

## **GUIDELINES FOR RENEWAL OF BUSINESS REGISTRATION**

Registered business required to renew the business registration certificate by submitting the Application for Renewal of Business Registration. (FORM A1)

### **Registration Procedure**

1. Complete the Application Form for Renewal of Business Registration (FORM A1)
2. One of the owner or partner must sign the completed Form.
3. Person responsible must submit the application to counter or through online via SSM e-Lodgement services in the SSM's website at [www.ssm.com.my](http://www.ssm.com.my).

### **Requirement**

1. Only owner or person responsible is allowed to submit the application.
2. Certificate of business registration may be renewed at any time before the expiry date up to twelve (12) months after the expiry date.

### **Registration Fee**

1. Sole proprietorship using personal name as in identity card – RM30.00
2. Sole proprietorship or a partnership using trade name - RM60.00
3. Registration of branches – RM5.00 for each branch
4. Business Information Print-out – RM10.00

## **General Guideline**

1. Renewal of Business Registration can be made for a period of one (1) year and not more than five (5) years.
2. Business Registration Certificate can be obtained within fifteen (15) minutes from the time payment is made.
3. Any person who continues to carry on any business after the period of registration has expired commits an offence and shall on conviction be liable to a fine not exceeding RM50,000 or imprisonment for a term not exceeding two (2) years or both.