



MyLLP User Manual Receivership

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WELCOME

Welcome to the MyLLP User Manual for Receivership module. This manual is designed to assist users navigate through MyLLP system and make use of all the functions available. This manual will provide step-by-step instruction on using the Receivership module.

1.1 About MyLLP

MyLLP system is an online application provided by SSM for the registration of Limited Liability Partnership (LLP), which is regulated under the Limited Liability Partnerships Act 2012. LLP is an alternative business vehicle offering a hybrid of characteristics between a conventional partnership and a company. The MyLLP system can be accessed via SSM4U Portal or http://myllp.ssm4u.com.my/.

The services offered under the MyLLP system include:

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

Getting Started

- 1. Open an Internet browser and navigate to the URL of http://myllp.ssm4u.com.my/.
- 2. Click on the **Sign In** button.



3. Enter User Email address and Password. Then click on **Sign-in** button to enter the system.



4. Then click on Sign-In button to enter the system.

2 Appointment of Receiver

2.1 Application of Appointment of Receiver

 User need to go to the Receivership Menu and select the Appointment of Receiver under Receivership.



2. The LLP Entity screen will appear. User need to fill in the LLP number and click on the **Search** button.



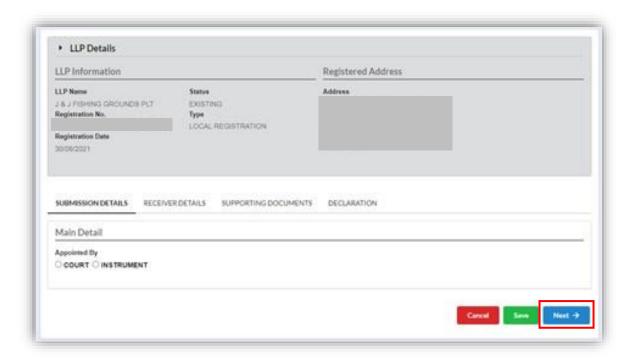
3. The list of LLP Entities will appear on the screen. User need to click on Action button to create submission.



4. The list of Receiver Group will display on the screen. Users may select the applicable group. If the receiver belong to new group, select New Group. The System will generate new group reference. Submission will not proceed if there is any pending submission. User may continue with pending submission from My Submission > List of Submission.

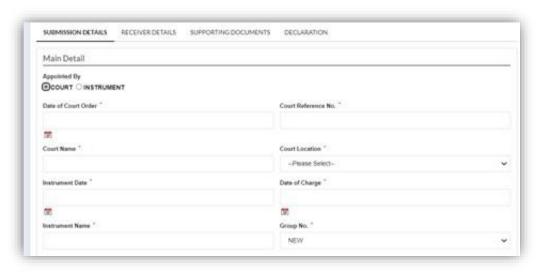


5. The Screen will display the Lodge Form for Appointment of Receiver. Users need to fill all the main details. Then click Next.



For selection by Court, Users will need to fill in details as following:

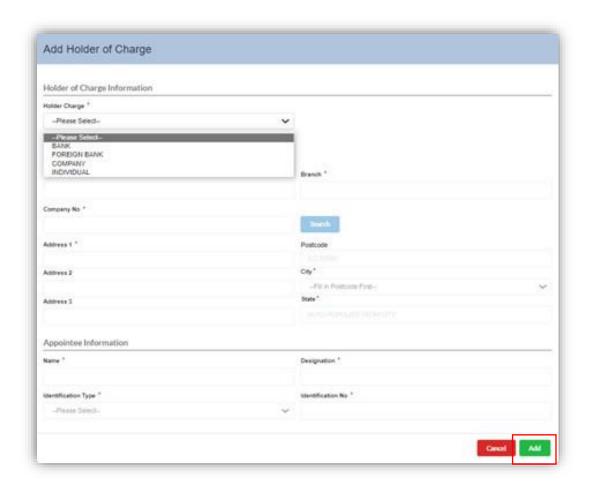
- i. Main details
- ii. Appointee Information



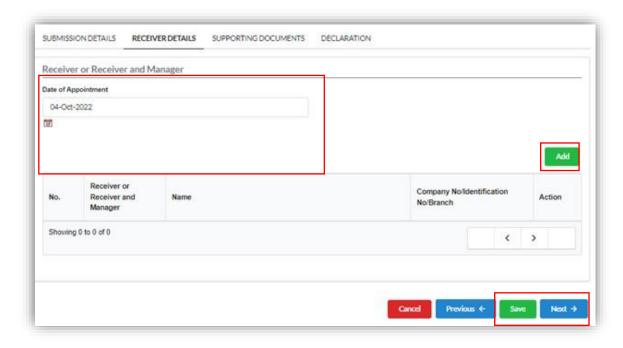


For selection by Instrument, Users need to fill in Appointment Detail and add the details of the Holder of Charge. Click the Add button to display the form for the detail of Holder of Charge.

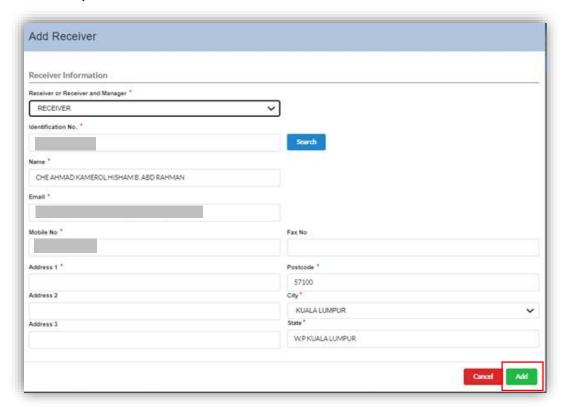
- i. Four selection Holder Charge Bank. Foreign Bank,
 Company, Individual.
- ii. Mandatory field will be marked (*)
- iii. To Enter Postcode users need to select the City first.



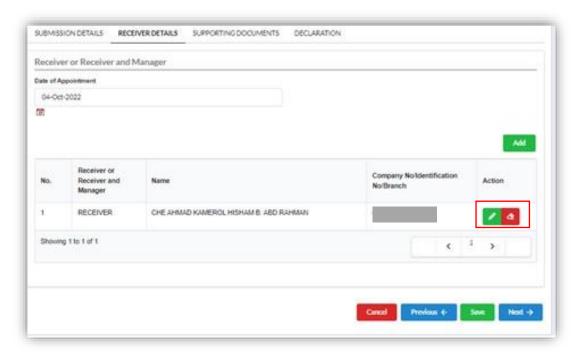
6. Users to click **Next** and the screen will display *Receiver Details* Page. Fill in the Appointment details and click on **Add** button. The date should be a future date.



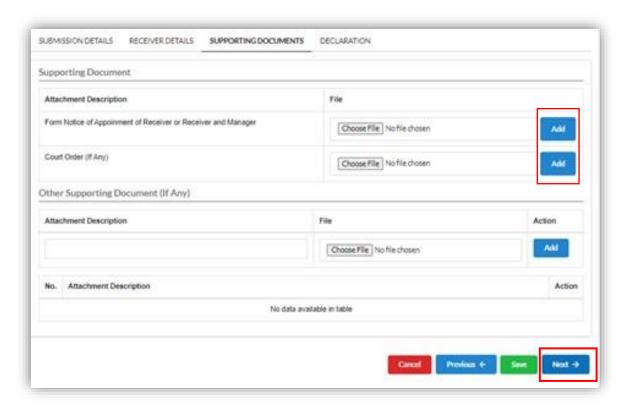
7. Users need to fill in the Receiver Details and click Add button. The (*) field is mandatory.



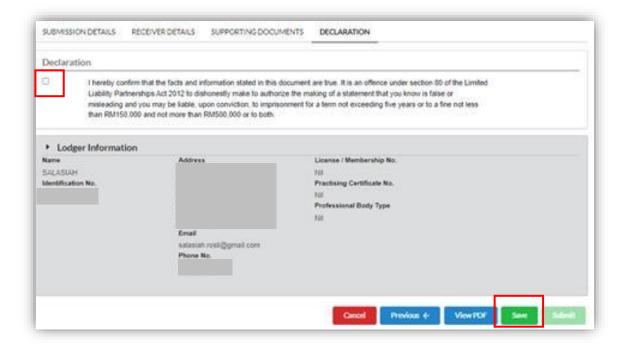
8. The system will register Receiver in the table. Users need to click on the **Action** button to Edit and Delete. Click Next.



9. The Supporting Document Tab will appear on the screen. It is not mandatory to upload **Notice of Appointment** and **Court Order**. Maximum attachment is five (5). Click on *Choose File* and *Add button* to attach file. Then click **Next** button.



10. The declaration tab will be displayed on the screen. Lodger Information is shown. User need to check on the declaration box to continue.



11. User can click on **View PDF** button to view PDF.

	NOTICE C	F APPOIN	ITMENT	OF RECEIVE	R OR RECEIVER A	ND MANA	GER	
Section 49 LLPA 2012 (to be read with section 377(1) of the Companies Act				Submission Number		CV2022102700012		
	16)	MINES ALL			Datetime Received Total Fee	28/	10/2022 10:41 AM No fee	
HP	P Name		I & I FISI	HING GROUNDS	PLT - 201304000044 (LLP	0000044-I GN)	Notice	
	P Type			EGISTRATION	2. 202000000000000000000000000000000000			
	egistered Office Address							
	*							
Ma	ain Detail							
Арі	pointment By	INSTRUME	INSTRUMENT		f Appointment	04/10/2022		
Na	me of the Instrument	TEST		Date of	f the Instrument	04/10/2022		
	te of Charge	18/10/202	2	Group	No.	NEW		
Par	rticular of Holder Charge	•						
1	Holder Charge	BANK						
	Name	SDSDS						
	Company No.	N/A		Branch		SDSDS		
	Address	SDSD WEV	VE WEWE 5	7100 KUALA LUM	IPUR W.P KUALA LUMPU	R		
Par	rticular of Receiver or Re	eceiver and M	lanager					
2	Name	CHE AHMA	D KAMERO	OL HISHAM B. ABO	RAHMAN			
	Identification No.							
	Address							
	Appointed as	RECEIVER						
2	Name	CHE AHMA	D KAMERO	DL HISHAM B. ABE	RAHMAN			
	Identification No.							
	Address							
	Appointed as	RECEIVER						
Att	tachments							
Des	scription						Uploaded	
FO	ORM NOTICE OF APPOIN	MENT OF REC	EIVER OR R	ECEIVER AND MA	NAGER		YES	
CC	OURT ORDER						YES	
De	claration							
l co	onfirm that the facts and	information s	stated in th	is document are t	rue.			
Name			SALASIAH					
Date of Application			28/10/2022					
AT	TENTION:							
of a	a statement that you kn	ow is false or	misleading	g and you may be	ps Act 2012 to dishones liable , upon conviction nore than RM500,000 or	, to imprisonm		
Loc	dger Information							
	me			SALASIAH				

Identification No.	
Address	
Email Address	
Phone No.	
License No. / Membership No.	Nil
Practising Certificate No.	Nil
Professional Body Type	Nil

12. Prompt to confirm will be displayed. Users need to click on **OK** button to proceed.



13. Successfully Submission screen will appear once user has successfully submit the submission.



14.User can check the submission at **My Submission** menu. The status will be In Process.



3 Cessation of Receiver

3.1 Cessation of Receiver Submission

1. User to go to **Receivership** Menu and click on **Cessation of Receiver** under Receivership.



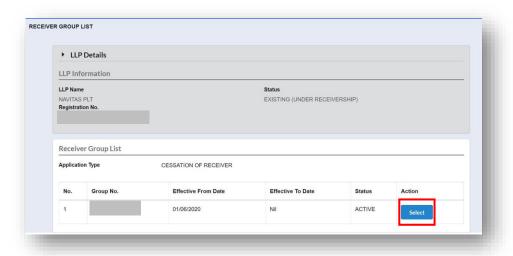
2. LLP entity details screen will appear. User need to fill in the LLP no. and click on **Search** button.



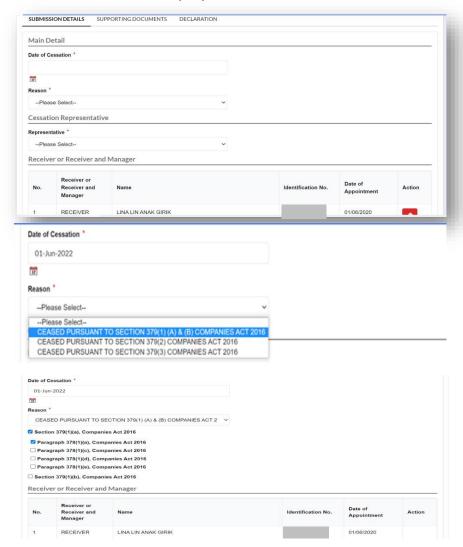
3. Screen will display the relevant LLP. Users need to click on **Action** button to create submission.



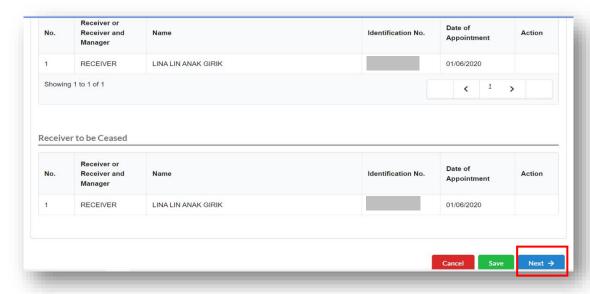
4. Receiver Group List screen will appear on the screen with the application type: *Cessation of Receiver*. User need to click on **Select** button to continue.



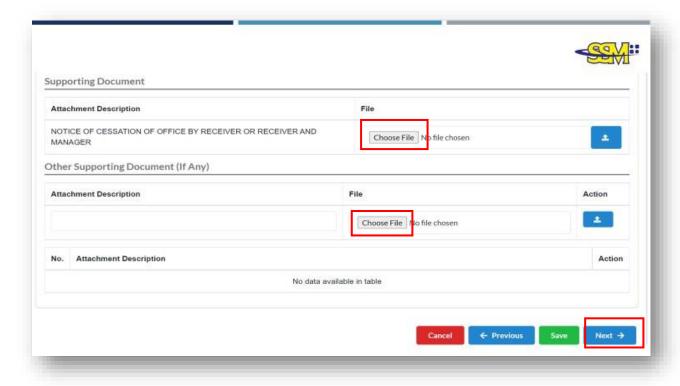
5. The details screen will be displayed. Users need to fill in receiver details.



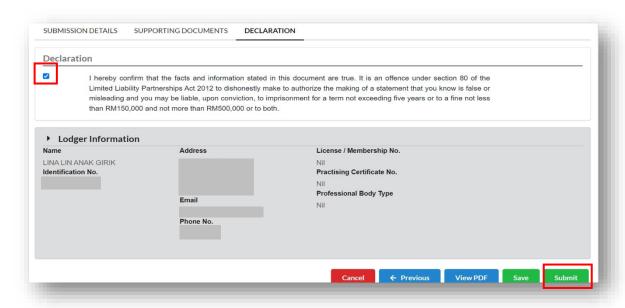
6. Upon completion, Users need to click on next button to continue.



7. The Supporting document tab will appear on the screen. User need to attach supporting documents if related. Click on Choose File button to upload the PDF file and save. Then click next.



8. The Declaration tab will be displayed on the screen. It is mandatory to check on the declaration box. Then, click the **Submit** button. Users also can click view PDF button to view document.



9. The PDF will be display if the View PDF button is clicked on.





10. Upon clicking on the Submit button, a prompt screen will be displayed.

Users need to click on the OK button to proceed with the submission.



11. Success Prompt box screen will be displayed if the submission is successful submitted.



12. Users could check their submission status at **My Submission** menu. The status will be In Process after submission.



4 Statement of Affairs

4.1 Submission Statement of Affairs (SOA)

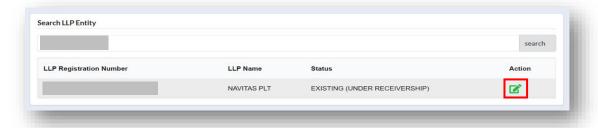
 Users need to go to the Receivership Menu and Select Statement of Affair and Affidavit.



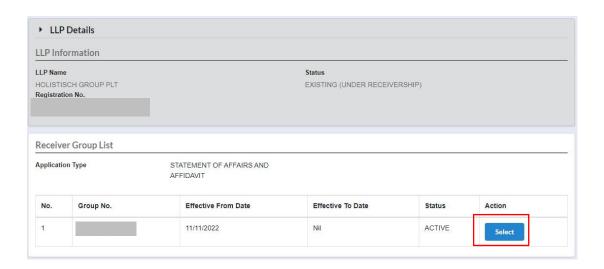
2. A search LLP Entity screen will appear on the screen. User need to enter the **LLP Number** and click on the **Search** button to continue.



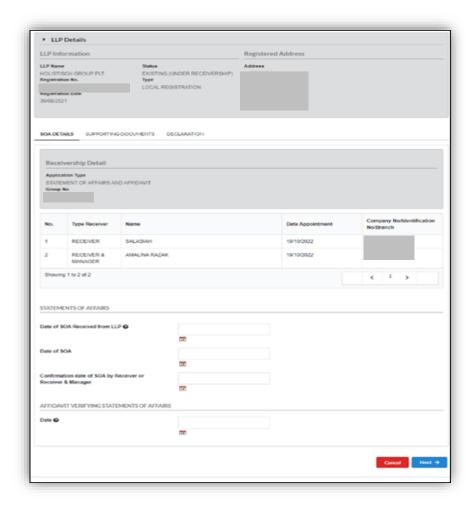
3. The Screen will display the LLP Number. User to click on Action button
To create the submission.



4. The Page will be directed to receiver group list. User need to click on **Select** button to start submission.



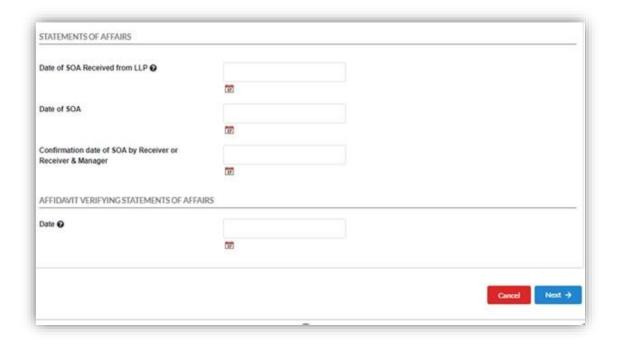
5. Field Page for Statement of Affairs will be displayed. Users could see the lists of Receiver in the group as well.



6. User need to fill in all the details. All fields are mandatory.

Validation:

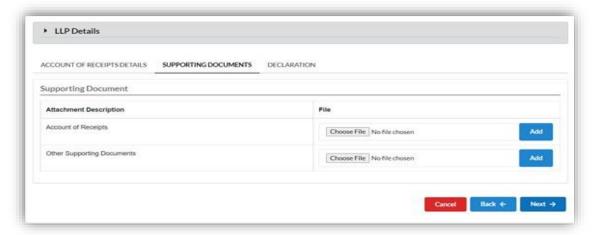
- i. Date SOA received from LLP **cannot** exceeds 30 days from submission date of the receiver.
- ii. Cannot exceed the current date.
- iii. The Confirmation date cannot exceed the current date.
- iv. The Affidavit date cannot be exceed the.



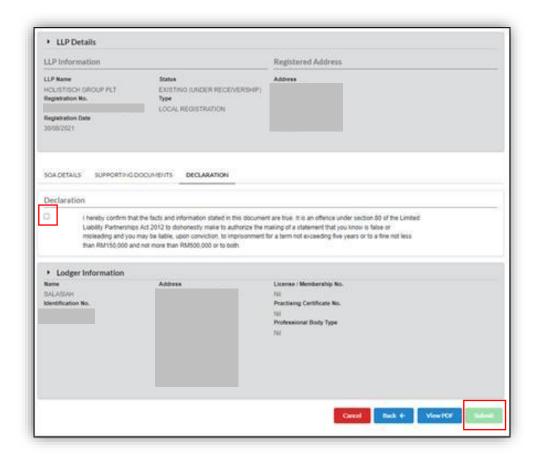
7. User need to Click on the **Next** button after completing all the details and add supporting document.

Validation:

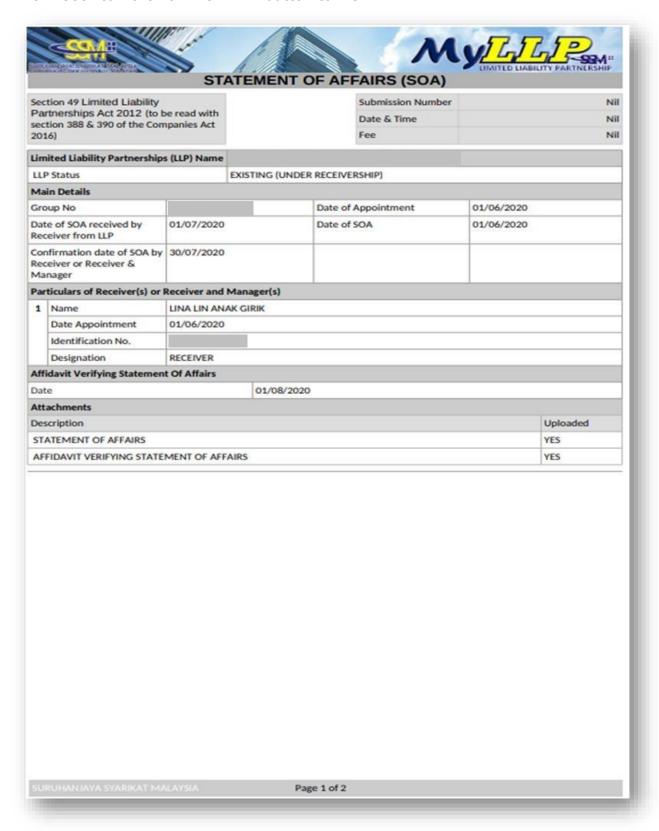
- i. Mandatory upload for Attachment Statement of Affairs and attachment Affidavit verifying the Statement of Affairs.
- ii. Other relevant supporting document (max 3 document).



8. Once the supporting document are uploaded, Click on Next and User will be directed to Declaration Tab. Users need to checked on the mandatory declaration checkbox to submit submission.



9. User can click on View PDF button to view PDF.





MyLLP User Manual Page

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10. User to check the declaration box and click **OK** to submit the submission.



11. Once User has submitted the submission, the submission status will change to *in Process*. User can check in **My Submission** menu.



5 Account of Receipt

5.1 Account of Receipt Submission

 User need to go to Receivership Menu and select Accounts of Receipts and Payments by Receiver or Receiver and Manager under Receivership.



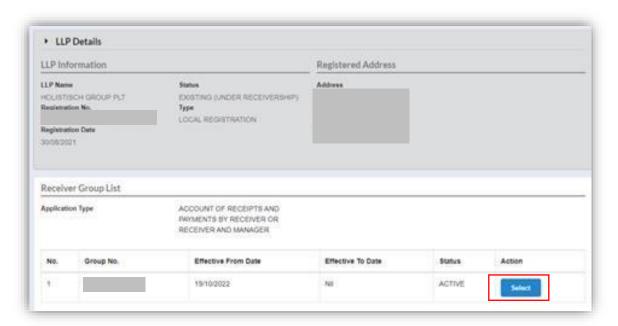
2. Search the LLP Entity screen will appear. User need to fill in LLP No. and click on **Search** button.



3. Screen will display the list of LLP No. User need to click on Action button to create submission.



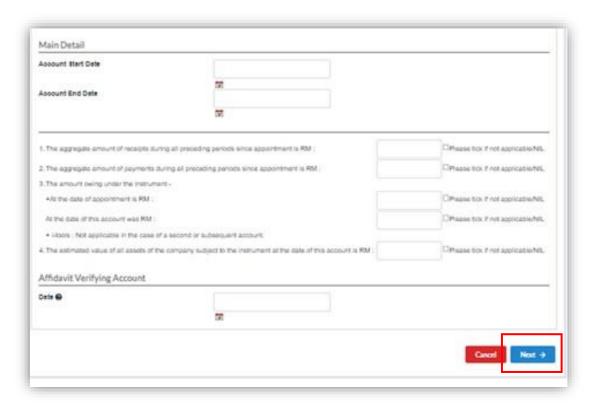
4. The Page will be directed to Receiver Group List. User need to click on the Select button to create submission.



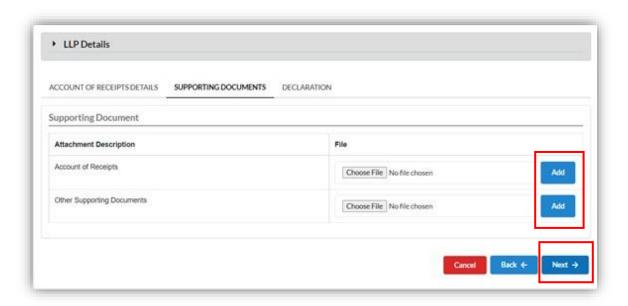
5. Account of receipts screen will appear on the screen. User need to fill all the details. Then click next.

Validation:

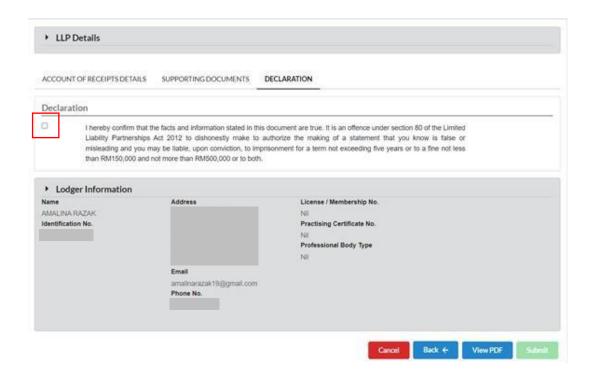
- Account start date and account end date range cannot be more than 6 months.
- ii. For Account start date and account end date range less than six months, user could proceed but need to provide remark.



6. Supporting Documents Tab will display on the screen. It is mandatory to attach all the related files. Click **Choose File** and **Add** button to add file then click next.



7. Declaration Tab will display. User need to tick the declaration box before clicking on the **Submit** button to submit submission.



8. User can click on **View PDF** button to view PDF.

Section 4	9 Limited Liability	Partnerships		Submission Number		
Section 49 Limited Liability Partnerships Act 2012 (to be read with section 391(1) of the Companies Act 2016)				Date & Time		
				Total		
				10000		
3.0 2.33.2	ARS OF LIMITED		I formation and the same			
	iability Partnershi	ps Name	HOLISTISCH GRO			
Status			EXISTING (UNDE	R RECEIVERSHIP)		
	ARS OF RECEIVER			(1)		
	The second second	idaress of the	1	ver and manager(s)		
1	Name		SALASIAH			
	Identification N	0.				
	Address					
	Designation		RECEIVER			
2	Name		AMALINA RAZA	K		
-	Identification N	0.	T T T T T T T T T T T T T T T T T T T	70/		
	Address					
	7.00.03					
	Designation		RECEIVER & MA	NAGER		
3	Name		SALASIAH			
	Identification N	0.				
	Address					
	Designation		RECEIVER			
4	Name		AMALINA RAZA	K		
	Paradonica de la companya del companya del companya de la companya	Identification No.				
	Address					
	Designation		RECEIVER & MA	NACER		
2 The day	te and description	of the instrum				
	ent by			Name of the instrument	INST NAME1	
Date of cl		27/10/2022		Date of the instrument	26/10/2022	
				in any instrument or the date of		
appointm	ent is		porters contained	in any made amend of the date of	and court order for the	
	ppointment : 27/1					
4. The pe	riod covered by th	e abstract is fr	rom 01/01/2022 to	30/06/2022		
5. The sta	tement of receipt	s and paymer	nts during that peri	od : refer to attachment		
6. The ag	gregate amount of	receipts durin	ng all preceding per	iods since appointment is RM 50	00.00	
7. The agr	gregate amount of	payments du	ring all preceding p	eriods since appointment is RM	400.00	
8. The am	ount owing under					
			ent is RM 300.00 nt is RM 300.00			
. I took .	Not applicable in the					



9. The estimated value of all assets of the company subject to the instrument at the date of this account is RM 5000.00

Affidavit Verifying Account

Date: 27/10/2022

Attachments	Uploaded
Account of Receipts and Payments by Receiver or Receiver Manager Document	Yes
Others	Yes
	1.000

Dated this 27/10/2022

Declaration I hereby confirm that the facts and information stated in this document are true.

Name	AMALINA RAZAK		
Date	27/10/2022		

ATTENTION:

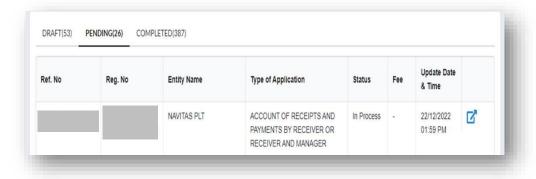
It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

Lodger Information	
Name	AMALINA RAZAK
Identification No.	
Address	
Email Address	
Phone No.	
License No. / Membership No.	Nil
Practising Certificate No.	Nil
Professional Body Type	Nil

9. User need to click **OK** to submit the submission.



10. Once the submission has been sent, the status will change to In Process.



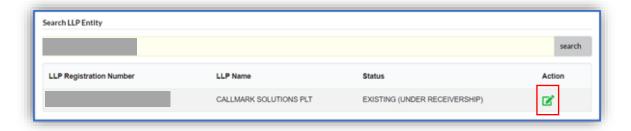
6 Receivership General Court Order

6.1 General Court Order Submission

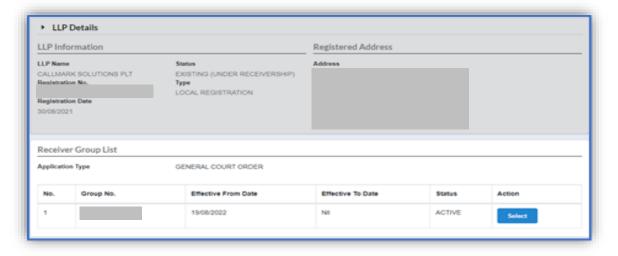
 User need to go to the Receivership Menu and Click on General Court Order under Receivership.



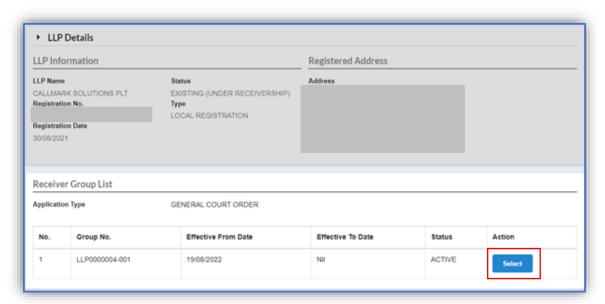
2. User need to enter the LLP entity number and then click the **Search** button. The LLP summary details are listed on the screen. User need to click **Action** button to create a submission.



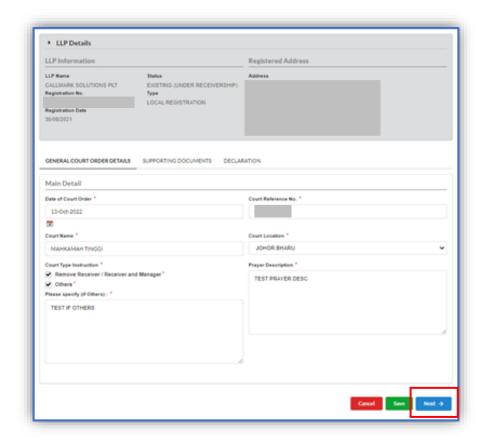
3. The receiver group list appear on the screen by application type of GENERAL COURT ORDER.



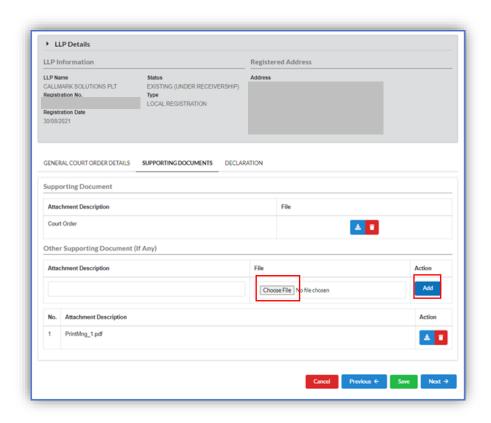
4. User need to click on **Select** button to continue.



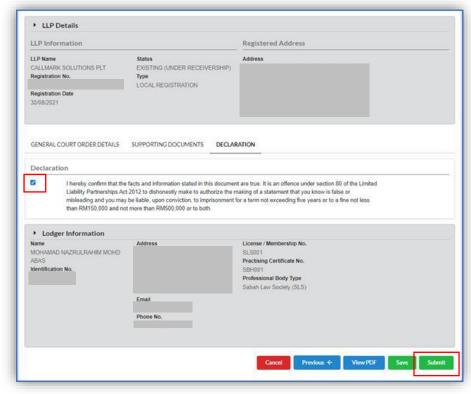
5. Screen will display text general court order form. Court Type Instruction can be multiple choices. User to fill in all the details, (*) is mandatory. Then click **Next** button.



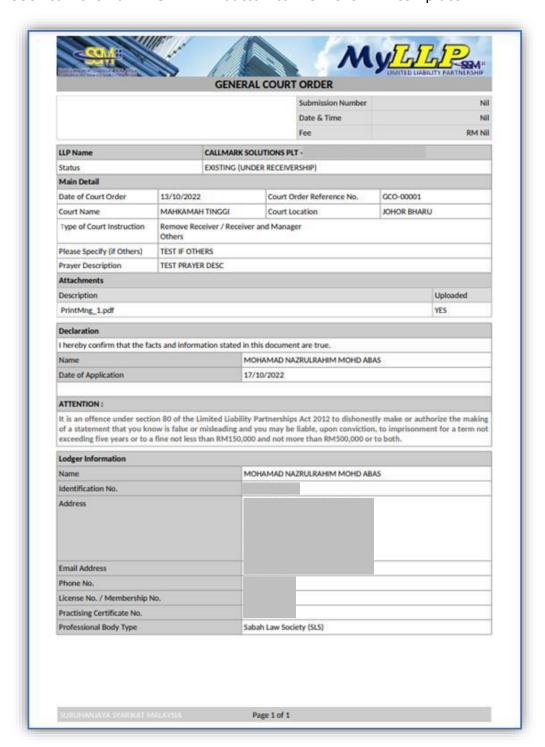
Supporting Document Tab will be displayed on the screen. User to attach
all the file by clicking on **Choose File** and click **Add** button. Then click
Next button.



7. Declaration Tab will be appeared on the screen. User to tick on declaration box before click on **Submit** button to submit submission.



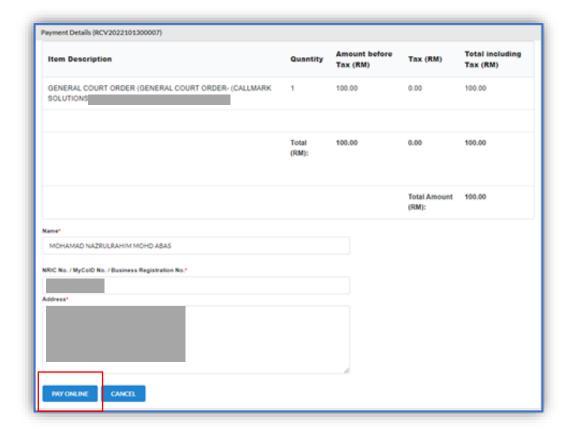
8. User can click on **View PDF** button to view the PDF template.



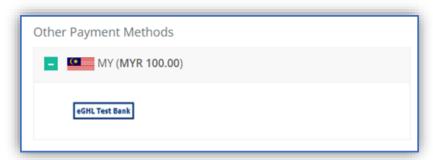
9. User need to click **OK** to continue.



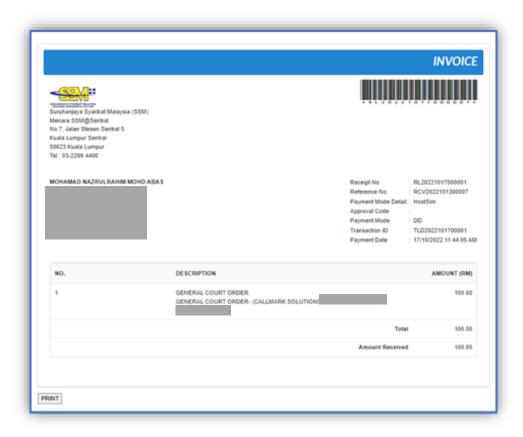
10. User will be directed to payment page. Click on **Pay Online** button to make payment.



11. Screen will direct to payment gateway to make payment.



12. Upon payment, Invoice will be displayed on the screen. User can print the invoice by clicking on **Print** button.



6.2 Check Status Submission

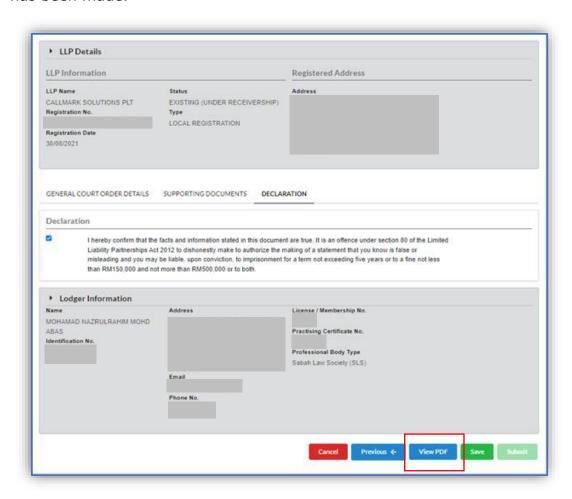
- 1. User can check the status of submission once the submission has been sent.
- 2. User to go to **My Submission** menu and select **List of Submission** under *My Submission Application*.



 A screen will be appeared. User to click on tab PENDING. The listing of submission will appear. Check on the Ref. No and click **Action** button to View Record.



4. The details will appear on the screen. User to click on DECLARATION tab then click button **View PDF** to view the form of submission after payment has been made.



5. General Court Order PDF Form after submitting the submission will display.

LLP Name	100			Fee		RM 100.00
Status		EXISTING (L	JNDER RECEIVE	RSHIP)		
Main Detail						
Date of Court Order	13/10/2022		Court C	order Reference No.	GCO-00001	
Court Name	манкаман	TINGGI	Court L	ocation	JOHOR BHAR	J
Type of Court Instruction	Remove Receiver / Receiver and Ma Others		iver and Manag	ger		
Please Specify (if Others)	TEST IF OTHE	RS				
Prayer Description	TEST PRAYER	DESC				
Attachments						
Description						Uploaded
PrintMng_1.pdf						YES
Declaration						
I hereby confirm that the fa	cts and informat	tion stated	in this docume	nt are true.		
Name			MOHAMAD NAZRULRAHIM MOHD ABAS			
Date of Application			17/10/2022			
ATTENTION: It is an offence under section of a statement that you know exceeding five years or to a	ow is false or m	isleading a	nd you may be	liable, upon conviction	, to imprisonme	
Lodger Information						
Name			MOHAMAD N	AZRULRAHIM MOHD AB	AS	
Identification No.						
Address						
Email Address						
Phone No.						
	No.					
License No. / Membership N						
License No. / Membership N Practising Certificate No. Professional Body Type			Sabah Law Soc			

7 Rectification Appointment of Receiver

7.1 Rectification Appointment of Receiver Submission

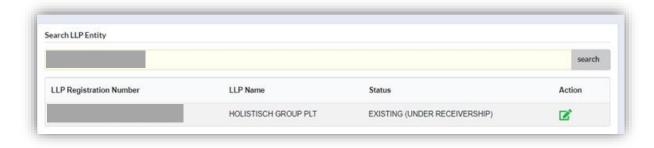
 User to go to Receivership menu and click on Rectification under Receivership on Back Office Portal.



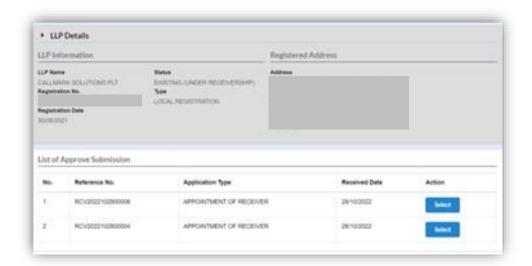
2. Search LLP Entity screen will display. User to enter **LLP No** and click on **Search** button to continue.



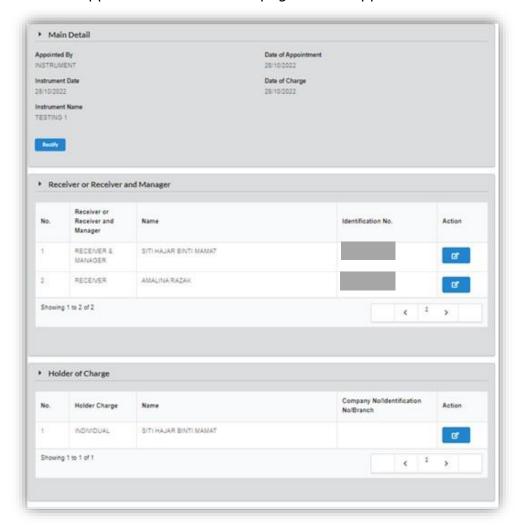
3. PLT Information will be displayed on the screen. User to click on **Action** button to View details.



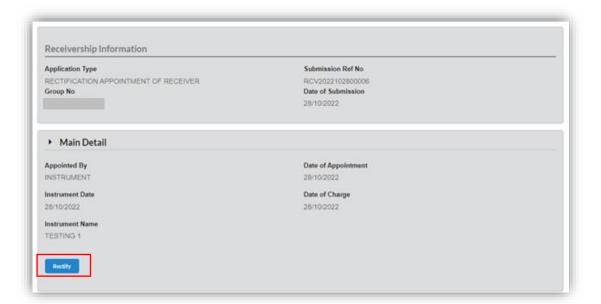
4. A list of approve submission will display on the screen. User to click on **Select** button to proceed for Rectification Appointment of Receiver.



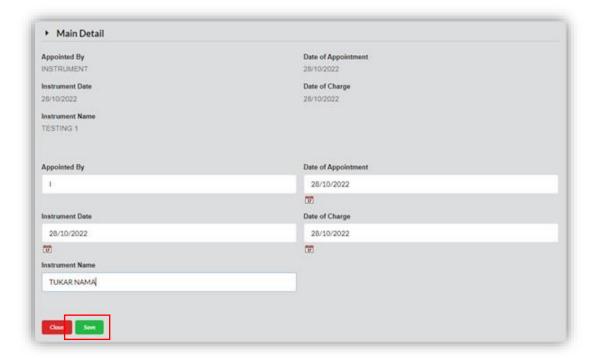
5. Rectification appointment of receiver page will be appeared on the screen.



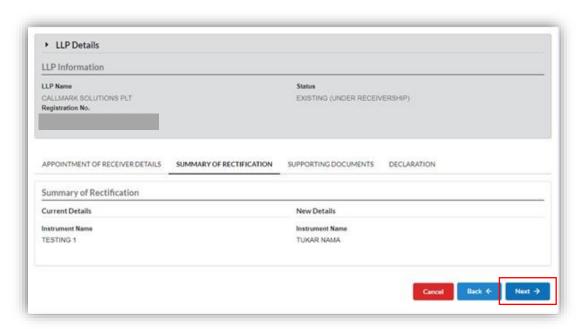
6. User to click on **Rectify** button to rectify targeted information.



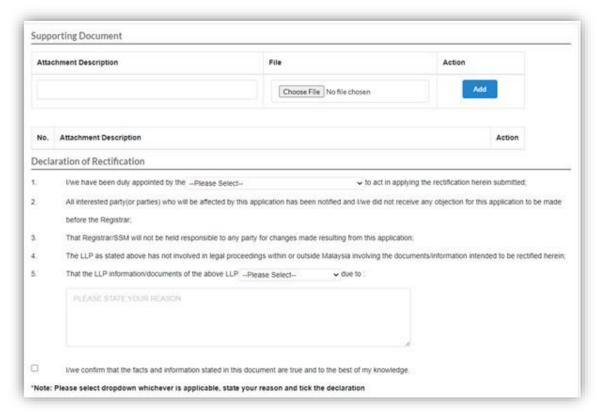
7. User to rectify information and click on **Save** button to save rectified information.



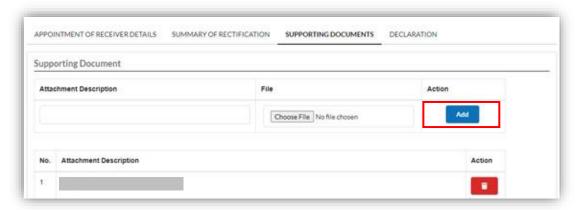
8. Summary of the Rectification Tab will be appeared on the screen. Current details and the new details information is shown on the screen. User to click on **Next** button to continue.



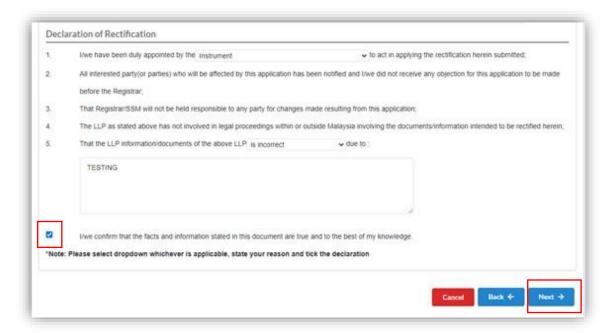
9. Supporting Document Tab will be appeared on the screen.



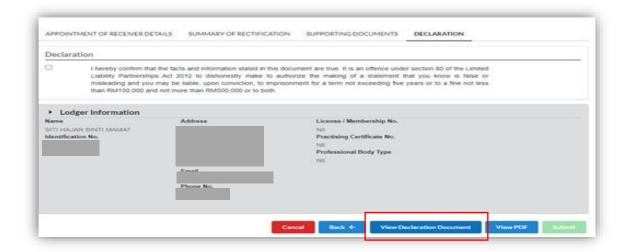
10. User to Add supporting document (not mandatory).



11. User to fill up declaration of rectification and tick declaration box. Then click button Next to proceed to Declaration Tab.



12. Declaration tab will display on the screen. User to click on View Declaration Document button to view Declaration of Rectification.



13. Declaration Document will be appeared on the screen.

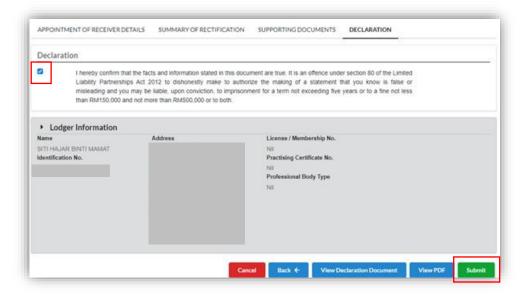
	Template
INFORMATION/DOCUMENT IN PARTNERSHIP	NE APPLICATION TO RECTIFY THE N THE REGISTER OF LIMITED LIABILITY P UNDER SECTION 71 OF LITY PARTNERSHIPS ACT 2012
I/We SITI HAJAR BINTI MAMAT (NRIC/Passport CALLMARK SOLUTIONS PLT - Partnerships Act 2012;	rt no being the Compliance Officer of registered under the Limited Liability
do solemnly and sincerely declare the following:-	
submitted; (ii) All interested party(or parties) who will be did not receive any objection for this app (iii) That Registrar/SSM will not be held resp application; (iv) The LLP as stated above has not involve the documents/information intended to b (v) That the LLP information/documents of the TESTING Declaration:*	
Attention:	
making of a statement that a person knows is	d Liability Partnerships Act 2012 to make or authorize the false or misleading and that person may be liable, upon eding five years or to a fine not less than one hundred and lousand ringgit or to both.
	ER INFORMATION
Name :	
Identification No. :	
Email :	

14. User to click on button **View** PDF to view Rectification Notice Appointment of Receiver Form PDF.



	This is filed by way of amendment to the Form Notice Appointment of Receiver with submission no RCV2022102800006 dated 28/10/2022 which is erroneous IMATEC LIABILITY PARTNERSHIP
Email Address	
Phone No.	
License No. / Membership No.	Nil
Practising Certificate No.	Nil .
Professional Body Type	Nil .

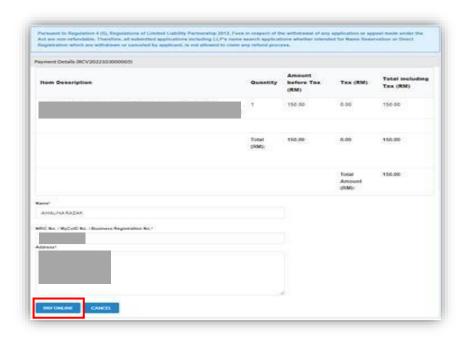
15. User to tick declaration box and click **Submit** to submit application.



16. Click OK.



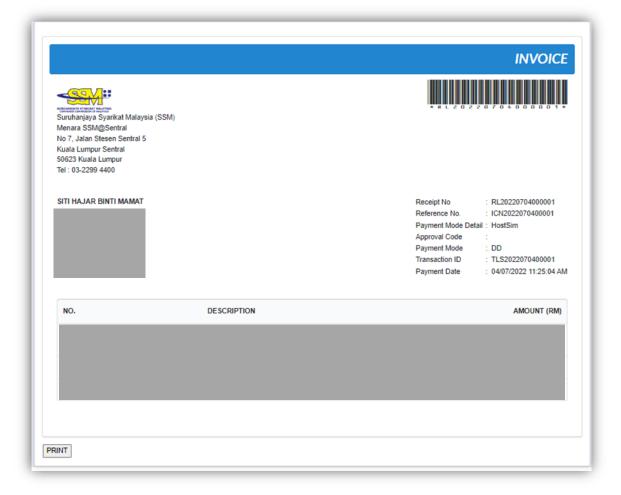
17. User will be directed to payment details page. Click on Pay Online button to make payment.



18. User to make payment.



19. Once the payment has been made, the invoice will be displayed on the screen and User can print the invoice.



8 Rectification Cessation of Receiver

8.1 Rectification Cessation of Receiver Submission

 User to go to Receivership Menu and Select Rectification under Receivership.



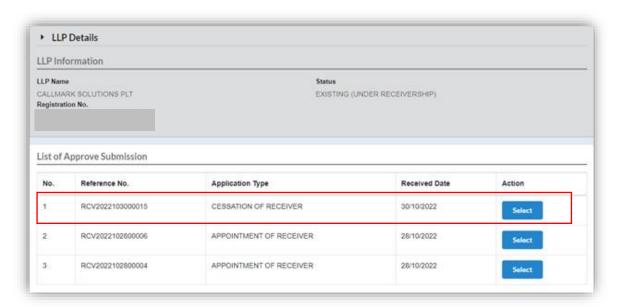
2. Search LLP Entity screen will be appeard on the screen. User to fill in the **LLP No** and click on **Search** button.



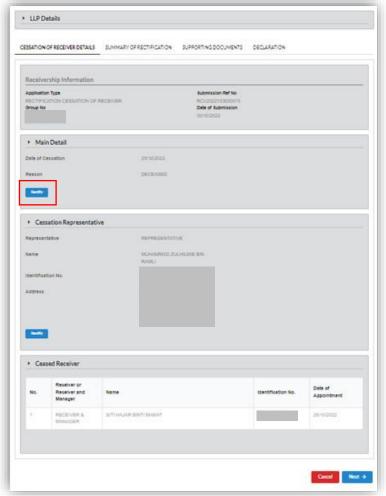
3. The screen will display the list of LLP registration number. User to click on **Action** button to create submission.



4. The page will be directed to List of Approve Submission screen. User to Select **Cessation of Receiver**, and click on **Select** button to start submission.



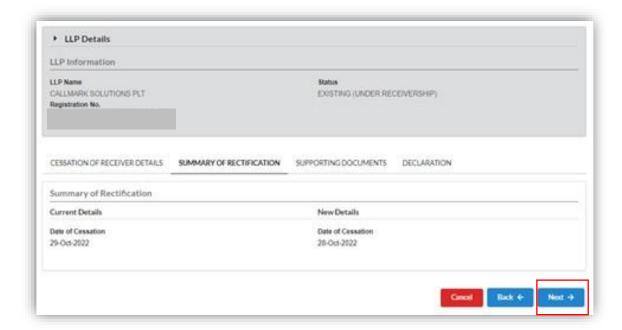
5. Rectification Cessation of Receiver screen will display on the screen. User to click on **Rectify** button to rectify.



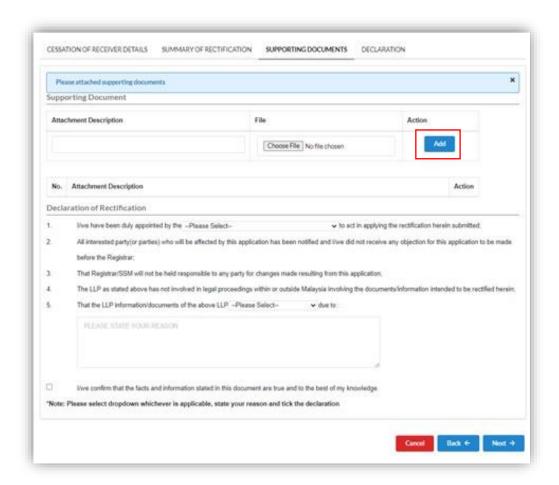
6. User to click on **Save** button after rectify then click **Next** button to continue.



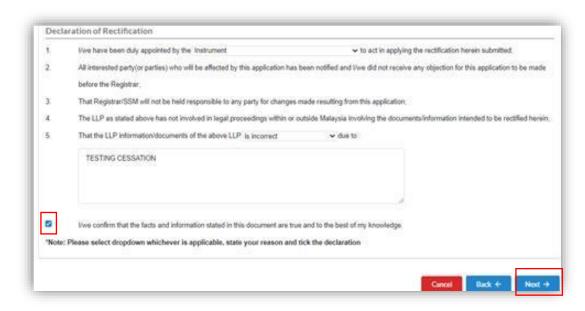
7. Summary of Rectification Tab will be appeared on the screen. Old value (previously entered) and new value will be displayed for each rectified data field. User to click on **Next** button to continue.



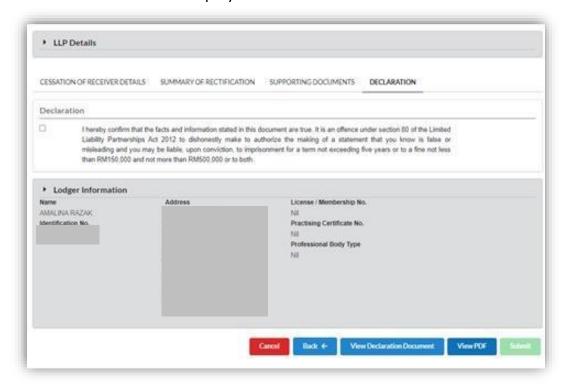
8. Supporting Document Tab will display on the screen. User to click to **Choose File** to select File and click on Add button to add supporting document.



9. User to Fill in all the *Declaration of Rectification* details, tick on the declaration checkbox before click on **Next** button to continue.



10. Declaration Tab will be displayed on the screen.



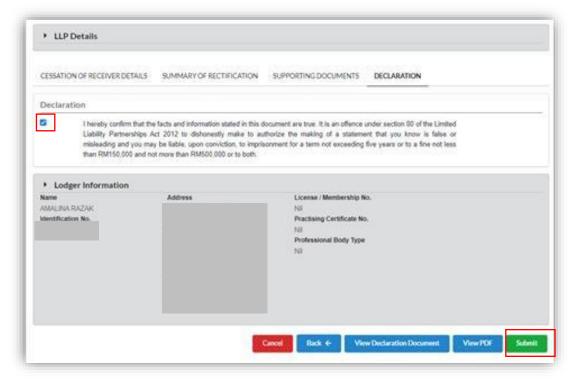
11. User to click on **View Declaration Document** button to view declaration of rectification.



12. User to click on View PDF button to view PDF Template.



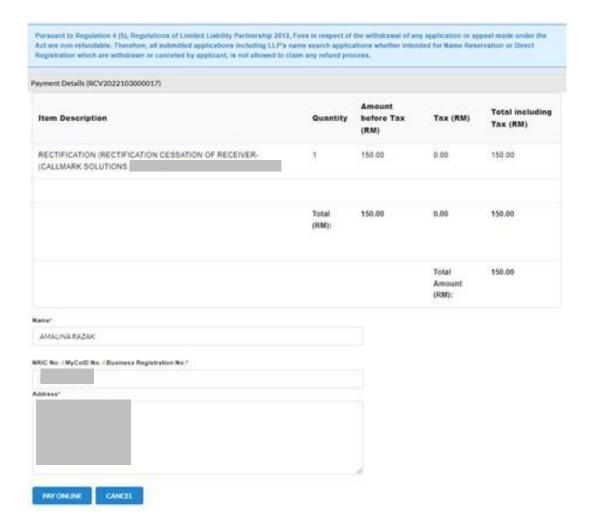
13. User to click on declaration box and click **Submit** to submit the submission.



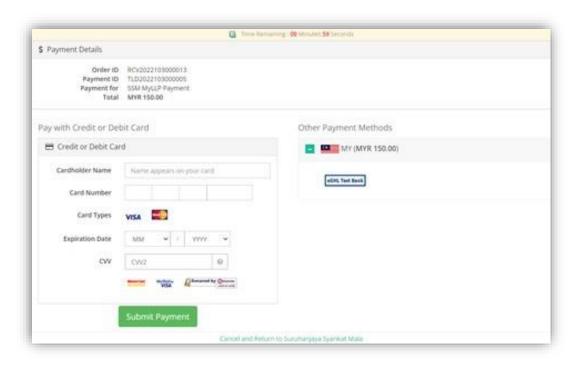
14. Click **OK** to submit.



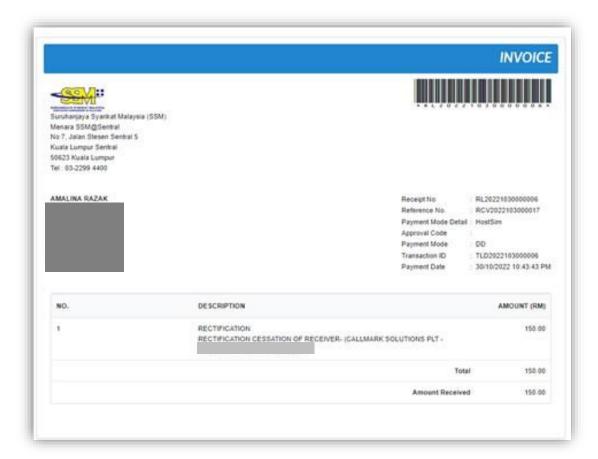
15. Page will be directed to payment page. User to click on **Pay Online** button to make payment.



16. User will be directed to payment gateway and to make payment to continue.



17. Once payment has been made, Invoice will be out. User can print the invoice by click on Print button.



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 AMALINA RAZAK (NRIC/Passport no.	being the RECEIVER of CALLMARK
SOLUTIONS PLT -	registered under the Limited Liability Partnerships
Act 2012;	

do solemnly and sincerely declare the following:-

- (i) I/we have been duly appointed by the Instrument 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 : TESTING CESSATION

Declaration:*

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

Name: AMALINA RAZAK Date: 30/10/2022

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.

Name : AMALINA RAZAK Identification No. : Phone No. : Email : :

Figure 1: Example of Declaration Document

^{*}This is an auto generated declaration. Signature is not required.

	y Partnerships Act 2012	Submission Number	Ni
(to be read with section 3 Act 2016)	79 of the Companies	Date & Time	Ni
Section 71 Limited Liabilit	y Partnerships Act 2012	Fee(RM)	Ni
Limited Liability Partners	hips (LLP) Name		
LLP Status	EXISTING	(UNDER RECEIVERSHIP)	
Particular of Receiver or I	teceiver and Manager		
Name	SITI HAJAR BINTI MAN	4AT	
Identification No.			
Address			
Date of Appointment	28/10/2022		
Appointed as	RECEIVER & MANAGE	R	
Date this 30th day of OC Attachment Description	TOBER 2022		Uploaded
RECTIFICATION APPOINT	MENT_OF_RECEIVER (2) ps	d	YES
FORM NOTICE OF CESSATI	ON OF RECEIVER OR RECE	IVER AND MANAGER	YES
COURT ORDER			YES
Declaration			
	facts and information state	ed in this document are true.	
Name		AMALINA RAZAK	
Date of Application		30/10/2022	
ATTENTION:			
of a statement that you k	now is false or misleading	sbility Partnerships Act 2012 to dishonest g and you may be liable, upon conviction 50,000 and not more than RM500,000 or	, to imprisonment for a term not
Lodger Information			
Name		AMALINA RAZAK	
PERMIT			
Identification No.			
E DE CONTRACTOR			
Identification No. Address			
Identification No. Address			
Identification No. Address Email Address	No.	Nii	
Identification No. Address Email Address Phone No.	- No.	Nil Nil Nil	
Identification No. Address Email Address Phone No. License No. / Membership			
Identification No. Address Email Address Phone No. License No. / Membership Practising Certificate No.	MALAYSIA	Nil Page 1 of 2 This is file object of Cessation of Receiver with sub-	30/10/2022 which is erroneou
Identification No. Address Email Address Phone No. License No. / Membership Practising Certificate No.	Form No.	Nil Page 1 of 2 This is file object of Cessation of Receiver with sub-	mission no RCV202210300001 30/10/2022 which is erroneou UNITED LIABILITY BARTHEESHE

Figure 2: Example of PDF template

9 Rectification Statement of Affairs

9.1 Create Rectification Statement of Affairs Submission

1. User to go to Menu Receivership and select Rectification under Receivership.

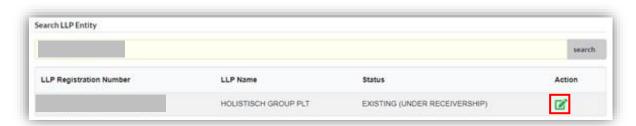


2. A screen of Search LLP Entity will be appeared. User to Fill in the LLP No and click on **Search** button.

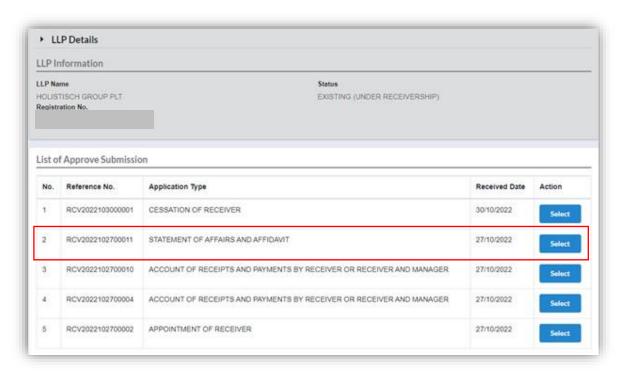


3. A list of Entity screen will be shown on the screen. User to click on Action button

to create submission.

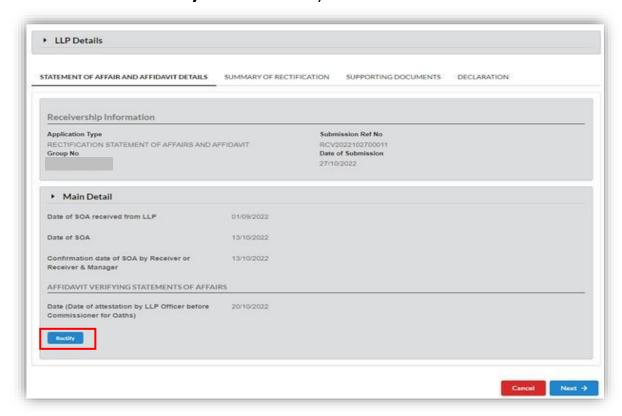


 Page will be redirected to List of Approve Submission screen. User to select submission Statement of Affair and Affidavit then Click on Select button to start submission.

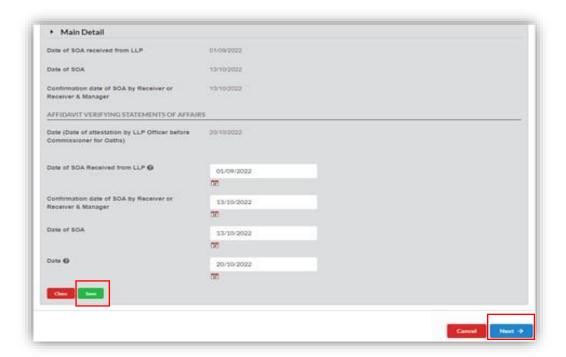


5. User will be directed to Page Rectification Statement of Affair and Affidavit.

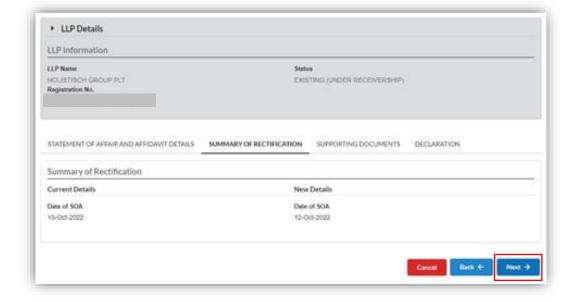
User to click on **Rectify** button to rectify details.



6. Click button **Save** to save the rectify field. Then, click **Next** to continue.

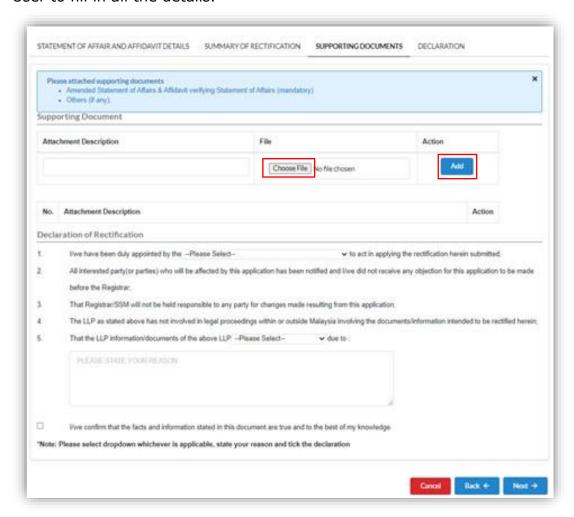


7. Summary of Rectification Tab will be appeared on the screen. Old value (previously entered) and new value will be displayed for each rectified data field. Then click on **Next** button.

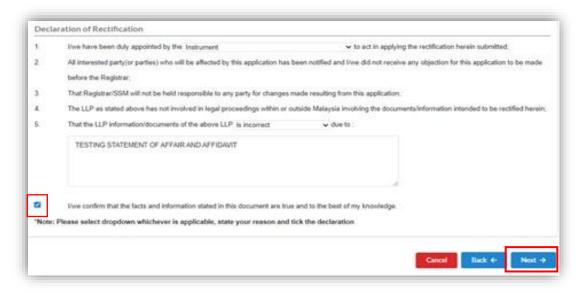


 Supporting Document Tab will appear on the screen. User to click on Choose File button to select file and click on Add button to add document.

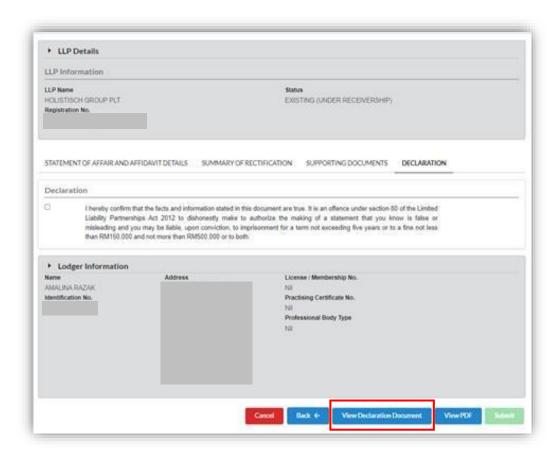
User to fill in all the details.



9. User to tick on declaration box to continue. Then click **Next** button.



10. Declaration Tab will appear. User can click on **View Declaration Document** to view declaration of rectification.



11. Declaration Document will appear.

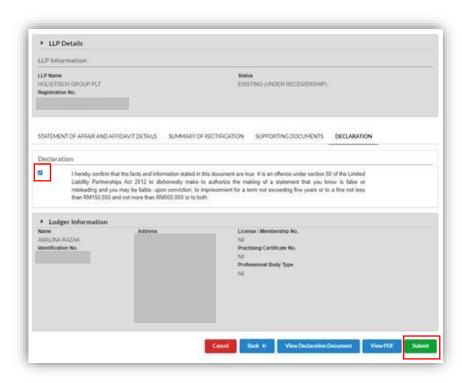
Dr	ECLARATION FOR THE A	PPLICATION TO RECTIFY THE
INFORM	PARTNERSHIP UN	IE REGISTER OF LIMITED LIABILITY IDER SECTION 71 OF PARTNERSHIPS ACT 2012
100000000000000000000000000000000000000		
I/We AMALINA RAZAK (HOLISTISCH GROUP Partnerships Act 2012;	NRIC/Passport no.	being the RECEIVER & MANAGER of registered under the Limited Liability
do solemnly and sincerel	y declare the following:-	
(i) I/we have been of submitted:	duly appointed by the Instr	ument to act in applying the rectification herein
(ii) All interested par did not receive a (iii) That Registrar/S	ny objection for this applica	fected by this application has been notified and I/we tion to be made before the Registrar; ible to any party for changes made resulting from this
the documents/ir (v) That the LLP info	nformation intended to be re	above LLP is incorrect due to :
Declaration:*		
I/we confirm that the fa knowledge.	acts and information state	d in this document are true and to the best of m
Name: AMALINA RAZAK	Š	
Date: 30/10/2022		
Attention:		
making of a statement to conviction, to imprisonme	hat a person knows is fall	ability Partnerships Act 2012 to make or authorize the e or misleading and that person may be liable, upo g five years or to a fine not less than one hundred an and ringgit or to both.
		NFORMATION
Name	: AMALINA RAZA	K
Identification No.	11	
Phone No.		
Email	4	

12. User can click on **View PDF** button to view PDF template.

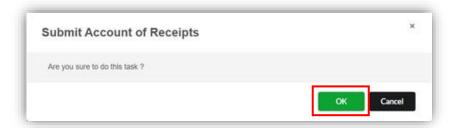




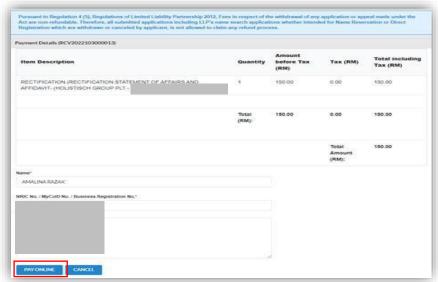
13. User to tick declaration box and click on **Submit** button to submit application.



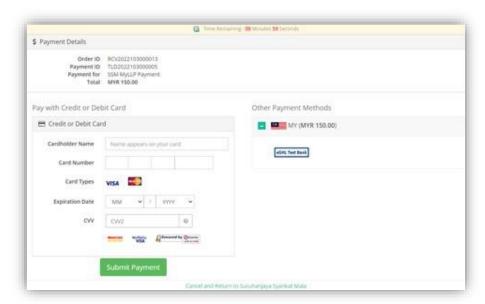
14. Click OK button to submit submission.



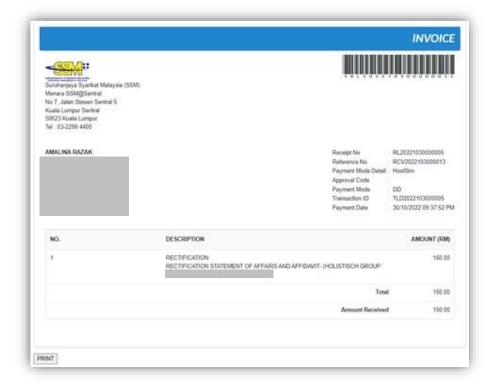
15. Screen will be directed to payment page. User to click on **Pay Online** button to continue.



16. Page will be directed to payment gateway. User to make payment.



17. Once payment has been made by user, an Invoice will be out and user can print the invoice. Click on **Print** button.



10 Rectification Account of Receipt

10.1 Application to rectify account of receipt

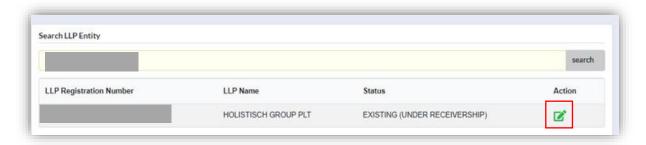
 User to go to Receivership menu and click on Rectification under Receivership on Back Office Portal.



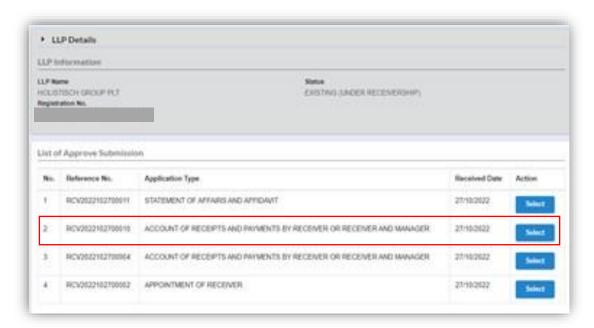
2. Search LLP Entity screen will display. User to enter **LLP No** and click on **Search** button to continue.



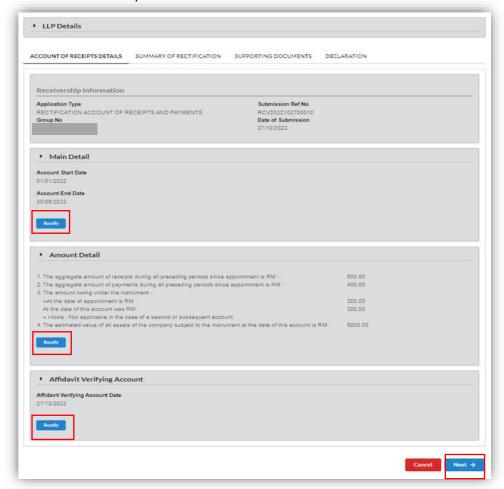
3. PLT Information will be displayed on the screen. User to click on **Action** button to View details.



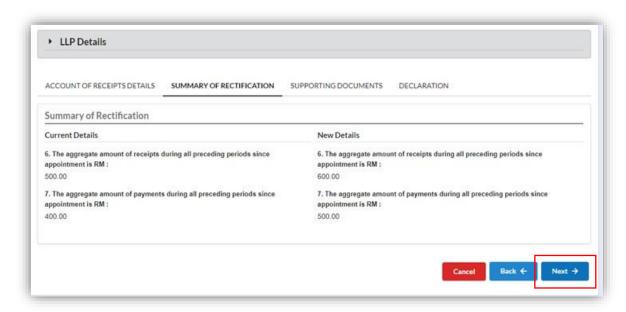
 A list of approve submission will display. User to Select on Account of Receipt. Click on Select button.



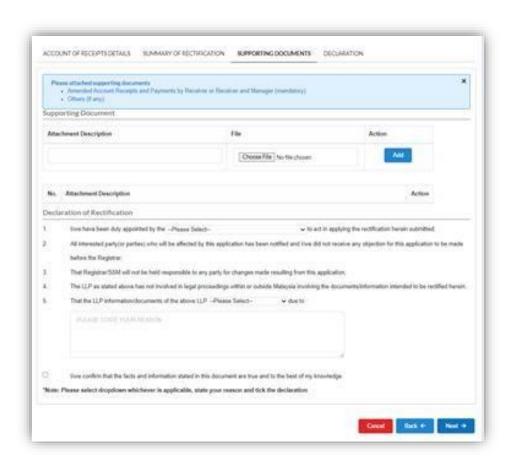
 LLP Details page will display on the screen. User to click on **Rectify** button to rectify any information they want and then click on **Save** button to save the information. Then, Click **Next**.



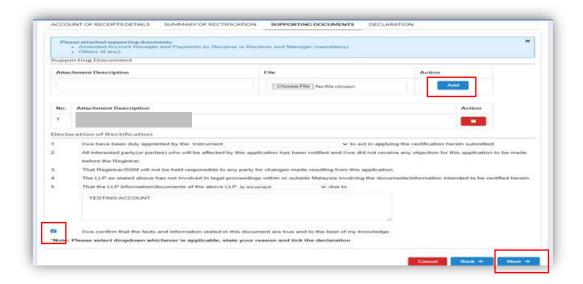
 The Summary of Rectification tab will appear on the screen. Only the information that has been rectified is display on the screen. User to click Next to continue.



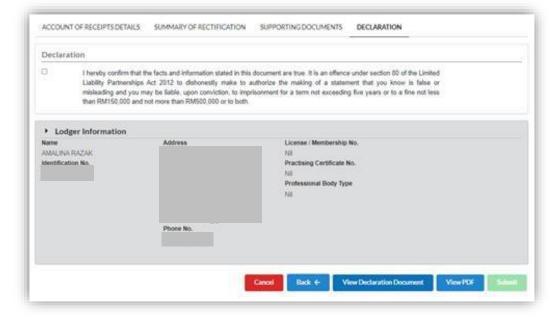
7. Supporting Documents screen will be displayed on the screen.



8. User to attach all the supporting documents. Click on **Add** button to add documents. Then, tick on Declaration Box and click **Next**.



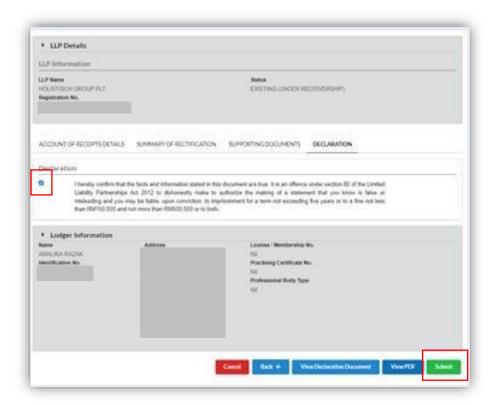
9. Declaration tab screen will display.



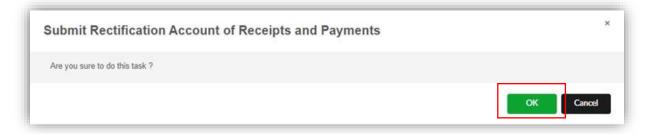
10. User can view the PDF by clicking on View PDF and View Declaration Document button. PDF file will be displayed.

		Template I
	ATION/DOCUMENT IN T PARTNERSHIP U	APPLICATION TO RECTIFY THE HE REGISTER OF LIMITED LIABILITY INDER SECTION 71 OF Y PARTNERSHIPS ACT 2012
I/We AMALINA RAZAK (HOLISTISCH GROUP	NRIC/Passport no.	being the RECEIVER & MANAGER of registered under the Limited Liability
Partnerships Act 2012;		
do solemnly and sincerel	y declare the following:-	
 (i) I/we have been of submitted; 	fully appointed by the Inst	rument to act in applying the rectification herein
did not receive a	ny objection for this applic	affected by this application has been notified and I/we tation to be made before the Registrar; nsible to any party for changes made resulting from this
the documents/ir	formation intended to be	in legal proceedings within or outside Malaysia involving rectified herein; above LLP is incorrect due to :
Declaration:*		
I/we confirm that the fa knowledge.	cts and information stat	led in this document are true and to the best of my
Name: AMALINA RAZAK		
Date: 30/10/2022		
Attention:		
It is an offence under se making of a statement to	hat a person knows is fa	iability Partnerships Act 2012 to make or authorize the ilse or misleading and that person may be liable, upon ing five years or to a fine not less than one hundred and
	re than five hundred thou	
	LODGER	INFORMATION
Name	: AMALINA RAZ	
Identification No.	:	
Phone No.	4	
Email	1	
*This is an auto negerated of	eclaration. Signature is not r	equired.

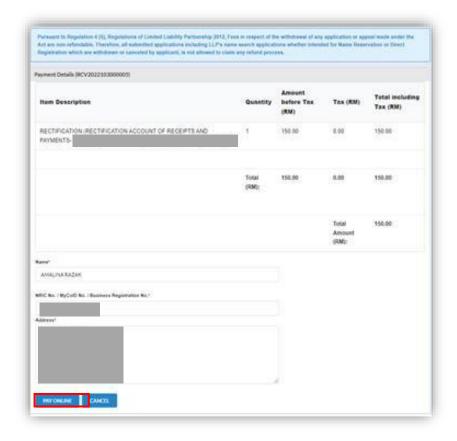
11. User to tick on declaration box and click on **Submit** button to submit the submission.



12. The prompt Submit Rectification Account of Receipts and Payments screen will display. User to click on **OK** button to continue.



13. User will be directed to payment details. Click on **Pay Online** button to make payment.



14. User to make payment.



15. Once the payment has been made, the invoice will be displayed on the screen and User can print the invoice.

