



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



## **EZBIZ USER GUIDELINE**

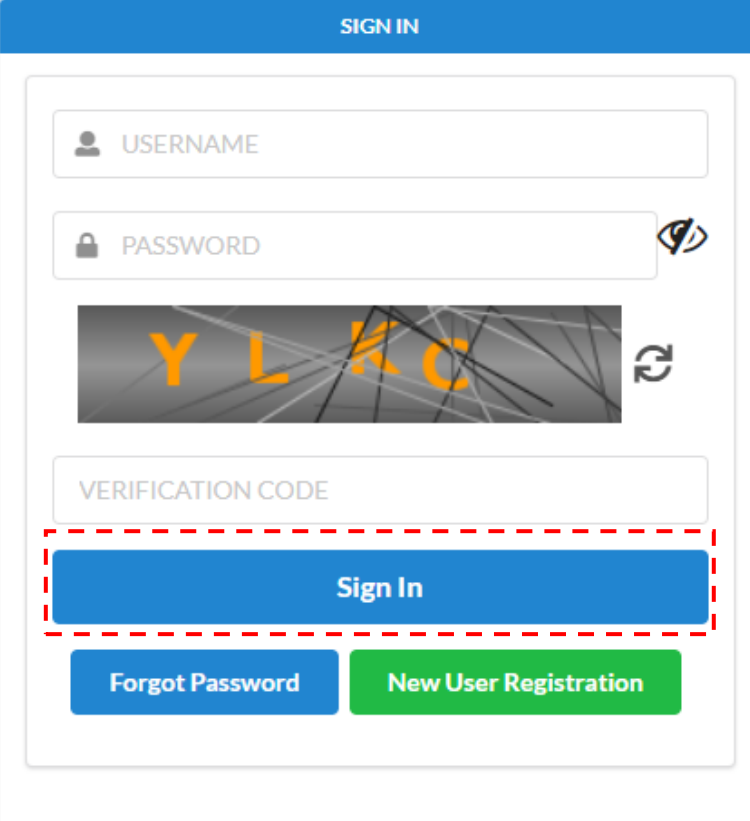
### **RENEWAL OF BUSINESS REGISTRATION (S101P)**

**Version 5.0**

**20 October 2022**

## APPLICATION FOR RENEWAL OF BUSINESS REGISTRATION THROUGH EZBIZ ONLINE

1. Browse [ezbiz.ssm.com.my](http://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"**

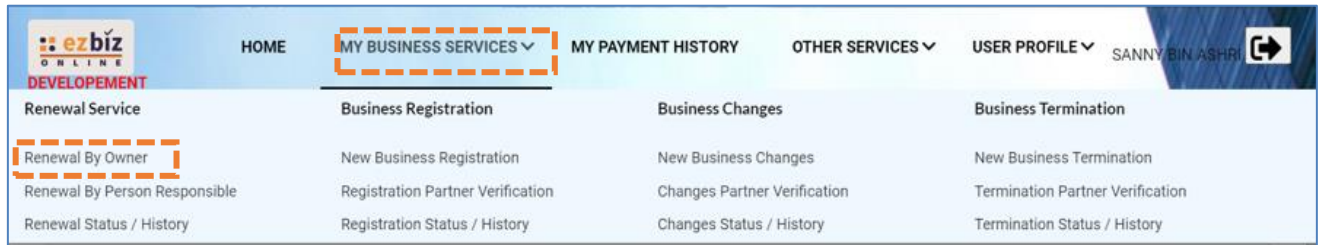



The image shows a 'SIGN IN' form with the following elements:

- A blue header bar with the text 'SIGN IN'.
- A text input field labeled 'USERNAME' with a user icon on the left.
- A text input field labeled 'PASSWORD' with a lock icon on the left and an eye icon on the right to toggle visibility.
- A verification code display area showing the code 'Y L K C' in orange characters on a dark background with a refresh icon on the right.
- A text input field labeled 'VERIFICATION CODE'.
- A blue 'Sign In' button, which is highlighted with a red dashed border.
- Two buttons at the bottom: 'Forgot Password' (blue) and 'New User Registration' (green).


## 2. Renewal of Business Registration by Owner

(a) Click 'My Business Services' & click 'Renewal by Owner'.



(b) Select business from the list and click icon 

### Own Business Renewal

Business No	Business Name	Expiry Date	Action
003054278-M	ASOKA SUCCESS TRADING	2022-11-30	
003054283-T	BOB TERAJU ENTERPRISE	2021-12-23	

- (c) Tick to pay compound (if any)
- (d) Select "YES" or "NO" for business information.
- (e) Select renewal period for 1 year only
- (f) Tick Declaration Box
- (g) Click button "Proceed to Payment" for payment.

**Renewal Detail**

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**Business Information**

<b>Transaction Code</b>			
<b>Business No</b>	003054278-M	<b>Business Name</b>	ASOKA SUCCESS TRADING
<b>Total Branch</b>	1	<b>Status</b>	Data Entry
		<b>Business Type</b>	Trade Name
		<b>New Expiry Date</b>	

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**Renewal Form**

**Incentive**

Not Applicable

--Please Select--

Not Applicable

Skim 1 OKU 1 Perniagaan (S101P)

30/11/2022

RM 0.00

\*tick this if you want to pay

Compound for the offence of continuing to carry on business after the period of registration has expired under section 12(1)(b) Registration of Business Act 1956.

YES

**No of Years**

1 Year  2 Year  3 Year  4 Year  5 Year

**Incentive Discount (RM)**

0

**Total Amount (RM)**

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.

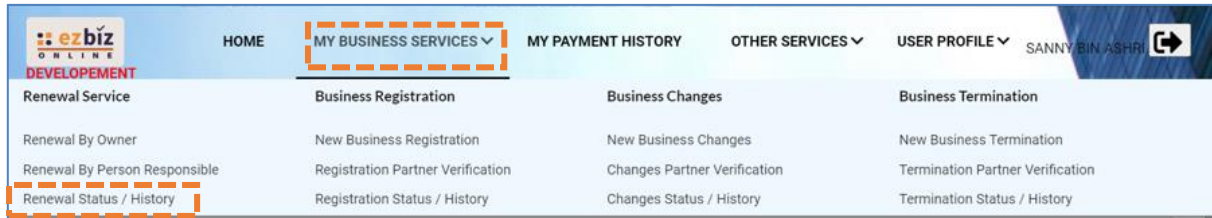
[Proceed to Payment](#) [Back](#)

**Additional Information:**


- (a) Please ensure that the individual who want to use this scheme has registered as OKU user at Ezbiz portal. Please refer the user manual "**BUSINESS REGISTRATION (S101P)**" for references.
- (b) Renewal of business registration must be done **within 30 days before the expiry date** of the business

### 3. Step for downloading Certificate of Renewal of Registration of Business and Business Information(if purchased)



(a) Click “My Business Services” & click “Renewal Status / History”



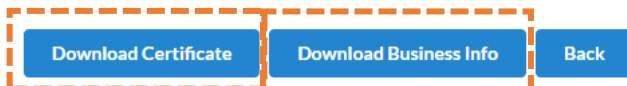
(b) Business Renewal list will be appear on the screen

(c) Click button 

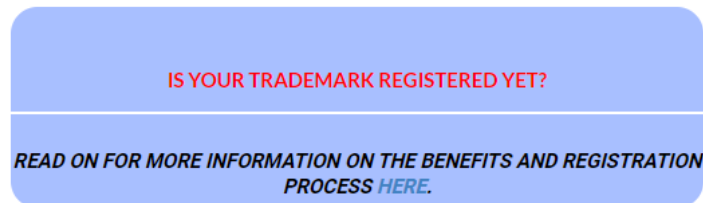
**Own Business Renewal**

Business No	Business Name	Expiry Date	Action
003054278-M	ASOKA SUCCESS TRADING	2022-11-30	
003054283-T	BOB TERAJU ENTERPRISE	2021-12-23	

(d) Scroll down and click the button as provided



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:

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