

GUIDELINES FOR REGISTRATION OF NEW BUSINESS

Business includes every form of trade, commerce, craftsmanship, calling, profession or other activity carried on for the purposes of gain, but does not include any office or employment or any charitable undertaking or any occupation specified in the schedule under the provisions of the Business Registration Act 1956 (ROBA 1956). Business that may be registered under the ROBA 1956 is a business operating in West Malaysia which includes Peninsular Malaysia and the Federal Territory. The types of business are as follows:

- 1. Sole Proprietorship** – a business wholly owned by a single owner

- 2. Partnership** – a business owned by at least two (2) persons and not more than twenty (20) partners.

REGISTRATION PROCEDURE

1. Business may be registered using personal name or using a trade name.

2. The business name using personal name as stated in the identity card is not required to apply for business name.
 - (a) Example: Ruslan bin Mohamed, Siow Ah Thai or, Ramasamy a/l Mutusamy
 - (b) Trade Name is the name of the proposed business and must obtain prior approval from the Registrar of Business.

Example: Kedai Dobi Mewah, Lucky Star Catering or, ABS Unggul Enterprise.

- (c) Complete the Business Registration Form (Form A) with the following information:
 - (i) Business name
 - (ii) Commencement date of business
 - (iii) Principal place of business
 - (iv) The address of the branch of business (if any)
 - (v) Information of owner and partners
 - (vi) Type of business carried out
 - (vii) Provide a copy of the Partnership Agreement (if any)

- (d) Every business owner and partners must sign the completed Form.

- (e) Owner or all partners may submit the application to counter or through online via SSM Ezbiz Online services in the SSM's website at ezbiz.ssm.com.my

- (f) Documents to be attached are as follows:
 - (i) Permit, licence or supporting letter for the type of business e.g Nurseries (Department of Social Welfare), Kindergarten, Tuition Centres, Schools/College (Ministry/ Department of Education); and
 - (ii) Approval or Supporting Letter from relevant agency if required by the Registrar of Business.

REQUIREMENT

1. Owner or partners must be a Malaysian Citizen or Permanent Resident of Malaysia.
2. Owner or partners must be aged 18 years and above.
3. Only owner or partners is allowed to submit an application.

REGISTRATION FEE

1. Sole proprietorship using a personal name as stated in the identity card
– RM30.00
2. Sole proprietorship or partnership using trade name - RM60.00
3. Registration of branches – RM5.00 for each branch
4. Business Information – RM10.00

GENERAL GUIDE

1. Register the business not later than thirty (30) days from the date of commencement of business.
2. A new business registration may valid for a period of one (1) year and does not exceed five (5) years on each registration.
3. The nature of the registered business should not contravene any laws or likely to be used for unlawful purposes or any purpose prejudicial to or incompatible with the security of the Federation, public order or

morality.

4. Business Registration Certificate can be obtained within one hour from the payment transaction is made.
5. A person who carries on business without registering a business commits an offence under the ROBA 1956 and if found guilty be fined not exceeding RM50,000.00 or imprisonment for a term not exceeding two (2) years or both.
6. Even though businesses have been registered with SSM, business owners are responsible to obtain licenses, permits or approval letters from other relevant authorities in order to operate their businesses.