



**SURUHANJAYA SYARIKAT MALAYSIA**  
**COMPANIES COMMISSION OF MALAYSIA**  
( Agensi di bawah KPDNHEP )

## **SSM BIZTRUST QR CODE THROUGH EZBIZ ONLINE PORTAL USER MANUAL**



**PREPARED BY:**

**MARKETING AND BUSINESS DEVELOPMENT DIVISION**

## TABLE OF CONTENTS

<b>TITLE</b>	<b>PAGES</b>
PURPOSE	3
BACKGROUND OF SSM EZBIZ ONLINE	3
BACKGROUND OF SSM BIZTRUST QR CODE	3
SSM BIZTRUST QR CODE	
TABLE 1: Steps To Download SSM BizTrust QR Code Through SSM ezBiz Online Portal	4
TABLE 2: Steps To Upload SSM BizTrust QR Code To Online Platform	6
CLOSING	8

## **PURPOSE**

This user manual is provided to guide business communities registered under the Business Registration Act 1956 (APP 1956) through the SSM ezBiz Online portal. It explains the procedures and steps to download and upload SSM BizTrust QR code through the SSM ezBiz Online portal.

## **BACKGROUND OF SSM EZBIZ ONLINE**

2. SSM ezBiz Online is an online platform provided by the Companies Commission of Malaysia (SSM) and it offers services such as:

- i. New Business Registration;
- ii. Business Information Changes;
- iii. Business Registration Renewal;
- iv. Business Termination; and
- v. Compound Services.

3. This portal is available 24 hours a day, and seven (7) days a week at [ezbiz.ssm.com.my](http://ezbiz.ssm.com.my).

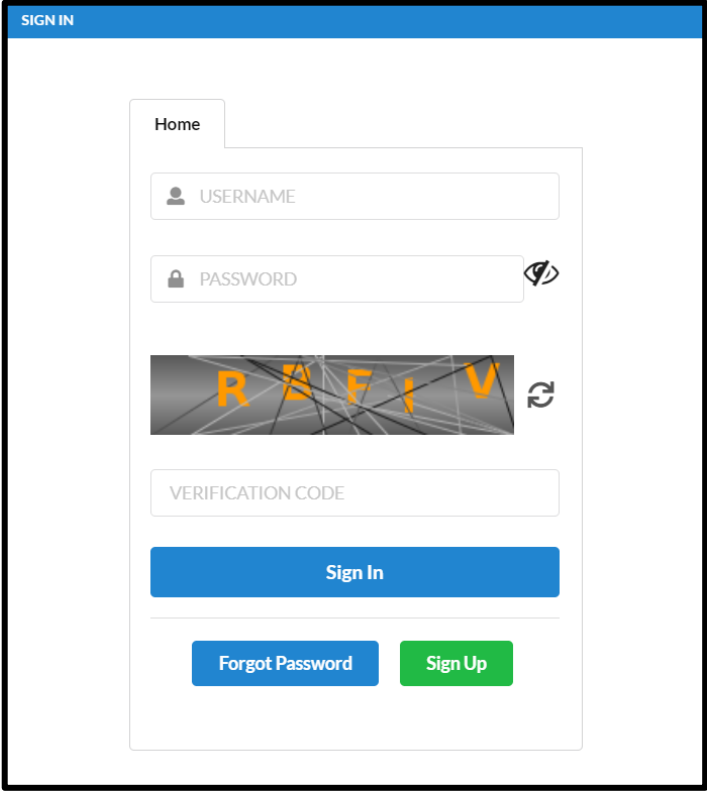
## **BACKGROUND OF SSM BIZTRUST QR CODE**

4. SSM BizTrust is a business starter kit that serves as a digital identification to business entities registered with SSM.

5. This business starter kit comes in the QR code form that will display information such as the name and registration number of the business entity, status and URL address of the business. It aims to strengthen the compliance of business entities registered with SSM through the provisions of the Acts administered by SSM.

## SSM BIZTRUST QR CODE

Table 1: Steps To Download SSM BizTrust QR Code via SSM ezBiz Online Portal

STEP	ACTIONS
1	<p>Login to your ezBiz Online account using your User ID and password.</p> 
2	<p>Press 'Other Services' on the main menu page to go to the 'SSM BizTrust' menu.</p>

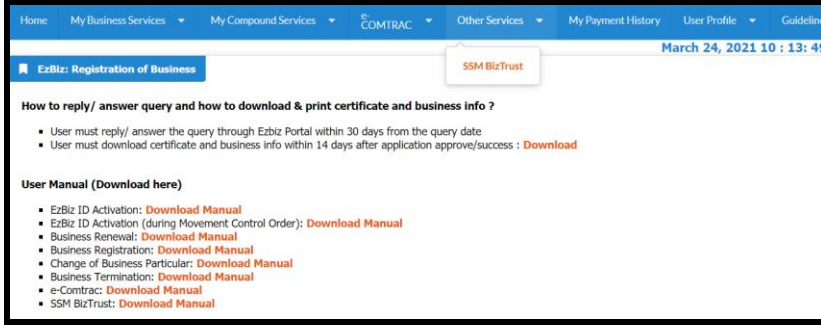
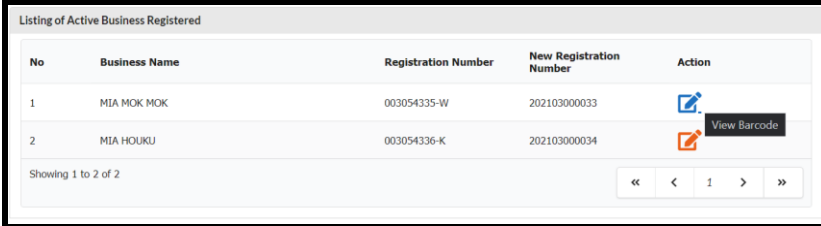
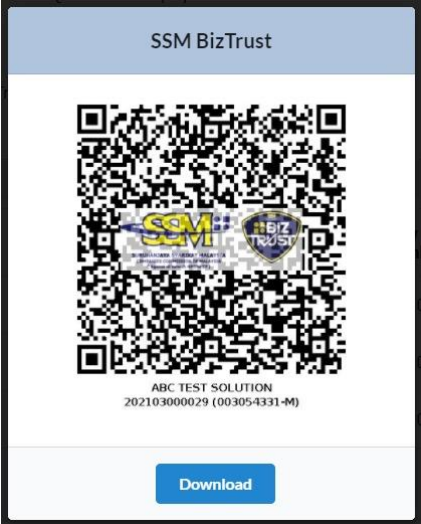
	 <p>Home My Business Services My Compound Services COMTRAC Other Services My Payment History User Profile Guideline</p> <p>EzBiz: Registration of Business SSM BizTrust</p> <p>March 24, 2021 10 : 13: 45</p> <p><b>How to reply/ answer query and how to download &amp; print certificate and business info ?</b></p> <ul style="list-style-type: none"> <li>User must reply/ answer the query through Ezbiz Portal within 30 days from the query date</li> <li>User must download certificate and business info within 14 days after application approve/success : <a href="#">Download</a></li> </ul> <p><b>User Manual (Download here)</b></p> <ul style="list-style-type: none"> <li>EzBiz ID Activation: <a href="#">Download Manual</a></li> <li>EzBiz ID Activation (during Movement Control Order): <a href="#">Download Manual</a></li> <li>Business Renewal: <a href="#">Download Manual</a></li> <li>Business Registration: <a href="#">Download Manual</a></li> <li>Change of Business Particular: <a href="#">Download Manual</a></li> <li>Business Termination: <a href="#">Download Manual</a></li> <li>e-Comtrac: <a href="#">Download Manual</a></li> <li>SSM BizTrust: <a href="#">Download Manual</a></li> </ul>															
<p>3</p>	<p>Press 'View Barcode' on the SSM BizTrust website to display the SSM BizTrust QR code.</p>  <p>Listing of Active Business Registered</p> <table border="1"> <thead> <tr> <th>No</th> <th>Business Name</th> <th>Registration Number</th> <th>New Registration Number</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MIA MOK MOK</td> <td>003054335-W</td> <td>202103000033</td> <td><a href="#">View Barcode</a></td> </tr> <tr> <td>2</td> <td>MIA HOUKU</td> <td>003054336-K</td> <td>202103000034</td> <td><a href="#">View Barcode</a></td> </tr> </tbody> </table> <p>Showing 1 to 2 of 2</p>	No	Business Name	Registration Number	New Registration Number	Action	1	MIA MOK MOK	003054335-W	202103000033	<a href="#">View Barcode</a>	2	MIA HOUKU	003054336-K	202103000034	<a href="#">View Barcode</a>
No	Business Name	Registration Number	New Registration Number	Action												
1	MIA MOK MOK	003054335-W	202103000033	<a href="#">View Barcode</a>												
2	MIA HOUKU	003054336-K	202103000034	<a href="#">View Barcode</a>												
<p>4</p>	<p>Press 'Download' to download the SSM BizTrust QR code.</p>  <p>SSM BizTrust</p> <p>ABC TEST SOLUTION 202103000029 (003054331-M)</p> <p><a href="#">Download</a></p>															

Table 2: Steps To Upload SSM BizTrust QR Code To Online Platform

(1) INSTAGRAM  
OPTION I

STEP	ACTIONS
1	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) through the ezBiz Online portal.
2	Log in to the registered business Instagram account.
3	Press '+' to upload SSM BizTrust QR code to Instagram Post.
4	Press 'Next' and write the appropriate caption.
5	Press 'Share' and the SSM BizTrust QR code will display.

## OPTION II

STEP	ACTIONS
1	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) through the ezBiz Online portal.
2	Log in to the registered business Instagram account.
3	Swipe right to upload SSM BizTrust QR code to Instagram Story.
4	Press 'Send to' and the SSM BizTrust QR code will display.

Note: Instagram Story can be used as a 'Highlight' on a business's Instagram account.

## (2) FACEBOOK PAGE

STEP	ACTIONS
1	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) via the ezBiz Online portal.
2	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) via the ezBiz Online portal.
3	Press 'News Feed' and click 'Photo' to select the downloaded SSM BizTrust QR code image to be uploaded to the Facebook Post.
4	Press 'Publish' and the SSM BizTrust QR code will display.
5	Press the '...' icon and press 'Pin to Top' to ensure that the post is always on top of the Facebook Page Timeline Page.

## (3) WEBSITE

STEP	ACTIONS
1	Press 'Download' to download the SSM BizTrust QR code (image in JPEG format) through the ezBiz Online portal.
2	Upload the SSM BizTrust QR code in the footer either left or right of the website.
<p>Note:</p> <p>i. The method of uploading the SSM BizTrust QR code depends on the type of website. The activity of uploading the QR code of</p>	

SSM BizTrust is recommended to be done by the web developer of the website; and  
ii. The minimum scale of the QR code display is 3.0 cm<sup>2</sup> and is still readable if scanned.

## **CLOSING**

6. For further enquiries regarding SSM BizTrust QR code, please call 03-7721 4000 or email to [enquiry@ssm.com.my](mailto:enquiry@ssm.com.my).

Prepared by:  
Marketing and Business Development Division  
Commission Companies of Malaysia