



e-comtrac **ONLINE TRAINING REGISTRATION SYSTEM**







e-COMTRAC

1 January 0 | 12 : 00: 00





Companies Commission of Malaysia Training Academy

Explore our courses and enroll































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Login to SSM4U

Note: Registration for training programmes does not require ID activation.

- O1 Visit https://www.ssm4u.com.my/ and click 'Login'
- O2 Enter the email address and password that were set during registration.
- O3 Click the 'Sign In' button.
- 'Unverified' or 'Verified' status will appear if users did not activate their account or did activate it, as shown in the image below:



'Unverified Users' can only access non-core services, such as:

- e-COMTRAC
- XCESS
- DCTC Reader & Checker
- e-Search
- e-Compound
- e-Query
- Striking Off

Login to SSM4U

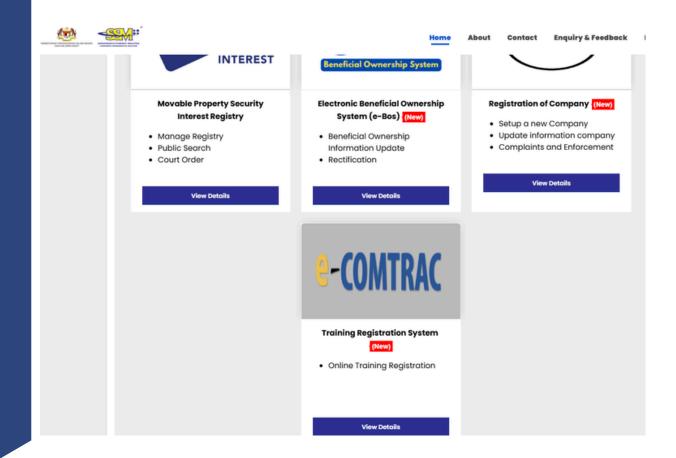
Meanwhile, 'Verified Users' can access core and noncore services, such as:

- a) Core services:
 - MBRS;
 - MyLLP; and
 - e-BOS;
- b) Non-core services:
 - e-COMTRAC;
 - XCESS;
 - DCTC Reader & Checker;
 - e-Search;
 - e-Compound;
 - e-Query; and
 - Status 308/550

Login to SSM4U

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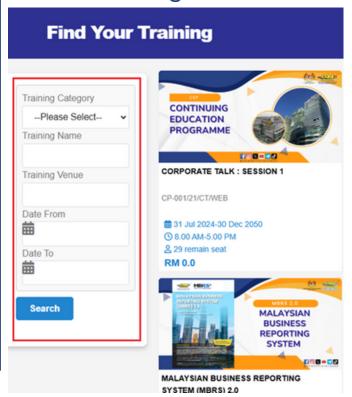
You will find e-COMTRAC at the SSM4U Main Page. Click View Details button to register for SSM Training Programmes.



O1 Find your training by clicking the 'View All' button.



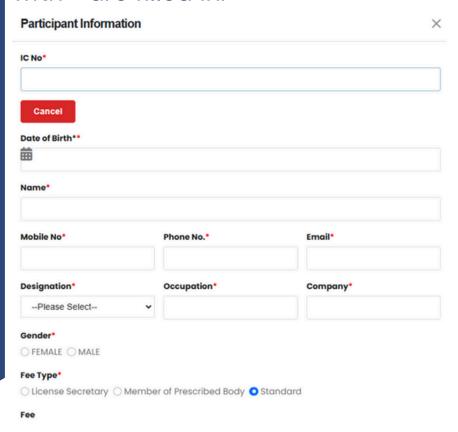
You can filter training based on Category, Training Name, Training Venue & Date.



Choose the training you want to participate in. You can check (a) Available Seat, (b) Download Training Brochure & click (c) Add Participant button to register for the training programme.

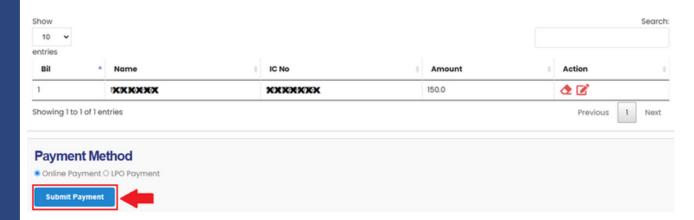
Training Code	Training Start Time		Available Seat
CP-003/24/TEST/WEB	10:00AM	(a)	19 seat(s)
Training Name	Training End Time		
TESTING UAT V2	11:00AM		left
Training Date	CPE Point		
31/01/2025 - 31/01/2025	1	(b)	Training Brochu
Registration Closing Date	Training Venue	• •	<u>~</u>
30/01/2025	WEBINAR		
Course Fee - Standard	Course Fee - Licensed Secretary and Members of		
RM 150	Prescribed Bodies		
	RM 100		

Next, key in the Participant's Information and click 'Submit' button. Please ensure that all fields marked with * are filled in.



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Upon clicking 'Submit' button at Step no.4, you will be able to view participant(s) details. You should check the details thoroughly and click 'Submit Payment' button.

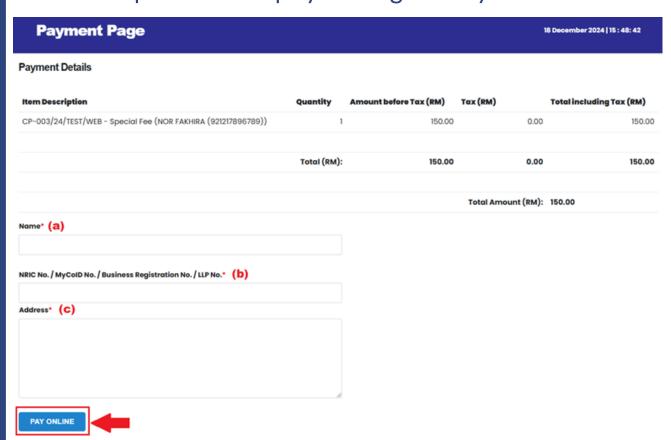


Notes:

- a) Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please reapply if you wish to proceed.
- b) LPO Payment is applicable for Government Agencies Only. Please attach the Local Purchase Order as a Supporting Document. Letter of Undertaking will not be accepted. This application is subject to approval by the SSM Officer.

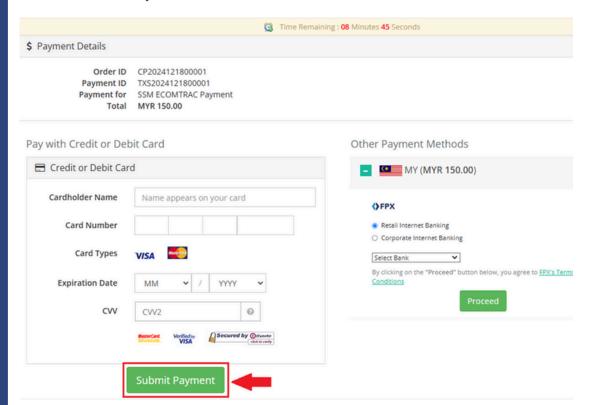
06

Check your Payment Details and click "Pay Online" button to proceed to payment gateway.



Note: For the purpose of claiming with HRD Corp, in sections (a), (b) & (c), please enter the company name instead of individual name.

O7 Select your preferred payment method and click 'Submit Payment' button.



If payment is successful, the Invoice Receipt shall display information as follows:

IN	VOICE	19 Dece	mber 2024 10 : 49: 09
OFFIC	CIAL RECEIPT SAMPLE		
	SURUHANJAYA SYARIKAT MALAYSIA		
	MENARA SSM@SENTRAL, No 7 Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50623 Kuala Lumpur.		
	Tet +603 2299 4400 Emailtenquiry@ssm.com.my Website: www.ssm.com.my		
CHXXXXX	KMX	Receipt No	: RX20241219000001
		Reference No.	: CP2024121900001
		Payment Mode Det	ail : HostSim
		Approval Code	:
		Payment Mode	: DD
		Transaction ID	: TXS2024121900001
		Payment Date	: 19/12/2024 10:46:06
NO.	DESCRIPTION		AMOUNT (RM)
1	CP-003/24/TEST/WEB - Special Fee		150.00
		Total	150.00
PRINT		Amount Received	150.00
	'Perniagaan anda bermula di SSM'		
	this computer print does not require a signature		

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Upon successful transaction, there will be an email notification to applicant and participant(s).

a) Payment Notification

Dear MOKNEMIKAK

Your payment of MYR 300.00 to PRODUK PORTAL SSM has confirmed, thank you for making payment using eGHL payment services.

Payment Receipt **SAMPLE**

Transaction Date : 26 Nov 2024 12:57:16 PM

Merchant Name

 Merchant Txn ID
 : TXS2024112600002

 Order Number
 : CP2024112600003

 Product Description
 : SSM ECOMTRAC Payment

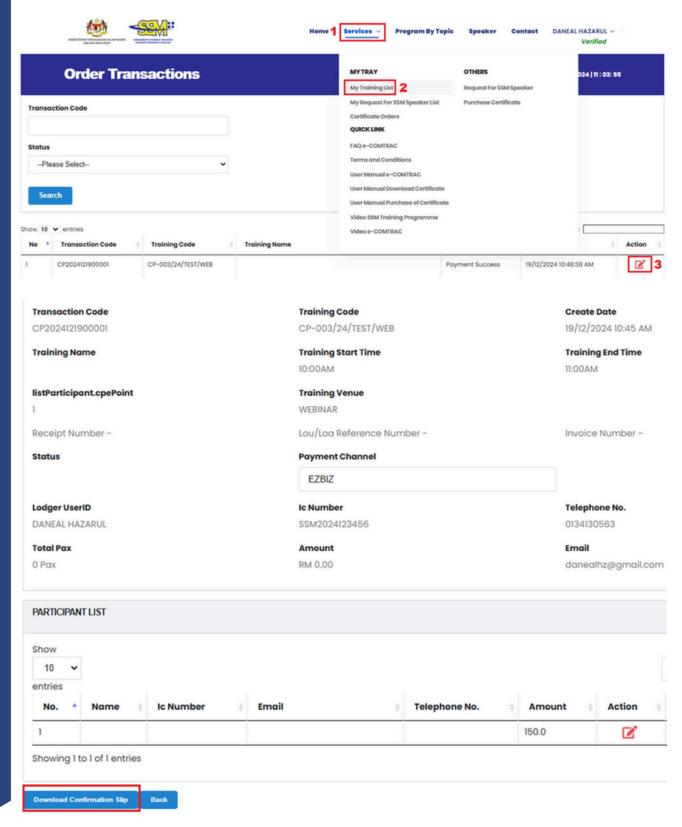
Payment Method : eGHL Txn ID : Amount :

MYR 300.00

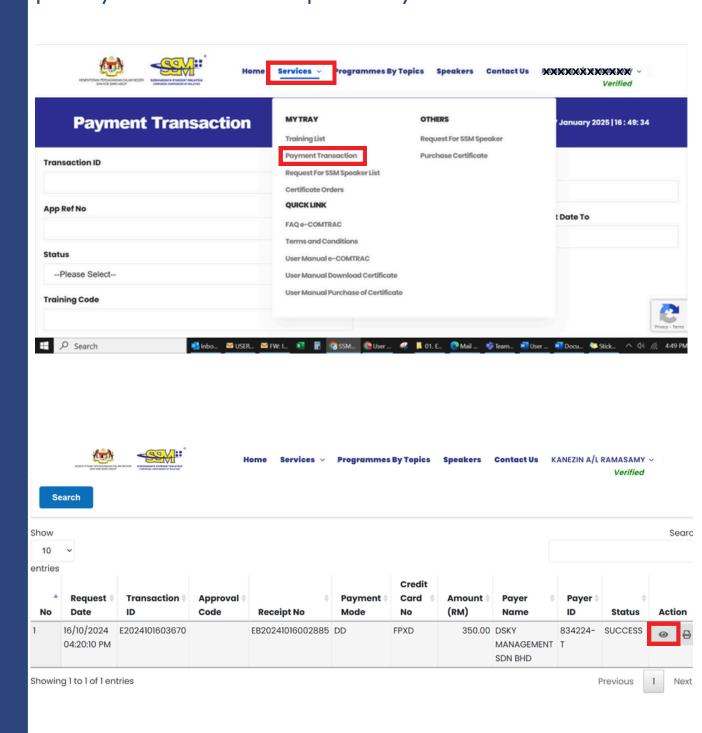
Please do not reply to this email. This mailbox is not monitored and you will not receive a response.

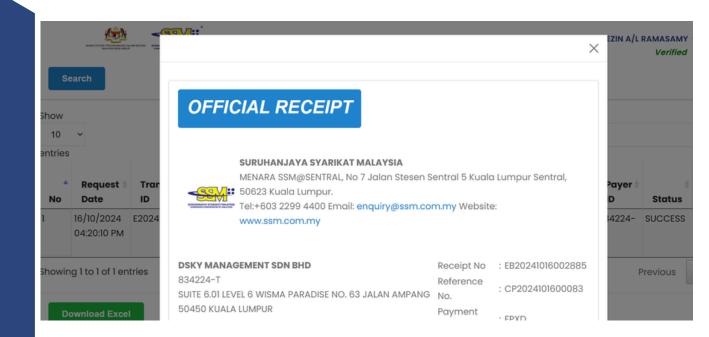
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You can view your application and download Training Confirmation Slip at Services > My Training List > Action > Download Confirmation Slip.



11 You can view your payment transaction report and print your official receipt at Payment Transaction.





Contact Information





- **** 03-7721 4000
- Complaints & Feedback
- SSM Chat / SSM Live Chat
- www.ssm.com.my