



TATACARA PENGGUNA EZBIZ PENDAFTARAN PERNIAGAAN BAHARU

Versi 6.1
24 Mei 2026

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A. Cara Mengemukakan Permohonan Pendaftaran Perniagaan Baharu

1. Sila layari ssm4u.com.my dan klik “Log In”



- (a) Masukkan “Email Address”,
- (b) Masukkan “Password” dan,
- (c) Klik “Sign In”



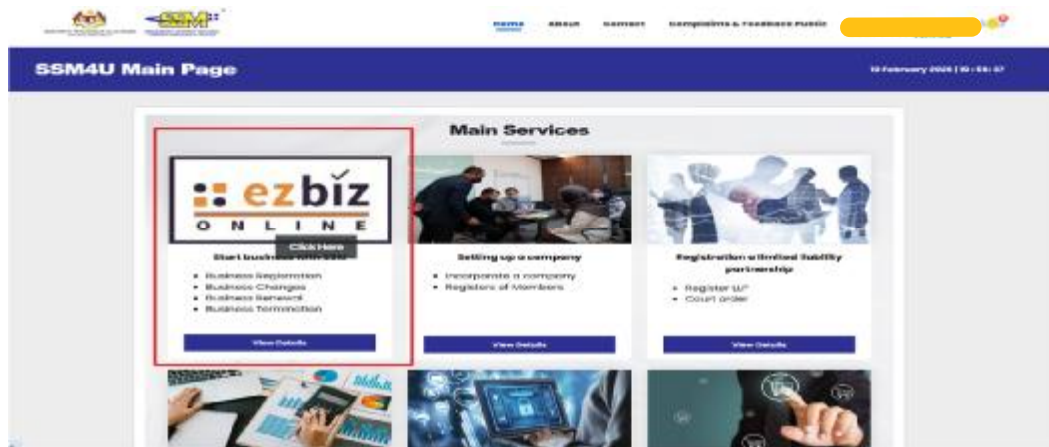
Please enter your credentials

Sign in

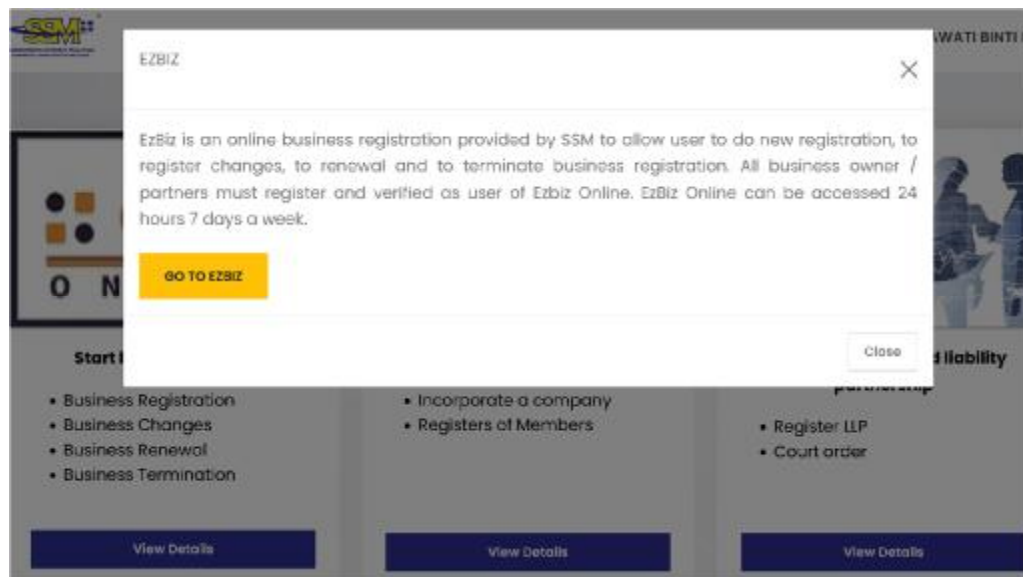
[Register a New Account](#)
[Forgot Password](#)

2. Pada paparan skrin **halaman utama (SSM4U Main Page)**;

(a) Pilih **ezbiz Online** seperti tangkap layar dibawah.



(b) Klik pada butang **GO TO EZBIZ**.



3. Pada halaman **ezbiz Online**, sila ke menu dan klik “**My Business Services**”;

(a) Klik “**New Business Registration**”

			MY BUSINESS SERVICES	MY PAYMENT HISTORY
Renewal Service	Business Registration	Business Changes		
Renewal By Owner	New Business Registration	New Business Changes		
Renewal Status / History	Registration Partner Verification	Changes Partner Verification		
	Registration Status / History	Changes Status / History		

4. “**Main Information**”

Main Information

Name Type*

--Please Select--

Business Name*

Registration of Taska/Pusat Jagaan/Tadika/Pusat Tuisyen/Pusat Perkembangan/Sekolah must proceed to the nearest SSM counter.
Guidelines for Business Name Application

"Yakinkan pelanggan anda dengan paparan kod QR SSM BizTrust pada platform perniagaan anda! Muat turun kod QR SSM BizTrust secara PERCUMA di Ezbiz Online."

Business Start Date*

17-Apr-2026

Incentive

(Usahawan B40 / Pelajar IPT / OKU) - Please refer User Manual in Home Page

Not Applicable

Registration Period*

1 Year

Business Info

YES

- (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 **“Registration Period”** dengan membuat pilihan bermula 1 tahun hingga 5 tahun.
- (e) Pada bahagian **“Business Info”**, sila pilih samada **“Yes”** jika setuju untuk membeli info perniagaan, atau **“No”** jika tidak setuju untuk beli info perniagaan.
- (f) Status akan menunjukkan **“DATA ENTRY”**.

5. Sila pilih:

- (a) **“Has Branch(es)?”** – Pilih **“YES”** jika ada cawangan. Pilih **“NO”** jika tiada cawangan.
- (b) **“Is Online Seller?”** – Pilih **“YES”** jika perniagaan secara atas talian. Pilih **“NO”** jika tidak berkenaan.

Has Branch(es) ?*

Is Online Seller ?

6. “Main Address” dan “Mailing Address”

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

The image shows a web form with two main sections: "Main Address" and "Mailing Address".

Main Address Section:

- Buttons: "Copy From Profile Address"
- Fields: Address* (yellow bar), TAMAN TUJUH, Postcode* (28400), Town* (MENTAKAB), State* (PAHANG), Tel No, Mobile No* (yellow bar), Email, URL (Website, FB, etc)

Mailing Address Section:

- Buttons: "Copy From Main Address"
- Fields: Address* (yellow bar), TAMAN TUJUH, Postcode* (28400), Town* (MENTAKAB), State* (PAHANG), Tel No, Mobile No (yellow bar), Email

A blue "Next" button is located at the bottom right of the form.

7. **“Branches Information”** (hanya dipaparkan jika memilih **“YES”**)

- (a) Masukkan semua ruangan yang bertanda (*),
- (b) Klik **“Add/Update Branch”**,
- (c) Setiap satu pendaftaran cawangan akan dikenakan bayaran **RM5.00** 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 *

TAMAN 00

Postcode *

13000

Town

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		

<<

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Previous

Next

 **ezbiz**
ONLINE

8. “Business Information”

- (a) Nyatakan jenis perniagaan di ruangan “**Business Description**”
- (b) 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

- (c) Isikan jenis perniagaan dalam kotak “**Keyword**” dan klik “**Search**”
- (d) 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 ch

Add Business Co

* Please add at le

Keyword

MAKANAN

Search Add Selected Code

Business Code	Description	Action
03210	OPERASI LADANG TERNAKAN CACING LAUT UNTUK MAKANAN IKAN (OPERATION OF MARINE WORM FARMS FOR FISH FEED)	☐
10203	PENGELUARAN MAKANAN BERASASKAN IKAN UNTUK MANUSIA ATAU HAIWAN (PRODUCTION OF FISH MEALS FOR HUMAN CONSUMPTION OR ANIMAL FEED)	☐
10361	PEMBUATAN PRODUK MAKANAN BUAH-BUAHAN DAN SAYUR-SAYURAN (MANUFACTURE OF FRUITS AND VEGETABLES FOOD PRODUCTS)	☒
10750	PEMBUATAN MAKANAN DAN HIDANGAN TERSEDIA (MANUFACTURE OF PREPARED MEALS AND DISHES)	☐
10799	PEMBUATAN PRODUK MAKANAN LAIN T.T.T.L.	☐

No Business Code Description Action

Showing 0 to 0 of 0

Previous Next

- (e) Setelah selesai, Tekan butang “**Next**”

9. “Owner Information”

- (a) Klik ikon di “**Action**” untuk menyemak atau mengemaskini maklumat pemilik,

The screenshot shows a web interface titled "Owners Information". At the top, there is a "MyKad No*" input field and an "Add Partner" button. Below this is a table with the following columns: "No", "Name", "Id No", "Verification Status", and "Action". The table contains one row with a redacted name, a redacted ID number, and a "VERIFIED" status. The "Action" column for this row contains a red box around an edit icon. Below the table, it says "Showing 1 to 1 of 1". At the bottom right, there are "Previous" and "Next" buttons.

- (b) Maklumat pemilik hanya akan dipaparkan secara automatik jika pemilik telah membuat verifikasi **ID EZBIZ** sebelum permohonan pendaftaran dilakukan,
- (c) Selepas kemaskini maklumat silih tekan “**update**” manakala jika tiada perubahan maklumat sila tekan “**close**”,
- (d) Tekan butang ‘**Next**’.

The screenshot shows a web interface with two main sections: "Registration Period" and "Owners Information". The "Registration Period" section has a dropdown menu set to "1 Year". The "Owners Information" section has a "MyKad No*" input field and a table with columns "No", "Name", "Id No", "Verification Status", and "Action". The table contains one row with a redacted name, a redacted ID number, and a "VERIFIED" status. The "Action" column for this row contains a red box around an edit icon. A modal form is open, showing the following fields: "Name" (redacted), "IC No" (redacted), "Color" (Blue), "Date of Birth" (redacted), "Gender" (MALE), "Race" (MELAYU), "Others Race" (redacted), "Nationality" (MALAYSIAN), "Original Country" (redacted), "Address*" (MENARA SSM), "Postcode*" (53000), "Town*" (KUALA LUMPUR), "State*" (W.P. KUALA LUMPUR), "Tel. No." (redacted), and "Mobile. No.*" (redacted). There is a "WICKET ANALYSE DEBUG" button at the bottom right of the modal form. The "Action" column of the table in the background has a red box around an edit icon.

10.

- (a) **“Attachment”** (jika berkenaan sahaja) – Sila lampirkan dokumen dalam format .pdf yang diperlukan, mengikut kategori permohonan seperti berikut:

Skim Pendaftaran Perniagaan Perihatin (SPPP)

Usahawan Kumpulan B40:

- **Bukti penerima bantuan khas kerajaan melalui MOF/LHDN yang memanfaatkan Bantuan Prihatin Rakyat (BPN 2.0), Bantuan Prihatin Rakyat (BPR), Bantuan Keluarga Malaysia (BKM), Skim Perlindungan Kesihatan Takaful (mySalam) atau Sumbangan Tunai Rahmah (STR),**
- **Jika pasangan adalah penerima bantuan (sila sertakan bukti diatas beserta sijil perkahwinan/kad nikah, atau;**

Pelajar IPT:

- **Salinan surat perakuan pelajar sepenuh masa dari pihak IPTA/ IPTS/Politeknik/Kolej/Institut Kemahiran/Pusat Kemahiran didalam negara.**

- (b) Klik **“Choose File”** & pilih dokumen yang perlu diupload. Kemudian, klik butang **“Upload”**.



- (c) Contoh notifikasi yang terpapar jika permohonan tersebut memerlukan **“Attachment”**.



11. “Fee & Declaration”

- (a) Semak bahagian bayaran dan tandakan  di bahagian Deklarasi.
- (b) 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

- (c) Setelah selesai membuat semakan, sila klik butang “**Submit Payment**” untuk proses pembayaran dan pilih mod pembayaran yang berkenaan.
- (d) Jika terdapat butiran untuk dikemaskini, sila klik butang “**Edit Back**”

B. Cara-Cara Menambah Rakan Kongsi

1. Pastikan rakan kongsi telah **mendaftar** dan **mengaktifkan** akaun Ezbiz.
2. Pada bahagian “**Owner Information**”
 - (a) Masukkan nombor **MyKad/MyPR** rakan kongsi dalam ruangan bertanda (*)
 - (b) Klik “**Add Partner**”

Owners Information

MyKad No*

No	Name	Id No	Verification Status	Action
1			VERIFIED	

Showing 1 to 1 of 1

« < 1 > »

(c) Paparan maklumat rakan kongsi yang ditambah akan terpapar.

(d) Sila isi alamat kediaman **terkini** rakan kongsi.

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

Registration Period* : 1 Year

Business Info : YES

Status : DATA ENTRY

Owners Information

MyKad No*

No Name

1 SHAK

Showing 1 to 1 of 1

Name :

IC No : Color : Blue

Date of Birth : 19 Nov 1991 Gender : MALE

Race : MELAYU Others Race :

Nationality : MALAYSIAN Original Country :

Address*

TAMAN 66

Postcode* : 57100

Town* : KUALA LUMPUR

State* : W.P KUALA LUMPUR

Tel. No.

Mobile. No.*

Action

« < > »

(e) Klik butang “Update”.

Nationality : MALAYSIAN Original Country :

Address*
TAMAN 66

Postcode*
57100

Town*
KUALA LUMPUR

State*
W.P KUALA LUMPUR

Tel. No.

Mobile. No.*

Verification Status
PENDING UPDATE ADDRESS

Update Close

3. Maklumat rakan kongsi yang ditambah akan menjadi “PENDING VERIFICATION”.

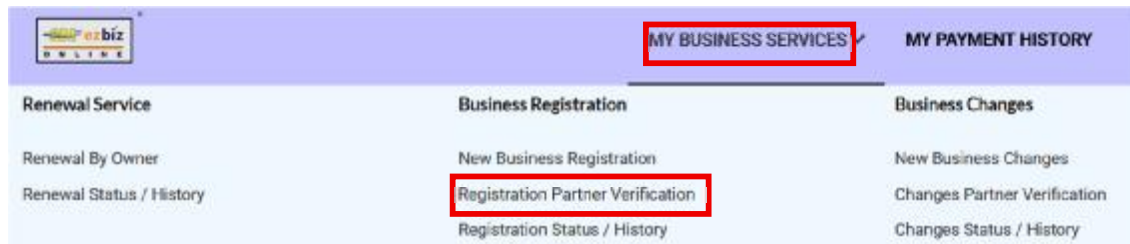
No	Name	Id No	Verification Status	Action
1			VERIFIED	
2			PENDING VERIFICATION	

Showing 1 to 2 of 2

4. Pemohon tidak boleh meneruskan untuk “Preview” permohonan tersebut, jika rakan kongsi yang dimasukkan masih belum membuat verifikasi (seperti **langkah C**) sebagai **TANDA SETUJU** dengan menggunakan akaun Ezbiz milik mereka.

C. Cara-Cara Membuat Pengesahan Rakan Kongsi (“Partner Verification”)

1. **Sign In** kedalam portal Ezbiz milik mereka.
2. Pergi ke menu dan klik **“My Business Services”**.
 - (a) Klik **“Registration Partner Verification”**



3. Maklumat perniagaan yang dimohon akan dipaparkan
 - (a) Klik butang 
4. Rakan kongsi boleh membuat semakan pendaftaran perniagaan yang telah diisi sebelum membuat pengesahan.

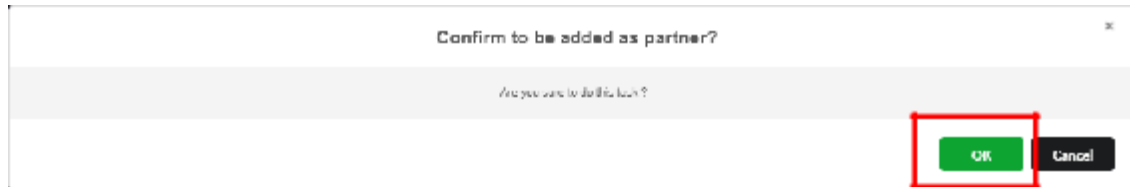
Untuk pengesahan rakan kongsi:

- (a) Klik ikon 

Owner Information				
No	Name	IC No	Verification Status	Action
1	[REDACTED] [REDACTED] UDA, TAMAN BUKIT BENDERA 28400 MENTAKAB PAHANG	[REDACTED]	VERIFIED	
2	[REDACTED] [REDACTED] TAMAN UNIVERSITI 81300 JOHOR BAHRU JOHOR	[REDACTED]	PENDING VERIFICATION	 

Showing 1 to 2 of 2

(b) “Pop up” box akan keluar dan klik “OK”



5. Pemohon akan menerima e-mel notifikasi bahawa rakan kongsi yang hendak ditambah telah bersetuju untuk menjadi rakan kongsi perniagaan.
6. Pemohon boleh menyemak semula dengan sign in ke portal **EZBIZ Online**
 - (a) Pergi ke Menu dan klik “**My Business Services**”
 - (b) Klik “**Registration Status / History**”
 - (c) Pada bahagian ‘**Draft**’, klik pada perniagaan yang ingin didaftarkan

Draft In Process Query Approved/Reject Cancel Incentive				
Ref. Nosss	Business Name	Status	Update Date	Action
EE-A20210		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			VERIFIED	
2			VERIFIED	 

Showing 1 to 2 of 2

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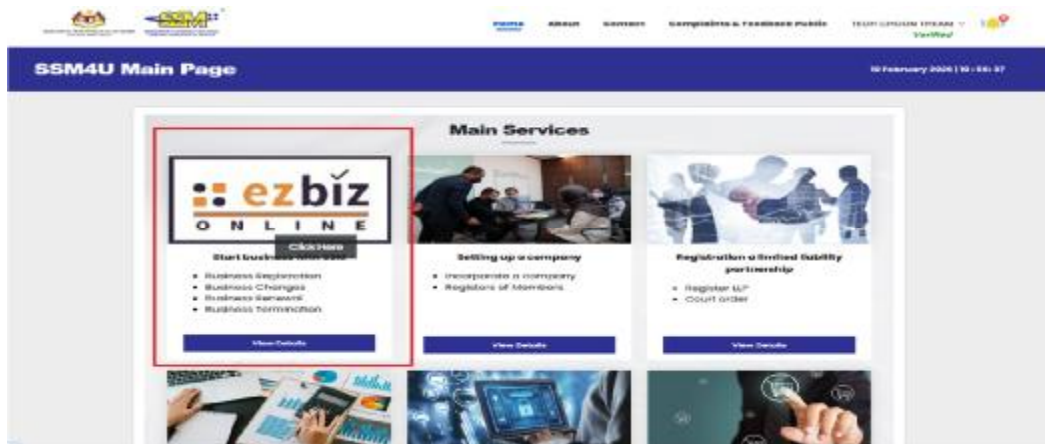
»

D. Cara Muat Turun Sijil Dan Maklumat Perniagaan

- (a) Layari portal ssm4u.com.my.

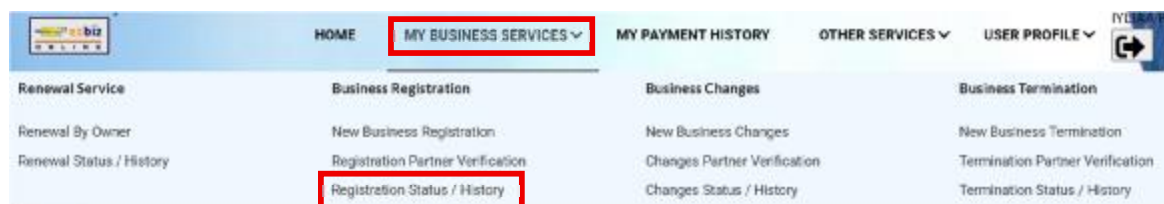


- (b) Masuk ke dalam portal **ezbiz Online**

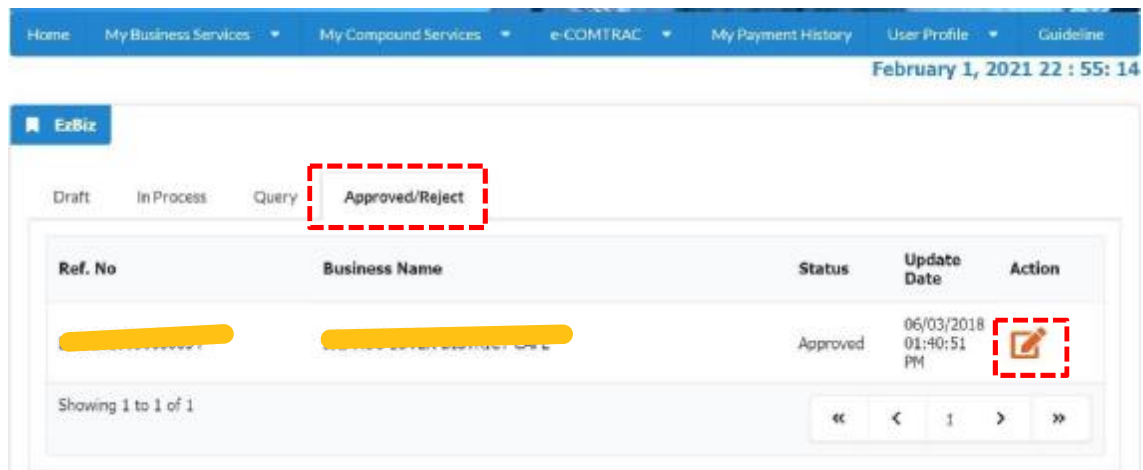


- (c) Pergi ke menu dan klik ‘**My Business Services**’

- (d) Klik “**Registration Status / History**”



(e) Klik Tab **Approved/Reject** dan klik butang 



The screenshot shows the EzBiz application interface. At the top, there is a navigation bar with links: Home, My Business Services, My Compound Services, e-COMTRAC, My Payment History, User Profile, and Guideline. The date and time are displayed as February 1, 2021 22:55:14. Below the navigation bar, there is a tabbed interface with tabs: Draft, In Process, Query, and **Approved/Reject** (highlighted with a red dashed box). The **Approved/Reject** tab displays a table with the following columns: Ref. No, Business Name, Status, Update Date, and Action. The table contains one row with the status 'Approved' and an update date of 06/03/2018 01:40:51 PM. The 'Action' column for this row contains an edit icon (highlighted with a red dashed box). Below the table, it says 'Showing 1 to 1 of 1' and there are pagination controls.

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



The screenshot shows the EzBiz application interface. At the top, there is a navigation bar with links: Home, My Business Services, My Compound Services, e-COMTRAC, My Payment History, User Profile, and Guideline. The date and time are displayed as February 1, 2021 22:55:14. Below the navigation bar, there is a tabbed interface with tabs: Draft, In Process, Query, and **Approved/Reject** (highlighted with a red dashed box). The **Approved/Reject** tab displays a table with the following columns: Ref. No, Business Name, Status, Update Date, and Action. The table contains one row with the status 'Approved' and an update date of 06/03/2018 01:40:51 PM. The 'Action' column for this row contains an edit icon (highlighted with a red dashed box). Below the table, it says 'Showing 1 to 1 of 1' and there are pagination controls.

Certificate & Business Info will only be available for downloading within 90 days after the application is approved (08/01/2026 10:57:36 AM)
Should you have any queries or require any further information please contact us at 603-7721 4000 or email at enquiry@ssm.com.my

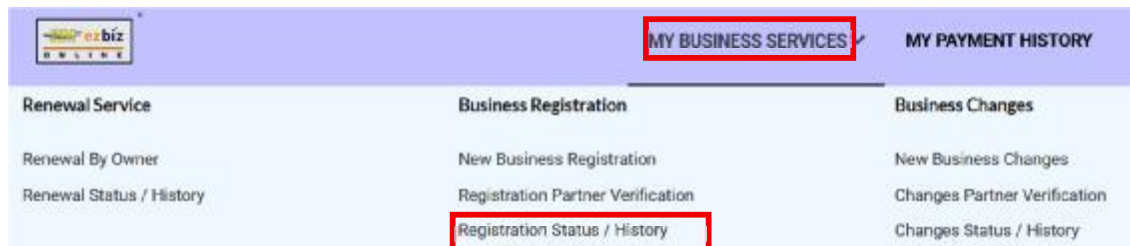
Nota:

- Butang **Download Business Info** hanya akan ada jika pembelian maklumat dibuat sewaktu membuat permohonan.
- **Sijil** dan **Maklumat Perniagaan** sedia untuk dimuat turun dalam tempoh **90 hari** selepas tarikh kelulusan diterima. Tarikh (08/01/2026 10:57:36 AM) yang dinyatakan di atas adalah tarikh akhir bagi memuat turun dokumen berkaitan.

E. Cara “Discard” Transaksi Sebelum Buat Bayaran

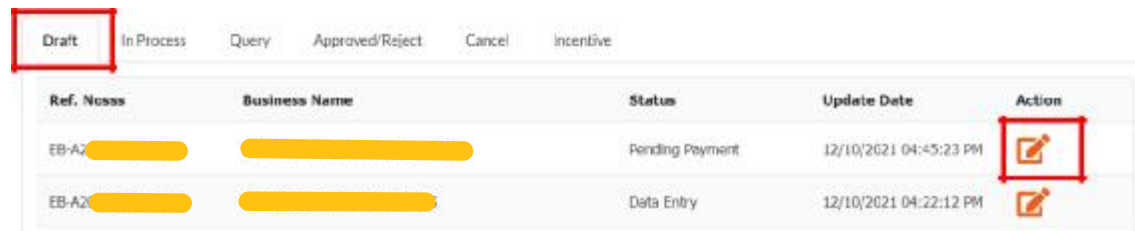
1. Pergi ke menu dan klik ‘My Business Services’

(a) Klik “Registration Status / History”



2. Pergi ke menu “Draft”

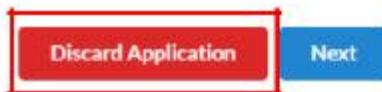
(a) Pilih transaksi dan klik tombol “Action” 



3. Jika status **“Pending Payment”**.

(a) Klik **“Edit Back”**.

(b) Skrol ke bawah, klik **“Discard Application”**



4. Jika status **“Data Entry”**.

(a) Skrol ke bawah, klik **“Discard Application”**

