

MyLLP

User Manual

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1 WELCOME

Welcome to the MyLLP User Manual for Foreign Winding Up. 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 Foreign Winding Up 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:

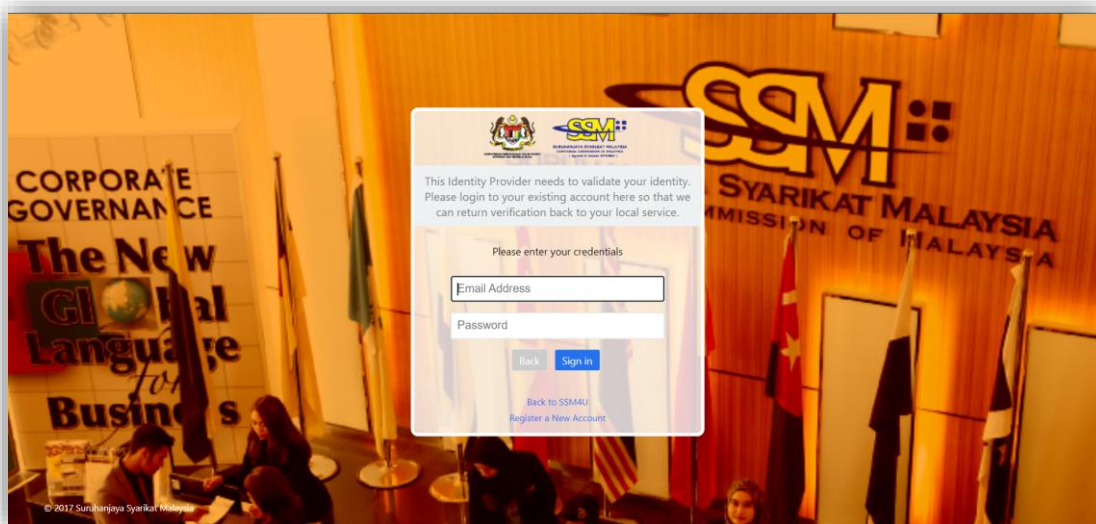
- User Registration
- Name Reservation Application
- Registration
- Change of Particular
- Annual Declaration
- Application of Change of Name
- Application for Extension of Time
- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents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

2 Getting Started

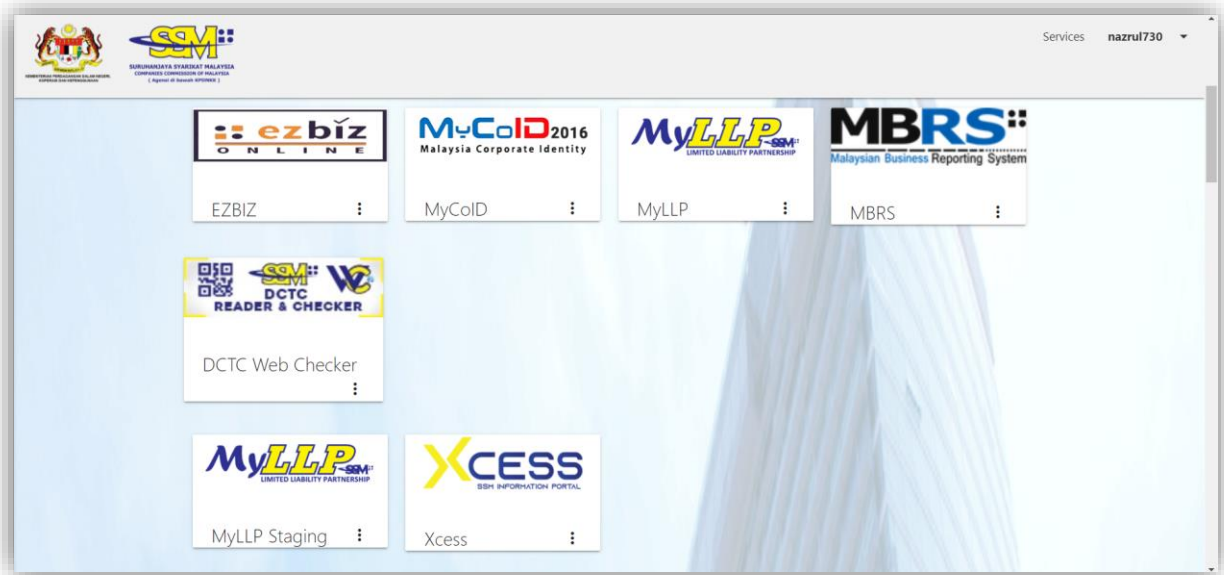
2.1 Login

To login with MyLLP, follow these steps:

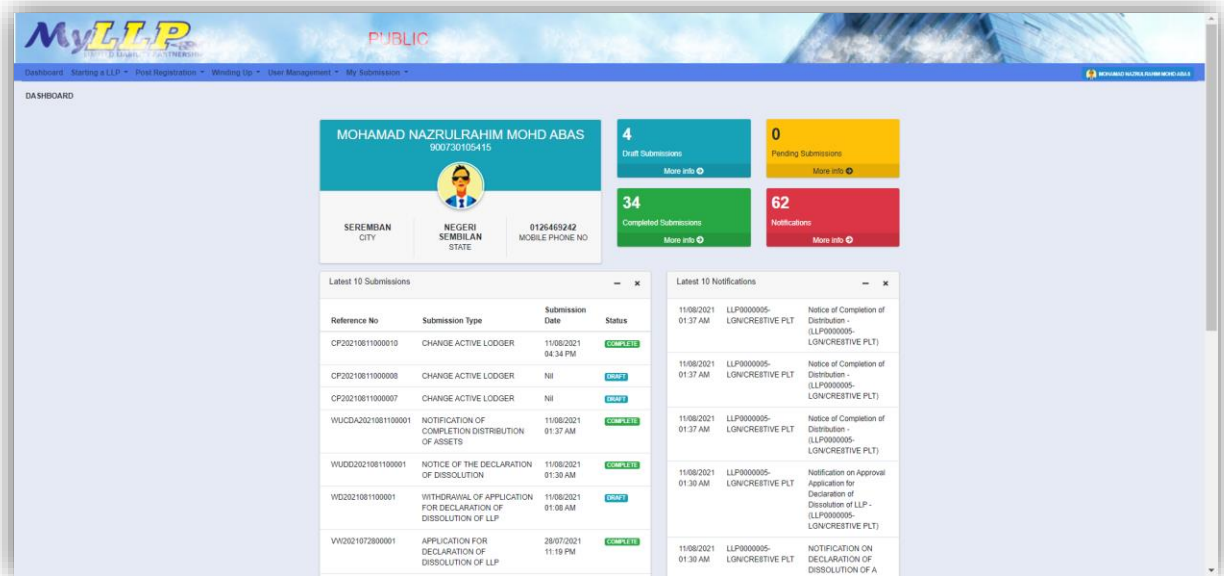
1. Open an Internet browser and navigate to the URL of <http://myllp.ssm4u.com.my/>
2. Enter User's login credentials such as Email Address and password and click **Sign In** button.



3. From SSM4U website, select **MyLLP** icon to go to MyLLP website.



4. User will be automatically signed in and dashboard page will display after page redirected to MyLLP website.



3 WINDING UP

3.1 Winding Up of Foreign LLP

3.1.1 Cessation of Foreign LLP

1. Click on **Cessation of Foreign LLP** under Winding Up menu.



2. Enter LLP registration no in the text field and click **Search** button.



- LLP information of the searched LLP will be displayed and choose submission type under Application.

MyLLP PUBLIC

Dashboard Starting a LLP Post Registration Winding Up User Management My Submission

WINDING UP FOREIGN LLP

Search LLP

LLP Registration No. * LLP0028551-FGN

Search Shorten Remove Date Update LLP Removed Status

LLP Information

| | | | |
|---------------|------------|---------------------|----------------------|
| Entity Name | BORIEL LLP | Entity Register No. | LLP0028551-FGN |
| Entity Status | EXISTING | Type | FOREIGN REGISTRATION |

Application

Submission Type --Please Select-- Go

Application List

CESSATION LIQUIDATION DISSOLUTION

| Reference No. | Submit Date | Submit By | Cessation Date | Removed Date | Status |
|---------------|-------------|-----------|----------------|--------------|--------|
|---------------|-------------|-----------|----------------|--------------|--------|

- Choose **Cessation of Foreign LLP** and click *Go* button to proceed with submission.

Application

Submission Type CESSATION OF FOREIGN L Go

5. User need to fill in date of cessation and click **Submit** button.

CESSATION OF FOREIGN LLP

› **LLP Information**

| | | | |
|---------------|------------|---------------------|----------------------|
| Entity Name | BORIEL LLP | Entity Register No. | [REDACTED] |
| Entity Status | EXISTING | Type | FOREIGN REGISTRATION |

› **Application Form**

| | | | |
|---------------------|------------|-------------------|----------------------|
| Date of Application | 11/08/2021 | Date of Cessation | <input type="text"/> |
|---------------------|------------|-------------------|----------------------|

Submit

› **Lodger Information**

| | | | |
|--------|------------|--------------|------------|
| Name | [REDACTED] | Phone Number | [REDACTED] |
| E-mail | [REDACTED] | | |

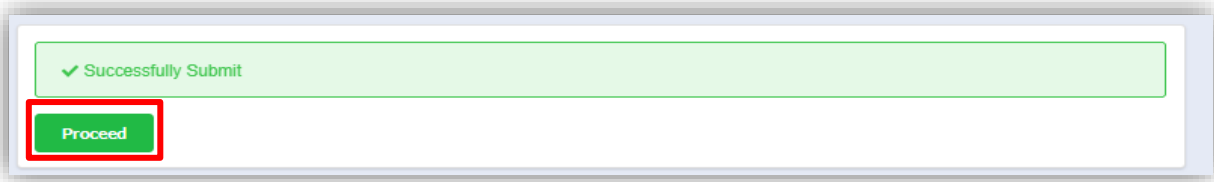
6. Click **OK** button to proceed

Submit Cessation x

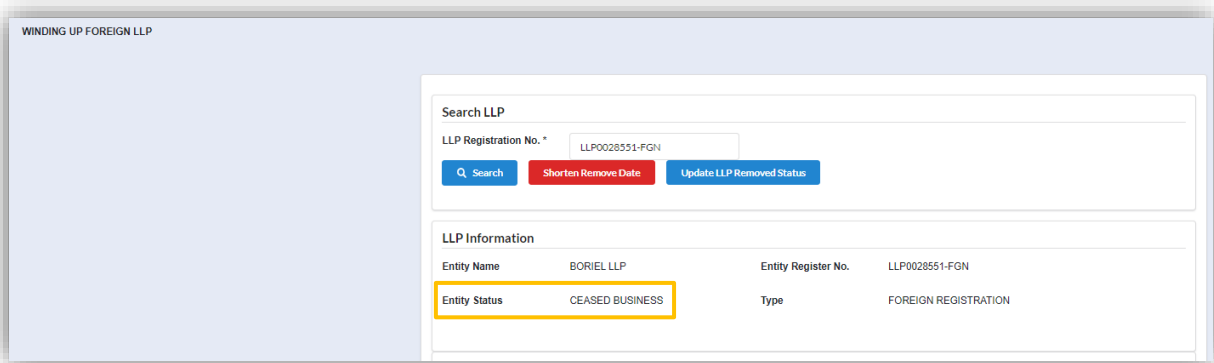
Are you sure to do this task ?

OK **Cancel**

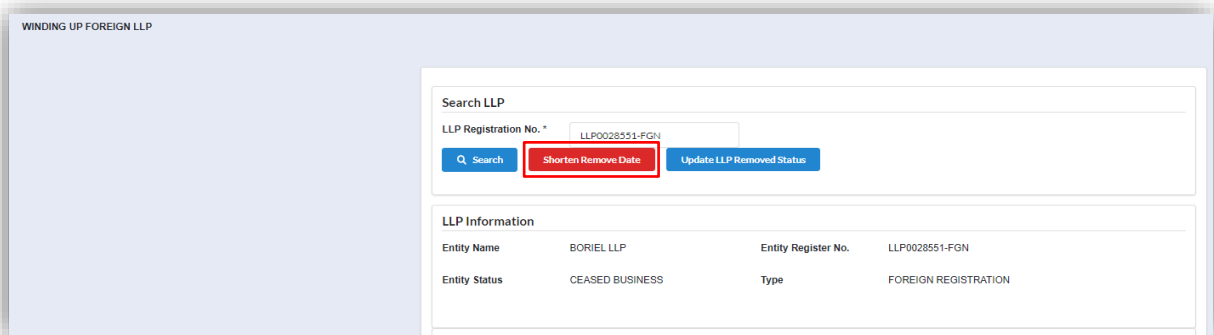
7. Notification of successfully submitting the submission will display. Click **Proceed** button to proceed with other application.



8. Status of LLP will change from "Existing" to "Ceased Business", if user search the LLP registration no.



9. To shorten the remove date, user must click **Shorten Remove Date** button.



The cessation date will automatically change.

The screenshot shows the "Application List" table with tabs for "CESSATION", "LIQUIDATION", and "DISSOLUTION". The "CESSATION" tab is selected. The table has the following columns: Reference No., Submit Date, Submit By, Cessation Date, Removed Date, and Status. The "Cessation Date" column is highlighted with a yellow border.

| Reference No. | Submit Date | Submit By | Cessation Date | Removed Date | Status |
|------------------|-------------|-----------|----------------|--------------|-----------|
| WUF2021081100001 | 11/08/2021 | | 31/08/2021 | 11/02/2022 | COMPLETED |

3.1.2 Liquidation of Foreign LLP in Place of Origin

1. To apply for liquidation of foreign LLP in place of origin, user need to click on *Cessation of Foreign LLP* under Winding Up menu.



2. Enter LLP registration no in the text field and click Search button.



- LLP information of the searched LLP will be displayed and choose type of the submission under Application by clicking the dropdown button.

Dashboard Starting a LLP Post Registration Winding Up User Management My Submission

WINDING UP FOREIGN LLP

Search LLP

LLP Registration No. * LLP0028551-FGN

Search Shorten Remove Date Update LLP Removed Status

LLP Information

| | | | |
|---------------|-----------------|---------------------|----------------------|
| Entity Name | BORIEL LLP | Entity Register No. | LLP0028551-FGN |
| Entity Status | CEASED BUSINESS | Type | FOREIGN REGISTRATION |

Application

Submission Type -Please Select- Go

Application List

CESSATION LIQUIDATION DISSOLUTION

| Reference No. | Submit Date | Submit By | Cessation Date | Removed Date | Status |
|------------------|-------------|-------------------------------|----------------|--------------|-----------|
| WUF2021081100001 | 11/08/2021 | MOHAMAD NAZRULRAHIM MOHD ABAS | 31/08/2021 | 11/02/2022 | COMPLETED |

- Choose **Liquidation of Foreign LLP** and click Go button to proceed with submission.

Application

Submission Type LIQUIDATION OF FOREIGN Go

5. User can click drop down to view LLP Information. User need to fill the required detail:

- Date of Liquidation
- Liquidation details
- Upload supporting document (Optional)

| Attachment Description | Required | File |
|------------------------|----------|---|
| SUPPORTING DOCUMENT | OPTIONAL | <input type="button" value="Choose File"/> No file chosen |

After that, to add liquidator's detail, User need to click **Add** button.

| Name | Id Type | Identification No. | E-mail | Address | Contact No. | Action |
|------|---------|--------------------|--------|---------|-------------|--------|
|------|---------|--------------------|--------|---------|-------------|--------|

6. User can search liquidator by searching using identification no and click **Search** button.

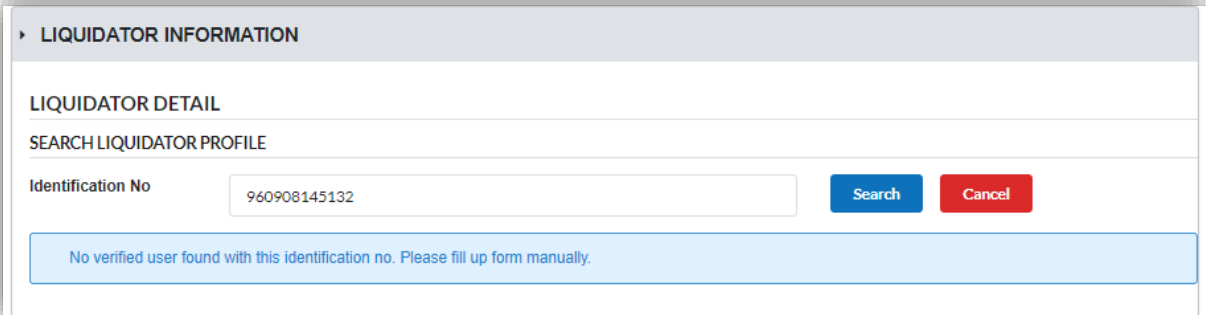
SEARCH LIQUIDATOR PROFILE

Identification No

7. If profile not found, User need to fill in details of liquidator manually such as:

- Name*
- Identification type*
- Identification number
- Email
- License No
- Certificate No
- Address
- Postcode
- City
- State
- Country
- Gender
- Date of Birth
- Nationality
- Race
- Phone No
- Fax No

***Required**



The screenshot shows a web interface for 'LIQUIDATOR INFORMATION'. It includes a section for 'LIQUIDATOR DETAIL' with a 'SEARCH LIQUIDATOR PROFILE' form. The form has an 'Identification No' field containing '960908145132', a blue 'Search' button, and a red 'Cancel' button. Below the form, a light blue message box states: 'No verified user found with this identification no. Please fill up form manually.'

Click **Add Liquidator** button to add the liquidator after filling up details of liquidator.

▸ LIQUIDATOR INFORMATION

LIQUIDATOR DETAIL

SEARCH LIQUIDATOR PROFILE

Identification No Search Cancel

LIQUIDATOR PROFILE

Name*

Identification Type* Identification Number*

E-mail

License No Certificate No

Address

Postcode City

State Country

Date of Birth Gender

Nationality Race

Phone No. Fax No.

+ Add Liquidator

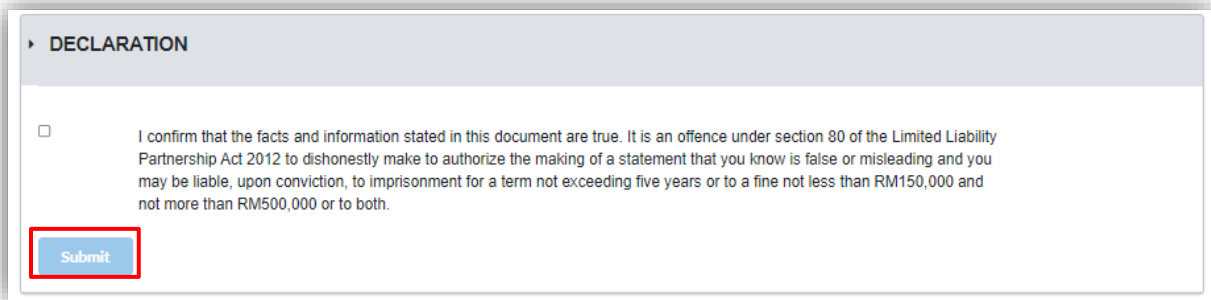
8. Added liquidator will be display in a list.

▸ LIQUIDATOR INFORMATION

LIQUIDATOR DETAIL Add

| Name | Id Type | Identification No. | E-mail | Address | Contact No. | Action |
|------------|---------|--------------------|------------|------------------------|---|--------|
| [REDACTED] | NRIC | [REDACTED] | [REDACTED] | [REDACTED] MALAYSIA | Phone No: 11111111 Fax No: 111111 | |

9. User must tick checkbox for declaration to enable submit button. Click Submit button to submit the application.

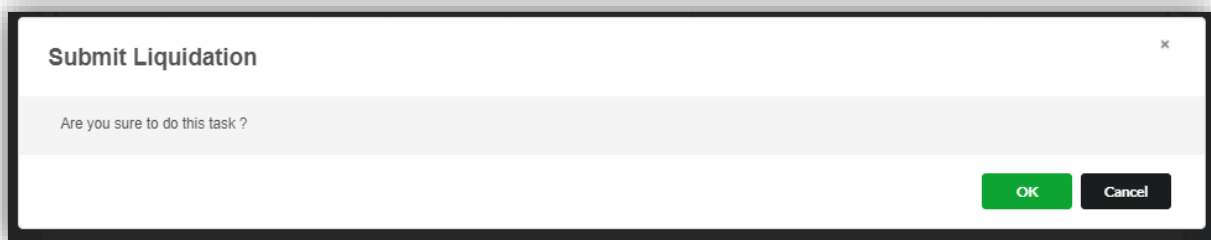


DECLARATION

I confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnership Act 2012 to dishonestly make to 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.

Submit

10. Click **OK** button to proceed.

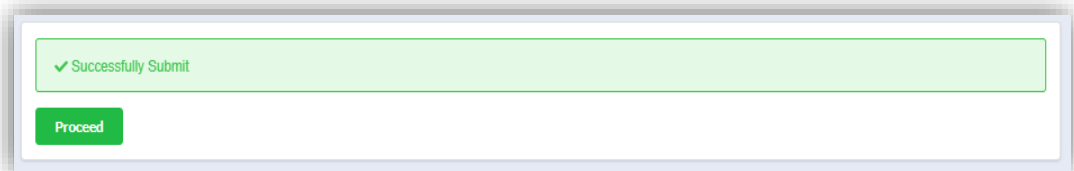


Submit Liquidation

Are you sure to do this task ?

OK Cancel

11. After submission has been made, notification will be displayed that the application has been successfully submitted.

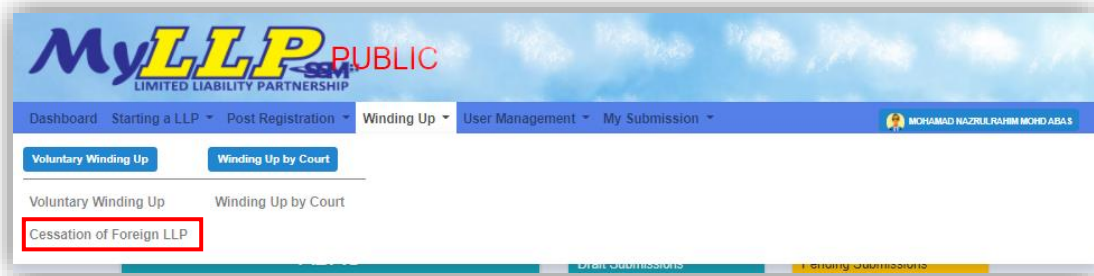


✓ Successfully Submit

Proceed

3.1.3 Dissolution of Foreign LLP in Place of Origin – not yet

1. To make a withdrawal for application for declaration of a dissolution of LLP, user need to click on Cessation of Foreign LLP under Winding Up menu.



2. Enter LLP registration no in the text field and click **Search** button



- LLP information of the searched LLP will be displayed and choose type of the submission under Application by clicking the dropdown button.

Dashboard Starting a LLP Post Registration Winding Up User Management My Submission

WINDING UP FOREIGN LLP

Search LLP

LLP Registration No. * LLP0028551-FGN

Search Shorten Remove Date Update LLP Removed Status

LLP Information

Entity Name BORIEL LLP Entity Register No. [REDACTED]

Entity Status CEASED BUSINESS Type FOREIGN REGISTRATION

Application

Submission Type --Please Select-- Go

Application List

CESSATION LIQUIDATION DISSOLUTION

| Reference No. | Submit Date | Submit By | Cessation Date | Removed Date | Status |
|------------------|-------------|------------|----------------|--------------|-----------|
| WUF2021081100001 | 11/08/2021 | [REDACTED] | 31/08/2021 | 11/02/2022 | COMPLETED |

- Choose **Dissolution of Foreign LLP in Place of Origin** and click *Go* button to proceed with submission.

Application

Submission Type DISSOLUTION OF FOREIGN Go

5. Details such as LLP Information, Application details and attachment will display for User to check.

LLP Information

| | | | |
|---------------|--------------|---------------------|--|
| Entity Name | CRESTIVE PLT | Entity Register No. | <div style="background-color: #808080; width: 100px; height: 15px;"></div> |
| Entity Status | EXISTING | Type | LOCAL REGISTRATION |

Application Detail

| | | | |
|---------------------------|-----------------|---------------------|------------|
| Application Reference No. | VW2021080900001 | | |
| Date of Notice | 26/07/2021 | | |
| Newspaper National | BH | Date of Publication | 02/08/2021 |
| Newspaper English | NST | Date of Publication | 02/08/2021 |

Attachment

Show entries Search:

| Attachment Description | File |
|--|------|
| COPY OF THE NOTICE FOR DECLARATION OF DISSOLUTION SECTION 50(4) ACT 2012 | |
| NEWSPAPER ADVERTISEMENT ENGLISH | |
| NEWSPAPER ADVERTISEMENT NATIONAL | |
| NOTICE FROM THE INLAND REVENUE BOARD OF MALAYSIA | |
| STATUTORY DECLARATION SECTION 50(3) | |

Showing 1 to 5 of 5 entries
Previous **1** Next

Fill the reason for Withdrawal and click **Upload** button to attach supporting document as it is required. After filling up the reason and upload the supporting document, User need to click **Submit** button to make the submission.

Withdrawal

Reason

| Attachment Description | Required | File |
|------------------------|----------|---|
| SUPPORTING DOCUMENT | YES | <input type="button" value="Choose File"/> No file chosen |

Submit

Lodger Information

Name Phone Number

E-mail

6. User will be directed to payment page afterwards. Payment details will be displayed and once confirmed, user need to click **Pay Online** button to make payment.

Payment Details (WD2021081100001)

| Item Description | Quantity | Amount before Tax (RM) | Tax (RM) | Total including Tax (RM) |
|---|-------------|------------------------|--------------------|--------------------------|
| (WITHDRAWAL OF APPLICATION FOR DECLARATION OF DISSOLUTION OF LLP) | 1 | 100.00 | 0.00 | 100.00 |
| | | | | |
| | Total (RM): | 100.00 | 0.00 | 100.00 |
| | | | Total Amount (RM): | 100.00 |

Name*

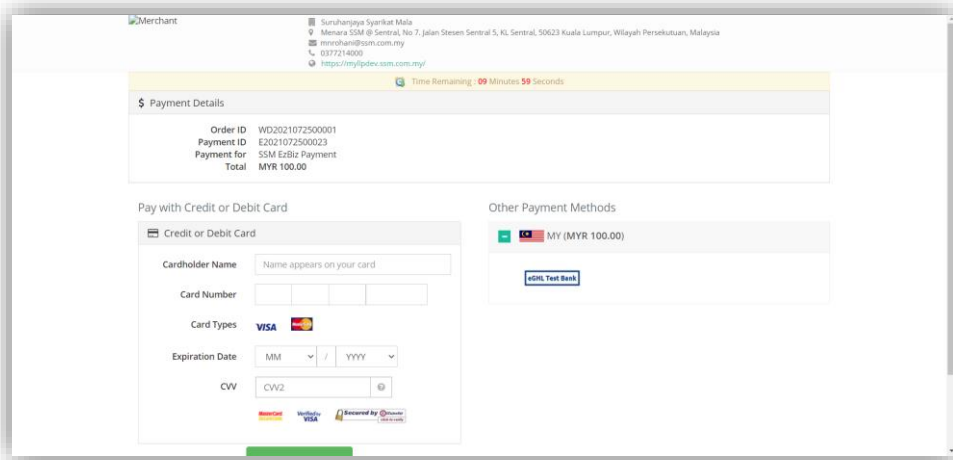
NRIC No. / MyCoID No. / Business Registration No.*

Address*

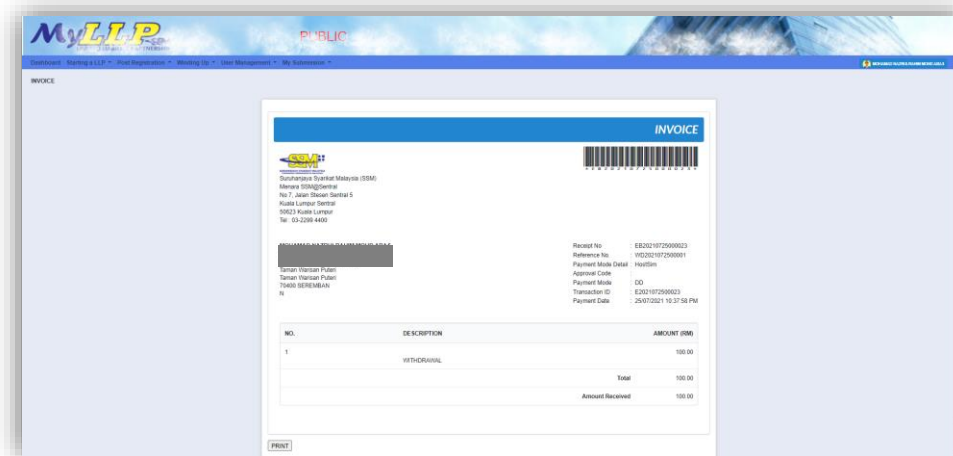
NEGERI SEMBILAN

PAY ONLINE CANCEL

7. Page will be directed to payment gateway, which User will make the payment.

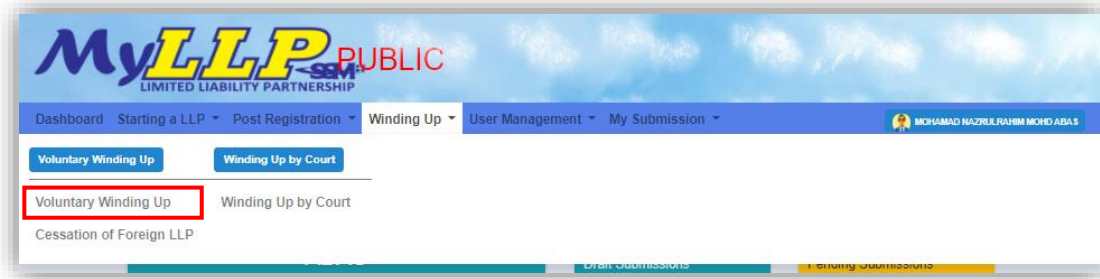


Once payment has been made, payment invoice will display. User can click **Print** button to print the invoice.



3.1.4 Appointment of Liquidator

1. To make a withdrawal for application for declaration of a dissolution of LLP, user need to click on Voluntary Winding Up under Winding Up menu.



2. Enter LLP registration no in the text field and click **Search** button.



3. LLP information of the searched LLP will be displayed and choose type of the submission under Application by clicking the dropdown button.

The screenshot shows the MyLLP application interface. At the top, there is a navigation bar with the following items: Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, My Submission, and a user profile for MOHAMAD NAZRULRAHMI MOHD ABAS. The main content area is divided into several sections:

- Search LLP:** A search bar with the text "LLP Registration No. *" and the value "LLP0000005-LGN". A blue "Search" button is next to it.
- For testing purpose:** A section with instructions "To trigger scheduled dissolution application." and three red buttons: "Shorten Waiting Period", "Force Dissolution App", and "Shorten Objection Resolution Due Date".
- LLP Information:** A table displaying the following details:

| | | | |
|---------------|--------------|---------------------|--------------------|
| Entity Name | CRE8TIVE PLT | Entity Register No. | LLP0000005-LGN |
| Entity Status | EXISTING | Type | LOCAL REGISTRATION |
- Application:** A section with a dropdown menu for "Submission Type" currently showing "--Please Select--". A green "Go" button with a right arrow is next to it.
- Application List:** A table with tabs for "DISSOLUTION", "OBJECTION", "RESOLUTION", "REVOCAATION", and "WITHDRAWAL". The "DISSOLUTION" tab is selected. The table has the following columns: Reference No., Submit by, Submit Date, Latest Submission Date, Waiting Period End Date, Completion Date, and Status.

4. Choose **Notification of Completion Distribution of Assets** and click Go button to proceed with submission.

This is a close-up of the "Application" section from the previous screenshot. It shows the "Submission Type" dropdown menu with the selected option "NOTIFICATION OF COMPLETION DISTRIBUTION OF AS" and a green "Go" button with a right arrow.

5. Details such as LLP Information, Application details and attachments are displayed for User to check.

LLP Information






| | | | |
|---------------|----------------------|---------------------|--------------------|
| Entity Name | CRE8TIVE PLT | Entity Register No. | LLP0000005-LGN |
| Entity Status | VOLUNTARY WINDING UP | Type | LOCAL REGISTRATION |

Application Detail

| | | | |
|---------------------------|-----------------|-------------------------|------------|
| Application Reference No. | VW2021072800001 | | |
| Date of Notice | 21/07/2021 | | |
| Newspaper National | BH | Date of Publication | 17/07/2021 |
| Newspaper English | NST | Date of Publication | 17/07/2021 |
| Latest Submission Date | 28/07/2021 | Waiting Period End Date | 10/08/2021 |

Attachment

Show entries Search:

| Attachment Description | ↑↓ | File | ↑↓ |
|--|----|---|----|
| COPY OF THE NOTICE FOR DECLARATION OF DISSOLUTION SECTION 50(4) ACT 2012 | |  | |
| NEWSPAPER ADVERTISEMENT ENGLISH | |  | |
| NEWSPAPER ADVERTISEMENT NATIONAL | |  | |
| NOTICE FROM THE INLAND REVENUE BOARD OF MALAYSIA | |  | |
| STATUTORY DECLARATION SECTION 50(3) | |  | |

Any objection also will be listed under Objection List section.

Objection List

| Reference No. | Entity Registration No | Application Type | Submit by | Submit Date | Status |
|---------------|------------------------|------------------|-----------|-------------|--------|
|---------------|------------------------|------------------|-----------|-------------|--------|

User will need to insert date of completion and click **Submit** button to submit.

Notice of Completion of Distribution of Assets

Date of Completion

Lodger Information

Name Phone Number

E-mail

Back **Submit**

6. Notification of successfully submitted submission will be displayed to user.

✓ Successfully submit completion.

Proceed