



Malaysian Business Reporting System (MBRS)

USER MANUAL MBRS PORTAL (mPortal) EXTERNAL USER

Version 1.0

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1. Introduction

As part of the SSM XBRL initiative, 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. SSM also envisions an integrated platform where data filed with this system will be interconnected with their other systems and offer an integrated business reporting environment. Such a platform will not only reduce the reporting burden on the companies but also provide improved scope of routine analysis and the decision-making process. SSM also wishes to use this system as a supervisory platform to monitor and regulate all companies in the Malaysia.

1.1. Document Conventions

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

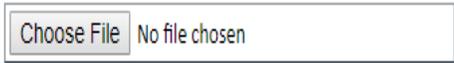
Table 1: Document Conventions

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

1.2. MBRS Portal Conventions

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

Table 2: MBRS Portal Conventions

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

1.1. Glossary

The following table 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
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)
mPortal	MBRS Portal
mTool	MBRS Preparation Tool
XBRL file	Instance document (XML file) generated from MBRS Preparation Tool (mTool)
ID	Identification

1.2. General Layout of the mPortal

This section helps you understand the general layout of a web page in the mPortal. The mPortal basically 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 Enterprise Portal applications widgets 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 Figure 1).

Middle Section (In this case login window)

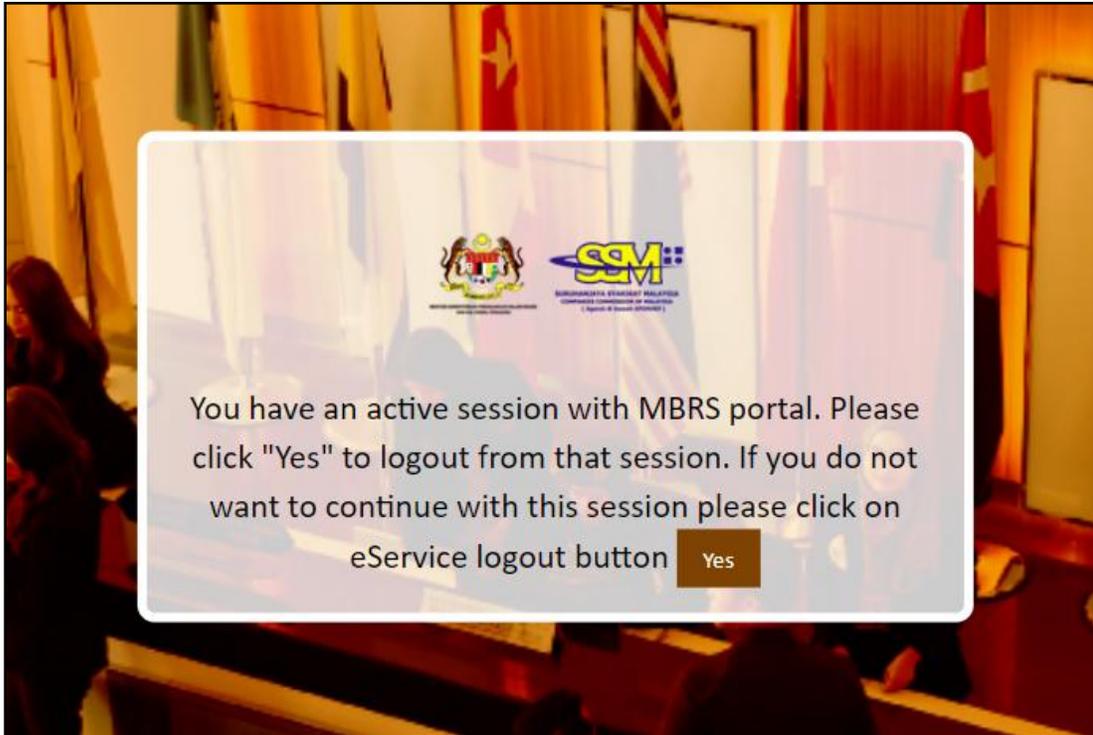


Figure 2: Middle section of mPortal at the time of Login

The middle section would display the actual application where user can perform different filing related activities in this case the middle section displays the session login window where user will be directed to the dashboard page if clicked on the “**Yes**” button.

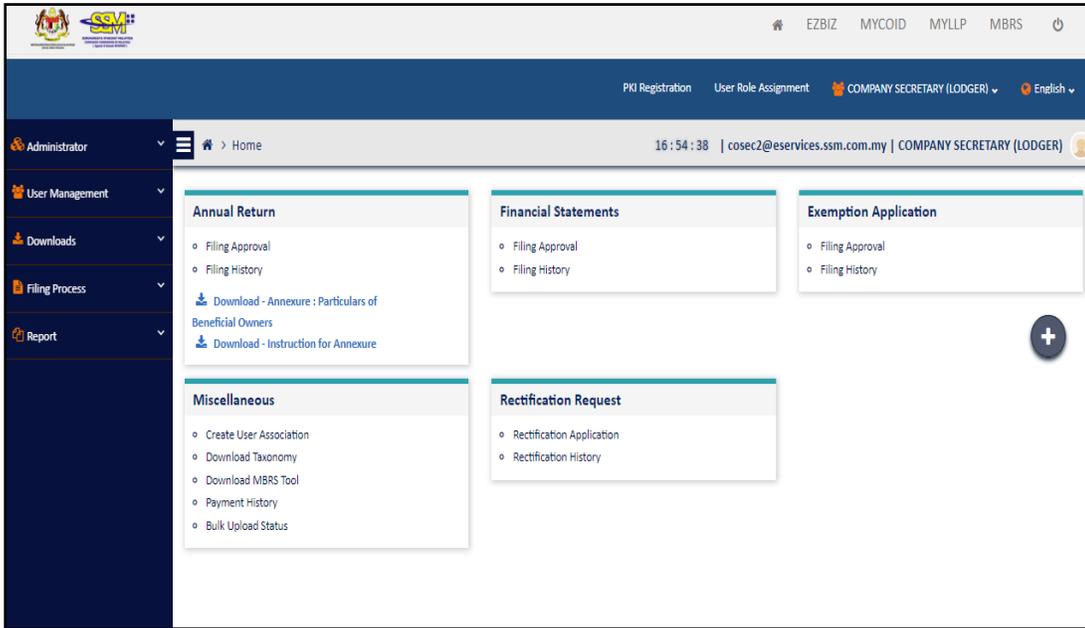


Figure 3: Middle section of mPortal Homepage or Dashboard view

1.3. Access to the mPortal



Figure 4: Internal and External Account Login window for mPortal

The mPortal can be assessed by two user groups:

1. **Internal Users:** SSM Employees or authorised users performing administration related activities.
2. **External Users:** Company Secretary Assistant (Maker), Company Secretary (Lodger), Company Agent Assistant (Maker), Company Agent (Lodger) who are from the filing end and would be performing various activities related to filing activities such as:-
 - Viewing the filing history associated with all filing relating activities
 - Uploading XBRL file
 - Digitally signing XBRL file for submission; and
 - Making payment related to filing submission.

Below are the steps to log into the mPortal as an External User:

1. Open the URL <https://mbrs.ssm.com.my/mbrs/> in your browser a new window will be opened asking user to Sign in to the mPortal with any one to the account out of “**SSM Employees**” or “**Public Login**”.
2. As an External User you need to click on the “**Public Login**” option.
3. Once clicked, a new window is opened where, as a user you need to enter the valid credentials for **Username** and **Password** that is registered with SSM Enterprise Portal and click on the “**Sign in**” button.
4. Upon successful Sign-in, the user would 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 not active in the mPortal.

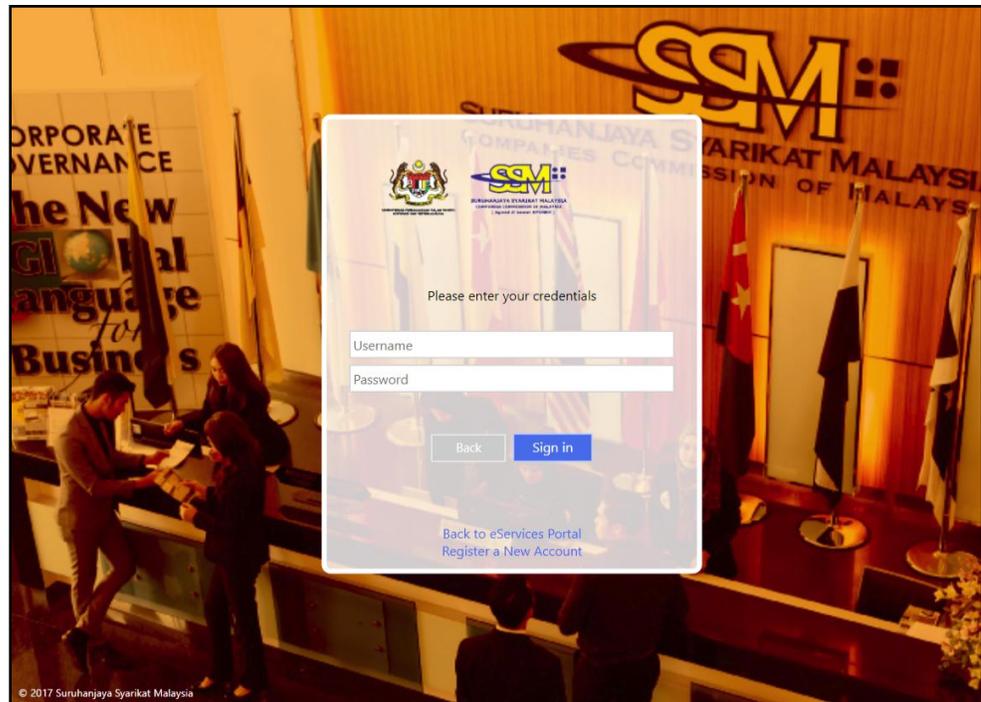


Figure 5: Public Login Window

5. If you are an External User without any prior role then you would be directed to the **User Role Assignment** page which would have no menu items as there isn't any role present for the user account.

6. You can apply or request for an external user role e.g. Lodger and Maker for Company Secretary and Company Agent. At least one role needs to be active to have menu items of the mPortal available.

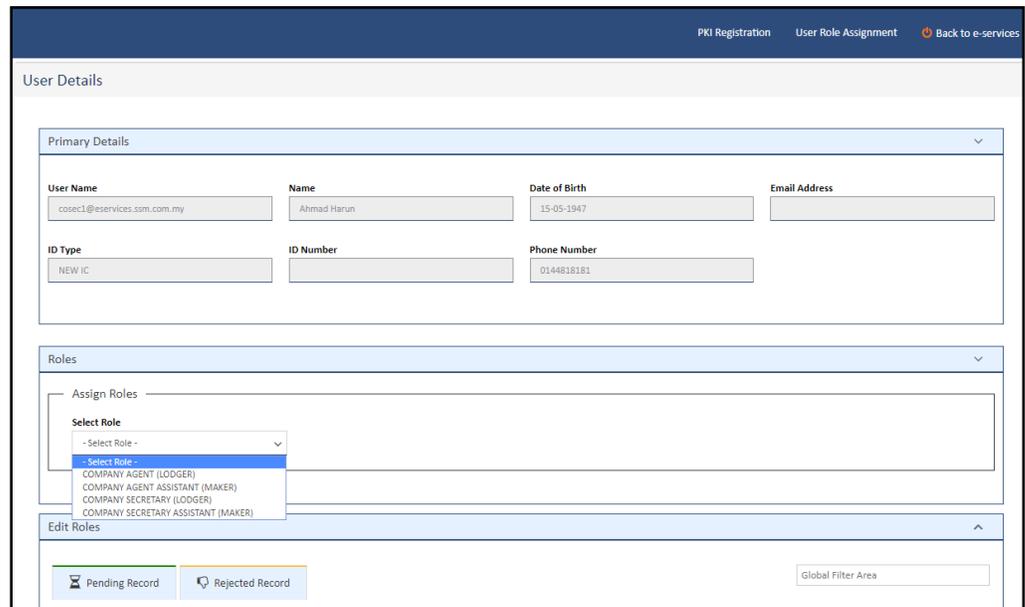


Figure 6: External User Role Assignment Page after Login without Prior Role

7. 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 the below figure. Click on the dropdown of the field **“Select Role”** and select another role to apply.

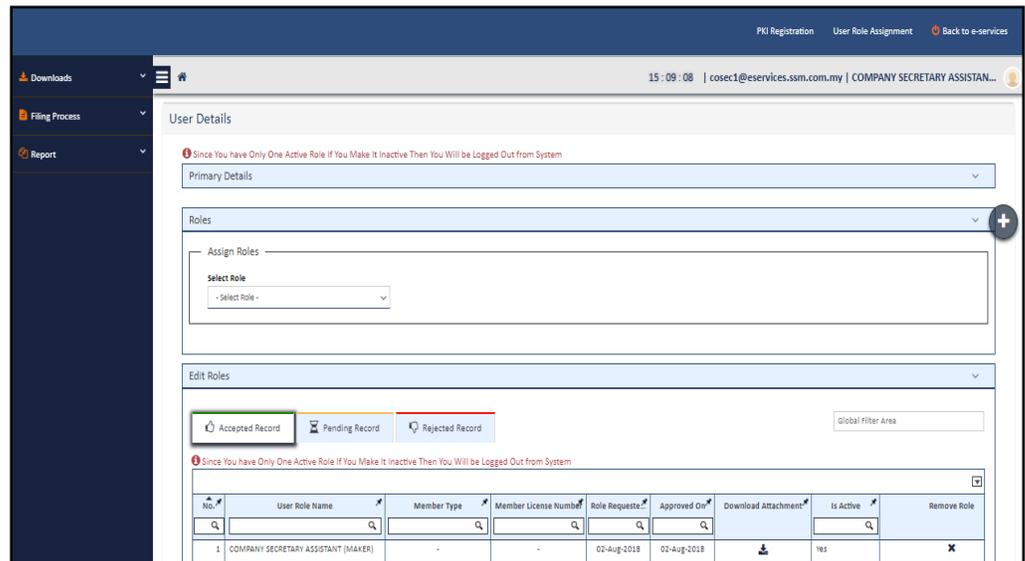


Figure 7: External User Role Assignment Page after Login with Prior Role

8. The Home Page or the Dashboard of the External User would consist of Menu items on the left hand side of the page and quick link 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 the below figure.

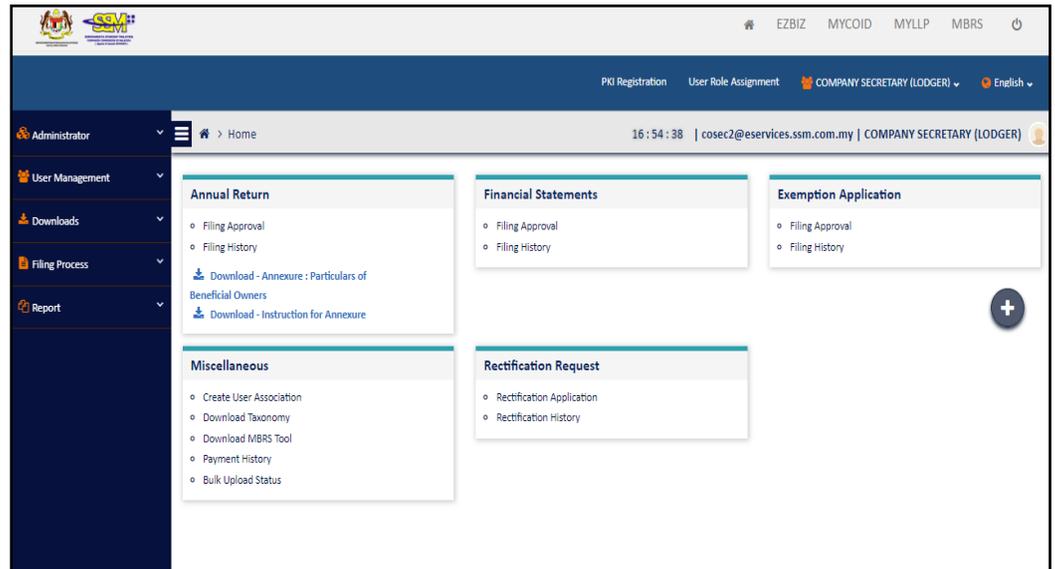


Figure 8: External User Dashboard Page Display

9. 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 the below figure.

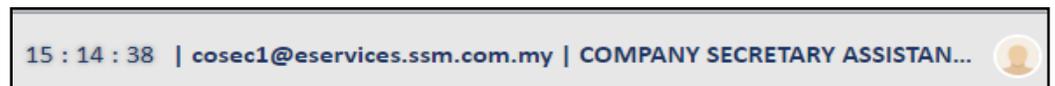


Figure 9: Dashboard section displaying time, username and role

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

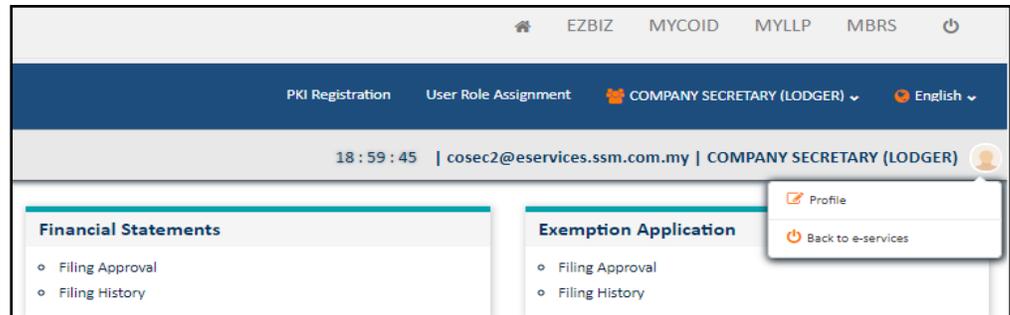


Figure 10: User Account Icon options Display

11. **Profile** - User can click on this option and would be directed to the “**Edit Profile**” page wherein user can click on the Edit Profile button and update information related to the Company Profile table as shown in the below figure.

Figure 11: Edit Profile Page

12. **Back to e-services** - User can use this option to logout only from the mPortal and use other applications of the e-services portal as displayed on the top right corner of the below figure. There is also

a “**Global Logout**” button next to other SSM Enterprise sites by which user can logout completely from the Enterprise Portal.

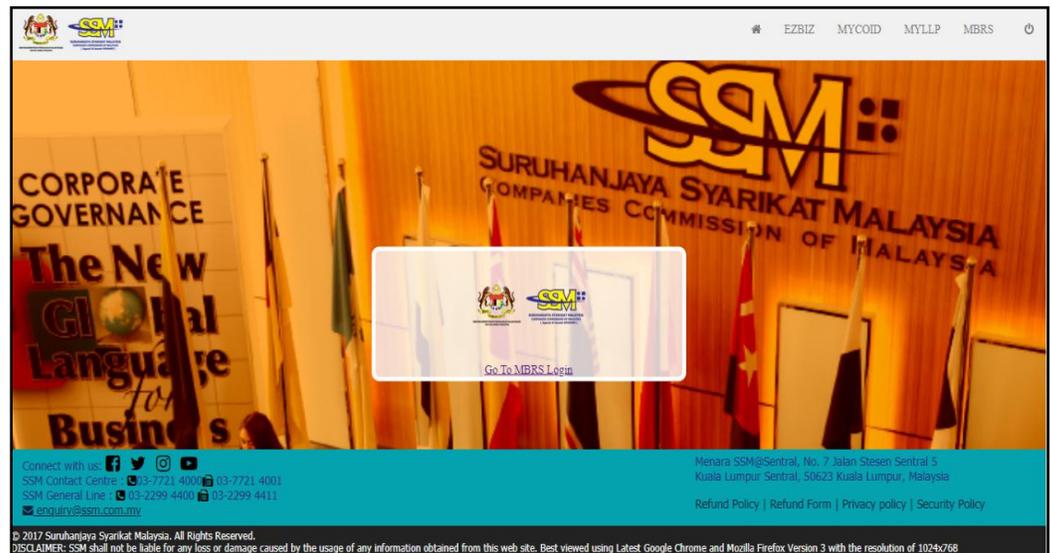


Figure 12: MBRS Logout page

2. Application of External User Roles

1. At one time an external user can request or apply for any or all 4 roles as listed:-

- **Company Secretary Assistant (Maker)**
- **Company Secretary (Lodger)**
- **Company Agent Assistant (Maker)**
- **Company Agent (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 the below figure.

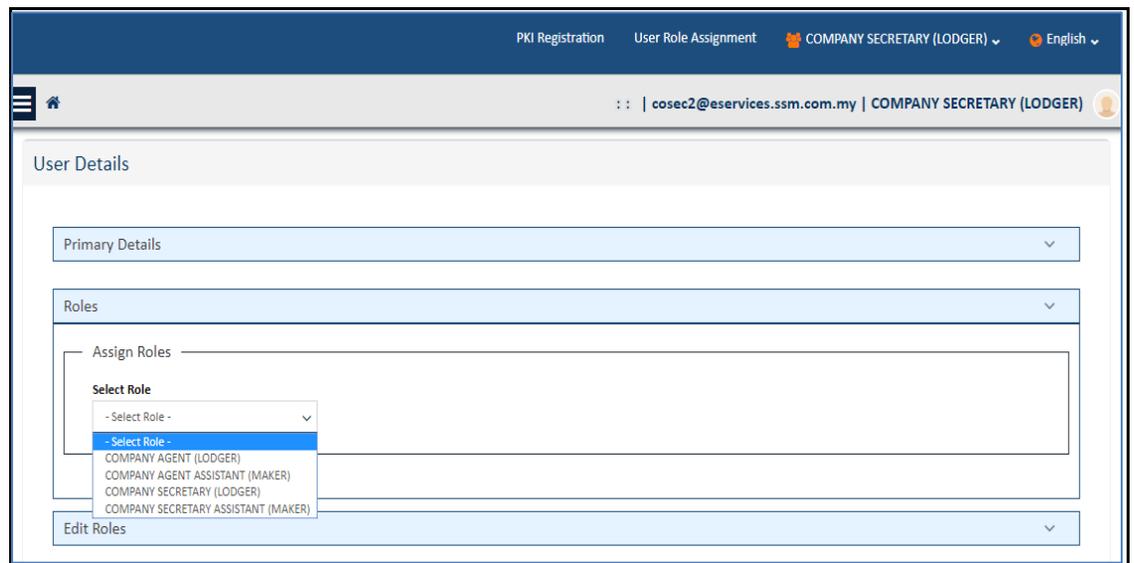


Figure 13: User Details page display of the User Role Assignment page

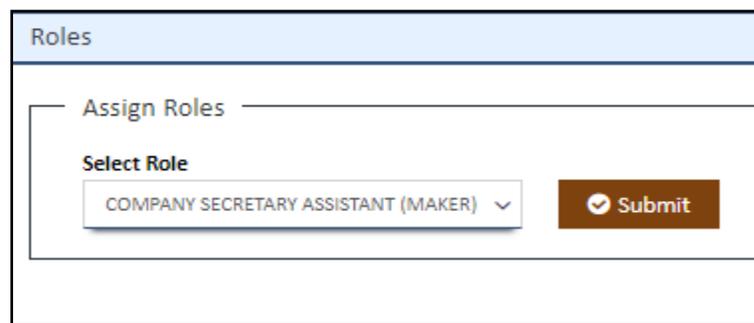


Figure 14: Role selected in Assign Roles table

3. Once the role is selected and user clicks on the **“Submit”** button as shown in the above figure, the role is auto approved by the mPortal and the record for this request will be displayed in the **“Accepted Records”** tab of the Edit Roles table as shown in the below figure. This is applicable and similar to both **Company Agent (Lodger)** and **Company Agent Assistant (Maker)** roles as well.

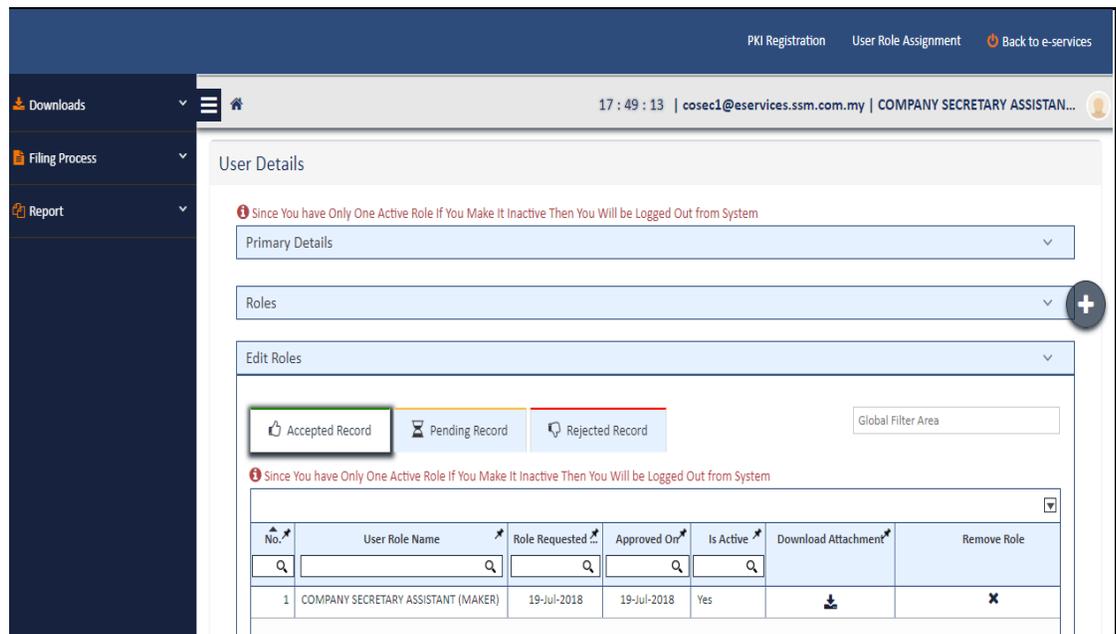


Figure 15: Accepted Records tab display of Edit Roles table

- 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.

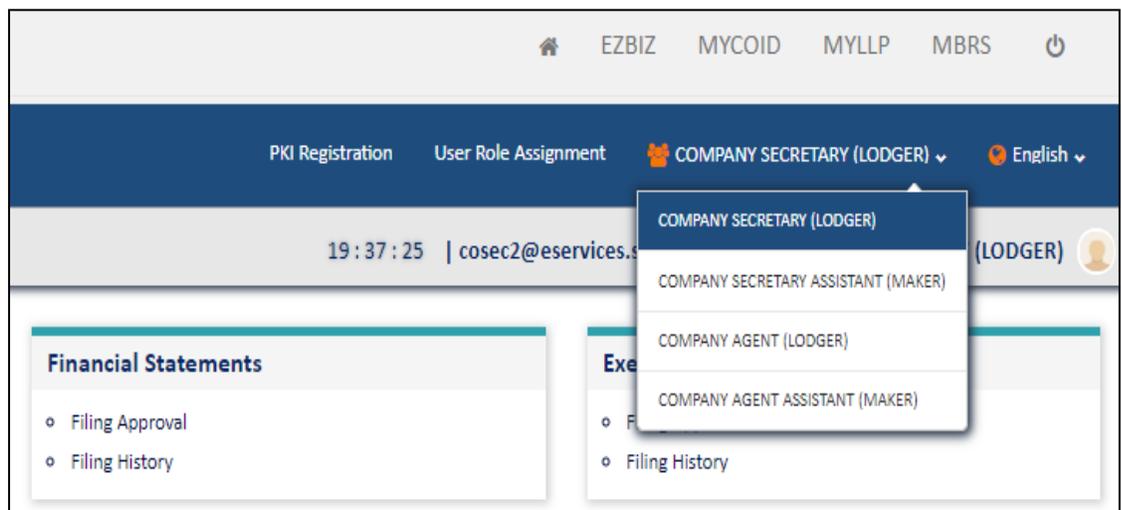


Figure 16: Switch Profile Functionality

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 submission 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 would be made for Foreign Companies.

5. Maker Role Menu items:

Downloads	Download Taxonomy - User can download the taxonomy used for creating XBRL Document from this option.
Download Taxonomy	
Download MBRS Tool	Download MBRS Tool - 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	Bulk Upload Filing - User is provided with a facility to upload XBRL Documents in bulk with this option.
Bulk Upload Filing	
Upload Filing	Upload Filing - User can upload the XBRL Document prepared by this option that is required to be submitted as a Filing to SSM in the MBRS Portal.
Report	Filing History - User can view all Historical Filing records from this option.
Filing History	
Rectification History	Rectification History - User can view all Rectified Historical Filing records from this option.
Bulk Upload Status	Bulk Upload Status - User can view all Bulk Upload filing status from this option.

Figure 17: Maker Account menu items

The primary function 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.
- **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 2 important details such as **Member Type** and **Member**

License Number and then upload the License Certificate in PDF format which should be less than 200kb as shown in the below figure.

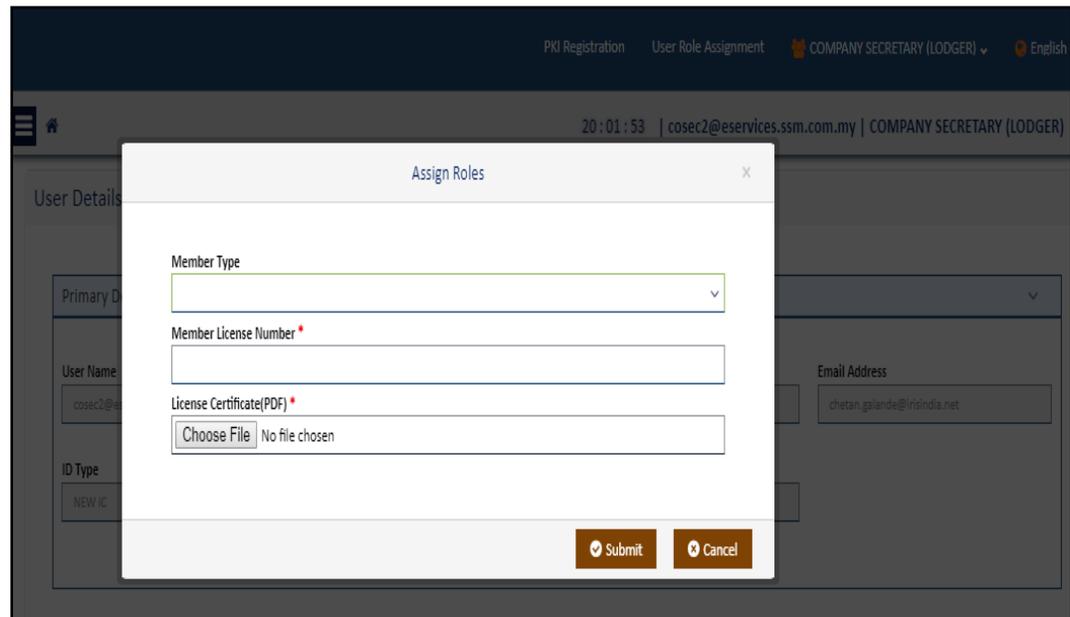


Figure 18: Lodger Role application requirements window

6.1 Once the user clicks on the “**Submit**” button, the role request for Company Secretary (Lodger) goes to SSM Officers for approval of the role Request. On successful role request submission to SSM an email is sent to the Lodger as shown in the below figure.

User Role Request Submitted To SSM

Dear Sir/Madam,

This is to inform you that requested user role access have been submitted to SSM for approval.

Role Name : **COMPANY SECRETARY (LODGER)**
Request Status : **Pending for SSM approval**
Request Submitted Date : **06/08/2018**

Thank you
MBRS Admin
©SSM - All rights reserved.

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

Figure 19: Email sent to Lodger for role request submitted to SSM

- 6.2 The user would be able to view the role request status in the **Pending Record** tab till it gets approved by SSM as shown in the below figure.

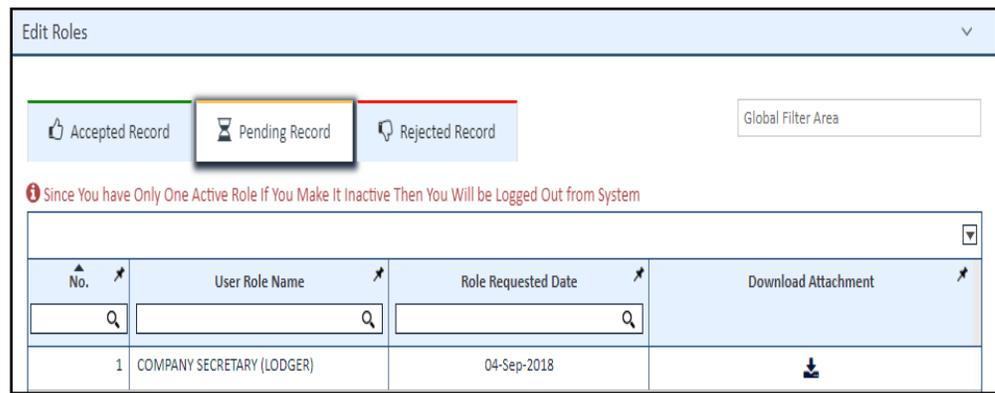


Figure 20: Pending Records tab display of Edit Roles table

- 6.3 Once the submitted request for the Company Secretary (Lodger) is approved by SSM a confirmation mail is sent to the user stating role request is been approved by SSM as shown in the below figure.

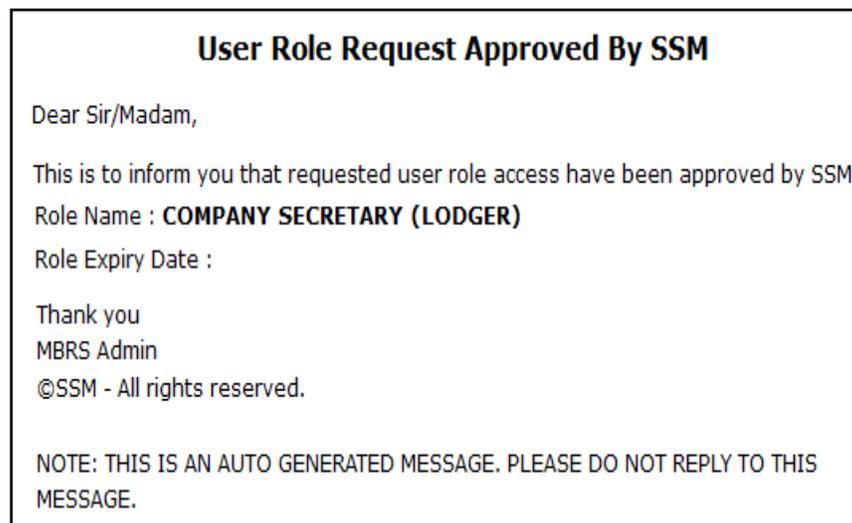


Figure 21: Email for role request approved by SSM

- 6.4 Once the role request is accepted and approved by SSM, the user with the lodger role can perform the following activities:-
- i. Review the file uploaded by Maker for the searched company, **Approve** or **Reject** the same.
 - ii. Digitally sign the uploaded file.
 - iii. Make payment for the uploaded File as per filing fees prescribed for the type of filing.
 - iv. Do final submission to the SSM for completion of filing for a company associated with the Lodger.



As present Company Agent (Lodger) role is also auto approved by the mPortal.

- 6.5 A user can also edit and view status of the applied roles from the Edit Roles table present in the User Role Assignment page as shown in the below figure.

No.	User Role Name	Is Active	Role Requeste...	Approved On	Download Attachment	Remove Role
1	COMPANY SECRETARY (LODGER)	Yes	04-Sep-2018	04-Sep-2018		
2	COMPANY AGENT (LODGER)	Yes	-	-		
3	COMPANY AGENT ASSISTANT (MAKER)	Yes	-	-		
4	COMPANY SECRETARY ASSISTANT (MAKER)	Yes	-	-		

Total Items: 4
Selected Items: 0
Page Size: 20

Figure 22: Edit Roles table showing status of the roles

- 6.6 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.



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. Association between CS Lodger and CS Maker or CA Lodger and CA Maker

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

The screenshot displays the 'Create User Association' page. The top navigation bar includes 'PKI Registration' and 'User Role Assignment'. The sidebar on the left lists 'Administrator', 'User Management', 'Create User Association', 'Downloads', 'Filing Process', and 'Report'. The main content area shows the 'Create User Association' form with the following fields: 'ID Type' (dropdown menu set to 'NEW IC'), 'ID Number' (text input), 'Name' (text input), 'Email Address' (text input), and 'Phone Number' (text input). There are 'Fetch Data', 'Submit', and 'Reset' buttons.

Figure 23: 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.

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 is populated automatically for the selected Maker ID from the CORE System.
5. Click on “**Submit**”, you will notice a green box from the centre-top part of the page appears providing you confirmation that User Association has been created successfully.
6. User can also see details of the successful association below in the status grid that would provide details such as ID Type, ID Number, Email Address, Association Date, Status whether Active or inactive and Edit as shown in the below figure.



*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.*

No.	ID Type	ID Number	Name	Email Address	Phone Number	Association Date	Is Active	Edit
1	NEW IC	123456789012	Ahmad Harun	cs@eservices.com	0144818181	07-Aug-2018 6:19:40 PM	Yes	

Figure 24: Create User Association Page with status grid

7. The Lodger can activate or de-activate the association with the help of the Edit button. Click on the “**Edit**” checkbox and select option “**Yes**” or “**No**” in column “**Is Active**” and then click on “**Save**” which is the centre checkbox in the Edit Column.

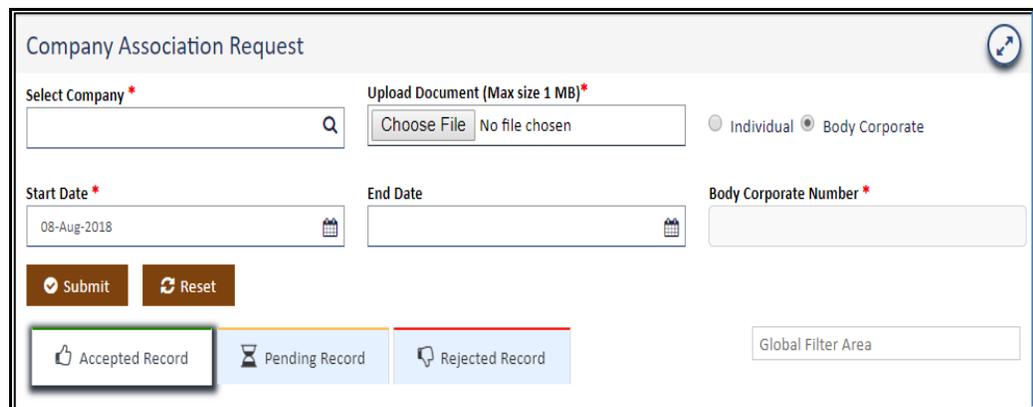
8. This process is same for Company Secretary (Lodger/Maker) and Company Agent (Lodger/Maker), but a Company Secretary (Lodger) can’t be associated to a Company Agent Assistant (Maker) and vice versa. An email notification is sent to the Maker once successful association is done with the Lodger as shown in the below figure.



Figure 25: Email for Lodger and Maker association

4. 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 CORE system when a Company Secretary registers in the Enterprise Portal.
2. Hence if any Company Secretary tries to submit filing of a company that they are not associated with, the system won't 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 the below figure.

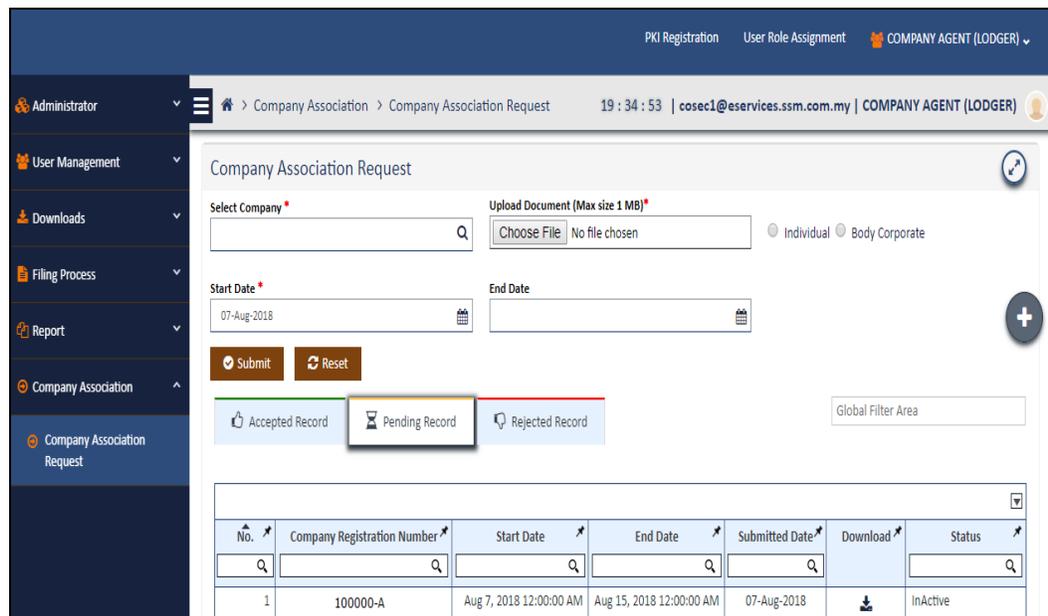


The screenshot displays the "Company Association Request" form. It includes a search field for "Select Company", an "Upload Document (Max size 1 MB)" section with a "Choose File" button and "No file chosen" text, and radio buttons for "Individual" and "Body Corporate". There are also date pickers for "Start Date" (set to 08-Aug-2018) and "End Date", and a "Body Corporate Number" field. At the bottom, there are "Submit" and "Reset" buttons, a record status filter with "Accepted Record", "Pending Record", and "Rejected Record" options, and a "Global Filter Area" input field.

Figure 26: Company Association Request Page

4. Lodger should enter valid details for fields "**Select Company**", upload certificate of association which can be of maximum 1 MB. Select either one of the option 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 sent to SSM for approval and is displayed under the “**Pending Record**” tab with details of the request as shown in below figure.



The screenshot displays the 'Company Association Request' page. The top navigation bar includes 'PKI Registration', 'User Role Assignment', and 'COMPANY AGENT (LODGER)'. The left sidebar lists various menu items, with 'Company Association Request' selected. The main content area features a form with the following fields and controls:

- Select Company:** A dropdown menu with a search icon.
- Upload Document (Max size 1 MB):** A 'Choose File' button and a status 'No file chosen'. Radio buttons for 'Individual' and 'Body Corporate' are present.
- Start Date:** A date picker set to '07-Aug-2018'.
- End Date:** An empty date picker.
- Buttons:** 'Submit' and 'Reset' buttons.
- Filter Area:** 'Accepted Record', 'Pending Record' (highlighted), and 'Rejected Record' tabs. A 'Global Filter Area' is also visible.

Below the form is a table with the following data:

No.	Company Registration Number	Start Date	End Date	Submitted Date	Download	Status
1	100000-A	Aug 7, 2018 12:00:00 AM	Aug 15, 2018 12:00:00 AM	07-Aug-2018		InActive

Figure 27: 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 the below figure.



Figure 28: 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 the below figure.

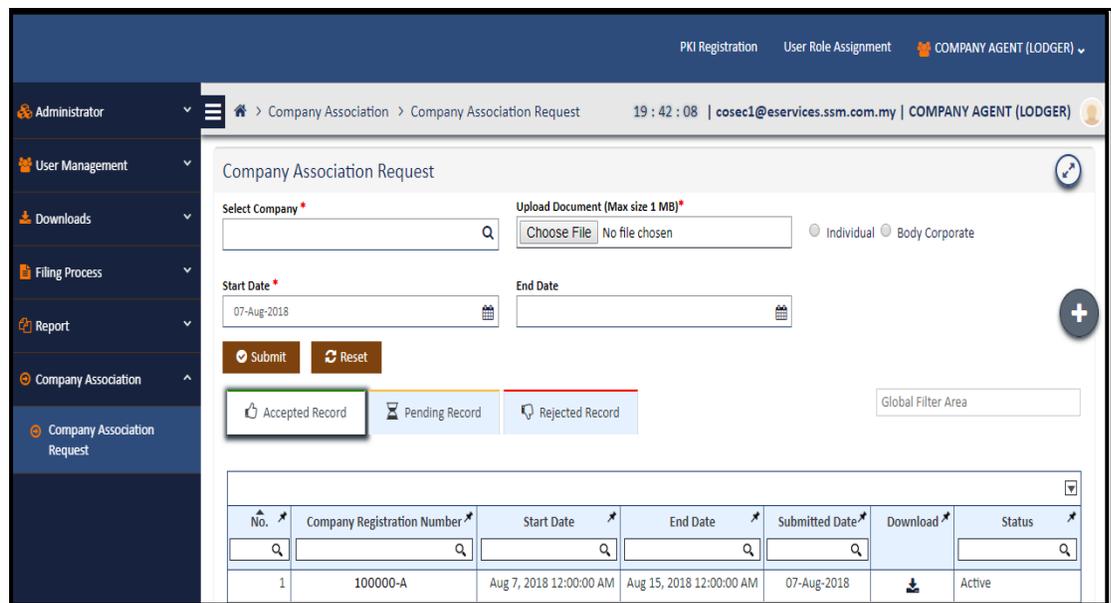


Figure 29: Company Association Request Page with Accepted Record tab

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.

Company Association Request Approved by SSM

Dear Sir/Madam,

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

Thank you

Admin

©SSM - All rights reserved.

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

Figure 30: Email for company association request approved by SSM

5. 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.

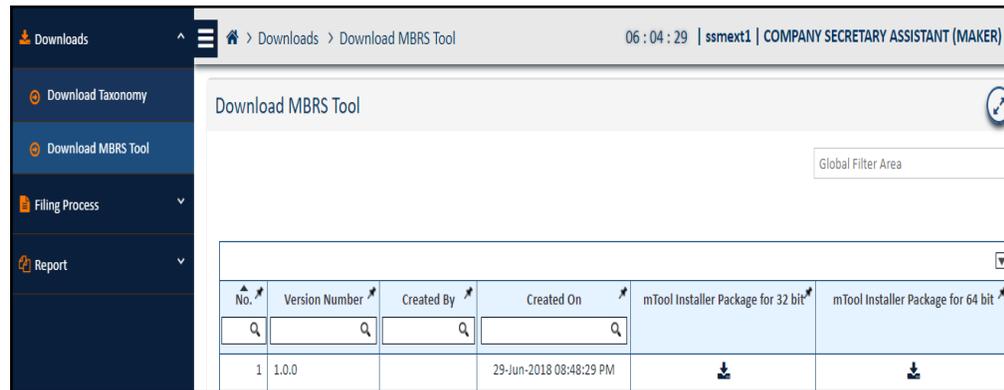


Figure 31: Download MBRS Tool Page

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 19: MBRS Preparation Tool launch window



User needs to click on this icon present in their desktop to launch the mTool.

6. Upload XBRL file by Company Secretary Assistant/Company Agent Assistant (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.

Figure 20: 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 Portal

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 would be displayed which would have options such as
 - **Select Company**
 - **Type of Submission**
 - **Upload XBRL Document (Max size 50MB)**
 - **Upload Supporting Document**
 - **Upload Filing**
 - **Reset**

3. **Select Company:** In this field Maker would enter at least first 3 characters of the company 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 23 type 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 250MB.
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 the above figure.



As shown in the above figure which is an upload filing page for AR1 user has to upload a txt format file as a supporting document. User has been provided with 2 links above the Upload supporting Documents section namely “Download – Annexure: Particulars of Beneficial Owners” which is a downloadable excel file that has pre-defined format for the required annexure which can be used by the user to create a txt format file. The second link i.e. “Download – Instruction for Annexure” is the Instructions document for the same.

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.

The screenshot shows the 'Upload Filing' interface. At the top, a green notification banner states: 'Filing is Successfully Uploaded For Validations. You can track your filing status from Filing History. Please note your filing reference number - REFAR32018030300006'. Below the banner, the page title is 'Upload Filing'. The form includes a 'Select Company' dropdown menu, a 'Type of Submission' dropdown menu (set to 'AR1-Annual Return for Companies having Share Capital'), and an 'Upload XBRL Document' section with a 'Choose File' button and 'No file chosen' text. Below this, there is a section for 'Upload Supporting Documents' with two items: '1. Particulars of beneficial owners (TXT)' and '2. Others (PDF)', each with a 'Choose File' button and 'No file chosen' text. At the bottom, there are 'Submit' and 'Reset' buttons.

Figure 21: 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*

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

AR1 - MBRS Filing Have Been Uploaded

Dear Sir/Madam,

Please be advised that your MBRS filing have been successfully uploaded for **ABC SDN. BHD.** with Company number **1000000-A**

Thank you
MBRS Admin
©SSM - All rights reserved.

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

Figure 22: 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 below.

No.	Type of Submission ID	Company Registration Number	Uploaded By	Filing Status	Reference Number	View Report
1	AR1	100000-A	ssmext1	Verify-Entity	REFAR12018080600002	

Figure 23: 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) 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.*

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 of Submission ID	Company Registration Number	Filing Status	Reference Number	View Report
1	AR1	100000-A	Verify-Entity	REFAR12018080600002	

Figure 24: Filing History status grid view report button

13. The rendering output would 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 as shown in the below Figure.



FILING INFORMATION	
Name of company	ABC SDN. BHD.
Company registration number	100000-A
Former name of the company	ABC SDN. BHD.
Goods and services tax number	454556
Calendar year of annual return	2017
Date of annual return	2017-12-12
Origin of company	INCORPORATED IN MALAYSIA
Status of company	PUBLIC COMPANY
Type of company	COMPANY LIMITED BY SHARES
Type of submission	AR1 ANNUAL RETURN OF A COMPANY HAVING SHARE CAPITAL

Figure 25: 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 the file would be purged which means the system would auto reject the file uploaded by Maker and the Maker would have to upload again.

7. Submission of XBRL file by Company Secretary/Company Agent (Lodger)

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



Figure 26: Lodgers 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 below.

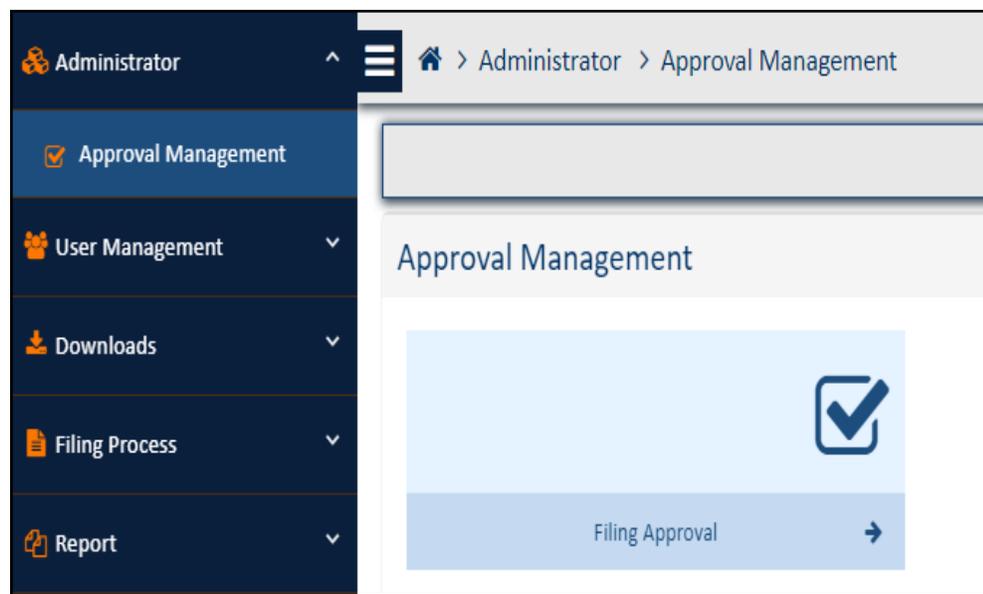


Figure 27: Approval Management page

2. Once clicked on the “**Filing Approval**” the filing approval grid section would display the list of all files relating to the associated companies of the Lodger that are been uploaded by the Maker as shown in the figure 26.
3. Go to the column “**Action**” and click on the eye 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 the below picture.

FILING INFORMATION	
Name of company	ABC SDN. BHD.
Company registration number	100000-A
Former name of the company	ABC SDN. BHD.
Goods and services tax number	454556
Calendar year of annual return	2017
Date of annual return	2017-12-12
Origin of company	INCORPORATED IN MALAYSIA
Status of company	PUBLIC COMPANY
Type of company	COMPANY LIMITED BY SHARES
Type of submission	AR1 ANNUAL RETURN OF A COMPANY HAVING SHARE CAPITAL

Figure 28: Approve/Reject filing after review of Publish filing

4. The Lodger would have 2 options in the top-right corner of the page one to “**Approve**” and other to “**Reject**” the uploaded file as shown in the above figure. The Lodger can also download this publish report as PDF from the option on the top-left corner of the page “**Download as PDF**”.
5. If the Lodger feels that the filing is correct in all aspects then he can click on “**Approve**”. Once clicked on “**Approve**” a confirmation box would 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.



A screenshot of a 'Confirmation Box' window. The title bar reads 'Confirmation Box' with a close button (X) on the right. The main content area has a header 'Approve' centered above a text input field. To the left of the input field is the label 'Approve Comment'. Below the input field, the text reads: 'I confirm that the facts and information stated in this document are true and to the best of my knowledge.' At the bottom right, there are two buttons: 'OK' with a checkmark icon and 'Cancel' with an X icon.

Figure 29: Approve Comment window

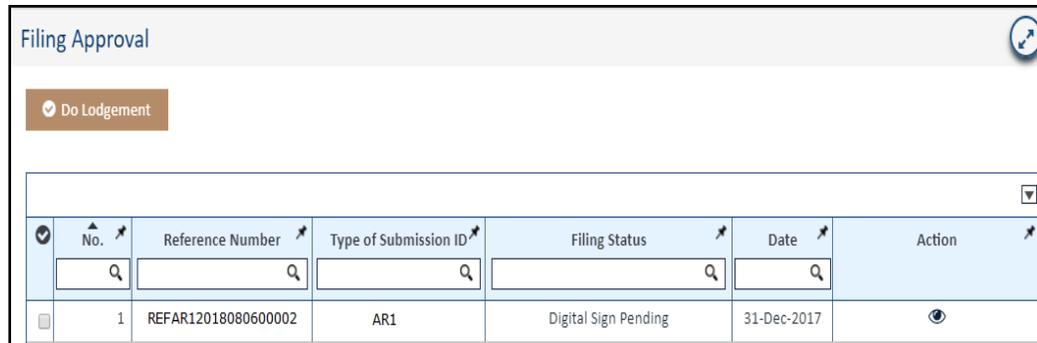
6. The same is seen when Lodger clicks on “**Reject**” option where he/she has to fill in the reject comments to continue ahead and reject the filing uploaded by the Maker as shown in the figures below.



A screenshot of a 'Confirmation Box' window. The title bar reads 'Confirmation Box' with a close button (X) on the right. The main content area has a header 'Reject' centered above a text input field. To the left of the input field is the label 'Reject Comment' with a red asterisk. At the bottom right, there are two buttons: 'OK' with a checkmark icon and 'Cancel' with an X icon.

Figure 30: 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.
8. 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 would be “**Digital Signature Pending**” as shown in the figure below.



The screenshot shows a 'Filing Approval' window with a 'Do Lodgement' button. Below it is a table with the following data:

No.	Reference Number	Type of Submission ID	Filing Status	Date	Action
1	REFAR12018080600002	AR1	Digital Sign Pending	31-Dec-2017	

Figure 31: Digital Sign Pending status display in Filing Approval

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



The screenshot shows a 'Publish Reports with Digital Signature' interface. It includes a 'Download As PDF' button and a 'Digital Signature' button. Below these is a section for 'Supporting Document Uploaded' with two items: 'Particulars of beneficial owners' and 'Others'. The main content is a report titled 'COMPANIES ACT 2016 Section 68 AR1 - ANNUAL RETURN OF A COMPANY HAVING A SHARE CAPITAL'. The report contains a table with the following data:

FILING INFORMATION	
Name of company	ABC SDN. BHD.
Company registration number	100000-A
Former name of the company	ABC SDN. BHD.
Goods and services tax number	454556
Calendar year of annual return	2017
Date of annual return	2017-12-12
Origin of company	INCORPORATED IN MALAYSIA
Status of company	PUBLIC COMPANY
Type of company	COMPANY LIMITED BY SHARES
Type of submission	AR1 ANNUAL RETURN OF A COMPANY HAVING SHARE CAPITAL

Figure 32: Publish Reports with Digital Signature button



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 the below figure from where you could register with Digicert and obtain your valid and authentic digital signing credentials to digitally sign filings in the mPortal. Kindly refer to user manual of PKI Registration.

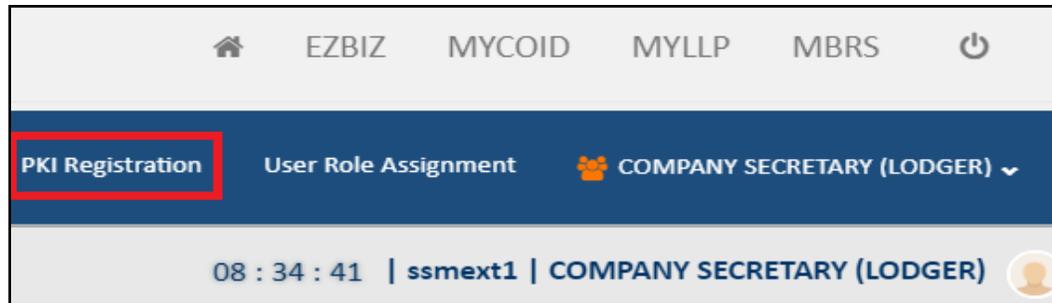


Figure 33: PKI – Digital Signature Registration link

10. Lodger will enter valid PIN for the ID in the pop up window as shown in below figure to digitally sign or if the lodger does not have a digital sign credential user can click on the PKI Registration link on the header to register on Digicert and obtain authenticated and valid digital signature.

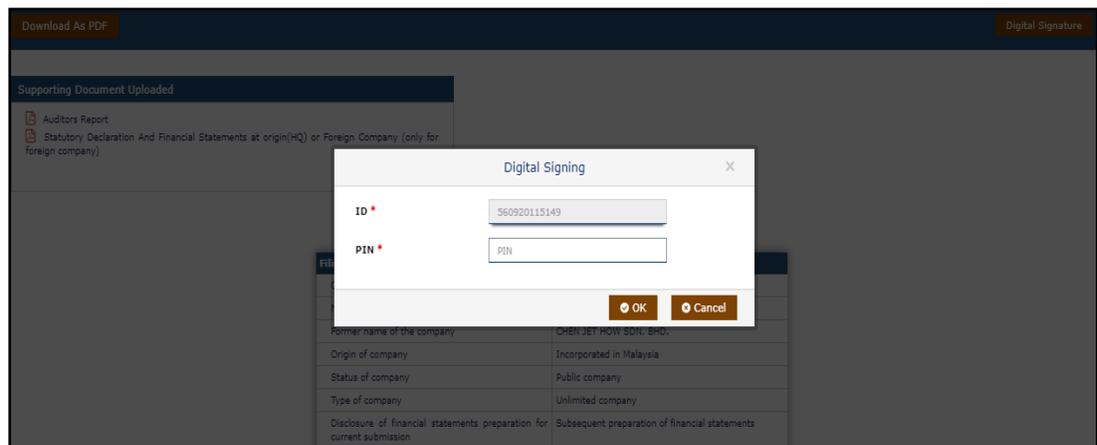


Figure 34: Digital Signing Pop up window

- 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 below.

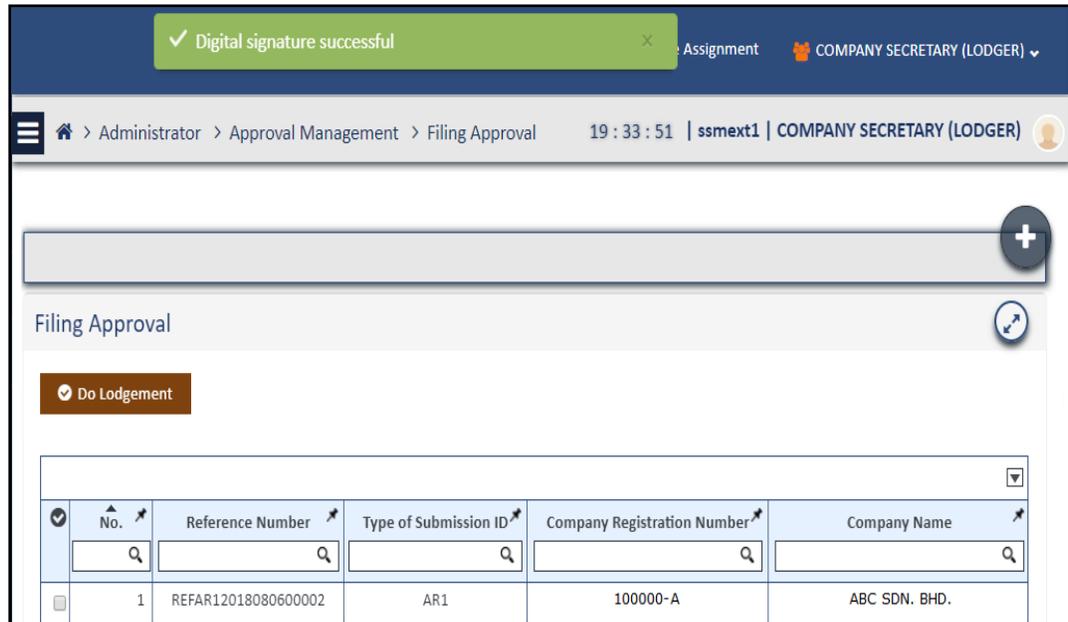


Figure 35: Digital Signing successful prompt box

- An email would 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 below.

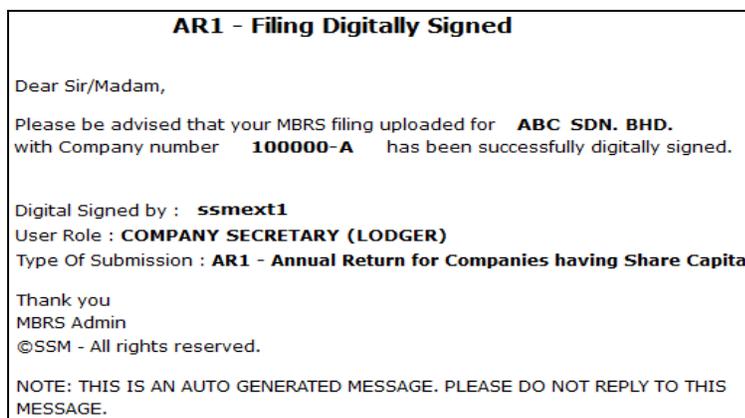
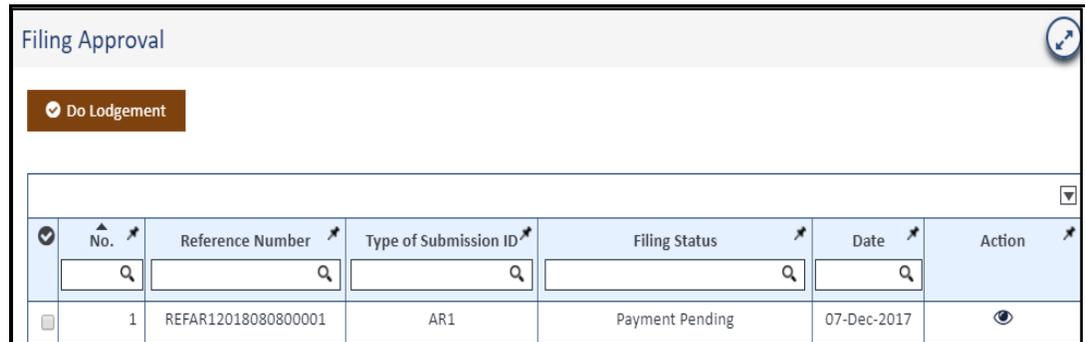


Figure 35: Email received by Lodger after successful Digital Signature

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 below.



The screenshot shows a web interface titled "Filing Approval". At the top left, there is a "Do Lodgement" button with a checkmark icon. Below this is a table with a search bar and a dropdown menu. The table has the following columns: No., Reference Number, Type of Submission ID, Filing Status, Date, and Action. The first row of the table contains the following data: No. 1, Reference Number REFAR12018080800001, Type of Submission ID AR1, Filing Status Payment Pending, Date 07-Dec-2017, and Action (represented by an eye icon).

No.	Reference Number	Type of Submission ID	Filing Status	Date	Action
1	REFAR12018080800001	AR1	Payment Pending	07-Dec-2017	

Figure 36: Filing Approval page with Payment pending status

15. Lodger will have to click on the **checkbox** that is present in the 1st column of the table, which is displayed to select the filing for which the lodger needs to make payment for, and then click on the **"Do Lodgement"** box present above the records table.
16. 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.

No	Description	Reference Number	Basic Amount	Late Charges	Discount Amount	Tax Amount	Payable Amount
1	AR1/717880-U	REFAR12018080600002	500.00	300.00	0.00	0.00	800.00
Total (Excluding Tax)							800.00
OS							0.00
Total (RM)							800.00

Address

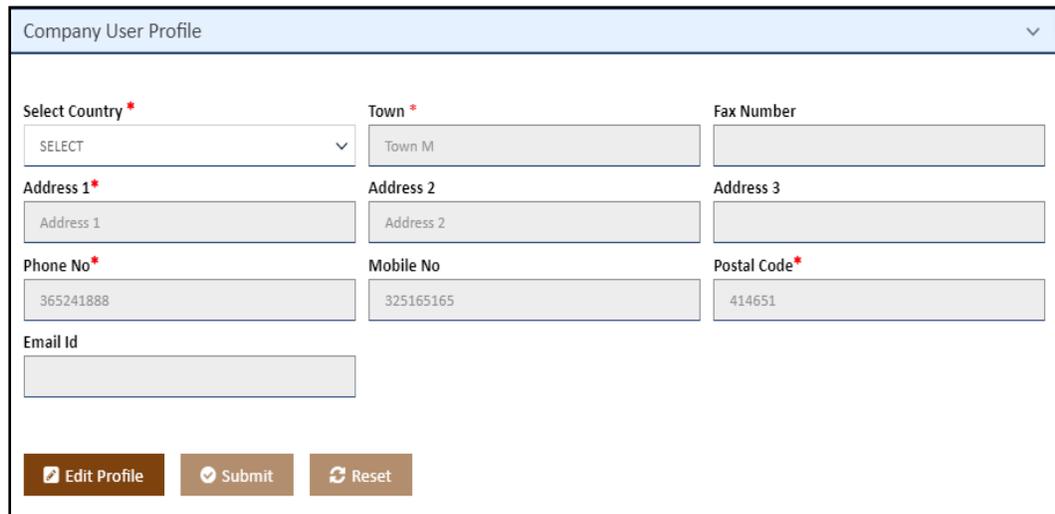
Lodger Address

OK Cancel

Figure 37: Lodgement Summary pop up window

17. 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.
18. The Lodger needs to make sure that the "**Lodger Address**" is not incomplete before clicking on the "**OK**" button of the Lodgement Summary window.
19. Lodger's address or Company address are stored in the mPortal by obtaining it from SSM Enterprise portal on users login. User can need to click on the "**Profile**" button on the top-right corner of the mPortal as shown in figure 10, where the user account icon appears which would

take him to the Edit Profile page (Company User Profile) as shown in the below figure.



The screenshot shows a web form titled "Company User Profile" with a dropdown arrow in the top right corner. The form contains several input fields arranged in a grid:

- Select Country ***: A dropdown menu with "SELECT" and a downward arrow.
- Town ***: A text input field containing "Town M".
- Fax Number**: An empty text input field.
- Address 1 ***: A text input field containing "Address 1".
- Address 2**: A text input field containing "Address 2".
- Address 3**: An empty text input field.
- Phone No ***: A text input field containing "365241888".
- Mobile No**: A text input field containing "325165165".
- Postal Code ***: A text input field containing "414651".
- Email Id**: An empty text input field.

At the bottom of the form, there are three buttons: "Edit Profile" (with a pencil icon), "Submit" (with a checkmark icon), and "Reset" (with a circular arrow icon).

Figure 38: Company User Profile for updating Lodgers Address

- Lodger needs to click on the **Edit Profile** button as shown in the above figure to enable the edit functionality of this table. 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. 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.

- 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 the below figure.

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](#)

Secured Payments Powered by

Figure 38: Payment Gateway screen

22. Lodger user needs to enter correct banking or card details and submit the payment to complete the payment process.
23. Now the status of the filing submission would be “**Payment in Process**” which can be viewed in the Filing History page as shown in the below figure.

The screenshot shows the 'Filing History' interface. At the top, there are several filter fields: 'Filing Type' (XBRL Filing Submission), 'Type of Submission' (Annual Return for Companies having Sha), 'Type of Submission ID' (AR1), and 'Select Company'. Below these are 'Filing Status' (Select All), 'Start Date' (06-Aug-2018), and 'End Date' (06-Aug-2018). There are 'Search' and 'Reset' buttons, and a 'Global Filter Area'.

No.	Type of Submission ID	Company Regi.	Is Rectify	Filing Status	Reference Number	View Report	Tax Receipt
1	AR1	100000-A	No	Payment In Process	REFAR12018080600002		

Figure 39: Filing History showing Filing status as Payment in Process

24. A confirmation email of the payment would be send to the Lodgers email address once payment is successfully received towards the filing submission as shown in the below figure.

The screenshot shows an email notification titled 'AR1 - Payment Received'. The content is as follows:

AR1 - Payment Received

Dear Sir/Madam,

Please be advised that the SSM received Payment. Please find below information regarding the payment:

Payment date : **06/08/2018**
 Payment Ref No : **XBAR120180806000001**
 Total Amount Paid : **RM800.00**
 Payment Receipt No : **XB/2018080600001**
 Mode Of Payment : **Credit Card**
 Time Of Payment : **06/08/2018 00:00:00**

Thank you
 MBRS Admin
 ©SSM - All rights reserved.

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

Figure 40: Email notification for Payment Received

25. 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 the below figure.

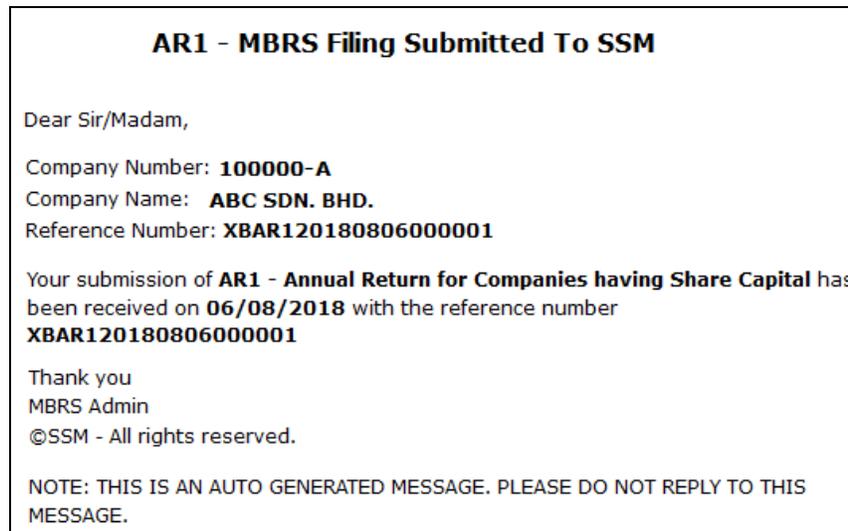


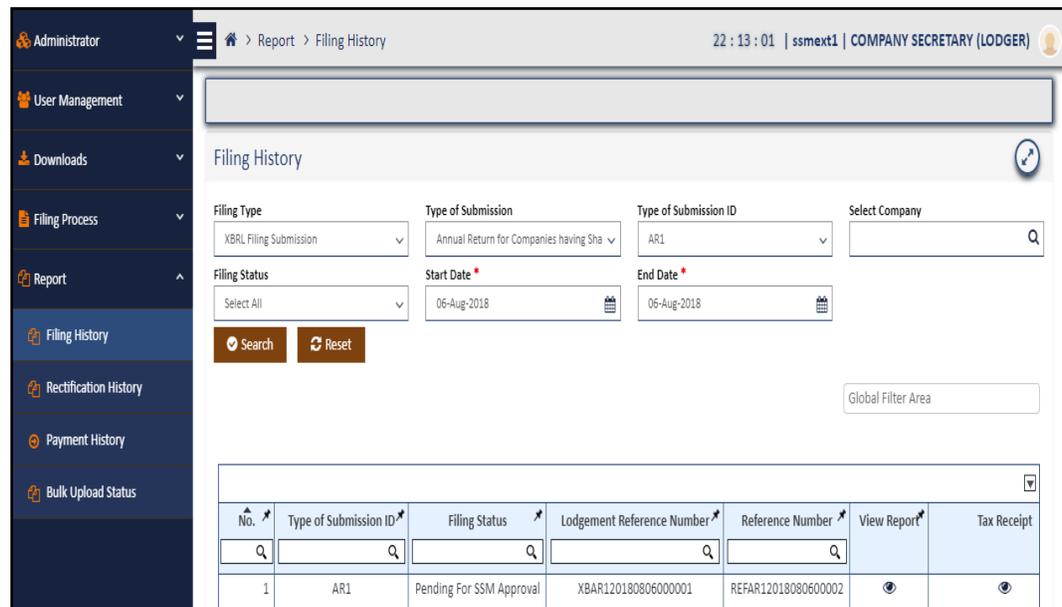
Figure 41: Email Notification for successful filing submission to SSM

26. An “**Official Receipt**” is generated showing successful payment as shown in the below figure.

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 GST ID NO : 000640557056			Receipt No.: XB/2018080600001 Reference No.: XB0608201800000001 Mode of Payment: Credit Card Transaction ID: SMM00XB0608201800000001 Date & Time: 06/08/2018 20:40:54			
ABC SDN. BHD. Address 1,Address 2 ,Address 3 Town M 414651 SABAH MALAYSIA TEL : 365241888						
No	Description	Lodgement Reference No.	Fee (RM)	Late Lodgement (RM)	Discount Amount (RM)	Payable Amount (RM)
1	AR1/100000-A	XBAR120180806000001	500.00	300.00	0.00	800.00
					Total (RM)	800.00

Figure 42: 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 Approval**” as shown in the below figure.



The screenshot shows the MBRS Portal interface for a Lodger user. The left sidebar contains navigation options: Administrator, User Management, Downloads, Filing Process, Report (expanded), Filing History (selected), Rectification History, Payment History, and Bulk Upload Status. The main content area is titled 'Filing History' and includes search filters for Filing Type (XBRL Filing Submission), Type of Submission (Annual Return for Companies having Sha), Type of Submission ID (AR1), and Select Company. It also has filters for Filing Status (Select All), Start Date (06-Aug-2018), and End Date (06-Aug-2018). Below the filters is a table with the following data:

No.	Type of Submission ID	Filing Status	Lodgement Reference Number	Reference Number	View Report	Tax Receipt
1	AR1	Pending For SSM Approval	XBAR120180806000001	REFAR120180806000002		

Figure 43: Filing history pending for SSM Approval status



FS filings are auto approved by the mPortal but **EA** and **AR** filings require approval from SSM. Hence **FS** filings will have SSM Approved status directly

28. A confirmation email of the **XBRL Filing Approval by SSM** would also be send to the Lodgers email address once SSM Approver officer approves the submitted filing as shown in the below figure.

AR1 – MBRS Filing Have Been Approved By SSM

Dear Sir/Madam,

Company Number : **100000-A**
 Company Name : **ABC SDN. BHD.**
 Reference Number : **XBAR120180806000001**

Please be informed that your submission of **AR1 - Annual Return for Companies having Share Capital** has been approved on **06/08/2018** with reference number **XBAR120180806000001**

Thank you
 MBRS Admin
 ©SSM - All rights reserved.

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

Figure 44: Email notification for Filing approved by SSM



The **Filing status** would be same for **Normal Filing Submission** and **Late filing Submission** as well. The only difference would 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"** and the Lodger would 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.

The screenshot displays the 'Filing History' report interface. The left sidebar shows the 'Report' menu with 'Filing History' selected. The main area contains search filters for Filing Type (XBRL Filing Submission), Type of Submission (Annual Return for Companies having Share C), Type of Submission ID (AR1), and Filing Status (Select All). The Start Date is 01-Aug-2018 and the End Date is 07-Aug-2018. Below the filters is a table with the following data:

No.	Type of Sub.	Filing Status	Lodgement Reference Number	View Report	Tax Receipt	Comments By SSM	Download Instance
1	AR1	SSM Approved	XBAR120180806000001				

Figure 45: Filing History showing SSM Approved 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 by SSM"** as shown in the figure below.

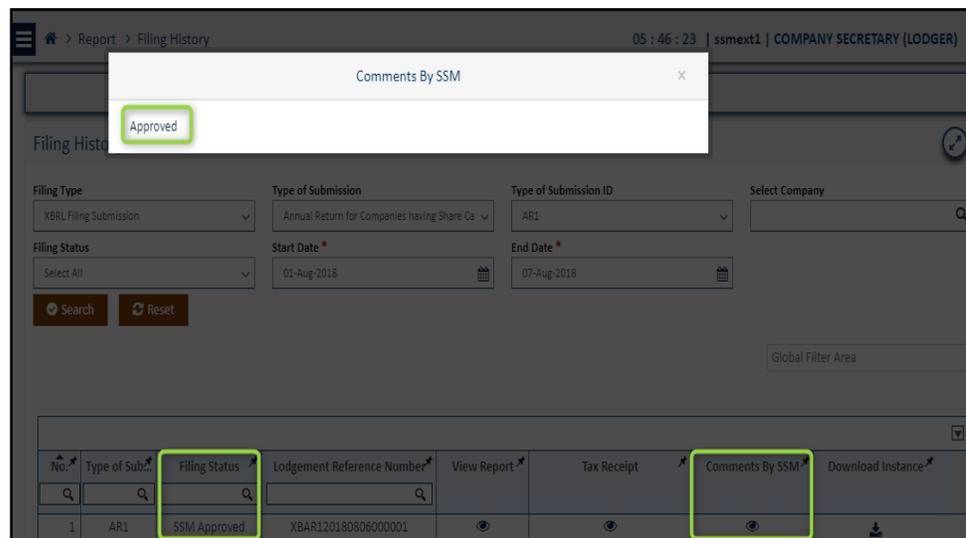


Figure 46: Comments window for Approval

- 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 by SSM**” and view the comments for rejection of as shown in the figure below.

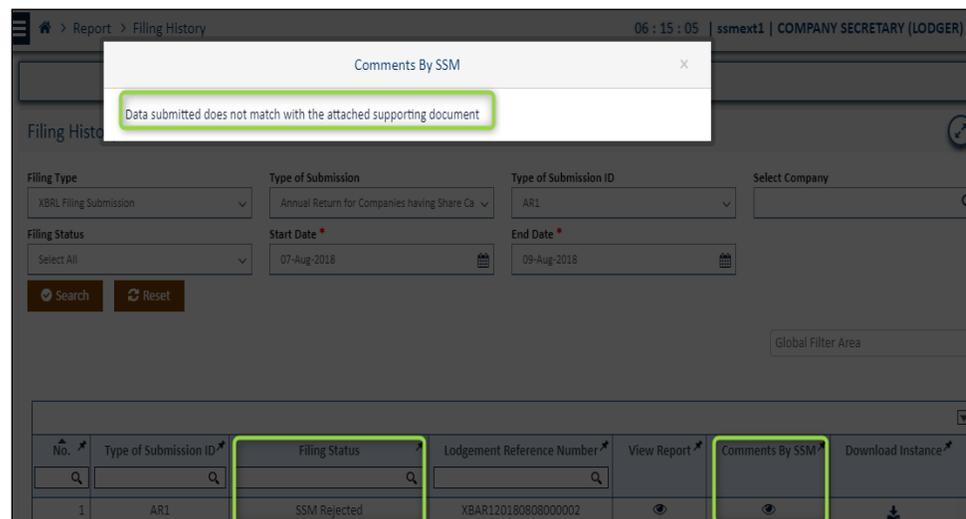


Figure 47: Comments window for Rejection

- 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 by SSM**” 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 below.

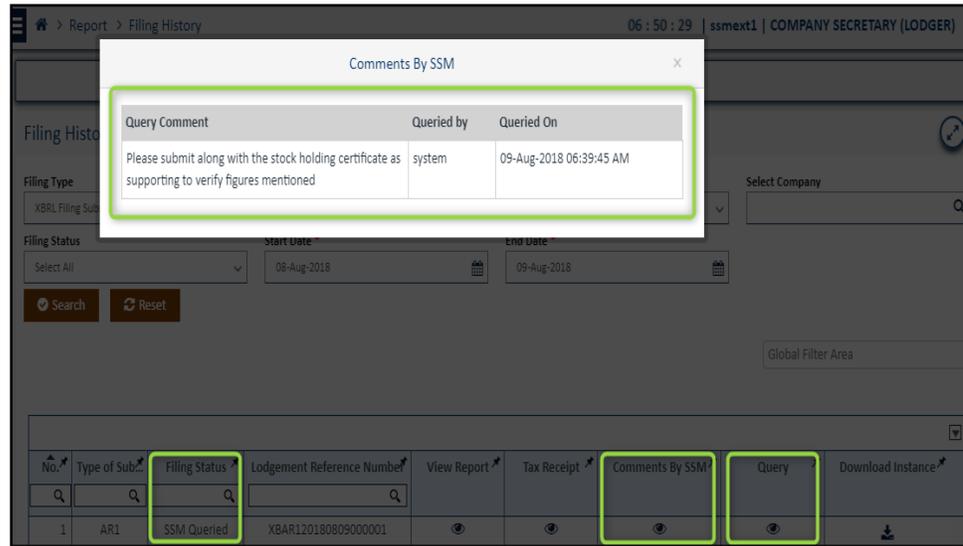


Figure 48: Comments window for Rejection

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.

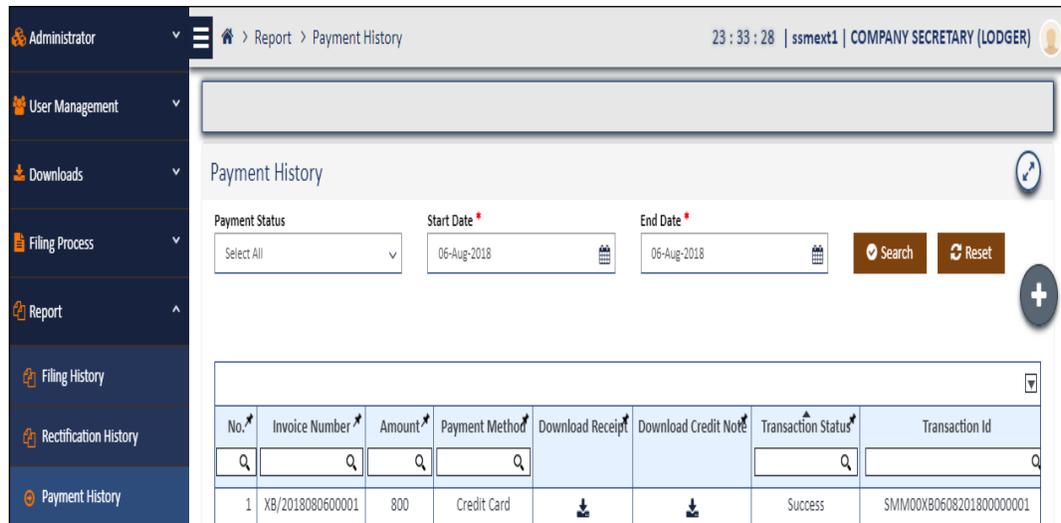


Figure 49: Payment History page

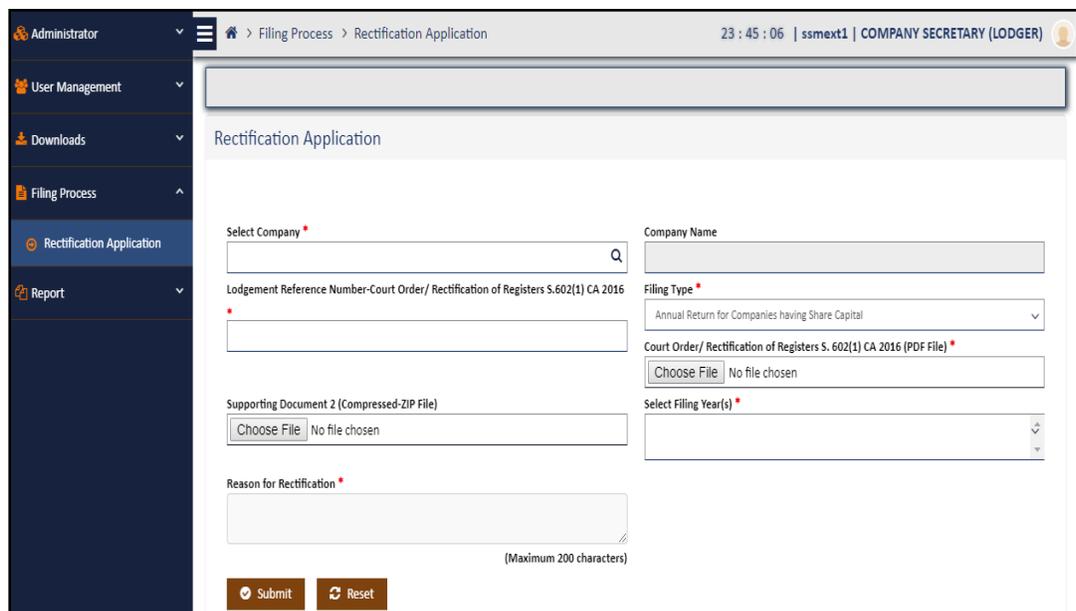
1. If Lodger clicks on the "**Payment History**" menu item located under the Report menu item the payment history page is opened as shown in the above figure.
2. There will be three (3) dropdown fields that need to be selected to get desired results they are namely Payment Status, Start Date and End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

8. Application for rectification of XBRL file by Company Secretary/Company Agent (Lodger)

Rectification Application is initiated by the External User Lodger in a scenario wherein the Lodger feels that the file submitted to SSM might need some changes or modifications even though the filing is already approved by SSM.

Steps to Apply for Rectification for a Filing Submission

1. Go to the menu tab **"Filing Process"** under which you can find the menu tab **"Rectification Application"**.
2. Once clicked on the **"Rectification Application"** menu tab the rectification application page would be displayed as shown in the figure below.



The screenshot displays the 'Rectification Application' page. The sidebar on the left includes 'Administrator', 'User Management', 'Downloads', 'Filing Process', 'Rectification Application', and 'Report'. The main content area has a breadcrumb trail 'Filing Process > Rectification Application' and a user profile 'COMPANY SECRETARY (LODGER)'. The form contains the following fields:

- Select Company***: A searchable dropdown menu.
- Company Name**: A text input field.
- Lodgement Reference Number-Court Order/ Rectification of Registers S.602(1) CA 2016***: A text input field.
- Filing Type***: A dropdown menu with 'Annual Return for Companies having Share Capital' selected.
- Court Order/ Rectification of Registers S. 602(1) CA 2016 (PDF File)***: A file upload field with a 'Choose File' button and 'No file chosen' text.
- Supporting Document 2 (Compressed-ZIP File)**: A file upload field with a 'Choose File' button and 'No file chosen' text.
- Reason for Rectification***: A text area with a '(Maximum 200 characters)' label.

At the bottom of the form are 'Submit' and 'Reset' buttons.

Figure 50: Rectification Application page

3. Enter details required to apply for rectification such as:
 - Select Company*
 - Lodgement Reference Number-Court Order/ Rectification of Registers S.602(1) CA 2016*
 - Filing Type*

- Court Order/ Rectification of Registers S.602(1) CA 2016 (PDF File)*
- Supporting Document 2 (Compressed-ZIP File)
- Select Filing Year(s)*
- Reason for Rectification*
(Refer above figure for the same)



To apply for an Rectification Application the file for which Rectification is to be applied should be approved by SSM the status should be "SSM Approved"

4. A confirmation box would appear once "**Rectification Application**" is filled and user is required to click on the "**OK**" button to proceed further as shown in the figure below.

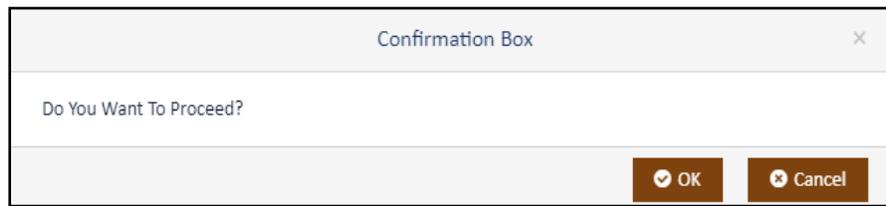


Figure 51: Rectification application confirmation box

5. Once lodger user clicks on the "**OK**" button of the confirmation box, a green highlighted message appears on the screen indicating successful submission of the Rectification Application applied to SSM for approval as shown in the figure below.

Figure 52: Rectification for filing submitted applied successfully

6. A confirmation email would be sent to the Lodger stating successful rectification application sent to SSM for approval as shown in the below figure.

AR1 - Application For Rectification Submitted to SSM

Dear Sir/Madam,

This is to inform you that "Application For Rectification" have been submitted to SSM for approval. Below are the details of application:

Company Name : **ABC SDN. BHD.**
 Company Number : **100000-A**
 Filing Year : **2017**
 Request Status : **PENDING**
 Request Submitted Date : **07/08/2018**

Thank you
 MBRS Admin
 ©SSM - All rights reserved.

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

Figure 53: Email for successful rectification applied

7. **Rectification History** (For Application):

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

application that is applied towards an approved filing in the status grid table as shown in below figure.

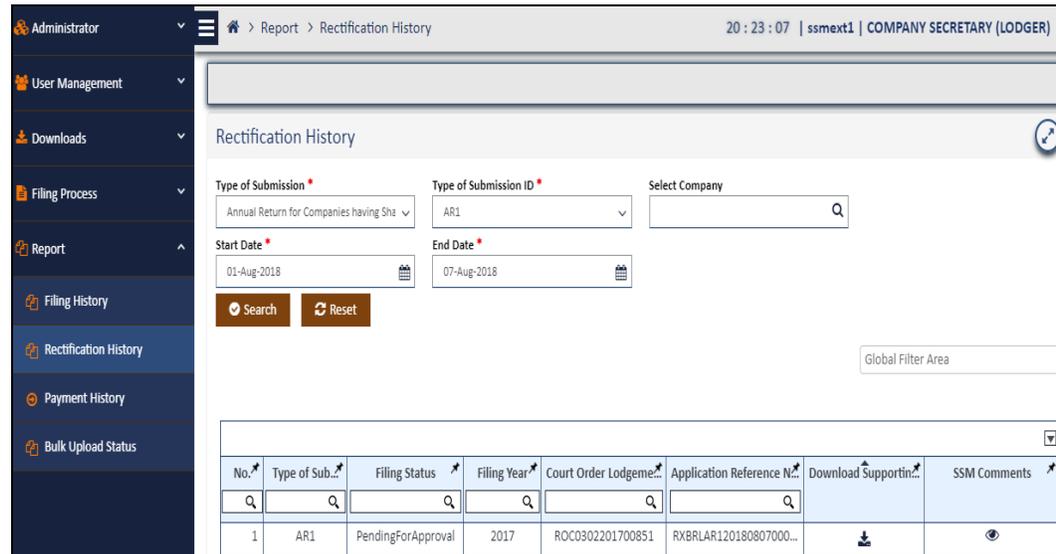


Figure 54: Rectification application with status “Pending for Approval”

- SSM Officer will have 3 options to take action towards the rectification application applied i.e. the officer can either Approve, Reject or Query the application as shown in the below figure. User can view comments made by the SSM Officer by click on the icon of the column “SSM Comments”

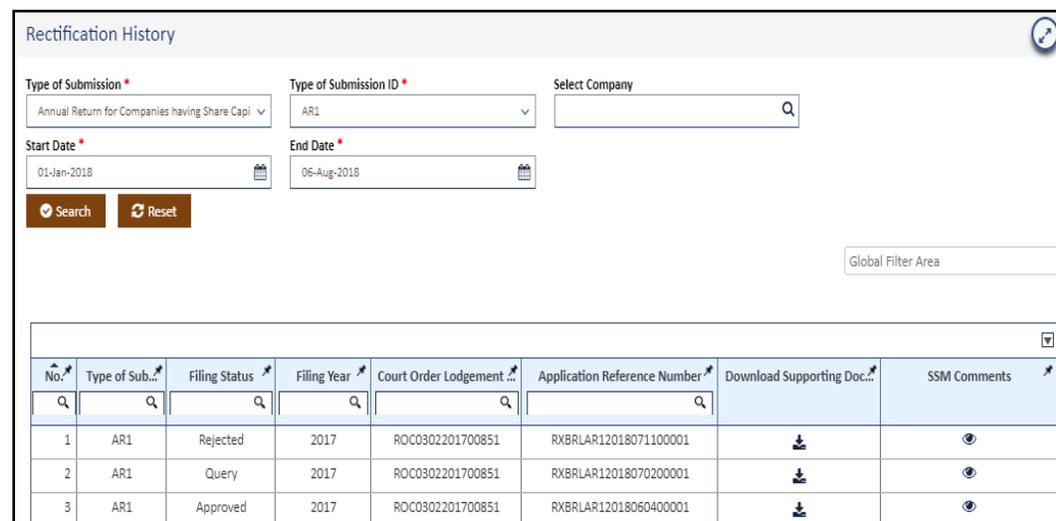


Figure 55: Rectification Application with Approve, Reject and Query status



If SSM Approver officer Rejects or Queries a rectification application then Lodger user can apply again for rectification application

9. Once the rectification application is approved by SSM Office. The user can see that the status is changed from “**Pending for Approval**” to “**Approved**” as shown in the figure below.

No.	Type of Sub.	Filing Status	Filing Year	Court Order Lodgement Reference Number	Application Reference Number	Download Supporting Document 1
1	AR1	Approved	2017	ROC0302201700851	RXBRLAR12018080700001	

Figure 56: Rectification Application with status “Approved”

10. A confirmation email would be sent to the Lodger once rectification application is successfully approved by SSM as shown in the below figure.

AR1 - Application For Rectification Approved By SSM

Dear Sir/Madam,

This is to inform you that "Application For Rectification" have been approved by SSM. Below are the details of application:

Company Name : **ABC SDN. BHD.**
 Company Number : **100000-A**
 Filing Year : **2017**
 Request Status : **COMPLETED**
 Request Submitted Date : **07/08/2018**

Thank you
 MBRS Admin
 ©SSM - All rights reserved.

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

Figure 57: Email for successful rectification applied

11. Once the rectification application is approved by SSM. The user can now proceed with **Upload filing** for which rectification application is approved by SSM. Status of the rectified uploaded filing will be available in the Filing History under the category “**XBRL Filing Submission with Rectify**” as shown in the below figure.

The screenshot shows the 'Filing History' interface. At the top, there are several filters: 'Filing Type' (set to 'XBRL Filing Submission with Rectify'), 'Type of Submission' (set to 'Annual Return for Companies having Sha'), 'Type of Submission ID' (set to 'AR1'), and 'Select Company'. Below these are 'Filing Status' (set to 'Select All'), 'Start Date' (01-Aug-2018), and 'End Date' (07-Aug-2018). There are 'Search' and 'Reset' buttons. A 'Global Filter Area' is also present. Below the filters is a table with the following data:

No.	Type of Sub.	Is Rectify	Submission Status	Filing Status	Lodgement Refere...	View Report	Tax Receipt	Comments By SSM
1	AR1	Yes	ON TIME SUBMISSION	SSM Approved	XBAR1201808070...			

Figure 58: Filing History for XBRL Filing Submission with Rectify



- Uploading and submission process for a filing is the same for fresh/rectified and queried filing.
- A filing submitted by the external user for a QUERY action or as a Rectification is considered to be a **re-submission filing**.
- Re-submission filing is a scenario where the user will have to redo the process of uploading the XBRL File, do digital signature and make payment again for the unapproved submitted file.

9. Bulk Upload Process

Bulk Upload is a provision provided to maker to upload filings in bulk at a single point of time. A Maker role has the rights to upload filings in bulk.

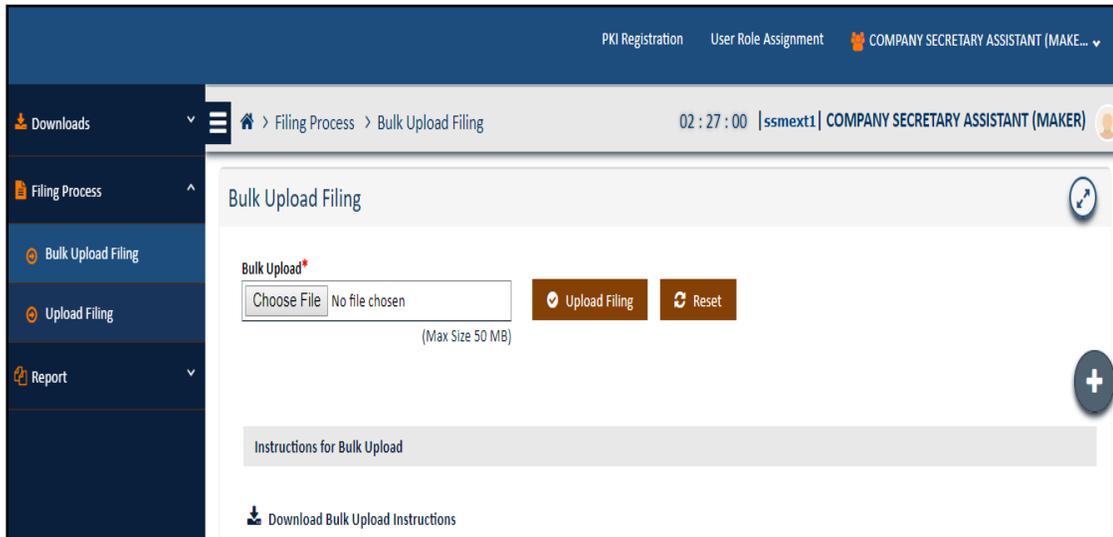


Figure 59: Bulk upload Filing page

Steps to Apply for Rectification for a Filing Submission

1. Go to the menu tab "**Filing Process**" under which you can find the menu tab "**Bulk Upload**".
2. Once clicked on the "**Bulk Upload Filing**" menu tab the Bulk Upload Filing page would be displayed as shown in the figure above.
3. Maker is required to prepare a Folder named "**Bulk Upload**", inside this folder there should be sub folder of the type of Submissions which should be named in the pattern "**Filing Type_Company Number**". E.g. AR1_100000-A.
4. The Folder "**Filing Type_Company Number**" would further have sub folders which would consist of a zipped folder consisting XBRL Document

which should be named in the pattern “**SSM_Filing Type_Company Number**”. E.g. SSM_AR1_100000-A.

- The sub folders should also consist of the supporting documents folder which should be named according to the code allocated to each supporting document of the mPortal. For reference user can refer the upload filing page that consists of supporting document required for specific Filing Type along with its code. Details like supporting document code number of all Type of filings are provided in head point 10. of this document.



Click on “Download Bulk Upload Instructions” to download the steps that are mentioned above

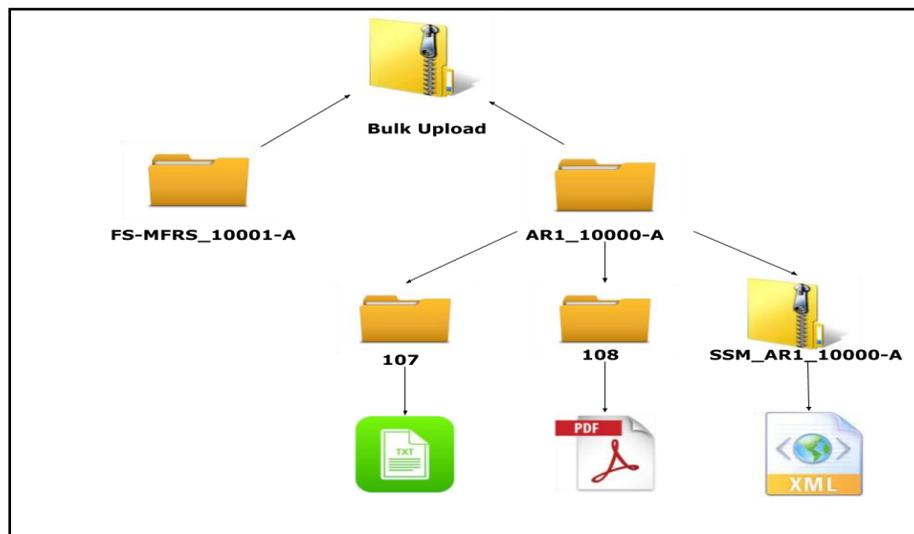


Figure 57: Diagrammatic Representation on How to prepare Bulk Upload folder (Kindly click on the hyperlink [codes](#) to know the supporting document details for each filing type)

- Once you have prepared the Bulk Upload folder click on “**Choose File**” browser button of the Bulk upload Filing page and browse your prepared bulk folder. Click on Upload Filing button to upload your bulk filings on

the mPortal. Use the Reset button if you want to replace or change the Bulk Upload folder.

7. On successful upload of the bulk folder a green highlighted prompt window will appear stating successful upload of the bulk folder as shown in the below figure.

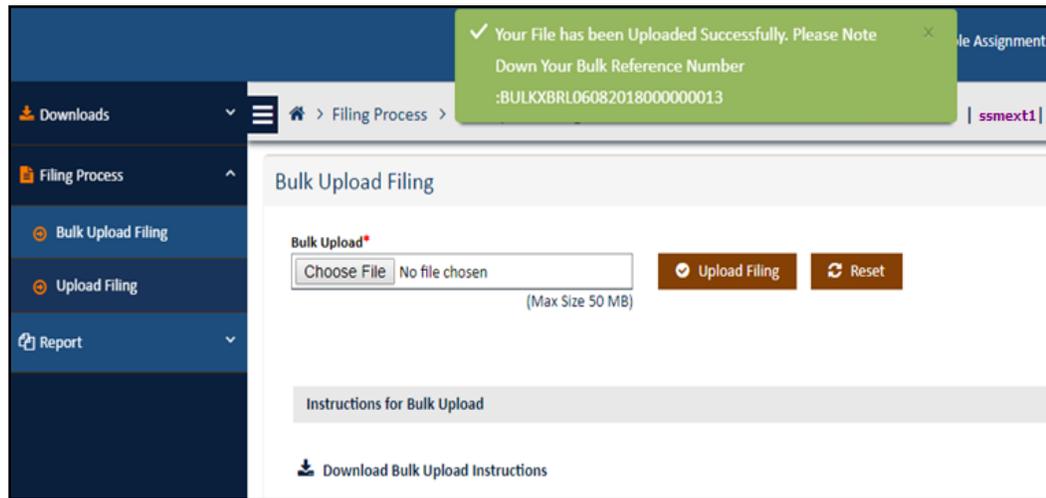


Figure 60: Bulk Upload filing successfully uploaded

8. To check the status of all the files of the bulk folder maker needs to go on the Bulk Upload status menu tab of the report menu item as shown in the below figure.

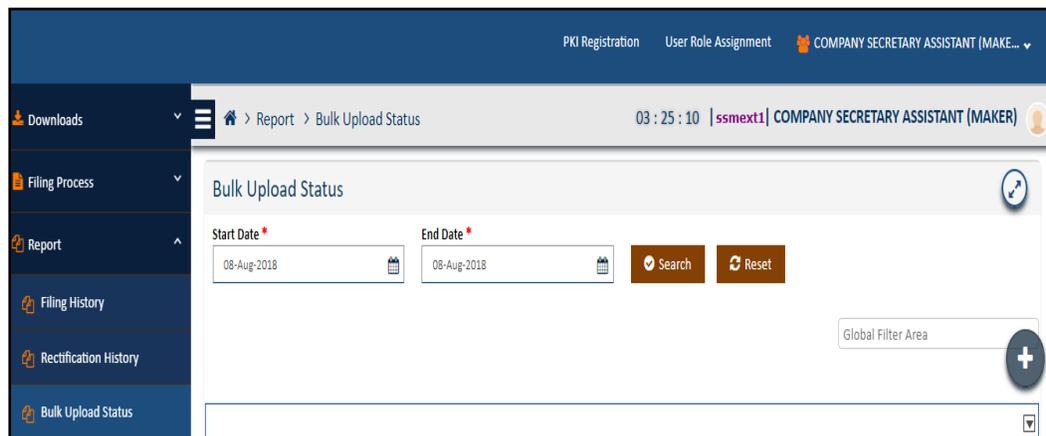


Figure 61: Bulk Upload Status page

9. Select the range for records to be displayed by selecting start date and end date then click on search button as shown in the below figure. Click on Reset to reset the date filters.

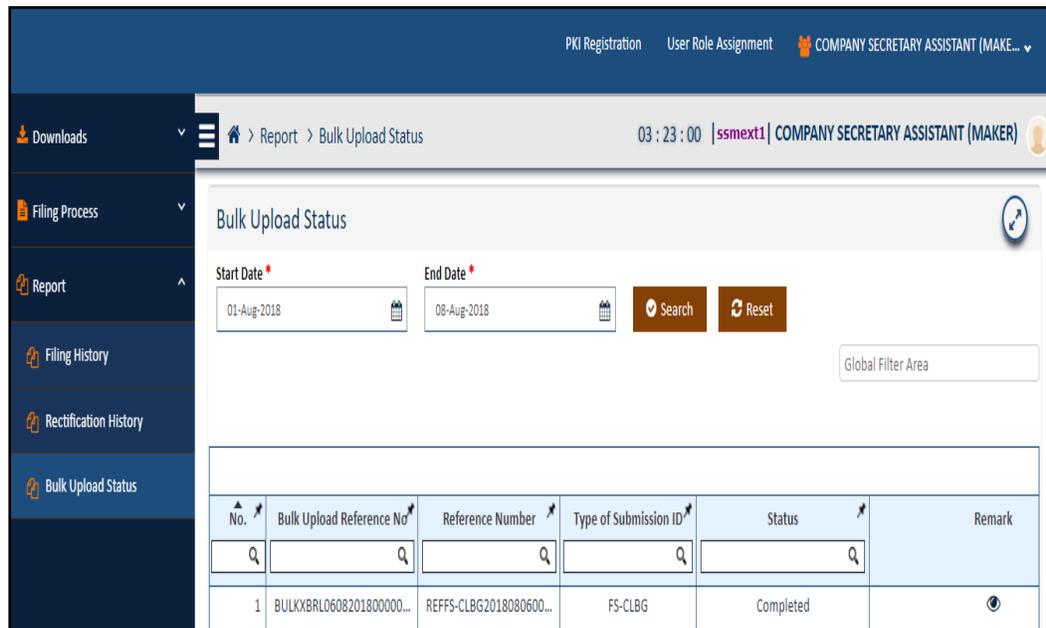


Figure 62: Bulk Upload Status grid display

- For each file that is uploaded through the Bulk Upload filing, status would be displayed along with the remarks which would consist of the reason to a failed upload of a file if any as shown in the figure below.

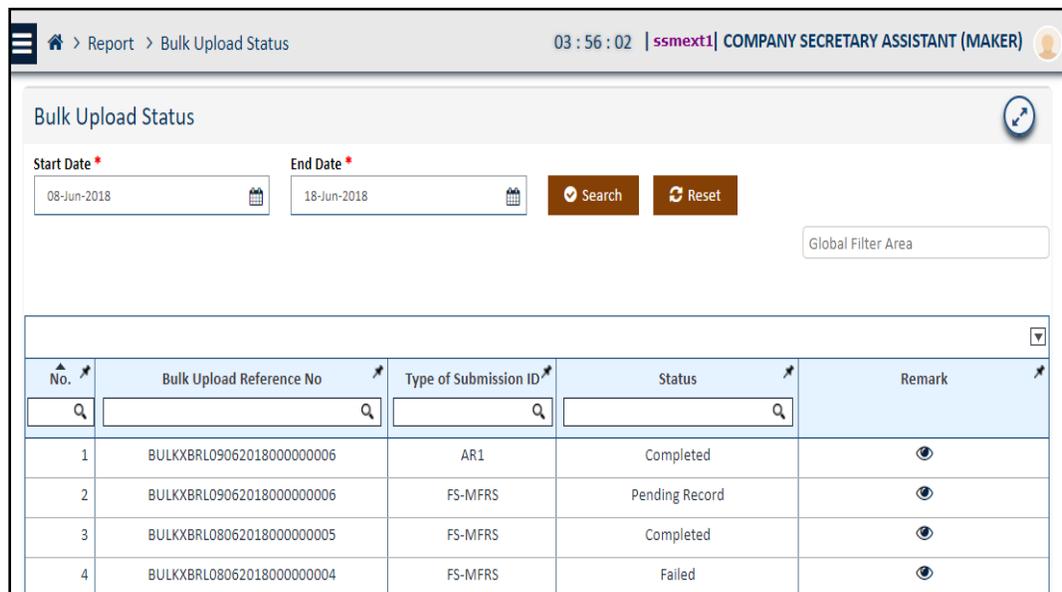


Figure 63: Bulk Upload status for multiple filings

- Click on the remarks icon to view the reason of failure or Pending record as shown in the figure below.

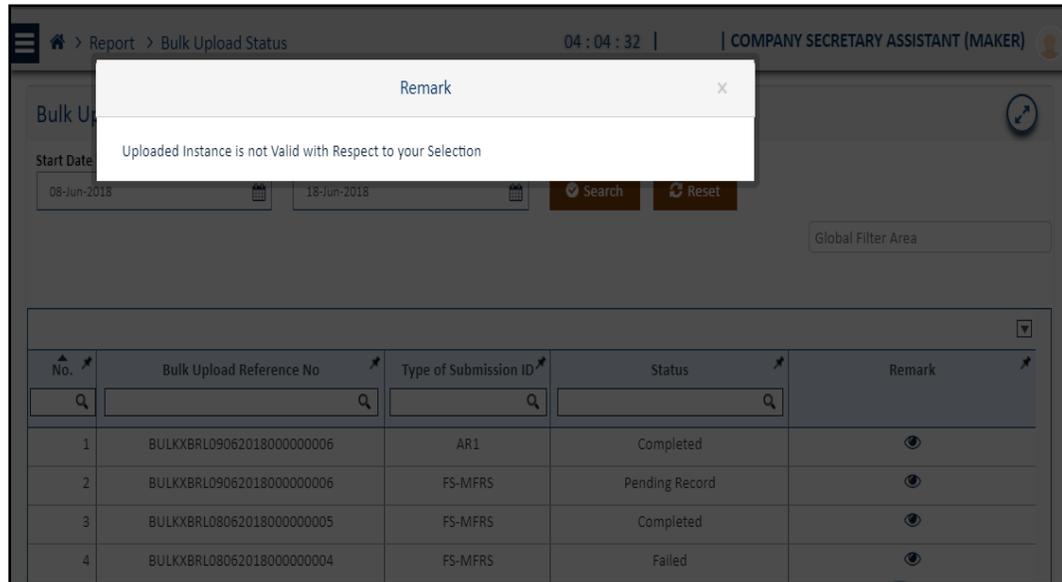


Figure 64: Remark display of Bulk uploads status

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

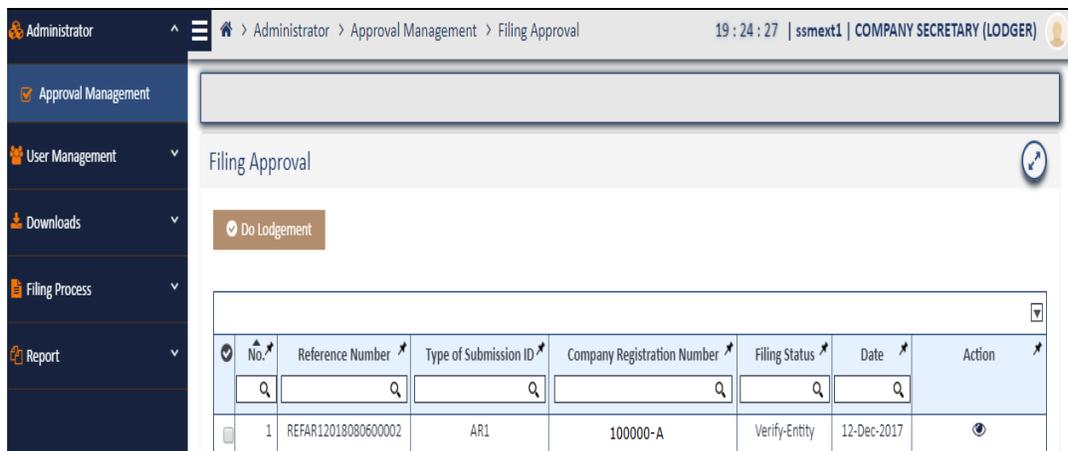


Figure 65: Filing Approval page

- Though uploading of filings would be in bulk, but the Lodger would be able to view each filing separately similar to the filing approval view in case of normal or single upload.
- Lodger will now follow the same steps as explained in **point number 7. Submission of XBRL file by Company Secretary/Company Agent**

(Lodger) and proceed with filing approval, digital signature and make payment for each filing separately.

10. List of Supporting Documents

Return Name	Return Code	Supporting Document Required	Format Type	Supporting Document Code
Financial Statements for Exempt Private Company	FS-EPC	Auditors statements	PDF	102
Financial Statements for Exempt Private Company	FS-EPC	Certificate relating to an exempt private company	PDF	103
Financial Statements for Company Limited by Guarantee	FS-CLBG	Auditors Report	PDF	145
Financial Statements for Foreign Company	FS-FC	Statutory Declaration And Financial Statements at origin(HQ) or Foreign Company (only for foreign company)	PDF	141
Financial Statements as per Malaysian Financial Reporting Standards	FS-MFRS	Auditors Report	PDF	147
Financial Statements as per Malaysian Financial Reporting Standards	FS-MFRS	Statutory Declaration And Financial Statements at origin(HQ) or Foreign Company (only for foreign company)	PDF	148
Financial Statement as per Malaysian Private Entities Reporting Standards	FS-MPERS	Auditors Report	PDF	146
Application for extension of time to lodge financial statements and reports	EA5B	Others, please specify	PDF	124

Return Name	Return Code	Supporting Document Required	Format Type	Supporting Document Code
Application for exemption from filing financial statements in full XBRL format	EA2	Application letter from director	PDF	59
Application for exemption from filing financial statements in full XBRL format	EA2	Reason for not submitting Financial Statements in full XBRL Format	PDF	119
Application for exemption from filing financial statements in full XBRL format	EA2	Others	PDF	134
Application for exemption from filing financial statements in full XBRL format	EA2	Validation output from prep tool Error Report	EXCEL	135
Application to waive lodgement of financial statements by foreign company	EA3	Statutory declaration of director	PDF	61
Application to waive lodgement of financial statements by foreign company	EA3	Application letter from director	PDF	60
Application to waive lodgement of financial statements by foreign company	EA3	Unaudited Financial Statements	PDF	136
Application to waive lodgement of financial statements by foreign company	EA3	Others	PDF	137
Key Financial Indicators for Company Limited by Guarantee	KFI-CLBG	Full Financial statements and reports	PDF	106
Key Financial Indicators for Company Limited by Guarantee	KFI-CLBG	Auditors Report	PDF	125

Return Name	Return Code	Supporting Document Required	Format Type	Supporting Document Code
Key Financial Indicators for Foreign Company	KFI-FC	Financial statements and report - Foreign (Malaysian branch)	PDF	126
Key Financial Indicators for Foreign Company	KFI-FC	Statutory Declaration And Financial Statements at origin(HQ) and Foreign Company (only for foreign company)	PDF	128
Key Financial Indicators as per Malaysian Financial Reporting Standards	KFI-MFRS	Full financial statements and report	PDF	129
Key Financial Indicators as per Malaysian Financial Reporting Standards	KFI-MFRS	Auditors Report	PDF	130
Key Financial Indicators as per Malaysian Private Entities Reporting Standards	KFI-MPERS	Full Financial statements and reports	PDF	131
Key Financial Indicators as per Malaysian Private Entities Reporting Standards	KFI-MPERS	Auditors Report	PDF	132
Annual Return for Companies having Share Capital	AR1	Others	PDF	108
Annual Return for Companies having Share Capital	AR1	Particulars of beneficial owners	TXT	107
Annual Return for Companies not having Share Capital	AR2	Others	PDF	110
Annual Return for Foreign Companies	AR3	Particulars of beneficial owners	TXT	113
Annual Return for Foreign Companies	AR3	Others	PDF	114

Return Name	Return Code	Supporting Document Required	Format Type	Supporting Document Code
Annual Return for Unchanged Particulars	AR4	Others	PDF	116
Application for relief from requirements as to form and contents of directors' report	EA4A	Approval letter from Bursa Malaysia or Securities Commission (ESOS)	PDF	68
Application for relief from requirements as to form and contents of directors' report	EA4A	By laws ESOS (ESOS)	PDF	69
Application for relief from requirements as to form and contents of directors' report	EA4A	Listing of the option holders (ESOS)	PDF	70
Application for relief from requirements as to form and contents of directors' report	EA4A	Application letter from director (Other matters relates to director report/Director's Interest in share or debentures/Director's interests in receiving benefit or fixed salary)	PDF	71
Application for relief from requirements as to form and contents of directors' report	EA4A	Statutory declaration by all directors involved (Other matters relates to director report/Director's Interest in share or debentures/Director's interests in receiving benefit or fixed salary)	PDF	72
Application for relief from requirements as to form and contents of directors' report	EA4A	Others	PDF	75
Application for relief from requirements as to form and contents of directors' report	EA4A	Application letter from director (ESOS)	PDF	67

Return Name	Return Code	Supporting Document Required	Format Type	Supporting Document Code
Application for relief from requirements as to form and contents of financial statements	EA4B	Application letter from director	PDF	73
Application for relief from requirements as to form and contents of financial statements	EA4B	Statutory declaration by all directors involved	PDF	74
Application for relief from requirements as to form and contents of financial statements	EA4B	Others	PDF	78
Application for extension of time for circulation of financial statements and reports	EA5A	Others	PDF	79
Application for extension of time for holding annual general meeting	EA6	Others, please specify...	PDF	89
Application for extension of time to lodge annual return	EA7	Others, please specify...	PDF	94
Application to Minister	EA8	Application Appeal Letter	PDF	139
Application to Minister	EA8	Others	PDF	140
Application for exemption from coinciding foreign subsidiary financial year end with holding company	EA1	Others	PDF	65
Application for exemption from coinciding foreign subsidiary financial year end with holding company	EA1	Application letter from director of holding company	PDF	62

Return Name	Return Code	Supporting Document Required	Format Type	Supporting Document Code
Application for exemption from coinciding foreign subsidiary financial year end with holding company	EA1	Statement by two (2) directors of holding company in Malaysia	PDF	63
Application for exemption from coinciding foreign subsidiary financial year end with holding company	EA1	Full company structure	PDF	64