





Malaysian Business Reporting System

(MBRS)

USER MANUAL MBRS PORTAL (mPortal) EXTERNAL USER

Version 2.3

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1. Introduction

As part of the SSM XBRL enhancement, SSM has decided to adopt XBRL and build its next generation electronic filing system the MBRS Portal Application (online submission platform) to enable companies to submit their full set of Financial Statements, Exemption Application and Annual Return in accordance with the MBRS filing requirements and SSM Taxonomy.

1.1. Document Conventions

The following table 1 explains the document conventions used in this User Manual:

Convention	Description
Bold	User Interface text including titles of labels, buttons, menus, options, and dialog boxes.
Hypertext Blue https://	A link/URL to a web page.
*	Note: Additional information, for example an alternate method to perform a task.
	Tip: Suggestion, for example a preferred method to perform a task.
	Caution: Critical advice, for example a warning to indicate implication of an action.

Table 1: Document Conventions

1.2. MBRS Portal Conventions

The following table 2 explains the conventions used in the MBRS portal:

Convention	Description
Start Date *	The asterisk sign denotes a mandatory field which cannot remain blank and require user input to proceed further in the MBRS Portal. This is a button style. Clicking on this button executes the required command.
	For example, you can click the Submit button to save related details onto MBRS Portal
Q	This is a user-entry text field. You can enter required details in this field and search from all matching records that would appear as dropdown option.
~	This is a drop-down list. You can select a pre-defined item from the drop-down, as required.
Choose File No file chosen	This is a dialog box that allows you to select a file by clicking Choose File and upload the required file from a source location to MBRS Portal.
	This is a check box. You can select this check box to perform a selection

Table 2: MBRS Portal Conventions

Convention	Description
	or clear the check box to clear the selection.
01-Jan-2018	This is a date picker field. You can select a date in this field to get desired results or proceed further.
*	This is a link button that allows you to download documents, and files present in the MBRS Portal
1	This is a view button that allows you to view comments, PDF of filings, etc.
•	This is a Help button that allows you to view instructions applicable for a page of the MBRS Portal or action that needs to be taken.

1.3. Glossary

The following table 3 provides the expansion of various terms used in the User Manual:

Table 3: Acronym/Abbreviation

Abbreviation	Expansion
MBRS	Malaysian Business Reporting System
AGM	Annual General Meeting
AR	Annual Return
EA	Exemption Application related to FS and AR
FS	Financial Statements and Reports
KFI	Key Financial Indicators
FYE	Financial Year End Date
EOT	Extension of Time

Abbreviation	Expansion
ТХТ	Text Document
ID Type	Identification Type
ID Number	Identification Number
XBRL	eXtensible Business Reporting Language
CS (Maker)	Company Secretary Assistant (Maker)
CS (Lodger)	Company Secretary (Lodger)
CA (Maker)	Company Agent Assistant (Maker)
CA (Lodger)	Company Agent (Lodger)
HOU	Head of Unit
mPortal	MBRS Portal
mTool	MBRS Preparation Tool
XBRL file	Instance document (XML file) generated from MBRS
	Preparation Tool (mTool)
ID	Identification

1.4. General Layout of the mPortal

This section helps you understand the general layout of a web page in the mPortal. The mPortal has three sections:

Top section

The mPortal logo displayed in the top-left part of the portal consists of the Malaysian Government logo along with the SSM logo. The top-right part of the portal also consists of SSM Service Portal applications that are available for the user as it is based on Single Sign-On. It also has a Global Logout button at the end of the top-right section which helps the user to sign-out completely from the Enterprise Portal of SSM.



Figure 1: Top and Bottom section of mPortal

Bottom Section

The bottom section contains links to other useful web sites or read forms such as Refund Policy, Refund Form, Privacy Policy, Security Policy, which open in new windows. There are also external links for you to follow mPortal on social networking sites. You can find the portal's copyright information and recommended browsers and models on the bottom left part of this section (Refer to the Figure 1).

Middle Section (In this case session login window)

The middle section displays the session login window where user will be directed to the mPortal dashboard page if clicked on the **Go to MBRS Login**" button and will open the Service Portal page if clicked on "**Go to Login Page**".



Figure 2: Middle section of mPortal at the time of Login

The middle section of home page will display the dashboard panel, where the count of filings submitted by external users on mPortal will be displayed as per the filing status.

Administrator	CCDDDDES CCDDDDES Profile In User Name	ome	Lodger Approval Pend (Waiter has upload and lodge	ng — 1 approval is pending)	18:08:55 LAI Last Upd Lodgement Pendin (Digital sign and payment	COMPANY SECRETARY (LODGER) lated On : 13-Jun-2024 06:08:23 g - X pending both will be inclusive)
User Management Downloads Filing Process Report	CCDDDDEE Profile In User Name	formation of the logged in user - ×	Lodger Approval Pend	ng — 3 approval is pending)	Last Upd Lodgement Pendin (Digital sign and payment	lated On : 13-Jun-2024 06:08:23 g — x pending both will be inclusive)
Le Doamloads	Profile In User Name	formation of the logged in user - ×	Lodger Approval Pendi (Maker has upload and lodge	ng — 2 approval is pending)	Lodgement Pending (Digital sign and payment	lated On : 13-Jun-2024 06:08:23
Filing Process	Profile In User Name	formation of the logged in user - ×	Lodger Approval Pendi (Maker has upload and lodge	ng — 3 approval is pending)	Lodgement Pending (Digital sign and payment	e – x pending both will be inclusive)
🛛 Report 🗸 👻	User Name	anup.salve@irisbusiness.com@eservices.ssm.com.my				
	01000-60					
	Mobile		Type of Submission PS	0	Digital Sign Pending	0
	City	Johor	AR	0	Payment Pending	0
	State	JOHOR	KFI	0		
	Select Role	COMPANY SECRETARY (LODGER)				
			J.			
			Filing Status (Last 10 Filing status will be si	— a	Rectification Appro (Rectification sent to SSM)	val Pending - X I and approval pending from SSM)

Figure 3: Middle section of mPortal Homepage or Dashboard view

1.5. Access to the mPortal

	Login	
	Please enter your credentials	
	Email Address	
	Password	
	Sign in	
	Register a New Account Forgot Password	The
© 2017 Sunuhanjaya Syarikat Malaysia		

Figure 4: Internal and External Account Login window for mPortal

The mPortal can be assessed by two user groups:

- a. **Internal Users:** SSM Employees or authorised users performing administration related activities.
 - Approve, Reject user role request application
 - Approve, Reject or Query a filing submission
 - Approve, Reject or Query a Rectification filing submission
 - Configure or Manage the master modules
 - View transactions
- b. External Users: Company Secretary Assistant (Maker), Company Secretary (Lodger), Company Agent Assistant (Maker), Company Agent (Lodger), Liquidator (Maker), Liquidator (Lodger), Official Receiver (Maker), Liquidator (Lodger), Official Receiver (Maker), Official Receiver (Lodger), Other Role (Maker), Other Role (Lodger) who are from the filing end and will be performing various activities related to filing activities such as:-
 - Viewing the filing history associated with all filing relating activities
 - Uploading XBRL file
 - Rectify XBRL file
 - Digitally signing XBRL file for submission; and
 - Making payment related to filing submission.



Liquidator (Maker), Liquidator (Lodger), Official Receiver (Maker), Official Receiver (Lodger), Other Role (Maker), Other Role (Lodger) only allows to upload the filings for Company Status is Winding Up and Dissolved.

Steps to log into the mPortal as an External User:

- Access SSM's website <u>www.ssm4u.com.my</u>. Register as an SSM4U user. Follow instruction in the notification e-mail and visit the nearest SSM office for validation as an SSM4U user. Log-in SSM4U and click MBRS icon to access mPortal and user will be directed to the login page.
- As an External User you need to enter the valid credentials for fields "Email Address" and "Password" that are registered with SSM Service Portal and click on the "Sign in" button.
- Upon successful Sign-in, the user will be logged in to the **mPortal** via Single Sign-On and directed to the Home page (External User Dashboard) or User Role Assignment Page depending on whether user already has a role active or inactive in the mPortal.



Figure 5: Public Login Window

- 4. If you are an External User without any prior role then you will be directed to the **User Role Assignment** page which would have no menu items as there is not any role present for the user account.
- You can apply or request for an external user role e.g. Lodger and Maker for Company Secretary, Company Agent, Liquidator, Official Receiver and Other Role. At least one role needs to be active to have menu items of the mPortal available.

				4	EZBIZ	MYCOID	MYLLP	MBRS 😃
				PKI Registration	User Role Assign	ment 🔀	🤑 English 🗸	😃 Back to ssm4u
User Details								
Primary Details								^
User Name	Name KOH MEI LING		Date of Birth		Email	Address	ness.com	
ID Ture	ID Number		Dhana Numbar		Den alt	in continue M		
NEW IC	660630106090		0123456789			cing certificate No	iniber	
Company User Address								^
				_				
Select Country		Select State		Town				
Fax Number		Address 1	Address	2				
Address 3		Phone No		Mobile	No			
Postal Code		Email Id						
Poles								
Assign Roles								
Select Role								
- Select Role - - Select Role - COMPANY AGENT (LODGER)	~ 							
COMPANY AGENT ASSISTANT (MAKER) COMPANY SECRETARY (LODGER) COMPANY SECRETARY ASSISTANT (MAKER)								
Edit LIQUIDATOR (LODGER) LIQUIDATOR (MAKER) OFFICIAL RECEIVER (LODGER)								^
OFFICIAL RECEIVER (MAKER) OTHER ROLE (LODGER) OTHER ROLE (MAKER)						Global Filter	Area	
	_							•
Total Items: 0 🔀 🕱 Selected Items0					Page	Size 20 🗸 🖡	1	

Figure 6: External User Role Assignment Page after Login without Prior Role

6. If you have a prior role already and it is active you can request or apply for other external user roles too by clicking on the link "User Role Assignment" at the top-right corner as shown in below Figure 7. Click on the dropdown of the field "Select Role" and select another role to apply.

<u>()</u>						# EZ	BIZ MYCOID MYLLP MBRS
					PKI Registration	User Role Assignment	🔰 💥 COMINNY SECRETNIY (LODGER) 🗸 🛛 🎯 B
Administrator 👻						18:57:24 L	AM I COMPANY SECRETARY (LODO
lser Management 🛛 👻							SSM testing RAD C
lowmloads 👻	User Details						
iling Process ~	Primary Details						v
leport ~	Company User	Address					~
	Roles						~
	Assign Role Select Role - Select Role UQUICATO UQUICATO UQUICATO OFFICIAL R OFFICIAL R	15					
	OTHER ROL	1 (math					Global Filter Area
							G
	No.	User Role Name	Role Requeste	Approved On	Is Active	State Q	Download Court Order * Download Malaysia
	1	COMPANY SECRETARY (LODGER)	11-Jun-2024 0	11-Jun-2024 0	Yes	JOHOR	<u>ک</u> ک
	2	COMPANY AGENT (LODGER)	11-Jun-2024 0	11-Jun-2024 0	Yes	JOHOR	۵ ۵

Figure 7: External User Role Assignment Page after Login with Prior Role

7. The Home Page or the Dashboard of the External User would consist of Menu items on the left-hand side of the page and Dashboard reports for quick links for specific Type of submission (AR, FS and EA) activities along with miscellaneous quick link options in the centre of the dashboard as shown in below Figure 8.

						#	EZBIZ	MYCOID MYLLP MBR	5 O
					PKI Registration	User Role Assignment	•0	🖶 COMPANY SECRETARY (LODGER) 🗸	😜 English 🗸
🚷 Administrator 🗸 🗸	∃ # >	Home				18 : 59 : 0	D6 L4	COMPANY SECRETARY (LODGER) 👤
😤 User Management 🛛 👻	discount	t annouce 10 %	flat hsddshfh121212 AAAAAAAAABBBBBBCCCCDDDDEEEEFFf	FAAAAAAAAABBBBBBCCCCDDDDEEEEFFFFAAA	AAAAABBBBBBCCCCDDDDEEEEEFFFFTXTC	זן			
📥 Downloads 🛛 🗸	-							Last Updated On : 13-Jun-2024	06:58:47 PM
E Filing Process 🗸	Profile	Informatio	on of the logged in user – 🗙	(Maker has upload and lodger approval is pe	nding)	(Digital sign and par	nding yment pend	ling both will be inclusive)	- ×
😢 Report 🗸 🗸	User Na	ame	anup.salve@irisbusiness.com@eservices.ssm.com.my			-			-•
	City	NO	Johor	FS	0	Digital Sign Pendin	g	0	-
	State		JOHOR	AR	0	Payment Pending		0	
	Select F	Role	COMPANY SECRETARY (LODGER)	KFI	0				
	_								
				Filing Status	- ×	Rectification A	pproval F	Pending	- ×
				(Last 10 Filing status will be shown here)		(Rectification sent t	to SSM and :	approval pending from SSM)	
				Type of Submission	Count	Type of Submissio	n	Count	
				PS	0	FS		9	
				AR	0	AR		32	
					U			Ū	
						<u> </u>			
				Query Filing Pending	e arainst queried)				
				Type of Submission	Count				
				PS					
				AR					

Figure 8: External User Dashboard Page Display

8. There is also display of local Malaysian time along with, the Username of the logged in user, the Current Role that is selected by the active user and the active user account icon at the top right corner as shown in below Figure 9.

21:57:33 | TA COMPANY AGENT (LODGER)

Figure 9: Dashboard section displaying time, username and role

 Once clicked on the user account icon as shown in the right-hand corner of the above Figure 9, a dialog box opens with two (2) options "Profile" and "Back to ssm4u" as displayed in below Figure 10.

	😤 EZBIZ MYCOID	Myllp Mbrs Ů
	PKI Registration User Role Assignment 🗧 💿 誉 COMPA	NY AGENT (LODGER) 🗸 🤫 English 🗸
Administrator	The second and the se	COMPANY AGENT (LODGER)
	: 10 % flat hsddshfh121212 AAAAAAAABBBBBBBCCCCDDDDEEEEEFFFFAAAAAAAABBBBBBBCCCCDDDDEEEEEFFFFAAAAAAAABB	BBBBC Profile
👑 User Management	Company Association Request	🕐 Back to ssm4u



10. Profile - User can click on this option and will be directed to the "Edit User Profile" page wherein user can click on the "Edit Profile" button and update information related to the Company Profile table, where Lodger users have option to add/edit the multiple address up to 5 Addresses and set 1 as a default address as shown in the below Figure 11.

		#	ezbiz mycoid myllp mbrs Ů
		PKI Registration User Role Assignment	💶 💿 👹 COMPANY SECRETARY (LODGER) 🗸 🛛 🧕 English 🗸
👶 Administrator 🛛 👻		22:23:26	TA COMPANY SECRETARY (LODGER)
👹 User Management 🛛 👻	Edit Profile	S	SSM testing RAD Global discount annouce 10 % flat hsddshfh1
🛓 Downloads 🛛 🗸 🗸			
Filing Process	E-P Details		
ඳ Report ×	Name ID Type TA1 NEW IC	ID Number د	Phone No +
	Email Id mb iail.com		
	Select Counter	Tourn *	Eav Number
	REPUBLIC OF CONGO		
	Address 1*	Address 2	Address 3
	Phone No*	Mobile No	Postal Code*
	Email Id*	Default Address	
			Global Filter Area
			V
	No. Country State Town	Fax Number Address 1 Address 2 Ad	Idr Phone No Mobile No Postal Cod
	1 MALAYSIA JOHOR T		4563
	2 MALAYSIA JOHOR N.v.v.	03555050 110101, 510 11001 - 36001 PM	000072020 02200226 84001
	Total Items: 2 🕒 🖹 🎜 Selected Items0		Page Size 20 V H I H
Connect with us: 🔐 💓 💿 SSM Contact Centre : 🔍 03-7721 4 SSM General Line : 💟 03-2299 440 🗶 enquiry@ssm.com.my	00 🗎 03-7721 4001 记 03-2299 4411		Menara SSM@Sentral, No. 7 Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50623 Kuala Lumpur, Malaysia Refund Policy Refund Form Privacy policy Security Polic

Figure 11: Edit Profile Page

11. **Back to ssm4u** - User can use this option to logout only from the mPortal and use other applications of the SSM Service Portal as displayed on the top right corner of the below Figure 12. There is also a "**Global Logout**" button next to these applications by which user can logout completely from the SSM Service Portal.



Figure 12: MBRS Logout page

PKI Registration	User Role Assignment	=0	👑 COMPANY SECRETA	RY (LODGER) 😽	🔒 English 🗸
	22 : 25 : 04	עד	COMP/	Bahasa Malaysia	
		5	SM testing RAD Globa	English	ce to % liact list

Figure 13: Dashboard Dual Language option and PKI Registration link

12. PKI Registration - User can use this option to know the status of Digital Signing Account. Once clicked on the link "PKI Registration" a new browser would open where user needs to enter their ID number as shown in the below Figure 14 and DigiCert certificate status will be displayed as shown in Figure 15.

\leftrightarrow \rightarrow C $_{5}$ demo-mycrs.posdigicert.com.my/Public/NewCertification	teRequestPre?Token=MIAGCSqGSIb3DQEHA6CAMIACAQAxggHtMIIB6	QIBADCB0DCBujELMAKGA1UE 🍳 🛧 🔄 🖸 📔 💿 🗄
POS Digicert		SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMISSION OF MALAYSIA (Agensi di bawah KPONHEP)
	Enter Identification No Submit	

Figure 14: DigiCert Certificate request page

Figure 15: DigiCert Certificate request Application Status

13. **Switch Language** - User can use this option to switch language from English to Bahasa Malaysia in the mPortal. English will be the default language and user needs to select the Bahasa Malaysia option as shown in the Figure 16, once clicked, the mPortal will display all labels applicable in Bahasa Malaysia as shown in Figure 17.



Figure 16: Switch language functionality

		希	EZBIZ MYCOID MYLLP MBRS 신
		Pendaftaran PKI Tugasan Peranan Pengguna 🏼 🌉 🛛	🎽 SETIAUSAHA SYARIKAT (LODGER) 🗸 🛛 🧐 Bahasa Malaysia 🗸
Pentadbir 🗸 🗸 🗸	🚍 🌴 > Utama	22:40:51	T. · SETIAUSAHA SYARIKAT (LODGER) 🧕
😤 Pengurusan pengguna 🛛 👻	AAABBBBBBCCCCDDDDEEEEFFFFAAAAAAAAABBBBBBCCCC	DDDDEEEEEFFFFTXTQ	
			Last Updated On : 14-Jun-2024 10:39:51 PM
📥 Muat turun 🛛 👻	Profile Information of the logged in user X	Lodger Approval Pending - ×	Lodgement Pending - ×
🗎 Proses Pemfailan 🛛 💙		(waker has upload and lodger approval is pending)	(Digital sign and payment pending both will be inclusive)
🐴 Laporan 🗸 🗸	Nama ra h.my Pengguna	Type of Submission Count	Status Count
	No Telefon 0: Bimbit	FS 0	Digital Sign Pending 0
	Bandar Muar	AR 0	Payment Pending 0
	Negeri JOHOR	KFI 0	
	Pilih SETIAUSAHA SYARIKAT (LODGER)]
	Peranan		
		,	
		Filing Status - ×	Rectification Approval Pending - ×
		(Last 10 Filing status will be shown here)	(Rectification sent to SSM and approval pending from SSM)
		Type of Submission Count	Type of Submission Count
		AR 0	AR 0
		KFI 0	KFI 0
		Query Filing Pending - ×	
		(SSM has queried but entity not uploaded file against queried)	
		Type of Submission Count	
		FS	
		AR	
		KFI	
			J
Connect with us:			Menara SSM@Sentral, No. 7 Jalan Stesen Sentral S
SSM Contact Centre : 0 03-7721 40			Kuala Lumpur Sentral, 50623 Kuala Lumpur, Malaysia
SSM Géneral Line : 🖬 03-2299 4400	n 🛄 03-2299 4411		Refund Policy Refund Form Privacy policy Security Policy
© 2018 Suruhanjaya Syarikat Malaysia. A	III Rights Reserved.	from this web site. Bost viewed using Latest Google Chrome and Meailla	Firefay Version 2 with the recolution of 1024v768

Figure 17: Dashboard page display after language switch



User Role Assignment option is already explained on page 8 and Switch role functionality will be explained in the next heading under "Application of External User Roles".

2. Application of External User Roles

- 1. At one time an external user can request or apply for any or all 10 roles as listed:-
 - Company Secretary Assistant (Maker)
 - Company Secretary (Lodger)
 - Company Agent Assistant (Maker)
 - Company Agent (Lodger)
 - Liquidator (Maker)
 - Liquidator (Lodger)
 - Official Receiver (Maker)
 - Official Receiver (Lodger)
 - Other Roles (Maker)
 - Other Roles (Lodger)
- 2. Applying for Maker role:-

To acquire a Company Secretary Assistant (Maker) a user must select the option of "**COMPANY SECRETARY ASSISTANT (MAKER)**" from the dropdown list present in the table "**Roles**" of the User Role Assignment page as shown in Figure 18.

	PKI Registration	User Role Assignment	💶 🧕 😜 English 🗸	😃 Back to ssm4u
User Details				
Primary Details				~
Company User Address				~
Roles				^
Assign Roles Select Role - Select Role - Select Role COMPANY AGENT (LODGER) COMPANY AGENT (LODGER) COMPANY AGENT (LANGER)				
COMPANY SECRETARY (LODGER) Edit UCUDATOR (LODGER) LIQUIDATOR (LODGER) OFFICIAL RECEIVER (LODGER) OFFICIAL RECEIVER (MAKER) OFFICIAL RECEIVER (MAKER) OFFICIAL RECEIVER (MAKER) OFFICIAL DODGER) OFFICIAL DECEMPACTION INTER DOLE (MAKER)		Mena	ra SSM@Sentral, No. 7 Ja	→
M Contact Centre : 🖸 03-7721 4000 📄 03-7721 4001 M General Line : 🗳 03-2299 4400 📄 03-2299 4411		Kuala Li	umpur Sentral, 50623 Kua	ila Lumpur, Malaysia
renquiry@ssm.com.my		Refund Policy	Refund Form Privacy	oolicy Security Polic

Figure 18: User Details page display of the User Role Assignment

page

Role	95			
	Assign Roles			
	Select Role			
	COMPANY SECRETARY ASSISTANT (MAKER)	~	😔 Submit	
		_		

Figure 19: Role selected in Assign Roles table

3. Once the role is selected and user clicks on the "Submit" button as shown in the above Figure 19, the role is auto approved by the mPortal and the record for this request will be displayed in the grid of the Edit Roles table as shown in the below Figure 20. This is applicable and similar to all other Company Agent (Maker), Liquidator (Maker), Official receiver (Maker) and Other role (Maker) roles as well.

							PKI Registration	User Role Assign	iment 🔤 🖸	😌 English 🗸	😃 Back to s
ownloads		ñ.				:	15:07:26 V	0	COMPANY SE	CRETARY ASSIST/	ANT (MAKE
ling Process		Global discount annouce 10 % flat AAAAAAABBBBBBCCCC									
eport	Us	er Detail	S								
		G Since You	have Only One Active Role If You Make It Inact	ive Then You Will be Logged	Out from System						
		Primary D	Details								~
		Company	User Address								~
		Roles									~
		Edit Roles	; 								^
		() Since Y	ou have Only One Active Role if You Make I	t Inactive Then You Will b	e Logged Out fron	n System			Global Filt	er Area	
											▼
		No.*	User Role Name 📌	Role Requested Date*	Approved On*	Is Active 🗡	State 🗡	Download Cour	Download	Remov	e Role
		٩	٥,	٩	٩	٩	۹.				
								1			

Figure 20: Applied Roles Records display in Edit Roles table

4. There is a switch profile functionality that has been provided which can help a user to switch between different roles applied and acquired to perform required actions role-wise.



Figure 21: Switch Profile Functionality



5. Maker Role Menu items:

📥 Downloads 🔷 ^	
Ownload Taxonomy	Download Taxonomy - User can download the taxonomy used for creating XBRL Document from this option.
Oownload MBRS Tool	
Filing Process	MBRS Preparation tool that is used to generate the XBRL Document which is uploaded and submitted
Rectification Application and Filing Submission	in the MBRS Portal.
😑 Upload Filing	Rectification Application and Filing Submission - User can upload the rectified XBRL
🔁 Report 🔹 🔨	Document prepared by this option that is required to be submitted as a Rectified Filing to SSM in the MBRS Portal
2 Filing History	
Rectification History	Upload Filing - User can upload the XBRL Document prepared by this option that is required to be submitted as a Filing to SSM in the MBRS
🐴 DashBoard Reports 🔹 🔨	Portal.
省 Lodger Approval Pending	Filing History - User can view all Historical Filing
🔁 Lodgement Pending	records from this option.
省 Filing Status	Rectification History - User can view all Rectified Historical Filing records from this option.
Rectification Approval Pending	Dashboard Reports - User can view all
省 Query Filing Pending	

Figure 22: Maker Account menu items

The primary functions and actions performed by a Maker are as follows:-

- Download the mTool The Maker needs to download the mTool to prepare the XBRL file that is required to be submitted as a filing in the mPortal.
- Upload Filing The Maker would fill in appropriate details as per filing requirements for a specific filing and company and generate the XBRL file and upload it on mPortal which would then be available in the Lodger's

account for further actions to be performed to complete the filing submission. During Upload Filing, this process is not yet considered as submitted to SSM.

- Rectification Application and Filing Submission The Maker would fill in appropriate details as per filing requirements for a specific filing and company and generate the XBRL file and upload the rectified filing on mPortal which would then be available in the Lodger's account for further actions to be performed to complete the filing submission.
- View Historical Records Maker also has a facility to view all his historic filings and their status.

6. Applying for a Company Secretary (Lodger) Role:

In case of applying for Company Secretary (Lodger) role, the user needs to enter important detail as per the enhancement such as **Practicing Certificate Number** and then upload the **Practicing Certificate** in PDF format which should not be more than 25MB then after the address as shown in Figure 23.

Practicing Certificate Numbe	er *	Practicing Certificate (PDF) *
Practicing Certificate Number	2C	Choose File No file chosen
Select Country *	Town *	
Select Country	~	
Fax Number	Address 1*	Address 2
Address 3	Phone No*	Mobile No
Postal Code*	Email Id*	

Figure 23: Lodger Role application requirements window

- 6.1 Once the external user clicks on the "Submit" button, then system will verify enter the Practicing Certificate number through the API and if the Practicing Certificate number is valid then the Company Secretary (Lodger) role will be successfully assigned and Auto approved by the mPortal, if the Practicing Certificate number is invalid then the user will get a prompt error message as 'Invalid Practicing Certificate Number' and the role will not be assigned.
- 6.2 Once the role request is approved, the user with the lodger role can perform the following activities:
 - i. Review the Fresh and Rectified filings uploaded by Maker for the searched company, **Approve** or **Reject** the same.
 - ii. **Digitally sign** the uploaded Fresh and rectified filings.
 - iii. **Make payment** for the uploaded Fresh and rectified filings as per filing fees prescribed for the type of filing.
 - iv. Do final submission to the SSM for completion of rectified filing for a company associated with the Lodger.

As present all lodger users such as Company Agent (Lodger) Liquidator (Lodger), Official receiver (Lodger) and Other role (Lodger) roles is also auto approved by the mPortal.

6.3 A user can also edit the applied roles from the Edit Roles table present in the User Role Assignment page as shown in Figure 24.

							Global Fil	lter Area	
No. *	User Role Name 🖈	Role Requeste*	Approved On*	Is Active	State 🗡	Download C*	Download 📶	Remove Role	
Q	۹.	<u>م</u>	Q	<u>م</u>	Q.				
1	LIQUIDATOR (LODGER)	13-Feb-2024 0	13-Feb-2024 0	Yes	JOHOR	*	*	×	
2	OFFICIAL RECEIVER (LODGER)	13-Feb-2024 0	13-Feb-2024 0	Yes	JOHOR	*	*	×	
3	OFFICIAL RECEIVER (MAKER)	13-Feb-2024 1	13-Feb-2024 1	Yes	-	<u>*</u>	*	×	
4	COMPANY AGENT (LODGER)	02-Feb-2024 0	12-Feb-2024 0	Yes	-	<u>*</u>	*	×	
5	COMPANY SECRETARY (LODGER)	05-Feb-2024 0	05-Feb-2024 0	Yes	SINGAPURA	*	*	×	
6	COMPANY SECRETARY ASSISTANT (MAKER)	30-Jan-2024 1	30-Jan-2024 1	Yes	-	*	*	×	
7	OTHER ROLE (MAKER)	29-Jan-2024 1	29-Jan-2024 1	Yes	-	<u>*</u>	*	×	
8	OTHER ROLE (LODGER)	29-Jan-2024 1	29-Jan-2024 1	Yes	MELAKA	*	*	×	
9	COMPANY AGENT ASSISTANT (MAKER)	29-Jan-2024 1	29-Jan-2024 1	Yes	-	*	*	×	
 Total Ite Selecte 	ems: 9 🖄 🔀 🔁 d items0					Page	e Size 20 🗸		•

Figure 24: Edit Roles table showing status of the roles

6.4 Company Secretary (Lodger) and Company Secretary Assistant (Maker) can only upload and submit filings for companies that are incorporated in Malaysia & Company Agent (Lodger) and Company Agent Assistant (Maker) can do the same for foreign companies that are incorporated outside Malaysia. Also, For Liquidator (Lodger), Liquidator (Maker), Official receiver (Lodger), Official receiver (Maker) and Other role (Lodger), Other role (Maker) in this case submission and upload filings will be made for those companies whose company status is Winding Up and Dissolved.



If you are not performing any activity (once logged into the MBRS Portal) for more than 15 minutes the session would get expired, and you will automatically be logged out of the system.

3. Update Practicing Certificate

Once the Practicing Certificate is expired, Company Secretary Lodger user should be able update the Practicing Certificate number in the system.

			PKI Registratio	n User Role Assignment	🧕 🍯 COMPANY SECRETARY (LODGER) 🗸 🛛 😵 English 🗸
👶 Administrator	v	* > User Management > Update Practicing Certificate		18:51:12 CHO	COMPANY SECRETARY (LODGER)
🐸 User Management	^				SSM
Create User Association		Update Practicing Certificate Practicing Certificate Number*			\odot
Update Practicing Certificate		Practicing Certificate (PDF Max size 25 MB)* Choose File No file chosen			
📥 Downloads	~	Fetch Data			Ð
Filing Process	~	Name Email Address		Phone Number	
省 Report	~	ID Type ID Number			
		Submit C Reset			

Figure 25: Update Practicing Certificate Page

Steps to Update Practicing Certificate:-

- Go to "User Management" Menu Tab of a Lodger Role User Account. Click on "Update Practicing Certificate" menu tab.
- In the "Update Practicing Certificate Page" a Lodger needs to enter valid details about the Practicing Certificate that he needs to be updated with like Practicing Certificate Number and attached Practicing Certificate PDF as shown in the above Figure 25.
- 3. Once valid detail of Practicing Certificate Number and attached Practicing Certificate PDF, then the lodger should click on the button Fetch Data.
- 4. Once clicked on Fetch Data, details like Name, Email address, Phone number, ID Type and ID number is populated automatically.
- 5. Click on "**Submit**", you will notice a green box from the centre-top part of the page appears providing you confirmation that Practicing Certificate has been updated successfully.

6. User can also see details of the updated Practicing Certificate below in the status grid that would provide details such as Practicing Certificate Number, Name, Email Address, Phone Number, ID Type, ID Number, Expiry Date and Download Practicing Certificate as shown in the below Figure 26.

			PKI Re	gistration Us	er Role Assignr	nent 💶 🚺 🎽	COMPANY SECRET	ARY (LODGER) 🗸	😮 English 🗸	
🗞 Administrator	~	🖀 > User Management > Update Practicing Certificate		18	3:55:04	СН	COMPA	NY SECRETARY	(LODGER)	2
嶜 User Management	^						SSM te	esting RAD Globa	l discount anno	,
Create User Association		Update Practicing Certificate							\checkmark	
Opdate Practicing		Practicing Certificate Number*								
Certificate		Practicing Certificate (PDF Max size 25 MB)* Choose File No file chosen								
📥 Downloads	~	Fetch Data							(+	
📋 Filing Process	~	Name Email Address		Phone N	umber					
省 Report	~									
		ID Type ID Number								
		Submit 🗲 Reset								
							Global Fil	ter Area		
		No.* Practicing Certific.* Name * Email Address	*	Phone Number	ID Type 🖈	ID Number 🗡	Expiry Date 🗡	Download Practic	ing Certific.	
			Q,	Q,	٩	Q	Q.			
		1 20:				16	2026-03-16	*		

Figure 26: Update Practicing Certificate Page Details

If the Practicing Certificate has expired, once the user logs in to the MBRS application the Company Secretary Lodger user will receive a prompt message informing them that the Practicing Certificate has expired. Also, the Company Secretary Lodger user will not be allowed to make payment for any filing unless the practicing certificate is renewed or updated.

4. Association between Lodger and Maker user (CS, CA, Liquidator, Official Receiver and Other role Lodger and Maker)

An external user who has the role of a Lodger can create association with a Maker.

				PKI Registration	User Role Assignment	1	COMPANY SECRET,
🐸 Use	er Management ^	Create User Association					
0	Create User Association	ID Type *	ID Number *				
ອ ເ (Update Practicing Certificate	KERAJAAN NEGERI/PERSEKUTUAN - PULAU PI 🗸	Email Address	Ph	Fetch Data		
📥 Dov	wnloads 🗸 🗸						
불 Filir	ng Process 🗸 🗸	Submit CReset					

Figure 27: Create User Association Page

Steps to Associate Lodger with Maker:-

- Go to "User Management" Menu Tab of a Lodger Role User Account. Click on "Create User Association" menu tab.
- 2. In the "**Create User Association Page**" a Lodger needs to enter valid details about the Maker that he needs to be associated with like ID Type and ID Number as shown in the above Figure 27.
- 3. Once valid combination of ID Type and ID Number of the Maker to who the lodger needs to be associated with is done by the Lodger, then the lodger should click on the button Fetch Data.
- 4. Once clicked on Fetch Data, details like name, email address and phone number will be automatically populated for the selected Maker ID.
- 5. Click on "**Submit**", you will notice a green box from the centre-top part of the page appears providing you confirmation that User Association has been created successfully.

6. User can also see details of the successful association below in the status grid that would provide details such as ID Type, ID Number, Email Address, Association Date, Status whether Active or inactive and Edit as shown in the below Figure 28.

The association between a **Maker** and a **Lodger** is a vital part during upload filing as a Maker would only be able to upload a file for a company to which an associated Lodger is already associated to. Also, user association is required even if the Maker and Lodger user are the same.

						PKI R	egistration	User Role Assignr	nent 💶 🛛	👑 сомра	NY SECRETARY (I	.odger) 🗸 🤘	English 🗸
Administrator		a > 1	User Mana	gement > Create	User Association	n		18:30:59	сн	1	COMPANY S	SECRETARY (LO	DGER) 🧕
嶜 User Management													SSN
Create User Association		Create	User Ass	ociation									\checkmark
Oupdate Practicing Certificate		ID Type *	N NEGERI/PEF	SEKUTUAN - PULAU P	ID Number *			🛢 Fetch Data					
📥 Downloads	~	Name			Email Addres	S		Phone Number					÷
🔓 Filing Process		Sub	mit 🕻	🕽 Reset									
省 Report											Global Filter Ar	ea	
													▼
		No.*	ID Type	ID Number 🖈	Name 🖈	Email Address	*	Phone Number 🖈	Association	Date 🖈	Is Active 🖈	Edit	*
		٩,	<u> </u>	Q	Q,	L	୍	٩	L	Q,	Q		
		1	NEW IC	660		1		6	17-May-2024 01	32:52 PM	Yes	2 🗹 🖣	
		2	NEW IC	601				7	17-Apr-2024 12:	25:52 AM	Yes	3 🗹 🔶	2

Figure 28: Create User Association Page with status grid

- 7. The Lodger can activate or de-activate the association with the help of the Edit button. Click on the "Edit" checkbox and select option "Yes" or "No" in column "Is Active" and then click on "Save" which is the centre checkbox in the Edit Column.
- 8. This process is same for Company Secretary (Lodger/Maker), Company Agent (Lodger/Maker), Liquidator (Lodger/Maker), Official Receiver (Lodger/Maker) and Other role (Lodger/Maker), but a Company Secretary (Lodger) cannot be associated to a Company Agent Assistant (Maker) similar to other users and vice versa. An email notification is sent to the Maker once successful association is done with the Lodger as shown in Figure 29.

Maker User Association Created

Dear Sir/Madam,

This is to inform you that you have been added as Maker user. Below are the details of Checker user profile to which you are associated with as Maker user:

Checker Name : Ah Role : COMPANY SECRETARY (LODGER) Created Association Date : 20/04/2022

Thank you MBRS Admin ©SSM - All rights reserved.

NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.

Figure 29: Email for Lodger and Maker association

5. Association between Company Agent (Lodger) and a Foreign Company

- 1. An external user who has the role of a Company Agent (Lodger) can create association with foreign companies. While in case of a Company Secretary (Lodger), the system will already have details of the registered company secretaries association with their respective local companies which is obtained from the SSM system when a Company Secretary registers in the SSM Service Portal.
- 2. Hence if any Company Secretary tries to submit filing of a company that they are not associated with, the system will not accept such a filing submission.
- 3. In case of a Company Agent (Lodger), the Lodger can associate their self with a foreign company through the "**Company Association**" menu item of the mPortal as shown in Figure 30.

Company Association	n Request				\bigotimes
Search Category *		1			
Entity code	~				
Select Company *	۵	Upload Document (Max size 1 MB)* Choose File No file chosen	0	ndividual 🖲 Body Corporate	÷
Start Date *		End Date	Bod	y Corporate Number *	-
17-Jun-2024	m		#		
17-Jun-2024 ♥ Submit ♥ Rese	۵ ۲				

Figure 30: Company Association Request Page

- 4. Lodger should enter valid details for fields. As per Search Category "Select Company", upload certificate of association which can be of maximum 1 MB. Select either one of the options as "Individual" or "Body Corporate". If "Body Corporate" is selected, then "Body Corporate Number" is mandatory to be entered.
- 5. Lodger also needs to provide "**Start Date**" and "**End Date**" for defining period of association with the selected company.

6. Once the lodger clicks on the "Submit" button the association request is verified through the API for Individual option and gets Auto approved and displayed under "Accepted Records" tab, Whereas for Body Corporate the company association request sent to SSM for approval and displayed under "Pending Records" tab with details of the request as shown in the Figure 31 below.

	PKI Registration User R	xle Assignment 🗧 🧿 👹 COMPANY AGENT (LODGER) 🗸 😋 English 🗸
\delta Administrator	✓	46 : 21 CH COMPANY AGENT (LODGER)
🐸 User Management	w KiHkeew Test Grr Kjoiwe KiHkeew Test Grr Kjoiwe KiHkeew Test Grr Global discount annouce 10 % flat hsddshfh121212 AAAAAAAAA	BBBBBBCCCCDDDDEEEEFFFFAAAAAAAAABBBBBBCCCCDDDDEEEEFFFFAAAA
📥 Downloads	Company Association Request	\bigcirc
(2) Report	Search Category *	
	Select Company * Upload Document (Max size 1 MB)*	
Company Association		
 Company Association Request 	17-Jun-2024	Body Corporate Number *
	Submit 2 Reset	
	🖒 Accepted Record 🛛 🔀 Pending Record	Global Filter Area
	No. * New Company R. Company Name* Body Corporate Nu.* ID Type * Start Date * End D	ate * Submitted Date * Status * Download *
		12:00:00 AM 20 Esb 2024
	2 20	12:00:00 AM 11-Anr-2024 InActive 1

Figure 31: Company Association Request Page with Pending Record tab

7. An email notification is sent to the Company Agent (Lodger) confirming that the request for association has been sent and submitted to SSM for Approval as shown in Figure 32.

Company Association Request Submitted To SSM

Dear Sir/Madam,

This is to inform you that requested "Company association for filing" have been submitted to SSM for approval.

Request Status : Pending for SSM approval

Request Submitted Date : 06/06/2024

Thank you MBRS Admin ©SSM - All rights reserved.

NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.

Figure 32: Email for company association request

8. When the SSM Officer approves the company association request send by the Company Agent (Lodger) the status changes from "Pending Record" tab to "Accepted Record" tab in the "Company Association Request" page as shown in Figure 33.

			😤 EZBIZ MYCOI	D MYLLP MBRS ტ
		PKI Registration	User Role Assignment 🛛 🧧 COMF	ANY AGENT (LODGER) 🗸 🤗 English 🗸
\delta Administrator	Company Association > Company Association > Company Association	ation Request	20 : 05 : 00 CHO I	G COMPANY AGENT (LODGER) 🧕
👑 User Management	~			Bi
📥 Downloads	Company Association Request			\bigcirc
省 Report	Search Category Entity code	~		
O Company Association	Select Company *	Q Choose File No file chosen	🔿 Individual 🖲 Bod	y Corporate
Company Association Request	Start Date *	End Date	Body Corporate Numb	per*
	Submit 😂 Reset			
	Accepted Record Z Pending Record	😡 Rejected Record	G	lobal Filter Area
				T
	No. X Company Registration Number X Ne	w Company Registration Number	ompany Name 🖈 Body Corpora	te Number 🖈 ID Ty
			Q	- ^
	2 99		7	•
	3 33334	DUZUUUUUU IVIASIEUR STS	TENS CORPORATION 187030	•

Figure 33: Company Association Request Page with Accepted Record tab

9. Once the submitted request is approved by SSM, the CA Lodger would receive a confirmation email notification of approval as shown in Figure 34.



Figure 34: Email for company association request approved by

SSM
6. Association between Liquidator, Official Receiver and Other Role (Lodger's) and a Companies with Company Status Winding Up and Dissolved.

- An external user who has the role of a Liquidator, Official Receiver and Other Role (Lodger) can create association with Company Status Winding Up and Dissolved. This is Similar to the Company Association flow of Company Agent user.
- In case of a Liquidator, Official Receiver and Other Role (Lodger), the Lodger can associate themselves with a Companies whose Company Status is Winding Up and Dissolved through the "Company Association" menu item of the mPortal as shown in Figure 35.

Company Association Request		\bigcirc
Search Category *		_
Entity code	×	
Select Company *	Upload Document (Max size 1 MB)*	
	Choose File No file chosen	O Individual Body Corporate
Start Date *	End Date	Body Corporate Number *
17-Jun-2024		
ID Type*		
- Select ID Type -	~	
Submit 🛛 🔁 Reset		
⚠ Accepted Record	😡 Rejected Record	Global Filter Area

Figure 35: Company Association Request Page

- 3. Lodger should enter valid details for fields. As per Search Category "Select Company", upload certificate of association which can be of maximum 1 MB. Select either one of the options as "Individual" or "Body Corporate". If "Body Corporate" is selected, then "Body Corporate Number" and "ID Type" is mandatory to be entered.
- Lodger also needs to provide "Start Date" and "End Date" for defining period of association with the selected company.
- 5. Once the lodger clicks on the **"Submit**" button the association request is verified through the API for **Individual** option and gets **Auto approved** and

displayed under "Accepted Records" tab, Whereas for Body Corporate the company association request sent to SSM for approval and displayed under "Pending Records" tab with details of the request as shown in the Figure 36 below.

			Fo exit full screen, press F11 PKI Registration	User R	ole Assignment		or (lodger) 🗸	😝 English 🗸
🗞 Administrator	🗧 🏶 > Company Association > Company Association F	leques	it	20	: 42 : 25 CH			R (LODGER) 👤
User Management								Алалалала
4 Report	Company Association Request							
Company Association	Search Category	~	Unional Descenant (May vice 1 840)					
Company Association Request	Select Company *	Q	Choose File No file chosen		🔿 Individual 🖲 B	lody Corporate		÷
	Start Date *		End Date		Body Corporate Nu	imber *		-
	17-Jun-2024	Ê		Ê				
	ID Type*							
	- Select ID Type -	~						
	Submit 2 Reset							
	Ô Accepted Record	Rejecte	ed Record			Global Filt	ter Area	
								▼
	No. Company Reg." New Company R. Company N	ame 🗡	Body Corporate Number ID Type Start Date	*	End Date 🗡	Submitted Date *	Status *	Download 🗡
		ų		4	4	Q,	4	
	1 82 SDN. E	BHD.	CAWANGAN SELANGOR - May 13, 2024 12:	00: Jan	1, 2999 12:00:0	13-May-2024	InActive	*

Figure 36: Company Association Request Page with Pending Record tab

6. An email notification is sent to the Company Agent (Lodger) confirming that the request for association has been sent and submitted to SSM for Approval as shown in Figure 37.

Company Association Request Submitted To SSM	
Dear Sir/Madam,	
This is to inform you that requested "Company association for filing" have been submitted to SSM for approval.	
Request Status : Pending for SSM approval	
Request Submitted Date : 06/06/2024	
Thank you MBRS Admin ©SSM - All rights reserved.	
NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.	

Figure 37: Email for company association request

8. When the SSM Officer approves the company association request send by the Company Agent (Lodger) the status changes from "Pending Record" tab to "Accepted Record" tab in the "Company Association Request" page as shown in Figure 38.

	PKI Registration User Role Assignment 💶 💿 🎽 LIQUIDATOR (LODGER) 🗸	🤒 English 🗸
💑 Administrator	Company Association > Company Association Request 20 : 29 : 16 CH G LIQUIDATO	r (lodger) 🥊
🐸 User Management		مممم
4 Report	Company Association Request	\checkmark
Company Association	Search Category * Entity code V	
Company Association Request	Select Company • Upload Document (Max size 1 MB)* Choose File No file chosen O Individual ® Body Corporate	Đ
	Start Date * End Date Body Corporate Number *	-
	17Jun-2024	
	ID Type*	
	- Select ID Type - V	
	Submit C Reset	
	Ô Accepted Record ☐ Pending Record ♀ Rejected Record	
	10 Commune Comment and a comment and a company of contrast of and	•
	Tw. Company name - Company name - Company - avoy coporation to Hype - Start Usite - Entit Date - Startus - Difference - Difference - Difference - Difference - Startus - Difference -	ownioau 🧨
	The T	1 1
	2 11 29 PASH NO Way 15, 2024 3an 1, 2595 12.00.00 ANN 109Way 2024 ACTIVE	2

Figure 38: Company Association Request Page with Accepted Record tab

9. Once the submitted request is approved by SSM, the CA Lodger would receive a confirmation email notification of approval as shown in the below Figure 39.

Company Association Request Approved By SSM
Dear Sir/Madam,
This is to inform you that requested "Company association for filing" have been approved by SSM.
Thank you MBRS Admin ©SSM - All rights reserved.
NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.

Figure 39: Email for company association request approved by SSM

The functionality of Company association request module will remain same for Liquidator, Official Receiver and Other Role (Lodger's) for Companies with Company Status Winding Up and Dissolved. Also, Companies Other than 'Winding Up and Dissolved' Status will not allow to get associated with these Lodger users.

7. Download mTool

1. Users with Maker role can download the latest version of mTool by clicking on Download MBRS Tool option of the menu item as shown in the below Figure 40.

					PKI Registration	User Role As	signment 🗾 🚺	🐸 COMPANY AGENT	(LODGER) 🗸 🛛 🎯 English 🗸
Administrator	, ,	🖌 🕆 Dow	nloads > Download	MBRS Tool		20 : 55 : 1	55 CH		ANY AGENT (LODGER)
User Management	~								BEGINE
- Downloads	^	Download	MBRS Tool						\bigotimes
Ownload Taxonomy								Global Filter A	lrea
Download MBRS Tool									(,+
省 Report	~	No. *	Version Number 🖈	Created By	Created On	*	mTool Installer P	ackage for 32 bit 🗡	mTool Installer Package for
		٩	۹.	۹.		٩,			
Company Association	~	1	2.0	System Administrator	02-June-2024 08:20	:53 AM	-		¥
		2	1.0.38	System Administrator	27-Sep-2018 10:52	:36 PM	4		Ł

Figure 40: Download MBRS Tool Page

- 2. User can download either the 32-bit or 64-bit version of the Installer depending on the operating System version of the machine in which the tool will be installed.
- 3. Once mTool is successfully installed user can open the tool, select the submission type and start entering relevant data to prepare the XBRL file which will then be uploaded on the mPortal.



Figure 41: MBRS Preparation Tool launch window



User needs to click on this icon present in their desktop after installing the downloaded installer to launch the mTool.

8. Upload XBRL file by Company Secretary Assistant/Company Agent Assistant/Liquidator/Official Receiver/Other Role (Maker)

Once the Maker has downloaded the installer and prepared the XBRL file, the Maker would upload this XBRL file for the associated company on the mPortal by using the **Upload Filing** menu item as shown in the below Figure 42.

	∰ EZBIZ MYCOID MYLLP MBRS 🕁
	PKI Registration User Role Assignment 🧧 🚺 🎽 COMPANY SECRETARY ASSISTANT (M 🗸 🔅 English 🗸
📥 Downloads	E 🐐 > Filing Process > Upload Filing 21 : 39 : 27 C i COMPANY SECRETARY ASSISTANT (MAKE
E Filing Process	Global discount annouce 10 % flat AAAAAAAABBI Upload Filing
 Rectification Application and Filing Submission 	Enter Company Registration Number (e.g. 123456789012)* Type of Submission Upload XBRL Document*
😑 Upload Filing	AR1-Annual Return for Companies having Share Capital Choose File No file chosen (Max. size 25 MB) (Max. size 25 MB)
🙆 Report	Upload Supporting Documents
	1. Particulars of beneficial owners (TXT) (107) Choose File No file chosen 2. Particulars of nominee director (TXT) (224) Choose File No file chosen 3. Particulars of senior management (TXT) (225) Choose File No file chosen © Upload Filing Choose File Choo

Figure 42: Upload Filing Page

	A Maker must be careful during uploading if the association is
	complete between the Company and the Lodger and also between the
	lodger and Maker before uploading of any file in the mPortal.
	Now, Maker user is also allowed to upload AR and FS/KFI filings for
-	companies having Company status like W, D, C, R, B and these filings
	require SSM manual approval .
	Maker user is not allowed to upload filings for companies having
	Company status X and Y .
	Maker user is allowed to upload any EA applications only for
	companies having Company status 'E - Existing' .

Steps to Upload a Filing by a Maker Role:-

1. Go to "Filing Process" Menu Tab. Click on "Upload Filing" option.

- 2. Upload Filing Page will be displayed which would have options such as
 - Enter Company Registration Number
 - Type of Submission
 - Upload XBRL Document (Max size 25MB)
 - Upload Supporting Document
 - Upload Filing
 - Reset
- 3. **Enter New Company Registration Number:** In this field, Maker should enter at least first 5 digits of the New company registration number for which XBRL file is to be uploaded. This company should be associated with the Lodger to whom the Maker is also associated. This field would search through the web service to provide best and closest hits as a dropdown list for the user to select the company.
- Type of Submission: The Maker needs to select the correct "Type of Submission" for which XBRL file is to be uploaded out of the 29 types of filings. E.g. AR1-Annual Return for companies having share capital.
- Upload XBRL Document: Maker would have to browse the XBRL file that needs to be uploaded according to the selection made in type of submission only. Maximum size of the XBRL file that can be accepted is 25MB.
- 6. **Upload Supporting Document:** Each Type of Submission would require the Maker user to upload a supporting document that is made mandatory to be uploaded by SSM Admin as shown in Figure 42.

As shown in Figure 42 which is an upload filing page for AR1 user has to upload a txt format files (Annexures) as a supporting document. User can prepare those Annexure files using mTool, There is separate button name as **Annexure** on mTool introduction page. There 3 txt format files (Annexures) as a supporting document which is applicable only for AR1, AR2 and AR3. 7. Upload Filing: Maker User can do submission of the filing if all the above details are filled are correctly by clicking on the "Upload Filing" button. A green highlighted confirmation box would appear stating successful upload and reference number for your uploaded filing.

		₭ EZBIZ MYCOID MYLLP MBRS Ů
	✓ Filing is Successfully Uploaded For Validations. You can × track wour filing status from Eiling History. Place note your	0 👋 COMPANY SECRETARY ASSISTANT (M 🗸 🧕 English 🗸
📥 Downloads	→ → Filing Process → Filing Process → Filing reference number - REFAR12024042400021	OMPANY SECRETARY ASSISTANT (MAKER)
Filing Process	^	Global discount annouce 10 % flat AAAAAAAAABBI
 Rectification Application and Filing Submission 	Upload Filing	
😑 Upload Filing	Enter Company Registration Number (e.g. 123456789012) Type of Submission All-Annual Return for Companies having Share Ca	Upload XBRL Document* pital Choose File No file chosen
4 Report	Vupload Supporting Documents	(Max. size 25 MB
	1. Particulars of beneficial owners (TXT) (107) Choose File No file chosen 2. Particulars of noninee director (TXT) (224) Choose File No file chosen 3. Particulars of senior management (TXT) (225) Choose File No file chosen Vpload Filing C Paset	
Connect with us: 🛐 🎔 🖸 SSM Contact Centre : 🕓 03-77) D 21 4000 🔓 03-7721 4001	Menara SSM@Sentral, No. 7 Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50623 Kuala Lumpur, Malaysia
SSM General Line : 🔽 03-2299 🕶 enquiry@ssm.com.my	4400 🖬 03-2299 4411	Refund Policy Refund Form Privacy policy Security Policy
) 2018 Suruhanjaya Syarikat Mala	ysia. All Rights Reserved.	

Figure 43: Prompt showing successful Upload of Filing

8. **Reset:** If the Maker user feels that there is any modification or wants to make changes in the options selected then they can click on **Reset** button before clicking on **Upload Filing** button.

The mPortal will only accept XBRL file (ZIP) as filing submission during upload. XBRL (ZIP) file contain XML file along with 2 CSV files for AR1, AR2 and AR3

9. On successful upload of the XBRL file the Maker would receive a confirmation email stating that the file has been uploaded successfully as shown in the below Figure 44.



Figure 44: Email for successful upload of XBRL file by Maker

10. **Filing History:** Maker can view all files that have been uploaded from this menu item. Maker just needs to set the right filter for the following fields to get desired results as shown in the Figure 45 below.

						*	EZBIZ	MYCOID MYLL	P MBRS 😃	
				PKI Registratio	n Use	r Role Assignment 🧧	0 😁 сом	IPANY SECRETARY ASSISTAN	IT (M 🗸 🤒 English	~
📥 Downloads	~ ∃ ♣ > Re	port > Filing History			22 : 46 :	32 Cŀ	i C	COMPANY SECRETARY	ASSISTANT (MAKE	
Eiling Process	 Filing His 	story							Ø)
省 Report	Filing Type XBRL Filing	Submission 🗸	Type of Submi	ssion n for Companies having Share Ci	Typ A	e of Submission ID		~		
街 Filing History	Search Categ	;ory *	Select Compar	iv v						
P Rectification History	Entity code	~			2					
DashBoard Reports	Select All	~	01-Jun-2024		End	Date		**		\mathcal{I}
	Search	n 🤁 Reset								
								Global Filter Are	a	
									V	J
	<u>№</u> . ×	. Type of Submissio	n 🖈	Type of Submission ID 🖈	Compa	ny Registration Number	* New Com	pany Registration Number	Company N	a
	Q		٩,	<u>م</u>		C		٩,		-
	1	Annual Return for Companies hav	ring Share Capi	AR1			1		s	51
	2	Annual Return for Companies hav	ring Share Capi	AR1					s	50
	3	Annual Return for Companies hav	ring Share Capi	AR1					S	31
	4	Annual Return for Companies hav	ring Share Capi	AR1					S	30

Figure 45: Filing History page with status grid

11. The file that is successfully passed through all XBRL and Non XBRL validations will show status as "**Verify-Entity**" which means the file is now with the associated Company Secretary (Lodger) or Company Agent

(Lodger) or Liquidator (Lodger) or Official Receiver (Lodger) or (Lodger) Other Role for further actions to be taken on the same.



Filing History menu item is found under the menu item "Report" on the left-hand side of the page as shown in the above Figure 45.

12. **View Report**: Maker can also view publish report or rendering view of the XBRL file uploaded by clicking on the "**View Report**" option of the status grid.

№ . *	Туре 🗶	Company 🛣	New Compan.	Company Name 🗡	Date 🗡	Uploa	Is Rec.	Submission St.	Filing Status 🖈	Lodgement Reference*	View Report
୍	୍	୍	୍	Q.	Q,	٩,	Q,	୍	٩,	Q.	
1	AR1	815267-T	200801013978	PRINT EUROPE MALAYSIA	24-Apr-2024	15-M	No	LATE SUBMIS	Auto Registered	XBAR120240515000002	0

Figure 46: Filing History status grid view report button

13. The rendering output will be opened in another tab of the browser and user would have the provision to download the same as a PDF document by clicking on the "Download as PDF" button on the top-right corner of the page. Also, user can download the supporting documents uploaded along with the filing upload as filing submission. Also, user can download the filing documents (CSV files created while generating the AR1, AR2 and AR3 ZIP file) uploaded along with the filing upload as filing upload as filing submission as shown in Figure 47.

Supporting Document Uploaded			
Particulars of beneficial owners Particulars of nominee director Particulars of senior management			
Uploaded Filing Documents			
ੇ Particulars of Member ੇ Sub-classification of Member			
	CO AR1 - ANNUAL RETURN O	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL	
	CO AR1 - ANNUAL RETURN O FILING INFORMATION	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL	-
	CO AR1 - ANNUAL RETURN O FILING INFORMATION Company registration number	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL	
	CO AR1 - ANNUAL RETURN O FILING INFORMATION Company registration number New Company registration number	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL	
	CO AR1 - ANNUAL RETURN O FILING INFORMATION Company registration number New Company registration number Name of company	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL	
	CO AR1 - ANNUAL RETURN O FILING INFORMATION Company registration number New Company registration number Name of company Former name of the company	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL	
	CO AR1 - ANNUAL RETURN O FILING INFORMATION Company registration number New Company registration number Name of company Former name of the company Goods and services tax number	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL	
	CO ARI - ANNUAL RETURN O FILLING INFORMATION Company registration number New Company registration number Name of company Former name of the company Goods and services tax number Calendar year of annual return	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
	CO ARI - ANNUAL RETURN O FILLING INFORMATION Company registration number New Company registration number Name of company Former name of the company Goods and services tax number Calendar year of annual return Date of annual return	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL 2 P 1 2 2 2 2	
	CO AR1 - ANNUAL RETURN O FILING INFORMATION Company registration number New Company registration number Name of company Former name of the company Goods and services tax number Calendar year of annual return Date of annual return Origin of company	MPANIES ACT 2016 Section 68 F A COMPANY HAVING A SHARE CAPITAL 2 2 2 2 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3	

Figure 47: Publish Report/Rendering view of XBRL Document

If there is no action taken by the Lodger for a file uploaded by Maker in '3 days' (Can be configuration) the file will be purged which means the system would auto reject the file uploaded by Maker and the Maker would have to upload again.

14. **Rendering FS and KFI Submission:** During FS and KFI filing upload, user will be provided with an option to render the output in the desired language by selecting one of the language radio buttons as shown in Figure 48.

	PKI Registration User Role Assignment 💶 🚺 👹 COMPANY SECRETARY ASSISTANT (M 🗸 😋 English 🗸
📥 Downloads	E 🕷 > Filing Process > Upload Filing 23 : 05 : 44 CH 3 COMPANY SECRETARY ASSISTANT (MAKE)
Filing Process	Upload Filing
 Rectification Application and Filing Submission 	Enter Company Registration Number (e.g. 123456789012)* Type of Submission Upload XBRL Document* S-BNM-Financial Statement Regulated Bank Negara Malaysia v
 Upload Filing Report 	Select language for View Report English Bahasa Malaysia
	Upload Supporting Documents 1. Statutory Declaration And Financial Statements at origin(HQ) or Foreign Company (only for foreign co (PDF) (222) Choose File No file chosen 2. Full Financial statements and reports (PDF) (223) * Choose File No file chosen
	♥ Upload Filing 😂 Reset

Figure 48: Upload Filing page for FS and KFI filings

15. Once user selects a language and the XBRL document along with its mandatory supporting documents are uploaded and the filing has successfully passed through all the validation process. The uploaded filing will be generated and rendered as per the selected language of the user.

Compan	ies Act 2016
Section	on 247(3)
FS-CLBG - Financial Statements	for Company Limited by Guarantee
Penyata Kewa	ingan dan Laporan
Akhir Tahun	Kewangan 2023
Maklumat Pemfailan	
Nombor Pendaftaran Syarikat baru	
Nombor pendaftaran syarikat	
Nama syarikat	
Nama syarikat yang dahulu	
Asal syarikat diperbadankan	
Status syarikat	
Jenis syarikat	
Permohonan penyerahan	
Akuan Berkanun untuk pembetulan	
Nombor Rujukan Perintah Mahkamah	
Pendedahan bagi penyediaan penyata kewanga untuk penyerahan semasa	n Subsequent preparation of financial statements
Tarikh mula tahun kewangan semasa bagi syarikat	2023-01-01
Tarikh akhir tahun kewangan semasa bagi syarikat	2023-12-31
Tarikh mula tahun kewangan yang lepas ba syarikat	gi 2022-01-01

Figure 49: FS and KFI rendered output as per selection (Bahasa Malaysia)

The rendered output will be seen in the same language the filing is uploaded in for maker, Lodger and SSM officer.

9. Rectification application and filing submission by Company Secretary Assistant/Company Agent Assistant/Liquidator/Official Receiver/Other Role (Maker)

Rectification Application is initiated by the External User Maker, wherein the External User feels that the file submitted to SSM might need some changes or modifications even though the filing is already approved by SSM Or by Court order to rectify the filing.

With this module the user can submit the rectification application and rectify filing at the same time.

There are two type of rectification applications, one is **'Standard Rectification**' and other is **'Filing Information Rectification**'. There is further sub classification for 'Standard Rectification' and 'Filing Information Rectification' as **'Application of Submission'** which is **'Rectification Filing'** and **'Court Order Filing'**.

1. Standard Rectification

- Rectification Filing
- Court Order Filing

2. Filing Information Rectification

- Rectification Filing
- Court Order Filing

Type of Rectification	Application of Submission	Search Category *	
Standard Rectification	✓ Rectification Filing	✓ Entity code	`
Standard Rectification	Company Name	Type of Submission of Previously Submitted Filing *	
	Q	Annual Return for Companies having Share Capital	
ctification Application and Fil	ing Submission	Search Category *	
ctification Application and Fil ype of Rectification Standard Rectification	Application of Submission	Search Category *	
ectification Application and Fil Type of Rectification Standard Rectification Select Company *	Application of Submission	Search Category * Entity code Type of Submission of Previously Submitted Filing *	

Figure 50: Type of Rectification

Rectification Application and	Filing Submissio	n			
Type of Rectification		Application of Submission		Search Category *	
Standard Rectification	~	Rectification Filing	~	Entity code	~
Select Company *		Rectification Filing		Type of Submission of Previously Submitted Filing *	
	Q			Annual Return for Companies having Share Capital	

Figure 51: Application of Submission

Maker user should be able to submit the rectify filing for the associated company on the mPortal by using the **Rectification Application and Filing Submission** menu item as shown in below Figure 52.



A Maker must be careful during uploading if the association is complete between the Company and the Lodger and also between the lodger and Maker before uploading of any file in the mPortal.

			∉ EZBIZ MYCOID MYLLP MBRS 也
		PKI Registration User Role Assignment	🗧 🛛 👹 COMPANY SECRETARY ASSISTANT (M 🗸 🛛 🥺 English 🗸
Rectification Application and Filing Submission	Rectification Application and Filing Submission		
	Type of Rectification	Application of Submission	Search Category *
😔 Upload Filing	Standard Rectification	Rectification Filing 🗸	Entity code 🗸
	Select Company*	Company Name	Type of Submission of Previously Submitted Filing *
🙆 Report 🛛 👻	R		Financial Statements for Exempt Private Company
	Start Date	End Date *	
	m	31-Mar-2023	
			•
	Reason for Rectification *	Choose File	Choose File /
	FS EPC	Choose The	Choose The
	(Maximum 2000 characters)		
	Is Nil Filing		
	Upload Supporting Documents		
	Type of Submission	Upload XBRL Document*	
	Financial Statements for Exempt Private Company	Choose File FS-EPC_20130100329531_Rec_1st_Audited.zip	
		(Max. size 25 MB)	
	Select language for View Report		
	English O Bahasa Malaysia		
	Upload Supporting Documents		
	1. Auditors statements (PDF) (102)*		
	Choose File GPT AGSDN.pdf		
	2. Certificate relating to an exempt private company (PDF) (103)*	
	Choose File GPT AGSDN.pdf		

Figure 52: Rectification Application and Filing Submission Page

To apply for a Rectification Application and Filing Submission the file for which Rectification is to be applied should be approved by SSM the status should be "SSM Approved" OR "Auto Registered".

Steps to Rectification Application and Filing Submission by a Maker Role:-

- 1. Go to "Filing Process" Menu Tab. Click on "Rectification Application and Filing Submission" option.
- Rectification Application and Filing Submission Page will be displayed, page is divided in two parts, First part is about rectification application details and Second part is about the Rectified filing details, Page will have options such as,
 - Type of Rectification
 - Application of Submission
 - Search Category
 - Select Company
 - Type of Submission of Previously Submitted Filing
 - Start Date
 - End Date
 - Reason for Rectification
 - Rectification of Register (Section 602)
 - Statutory Declaration
 - Lodgement Reference Number Court Order
 - Court Order (PDF)
 - Type of Submission
 - Upload XBRL Document (Max size 25MB)
 - Upload Supporting Document
 - Submit
 - Reset
- Type of Rectification The Maker needs to select the correct "Type of Rectification" from the drop-down whether it is 'Standard Rectification' OR 'Filing Information Rectification'.

For Standard Rectification, user can rectify the previously SSM approved filing for same Type of submission and also has the option of **NIL Filing**,

where user is allowed to submit for rectification application without uploading the rectify filing.

For Filing Information Rectification, user can rectify the previously SSM approved filing with other Type of submission of same parent, for example, AR1 filing can be rectified by AR4.

4. Application of Submission - The Maker needs to select the correct "Application of Submission" from the drop-down whether it is 'Rectification Filing' OR 'Court Order Filing' for which XBRL file is to be rectified.

For Rectification Filing, user must provide **Rectification of Register** (Section 602) and **Statutory Declaration** as attachments.

For Court Order Filing, user must provide Lodgement Reference Number - Court Order and Court Order (PDF) as attachment.

- 5. **Search Category -** The Maker needs to select the "**Search Category**" to search the company for which XBRL file is to be rectified.
- 6. **Select Company -** As per the search category is selected, Maker needs to enter the company name or number in "**Select Company**" to search and select the company. In this field Maker would enter at least first 5 characters of the company name/registration number for which XBRL file is to be rectified. This company should be associated with the Lodger to whom the Maker is also associated. This field would search through the web service to provide best and closest hits as a dropdown list for the user to select the company.
- 7. Type of Submission of Previously Submitted Filing The Maker needs to select the "Type of Submission of Previously Submitted Filing" from the drop-down, for which XBRL file is to be rectified. E.g. AR1-Annual Return for companies having share capital.
- Start Date and End Date The Maker needs to enter the "Start Date" and "End Date" which is Financial year Start/End date (for FS/KFI) OR AGM date (for AR under CA1965) OR Date of Annual Return (for AR under

CA2016) depends on the Type of Submission of the filing which need to be rectify. Here End date is mandatory to be reported.

- Reason for Rectification The Maker needs to provide the "Reason for Rectification". Reason for Rectification is mandatory for Maker to be provide and Maximum 2000 characters are allowed.
- Rectification of Register (Section 602) In case of Application of Submission is selected as 'Rectification Filing' then it is mandatory for maker to provide the PDF attachment for "Rectification of Register (Section 602)".
- Statutory Declaration In case of Application of Submission is selected as 'Rectification Filing' then it is mandatory for maker to provide the PDF attachment for "Statutory Declaration".
- Lodgement Reference Number Court Order In case of Application of Submission is selected as 'Court Order Filing' then it is mandatory for maker to provide the valid "Lodgement Reference Number".
- Court Order (PDF) In case of Application of Submission is selected as 'Court Order Filing' then it is mandatory for maker to provide the PDF attachment for "Court Order (PDF)".
- 14. **Type of Submission:** Type of submission field will be non-editable and considered same as selected in 'Type of Submission of Previously Submitted Filing' if Type of Rectification is selected as 'Standard Rectification'.

In case of Type of Rectification is selected as **'Filing Information Rectification**', the maker is allowed to select the Type of submission from the drop-down which depends on the 'Type of Submission of Previously Submitted Filing', for example, If 'Type of Submission of Previously Submitted Filing' is AR1 then only AR returns will be displayed in the dropdown and same logic will be applicable for FS/KFI.

- 15. **Upload XBRL Document:** Maker would have to browse the XBRL file that needs to be rectified according to the type of submission. Maximum size of the XBRL file that can be accepted is 25MB.
- 16. **Upload Supporting Document:** Each Type of Submission would require the Maker user to upload a supporting document that is made mandatory to be uploaded by SSM Admin as shown in Figure 52.
- 17.**Submit (Rectification Application and Filing Submission):** Maker User can do submission of the filing if all the above details are filled are correctly by clicking on the "**Submit**" button. A confirmation box will appear, and user is required to click on the "OK" button to proceed further as shown in Figure 53 as below.

Confirmation Box		×
Do You Want To Proceed?		
	오 ОК	Scancel

Figure 53: Confirmation Box

Once Maker user clicks on the "OK" button of the confirmation box, a prompt message appears on the screen indicating successful submission of the Rectification Application and Filing Submission submitted to SSM for approval as shown in Figure 54.

				*	EZBIZ MYCOID MYLLP MBRS 😃	
		 Rectification Applie Application Defense 	cation Submitted to SSM. Kindly Note	× t 💶	🞽 COMPANY AGENT ASSISTANT (MAKER) 🗸 🛛 🧛 English 🗸	-
📥 Downloads 🛛 👻	■ A > Filing Process > Rectif	and Filing Reference	ce Number - REFF o - ecoc vosci occo	19	COMPANY AGENT ASSISTANT (MAKER)	1
Filing Process	Postification Application a	nd Filing Submissi			Test Grr Kjoiwe KJHkeew Test Grr Kjoiwe KJHkeew T	ſe.
Rectification Application and Filing Submission	Type of Rectification	na rinng submissio	Application of Submission		Search Category *	
😑 Upload Filing	Standard Rectification Select Company *	~	Rectification Filing	~	Entity code Type of Submission of Previously Submitted Filing*	
🐴 Report 🗸 🗸	Start Date	Q	End Data *		Annual Return for Companies having Share Capital)
		#		#		
	Reason for Rectification *		Rectification of Register(Section 602) *		Statutory Declaration *	
		h	Choose File No file chosen		Choose File No file chosen	
	Is Nil Filing	1aximum 2000 characters)				
	Unload Supporting Documents					

Figure 54: Prompt showing successful Submission of Rectification Application and Filing Submission

 Reset: If the Maker user feels that there is any modification or wants to reset changes in the options selected then they can click on **Reset** button before clicking on **Submit** button.

The mPortal will only accept XBRL file (ZIP) as filing submission during upload. XBRL (ZIP) file contain XML file along with 2 CSV files for AR1, AR2 and AR3

19. On successful submission of Rectification Application and Filing, the Maker would receive a confirmation email stating that the Rectification Application and Filing has been submitted to SSM as shown in Figure 55.

AR1 - Application For Rectifica	tion Submitted to SSM
Dear Sir/Madam,	
This is to inform you that "Application For Rectific for approval. Below are the details of application:	cation" have been submitted to SSM
Company Name : (Company Number Filing Year : 2023 Request Status : PENDING Request Submitted Date : 07/05/2024	N. BHD.
Thank you MBRS Admin ©SSM - All rights reserved.	
NOTE: THIS IS AN AUTO GENERATED MESSAGE. MESSAGE.	PLEASE DO NOT REPLY TO THIS

Figure 55: Email for submission of Rectification Application and Filing

Filing History: Maker/Lodger can view all rectified files that have been uploaded from this menu item. Status of the rectified uploaded filing will be available in the Filing History under the category "**XBRL Filing Submission** with **Rectify**" as shown in Figure 56.

									🖀 EZBIZ	. M	YCOID MYLLP	M	BRS 😃	
						PKI Regi	istration U	lser Role Assigr	nment 🔽 🚺	👑 COI	MPANY SECRETARY (LOC	iger) 🗸	🤑 English	
📥 Downloads	Filing Type		Туре	e of Submissio	'n		Type of Subn	nission ID					0	
Filing Process	XBRL Filing	Submission with Rectification	n 🗸 Fi	nancial Stateme	ents Companies Limited	by Shar 🗸	FS-CLBS-196	55		~				
A Report	Search Categ	ory *	√ Sele	ct Company		Q								
	Filing Status		Star	t Date *			End Date *							
Rectification History	Select All		✓ 01	L-Jun-2024		**	18-Jun-2024	4		Ê				
街 Filing History	Search	Reset												
e Payment History											Global Filter Area			J
👍 DashBoard Reports	-]
	No. 🖈	Type of Submission *	Type of Submis.	Company.	New Company R.		Company Nam	ie 🗡	Uploaded	By 🗡	Uploaded On	*	Is Rectify 🗡	
	٩	٩	٩,	٩,	٩,			Q,		Q,		٩	Q,	
	1	Financial Statements	FS-CLBS-1965	88						il.co	04-Jun-2024 08:51:5	5 PM	Yes	
	2	Financial Statements	FS-CLBS-1965	8						il.co	04-Jun-2024 05:56:1	9 PM	Yes	
	3	Financial Statements	FS-CLBS-1965	8						iil.co	03-Jun-2024 10:17:5	9 PM	Yes	Ô

Figure 56: Filing History page with status grid

20. The rectified file that is successfully passed through all XBRL and Non XBRL validations will show status as "Verify-Entity" which means the file is now with the associated Company Secretary (Lodger) or Company Agent (Lodger) or Liquidator (Lodger) or Official Receiver (Lodger) or (Lodger) Other Role for further actions to be taken on the same.

Filing History menu item is found under the menu item "Report" on the left-hand side of the page as shown in Figure 56.

21. **View Report**: Maker/Lodger can also view publish report or rendering view of the Rectified XBRL file uploaded by clicking on the "**View Report**" option of the status grid as in Figure 57.

											▼
No. 🗡	Туре о	Type of Submis.	Company.	New Company R.	Company Name	Uploaded On 🗡	Submissio*	Filing Status	Lodgement Reference Number	Is Rec	View Repo
୍	୍	Q	୍	٩,	٩,	٩,	Q,	Q	٩	٩,	
1	Financ	FS-CLBS-1965	8		۷	04-Jun-2024 08:51:5	-	Purge Filing	-	Yes	0
2	Financ	FS-CLBS-1965	8		۷	04-Jun-2024 05:56:1	ON TIME S	SSM Queri	XBFS-CLBS-19652024060300001	Yes	0
3	Financ	FS-CLBS-1965	8		۷	03-Jun-2024 10:17:5	ON TIME S	SSM Queri	XBFS-CLBS-19652024060300001	Yes	Ð

Figure 57: Filing History status grid view report button

22. The rendering output will be opened in another tab of the browser and user would have the provision to download the same as a PDF document by clicking on the "Download as PDF" button on the top-right corner of the page. Also, user can download the supporting documents uploaded along with the filing upload as filing submission. Also, user can download the filing documents (CSV files created while generating the AR1, AR2 and AR3 ZIP file) uploaded along with the filing upload as filing upload as filing submission as shown in Figure 58.

					Download As PDF
Supporting Document Uploaded					
Particulars of beneficial owners Particulars of nominee director Particulars of senior management					
Uploaded Filing Documents					
 Particulars of Member Sub-classification of Member 					
	AR1 - ANNUAL	COMPANIE Sect RETURN OF A COI	ES ACT 2016 ion 68 MPANY HAVING A S	HARE CAPITAL	
	FILING INFORMATION				
	Company registration number				
	New Company registration numb	ber	2		
	Name of company			D.	
	Former name of the company			D.	
	Goods and services tax number		1		
	Calendar year of annual return		2024		
	Date or annual return		2024-04-24	MALAVCIA	
	Status of company		PRIVATE COMPANY		•

Figure 58: Publish Report/Rendering view of XBRL Document

If there is no action taken by the Lodger for a file uploaded by Maker in '3 days' (Can be configured) the file will be purged which means the system would auto reject the file uploaded by Maker and the Maker would have to upload again.

23. Once user selects a language and the XBRL document along with its mandatory supporting documents are uploaded and the filing has successfully passed through all the validation process. The uploaded filing will be generated and rendered as per the selected language of the user.



Figure 59: FS and KFI rendered output as per selection (Bahasa Malaysia)

The rendered output will be seen in the same language the filing is uploaded in for Maker, Lodger and SSM officer.

Rectification History: (For Rectification Application):

Rectification History menu tab is also a part of the Report menu tab that allows Maker/Lodger to view the status and historical records of the rectification application.

Maker/Lodger can view all rectification application records that have been submitted from this menu item. Maker/Lodger just needs to set the right filter for the following fields to get desired results as shown in Figure 60.

٨										🔗 EZBIZ	MYCOID MYL	.P MBRS 🕐	
							PKI R	egistration	User Role Assignme	ent 💶 🗧 👹	COMPANY SECRETARY (I	ODGER) 🗸 🛛 🧕 English 🗸	
* >	Report > Rectifie	ation History							17 : 5	5:02 LAP	COMPANYS	ECRETARY (LODGER)	
Rectific	cation History											\checkmark	
ype of Re	ctification			Application of Subr	nission			Туре с	f Submission *				
Standard	Rectification		~	Rectification Filing			~	Ann	ual Return for Companies	having Share Capital	~		
/pe of Su	bmission ID *			Search Category *				Select	Company				
AR1			~	Entity code			~		۹				
art Date	٠			End Date *			_					C	
01-May-	2024		**	31-May-2024		Ê	1						
🕑 Sea	rch 🛛 😂 Reset												
		-											
											Global Filter Ar	ea	
												V	
No.*	Type Of Rectifica.	Application Of	Reason For ?	Type of Submi.	Company Registr.	Type of Subm.	Uploaded On 🕈	Filing St.	Company Name *	Application Re.	Type of Submission	Rendering View Of Ap.	
Q,	Q	Q.	Q	Q	Q	Q	Q	Q	٩.	Q,	Q.		
1	Standard Rectifi	Rectification F	Re							R120240	Annual Return for C	0	
2	Standard Rectifi	Rectification F								R120240	Annual Return for C	0	
3	Standard Rectifi	Rectification F	Re							R120240	Annual Return for C	6	
							1	1	1	1			

Figure 60: Rectification History page with status grid

Rectification History menu item is found under the menu item "Report" on the left-hand side of the page as shown in Figure 60.

24.The Maker and Lodger user is able to download the attachments provided during the Rectification application submission, Tax receipt after payment is made also SSM Comments once the submitted rectification application and filing is approved or rejected or Queried by SSM Officer from the rectification history grid as shown in Figure 61.

			РК	I Registration	u User Role Assi	ignment N	💶 👋 cor	MPANY SECRETARY (LO	DGER) 🗸 🛛 😑 English
Rectification History									Ø
Type of Rectification	Application of Submis	ssion		1	Type of Submission	•			
Standard Rectification	Rectification Filing			~	Annual Return for C	ompanies havin	g Share Capital	~	
Type of Submission ID *	Search Category *			5	Select Company				
AR1	Entity code			~				Q	
Start Date *	End Date *								
01-May-2024	31-May-2024		**						
Search 📿 Reset									(
								Global Filter Area	
									T
Uploaded On Keason For Rec. K Fili	ıg Status ≯ Filing Year♥	Application Reference N.	Rectification of	Statutory De	eclaration Cour	t Order 🖈	Tax Receipt 🗡	SSM Comments*	Rendering View Of Ap.
Uploaded On X Reason For Rec. X Fill	ıg Status ≭ Filing Year Q Q	Application Reference N.	Rectification of	Statutory De	eclaration Cour	t Order 🖈	Tax Receipt 🗡	SSM Comments *	Rendering View Of Ap.

Figure 61: Rectification History page with grid

25. **Rendering View of Application**: Maker/Lodger can also view publish report or rendering view of the Rectification Application uploaded by clicking on the "**Rendering View of Application**" option of the status grid as in Figure 62.

No.*	Type Of Rectifica	Application Of	Reason For 🕈	Type of Submi	Company Registr.	Type of Subm.	Uploaded On 🤳	Filing St.	Company Name 🗡	Application Re	Type of Submission*	Rendering View Of Ap.
Q,	٩	Q,	Q	Q,	۹.	Q	٩,	Q,	٩	٩.	٩,	
1	Standard Rectifi	Rectification F	Re						эр	RXBRLAR120240	Annual Return for C	0
2	Standard Rectifi	Rectification F							эр	RXBRLAR120240	Annual Return for C	0
3	Standard Rectifi	Rectification F	Re	1					۶P	RXBRLAR120240	Annual Return for C	0

Figure 62: Rectification History status grid view report button

26.The rendering output will be opened in another tab of the browser and user would have the provision to download the same as a PDF document by clicking on the "**Download as PDF**" button on the top-left corner of the page. Also, user can download the supporting documents uploaded while submitting the rectification application and rectify filing as shown in the below Figure 63.

			_	ń	EZBIZ	MYCOID	MYLLP	MBRS	
Download As PDF			—						
Supporting Document Uploaded AR1_120000 2020 2020 2020 2020 AR1_12			\mathbf{x}						
Rectification Application and Filing Sub	omission								
Type of Rectification	Standard Rectification	Application of Submission	Rectification Filing						
Select Company	*******	Company Name	N. BHD.						
Type of Submission of Previously Sub mitted Filing	Annual Return for Companies having Share Capital_AR1	Start Date	-						
End Date	2020-07-24	Reason for Rectification	Reason for Rectification						
Lodgement Reference Number - Court Order									

Figure 63: Publish Report/Rendering view of Rectification Application

10. Approve or Reject Fresh and Query filings by Company Secretary/Company Agent/Liquidator/Official Receiver/Other Role (Lodger)

Now that the Maker has uploaded the required company's fresh filing successfully, it would reflect in the associated Lodgers account for verification and final submission to SSM as shown in the below Figure 64.

										🖀 EZBIZ	MYCO	DID M	YLLP MBRS	ტ
							РКІ Г	Registration	User Role A	Assignment 🗾 🛛	🐸 RSD C	OFFICER (REG	SISTRATION) 🗸	😢 English 🗸
🗞 Administrator	<u>`</u>	* > .	Adminis	trator > Ap	oproval Manage	ment → Filing A	pproval			14:01:3	I3 SYSTEI	VI RSD O	FFICER (REGISTI	RATION) 🧕
	- [АААААААА	ABBBBBBCCCCDDDD	DEEEEFFFFA		BBBBBBCCCCDDDD	DEEEEFFFFA
Approval Management		Filing A	Approv	al										\bigcirc
👑 User Management	~													0
省 Report	~													▼
🛃 IT Settings	~	_ № *	Туре 🗶	Company	Company Name	New Company 🗶	Lodgement Refere	State 🖈	Date 🖈	Submitted By 🗡	Submitte.	Is Assig*	Approver Office	Action
		Q	্	٩	۹.	۹.	۹	Q	্	۹.	٩	٩,	٩	
		1	AR1								2023-11	No	-	1
		2	AR1							N	2022-11	No	-	1
		3	AR4								2022-10	No	-	1
		4	AR1								2022-10	No		1
		5	AR4								2022-10	No	-	1
		6	AR1								2022-10	No	-	1
		7	AR1	44/4/4-2	NIVI GIAP TRAD	199101021912	ADAKIZUZZUGZ/U	лопок	zu-sep-zu	LAU NUN JIE	2022-09	No	-	1

Figure 64: Lodgers Fresh Filing Approval page

Steps for a Lodger to complete submission of the uploaded file:

1. Go to **"Approval Management**" under the Menu Tab **"Administrator**" and click on Filing Approval as shown in the Figure 65.

				*	EZBIZ
			PKI Registration	User Role Assignment	•0
👶 Administrator	<u>^</u>	* > Administrator > Approval Management		13	: 52 : 43
			AAA	AAAAABBBBBBCCCCD	DDDEEEEEF
C Approval Management		Approval Management			
🐸 User Management	~				
🔁 Report	~				
🚀 IT Settings	~	Rectify Filing Approval 🔶	Filing Approval	÷	

Figure 65: Approval Management page

- 2. Once clicked on the "**Filing Approval**" the filing approval grid section would display the list of all files relating to the associated companies of the Lodger that are been uploaded by the Maker as shown in the Figure 64.
- 3. Go to the column "**Action**" and click on the icon to view the rendering (Human readable format) of the XBRL file uploaded by the Maker in a new tab of the browser as shown in Figure 66. In case of **Query filing**, on click on Action icon then prompt **Query comment box** will be appear to with OK and Cancel button as shown in Figure 67.

Download As PDF					Approve	Reject
Supporting Document Uploaded Particulars of beneficial owners Particulars of nominee director						
Uploaded Filing Documents Particulars of Member Bub-classification of Member						
	CO AR2 - Annual return fr	MPANIES ACT 2016 Section 68 or companies not having sha	ire capital			
				-		
	FILING INFORMATION	201101020776				
	Company registration number			-		
	Name of company		N. BHD.	-		
	Former name of the company		N, BHD,			
	Goods and services tax number					
	Calendar year of annual return	2020				
	Date of annual return	2023-01-08				
	Origin of company	INCORPORATED IN M	ALAYSIA			
	Status of company	PUBLIC COMPANY				
	Type of company	COMPANY LIMITED BY	Y GUARANTEE			

Figure 66: Approve/Reject filing after review of Publish filing

									😭 EZI	BIZ MY	COID	MYLLP ME	RS 🕁	
	= * > /		strator > A	pproval Manage	ment > Filing A	opproval			14 : 02	: 43 SYS	TEM RSC	O OFFICER (REGI	STRATION)	
	AAAAAABB	BBB				Query Box			×					
~	Filing A	Appr	Query Con	nment		Queried b	y Quer	ied On	10.014				S	
~			quener				2011	07-2023 04.39.	10 PW					
~	№ .≯	Туре						-	🛛 ОК	Submitte*	Is Assig*	Approver Office	Action	2
	1	AR1	822449-U	COSMOCARE S	200801021134	XBAR1202311170	JOHOR		CHONG HOUNG		No		1 -	
	2	AR1	451514-T	SYSTEM MANA	199701036014	XBAR1202211040	SELANG	31-Oct-20	CHONG SIEW CHIN		No		1	
		AR4	654496-H	GEMMAS MAK		XBAR4202210180	WILAYA		Ku Mei Yin		No		1	

Figure 67: Query Box pop-up while Approve/Reject filing

4. The Lodger would have 2 options in the top-right corner of the page one to "**Approve**" and other to "**Reject**" the uploaded file as shown in the above Figure 66. The Lodger can also download this publish report as PDF from the option on the top-left corner of the page **Download as PDF**.

5. If the Lodger feels that the filing is correct in all aspects then lodger can click on "Approve". Once clicked on "Approve" a confirmation box would pop-up asking for an approve comment which is mandatory to be entered to proceed further along with a declaration note stating that the Lodger is confirming that all facts stated in the document are true as in Figure 68.

	Confirmation Box	\times
Г	Approve	
Approve Comment		
I confirm that the facts best of my knowledge.	and information stated in this document are true and to	the
	So OK Scanc	el

Figure 68: Approve Comment window

6. The same is seen when Lodger clicks on "Reject" option where lodger has to fill in the reject comments to continue ahead and reject the filing uploaded by the Maker as shown in the Figure 69.

Confirmation Box	×
Reject Reject Comment*	
	⊘ OK Scancel

Figure 69: Reject Comment window

 Once the Lodger has entered the Approved comments and clicked on "OK" button, the Lodger is directed to the Digital Signature page where the Lodger has to digitally sign the document by entering authentic and valid Username and Password. If in case the Lodger decides not to proceed ahead with any action on the file at this point of time the status of the filing will be "Digital Signature Pending" as shown in the Figure 70.

			proval												\oslash
	Do Lodgement														
C	N	o. 🖈	Reference*	Туре 🇶	Company Re.	Company Name 🖈	New Company	Filing Status 🗡	State	Date 🗡	Submitted 🛣	Submitted On	Is Ass.	Approv.	Actic
•	N	₀.≭ Q	Reference 🖈	Type 🖍 Q	Company Re.	Company Name 🖈	New Company 🛣	Filing Status 🖈	State*	Date 🖈	Submitted 🛣	Submitted Off	Is Ass.	Approv.	Actic
		0. × 0	Reference 🦨 Q REFAR120	Type 🖈 Q AR1	Company Re*	Company Name *	New Company 🖈	Filing Status X	State*	Date *	Submitted 🛣	Submitted Off 2024-04-16	Is Ass.	Approv	Actio
		0. ×	Reference X	Type X Q AR1 EA1	Company Re	Company Name 🖈	New Company #	Filing Status X Digital Signature pending Verify-Entity	State O	Date × Q 22-Nov-2 31-Jan-20	Submitted *	Submitted Off 2024-04-16 2024-04-15	Is Ass	Approv	Actic

Figure 70: Digital Sign Pending status display in Filing Approval

9. The next time when a Lodger decides to proceed ahead and clicks on the "Action" button, the publish report page is displayed where Lodger needs to click on the "Digital Signature" button to continue as shown in below Figure 71.

Download As PDF					Digital Signature
Supporting Document Uploaded					
Particulars of beneficial owners Particulars of nominee director					
Uploaded Filing Documents					
Particulars of Member					
Sub-classification of Member					
	c	COMPANIES ACT 2016			
	AR2 - Annual return	Section 68 for companies not having sh	are capital		
	FILING INFORMATION				
	New Company registration number			_	
	Company registration number				
	Name of company		I. BHD.		
	Former name of the company		I. BHD.		
	Goods and services tax number	100100/2015			
	Calendar year of annual return	2023			
	Date of annual return	2023-01-08			
	Origin of company	INCORPORATED IN I	MALAYSIA		
	Status of company	PUBLIC COMPANY			
	Type of company	COMPANY LIMITED	BY GUARANTEE		

Figure 71: Publish Reports with Digital Signature button

 On clicking the Digital Signature button, a pop-up window will appear where Lodger will enter valid PIN for the ID as shown in below Figure 72 to digitally sign the uploaded XBRL document.

Download As PDF				
Supporting Document Uploaded				
Particulars of nominee director		Digital Signing	×	
	ID *	7(
	PIN •	PIN		
		OK 11304620-7	Cancel	
	New Company registration numb	201801042638		
	Name of company	DASH OUTDOORS SDN.	BHD.	
	Former name of the company	DASH OUTDOORS SDN.	BHD.	

Figure 72: Digital Signing Pop up window



If you have not yet obtained your own Digital Certificate for signing the document, you can go to the "**PKI Registration**" link at the top right section as shown in Figure 73 where you could view the status of your DigiCert certificate. To obtain your valid and authentic digital signing credentials to digitally sign filings in the mPortal kindly refer to user manual of **PKI Registration**.

1	ñ	EZBIZ	MYCOI	d Myll	P MBR	s 😃
PKI Registration	Use	er Role Ass	ignment	👑 сомра	NY SECRETARY	((LODGER) 🗸
C	08 : 34	4:41 s	-] (COMPANYS	ECRETARY (LODGER) 🧕

Figure 73: PKI Registration link

 Once valid credentials are entered by the Lodger and "OK" button is clicked, a prompt message would appear stating "Digital Signature Successful" as shown in the Figure 74.

							*	EZBIZ	MYCOID	MYLLP	MBRS	
				🗸 Digita	Il signature successful. Pl	ease proceed with payment. $ imes$	anment	=0 (COMPANY SEC	RETARY (LODGE	R) 🗸 🤫 El	nglish 🗸
Administrator		* >	Administ	rator > Approval Manag	ement > Filing Approva	I	23 : 30 : 2	7	, bi	VIPANY SECRI	ETARY (LODG	SER) 🧕
		_						SSM t	esting RAD1 Glo	bal discount ar	nouce 10 % fla	at I hsdd
🕝 Approval Management												
Over Chet with to estitute	Fi	iling	Approv	al								\oslash
user		0 [Do Lodgeme	nt								
🐸 User Management 🛛 🗸 🗸												
							_					
Downloads		0	No. 🖈	Reference Number 💉	Type of Submission ID 🗡	Company Registration Number 🗡		Company N	ame 🖈	New Compan	y Registration I	Numbe
			্	Q	٩.	٩,			୍			Q
Filing Process			1	REFAR12024041600015	AR1	1304670-T	DASH	OUTDOORS	SDN. BHD.	20	1801042638	
省 Report 🛛 🗸 🗸			2	REFEA62024041600006	EA6	1076846-H	NO BLAC	CK TIE PRESEN	ITS SDN. BHD.	20	1401000776	
			3	REFEA12024041500015	EA1	1096291-X	ELLWOO	DD CONSULTIN	NG SDN. BHD.	20	1401020205	

Figure 74: Digital Signing successful prompt box

12. An email will be received by the Lodger, stating successful digital signature for the uploaded document with details like the name of the company for whom the document was uploaded and digitally signed, name of the person who signed the document and the role of that person whether a company agent or company secretary as shown in the Figure 75.

AR2 - Filing Digitally Signed
Dear Sir/Madam,
Please be advised that your MBRS filing uploaded for N ITS SDN. BHD. with Company number 1 H has been successfully digitally signed.
Digital Signed by : L/ I User Role : COMPANY SECRETARY (LODGER) Type Of Submission : AR2 - Annual Return for Companies not having Share Capital
Thank you MBRS Admin ©SSM - All rights reserved.
NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.

Figure 75: Email received by Lodger after successful Digital Signature

13. Now that the document is digitally signed the next step to complete the submission of the filing is to make payment towards the submission.

14. The filing approval page would reload as soon as the digital signature is successfully made, and status would change to as "Pending for Payment" as shown in the Figure 76.

Filir	g Ap	proval												\bigcirc
e	Do Lo	dgement												
														F
0	No. 🖈	Reference .*	Туре 🗶	Company Re.	Company Name *	New Company	Filing Status 🖈	State	Date 🖈	Submitted 🗶	Submitted Of	Is Ass.	Approv.	Actic
	Q	Q	Q,	Q.	٩	٩,	٩	Q,	٩	<u>م</u>	Q	Q,	٩	
	1	REFAR120	AR1	1		18	Payment Pending	•	22-Nov-2		2024-04-16	No	•	1
	3	REFEA120	EA1	1)5	Verify-Entity	•	31-Jan-20		2024-04-15	No	•	1
	2	REFEA620	EA6	1		16	Payment Pending	-	04-Nov-2		2024-04-16	No	-	1

Figure 76: Filing Approval page with Payment pending status

- 15. Lodger will have to click on the **checkbox** that is present in the 1st column of the table, which is displayed to select the filing for which the lodger needs to make payment for, and then click on the "**Do Lodgement**" box present above the records table.
- 16. Lodger also has a facility to do multiple lodgements or make payment for more than one filing submission at one single point of time wherein the lodger can select by clicking on the checkbox for as many as 10 filings present in filing approval table at one time as shown in Figure 77.

ilin	g Ap	proval												\oslash
ø	Do Lo	odgement												
					1	-			1					E
0	No. *	Reference	Туре 🥂	Company Re.	Company Name*	New Company	Filing Status 🗡	State	Date *	Submitted	Submitted On	Is Ass.	Approv.	Actic
	Q,	٩,	Q,	٩,	٩.	٩,	۹.	Q,	٩,	٩,	٩,	Q,	٩	
~	1	REFAR120	AR1	d d		38	Payment Pending	-	22-Nov-2	L	2024-04-16	No	-	1
									21 120 20		2024 04 15	No		1
-	3	REFEA120	EA1	1)5	Payment Pending	-	51-Jan-20	-	2024-04-15	NO		~

Figure 77: Filing Approval page showing multiple filing submissions selected for Payment

17. A pop-up box would open providing lodger details or Payment Summary relating to the payment to be made towards the filing submission as shown in Figure 78.

	ugement b	etano									
No	Description	Company New Registration Number	Company Name	End Date	Rectification Fee	Reference Number		Basic Amount	Late Charges	Discount Amount	
1	AR1	15					015	148.51	200.00	0.00	
			SDN. BHD.	2022							
						Total (Excludi	ng Ta	ax)	з	48.51	
					То	otal (Excluding Tax	()			348.51	
					0	s				1.49	
					То	otal (RM)				350.00	
	Address										l
0	Lodger Add	dress									
									_		

Figure 78: Lodgement Summary pop-up window for single lodgement

18. Similarly, if a lodger has done lodgement for multiple filings, then the popup box would provide details or Payment Summary relating to the payment to be made towards all the filing submission that were selected by the lodger for payment as shown in Figure 79.

				Lodgen	nent Summa	ry						×
Lodgemen	nt Details										^	
Description	Company New Registration Number	Company Name	End Date	Rectification Fee	Reference N	umber	Basic Amount	Late Charges	Discount Amount	Tax Amount	Payable Amo	bun
AR1	1					50600052	500.00	500.00	0.00	0.00	1000.00	
AR1	1	AFFAREL JUN.	2023			50600051	500.00	300.00	0.00	0.00	800.00	
		BHD.										
•							Total (Excludi	ng Tax)		18	00.00	Ì
							Total (Excludi	ng Tax)		18	00.00	
							Total (RM)			18	00.00	
Address												
○ Lodger /	Address											
										🛛 ок	8 Cance	21

Figure 79: Lodgement Summary pop-up window for multiple lodgements

19. This payment summary pop-up would consist of detailed pricing for the filing submission which would include Basic amount, Late Charges, and Total Amount payable, etc.

20. The Lodger needs to make sure that the "Lodger Default Address" is set in Profile and which can be displayed on selecting the radio button of Lodger address. Selection of radio button is mandatory for lodger before clicking on the "OK" button of the Lodgement Summary window.

								# E	ZBIZ	MYCOID	MYLLP	MBRS	¢
						PKI Registration	u User Rol	e Assignment	0 😁	COMPANY SECR	ETARY (LODGE	ir) 🗸 😜	Englisi
Filing Process	E-P Deta	ils										×	~
eport ~	Compan	y User Profile										,	^
	Select Cou	intry *			Town *			Fax M	lumber				_
	Address 1	C OF CONGO		~	Address 2			Addr	ess 3				
	Phone No	•			Mobile No			Posta	I Code*				
	Email Id*				Default Add	ress							
	🛛 Sub	mit 🛛 🎜 Reset											
										Global Filter	Area		
												[-
	No. Ŧ	Country 🖈	Address 1	Address 5	Phone No *	Mobile No 🗡	Postal Code	Email I	1 2	Default Addr	ress	Edit	
		۹.	Q	Q	Q	Q	Q		٩,		٩		
	2	MALAYSIA	Address		23423535435		345352	8	1	Yes		2 	
	1	REPUBLIC OF CONGO	test2		9988/76655	0099887766	//8866			No		1	

Figure 80: Company User Profile for updating Lodgers Address

- 21. Lodger can add multiple addresses (up to 5) in the user Edit Profile menu. User needs to click on the "**Profile**" button on the top-right corner of the mPortal, where the user account icon appears which would take him to the Edit Profile page (Company User Profile) as shown in Figure 80.
- 22. Lodger can add and update the existing address from here and all addresses gets displayed in the grid. Once Lodger has edited or entered desired and mandatory data for this table lodger must click on the "**Submit**" button to save the edits made which will be reflect in the grid as well. Lodger can also click on the Reset button if all cells of this table are required to be filled again or modified.



User needs to make sure that there is no pop-up blocked or disabled before clicking on the "OK" button while making payment so that the payment gateway browser opens properly.

23. Once the Lodger has updated the address for the payment and clicks on the "OK" button of the Lodgement Summary window, the Lodger is directed to the payment gateway to make payment as shown in Figure 81.

	🔞 Time Rem	aining : 10 Minutes 17 Seconds
\$ Payment Details		
Order ID Payment ID Payment for Total	O/0608201800000001 XB0608201800000001 //payment description MYR 800.00	
Pay with Credit or Deb	it Card	Other Payment Methods
🚍 Credit or Debit Care	d	- MY (MYR 800.00)
Cardholder Name	Name appears on your card	
Card Number		
Card Types	V/SA Margare	
Expiration Date	MM * / YYYY *	
CVV	CVV2	
	Submit Payment	

Figure 81: Payment Gateway screen

- 24. Lodger user needs to enter correct banking or card details and submit the payment to complete the payment process.
- 25. Now the status of the filing submission will be "**Payment in Process**" which can be viewed in the Filing History page as shown in Figure 82.
| Filing Type | Type of Su | Ibmission | | Ту | e of Submission ID | | | | |
|--------------------------|------------|----------------|-------------------|--------------|--------------------|----------|---------|-----------------|--------|
| XBRL Filing Submission 🗸 | Annual F | Return for Co | ompanies having S | Share Ci 🧹 🛛 | AR1 | ~ | | | |
| Search Category * | Select Cor | npany | | | | | | | |
| Entity code 🗸 🗸 | | | | Q | | | | | |
| Filing Status | Start Date | • | | En | d Date * | | | | |
| Purge Filing 🗸 🗸 | 01-Jun-2 | 024 | | ** | 19-Jun-2024 | # | | | - |
| Search C Reset | | | | | | | Glo | bal Filter Area | ÷ |
| | | | | | | | | | |
| | | | | | | | | | • |
| No.* Type of Submission | * | Type of. | Company Re. | New Company | Company Name 📌 | Date 🖈 | Is Rec. | Filing Status 🖈 | Submis |
| No.* Type of Submission | *
Q | Type of 🛣
Q | Company Re | New Company | Company Name 🗡 | Date 🗡 | Is Rec. | Filing Status 🗡 | Submis |

Figure 82: Filing History showing Filing status as Payment in Process

26. A confirmation email of the payment will be sent to the Lodgers email address once payment is successfully received towards the filing submission as shown in Figure 83.

AR	2 - Payment F	Received
Dear Sir/Madam,		
Please be advised that regarding the payment	the SSM received P	Payment. Please find below information
Payment date :	21/05/2024	
Payment Ref No :	XB/	1
Total Amount Paid :	RM800.00	
Payment Receipt No :	XB/2024052100	001
Mode Of Payment :	Direct Debit	
Time Of Payment :	21/05/2024 15:3	33:43
Thank you MBRS Admin ©SSM - All rights rese	rved.	
NOTE: THIS IS AN AUT MESSAGE.	TO GENERATED MES	SSAGE. PLEASE DO NOT REPLY TO THIS

Figure 83: Email notification for Payment Received

27. A confirmation email of the **XBRL Filing Successful Submission to SSM** would also be send to the Lodgers email address once payment is successfully processed as shown in Figure 84.

Kindly refer to the FAQ document to know about different status's displayed in filing history of the mPortal.

AR2 - MBRS Filing Submitted To SSM											
Dear Sir/Madam,											
Company Number: 1 Company Name: NO Reference Number: 1	N. BHD.										
Your submission of AR2 - Annual Re Capital has been received on 21/05 , XBAR220240521000001	turn for Companies not having Share /2024 with the reference number										
Thank you MBRS Admin ©SSM - All rights reserved.											
NOTE: THIS IS AN AUTO GENERATED MESSAGE.	MESSAGE. PLEASE DO NOT REPLY TO THIS										

Figure 84: Email Notification for successful filing submission to SSM

 An "Official Receipt" is generated showing successful payment as shown in the below Figure 85.

	OFFICIAL RECEIPT											
Suruhanj Menara S No 7, Jal Kuala Lu 50623 TEL : 03 KC tes tes tes TEL : 23	aya Syarikat Mi SSM@Sentral an Stesen Sent mpur Sentral Kuala Lumpur I-2299 4000	alaysia (SSM) ral 5				Receipt No Reference Mode of Pa Transaction Date & Tim	n: No.: ayment n ID: ne:	XI XI Di SI			000002	
No	Description	Company Registration Number	Company Name	Lodgement Reference No.	Document Date	Fee (RM)	Rectif Appli Fee	ication cation (RM)	Late Lodgemen t (RM)	Discount Amount (RM)	Payable Amount (RM	
1	AR1	20 14 M	BERHAD	190000	19 July 2023	150.00	N	A	150.00	0.00	300.00	
								Т	otal (RM)		300.00	

Figure 85: Official Receipt screenshot for single filing payment

 Lodger user can go to the Filing History Menu Tab to view status of the submitted filing. The status would now show as "Auto Registered" as shown in Figure 86.

Filing History										\checkmark
Filing Type	~	Type of S	ubmission	ompanies having	Share Ci 🗸	pe of Submission ID	~			
Search Category * Select Company										
Entity code	~				Q					
Filing Status		Start Dat	e *		En	d Date *				
Auto Registered	~	01-Jun-	2024		#	19-Jun-2024	#			
Search 😂 Reset										Ð
								Glo	bal Filter Area	
										V
No.* Type of	Submission	*	Type of	Company Re.	New Company.	Company Name 🖈	Date 🗡	Is Rec.	Filing Status 🖈	Submis
Q.		୍	୍	୍	Q.	۹.	٩,	Q,	Q,	
1 Annual Return for Con	npanies having Sl	hare Ca	AR1			łD.	18-Aug-2018	No	Auto Registered	

Figure 86: Filing history for SSM Approval status

AR and FS/KFI filings are auto-approved by mPortal, as well as EA5A, EA5B, EA6 and EA7 only the first application is auto-approved, and subsequent applications require approval from the SSM. Additionally, EA1, EA2, EA3, EA4A and EA4B filings require approval from the SSM. This is for fresh filings as shown in below table 4.

•	Type of Submission	Type of Approval					
	Normal/Frash Filing	Auto Approved (Auto					
	Normal/Treshtming	Registered)					
AR and	Rectified Filing	Require SSM Officer Approval					
FS/KFI	Normal/Fresh or Rectified						
	Filing	Require SSM Officer Approval					
	(For Company Status as W, D,						
	C, R, B)						
	EA1, EA2, EA3, EA4A and	Require SSM Officer Approval					
	EA4B						
EA	EA5A, EA5B, EA6 and EA7	Auto Approved (Auto					
Applications	(Only the first application)	Registered)					
	EA5A, EA5B, EA6 and EA7	Require SSM Officer Approval					
	(Subsequent applications)						

Table 4: Filing Approval

28. A confirmation email of the EA2 **Application Approval by SSM** would also be send to the Lodgers email address once SSM Approver officer approves the submitted application as shown in Figure 87.

EA2 - MBRS Filing Have Been Ap	proved By SSM
Dear Sir/Madam,	
Company Number : 1 Company Name : AL Reference Number :	IA SDN. BHD.
Please be informed that your submission of EA2 - from filing financial statements and reports i approved on 20/05/2024 with reference numbe	Application for exemption in full XBRL format has been r XBEA
Thank you MBRS Admin ©SSM - All rights reserved.	
NOTE: THIS IS AN AUTO GENERATED MESSAGE. MESSAGE.	PLEASE DO NOT REPLY TO THIS
Tuan/Puan,	
No. Syarikat : 1 Nama Syarikat : No. Rujukan : XDEAZZUZ4UDZUUUUU I	N. BHD.
Dimaklumkan serah simpan EA2-Application for statements and reports in full XBRL format te 20/05/2024 dengan no. rujukan XBEA2202405	exemption from filing financial Iah diluluskan pada 20000001
Sekian, terima kasih. MBRS Admin ©SSM - Semua hakcipta terpelihara.	
NOTA: INI ADALAH CETAKAN KOMPUTER. EMEL IN	II TIDAK PERJU DIJAWAB.

Figure 87: Email notification for Application approved by SSM

The Filing status will be same for Normal Filing Submission and Late Filing Submission as well. The only difference will be that Normal Filings would have Submission Status as "On Time Submission" and Late Filing Submission would have as "Late Submission".

29. Report - Filing History:

i. Once the filing submitted is approved by SSM the status of the filing would change to "SSM Approved", whereas if filing submitted is Auto approved then the status of filing will be "Auto Registered", and the Lodger will be able to see the status of each of the filings by clicking on the Filing History menu tab located under Report menu item on the left-hand side of the mPortal page as shown in the below Figure 88.

Filing H	listory									\bigcirc			
Filing Type	:		Type of s	Submission		Type of Subr	nission ID						
XBRL Fili	ng Submission		✓ Applica	ation for extension of	time to lodge fin: 🗸	EA5B 🗸							
Search Cat	egory *		Select Co	ompany									
Entity co	de		✓ E		(Q								
Filing State	us		Start Da	te *		End Date *							
Select Al	I		✓ 01-Ma	y-2024	#	31-May-20	24	#					
Sear	rch 🤁 Re:	set						Global	Filter	r Area			
										V			
No.≯	Type of Subm	Type of S.	Company Regis.	New Company 📩	Company Name*	Is Rectify 🖈	Submission Status 🗡	Filing Status	*	Lodgement Reference Nun			
Q,	୍	Q,	Q,	Q,	<u> </u>	୍	٩,		୍				
1	Application f	EA5B	1		s	No	ON TIME SUBMISSION	SSM Approved		,			
2	Application f	EA5B	1		S	No	ON TIME SUBMISSION	Auto Registered)			
3	Application f	EA5B	1		S	No	-	XBRL Validation Faile	ed	-			

Figure 88: Filing History showing SSM Approved/Auto Registered status of filing submission

 ii. User can view the comments for the filing that is **approved** by SSM Officer by clicking on the view icon of the column "**Comments**" as shown in the Figure 89.

	FFF				Comm	ent		×						
Filing His	Sub:	nments By Lodge nments By SSM	r			Approved								
Search Catego Entity code	sory.		~	Start Date *		Q	End Data *		J			+		
SSM Approv			~	01-Apr-202	14	#	30-Apr-2024		#					
🛛 Search	n 📿 R	leset												
										Global Filter Area				
No.★ Ty	ype of Su 🥻 🛛	Company Reg 🗶	New Con	npany Re.🗶	Company Name	Is Rectify 🗡	Submission Status	Filing Status 🗡	Lodgen	nent Reference*	Comment	*		
٩.	्	٩		୍	्	٩	٩	٩		Q				
1	EA1				IE P	No	ON TIME SUBMISS	SSM Approved	ХВ		0			

Figure 89: Comments window for Approval

iii. If SSM Approver Officer has **rejected** the filing then the user similarly can view the comments for the filing that is rejected by clicking on the view icon of the column "**Comments**" and view the comments for rejection of as shown in the Figure 90.

nt annouce 10 %		Comment ×										_	
Filing Histo	Comments By Lodger	r			Approved by Lodg	er							
Filing Type XBRL Filing Sub	Comments By SSM				Rejected								
Search Category		~			Q								+
Filing Status			Start Date *		ee.	End Date *			<u>60</u>				
Search	C Reset												
											Filter Area		
No. * TV	pe 🗶 Company 🛒 New			Is Rectif	iv * Submissio	n Status 🖈	Filing Status	Lodgement F	Reference Nu	mb.#	Comment	*	Lod
Q	Q Q	Q	<u>م</u>		Q.	٩	Q			Q.			
1 E	A1 10		N	No	ON TIME SU	BMISSION	SSM Rejected	ХВЕ				17	/-Apr-1

Figure 90: Comments window for Rejection

iv. If SSM Approver Officer has **queried** the filing then the user similarly can view the comments for the filing that is queried by clicking on the view icon of the column "**Comments**" user can also click on the column "**Query**" and view the comments along with information of the SSM Officer who has queried the filing and on which date of as shown in the Figure 91.

📕 🏶 > Report > Fil	ing History								15:06:46 SYS	TEM SYSTEN	
			Cor	mments By SSM				×		Test test	123 АААААА
Filing History	Query Comment			Oueried by		Oueried On					
Filing Type	testing			chetan@ssm.com.m	y	18-Apr-2024 04	:41:39 PM				
Search Category *											
Entity code Filing Status		Start Date	•		End I	Date *					•
Select All		✓ 01-Apr-2	024		20	-Apr-2024		*			
Search 3 F	Reset										
* Lodgemen	t Time 📌	Payment On	*	Filing Status	*	View Report 🗡	Tax Receipt*	Comment 📌	Additional Comments*	Query	*
08-Apr-2024 0	3:09:52 PM	08-Apr-2024 03:09:52	PM	SSM Queried		0	0	0	0	0	

Figure 91: Comments window for file Queried

30. **Payment History:**

The Lodger has a provision to view all the payment related history and records through the payment history menu tab which is also a part of report menu tab.

& Administrator		= * >	Report > Payment	History		15	:47:36 N		D	D COMPANY SECRETA			
User Management		Payme	nt History										
📥 Downloads		Select /	Status	v 01	• Date *	End Date * 19-Jun-2024			🗎 📀 Search	C Reset			
Eiling Process													
🔁 Report		No X	Invoice Number 🖈	Customer Name 🖈	Amount	Date Of Transaction	Payment Method	Transaction Statut	Transaction Id	*	Payment Id		
A Rectification History		Q		Q.	Q.		Q	Q	C		Payment lu		
Piling History		1	XB/2		1	1		1		-	1706202400000		
Payment History		2	XB/:								1706202400000		
An DashPoard Poports		4	INV								17062024000000		
	~	5									1406202400000		

Figure 92: Payment History page

- If Lodger clicks on the "Payment History" menu item located under the Report menu item the payment history page is opened as shown in the Figure 92.
- 2. There will be three (3) fields that need to be selected to get desired results they are namely Payment Status, Start Date and End Date.

- 3. The Lodger can view history of payment by four (4) different statuses which are Select All, Fail, Success or Payment in Process available in the **"Payment Status**" dropdown.
- 4. Once a status is selected a start date and end date needs to be selected to define the range of records that need to be viewed in this report.
- 5. After selecting values for all the three dropdowns and "**Search**" button is clicked the payment history report will be displayed.
- Lodger will be able to view details such as invoice number, customer name, amount, date of transaction, payment method, transaction status, and transaction ID. Lodger can also download receipt and credit note from this report.



- Uploading and submission process for a filing is the same for fresh and queried filing.

11. Approve or Reject Rectify and Query filings by Company Secretary/Company Agent/Liquidator/Official Receiver/Other Role (Lodger)

Now that the Maker has uploaded the required company's Rectify filing successfully, it would reflect in the associated Lodgers account for verification and final submission to SSM as shown in Figure 93.

										ñ	EZBIZ	MYCOID	MYLLP	MBRS	
							P	(I Registration	User Role A	Assignment	••	COMPANY SEC	RETARY (LODG	iER) 🗸 🛛 🤤 Eng	şlish 🗸
Administrator	Ē	*	> Adm	inistrator > Ap	proval Management	: > Rectify F	iling Approva	I		19 : 32 : 08	D.		VIPANY SECH	RETARY (LODGI	:R) 🧕
	- T								SSM te	esting RAD Gl	obal discount	annouce 10	% flat hsddsł	nfh121212 AAA/	
😴 Approval Management			(
省 Query/Chat with to entity 🗸 user	~	Recti	TY FIII	ng Approval											\odot
😤 User Management 💦 🔪	~														
📥 Downloads	~	0	No.≯	Type of Rectific.	Application of Subm.	Reference*	Application	Type of Su.	Company*	New Comp.	Company*	Date 🖈	Lodgeme	Submitted By	P
Eiling Drosorr	~		Q,	্	٩.	Q,	٩	Q,	٩	۹,	Q,	٩	٩	C	JE
			1	Standard Recti	Rectification Filing	-	RXB								0
🐴 Report	~		2	Standard Recti	Rectification Filing	-	RXB								2

Figure 93: Lodgers Rectify Filing Approval page

Steps for a Lodger to complete submission of the uploaded Rectify file:

1. Go to "**Approval Management**" under the Menu Tab "**Administrator**" and click on Rectify Filing Approval as shown in the Figure 94.

						ñ	EZBIZ	MYCOID	MYLLP	MBRS	Ģ
				PKI Reg	istration User Role Assi	nment	=0	😸 COMPANY SE	Cretary (Lodg	GER) 🗸 🔰	🤪 English 🗸
💑 Administrator 🔷		Administrator > Approval Management			19	: 28 : 09	9	со	MPANY SECF	RETARY (L	DDGER) 🧕
	(BB	BBCCCCDDDDEEEEFFFFTXTQ									
Ouen/(Chat with to entity >	A	oproval Management									
user											
👑 User Management 🛛 👻											
📥 Downloads 🔷 🗸		Rectify Filing Approval	÷	Filing Approva	÷						Ċ

Figure 94: Approval Management page

2. Once clicked on the "**Rectify Filing Approval**" the filing approval grid section would display the list of all files relating to the associated companies

of the Lodger that are been uploaded by the Maker as shown in the Figure 94.

3. In case of rectification approval, there are 2 options of filings,

i. Rectification application with Rectify filing

Since the rectify filing is uploaded, Lodger can take the action against the rectify filing through 'Rectify Filing rendering output'.

ii. Rectification application without Rectify filing (NIL Filing)

Since the rectify filing is not uploaded, Lodger can take the action against the rectify filing through 'Rectification application rendering output'.

Go to the column "**Rectify Filing**" (rectify filing rendering view) and click on the icon to view the rendering (Human readable format) of the XBRL file uploaded by the Maker in a new tab of the browser as shown in Figure 95. In case of Query filing, on click on Action icon, a prompt Query comment box will appear with OK and Cancel button as shown in Figure 96.

Download As PDF			Approve	Reject
Supporting Document Uploaded Particulars of beneficial owners Particulars of nominee director				
Uploaded Filing Documents Particulars of Member Sub-classification of Member				
	AR2 - Annual return for	Section 68 companies not having share capital		
	FILING INFORMATION			
	New Company registration number	20		
	Company registration number	10		
	Name of company	N		
	Former name of the company	N		
	Goods and services tax number	10		
	Calendar year of annual return	2023		
	Date of annual return	2023-01-08		
	Origin of company	INCORPORATED IN MALAYSIA		
	Status of company	PUBLIC COMPANY		
	Type of company	COMPANY LIMITED BY GUARANTEE		

Figure 95: Approve/Reject rectify filing after review of Publish filing

BB				Query B	ox				×
n	Query Con	nment			Queried by	Qu	eried On		
	Queried by	/ renuka			BALAJI K	28-	Nov-2023 04:59	:10 PM	
γpe	4	1	1	1				🛛 ОК	Su
AP1	822449-11	COSMOCARES	200801021134	VBAD1202	2311170	IOHOR	20-Jun-20	CHONG HOUNG	2

Figure 96: Query Box pop-up while Approve/Reject filing

Go to the column "**Rectification Application**" and click on the icon to view the rendering of the rectification application submitted by the Maker in a new tab of the browser as shown in Figure 97.

Download As PDF					Approve	Reject
Supporting Document Uploaded						
AR15	L.pdf					
	. i por					
Rectification Application and Filin	g Submission			l i i i i i i i i i i i i i i i i i i i		
Type of Rectification	Standard Rectification	Application of Submission	Rectification Filing			
Select Company		Company Name	FI SDN. BHD.			
Type of Submission of Previous ly Submitted Filing	Annual Return CA1965_AR1965	Start Date				
End Date	2011-01-08	Reason for Rectification	test			

Figure 97: Approve/Reject Rectification application

- 4. The Lodger would have 2 options in the top-right corner of the page one to "Approve" and other to "Reject" the uploaded file as shown in Figure 97. The Lodger can also download this publish report as PDF from the option on the top-left corner of the page "Download as PDF".
- 5. If the Lodger feels that the filing is correct in all aspects then he can click on "Approve". Once clicked on "Approve" a confirmation box would popup asking for an approve comment which is mandatory to be entered to proceed further along with a declaration note stating that the Lodger is confirming that all facts stated in the document are true.



Figure 98: Approve Comment window (Rectify Filing)

Filing Type	Company Name	Company Registration Number
Annual Return for Companies no) SDN. BHD.	
having Share Capital		
	Approve	
test		
Approve Comment		
I confirm that the facts and info	ormation stated in this document are true	and to the best of my knowledge.

Figure 99: Approve Comment window (Rectification Application)

6. The same is seen when Lodger clicks on "Reject" option where he/she has to fill in the reject comments to continue ahead and reject the filing uploaded by the Maker as shown in the Figure 100.

	Confirmation Box		×
Reject Comment [*]	Reject		
		오 ОК	Cancel

Figure 100: Reject Comment window (Rectify Filing)

	Confirmation Box	×
Filing Type Annual Return CA1965	Company Name F SDN. BHD.	Company Registration Number
Reject Comment*	Reject	
		OK Cancel

Figure 101: Reject Comment window (Rectification Application)

- 7. Once the Lodger has entered the Approved comments and clicked on "OK" button, the Lodger is directed to the Digital Signature page where the Lodger has to digitally sign the document by entering authentic and valid Username and Password.
- 8. On clicking the Digital Signature button, a pop-up window will appear where Lodger will enter valid PIN for the ID as shown in Figure 102 to digitally sign the uploaded XBRL document.

Download As PDF				
Supporting Document Uploaded				
Particulars of beneficial owners Particulars of nominee director				
		Digital Signing	×	
	ID •	2		
	PIN •	PIN		
	TLING	• ок	S Cancel	
	Company registration number	1304670-T		
	New Company registration numb	ber 201801042638		
	Name of company	DASH OUTDOORS SDN	. BHD.	
	Former name of the company	DASH OUTDOORS SDN	I. BHD.	

Figure 102: Digital Signing Pop up window



If you have not yet obtained your own Digital Certificate for signing the document, you can go to the "**PKI Registration**" link at the top right section as shown in Figure 103 where you could view the status of your DigiCert certificate. To obtain your valid and authentic digital signing credentials to digitally sign filings in the mPortal kindly refer to user manual of **PKI Registration**.



Figure 103: PKI Registration link

 Once valid credentials are entered by the Lodger and "OK" button is clicked, a green highlighted message would appear stating "Digital Signature Successful" as shown in the Figure 104.

								*	EZBIZ	MYCOID	MYLLP	MBRS	Ċ
					✓ Digital signature s	uccessful. Please proceed with paym	nent. ×	gnment	×0 (COMPANY	SECRETARY (LOD	GER) 🗸 🛛 🤤	English 🗸
🗞 Administrator	^	*	> Administr	ator	> Approval Management > Rectif	y Filing Approval	19	: 40 : 29) L		OMPANY SEC	RETARY (LO	DGER) 🧕
Approval Management							SSM te	esting RA	D Global di	iscount anno	uce 10 % flat h	sddshfh12121	
Query/Chat with to entity user	~	Rect	tify Filing A	Appro	oval								(\mathcal{A})
👑 User Management	~												
📥 Downloads	~	۲	No.	*	Type of Rectification 🗡	Application of Submission 📌		Referen	ice Number	*	Application F	Reference Num	
🖹 Filing Process	~			Q, 1	C Q	Q Rectification Filing				٩	RYDD: 10107		Q.
省 Report	~			2	Standard Rectification	Rectification Filing	-				R		03

Figure 104: Digital Signing successful prompt box

12. An email will be received by the Lodger stating successful digital signature for the uploaded document with details like the name of the company for whom the document was uploaded and digitally signed, name of the person who signed the document and the role of that person whether a company agent or company secretary as shown in the Figure 105.



Figure 105: Email received by Lodger after successful Digital Signature

- 13. Now that the document is digitally signed the next step to complete the submission of the filing is to make payment towards the submission.
- 14. The filing approval page would reload as soon as the digital signature is successfully made, and status would change to as "Pending for Payment" as shown in the Figure 106.

								*	EZBIZ	MYCOID	MYLLP	MBRS	
							PKI Registratio	on User Role Assignment	=0 =	COMPANY S	CRETARY (LODGER)) 🗸 🛛 🤤 E	nglish 🗸
Administrator		*	> Administ	rator	> Approval Management >	Rectif	y Filing Approval	19 : 43 : 2	21	u co	MPANY SECRET	TARY (LOD	GER) 🧕
	ſ	discour	nt annouce 1	0 % flat	hsddshfh121212 AAAAAAAA	ABBBBBB	CCCCDDDDEEEEEFFFFAAAAA	AAAAABBBBBBBCCCCDDDDEEE	EEFFFFAAAAAA	AAABBBBBB	CCCCDDDDEEEEE	FFFFTXTQ	
👿 Approval Management		Rect	ify Filing	Appro	oval								\bigcirc
🙆 Query/Chat with to entity 🗸		neer	.,,	- ppr	, van								0
user		0	Do Lodgeme	nt									
👑 User Management 🔹 👻	<i>.</i>												
- Doumloade	,												9
		0	No.	*	Type of Rectification	*	Application of Submission	Filing Status	,	Appli	ation Reference N	umber 🗡	Тур
Filing Process	,	l		୍		୍	٩		Q			٩	
Thing Process				1	Standard Rectification		Rectification Filing	Payment Pendin	J	R			
🔁 Report	·			2	Standard Rectification		Rectification Filing	Payment Pending)	R			



- 15. Lodger will have to click on the **checkbox** that is present in the 1st column of the table, which is displayed to select the filing for which the lodger needs to make payment for, and then click on the "**Do Lodgement**" box present above the records table.
- 16. Lodger also has a facility to do multiple lodgements or make payment for more than one filing submission at one single point of time wherein the lodger can select by clicking on the checkbox for as many as 10 filings present in filing approval table at one time as shown in Figure 107.

Filing Appro	oval				\oslash
) Lodgement					
					F
No. 🖈	Type of Rectification 📕	Application of Submission	Filing Status	* Application Reference Number	🖈 Тур
୍	Q.	٩.		۹.	۹ 🗆
1	Standard Rectification	Rectification Filing	Payment Pending	R	
2	Standard Rectification	Rectification Filing	Payment Pending	R	
	/ Filing Appro	/ Filing Approval	/ Filing Approval	✓ Filing Approval > Lodgement No. Type of Rectification Q Q 1 Standard Rectification 2 Standard Rectification 2 Standard Rectification	✓ Filing Approval > Lodgement No. Type of Rectification Application of Submission Filing Status Q Q 1 Standard Rectification 2 Standard Rectification Rectification Rectification Filing Payment Pending R

Figure 107: Filing Approval page showing multiple filing submissions selected for Payment

 A pop-up Confirmation Box will open with OK and Cancel button, Click on OK will open Payment Summary details relating to the payment to be made towards the filing submission as shown in Figure 108.



Figure 108: Pop up Confirmation Box

										1	R EZ	BIZ	MYCOID	MYLLP	MBRS	O T
					ι	odgement Su	immary					×				
												_	COMPANY SEC			
		Lodgement Deta	ils								1	<				
Administrator	Admire	No Company	Description	Company	End	Pactification	Reference	Back	Lata	Discount	Tax	Par	HONG CON	IPANY SECR	RETARY (LOD	GER)
A Martin State	upuce 10 % fiat 1	Registration	Description	Name	Date	Fee	Number	Amount	Charges	Amount	Amount	An	BECCCODDODE			
Approval Management		Number							D							0
G Query/Chat with to entity	Rectify Filin	1		tive	10- 03-	300.00	REFAR220 24042000	500.00	0.00	0.00	0.00	80				\odot
user	🖉 Do Lodge				202 3		005									
f User Management 🛛 🗠																
							To	tal (Exclu	iding Tax)	800.00					+
Downloads *	•						То	tal (RM)			800.00		Reference Num	ber 🗶	Applica	tion Reli
Filing Process		Address												٩		
		Address										1				LAR220
STReport ~		Lodger Addres	55												RABR	
		Address MALAY	SIA MELAKA Q	vre 345352 2	342353	5435										
		4										*				
									e	ок	Cance	4				
											Contract				RASEL	R19652

Figure 109: Lodgement Summary pop-up window

- 18. Similarly, if a lodger has done lodgement for multiple filings, then the popup box would provide details or Payment Summary relating to the payment to be made towards all the filing submission that were selected by the lodger for payment.
- 19. This payment summary pop-up would consist of detailed pricing for the filing submission which would include Basic amount, Rectification Fee, and Total Amount payable, etc.
- 20. The Lodger needs to make sure that the "Lodger Default Address" is set in Profile, and which can be displayed on selecting the radio button of Lodger address. Selection of radio button is mandatory for lodger before clicking on the "OK" button of the Lodgement Summary window.

								# E	ZBIZ	MYCOID	MYLLP	MBRS	ወ
						PKI Registratio	n User Rol	e Assignment	0 😁	COMPANY SECR	ETARY (LODGE	ir) 🗸 🧕	English 🗸
Filing Process	E-P Deta	ils										~	-
街 Report 🛛 🗸 🗸	Compan	y User Profile											~
	Select Cou				Town *			Fax N	umber				
	Address 1	•			Address 2			Addre	ess 3				
	Phone No*			Mobile No	No Postal Code*			l Code*				e	
	Email Id*				Default Add	ress							
	Sup	mit 🐱 Reset											
										Global Filter	Area		
												E	•
	No. Ŧ	Country 🖈	Address 1	Address 5	Phone No *	Mobile No 🗡	Postal Code	Email Id	,	Default Addr	ess	Edit	
		<u>م</u>	<u> </u>	Q	<u>م</u>	٩	<u> </u>		Q		۹		
	2	MALAYSIA	Address		23423535435		345352	a	om	Yes		⊡ 2	
	1	REPUBLIC OF CONGO	test2		9988776655	0099887766	778866			No		1	

Figure 110: Company User Profile for updating Lodgers Address

- 21. Lodger can add multiple addresses (up to 5) in the user Edit Profile menu. User needs to click on the "**Profile**" button on the top-right corner of the mPortal, where the user account icon appears which would take him to the Edit Profile page (Company User Profile) as shown in Figure 110.
- 22. Lodger can add and update the existing address from here and all addresses gets displayed in the grid. Once Lodger has edited or entered desired and mandatory data for this table lodger must click on the "**Submit**" button to save the edits made which will be reflect in the grid as well. Lodger can also click on the Reset button if all cells of this table are required to be filled again or modified.



User needs to make sure that there is no pop-up blocked or disabled before clicking on the "OK" button while making payment so that the payment gateway browser opens properly.

23. Once the Lodger has updated the address for the payment and clicks on the "OK" button of the Lodgement Summary window, the Lodger is directed to the payment gateway to make payment as shown in Figure 111.

	😭 Time Remain	ing : 10 Minutes 17 Seconds
\$ Payment Details		
Order ID Payment ID Payment for Total	O/060820180000001 XB0608201800000001 //payment description MYR 800.00	
Pay with Credit or Deb	it Card	Other Payment Methods
🚍 Credit or Debit Card	d	- MY (MYR 800.00)
Cardholder Name	Name appears on your card	
Card Number		
Card Types	VISA -	
Expiration Date	MM • / YYYY •	
cvv	CW2	
	MesterCard. Verifieday Secured by Othawte SecureCode VISA Each to verify	
	Submit Payment	
	Cancel and Return	to Suruhanjaya Syarikat Mala

Figure 111: Payment Gateway screen

- 24. Lodger user needs to enter correct banking or card details and submit the payment to complete the payment process.
- 25. A confirmation email of the payment will be sent to the Lodgers email address once payment is successfully received towards the filing submission as shown in Figure 112.

AR	2 - Payment Received
Dear Sir/Madam,	
Please be advised that regarding the payment	the SSM received Payment. Please find below information
Payment date : Payment Ref No : Total Amount Paid : Payment Receipt No : Mode Of Payment : Time Of Payment :	21/05/2024 XE RM800.00 XB/2024052100001 Direct Debit 21/05/2024 15:33:43
Thank you MBRS Admin ©SSM - All rights rese	rved.
NOTE: THIS IS AN AUT MESSAGE.	TO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS

Figure 112: Email notification for Payment Received

27. A confirmation email of the **XBRL Filing Successful Submission to SSM** would also be send to the Lodgers email address once payment is successfully processed as shown in Figure 113.

AR2 - MBRS F	iling Submitted To SSM										
Dear Sir/Madam,											
Company Number: Company Name: NC Reference Number:	SDN. BHD. 1										
Your submission of AR2 - Annua Capital has been received on 21 XBAR1	Your submission of AR2 - Annual Return for Companies not having Share Capital has been received on 21/05/2024 with the reference number XBAR2										
Thank you MBRS Admin ©SSM - All rights reserved.											
NOTE: THIS IS AN AUTO GENER/ MESSAGE.	ATED MESSAGE. PLEASE DO NOT REPLY TO THIS										

Figure 113: Email Notification for successful filing submission to SSM

 An "Official Receipt" is generated showing successful payment as shown in Figure 114.

				OFFICIAL RECEIF	Υ					
					BA					
Suruhanjaya Syarikat Malaysia (SSM) Receipt No.: XE Menara SSM@Sentral Reference No.: XE No 7, Jalan Stesen Sentral 5 Mode of Payment: Dir Kuala Lumpur Sentral Transaction ID: Sh 50623 Kuala Lumpur Date & Time: 06/06/2024 11:44:49 TEL: 03-2299 4000 03										
TI 76 Pi Ki M. Ti			۵.							
No	Description	Company Registration Number	Company Name	Lodgement Reference No.	Document Date	Fee (RM)	Rectification Application Fee(RM)	t (RM)	Discount Arrount (RM)	Payable Amount (RM)
1	AR1	2) 61		00	01 April 2019	150.00	300	0.00	0.00	450.00
					· · · · ·			Fotal (RM)	4	50.00

Figure 114: Official Receipt screenshot

Lodger user can go to the Filing History Menu Tab to view status of the submitted filing. The status would now show as "Pending For SSM Approved" as shown in Figure 115.

									*	EZBIZ	MYCOID	MYLLP	MBRS	
							PKI Registrat	ion User Role Assign	ment	=0 1	COMPANY SE	CRETARY (LODG	ier) 🧹 😝 I	English 🗸
User Management		Filing Histo	ry											\bigotimes
📥 Downloads	× _	Filing Type			Type of Subm	ission		Type of Submission ID						-
Filing Process	~	XBRL Filing Subr	mission with Rec	tification 🗸	Annual Retu	rn for Companies	not having Shar 🗸	AR2			~			
省 Report	^	Entity code		~	Select Compa	ny	Q							
		Filing Status			Start Date *			End Date *						
Partification History		Pending For SSM	Approval	~	01-May-2024	4		30-May-2024			#			
신 Filing History		Search	2 Reset											Ð
e Payment History											Glob	al Filter Area		
🙆 DashBoard Reports	~													
		Turns of 6 X	Company PX	Now Company	Company X	Is Rostifu X	Submission Stat	Filing Status	~	Lodgomont	Poforonco Numi	Pofe	ronco Numbor	*
		Q	Q	Q	Q	Q	Q.	r ining status	a	Lougement	Neierende Num	Q.	rence Number	a
							-			100.0				
		AR2	10			Yes	ON TIME SUB	Pending For SSM Appr	ovai	XBA			(15

Figure 115: Filing history pending for SSM Approval status

All rectify filings require approval from the SSM.

28. **Report - Filing History**:

i. Once the rectify filing submitted is approved by SSM the status of the filing would change to "SSM Approved", and the Lodger will be able to see the status of each of the filings by clicking on the Filing History menu tab located under Report menu item on the left-hand side of the mPortal page as shown in Figure 116.

Filing History									\checkmark
Filing Type		Type of Su	bmission		Type of Submissio	on ID			
XBRL Filing Submission with Rectification	n 🗸	Annual R	eturn for Companies not	having Shar 🗸	AR2		~		
Search Category *		Select Con	npany						
Entity code	~			Q					
Filing Status		Start Date	•		End Date *				
SSM Approved	~	01-May-2	2024	#	29-May-2024		#		
Search 2 Reset								Global Filter Area	÷
									▼
No. 🗡 Type 🗶 Company Regis	New C	ompany 🏾 🗶	Company Name 🖈	Is Rectify 🗡	Submission Status	Filing Status 🗡	Lodg	ement Reference Number 🗡	Referen
	\	্	Q	Q.	<u>م</u>	Q.		Q,	
2 AR2				Yes	ON TIME SUBMI	SSM Approved	X)1	REFAR2202

Figure 116: Filing History showing SSM Approved status

ii. User can view the comments for the filing that is **approved** by SSM Officer by clicking on the view icon of the column "**Comment**" as shown in the Figure 117.

	* >	Report	> Filing History					18:28:46	LAM CHE MA	I COMPANY SECRETAR	RY (LODGER)
					Com	iment		>	<	SSM testing RAD (Global discount an
F	iling ⊦	listo	Comments By Lo	dger		Testing					\checkmark
Fi	l <mark>ing Type</mark> XBRL Filli	ng Sub	Comments By SS	М		SSM Approv	ed				
Se	earch Cat	egory		~			۵				•
Fi	ling State	us		Sta	rt Date *		End Date *				
	SSM App	roved	C Deset	~	01-May-2024		29-May-20	024	Ê		
Ŀ	U Sear	rcn	Reset								
											▼
	No.*	Type 🗶	Company Regis	New Company	Z Company Name *	Is Rectify 🖈	Submission Statu	Filing Status	Lodgemen	t Reference Number 🖈	Comment
	2	AR2	1076846-H	20140100077	5 NO BLACK TIE PRE	Yes		SSM Approved	XBAR2	20240521000001	
	2	AA2	107-0540-11	20140100077	HOUDEACK THE FREM		014 HIVE 30 DIVIN	CosmApproved		2024092100001	

Figure 117: Comments window for Approval

iii. If SSM Approver Officer has **rejected** the filing then the user similarly can view the comments for the filing that is rejected by clicking on the view icon of the column "**Comments**" and view the comments for rejection of as shown in the Figure 118.

📕 🏠 > Report	> Filing History				18:31:15	LAM CHE MA	I COMPANY SECRETAR	RY (LODGER)
e 10 % flat hsd		Comr	nent		×	CCDDDDE	EEEEFFFFTXTQ	
Filing Histo	Comments By Lodger		Upload					\checkmark
XBRL Filing Sub	Comments By SSM		SSM rejected			~		
Entity code	~		Q					+
SSM Approved	~	Start Date * 01-May-2024	m	End Date * 29-May-2024		Ê		
Search	2 Reset							
No.* Type 🖈	Company Regis New Comp	any 🖈 Company Name 🖈	Is Rectify ≯ Sub	mission States	Filing Status 🗡	Lodgemen	t Reference Number 📌	Comment
2 AR2	10	<u>م</u>	Q Yes ON		Q SSM Rejected		001	0

Figure 118: Comments window for Rejection

iv. If SSM Approver Officer has **queried** the filing then the user similarly can view the comments for the filing that is queried by clicking on the view icon of the column "**Comments**" user can also click on the column "**Query**" and view the comments along with information of the SSM Officer who has queried the filing and on which date of as shown in the Figure 119.

■ A > Report > Filing History			18 : 32 : 34 LAM CHE M	AI COMPANY SECRETAR	Y (LODGER)
BBBBBCCCCDDD	Comments By S	SSM	×		
Filing Histo	Queried by	Queried On			Ø
Filing Type testing XBRL Filing Sub	prasad@ssm.co	m.my 21-May-2024 03:47	:36 PM		
Search Category Entity code	×	Q			+
Filing Status	Start Date *	End Date *			
SSM Queried	✓ 01-May-2024	29-May-2024	#		
Search C Reset				Global Filter Area	
No. Type Company Regist. New Q	Company Company Name A Is Re	Ctify Cubmission Status	Filing Status X Lodgement	Quer	, ,
2 AF	E Y	es ON TIME SUBMI	SSM Queried X	01	

Figure 119: Comments window for file Queried

30. Payment History:

The Lodger has a provision to view all the payment related history and records through the payment history menu tab which is also a part of report menu tab.

🖧 Administrator	~	# > Report > Payment History 15 : 47 : 36 NI) () COMPANY SECRETA			
😤 User Management	~	Payme	ent History							\oslash		
- •		Payment	t Status	Star	t Date *		End Date *					
📥 Downloads	~	Select	All	~ 01	L-Jun-2024	#	19-Jun-2024		🗎 🕑 Search	C Reset		
Filing Process	~											
省 Report	^								The second second second	C		
		NO.4	Invoice Number 4	Customer Name *	Amount	Date Of Transaction	Payment Wiethod	Transaction Status	Transaction Id	Payment Id		
A Rectification History		Q	۹.	۹. ۵	<u> </u>	۵,	Q	Q.	۵,			
O. Charles		1	XB/2	1						100000		
		2	XB/2							100000		
Dayment History										100000		
			·							00000		
Pan DashBoard Reports	~	4	INV/							100000		
		5	-	ININ SADKINA ALINA	100	14-JUN-2024 09.20.12 PW	ANT	Fail	-	VD1400202400000		

Figure 120: Payment History page

 If Lodger clicks on the "Payment History" menu item located under the Report menu item the payment history page is opened as shown in Figure 120.

- 8. There will be three (3) fields that need to be selected to get desired results they are namely Payment Status, Start Date and End Date.
- The Lodger can view history of payment by four (4) different statuses which are Select All, Fail, Success or Payment in Process available in the "Payment Status" dropdown.
- 10.Once a status is selected a start date and end date needs to be selected to define the range of records that need to be viewed in this report.
- 11.After selecting values for all the three dropdowns and "**Search**" button is clicked the payment history report will be displayed.
- 12.Lodger will be able to view details such as invoice number, customer name, amount, date of transaction, payment method, transaction status, and transaction ID. Lodger can also download receipt and credit note from this report.

12.EA8 Application to Minister

Lodger User is able to create the Application to the Minister and make the payment and send application for Minister approval. Lodger user can create EA8 application in mPortal only if an EA application (EA1 to EA7) has been uploaded and SSM has been rejected.

									*	EZBIZ MYC	COID MYLLP	MBRS 🕐
							PKI Registra	ation User Role	e Assignment	💶 😽 сомі	PANY SECRETARY (LOD	OGER) 🗸 🤒 English 🗸
💑 Administrator	~ _	*	> Filing	Process > App	lication to the Mi	nister			18 : 44 : 19	ιu	I COMPANY SEC	CRETARY (LODGER)
🐸 i Iser Management	, [SSM testing R4
	~	Appl	icatio	n to the Mini	ster							€
		Do L	odgemer	t							Global Filter Area	
Filing Process	`											
省 Report	~	⊘	No.≯	Reference Numb	Rejection date of	Application Refer	Date of Appeal	Submitted On	Submitted By	Company Reg	New Company 📩	Company Na
		L	٩,	୍	٩	٩,	۹.	٩	Q.	۹.	<u>م</u>	
			1	XE								′S 🛎
			2	XE								D
			3	XE								
			4	XE								IB
			5	XE								. E
			6	XE								NJ
			7	XE						-		N

Figure 121: Application to Minister



Steps to Create Application to Minister:-

- Go to "Filing Process" Menu Tab. Click on "Application to Minister" option.
- Application to Minister Page will be displayed which would have options such as,
 - a. Add (+) icon Button
 - **b.** Do Lodgement Button
 - c. Application to Minister Grid

3. Add (+) icon Button: On click of Add (+) icon Lodger user will be redirected to the create application to the Minister page. This page will have certain input fields which Lodger user need to update in order to send the application to the Minister as shown in Figure 122.

Application t	o the Minister ×
Search Category*	
Select Company*	Company Name
Reference Number of Rejected EA Application*	Type of Submission
Type of Submission ID	
Appeal Letter* Choose File No file chosen (May cire 25 MB)	Reason for Appeal*
(muxi size 25 mb)	Submit CReset

Figure 122: Create Application to Minister

- 4. **Search Category -** The Lodger needs to select the "**Search Category**" to search the company for which application to minister is to be created.
- 5. Select Company As per the search category is selected, lodger needs to enter the company name or number in "Select Company" to search and select the company. In this field lodger would enter at least first 5 characters of the company name/registration number for which application to minister is to be created. This company should be associated with the Lodger.
- Company Name When Lodger user puts the company number in 'Select Company' field then the respective company name should be auto populated in 'Company Name' field.

- 7. Reference Number of Rejected EA Application Lodger has to entered 'Reference Number for the first Rejected Application' should be valid in terms of, any EA Application submitted previously has been Rejected by SSM for the selected company. Lodger will be restricted if Reference number that does not pertain to an EA Application, plus any EA Application approved or queried by the SSM.
- Type of Submission When Lodger user puts the Reference number in 'Reference Number of Rejected EA Application' field the respective Type of Submission should be auto populated in 'Type of Submission' field.
- Type of Submission ID When Lodger user puts the Reference number in 'Reference Number of Rejected EA Application' field the respective Type of Submission ID should be auto populated in 'Type of Submission ID' field.
- Appeal Letter It is mandatory for lodger to provide the appeal letter.
 Maximum 25 MB PDF document is allowed to be browse.
- 11. **Reason For Appeal -** It is mandatory for lodger to provide the reason for appeal. Maximum 300 characters are allowed to be entered.
- 12. Submit Lodger User can do submission of the EA8 Application if all the above details are filled are correctly by clicking on the "Submit" button. Confirmation Box notification will appear with OK and Cancel button as shown in Figure 123.

						#				
💑 Administrator										
🍯 User Management			Confi	rmation I	Зох		ĸ	× 4888888		
📥 Downloads	Entity code	Do You Want To Proceed?						Globa		
Filing Process	Select Company*		чч	ICA &		OK S Cancel				
Application to the Minister	Reference Number o	f Rejected EA Application*		Type of S	Submission ation for exemption from coinciding fore					+
4 Report	Type of Submission I	D						Q		
	Appeal Letter*	e e e e e e e e e e e e e e e e e e e		Reason f	for Appeal*					
			(Max. size 25 MB)				C Reset			
	C 7 XBEA2	20221209000016	09-Dec-2022 09:53:12	PM	XBEA82024020800229	08-Fel	-2024 01:38:10	PM		

Figure 123: Confirmation Box

13.Once lodger clicks on OK, A green highlighted prompt message would appear stating Record saved successful as shown in Figure 124.

								*	EZBIZ	MYCOID	MYLLP	MBRS	ወ
		~	Reco	rd Saved Successf	ully		×	ole Assignment	=0 1	COMPANY SEC	Cretary (Lodg	ier) 🗸 (🤤	English 🗸
Stalministrator Y		> Filing F	rocess	> Application to the Minist	er			20:43:	1:	i cor	MPANY SECF	RETARY (LOD	GER) 🧕
Authinistrator			_	SSM	testing RAD hsddshfh121212 A	ааааа	AABBBBBBCCCCDDDDEEEEFFFFAA4	AAAAAABBBB	BBCCCCDDDDB	EEEEFFFFAAAA	AAAABBBBB	BCCCCDDDDE	EEEEFFFF
🝯 User Management 🛛 👻	Ар	olication	to the	Minister		_						(+) 🕜
📥 Downloads 🛛 👻	Da	Lodgement								Globi	al Filter Area	-	
Filing Process ^													
Application to the Minister	0	No.	Referen	nce Number of Rejected EA Appl	Rejection date of previous appl	ication	Application Reference Number	*	Date of App	eal 💉		Submitted On	Ð
4 Report Y		٩		م		Q		۹.		Q,			
	C) 1	XBE										L PN 🗠
	C) 2	XBE										€ PN
	C) 3	XBE										(PIN
	C) 4	XBE										' PN
	C) 5	XBE										PN-
	C) 6	XBE) PN
		7	XBE										(PN

Figure 124: EA8 Application created successfully

14. A confirmation email on EA8 Application to Minister created, Will be send to the Lodger email address as shown in Figure 125.



Figure 125: Email Notification

- 15.**Reset**: If the Lodger user wants to make reset the changes in the options selected then they can click on Reset button before clicking on Submit button.
- 16.Once the lodger has successfully created the EA8 application it will be displayed in the grid with the status 'Payment Pending' as shown in below Figure 126.

							*	EZBIZ M	YCOID N	IYLLP MBR	s Ů
		~	Record Saved S	Successfu	lly	r Role A	Assignment	💶 😽 CON	MPANY SECRETA	ry (lodger) 🗸	🤒 English 🗸
Administrator Y		⊦ ≻ Filing F	rocess > Application to	o the Minister			20:43:1	L	g Compai	NY SECRETARY (lodger) 🧕
				SSM te	sting RAD hsddshfh121212 AAAAAAA	AABBBBBBCCCCDDDDEEEEFFFFAAAAA	AAABBBBBI	CCCCDDDDEEEEF	FFFFAAAAAAAA	ABBBBBBCCCCDD	DDEEEEEFFFF
👹 User Management 🛛 💙	Ар	plication	to the Minister								+ 🖉
📥 Downloads 🗸 🗸	Do	Dodgement							Global Filte	er Area	
Filing Process											
						1					- 4
Application to the Minister	•	No. /	Reference Number of Reje	ected EA Appl	Rejection date of previous application	Application Reference Number 🗡		Date of Appeal	*	Submitter	d On
省 Report 🗸 🗸		٩		٩	۹	٩			٩		
] 1	XI								:31 PN 🔺
	C	2	XI								:29 PN
	C	9 8	XI								:23 PN
	C	4	XI								:57 PN
	C) 5	XI								:34 PN
	0	5 6	XI								:10 PN
	C	7	XBEA220221209000016		09-Dec-2022 09:53:12 PM	X8EA82024020800229	08-1	eb-2024 01:38:10 P	M	U8-Feb-2024 01	:38:10 PN

Figure 126: Successfully Created the EA8 Application

17. Lodger will have to click on the checkbox that is present in the 1st column of the grid, which is displayed to select the application for which the lodger needs to make payment for, and then click on the "Do Lodgement" box present above the records table.

									😭 EZ	BIZ MYC	OID MYLLP	Μ	BRS 也
							PKI Regi	stration User Rol	e Assignment 🗧	0 👹 сомр	ANY SECRETARY (LODG	GER) 🗸	🤗 English 🗸
💑 Administrator	Ţ		* >	Filing Pr	ocess > Applica	tion to the Minister			13:39:14	4	COMPANY SEC	RETAR	Y (LODGER)
Viser Management	~	А	pplio	cation t	o the Ministe	r							•
Downloade	~	ſ	Do Lo	dgement]						Global Filter Area		
		Г											
Filing Process	Â		0	. № . *	Reference Numb	Rejection date of previous 🧖	Application Referenc.	Date of Appeal 🖈	New Company Re.	Company N.	Status	* v	Vithdraw Applica
Application to the Minister	r			Q,	Q.	۹.	Q	٩	্	٩		Q	$ \nabla$
省 Report	~	C		1	XBE					σ	Payment Pending	J	A ^
				2	XBE					A	Sent for Approval		1

Figure 127: Payment for EA8 Application

18. A pop-up box would open providing you details or Payment Summary relating to the payment to be made towards the filing submission as shown in the below Figure 128.

					Lodgement	Summary						\times
Lo	dgement Detail	s									^	
No	Company New Registration Number	Description	Company Name	End Date	Rectification Fee	Reference Numbe	er	Basic Amount	Late Charges	Discount Amount	Tax Amount	Pay Am
1	9 K)143	300.00	0.00	0.00	0.00	300
			BHD.									
						Tota	l (Exc	luding Ta	ax)	:	300.00	
						Tota	I (RIV	1)		:	300.00	
	Address											
	Lodger Addres	s										
	test NIGER tes	t 23456 23322	23223									
•												×
									⊘ 0	к	S Cancel	

Figure 128: Lodgement Summary pop-up page

- 19. This Lodgement summary pop-up would consists of detailed pricing for the Application submission which would include Basic amount, Late Charges, and Total Amount payable, etc.
- 20.The Lodger needs to make sure that the "Lodger Default Address" is set and radio button for Lodger address is selected before clicking on the "OK" button of the Lodgement Summary window.



User needs to make sure that there is no pop-up blocked or disabled before clicking on the "OK" button while making payment so that the payment gateway browser opens properly.

21. Once the Lodger has clicks on the "**OK**" button of the Lodgement Summary window, the Lodger is directed to the payment gateway to make payment as shown in Figure 129.

	🔁 Time Rem	naining : 10 Minutes 17 Seconds
\$ Payment Details		
Order ID Payment ID Payment for Total	O/060820180000001 XB0608201800000001 //payment description MYR 800.00	
Pay with Credit or Deb	it Card	Other Payment Methods
🚍 Credit or Debit Care	Ŀ	- MY (MYR 800.00)
Cardholder Name	Name appears on your card	
Card Number		
Card Types	VISA Manifest	
Expiration Date	MM • / YYYY •	
cvv	CVV2	
	Submit Payment	

Figure 129: Payment gateway screen

- 22. Lodger user needs to enter correct banking or card details and submit the payment to complete the payment process.
- 23. A confirmation email of the payment will be sent to the Lodger email address once payment is successfully received towards the EA8 Application submission as shown in Figure 130.

EA	8 - Application to Minister Payment Received
Dear Sir/Madam, Please be advised that regarding the paymen	the SSM received Payment. Please find below information
Payment date : Payment Ref No : Total Amount Paid : Payment Receipt No : Mode Of Payment : Time Of Payment :	31/05/2024 XE RM294.00 XB/2024053100002 Direct Debit 31/05/2024 19:02:02
Thank you MBRS Admin ©SSM - All rights rese NOTE: THIS IS AN AU MESSAGE.	erved. TO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS

Figure 130: Payment Receipt

24.Now the status of the EA8 Application submission will be "**Sent for Approval**" which can be viewed in the EA8 Application grid as shown in Figure 131.

	ñ	> Filing P	rocess > Applica	tion to the Minister			13:50:29		COMPANY SEC	RETA	RY (LODGER)
ſ	Appl	lication			• 🖉						
	Dol	.odgement							Global Filter Area		
	0	No. 🖈	Reference Numb	Rejection date of previous 🏾	Application Referenc.	Date of Appeal 🖈	New Company Re.	Company N.	Status	*	Withdraw Applica
	[୍	Q,	Q.	٩,	Q,	Q,	Q.		Q,	-
		1	х	1		+	+	·	Sent for Approval		1

Figure 131: Application to Minister grid

25.The lodger will also have the option to withdraw the EA8 application. The lodger user can withdraw the application at any time during the approval flow of the EA8 application, clicking this button will end the process, the data will be saved in the system and no further processing will occur. There
will be no refund of fees to the lodger upon withdrawal. This option will be present on the Application to Minister grid as shown in below Figure 132.

*	> Filin	g Pr	ocess > Applica	tion to the Minister				13 : 54	: 51	L		COMPANY SEC	RETARY (LODGER)
App	oplication to the Minister												•
Dol	odgement											Global Filter Area	
													V
0	No.	*	Reference Numb	Application Referenc.	New Company Re.	Company	N.2	Status 🖈	With	lraw App	lica*	Withdraw Comment	View Application
[৻	Q,	Q,	Q,		Q,	Q,					
		1	х			-	łτ	Approve by Minister		1]	0	0 ^
		2	x				A	Sent for Approval		1		0	0
		3	x				J	Sent for Approval		1		0	0
_													

Figure 132: Withdraw Application

26. Once lodger clicks on Withdraw application, Pop up window will appear with Withdraw comment box, which is mandatory for lodger to enter and proceed further.

🗧 🏾 > Filing	Process > Application to the Mini	ster		20:58:23 KC)H MEI LING COMPA
121212 AAAAA	ия.	×			
Application	Withdraw Comment	Withdraw the EA8 application	1]	_
Do Lodgement					Global Filt
	1			OK S Cancel	
Number 🗡	New Company Registration Number 🕅	Company Name 💉	Status	Withdraw Comment *	Withdraw Application *
Q,	Q	٩	٩		
	201001000856	FREIGHT TRANSPORT NETWORK SDN	Sent for Approval	0	A
			Application Withdrawa	8	Δ

Figure 133: Withdraw Comment

27.Once lodger clicks on OK button, EA8 application to minister will get Withdraw and accordingly status will be updated and displayed in the grid as **"Application Withdrawn**" as shown in Figure 133.

							PKI Registration	User Role Assi	gnmer	nt 💶 🚺 嶜 CO	MPANY SECRETARY (LOD	OGER) 🗸 💡 English 🗸
	*	Filing	Pro	ocess > Applica	tion to the Minister			13	3 : 57	: 45	COMPANY SEC	CRETARY (LODGER)
Ap	opli	catior	n to	o the Ministe	r							• 🖉
t	Do Lo	dgemen	t								Global Filter Area	
Г												
(•	No.	*	Reference Numb	Application Referenc*	New Company Re*	Company N.	Status	*	Withdraw Applica*	Withdraw Comment	View Application
		(٦,	Q,	Q	Q,	Q.		Q,			$\mathbf{\nabla}$
			1	XBE		1	RT	Application Withd	rawn	1	0	•

Figure 134: Application Withdrawn

28.An email notification is sent to the Lodger user once lodger withdrawn the EA8 application as shown in Figure 135.

EA8 - Application to Minister Withdrawn										
Dear Sir/Madam,										
Company Number:										
Company Name: El	N. BHD.									
Reference Number:										
Your submission of EA8 - Application to Minister 01/06/2024 with the reference number XB	Your submission of EA8 - Application to Minister has been withdrawn on 01/06/2024 with the reference number XB									
Thank you										
MBRS Admin										
©SSM - All rights reserved.										
NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.										

Figure 135: Email Notification

29. Lodger user can track the EA8 application from the Application to the minister grid itself. Lodger can view the Application, Application Status, withdraw comment.

12.1. Review Query

Navigation: Administrator > Query/Chat with to entity user > Review Query

Once the lodger user successfully submits the EA8 application for Minister approval, During the approval process the HOU (Head of Unit) user can query the EA8 application, and it will be displayed to the lodger on the grid of Review Query menu as shown in Figure 136.

	Filter Area	Global							
Action	Download.	Query Status 🖈	Query submission date*	Query Subject 🗡	*	Company Name	ery Id 🖈	Query	No.*
		٩,	۹.	٩	Q,		٩,		Q,
1	±	Pending	13-Apr-2024 10:21:45 PM	D				20	1
1	*	Pending	07-Feb-2024 11:10:49 PM					20	2
1	*	Pending	04-Jan-2024 05:42:27 PM					20	3
1	*	Pending	05-Nov-2023 06:52:11 PM	086				20	4
1	*	Pending	01-Nov-2023 02:58:02 PM	A8				20	5

Figure 136: Review Query

 An email notification is sent to the Lodger user once HOU (Head of Unit) user queried the EA8 application as shown in the below Figure 137.

EA8 - Application to Minister Queried By HOU									
Dear Sir/Madam,									
Company Number:									
Company Name: AS	SDN. BHD.								
Reference Number:									
Please be informed that your application of EA8 - A By HOU on 31/05/2024 with the reference numb	Please be informed that your application of EA8 - Application to Minister has been Queried By HOU on 31/05/2024 with the reference number XI								
Thank you									
MBRS Admin									
©SSM - All rights reserved.									
NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.									

Figure 137: Email Notification

- On Review Query grid, Lodger can see the following details like, Query ID, Company Name, Query Subject, Query Submission date, Query Status, Download attachment and Action button.
- 3. Respond to the query raise by HOU (Head of Unit) user, Lodger needs to click on Action icon, Query Response window will appear with the query details with "Reply comment" box as shown in Figure 138.

			t 20 4
■	Admini	strator > Query/Chat with to entity user > Review Query	22 : 27 : 35
BCCCCDD	DDEEEE	Query Response X	
Review	v Que	Company Name U U Query submission date 13-Apr-2024 10:21:45 PM Query Subject Query against EA8 U Query comment Query comment by HOU user - Please provide required documents	Query Status Pending Pending
3	20231	Reply comment	Pending
4	20231	Query Reply by HOU or Lodger - Share the necessary details or No response from Lodger so Close the Query	Pending
5	20231	S Reply S Cancel	Pending

Figure 138: Query Response

4. Once lodger provide the 'Reply Comment' and clicks on 'Reply' button, particular record will get disappear from the grid and lodger will get prompt message stating that the Record Saved Successfully. Query Response window will get close, If Lodger clicks on Cancel button.

					1	EZBIZ	MYCOID MYLLP	MBRS 🖒			
		✓ Record Sav	red Successfully		PKI Registration 🗙 Use <mark>r Rol</mark>	e Assignment	💶 🕘 👹 HEAD OF UNIT (HC	U) 🗸 🧧 English 🗸			
🗞 Administrator 🔷 🔨	📕 🏶 > Administrator > Quer	y/Chat with to e	ntity user > Review Query	,			22 : 28 : 14 chetan HEAI	O OF UNIT (HOU) 🧕			
🎯 Application Master Setup 🗸						ΑΑΑΑΑ	AAAABBBBBBBCCCCDDDDEEEEFF	FFAAAAAAAAABBBBBB			
🞯 Approval Management	pproval Management										
Query/Chat with to entity user							Global Filter Area				
省 Create Query	No. X Query	d 🖈	Company Name	*	Query Subject	*	Query submission date				
省 Review Query	1 2						07-Feb-2024 11:10:49 PM	Pending			
省 Query History	2 2						04-Jan-2024 05:42:27 PM	Pending			
🕰 Report 🗸 🗸	4 2)231019	01-Nov-2023 02:58:02 PM	Pending			

Figure 139: Query Response Successfully

12.2. Query History

Navigation: Administrator > Query/Chat with to entity user > Query History

The history queries raise against the EA8 applications can be viewed in the Query History page, Lodger user can search the query history record by 'Query ID' or 'EA8 Application Reference Number' as shown in Figure 140.

		😤 EZI	BIZ MYCOID MYLLP MBRS
	PKI Registration	User Role Assignment	🞽 COMPANY SECRETARY (LODGER) 🗸 🛛 🤤 English 🗸
💑 Administrator 🛛 🔷	Administrator > Query/Chat with to entity user > Query History	12:07:42	I COMPANY SECRETARY (LODGER)
S Approval Management	Query History		\odot
役 Query/Chat with to entity へ user	Query Id		
🍘 Review Query	Or		
👌 Query History	EA8 Application Reference Number		•
👑 User Management 🛛 👻			-
📥 Downloads 🛛 👻	Submit C Reset		
Filing Process			
🐴 Report 🗸 🗸			

Figure 140: Query History page

1. Lodger can search the specific query records by entering the Query ID and clicks on Submit button, the search specific query records should get displayed in the Query history grid as in Figure 141.

Query History							Ø
Query Id							
Or							
EA8 Application Reference Number	٦						t
Submit CReset							
					Global Filter Area		
							▼
No.* Query Id * Company Name	Submitted On 🗡	Initiated By 🕺 🖈	Responded By	Query Status	Download Attachment 🖈	View	*
Q Q Q	۹.	٩.	Q.	Q,			
1 2	07-Feb-2024 11:10:	HEAD OF UNIT (HOU)	-	Pending	*	0	

Figure 141: Query History Search by Query ID

2. Lodger can search query records of particular EA8 application by searching the EA8 application reference number, Lodger has to enter EA8 application and select it from the dropdown and click on Submit button, Search query records of particular EA8 application should be displayed in the Query history grid as given in Figure 142.

						*	EZBIZ MYCOID	MYLLP	MBRS 🕐	
					PKI Regis	tration User Role Assignment	💶 🛛 👹 COMPANY SECR	ETARY (LODGER) 🗸 🛛 🤤 English	•
🗞 Administrator 🗸 🗸	😑 希 > Ac	Iministrator > Quer	//Chat with to entity use	r > Query History		14 : 15 : 55	сом	PANY SECRET	FARY (LODGER)	1
🐸 User Management 🛛 👻	Query H	istory							Ø)
📥 Downloads 🛛 🗸 🖌	Query Id									
E Filing Process	Or									
Application to the Minister	EA8 Applica	ition Reference Number		0					(÷)
4 Report ~	XBEA8202	3111700134		4						
	Submi	it 🏾 🎜 Reset								
							Global	Filter Area		
									T]
	No. *	Query Id 🗡	Company Name 🗡	Submitted On 🗡	Initiated By 🧷	Responded By	Query Status 🗡	Downlo.	View 🗡	1
	0	٩	٩	٩	٩	٩	٩			
	1	201		42:27 PM	HEAD OF UNIT (HOU)	COMPANY SECRETARY (LODGER)	completed	*	0	
	2	202	1	53:18 PM	HEAD OF UNIT (HOU)	HEAD OF UNIT (HOU)	completed	÷	0	

Figure 142: Query History Search by EA8 application number

3. On the Query History grid, Lodger can download the attachment from download attachment column, if uploaded by HOU (Head of Unit) user and view the query details by clicking on View icon as shown in Figure 143.

🖀 > Administrate	or > Query/Chat with to entity user	> Query History		14 : 17	
Query History		View Que	ery	×	
Query Id Or EA8 Application Referee	Query Id 2 Query Status completed Query Subject fwesfce	Company Name YA B Submitted On 04-Jan-2024 05:42:27 PN	q		
Submit C	HOU Comment wfwef Responded By				
	COMPANY SECRETARY (LODGER) Response 2023111700134115 Query Response\r\n				
No. * Qu				S Cancel	Query S
1 2		04-Jan-2024 05:42:27 PM	HEAD OF UNIT (HOU)	COMPANY SECRETARY (LODGER)	completed

Figure 143: View Query page

30.Once the EA8 Application to Minister is approved or rejected by the minister the status will be updated in the Application to Minister grid as shown in Figure 144.

					PKI Registrati	on User Role Assignme	nt 🛒	🔰 👑 сомі	PANY SECRETARY (LODG	ER) 🗸 💡 English 🗸	
Â	> Fili	ng Process > Appli	cation to the Minister	-		14 : 05	:0		I COMPANY SECR	ETARY (LODGER)	1
Арр	licati	on to the Minist	er				• 🖉				
Do	Lodgem	ent							Global Filter Area		
	No. *	Reference Number	Application Reference 🖈	New Company Ro	Commony N X	Chalue	* variate due	uu Annlien 🖈	With down Common	View Applicatio	
	NU. 7			Q			, which dra	iw Applica:	withdraw comment	View Application)
	46	XE	1		E.,	Approve by Minister		1	0	0	
C	57	XE				Approve by Minister		1	0	0	
C	60	XE				Approve by Minister		1	0	0	
C	61	XE			٦.,	Approve by Minister		1	0	0	
C	62	XE				Approve by Minister		1	0	0	
C	31	XE				Query by HOU		1	0	0	
C	12	XE				Rejected by Minister		1	0	0	
C	23	XE				Rejected by Minister		1	0	0	
	24	XE				Rejected by Minister		1	0	0	

Figure 144: Approve or Reject by Minister

31. An email notification is sent to the Lodger once EA8 Application is Rejected by the Minister as shown in Figure 145.

EA8 - Application to Minister Rejected									
Dear Sir/Madam,									
Company Number: Company Name: N(Reference Number:	SDN. BHD.								
Please be informed that your application of Rejected By Minister on 31/05/2024 with XBE	f EA8 - Application to Minister has been n the reference number								
Thank you MBRS Admin ©SSM - All rights reserved.									
NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.									

Figure 145: Email Notification

13. External User Dashboard

When the lodger or maker user logs in, user will be redirected to the dashboard page, where details regarding filings such as uploaded, rejected, queried or pending for approval and so on of the associated companies are displayed.





There are 6 panels on the dashboard which display various types of data, on click of each panel except profile information (non-clickable), lodger or maker user will be redirected to the detailed reports of that particular panel and these reports can also be access from Reports > Dashboard reports.

There will be a time stamp present on top of right side which denote that the data is synchronized at what date-time; format of time stamp will be DD-MM-YYYY HH:MM AM/PM.

Each panel details are given below,

A. Profile Information – This Section will be having profile information of the logged in user, this consists of Username, Mobile Number, City, State and Role of the logged in user.

Profile Information of the logged in user 🛛 🗕 🗙								
User Name	anup.salve@irisbusiness.com@eservices.ssm.com.my							
Mobile No								
City	Johor							
State	JOHOR							
Select Role	COMPANY SECRETARY (LODGER)							

Figure 147: Profile Information of Logged in user

B. Lodger Approval Pending – This section will show the count of filings which are uploaded by maker and Lodger approval is pending. The count will be displayed for EA, Financial Statements (FS), KFI (Key Financial Indicators) and Annual Return (AR) filings.

Lodger Approval Pendi (Maker has upload and lodger	ng approval is pending)	- ×
Type of Submission	Count	
FS	0	
AR	3	
KFI	0	
EA	7	



To view the details of Lodger Approval Pending, the Maker or Lodger user has to click on the panel and the user will be redirected to the Lodger Approval Pending details as shown in Figure 149.

odger Approval Pending											
Glot											
No. 🗡	State	Type of S.	Company Reg	New Compan.	Reference Number 🗡	Company Name	*	Uploaded On 🗡	Date 🗡	Uploaded By 🗡	Filing Status 🗡
Q,	্	୍	্	٩,	٩		Q,	٩	٩,	٩	Q
3	-	AR1	11				Ъ.,	25-Jul-2024 12:00:34 PM	2023-01-27	sandeep.padhi@irisbusiness.c	Verify-Entity
2	-	AR1	63				۷	26-Jul-2024 12:55:05 PM	2023-10-02	sandeep.padhi@irisbusiness.c	Verify-Entity
1	-	AR1	16					28-Jul-2024 09:54:56 PM	2024-07-07	sandeep.padhi@irisbusiness.c	Verify-Entity
10	-	EA1	12).	22-Jul-2024 12:24:53 AM	2023-12-31	sandeep.padhi@irisbusiness.c	Verify-Entity
9	-	EA1	12).	22-Jul-2024 01:56:15 AM	2023-12-31	sandeep.padhi@irisbusiness.c	Verify-Entity
8	-	EA1	12).	22-Jul-2024 02:17:48 AM	2023-12-31	sandeep.padhi@irisbusiness.c	Verify-Entity
5	-	EA1	12).	23-Jul-2024 11:17:43 AM	2024-07-05	sandeep.padhi@irisbusiness.c	Verify-Entity
4	-	EA1	12).	23-Jul-2024 11:27:14 AM	2023-12-31	sandeep.padhi@irisbusiness.c	Verify-Entity
7	-	EA6	54					22-Jul-2024 11:26:30 PM	2024-02-25	sandeep.padhi@irisbusiness.c	Verify-Entity
6	-	EA6	52				D	22-Jul-2024 11:38:14 PM	2024-02-25	sandeep.padhi@irisbusiness.c	Verify-Entity

Figure 149: Lodger Approval Pending grid

C. **Lodgement Pending** – This section will show the count of filings whose Digital sign pending, or Lodgement (payment) is pending (Digital Sign In Progress, Digital Sign Pending, Payment In Process, Payment Pending). The count will be displayed individually for digital sign pending filings and Payment pending filings.

Lodgement Pending (Digital sign and payment p	ending both will be inclu	– x isive)
Status	Count	
Digital Sign Pending	1	- U
Payment Pending	1	

Figure 150: Lodgement Pending

To view the details of lodgement pending filing, the Maker or Lodger user has to click on the panel and the user will be redirected to the lodgement pending filing details as shown in Figure 151.

Lodgem	odgement Pending											
									Global Filter Area			
. ×	Reference Number*	Туре 🗶	Company Regis	New Company Re.	State	Uploaded On 🖈	Date 📌	Company Name 🖈	Uploaded By 📌	Filing Status		
Q,	٩,	্	Q,	Q.	্	Q,	Q,	٩	Q.	٩		
1	REF				-	20-Jun-2024 05:	2014-08-17	NILAM ADIL SDN	anup.salve@irisb	Payment Pending		
2	REF	1			-	20-Jun-2024 03:	2018-08-18	NILAM ADIL SDN	anup.salve@irisb	Digital Sign Pending		
				1			1					

Figure 151: Lodgement Pending Grid

D. Filing Status – This section will show the count of last 10 filings according to the filing types. The count will be displayed for EA and Financial Statements (FS), KFI (Key Financial Indicators) and Annual Return (AR) filings.

Filing Status (Last 10 Filing status will be sh	own here)	- ×
Type of Submission	Count	
FS	0	
AR	8	
KFI	0	
EA	2	

Figure 152: Lodgement Pending Grid

To view the details as per Filing Status, the Maker or Lodger user has to click on the panel and the user will be redirected to the Filing Status details as shown in Figure 153.

									Global Filter Area
No.*	Type of Su*	Company*	New Company .	Company Name 🖈	Uploaded On	Date 🗡	Reference Number	Uploaded 🛃	Filing Status
୍	୍	Q,	۹.	۹.	্ ্	୍	Q.	্	
1	AR1965	11			20-Jun-2024 0	2014-08-17	RE	anup.sal	Payment Pending
2	AR1	11			20-Jun-2024 0	2018-08-18	RE	anup.sal	Digital Sign Pending
3	FS-CLBS-19	11			19-Jun-2024 0	2016-05-16	RE	anup.sal	XBRL Validations Exception
4	FS-CLBS-19	11			19-Jun-2024 0	2016-05-16	RE	anup.sal	Purge Filing
5	AR1	11			19-Jun-2024 1	2020-08-18	RE	anup.sal	XBRL Validation Failed
6	AR1	11			18-Jun-2024 0	2020-08-18	RE	anup.sal	XBRL Validation Failed
7	AR1	11			18-Jun-2024 0	2020-08-18	RE	anup.sal	XBRL Validation Failed
8	AR1	11			18-Jun-2024 0	2020-08-18	RE	anup.sal	XBRL Validation Failed
9	AR1	11			18-Jun-2024 0	2020-08-18	RE	anup.sal	XBRL Validation Failed
10	AR1	11			18-Jun-2024 0	2020-08-18	RE	anup.sal	XBRL Validation Failed

Figure 153: Filing Status Grid

E. Query Filing Pending – This section will show the count of filings which are queried by SSM but yet to be uploaded by company in mPortal system. Once the queried corresponding filing is uploaded in the system, then it will not be considered under 'Query filing pending' irrespective of the status of the queried corresponding filing. The count will be displayed only for Queried filing of EA and Rectified Financial Statements (FS), Rectified KFI (Key Financial Indicators) and Rectified Annual Return (AR) filings.

Query Filing Pending - × (SSM has queried but entity not uploaded file against queried)									
Count									
1									
0									
0									
0									
	Count								

Figure	154:	Query	Filing	Pending
--------	------	-------	--------	---------

To view the details of Query Filing Pending, the Maker or Lodger user has to click on the panel and the user will be redirected to the Query Filing Pending details as shown in Figure 155.

Quer	Query Filing Pending											
										Global Filte	r Area	
No	* 1	Type of Submis	Company Regi	New Company Regi	Company Name 📌	Uploaded On	*	Date	*	Reference Number*	Uploaded By	
(२ [୍	Q,	٩,	٩,		Q,	(2	୍		٩,
	1	FS-CLBG-1965	1								łavidlim9507@gmail.c	om 🔺

Figure 155: Query Filing Pending grid

F. **Rectification Approval Pending**– This section will show the count of rectified filings including both standard rectification and filing information rectification whose approval from SSM is pending. The count will be displayed only for Financial Statements (FS), KFI (Key Financial Indicators) and Annual Return (AR) filings.

Rectification Approval Pending - × (Rectification sent to SSM and approval pending from SSM)				
Type of Submission	Count			
FS	1			
AR	2	(\pm)		
KFI	0	-		

Figure 156: Rectification Approval Pending

To view the details of Rectification Approval Pending, the Maker or Lodger user has to click on the panel and the user will be redirected to the Rectification Approval Pending details as shown in Figure 156.

Rectification Approval Pending										
								Global Filt	er Area	
										C
No. 🖈	State 🗡	Type of Sub*	Company R.	New Company*	Company Name 🗡	Rectification Reques	Date 🗡	Rectification Req.	Filing Status	*
୍	Q,	Q,	٩,	Q.	۹.	۹.	୍	<u>م</u>		Q,
1	JOHOR	AR1965	11					salve@irisb	Pending For Approva	
2	JOHOR	AR1965	10					salve@irisb	Pending For Approva	I
3	MELAKA	FS-CLBG-1965	12					partners-c	Pending For Approva	1
		1				I	L			

Figure 157: Rectification Approval Pending grid

14. Email

	:		r∰ EZBIZ MYCOID MYLLP MBRS ტ
			PKI Registration User Role Assignment 🧧 🛛 🎽 COMPANY SECRETARY (LODGER) 🗸 😐 English 🗸
\delta Administrator		■ A > IT Settings > Mails	22 : 38 : 01 IG COMPANY SECRETARY (LODGER)
👑 User Management		Mails	\oslash
📥 Downloads		Mail Subject	Received Date
Filing Process		O AR4 - Filing Paym	12-Jul-2024 10:35:59 PM
		O AR4 - MBRS Filing	12-Jul-2024 10:35:59 PM
4 Report		O AR4 - Filing Digita	12-Jul-2024 10:18:02 PM
		O AR1 - Application	12-Jul-2024 10:17:50 PM
		O AR4 - MBRS Filing	12-Jul-2024 10:15:25 PM
		O AR1 - Filing Paym	12-Jul-2024 09:42:00 PM
		O AR1 - MBRS Filing	12-Jul-2024 09:42:00 PM
		O AR1 - Filing Digita	12-Jul-2024 09:25:18 PM
		O AR1 - Application	12-Jul-2024 09:24:58 PM
		O AR1 - Filing Paym	12-Jul-2024 09:24:03 PM
		O AR1 - MBRS Filing	12-Jul-2024 09:24:03 PM
		O AR1 - MBRS Filing	12-Jul-2024 09:14:01 PM
		O AR1 - Filing Digita	12-Jul-2024 09:07:18 PM

Navigation: Click on IT Settings > Mails

Figure 158: Mails page

- i. User is directed to the Mails page once clicked on the menu item "Mails" of the MBRS Portal. This option provides user to view the last 30 days emails sent by System to the login user for view purpose as shown in the above Figure 158.
- ii. User can view the emails by clicking on the Email subject and email body will be displayed as shown in the below Figure 159.

A > IT Settings > Mails	22:39:18 CF	IG COMPANY SECRETARY (LODGER) 🧕
Mails		\bigcirc
Mail Subject		Received Date
O AR4 - Filing Payment Has Been Received		12-Jul-2024 10:35:59 PM ×
AR4 - Payment Received		
Dear Sir/Madam,		
Please be advised that the SSM received Payment. Pleas regarding the payment:	e find below information	
Payment date : 12/07/2024 Payment Ref No : XB Total Amount Paid : RM Payment Receipt No : XE Mode OF Payment : Direct Debit		
Time Of Payment : 12/07/2024 22:35:59 Thank you MBRS Admin ©SSM - All rights reserved.		
NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE MESSAGE.	DO NOT REPLY TO THIS	

Figure 159: Mails displayed

iii. User can also access the mails by clicking on mail icon on blue ribbon next to User role assignment button as shown in the below Figure 160.



Figure 160: Mails Icon on blue ribbon

15. List of Supporting Documents

TYPE OF		FORMAT
FILING	SUPPORTING DOCUMENT REQUIRED	ТҮРЕ
CODE		
EA1	Others	PDF
EA1	Application letter from director of holding	PDF
	company	
EA1	Statement by two (2) directors of holding	PDF
	company in Malaysia	
EA1	Full company structure	PDF
EA2	Application letter from director	PDF
FA2	Reason for not submitting Financial	PDF
	Statements in full XBRL Format	
EA2	Others	PDF
EA2	Validation output from prep tool Error Report	EXCEL
EA3	Statutory declaration of director	PDF
EA3	Application letter from director	PDF
EA3	Unaudited Financial Statements	PDF
EA3	Others	PDF
Approval letter from Bursa Malaysia or		PDF
	Securities Commission (For ESOS)	
EA4A	By laws ESOS (For ESOS)	PDF
EA4A	Listing of the option holders (For ESOS)	PDF
ΕΔΔΔ	Application letter from director (For Director	DDE
	interest/debenture/others)	
ΕΛΛΛ	Statutory declaration by all directors involved	DDE
	(For Director interest/debenture/others)	FDI
EA4A	Others	PDF
EA4A	Application letter from director (For ESOS)	PDF
EA4B	Application letter from director	PDF
EA4B	Statutory declaration by all directors involved	PDF
EA4B	Others	PDF
EA5A	Others	PDF

TYPE OF FILING	SUPPORTING DOCUMENT REQUIRED	FORMAT TYPE
EA5B	Others, please specify	PDF
EA6	Others, please specify	PDF
EA7	Others, please specify	PDF
EA8	Application Appeal Letter	PDF
EA8	Others	PDF
AR1	Beneficial Owner	тхт
AR1	Senior management template	тхт
AR1	Nominee Director	тхт
AR2	Beneficial Owner	тхт
AR2	Senior management template	тхт
AR2	Nominee Director	тхт
AR3	Beneficial Owner	тхт
AR3	Senior management template	тхт
AR3	Nominee Director	тхт
AR4	NA	NA
AR1965	Attachment prescribed form	PDF
AR1965	Form 56 for more than 500 member public company	PDF
FS-MFRS	Auditors Report	PDF
FS-MFRS	Statutory Declaration And Financial Statements at origin (HQ) or Foreign Company (only for foreign company)	PDF
FS-MFRS	Audit Exemption Certificate	PDF
FS-MPERS	Auditors Report	PDF
FS-MPERS	Audit Exemption Certificate	PDF
FS-EPC	Auditors statements	PDF
FS-EPC	Certificate relating to an exempt private company	PDF
FS-CLBG	Auditors Report	PDF

TYPE OF		FORMAT	
FILING	SUPPORTING DOCUMENT REQUIRED	TVDE	
CODE			
	Statutory Declaration And Financial		
FS-FC	Statements at origin (HQ) or Foreign Company	PDF	
	(only for foreign company)		
FS-BNM	Full Financial statements and reports	PDF	
	Statutory Declaration And Financial		
FS-BNM	Statements at origin (HQ) or Foreign Company	PDF	
	(only for foreign company)		
KFI-MFRS	Full financial statements and report	PDF	
KFI-MFRS	Auditors Report	PDF	
KFI-MFRS	Audit Exemption Certificate	PDF	
KFI-MPERS	Full financial statements and report	PDF	
KFI-MPERS	Auditors Report	PDF	
KFI-MPERS	Audit Exemption Certificate	PDF	
KFI-CLBG	Full Financial statements and reports	PDF	
KFI-CLBG	Auditors Report	PDF	
	Financial statements and report - Foreign	DDE	
KI I-I C	(Malaysian branch)	FDF	
	Statutory Declaration And Financial		
KFI-FC	Statements at origin (HQ) or Foreign Company	PDF	
	(only for foreign company)		
KFI-FC	Auditors Report	PDF	
FS-CLBS-	Full Financial statements and reports	PDE	
1965		FDI	
FS-CLBG-	Full Financial statements and reports	PDE	
1965		FDI	
FS-EPC-	Auditors statements	PDE	
1965	Additors statements	FDI	
FS-EPC-	Certificate relating to an exempt private	PDF	
1965	company		
FS-FC-1965	Full Financial statements and reports Malaysia	PDF	
	Branch		

TYPE OF FILING CODE	SUPPORTING DOCUMENT REQUIRED	FORMAT TYPE
FS-FC-1965	Statutory Declaration and Financial Statements at origin (HQ) or Foreign Company (only for foreign company)	PDF
FS-BNM- 1965	Full Financial statements and reports	PDF
FS-BNM- 1965	Full Financial statements and reports (Malaysia Branch)	PDF
FS-BNM- 1965	Statutory Declaration and Financial Statements at origin (HQ) or Foreign Company (only for foreign company)	PDF

16. Rectification Application Supporting Document

Application of Submission	SUPPORTING DOCUMENT REQUIRED	FORMAT TYPE
Rectification Filing	Rectification of Register (Section 602)	PDF
Rectification Filing	Statutory Declaration	PDF
Court Order Filing	Court Order	PDF