

**SSM OPERATION HOURS**

**To All Valued Customers of SSM**

This is to inform you that the operation hours and schedule of counter services for SSM nationwide are as follows:

**OPERATION HOURS**

For Johor, Melaka, Negeri Sembilan, Pahang, Perak, Perlis, Pulau Pinang, Selangor and Wilayah Persekutuan Kuala Lumpur:

- i. Work Day : Monday to Friday
- ii. Weekend : Saturday and Sunday
- iii. Office Hours :

<b>Day</b>	<b>Work Hours (Morning)</b>	<b>Break Time</b>	<b>Work Hours (Afternoon)</b>
Monday – Thursday	08.15 – 01.00	01.00 – 02.00	02.00 – 05.15
Friday	08.15 – 12.15	12.15 – 02.45	02.45 – 05.15

For Kedah, Kelantan and Terengganu:

- i. Work Day : Sunday to Thursday
- ii. Weekend : Friday and Saturday
- iii. Office Hours :

<b>Day</b>	<b>Work Hours (Morning)</b>	<b>Break Time</b>	<b>Work Hours (Afternoon)</b>
Sunday – Wednesday	08.15 – 01.00	01.00 – 02.00	02.00 – 05.00
Thursday	08.15 – 01.00	01.00 – 02.00	02.00 – 04.45

For Sabah and W.P. Labuan:

- i. Work Day : Monday to Friday
- ii. Weekend : Saturday and Sunday
- iii. Office Hours :

Day	Work Hours (Morning)	Break Time	Work Hours (Afternoon)
Monday – Thursday	08.00 – 01.00	01.00 – 02.00	02.00 – 05.00
Friday	08.00 – 11.30	11.30 – 02.00	02.00 – 05.00

For Sarawak:

- i. Work Day : Monday to Friday
- ii. Weekend : Saturday and Sunday
- iii. Office Hours :

Day	Work Hours (Morning)	Break Time	Work Hours (Afternoon)
Monday – Thursday	08.00 – 01.00	01.00 – 02.00	02.00 – 05.00
Friday	08.00 – 11.45	11.45 – 02.15	02.15 – 05.00

### **SCHEDULE OF COUNTER SERVICES**

1. For Johor, Melaka, Negeri Sembilan, Pahang, Perak, Perlis, Pulau Pinang, Selangor and Wilayah Persekutuan Kuala Lumpur:

Day	Work Hours (Morning)	Break Time	Work Hours (Afternoon)
Monday – Thursday	08.15 a.m. to 04.15 p.m.		
Friday	08.15 – 12.15	12.15–02.45	02.45 – 04.15

2. For Kedah, Kelantan and Terengganu:

<b>Day</b>	<b>Work Hours (Morning)</b>	<b>Break Time</b>	<b>Work Hours (Afternoon)</b>
Sunday – Wednesday	08.15 a.m. to 04.00 p.m.		
Thursday	08.15 a.m. to 03.45 p.m.		

3. For Sabah and W.P. Labuan:

<b>Day</b>	<b>Work Hours (Morning)</b>	<b>Break Time</b>	<b>Work Hours (Afternoon)</b>
Monday – Thursday	08.00 a.m. to 4.00 p.m.		
Friday	08.00 – 11.30	11.30–02.00	02.00 – 04.00

4. For Sarawak:

<b>Day</b>	<b>Work Hours (Morning)</b>	<b>Break Time</b>	<b>Work Hours (Afternoon)</b>
Monday – Thursday	08.00 a.m. to 4.00 p.m.		
Friday	08.00 – 11.45	11.45–02.15	02.15 – 04.00