

Step to use MBRS

1. Access SSM's website and click "SSM4U" at **Quick Link**.
2. Register as a SSM4U user.
3. Follow instruction in the notification e-mail and visit the nearest SSM office for validation as a SSM4U user.
4. Log-in SSM4U portal and click "MBRS" icon.
5. Apply user roles as follows:

Roles	Functions
<i>Company Secretary (Lodger)</i>	A Company Secretary or Company Agent who have the authority to lodge AR, FS and EA to SSM.
<i>Company Agent (Lodger)</i>	
<i>Company Secretary Assistant (Maker)</i>	A person who prepare and upload the XBRL file of AR, FS and EA into mPortal.
<i>Company Agent Assistant (Maker)</i>	

6. Follow the instruction as shown on the MBRS screen according to the service required.
7. Check on submission status at mPortal dashboard. Application result will be notified via e-mail.