MyLLP

User Manual

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WELCOME

Welcome to the MyLLP User Manual for Annual Declaration. 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 Annual Declaration 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 <u>http://myllp.ssm4u.com.my/</u>.

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

1 Getting Started

- Open an Internet browser and navigate to the URL of <u>http://myllp.ssm4u.com.my/</u>
- 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.

2 Annual Declaration

1. Click on Submit Annual Declaration under the Post Registration Tab.

EIMITED LIABILITY PARTS			
Danhboard Starting # LLP * Post Regist	mation * Winning Up * Deer Management * My Submission *		(2) 208 HCCH
Change of Particular	Edemion of Time	Annual Declaration	Gourt Order
Change of Particular	Annual Declaration	Submit Annual Declaration	General Court Order
Notice of Cessation (Partner)	Change of Particular		
Notice of Cessation (Compliance Officer)	Carrying Busitess with Less Than Minimum Partner		
Replacement of Compliance Officer	Place Keep Accounting Record Other Than Registration Address		
	Winding Up		

2. The List of LLP for Annual Declaration submissions will be displayed.

now 10 entries					Search:	
Ent		Entity Type	Entity Status	1 Current Fy	e Date 🚺 👘	Action
201304000573 (LLP0000624-LGN)	MY.NG PLT	LOCAL REGISTRATION	EXISTING	17		Proceed
201304001420 (LLP0001409-LGN)	E DIMENSION CONSULTANCY PLT	LOCAL REGISTRATION	EXISTING			Proceed

List of LLP for Aroual D	eduction submissions			
inter til ertites				baat
Entry Pa	ray b	104	Entity Status	Connect Pyr Des 0 Action
20120-0026ine ALIPION	WARES OF THE WAY	LOCAL REDISTRATION		: The date must be consistent with the date of Balance Sheet and Profit & Loss Accounts are made up P : The date refers to the LLP's registration anniversary date
SYIDLAUSTINE SLIPIERSHEI LÜNI	CHAMPIONS REQUELT PUT	LOCAL RECRETEACION	ENERG	Proceed.
and the second se	Contractor and and the second second	Concernance and	Second Second	

3. List will be empty if user is not a Compliance Officer.

ist of Pending I	tems					
ef No.	Entity No.	Entity Name	Create by	Create Date	AD Status	Action
howing 0 to 0 o						>

4. Select the respective LLP for submission. Key in Current Financial Year End (FYE) date and click Proceed button.

Entity Reg No.	ţĮ,	Entity Name	ţį,	Entity Type	11	Entity Status	0	Current Fye Date 0	ţ	Action
201304000573 (LLP0000624-LGN)		MY.NG PLT		LOCAL REGISTRATION	I	EXISTING		31/05/2022	1	Proceed
(221 00002 1 2011)								17		

REFERENCE NOTE:

Section 68(2) LLPA 2012 – Annual Declaration shall be lodged annually within 90 days from the FYE of the LLP.

Section 68(3) LLPA2012 – First Annual Declaration shall be lodged not late than 18 months from the date of the registration

of the LLP.

Practice Note 1/2016 - Requirements Relating To The Lodgement Of Annual Declaration By A Limited Liability Partnership

(https://www.ssm.com.my/Pages/Legal_Framework/Document/2._PN%20No .1-2016.pdf)

IMPORTANT iTool

Local LLP: The date for current FYE must be consistent with the date of Balance Sheet and Profit & Loss are made up.

Foreign LLP: The date refers to the LLP's registration anniversary date

Row 11 entries				Search		
Entity Reg No.	Entity North	Entity Type	Entity Status	Current Fye Date O	Action	
		LOCAL REGISTRATION	personal and the second second			with the date of Balance Sheet and Profit & Loss Accounts are m egistration anniversary date
		LOCAL REGISTRATION	EXISTING		Priced	

5. Selected LLP information will be displayed.

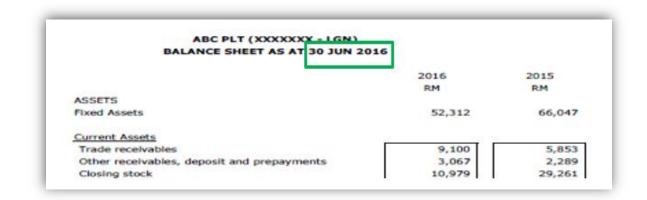
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	SELANGOR UNINARIA	
RUD WID ACCHUR	17 ANE 20	

- a. User must check the information displayed for Nature of Business, Registered Address, Business Address, Partners, Compliance Officer and Capital Contribution. If the data displayed is not updated, LLP is required to update the information through submission of Change of Particulars.
- b. If there is any different in capital contribution, LLP is required to update the capital contribution through submission Change of particulars.

6. The Current Financial Year End (FYE) Date will be auto populate based

ו	the	date	keyed	in	at	step	No.	4
Current	Date							
Currenti	Fye Date 😡							

EXAMPLE:



NOTES ON FINANCIAL INDICATOR:

- 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 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.

7. Key in information on financial indicator. Negative value at the Profit/Loss will indicate Loss. Negative value on Total liabilities will indicate negative liability.

Total Assets(RM)	Total Liabilities(RM) 🤨		
	Negative value on Profit Loss will indicate loss		
Total Revenue(RM)	Total Profit Loss(RM) 0		

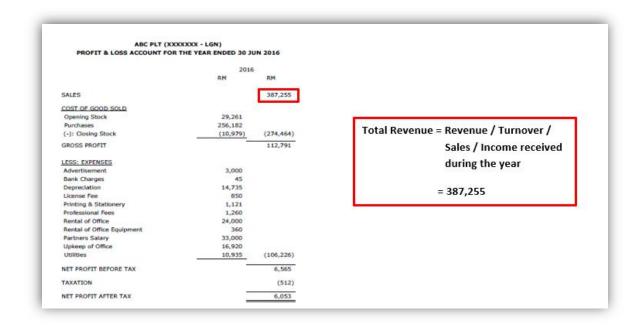
EXAMPLE: TOTAL ASSETS

ABC PLT (XXXXXXX - LGN) BALANCE SHEET AS AT 30 JUN 20	16		
	2016 RM	2015 RM	
ASSETS			Total Assets = Non-Current Assets /
Fixed Assets	52,312	66,047	Fixed assets + Curren
Current Assets			
Trade receivables	9,100	5,853	Assets
Other receivables, deposit and prepayments	3,067	2,289	10 10 10 10 10 10 10 10 10 10 10 10 10 1
Closing stock	10,979	29,261	52.242
Cash in hand and at Bank	5,824	3,267 40,670	= 52,312 + 28,970
TOTAL ASSETS	81,282	106,717	= 81,282
FINANCED BY:			
PARTNERS CONTRIBUTION			
AAA	20,000	20,000	
BBB	20,000	20,000	
Add: Accumulated Profit/(loss)	6,053	4,652	
	at 10 - 10 - 10 - 10		
LIABILITIES			
Current Liabilities Trade Payable	27,899	46,441	
Accrual & Other payable	7,330	15,624	
mutue o strei payable	35,229	62,065	
TOTAL CONTRIBUTION & LIABILITIES	81,282	106,717	

EXAMPLE: TOTAL LIABILITIES

ABC PLT (XXXXXXX - LGN) BALANCE SHEET AS AT 30 JUN 20	16		
	2016	2015	
	RM	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	Total Liabilities = Non-Current Liabilitie
Closing stock	10,979	29,261	Total Liabilities - Non-Current Liabilitie
Cash in hand and at Bank	5,824	3,267	+ Current Liabilities
	28,970	40,670	+ current Liabilities
TOTAL ASSETS	81,282	106,717	= 0 + 35,229
FINANCED BY: PARTNERS CONTRIBUTION			- 0 + 33,225
ΔΑΔ	20,000	20,000	
666	20,000	20,000	= 35,229
Add: Accumulated Profit/(loss)	6,053	4,652	851.0044343550005
	46,053	44,652	
LIABILITIES			
Current Liabilities			
Trade Payable	27,899	46,441	
Accrual & Other payable	7,330	15,624	
	35,229	62,065	
TOTAL CONTRIBUTION & LIABILITIES	81,282	106,717	

EXAMPLE: TOTAL REVENUE



EXAMPLE: TOTAL PROFIT/LOSS

ABC PLT (XXX PROFIT & LOSS ACCOUNT FOR		UN 2016	
	2016		
	RM	RM	
SALES		387,255	
COST OF GOOD SOLD			
Opening Stock	29,261		Total Profit/ (Loss) = Net Profit/(Loss)
Purchases	256,182		ATTAC MS ANALYSIS AND ANALYSIS ANALYSIS AND ANALYSIS AND ANALYSIS AND ANALYSIS ANALYSIS AND ANALYSIS ANALYSIS AND ANALYSIS AND ANALYSIS ANALYSIS ANALYSIS ANALYSIS ANALYSIS ANALYSIS ANALYSIS ANALYSIS ANALYSIS ANALY
(-): Closing Stock	(10,979)	(274,464)	After Tax for the
GROSS PROFIT		112,791	year.
LESS: EXPENSES			
Advertisement	3,000		= 6,053
Bank Charges	45		- 0,033
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	1041	6,565	
TAXATION		(512)	
NET PROFIT AFTER TAX	-	6,053	

8. Info on charges created for the respective FYE. User is required to tick Yes if LLP had created charge(s).

✓ Charges	
Does LLP had particulars of indebtness of LLP in respect of charges created?	
✓ Yes No	
Add Charges	

8a. If Yes, Tick Add Charges button. Fill up the required information. If more than one charge created, click Add button and fill up

the required information.

Date of C	Charge Registered		Nature of	Charge		
17						
Name of	Chargee		Amount o	f the Indebtedness (RM)		
			Add			
No	Date of Charge Registered	Nature of Charge	Name of Chargee	Amount of the Indebtedness (RM)	Action	

8b. If there is no charge(s) created, user is required to tick No.



9. For Solvency Declaration, User is required to choose Able to Pay Debt or Not Able to Pay Debt option, and tick the Solvency Declaration box.

Please	Tek :
	being the partners of PLT do solemnly affirm and declare that we have made a full inquiry into the affairs of the limited liability partnership and we have forme pinion that the limited liability partnership:
	○ Able to pay debt ○ Not able to pay debt
	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.

It is mandatory to tick the Solvency Declaration. If the box is not ticked, a reminder will pop-up to alert user before allowing to proceed payment.

- 10. LLP is required to submit Annual Declaration annually.
 - a. If Current Financial Year End is not set annually according to the FYE, a reminder will be displayed.



b. If Current Financial Year End is set to a future date, a reminder will be displayed.



c. If Current Financial Year End is set to a date earlier than the registration date, a reminder will be displayed.



d. If Current Financial Year End is set to the same date as previous FYE date, a reminder will be displayed.



To be able to proceed with payment, User is required to change Current Financial Year End and tick the box in the Declaration part again.

11. In the Declaration Tab, declaration will be displayed. The Submit Payment button will be enabled when the user has ticked the declaration box.

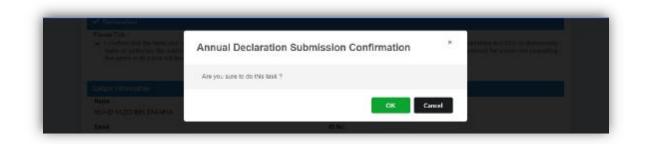
ase Tick : I confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 201 dishonestly make or authorize the making of a statement that you know is failse or misleading and you may be liable,upon conviction, to imprisonment for a not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.				
✓ Declaration				
Plane Tex				
	ntare inte litis an offence under section 10 of the Li	inited Linkiw Partnerships 4:12012 to dishore shi		
Product IRA (*) I confirm that the lacts and information stated in this docume make or authorize the making of a statement that you know five years onto a line not less than RM153,300 and not more to the years of the allow not less than RM153,300 and not more to the statement of the sta	s failse or milistanding and you may be liable,upon co			
I continue that the facts and information stated in this docume make or authorize the making of a statement that you know.	s failse or milistanding and you may be liable,upon co			
I confirm that the lacts and information stated in this docume make or authorize the making of a statement that you know the pages onto a line not less than RM150.000 and not more to	s failse or milistanding and you may be liable,upon co			
I confirm that the lacts and information stated in this docume make or authorize the making of a statement that you know that years or to a line not loss than RMI50.000 and not more t Lodger Information	s finise or ministracting and you may be liable upon co han RME30,000 or to both.			
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	Phone Rember			

Please note that a reminder will pop up, if the submission do not comply with the time frame as provided under Section 68 for local LLP and Section 46 for foreign LLP.





12. After clicking on Submit Payment, a prompt will be display for confirmation. Click on OK button to continue.



13. Payment Details will be displayed. Click Pay Online button to continue with payment.

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LOCAL ANNUAL DECLARATION (ANNUAL DECLARATION - LLP0000616-LGN - BABY VILLA CHILD CARE CENTRE PLT)	1	200.00	0.00	200.00
	Total (RM):	200.00	0.00	200.00
			Total Amount (RM):	200.00
ime*				
RIC No. / MyColD No. / Business Registration No.*.				
ldress*				
TEST ADDRESS 23050 DUNGUN T				

14. Once payment has been made, Invoice will be displayed. User may click on Print button to save a copy of the invoice. Receipt no. is the payment receipt. Reference no. is the Annual Declaration transactions. Transaction ID is the payment transaction number.

Tel: 03-2290 4400			
lest address 23058 DUNIGUN T		Reference No. Payment Miede Defail Approval Code Payment Miede Traessaction ID	E520210731800001 AD28218731008002 HostSim DD E2021073100001 31/07/202110:51:24 AJ
NO.	DESCRIPTION		AMOUNT (RM)
1	LOCAL ANNUAL DECLARATION ANNUAL DECLARATION - LLP0000616-LGN - EA	BY VILLA CHILD CARE CENTRE PLT	200.00
		Total	200.00
		Amount Received	200.00