



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



# **Malaysian Business Reporting System (MBRS)**

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## **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:

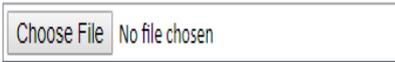
**Table 1: Document Conventions**

Convention	Description
<b>Bold</b>	User Interface text including titles of labels, buttons, menus, options, and dialog boxes.
Hypertext Blue <a href="https://">https://</a>	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.

## 1.2. MBRS Portal Conventions

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

**Table 2: MBRS Portal Conventions**

Convention	Description
<p><b>Start Date *</b></p>	<p>The asterisk sign denotes a mandatory field which cannot remain blank and require user input to proceed further in the MBRS Portal.</p>
	<p>This is a button style. Clicking on this button executes the required command.</p> <p>For example, you can click the <b>Submit</b> button to save related details onto MBRS Portal</p>
	<p>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.</p>
	<p>This is a drop-down list. You can select a pre-defined item from the drop-down, as required.</p>
	<p>This is a dialog box that allows you to select a file by clicking <b>Choose File</b> and upload the required file from a source location to MBRS Portal.</p>
	<p>This is a check box. You can select this check box to perform a selection</p>

Convention	Description
	or clear the check box to clear the selection.
	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
	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

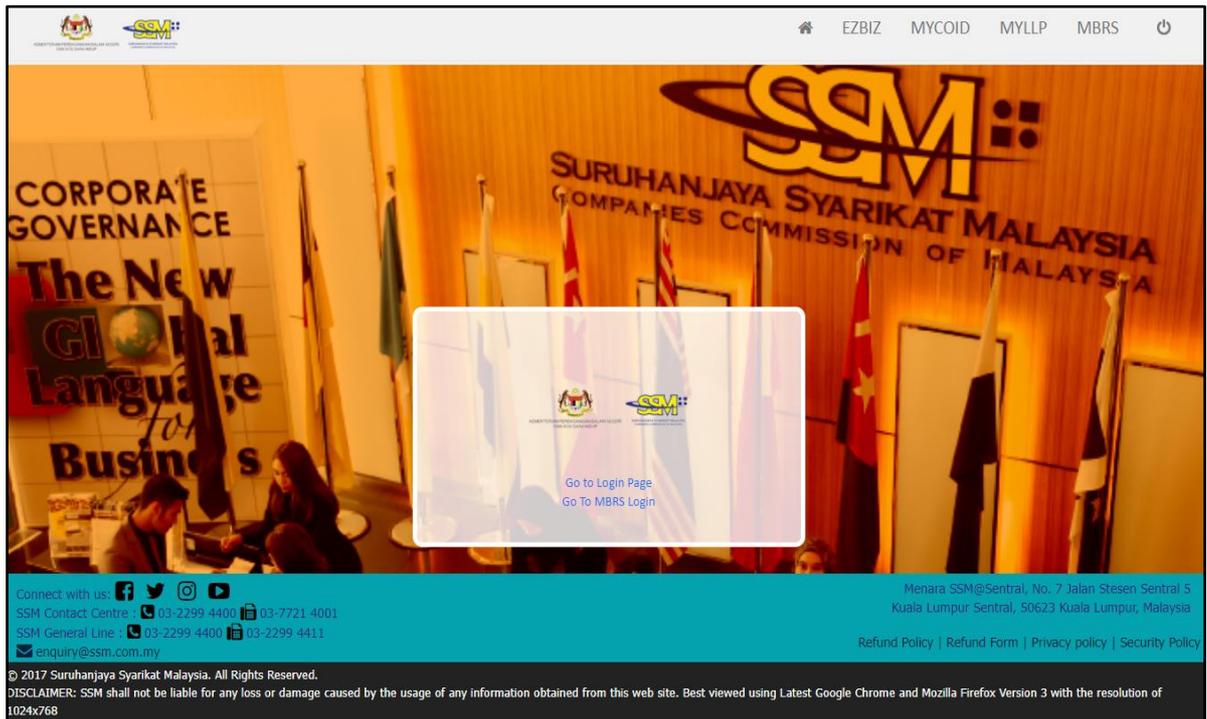
<b>Abbreviation</b>	<b>Expansion</b>
TXT	Text Document
ID Type	Identification Type
ID Number	Identification Number
XBRL	eXtensible Business Reporting Language
CS (Maker)	Company Secretary Assistant (Maker)
CS (Lodger)	Company Secretary (Lodger)
CA (Maker)	Company Agent Assistant (Maker)
CA (Lodger)	Company 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.



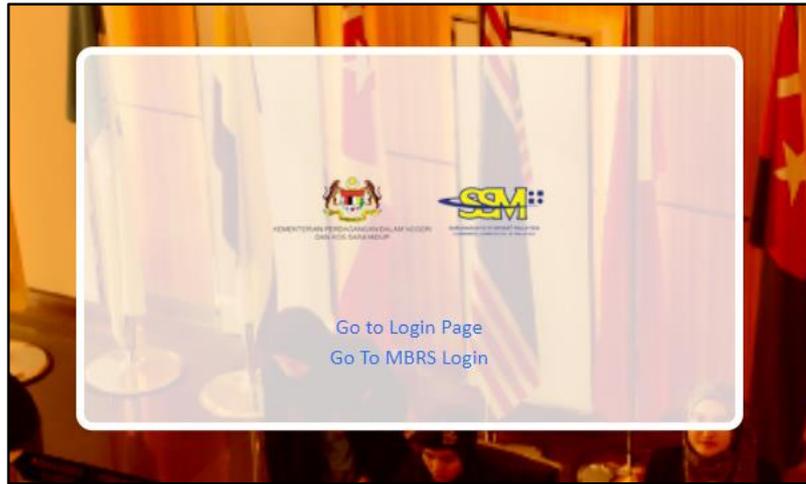
**Figure 1: Top and Bottom section of mPortal**

### **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).

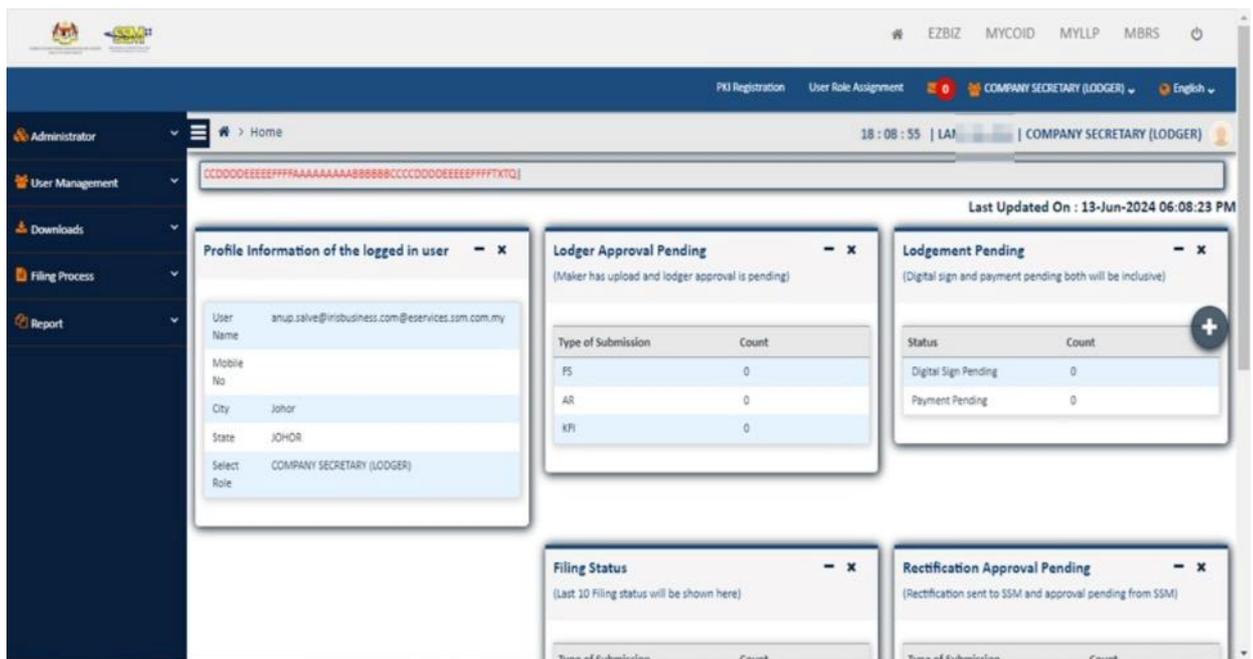
### **Middle Section (In this case session login window)**

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**”.



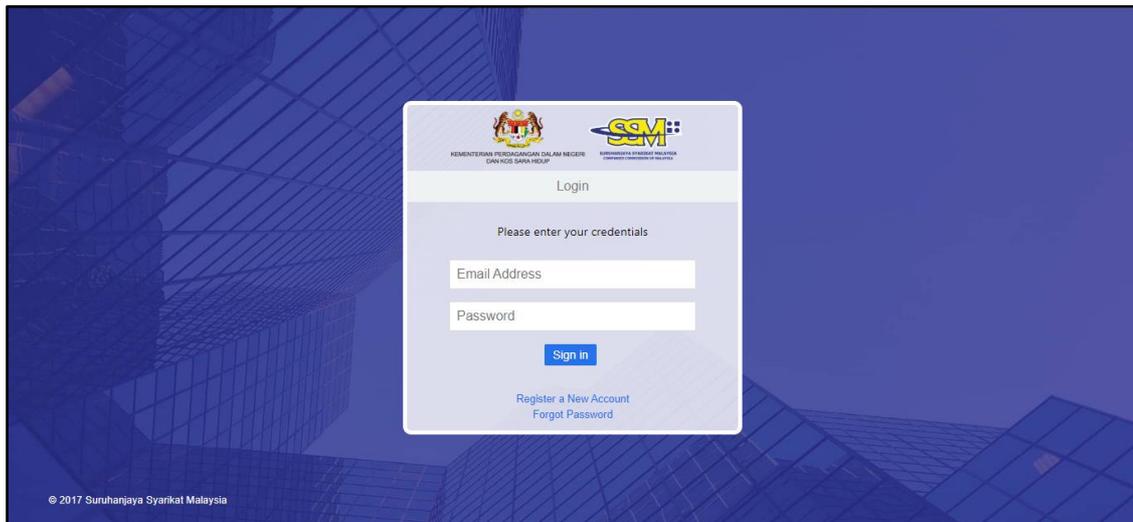
**Figure 2: Middle section of mPortal at the time of Login**

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.



**Figure 3: Middle section of mPortal Homepage or Dashboard view**

## 1.5. Access to the mPortal



**Figure 4: Internal and External Account Login window for mPortal**

The mPortal can be accessed by two user groups:

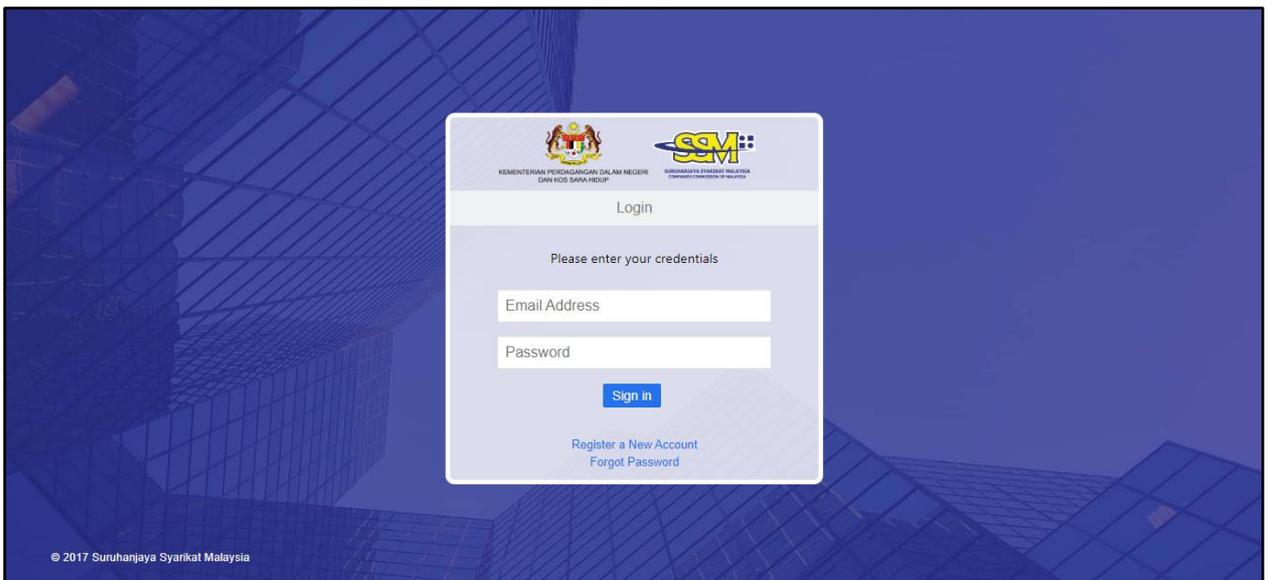
- a. **Internal Users:** SSM Employees or authorised users performing administration related activities.
  - Approve, Reject user role request application
  - Approve, Reject or Query a filing submission
  - Approve, Reject or Query a Rectification filing submission
  - Configure or Manage the master 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), 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:**

1. Access SSM's website [www.ssm4u.com.my](http://www.ssm4u.com.my) . 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.
2. 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.
3. 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.
5. 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.

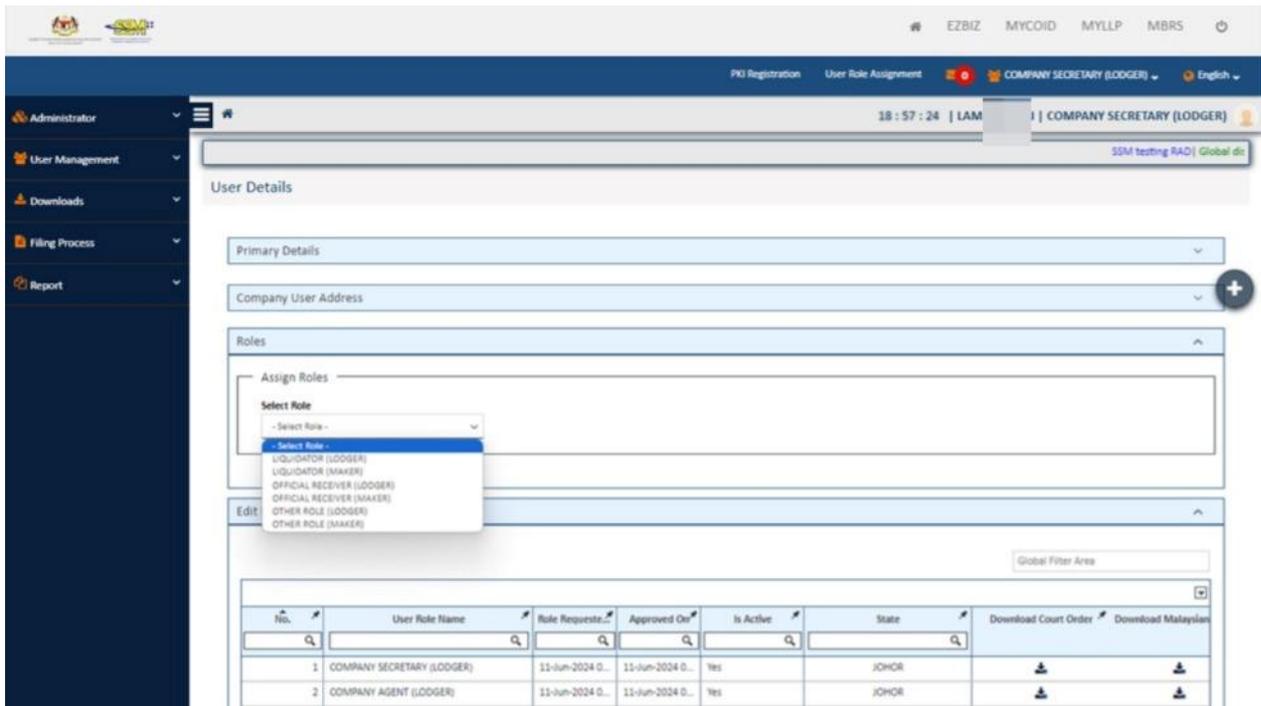
The screenshot shows the 'User Details' page in the MBRS Portal. At the top, there are navigation links: PKI Registration, User Role Assignment, English, and Back to ssm4u. The page is titled 'User Details' and contains three main sections:

- Primary Details:** A form with fields for User Name (sarvesh.yadav@irisbusiness.com@eservices.ssm.com.r), Name (KOH MEI LING), Date of Birth (30-06-1966), Email Address (sarvesh.yadav@irisbusiness.com), ID Type (NEW IC), ID Number (660630106090), Phone Number (0123456789), and Practicing Certificate Number.
- Company User Address:** A form with fields for Select Country, Select State, Town, Fax Number, Address 1, Address 2, Address 3, Phone No, Mobile No, Postal Code, and Email Id.
- Roles:** A section with an 'Assign Roles' dropdown menu. The dropdown is open, showing a list of roles: - Select Role -, COMPANY AGENT (LODGER), COMPANY AGENT ASSISTANT (MAKER), COMPANY SECRETARY (LODGER), COMPANY SECRETARY ASSISTANT (MAKER), LIQUIDATOR (LODGER), LIQUIDATOR (MAKER), OFFICIAL RECEIVER (LODGER), OFFICIAL RECEIVER (MAKER), OTHER ROLE (LODGER), and OTHER ROLE (MAKER). There is also an 'Edit' button and a 'Global Filter Area'.

At the bottom of the Roles section, there is a table with 'Total Items: 0' and 'Selected Items: 0'. The page size is set to 20, and there are navigation buttons for the table.

**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.



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

- 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.

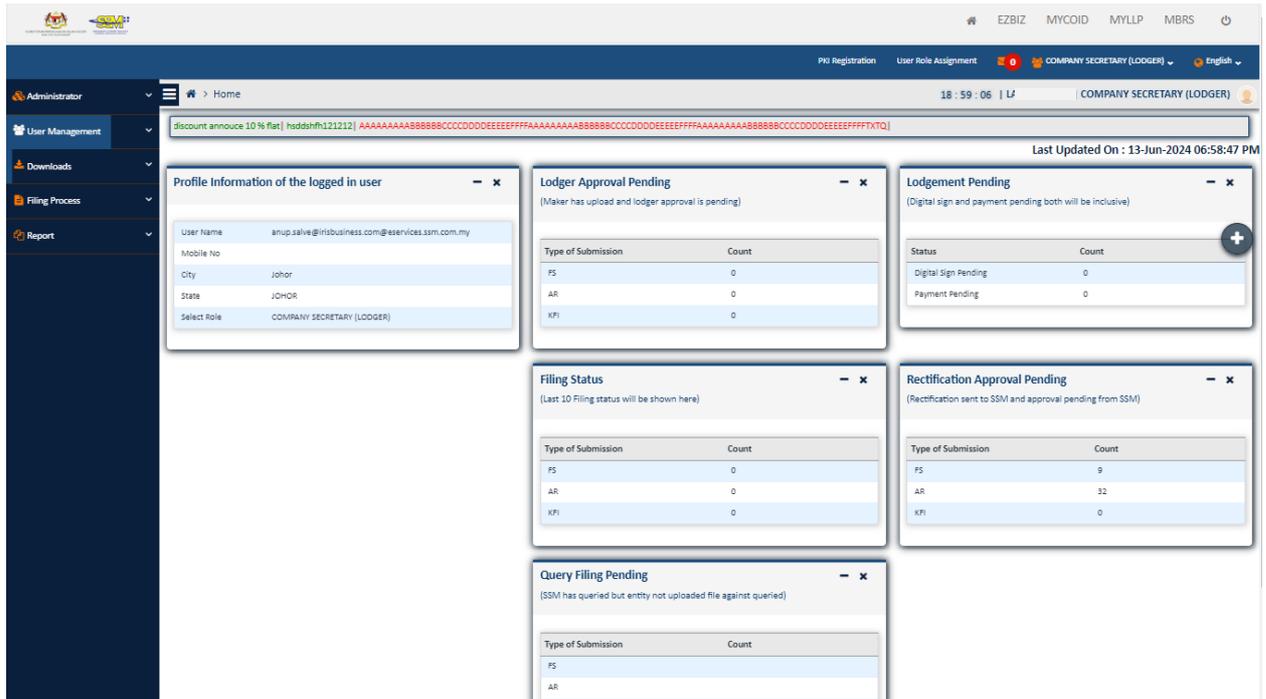


Figure 8: External User Dashboard Page Display

- 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.



Figure 9: Dashboard section displaying time, username and role

- 9. 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.

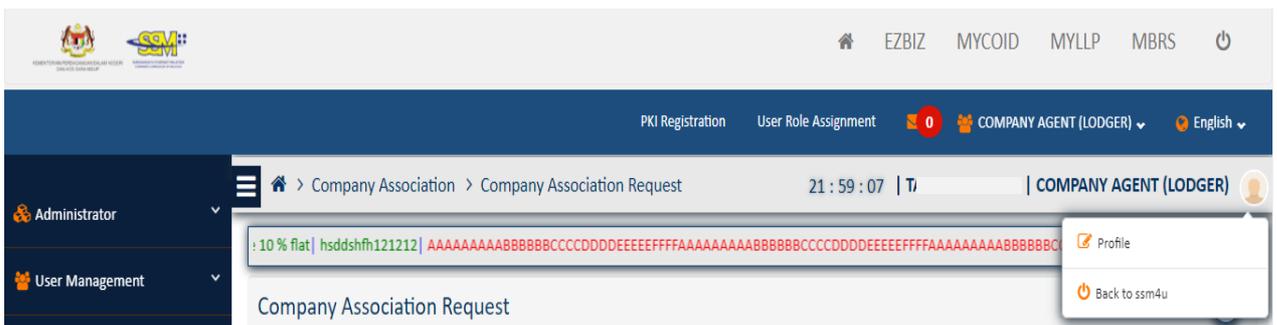


Figure 10: User Account Icon options Display

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.

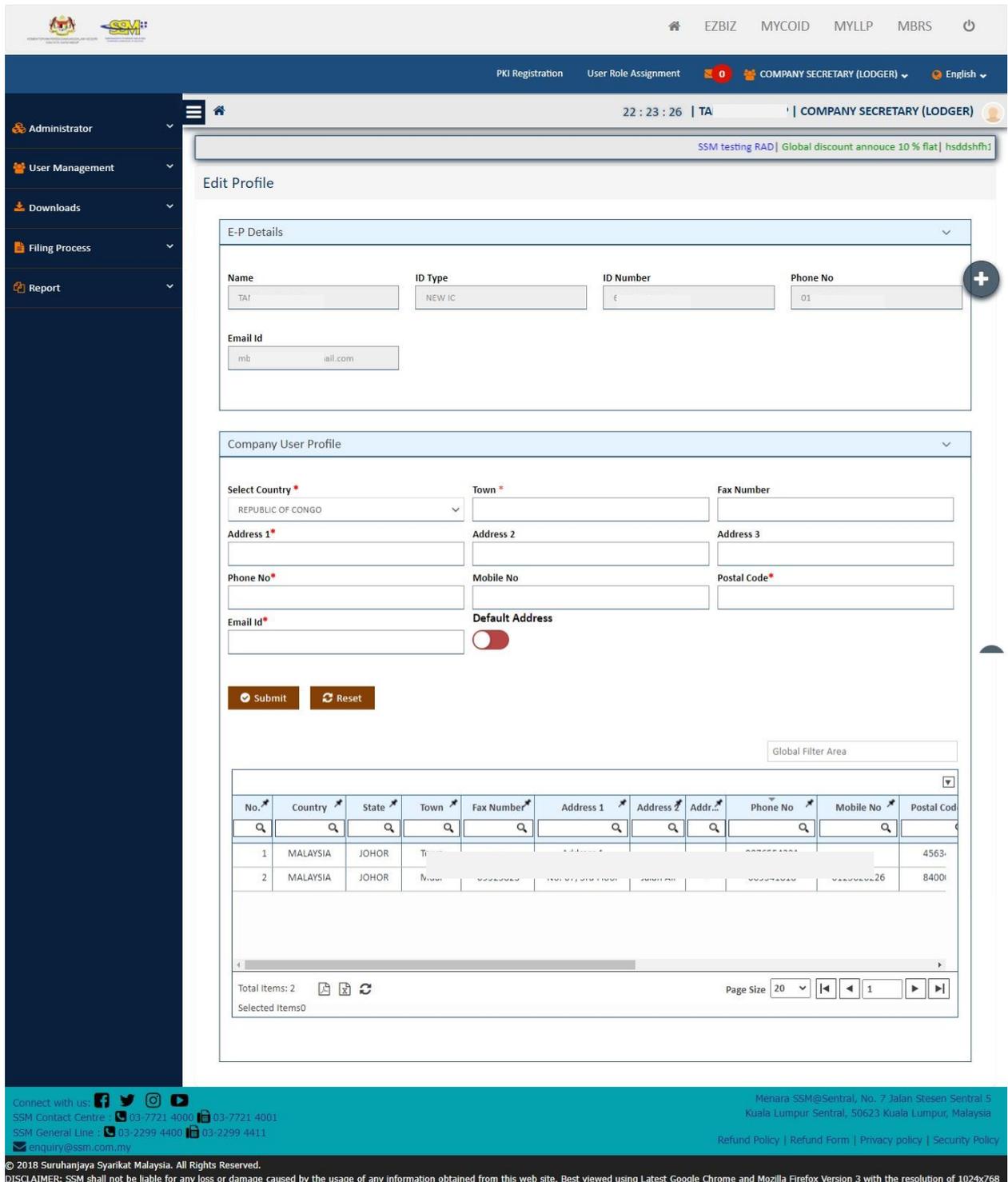
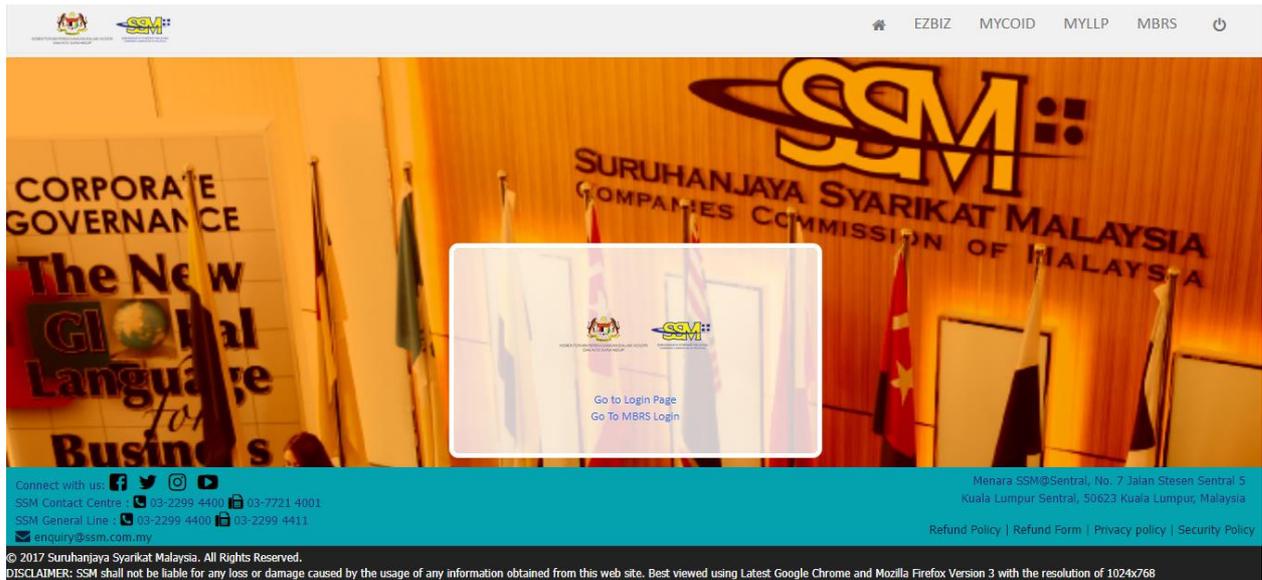
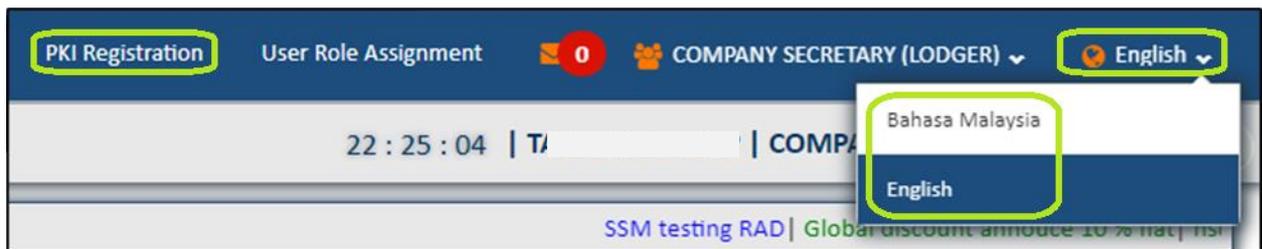


Figure 11: Edit Profile Page

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**



**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.

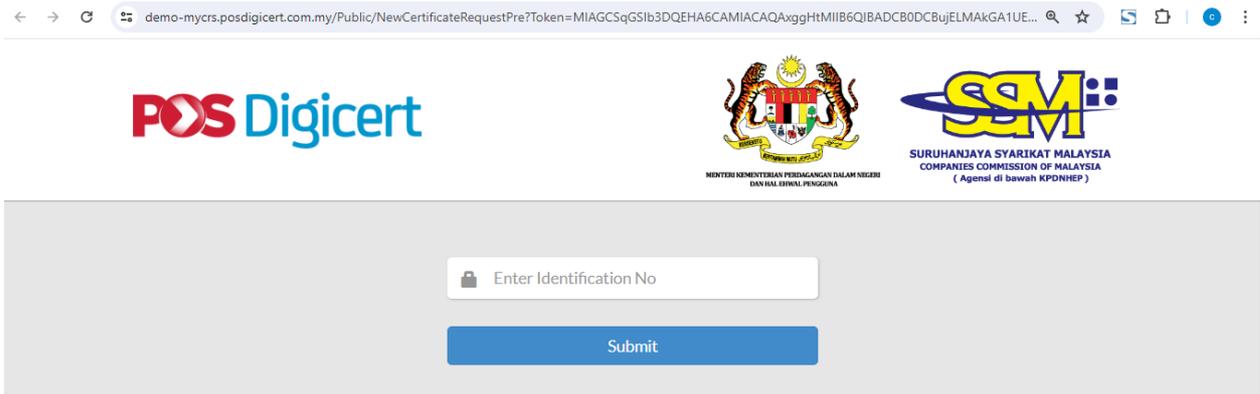


Figure 14: DigiCert Certificate request page

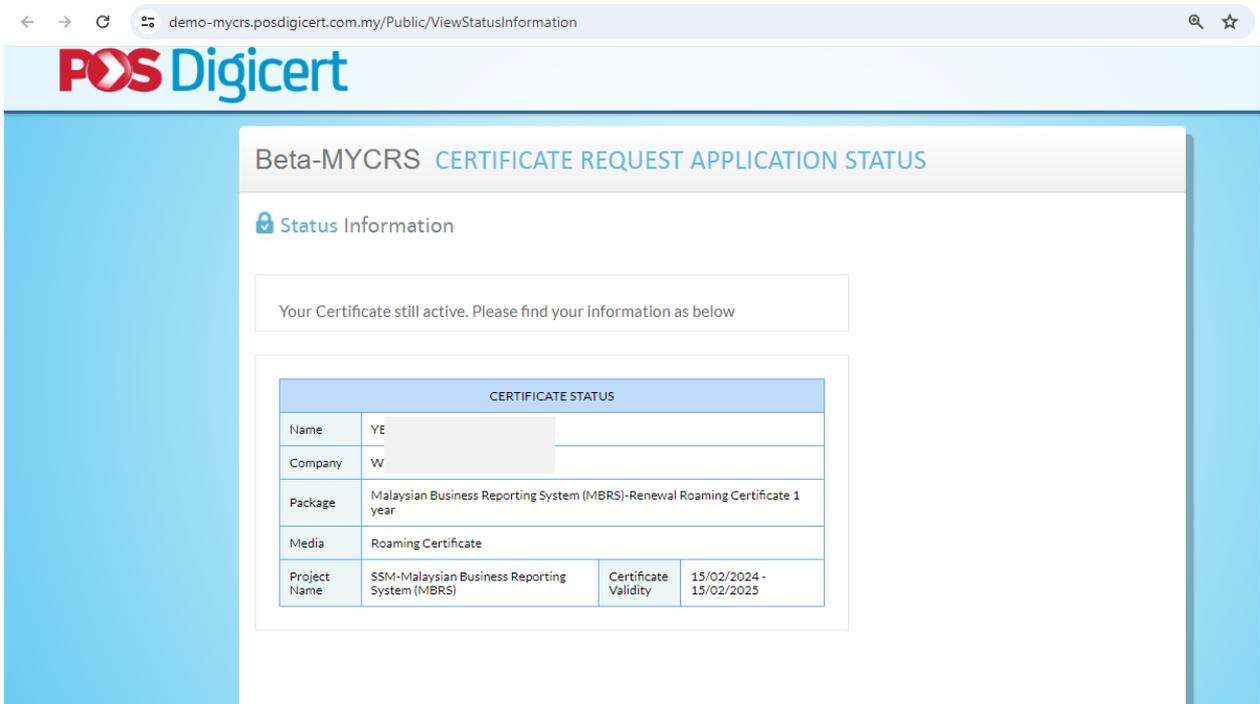


Figure 15: DigiCert Certificate request Application Status

- 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

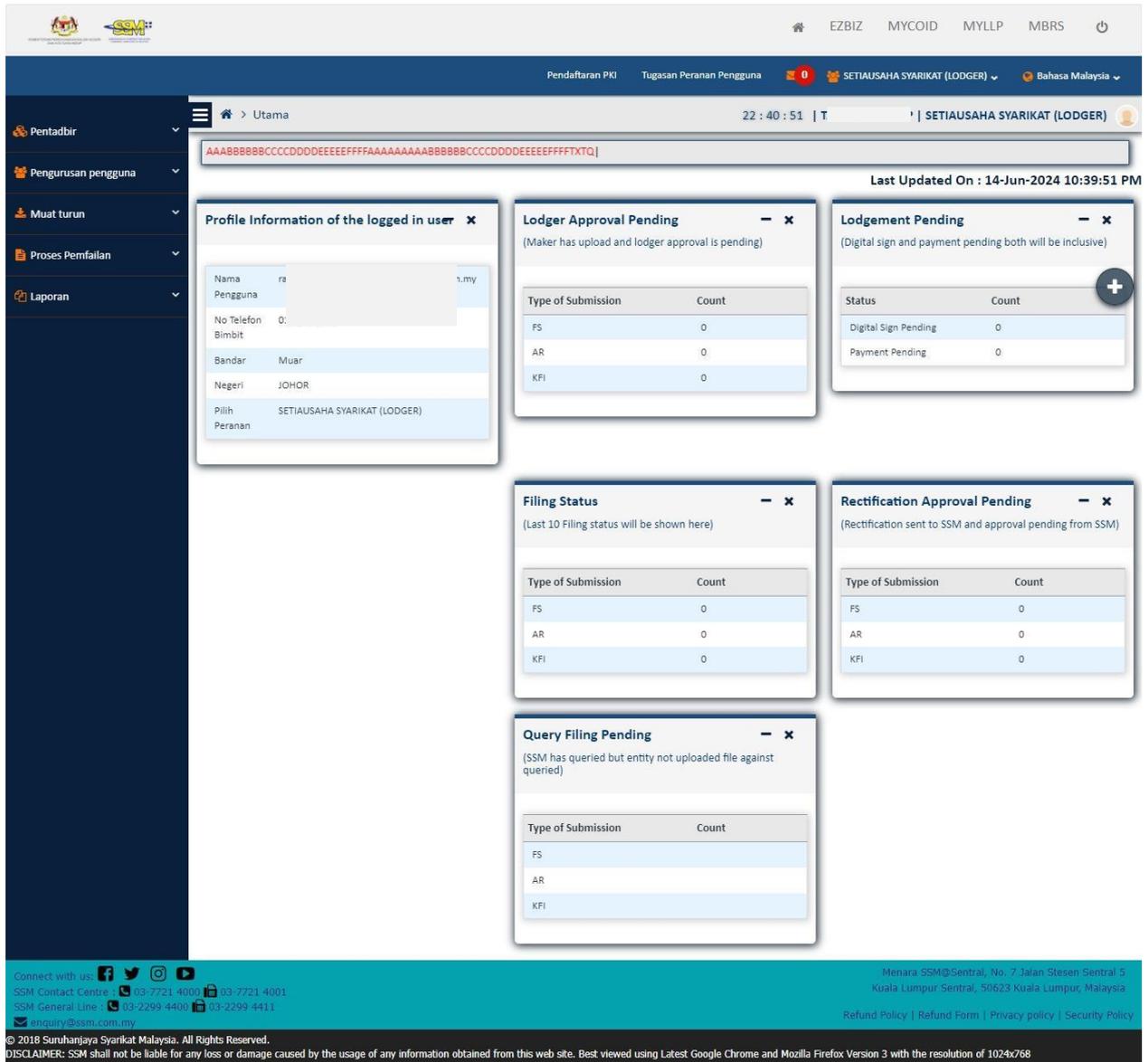


Figure 17: Dashboard page display after language switch



***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*".

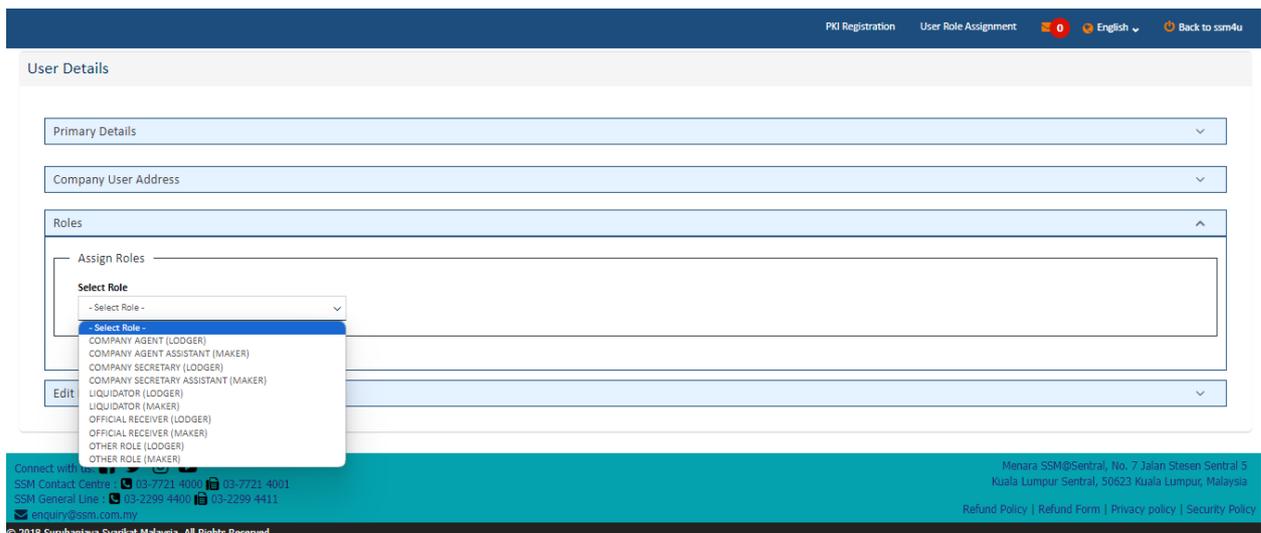
## 2. Application of External User Roles

1. At one time an external user can request or apply for any or all 10 roles as listed:-

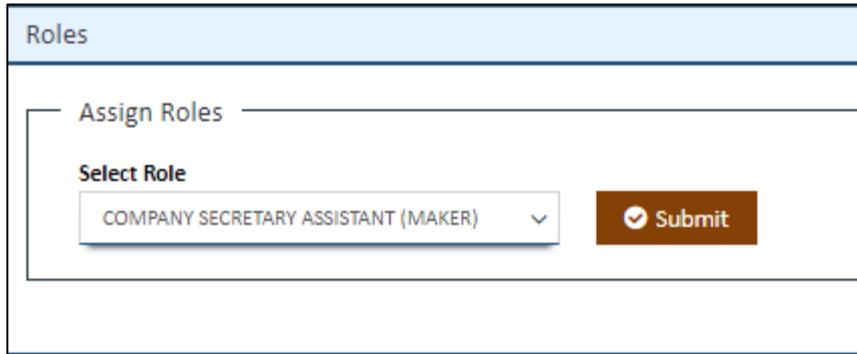
- **Company Secretary Assistant (Maker)**
- **Company Secretary (Lodger)**
- **Company Agent Assistant (Maker)**
- **Company Agent (Lodger)**
- **Liquidator (Maker)**
- **Liquidator (Lodger)**
- **Official Receiver (Maker)**
- **Official Receiver (Lodger)**
- **Other Roles (Maker)**
- **Other Roles (Lodger)**

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.

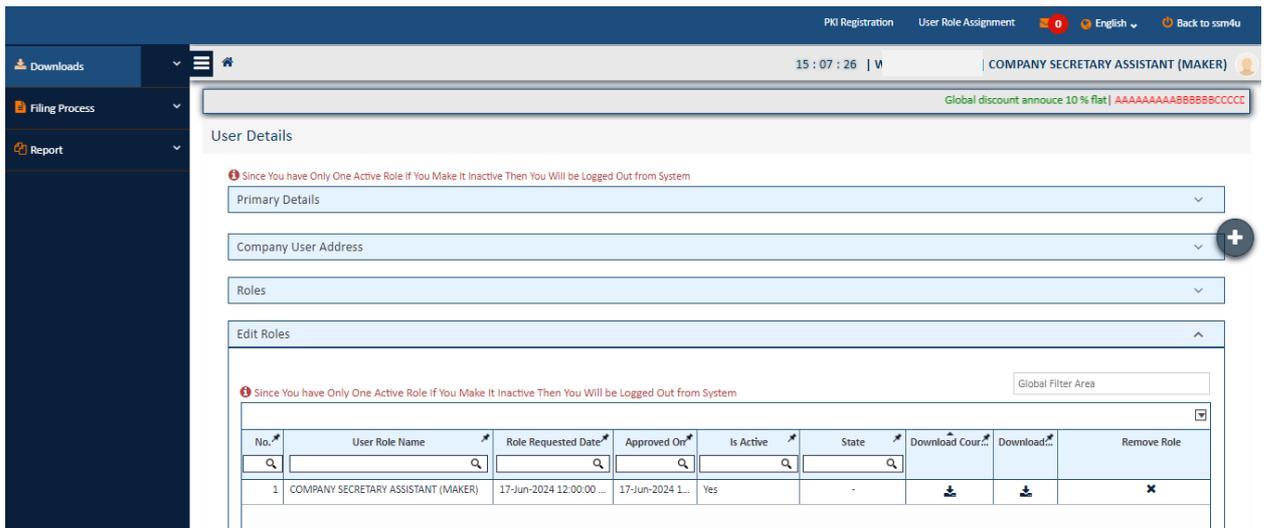


**Figure 18: User Details page display of the User Role Assignment page**



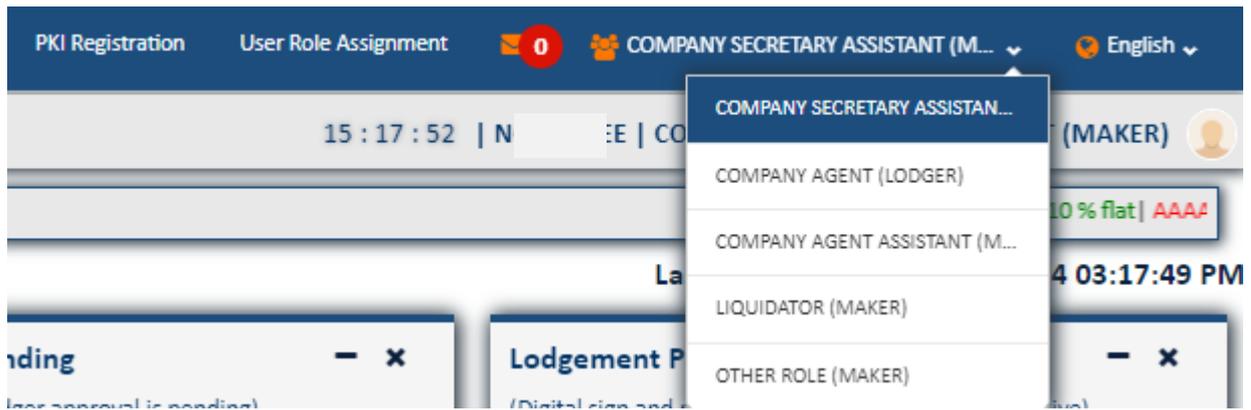
**Figure 19: Role selected in Assign Roles table**

- 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.



**Figure 20: Applied Roles Records display in Edit Roles table**

- 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**

*If you have a role of a Company Secretary (Lodger) after you log onto the mPortal then you can also apply for a Company Secretary Assistant (Maker) role and do both lodgement as a Lodger and upload filing as a Maker for local companies. Similarly, can be followed for Company Agent Assistant (Maker) and Company Agent (Lodger) but in this case submission and upload filings will be made for Foreign Companies.*



*Also, For Liquidator (Maker), Liquidator (Lodger), Official receiver (Maker), Official receiver (Lodger) and Other role (Maker), Other role (Lodger) in this case submission and upload filings will be made for those companies whose company status is Winding Up and Dissolved.*

## 5. Maker Role Menu items:

Downloads	
Download Taxonomy	<b>Download Taxonomy</b> - User can download the taxonomy used for creating XBRL Document from this option.
Download MBRS Tool	<b>Download MBRS Tool</b> - User can download the MBRS Preparation tool that is used to generate the XBRL Document which is uploaded and submitted in the MBRS Portal.
Filing Process	
Rectification Application and Filing Submission	<b>Rectification Application and Filing Submission</b> - User can upload the rectified XBRL Document prepared by this option that is required to be submitted as a Rectified Filing to SSM in the MBRS Portal.
Upload Filing	<b>Upload Filing</b> - User can upload the XBRL Document prepared by this option that is required to be submitted as a Filing to SSM in the MBRS Portal.
Report	
Filing History	<b>Filing History</b> - User can view all Historical Filing records from this option.
Rectification History	<b>Rectification History</b> - User can view all Rectified Historical Filing records from this option.
DashBoard Reports	<b>Dashboard Reports</b> - User can view all Dashboard records from this option.
Lodger Approval Pending	
Lodgement Pending	
Filing Status	
Rectification Approval Pending	
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.

The screenshot shows a web form titled "Assign Roles" with a close button (X) in the top right corner. The form contains the following fields:

- Practicing Certificate Number \***: A text input field.
- Practicing Certificate (PDF) \***: A file upload area with a "Choose File" button and the text "No file chosen".
- Select Country \***: A dropdown menu with "Select Country" and a downward arrow.
- Town \***: A text input field.
- Fax Number**: A text input field.
- Address 1 \***: A text input field.
- Address 2**: A text input field.
- Address 3**: A text input field.
- Phone No \***: A text input field.
- Mobile No**: A text input field.
- Postal Code \***: A text input field.
- Email Id \***: A text input field.

At the bottom right of the form, there are two buttons: a "Submit" button with a checkmark icon and a "Cancel" button with an X icon.

**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.

Edit Roles								
Global Filter Area								
No.	User Role Name	Role Requeste...	Approved On	Is Active	State	Download C...	Download	Remove Role
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	-			
4	COMPANY AGENT (LODGER)	02-Feb-2024 0...	12-Feb-2024 0...	Yes	-			
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	-			
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 Items: 9  
Selected Items: 0  
Page Size: 20

**Figure 24: Edit Roles table showing status of the roles**

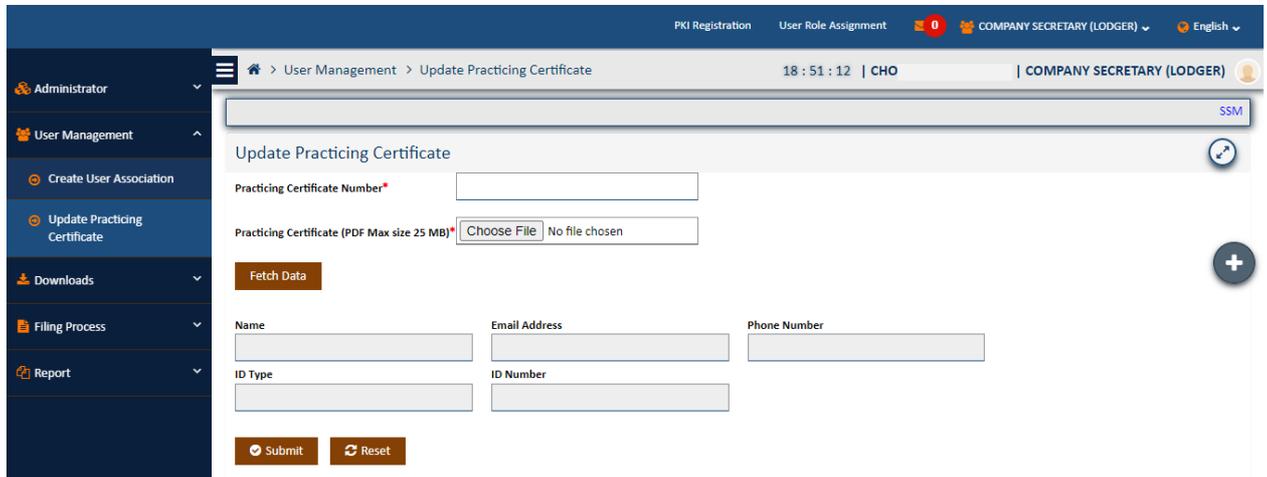
6.4 Company Secretary (Lodger) and Company Secretary Assistant (Maker) can only upload and submit filings for companies that are incorporated in Malaysia & Company Agent (Lodger) and Company Agent Assistant (Maker) can do the same for foreign companies that are incorporated outside Malaysia. Also, For 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.



The screenshot displays the 'Update Practicing Certificate' page. The top navigation bar includes 'PKI Registration', 'User Role Assignment', 'COMPANY SECRETARY (LODGER)', and 'English'. The left sidebar shows the 'Update Practicing Certificate' menu item selected. The main content area contains the following form fields and buttons:

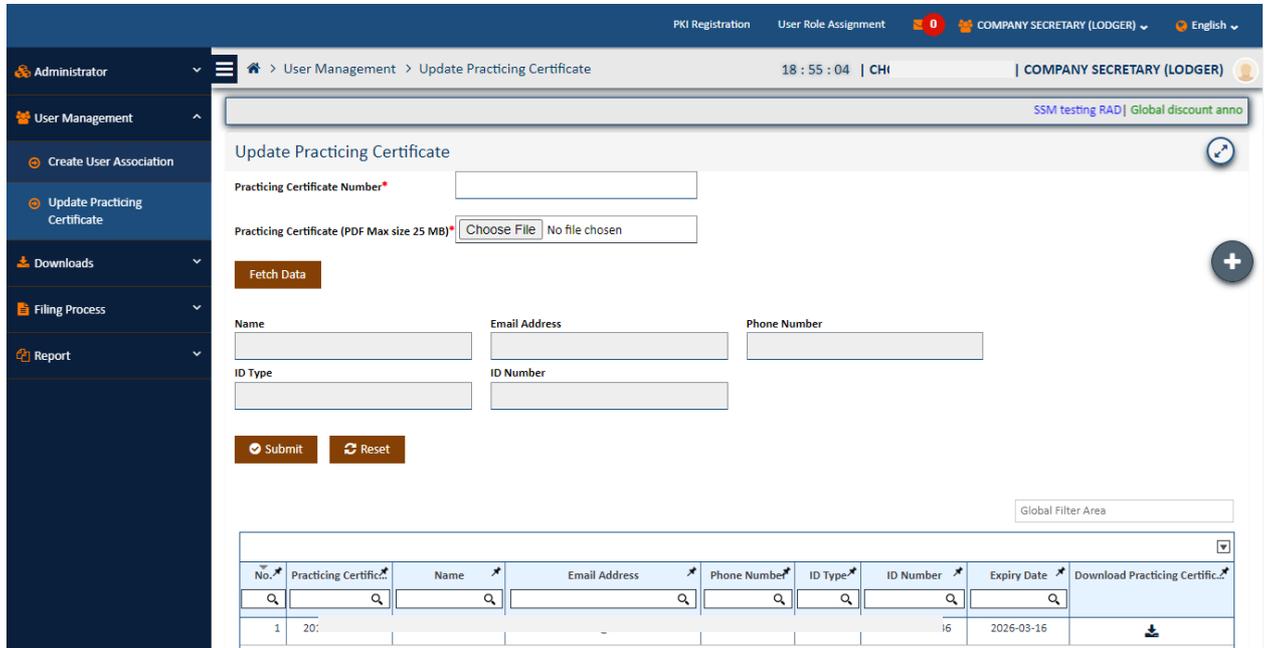
- Practicing Certificate Number\***: A text input field.
- Practicing Certificate (PDF Max size 25 MB)\***: A file upload field with a 'Choose File' button and 'No file chosen' text.
- Fetch Data**: A button to refresh the data.
- Name**: A text input field.
- Email Address**: A text input field.
- Phone Number**: A text input field.
- ID Type**: A text input field.
- ID Number**: A text input field.
- Submit** and **Reset**: Action buttons at the bottom.

**Figure 25: Update Practicing Certificate Page**

#### **Steps to Update Practicing Certificate:-**

1. Go to “**User Management**” Menu Tab of a Lodger Role User Account. Click on “**Update Practicing Certificate**” menu tab.
2. 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.



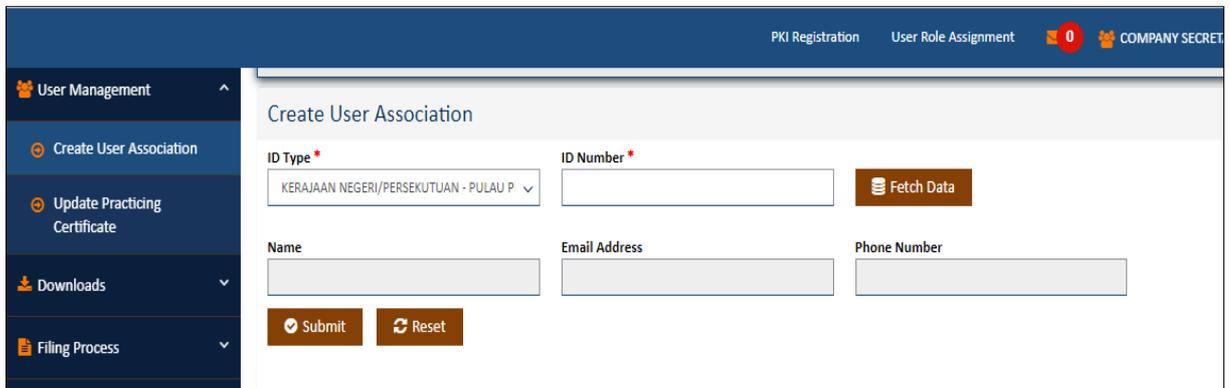
**Figure 26: Update Practicing Certificate Page Details**

*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**.



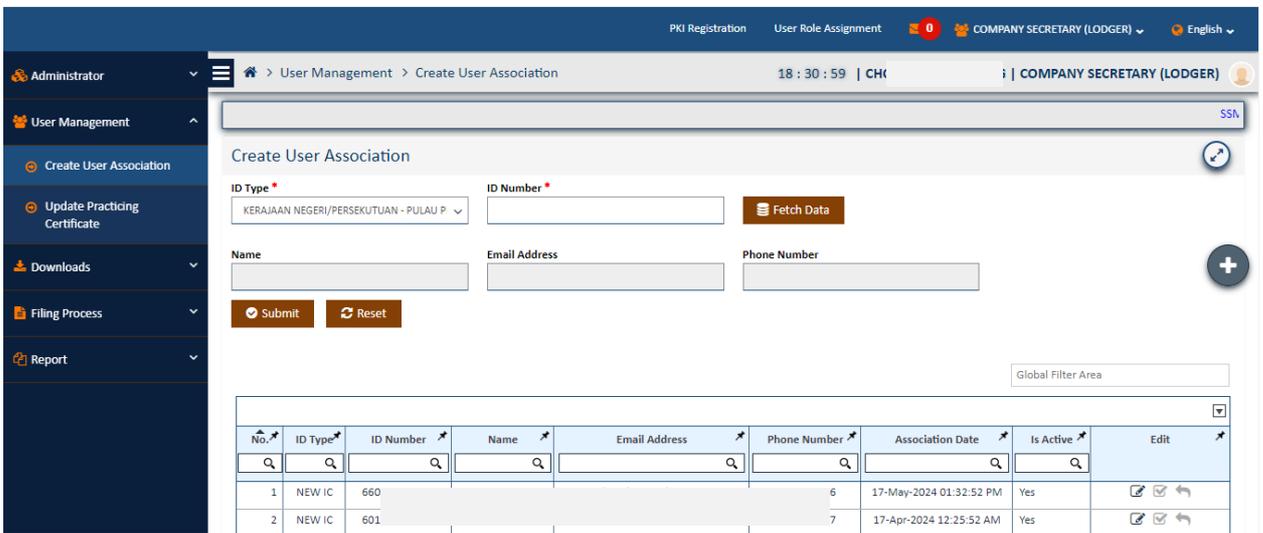
**Figure 27: Create User Association Page**

##### **Steps to Associate Lodger with Maker:-**

1. 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.

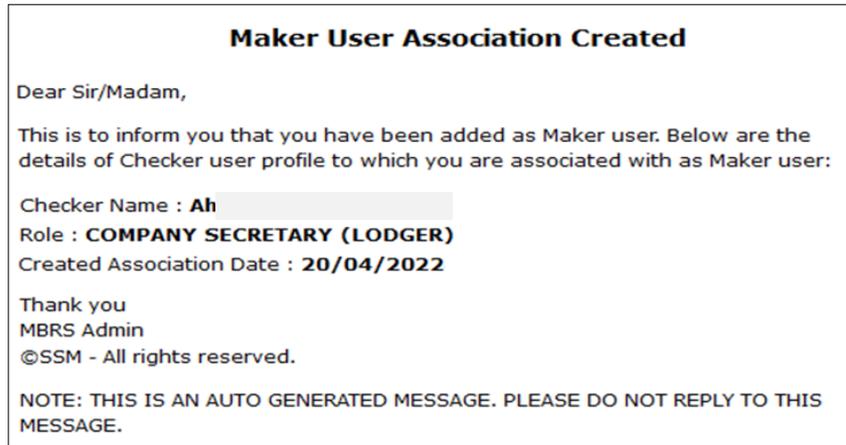
- User can also see details of the successful association below in the status grid that would provide details such as ID Type, ID Number, Email Address, Association Date, Status whether Active or inactive and Edit as shown in the below Figure 28.

*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.*



**Figure 28: Create User Association Page with status grid**

- 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.
- 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.



**Figure 29: Email for Lodger and Maker association**

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

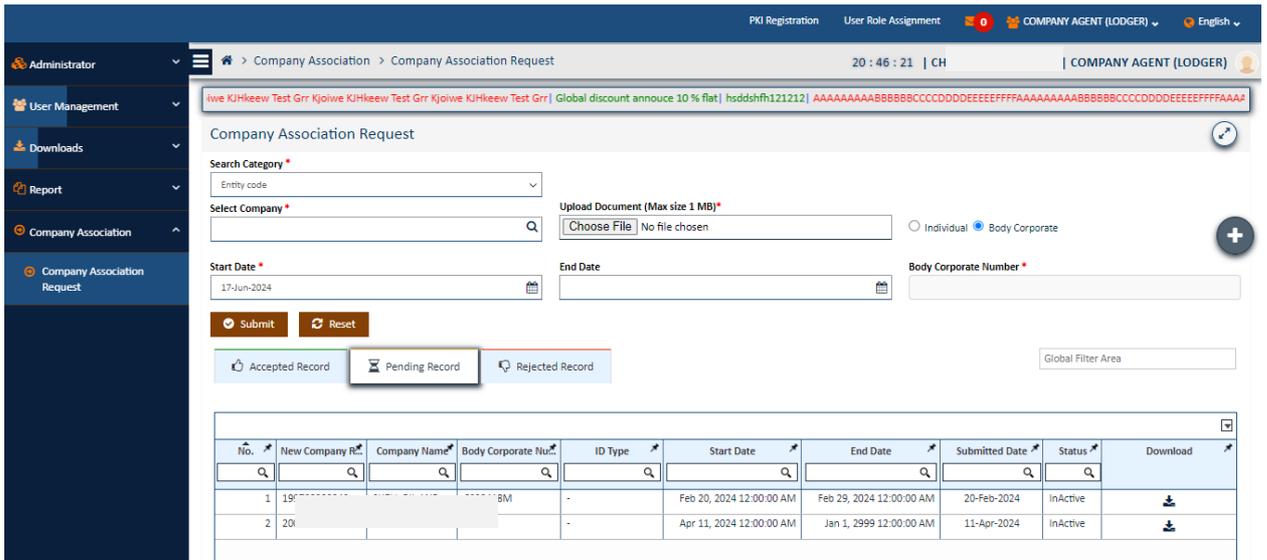
1. An external user who has the role of a Company Agent (Lodger) can create association with foreign companies. While in case of a Company Secretary (Lodger), the system will already have details of the registered company secretaries association with their respective local companies which is obtained 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.

The screenshot shows the 'Company Association Request' form. It includes a search category dropdown (Entity code), a 'Select Company' search field, an 'Upload Document (Max size 1 MB)' field with a 'Choose File' button and 'No file chosen' text, radio buttons for 'Individual' and 'Body Corporate' (with 'Body Corporate' selected), 'Start Date' (17-Jun-2024) and 'End Date' fields with calendar icons, and a 'Body Corporate Number' field. At the bottom, there are 'Submit' and 'Reset' buttons, and a filter area with 'Accepted Record', 'Pending Record', and 'Rejected Record' tabs. A 'Global Filter Area' is also present.

**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.



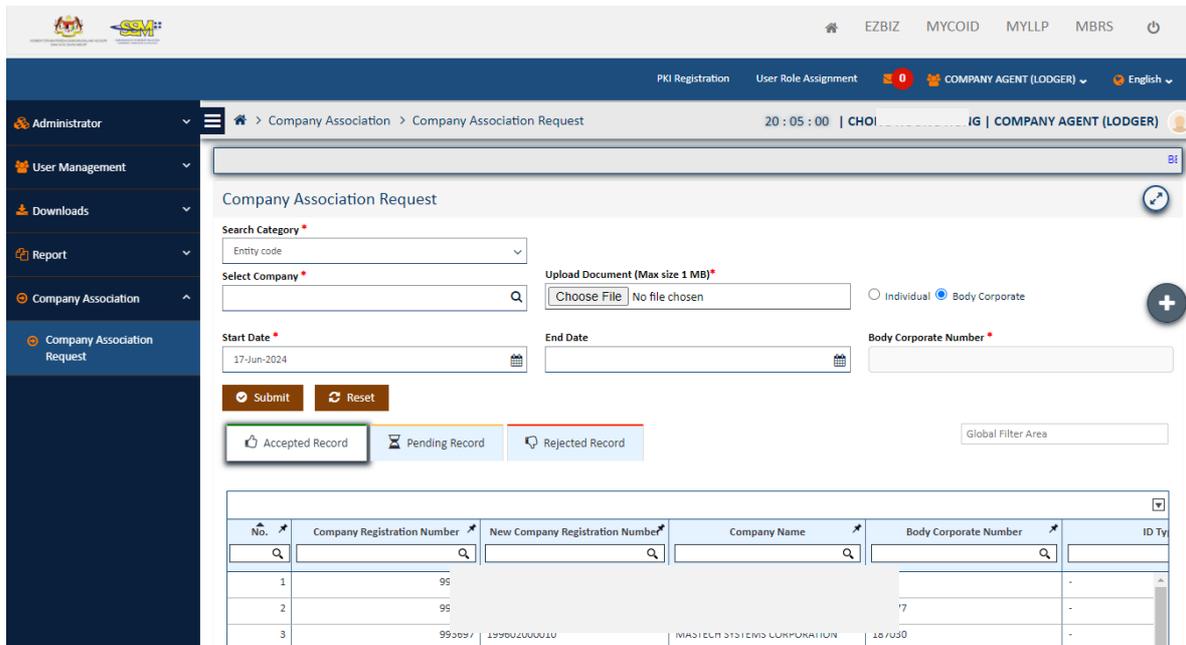
**Figure 31: Company Association Request Page with Pending Record tab**

- 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.



**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.



**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**

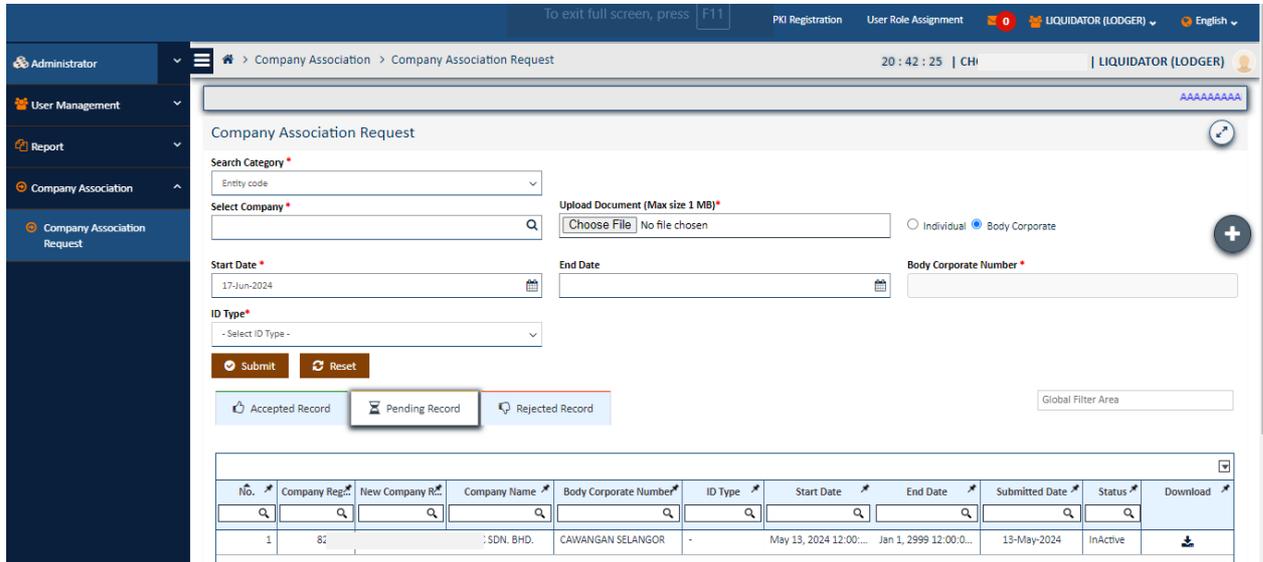
## 6. Association between Liquidator, Official Receiver and Other Role (Lodger’s) and a Companies with Company Status Winding Up and Dissolved.

1. 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.
2. 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.

**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.
4. 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.



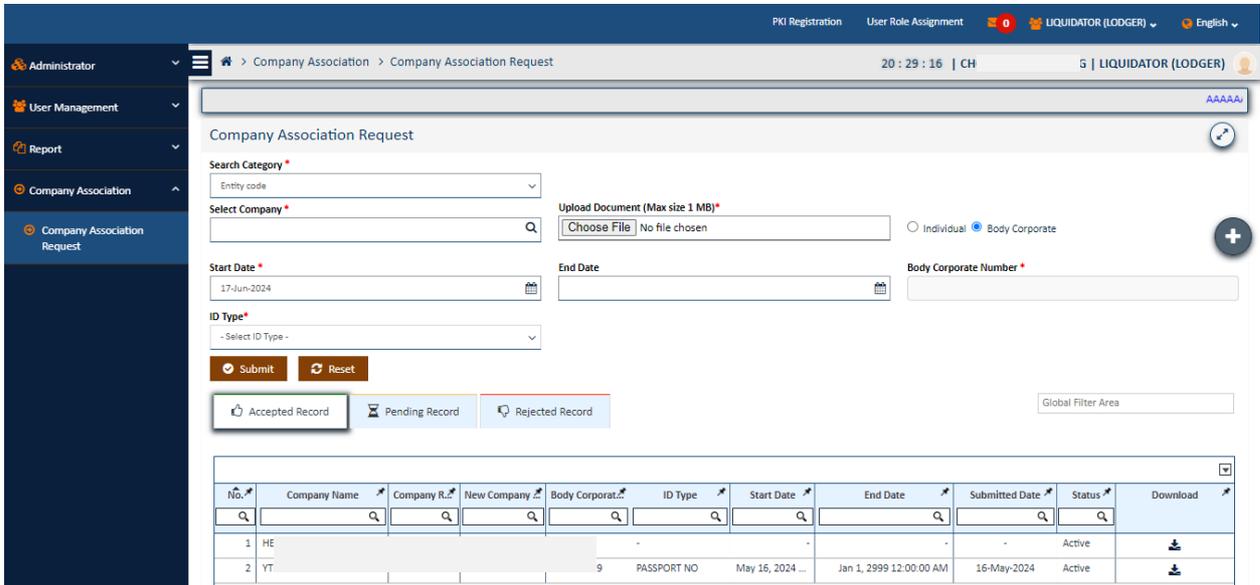
**Figure 36: Company Association Request Page with Pending Record tab**

- 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.



**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.



**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.



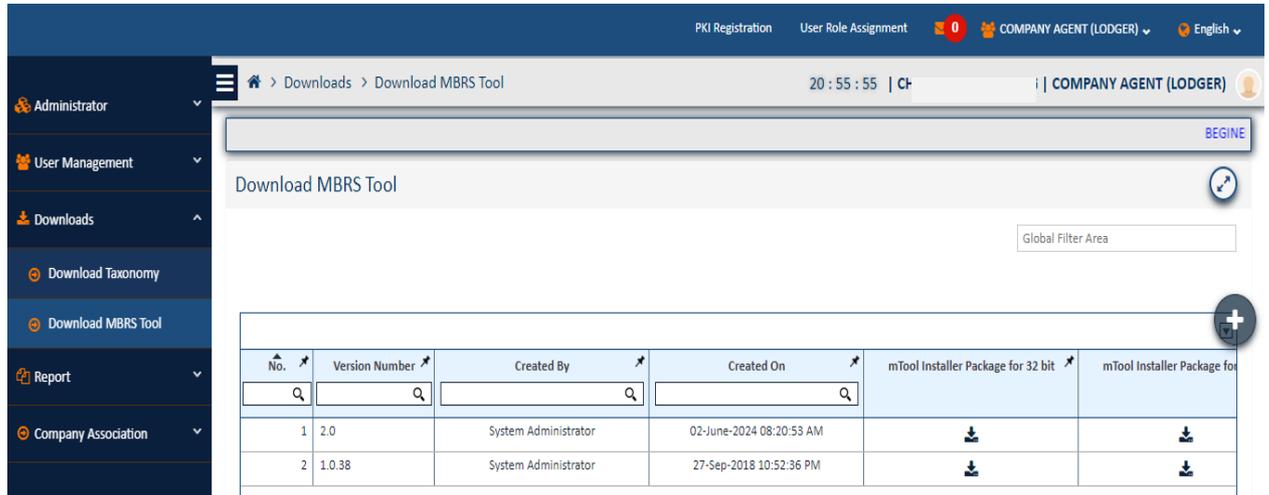
**Figure 39: Email for company association request approved by SSM**



*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.

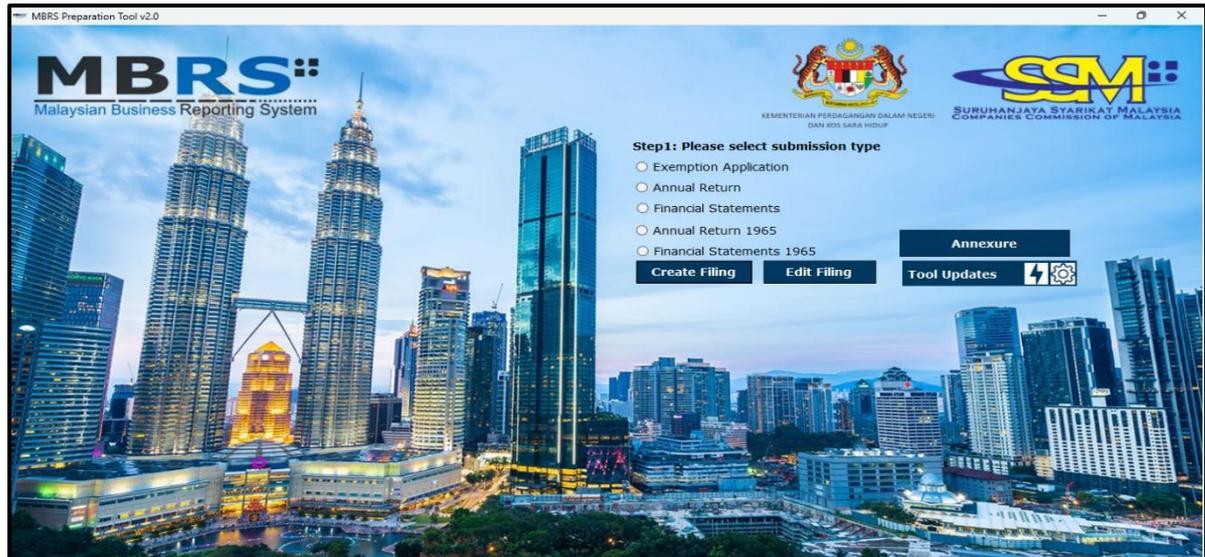


The screenshot displays the 'Download MBRS Tool' page in the MBRS Portal. The page features a navigation menu on the left with options like Administrator, User Management, Downloads, Download Taxonomy, Download MBRS Tool, Report, and Company Association. The main content area shows a table with the following data:

No.	Version Number	Created By	Created On	mTool Installer Package for 32 bit	mTool Installer Package for 64 bit
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		

**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.

**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:-**

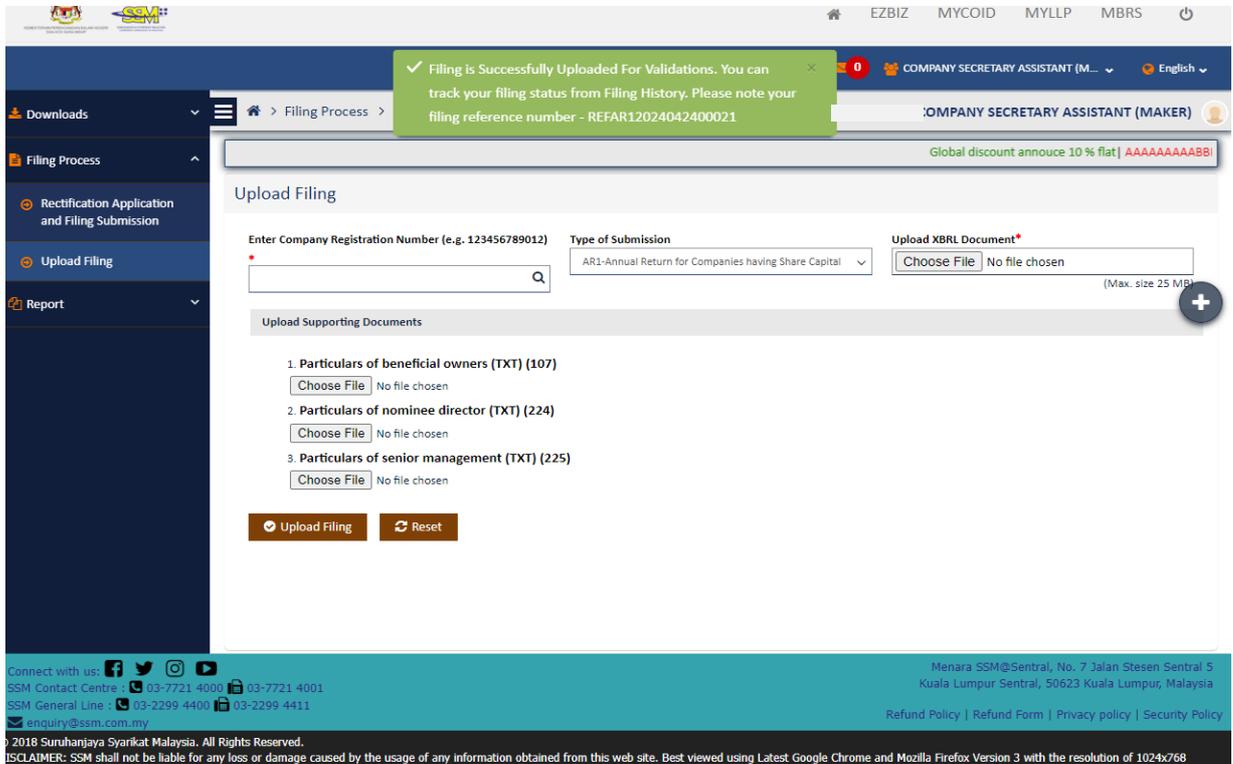
1. Go to "**Filing Process**" Menu Tab. Click on "**Upload Filing**" option.

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.
4. **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.
5. **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.



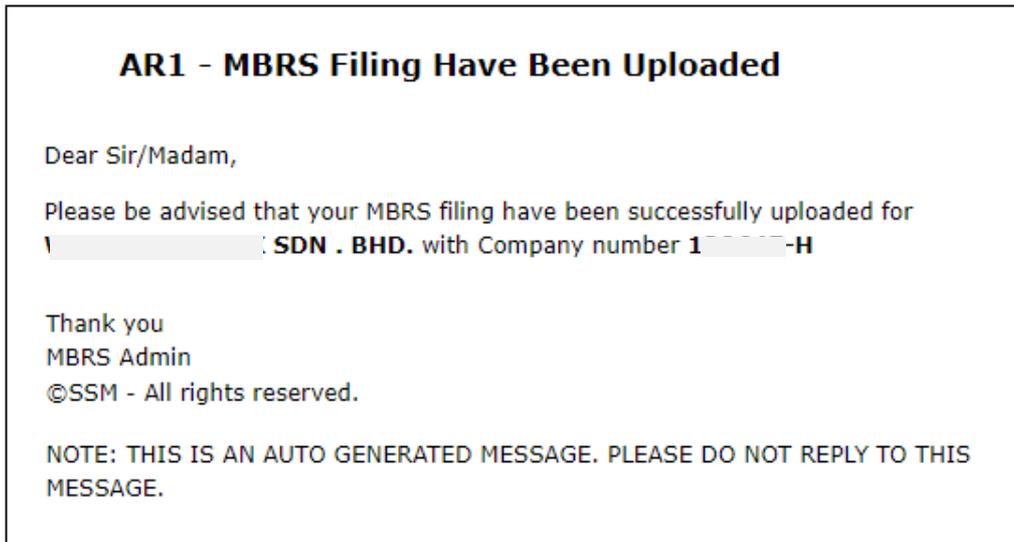
**Figure 43: Prompt showing successful Upload of Filing**

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.



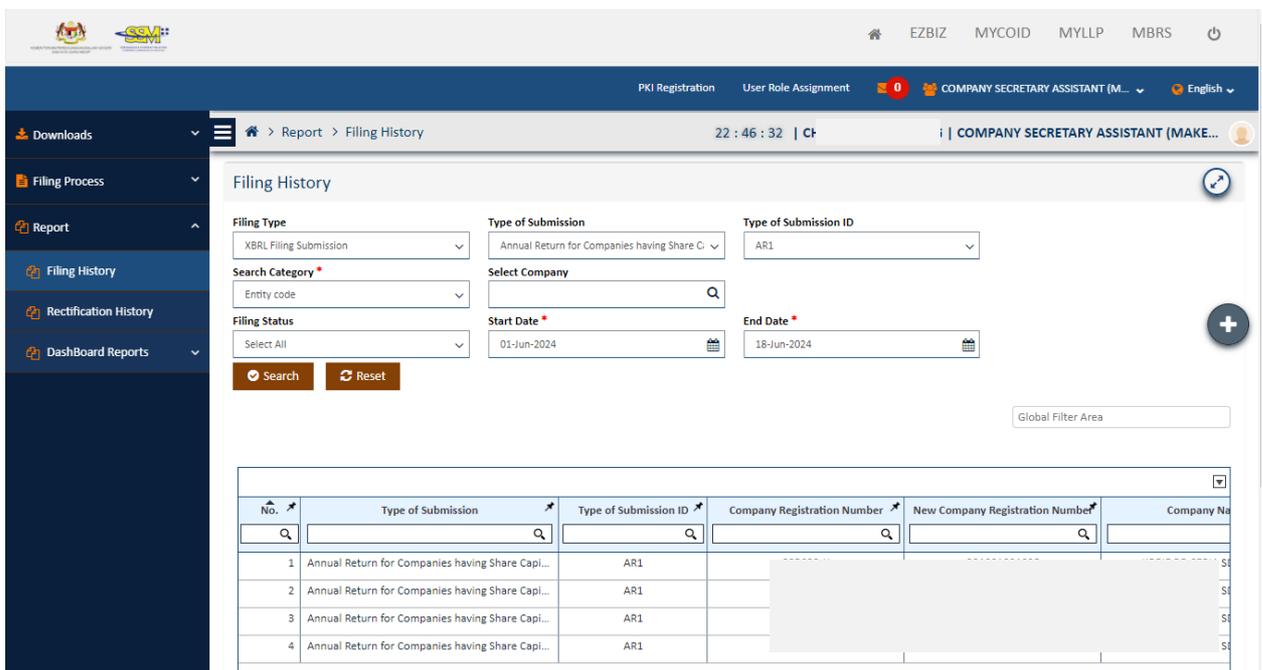
*The mPortal will only accept XBRL file (ZIP) as filing submission during upload. XBRL (ZIP) file contain XML file along with 2 CSV files for AR1, AR2 and AR3*

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.



**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.

No. ↕	Type ↕	Company ↕	New Compan.↕	Company Name ↕	Date ↕	Uploa.↕	Is Rec.↕	Submission St.↕	Filing Status ↕	Lodgement Reference ...↕	View Report
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
1	AR1	815267-T	200801013978	PRINT EUROPE MALAYSIA ...	24-Apr-2024	15-M...	No	LATE SUBMIS...	Auto Registered	XBAR120240515000002	

**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 submission as shown in Figure 47.

[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

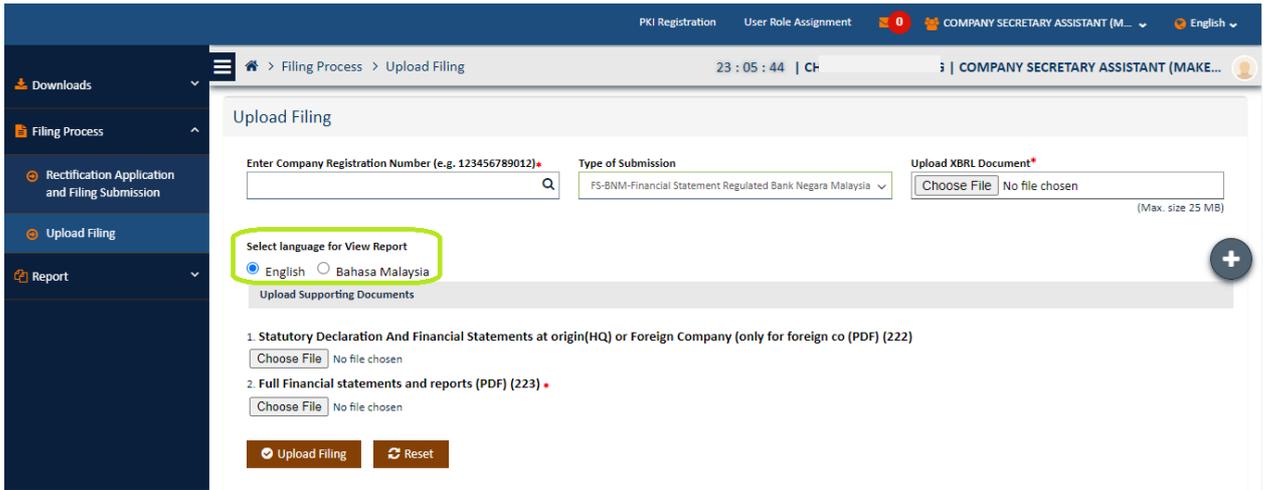
**COMPANIES ACT 2016**  
**Section 68**  
**AR1 - ANNUAL RETURN OF A COMPANY HAVING A SHARE CAPITAL**

FILING INFORMATION	
Company registration number	
New Company registration number	2
Name of company	P
Former name of the company	P
Goods and services tax number	1
Calendar year of annual return	2
Date of annual return	2
Origin of company	INCORPORATED IN MALAYSIA
Status of company	PRIVATE COMPANY

**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.



**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.



**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

The figure displays two screenshots of the 'Rectification Application and Filing Submission' form. Both screenshots show the following fields:

- Type of Rectification:** A dropdown menu with 'Standard Rectification' selected in the top screenshot and 'Filing Information Rectification' selected in the bottom screenshot.
- Application of Submission:** A dropdown menu with 'Rectification Filing' selected in both screenshots.
- Search Category:** A dropdown menu with 'Entity code' selected in both screenshots.
- Company Name:** A text input field, empty in both screenshots.
- Type of Submission of Previously Submitted Filing:** A dropdown menu with 'Annual Return for Companies having Share Capital' selected in both screenshots.

**Figure 50: Type of Rectification**

**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.*

**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.
2. 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**
3. **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.

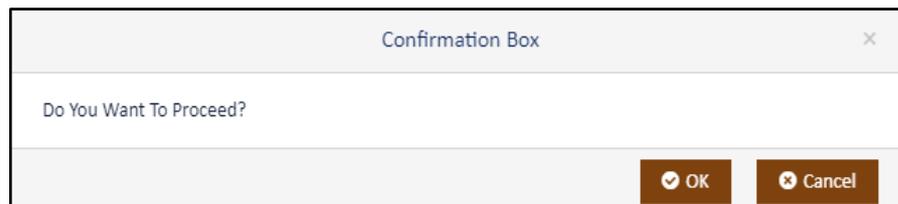
For Court Order Filing, user must provide **Lodgement Reference Number - Court Order** and **Court Order (PDF)** as attachment.

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.
8. **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.

9. **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.
10. **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)**".
11. **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**".
12. **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**".
13. **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 drop-down 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.



**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.

The screenshot displays the MBRS Portal interface. At the top, there are navigation links for EZBIZ, MYCOID, MYLLP, and MBRS. A notification box at the top center contains a green checkmark and the text: "Rectification Application Submitted to SSM. Kindly Note Application Reference Number - RXPB156-663034952700004 and Filing Reference Number - REFFB1-663034952700004". Below the notification, the user is logged in as "COMPANY AGENT ASSISTANT (MAKER)". The main content area is titled "Rectification Application and Filing Submission" and contains several form fields: "Type of Rectification" (Standard Rectification), "Application of Submission" (Rectification Filing), "Search Category" (Entity code), "Select Company", "Company Name", "Type of Submission of Previously Submitted Filing" (Annual Return for Companies having Share Capital), "Start Date", "End Date", "Reason for Rectification" (Maximum 2000 characters), "Rectification of Register(Section 602)" (Choose File, No file chosen), and "Statutory Declaration" (Choose File, No file chosen). There is also a toggle for "Is Nil Filing" which is currently turned off.

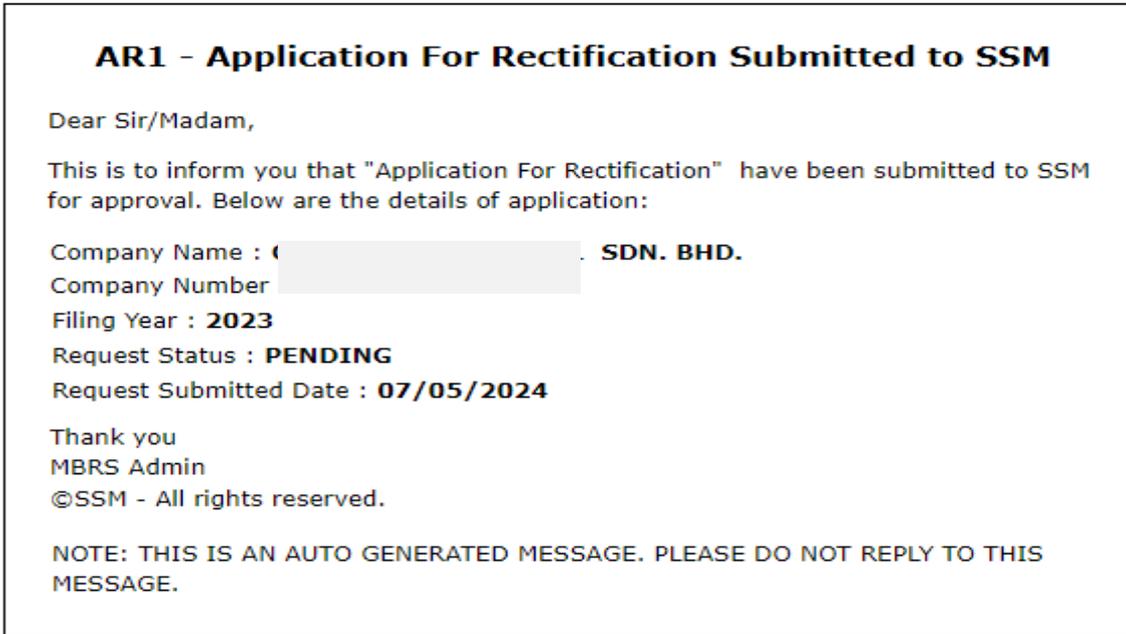
**Figure 54: Prompt showing successful Submission of Rectification Application and Filing Submission**

18. **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.



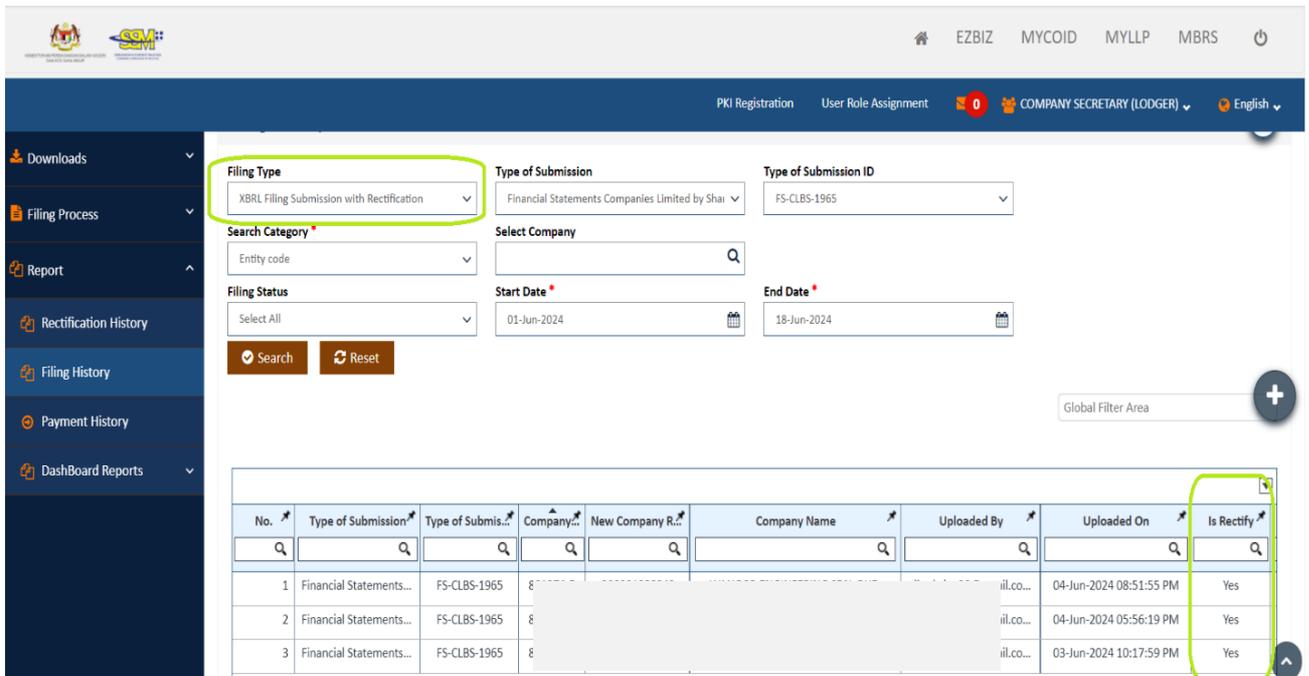
*The mPortal will only accept XBRL file (ZIP) as filing submission during upload. XBRL (ZIP) file contain XML file along with 2 CSV files for AR1, AR2 and AR3*

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.



**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.



**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.	Type o...	Type of Submis...	Company...	New Company R...	Company Name	Uploaded On	Submissio...	Filing Status	Lodgement Reference Number	Is Rec...	View Repo
1	Financ...	FS-CLBS-1965	8		...	04-Jun-2024 08:51:5...	-	Purge Filing	-	Yes	
2	Financ...	FS-CLBS-1965	8		...	04-Jun-2024 05:56:1...	ON TIME S...	SSM Queri...	XBFS-CLBS-19652024060300001	Yes	
3	Financ...	FS-CLBS-1965	8		...	03-Jun-2024 10:17:5...	ON TIME S...	SSM Queri...	XBFS-CLBS-19652024060300001	Yes	

**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 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

**COMPANIES ACT 2016**  
Section 68  
**AR1 - ANNUAL RETURN OF A COMPANY HAVING A SHARE CAPITAL**

FILING INFORMATION	
Company registration number	
New Company registration number	2
Name of company	F D.
Former name of the company	F D.
Goods and services tax number	1
Calendar year of annual return	2024
Date of annual return	2024-04-24
Origin of company	INCORPORATED IN MALAYSIA
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.

Companies Act 2016  
Section 247(3)  
FS-CLBG - Financial Statements for Company Limited by Guarantee  
Penyata Kewangan dan Laporan  
Akhir Tahun Kewangan 2023

Maklumat Pemfailan	
Nombor Pendaftaran Syarikat baru	2
Nombor pendaftaran syarikat	7
Nama syarikat	G
Nama syarikat yang dahulu	G
Asal syarikat diperbadankan	Incorporated in Malaysia
Status syarikat	Public company
Jenis syarikat	Company limited by guarantee
Permohonan penyerahan	Ordinary filing
Akuan Berkanun untuk pembetulan	
Nombor Rujukan Perintah Mahkamah	
Pendedahan bagi penyediaan penyata kewangan untuk penyerahan semasa	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 bagi syarikat	2022-01-01

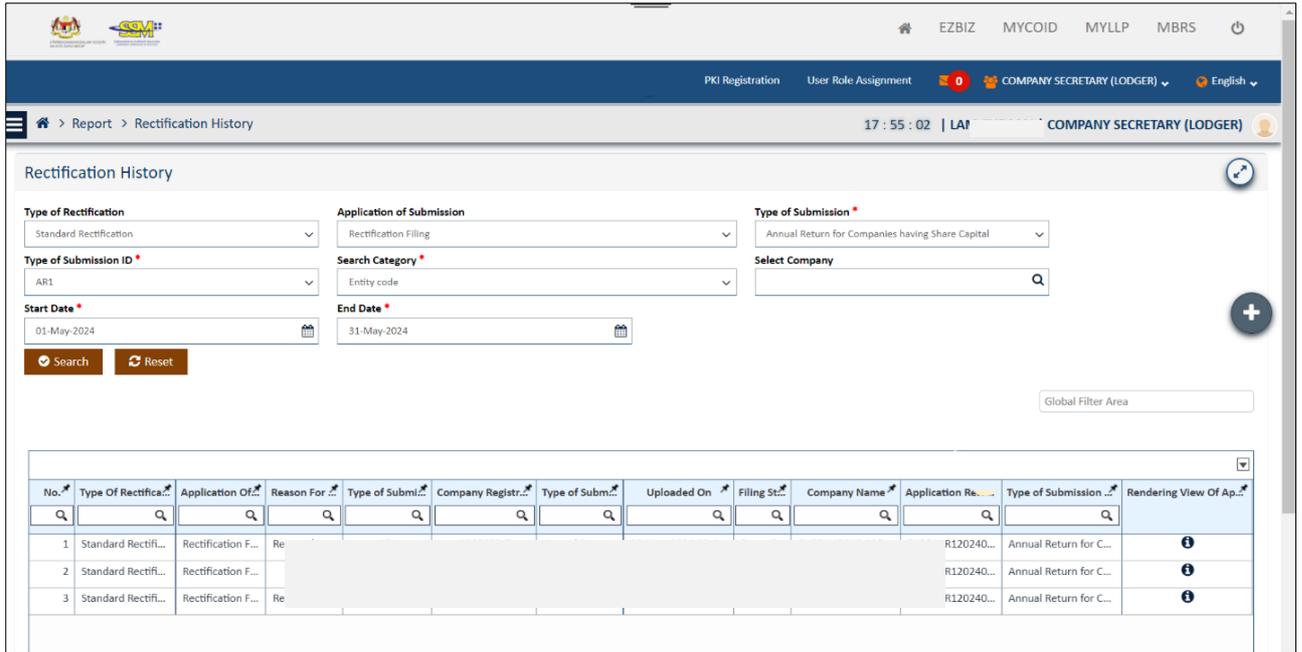
**Figure 59: FS and KFI rendered output as per selection (Bahasa Malaysia)**

 *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.

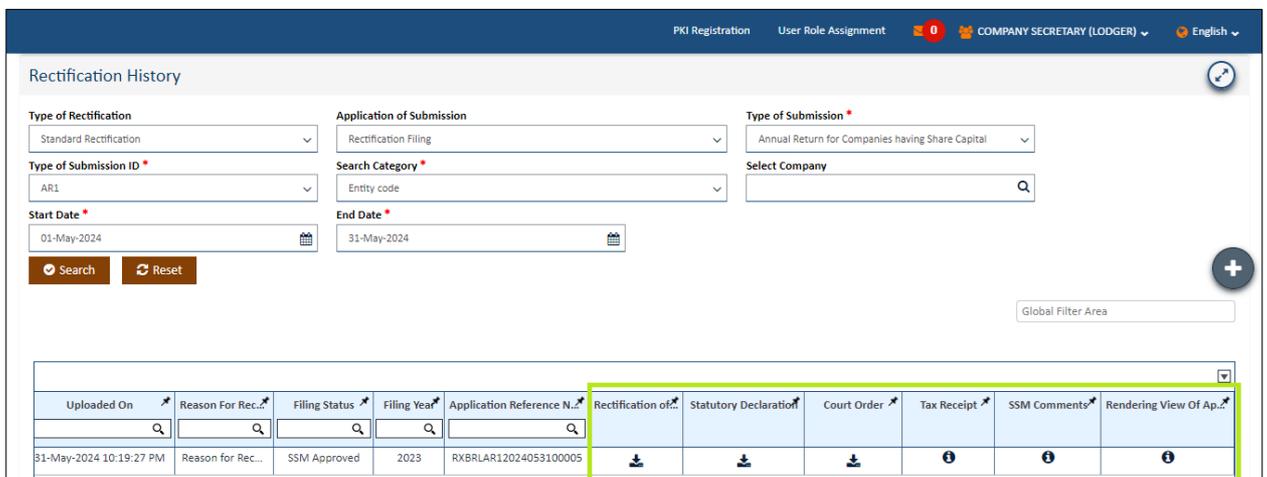
Maker/Lodger can view all rectification application records that have been submitted from this menu item. Maker/Lodger just needs to set the right filter for the following fields to get desired results as shown in Figure 60.



**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.



**Figure 61: Rectification History page with grid**



### 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.

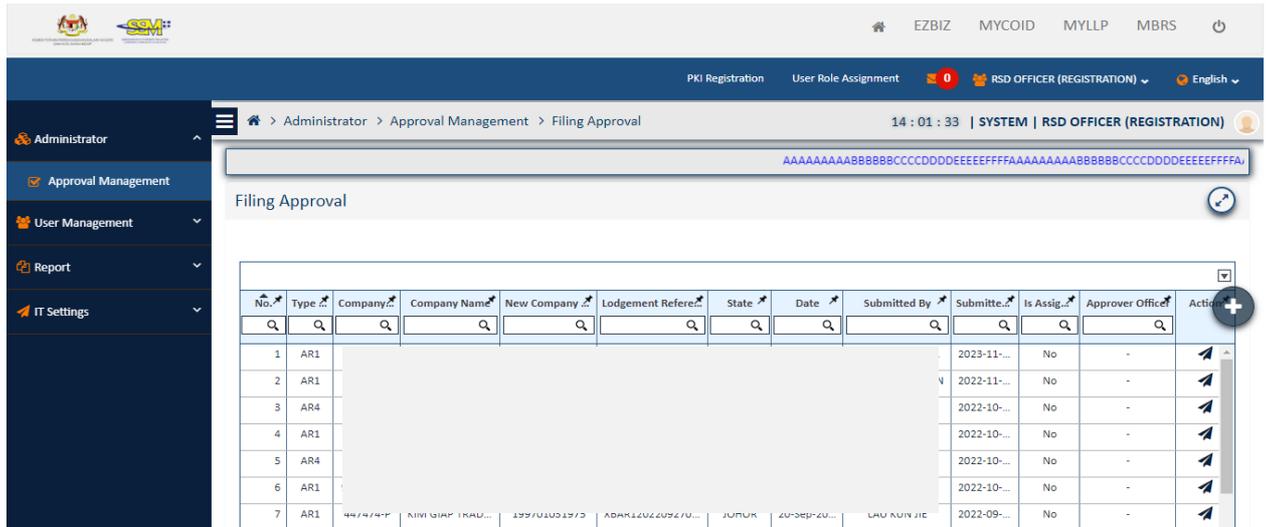


Figure 64: Lodgers Fresh Filing Approval page

#### **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.

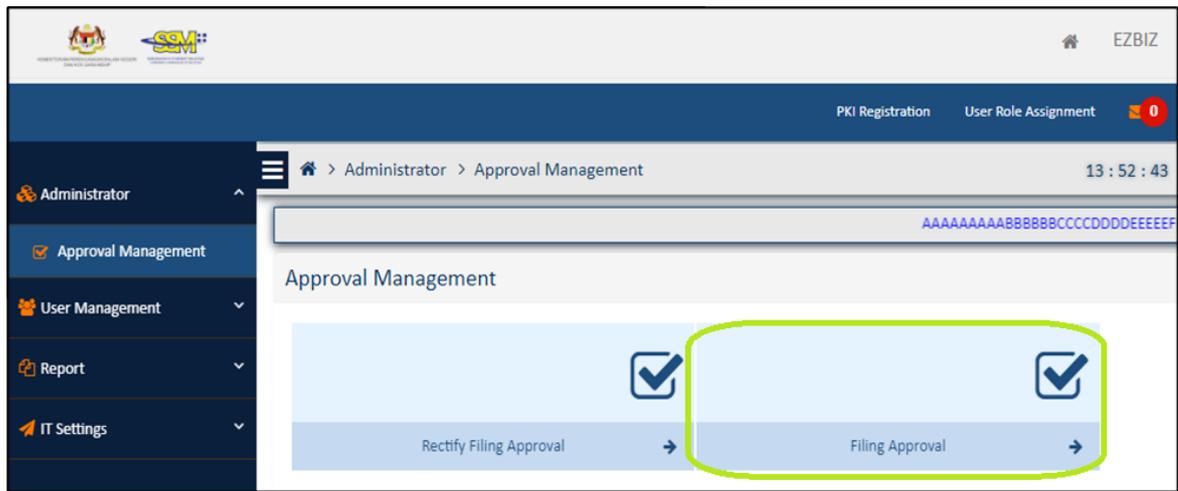


Figure 65: Approval Management page



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.



**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.



**Figure 69: Reject Comment window**

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.

- 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.

No.	Reference	Type	Company Ref.	Company Name	New Company	Filing Status	State	Date	Submitted	Submitted On	Is Ass.	Approv.	Action
1	REFAR120...	AR1	1:			Digital Signature pending	-	22-Nov-2...	LA	2024-04-16...	No	-	
3	REFEFA120...	EA1	1:			Verify-Entity	-	31-Jan-20...	LA	2024-04-15...	No	-	
2	REFEFA620...	EA6	1:			Payment Pending	-	04-Nov-2...	LA	2024-04-16...	No	-	

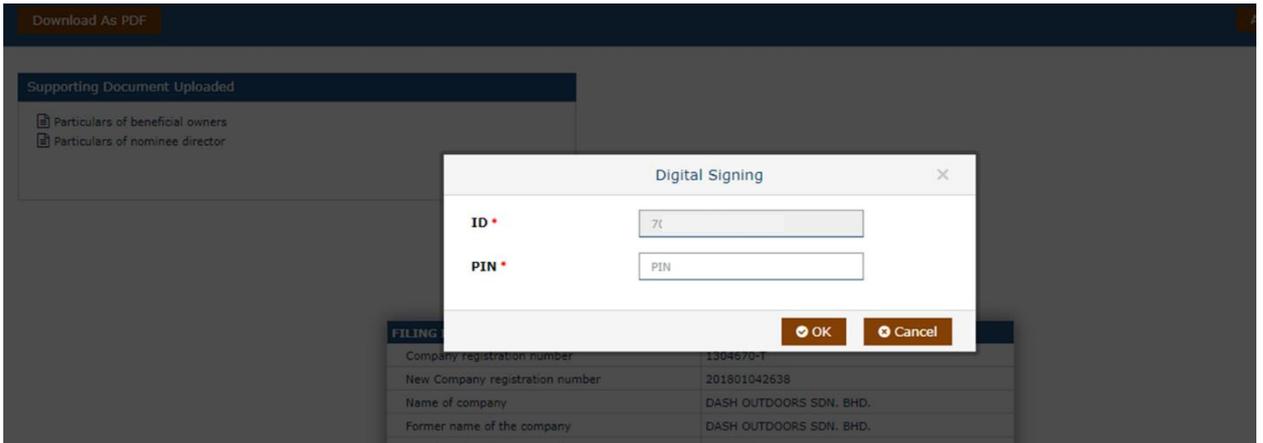
**Figure 70: Digital Sign Pending status display in Filing Approval**

- 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.

FILING INFORMATION	
New Company registration number	
Company registration number	
Name of company	L. BHD.
Former name of the company	L. 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 MALAYSIA
Status of company	PUBLIC COMPANY
Type of company	COMPANY LIMITED BY GUARANTEE

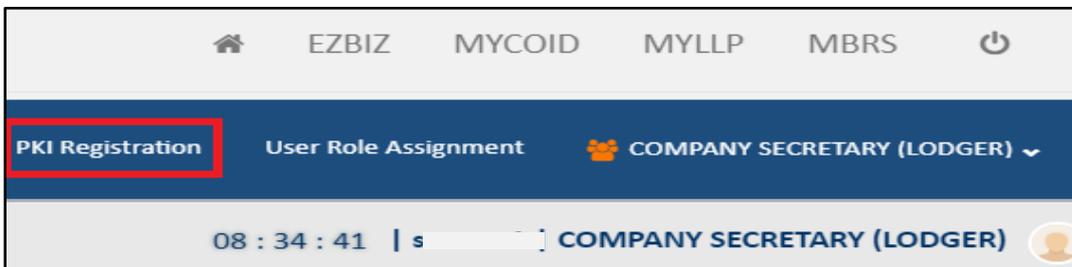
**Figure 71: Publish Reports with Digital Signature button**

- 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.



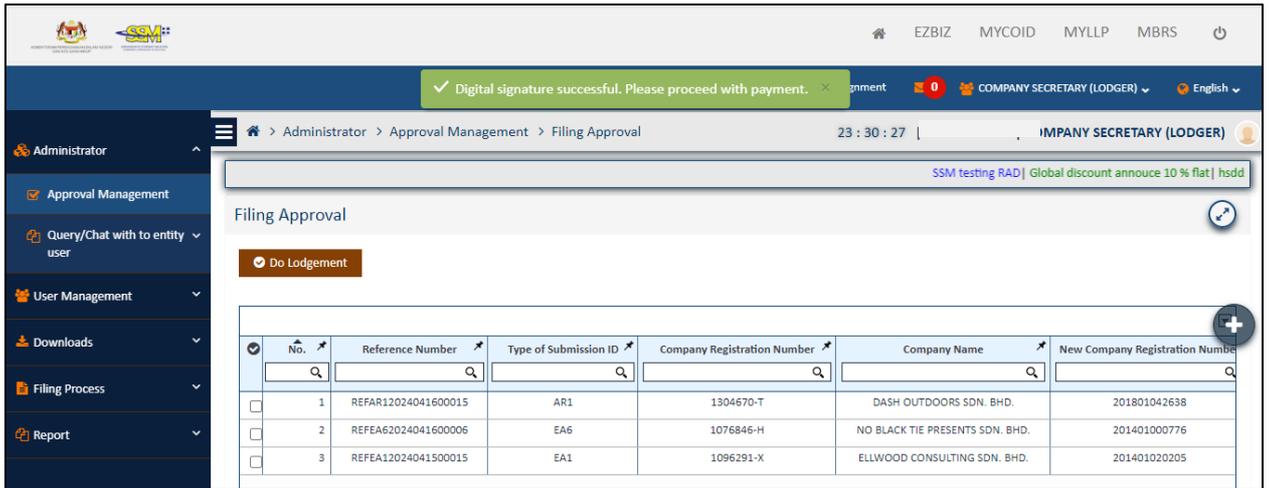
**Figure 72: Digital Signing Pop up window**

 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**.



**Figure 73: PKI Registration link**

11. 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.



**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.



**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.

- 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.

The screenshot shows the 'Filing Approval' interface. At the top, there is a 'Do Lodgement' button. Below it is a table with columns: No., Reference, Type, Company Re., Company Name, New Company, Filing Status, State, Date, Submitted, Submitted On, Is Ass., Approv., and Action. The first row is selected with a checkbox. The 'Filing Status' for this row is 'Payment Pending', which is highlighted with a yellow border. Other rows have statuses like 'Verify-Entity' and 'Payment Pending'.

No.	Reference	Type	Company Re.	Company Name	New Company	Filing Status	State	Date	Submitted	Submitted On	Is Ass.	Approv.	Action
<input checked="" type="checkbox"/>	1	REFAR120...	AR1	1		Payment Pending	-	22-Nov-2...		2024-04-16...	No	-	
<input type="checkbox"/>	3	REFEA120...	EA1	1		Verify-Entity	-	31-Jan-20...		2024-04-15...	No	-	
<input type="checkbox"/>	2	REFEA620...	EA6	1		Payment Pending	-	04-Nov-2...		2024-04-16...	No	-	

**Figure 76: Filing Approval page with Payment pending status**

- Lodger will have to click on the **checkbox** that is present in the 1<sup>st</sup> 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.
- 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.

The screenshot shows the 'Filing Approval' interface. At the top, there is a 'Do Lodgement' button. Below it is a table with columns: No., Reference, Type, Company Re., Company Name, New Company, Filing Status, State, Date, Submitted, Submitted On, Is Ass., Approv., and Action. The first three rows are selected with checkboxes. The 'Filing Status' for these rows is 'Payment Pending'.

No.	Reference	Type	Company Re.	Company Name	New Company	Filing Status	State	Date	Submitted	Submitted On	Is Ass.	Approv.	Action
<input checked="" type="checkbox"/>	1	REFAR120...	AR1	1	38	Payment Pending	-	22-Nov-2...	L	2024-04-16...	No	-	
<input checked="" type="checkbox"/>	3	REFEA120...	EA1	1	55	Payment Pending	-	31-Jan-20...	L	2024-04-15...	No	-	
<input checked="" type="checkbox"/>	2	REFEA620...	EA6	1	76	Payment Pending	-	04-Nov-2...	L	2024-04-16...	No	-	

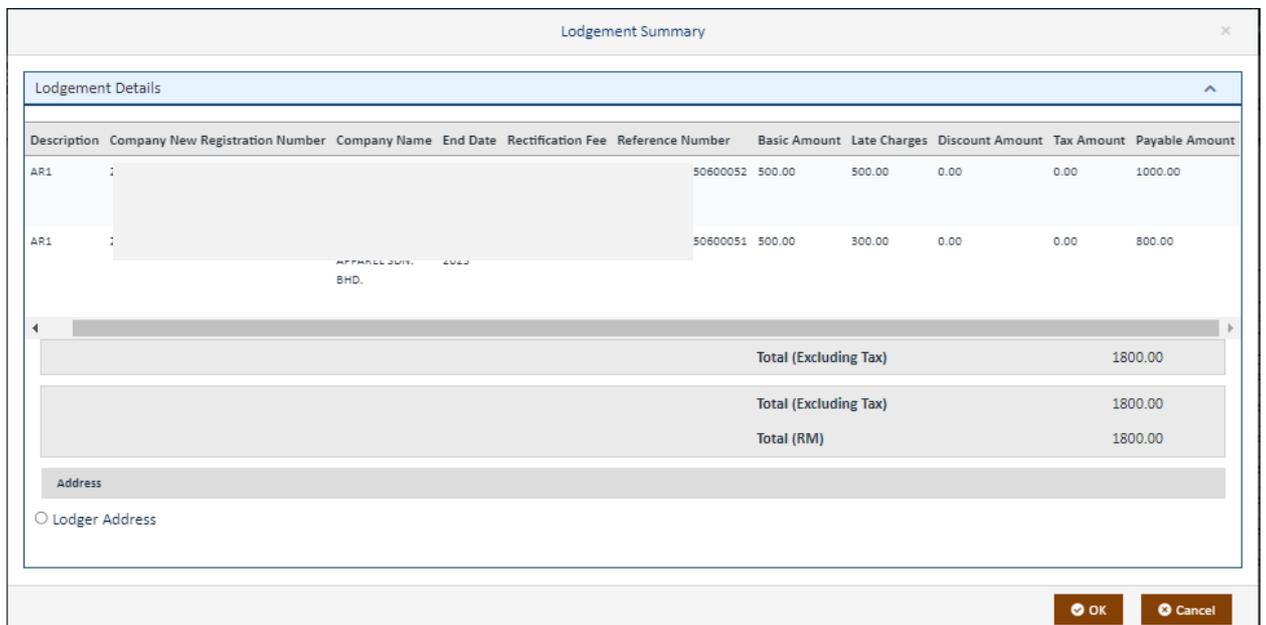
**Figure 77: Filing Approval page showing multiple filing submissions selected for Payment**

- 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.



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

18. Similarly, if a lodger has done lodgement for multiple filings, then the pop-up 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.



**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.

No.	Country	Address	Address	Phone No	Mobile No	Postal Code	Email Id	Default Address	Edit
2	MALAYSIA	Address		23423535435		345352		Yes	
1	REPUBLIC OF CONGO	test2		9988776655	0099887766	778866		No	

**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 Remaining : 10 Minutes 17 Seconds

**\$ Payment Details**

Order ID O/0608201800000001  
Payment ID XB0608201800000001  
Payment for //payment description  
Total MYR 800.00

---

**Pay with Credit or Debit Card**

**Credit or Debit Card**

Cardholder Name

Card Number

Card Types **VISA**

Expiration Date  /

CVV

**Submit Payment**

[Cancel and Return to Suruhanjaya Syarikat Mala](#)

**Other Payment Methods**

MY (MYR 800.00)

**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 History**

Filing Type: XBRL Filing Submission  
 Type of Submission: Annual Return for Companies having Share C.  
 Type of Submission ID: AR1  
 Search Category: Entity code  
 Select Company: [Search]  
 Filing Status: Purge Filing  
 Start Date: 01-Jun-2024  
 End Date: 19-Jun-2024

[Search] [Reset]

Global Filter Area

No.	Type of Submission	Type of...	Company Re...	New Company...	Company Name	Date	Is Rec...	Filing Status	Submis
1	Annual Return for Companies having Share Ca...	AR1				18-Aug-2018	No	Payment In Process	

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

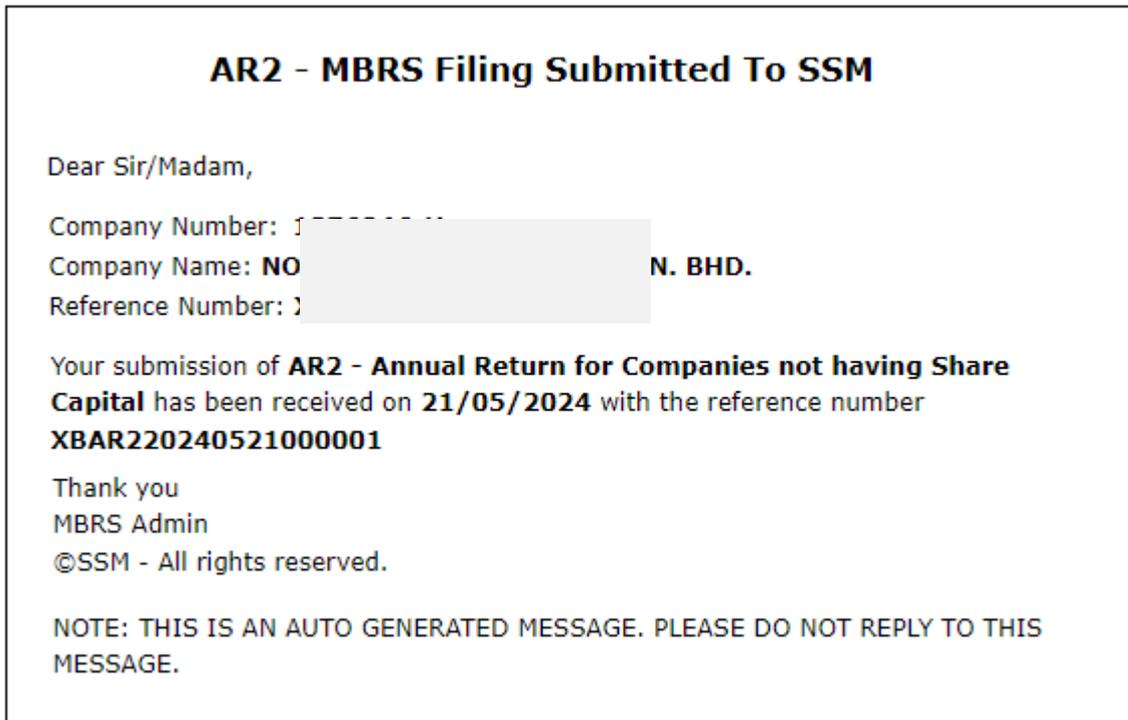
26. A confirmation email of the payment will be sent to the Lodgers email address once payment is successfully received towards the filing submission as shown in Figure 83.



**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.*



**Figure 84: Email Notification for successful filing submission to SSM**

28. An “**Official Receipt**” is generated showing successful payment as shown in the below Figure 85.

**OFFICIAL RECEIPT**



---

**Suruhanjaya Syarikat Malaysia (SSM)**  
 Menara SSM@Sentral  
 No 7, Jalan Stesen Sentral 5  
 Kuala Lumpur Sentral  
 50623 Kuala Lumpur  
 TEL : 03-2299 4000

Receipt No.: XI  
 Reference No.: XI  
 Mode of Payment: Di  
 Transaction ID: SI 000002  
 Date & Time: 15

KC  
tes  
tes

NIGER  
TEL : 233223223

No	Description	Company Registration Number	Company Name	Lodgement Reference No.	Document Date	Fee (RM)	Rectification Application Fee(RM)	Late Lodgement (RM)	Discount Amount (RM)	Payable Amount (RM)
1	AR1	2014	M BERHAD	190000	19 July 2023	150.00	NA	150.00	0.00	300.00
<b>Total (RM)</b>										<b>300.00</b>

**Figure 85: Official Receipt screenshot for single filing payment**

27. 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**

**Filing Type**

XBRL Filing Submission

**Type of Submission**

Annual Return for Companies having Share C...

**Type of Submission ID**

AR1

**Search Category \***

Entity code

**Select Company**

\_\_\_\_\_

**Filing Status**

Auto Registered

**Start Date \***

01-Jun-2024

**End Date \***

19-Jun-2024

**Search**

**Reset**

Global Filter Area

No.	Type of Submission	Type of...	Company Res...	New Company...	Company Name	Date	Is Rec...	Filing Status	Submis
1	Annual Return for Companies having Share Ca...	AR1			...iD.	18-Aug-2018	No	Auto Registered	

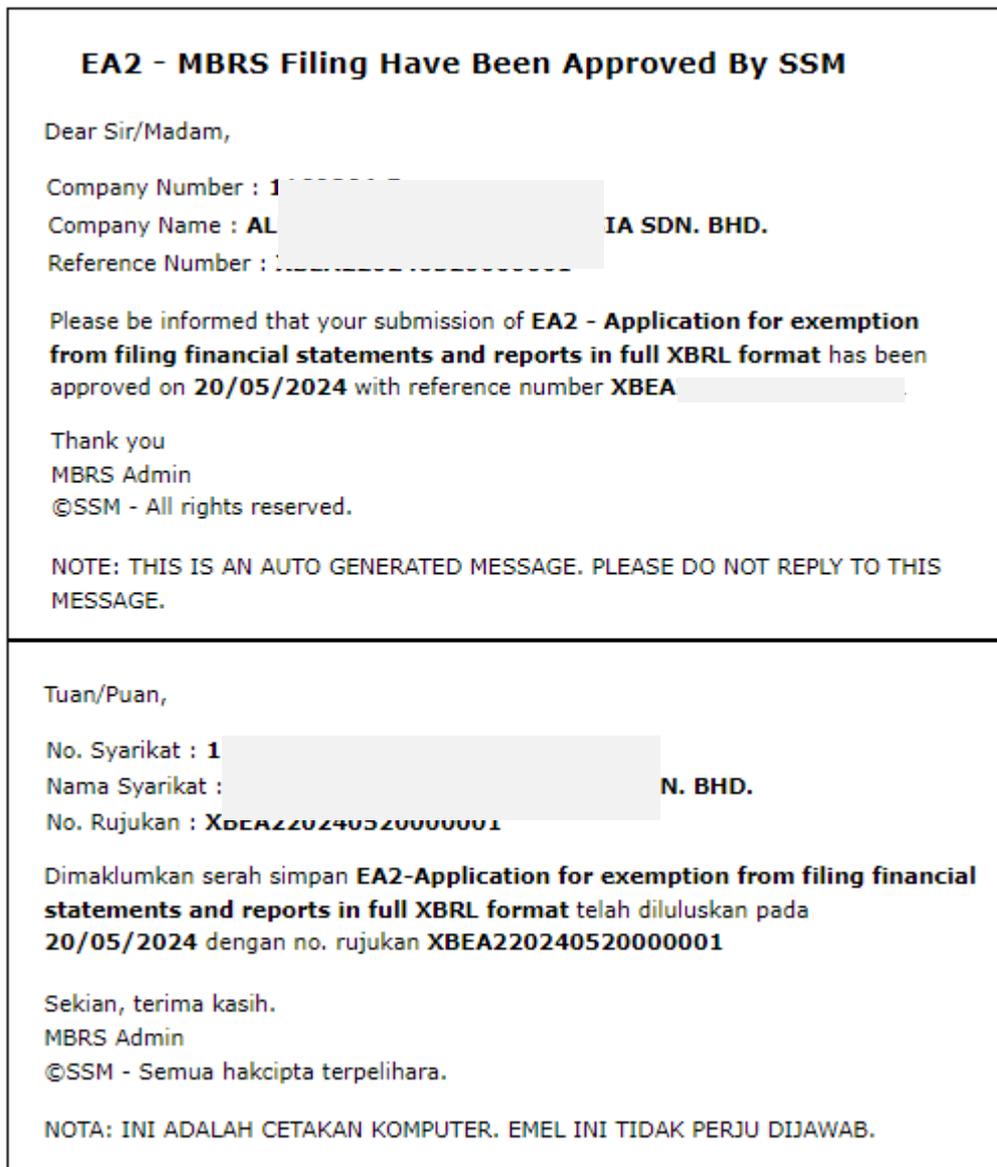
**Figure 86: Filing history for SSM Approval status**

**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.**

**Table 4: Filing Approval**

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



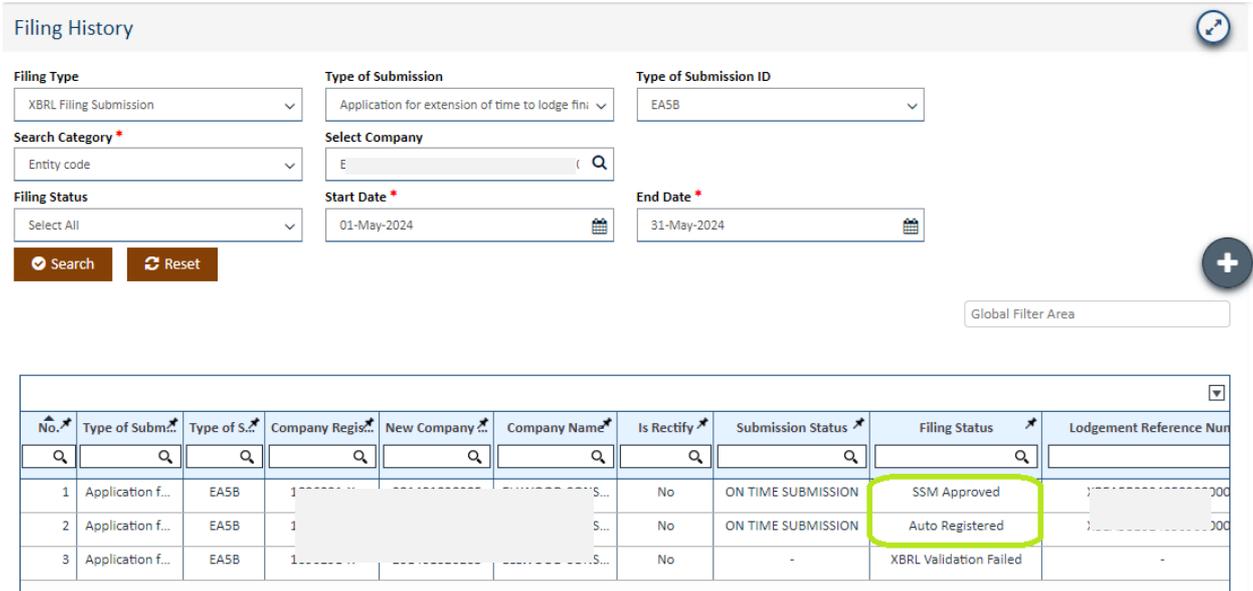
**Figure 87: Email notification for Application approved by SSM**

*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:

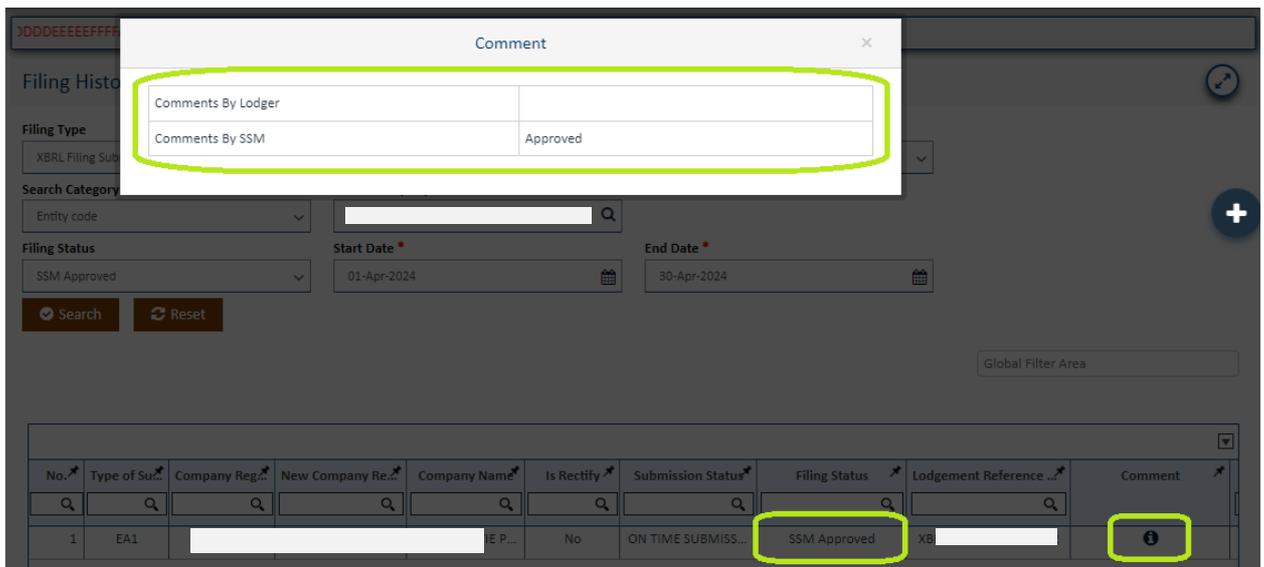
- i. Once the filing submitted is approved by SSM the status of the filing would change to "**SSM Approved**", whereas if filing submitted is Auto approved then the status of filing will be "**Auto Registered**", and the Lodger will be able to see the status of each of the filings by clicking on the 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.



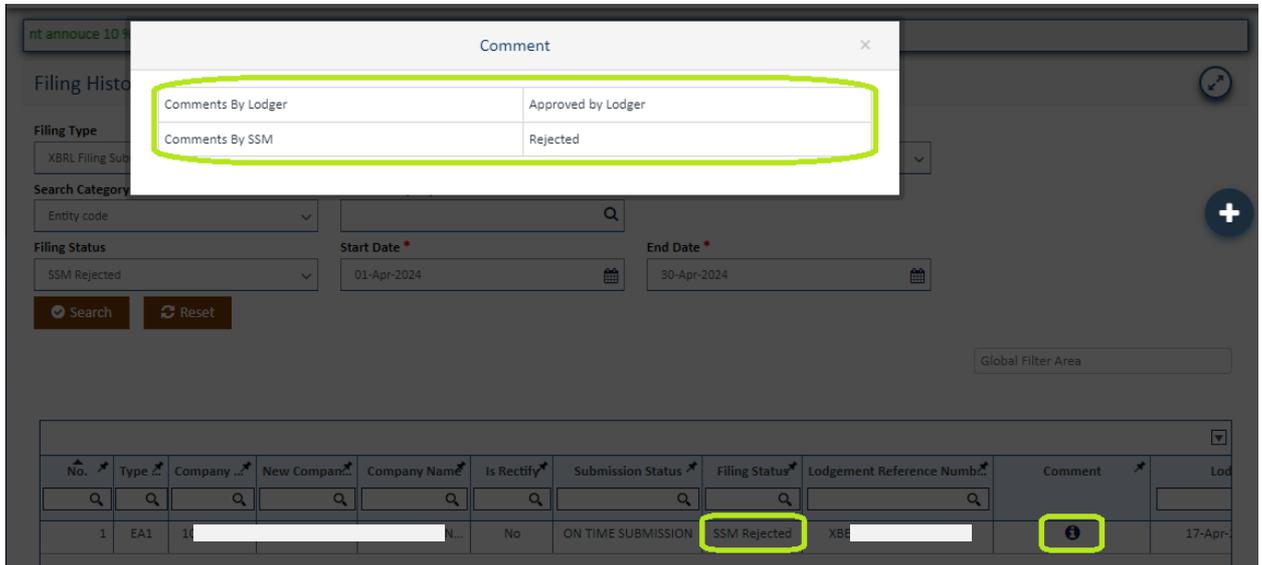
**Figure 88: Filing History showing SSM Approved/Auto Registered status of filing submission**

- 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.



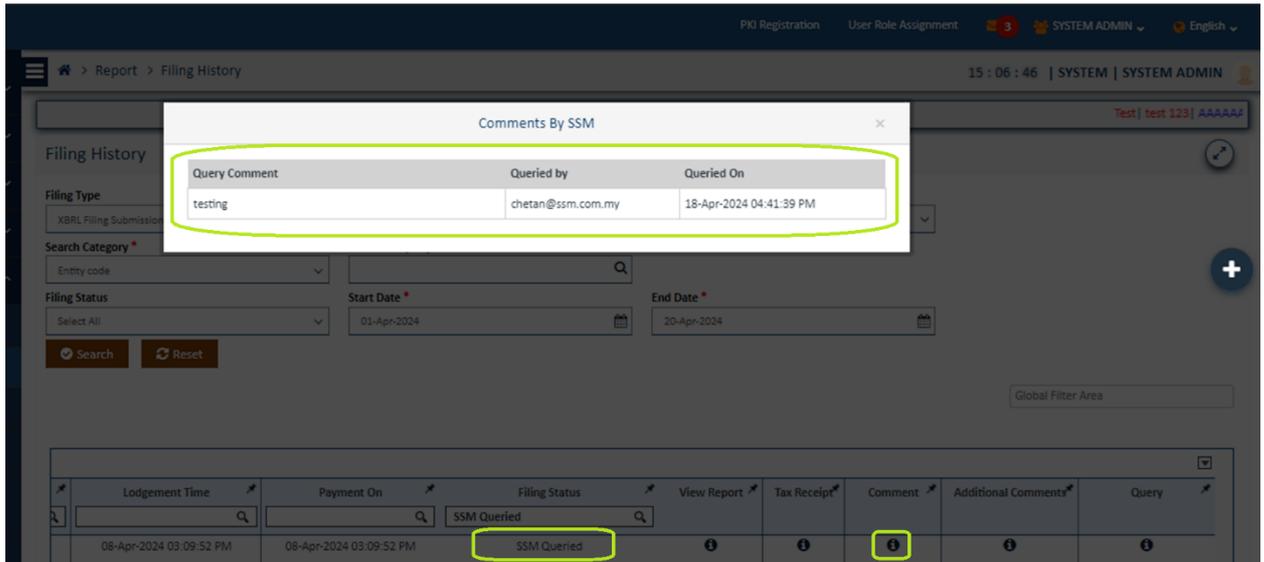
**Figure 89: Comments window for Approval**

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.



**Figure 90: Comments window for Rejection**

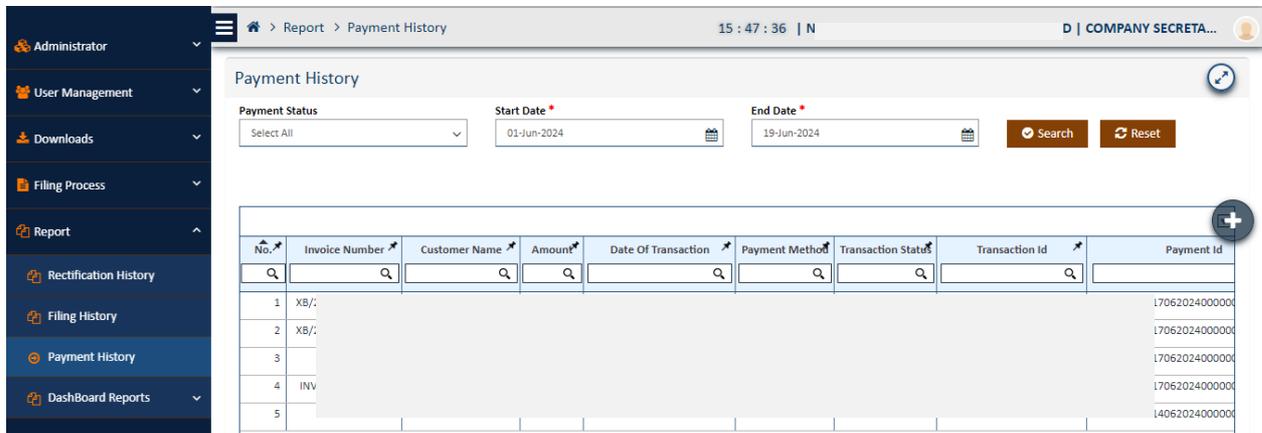
iv. If SSM Approver Officer has **queried** the filing then the user similarly can view the comments for the filing that is queried by clicking on the view icon of the column "**Comments**" user can also click on the column "**Query**" and view the comments along with information of the SSM Officer who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



**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.



**Figure 92: Payment History page**

1. 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.

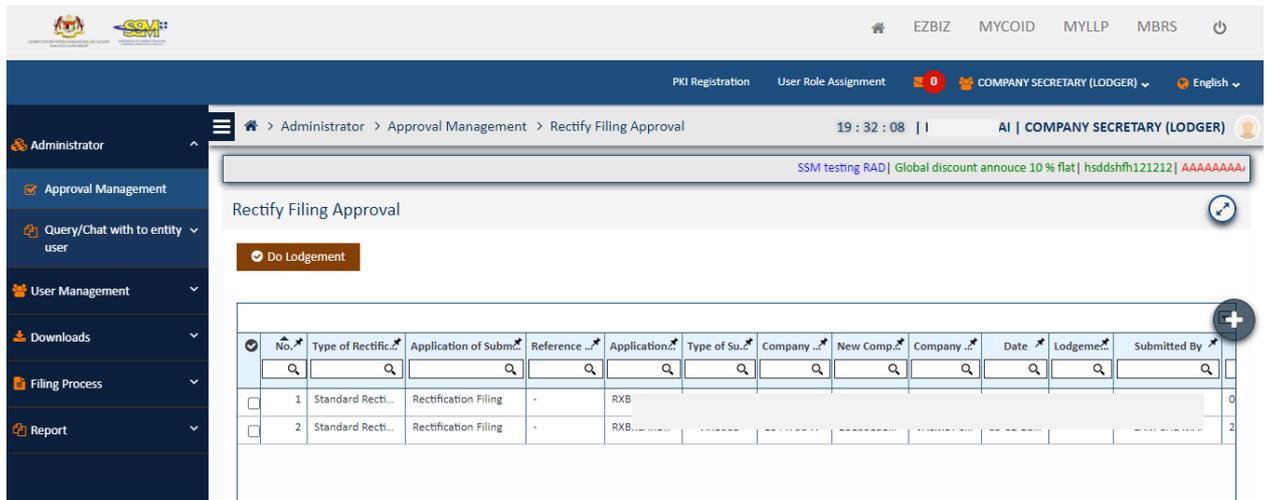
3. The Lodger can view history of payment by four (4) different statuses which are Select All, Fail, Success or Payment in Process available in the "**Payment Status**" dropdown.
4. Once a status is selected a start date and end date needs to be selected to define the range of records that need to be 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.
6. 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)

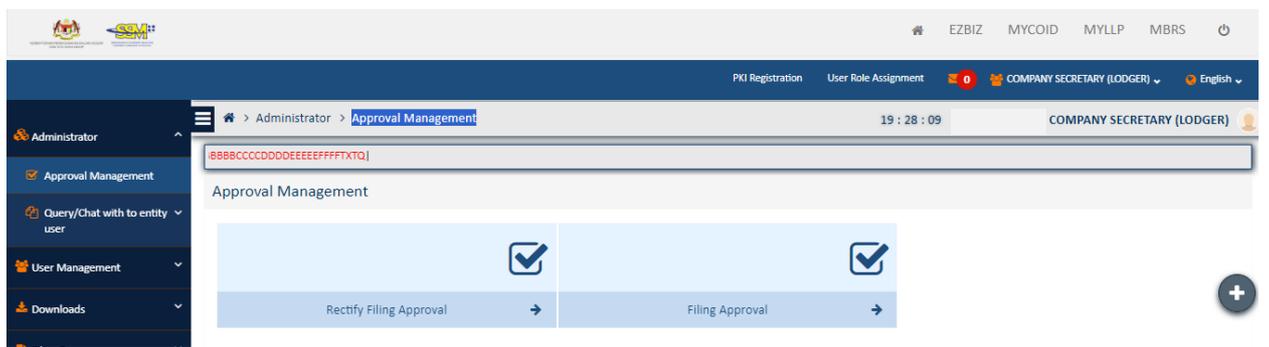
Now that the Maker has uploaded the required company’s Rectify filing successfully, it would reflect in the associated Lodgers account for verification and final submission to SSM as shown in Figure 93.



**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.



**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,

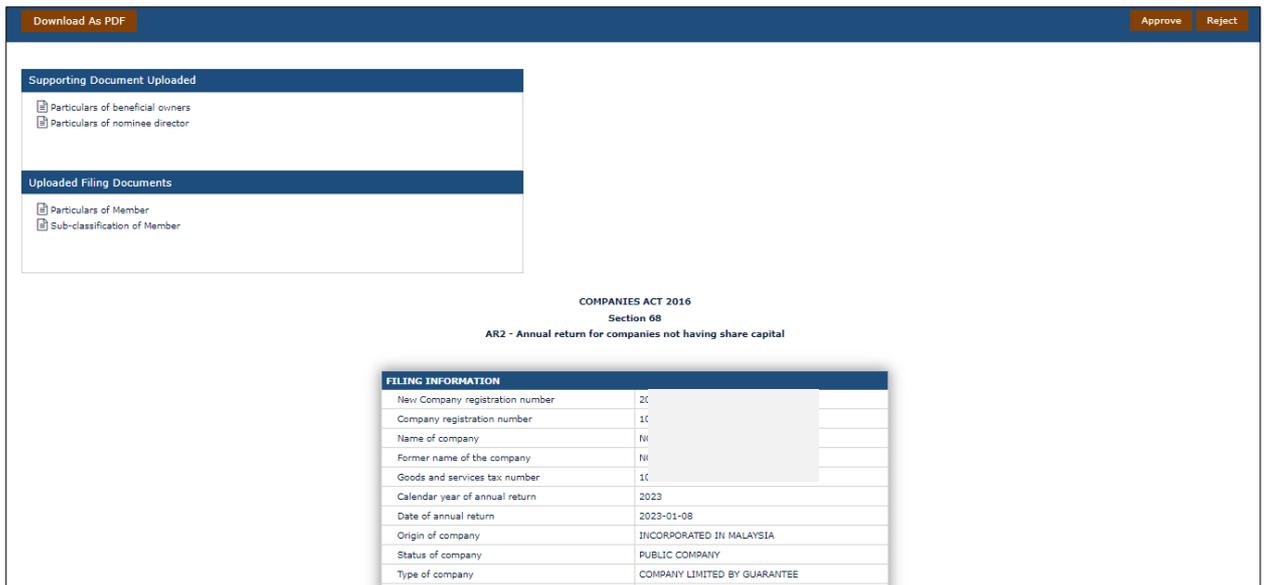
i. Rectification application **with Rectify filing**

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

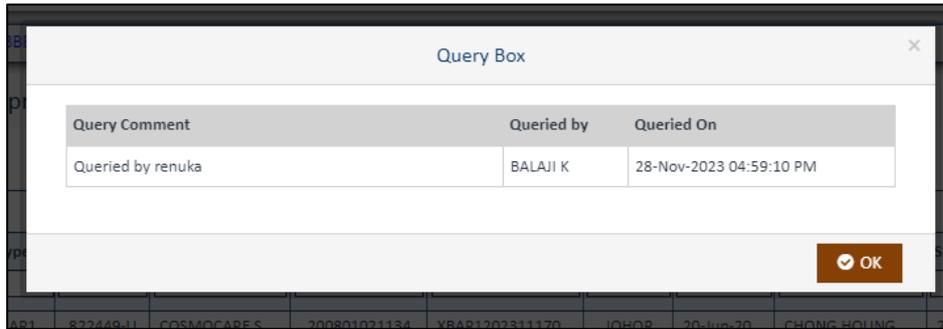
ii. Rectification application **without Rectify filing** (NIL Filing)

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.

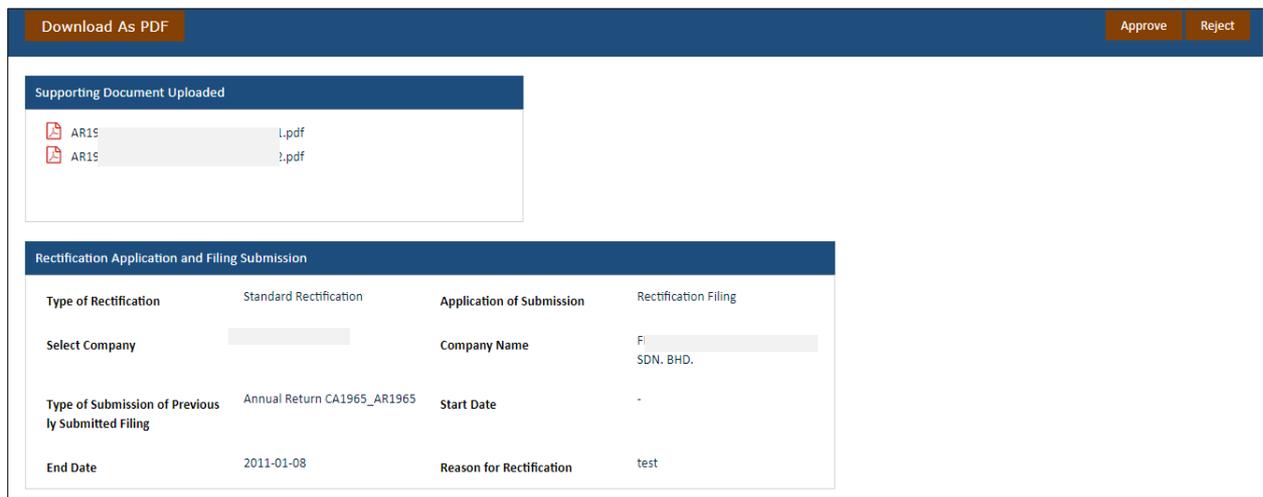


**Figure 95: Approve/Reject rectify filing after review of Publish filing**



**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.



**Figure 97: Approve/Reject Rectification application**

- 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”.
- 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 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.

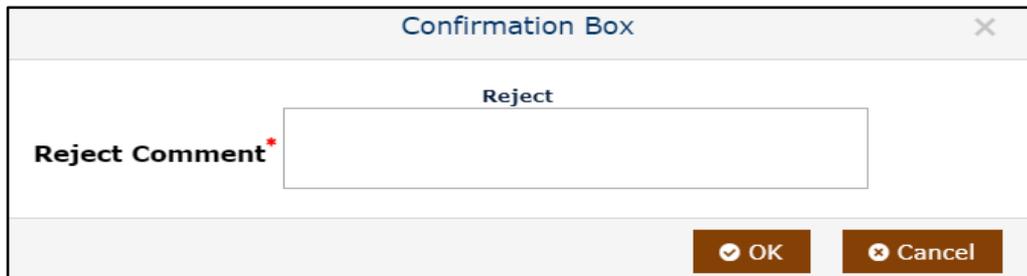


**Figure 98: Approve Comment window (Rectify Filing)**



**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.

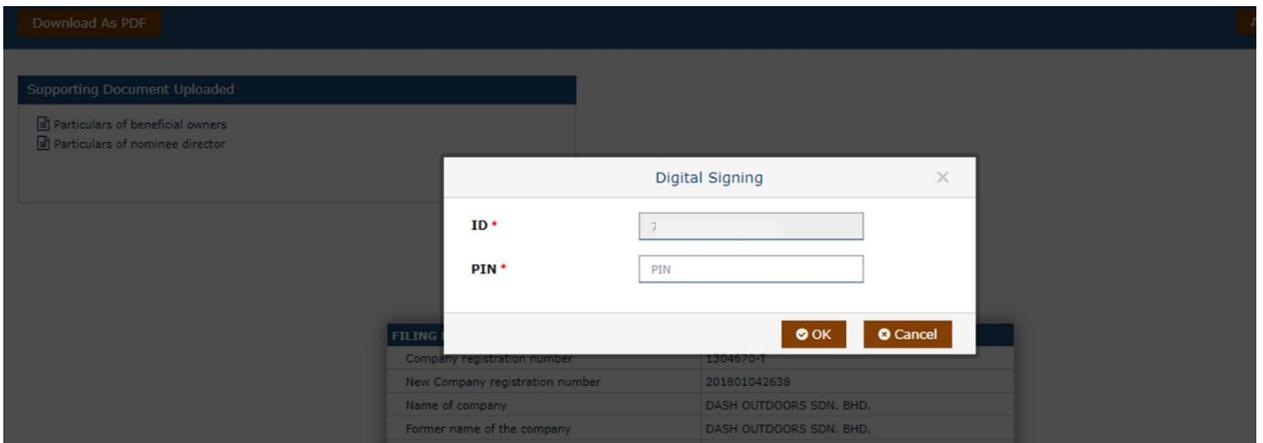


**Figure 100: Reject Comment window (Rectify Filing)**



**Figure 101: Reject Comment window (Rectification Application)**

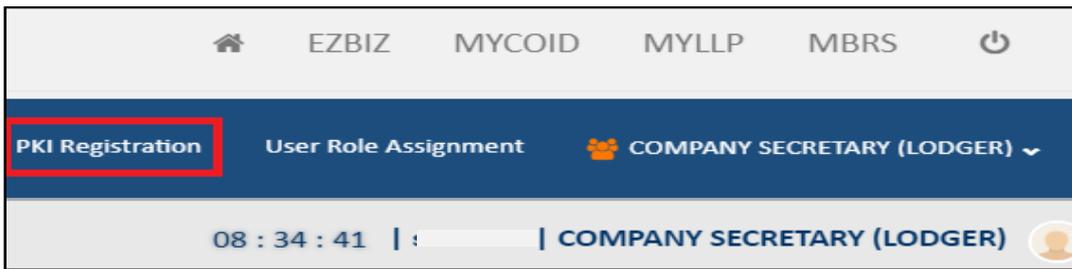
7. Once the Lodger has entered the Approved comments and clicked on “**OK**” button, the Lodger is directed to the Digital Signature page where the Lodger has to digitally sign the document by entering authentic and valid Username and Password.
8. On clicking the Digital Signature button, a pop-up window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



**Figure 102: Digital Signing Pop up window**

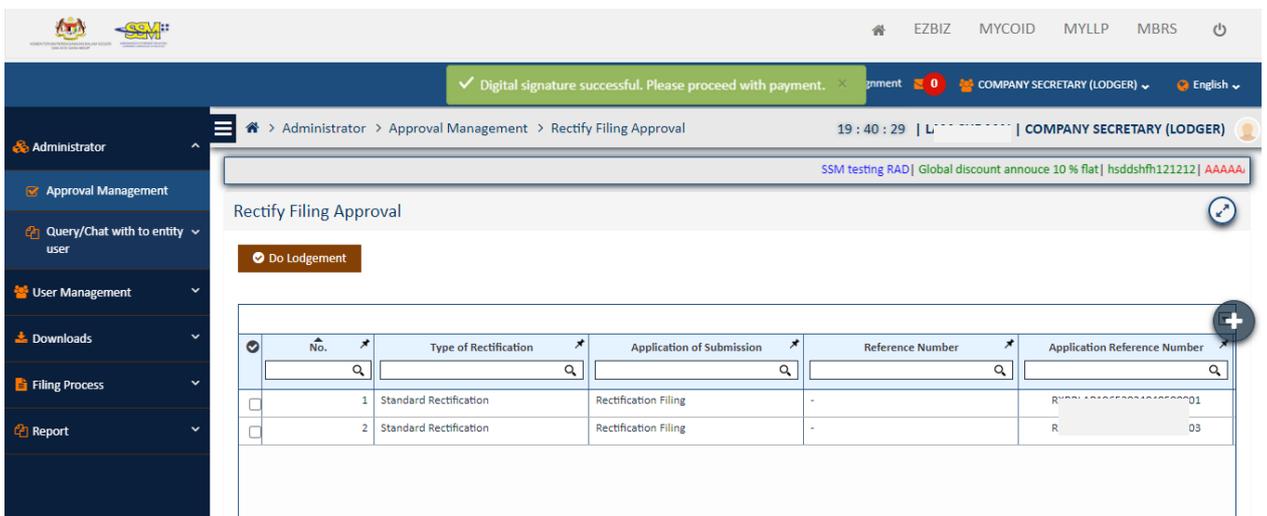
*If you have not yet obtained your own Digital Certificate for signing the document, you can go to the “**PKI Registration**” link at the top right section as shown in Figure 103 where you could view the status of your DigiCert certificate. To obtain your valid and authentic digital signing credentials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



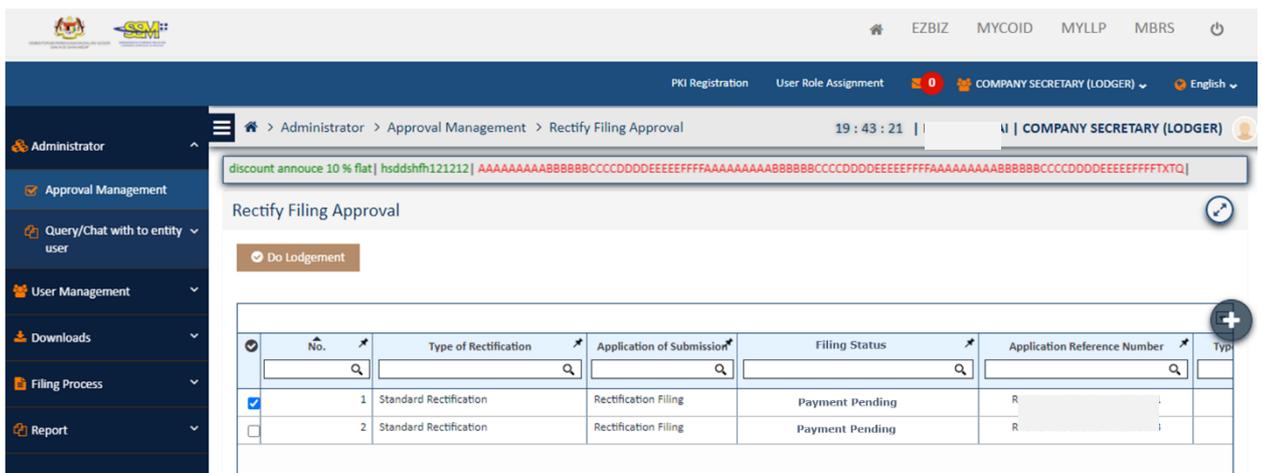
**Figure 104: Digital Signing successful prompt box**

- 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.



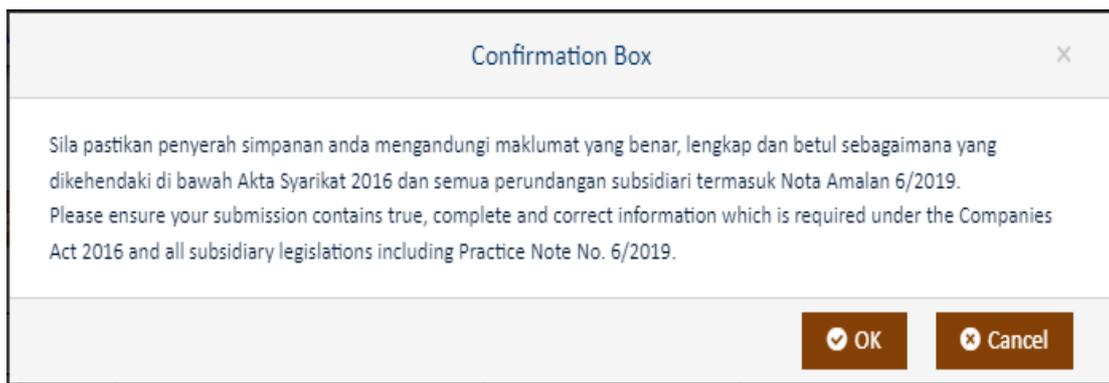
**Figure 106: Filing Approval page with Payment pending status**

15. Lodger will have to click on the **checkbox** that is present in the 1<sup>st</sup> 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.

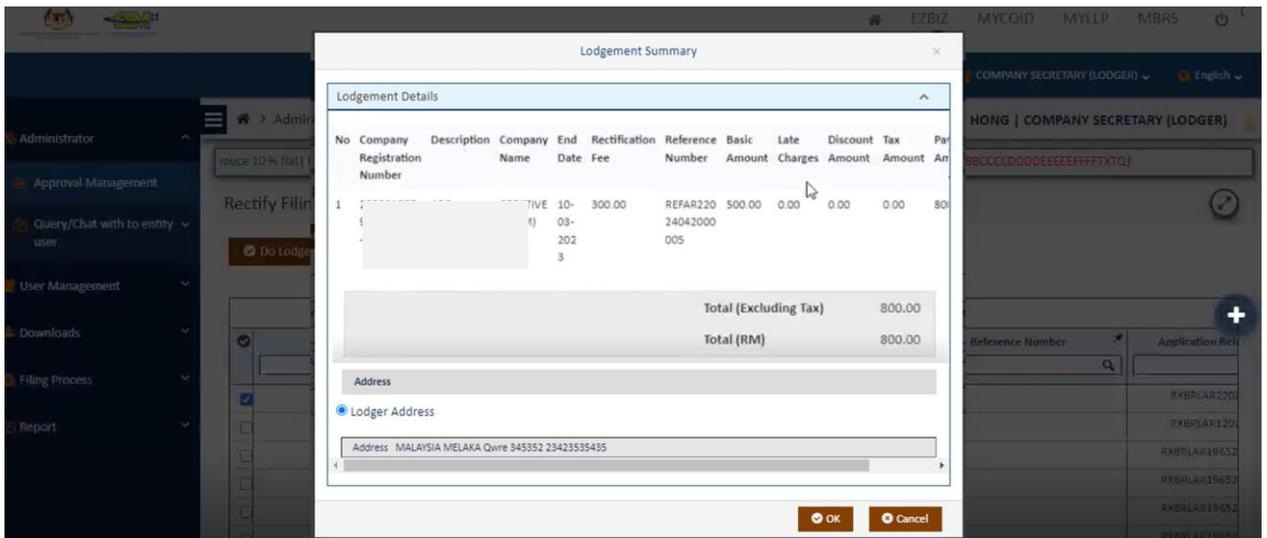


**Figure 107: Filing Approval page showing multiple filing submissions selected for Payment**

17. 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**



**Figure 109: Lodgement Summary pop-up window**

18. Similarly, if a lodger has done lodgement for multiple filings, then the pop-up 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.

No.	Country	Address	Address	Phone No	Mobile No	Postal Code	Email Id	Default Address	Edit
2	MALAYSIA	Address		23423535435		345352	a@...com	Yes	
1	REPUBLIC OF CONGO	test2		9988776655	0099887766	778866		No	

**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.

The screenshot displays a payment gateway interface. At the top, a yellow banner shows a timer: "Time Remaining : 10 Minutes 17 Seconds". Below this is a section titled "\$ Payment Details" containing the following information:

Order ID	O/0608201800000001
Payment ID	XB0608201800000001
Payment for	//payment description
Total	MYR 800.00

The main area is divided into two columns. The left column is titled "Pay with Credit or Debit Card" and contains a sub-section "Credit or Debit Card" with the following fields:

- Cardholder Name:
- Card Number:
- Card Types:  VISA  MasterCard
- Expiration Date:  /
- CVV:

Below these fields are logos for MasterCard SecureCode, Verified by VISA, and Secured by Discover. A green "Submit Payment" button is located at the bottom of this section. The right column is titled "Other Payment Methods" and shows a single option:  MY (MYR 800.00). At the bottom right of the screen, there is a link: "Cancel and Return to Suruhanjaya Syarikat Mala".

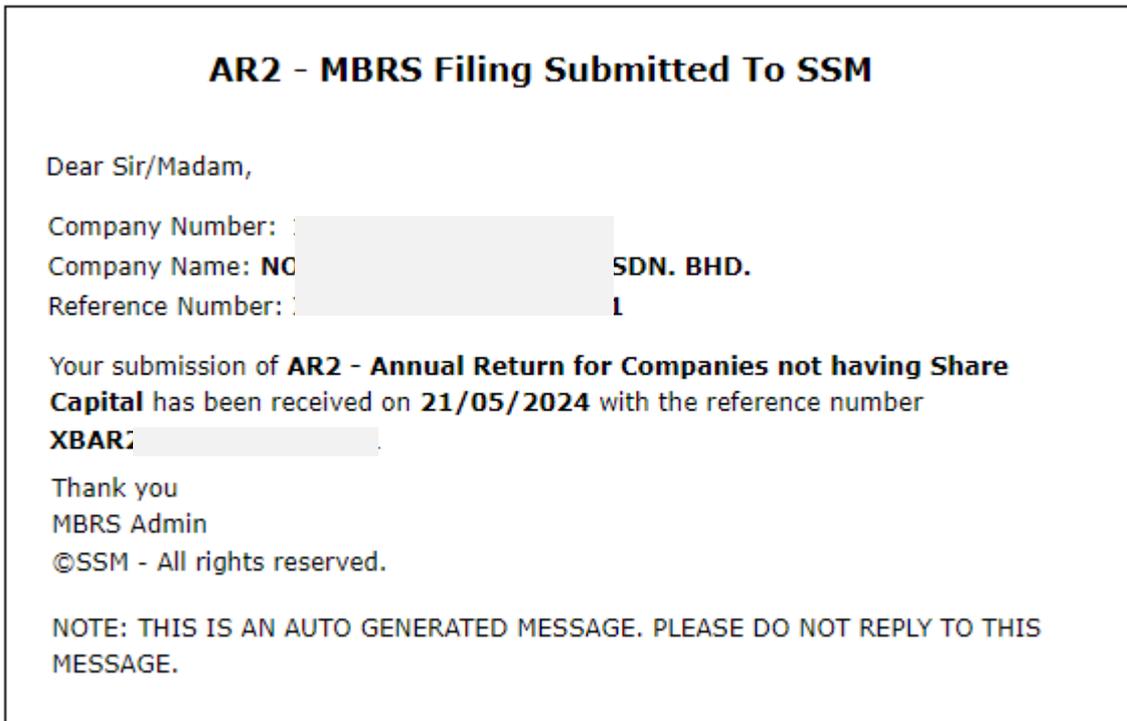
**Figure 111: Payment Gateway screen**

- 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.



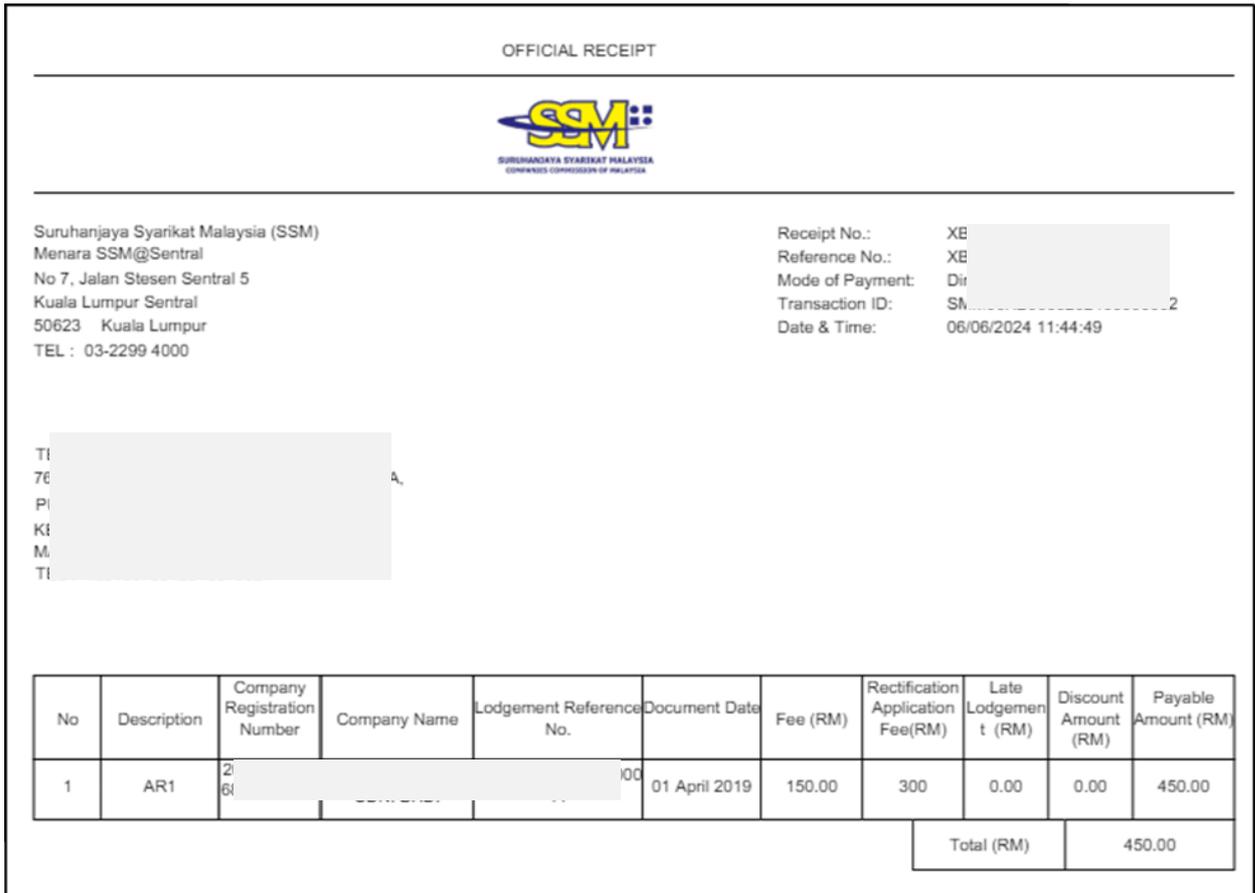
**Figure 112: Email notification for Payment Received**

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.



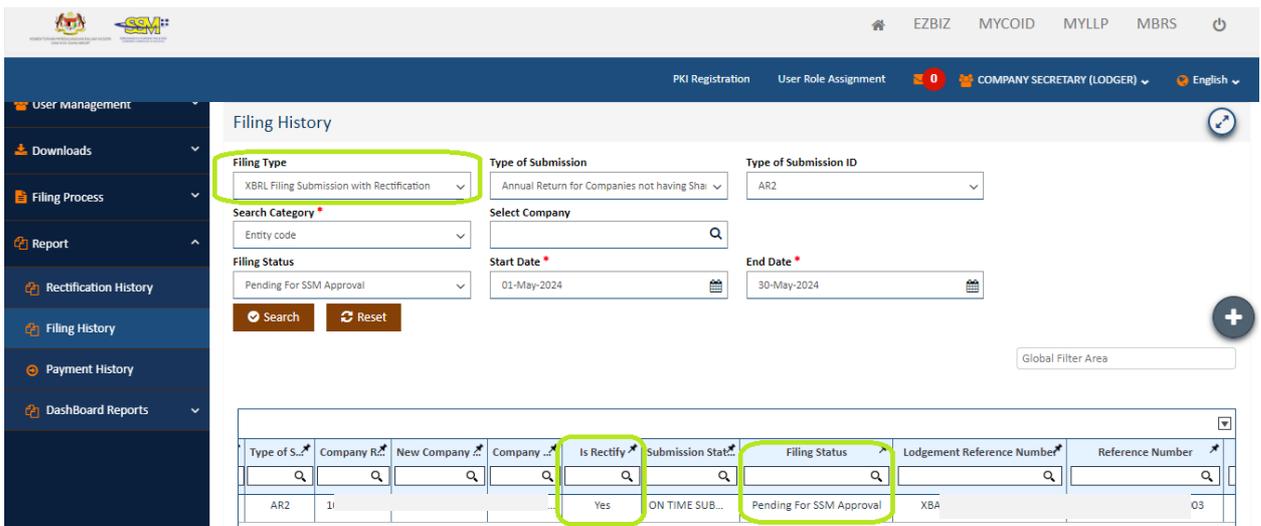
**Figure 113: Email Notification for successful filing submission to SSM**

28. An “**Official Receipt**” is generated showing successful payment as shown in Figure 114.



**Figure 114: Official Receipt screenshot**

27. 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.

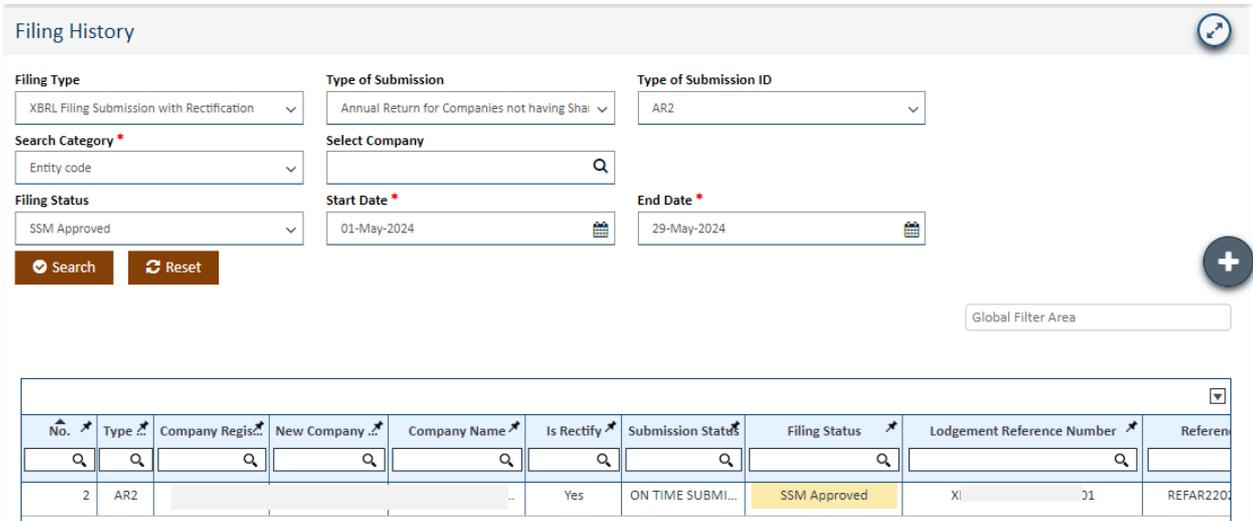


**Figure 115: Filing history pending for SSM Approval status**

*All rectify filings require approval from the SSM.*

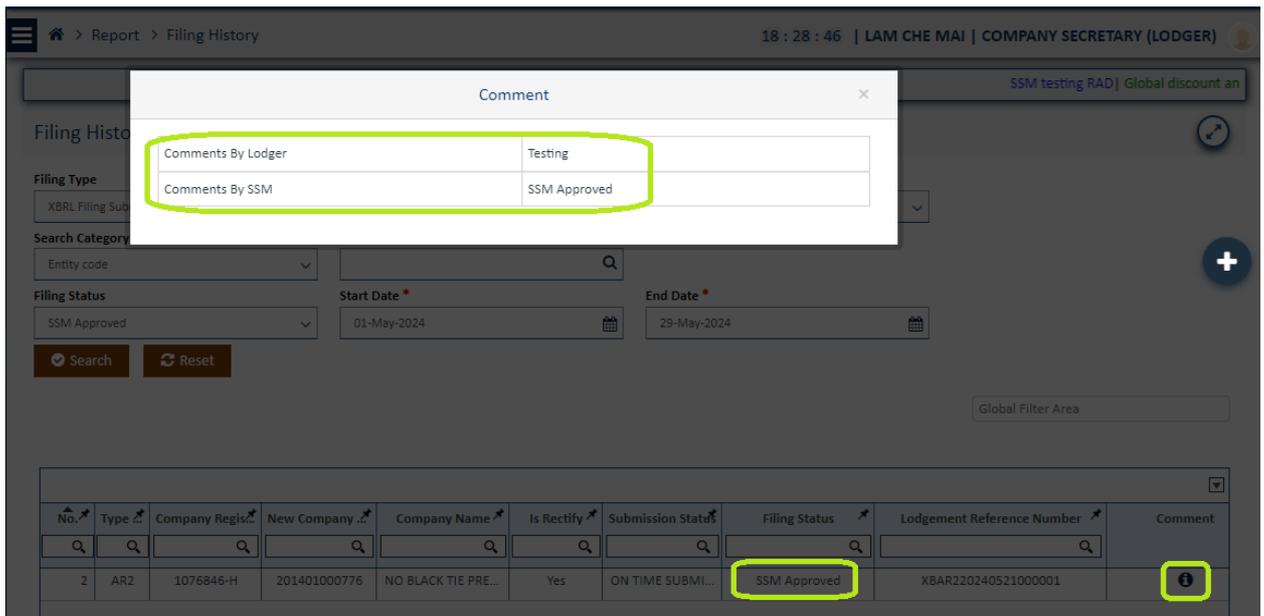
**28. Report - Filing History:**

- 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.



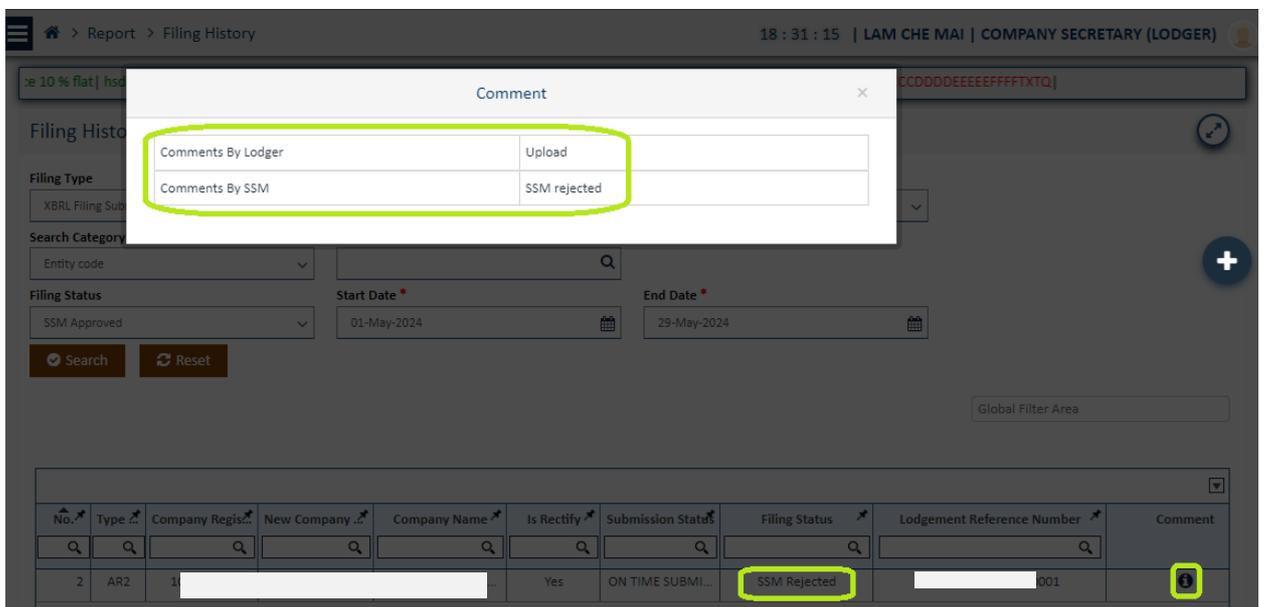
**Figure 116: Filing History showing SSM Approved status**

- 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.



**Figure 117: Comments window for Approval**

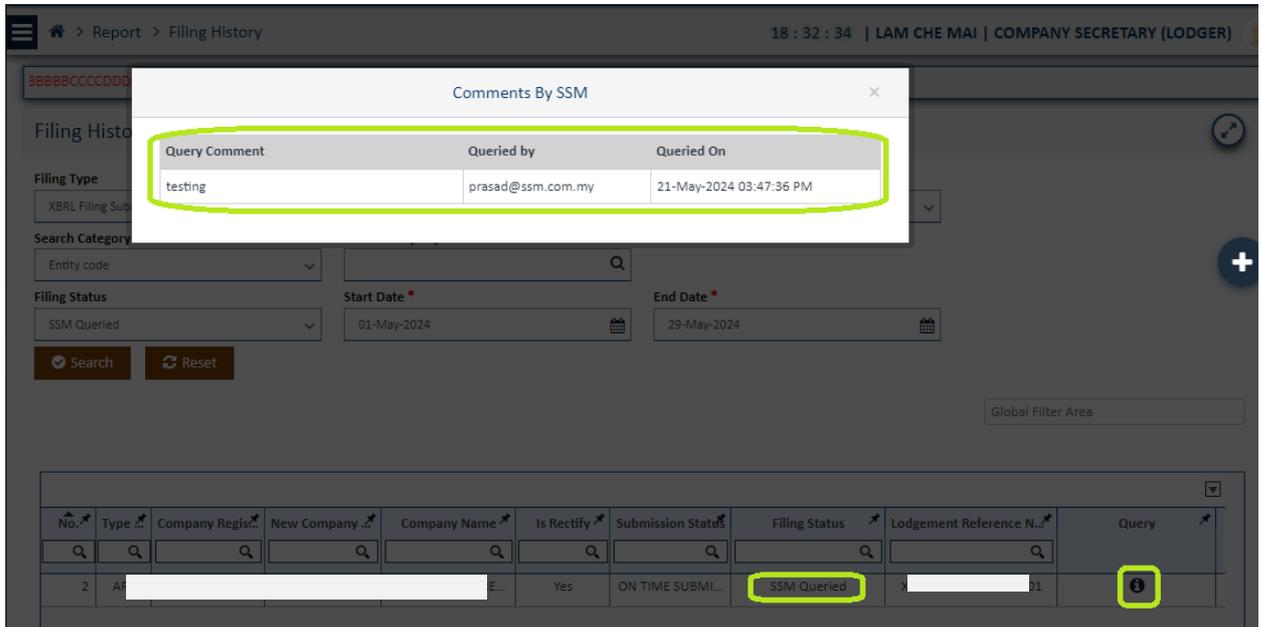
iii. If SSM Approver Officer has **rejected** the filing then the user similarly can view the comments for the filing that is rejected by clicking on the view icon of the column “**Comments**” and view the comments for rejection of as shown in the Figure 118.



**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

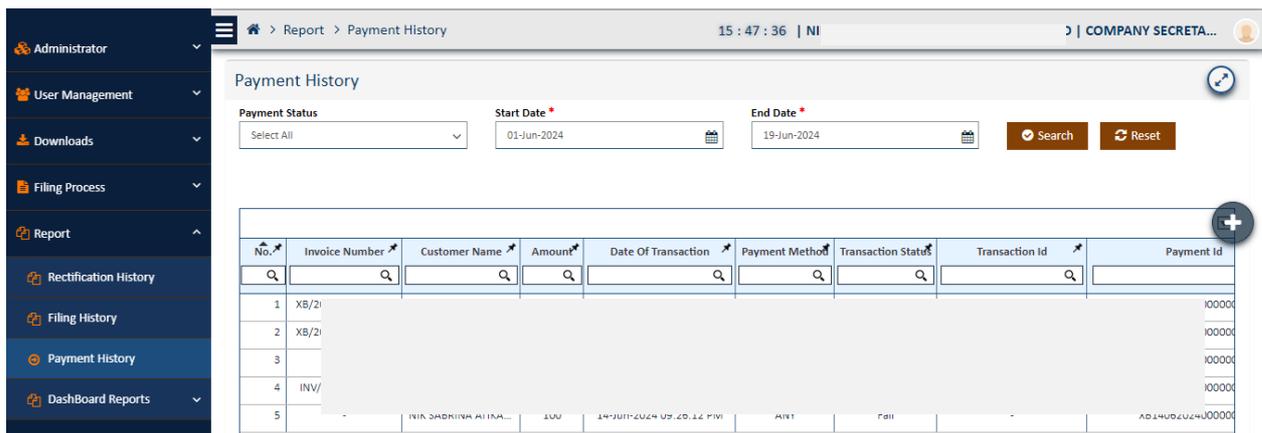
view the comments along with information of the SSM Officer who has queried the filing and on which date of as shown in the Figure 119.



**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.



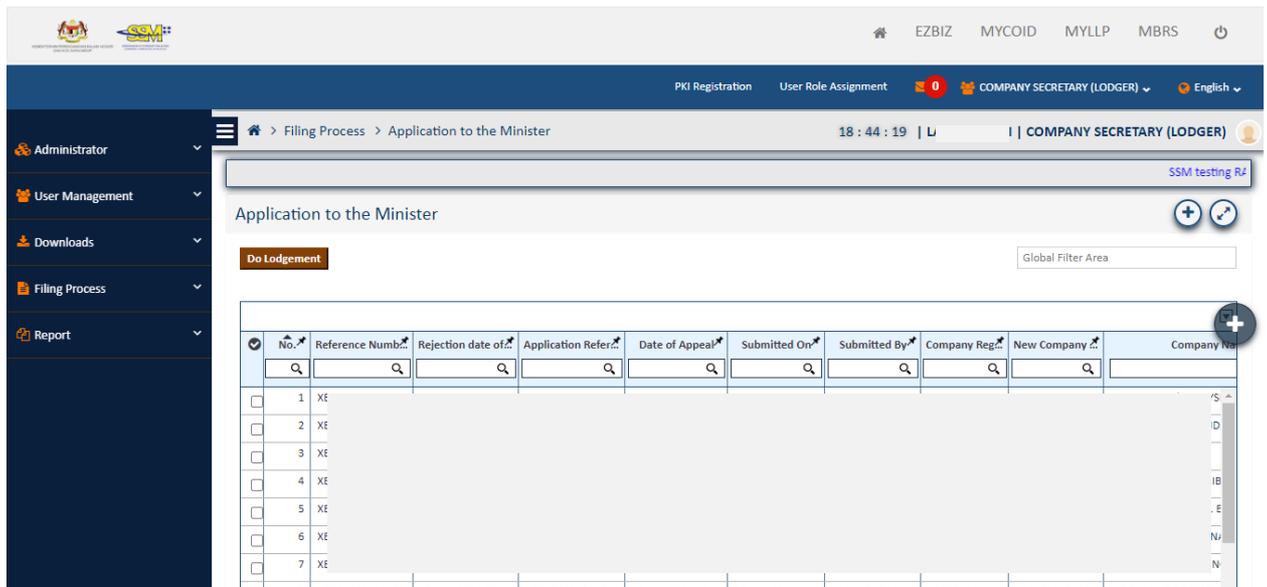
**Figure 120: Payment History page**

7. 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.
9. 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.



**Figure 121: Application to Minister**



*Lodger can create the Application to minister only if an EA application (EA1 to EA7) has been uploaded and SSM has been rejected.*

### **Steps to Create Application to Minister:-**

1. Go to **"Filing Process"** Menu Tab. Click on **"Application to Minister"** option.
2. 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**

- 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.

The screenshot shows a web form titled "Application to the Minister". The form is organized into several sections:

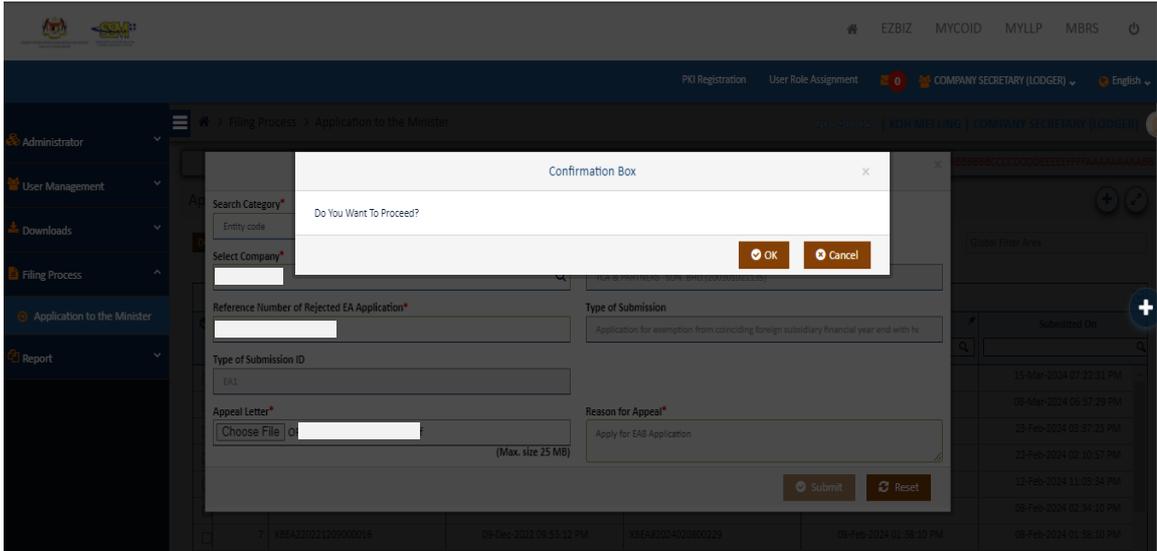
- Search Category\*:** A dropdown menu with "Entity code" selected.
- Select Company\*:** A search input field with a magnifying glass icon.
- Reference Number of Rejected EA Application\*:** A text input field.
- Type of Submission ID:** A text input field.
- Appeal Letter\*:** A file upload button labeled "Choose File" with "No file chosen" and "(Max. size 25 MB)".
- Company Name:** A text input field.
- Type of Submission:** A text input field.
- Reason for Appeal\*:** A text area.

At the bottom right of the form, there are two buttons: "Submit" and "Reset".

**Figure 122: Create Application to Minister**

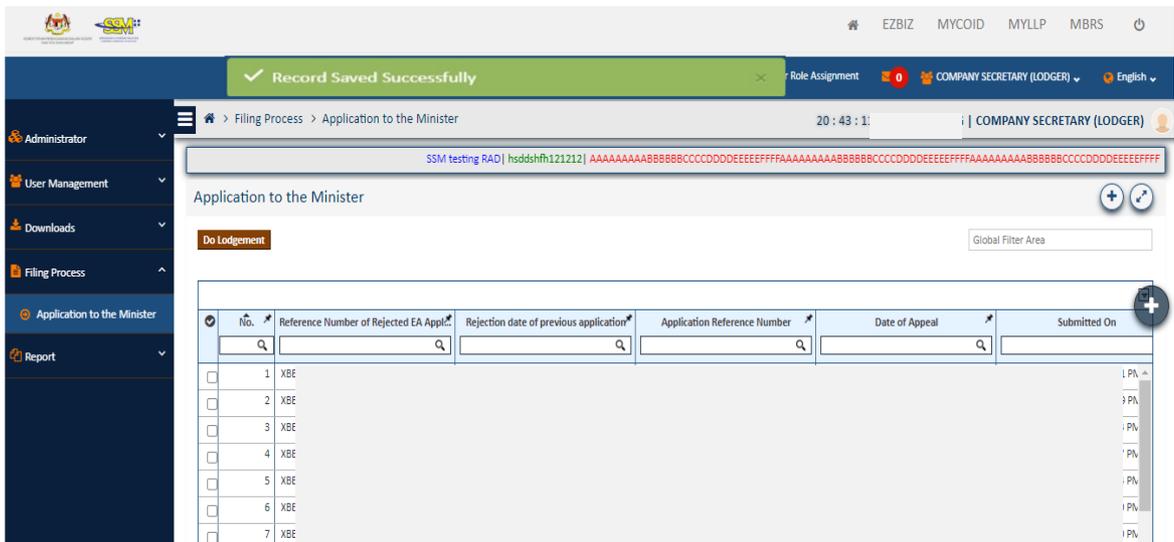
- Search Category** - The Lodger needs to select the "**Search Category**" to search the company for which application to minister is to be created.
- Select Company** - As per the search category is selected, lodger needs to enter the company name or number in "**Select Company**" to search and select 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.
8. **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.
9. **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.
10. **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.



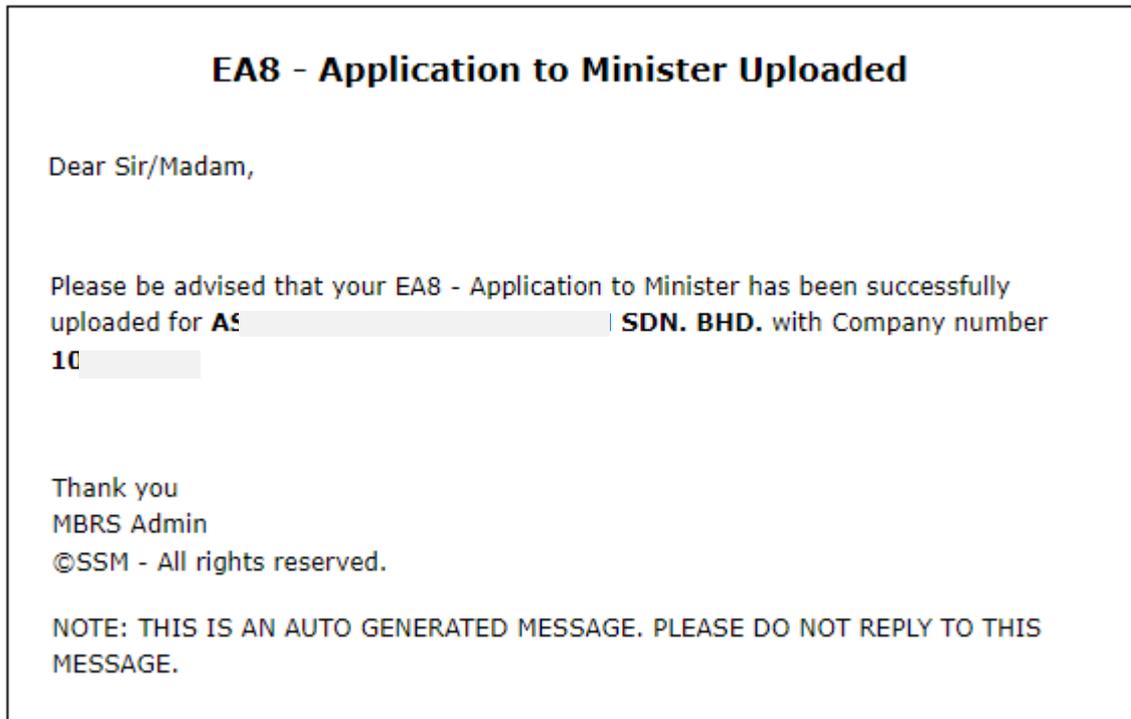
**Figure 123: Confirmation Box**

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



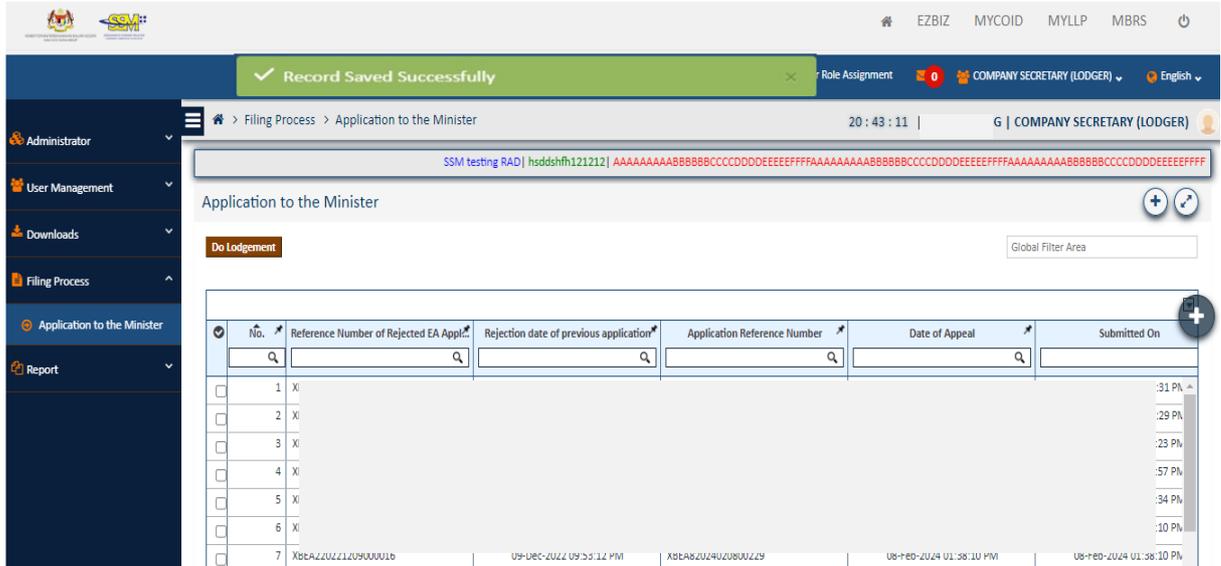
**Figure 124: EA8 Application created successfully**

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



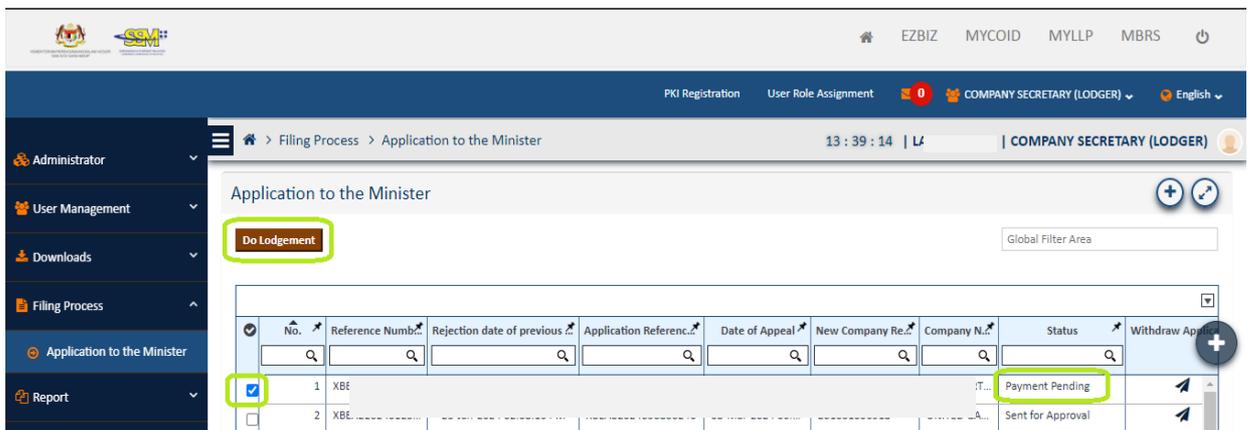
**Figure 125: Email Notification**

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.



**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.



**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.



**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 Remaining : 10 Minutes 17 Seconds

---

**\$ Payment Details**

---

Order ID	O/0608201800000001
Payment ID	XB0608201800000001
Payment for	//payment description
Total	MYR 800.00

---

**Pay with Credit or Debit Card**

 Credit or Debit Card

Cardholder Name

Card Number

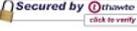
Card Types **VISA** 

Expiration Date  /

CVV  







Submit Payment

**Other Payment Methods**

MY (MYR 800.00)

---

[Cancel and Return to Suruhanjaya Syarikat Mala](#)

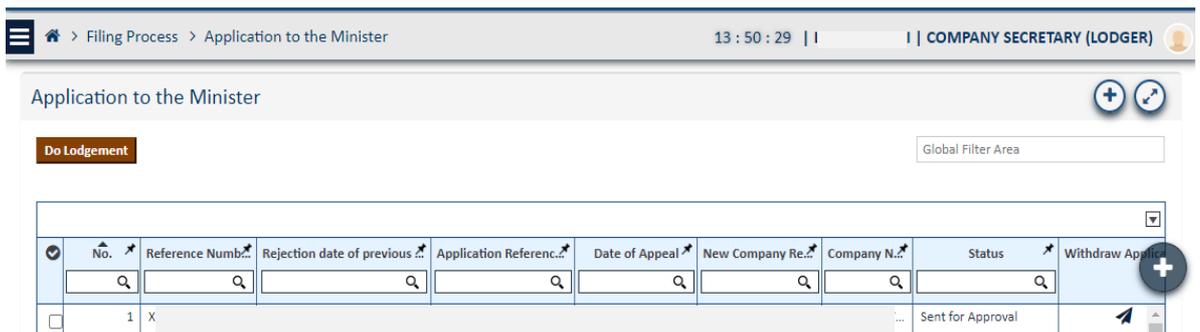
**Figure 129: Payment gateway screen**

- 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.



**Figure 130: Payment Receipt**

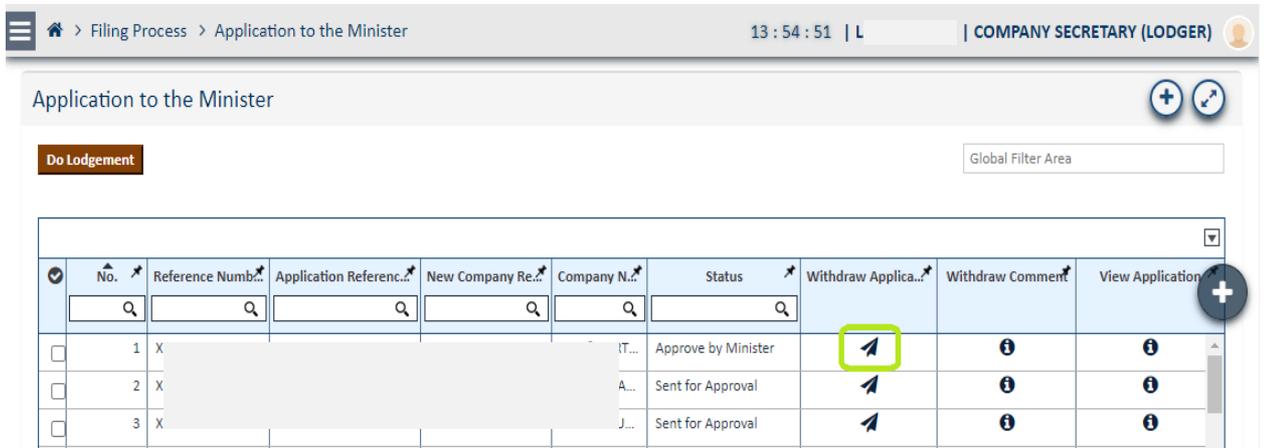
24. Now the status of the EA8 Application submission will be **“Sent for Approval”** which can be viewed in the EA8 Application grid as shown in Figure 131.



**Figure 131: Application to Minister grid**

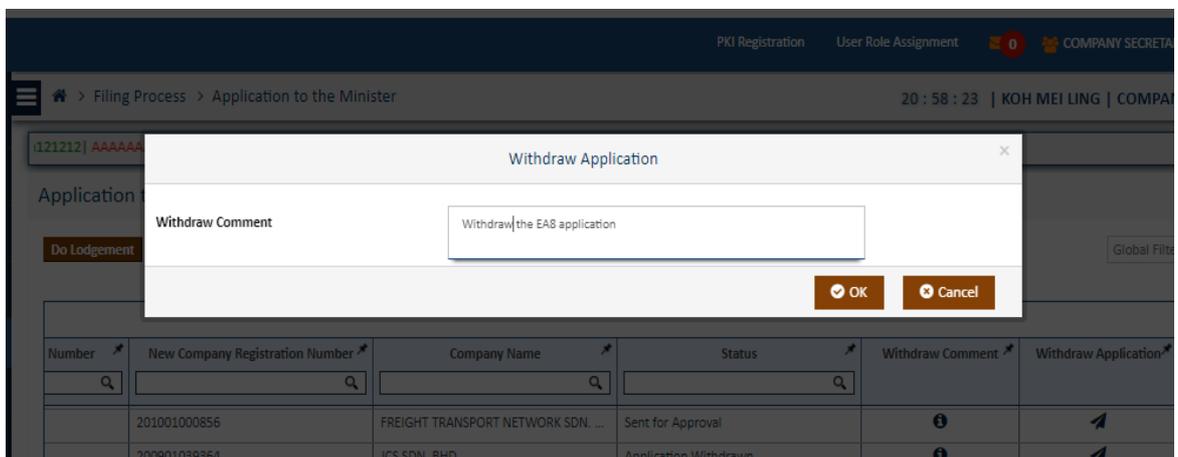
25. The lodger will also have the option to withdraw the EA8 application. The lodger user can withdraw the application at any time during the approval flow of the EA8 application, clicking this button will end the process, the data will be saved in the system and no further processing will occur. There

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.



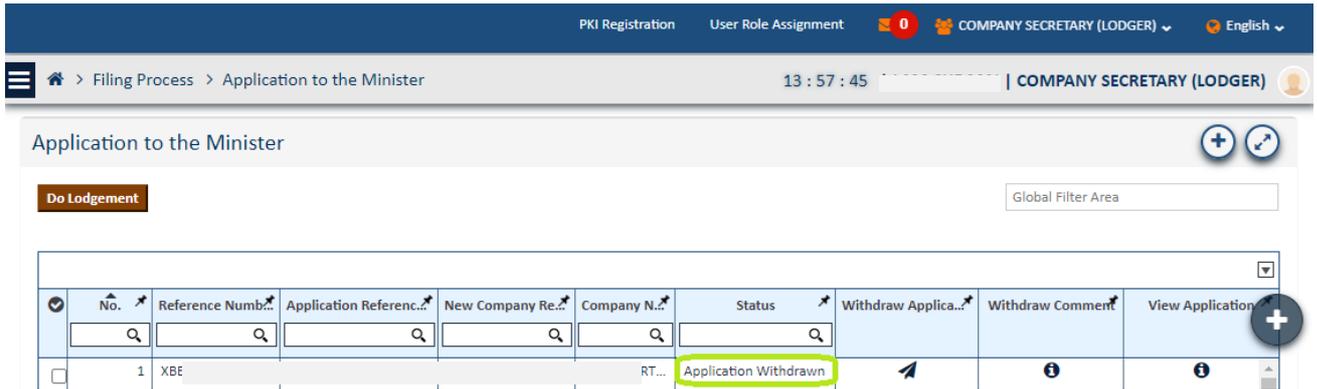
**Figure 132: Withdraw Application**

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.



**Figure 133: Withdraw Comment**

27. Once lodger clicks on OK button, EAS 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.



**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.



**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

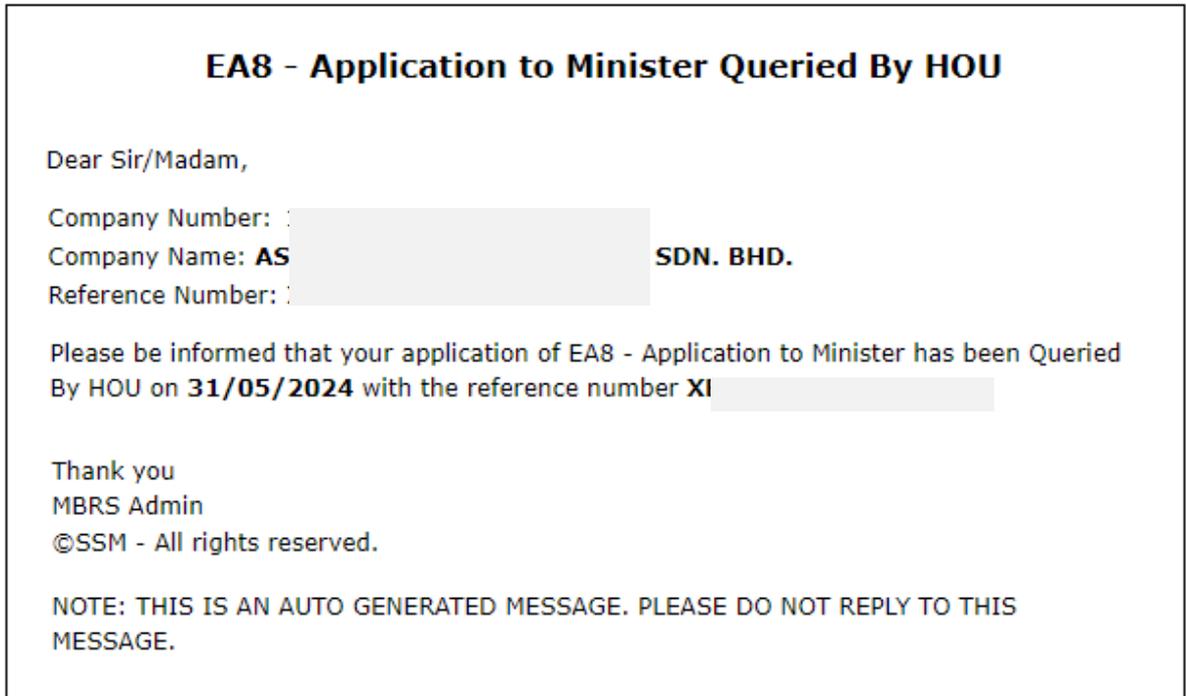
**Navigation:** Administrator > Query/Chat with to entity user > Review Query

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.

No.	Query Id	Company Name	Query Subject	Query submission date	Query Status	Download	Action
1	20		D ...	13-Apr-2024 10:21:45 PM	Pending	Download	Action
2	20			07-Feb-2024 11:10:49 PM	Pending	Download	Action
3	20			04-Jan-2024 05:42:27 PM	Pending	Download	Action
4	20		086	05-Nov-2023 06:52:11 PM	Pending	Download	Action
5	20		:A8...	01-Nov-2023 02:58:02 PM	Pending	Download	Action

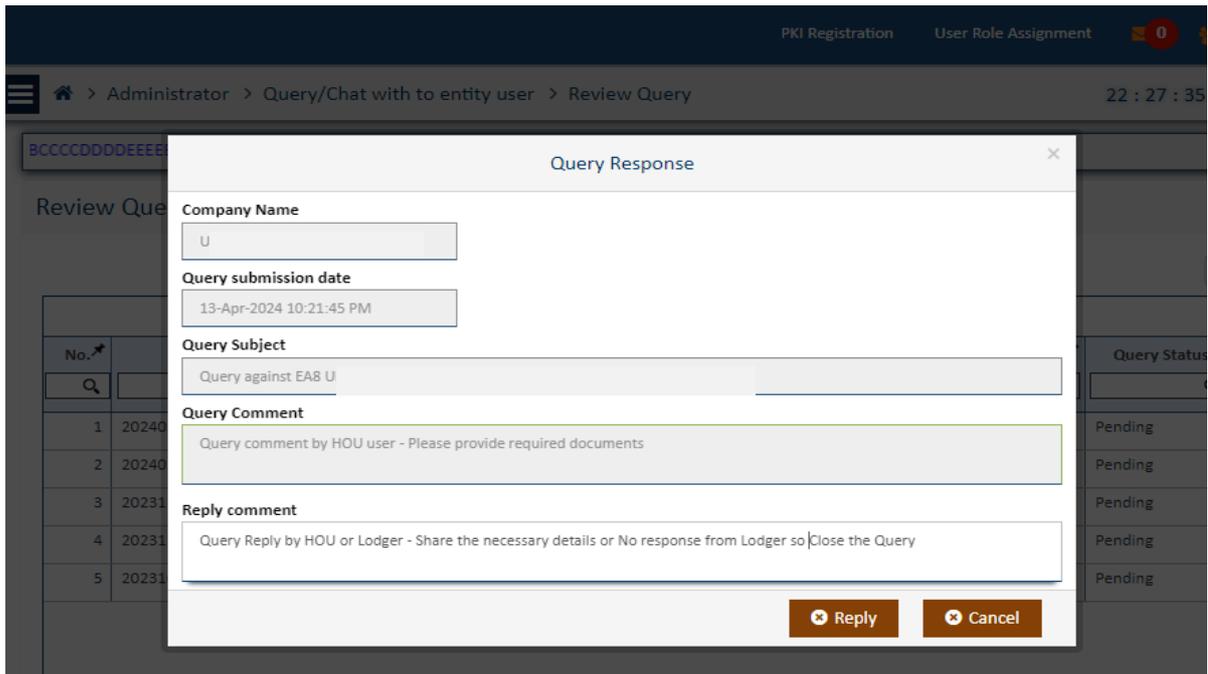
**Figure 136: Review Query**

1. 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.



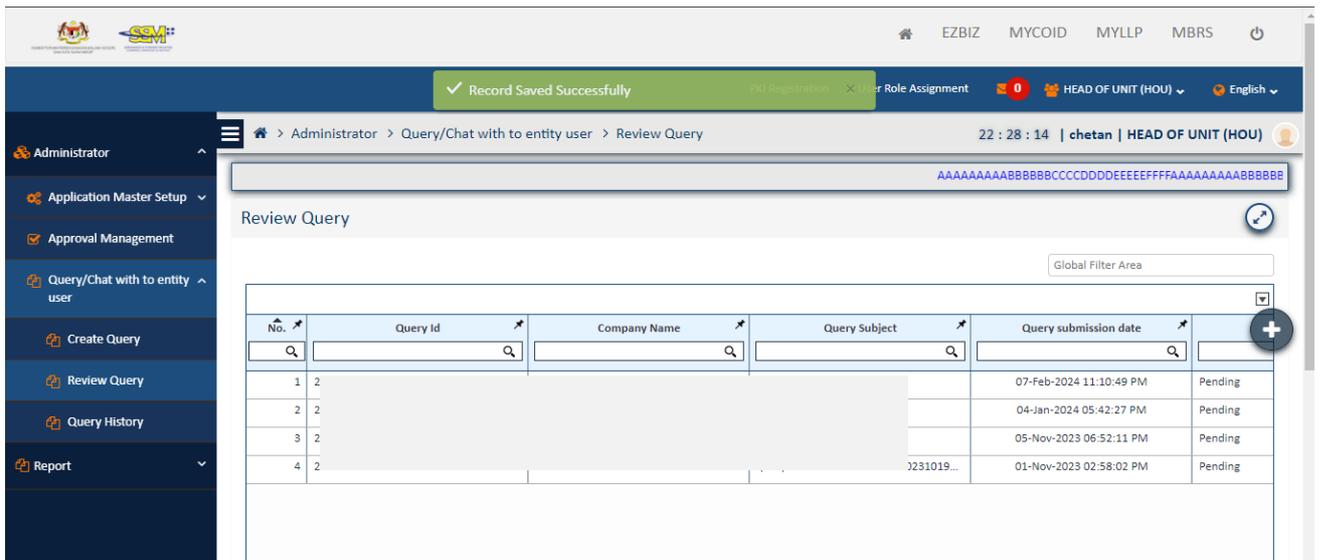
**Figure 137: Email Notification**

2. 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.



**Figure 138: Query Response**

- 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.

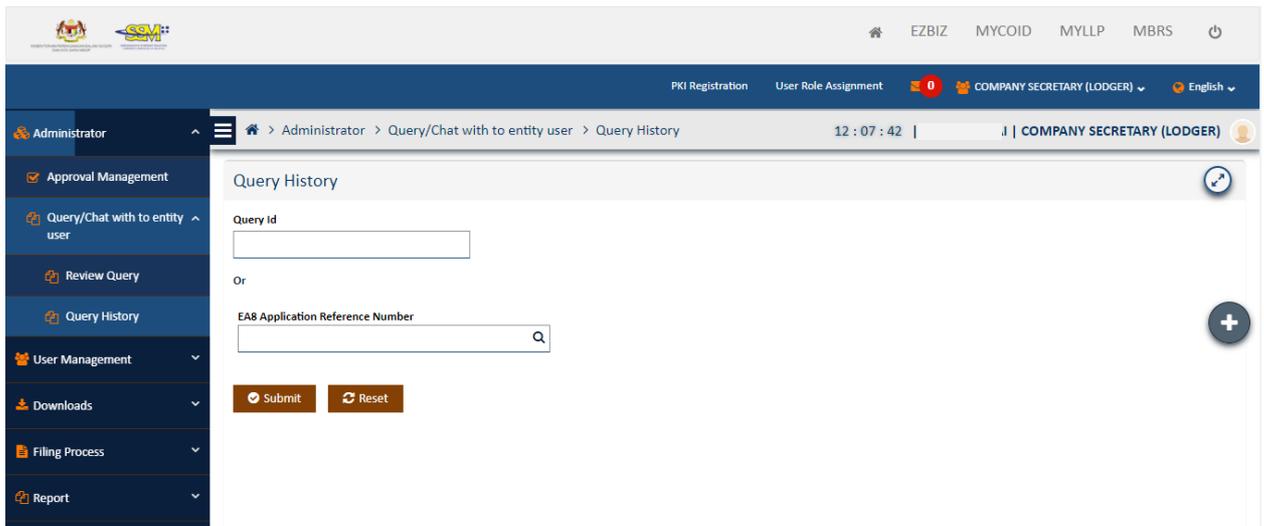


**Figure 139: Query Response Successfully**

## 12.2. Query History

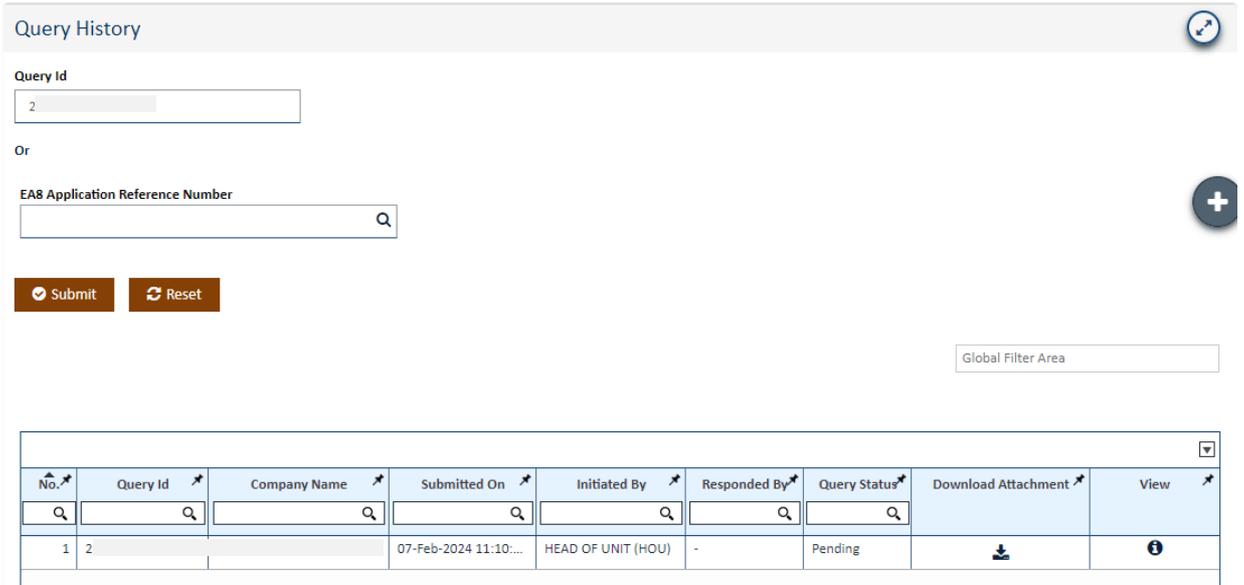
**Navigation:** Administrator > Query/Chat with to entity user > Query History

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.



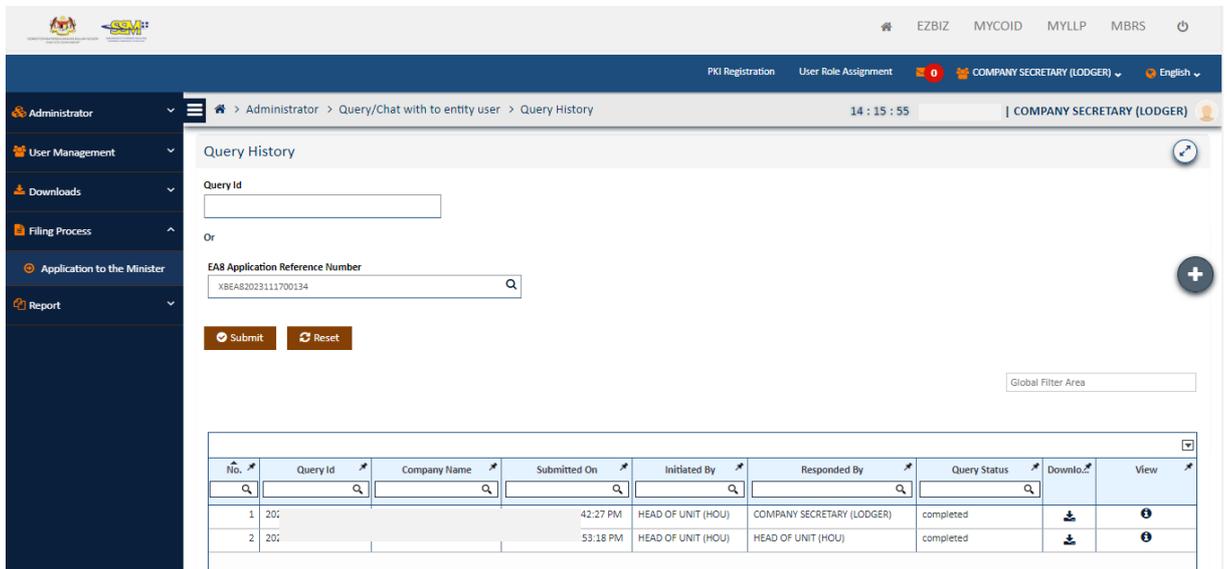
**Figure 140: Query History page**

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.



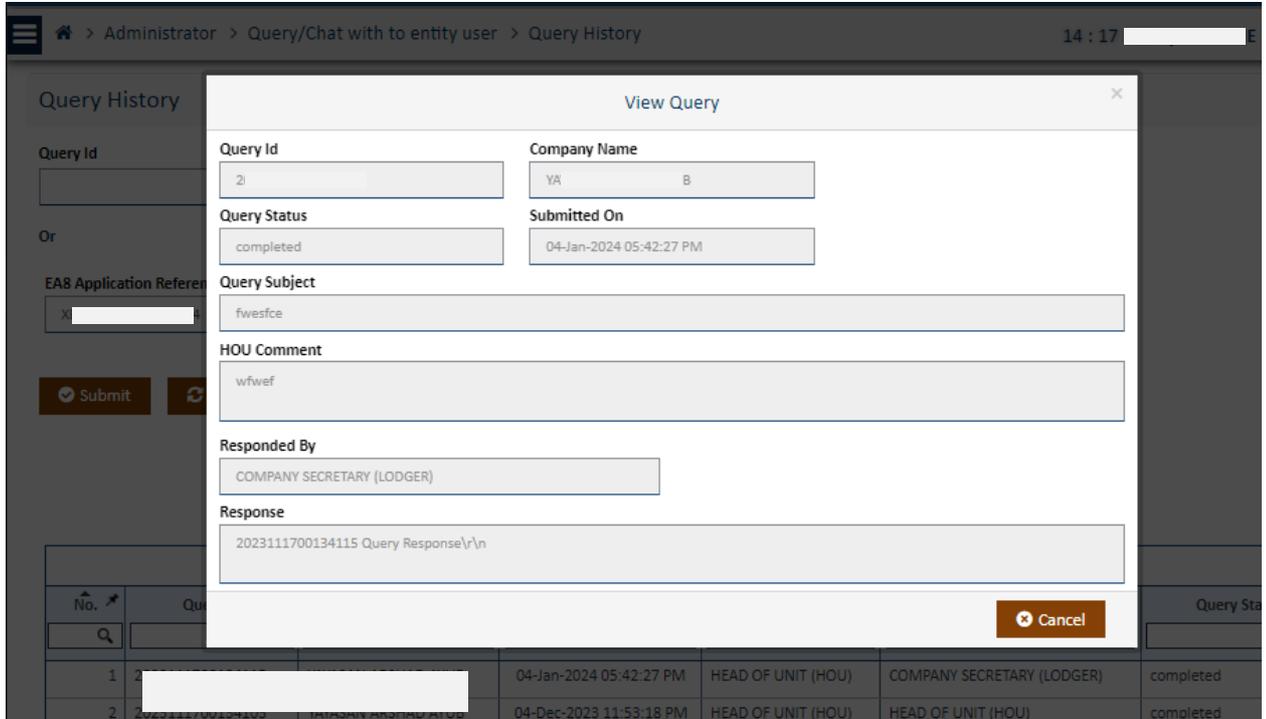
**Figure 141: Query History Search by Query ID**

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.



**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.



**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.

No.	Reference Number	Application Referenc.	New Company Re.	Company N.	Status	Withdraw Applica.	Withdraw Comment	View Application
46	XE				Approve by Minister	↗	ⓘ	ⓘ
57	XE				Approve by Minister	↗	ⓘ	ⓘ
60	XE				Approve by Minister	↗	ⓘ	ⓘ
61	XE				Approve by Minister	↗	ⓘ	ⓘ
62	XE				Approve by Minister	↗	ⓘ	ⓘ
31	XE				Query by HOU	↗	ⓘ	ⓘ
12	XE				Rejected by Minister	↗	ⓘ	ⓘ
23	XE				Rejected by Minister	↗	ⓘ	ⓘ
24	XE				Rejected by Minister	↗	ⓘ	ⓘ

**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: [REDACTED]  
Company Name: **NC [REDACTED] SDN. BHD.**  
Reference Number: [REDACTED]

Please be informed that your application of EA8 - Application to Minister has been Rejected By Minister on **31/05/2024** with the reference number **XBE [REDACTED]**

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.

The screenshot displays the External User Dashboard with the following panels:

- Profile Information of the logged in user:**

User Name	sandeep.padhi@irisbusiness.com@eservices.ssm.com.my
Mobile No	
City	zxc
State	-
Select Role	COMPANY SECRETARY (LODGER)
- Lodger Approval Pending:** (Maker has upload and lodger approval is pending)

Type of Submission	Count
FS	0
AR	3
KFI	0
EA	7
- Lodgement Pending:** (Digital sign and payment pending both will be inclusive)

Status	Count
Digital Sign Pending	8
Payment Pending	14
- Filing Status:** (Last 10 Filing status will be shown here)

Type of Submission	Count
FS	0
AR	8
KFI	0
EA	2
- Rectification Approval Pending:** (Rectification sent to SSM and approval pending from SSM)

Type of Submission	Count
FS	19
AR	18
KFI	0
- Query Filing Pending:** (SSM has queried but entity not uploaded file against queried)

Type of Submission	Count
FS	0
AR	0
KFI	0
EA	0

The dashboard also includes a sidebar menu with options: Administrator, User Management, Downloads, Filing Process, and Report. The top navigation bar shows the user's role as 'COMPANY SECRETARY (LODGER)' and the current time as 14:07:39. A timestamp 'Last Updated On : 29-Jul-2024 02:06:55 PM' is visible in the top right corner.

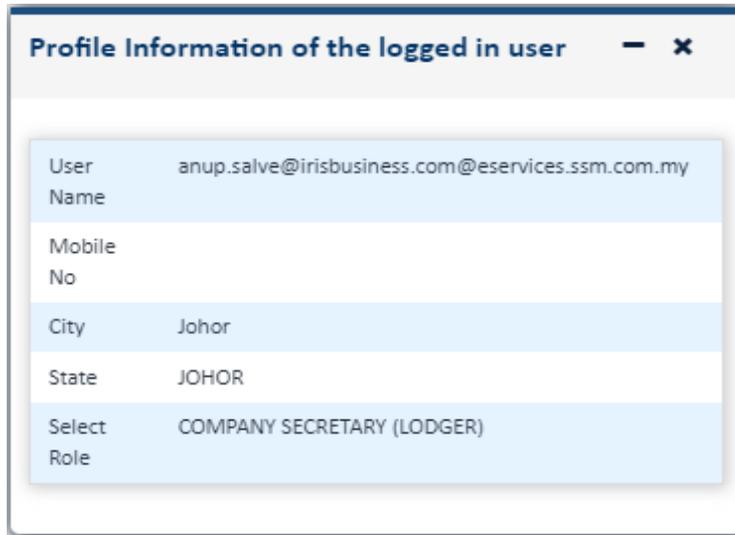
**Figure 146: External user Dashboard**

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.

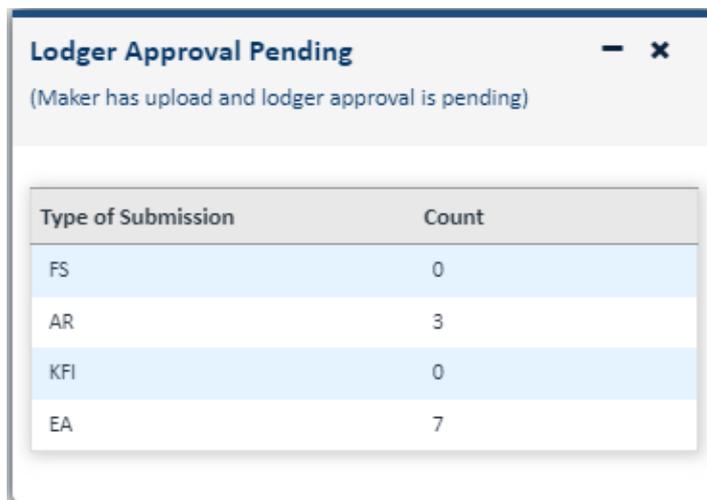
Each panel details are given below,

- 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.



**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.



**Figure 148: Lodger Approval Pending**

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.

Lodger Approval Pending

Global Filter Area

No.	State	Type of S.	Company Reg.	New Compan.	Reference Number	Company Name	Uploaded On	Date	Uploaded By	Filing Status
3	-	AR1	11				25-Jul-2024 12:00:34 PM	2023-01-27	sandeep.padhi@irisbusiness.c...	Verify-Entity
2	-	AR1	63				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				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 pending both will be inclusive)

Status	Count
Digital Sign Pending	1
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.

Lodgement Pending

Global Filter Area

No.	Reference Number	Type	Company Regis.	New Company Re.	State	Uploaded On	Date	Company Name	Uploaded By	Filing Status
1	REF				-	20-Jun-2024 05:...	2014-08-17	NILAM ADIL SDN...	anup.salve@irisb...	Payment Pending
2	REF				-	20-Jun-2024 03:...	2018-08-18	NILAM ADIL SDN...	anup.salve@irisb...	Digital Sign Pending

**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 shown 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.

Filing Status

Global Filter Area

No.	Type of Su...	Company ...	New Company ...	Company Name	Uploaded On	Date	Reference Number	Uploaded	Filing Status
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

Total Items: 10    Page Size: 20    1

**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)

Type of Submission	Count
FS	1
AR	0
KFI	0
EA	0

**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.

Query Filing Pending

Global Filter Area

No.	Type of Submis..	Company Regi..	New Company Regi..	Company Name	Uploaded On	Date	Reference Number	Uploaded By
1	FS-CLBG-1965	1						jaavidlim9507@gmail.com..

**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
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

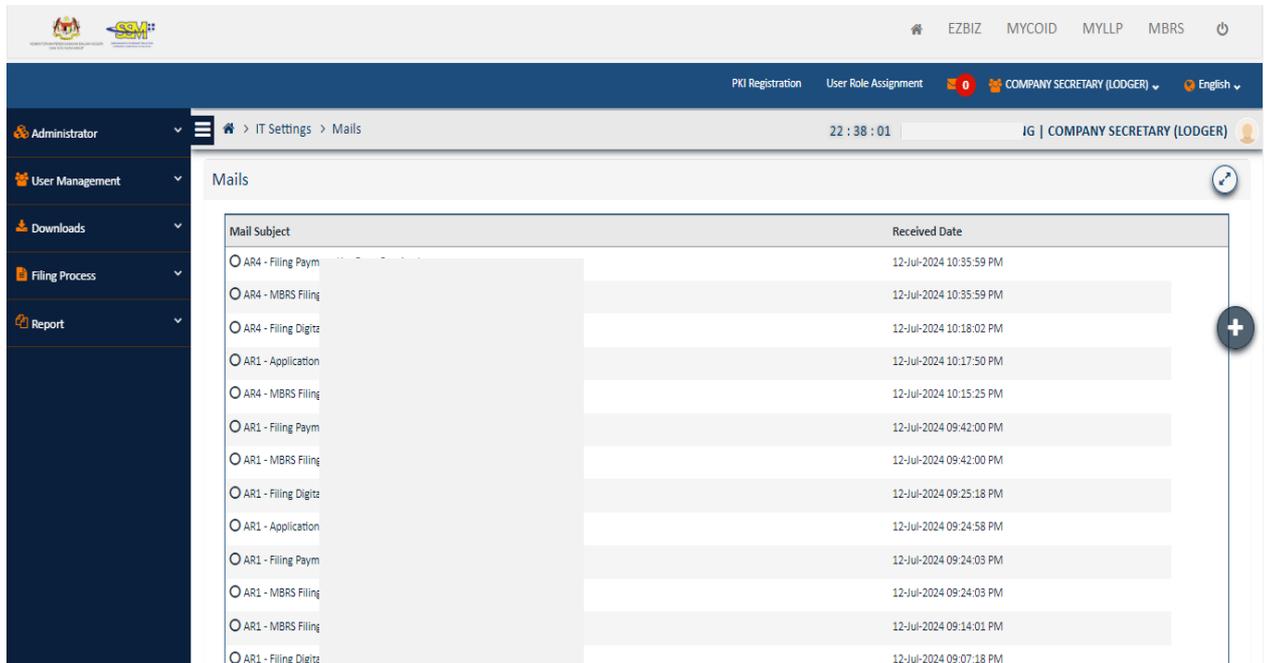
Global Filter Area

No.	State	Type of Sub...	Company R..	New Company ..	Company Name	Rectification Reques..	Date	Rectification Req..	Filing Status
1	JOHOR	AR1965	11					salve@irisb...	Pending For Approval
2	JOHOR	AR1965	10					salve@irisb...	Pending For Approval
3	MELAKA	FS-CLBG-1965	12					partners-c...	Pending For Approval

**Figure 157: Rectification Approval Pending grid**

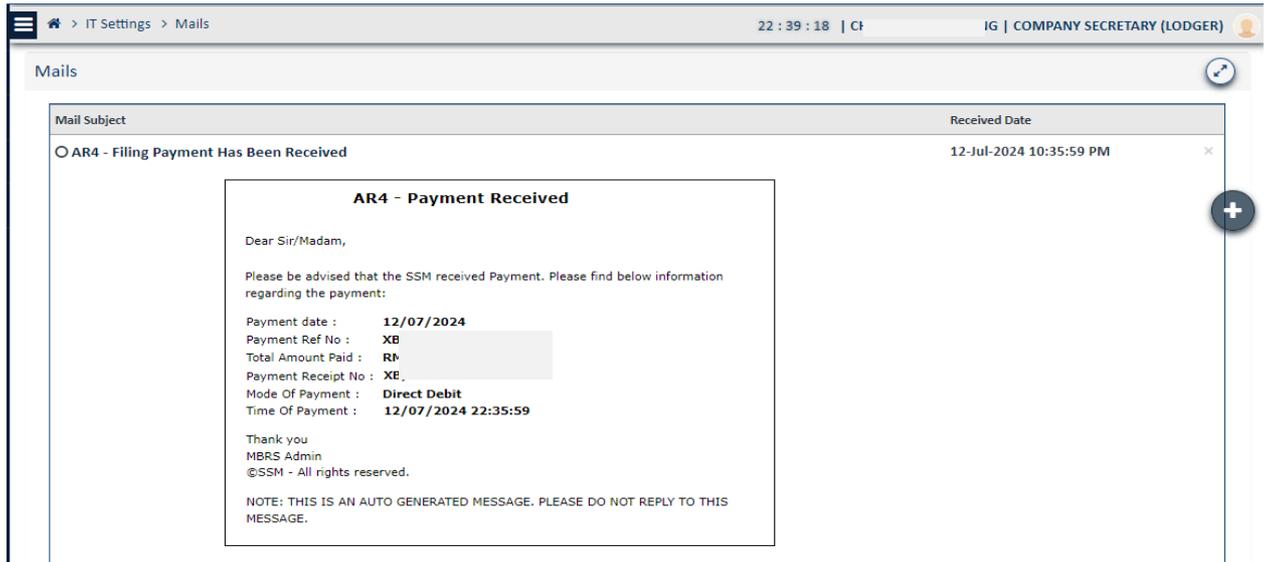
## 14. Email

**Navigation:** Click on IT Settings > Mails



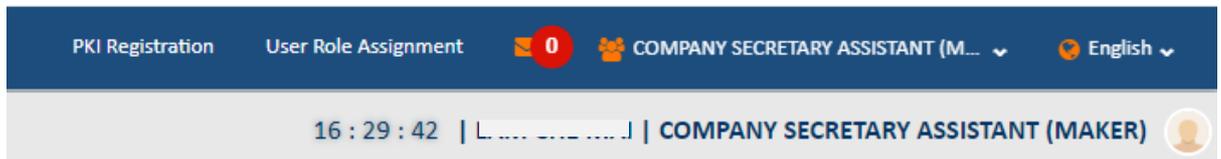
**Figure 158: Mails page**

- 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.



**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

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

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

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

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

## 16. Rectification Application Supporting Document

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