



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



EZBIZ USER GUIDELINE

REGISTRATION OF NEW BUSINESS

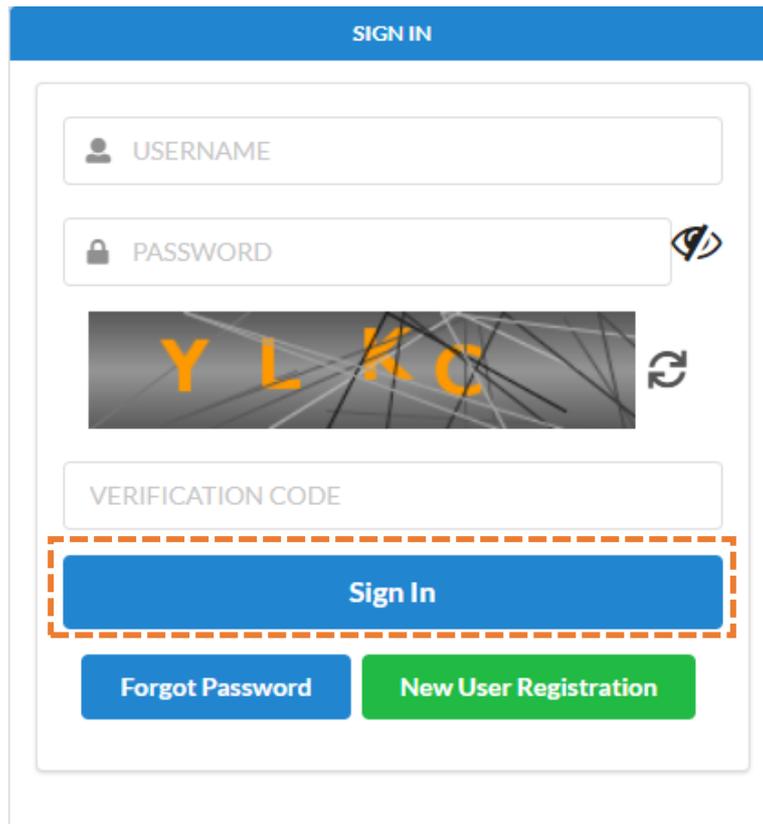
Version 5.1

20 October 2022

A. APPLICATION OF NEW BUSINESS REGISTRATION THROUGH EZBIZ ONLINE

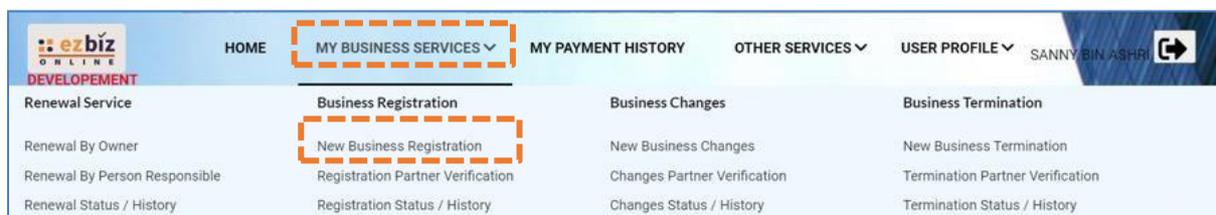
1. Browse ezbiz.ssm.com.my

- (a) Insert **"USERNAME"**
- (b) Insert **"PASSWORD"** – Click "eye" icon to view password.
- (c) Insert **"VERIFICATION CODE"**, and
- (d) Click **"Sign In"**



2. Click **"My Business Services"**

- (a) Click **"New Business Registration"**



3. "Main Information"

- (a) Please select "**Name Type**" either;
 - i. "**Trade Name**" or;
 - ii. "**Personal Name**" – Own Personal Name as in Identification Card (MyKad/MyPR)
- (b) Insert "**Business Start Date**"
- (c) Insert "**Partnership Agreement Date**" (if any)
- (d) Select "**Incentive**" (if any).
- (e) Select "**Registration Period**" from 1 year to 5 year
- (f) Under "**Business Info**" field, select either "**Yes**" if agree to purchase business information, or "**No**" if not agree to purchase business information.
- (g) Status will be displays as "**DATA ENTRY**".

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](#)

Tahukah anda, Pendaftaran SSM BizTrust adalah PERCUMA sehingga 31 MAC 2019
Sila layari <https://biztrust.ssm.com.my> untuk pendaftaran

Business Start Date* **Partnership Agreement Date (if applicable)**

18-Oct-2022 **17**

Incentive

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

Not Applicable

Registration Period*

1 Year

Business Info

YES

Status

DATA ENTRY

4. Please select:

- (a) **"Has Branch(es)?"** – Click **"YES"** if any. Click **"NO"** if no branches.
- (b) **"Is Online Seller?"** – Click **"YES"** for online seller. Click **"NO"** if not applicable.

Has Branch(es) ?*

Is Online Seller ?

5. "Main Address" dan "Mailing Address"

- (a) Fill in all the information in the provided field mark (*)
- (b) Insert **Postcode** and all the **TOWN** list will be displays
- (c) Click **"Copy From Main Address"** button if **"Mailing Address"** are similar with **"Main Address"**
- (d) Click **"Next"**

Main Address	Mailing Address
<input type="button" value="Copy From Profile Address"/>	<input type="button" value="Copy From Main Address"/>
Address* <input type="text" value="NO. 7 JALAN 77"/>	Address* <input type="text" value="NO. 7 JALAN 77"/>
<input type="text" value="TAMAN TUJUH"/>	<input type="text" value="TAMAN TUJUH"/>
<input type="text"/>	<input type="text"/>
Postcode* <input type="text" value="28400"/>	Postcode* <input type="text" value="28400"/>
Town* <input type="text" value="MENTAKAB"/>	Town* <input type="text" value="MENTAKAB"/>
State <input type="text" value="PAHANG"/>	State* <input type="text" value="PAHANG"/>
Tel No <input type="text"/>	Tel No <input type="text"/>
Mobile No* <input type="text" value="0179999999"/>	Mobile No <input type="text" value="0179999999"/>
Email <input type="text"/>	Email <input type="text"/>
URL (Website, FB, etc) <input type="text"/>	

6. **"Branches Information"** (only will be displays if select **"YES"** for branches)
- (a) Fill in all the information in the provided field mark (*)
 - (b) Click **"Add/Update Branch"**.
 - (c) Additional branches will be imposed fee RM 5.00 per year fot every one registered branches.
 - (d) Click **"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 *

NO. 88 JALAN 88

TAMAN 88

Postcode* **Town**

53000 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		
<< < > >>		

Previous **Next**

7. "Business Information"

- (a) Type / Insert nature of business in "Business Description" field. Please make sure that nature of business must be related with business name. Example: Business name is Seri Murni Restaurant and only nature of business regarding food/catering are allowed
- (b) Click "**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) Insert nature of business in "**Keyword**" field and click "**Search**"
- (d) Select at least one related "**Business Code**" and click "**Add Selected Code**"

Registration Period*
1 Year

Business Info
YES

Status
DATA ENTRY

Business Information

Types Of Business
MAKANAN DAN

You have 1500 choices

Add Business Code

* Please add at least 1 business code

Keyword
MAKANAN

Search Add Selected Code

Business Code	Description	Action
03218	OPERASI LADANG TERNAKAN CACING LAUT UNTUK MAKANAN IKAN (OPERATION OF MARINE WORM FARMS FOR FISH FEED)	<input type="checkbox"/>
10203	PENGELUARAN MAKANAN BERASASKAN IKAN UNTUK MANUSIA ATAU HAIWAN (PRODUCTION OF FISH MEALS FOR HUMAN CONSUMPTION OR ANIMAL FEED)	<input type="checkbox"/>
10301	PEMBUATAN PRODUK MAKANAN BUAH-BUAHAN DAN SAYUR-SAYURAN (MANUFACTURE OF FRUITS AND VEGETABLES FOOD PRODUCTS)	<input checked="" type="checkbox"/>
10750	PEMBUATAN MAKANAN DAN HIDANGAN TERSEDIA (MANUFACTURE OF PREPARED MEALS AND DISHES)	<input type="checkbox"/>
10799	PEMBUATAN PRODUK MAKANAN LAIN T.T.T.L. (MANUFACTURE OF OTHER FOOD PRODUCTS N.E.C.)	<input type="checkbox"/>

No Business Code Description Action

Showing 0 to 0 of 0

Previous Next

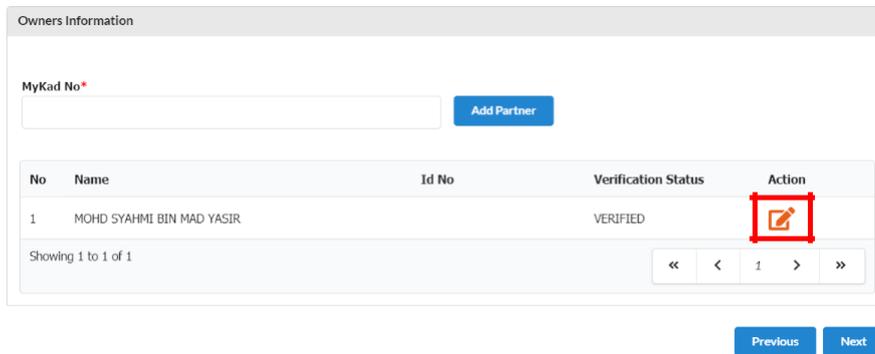
(e) Then, click **"Next"**

Notes:

- Nature of business **must be type / inserted** in **Business Description** field while for **Business Code**, applicant only need to choose **at least one related business code**. However, chosen business code will **not be appear** on business certificate and business information (Business Code only for internal purposes)

8. "Owner Information"

(a) Click icon in "Action" to verify or update latest personal information.



The screenshot shows a web interface for '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 data:

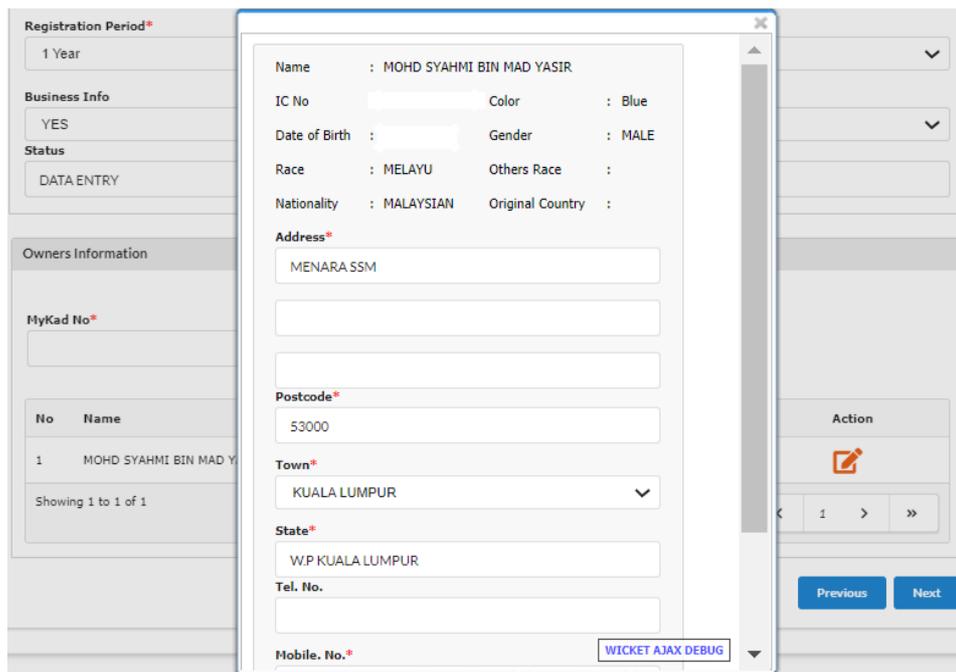
No	Name	Id No	Verification Status	Action
1	MOHD SYAHMI BIN MAD YASIR		VERIFIED	

Below the table, it says 'Showing 1 to 1 of 1' and has pagination controls: '<<' '<' '1' '>' '>>'. At the bottom right, there are 'Previous' and 'Next' buttons.

(b) Owner information (Lodger) will be display automatically because owner already verified before making application

(c) After update latest information, click "Update" while if no changes made, click "Close"

(d) Click 'Next'.



The screenshot shows a 'Registration Period' form with a modal window open for editing owner information. The modal window contains the following fields:

- Name : MOHD SYAHMI BIN MAD YASIR
- IC No : [input field] Color : Blue
- Date of Birth : [input field] Gender : MALE
- Race : MELAYU Others Race : [input field]
- Nationality : MALAYSIAN Original Country : [input field]
- Address* : MENARA SSM
- Postcode* : 53000
- Town* : KUALA LUMPUR
- State* : W.P KUALA LUMPUR
- Tel. No. : [input field]
- Mobile. No.* : [input field]

At the bottom right of the modal, there is a 'WICKET AJAX DEBUG' button. The background form shows 'Registration Period' set to '1 Year', 'Business Info' set to 'YES', and 'Status' set to 'DATA ENTRY'. The 'Owners Information' table is visible in the background, showing the same owner information as in the previous screenshot.

9. **“Attachment”** (if applicable) – Please upload supporting document in pdf format for application under SPPP category as below:

Skim Pendaftaran Perniagaan Perihatin (SPPP)

Usahawan Kumpulan B40:

- i) Evidence of receipt of Bantuan Prihatin National (BPN 2.0) for the B40 group or Bantuan Prihatin Rakyat (BPR) or Bantuan Keluarga Malaysia (BKM) or MySalam in your own name or No. applicant's Mykad/MyPR or your spouse.
- ii) A copy of the Marriage Certificate/identification card of the husband and wife showing the same residential address or any supporting document that proves the relationship of the applicant's husband/wife

Pelajar IPT:

- Copy of student certificate from IPTA/IPTS/Polytechnic/College/Institute of Skills/Centre of Skills.

Click **“Choose File”** & select documents to be uploaded. Then, click **“Upload”** button.



Another example of application that need additional supporting documents.

All Error must be fix before submit for payment
• Start Business Date More Than 1 Year, Please Attach Supporting Document

10. "Fee & Declaration"

- (a) Tick ✓ in Declaration box.
- (b) Click "**Preview**" before submit payment.

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) After completing the preview, click "**SubmitPayment**" and choose mode of payment.
- (d) Click "**Edit Back**" if requires to make any changes.

B. STEP TO ADD PARTNER

1. "Owner Information"

- (a) Insert partner **MyKad/MyPR** number in field mark (*)
- (b) Click "**Add Partner**"

Owners Information

MyKad No*
911119119119

No	Name	Id No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK		VERIFIED	

Showing 1 to 1 of 1

<< < 1 > >>

- (c) Partner information will be displays.
- (d) Fill in partner personal residential address.

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

Registration Period* : 1 Year

Business Info : YES

Status : DATA ENTRY

Owners Information

MyKad No* : 911119119119

No	Name	Id No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK		VERIFIED	

Showing 1 to 1 of 1

Name : ILMAN KHALISH (OKU)

IC No : 911119119119 Color : Blue

Date of Birth : 19 Nov 1991 Gender : MALE

Race : MELAYU Others Race :

Nationality : MALAYSIAN Original Country :

Address*

NO. 66 JALAN 66

TAMAN 66

Postcode* : 57100

Town* : KUALA LUMPUR

State* : W.P KUALA LUMPUR

Tel. No.

Mobile. No.*

Action

< 1 > >>

(e) Click **"Update"**.

The screenshot shows a modal form for updating partner information. The form fields are as follows:

- Nationality : MALAYSIAN Original Country :
- Address* : NO. 66 JALAN 66
- TAMAN 66
- Postcode* : 57100
- Town* : KUALA LUMPUR
- State* : W.P KUALA LUMPUR
- Tel. No. :
- Mobile. No.* : 0123233548
- Veification Status : PENDING UPDATE ADDRESS

The 'Update' button is highlighted with a red box. The background shows a table with one entry for 'IYLIAA FAHMI BIN ISHAK' and a 'Previous' button at the bottom right.

2. Partner verification status will be display as **"PENDING VERIFICATION"**.

No	Name	Id No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK		VERIFIED	
2	ILMAN KHALISH	911119119119	PENDING VERIFICATION	

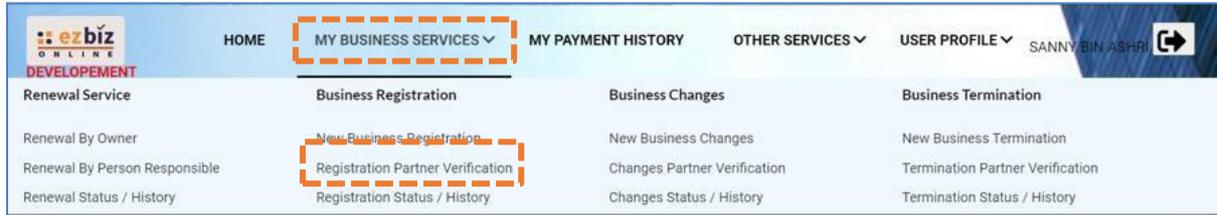
Showing 1 to 2 of 2

3. Lodger cannot click **"Preview"** button if partner didnt verify the application

C. PARTNER VERIFICATION PROCEDURE

1. Click "My Business Services".

(a) Click "Registration Partner Verification"



2. Business application information will be displays

(a) Click icon 

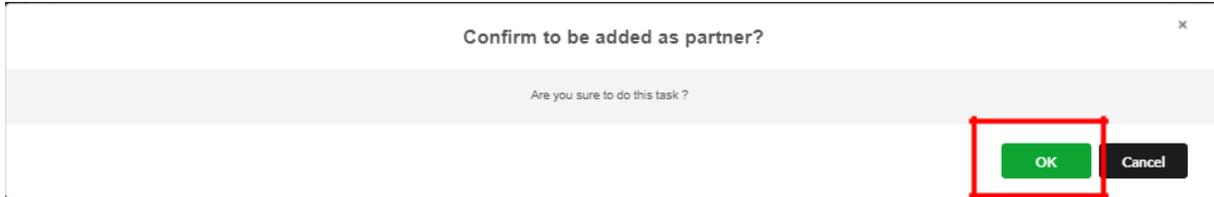
3. Partner able to preview the application made by lodger before verify.
For partner verification:

(a) Click icon  to agree with the application

Owner Information				
No	Name	IC No	Verification Status	Action
1	YLIAA FAHMI BIN ISHAK NO. 2 LORONG BENDERA MUDA, TAMAN BUKIT BENDERA 28400 MENTAKAB PAHANG	840618146485	VERIFIED	
2	IRIS BINTI IYLIAA NO. 43 JALAN PERTANIAN TAMAN UNIVERSITI 81300 JOHOR BAHRU JOHOR	040404144004	PENDING VERIFICATION	  

Showing 1 to 2 of 2

(b) Notification will be pop up and click **"OK"**



4. Lodger will received an email notification when partner agree to be business partner.

5. Sign in at ezbiz.ssm.com.my

(a) Click **"My Business Services"**

(b) Click **"Registration Status / History"**

(c) Under **'Draft'** tab, click on the business

A screenshot of a web application interface showing a table of registration status history. The 'Draft' tab is selected and highlighted with a red box. The table has columns for 'Ref. Noss', 'Business Name', 'Status', 'Update Date', and 'Action'. A single row is visible for 'EB-A2021011400001' with 'CMC VENTURES' as the business name and 'Data Entry' as the status. The update date is '14/01/2021 10:13:13 AM'. The 'Action' column contains an edit icon, which is also highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1' and there are navigation buttons for page control.

Ref. Noss	Business Name	Status	Update Date	Action
EB-A2021011400001	CMC VENTURES	Data Entry	14/01/2021 10:13:13 AM	

Showing 1 to 1 of 1

<< < 1 > >>

- (d) Partner status will be changes to **"VERIFIED"**
- (e) Proceed with payment process.

Owners Information

MyKad No* [Add Partner](#)

No	Name	Id No	Verification Status	Action
1	ILMAN KHALISH	911119119119	VERIFIED	
2	IDRIZ KAISER	900909099009	VERIFIED	 

Showing 1 to 2 of 2

« < 1 > »

D. DONWLOAD BUSINESS CERTIFICATE AND BUSINESS INFORMATION

1. Browse ezbiz.ssm.com.my

- (a) Insert **"USERNAME"**
- (b) Insert **"PASSWORD"** – Click "eye" icon to view password
- (c) Insert **"VERIFICATION CODE"**, and
- (d) Click **"Sign In"**

SIGN IN

USERNAME

PASSWORD

Y L K C

VERIFICATION CODE

Sign In

Forgot Password

New User Registration

2. Click **"My Business Services"**

(a) Click **"Registration Status / History"**

ezbiz ONLINE DEVELOPEMENT

HOME MY BUSINESS SERVICES MY PAYMENT HISTORY OTHER SERVICES USER PROFILE SANNY BIN ASHRI

Renewal Service	Business Registration	Business Changes	Business Termination
Renewal By Owner	New Business Registration	New Business Changes	New Business Termination
Renewal By Person Responsible	Registration Partner Verification	Changes Partner Verification	Termination Partner Verification
Renewal Status / History	Registration Status / History	Changes Status / History	Termination Status / History

3. Click **“Approved/Reject”** tab and click icon  **“Action”** field.

Pengaktifan ID Ezbiz Online boleh dilaksanakan melalui panggilan video. October 18, 2022 13 : 38

EzBiz

Draft In Process Query **Approved/Reject** Cancel/Discard Incentive

Ref. Noss	Business Name	Status	Update Date	Action
EB-A2022092000001	GIG PARTY BUSINESS	Approved	20/09/2022 11:42:44 AM	
EB-A2019091300001	YAKTER TRADING	Approved	20/09/2022 11:40:30 AM	

4. System will displays the information of approved application. Click **Download Certificate** dan **Download Business Info**

[Download Borang A](#) [Download Certificate](#) [Download Business Info](#) [Buy CTC Certificate](#)

Should you have any queries or require any further information please contact us at 603-7721 4000 or email at enquiry@ssm.com.my

IS YOUR TRADEMARK REGISTERED YET?

READ ON FOR MORE INFORMATION ON THE BENEFITS AND REGISTRATION PROCESS [HERE](#).

Notes:

- **“Download Business Info”** button only will be available if payment for purchase business information is made.

4. If status is **"Data Entry"**.

(a) Scroll down and click **"Discard Application"**

