

**COMPANIES COMMISSION OF MALAYSIA  
Subscriber Registration Form (SPS)**

Please Tick  New Subscriber  Subscriber Update

**A. Principal Applicant**

Name :

I/C Number (New) :  Tel No :

PSP User ID :  Fax No :

Account No :  \* Email :

Company Name and No :

LS No/Membership No :  No. of Subuser :

*Please use separate page if more than 5 users AND Please attach a copy of I/C*

NAME OF SUBUSERS	NRIC NO	Update Only	
		Add	Remove
1.....	.....	<input type="checkbox"/>	<input type="checkbox"/>
2.....	.....	<input type="checkbox"/>	<input type="checkbox"/>
3.....	.....	<input type="checkbox"/>	<input type="checkbox"/>
4.....	.....	<input type="checkbox"/>	<input type="checkbox"/>
5.....	.....	<input type="checkbox"/>	<input type="checkbox"/>

Initial Prepaid Amount: RM

Payment Mode: Cash  Cheque/Bank Draft  TT/Bank In  Other

Cheque /BD No :  .....

I/We hereby confirm that the information stated above are correct

Signature :

Date :

Company Stamp :

**Office Use Only**

Received by : .....

Date : .....

Verified by : .....

Date : .....

SPS Receipt:.....

## Guidelines of Prepaid System

1. By registering to the SPS, the customer hereby agree to be bound by the provisions of the Terms and Conditions contained herein
2. This facility is provided by Companies Commission of Malaysia (SSM) for the purpose of e-payment of e-lodgment services offered by SSM via government Public Service Portal "PSP" ([www.gov.my](http://www.gov.my))
3. This facility is applicable for SSM customers who wish to do online lodgment and have registered via internet with Public Service Portal as PSP user and SSM as SSM subscriber.
4. For the first time registration, the applicant shall furnish to SSM duly completed form above ,photocopy of IC including all subusers and initial deposit.
5. Minimum initial deposit is RM 70.00 for individual account and RM1,200.00 for Corporate Account. The minimum reload amount is RM 10.00. In case of insufficient balance, the user will not be able to submit the transaction.
6. No extra charge will be imposed by using this facility and the balance will have no expiry date.
7. Payment Guide:
  - i) All payments shall made payable to SURUHANJAYA SYARIKAT MALAYSIA
  - ii) All payments are in Malaysian currency only.
  - iii) Payment can be made via Cash, Cheque, Banker's cheque, Postal or Money Order, Telegraphic Transfer (TT), online transfer or bank in into account.
  - iv) For Bank In, transfer and TT, please fax the completed form and proof of payment eg. bank in slip to SPS Team at 03-4047 6337. The bank detail are as follows:

Bank	: Bank Islam Malaysia Berhad
Account No	: 14153010025346
Account Name	: Suruhanjaya Syarikat Malaysia
  - v) The validation of the payment will be done by SSM upon confirmation of payment received or cheque cleared by the bank.
  - vi) Transactions done over the counter (OTC) will be processed immediately. Business hour for OTC will be from 8.15am – 4.30 pm normal working days.
  - vii) Payment received other than OTC will be processed upon receipt of the form and proof of payment. Payment notification and receipt will be sent to the customer.
8. The subscriber shall notify us if it is found that the information of his/her account is not correct within 7 days from the transaction date.
9. For Corporate Account holder, only the Principal Subscriber (authorizer) is allowed to add or remove the sub user.
10. Any application for closing of account, refund or suspension of account shall be made in writing.

Please contact our call center at **03-40476111/6222** or email to [enquirv@ssm.com.my](mailto:enquirv@ssm.com.my) for any enquiries