

# MyLLP

## User Manual

## Table of Contents

<b>1 WELCOME</b> .....	3
1.1 About MyLLP.....	3
<b>2 GETTING STARTED</b> .....	4
2.1 Login.....	4
<b>3 WINDING UP</b> .....	6
3.1 Voluntary Winding Up.....	6
3.1.1 Application for Declaration of Dissolution of LLP .....	6
3.1.2 Objection Against Declaration of Dissolution.....	16
3.1.3 Withdrawal of Application for Declaration of Dissolution of LLP .....	20
3.1.4 Notification of Completion Distribution of Assets .....	25

# 1 WELCOME

Welcome to the MyLLP User Manual for Voluntary Winding Up. 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 Voluntary Winding Up 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:

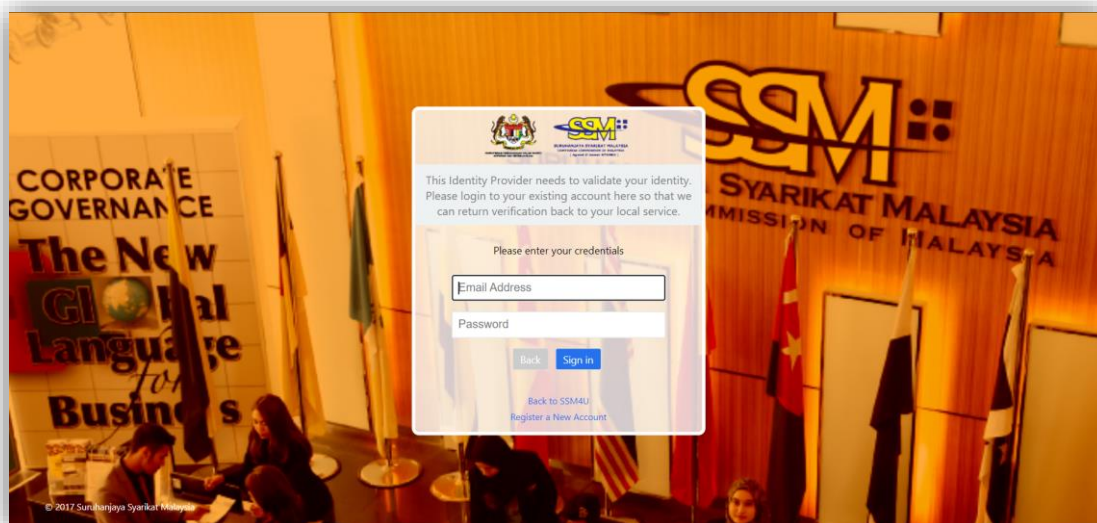
- User Registration
- Name Reservation Application
- Registration
- Change of Particular
- Annual Declaration
- Application of Change of Name
- Application for Extension of Time
- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents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

## 2 GETTING STARTED

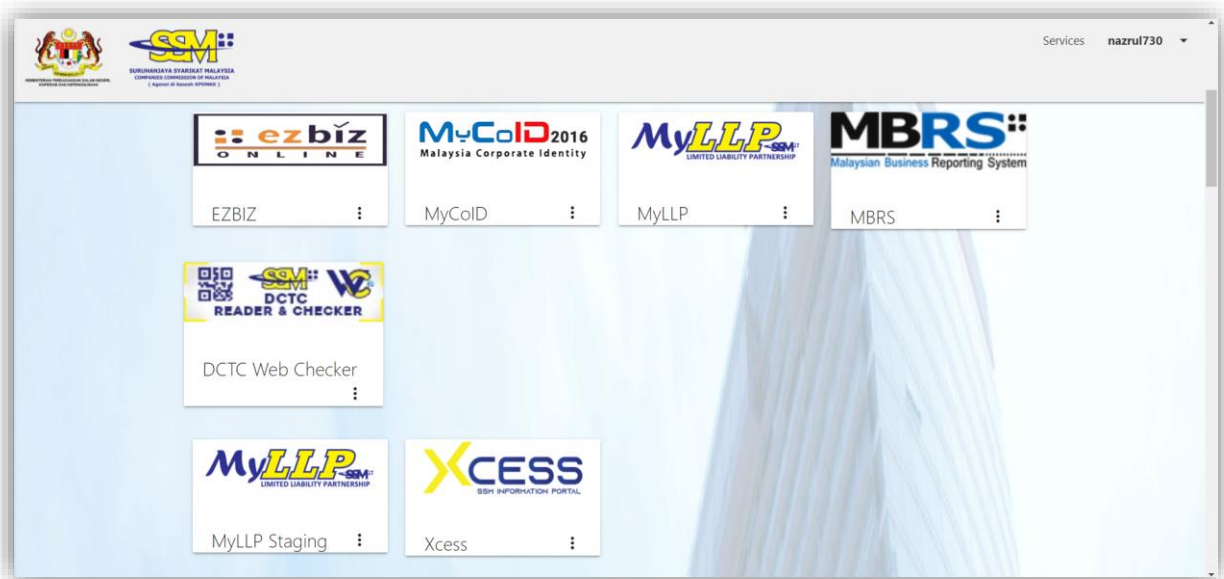
### 2.1 Login

To login with MyLLP, follow these steps:

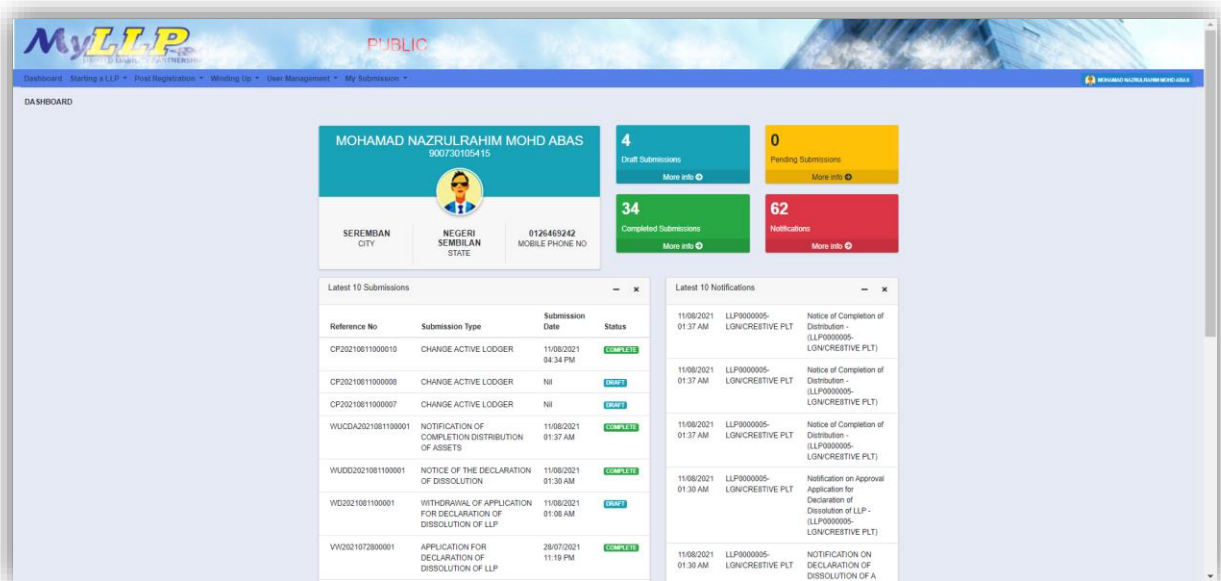
1. Open an Internet browser and navigate to the URL of <http://myllp.ssm4u.com.my/>
2. Enter User's login credentials such as Email Address and password and click **Sign In** button.



3. From SSM4U website, select **MyLLP** icon to go to MyLLP website.



4. User will be automatically signed in and dashboard page will display after page redirected to MyLLP website.

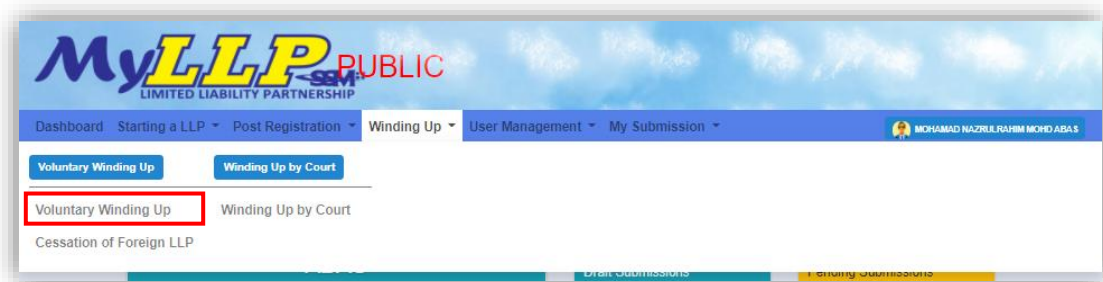


## 3 WINDING UP

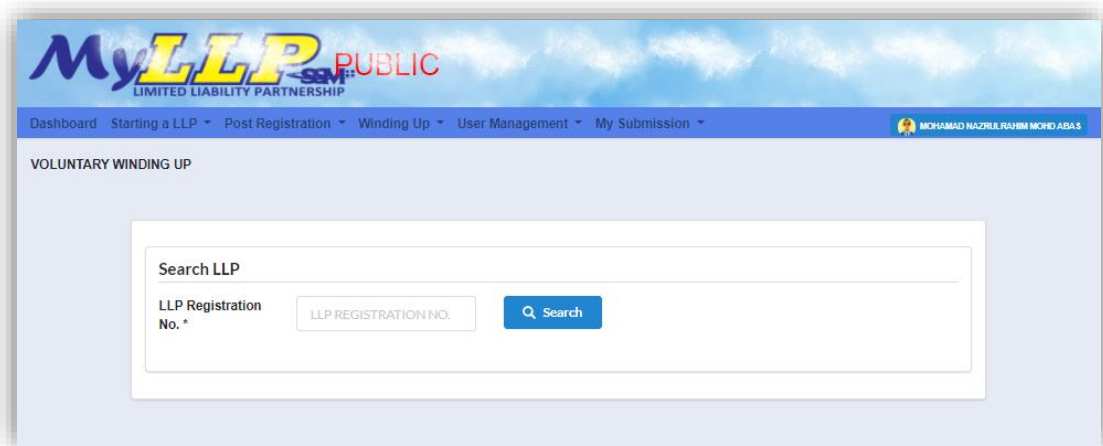
### 3.1 Voluntary Winding Up

#### 3.1.1 Application for Declaration of Dissolution of LLP

1. Click on Voluntary Winding Up under Winding Up menu.



2. Enter LLP registration no in the text field and click Search button.



- LLP information of the searched LLP will be displayed and choose submission type under Application.

The screenshot shows the MyLLP application interface. At the top, there is a navigation bar with links: Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The user's name, MOHAMAD NAZRI RAHM MOHD ABAS, is displayed in the top right corner.

The main content area is divided into several sections:

- Search LLP:** A search box for LLP Registration No. with a search button. Below it, instructions for testing purposes and buttons for "Shorten Waiting Period", "Force Dissolution App", and "Shorten Objection Resolution Due Date".
- LLP Information:** A table displaying details for the searched LLP:

Entity Name	CRE8TIVE PLT	Entity Register No.	[Redacted]
Entity Status	EXISTING	Type	LOCAL REGISTRATION
- Application:** A section with a "Submission Type" dropdown menu set to "--Please Select--" and a "Go" button. This section is highlighted with a red box.
- Application List:** A table with tabs for DISSOLUTION, OBJECTION, RESOLUTION, REVOCATION, and WITHDRAWAL. The DISSOLUTION tab is active, showing a table with columns: Reference No., Submit by, Submit Date, Latest Submission Date, Waiting Period End Date, Completion Date, and Status.

- Choose **Application for Declaration of Dissolution of LLP** and click **Go** button to proceed with submission.

This is a close-up of the "Application" section from the previous screenshot. The "Submission Type" dropdown menu is now open, showing the selected option: "APPLICATION FOR DECLARATION OF DISSOLUTION C". The "Go" button is visible to the right of the dropdown.

5. In the **Main Details** tab, user can enter details for:
  - a. Date of Notice
  - b. Newspaper National
  - c. Date of Publication
  - d. Newspaper English
  - e. Date of Publication
  - f. Latest Submission Date
  - g. Cessation Date
  - h. Company Act

User can choose company act by clicking the drop-down button.

Dashboard Starting a LLP Post Registration Winding Up User Management My Submission MOHAMAD NAZRULRAHIM MOHD ABAS

APPLICATION FOR DECLARATION OF DISSOLUTION OF LLP

Action

Cancel Next

Main Details Documents Fees

**LLP Information**

Entity Name	CRE8TIVE PLT	Entity Register No.	[REDACTED]
Entity Status	EXISTING	Type	LOCAL REGISTRATION

**Application Form**

Date of Notice	<input type="text"/>		
Newspaper National	<input type="text"/>	Date of Publication	<input type="text"/>
Newspaper English	<input type="text"/>	Date of Publication	<input type="text"/>
Latest Submission Date	<input type="text"/>	Cessation Date	<input type="text"/>
Company Act	--Please Select--		

**Lodger Information**

Name	MOHAMAD NAZRULRAHIM	Phone Number	0126469242
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6. Click Next button to proceed to next step

The screenshot shows a web application form with two sections: "Application Form" and "Lodger Information". At the top and bottom of the form are navigation bars, each containing a red "Cancel" button and a blue "Next" button. The "Next" buttons are highlighted with red boxes. The "Application Form" section contains several input fields: "Date of Notice" (21-Jul-2021), "Newspaper National" (BH), "Date of Publication" (17-Jul-2021), "Newspaper English" (NST), "Date of Publication" (17-Jul-2021), "Latest Submission Date" (28-Jul-2021), "Cessation Date" (31-May-2021), and "Company Act" (LLP ACT 2012). The "Lodger Information" section contains fields for "Name", "Phone Number", and "E-mail", all of which are redacted with grey bars.

Application Form			
Date of Notice	21-Jul-2021		
Newspaper National	BH	Date of Publication	17-Jul-2021
Newspaper English	NST	Date of Publication	17-Jul-2021
Latest Submission Date	28-Jul-2021	Cessation Date	31-May-2021
Company Act	LLP ACT 2012		

Lodger Information	
Name	[REDACTED]
Phone Number	[REDACTED]
E-mail	[REDACTED]

7. User need to upload supporting document as it is mandatory and click Next button to proceed to next step.

Entity Name CRESTIVE PLT Entity Register No. [REDACTED]  
Entity Status EXISTING Type LOCAL REGISTRATION

**Attachment**

Attachment Description	Required	File
STATUTORY DECLARATION SECTION 50(3)	YES	<input type="button" value="Choose File"/> No file chosen
COPY OF THE NOTICE FOR DECLARATION OF DISSOLUTION SECTION 50(4) ACT 2012	YES	<input type="button" value="Choose File"/> No file chosen
NEWSPAPER ADVERTISEMENT NATIONAL	YES	<input type="button" value="Choose File"/> No file chosen
NEWSPAPER ADVERTISEMENT ENGLISH	YES	<input type="button" value="Choose File"/> No file chosen
NOTICE FROM THE INLAND REVENUE BOARD OF MALAYSIA	YES	<input type="button" value="Choose File"/> No file chosen

**Lodger Information**

Name [REDACTED] Phone Number [REDACTED]  
E-mail [REDACTED]

8. In fees tab, details of the fee and the amount will be display.

Action

Cancel Previous

Main Details Documents **Fees**

**LLP Information**

Entity Name	CRE8TIVE PLT	Entity Register No.	[REDACTED]
Entity Status	EXISTING	Type	LOCAL REGISTRATION

**Payment**

Description	Total Cost(RM)
LLP ACT 2012	100.00
Total	100.00

9. After checking the fees, user must tick the declaration checkbox then click **Pay and Submit** button to proceed for payment. **Pay and submit** button is disabled if the checkbox is unticked.

**Declaration**

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

Pay and Submit

10. Payment details will be displayed. Click **Pay Online** button to proceed with payment.

Payment Details (VW2021072800001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
(APPLICATION FOR DECLARATION OF DISSOLUTION OF LLP)	1	100.00	0.00	100.00
	Total (RM):	100.00	0.00	100.00
			Total Amount (RM):	100.00

Name\*

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


Address\*

70400 SEREMBAN  
N


**PAY ONLINE** CANCEL

11. After payment has been made, an invoice will display. User may click **Print** button to print the invoice for reference. Receipt no is the payment receipt, reference no is the submission reference number and transaction ID is the payment transaction number.

INVOICE



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



A E B 2 0 2 1 0 7 2 8 0 0 0 1 1 A

70400 SEREMBAN  
N

Receipt No : EB20210728000011

Reference No. : VW2021072800001

Payment Mode Detail : HostSim

Approval Code :

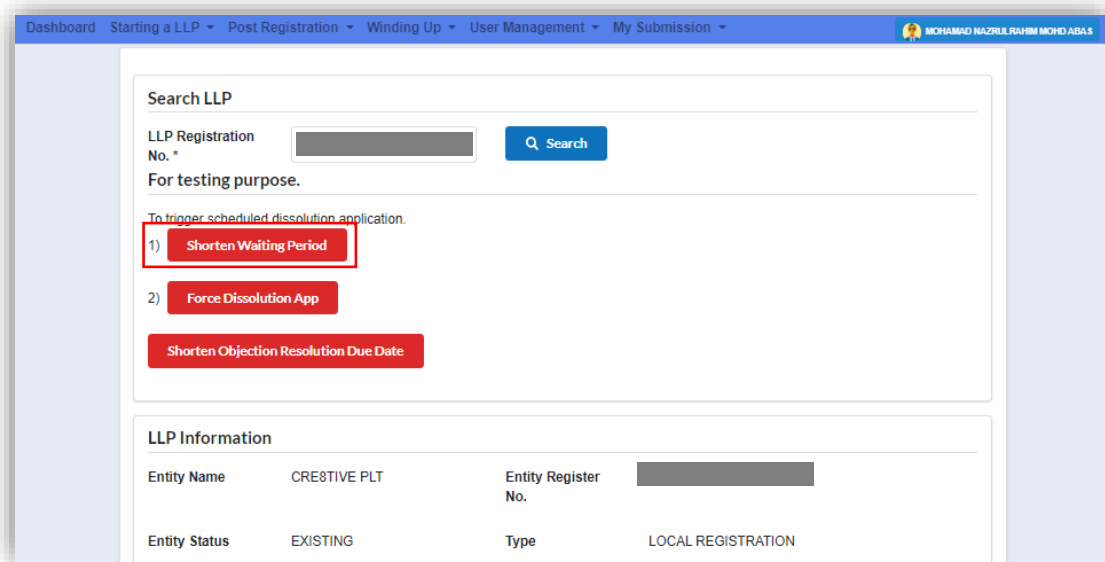
Payment Mode : DD

Transaction ID : E2021072800011

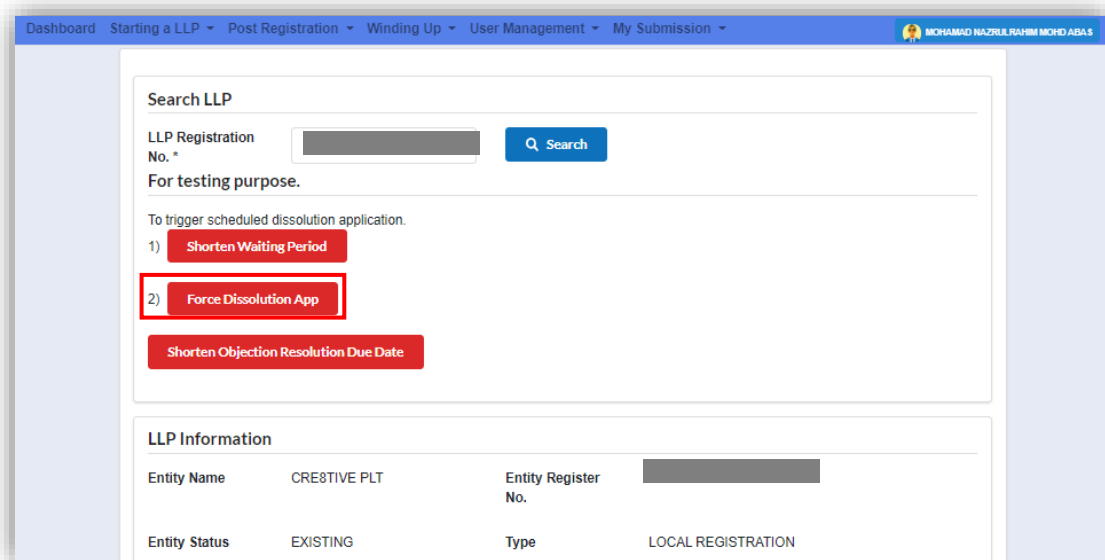
Payment Date : 28/07/2021 11:22:10 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	APPLICATION FOR DECLARATION OF DISSOLUTION OF LLP	100.00
<b>Total</b>		100.00
<b>Amount Received</b>		100.00

12. To trigger scheduled dissolution application, User need to search again the LLP as shown in step no 1 – 3. If user want to shorten the waiting period, user can click **Shorten Waiting Period** button.



13. If user want to force dissolution of the application, user can click **Force Dissolution App** button after shortening the waiting period time.



Once user clicked **Force Dissolution App** button, status of the entity will change from “Existing” to “Dissolved” as shown in figure below.

The screenshot displays a web interface for searching and managing Limited Liability Partnerships (LLPs). At the top, there is a search bar labeled "Search LLP" with a text input field for "LLP Registration No. \*" and a blue "Search" button. Below the search bar, a section titled "For testing purpose." contains instructions: "To trigger scheduled dissolution application." followed by a numbered list of actions: "1) Shorten Waiting Period", "2) Force Dissolution App", and "Shorten Objection Resolution Due Date". Each action is represented by a red button. The "Force Dissolution App" button is highlighted with a yellow border. Below this section is the "LLP Information" section, which displays details for the entity "CREATIVE PLT". The "Entity Status" is shown as "DISSOLVED" and is also highlighted with a yellow border. Other details include "Entity Register No." (redacted), "Type" as "LOCAL REGISTRATION", and "Entity Name" as "CREATIVE PLT".

LLP Information			
Entity Name	CREATIVE PLT	Entity Register No.	[REDACTED]
Entity Status	DISSOLVED	Type	LOCAL REGISTRATION

### 3.1.2 Objection Against Declaration of Dissolution

1. To make an objection against declaration of a dissolution, user need to click on Voluntary Winding Up under Winding Up menu.



2. Enter LLP registration no in the text field and click Search button.





3. LLP information of the searched LLP will be displayed and choose type of the submission under Application by clicking the dropdown button.

The screenshot shows the MyLLP application interface. At the top, there is a navigation bar with links: Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The user's name, MOHAMAD NAZRI RAHIM MOHD ABAS, is displayed in the top right corner.

The main content area is divided into several sections:

- Search LLP:** A search box for LLP Registration No. with a search button. Below it, there are instructions: "For testing purpose. To trigger scheduled dissolution application." and three red buttons: "Shorten Waiting Period", "Force Dissolution App", and "Shorten Objection Resolution Due Date".
- LLP Information:** A table displaying details for the searched LLP:

Entity Name	CRESTIVE PLT	Entity Register No.	[Redacted]
Entity Status	EXISTING	Type	LOCAL REGISTRATION
- Application:** A section with a dropdown menu for "Submission Type" (currently set to "--Please Select--") and a green "Go" button with a right arrow. This section is highlighted with a red box.
- Application List:** A table with tabs for DISSOLUTION, OBJECTION, RESOLUTION, REVOCATION, and WITHDRAWAL. The DISSOLUTION tab is selected. The table has columns: Reference No., Submit by, Submit Date, Latest Submission Date, Waiting Period End Date, Completion Date, and Status.

4. Choose **Objection against Declaration of Dissolution** and click Go button to proceed with submission.

This is a close-up screenshot of the "Application" section. The "Submission Type" dropdown menu is now set to "OBJECTION AGAINST DECLARATION OF DISSOLUTIO". The green "Go" button with a right arrow is highlighted with a red box.

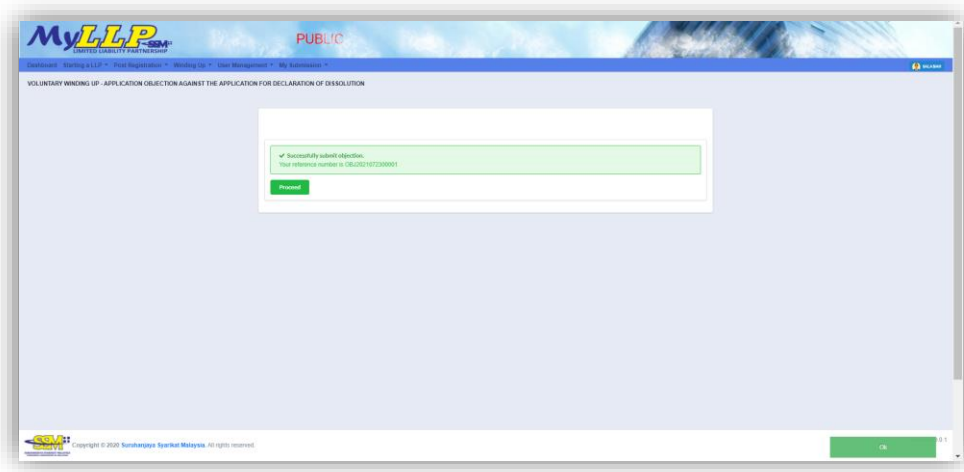
5. Details such as LLP Information, Application details and attachment will display for User to check.

VOLUNTARY WINDING UP - APPLICATION OBJECTION AGAINST THE APPLICATION FOR DECLARATION OF DISSOLUTION			
<b>LLP INFORMATION</b>			
Entity Name	HOLSTEON GROUP PVT	Entity Register No.	LLP0000033.COM
Entity Status	EXISTING	Type	LOCAL REGISTRATION
<b>APPLICATION FOR DECLARATION OF DISSOLUTION DETAIL</b>			
Application Reference No.	W0021012/200001		
Date of Notice	15/07/2021		
Newspaper National	EN	Date of Publication	15/07/2021
Newspaper English	NET	Date of Publication	15/07/2021
<b>Attachment</b>			
Attachment Description	Required	File	
STATUTORY DECLARATION SECTION 50(1)			<input type="button" value="Upload"/>
COPY OF THE NOTICE FOR DECLARATION OF DISSOLUTION SECTION 50(4) ACT 2012			<input type="button" value="Upload"/>
NEWSPAPER ADVERTISEMENT NATIONAL			<input type="button" value="Upload"/>
NEWSPAPER ADVERTISEMENT ENGLISH			<input type="button" value="Upload"/>
NOTICE FROM THE INLAND REVENUE BOARD OF MALAYSIA			<input type="button" value="Upload"/>

Fill the reason for objection against the application for declaration of dissolution and click **Upload** button to attach supporting document along with the submission. After filling up the reason and upload the supporting document, User need to click **Submit** button to make the submission.

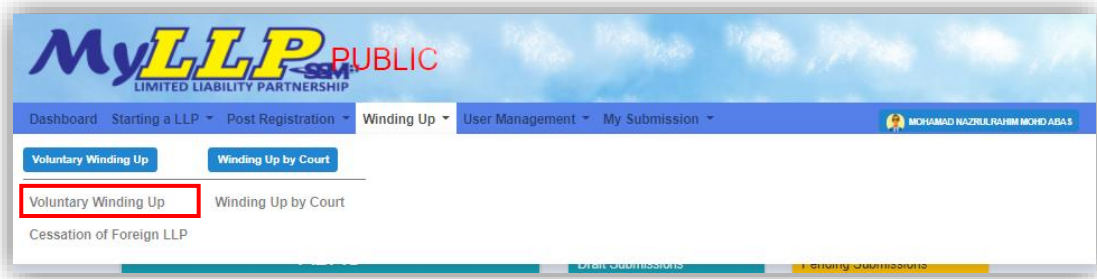
OBJECTION AGAINST THE APPLICATION FOR DECLARATION OF DISSOLUTION		
Reason	<input type="text"/>	
Attachment Description	Required	File
SUPPORTING DOCUMENT	YES	<input type="button" value="Choose File"/>
<input type="button" value="Submit"/>		
<b>LODGER INFORMATION</b>		

6. After submission has been made, notification will be displayed that the objection has been successfully submitted. Submission reference number also will be displayed.

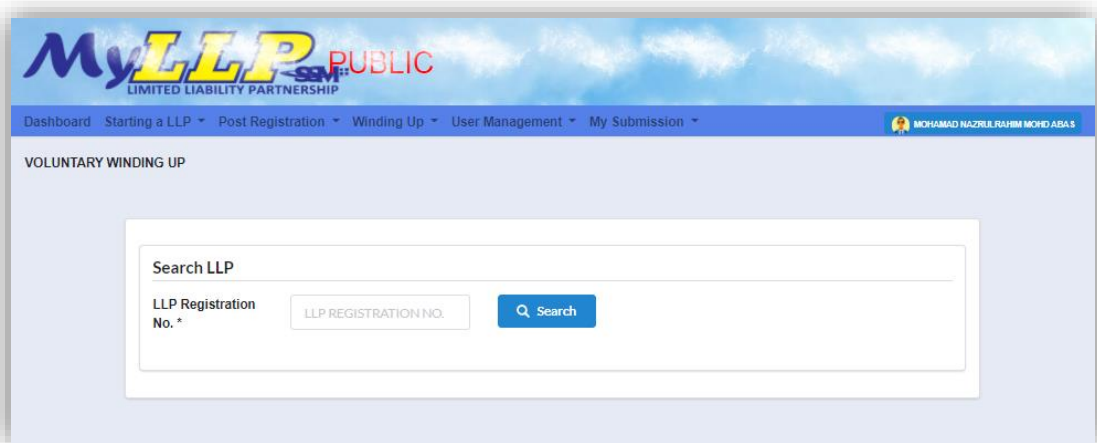


### 3.1.3 Withdrawal of Application for Declaration of Dissolution of LLP

1. To make a withdrawal for application for declaration of a dissolution of LLP, user need to click on Voluntary Winding Up under Winding Up menu.



2. Enter LLP registration no in the text field and click **Search** button.



3. LLP information of the searched LLP will be displayed and choose type of the submission under Application by clicking the dropdown button.

The screenshot shows the MyLLP application interface. At the top, there is a navigation bar with links: Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The user's name, MOHAMAD NAZRULRAHIM MOHD ABAS, is displayed in the top right corner.

The main content area is divided into several sections:

- Search LLP:** Contains a search box for "LLP Registration No. \*" and a "Search" button. Below this, there are instructions: "For testing purpose. To trigger scheduled dissolution application." and three red buttons: "Shorten Waiting Period", "Force Dissolution App", and "Shorten Objection Resolution Due Date".
- LLP Information:** A table displaying details for the searched LLP:

Entity Name	CRE8TIVE PLT	Entity Register No.	[Redacted]
Entity Status	EXISTING	Type	LOCAL REGISTRATION
- Application:** Contains a "Submission Type" dropdown menu with "--Please Select--" and a "Go" button. This section is highlighted with a red box.
- Application List:** A table with tabs for DISSOLUTION, OBJECTION, RESOLUTION, REVOCATION, and WITHDRAWAL. Below the tabs is a table with columns: Reference No., Submit by, Submit Date, Latest Submission Date, Waiting Period End Date, Completion Date, and Status.

4. Choose **Withdrawal of Application for Declaration of Dissolution of LLP** and click **Go** button to proceed with submission.

This is a close-up view of the "Application" section. The "Submission Type" dropdown menu is open, showing the selected option: "WITHDRAWAL OF APPLICATION FOR DECLARATION C". The "Go" button is highlighted with a red box.

5. Details such as LLP Information, Application details and attachment will display for User to check.

#### LLP Information

Entity Name	CRESTIVE PLT	Entity Register No.	[REDACTED]
Entity Status	EXISTING	Type	LOCAL REGISTRATION

#### Application Detail

Application Reference No.	VW2021080900001		
Date of Notice	26/07/2021		
Newspaper National	BH	Date of Publication	02/08/2021
Newspaper English	NST	Date of Publication	02/08/2021

#### Attachment

Show  entries Search:

Attachment Description	File
COPY OF THE NOTICE FOR DECLARATION OF DISSOLUTION SECTION 50(4) ACT 2012	<input type="button" value="Upload"/>
NEWSPAPER ADVERTISEMENT ENGLISH	<input type="button" value="Upload"/>
NEWSPAPER ADVERTISEMENT NATIONAL	<input type="button" value="Upload"/>
NOTICE FROM THE INLAND REVENUE BOARD OF MALAYSIA	<input type="button" value="Upload"/>
STATUTORY DECLARATION SECTION 50(3)	<input type="button" value="Upload"/>

Showing 1 to 5 of 5 entries Previous  Next

Fill the reason for Withdrawal and click **Upload** button to attach supporting document as it is required. After filling up the reason and upload the supporting document, User need to click **Submit** button to make the submission.

#### Withdrawal

Reason

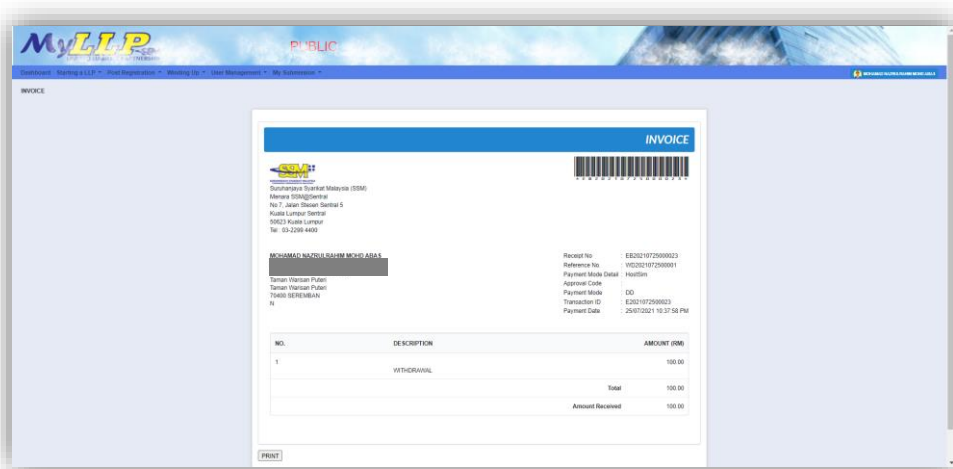
Attachment Description	Required	File
SUPPORTING DOCUMENT	YES	<input type="button" value="Choose File"/> No file chosen

#### Lodger Information

Name	[REDACTED]	Phone Number	[REDACTED]
E-mail	[REDACTED]		



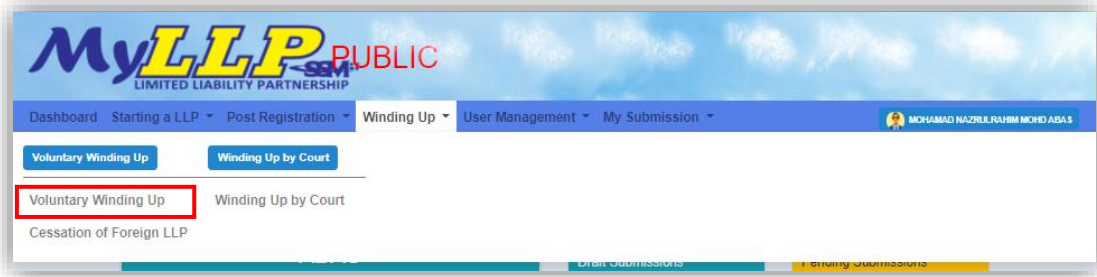
Once payment has been made, payment invoice will display. User can click **Print** button to print the invoice.



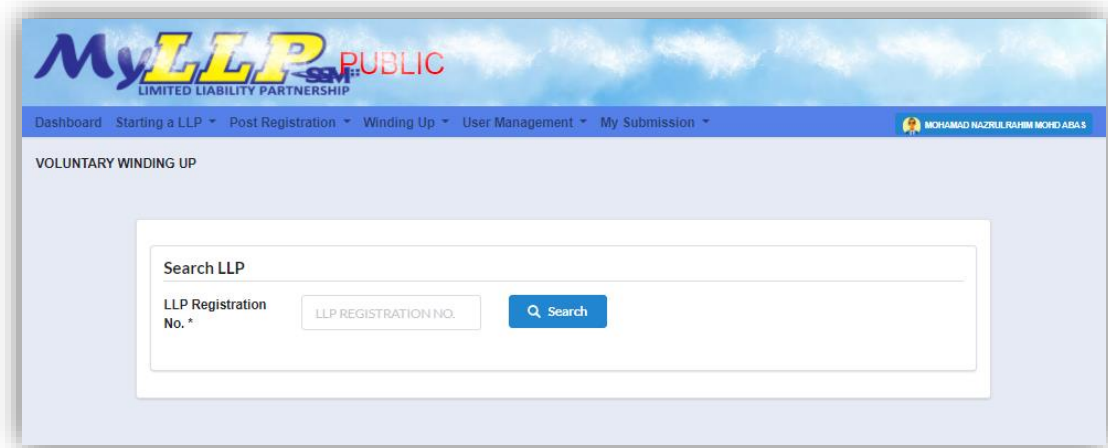


### 3.1.4 Notification of Completion Distribution of Assets

1. To make a withdrawal for application for declaration of a dissolution of LLP, user need to click on Voluntary Winding Up under Winding Up menu.



2. Enter LLP registration no in the text field and click **Search** button.



3. LLP information of the searched LLP will be displayed and choose type of the submission under Application by clicking the dropdown button.

The screenshot shows the MyLLP application interface. At the top, there is a navigation bar with links: Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The user's name, MOHAMAD NAZRUL RAHM MOHD ABAS, is displayed in the top right corner.

The main content area is divided into several sections:

- Search LLP:** Contains a search box for "LLP Registration No. \*" and a "Search" button. Below this, there are instructions: "For testing purpose. To trigger scheduled dissolution application." and three red buttons: "Shorten Waiting Period", "Force Dissolution App", and "Shorten Objection Resolution Due Date".
- LLP Information:** Displays details for the searched LLP. It shows "Entity Name: CRE8TIVE PLT", "Entity Register No." (redacted), "Entity Status: EXISTING", and "Type: LOCAL REGISTRATION".
- Application:** Contains a "Submission Type" dropdown menu with "--Please Select--" and a "Go" button. This section is highlighted with a red box.
- Application List:** Features a table with columns: Reference No., Submit by, Submit Date, Latest Submission Date, Waiting Period End Date, Completion Date, and Status. Above the table are tabs for "DISSOLUTION", "OBJECTION", "RESOLUTION", "REVOCACTION", and "WITHDRAWAL".

4. Choose **Notification of Completion Distribution of Assets** and click Go button to proceed with submission.

This is a close-up view of the "Application" section. It shows the "Submission Type" dropdown menu with the selected option "NOTIFICATION OF COMPLETION DISTRIBUTION OF AS" and a "Go" button.

5. Details such as LLP Information, Application details and attachments are displayed for User to check.

### LLP Information

Entity Name	CRE8TIVE PLT	Entity Register No.	[REDACTED]
Entity Status	VOLUNTARY WINDING UP	Type	LOCAL REGISTRATION






### Application Detail

Application Reference No.	VW2021072800001		
Date of Notice	21/07/2021		
Newspaper National	BH	Date of Publication	17/07/2021
Newspaper English	NST	Date of Publication	17/07/2021
Latest Submission Date	28/07/2021	Waiting Period End Date	10/08/2021

### Attachment

Show  entries Search:

Attachment Description	File
COPY OF THE NOTICE FOR DECLARATION OF DISSOLUTION SECTION 50(4) ACT 2012	
NEWSPAPER ADVERTISEMENT ENGLISH	
NEWSPAPER ADVERTISEMENT NATIONAL	
NOTICE FROM THE INLAND REVENUE BOARD OF MALAYSIA	
STATUTORY DECLARATION SECTION 50(3)	

Any objection also will be listed under Objection List section.

### Objection List

Reference No.	Entity Registration No	Application Type	Submit by	Submit Date	Status
---------------	------------------------	------------------	-----------	-------------	--------

User will need to insert date of completion and click **Submit** button to submit.

Notice of Completion of Distribution of Assets

Date of Completion

Lodger Information

Name  Phone Number 0126469242

E-mail

Back **Submit**

6. Notification of successfully submitted submission will be displayed to user.

✓ Successfully submit completion.

Proceed