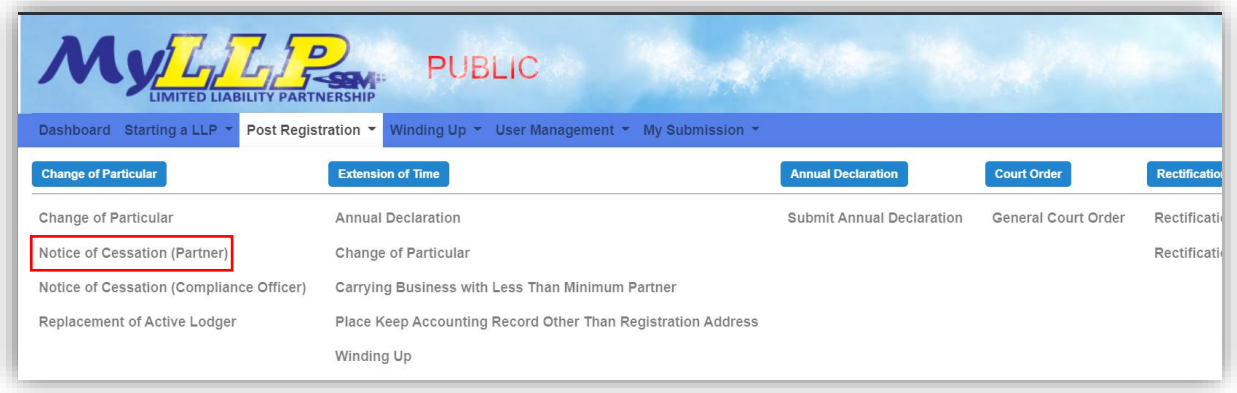


2.2 Notice of Cessation (Partner)

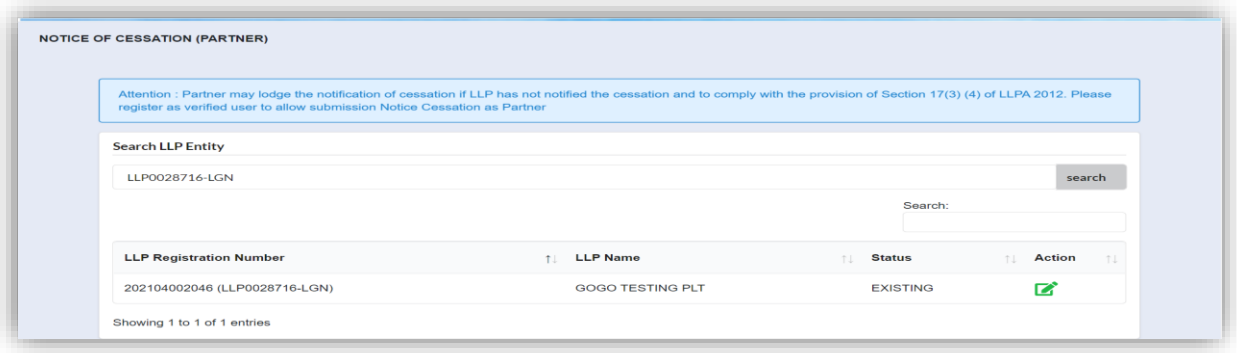
ATTENTION NOTE:

It is the duty of Compliance Officer to notify cessation or resignation of partner through submission of Change of Particulars according to Section 17 (1) LLPA 2012. Partner may lodge the notification of cessation if he reasonably believes that the LLP has not notify the fact of the cessation to the Registrar. Partner needs to comply with the provision of Section 17(3) & (4) LLPA 2012. Partner also needs to register as verified user to login for submission.

1. Click on **Notice of Cessation (Partner)** under the **Change of Particular** while hovering over the **Post Registration** Tab.

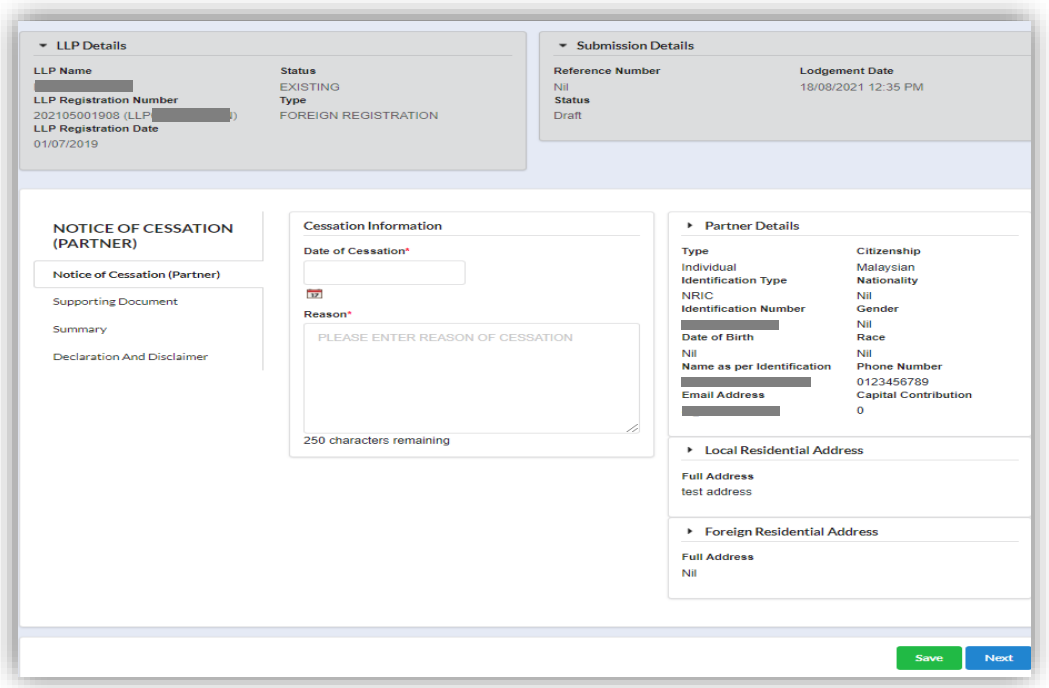


2. The Notice of Cessation (Partner) page will be displayed. Enter LLP no in the textbox given and click on the **Search** button. Results will be displayed below. Click on the green pencil icon to continue.



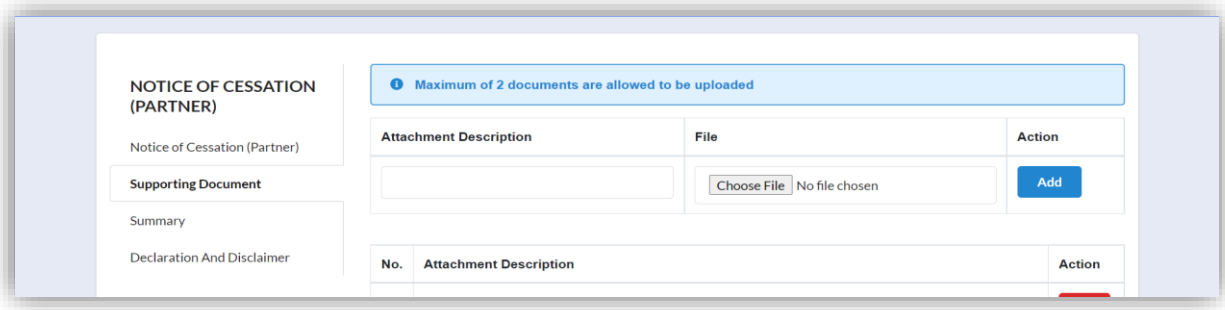
3. The LLP details will be displayed. In the Notice of Cessation (Partner) tab, enter cessation date and fill in reason of cessation in the textbox given.

4. Click **Save** button to save the changes then click **Next** button to proceed.

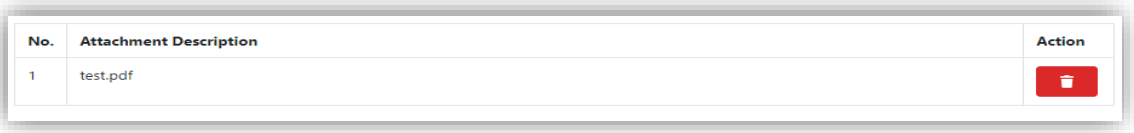


2.2.1 Supporting Document

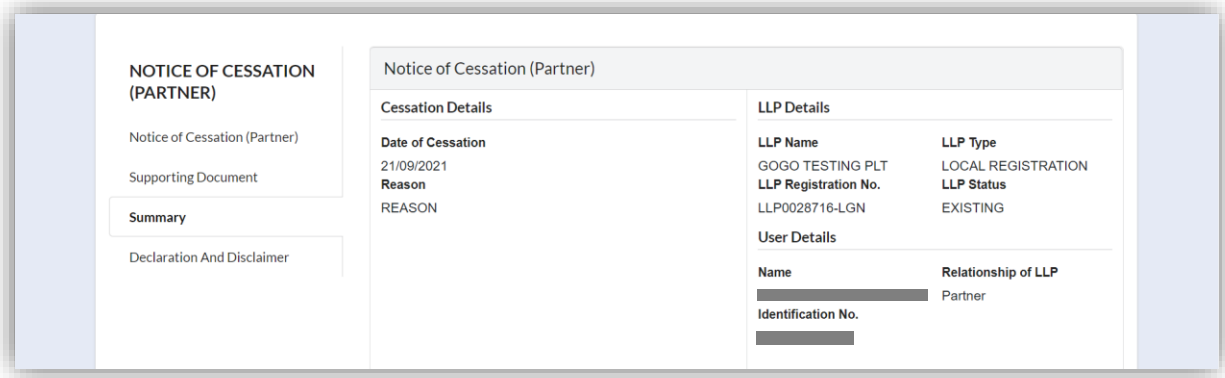
5. Supporting Document is mandatory for Notice Cessation. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.
6. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.



7. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.



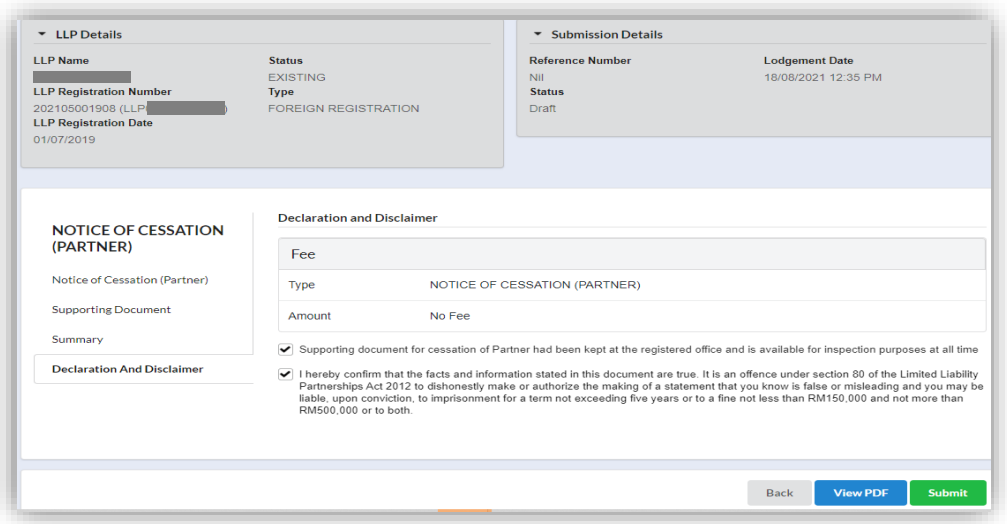
8. In the Summary tab, list of changes done will be displayed for confirmation.



9. In the Declaration and Disclaimer tab, declaration will be displayed. The Submit button will be enabled when the user has ticked all the declaration boxes.

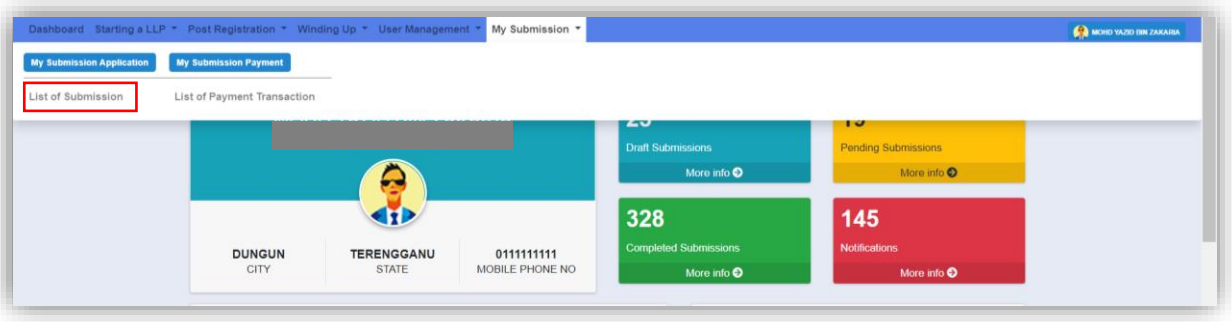
   Click on **View PDF** button to view the submission.

10. Click on **Submit** button to proceed submission.

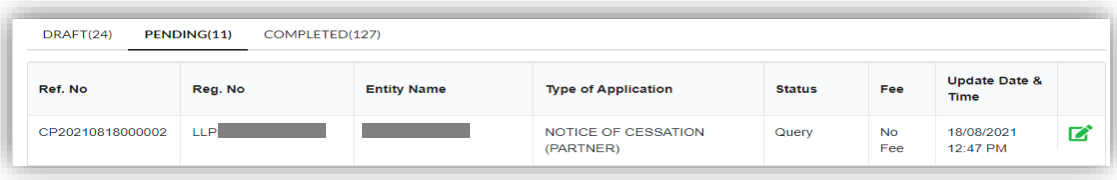


2.2.2 Resubmit Query

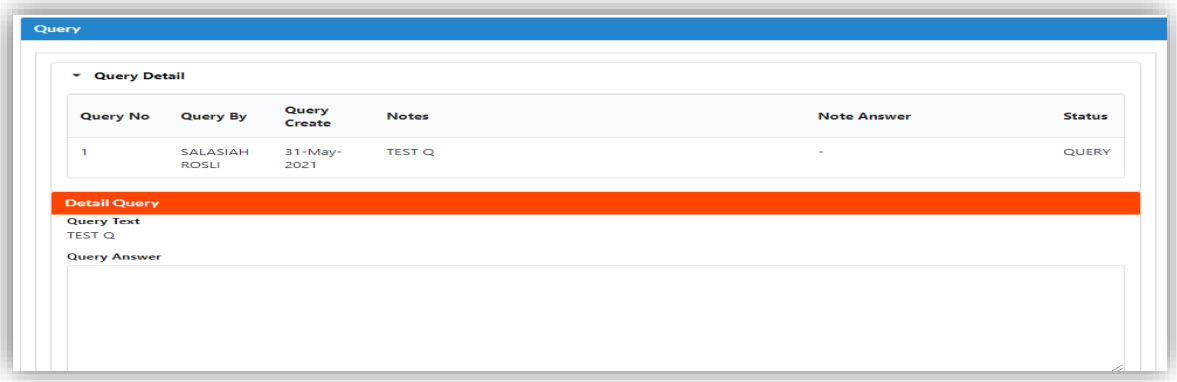
11. Click **on List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



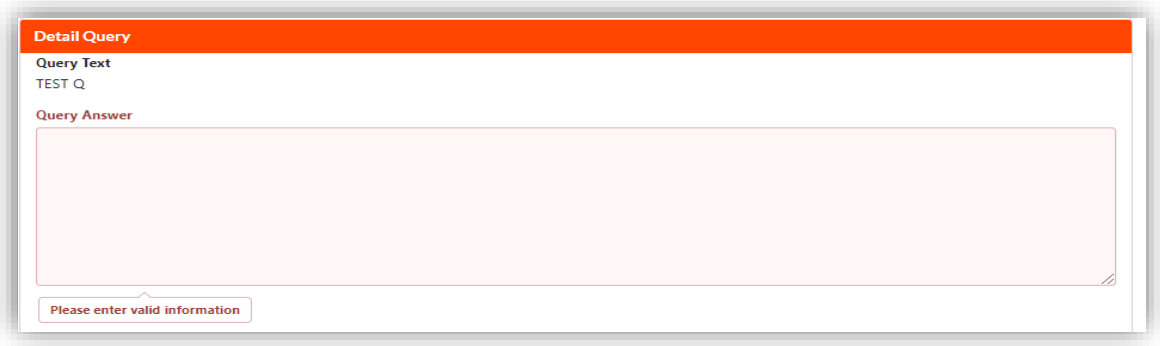
12. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.



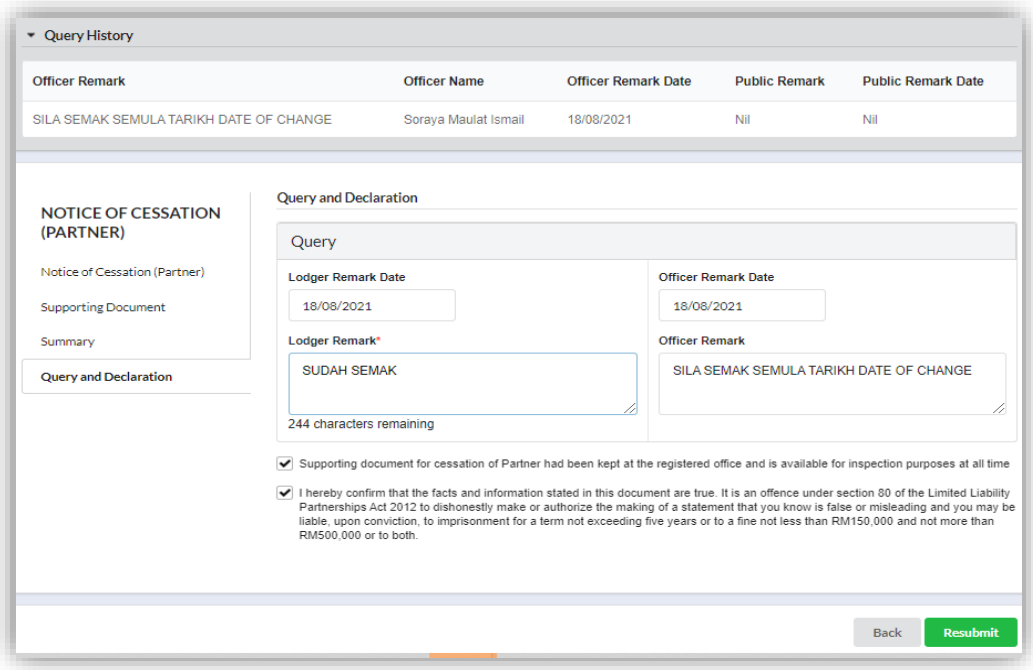
13. Query section will be displayed for submission with query. Update the required information.



14. If the Query answer box is left blank, the prompt message will be display to enter information for query answer.



15. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

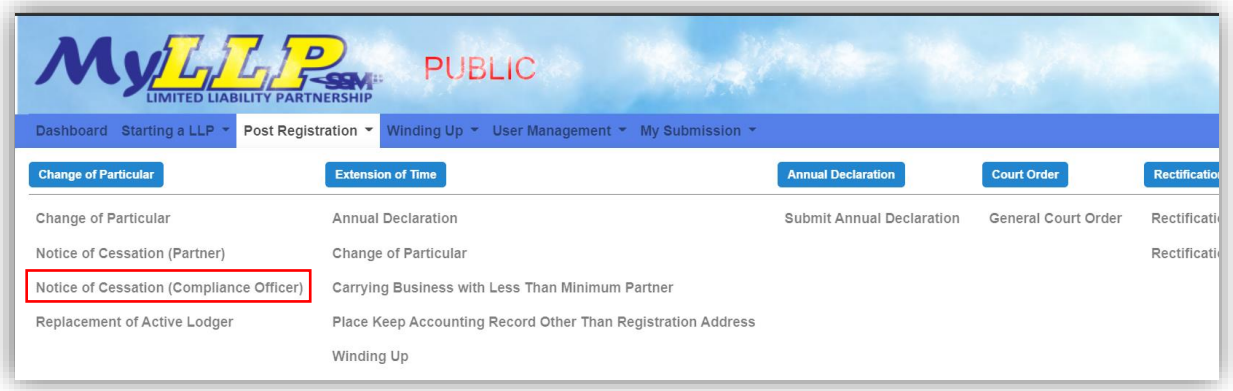


2.3 Notice of Cessation (Compliance Officer)

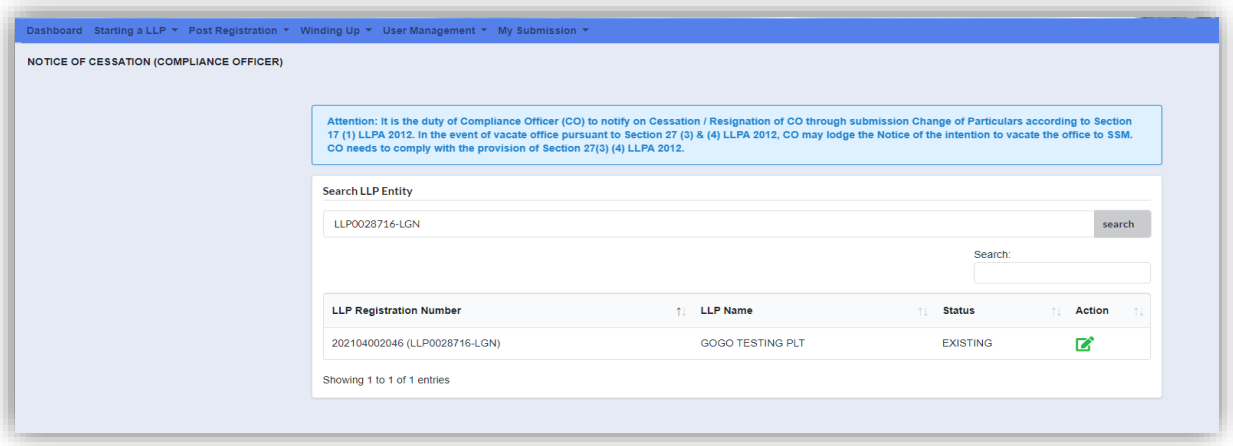
ATTENTION NOTE:

It is the duty of Compliance Officer (CO) to notify on cessation or resignation of CO through Submission Change of Particulars according to Section 17 (1) LLPA 2012. In the event of vacate office pursuant to Section 27 (3) & (4) LLPA 2012, CO may lodge the Notice of the intention to vacate the office to Registrar. CO needs to comply with the provision of Section 27(3) & (4) LLPA 2012.

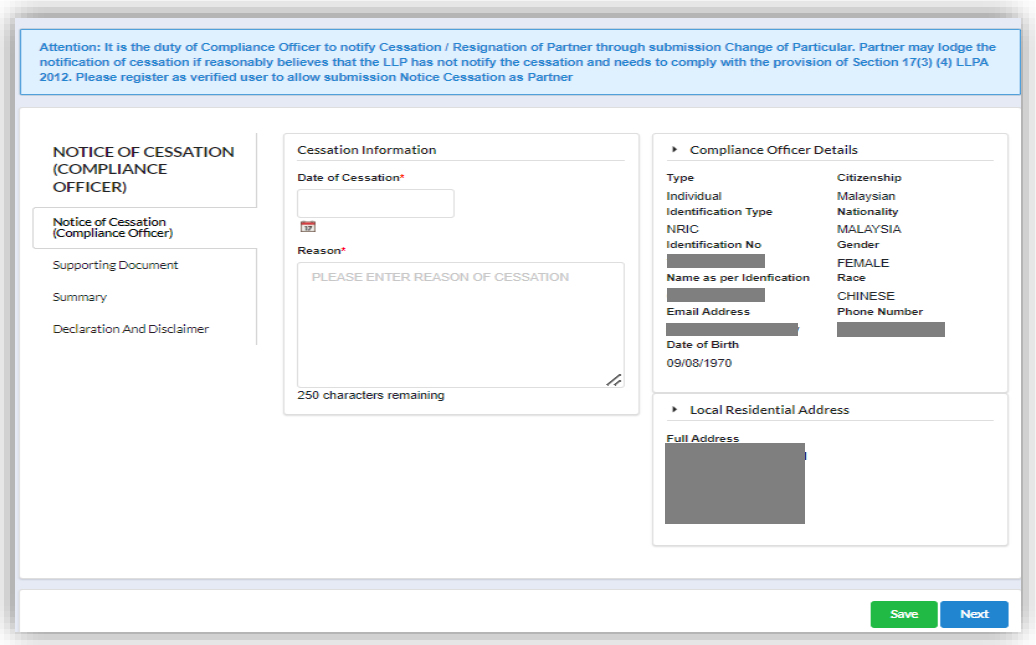
1. Click on **Notice of Cessation (Compliance Officer)** under the **Change of Particular** while hovering over the **Post Registration** Tab.



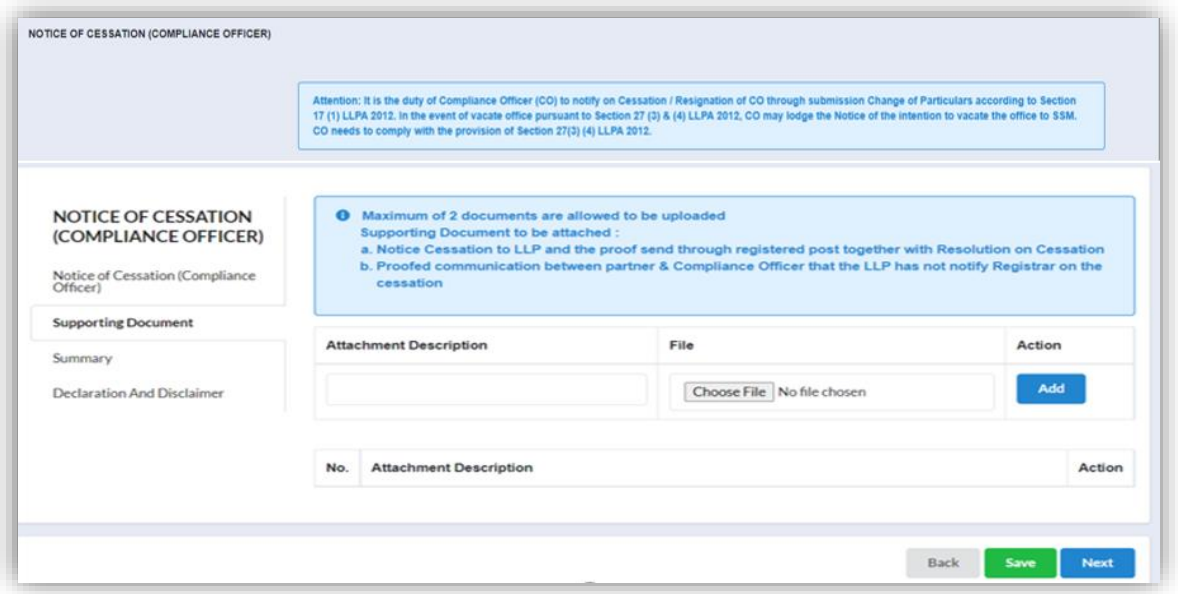
2. The Notice of Cessation (Compliance Officer) page will be displayed. Enter LLP no in the textbox given and click on the **Search** button. Results will be displayed below. Click on the green pencil icon to continue.



3. The LLP details will be displayed. In the Notice of Cessation (Compliance Officer) tab, enter cessation date and fill in reason of cessation in the textbox given.



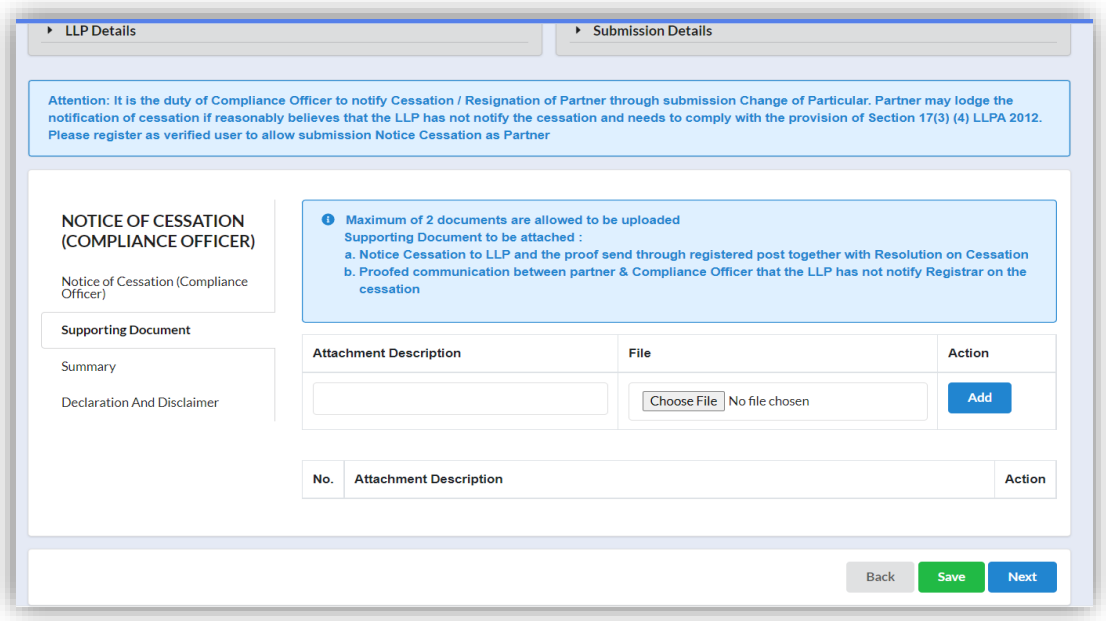
4. Click **Save** button to save the changes then click **Next** button to proceed.



2.3.1 Supporting Document

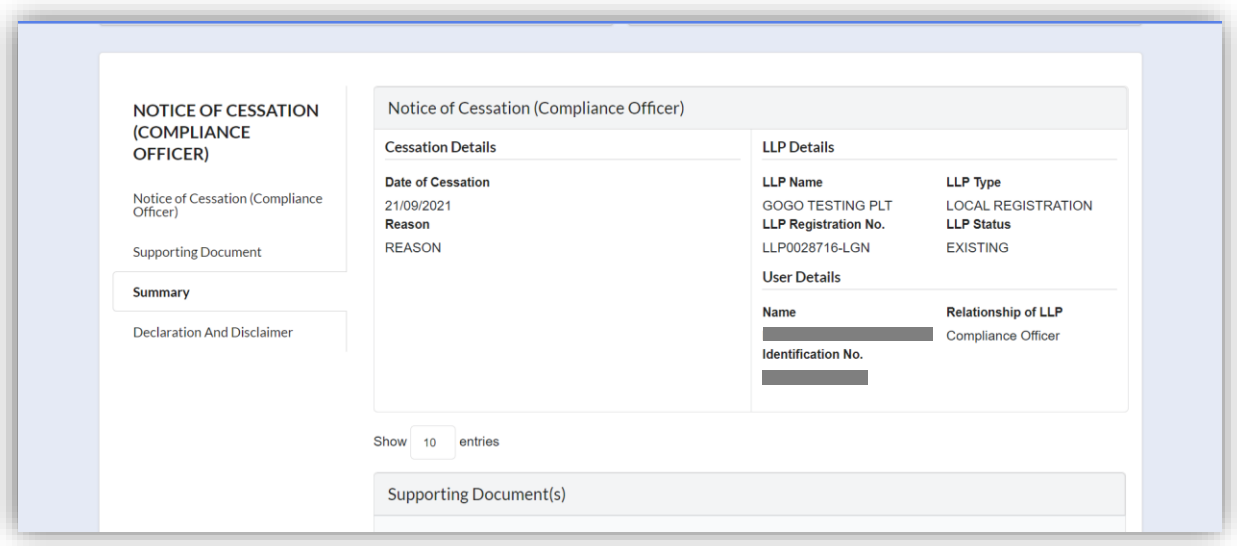
5. Supporting Document is mandatory for Notice Cessation. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

6. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.



7. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

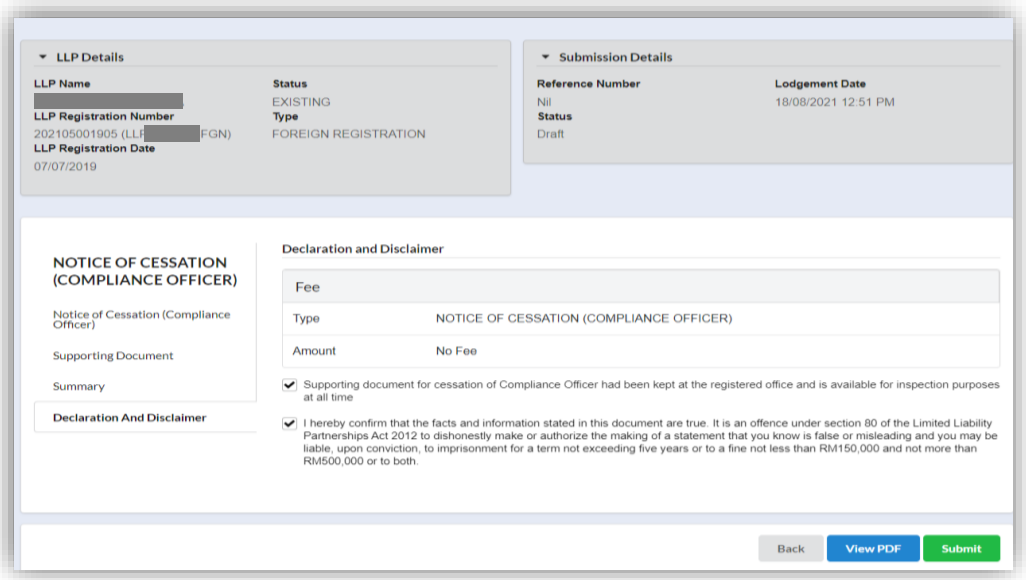
8. In the Summary tab, list of changes done will be displayed for confirmation.



9. In the Declaration and Disclaimer tab, declaration will be displayed. The Submit button will be enabled when the user has ticked all the declaration boxes.

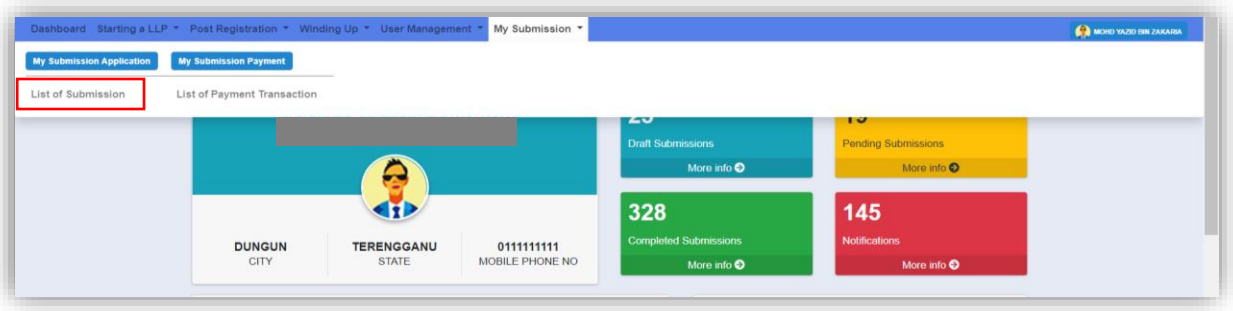
   Click on **View PDF** button to view the submission.

10. Click on **Submit** button to proceed submission.

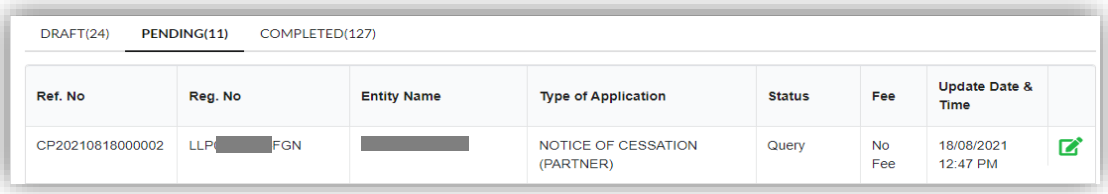


2.3.2 Resubmit Query

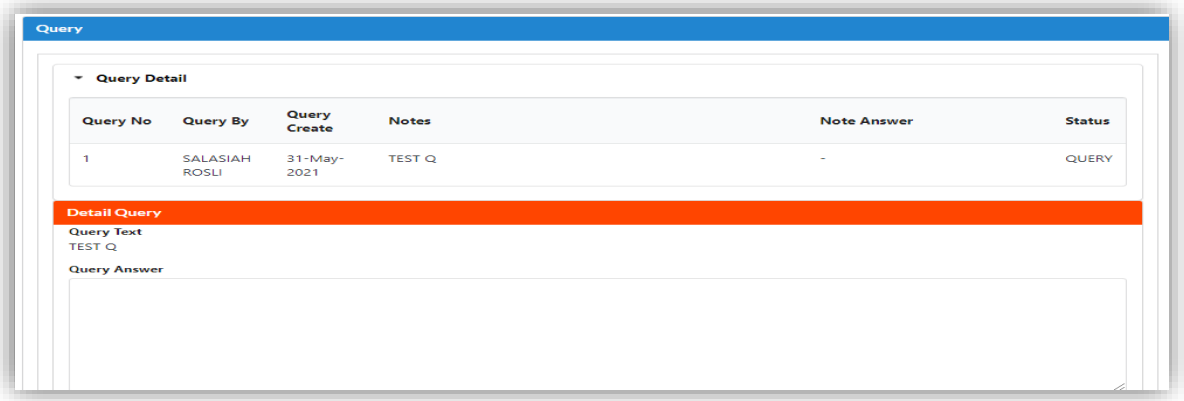
11. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



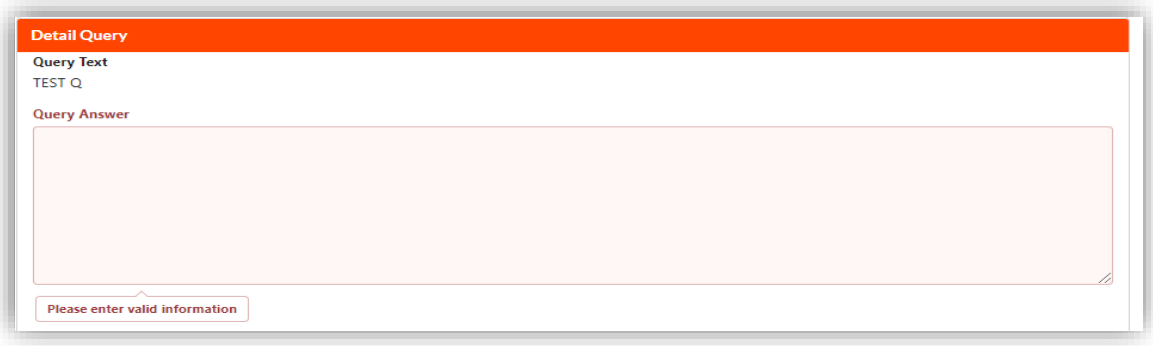
12. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.



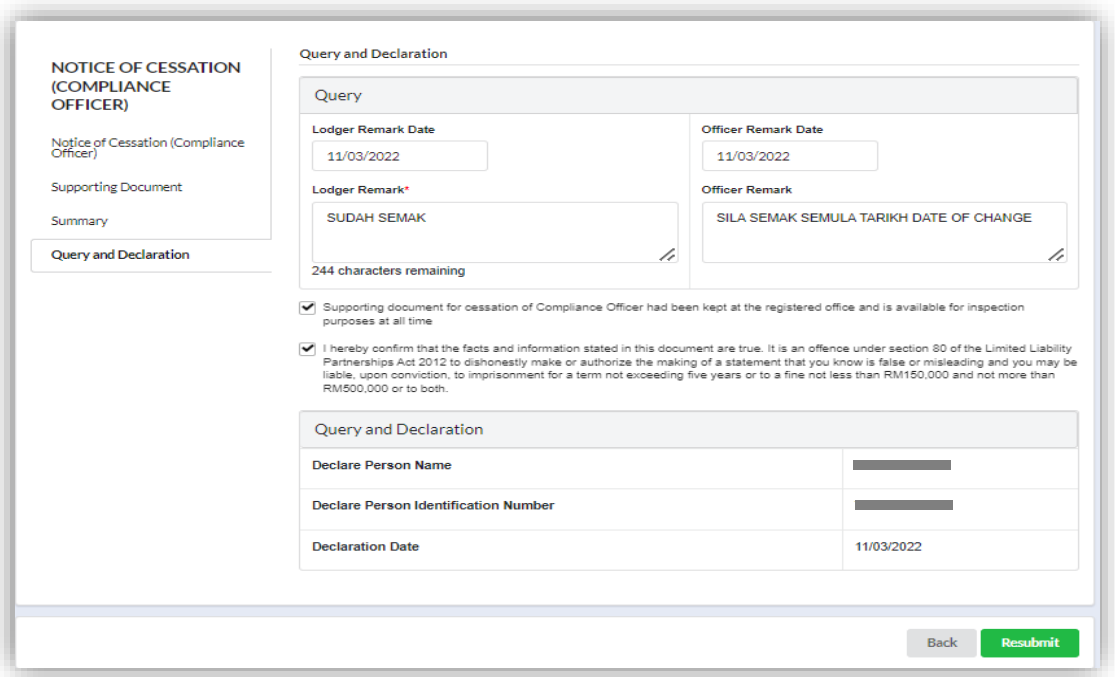
13. Query section will be displayed for submission with query. Update the required information.



14. If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

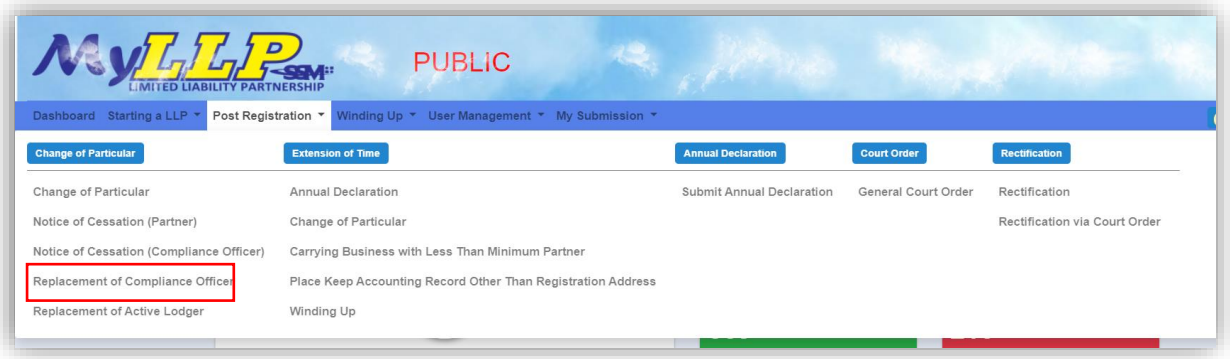


15. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

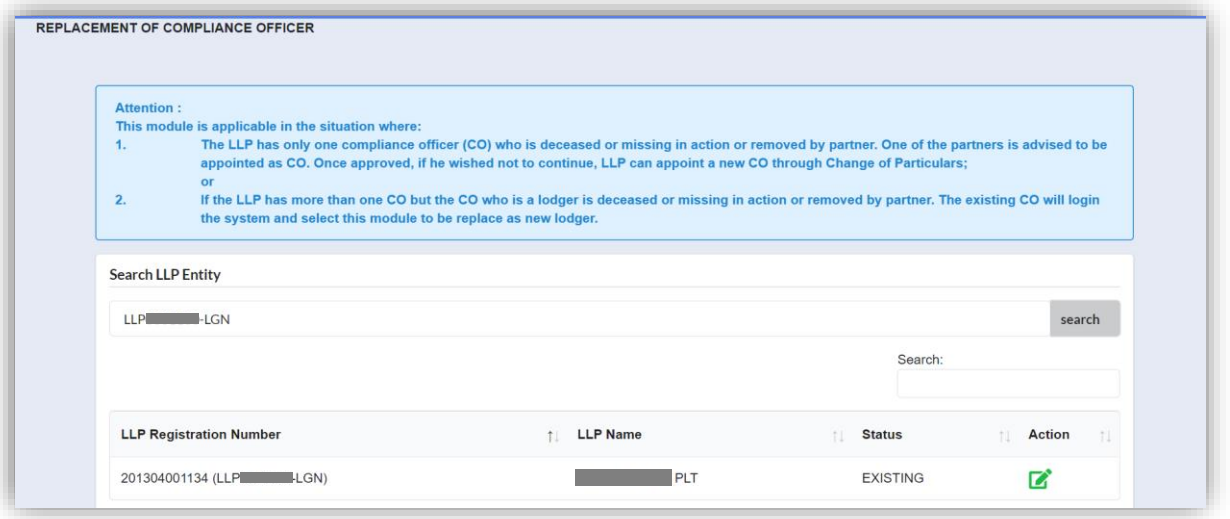


2.4 Replacement of Compliance Officer

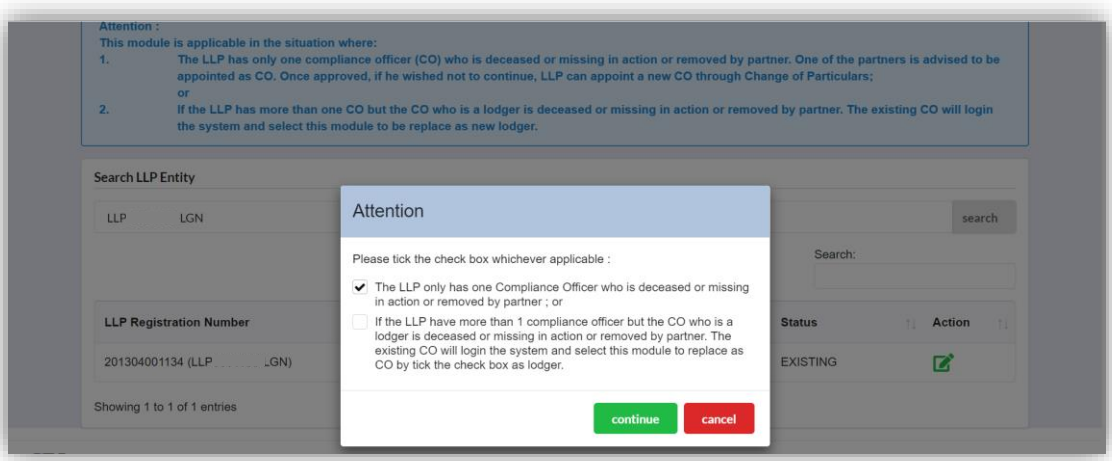
1. Click on **Replacement of Compliance Officer** under the **Change of Particular** while hovering over the **Post Registration** Tab.



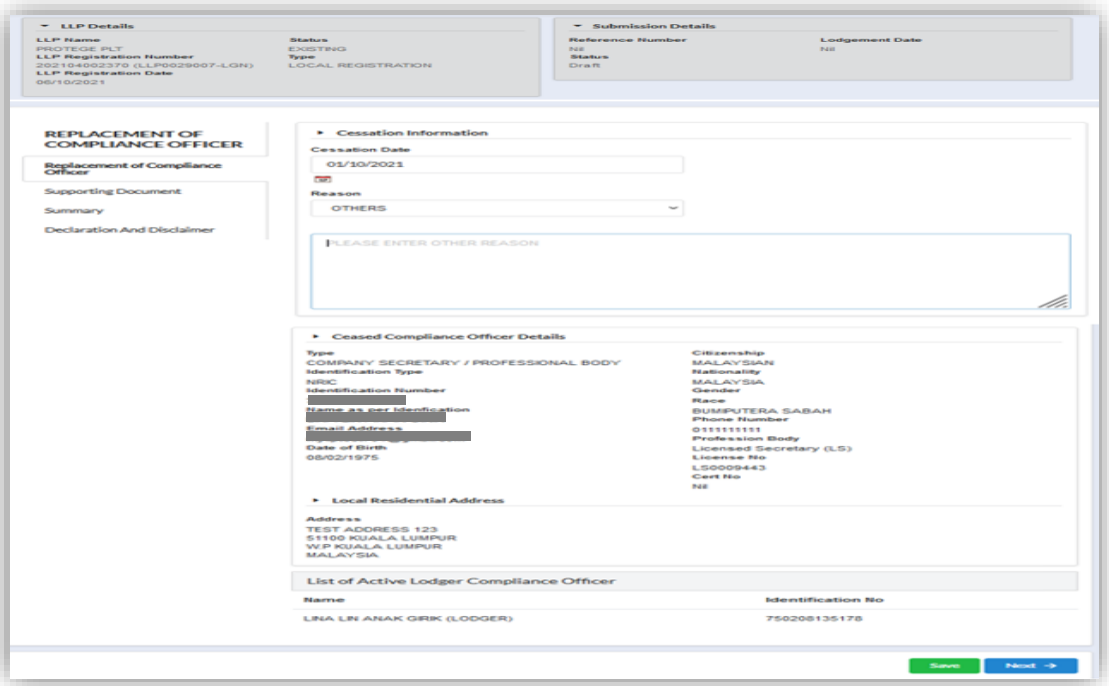
2. The Replacement of Compliance Officer page will be displayed. Read the Attention Note to ensure the purpose of this module. Enter LLP no in the textbox given and click on the Search button. Results will be displayed below. Click on the green pencil icon to continue.



3. A prompt will pop up asking user for confirmation. User must tick one of the boxes that suit the purpose before clicking the **Continue** button.



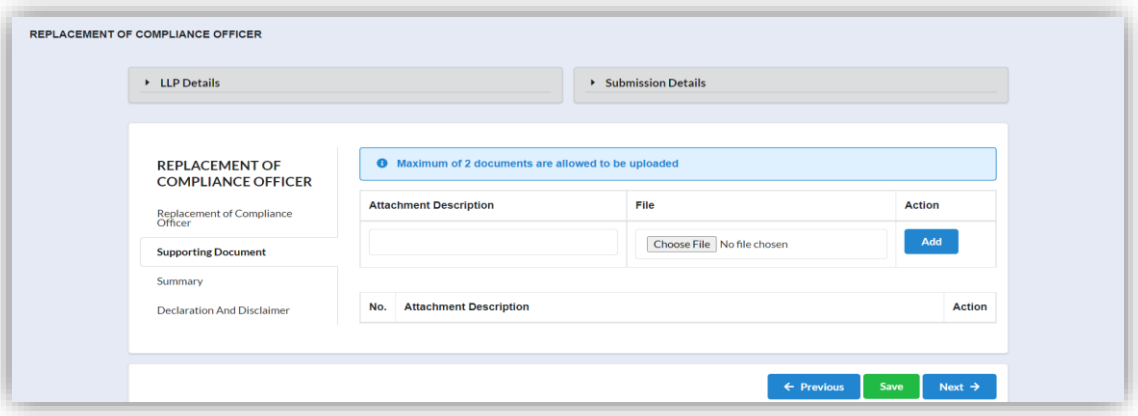
4. The LLP details will be displayed. In the Replacement of Compliance Officer Tab, user can enter the **Cessation Date and** select **Reason** for the cessation. Click on the **Save** button to save the changes then click **Next** button to proceed.



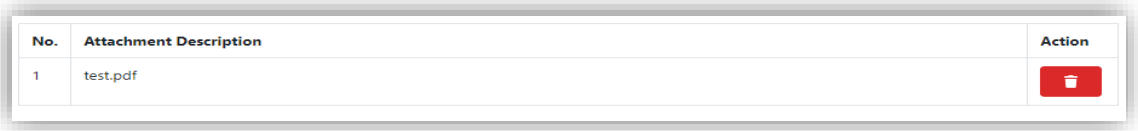
2.4.1 Supporting Document

a. Supporting Document is mandatory for Replacement of Compliance Officer. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

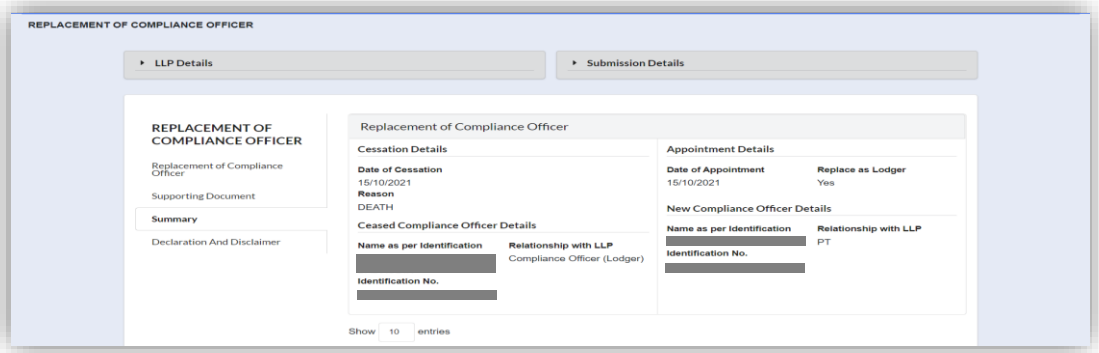
b. Maximum document to be attached is two (2). The documents must be in PDF form.



5. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

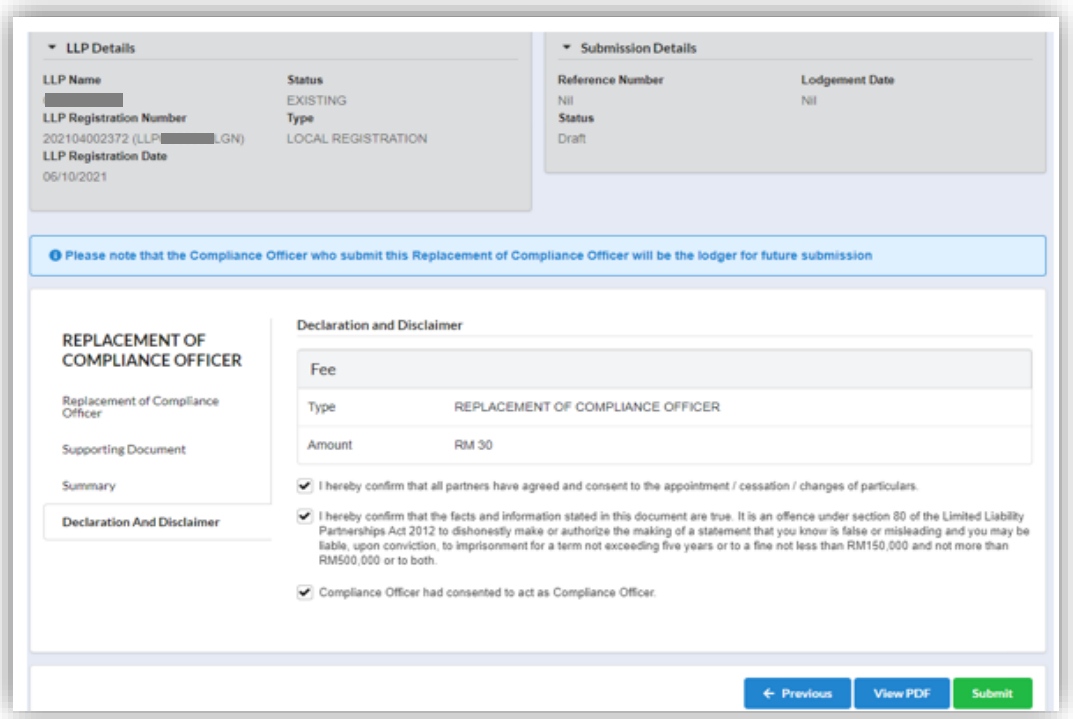


6. In the Summary tab, Summary of changes will be displayed for confirmation.



7. In the Declaration and Disclaimer tab, declaration will be displayed. The Submit button will be enabled when the user has ticked all the declaration boxes.

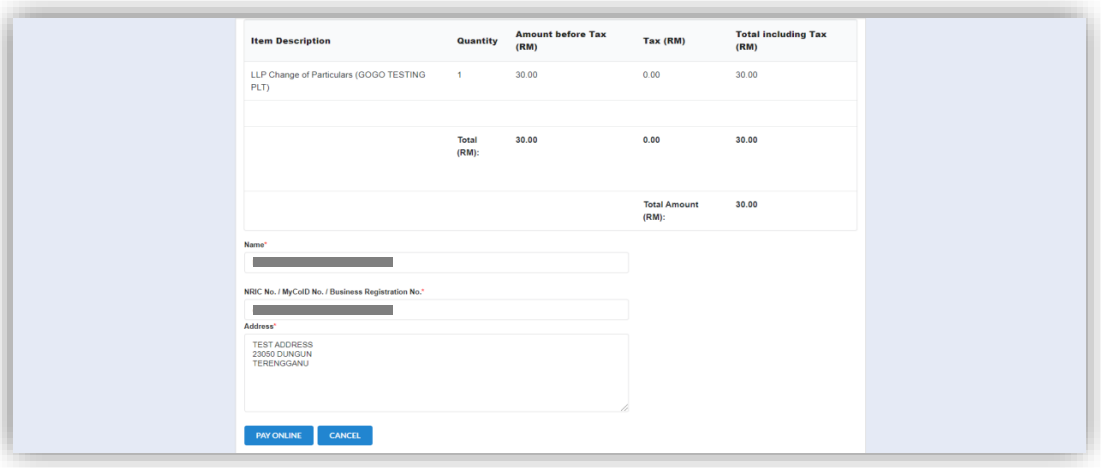
   Click on **View PDF** button to view the submission.



8. Click on **Submit** button to proceed with payment.

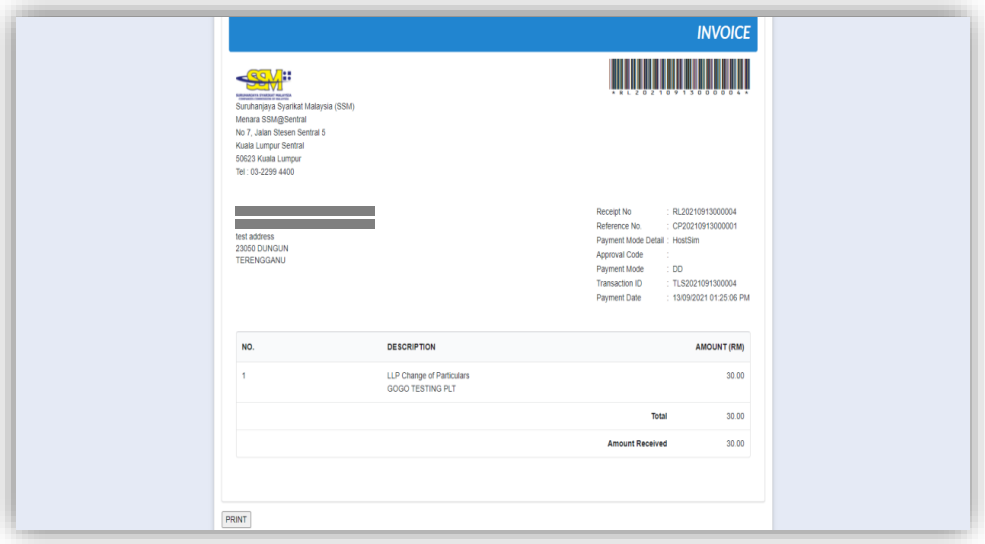
9. After click on **Submit Payment**, a prompt message will be display for confirmation. Click on **OK** button to continue.

10. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed with payment.



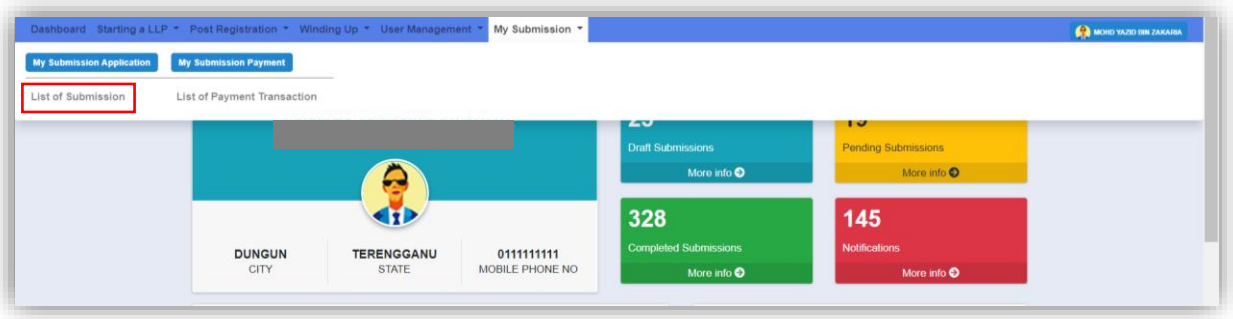
11. Once payment has been made, Invoice will be displayed. User may click on Print button to save a copy of the invoice.

- Receipt no. is the payment receipt.
- Reference no. is the Change of Particular transactions.
- Transaction ID is the payment transaction number.

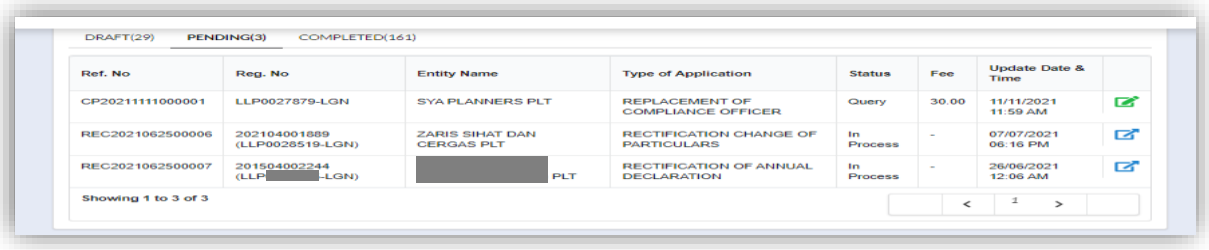


2.4.2 Resubmit Query

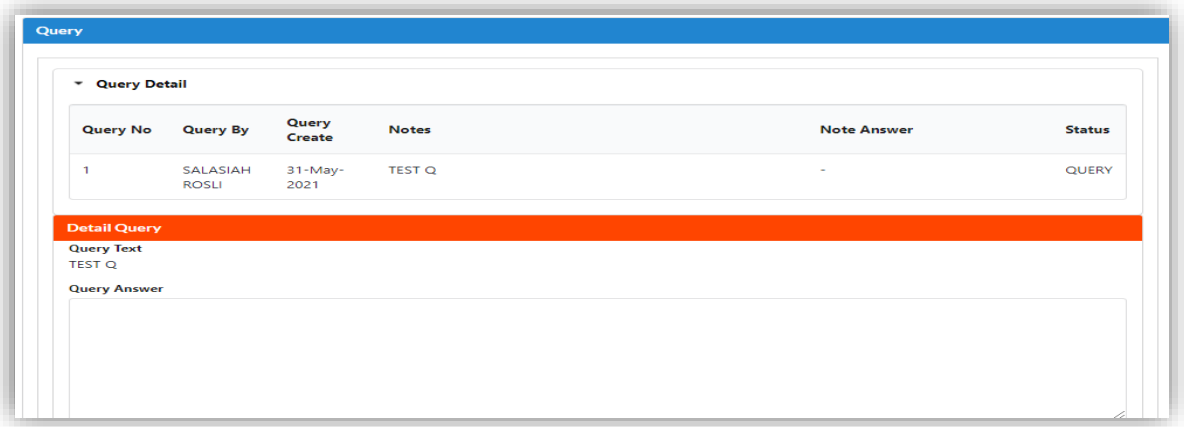
12. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



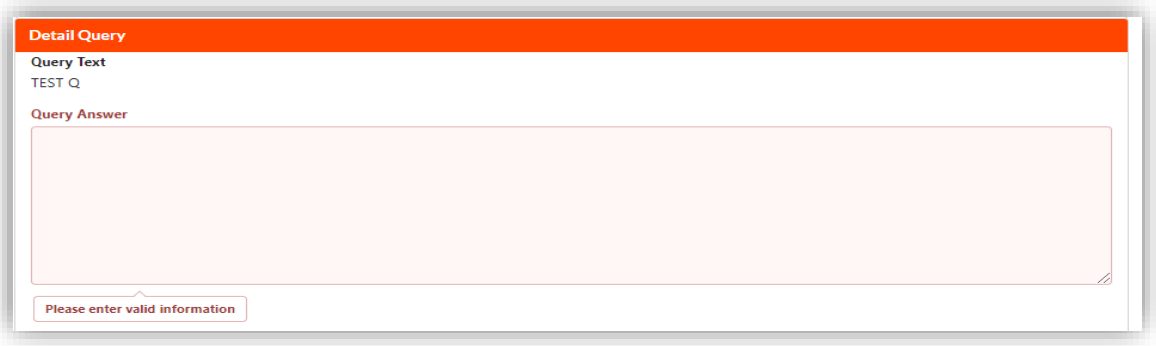
13. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.



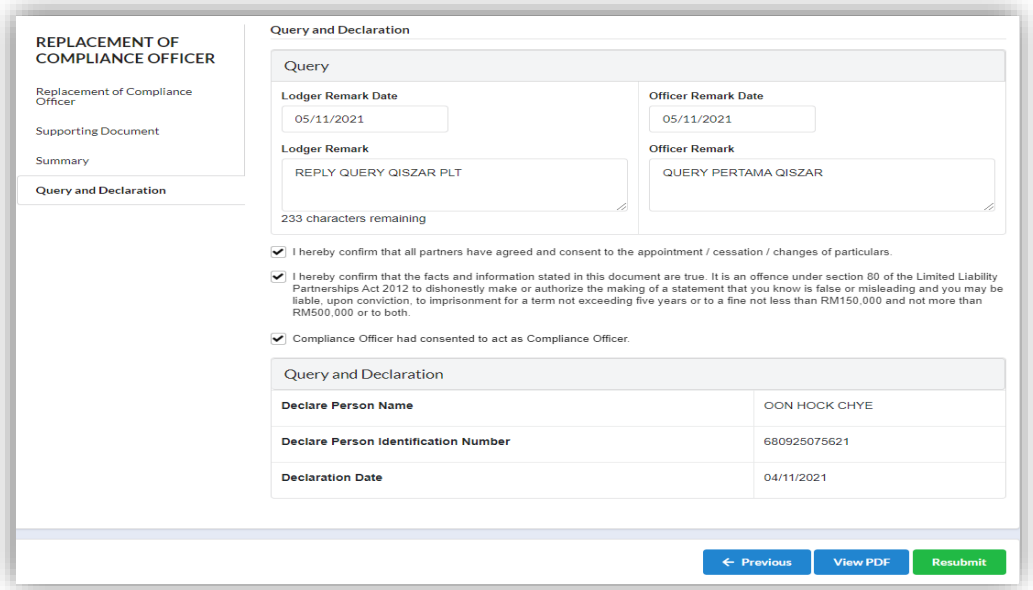
14. Query section will be displayed for submission with query. Update the required information.



15. If the Query answer box is left blank, the prompt message will be display to enter information for query answer.



16. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

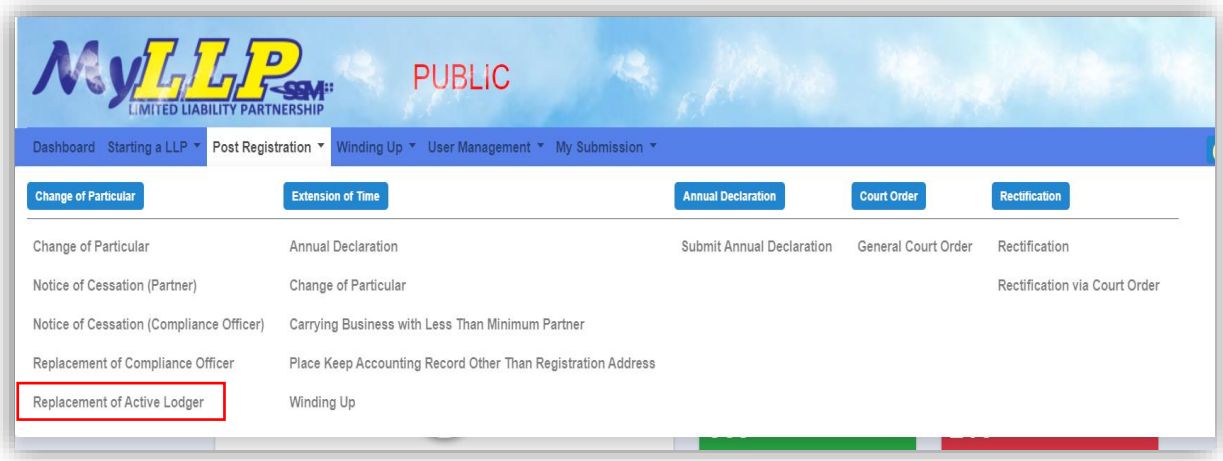


2.5 Replacement of Active Lodger

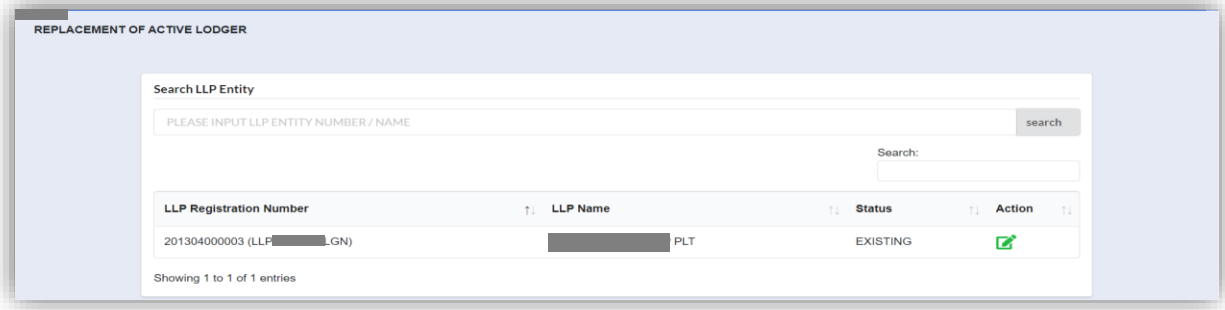
ATTENTION NOTE:

The Replacement of Active Lodger module is to cater submission where there is a need for replacement from existing active lodger function to the other Compliance Officer and there is no other change of particulars involved. No fee applicable.

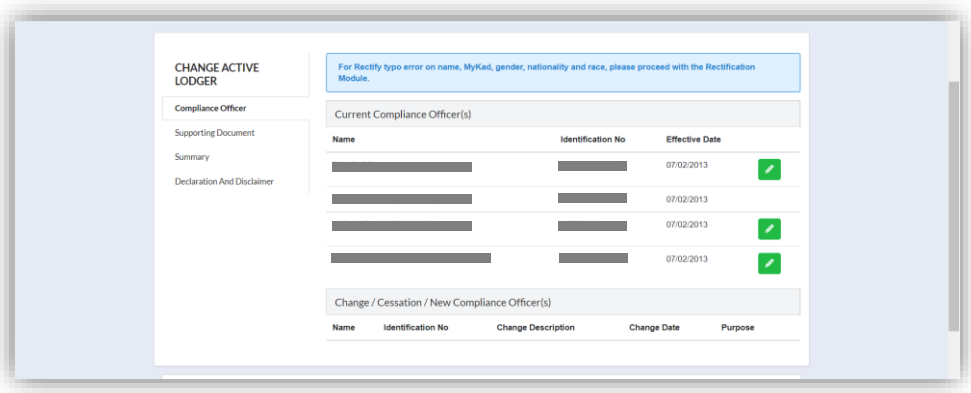
1. Click on **Replacement of Active Lodger** under the **Change of Particular** while hovering over the Post **Registration** Tab.



2. The Replacement of Active Lodger page will be displayed. Enter LLP no in the textbox given and click on the Search button. Results will be displayed below. Click on the Action button to continue.



3. The LLP details will be displayed. In the Compliance Officer tab, user can click on the pencil icon to change the lodger function from the Current Compliance Officer(s).

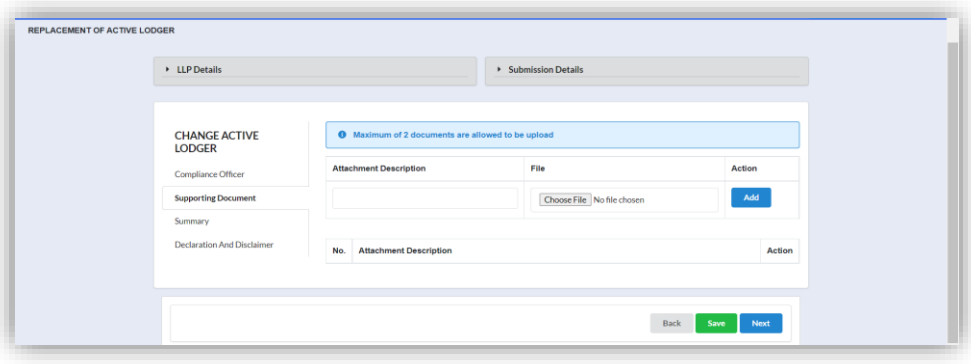


4. Click **Save** button to save the changes then click **Next** button to proceed to Summary Page.

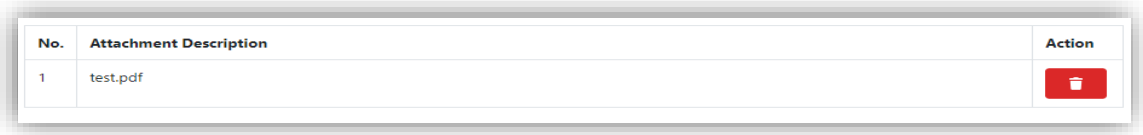
2.5.1 Supporting Document

c. Supporting Document is not mandatory for Replacement of Active Lodger. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

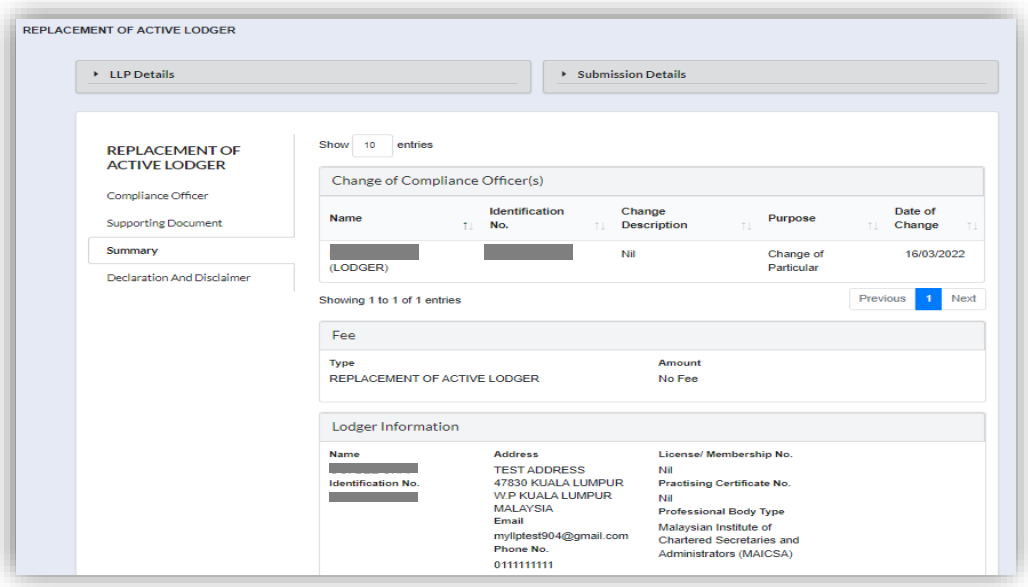
d. Maximum document to be attached is two (2). The documents must be in PDF form.



5. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.



6. In the Summary tab, Summary of changes will be displayed.

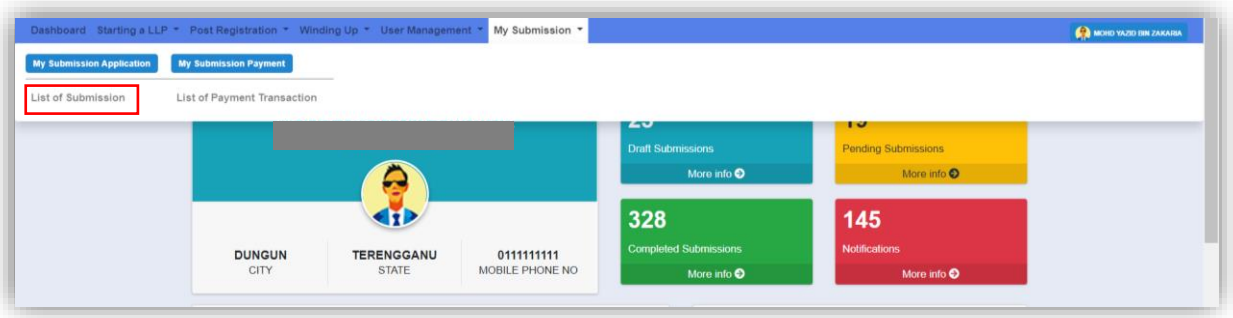


7. In the Declaration and Disclaimer tab, declaration will be displayed. The Submit button will be enabled when the user has ticked all the declaration boxes.

   Click on **Submit** button to proceed submission.

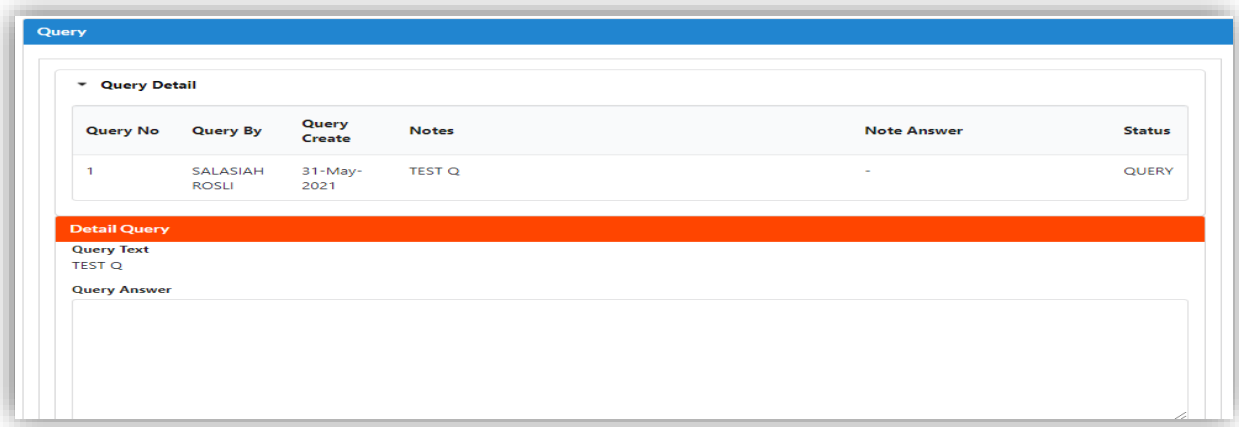
2.5.2 Resubmit Query

8. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.

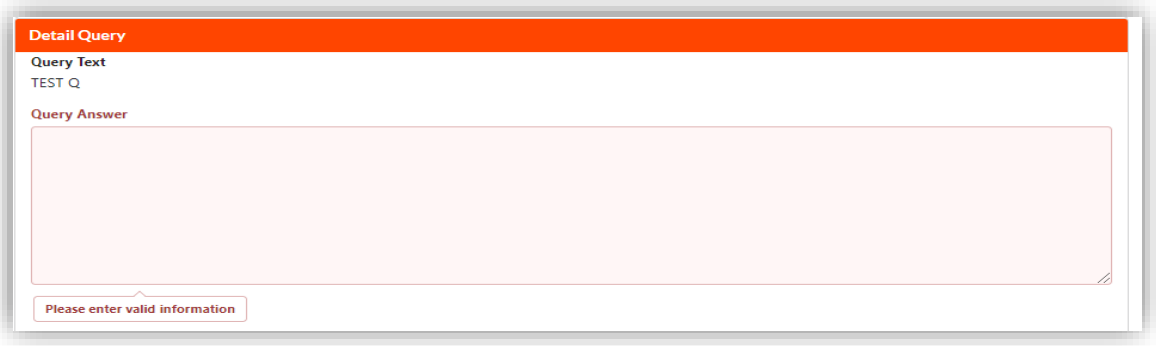


9. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.

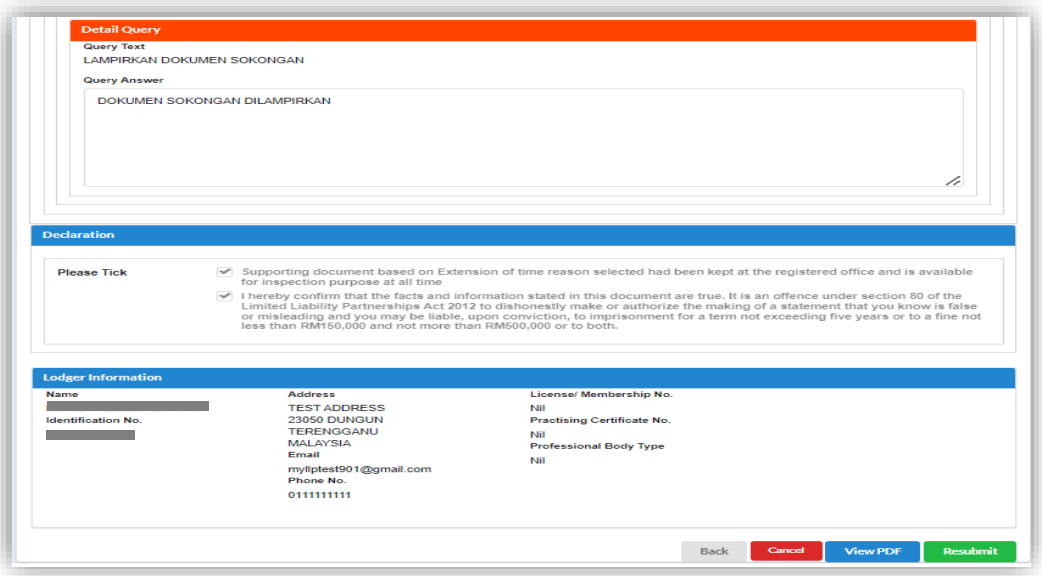
10. Query section will be displayed for submission with query. Update the required information.



11. If the Query answer box is left blank, the prompt message will be display to enter information for query answer.



12. Tick the declaration box and click on Resubmit button to proceed resubmit query.



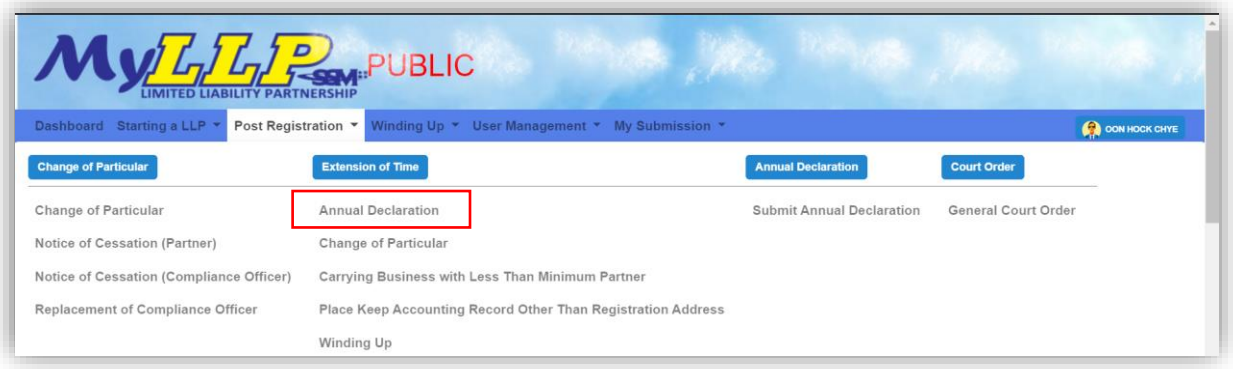
3 Extension of Time

Application for the extension of time provided under the LLPA 2012:

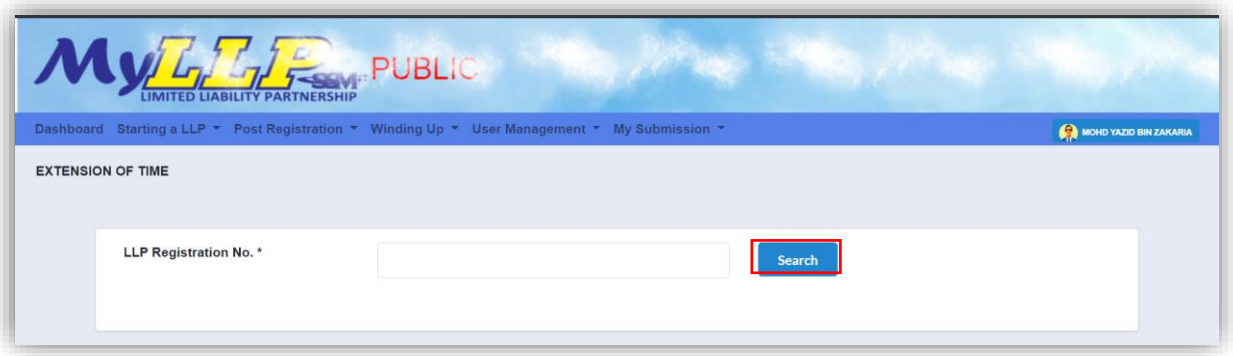
(a) Extension of time for Annual Declaration - Section 68(1)
(b) Extension of time for Change of Particulars – Section 17(1)
(c) Extension of time for Carry Business with Less Than Minimum Partner – Section 7 (1)
(d) Extension of time for Place of Keeping Accounting Record other than registered address – Section 69(3) & Section 17(1)

3.1 Extension of Time - Annual Declaration

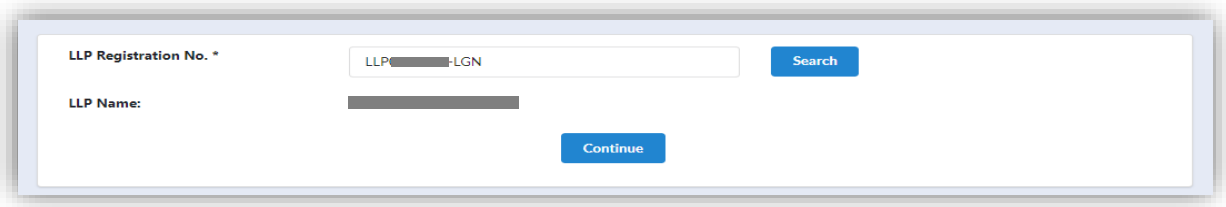
1. Click on **Annual Declaration** under **Extension of Time (EOT)** while hovering over the **Post Registration** Tab.



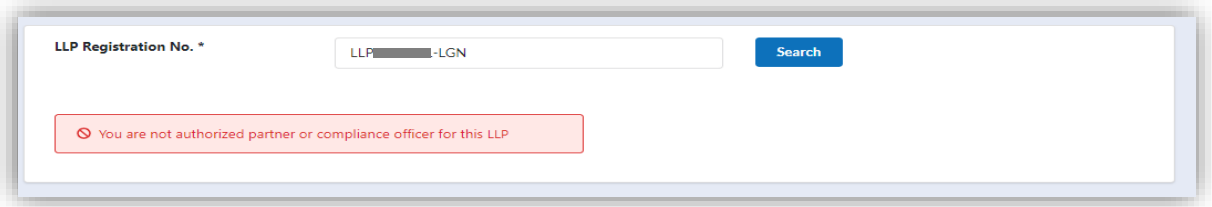
2. Enter LLP Registration No in the text box and then click on the **Search** button



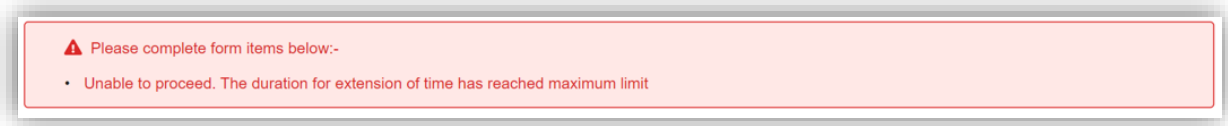
LLP name will be displayed if user is the Compliance Officer (CO) for that LLP.



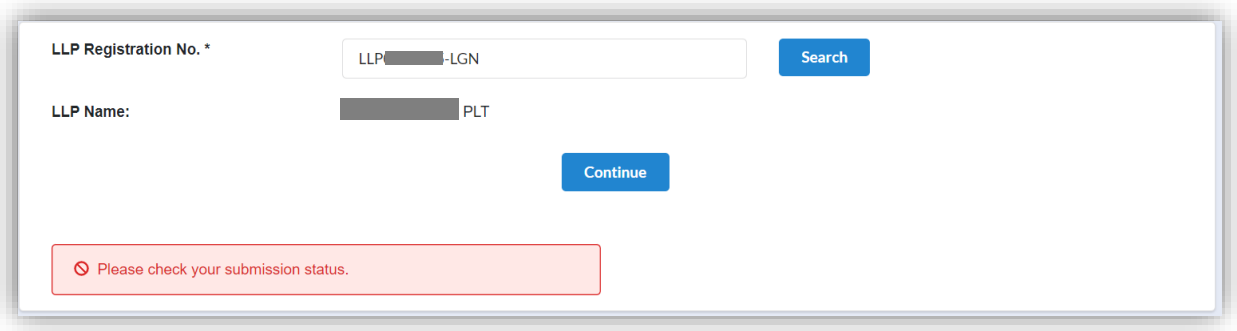
3. If user is not a CO for that LLP, a prompt message will be displayed.



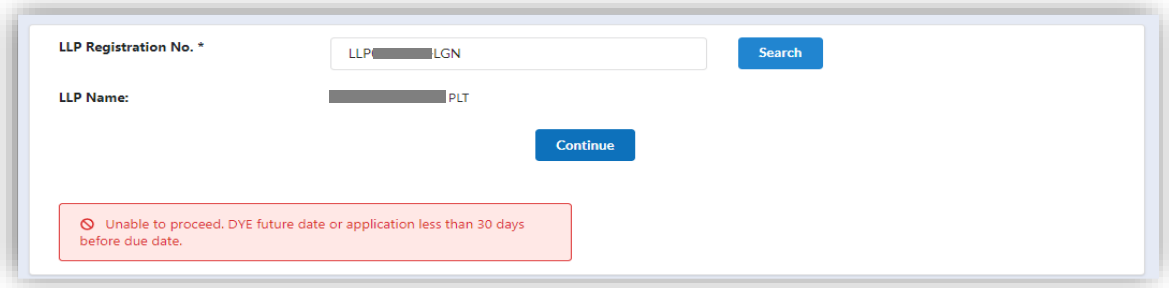
4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.



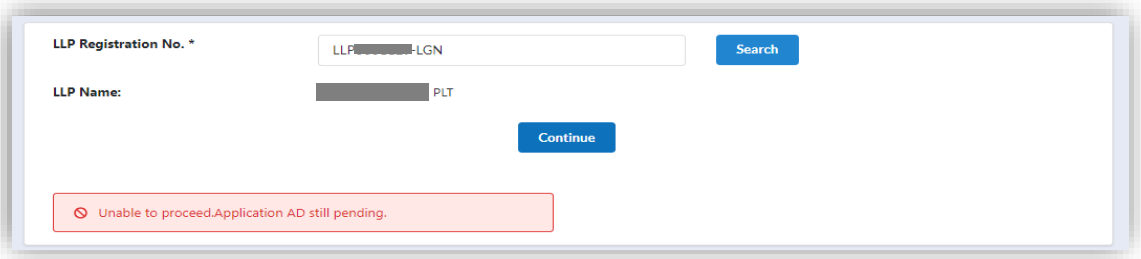
5. If there is any draft submission or pending application, a prompt message will be displayed.



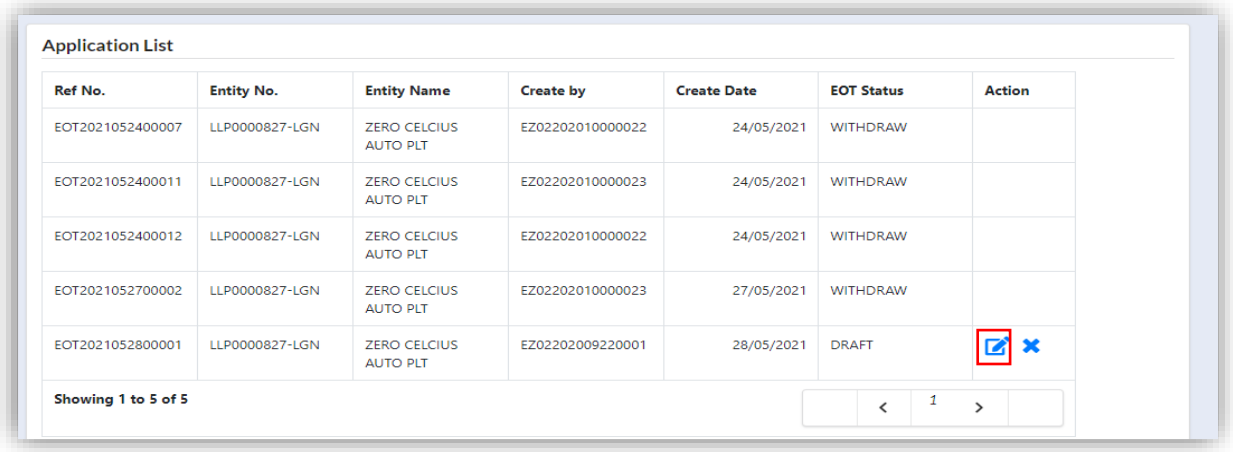
6. The application for an extension of time shall be made after the end of the financial year of the LLP and at least (30) days before the due date for the submission of the annual declaration. If the EOT application is less than 30 days of submission, a prompt message will be displayed.



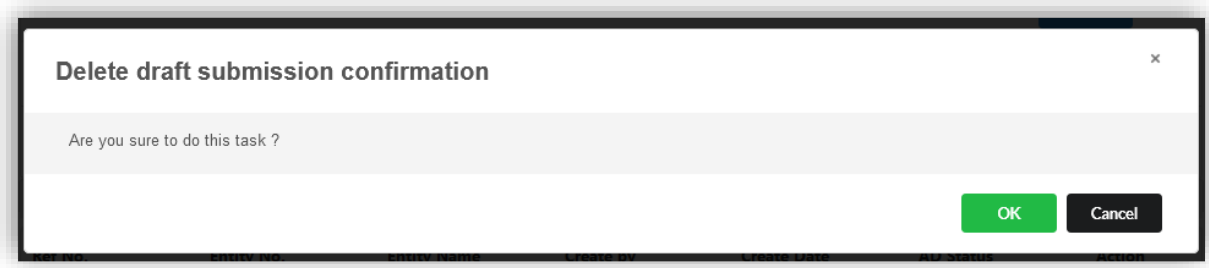
7. If there is any AD submission with pending status, a prompt message will be displayed.



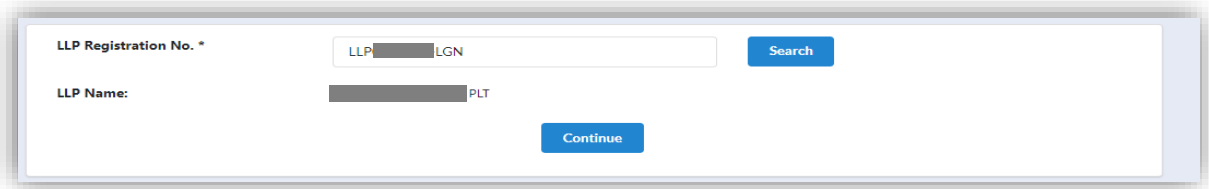
8. The LLP listing page also displays a shortcut for the list of applications that have been made.
   User can click on the pencil icon to proceed application with status **draft.**



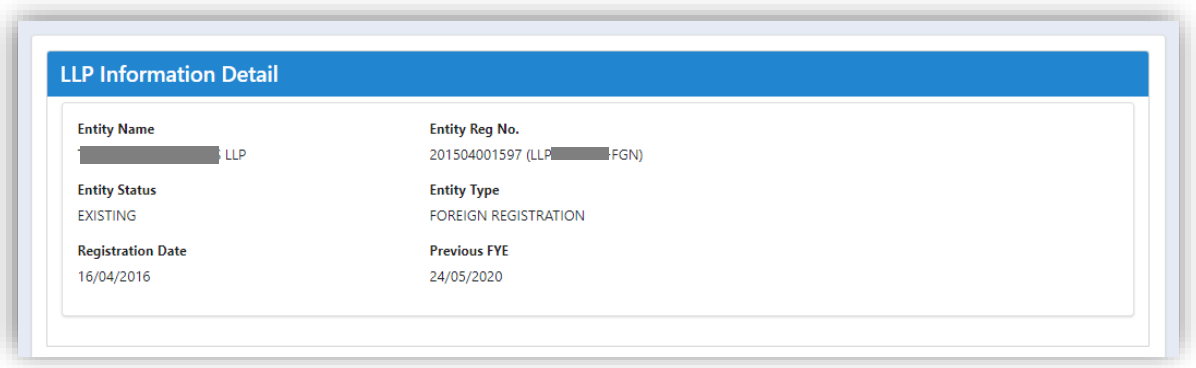
9. The draft submission can be deleted. User needs to click the icon **X**, system will display a message for confirmation. Click on **OK** button to delete the submission.



10. Continuing from step **2**, click **Continue** button to proceed.

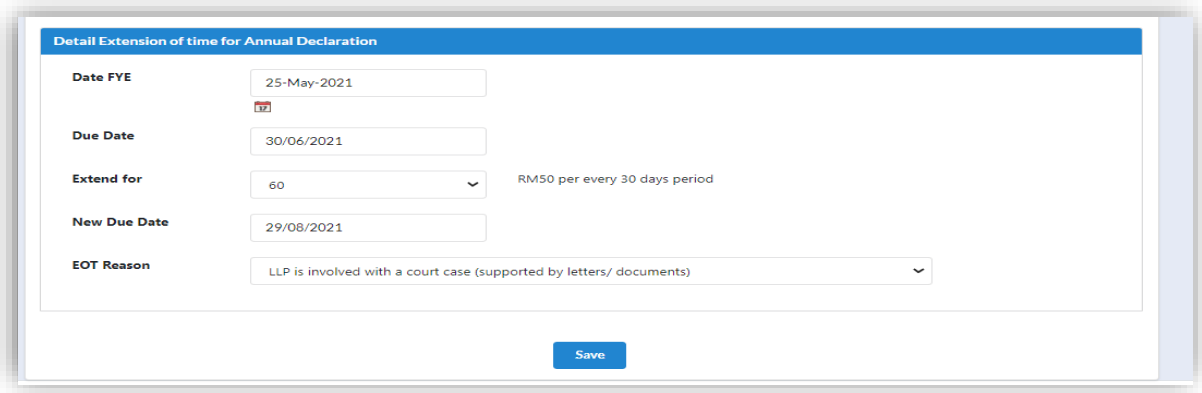


11. User will be able to view the LLP detail as displayed at the LLP Information Detail.

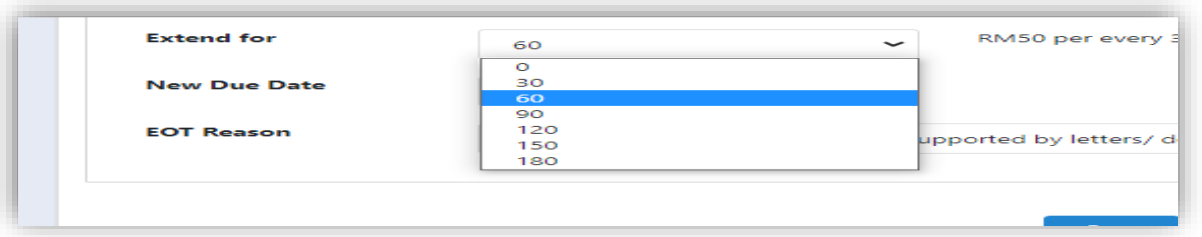


3.1.1 Local LLP

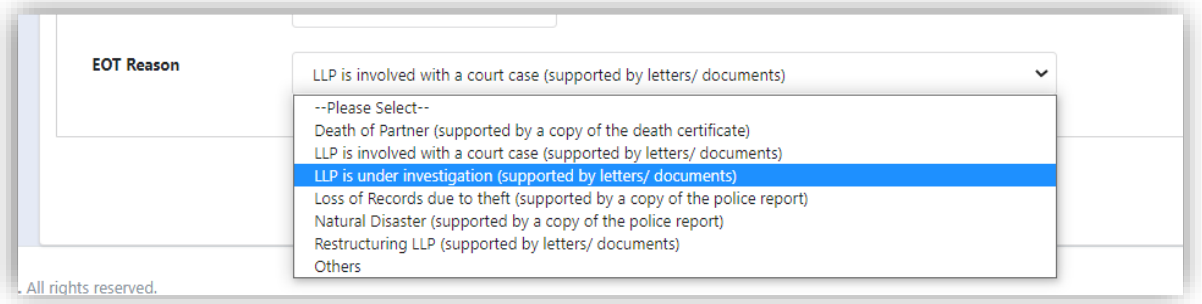
12. In the **Detail Extension of time for Annual Declaration** section, user is required to key in Date FYE. System will auto-calculate the due date.



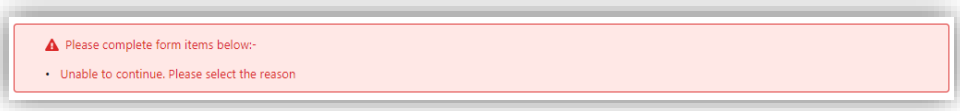
13. User can then choose the extended period displayed at the drop down list. System will auto-calculate and display the new due date.



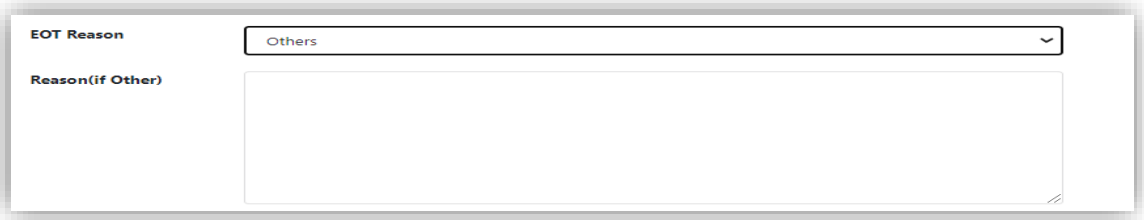
14. User is required to select the **EOT Reason** from the selection listed.



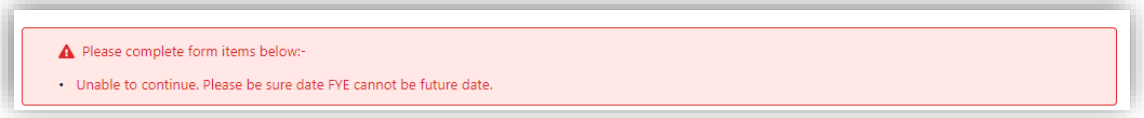
If the reason is not selected, the prompt message will be displayed.



15. If select **Others,** user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



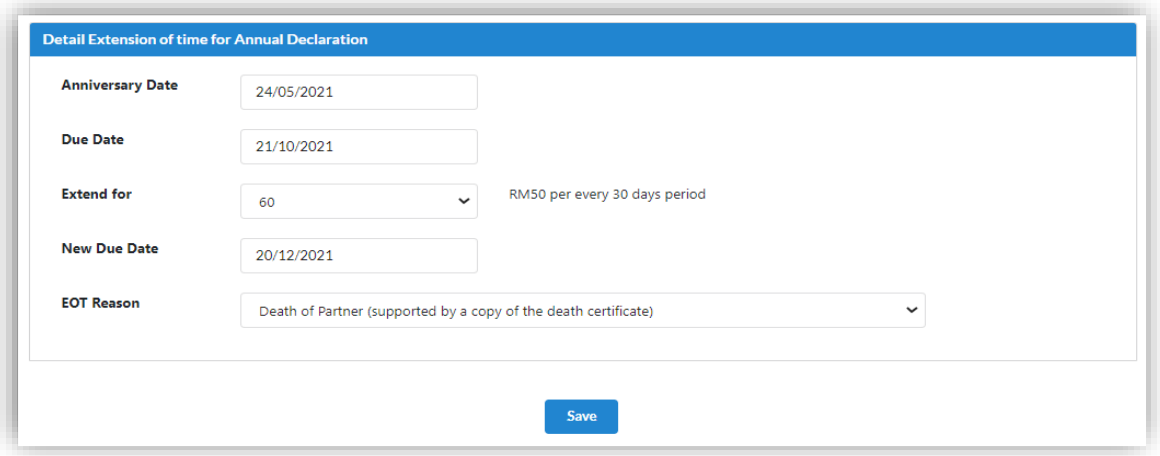
16. If the **Date FYE** exceeds current date, the prompt message will be displayed.



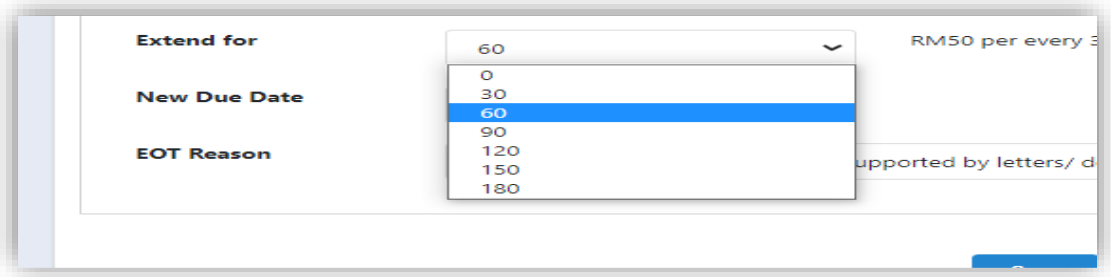
17. If the **Date FYE** skips year, the prompt message will be displayed.

3.1.2 Foreign LLP

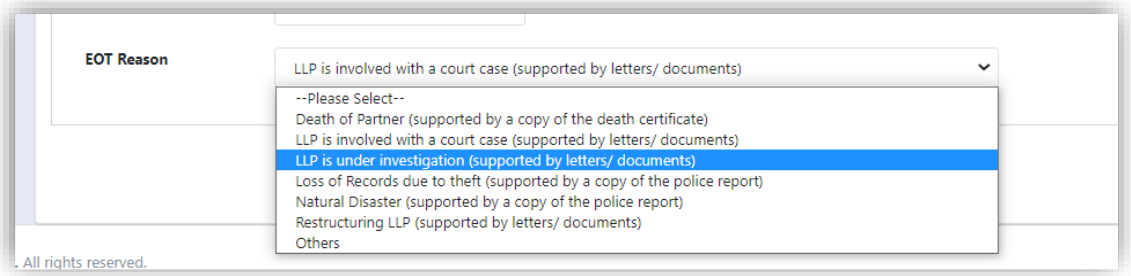
18. The anniversary date will be auto-populated by the system.



19. User must choose the extended period and system will auto-calculate and display the new due date.

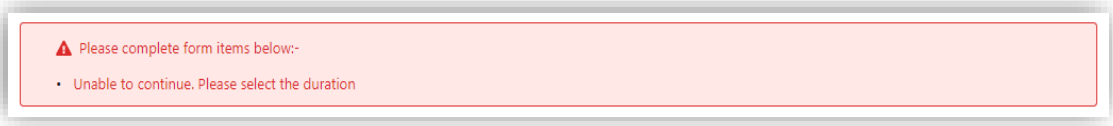


20. User is required to select the **EOT Reason** from the selection list.

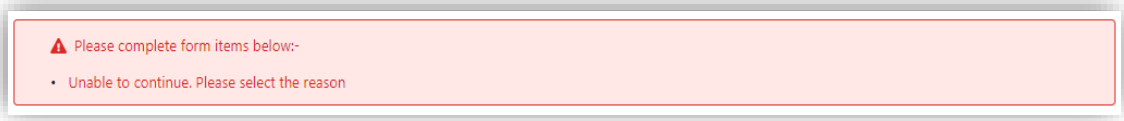


21. If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.

22. If the duration is not selected, the prompt message will be displayed.

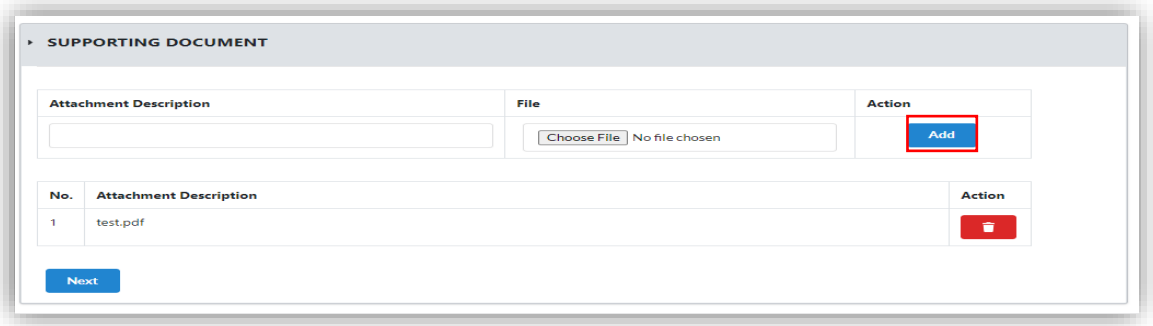


23. If the reason is not selected, the prompt message will be displayed.



3.1.3 Supporting Document

24. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

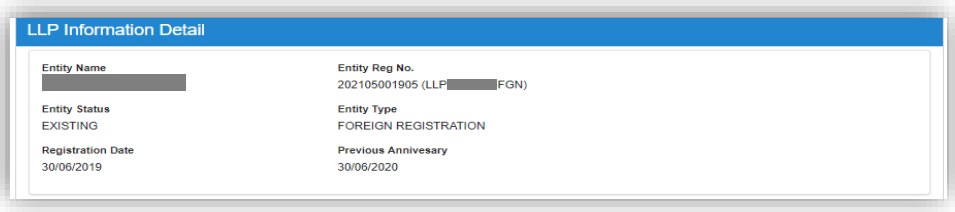


25. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

26. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

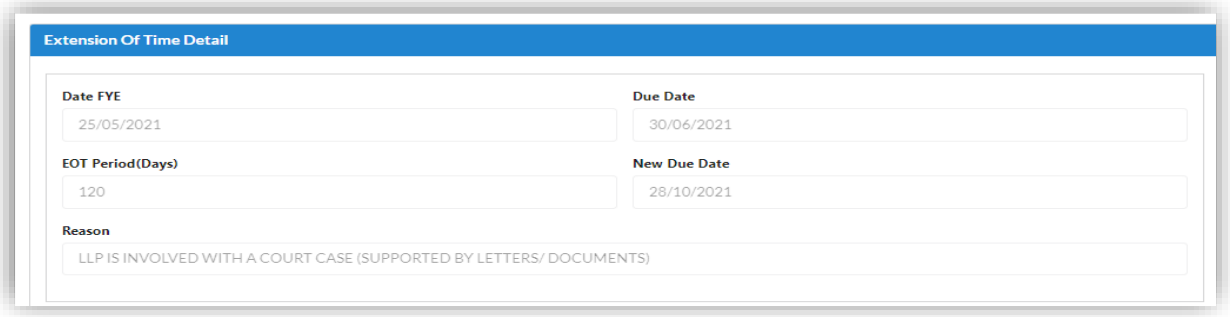
27. User will be able to view the LLP detail as displayed at the LLP Information Detail:

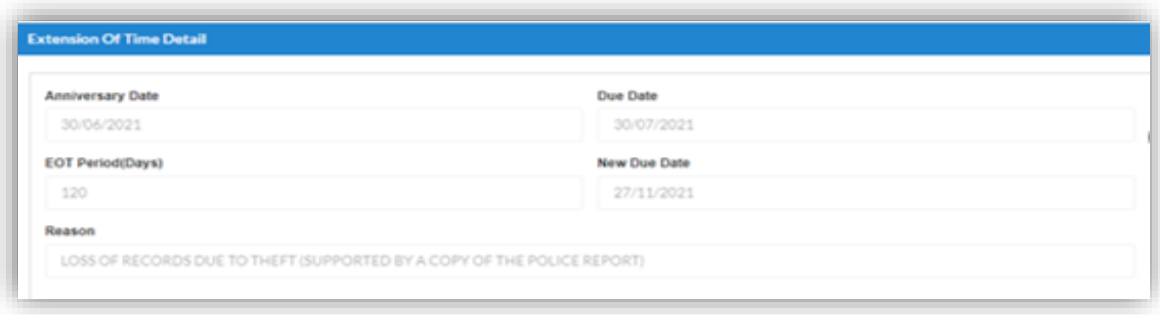
- Entity Name
- Entity Reg No
- Entity Status
- Entity Type
- Registration Date
- Previous Date FYE/Anniversary



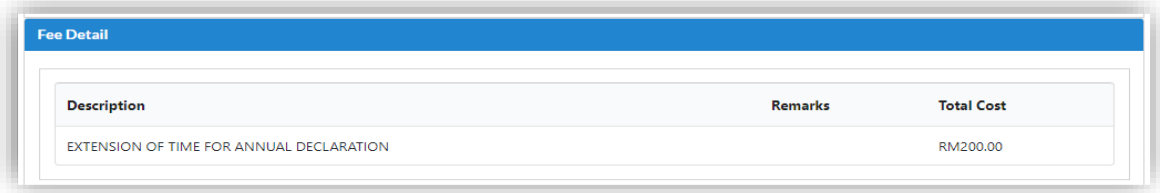
28. In the **Extension Of Time Detail** section, complete details are displayed:

- Date FYE(local LLP)
- Anniversary Date (foreign LLP)
- Due Date
- EOT Period (days)
- New Due Date
- Reason

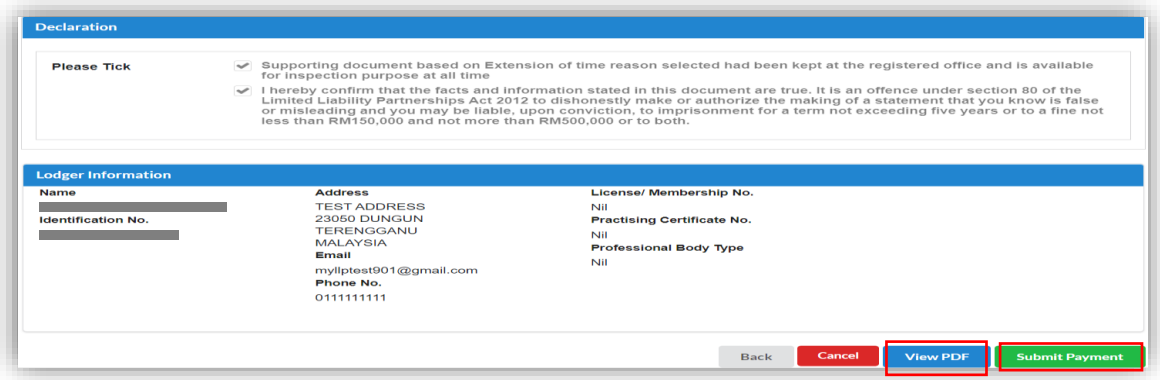




29. In the **Fee Detail** Section, total cost for EOT application will be displayed.



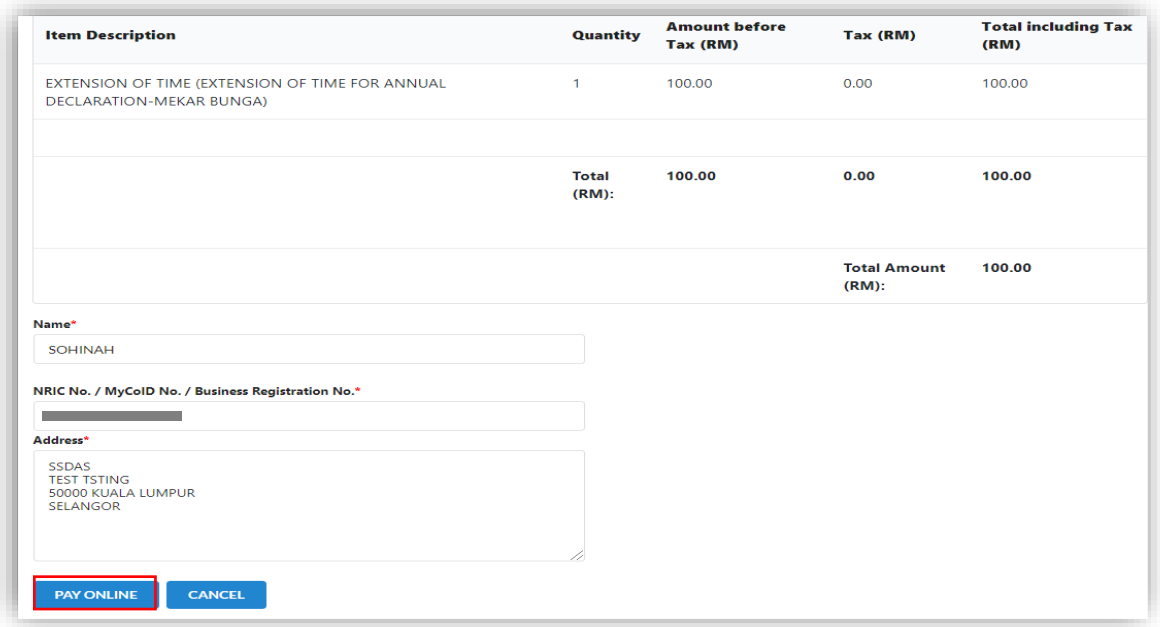
30. In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked all the declaration boxes.



31. Click on **View PDF** button to view application. Click on **Submit Payment** button to proceed payment.

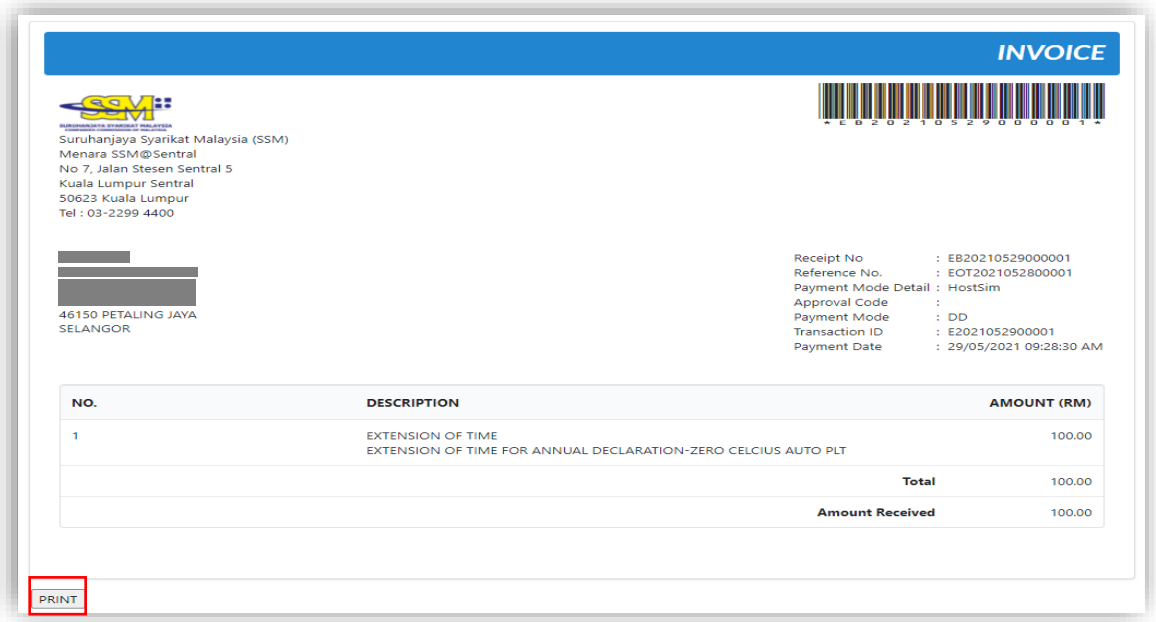
32. After click on **Submit Payment**, a prompt message will be display for confirmation. Click on **OK** button to continue.

33. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed payment.



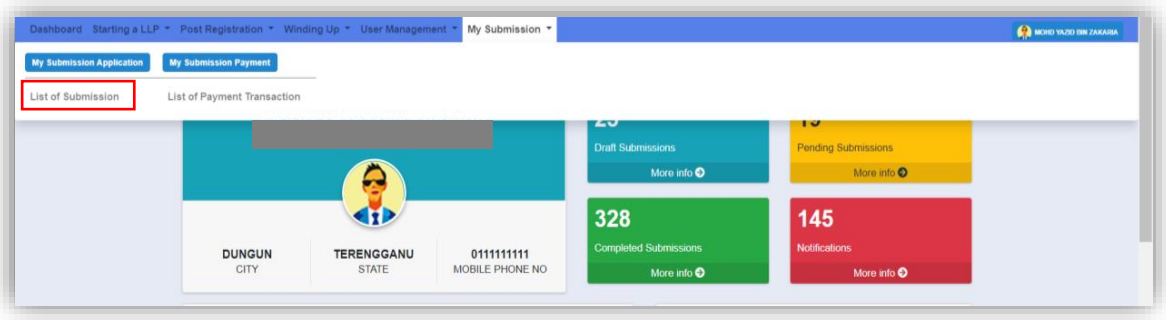
34. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.

- Receipt no. is the payment receipt.
- Reference no. is the EOT for Annual Declaration transactions.
- Transaction ID is the payment transaction number.

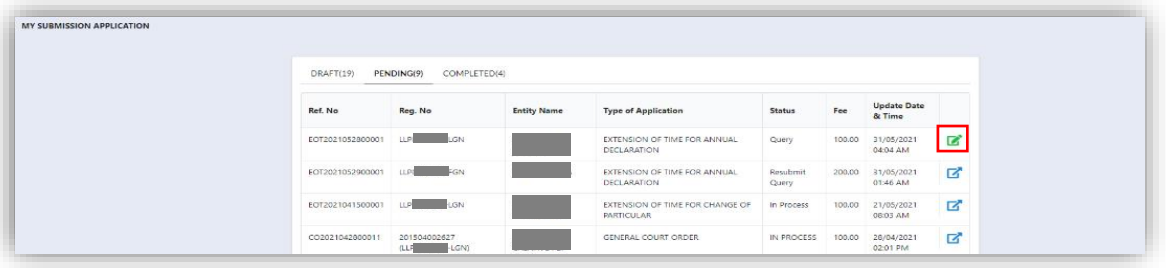


3.1.4 Resubmit Query

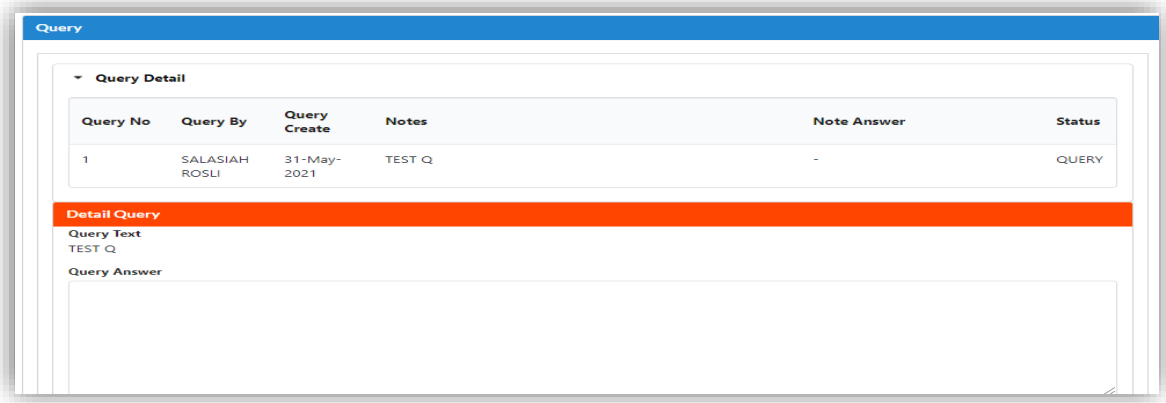
35. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



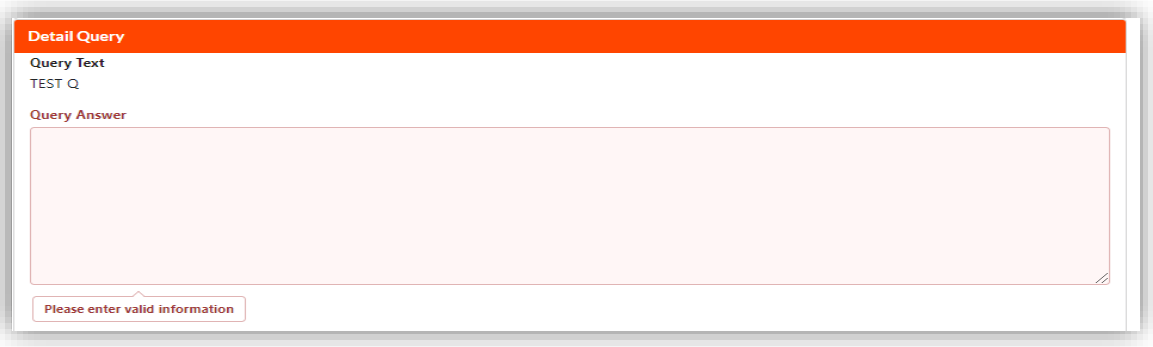
36. Click on the **PENDING** tab, and then click on the pencil icon to reply query.



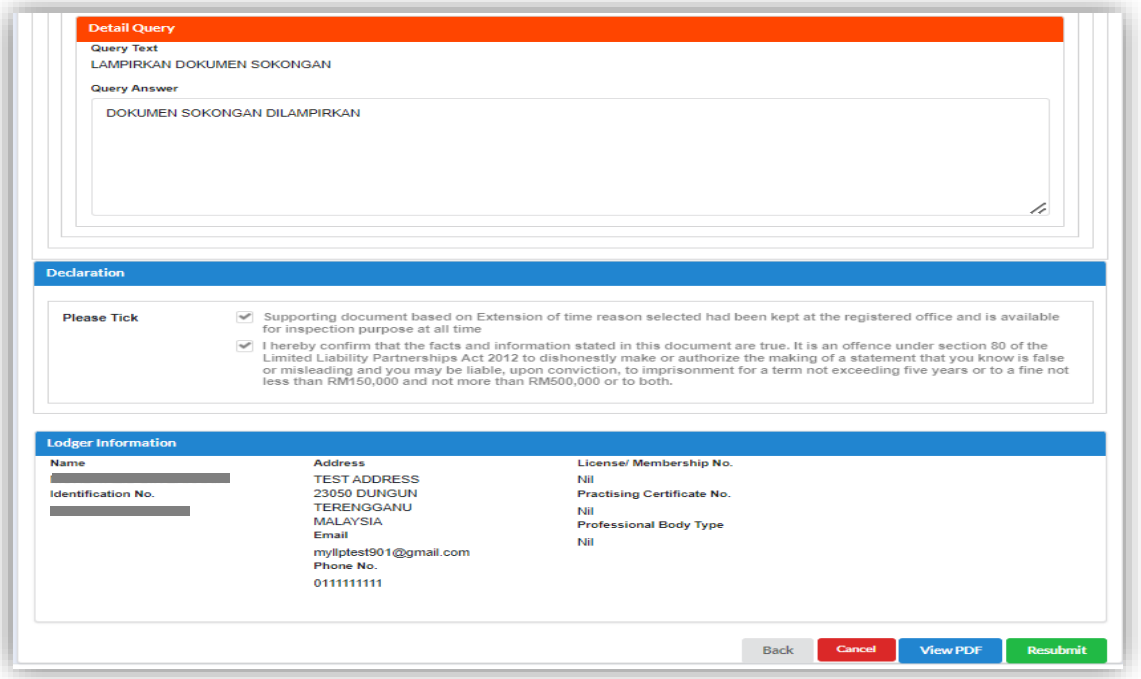
37. Query section will be displayed if the submission is in QUERY status. Update the required information.



38. If the Query answer box left blank, the prompt message will be display to enter information for query answer.

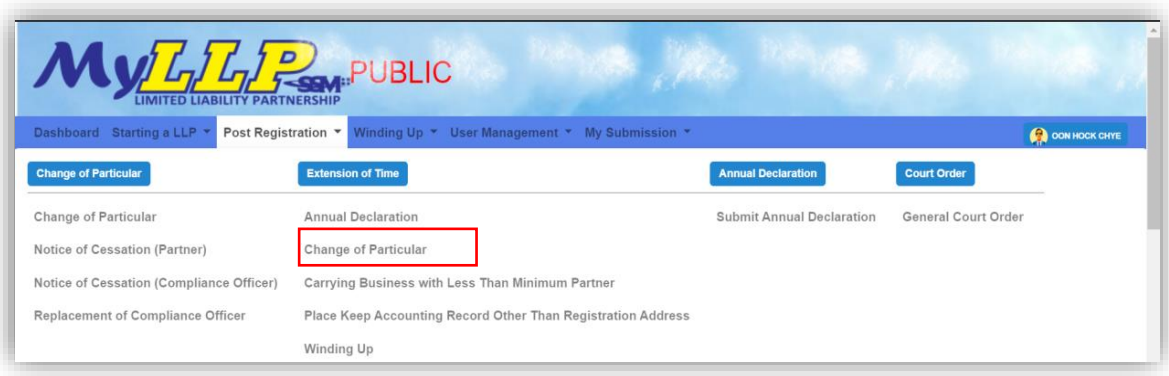


39. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

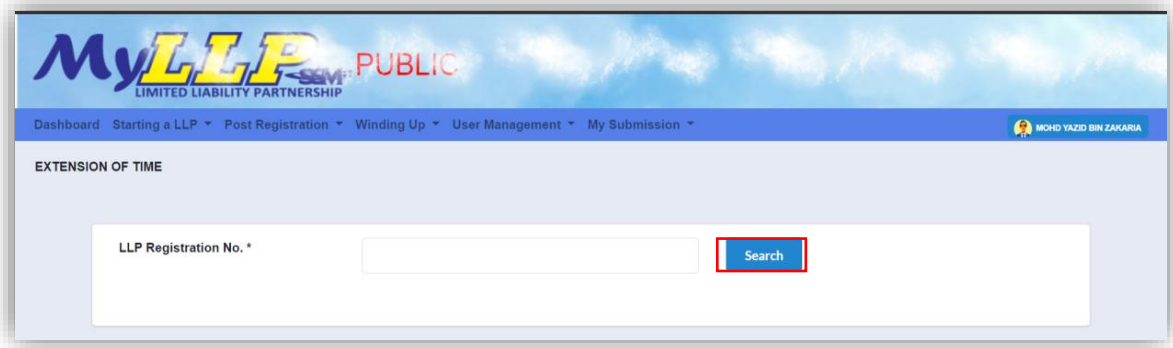


3.2 Extension of Time for Change of Particular

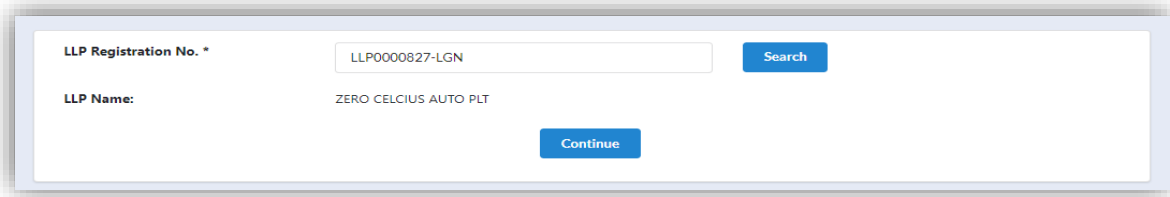
1. Click on **Change of Particular** under **Extension of Time** while hovering over the **Post Registration** Tab.



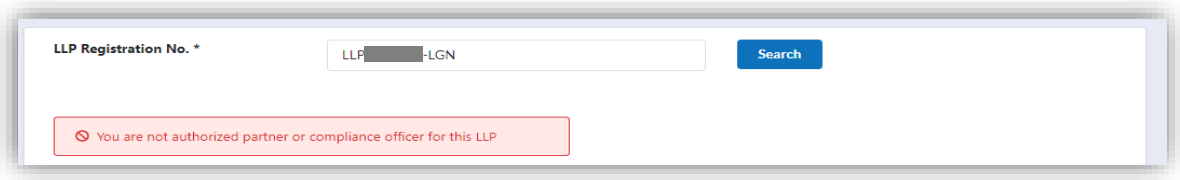
2. Enter LLP Registration No in the textbox and then click on the **Search** button



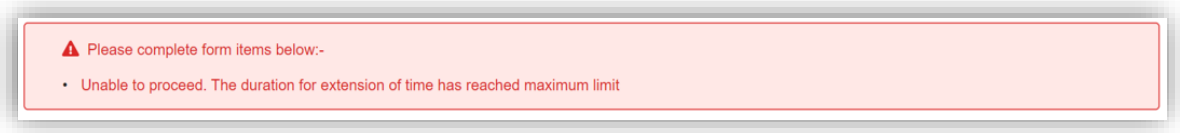
LLP name will be displayed if user is a CO for that LLP.



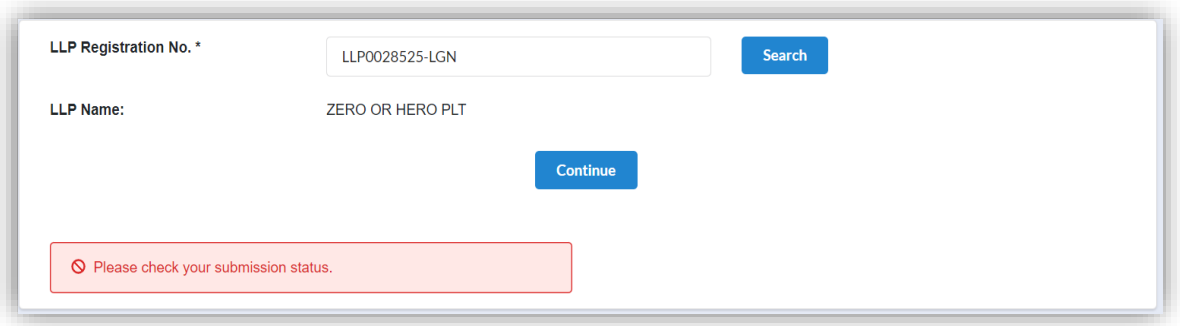
3. If user is not a CO for that LLP, a prompt message will be displayed.



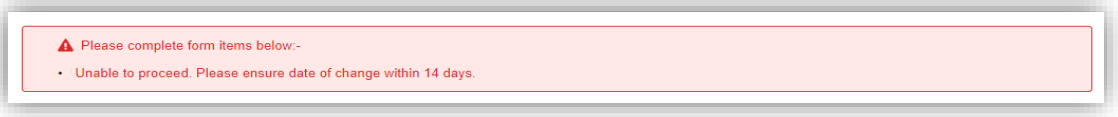
4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.



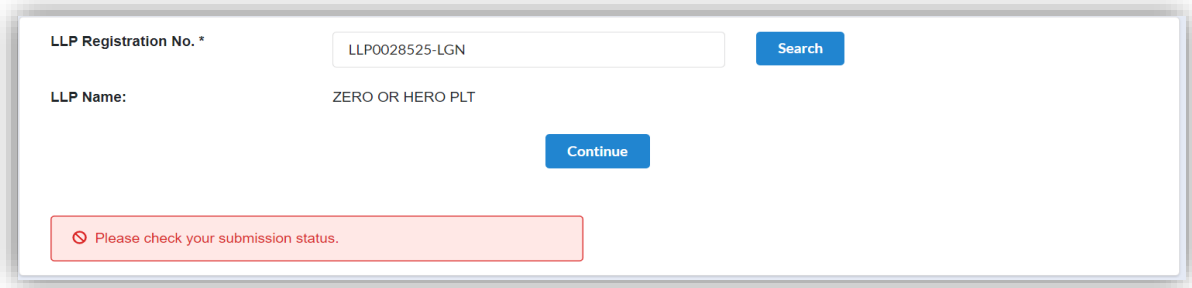
5. If there is any draft submission or pending application, a prompt message will be displayed.



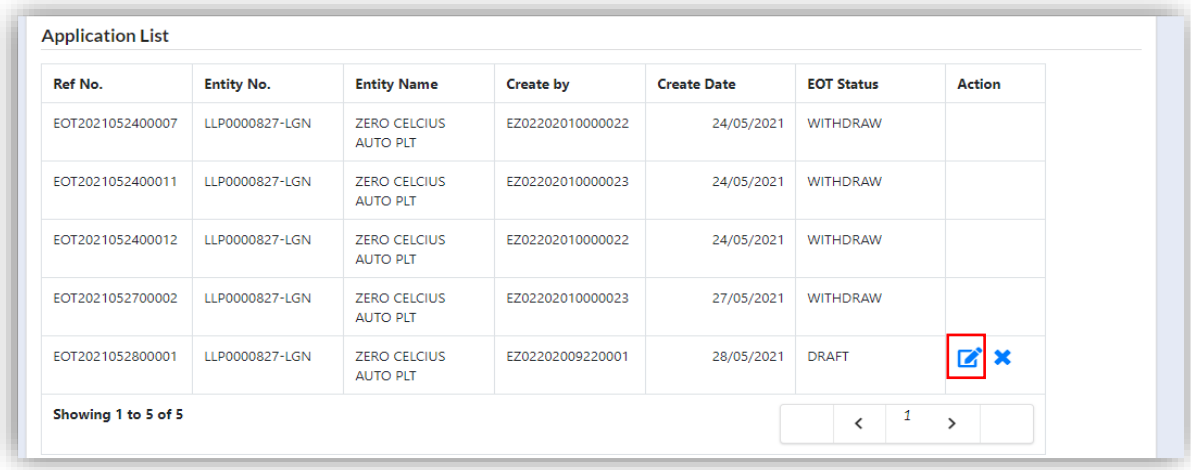
6. The application for an extension of time for **Change of Particulars** shall be made before the expiry of 14 days from the date of change. If date of change is less than 14 days within the EOT time allowable, the prompt message will displayed.



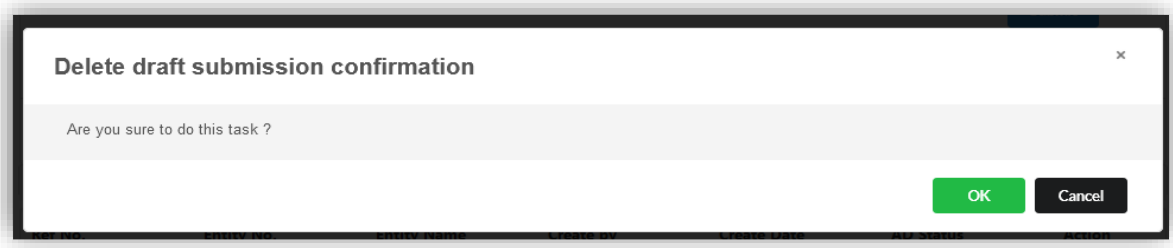
7. If there is any Change of Particulars submission with pending status, a prompt message will be displayed.



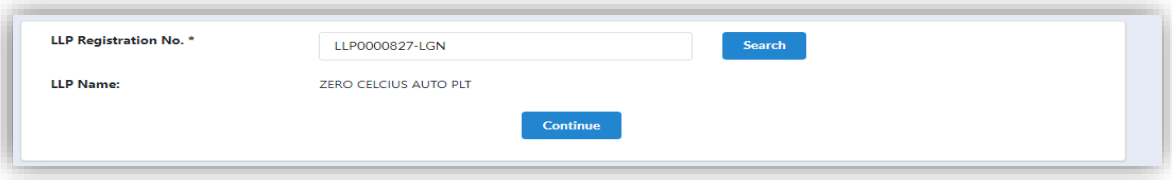
8. The LLP listing page also displays a shortcut for the list of applications that have been made. User can click on the pencil icon to proceed application with status **draft.**



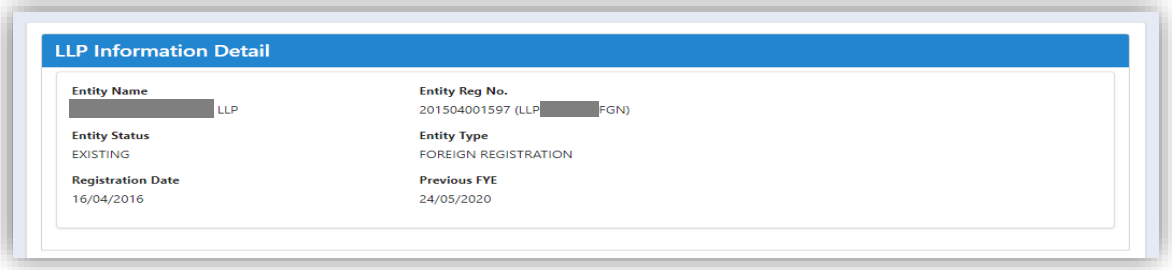
9. The draft submission can be deleted. User needs to click the icon **X**, then the system will display a message for confirmation. Click on **OK** button to delete the submission.



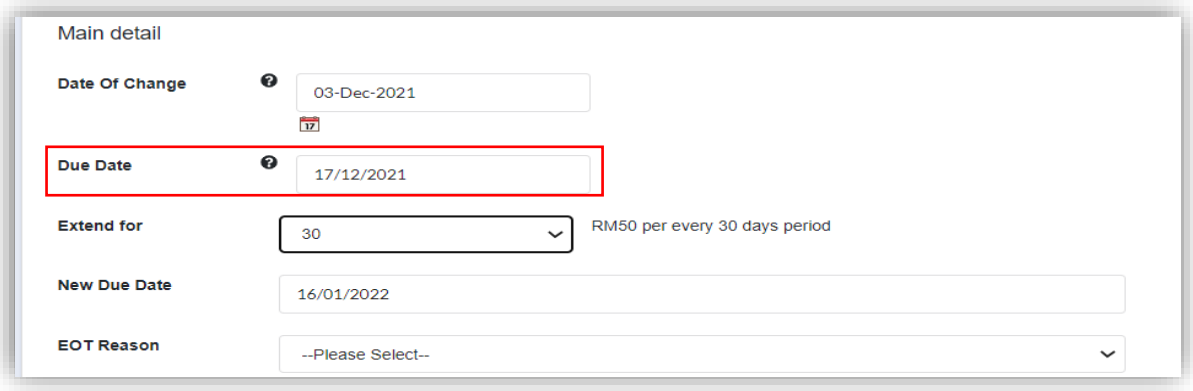
10. Continuing from step **2**, click Continue button to proceed.



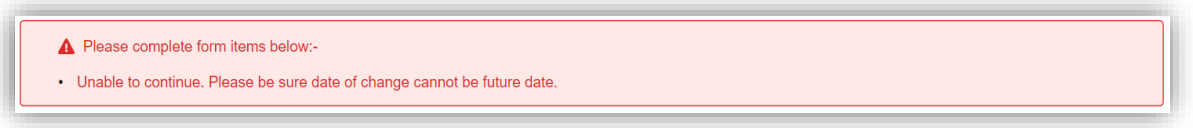
11. User will be able to view the LLP detail as displayed at the LLP Information Detail:
    - Entity Name
    - Entity Registration No
    - Entity Status
    - Entity type
    - Registration date



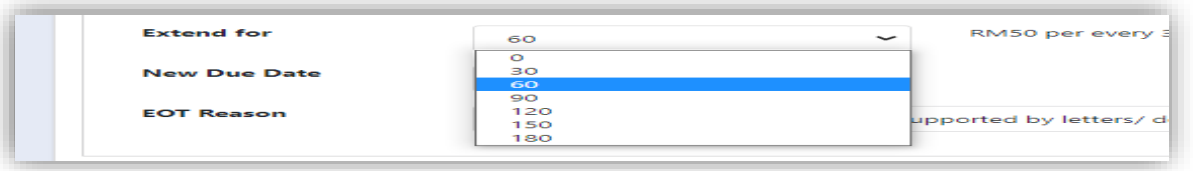
12. In the **Main Detail**, user must enter Date of Change. The system will auto-calculate the due date.



13. If the **Date of Change** entered exceeds current date, the prompt message will be displayed.

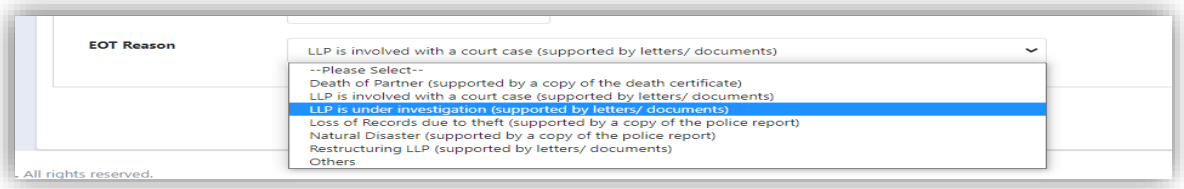


14. User can then choose the extended period displayed at the drop down list. System will auto-calculate and displayed the new due date.

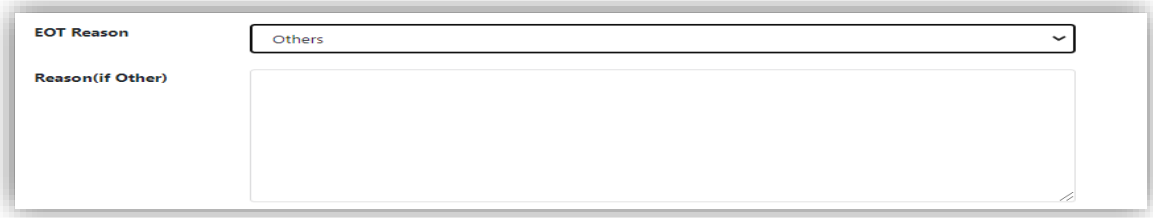


15. If the duration is not selected, the prompt message will be displayed.

16. User is required to select the **EOT Reason** from the selection listed. If the reason is not selected, the prompt message will be displayed.

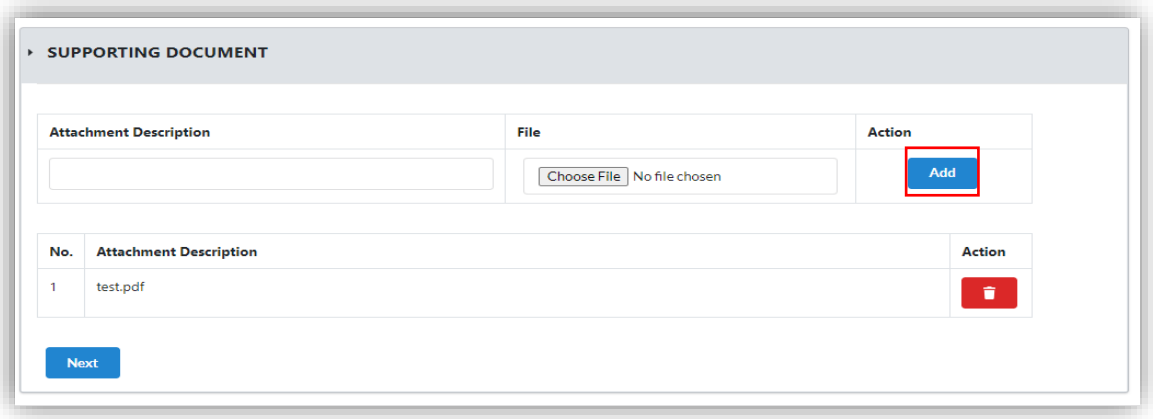


17. If select **Others,** user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



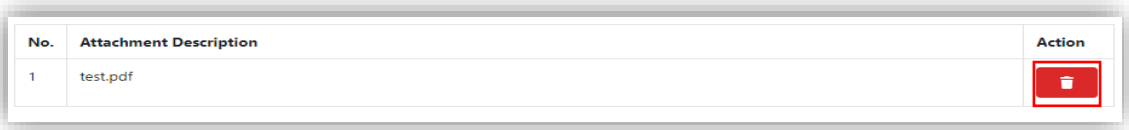
3.2.1 Supporting Document

18. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

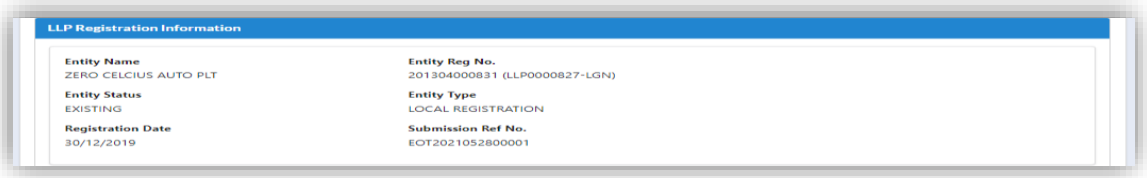


19. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

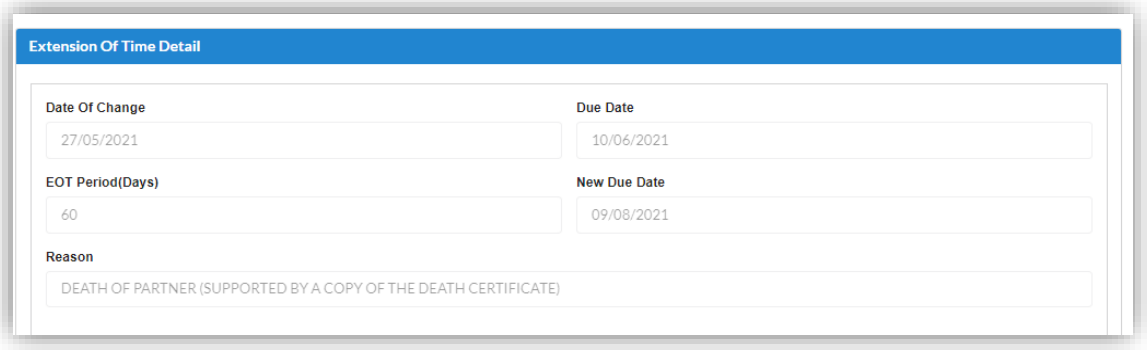
20. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.



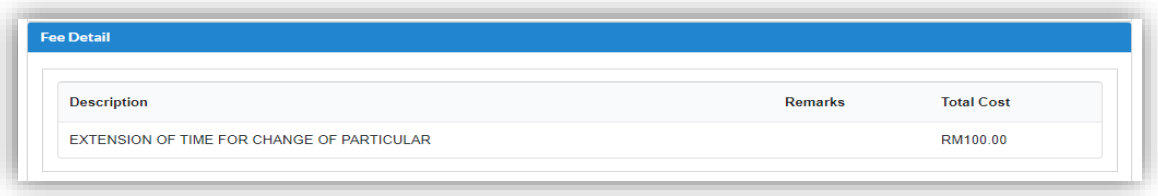
21. User will be able to view the LLP detail as displayed at the LLP Information Detail:
    - Entity Name
    - Entity Registration No
    - Entity Status
    - Entity Type
    - Registration Date
    - Submission Reference No



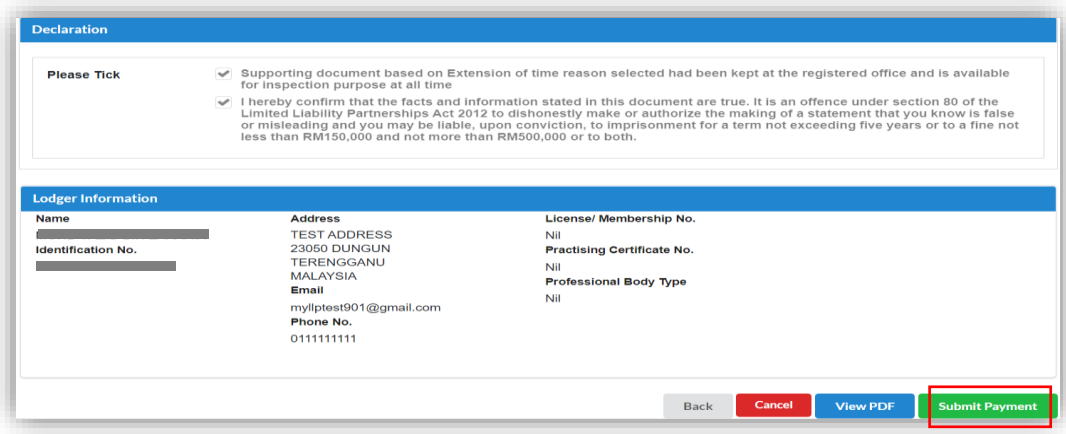
22. In the **Extension Of Time Detail** section, complete details are displayed:
    - Date of change
    - Due Date
    - EOT Period (days)
    - New Due Date
    - Reason



23. In the **Fee Detail** Section, total cost for EOT application will be displayed.



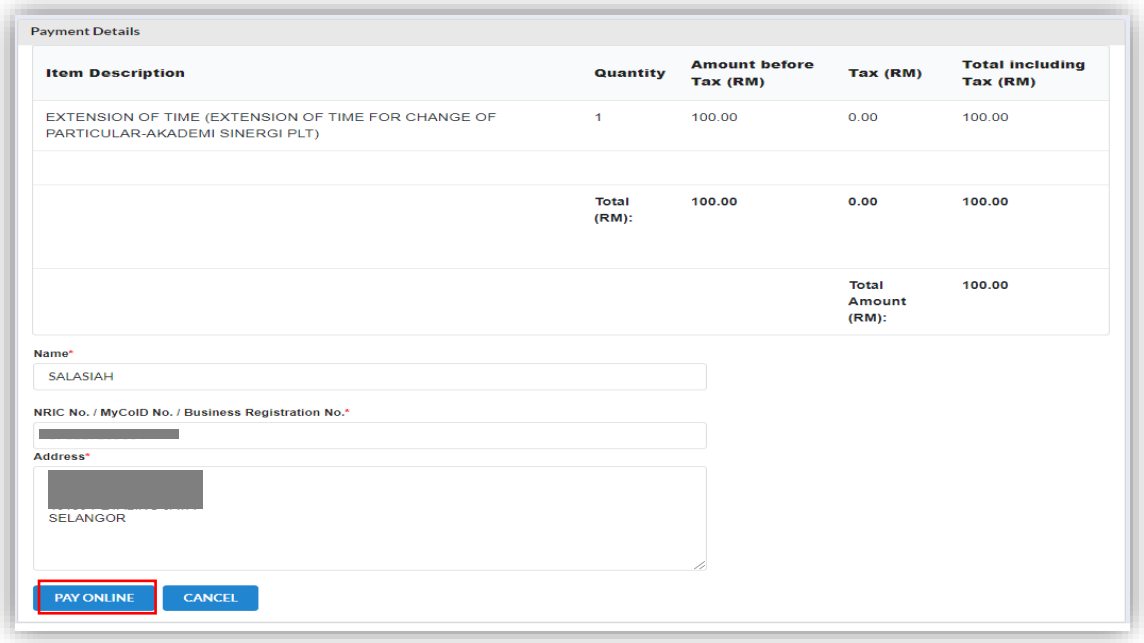
24. In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked all the declaration boxes.



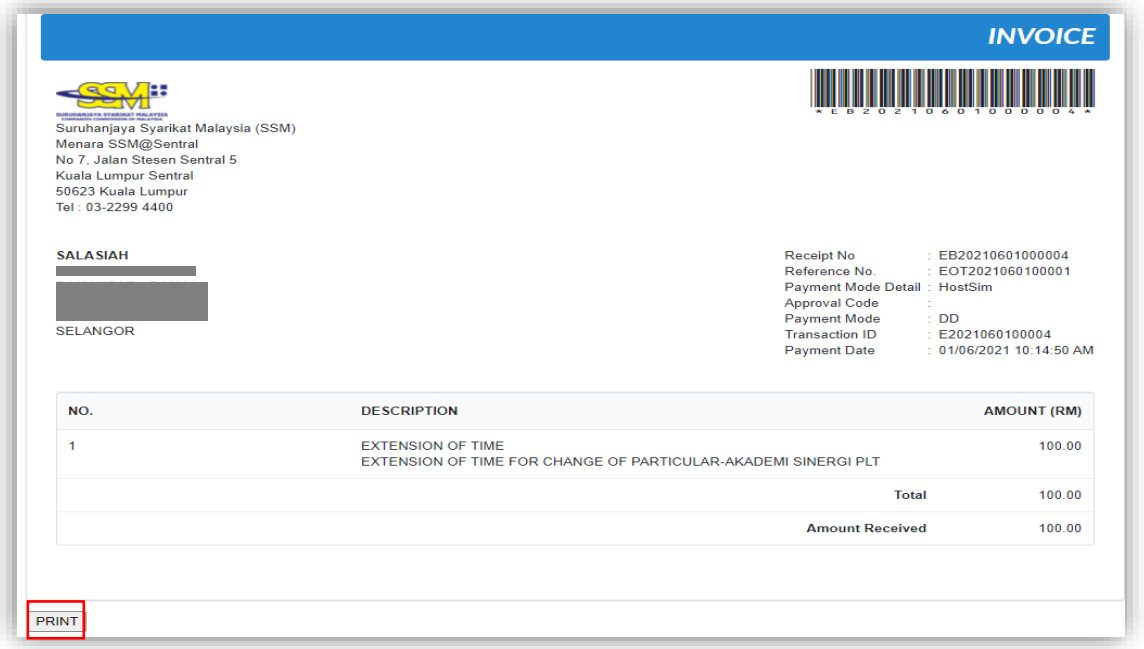
Click on **View PDF** button to view application. Click on **Submit Payment** button to proceed with payment.

25. After click on **Submit Payment**, a prompt message will be display for confirmation. Click on **OK** button to continue.

26. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed payment.

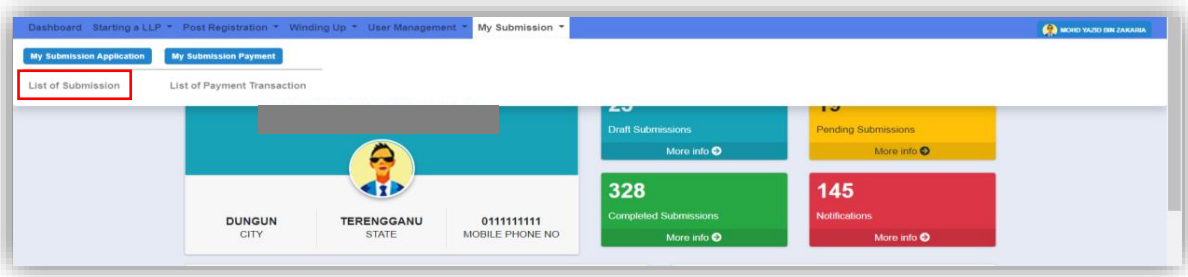


27. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.
    - Receipt no. is the payment receipt.
    - Reference no. is the EOT for Change Particulars transactions.
    - Transaction ID is the payment transaction number.

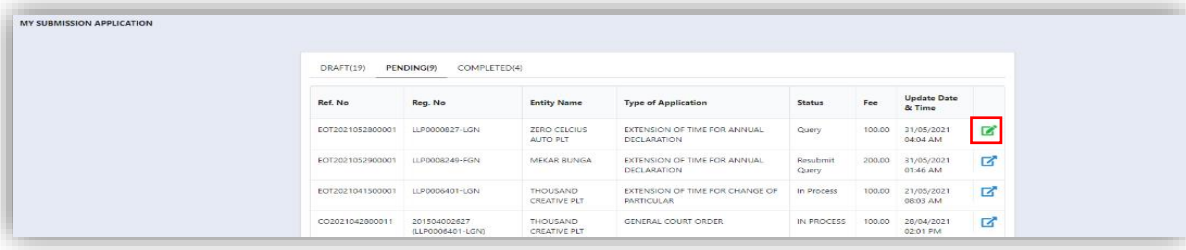


3.2.2 Resubmit Query

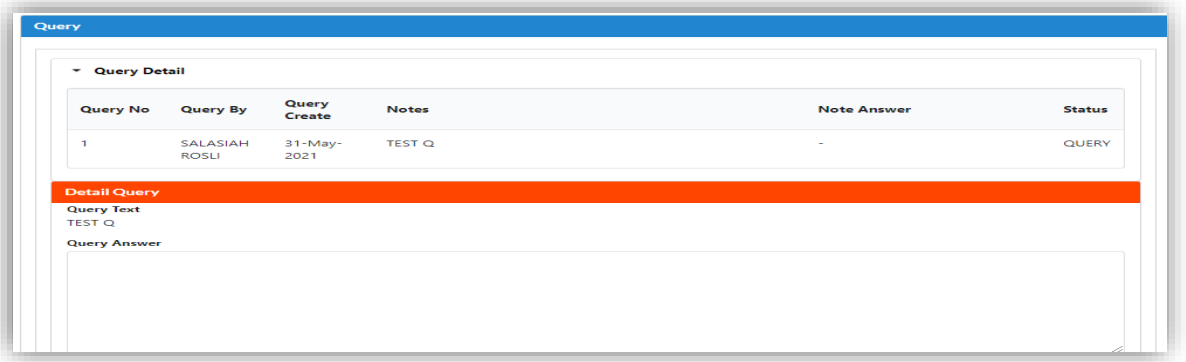
28. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



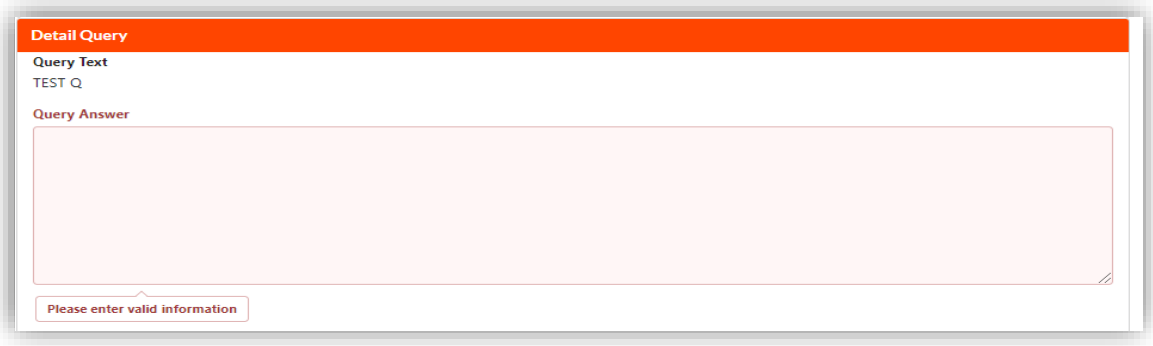
29. Click on the **PENDING** tab, and then click on the pencil icon to reply query.



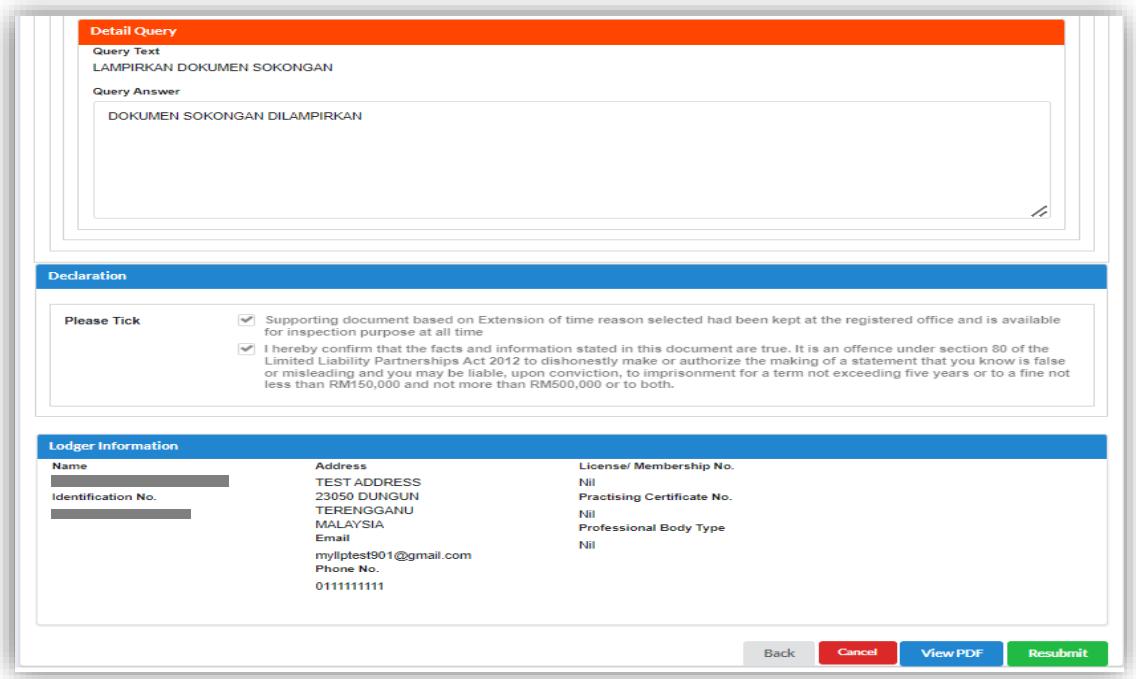
30. Query section will be displayed for submission with query status. Update the required information.



31. If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

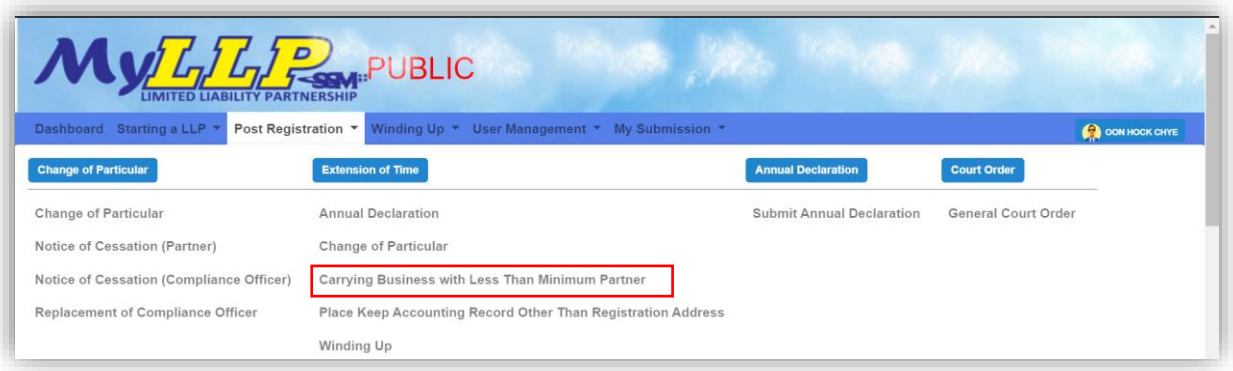


32. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

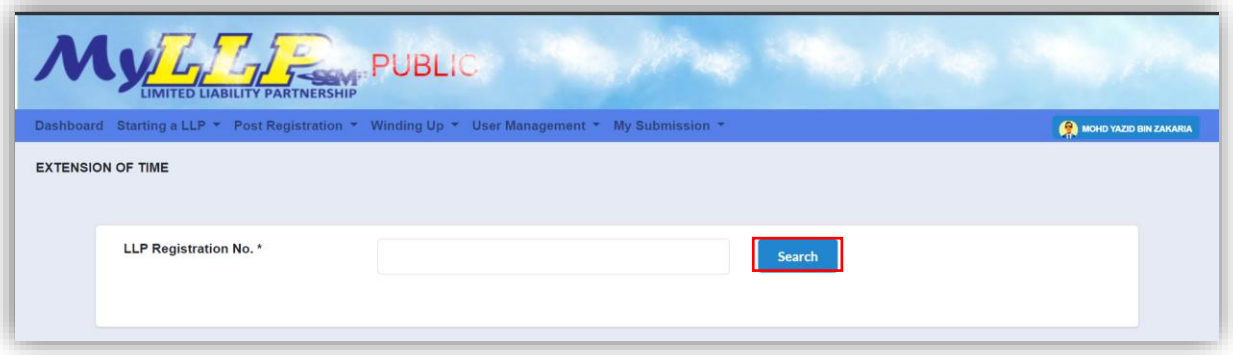


3.3 Extension of Time for Carry Business with Less Than Minimum Partner

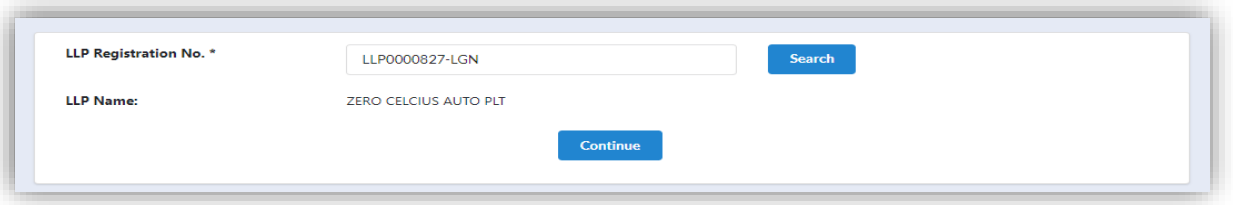
1. Click on **Carrying Business with Less Than Minimum Partner** under **Extension of Time** while hovering over the **Post Registration** Tab.



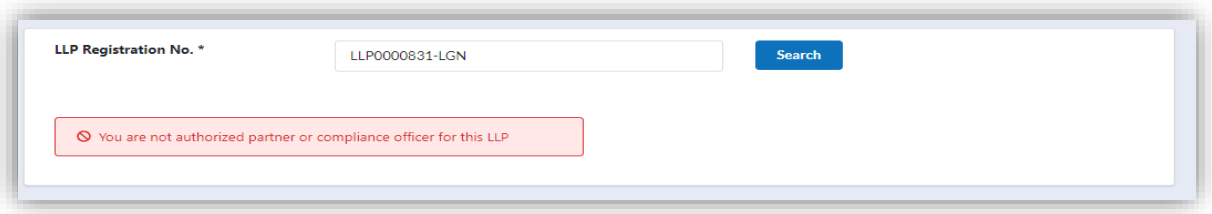
2. Enter LLP Registration No in the textbox and then click on the **Search** button



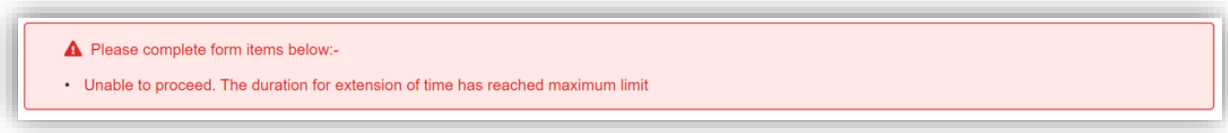
LLP name will be displayed if user is the Compliance Officer (CO) for that LLP.



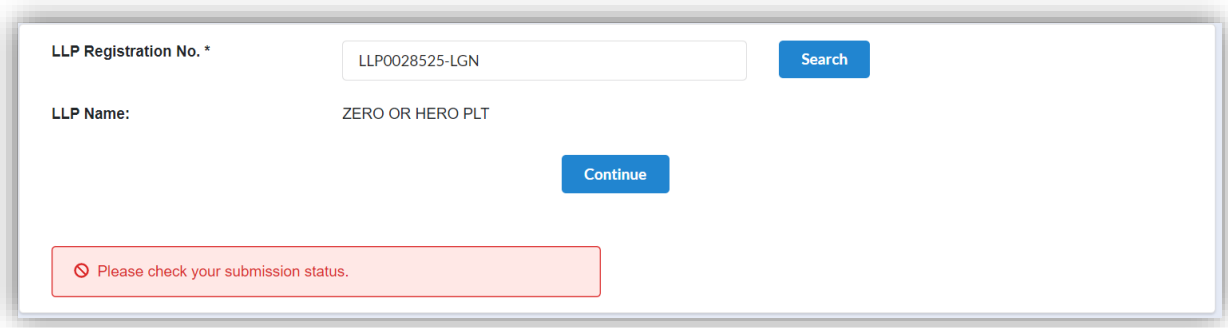
3. If user is not a CO for that LLP, a prompt message will be displayed.



4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.

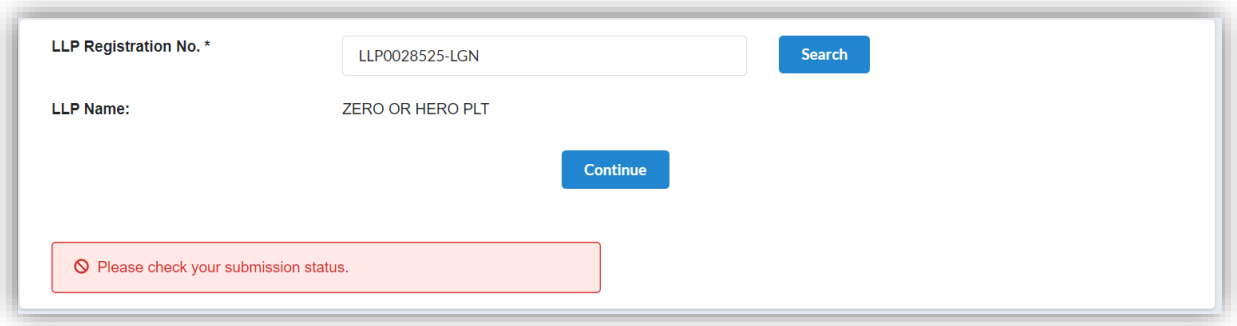


5. If there is any draft submission or pending application, a prompt message will be displayed.

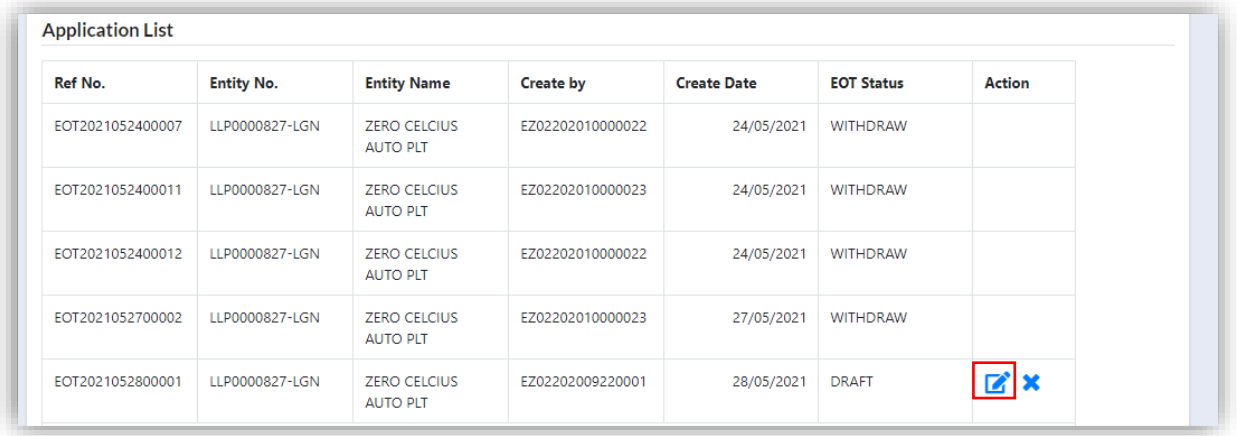


6. The application for an extension of time for Carrying Business with Less Than Minimum Partner shall be made before expiry of the six months period given in the Section 7(1). EOT may be apply for a longer period provided the period extended does not exceed one (1) year.

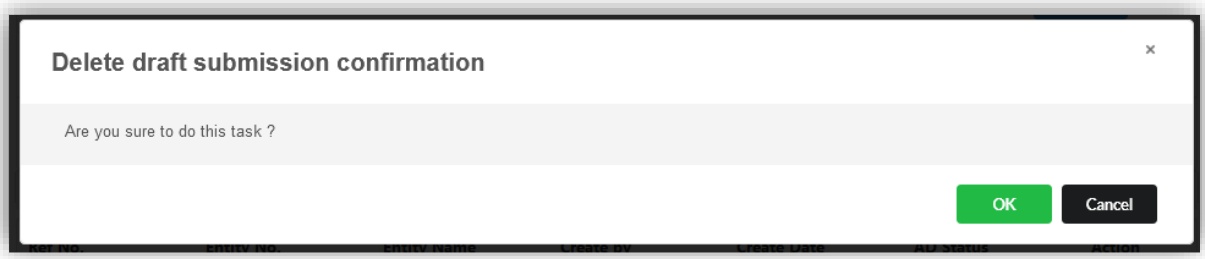
7. If there is any Change of Particulars submission with pending status, a prompt message will be displayed.



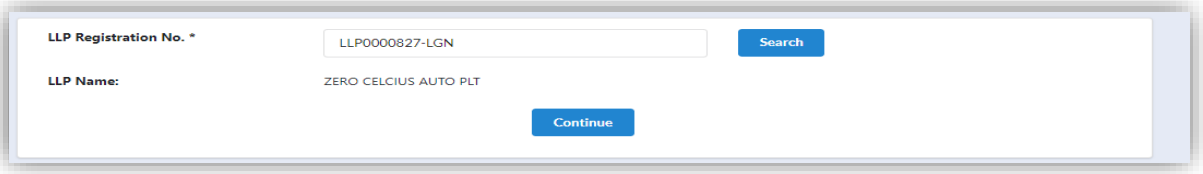
8. The LLP listing page also displays a shortcut for the list of applications that have been made.
   User can click on the pencil icon to proceed application with status **draft.**



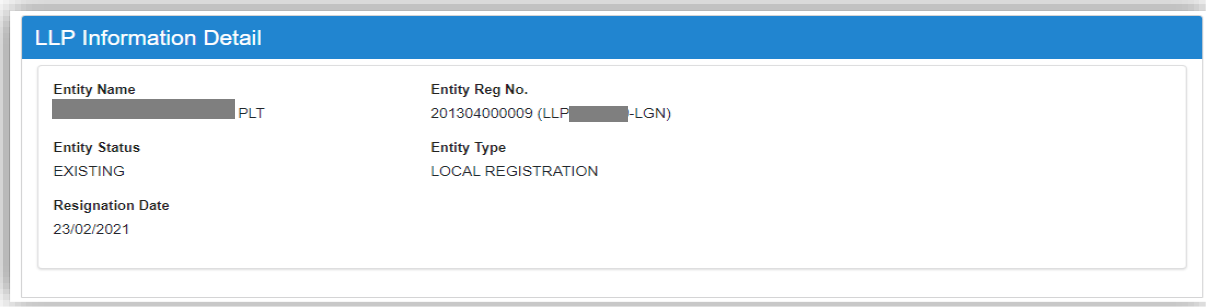
9. The draft submission can be deleted. User needs to click the icon **X** then the system will display a message for confirmation. Click on **OK** button to delete the submission.



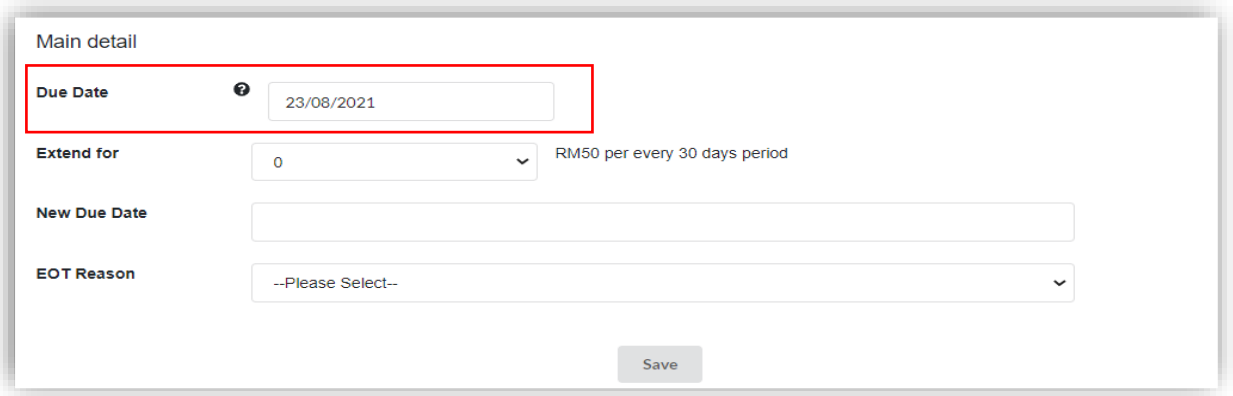
10. Continuing from step **2**, click **Continue** button to proceed.



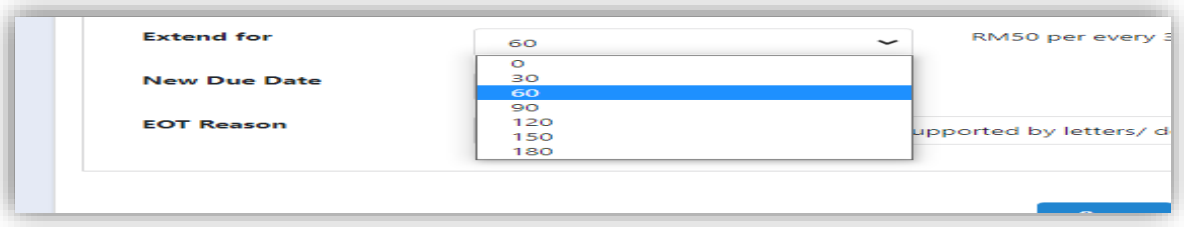
11. User will be able to view the LLP detail as displayed at the LLP Information Detail:
    - Entity Name
    - Entity Registration No
    - Entity Status
    - Entity type
    - Resignation Date



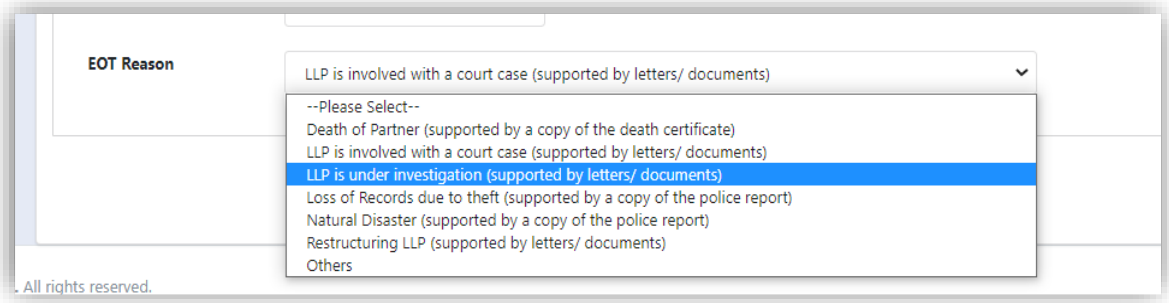
12. In the **Main Detail**, Due Date will be auto-calculated from the partner resignation date



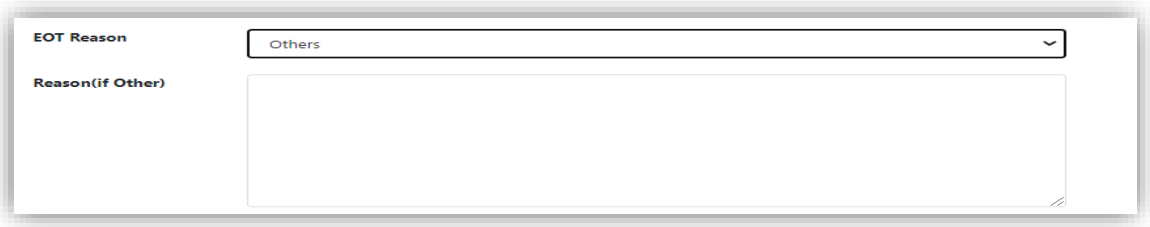
13. User can then choose the extended period displayed at the drop down list. System will auto-calculate and displayed the new due date.



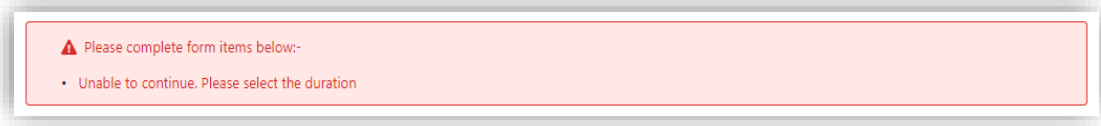
14. User is required to select the **EOT Reason** from the selection listed. If the reason is not selected, the prompt message will be displayed.



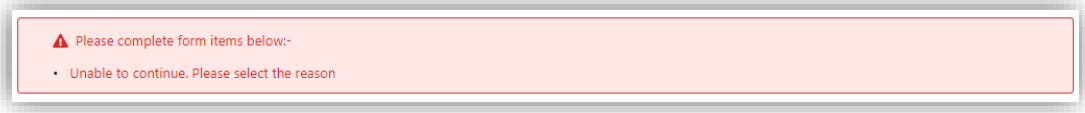
15. If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



16. If the duration is not selected, the prompt message will be displayed.

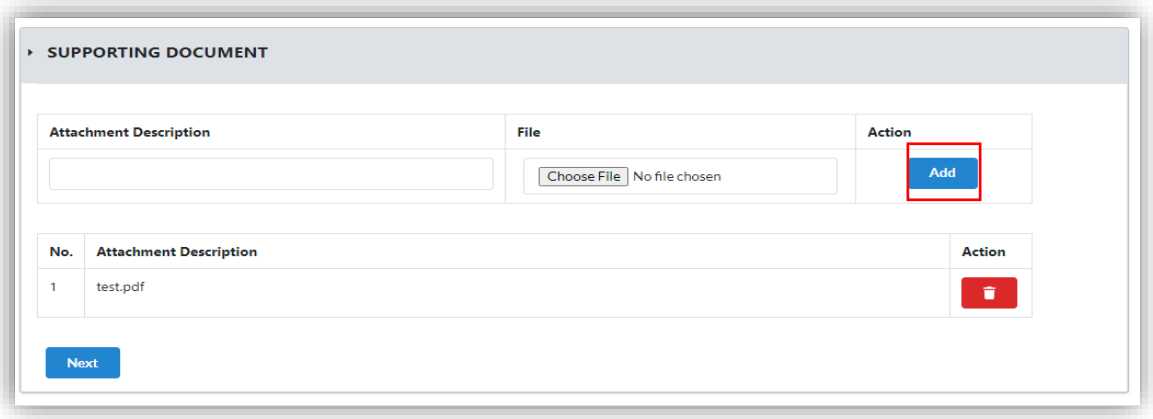


17. If the reason is not selected, the prompt message will be displayed.



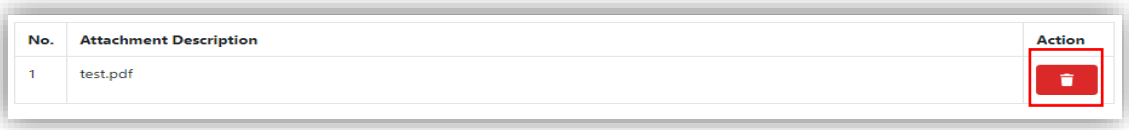
3.3.1 Supporting Document

18. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

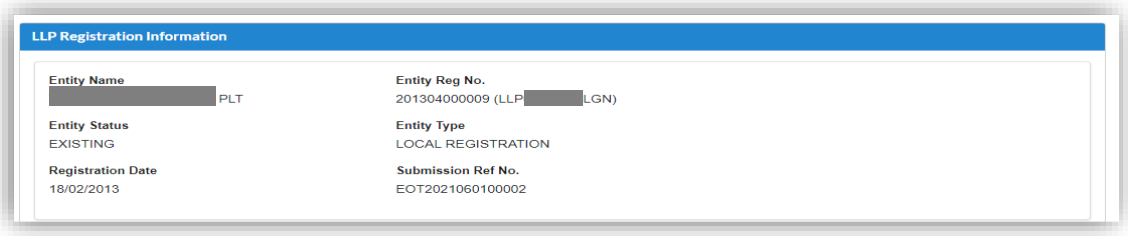


19. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

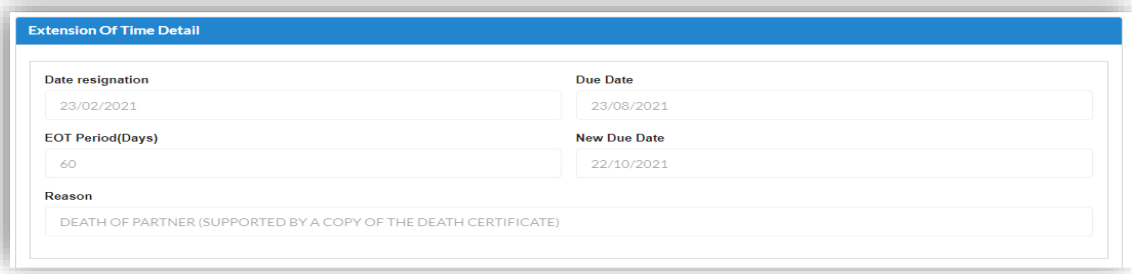
20. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action button**.



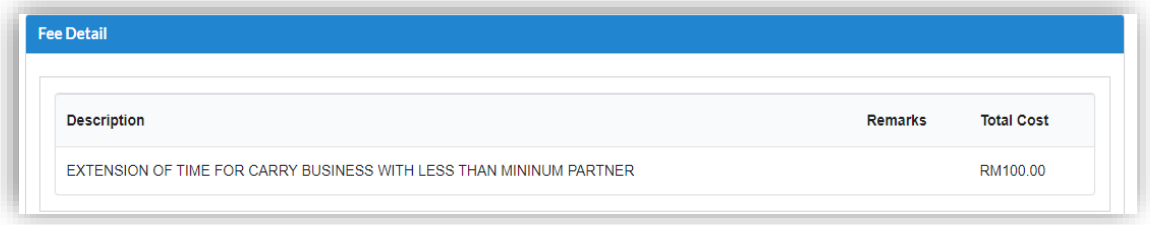
21. User will be able to view the LLP detail as displayed at the LLP Information Detail.
    - Entity Name
    - Entity Registration No
    - Entity Status
    - Entity Type
    - Registration Date
    - Submission Reference No



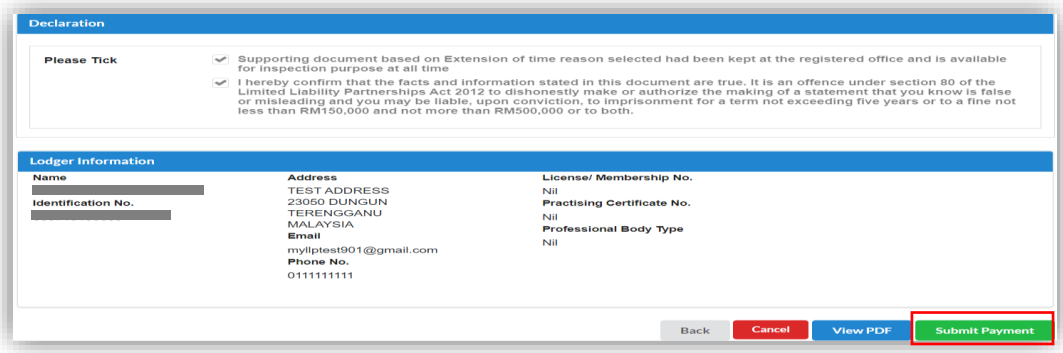
22. In the **Extension Of Time Detail** section, complete details are shown for:
    - Date resignation
    - Due Date
    - EOT Period(days)
    - New Due Date
    - Reason



23. In the **Fee Detail** Section, total cost for EOT application will be displayed.

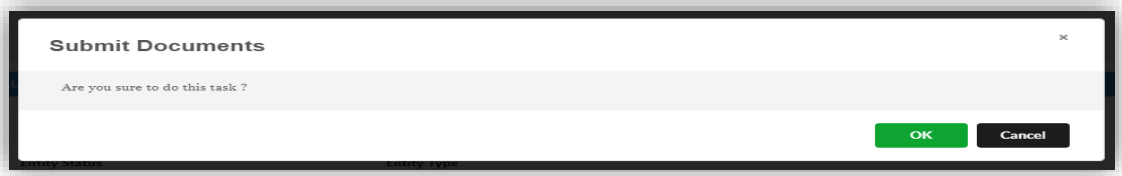


24. In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked all the declaration boxes.

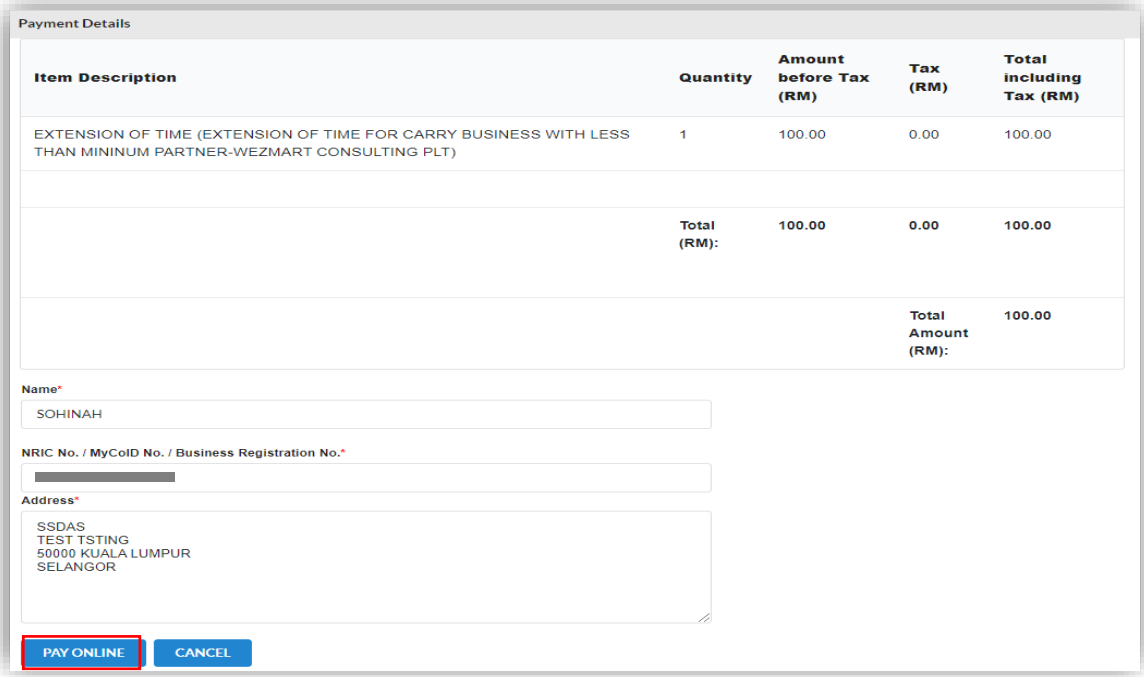


25. Click on **View PDF** button to view application. Click on **Submit Payment** button to proceed payment.

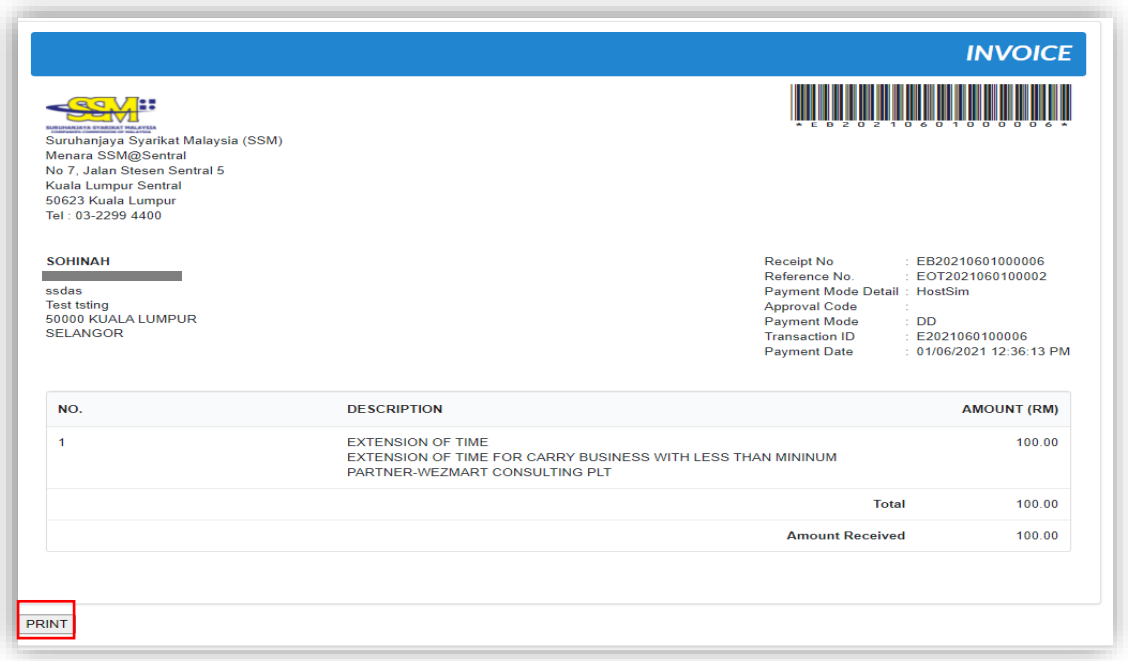
26. After click on **Submit Payment**, a prompt message will be display for confirmation. Click on **OK** button to continue



27. Payment Page will be display after click **Submit Payment** button. Click on the **Pay Online** button to proceed payment.

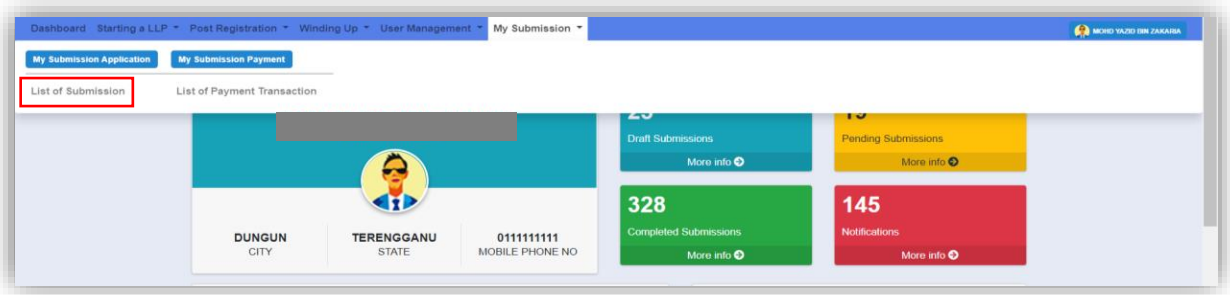


28. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.
    - Receipt no. is the payment receipt.
    - Reference no. is the EOT transactions.
    - Transaction ID is the payment transaction number.

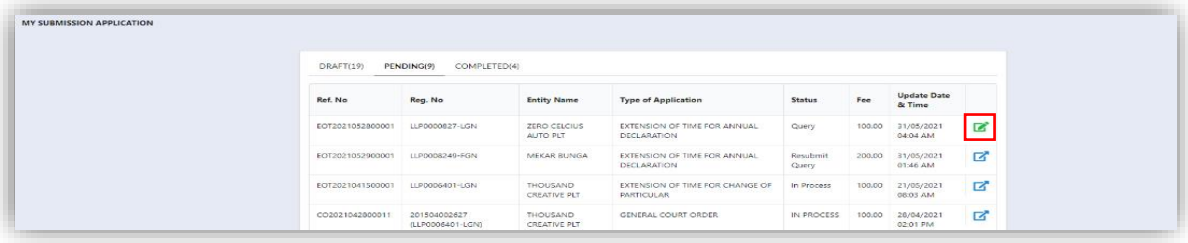


3.3.2 Resubmit Query

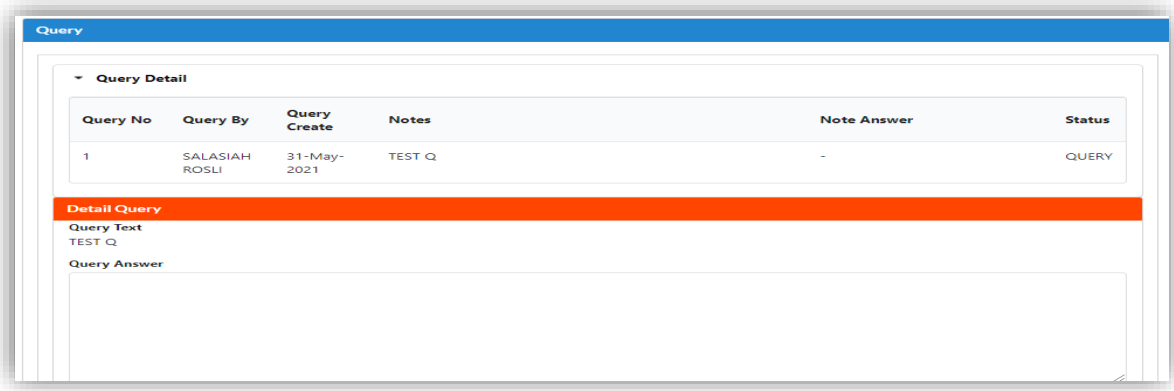
29. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



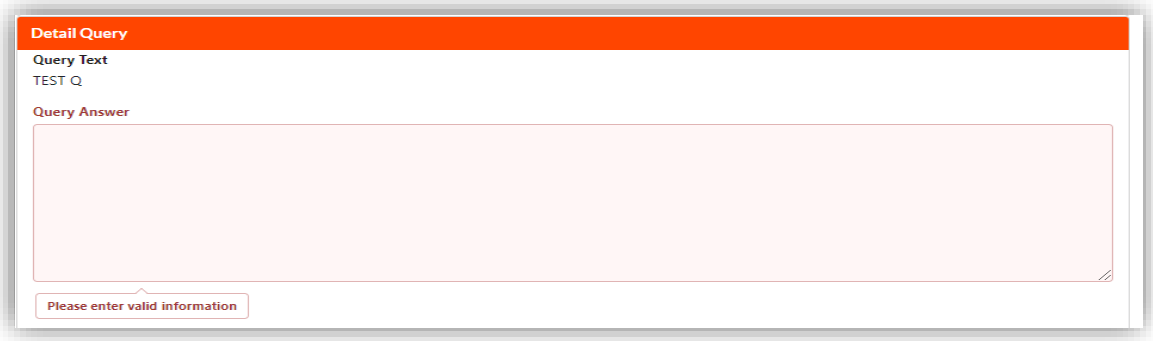
30. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.



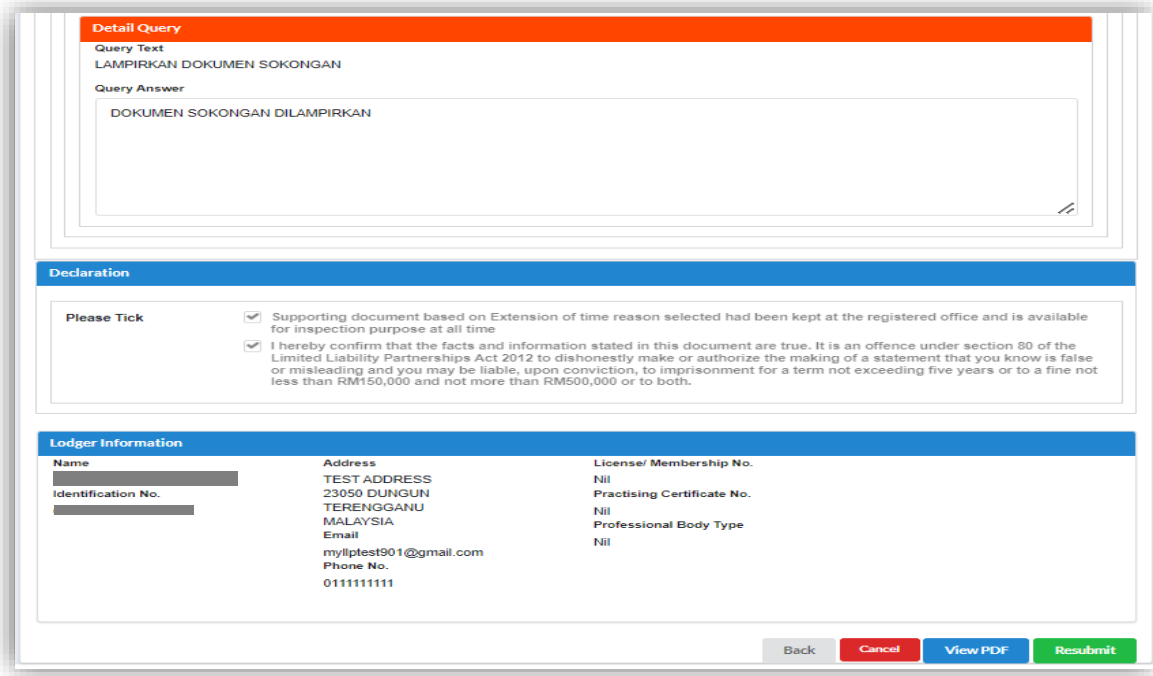
31. Query section will be displayed for submission with query status. Update the required information.



32. If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

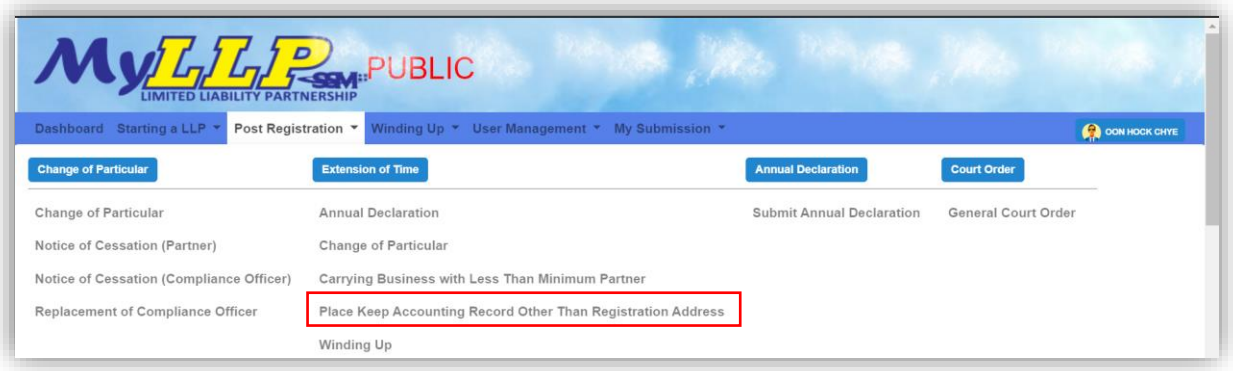


33. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

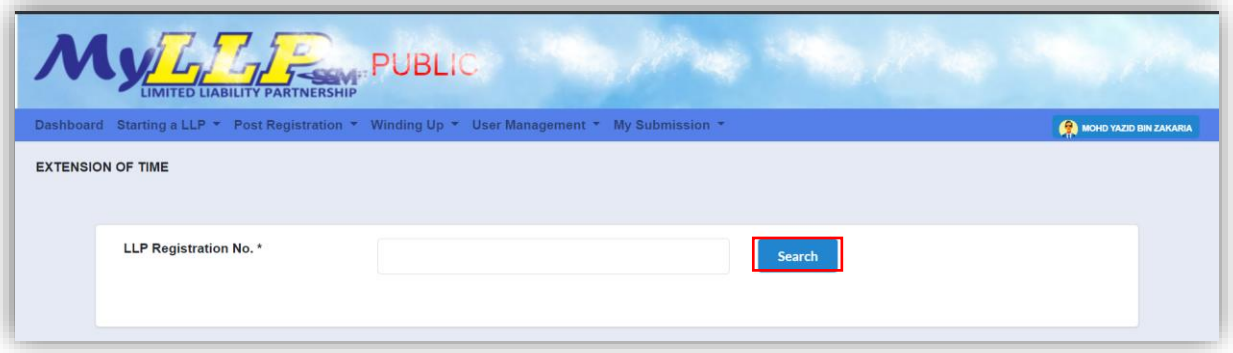


3.4 Extension of Time for Place of Keeping Accounting Record Other Than Registered Address

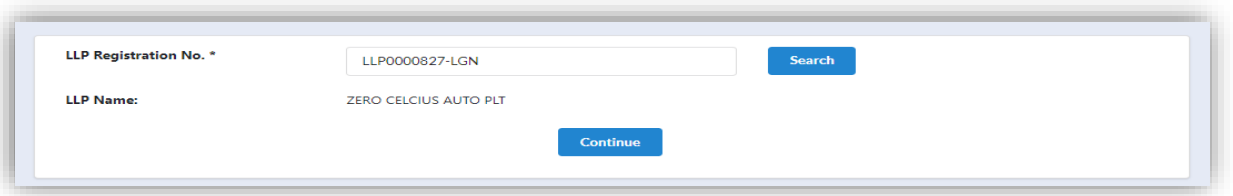
1. Click on **Place Keep Accounting Record Other Than Registered Address** under **Extension of Time** while hovering over the **Post Registration** Tab.



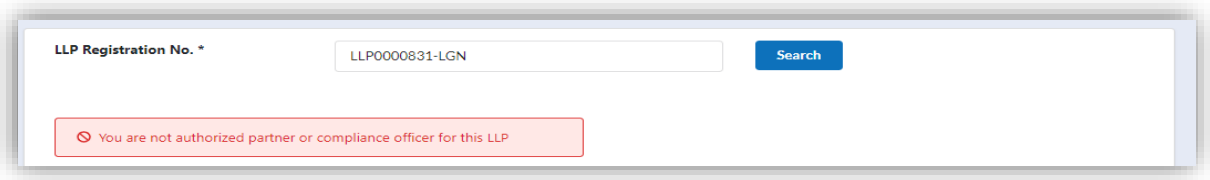
2. Enter LLP Registration No in the textbox and then click on the **Search** button.



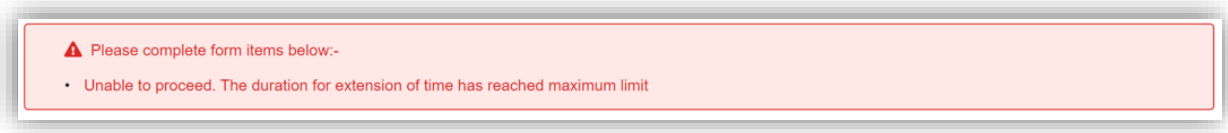
LLP name will be displayed if user is the Compliance Officer for that LLP.



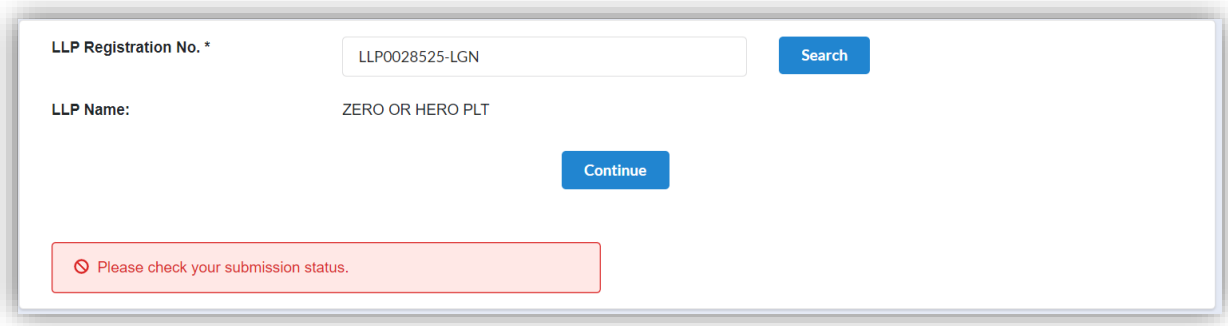
3. If user is not a CO for that LLP, a prompt message will be displayed.



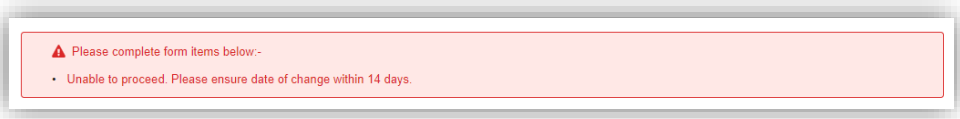
4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.



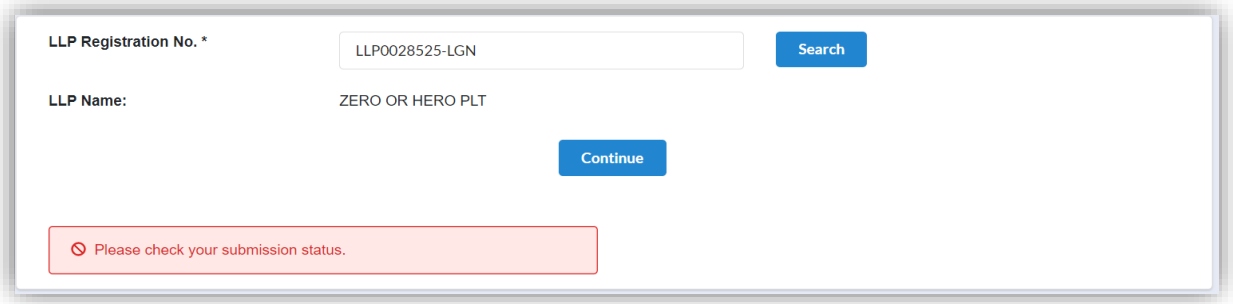
5. If there is any draft submission or pending application, a prompt message will be displayed.



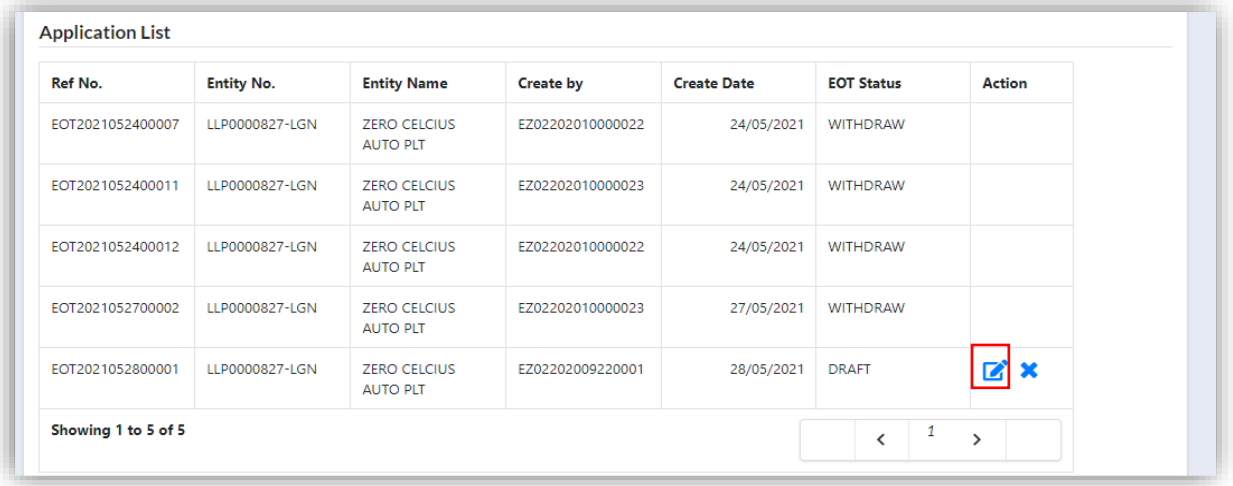
6. The application for an extension of time for **Change of Particulars** shall be made before the expiry of 14 days from the date of change. If date of change is less than 14 days within the EOT time allowable, the prompt message will displayed.



7. If there is any Change of Particulars submission with pending status, a prompt message will be displayed.

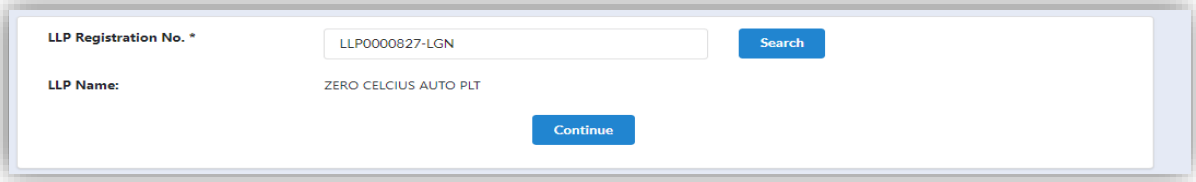


8. The LLP listing page also displays a shortcut for the list of applications that have been made. User can click on the pencil icon to proceed application with status **draft.**

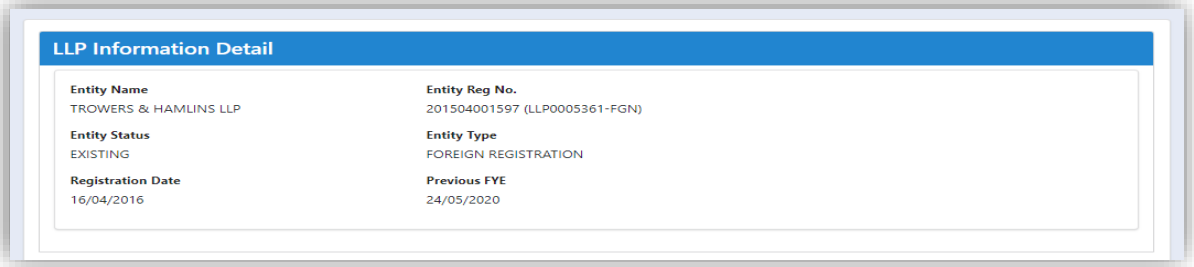


9. The draft submission can be deleted. User needs to click the **X** icon then the system will display a message for confirmation. Click on **OK** button to delete the submission.

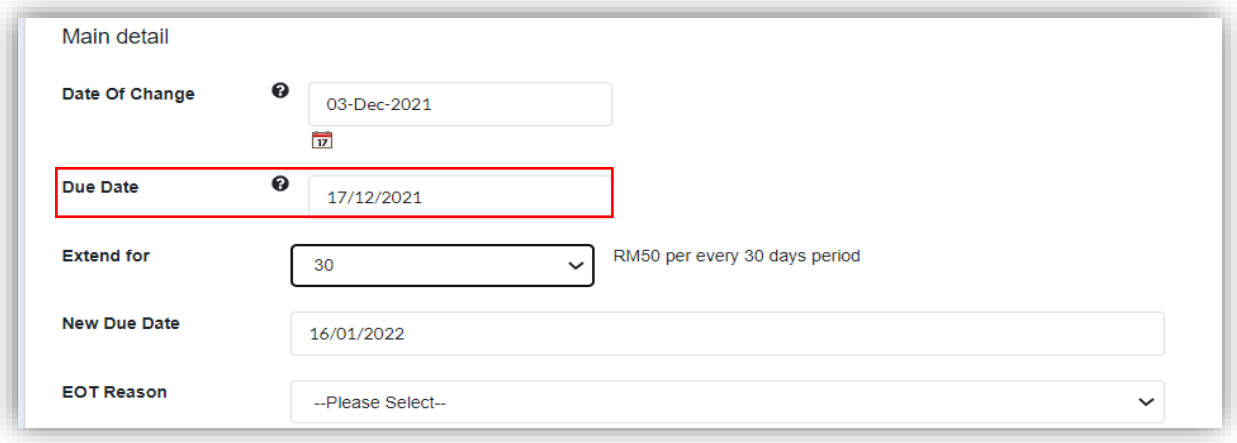
10. Continuing from step **2**, click Continue button to proceed.



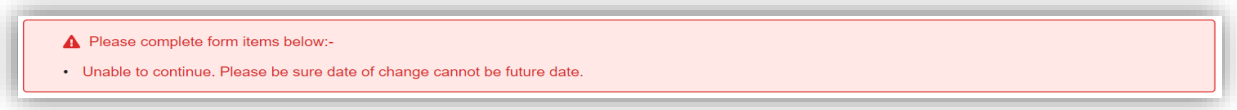
11. User will be able to view the LLP detail as displayed at the LLP Information Detail:
    - Entity Name
    - Entity Registration No
    - Entity Status
    - Entity type
    - Registration date



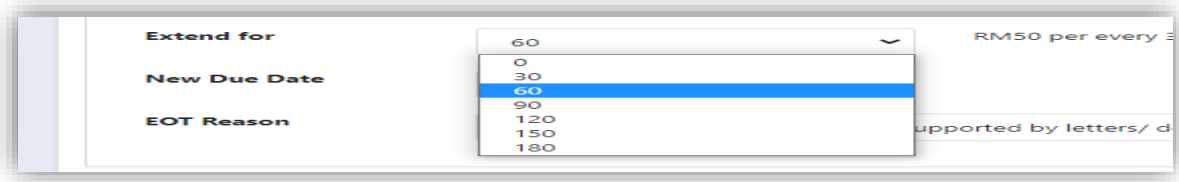
12. In the **Main Detail**, enter Date of Change. The system will auto-calculate the due date.



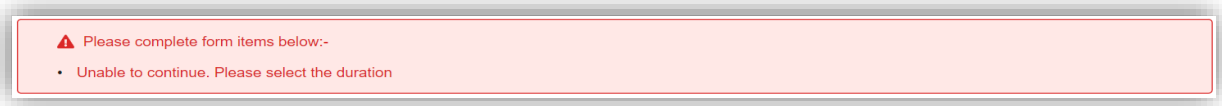
13. If the **Date of Change** entered exceeds current date, the prompt message will be displayed.



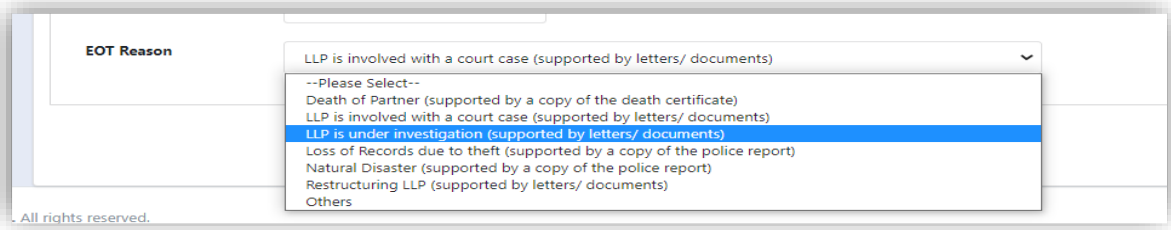
14. User can then choose the extended period displayed at the drop down list. System will auto-calculate and display the new due date.

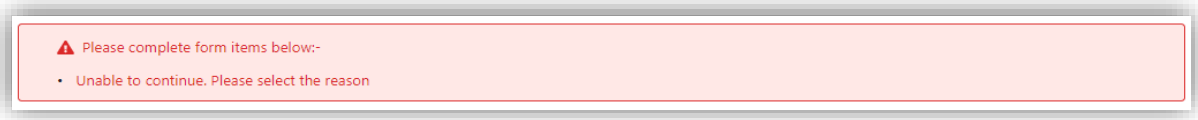


15. If the duration is not selected, the prompt message will be displayed

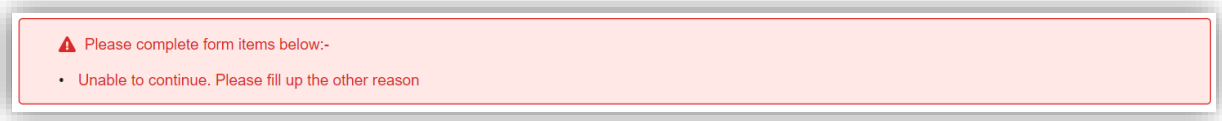


16. User must then select the **EOT Reason** from the selection listed. If the reason is not selected, the prompt message will be displayed.



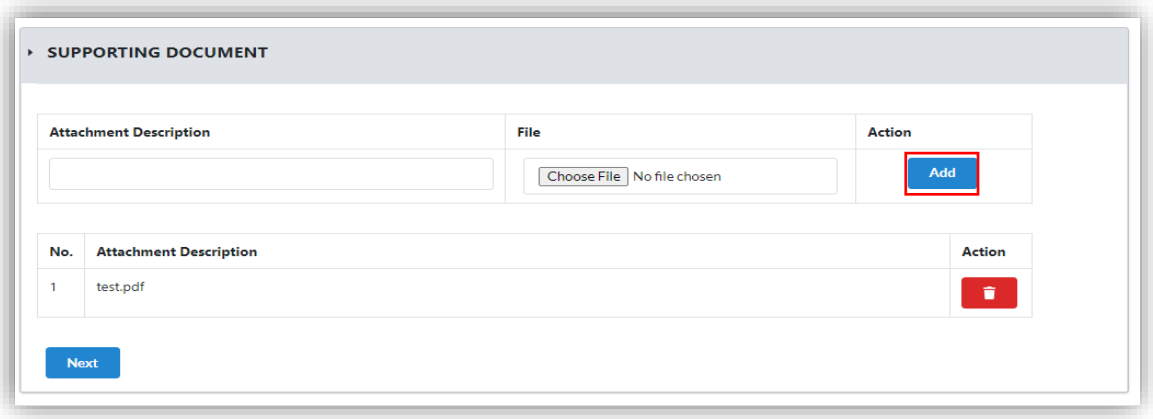


17. If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



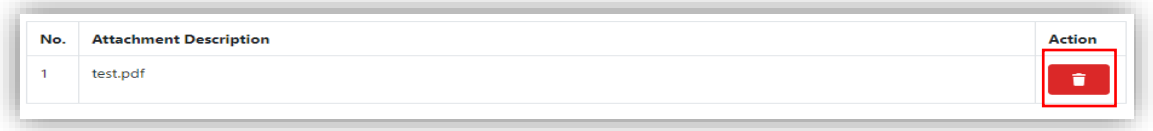
3.4.1 Supporting Document

18. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

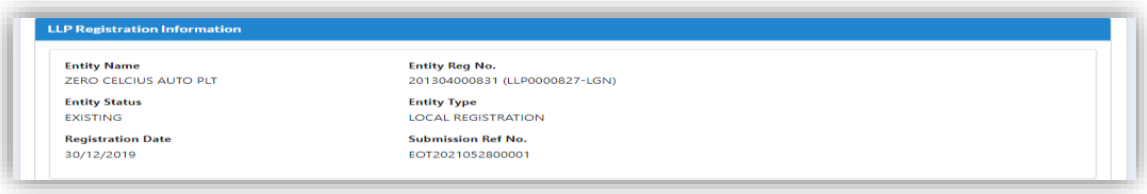


19. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

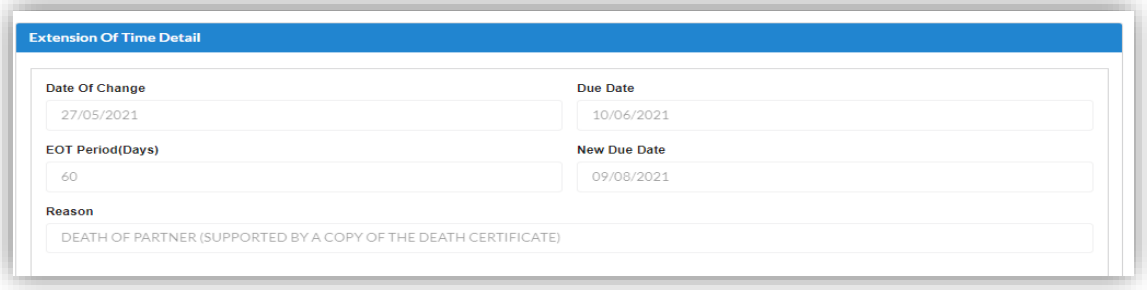
20. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.



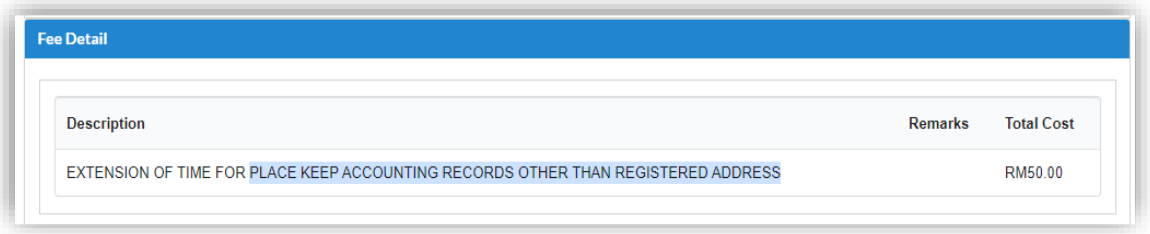
21. User will be able to view the LLP detail as displayed at the LLP Information Detail:
    - Entity Name
    - Entity Registration No
    - Entity Status
    - Entity Type
    - Registration Date
    - Submission Reference No



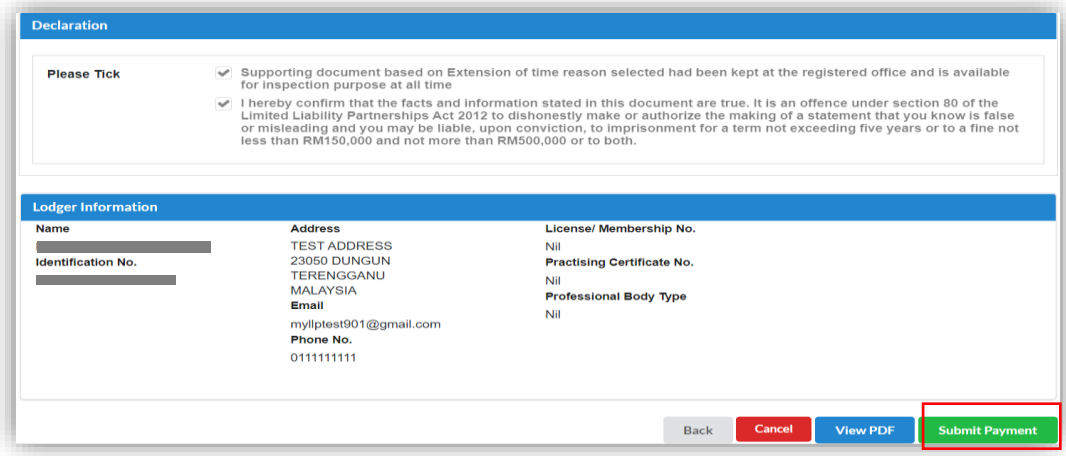
22. In the **Extension Of Time Detail** section, complete details are shown for :
    - Date Of Change
    - Due Date
    - EOT Period(days)
    - New Due Date
    - Reason



23. In the **Fee Detail** Section, total cost for EOT application will be displayed.

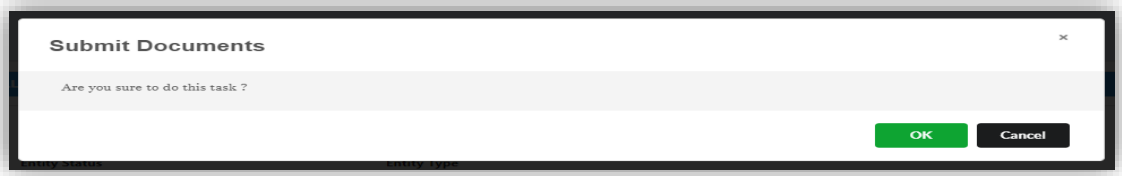


24. In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked all the declaration boxes.

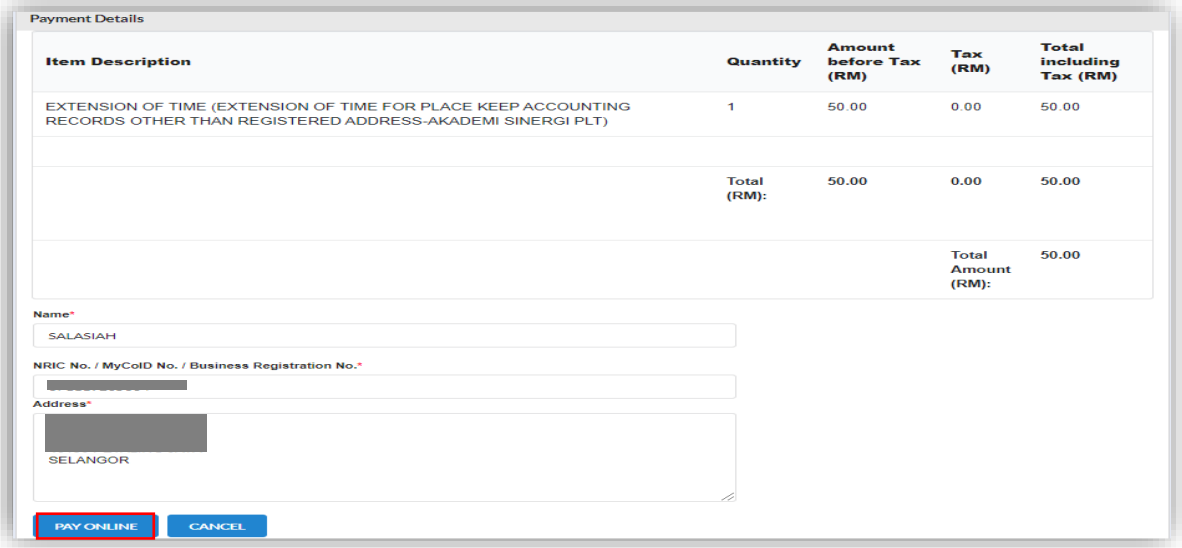


25. In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked all the declaration boxes.

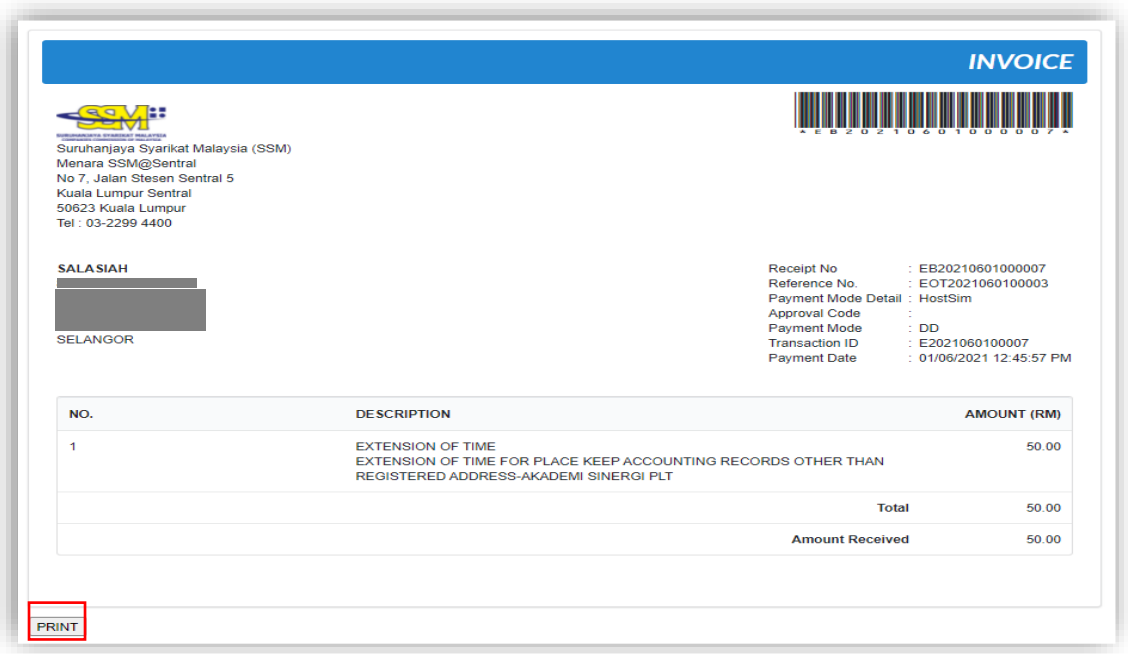
26. After click on **Submit Payment**, a prompt message will be display for confirmation. Click on **OK** button to continue.



27. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed with payment.

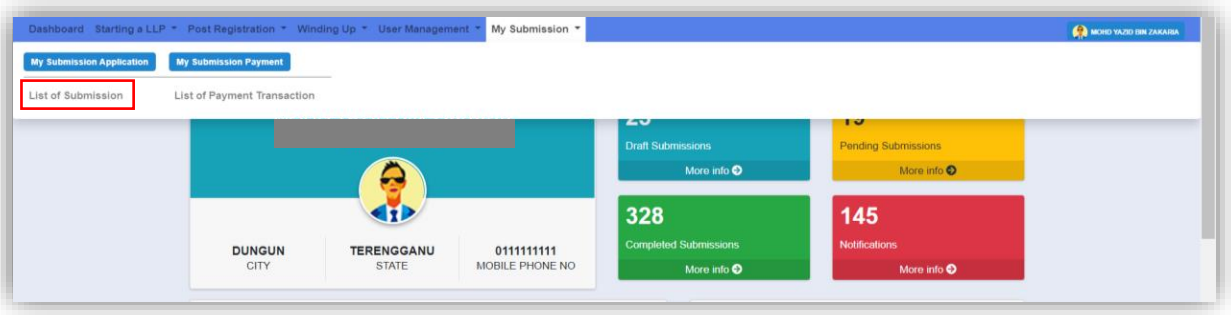


28. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.
    - Receipt no. is the payment receipt.
    - Reference no. is the EOT transactions.
    - Transaction ID is the payment transaction number.

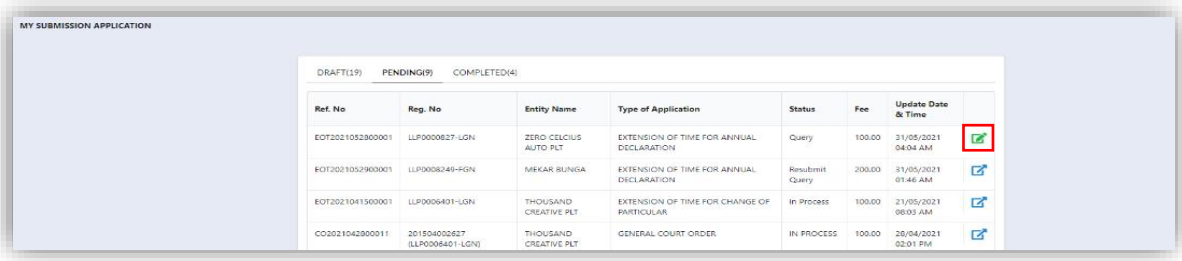


3.4.2 Resubmit Query

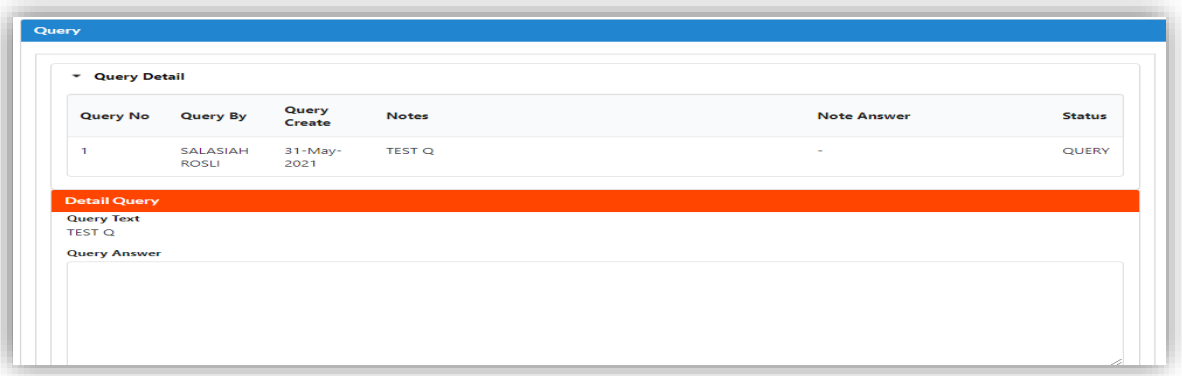
29. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



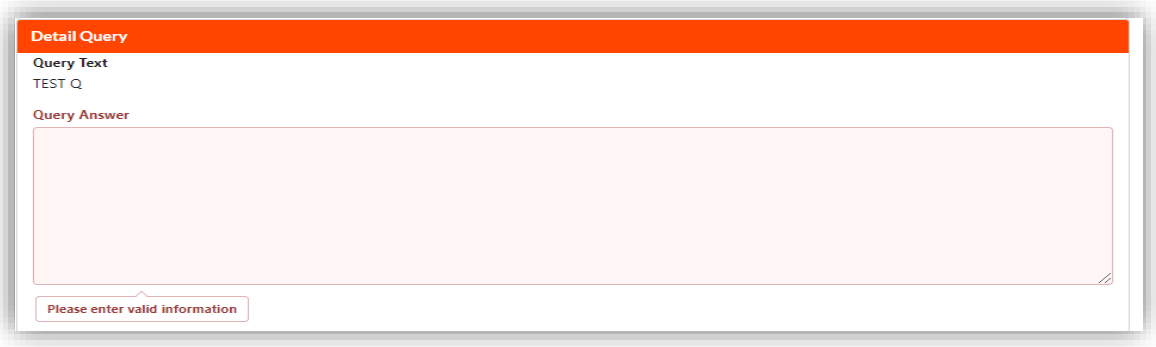
30. Click on the **PENDING** tab, and then click on the pencil icon to reply query.



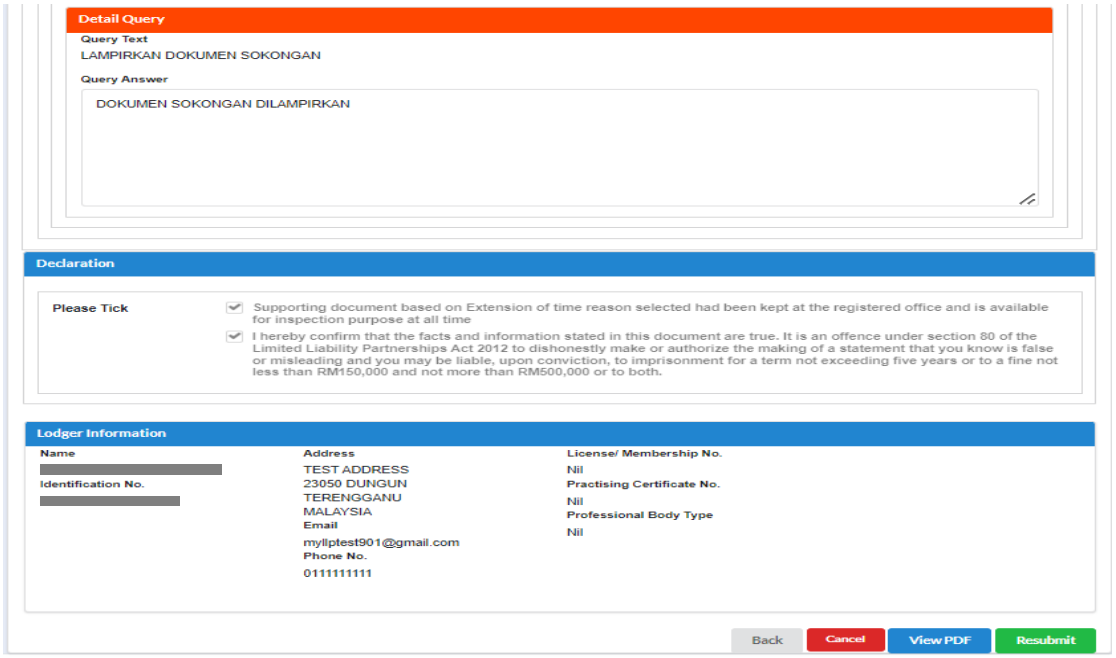
31. Query section will be displayed for submission with query status. Update the required information.



32. If the Query answer box is left blank, the prompt message will be display to enter information for query answer.



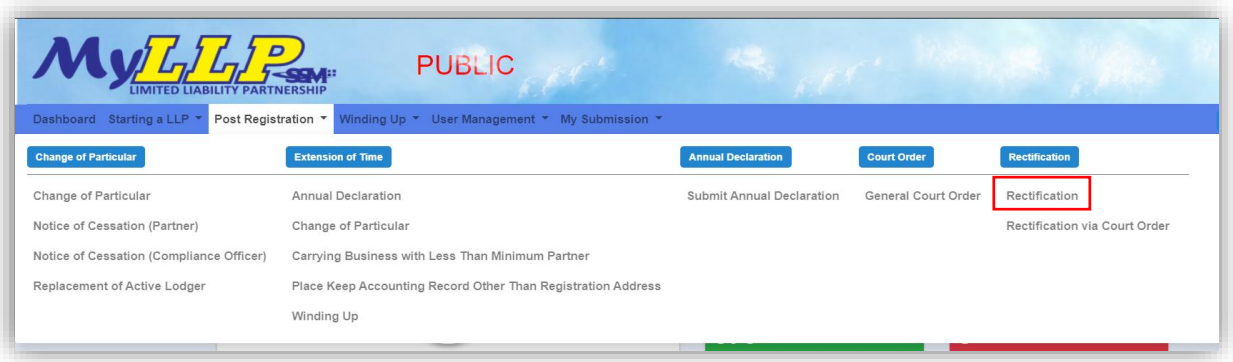
33. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.



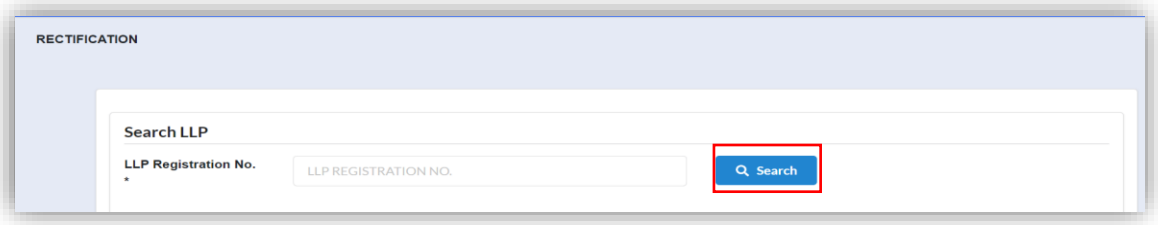
4 Rectification

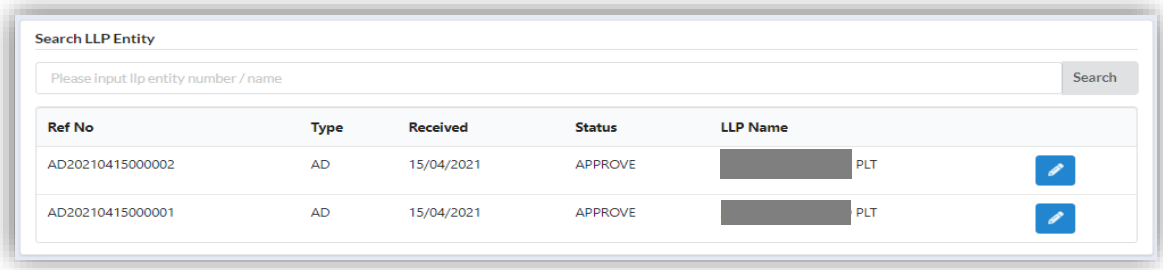
4.1 Rectification of Annual Declaration

1. Click on **Rectification** under the **Post Registration** Tab.



2. On the Rectification Page, enter LLP Registration No and click on the **search** button. From the result, click the pencil icon on the respective submission to proceed.



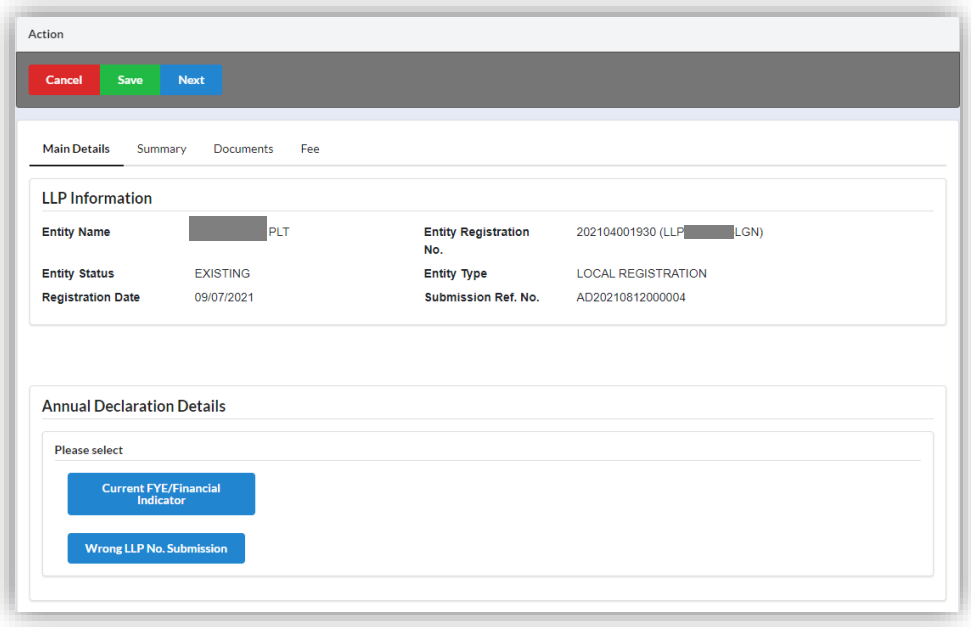


3. LLP Information will be displayed. Select :

a. "**Current FYE/Financial Indicator**" to rectify the Financial Year End (FYE) / Financial Indicator

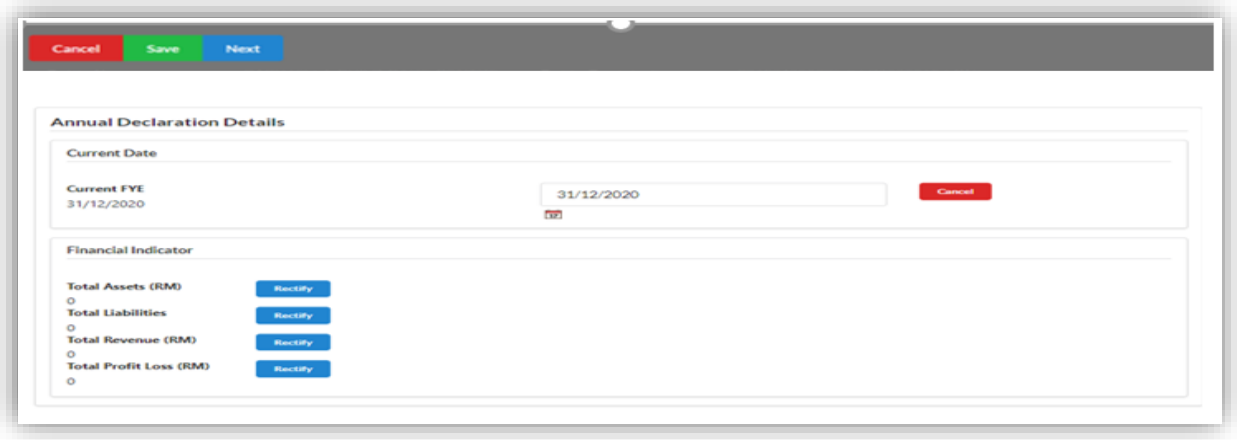
Or

b. Click "**Wrong LLP No. Submission"** for the purpose of withdraw the submission that had wrongly submitted.



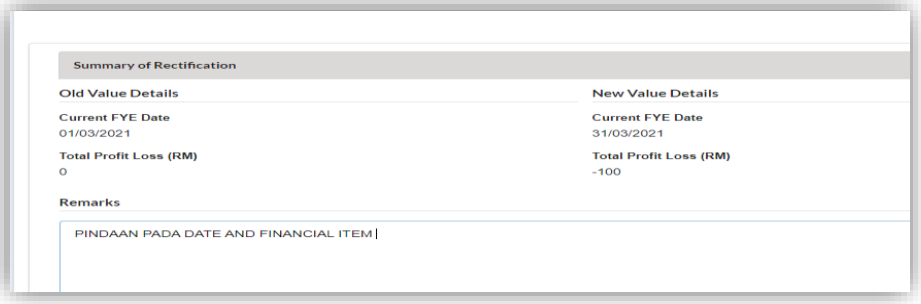
4. Select "**Current FYE/Financial Indicator**", then current FYE date and financial indicator information will be displayed. Click on **Rectify** button at the respective information to rectify the data.

   A textbox will be display beside the current information. The rectified data will be entered in the text box. Click Cancel button to cancel the rectify data. Page will revert to the original information.

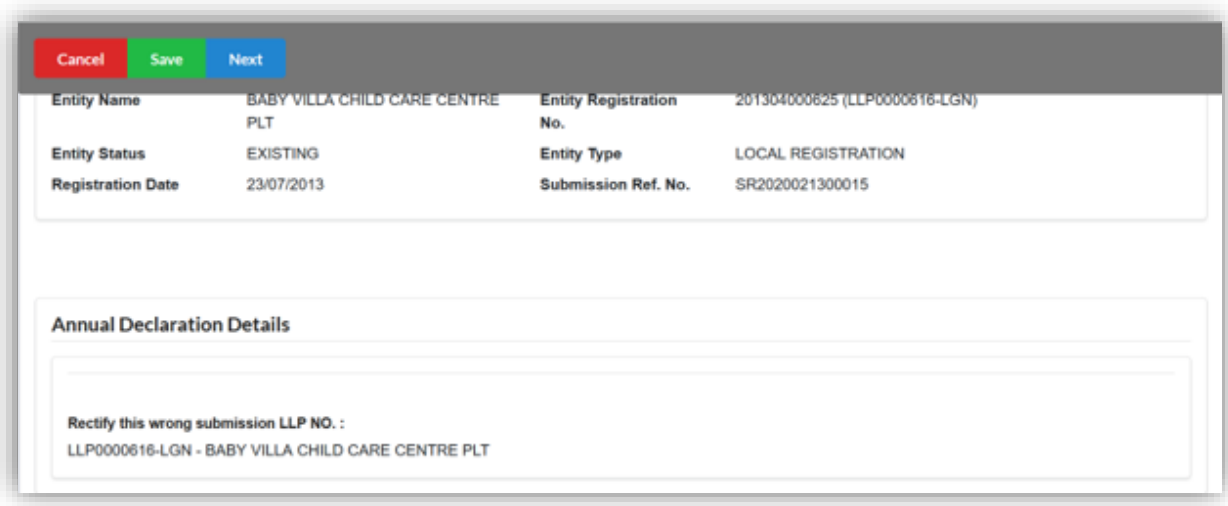


Click Save button to save the rectified information.

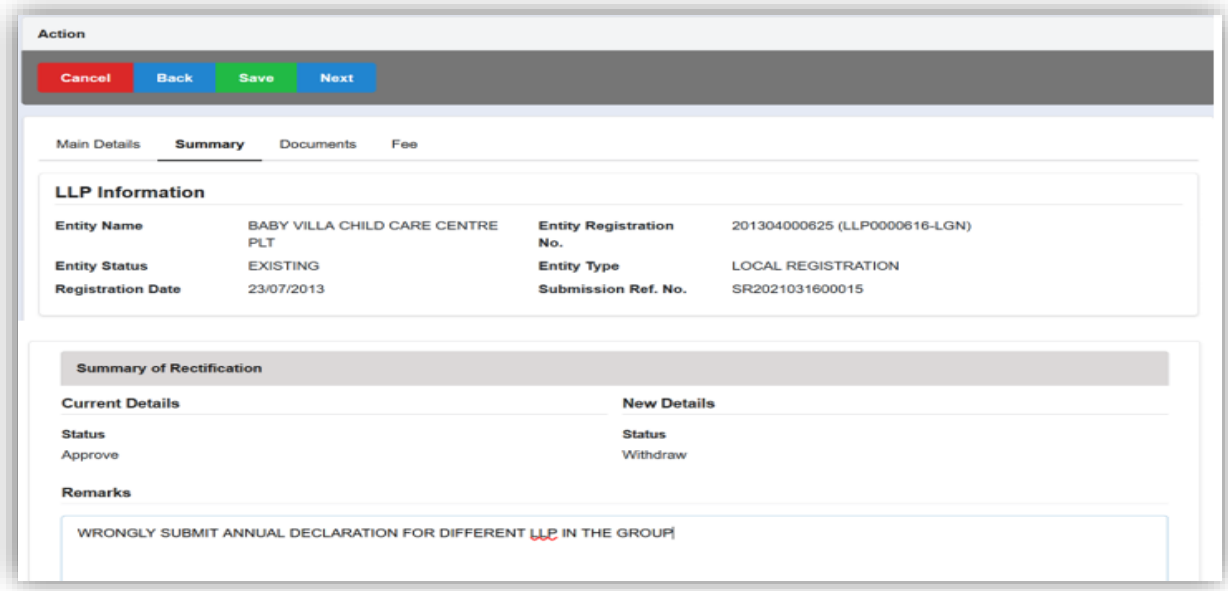
Click Next button to proceed to Summary page.



5. In a case of wrong submission, Click Wrong LLP No. Submission button to withdraw the submission. System will display the LLP name and No. Click Save button to save changes.



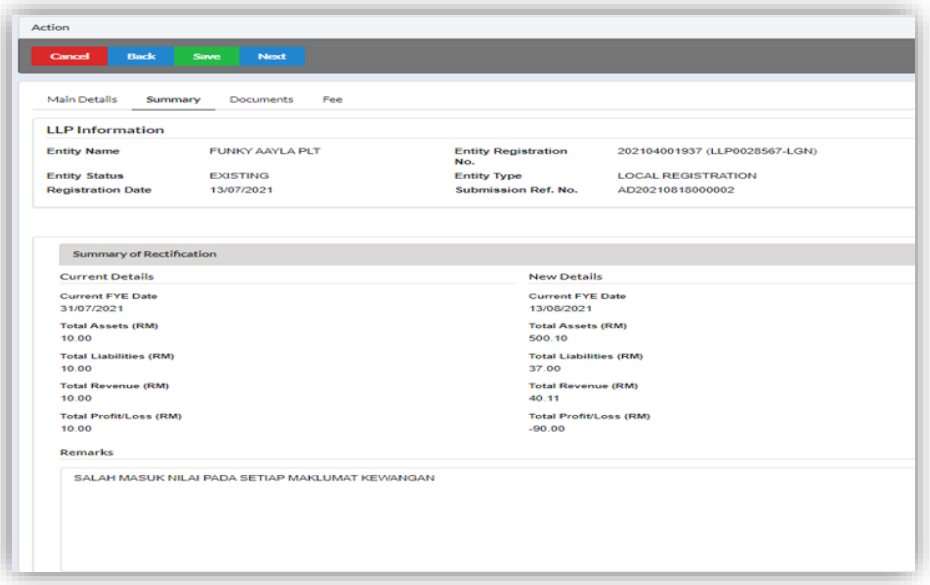
Click Next button to proceed to Summary page.



6. Summary of rectification will be displayed based on rectified information on the Summary of Rectification Tab. The current information (old details) and rectified information (new details) will be display at the Summary of Rectification for review and comparison purposes.

Optional: Enter some note to support the application for Rectification at **Remarks** section.

Click Save button to save the information entered. Click Next button to proceed.

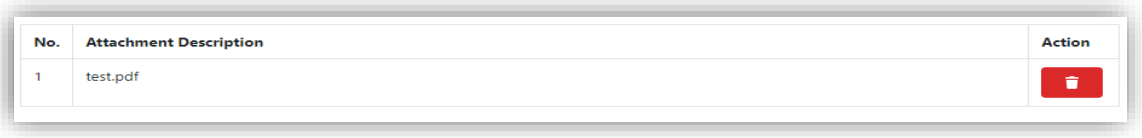


4.1.1 Supporting Document

7. Supporting Document is mandatory for Rectification. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

8. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

9. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.



10. In the Declaration of Rectification section, fill up the mandatory information required pertaining to the rectification below :

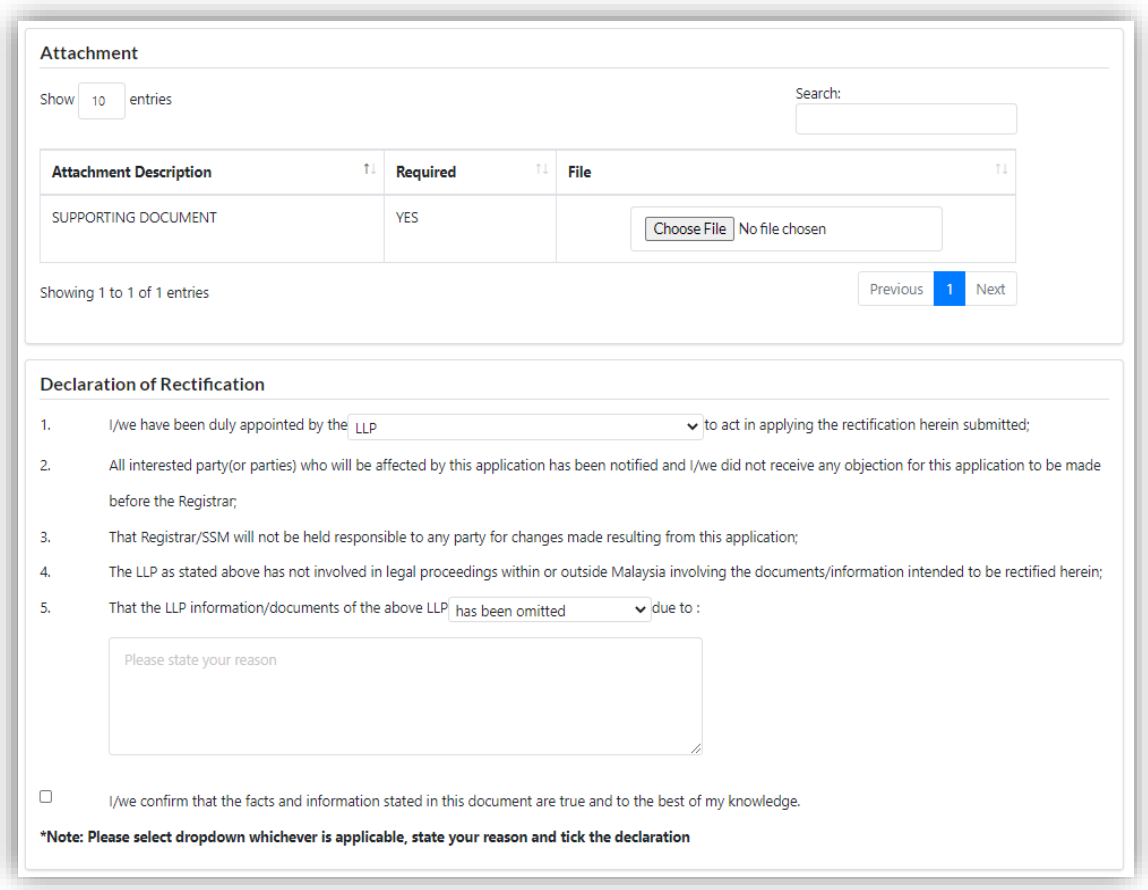
    For item No. 1, select from the dropdown option;-

    - LLP
    - Court

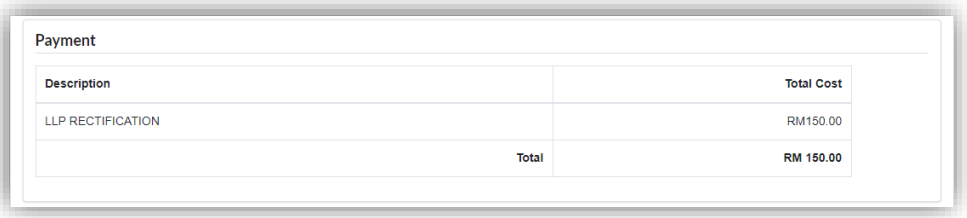
    For item No. 5, select from the dropdown option:-

    - Has been omitted
    - Is incorrect
    - Has been included in error

    State the reason for Item No. 5 in the textbox and tick on the Declaration checkbox.



11. In the Fee section, total fee will be displayed.



12. In the Declaration section, declaration will be displayed. Click on **View Declaration Document** button to view the Declaration of Rectification and click **View PDF** button to view the **Amended Form**. The **Submit Payment** button will be enabled when the user has ticked the declaration box.

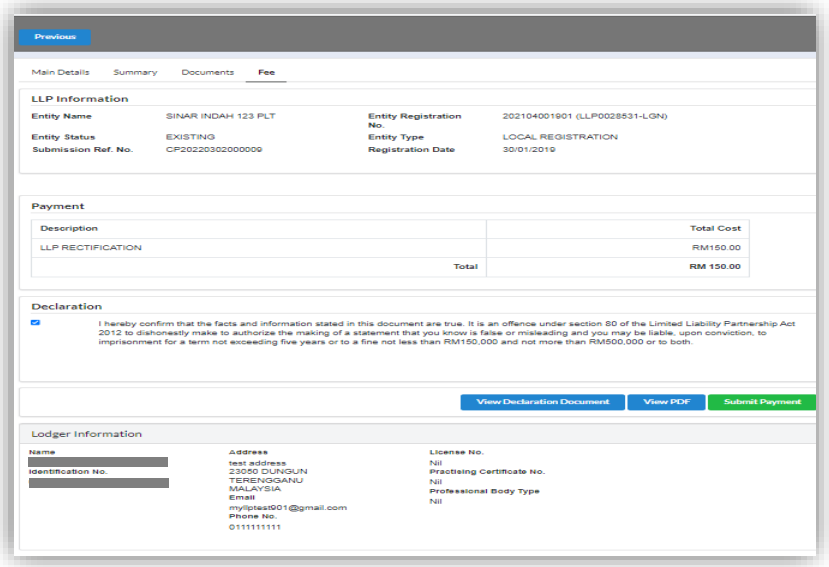
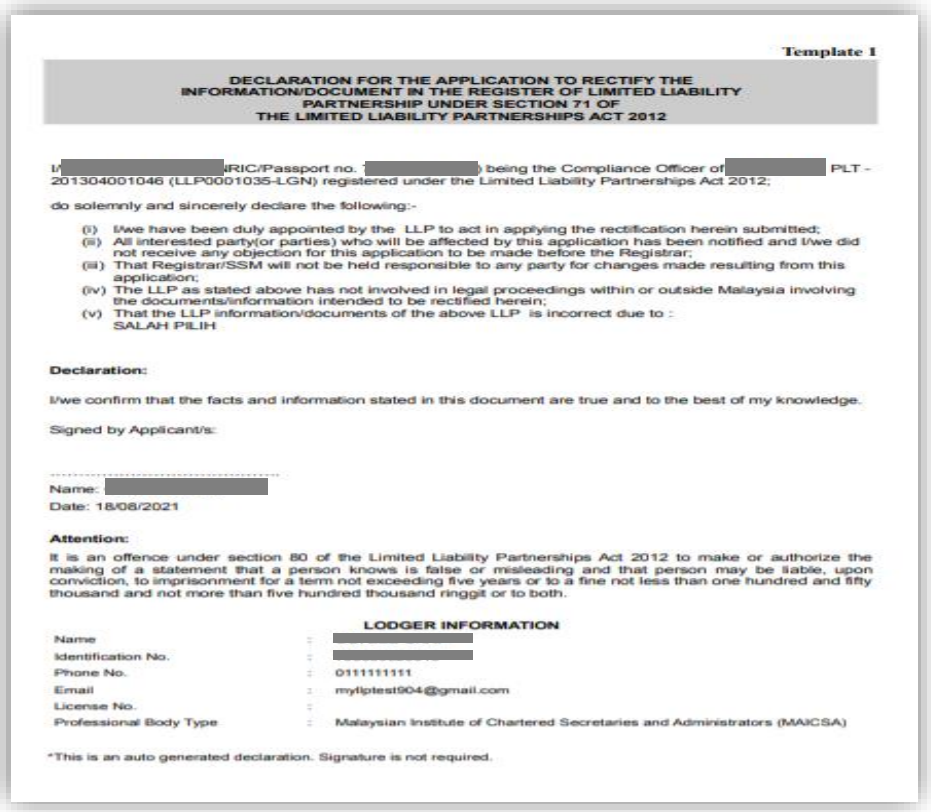


*Image of Declaration Document



Template 1

DECLARATION FOR THE APPLICATION TO RECTIFY THE INFORMATION/DOCUMENT IN THE REGISTER OF LIMITED LIABILITY PARTNERSHIP UNDER SECTION 71 OF THE LIMITED LIABILITY PARTNERSHIPS ACT 2012

I/[redacted] IRIC/Passport no. [redacted] being the Compliance Officer of [redacted] PLT - 201304001046 (LLP0001035-LGN) registered under the Limited Liability Partnerships Act 2012;

do solemnly and sincerely declare the following:-

(i) I/we have been duly appointed by the LLP to act in applying the rectification herein submitted;
(ii) All interested party(or parties) who will be affected by this application has been notified and I/we did not receive any objection for this application to be made before the Registrar;
(iii) That Registrar/SSM will not be held responsible to any party for changes made resulting from this application;
(iv) The LLP as stated above has not involved in legal proceedings within or outside Malaysia involving the documents/information intended to be rectified herein;
(v) That the LLP information/documents of the above LLP is incorrect due to :
SALAH PILIH

Declaration:

I/we confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed by Applicant/s:

.....
Name: [redacted]
Date: 18/08/2021

Attention:

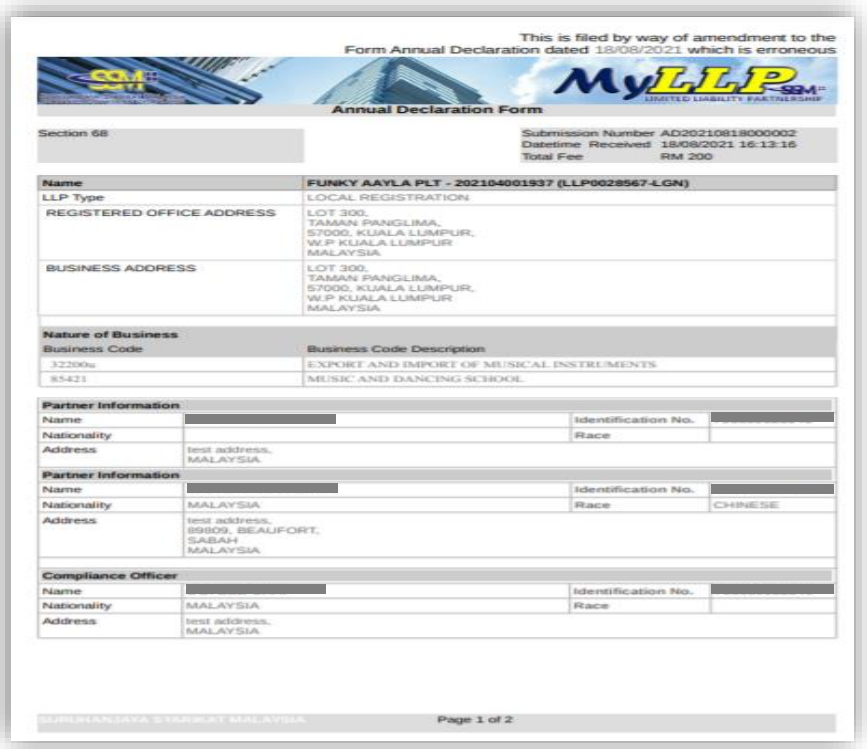
It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than one hundred and fifty thousand and not more than five hundred thousand ringgit or to both.

LODGER INFORMATION

Name	:	[redacted]
Identification No.	:	[redacted]
Phone No.	:	0111111111
Email	:	mylptest904@gmail.com
License No.	:	
Professional Body Type	:	Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)

*This is an auto generated declaration. Signature is not required.

*Image of View PDF



This is filed by way of amendment to the Form Annual Declaration dated 18/08/2021 which is erroneous

MyLLP SSM LIMITED LIABILITY PARTNERSHIP

Annual Declaration Form

Section 68

Submission Number AD20210818000002
Datetime Received 18/08/2021 16:13:16
Total Fee RM 200

Name	**FUNKY AAYLA PLT - 202104001937 (LLP0028567-LGN)**
LLP Type	LOCAL REGISTRATION
REGISTERED OFFICE ADDRESS	LOT 300, TAMAN PANGLIMA, 57000, KUALA LUMPUR, W.P KUALA LUMPUR MALAYSIA
BUSINESS ADDRESS	LOT 300, TAMAN PANGLIMA, 57000, KUALA LUMPUR, W.P KUALA LUMPUR MALAYSIA

Nature of Business

Business Code	Business Code Description
32200u	EXPORT AND IMPORT OF MUSICAL INSTRUMENTS
85421	MUSIC AND DANCING SCHOOL

Partner Information

Name	[redacted]	Identification No.	[redacted]
Nationality		Race	
Address	test address, MALAYSIA		

Partner Information

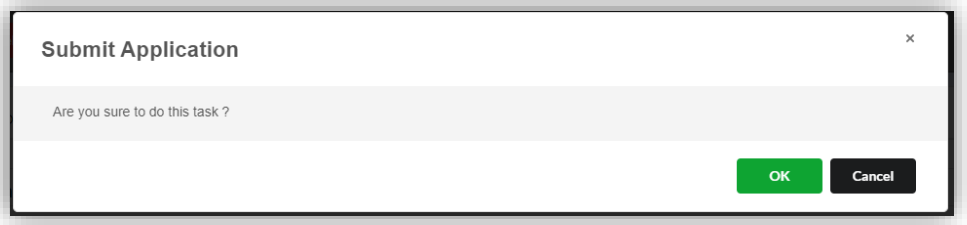
Name	[redacted]	Identification No.	[redacted]
Nationality	MALAYSIA	Race	CHINESE
Address	test address, 89809, BEAUFORT, SABAH MALAYSIA		

Compliance Officer

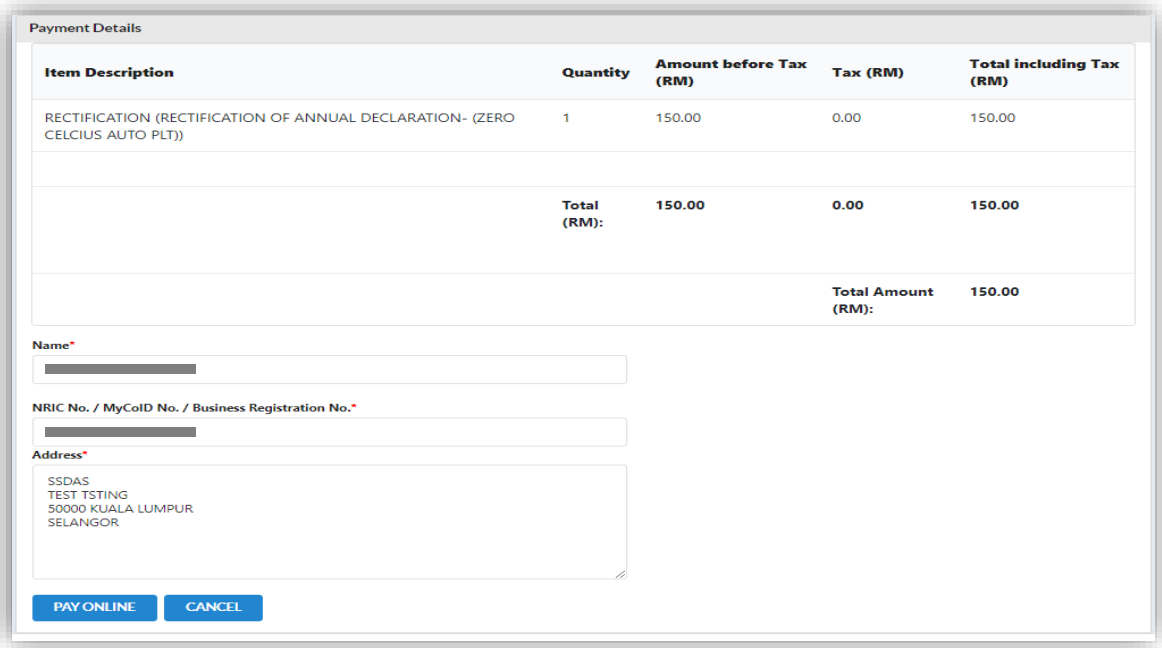
Name	[redacted]	Identification No.	[redacted]
Nationality	MALAYSIA	Race	
Address	test address, MALAYSIA		

SURUHANJAYA SYARIKAT MALAYSIA Page 1 of 2

13. After clicking on Submit Payment button, a prompt will display for confirmation. Click on **OK** button to proceed with payment.



14. Payment Details will be displayed. Click **Pay Online** button to continue payment.

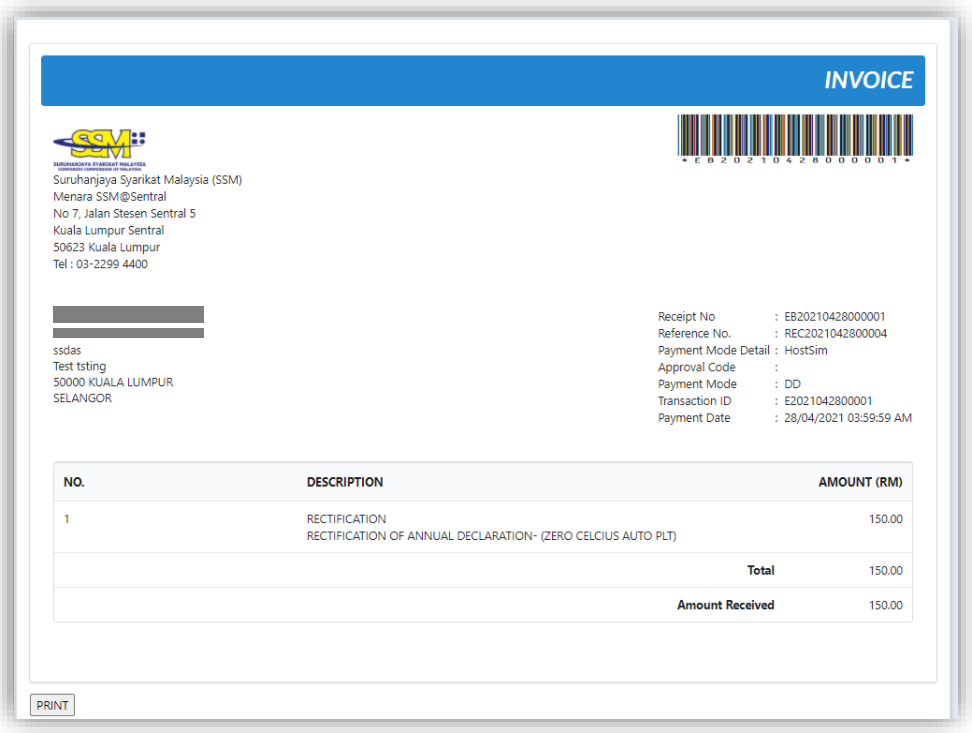


15. Once payment has been made, Invoice will be displayed. User may click on Print button to print and save a copy of the invoice.

    Receipt no. is the payment receipt.

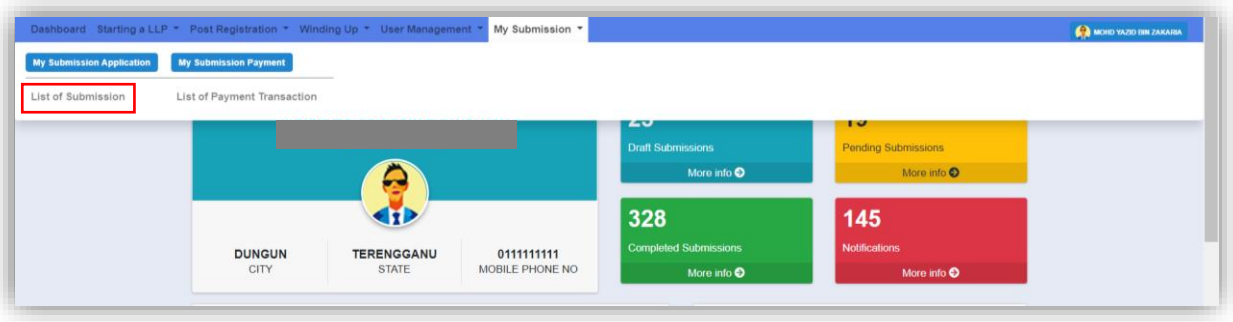
    Reference no. is the Reference Number for Rectification transactions.

    Transaction ID is the payment transaction number.

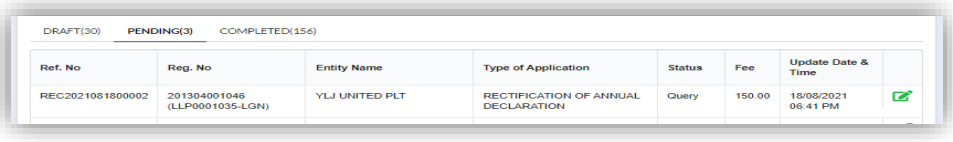


4.1.2 Resubmit Query

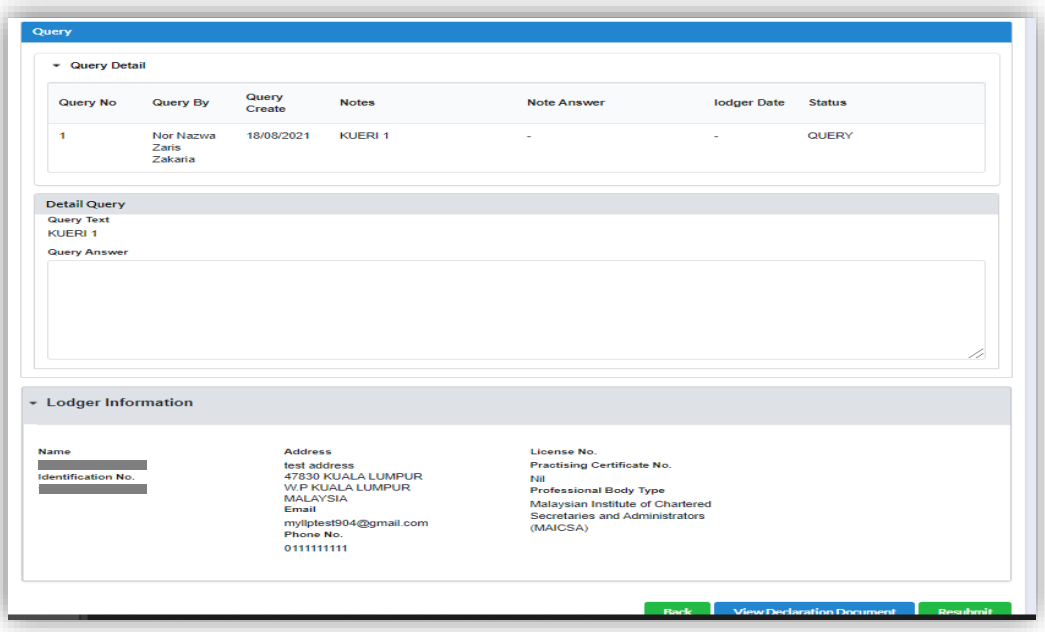
16. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



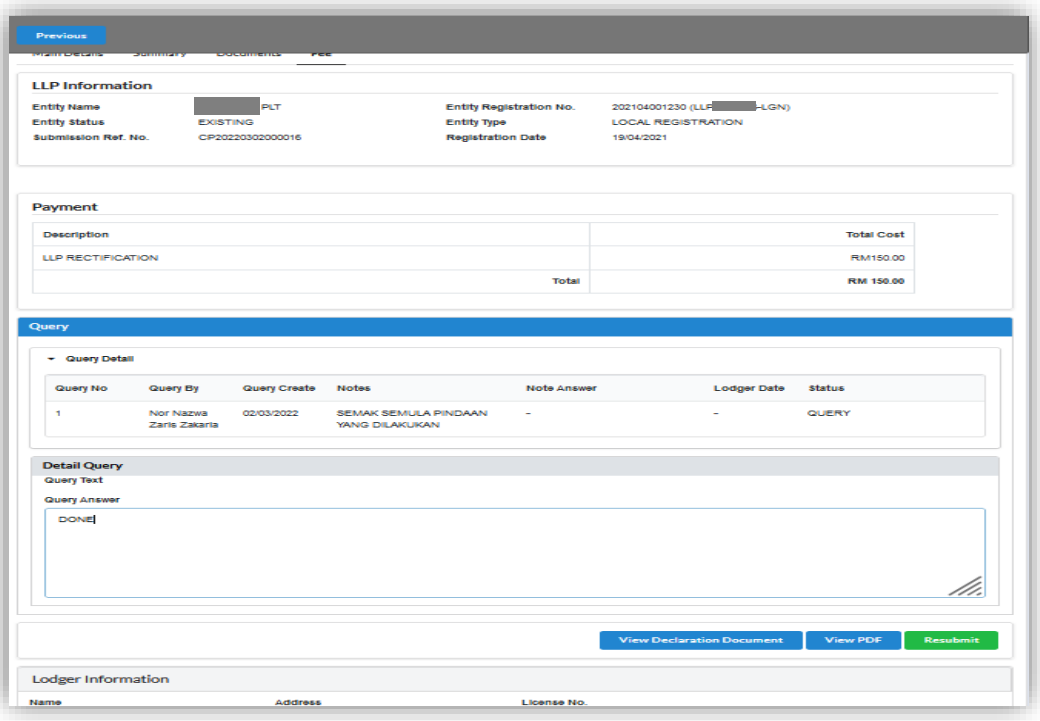
17. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.



18. Query section will be displayed for submission with query status. Update the required information.

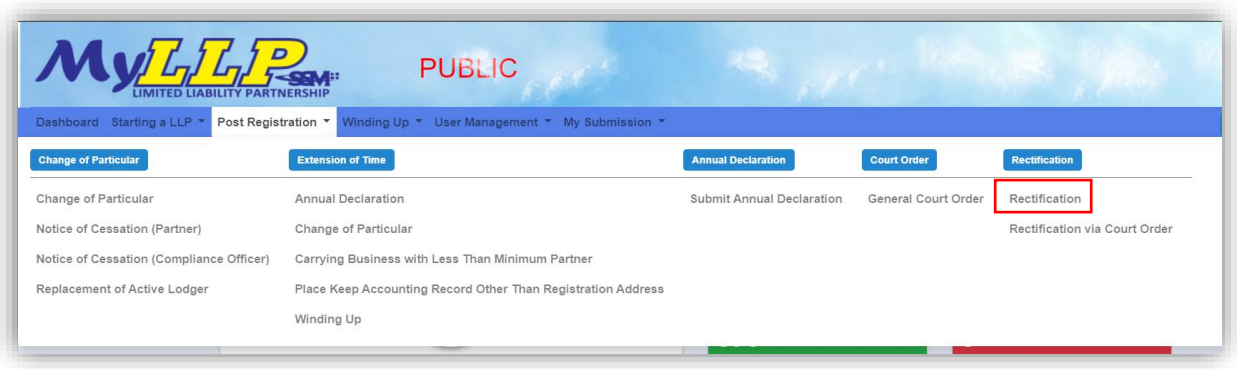


19. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

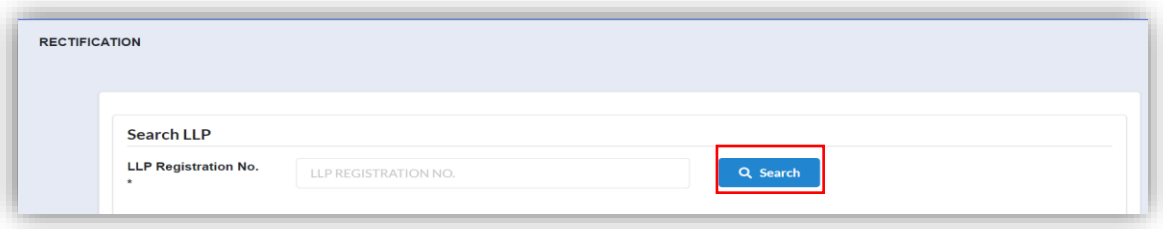


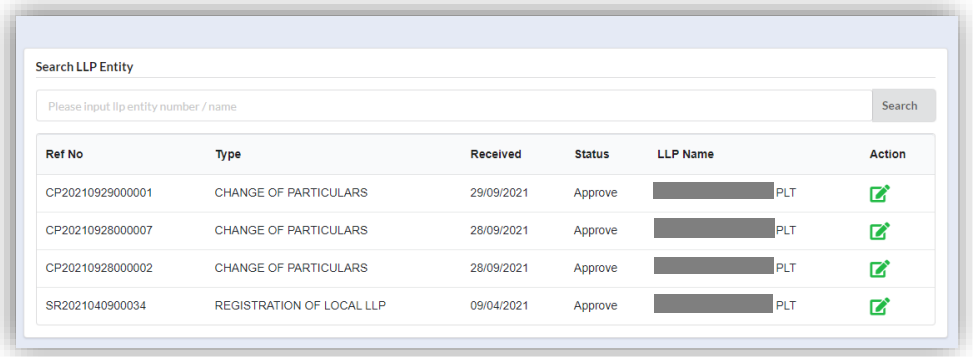
4.2 Rectification of Change of Particulars (COP)

1. Click on **Rectification** under the **Post Registration** Tab.

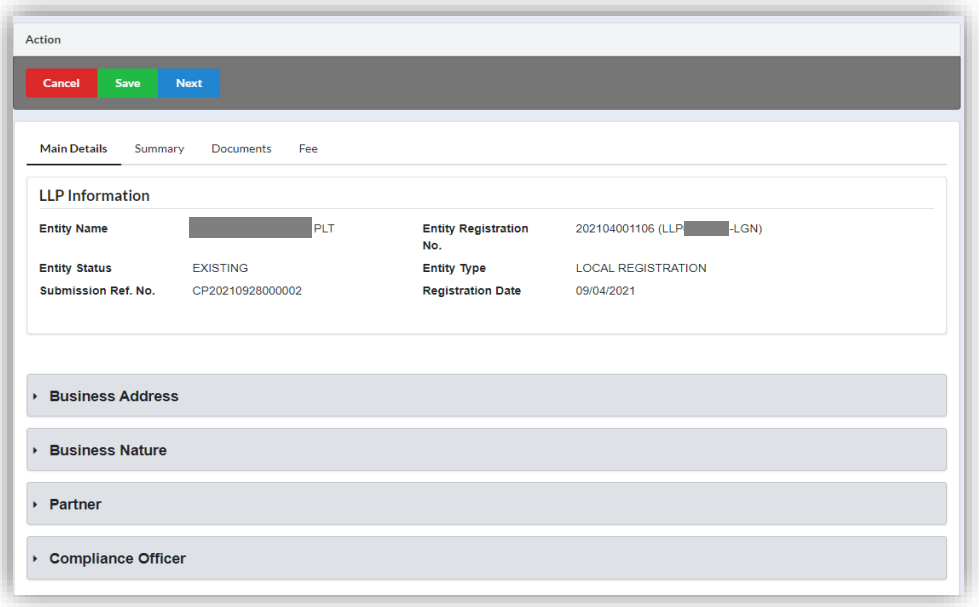


2. On the Rectification Page, enter LLP Registration No and click on the **search** button. From the result, click on pencil icon on the respective submission to proceed.

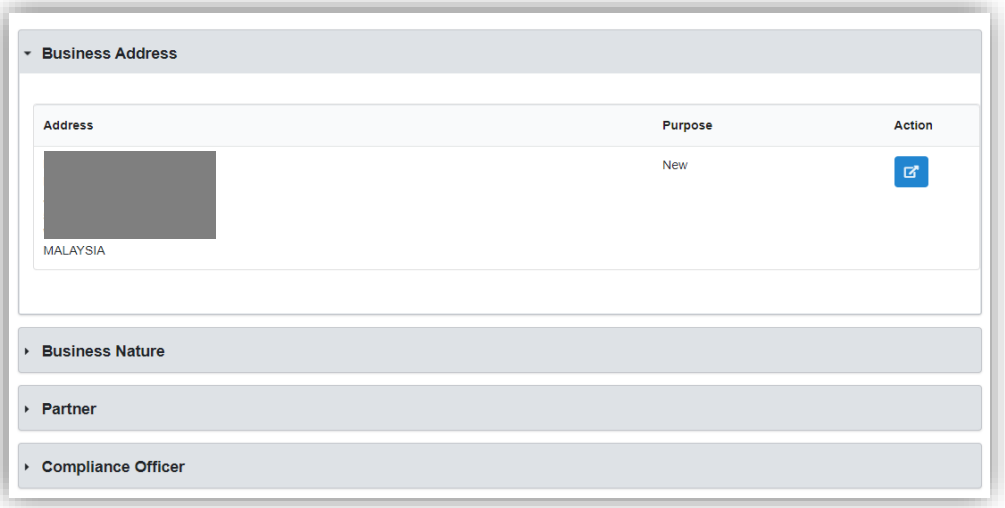




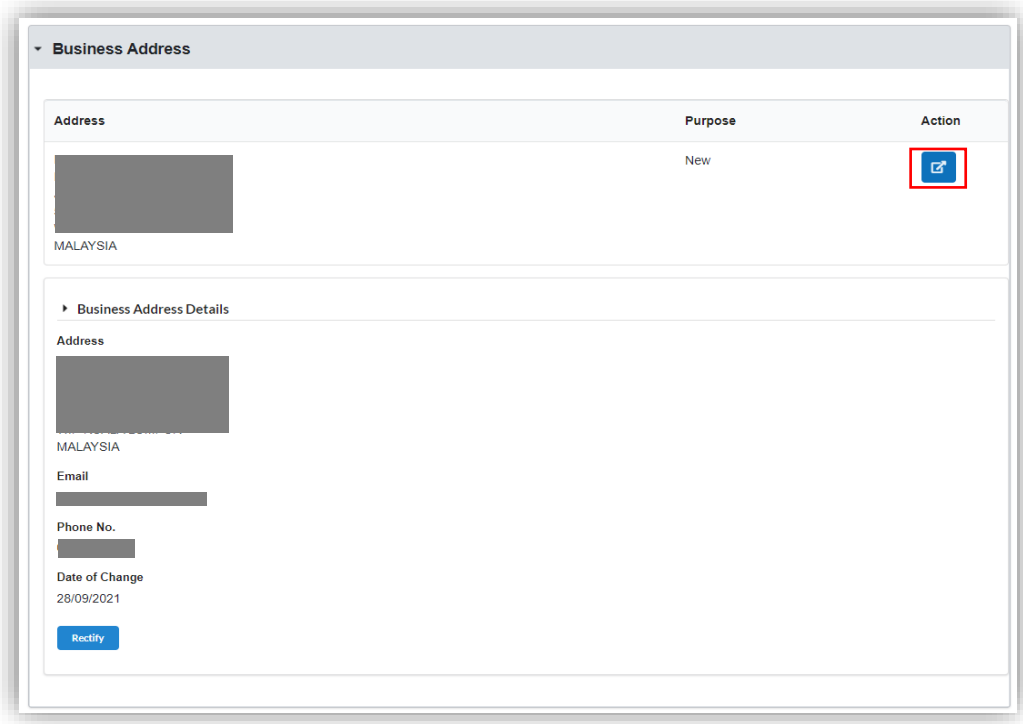
3. LLP Information pertaining to the respective Change of Particulars will be displayed. Tabs for Registered Address / Business Address / Business Nature / Partner / Compliance Officer / Place of Keeping Accounting Record will display the respective information submitted in Change of Particular. Only relevant information will be displayed.



Clicking on any of the tabs will expand to display relevant information.

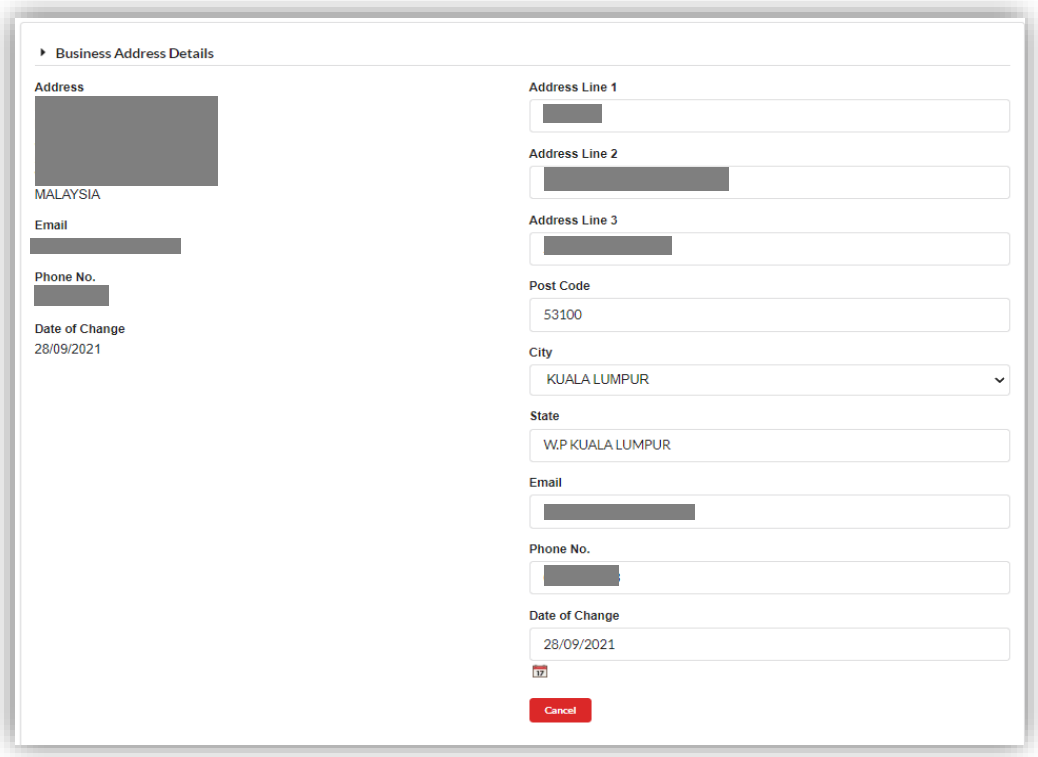


4. Clicking on the Blue icon will expand to display respective information to be rectify.



Click on the **Rectify** button to rectify the respective information.

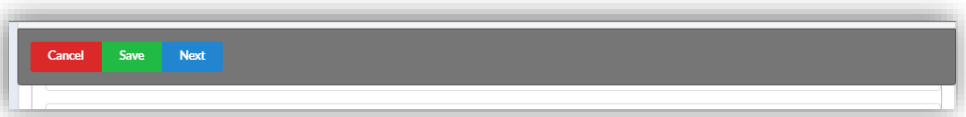
5. Text box for rectification will be displayed alongside the original information. Click on the Cancel button to cancel the rectification, the screen will revert to the previous page and display original information.



Save button to save the rectified information.

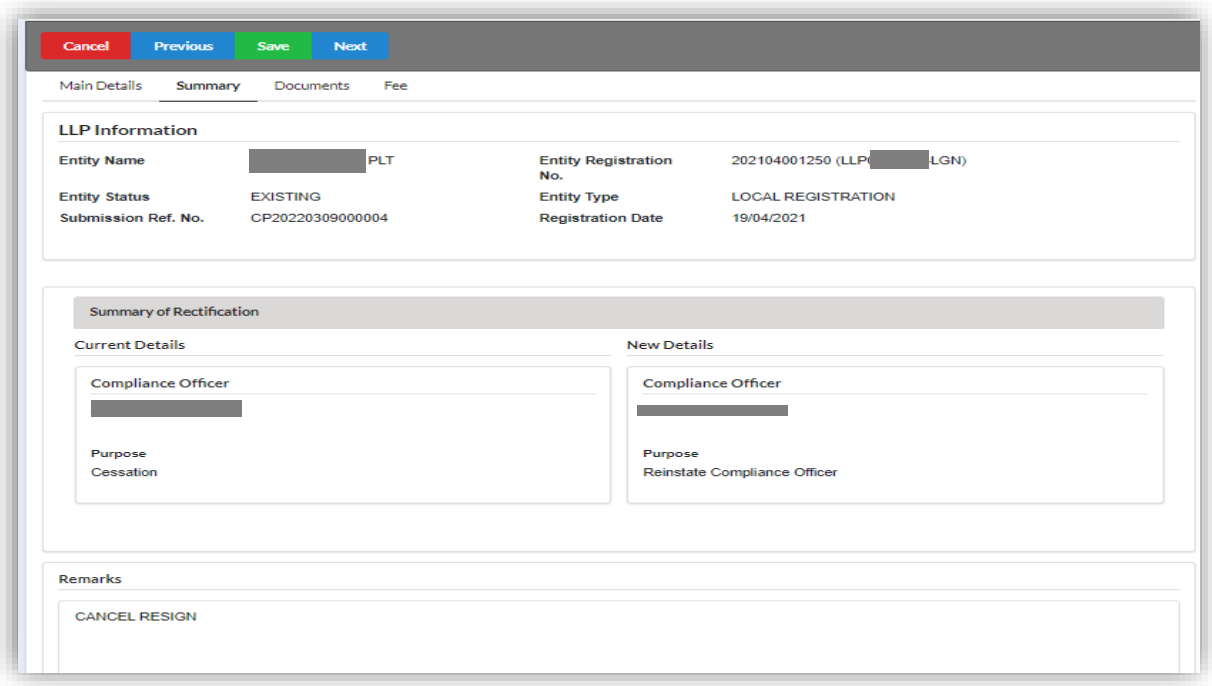
Cancel button to cancel the submission.

Click Next button to proceed to Summary page.



6. Summary of rectification will be displayed based on rectified information. The current information (current details) and rectified information (new details) will be display at the Summary of Rectification for review and comparison purposes.

   Optional: Enter some note to support the application for Rectification at **Remarks** section.
   Click Save button to save the information entered. Click Next button to proceed.

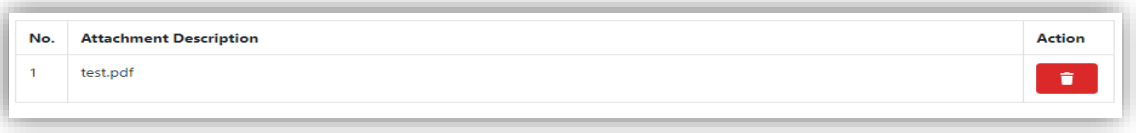


4.2.1 Supporting Document

7. Supporting Document is mandatory for Rectification. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

8. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

9. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.



10. In the Declaration of Rectification section, fill up the mandatory information required pertaining to the rectification below :

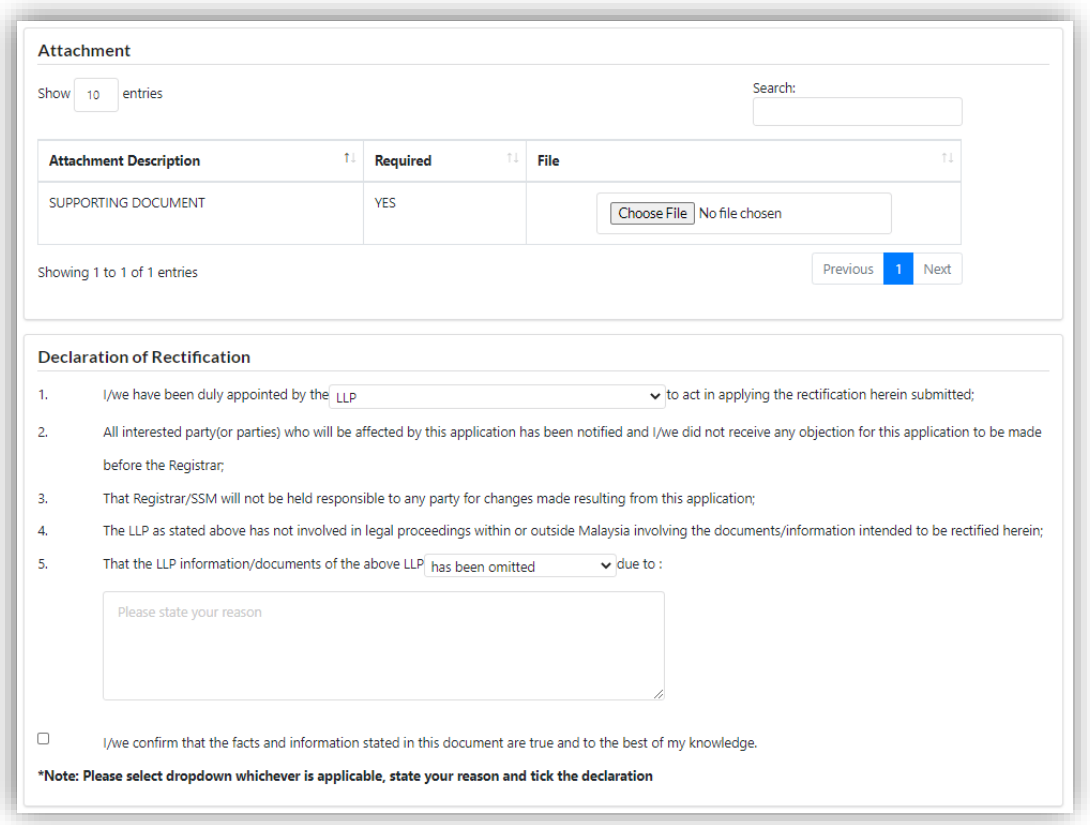
For item No. 1, select from the dropdown option;-

- LLP
- Court

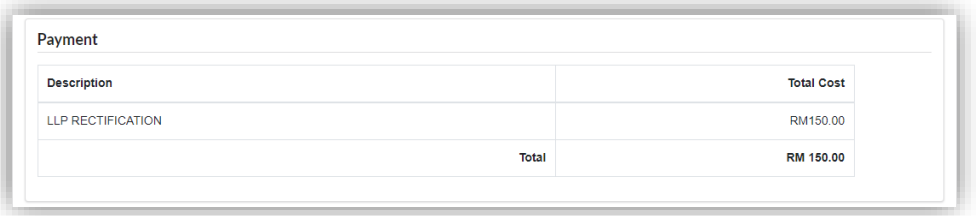
For item No. 5, select from the dropdown option:-

- Has been omitted
- Is incorrect
- Has been included in error

State the reason for Item No. 5 in the textbox and tick on the Declaration checkbox.



11. In the Fee section, total cost will be displayed.



12. In the Declaration section, declaration will be displayed. Click on **View Declaration Document** button to view the Declaration of Rectification and click **View PDF** button to view the **Amended Form**. The **Submit Payment** button will be enabled when the user has ticked the declaration box.

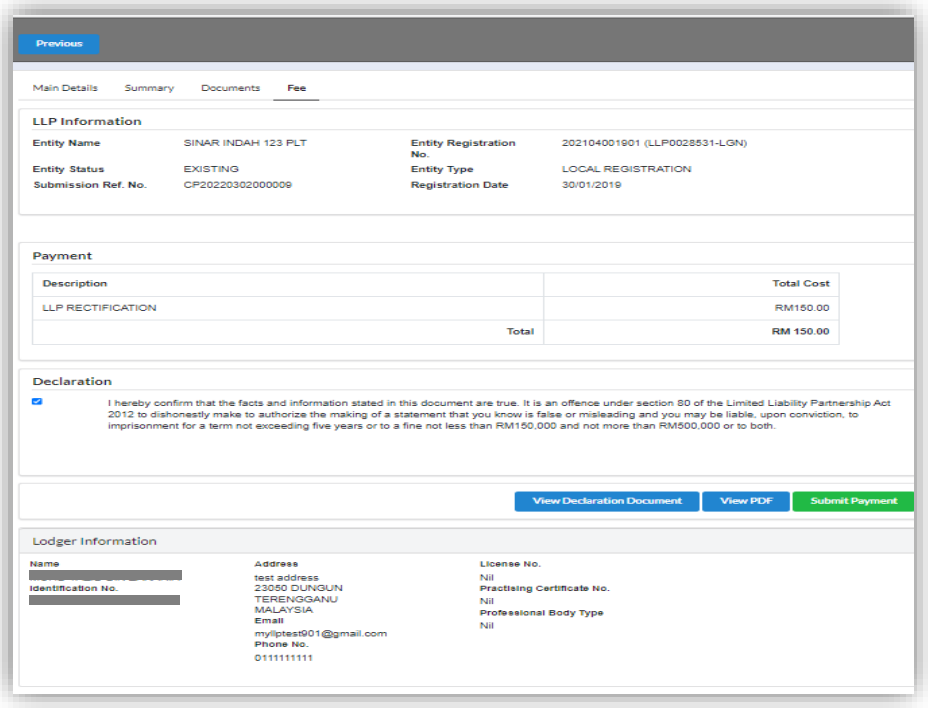
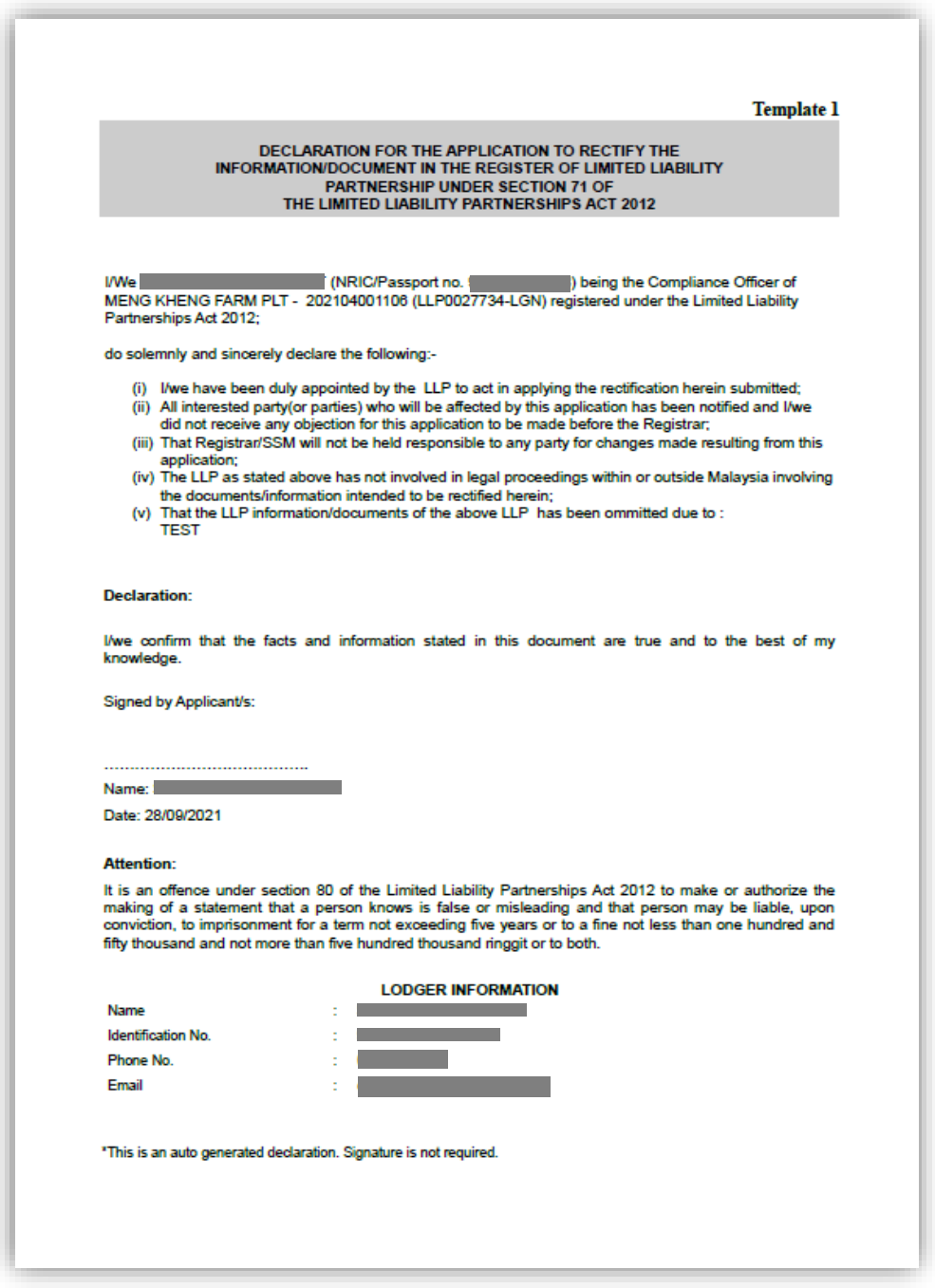


*Image of Declaration Document:



Template 1

DECLARATION FOR THE APPLICATION TO RECTIFY THE INFORMATION/DOCUMENT IN THE REGISTER OF LIMITED LIABILITY PARTNERSHIP UNDER SECTION 71 OF THE LIMITED LIABILITY PARTNERSHIPS ACT 2012

I/We [redacted] (NRIC/Passport no. [redacted]) being the Compliance Officer of MENG KHENG FARM PLT - 202104001106 (LLP0027734-LGN) registered under the Limited Liability Partnerships Act 2012;

do solemnly and sincerely declare the following:-

(i) I/we have been duly appointed by the LLP to act in applying the rectification herein submitted;
(ii) All interested party(or parties) who will be affected by this application has been notified and I/we did not receive any objection for this application to be made before the Registrar;
(iii) That Registrar/SSM will not be held responsible to any party for changes made resulting from this application;
(iv) The LLP as stated above has not involved in legal proceedings within or outside Malaysia involving the documents/information intended to be rectified herein;
(v) That the LLP information/documents of the above LLP has been ommitted due to :
TEST

Declaration:

I/we confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed by Applicant/s:

.....

Name: [redacted]

Date: 28/09/2021

Attention:

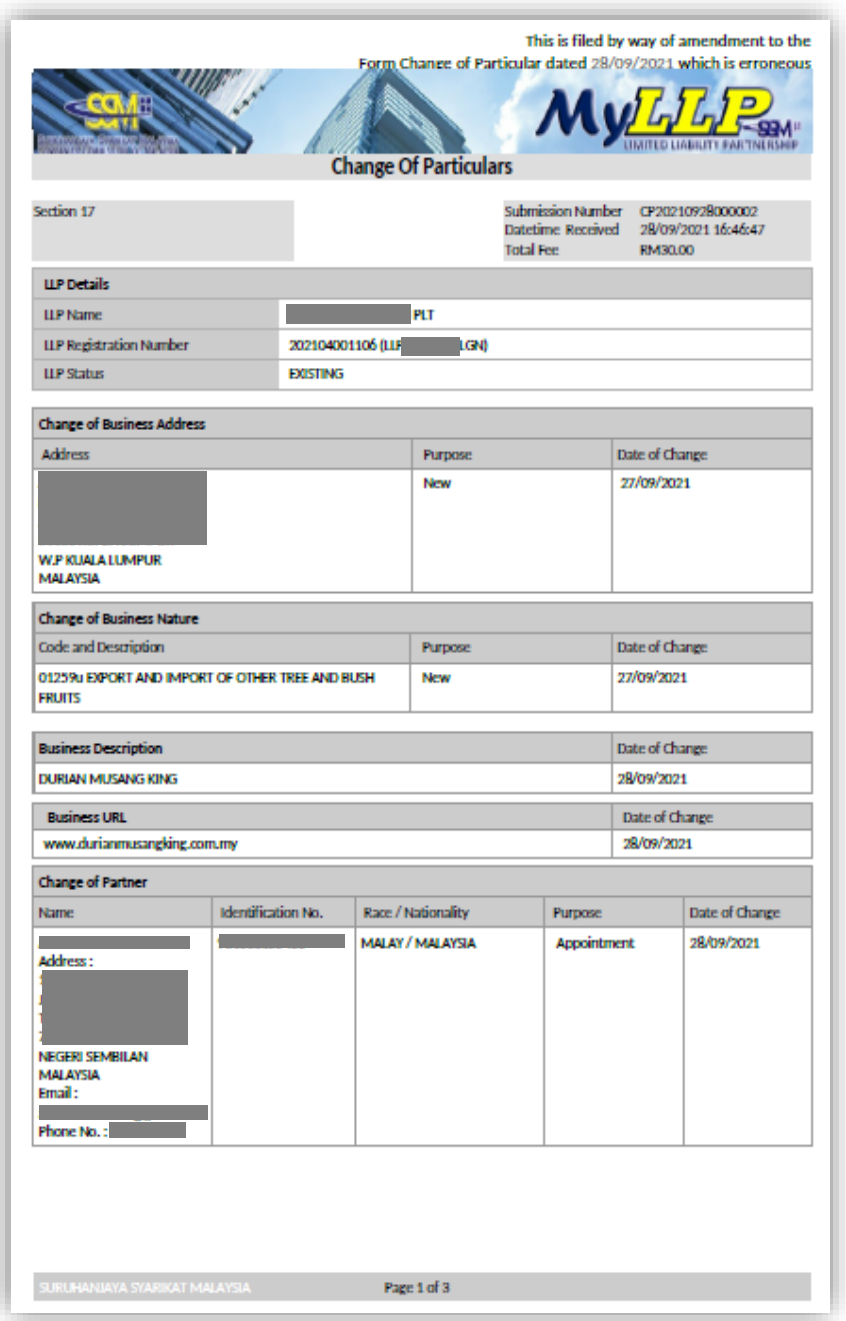
It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than one hundred and fifty thousand and not more than five hundred thousand ringgit or to both.

LODGER INFORMATION

Name	:	[redacted]
Identification No.	:	[redacted]
Phone No.	:	[redacted]
Email	:	[redacted]

*This is an auto generated declaration. Signature is not required.

*Image of View PDF



This is filed by way of amendment to the
Form Change of Particular dated 28/09/2021 which is erroneous

MyLLP
LIMITED LIABILITY PARTNERSHIP

Change Of Particulars

Section 17	
Submission Number	CP20210928000002
Datetime Received	28/09/2021 16:46:47
Total Fee	RM30.00

LLP Details	
LLP Name	[redacted] PLT
LLP Registration Number	202104001106 (LLP[redacted]LGN)
LLP Status	EXISTING

Change of Business Address

Address	Purpose	Date of Change
[redacted] W.P KUALA LUMPUR MALAYSIA	New	27/09/2021

Change of Business Nature

Code and Description	Purpose	Date of Change
01259u EXPORT AND IMPORT OF OTHER TREE AND BUSH FRUITS	New	27/09/2021

Business Description	Date of Change
DURIAN MUSANG KING	28/09/2021

Business URL	Date of Change
www.durianmusangking.com.my	28/09/2021

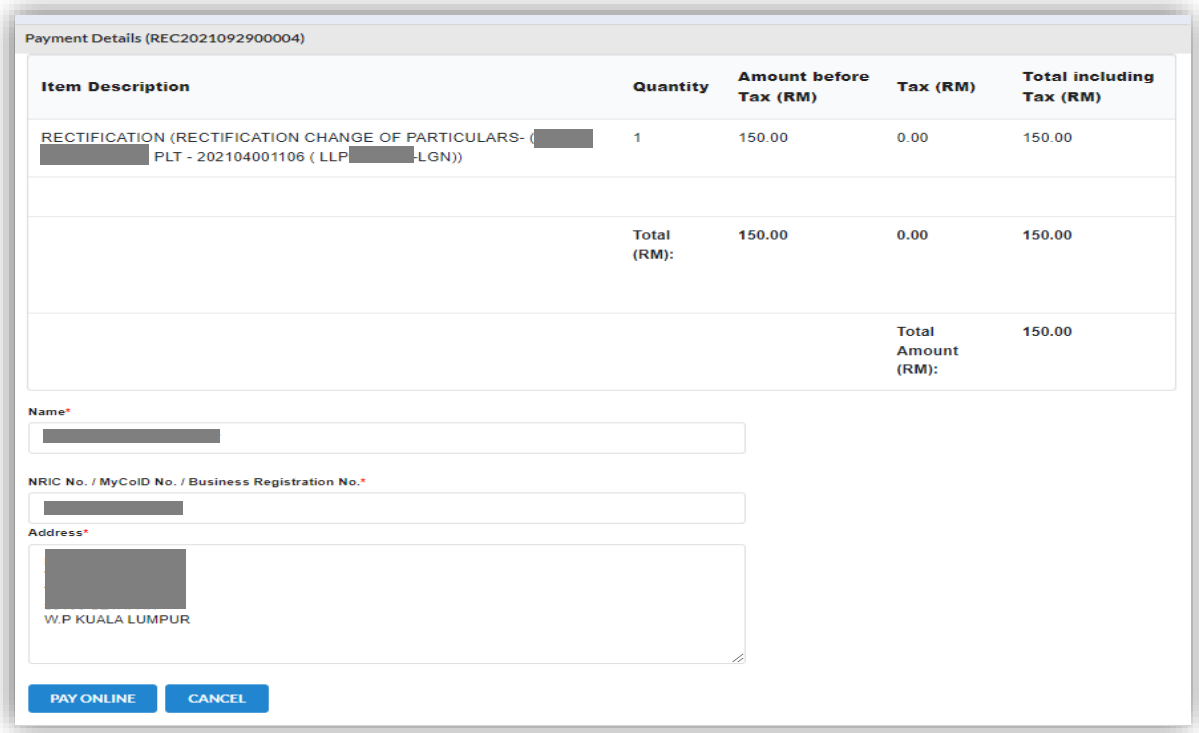
Change of Partner

Name	Identification No.	Race / Nationality	Purpose	Date of Change
[redacted] Address : [redacted] NEGERI SEMBILAN MALAYSIA Email : [redacted] Phone No. : [redacted]	[redacted]	MALAY / MALAYSIA	Appointment	28/09/2021

SURUHANJAYA SYARIKAT MALAYSIA Page 1 of 3

After clicking on Submit Payment, a prompt will display for confirmation. Click on OK button to proceed with payment.

13. Payment Details will be displayed. Click **Pay Online** button to continue with payment.

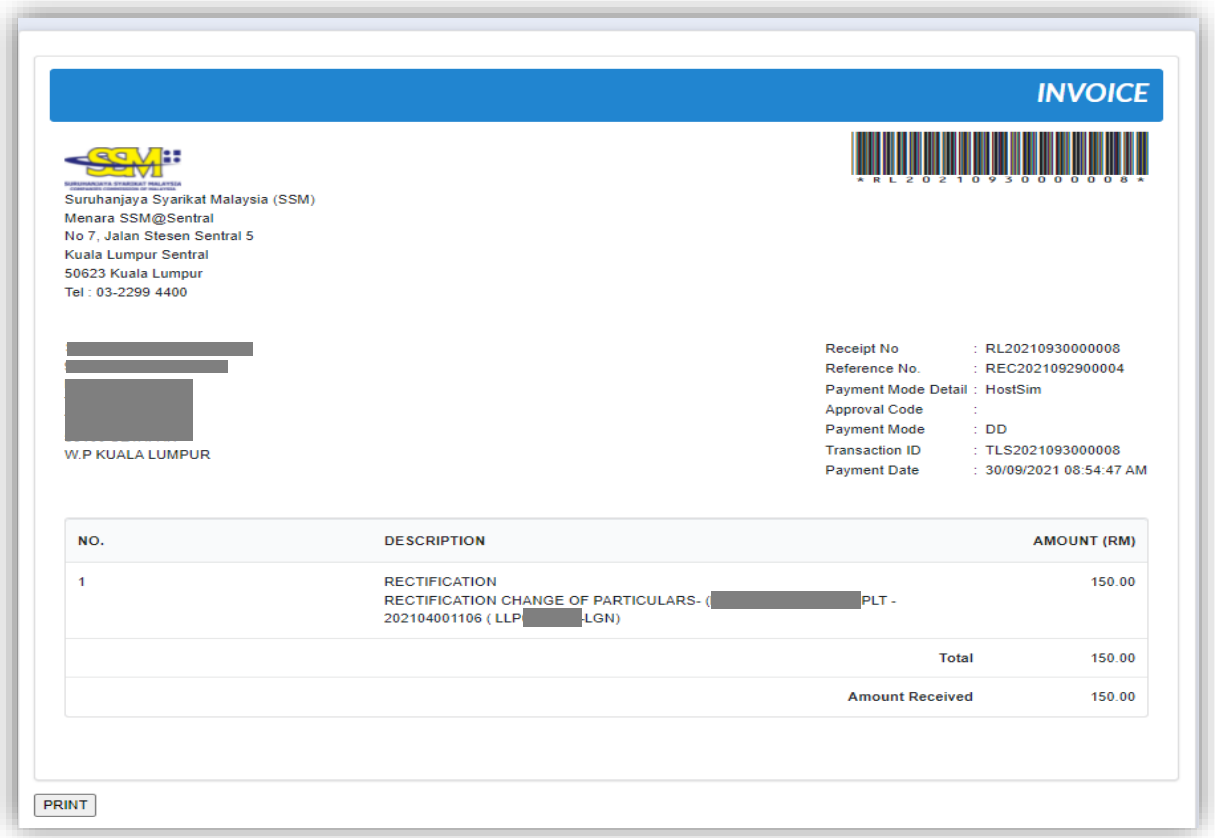


14. Once payment has been made, Invoice will be displayed. User may click on Print button to save a copy of the invoice.

    Receipt no. is the payment receipt.

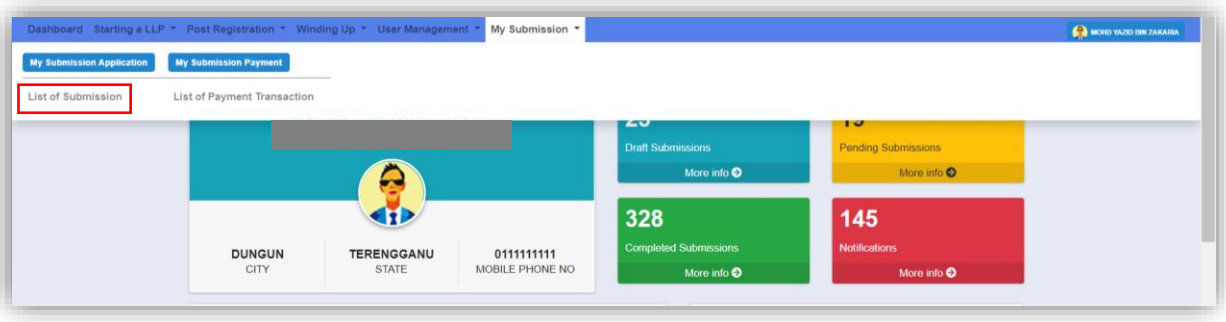
    Reference no. is the Rectification transactions.

    Transaction ID is the payment transaction number.

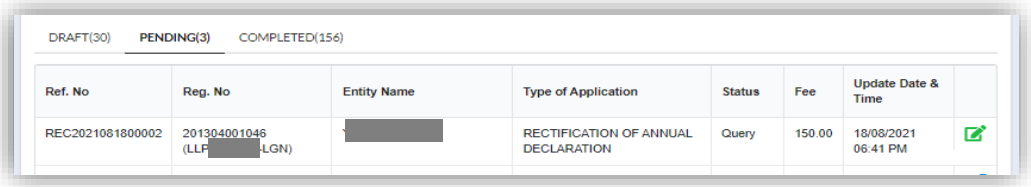


4.2.2 Resubmit Query

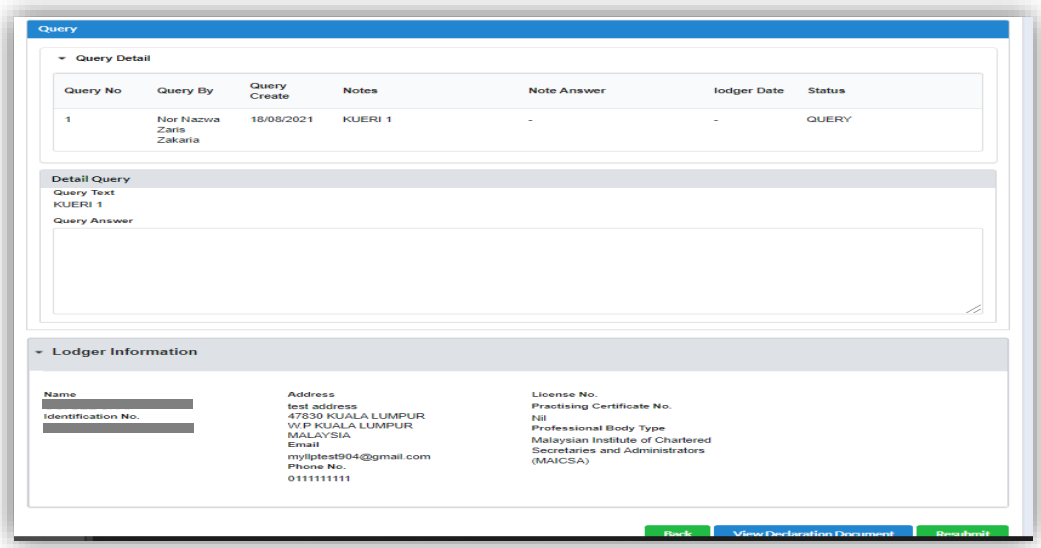
15. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



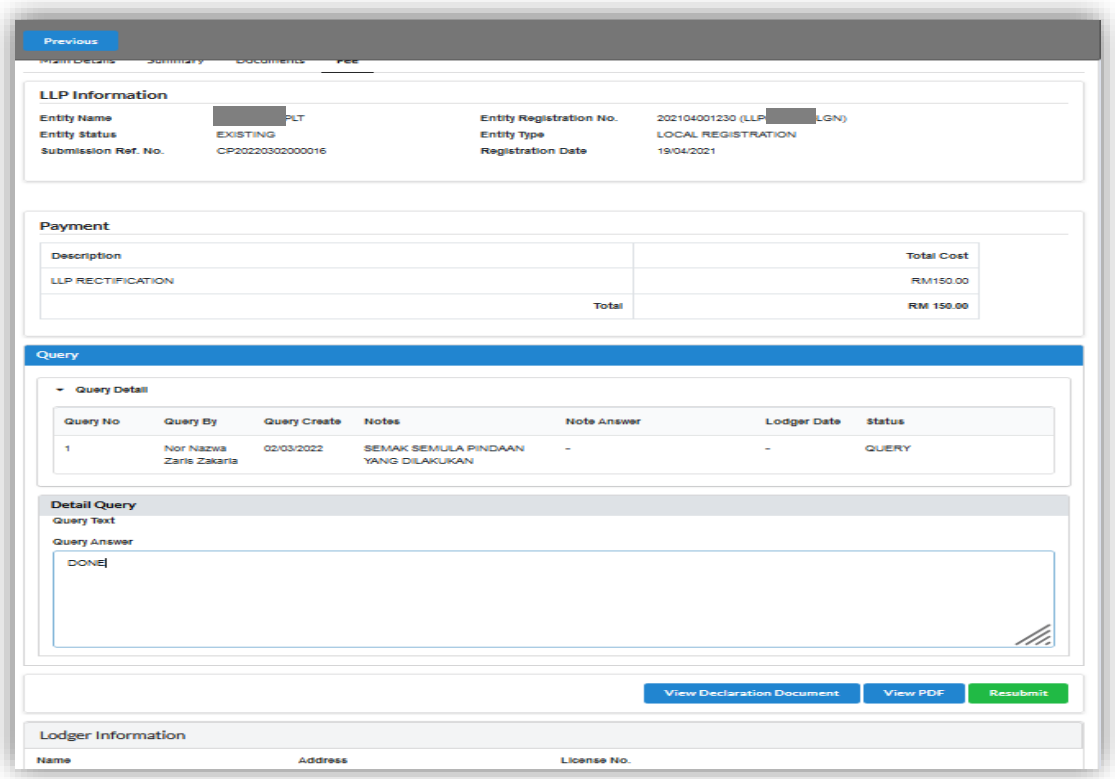
16. Click on the **PENDING** tab, and then click on the pencil icon to reply query.



17. Query section will be displayed for submission with query status. Update the required information.



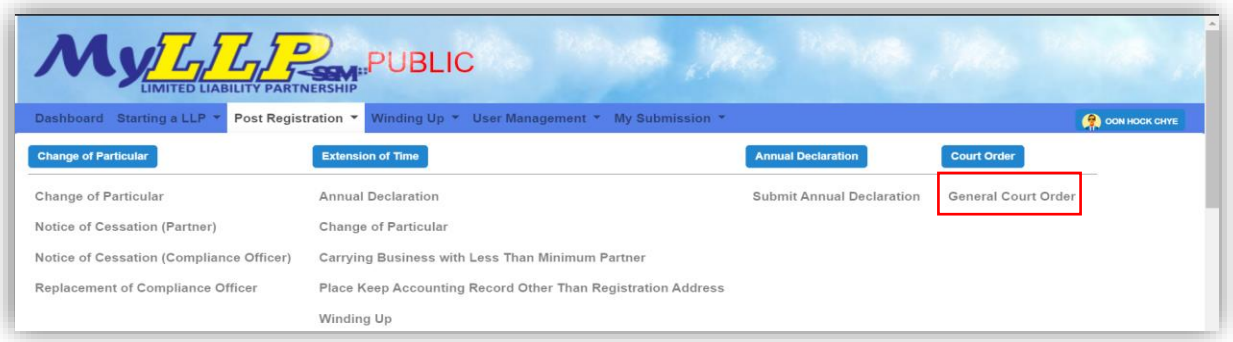
18. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.



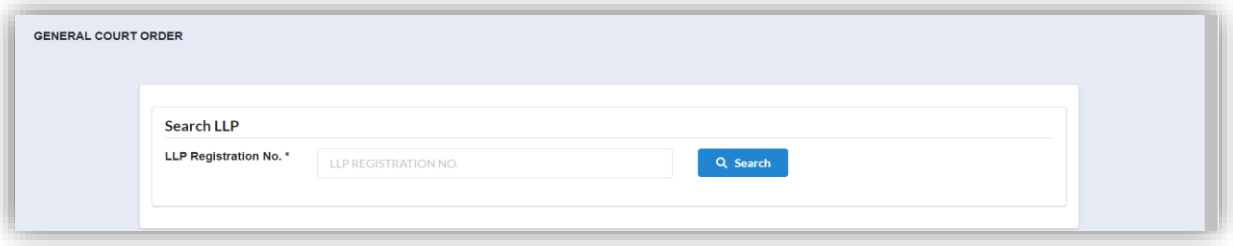
5 Court Order

5.1 Submit General Court Order

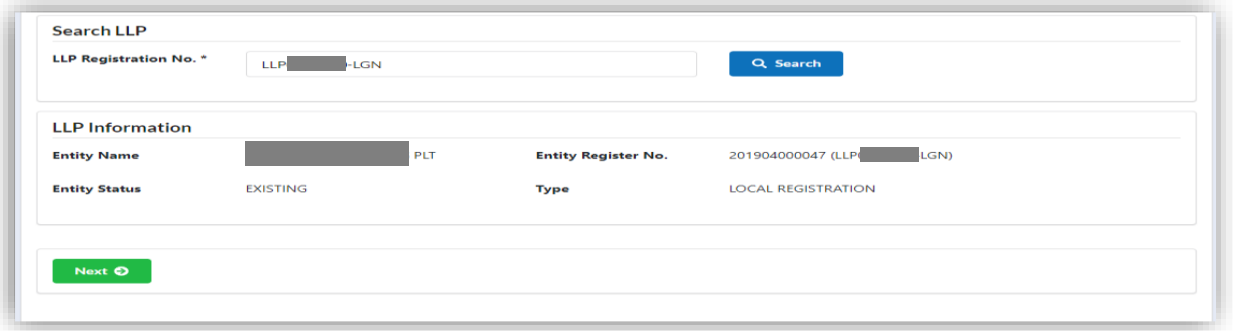
1. Click on **General Court Order** under **Court Order** category while hovering over the **Post Registration** Tab.



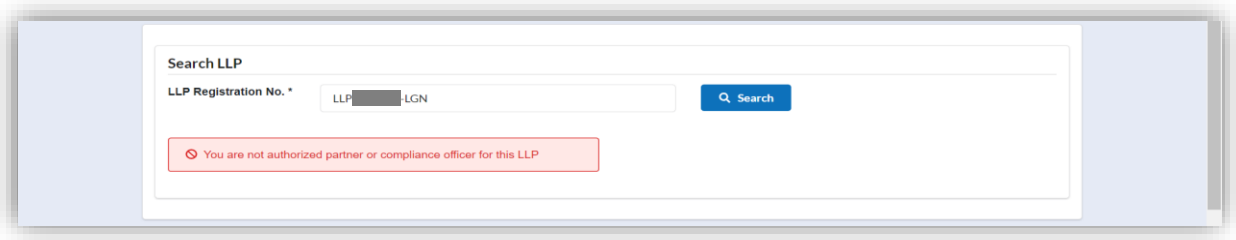
2. The General Court Order page will be displayed.



3. Key in LLP Registration No in the search box and click on the **Search** button. The LLP information will be displayed. Click on the **Next** button to continue.



4. If the user is not a Compliance Officer (CO) for the LLP Registration Number, the prompt message will be displayed.



5. Continuing from step 3, Application Form will be displayed. In the **Main Details** tab, user can key in details for:
    - Date of Court Order

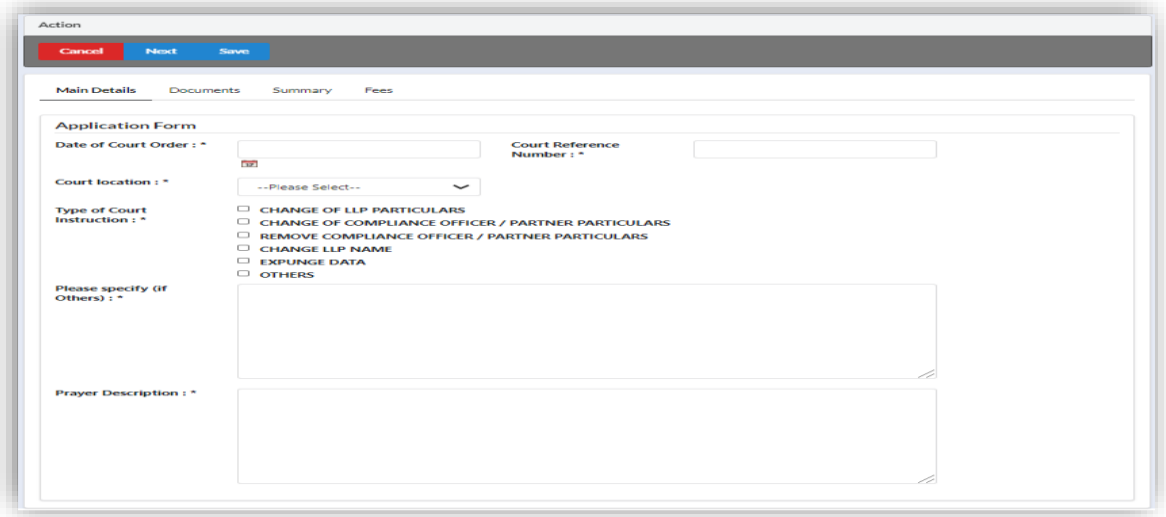
      The court order date refers to the order date. It must be a date not earlier than registration date or not a future date.
    - Court Reference Number

      It is the reference number provided by the court.
    - Court Location

      Select High Court location from the scroll list.
    - Type of Court Instruction

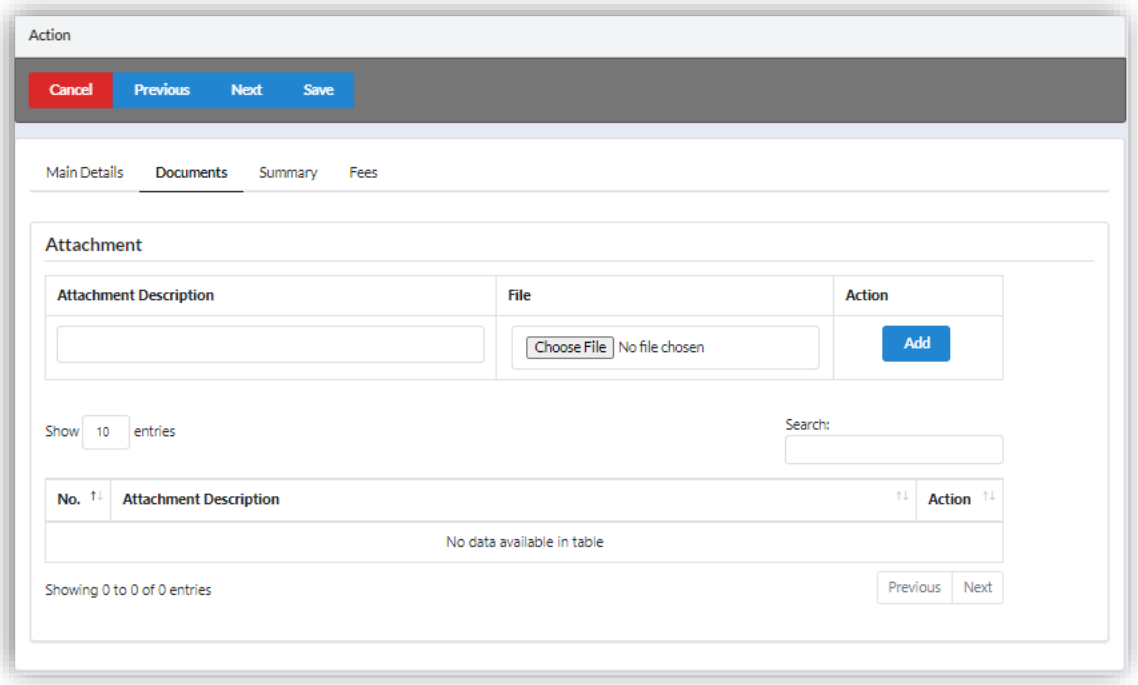
      Tick the relevant type from check box list.
    - Prayer Description

      Key in summary of the order at the prayer description box.



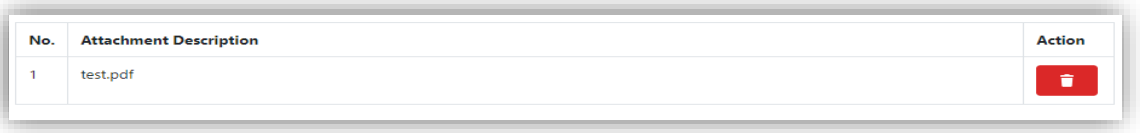
5.2 Supporting Document

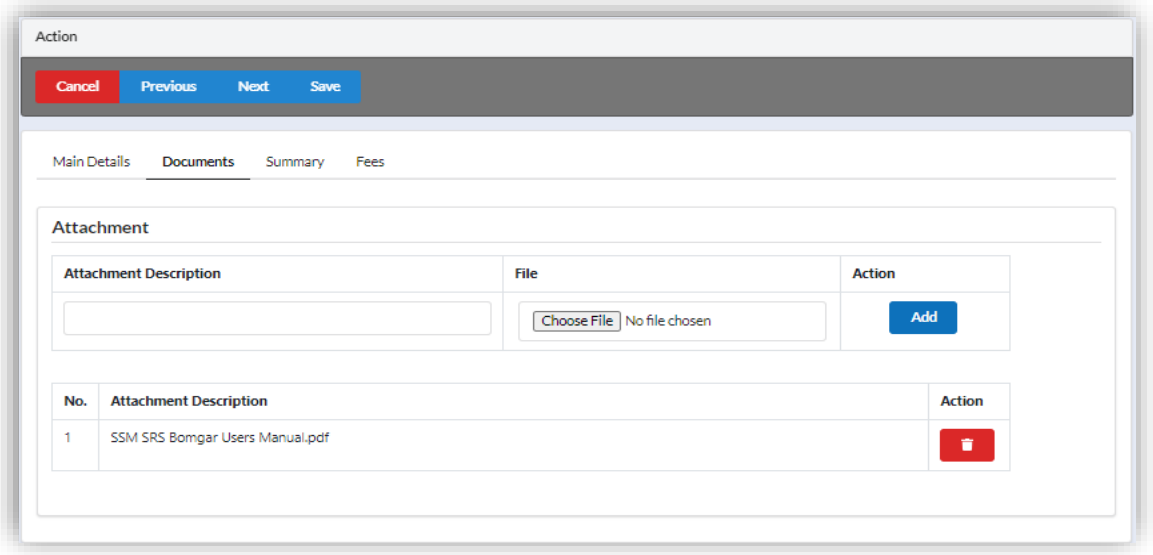
6. Supporting Document is mandatory for Court Order. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.



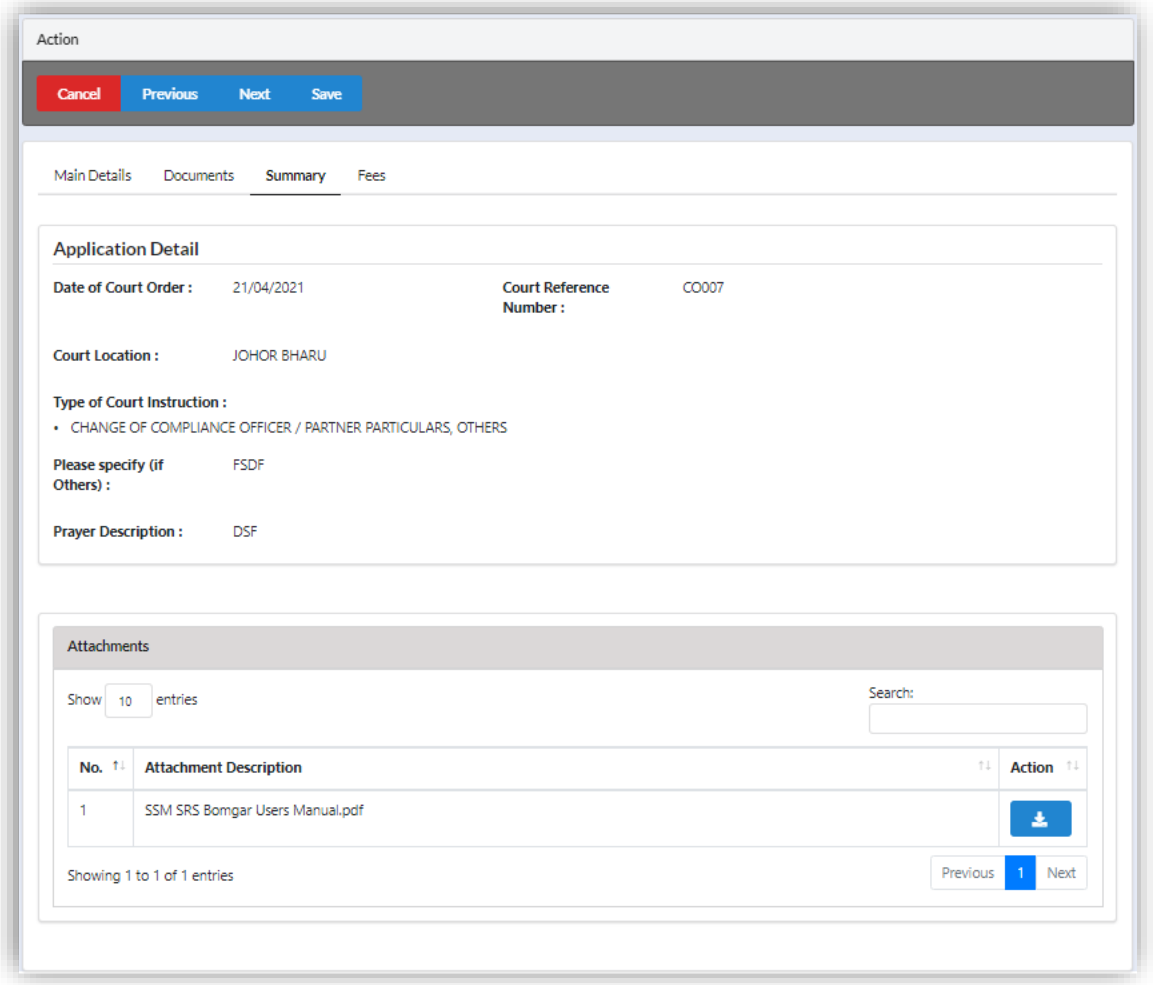
7. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

8. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

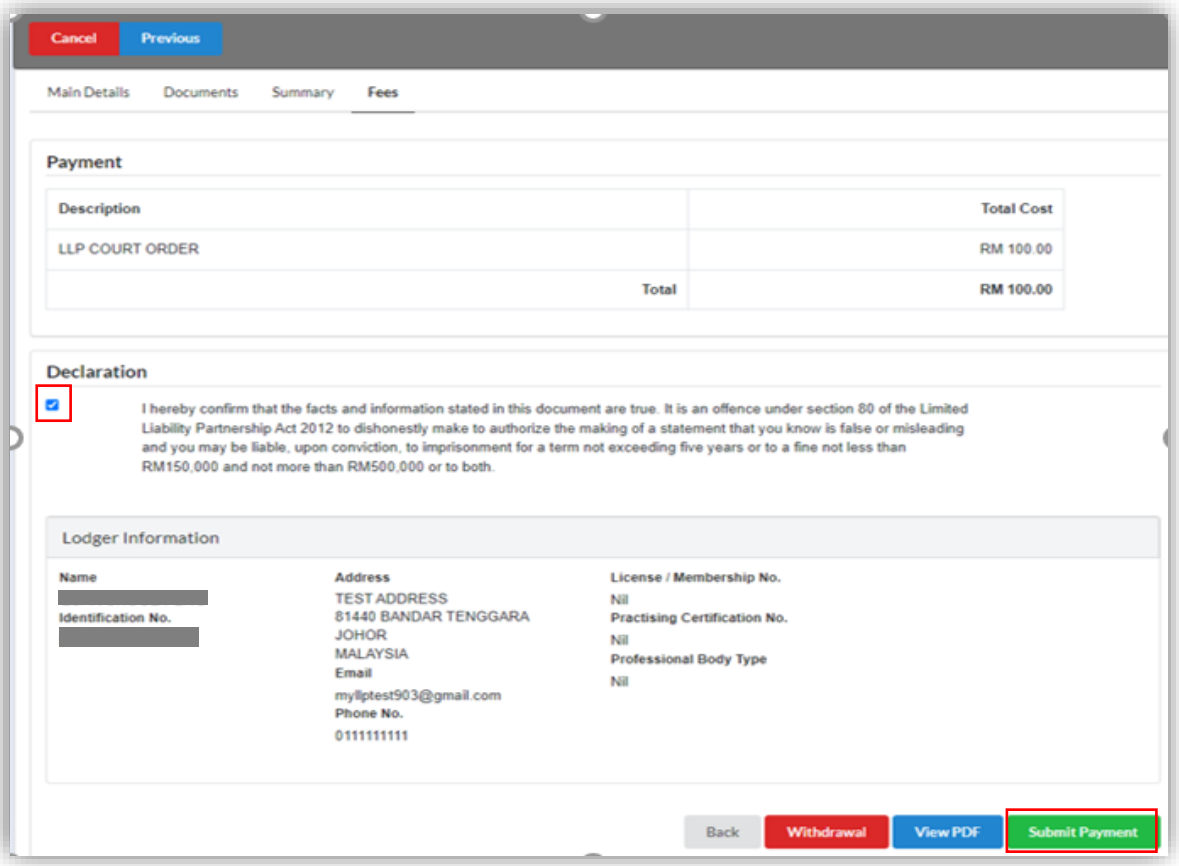




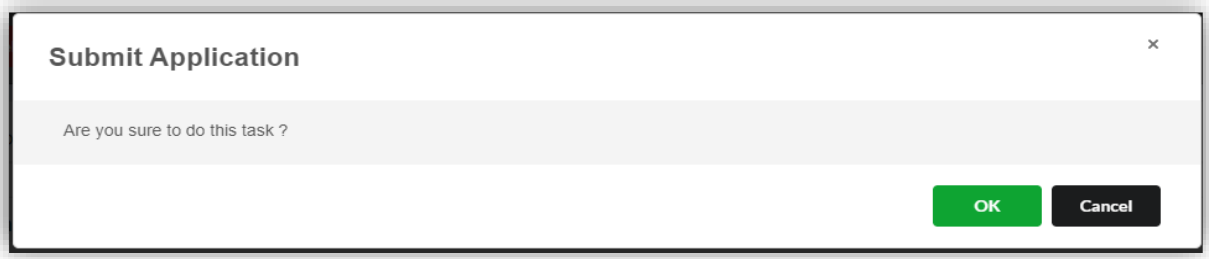
9. After uploading supporting documents, Click **Save** button and click **Next** button to continue. The Summary of Court Order Application detail and document attached will be displayed at the Summary Tab.



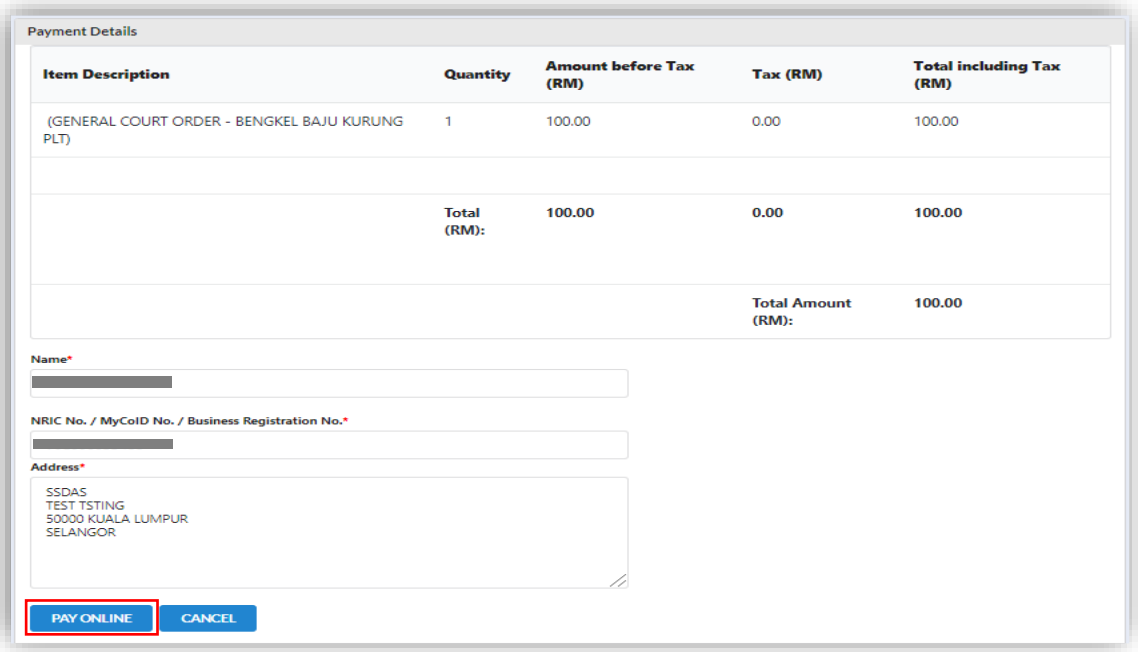
10. In the Fees Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked the declaration box.



11. After clicking on the **Submit payment** button, a prompt will display confirmation from the user. Click on the **OK** button to continue.



12. Payment Details will be displayed. Click **Pay Online** button to continue with payment.

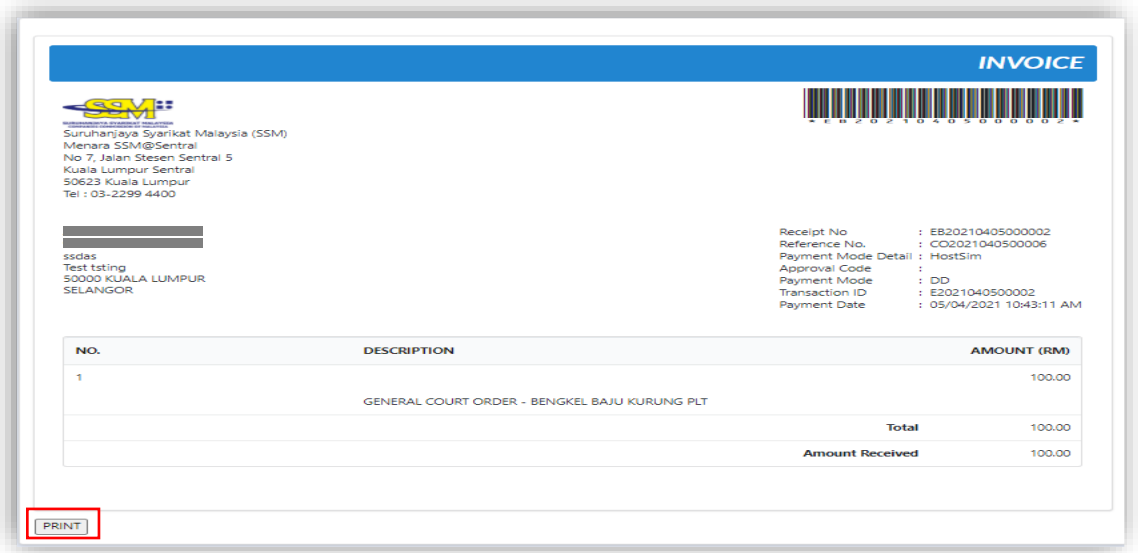


13. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.

    Receipt no. is the payment receipt.

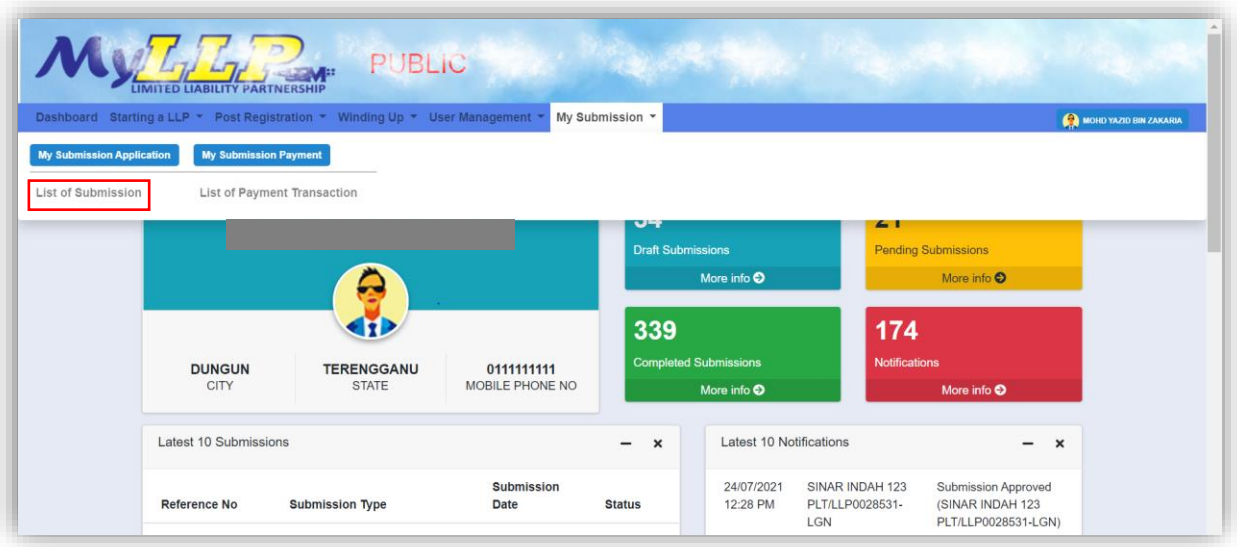
    Reference no. is the Court Order transactions.

    Transaction ID is the payment transaction number.

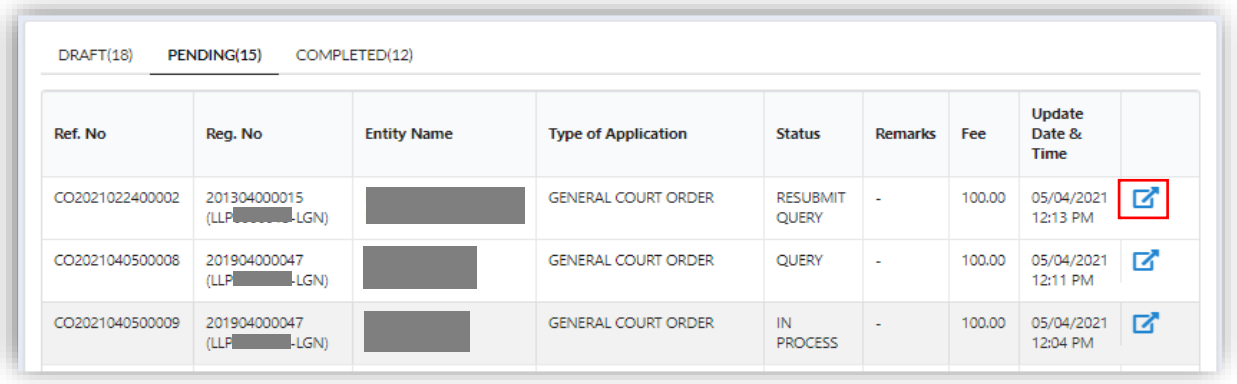


5.3 Resubmit Query

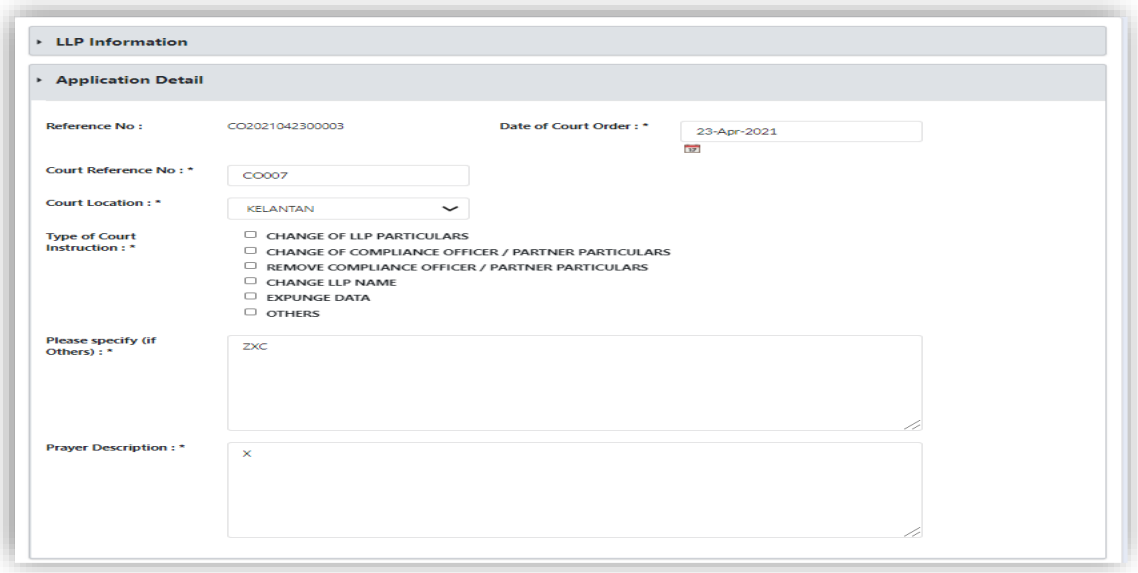
14. Click on **List of Submission** under **My Submission Application** category while hovering over the **My Submission** Tab.



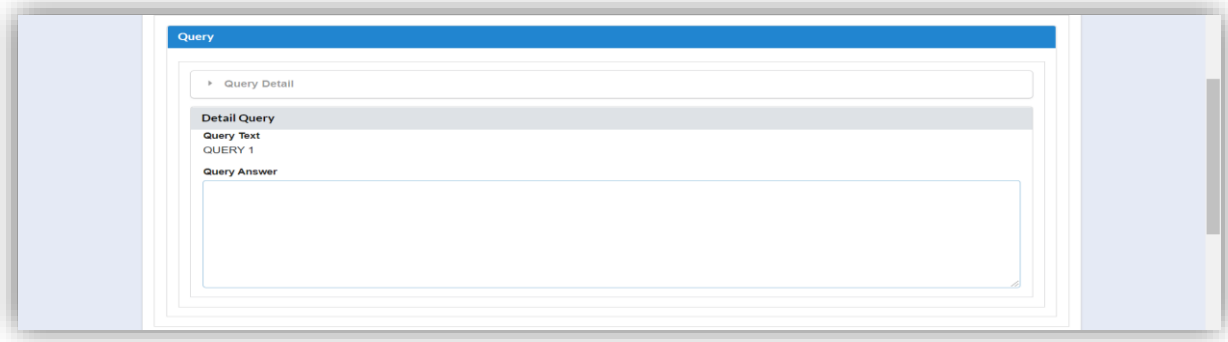
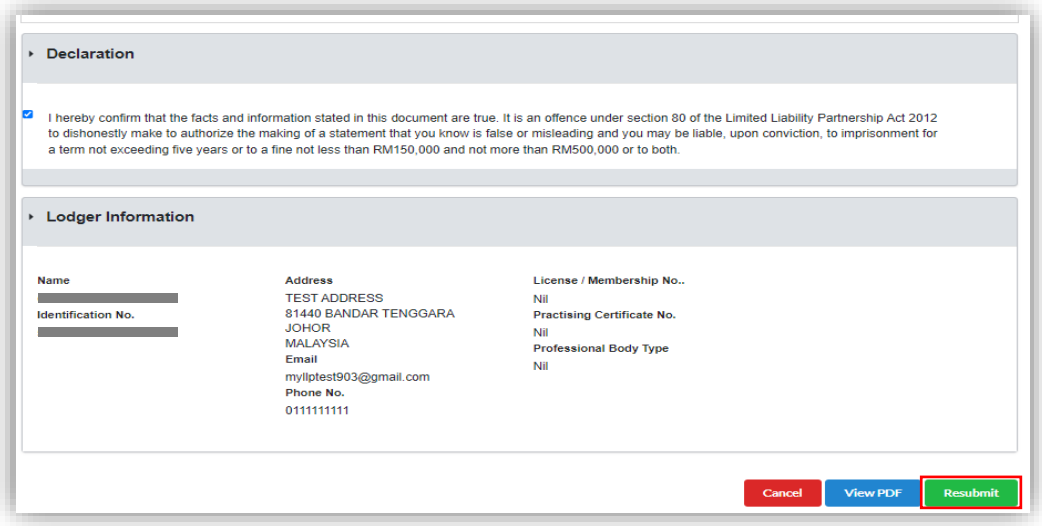
15. My Submission Application page will be displayed. Click on the **Pending** tab, and then click on the action icon with status **QUERY** to resubmit a query.



16.The Application Detail will then be displayed.



17.Query section will be displayed if the submission is in QUERY status. Update the required information.



18. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.