



## **USER MANUAL**

### **SSM e-Advertisement**

# **SECTION 612A COMPANIES ACT 2016 AND SECTION 76A LIMITED LIABILITY PARTNERSHIP ACT 2012**

Prepared by:

**COMPANIES COMMISSION OF MALAYSIA**

APRIL 2025

## **CONTENT**

| <b>TITLE</b>  | <b>PAGES</b> |
|---|--------------|
| 1.0 PURPOSE   | 3            |
| 2.0 BACKGROUND  | 3            |
| 3.0 ACCOUNT REGISTRATION AND ACTIVATION ON SSM4U PORTAL         |              |
| 3.1 STEPS TO REGISTER ON SSM4U PORTAL                           | 4-8          |
| 3.2 METHODS TO ACTIVATE A VERIFIED USER ACCOUNT ON SSM4U PORTAL | 8-12         |
| i. SSM COUNTER  |              |
| ii. ONLINE ACTIVATION   |              |
| 4.0 STEPS TO APPLY FOR SSM e-Advertisement                      |              |
| 4.1 COMPANIES AND LLPs  | 13-21        |
| 4.2 CONVERSION TO LLPs  | 22-24        |
| 5.0 ADVERTISEMENT ON SSM OFFICIAL PORTAL                        | 24-25        |
| 6.0 ADVERTISEMENT APPLICATION FEE                               | 26           |
| 7.0 CLOSING   | 26           |

## **1.0 PURPOSE**

This User Manual serves as a guide on advertising or publishing statutory information of companies and Limited Liability Partnerships (LLPs) on SSM's official portal.

## **2.0 BACKGROUND**

SSM e-Advertisement is a new service provided by SSM as a platform for advertising or publishing statutory information of companies and LLPs in accordance with the following legal provisions:

- i. Section 612A of the Companies Act 2016, effective from 1 April 2024; and
- ii. Section 76A of the Limited Liability Partnerships Act 2012, effective from 16 April 2025.

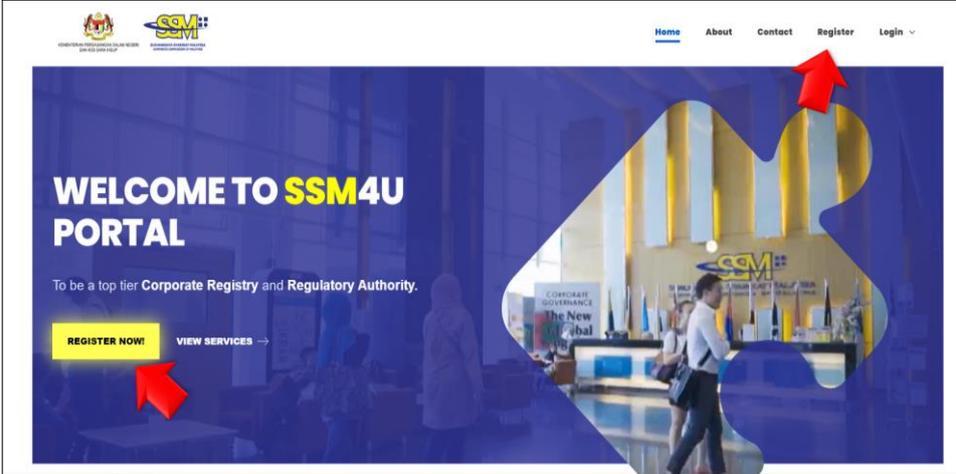
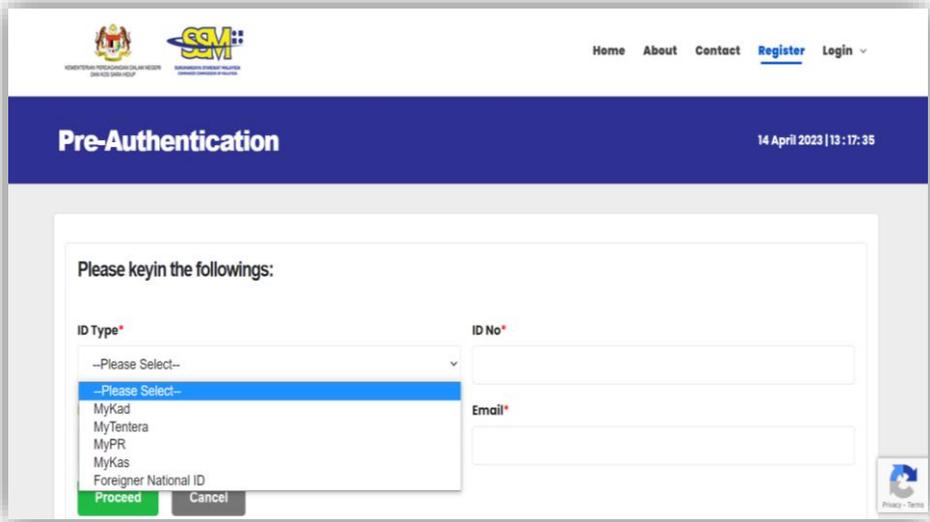
This service serves as an alternative for companies and LLPs to fulfill the statutory requirement of publishing or advertising statutory information, which was previously primarily done through newspapers across Malaysia.

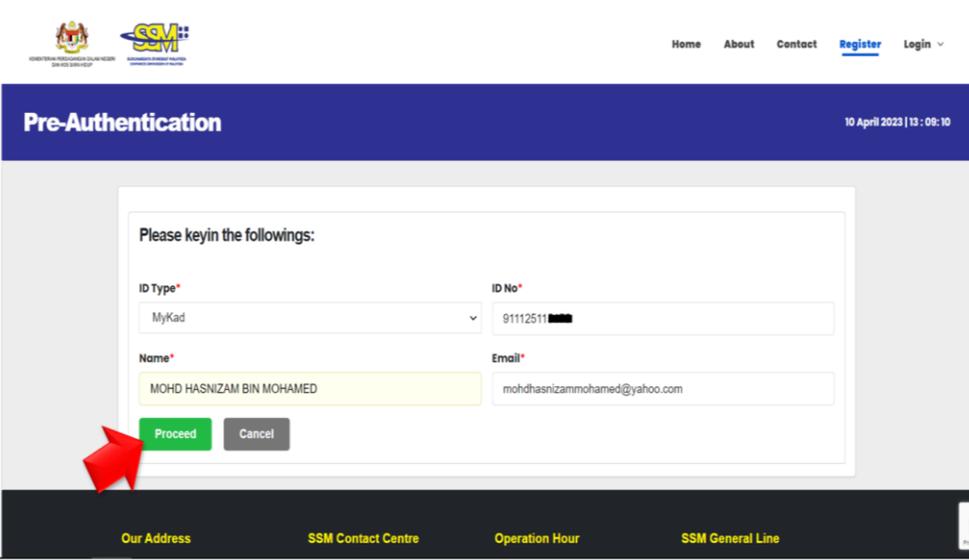
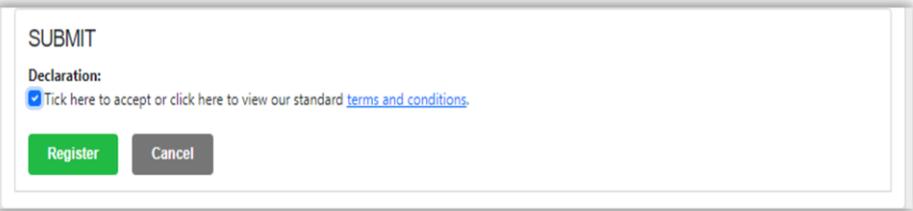
## **3.0 ACCOUNT REGISTRATION AND ACTIVATION ON SSM4U PORTAL**

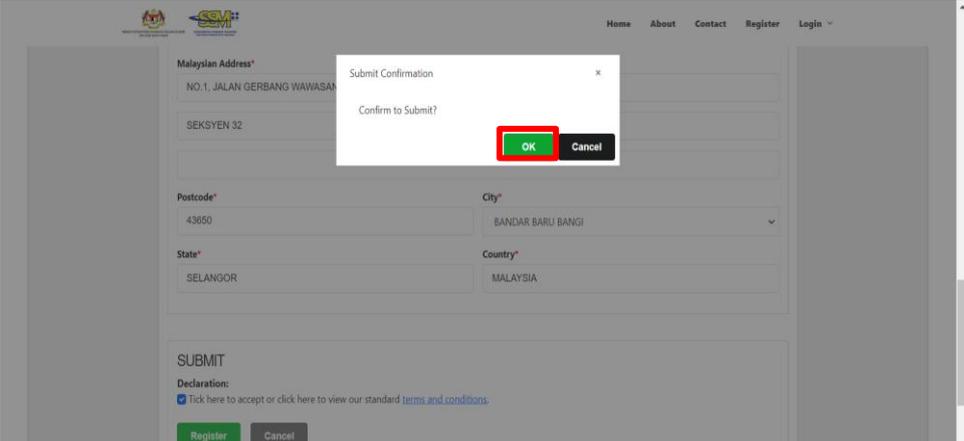
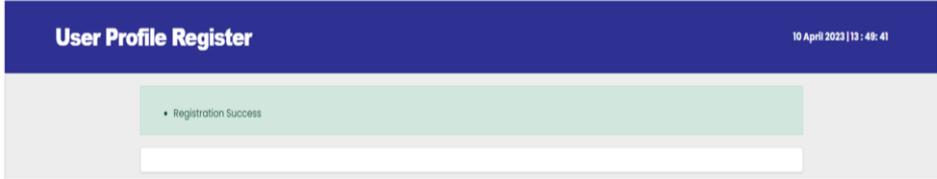
The SSM e-Advertisement service is accessible via the SSM XCESS portal. To utilise this service, users must first register and activate an account as a verified user on the SSM4U portal.

The registration and activation process is as follows:

### 3.1 STEPS TO REGISTER ON SSM4U PORTAL

| STEP | DESCRIPTION   |
|------|---|
| 1.   | <p>Users can access the SSM4U portal at <a href="https://www.ssm4u.com.my/">https://www.ssm4u.com.my/</a> and click on the <b>"Register"</b> button to create an SSM4U account.</p>          |
| 2.   | <p>Click the drop-down menu under <b>ID Type</b> and select the appropriate identification type. Users are then required to enter their name, identification number and email address.</p>  |

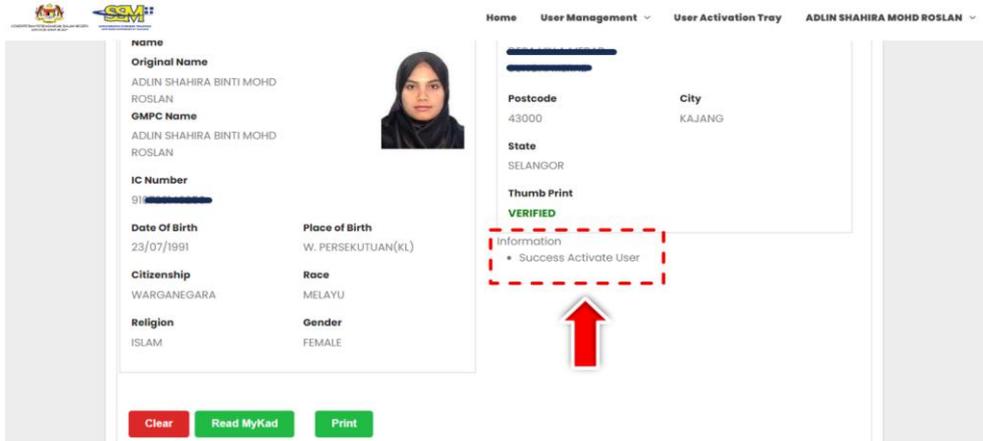
| STEP | DESCRIPTION   |
|------|---|
| 3.   | <p>Click the <b>Proceed</b> button.</p>   |
| 4.   | <p>The <b>User Profile Register</b> screen will appear and users must complete the registration information fields with their relevant details.</p>   |
| 5.   | <p>Tick (✓) on the <b>Terms &amp; Conditions</b> checkbox and click the <b>Register</b> button to submit the registration.</p>  |

| STEP | DESCRIPTION  |
|------|--|
| 6.   | <p>Click the <b>OK</b> button to confirm the registration submission.</p>    |
| 7.   | <p>A <b>Registration Success</b> screen will appear once the user has successfully completed the registration.</p>  |
| 8.   | <p>Users will receive an email notification from SSM4U to confirm the email address provided during registration on the SSM4U portal.</p>  |
| 9.   | <p>Users must click on the <b>Verify Here</b> link provided in the email to verify their registered email address.</p>   |
| 10.  | <p>Users can log in to the SSM4U portal using the login ID and password created during the registration process.</p>   |
| 11.  | <p>Once logged in, the account status will be shown as <b>Unverified</b>, as shown in the image below:</p>         |

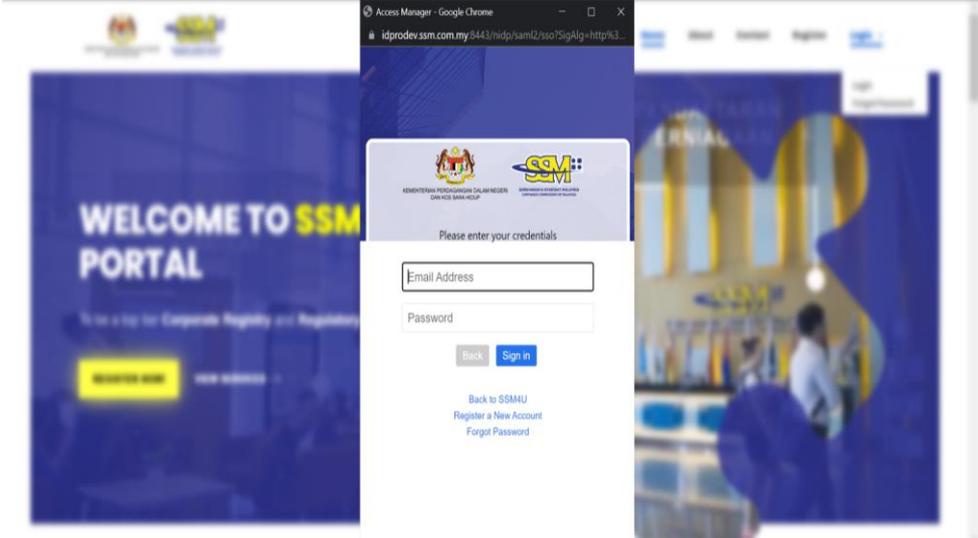
| STEP | DESCRIPTION   |
|------|---|
| 12.  | <p>For unverified users, access is limited to non-core services only. Examples of non-core services include:</p> <ul style="list-style-type: none"> <li>• XCESS;</li> <li>• DCTC Reader &amp; Checker;</li> <li>• e-Search;</li> <li>• e-Compound;</li> <li>• e-Query; and</li> <li>• Striking Off</li> </ul> |
| 13.  | <p>To access core services, users must be a verified user by activating their SSM4U account. Examples of core services include:</p> <ul style="list-style-type: none"> <li>• SSM e-Advertisement;</li> <li>• MBRS;</li> <li>• MyLLP; and</li> <li>• e-BOS</li> </ul>  |
| 14.  | <p>There are two methods to activate an SSM4U account:</p> <ol style="list-style-type: none"> <li>i. Visit the nearest SSM counter with your identity card for fingerprint verification; or</li> <li>ii. Activate your account online by uploading the required documents.</li> </ol>                         |
| 15.  | <p>Once the SSM4U account is activated, users will have access to both core and non-core services.</p>  |

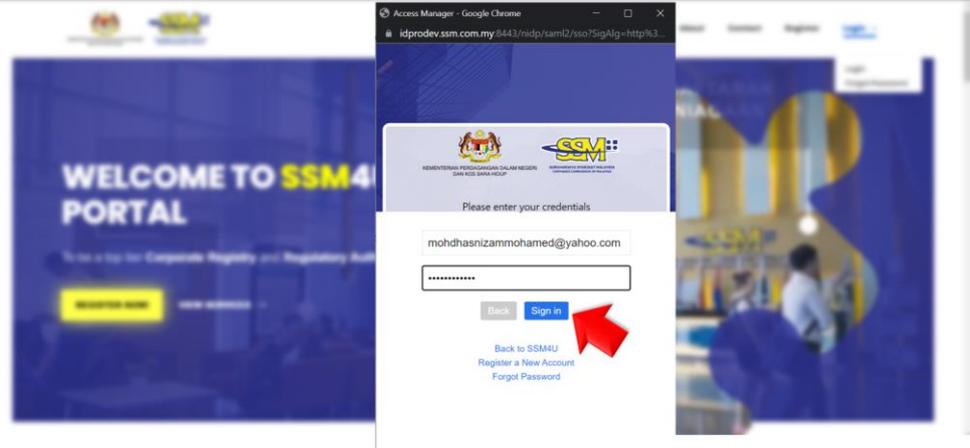
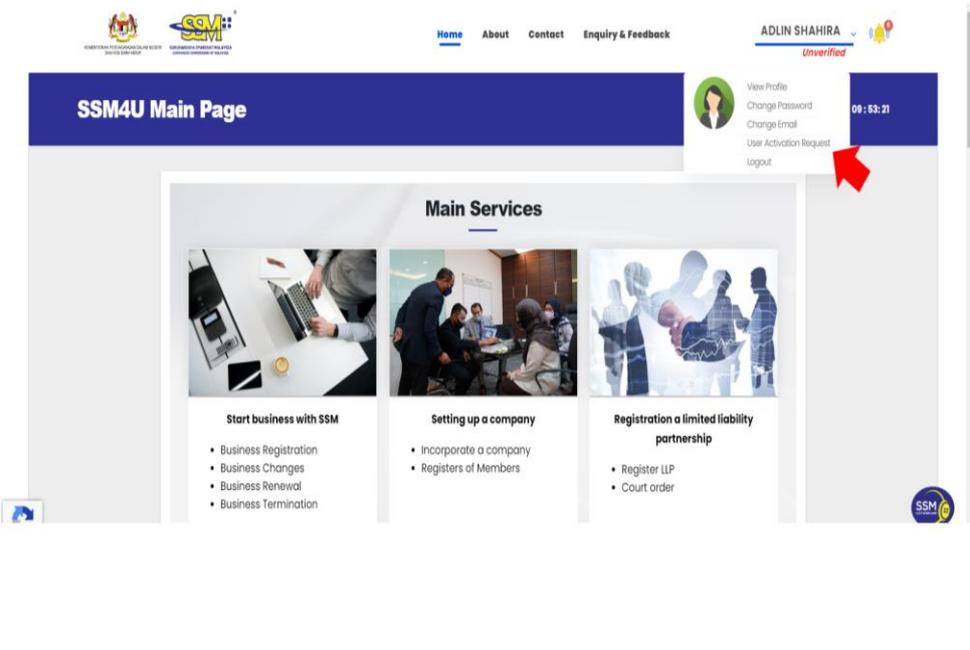
### 3.2 METHODS TO ACTIVATE A VERIFIED USER ACCOUNT ON SSM4U PORTAL

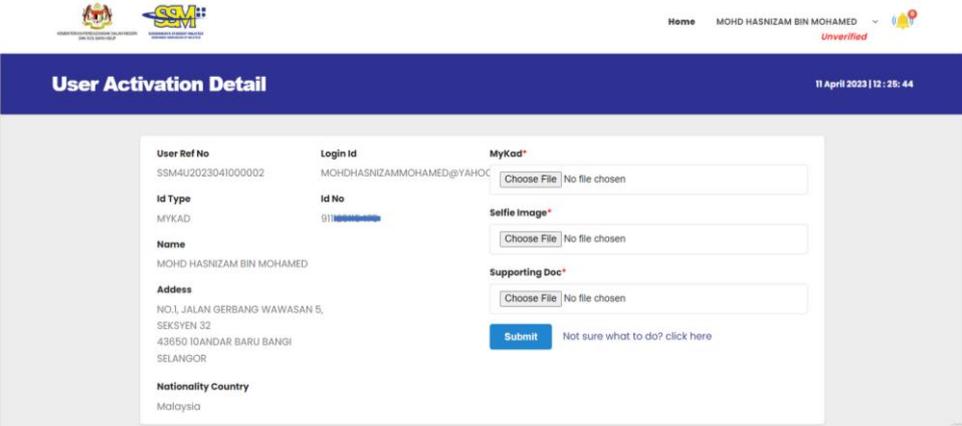
#### i. SSM COUNTER

| STEP | DESCRIPTION   |
|------|---|
| 1.   | Customers are required to visit the SSM counter and take a queue number for account verification. Once their queue number is called, they will need to present their identity card for fingerprint verification to complete the activation process.   |
| 2.   | <p>A User Activation Successful notification will appear on the screen once the customer's fingerprint verification is successfully completed.</p>  <p>The screenshot displays the SSM4U portal interface. On the left, there is a user profile card for ADLIN SHAHIRA BINTI MOHD ROSLAN, including fields for Original Name, GMPC Name, IC Number, Date of Birth, Place of Birth, Citizenship, Race, Religion, and Gender. A photo of the user is shown. On the right, the 'User Activation Tray' is visible, showing a 'Thumb Print VERIFIED' status and a notification box with the message 'Success Activate User'. A red dashed box highlights the notification, and a red arrow points upwards towards it. At the bottom of the profile card, there are buttons for 'Clear', 'Read MyKad', and 'Print'.</p> |
| 3.   | Customers can log in to the SSM4U portal using the email and password set after successful verification.  |

**ii. ONLINE ACTIVATION**

| STEP | DESCRIPTION  |
|------|--|
| 1.   | <p>Visit the SSM4U portal at <a href="http://www.ssm4u.com.my">www.ssm4u.com.my</a> and click the <b>Log In</b> button.</p>  |
| 2.   | <p>Enter the email address and password that were registered during the account activation process.</p>                    |

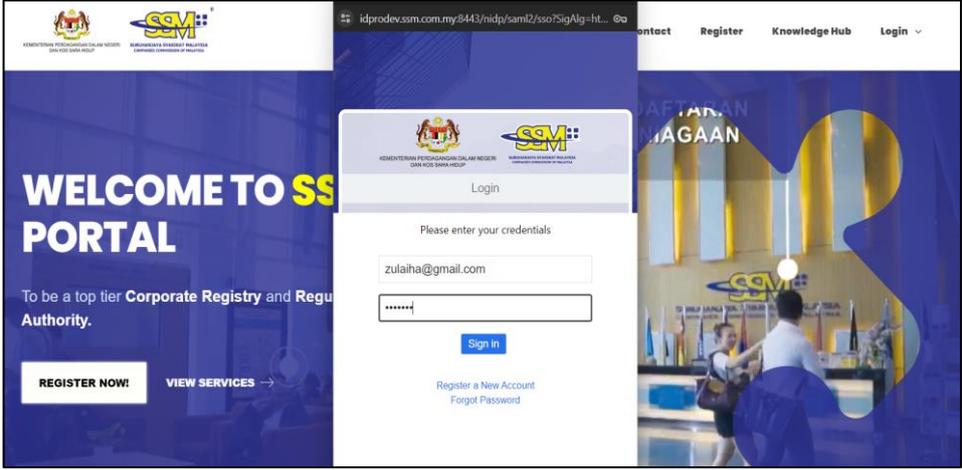
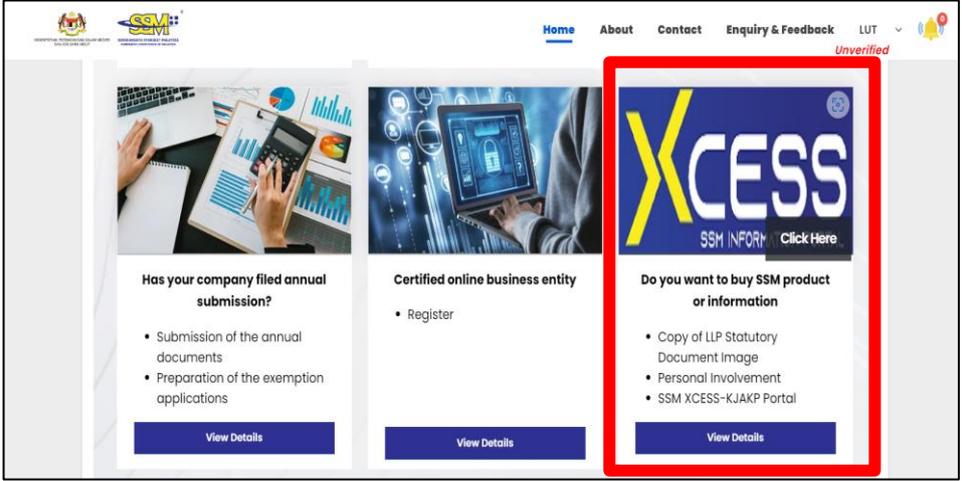
| STEP | DESCRIPTION  |
|------|--|
| 3.   | <p>Click <b>Sign In</b> to log in to the SSM4U portal.</p>   |
| 4.   | <p>A message will appear advising customers to activate their account on the SSM4U portal.</p>   |
| 5.   | <p>Customers can click <b>Verify Now</b> on the displayed message or go to <b>Username</b> and select <b>User Activation Request</b>.</p>  |

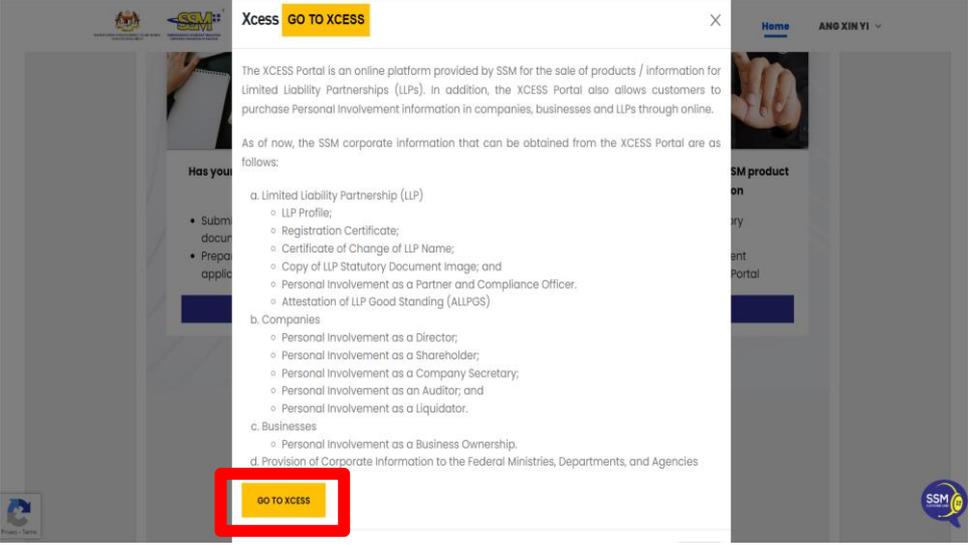
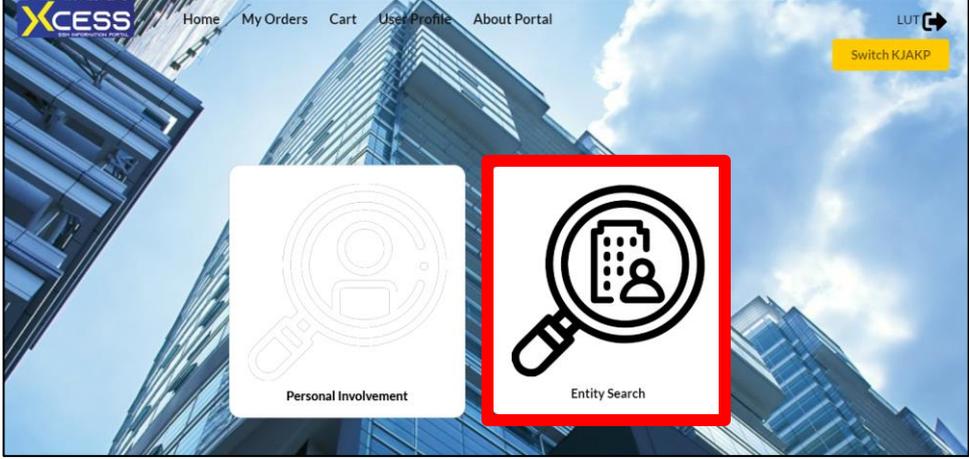
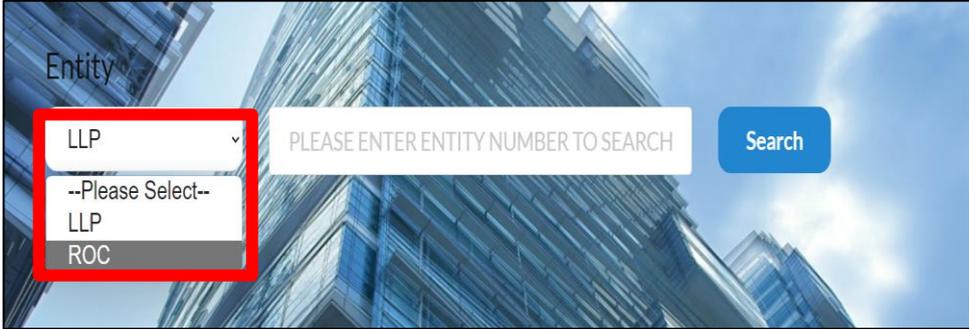
| STEP                                | DESCRIPTION   |  |  |  |  |               |                                   |                      |                                     |   |  |  |                       |   |   |   |
|-------------------------------------|---|--|--|--|--|---------------|-----------------------------------|----------------------|-------------------------------------|---|--|--|-----------------------|---|---|---|
| 6.                                  | <p>The <b>User Activation Detail</b> screen will be displayed, allowing customers to apply for online account activation.</p>   |  |  |  |  |               |                                   |                      |                                     |   |  |  |                       |   |   |   |
| 7.                                  | <p>The documents that customers need to provide for online account activation are as follows:</p> <table border="1" data-bbox="416 972 1386 2016"> <thead> <tr> <th data-bbox="416 972 616 1196" rowspan="2">ID Type</th> <th colspan="3" data-bbox="616 972 1386 1070">List of documents to be prepared</th> </tr> <tr> <th data-bbox="616 1070 837 1196">Identity card</th> <th data-bbox="837 1070 1118 1196">Photo of holding an identity card</th> <th data-bbox="1118 1070 1386 1196">Supporting Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1196 616 1787">MyKAD<br/>MyPR<br/>MyKAS<br/>MyTentera</td> <td data-bbox="616 1196 837 1787">Customers need to attach their identity card (front and back)</td> <td data-bbox="837 1196 1118 1787">Customers are required to take a photo while holding their identity card at neck level</td> <td data-bbox="1118 1196 1386 1787">Customers need to provide the following supporting documents:<br/><br/>i) Latest electricity/ telephone/ internet bill; or<br/>ii) Employee card; or<br/>iii) A valid driving license.</td> </tr> <tr> <td data-bbox="416 1787 616 2016">Foreigner National ID</td> <td data-bbox="616 1787 837 2016">Customers need to provide his/her nationality</td> <td data-bbox="837 1787 1118 2016">Customers are required to take a photo while holding a valid nationality identity</td> <td data-bbox="1118 1787 1386 2016">Customers need to provide passport as a supporting document</td> </tr> </tbody> </table> | ID Type  | List of documents to be prepared   |  |  | Identity card | Photo of holding an identity card | Supporting Documents | MyKAD<br>MyPR<br>MyKAS<br>MyTentera | Customers need to attach their identity card (front and back) | Customers are required to take a photo while holding their identity card at neck level | Customers need to provide the following supporting documents:<br><br>i) Latest electricity/ telephone/ internet bill; or<br>ii) Employee card; or<br>iii) A valid driving license. | Foreigner National ID | Customers need to provide his/her nationality | Customers are required to take a photo while holding a valid nationality identity | Customers need to provide passport as a supporting document |
| ID Type                             | List of documents to be prepared  |  |  |  |  |               |                                   |                      |                                     |   |  |  |                       |   |   |   |
|                                     | Identity card   | Photo of holding an identity card  | Supporting Documents   |  |  |               |                                   |                      |                                     |   |  |  |                       |   |   |   |
| MyKAD<br>MyPR<br>MyKAS<br>MyTentera | Customers need to attach their identity card (front and back)   | Customers are required to take a photo while holding their identity card at neck level | Customers need to provide the following supporting documents:<br><br>i) Latest electricity/ telephone/ internet bill; or<br>ii) Employee card; or<br>iii) A valid driving license. |  |  |               |                                   |                      |                                     |   |  |  |                       |   |   |   |
| Foreigner National ID               | Customers need to provide his/her nationality   | Customers are required to take a photo while holding a valid nationality identity      | Customers need to provide passport as a supporting document  |  |  |               |                                   |                      |                                     |   |  |  |                       |   |   |   |

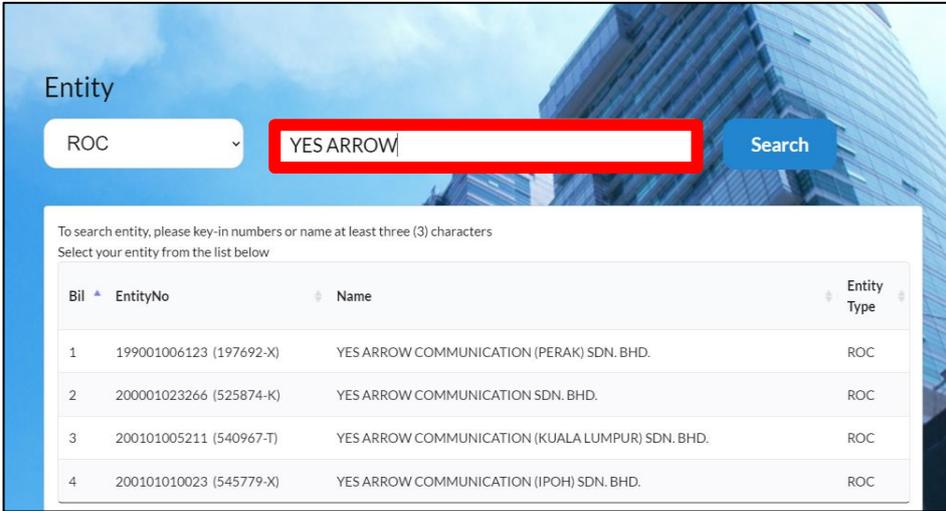
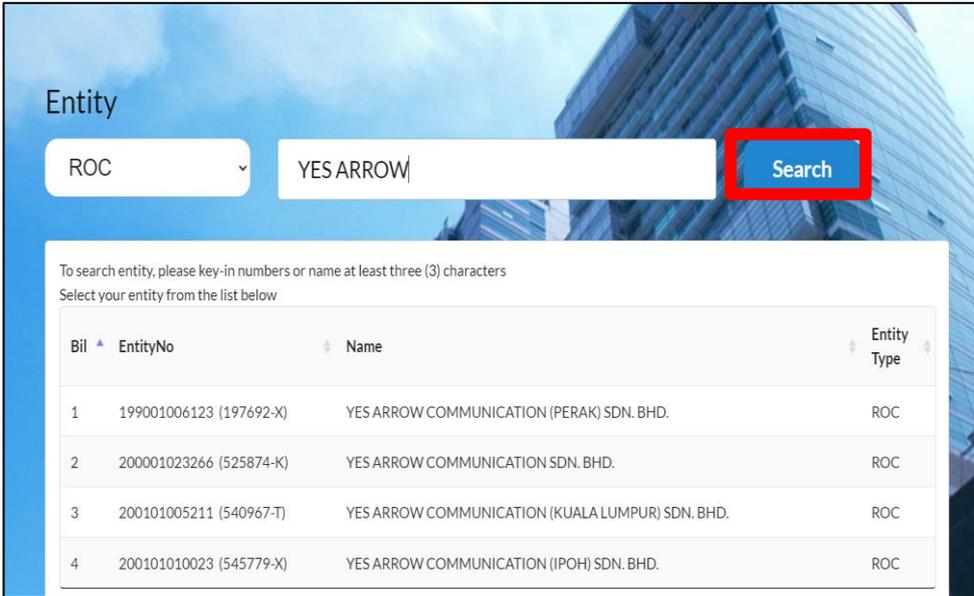
| STEP | DESCRIPTION  |  |  |  |
|------|--|--|--|--|
|      |  | <p>identity card.</p> <p>If the customer does not have an identity card of the origin country, customer will need to attach one (1) of the documents listed below:</p> <p>1) Country resident card; Or</p> <p>2) A valid national driving license.</p> | <p>card/nationality resident card/driving license/passport</p> |  |
| 8.   | Click on the link " <b>Not sure what to do?</b> " or " <b>Click Here for more information</b> " on online account activation for SSM4U.                            |  |  |  |
| 9.   | Click the <b>Submit</b> button to submit your SSM4U online account activation application.   |  |  |  |
| 10.  | SSM will process the SSM4U account activation application within 3 working days.   |  |  |  |
| 11.  | Customers can check the application status on the <b>User Activation Status</b> screen.  |  |  |  |
| 12.  | An Approved status will appear if the application has been approved, while an In Process status will be displayed for applications that are still being processed. |  |  |  |

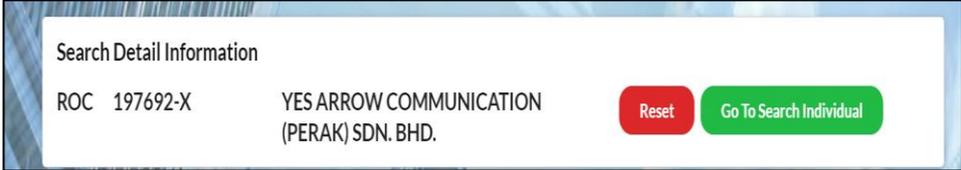
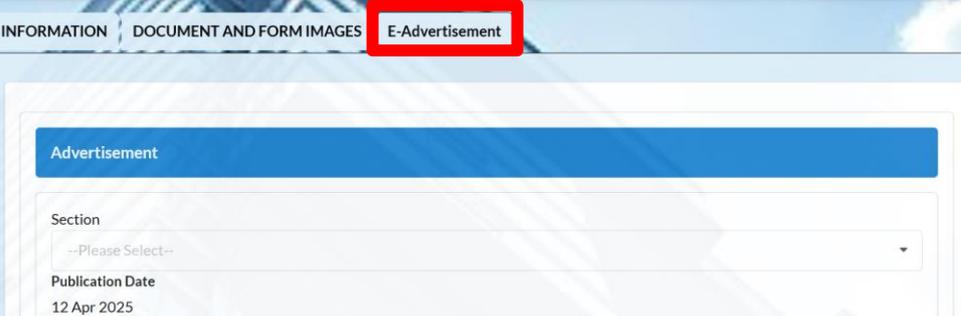
## 4.0 STEPS TO APPLY FOR SSM e-Advertisement

### 4.1 COMPANIES AND LLPs

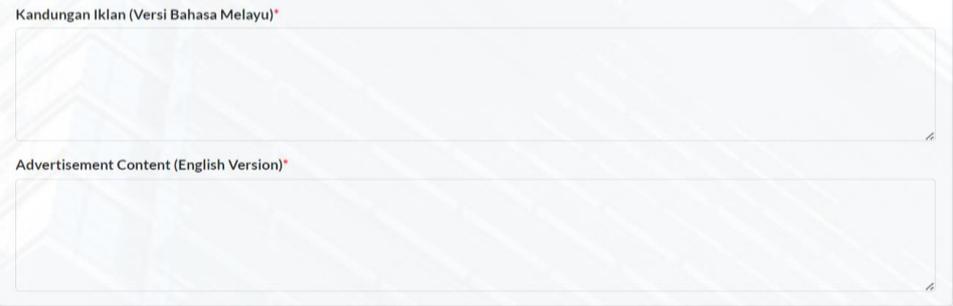
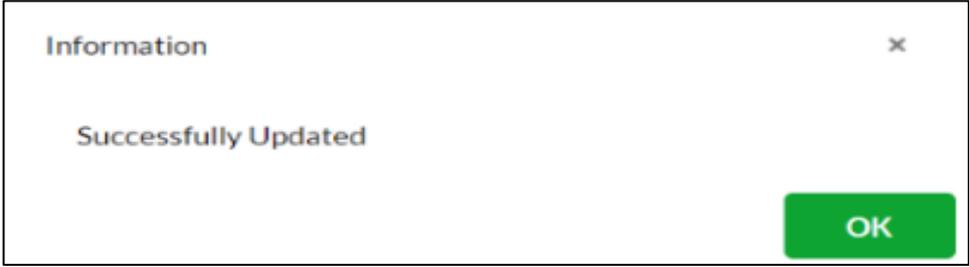
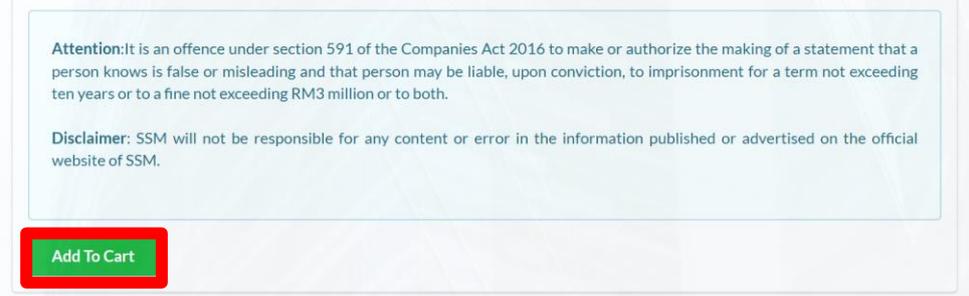
| STEP | DESCRIPTION   |
|------|---|
| 1.   | <p>Users need to visit the SSM4U portal at <a href="https://www.ssm4u.com.my/">https://www.ssm4u.com.my/</a> and click the <b>Login</b> button.</p>  |
| 2.   | <p>Next, click the <b>XCESS</b> button.</p>   |

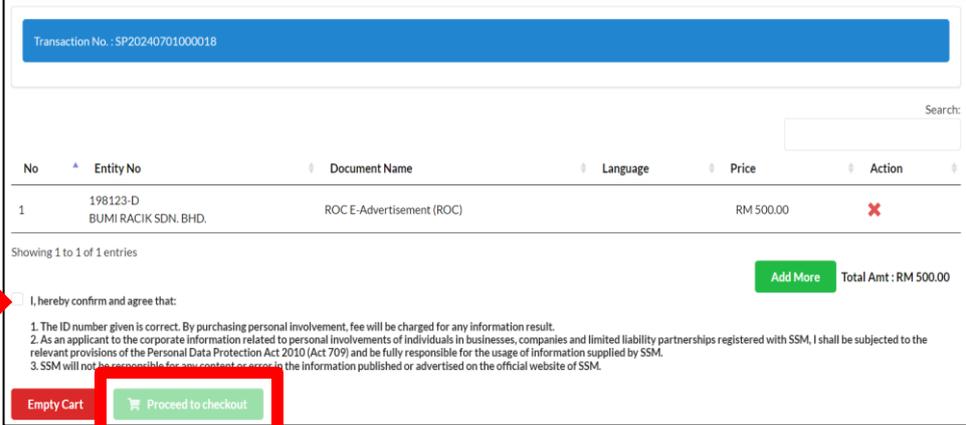
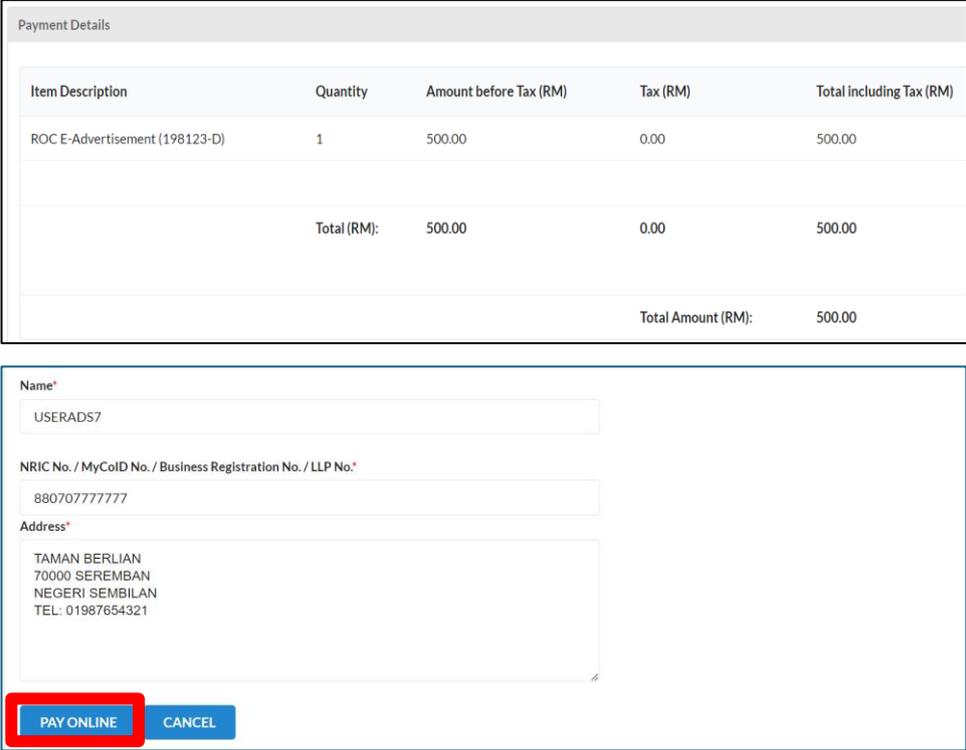
| STEP | DESCRIPTION   |
|------|---|
| 3.   | <p>Click <b>Go To XCESS</b>.</p>    |
| 4.   | <p>Click the <b>Entity Search</b> button.</p>    |
| 5.   | <p>Click the <b>Entity</b> button and select <b>ROC</b> or <b>LLP</b> for the next step.</p>  |

| STEP | DESCRIPTION  |  |             |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
|------|--|--|-------------|------|-------------|---|-------------------------|---|-----|---|-------------------------|-----------------------------------|-----|---|-------------------------|--|-----|---|-------------------------|--|-----|-----|----------|------|-------------|---|-------------------------|---|-----|---|-------------------------|-----------------------------------|-----|---|-------------------------|--|-----|---|-------------------------|--|-----|
| 6.   | <p data-bbox="411 255 1358 349">i. Enter the company or LLP name or the entity number, in the designated input section.</p> <div data-bbox="416 369 1362 880">  <p data-bbox="459 443 528 472">Entity</p> <p data-bbox="464 495 655 533">ROC</p> <p data-bbox="687 495 1114 539">YES ARROW</p> <p data-bbox="1161 495 1230 524">Search</p> <p data-bbox="472 591 906 629">To search entity, please key-in numbers or name at least three (3) characters<br/>Select your entity from the list below</p> <table border="1" data-bbox="472 636 1326 869"> <thead> <tr> <th>Bil</th> <th>EntityNo</th> <th>Name</th> <th>Entity Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>199001006123 (197692-X)</td> <td>YES ARROW COMMUNICATION (PERAK) SDN. BHD.</td> <td>ROC</td> </tr> <tr> <td>2</td> <td>200001023266 (525874-K)</td> <td>YES ARROW COMMUNICATION SDN. BHD.</td> <td>ROC</td> </tr> <tr> <td>3</td> <td>200101005211 (540967-T)</td> <td>YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD.</td> <td>ROC</td> </tr> <tr> <td>4</td> <td>200101010023 (545779-X)</td> <td>YES ARROW COMMUNICATION (IPOH) SDN. BHD.</td> <td>ROC</td> </tr> </tbody> </table> </div> <p data-bbox="411 1308 1390 1402">ii. Click <b>Search</b> or press <b>Enter</b> to proceed with the next review.</p> <div data-bbox="416 1422 1390 2018">  <p data-bbox="459 1507 528 1536">Entity</p> <p data-bbox="464 1559 655 1597">ROC</p> <p data-bbox="687 1559 1129 1603">YES ARROW</p> <p data-bbox="1182 1574 1251 1603">Search</p> <p data-bbox="472 1682 922 1720">To search entity, please key-in numbers or name at least three (3) characters<br/>Select your entity from the list below</p> <table border="1" data-bbox="472 1727 1342 2007"> <thead> <tr> <th>Bil</th> <th>EntityNo</th> <th>Name</th> <th>Entity Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>199001006123 (197692-X)</td> <td>YES ARROW COMMUNICATION (PERAK) SDN. BHD.</td> <td>ROC</td> </tr> <tr> <td>2</td> <td>200001023266 (525874-K)</td> <td>YES ARROW COMMUNICATION SDN. BHD.</td> <td>ROC</td> </tr> <tr> <td>3</td> <td>200101005211 (540967-T)</td> <td>YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD.</td> <td>ROC</td> </tr> <tr> <td>4</td> <td>200101010023 (545779-X)</td> <td>YES ARROW COMMUNICATION (IPOH) SDN. BHD.</td> <td>ROC</td> </tr> </tbody> </table> </div> | Bil  | EntityNo    | Name | Entity Type | 1 | 199001006123 (197692-X) | YES ARROW COMMUNICATION (PERAK) SDN. BHD. | ROC | 2 | 200001023266 (525874-K) | YES ARROW COMMUNICATION SDN. BHD. | ROC | 3 | 200101005211 (540967-T) | YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD. | ROC | 4 | 200101010023 (545779-X) | YES ARROW COMMUNICATION (IPOH) SDN. BHD. | ROC | Bil | EntityNo | Name | Entity Type | 1 | 199001006123 (197692-X) | YES ARROW COMMUNICATION (PERAK) SDN. BHD. | ROC | 2 | 200001023266 (525874-K) | YES ARROW COMMUNICATION SDN. BHD. | ROC | 3 | 200101005211 (540967-T) | YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD. | ROC | 4 | 200101010023 (545779-X) | YES ARROW COMMUNICATION (IPOH) SDN. BHD. | ROC |
| Bil  | EntityNo   | Name   | Entity Type |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 1    | 199001006123 (197692-X)  | YES ARROW COMMUNICATION (PERAK) SDN. BHD.        | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 2    | 200001023266 (525874-K)  | YES ARROW COMMUNICATION SDN. BHD.                | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 3    | 200101005211 (540967-T)  | YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD. | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 4    | 200101010023 (545779-X)  | YES ARROW COMMUNICATION (IPOH) SDN. BHD.         | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| Bil  | EntityNo   | Name   | Entity Type |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 1    | 199001006123 (197692-X)  | YES ARROW COMMUNICATION (PERAK) SDN. BHD.        | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 2    | 200001023266 (525874-K)  | YES ARROW COMMUNICATION SDN. BHD.                | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 3    | 200101005211 (540967-T)  | YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD. | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 4    | 200101010023 (545779-X)  | YES ARROW COMMUNICATION (IPOH) SDN. BHD.         | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |     |          |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |

| STEP | DESCRIPTION   |
|------|---|
| 7.   | <p data-bbox="411 255 1391 349">Users can proceed with the advertisement in the <b>E-Advertisement</b> section.</p> <p data-bbox="411 427 695 468">i. Companies:</p> <div data-bbox="421 488 1382 658">  </div> <div data-bbox="421 678 1382 1068">  </div> <p data-bbox="411 1146 590 1184">ii. LLPs:</p> <div data-bbox="421 1205 1382 1285">  </div> <div data-bbox="421 1305 1382 1621">  </div> |

| STEP | DESCRIPTION   |
|------|---|
| 8.   | <p>i. For companies, users may select <b>ROC</b> and continue to Step 9 as below:</p> <div data-bbox="416 371 1374 622" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 10px;">Advertisement</div> <div style="border: 1px solid #ccc; padding: 5px;">           Type of Advertisement - ROC or Conversion to LLP<br/> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">--Please Select--</div> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;">ROC</div> <div style="border: 1px solid #ccc; padding: 2px;">Conversion to LLP</div> </div> </div> <p>ii. For conversion to LLPs, please refer Para 4.2 Conversion to LLPs.</p>   |
| 9.   | <p>Users need to complete the applicant's information as follows:</p> <div data-bbox="416 1032 1374 1756" style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">           Section Code<br/>           --Please Select--         </div> <div style="border: 1px solid #ccc; padding: 10px;"> <h4 style="margin: 0;">Applicant Details</h4> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%;">           Entity Name (eg: Ali bin Abu / ABC Sdn Bhd / ABC Pte Ltd)*<br/> <input style="width: 90%;" type="text"/> </div> <div style="width: 45%;">           Entity No. (eg: 900404-00-0000 / 12345-X)*<br/> <input style="width: 90%;" type="text"/> </div> </div> <div style="margin-bottom: 10px;">           Position*<br/> <input style="width: 95%;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 30%;">           License No./Membership No. (if applicable)<br/> <input style="width: 90%;" type="text"/> </div> <div style="width: 30%;">           SSM Practising Certificate No. (if applicable)<br/> <input style="width: 90%;" type="text"/> </div> <div style="width: 30%;">           RPB No./Approval No. (if applicable)<br/> <input style="width: 90%;" type="text"/> </div> </div> <div style="margin-bottom: 10px;">           Registered Address/ Business Address*<br/> <input style="width: 95%;" type="text"/><br/> <input style="width: 95%;" type="text"/><br/> <input style="width: 95%;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%;">           Postcode*<br/> <input style="width: 90%;" type="text"/> </div> <div style="width: 45%;">           Town*<br/> <input style="width: 95%;" type="text"/> </div> </div> <div style="margin-bottom: 10px;">           State<br/> <input style="width: 95%;" type="text"/> </div> </div> </div> |

| STEP | DESCRIPTION   |
|------|---|
| 10.  | <p>Users can enter the advertisement content in the <b>Advertisement Content</b> section, providing both Malay and English versions.</p> <p>If the users is only advertising in Malay, they must enter N/A in the English version and vice versa to proceed to the next step.</p>  |
| 11.  | <p>If the users does not proceed with the payment, they can still update the information for the same entity name of the company or LLP. Once the information is successfully updated, the following message will appear:</p>   |
| 12.  | <p>i. Users must click the <b>Add to Cart</b> button before proceeding with the payment.</p>    |

| STEP                           | DESCRIPTION  |                           |           |                          |          |                          |                                |   |                                  |                           |        |             |   |        |      |        |                    |  |  |  |        |
|--------------------------------|--|---------------------------|-----------|--------------------------|----------|--------------------------|--------------------------------|---|----------------------------------|---------------------------|--------|-------------|---|--------|------|--------|--------------------|--|--|--|--------|
|                                | <p>ii. Check the declaration box;<br/>iii. Then, click <b>Proceed to Checkout</b>.</p>  <p>The screenshot shows a transaction table with the following data:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Entity No</th> <th>Document Name</th> <th>Language</th> <th>Price</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>198123-D<br/>BUMI RACIK SDN. BHD.</td> <td>ROC E-Advertisement (ROC)</td> <td></td> <td>RM 500.00</td> <td>✖</td> </tr> </tbody> </table> <p>Below the table, there is a confirmation checkbox: <input type="checkbox"/> I, hereby confirm and agree that:</p> <p>1. The ID number given is correct. By purchasing personal involvement, fee will be charged for any information result.<br/>2. As an applicant to the corporate information related to personal involvements of individuals in businesses, companies and limited liability partnerships registered with SSM, I shall be subjected to the relevant provisions of the Personal Data Protection Act 2010 (Act 709) and be fully responsible for the usage of information supplied by SSM.<br/>3. SSM will not be responsible for any content or error in the information published or advertised on the official website of SSM.</p> <p>At the bottom, there are two buttons: 'Empty Cart' and 'Proceed to checkout'. The 'Proceed to checkout' button is highlighted with a red box.</p> | No                        | Entity No | Document Name            | Language | Price                    | Action                         | 1 | 198123-D<br>BUMI RACIK SDN. BHD. | ROC E-Advertisement (ROC) |        | RM 500.00   | ✖ |        |      |        |                    |  |  |  |        |
| No                             | Entity No  | Document Name             | Language  | Price                    | Action   |                          |                                |   |                                  |                           |        |             |   |        |      |        |                    |  |  |  |        |
| 1                              | 198123-D<br>BUMI RACIK SDN. BHD.   | ROC E-Advertisement (ROC) |           | RM 500.00                | ✖        |                          |                                |   |                                  |                           |        |             |   |        |      |        |                    |  |  |  |        |
| 13.                            | <p>i. The screen will display the information as shown below, and customers need to click <b>PAY ONLINE</b> to proceed.</p>  <p>The screenshot shows a payment details page with a table of items:</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>ROC E-Advertisement (198123-D)</td> <td>1</td> <td>500.00</td> <td>0.00</td> <td>500.00</td> </tr> <tr> <td colspan="2">Total (RM):</td> <td>500.00</td> <td>0.00</td> <td>500.00</td> </tr> <tr> <td colspan="4">Total Amount (RM):</td> <td>500.00</td> </tr> </tbody> </table> <p>Below the table, there is a form with the following fields:</p> <ul style="list-style-type: none"> <li>Name*: USERADS7</li> <li>NRIC No. / MyCoID No. / Business Registration No. / LLP No.*: 880707777777</li> <li>Address*: TAMAN BERLIAN, 70000 SEREMBAN, NEGERI SEMBILAN, TEL: 01987654321</li> </ul> <p>At the bottom, there are two buttons: 'PAY ONLINE' and 'CANCEL'. The 'PAY ONLINE' button is highlighted with a red box.</p>   | Item Description          | Quantity  | Amount before Tax (RM)   | Tax (RM) | Total including Tax (RM) | ROC E-Advertisement (198123-D) | 1 | 500.00                           | 0.00                      | 500.00 | Total (RM): |   | 500.00 | 0.00 | 500.00 | Total Amount (RM): |  |  |  | 500.00 |
| Item Description               | Quantity   | Amount before Tax (RM)    | Tax (RM)  | Total including Tax (RM) |          |                          |                                |   |                                  |                           |        |             |   |        |      |        |                    |  |  |  |        |
| ROC E-Advertisement (198123-D) | 1  | 500.00                    | 0.00      | 500.00                   |          |                          |                                |   |                                  |                           |        |             |   |        |      |        |                    |  |  |  |        |
| Total (RM):                    |  | 500.00                    | 0.00      | 500.00                   |          |                          |                                |   |                                  |                           |        |             |   |        |      |        |                    |  |  |  |        |
| Total Amount (RM):             |  |                           |           | 500.00                   |          |                          |                                |   |                                  |                           |        |             |   |        |      |        |                    |  |  |  |        |

| STEP | DESCRIPTION |
|------|-------------|
|------|-------------|

ii. Users need to fill in the payment details as displayed on the screen below:

The screenshot shows the SSM payment interface. At the top left is the SSM logo with the text 'SURUHANJAYA SYARIKAT MALAYSIA' and 'COMPANIES COMMISSION OF MALAYSIA'. To the right is contact information for Suruhanjaya Syarikat Mala. Below this is a 'Time Remaining' indicator showing 09 Minutes 34 Seconds. The main section is titled '\$ Payment Details' and contains the following information:

- Order ID: SP20241121000292
- Payment ID: TX2024120600007
- Payment for: SSM XCESS Payment
- Total: MYR 500.00

Below the payment details, there are two main sections: 'Pay with Credit or Debit Card' and 'Other Payment Methods'.

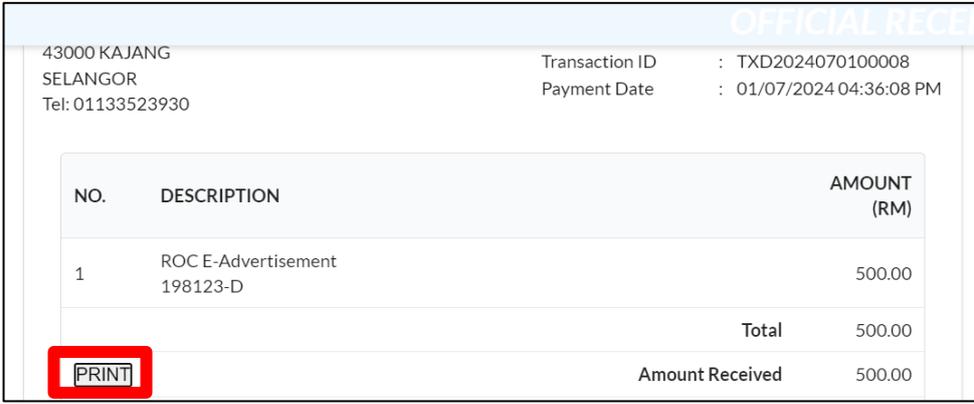
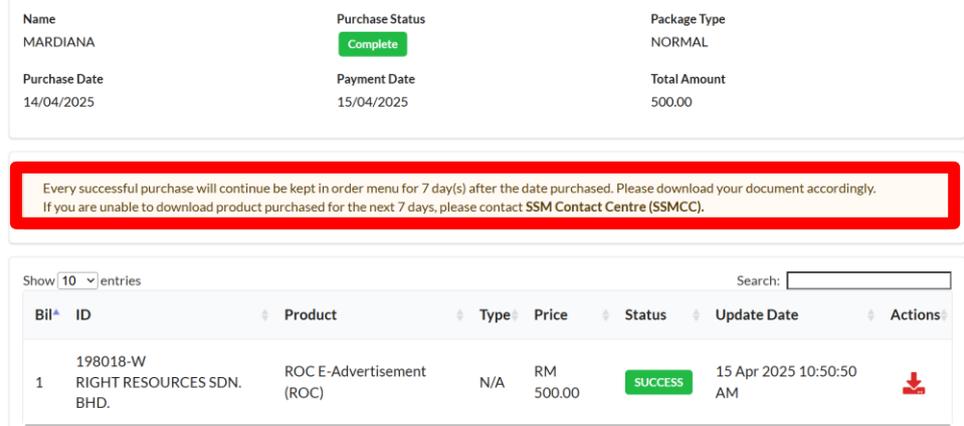
The 'Pay with Credit or Debit Card' section includes a 'Credit or Debit Card' form with fields for Cardholder Name, Card Number, Card Types (VISA, Mastercard), Expiration Date (MM / YYYY), and CV2. A 'Submit Payment' button is located at the bottom of this section.

The 'Other Payment Methods' section shows 'MY (MYR 500.00)' and 'Online Banking' options. Under 'Online Banking', there are radio buttons for 'Retail Internet Banking' (selected) and 'Corporate Internet Banking'. A 'Select Bank' dropdown menu is present. A 'Proceed' button is located at the bottom of this section. A 'Wallet' option is also visible at the bottom.

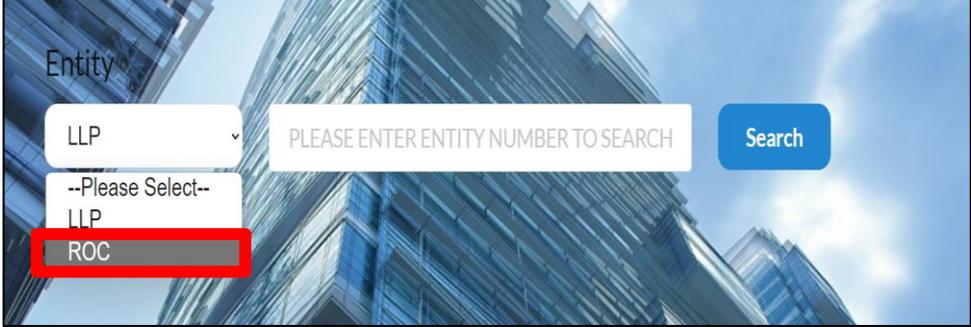
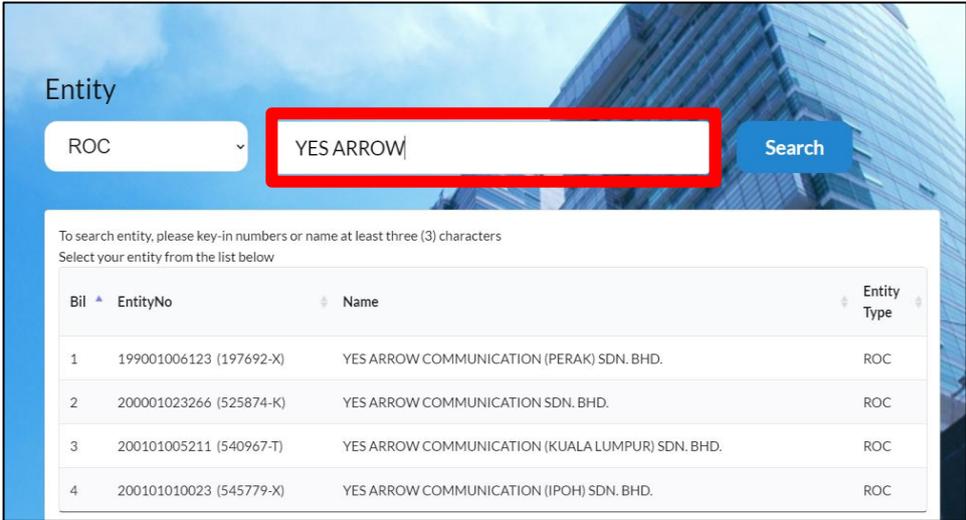
iii. The payment receipt will be displayed after the payment is successfully processed, and the purchase status will show as **Complete**.

|               |            |                 |                 |              |        |
|---------------|------------|-----------------|-----------------|--------------|--------|
| Name          | MARDIANA   | Purchase Status | <b>Complete</b> | Package Type | NORMAL |
| Purchase Date | 14/04/2025 | Payment Date    | 15/04/2025      | Total Amount | 500.00 |

Every successful purchase will continue be kept in order menu for 7 day(s) after the date purchased. Please download your document accordingly. If you are unable to download product purchased for the next 7 days, please contact SSM Contact Centre (SSMCC).

| STEP | DESCRIPTION   |                              |      |              |         |                            |         |             |         |   |  |                              |     |              |         |                            |  |
|------|---|------------------------------|------|--------------|---------|----------------------------|---------|-------------|---------|---|--|------------------------------|-----|--------------|---------|----------------------------|--|
|      | <p>iv. The payment receipt will be displayed once the payment is successfully made. Customers can click the <b>Print</b> button if they wish to print the receipt.</p>    |                              |      |              |         |                            |         |             |         |   |  |                              |     |              |         |                            |  |
| 14.  | <p>After a successful transaction, customers can download the documents within 7 days from the date of the SSM e-Advertisement application.</p>  <table border="1" data-bbox="432 1377 1364 1512"> <thead> <tr> <th>Bil*</th> <th>ID</th> <th>Product</th> <th>Type</th> <th>Price</th> <th>Status</th> <th>Update Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>198018-W<br/>RIGHT RESOURCES SDN.<br/>BHD.</td> <td>ROC E-Advertisement<br/>(ROC)</td> <td>N/A</td> <td>RM<br/>500.00</td> <td>SUCCESS</td> <td>15 Apr 2025 10:50:50<br/>AM</td> <td></td> </tr> </tbody> </table> | Bil*                         | ID   | Product      | Type    | Price                      | Status  | Update Date | Actions | 1 | 198018-W<br>RIGHT RESOURCES SDN.<br>BHD. | ROC E-Advertisement<br>(ROC) | N/A | RM<br>500.00 | SUCCESS | 15 Apr 2025 10:50:50<br>AM |  |
| Bil* | ID  | Product                      | Type | Price        | Status  | Update Date                | Actions |             |         |   |  |                              |     |              |         |                            |  |
| 1    | 198018-W<br>RIGHT RESOURCES SDN.<br>BHD.  | ROC E-Advertisement<br>(ROC) | N/A  | RM<br>500.00 | SUCCESS | 15 Apr 2025 10:50:50<br>AM |         |             |         |   |  |                              |     |              |         |                            |  |
| 15.  | <p>Customers are advised to store the documents in a folder for future reference.</p>   |                              |      |              |         |                            |         |             |         |   |  |                              |     |              |         |                            |  |

## 4.2 CONVERSION TO LLPs

| 1.  | Please repeat the steps in Para 4.1 Companies and LLPs, (step 1-4), before proceeding to the next step.   |  |             |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
|-----|---|--|-------------|------|-------------|---|-------------------------|---|-----|---|-------------------------|-----------------------------------|-----|---|-------------------------|--|-----|---|-------------------------|--|-----|
| 2.  | <p>Click the <b>Entity button</b> and select <b>ROC</b>.</p>    |  |             |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 3.  | <p>i. Enter the company name or the entity number, in the designated input section.</p>  <p>To search entity, please key-in numbers or name at least three (3) characters<br/>Select your entity from the list below</p> <table border="1"><thead><tr><th>Bil</th><th>EntityNo</th><th>Name</th><th>Entity Type</th></tr></thead><tbody><tr><td>1</td><td>199001006123 (197692-X)</td><td>YES ARROW COMMUNICATION (PERAK) SDN. BHD.</td><td>ROC</td></tr><tr><td>2</td><td>200001023266 (525874-K)</td><td>YES ARROW COMMUNICATION SDN. BHD.</td><td>ROC</td></tr><tr><td>3</td><td>200101005211 (540967-T)</td><td>YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD.</td><td>ROC</td></tr><tr><td>4</td><td>200101010023 (545779-X)</td><td>YES ARROW COMMUNICATION (IPOH) SDN. BHD.</td><td>ROC</td></tr></tbody></table> | Bil  | EntityNo    | Name | Entity Type | 1 | 199001006123 (197692-X) | YES ARROW COMMUNICATION (PERAK) SDN. BHD. | ROC | 2 | 200001023266 (525874-K) | YES ARROW COMMUNICATION SDN. BHD. | ROC | 3 | 200101005211 (540967-T) | YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD. | ROC | 4 | 200101010023 (545779-X) | YES ARROW COMMUNICATION (IPOH) SDN. BHD. | ROC |
| Bil | EntityNo  | Name   | Entity Type |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 1   | 199001006123 (197692-X)   | YES ARROW COMMUNICATION (PERAK) SDN. BHD.        | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 2   | 200001023266 (525874-K)   | YES ARROW COMMUNICATION SDN. BHD.                | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 3   | 200101005211 (540967-T)   | YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD. | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |
| 4   | 200101010023 (545779-X)   | YES ARROW COMMUNICATION (IPOH) SDN. BHD.         | ROC         |      |             |   |                         |   |     |   |                         |                                   |     |   |                         |  |     |   |                         |  |     |

ii. Click **Search** or press **Enter**.

Entity

ROC YES ARROW Search

To search entity, please key-in numbers or name at least three (3) characters  
Select your entity from the list below

| Bil | EntityNo                | Name   | Entity Type |
|-----|-------------------------|--|-------------|
| 1   | 199001006123 (197692-X) | YES ARROW COMMUNICATION (PERAK) SDN. BHD.        | ROC         |
| 2   | 200001023266 (525874-K) | YES ARROW COMMUNICATION SDN. BHD.                | ROC         |
| 3   | 200101005211 (540967-T) | YES ARROW COMMUNICATION (KUALA LUMPUR) SDN. BHD. | ROC         |
| 4   | 200101010023 (545779-X) | YES ARROW COMMUNICATION (IPOH) SDN. BHD.         | ROC         |

4. i. Select **Conversion to LLP**.

Advertisement

Type of Advertisement - ROC or Conversion to LLP

Please Select--

ROC

Conversion to LLP

ii. If the entity is not eligible to apply, an error message will be displayed on the screen.

XCESS Home My Orders Cart User Profile About Portal

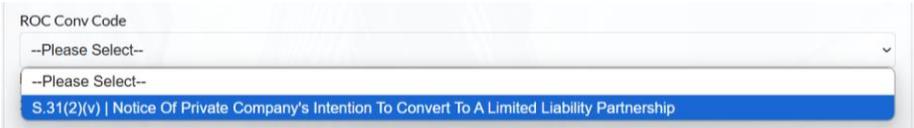
Search Detail Information  
ROC 197026-H

E-Advertisement

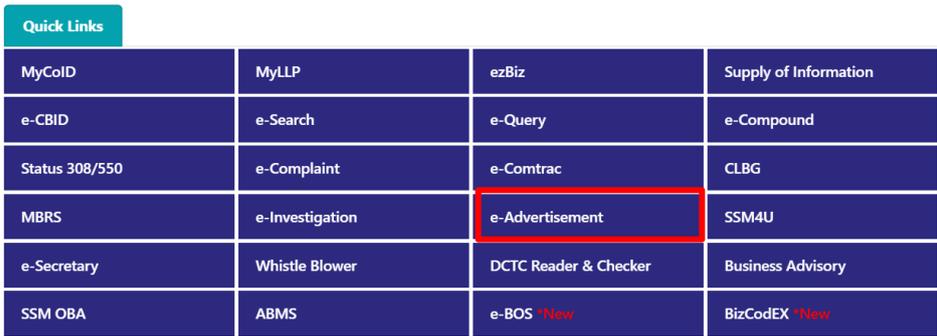
Advertisement

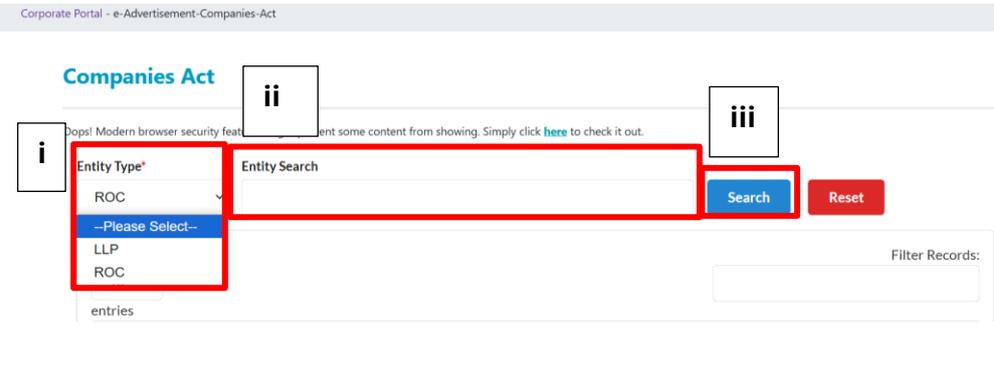
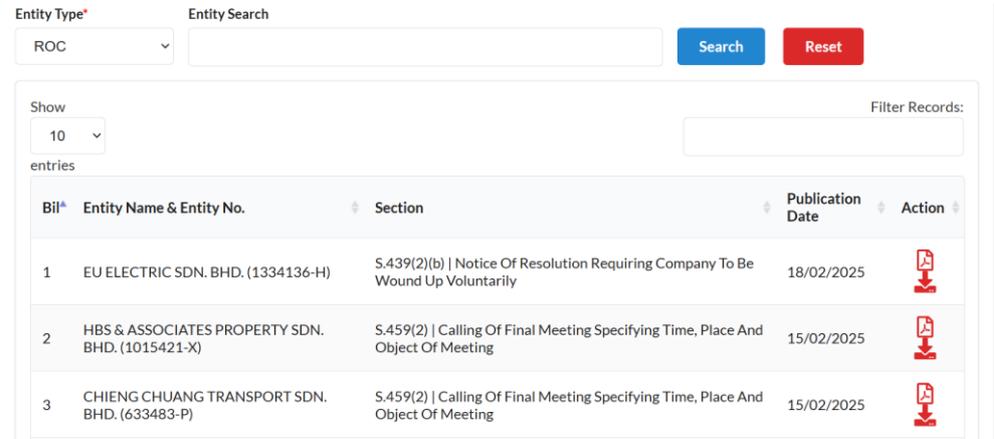
page.lbl.pp.advertisementBuyPanel.error  
This entity is not eligible to apply for conversion to LLP!!  
OK

Go To Search Individual

|    |  |
|----|--|
| 5. | <p>i. Select section code.</p>  <p>ii. A disclaimer message will appear on the screen as follows:</p>  |
| 6. | To complete application, please repeat the steps in Para 4.1 Companies and LLPs (Step 9-14).   |

## 5.0 ADVERTISEMENT ON SSM'S OFFICIAL PORTAL

| STEP           | DESCRIPTION   |                        |                         |  |  |        |       |       |                       |        |          |         |            |                |             |           |      |      |                 |                        |       |             |                |                       |                   |         |      |                      |                         |
|----------------|---|------------------------|-------------------------|--|--|--------|-------|-------|-----------------------|--------|----------|---------|------------|----------------|-------------|-----------|------|------|-----------------|------------------------|-------|-------------|----------------|-----------------------|-------------------|---------|------|----------------------|-------------------------|
| 1.             | <p>Users can visit the official SSM portal at <a href="http://www.ssm.com.my">www.ssm.com.my</a> to review the advertisement after one (1) day from the advertisement application date. Click on the <b>e-Advertisement</b> tab to view the advertisement.</p>  <table border="1" data-bbox="432 1361 1369 1697"> <thead> <tr> <th colspan="4">Quick Links</th> </tr> </thead> <tbody> <tr> <td>MyCoID</td> <td>MyLLP</td> <td>ezBiz</td> <td>Supply of Information</td> </tr> <tr> <td>e-CBID</td> <td>e-Search</td> <td>e-Query</td> <td>e-Compound</td> </tr> <tr> <td>Status 308/550</td> <td>e-Complaint</td> <td>e-Comtrac</td> <td>CLBG</td> </tr> <tr> <td>MBRS</td> <td>e-Investigation</td> <td><b>e-Advertisement</b></td> <td>SSM4U</td> </tr> <tr> <td>e-Secretary</td> <td>Whistle Blower</td> <td>DCTC Reader &amp; Checker</td> <td>Business Advisory</td> </tr> <tr> <td>SSM OBA</td> <td>ABMS</td> <td>e-BOS <sup>New</sup></td> <td>BizCodEX <sup>New</sup></td> </tr> </tbody> </table> | Quick Links            |                         |  |  | MyCoID | MyLLP | ezBiz | Supply of Information | e-CBID | e-Search | e-Query | e-Compound | Status 308/550 | e-Complaint | e-Comtrac | CLBG | MBRS | e-Investigation | <b>e-Advertisement</b> | SSM4U | e-Secretary | Whistle Blower | DCTC Reader & Checker | Business Advisory | SSM OBA | ABMS | e-BOS <sup>New</sup> | BizCodEX <sup>New</sup> |
| Quick Links    |   |                        |                         |  |  |        |       |       |                       |        |          |         |            |                |             |           |      |      |                 |                        |       |             |                |                       |                   |         |      |                      |                         |
| MyCoID         | MyLLP   | ezBiz                  | Supply of Information   |  |  |        |       |       |                       |        |          |         |            |                |             |           |      |      |                 |                        |       |             |                |                       |                   |         |      |                      |                         |
| e-CBID         | e-Search  | e-Query                | e-Compound              |  |  |        |       |       |                       |        |          |         |            |                |             |           |      |      |                 |                        |       |             |                |                       |                   |         |      |                      |                         |
| Status 308/550 | e-Complaint   | e-Comtrac              | CLBG                    |  |  |        |       |       |                       |        |          |         |            |                |             |           |      |      |                 |                        |       |             |                |                       |                   |         |      |                      |                         |
| MBRS           | e-Investigation   | <b>e-Advertisement</b> | SSM4U                   |  |  |        |       |       |                       |        |          |         |            |                |             |           |      |      |                 |                        |       |             |                |                       |                   |         |      |                      |                         |
| e-Secretary    | Whistle Blower  | DCTC Reader & Checker  | Business Advisory       |  |  |        |       |       |                       |        |          |         |            |                |             |           |      |      |                 |                        |       |             |                |                       |                   |         |      |                      |                         |
| SSM OBA        | ABMS  | e-BOS <sup>New</sup>   | BizCodEX <sup>New</sup> |  |  |        |       |       |                       |        |          |         |            |                |             |           |      |      |                 |                        |       |             |                |                       |                   |         |      |                      |                         |

| STEP             | DESCRIPTION   |  |                          |         |                  |        |   |                                   |   |            |  |   |   |  |            |  |   |  |  |            |  |
|------------------|---|--|--------------------------|---------|------------------|--------|---|-----------------------------------|---|------------|--|---|---|--|------------|--|---|--|--|------------|--|
| 2.               | <p>i. Select the <b>Entity Type</b> button</p> <p>ii. Enter the entity name or number of the company/LLPs in the <b>Entity Search</b> field; and</p> <p>iii. Click the <b>Search</b> button.</p>    |  |                          |         |                  |        |   |                                   |   |            |  |   |   |  |            |  |   |  |  |            |  |
| 3.               | <p>The SSM e-Advertisement will be displayed on the SSM official portal for 7 days from the advertisement application date.</p>  <table border="1" data-bbox="443 1249 1385 1509"> <thead> <tr> <th>Bil<sup>a</sup></th> <th>Entity Name &amp; Entity No.</th> <th>Section</th> <th>Publication Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EU ELECTRIC SDN. BHD. (1334136-H)</td> <td>S.439(2)(b)   Notice Of Resolution Requiring Company To Be Wound Up Voluntarily</td> <td>18/02/2025</td> <td></td> </tr> <tr> <td>2</td> <td>HBS &amp; ASSOCIATES PROPERTY SDN. BHD. (1015421-X)</td> <td>S.459(2)   Calling Of Final Meeting Specifying Time, Place And Object Of Meeting</td> <td>15/02/2025</td> <td></td> </tr> <tr> <td>3</td> <td>CHIENG CHUANG TRANSPORT SDN. BHD. (633483-P)</td> <td>S.459(2)   Calling Of Final Meeting Specifying Time, Place And Object Of Meeting</td> <td>15/02/2025</td> <td></td> </tr> </tbody> </table> | Bil <sup>a</sup>   | Entity Name & Entity No. | Section | Publication Date | Action | 1 | EU ELECTRIC SDN. BHD. (1334136-H) | S.439(2)(b)   Notice Of Resolution Requiring Company To Be Wound Up Voluntarily | 18/02/2025 |  | 2 | HBS & ASSOCIATES PROPERTY SDN. BHD. (1015421-X) | S.459(2)   Calling Of Final Meeting Specifying Time, Place And Object Of Meeting | 15/02/2025 |  | 3 | CHIENG CHUANG TRANSPORT SDN. BHD. (633483-P) | S.459(2)   Calling Of Final Meeting Specifying Time, Place And Object Of Meeting | 15/02/2025 |  |
| Bil <sup>a</sup> | Entity Name & Entity No.  | Section  | Publication Date         | Action  |                  |        |   |                                   |   |            |  |   |   |  |            |  |   |  |  |            |  |
| 1                | EU ELECTRIC SDN. BHD. (1334136-H)   | S.439(2)(b)   Notice Of Resolution Requiring Company To Be Wound Up Voluntarily  | 18/02/2025               |         |                  |        |   |                                   |   |            |  |   |   |  |            |  |   |  |  |            |  |
| 2                | HBS & ASSOCIATES PROPERTY SDN. BHD. (1015421-X)   | S.459(2)   Calling Of Final Meeting Specifying Time, Place And Object Of Meeting | 15/02/2025               |         |                  |        |   |                                   |   |            |  |   |   |  |            |  |   |  |  |            |  |
| 3                | CHIENG CHUANG TRANSPORT SDN. BHD. (633483-P)  | S.459(2)   Calling Of Final Meeting Specifying Time, Place And Object Of Meeting | 15/02/2025               |         |                  |        |   |                                   |   |            |  |   |   |  |            |  |   |  |  |            |  |

## **6.0 ADVERTISEMENT APPLICATION FEE**

- i. The fee is RM500 per advertisement application;
- ii. Customers are not allowed to make changes once the advertisement has been published. If changes are required, a new advertisement application must be submitted, and the application fee will apply again; and
- iii. Withdrawal and refunds are not permitted after the advertisement has been published.

## **7.0 CLOSING**

For further inquiries, please contact SSM Customer Care (SSMCC) via the Complaints & Feedback section, SSM Chatbot, Live Chat SSM, which can be accessed through the official SSM portal, call 03-7721 4000 or email to [enquiry@ssm.com.my](mailto:enquiry@ssm.com.my).

Please scan here to contact SSMCC:



Prepared by:

**Companies Commission of Malaysia**  
**April 2025**