

MyLLP

User Manual

Table of Contents

WELCOME	3
1.1 About MyLLP	3
1 Getting Started	4
2 Annual Declaration	5

WELCOME

Welcome to the MyLLP User Manual for Annual Declaration. This Manual is designed to assist the users navigate through system and make use of all the functions available. This Manual will give step-by-step instruction on using the Annual Declaration Module.

1.1 About MyLLP

MyLLP system is an online application provided by SSM for the registration of Limited Liability Partnership (LLP), which is regulated under the Limited Liability Partnerships Act 2012. LLP is an alternative business vehicle offering a hybrid of characteristics between a conventional partnership and a company.

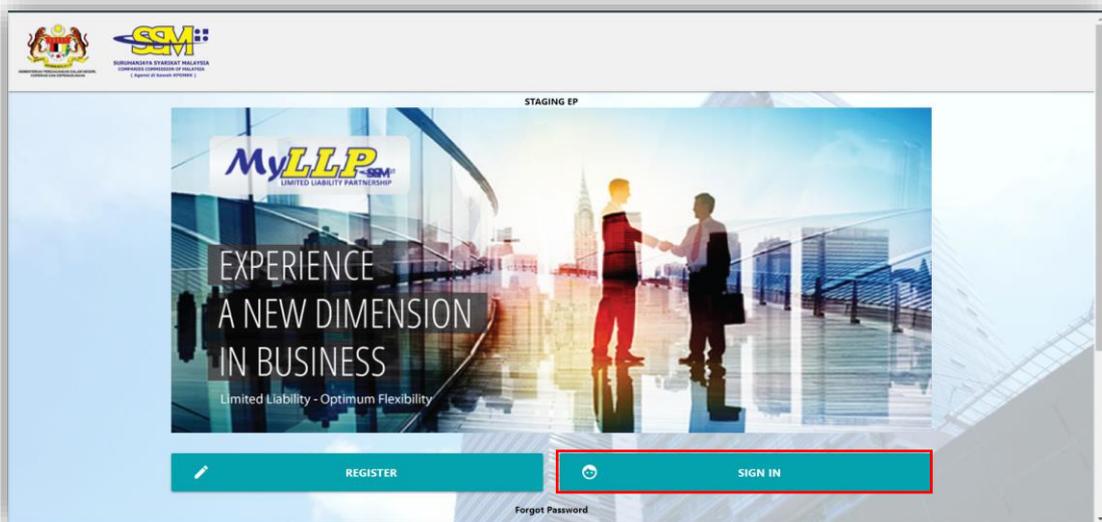
The MyLLP system can be accessed via SSM4U Portal or <http://myllp.ssm4u.com.my/>.

The services offered under the MyLLP system include:

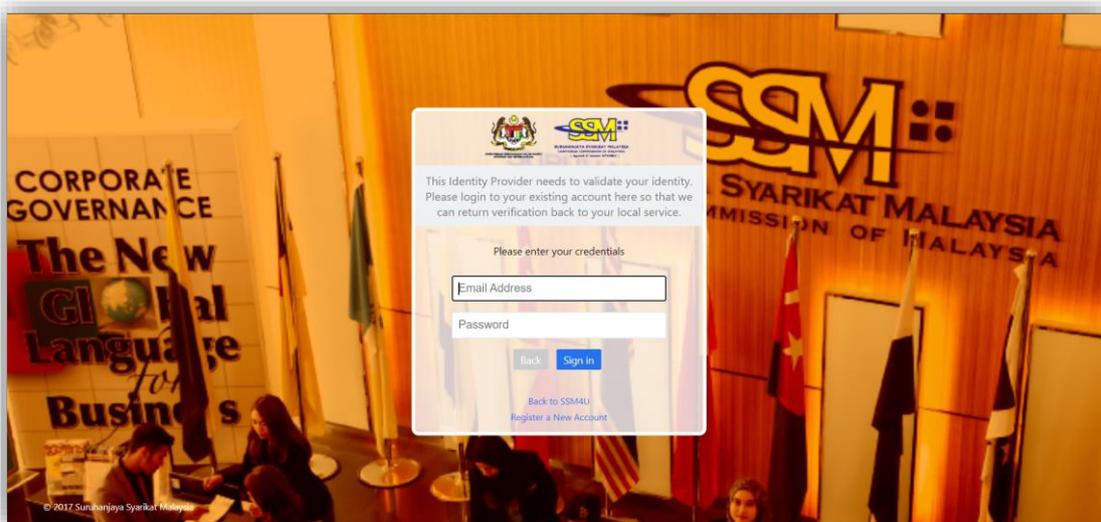
- User Registration
- Name Reservation Application
- Registration
- Change of Particular
- Annual Declaration
- Application of Change of Name
- Application for Extension of Time
- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents Related to Liquidation or Dissolution of Foreign LLP
- Rectification
- Court Order

1 Getting Started

1. Open an Internet browser and navigate to the URL of <http://myllp.ssm4u.com.my/>
2. Click on the SIGN IN button.



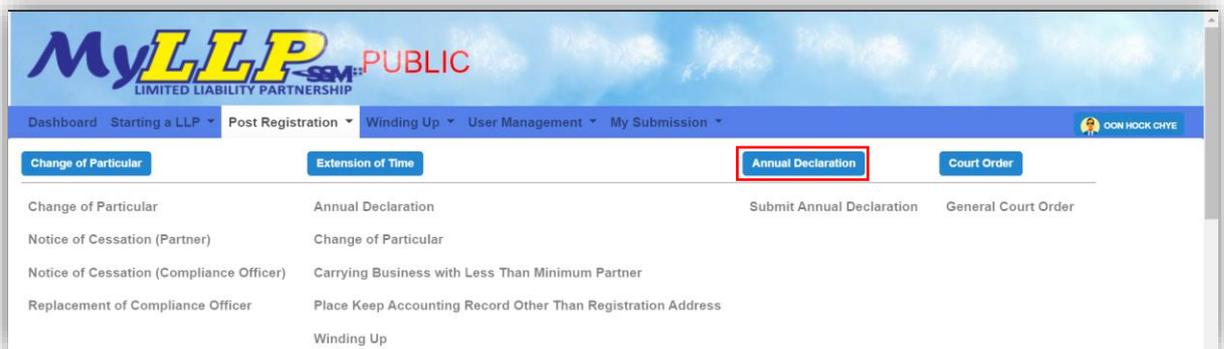
3. Enter User Email address and Password.



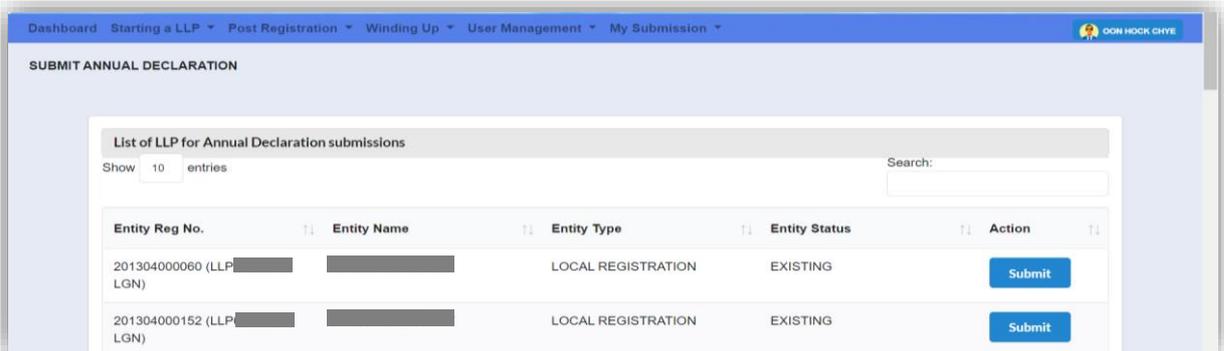
4. Then Click on Sign-in button to enter the system.

2 Annual Declaration

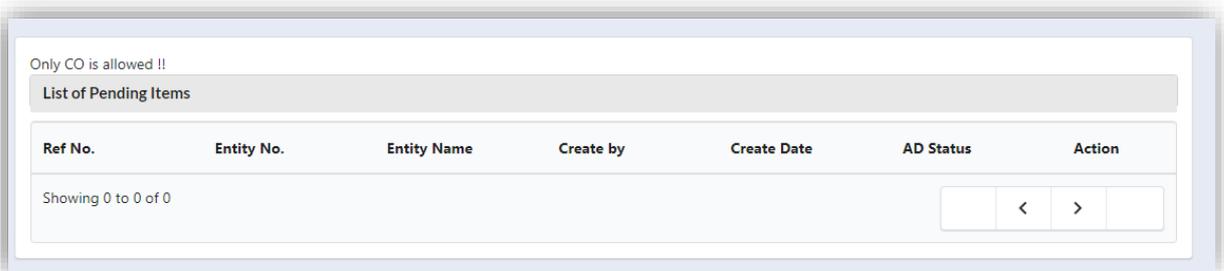
1. Click on **Submit Annual Declaration** under the **Post Registration** Tab.



2. The List of LLP for Annual Declaration submissions will be displayed.



3. List will be empty if user is not a Compliance Officer.



4. Select LLP for submission by clicking on the submit button.

Entity Reg No.	Entity Name	Entity Type	Entity Status	Action
201304000060 (LLP [REDACTED] LGN)	[REDACTED]	LOCAL REGISTRATION	EXISTING	<input type="button" value="Submit"/>
201304000152 (LLP [REDACTED] LGN)	[REDACTED]	LOCAL REGISTRATION	EXISTING	<input type="button" value="Submit"/>

5. Selected LLP information will be displayed.

LLP Registration Information

Entity Name	Entity Reg No.	Is EOT Applied?
[REDACTED] PLT	201304000626 (LLP [REDACTED] LGN)	[NO]
Entity Status	Entity Type	EOT Duration
EXISTING	LOCAL REGISTRATION	[NO EOT]
Registration Date	Submission Ref No.	New Due Date (if EOT is applied)
23/07/2013	AD20210718000002	[NO EOT]

Nature of Business

Business Code	Description
88902	CHILD DAY-CARE ACTIVITIES/NURSERY

Address

Address Type	Address
REGISTERED OFFICE ADDRESS	[REDACTED] SELANGOR Malaysia
BUSINESS ADDRESS	[REDACTED] SELANGOR

- User must check the information displayed for Nature of Business, Registered Address, Business Address, Partners, Compliance Officer and Capital Contribution. If the data displayed is not updated, LLP is required to update the information through submission of Change of Particulars.
- If there is any different in capital contribution, LLP is required to update the capital contribution through submission Change of particulars.

- User is required to key in information regarding **Current Financial Year End (FYE) Date**. The date must be consistent with the date of Balance Sheet and Profit & Loss are made up.

The screenshot shows a software interface with a blue header bar. On the left, there is a 'Current Date' label. To its right, a tooltip box contains the text: 'The date must be consistent with the date of Balance Sheet and Profit & Loss Accounts are made up'. Below this, there is a 'Current Fye Date' label followed by a text input field containing the placeholder 'dd/mm/yyyy'. A small calendar icon is visible to the left of the input field.

EXAMPLE:

The screenshot displays a balance sheet for 'ABC PLT (XXXXXX - IGM)' as at '30 JUN 2016'. The date '30 JUN 2016' is highlighted with a green box. The table compares 2016 and 2015 figures in RM. The 2016 values are: Fixed Assets (52,312), Trade receivables (9,100), Other receivables, deposit and prepayments (3,067), and Closing stock (10,979). The 2015 values are: Fixed Assets (66,047), Trade receivables (5,853), Other receivables, deposit and prepayments (2,289), and Closing stock (29,261).

	2016 RM	2015 RM
ASSETS		
Fixed Assets	52,312	66,047
<u>Current Assets</u>		
Trade receivables	9,100	5,853
Other receivables, deposit and prepayments	3,067	2,289
Closing stock	10,979	29,261

NOTES ON FINANCIAL INDICATOR:

- The amount filled in the 'Total Assets', 'Total Liabilities', 'Total Revenue' and 'Total Profit/Loss' **must be consistent** with the amount stated in the *Balance Sheet and the Profit & Loss Accounts*
- Total Assets = Non-Current Assets/Fixed assets + Current Assets
- Total Liabilities = Non-Current Liabilities + Current Liabilities
- Total Revenue = Revenue/Turnover/Sales/Income received during the year
- Total Profit/(Loss) = Net Profit/(Loss) After Tax for the year

NOTE:

The information on Financial Indicators shall be kept by the LLP for future reference since the information are not available in the MyLLP Portal once the Annual Declaration is submitted and SSM will not be providing such information.

7. Key in information on financial indicator. Negative value at the Profit/Loss will indicate Loss. Negative value on Total liabilities will indicate negative liability.

Financial Indicator	
Total Assets(RM)	Total Liabilities(RM) ⓘ
<input type="text"/>	<input type="text"/>
Total Revenue(RM)	Total Profit Loss(RM) ⓘ
<input type="text"/>	<input type="text"/>

Negative value on Profit Loss will indicate loss

EXAMPLE: TOTAL ASSETS

	2016 RM	2015 RM
ASSETS		
Fixed Assets	52,312	66,047
<u>Current Assets</u>		
Trade receivables	9,100	5,853
Other receivables, deposit and prepayments	3,067	2,289
Closing stock	10,979	29,261
Cash in hand and at Bank	5,824	3,267
	28,970	40,670
TOTAL ASSETS	81,282	106,717
FINANCED BY:		
PARTNERS CONTRIBUTION		
AAA	20,000	20,000
BBB	20,000	20,000
Add: Accumulated Profit/(loss)	6,053	4,652
	46,053	44,652
LIABILITIES		
<u>Current Liabilities</u>		
Trade Payable	27,899	46,441
Accrual & Other payable	7,330	15,624
	35,229	62,065
TOTAL CONTRIBUTION & LIABILITIES	81,282	106,717

**Total Assets = Non-Current Assets /
Fixed assets + Current
Assets**

= 52,312 + 28,970

= 81,282

EXAMPLE: TOTAL LIABILITIES

ABC PLT (XXXXXXX - LGN) BALANCE SHEET AS AT 30 JUN 2016		
	2016 RM	2015 RM
ASSETS		
Fixed Assets	52,312	66,047
<u>Current Assets</u>		
Trade receivables	9,100	5,853
Other receivables, deposit and prepayments	3,067	2,289
Closing stock	10,979	29,261
Cash in hand and at Bank	5,824	3,267
	<u>28,970</u>	<u>40,670</u>
TOTAL ASSETS	<u>81,282</u>	<u>106,717</u>
FINANCED BY:		
<u>PARTNERS CONTRIBUTION</u>		
AAA	20,000	20,000
BBB	20,000	20,000
Add: Accumulated Profit/(loss)	6,053	4,652
	<u>46,053</u>	<u>44,652</u>
LIABILITIES		
<u>Current Liabilities</u>		
Trade Payable	27,899	46,441
Accrual & Other payable	7,330	15,624
	<u>35,229</u>	<u>62,065</u>
TOTAL CONTRIBUTION & LIABILITIES	<u>81,282</u>	<u>106,717</u>

**Total Liabilities = Non-Current Liabilities
+ Current Liabilities**

= 0 + 35,229

= 35,229

EXAMPLE: TOTAL REVENUE

ABC PLT (XXXXXXX - LGN) PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 30 JUN 2016		
	2016	
	RM	RM
SALES		<u>387,255</u>
<u>COST OF GOOD SOLD</u>		
Opening Stock	29,261	
Purchases	256,182	
(-): Closing Stock	(10,979)	(274,464)
GROSS PROFIT		<u>112,791</u>
<u>LESS: EXPENSES</u>		
Advertisement	3,000	
Bank Charges	45	
Depreciation	14,735	
License Fee	850	
Printing & Stationery	1,121	
Professional Fees	1,260	
Rental of Office	24,000	
Rental of Office Equipment	360	
Partners Salary	33,000	
Upkeep of Office	16,920	
Utilities	10,935	(106,226)
NET PROFIT BEFORE TAX		<u>6,565</u>
TAXATION		<u>(512)</u>
NET PROFIT AFTER TAX		<u>6,053</u>

**Total Revenue = Revenue / Turnover /
Sales / Income received
during the year**

= 387,255

EXAMPLE: TOTAL PROFIT/LOSS

ABC PLT (XXXXXXX - LGN)		
PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 30 JUN 2016		
	2016	
	RM	RM
SALES		387,255
COST OF GOOD SOLD		
Opening Stock	29,261	
Purchases	256,182	
(-): Closing Stock	(10,979)	(274,464)
GROSS PROFIT		112,791
LESS: EXPENSES		
Advertisement	3,000	
Bank Charges	45	
Depreciation	14,735	
License Fee	850	
Printing & Stationery	1,121	
Professional Fees	1,260	
Rental of Office	24,000	
Rental of Office Equipment	360	
Partners Salary	33,000	
Upkeep of Office	16,920	
Utilities	10,935	(106,226)
NET PROFIT BEFORE TAX		6,565
TAXATION		(512)
NET PROFIT AFTER TAX		6,053

Total Profit/ (Loss) = Net Profit/(Loss)
After Tax for the
year.
= 6,053

8. For **Solvency Declaration**, User is required to choose **Able to Pay Debt** or **Not Able to Pay Debt** option, and tick the Solvency Declaration box.

Solvency Declaration

Please Tick :

We being the partners of PLT do solemnly affirm and declare that we have made a full inquiry into the affairs of the limited liability partnership and we have formed an opinion that the limited liability partnership:

Able to pay debt Not able to pay debt

as they become due in the normal course of business as at the date of which the profit and loss accounts and balance sheets was made up.

It is mandatory to tick the Solvency Declaration. If the box is not ticked, a reminder will pop-up to alert user before allowing to proceed payment.

Reminder!

- Please ensure that Solvency Declaration has been ticked.

9. LLP is required to submit Annual Declaration annually.

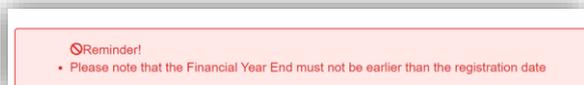
- a. If **Current Financial Year End** is not set annually according to the FYE, a reminder will be displayed.



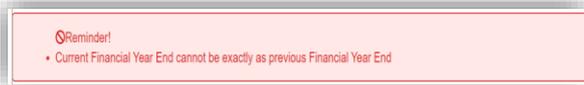
- b. If **Current Financial Year End** is set to a future date, a reminder will be displayed.



- c. If **Current Financial Year End** is set to a date earlier than the registration date, a reminder will be displayed.



- d. If **Current Financial Year End** is set to the same date as previous FYE date, a reminder will be displayed.



To be able to proceed with payment, User is required to change **Current Financial Year End** and tick the box in the **Declaration** part again.

10. In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked the declaration box.

✓ Declaration

Please Tick :

I confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

✓ Declaration

Please Tick :

I confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

Lodger Information

Name: [REDACTED] Phone Number: [REDACTED]

Email: [REDACTED] ID No.: [REDACTED]

Address:
45-07-06 BLOK C SARAGA APARTMENT
JALAN WAWASAN 4/12
PUSAT BANDAR PUCHONG
MALAYSIA

Back Withdraw Submit Payment

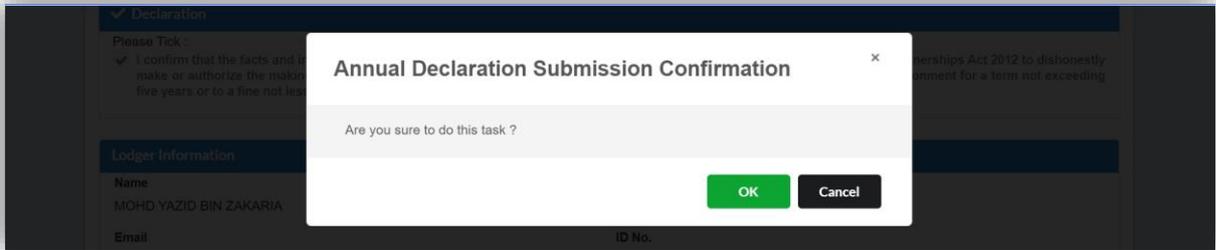
Please note that a reminder will pop up, if the submission do not comply with the time frame as provided under Section 68 for local LLP and Section 46 for foreign LLP.

 This submission has exceeded 90 days from financial year end date and do not comply to Section 68, LLP Act 2012

PAYMENT PAGE

 This submission has exceeded it's mandatory first anniversary time frame and therefore do not comply to Section 46, LLP Act 2012.

11. After clicking on **Submit Payment**, a prompt will be displayed for confirmation. Click on **OK** button to continue.



12. Payment Details will be displayed. Click **Pay Online** button to continue with payment.

The image shows a "Payment Details" form with the following table:

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LOCAL ANNUAL DECLARATION (ANNUAL DECLARATION - LLP0000616-LGN - BABY VILLA CHILD CARE CENTRE PLT)	1	200.00	0.00	200.00
	Total (RM):	200.00	0.00	200.00
			Total Amount (RM):	200.00

Below the table, there are input fields for:

- Name* (redacted)
- NRIC No. / MyCoID No. / Business Registration No.* (redacted)
- Address* (TEST ADDRESS, 23050 DUNGUN, T)

At the bottom, there are two buttons: "PAY ONLINE" (highlighted with a red box) and "CANCEL".

13. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.

Receipt no. is the payment receipt.

Reference no. is the Annual Declaration transactions.

Transaction ID is the payment transaction number.

INVOICE

SSM
SURUHANJAYA SYARIKAT MALAYSIA
Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

EB20210731000001

test address
23050 DUNGUN
T

Receipt No : EB20210731000001
Reference No. : AD20210731000002
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E20210731000001
Payment Date : 31/07/2021 10:51:24 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	LOCAL ANNUAL DECLARATION ANNUAL DECLARATION - LLP0000616-LGN - BABY VILLA CHILD CARE CENTRE PLT	200.00
	Total	200.00
	Amount Received	200.00

PRINT