

## **GUIDELINES FOR CHANGES IN BUSINESS PARTICULAR**

Changes of business particular can be registered by submitting form of Changes of Business Particular (Form B)

Changes of business particular can be registered are as follows:

1. Changes of Business Address
2. Changes of Business Type
3. Changes of Particulars on Branches
4. Changes of Information of Owner or Partner/s

### **Registration Procedure**

1. Complete the Registration Form.
2. Every business owner and partner must sign the completed Form.
3. Owner or one of the partners may submit the application to counter or through online via SSM Ezbiz Online services in the SSM's website at [www.ssm.com.my](http://www.ssm.com.my). except for changes of information of owner or partner can only be done through the counter.
4. Documents to be attached are as follows:
  - (a) Owner's and/or partner's identity card;
  - (b) Original Business Registration Certificate for the change of business, type of business and branch;
  - (c) Photocopy of death certificate is required for the death or deceased of the business owner or associate partner; and
  - (d) Supporting document or approval letter from relevant agencies for certain type of business if required by Registrar of Business.

## **Requirement**

1. The new partners must be Malaysian Citizens or Permanent Resident aged 18 and above.
2. Only owner/partner is allowed to submit application.
3. For Changes of Information of Owner or Partner/s, all partners need to come to the SSM's counter.

## **Registration Fee**

1. Registration of Change of Business Particular - RM20.00
2. Registration of Change of Branch address – RM5.00 for each branch
3. Business Information Print-out – RM10.60 ( inclusive GST )

## **General Guide**

1. Business changes must be registered within thirty (30) days from the date of the changes.
2. Only registered business that had not expired can notify the changes.
3. Changes in the nature of business must be registered in accordance with the business name.
4. Changes in the nature of business not likely to be used for unlawful purposes or any purpose prejudicial to or incompatible with the security of the Federation, Public Order or morality.
5. Businesses that use the trade name either sole proprietorship or partnership may change its status from sole proprietorship to partnership or vice versa.
6. Result of the application can be obtained within one (1) hour from the time payment is made.
7. Any person being a person responsible for his business continues to carry on the business without submitting the changes to the registered particulars of business commits an offence under the Act and shall on

conviction be liable to a fine not exceeding RM10,000 or imprisonment for a term not exceeding one (1) year or both.