

MyLLP

User Manual

Table of Contents

WELCOME	3
1.1 About MyLLP.....	3
2 GETTING STARTED	4
3 NAME RESERVATION	5
3.1 Register Local LLP	5
3.1.1 Local Name Reservation	5
3.1.2 Direct Registration	11
3.2 Register Foreign LLP	20
3.3 Register Professional Practice	26
3.3.1 Chartered Accountant	26
3.3.2 Advocates & Solicitors	34
3.3.3 Secretary	42
3.3.4 Liquidator	58
3.4 Change of Name	73
3.4.1 Name Reservation	73
3.4.2 Direct Change of Name	78
3.5 Others	83
3.5.1 Name Reservation Extension of Time	83
3.5.2 Control Name Application	87
3.5.3 Renewal of Control Name	92
3.6 Appeal	96

WELCOME

Welcome to the MyLLP User Manual for Name Reservation and Control Name. 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 name reservation and control name 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.

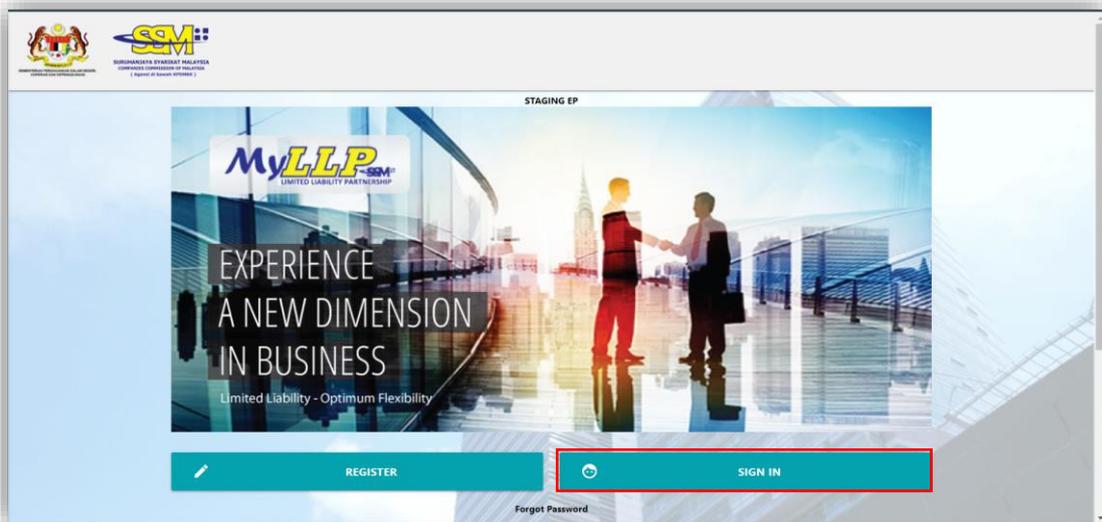
The MyLLP system can be accessed via SSM4U Portal or <http://myllp.ssm4u.com.my/>.

The services offered under the MyLLP system include:

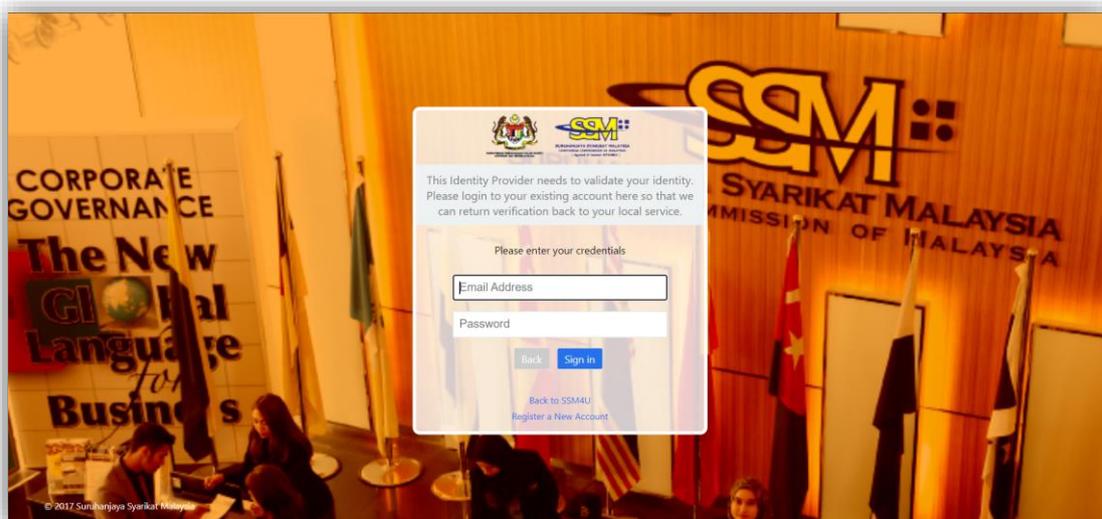
- User Registration
- Name Reservation Application
- Registration
- Change of Particular
- Annual Declaration
- Application of Change of Name
- Application for Extension of Time
- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents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

2 GETTING STARTED

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. Then click on Sign-in button to enter the system



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

3 NAME RESERVATION

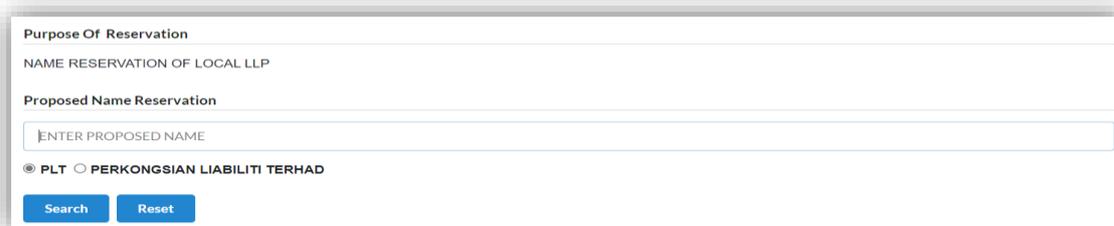
3.1 Register Local LLP

3.1.1 Local Name Reservation

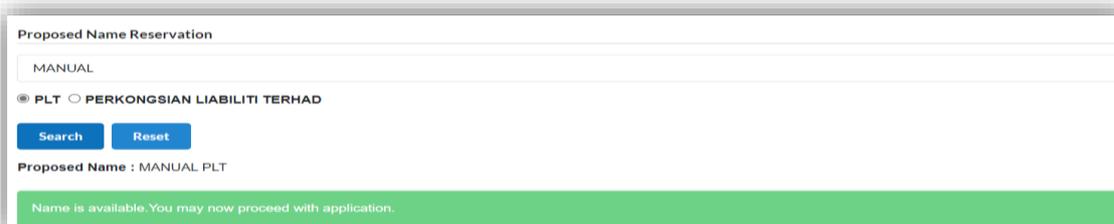
1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Register Local LLP** menu, click on **Local Name Reservation**.



3. You will be directed to the **Local Name Reservation** page. In the **Local Name Reservation** page, enter the proposed name. You may choose PLT or PERKONGSIAN LIABILITI TERHAD.

The screenshot shows the 'Purpose Of Reservation' page. The title is 'NAME RESERVATION OF LOCAL LLP'. Below this, there is a section for 'Proposed Name Reservation' with a text input field containing 'ENTER PROPOSED NAME'. There are two radio buttons: 'PLT' (selected) and 'PERKONGSIAN LIABILITI TERHAD'. At the bottom, there are 'Search' and 'Reset' buttons.

4. Then, you may click the **Search** button. If the proposed name is available, you may proceed with application.

The screenshot shows the 'Proposed Name Reservation' page. The text input field contains 'MANUAL'. There are two radio buttons: 'PLT' (selected) and 'PERKONGSIAN LIABILITI TERHAD'. At the bottom, there are 'Search' and 'Reset' buttons. Below the buttons, it says 'Proposed Name : MANUAL PLT'. At the very bottom, there is a green banner with the text 'Name is available. You may now proceed with application.'

5. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.

Proposed Name Reservation

TESTING

PLT PERKONGSIAN LIABILITI TERHAD

Proposed Name : TESTING PLT

• Proposed LLP name already exist

Existing Similar Name Listing

LLP No	LLP Name
LLP0002980-LGN	SMO TESTING PLT
LLP0008779-LGN	ML GLOBAL TESTING PLT

6. After entering the proposed name, you may fill the Clarification.

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

No file chosen

7. Below the Clarification, you may search the business code or business description.

Search Business Code

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

8. Enter the partner details information. Select the **Type of Partner** from dropdown option list.

Partner Details Information(1)

Type of Partner*

--Please Select--

--Please Select--

Individual

Body Corporate

I hereby agree to the all the information are true

Partner Details Information(2)

Type of Partner*

--Please Select--

9. If you select the **Individual**, you may enter the individual details information such as name, identification type, identification number, email address and mobile number.

Partner Details Information(1)

Type of Partner*

Individual

Individual Details Information

Name

Identification Type

--Please Select--

Identification No

Email Address

Mobile No

10. If you select the **Body Corporate**, you may enter the body corporate details information such as name, registration number and office number.

Partner Details Information(1)

Type of Partner*

Body Corporate

Body Corporate Details Information

Name

Registration No

Office No

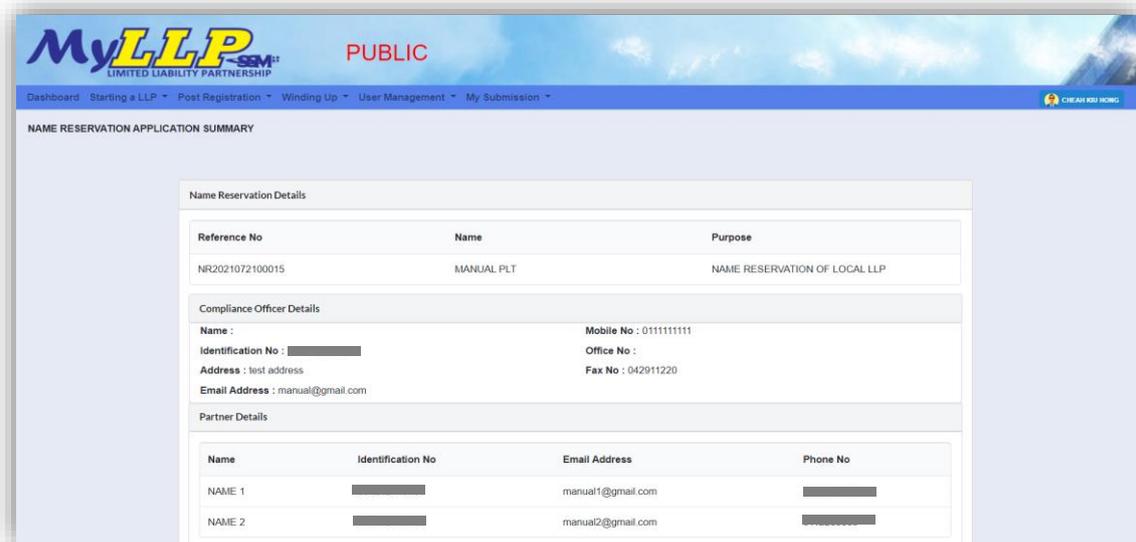
11. Tick agree checkbox and click the **Submit** button.



I hereby agree to the all the information are true

Submit

12. You will be directed to the **Name Reservation Application Summary** page.



MyLLP PUBLIC
LIMITED LIABILITY PARTNERSHIP

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

NAME RESERVATION APPLICATION SUMMARY

Reference No	Name	Purpose
NR2021072100015	MANUAL PLT	NAME RESERVATION OF LOCAL LLP

Compliance Officer Details

Name : Mobile No : 0111111111
Identification No : Office No :
Address : test address Fax No : 042911220
Email Address : manual@gmail.com

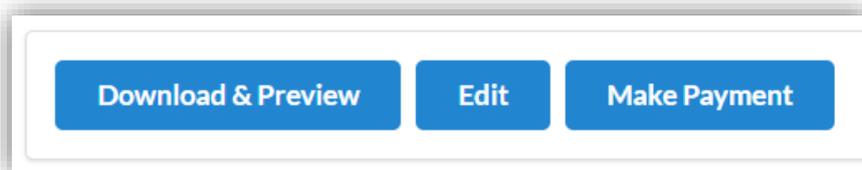
Partner Details

Name	Identification No	Email Address	Phone No
NAME 1		manual1@gmail.com	
NAME 2		manual2@gmail.com	

13. Click the **Download & Preview** button to download the application summary.

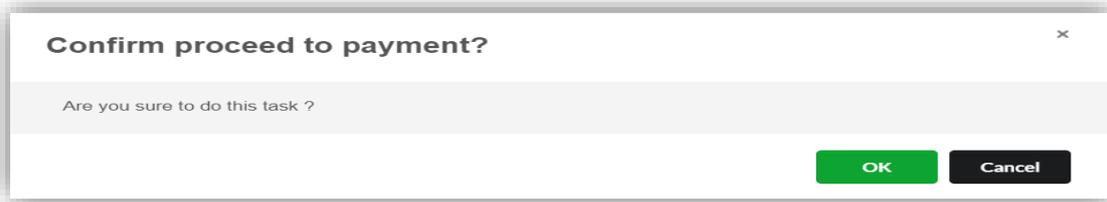
14. Click the **Edit** button to edit the application.

15. Click the **Make Payment** button to proceed to payment.

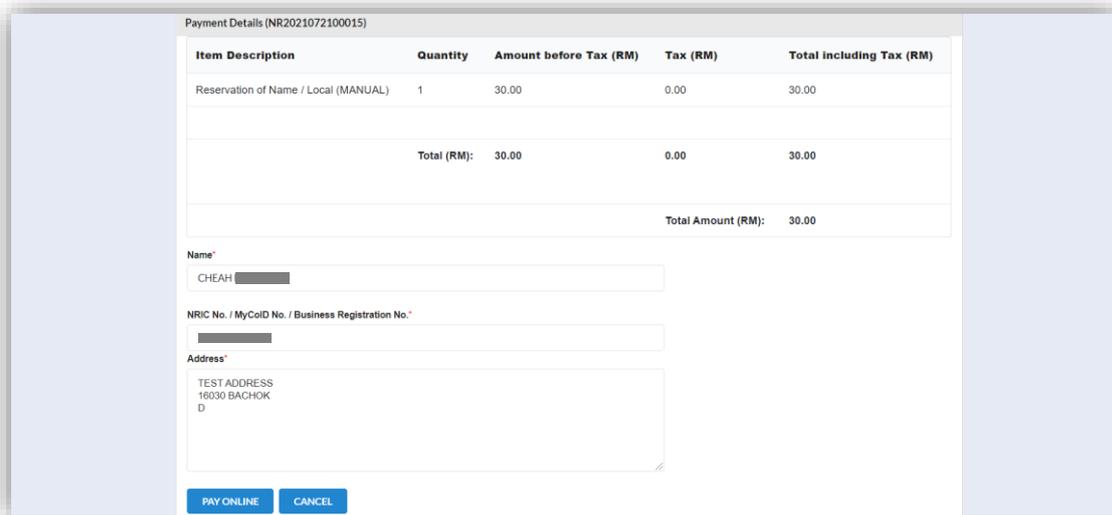


Download & Preview **Edit** **Make Payment**

16. Click the **Okay** button to confirm proceed to the **Payment** page. Click the **Cancel** button to cancel the payment.

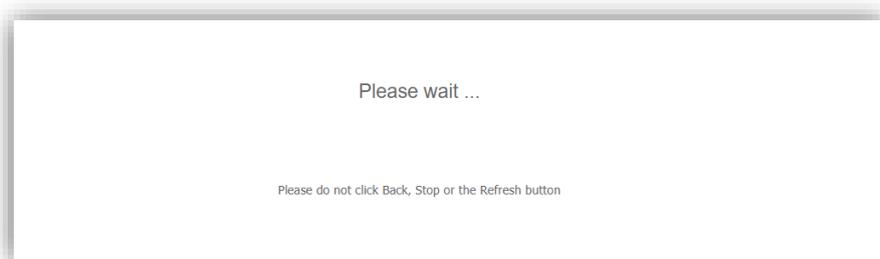


17. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.



18. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

19. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

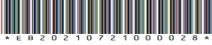


20. Click the **Print** button to print the invoice.

INVOICE



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


EB20210721000028

CHEAH [REDACTED] [REDACTED] test address 16030 BACHOK D	<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">Receipt No</td><td style="width: 50%;">: EB20210721000028</td></tr><tr><td>Reference No</td><td>: NR2021072100016</td></tr><tr><td>Payment Mode Detail</td><td>: HostSim</td></tr><tr><td>Approval Code</td><td>:</td></tr><tr><td>Payment Mode</td><td>: DD</td></tr><tr><td>Transaction ID</td><td>: E2021072100029</td></tr><tr><td>Payment Date</td><td>: 21/07/2021 10:19:54 PM</td></tr></table>	Receipt No	: EB20210721000028	Reference No	: NR2021072100016	Payment Mode Detail	: HostSim	Approval Code	:	Payment Mode	: DD	Transaction ID	: E2021072100029	Payment Date	: 21/07/2021 10:19:54 PM
Receipt No	: EB20210721000028														
Reference No	: NR2021072100016														
Payment Mode Detail	: HostSim														
Approval Code	:														
Payment Mode	: DD														
Transaction ID	: E2021072100029														
Payment Date	: 21/07/2021 10:19:54 PM														

NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Local MANUAL1	30.00
Total		30.00
Amount Received		30.00

3.1.2 Direct Registration

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.



2. Below the Register Local LLP menu, click on **Direct Registration**.
3. You will be directed to the **Direct Registration** page. In the **Direct Registration** page, enter the proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

The screenshot shows the 'Check Proposed Name' form. It has a text input field for the 'Proposed Name' with the placeholder text 'ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)'. To the right of the input field is a 'check name' button. Below the input field, there is a 'Select Suffix' section with two radio buttons: 'PLT' (which is selected) and 'Perkongsian Liabiliti Terhad'.

4. Then, you may click the **check name** button. If the proposed name is available, you may proceed with application.

The screenshot shows the 'Check Proposed Name' page. At the top, there is a 'next' button. Below it, a green message bar states 'Name is available. You may now proceed with application.' Below the message bar, there is a navigation bar with 'Check Proposed Name' selected. Underneath, there are two tabs: 'Summary' and 'Fee and Declaration'. The 'Summary' tab is active, showing the 'Proposed Name' field with 'MANUAL 3' entered and the 'check name' button. Below this, there is a 'Select Suffix' section with 'PLT' selected. To the right, there is a 'Clarification (Leave blank if not applicable)' section with a note: 'i) Single letter included in the name stands for' followed by an example: 'E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT'.

5. You may fill the Clarification.

► Clarification (Leave blank if not applicable)

i) Single letter included in the name stands for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

select file

6. Click the **Next** button on the action menu. You will be directed to LLP Details tab. You may also click **LLP Details** to proceed to the LLP Details tab.

REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION

Action

back save next

Check Proposed Name LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary Fee and Declaration

Main Details

Lodging Reference Number
Nil

Proposed Name
MANUAL 3 PLT

Purpose
REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION

Registered Address

Address Line 1
Address Line 2
Address Line 3

Postcode
City
State

Email
E.G. user@sem.com.my

Fax No
E.G. 0132900000

Business Local Address (if any)

Copy from registered address

Address Line 1
Address Line 2
Address Line 3

Postcode
City
State

Email
E.G. user@sem.com.my

Office No
E.G. 0132900000

URL (Facebook, Instagram, Twitter, etc)
E.G. SEM.COM.MY

Business Foreign Address (if any)

7. Enter the registered address, email, office number, and fax number.

8. Enter the business local address, email, office number, and URL. Click the **Copy from registered address** button if the business local address is same as registered address.

9. Enter the business foreign address.

10. Click the **Save** button to save the details. Click the **Next** button to proceed to the Business Code and Description page. Click the **Back** button to go to previous tab.

The screenshot shows a web form titled "Action" with three buttons: "back", "save", and "next". Below the buttons is a navigation bar with tabs: "Check Proposed Name", "LLP Details" (selected), "Business Code and Description", "Compliance Officer Details", "Partner Details", and "Supporting Documents". Underneath the navigation bar are sub-tabs: "Summary" and "Fee and Declaration".

The main content area is divided into two columns. The left column is titled "Main Details" and contains the following information:

- Lodging Reference Number: Nil
- Proposed Name: MANUAL 3 PLT
- Purpose: REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION
- Registered Address:
 - Address Line 1: 12 Jalan Merbok 3/5
 - Address Line 2: --
 - Address Line 3: --
 - Email: manual2@gmail.com
 - Fax No: [Redacted]
- Postcode: 40000
- City: SHAH ALAM
- State: SELANGOR
- Office No: [Redacted]

The right column is titled "Business Local Address (if any)" and contains the following information:

- Copy from registered address button
- Address Line 1: 12 Jalan Merbok 3/5
- Address Line 2: [Redacted]
- Address Line 3: --
- Email: manual2@gmail.com
- URL (Facebook, Instagram, Twitter, etc): E.G SSM.COM.MY
- Postcode: 40000
- City: SHAH ALAM
- State: SELANGOR
- Office No: [Redacted]

There is also a section for "Business Foreign Address (if any)" which is currently empty.

11. Click the **Add Business Code** button.

The screenshot shows a web form with a navigation bar containing tabs: "Check Proposed Name", "LLP Details", and "Business Code and Description" (selected). Below the navigation bar are sub-tabs: "Summary" and "Fee and Declaration".

The main content area features a prominent blue button labeled "Add Business Code".

12. Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

13. Click the **Save** button to save the details. Click the **Next** button to proceed to the Compliance Officer Details tab. Click the **Back** button to go to previous tab.

Action

back save next

Check Proposed Name LLP Details **Business Code and Description** Compliance Officer Details Partner Details Supporting Documents

Summary Fee and Declaration

Business Description ⓘ

PLEASE DESCRIBE YOUR BUSINESS

500 characters remaining

I confirm that the facts and information stated in this document are true.

Business Code Search

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

14. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

Check Proposed Name LLP Details Business Code and Description **Compliance Officer Details** Partner Details Supporting Documents

Summary Fee and Declaration

Add Compliance Officer

Show 10 entries

Name	Identification Number	Professional Body Type	License Number
CHEAH [REDACTED] (LODGER)	[REDACTED]	Nil	Nil

Showing 1 to 1 of 1 entries

Previous 1 Next

15. Click the **Add Compliance Officer** button if you want to add new compliance officer.

16. Enter the Compliance Officer Form and Local Residential Address.

17. Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details tab. Click the **Back** button to go to previous tab.

The screenshot shows a web interface with a top navigation bar containing 'back', 'save', and 'next' buttons. Below the navigation bar, there is a 'Show 10 entries' dropdown. A table lists one entry with columns: Name, Identification Number, Professional Body Type, and License Number. The entry for 'CHEAH' (LODGER) has 'Nil' for both Professional Body Type and License Number. To the right of the table are edit and delete icons. Below the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' buttons. The main form is divided into two sections: 'Compliance Officer Form' and 'Local Residential Address'. The 'Compliance Officer Form' includes fields for Type (Individual), Identification Type, Identification Number (with a search button), Name as per Identification, Email, Date of Birth, Citizenship, Nationality, Gender, and Race. The 'Local Residential Address' section includes fields for Address Line 1, 2, and 3, Postcode, City, and State (with an 'AUTO-POPULATE FROM CITY' button).

18. Click the **Edit Record** button to edit the partner details. Click the **Delete Record** button to delete the partner.

The screenshot shows a web interface with a top navigation bar containing 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents' tabs. Below the navigation bar, there is a 'Summary' and 'Fee and Declaration' section. A blue 'Add Partner' button is visible. Below the button, there is a 'Show 10 entries' dropdown. A table lists one entry with columns: Name, Identification No / Corporate Body No, and Capital Contribution (MYR). The entry for 'CHEAH' has '0' for Capital Contribution. To the right of the table are edit and delete icons. Below the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' buttons.

19. Click the **Add Partner** button if you want to add new partner.

20. Enter the Partner Form. Tick the checkbox to confirm the information.

21. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents tab. Click the **Back** button to go to previous tab.

The screenshot shows a web application interface with a top navigation bar containing 'back', 'save', and 'next' buttons. Below the navigation bar, there is a table with columns for 'Name', 'Identification No / Corporate Body No', and 'Capital Contribution (MYR)'. The first row shows 'CHEAH' with a value of '0'. To the right of the table are edit and delete icons. Below the table, there is a 'Showing 1 to 1 of 1 entries' message and 'Previous' and 'Next' buttons. The main content area is divided into two sections: 'Partner Form' and 'Local Residential Address'. The 'Partner Form' section includes fields for 'Type' (Individual), 'Citizenship*', 'Identification Type*', 'Nationality*', 'Identification Number*' (with a search button), 'Date of Birth', 'Gender*', 'Race*', 'Mobile no', 'Name as per Identification', 'Email*', and 'Capital Contribution (MYR)*'. There is also a checkbox for 'I confirm that the facts and information stated in this document are true.' The 'Local Residential Address' section includes fields for 'Address Line 1*', 'Postcode*', 'Address Line 2', 'City', 'Address Line 3', 'State', and 'Foreign Residential Address (if any)' with its own address lines and 'Country' dropdown.

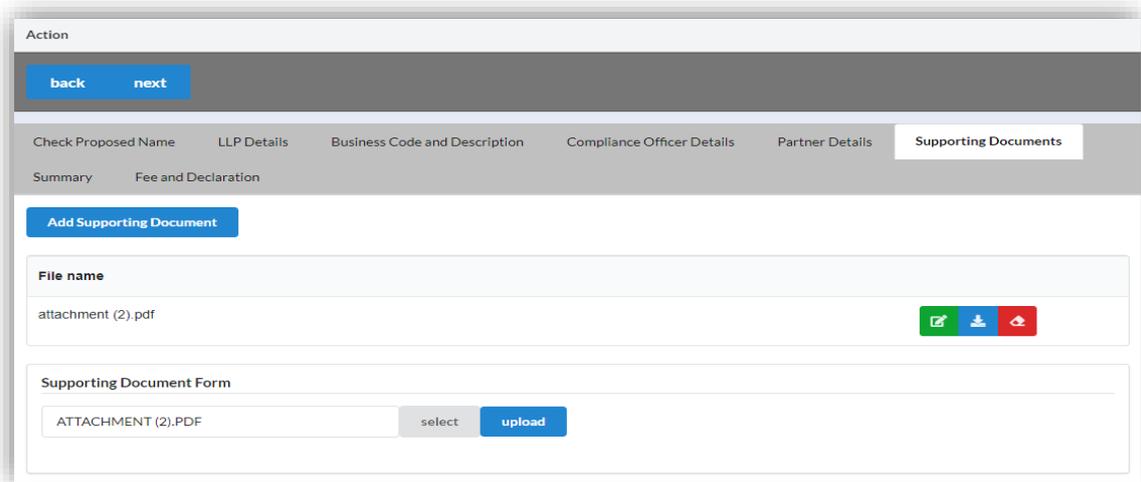
22. Click the **Add Supporting Document** button to add supporting documents.

The screenshot shows a web application interface with a top navigation bar containing 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Below the navigation bar, there is a 'Summary' and 'Fee and Declaration' section. A prominent blue button labeled 'Add Supporting Document' is visible.

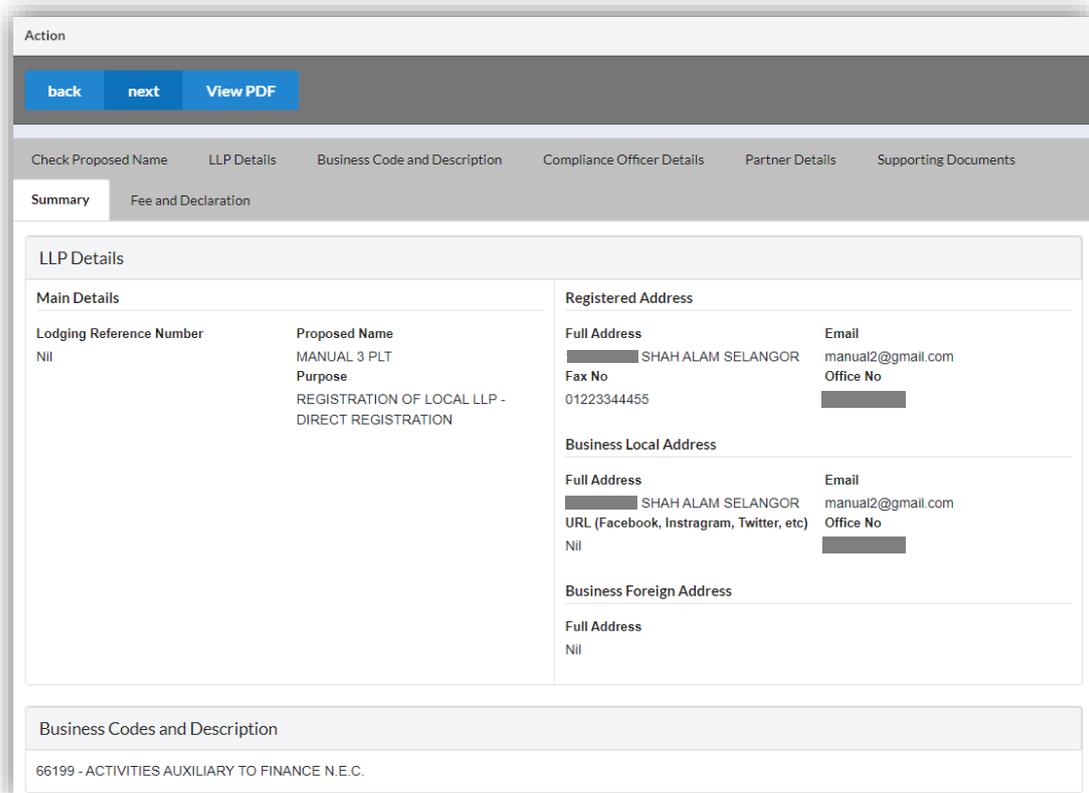
23. Click the **Select** button to select document from your computer. Click the **Upload** button to upload the document.

The screenshot shows a web application interface with a top navigation bar containing 'back' and 'next' buttons. Below the navigation bar, there is a table with columns for 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Below the table, there is a 'Summary' and 'Fee and Declaration' section. The main content area is a 'Supporting Document Form' with a text input field containing 'PLEASE UPLOAD A FILE OR ENTER FILE NAME', a 'select' button, and an 'upload' button.

24. Click the **Edit Record** button to edit the document. Click the **Download File** button to download the document. Click the **Delete Record** button to delete the document.
25. Click the **Next** button to proceed to the Summary tab. Click the **Back** button to back to Partner Details tab.



26. Click the **View PDF** button to download the summary. Click the **Next** button to proceed to the Fee and Declaration tab. Click the **Back** button to back to Supporting Documents tab.



27. Tick the checkbox to confirm the information.

28. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary tab.

Action

back submit

Check Proposed Name LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary **Fee and Declaration**

Declaration Form

Fee	
Type	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION
Amount	RM 500

ATTENTION: 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.

I confirm that the facts and information stated in this document are true.

29. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.

Payment Details (RED0420210721000003)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-MANUAL 3 PLT)	1	500.00	0.00	500.00
	Total (RM):	500.00	0.00	500.00
			Total Amount (RM):	500.00

Name*

CHEAH [REDACTED]

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

[REDACTED]

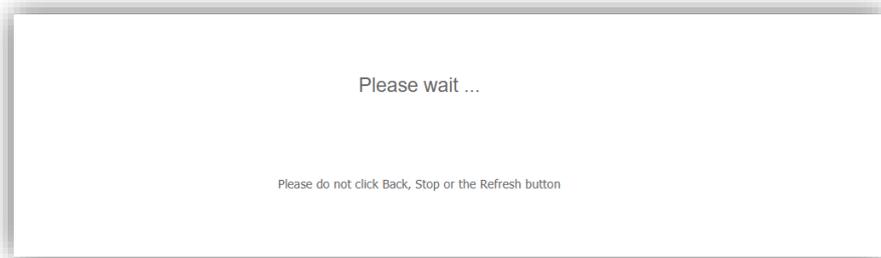
Address*

TEST ADDRESS
16030 BACHOK
D

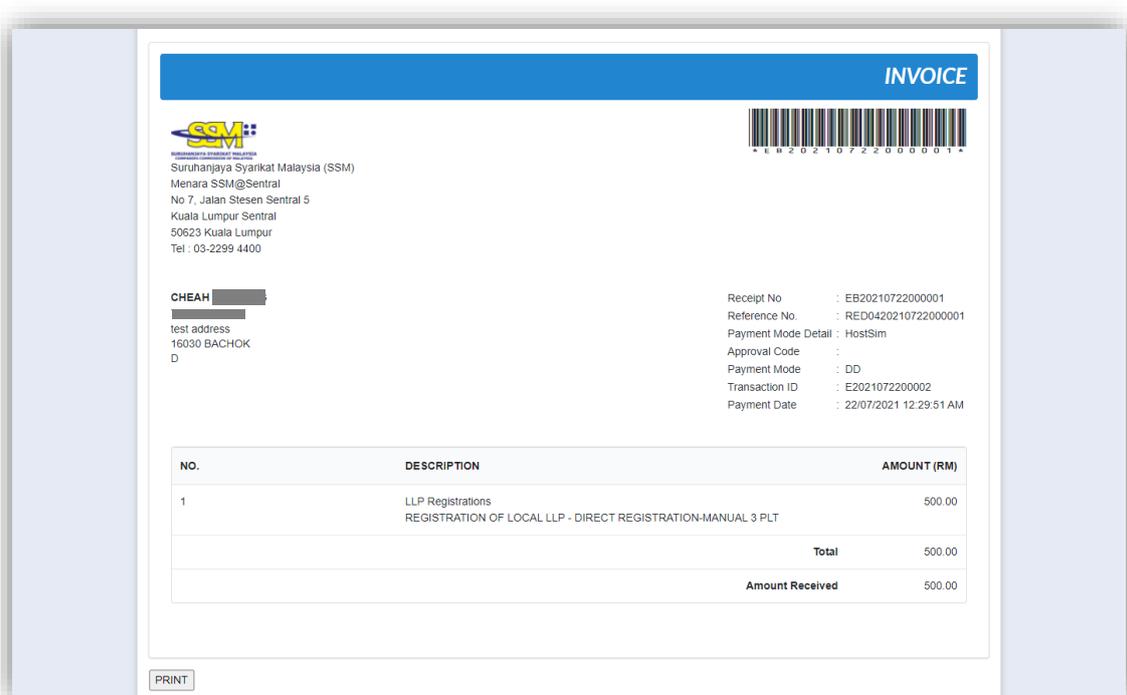
PAY ONLINE CANCEL

30. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

31. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.

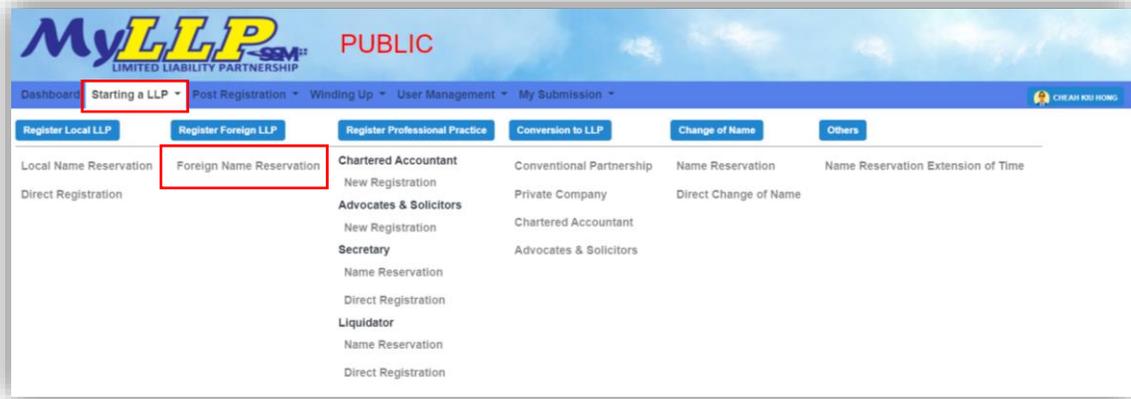


32. Click the **Print** button to print the invoice.

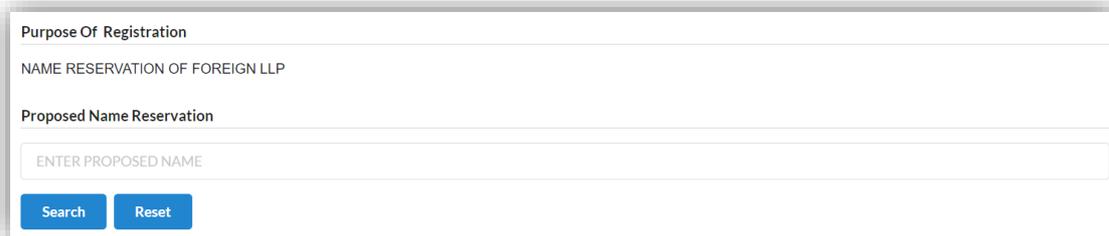


3.2 Register Foreign LLP

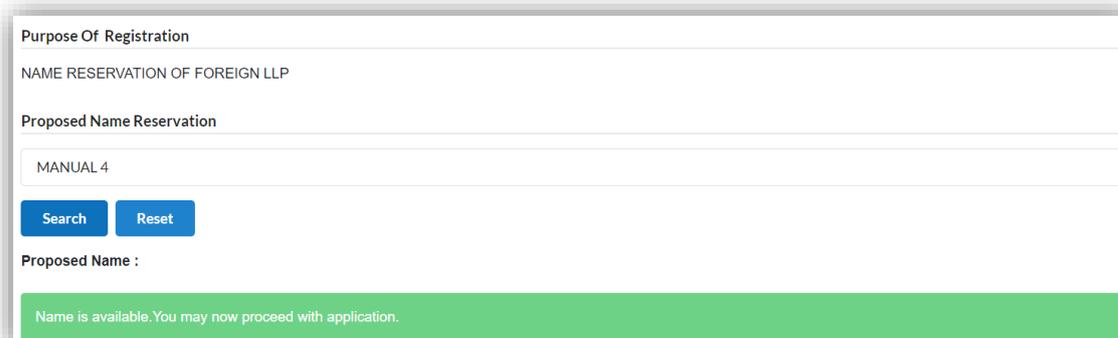
1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Register Foreign LLP**, click the **Foreign Name Reservation**.



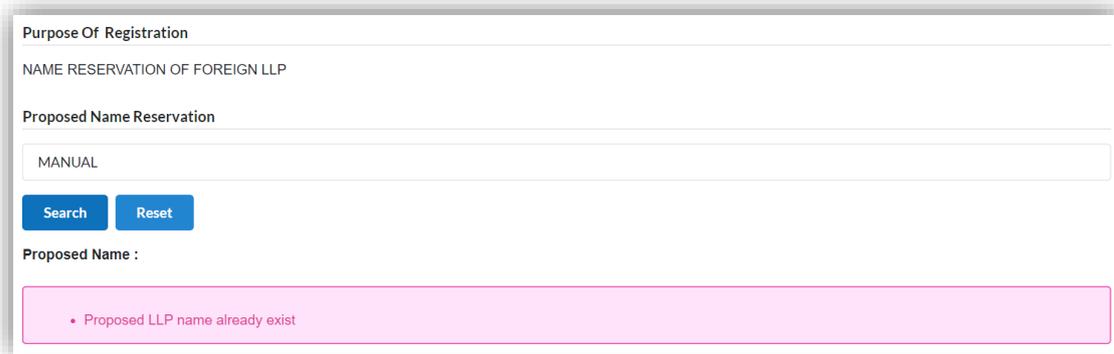
3. You will be directed to the **Foreign Name Reservation** page. In the **Foreign Name Reservation** page, enter the proposed name. You may choose PLT or PERKONGSIAN LIABILITI TERHAD.

The screenshot shows the 'Foreign Name Reservation' form. The 'Purpose Of Registration' field contains the text 'NAME RESERVATION OF FOREIGN LLP'. The 'Proposed Name Reservation' field contains the text 'ENTER PROPOSED NAME'. There are two buttons: 'Search' and 'Reset'.

4. Then, you may click the **Search** button. If the proposed name is available, you may proceed with application.

The screenshot shows the 'Foreign Name Reservation' form. The 'Proposed Name Reservation' field contains the text 'MANUAL 4'. There are two buttons: 'Search' and 'Reset'. Below the buttons, there is a green message that says 'Proposed Name : Name is available.You may now proceed with application.'

5. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.



Purpose Of Registration
NAME RESERVATION OF FOREIGN LLP

Proposed Name Reservation

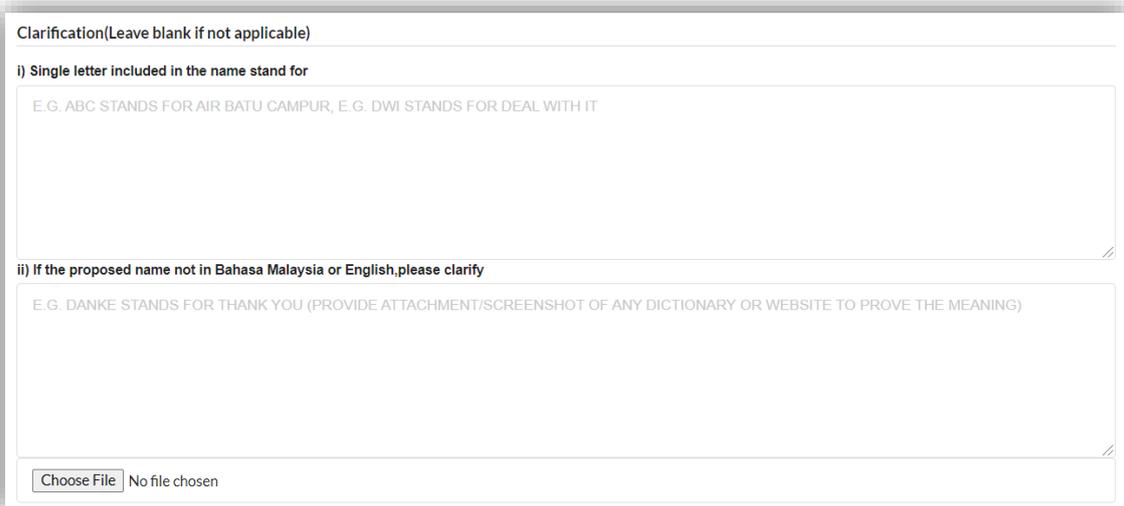
MANUAL

Search **Reset**

Proposed Name :

• Proposed LLP name already exist

6. After enter the proposed name, you may fill the Clarification.



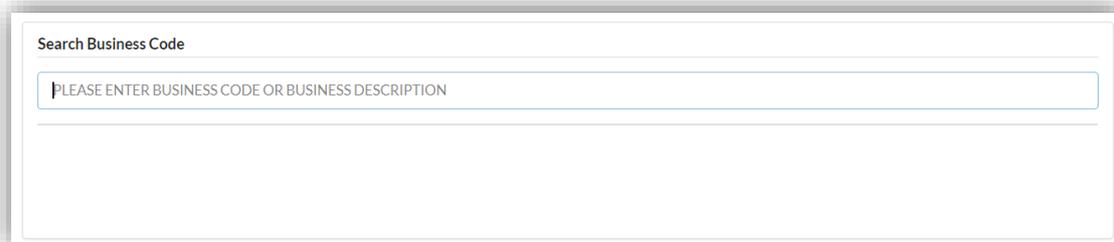
Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for
E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English,please clarify
E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

Choose File No file chosen

7. Below the Clarification, you may search the business code or business description.



Search Business Code

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

8. Enter the partner details information. Select the **Type of Partner** from dropdown option list.

Partner Details Information(1)

Type of Partner*

--Please Select--

--Please Select--

Individual

Body Corporate

I hereby agree to the all the information are true

Partner Details Information(2)

Type of Partner*

--Please Select--

9. If you select the **Individual**, you may enter the individual details information such as name, identification type, identification number, email address and mobile number.

Partner Details Information(1)

Type of Partner*

Individual

Individual Details Information

Name

Identification Type

--Please Select--

Identification No

Email Address

Mobile No

10. If you select the **Body Corporate**, you may enter the body corporate details information such as name, registration number and office number.

Partner Details Information(1)

Type of Partner*

Body Corporate

Body Corporate Details Information

Name

Registration No

Office No

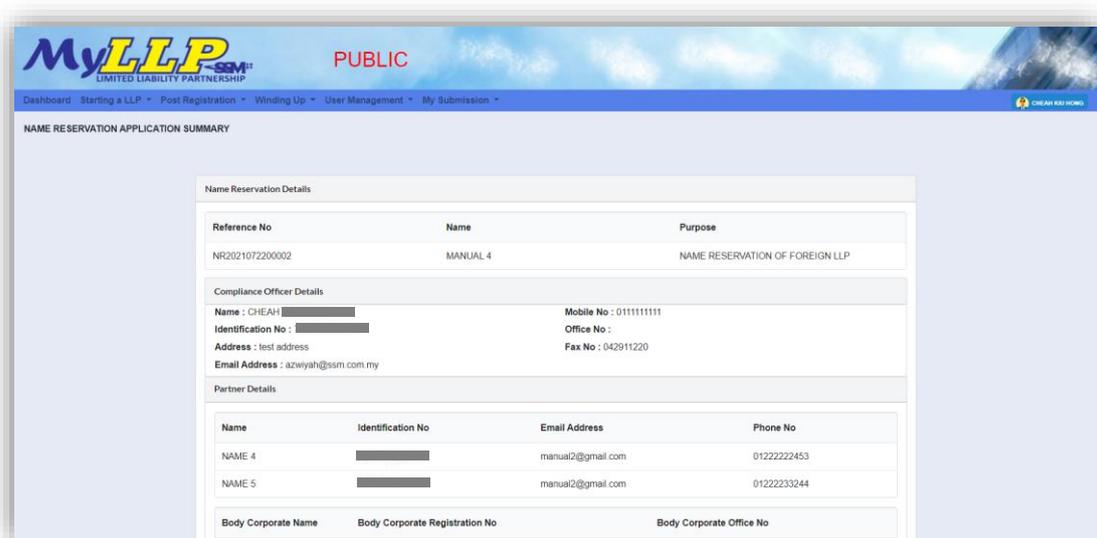
11. Tick agree checkbox and click the **Submit** button.



I hereby agree to the all the information are true

Submit

12. You will be directed to the **Name Reservation Application Summary** page.



MyLLP PUBLIC
LIMITED LIABILITY PARTNERSHIP

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

NAME RESERVATION APPLICATION SUMMARY

Name Reservation Details

Reference No	Name	Purpose
NR2021072200002	MANJAL 4	NAME RESERVATION OF FOREIGN LLP

Compliance Officer Details

Name : CHEAH [REDACTED] Mobile No : 0111111111
Identification No : [REDACTED] Office No :
Address : test address Fax No : 042911220
Email Address : azwiyah@psm.com.my

Partner Details

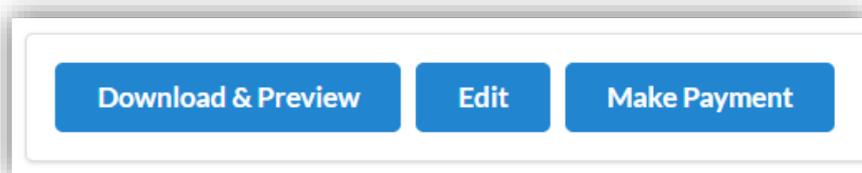
Name	Identification No	Email Address	Phone No
NAME 4	[REDACTED]	manual2@gmail.com	01222222453
NAME 5	[REDACTED]	manual2@gmail.com	01222233244

Body Corporate Name Body Corporate Registration No Body Corporate Office No

13. Click the **Download & Preview** button to download the application summary.

14. Click the **Edit** button to edit the application.

15. Click the **Make Payment** button to proceed to payment.

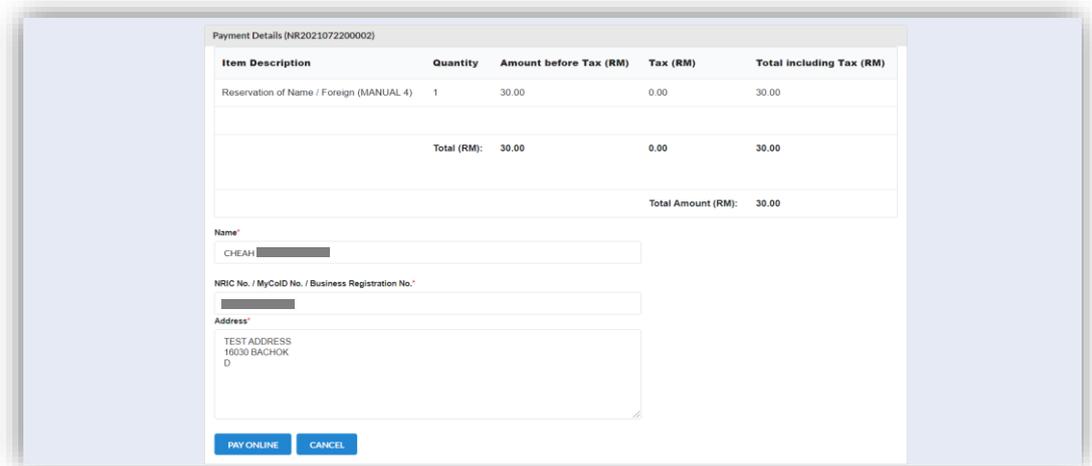


Download & Preview **Edit** **Make Payment**

16. Click the **Okay** button to confirm proceed to the **Payment** page. Click the **Cancel** button to cancel the payment.

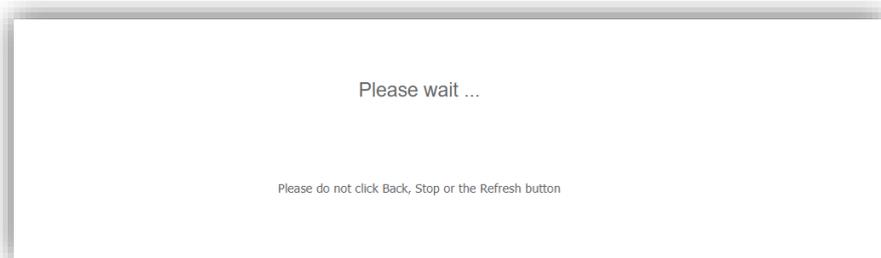


17. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.



18. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

19. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.



20. Click the **Print** button to print the invoice.



Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2259 4400

INVOICE

* 6 2 0 2 1 0 7 2 2 0 0 0 0 5 *

CHEAH [REDACTED]
[REDACTED]
test address
16030 BACHOK
D

Receipt No : EB20210722000005
Reference No : NR2021072200002
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021072200006
Payment Date : 22/07/2021 10:14:21 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Foreign MANUAL 4	30.00
Total		30.00
Amount Received		30.00

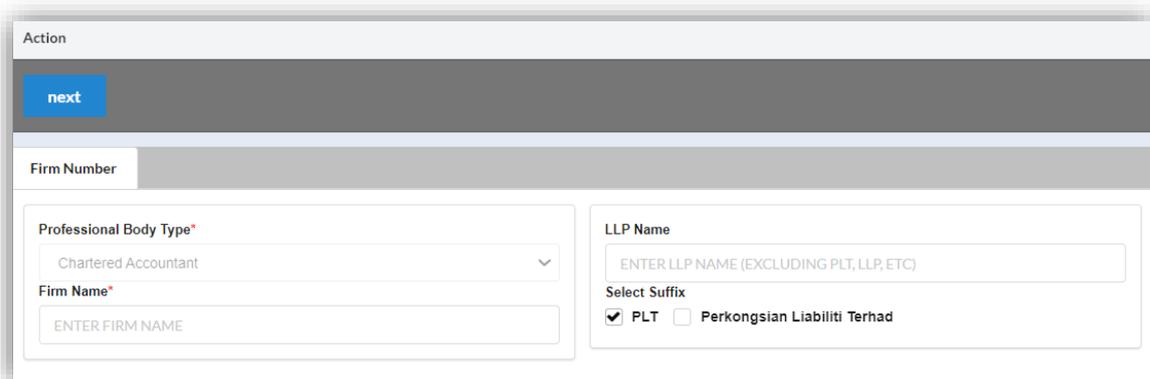
3.3 Register Professional Practice

3.3.1 Chartered Accountant

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Chartered Accountant**, click on **New Registration**.



3. You will be directed to the Chartered Accountant page. In the Chartered Accountant page, enter the firm name and LLP name. You may choose PLT or Perkongsian Liabiliti Terhad.
4. Click the **Next** button to proceed with application.

The screenshot shows the registration form for a Chartered Accountant. At the top, there is an 'Action' bar with a 'next' button. Below this, there is a 'Firm Number' field. The main form area is divided into two columns. The left column contains a 'Professional Body Type' dropdown menu with 'Chartered Accountant' selected, and a 'Firm Name*' text input field with the placeholder 'ENTER FIRM NAME'. The right column contains an 'LLP Name' text input field with the placeholder 'ENTER LLP NAME (EXCLUDING PLT, LLP, ETC)', a 'Select Suffix' section with a checked checkbox for 'PLT' and an unchecked checkbox for 'Perkongsian Liabiliti Terhad'.

5. Enter the registered address, email, office number, and fax number.
6. Enter the business local address, email, office number, and URL. Click the **Copy from registered address** button if the business local address is same as registered address.

- Enter the business foreign address.
- Click the **Save** button to save the details. Click the **Next** button to proceed to the Business Code and Description page.

Action

save next

Firm Number LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Main Details

Lodging Reference Number Nil
 Firm Number Nil
 Firm Name MANUAL

LLP Name TEST666 PLT
 Purpose REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT

Registered Address

Address Line 1 Postcode
 Address Line 2 City
 Address Line 3 State
 Email Office No
 Fax No

Business Local Address (if any)

Copy from registered address

Address Line 1 Postcode
 Address Line 2 City
 Address Line 3 State
 Email Office No
 URL (Facebook, Instagram, Twitter, etc)

Business Foreign Address (if any)

- Click the **Add Business Code** button.

Firm Number LLP Details Business Code and Description Compliance Officer Details

Fee and Declaration

Add Business Code

- Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

11. Click the **Save** button to save the details. Click the **Next** button to proceed to the Compliance Officer Details page. Click the **Back** button to back to the LLP Details page.

12. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

13. Click the **Add Compliance Officer** button if you want to add new compliance officer.
14. Enter the Compliance Officer Form and Local Residential Address.

- Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details page. Click the **Back** button to back to the Business Code and Description page.

The screenshot shows a web interface with a top navigation bar containing 'back', 'save', and 'next' buttons. Below this is a table with columns: Name, Identification Number, Professional Body Type, and License Number. The first row contains '(LODGER)', a masked ID, 'Licensed Secretary (LS)', and 'LS00' followed by a masked license number. There are edit and delete icons for this entry. Below the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' navigation buttons. The main form is divided into two sections: 'Compliance Officer Form' and 'Local Residential Address'. The 'Compliance Officer Form' includes dropdowns for Type, Citizenship, Identification Type, and Nationality; a search field for Identification Number; and text inputs for Name as per Identification, Email, and Date of Birth. The 'Local Residential Address' section includes text inputs for Address Line 1, 2, and 3, and dropdowns for Postcode, City, and State.

- Click the **Add Partner** button if you want to add new partner.

The screenshot shows a navigation bar with tabs: 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', and 'Partner Details'. The 'Partner Details' tab is active. Below the navigation bar, there is a section titled 'Fee and Declaration' and a prominent blue 'Add Partner' button.

- Enter the Partner Form. Tick the checkbox to confirm the information.

18. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents page. Click the **Back** button to back to the Compliance Officer Details page.

The screenshot shows a web form with two main sections: 'Partner Form' and 'Local Residential Address'.

Partner Form:

- Navigation:** 'back', 'save', 'next' buttons at the top.
- Type:** Dropdown menu with 'Individual' selected.
- Citizenship*:** Dropdown menu with '--Please Select--'.
- Identification Type*:** Dropdown menu with '--Please Select--'.
- Nationality*:** Dropdown menu with '--Please Select--'.
- Identification Number*:** Text input with 'PLEASE ENTER IDEN' and a 'Search' button.
- Gender*:** Dropdown menu with '--Please Select--'.
- Date of Birth:** Text input.
- Race*:** Dropdown menu with '--Please Select--'.
- Name as per Identification:** Text input.
- Mobile no:** Text input with 'E.G 0133900000'.
- Professional Body Type*:** Dropdown menu with '--Please Select--'.
- Email*:** Text input with 'E.G user@ssm.com.my'.
- License Number*:** Text input.
- Practising Certification Number:** Text input.
- Liquidator Approval Number:** Text input.
- Capital Contribution (MYR)*:** Text input with '0'.
- Confirmation:** A checked checkbox with the text 'I confirm that the facts and information stated in this document are true.'

Local Residential Address:

- Address Line 1*:** Text input.
- Postcode*:** Text input with 'E.G 10000'.
- Address Line 2:** Text input.
- City:** Dropdown menu with '--Fill in Postcode First--'.
- Address Line 3:** Text input.
- State:** Text input with 'AUTO-POPULATE FROM CITY'.

Foreign Residential Address (if any):

- Address Line 1:** Text input.
- Country:** Dropdown menu with '--Please Select--'.
- Address Line 2:** Text input.
- Address Line 3:** Text input.

19. Click the **Edit Record** button to edit the supporting documents.

The screenshot shows the 'Supporting Documents' page with a table of documents. The table has columns for 'File name' and 'edit record'.

File name	edit record
Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

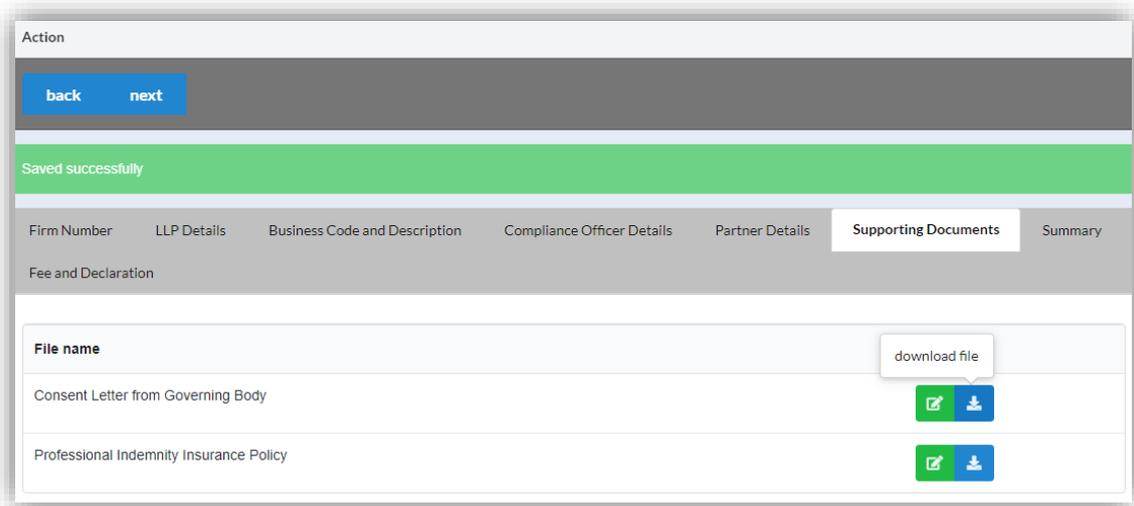
20. Choose your supporting document to upload by clicking the **Select** button. Click the **Upload** button to upload the document.

The screenshot shows the 'Supporting Document Form' with a table of documents. The table has columns for 'File name', 'select', and 'upload'.

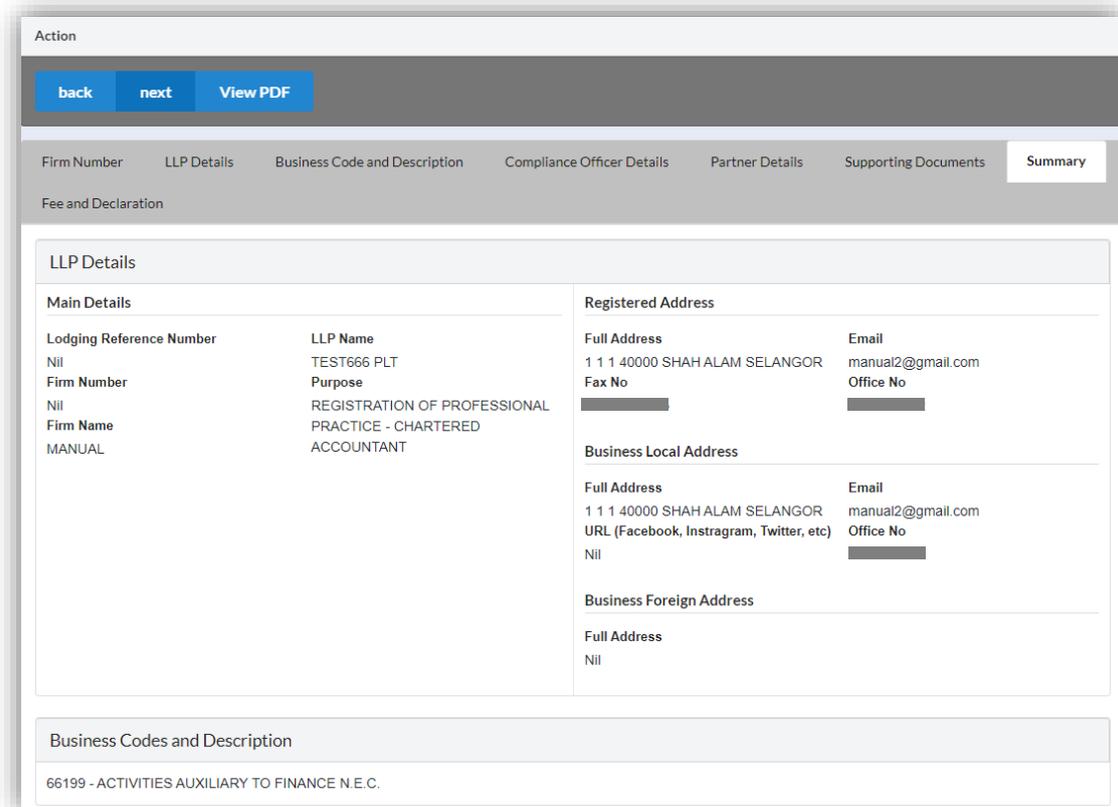
File name	select	upload
Consent Letter from Governing Body		
Professional Indemnity Insurance Policy		

Below the table, there is a 'Supporting Document Form' section with a text input containing 'CONSENT LETTER FROM GOVERNING BODY', a 'select' button, and an 'upload' button.

21. After upload the documents, you may click **Download File** button to download the document.
22. Click the **Next** button to proceed to the Summary page. Click the **Back** button to back to Partner Details page.



23. Click the **View PDF** button to download the summary. Click the **Next** button to proceed to the Fee and Declaration page. Click the **Back** button to back to Supporting Documents page.



24. Tick the checkbox to confirm the information.

25. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary page.

Action

back submit

Firm Number LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Declaration Form

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT
Amount	RM 500

ATTENTION: 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.

I confirm that the facts and information stated in this document are true.

26. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.

Payment Details (RCA0620210722000003)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT-TEST666 PLT)	1	500.00	0.00	500.00
	Total (RM):	500.00	0.00	500.00
			Total Amount (RM):	500.00

Name*
LINA

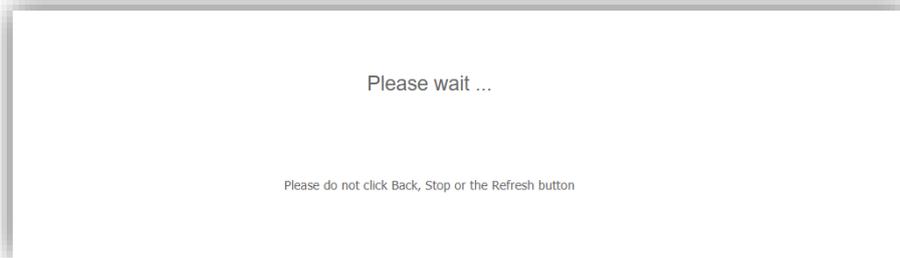
NRIC No. / MyCoID No. / Business Registration No.*
[REDACTED]

Address*
TEST ADDRESS
89809 BEAUFORT
X

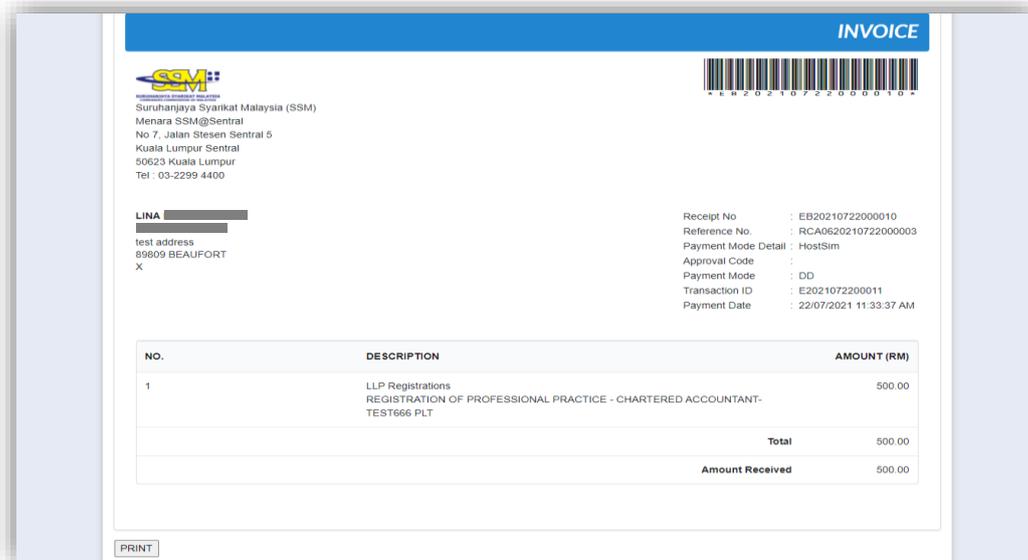
PAY ONLINE CANCEL

27. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. User need to complete the payment within time limit given.

28. Please wait and do not click Back, Stop or the Refresh button. Once payment has been made, invoice will display for User to print or save.



29. Click the **Print** button to print the invoice.



3.3.2 Advocates & Solicitors

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Advocates & Solicitors**, click on **New Registration**.



3. You will be directed to the Advocates & Solicitors page. In the Advocates & Solicitors page, enter the firm name and LLP name. You may choose PLT or Perkongsian Liabiliti Terhad.
4. Click the **Next** button to proceed with application.

The image shows a form titled 'Fee and Declaration'. At the top, there is a 'next' button. Below it, there are tabs for 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents', and 'Summary'. The 'Firm Number' tab is active. The form contains several input fields: 'Professional Body Type*' with a dropdown menu showing 'Advocate & Solicitor'; 'Firm Number (if any)' with a text input field containing 'ENTER FIRM NUMBER'; 'Firm Name*' with a text input field containing 'MANUAL 6'; 'LLP Name' with a text input field containing 'MANUAL 6'; and 'Select Suffix' with two radio buttons: 'PLT' (checked) and 'Perkongsian Liabiliti Terhad'.

5. Enter the registered address, email, office number, and fax number.
6. Enter the business local address, email, office number, and URL. Click the **Copy from registered address** button if the business local address is same as registered address.

7. Enter the business foreign address.
8. Click the **Save** button to save the details. Click the **Next** button to proceed to the Business Code and Description page.

The screenshot shows the 'LLP Details' tab in a registration form. At the top, there are 'save' and 'next' buttons. Below the navigation tabs, the 'LLP Details' section is active. It contains the following information:

- Main Details:**
 - Lodging Reference Number: Nil
 - Firm Number: Nil
 - Firm Name: MANUAL 6
 - LLP Name: Nil
 - Purpose: REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS
- Registered Address:**
 - Address Line 1: [Empty]
 - Address Line 2: [Empty]
 - Address Line 3: [Empty]
 - Postcode: E.G 10000
 - City: --Fill in Postcode First--
 - State: AUTO-POPULATE FROM CITY
 - Email: E.G user@ssm.com.my
 - Fax No: E.G 0133900000
 - Office No: E.G 0133900000
- Business Local Address (if any):**
 - Copy from registered address: [Button]
 - Address Line 1: [Empty]
 - Address Line 2: [Empty]
 - Address Line 3: [Empty]
 - Postcode: E.G 10000
 - City: --Fill in Postcode First--
 - State: AUTO-POPULATE FROM CITY
 - Email: E.G user@ssm.com.my
 - Office No: E.G 0133900000
 - URL (Facebook, Instragram, Twitter, etc): E.GSSM.COM.MY
- Business Foreign Address (if any):** [Empty]

9. Click the **Add Business Code** button.

The screenshot shows the 'Business Code and Description' tab in the registration form. The navigation tabs at the top are 'Firm Number', 'LLP Details', 'Business Code and Description', and 'Compliance Officer Details'. Below the tabs, the 'Business Code and Description' section is active, featuring a large blue button labeled 'Add Business Code'.

10. Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

11. Click the **Save** button to save the details. Click the **Next** button to proceed to the Compliance Officer Details page. Click the **Back** button to back to the LLP Details page.

12. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

Name	Identification Number	Professional Body Type	License Number
LINA (LODGER)		Licensed Secretary (LS)	LS000

13. Click the **Add Compliance Officer** button if you want to add new compliance officer.

14. Enter the Compliance Officer Form and Local Residential Address.

- Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details page. Click the **Back** button to back to the Business Code and Description page.

The screenshot shows a web application interface. At the top, there are three buttons: 'back' (blue), 'save' (green), and 'next' (blue). Below the buttons, there is a 'Show 10 entries' dropdown. A table with the following columns is displayed: 'Name', 'Identification Number', 'Professional Body Type', and 'License Number'. The table contains one entry: 'LINA (LODGER)', 'Identification Number', 'Licensed Secretary (LS)', and 'LS000'. To the right of the table entry are two icons: a green pencil and a blue square with a white plus sign. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. There are two form sections: 'Compliance Officer Form' and 'Local Residential Address'. The 'Compliance Officer Form' has fields for 'Type', 'Citizenship', 'Identification Type*', 'Nationality', 'Identification Number*' (with a search button), 'Name as per Identification', 'Email*', 'Date of Birth', 'Gender', 'Race*', and 'Phone Number'. The 'Local Residential Address' form has fields for 'Address Line 1*', 'Postcode*', 'Address Line 2', 'City', 'Address Line 3', and 'State' (with an 'AUTO-POPULATE FROM CITY' button).

- Click the **Add Partner** button if you want to add new partner.

The screenshot shows a web application interface. At the top, there is a navigation menu with five items: 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', and 'Partner Details'. The 'Partner Details' item is highlighted with a white background. Below the navigation menu, there is a section titled 'Fee and Declaration'. At the bottom of this section, there is a blue button labeled 'Add Partner'.

- Enter the Partner Form. Tick the checkbox to confirm the information.

18. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents page. Click the **Back** button to back to the Compliance Officer Details page.

The screenshot shows a web form with two main sections: "Partner Form" and "Local Residential Address". At the top, there are three buttons: "back" (blue), "save" (green), and "next" (blue). The "Partner Form" section contains various fields: "Type" (dropdown: Individual), "Citizenship*" (dropdown: --Please Select--), "Identification Type*" (dropdown: --Please Select--), "Nationality*" (dropdown: --Please Select--), "Identification Number*" (text input with "PLEASE ENTER IDEN" and a "Search" button), "Gender*" (dropdown: --Please Select--), "Race*" (dropdown: --Please Select--), "Date of Birth" (text input), "Mobile no" (text input: E.G 0133900000), "Name as per Identification" (text input), "Professional Body Type*" (dropdown: --Please Select--), "Email*" (text input: E.G user@ssm.com.my), "License Number*" (text input), "Practising Certification Number" (text input), "Liquidator Approval Number" (text input), and "Capital Contribution (MYR)*" (text input: 0). There is a checkbox at the bottom: "I confirm that the facts and information stated in this document are true." The "Local Residential Address" section includes "Address Line 1*" (text input), "Postcode*" (text input: E.G 10000), "Address Line 2" (text input), "City" (text input), "Address Line 3" (text input), "State" (dropdown: --Fill in Postcode First--), and "Foreign Residential Address (if any)" with "Address Line 1" (text input), "Country" (dropdown: --Please Select--), "Address Line 2" (text input), and "Address Line 3" (text input).

19. Click the **Edit Record** button to edit the supporting documents.

The screenshot shows the "Supporting Documents" page. At the top, there is a navigation bar with tabs: "Firm Number", "LLP Details", "Business Code and Description", "Compliance Officer Details", "Partner Details", "Supporting Documents" (active), and "Summary". Below the navigation bar is a section titled "Fee and Declaration". The main content area is a table with the following structure:

File name	
Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

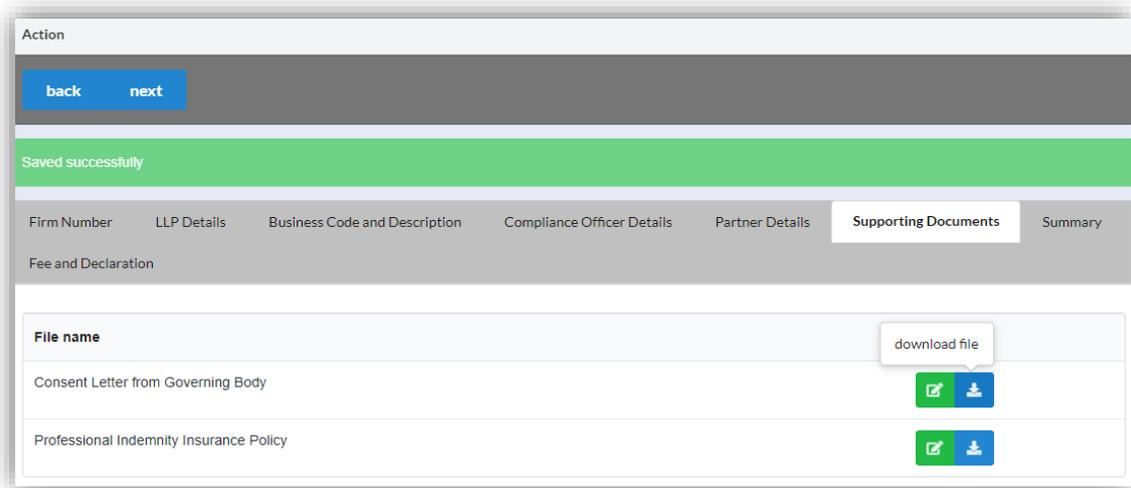
20. Click the **Select** button to select document from your computer. Click the **Upload** button to upload the document.

The screenshot shows the "Supporting Document Form" page. It features a table with the following structure:

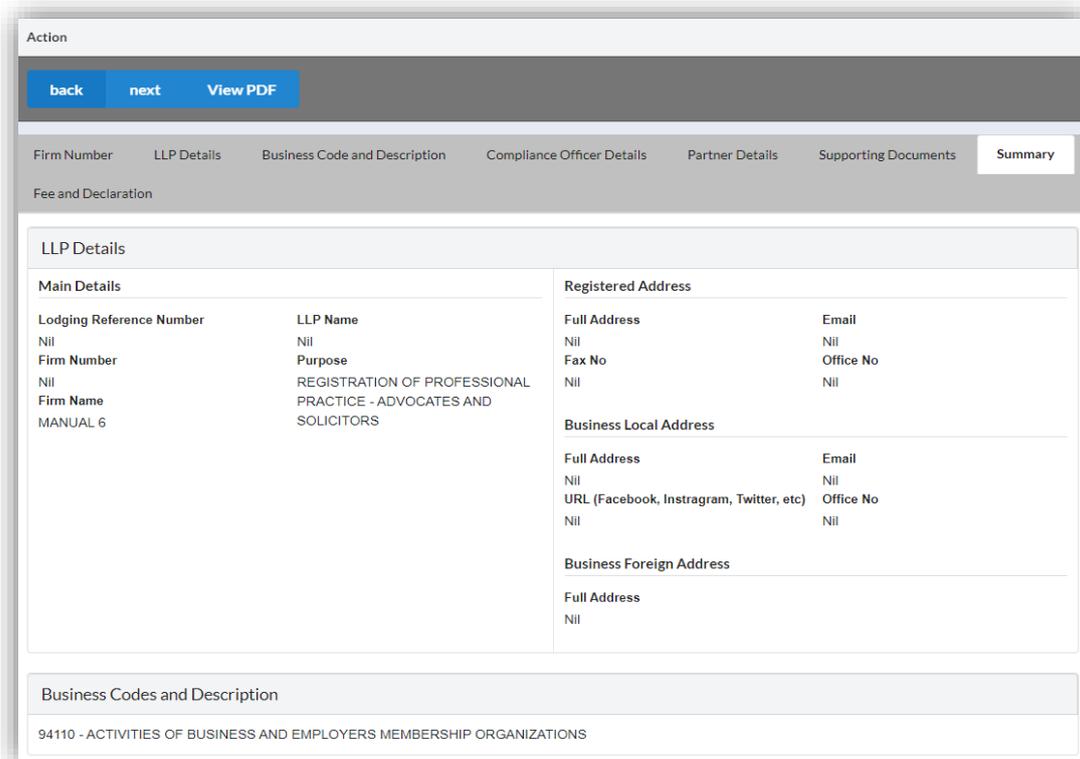
File name	
Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

Below the table is a section titled "Supporting Document Form" with a text input field containing "CONSENT LETTER FROM GOVERNING BODY" and two buttons: "select" (grey) and "upload" (blue).

21. After upload the documents, you may click **Download File** button to download the document.
22. Click the **Next** button to proceed to the Summary page. Click the **Back** button to back to Partner Details page.



23. Click the **View PDF** button to download the summary. Click the **Next** button to proceed to the Fee and Declaration page. Click the **Back** button to back to Supporting Documents page.



24. Tick the checkbox to confirm the information.

25. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary page.

Action

back submit

Firm Number LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Declaration Form

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS
Amount	RM 500

ATTENTION: 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.

I confirm that the facts and information stated in this document are true.

26. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.

Payment Details (RCA0620210722000005)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS-null)	1	500.00	0.00	500.00
Total (RM):		500.00	0.00	500.00
			Total Amount (RM):	500.00

Name*

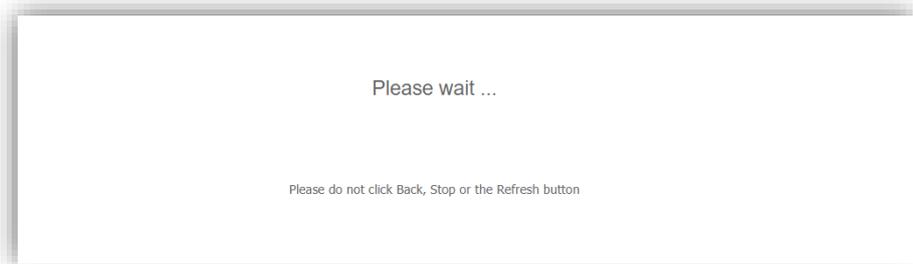
NRIC No. / MyCoID No. / Business Registration No.*

Address*

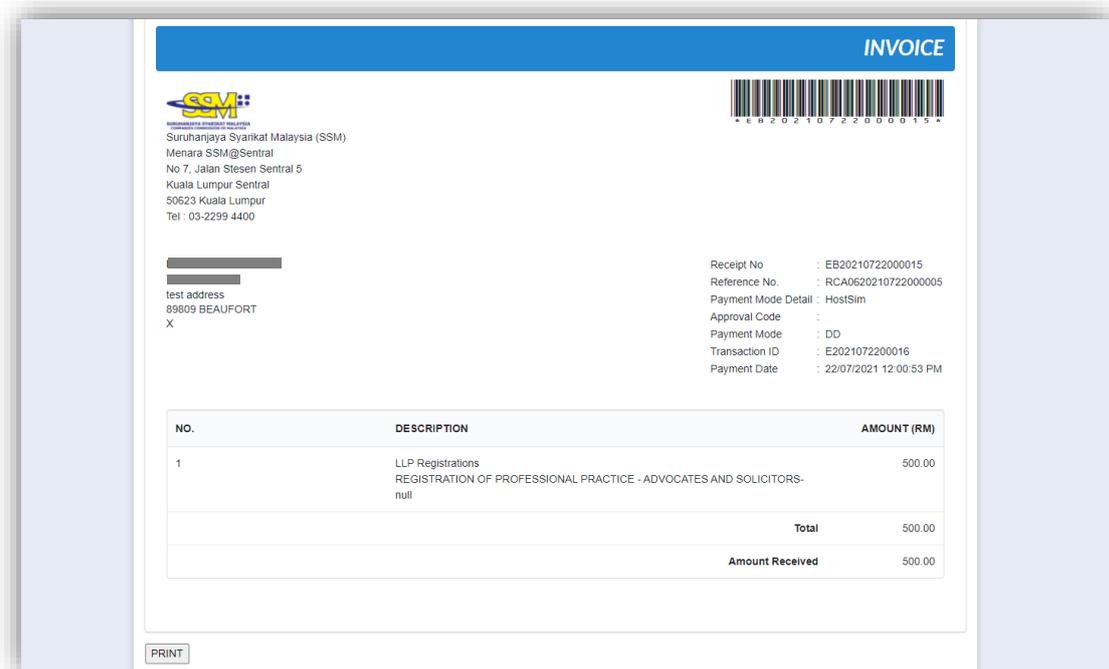
TEST ADDRESS
89809 BEAUFORT
X

PAY ONLINE CANCEL

27. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. You need to respond within 10 minutes.
28. Please wait and do not click Back, Stop or the Refresh button. Once payment has been made, invoice will display for User to print or save.



29. Click the '**Print**' button to print the invoice.



3.3.3 Secretary

3.3.3.1 Secretary (Name Registration)

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Secretary**, click on **Name Reservation**.

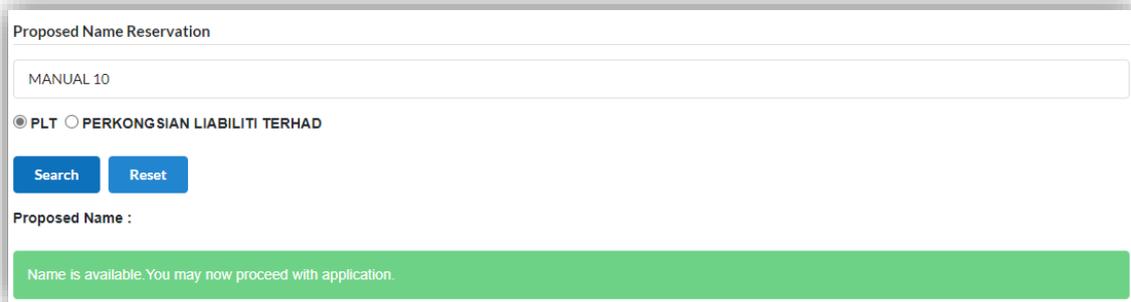


3. You will be directed to the Secretary page. In the Secretary page, enter the firm number and proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

The screenshot shows the Secretary Name Reservation form. The form has the following sections:

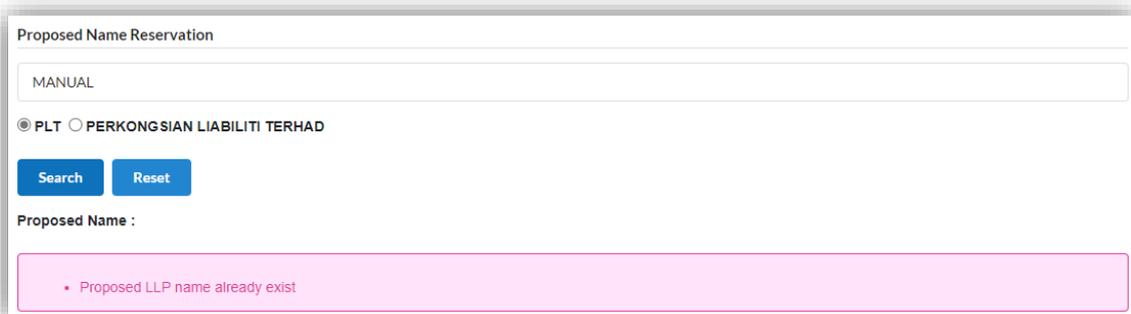
- Purpose Of Registration:** NAME RESERVATION OF REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)
- Firm No:** A text input field with the placeholder text 'ENTER FIRM NO'.
- Provide consent letter and acknowledgement from their Professional Bodies:** A large text area with the placeholder text 'PROVIDE CONSENT LETTER AND ACKNOWLEDGEMENT FROM YOUR PROFESSIONAL BODIES'. Below this area is a 'Choose File' button and the text 'No file chosen'.
- Proposed Name Reservation:** A text input field with the placeholder text 'ENTER PROPOSED NAME'.
- Registration Type:** Radio buttons for 'PLT' (selected) and 'PERKONGSIAN LIABILITI TERHAD'.
- Buttons:** 'Search' and 'Reset' buttons.

4. Then, you may click the **Search** button. If the proposed name is available, you may proceed with application.



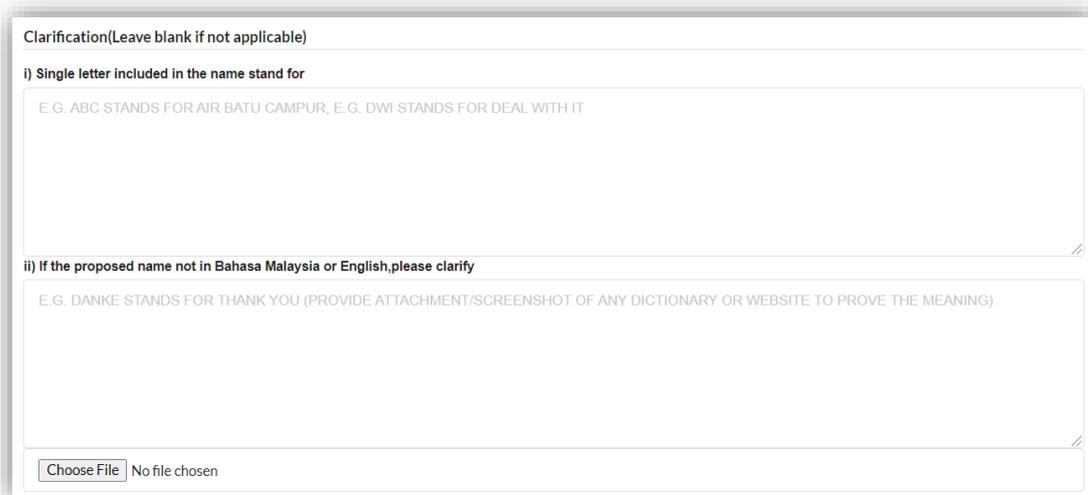
The screenshot shows a web form titled "Proposed Name Reservation". At the top, there is a text input field containing "MANUAL 10". Below the input field, there are two radio buttons: "PLT" (which is selected) and "PERKONGSIAN LIABILITI TERHAD". Underneath the radio buttons are two blue buttons: "Search" and "Reset". Below the buttons, the text "Proposed Name :" is followed by a green banner that reads "Name is available. You may now proceed with application."

5. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.



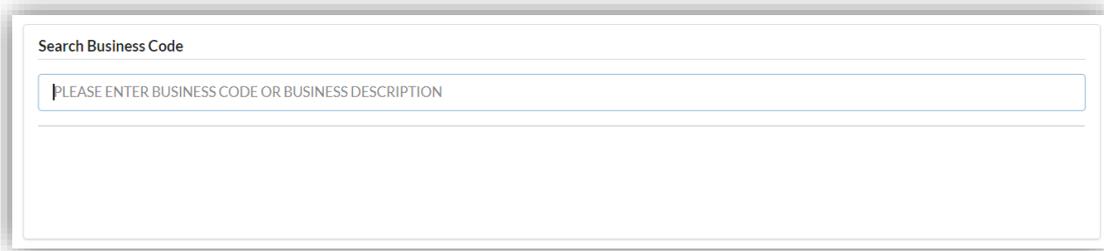
The screenshot shows the same "Proposed Name Reservation" form. The text input field now contains "MANUAL". The radio buttons and buttons remain the same. Below the "Proposed Name :" label, there is a pink banner with a red dot and the text "Proposed LLP name already exist".

6. After enter the proposed name, you may fill the Clarification.



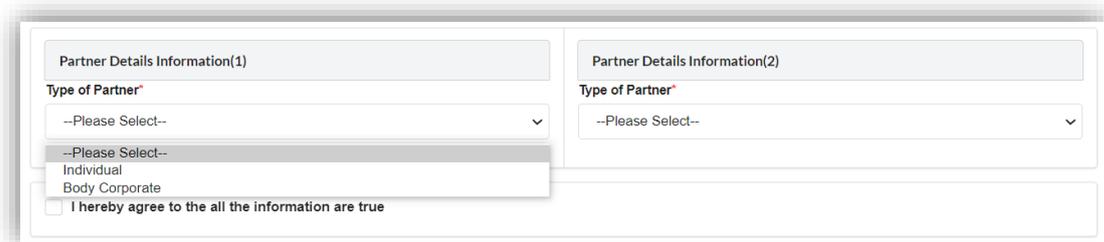
The screenshot shows a form titled "Clarification(Leave blank if not applicable)". It contains two text input fields. The first field is labeled "i) Single letter included in the name stand for" and has a placeholder text "E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT". The second field is labeled "ii) If the proposed name not in Bahasa Malaysia or English, please clarify" and has a placeholder text "E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)". At the bottom of the form, there is a "Choose File" button and the text "No file chosen".

7. Below the Clarification, you may search the business code or business description.



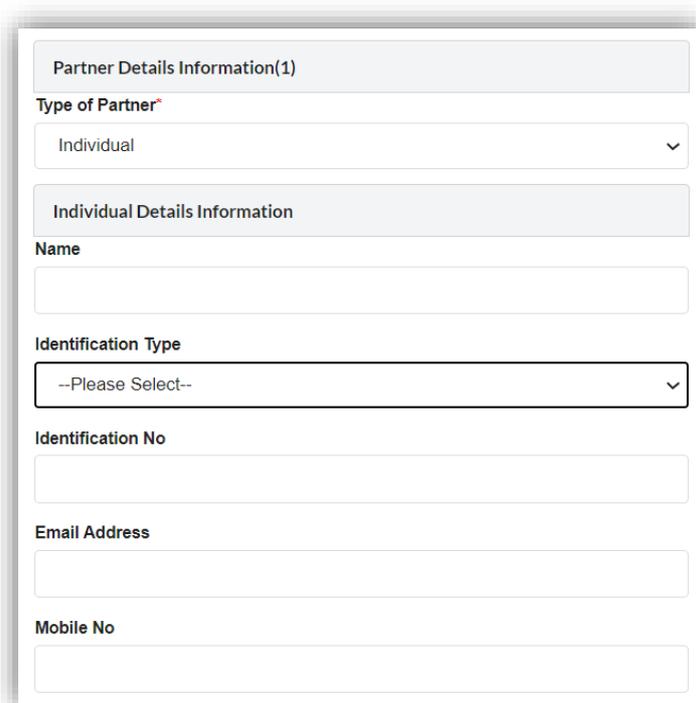
A rectangular form titled "Search Business Code". It contains a single text input field with the placeholder text "PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION".

8. Enter the partner details information. Select the **Type of Partner** from dropdown option list.



A form titled "Partner Details Information" divided into two columns. The left column is labeled "Partner Details Information(1)" and contains a dropdown menu for "Type of Partner*" with options "--Please Select--", "Individual", and "Body Corporate". Below the dropdown is a checkbox labeled "I hereby agree to the all the information are true". The right column is labeled "Partner Details Information(2)" and contains a similar dropdown menu for "Type of Partner*" with the option "--Please Select--".

9. If you select the **Individual**, you may enter the individual details information such as name, identification type, identification number, email address and mobile number.



A form titled "Individual Details Information" with a header "Partner Details Information(1)". It contains a dropdown menu for "Type of Partner*" with "Individual" selected. Below this is a section titled "Individual Details Information" with the following fields: "Name" (text input), "Identification Type" (dropdown menu with "--Please Select--" selected), "Identification No" (text input), "Email Address" (text input), and "Mobile No" (text input).

10. If you select the **Body Corporate**, you may enter the body corporate details information such as name, registration number and office number.

Partner Details Information(1)

Type of Partner*

Body Corporate ▼

Body Corporate Details Information

Name

Registration No

Office No

11. Tick agree checkbox and click the **Submit** button.

I hereby agree to the all the information are true

Submit

12. You will be directed to the **Name Reservation Application Summary** page.

MyLLP PUBLIC

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

NAME RESERVATION APPLICATION SUMMARY

Name Reservation Details

Reference No	Name	Purpose
NR2021072200011	MANUAL 10 P/LT	NAME RESERVATION OF REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)

Compliance Officer Details

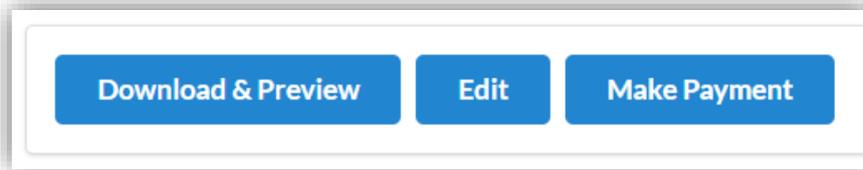
Name : ██████████	Mobile No : 0111111111
Identification No : ██████████	Office No :
Address : first address ██████████	Fax No : 0320924199
Email Address : ██████████	

Partner Details

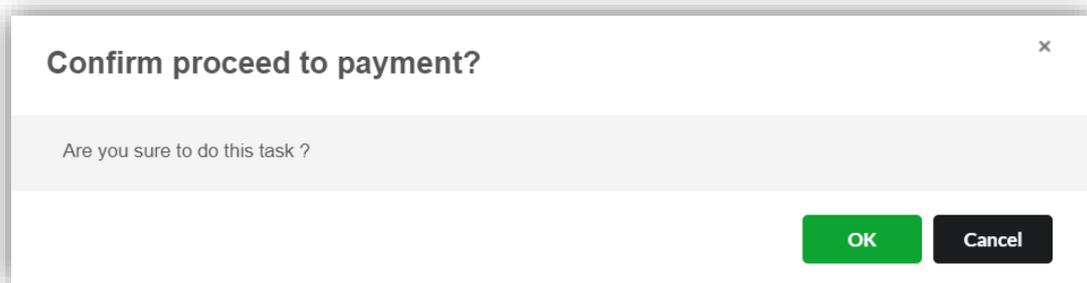
Name	Identification No	Email Address	Phone No
NAME 23	██████████	manual2@gmail.com	0122222222
NAME 22	██████████	manual2@gmail.com	0122222223

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No
---------------------	--------------------------------	--------------------------

13. Click the **Download & Preview** button to download the application summary.
14. Click the **Edit** button to edit the application.
15. Click the **Make Payment** button to proceed to payment.



16. Click the **Okay** button to confirm proceed to the **Payment** page. Click the **Cancel** button to cancel the payment.



17. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Reservation of Name / Secretary (MANUAL 10)	1	30.00	0.00	30.00
		Total (RM):	30.00	0.00
			Total Amount (RM):	30.00

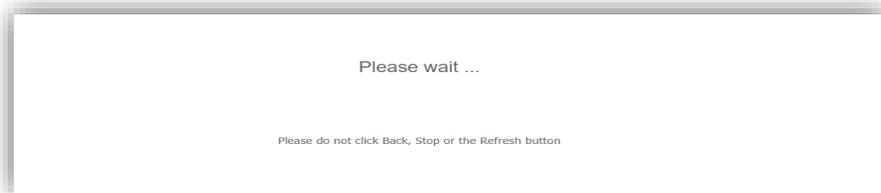
Name*

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

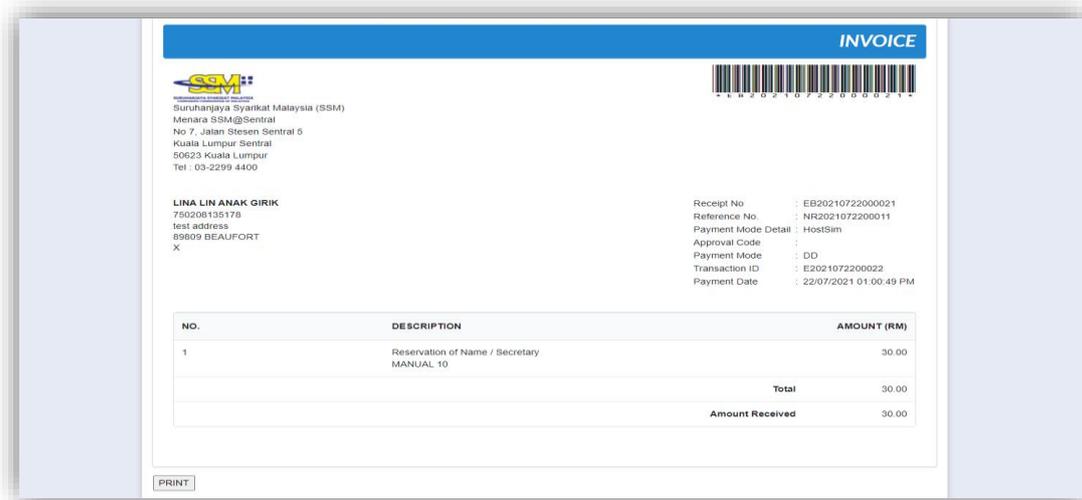
Address*
 TEST ADDRESS
 89809 BEAUFORT
 X

18. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

19. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.



20. Click the **Print** button to print the invoice.



3.3.3.2 *Secretary (Direct Registration)*

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Secretary**, click on **Direct Registration**.

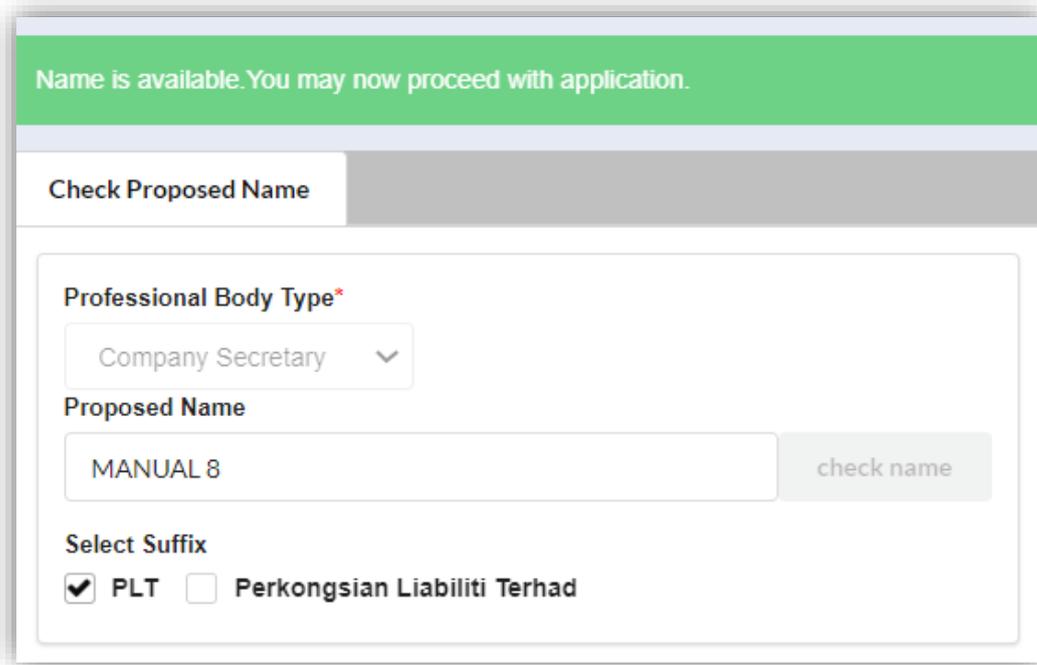


3. You will be directed to the Secretary page. In the Secretary page, enter the proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

The screenshot shows the 'Check Proposed Name' form. It has a title bar 'Check Proposed Name' and a main content area with the following fields and options:

- Professional Body Type***: A dropdown menu with 'Company Secretary' selected.
- Proposed Name**: A text input field with the placeholder 'ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)' and a 'check name' button to its right.
- Select Suffix**: Two radio button options: **PLT** and **Perkongsian Liabiliti Terhad**.

4. Then, you may click the **Check Name** button. If the proposed name is available, you may proceed with application.



Name is available. You may now proceed with application.

Check Proposed Name

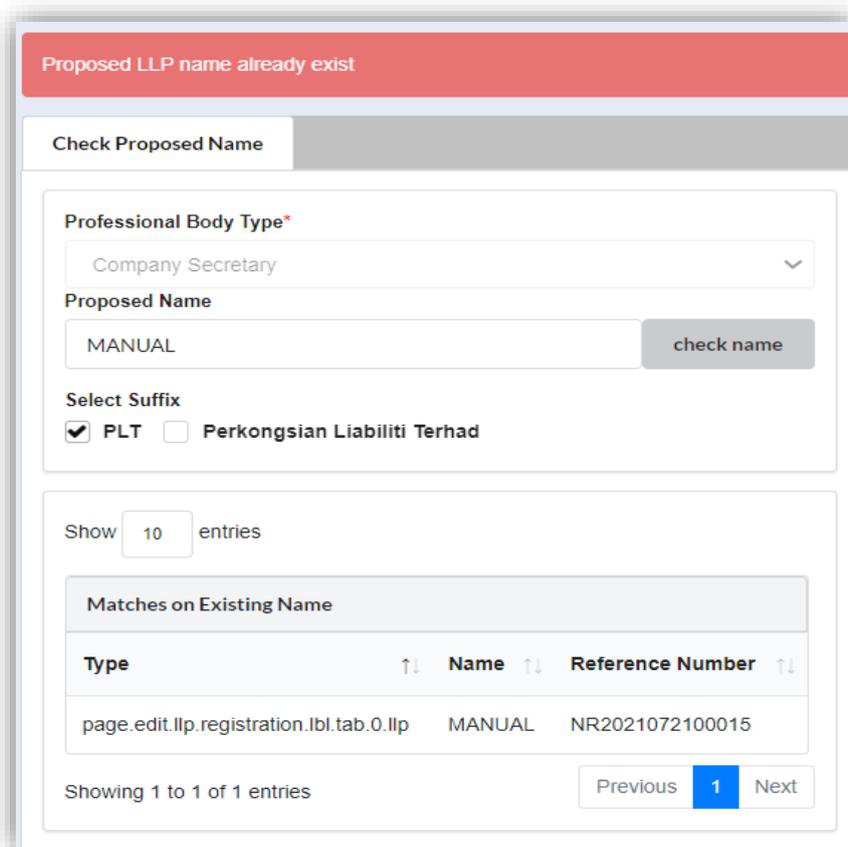
Professional Body Type*
Company Secretary

Proposed Name
MANUAL 8

Select Suffix
 PLT Perkongsian Liabiliti Terhad

check name

5. If the proposed name already exists, you need to re-enter the new proposed name.



Proposed LLP name already exist

Check Proposed Name

Professional Body Type*
Company Secretary

Proposed Name
MANUAL

Select Suffix
 PLT Perkongsian Liabiliti Terhad

Show 10 entries

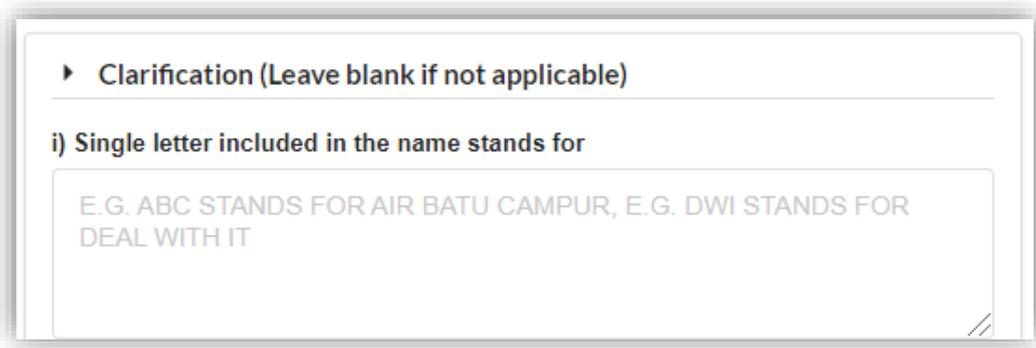
Matches on Existing Name

Type	Name	Reference Number
page.edit.llp.registration.tbl.tab.0.llp	MANUAL	NR2021072100015

Showing 1 to 1 of 1 entries

Previous 1 Next

6. After enter the proposed name, you may fill the Clarification.



The screenshot shows a form titled "Clarification (Leave blank if not applicable)". Below the title is a sub-section labeled "i) Single letter included in the name stands for". Underneath this sub-section is a text input field containing the example text: "E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT". The form has a light gray border and a small icon in the bottom right corner.

7. Click the **Next** button on the action menu. You will be directed to LLP Details tab. You may also click **LLP Details** to proceed to the LLP Details page.

8. Enter the registered address, email, office number, and fax number.

9. Enter the business local address, email, office number, and URL. Click the **Copy from registered address** button if the business local address is same as registered address.

10. Enter the business foreign address (if any).

11. Click the **Save** button to save the details. Click the **Next** button to proceed to the Business Code and Description tab. Click the **Back** button to back to Check Proposed Name tab.

Action

back save next

Check Proposed Name **LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary Fee and Declaration

Main Details

Lodging Reference Number
Nil

Proposed Name
MANUAL 8 PLT

Purpose
DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY

Registered Address

Address Line 1
Address Line 2
Address Line 3

Postcode
E.G 10000

City
--Fill in Postcode First--

State
AUTO-POPULATE FROM CITY

Email
E.G user@ssm.com.my

Office No
E.G 0133900000

Fax No
E.G 0133900000

Business Local Address (if any)

Copy from registered address

Address Line 1
Address Line 2
Address Line 3

Postcode
E.G 10000

City
--Fill in Postcode First--

State
AUTO-POPULATE FROM CITY

Email
E.G user@ssm.com.my

Office No
E.G 0133900000

URL (Facebook, Instagram, Twitter, etc)
E.G SSM.COM.MY

Business Foreign Address (if any)

12. Click the **Add Business Code** button.

Check Proposed Name LLP Details **Business Code and Description** Compliance Officer Details

Summary Fee and Declaration

Add Business Code

13. Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

14. Click the **Save** button to save the details. Click the **Next** button to proceed to the Compliance Officer Details tab. Click the **Back** button to back to the LLP Details tab.

The screenshot shows the 'Business Code and Description' tab. At the top, there are three buttons: 'back' (blue), 'save' (green), and 'next' (blue). Below these are navigation tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description' (active), 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Underneath are sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area has two sections: 'Business Description' with a text area containing 'PLEASE DESCRIBE YOUR BUSINESS' and a '500 characters remaining' indicator, and 'Business Code Search' with a text input field containing 'PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION'. At the bottom, there is a checked checkbox with the text 'I confirm that the facts and information stated in this document are true.'

15. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

The screenshot shows the 'Compliance Officer Details' tab. At the top, there are navigation tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details' (active), 'Partner Details', and 'Supporting Documents'. Underneath are sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area has a blue 'Add Compliance Officer' button. Below it is a 'Show 10 entries' control. A table with the following data is displayed:

Name	Identification Number	Professional Body Type	License Number
LINA LIN ANAK GIRIK (LODGER)	750208135178	Licensed Secretary (LS)	LS0009443

At the bottom, there is a 'Showing 1 to 1 of 1 entries' indicator and a pagination control with 'Previous', '1', and 'Next' buttons.

16. Click the **Add Compliance Officer** button if you want to add new compliance officer.
17. Enter the Compliance Officer Form and Local Residential Address.

18. Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details tab. Click the **Back** button to go to previous tab.

back save next

Show 10 entries

Name	Identification Number	Professional Body Type	License Number
(LODGER)		Licensed Secretary (LS)	

Showing 1 to 1 of 1 entries

Previous 1 Next

Compliance Officer Form

Type: --Please Select--
Citizenship: --Please Select--
Identification Type*: --Please Select--
Nationality: --Please Select--
Identification Number*: PLEASE ENTER IDEN Search
Gender: --Please Select--
Name as per Identification:
Race*: --Please Select--
Email*: E.G user@ssm.com.my
Phone Number: E.G 0133900000
Date of Birth:

Local Residential Address

Address Line 1*: Postcode*: E.G 10000
Address Line 2: City: --Fill in Postcode First--
Address Line 3: State: AUTO-POPULATE FROM CITY

19. Click the **Add Partner** button if you want to add new partner.

Firm Number LLP Details Business Code and Description Compliance Officer Details **Partner Details**

Fee and Declaration

Add Partner

20. Enter the Partner Form. Tick the checkbox to confirm the information.

21. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents tab. Click the **Back** button to go to previous tab.

The screenshot shows a web form with two main sections. At the top, there are three buttons: 'back' (blue), 'save' (green), and 'next' (blue). The 'Partner Form' section on the left contains various dropdown menus for 'Type', 'Citizenship', 'Identification Type', 'Nationality', 'Gender', and 'Race'. It also has text input fields for 'Identification Number' (with a search button), 'Date of Birth', 'Mobile no', 'Professional Body Type', 'License Number', 'Practising Certification Number', 'Liquidator Approval Number', and 'Capital Contribution (MYR)'. An email field is pre-filled with 'E.G user@ssm.com.my'. A checkbox at the bottom is checked, with the text 'I confirm that the facts and information stated in this document are true.' The 'Local Residential Address' section on the right includes input fields for 'Address Line 1', 'Address Line 2', and 'Address Line 3', along with dropdowns for 'Postcode' (pre-filled with 'E.G 10000'), 'City', and 'State' (with an 'AUTO-POPULATE FROM CITY' option). Below this is a 'Foreign Residential Address (if any)' section with similar input fields and a 'Country' dropdown.

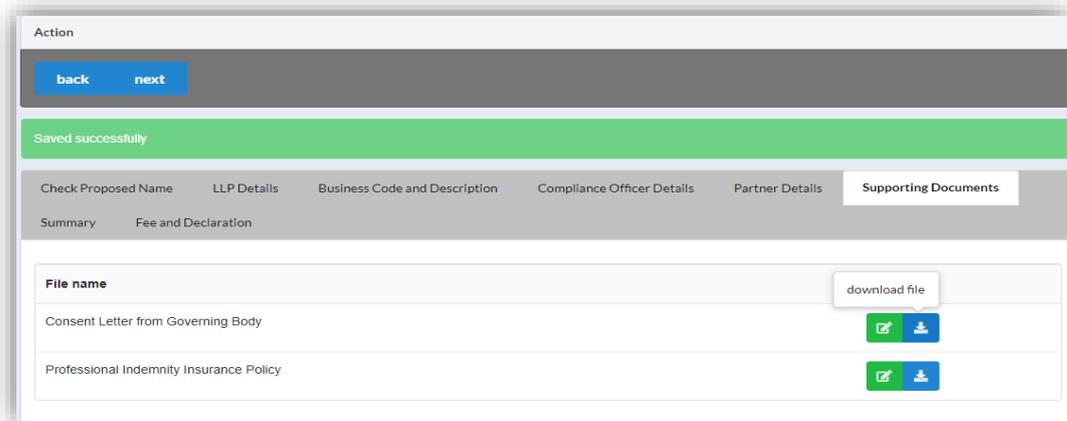
22. Click the **Edit Record** button to edit the supporting documents.

The screenshot shows the 'Supporting Documents' tab in a navigation menu. Below the menu, there is a section titled 'Fee and Declaration'. A table lists two documents: 'Consent Letter from Governing Body' and 'Professional Indemnity Insurance Policy'. Each document has a green 'edit record' button with a pencil icon next to it.

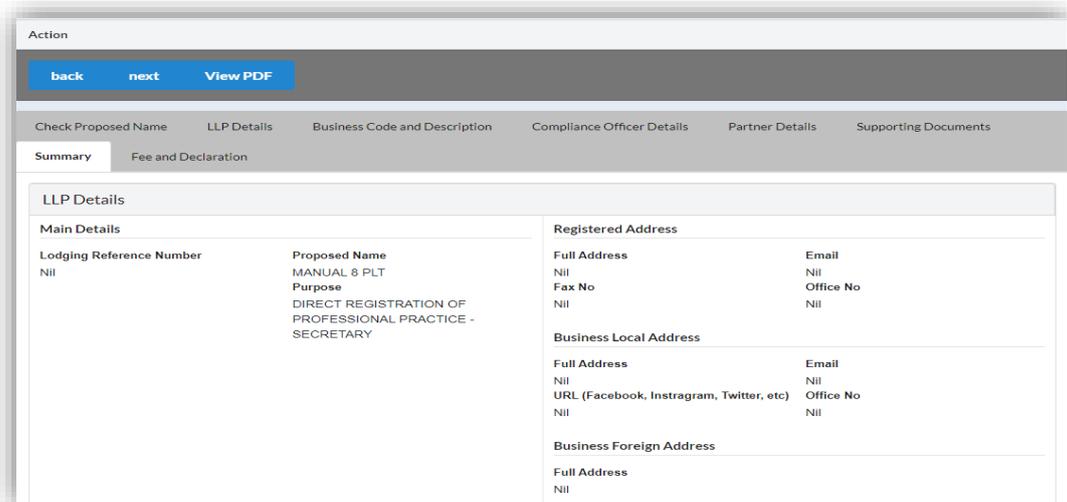
23. Click the **Select** button to select document from your computer. Click the **Upload** button to upload the document.

The screenshot shows the 'Supporting Document Form' section. It displays a table with two rows: 'Consent Letter from Governing Body' and 'Professional Indemnity Insurance Policy'. Each row has a green 'edit record' button. Below the table, there is a 'Supporting Document Form' section with a text input field containing 'CONSENT LETTER FROM GOVERNING BODY'. To the right of this field are two buttons: 'select' (grey) and 'upload' (blue).

24. After upload the documents, you may click **Download File** button to download the document.
25. Click the **Next** button to proceed to the Summary page. Click the **Back** button to back to Partner Details page.



26. Click the **View PDF** button to download the summary. Click the **Next** button to proceed to the Fee and Declaration tab. Click the **Back** button to back to Supporting Documents tab.



27. Tick the checkbox to confirm the information.

28. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary tab.

Action

back submit

Check Proposed Name LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary Fee and Declaration

Declaration Form

Fee	
Type	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY
Amount	RM 500

ATTENTION: 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.

I confirm that the facts and information stated in this document are true.

29. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.

Payment Details (RED0620210722000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY-MANUAL 8 PLT)	1	500.00	0.00	500.00
	Total (RM):	500.00	0.00	500.00
			Total Amount (RM):	500.00

Name*

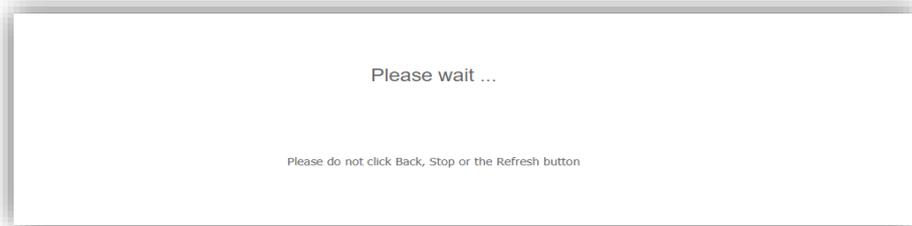
NRIC No. / MyCoID No. / Business Registration No.*

Address*

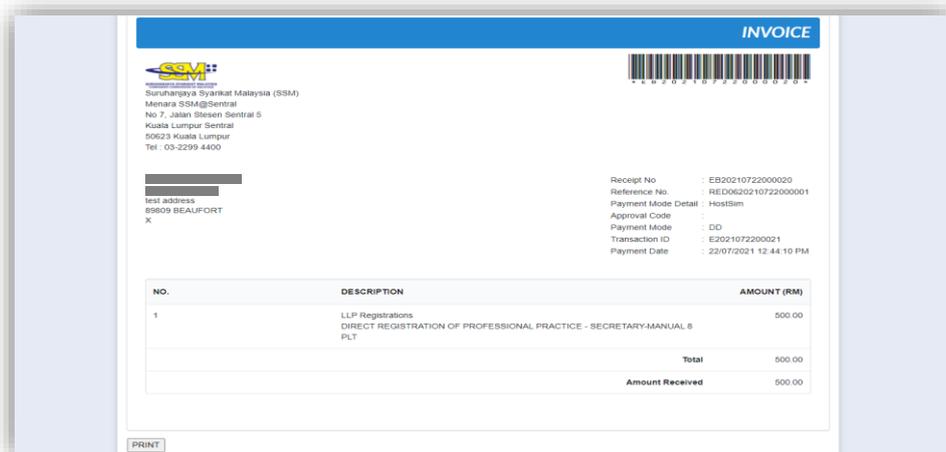
TEST ADDRESS
89809 BEAUFORT
X

PAY ONLINE CANCEL

30. For the payment methods, User may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.
31. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.



32. Click the **Print** button to print the invoice.



3.3.4 Liquidator

3.3.4.1 Liquidator (Name Reservation)

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Liquidator**, click on **Name Reservation**.



3. You will be directed to the Liquidator page. In the Liquidator page, enter the firm number and proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

The screenshot shows the 'Liquidator' registration form. It has the following sections:

- Purpose Of Registration:** A dropdown menu with the selected option 'NAME RESERVATION OF REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)'.
- Firm No:** A text input field with the placeholder 'ENTER FIRM NO'.
- Provide consent letter and acknowledgement from their Professional Bodies:** A large text area with the placeholder 'PROVIDE CONSENT LETTER AND ACKNOWLEDGEMENT FROM YOUR PROFESSIONAL BODIES' and a 'Choose File' button.
- Proposed Name Reservation:** A text input field with the placeholder 'ENTER PROPOSED NAME'.
- Registration Type:** Radio buttons for 'PLT' (selected) and 'PERKONGSIAN LIABILITI TERHAD'.
- Buttons:** 'Search' and 'Reset' buttons at the bottom.

4. Then, you may click the '**Search**' button. If the proposed name is available, you may proceed with application.

The screenshot shows a web form titled "Proposed Name Reservation". At the top, there is a text input field containing "MANUAL 10". Below the input field, there are two radio buttons: the first is selected and labeled "PLT", and the second is labeled "PERKONGSIAN LIABILITI TERHAD". Underneath the radio buttons are two blue buttons: "Search" and "Reset". Below the buttons, the text "Proposed Name :" is followed by a green banner containing the message "Name is available.You may now proceed with application."

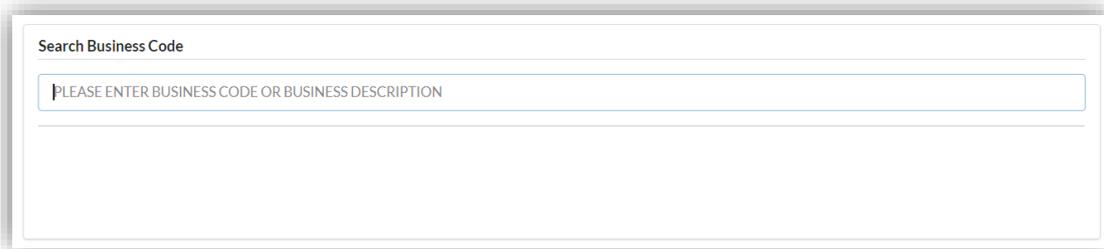
5. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.

The screenshot shows the same "Proposed Name Reservation" form. The text input field now contains "MANUAL". The radio buttons and buttons remain the same. Below the buttons, the text "Proposed Name :" is followed by a pink banner containing the error message "Proposed LLP name already exist".

6. After enter the proposed name, you may fill the Clarification.

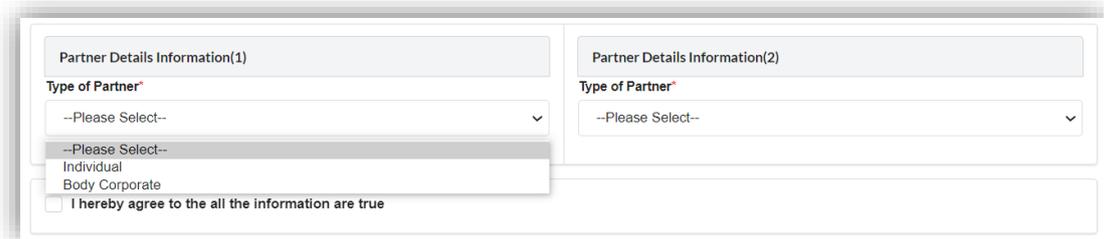
The screenshot shows a section titled "Clarification(Leave blank if not applicable)". It contains two text input areas. The first is labeled "i) Single letter included in the name stand for" and has a placeholder text "E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT". The second is labeled "ii) If the proposed name not in Bahasa Malaysia or English,please clarify" and has a placeholder text "E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)". At the bottom of the second input area, there is a "Choose File" button and the text "No file chosen".

7. Below the Clarification, you may search the business code or business description.



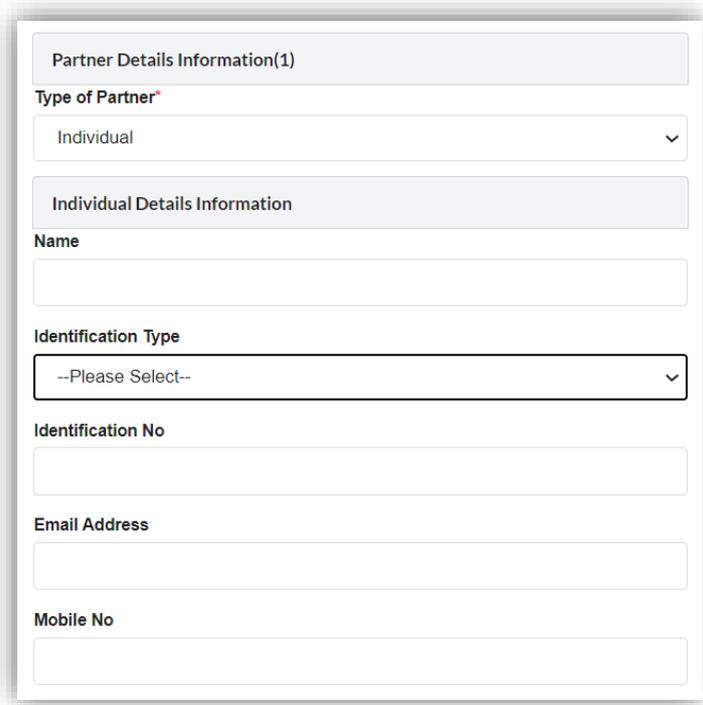
A rectangular form titled "Search Business Code". It contains a single text input field with the placeholder text "PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION".

8. Enter the partner details information. Select the **Type of Partner** from dropdown option list.



A form titled "Partner Details Information" divided into two columns. Each column has a "Type of Partner*" dropdown menu. The left column's dropdown is open, showing options: "--Please Select--", "Individual", and "Body Corporate". Below the dropdowns is a checkbox labeled "I hereby agree to the all the information are true".

9. If you select the **Individual**, you may enter the individual details information such as name, identification type, identification number, email address and mobile number.



A form titled "Individual Details Information" with the following fields:

- Type of Partner***: A dropdown menu with "Individual" selected.
- Name**: A text input field.
- Identification Type**: A dropdown menu with "--Please Select--" selected.
- Identification No**: A text input field.
- Email Address**: A text input field.
- Mobile No**: A text input field.

10. If you select the **Body Corporate**, you may enter the body corporate details information such as name, registration number and office number.

Partner Details Information(1)

Type of Partner*

Body Corporate ▼

Body Corporate Details Information

Name

Registration No

Office No

11. Tick agree checkbox and click the **Submit** button.

I hereby agree to the all the information are true

Submit

12. You will be directed to the **Name Reservation Application Summary** page.

MyLLP PUBLIC
LIMITED LIABILITY PARTNERSHIP

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

NAME RESERVATION APPLICATION SUMMARY

Reference No	Name	Purpose
NR2021072200020	MANUAL 12 PLT	NAME RESERVATION OF REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)

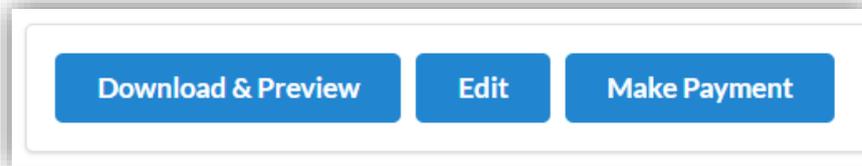
Compliance Officer Details

Name : LINA LIN ANAK GIRIK Mobile No : 0111111111
 Identification No : 750208135178 Office No :
 Address : test address Fax No : 0320924199
 Email Address : mknoorlia@ssm.com.my

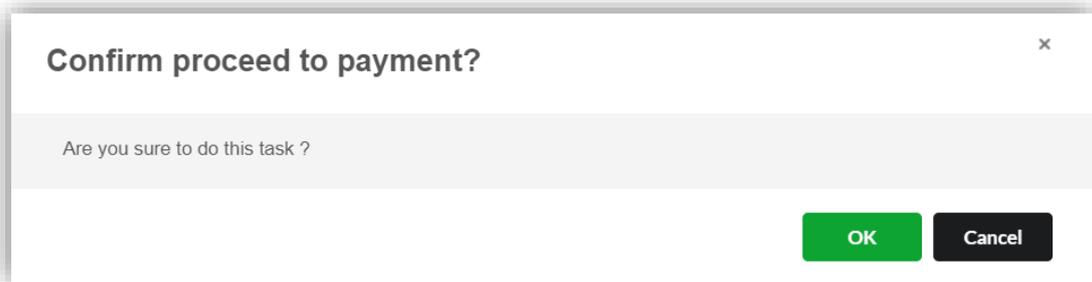
Partner Details

Name	Identification No	Email Address	Phone No
NAME 25	██████████	manual22@gmail.com	██████████
NAME 23	██████████	manual23@gmail.com	██████████

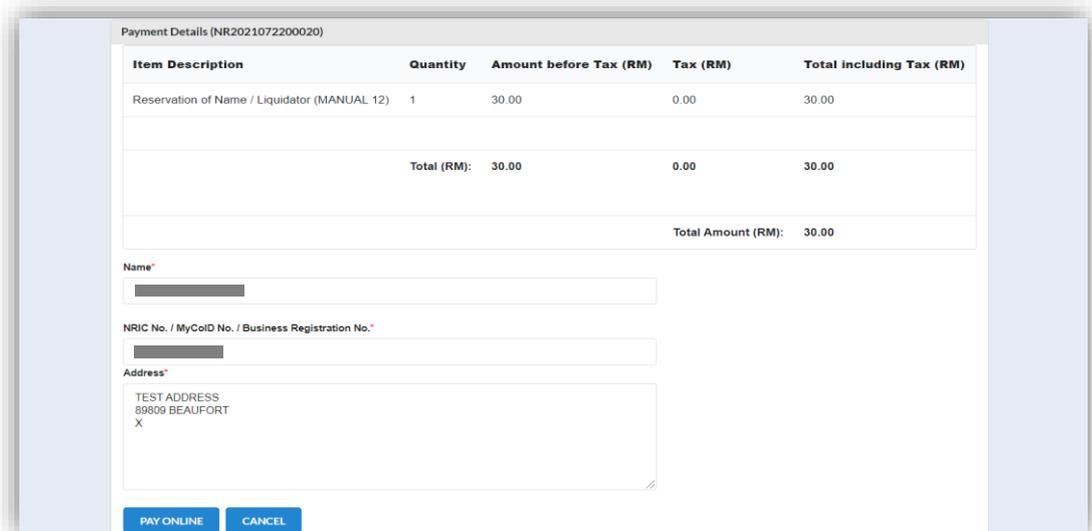
13. Click the **Download & Preview** button to download the application summary.
14. Click the **Edit** button to edit the application.
15. Click the **Make Payment** button to proceed to payment.



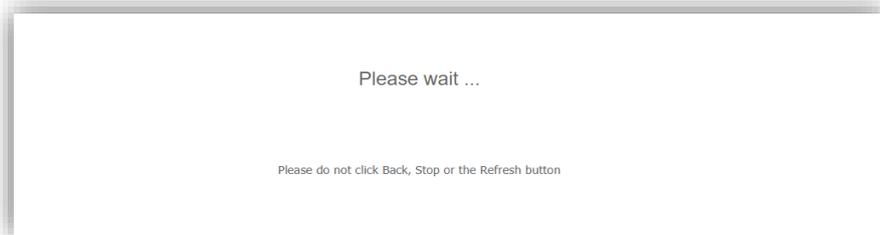
16. Click the **Okay** button to confirm proceed to the **Payment** page. Click the **Cancel** button to cancel the payment.



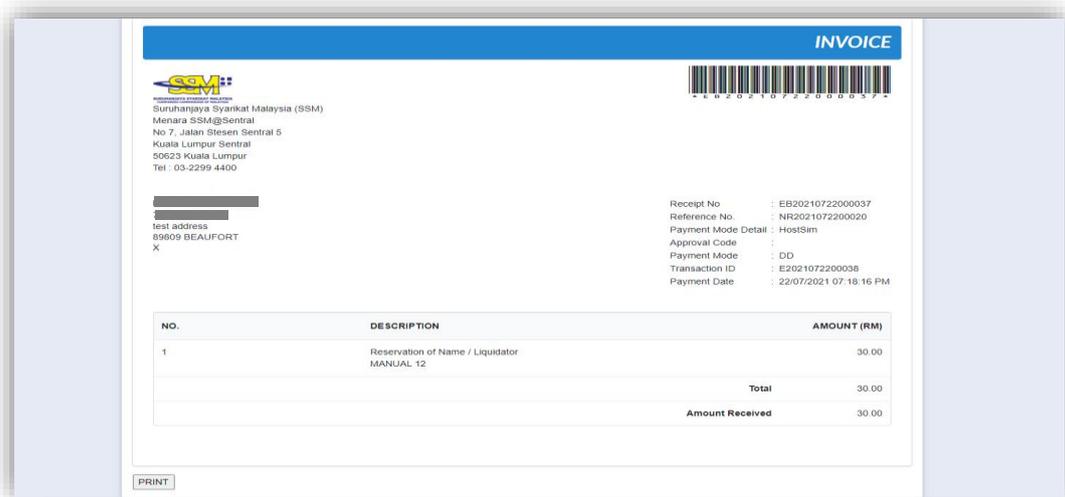
17. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.



18. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.
19. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.



20. Click the **Print** button to print the invoice.



3.3.4.2 Liquidator (Direct Registration)

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Liquidator**, click on **Direct Registration**.



3. You will be directed to the Liquidator page. In the Liquidator page, enter the proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

The screenshot shows the 'Liquidator' page form. It has a 'Professional Body Type*' dropdown menu set to 'Liquidator'. Below it is the 'Proposed Name' field with the placeholder text 'ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)' and a 'check name' button. At the bottom, there is a 'Select Suffix' section with two radio buttons: 'PLT' (which is selected) and 'Perkongsian Liabiliti Terhad'.

4. Then, you may click the **check name** button. If the proposed name is available, you may proceed with application.

The screenshot shows the 'Liquidator' page form after a successful name check. A green banner at the top says 'Name is available. You may now proceed with application.' Below this, there are tabs for 'Check Proposed Name', 'LLP Details', 'Business Code and Description', and 'Co'. Under 'Check Proposed Name', there are sub-tabs for 'Summary' and 'Fee and Declaration'. The form fields are the same as in the previous screenshot, but the 'Proposed Name' field now contains the text 'JANJI PADA MU'.

5. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.

The screenshot shows a web interface with a red header bar that reads "Proposed LLP name already exist". Below the header is a navigation menu with tabs: "Check Proposed Name" (active), "LLP Details", "Business Code and Description", "Summary", and "Fee and Declaration". The main content area contains a form with the following fields:

- Professional Body Type***: A dropdown menu with "Liquidator" selected.
- Proposed Name**: A text input field containing "MANUAL".
- Select Suffix**: Two radio buttons, "PLT" (checked) and "Perkongsian Liabiliti Terhad".
- check name**: A button to the right of the Proposed Name field.

6. After enter the proposed name, you may fill the Clarification.

The screenshot shows a "Clarification (Leave blank if not applicable)" section. It contains two text input fields with placeholder text:

- i) Single letter included in the name stands for**: Placeholder text reads "E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT".
- ii) If the proposed name not in Bahasa Malaysia or English, please clarify**: Placeholder text reads "E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)".

At the bottom of the section is a file upload field with a "select file" button.

7. Click the **Next** button on the action menu and User will be directed to LLP Details page. User may also click **LLP Details** to proceed to the LLP Details page.
8. Enter the registered address, email, office number, and fax number.
9. Enter the business local address, email, office number, and URL. Click the **Copy from registered address** button if the business local address is same as registered address.
10. Enter the business foreign address (if any).

11. Click the **Save** button to save the details. Click the **Next** button to proceed to the Business Code and Description tab. Click the **Back** button to go to previous tab.

The screenshot shows a web form titled "Action" with three buttons: "back", "save", and "next". Below the buttons is a navigation bar with tabs: "Check Proposed Name", "LLP Details" (selected), "Business Code and Description", "Compliance Officer Details", "Partner Details", and "Supporting Documents". Underneath is another navigation bar with "Summary" and "Fee and Declaration".

The "Main Details" section contains the following information:

Lodging Reference Number	Proposed Name
Nil	JANJI PADA MU PLT
	Purpose
	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR

The "Registered Address" section has input fields for:

- Address Line 1: 11
- Postcode: E.G 10000
- Address Line 2: (empty)
- City: --Fill in Postcode First--
- Address Line 3: (empty)
- State: AUTO-POPULATE FROM CITY
- Email: E.G user@ssm.com.my
- Office No: E.G 0133900000
- Fax No: E.G 0133900000

The "Business Local Address (if any)" section has a "Copy from registered address" button and input fields for:

- Address Line 1: (empty)
- Postcode: E.G 10000
- Address Line 2: (empty)
- City: --Fill in Postcode First--
- Address Line 3: (empty)
- State: AUTO-POPULATE FROM CITY
- Email: E.G user@ssm.com.my
- Office No: E.G 0133900000

There is also a "URL (Facebook, Instagram, Twitter, etc)" field with "E.G SSM.COM.MY" and a "Business Foreign Address (if any)" section.

12. Click the **Add Business Code** button.

The screenshot shows the "Business Code and Description" tab selected in the navigation bar. Below the navigation bar, there is a blue button labeled "Add Business Code".

13. Enter the Business Description and Business Code. Tick the checkbox to confirm the information.

14. Click the **Save** button to save the details. Click the **Next** button to proceed to the Compliance Officer Details tab. Click the **Back** button to go to previous tab.

The screenshot shows the 'Business Code and Description' tab. At the top, there are three buttons: 'back' (blue), 'save' (green), and 'next' (blue). Below these are several tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description' (active), 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Underneath, there are two sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area is divided into two sections. The left section is titled 'Business Description' and contains a large text input field with the placeholder text 'PLEASE DESCRIBE YOUR BUSINESS'. Below the field, it says '500 characters remaining'. At the bottom of this section is a checked checkbox with the text 'I confirm that the facts and information stated in this document are true.' The right section is titled 'Business Code Search' and contains a text input field with the placeholder text 'PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION'.

15. Click the **Edit Record** button to edit the compliance officer details. Click the **View Record** button to view the compliance officer details.

The screenshot shows the 'Compliance Officer Details' tab. At the top, there are several tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details' (active), 'Partner Details', and 'Supporting Documents'. Underneath, there are two sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area features a blue button labeled 'Add Compliance Officer'. Below this is a 'Show 10 entries' control. A table displays the following data:

Name	Identification Number	Professional Body Type	License Number
CHEAH KIU HONG (LODGER)	711107075194	Nil	Nil

At the bottom of the table, there are two icons: a green pencil (edit) and a blue square with a white document icon (view). Below the table, it says 'Showing 1 to 1 of 1 entries'. At the very bottom, there are navigation buttons: 'Previous', '1' (active), and 'Next'.

16. Click the **Add Compliance Officer** button if you want to add new compliance officer.

17. Enter the Compliance Officer Form and Local Residential Address.

18. Click the **Save** button to save the details. Click the **Next** button to proceed to the Partner Details tab. Click the **Back** button to go to previous tab.

The screenshot shows two forms side-by-side. The left form is titled "Compliance Officer Form" and contains several dropdown menus for "Type" (set to "Individual"), "Citizenship", "Nationality", "Gender", and "Race". It also has input fields for "Identification Number", "Name as per Identification", "Email", and "Date of Birth". A search button is present next to the "Identification Number" field. The right form is titled "Local Residential Address" and contains input fields for "Address Line 1*", "Address Line 2", and "Address Line 3", along with "Postcode*", "City", and "State" dropdowns. A button labeled "AUTO-POPULATE FROM CITY" is located below the "State" dropdown.

19. Click the **Edit Record** button to edit the partner details. Click the **Delete Record** button to delete the partner.

The screenshot shows the "Partner Details" tab in a web application. At the top, there are navigation tabs: "Check Proposed Name", "LLP Details", "Business Code and Description", "Compliance Officer Details", "Partner Details" (selected), and "Supporting Documents". Below these are sub-tabs: "Summary" and "Fee and Declaration". A blue "Add Partner" button is visible. Below the button is a "Show 10 entries" dropdown. A table displays partner information:

Name	Identification No / Corporate Body No	Capital Contribution (MYR)
CHEAH KIU HONG	711107075194	0

At the bottom of the table, there are edit and delete icons. Below the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

20. Click the **Add Partner** button if you want to add new partner.

21. Enter the Partner Form. Tick the checkbox to confirm the information.

22. Click the **Save** button to save the details. Click the **Next** button to proceed to the Supporting Documents tab. Click the **Back** button to go to previous tab.

The screenshot shows a web form for entering partner details. At the top, there are three buttons: 'back' (blue), 'save' (green), and 'next' (blue). Below the buttons, there is a 'Show 10 entries' dropdown. The main form area has a table with columns for 'Name', 'Identification No / Corporate Body No', and 'Capital Contribution (MYR)'. Below the table, there is a 'Showing 1 to 1 of 1 entries' message and 'Previous 1 Next' navigation buttons. The form is divided into two main sections: 'Partner Form' and 'Local Residential Address'. The 'Partner Form' section includes fields for Type, Identification Type, Identification Number, Date of Birth, Name as per Identification, Email, Citizenship, Nationality, Gender, Race, Mobile no, and Capital Contribution (MYR). The 'Local Residential Address' section includes fields for Address Line 1, 2, and 3, Postcode, City, and State. There are also buttons for 'back', 'save', and 'next' at the top.

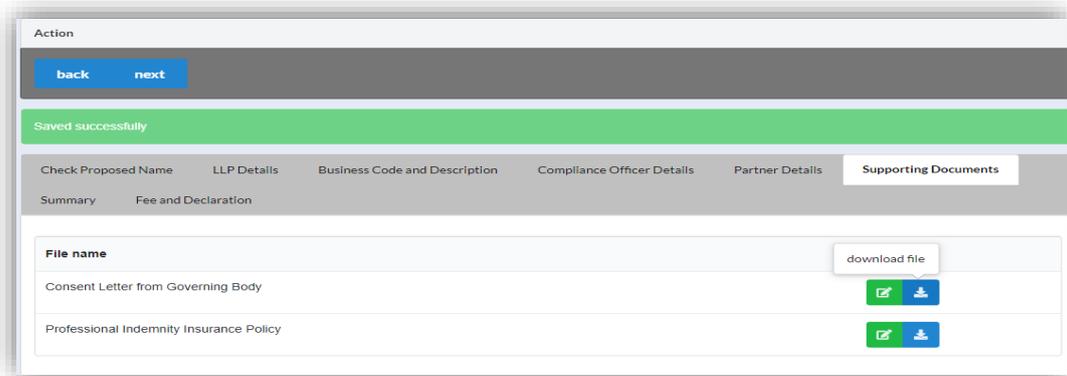
23. Click the **Edit Record** button to edit the supporting documents.

The screenshot shows the 'Supporting Documents' tab in a web application. The tab is active, and it shows a list of documents under the 'Fee and Declaration' section. The documents listed are 'Consent Letter from Governing Body' and 'Professional Indemnity Insurance Policy'. Each document has an 'edit record' button and a green edit icon.

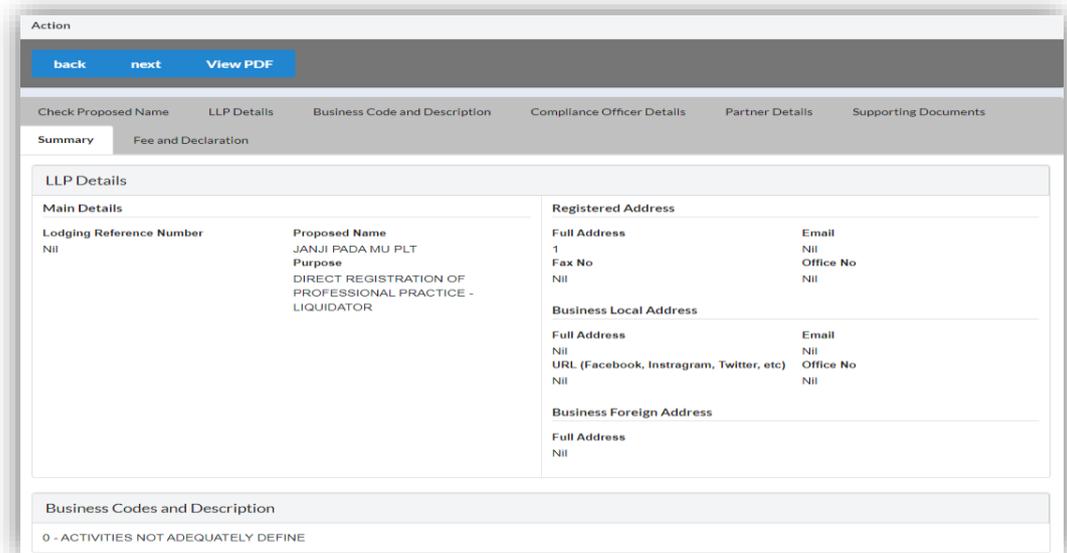
24. Click the **Select** button to select document from your computer. Click the **Upload** button to upload the document.

The screenshot shows the 'Supporting Document Form' section in a web application. It shows a list of documents under the 'Supporting Document Form' section. The documents listed are 'Consent Letter from Governing Body' and 'Professional Indemnity Insurance Policy'. Each document has a 'select' button and a green edit icon.

- After upload the documents, you may click **Download File** button to download the document.
- Click the **Next** button to proceed to the Summary tab. Click the **Back** button to back to Partner Details tab.



- Click the **View PDF** button to download the summary. Click the **Next** button to proceed to the Fee and Declaration tab. Click the **Back** button to go to tab.



- Tick the checkbox to confirm the information.

29. Click the **Submit** button to proceed to the payment page. Click the **Back** button to back to Summary tab.

Action

[back](#) [submit](#)

Check Proposed Name LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary **Fee and Declaration**

Declaration Form

Fee	
Type	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR
Amount	RM 500

ATTENTION: 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.

I confirm that the facts and information stated in this document are true.

30. Click the **Pay Online** button to proceed to the payment methods page. Click the **Cancel** button to cancel the payment.

Payment Details (RED0620210723000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR-JANJI PADA MU PLT)	1	500.00	0.00	500.00
	Total (RM):	500.00	0.00	500.00
			Total Amount (RM):	500.00

Name*

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

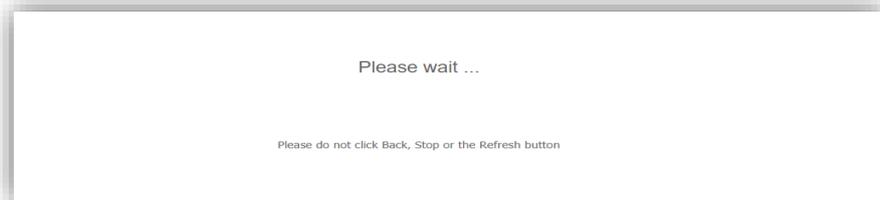
Address*

TEST ADDRESS
89809 BEAUFORT
X

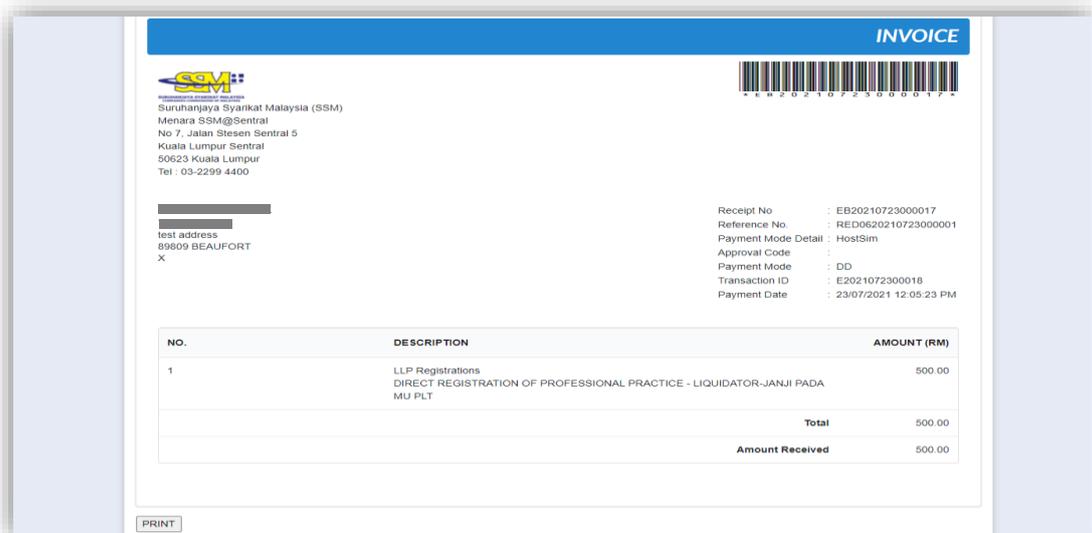
[PAY ONLINE](#) [CANCEL](#)

31. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

32. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.



33. Click the **Print** button to print the invoice.



3.4 Change of Name

3.4.1 Name Reservation

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Change of Name** menu, click on **Name Reservation**.



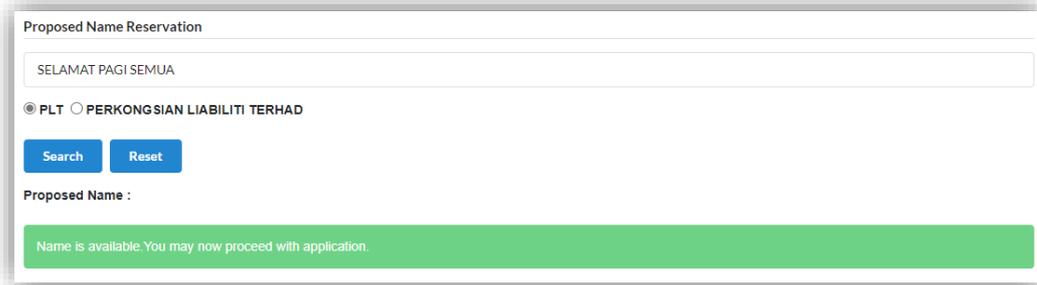
3. Enter the LLP number and click the **Search** button.

The screenshot shows the 'NAME RESERVATION OF CHANGE OF NAME' form. It has a section titled 'Search LLP For Change Name' with an input field labeled 'ENTER LLP NO' and a search icon. Below the input field is a table with two columns: 'LLP No' and 'LLP Name'. The table is currently empty.

4. Enter the proposed name and click the **Search** button.

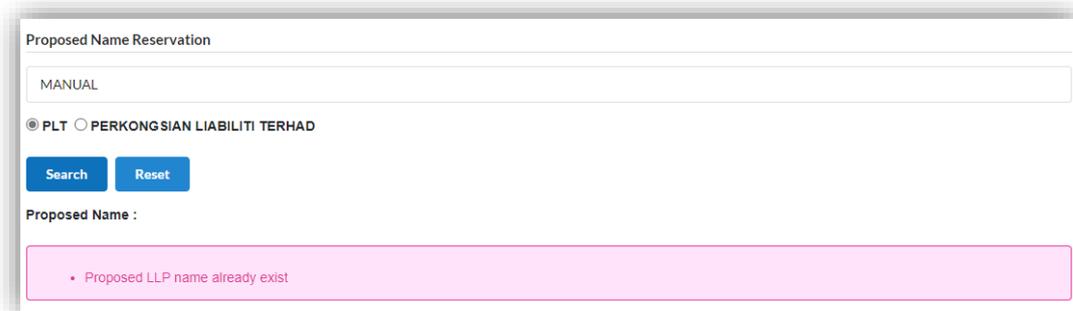
The screenshot shows the 'NAME RESERVATION OF CHANGE OF NAME' form. It has a section titled 'Search LLP For Change Name' with an input field labeled 'ENTER LLP NO' and a search icon. Below this is a table with two columns: 'LLP No' and 'LLP Name'. The table contains one row with values 'LGN' and 'PLT'. Below the table is a section titled 'Proposed Name Reservation' with an input field labeled 'ENTER PROPOSED NAME'. At the bottom, there are radio buttons for '© PLT' and '© PERKONGSIAN LIABILITI TERHAD', and two buttons: 'Search' and 'Reset'.

5. Then, you may click the **Search** button. If the proposed name is available, you may proceed with application.



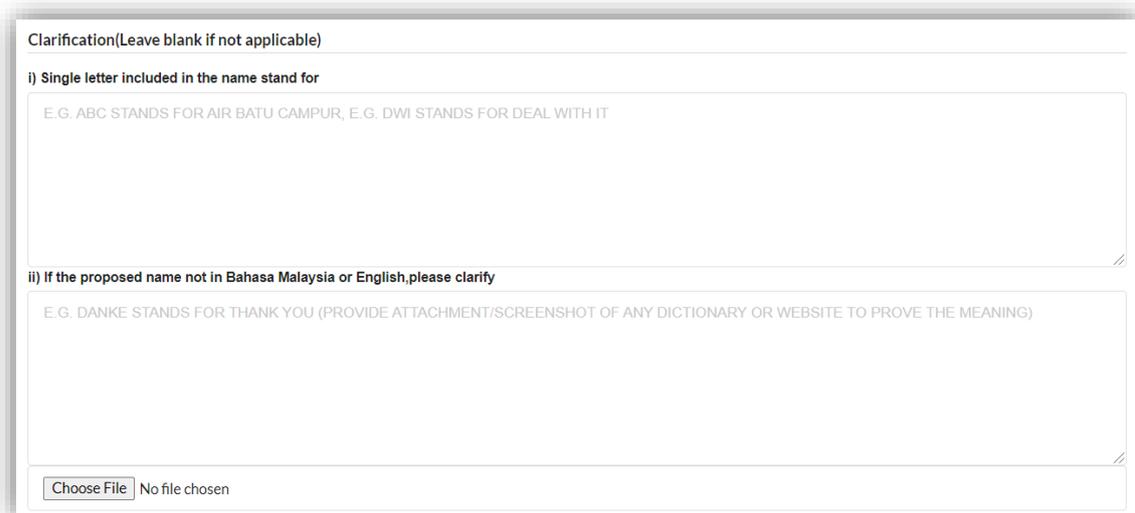
The screenshot shows a web form titled "Proposed Name Reservation". At the top, there is a text input field containing "SELAMAT PAGI SEMUA". Below this, there are two radio buttons: "PLT" (which is selected) and "PERKONGSIAN LIABILITI TERHAD". There are two blue buttons labeled "Search" and "Reset". Underneath, the text "Proposed Name :" is followed by a green banner that reads "Name is available. You may now proceed with application."

6. If the proposed name already exists, you may click the **Reset** button to re-enter the proposed name.



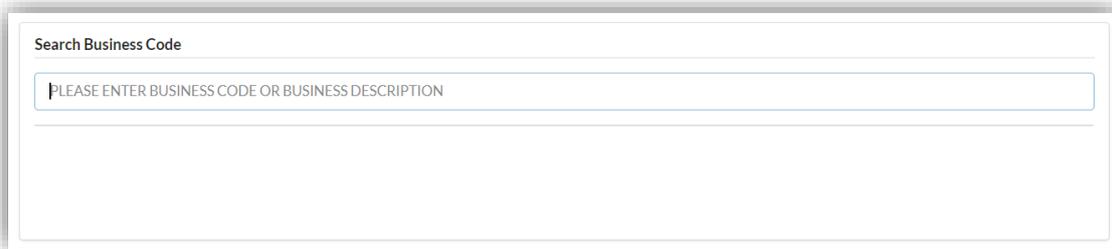
The screenshot shows the same "Proposed Name Reservation" form. The text input field now contains "MANUAL". The radio buttons and buttons remain the same. Below the "Proposed Name :" label, there is a pink banner with a red bullet point that reads "Proposed LLP name already exist".

7. After enter the proposed name, you may fill the Clarification.



The screenshot shows a form titled "Clarification(Leave blank if not applicable)". It contains two sections for providing clarification. The first section is labeled "i) Single letter included in the name stand for" and includes a text area with the example "E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT". The second section is labeled "ii) If the proposed name not in Bahasa Malaysia or English, please clarify" and includes a text area with the example "E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)". At the bottom, there is a file upload section with a "Choose File" button and the text "No file chosen".

8. Below the Clarification, you may search the business code or business description.



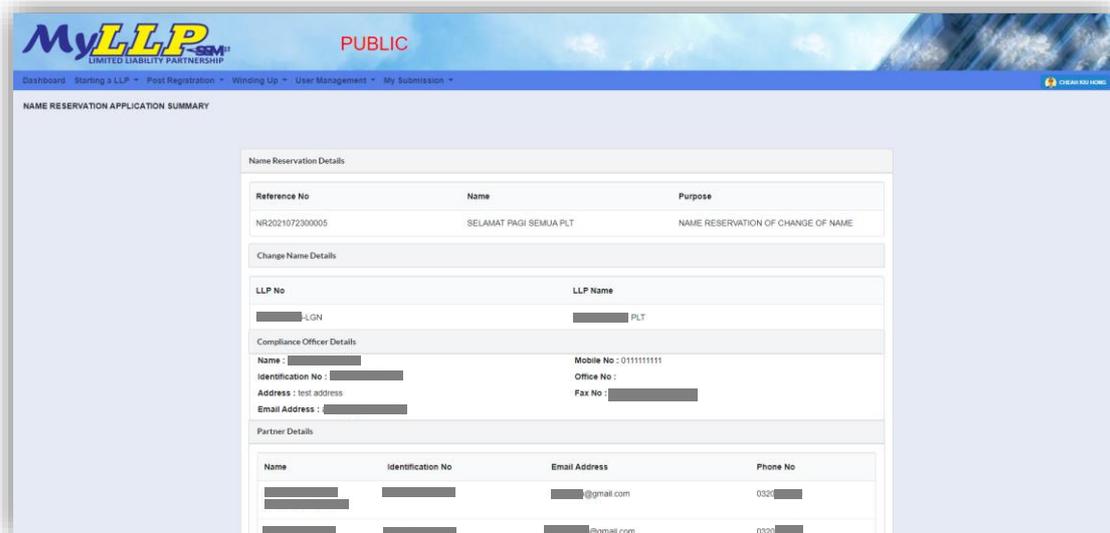
A screenshot of a web form titled "Search Business Code". It features a search input field with the placeholder text "PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION". Below the input field is a horizontal line, and the entire form is enclosed in a light gray border.

9. Tick agree checkbox and click the **Submit** button.



A screenshot of a web form section. At the top, there is a checkbox that is checked, followed by the text "I hereby agree to the all the information are true". Below this, there is a blue button with the text "Submit" in white.

10. You will be directed to the **Name Reservation Application Summary** page.



A screenshot of the "Name Reservation Application Summary" page on the MyLLP website. The page header includes the MyLLP logo and the word "PUBLIC". The main content area displays the following details:

Name Reservation Details		
Reference No	Name	Purpose
NR2021072300005	SELAMAT PAGI SEMUA PLT	NAME RESERVATION OF CHANGE OF NAME

Change Name Details

LLP No	LLP Name
██████████-LGN	██████████ PLT

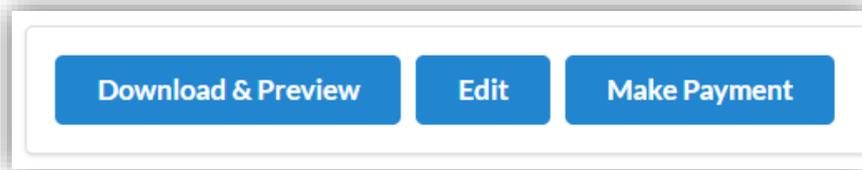
Compliance Officer Details

Name : ██████████	Mobile No : 0111111111
Identification No : ██████████	Office No :
Address : local address	Fax No : ██████████
Email Address : ██████████	

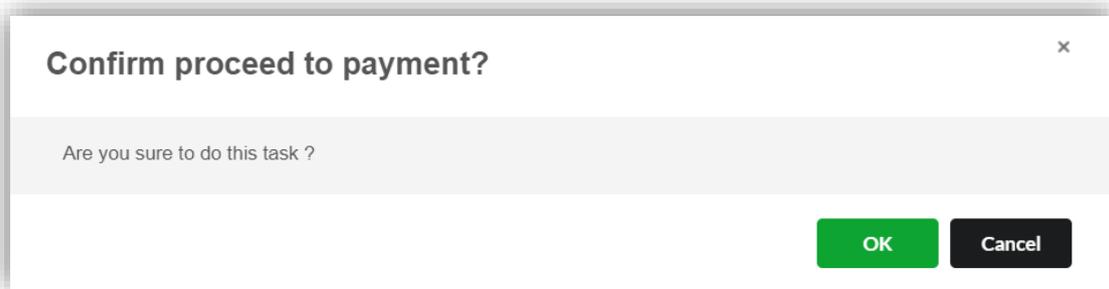
Partner Details

Name	Identification No	Email Address	Phone No
██████████	██████████	██████████@gmail.com	0320 ██████████
██████████	██████████	██████████@gmail.com	0320 ██████████

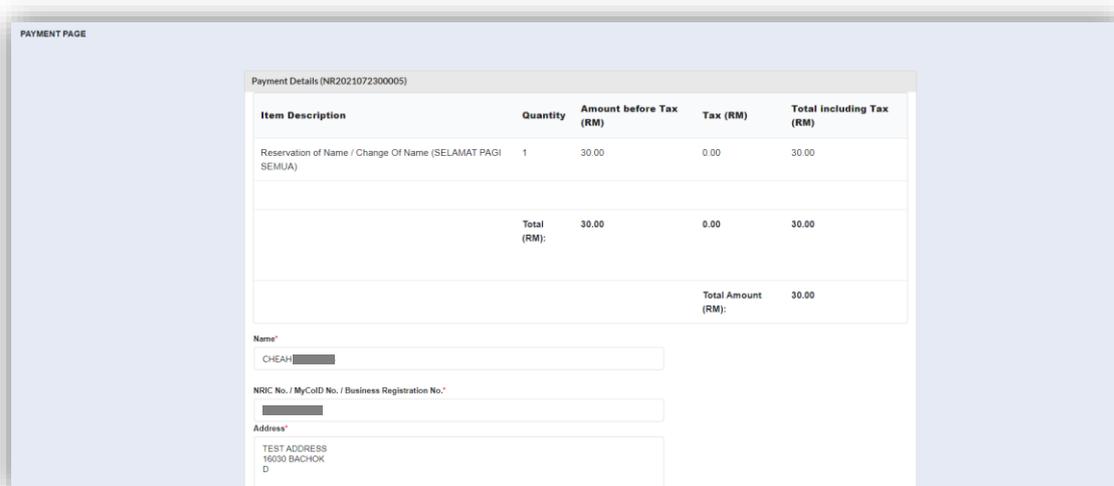
11. Click the **Download & Preview** button to download the application summary.
12. Click the **Edit** button to edit the application.
13. Click the **Make Payment** button to proceed to payment.



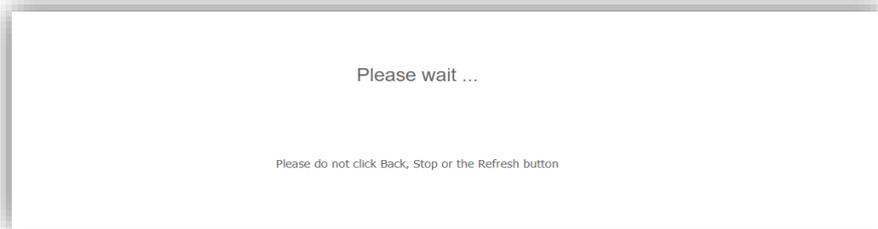
14. Click the **Okay** button to confirm proceed to the **Payment** page. Click the **Cancel** button to cancel the payment.



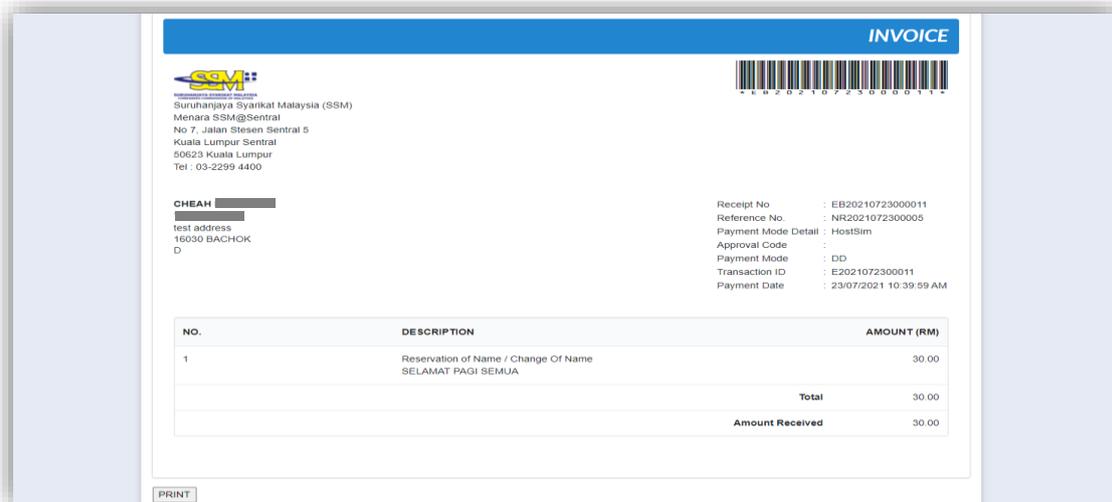
15. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.



16. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.
17. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.



18. Click the **Print** button to print the invoice.



3.4.2 Direct Change of Name

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Change of Name** menu, click on **Direct Change of Name**.



3. Enter the LLP number and click the **Search** button.

The screenshot shows the 'Main Details' section of the MyLLP dashboard. It features a form with the following elements:

- A dropdown arrow next to the text 'Main Details'.
- A label 'LLP Registration Number*' with a red asterisk.
- A text input field containing the placeholder text 'PLEASE INPUT EXISTING LLP REGISTRATION NUMBER'.
- A 'Search' button.

4. Enter the proposed name. You may choose PLT or Perkongsian Liabiliti Terhad.

The screenshot shows the 'Reference Number' section of the MyLLP dashboard. It features a form with the following elements:

- A label 'Reference Number'.
- The text 'Nil'.
- A label 'proposed name'.
- A text input field containing the placeholder text 'PLEASE INPUT PROPOSED NAME'.
- A 'check name' button.
- A label 'Suffix'.
- Two radio button options: PLT and Perkongsian Liabiliti Terhad.

- Then, you may click the **Check Name** button. If the proposed name is available, you may proceed with application.

- If the proposed name already exists, you need to re-enter the proposed name.

- Enter the date of resolution and key in the clarification.

- Upload the supporting documents. Click the **Choose File** button to select file from your computer. Click the **Add** button on the Action column to upload the file.

No.	Attachment Description	Action

9. Click the **Remove** button on the Action column to remove attached file.

10. Tick the checkbox to confirm the information.

Supporting Documents

CERTIFICATE OF CHANGE OF NAME FROM ORIGINAL/ANY SUPPORTING DOCUMENT

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

No.	Attachment Description	Action
1	attachment (3).pdf	<input type="button" value="Remove"/>

I confirm that the information stated in the documents has been kept at the registered office

11. Tick the checkbox to confirm the information.

12. Click the **Save** button and click the **Submit** button to proceed the **Payment** page.

save submit View PDF

Declaration & Disclaimer

Declare Person Name	Date of Declaration
CHEAH [REDACTED]	Nil
Declare Person Identification Number	
[REDACTED]	

ATTENTION: 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.

I confirm that the facts and information stated in this document are true.

13. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.

Payment Details (CN20210723000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Change of Name (DIRECT CHANGE OF NAME-HI YOU PLT)	1	100.00	0.00	100.00
		Total (RM):	0.00	100.00
			Total Amount (RM):	100.00

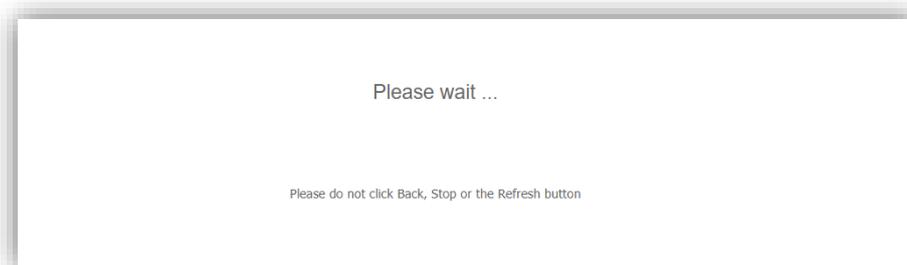
Name*
CHEAH [REDACTED]

NRIC No. / MyCoID No. / Business Registration No.*
[REDACTED]

Address*
TEST ADDRESS
16030 BACHOK
D

PAY ONLINE **CANCEL**

14. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.
15. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.



16. Click the **Print** button to print the invoice.



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

INVOICE

* 8 2 0 2 1 0 7 2 3 0 0 0 1 4 *

CHEAH [REDACTED]

test address
16030 BACHOK
D

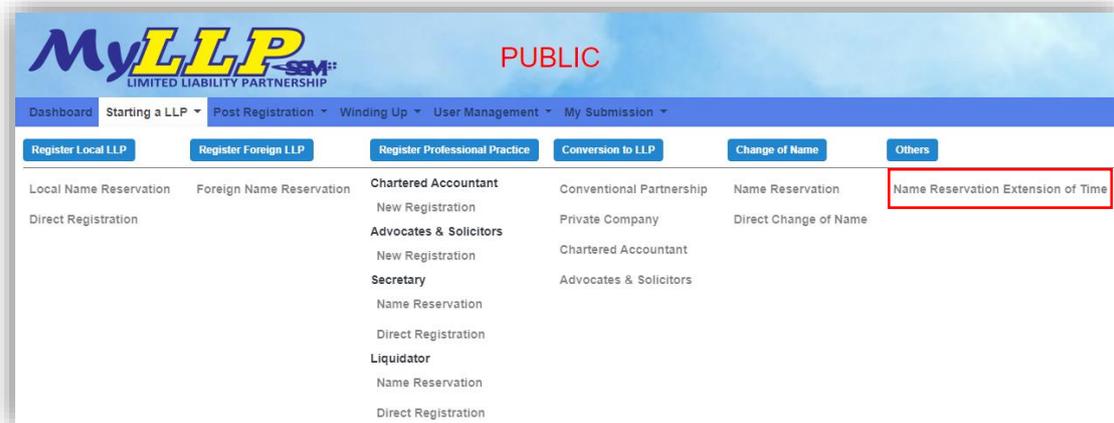
Receipt No : EB20210723000014
Reference No : CN20210723000001
Payment Mode Detail : HosSim
Approval Code :
Payment Mode : DD
Transaction ID : E20210723000014
Payment Date : 23/07/2021 11:16:09 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	Change of Name DIRECT CHANGE OF NAME-HI YOU PLT	100.00
Total		100.00
Amount Received		100.00

3.5 Others

3.5.1 Name Reservation Extension of Time

1. From dashboard of MyLLP, click on the **Starting a LLP** menu.
2. Below the **Others** menu, click on **Name Reservation Extension of Time**.



3. You will be directed to the **EOT Name Reservation** page. In the **EOT Name Reservation** page, you may click the **Extension of Name Reservation** button in Action column.

The screenshot shows a table with the following columns: Reference No, Reserve Name, Status, Application Date, Expired Date, and Action. The table contains three rows of data:

Reference No	Reserve Name	Status	Application Date	Expired Date	Action
SR201803	LINTEN	A	01/03/2018	01/03/2018	extension of name reservation
SR201910	PALOMA	A	01/10/2019	01/10/2019	
SR201702	INSIDE	A	02/02/2017	02/02/2017	

4. Select the **Extend for** dropdown option list to select the extended period. Every 30 days will be charged RM50.

The screenshot shows the 'LLP Information Detail' form. The form displays the following information:

- Reserve Name: LINTEN
- Propose Name: LINTEN PLT
- Status: Active
- Expiry Date: 01/03/2018
- Reservation Number: SR201803

Below this information, there is a 'Main detail' section with the following fields:

- Expired Date: 01/03/2018
- Extend for: A dropdown menu with options 0, 30, 60, 90, 120, and 150. The current selection is 0.
- New Due Date: A text input field.
- Charge: RM50 per every 30 days period
- Save button

5. New due date will show after you select the extended period.
6. Click the **Save** button to proceed.

Main detail

Expired Date ?

Extend for ▼ RM50 per every 30 days period

New Due Date

7. Click the **Okay** button to confirm the choice.

Confirm for this choice? ×

Are you sure to do this task ?

8. Click the **Submit & Payment** button to proceed the **Payment** page.

EOT Detail

Expired Date 01/03/2018

Extend for 60

New Due Date 30/04/2018

9. In the Payment page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.

Payment Details (EOT2021072200002)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
EXTENSION OF TIME (NAME RESERVATION - EXTENSION OF TIME)	1	100.00	0.00	100.00
Total (RM):		100.00	0.00	100.00
Total Amount (RM):			100.00	

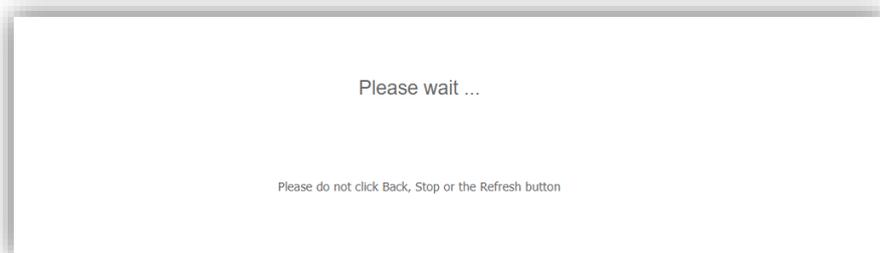
Name*

NRIC No. / MyCoD No. / Business Registration No.*

Address*
TEST ADDRESS
89809 BEAUFORT
X

10. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

11. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.



12. Click the **Print** button to print the invoice.



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Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

test address
89809 BEAUFORT
X

INVOICE



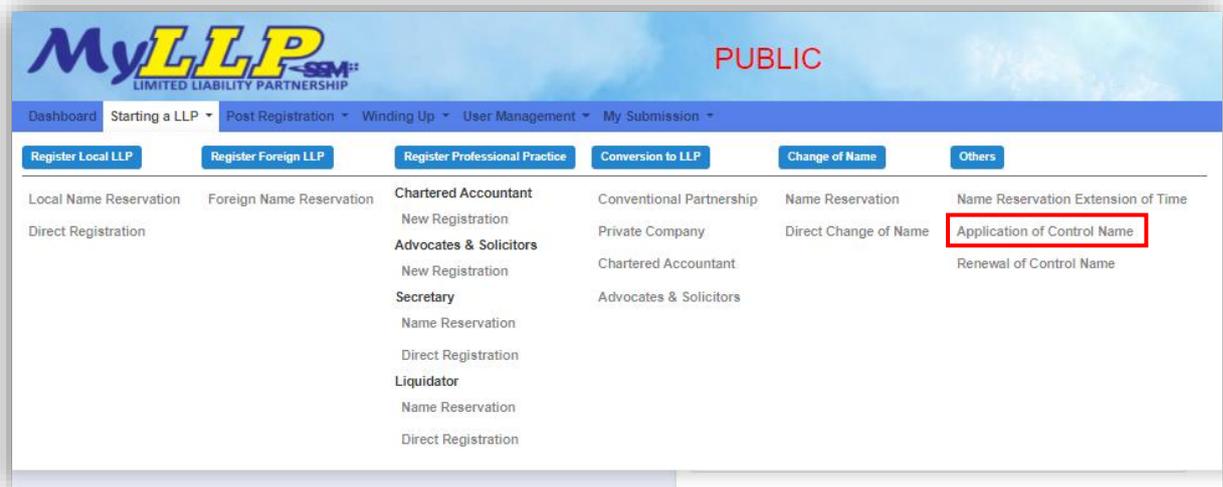
* E B 2 0 2 1 0 7 2 2 0 0 0 4 2 *

Receipt No : EB20210722000042
Reference No. : EOT2021072200002
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021072200043
Payment Date : 22/07/2021 10:25:23 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	EXTENSION OF TIME NAME RESERVATION - EXTENSION OF TIME	100.00
Total		100.00
Amount Received		100.00

3.5.2 Control Name Application

1. From the menu bar, hover over **Starting a LLP** and click **Application of Control Name** under *Others*.



2. Page will navigate to control name application page. User must fill in required field for Control Name Information.

The screenshot shows the 'CONTROL NAME APPLICATION' page. The form is divided into several sections:

- Applicant Details:** Name: LIM [redacted], Identification No: [redacted], Address: test address, Email Address: myllptest703@gmail.com, Mobile No: 0111111111, Office No: [redacted], Fax No: [redacted].
- Control Name Information:** Control Name* (highlighted with a red box) with a placeholder 'ENTER CONTROL NAME'.
- Applicant Name:** LIM [redacted].
- Applicant Address 2:** [redacted].
- Postcode:** 78000.
- State:** MELAKA.
- Applicant Address:** test address.
- Applicant Address 3:** [redacted].
- City:** ALOR GAJAH.
- Email:** myllptest703@gmail.com.
- Reason of Application*:** (highlighted with a red box) with a large text area for input.

3. User can upload supporting documents by clicking **Choose File** button. After User have chosen file to upload, click **Add** button to upload the file.

Attachment Description	File	Action
SUPPORTING DOCUMENTS	Choose File LDSSM22-R...1036 (1).PDF	Add

4. Supporting documents that have been uploaded will display in the list below. User can edit or remove by clicking to the respective buttons.

No.	Attachment Description	Action
1	SUPPORTING DOCUMENTS	Add, Download, Delete

5. Next, User have to enter trademark start and trademark end date in the respective field and tick the confirmation check box for information confirmation.

Trademark Start Date * 01-Jan-2022

Trademark End Date * 31-Dec-2022

I hereby agree to the all the information are true

6. Submit button will only display after the checkbox ticked. Click *submit* button to submit the application.

Trademark Start Date * 01-Jan-2022

Trademark End Date * 31-Dec-2022

I hereby agree to the all the information are true

Submit

Copyright © 2021 Suruhanjaya Syarikat Malaysia. All rights reserved. Best viewed using Chrome and Mozilla Firefox with the resolution of 1024 x 768. Version 0.0.1

- Page will navigate to control name application summary page for User to review information that have been filled. User can download and view PDF file of the submission by clicking **View PDF** button. To make payment, User have to click **Make Payment** button and the page will directed to payment summary page.

MyLLP PUBLIC
LIMITED LIABILITY PARTNERSHIP

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

CONTROL NAME APPLICATION SUMMARY

Applicant Details

Name : LIM [REDACTED] Mobile No : 0111111111
 Identification No : [REDACTED] Office No :
 Address : test address Fax No :
 Email Address : myllptest703@gmail.com

Control Name Information

Control Name:
PUTERI AMANAH

Applicant Name:
LIM [REDACTED] Applicant Address:
test address

Applicant Address 2: Applicant Address 3:
 Postcode: 78000 City:
ALOR GAJAH
 State: M Email:
myllptest703@gmail.com

Reason of Application:
UNTUK MEMOHON NAMA YANG DIKAWAL

Supporting Document

Show 10 entries Search:

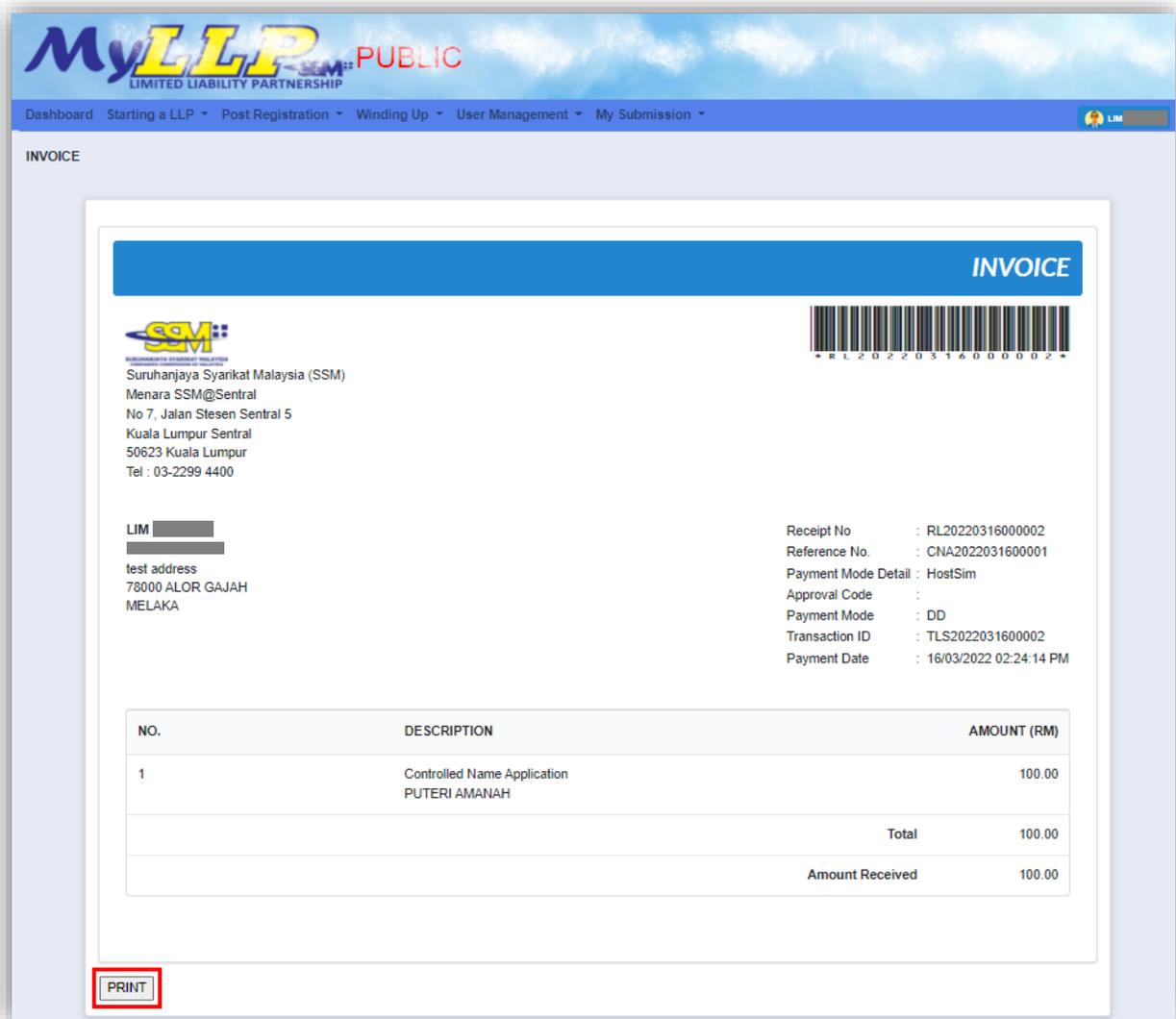
No. ↑	Attachment Description	Action ↑
1	SUPPORTING DOCUMENTS	

Showing 1 to 1 of 1 entries Previous 1 Next

Trademark Start Date: 01/01/2022 Trademark End Date: 01/01/2023

[View PDF](#) [Make Payment](#)

- Once payment has been made, page will be navigated to invoice page. User can print the invoice by clicking *Print* button.

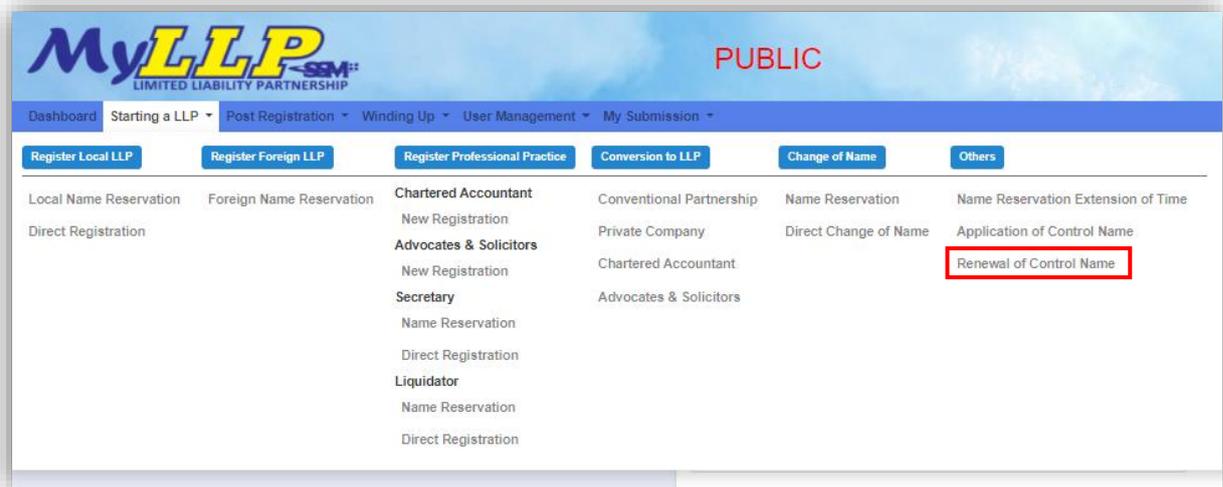


- Once submission has been submitted, submission will be processed by Officer. To view the status of the submission, User check under *My Submission Application* in the menu bar.

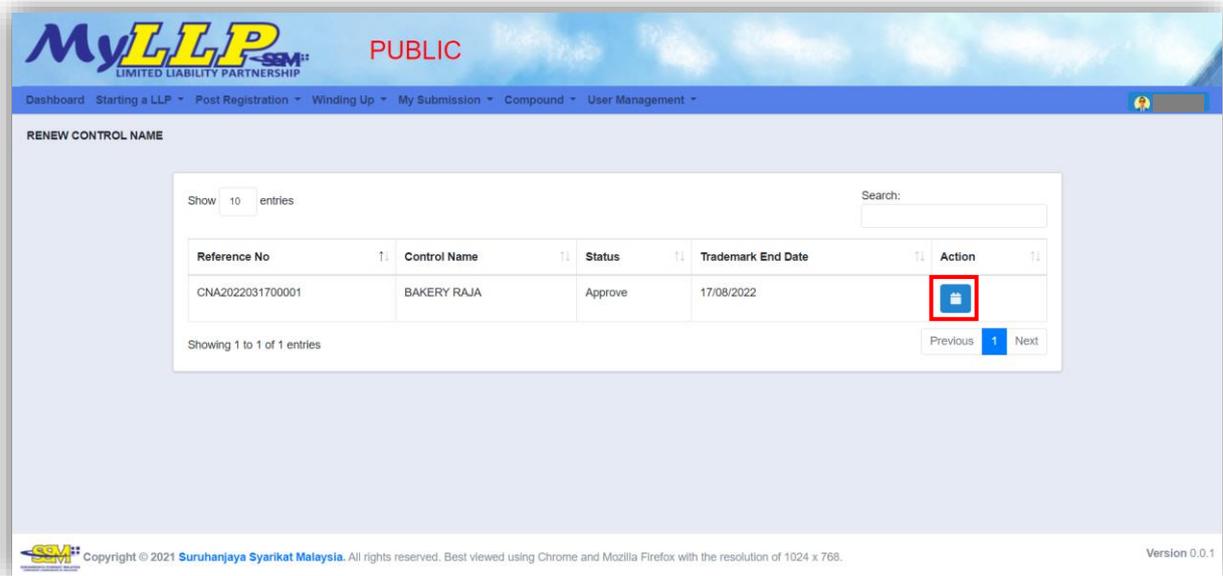


3.5.3 Renewal of Control Name

1. From the menu bar, hover over **Starting a LLP** and click **Renewal of Control Name** under *Others*.



2. Page will navigate to listing of control name. To make a submission for renewal of control name, User have to click the action button. Renewal of control name can only be made within 12 months before trademark end date.



- Control name application page will be display and User can review the details of the application. By clicking *Add* button, user can choose file to upload as a supporting document for this submission. Previous uploaded supporting documents can be review in the list below.

CONTROL NAME APPLICATION

Applicant Details

Name : FATIN [REDACTED] Mobile No : 01234567
 Identification No : [REDACTED] Office No :
 Address : ssdas Test tsting Fax No :
 Email Address : [REDACTED]@yahoo.com

Control Name Information

Control Name *
 BAKERY RAJA

Applicant Name: FATIN [REDACTED] Applicant Address: ssdas
 Applicant Address 2: Test tsting Applicant Address 3:
 Postcode: 50000 City: KUALA LUMPUR
 State: Email: [REDACTED]@yahoo.com

Reason of Application *
 PENGGUNAAN NAMA RAJA

Supporting Document

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

Show entries Search:

No. ↑↓	Attachment Description	Action ↑↓
1	SUPPORTING DOCUMENTS	<input type="button" value="Download"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

Trademark Start Date * Trademark End Date *

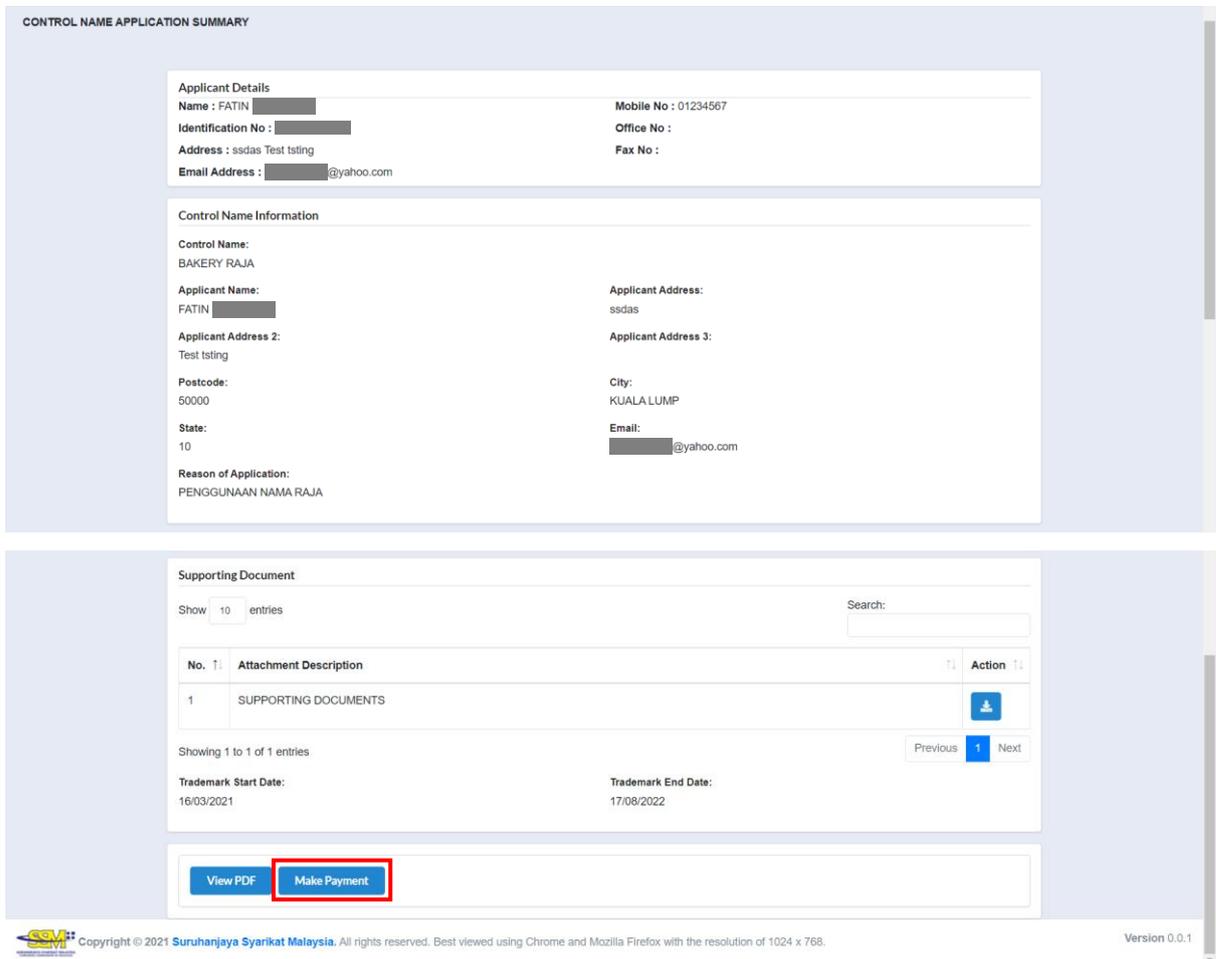
I hereby agree to the all the information are true

Tick the checkbox once satisfied with the submission and button to submit renew will appear. Click submit button to proceed.

4. Click OK to confirm with the submission.



5. Summary of the application will display. Click *Make Payment* button to proceed with payments.



- Page will navigate to payment page. Click **Pay Online** to make payment.

PAYMENT PAGE

Payment Details (CNA2022032500002)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Controlled Name Application (BAKERY RAJA)	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*

- Invoice will display once payment has been made. User can click **Print** button to print or save the invoice.

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* R L 2 0 2 2 0 3 2 5 0 0 0 0 4 *

FATIN <input type="text"/> <input type="text"/> ssdas Test tsting 50000 KUALA LUMPUR 10	Receipt No : RL20220325000004 Reference No. : CNA20220325000002 Payment Mode Detail : HostSim Approval Code : Payment Mode : DD Transaction ID : TLD20220325000004 Payment Date : 25/03/2022 05:25:48 PM
--	--

NO.	DESCRIPTION	AMOUNT (RM)
1	Controlled Name Application BAKERY RAJA	100.00
Total		100.00
Amount Received		100.00

3.6 Appeal

1. From dashboard of MyLLP, click on the **My Submission**.
2. Below the **My Submission Application**, click on **List of Submission**.



3. Select application with the status **REJECT**.
4. Click the **Appeal** button.

The screenshot shows the 'MY SUBMISSION APPLICATION' page. At the top, there are three tabs: 'DRAFT(4)', 'PENDING(20)', and 'COMPLETED(206)'. Below the tabs is a table with the following columns: 'Ref. No', 'Entity No', 'Entity Name', 'Type of Application', 'Status', 'Fee', 'Update Date & Time', 'Expiry Date', and 'Action'. The table contains three rows of data. The first row has a status of 'Reject' and an 'appeal' button. The second row has a status of 'Approve'. The third row has a status of 'Approve'.

Ref. No	Entity No	Entity Name	Type of Application	Status	Fee	Update Date & Time	Expiry Date	Action
NR2021072100015	NIL	MANJIAL PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Reject	30.00	23/07/2021 09:52 AM	-	appeal
NR2021072300001	NIL	SELAMATPAGI PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Approve	30.00	23/07/2021 09:40 AM	23/08/2021 09:40 AM	
REG0520210618000002	202105001891 (LLP0028521-	TEST FOREIGN 1706	REGISTRATION OF FOREIGN LLP	Approve	RM500	18/06/2021 04:58 PM	NIL	

5. Submit appeal with respective attachment and justification.
6. Tick the checkbox and click the **Preview & Pay** button.

The screenshot shows the 'Appeal Explanation & Supporting Document' form. It has three main sections: 'Explanation', 'Supporting Document', and 'Statutory Declaration'. Each section has a text area for providing details and a 'Choose File' button for uploading documents. Below the 'Supporting Document' and 'Statutory Declaration' sections, there are 'Reupload Supporting Document' and 'Reupload Statutory Document' buttons respectively. At the bottom of the form, there is a checkbox for confirming the accuracy of the information and a 'Preview & Pay' button.

7. You will be directed to the **Listing Name Reservation Approval** page. Click the **Pay** button to proceed the payment.

The screenshot displays a web interface for 'Summary Appeal Details'. It features three main sections: a table for appeal details, a supporting document list, and compliance officer information.

Reference No	Name	Purpose
NR2021072100015	MANUAL PLT	NAME RESERVATION OF LOCAL LLP

Description	Attachment
Appeal Explanation ABC	N/A
i) SUPPORTING DOCUMENT ABC	
ii) Statutory Declaration ABC	

Compliance Officer Details
Name : CHEAH [REDACTED] Mobile No : 0111111111
Identification No : [REDACTED] Office No :
Address : test address Fax No : [REDACTED]
Email Address : [REDACTED]

[Pay](#)

8. Click the **Okay** button to confirm proceed to the **Payment** page. Click the **Cancel** button to cancel the payment.

The dialog box is titled 'Confirm proceed to payment?' and contains the question 'Are you sure to do this task ?'. It has a close button (X) in the top right corner and two buttons at the bottom: a green 'OK' button and a black 'Cancel' button.

9. In the **Payment** page, click the **Pay Online** button to proceed the payment. Click the **Cancel** button to cancel the payment.

Payment Details (AP2021072300001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Application for Appeal - Name Reservation (MANUAL)	1	100.00	0.00	100.00
Total (RM):		100.00	0.00	100.00
Total Amount (RM):			100.00	

Name*
CHEAH [REDACTED]

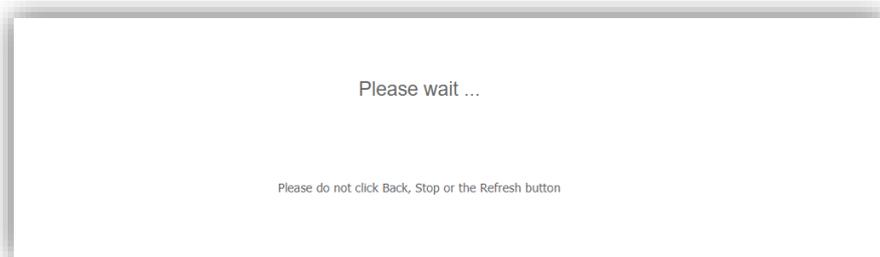
NRIC No. / MyCoID No. / Business Registration No.*
[REDACTED]

Address*
TEST ADDRESS
16030 BACHOK
D

[PAY ONLINE](#) [CANCEL](#)

10. For the payment methods, you may choose credit or debit card, or other payment methods. Enter the credit or debit card details such as cardholder name, card number, card types, expiration date and ccv. Then, click the **Submit Payment** button. User need to complete the payment within time limit given.

11. Please wait and do not click Back, Stop or the Refresh button. Once the payment has been made, invoice will display for User to print or save.



12. Click the **Print** button to print the invoice.



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50623 Kuala Lumpur
Tel : 03-2299 4400

CHEAH [REDACTED]
[REDACTED]
test address
16030 BACHOK
D

INVOICE



4 8 2 0 2 1 0 7 2 3 0 0 0 0 8

Receipt No : EB20210723000008
Reference No. : AP2021072300001
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021072300008
Payment Date : 23/07/2021 10:02:32 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	Application for Appeal - Name Reservation MANUAL	100.00
Total		100.00
Amount Received		100.00