



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)



TATACARA PENGGUNA EZBIZ MENDAFTAR SKIM PENDAFTARAN PERNIAGAAN PRIHATIN

SSM

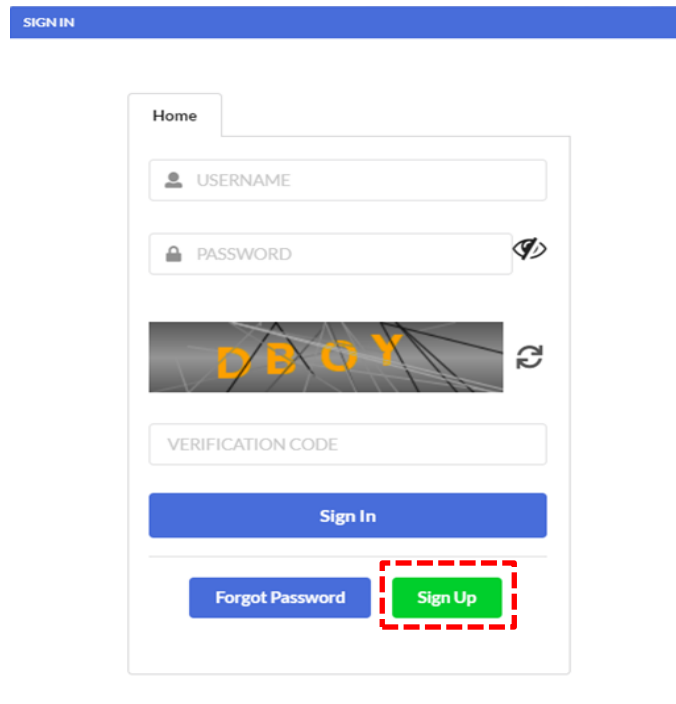
Versi 1.0

15 Februari 2021

CARA PERMOHONAN PENDAFTARAN PERNIAGAAN BARU MELALUI PORTAL EZBIZ ONLINE

A. CARA MENDAFTAR SEBAGAI PENGGUNA EZBIZ ONLINE

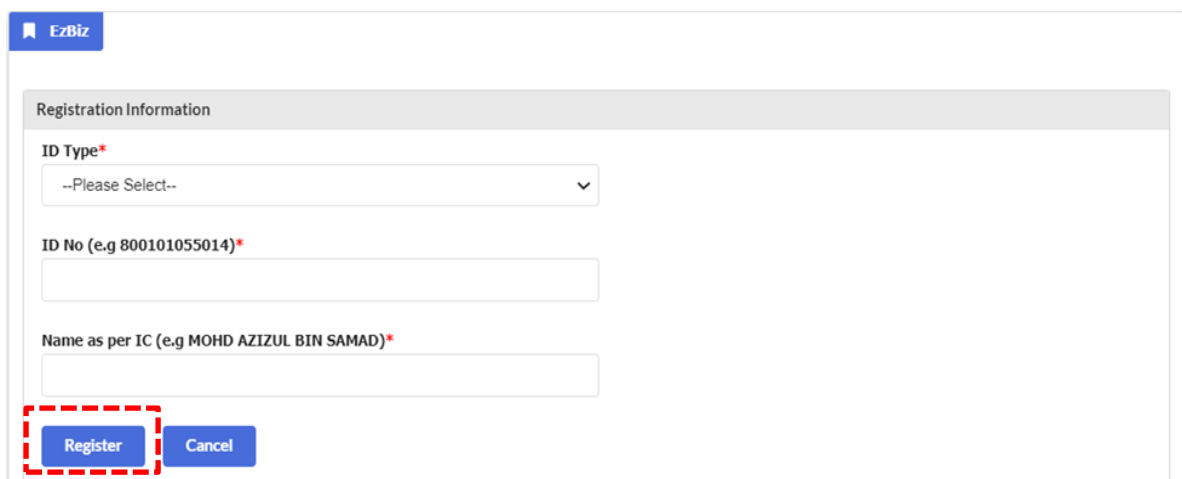
1. a) Tekan **"Sign Up"**.



The screenshot shows the 'SIGN IN' page of the EzBiz portal. It features a blue header with the text 'SIGN IN'. Below the header, there is a 'Home' breadcrumb. The main content area contains a login form with the following elements:

- A 'USERNAME' input field.
- A 'PASSWORD' input field with a visibility toggle icon.
- A 'VERIFICATION CODE' input field.
- A 'Sign In' button.
- A 'Forgot Password' button.
- A 'Sign Up' button, which is highlighted with a red dashed border.

2. a) Sila isikan semua maklumat yang bertanda (*).
b) Selepas selesai, tekan **"Register"**.



The screenshot shows the 'Registration Information' page of the EzBiz portal. It features a blue header with the text 'EzBiz'. The main content area contains a 'Registration Information' form with the following elements:

- An 'ID Type*' dropdown menu with the text '--Please Select--'.
- An 'ID No (e.g 800101055014)*' input field.
- A 'Name as per IC (e.g MOHD AZIZUL BIN SAMAD)*' input field.
- A 'Register' button, which is highlighted with a red dashed border.
- A 'Cancel' button.


3. a) Sila isikan semua maklumat yang bertanda (*).

Registration Information

Username*


(Please key in from 5 until 40 character.)

Password*



(Password must contain at least one of lower case letters, upper case letters, digits and minimum 6 characters)

Re-Type Password*



Email*

Re-Type Email*

User Information


Name*

ID Type **ID No (e.g 800101055014)*** **Colour***

Nationality*

Gender* FEMALE MALE

Date of Birth* **Race***



Residential Address Information

Residential Address*

Postcode* **City***

Country* **State***


Mobile Phone No.*

- b) Tick di bahagian "Declaration"
- c) Selepas selesai, tekan "**Save**"

Declaration:
 I have read and understood the [Protocol on E-Lodgement](#) and agree to the [Terms and Conditions](#) of the system.



- 4. Notifikasi akan dihantar melalui emel dengan disertakan nombor rujukan (EZxxxxx).

 Please be informed that you have registered as an authorized user for EzBiz system using LoginId SAMAD77. Kindly check your email account samad77@gmail.com for further details.

1) BUSINESS REGISTRATION
You are required to go to the nearest SSM office within 14 days from the date of this notification to activate your ID and please bring along your NRIC/MyKad.

OR

2) CORPORATE TRAINING REGISTRATION (e-COMTRAC)
Registration for corporate training at e-COMTRAC does not require ID activation.

Should you have any queries or require any further information please email us at enquiry@ssm.com.my.

Thank you.

- 5. Pengguna perlu hadir ke pejabat SSM yang berdekatan bagi tujuan verifikasi ID (secara **one-off** sahaja) dengan membawa:
 - 1) Kad pengenalan,
 - 2) Surat pengesahan JPN jika cap ibu jari rosak (Jika berkaitan) atau,
 - 3) Kad OKU (Jika berkaitan).
- 6. Setelah selesai, pengguna akan menerima emel memaklumkan proses verifikasi telah BERJAYA dan ID Ezbiz telah diaktifkan.

B. CARA MENGEMUKAKAN PERMOHONAN SKIM PENDAFTARAN PERNIAGAAN PRIHATIN SSM

1. "Sign In"

- (a) Masukkan **"USERNAME"**
- (b) Masukkan **"PASSWORD"** – boleh klik ikon mata jika ingin lihat kata laluan yang telah ditaip.
- (c) Masukkan **"VERIFICATION CODE"** dan,
- (d) Klik **"Sign In"**

The image shows a 'SIGN IN' form with the following fields and buttons:

- Home
- USERNAME
- PASSWORD (with an eye icon for visibility toggle)
- VERIFICATION CODE
- Sign In (highlighted with a red dashed box)
- Forgot Password
- Sign Up

2. Pergi ke menu dan klik 'My Business Services'

- (a) Klik **"New Business"**

The image shows a navigation menu with the following items:

- Home
- My Business Services (highlighted with a red dashed box)
- My Compound Services
- e-COMTRAC
- My Payment History
- User Profile
- Guideline

The 'My Business Services' dropdown menu contains the following items:

- Renewal Service
 - Renewal by Owners
 - Renewal by Others
 - menu.myBiz.selfBizRenewal
 - Renewal History
- New Business Registration (highlighted with a red dashed box)
 - New Business
 - List New Business Registration
 - Form A Partner Verification
- Business Changes
 - New Business Changes
 - List of Business Changes
 - Form B Partner Verification
- Business Termination
 - New Business Termination
 - List of Business Termination
 - Form C Partner Verification

Additional text below the menu:

- User must download certificate and business info within 14 days after application approve/success : [Download](#)
- User Manual (Download here)

3. "Main Information"

- (a) Sila pilih "**Name Type**" sama ada;
 - (i) Trade Name: Menggunakan Nama Tred.
 - (ii) Personal Name: Menggunakan nama sendiri seperti dalam Kad Pengenalan (MyKad/MyPR)
- (b) Masukkan "**Business Start Date**"
- (c) Masukkan "**Partnership Agreement Date**" (jika ada)
- (d) Sila pilih "**Incentive**" (**Skim Pendaftaran Perniagaan Prihatin**).
- (e) Sila pilih "**Registration Period**" dengan membuat pilihan bermula 1 tahun hingga 5 tahun.
- (f) Sila pilih bahagian "**Business Info**" untuk pilih "**Yes**" jika setuju untuk beli info perniagaan, atau "**No**" jika tidak setuju untuk beli info perniagaan.
- (g) Status akan menunjukkan "**DATA ENTRY**".

Main Information

Name Type*
TRADE NAME

Business Name*
SYAHMI ENTERPRISE

For Nurseries/Taska, Care Centre/Pusat Jagaan, Kindergarten/Tadika, Tuition Centre/Pusat Tuisyen, Enrichment Centre/Pusat Perkembangan, School/Sekolah must proceed to the nearest SSM counter.
[Guidelines for Business Name Application](#)

Tahukah anda, Pendaftaran SSM BizTrust adalah PERCUMA sehingga 31 MAC 2019
Sila layari <https://biztrust.ssm.com.my> untuk pendaftaran

Business Start Date*
19-Dec-2020

Partnership Agreement Date
(if applicable)

Incentive
(Usahawan Kumpulan B40/Pelajar IPT/OKU)
Skim Pendaftaran Perniagaan Prihatin

Registration Period*
1 Year

Business Info
YES

Status
DATA ENTRY

- 4. (a) "**Incubator**" – Pilih "**YES**" jika anda peniaga atas talian di Sarawak yang menggunakan khidmat incubator. Klik "**NO**" jika tidak berkenaan.

Sila layari www.centacube.com.my untuk maklumat lanjut.

- (b) **"Is Online Seller?"** – Pilih **"YES"** jika perniagaan secara atas talian. Pilih **"NO"** jika tidak berkenaan.

Incubator*

NO

Is Online Seller ?

--Please Select--

5. **"Main Address"** dan **"Mailing Address"**

- (a) Masukkan semua ruangan yang bertanda (*)
- (b) Masukkan **POSKOD** terlebih dahulu, dan senarai **"TOWN"** akan keluar.
- (c) Jika **"Mailing Address"** sama dengan **"Main Address"** tekan **"Copy From Main Address"**.
- (d) Tekan butang **'Next'**

Main Address	Mailing Address
<p>Copy From Profile Address</p> <p>Address*</p> <p>NO. 7 JALAN 77</p> <p>TAMAN TUJUH</p> <p>Postcode* 28400</p> <p>Town* MENTAKAB</p> <p>State PAHANG</p> <p>Tel No</p> <p>Mobile No* 0179999999</p> <p>Email</p> <p>URL (Website, FB, etc)</p>	<p>Copy From Main Address</p> <p>Address*</p> <p>NO. 7 JALAN 77</p> <p>TAMAN TUJUH</p> <p>Postcode* 28400</p> <p>Town* MENTAKAB</p> <p>State* PAHANG</p> <p>Tel No</p> <p>Mobile No 0179999999</p> <p>Email</p>

Next

6. "Branches Information" (hanya jika ada cawangan)

- (a) Masukkan semua ruangan yang bertanda (*)
- (b) Klik "Add/Update Branch".
- (c) Sebarang pertambahan cawangan akan dikenakan bayaran RM5 untuk setahun bagi pendaftaran setiap satu cawangan.
- (d) Tekan butang 'Next'

Branches Information *(if applicable)

Notes:
1. Address for branches should not be the same with principal business address
2. Address for each branches should not be the same.
3. P.O. Box is not allowed.

Address *

NO. 88 JALAN 88

TAMAN 88

Postcode* **Town**

53000 KUALA LUMPUR

State*

W.P KUALA LUMPUR

Branch URL (Website, FB, etc)

Add/Update Branch

Branch No	Address	Action
Showing 0 to 0 of 0		

Previous Next

7. "Business Information"

- Isikan jenis perniagaan secara terperinci di ruangan kotak "Types of Business"
- Klik "Add Business Code".

Business Information

Types Of Business (Example: Retail Sale Of Food Products, Electrical Installation And Wholesale Of Clothing)*

MAKANAN DAN MINUMAN, PAKAIAN

You have 1472 characters remaining for your description.

Add Business Code

Please add at least one business code.

No	Business Code	Description	Action
Showing 0 to 0 of 0			

« < > »

Previous Next

- Isikan jenis perniagaan dalam kotak "Keyword" dan klik "Search"
- Pilih "Business Code" yang berkaitan sekurang-kurangnya 1 pilihan dan klik "Add Selected Code"

Registration Period*

1 Year

Business Info

YES

Status

DATA ENTRY

Business Information

Types Of Business

MAKANAN DAN

You have 1500 characters remaining for your description.

Add Business Code

Please add at least one business code.

Keyword

MAKANAN

Search Add Selected Code

Business Code	Description	Action
03218	OPERASI LADANG TERNAKAN CACING LAUT UNTUK MAKANAN IKAN (OPERATION OF MARINE WORM FARMS FOR FISH FEED)	<input type="checkbox"/>
10203	PENGELUARAN MAKANAN BERASASKAN IKAN UNTUK MANUSIA ATAU HAIWAN (PRODUCTION OF FISH MEALS FOR HUMAN CONSUMPTION OR ANIMAL FEED)	<input type="checkbox"/>
10301	PEMBUATAN PRODUK MAKANAN BUAH-BUAHAN DAN SAYUR-SAYURAN (MANUFACTURE OF FRUITS AND VEGETABLES FOOD PRODUCTS)	<input checked="" type="checkbox"/>
10750	PEMBUATAN MAKANAN DAN HIDANGAN TERSEDIA (MANUFACTURE OF PREPARED MEALS AND DISHES)	<input type="checkbox"/>
10799	PEMBUATAN PRODUK MAKANAN LAIN T.T.T.L. (MANUFACTURE OF OTHER FOOD PRODUCTS N.E.C.)	<input type="checkbox"/>

No Business Code Description Action

Showing 0 to 0 of 0

« < > »

Previous Next

(e) Setelah selesai, Tekan butang **'Next'**

8. "Owner Information"

- (a) Klik ikon di **"Action"** untuk mengemaskini maklumat alamat kediaman atau nombor telefon.
- (b) Maklumat pemilik akan terpapar secara automatik kerana pemilik telah membuat verifikasi sebelum membuat permohonan.
- (c) Selepas kemaskini maklumat silih tekan **"update"** manakala jika tiada perubahan maklumat sila tekan **"close"**.
- (d) Tekan butang **'Next'**.

9. **"Attachment"** (jika berkenaan sahaja) – Sila lampirkan dokumen dalam format .pdf yang diperlukan mengikut kategori permohonan seperti berikut:

Skim Pendaftaran Perniagaan Perihatn (SPPP)

9.1 Dokumen bagi Usahawan Kumpulan B40:

- (a) Salinan kad pengenalan (Depan & Belakang); dan
- (b) Bukti pengesahan menjalankan perniagaan :
 - (i) Permohonan bantuan pinjaman/ geran perniagaan; atau
 - (ii) Dokumen berkaitan jual beli produk atau perkhidmatan; atau
 - (iii) Gambar pemohon Bersama premis/tempat/gerai perniagaan Bersama pemohon; atau
 - (iv) Lain-lain dokumen berkaitan.

9.2 Dokumen bagi Kategori Pelajar IPT Sepenuh Masa:

- (a) Salinan kad pengenalan (depan & belakang);
- (b) Salinan kad pelajar; dan
- (c) Salinan surat perakuan pelajar dari pihak IPTA/IPTS/Politeknik/Kolej/Institut Kemahiran/Pusat Kemahiran.

Klik **"Choose File"** & pilih dokumen yang perlu diupload. Kemudian, klik butang **"Upload"**.



Attachment (if applicable) - PDF Format Only

Select File (Max 3 MB)

Choose File No file chosen

Upload

10. "Fee & Declaration"

- Semak bahagian bayaran dan tandakan ✓ di bahagian deklarasi.
- Klik "**Preview**" untuk membuat semakan akhir.

Fees & Declaration

Item	Amount	Unit	Total (RM)
Registration of Business	60.00	1 Year(s)	60.00
Branches	5.00	1 Year(s)	5.00
Business Info	10.00	1	10.00
		Total Amount	75.00

I confirm that the fact and information stated in this document are true. It is an offence under section 12 (1)(d) of Registration of Business Act 1956 to dishonestly makes any statement or furnishes any information to the Registrar under the provisions of this Act or of rules made thereunder whether such statement is verbal or in writing, which is false in any material particular or by reason of the omission of any material particular and which he either knows or has reason to believe is false, commits an offence and shall on conviction be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding two years or to both.

[Previous](#) [Preview](#)

- Setelah selesai membuat semakan, sila klik butang "**Submit Payment**" untuk proses pembayaran dan pilih mod pembayaran yang berkenaan.
- Jika terdapat butiran untuk dikemaskini, sila klik butang "**Edit Back**"

Cara-cara untuk menambah rakan kongsi di dalam permohonan pendaftaran baru melalui portal Ezbiz Online

1. Pada bahagian "Owner Information"

- Masukkan nombor **MyKad/MyPR** rakan kongsi dalam ruangan bertanda (*)
- Klik "**Add Partner**"

Owners Information

MyKad No*
911119119119 Add Partner

No	Name	Id No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK	840618146485	VERIFIED	

Showing 1 to 1 of 1

- Paparan maklumat rakan kongsi yang ditambah akan terpapar.
- Sila maklumat rakan kongsi.

Incentive (Pelajar/Ibu Tunggal B40/Beliau)
Not Applicable

Registration Period*
1 Year

Business Info
YES

Status
DATA ENTRY

Owners Information

MyKad No*
911119119119

No	Name
1	IYLIAA FAHMI BIN ISHAK

Showing 1 to 1 of 1

Name : ILMAN KHALISH (OKU)

IC No : 911119119119 Color : Blue

Date of Birth : 19 Nov 1991 Gender : MALE

Race : MELAYU Others Race :

Nationality : MALAYSIAN Original Country :

Address*

NO. 66 JALAN 66

TAMAN 66

Postcode*

57100

Town*

KUALA LUMPUR

State*

W.P KUALA LUMPUR

Tel. No.

Mobile. No.*

(e) Klik butang "Update".

The screenshot shows a modal form for updating a partner's information. The form includes the following fields:

- Nationality : MALAYSIAN Original Country :
- Address* : NO. 66 JALAN 66
- TAMAN 66
- Postcode* : 57100
- Town* : KUALA LUMPUR
- State* : W.P KUALA LUMPUR
- Tel. No. :
- Mobile. No.* : 0123233548
- Veification Status : PENDING UPDATE ADDRESS

The "Update" button is highlighted with a red dashed box. The background shows a table with one entry for IYLIAA FAHMI BIN ISHAK and a "Previous" button at the bottom right.

2. Maklumat rakan kongsi yang ditambah akan menjadi "PENDING VERIFICATION".

No	Name	Id No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK		VERIFIED	
2	ILMAN KHALISH	911119119119	PENDING VERIFICATION	

Showing 1 to 2 of 2

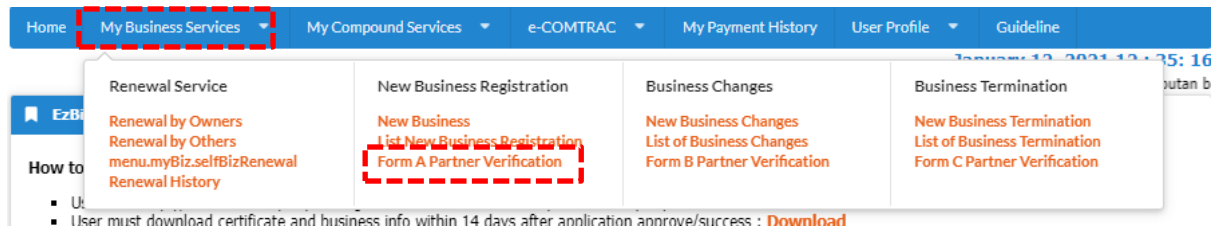
Navigation: << < 1 > >>

3. Pemohon tidak boleh "Preview" jika rakan kongsi yang ditambah masih belum membuat verifikasi menggunakan akaun mereka.

Cara-cara untuk membuat pengesahan rakan kongsi (Partner Verification)



1. Pergi ke menu dan klik **"My Business Services"**.

(a) Klik **"Form A Partner Verification"**



2. Maklumat perniagaan yang dimohon akan dipaparkan

(a) Klik butang 


Ref. Nosss	Business Name	Status	Update Date	Owner Verification Status	Action
EB-A2021011400001	CMC VENTURES	Data Entry	14/01/2021 10:13:13 AM	PENDING VERIFICATION	
EB-A2020122900005	SIM TYRES	Data Entry	29/12/2020 11:52:56 AM	PENDING VERIFICATION	

Showing 1 to 2 of 2

<< < 1 > >>

3. Rakan kongsi boleh membuat semakan pendaftaran perniagaan yang telah diisi sebelum membuat pengesahan. Untuk pengesahan rakan kongsi:

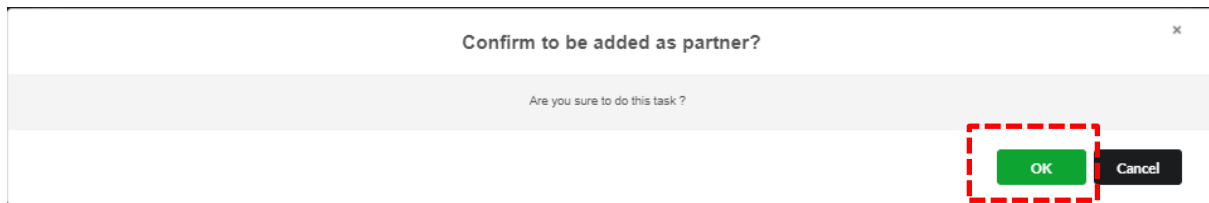
(a) Klik ikon 

No	Name	IC No	Verification Status	Action
1	ILMAN KHALISH 77 JALAN STESEN SENTRAL 5 KL SENTRAL 50623 KUALA LUMPUR W.P KUALA LUMPUR	911119119119	VERIFIED	
2	IDRIZ KAISER NO. 55 JALAN 55 TAMAN LIMA 55300 KUALA LUMPUR SELANGOR	900909099009	PENDING VERIFICATION	

Showing 1 to 2 of 2

<< < 1 > >>

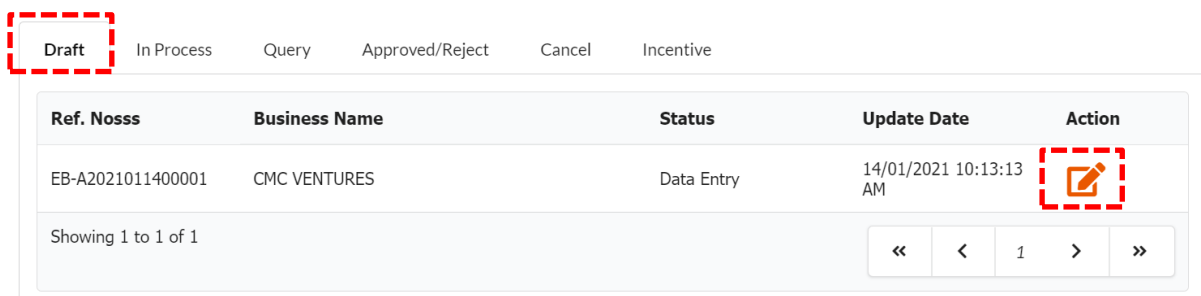
(b) "Pop up" box akan keluar dan klik **"OK"**




4. Pemohon asal/pertama akan menerima emel notifikasi bahawa rakan kongsi yang hendak ditambah telah bersetuju untuk menjadi rakan kongsi perniagaan.

5. Pemohon asal/pertama boleh menyemak semula dengan sign in ke portal **EZBIZ Online**

- (a) Pergi ke Menu dan klik **"My Business Services"**
- (b) Klik **"List New Business Registration"**
- (c) Pada bahagian **'Draft'**, klik pada perniagaan yang ingin didaftarkan



Ref. Noss	Business Name	Status	Update Date	Action
EB-A2021011400001	CMC VENTURES	Data Entry	14/01/2021 10:13:13 AM	

Showing 1 to 1 of 1




<< < 1 > >>

(d) Rakan kongsi yang ditambah bertukar status **"VERIFIED"**

(e) Proses seterusnya adalah memilih mod pembayaran. SELESAI.

Owners Information

MyKad No* [Add Partner](#)

No	Name	Id No	Verification Status	Action
1	ILMAN KHALISH	911119119119	VERIFIED	
2	IDRIZ KAISER	900909099009	VERIFIED	 

Showing 1 to 2 of 2

« < 1 > »

C. CARA MUAT TURUN SIJIL DAN MAKLUMAT PERNIAGAAN

1. "Sign In"

- (a) Masukkan "**USERNAME**"
- (b) Masukkan "**PASSWORD**" – boleh klik ikon mata jika ingin lihat kata laluan yang telah ditaip.
- (c) Masukkan "**VERIFICATION CODE**" dan,
- (d) Klik "**Sign In**"

The screenshot shows a 'SIGN IN' page with a blue header. Below the header is a form with three input fields: 'USERNAME', 'PASSWORD', and 'VERIFICATION CODE'. The 'PASSWORD' field has an eye icon to its right, which is highlighted with a red dashed box. Below the input fields is a blue button labeled 'Sign In', also highlighted with a red dashed box. At the bottom of the form are two buttons: 'Forgot Password' (blue) and 'Sign Up' (green).

2. Pergi ke menu dan klik 'My Business Services'

(a) Klik "List New Business Registration"

The screenshot shows a user dashboard with a blue navigation bar. The 'My Business Services' menu item is highlighted with a red dashed box. A dropdown menu is open, showing several categories of services. The 'New Business Registration' category is highlighted with a red dashed box, and the 'List New Business Registration' option within it is also highlighted with a red dashed box. Below the dropdown menu, there is a note: 'User must download certificate and business info within 14 days after application approve/success: Download'.


3. Klik Tab **Approved/Reject** dan klik butang 

Home My Business Services My Compound Services e-COMTRAC My Payment History User Profile Guideline

February 1, 2021 22 : 31: 16

EzBiz

Draft In Process Query **Approved/Reject** Cancel Incentive

Ref. No	Business Name	Status	Update Date	Action
EB-A2018012400415	ISLANDS LOVER DISTRICT CAFE	Approved	31/01/2021 08:19:04 PM	

Showing 1 to 1 of 1

<< < 1 > >>

4. Sistem akan memaparkan maklumat permohonan yang telah diluluskan. Klik **Download Certificate** dan **Download Business Info**

Fees & Declaration

No	Payment Type	Item	Total (RM)
1	OS	REGISTRATION OF BUSINESS (TRADE NAME) ISLANDLOVER DISTRICT	60.00
2	SR	BUSINESS INFO	10.00
Total (exclude GST)			70.00
GST payable			0.60
Total Amount Payable			70.60

[Download Borang A](#) [Download Certificate](#) [Download Business Info](#) [Buy CTC Certificate](#)

Certificate and Business Info only available for download within 14 days after application approve/success (Valid until 14/02/2021 08:19:04 PM)

Nota:

- Sijil dan Maklumat Perniagaan perlu dimuat turun dalam tempoh 14 hari dari tarikh permohonan diluluskan. Tarikh akhir dan masa yang boleh dimuat turun ada dinyatakan.
- Butang **Download Business Info** hanya akan ada jika pembelian maklumat dibuat sewaktu membuat permohonan.