MyLLP

User Manual

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1 WELCOME

Welcome to the MyLLP User Manual for 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 Registration Module.

1.1 About MyLLP

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

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

The services offered under the MyLLP system include:

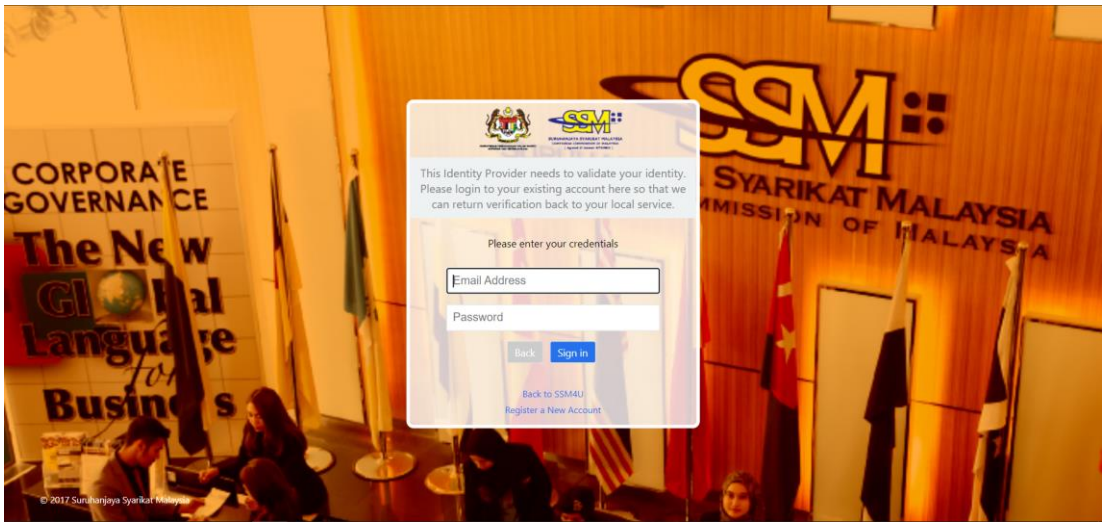
- User Registration
- Name Reservation Application
- Registration
- Change of Particular
- Annual Declaration
- Application of Change of Name
- Application for Extension of Time
- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents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

2 GETTING STARTED

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

2. Click on the SIGN IN button.

3. Enter User Email address and Password.



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

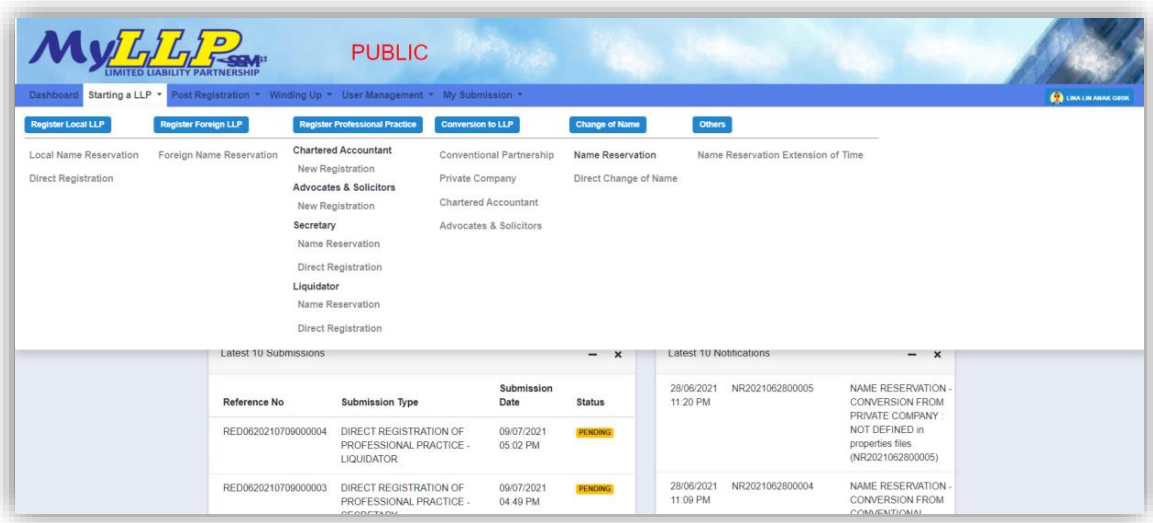
3 REGISTRATION

3.1 Register of Local LLP

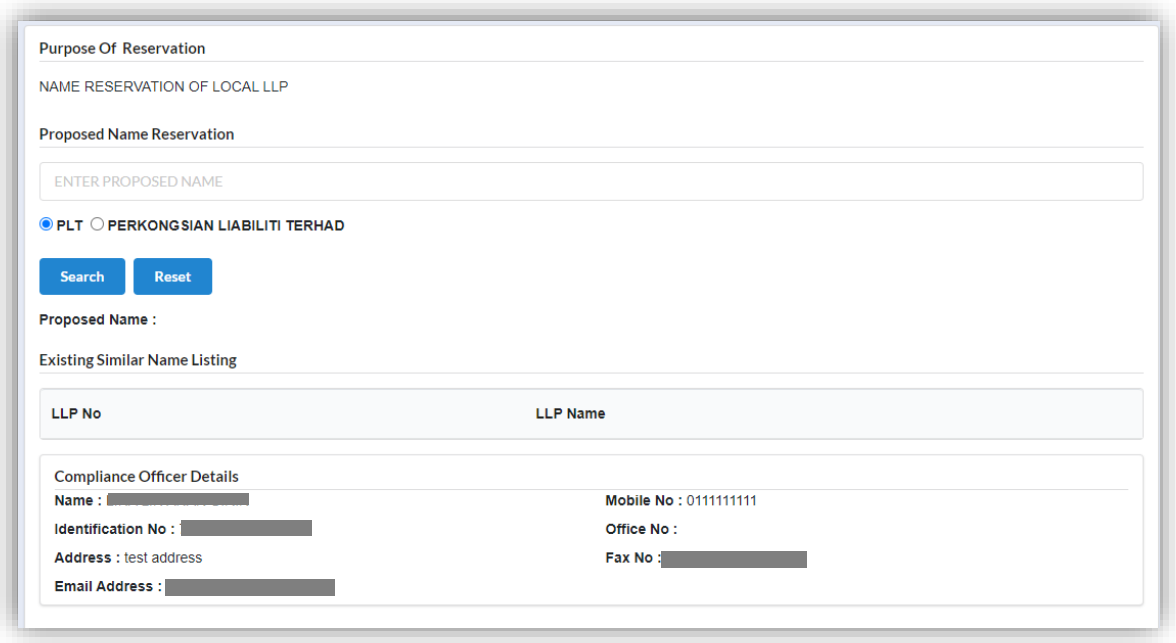
3.1.1 Local Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

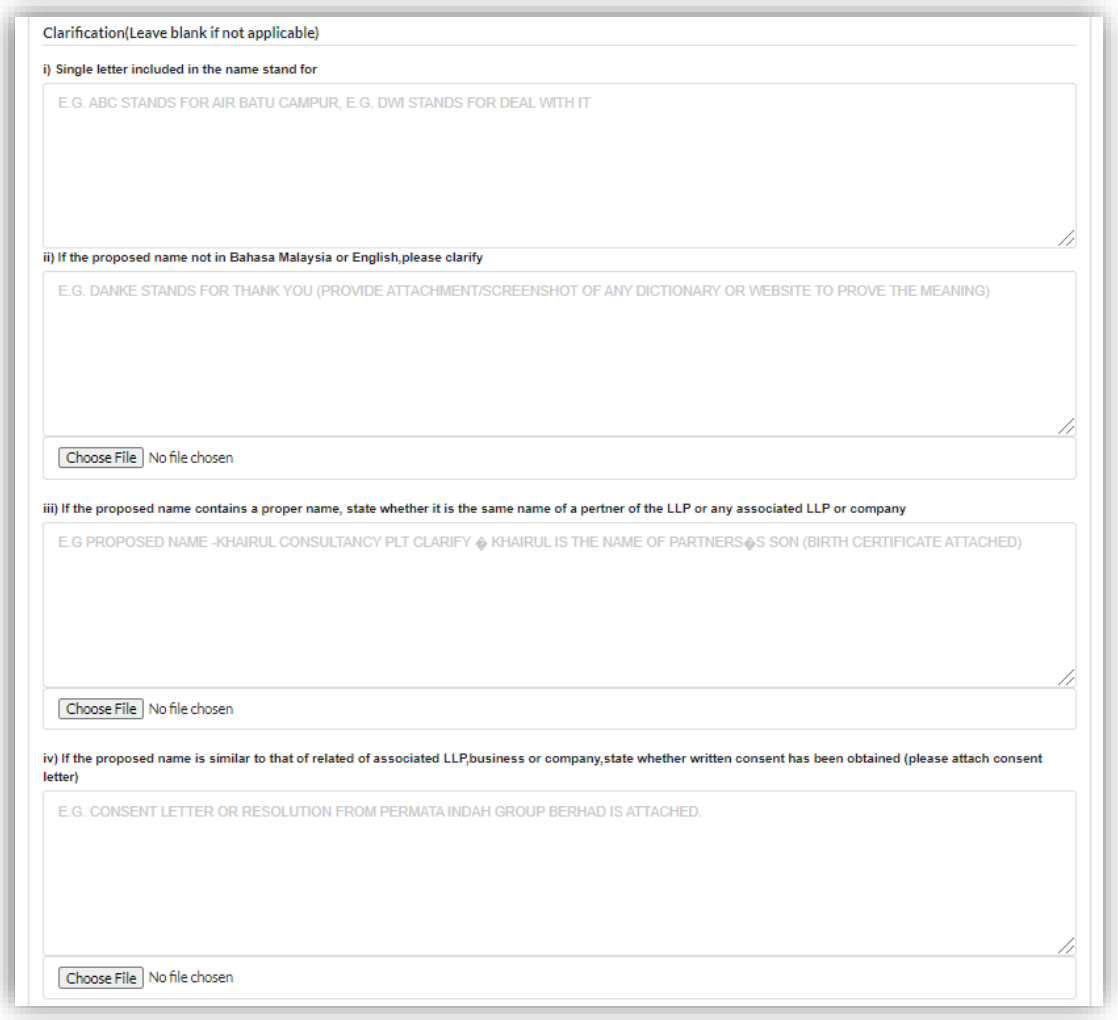
2. Select **Starting a LLP** on the menu bar and click **New Registration** under Professional Practice for Chartered Accountant.



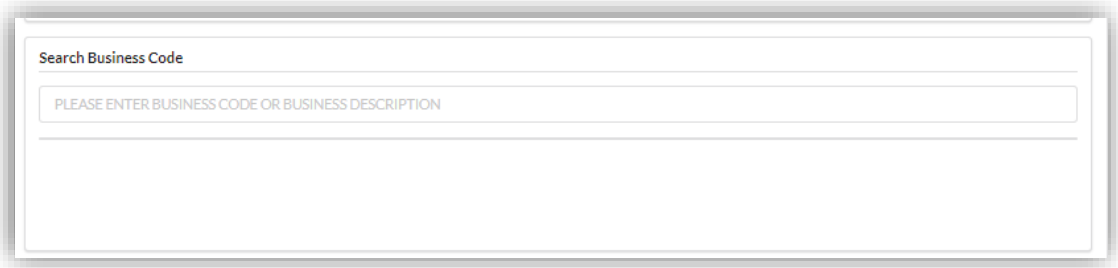
3. Key in **Proposed Name Reservation** and click *Search* button.



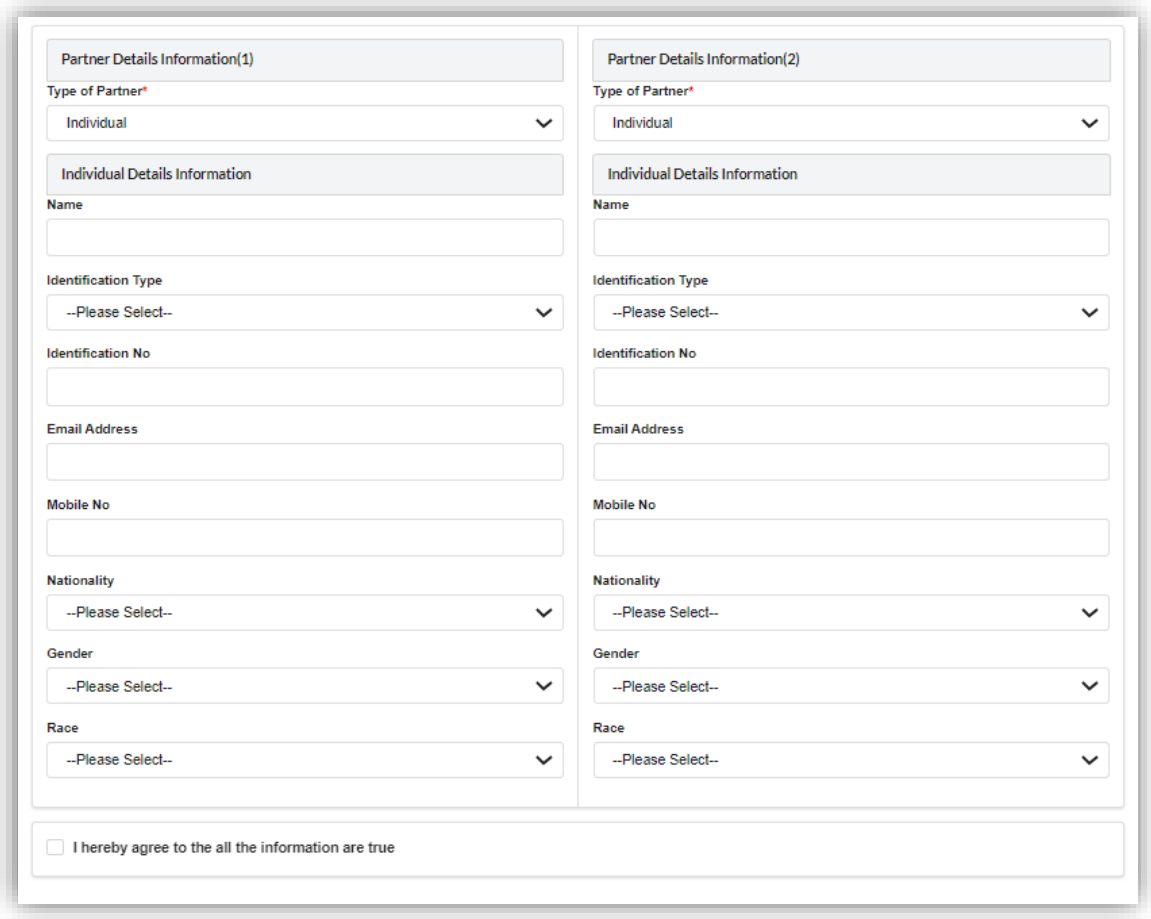
4. Key in Clarification Form and upload supporting documents. Leave blank if not applicable.



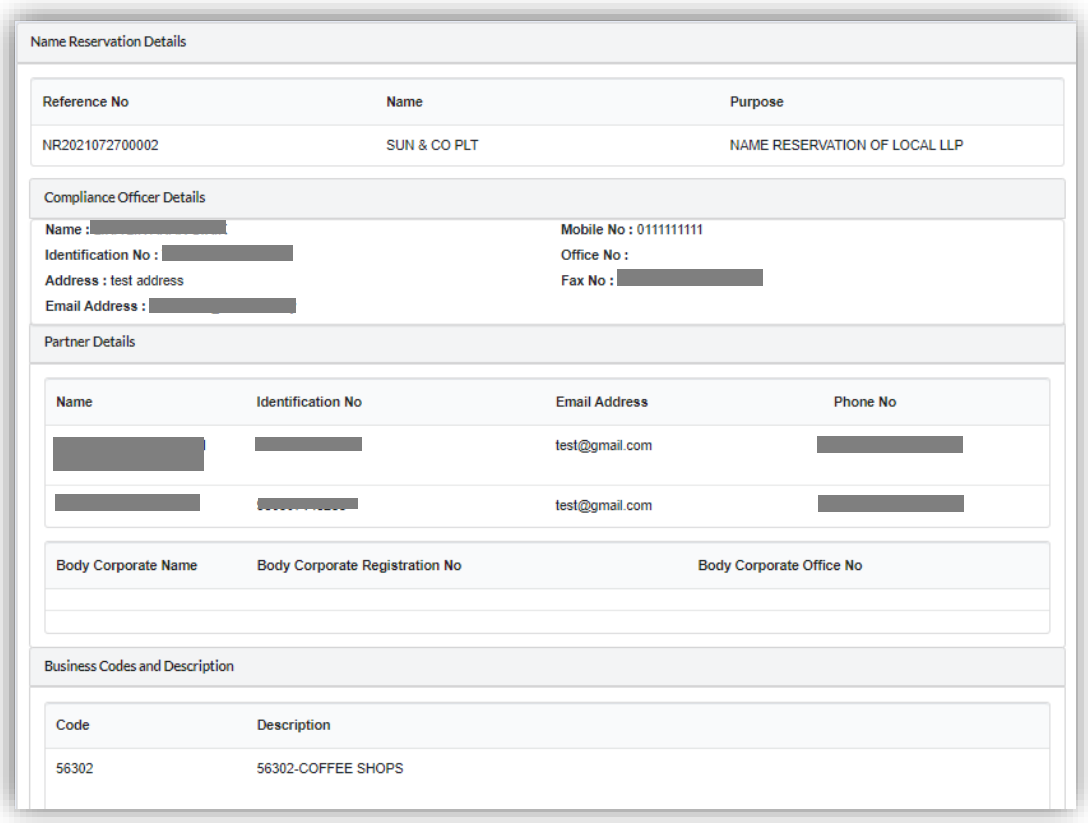
5. Select **Business Code**.



6. Key in **Partner Details** for both partner and tick confirmation checkbox to proceed and click *Submit* button.



7. The summary page for the application will be displayed.



Name Reservation Details

Reference No	Name	Purpose
NR2021072700002	SUN & CO PLT	NAME RESERVATION OF LOCAL LLP

Compliance Officer Details

Name : [redacted]
Identification No : [redacted]
Address : test address
Email Address : [redacted]
Mobile No : 0111111111
Office No :
Fax No : [redacted]

Partner Details

Name	Identification No	Email Address	Phone No
[redacted]	[redacted]	test@gmail.com	[redacted]
[redacted]	[redacted]	test@gmail.com	[redacted]

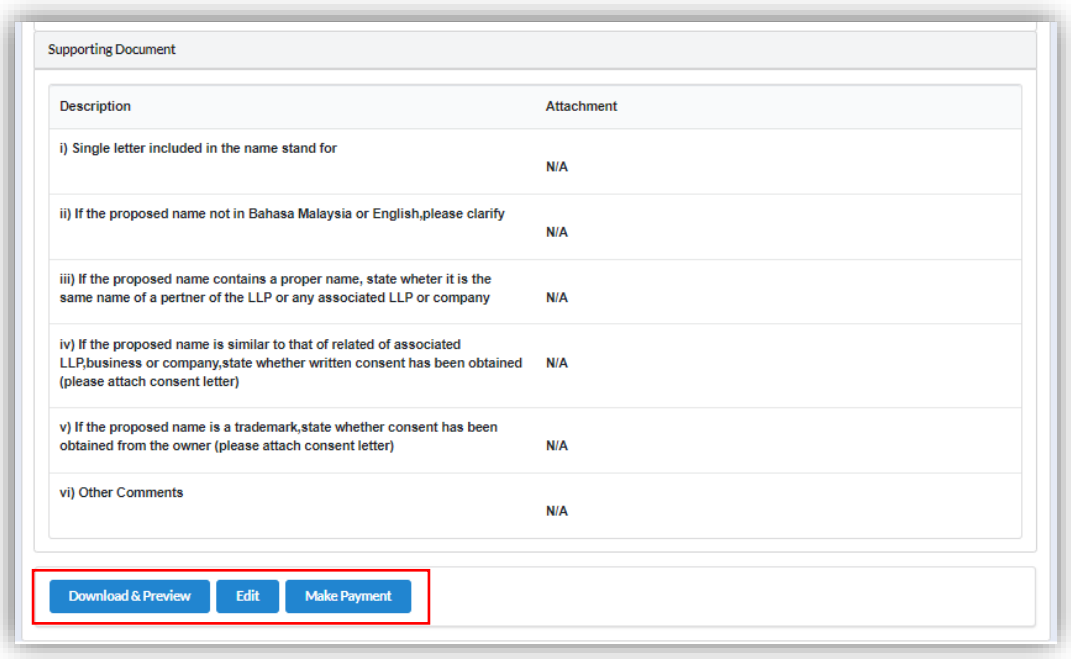
Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description

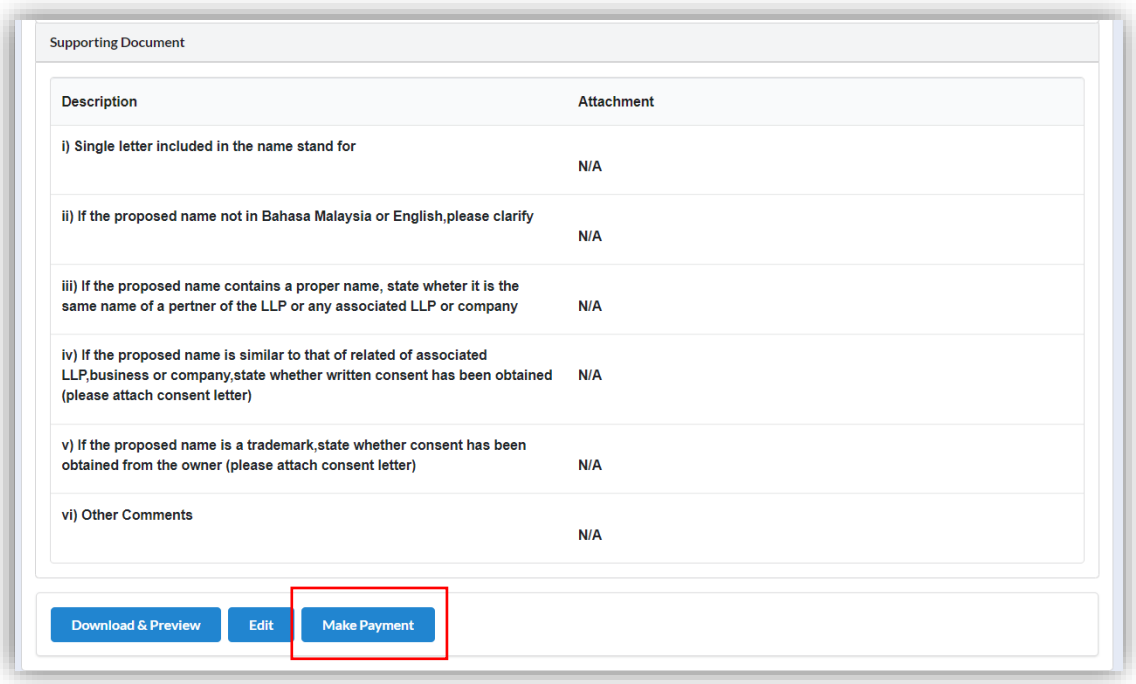
Code	Description
56302	56302-COFFEE SHOPS

8. User able to download and preview the summary by click on *Download & Preview* button.

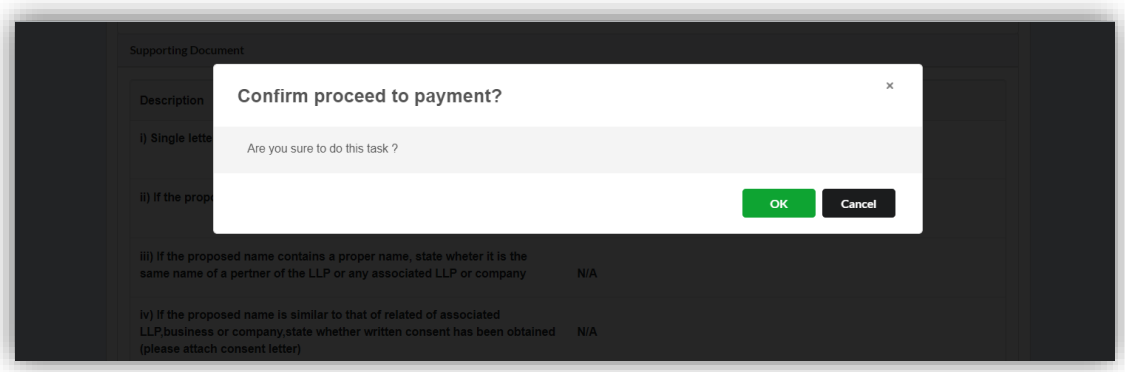
9. To edit document, click on *Edit* button.



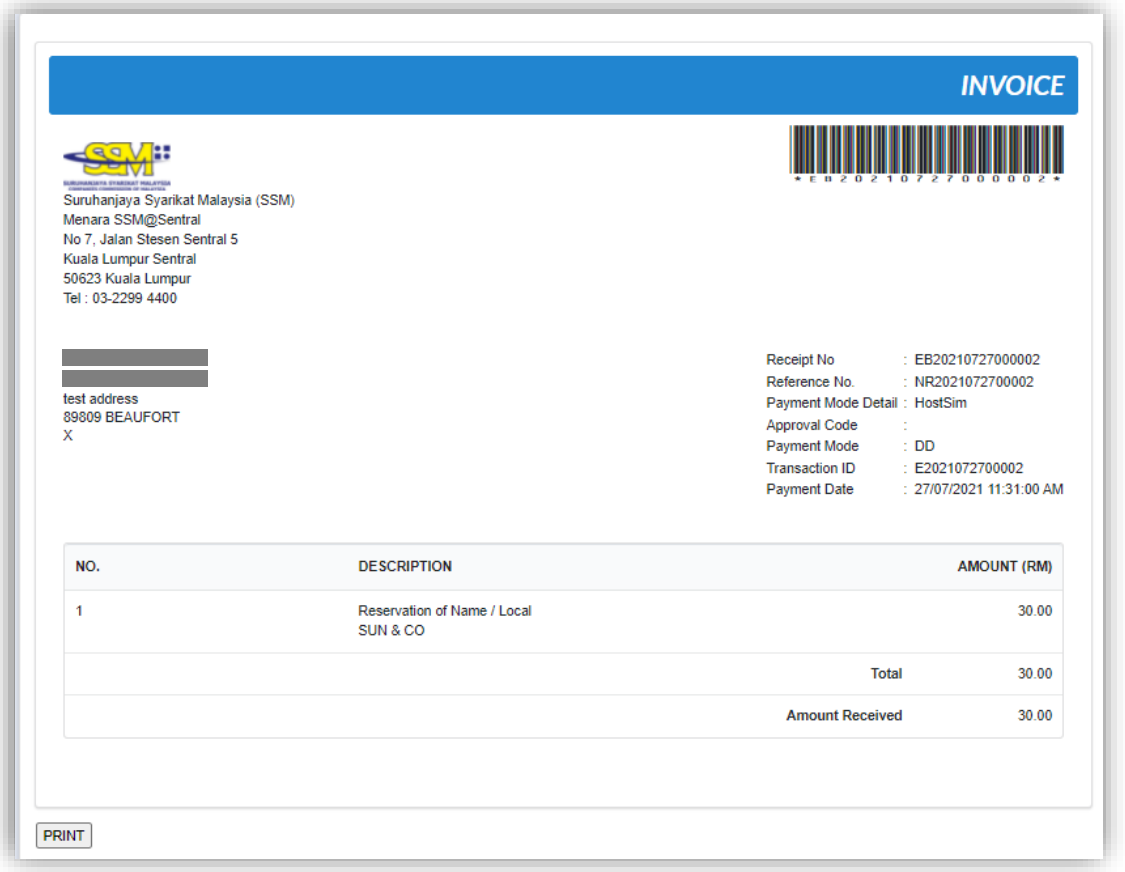
10. Proceed to make payment after confirming the details input by clicking Make Payment button.



11.Click OK button to proceed to payment page.



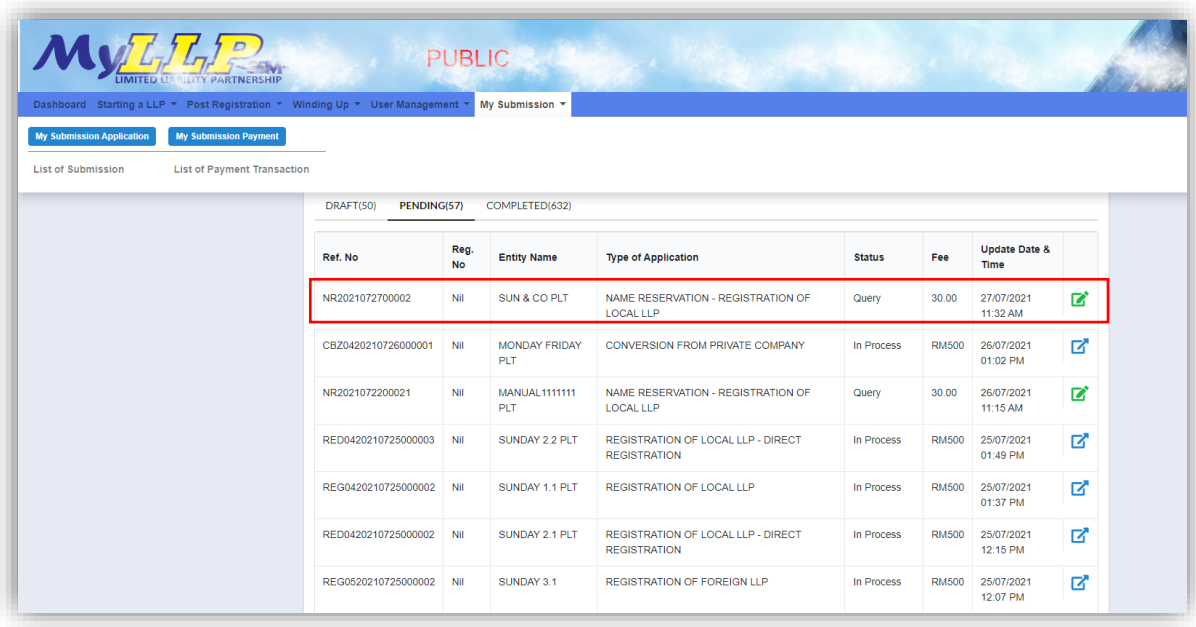
12.Invoice will be received by user once payment has been made.



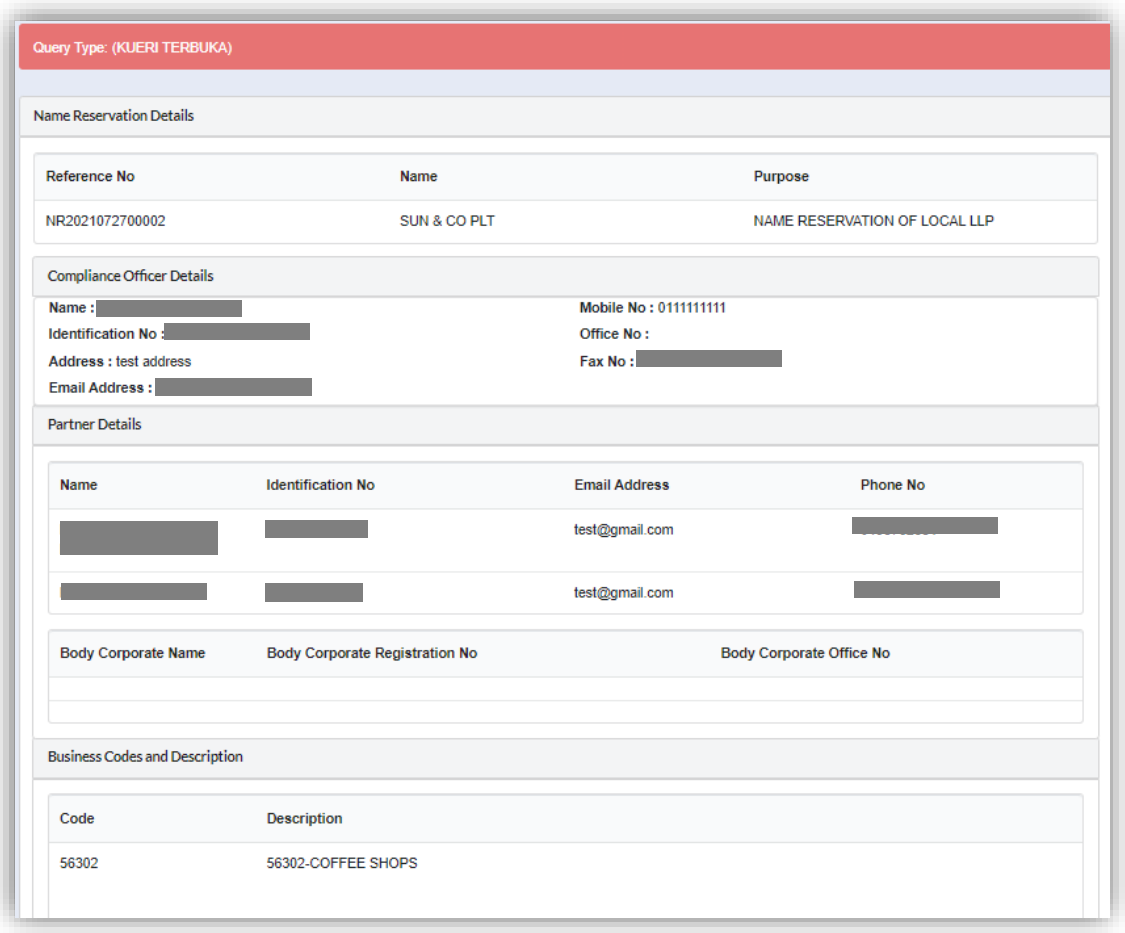
3.1.1.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.

2. Choose an entity with type of **Name Reservation – Registration of Local LLP** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



3. The query application summary will be appeared.



Query Type: (KUERI TERBUKA)

Name Reservation Details

Reference No	Name	Purpose
NR2021072700002	SUN & CO PLT	NAME RESERVATION OF LOCAL LLP

Compliance Officer Details

Name : [redacted]
Identification No : [redacted]
Address : test address
Email Address : [redacted]
Mobile No : 0111111111
Office No :
Fax No : [redacted]

Partner Details

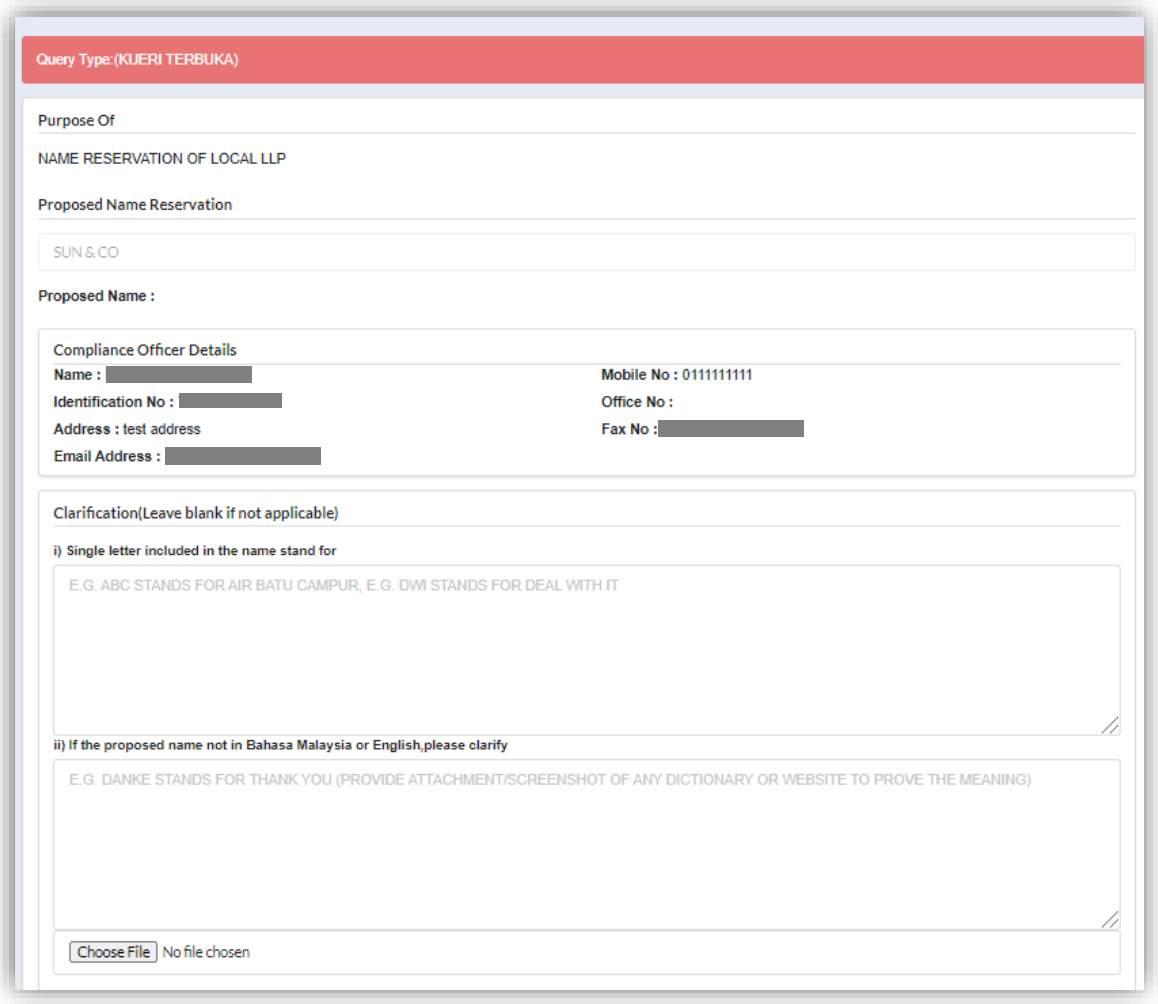
Name	Identification No	Email Address	Phone No
[redacted]	[redacted]	test@gmail.com	[redacted]
[redacted]	[redacted]	test@gmail.com	[redacted]

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description

Code	Description
56302	56302-COFFEE SHOPS

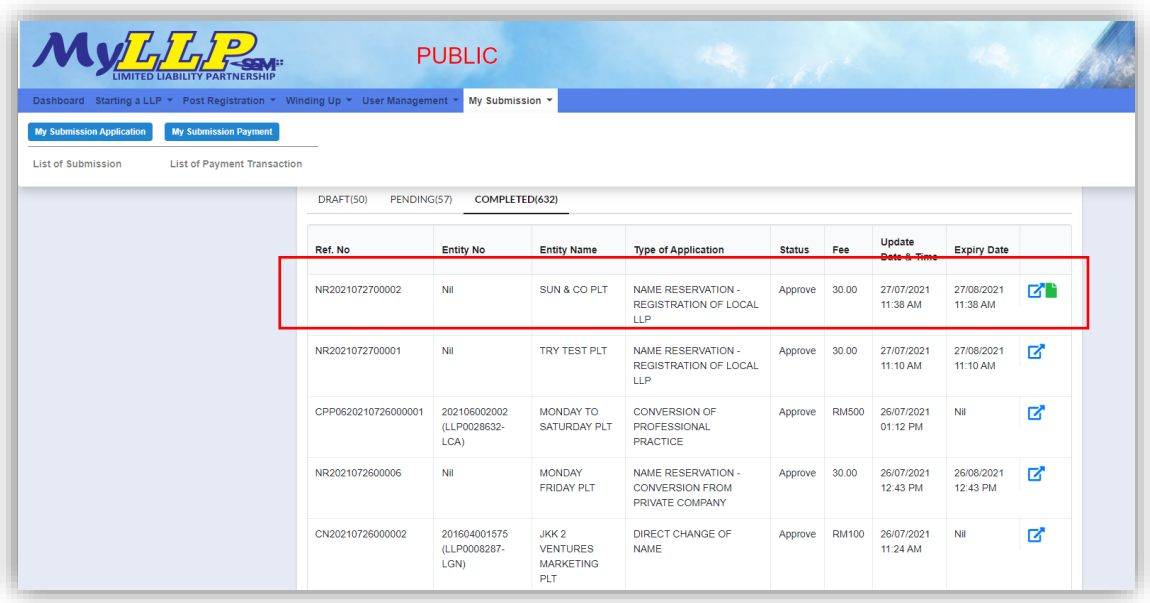
4. Key in data that needed to be query, tick checkbox to confirm declaration and click *Submit* button.



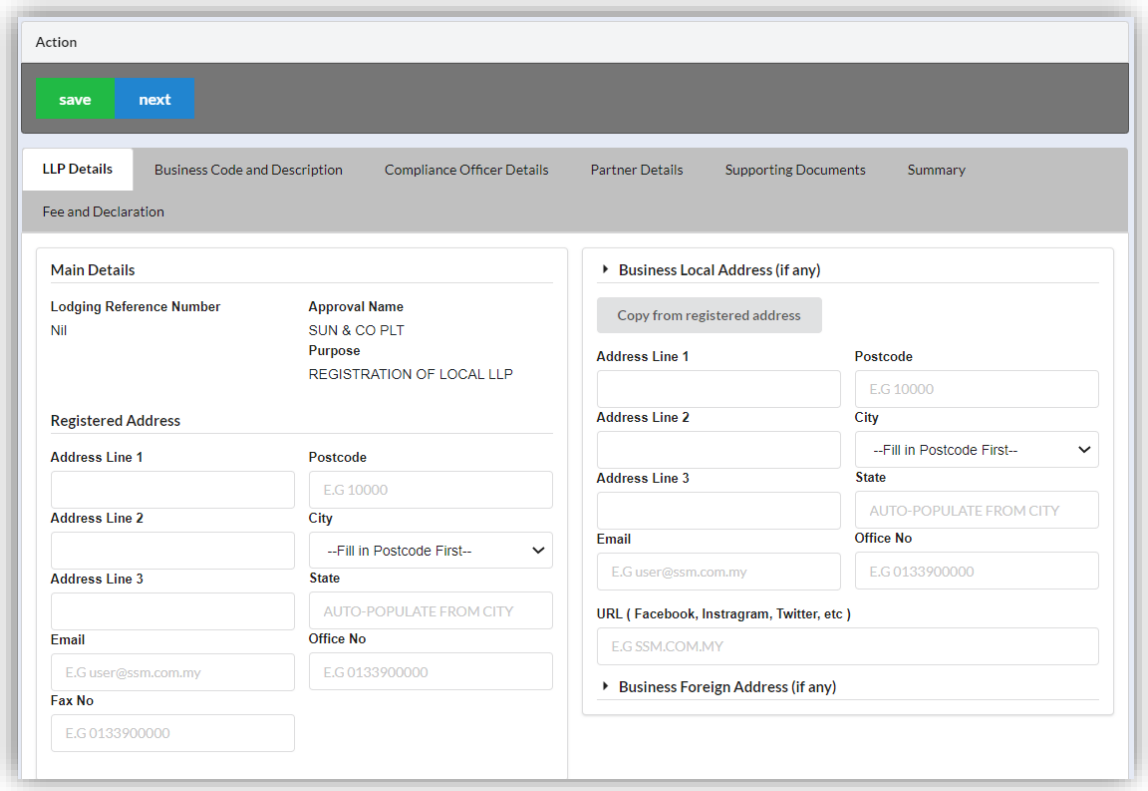
3.1.1.2 After Back Officer Approved Name Reservation

1. Select **My Submission** and choose List of Submission and click *Completed* tab.

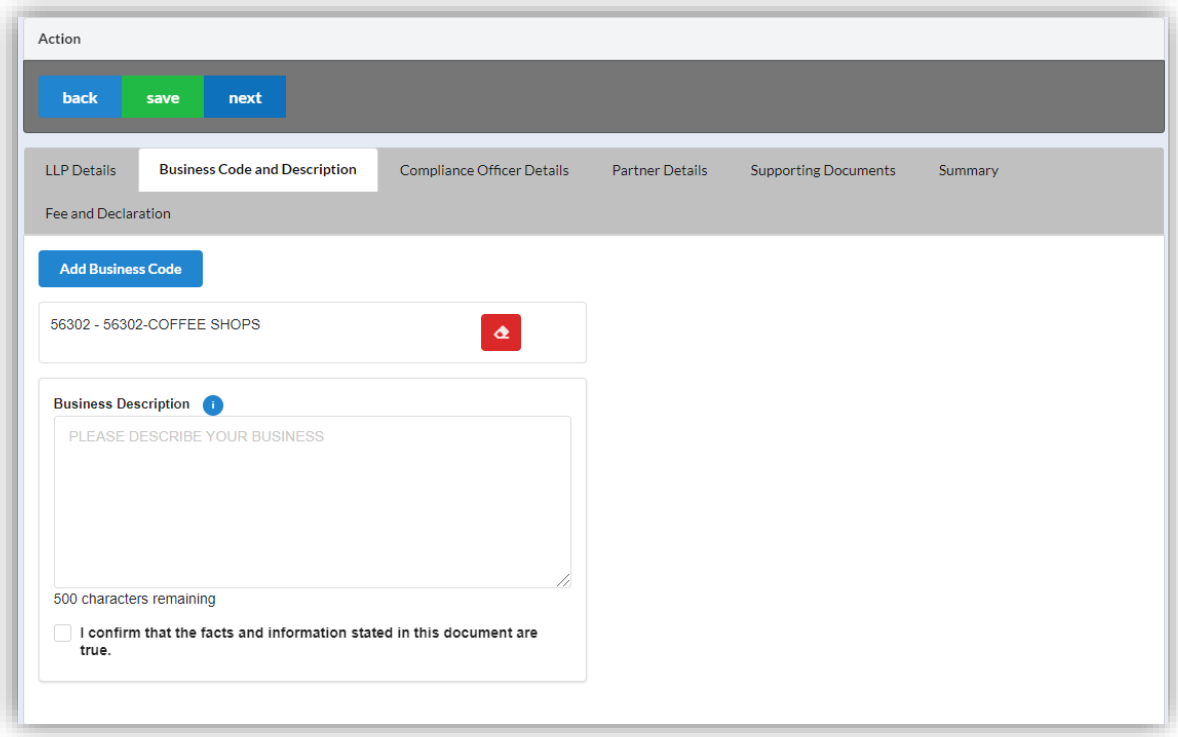
2. Choose a **Name Reservation – Registration of Local LLP** application that user wants to proceed to LLP registration then click *Proceed to LLP* button.



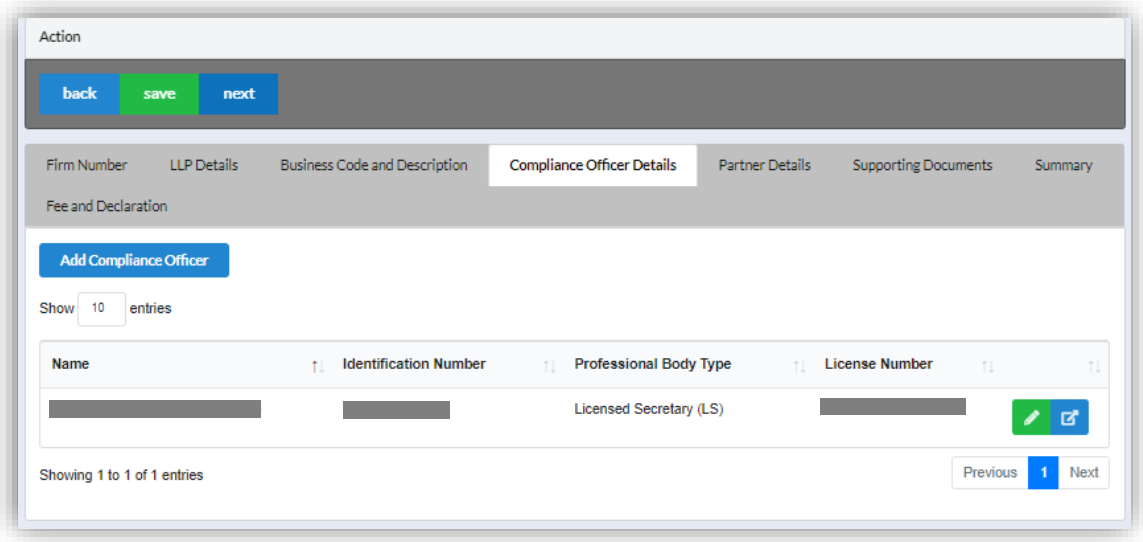
3. Select **LLP Details** and key in data for LLP details and click *Save* button to save data. Click *Next* button.



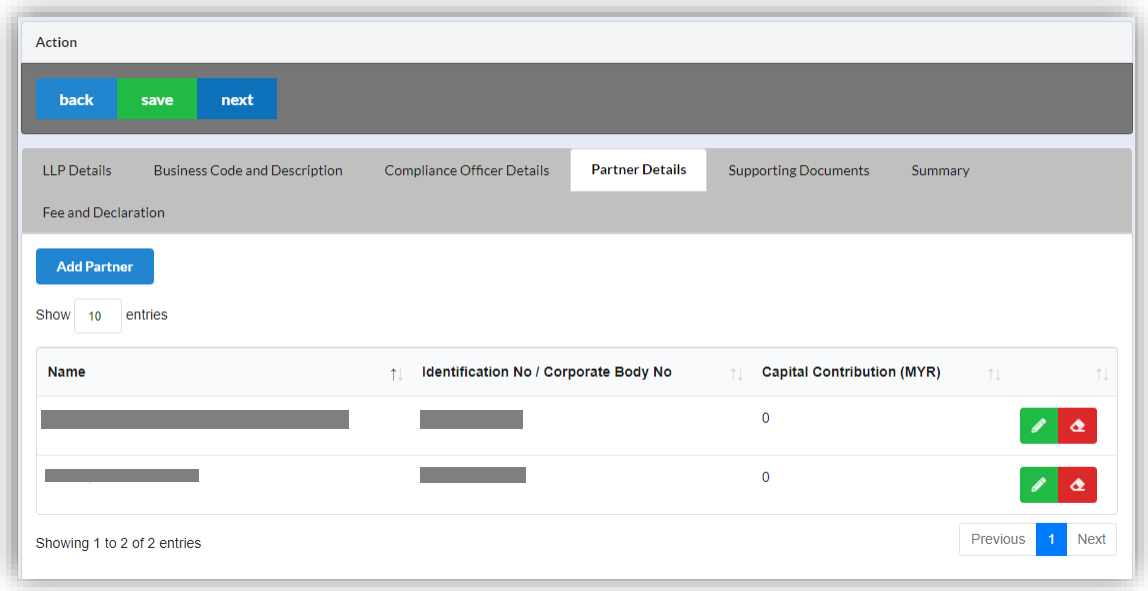
4. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code* button, key in data for business code and click *Save* button.



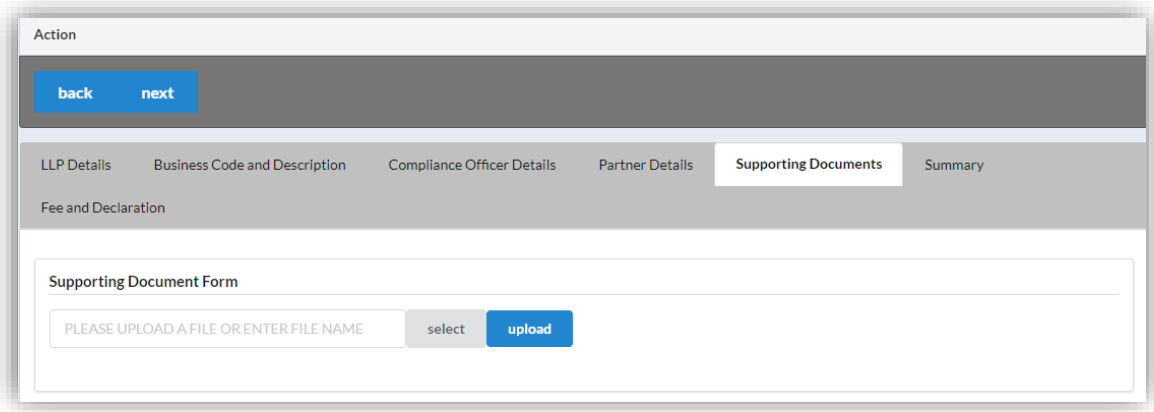
5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



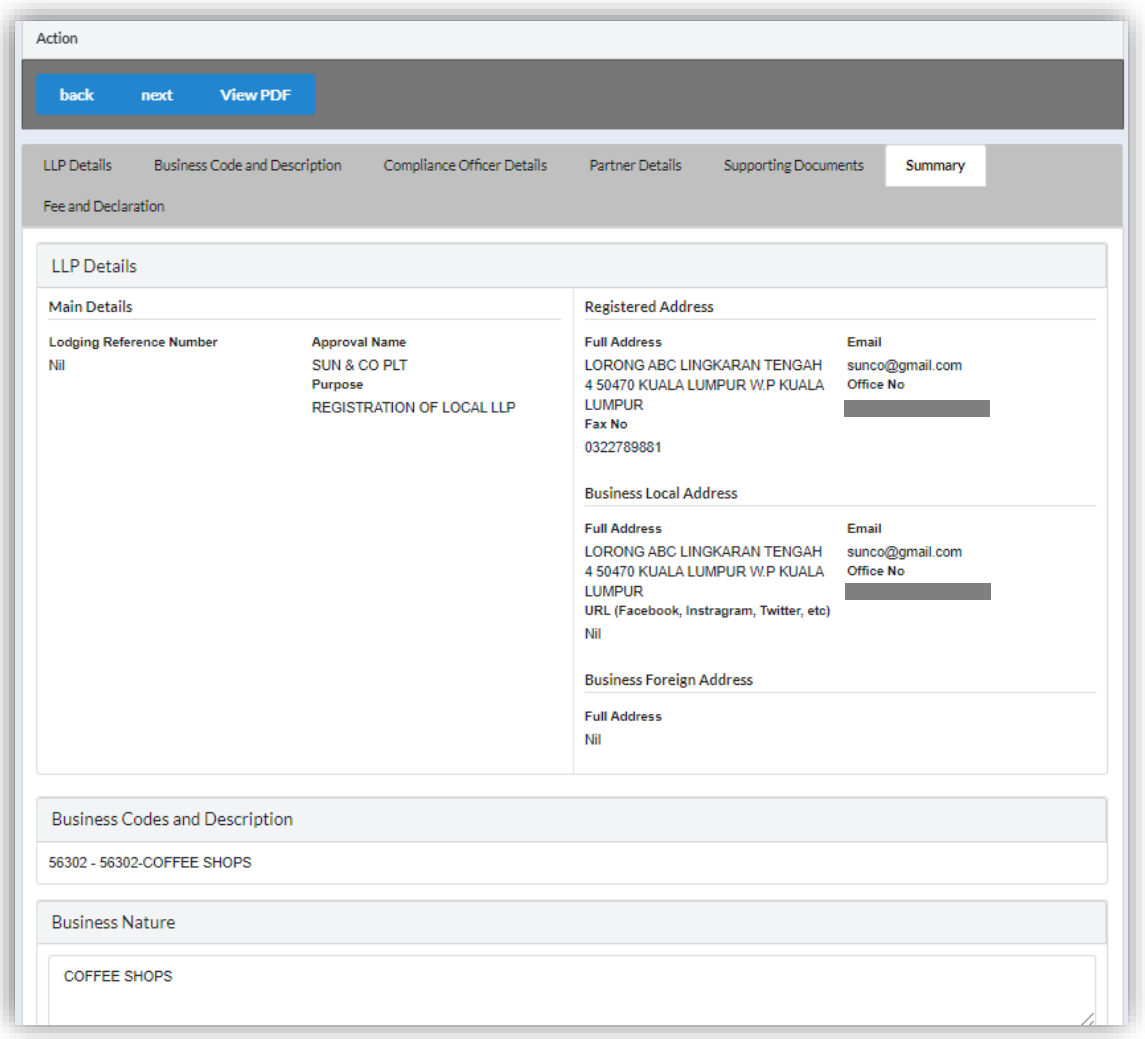
6. Click *Next* button to proceed to **Partner Details** tab, key in data for partner and click *Save* button.



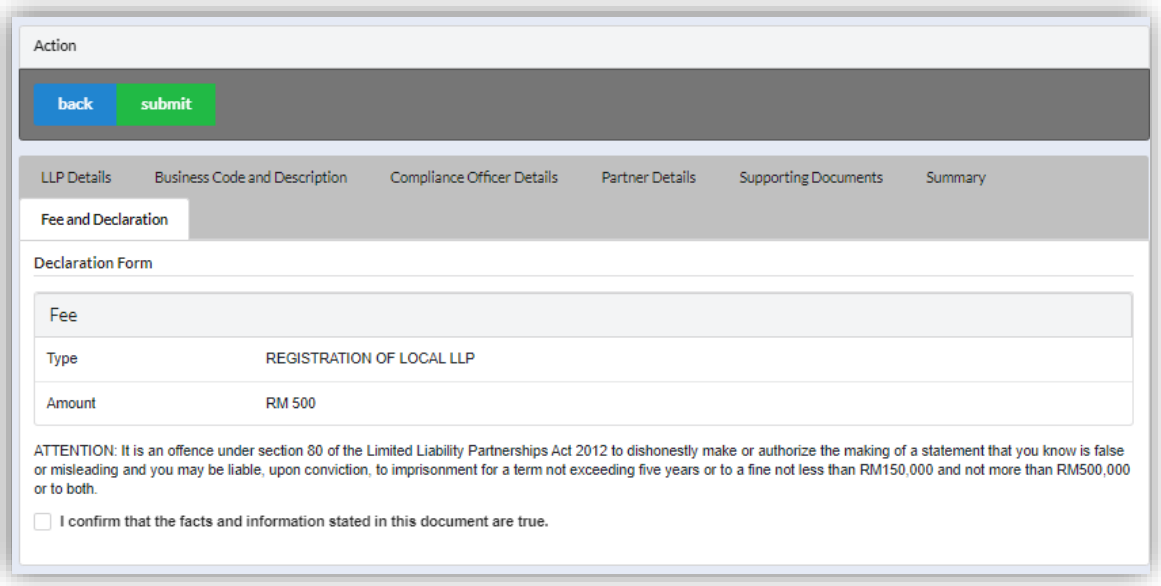
7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



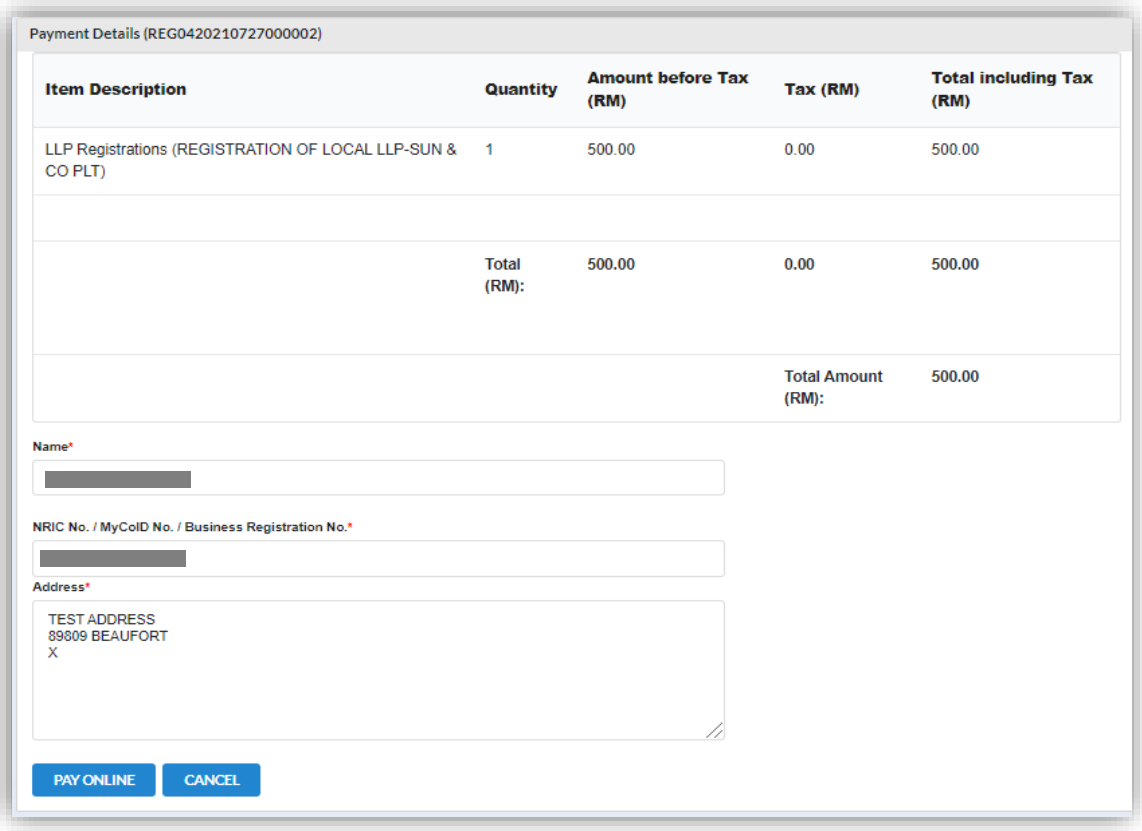
8. Click *Next* button to proceed to **Summary** and view all the changes made.



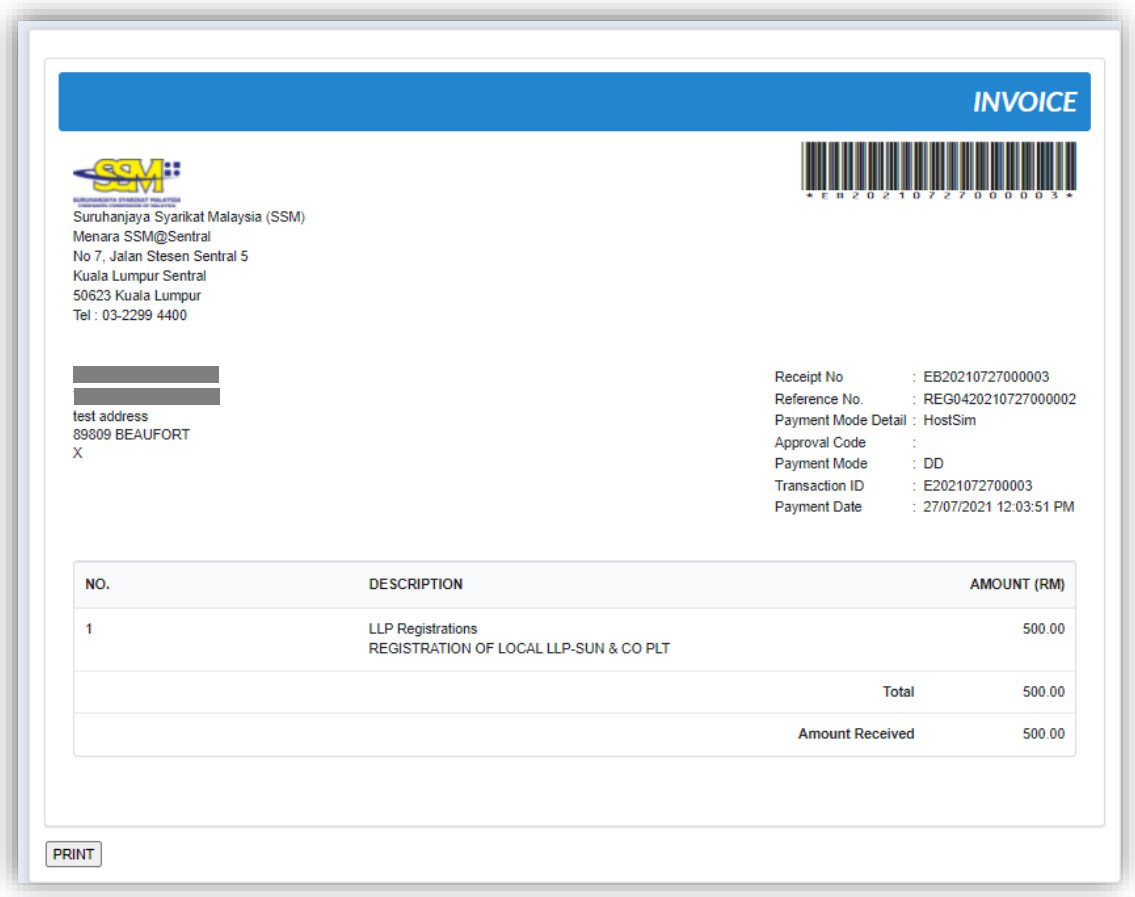
9. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



10. Click Pay Online button.



11.User will be received invoice once they make the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

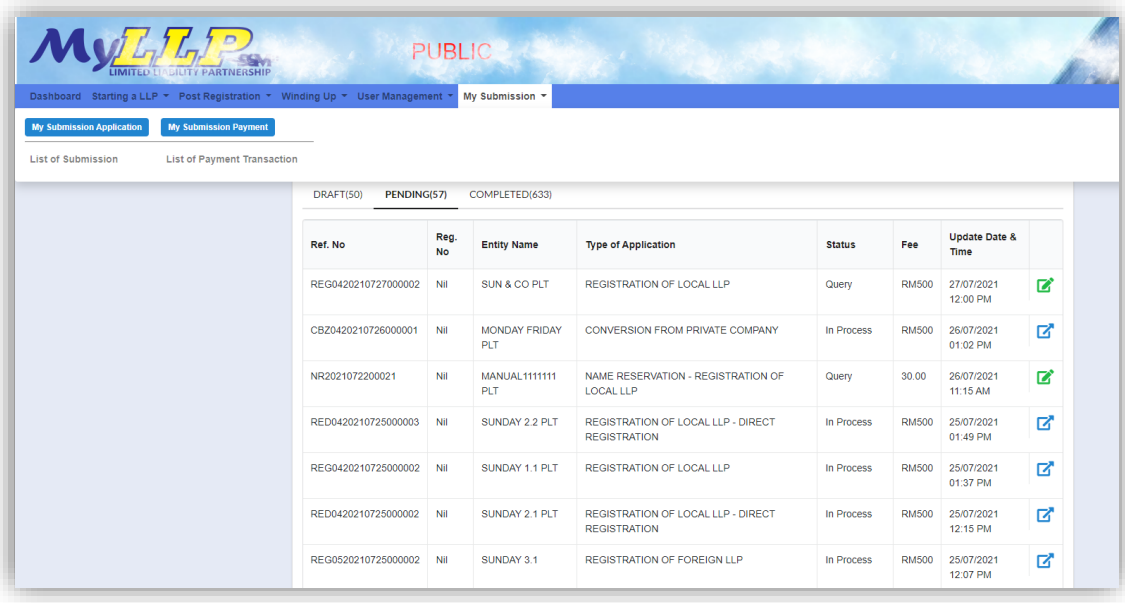
Receipt No : EB20210727000003
Reference No. : REG0420210727000002
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021072700003
Payment Date : 27/07/2021 12:03:51 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF LOCAL LLP-SUN & CO PLT	500.00
	Total	500.00
	Amount Received	500.00

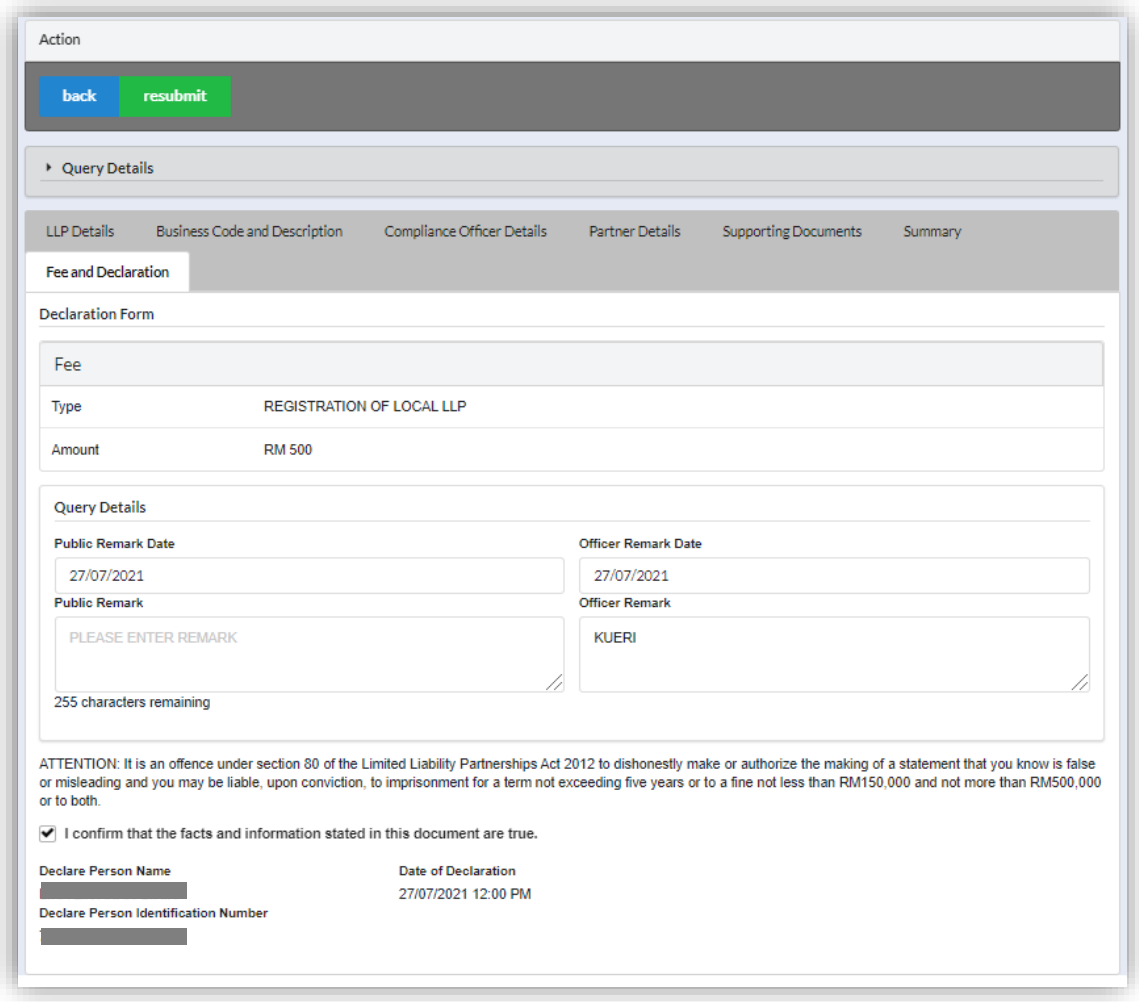
PRINT

3.1.1.3 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.



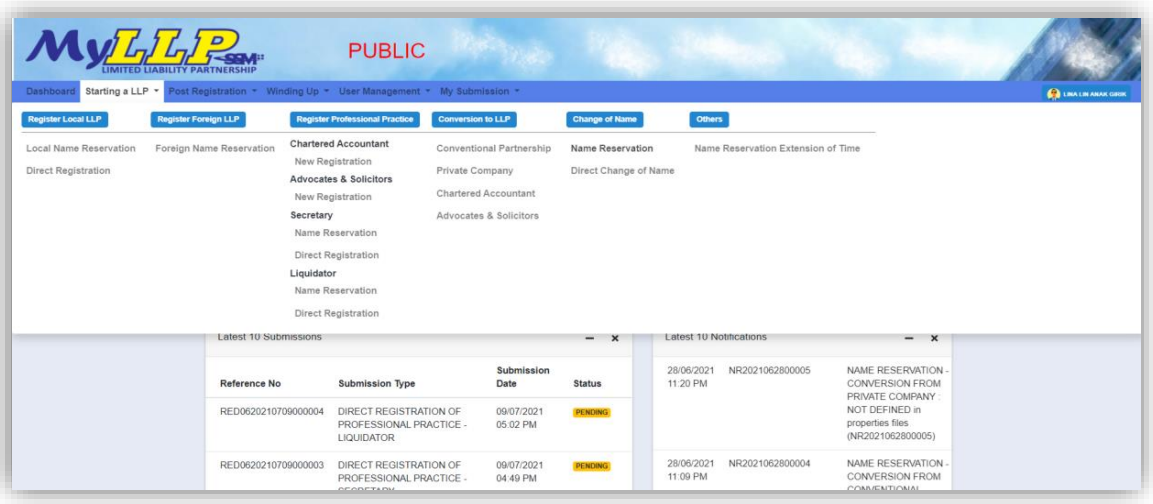
2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.



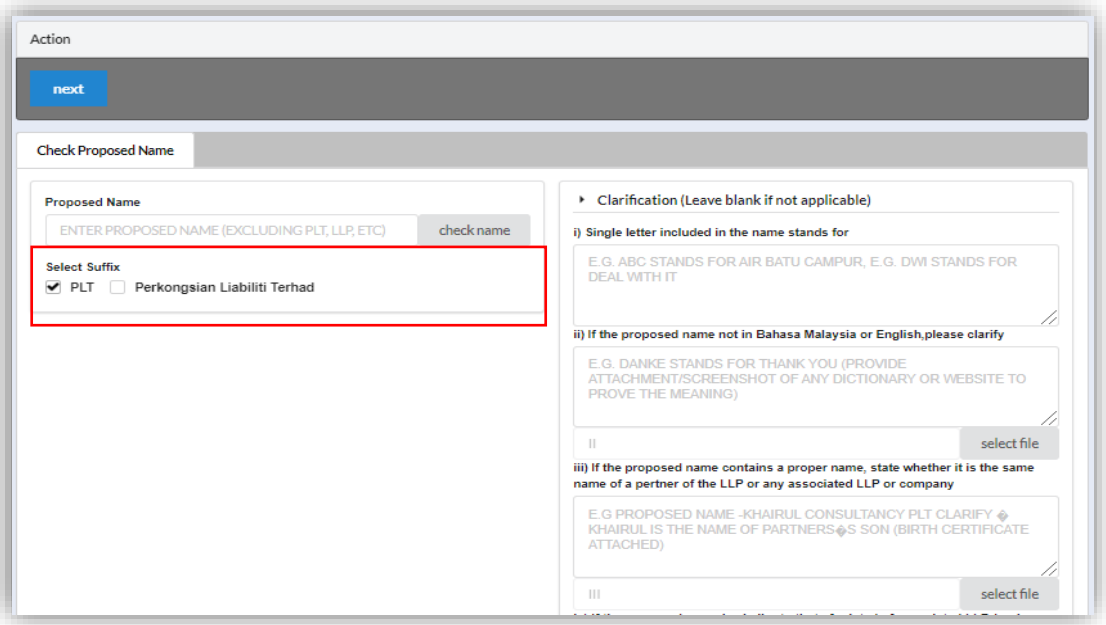
3.1.2 Direct Registration

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

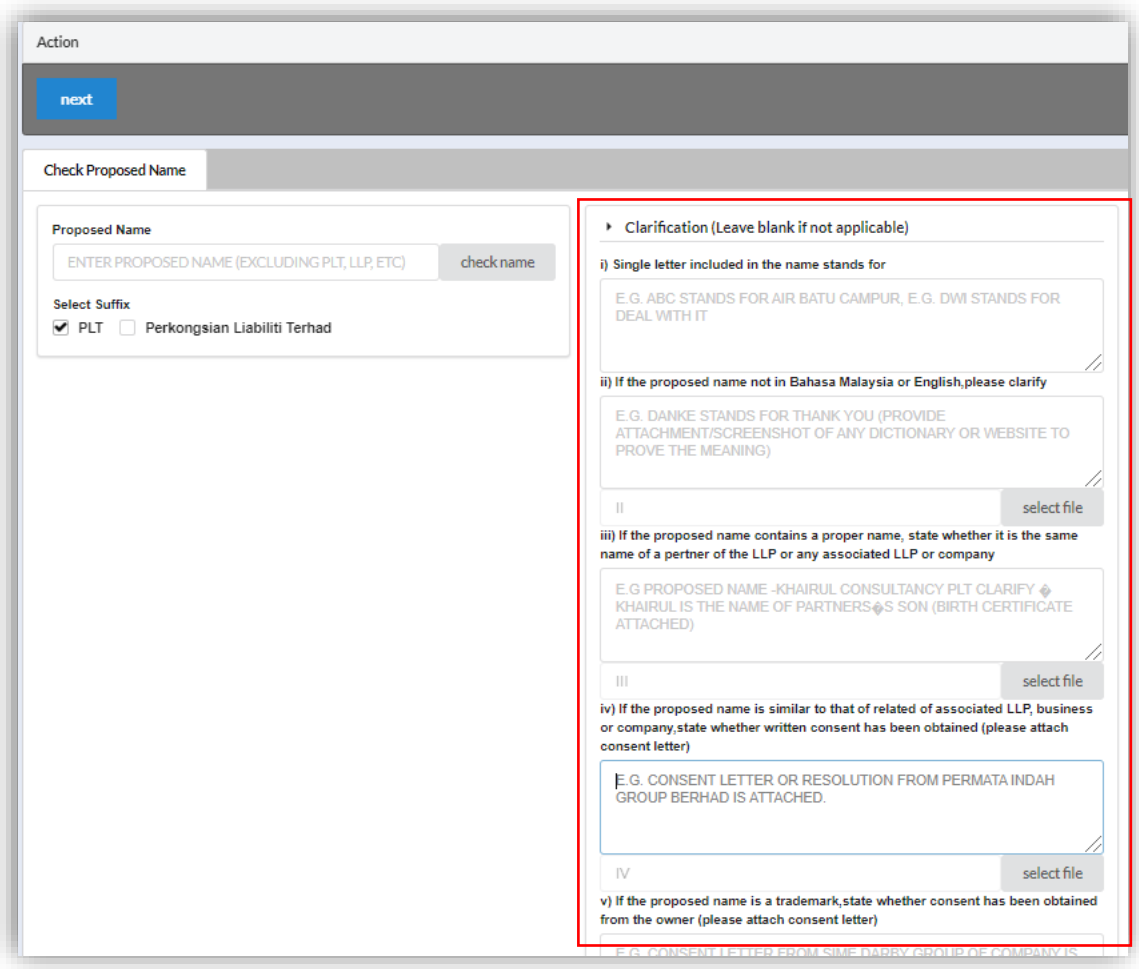
2. Select **Starting a LLP** on the menu bar and click **Direct registration** under Register Local LLP.



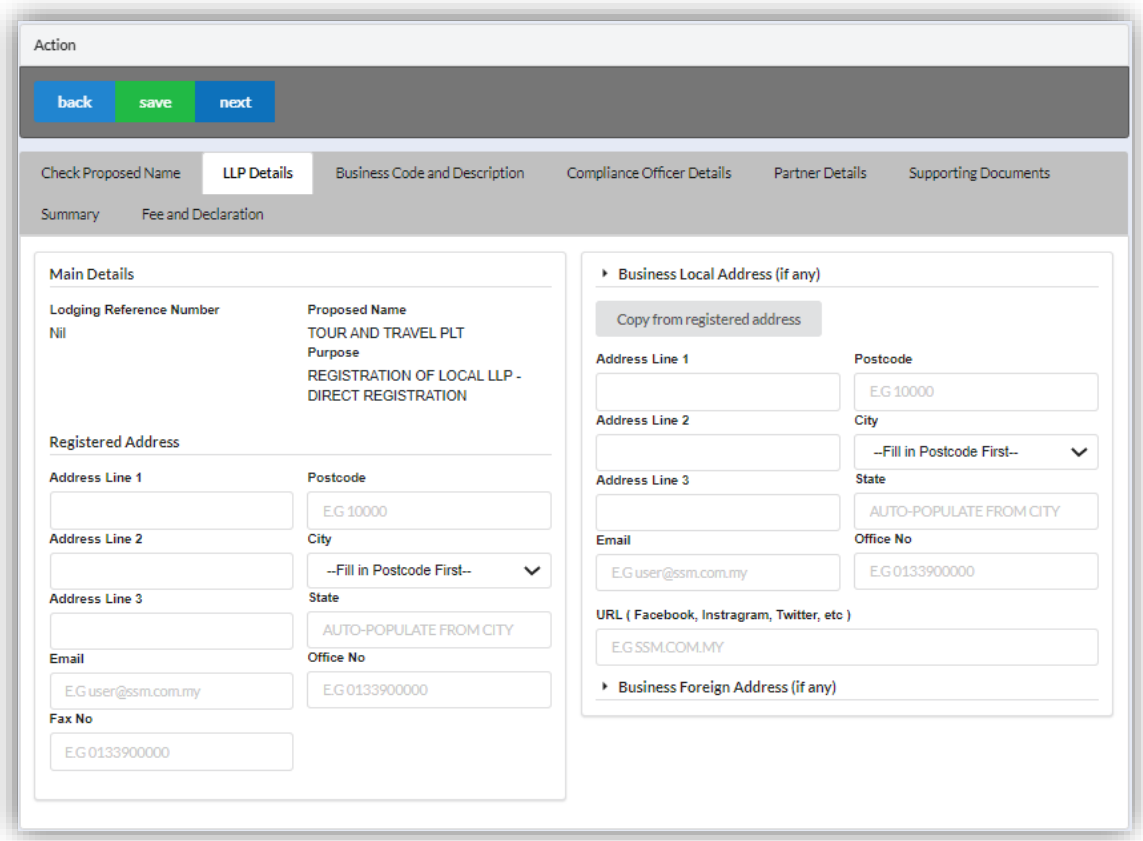
3. Key in **Proposed Name** in the textbox and click *Check Name* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.



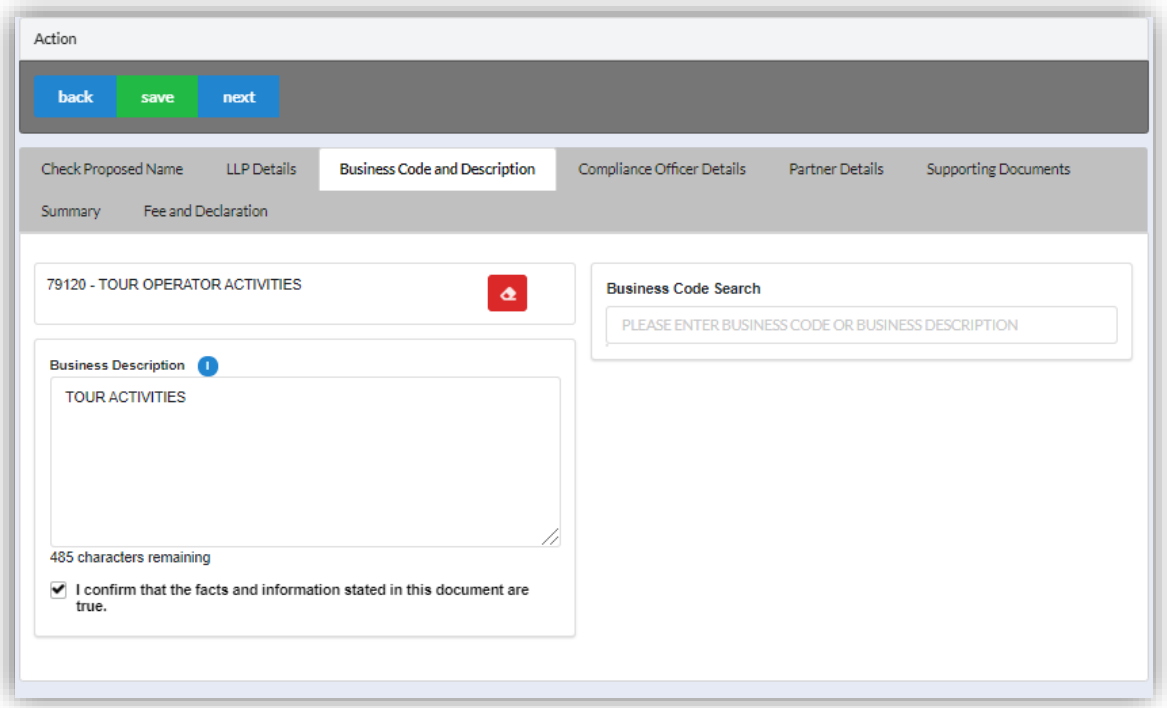
4. Key in **Clarification** form and upload **supporting documents** leave it blank if not applicable.



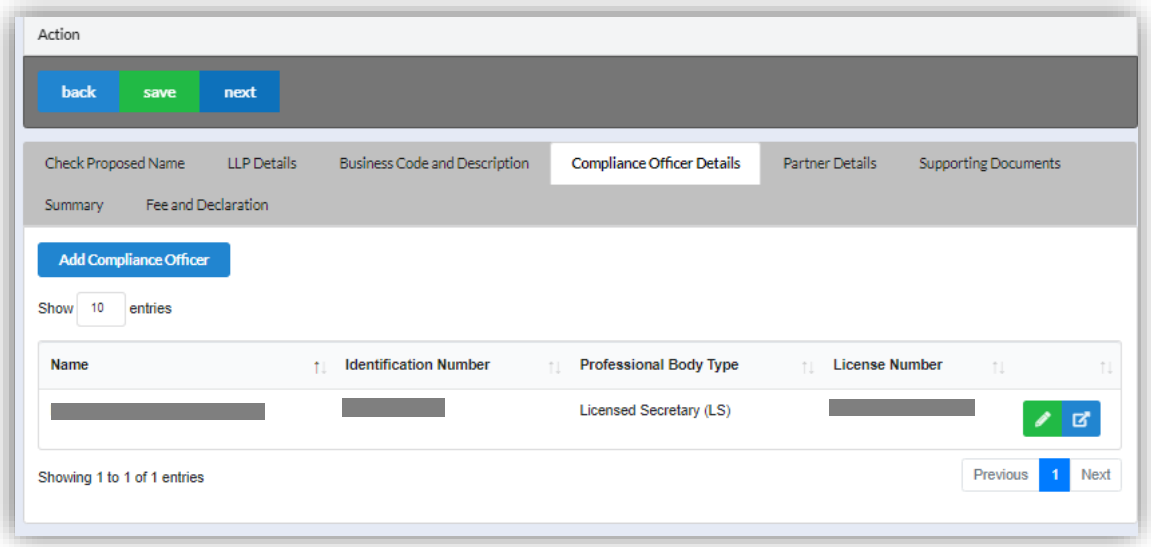
5. Select **LLP Details** and key in data for LLP details and click *Save* button.



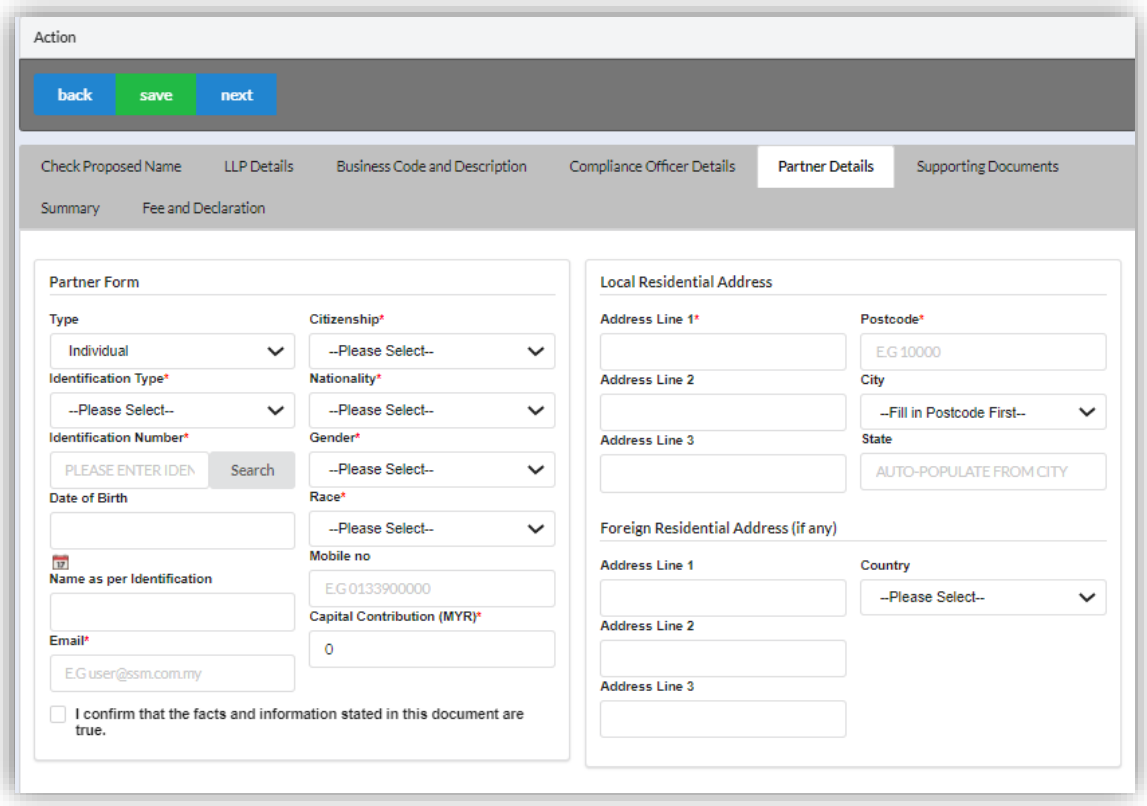
6. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code,* key in data for business code and click *Save* button.



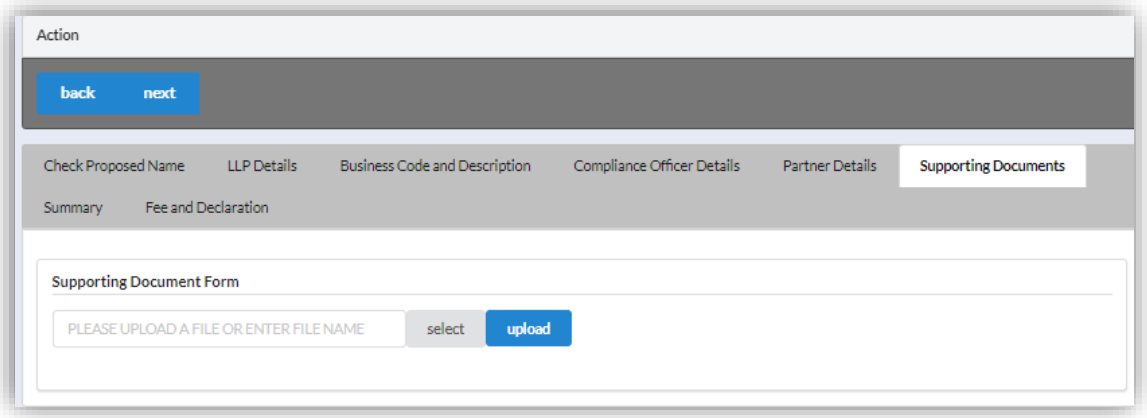
7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



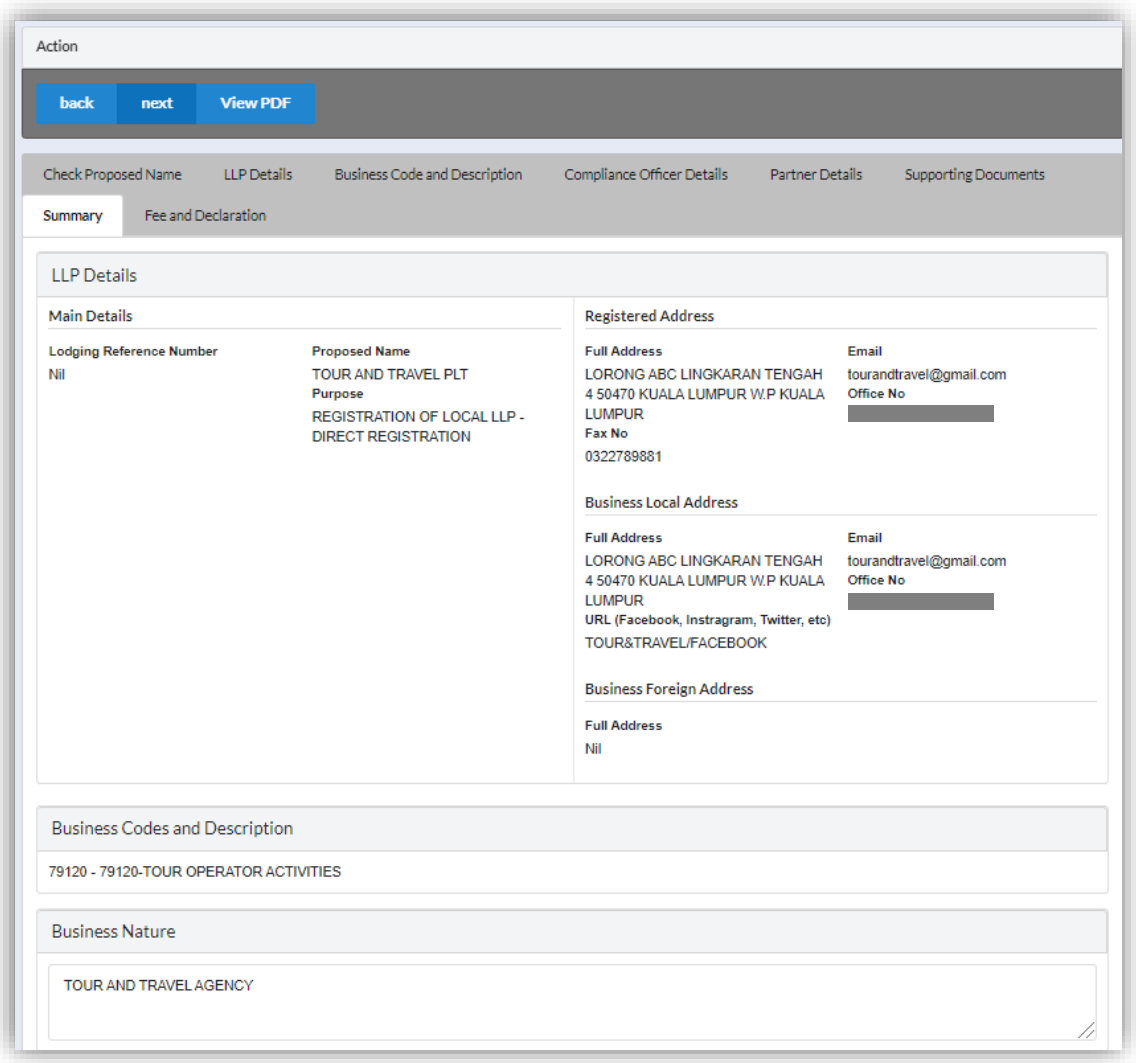
8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



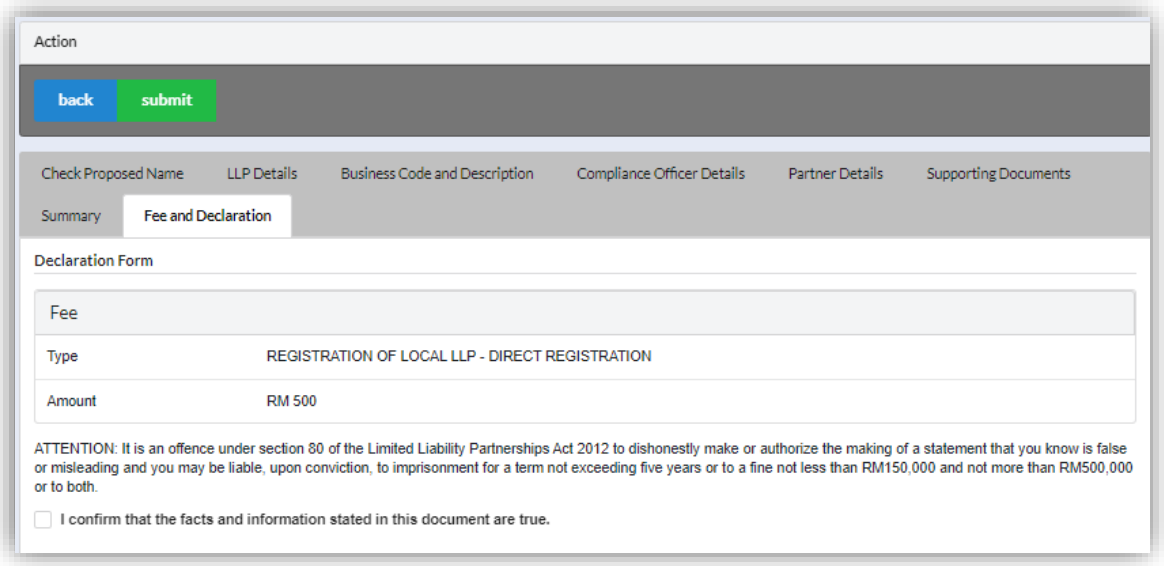
9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



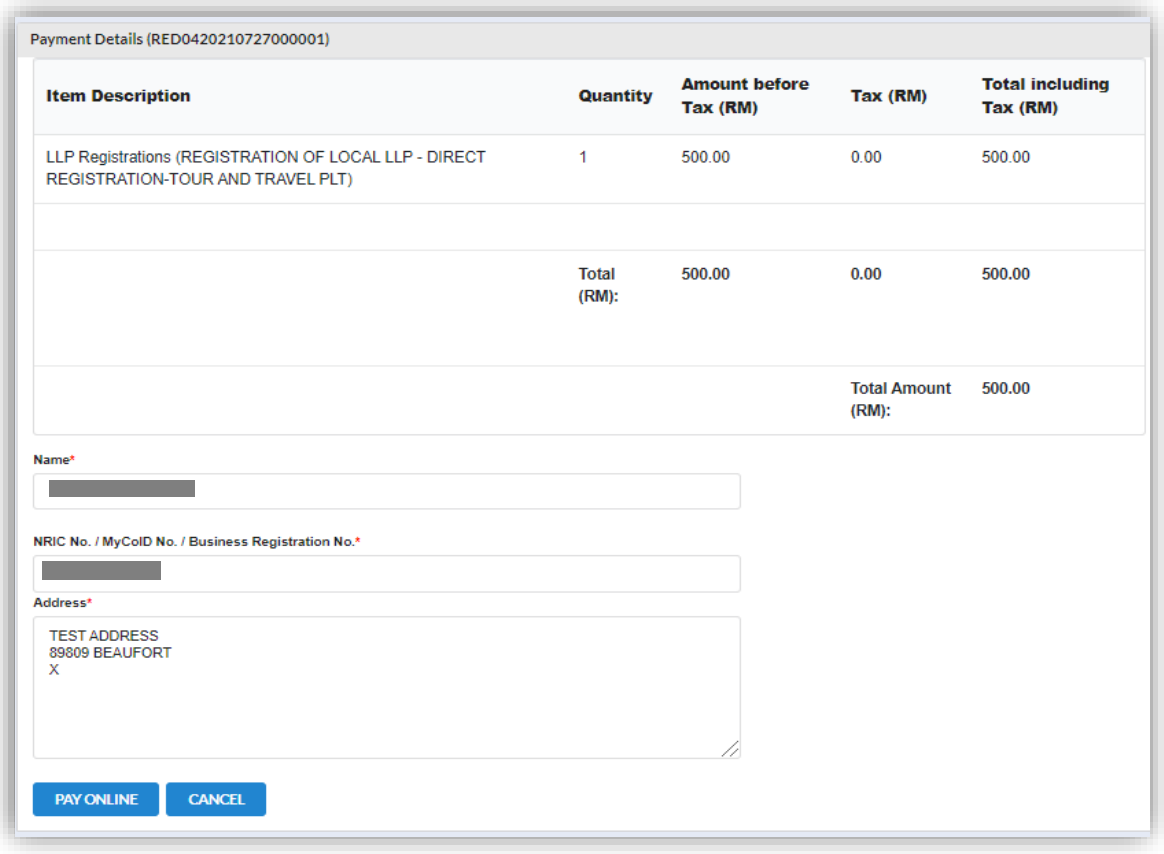
10.Click *Next* button to proceed to **Summary** and view all the changes made.



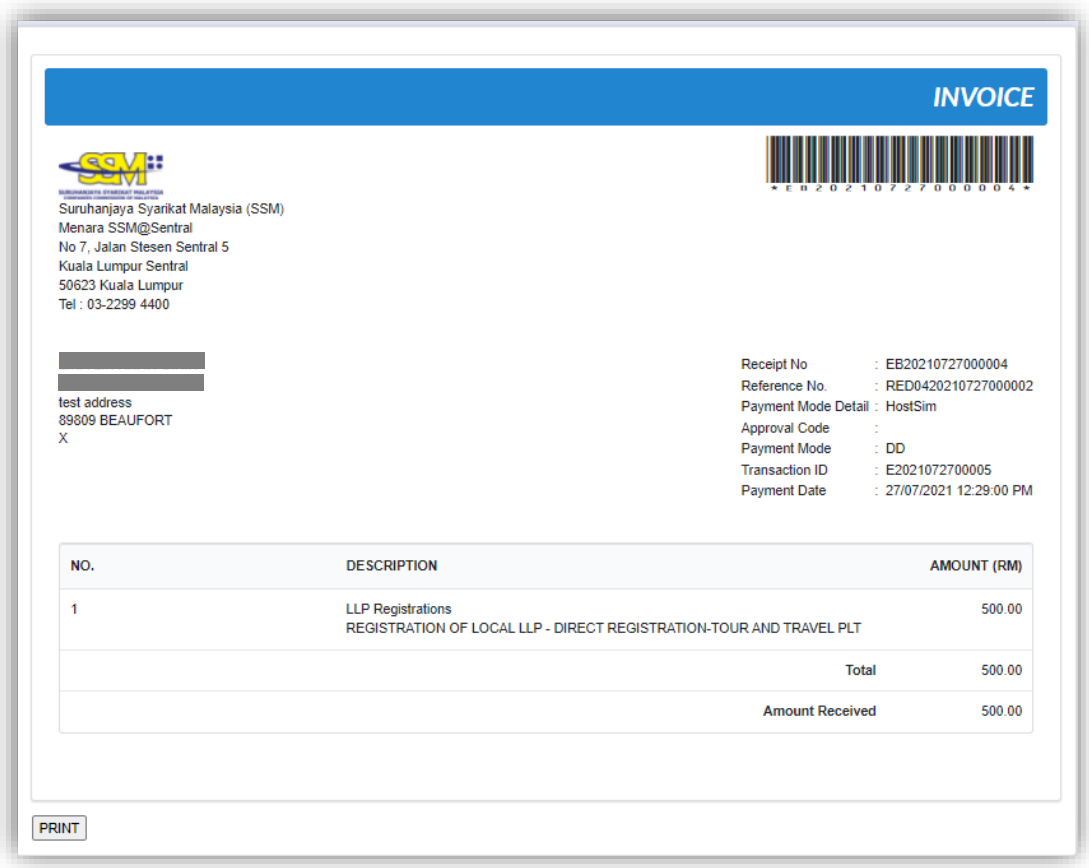
11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



12. Click *Pay Online* button to proceed for payment.



13.User will received invoice once they make the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

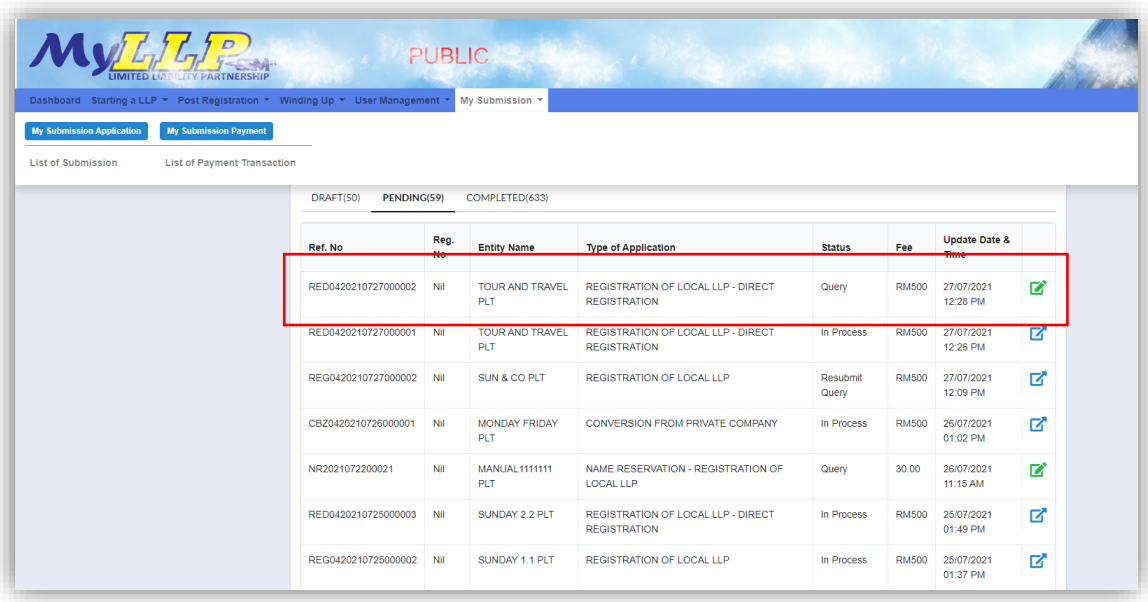
Receipt No	: EB20210727000004
Reference No.	: RED0420210727000002
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072700005
Payment Date	: 27/07/2021 12:29:00 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-TOUR AND TRAVEL PLT	500.00
	Total	500.00
	Amount Received	500.00

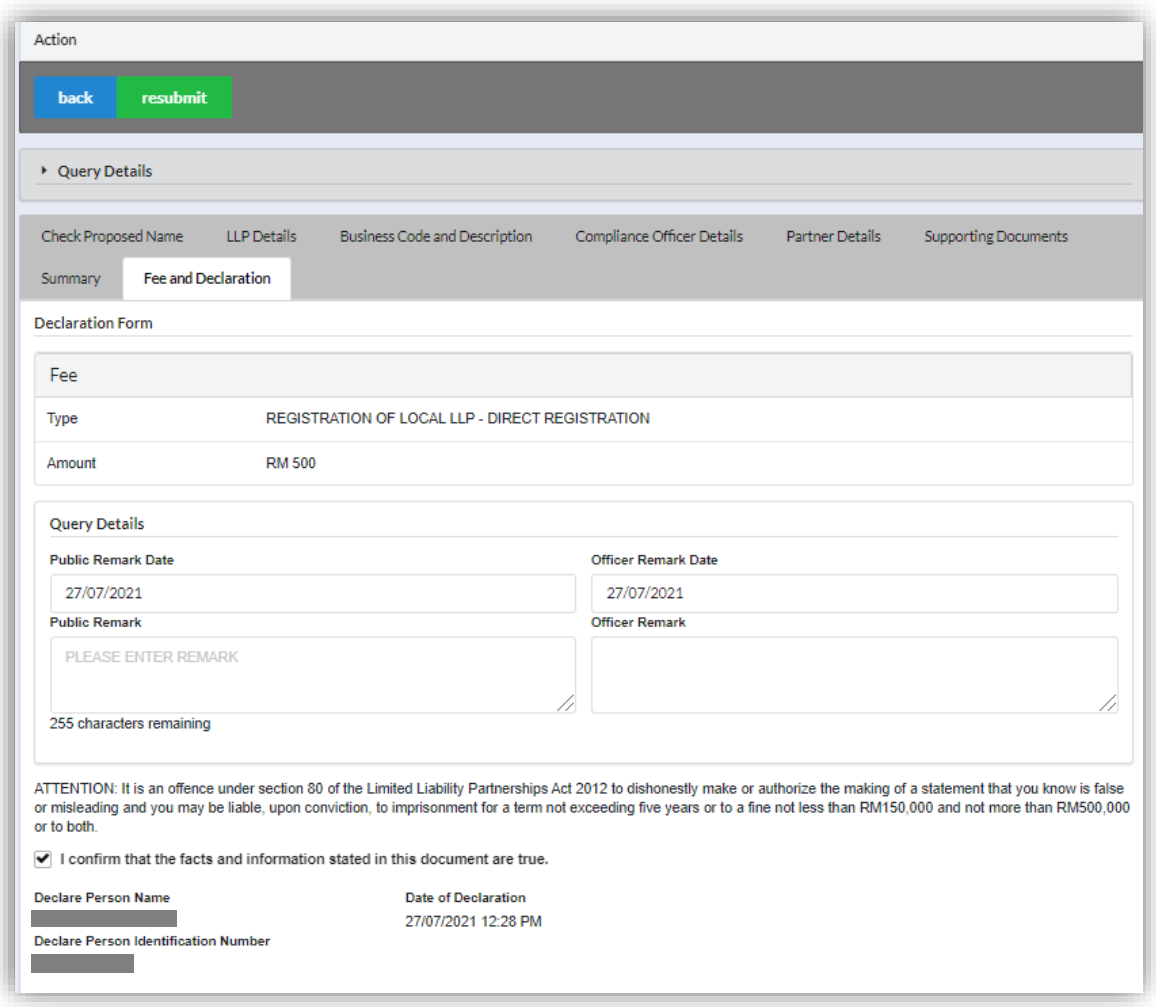
PRINT

3.1.2.1 If Back Officer Made Query on Name Reservation Application

1. Select **My Submission**, click List of Submission, choose a Registration of Local LLP – Direct Registration with status of "Query" and click *Edit* action button to make query.

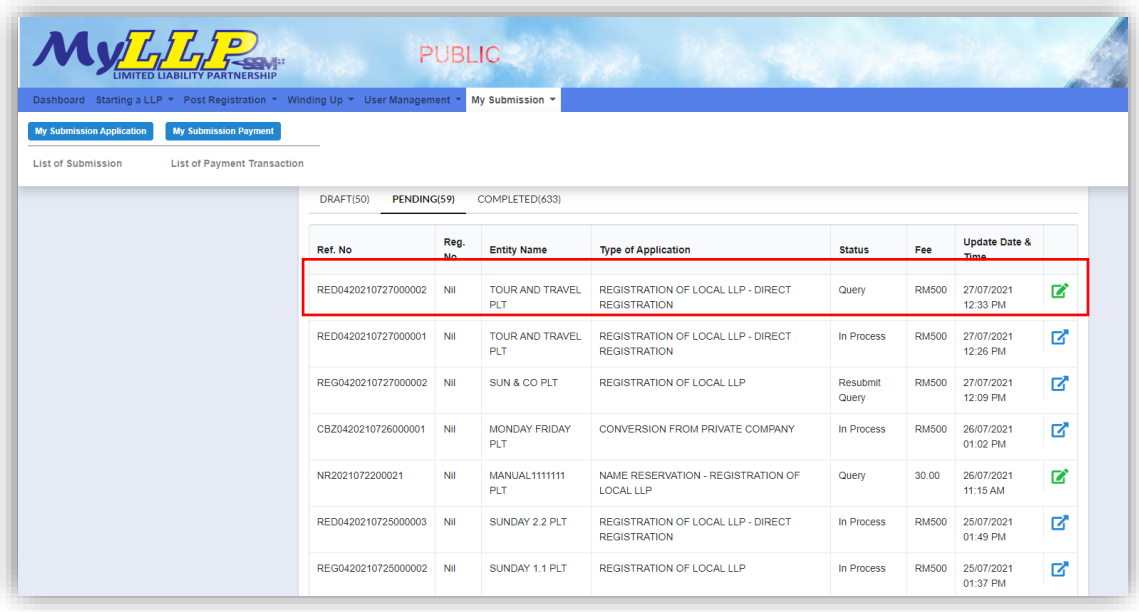


2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

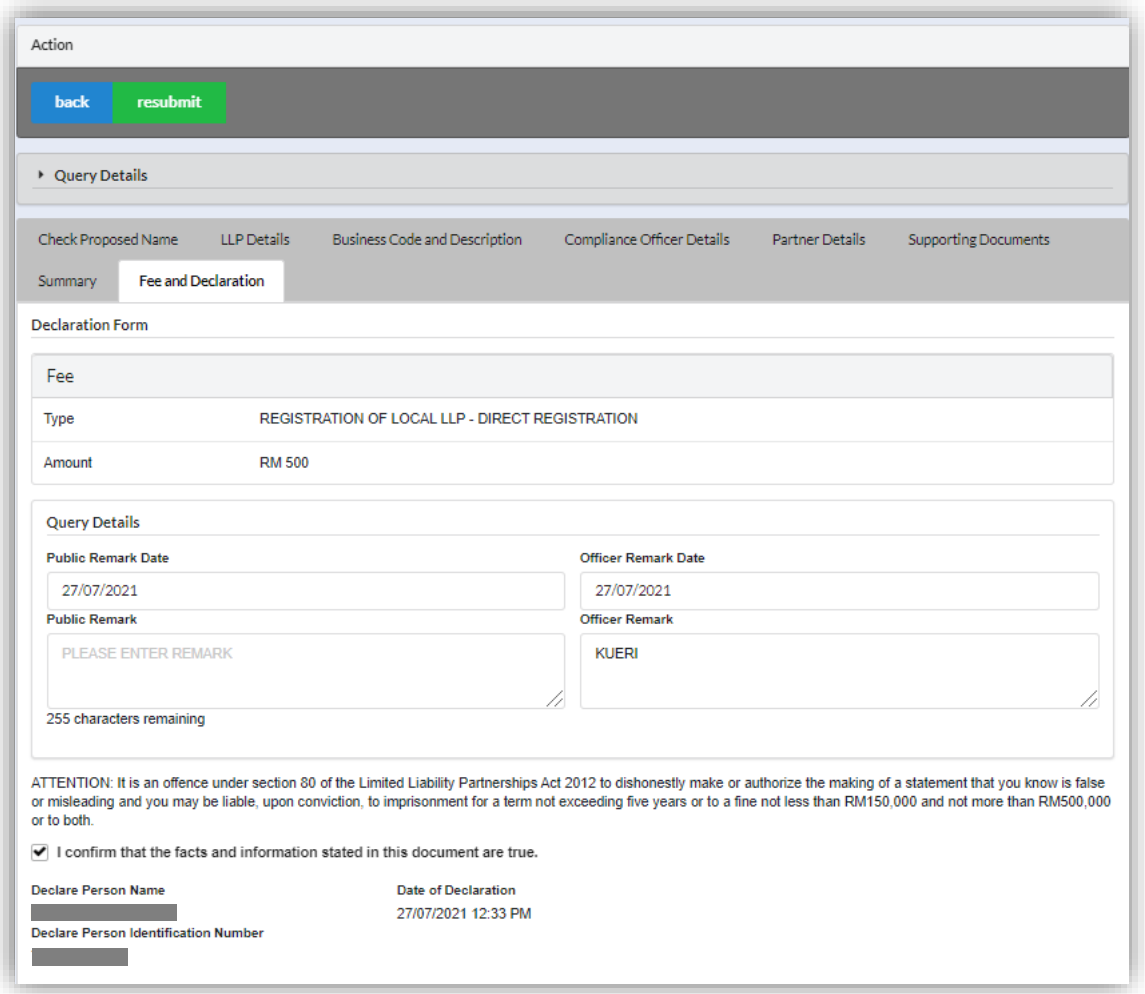


3.1.2.2 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.



2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

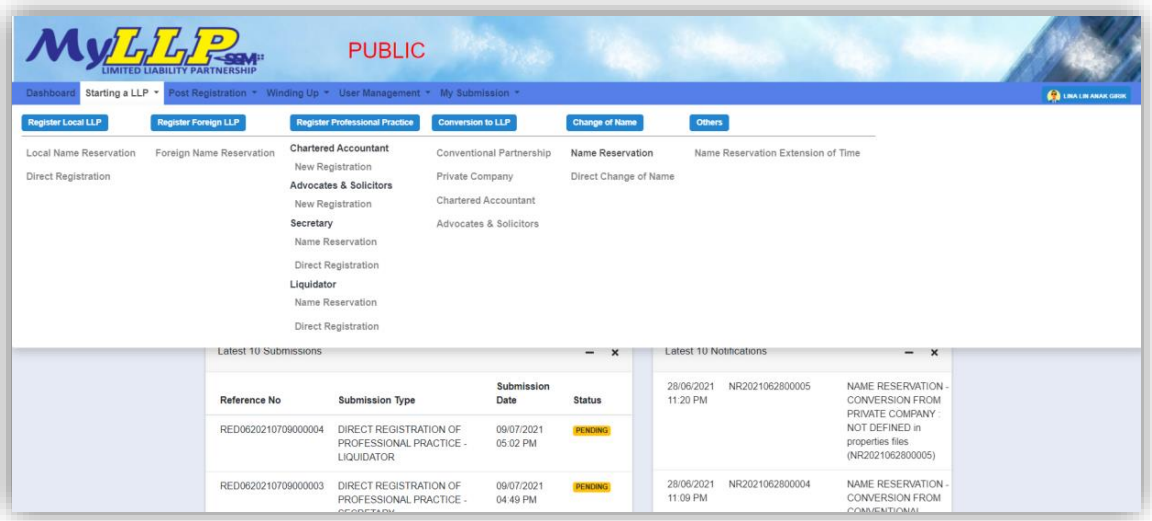


3.2 Register of Foreign LLP

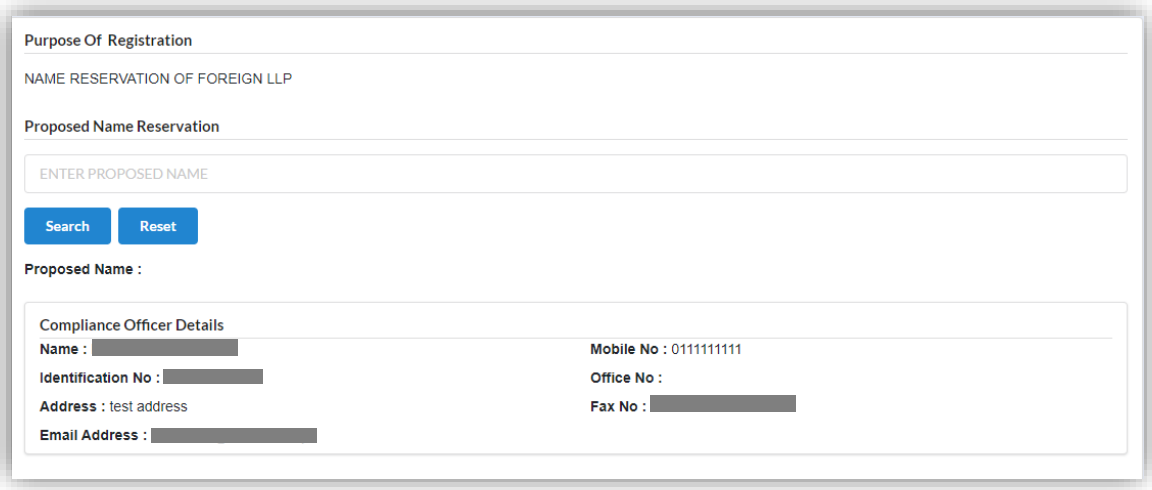
3.2.1 Foreign Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

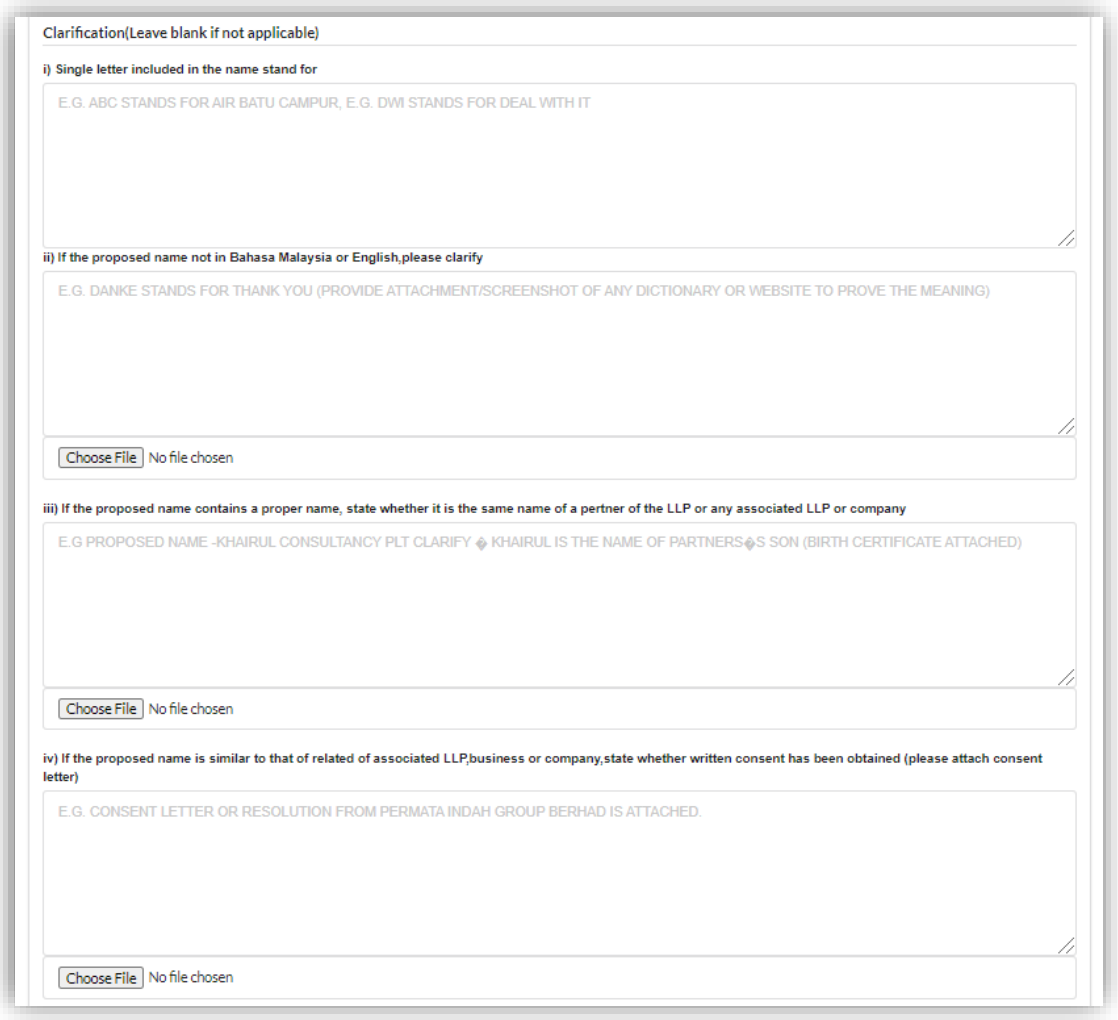
2. Select **Starting a LLP** on the menu bar and click **Foreign Name Reservation** under Register Foreign LLP.



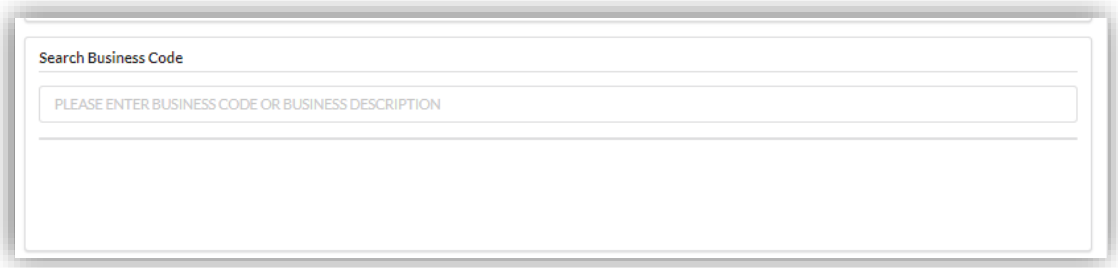
3. Key in **Proposed Name Reservation** and click *Search* button.



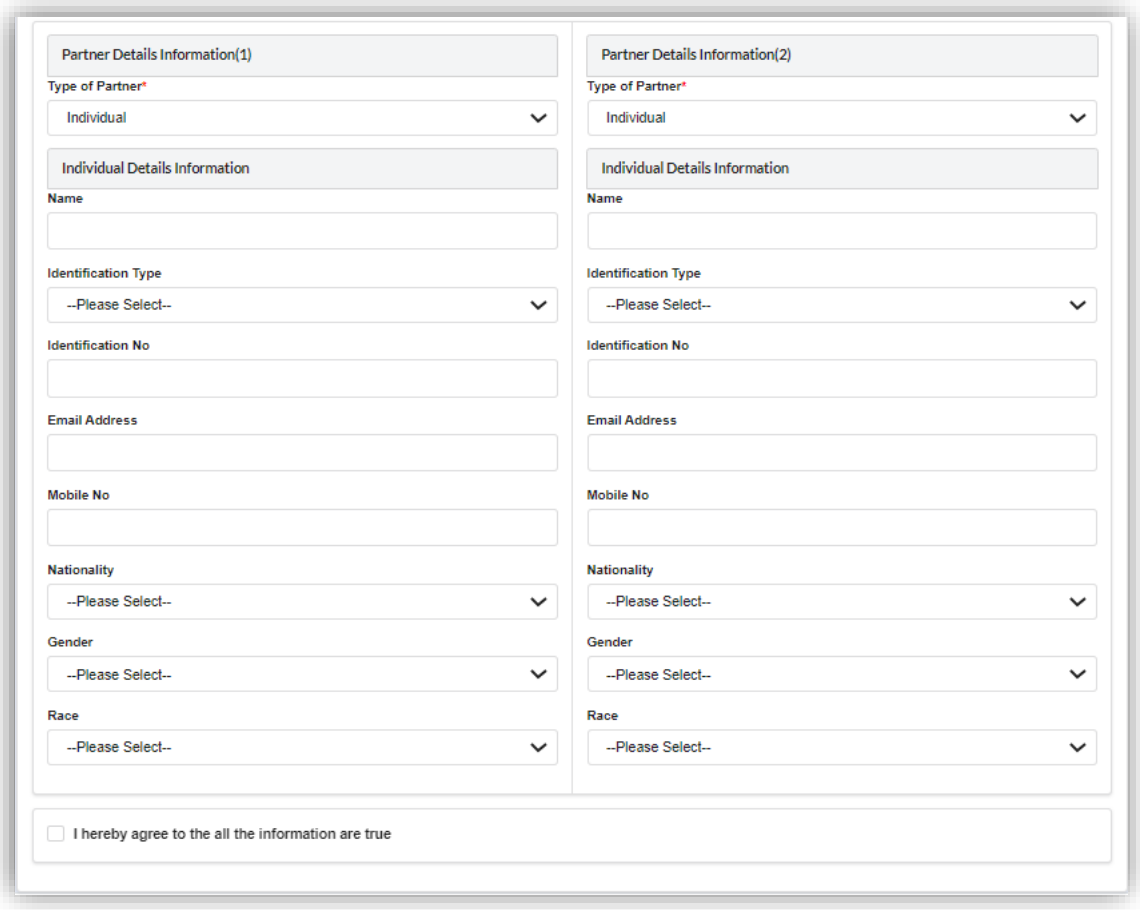
4. Key in Clarification Form and upload supporting documents. Leave blank if not applicable.



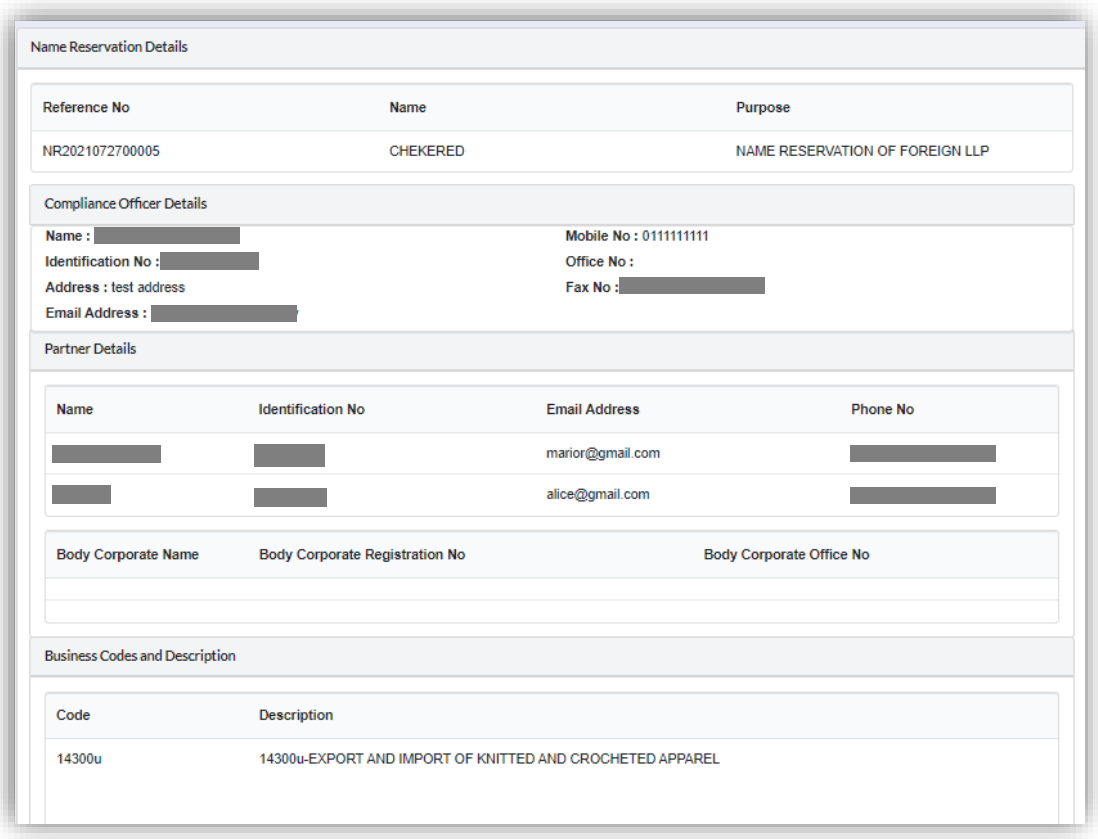
5. Select **Business Code**.



6. Key in **Partner Details** for both partner and tick confirmation checkbox to proceed and click *Submit* button.



7. The summary page for the application will be displayed.



Name Reservation Details

Reference No	Name	Purpose
NR2021072700005	CHEKERED	NAME RESERVATION OF FOREIGN LLP

Compliance Officer Details

Name : [redacted]
Identification No : [redacted]
Address : test address
Email Address : [redacted]
Mobile No : 0111111111
Office No :
Fax No : [redacted]

Partner Details

Name	Identification No	Email Address	Phone No
[redacted]	[redacted]	marior@gmail.com	[redacted]
[redacted]	[redacted]	alice@gmail.com	[redacted]

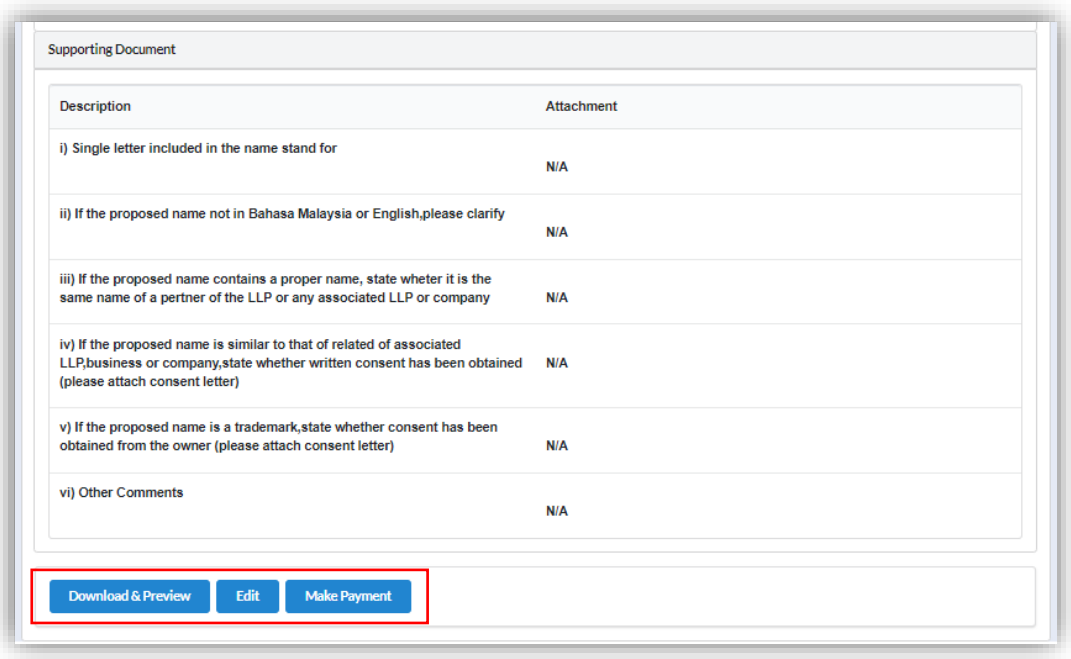
Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description

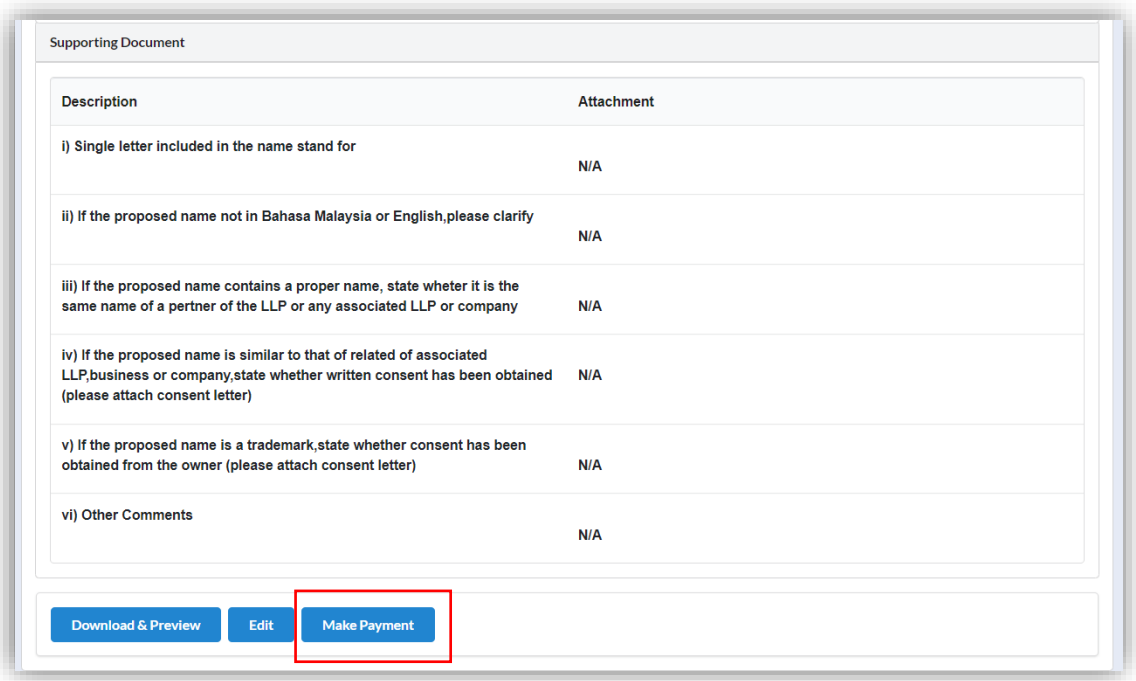
Code	Description
14300u	14300u-EXPORT AND IMPORT OF KNITTED AND CROCHETED APPAREL

8. User able to download and preview the summary by click on *Download & Preview* button.

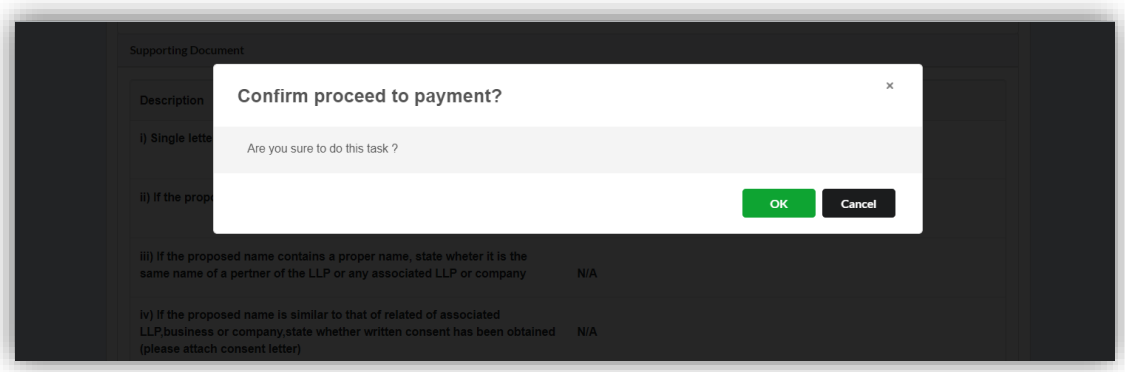
9. To edit document, click on *Edit* button.



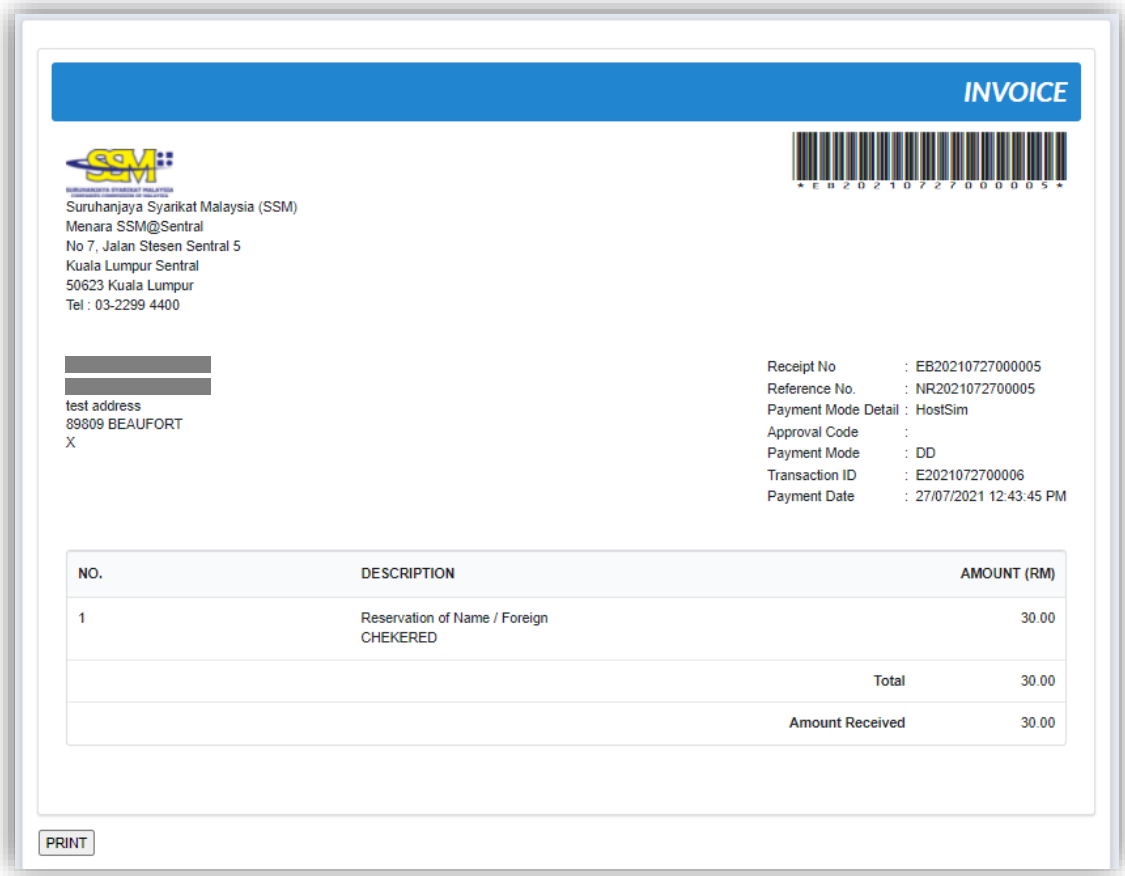
10. Proceed to make payment after confirming the details input by clicking *Make Payment* button.



11.Click OK button to proceed to payment page.



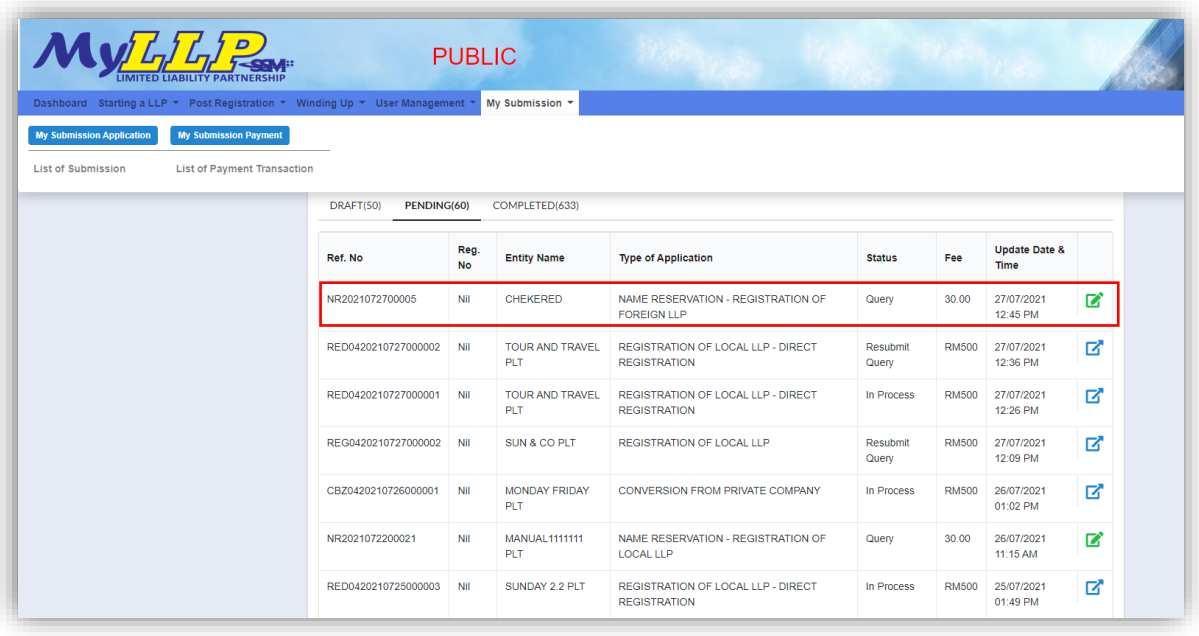
12.Invoice will be received by user once payment has been made.



3.2.1.1 If Back Officer Has Made Query on Name Reservation

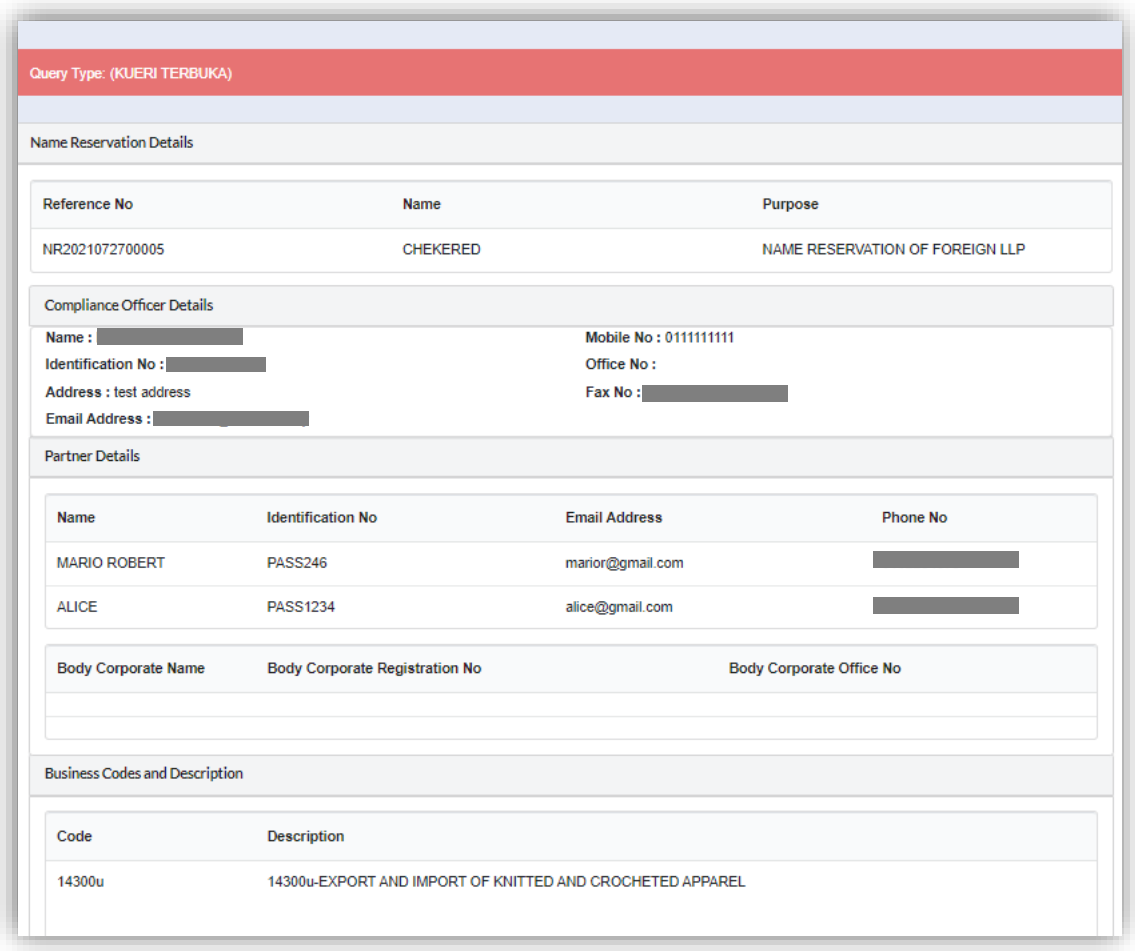
1. Select **My Submission** on the menu bar and choose List of Submission.

2. Choose an entity with type of **Name Reservation – Registration of Foreign LLP** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time
NR2021072700005	Nil	CHEKERED	NAME RESERVATION - REGISTRATION OF FOREIGN LLP	Query	30.00	27/07/2021 12:45 PM
RED0420210727000002	Nil	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	Resubmit Query	RM500	27/07/2021 12:36 PM
RED0420210727000001	Nil	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	27/07/2021 12:26 PM
REG0420210727000002	Nil	SUN & CO PLT	REGISTRATION OF LOCAL LLP	Resubmit Query	RM500	27/07/2021 12:09 PM
CBZ0420210726000001	Nil	MONDAY FRIDAY PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	26/07/2021 01:02 PM
NR2021072200021	Nil	MANUAL1111111 PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	26/07/2021 11:15 AM
RED0420210725000003	Nil	SUNDAY 2.2 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	25/07/2021 01:49 PM

3. The query application summary will be appeared.



Query Type: (KUERI TERBUKA)

Name Reservation Details

Reference No	Name	Purpose
NR2021072700005	CHEKERED	NAME RESERVATION OF FOREIGN LLP

Compliance Officer Details

Name : [redacted]
Identification No : [redacted]
Address : test address
Email Address : [redacted]
Mobile No : 0111111111
Office No :
Fax No : [redacted]

Partner Details

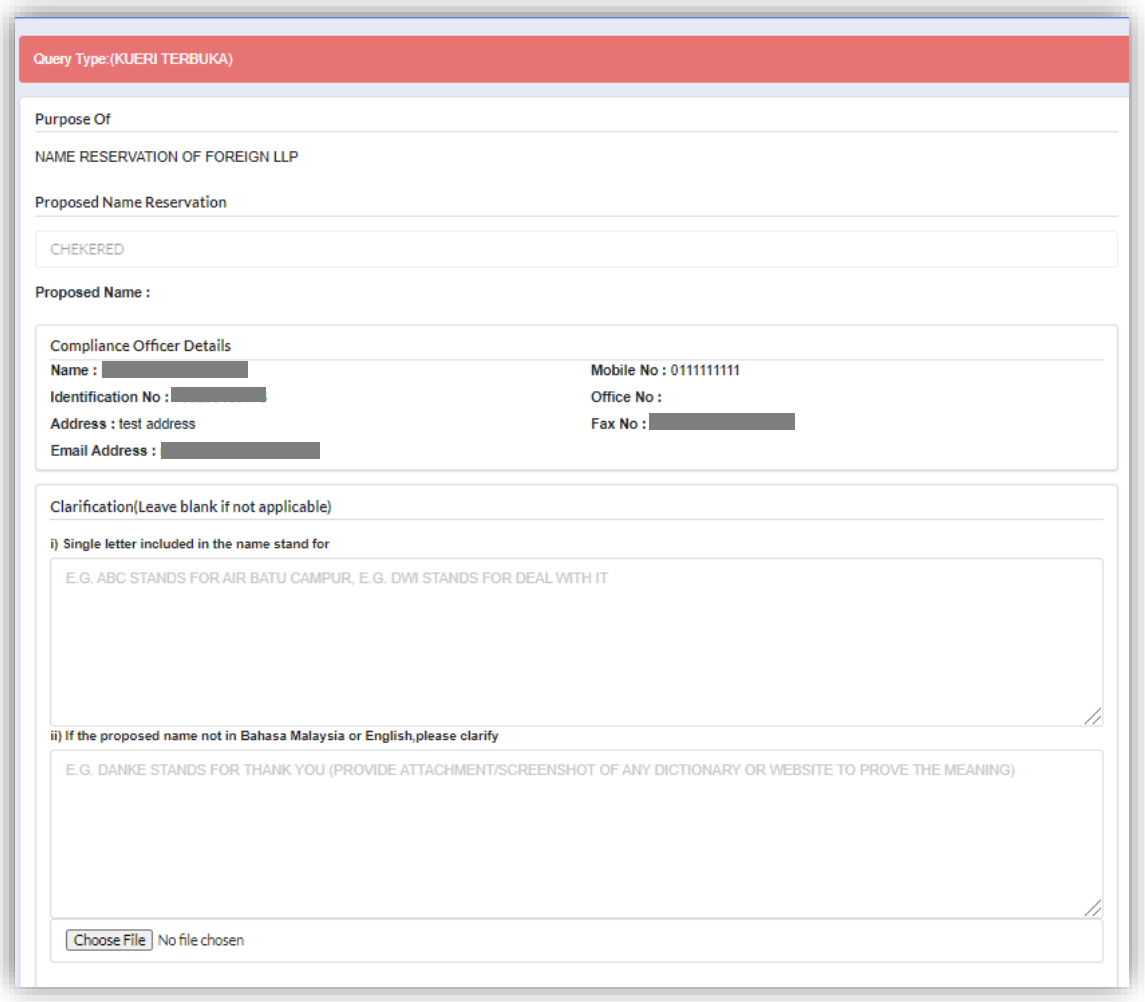
Name	Identification No	Email Address	Phone No
MARIO ROBERT	PASS246	marior@gmail.com	[redacted]
ALICE	PASS1234	alice@gmail.com	[redacted]

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description

Code	Description
14300u	14300u-EXPORT AND IMPORT OF KNITTED AND CROCHETED APPAREL

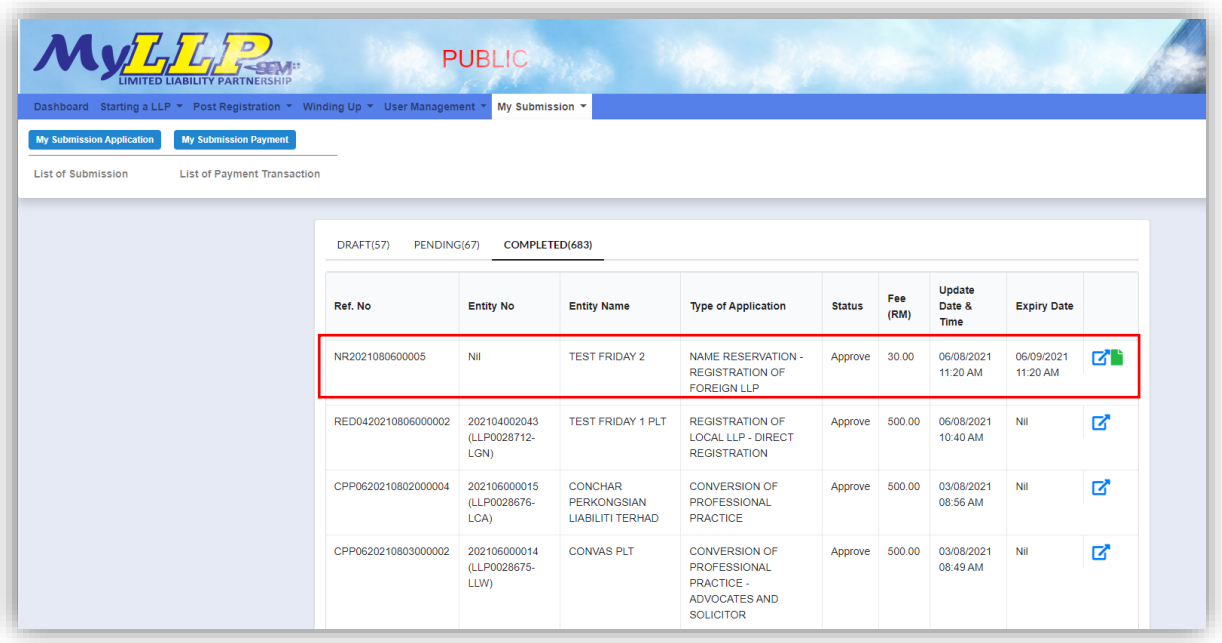
4. Key in data that needed to be query, tick checkbox to confirm declaration and click *Submit* button.



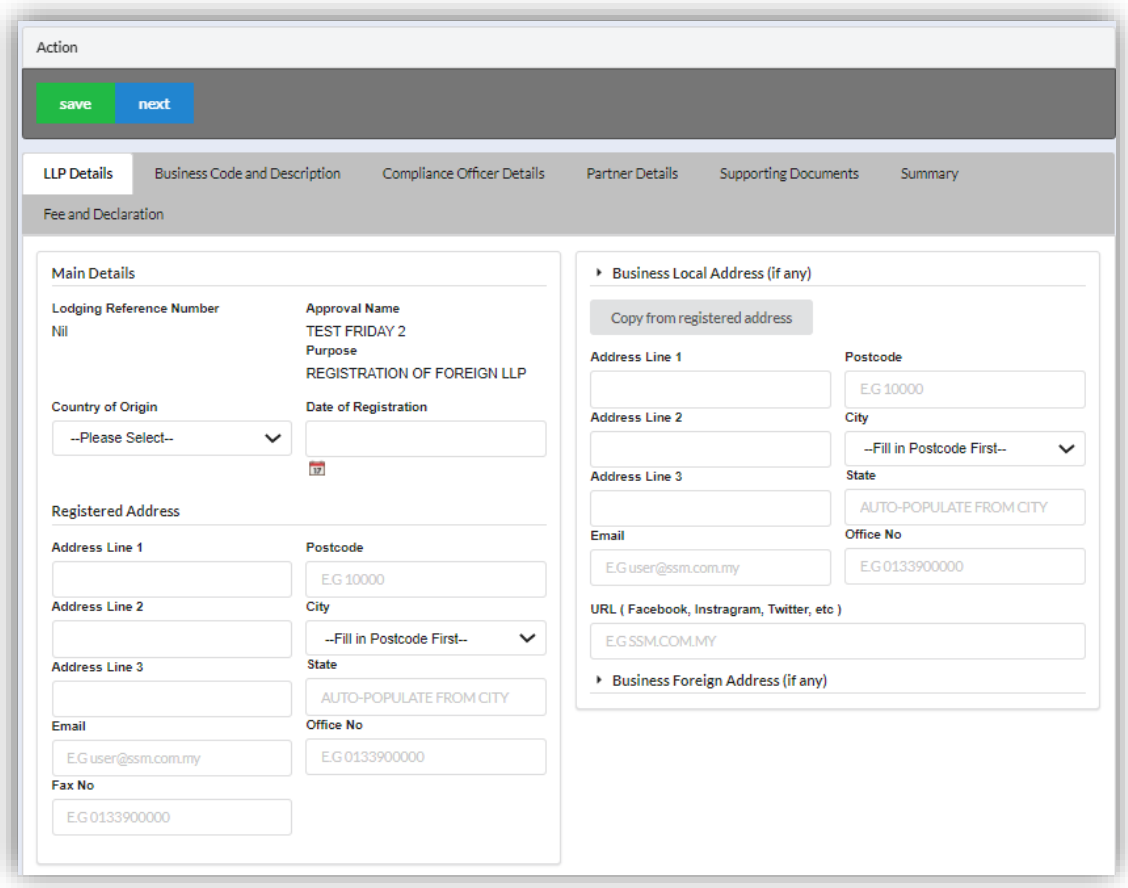
3.2.1.2 After Back Officer Approve Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.

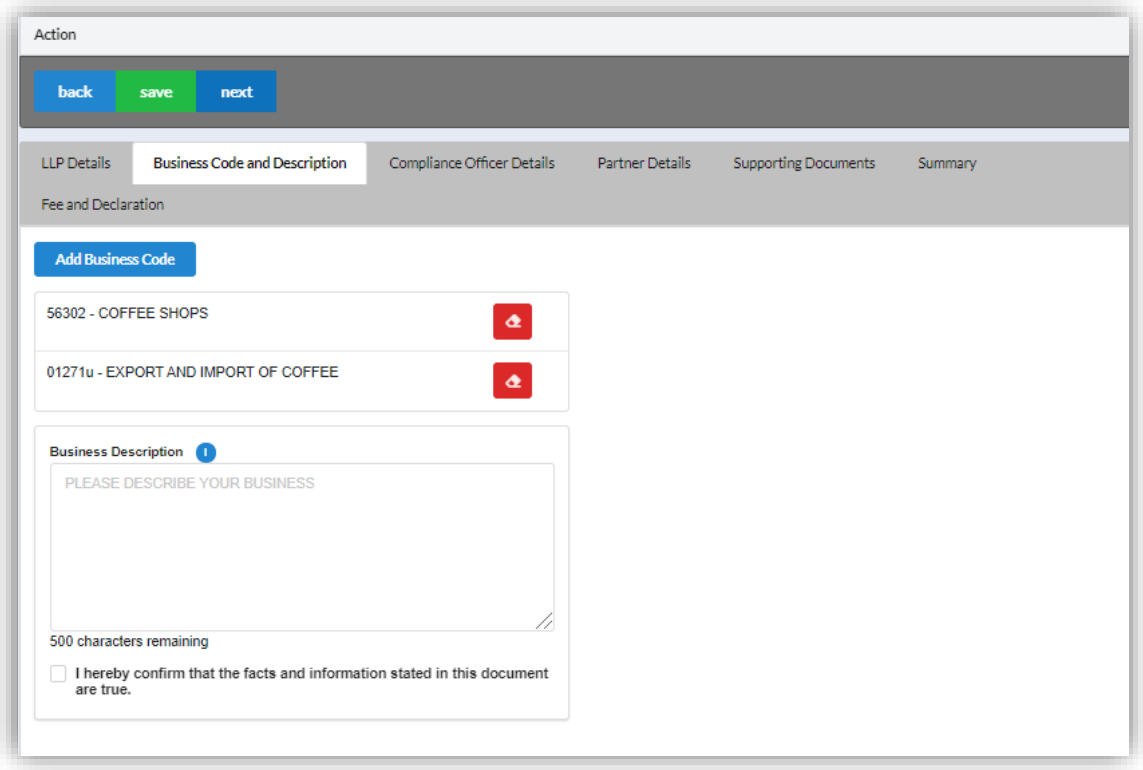
2. Choose an entity with type of **Name Reservation – Registration of Foreign LLP** along with its status "Approve". Click *Edit Record* button to proceed to LLP Registration.



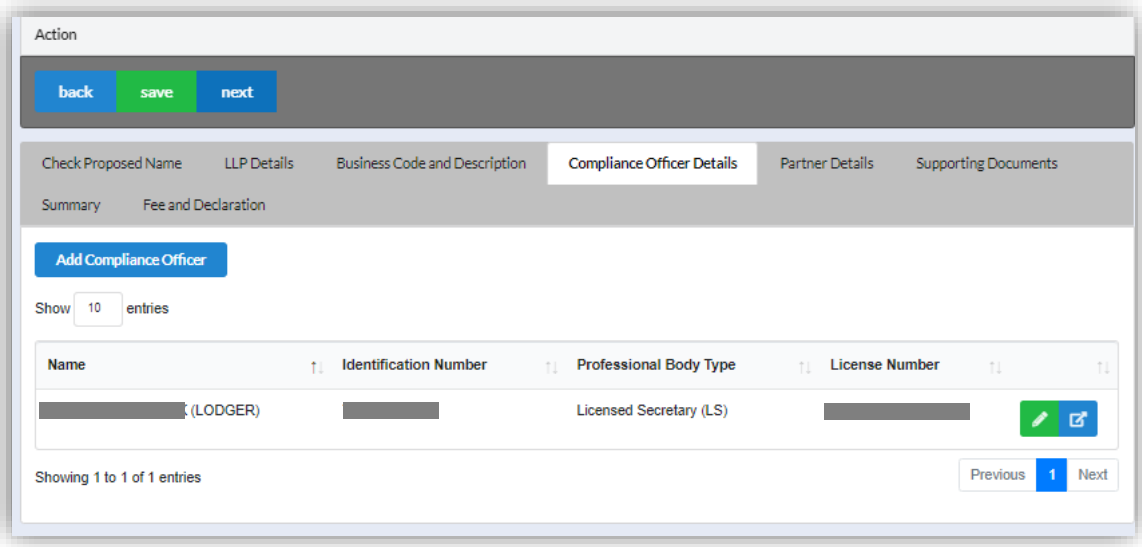
3. Select **LLP Details** and key in data for LLP details and click *Save* button.



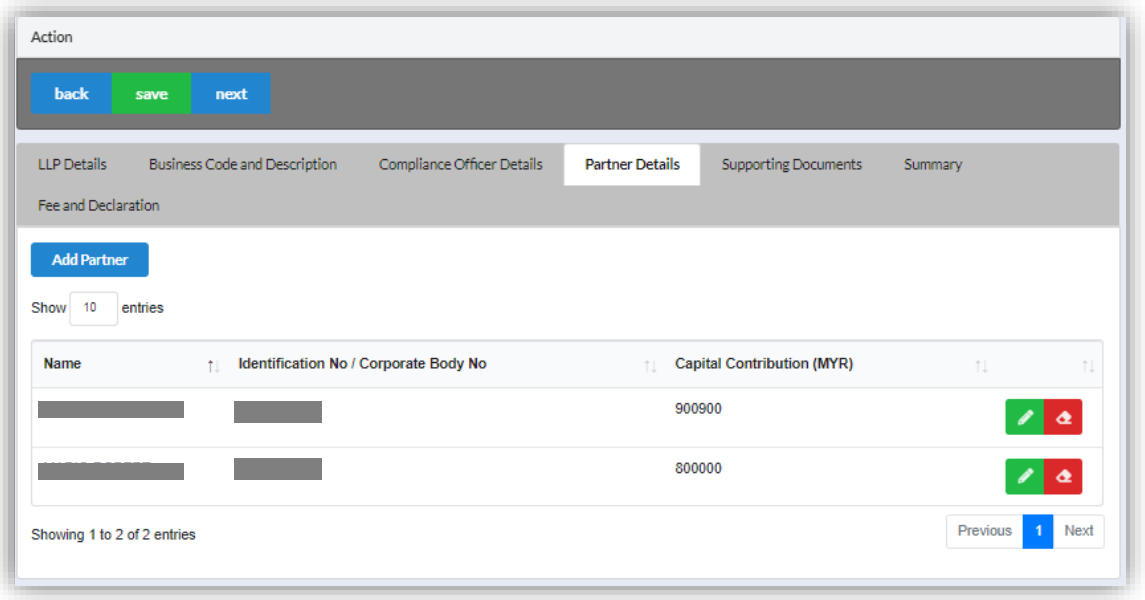
4. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code,* key in data for business code and click *Save* button.



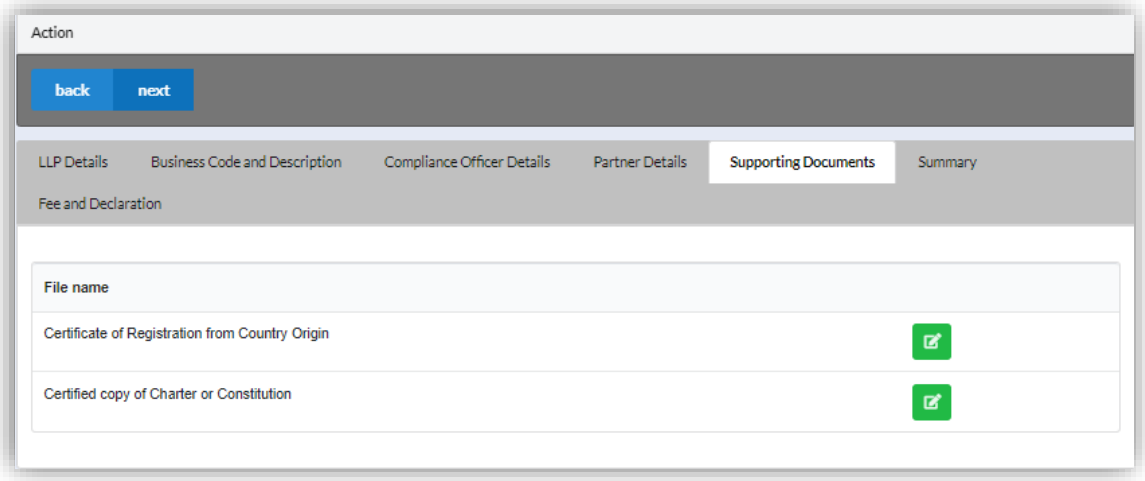
5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



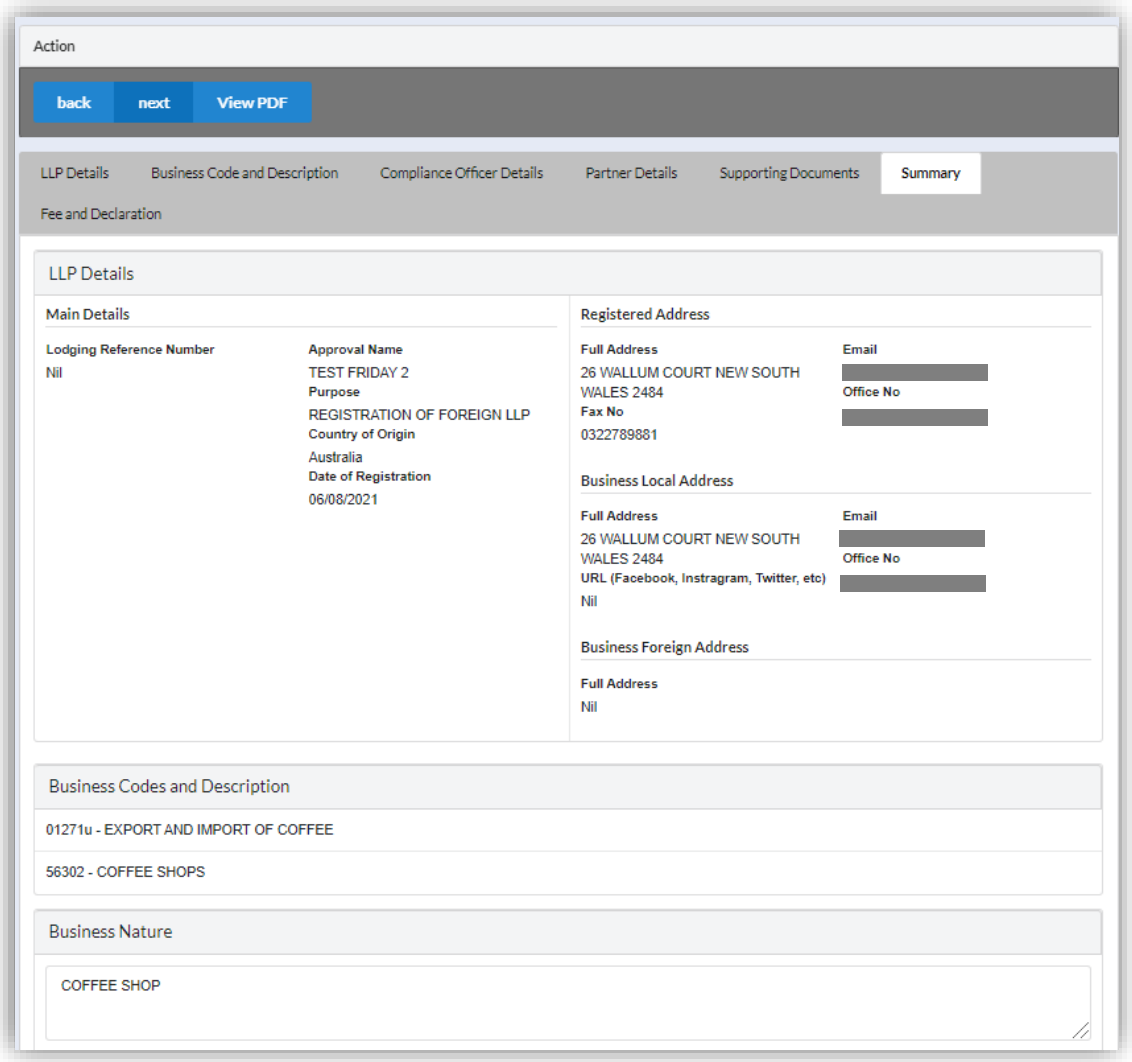
6. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



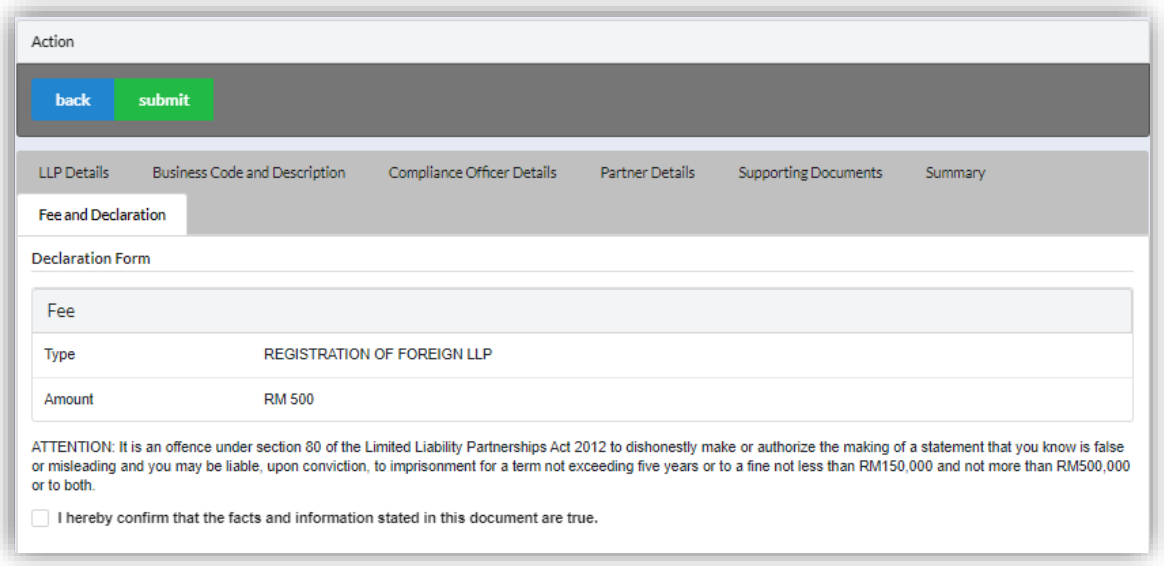
7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



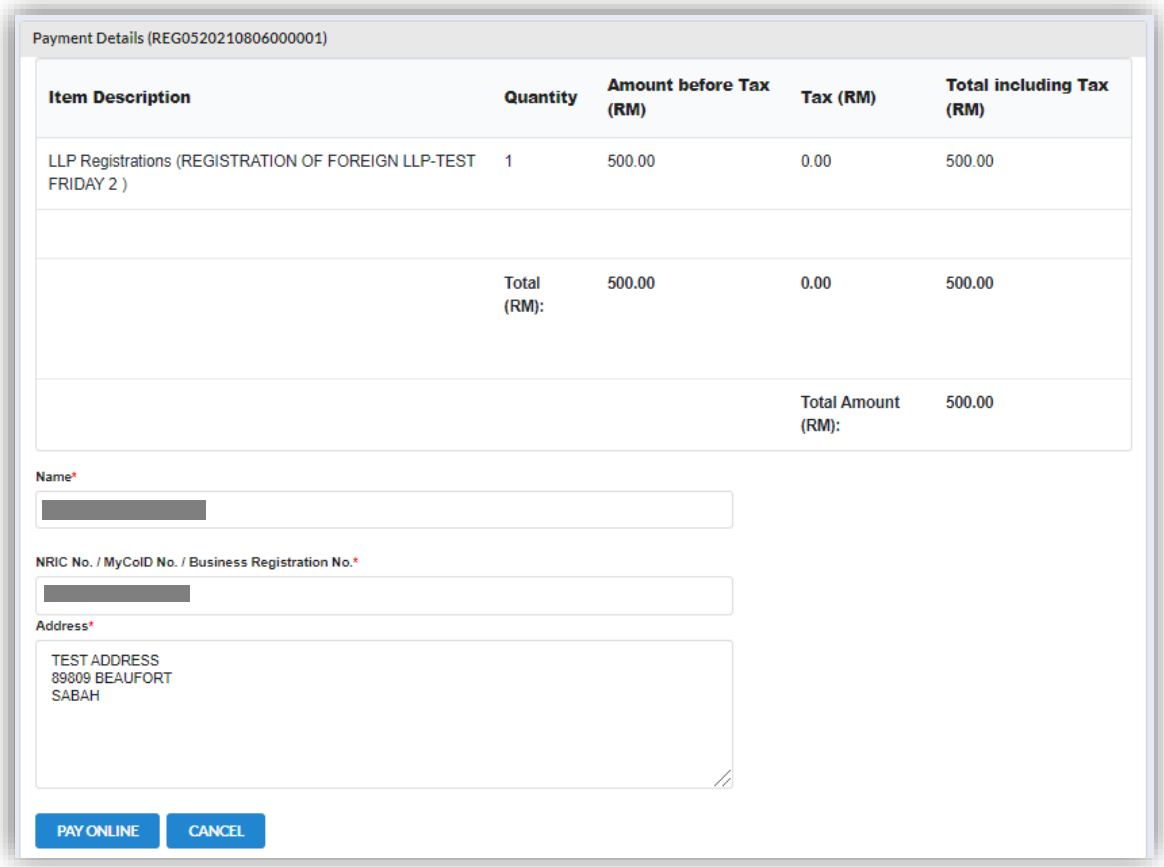
8. Click *Next* button to proceed to **Summary** and view all the changes made.
9. Click View PDF button to view submission form.



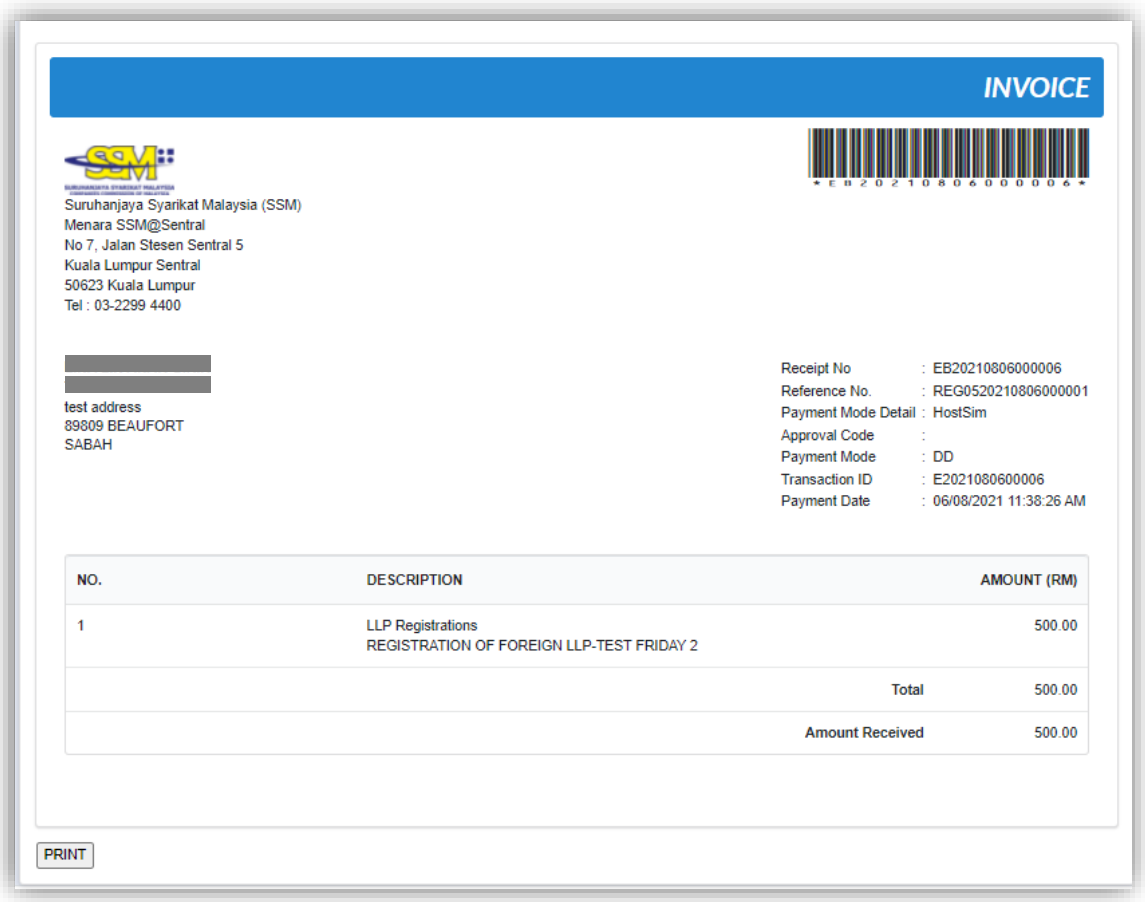
10. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



11. Click *Pay Online* button to proceed for payment.



12.User will received invoice once they make the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
SABAH

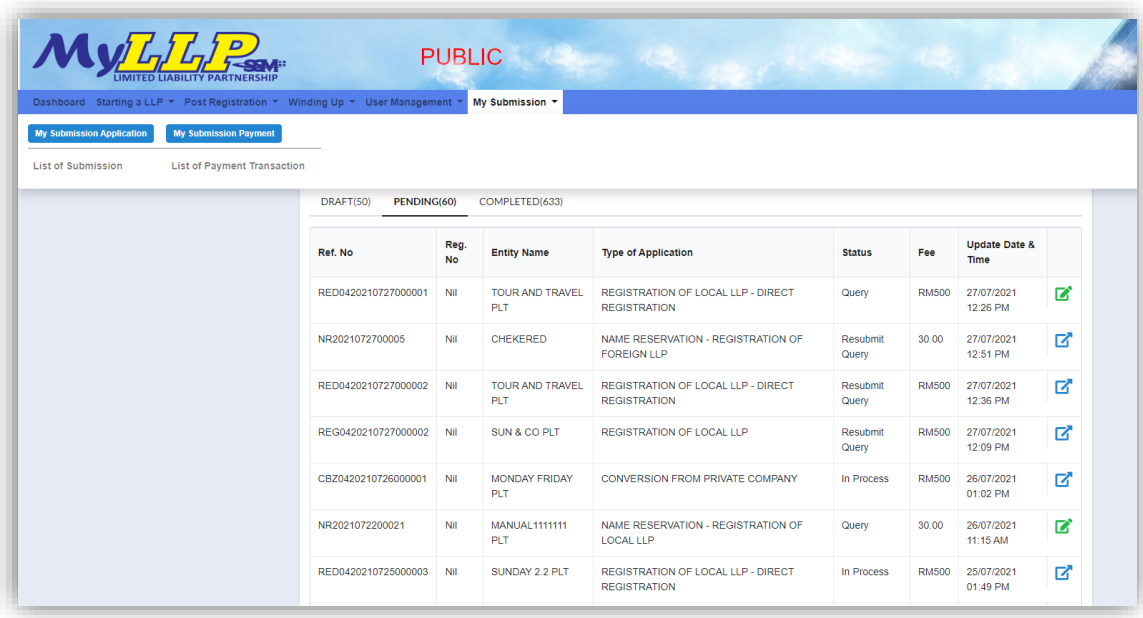
Receipt No	: EB20210806000006
Reference No.	: REG0520210806000001
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021080600006
Payment Date	: 06/08/2021 11:38:26 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF FOREIGN LLP-TEST FRIDAY 2	500.00
	Total	500.00
	Amount Received	500.00

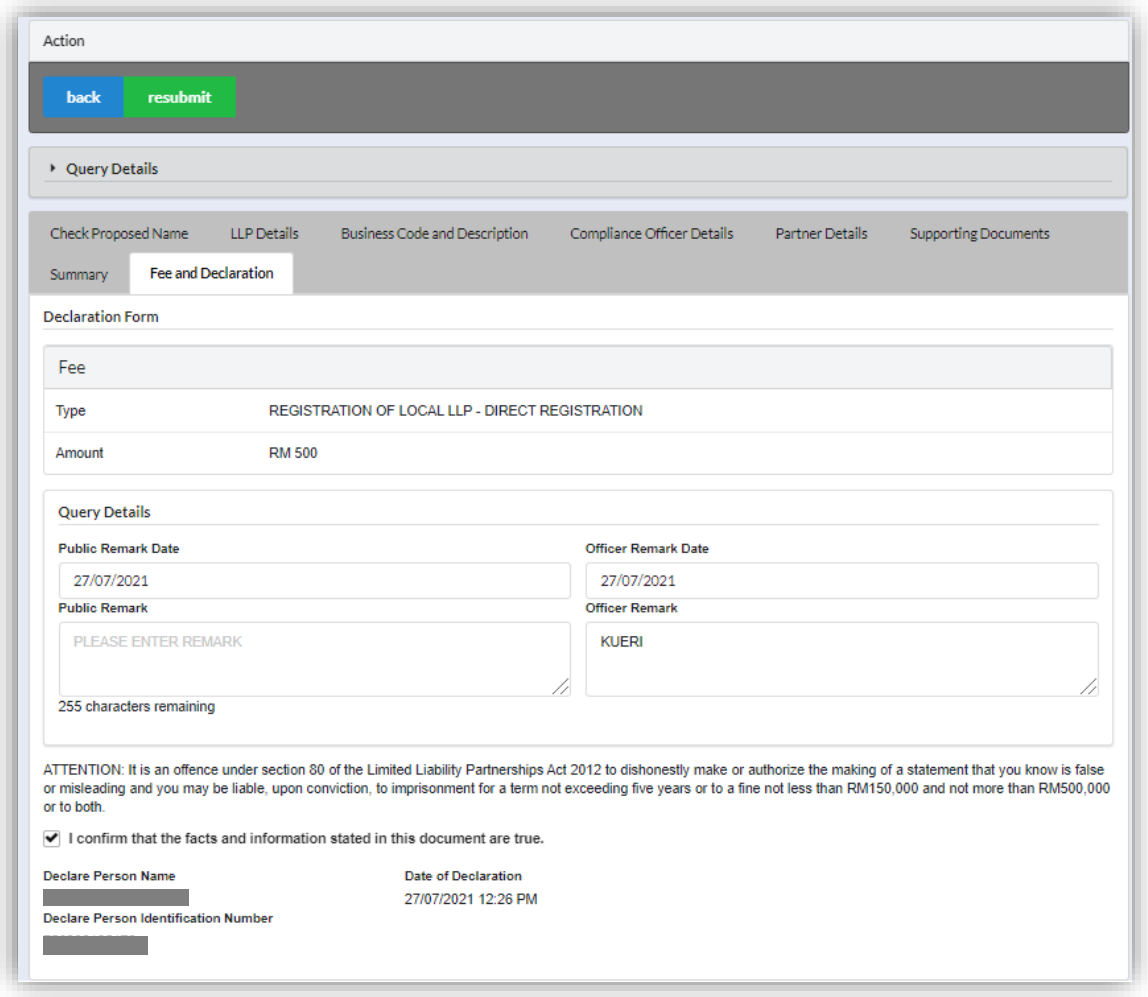
PRINT

3.2.1.3 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.



2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

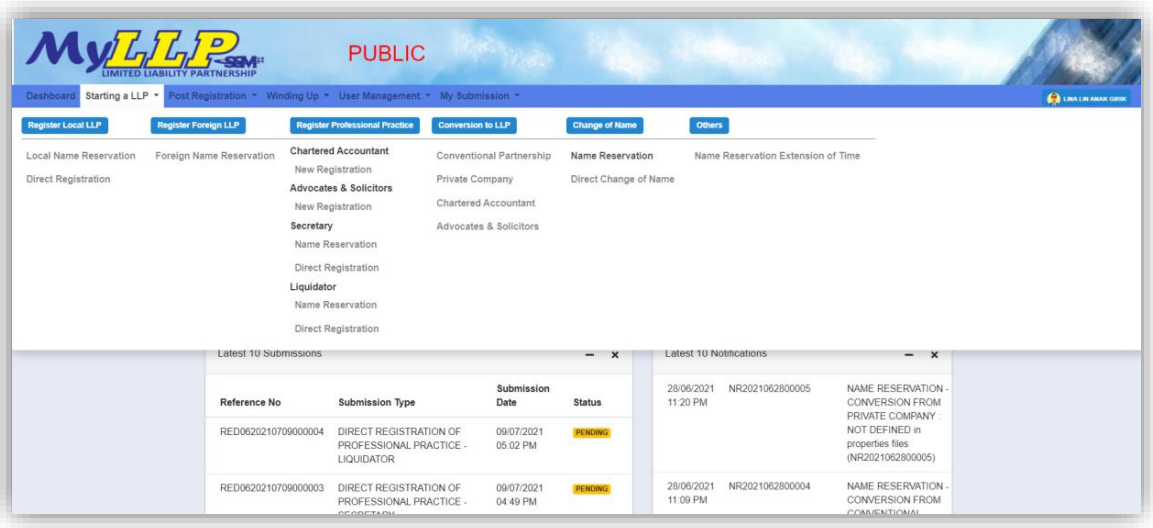


3.3 Register Professional Practice

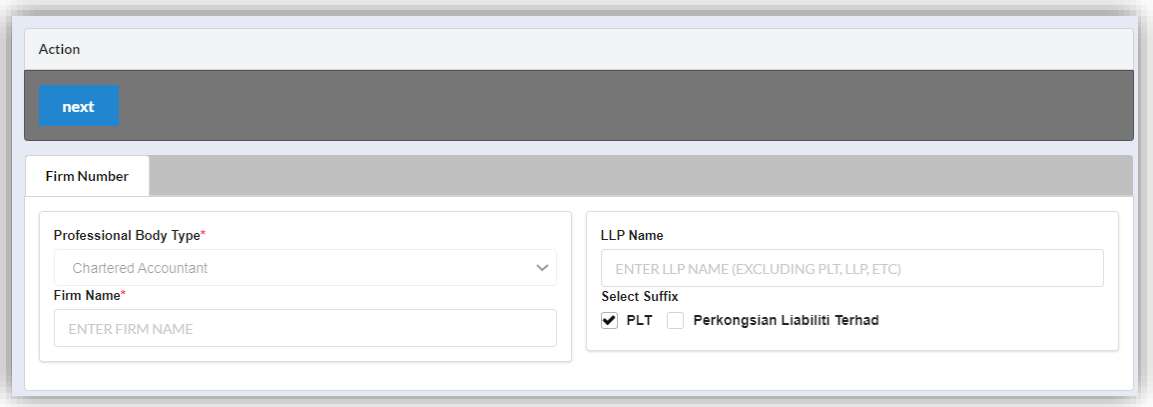
3.3.1 Chartered Accountant

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

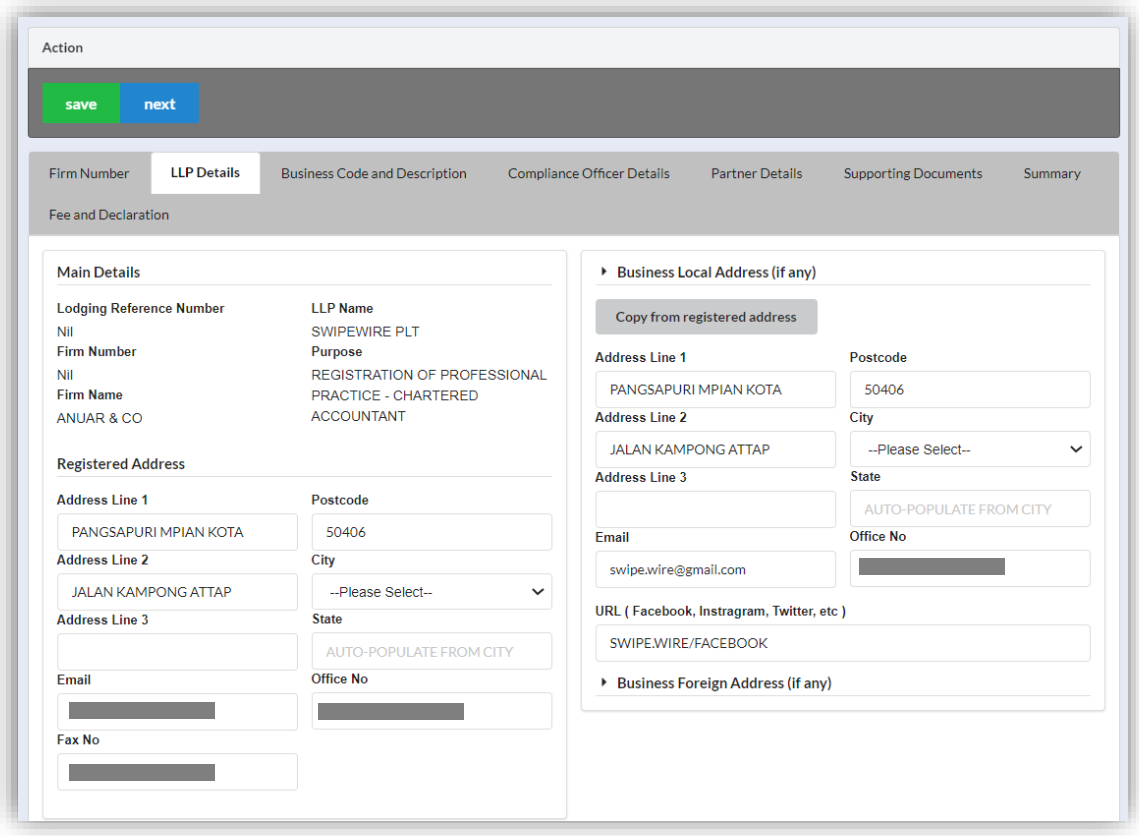
2. Select **Starting a LLP** on the menu bar and click **New Registration** under Professional Practice for Chartered Accountant.



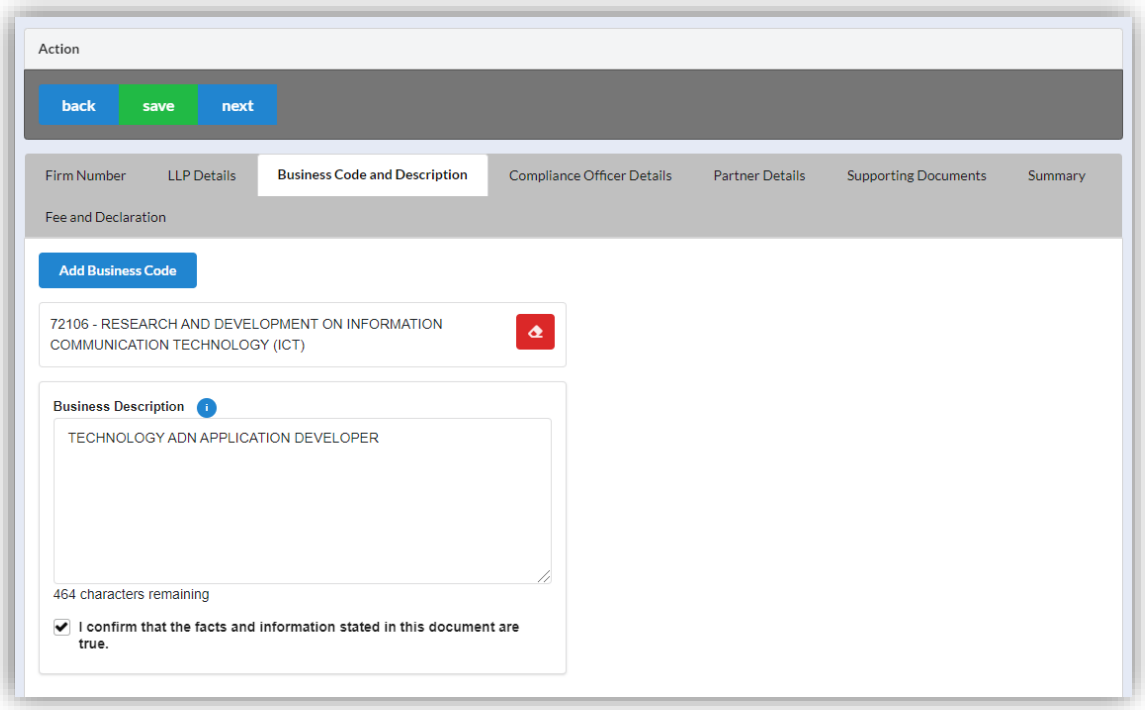
3. Key in **Firm Number** and **Firm Name** in the text field and click *Check Firm* to check if the validation of the firm number. Key in LLP Name in the text field, tick check box for wanted suffix and click *Next* button.



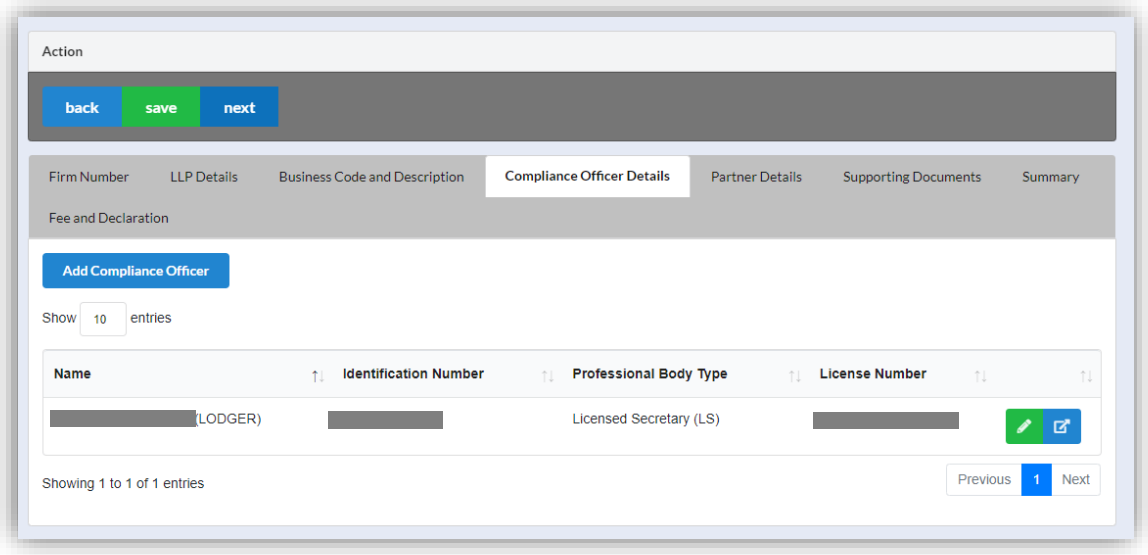
4. Select **LLP Details** and key in data for LLP details and click *Save* button to save data.



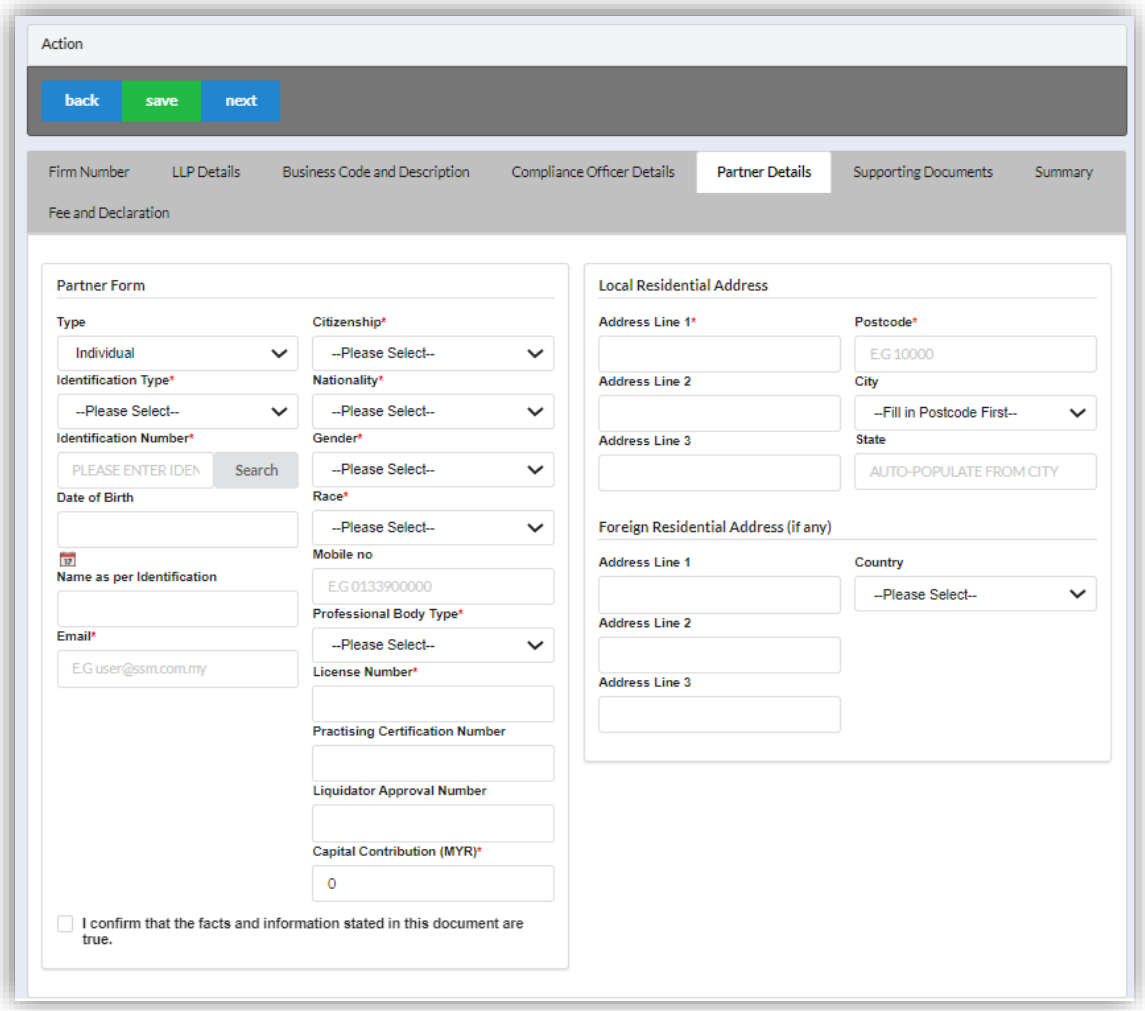
5. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code,* key in data for business code and click *Save* button.



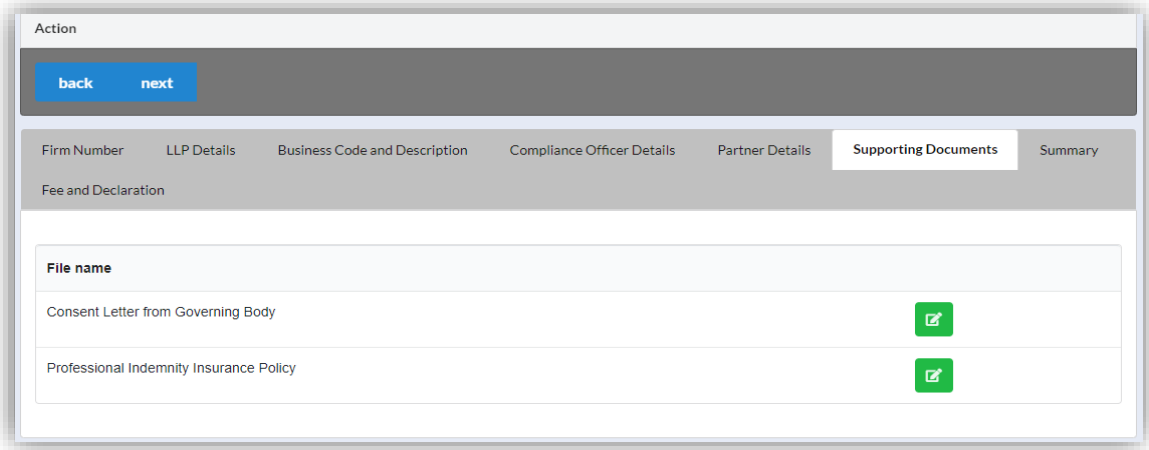
6. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



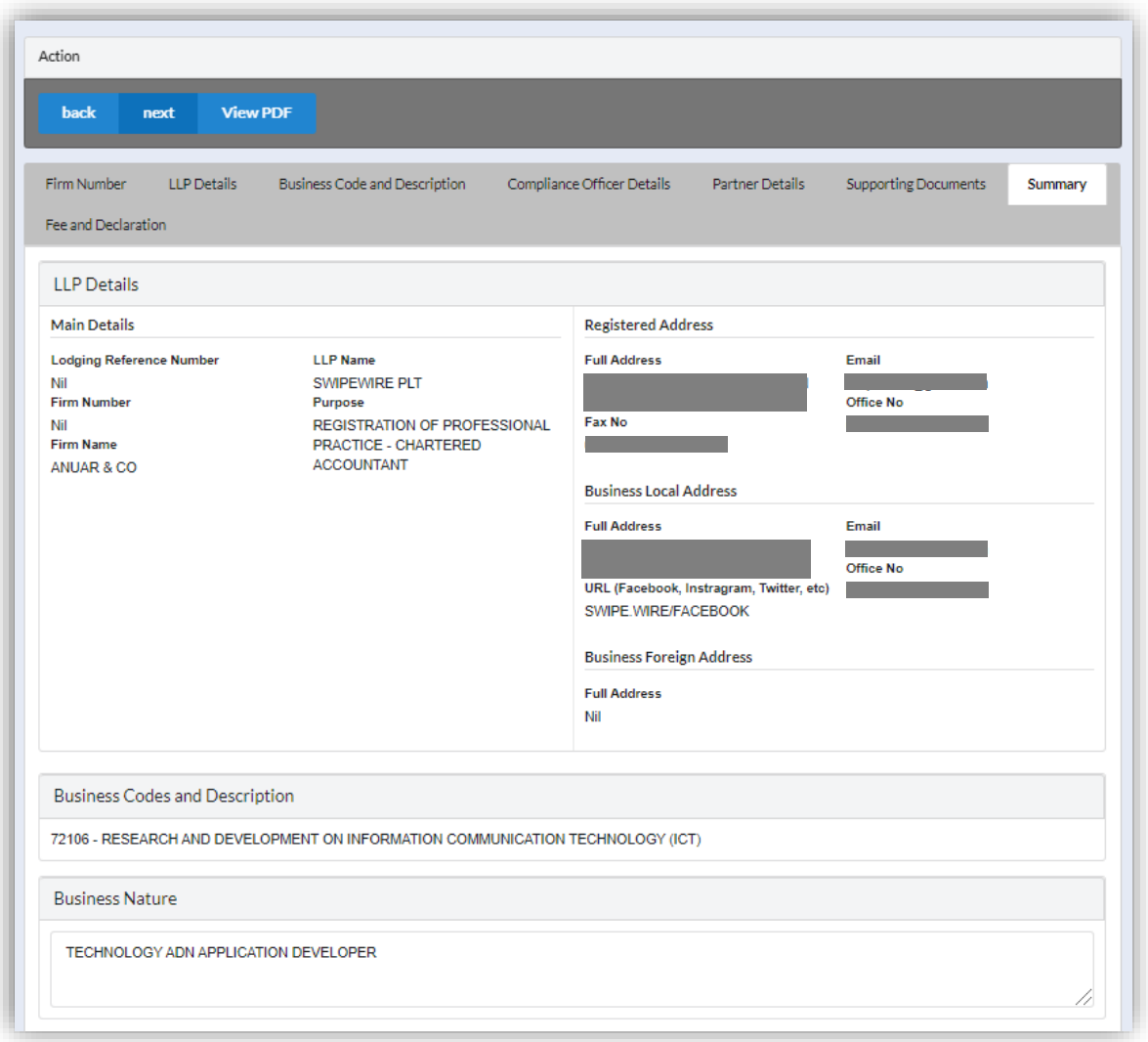
7. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



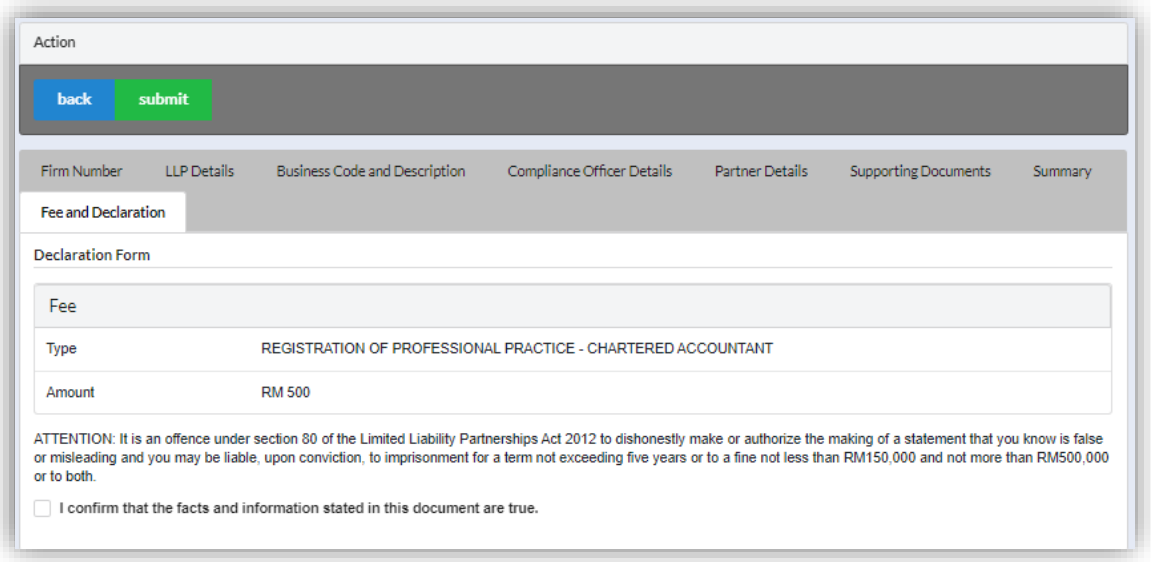
8. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



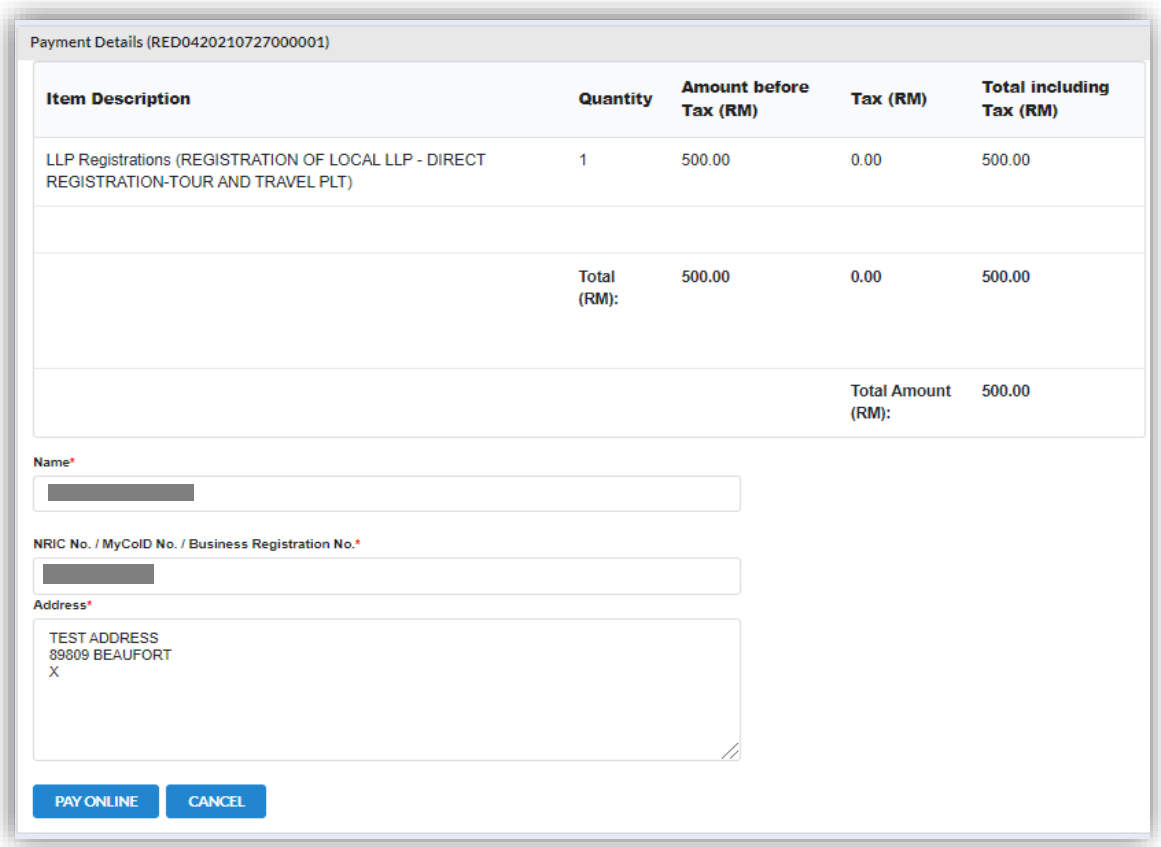
9. Click *Next* button to proceed to **Summary** and view all the changes made.



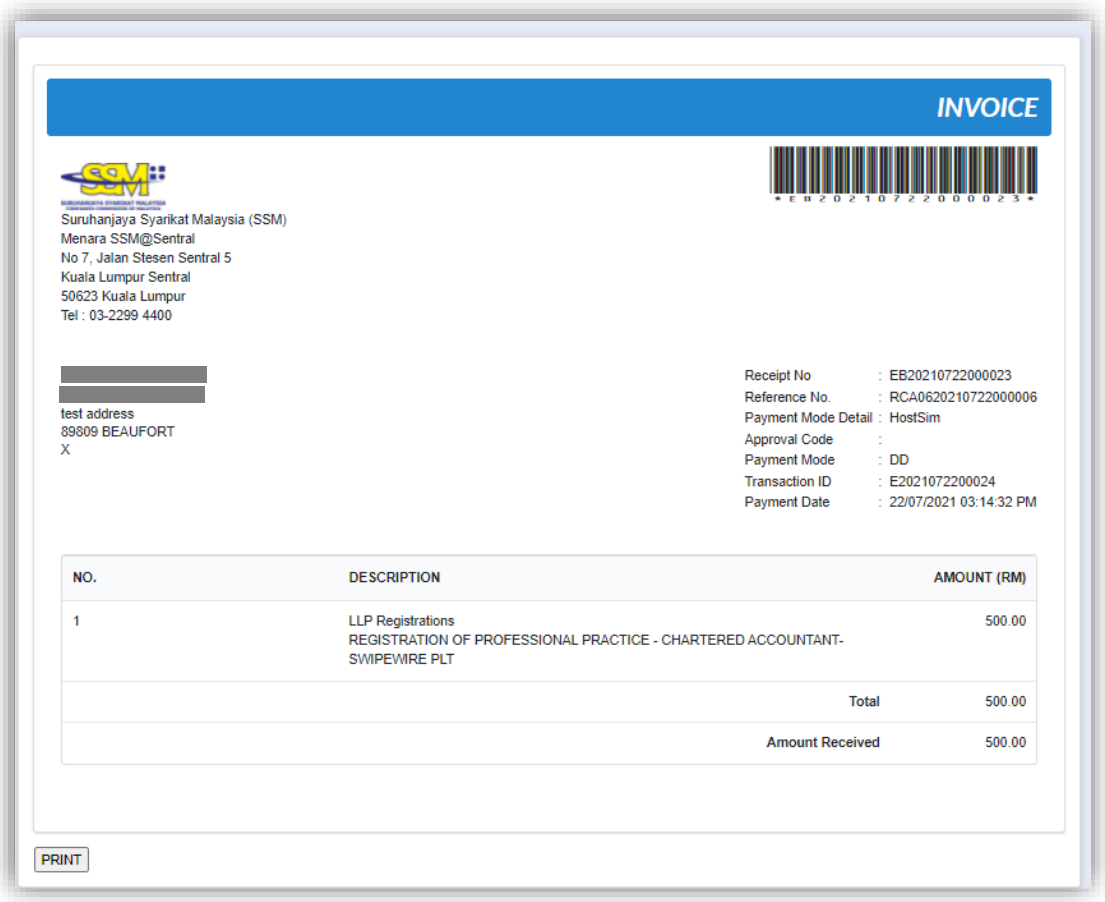
10. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



11. Click *Pay Online* button to proceed for payment.



12.User will be received invoice after made their payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

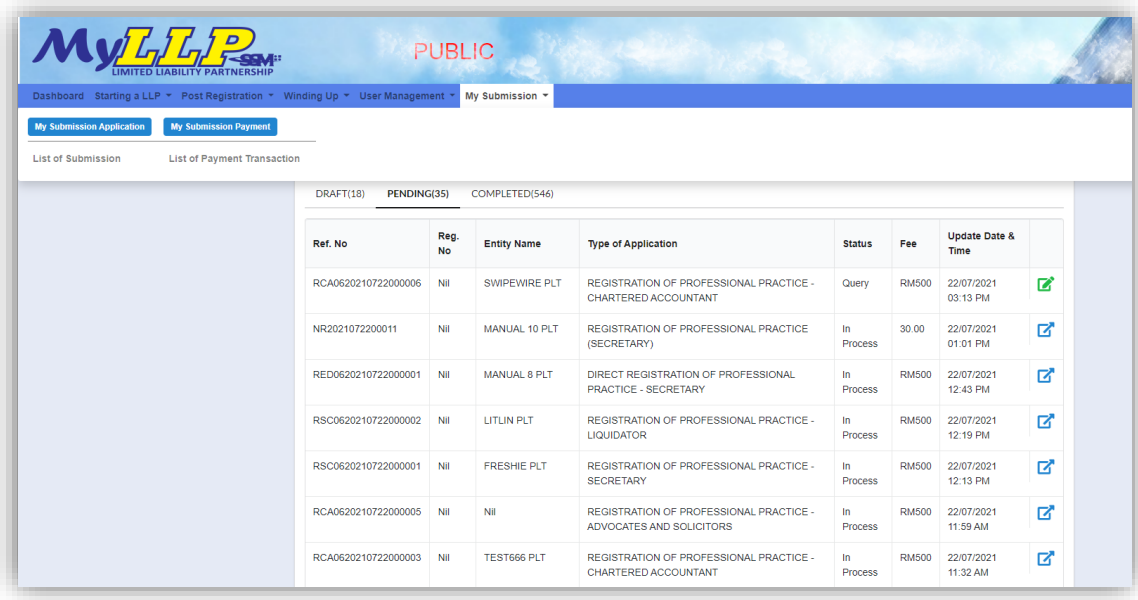
Receipt No	: EB20210722000023
Reference No.	: RCA0620210722000006
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072200024
Payment Date	: 22/07/2021 03:14:32 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT-SWIPEWIRE PLT	500.00
	Total	500.00
	Amount Received	500.00

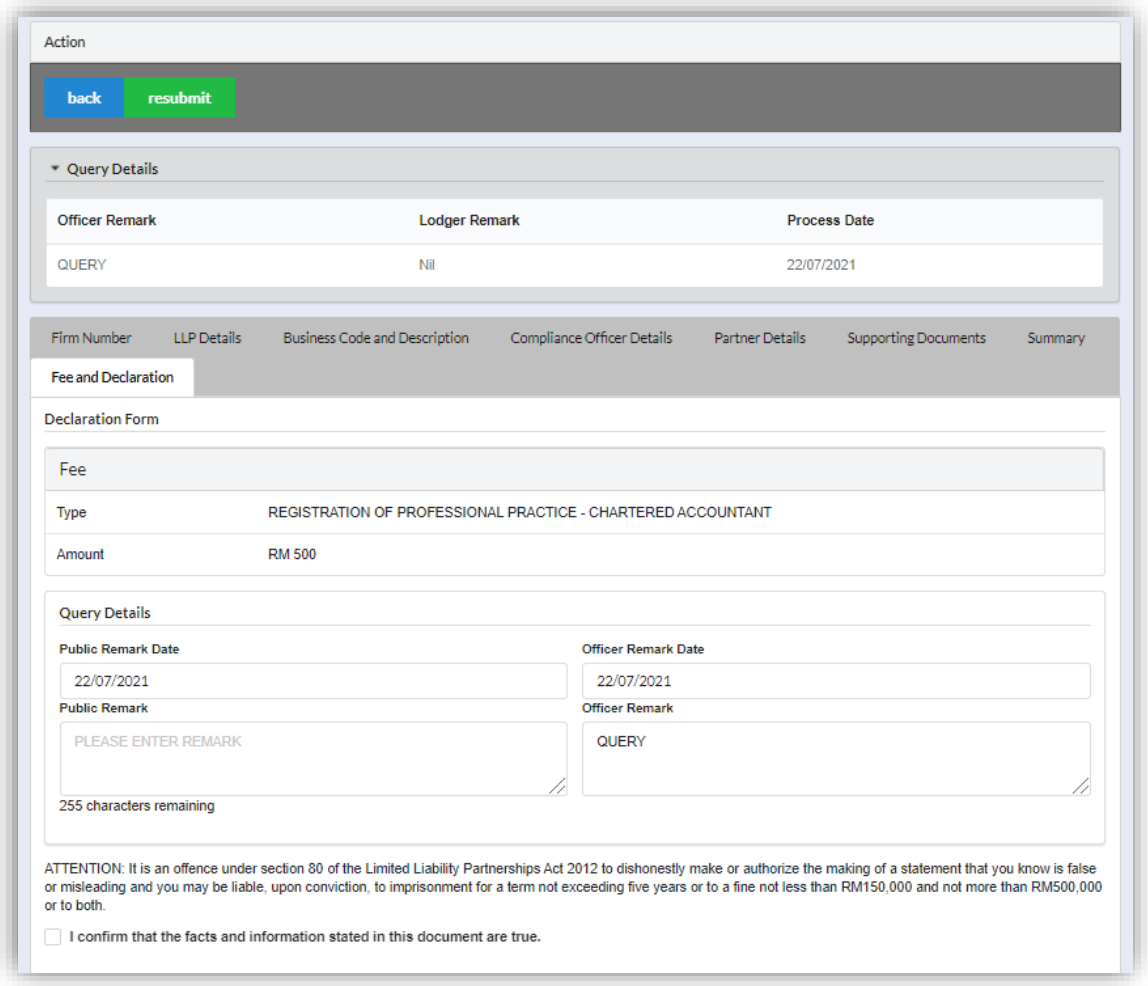
PRINT

3.3.1.1 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.



2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

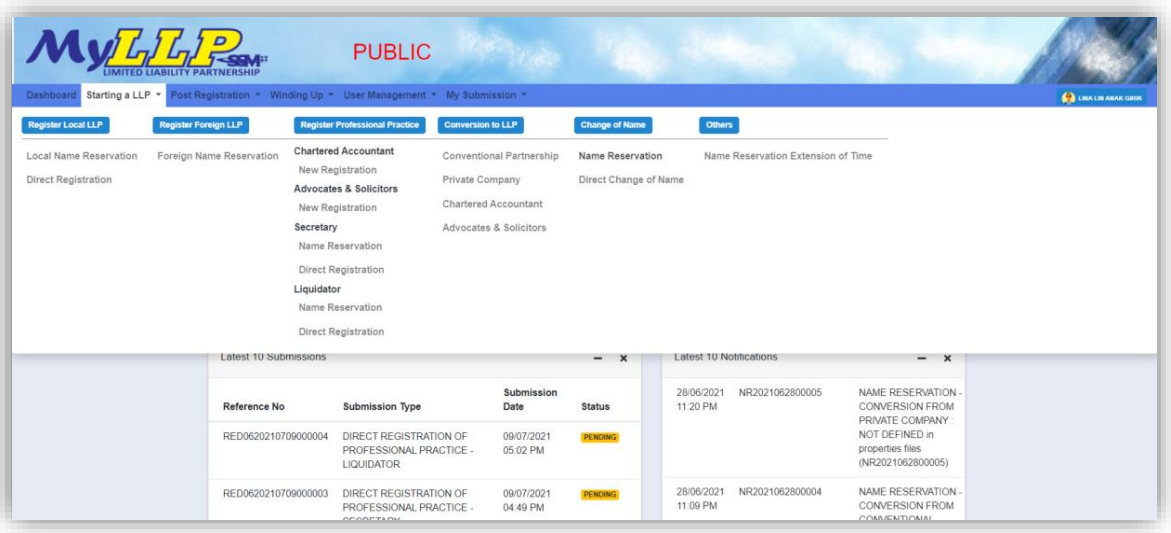


3. Status of the queried application will be changed to "Resubmit Query" and moved to Back Officer' working tray for process.

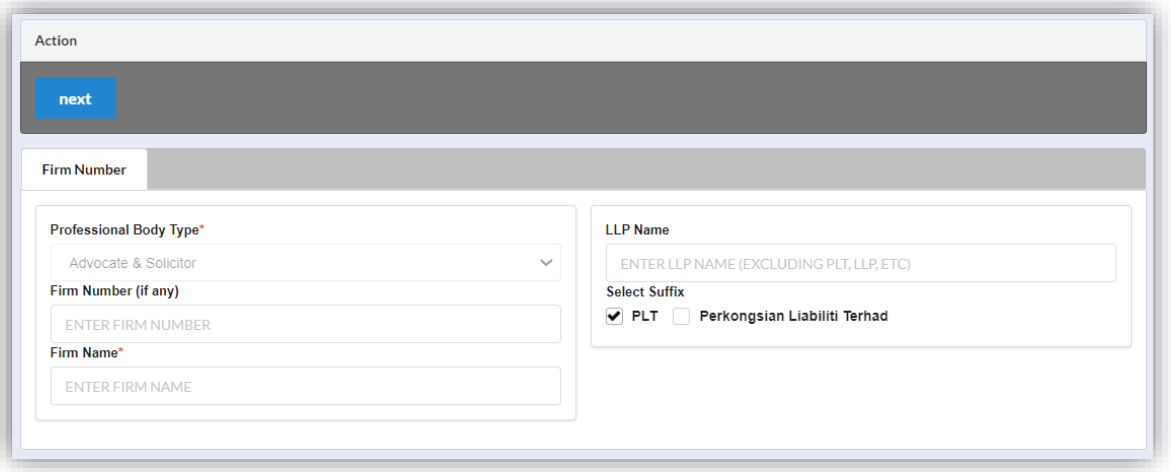
3.3.2 Advocates & Solicitors

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

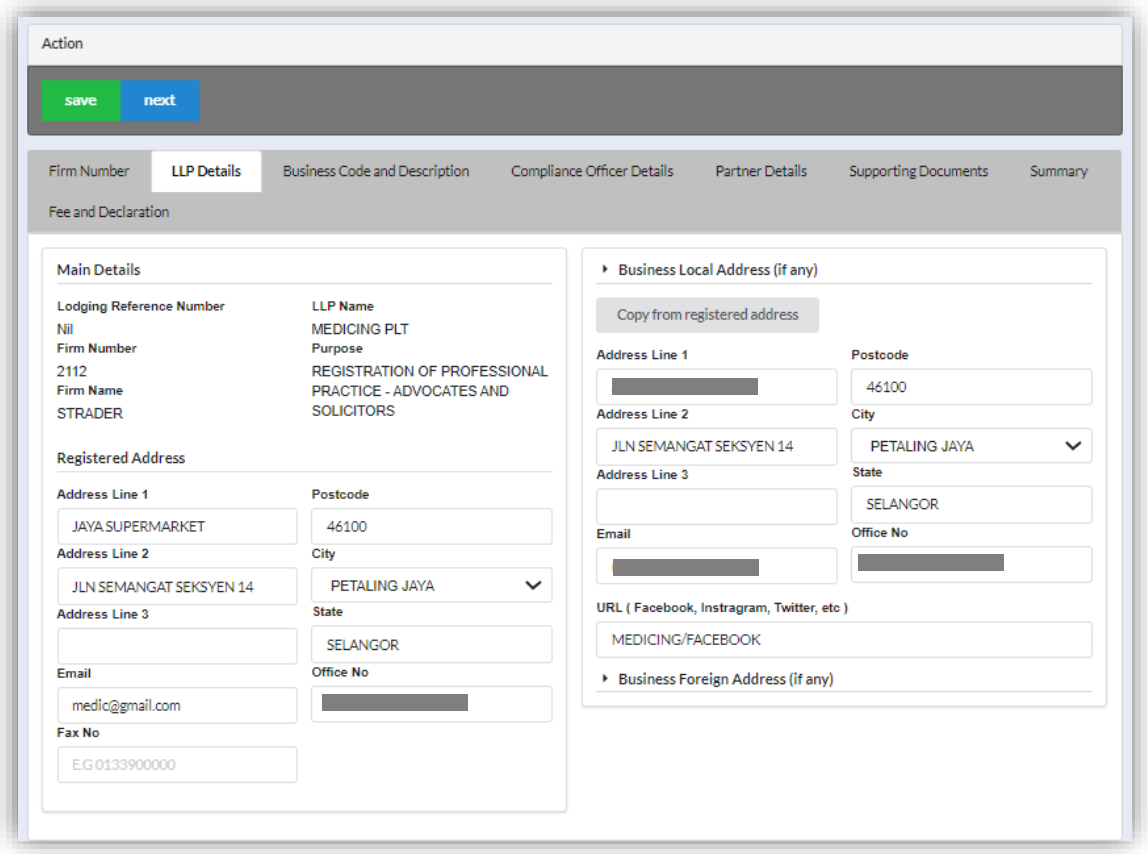
2. Select **Starting a LLP** on the menu bar and click **New Registration** under Professional Practice for Advocates & Solicitors.



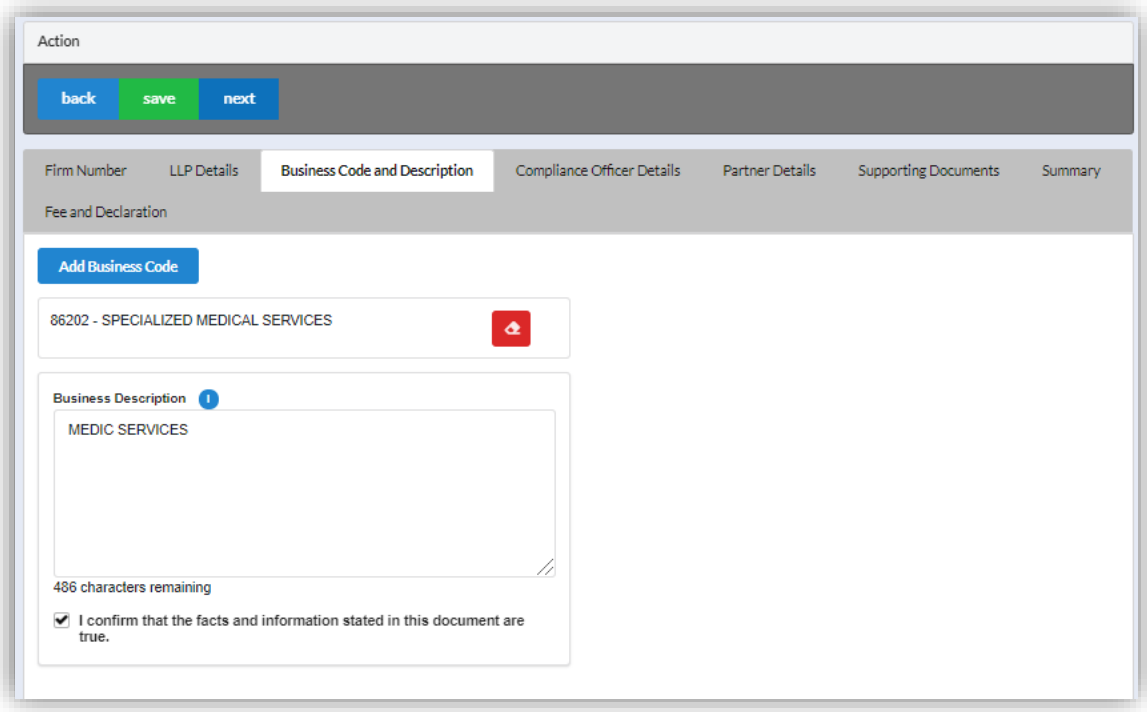
3. Key in **Firm Number** and **Firm Name** in the text field and click *Check Firm* to check if the validation of the firm number. Key in LLP Name in the text field, tick check box for wanted suffix and click *Next* button.



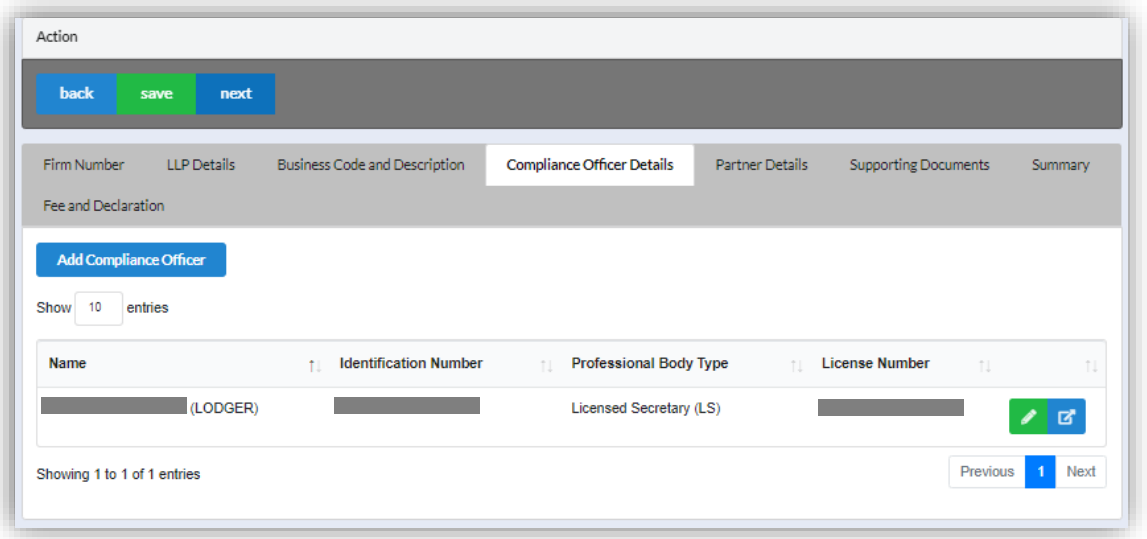
4. Select **LLP Details** and key in data for LLP details and click *Save* button to save data.



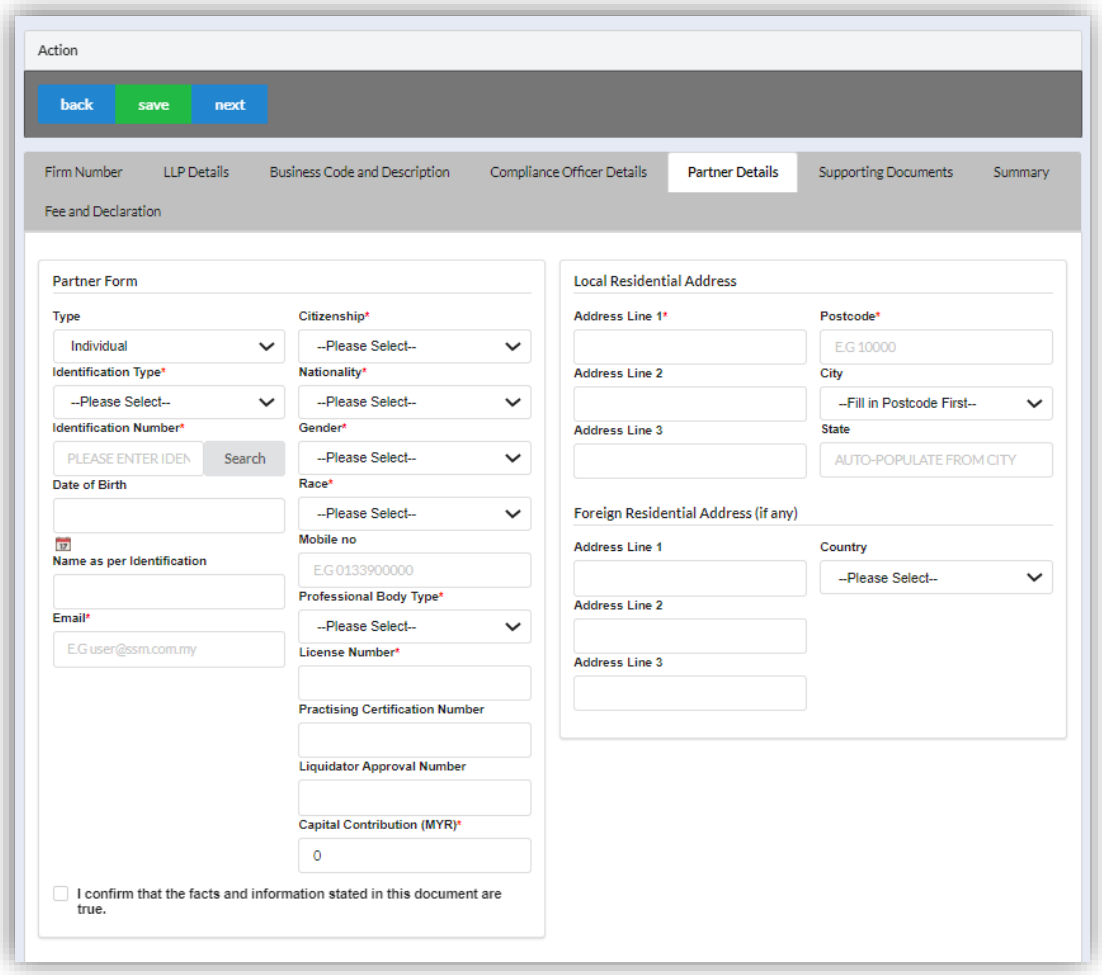
5. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code* button, key in data for business code and click *Save* button.



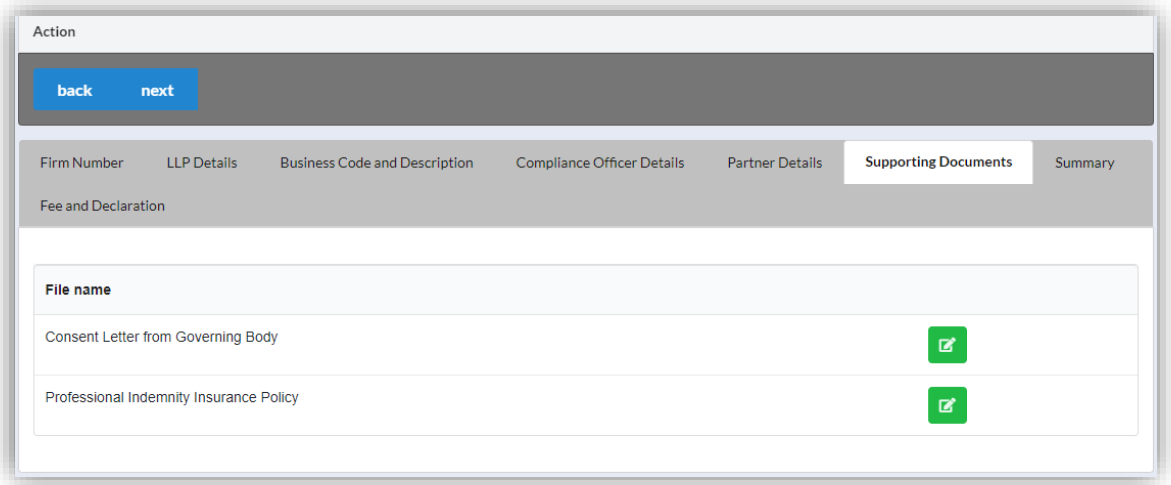
6. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



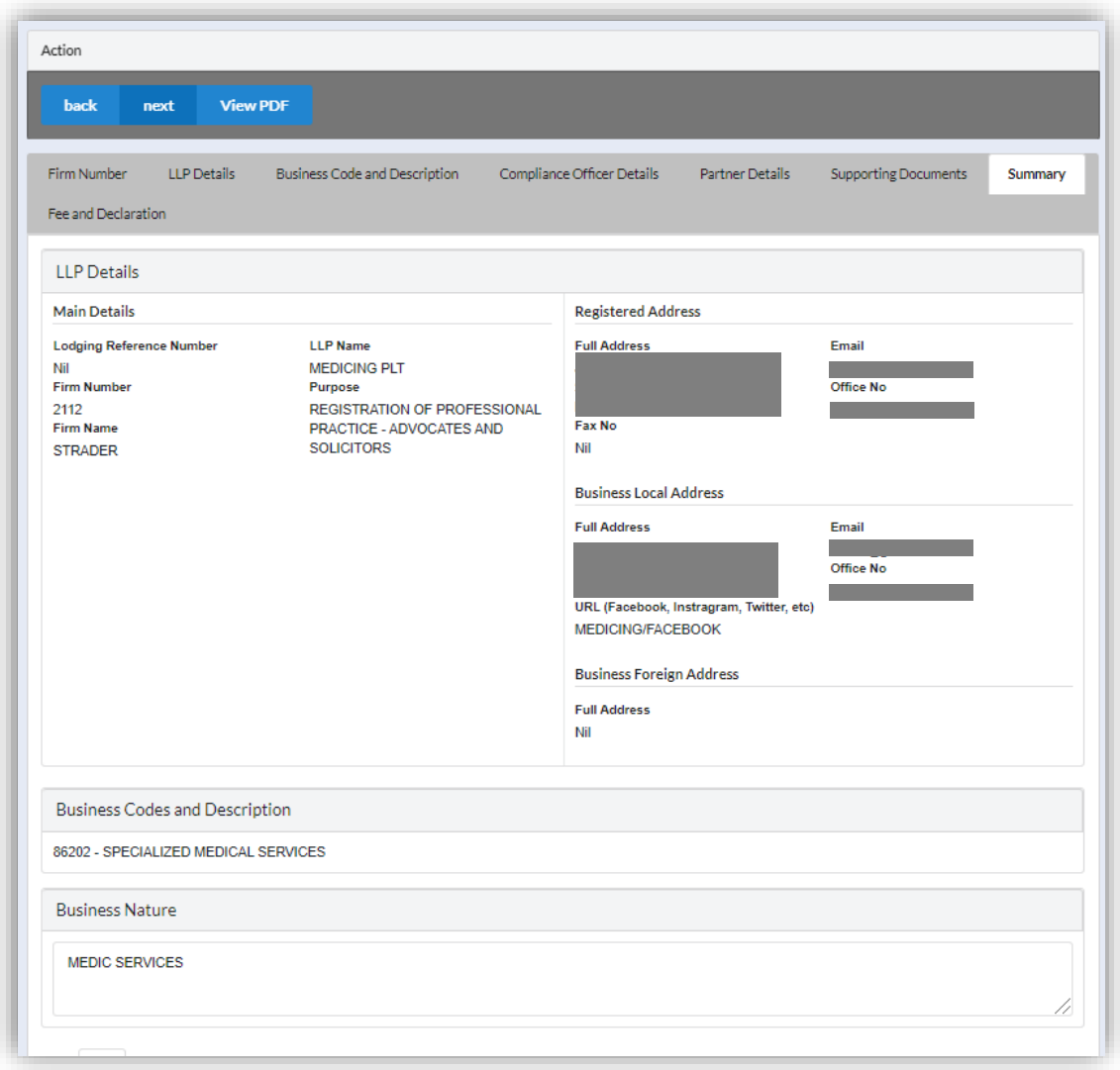
7. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



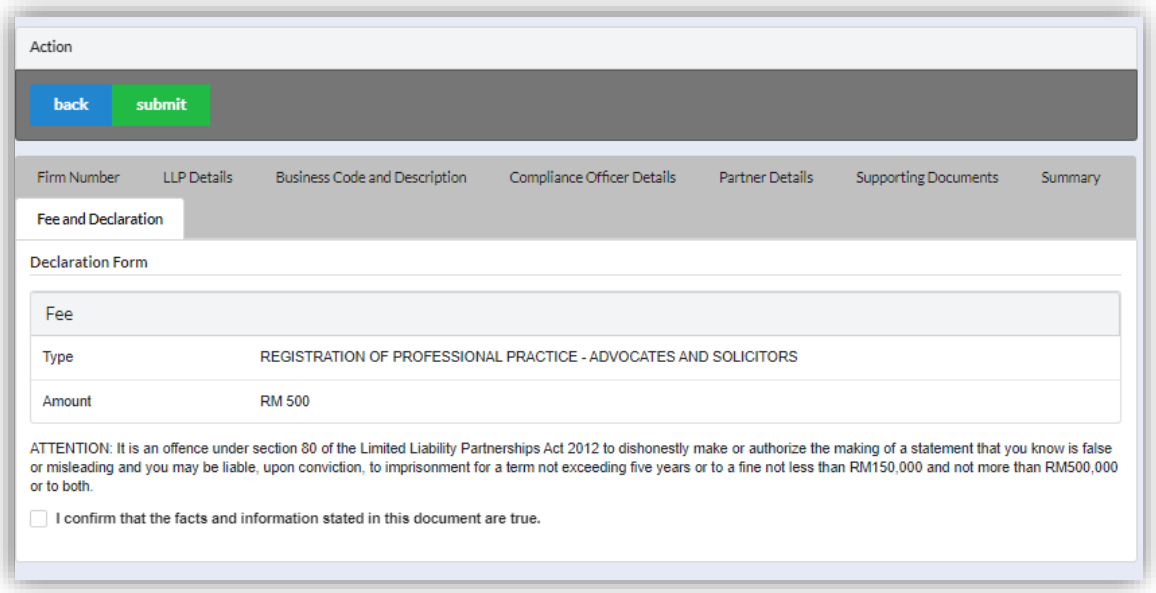
8. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



9. Click *Next* button to proceed to **Summary** and view all the changes made.

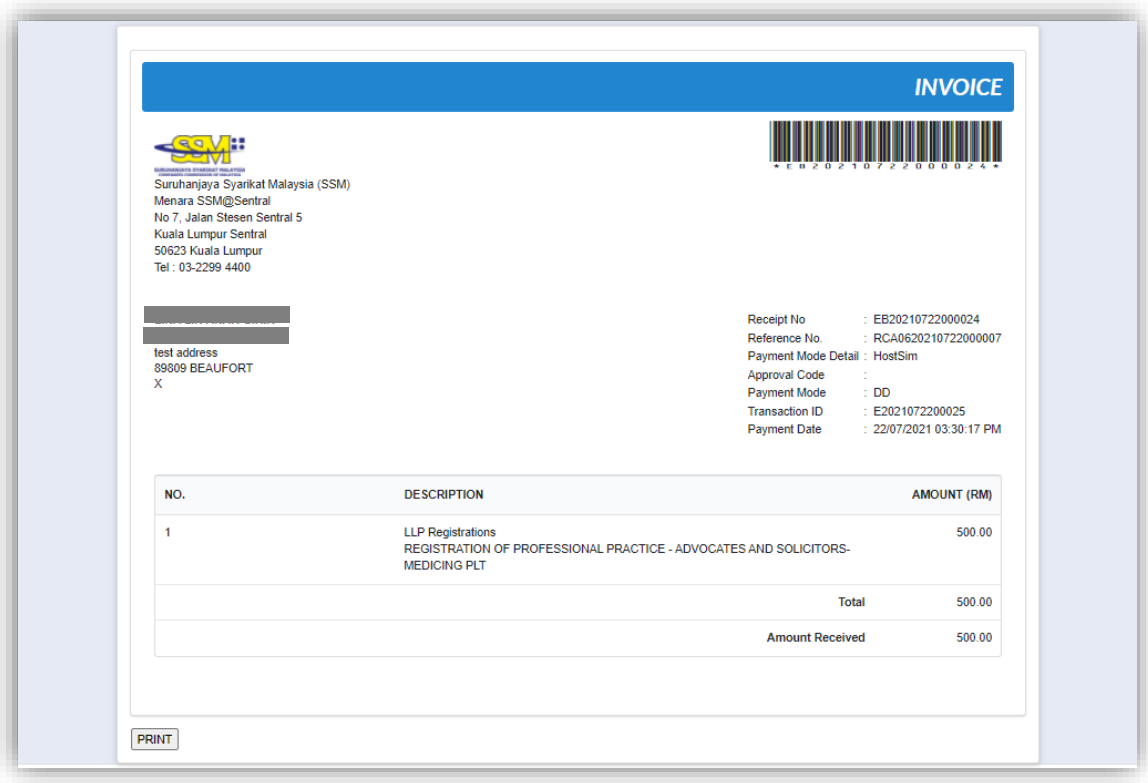


10. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



11. Click *Pay Online* button to proceed for payment.

12.User will be received invoice after made their payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

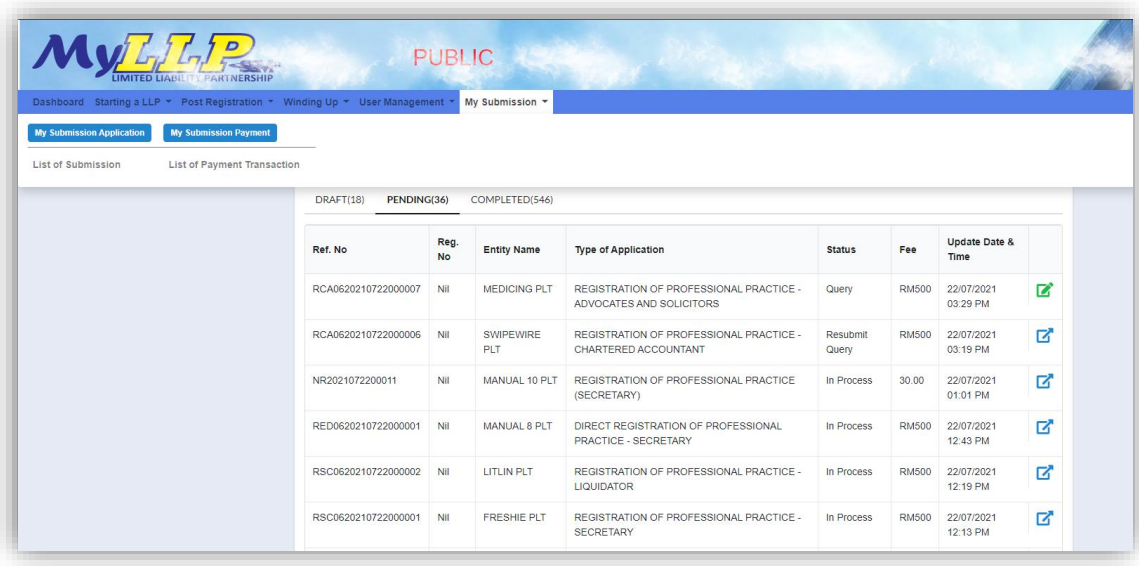
Receipt No : EB20210722000024
Reference No. : RCA0620210722000007
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021072200025
Payment Date : 22/07/2021 03:30:17 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS-MEDICING PLT	500.00
	Total	500.00
	Amount Received	500.00

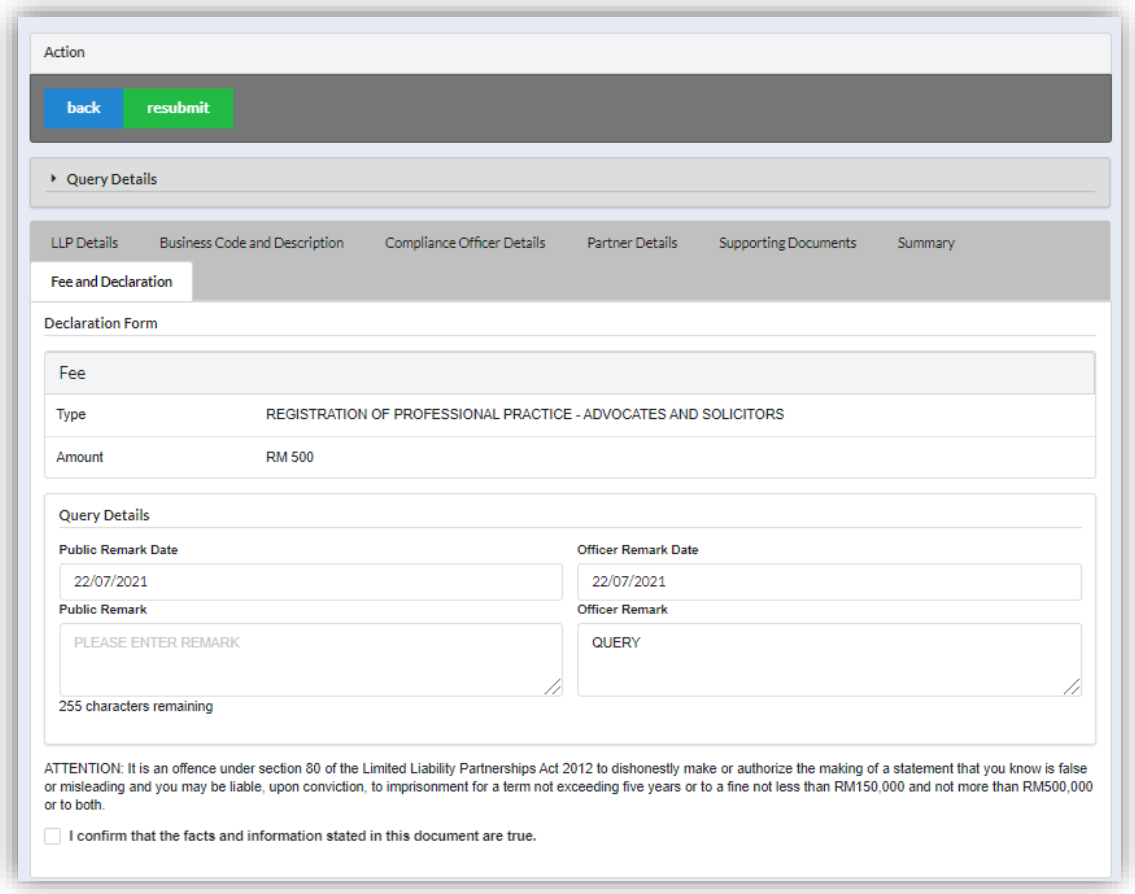
PRINT

3.3.2.1 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.



2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.



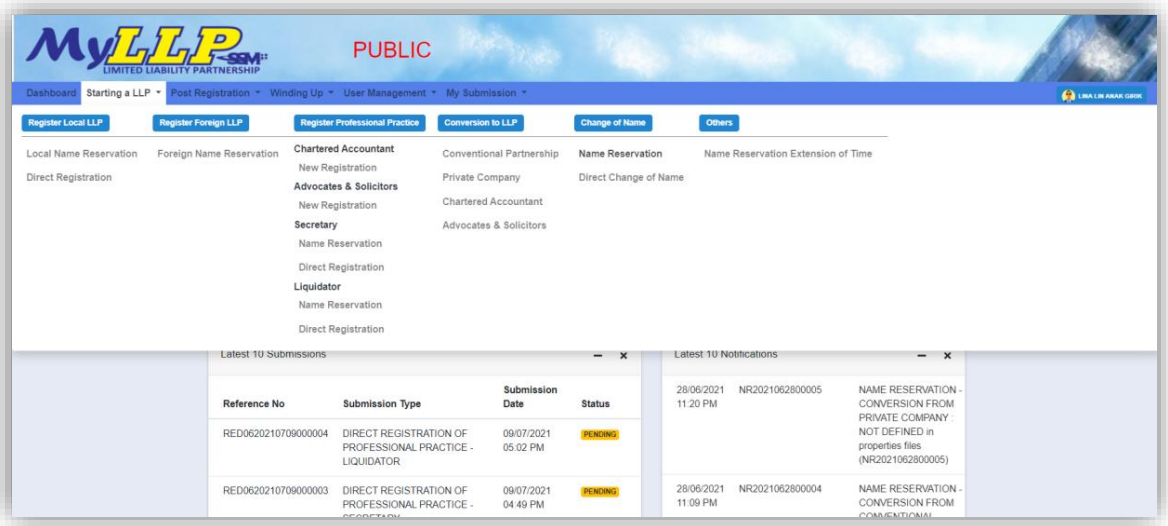
3. Status of the queried application will be changed to "Resubmit Query" and moved to Back Officer' working tray for process.

3.3.3 Secretary

3.3.3.1 Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

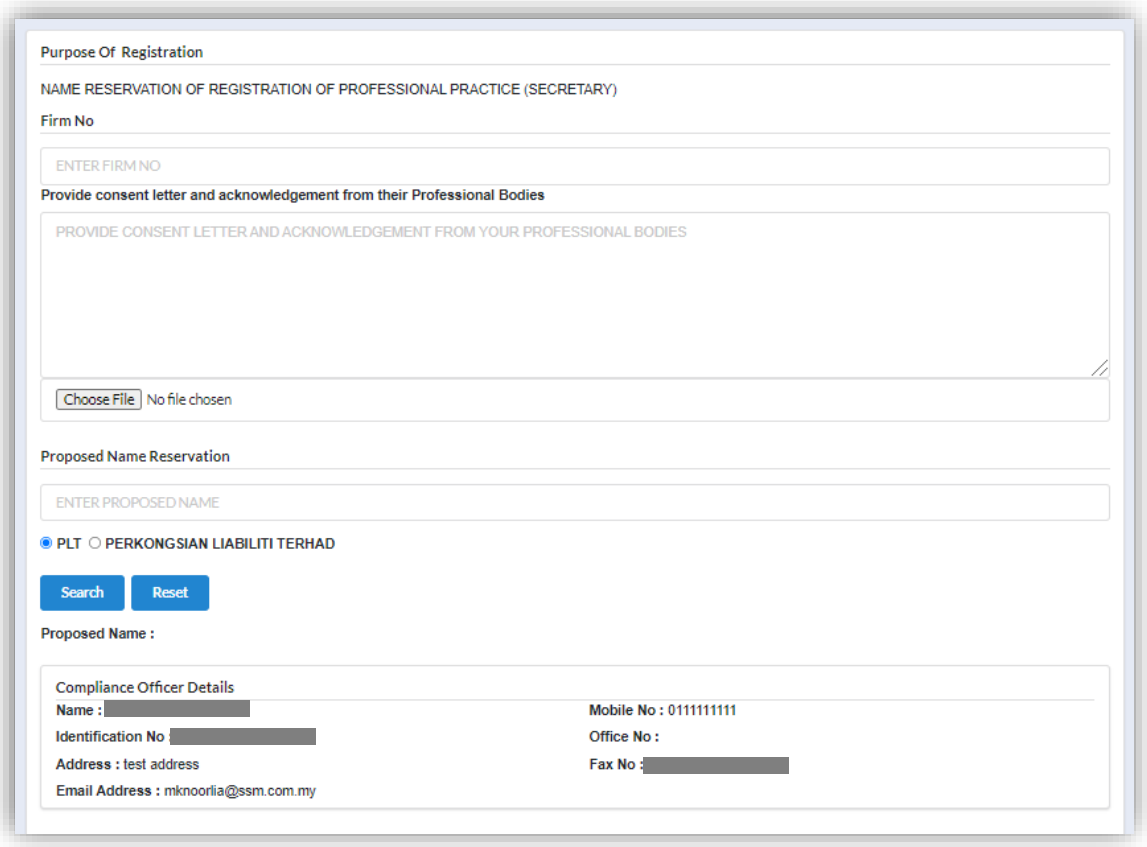
2. Select **Starting a LLP** on the menu bar and click **New Registration for Secretary** under Professional Practice.



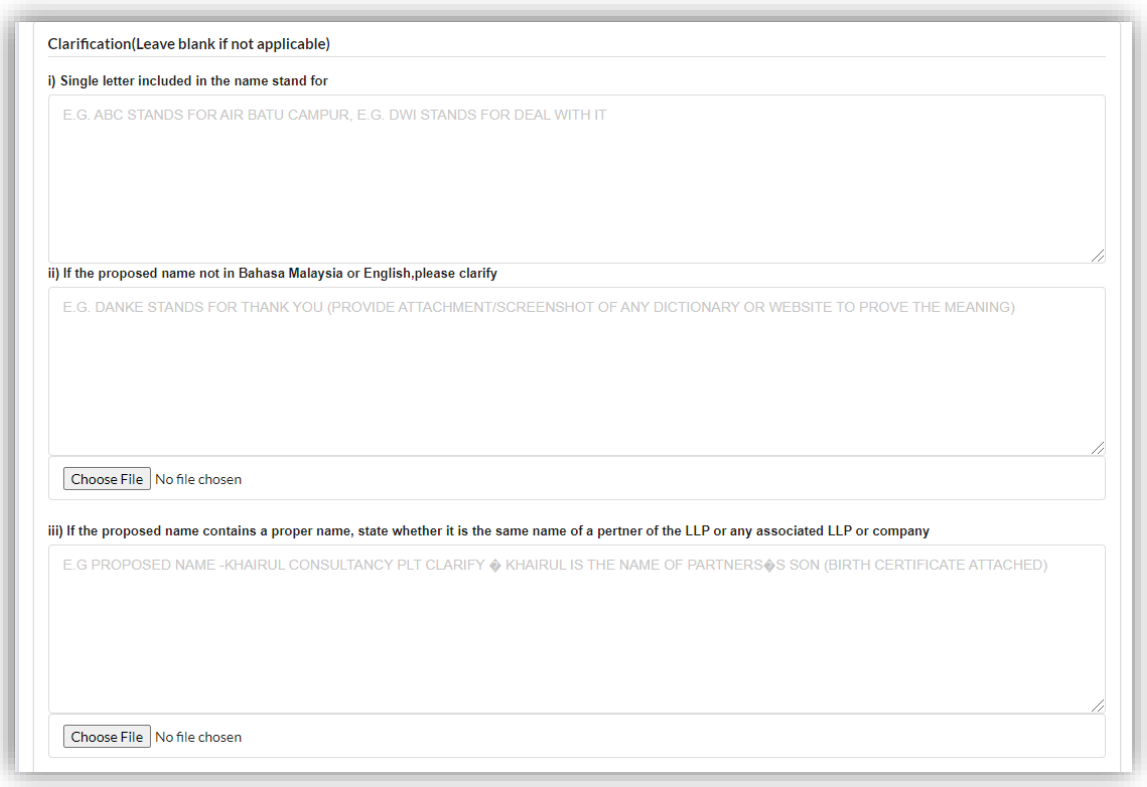
3. Key in **Firm No, consent letter and acknowledgement**.

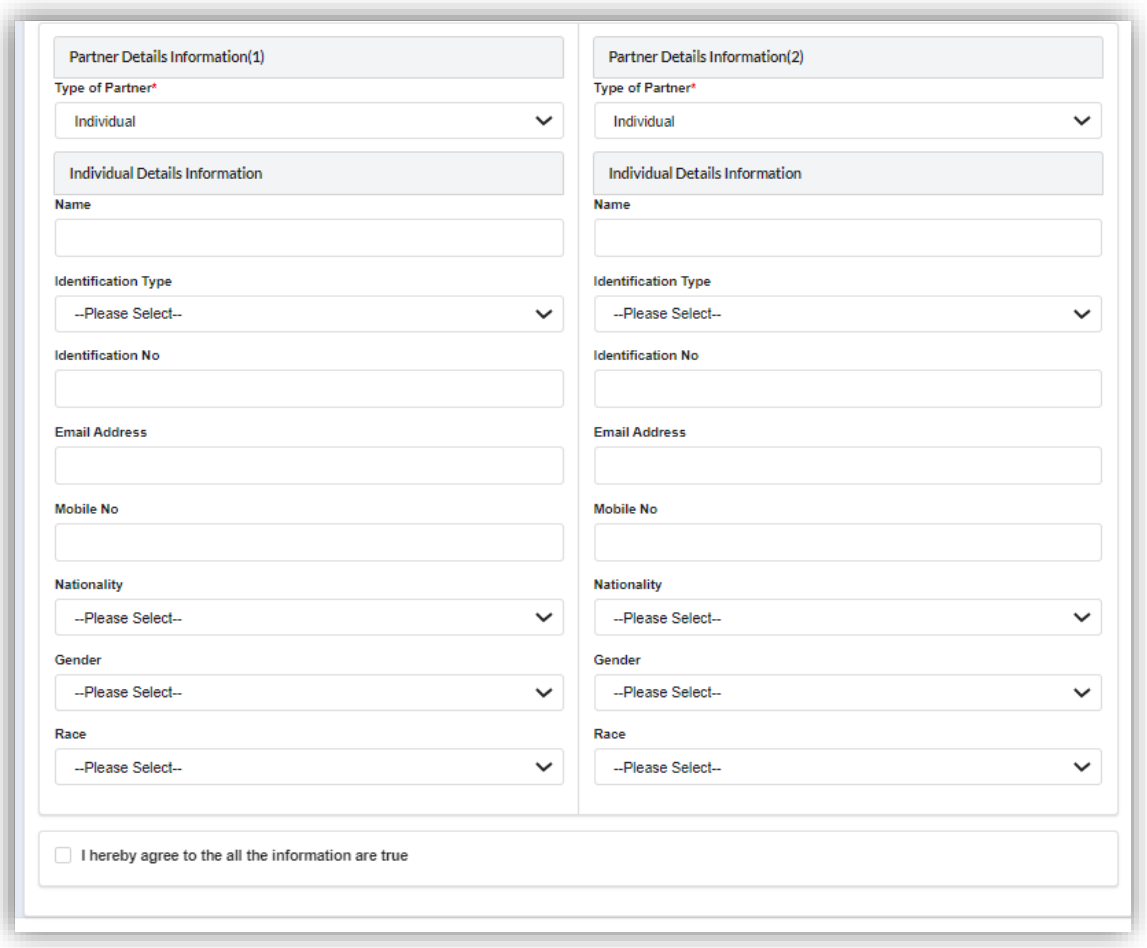
4. Upload file for supporting document.

5. Fill in **proposed name reservation** and click on Search button.



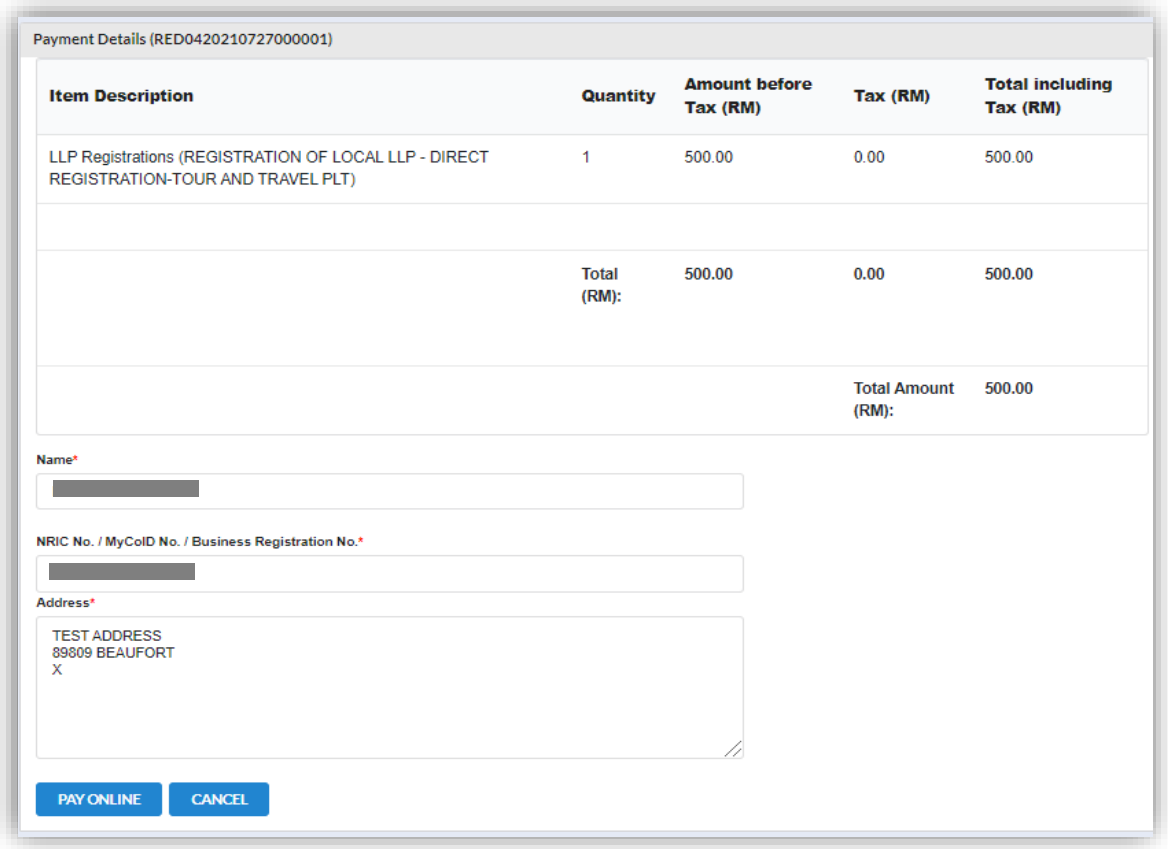
6. If the propose name is available, user need to proceed with **Clarification Form, Business Code**, **Partners Details** & tick check box for confirmation and submit.




Partner Details Information(1)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
--Please Select--
Identification No
Email Address
Mobile No
Nationality
--Please Select--
Gender
--Please Select--
Race
--Please Select--
Partner Details Information(2)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
--Please Select--
Identification No
Email Address
Mobile No
Nationality
--Please Select--
Gender
--Please Select--
Race
--Please Select--
I hereby agree to the all the information are true

7. Click *Make a Payment* button.

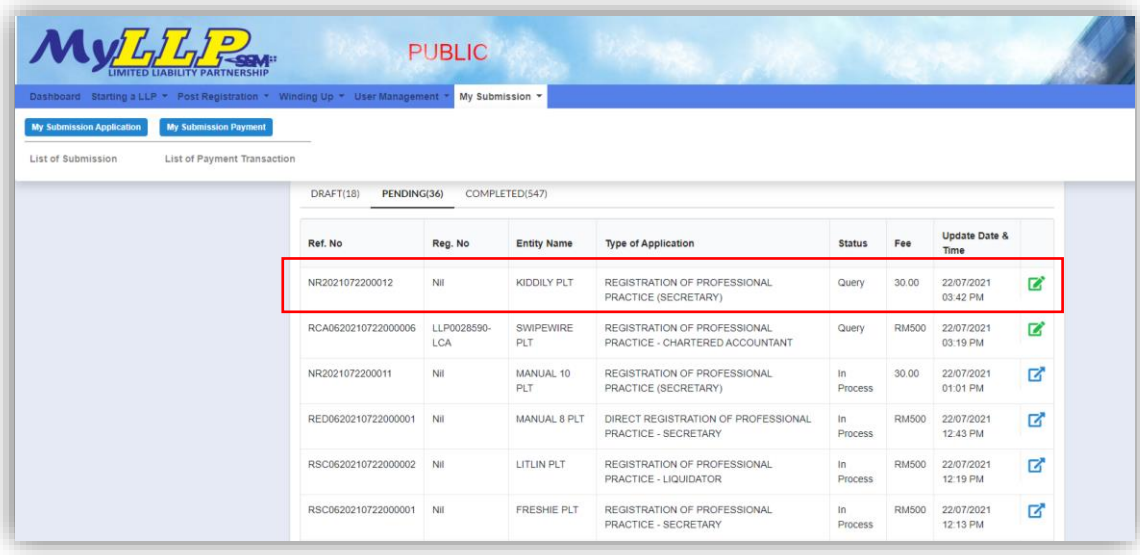
8. Click *Pay Online* button to proceed for payment.



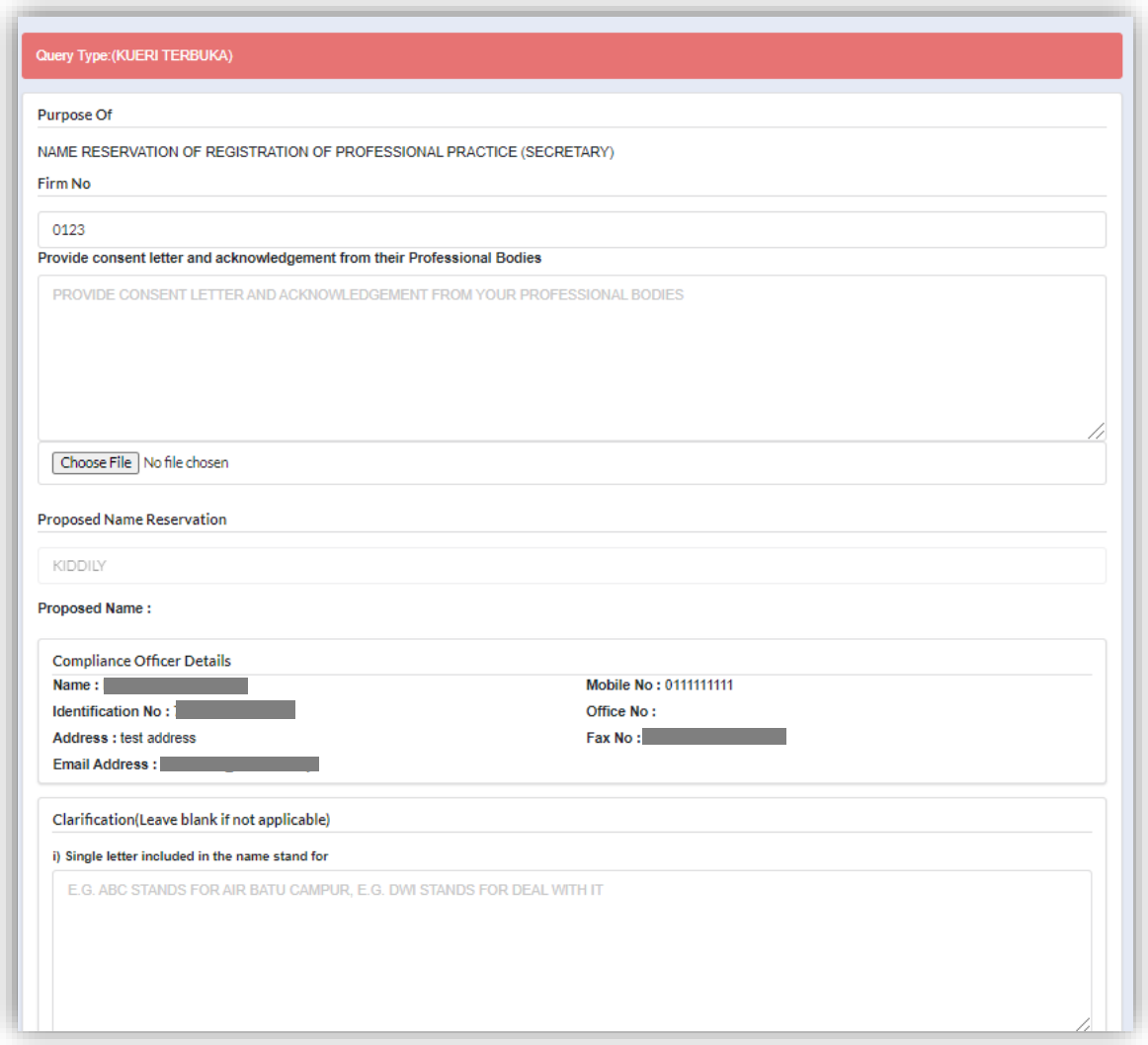
3.3.3.1.1 If Back Officer Has Made Query on Name Reservation

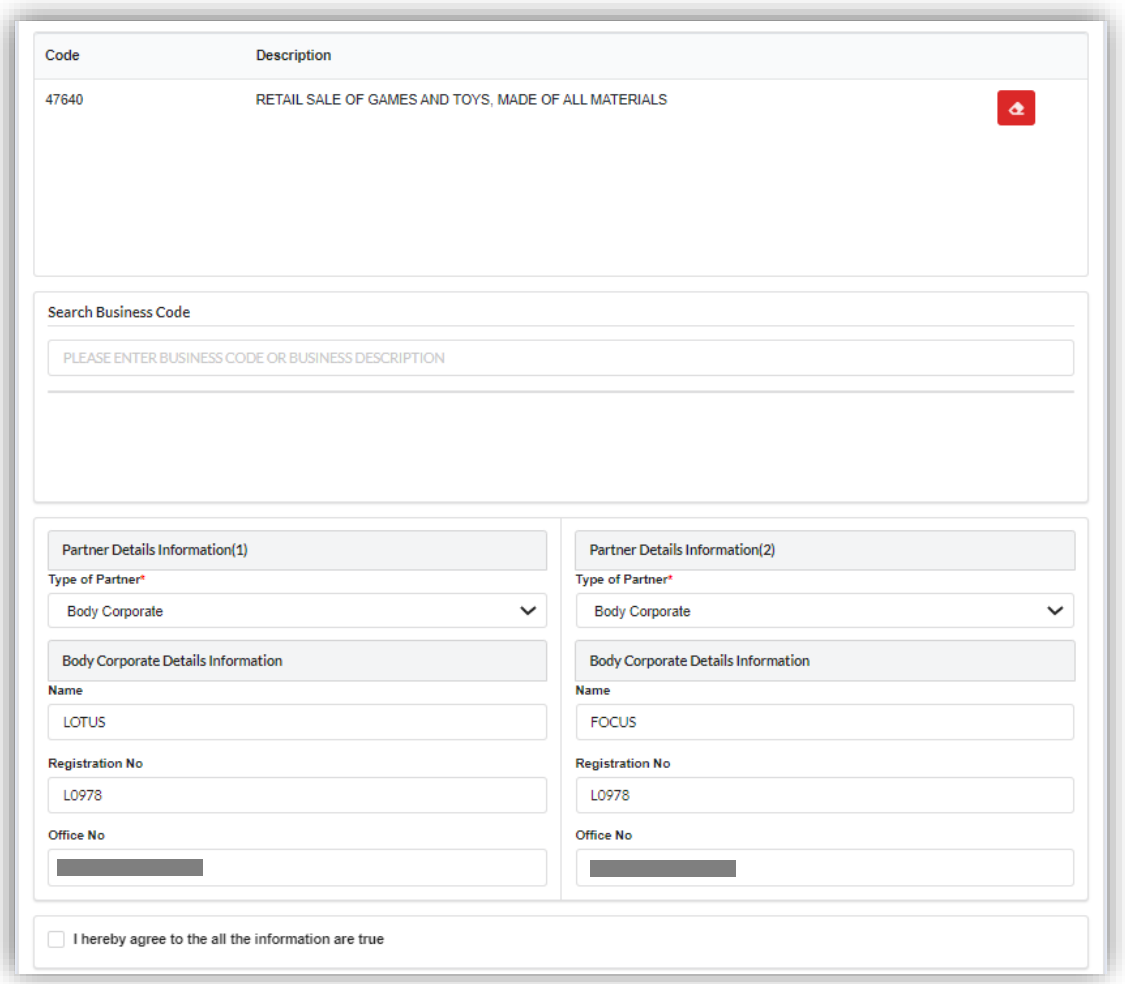
1. Select **My Submission** and choose List of Submission.

2. Choose an entity with type of **Registration of Professional Practice (Secretary)** along with its status "*Query*" and click *Edit Record* button to make query.



3. Key in data that needed to be query and tick checkbox to confirm declaration and click *Submit* button.

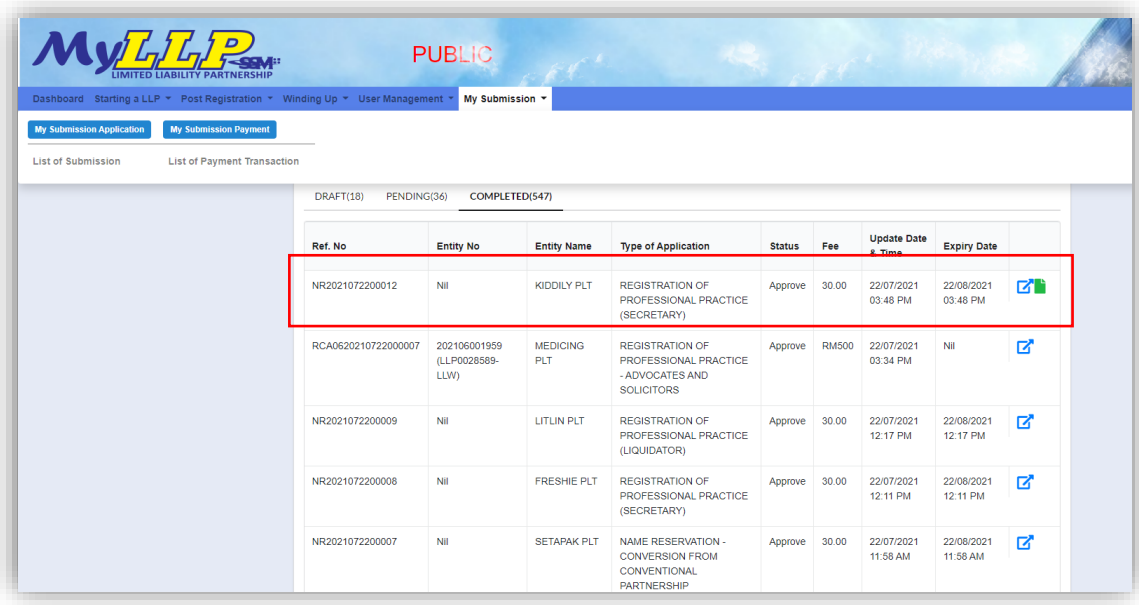



Code
Description
47640
RETAIL SALE OF GAMES AND TOYS, MADE OF ALL MATERIALS
Search Business Code
PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION
Partner Details Information(1)
Type of Partner*
Body Corporate
Body Corporate Details Information
Name
LOTUS
Registration No
L0978
Office No
Partner Details Information(2)
Type of Partner*
Body Corporate
Body Corporate Details Information
Name
FOCUS
Registration No
L0978
Office No
I hereby agree to the all the information are true

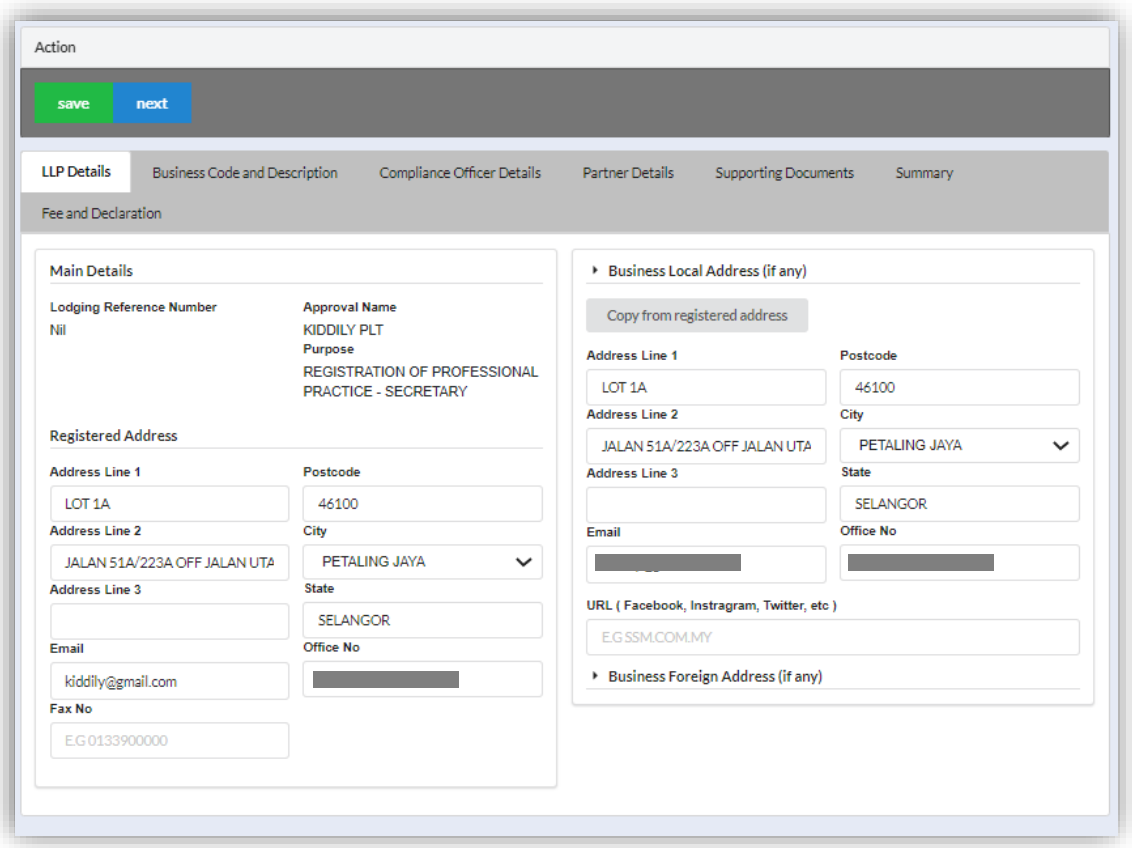
3.3.3.1.2 After Back Officer has Approved Name Reservation

1. Select **My Submission** and choose List of Submission

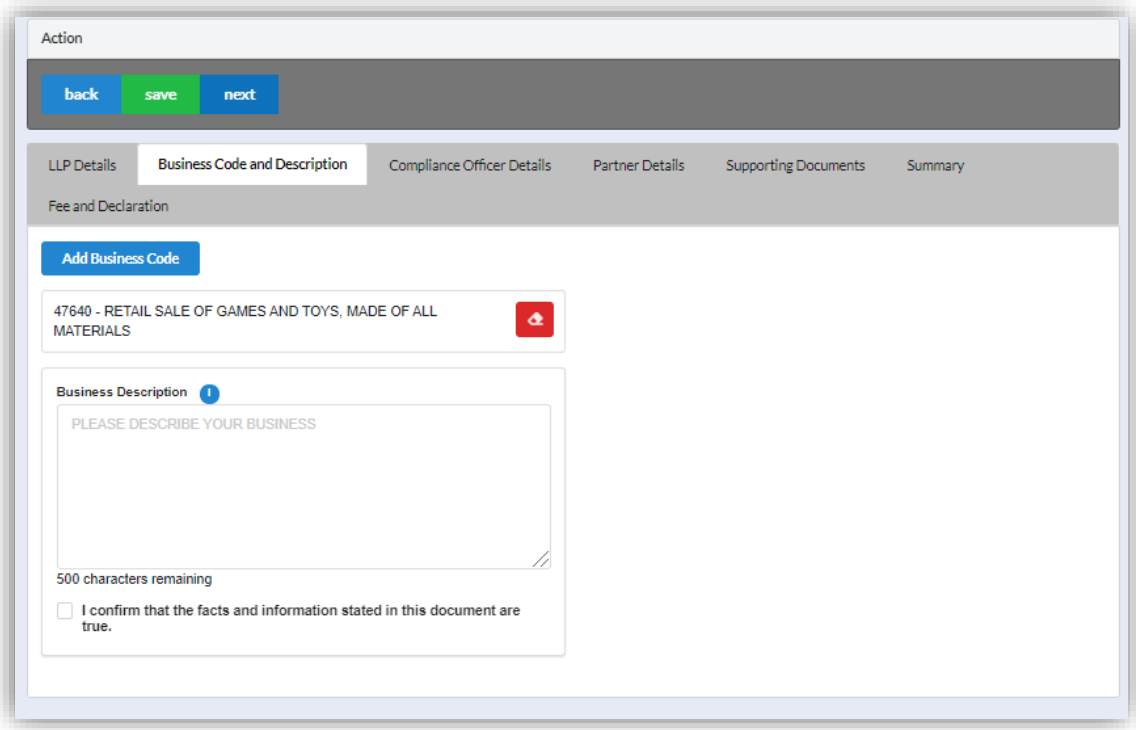
2. Choose an entity with type of **Registration of Professional Practice (Secretary)** along with its status "*Approved*" and click *Edit Record* button to make a submission.



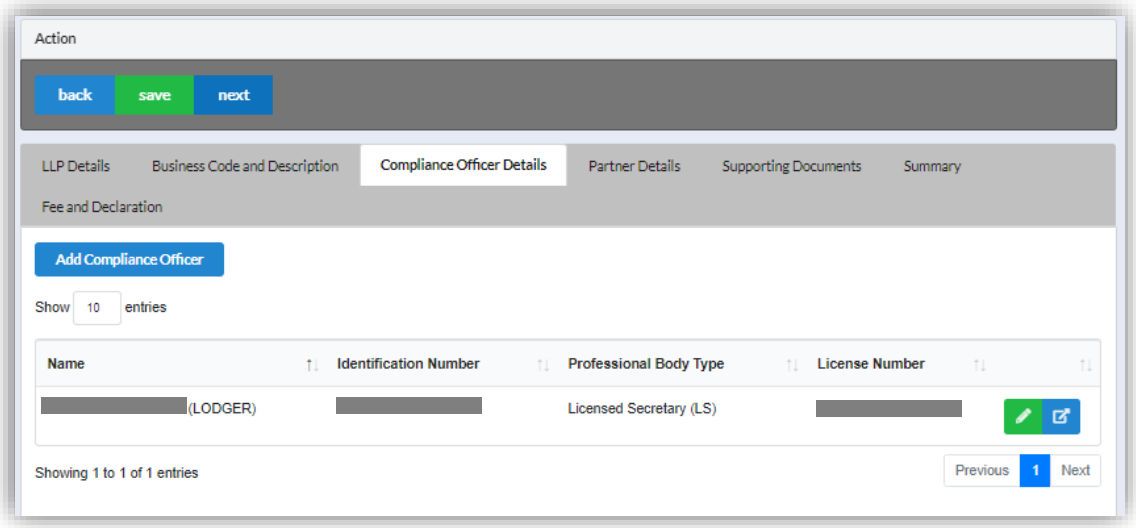
3. Select **LLP Details** and key in data for LLP details and click *Save* button.



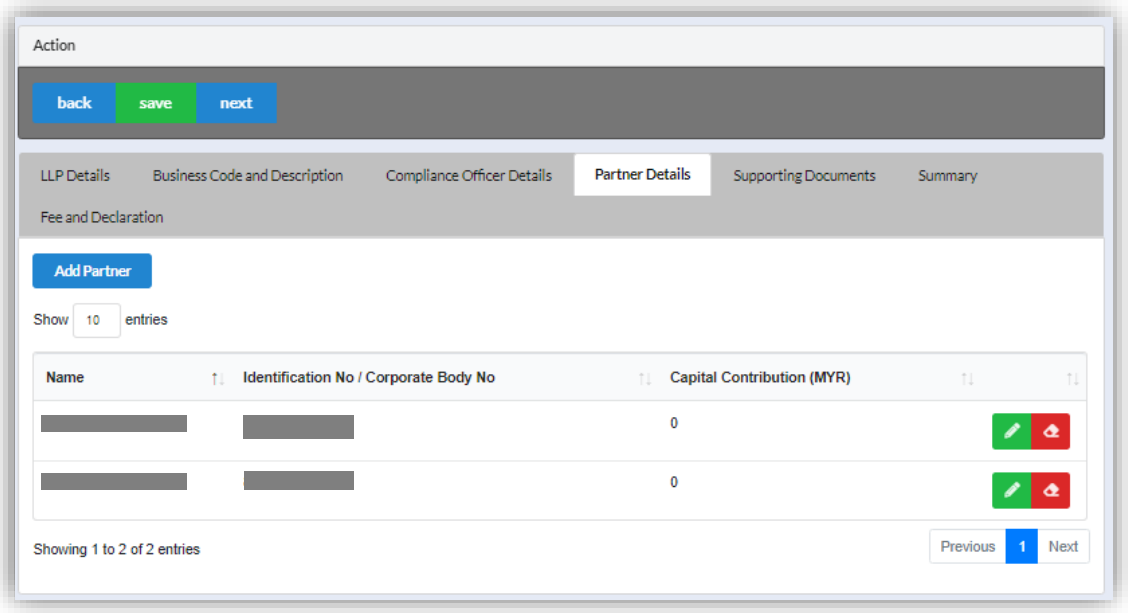
4. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code,* key in data for business code and click *Save* button.

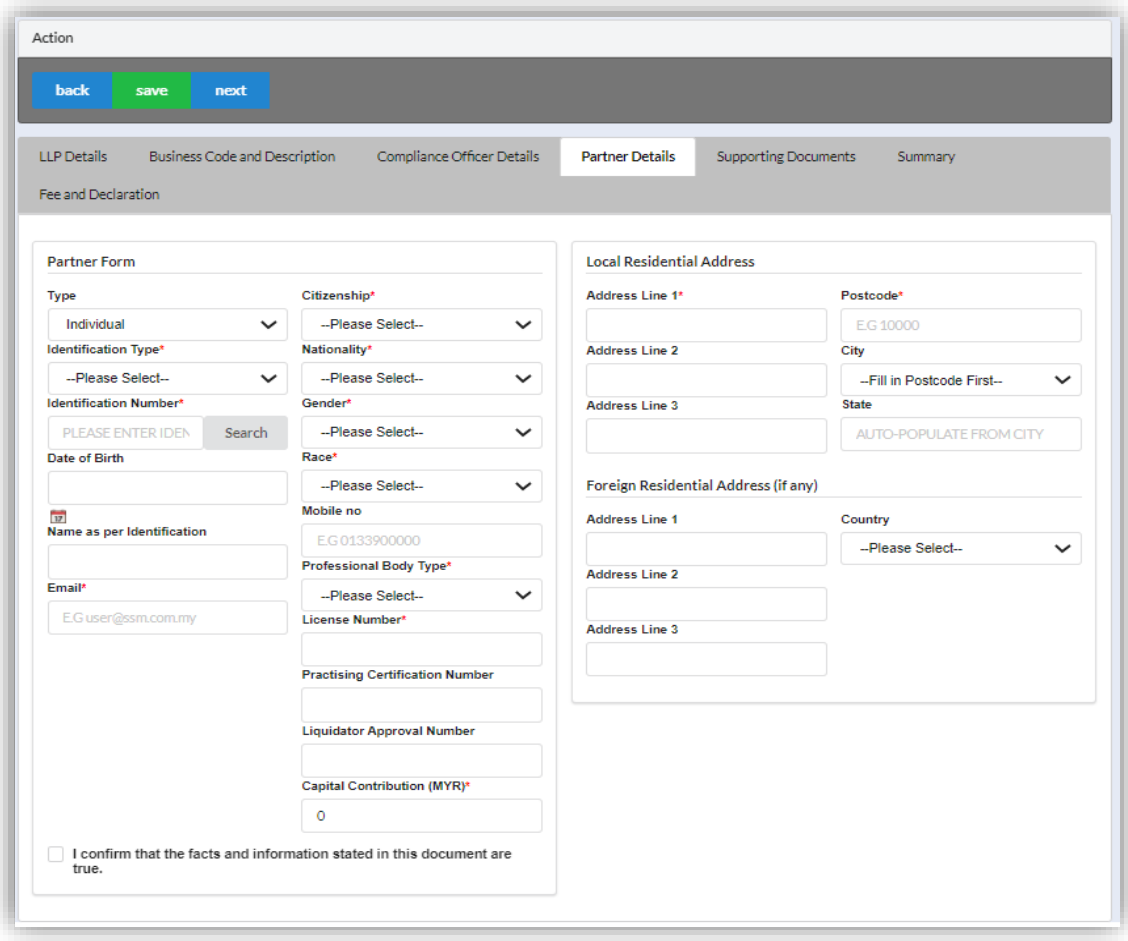


5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

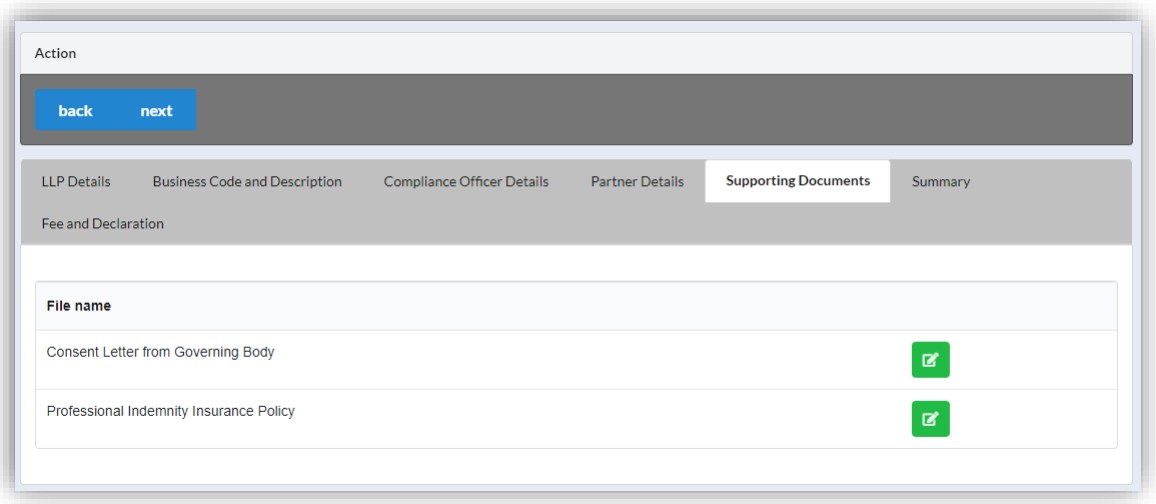


6. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

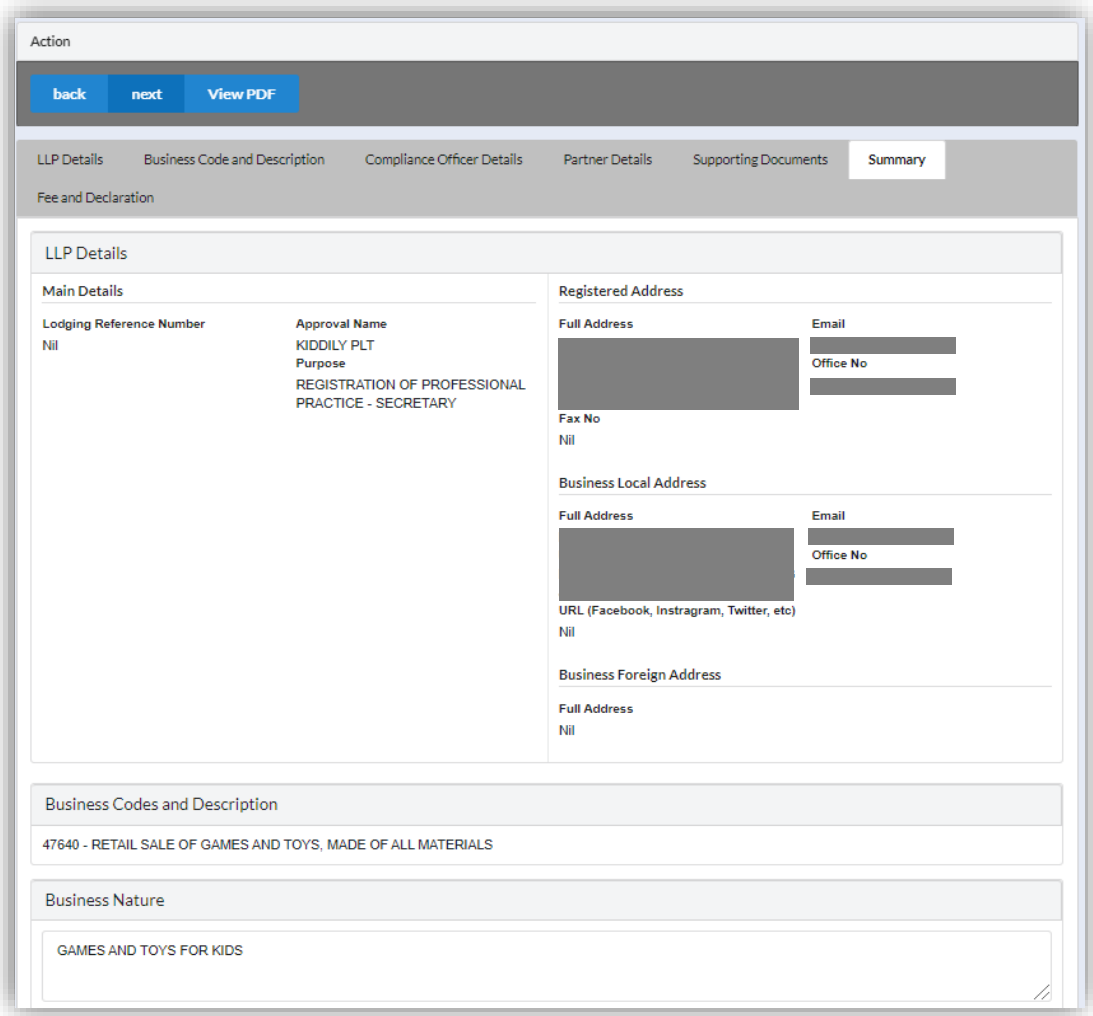




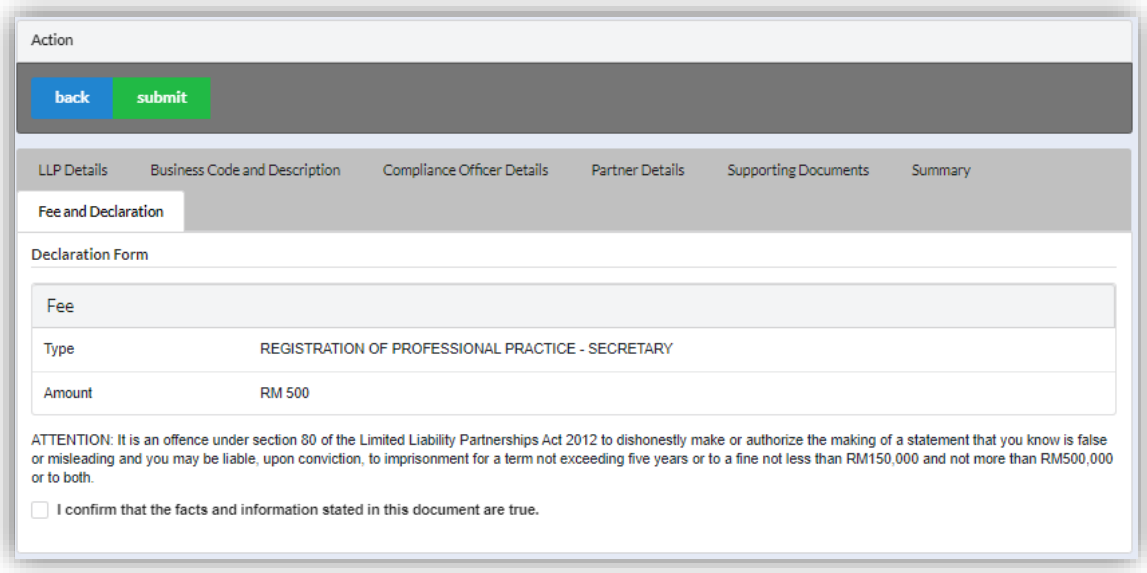
7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



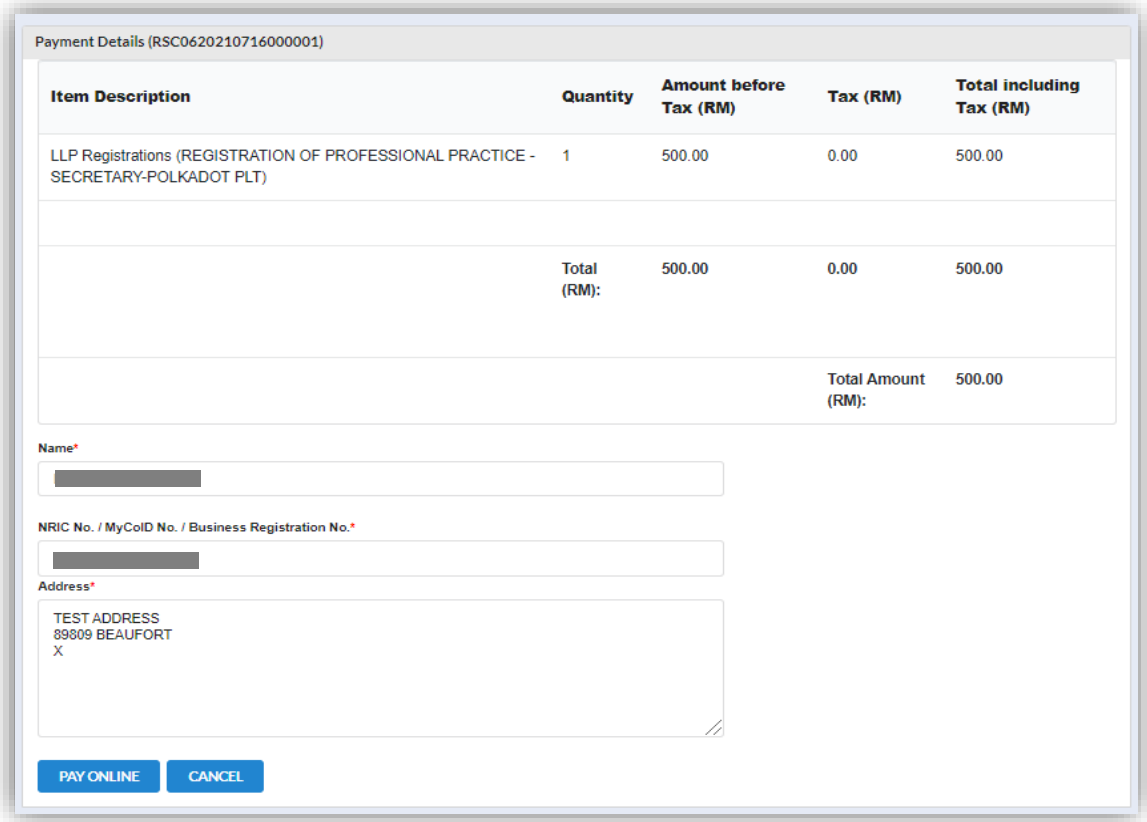
8. Click *Next* button to proceed to **Summary** and view all the changes made.



9. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

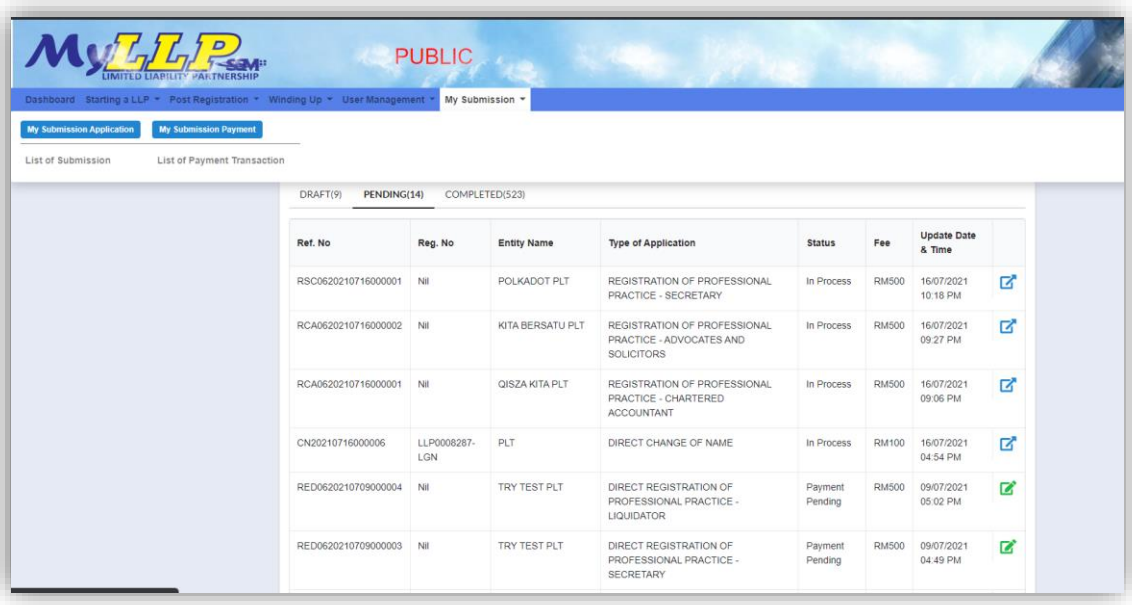


10. Click *Pay Online* button to proceed for payment.

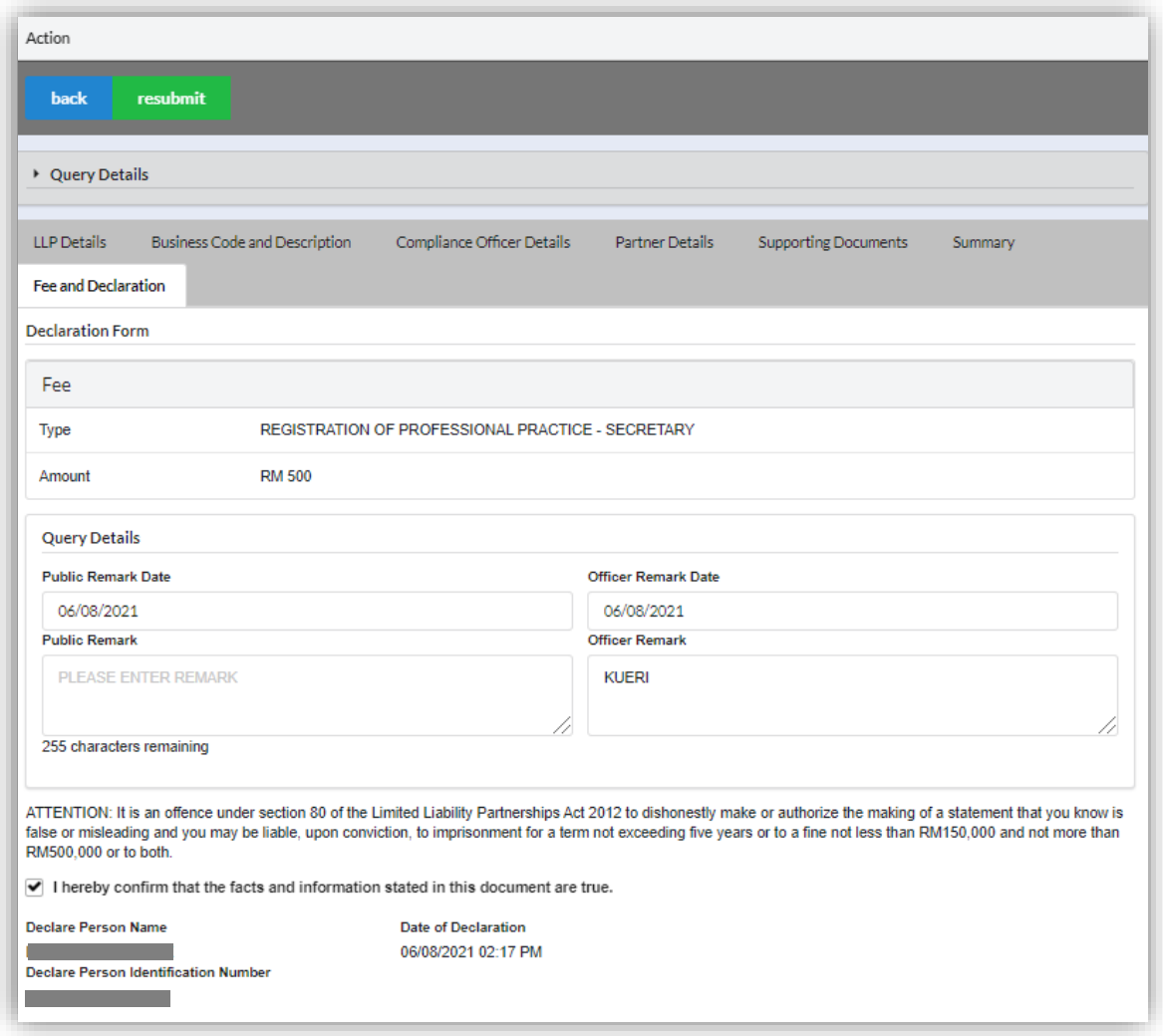


3.3.3.1.3 If Back Officer made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click edit action button to make query.



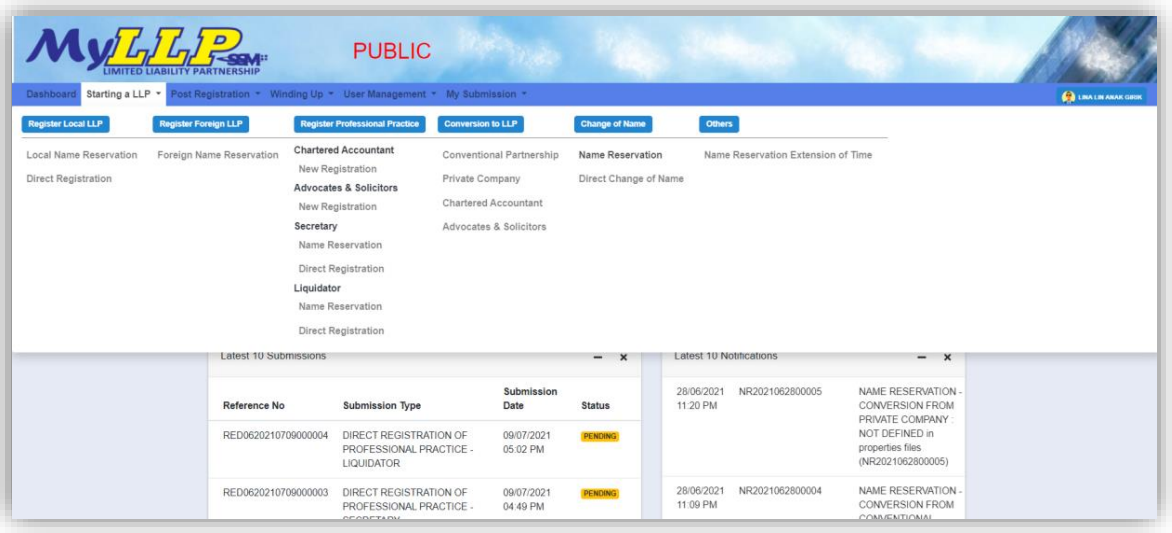
2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick check box for confirm declaration, key in query remark and click *Submit* button.



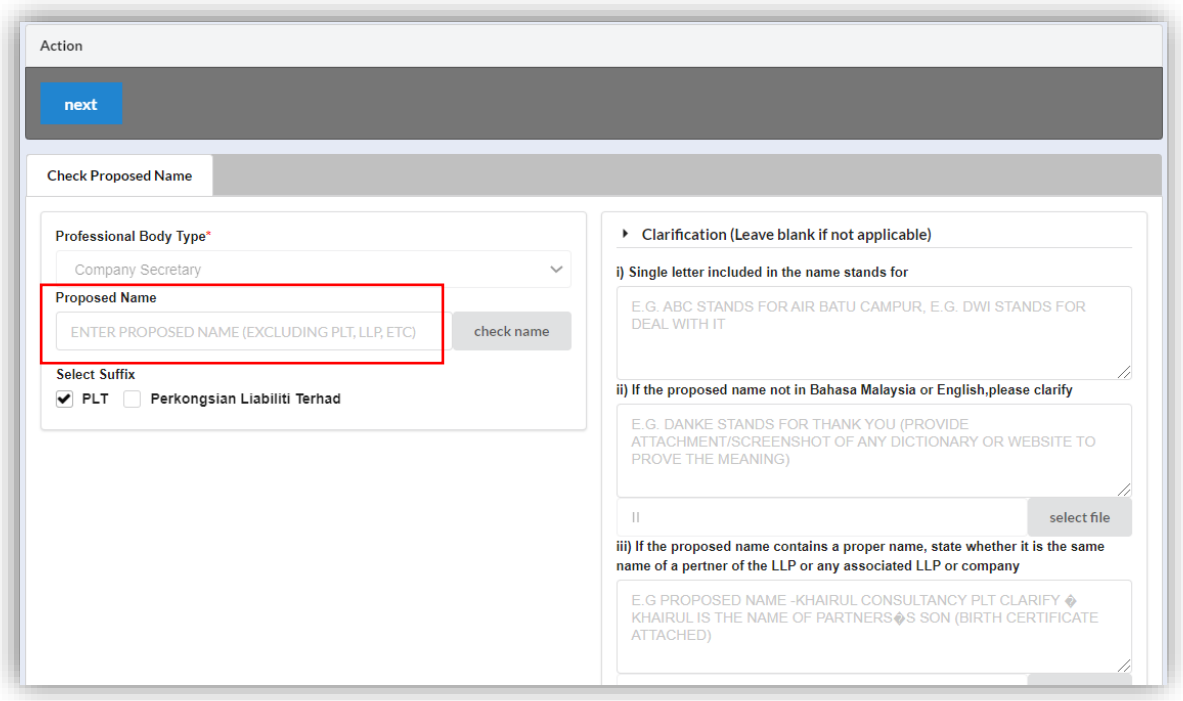
3.3.3.2 Direct Registration

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

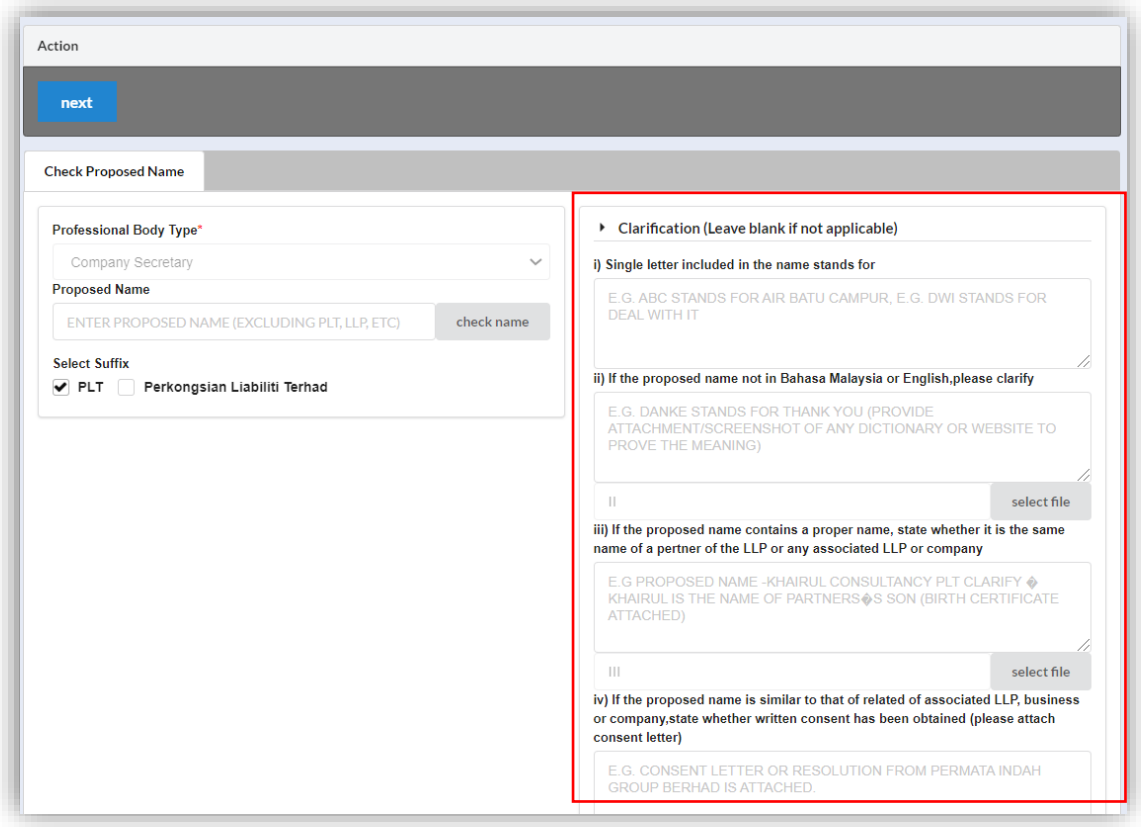
2. Select **Starting a LLP** on the menu bar and click **Direct Registration for Secretary** under Professional Practice.



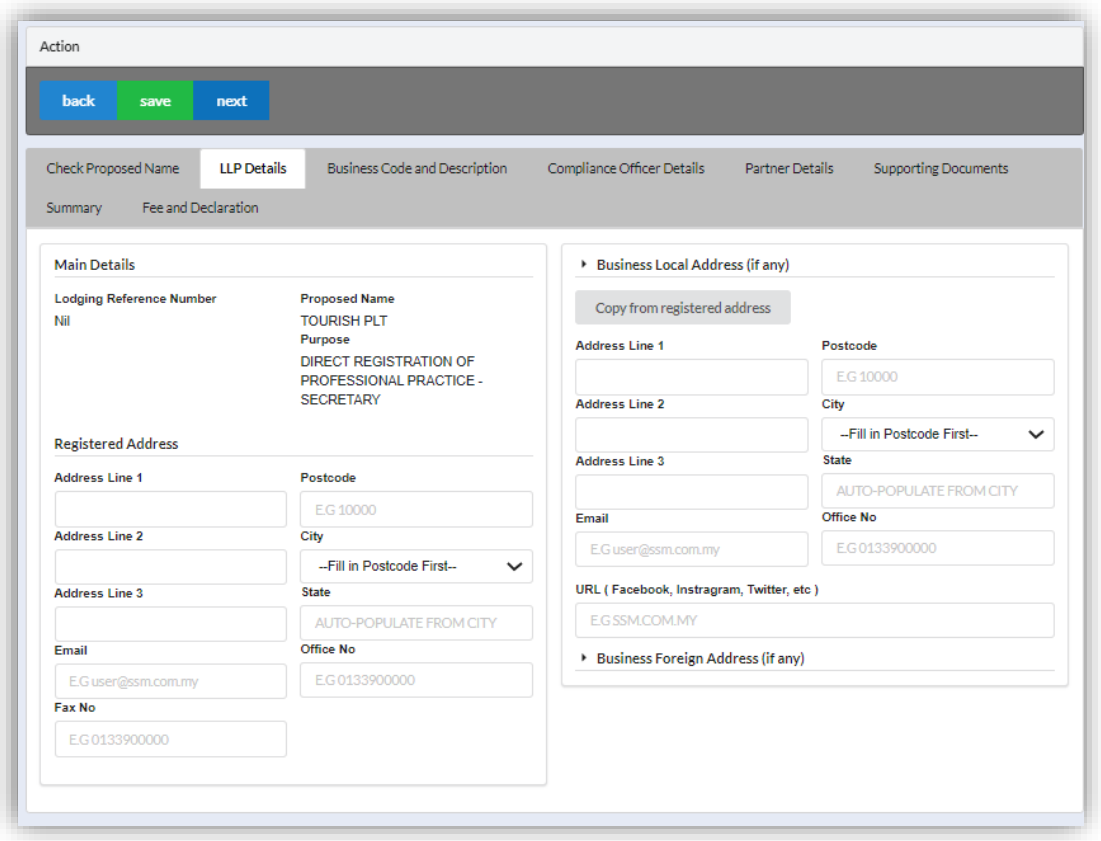
3. Key in **Proposed Name** in the textbox and click *Check Name* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.



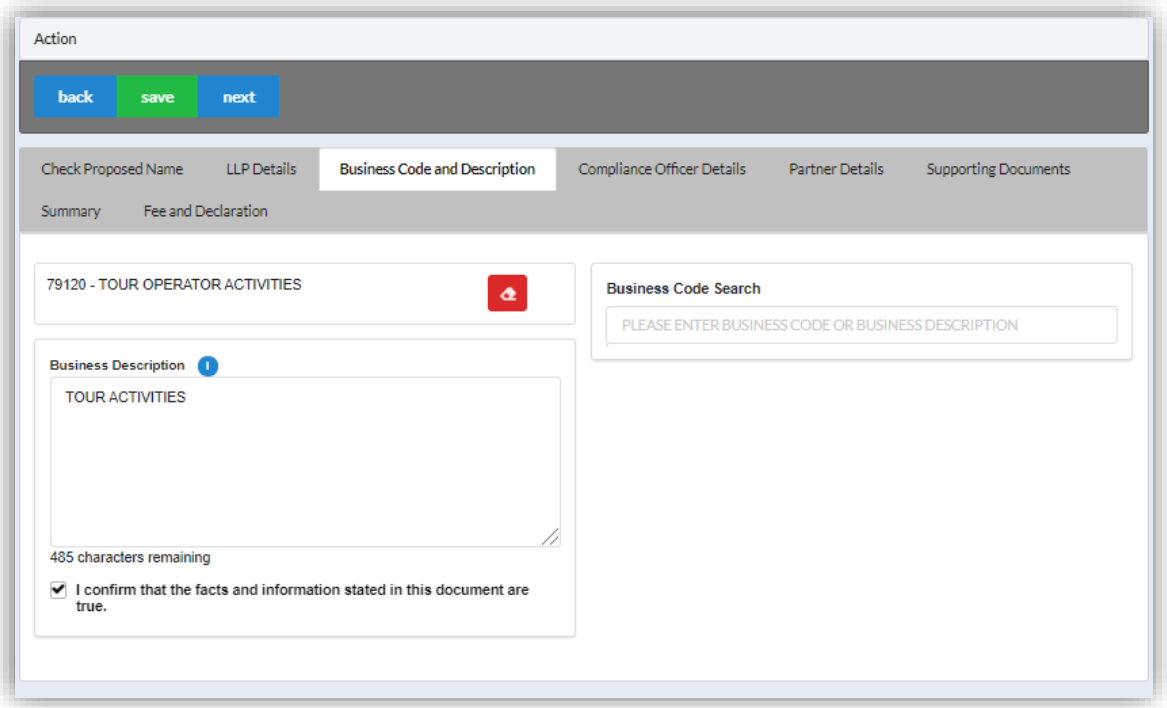
4. Key in **Clarification** form and upload **supporting documents** leave it blank if not applicable.



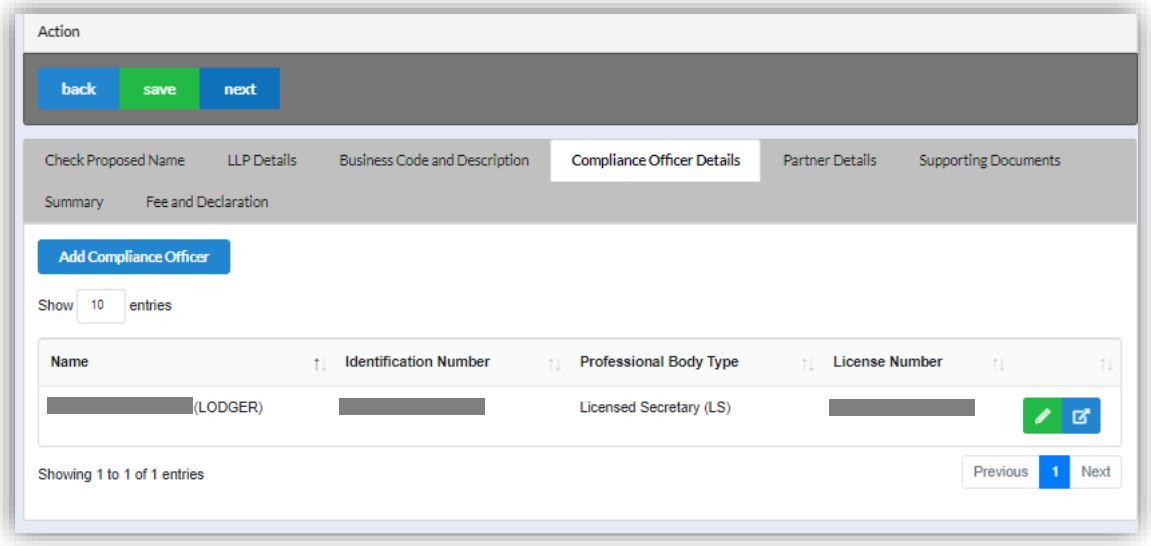
5. Select **LLP Details** and key in data for LLP details and click *Save* button.



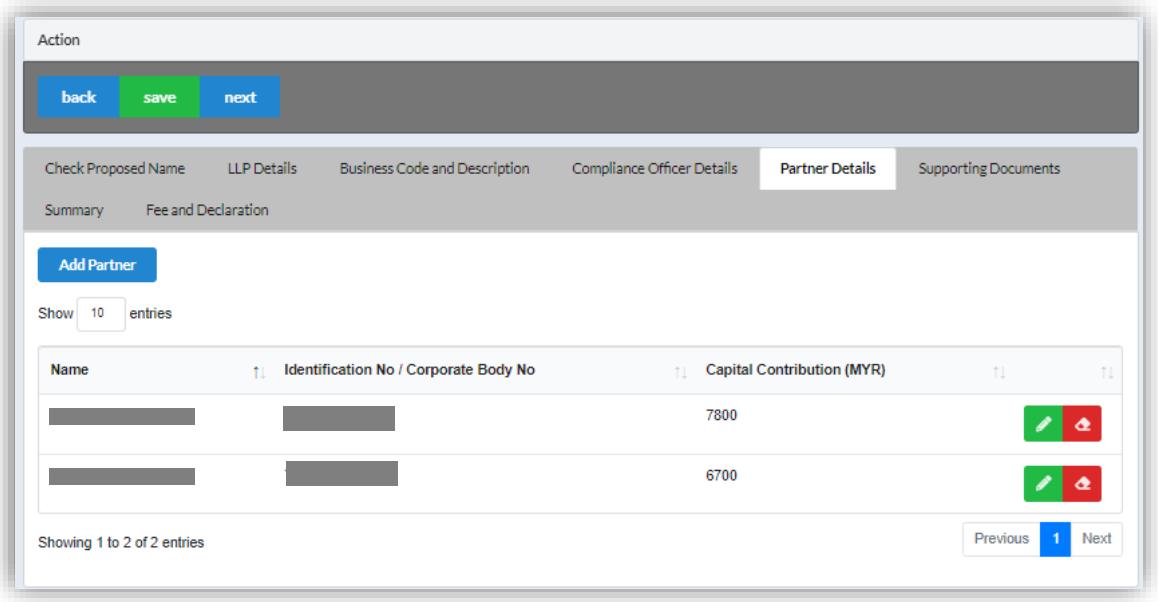
6. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code,* key in data for business code and click *Save* button.



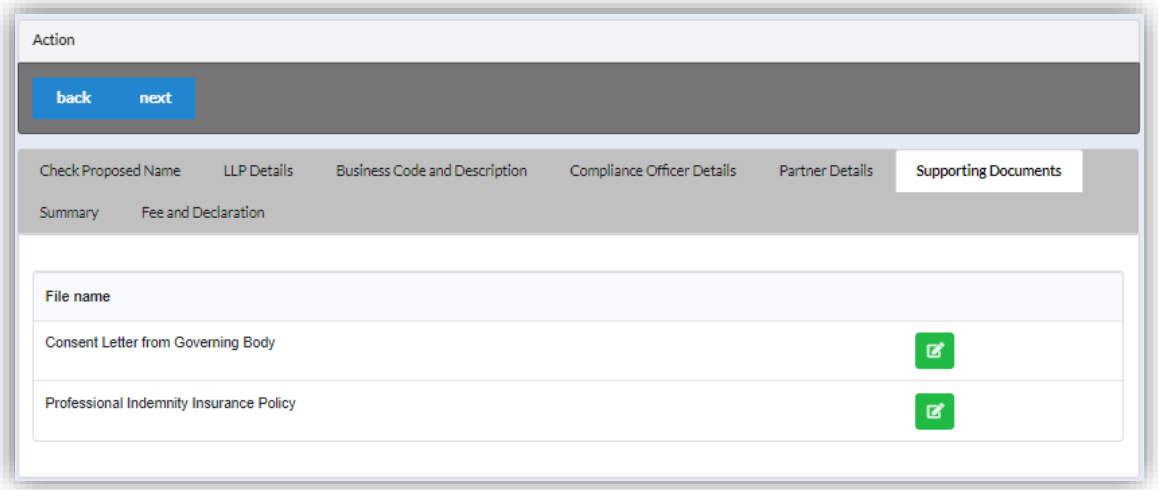
7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



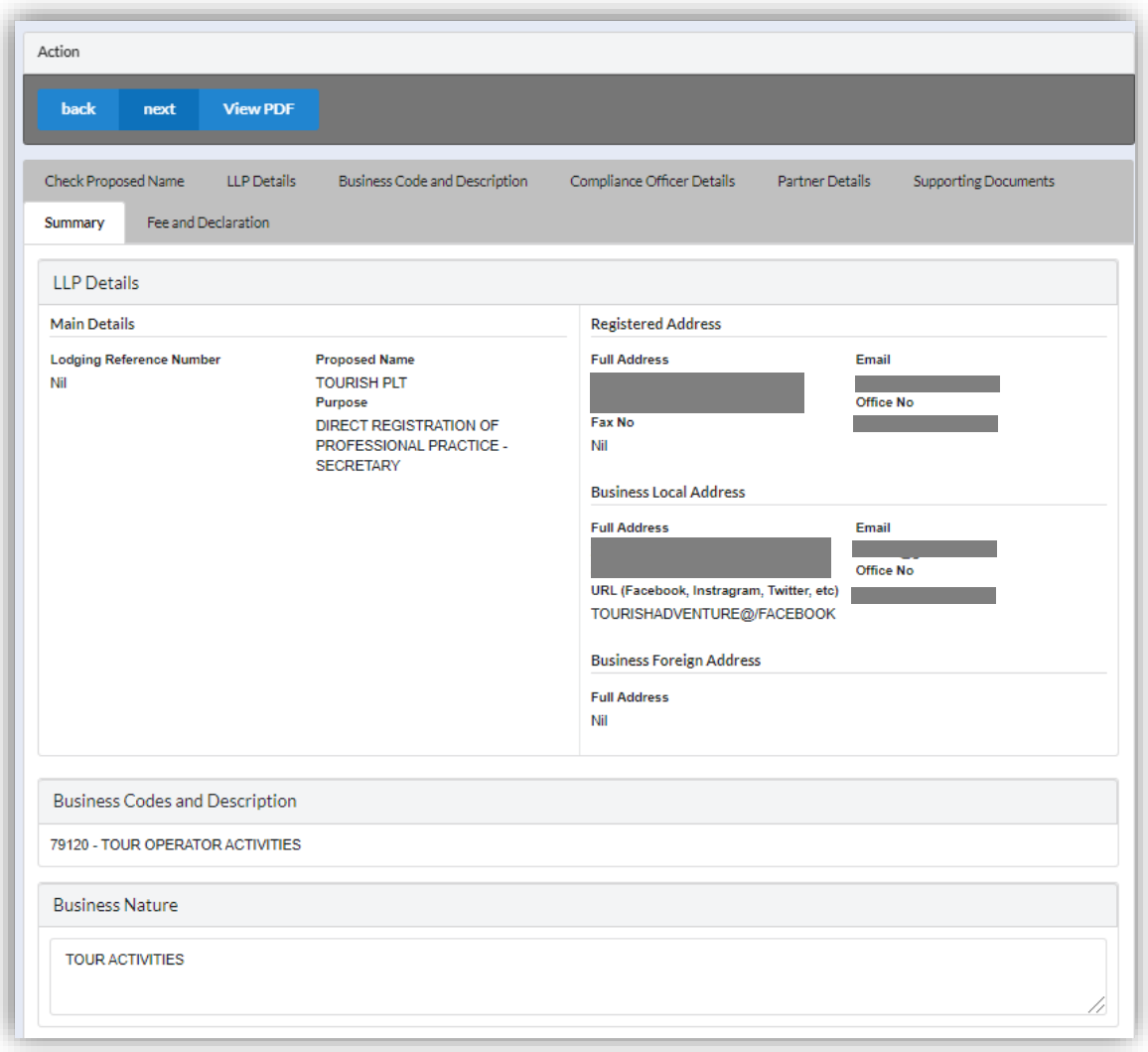
8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



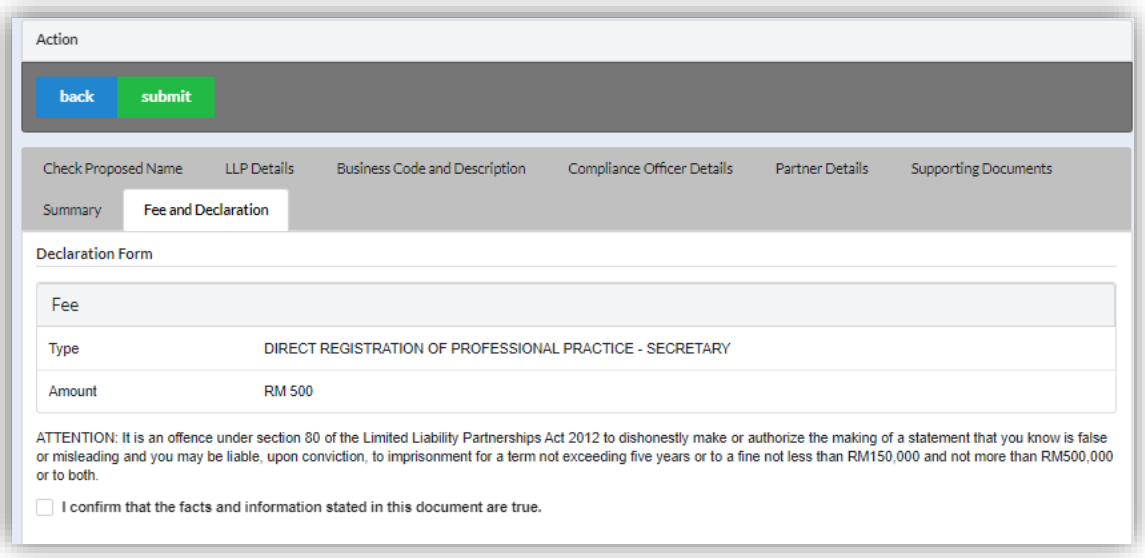
9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



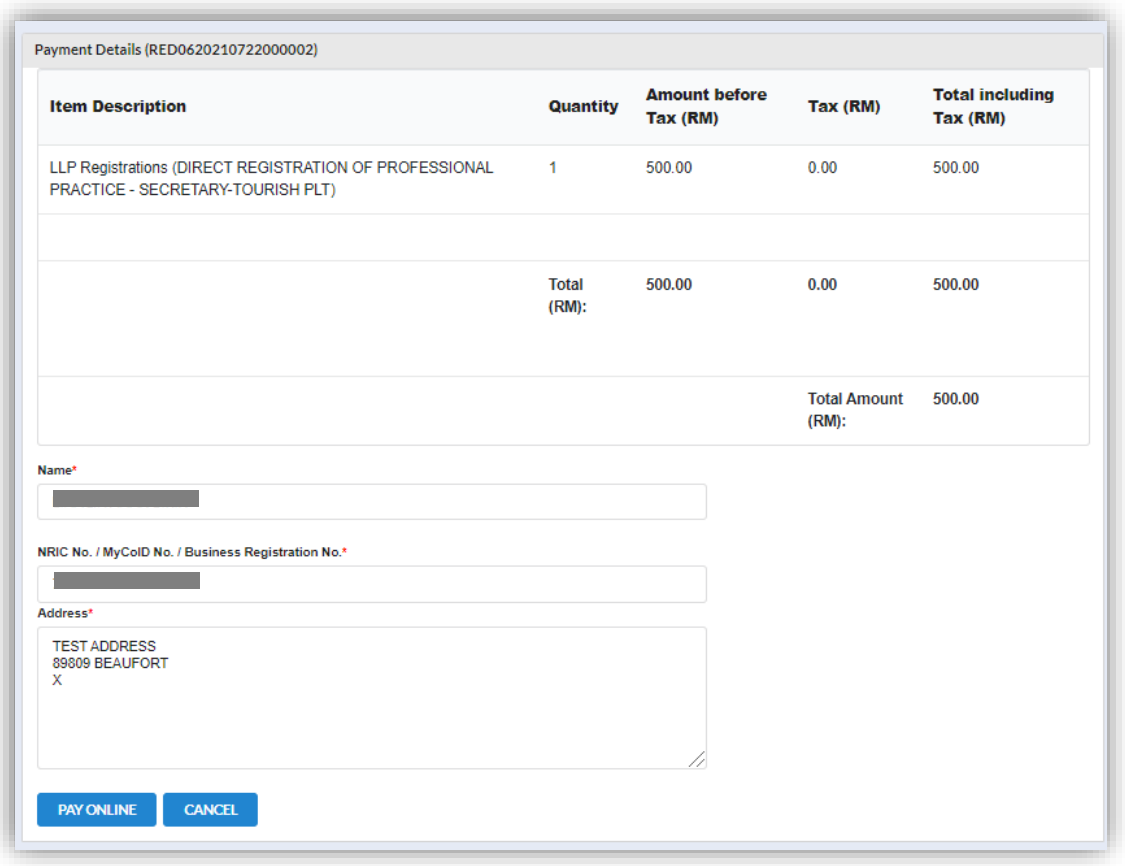
10.Click *Next* button to proceed to **Summary** and view all the changes made.



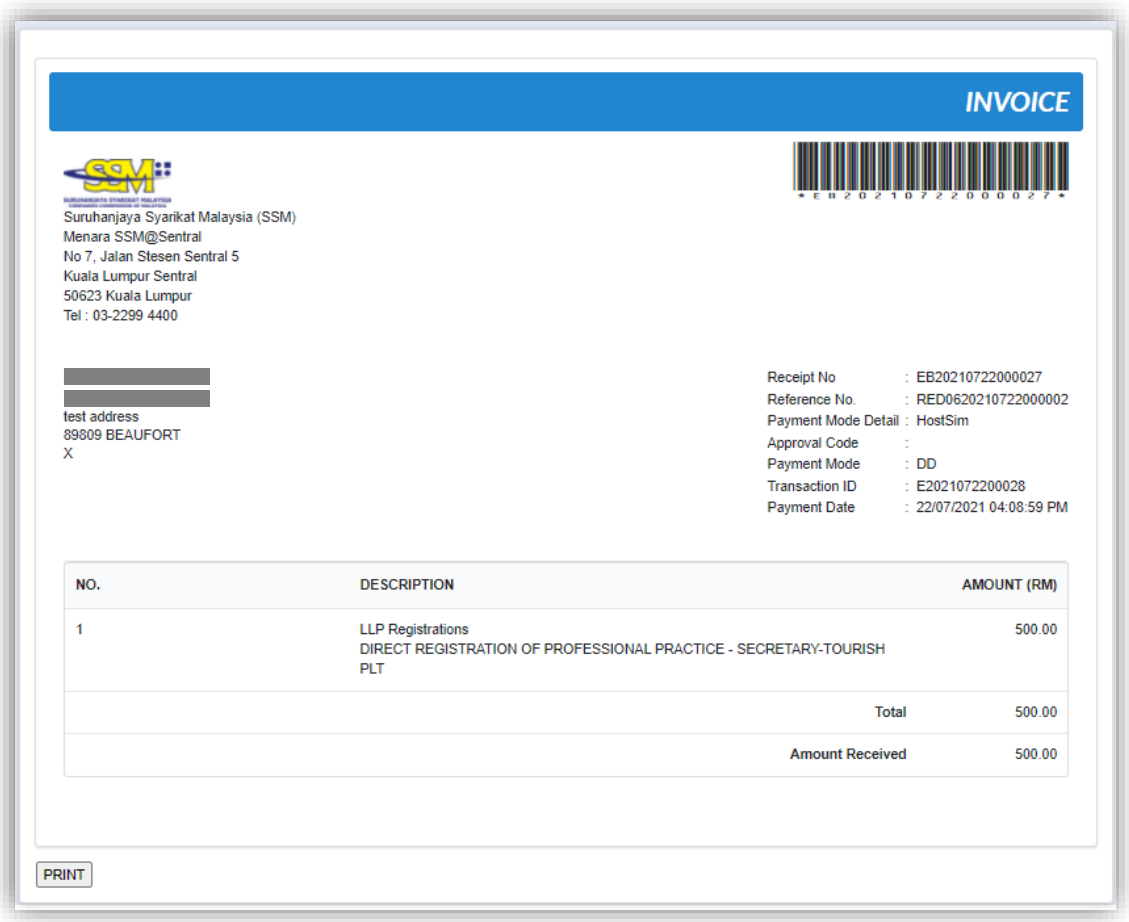
11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



12.Click *Pay Online* button to proceed for payment.



13.User will received invoice once they make the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

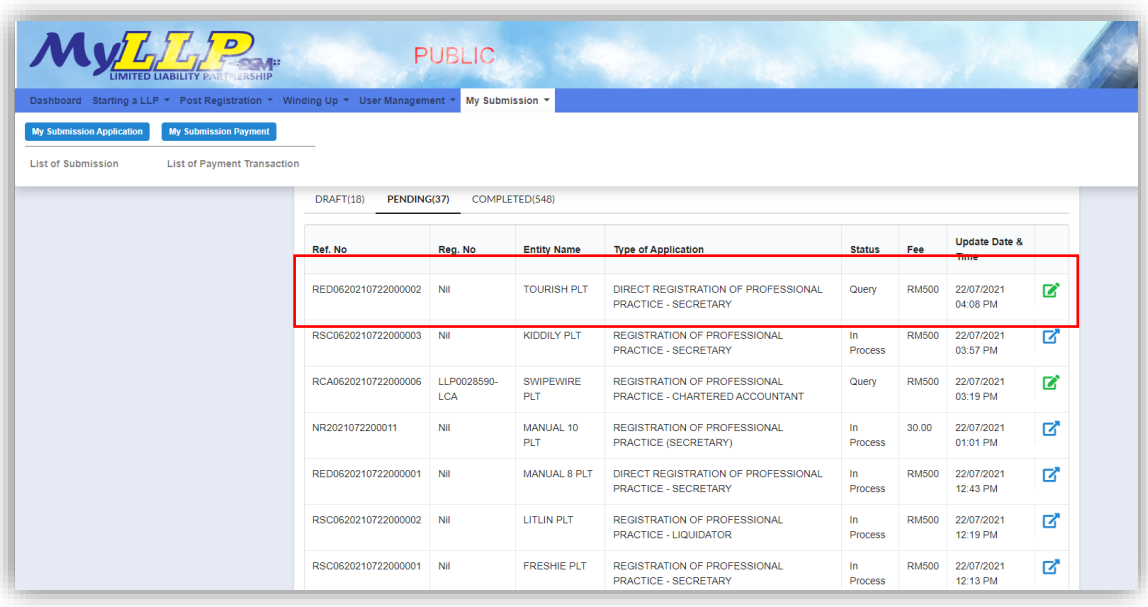
Receipt No	: EB20210722000027
Reference No.	: RED0620210722000002
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072200028
Payment Date	: 22/07/2021 04:08:59 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY-TOURISH PLT	500.00
	Total	500.00
	Amount Received	500.00

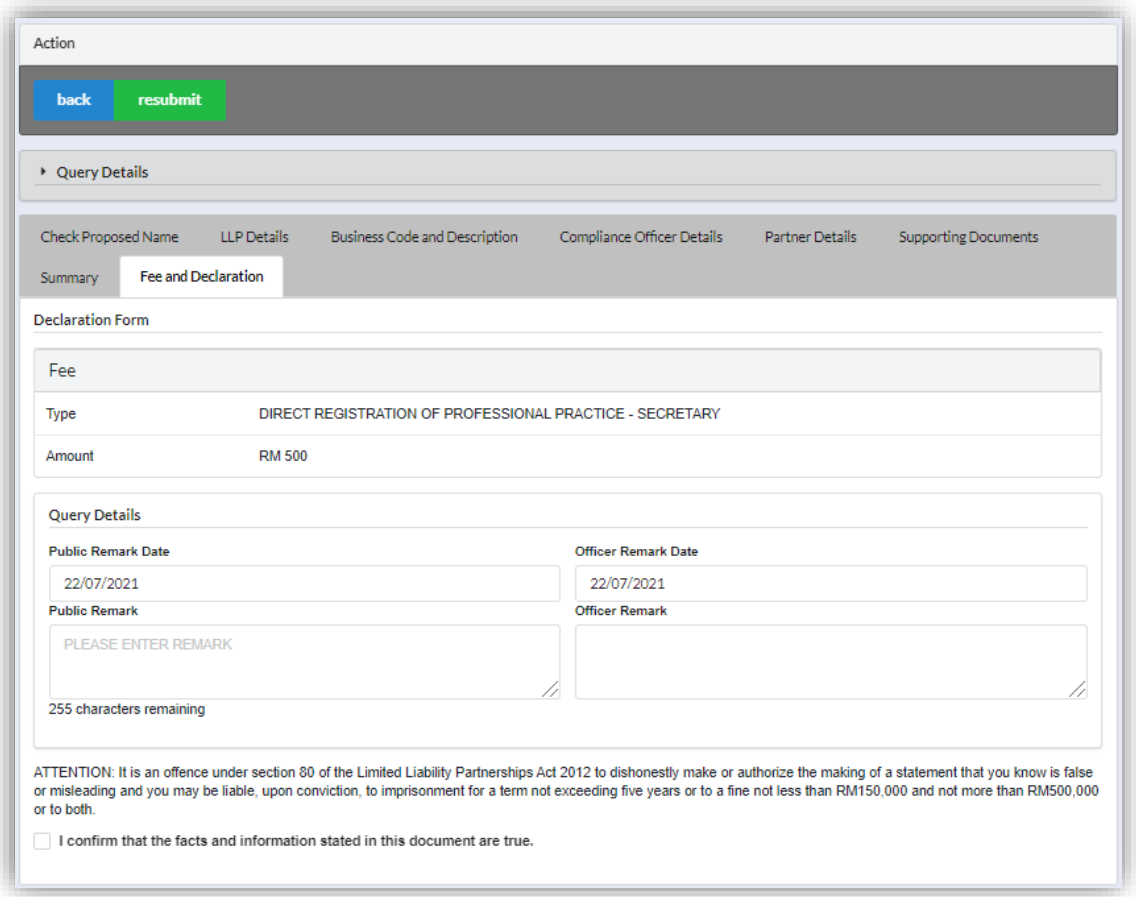
PRINT

3.3.3.2.1 If Back Officer Made Query on Name Reservation Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.

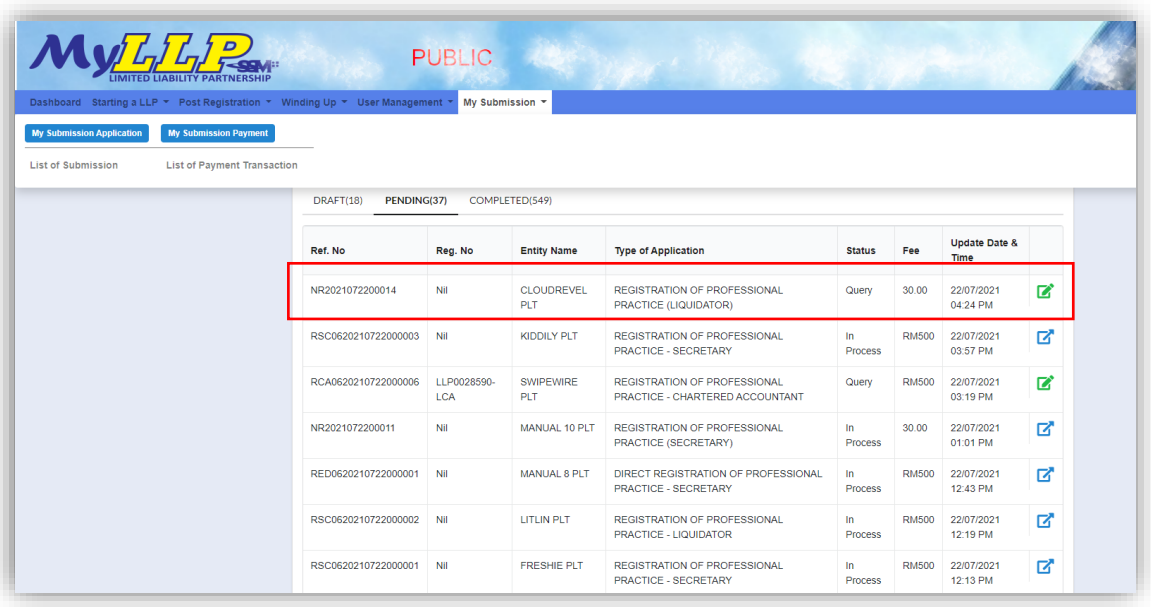


2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

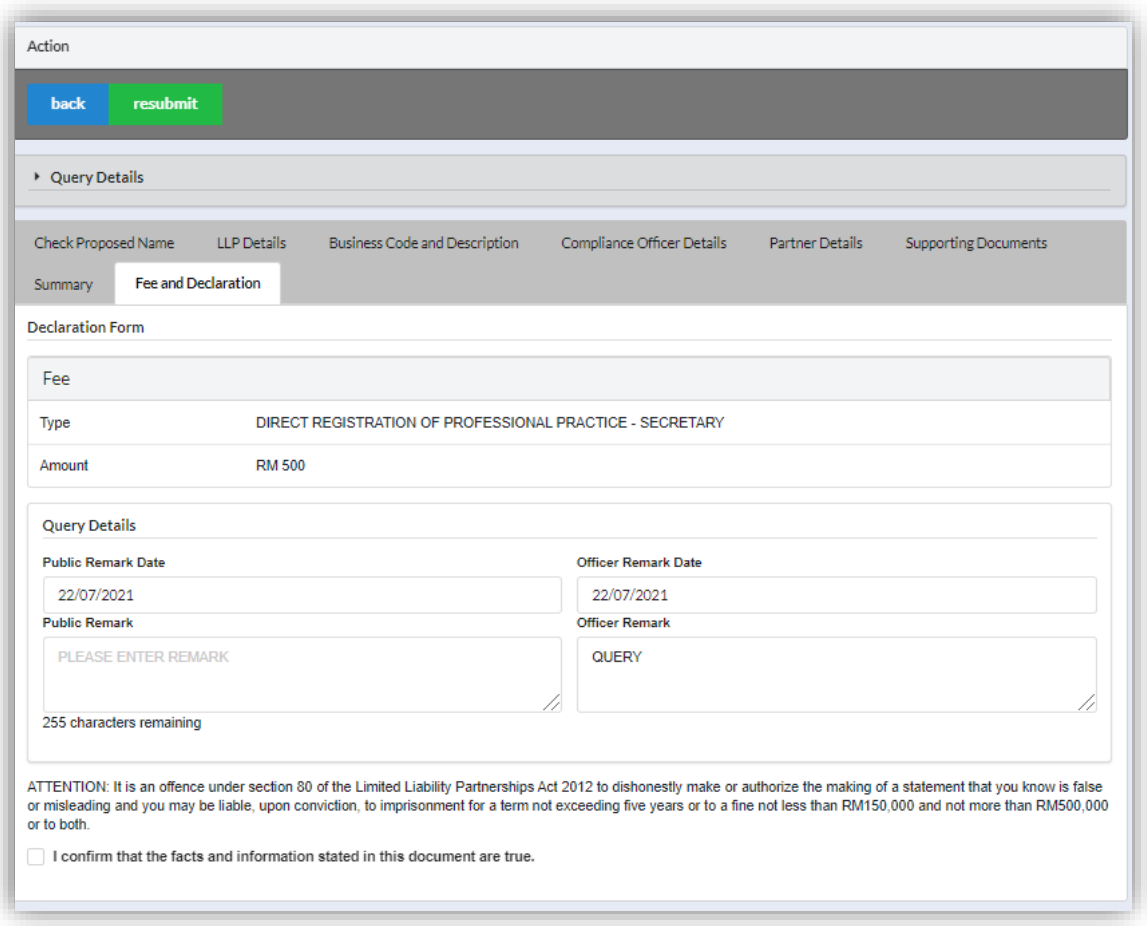


3.3.3.2.2 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.



2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

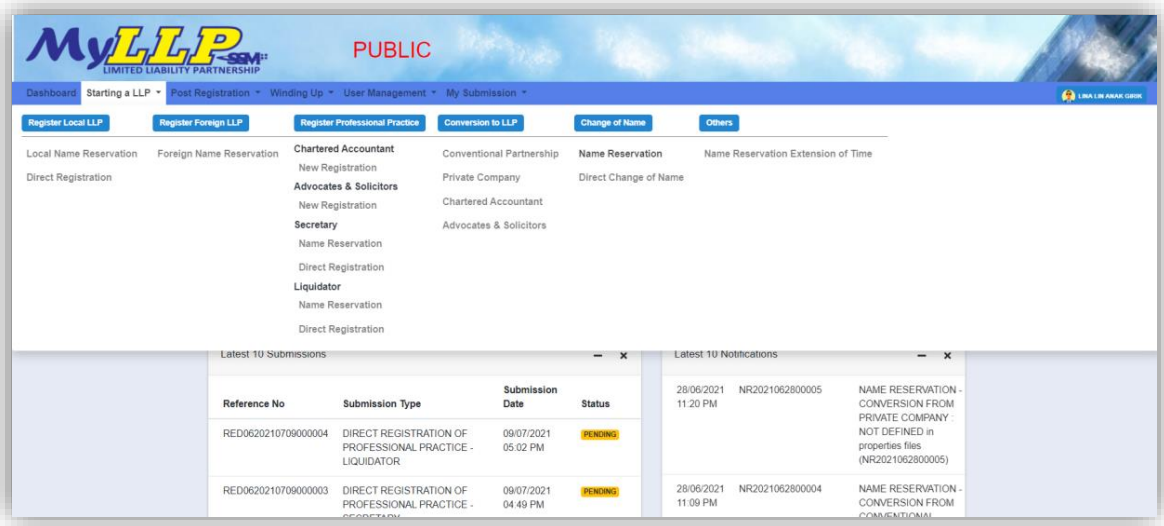


3.3.4 Liquidator

3.3.4.1 Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

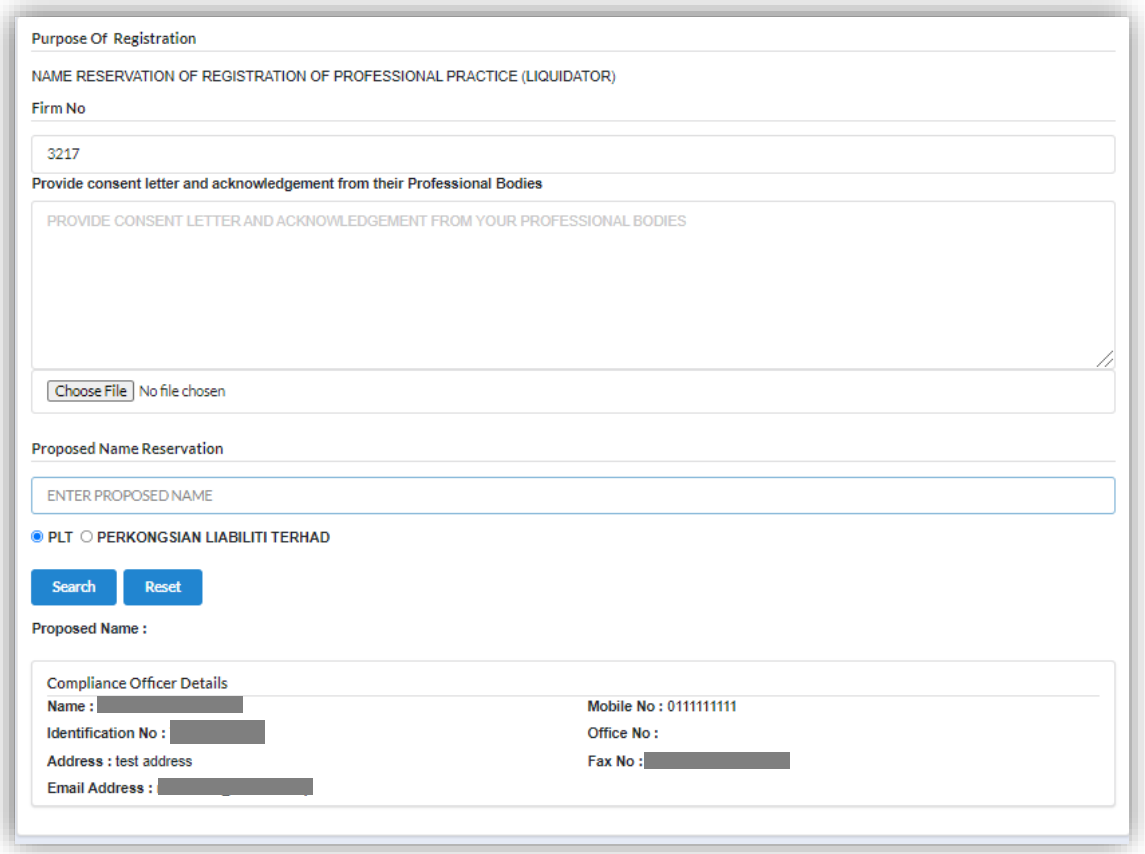
2. Select **Starting a LLP** on the menu bar and click **New Registration for Liquidator** under Professional Practice.



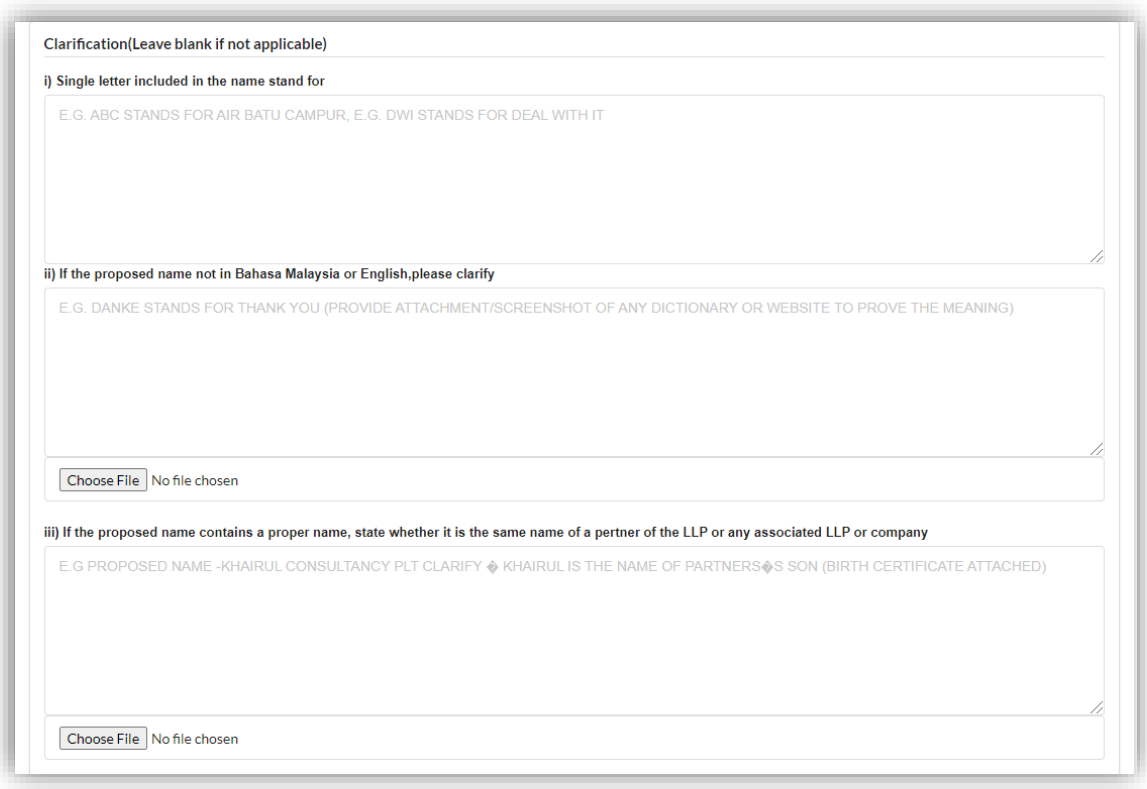
3. Key in **Firm No, consent letter and acknowledgement**.

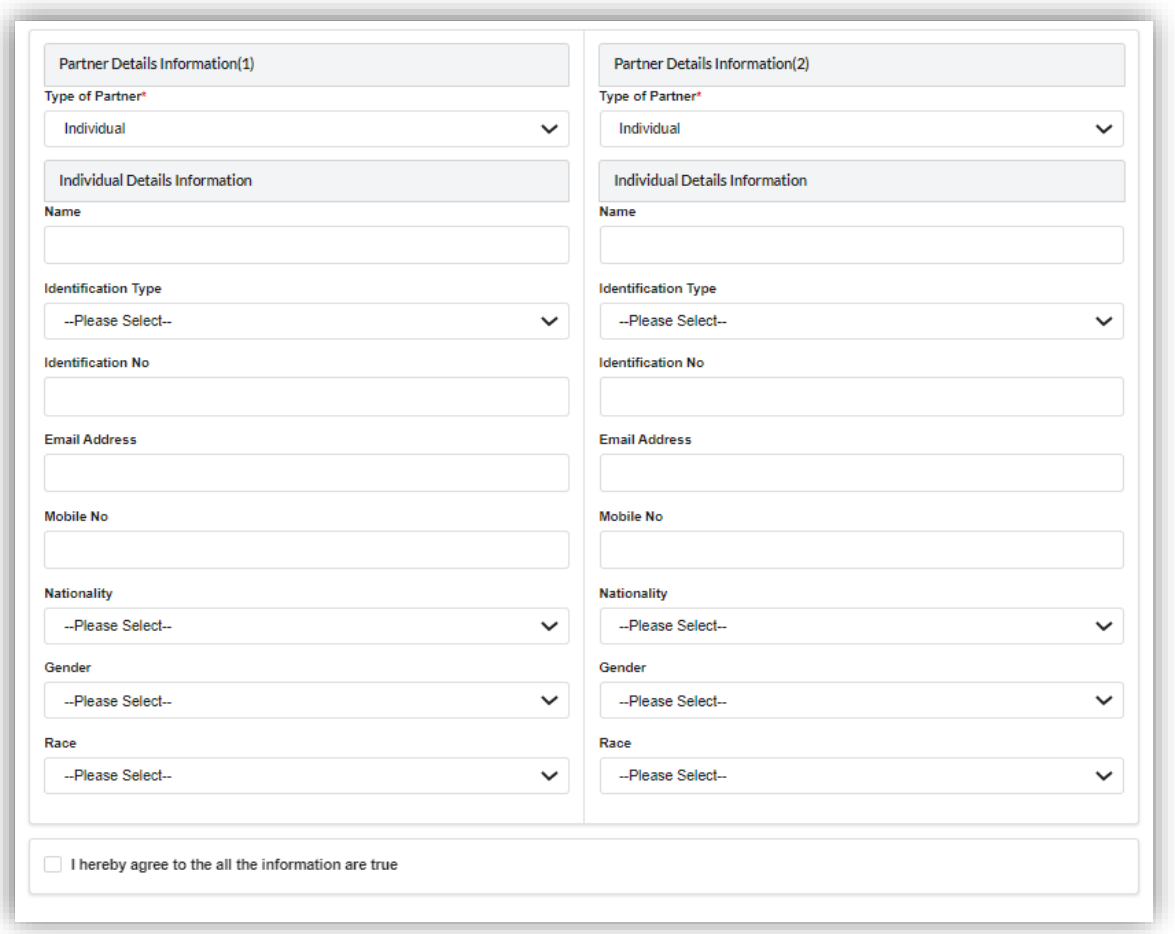
4. Upload file for supporting document.

5. Fill in **proposed name reservation** and click on Search button.

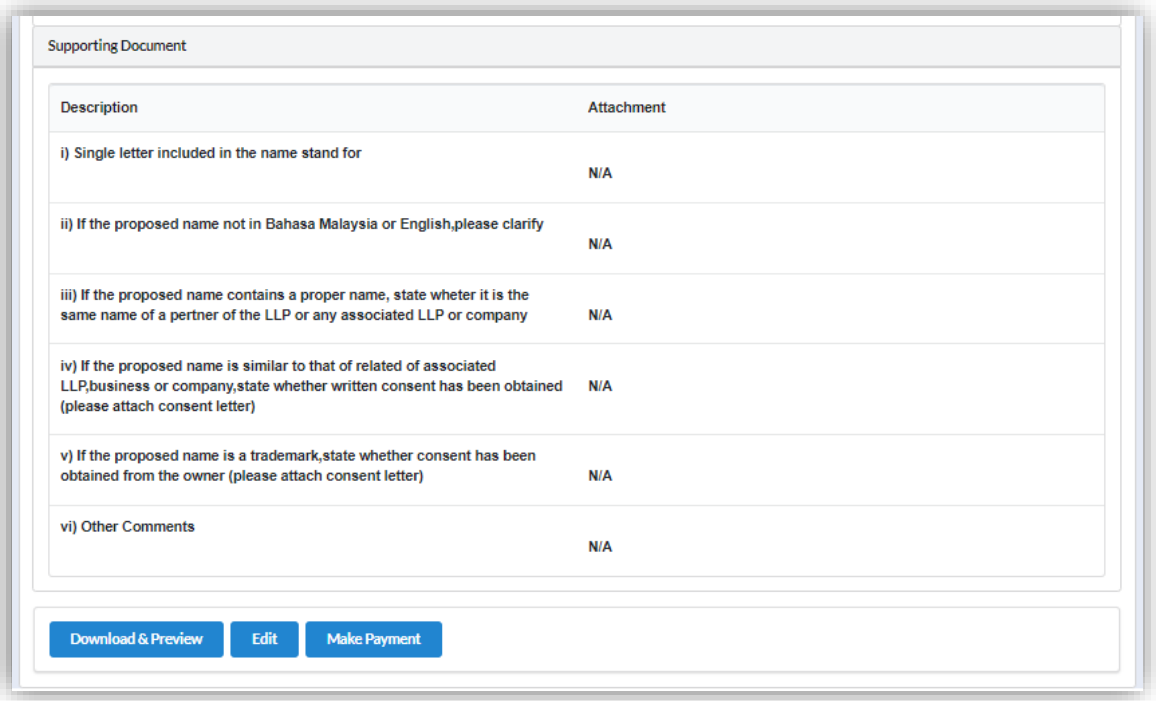


6. If the propose name is available, user need to proceed with **Clarification Form, Business Code**, **Partners Details** & tick check box for confirmation and submit.

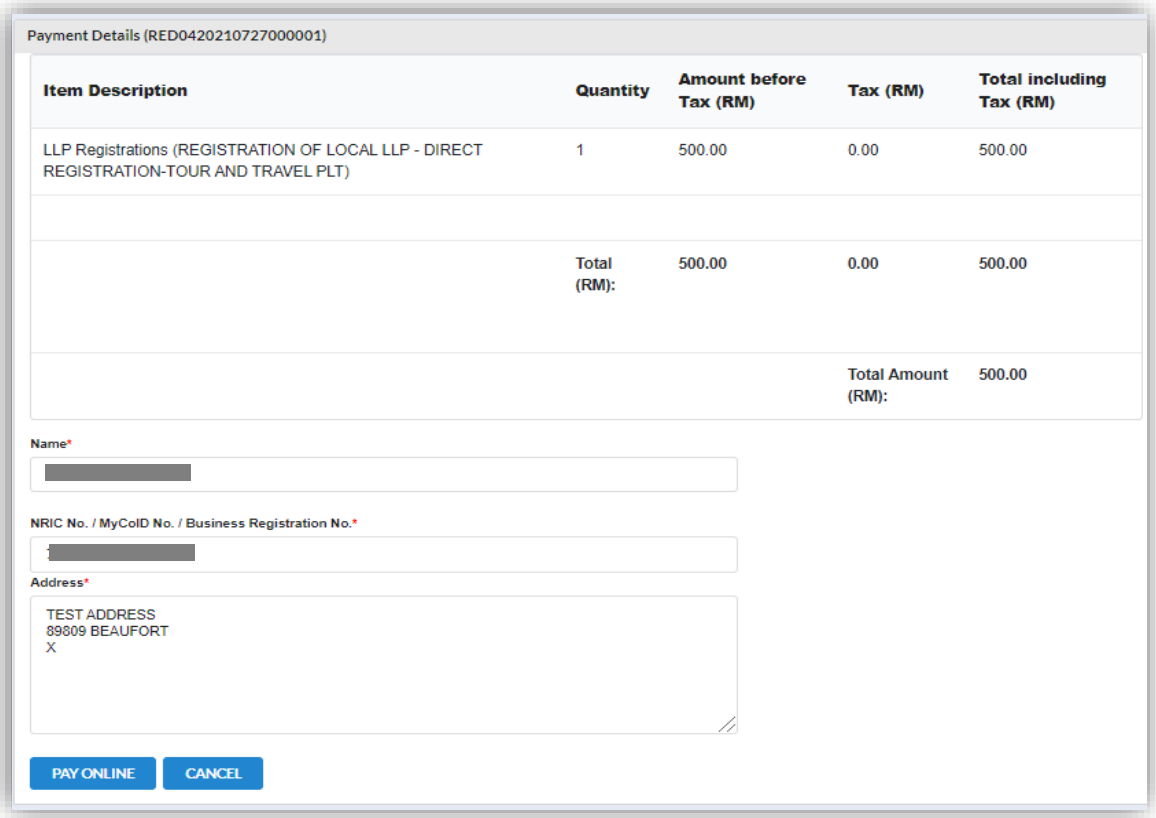



Partner Details Information(1)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
--Please Select--
Identification No
Email Address
Mobile No
Nationality
--Please Select--
Gender
--Please Select--
Race
--Please Select--
Partner Details Information(2)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
--Please Select--
Identification No
Email Address
Mobile No
Nationality
--Please Select--
Gender
--Please Select--
Race
--Please Select--
I hereby agree to the all the information are true

7. Click *Make a Payment* button.

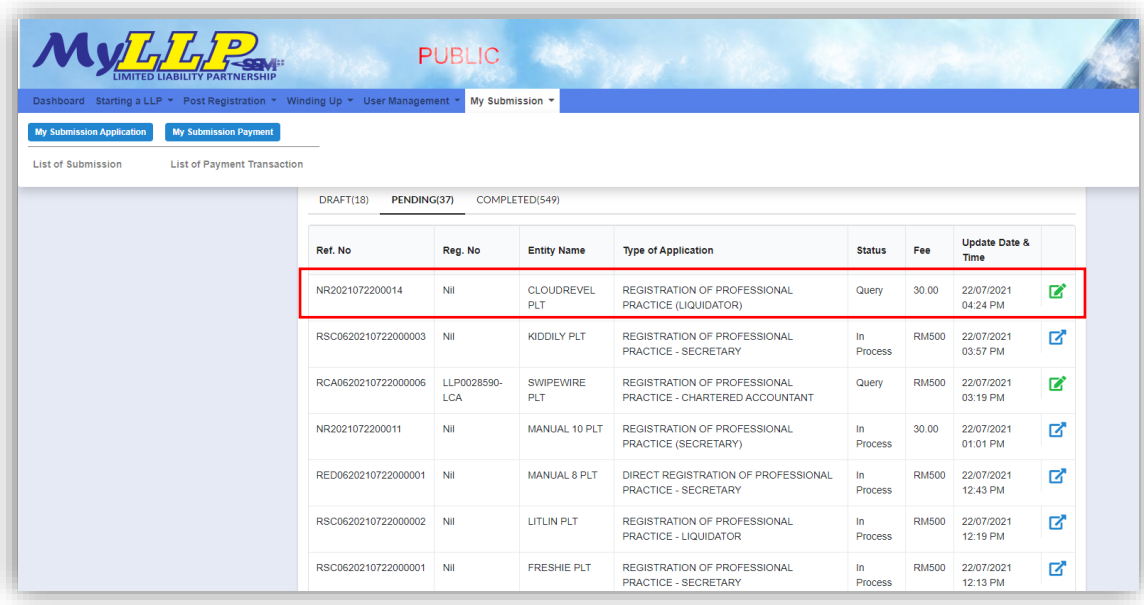


8. Click *Pay Online* button to proceed for payment.

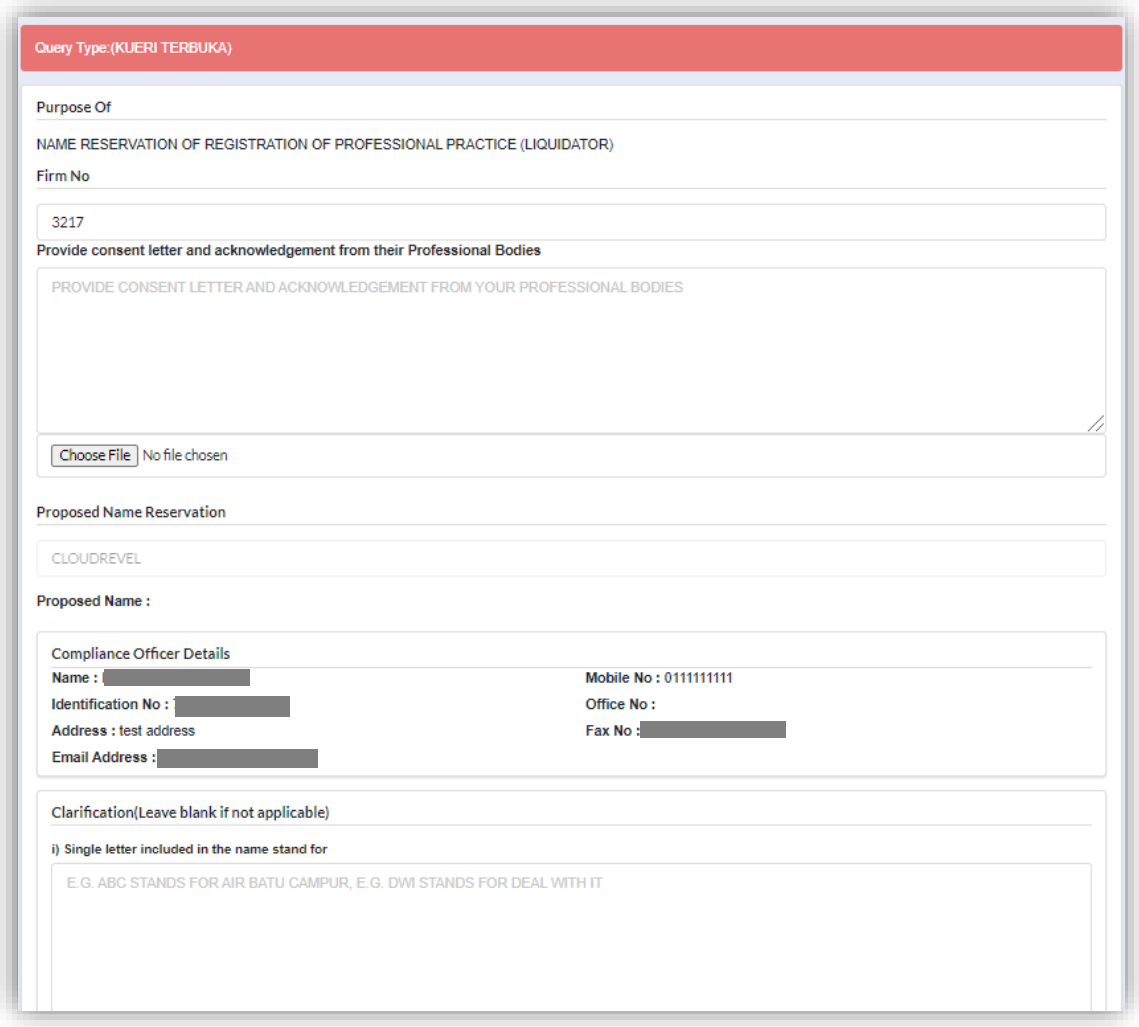


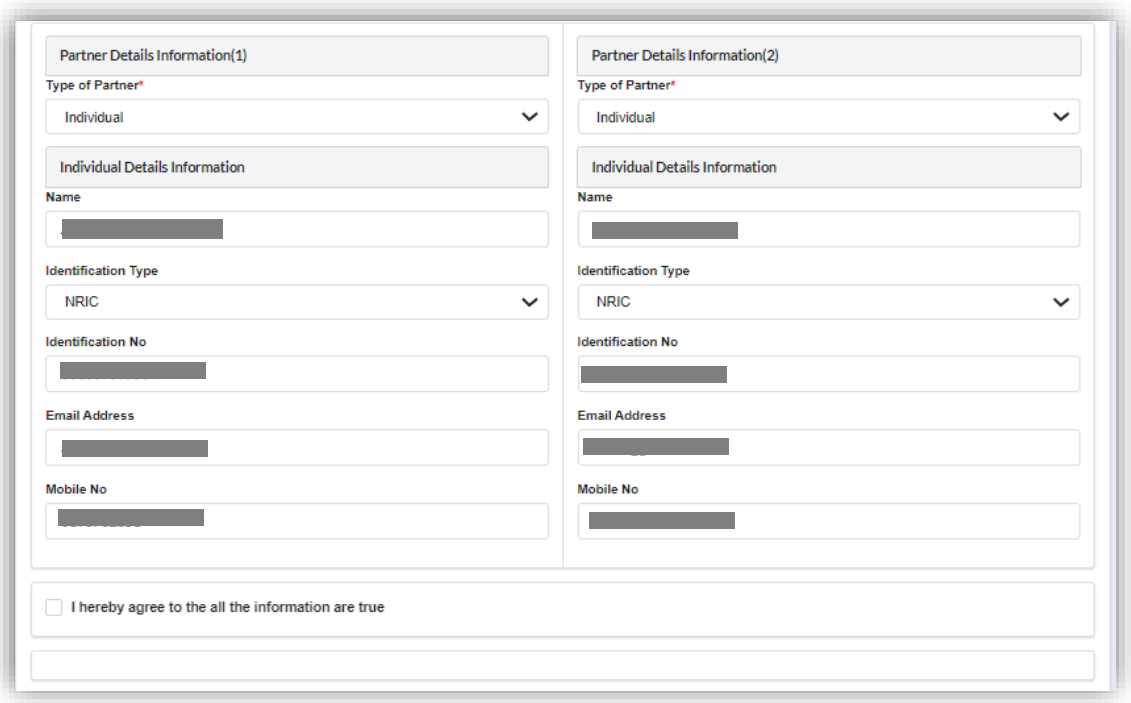
3.3.4.1.1 If Back Officer Has Made Query on Name Reservation

1. Choose an entity with type of **Registration of Professional Practice (Liquidator)** along with its status "*Query*" and click *Edit Record* button to make query.



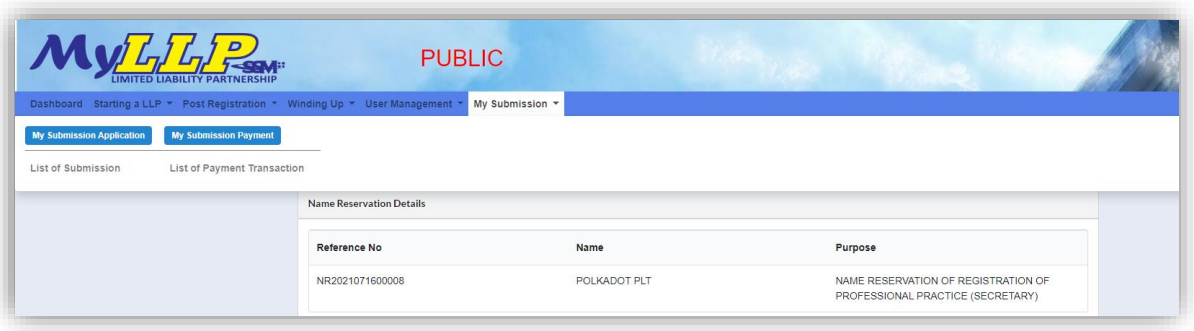
2. Key in data that needed to be query and tick checkbox to confirm declaration and click *Submit* button.



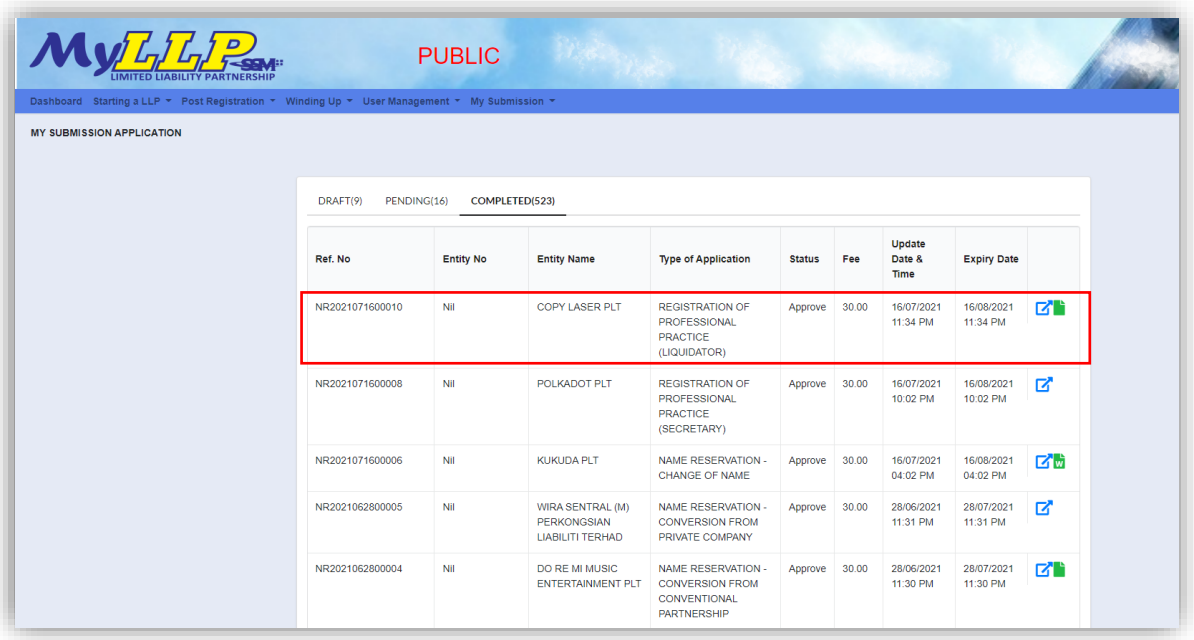

Partner Details Information(1)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
NRIC
Identification No
Email Address
Mobile No
Partner Details Information(2)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
NRIC
Identification No
Email Address
Mobile No
I hereby agree to the all the information are true

3.3.4.1.2 After Back Officer has Approved Name Reservation

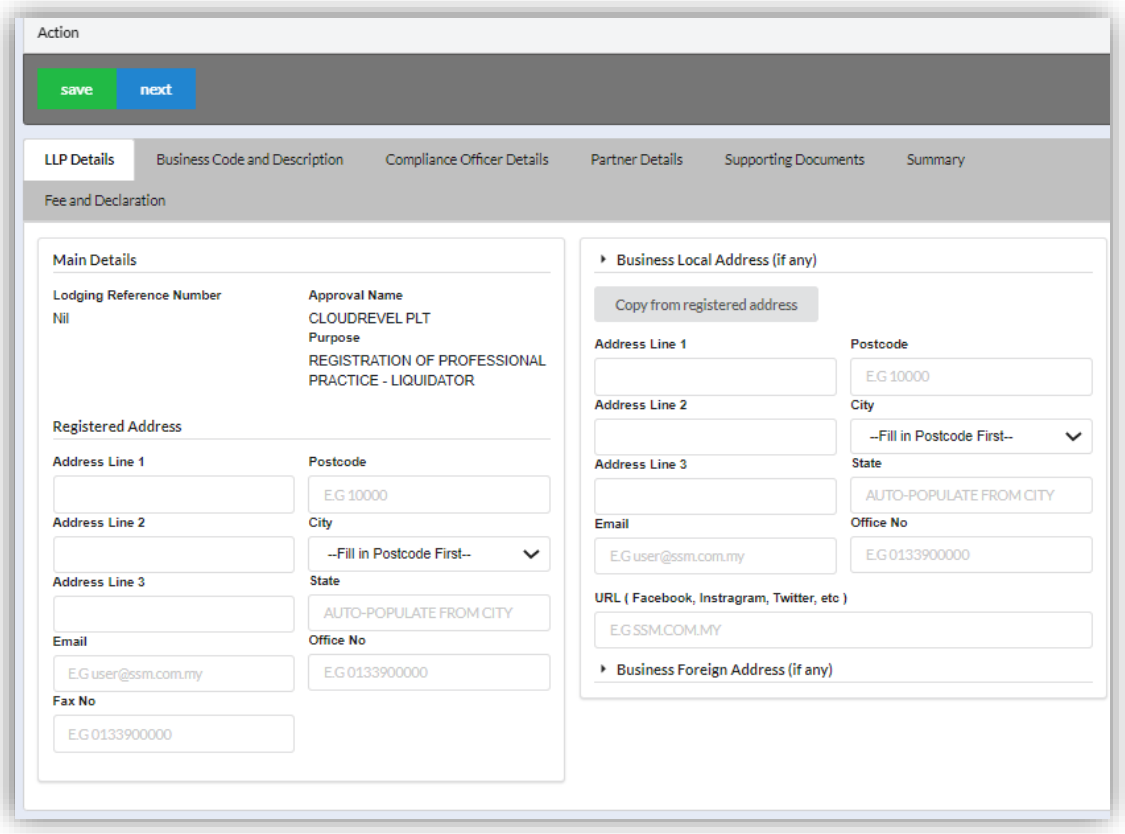
1. Select **My Submission** and choose List of Submission.



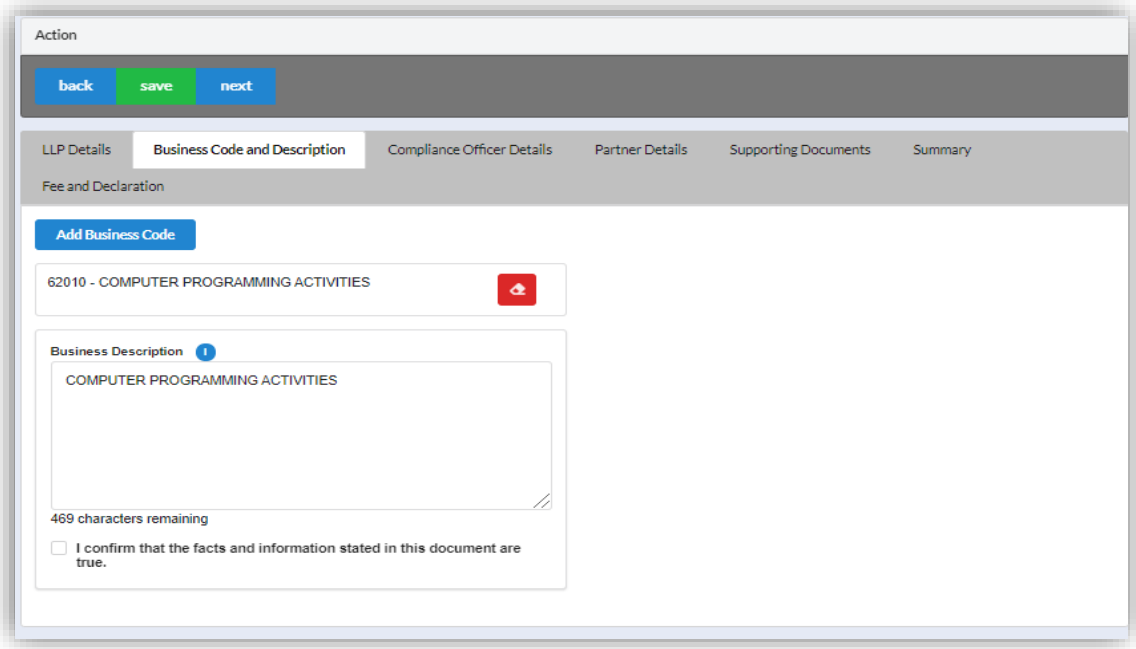
2. Choose an entity with type of **Registration of Professional Practice (Liquidator)** along with its status "*Approved*" and click *Edit Record* button to make a submission.



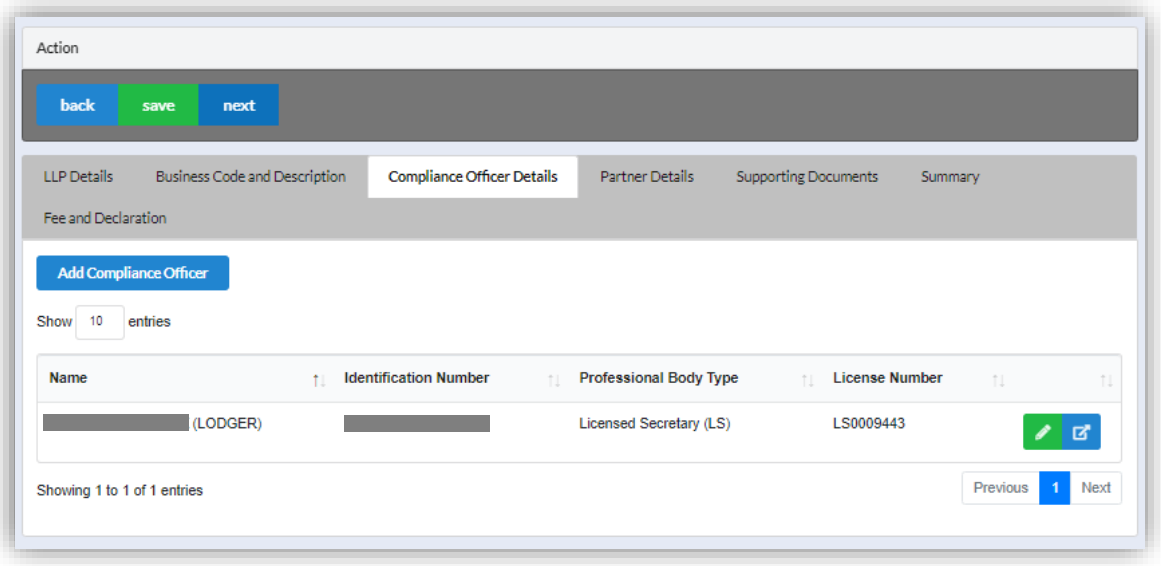
3. Select **LLP Details** and key in data for LLP details and click *Save* button.



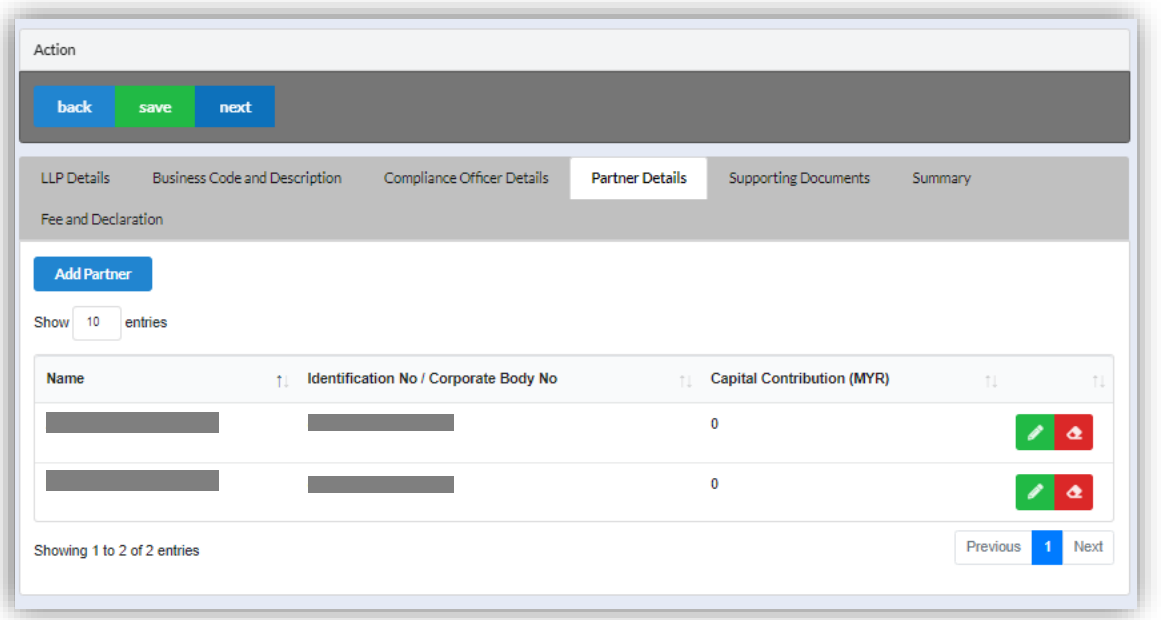
4. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code,* key in data for business code and click *Save* button.



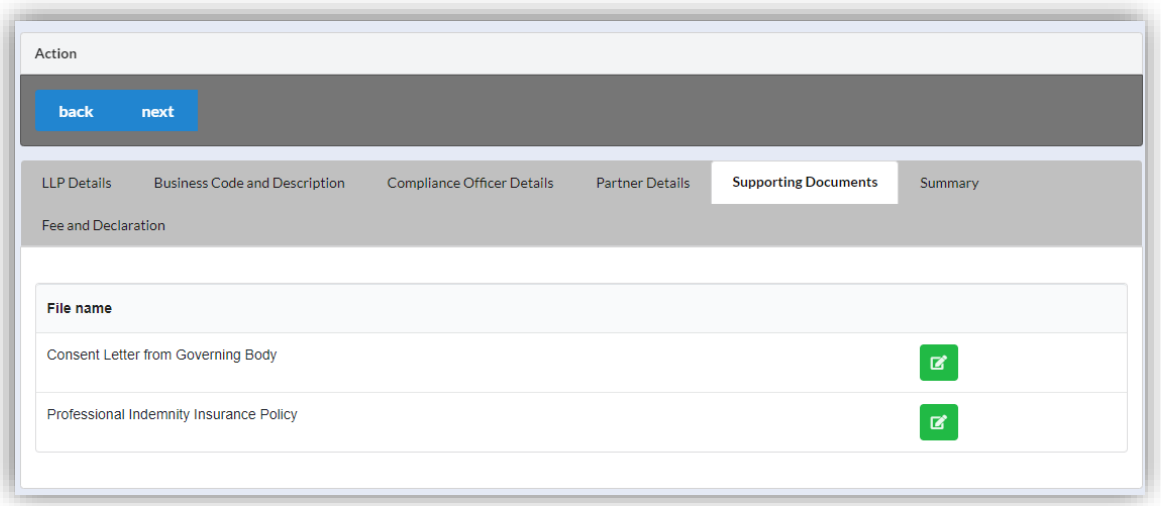
5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



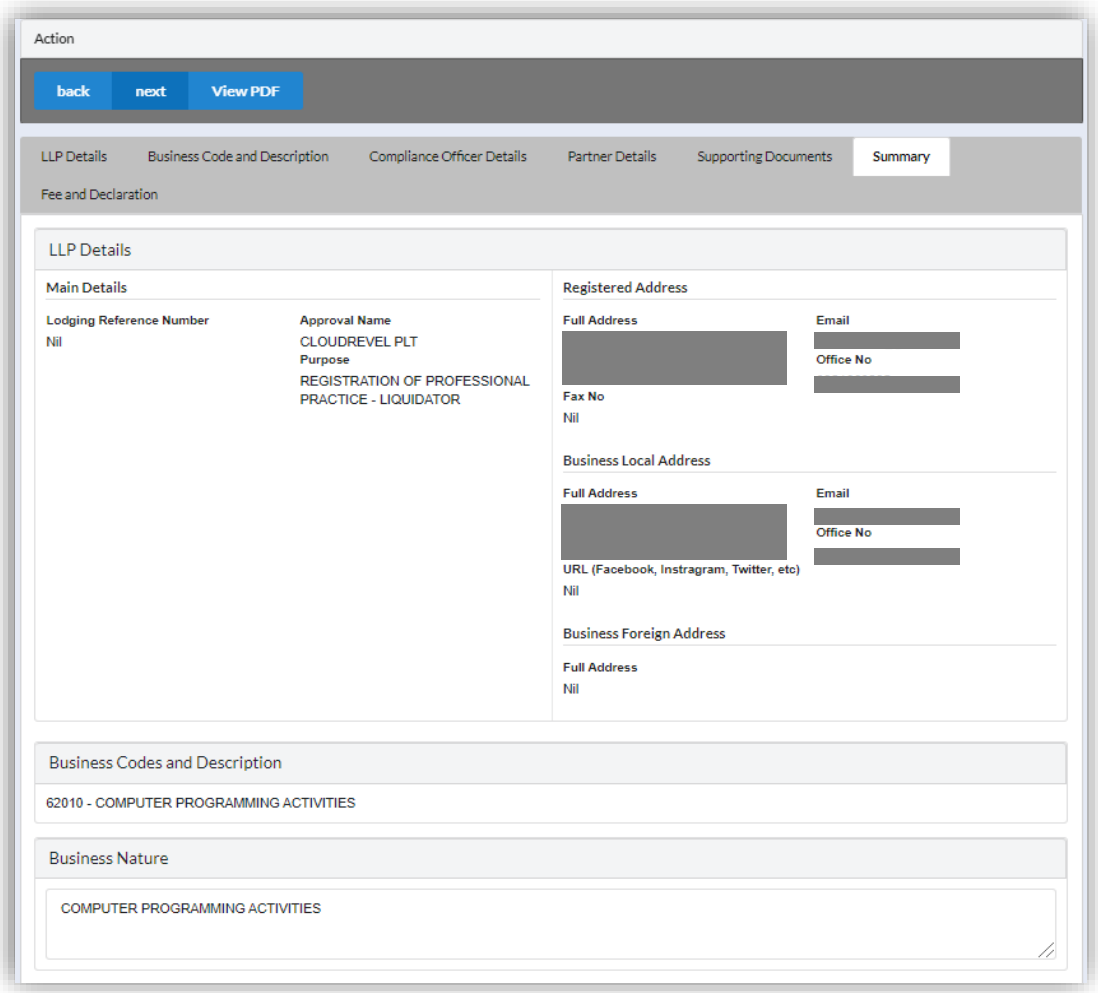
6. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



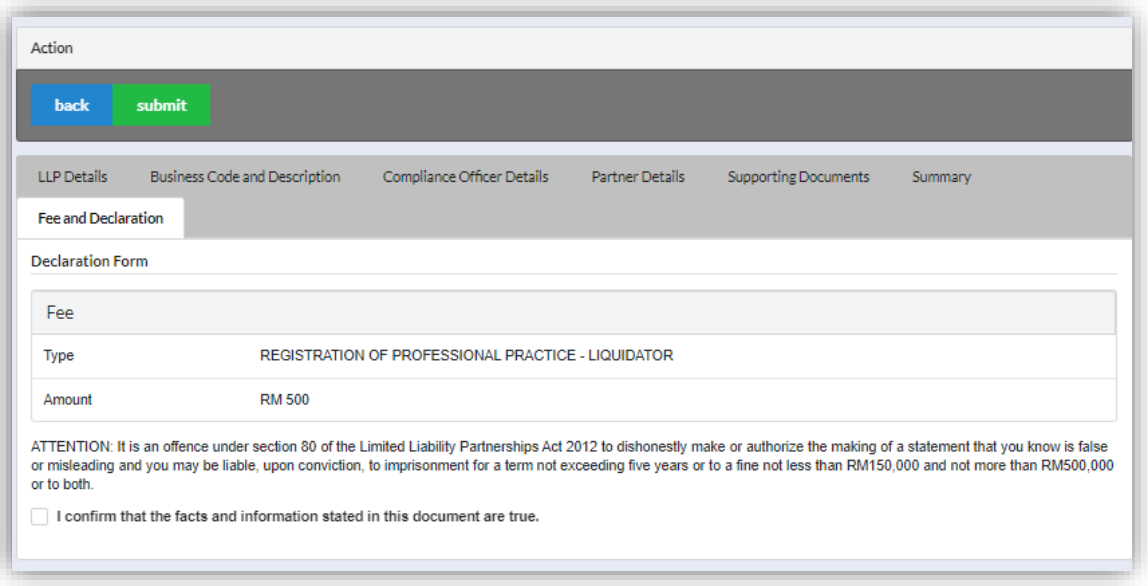
7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



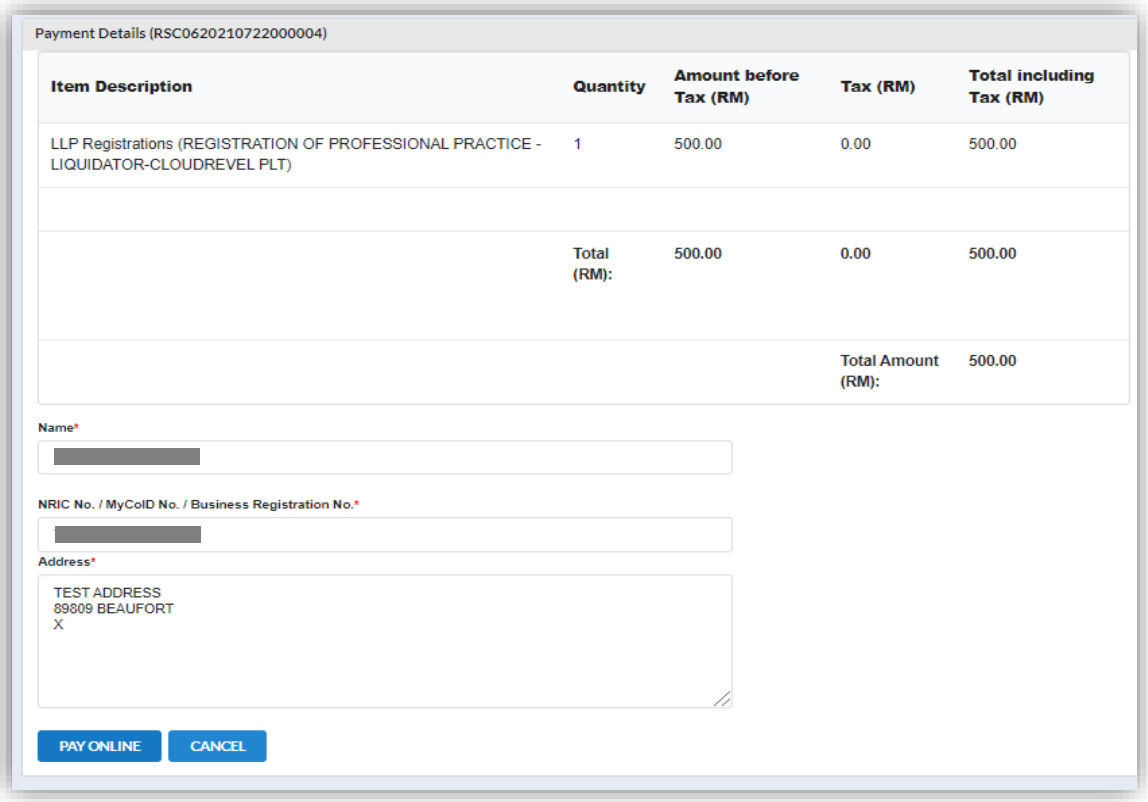
8. Click *Next* button to proceed to **Summary** and view all the changes made.



9. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

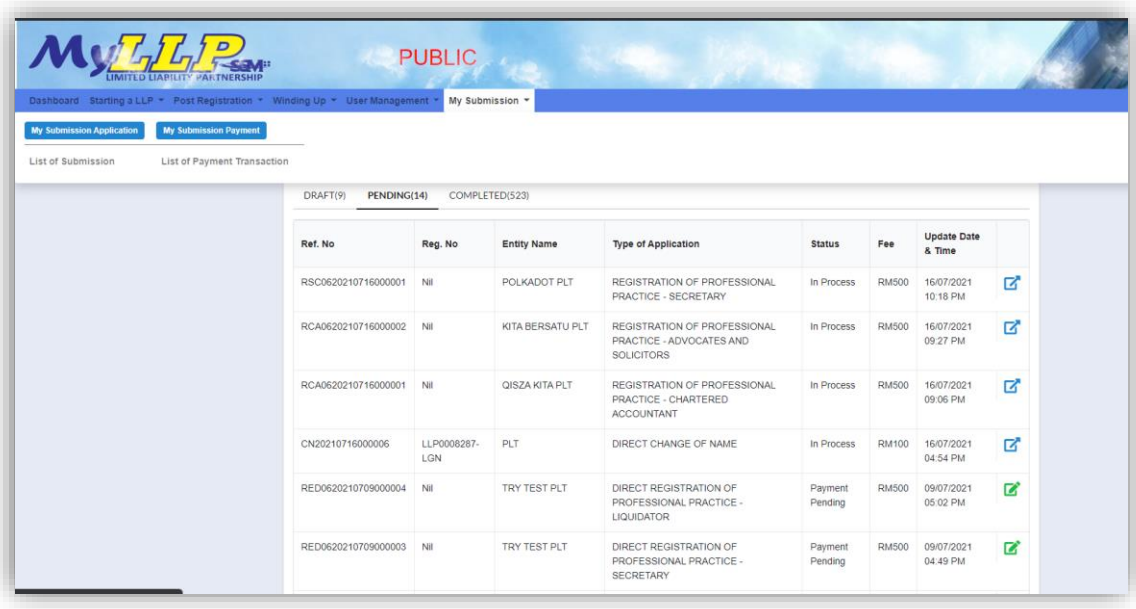


10. Click *Pay Online* button to proceed for payment.



3.3.4.1.3 If Back Officer made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click edit action button to make query.

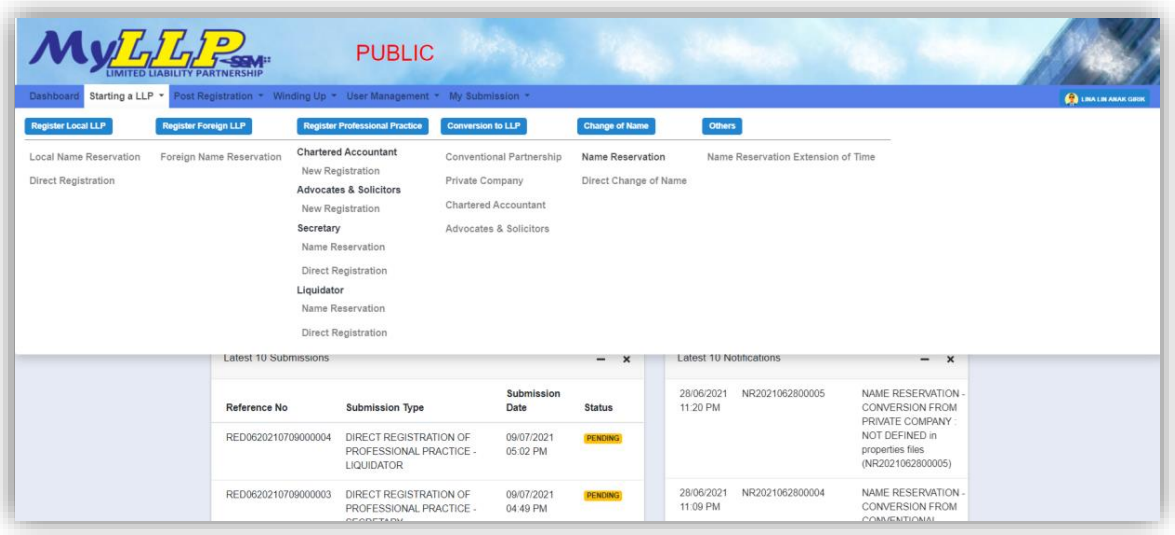


2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick check box for confirm declaration, key in query remark and click *Submit* button.

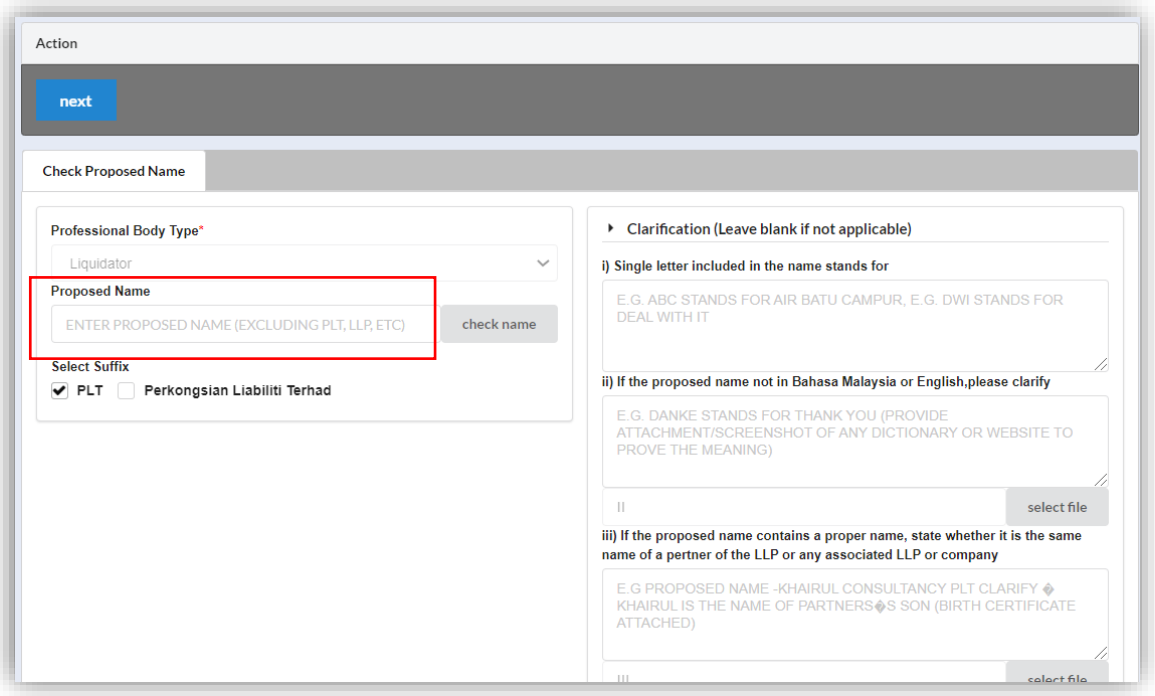
3.3.4.2 Direct Registration

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

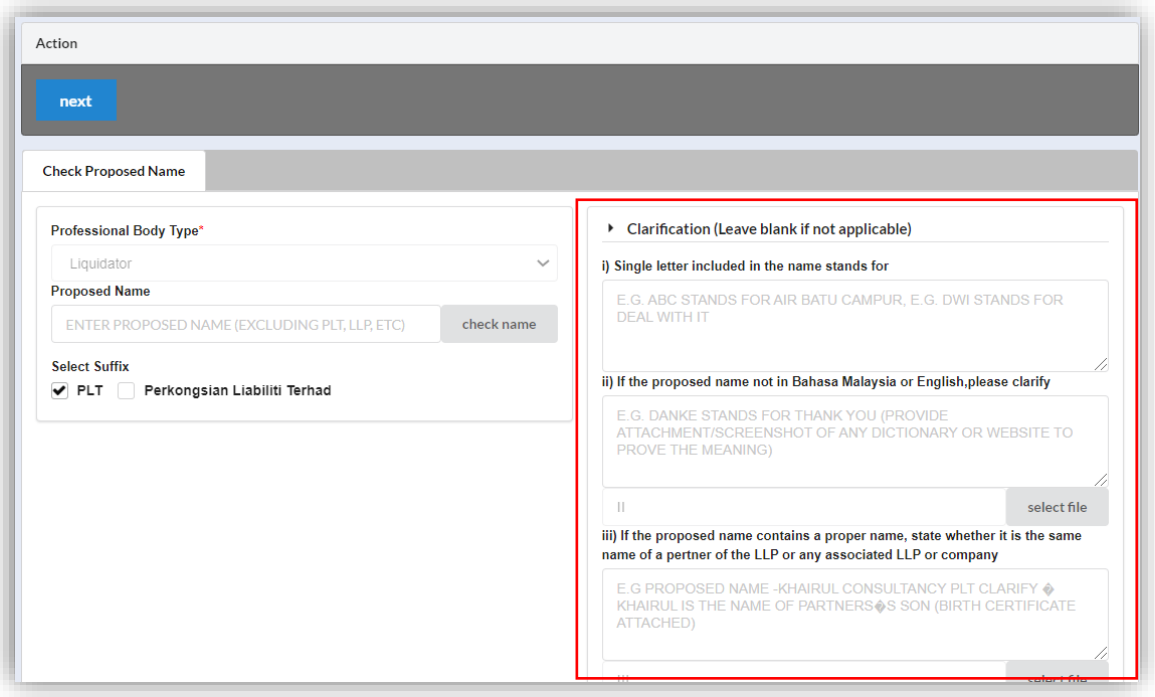
2. Select **Starting a LLP** on the menu bar and click **Direct Registration for Liquidator** under Professional Practice.



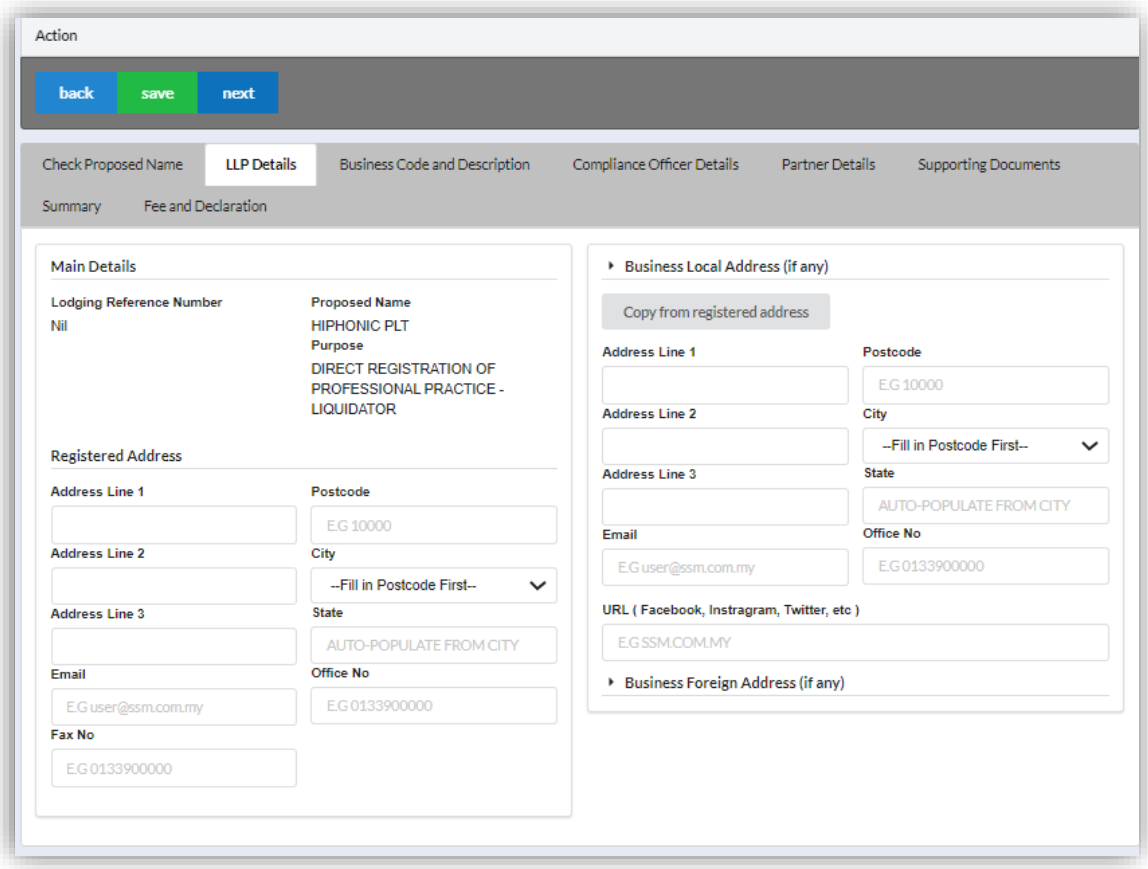
3. Key in **Proposed Name** in the textbox and click *Check Name* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.



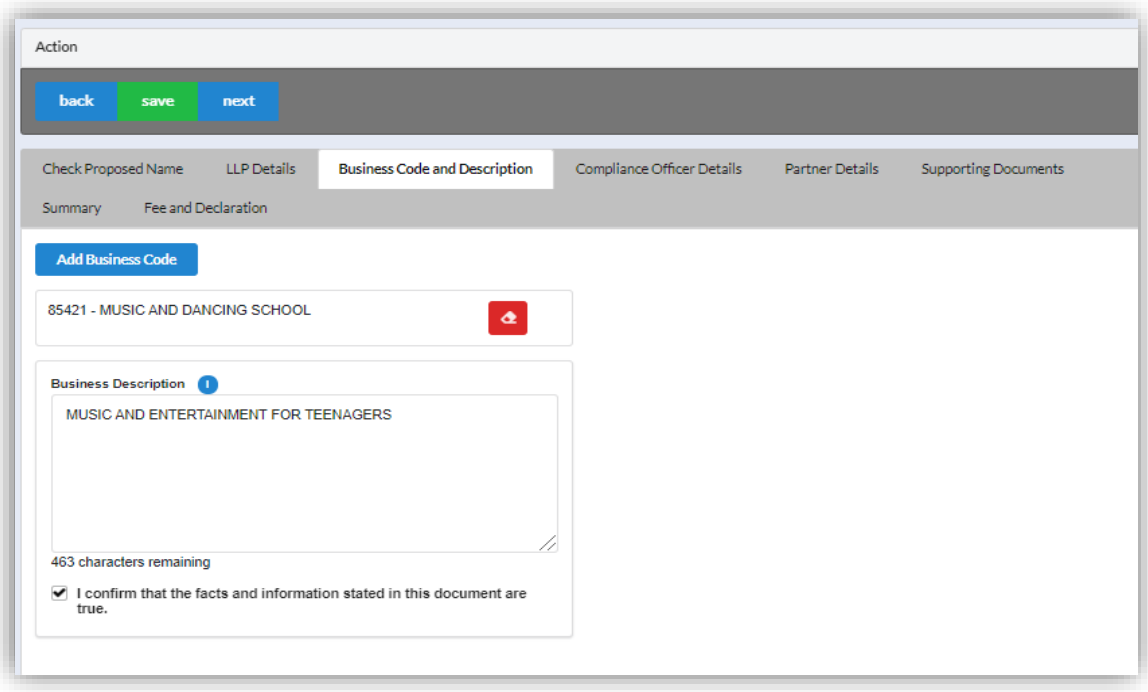
4. Key in **Clarification** form and upload **supporting documents** leave it blank if not applicable.



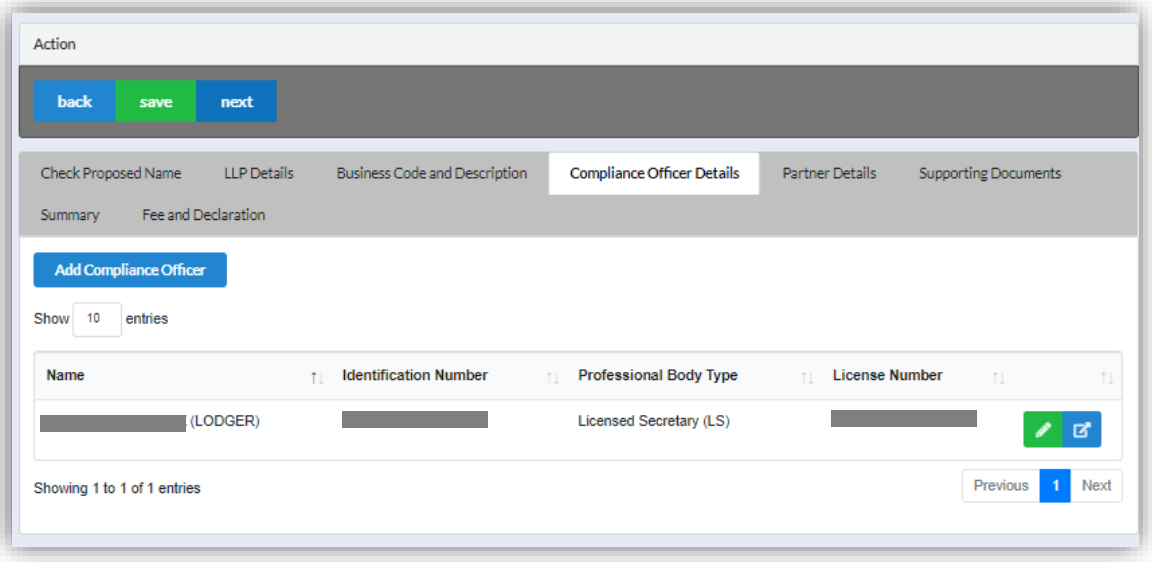
5. Select **LLP Details** and key in data for LLP details and click *Save* button.



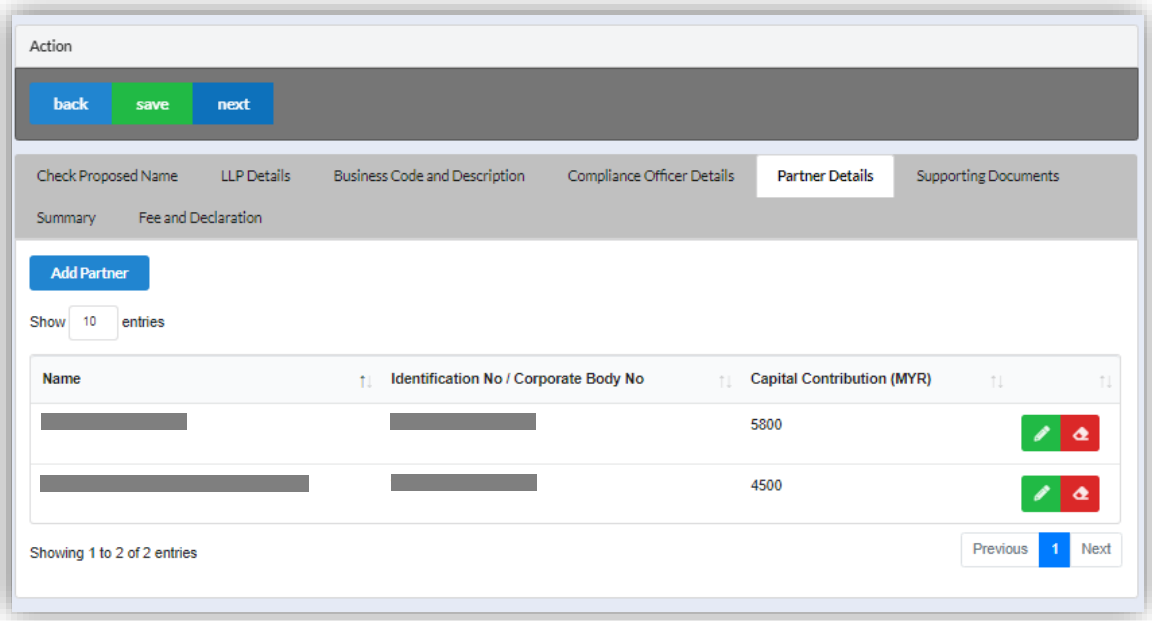
6. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code,* key in data for business code and click *Save* button.



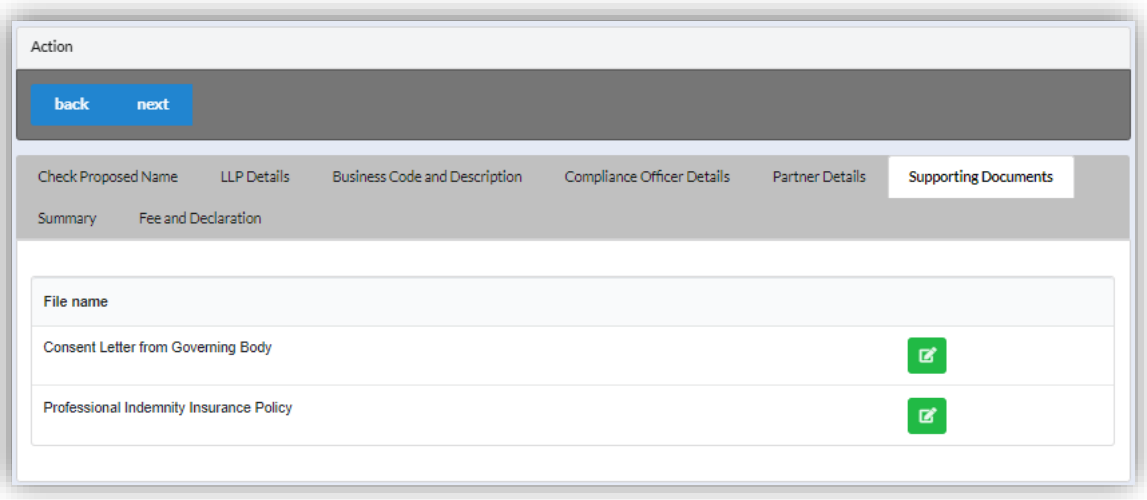
7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



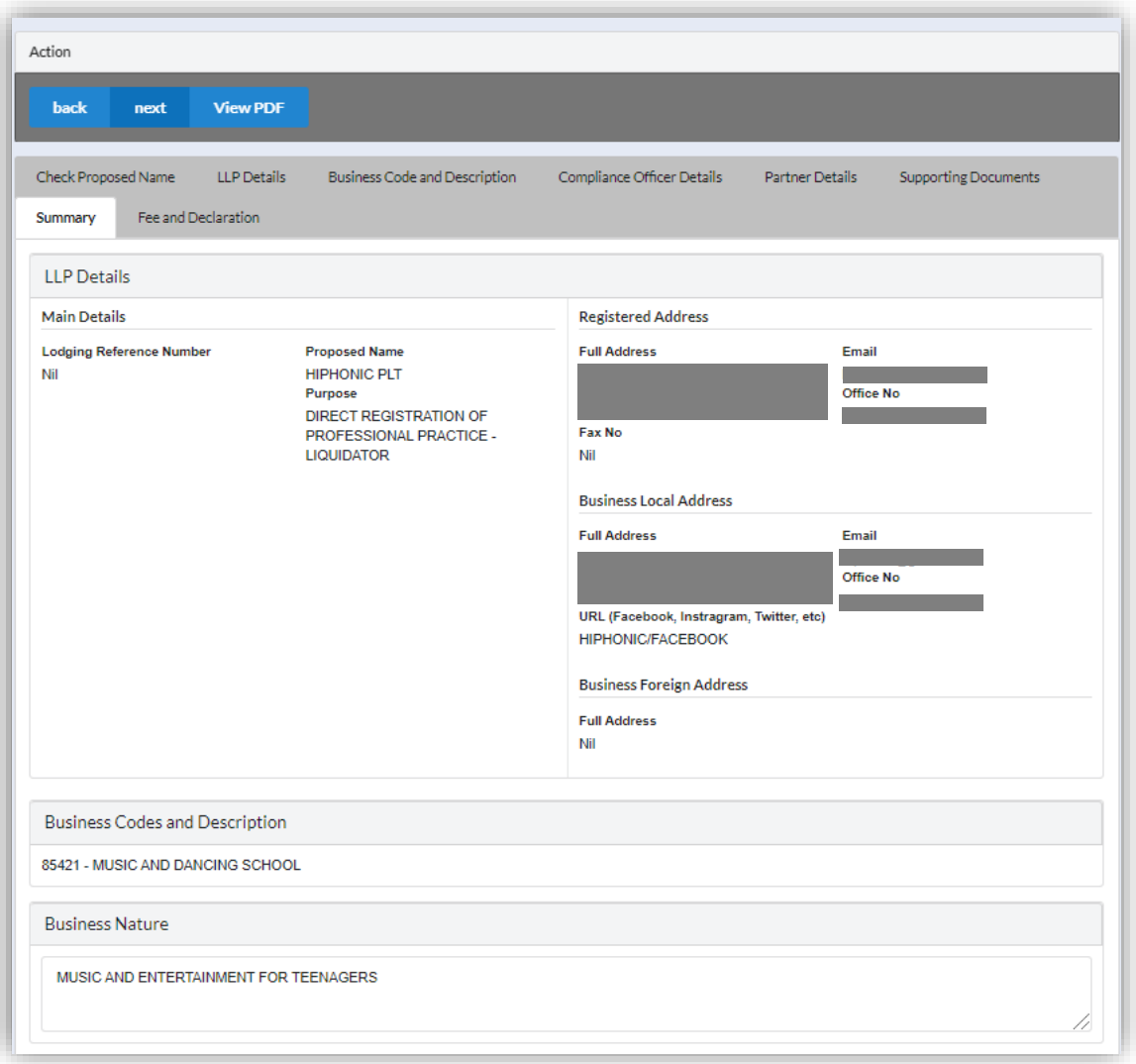
8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



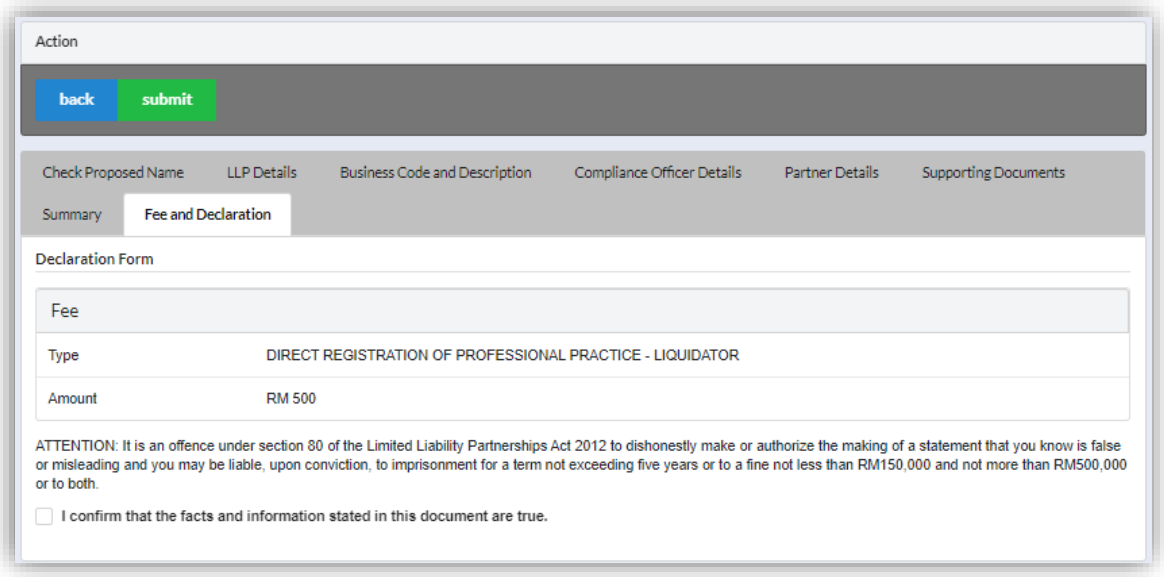
9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



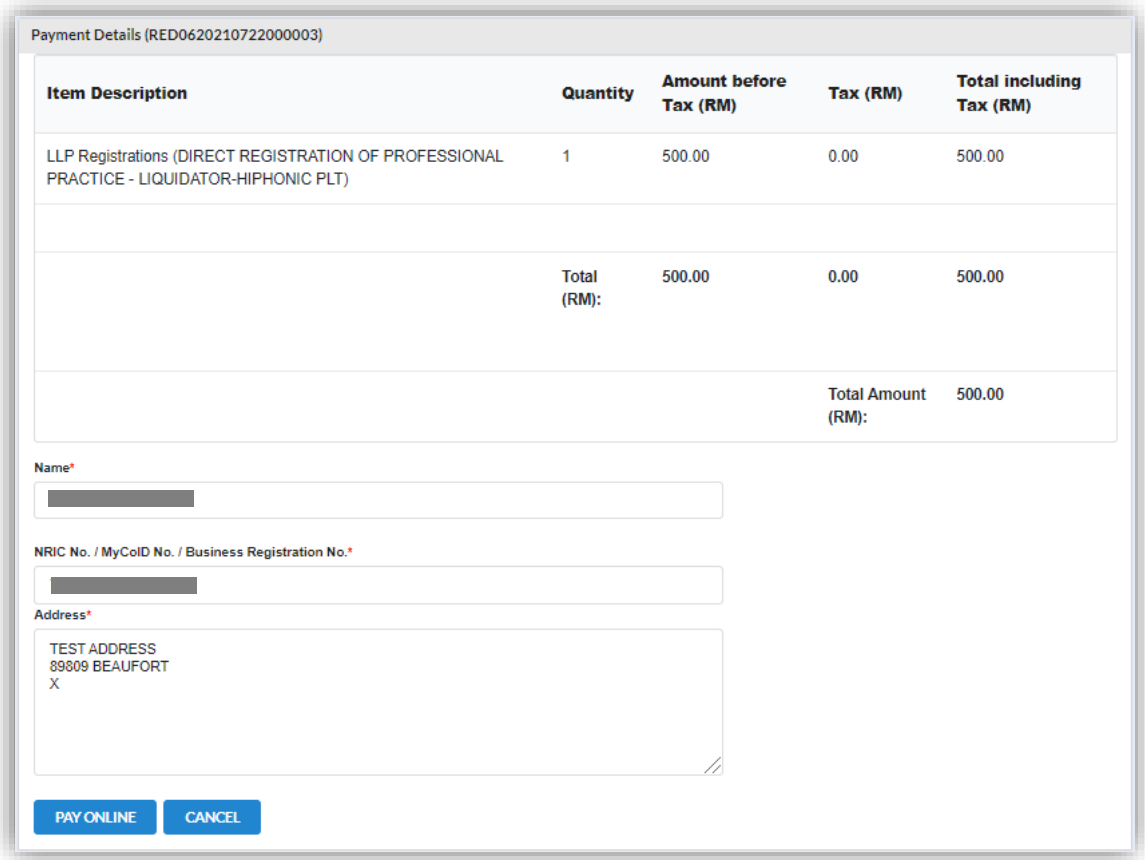
10. Click *Next* button to proceed to **Summary** and view all the changes made.



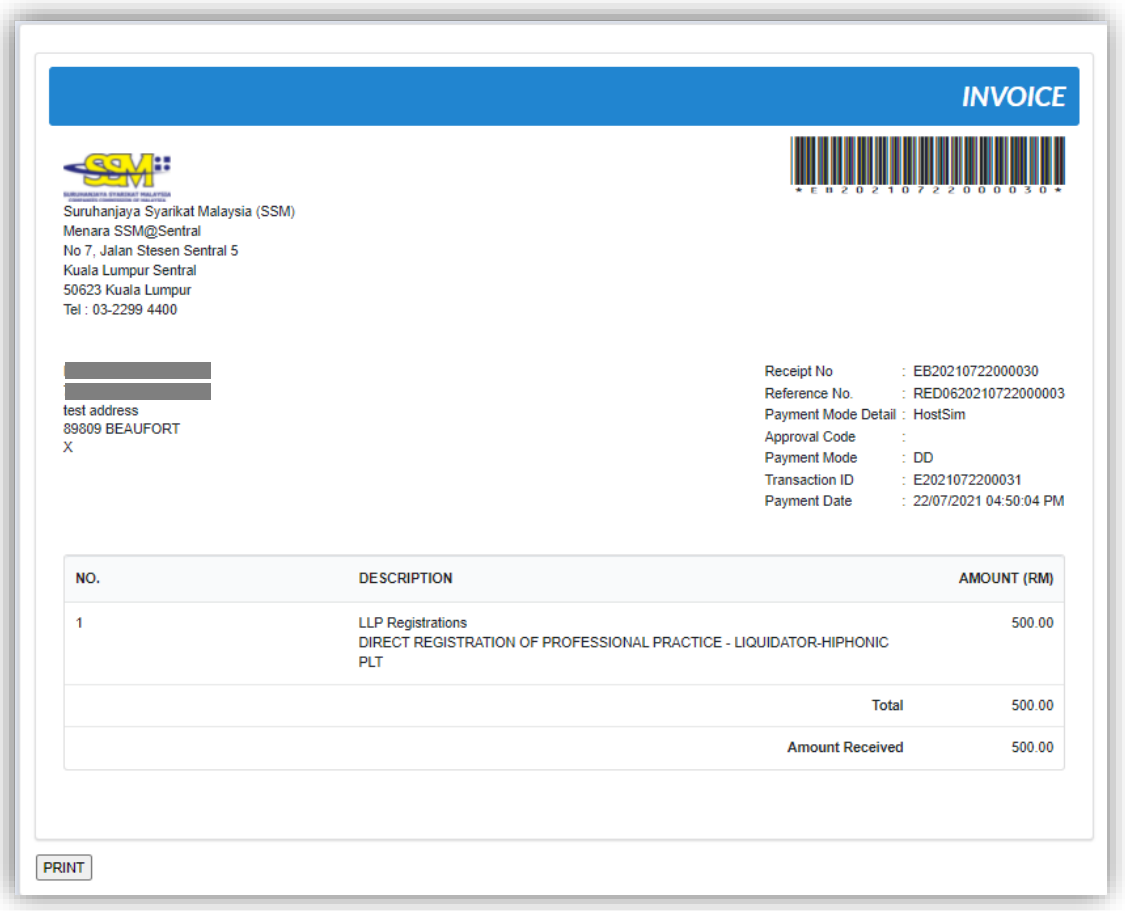
11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



12. Click *Pay Online* button to proceed for payment.



13.User will received invoice once they make the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

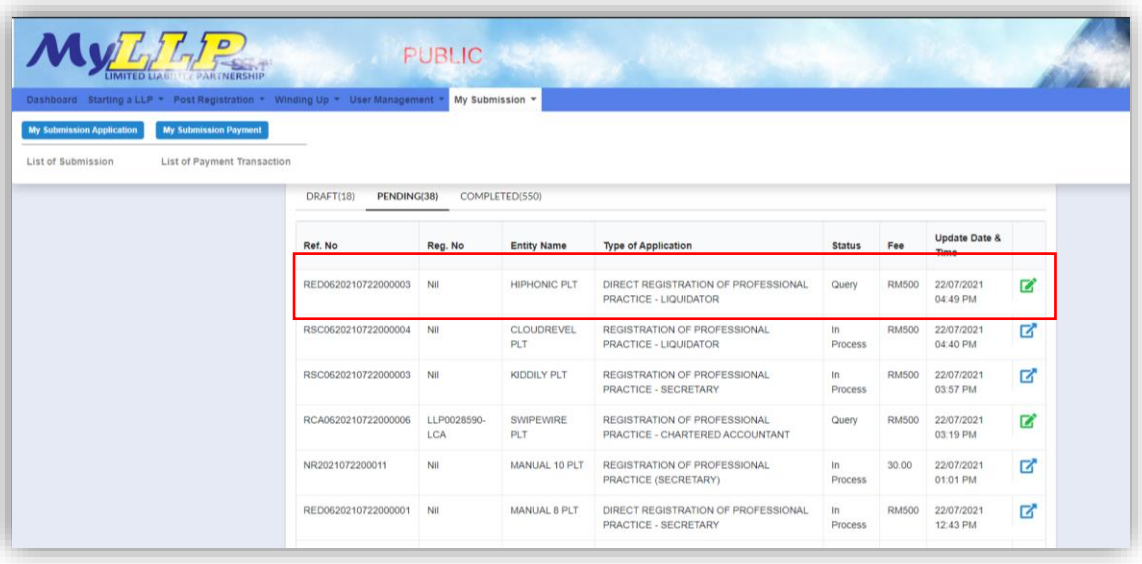
Receipt No	: EB20210722000030
Reference No.	: RED0620210722000003
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072200031
Payment Date	: 22/07/2021 04:50:04 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR-HIPHONIC PLT	500.00
	Total	500.00
	Amount Received	500.00

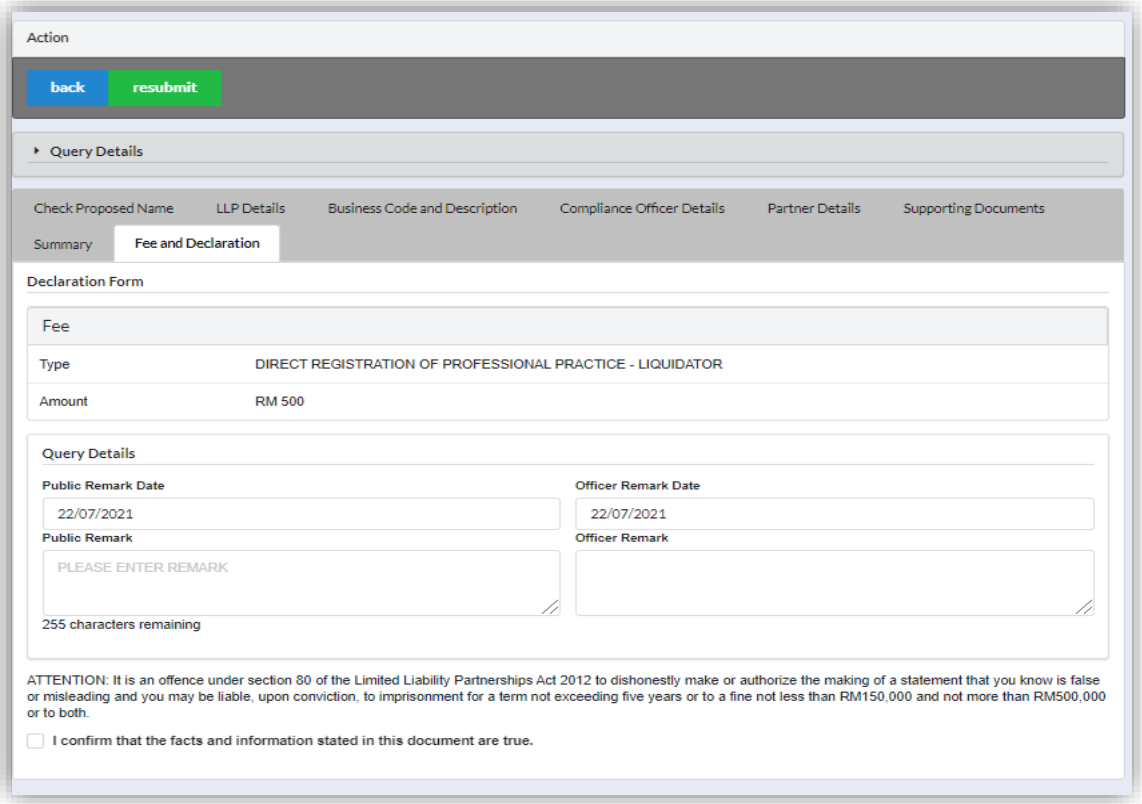
PRINT

3.3.4.2.1 If Back Officer Made Query on Name Reservation Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.

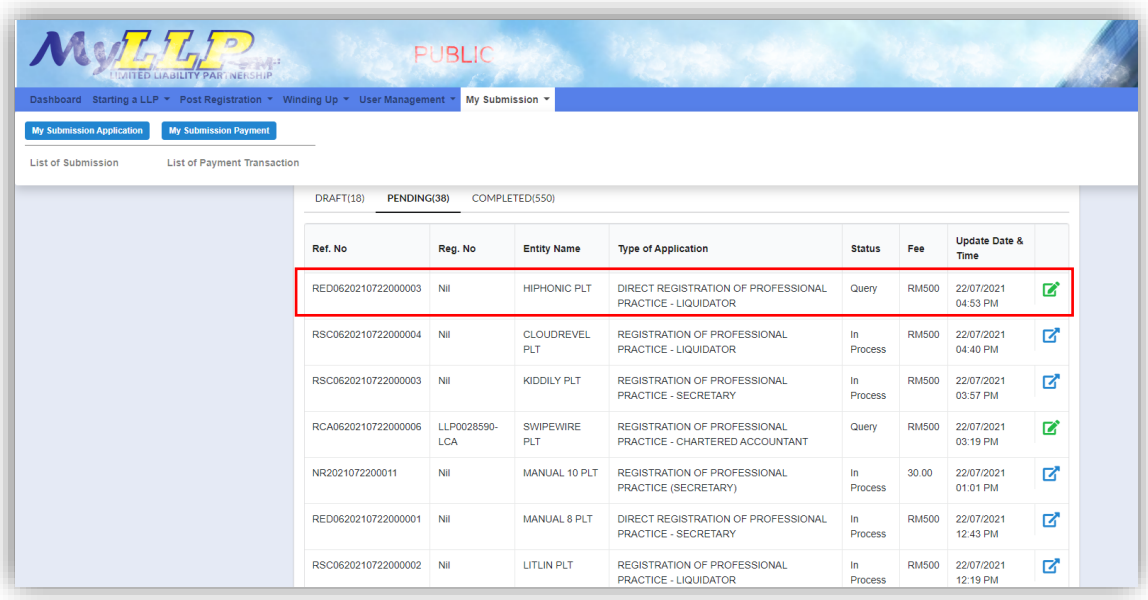


2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

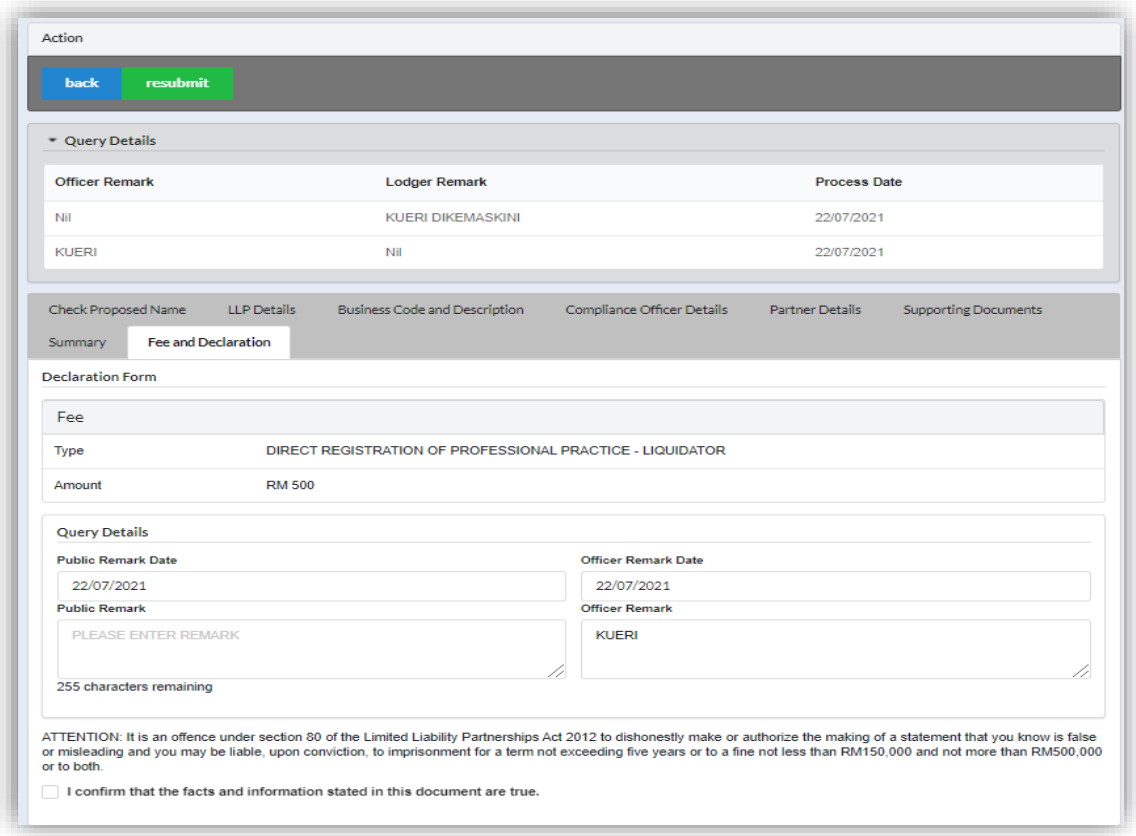


3.3.4.2.2 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.



2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Submit* button.

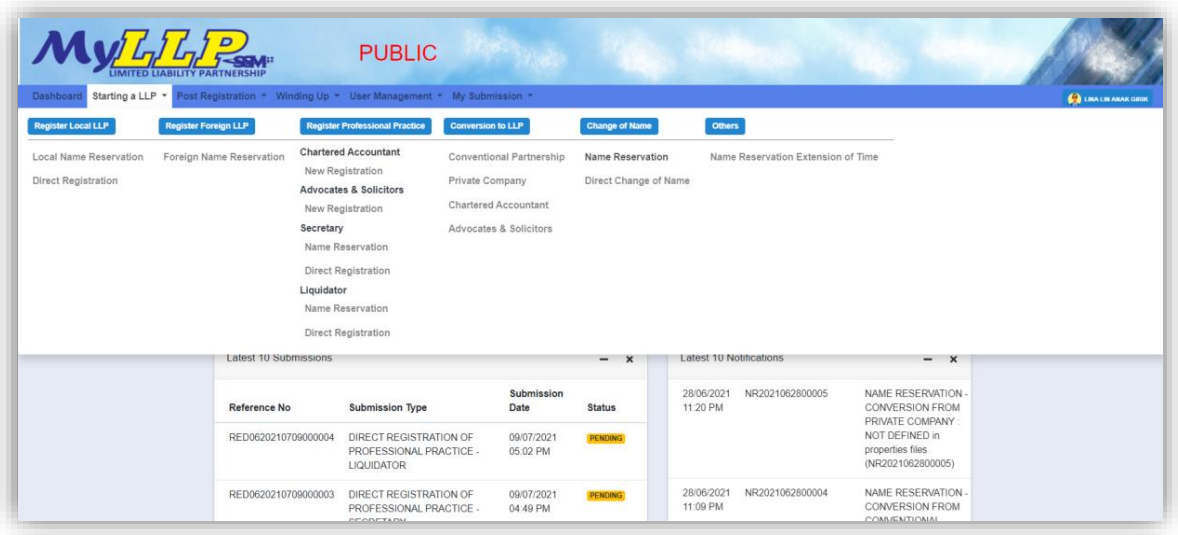


3.4 Conversion To LLP

3.4.1 Conventional Partnership

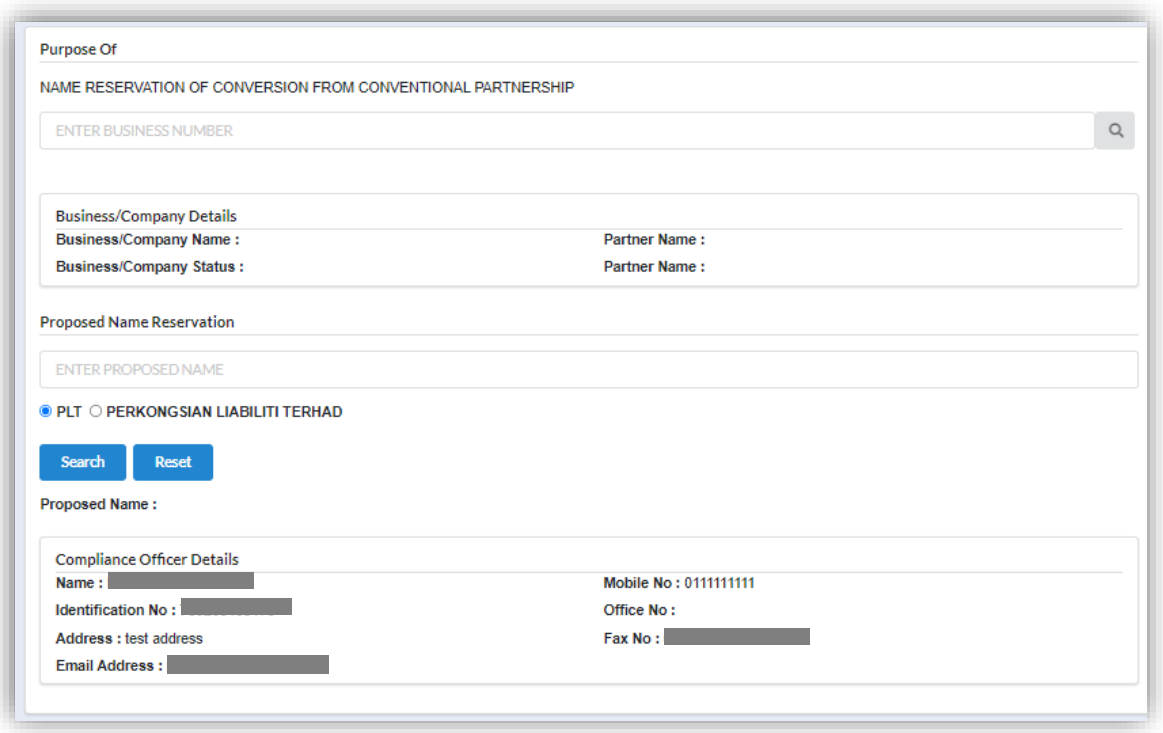
1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

2. Select **Starting a LLP** on the menu bar and click **Chartered Accountant** under Conversion to LLP.

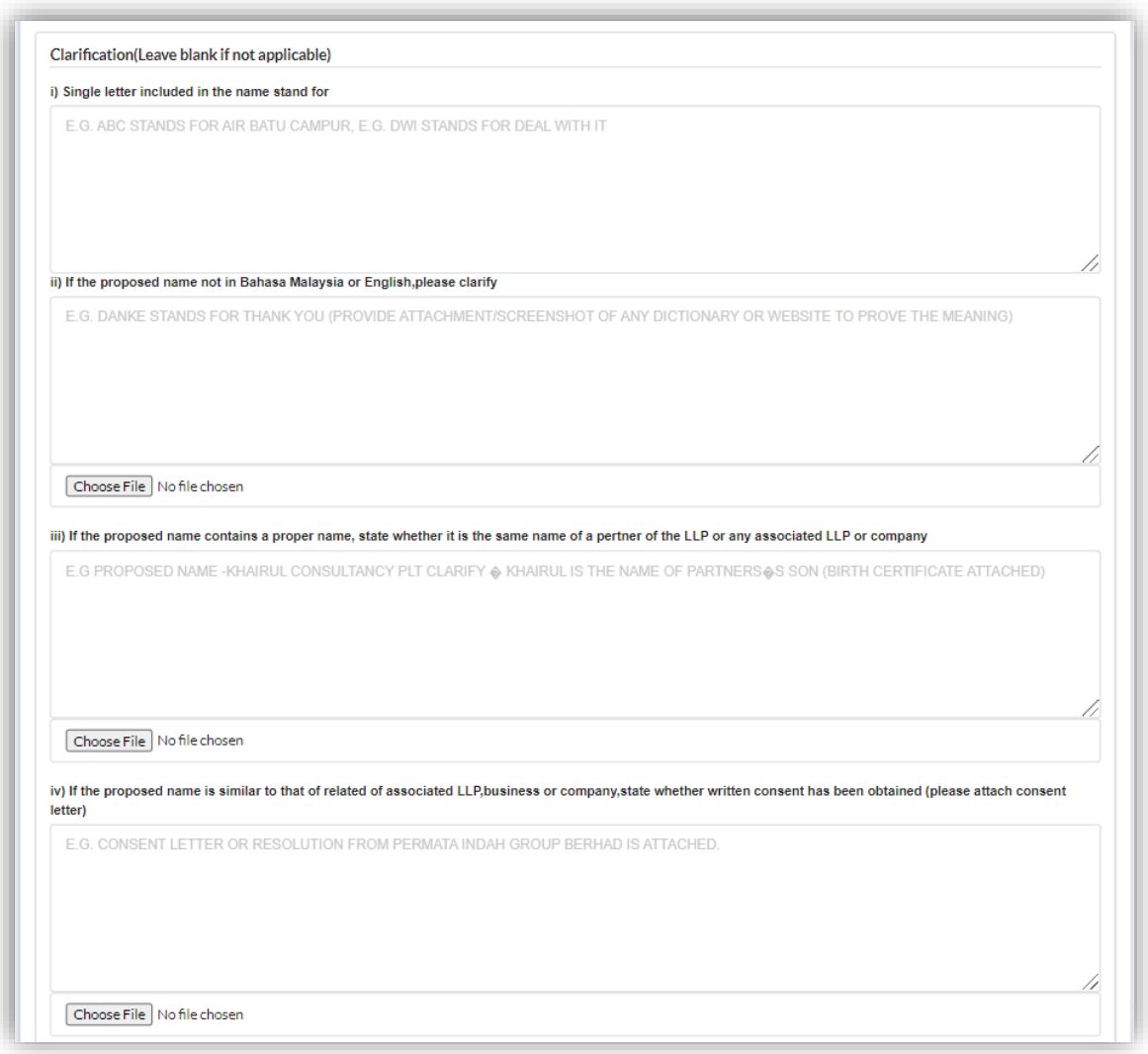


3. Search LLP by key in **Business number** and click button *Search.*

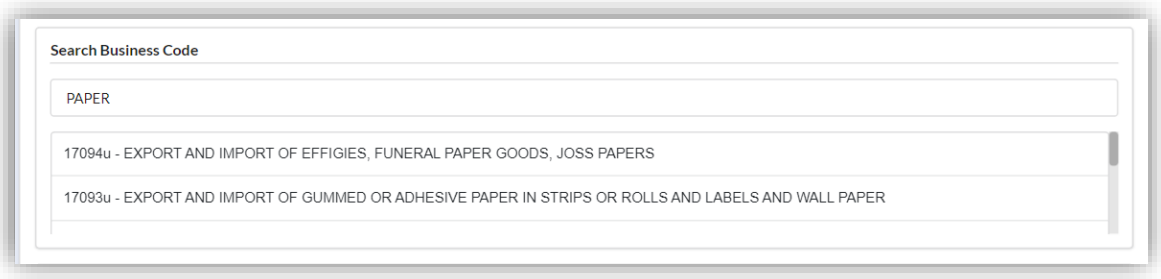
4. Key in **Proposed Name** then click *Search* button.



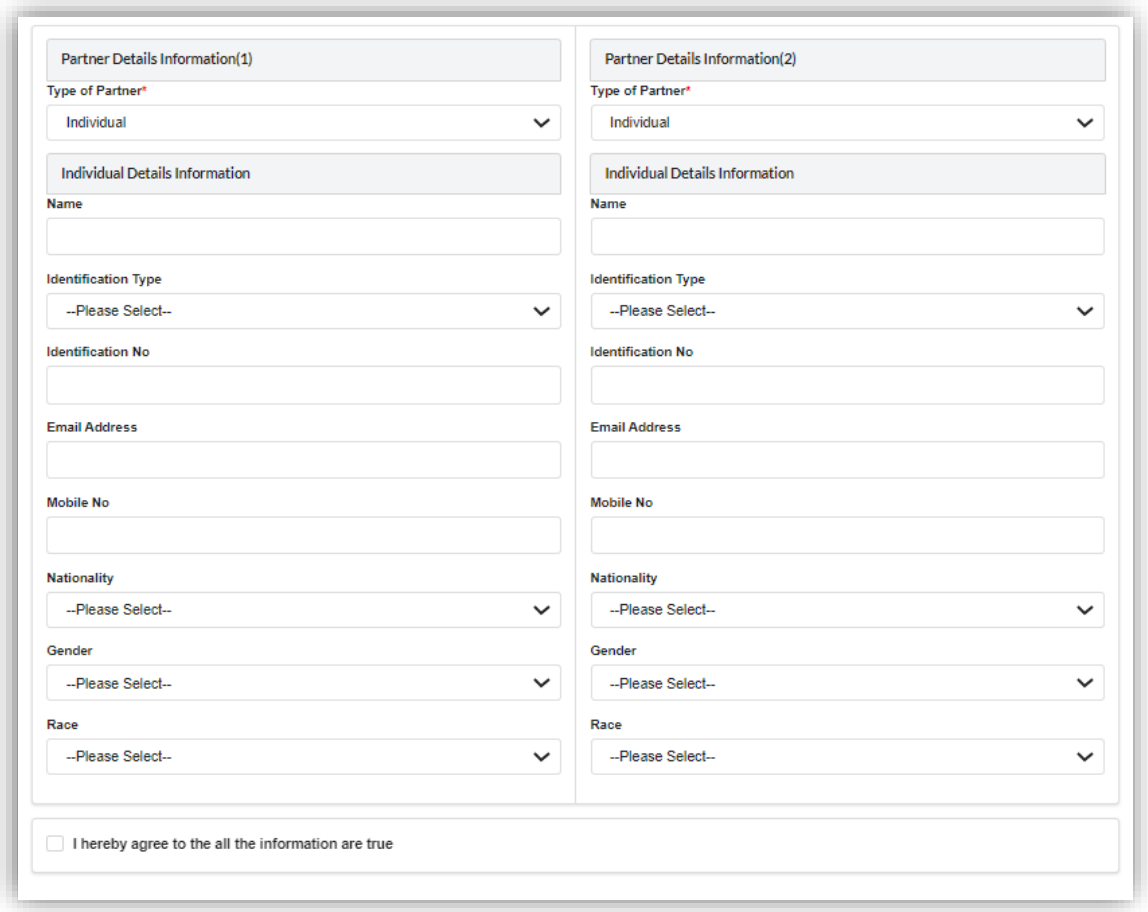
5. Key in **Clarification form** and upload supporting file (if applicable).



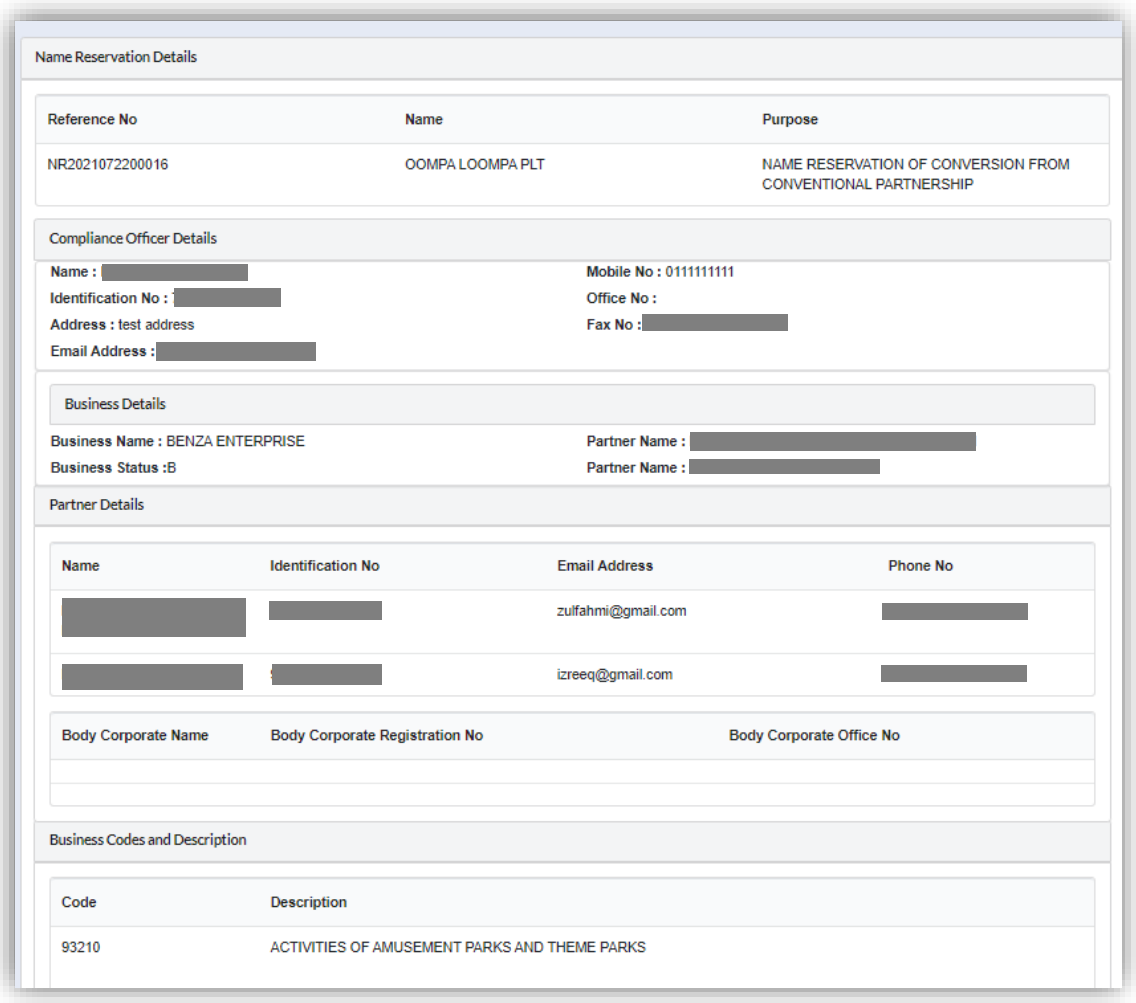
6. Search **Business Code** and select business code that applied to the business.



7. **Partner details** for both partners will automatically appeared. Tick **checkbox** to agree to the all information given and click *Submit* button.



8. User will be received application summary.



Name Reservation Details

Reference No	Name	Purpose
NR2021072200016	OOMPA LOOMPA PLT	NAME RESERVATION OF CONVERSION FROM CONVENTIONAL PARTNERSHIP

Compliance Officer Details

Name : [redacted]
Identification No : [redacted]
Address : test address
Email Address : [redacted]
Mobile No : 0111111111
Office No :
Fax No : [redacted]

Business Details

Business Name : BENZA ENTERPRISE
Business Status :B
Partner Name : [redacted]
Partner Name : [redacted]

Partner Details

Name	Identification No	Email Address	Phone No
[redacted]	[redacted]	zulfahmi@gmail.com	[redacted]
[redacted]	[redacted]	izreeq@gmail.com	[redacted]

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

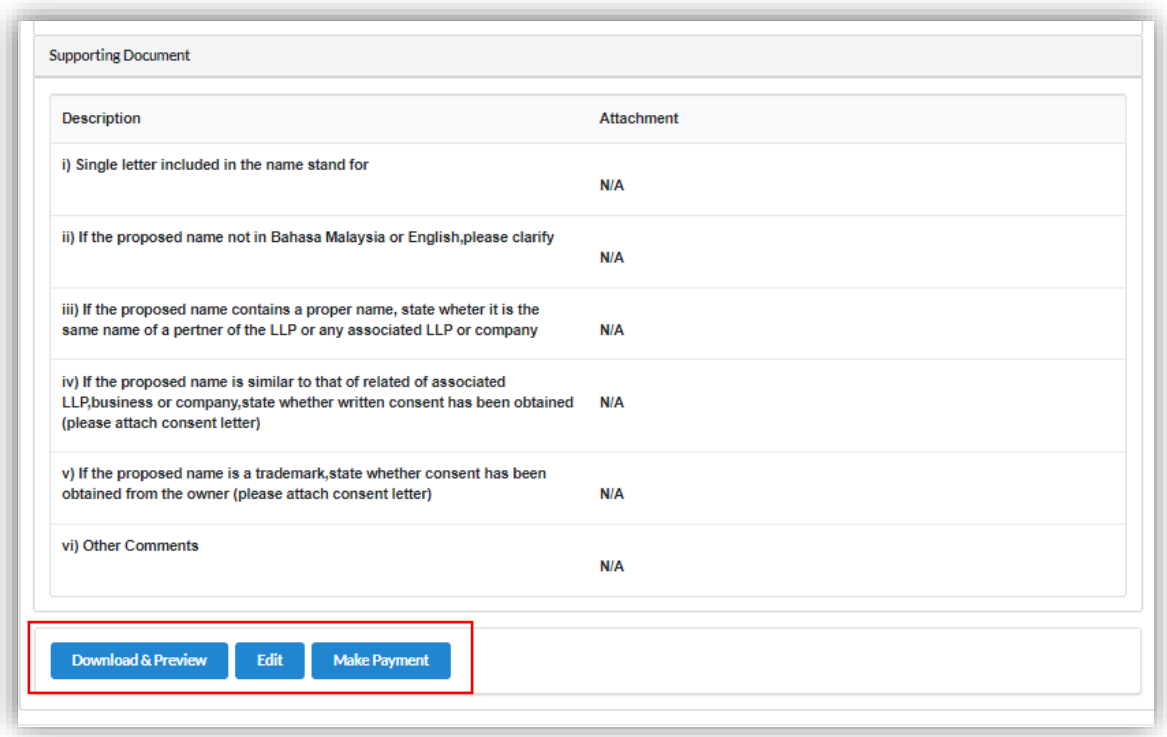
Business Codes and Description

Code	Description
93210	ACTIVITIES OF AMUSEMENT PARKS AND THEME PARKS

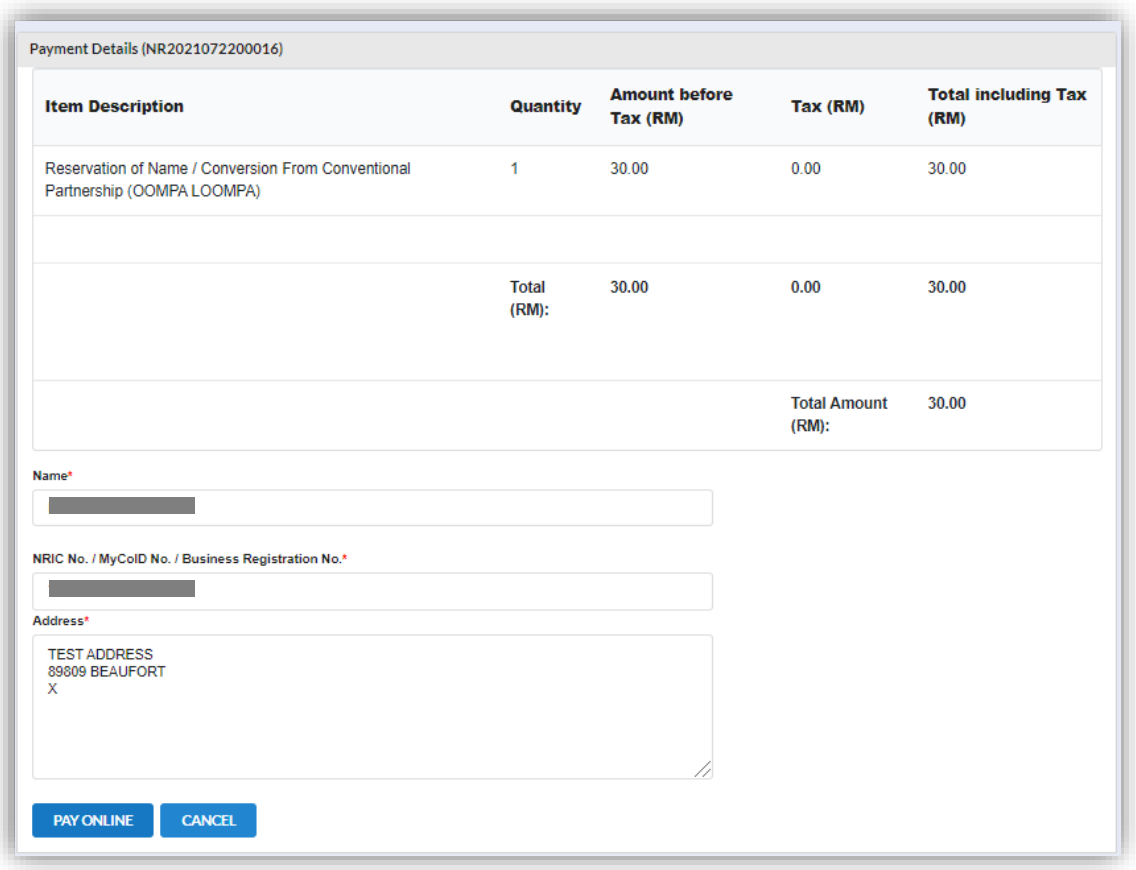
9. Click *Download & Preview* button to preview submission.

10. Click *Edit* button to edit submission.

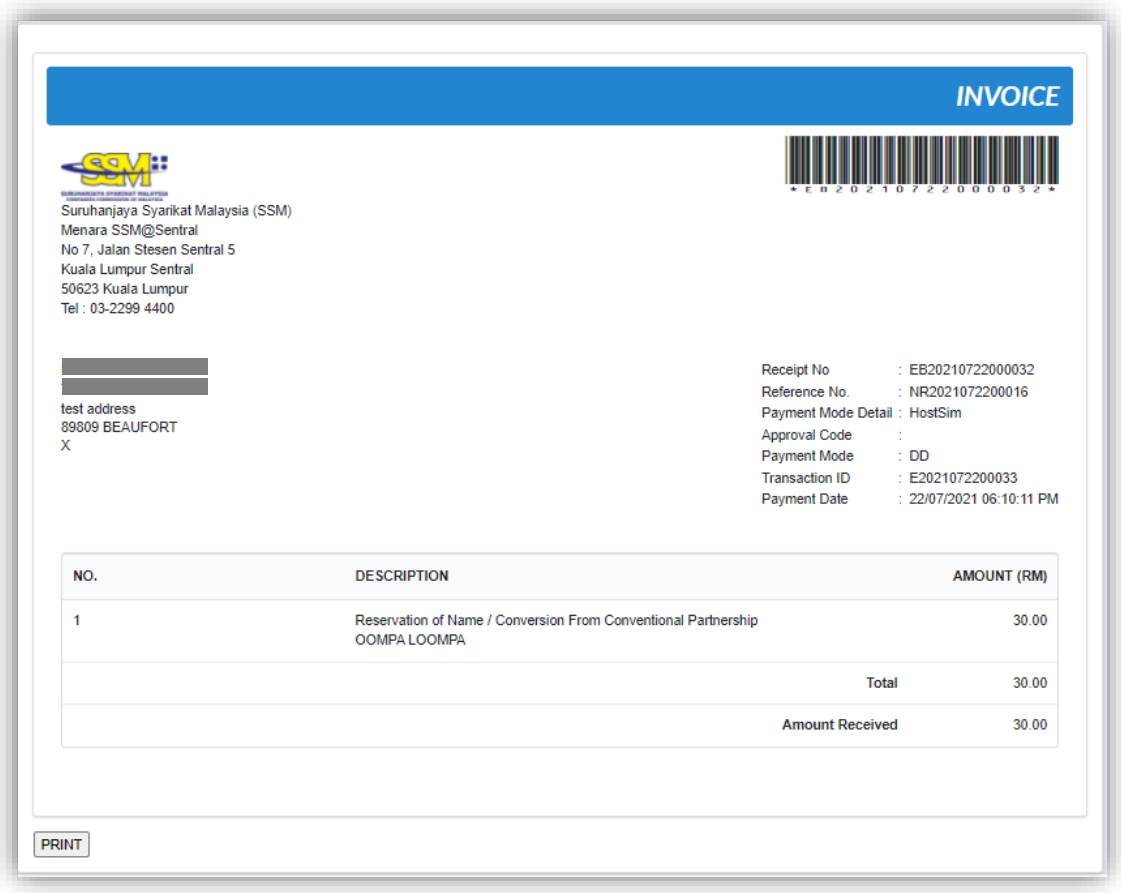
11. Click *Make Payment* button to proceed.



12.Click *Pay Online* button to make payment.



13.User will be received invoice after they make the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

EB20210722000032

[redacted]
test address
89809 BEAUFORT
X

Receipt No	: EB20210722000032
Reference No.	: NR2021072200016
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072200033
Payment Date	: 22/07/2021 06:10:11 PM

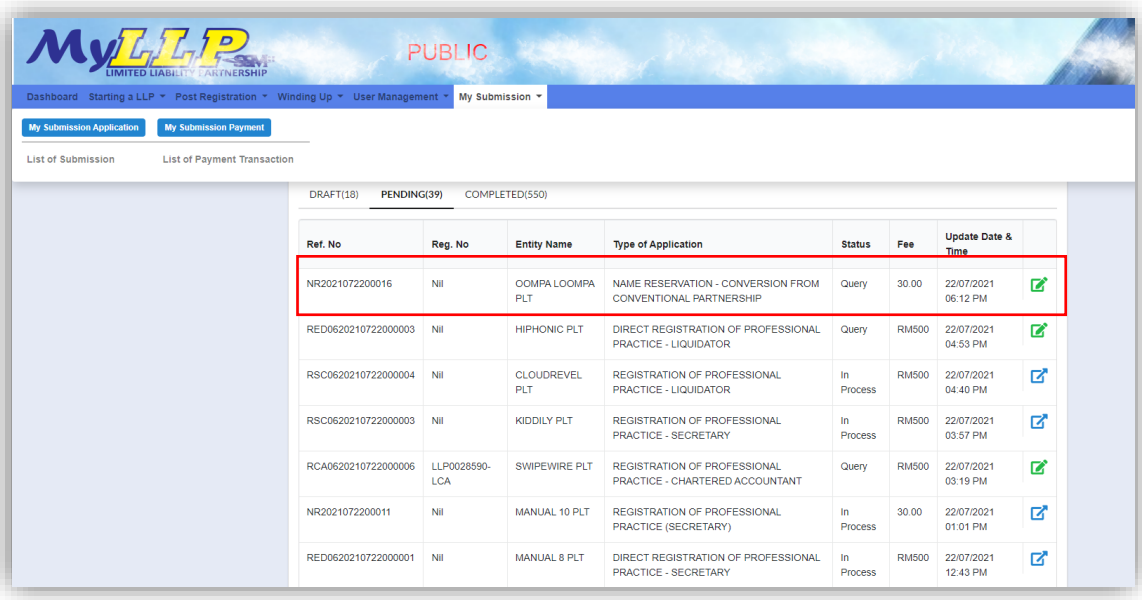
NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Conversion From Conventional Partnership OOMPA LOOMPA	30.00
	Total	30.00
	Amount Received	30.00

PRINT

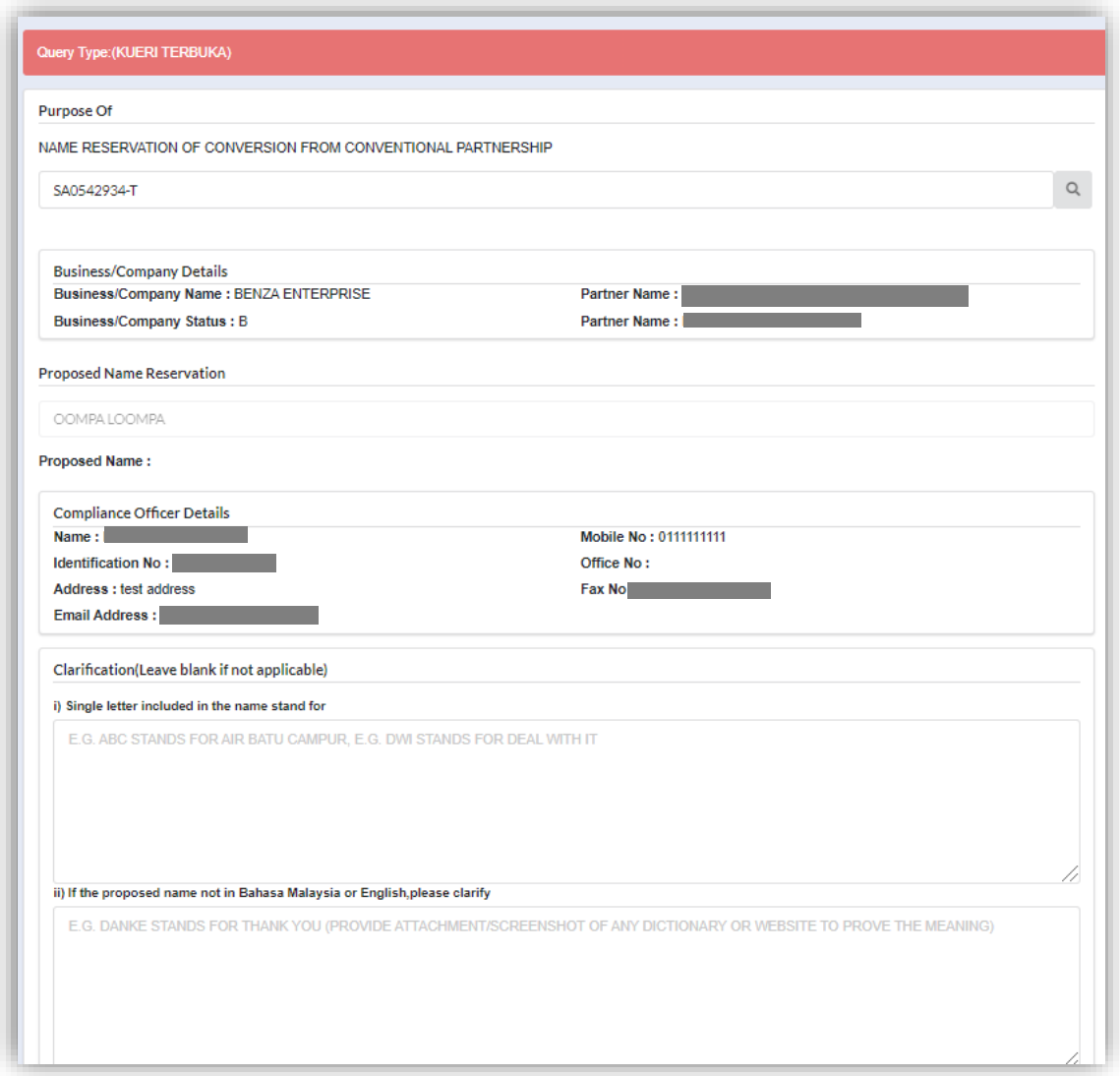
3.4.1.1 If Back Officer Has Made Query on Name Reservation

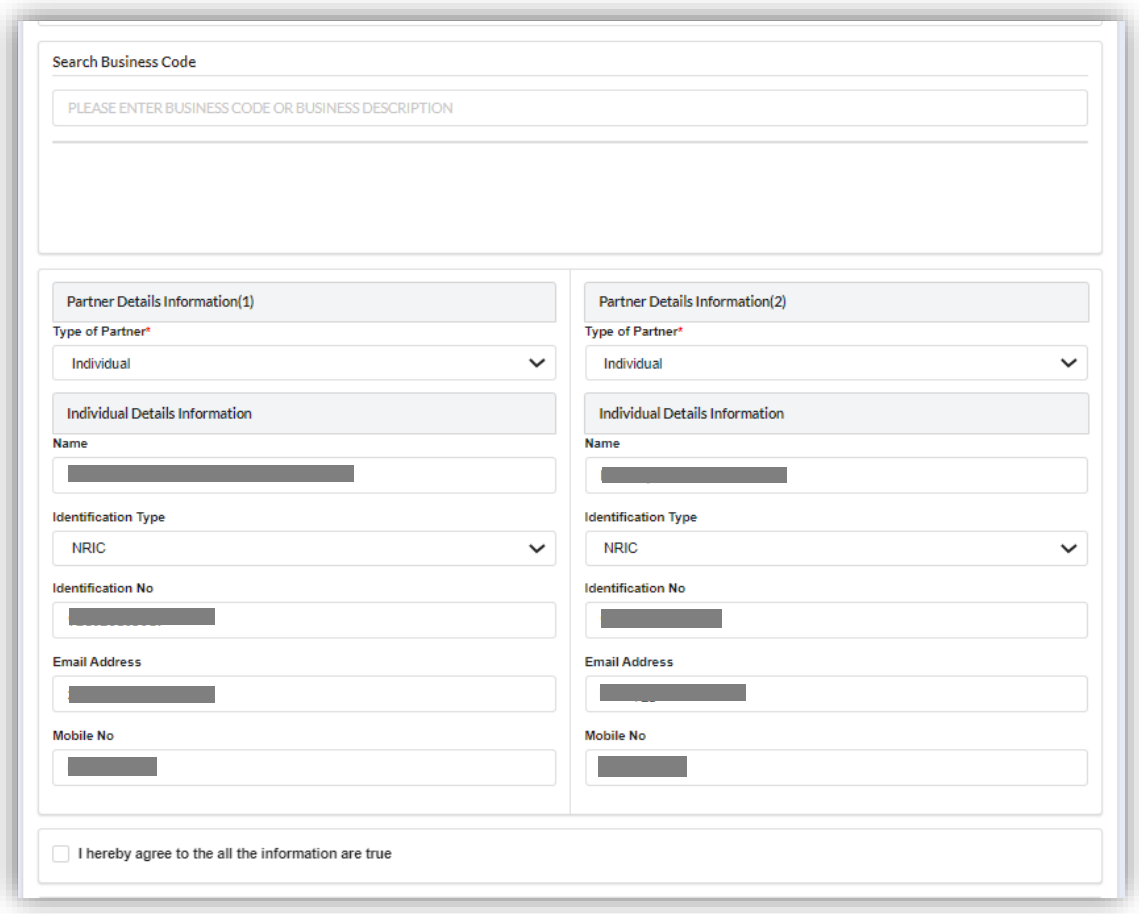
1. Select **My Submission** on the menu bar and choose List of Submission.

2. Choose an entity with type of **Conversion from Conventional Partnership – Name Reservation** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



3. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Submit* button.

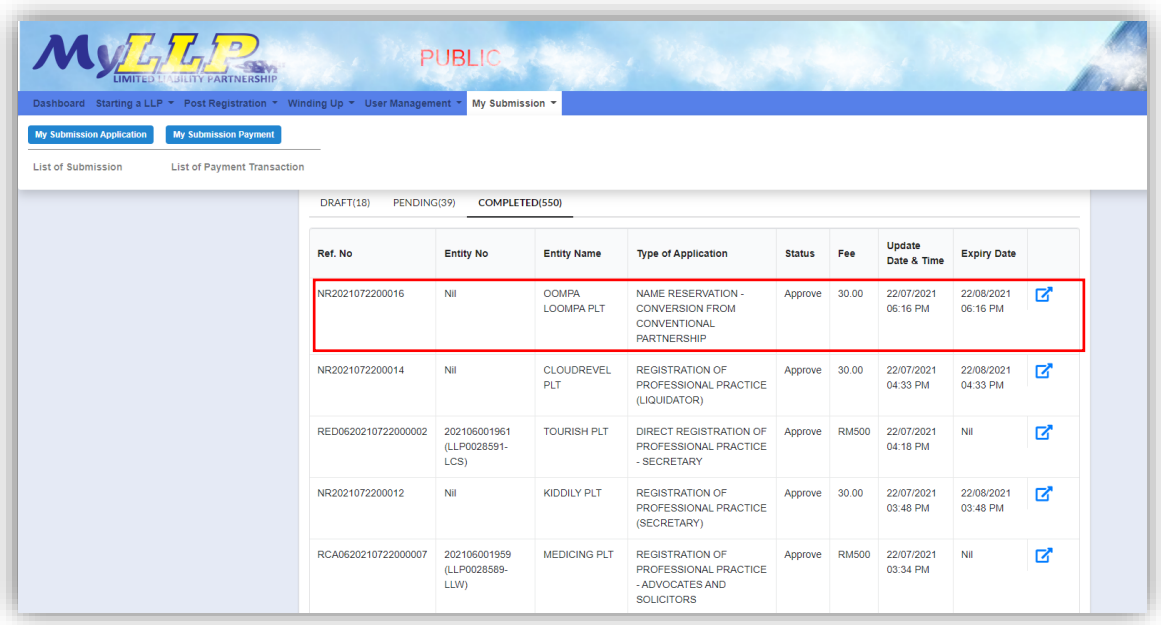



Search Business Code
PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION
Partner Details Information(1)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
NRIC
Identification No
Email Address
Mobile No
Partner Details Information(2)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
NRIC
Identification No
Email Address
Mobile No
I hereby agree to the all the information are true

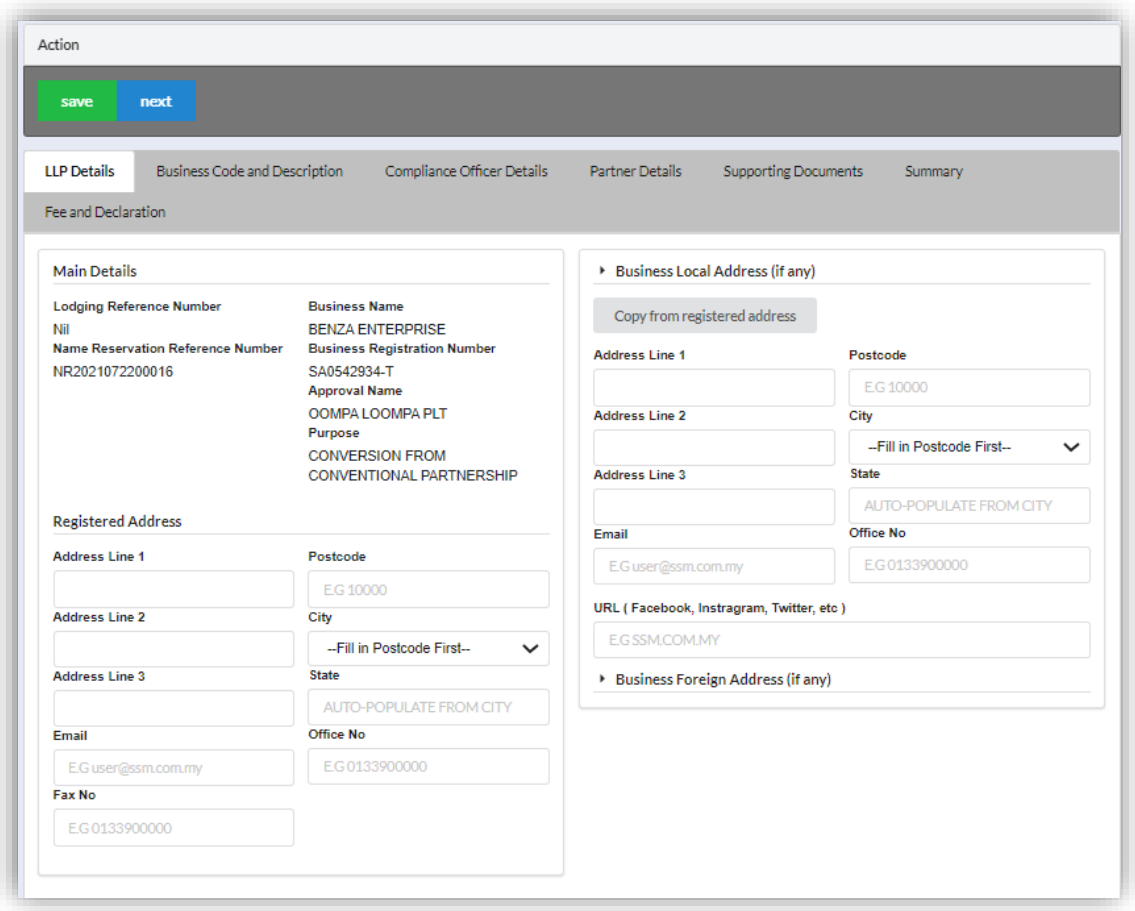
3.4.1.2 After Name Reservation Has Been Approved

1. Select **My Submission** on the menu bar, click List of Submission and select Completed tab.

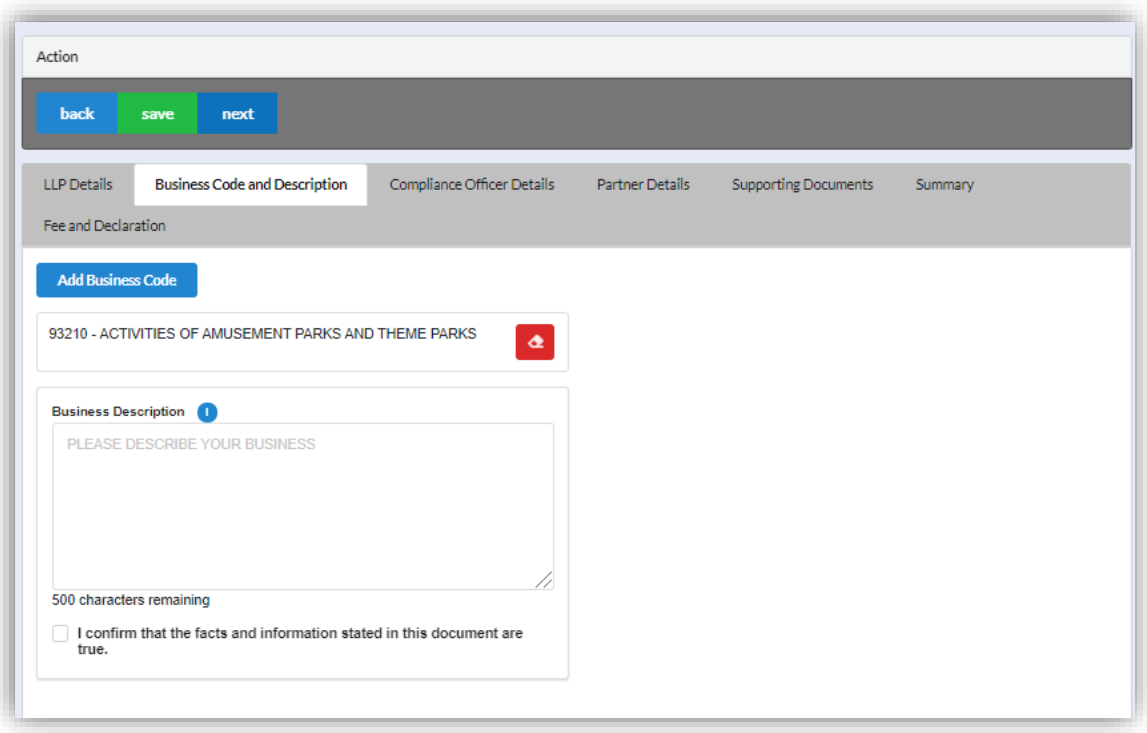
2. Choose an approved **Conversion from Conventional Partnership - Name Reservation Application** and click *Proceed to LLP Registration button.*



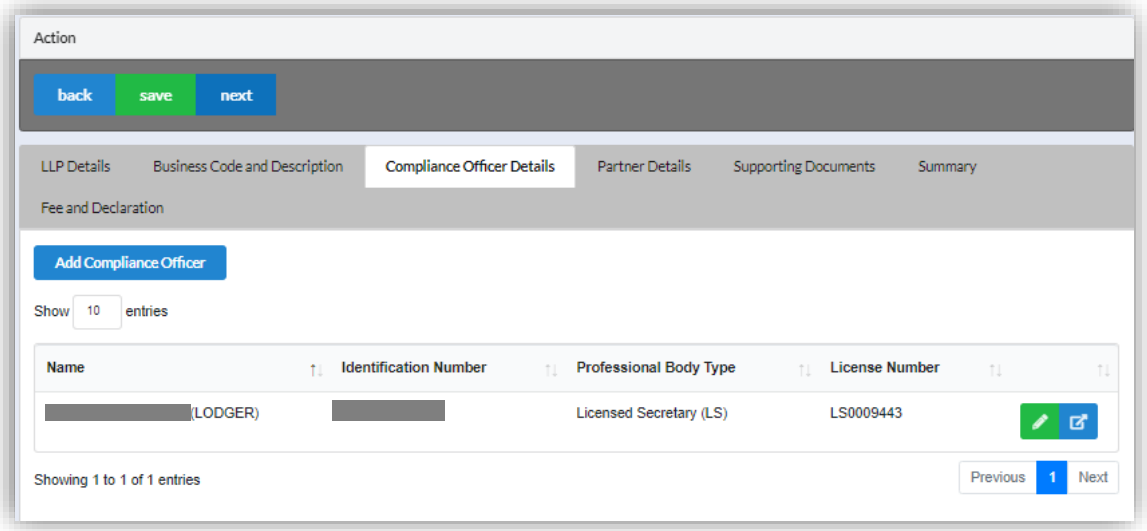
3. Select LLP Details and key in data for LLP details and click Save button.



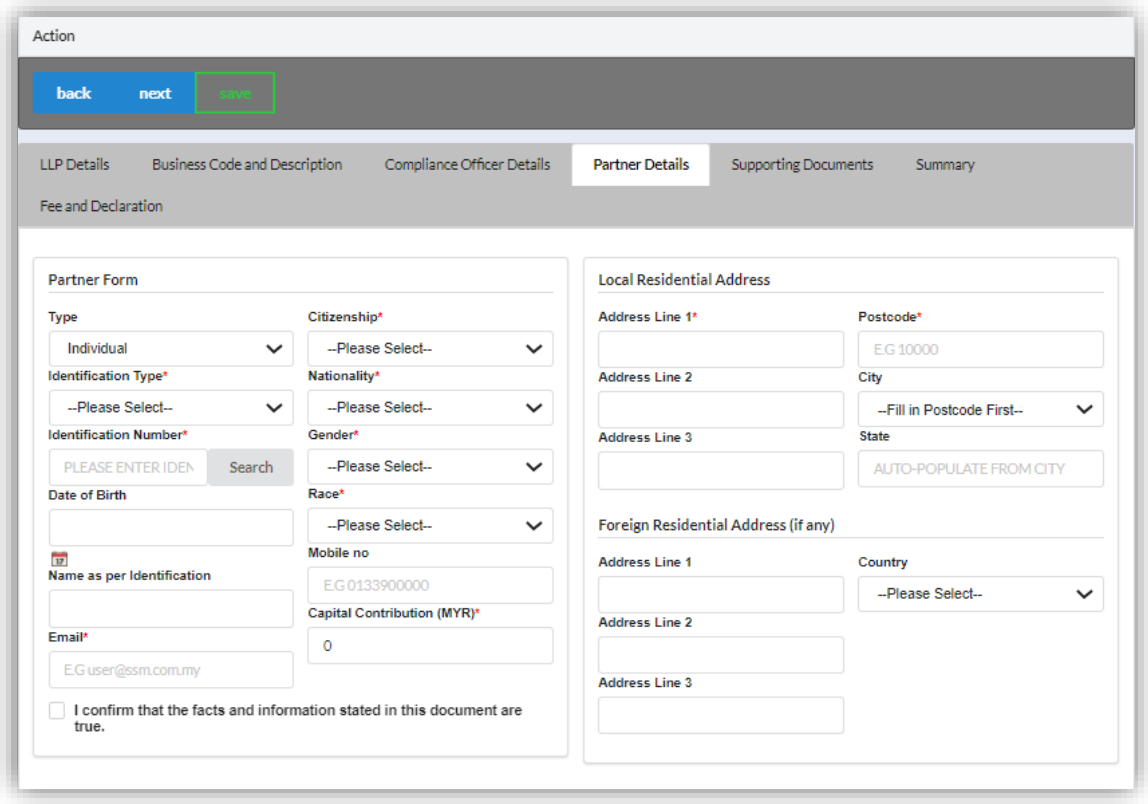
4. Click Next button to proceed to Business Code and Description tab, enter Business Description, click Add Business Code (if applicable), key in data for business code and click Save button.



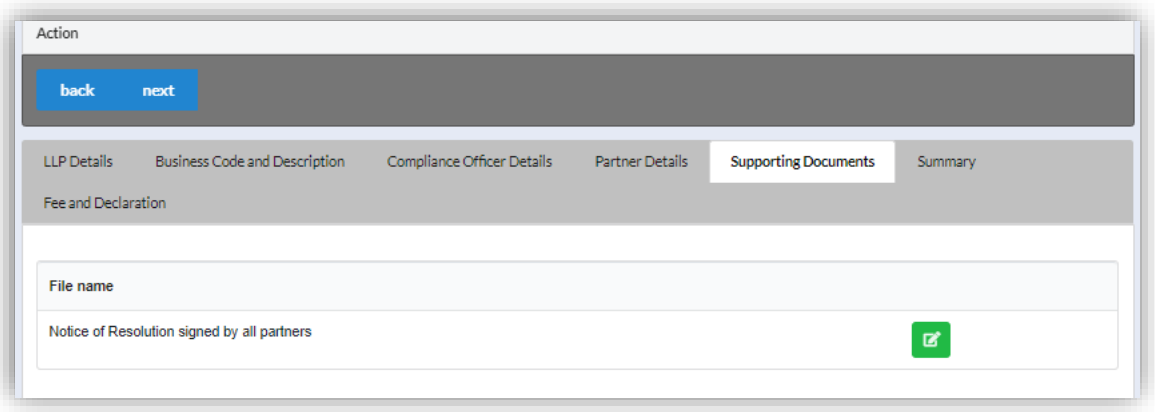
5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



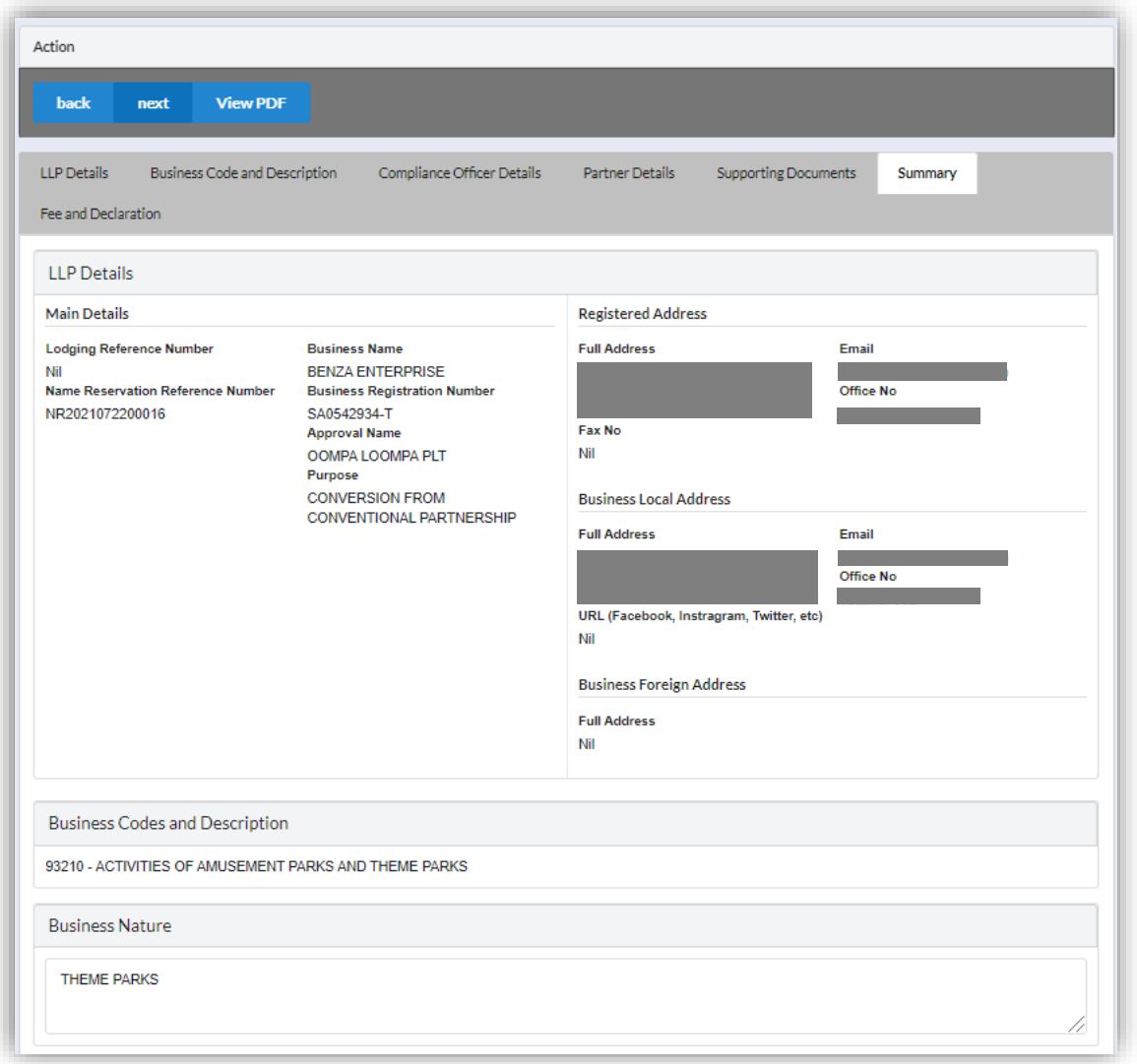
6. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



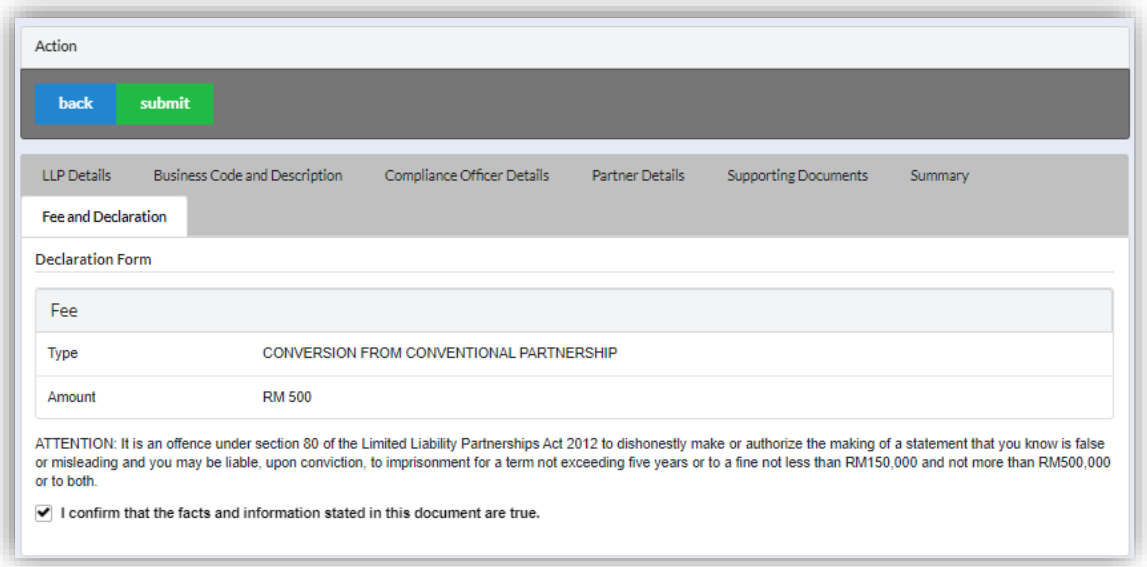
7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



8. Click *Next* button to proceed to **Summary** and view all the changes made.

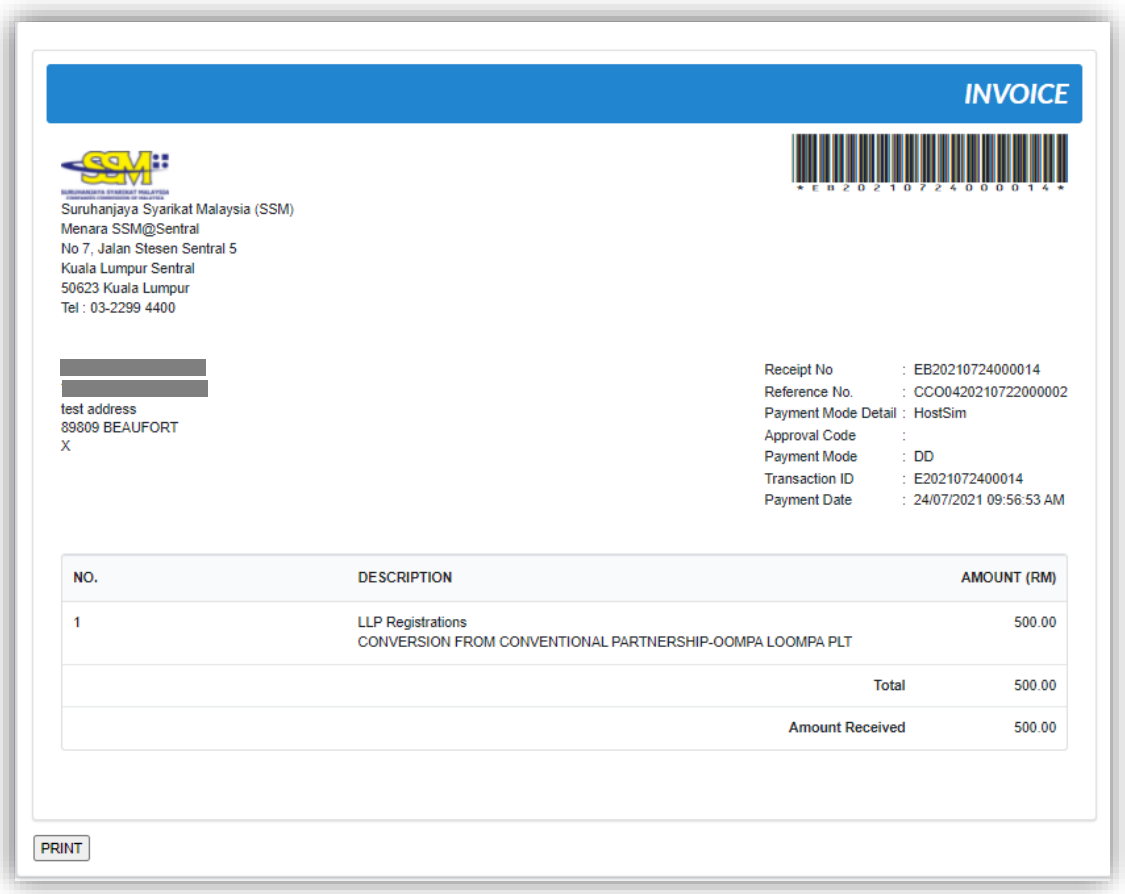


9. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



10.Click *Pay Online* button to proceed for payment.

11.User will be received invoice once they make the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

Receipt No	: EB20210724000014
Reference No.	: CCO0420210722000002
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072400014
Payment Date	: 24/07/2021 09:56:53 AM

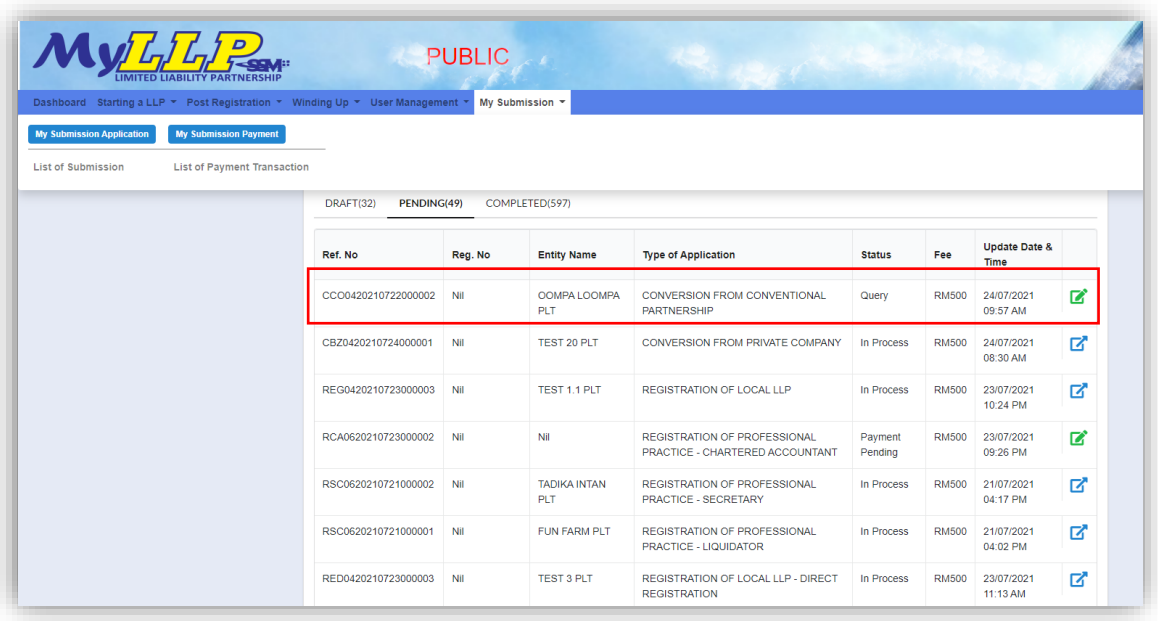
NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations CONVERSION FROM CONVENTIONAL PARTNERSHIP-OOMPA LOOMPA PLT	500.00
	Total	500.00
	Amount Received	500.00

PRINT

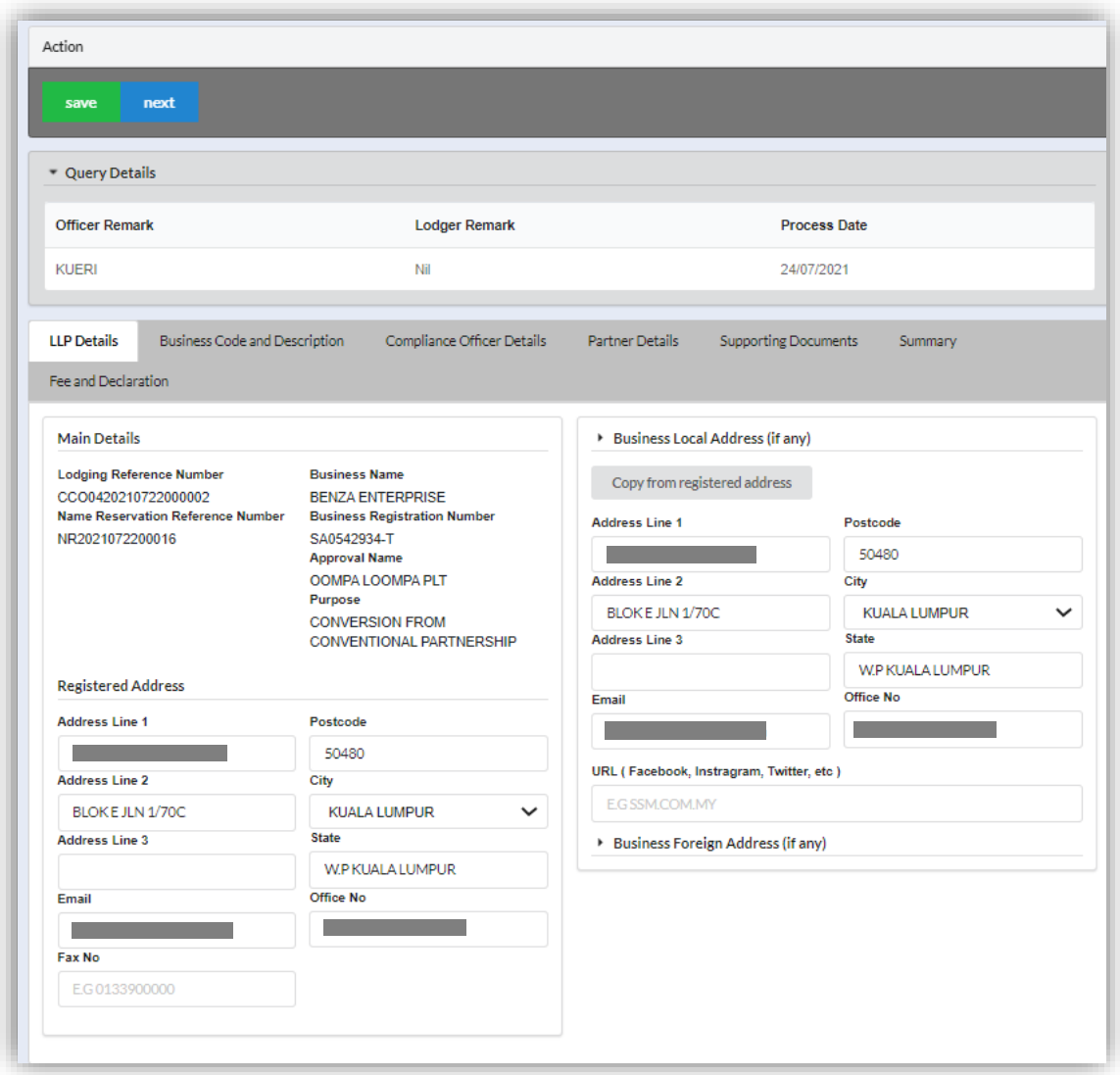
3.4.1.3 If Back Officer Has Made Query on Registration

1. Select **My Submission**, click List of Submission.

2. Choose an entity with type of **Conversion from Conventional Partnership** along with its status "Query" and remarks from Back Officer. Click *Edit* record action button to make query.

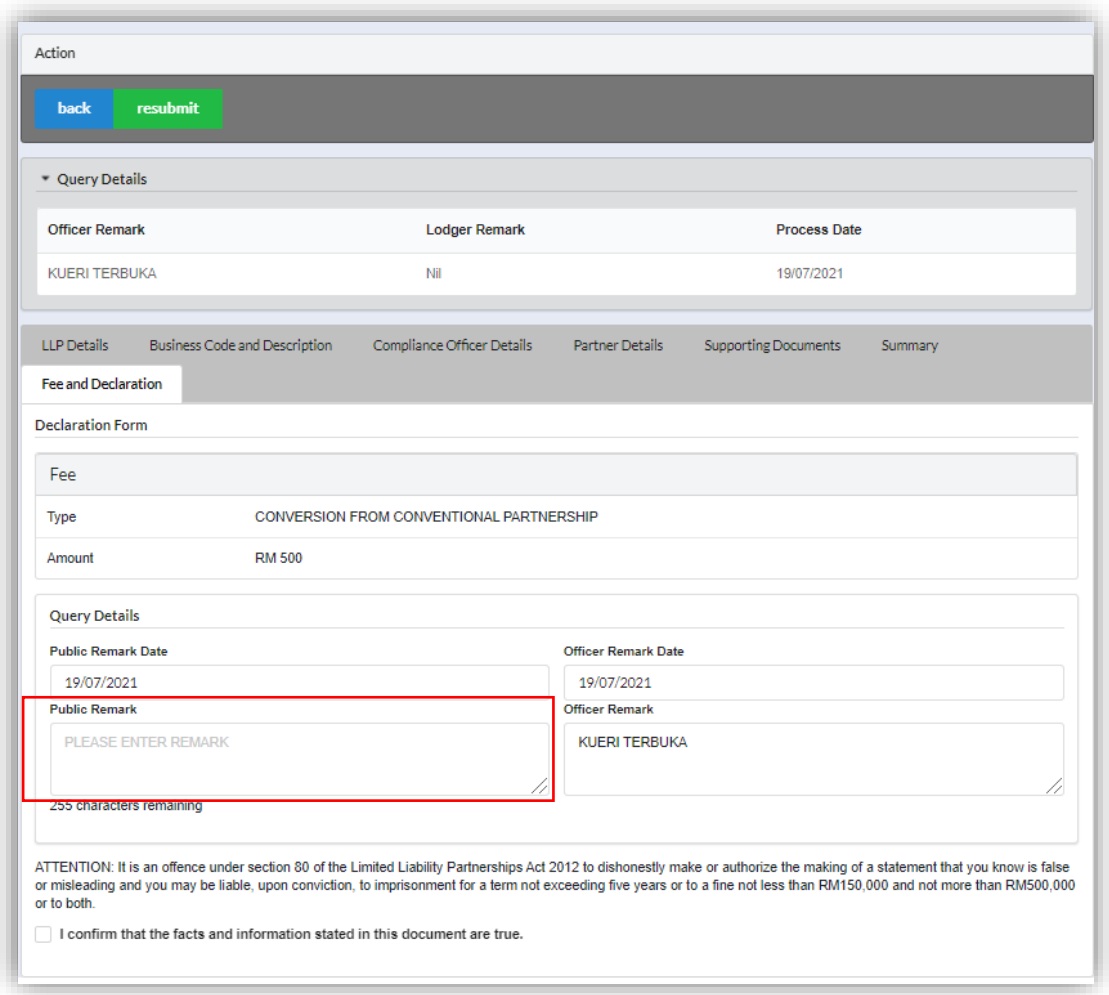


3. Key in data that needed to be query.



4. At **Fee and Declaration tab**, tick check box for confirm declaration**.**

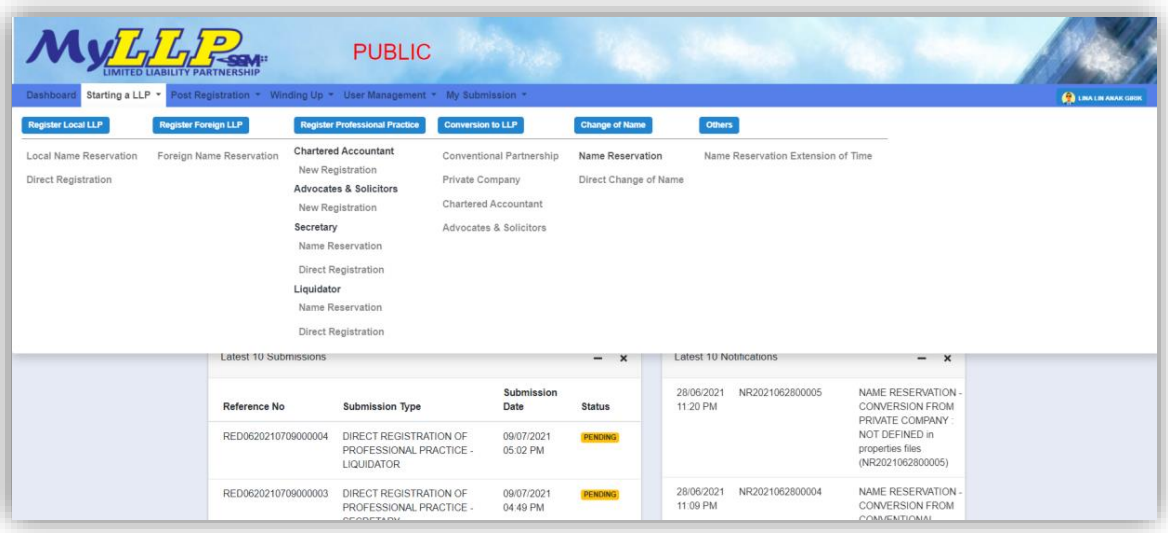
5. Key in query remark and click *Resubmit* button.



3.4.2 Private Company

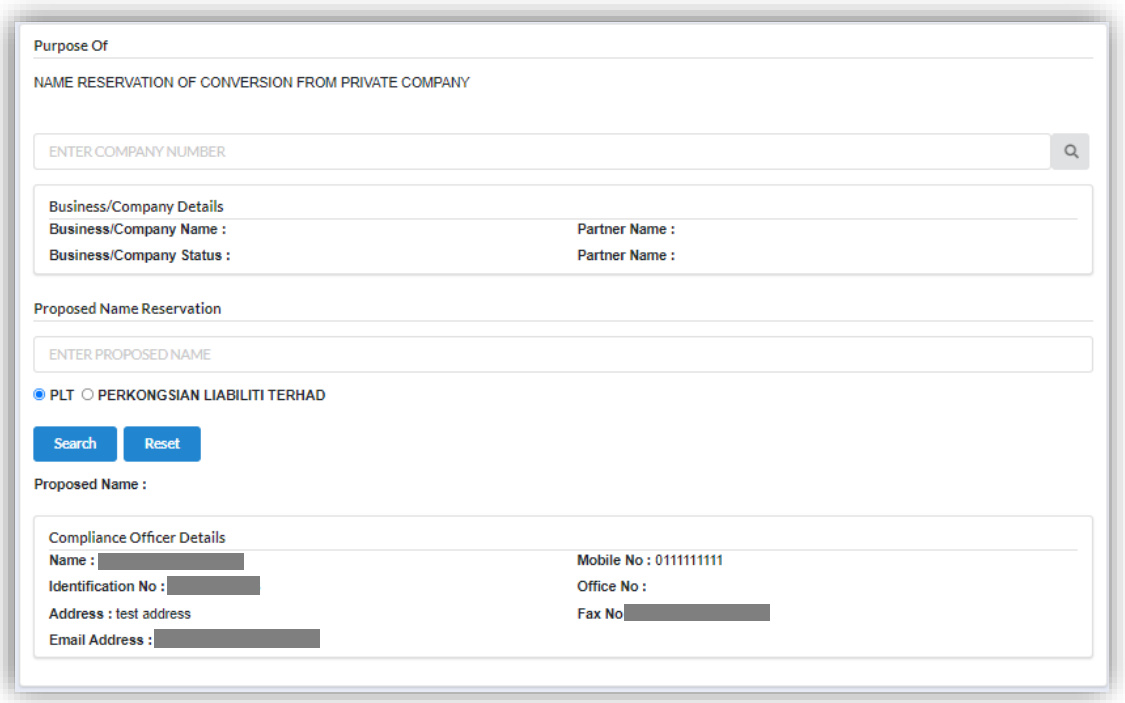
1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

2. Select **Starting a LLP** on the menu bar and click **Chartered Accountant** under Conversion to LLP.

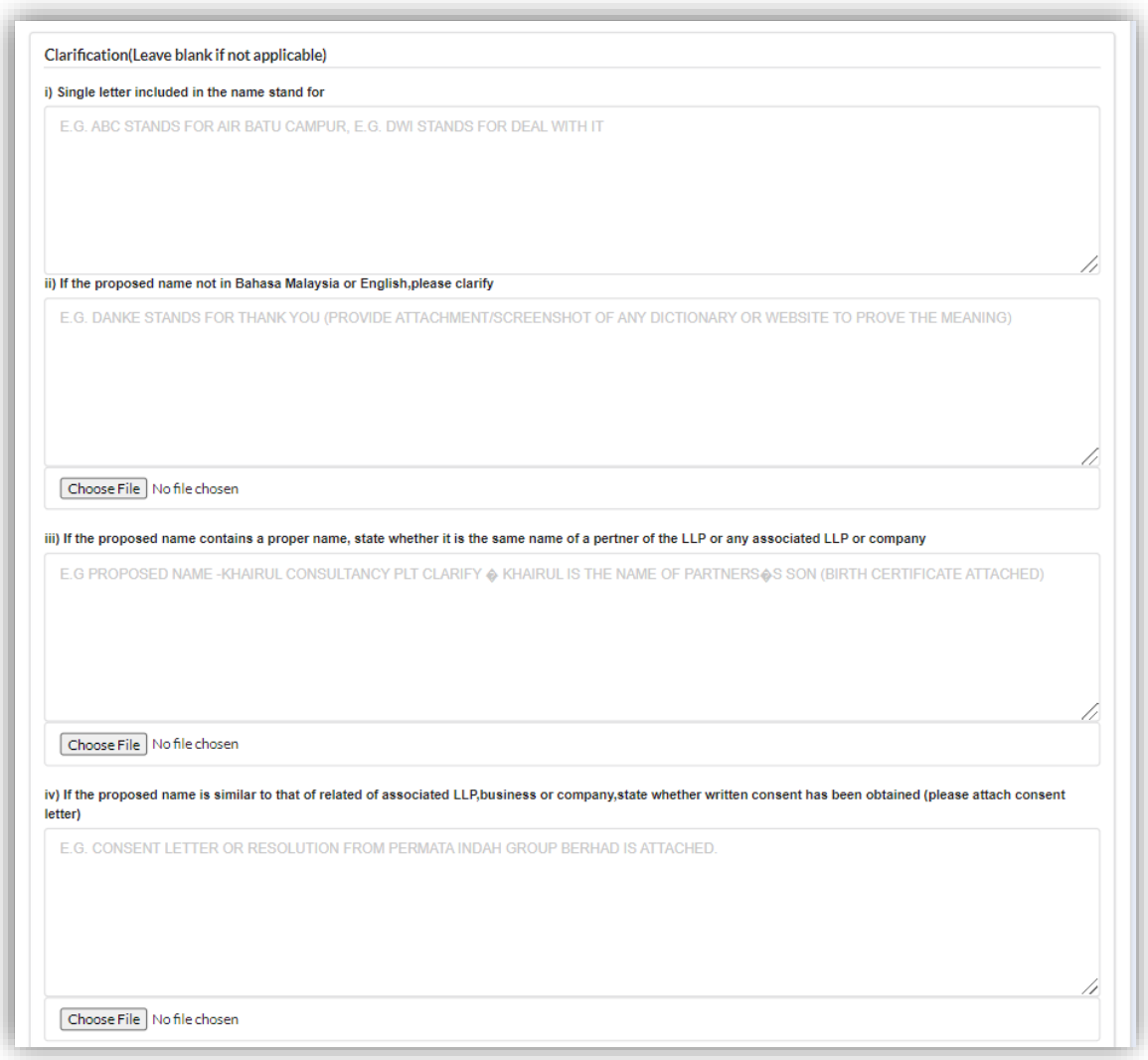


3. Search LLP by key in **Business number** and click button *Search.*

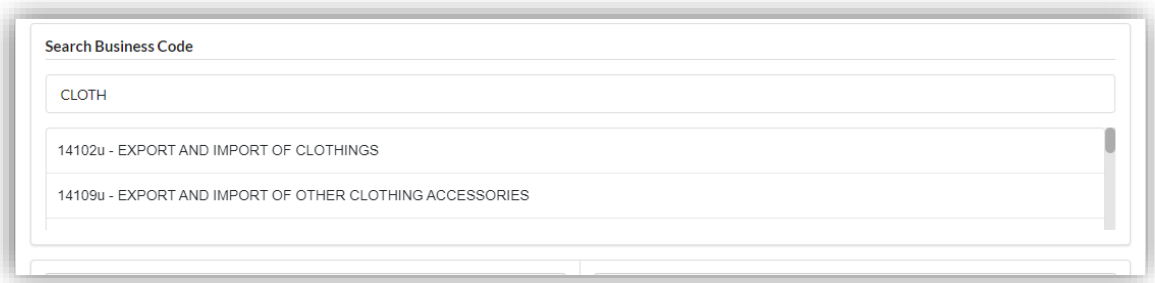
4. Key in **Proposed Name** then click *Search* button.



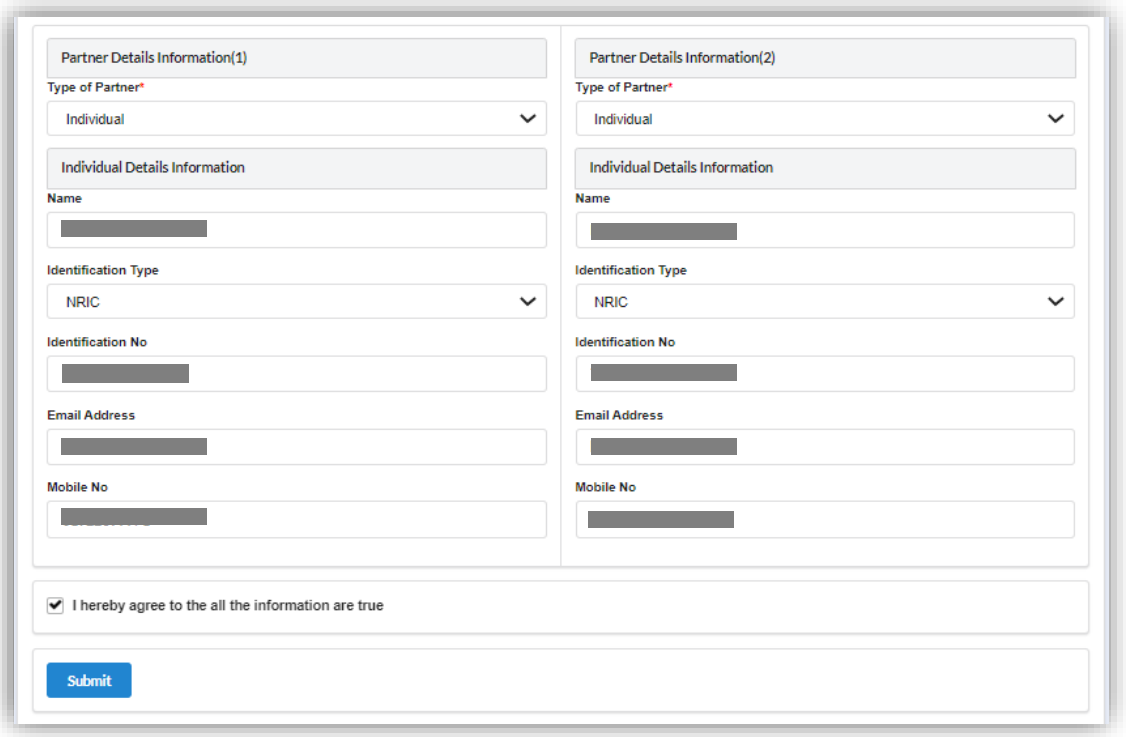
5. Key in **Clarification form** and upload supporting file (if applicable).



6. Search **Business Code** and select business code that applied to the business.



7. **Partner details** for both partners will automatically appeared. Tick **checkbox** to agree to the all information given and click *Submit* button.



8. User will be received application summary.

Name Reservation Details

Reference No	Name	Purpose
NR2021072200017	VINTAGE PLT	NAME RESERVATION OF CONVERSION FROM PRIVATE COMPANY

Compliance Officer Details

Name : [redacted]
Identification No : [redacted]
Address : test address
Email Address : [redacted]
Mobile No : 0111111111
Office No :
Fax No : 0320924199

Company Details

Company Name : WIRA SENTRAL (M) SDN. BHD.
Company Status : E
Partner Name : [redacted]
Partner Name : [redacted]

Partner Details

Name	Identification No	Email Address	Phone No
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

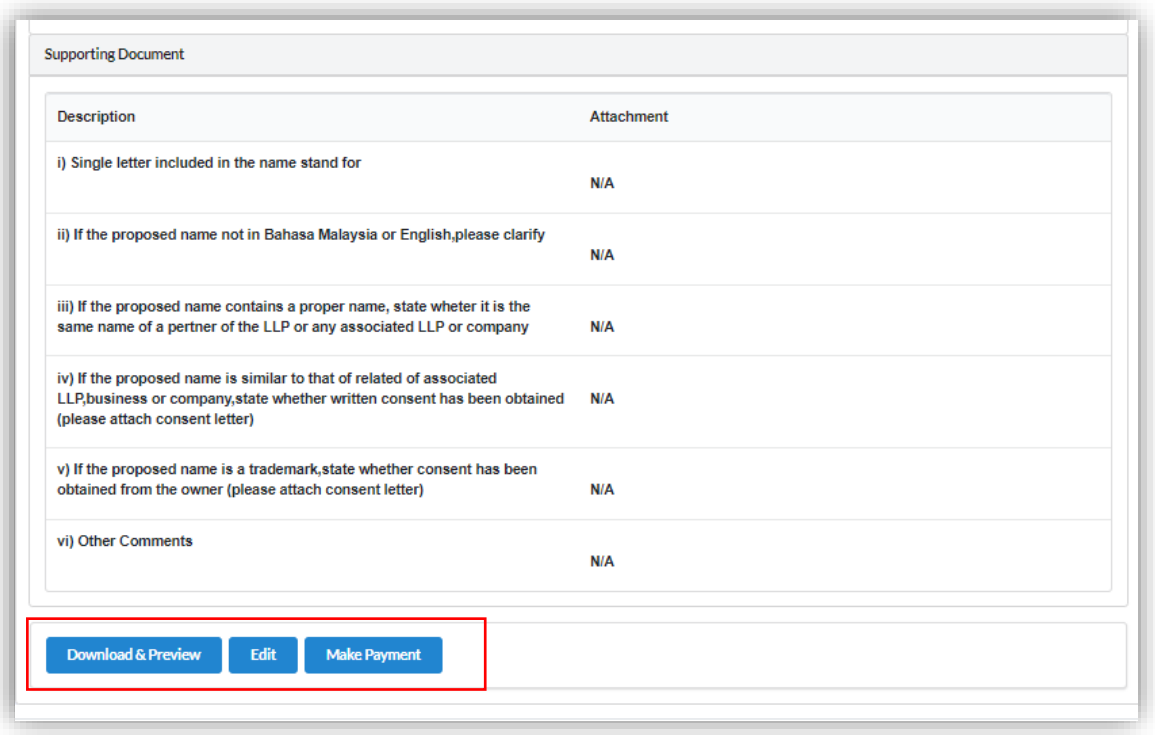
Business Codes and Description

Code	Description
68201	ACTIVITIES OF REAL ESTATE AGENTS AND BROKERS FOR BUYING, SELLING AND RENTING OF REAL ESTATE

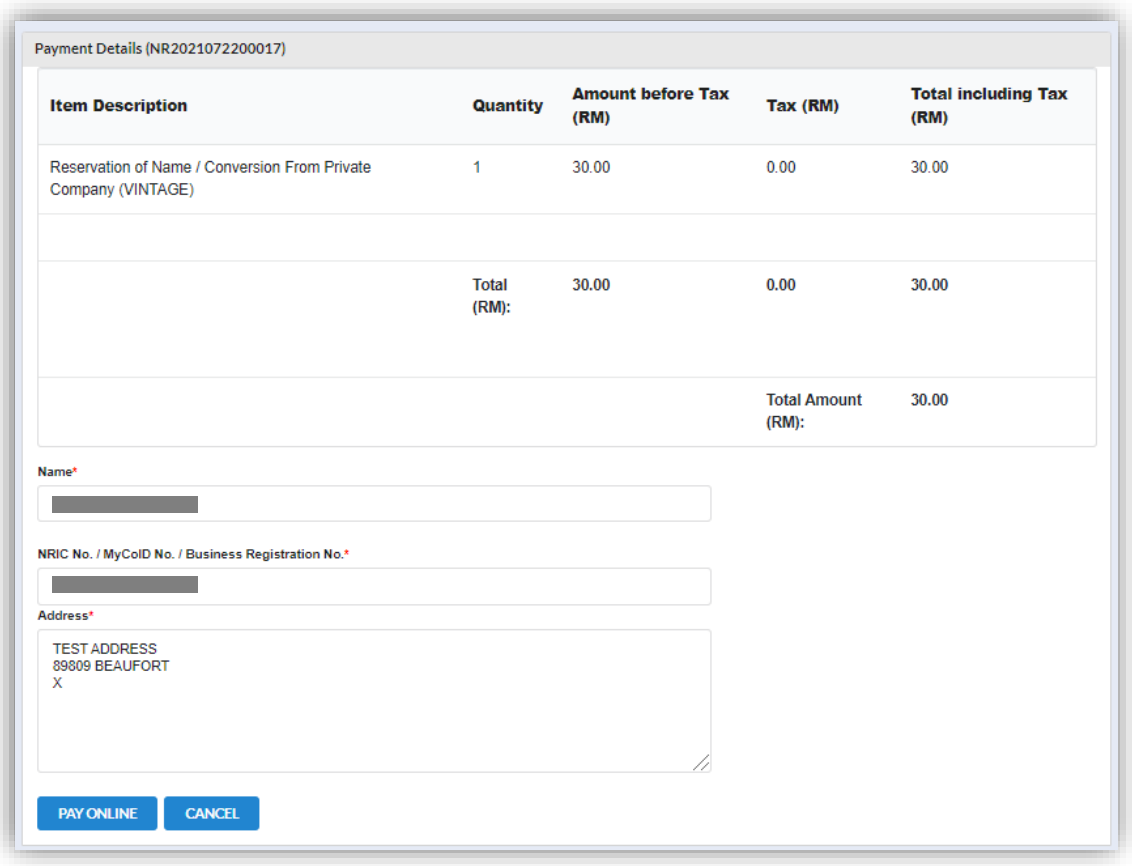
9. The application could be previewed by click on *Download & Preview* button.

10. The application could be edited by click on *Edit* button.

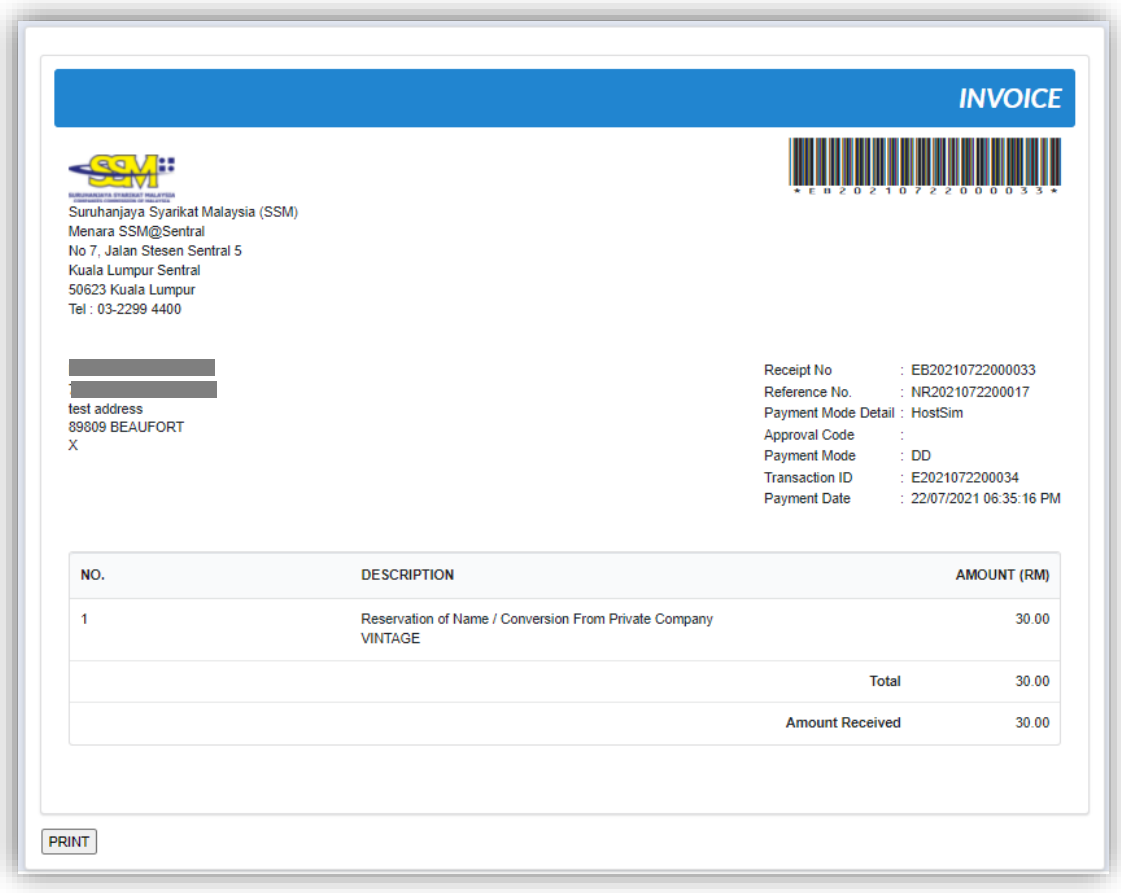
11. Click *Make Payment* button to proceed.



12.Click *Pay Online* button to make payment.



13.User will be received invoice after they make the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
[redacted]
test address
89809 BEAUFORT
X

Receipt No : EB20210722000033
Reference No. : NR2021072200017
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021072200034
Payment Date : 22/07/2021 06:35:16 PM

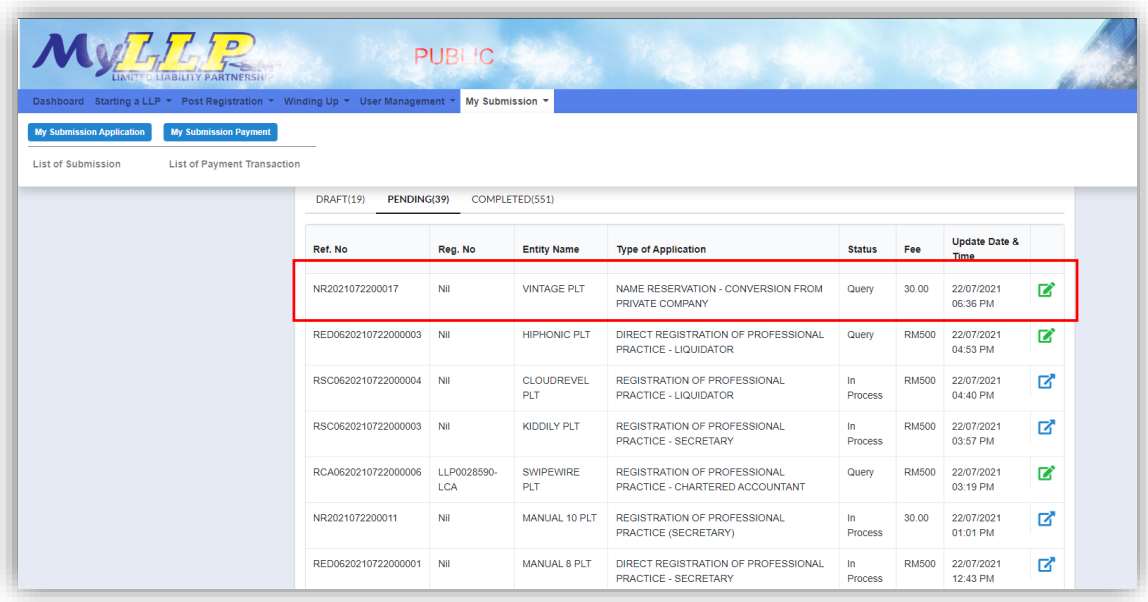
NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Conversion From Private Company VINTAGE	30.00
	Total	30.00
	Amount Received	30.00

PRINT

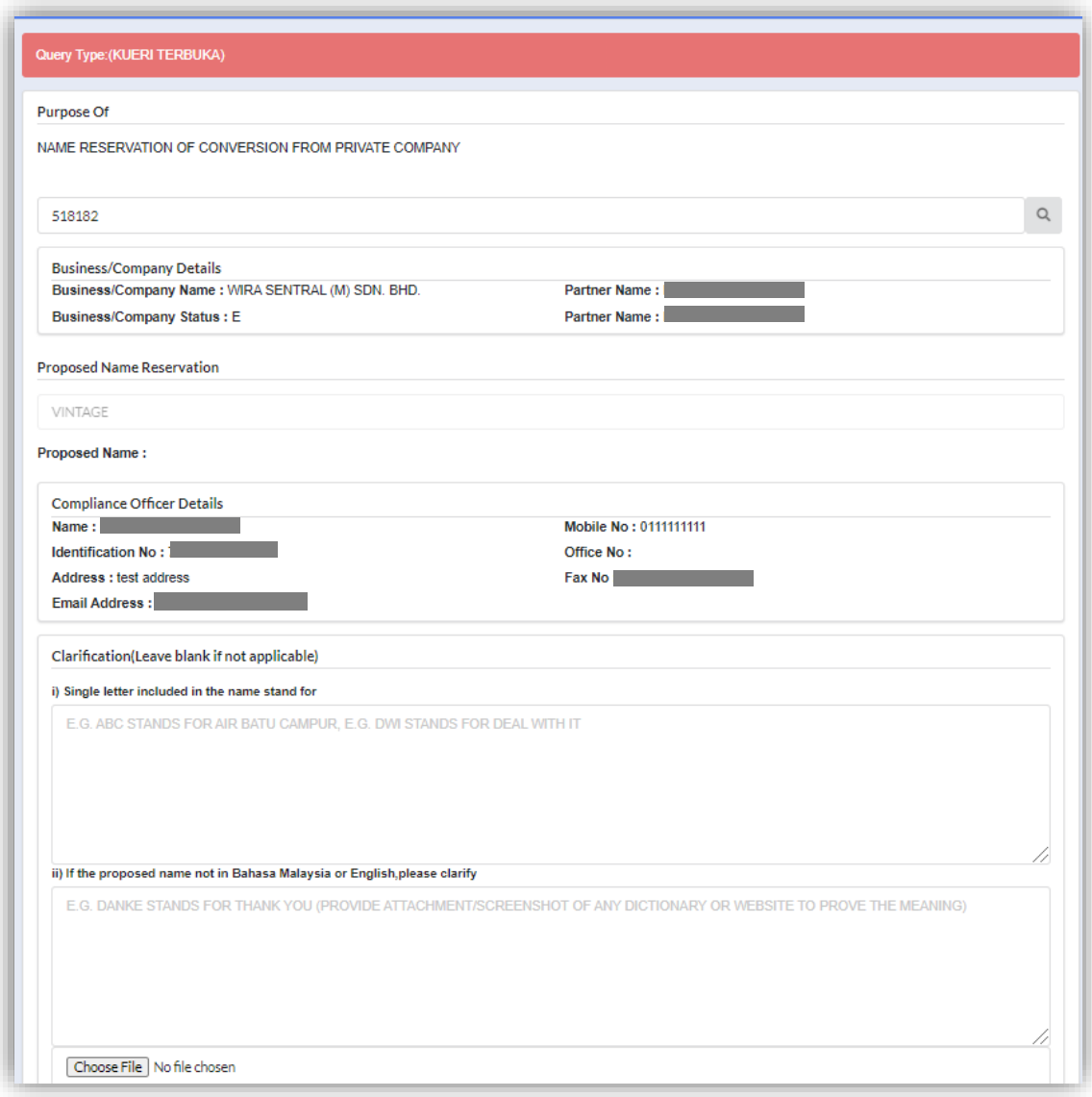
3.4.2.1 If Back Officer Has Made Query on Name Reservation

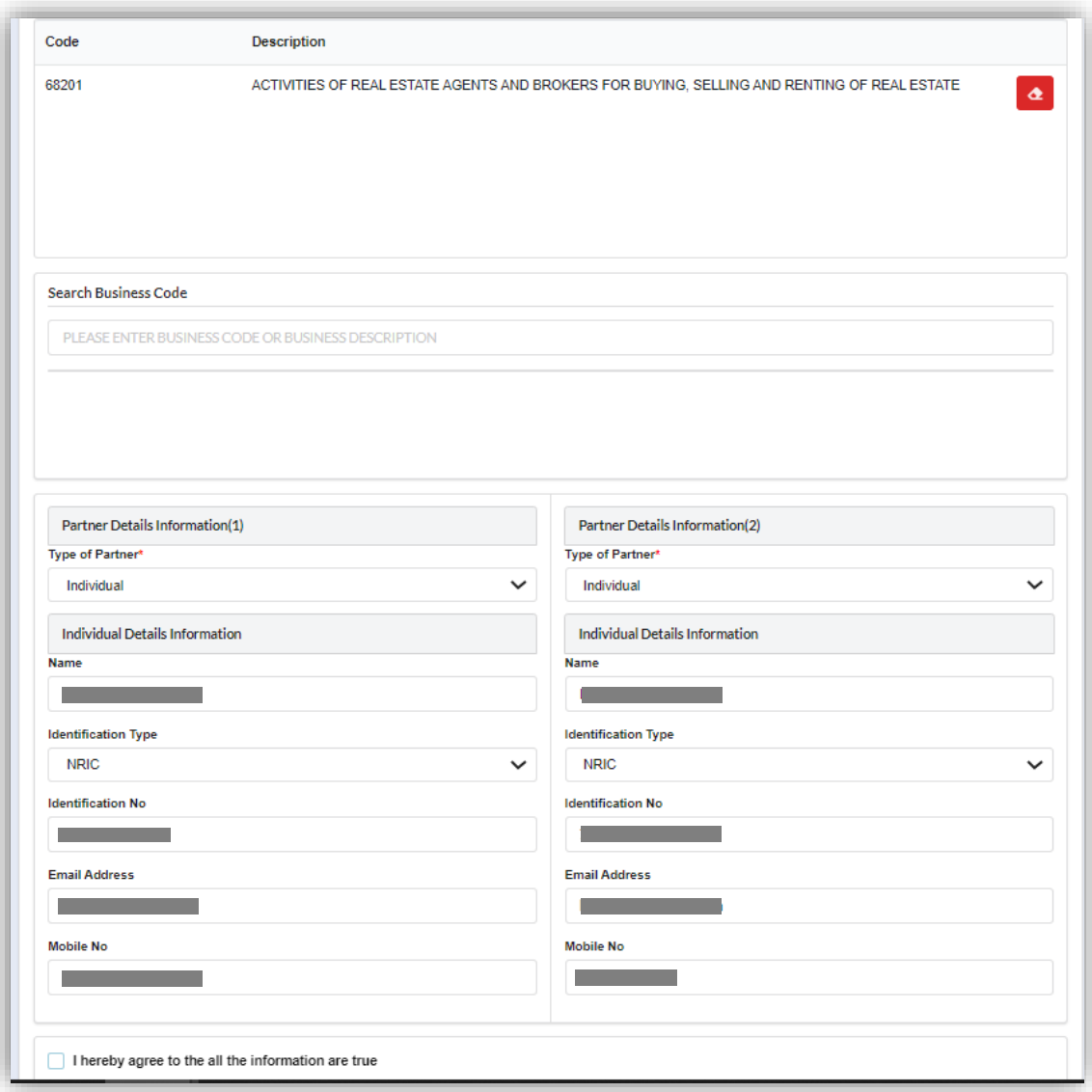
1. Select **My Submission** on the menu bar and choose List of Submission.

2. Choose an entity with type of **Conversion from Conventional Partnership – Name Reservation** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



3. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Submit* button.

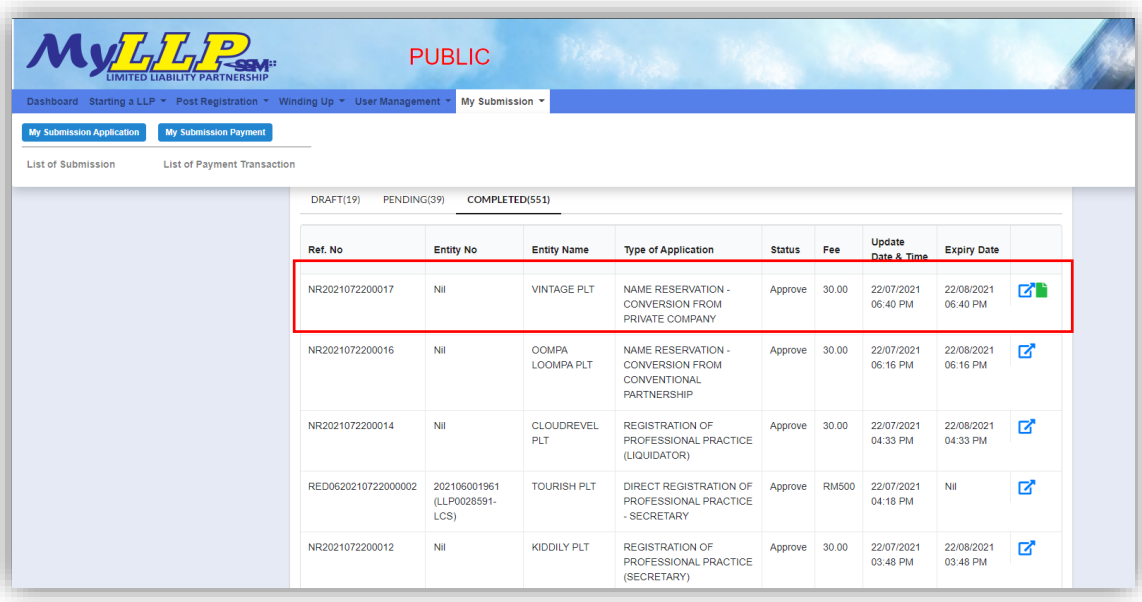



Code
Description
68201
ACTIVITIES OF REAL ESTATE AGENTS AND BROKERS FOR BUYING, SELLING AND RENTING OF REAL ESTATE
Search Business Code
PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION
Partner Details Information(1)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
NRIC
Identification No
Email Address
Mobile No
Partner Details Information(2)
Type of Partner*
Individual
Individual Details Information
Name
Identification Type
NRIC
Identification No
Email Address
Mobile No
I hereby agree to the all the information are true

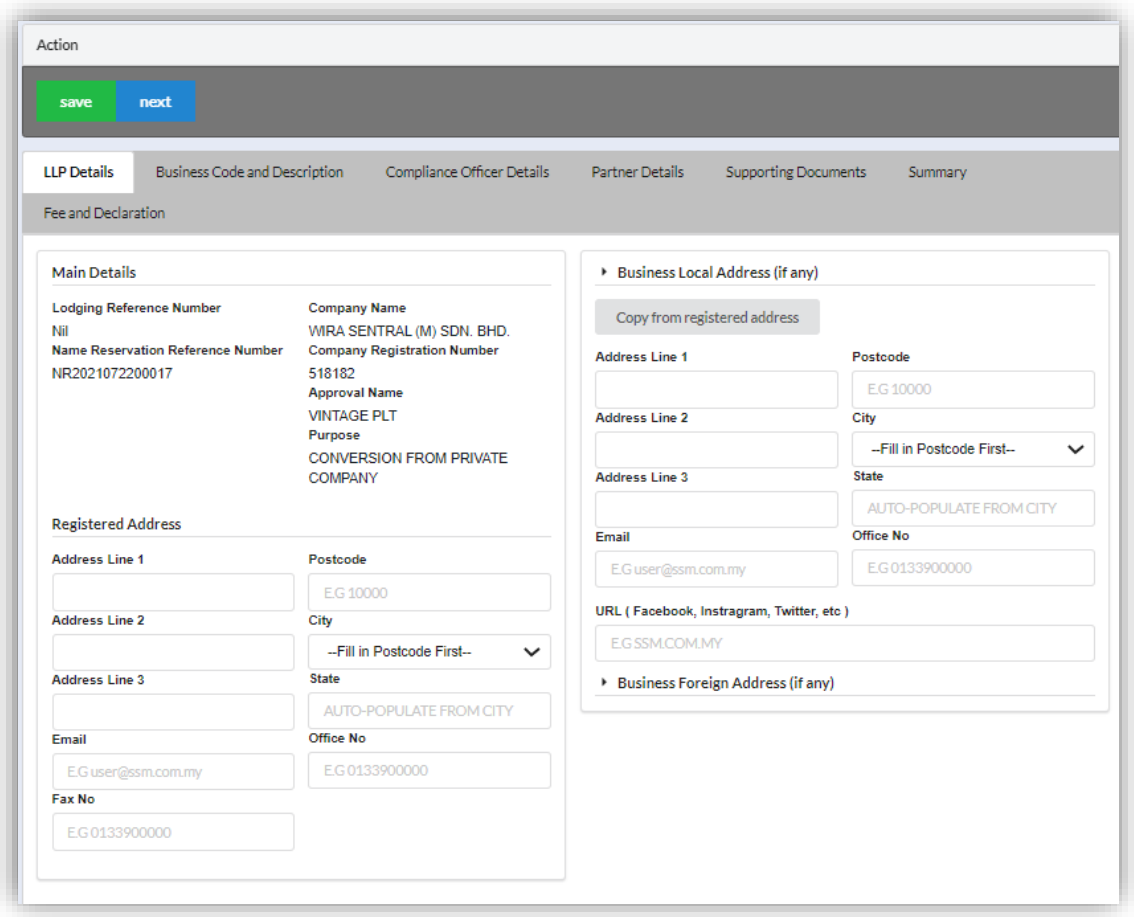
3.4.2.2 After Name Reservation Has Been Approved

1. Select **My Submission** on the menu bar, click List of Submission and select Completed tab.

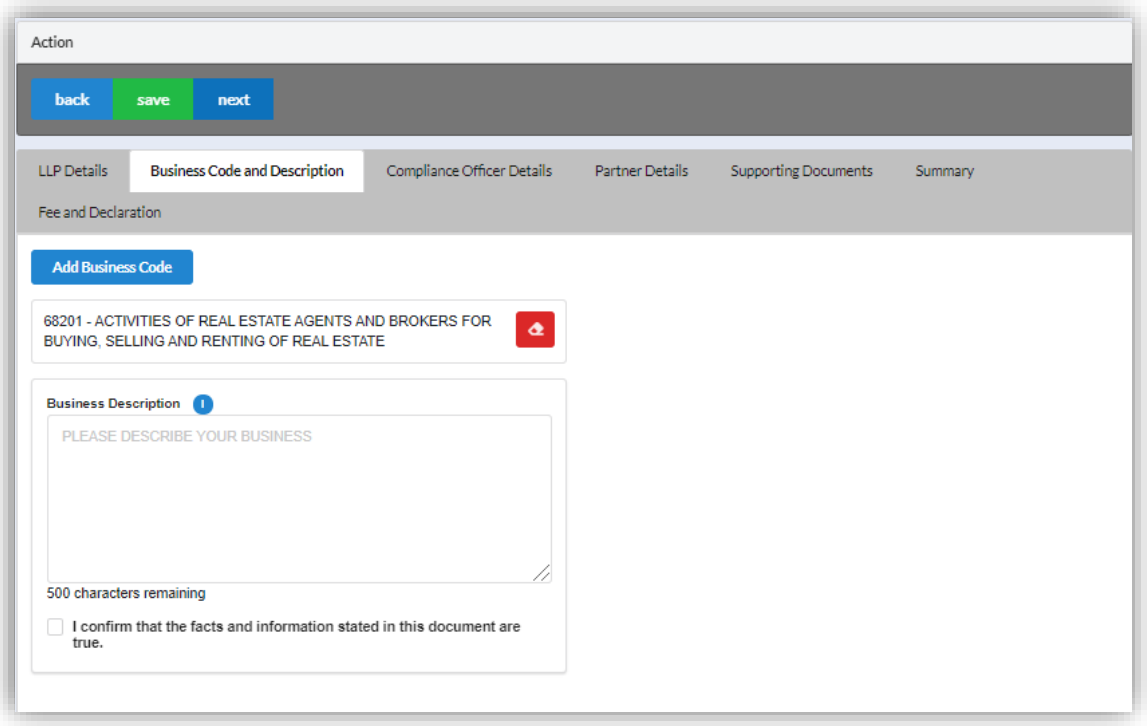
2. Choose an approved **Conversion from Conventional Partnership - Name Reservation Application** and click *Proceed to LLP Registration* button.



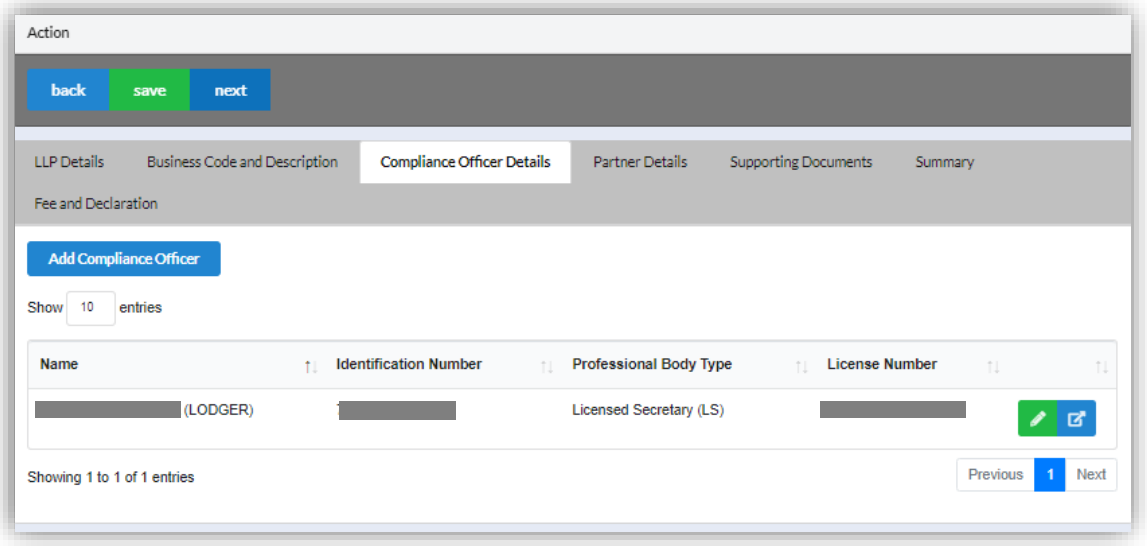
3. Select LLP Details and key in data for LLP details and click Save button.



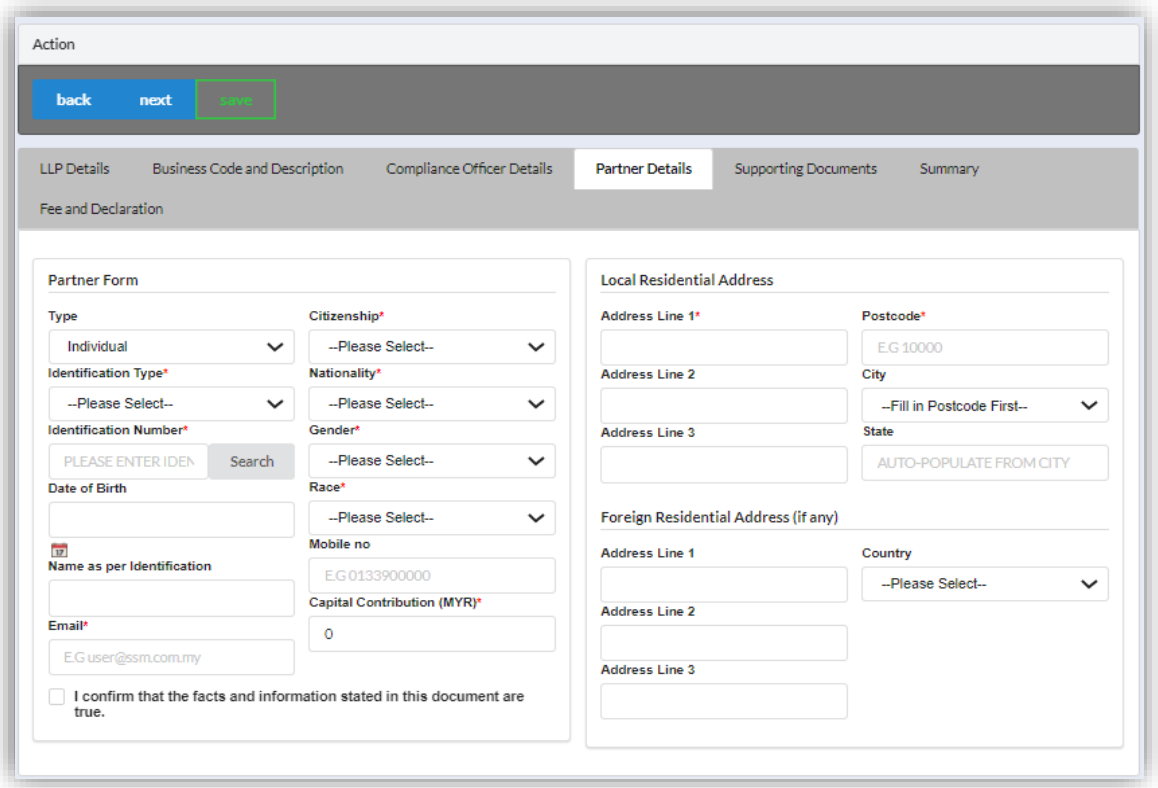
4. Click Next button to proceed to **Business Code and Description** tab, enter Business Description, click Add Business Code (if applicable), key in data for business code and click Save button.



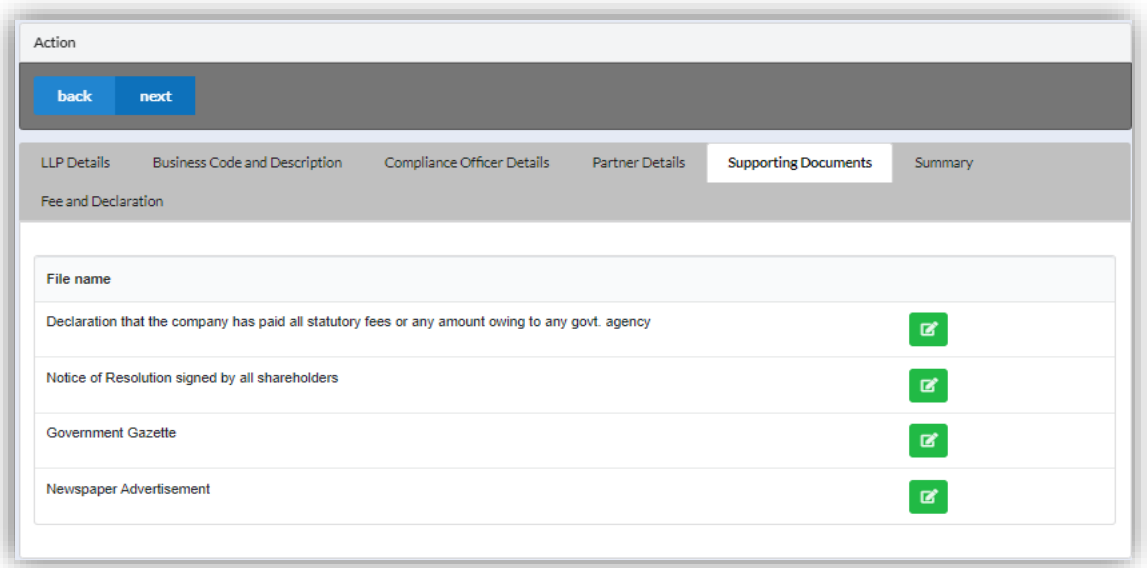
5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



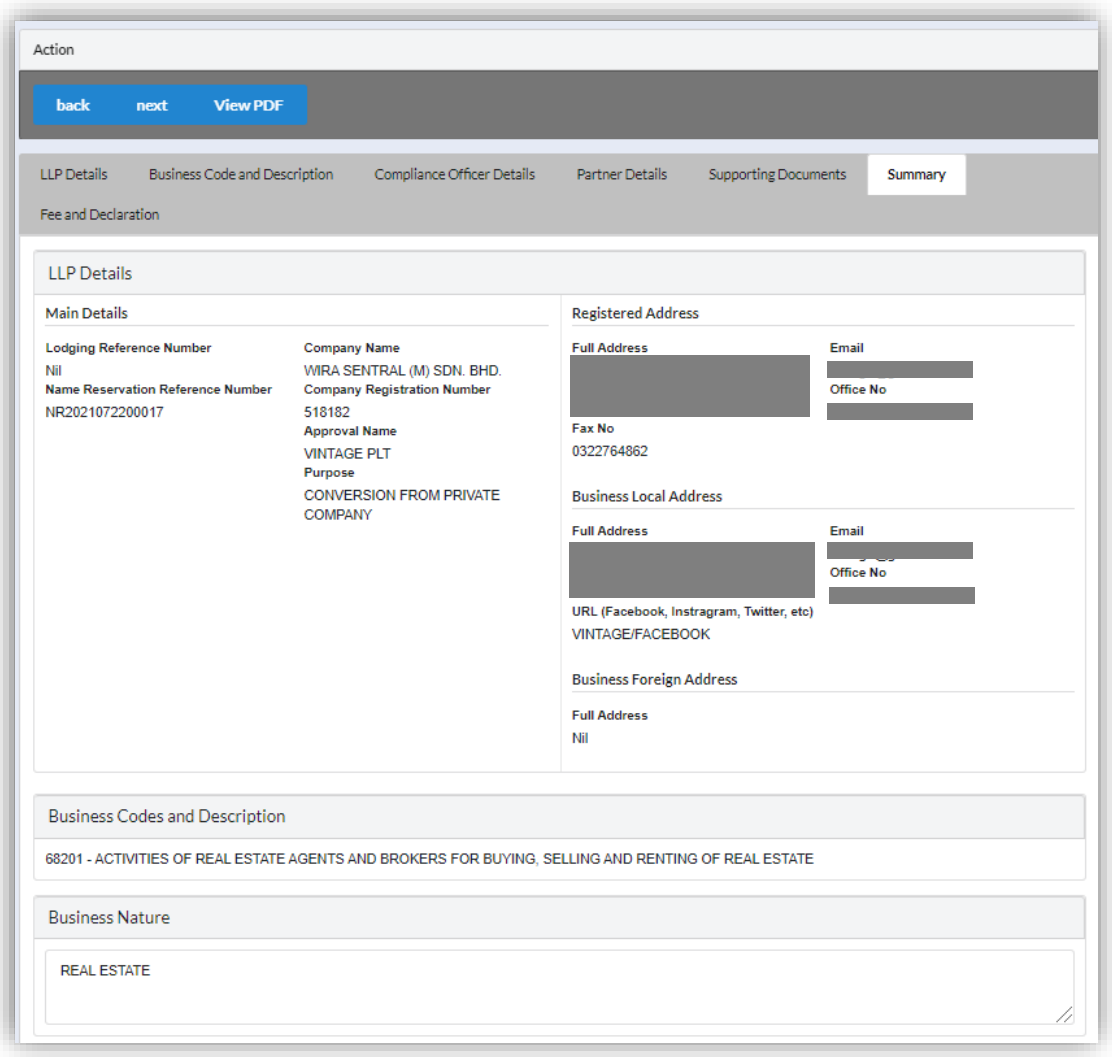
6. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



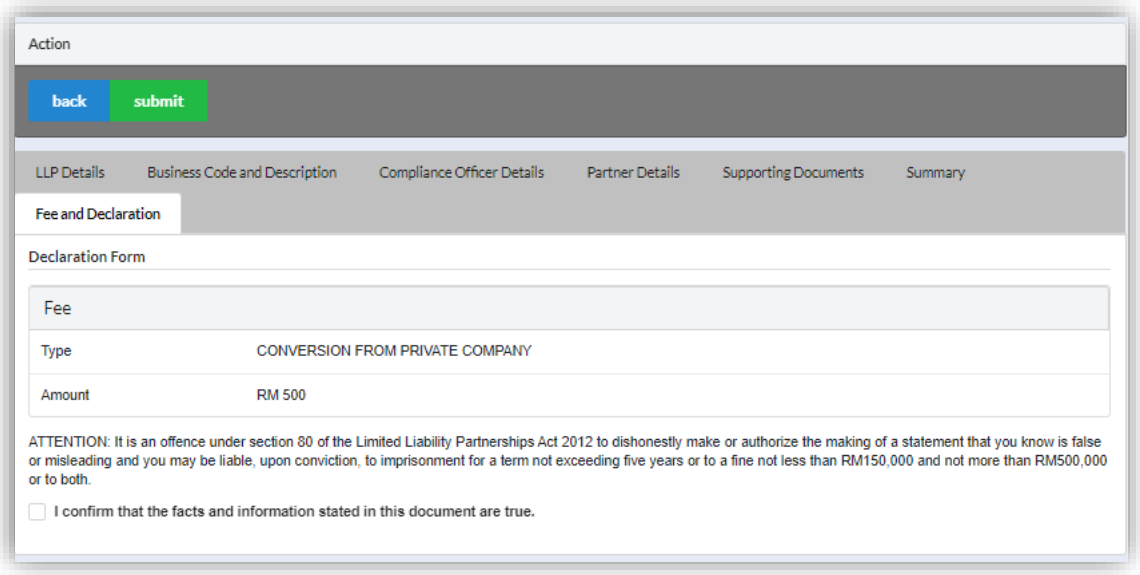
7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



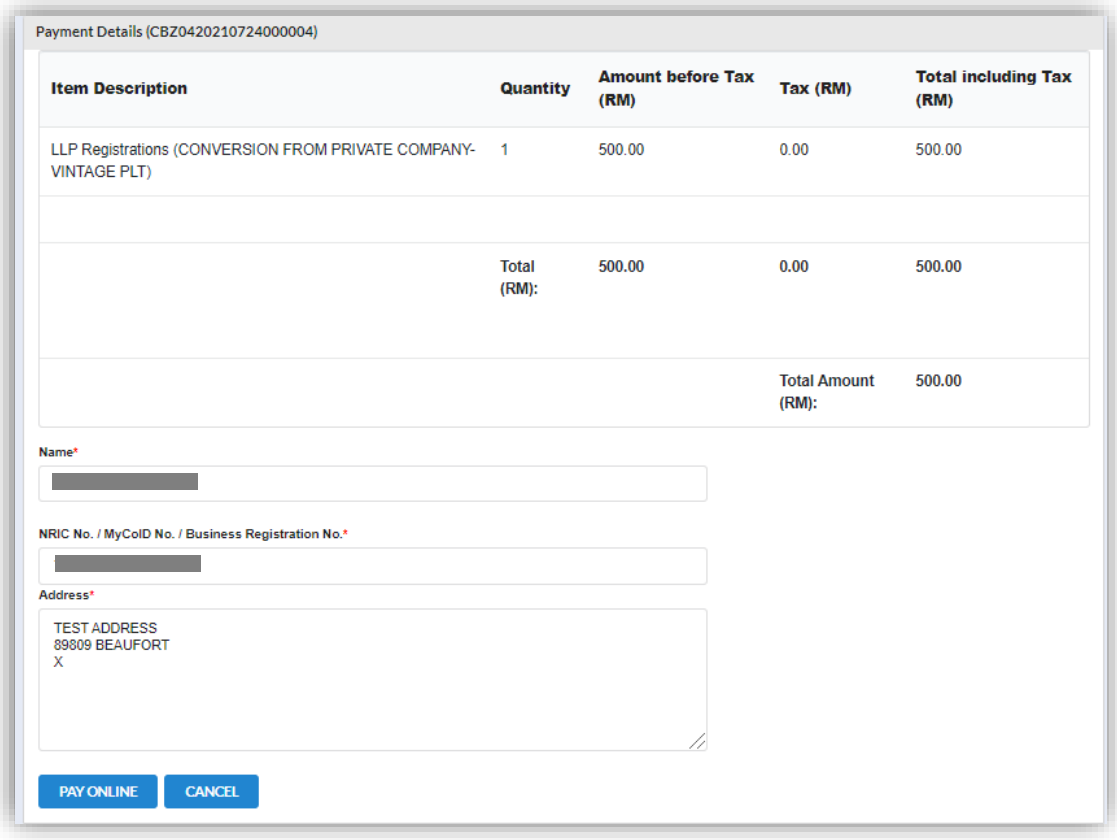
8. Click *Next* button to proceed to **Summary** and view all the changes made.



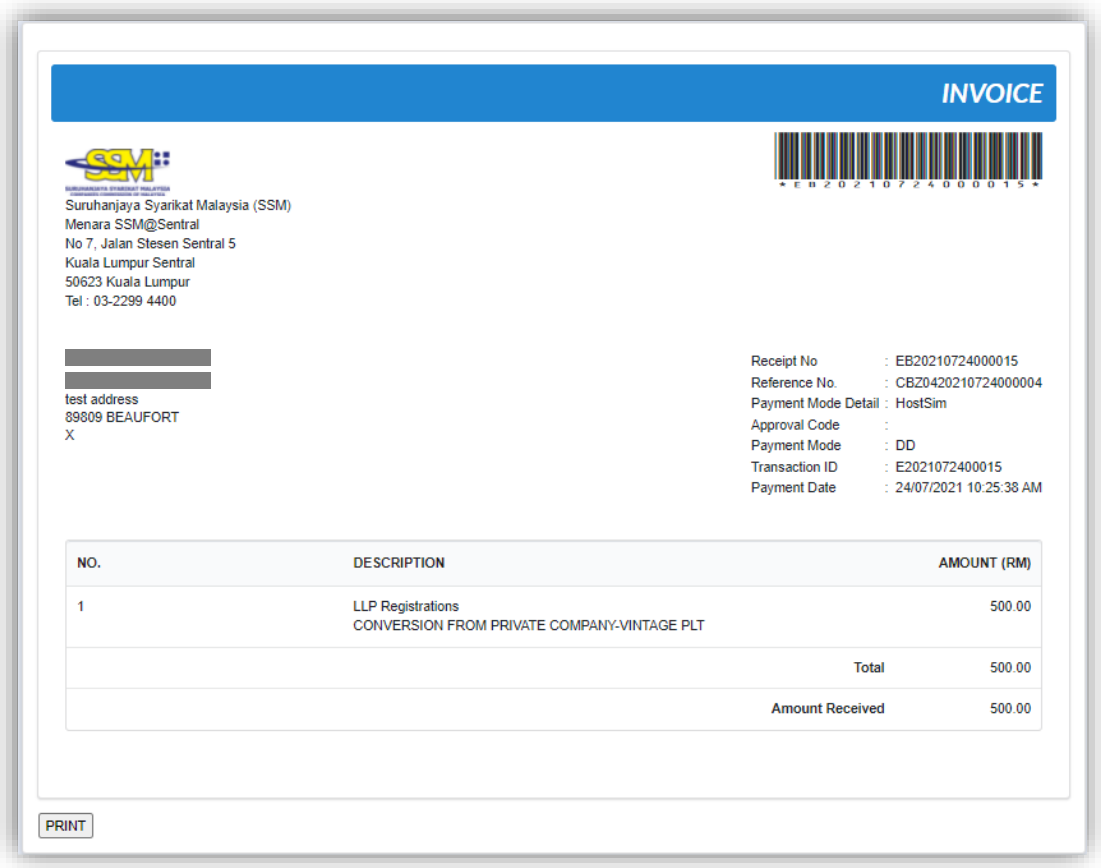
9. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



10. Click *Pay Online* button to proceed for payment.



11.User will be received invoice once they make the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

EB20210724000015

[redacted]
[redacted]
test address
89809 BEAUFORT
X

Receipt No	: EB20210724000015
Reference No.	: CBZ0420210724000004
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072400015
Payment Date	: 24/07/2021 10:25:38 AM

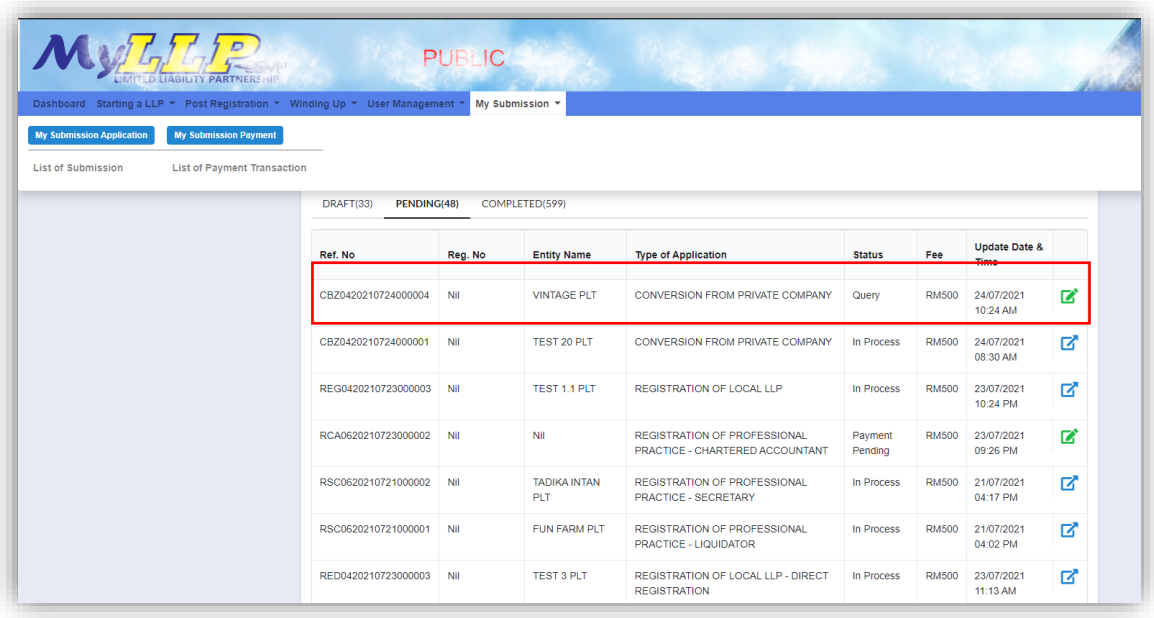
NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations CONVERSION FROM PRIVATE COMPANY-VINTAGE PLT	500.00
	Total	500.00
	Amount Received	500.00

PRINT

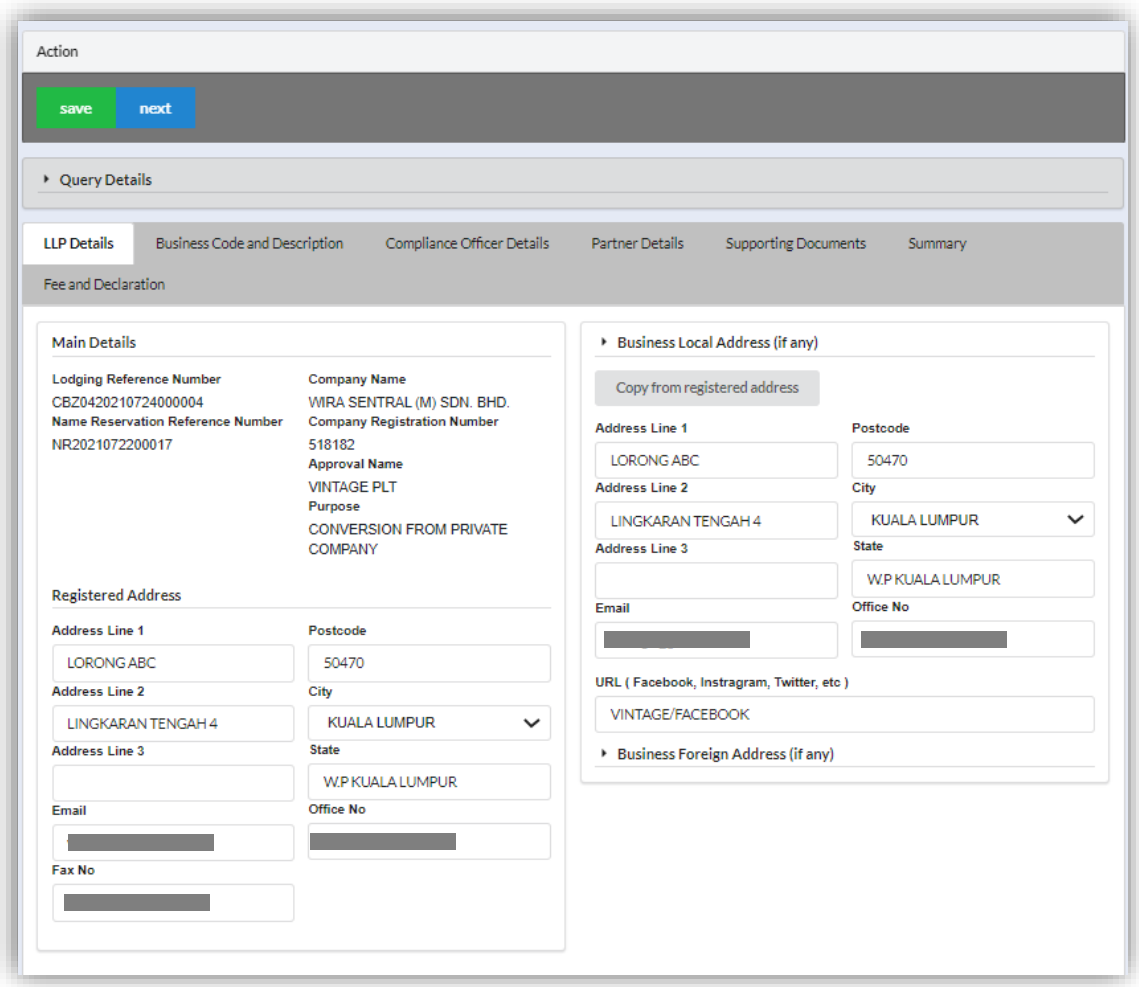
3.4.2.3 If Back Officer Has Made Query on Registration

1. Select **My Submission**, click List of Submission.

2. Choose an entity with type of **Conversion from Conventional Partnership** along with its status "Query" and remarks from Back Officer. Click *Edit* record action button to make query.

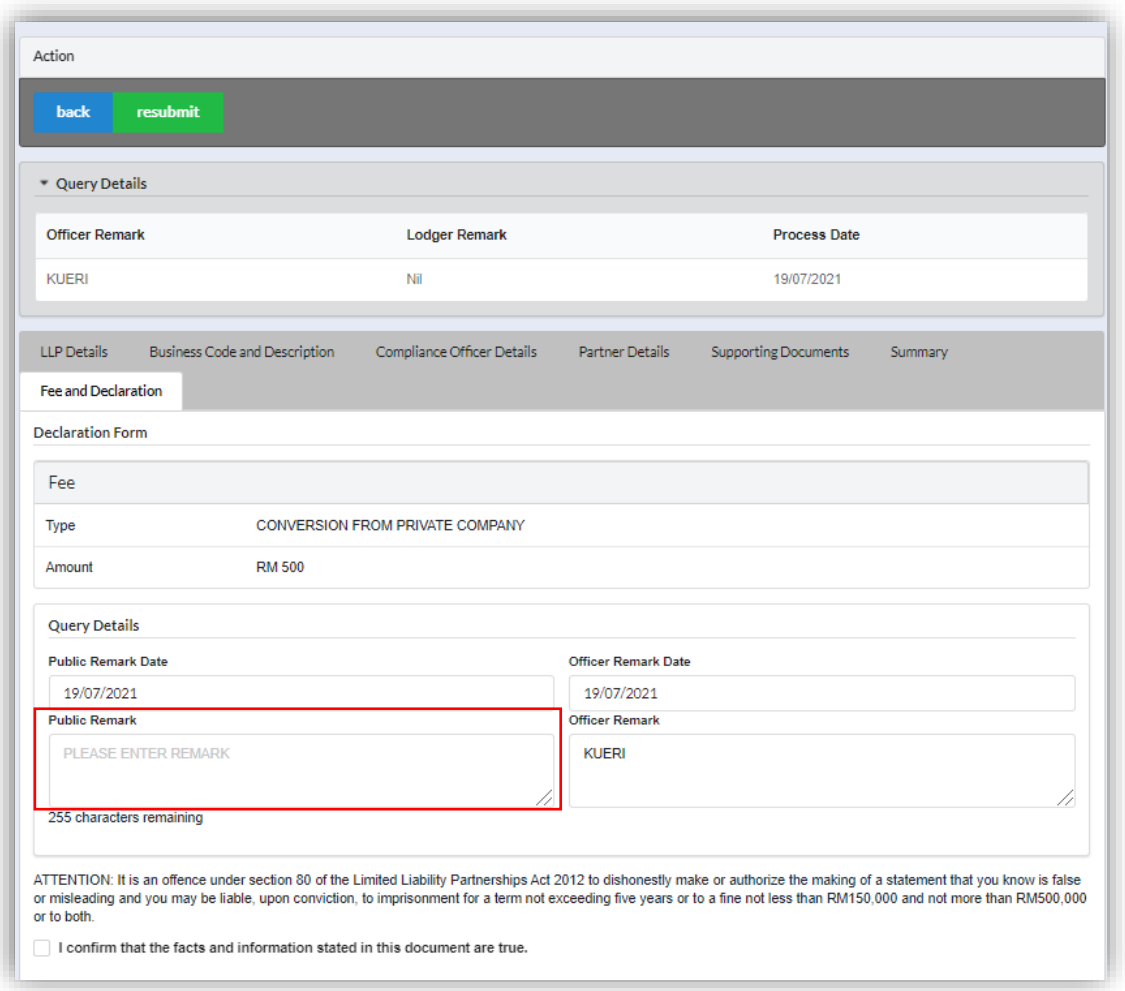


3. Key in data that needed to be query.



4. At **Fee and Declaration tab**, tick check box for confirm declaration**.**

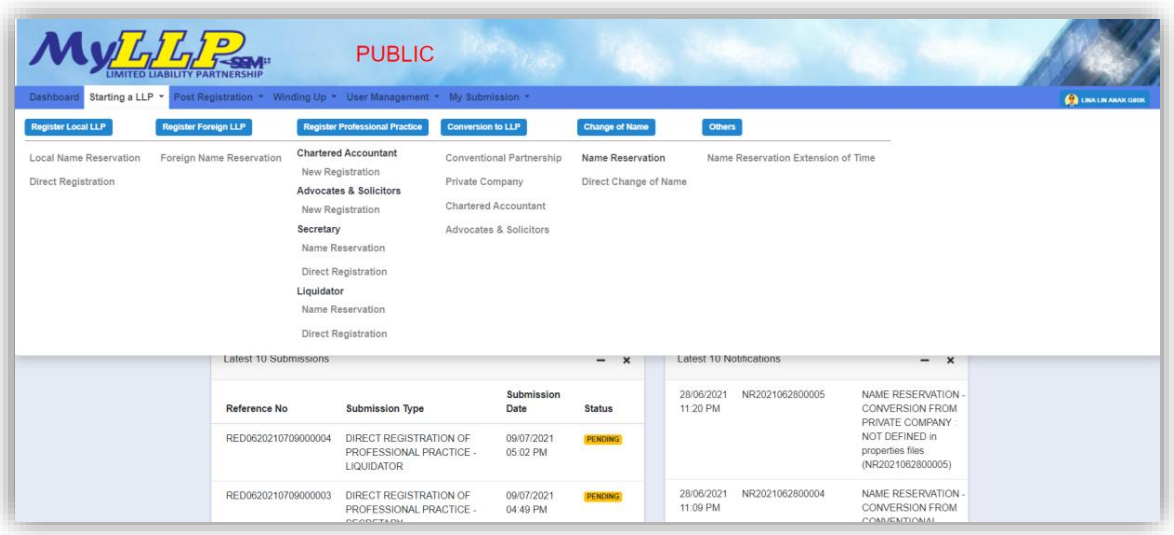
5. Key in query remark and click *Resubmit* button.



3.4.3 Chartered Accountant

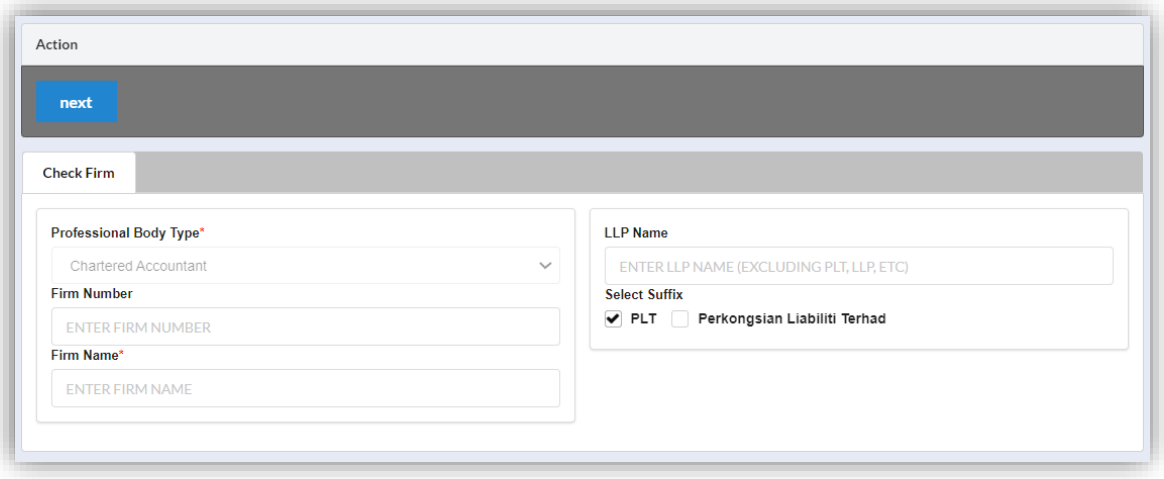
1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

2. Select **Starting a LLP** on the menu bar and click **Chartered Accountant** under Conversion to LLP.

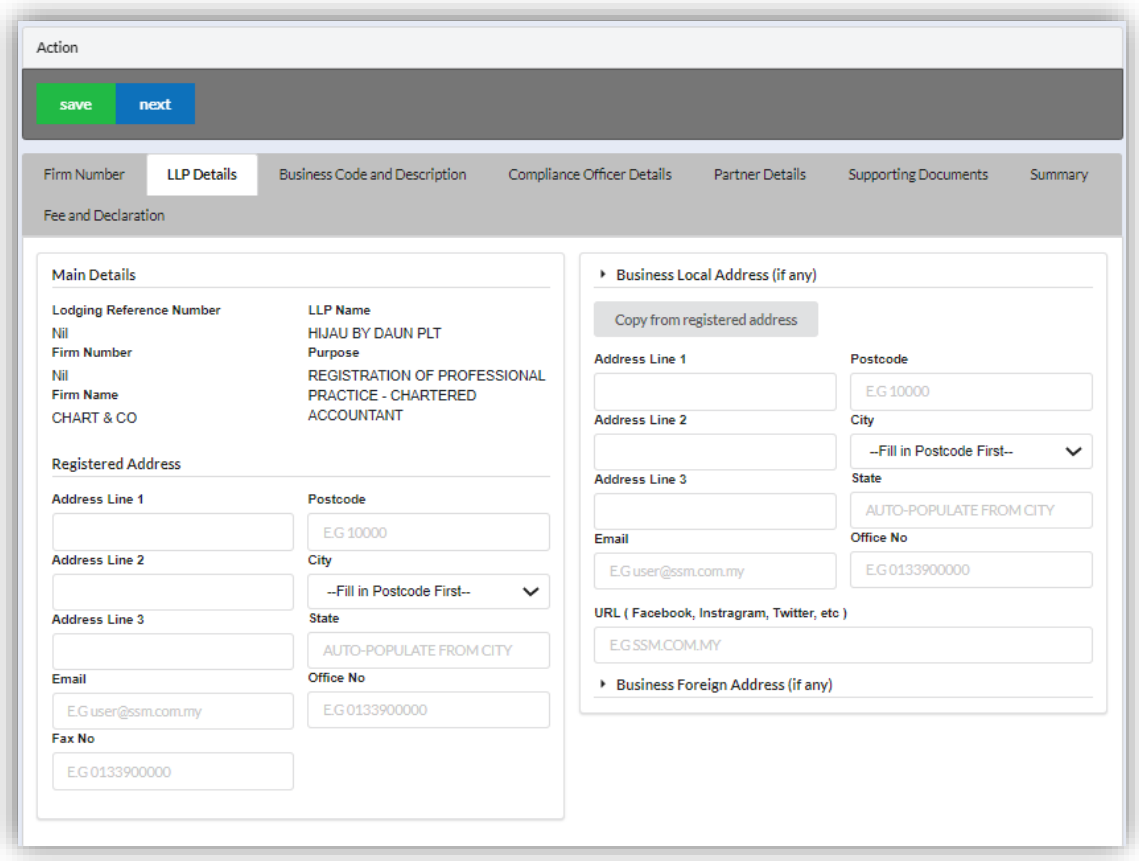


3. Check firm by key in **Firm Number** and **Firm Name**.

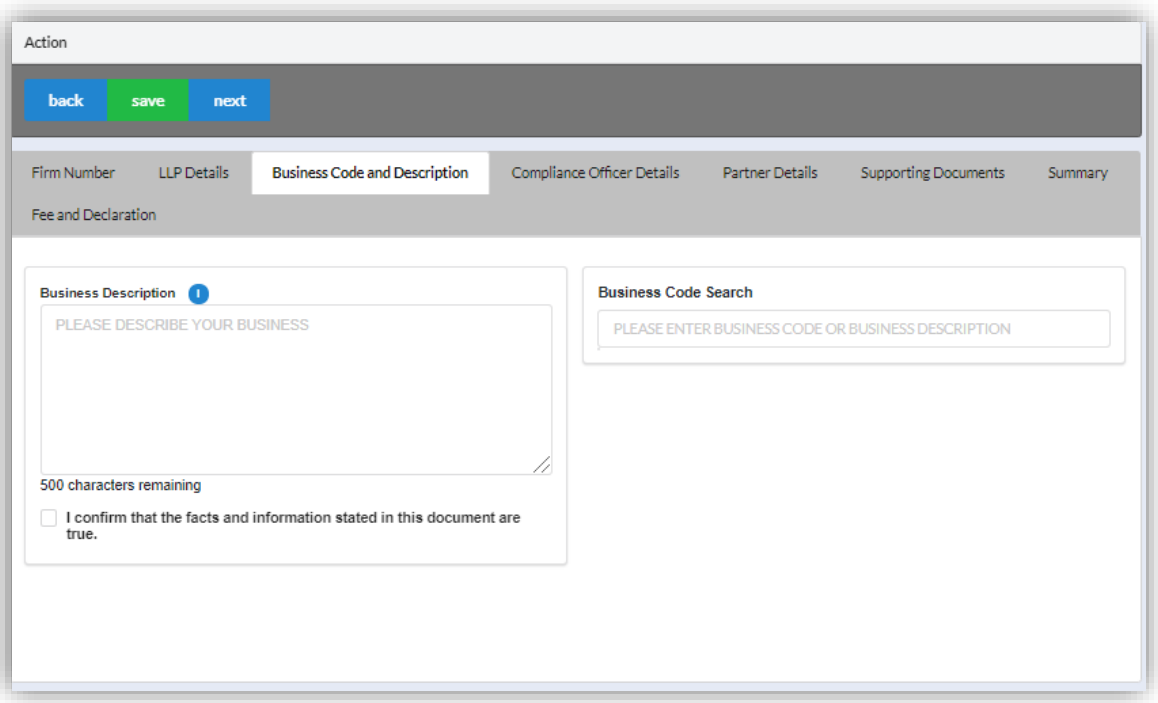
4. Enter **LLP Name**, select Suffix and click *Next* button.



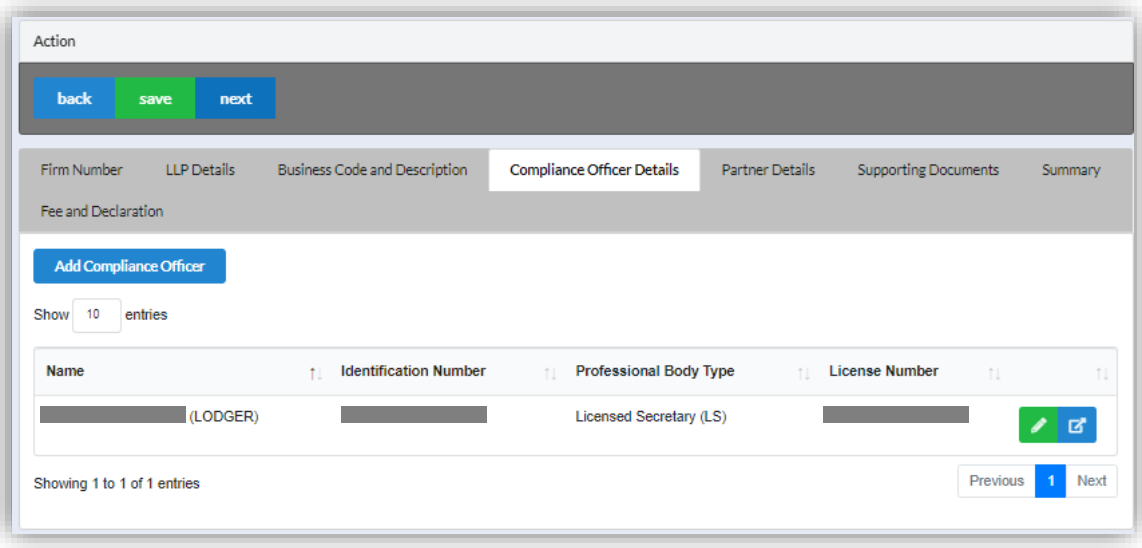
5. Key in data for **LLP Details** and click *Save* button.



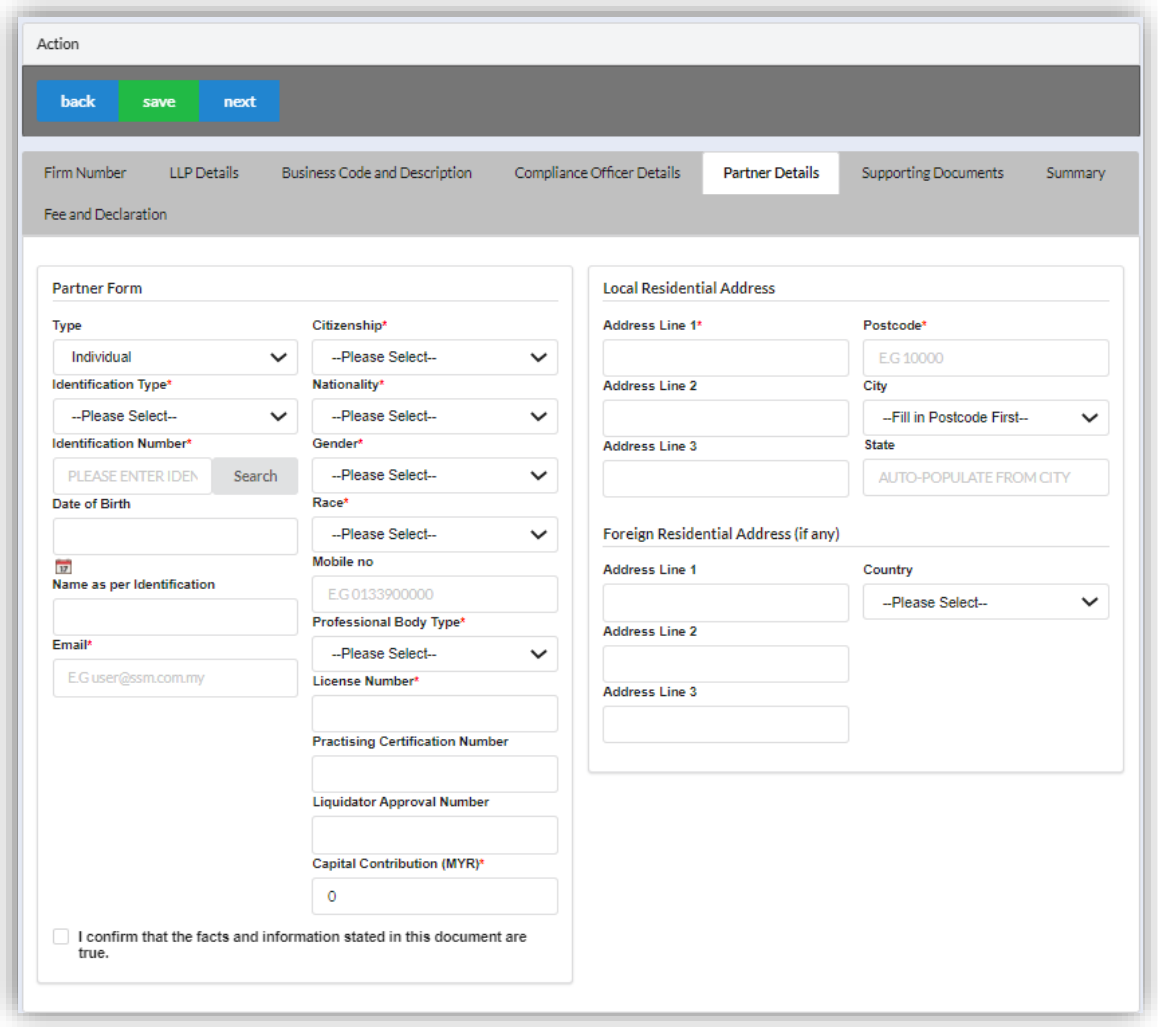
6. Click *Next* button to proceed to **Business Code and Description** tab, enter Business Description, click *Add Business Code (if applicable),* key in data for business code and click *Save* button.



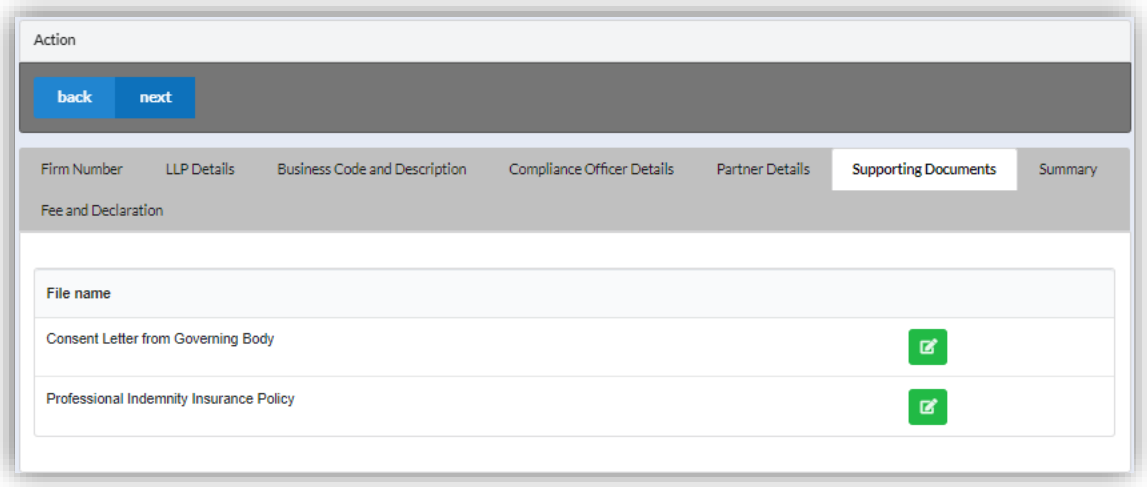
7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



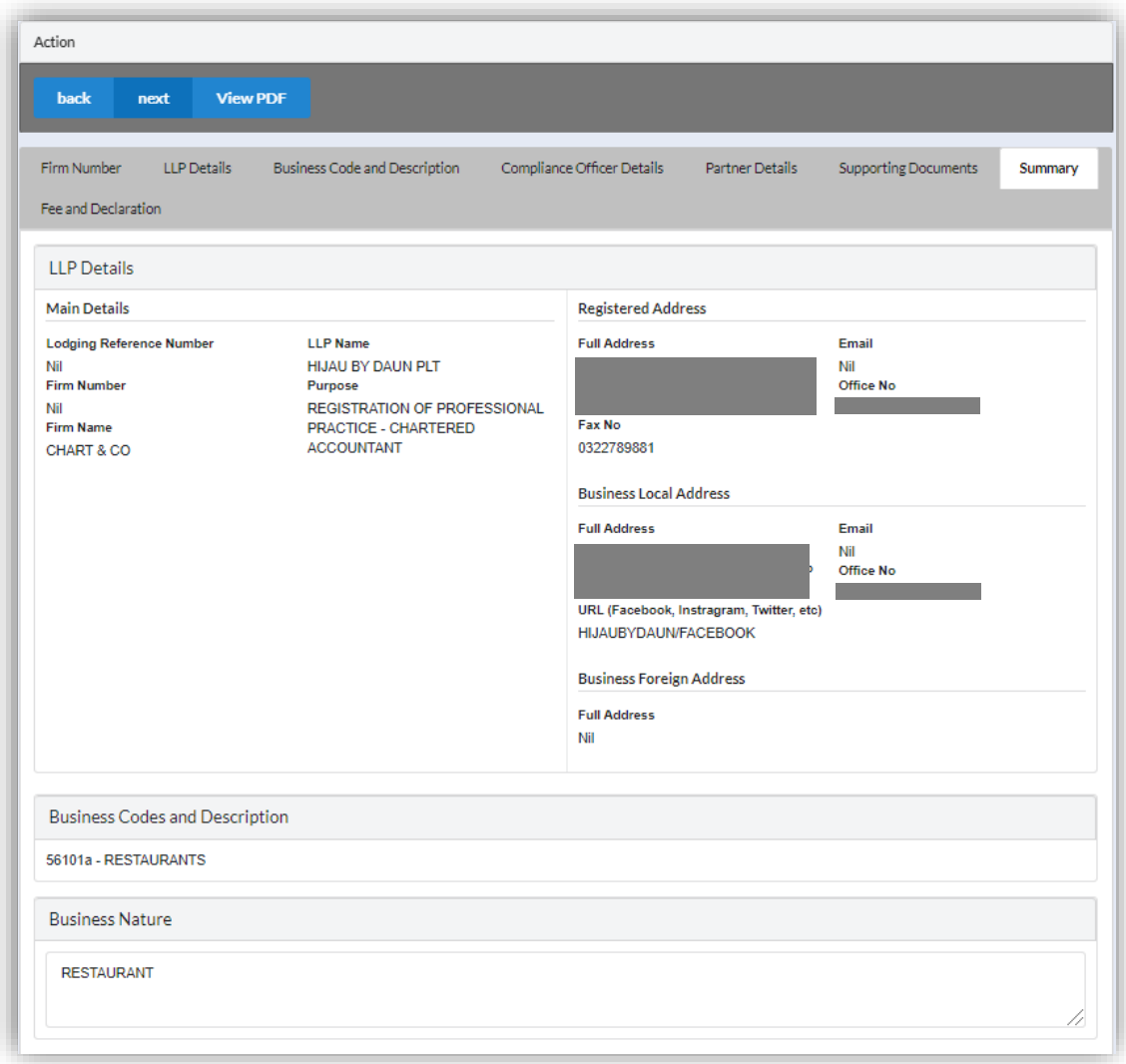
8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



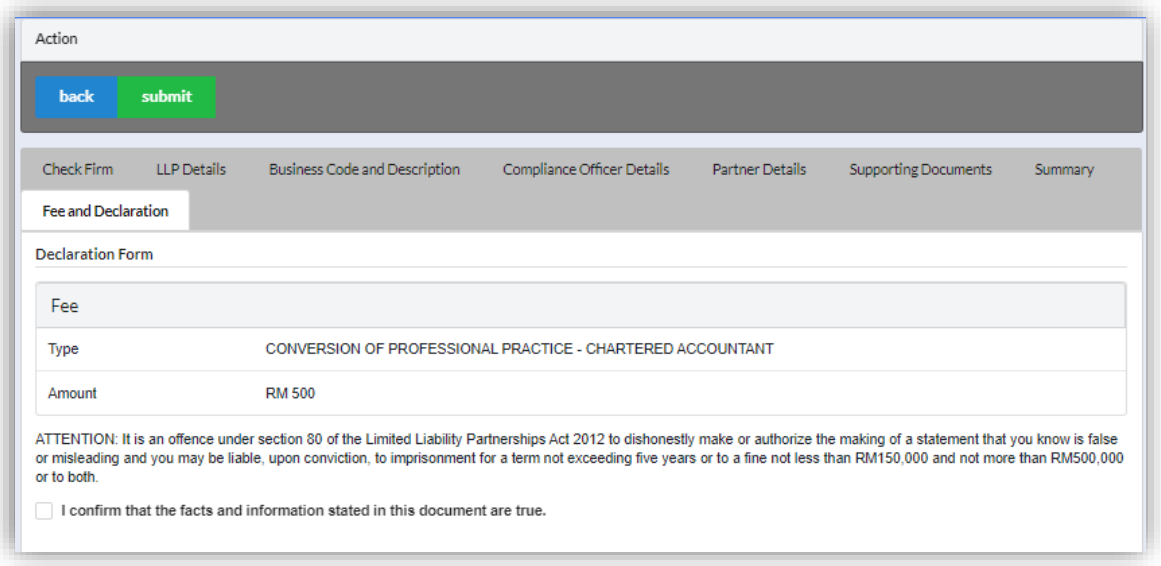
9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



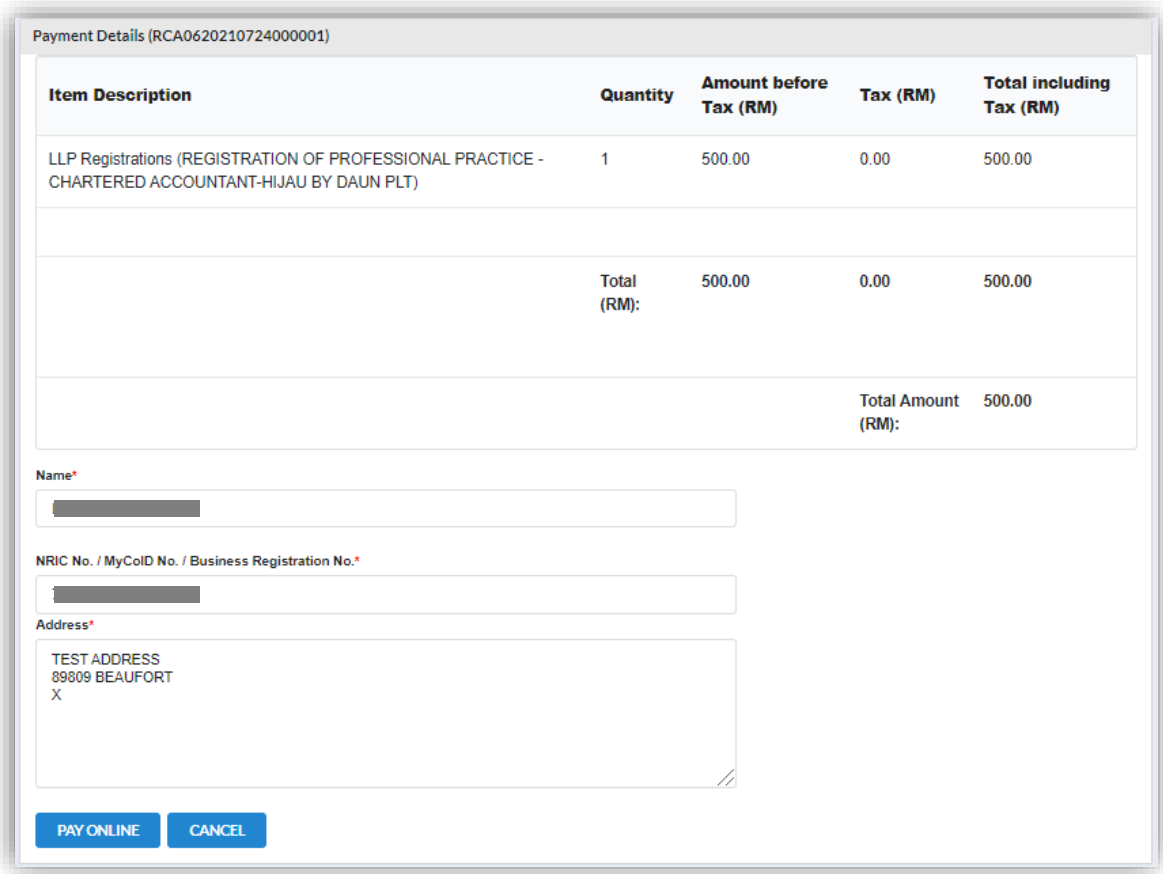
10.Click *Next* button to proceed to **Summary** and view all the changes made.



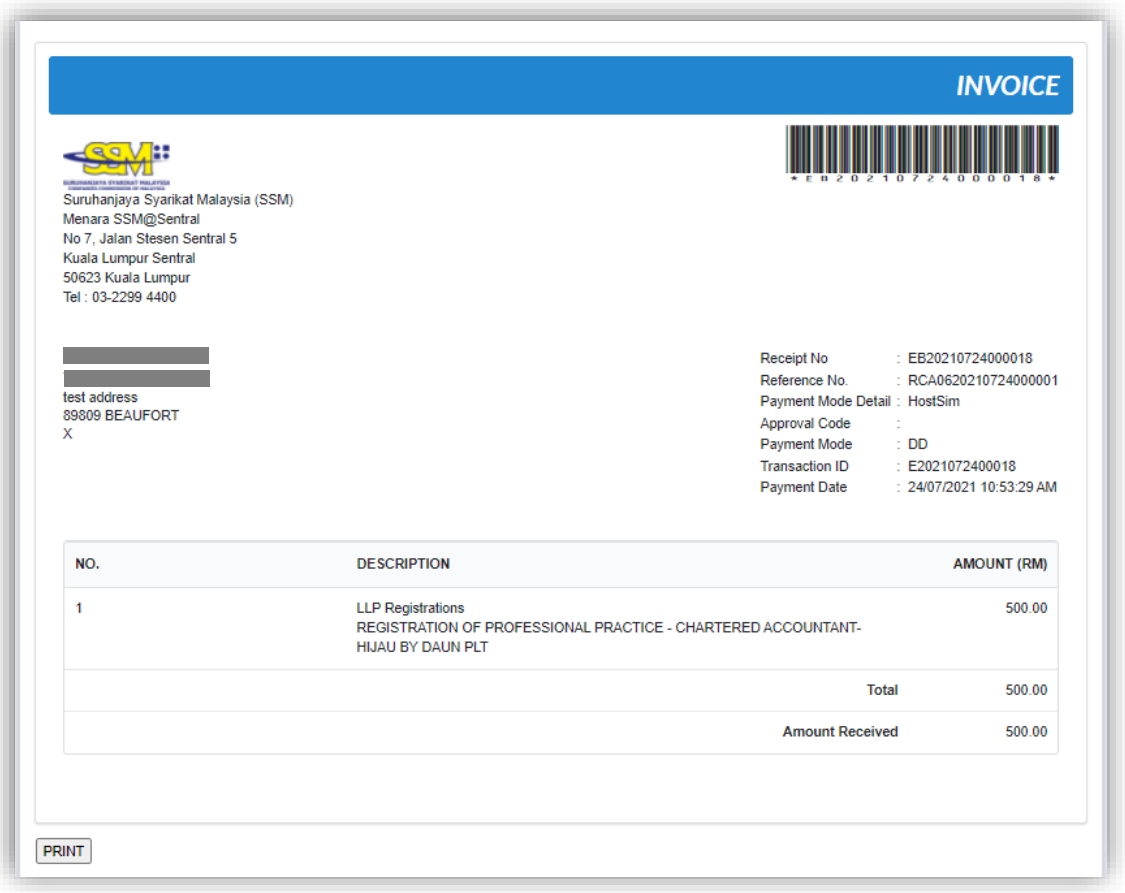
11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



12. Click *Pay Online* button to proceed for payment.



13.User will be received invoice once they made the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

Receipt No	: EB20210724000018
Reference No.	: RCA0620210724000001
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072400018
Payment Date	: 24/07/2021 10:53:29 AM

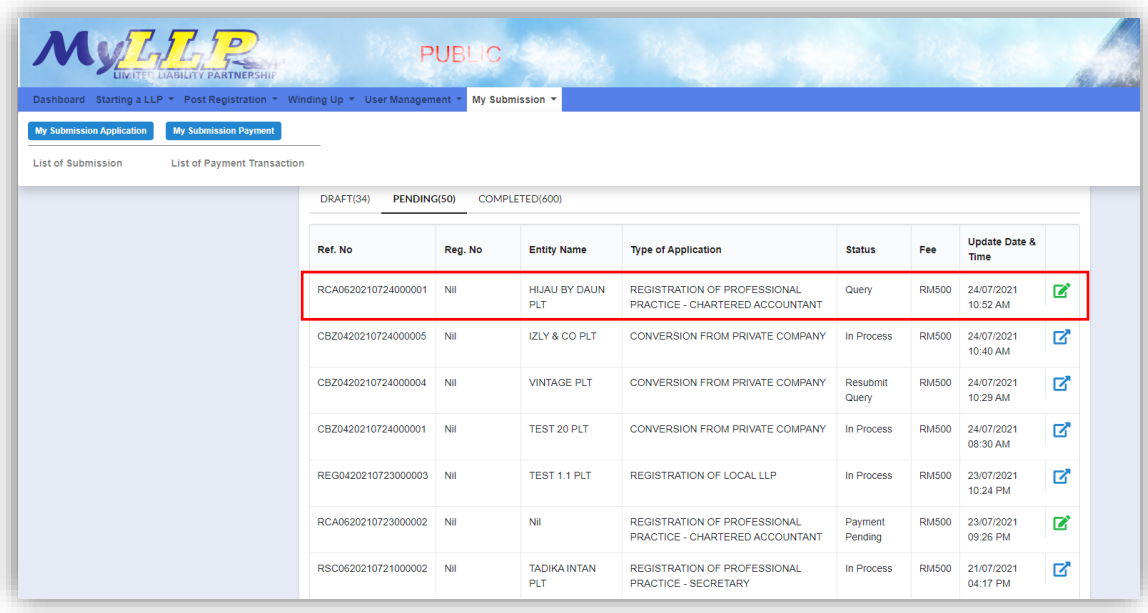
NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT-HIJAU BY DAUN PLT	500.00
	Total	500.00
	Amount Received	500.00

PRINT

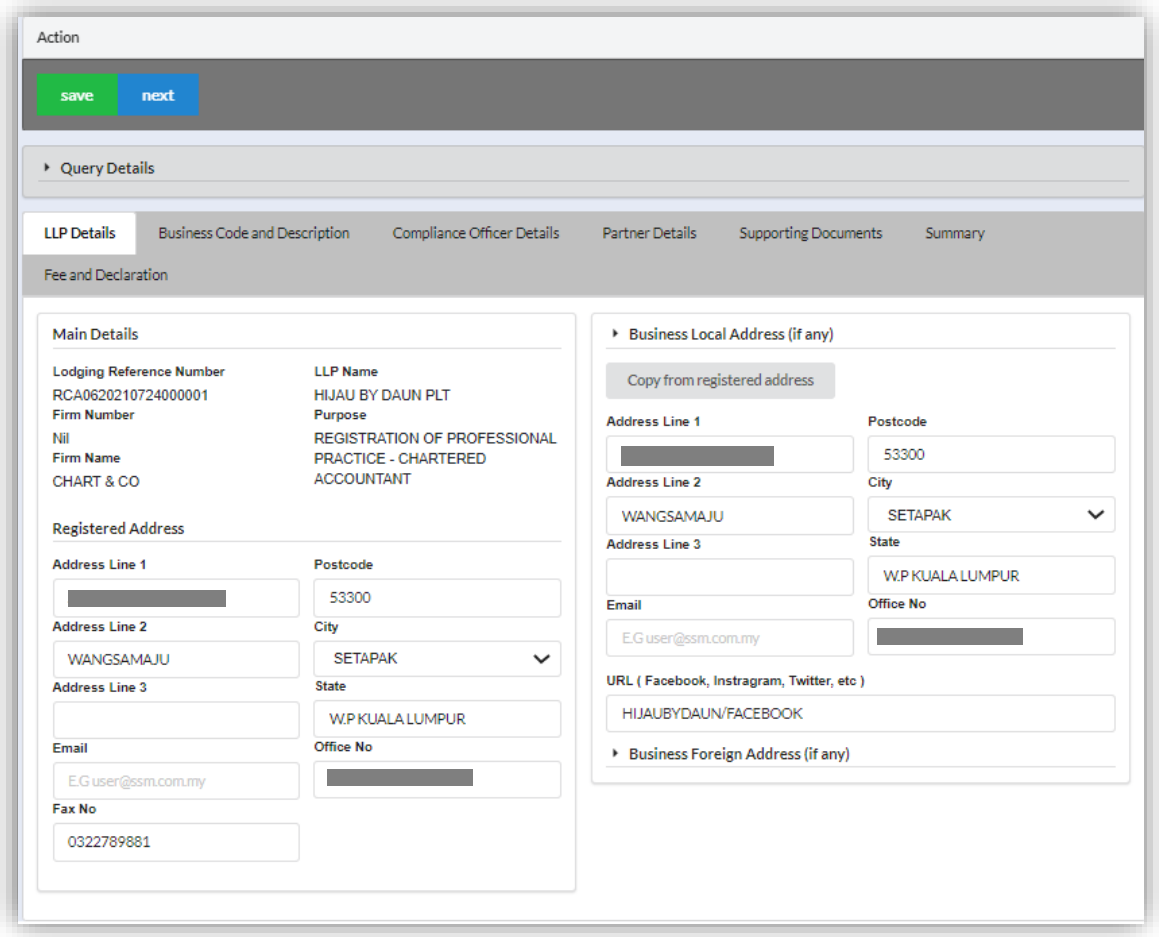
3.4.3.1 If Back Officer Has Made Query On Registration

1. Select **My Submission** and choose List of submission.

2. Choose an entitiy with type of **Conversion from Conventional Partnership** along with its status "Query" and remarks from Back Office. Click *Edit* record button to make query.

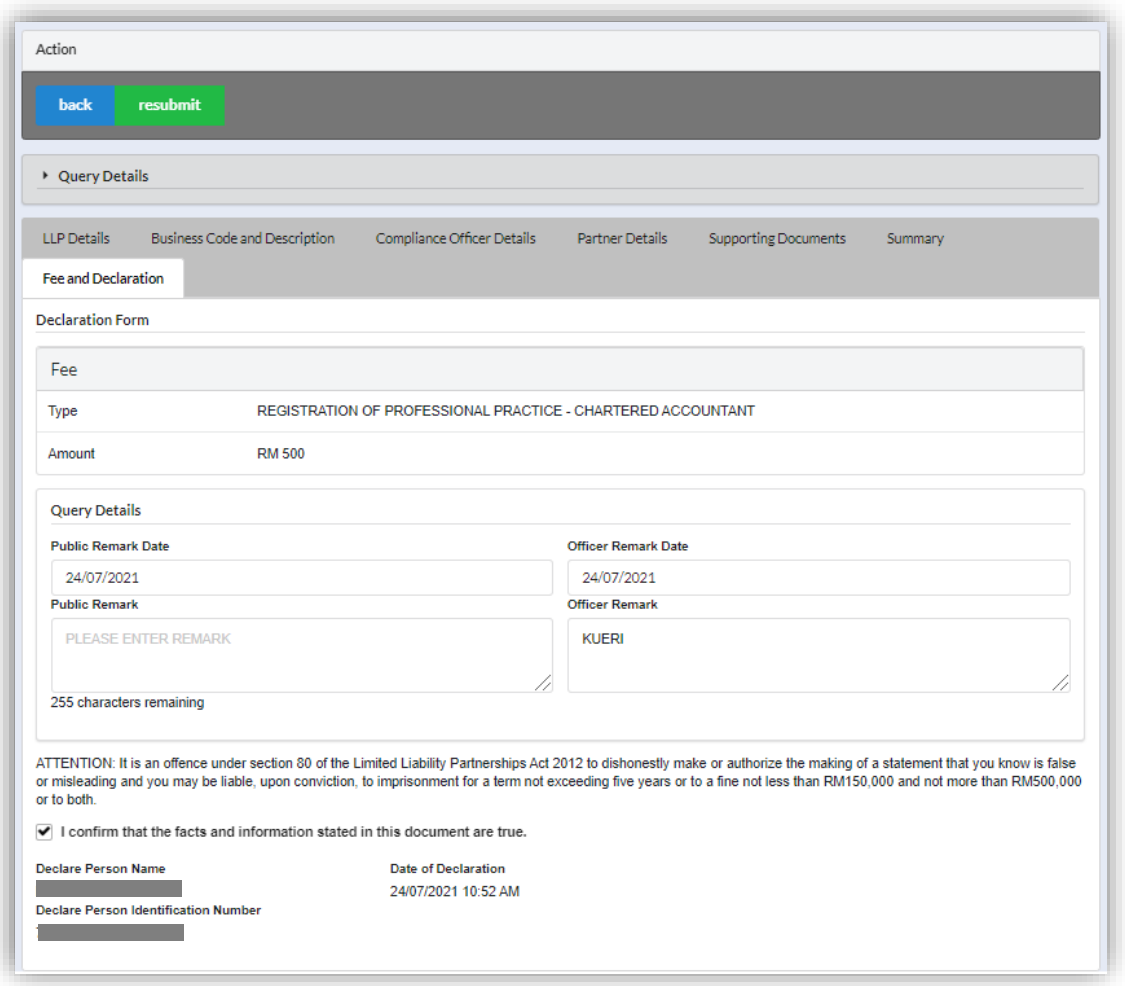


3. Key in data that needed to be query, and at **Fee and Declaration** tab, tick check box for confirm declaration, key in query remark and click *Submit* button.



4. At **Fee and Declaration tab**, tick check box for confirm declaration**.**

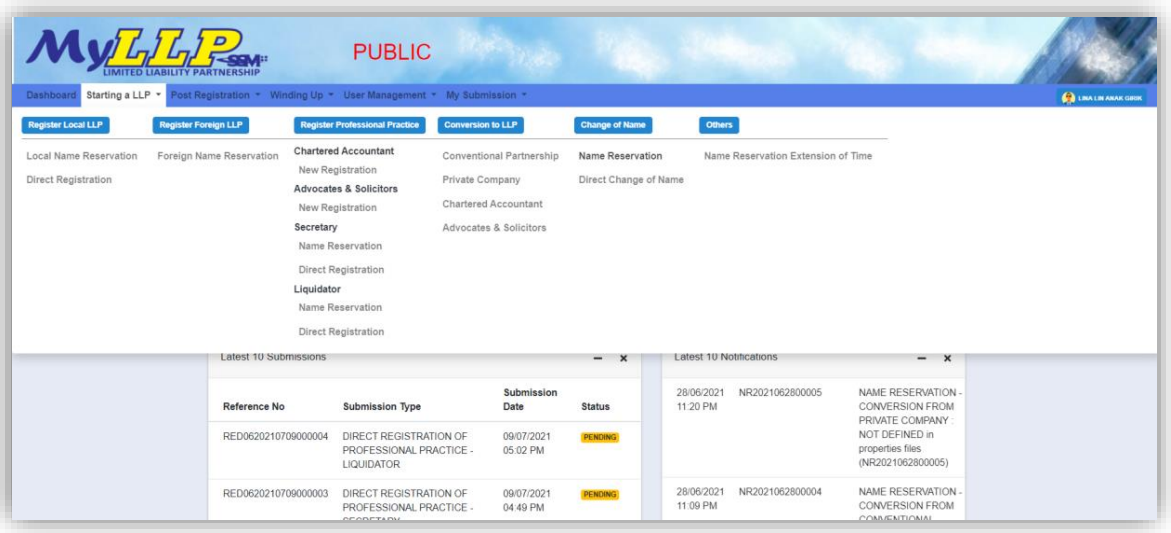
5. Key in query remark and click *Resubmit* button.



3.4.4 Advocates & Solicitors

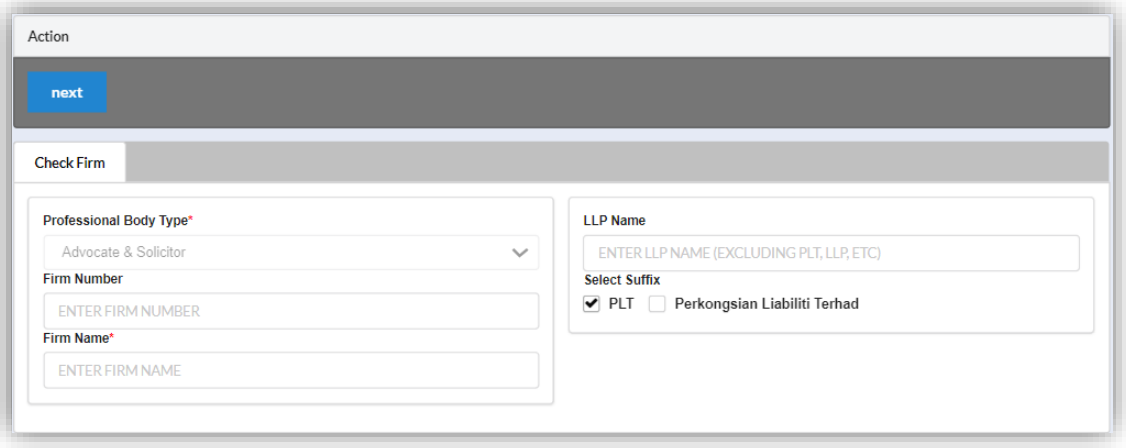
1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

2. Select **Starting a LLP** on the menu bar and click **Advocates & Solicitors** under Conversion to LLP.

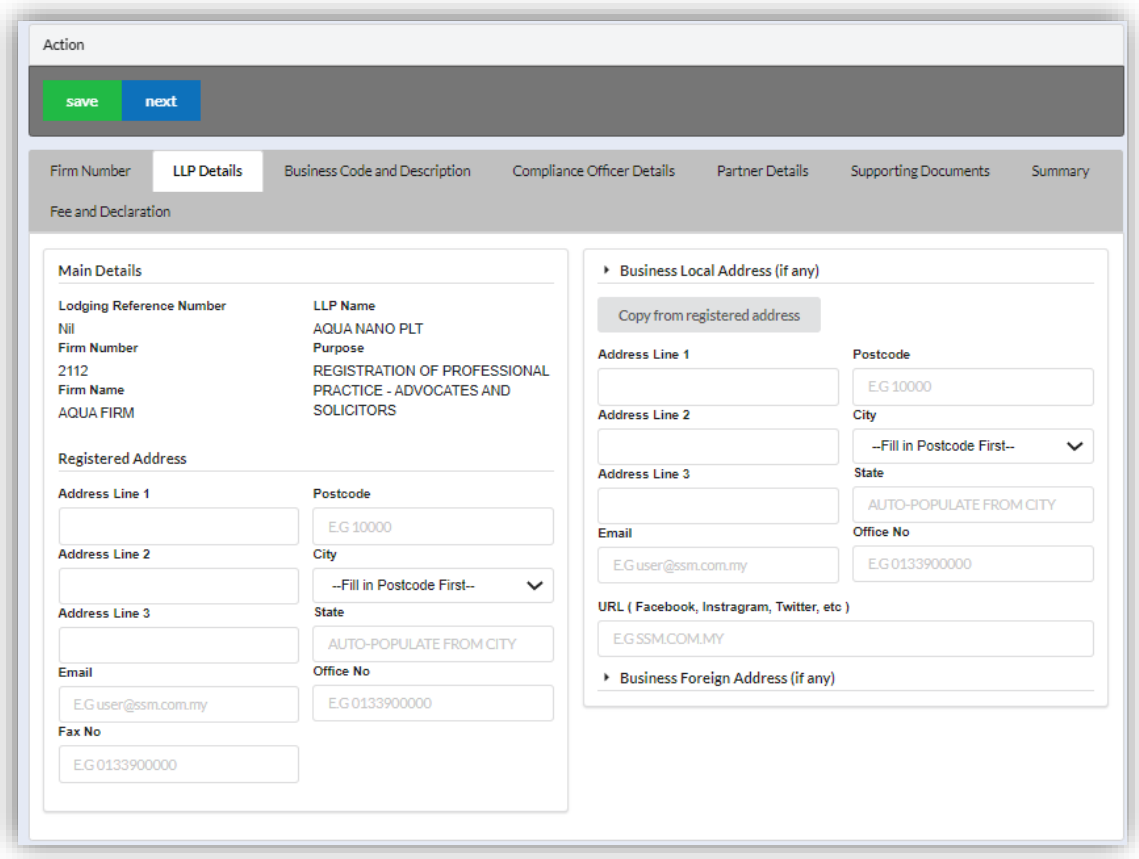


3. Check firm by key in **Firm Number** and **Firm Name**.

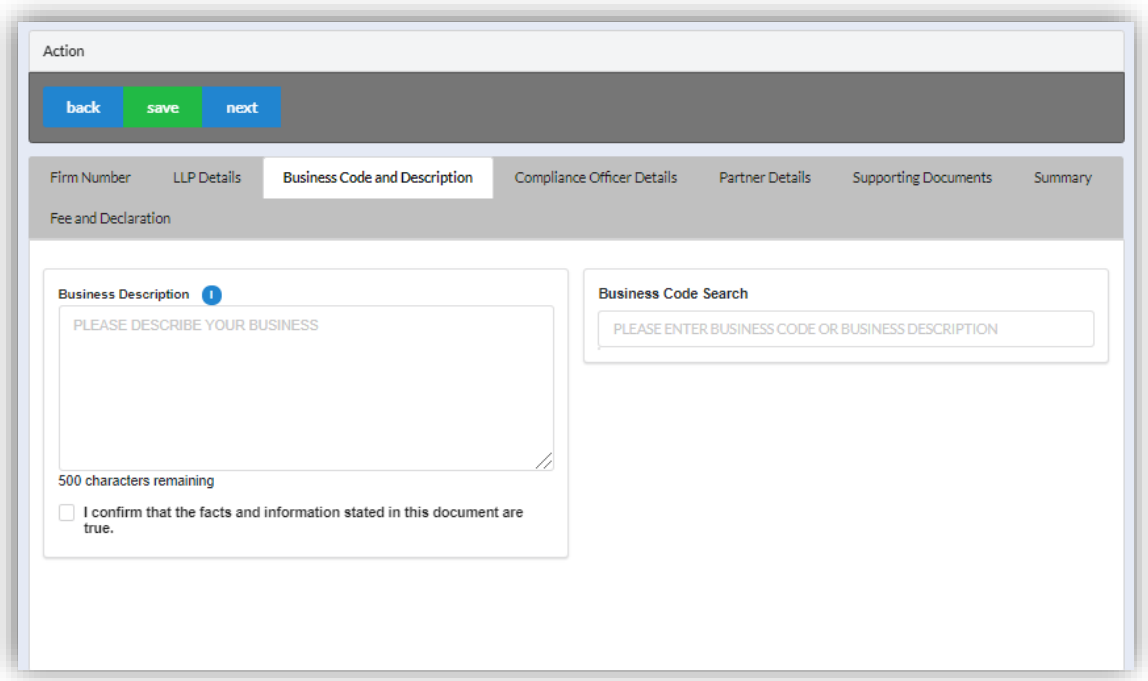
4. Enter **LLP Name**, select Suffix and click *Next* button.



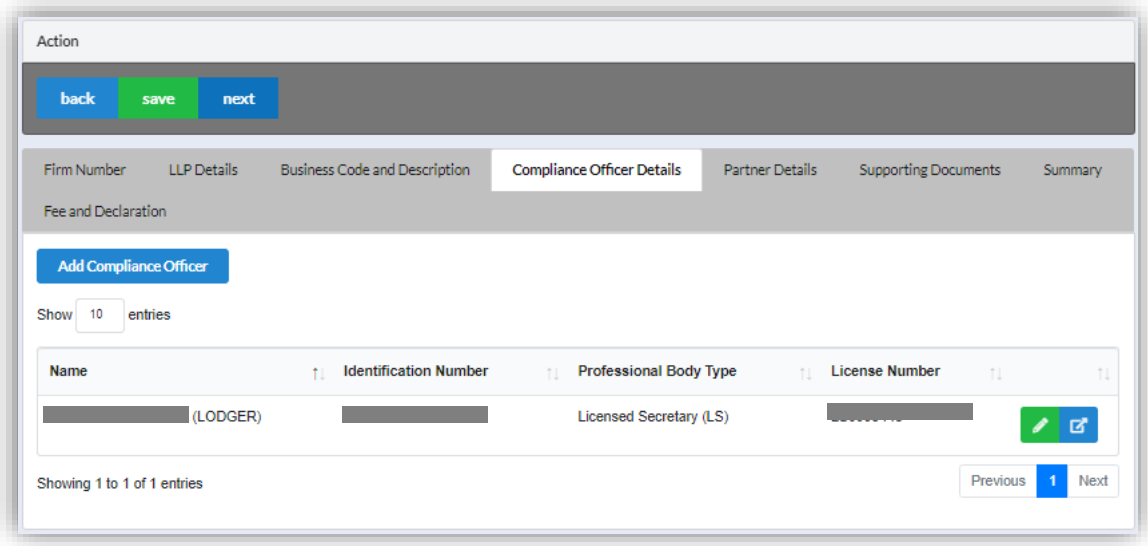
5. Key in data for **LLP Details** and click *Save* button.



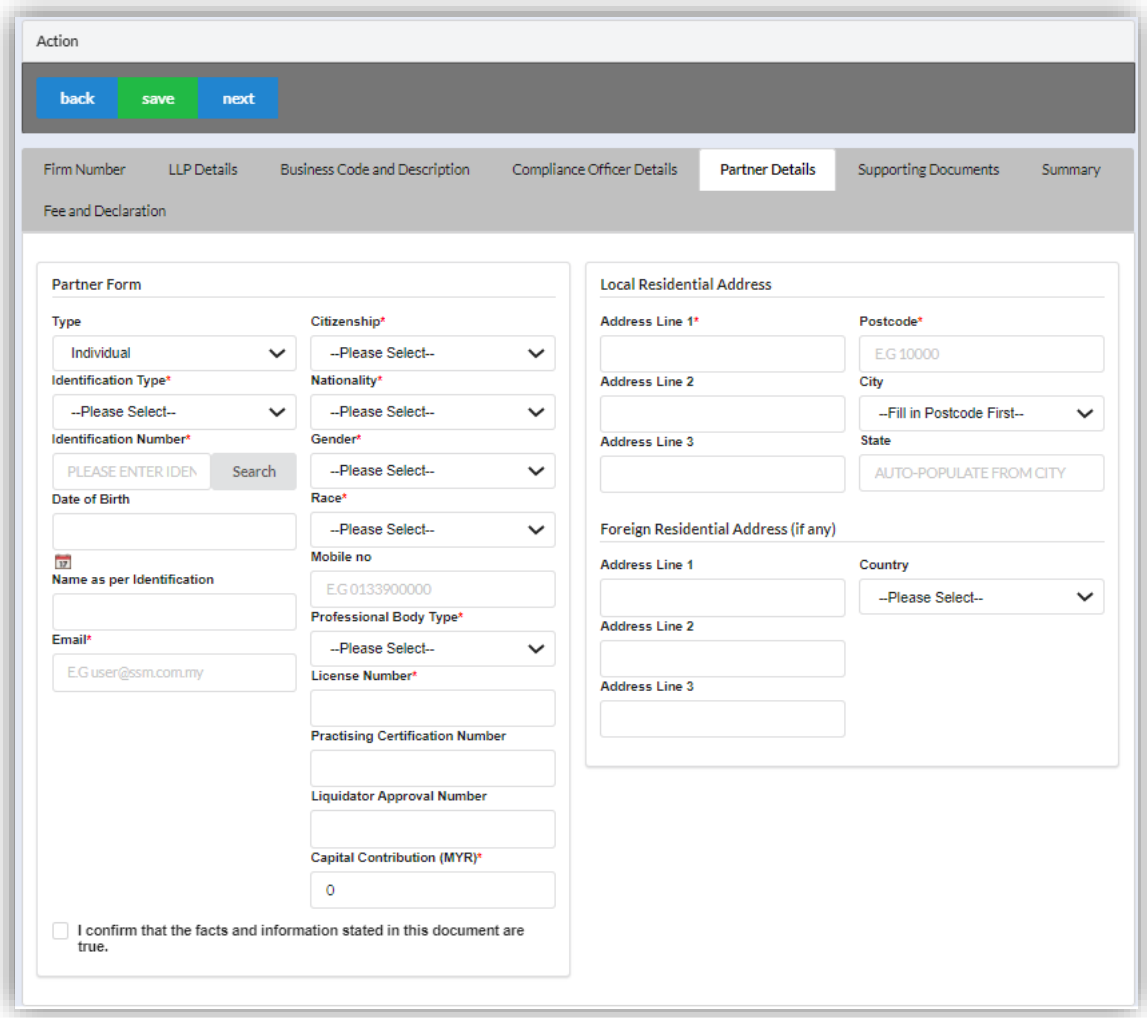
6. Click *Next* button to proceed to **Business Code and Description** tab, enter Business Description, click *Add Business Code (if applicable),* key in data for business code and click *Save* button.



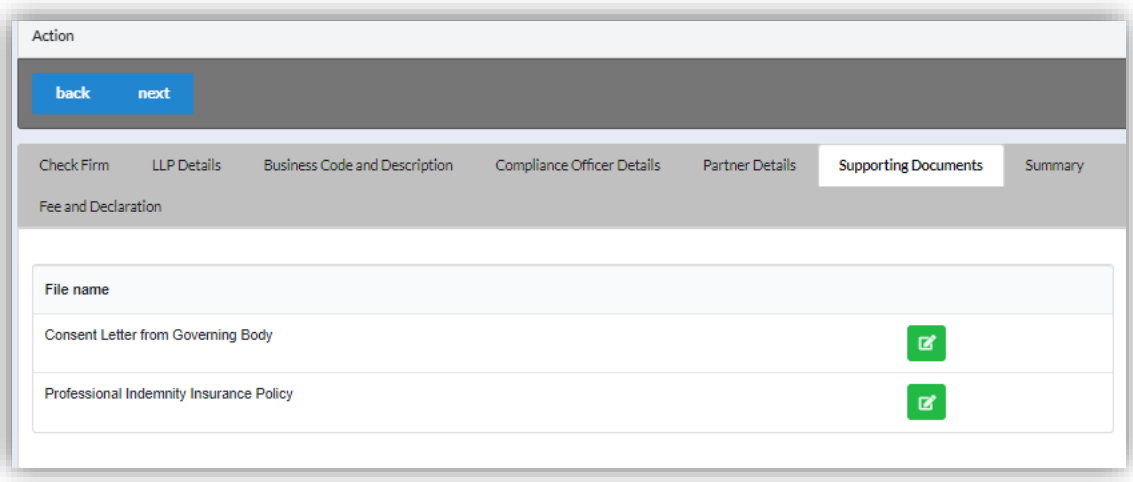
7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



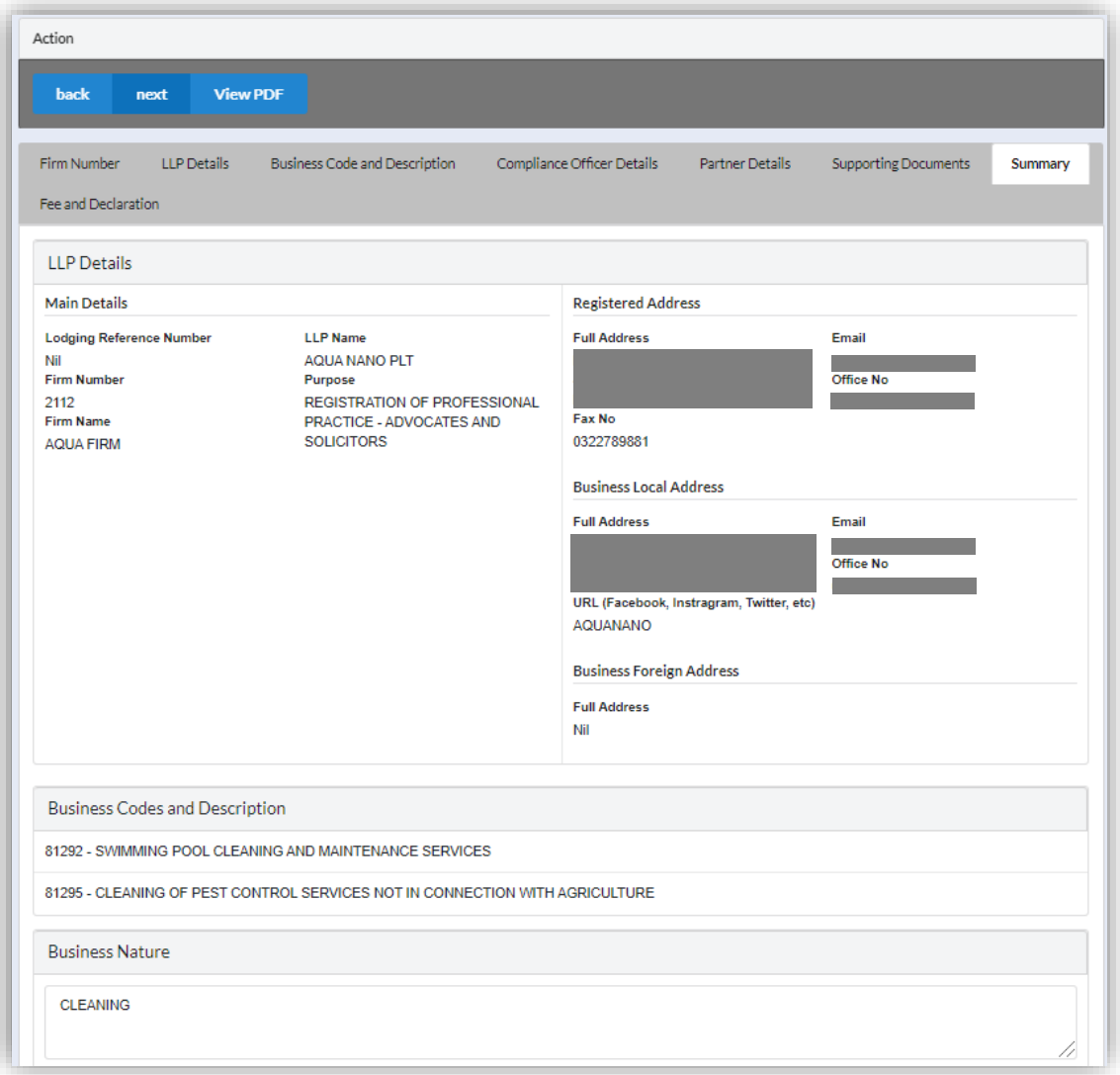
8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



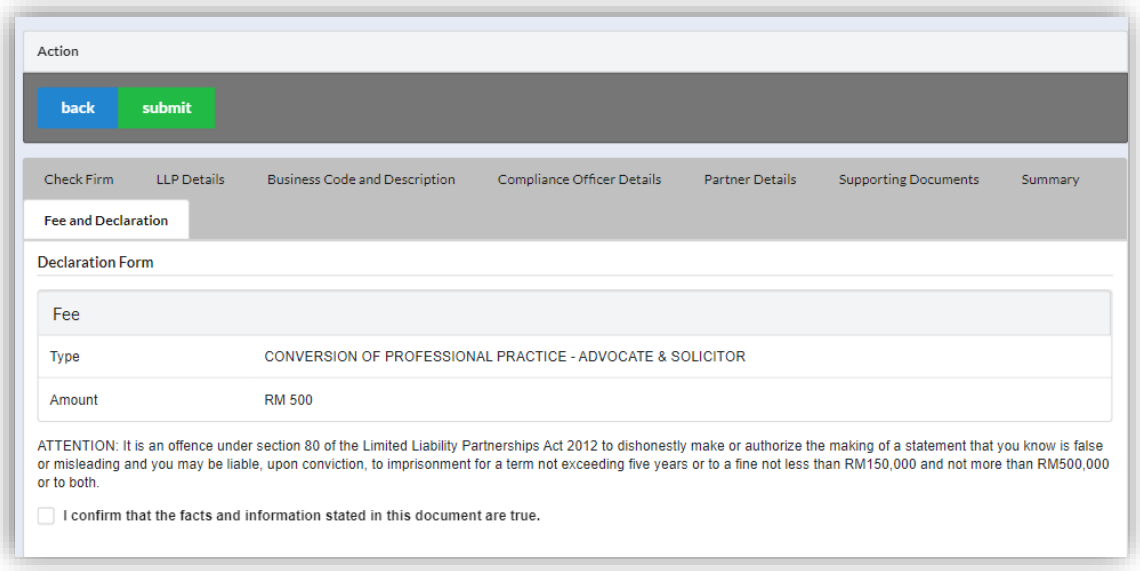
9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



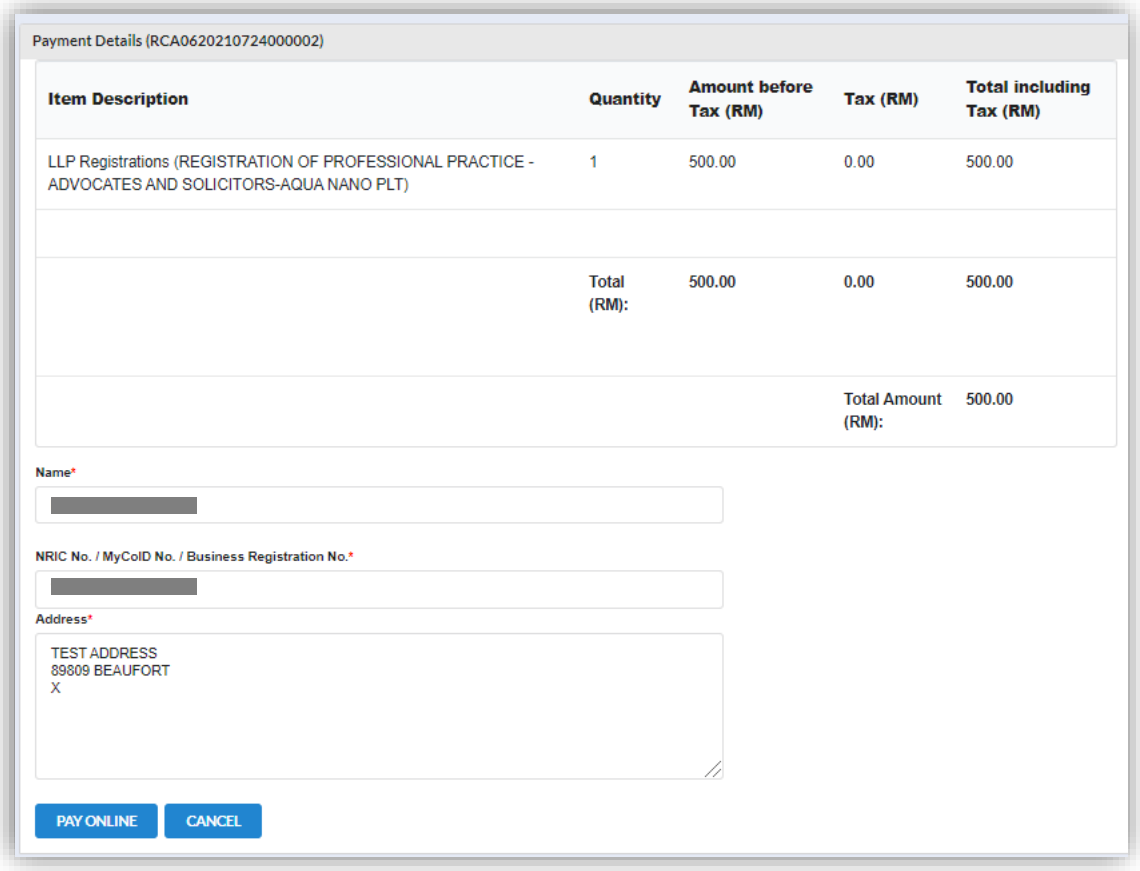
10. Click *Next* button to proceed to **Summary** and view all the changes made.



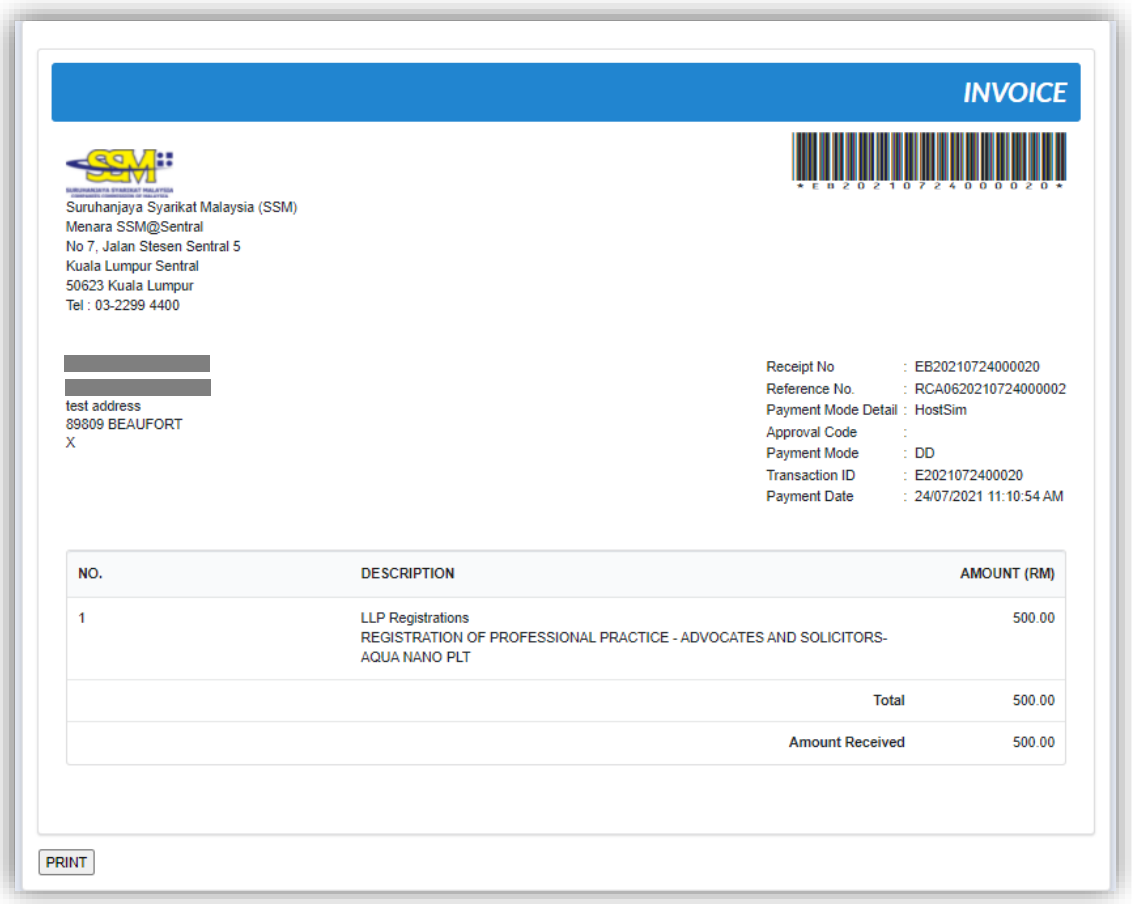
11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.



12. Click *Pay Online* button to proceed for payment.



13.User will be received invoice once they made the payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

Receipt No	: EB20210724000020
Reference No.	: RCA0620210724000002
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072400020
Payment Date	: 24/07/2021 11:10:54 AM

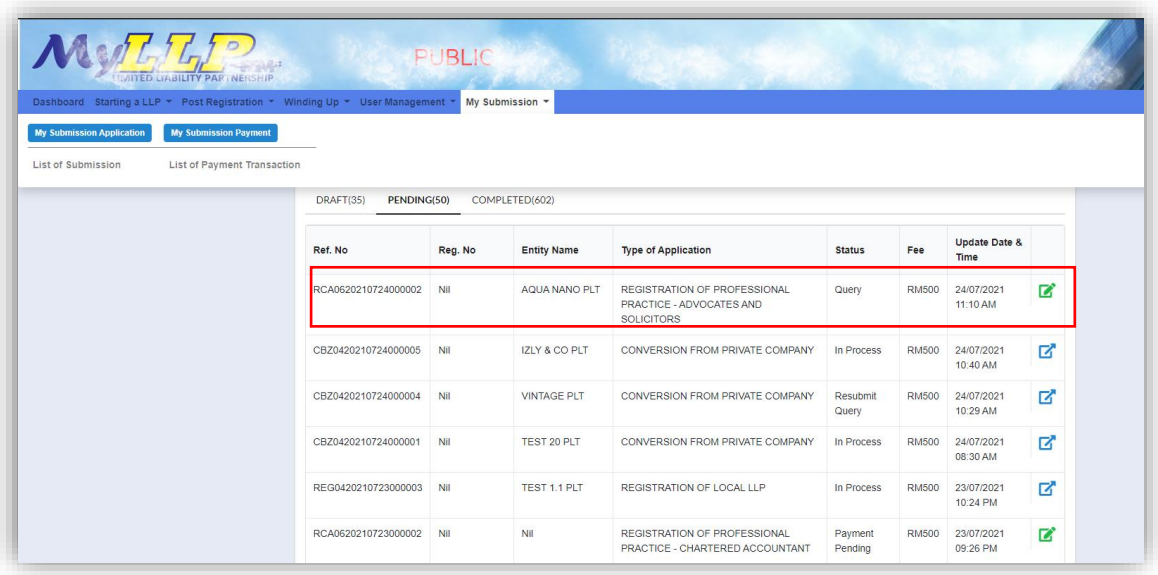
NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS-AQUA NANO PLT	500.00
	Total	500.00
	Amount Received	500.00

PRINT

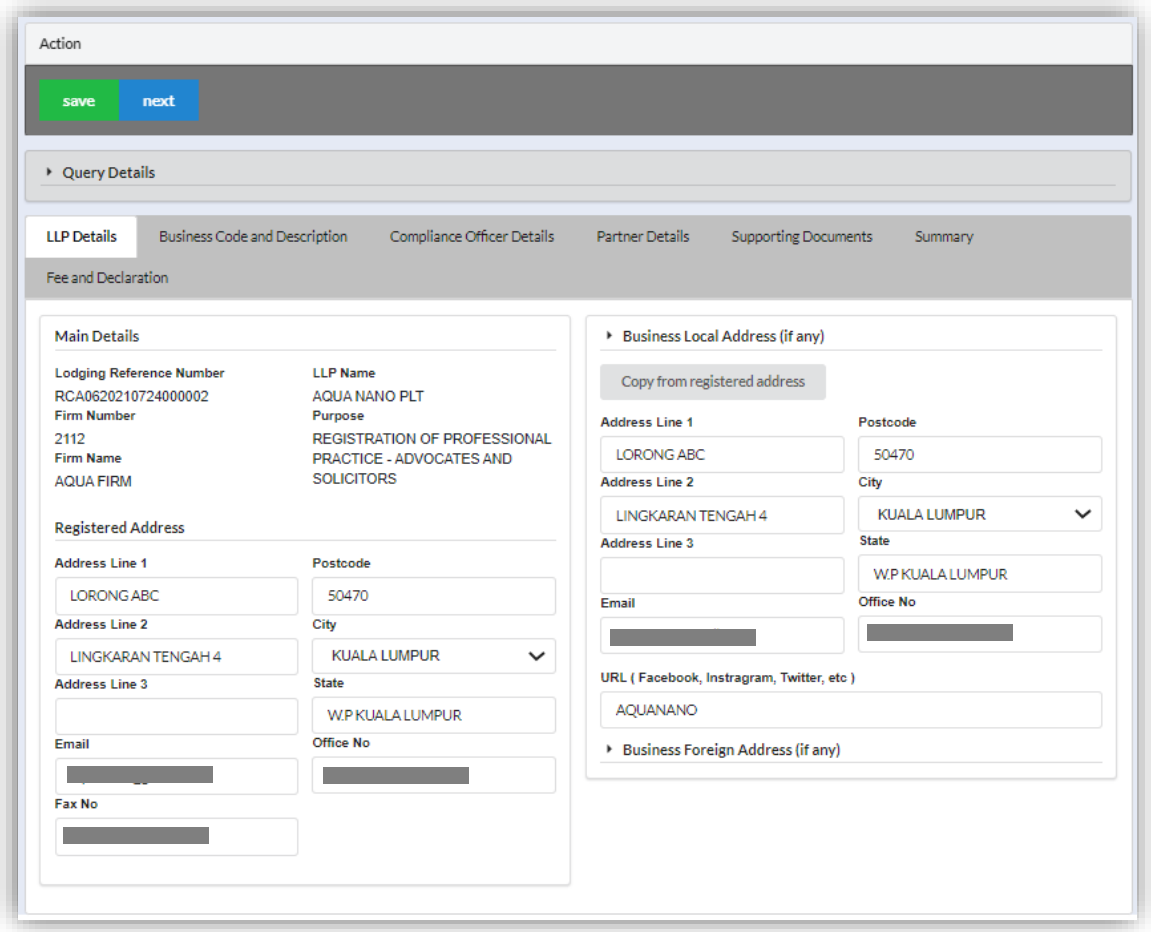
3.4.4.1 If Back Officer Has Made Query On Registration

1. Select **My Submission** and choose List of submission.

2. Choose an entitiy with type of **Conversion from Conventional Partnership** along with its status "Query" and remarks from Back Office. Click Edit record button to make query.

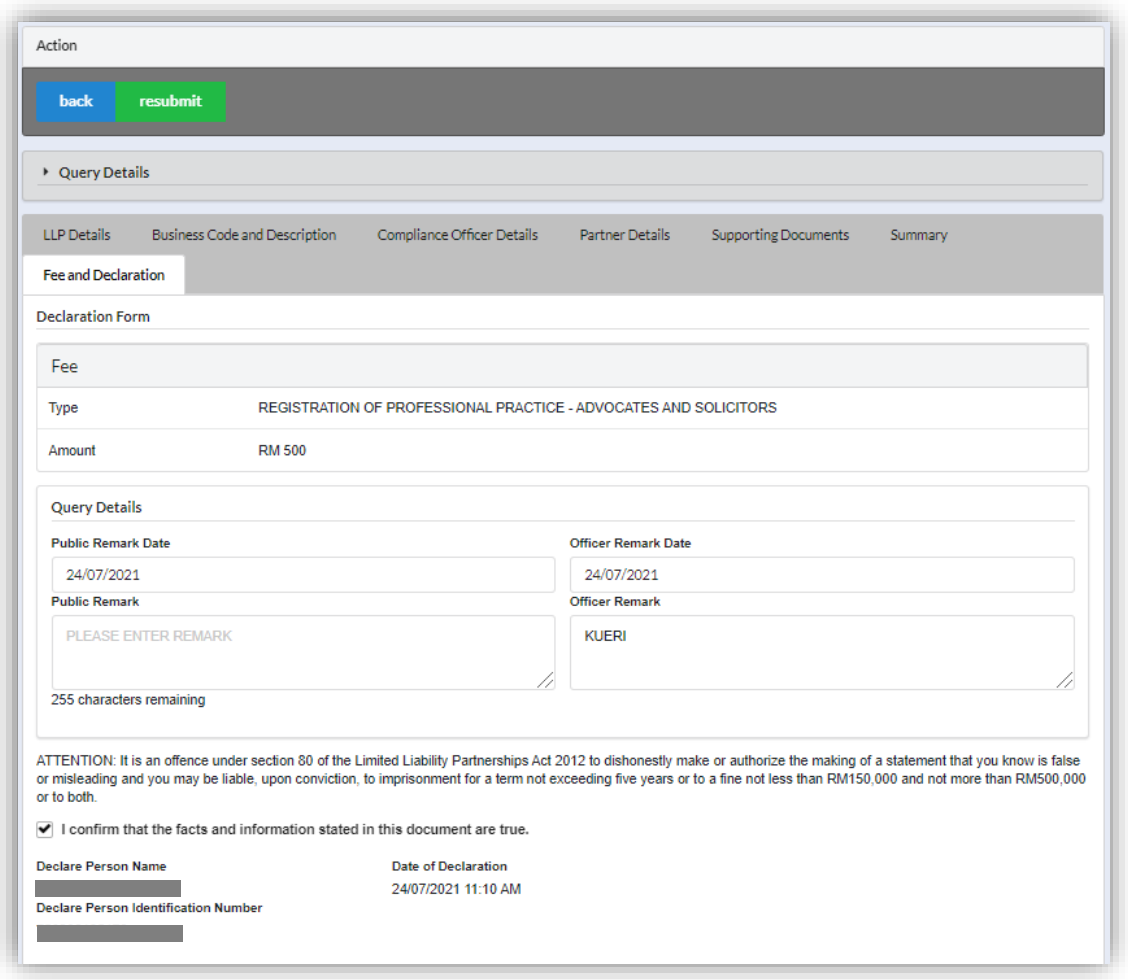


3. Key in data that needed to be query, and at **Fee and Declaration** tab, tick check box for confirm declaration, key in query remark and click *Submit* button.



6. At **Fee and Declaration tab**, tick check box for confirm declaration**.**

7. Key in query remark and click *Resubmit* button.

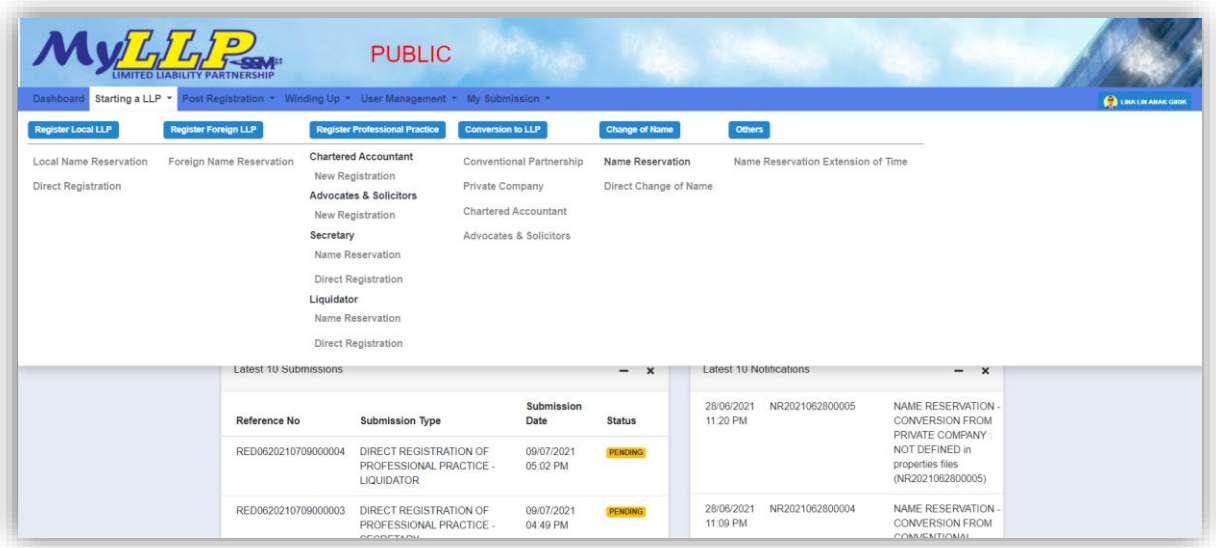


3.5 Change of Name

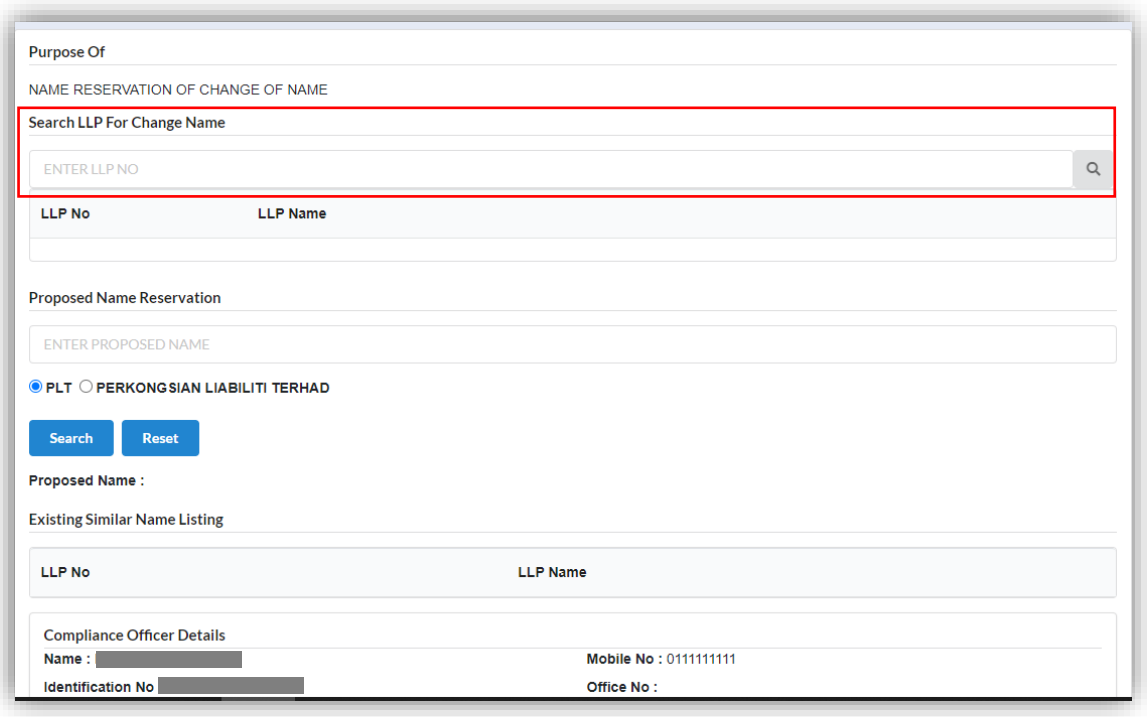
3.5.1 Change of Name Local Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

2. Select **Starting a LLP** on the menu bar and click **Name Reservation** under Change of Name.

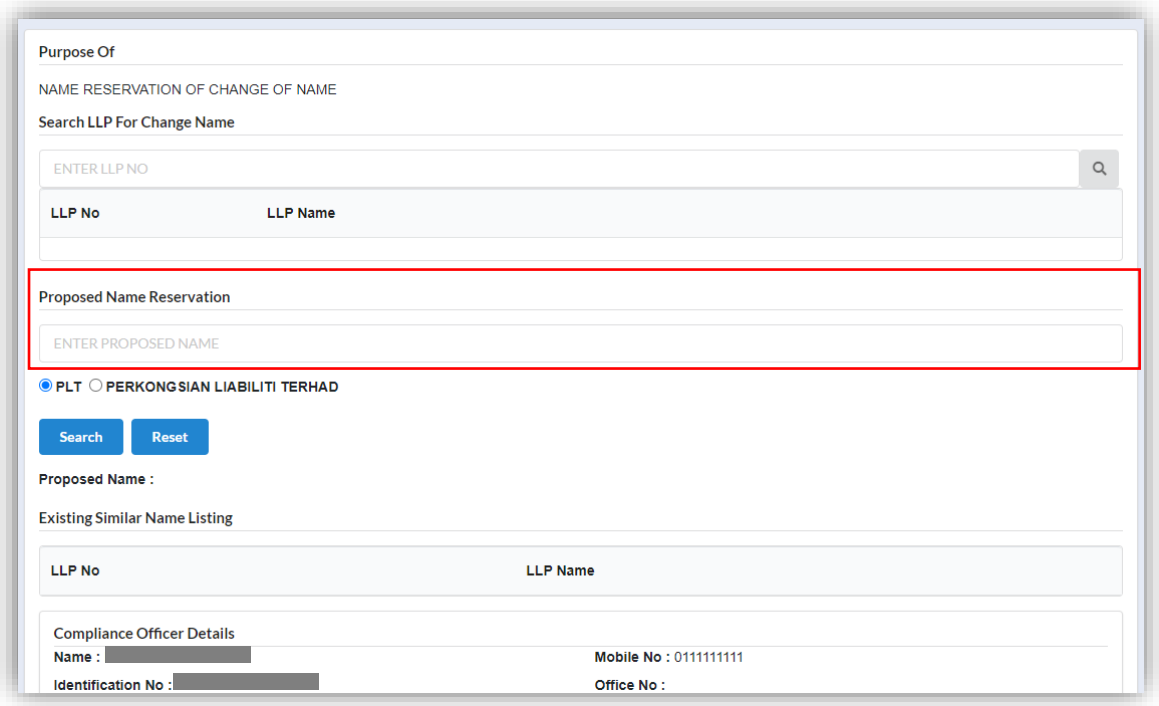


3. Search LLP by key in **LLP registration number** and click button Search. The LLP registration number will be displayed in a list under the LLP for Change Name panel.

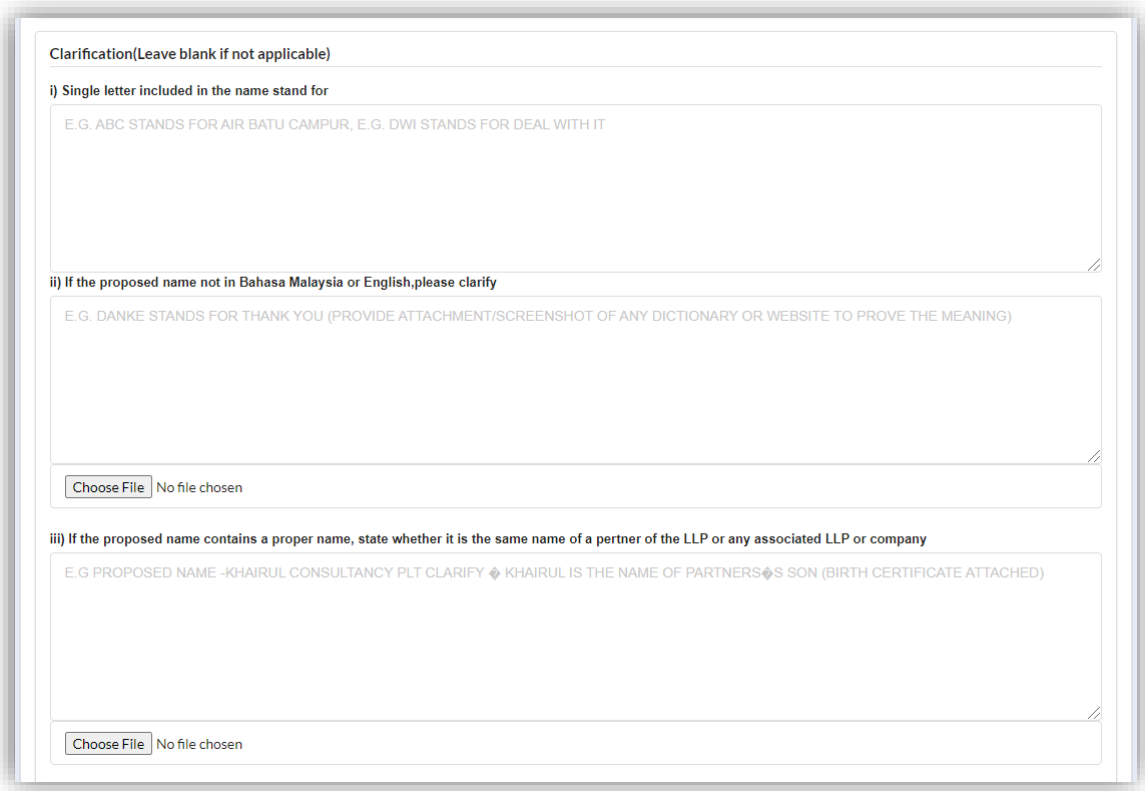


4. Key in **Proposed Name** in the textbox and click *Search* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.

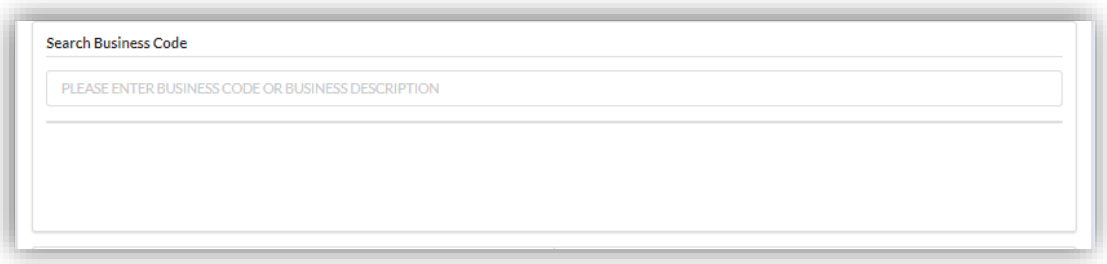
5. Message prompted stating "Name is available. You may now proceed with application".



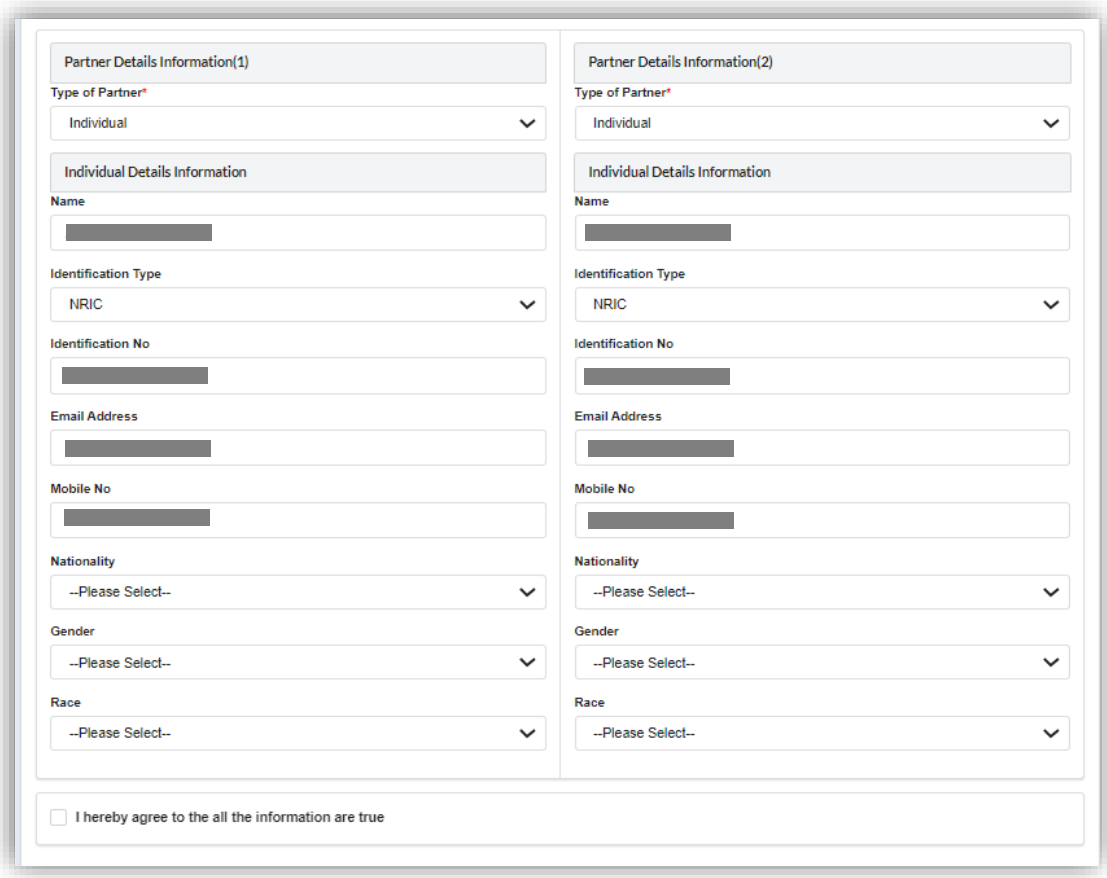
6. Key in Clarification Form and upload supporting documents. Leave blank if not applicable.



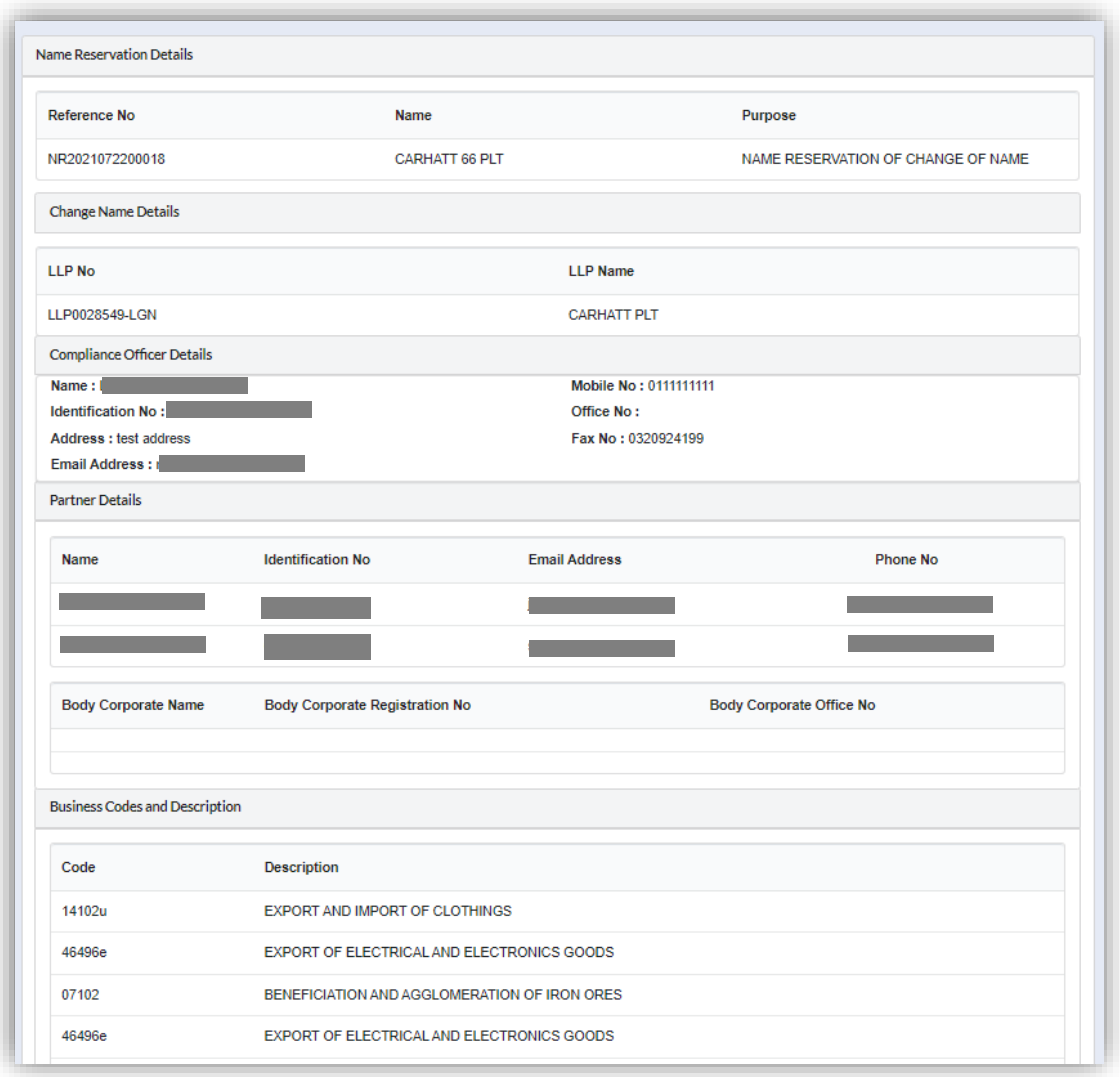
7. Select Business Code.



8. Key in **Partner Details** for both partner and tick confirmation checkbox to proceed and click *Submit* button.



9. The summary page for the application will be displayed.



Name Reservation Details

Reference No	Name	Purpose
NR2021072200018	CARHATT 66 PLT	NAME RESERVATION OF CHANGE OF NAME

Change Name Details

LLP No	LLP Name
LLP0028549-LGN	CARHATT PLT

Compliance Officer Details

Name : [redacted]
Identification No : [redacted]
Address : test address
Email Address : [redacted]
Mobile No : 0111111111
Office No :
Fax No : 0320924199

Partner Details

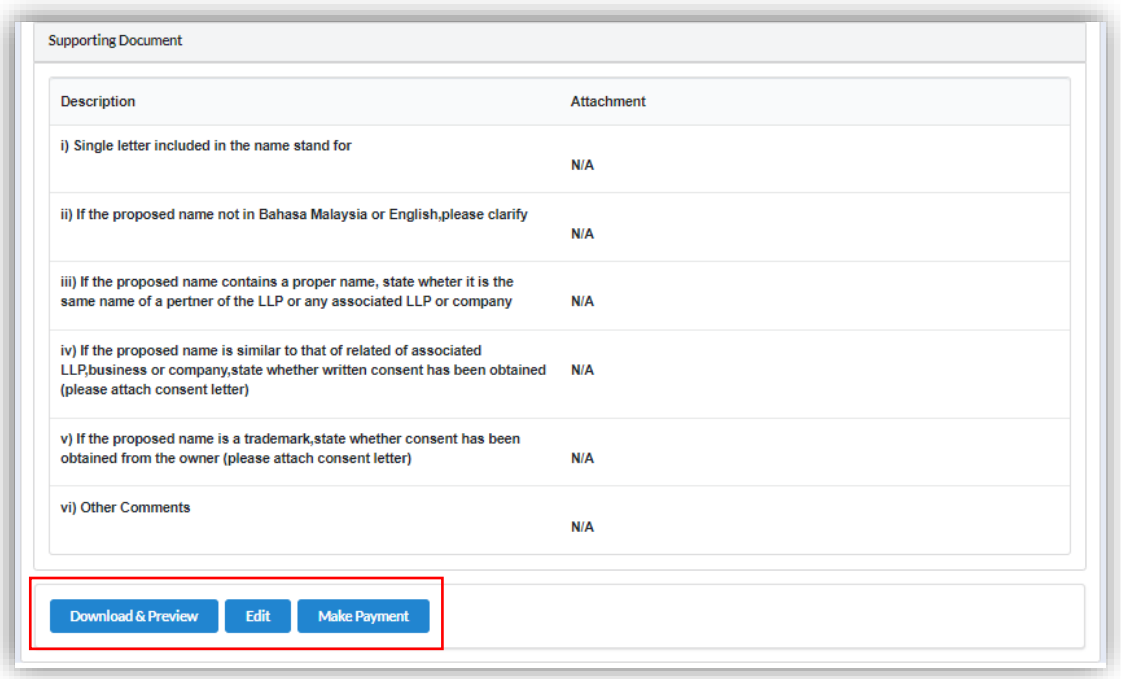
Name	Identification No	Email Address	Phone No
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

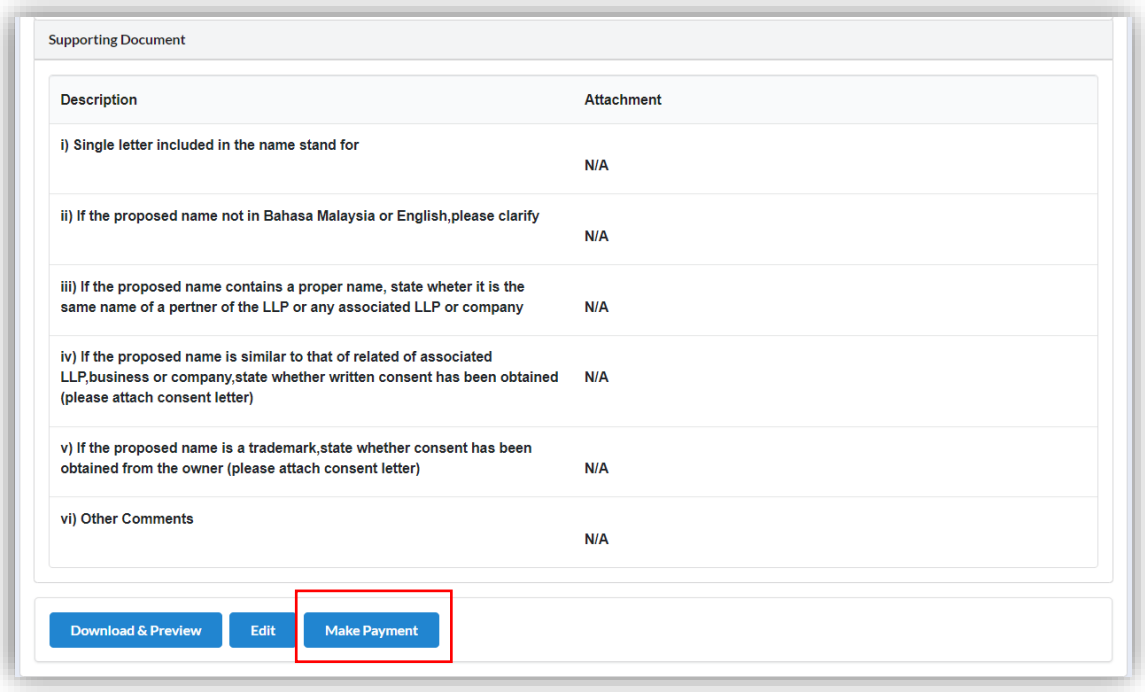
Business Codes and Description

Code	Description
14102u	EXPORT AND IMPORT OF CLOTHINGS
46496e	EXPORT OF ELECTRICAL AND ELECTRONICS GOODS
07102	BENEFICIATION AND AGGLOMERATION OF IRON ORES
46496e	EXPORT OF ELECTRICAL AND ELECTRONICS GOODS

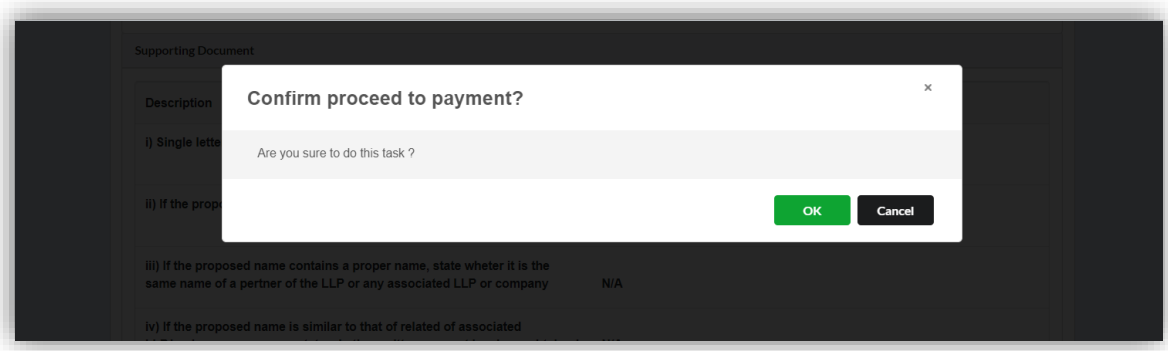
10. User able to download and preview the summary by click on Download & Preview button.
11. To edit document, click on Edit button.



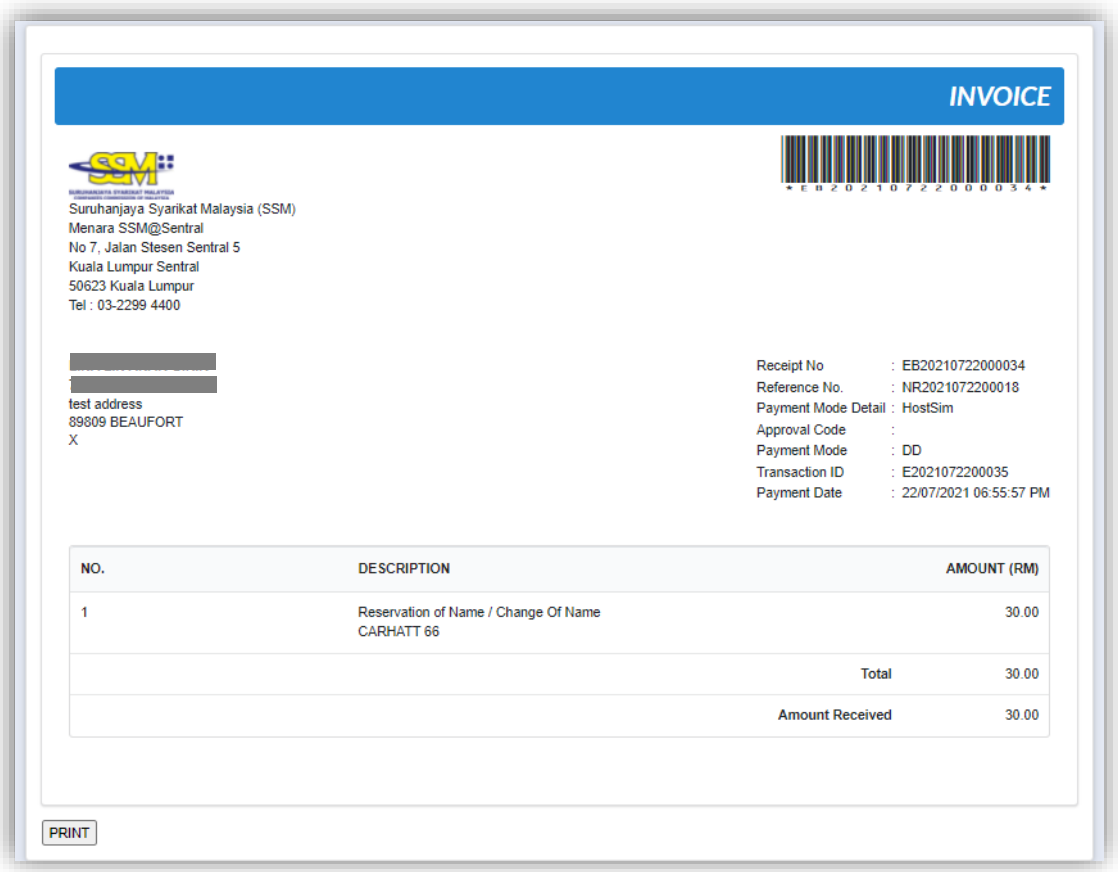
12. Proceed to make payment after confirming the details input by clicking *Make Payment* button.



13. Click OK button to proceed to payment page.



14.Invoice will be received by user once payment has been made.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

Receipt No	: EB20210722000034
Reference No.	: NR2021072200018
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072200035
Payment Date	: 22/07/2021 06:55:57 PM

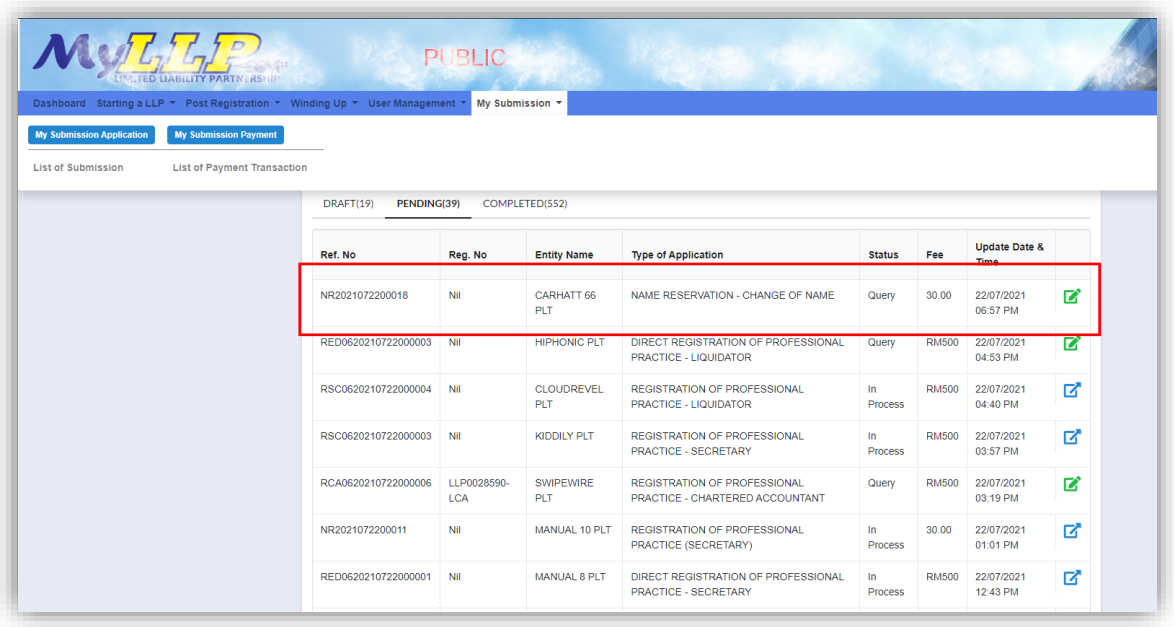
NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Change Of Name CARHATT 66	30.00
	Total	30.00
	Amount Received	30.00

PRINT

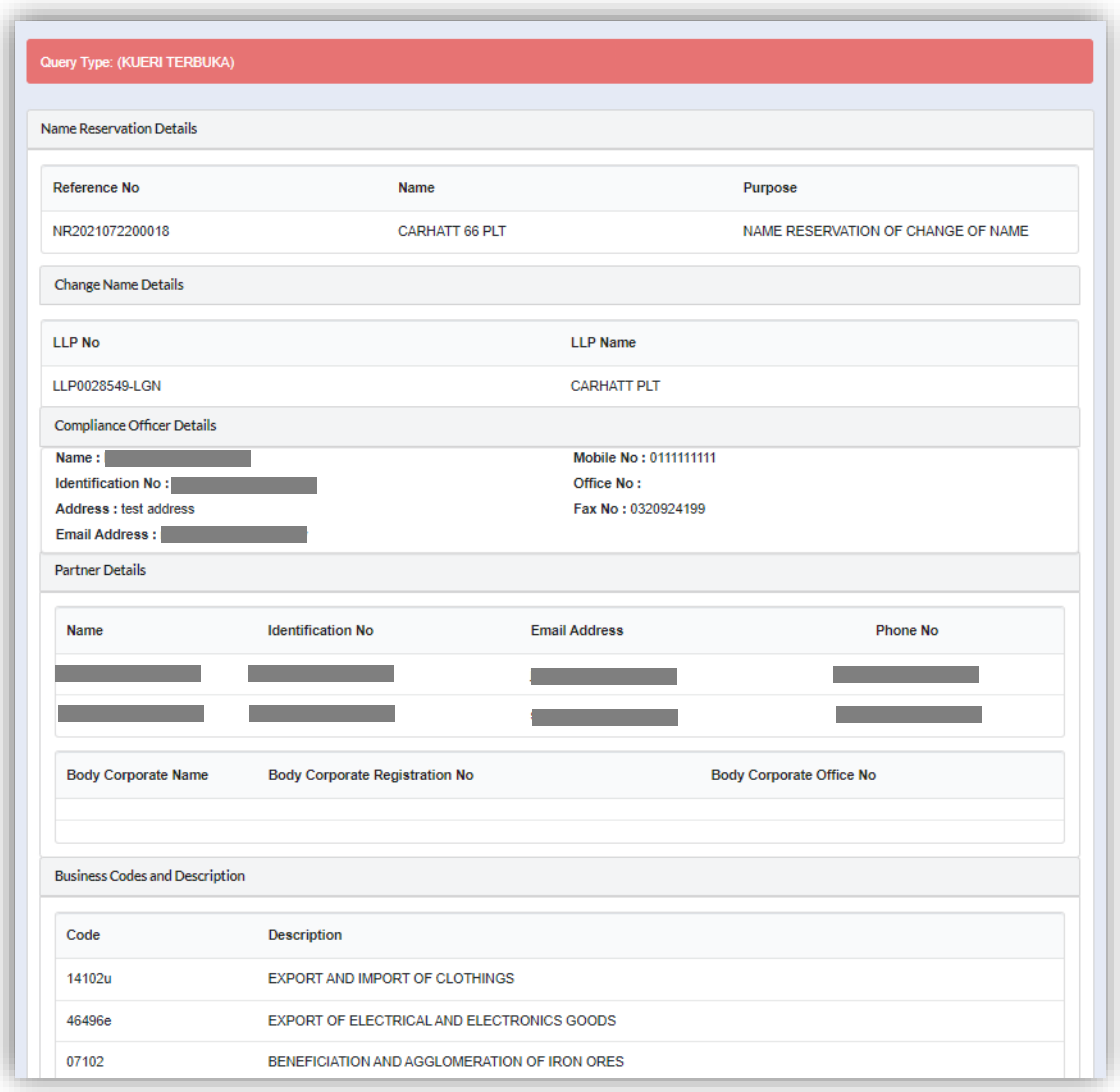
3.5.1.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.

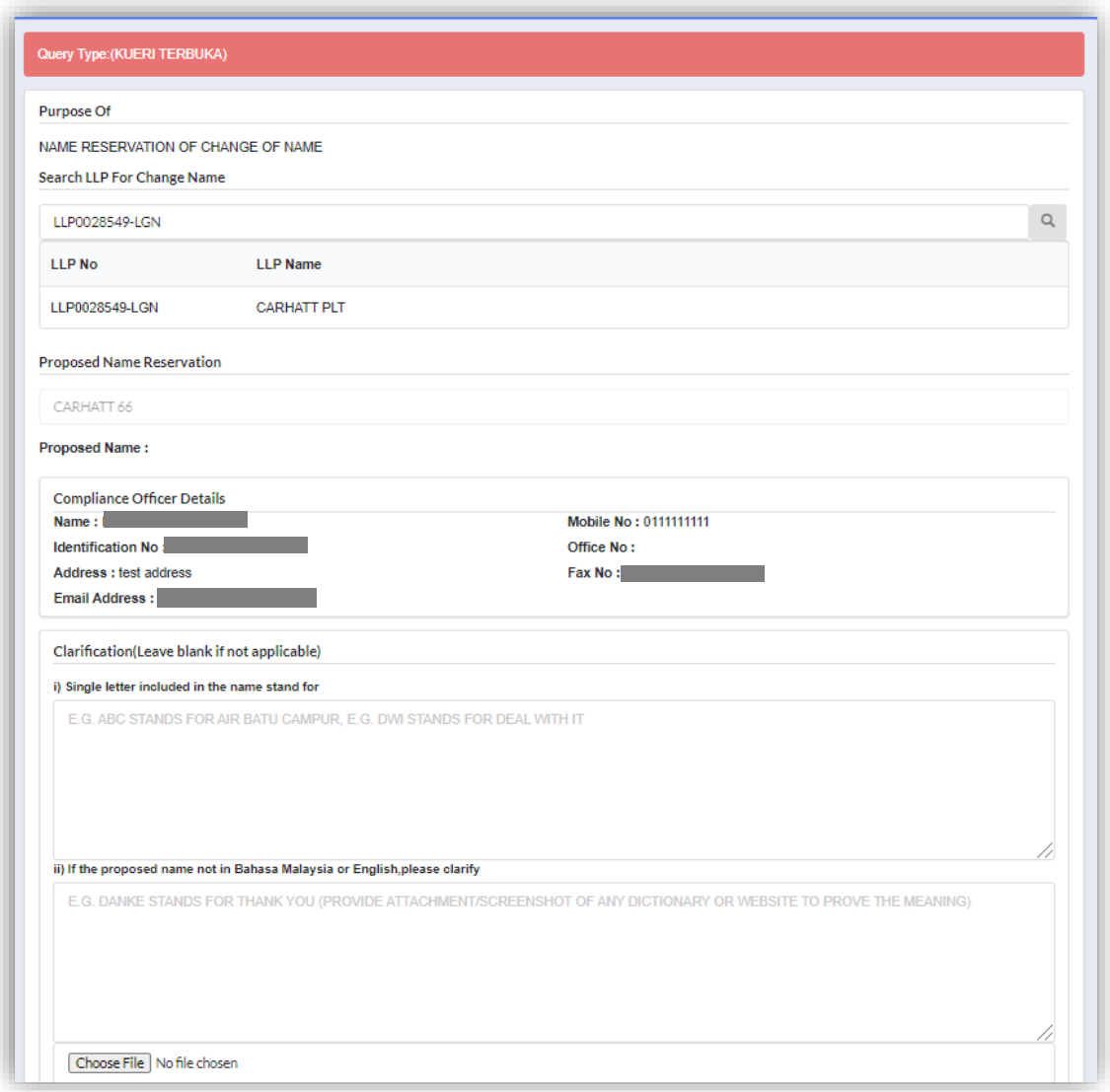
2. Choose an entity with type of **Change of Name – Name Reservation** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



3. The query application summary will be appeared.

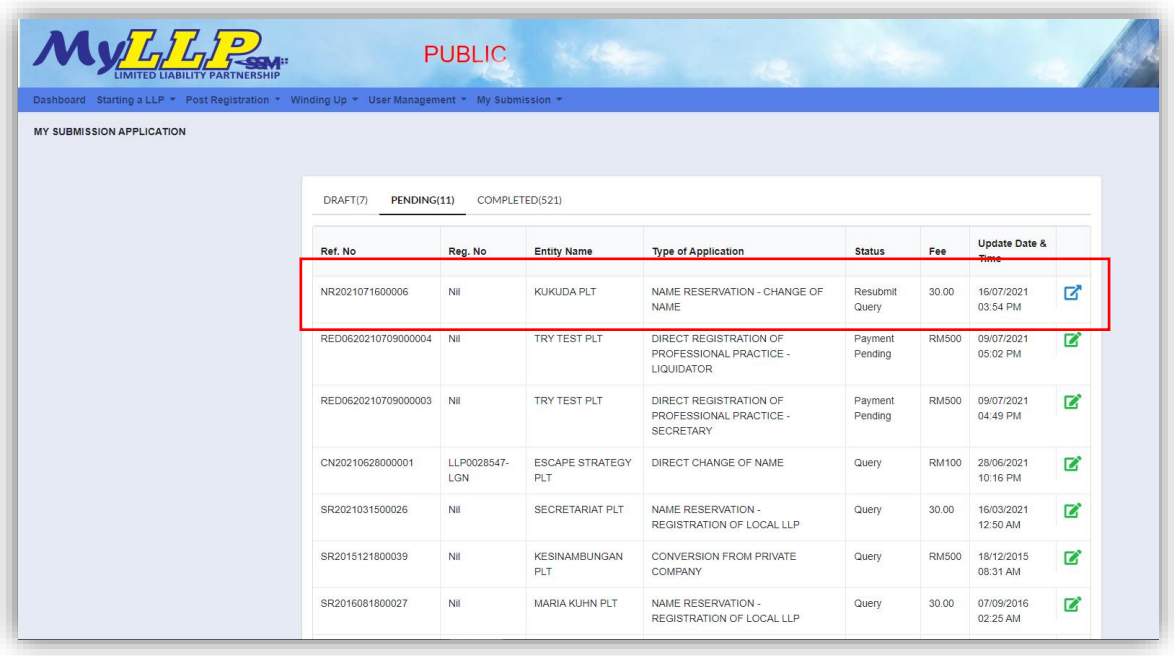


4. Key in data that needed to be query, tick checkbox to confirm declaration and click *Submit* button.



5. Click Submit button after confirming the summary of edited details.

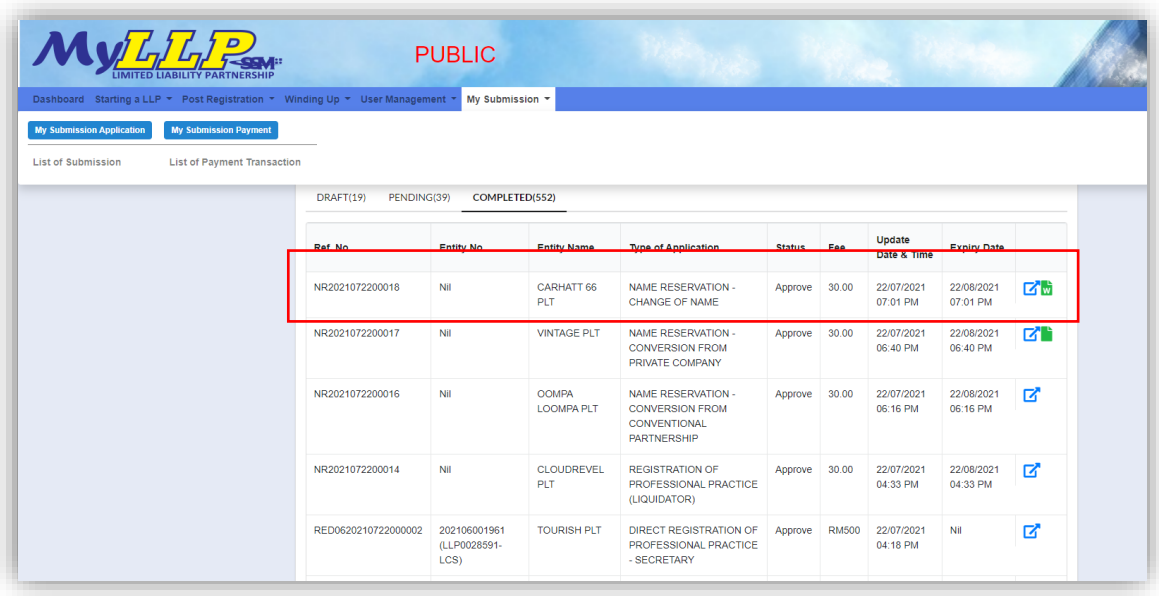
6. Select **My Submission** and choose List of Submission and click *Pending* tab to check the resubmit query status.



3.5.1.2 After Back Officer Approved Name Reservation

1. Select **My Submission** and choose List of Submission and click *Completed* tab.

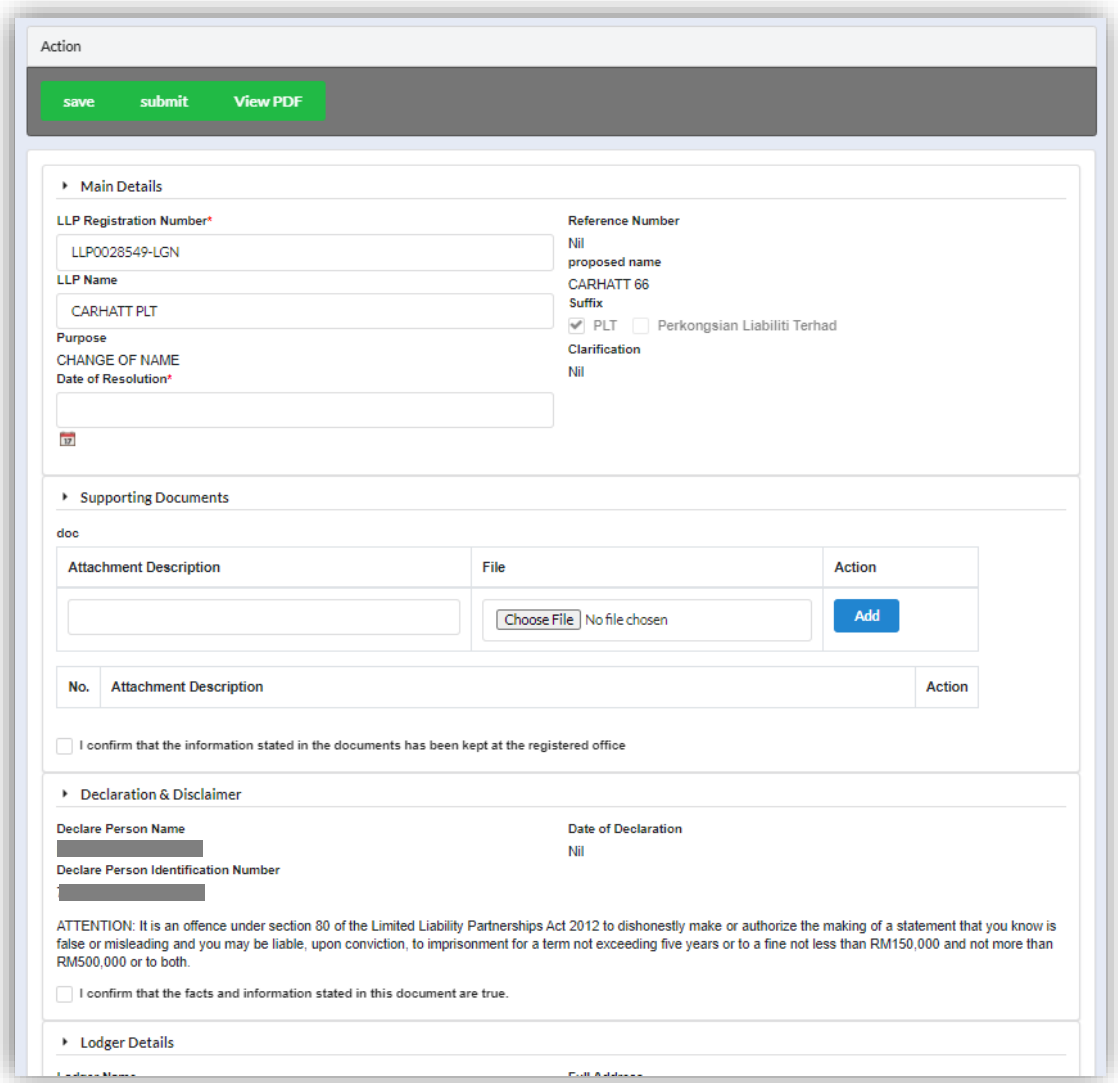
2. Choose an **Approved Name Reservation – Change of Name** application that user wants to change name then click *Change Name* button.



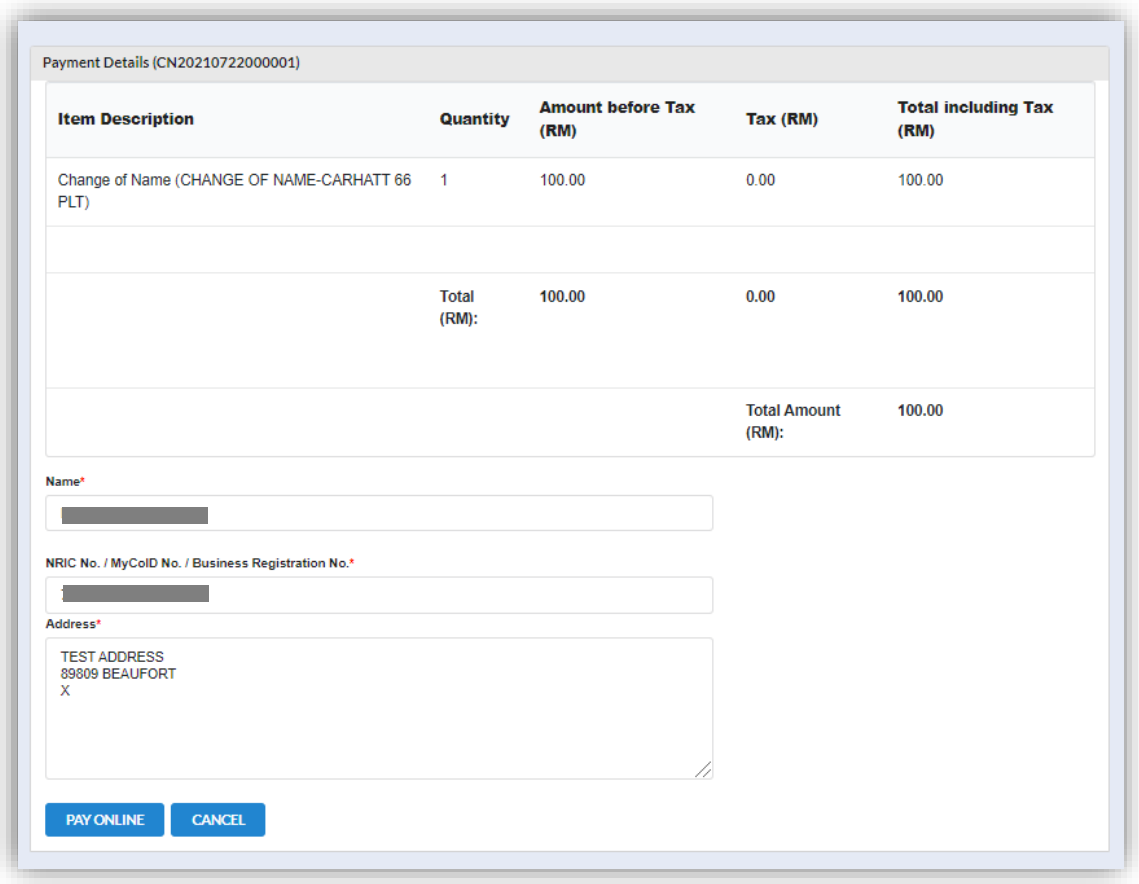
3. Enter **Date of Resolution** and click *Save* button.

4. Upload **Supporting Document**, tick checkbox for confirmation and click *Save* button.

5. Click *Submit* button to proceed.

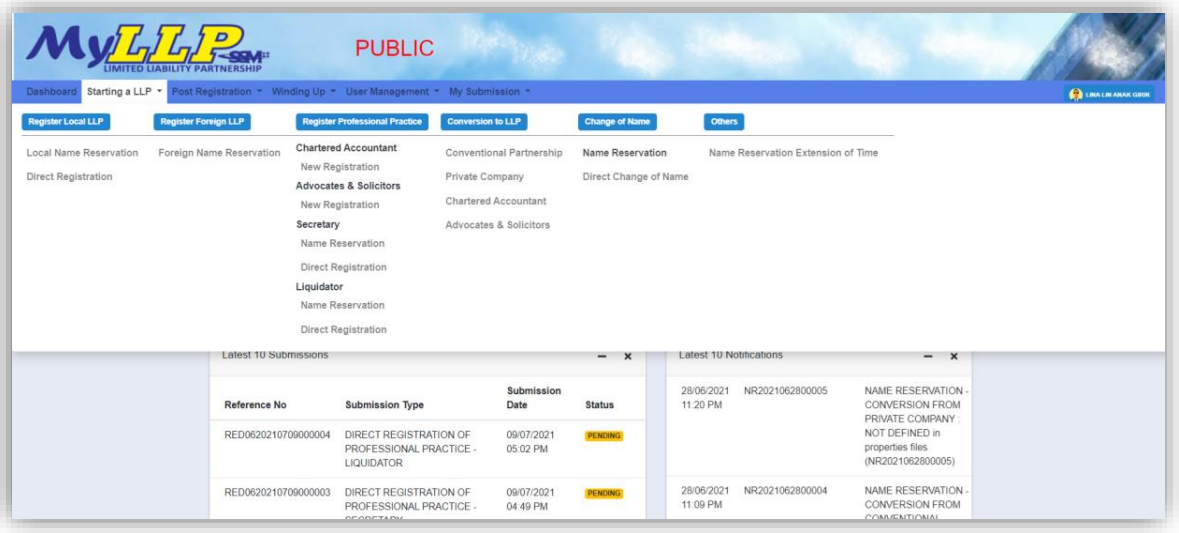


6. Click *Pay Online* Button to proceed for payment.

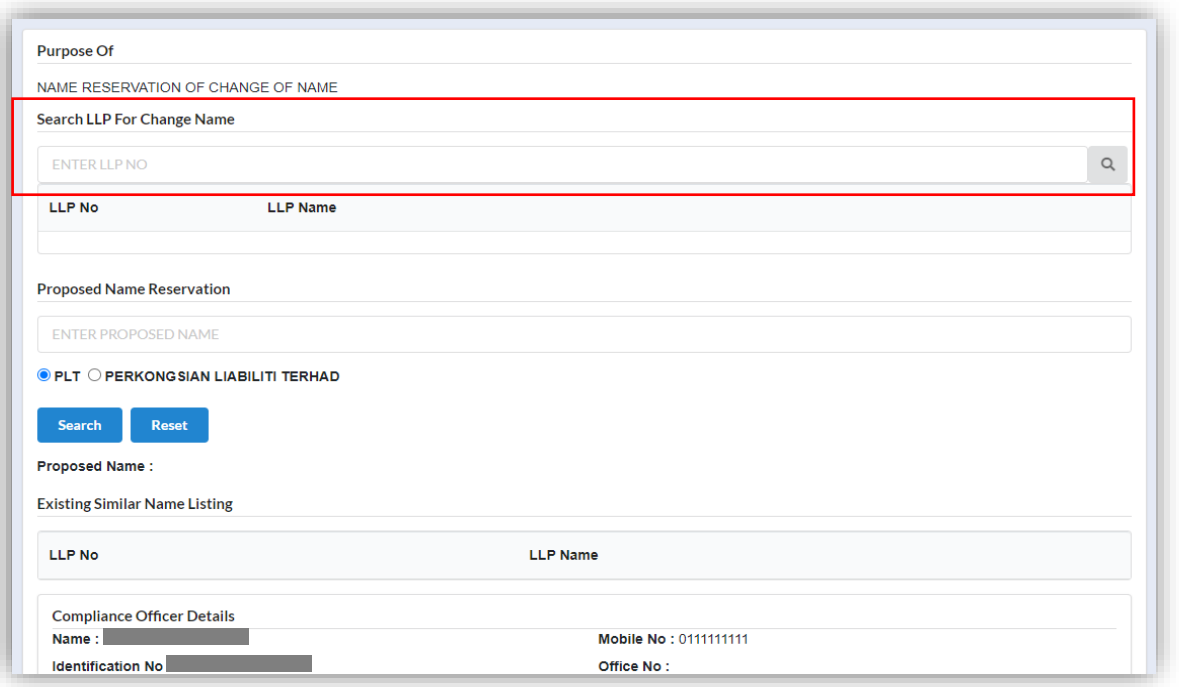


3.5.2 Change of Name Foreign Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Name Reservation** under Change of Name.

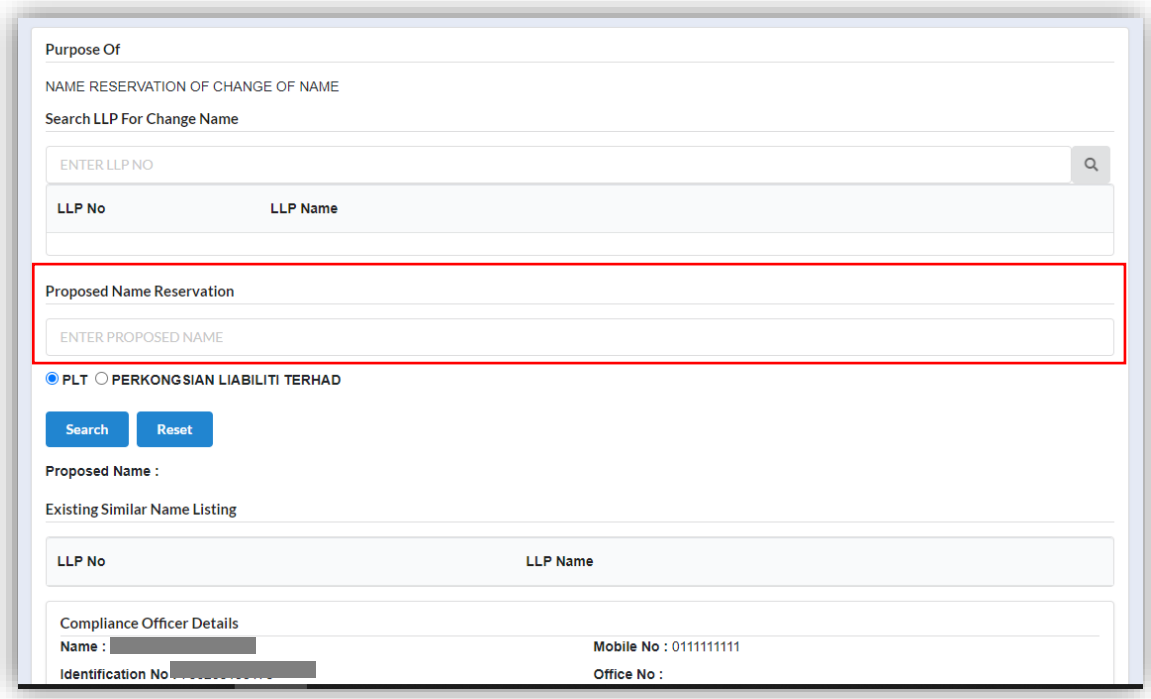


3. Search LLP by key in **LLP registration number** and click button Search. The LLP registration number will be displayed in a list under the LLP for Change Name panel.

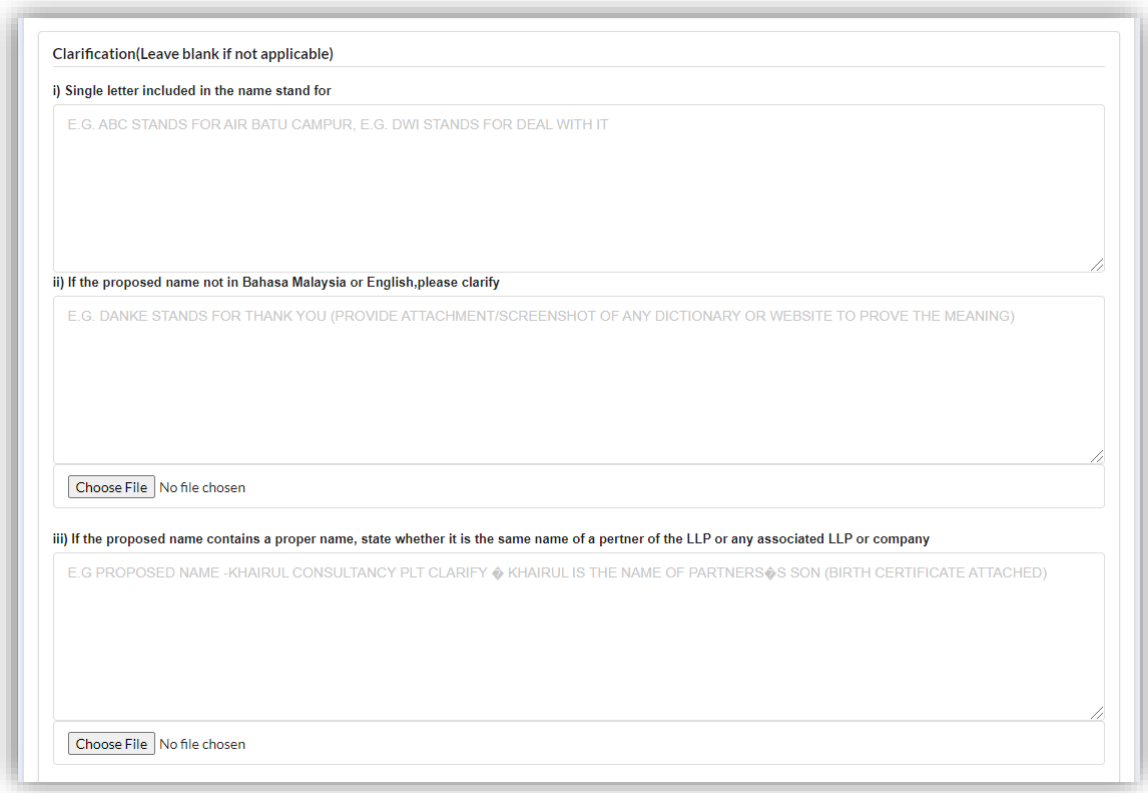


4. Key in **Proposed Name** in the textbox and click *Search* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.

5. Message prompted stating "Name is available. You may now proceed with application".

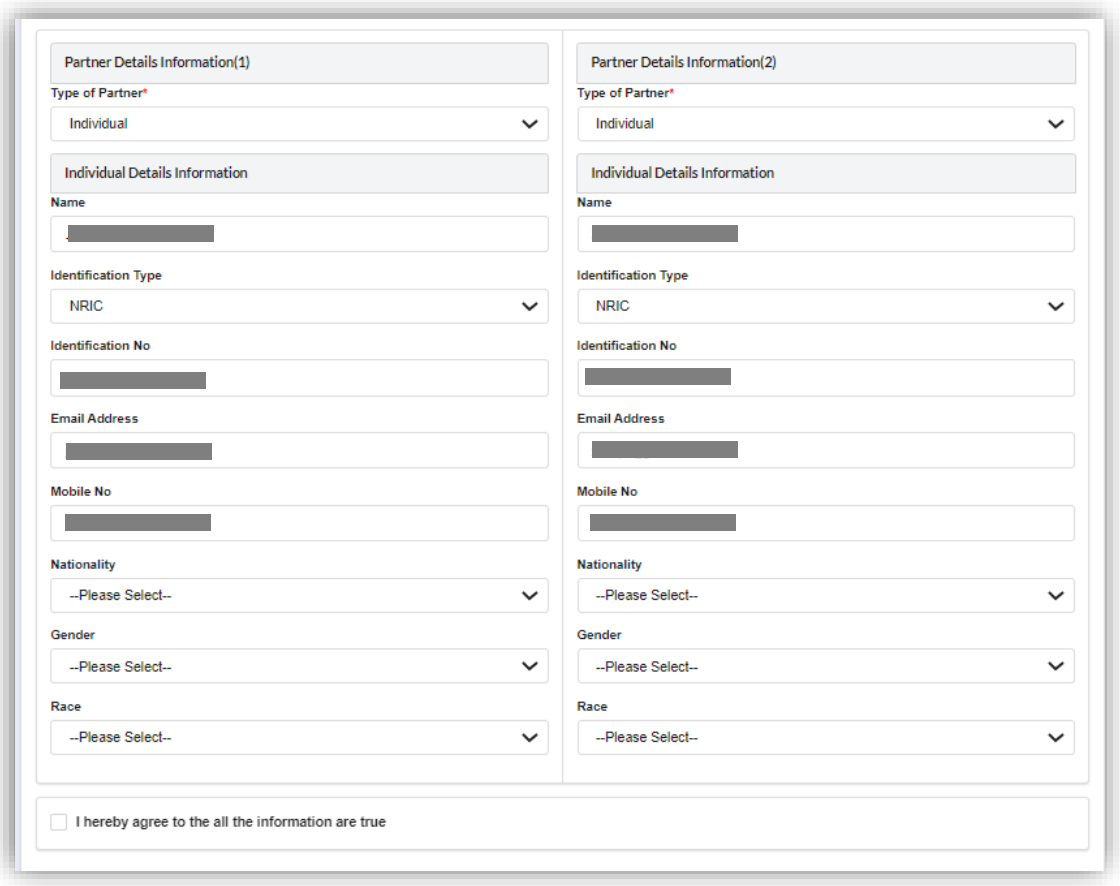


6. Key in Clarification Form and upload supporting documents. Leave blank if not applicable.

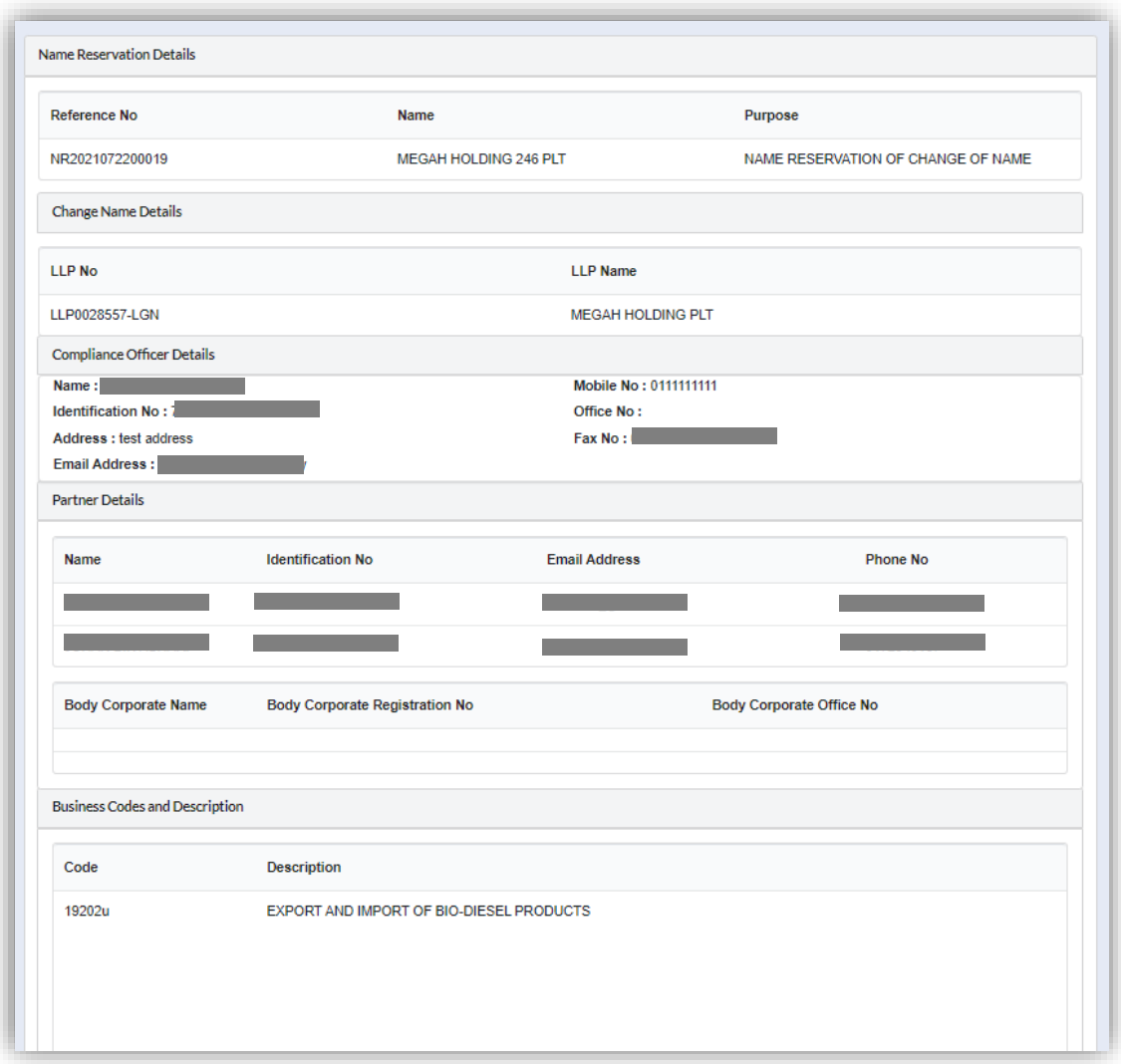


7. Select **Business Code**.

8. Key in **Partner Details** for both partner and tick confirmation checkbox to proceed and click *Submit* button.



9. The summary page for the application will be displayed.



Name Reservation Details

Reference No	Name	Purpose
NR2021072200019	MEGAH HOLDING 246 PLT	NAME RESERVATION OF CHANGE OF NAME

Change Name Details

LLP No	LLP Name
LLP0028557-LGN	MEGAH HOLDING PLT

Compliance Officer Details

Name : [redacted]
Identification No : [redacted]
Address : test address
Email Address : [redacted]
Mobile No : 0111111111
Office No :
Fax No : [redacted]

Partner Details

Name	Identification No	Email Address	Phone No
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

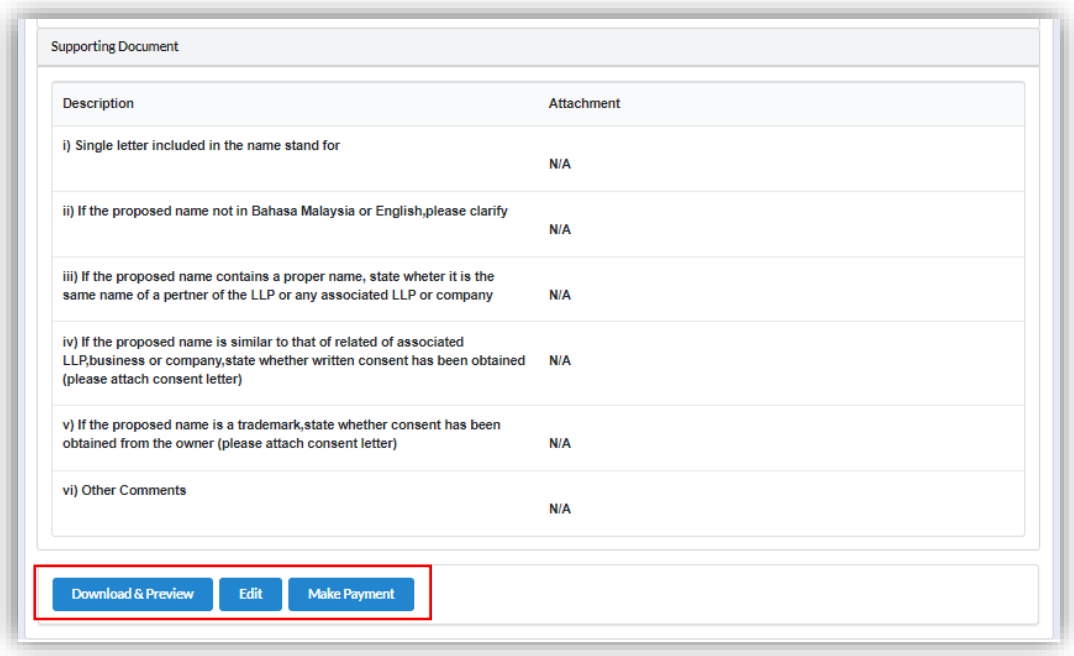
Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description

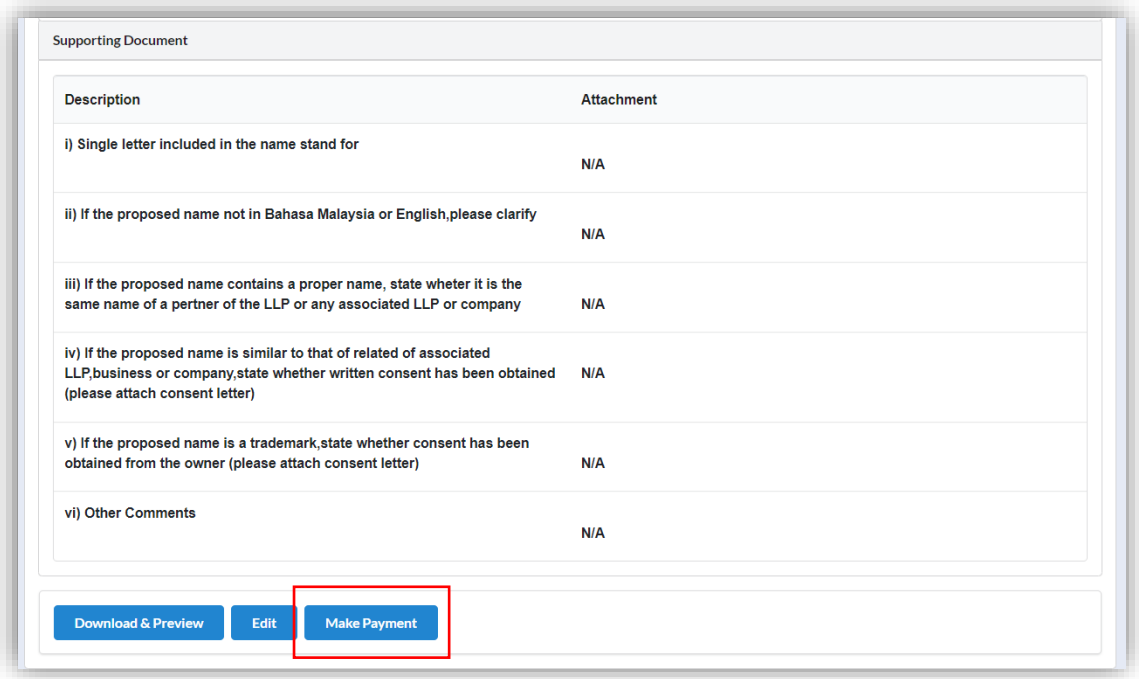
Code	Description
19202u	EXPORT AND IMPORT OF BIO-DIESEL PRODUCTS

10. User able to download and preview the summary by click on *Download & Preview* button.

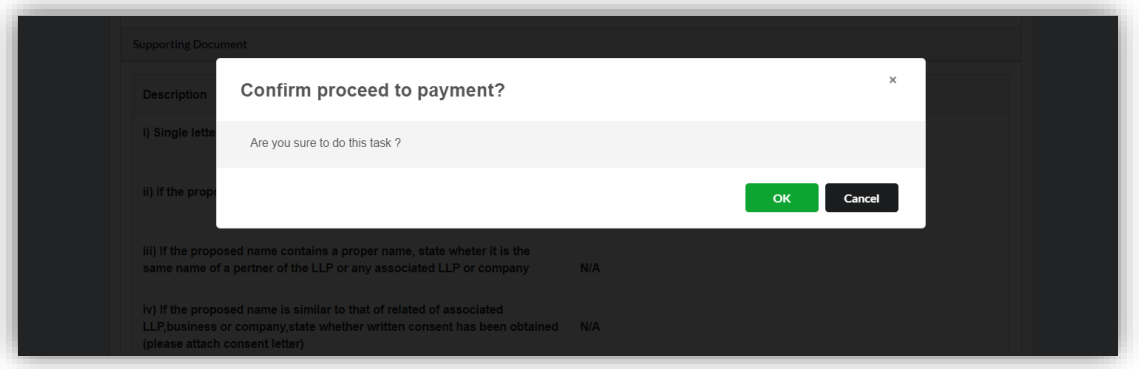
11. To edit document, click on *Edit* button.



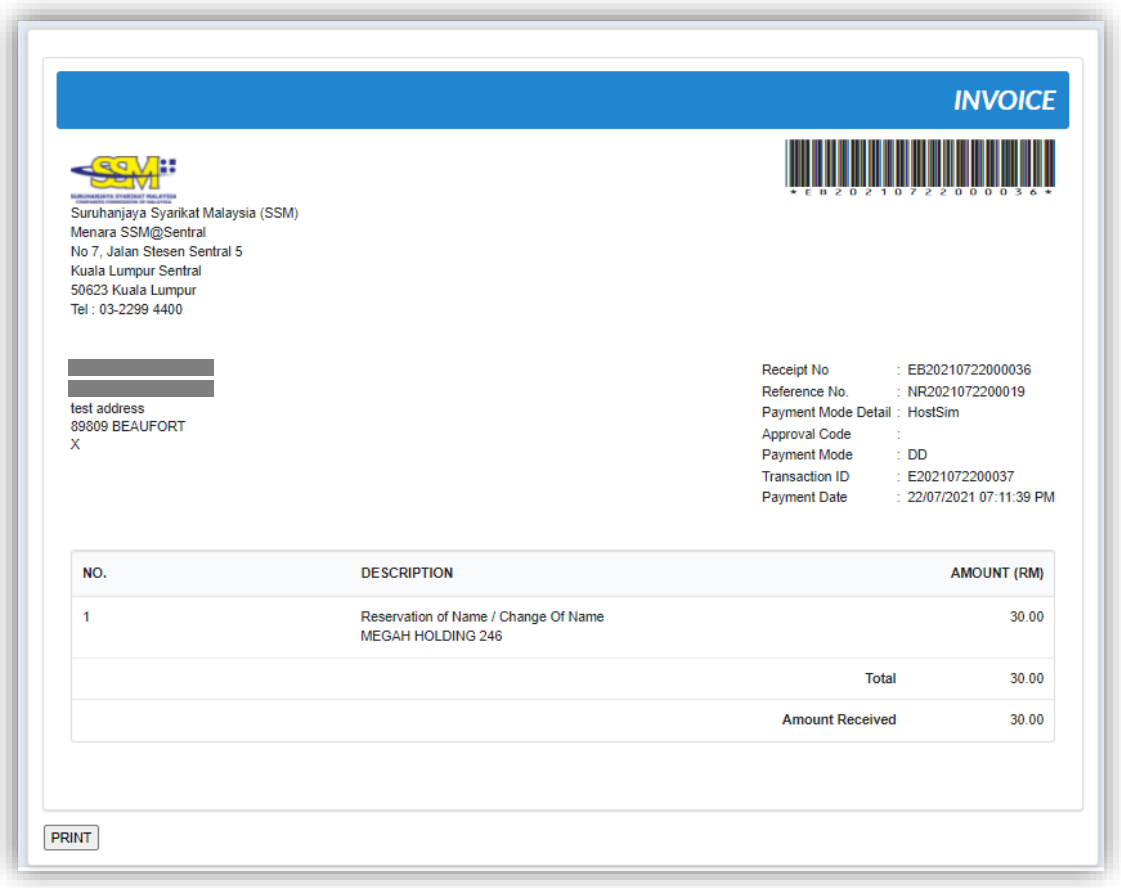
12. Proceed to make payment after confirming the details input by clicking *Make Payment* button.



13. Click OK button to proceed to payment page.



14.Invoice will be received by user once payment has been made.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

EB20210722000036

[redacted]
test address
89809 BEAUFORT
X

Receipt No	: EB20210722000036
Reference No.	: NR2021072200019
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021072200037
Payment Date	: 22/07/2021 07:11:39 PM

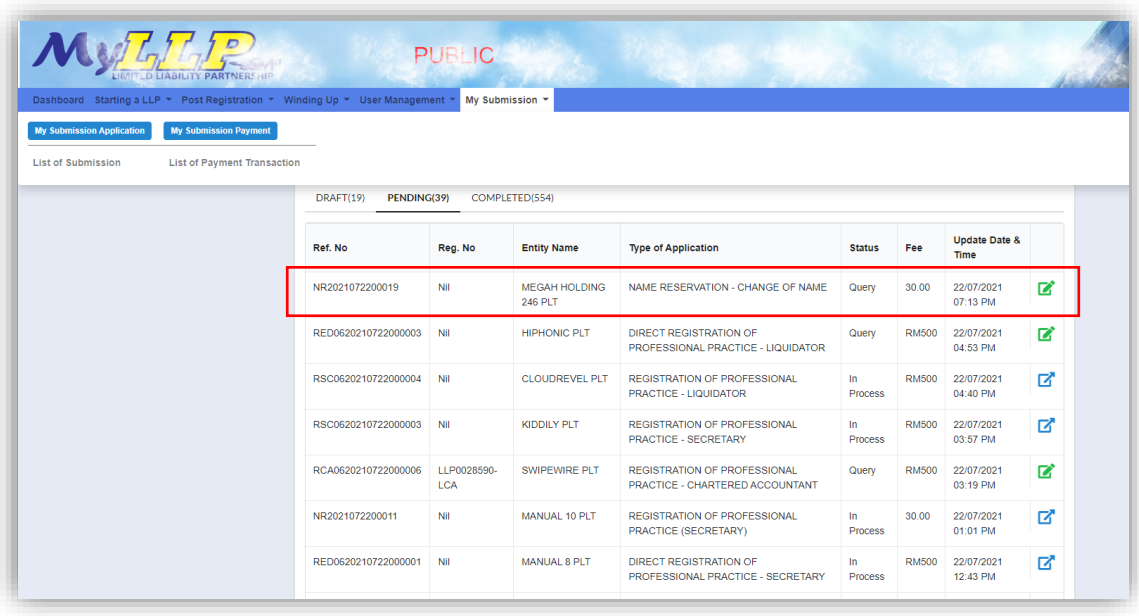
NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Change Of Name MEGAH HOLDING 246	30.00
	Total	30.00
	Amount Received	30.00

PRINT

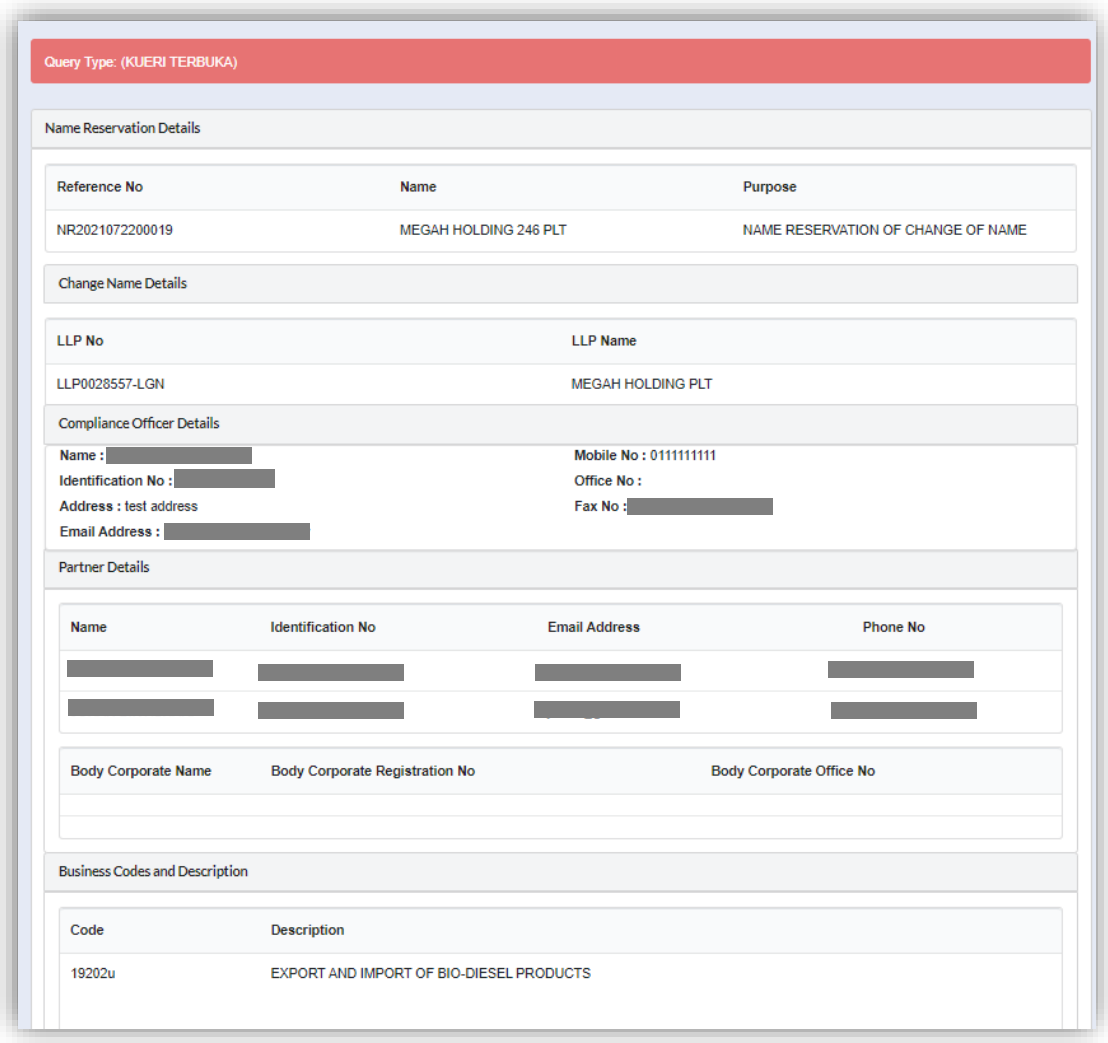
3.5.2.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.

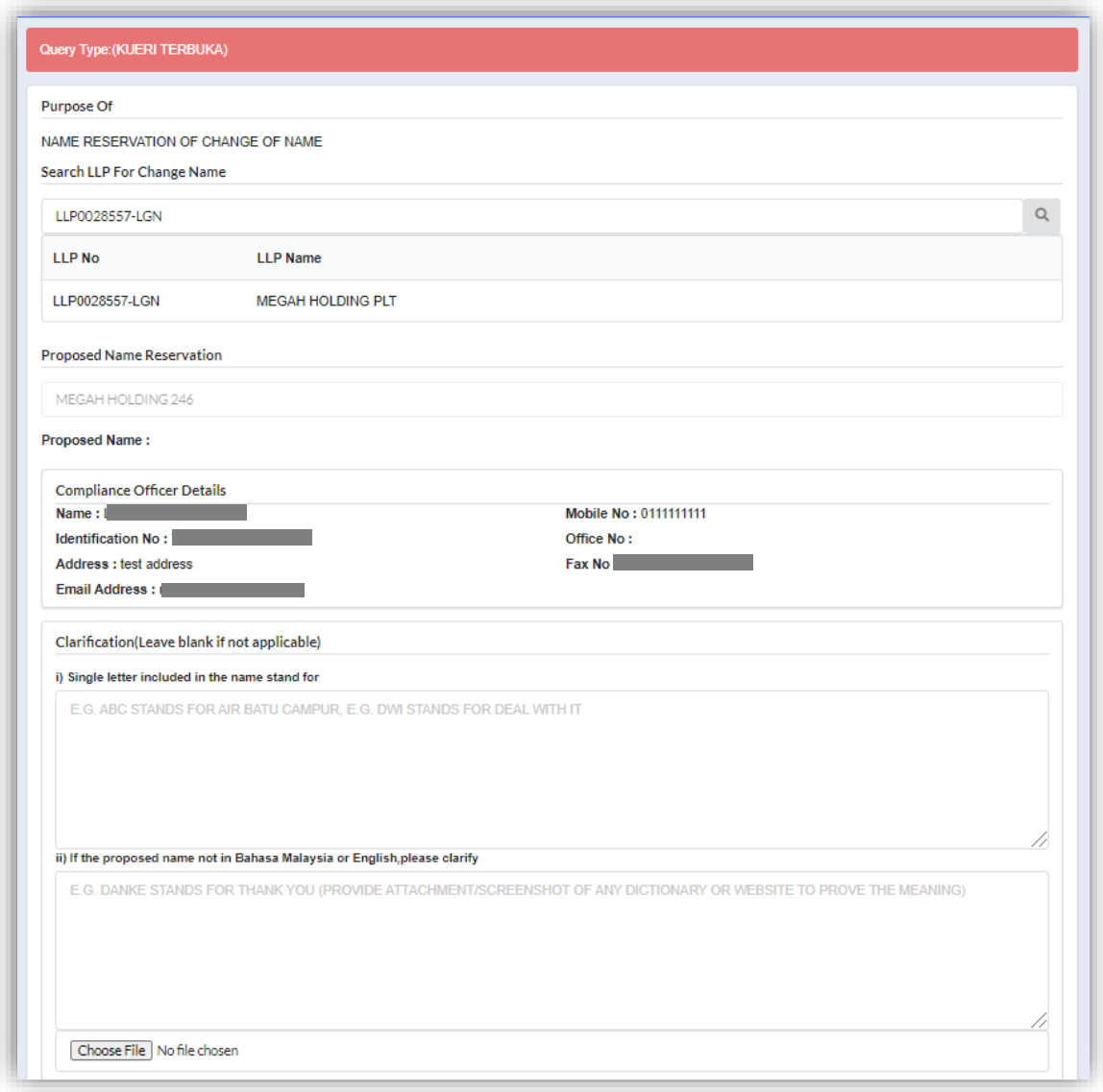
2. Choose an entity with type of **Change of Name – Name Reservation** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



3. The query application summary will be appeared.

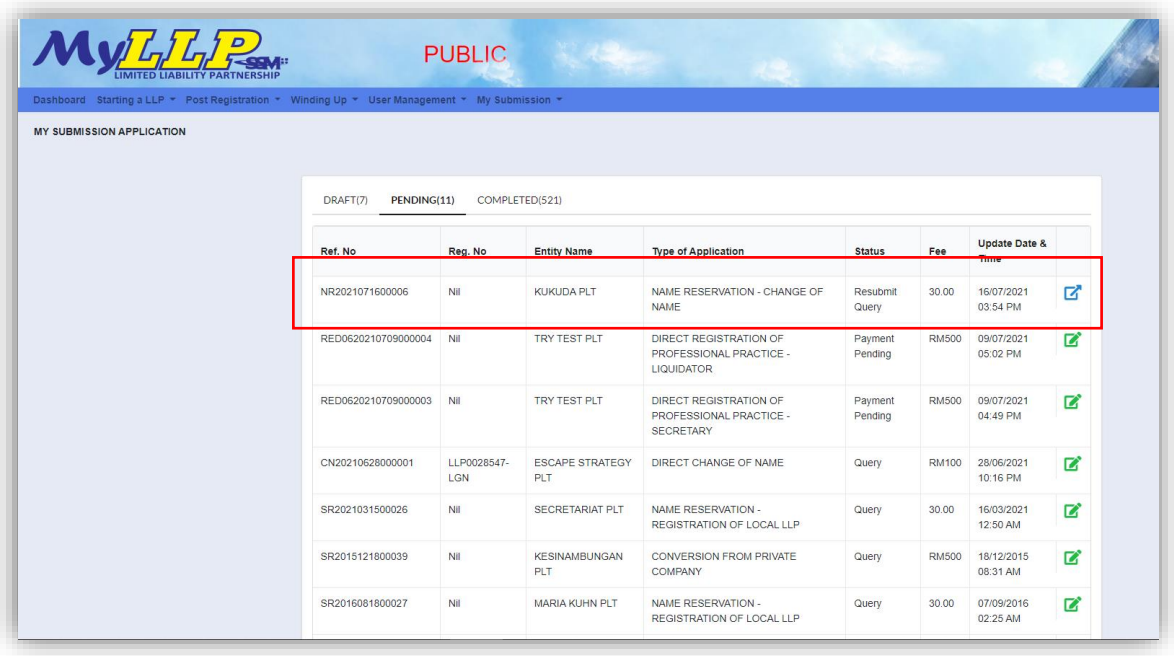


4. Key in data that needed to be query, tick checkbox to confirm declaration and click *Submit* button.



5. Click Submit button after confirming the summary of edited details.

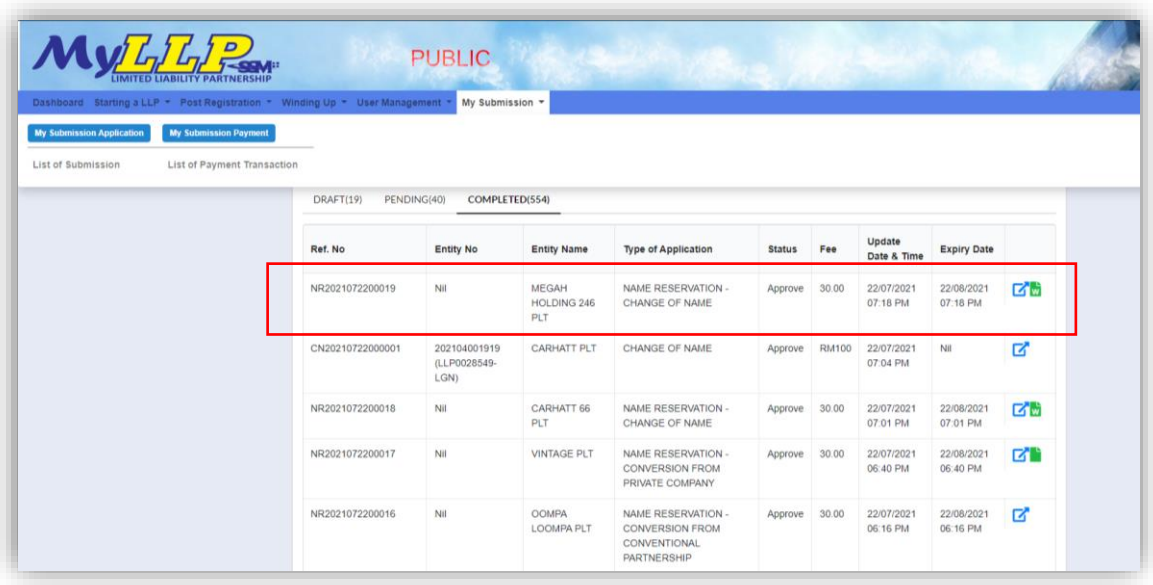
6. Select **My Submission** and choose List of Submission and click *Pending* tab to check the resubmit query status.



3.5.2.2 After Back Officer Approved Name Reservation

1. Select **My Submission** and choose List of Submission and click *Completed* tab.

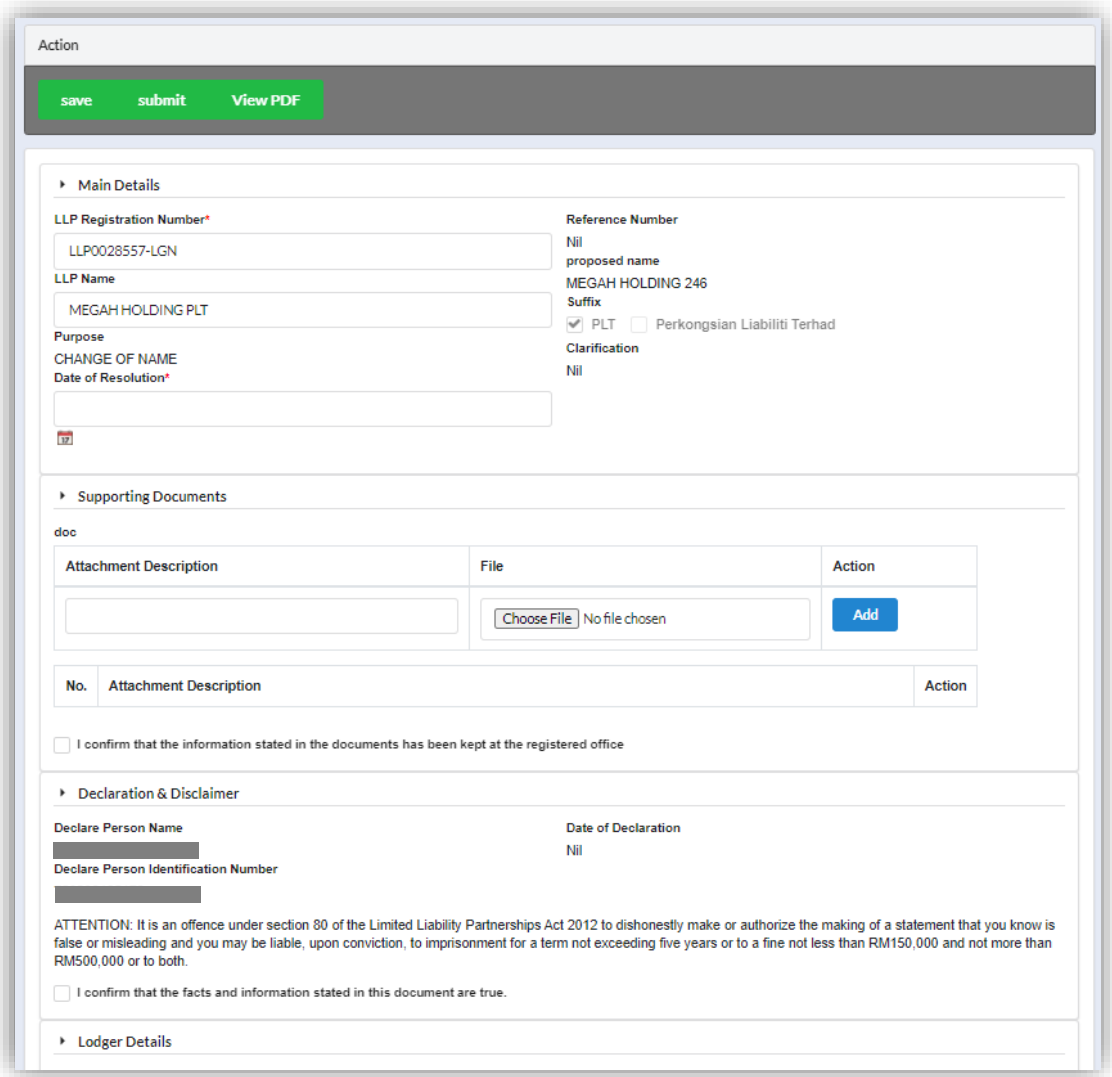
2. Choose an **Approved Name Reservation – Change of Name** application that user wants to change name then click *Change Name* button.



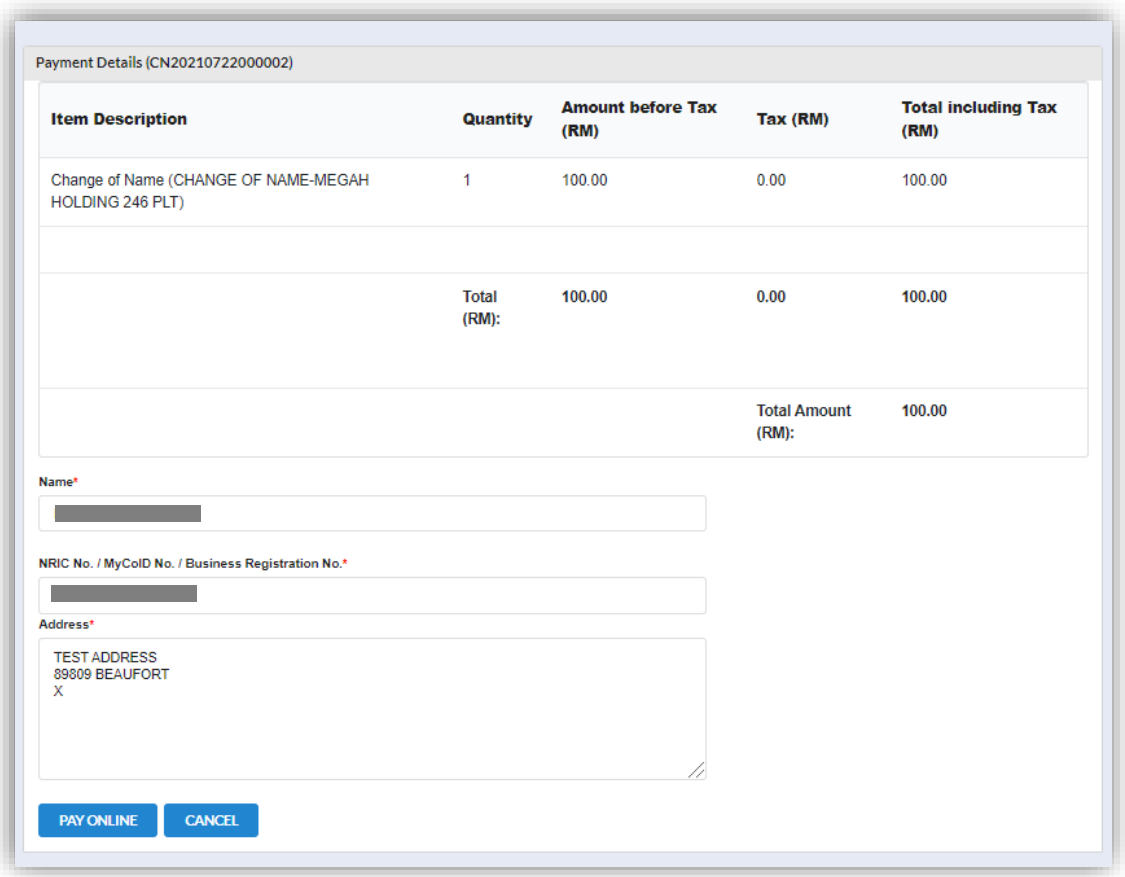
3. Enter **Date of Resolution** and click *Save* button.

4. Upload **Supporting Document**, tick checkbox for confirmation and click *Save* button.

5. Click *Submit* button to proceed.



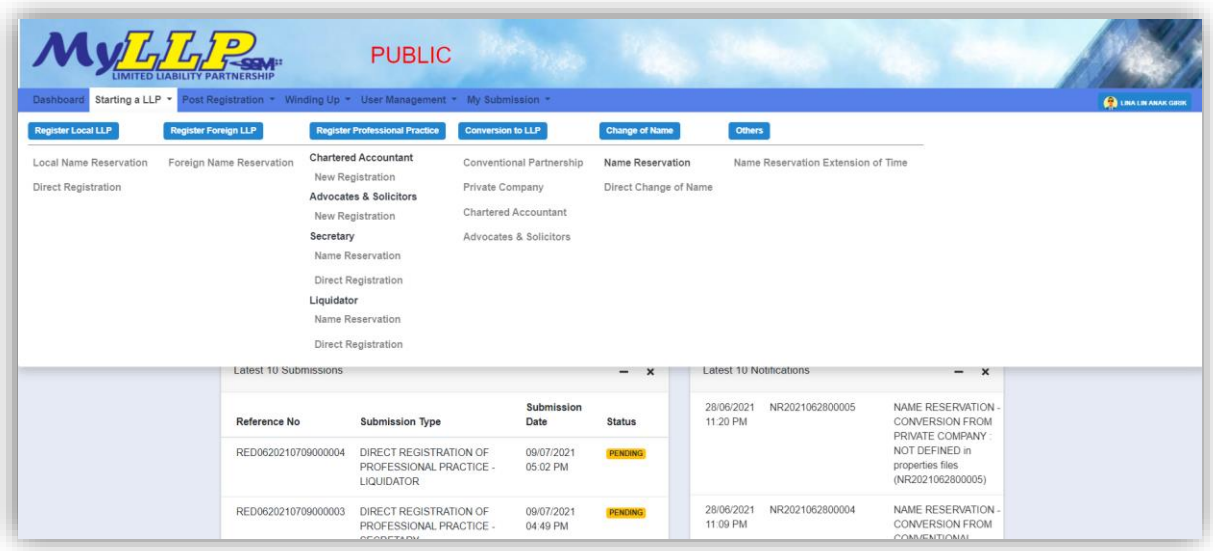
6. Click *Pay Online* Button to proceed for payment.



3.5.3 Change of Name Local Direct Registration

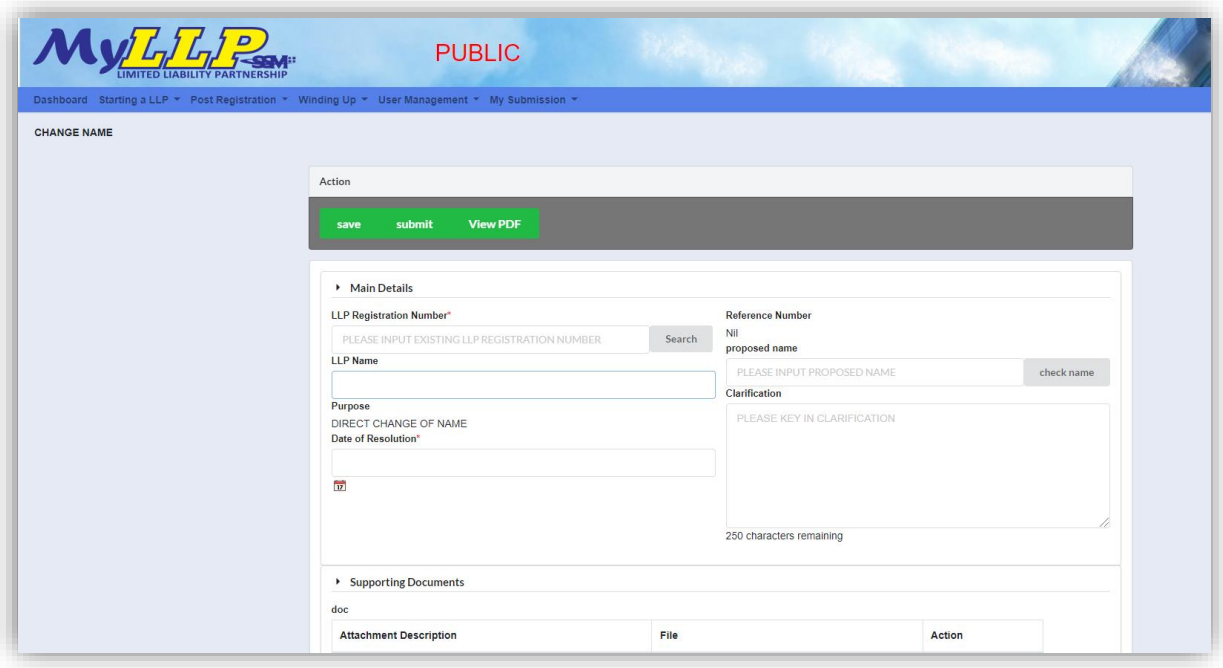
1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

2. Select **Starting a LLP** on the menu bar and click **Direct Change of Name** under Change of Name.

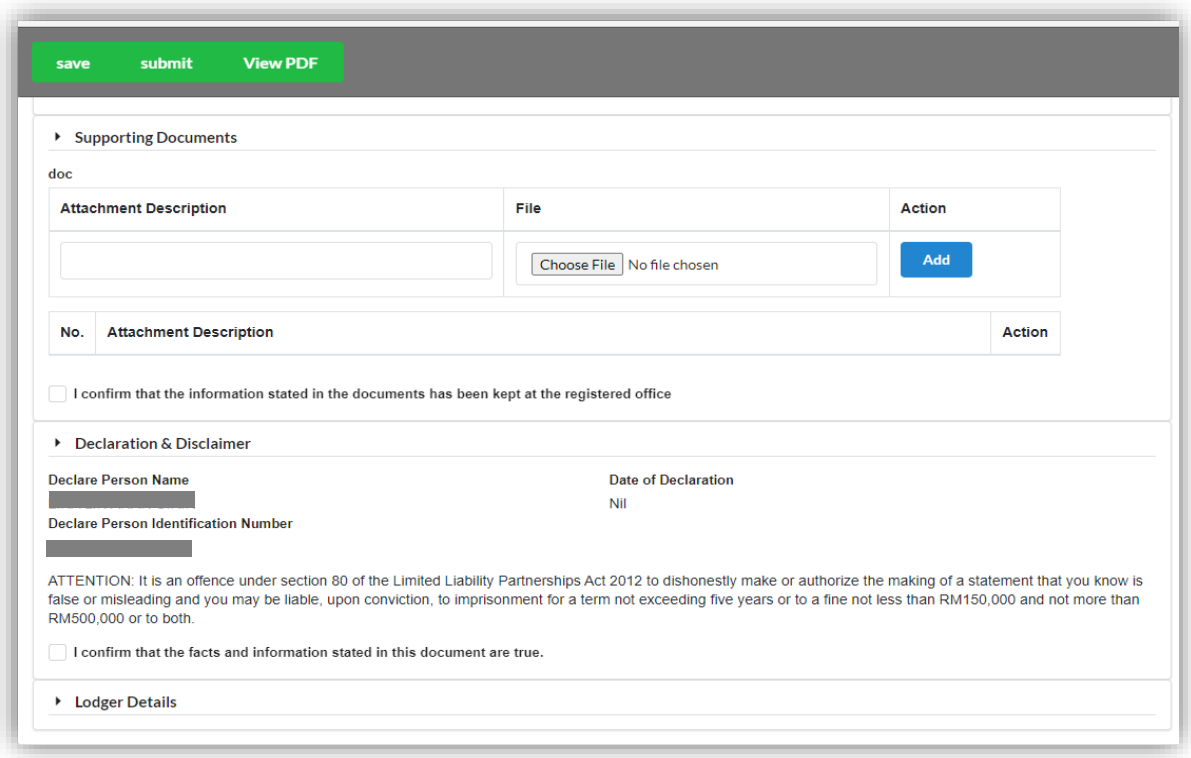


3. Search LLP by key in **LLP registration number** and click button *Search*. Message will be prompted stating "LLP Entity Found" and LLP Name will automatically populate.

4. Key in **Proposed Name**, **Clarification** and **Date of Resolution** then click *Save* button.

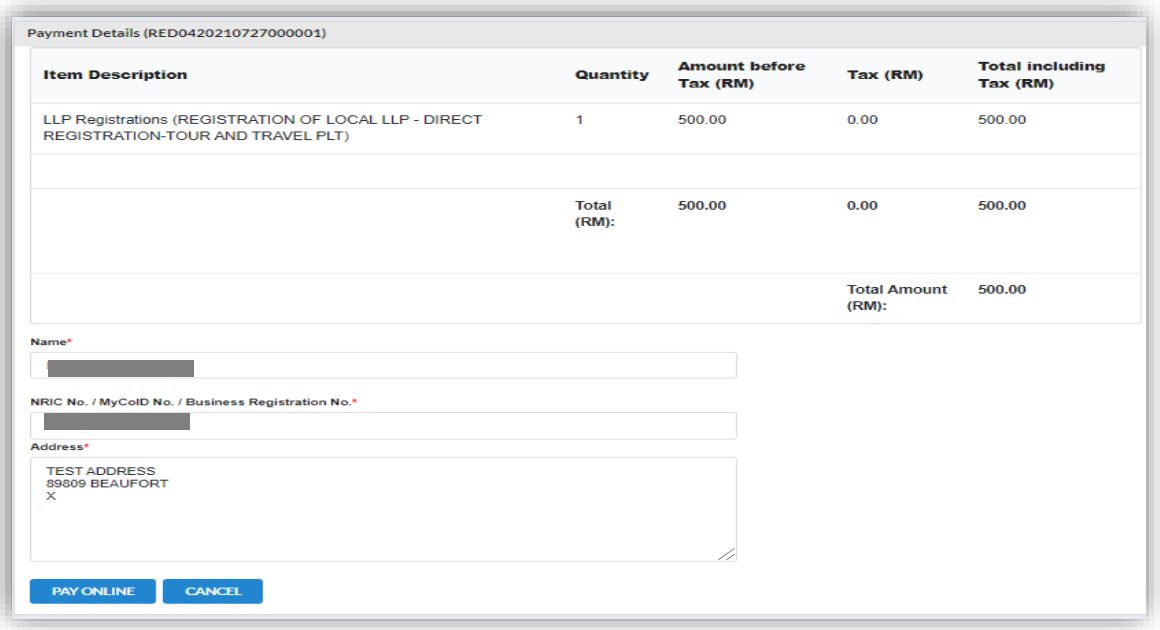


5. Key in details for **Supporting Documents** panel, upload document and tick checkbox for confirmation. Files will be uploaded after save.

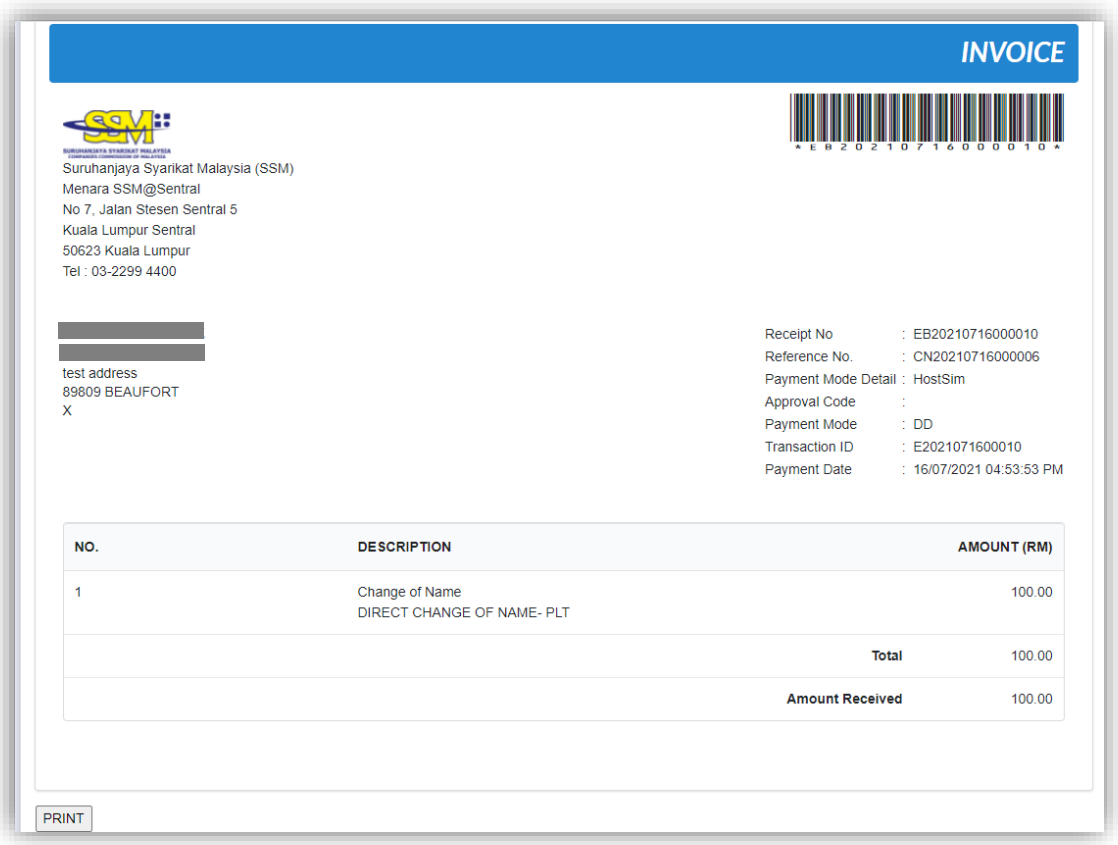


6. Click *Submit* button to proceed for payment.

7. Click *Pay online* button to make payment for application.



8. User will be received invoice after made their payment.



INVOICE

Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

[redacted]
test address
89809 BEAUFORT
X

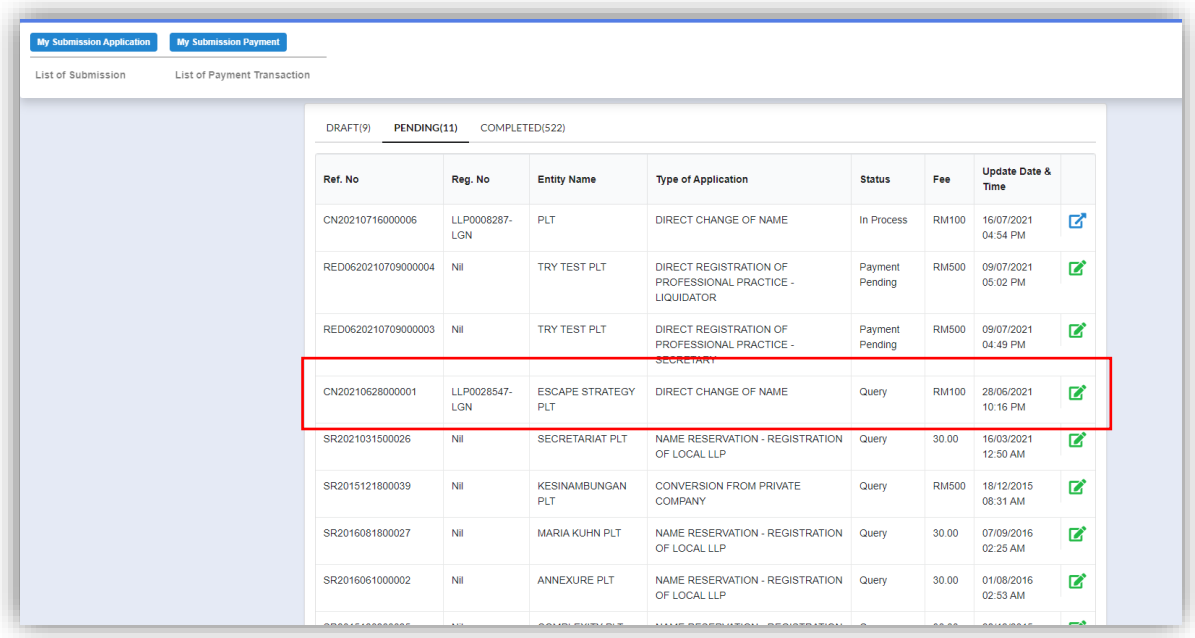
Receipt No : EB20210716000010
Reference No. : CN20210716000006
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021071600010
Payment Date : 16/07/2021 04:53:53 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	Change of Name DIRECT CHANGE OF NAME- PLT	100.00
	Total	100.00
	Amount Received	100.00

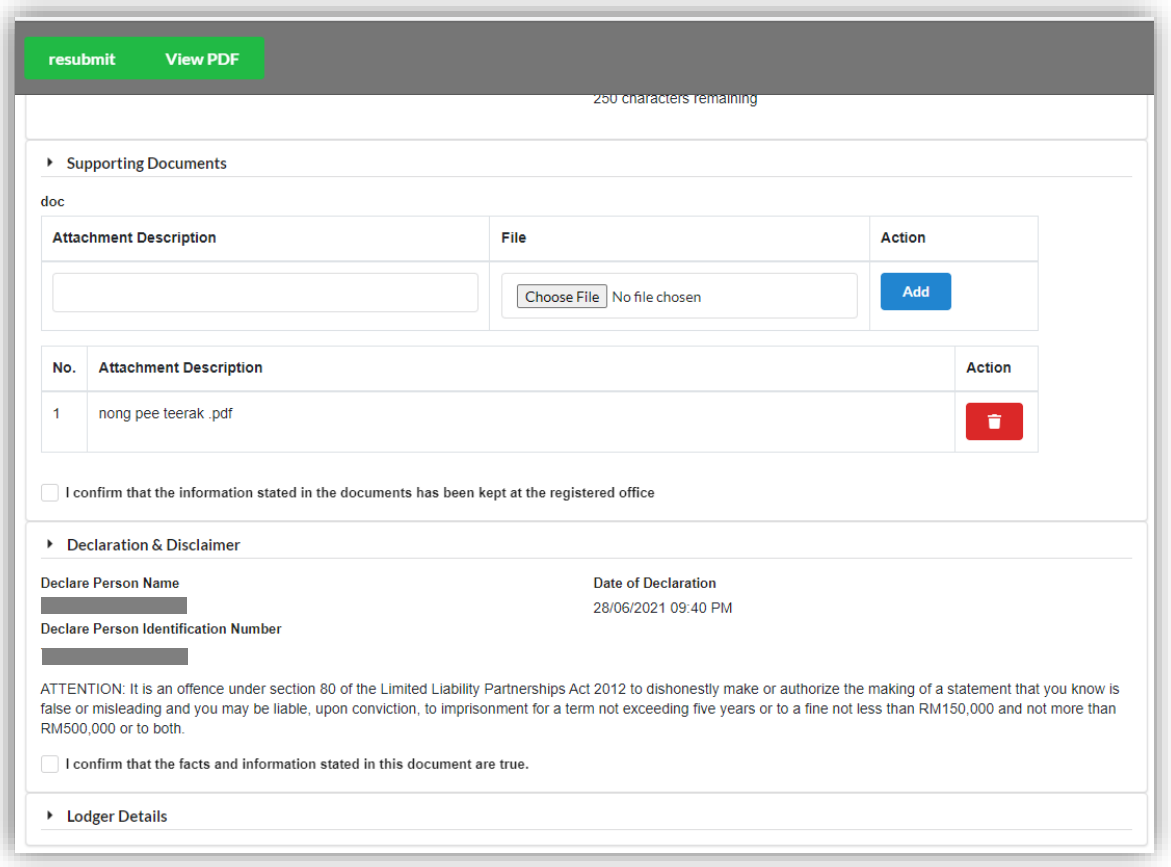
PRINT

3.5.3.1 If Back Officer Made Query on Name Reservation Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.



2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

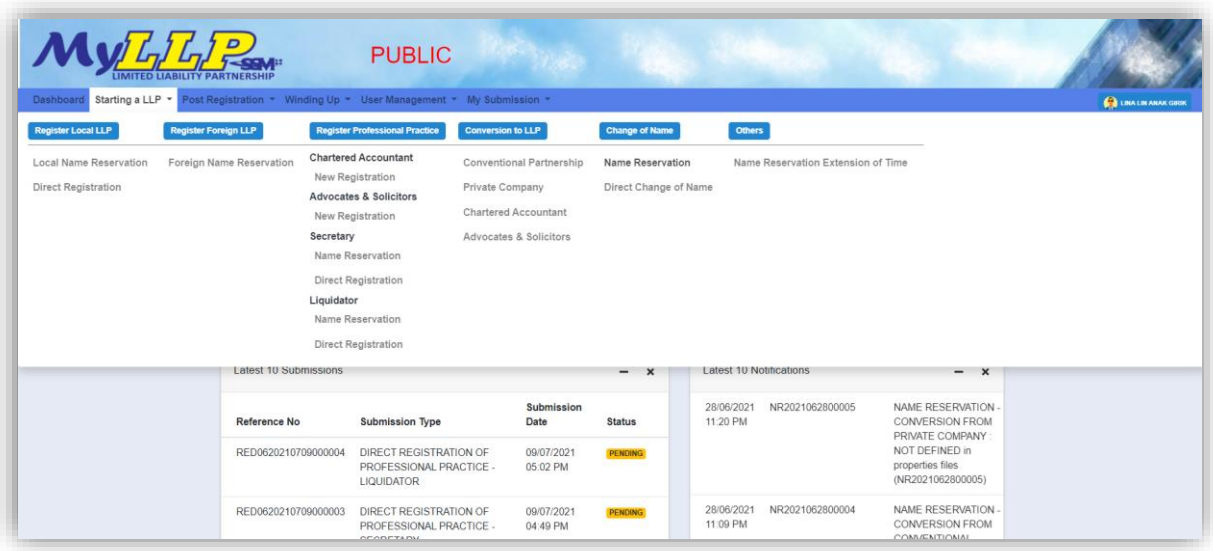


3. Status of the queried application will be changed to "Resubmit Query" and moved to Back Officer' working tray for process.

3.5.4 Change of Name Foreign Direct Registration

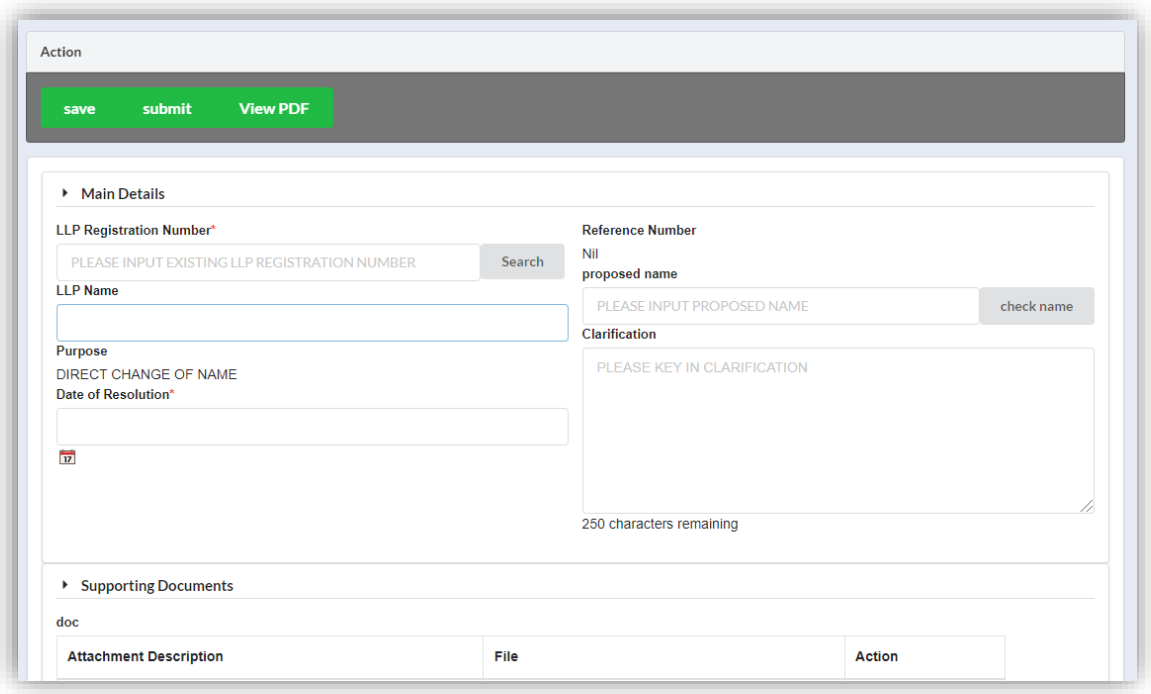
1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.

2. Select **Starting a LLP** on the menu bar and click **Direct Change of Name** under Change of Name.

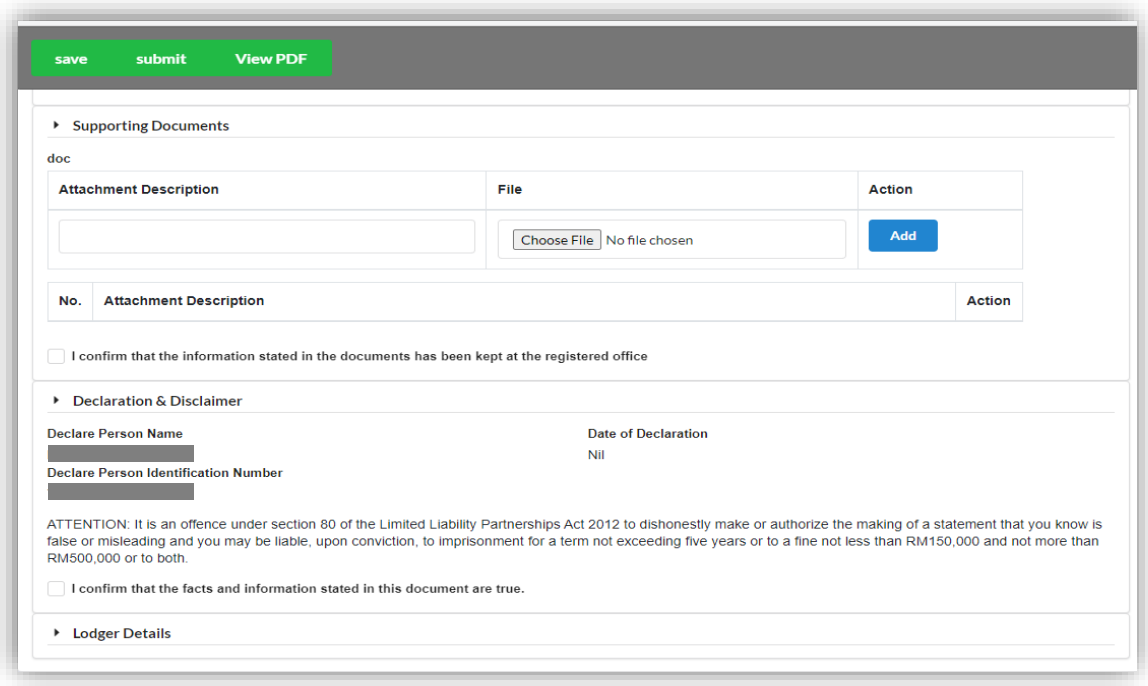


3. Search LLP by key in **LLP registration number** and click button *Search*. Message will be prompted stating "LLP Entity Found" and LLP Name will automatically populate.

4. Key in **Proposed Name**, **Clarification** and **Date of Resolution** then click *Save* button.

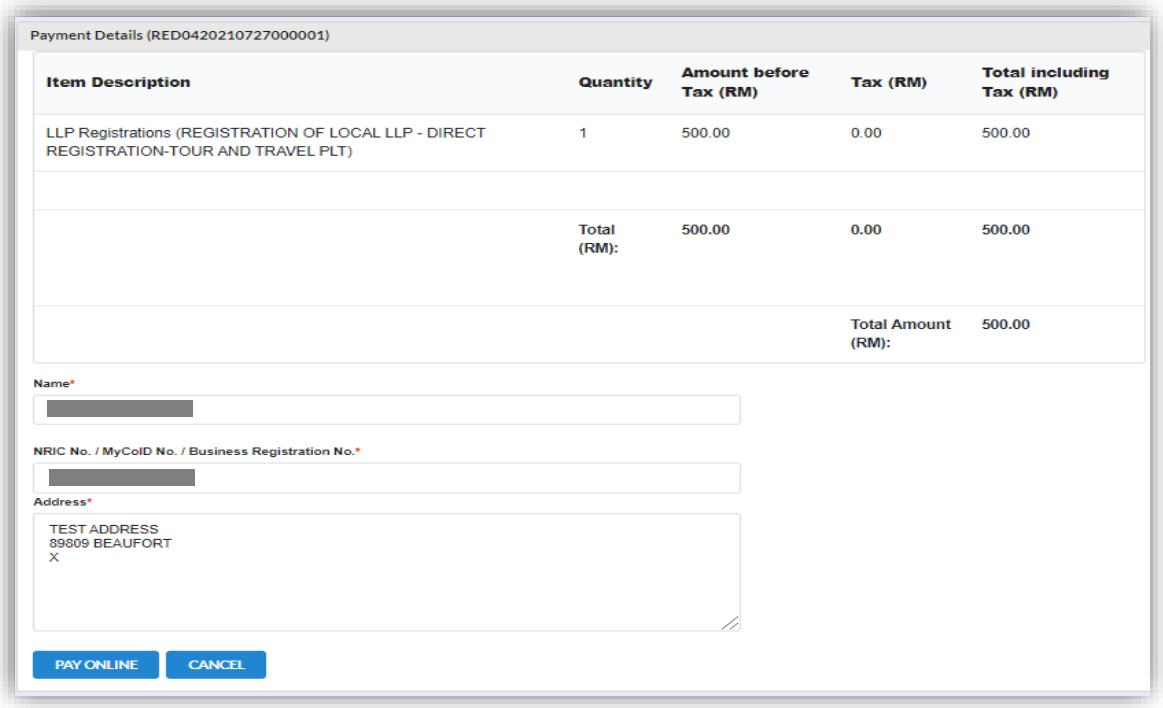


5. Key in details for **Supporting Documents** panel, upload document and tick checkbox for confirmation. Files will be uploaded after save.

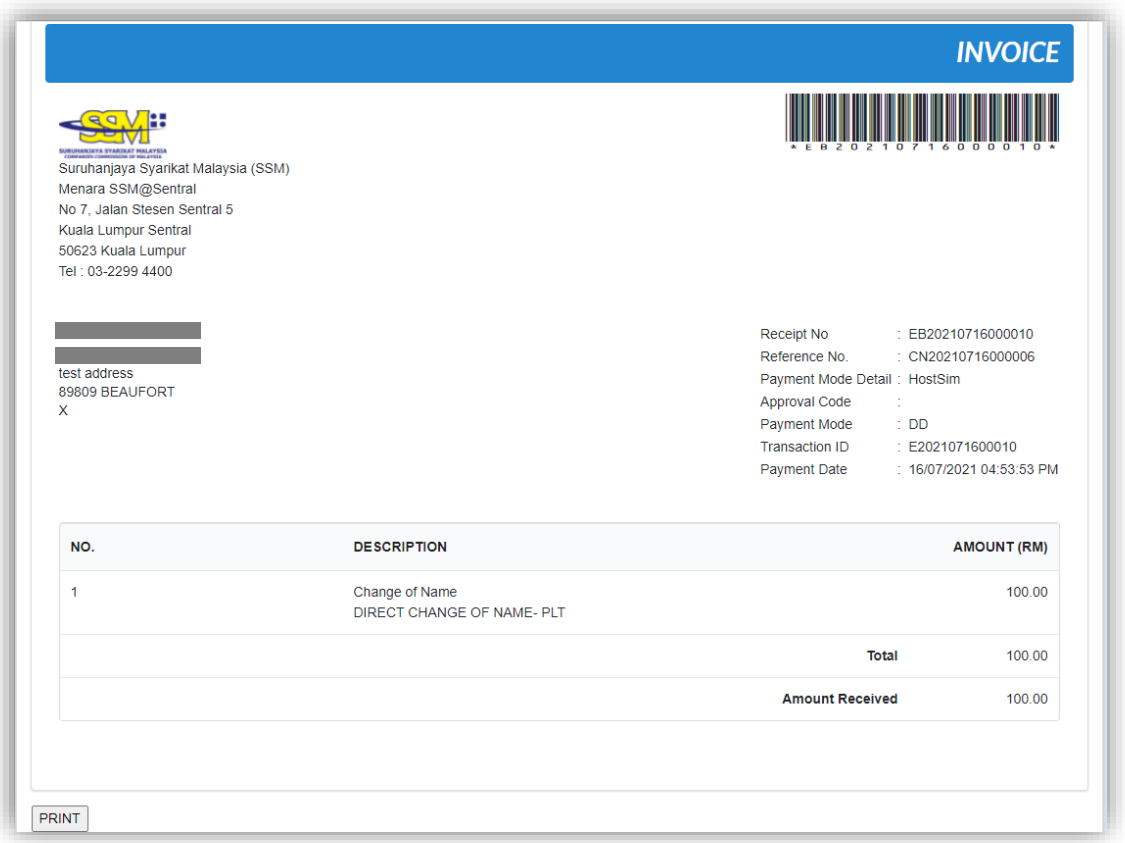


6. Click *Submit* button to proceed for payment.

7. Click *Pay online* button to make payment for application.



8. User will be received invoice after made their payment.



INVOICE

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No 7, Jalan Stesen Sentral 5
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Tel : 03-2299 4400

[redacted]
[redacted]
test address
89809 BEAUFORT
X

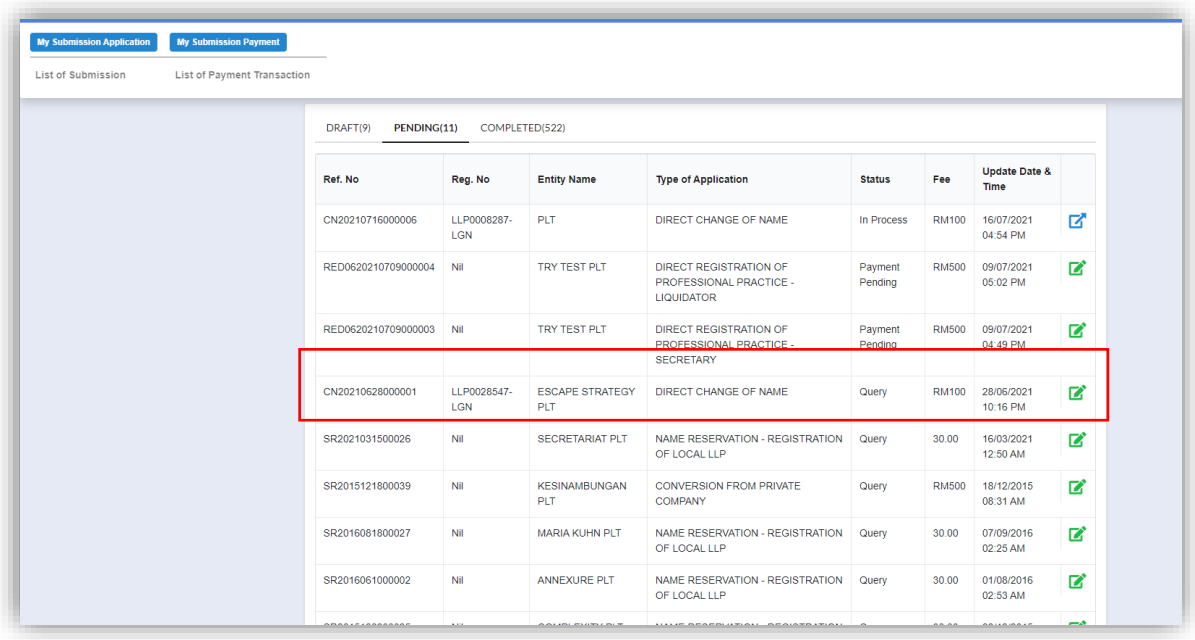
Receipt No	: EB20210716000010
Reference No.	: CN20210716000006
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E2021071600010
Payment Date	: 16/07/2021 04:53:53 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	Change of Name DIRECT CHANGE OF NAME- PLT	100.00
	Total	100.00
	Amount Received	100.00

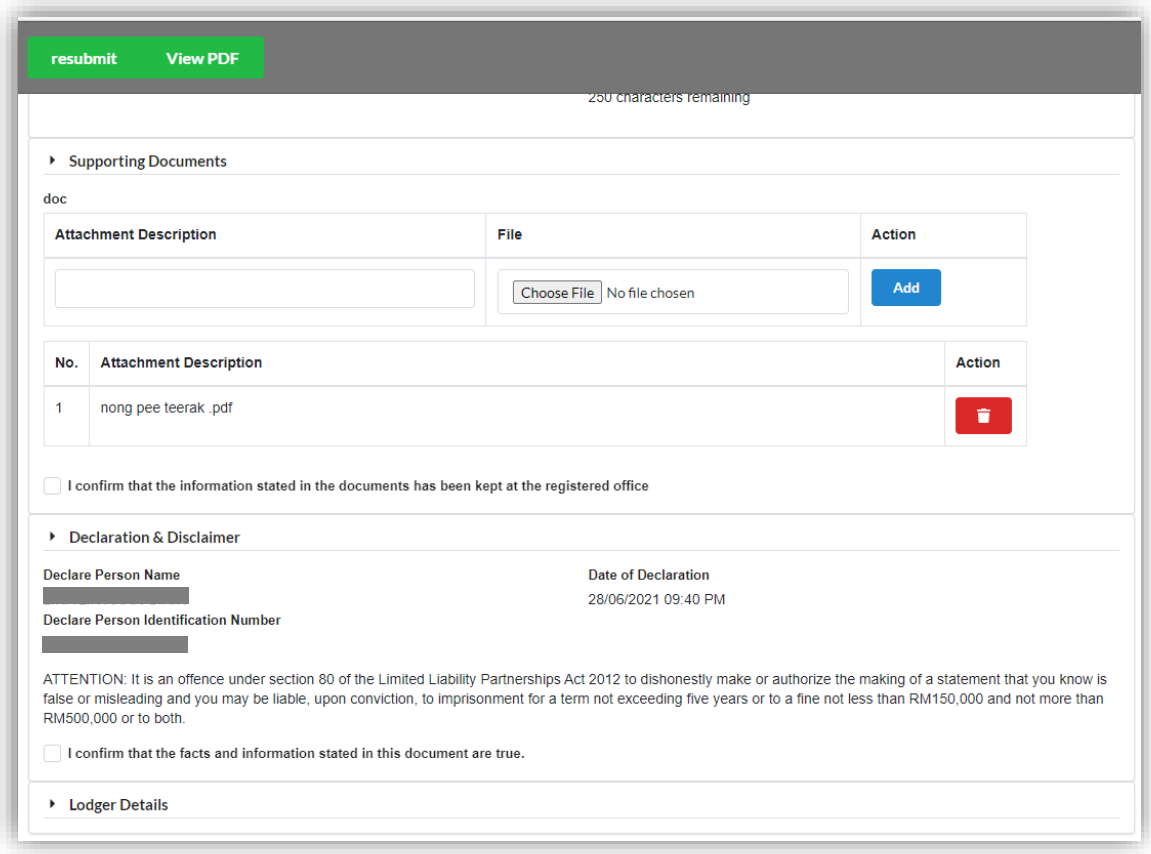
PRINT

3.5.4.1 If Back Officer Made Query on Name Reservation Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.



2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.



3. Status of the queried application will be changed to "Resubmit Query" and moved to Back Officer' working tray for process.