



## e-Search USER MANUAL

### **(A) Searching on GST registration ID for ROC**

- (1) Go to [www.ssm.com.my](http://www.ssm.com.my)



(2) Click the e-Search link.

The screenshot shows the homepage of the SSM website. At the top, there is a navigation menu with links for Home, About SSM, Services, Legal Framework, Publication, and Gallery. Below the menu is a banner for 'CONFERENCE MENARA SSM@SENTRAL' with contact information for Siti Hajar Adanan, Faizah Tan Mutallib, and Saufee Afandi Shiful. The main content area is divided into three columns. The left column features three sections: 'SOLE PROPRIETORSHIP & PARTNERSHIP' (with sub-links for Starting a Sole Proprietorship/Partnership, Making Changes, Business Renewal, and Closing Business), 'LIMITED LIABILITY PARTNERSHIP' (with a link for Starting a Limited Liability Partnership), and 'COMPANY'. The middle column contains 'Quick Links' with logos for Quality System and UKAS Management System, a video player for 'PERAGAL DALAM TALIAN WAJIB DAFTAR', and two reports: 'Kajian Kepuasan Pelanggan (Perkhidmatan) 2015' and 'Kajian Kepuasan Pelanggan (Pusat Panggilan) 2015'. The right column has 'Follow Us' social media icons and an 'e-Services' menu with buttons for MyCoID, MyLLP, e-Lodgement, e-Info, e-CBID, e-Complaint, Status 308, e-Search (highlighted with a red box), e-Compound, ezBiz, CLBG, and XBRL.

(3) Please select the entity type.

The screenshot shows the 'SSM Registration Checking' page. It features a search form with the following elements: a 'SHARE' button, a red box around the 'Entity Type' dropdown menu, a 'Company Registration Number' dropdown menu, a 'Registration Number' input field with the example 'eg: 123456', and a 'Search' button. The page footer includes the MDTCC logo and the myGovernment logo with the text 'The Malaysia Government's Official Portal'.

- (4) Key in company registration number into the column and click "search".

The screenshot shows the 'SSM Registration Checking' page. At the top, there is a navigation menu with 'Home', 'About SSM', 'Services', 'Legal Framework', 'Publication', and 'Gallery'. Below the menu, there is a search bar and a 'SHARE' button. The main content area is titled 'SSM Registration Checking'. It contains a form with the following fields: 'Entity Type' (set to 'Company Registration Number'), 'Registration Number' (with '166069' entered and 'eg: 123456' as a hint), and a 'Search' button. A red rectangular box highlights the 'Registration Number' input field and the 'Search' button. At the bottom of the page, there are logos for 'MDTCC' and 'myGovernment' (The Malaysia Government's Official Portal).

- (5) The company's information will be displayed only if it is registered with SSM.

The screenshot shows the 'SSM Registration Checking' page after a search. It features an 'ATTENTION!!' warning box stating 'SSM shall not be held liable and responsible for any misuse of the information by irresponsible person'. Below this, the search form is visible with the same fields as in the previous screenshot. A red rectangular box highlights the search results table. The table has four columns: 'Registration Number', 'Entity Name', 'Status', and 'GST Number'. The results show a single entry for registration number '166069-W' with entity name 'STRATEL (MALAYSIA) SDN.BHD.', status 'EXISTING', and GST number '000300933120'. Below the table, it notes 'As at: 18/11/2015' and 'GST No. as at: 30/09/2015'. The page also includes the same navigation menu and logos as the previous screenshot.

Registration Number	Entity Name	Status	GST Number
166069-W	STRATEL (MALAYSIA) SDN.BHD.	EXISTING	000300933120

As at: 18/11/2015  
GST No. as at: 30/09/2015



**(A) e-Search USER MANUAL**

**(B) Searching on GST registration ID for ROB**

(1) Go to [www.ssm.com.my](http://www.ssm.com.my)





(2) Click the e-Search link.

The screenshot shows the SSM website home page. The navigation bar includes Home, About SSM, Services, Legal Framework, Publication, and Gallery. The main banner features a conference advertisement for 'CONFERENCE FACILITIES MENARA SSM@SENTRAL'. Below the banner, there are sections for 'SOLE PROPRIETORSHIP & PARTNERSHIP', 'LIMITED LIABILITY PARTNERSHIP', and 'COMPANY'. A 'Quick Links' section contains various service icons and certificates. On the right, a 'Follow Us' section lists social media links, and an 'e-Services' menu lists various services, with 'e-Search' highlighted by a red box.

(3) Please select the entity type.

The screenshot shows the 'SSM Registration Checking' page. It features a search form with the following fields: 'Entity Type' (a dropdown menu with 'Business Registration Number' selected and highlighted by a red box), 'Registration Number' (a text input field with the example 'eg: 123456789'), and a 'Search' button. The page footer includes the MDTCC logo and the myGovernment logo, which is identified as 'The Malaysia Government's Official Portal'.

(4) Key in business registration number into the column and click "search".

The screenshot shows the 'SSM Registration Checking' page. At the top, there is a navigation bar with links: Home, About SSM, Services, Legal Framework, Publication, and Gallery. Below the navigation bar, there is a search bar and a 'SHARE' button. The main content area is titled 'SSM Registration Checking'. It contains a form with the following fields:
 

- Entity Type:** Business Registration Number (dropdown menu)
- Registration Number:** 001516361 (input field) with an example 'eg: 123456789'.
- Search:** A button to initiate the search.

 A red rectangular box highlights the 'Registration Number' input field and the 'Search' button. At the bottom of the page, there are logos for MDTCC and myGovernment (The Malaysia Government's Official Portal).

(5) The business information will be displayed only if it is registered with SSM.

The screenshot shows the 'SSM Registration Checking' page after a search. It features an 'ATTENTION!!' warning box stating: 'SSM shall not be held liable and responsible for any misuse of the information by irresponsible person'. Below the warning, the search form is visible with the same fields as in the previous screenshot. A table of search results is displayed below the form, with a red rectangular box highlighting the table and the date information below it.
 

Registration Number	Entity Name	Status	GST Number
001516361-T	SHIYUE TIAN CLAYPOT CHICKEN RICE SHOP	ACTIVE	000329015296

 Below the table, the text reads: 'As at: 30/11/2015' and 'GST No. as at: 30/09/2015'. At the bottom of the page, there are logos for MDTCC and myGovernment (The Malaysia Government's Official Portal).



**(B) e-Search USER MANUAL**

**(C) Searching on GST registration ID for LLP**

(1) Go to [www.ssm.com.my](http://www.ssm.com.my)



(2) Click the e-Search link.

The screenshot shows the homepage of the SSM website. At the top, there is a navigation menu with links for Home, About SSM, Services, Legal Framework, Publication, and Gallery. Below the navigation is a banner for 'CONFERENCE MENARA SSM@SENTRAL' with contact information for Siti Hajar Adanan, Faizah Tan Mutallib, and Saufee Afandi Shiful. The main content area is divided into three columns. The left column features three categories: 'SOLE PROPRIETORSHIP & PARTNERSHIP' (with sub-links for starting, making changes, business renewal, and closing), 'LIMITED LIABILITY PARTNERSHIP' (with a link for starting), and 'COMPANY'. The middle column contains 'Quick Links' with logos for Quality System and UKAS, a video player, and several reports from 2015. The right column has a 'Follow Us' section with social media icons and an 'e-Services' menu with buttons for MyCoID, MyLLP, e-Lodgement, e-Info, e-CBID, e-Complaint, Status 308, e-Search (highlighted with a red box), e-Compound, ezBiz, CLBG, and XBRL.

(3) Please select the entity type.

The screenshot shows the 'SSM Registration Checking' page. It features a search form with a dropdown menu for 'Entity Type' set to 'LLP Registration Number', a text input for 'Registration Number' with the example 'eg: LLP00012345-LGN', and a 'Search' button. The 'Entity Type' dropdown is highlighted with a red box. The page footer includes logos for MDTCC and myGovernment.



- (4) Key in LLP's registration number into the column and click "search".

The screenshot shows the 'SSM Registration Checking' page. At the top, there is a navigation bar with links for Home, About SSM, Services, Legal Framework, Publication, and Gallery. Below this is a search bar and a 'SHARE' button. The main heading is 'SSM Registration Checking'. Underneath, there is a dropdown menu for 'Entity Type' set to 'LLP Registration Number'. A text input field for 'Registration Number' contains 'LLP0004610-LGN', with an example 'eg: LLP00012345-LGN' to its right. A 'Search' button is located below the input field. A red box highlights the registration number input field and the search button. At the bottom, there are logos for MDTCC and myGovernment.

- (5) The LLP's information will be displayed only if it is registered with SSM.

The screenshot shows the 'SSM Registration Checking' page after a search. A warning box at the top states: 'ATTENTION!! SSM shall not be held liable and responsible for any misuse of the information by irresponsible person'. Below this, the search form is visible with the same registration number 'LLP0004610-LGN'. A table displays the search results, which is highlighted with a red box. Below the table, the date 'As at: 30/11/2015' and 'GST No. as at: 30/09/2015' are shown.

Registration Number	Entity Name	Status	GST Number
LLP0004610-LGN	HONG CHUAN PLT	EXISTING	000402116608

As at: 30/11/2015  
GST No. as at: 30/09/2015