



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA



EZBIZ USER GUIDELINES FOR RENEWAL OF BUSINESS REGISTRATION CERTIFICATE

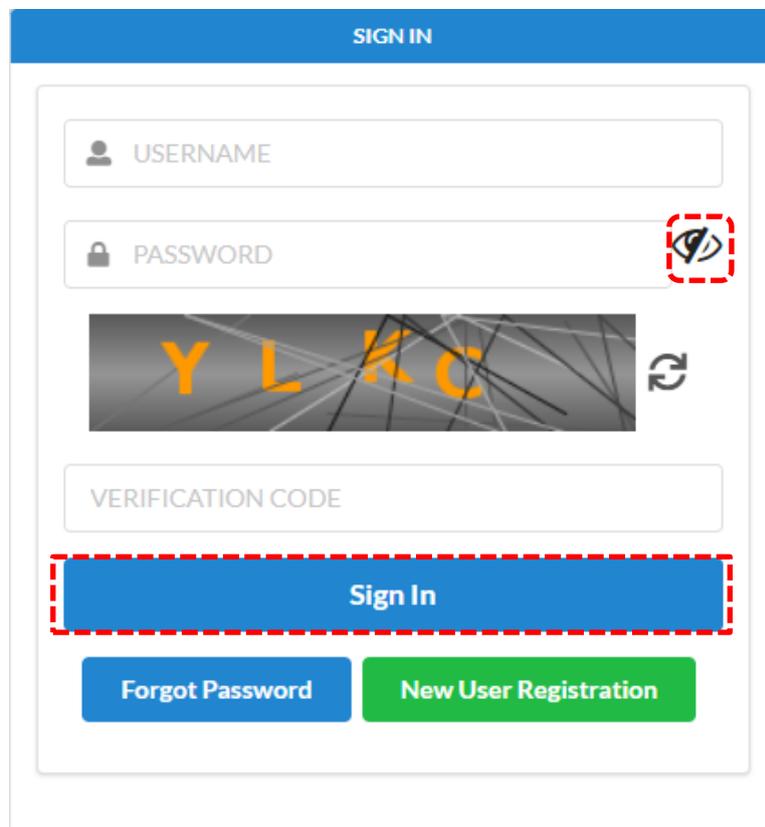
Version 2.0

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APPLICATION PROCEDURE FOR BUSINESS RENEWAL VIA EZBIZ ONLINE

1. "Sign In"

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



The screenshot displays the "SIGN IN" interface. It features a blue header with the text "SIGN IN". Below the header, there are four input fields: "USERNAME" (with a person icon), "PASSWORD" (with a lock icon and a red dashed box around the eye icon), a verification code field (with a background image of "Y L K C" and a refresh icon), and "VERIFICATION CODE". At the bottom, there is a blue "Sign In" button (with a red dashed box around it), a blue "Forgot Password" button, and a green "New User Registration" button.

2. Business Renewal by Owner

(a) Click on **"My Business Services"** and click **"Renewal by Owner"**.

ezbiz ONLINE DEVELOPMENT

HOME MY BUSINESS SERVICES MY PAYMENT HISTORY OTHER SERVICES USER P

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

(b) Select business from the list and click  button

Own Business Renewal

Business No	Business Name	Expiry Date	Action
003054288-V	PKPB BUSINESS	2021-12-27	
003054294-P	TRIPPING DEEP CONSULTANT	2021-12-28	

Showing 1 to 2 of 2

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(c) Tick to pay compound (if applicable)

(d) Select **"YES"** or **"NO"** for business info (SSM encourage business owner to select YES as proof of document to bank and other relevant agencies).

(e) Select a renewal period of 1 year to 5 years.

(f) Tick Declaration box.

(g) Click **"Proceed to Payment"** button to process the payment.

Renewal Form

Process Date :
Expiry Date : 02/01/2021
Compound Amount : RM 20.00 *tick this if you want to pay
Business Info : YES
No of Years : 1 Year 2 Year 3 Year 4 Year 5 Year
Total Amount (RM) : 65.00

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.

3. Procedure To Download Certificate and Business Information

(a) Go to menu and click "My Business Services".

(b) Click "Renewal Status / History"

The screenshot shows the top navigation bar of the ezbiz ONLINE DEVELOPMENT system. The 'MY BUSINESS SERVICES' dropdown menu is open, and the 'Renewal Status / History' option is highlighted with a red dashed box. Other menu items include HOME, MY BUSINESS SERVICES, MY PAYMENT HISTORY, OTHER SERVICES, and USER P.

(c) System will display list of applications that have been performed.

(i) Click button  on renewal application to download certificate and business info.

The screenshot shows the 'Business Renewal Transaction' page. The table below displays a list of renewal transactions. The 'Action' column for the first transaction is highlighted with a red dashed box, showing an edit icon.

Transaction Code	Business No	Business Name	Status	Transaction Date	Action
ROB_RENEW0520210121001978	002634746-H	QAIRYZ RESOURCES	Renewal Success	21/01/2021 03:52:55 PM	
ROB_RENEW0520210109000552	SA0507765-W	HANA IMAN ENTERPRISE	Renewal Success	09/01/2021 09:31:16 PM	
ROB_RENEW0520201122000368	002619613-A	ASYRAF SAMAD ENTERPRISE	Renewal Success	22/11/2020 03:34:46 PM	

(d) System will display successful application. Click **“Download Certificate”** and **“Download Business Info”**.

Renewal Form

Process Date : 21/01/2021

Expiry Date : 04/07/2022

Compound Amount : : RM 0.00 *tick this if you want to pay

Business Info :

No of Years : 1 Year 2 Year 3 Year 4 Year 5 Year

Total Amount (RM) : 130.00

[Download Certificate](#) [Download Business Info](#) [Back](#)

Certificate and Business Info only available for download within 14 days after application approve/success (Valid until 04/02/2021 03:59:57 PM)

Note:

- **“Download Business Info”** button is only available if the purchase of business info is made at the time of application.