



USER MANUAL

Application For Registration To Act As A Secretary / Application for Practicing Certificate Of Secretary

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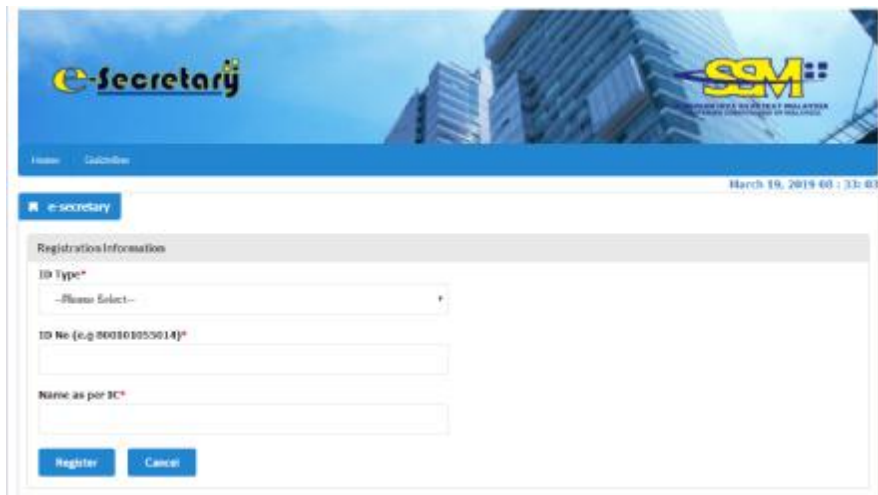
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USER REGISTRATION

1. Open an internet browser (Google Chrome) and navigate to URL of <https://esecretary.ssm.com.my> OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select e-secretary.
2. Click "Sign Up" button at the e-secretary login homepage as screen below for new user.
3. If you are existing user for EzBiz / MyLLP, you can use the same ID and password to login into e-Secretary system. Click "Forgot password" if you want to reset your password.



4. Select NRIC at the "ID Type".
5. Key in your NRIC Number.
6. Key in your full name as per your IC.
7. Click button.




- Fill in the "Registration Information" below. Please ensure your email address is correct since all notification will be sent via email.

The screenshot shows the 'e-Secretary' website interface. At the top, there is a navigation bar with 'Home' and 'Gubuklin'. The main content area is titled 'Registration Information' and contains several input fields: 'Login ID*' (with a note: 'Please key in from 5 until 40 character'), 'Password*' (with a note: 'Password must contain at least one of lower case letters, upper case letters, digits and minimum 6 character'), 'Re-Type Password*', 'Email*', and 'Re-Type Email*'. The date and time 'March 11, 2019 15:56:00' are displayed in the top right corner.

- Proceed to "User Information" and enter the following information.

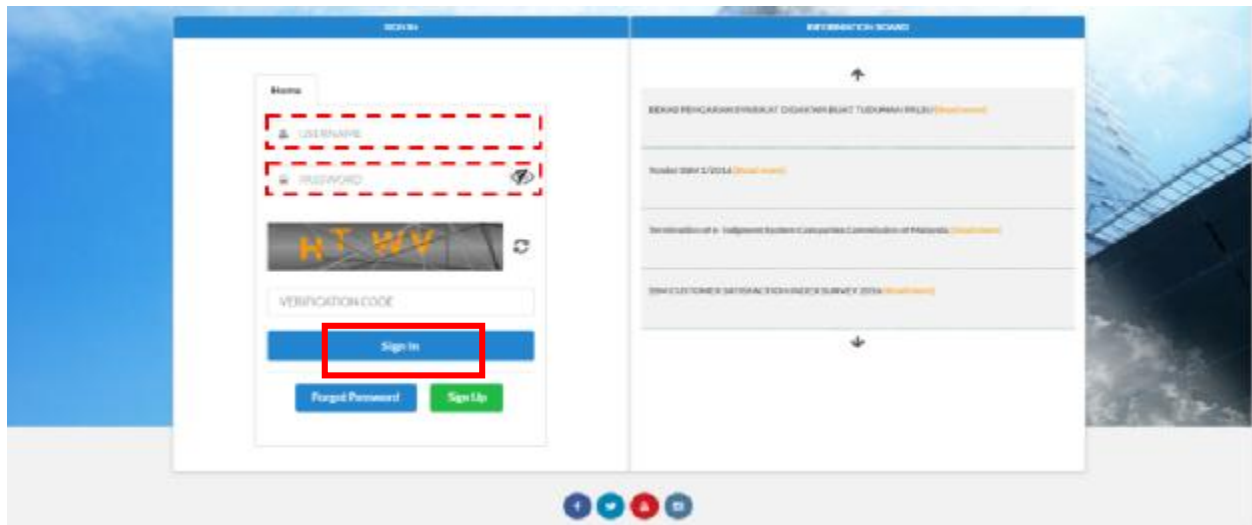
The screenshot shows the 'User Information' form with the following pre-filled data: 'Name*' is 'RAFIDAH ABUULAH'; 'ID Type' is 'NRC'; 'ID No (e.g. 880101059814)*' is '770121076142'; 'Colour*' is a dropdown menu showing '--Please Select--'; 'Nationality*' is a dropdown menu showing '--Please Select--'; 'Gender*' has radio buttons for 'FEMALE' (selected) and 'MALE'; 'Date of Birth*' is '21-Jan-1977'; and 'Race*' is a dropdown menu showing '--Please Select--'.

- Fill in "Residential Address Information".
- Tick "Declaration" after you have read and understood the protocol and TOC of secretary system.
- Click  button.

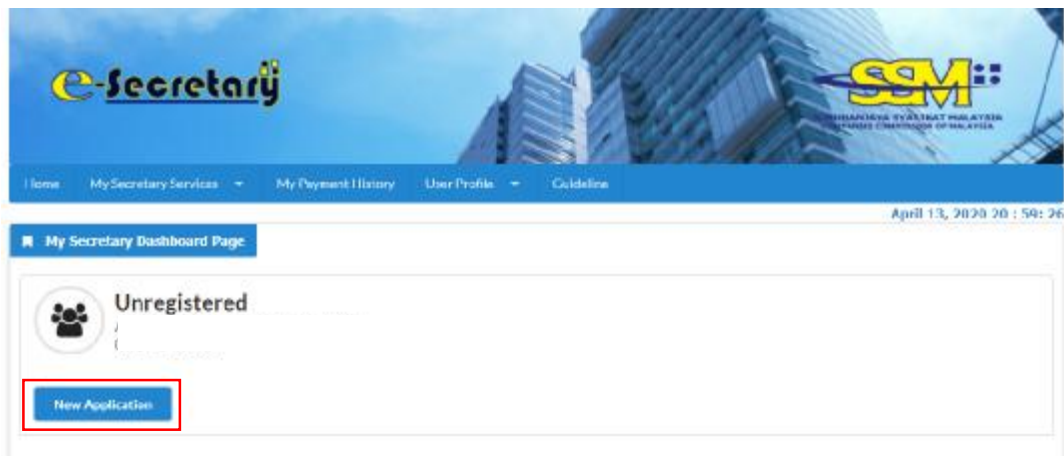
The screenshot shows the 'Residential Address Information' form with the following fields: 'Residential Address*' (two stacked text boxes), 'Postcode*', 'City*', 'Country*' (pre-filled with 'MALAYSIA'), and 'State*' (dropdown menu showing '--Please Select--'). Below the form is a 'Declaration' section with the text: 'I have read and understood the [Protocol on E-Lockersystem](#) and agree to the [Terms and Conditions](#) of the e-Secretary System.' At the bottom, there are 'Save' and 'Cancel' buttons.


APPLICATION FOR REGISTRATION TO ACT AS A SECRETARY

1. Open an Internet browser and navigate to URL of <https://esecretary.ssm.com.my> OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select e-secretary.
2. Login into e-secretary system using your username and password that has been registered.
3. Key in Verification Code as stated at the screen.
4. Click "Sign In" button.



5. Click "New Application".



6. Select your relevant secretary's qualification.
7. Enter your license number or membership number based on the number indicated on the license / certificate issued.
8. Key in your license expiry / annual membership renewal date (the date must be more than 30 days from application date).
9. Click  button.

Applications for Registratives to Act as a Secretary

Name: ALYA NAZIRAH BINTI NAZAD BAKTI

ID Type: MJC ID No: 0311381-00386

Secretary Qualification*
 -Please Select-

License / Membership Number*
 KS - e.g. LS0086234
 MA - e.g. 33025
 MAJCSA - e.g. 7056080
 SLA - e.g. 945
 MACS - e.g. MACSE2346
 MJCFA - e.g. 2281
 BC - e.g. BCJ71432
 AAS - e.g. 1030-03009

License Expiry / Annual Membership Renewal Date*

Next

10. Proceed to fill in mandatory information as follow.

Secretary

Home My Account/Details My Payment History Case History Guidelines March 11, 2019 10:10:38

APPLICATION FOR REGISTRATIVE TO ACT AS A SECRETARY

DETAILS OF APPLICANT

Name: ALYAN NAZIRAH

ID Type: MJC ID No: 0311381-00386

Date of Birth: 21 Jun 1980 Gender: FEMALE

Race: MELAYU Nationality: PERMANYEN RESIDENT

Residential address*
 NO. 1, ALYAN LITE
 ALYAN HEIGHT

Passport*
 0930 Sex: --Please select--

Phone Number (eg: 0322962594)
 032217380 Mobile Number: 032217380

Email: alyan@secreary.gov.my

DETAILS OF QUALIFICATION

Secretary Qualification: Malaysian Institute of Secretaries (MIS)

License / Membership Number: MIA00001

15. Click the “Declaration” checkbox after you have read and fulfill all the conditions stated.

16. Click “Submit Payment” button.

System.com.my/iv3cat/page721

msmulliam@system

DETAILS OF QUALIFICATION

Secretary Qualification
Malayan Institute of Accountants (MIA)

License / Membership Number
MIA00861

DETAILS OF COMPANY SECRETARY OFFICE

I am currently employed or practicing in secretarial services*

—Please Select—

SUPPORTING DOCUMENTS*

Attach Membership Certificate*

Choose File / No file chosen

Attach Membership Renewal Receipt / any other proof of membership validity*

Choose File / No file chosen

Attach copy of MRC*

Choose File / No file chosen

DECLARATION:

I, as per name above do solemnly and sincerely declare that:

- I am qualified to act as company secretary under section 332(1) of the Companies Act 2016;
- I am not an undischarged bankrupt;
- I have not been convicted whether in or outside Malaysia of any offence referred to in section 139 of the Companies Act 2016;
- I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Commission of Malaysia Act 2001; and
- All information provided in this application and the documents attached is correct and true to my knowledge.

Attention:

It is an offence under section 393 of the Companies Act 2016 to make or authorise 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 ten years or to a fine not less than RM12 million or to both.

Back Submit Payment

17. System will redirect to payment page below and click **PAY ONLINE** button. Fee imposed is RM100.00.

Payment Page

Payment Details

| Item Description | Quantity | Amount before Tax (RM) | Tax (RM) | Total including Tax (RM) |
|--|----------|--------------------------|-------------|--------------------------|
| Secretary Practising Cert (SAP23A) ADEUL_AFD | 1 | 100.00 | 0.00 | 100.00 |
| Total (RM) | | 100.00 | 0.00 | 100.00 |
| | | Total Amount (RM) | | 100.00 |


Name*
SAP23A ADEUL_AFD

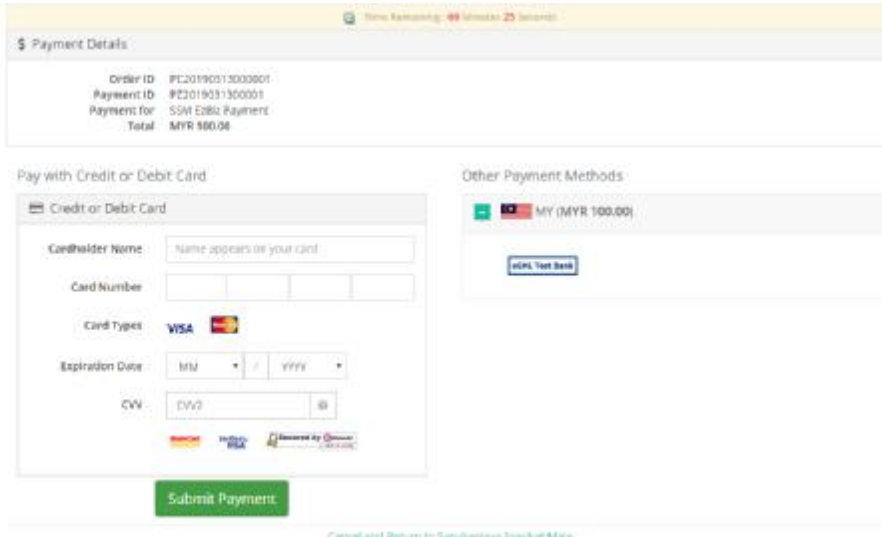
MRC No. / MyCoED No. / Business Registration No.*
3001208113

Address*
NO. 9, JALAN 6/9
JALAN PEKAT
#030002101, LIPIS
WILAYAH PERSEKUTUAN KUALA LUMPUR

PAY ONLINE CANCEL

18. Payment can be made via Credit card and FPX (Financial Process Exchange - Online banking)

19. Click  button.



The screenshot shows a payment page with the following sections:

- Payment Details:**
 - Order ID: PE20190313000001
 - Payment ID: PE20190313000001
 - Payment for: SSM E88G Payment
 - Total: MYR 100.00
- Pay with Credit or Debit Card:**
 - Credit or Debit Card:** Fields for Cardholder Name, Card Number, Card Type (VISA), Expiration Date (MM/YY), and CVV.
 - Other Payment Methods:** A button for "iCPL Test Bank" with a MYR 100.00 amount.
- Submit Payment:** A green button at the bottom of the card payment section.

20. System will generate official receipt on the payment made and you can print the receipt.



The screenshot shows an official receipt with the following details:

- Header:** SSM logo and "Sistem Pembayaran" text.
- Transaction Information:**
 - Order ID: PE20190313000001
 - Payment ID: PE20190313000001
 - Payment for: SSM E88G Payment
 - Total: MYR 100.00
- Customer Information:**
 - Name: SSM E88G Payment
 - Address: SSM E88G Payment
 - Phone: SSM E88G Payment
- Barcode:** A standard 1D barcode representing the transaction.
- Table:**

| NO | DESCRIPTION | AMOUNT (MYR) |
|----|------------------|---------------|
| 1 | SSM E88G Payment | 100.00 |
| | TOTAL | 100.00 |
| | PAID | 100.00 |
- Footer:** Includes a "Print" button and contact information for SSM.

21. You will also receive email notification on the payment made.

APPROVAL AND ISSUANCE OF PRACTISING CERTIFICATE

1. You will receive an email informing that your application has been approved.

Dear Sir/Madam,

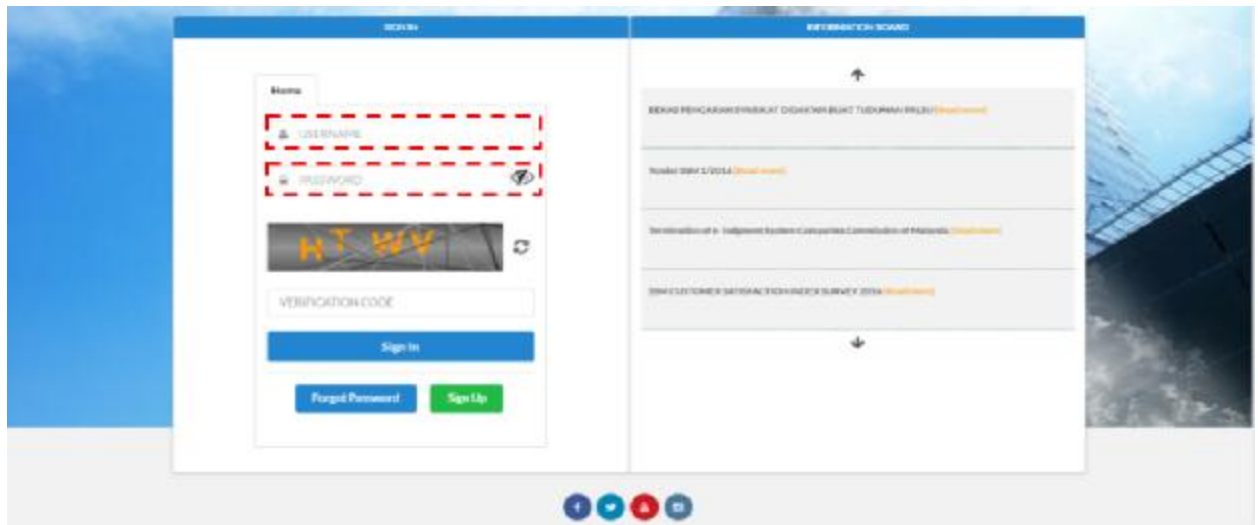
This is to inform you that your application for registration as an e-secretary under section 24 of the Companies Act, 2016 has been **APPROVED**.

| | |
|------------------------------------|----------------------------|
| e-Secretary No. | 4211100140 0001 |
| Practising Certificate Number | 201920020018 |
| Validity of Practising Certificate | 12/03/2018 - 12 March 2020 |
| Status | Approved |
| Date | 12/03/2018 |

Please login to secretary [www.ssm.com.my](https://esecretary.ssm.com.my) or download the Practising Certificate. For more information please call 03-7721 4000 or visit our www.ssm.com.my.

Thank you for your services.

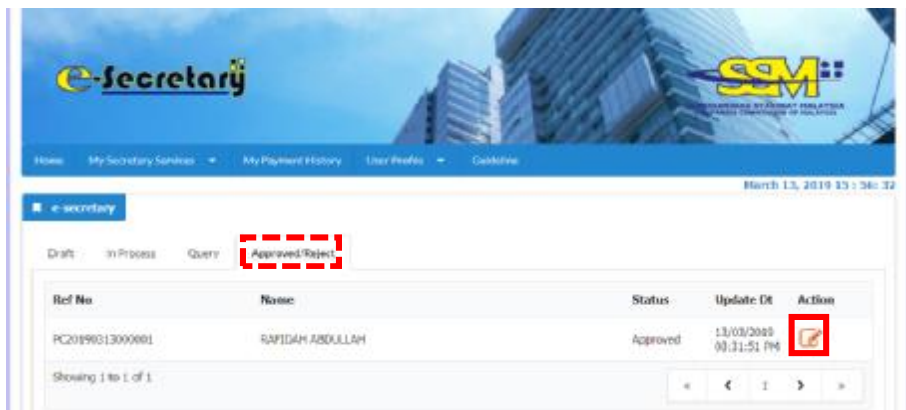
2. You have to login to <https://esecretary.ssm.com.my> in order to download your practising certificate OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select e-secretary.
3. Enter your username and password that has been registered.
4. Key in Verification Code as stated at the screen.
5. Click "Sign In" button.



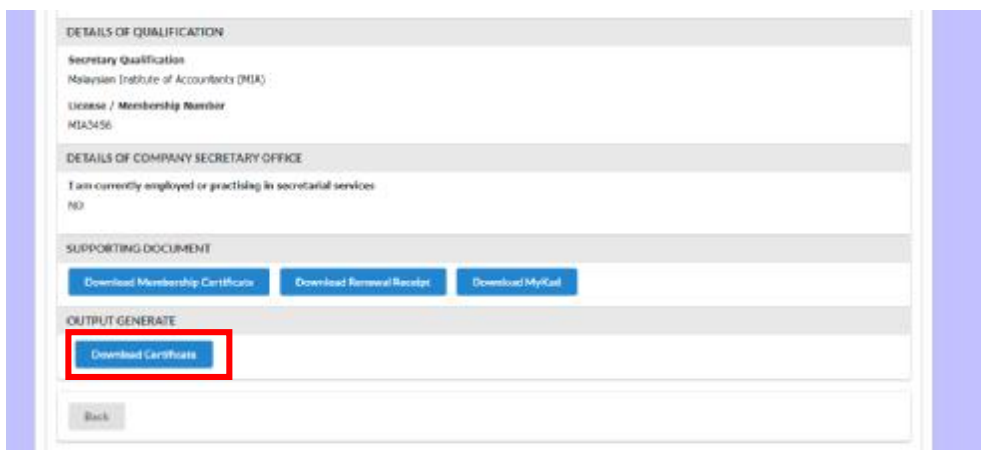
6. Select "List Of Transaction".



7. Click "Approved/Reject" and Action button below.

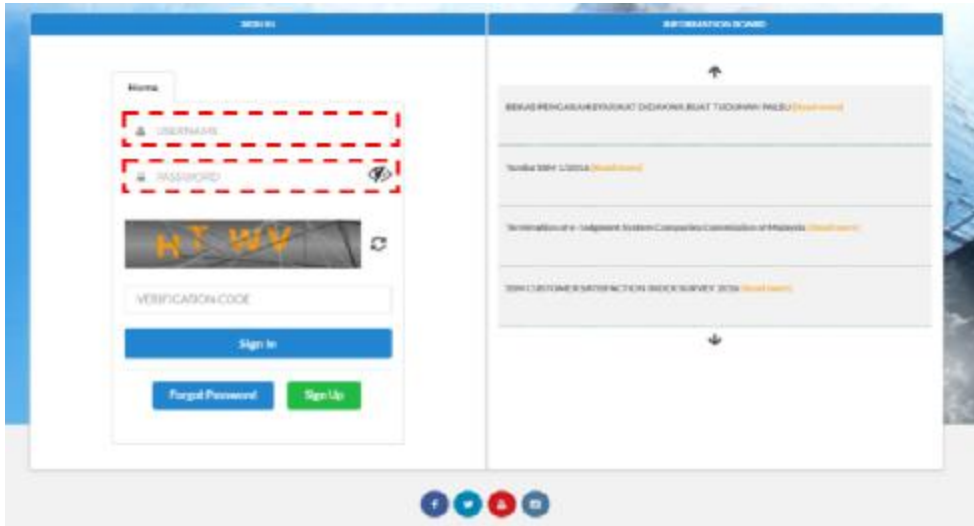


8. Scroll down and "download certificate" for the practicing certificate.



VIEW AND RESUBMIT QUERY

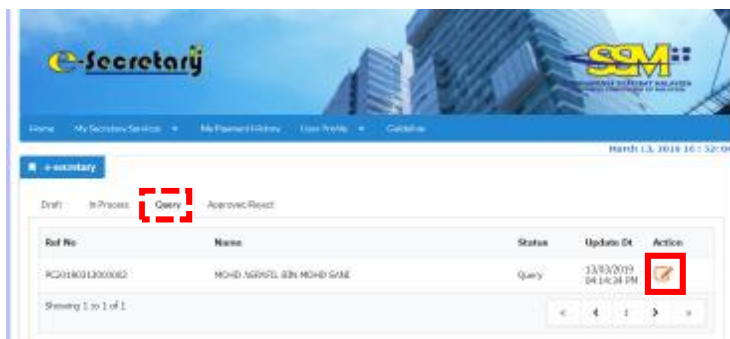
1. You will receive an email informing that your application has been queried. You have to login to <https://esecretary.ssm.com.my> in order to answer the query.
2. Enter your username and password that has been registered.
3. Key in Verification Code as stated at the screen.
4. Click "Sign In" button.



5. Select "List Of Transaction".



6. Click "Query" and Action button below.



7. Take action as stated in "Query Text" and provide feedback in the "Query Answer".

SUPPORTING DOCUMENT

Attach Membership Certificate*

Choose File MAICSA.pdf

Attach Membership Renewal Receipt / any other proof of membership validity*

Choose File No file chosen

Attach copy of NRIC*


Choose File No file chosen

DETAILS OF QUALIFICATION

Secretary Qualification
Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)

License / Membership Number
7025978

License Expiry / Annual Membership Renewal Date*



8. Tick "Declaration" checkbox.

QUERY

Query Text
SILA LAMPERKAN HANYAD

Query Answer*

DECLARATION

I as per name above do solemnly and sincerely declare that:

- I am qualified to act as company secretary under section 235(2) of the Companies Act 2016;
- I am not an undischarged bankrupt;
- I have not been convicted whether in or outside Malaysia of any offence referred to in section 186 of the Companies Act 2016;
- I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Commission of Malaysia Act 2016; and
- All information provided in this application and the documents attached is correct and true to my knowledge.

Attention :

It is an offence under section 594 of the Companies Act 2016 to 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 ten years or to a fine not less than RM2 million or to both.

9. Click  button.

DECLARATION

I as per name above do solemnly and sincerely declare that:

- I am qualified to act as company secretary under section 235(2) of the Companies Act 2016;
- I am not an undischarged bankrupt;
- I have not been convicted whether in or outside Malaysia of any offence referred to in section 198 of the Companies Act 2016;
- I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Commission of Malaysia Act 2001; and
- All information provided in this application and the documents attached is correct and true to my knowledge.

Attention :

It is an offence under section 591 of the Companies Act 2016 to 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 ten years or to a fine not less than RM2 million or to both.

[Back](#)

[Full form](#)