MANUAL

ON-LINE LODGEMENT
OF ANNUAL DECLARATION
BY LIMITED LIABILITY
PARTNERSHIP

Prepared by:
SURUHANJAYA SYARIKAT MALAYSIA
Dated: 20 OCTOBER 2016
Pursuant to Section 68 of the Limited Liability Partnerships Act 2012 (Act 743) ("LLP Act 2012"), every limited liability partnership ("LLP") must lodge the Annual Declaration annually.

**IMPORTANT NOTES**

Please take note of the following notes prior to the lodgement of the Annual Declaration ("AD"):  

1. *Ensure that you are a registered user of MyLLP system to enable you to fill in the ‘user name’ and ‘password’ for signing in;*

2. *Know your LLP registration number;*

3. *The Compliance Officer/Partners must ensure that LLP has prepared the financial statement for the current financial year which comprised of the Balance Sheet and Profit & Loss Accounts before filling in the financial indicators;*

4. *The date of financial year end must be consistent with the date of Balance Sheet and Profit & Loss Accounts are made up;*

5. *AD shall be lodged within 90 days from the end of financial year;*

6. *If the lodgement is made after 90 days, the LLP shall be subjected to compound and a prompt message will appear during the submission of AD; and*

7. *Please refer to SSM’s Practice Note No. 1/2016 at Suruhanjaya Syarikat Malaysia’s ("SSM") website (www.ssm.com.my) for further information pertaining to the requirements relating to the lodgement of Annual Declaration by the LLP.*
STEP 1:
Go to SSM’s Website www.ssm.com.my
Select ‘MyLLP’
STEP 2:

Click ‘Sign In’

Fill in ‘user name’ and ‘password’
STEP 3:

Select 'e-Forms'

Select 'Annual Declaration'
STEP 4:
Fill in LLP ‘Registration number’
Click ‘continue’
STEP 5:

1. The ‘Main Details’ page will display LLP Information

2. Review the ‘Main Details’, ‘Partners’ and ‘Compliance Officers’ to ensure all LLP information is correct and updated

3. A user is not permitted to make any changes to the LLP Entity data aside from completing the partners’ capital contributions and financial indicator data

4. All financial indicator value fields must be filled in

   * If there is any information that needs updating, please ensure changes are submitted through the change of particulars module prior to lodgement of the Annual Declaration.
STEP 6:

Select ‘Partners’

Review the details

Click ‘Save’ and ‘Next’
**STEP 7:**
Select ‘Compliance Officers’

Review the details

Click ‘Save’ and ‘Next’
9 | CAPITAL CONTRIBUTIONS

**STEP 8:**
Select ‘Capital Contributions’ and click ‘Add’

Notes:
1. Capital contributions by each partner must be provided
2. If no capital contributions, enter ‘0’
3. The amount of each partner’s capital contributions must be consistent with the amount of capital contributions recorded in the *Balance Sheet* as at the financial year end
STEP 8(a):
Select a partner from the drop list
Fill in the amount and click ‘Add’ to update total capital contribution

After clicking ‘Add’, message will be displayed as follows:
STEP 8(b):
Select another partner from the drop list

Fill in the contribution amount and click ‘Add’

The message will be displayed as follows:

After filling in each partner’s capital contribution, the total capital contributions information will be displayed as follows:

Click ‘Save’ and ‘Next’
STEP 9:
Select 'Financial Indicators'
STEP 9(a):
Go to ‘Annual Declaration Date (current)’
Fill in the date of the Financial Year End
STEP 9(b):

If the date of lodgement of AD is more than 90 days from the date of financial year end, LLP shall be subjected to the compound and the system will show notification as ‘Compound may be applicable: Yes’

System will also provide warning notification when submission of AD is clicked. Refer step 11(a)
**STEP 9(c):**

Select ‘Financial Indicators (RM)’

Notes:

1. The amount filled in the ‘Total Assets’, ‘Total Liabilities’, ‘Total Revenue’ and ‘Total Profit/Loss’ must be consistent with the amount stated in the *Balance Sheet and the Profit & Loss Accounts*

2. Total Assets = Non-Current Assets/Fixed assets + Current Assets

3. Total Liabilities = Non-Current Liabilities + Current Liabilities

4. Total Revenue = Revenue/Turnover/Sales/Income received during the year

5. Total Profit/(Loss) = Net Profit/(Loss) After Tax for the year

**NOTE:**

The information on Capital Contributions & Financial Indicators shall be kept by the LLP for future reference since the information are not available in the MyLLP Portal once the Annual Declaration is submitted and SSM will not be providing such information.
STEP 9(d):

Fill in the amount of 'Total Assets'

Total Assets = Non-Current Assets / Fixed assets + Current Assets

= 52,312 + 28,970

= 81,282
**STEP 9(e):**

Fill in the amount of ‘Total Liabilities’

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**FINANCIAL INDICATORS – TOTAL LIABILITIES**

<table>
<thead>
<tr>
<th>Assets</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Assets</td>
<td>52,312</td>
<td>65,047</td>
</tr>
</tbody>
</table>

**Current Assets**

<table>
<thead>
<tr>
<th>Item</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade receivables</td>
<td>9,190</td>
<td>5,833</td>
</tr>
<tr>
<td>Other receivables, deposit and prepayments</td>
<td>3,067</td>
<td>2,388</td>
</tr>
<tr>
<td>Closing stock</td>
<td>10,979</td>
<td>29,261</td>
</tr>
<tr>
<td>Cash in hand and at Bank</td>
<td>9,624</td>
<td>3,287</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>35,229</strong></td>
<td><strong>48,670</strong></td>
</tr>
</tbody>
</table>

**Total Assets**

<table>
<thead>
<tr>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>61,282</strong></td>
<td><strong>106,717</strong></td>
</tr>
</tbody>
</table>

**Total Liabilities**

| Trade Payable | 27,899 | 46,441 |
| Account & Other payable | 35,229 | 63,066 |
| **Total Liabilities** | **63,128** | **109,507** |

**Calculations:**

\[
\text{Total Liabilities} = \text{Non-Current Liabilities} + \text{Current Liabilities} = 0 + 35,229 = 35,229
\]
STEP 9(f):

Fill in the ‘Total Revenue’

Total Revenue = Revenue / Turnover / Sales / Income received during the year

= 387,255
STEP 9(g):

Fill in the 'Total Profit/ (Loss)'

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>387,255</td>
<td></td>
</tr>
<tr>
<td><strong>COST OF GOODS SOLD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Stock</td>
<td>30,261</td>
<td></td>
</tr>
<tr>
<td>Purchases</td>
<td>256,182</td>
<td></td>
</tr>
<tr>
<td>(-): Closing Stock</td>
<td>(10,975)</td>
<td>(274,404)</td>
</tr>
<tr>
<td><strong>GROSS PROFIT</strong></td>
<td></td>
<td>(12,791)</td>
</tr>
<tr>
<td><strong>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertisement</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Bank Charges</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>14,735</td>
<td></td>
</tr>
<tr>
<td>License Fee</td>
<td>850</td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Stationery</td>
<td>4,121</td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td>1,260</td>
<td></td>
</tr>
<tr>
<td>Rental of Office</td>
<td>24,000</td>
<td></td>
</tr>
<tr>
<td>Rental of Office Equipment</td>
<td>360</td>
<td></td>
</tr>
<tr>
<td>Partners Salary</td>
<td>35,000</td>
<td></td>
</tr>
<tr>
<td>Upkeep of Office</td>
<td>16,420</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>10,935</td>
<td>(106,226)</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>116,226</td>
<td></td>
</tr>
<tr>
<td><strong>NET PROFIT BEFORE TAX</strong></td>
<td></td>
<td>6,983</td>
</tr>
<tr>
<td><strong>TAXATION</strong></td>
<td></td>
<td>(312)</td>
</tr>
<tr>
<td><strong>NET PROFIT AFTER TAX</strong></td>
<td></td>
<td>6,671</td>
</tr>
</tbody>
</table>

Total Profit/ (Loss) = Net Profit/(Loss) After Tax for the year.

= 6,053
STEP 9(h):

Select ‘Solvency Declaration’

1. ‘Tick’ the 1st box as marked in red to confirm and declare that the partners have made full inquiry into the affairs of the LLP

2. ‘Tick’ the 2nd box as marked in red whether the LLP is able or not able to pay its debts as they become due in the normal course of business as at the date of which the *Balance Sheet and the Profit & Loss Accounts* were made up

Click ‘Save’
**STEP 10:**

Select ‘Summary’ to view and check all the information which has been filled in.
STEP 11:

If all the information filled in are correct, ‘Tick’ the declaration box as marked in red

Click ‘Save’ and ‘Submit’

After click ‘Submit’, screen will show payment to be made
STEP 11(a):

If the date of lodgement of AD is more than 90 days from the date of financial year end [refer step 9(b)], the system will provide warning notification to the users when submitting the AD as follows:

User may ‘Re-Validate’ the amount or ‘Skip Warning’ to proceed with the submission.
If click ‘Skip Warning’, screen will show ‘Pay & Submit’ button

Click ‘Pay & Submit’ and screen will go to ‘Payment’ steps

Notes:

Submission of false and misleading information / statement is an offence under section 80 of LLP Act 2012 and shall be liable to imprisonment not exceeding 5 years or fine not less than RM150,000.00 and not more than RM500,000.00 or both.
STEP 11(b):

Notes:

If the amount filled in for total liabilities is more than total assets (refer to step 9(e) above), the system will show a warning as follows:

User may ‘Re-Validate’ the amount or ‘Skip Warning’ to proceed with the submission.
If click ‘Skip Warning’, screen will show ‘Pay & Submit’ button

Click ‘Pay & Submit’ and screen will go to ‘Payment’ steps

Notes:
Submission of false and misleading information / statement is an offence under section 80 of LLP Act 2012 and shall be liable to 
inprisonment not exceeding 5 years or fine not less than RM150,000.00 and not more than RM500,000.00 or both.
**STEP 12:**

The amount of payment will be displayed
STEP 13:
Select payment mode. Payment can be made either via ‘Credit Card’ or ‘Maybank2u’
STEP 13(a):

If payment via credit card, click ‘Credit Card’ and click ‘Make Payment’

Fill in all particulars as required and make payment
STEP 13(b):

If payment via Maybank2u, click ‘M2U’ and click ‘Make Payment’

Click ‘Start Payment’

Screen will be directed to Maybank2u website. Login and make payment.
STEP 14:
Receipt image will be displayed once payment transaction is successfully completed

Example of Receipt image:
STEP 15:

A notification will be sent to your email address to notify that your submission is successfully received by SSM
STEP 16:

Please save the completed AD (hard copy and/or soft copy) for future reference

Example of Annual Declaration Image:
IMPORTANT NOTE

Should you encounter any problem during the Annual Declaration submission, please do not hesitate to contact SSM Contact Centre at 03-7721 4000 or email to enquiry@ssm.com.my