

### **What is the responsibility of the business owner?**

1. Register the business within 30 days from the commencement date of the business by submitting Business Registration Form (Form A).
2. Renew your business registration within 30 days before the expiration date of the registration or previous renewal by submitting an Application for Renewal of Business Registration (Form A1).
3. Register business changes within 30 days from the date of change of main address, nature of business, branch address and owner information by submitting a Registration of Changes (Form B).
4. Notification of termination of business within 30 days from the date of termination of business operation or due to death within 4 months of death by submitting a Notification of Termination of Registered Business (Form C).
5. Displaying Business Registration Certificate in a conspicuous place at the main business premises or branch.
6. Put a signboard displaying business name outside the business premises, and if there is more than one place of business, outside of each place of business
7. Display business name and registration certificate number on letterhead, invoice, bill and other business documents.
8. Obtain the appropriate license, permit, or letter of authorization from the relevant authorities of the type of business requiring prior approval even if the business has been registered with SSM.

### **What are the offences under the provisions of the Registration of Businesses Act 1956 (Act 197) And Rules**

1. Any person who being a person required to register his business under this Act carries on that business without registering the business or continues to carry on any business after the period of registration has expired, commits an offence and shall on conviction be liable to a fine not exceeding fifty thousand ringgit or to imprisonment for a term not exceeding two years or to both.
2. Not displaying a certificate of registration on conviction be liable to a fine not exceeding two thousand ringgit or to imprisonment for a term not exceeding 6 months or to both.
3. Any person who is guilty of an offence under this Act or any rules made under this Act for which no penalty is expressly provided for shall on conviction be liable to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding one year or to both.