



MyLLP User Manual Compound Management

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WELCOME

Welcome to the MyLLP User Manual for Compound Management. This manual is designed to assist users navigate through MyLLP system and make use of all the functions available. This manual will provide step-by-step instruction on using the Compound Management 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
- Receivership
- Compound Management

Getting Started

1. Open an Internet browser and navigate to <http://myllp.ssm4u.com.my/>.
2. Click on the **Sign In** button.



3. Enter Users' email address and password. Then click on the **Sign-in** button to enter the system.



2 Compound Management

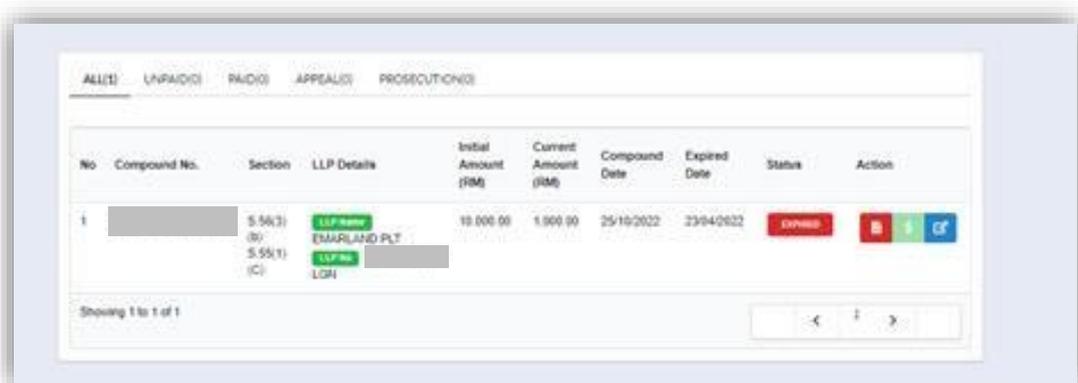
2.1 Compound Payment

1. User need to go to the **Compound** button on the menu bar and click on **My Compound**.



2. A Compound List will be appear on the screen based on user's statuses including *Unpaid*, *Paid*, *Expired*, *Appeal* and *Prosecution*. Users then can click on the Action Button. The Action Button will be based on user's status as follows:

- i. Unpaid – Pay, Appeal, View.
- ii. Paid – View.
- iii. Expired – Appeal, View.
- iv. Appeal – Pay, View.
- v. Prosecution - View.



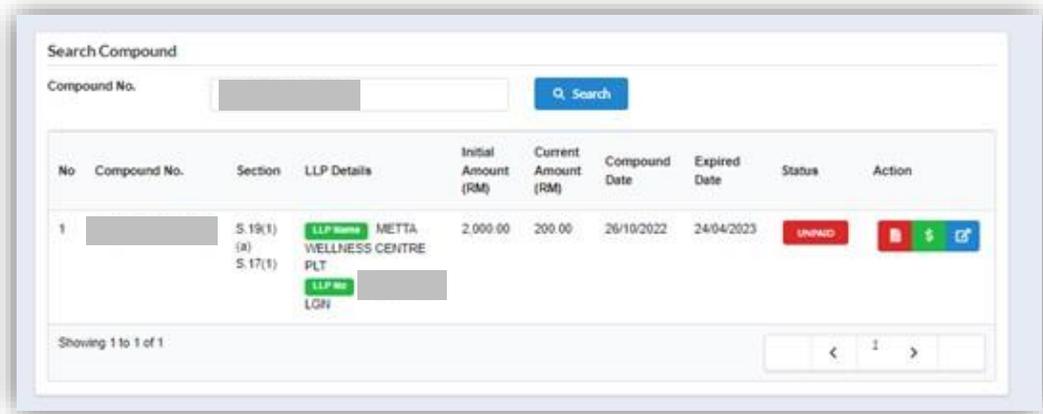
The screenshot shows a table with the following columns: No, Compound No., Section, LLP Details, Initial Amount (RM), Current Amount (RM), Compound Date, Expired Date, Status, and Action. The table contains one row of data. The Status column shows a red 'Expired' button. The Action column shows three buttons: a red 'Pay' button, a green 'View' button, and a blue 'View' button.

No	Compound No.	Section	LLP Details	Initial Amount (RM)	Current Amount (RM)	Compound Date	Expired Date	Status	Action
1		S.56(3) (B) S.55(1) (C)	LLP Name EMARLAND PLT LLP No LGH	10,000.00	1,000.00	25/10/2022	23/04/2022	Expired	Pay View View

2.2 Making Payment

2.2.1 Make Payment for Offender (Normal)

1. Users need to click on the **\$ button** to make payment.



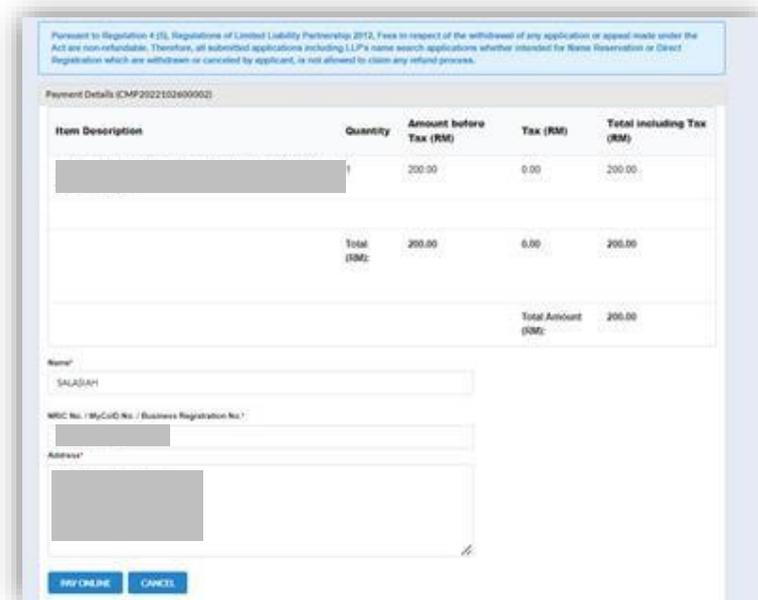
Search Compound

Compound No.

No	Compound No.	Section	LLP Details	Initial Amount (RM)	Current Amount (RM)	Compound Date	Expired Date	Status	Action
1	<input type="text"/>	S.19(1) (A) S.17(1)	LLP Name: METTA WELLNESS CENTRE PLT LLP No: <input type="text"/> LGR: <input type="text"/>	2,000.00	200.00	26/10/2022	24/04/2023	UNPAID	<input type="button" value="\$"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>

Showing 1 to 1 of 1

2. The Payment detail screen will be appear.



Payment Details (CMP2022102600002)

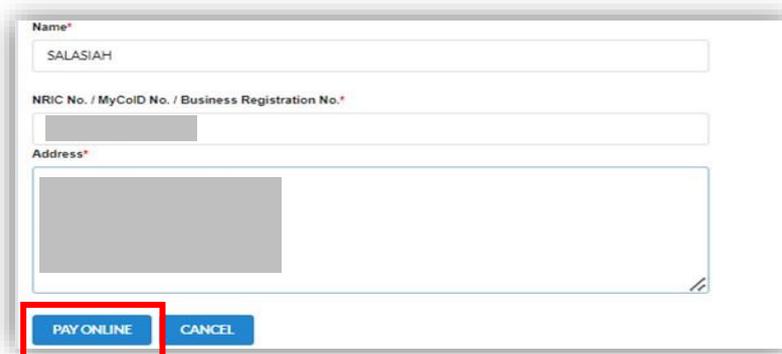
Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
<input type="text"/>	1	200.00	0.00	200.00
Total (RM):		200.00	0.00	200.00
Total Amount (RM):			200.00	

Name*
SALASIAH

NRIC No. / MyCoID No. / Business Registration No.*

Address*

3. User need to click on **Pay Online** button to make



Name*
SALASIAH

NRIC No. / MyCoID No. / Business Registration No.*

Address*

- The Page will be directed to payment gateway to enable users to make payment.

The screenshot shows a payment gateway form titled "Pay with Credit or Debit Card". The form includes the following fields and options:

- Cardholder Name:** A text input field with the placeholder "Name appears on your card".
- Card Number:** A four-digit input field.
- Card Types:** Radio buttons for "VISA" and "MasterCard".
- Expiration Date:** Two dropdown menus for "MM" and "YYYY".
- CW (CV2):** A text input field with a "CV2" placeholder and a "Go" button.
- Logos:** Logos for MasterCard, VISA, and "Secured by Visa".
- Buttons:** A green "Submit Payment" button and a "Cancel and Return to Sur" link.

- Once payment is completed, users can print the invoice by clicking on the Print button.

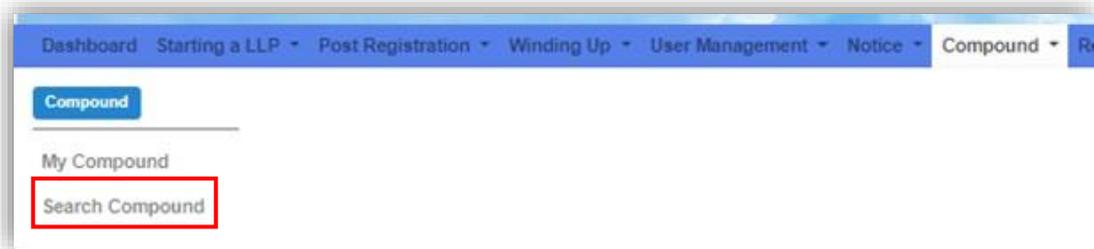
The screenshot shows an invoice for SSM (Suruhanjaya Syarikat Malaysia). The invoice includes the following information:

- Header:** "INVOICE" in a blue bar.
- Logo:** SSM logo.
- Address:** Suruhanjaya Syarikat Malaysia (SSM), Menara SSM@Sentral, No. 7, Jalan Sheena Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur, Tel: 03-2299 4400.
- Barcode:** A barcode with the number 2 1 0 2 0 7 0 4 0 0 0 0 1.
- Customer Name:** SITI HAJAR BINTI MAMAT.
- Transaction Details:**
 - Receipt No: RL20220704000001
 - Reference No: ICH2022070400001
 - Payment Mode Detail: HostSim
 - Approval Code: .
 - Payment Mode: DD
 - Transaction ID: TLS2022070400001
 - Payment Date: 04/07/2022 11:25:04 AM
- Table:**

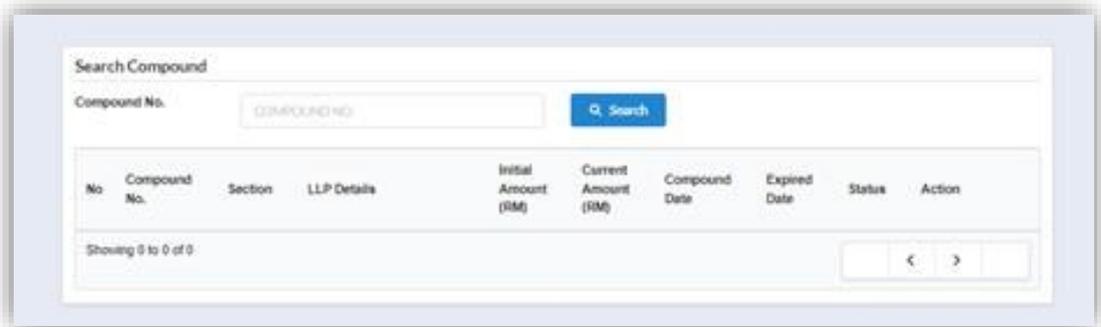
NO.	DESCRIPTION	AMOUNT (RM)
1	RADIUS POWERHOUSE	30.00
	Total	30.00
	Amount Received	30.00
- Buttons:** A "PRINT" button.

2.2.2 Make payment for Third Party

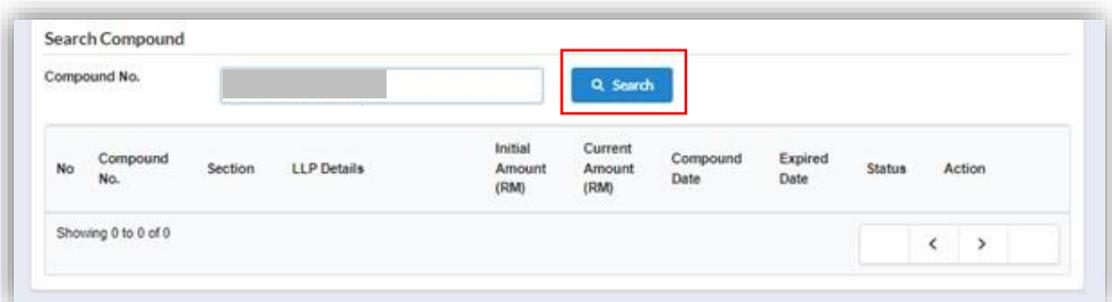
1. User need to go to the **Compound** menu and click on **Search Compound**.



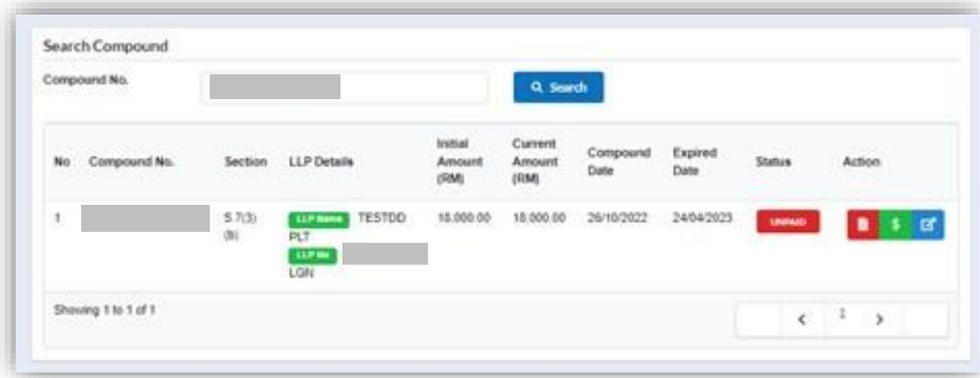
2. The screen will display a field to search for compound based on **Compound Number**.



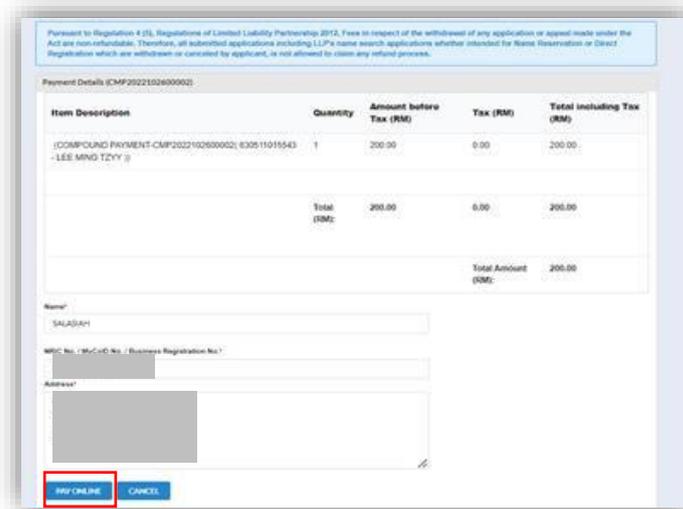
3. User need to enter the **Compound Number** and click on **Search** button.



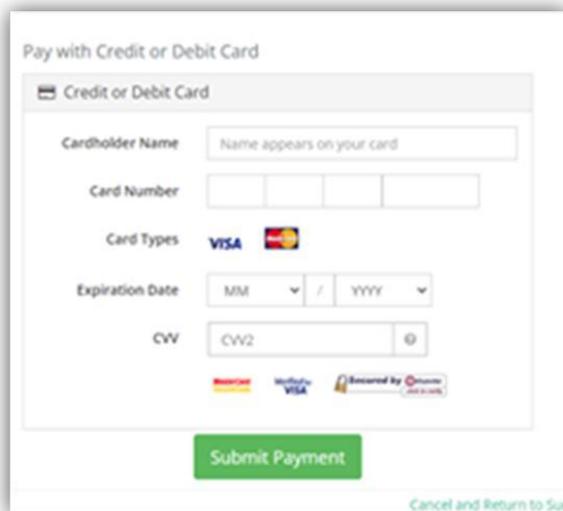
4. The list of compound will be shown on the screen. User need to click on the Action Button to continue. They then need to click on the **\$ button** to make payment.



- Once Users click **the \$ button**, payment details will appear on the screen. Users need to click on the Pay Online button to make payment.



- Users will be directed to payment gateway where they can make payment.



7. Once payment has been made, the Invoice screen will be displayed. User can print the invoice by clicking on the **Print** button

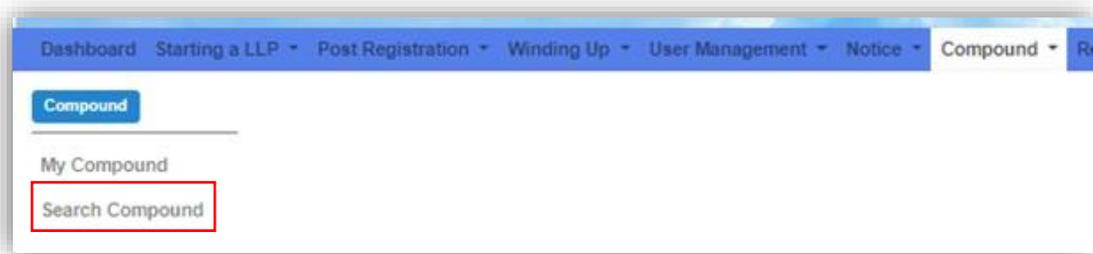
The screenshot shows an invoice interface. At the top right, the word "INVOICE" is displayed in a blue header. Below this, on the left, is the logo for SSM (Suruhanjaya Syarikat Malaysia) and its contact information: "Menerusi SSM@Sentral, No 7, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur, Tel: 03-2299 4400". On the right side of the header is a barcode. Below the header, the name "SITI HAJAR BINTI MAMAT" is shown next to a greyed-out area. To the right of this area, transaction details are listed: Receipt No. (RL2022070400001), Reference No. (ICN2022070400001), Payment Mode Detail (HostSim), Approval Code, Payment Mode (DD), Transaction ID (TLS2022070400001), and Payment Date (04/07/2022 11:25:04 AM). The main body of the invoice is a table with three columns: "NO.", "DESCRIPTION", and "AMOUNT (RM)". It contains one line item for "RADIUS POWERHOUSE" with an amount of 30.00. Below the table, the "Total" and "Amount Received" are both listed as 30.00. At the bottom left of the screen, a "PRINT" button is highlighted with a red rectangular box.

NO.	DESCRIPTION	AMOUNT (RM)
1	RADIUS POWERHOUSE	30.00
	Total	30.00
	Amount Received	30.00

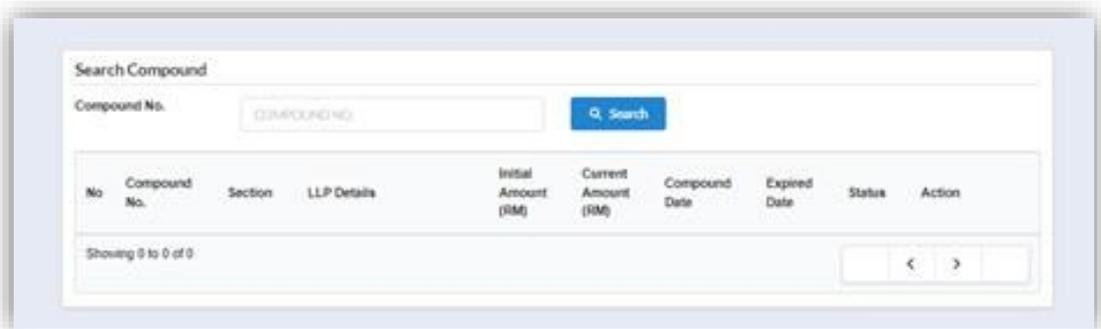
3 Compound Management

3.1 Compound Appeal

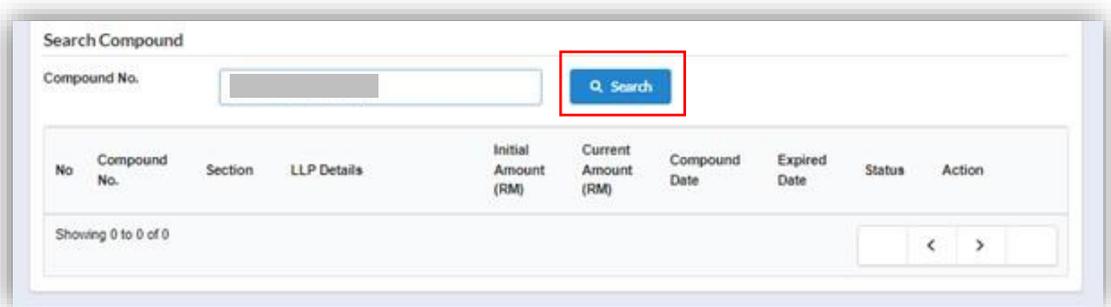
1. User need to go to **Compound** on the menu bar and click on **Search Compound**.



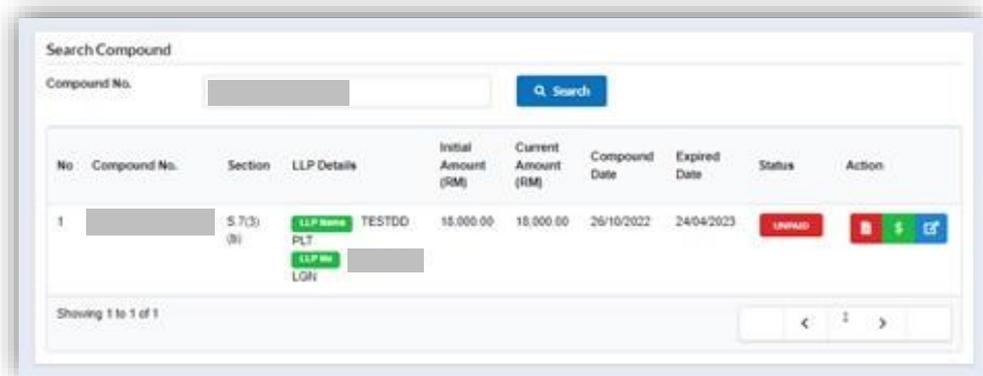
2. The screen will display field to search for compound based on **Compound Number**.



3. User need to enter the **Compound Number** and click on the **Search** button.



4. The List of Compound will be shown on the screen. Users need to click on **View Compound** to continue.



5. Compound Details and Process History screen will appear on a different tab. User need to click on the Action button to view details. The status before appeal is still *Unpaid*.

COMPOUND DETAILS PROCESS HISTORY

LLP Information

Entity No. [REDACTED]

Entity Name: TESTDO P/L

Registered Address

Address [REDACTED]

Compliance Officer Information

Name: SALASIAH

Identification No. [REDACTED]

Phone No. [REDACTED]

Email [REDACTED]

Address

[REDACTED]

Compound Detail

Compound No. [REDACTED]	Compound Type: PROSECUTION
Compound Date: 26/10/2022	Expired Date: 24/04/2023
Initial Amount (RM): 18,000.00	Current Amount (RM): 18,000.00
<input type="button" value="APPEAL"/>	

Compound Section

No	Offence Section	Offence Commencement Date	Year of Offence	Amount (RM)	Action
1	S 7(3)(b)	26/10/2022	2022	00	<input type="button" value="APPEAL"/>
TOTAL(RM)				18,000.00	

Showing 1 to 1 of 1

6. Users need to click on Appeal button to appeal.

Compound Section

No	Offence Section	Offence Commencement Date	Year of Offence	Amount (RM)	Action
1	S 7(3)(b)	26/10/2022	2022	00	<input type="button" value="APPEAL"/>
TOTAL(RM)				18,000.00	

Showing 1 to 1 of 1

Appeals

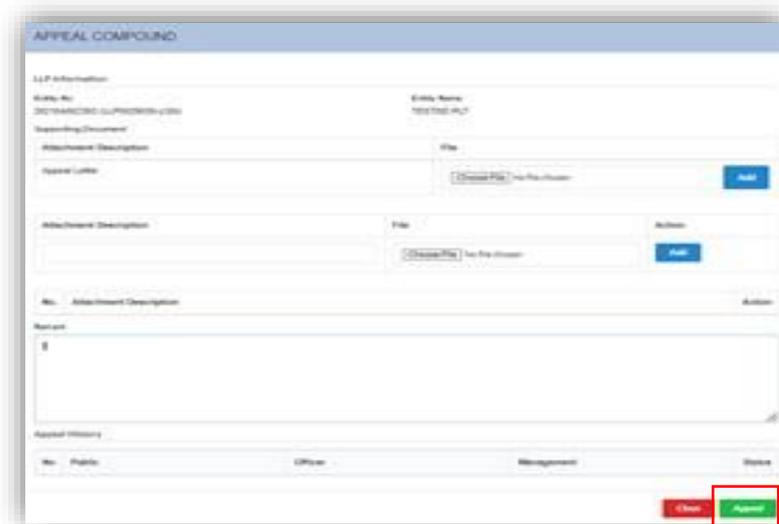
No	Appeal No	Appeal Date	Compound Amount	Amount Offer	Status	Action
Showing 0 to 0 of 0						

7. The Appeal Form screen will be displayed. User need to fill in the Appeal Detail. Then, click on the Add Button after selecting the File to upload. Upon uploading the document, the File can be viewed and Removed. Then, click on the Appeal Button.

Validation:

- i. Mandatory Attachment for Appeal Letter (1)
- ii. Mandatory Support Document Upload
- iii. Mandatory Remark.

An email will be send to the user Account to Confirm Appeal Status.



The screenshot displays the 'APPEAL COMPOUND' form. It includes sections for 'LLP Information' with fields for 'Entity No.' and 'Entity Name'. Below this is the 'Supporting Document' section, which contains a table with columns for 'Attachment Description', 'File', and 'Action'. The first row shows a file upload area with a 'Choose File' button and an 'Add' button. A second row is partially visible. Below the table is a 'Remark' text area. At the bottom, there is an 'Appeal History' section with a table containing columns for 'No.', 'Profile', 'Officer', 'Management', and 'Status'. At the bottom right of the form, there are two buttons: a red 'Cancel' button and a green 'Appeal' button, which is highlighted with a red box.

4 Monitoring Notice

4.1 Reminder History

1. User need to click on the Notice menu and click on My Notice under Notice sub-menu



2. User need to select the **Reminder** type under the Notice Type then click on the button Search.

The screenshot shows the Notice search form. The 'Notice Type' dropdown is set to 'REMINDER' and the 'Search' button is highlighted with a red box.

3. A list of notice screen will be displayed. Users need to click on Action button to View Notice.

The screenshot shows the Notice list screen. The table displays a list of notices with columns for Reference No, LLP Details, Due Date, Reminder Date 1, Reminder Date 2, Status, and Action. The 'View Notice' button is highlighted with a red box.

No	Reference No	LLP Details	Due Date	Reminder Date 1	Reminder Date 2	Status	Action
1	AD20220719000026	LOYAL GOURMET SEAFOOD RESTAURANT FLT LLP0016756-LGN	29/09/2022	31/07/2022	30/08/2022	PAID	View Notice
2	AD20220412000001	TEST 12046 FLT LLP0029136-LGN	30/06/2022	01/07/2022	31/07/2022	PAID	View Notice
3	AD20210828000005	IN BETWEEN CULTURA FLT LLP0003248-LGN	26/11/2022	27/09/2022	27/10/2022	Success	View Notice
4	AD20210902000004	PALM GLOEY SIG FLT LLP0023426-LGN	28/09/2022	30/07/2022	29/08/2022	PAID	View Notice
5	AD20210930000025	DELIA FIDORECENT HOUSE FLT LLP0010074-LGN	26/11/2022	29/09/2022	29/10/2022	PAID	View Notice
6	AD20210903000027	VEEMART RETAIL FLT LLP0010914-LGN	30/08/2022	01/07/2022	31/07/2022	PAID	View Notice
7	AD20210901000023	EASY WAY OIL FLT LLP0009637-LGN	31/03/2019	30/01/2019	01/03/2019	PAID	View Notice

4. The details of reminder will appear.

LLP Registration Information

Entity Name
IN BETWEEN CULTURA PLT

Entity Status
EXISTING

Registration Date
30/08/2021

Entity No
[REDACTED]

Entity Type
LOCAL REGISTRATION

Submission Ref No.
[REDACTED]

Monitoring Active Issue Date

Due Date
26/11/2022

Reminder Date 1 ⓘ
27/09/2022 Email Status
Success

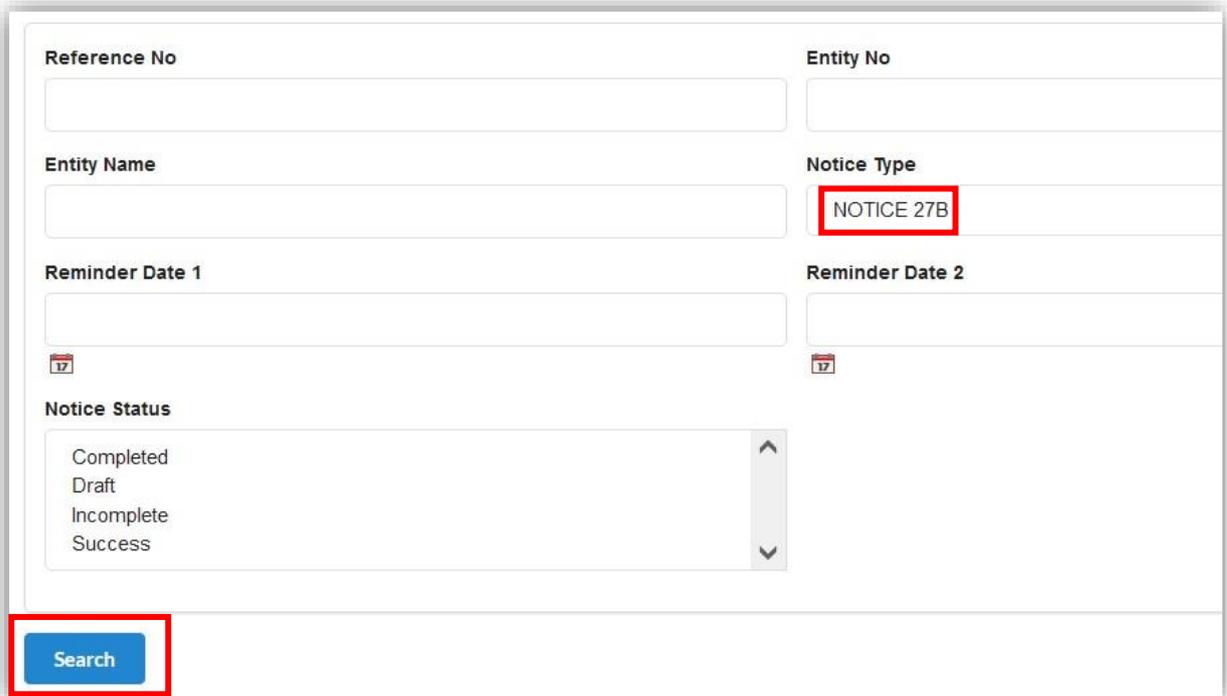
Reminder Date 2 ⓘ
27/10/2022 Email Status
Success

4.2 Notice 27B

1. User need to click on **My Notice** under the **Notice** menu.



2. Users need to select the **Reminder** type under the Notice Type and then click on the Search button.



The screenshot shows a search form for notices. The form has several fields: Reference No, Entity No, Entity Name, Notice Type, Reminder Date 1, Reminder Date 2, and Notice Status. The Notice Type dropdown menu is open, and 'NOTICE 27B' is selected and highlighted with a red box. The Search button at the bottom left is also highlighted with a red box.

3. Listing of notice will be appeared on the screen.

Reference No Entity No

Entity Name Notice Type

Reminder Date 1 Reminder Date 2

Status

- Completed
- Draft
- Incomplete
- Success

Search

No	Reference No	LLP Details	Due Date	Status	Action
1	<input type="text"/>	Entity Name ACCURACY AUTOMATION CONTROL PLT Entity No <input type="text"/>	29/05/2022	Success	

Showing 1 to 1 of 1

LLP Registration Information

Entity Name ACCURACY AUTOMATION CONTROL PLT Entity No

Entity Status EXISTING Entity Type CONVERSION, PRIVATE COMPANY

Registration Date 30/08/2021

Monitoring Active Issue Date

Due Date

No.	Attachment Description	Action
1	PrintMng.pdf	

Please attach the document of your response below:

Attachment Description	File
<input type="text"/>	<input type="text" value="Choose File"/> No file chosen <input type="button" value="Add"/>

4. The due date is shown on the screen and User can add supporting document and click on **Add** button. Then, click on **Submit**. Once User add new document, the attachment will appear.

The screenshot shows a web interface with two main sections. The top section, titled "LLP Registration Information", contains fields for Entity Name (ACCURACY AUTOMATION CONTROL PLT), Entity No (redacted), Entity Status (EXISTING), Entity Type (CONVERSION, PRIVATE COMPANY), and Registration Date (30/08/2021). The bottom section, titled "Monitoring Active Issue Date", shows a Due Date of 29/05/2022 and a table with one row: No. 1, Attachment Description PrintMng.pdf, and Action (download icon). Below this is a section for adding new attachments, with a text input for Attachment Description (TEST PAGE.PDF) and a File input with upload and delete icons. At the bottom right, there are "Back" and "Submit" buttons, with the "Submit" button highlighted by a red box.

LLP Registration Information	
Entity Name ACCURACY AUTOMATION CONTROL PLT	Entity No [REDACTED]
Entity Status EXISTING	Entity Type CONVERSION, PRIVATE COMPANY
Registration Date 30/08/2021	

Monitoring Active Issue Date		
Due Date 29/05/2022		
No.	Attachment Description	Action
1	PrintMng.pdf	

Please attach the document of your response below:

Attachment Description	File
TEST PAGE.PDF	

Back **Submit**