

MANUAL

ON-LINE LODGEMENT

OF ANNUAL DECLARATION

BY LIMITED LIABILITY

PARTNERSHIP

Prepared by:

SURUHANJAYA SYARIKAT MALAYSIA

Dated: 20 OCTOBER 2016

Pursuant to Section 68 of the Limited Liability Partnerships Act 2012 (Act 743) (“LLP Act 2012”), every limited liability partnership (“LLP”) must lodge the Annual Declaration annually.

IMPORTANT NOTES

Please take note of the following notes prior to the lodgement of the Annual Declaration (“AD”):

- 1. Ensure that you are a registered user of MyLLP system to enable you to fill in the ‘user name’ and ‘password’ for signing in;*
- 2. Know your LLP registration number;*
- 3. The Compliance Officer/Partners must ensure that LLP has prepared the financial statement for the current financial year which comprised of the Balance Sheet and Profit & Loss Accounts before filling in the financial indicators;*
- 4. The date of financial year end must be consistent with the date of Balance Sheet and Profit & Loss Accounts are made up;*
- 5. AD shall be lodged within 90 days from the end of financial year;*
- 6. If the lodgement is made after 90 days, the LLP shall be subjected to compound and a prompt message will appear during the submission of AD; and*
- 7. Please refer to SSM’s Practice Note No. 1/2016 at Suruhanjaya Syarikat Malaysia’s (“SSM”) website (www.ssm.com.my) for further information pertaining to the requirements relating to the lodgement of Annual Declaration by the LLP.*



Manual_SSM's
Practice Notes.docx

2 | SSM'S WEBSITE

STEP 1:

Go to SSM's Website www.ssm.com.my

Select 'MyLLP'



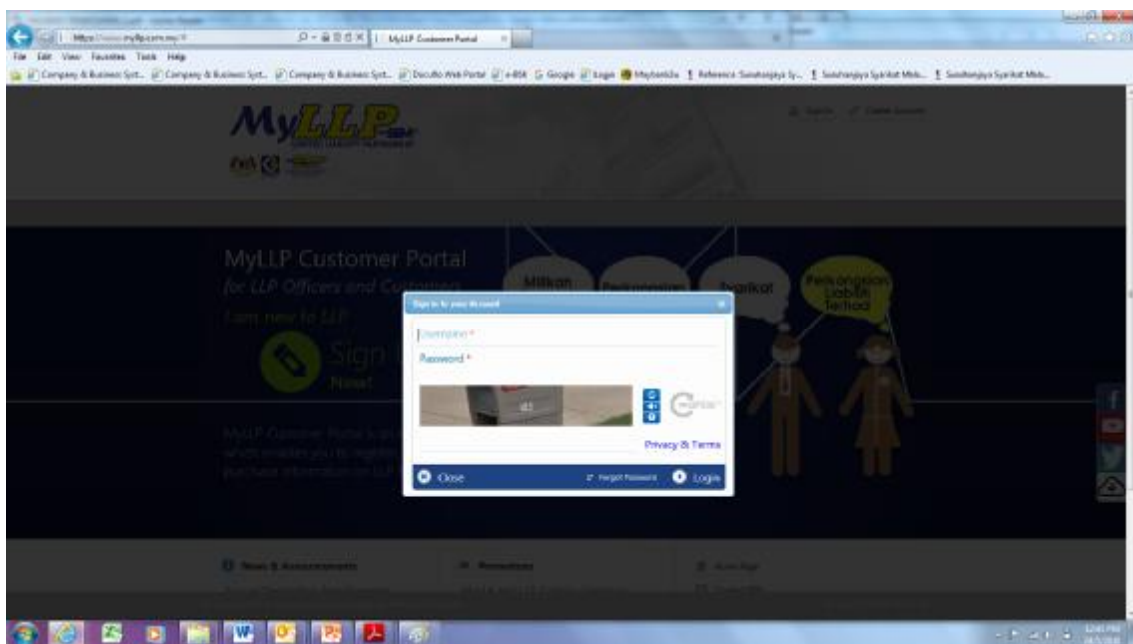
3 | SIGN IN

STEP 2:

Click 'Sign In'



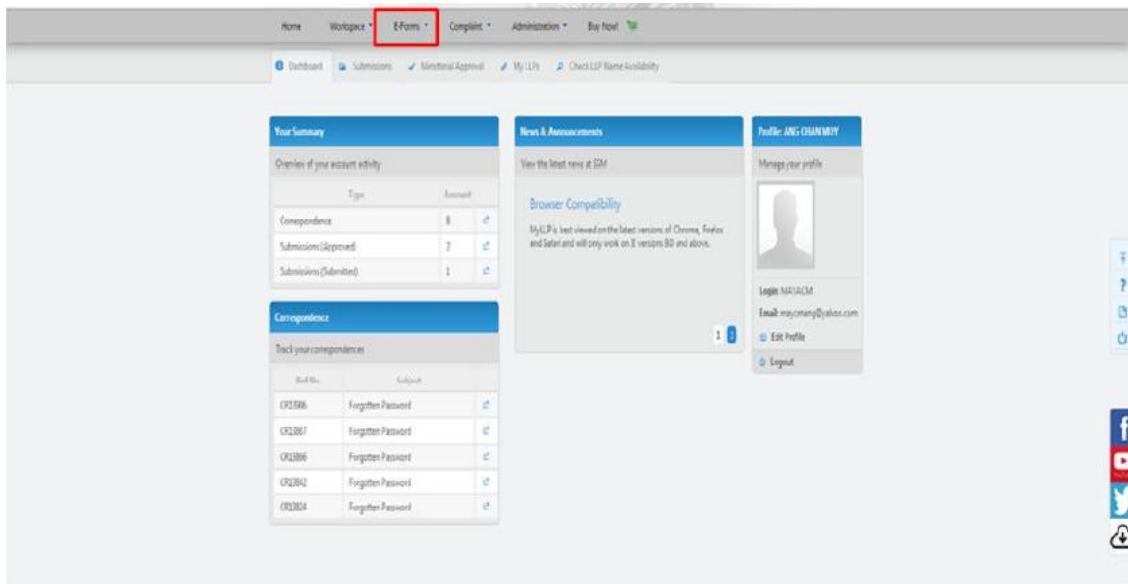
Fill in 'user name' and 'password'



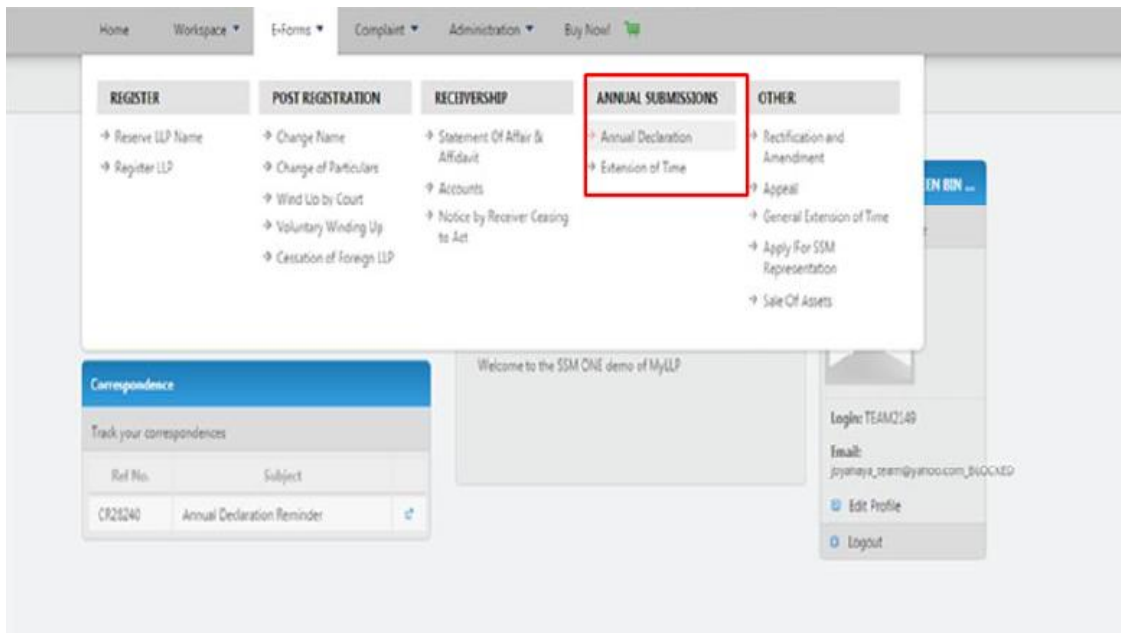
4 | ANNUAL DECLARATION

STEP 3:

Select 'e-Forms'



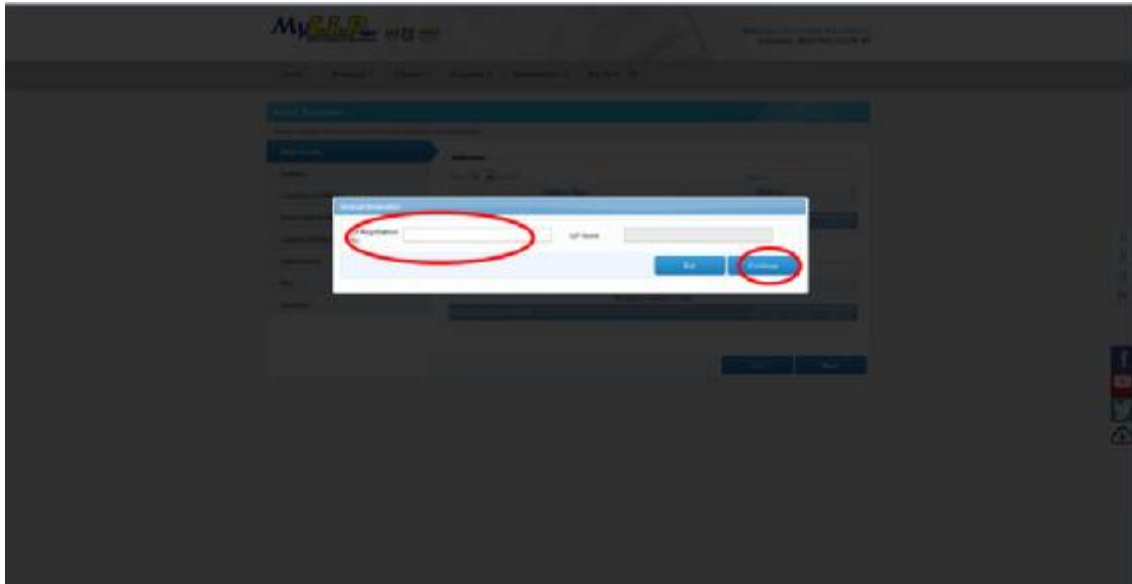
Select 'Annual Declaration'



STEP 4:

Fill in LLP 'Registration number'

Click 'continue'



STEP 5:

1. The 'Main Details' page will display LLP Information
2. Review the 'Main Details', 'Partners' and 'Compliance Officers' to ensure all LLP information is correct and updated
3. A user is not permitted to make any changes to the LLP Entity data **aside from completing the partners' capital contributions and financial indicator data**
4. All financial indicator value fields must be filled in

* If there is any information that needs updating, please ensure changes are submitted through the *change of particulars module* prior to lodgement of the Annual Declaration.

The screenshot shows the 'Annual Declaration' interface. The left sidebar contains a menu with the following items: Main Details (highlighted), Partners, Compliance Officers, Capital Contributions, Financial Indicators, Attachments, Fees, and Summary. The main content area is titled 'Main Details' and contains the following information:

Related Registered LLP: [REDACTED] [Close]

Entity Name	[REDACTED]	Entity Reg No.	[REDACTED]
Entity Status	EXISTING	Type	LOCAL REGISTRATION

Addresses

Show 20 entries

Address Type	Address
Business Address	11-1-2 COASTAL TOWERS, PERSARAN TANJUNG BUNGA 2, TANJUNG BUNGAH, PULAU PINANG, 11200, MALAYSIA
Registered Office	11-1-2 COASTAL TOWERS, PERSARAN TANJUNG BUNGA 2, TANJUNG BUNGAH, PULAU PINANG, 11200, MALAYSIA

Showing 2 of 2 entries

Nature of Business

Show 20 entries

Business Code	Description
72106	RESEARCH AND DEVELOPMENT ON INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Showing 1 of 1 entries

Buttons: Save, Next

STEP 6:

Select 'Partners'

Review the details

The screenshot displays a web application interface for an Annual Declaration. The top navigation bar includes links for Home, Workspace, E-Forms, Complaint, Administration, and Buy Now. The main content area is titled 'Annual Declaration' and contains a sidebar on the left with the following menu items: Main Details, Partners (highlighted with a red dashed box), Compliance Officers, Capital Contributions, Financial Indicators, Attachments, Fees, and Summary. The main content area shows a 'Current' partner section, also highlighted with a red dashed box, containing the following details: Partner ID, ID Number, Date of Appointment (05/12/2014), Partner Type (Individual), Address, Email, and Mobile Number. At the bottom of the form, there are three buttons: Back, Save, and Next, with the Save and Next buttons highlighted by a red dashed box.

Click 'Save' and 'Next'

8 | COMPLIANCE OFFICERS

STEP 7:

Select 'Compliance Officers'

Review the details

The screenshot displays a web application interface for an 'Annual Declaration'. The top navigation bar includes links for Home, Workspace, E-Forms, Complaint, Administration, and Buy Now. The main content area is titled 'Annual Declaration' and contains a sidebar on the left with menu items: Main Details, Partners, Compliance Officers (highlighted with a red dashed box), Capital Contributions, Financial Indicators, Attachments, Fees, and Summary. The main content area shows a 'Related Registered LLP' section with fields for Entity Name, Entity Reg No., and Entity Status (EXISTING). Below this is a 'Current' section for a 'Compliance Officer' (highlighted with a red dashed box), which includes fields for ID Number, Date of Appointment (05/12/2014), Address, Email, and Mobile Number. At the bottom right, there are three buttons: Back, Save (highlighted with a red dashed box), and Next.

Click 'Save' and 'Next'

9 | CAPITAL CONTRIBUTIONS

STEP 8:

Select 'Capital Contributions' and click 'Add'

Notes:

1. Capital contributions by each partner must be provided
2. If no capital contributions, enter '0'
3. The amount of each partner's capital contributions must be consistent with the amount of capital contributions recorded in the *Balance Sheet* as at the financial year end

The screenshot displays the 'Annual Declaration' form. The left sidebar contains a navigation menu with the following items: Main Details, Partners, Compliance Officers, Capital Contributions (highlighted with a red dashed box and an arrow), Financial Indicators, Attachments, Fees, and Summary. The main content area shows the 'Capital Contribution Information' section. At the top, it displays 'Related Registered LLP: [REDACTED]' with a 'Close' button. Below this, there are fields for 'Entity Name', 'Entity Reg No.', 'Entity Status' (Active), and 'Type' (Local Registration). The 'Capital Contribution Information' section includes a 'Show 10 entries' dropdown, a search box, and a table with columns 'Name' and 'Contribution (RM)'. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom right, there is a 'Total RM 0.00' label and two buttons: 'Add' (highlighted with a red dashed box) and 'Remove'.

10 | CAPITAL CONTRIBUTIONS – PARTNER AND AMOUNT

STEP 8(a):

Select a partner from the drop list

Fill in the amount and click 'Add' to update total capital contribution

ABC PLT (XXXXXXX - LGN)
BALANCE SHEET AS AT 30 JUN 2016

	2016 RM	2015 RM
FINANCED BY:		
PARTNERS CONTRIBUTION		
AAA	20,000	20,000
BBB	20,000	20,000
Add: Accumulated Profit/(loss)	6,053	4,652
	46,053	44,652

Capital Contribution

Contribution

Partner *

Amount (RM) *

After clicking 'Add', message will be displayed as follows:

Capital Contribution

✔ Shareholding Added

Contribution

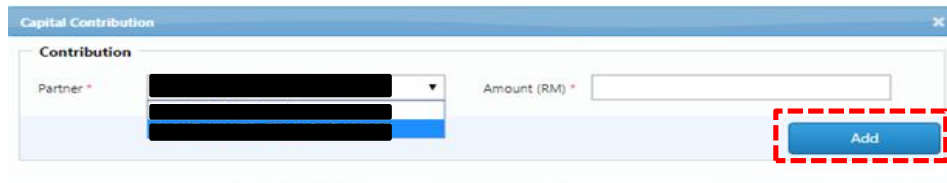
Partner *

Amount (RM) *

11 | CAPITAL CONTRIBUTIONS – PARTNER AND AMOUNT

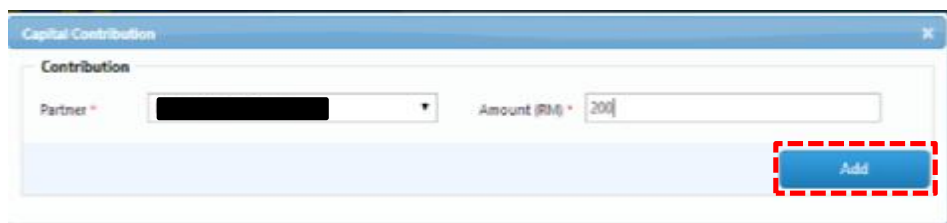
STEP 8(b):

Select another partner from the drop list



The screenshot shows a 'Capital Contribution' form with a 'Partner' dropdown menu and an 'Amount (RM)' input field. The 'Add' button is highlighted with a red dashed border.

Fill in the contribution amount and click 'Add'



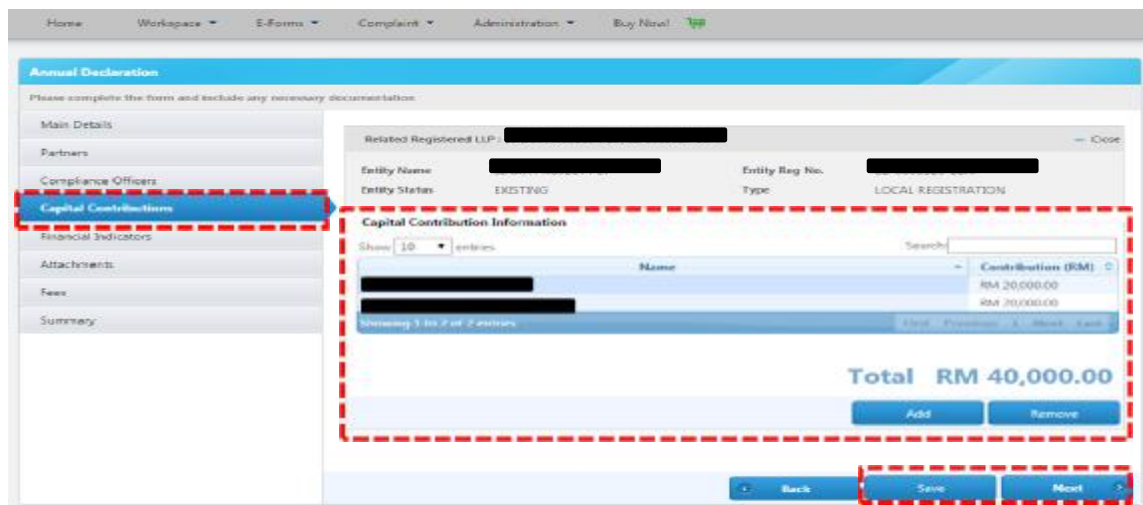
The screenshot shows the 'Capital Contribution' form with the 'Amount (RM)' field containing the value '2000'. The 'Add' button is highlighted with a red dashed border.

The message will be displayed as follows:



The screenshot shows the 'Capital Contribution' form with a green success message 'Shareholding Added' at the top. The 'Amount (RM)' field contains '20000'. The 'Add' button is highlighted with a red dashed border.

After filling in each partner's capital contribution, the total capital contributions information will be displayed as follows:



The screenshot shows the 'Annual Declaration' form with the 'Capital Contributions' section highlighted. The table displays the following information:

Name	Contributions (RM)
[Redacted]	RM 20,000.00
[Redacted]	RM 20,000.00

The total contribution is displayed as **Total RM 40,000.00**. The 'Save' and 'Next' buttons are highlighted with a red dashed border.

Click 'Save' and 'Next'

STEP 9:

Select 'Financial Indicators'

Home Workspace E-Forms Complaint Administration Buy Now!

Main Details
Partners
Compliance Officers
Capital Contributions
Financial Indicators
Attachments
Fees
Summary

Related Registered LLP: [REDACTED] [Close](#)

Entity Name: [REDACTED] Entity Reg No.: [REDACTED]
Entity Status: EXISTING Type: LOCAL REGISTRATION

Annual Declaration Dates (previous)

Last FYE Date: 30/09/2015 Next FYE Date (Expected): 30/09/2016
Due Date (Expected): 30/12/2016

Annual Declaration Dates (current)

Financial Year End: [REDACTED] Received Date: 08/06/2016
Compound may be applicable:

Key Financial Indicators (RMI)

Total Assets: 0 Total Liabilities: 0
Total Revenue: 0 Total Profit/Loss: [REDACTED]

Solvency Declaration

Please tick We, being the partners of [REDACTED] and [REDACTED], do solemnly affirm and declare that we have made a full inquiry into the affairs of the limited liability partnership and we have formed an opinion that the limited liability partnership

(a) is able to pay its debts.
 (b) is not able to pay its debts.

as they become due in the normal course of business as at the date of which the profit and loss accounts and balance sheets was made up.

Back Save Next

STEP 9(a):

Go to 'Annual Declaration Date (current)'

Fill in the date of the Financial Year End

ABC PLT (XXXXXXXX - LGN)
BALANCE SHEET AS AT 30 JUN 2016

	2016 RM	2015 RM
ASSETS		
Fixed Assets	52,312	66,047
Current Assets		
Trade receivables	9,100	5,853
Other receivables, deposit and prepayments	3,067	2,289
Closing stock	10,979	29,261

The screenshot shows a software interface for financial reporting. The 'Financial Indicators' section is highlighted with a red dashed box. A red arrow points from the '30 JUN 2016' text in the balance sheet above to the 'Financial Year End' input field in the 'Annual Declaration Dates (current)' section of the software. The software interface includes a sidebar with 'Financial Indicators' selected, and a main form area with sections for 'Annual Declaration Dates (previous)', 'Annual Declaration Dates (current)', 'Key Financial Indicators (RM)', and 'Solvency Declaration'.

STEP 9(b):

If the date of lodgement of AD is more than 90 days from the date of financial year end, LLP shall be subjected to the compound and the system will show notification as 'Compound may be applicable: Yes'

System will also provide warning notification when submission of AD is clicked. Refer step 11(a)

The screenshot displays the 'Annual Declaration' form interface. On the left is a navigation menu with options: Main Details, Partners, Compliance Officers, Capital Contributions, **Financial Indicators** (highlighted with a red dashed box), Attachments, Fees, and Summary. The main content area is titled 'Annual Declaration' and includes a sub-header 'Please complete the form and include any necessary documentation'. Below this, there is a 'Related Registered LLP' section with fields for Entity Name, Entity Status (EXISTING), Entity Reg No., and Type (LOCAL REGISTRATION). The 'Annual Declaration Dates (previous)' section contains fields for Last FYE Date (31/08/2014), Next FYE Date (Expected) (31/08/2015), and Due Date (Expected) (30/11/2015). The 'Annual Declaration Dates (current)' section shows Financial Year End (31/08/2015) and Received Date (08/05/2016). A red dashed box highlights the message 'Compound may be applicable: Yes'. The 'Key Financial Indicators (RM)' section includes input fields for Total Assets (0), Total Liabilities (0), Total Revenue (0), and Total Profit/Loss.

STEP 9(c):

Select 'Financial Indicators (RM)'

Notes:

1. The amount filled in the 'Total Assets', 'Total Liabilities', 'Total Revenue' and 'Total Profit/Loss' **must be consistent** with the amount stated in the *Balance Sheet and the Profit & Loss Accounts*
2. Total Assets = Non-Current Assets/Fixed assets + Current Assets
3. Total Liabilities = Non-Current Liabilities + Current Liabilities
4. Total Revenue = Revenue/Turnover/Sales/Income received during the year
5. Total Profit/(Loss) = Net Profit/(Loss) After Tax for the year

NOTE:

The information on Capital Contributions & Financial Indicators shall be kept by the LLP for future reference since the information are not available in the MyLLP Portal once the Annual Declaration is submitted and SSM will not be providing such information.

Home Workspace E-Forms Complaint Administration Buy Now!

Main Details
Partners
Compliance Officers
Capital Contributions
Financial Indicators
Attachments
Fees
Summary

Related Registered LLP: [REDACTED] Close

Entity Name: [REDACTED] Entity Reg No.: [REDACTED]
Entity Status: EXISTING Type: LOCAL REGISTRATION

Annual Declaration Dates (previous)

Last FYE Date: 30/06/2015 Next FYE Date (Expected): 30/06/2016
Due Date (Expected): 30/12/2016

Annual Declaration Dates (current)

Financial Year End: [REDACTED] Received Date: 08/06/2016
Compound may be applicable:

Key Financial Indicators (RM)

Total Assets	0	Total Liabilities	0
Total Revenue	0	Total Profit/Loss	

Solvency Declaration

Please tick We, being the partners of [REDACTED] and [REDACTED] do solemnly affirm and declare that we have made a full inquiry into the affairs of the limited liability partnership and we have formed an opinion that the limited liability partnership:

- (a) is able to pay its debts.
- (b) is not able to pay its debts.

as they become due in the normal course of business as at the date of which the profit and loss accounts and balance sheets was made up.

Back Save Next

STEP 9(d):

Fill in the amount of 'Total Assets'

**ABC PLT (XXXXXXX - LGN)
BALANCE SHEET AS AT 30 JUN 2016**

	2016 RM	2015 RM
ASSETS		
Fixed Assets	52,312	66,047
<u>Current Assets</u>		
Trade receivables	9,100	5,853
Other receivables, deposit and prepayments	3,067	2,289
Closing stock	10,979	29,261
Cash in hand and at Bank	5,824	3,267
	28,970	40,670
TOTAL ASSETS	81,282	106,717
FINANCED BY:		
PARTNERS CONTRIBUTION		
AAA	20,000	20,000
BBB	20,000	20,000
Add: Accumulated Profit/(loss)	6,053	4,652
	46,053	44,652
LIABILITIES		
<u>Current Liabilities</u>		
Trade Payable	27,899	46,441
Accrual & Other payable	7,330	15,624
	35,229	62,065
TOTAL CONTRIBUTION & LIABILITIES	81,282	106,717

Total Assets = Non-Current Assets /
Fixed assets + Current
Assets

$$= 52,312 + 28,970$$

$$= 81,282$$

The screenshot shows a web interface for a business registration portal. On the left, a navigation menu includes 'Main Details', 'Partners', 'Compliance Officers', 'Capital Contributions', 'Financial Indicators' (highlighted with a red dashed box), 'Attachments', 'Fees', and 'Summary'. The main content area displays details for a 'Related Registered LLP'. Under 'Annual Declaration Dates (previous)', it shows 'Last FYE Date' as 30/06/2015 and 'Next FYE Date (Expected)' as 30/06/2016. Under 'Annual Declaration Dates (current)', it shows 'Financial Year End' and 'Received Date' as 08/06/2016. The 'Key Financial Indicators (RM)' section contains input fields for 'Total Assets' (0), 'Total Liabilities' (0), 'Total Revenue' (0), and 'Total Profit/Loss'. A red dashed box highlights the 'Total Assets' field, and a red arrow points from the '81,282' value in the balance sheet above to this field. Below this is a 'Solvency Declaration' section with a radio button selected for '(a) is able to pay its debts'.

17 | FINANCIAL INDICATORS – TOTAL LIABILITIES

STEP 9(e):

Fill in the amount of 'Total Liabilities'

**ABC PLT (XXXXXXX - LGN)
BALANCE SHEET AS AT 30 JUN 2016**

	2016 RM	2015 RM
ASSETS		
Fixed Assets	52,312	66,047
<u>Current Assets</u>		
Trade receivables	9,100	5,853
Other receivables, deposit and prepayments	3,067	2,289
Closing stock	10,979	29,261
Cash in hand and at Bank	5,824	3,267
	28,970	40,670
TOTAL ASSETS	81,282	106,717
FINANCED BY:		
PARTNERS CONTRIBUTION		
AAA	20,000	20,000
BBB	20,000	20,000
Add: Accumulated Profit/(loss)	6,053	4,652
	46,053	44,652
LIABILITIES		
<u>Current Liabilities</u>		
Trade Payable	27,899	46,441
Accrual & Other payable	7,330	15,624
	35,229	62,065
TOTAL CONTRIBUTION & LIABILITIES	81,282	106,717

**Total Liabilities = Non-Current Liabilities
+ Current Liabilities**

 = 0 + 35,229

 = 35,229

The screenshot shows a web interface for a business registration portal. On the left is a navigation menu with 'Financial Indicators' highlighted. The main content area is titled 'Related Registered LLP' and contains several sections: 'Annual Declaration Dates (previous)', 'Annual Declaration Dates (current)', 'Key Financial Indicators (RMO)', and 'Solvency Declaration'. In the 'Key Financial Indicators (RMO)' section, there are three input fields: 'Total Assets', 'Total Revenue', and 'Total Liabilities'. The 'Total Liabilities' field is highlighted with a red dashed box and contains the value '0'. A red arrow points from the '35,229' value in the balance sheet table above to this field. At the bottom of the form are 'Back', 'Save', and 'Next' buttons.

18 | FINANCIAL INDICATORS - TOTAL REVENUE

STEP 9(f):

Fill in the 'Total Revenue'

ABC PLT (XXXXXXX - LGN)
PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 30 JUN 2016

	2016	
	RM	RM
SALES		387,255
COST OF GOOD SOLD		
Opening Stock	29,261	
Purchases	256,182	
(-): Closing Stock	(10,979)	(274,464)
GROSS PROFIT		112,791
LESS: EXPENSES		
Advertisement	3,000	
Bank Charges	45	
Depreciation	14,735	
License Fee	850	
Printing & Stationery	1,121	
Professional Fees	1,260	
Rental of Office	24,000	
Rental of Office Equipment	360	
Partners Salary	33,000	
Upkeep of Office	16,920	
Utilities	10,935	(106,226)
NET PROFIT BEFORE TAX		6,565
TAXATION		(512)
NET PROFIT AFTER TAX		6,053

Total Revenue = Revenue / Turnover /
Sales / Income received
during the year

= 387,255

Home Workspace E-Forms Complaint Administration Buy Now

Financial Indicators

Entity Name: [REDACTED] Entity Reg No.: [REDACTED]
Entity Status: EXISTING Type: LOCAL REGISTRATION

Annual Declaration Dates (previous)
Last FYE Date: 30/06/2015 Next FYE Date (Expected): 30/06/2016
Due Date (Expected): 30/12/2016

Annual Declaration Dates (current)
Financial Year End: [REDACTED] Received Date: 08/06/2016
Compound may be applicable:

Key financial indicators (RM)
Total Assets: 0 Total Liabilities: 0
Total Revenue: 0 Total Profit/Loss: [REDACTED]

Solvency Declaration
Please tick We, being the partners of [REDACTED] and [REDACTED], do solemnly affirm and declare that we have made a full inquiry into the affairs of the limited liability partnership and we have formed an opinion that the limited liability partnership:
- (a) is able to pay its debts.
 (b) is not able to pay its debts.
as they become due in the normal course of business as at the date of which the profit and loss accounts and balance sheets was made up.

Back Save Next

19 | FINANCIAL INDICATORS – TOTAL PROFIT/(LOSS)

STEP 9(g):

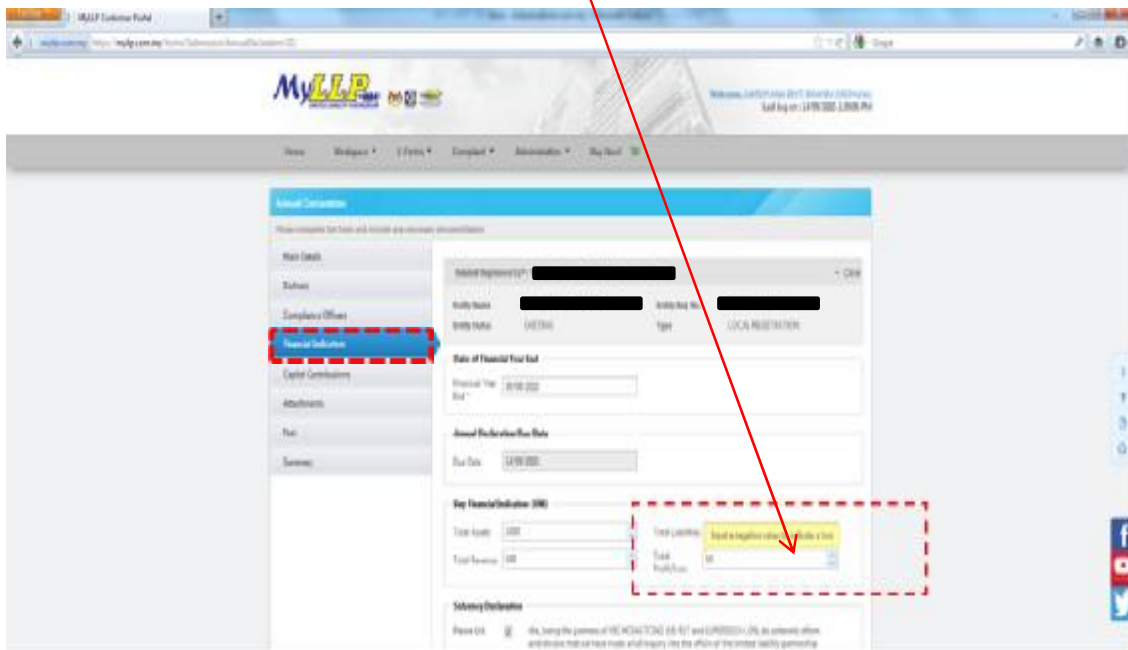
Fill in the 'Total Profit/ (Loss)'

ABC PLT (XXXXXXX - LGN)
PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 30 JUN 2016

	2016	
	RM	RM
SALES		387,255
<u>COST OF GOOD SOLD</u>		
Opening Stock	29,261	
Purchases	256,182	
(-): Closing Stock	(10,979)	(274,464)
GROSS PROFIT		112,791
<u>LESS: EXPENSES</u>		
Advertisement	3,000	
Bank Charges	45	
Depreciation	14,735	
License Fee	850	
Printing & Stationery	1,121	
Professional Fees	1,260	
Rental of Office	24,000	
Rental of Office Equipment	360	
Partners Salary	33,000	
Upkeep of Office	16,920	
Utilities	10,935	(106,226)
NET PROFIT BEFORE TAX		6,565
TAXATION		(512)
NET PROFIT AFTER TAX		6,053

Total Profit/ (Loss) = Net Profit/(Loss) After Tax for the year.

= 6,053



STEP 9(h):

Select 'Solvency Declaration'

1. 'Tick' the 1st box as marked in red to confirm and declare that the partners have made full inquiry into the affairs of the LLP
2. 'Tick' the 2nd box as marked in red whether the LLP is able or not able to pay its debts as they become due in the normal course of business as at the date of which the *Balance Sheet and the Profit & Loss Accounts* were made up

The screenshot shows a web form titled "Solvency Declaration". The form contains the following text: "Please tick" followed by a checkbox, "We, being the partners of [redacted] and [redacted] do solemnly affirm and declare that we have made a full inquiry into the affairs of the limited liability partnership and we have formed an opinion that the limited liability partnership:", and two radio button options: "(a) is able to pay its debts." and "(b) is not able to pay its debts.". Below this, it says "as they become due in the normal course of business as at the date of which the profit and loss accounts and balance sheets was made up on 05/11/2014". At the bottom right of the form are two buttons: "Back" and "Save". Red dashed boxes highlight the "Please tick" checkbox, the radio button for option (a), and the "Save" button.

Click 'Save'

STEP 10:

Select 'Summary' to view and check all the information which has been filled in

Annual Declaration
Please complete the form and include any necessary documentation

Main Details

- Partners
- Compliance Officers
- Capital Contributions
- Financial Indicators
- Attachments
- Fees
- Summary**

Related Registered LLP: [REDACTED] Close

Entity Name: [REDACTED] **Entity Reg No.:** [REDACTED]

Entity Status: EXISTING

Nature of Business

Business Code	Description
62099	OTHER INFORMATION TECHNOLOGY SERVICE ACTIVITIES N.E.C.
62099	OTHER INFORMATION TECHNOLOGY SERVICE ACTIVITIES N.E.C.
72100	RESEARCH AND DEVELOPMENT ON INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Business Addresses

Address Type	Address
Registered Office	[REDACTED] : Subang Jaya, SELANGOR, 47500, MALAYSIA

Partners

Name	Address
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] Subang Jaya, SELANGOR, 47500, MALAYSIA

Compliance Officers

Name	Address
[REDACTED]	[REDACTED] Subang Jaya, SELANGOR, 47630, MALAYSIA

Financial Indicators

Fiscal Year End	31/12/2015
Assets (RM)	5
Liabilities (RM)	2
Revenue (RM)	10
Profit/Loss (RM)	-5

Capital Contribution Information

Name	Contribution (RM)
[REDACTED]	0
[REDACTED]	5

Attachments

Remarks	Attachment Description	Required	Barcode
No data available in table			

Fees

Description	Remarks	Total Cost
LLP ANNUAL DECLARATION		RM 200.00

Remarks

Remarks:

Declaration

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

Lodger Information: [REDACTED] Close

Name: [REDACTED] **Phone Number:** [REDACTED]

Email: [REDACTED]@.com

STEP 11:

If all the information filled in are correct, 'Tick' the declaration box as marked in red

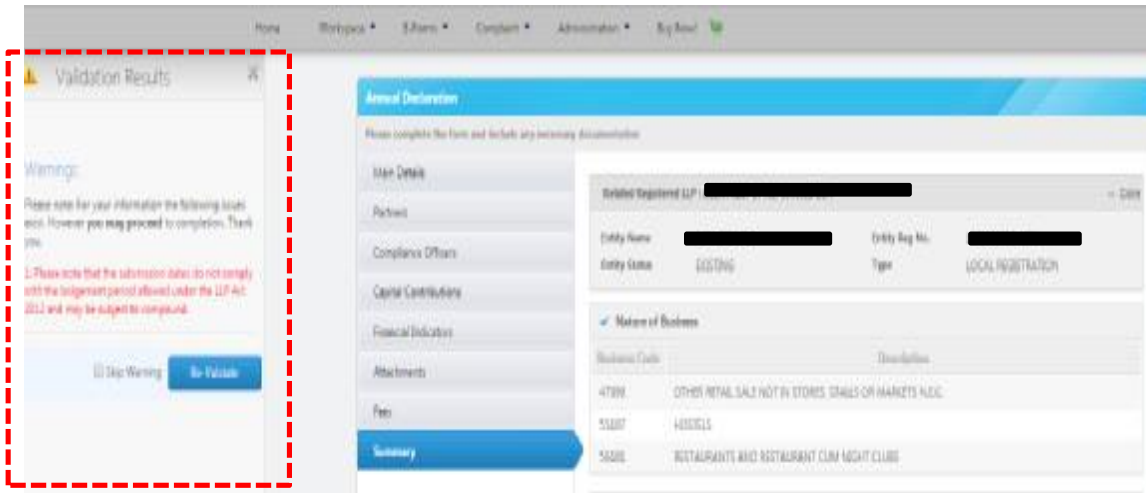
Click 'Save' and 'Submit'

The screenshot shows a web form titled "Annual Declaration". It contains several sections: "Financial Indicators", "Remarks" (with a text input field), and "Declaration". In the "Declaration" section, there is a checkbox labeled "Please tick" which is highlighted with a red border. To the right of the checkbox is a paragraph of text: "I confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both." Below the declaration section is a "Lodger Information" section with fields for Name, Email, and Phone Number, all of which are redacted with black bars. At the bottom of the form, there are three buttons: "Back", "Save", and "Submit". The "Save" and "Submit" buttons are highlighted with red borders.

After click 'Submit', screen will show payment to be made

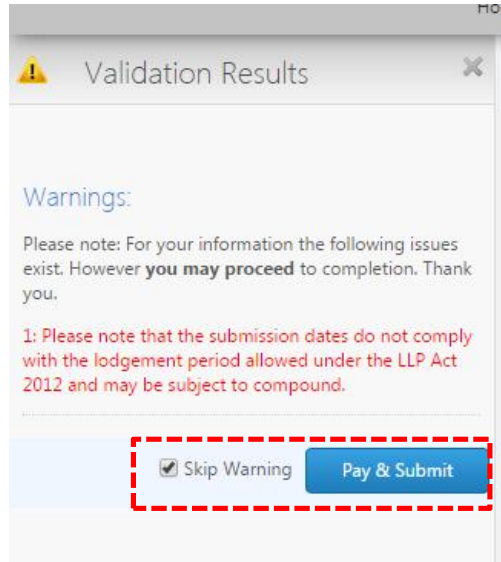
STEP 11(a):

If the date of lodgement of AD is more than 90 days from the date of financial year end [refer step 9(b)], the system will provide warning notification to the users when submitting the AD as follows:



User may 'Re-Validate' the amount or 'Skip Warning' to proceed with the submission

If click 'Skip Warning', screen will show 'Pay & Submit' button



Click 'Pay & Submit' and screen will go to 'Payment' steps

Notes:

Submission of false and misleading information / statement is an offence under section 80 of LLP Act 2012 and shall be liable to imprisonment not exceeding 5 years or fine not less than RM150,000.00 and not more than RM500,000.00 or both.

25 | DECLARATION-IF TOTAL LIABILITIES IS MORE THAN TOTAL ASSETS

STEP 11(b):

Notes:

If the amount filled in for total liabilities is more than total assets (refer to step 9(e) above), the system will show a warning as follows:

The screenshot shows the 'Annual Declaration' form in a web application. A 'Validation Results' dialog box is open on the left, containing a warning message. The main form displays various fields for the declaration, including 'Related Registered LLP', 'Partners', 'Compliance Officers', 'Capital Contributions', 'Financial Indicators', 'Attachments', 'Fees', and 'Summary'. The 'Financial Indicators' section shows 'Total Assets' as 4000 and 'Total Liabilities' as 30000. The 'Solvency Declaration' section has a radio button selected for 'I am able to pay my debts'.

Validation Results

Warnings:

Please note: For your information the following issues exist. However you may proceed to completion. Thank you.

1. Please note that the submission dates do not comply with the lodgement period allowed under the LLP Act 2012 and may be subject to compound.
2. You have declared that you are able to pay your debts, yet you have stated that your total assets are less than your total liabilities. Is this correct?

User may 'Re-Validate' the amount or 'Skip Warning' to proceed with the submission

This is a close-up of the 'Validation Results' dialog box. It shows the warning message and the two buttons at the bottom: 'Skip Warning' and 'Re-Validate'. The second warning item is highlighted with a red dashed box.

Validation Results

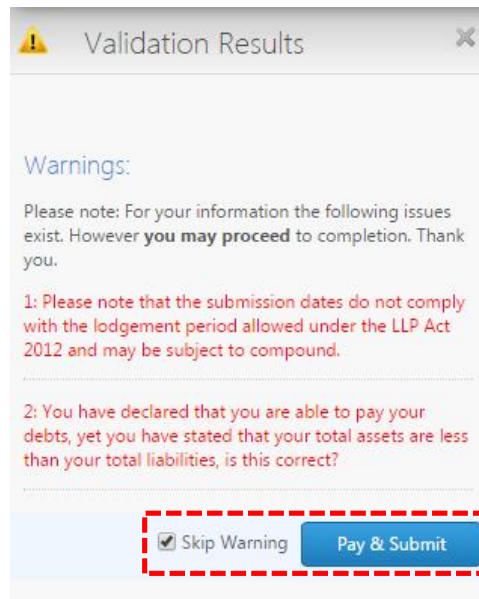
Warnings:

Please note: For your information the following issues exist. However you may proceed to completion. Thank you.

1. Please note that the submission dates do not comply with the lodgement period allowed under the LLP Act 2012 and may be subject to compound.
2. You have declared that you are able to pay your debts, yet you have stated that your total assets are less than your total liabilities. Is this correct?

26 | DECLARATION - IF TOTAL LIABILITIES IS MORE THAN TOTAL ASSETS

If click 'Skip Warning', screen will show 'Pay & Submit' button



Click 'Pay & Submit' and screen will go to 'Payment' steps

Notes:

Submission of false and misleading information / statement is an offence under section 80 of LLP Act 2012 and shall be liable to imprisonment not exceeding 5 years or fine not less than RM150,000.00 and not more than RM500,000.00 or both.

STEP 12:

The amount of payment will be displayed

The screenshot shows a web interface for making a payment. The window title is "Complete Submission Payment". The main heading is "Make Payment". On the left, there is a form with the following fields:

Submission Type	Annual Declaration
LLP Name	[Redacted]
Submission Draft	[Redacted]
Customer Name	[Redacted]
Customer Email	[Redacted]
Customer Reference	[Redacted]

Below the form, the amount is displayed as **Amount RM 200.00**. On the right side, there is a "Select:" dropdown menu with "Credit Card" and "M2U" options. Below the dropdown, there is a note: "Please Note, you will be redirected to M2U payment facility." and "Thank you." A yellow "Maybank2u Pay" button is visible. At the bottom right, there is a blue "Make Payment" button.

STEP 13:

Select payment mode. Payment can be made either via 'Credit Card' or 'Maybank2u'

The screenshot shows a web application window titled "Complete Submission Payment". The main heading is "Make Payment". On the left, there is a form with the following fields: "Submission Type" (Annual Declaration), "LIP Name", "Submission Draft", "Customer Name", "Customer Email", and "Customer Reference". All these fields are filled with blacked-out text. Below the form, the amount "Amount RM 200.00" is displayed. On the right side, there is a "Select:" dropdown menu with a red dashed box around it, containing radio buttons for "Credit Card" and "M2U". Below the dropdown, there is a message: "Please Note, you will be redirected to M2U payment facility" and "Thank you". A yellow "Maybank2u Pay" button is visible. At the bottom right, there is a blue "Make Payment" button.

29|PAYMENT- CREDIT CARD

STEP 13(a):

If payment via credit card, click 'Credit Card' and click 'Make Payment'

The screenshot shows a 'Make Payment' window with the following details:

- Submission Type: Annual Declaration
- EEP Name: [Redacted]
- Submission Draft: [Redacted]
- Customer Name: [Redacted]
- Customer Email: [Redacted]
- Customer Reference: [Redacted]

Amount: **RM 200.00**

Payment Method: Credit Card (selected)

Message: Please Note, you will be redirected to M2U payment facility. Thank you.

Maybank2u Pay logo is visible.

The 'Make Payment' button at the bottom right is highlighted with a red dashed box.

Fill in all particulars as required and make payment

Merchant Name	SSM-E-COMM MYLLP-EC
Amount	[Redacted]
Description	Submission Payment
Payment Ref.	20150723153755289

We comply with all applicable privacy laws. All information collection on our web pages will remain private and confidential. Please note that by submitting your personal information to us, you consent to our privacy statement that governs your account.

Name on Card [optional]
[Redacted]

Please enter name as stated on card

Card Type
VISA Mastercard

Card Number
[Redacted] [Redacted] [Redacted] [Redacted]

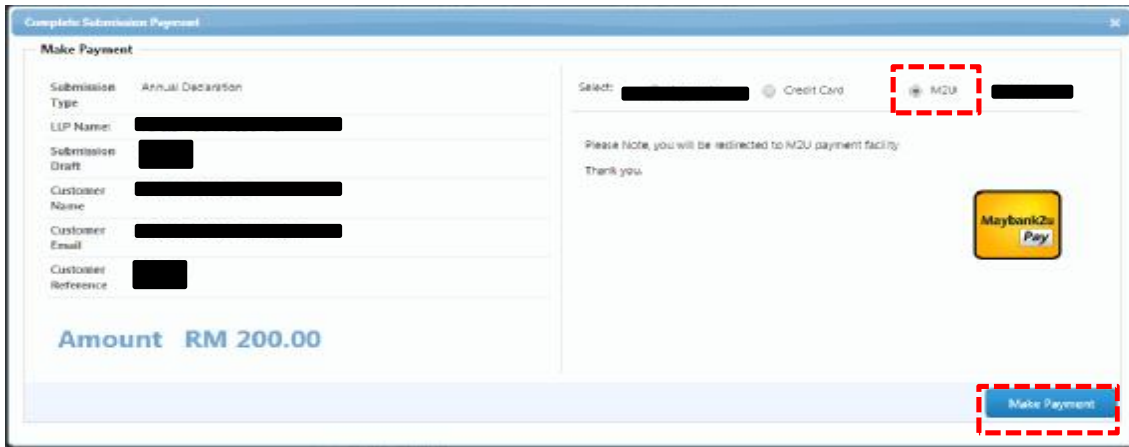
Expiry Date
Month: November Year: 2020

Card CVV2/CVC2/4DBC
[Redacted]

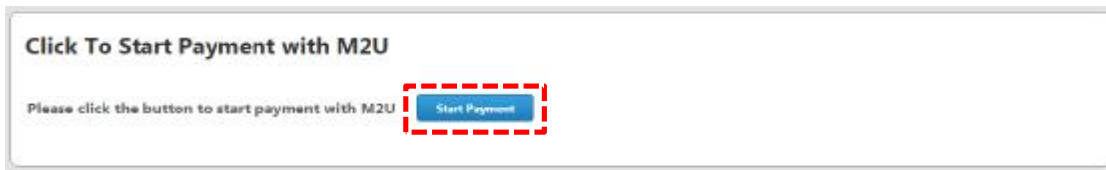
Card issuer country [optional]
Malaysia

STEP 13(b):

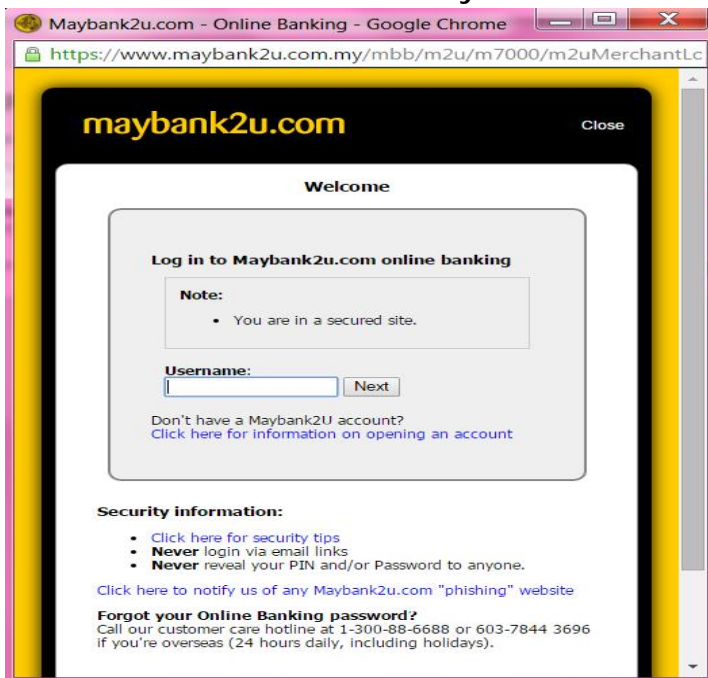
If payment via Maybank2u, click 'M2U' and click 'Make Payment'



Click 'Start Payment'



Screen will be directed to Maybank2u website. Login and make payment



STEP 14:

Receipt image will be displayed once payment transaction is successfully completed

Example of Receipt image:

The receipt image displays the MyLLP-SM logo at the top left, followed by the word "RECEIPT" in a large, bold font. Below this, the address of Suruhanjaya Syarikat Malaysia is provided. To the right, there are two small tables: one for "Bill To" (with redacted information) and one for "Receipt No" and "Date". The main part of the receipt is a table titled "Items" with columns for Serial No., Item Type, Narrative, Unit Cost, Quantity, and Amount. The table contains one item: "LLP ANNUAL DECLARATION" with a unit cost of RM200.00 and a quantity of 1, resulting in an amount of RM200.00. A "Total Sales" row at the bottom right shows a total of 200.00.

MyLLP-SM
LIMITED LIABILITY PARTNERSHIP

RECEIPT

Suruhanjaya Syarikat Malaysia
Menara SSM@Sentral, No. 7 Jalan Stesen Sentral 5
Kuala Lumpur Sentral 50623 Kuala Lumpur.
(GST ID No: 000640557056)
Tel: 03-22994400

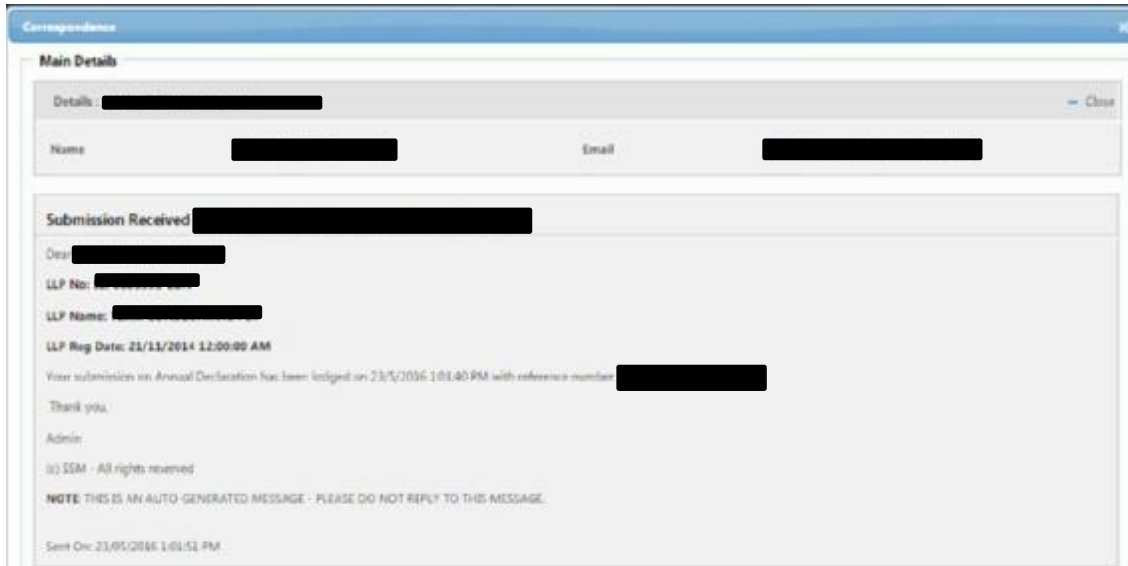
Bill To:	Receipt No	TR000001998
[REDACTED]	Date	14 Sep 2015

Serial No.	Item Type	Narrative	Unit Cost	Quantity	Amount
1	LLP ANNUAL DECLARATION	Submission - Annual Declaration - [REDACTED]	RM200.00	1	RM200.00
Total Sales					200.00

32 | PAYMENT NOTIFICATION

STEP 15:

A notification will be sent to your email address to notify that your submission is successfully received by SSM



STEP 16:

Please save the completed AD (hard copy and /or soft copy) for future reference

Example of Annual Declaration Image:

The image displays two pages of a MyLLP Annual Declaration Form. The left page shows the top section with the MyLLP logo and the title 'Annual Declaration Form'. It includes fields for 'Submission Number', 'Expiry Period', 'Total Fee', and 'Status'. Below this are sections for 'LLP Name', 'LLP Type', 'Registered Office Address', 'Nature of Business', 'Partner Information', and 'Compliance Officers'. The right page shows the 'Declaration' section, which includes a statement of accuracy and a declaration of compliance with the LLP Act 2008. It also contains 'Partner Information' and a 'Salary Declaration' section. All text in the form is redacted with black boxes.

IMPORTANT NOTE

Should you encounter any problem during the Annual Declaration submission, please do not hesitate to contact *SSM Contact Centre* at 03-7721 4000 or email to enquiry@ssm.com.my