



# MyLLP User Registration Manual for Existing and New User

# 1 Table of Contents

<b>WELCOME</b> .....	3
<b>About MyLLP</b> .....	3
<b>MYLLP USER REGISTRATION</b> .....	4
<b>1.1 New User Guide to access MyLLP portal</b> .....	4
<b>1.2 Existing User guide to Access MyLLP portal</b> .....	9
<b>1.3 Guide to Register as Verified Professional User</b> .....	13
<b>1.4 Guide to Change SSM4U Password</b> .....	19



# WELCOME

Welcome to the MyLLP User Manual for Public User Registration. This Manual is designed to assist the public users navigate through system and make use of all the functions available. This Manual will give step-by-step instruction on using the “User Registration”.

## 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/>.

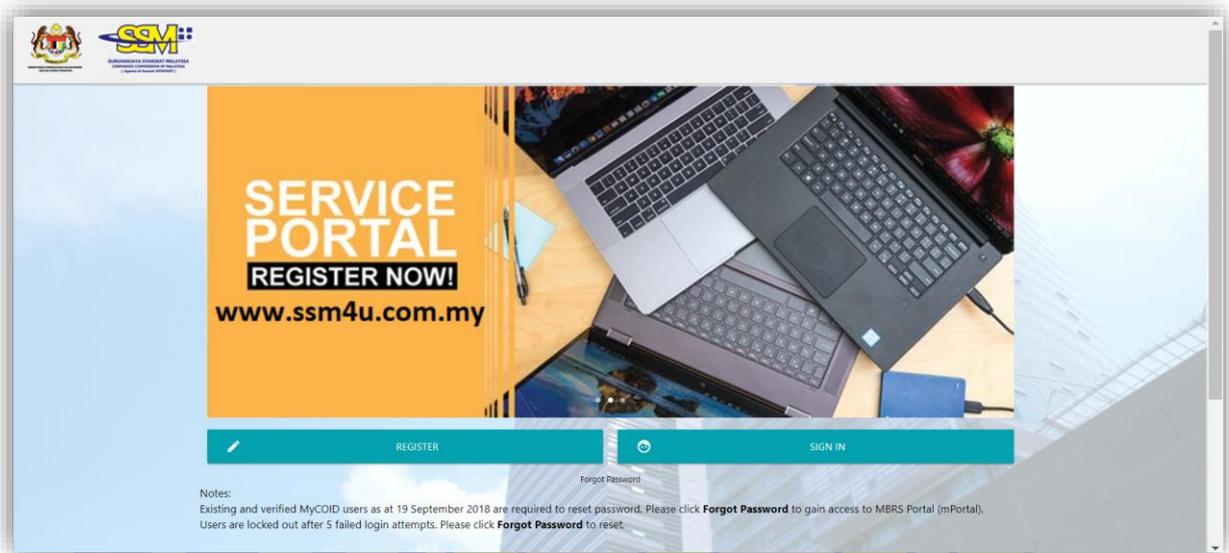
The services offered under the MyLLP system include:

- 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

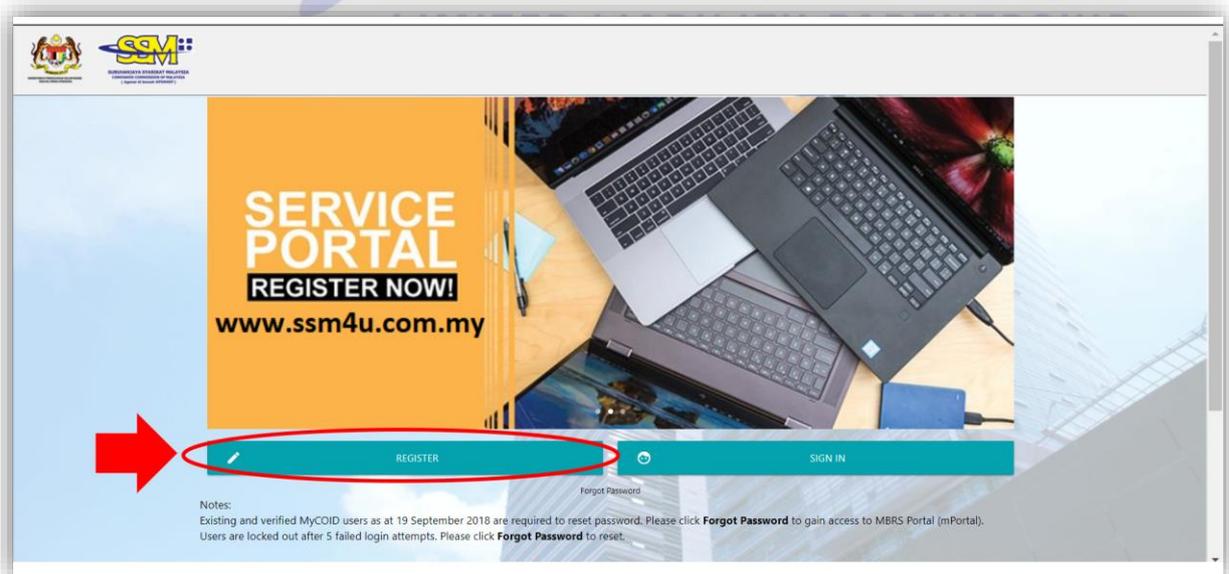
# MYLLP USER REGISTRATION

## 1.1 New User Guide to access MyLLP portal

1. Visit SSM4U portal (<https://www.ssm4u.com.my>)



2. Click on "Register" tab.



3. **New User Registration** appears as below image. Fill-up the required details and click "Continue" to complete the registration.

The screenshot shows the 'New User Registration' form with the following fields and options:

- Title:** - Please Select -
- Full Name:** Full name according to your identification type
- Nationality:** - Please Select -
- Identification Type:** MYKAD
- NRIC / PR Number / Passport:** Valid IC number must only contain number. Eg: 871027114335
- Gender:**  MALE  FEMALE
- Race:** - Please Select -
- Birthdate:** [Text input field]
- Email:** [Text input field]
- Confirm Email:** [Text input field]

A blue 'CONTINUE' button is located at the bottom right of the form.



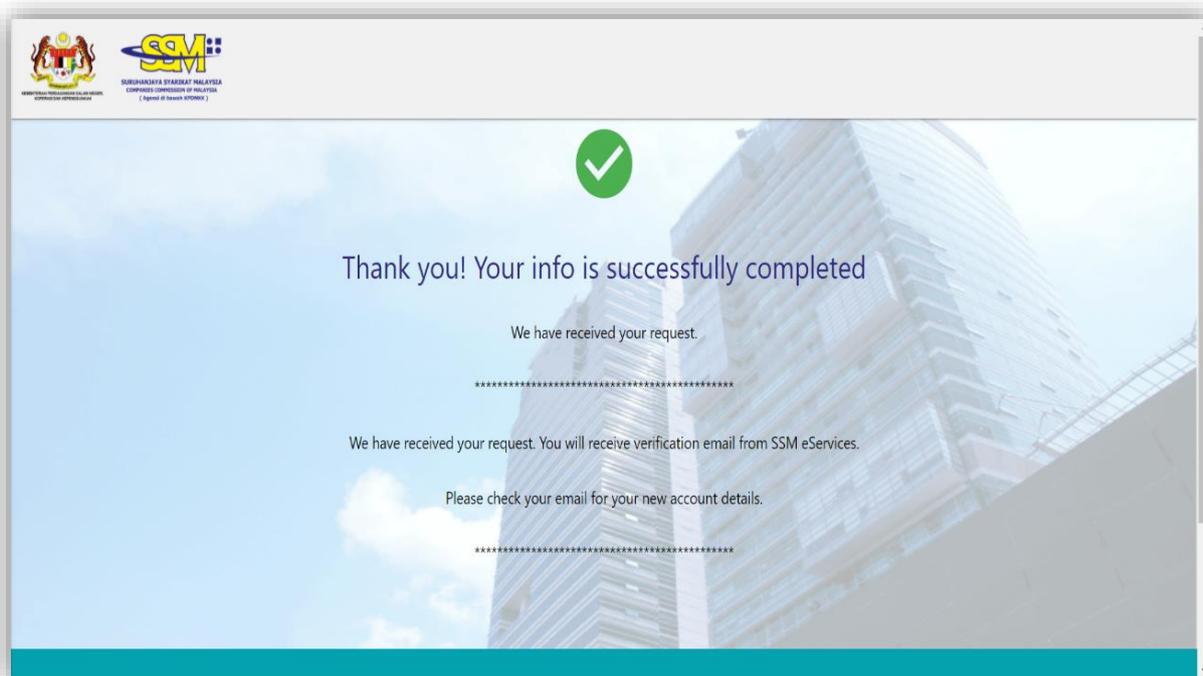
**Field indicated with '\*' are mandatory fields.**

4. Insert captcha, tick (✓) to agree on T & C Agreement and click "Register" to complete the process.

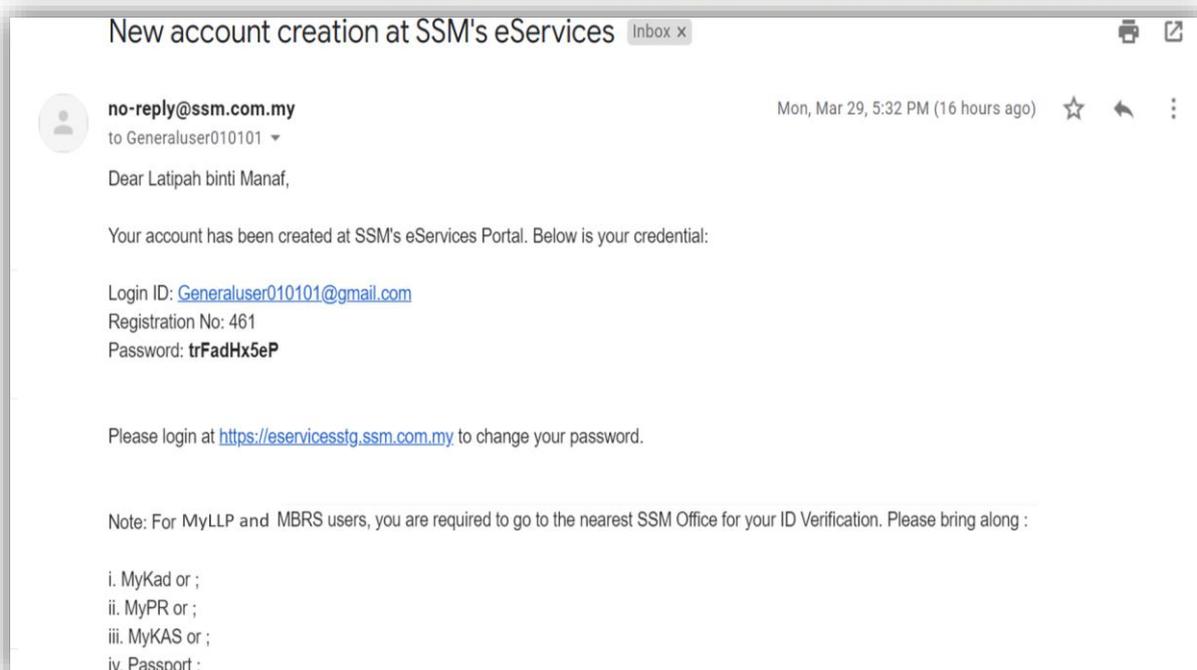
The screenshot shows the 'New User Registration' form at the final step with the following fields and options:

- Captcha:** 28371
- TICK HERE TO ACCEPT OUR T&C AGREEMENT:**
- REGISTER:** A red arrow points to this button, which is circled in red.
- RESET:** A button located to the left of the REGISTER button.

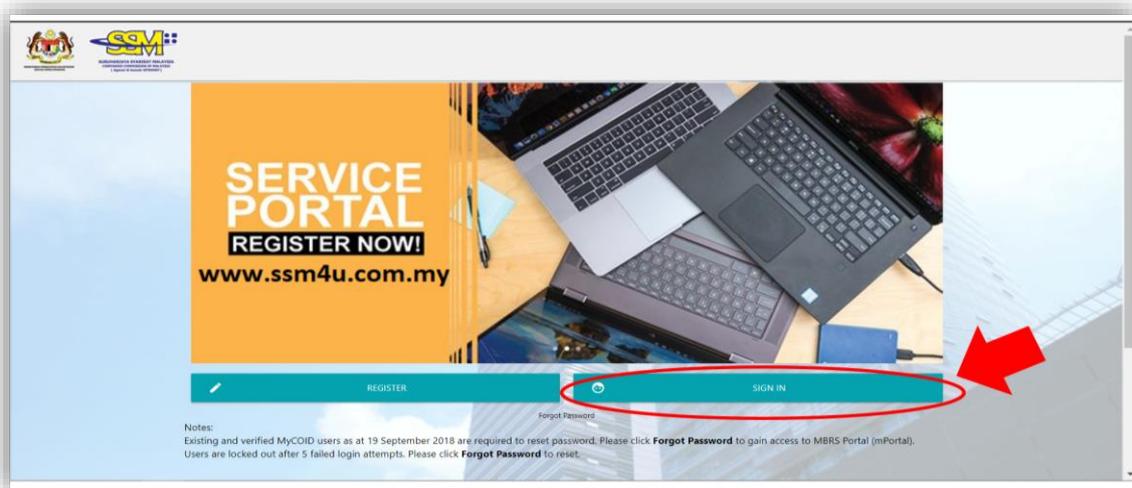
5. As the registration is submitted, a success screen appears as below.



6. Followed by an email notification to the registered email address consisting login ID, password, and instructions for new MyLLP users to activate their account via ID verification at the nearest SSM office.



7. Upon completion of ID verification, user can now visit SSM4U portal and click on "Sign in"



8. Enter the verified email address and password as stated in the email and click "Sign In".



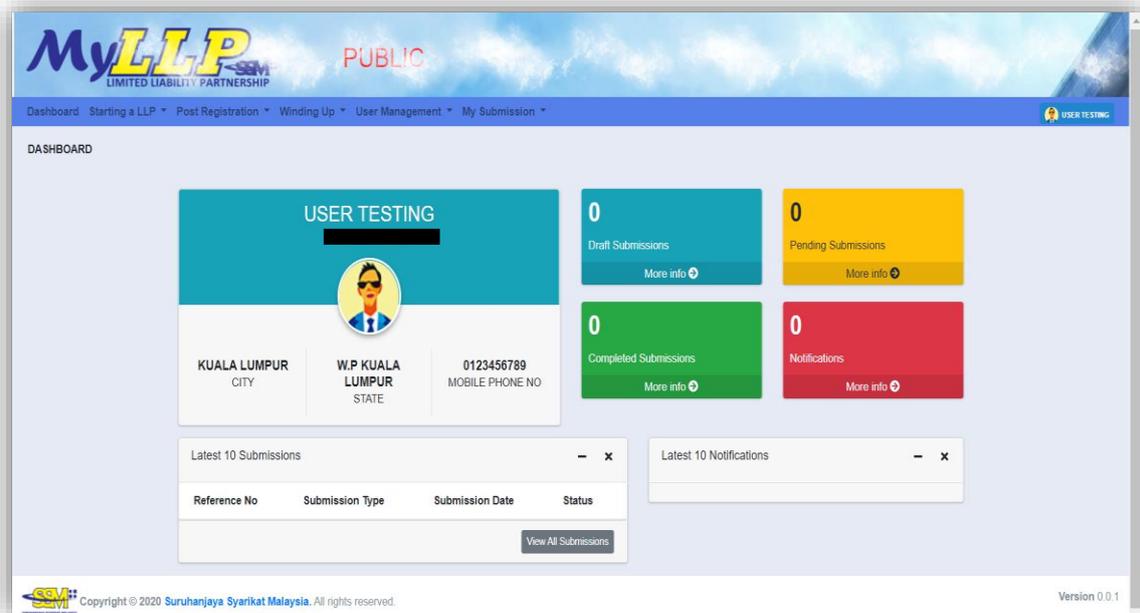
9. User will be directed to SSM4U main page as below.



10. Click on **MyLLP** icon to access to MyLLP portal.



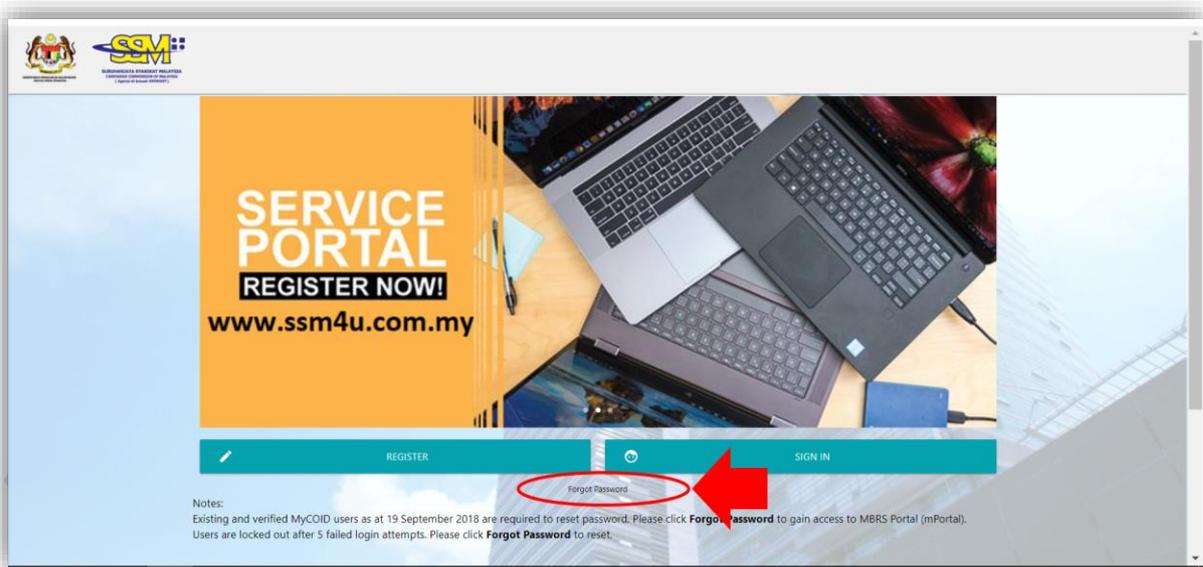
11. MyLLP portal dashboard appears as below.



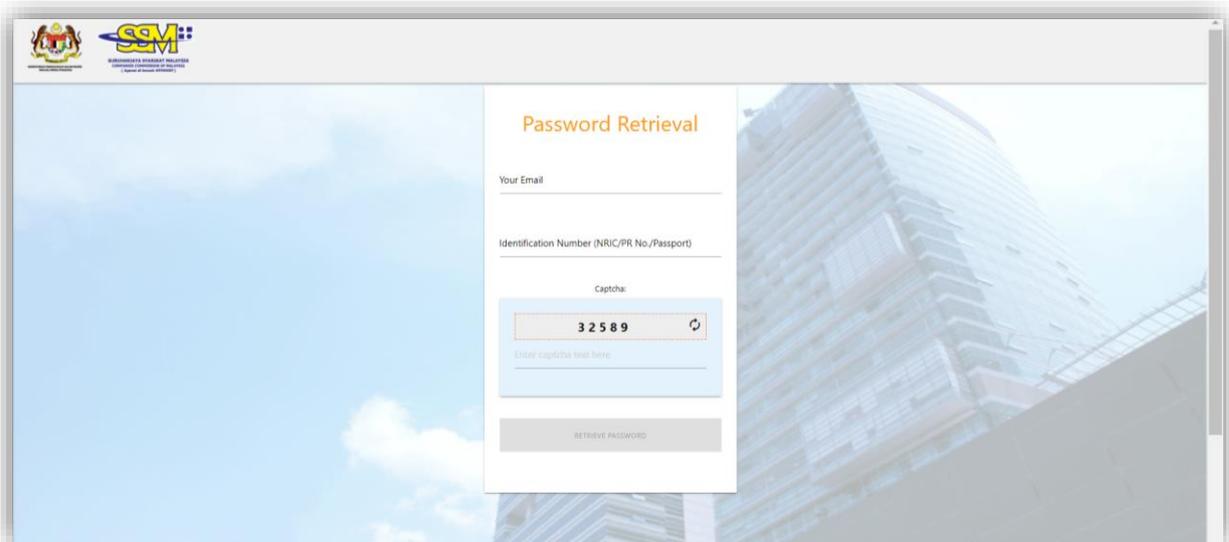
***❗ If the user does not perform ID verification, user can only access basic services in SSM4U portal. To access to MyLLP portal, users are required to perform ID verification at the nearest SSM office.***

## 1.2 Existing User guide to Access MyLLP portal

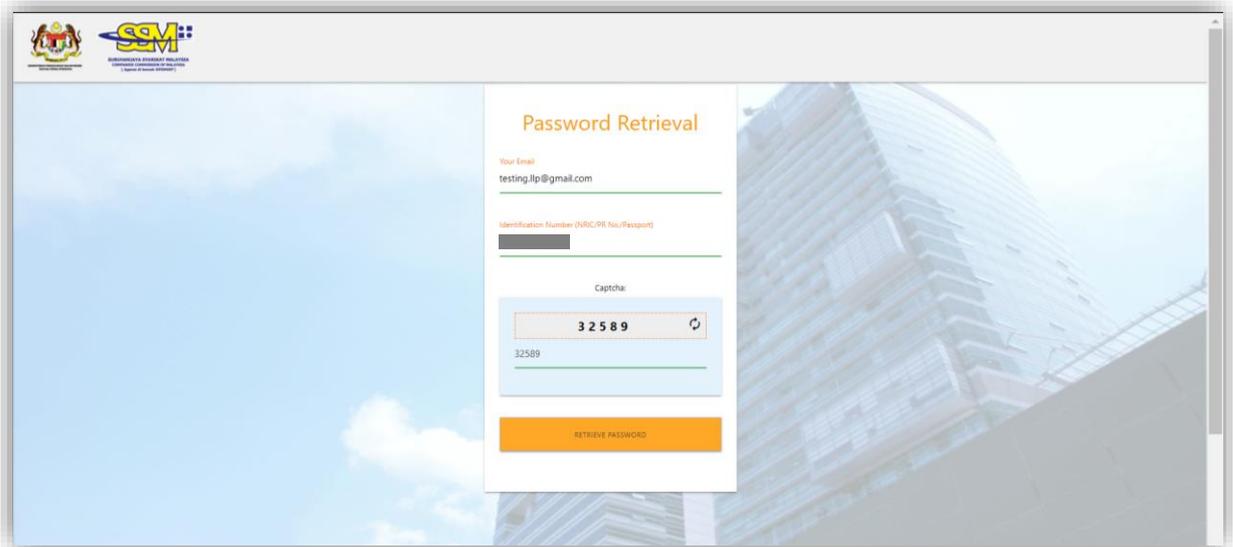
1. Visit SSM4U portal (<https://www.ssm4u.com.my>).
2. Click on “Forgot password” as below image.



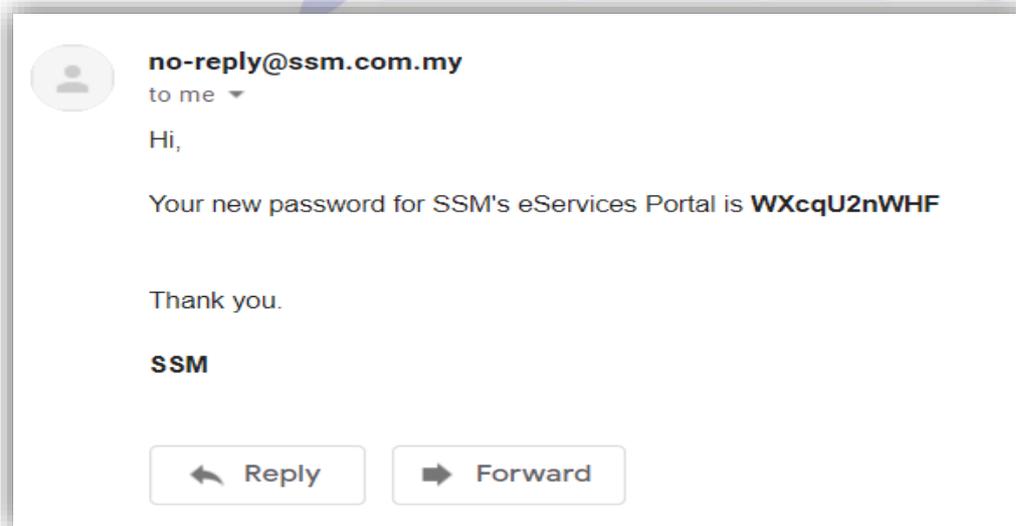
3. Password Retrieval screen appears as below image.



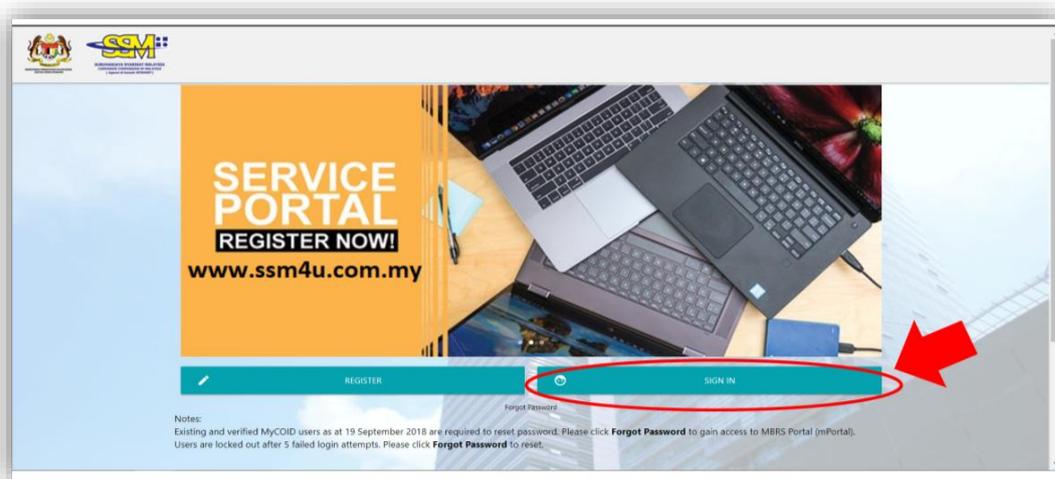
4. Enter the email address that has been registered previously in MyLLP system and identification number / permanent resident number / passport number, insert captcha and click retrieve password.



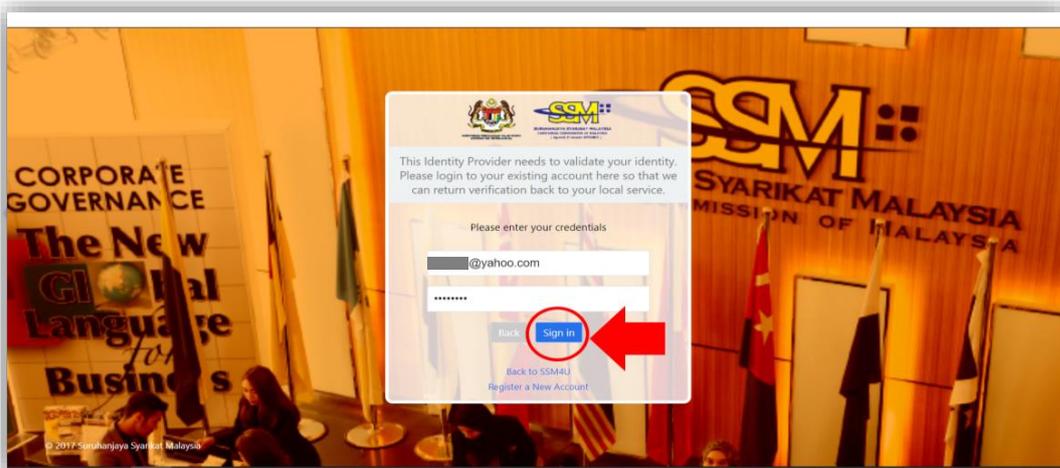
5. User will then receive an email reset password as below.



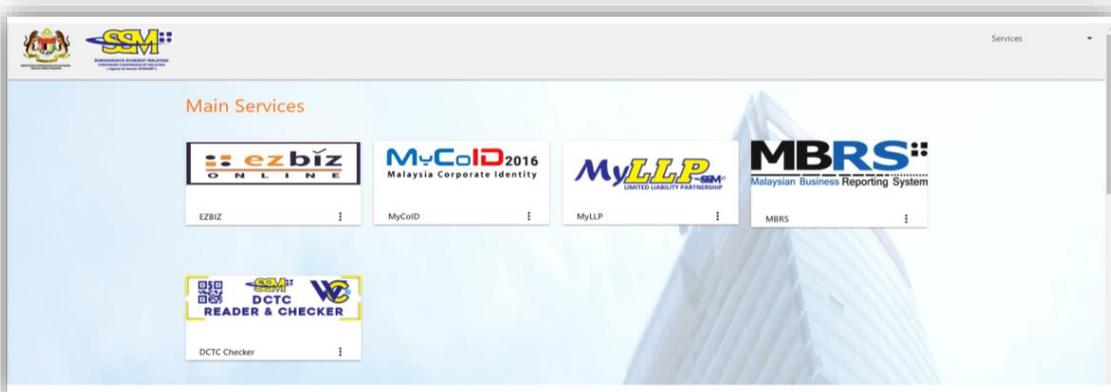
6. Carry on to visit SSM4U portal and click "Sign in".



8. Enter the verified email address and password as stated in the email and click "Sign In".



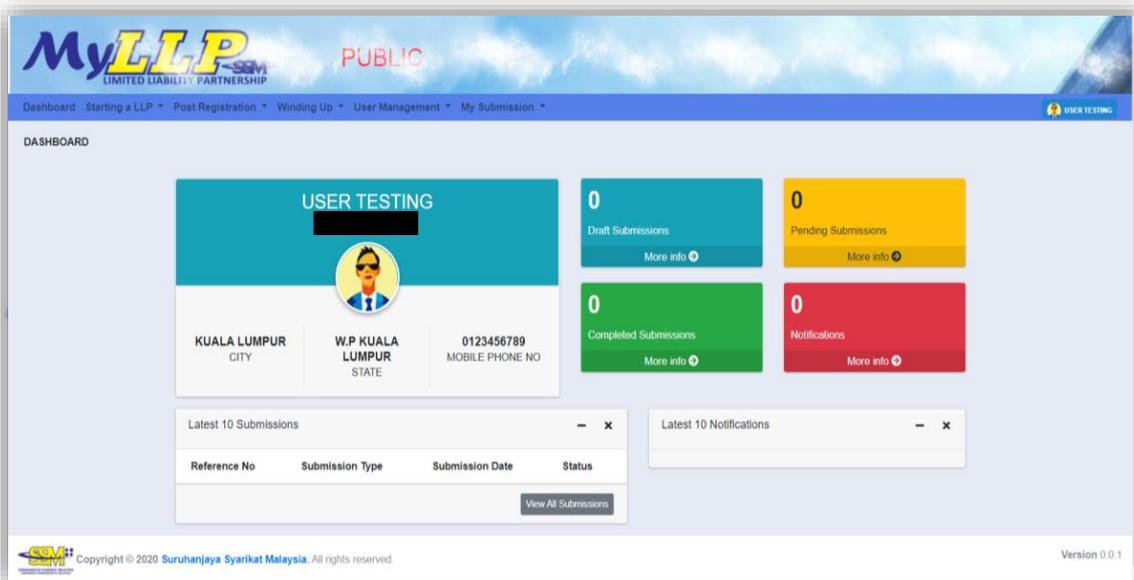
9. User will be directed to SSM4U main page as below.



10. Click on **MyLLP** icon to access to MyLLP portal.



11. MyLLP portal dashboard appears as below.

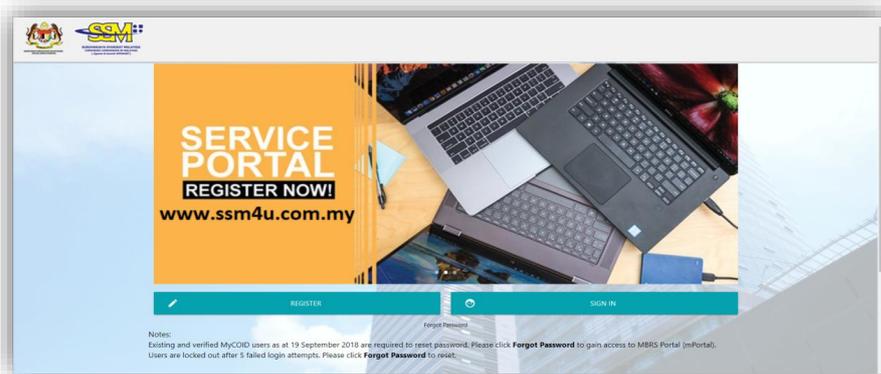


***?*** ***If the user does not perform ID verification, user can only access basic services in SSM4U portal. To access to MyLLP portal, users are required to perform ID verification at the nearest SSM office.***

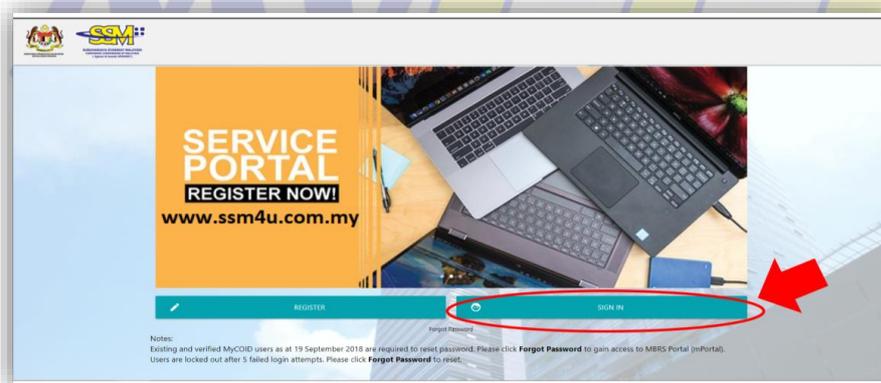
### 1.3 Guide to Register as Verified Professional User

**1** The role of Verified Professional User will be performed on MyLLP portal itself. Therefore, to be a Verified Professional User, user must perform ID verification at the nearest SSM office and user must be able to access SSM4U and MyLLP portal.

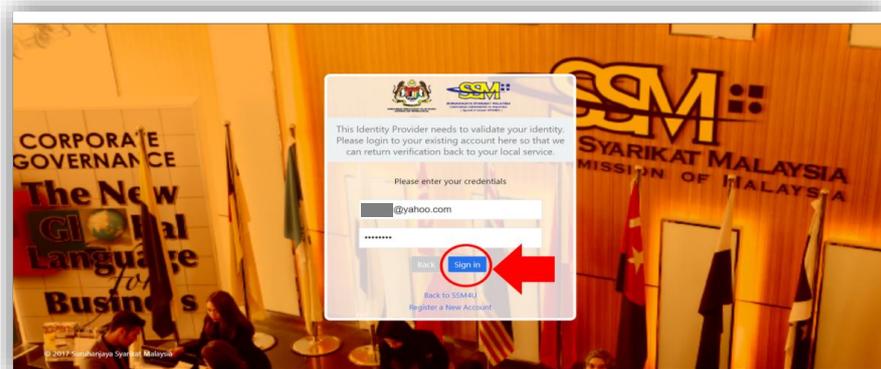
1. Visit SSM4U portal (<https://www.ssm4u.com.my>)



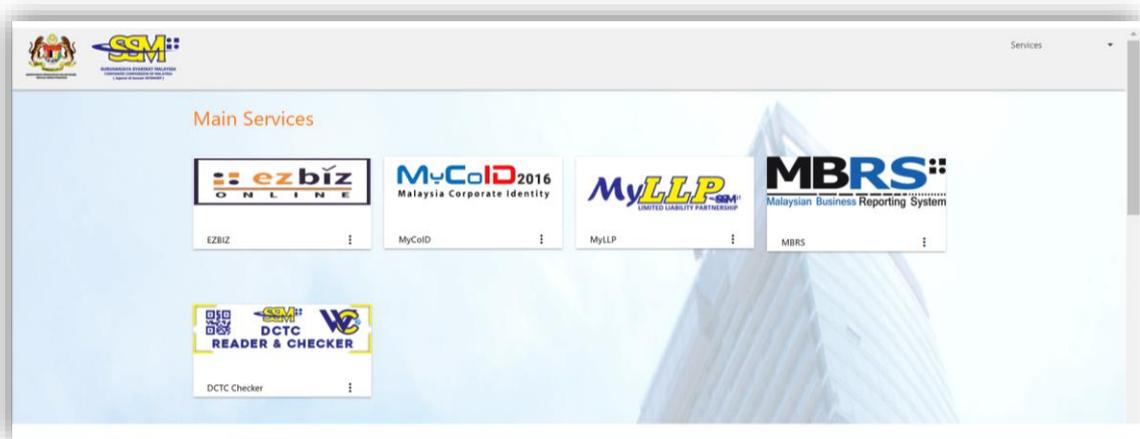
2. Click "Sign in"



3. Enter email address & password and click "Sign In".



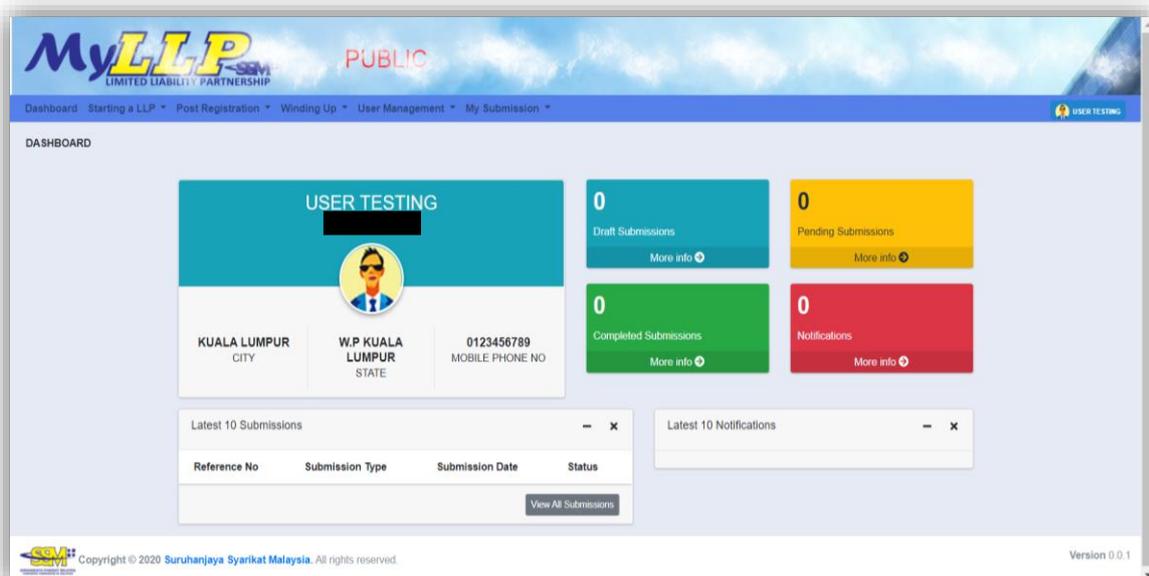
4. User will be directed to SSM4U main page as below.



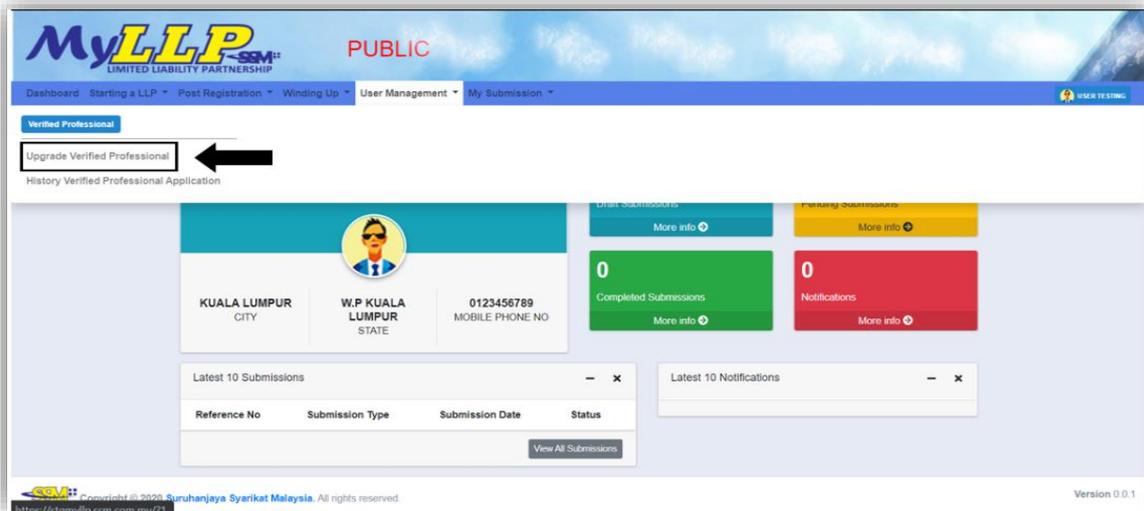
5. Click on MyLLP icon to access to MyLLP portal.



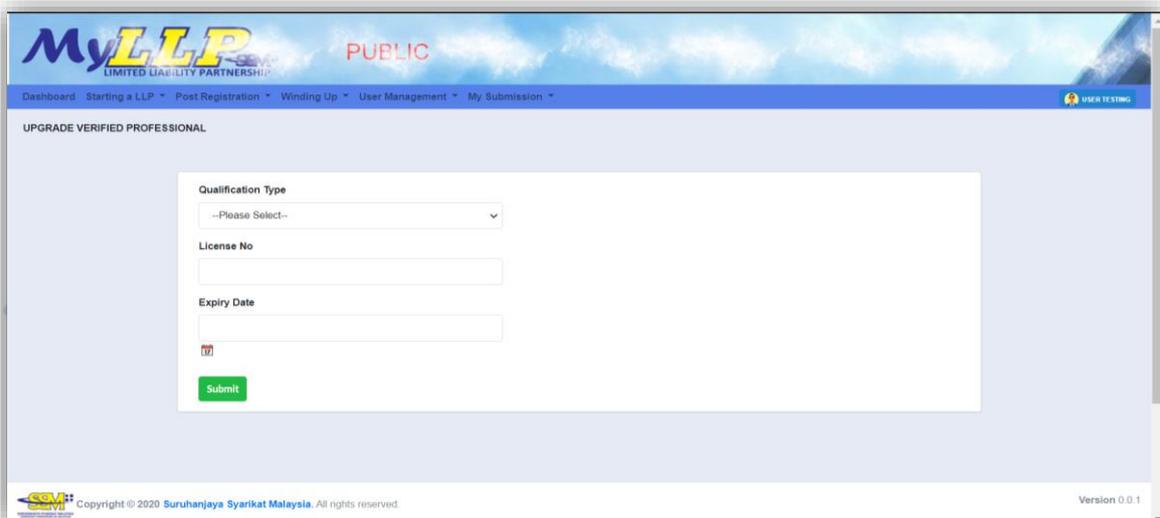
6. MyLLP portal dashboard appears as below.



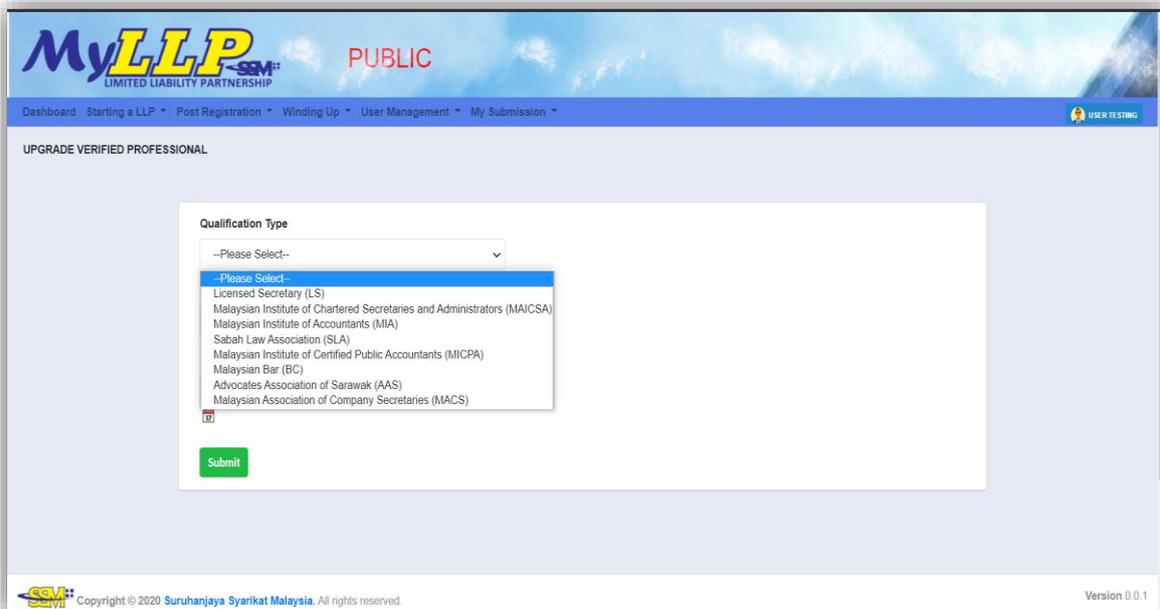
5. Click on User Management tab > Click Upgrade Verified Professional tab



6. Verified Professional menu appears as below



7. Select Qualification Type from the dropdown



8. For example, Select MAICSA, enter the required details and attach MAICSA certificate, then click **“Submit”** to submit the role.

UPGRADE VERIFIED PROFESSIONAL

Qualification Type  
Malaysian Institute of Chartered Secretaries and Administrators

License No  
[Redacted]

Expiry Date  
31-Dec-2022

Supporting Document  
Choose File No file chosen

Submit

9. User will receive a prompt message “Your application has been submitted and will be review” as below.

MyLLP PUBLIC

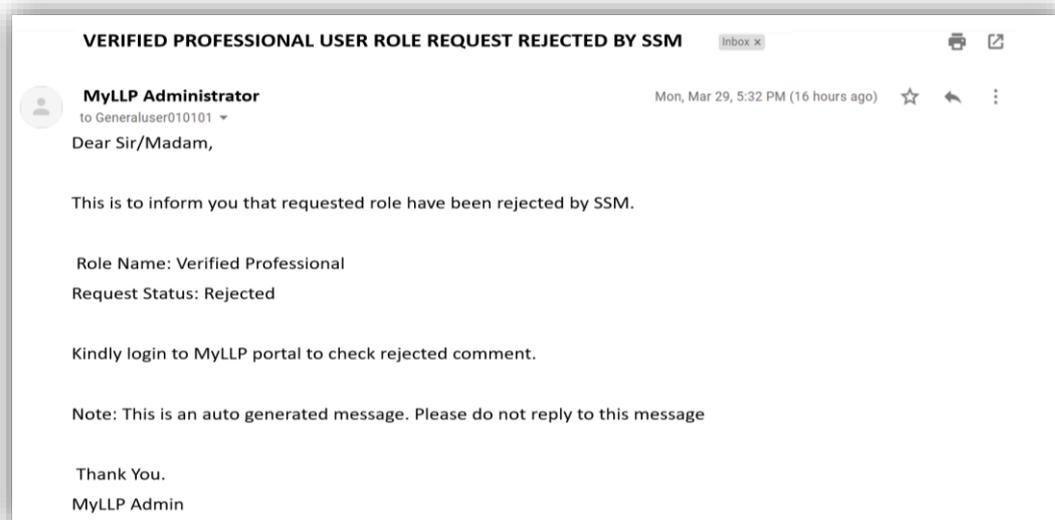
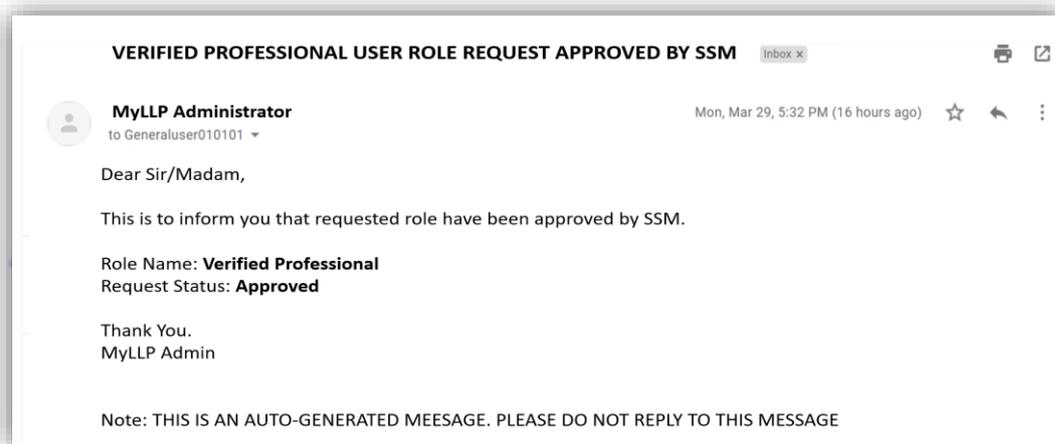
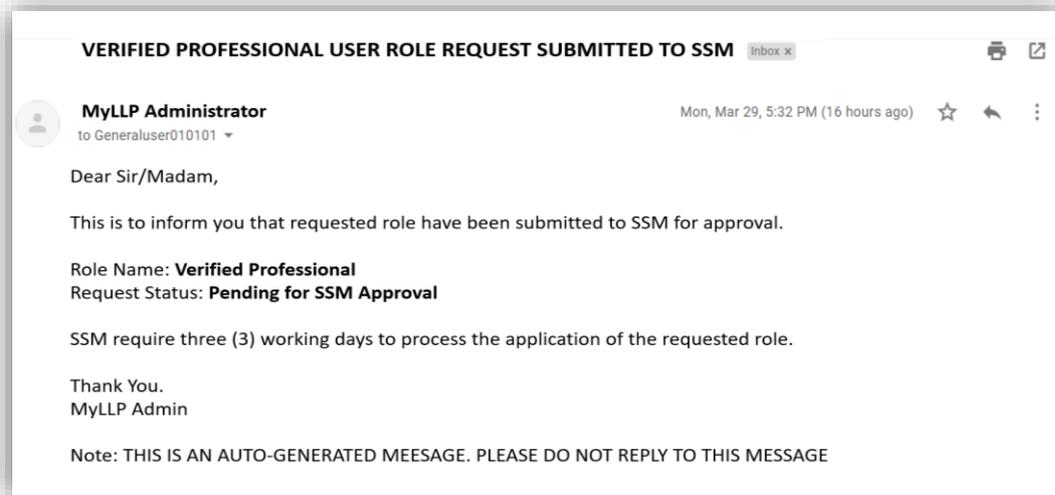
Dashboard Starting a LLP Post Registration Winding Up User Management My Submission

UPGRADE VERIFIED PROFESSIONAL

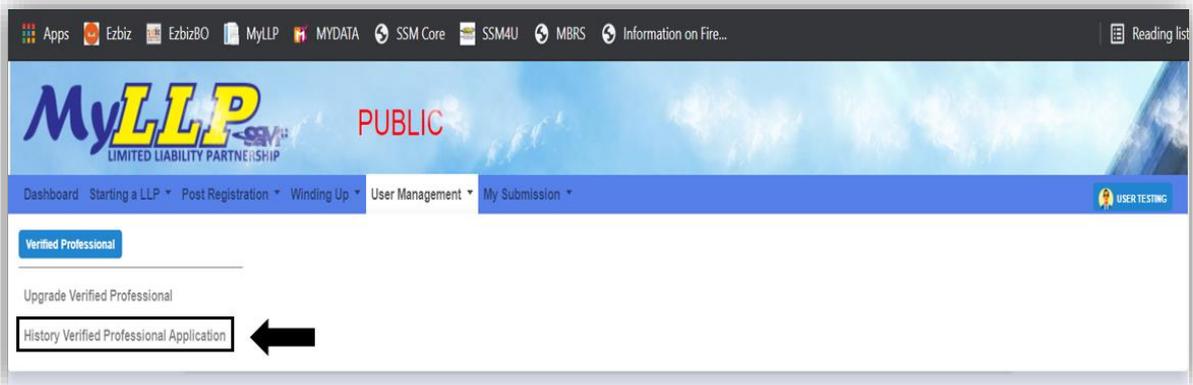
Your application have been submitted and will be review.

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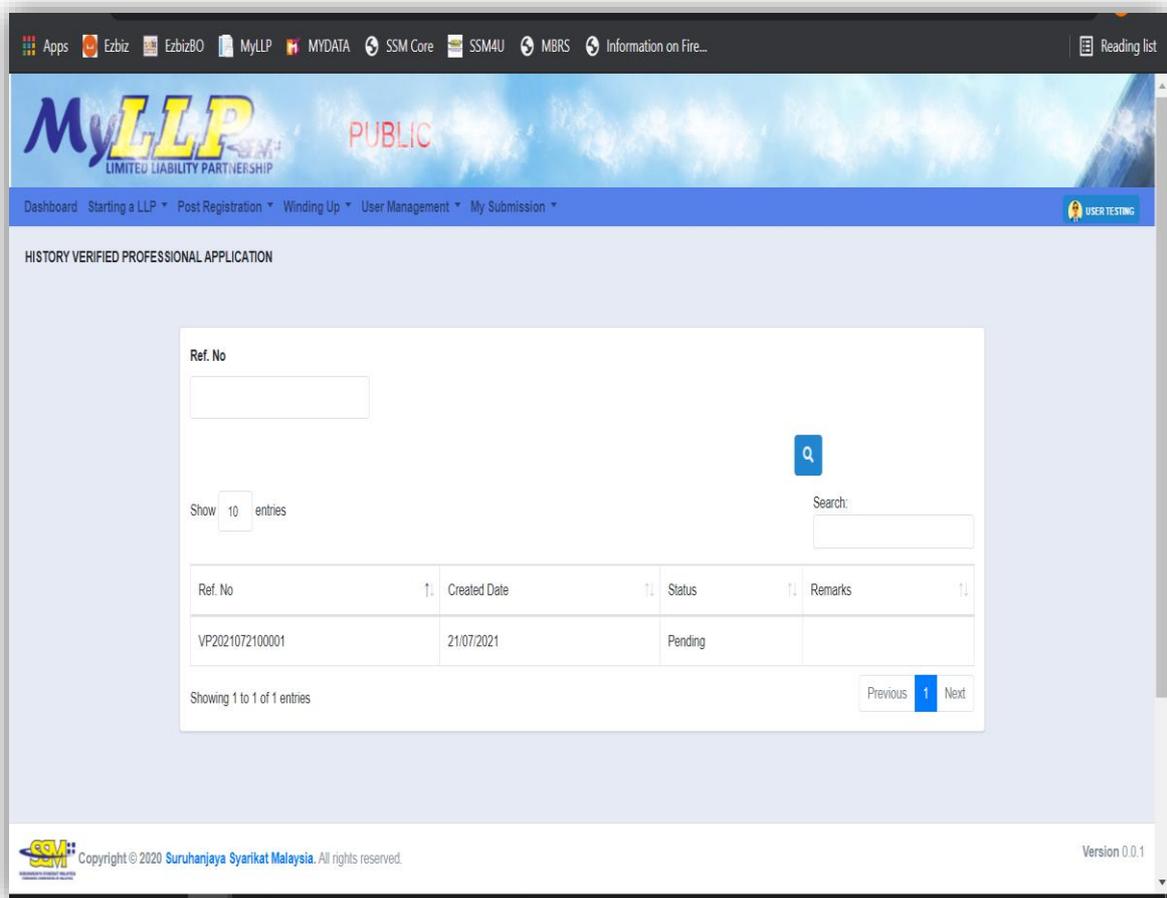
10. User will then receive an email notification mentioning, Verified Professional Role has been submitted, approved, or rejected by SSM as below.



11. To review the submission, click on User Management tab > Click on History Verified Professional Application.

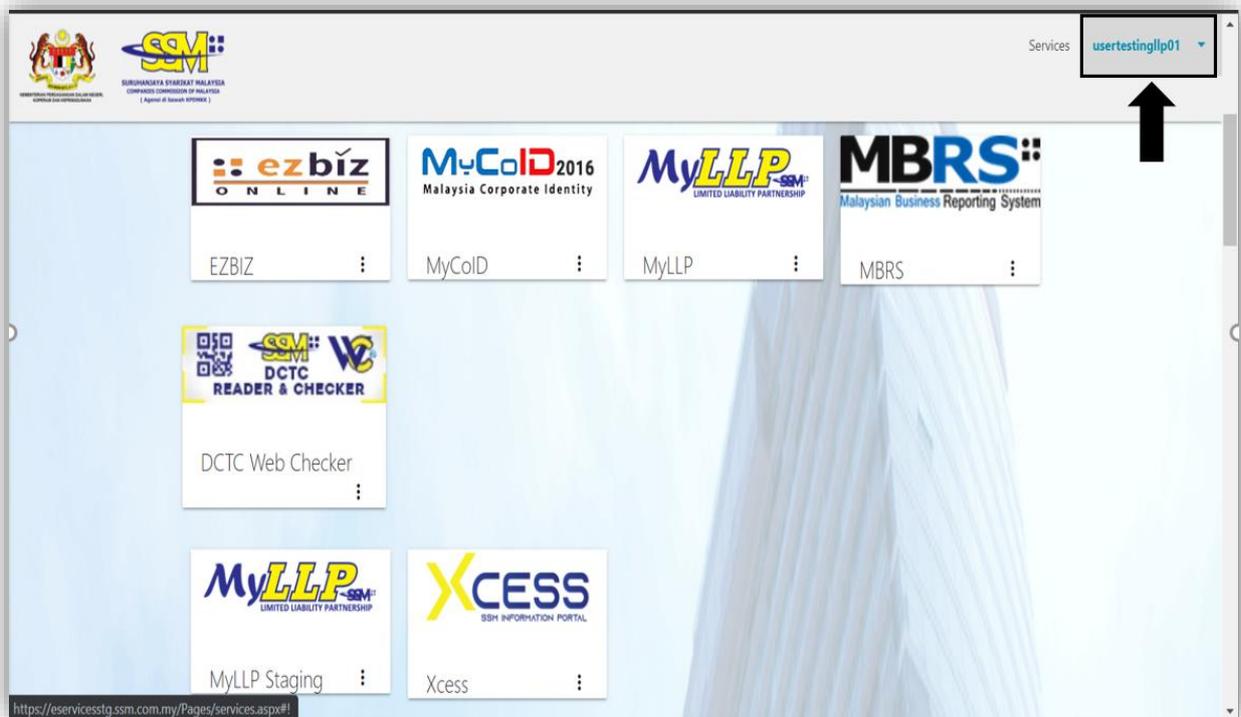


12. Verified professional application and status of the application will appear as below.

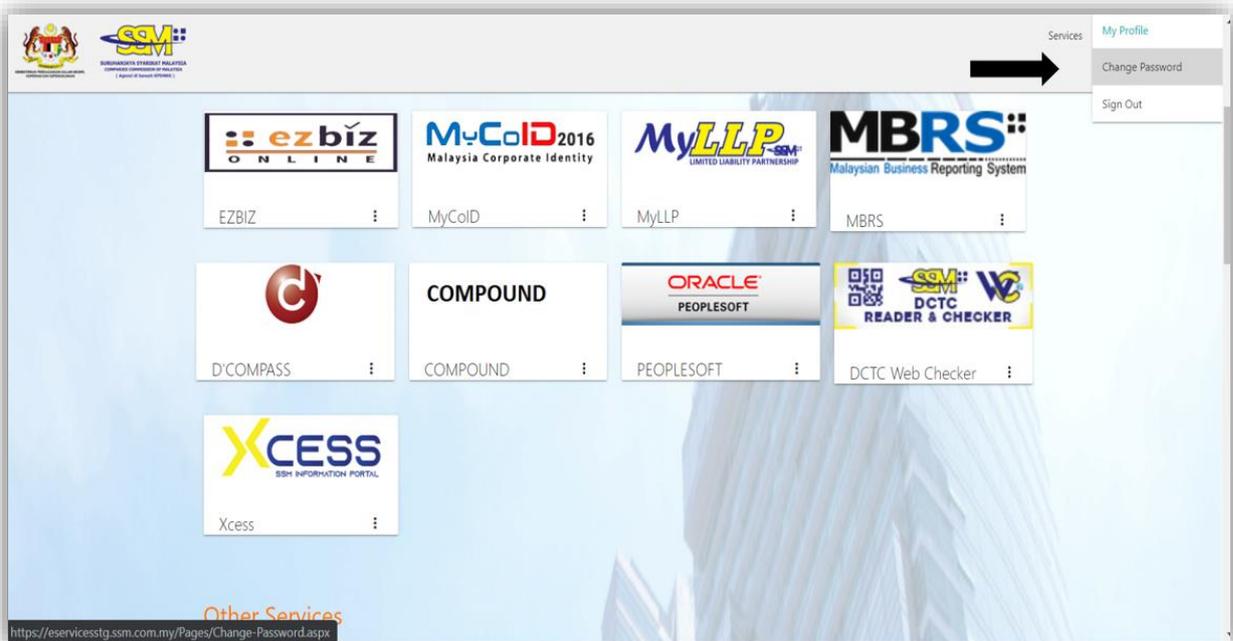


## 1.4 Guide to Change SSM4U Password

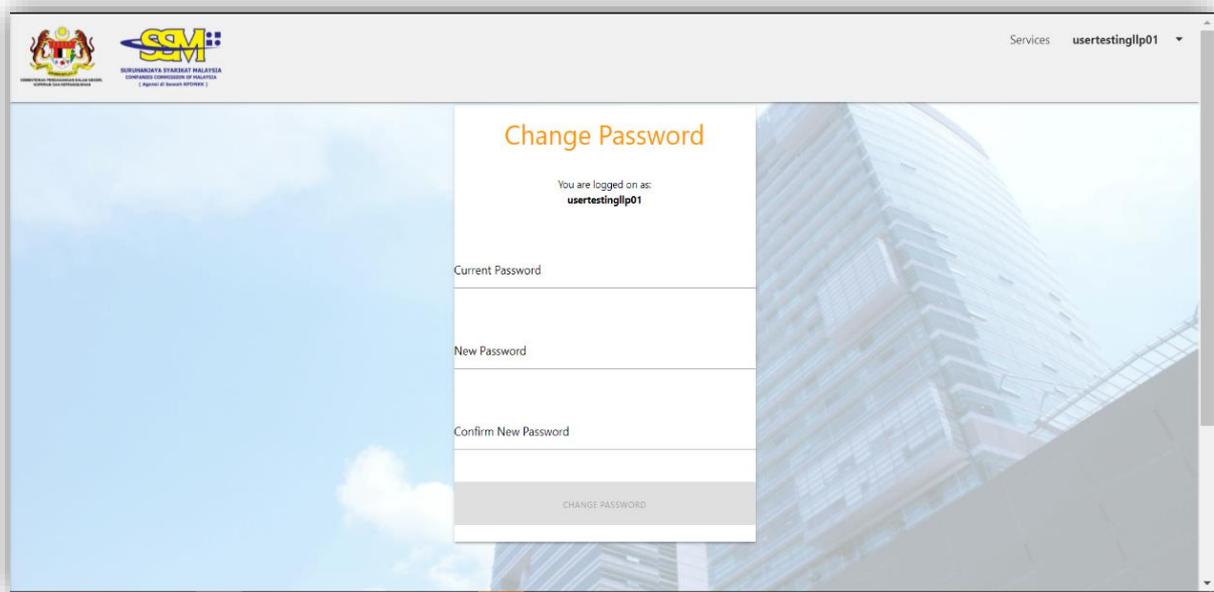
1. User can change password of SSM4U by clicking on their username at the right top of the screen.



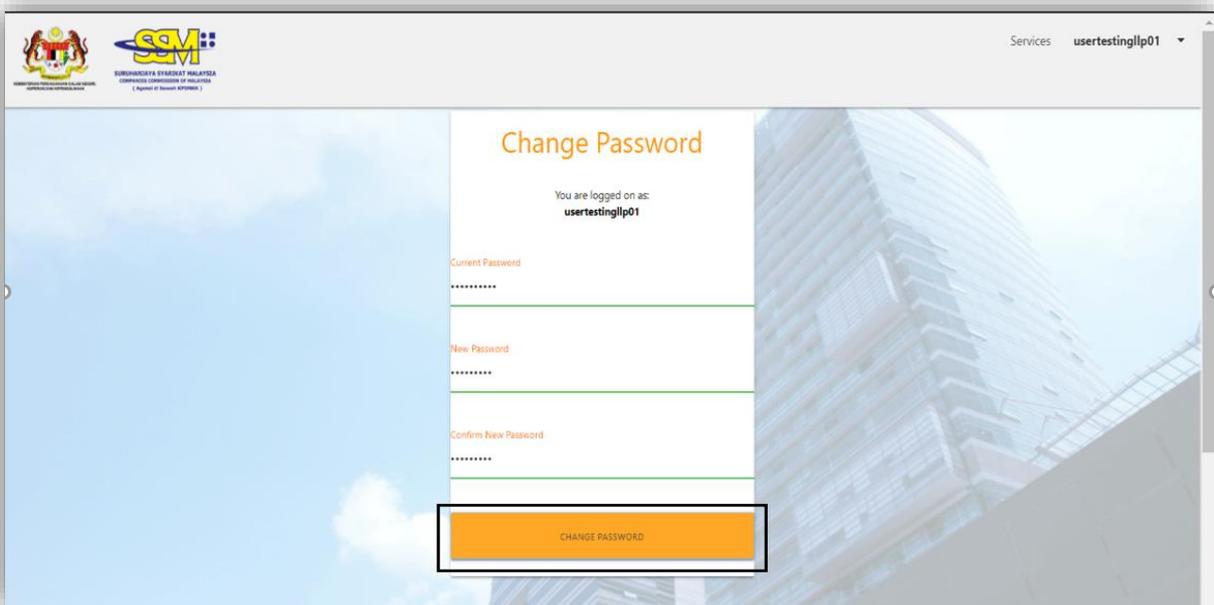
2. Click "Change Password" option.



3. Enter current password and new password.



4. Click on "Change Password".



5. A Prompt message stated "Your password has been changed successfully!" appears.



6. User can sign out by clicking on their username at the right top of the page and click sign out option.