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

SSM BIZTRUST QR CODE THROUGH
EZBIZ ONLINE PORTAL
USER MANUAL

PREPARED BY:

MARKETING AND BUSINESS DEVELOPMENT DIVISION

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PURPOSE

This user manual is provided to guide business communities registered under the Business Registration Act 1956 (APP 1956) through the SSM ezBiz Online portal. It explains the procedures and steps to download and upload SSM BizTrust QR code through the SSM ezBiz Online portal.

BACKGROUND OF SSM EZBIZ ONLINE

2.   SSM ezBiz Online is an online platform provided by the Companies Commission of Malaysia (SSM) and it offers services such as:

    i.   New Business Registration;
    ii. Business Information Changes;
    iii. Business Registration Renewal;
    iv. Business Termination; and
    v.   Compound Services.

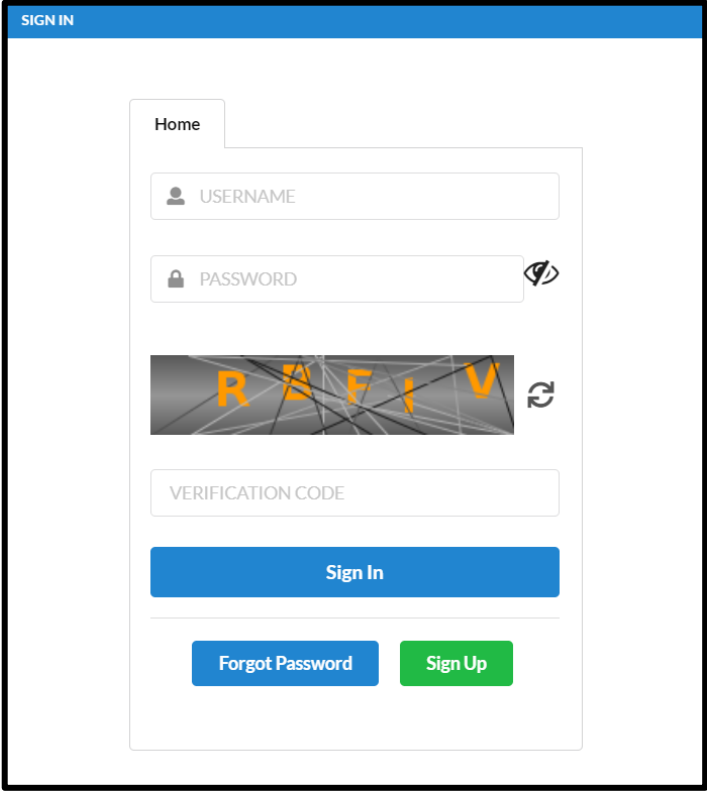3.   This portal is available 24 hours a day, and seven (7) days a week at ezbiz.ssm.com.my.

BACKGROUND OF SSM BIZTRUST QR CODE

4.   SSM BizTrust is a business starter kit that serves as a digital identification to business entities registered with SSM.

5.   This business starter kit comes in the QR code form that will display information such as the name and registration number of the business entity, status and URL address of the business. It aims to strengthen the compliance of business entities registered with SSM through the provisions of the Acts administered by SSM.

SSM BIZTRUST QR CODE

Table 1: Steps To Download SSM BizTrust QR Code via SSM ezBiz Online Portal

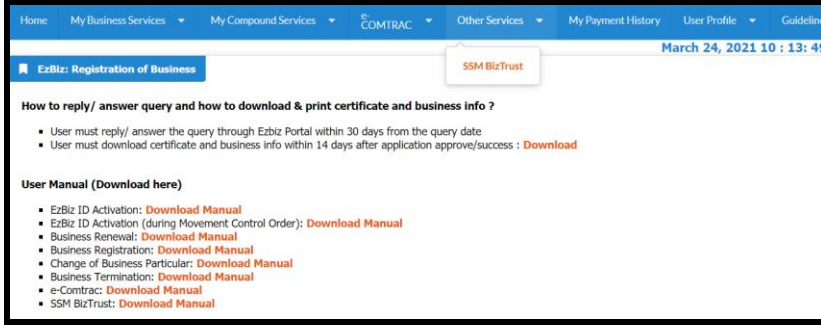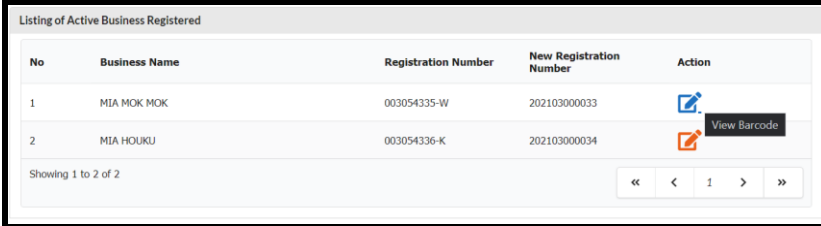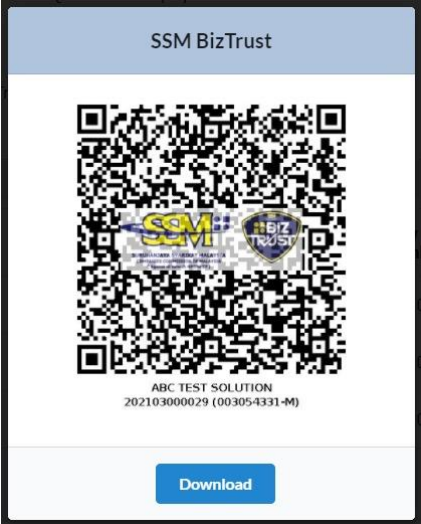| STEP	ACTIONS
1	Login to your ezBiz Online account using your User ID and password.
2	Press 'Other Services' on the main menu page to go to the 'SSM BizTrust' menu.

3	Press 'View Barcode' on the SSM BizTrust website to display the SSM BizTrust QR code.

4	Press 'Download' to download the SSM BizTrust QR code.

Table 2: Steps To Upload SSM BizTrust QR Code To Online Platform

(1)   INSTAGRAM
      OPTION I

STEP	ACTIONS
1	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) through the ezBiz Online portal.
2	Log in to the registered business Instagram account.
3	Press '+' to upload SSM BizTrust QR code to Instagram Post.
4	Press 'Next' and write the appropriate caption.
5	Press 'Share' and the SSM BizTrust QR code will display.

OPTION II

STEP	ACTIONS
1	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) through the ezBiz Online portal.
2	Log in to the registered business Instagram account.
3	Swipe right to upload SSM BizTrust QR code to Instagram Story.
4	Press 'Send to' and the SSM BizTrust QR code will display.

Note: Instagram Story can be used as a 'Highlight' on a business's Instagram account.

(2) FACEBOOK PAGE

STEP	ACTIONS
1	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) via the ezBiz Online portal.
2	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) via the ezBiz Online portal.
3	Press 'News Feed' and click 'Photo' to select the downloaded SSM BizTrust QR code image to be uploaded to the Facebook Post.
4	Press 'Publish' and the SSM BizTrust QR code will display.
5	Press the '⋯' icon and press 'Pin to Top' to ensure that the post is always on top of the Facebook Page Timeline Page.

(3) WEBSITE

STEP	ACTIONS
1	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) through the ezBiz Online portal.
2	Upload the SSM BizTrust QR code in the footer either left or right of the website.
Note: i. The method of uploading the SSM BizTrust QR code depends on the type of website. The activity of uploading the QR code of	

SSM BizTrust is recommended to be done by the web developer of the website; and
ii. The minimum scale of the QR code display is 3.0 cm^2 and is still readable if scanned.

CLOSING

6. For further enquiries regarding SSM BizTrust QR code, please call 03-7721 4000 or email to enquiry@ssm.com.my.

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