



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)

USER MANUAL FOR



PORTAL

UPDATE DATE: 21ST JANUARY 2022

CONTENT

TITLE	PAGE NUMBER
PURPOSE	1
XCESS PORTAL BACKGROUND	1
SSM CORPORATE INFORMATION DESCRIPTION AND PRICE SCHEDULE	2-3
PART 1: STEPS TO REGISTER AS A USER	4 - 7
PART 2: STEPS TO PURCHASE PERSONAL INVOLVEMENT	8 - 16
PART 3: STEPS TO PURCHASE PRODUCT/ INFORMATION OF LLP	17 - 25
PART 4: STEP TO PUCHASE COPY OF LLP STATUTORY DOCUMENT IMAGE	26 - 29
PART 5: OTHER FUNCTION OF XCESS PORTAL	30 – 31
CLOSING	32

PURPOSE

This User Manual is provided as a guide to Suruhanjaya Syarikat Malaysia (SSM) customers when browsing and using the XCESS Portal.

XCESS PORTAL BACKGROUND

2. The XCESS Portal is a system developed by SSM as a platform for customers to obtain products or SSM corporate information that have been submitted to SSM. The XCESS Portal was introduced on 2nd September 2021 with user-friendly and easy-to-operate features.

3. As of now, the SSM corporate information that can be obtained from the XCESS Portal are as follows:

(a) Limited Liability Partnership (LLP)

- LLP Profile;
- Registration Certificate;
- Copy of LLP Statutory Document Image; and
- Personal Involvement as a Partner and Compliance Officer.

(b) Companies

- Personal Involvement as a Director;
- Personal Involvement as a Shareholder;
- Personal Involvement as a Company Secretary;
- Personal Involvement as an Auditor; and
- Personal Involvement as a Liquidator.

(c) Businesses

- Personal Involvement as a Business Ownership.

4. This manual will explain in detail the procedures and steps to use XCESS Portal and how to make SSM corporate information purchases.

SSM CORPORATE INFORMATION DESCRIPTION AND PRICE SCHEDULE

A. ENTITY

- **LLP Profile** **RM20.00**
Latest report containing information of LLP such as name of LLP, number of LLP, date of registration, status of LLP, registered address, business address, type of business, information of partners and compliance officers.

- **Registration Certificate** **RM20.00**
A certificate issued after LLP registration or certificate issued after conversion from a conventional partnership /company.

- **Copy of LLP Statutory Document image** **RM15.00**
Images of statutory documents submitted to SSM.

B. PERSONAL INVOLVEMENT

- **Personal Involvement in LLP** **RM100.00**

Information relating to an individual's involvement as partners and compliance officers in any LLP through a search of MyKad, Passport No, Old IC, Police ID or Army ID

- **Personal Involvement in Companies** **RM50.00**

Information relating to an individual's involvement as a director, shareholder, secretary, auditor or liquidator in any company through a search of MyKad, Passport No, Old IC, Police ID or Army ID.

- **Personal Involvement in Businesses** **RM10.00**

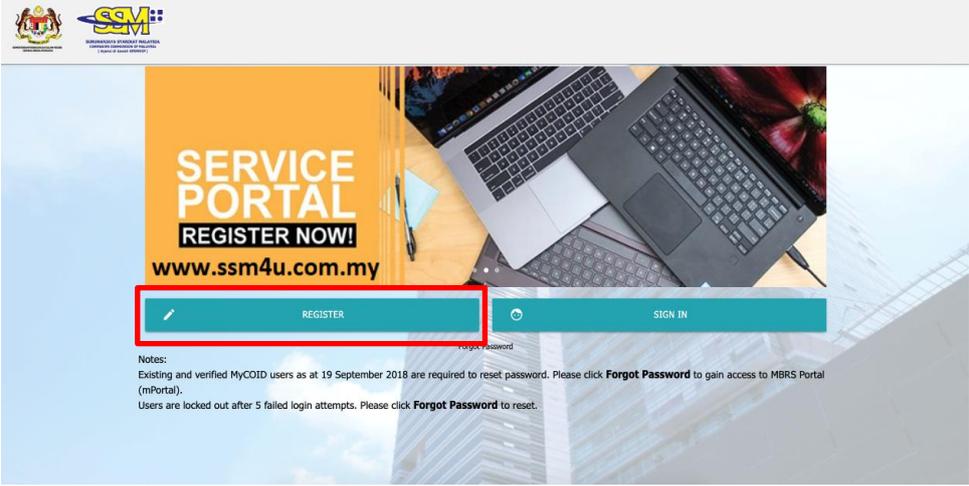
Information relating to an individual's involvement as a business ownership in any business through a search of MyKad.

5. Further explanation will be divided into four parts as follows:

- a) Part 1: Steps to register as a user;
- b) Part 2: Steps to purchase Personal Involvement;

- c) Part 3: Steps to purchase corporate information of LLP; and
- d) Part 4: Steps to purchase copy of LLP Statutory Document image; and
- e) Part 5: Other function of XCESS Portal.

PART 1: STEPS TO REGISTER AS A USER

STEPS	EXPLANATION
1.	<p>For new SSM4U users, visit the SSM4U Website at https://ssm4u.com.my/ and click REGISTER.</p>  <p>Notes: Existing and verified MYCOID users as at 19 September 2018 are required to reset password. Please click Forgot Password to gain access to MBRS Portal (mPortal). Users are locked out after 5 failed login attempts. Please click Forgot Password to reset.</p>

2.

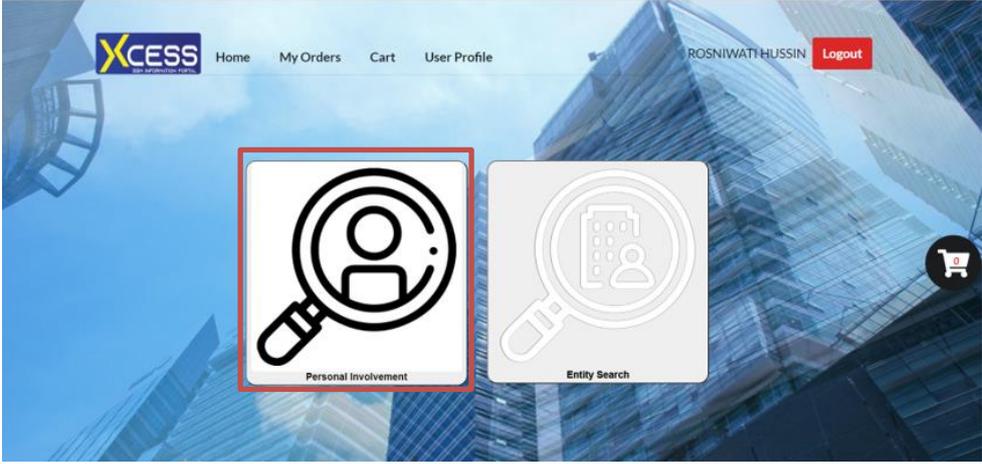
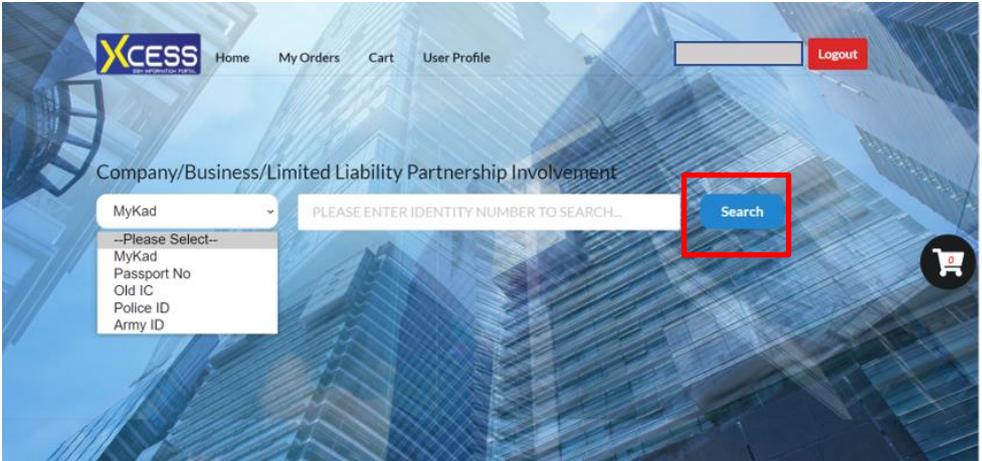
Complete the required information for registration and click **REGISTER** on the last page

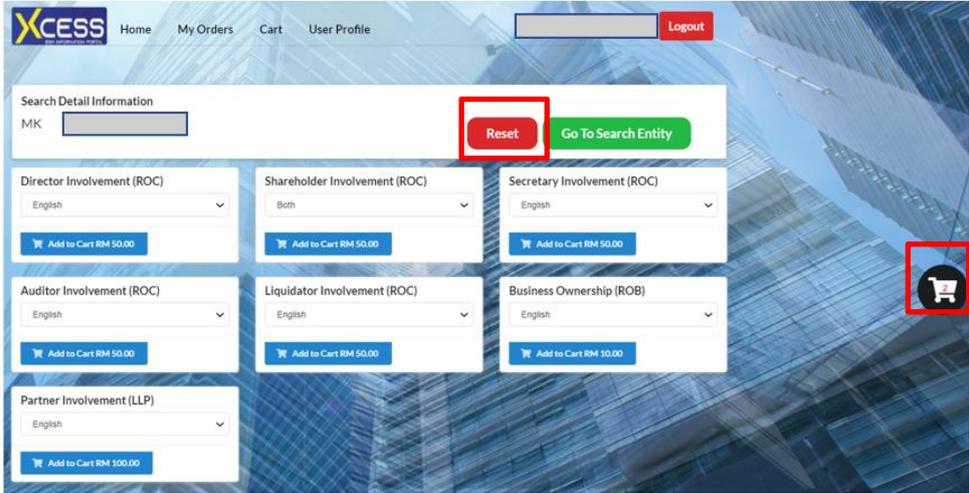
The screenshot shows the 'New User Registration' page for the SSM (Syariah Management System) portal. The page header includes the Malaysian coat of arms and the SSM logo. The main heading is 'New User Registration'. The form is divided into two sections: '1 Account Information' and '2 Contact Information'. The 'Account Information' section contains the following fields: 'Title' (dropdown menu), 'Nationality' (dropdown menu), 'Gender' (radio buttons for MALE and FEMALE), 'Email' (text input), 'Full Name' (text input with a note 'Full name according to your identification type'), 'Identification Type' (dropdown menu with 'MYKAD' selected), 'Race' (dropdown menu), 'NRIC / PR Number / Passport' (text input with a note 'Valid IC number must only contain number. Eg : 873207114335'), and 'Birthdate' (text input). A 'CONTINUE' button is located at the bottom right of the form.

STEPS	EXPLANATION
<p>3.</p>	<p>A notification will be sent to the user's email for registration confirmation.</p> <div data-bbox="416 376 1369 1182" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>New account creation at SSM's eServices Inbox x</p> <p>no-reply@ssm.com.my to me ▾</p> <hr/> <p>English ▾ > Arabic ▾ Translate message</p> <p>Dear [REDACTED]</p> <p>Your account has been created at SSM's eServices Portal. Below is your credential:</p> <p>Login ID [REDACTED] Registration No [REDACTED] Password [REDACTED]</p> <p>Please login at https://eservicesstg.ssm.com.my to change your password.</p> <p>Note: For MBRS users, you are required to go to the nearest SSM Office for your ID Verification. Please bring along :</p> <ul style="list-style-type: none"> i. MyKad or ; ii. MyPR or ; iii. MyKAS or ; iv. Passport ; <p>Yours sincerely,</p> <p>Admin</p> </div>
<p>4.</p>	<p>To Log in, enter your email, password and click SIGN IN.</p> <div data-bbox="408 1393 1375 1877" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <p>For existing SSM4U users, you can sign in using your email address and password that have been registered before.</p>

STEPS	EXPLANATION
<p>5.</p>	<p>The SSM4U homepage screen will be displayed. Click the XCESS icon to access XCESS Portal.</p>  <p>The screenshot shows the SSM4U homepage with a 'Main Services' section. It contains several service icons: EZBIZ ONLINE, MyCoID 2016 (Malaysia Corporate Identity), MyLLP (LIMITED LIABILITY PARTNERSHIP), MBRS (Malaysian Business Reporting System), DTC Reader & Checker, and XCESS (SSM INFORMATION PORTAL). The XCESS icon is highlighted with a red rectangular border.</p>
<p>6.</p>	<p>The XCESS Portal screen will be displayed.</p>  <p>The screenshot shows the XCESS Portal homepage. At the top, there is a navigation bar with the XCESS logo and links for Home, My Orders, Cart, and User Profile. A Logout button is visible on the right. Below the navigation bar, there are two large icons: 'Personal Involvement' (a magnifying glass over a person) and 'Entity Search' (a magnifying glass over a building). A shopping cart icon is also present in the bottom right corner.</p>

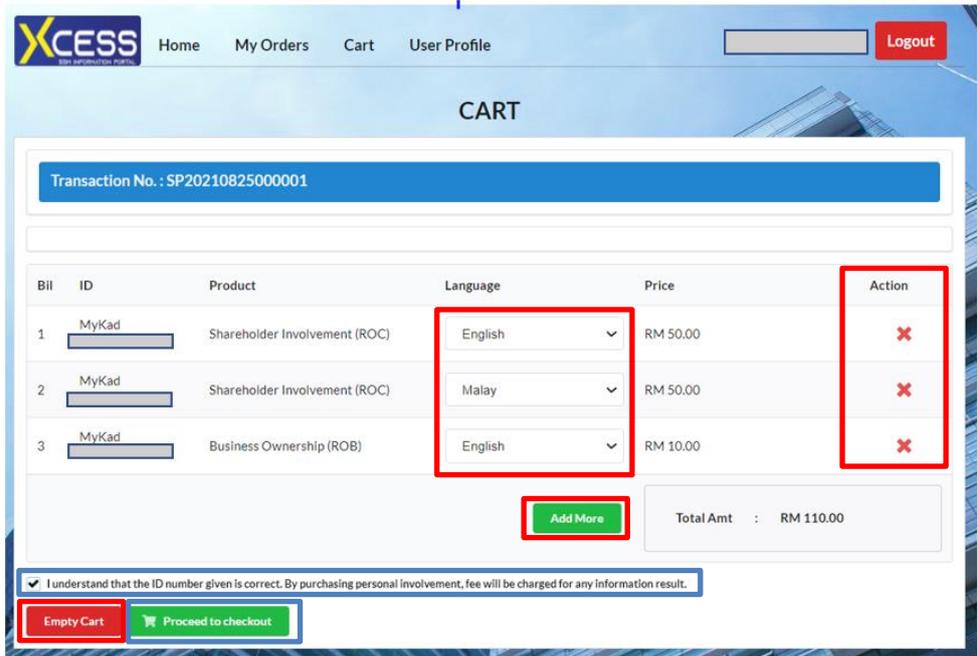
PART 2: STEPS TO PURCHASE PERSONAL INVOLVEMENT

STEPS	EXPLANATION
1.	<p>Click on the PERSONAL INVOLVEMENT icon.</p>  <p>The screenshot shows the XCESS portal interface. At the top, there is a navigation bar with 'Home', 'My Orders', 'Cart', and 'User Profile' links. The user is logged in as 'ROSNIWATI HUSSIN'. Two large icons are displayed: 'Personal Involvement' (a magnifying glass over a person icon) and 'Entity Search' (a magnifying glass over a building icon). The 'Personal Involvement' icon is highlighted with a red rectangular border.</p>
2.	<p>Select ID type and enter ID Number for Personal Involvement you want to purchase, then click SEARCH. Please ensure the search information entered is accurate. Here is the format for search:</p> <ul style="list-style-type: none"> (a) MyKad – 600606XXXXXX (without symbol) (b) Passport No –as per registered record (c) Old IC – as per registered record (d) Police ID – as per registered record (e) Army ID - as per registered record  <p>The screenshot shows the search interface for 'Personal Involvement'. It features a dropdown menu for selecting an ID type, with 'MyKad' selected. Below the dropdown is a text input field with the placeholder text 'PLEASE ENTER IDENTITY NUMBER TO SEARCH...'. A blue 'Search' button is highlighted with a red rectangular border. The dropdown menu options are: --Please Select--, MyKad, Passport No, Old IC, Police ID, and Army ID.</p>

STEPS	EXPLANATION
<p>3.</p>	<p>The XCESS Portal will display the Personal Involvement types that can be purchased. Please choose whether you want to buy the information in Malay, English or both. Then click ADD TO CART.</p> <p>Customers can purchase more than one type of involvement and charges for each will apply. Then click the cart icon for the next process.</p>  <p>Customers can click the RESET button if you want to delete and restart the search process.</p>

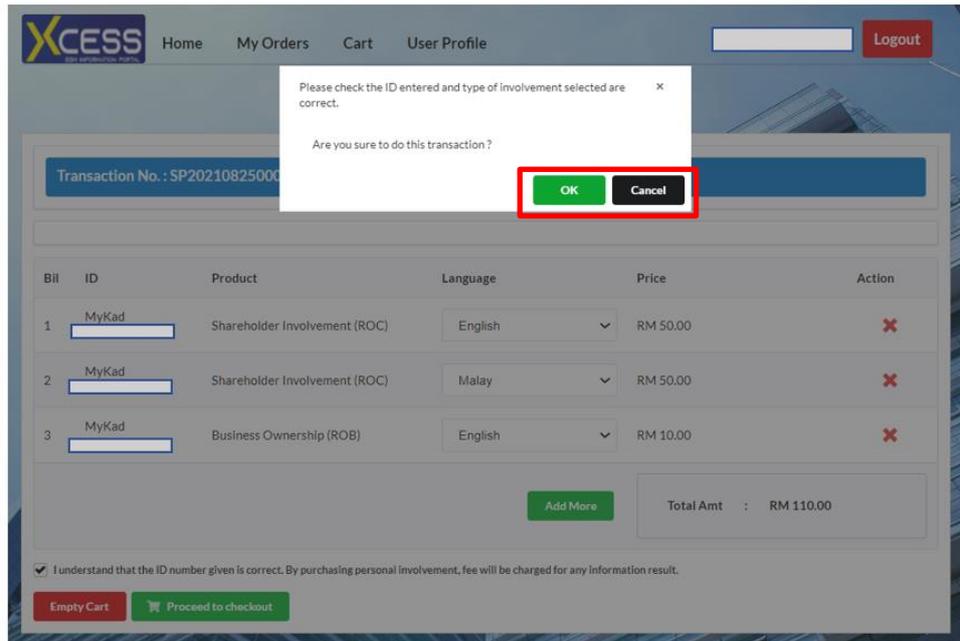
STEPS	EXPLANATION
-------	-------------

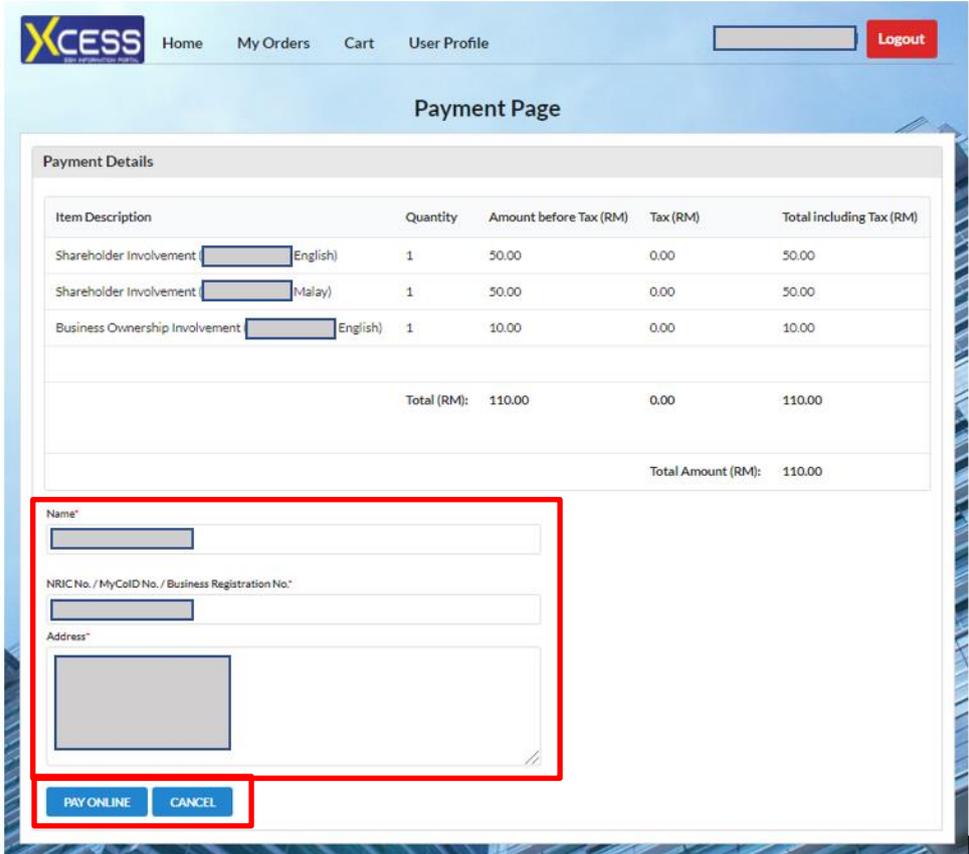
4. All Personal Involvement that has been selected are displayed in the CART list.
 Please click and PROCEED TO CHECKOUT for further purchase process.



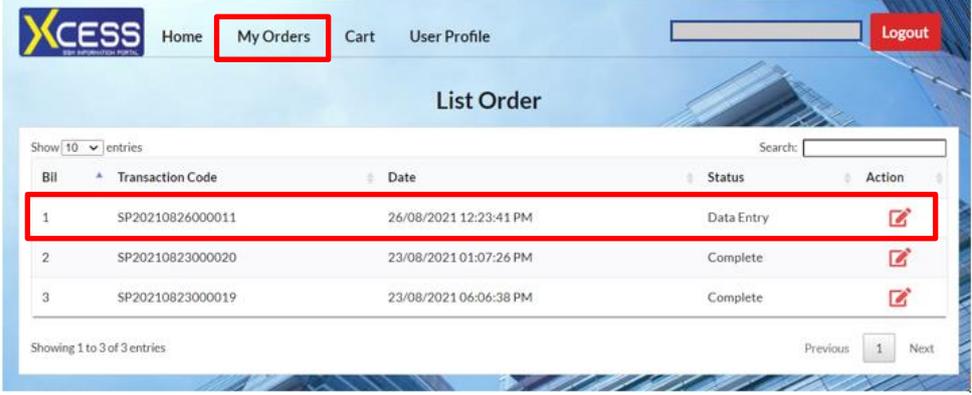
Customers can still make changes for product/ information language, remove the product/ information list from the Cart (EMPTY CART) or want to add more products/ information (ADD MORE).

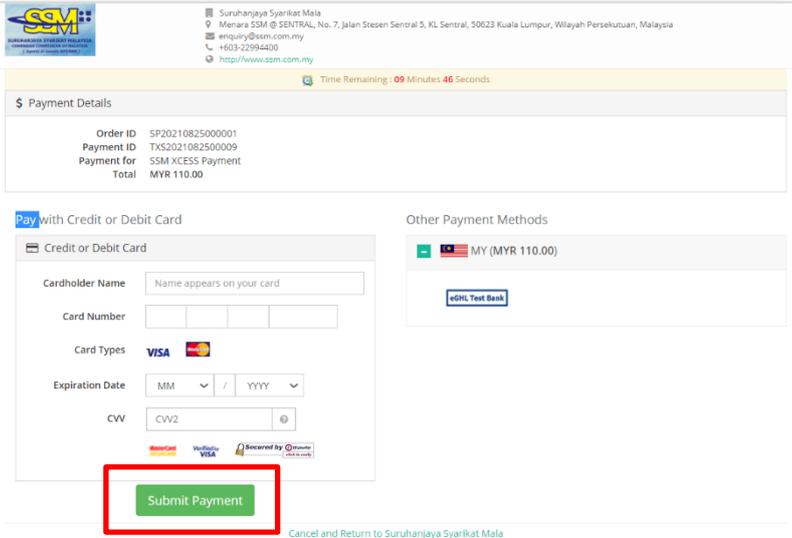
5. This pop-up notification to remind customers to ensure that the Personal Involvement ID Number entered is correct before payment is made.
Please press OK to continue or CANCEL to make the purchase amendment.



STEPS	EXPLANATION																														
6.	<p>The PAYMENT PAGE screen will be displayed. The customer's personal information displayed based on the registration information at SSM4U. The customer can make amendments to the information to display on the purchase receipt.</p> <p>Please click PAY ONLINE to continue the purchase or CANCEL to cancel/ hold the purchase.</p>  <p>The screenshot shows the XCESS Payment Page. At the top, there is a navigation bar with 'Home', 'My Orders', 'Cart', and 'User Profile' links, and a 'Logout' button. Below this is the 'Payment Page' title. The main content area is titled 'Payment Details' and contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Item Description</th> <th>Quantity</th> <th>Amount before Tax (RM)</th> <th>Tax (RM)</th> <th>Total including Tax (RM)</th> </tr> </thead> <tbody> <tr> <td>Shareholder Involvement [Redacted] English</td> <td>1</td> <td>50.00</td> <td>0.00</td> <td>50.00</td> </tr> <tr> <td>Shareholder Involvement [Redacted] Malay</td> <td>1</td> <td>50.00</td> <td>0.00</td> <td>50.00</td> </tr> <tr> <td>Business Ownership Involvement [Redacted] English</td> <td>1</td> <td>10.00</td> <td>0.00</td> <td>10.00</td> </tr> <tr> <td colspan="2">Total (RM):</td> <td>110.00</td> <td>0.00</td> <td>110.00</td> </tr> <tr> <td colspan="3"></td> <td>Total Amount (RM):</td> <td>110.00</td> </tr> </tbody> </table> <p>Below the table is a form with the following fields:</p> <ul style="list-style-type: none"> Name* (Text input field) NRIC No. / MyCellID No. / Business Registration No.* (Text input field) Address* (Text area) <p>At the bottom of the form are two buttons: 'PAY ONLINE' and 'CANCEL'.</p>	Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)	Shareholder Involvement [Redacted] English	1	50.00	0.00	50.00	Shareholder Involvement [Redacted] Malay	1	50.00	0.00	50.00	Business Ownership Involvement [Redacted] English	1	10.00	0.00	10.00	Total (RM):		110.00	0.00	110.00				Total Amount (RM):	110.00
Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)																											
Shareholder Involvement [Redacted] English	1	50.00	0.00	50.00																											
Shareholder Involvement [Redacted] Malay	1	50.00	0.00	50.00																											
Business Ownership Involvement [Redacted] English	1	10.00	0.00	10.00																											
Total (RM):		110.00	0.00	110.00																											
			Total Amount (RM):	110.00																											

STEPS	EXPLANATION
-------	-------------

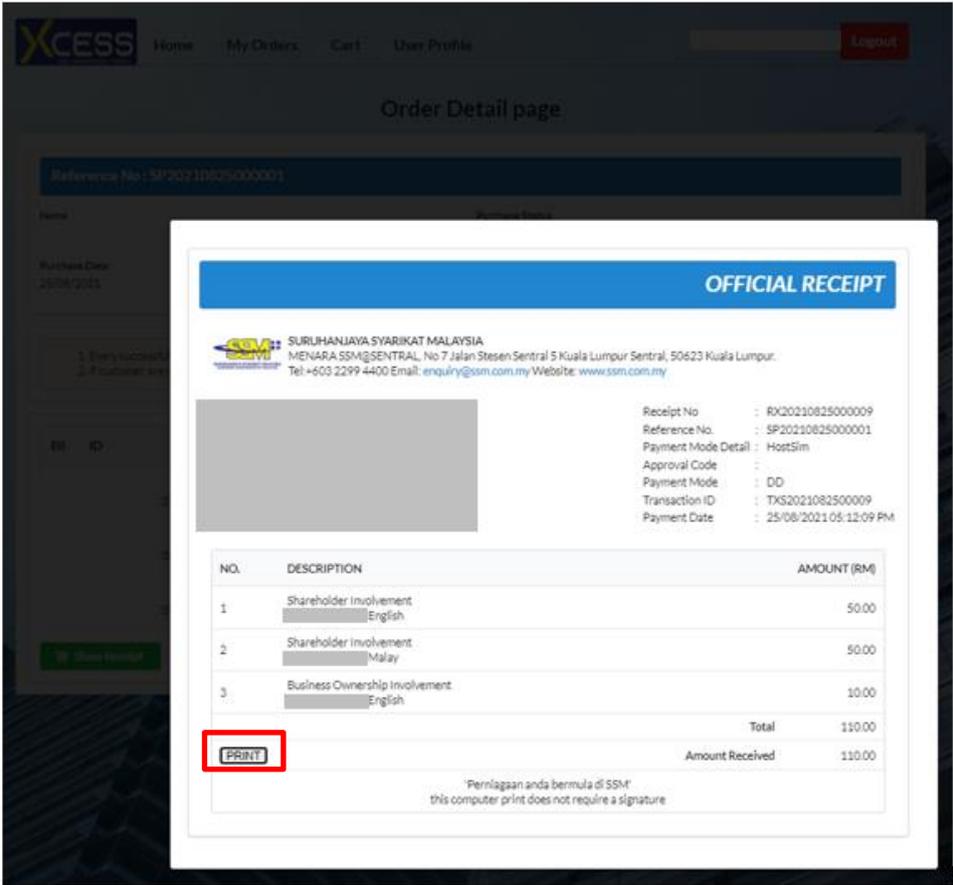
7.	<p>If the customer then wants to make a payment on a transaction that has been canceled, customer can go to the MY ODER menu and click on the icon  with DATA ENTRY status. Then, proceed with the payment process.</p> 
----	---

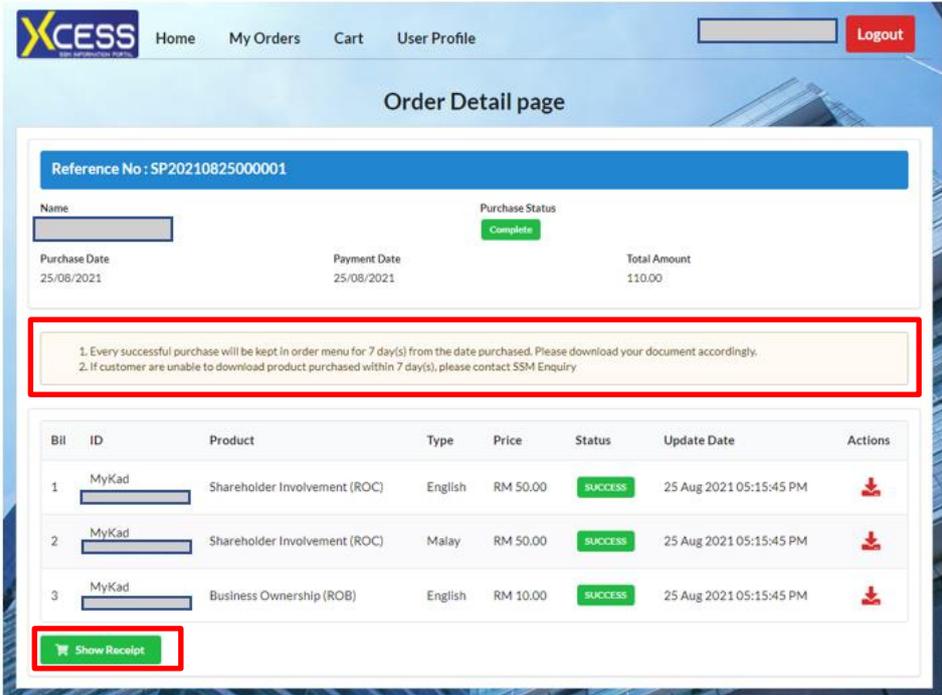
8.	<p>Complete the payment information and click SUBMIT PAYMENT.</p> <p>Please contact enquiry@ssm.com.my if you have problems for making payment.</p> 
----	---

STEPS	EXPLANATION
-------	-------------

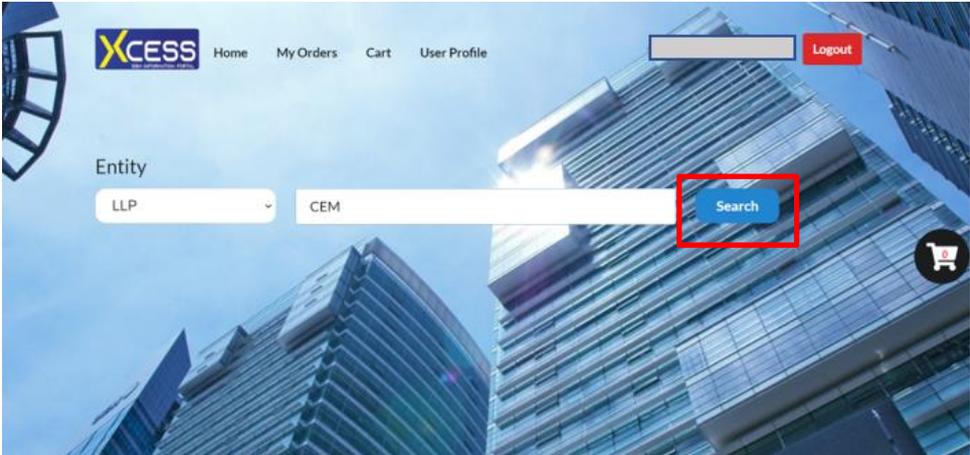
9.

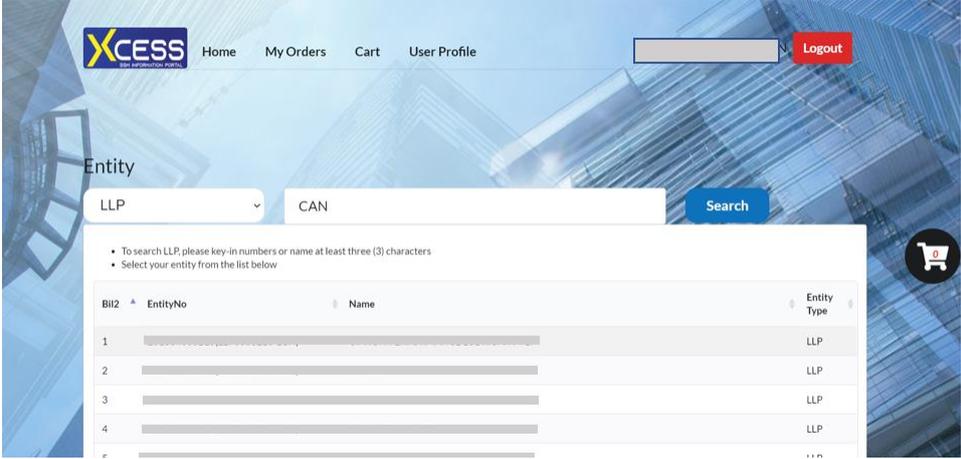
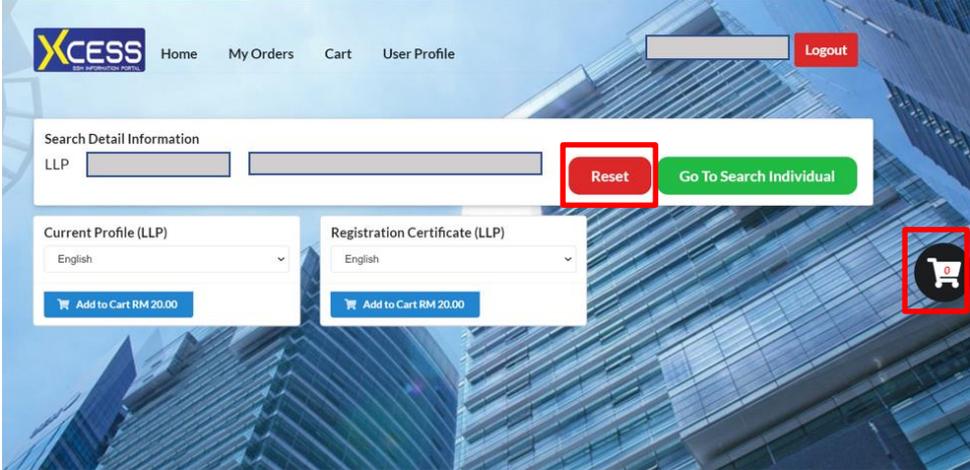
The OFFICIAL RECEIPT will be displayed upon successful payment. Customers can click on the PRINT button if you want to print the receipt.



STEPS	EXPLANATION
10.	<p>The ORDER DETAIL PAGE screen will be displayed stating all the purchase information. Customers can click on the icon  to download the product/ information that has been purchased. Please note that products/ information purchased through the XCESS Portal can only be downloaded for a period of seven (7) days from the date of purchase. The download icon will disappear, and the customer need to repurchase.</p> <p>Therefore, customers are advised to keep the products/ information that have been downloaded and stored in your personal folders.</p>  <p>Customers can also click on SHOW RECEIPT to retrieve a copy of the purchase receipt.</p>

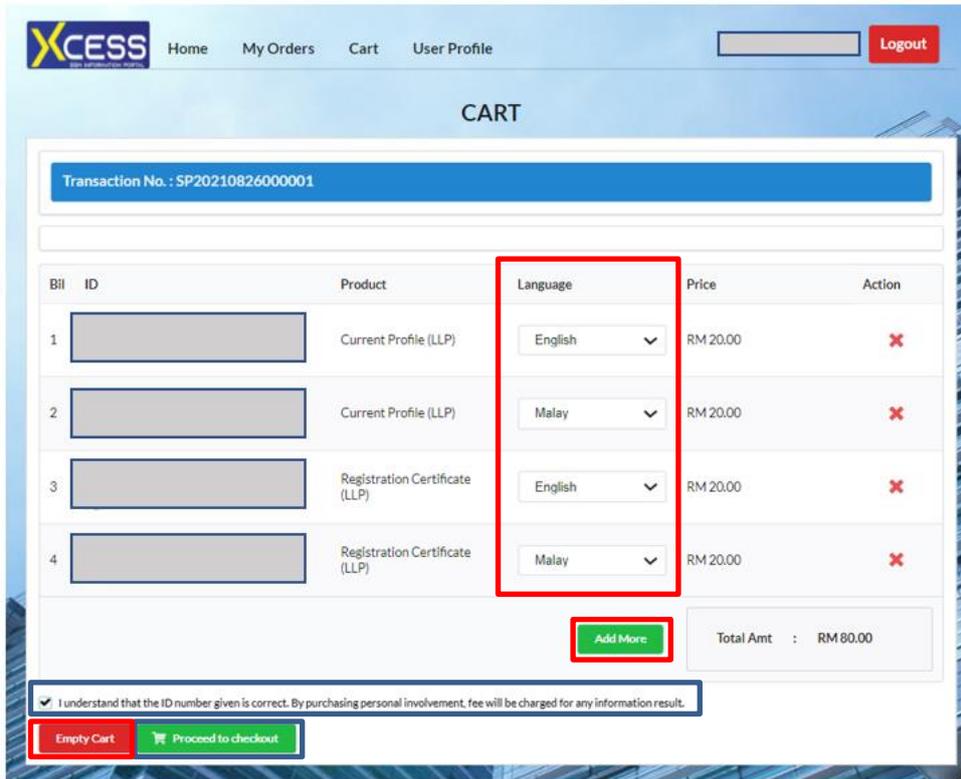
PART 3: STEPS TO PURCHASE CORPORATE INFORMATION OF LLP

STEPS	EXPLANATION
1.	<p>Clik on ENTITY SEARCH icon.</p> 
2.	<p>Enter the name or number of the LLP then click SEARCH. Customers need to enter at least 3 characters to search.</p> 

STEPS	EXPLANATION
3.	<p>A list of LLPs based on the search will be displayed. Please select the relevant LLP.</p> 
4.	<p>The XCESS Portal will display a selection type of information that can be purchased. Please choose whether you want to buy the information, in Malay, English or both. Then click ADD TO CART.</p> <p>Customers can purchase more than one type of information. Then click the cart icon for the next process.</p>  <p>Customers can click the RESET button if they want to delete and restart the search process.</p>

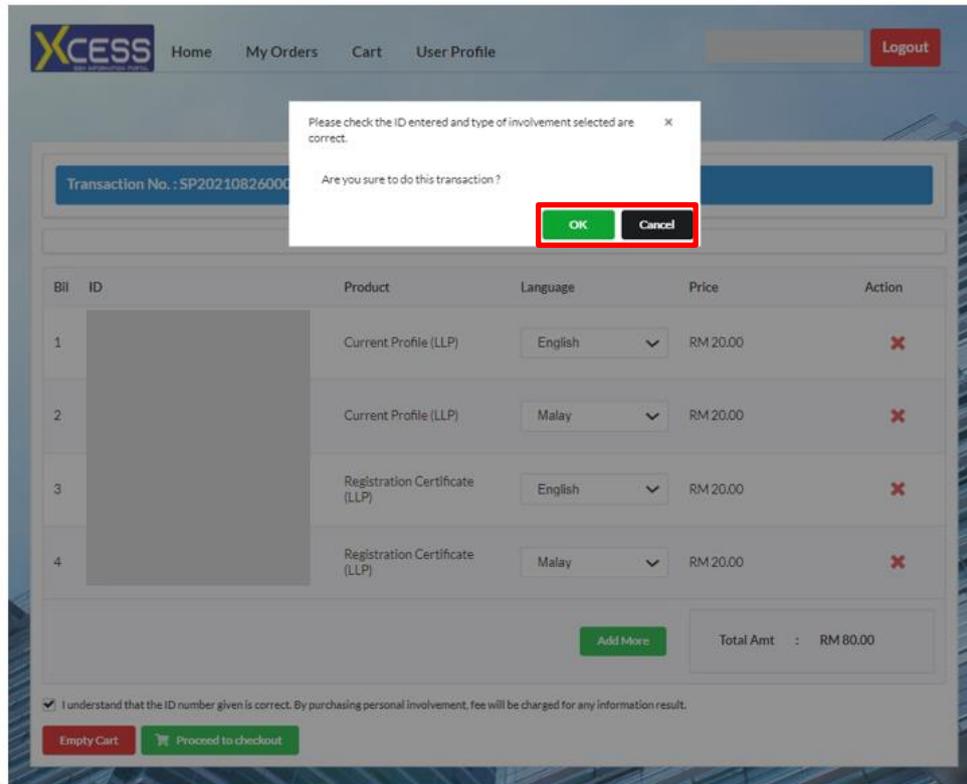
STEPS	EXPLANATION
-------	-------------

5. All type of information that have been selected will be displayed in the Cart list.
 Please click on and PROCEED TO CHECKOUT for further purchase process.



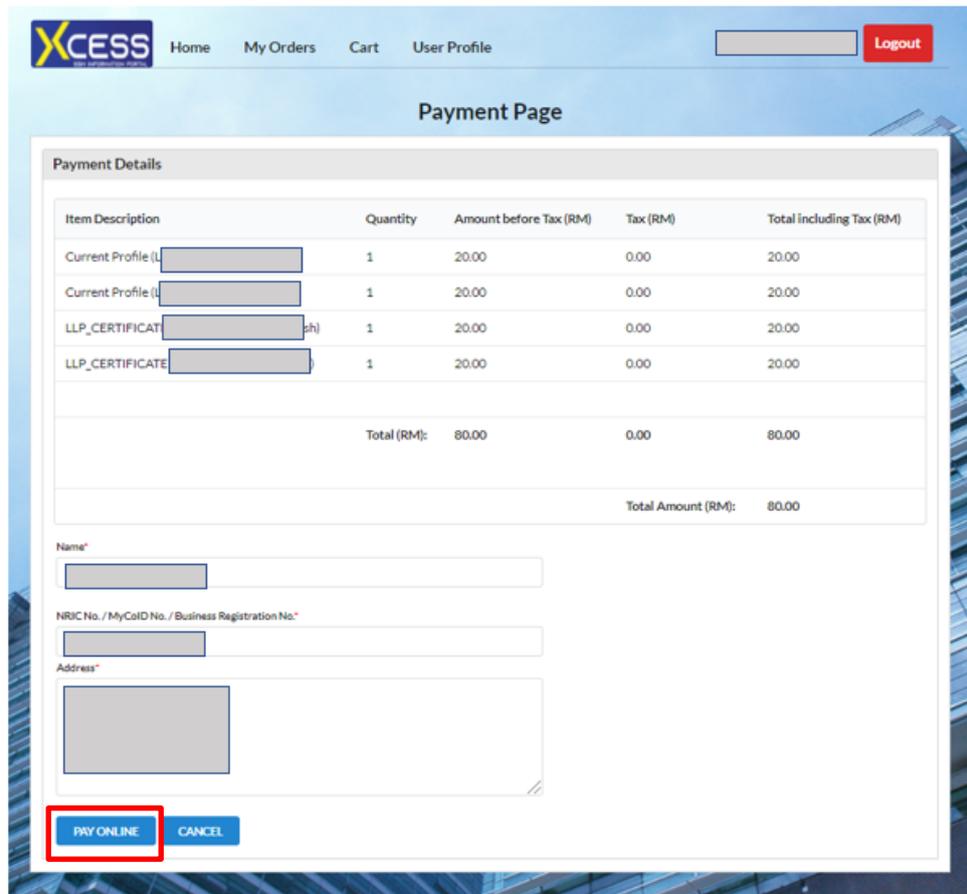
Customers can still make changes for information language, remove type of information list from the Cart (EMPTY CART) or want to add more type of information (ADD MORE).

6. This pop-up notification to remind customers to ensure that the entity and type of information selected is correct before payment is made.
Please press OK to continue or CANCEL to make the purchase amendment.



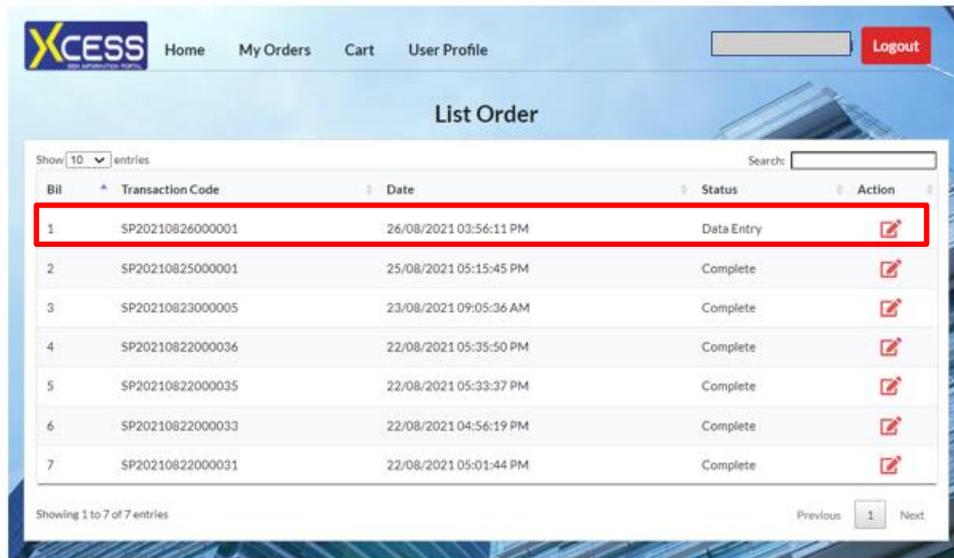
7.

The PAYMENT PAGE screen will be displayed. The customer's personal information displayed based on the registration information at SSM4U. The customer can make amendments to the information to display on the purchase receipt. Please click PAY ONLINE to continue the purchase or CANCEL to cancel/ hold the purchase.

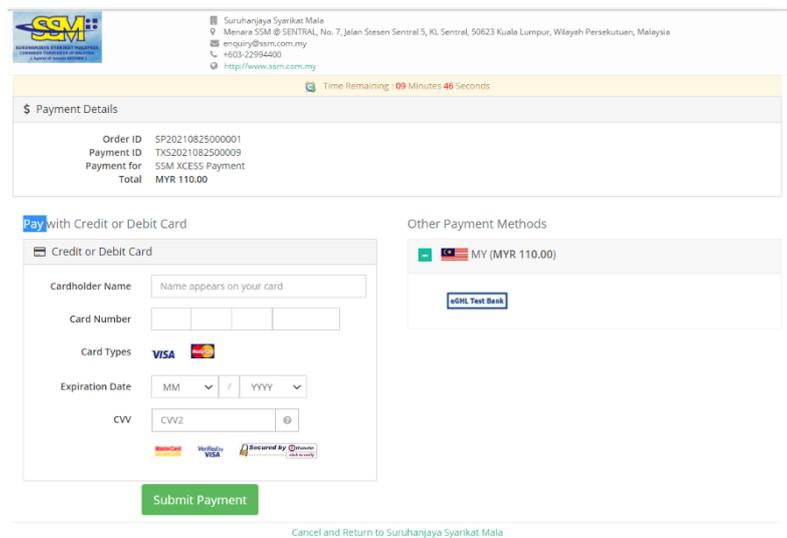


STEPS	EXPLANATION
-------	-------------

8.	<p>If the customer then wants to make a payment on a transaction that has been canceled, customer can go to the MY ODER menu and click on the icon with DATA ENTRY status. Then, proceed with the payment process.</p>
----	---

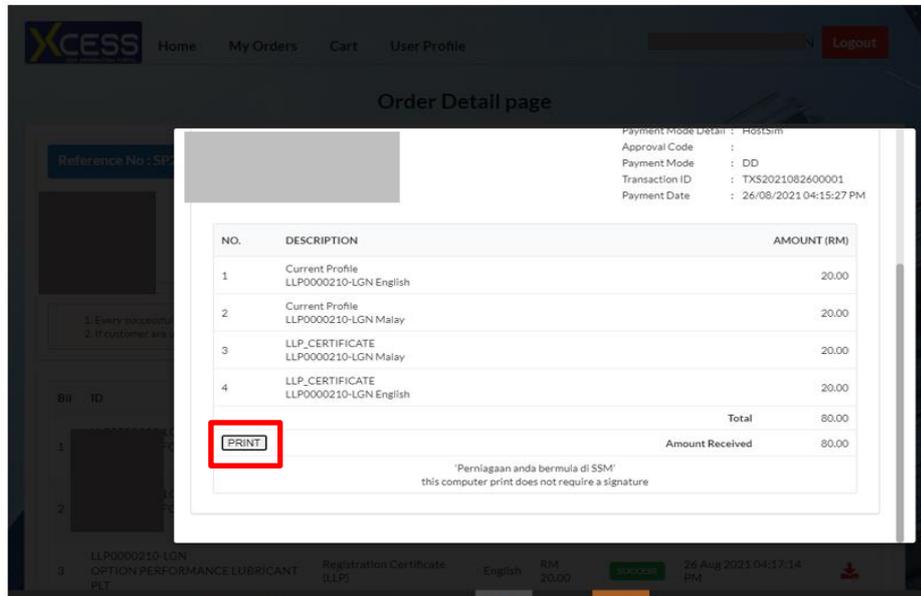


9.	<p>Complete the payment information and click SUBMIT PAYMENT. Please contact enquiry@ssm.com.my if you have problems for making payment.</p>
----	--



10.

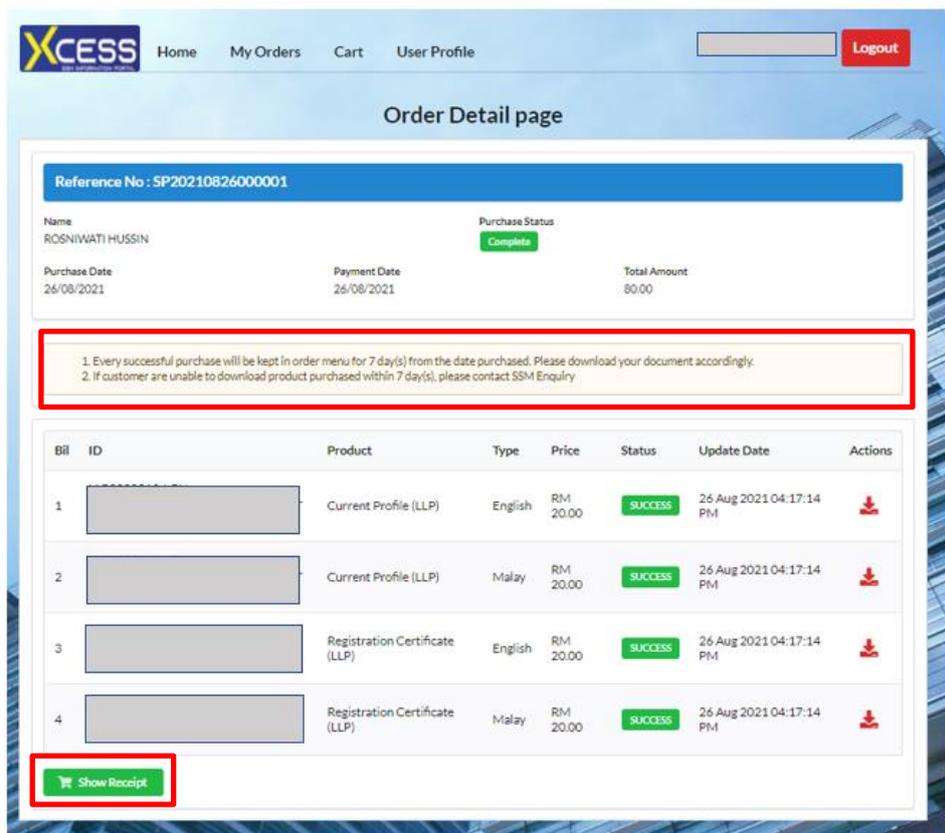
The OFFICIAL RECEIPT will be displayed upon successful payment. Customers can click on the PRINT button if you want to print the receipt.



STEPS	EXPLANATION
-------	-------------

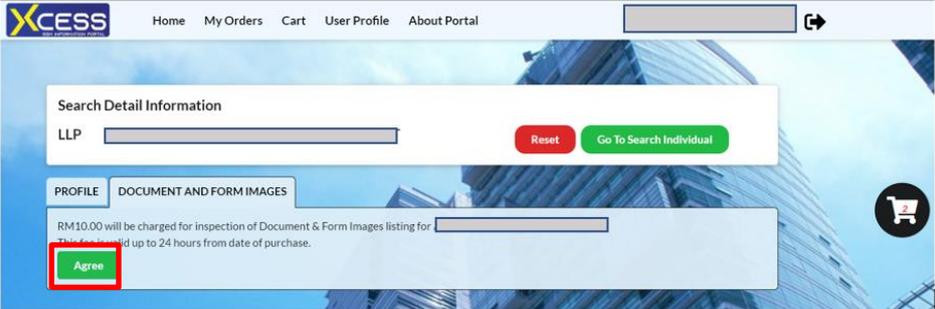
11.

The ORDER DETAIL PAGE screen will be displayed stating all the purchase information. Customers can click on the icon  to download the information that has been purchased. **Please note that information purchased through the XCESS Portal can only be downloaded for a period of seven (7) days from the date of purchase.** The download icon will disappear, and the customer need to repurchase. Therefore, customers are advised to keep the information that have been downloaded and stored in your personal folders.



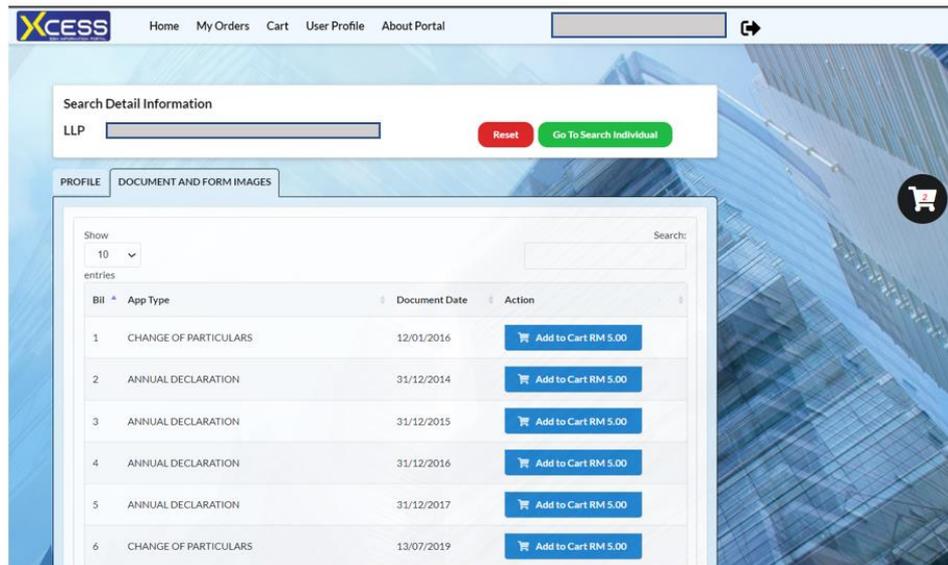
Customers can also click on SHOW RECEIPT to retrieve a copy of the purchase receipt.

PART 4: STEP TO PUCHASE COPY OF LLP STATUTORY DOCUMENT IMAGE

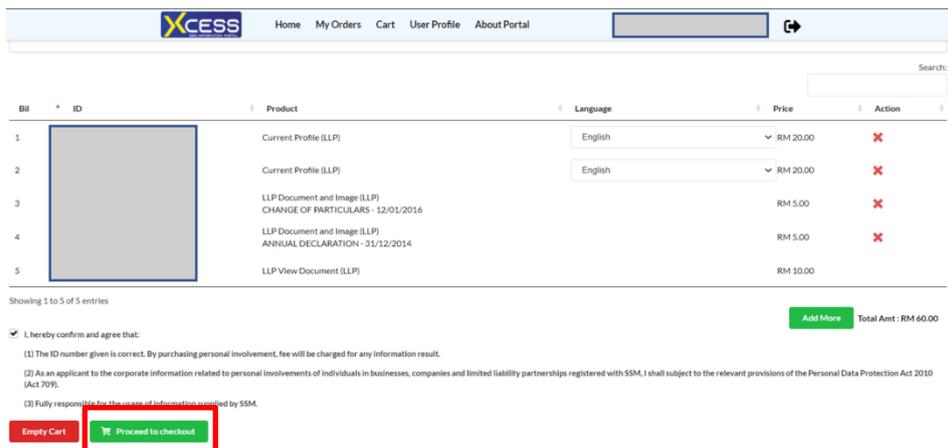
STEPS	EXPLANATION
1.	<p>Repeat Step 1 until step 3 as stated in Part 3 above.</p> <p>Choose <i>DOCUMENT AND FORM IMAGES</i> tab and XCESS Portal will display the validation notification box. RM10.00 will be charged for listing of LLP Statutory Document Images that have been submitted to SSM. Click Agree to view the listing of LLP Statutory Document images.</p>  <p>The screenshot shows the XCESS Portal interface. At the top, there is a navigation bar with links for Home, My Orders, Cart, User Profile, and About Portal. Below this is a search bar with the text 'Search Detail Information' and a field containing 'LLP'. To the right of the search field are two buttons: 'Reset' (red) and 'Go To Search Individual' (green). Below the search bar, there are two tabs: 'PROFILE' and 'DOCUMENT AND FORM IMAGES'. The 'DOCUMENT AND FORM IMAGES' tab is selected. Below the tabs, there is a notification box that reads: 'RM10.00 will be charged for inspection of Document & Form Images listing for [redacted]. This fee is valid up to 24 hours from date of purchase.' At the bottom of this notification box is a green 'Agree' button, which is highlighted with a red rectangle in the image.</p>

STEPS	EXPLANATION
-------	-------------

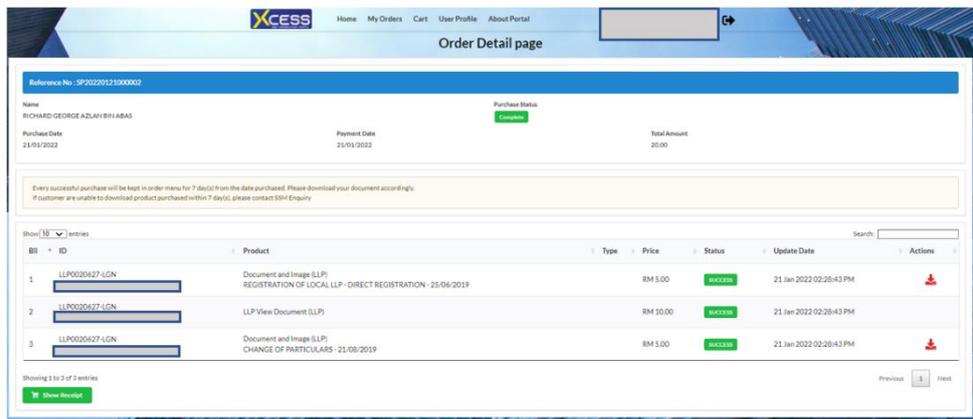
2.	The XCESS Portal will display a list of LLP images submitted to SSM that can be purchased. Please choose which image to be purchased and then click ADD TO CART. Customers can purchase multiple images in one transaction.
----	---

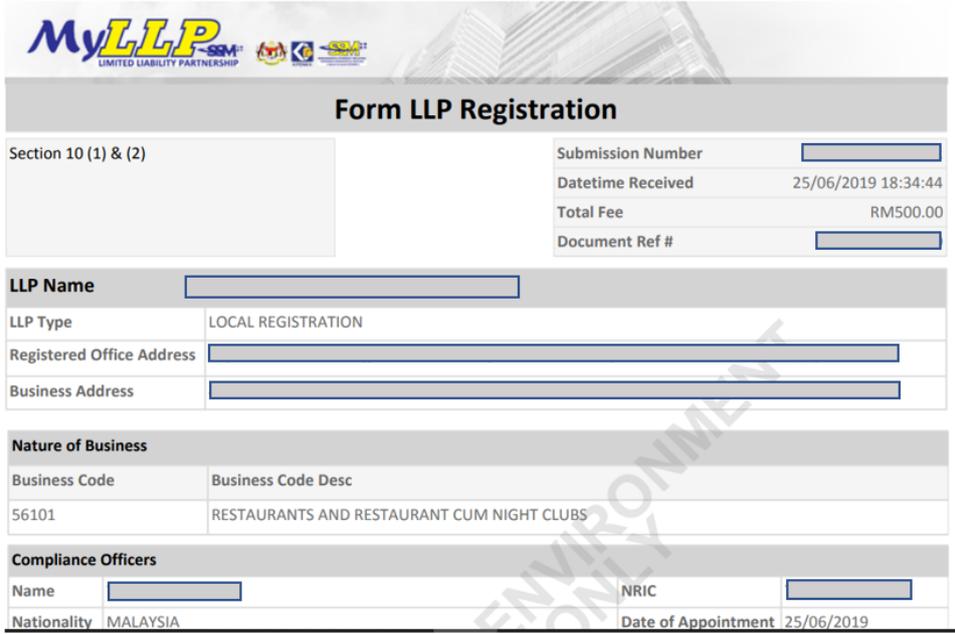


3.	All images that have been selected will be displayed in the Cart list. Please click on <input checked="" type="checkbox"/> and PROCEED TO CHECKOUT for further purchase process.
----	---

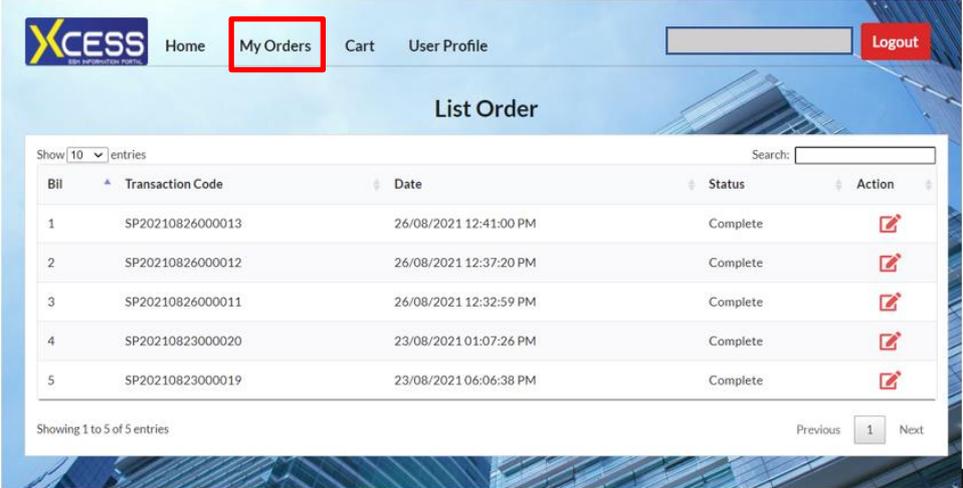


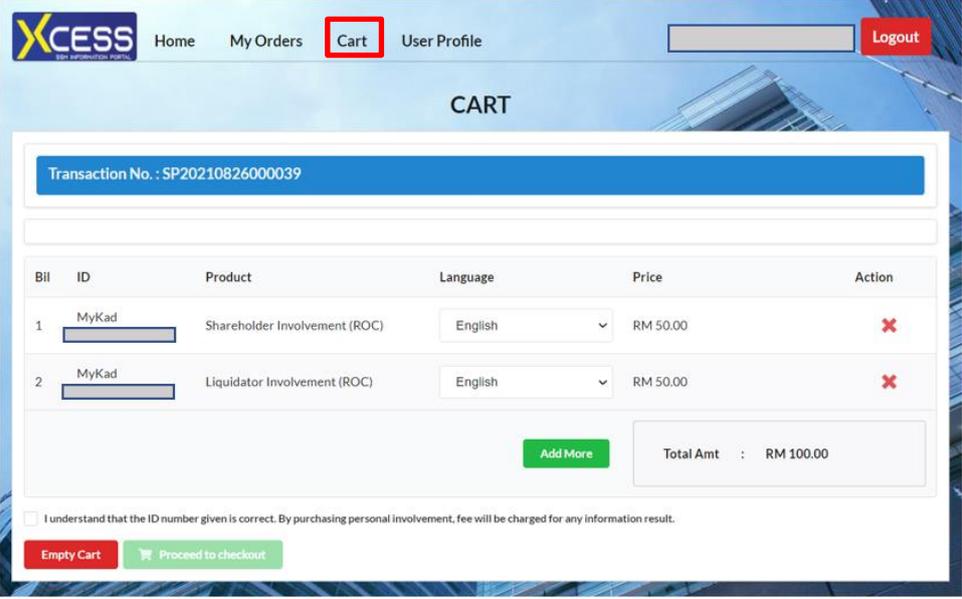
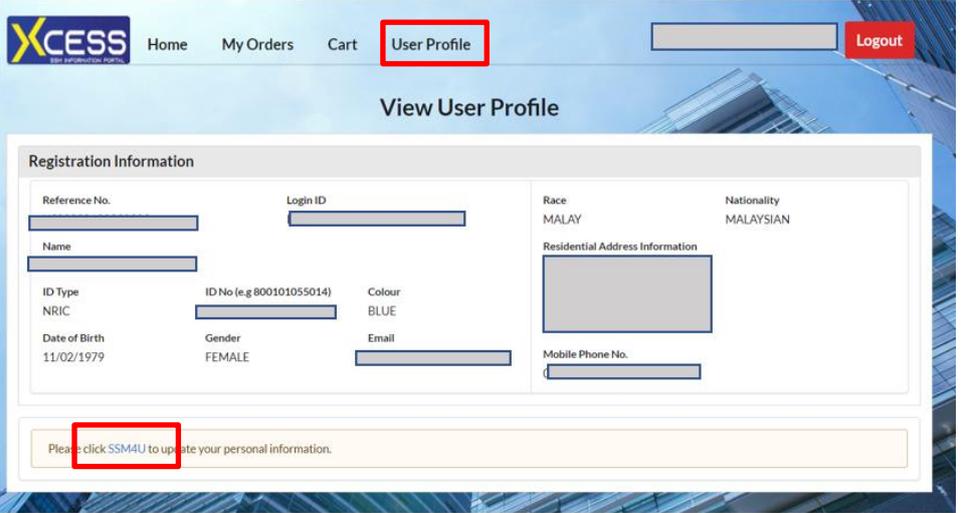
STEPS	EXPLANATION
4.	Please refer to step 6 until 11, Part 3 above to complete the process of purchasing the copy of LLP Statutory Document Image.
5.	<p>The ORDER DETAIL PAGE screen will be displayed stating all the purchase information. Customers can click on the icon  to download the copy of image that has been purchased. Please note that copy of image purchased through the XCESS Portal can only be downloaded for a period of seven (7) days from the date of purchase. The download icon will disappear, and the customer need to repurchase.</p> <p>Therefore, customers are advised to keep the copy of LLP Statutory Document that have been downloaded and stored in your personal folders.</p>



STEPS	EXPLANATION
6.	<p>The following is an example of a copy of LLP Statutory Document Image that was successfully downloaded. Please contact enquiry@ssm.com.my if the document fails to download.</p>  <p>The screenshot shows the 'Form LLP Registration' interface. At the top, there are logos for MyLLP, SSM, and other agencies. The form is divided into several sections:</p> <ul style="list-style-type: none"> Section 10 (1) & (2): Submission Number, Datetime Received (25/06/2019 18:34:44), Total Fee (RM500.00), and Document Ref #. LLP Name: A text input field. LLP Type: LOCAL REGISTRATION. Registered Office Address: A text input field. Business Address: A text input field. Nature of Business: Business Code (56101) and Business Code Desc (RESTAURANTS AND RESTAURANT CUM NIGHT CLUBS). Compliance Officers: Name, NRIC, Nationality (MALAYSIA), and Date of Appointment (25/06/2019). <p>A large diagonal watermark reading 'ENVIRONMENT ONLY' is visible across the bottom half of the screenshot.</p>

PART 5: OTHER FUNCTION OF XCESS PORTAL

STEPS	EXPLANATION																														
<p>1.</p>	<p>Click on the HOME menu to return to the home screen.</p> 																														
<p>2.</p>	<p>Click on the MY ODER menu to get all records of product/information that have been purchased before. Click on the icon  for more information on each purchase.</p>  <table border="1" data-bbox="443 1464 1358 1727"> <thead> <tr> <th>Bill</th> <th>Transaction Code</th> <th>Date</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SP20210826000013</td> <td>26/08/2021 12:41:00 PM</td> <td>Complete</td> <td></td> </tr> <tr> <td>2</td> <td>SP20210826000012</td> <td>26/08/2021 12:37:20 PM</td> <td>Complete</td> <td></td> </tr> <tr> <td>3</td> <td>SP20210826000011</td> <td>26/08/2021 12:32:59 PM</td> <td>Complete</td> <td></td> </tr> <tr> <td>4</td> <td>SP20210823000020</td> <td>23/08/2021 01:07:26 PM</td> <td>Complete</td> <td></td> </tr> <tr> <td>5</td> <td>SP20210823000019</td> <td>23/08/2021 06:06:38 PM</td> <td>Complete</td> <td></td> </tr> </tbody> </table>	Bill	Transaction Code	Date	Status	Action	1	SP20210826000013	26/08/2021 12:41:00 PM	Complete		2	SP20210826000012	26/08/2021 12:37:20 PM	Complete		3	SP20210826000011	26/08/2021 12:32:59 PM	Complete		4	SP20210823000020	23/08/2021 01:07:26 PM	Complete		5	SP20210823000019	23/08/2021 06:06:38 PM	Complete	
Bill	Transaction Code	Date	Status	Action																											
1	SP20210826000013	26/08/2021 12:41:00 PM	Complete																												
2	SP20210826000012	26/08/2021 12:37:20 PM	Complete																												
3	SP20210826000011	26/08/2021 12:32:59 PM	Complete																												
4	SP20210823000020	23/08/2021 01:07:26 PM	Complete																												
5	SP20210823000019	23/08/2021 06:06:38 PM	Complete																												

STEPS	EXPLANATION
<p>3.</p>	<p>Click on the CART menu to get all the products/ information that have been previously selected and wait for payment.</p>  <p>The screenshot shows the XCESS portal's 'CART' page. At the top, the navigation bar includes 'Home', 'My Orders', 'Cart' (highlighted with a red box), and 'User Profile'. Below the navigation bar, the page title is 'CART'. A blue banner displays the 'Transaction No. : SP20210826000039'. Below this is a table with columns: 'Bill ID', 'Product', 'Language', 'Price', and 'Action'. The table contains two rows: Row 1: '1 MyKad', 'Shareholder Involvement (ROC)', 'English', 'RM 50.00', and a red 'X' icon. Row 2: '2 MyKad', 'Liquidator Involvement (ROC)', 'English', 'RM 50.00', and a red 'X' icon. Below the table, there is an 'Add More' button and a 'Total Amt : RM 100.00' box. At the bottom, there is a checkbox for terms and conditions, and two buttons: 'Empty Cart' and 'Proceed to checkout'.</p>
<p>4.</p>	<p>Click on the USER PROFILE menu to view a record of the user's personal information. Customers can update this information on the SSM4U Web or by clicking on the SSM4U link provided.</p>  <p>The screenshot shows the XCESS portal's 'View User Profile' page. At the top, the navigation bar includes 'Home', 'My Orders', 'Cart', and 'User Profile' (highlighted with a red box). Below the navigation bar, the page title is 'View User Profile'. The main content area is titled 'Registration Information' and contains several fields: 'Reference No.', 'Login ID', 'Name', 'ID Type' (NRIC), 'ID No (e.g 800101055014)', 'Colour' (BLUE), 'Date of Birth' (11/02/1979), 'Gender' (FEMALE), 'Email', 'Race' (MALAY), 'Nationality' (MALAYSIAN), 'Residential Address Information', and 'Mobile Phone No.'. At the bottom, there is a yellow box with the text 'Please click SSM4U to update your personal information.' where 'click SSM4U' is highlighted with a red box.</p>

CLOSING

6. Any further inquiries regarding the XCESS Portal, please call 03-7721 4000 or email enquiry@ssm.com.my.

Prepare by:

Suruhanjaya Syarikat Malaysia

21st January 2022