



KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

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ONLINE TRAINING REGISTRATION SYSTEM



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@SSMOFFICIALPAGE

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How to download e-Certificate

01 Received email from SSM

Subject: Your e-Certificate of attendance is ready for download! (CP20241XXXXXXXX)

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

Dear XXXXXXXX

Your e-certificate of attendance is **ready for download** for the below training programme:

Training Programme: [SSM WEBINAR] MBRS 2.0 FOR PREPARERS - FINANCIAL STATEMENTS (CP-011/25/MBRS)

Training Date: 14/01/2025 - 15/01/2025

To download the e-certificate of attendance, go to <https://e-comtrac.ssm.com.my/> under menu **My Training List > Payment Success > Action > Download Certificate**. This certificate is available up to 30 days. An administrative fee may be charged for download after this date.

If you do not have an e-COMTRAC account, please contact your Lodger / HR Personel to download the e-certificate of attendance for you.

Thank you.

Your sincerely,

Companies Commission of Malaysia Training Academy & Knowledge Management
Level 12, Menara SSM@Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral,
50623 Kuala Lumpur
Tel: 03-2299 4441 / 4440 / 5308
Fax: 03-22994451 / 4452 Email:comtrac@ssm.com.my

THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL

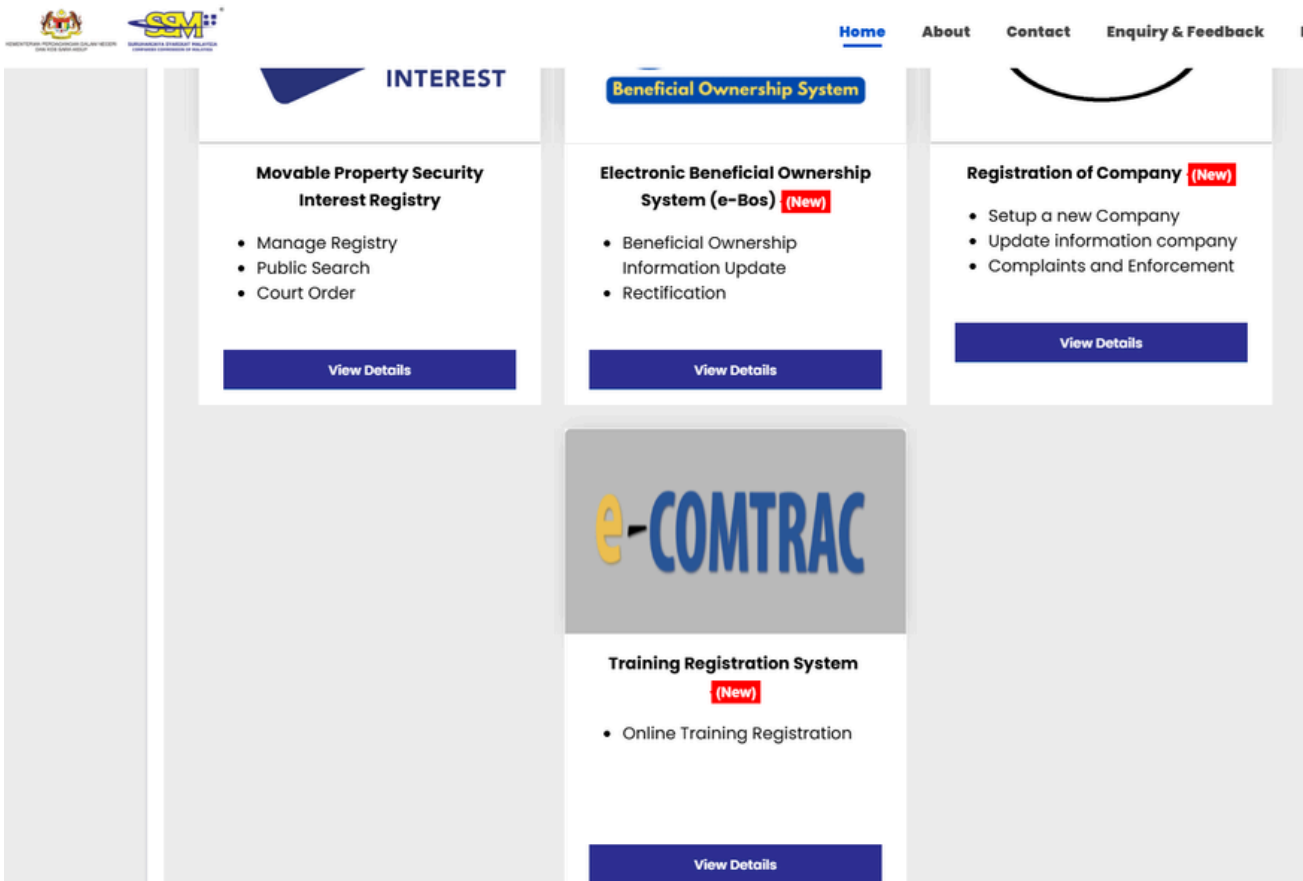
02 Visit <https://www.ssm4u.com.my/>

03 Login with a valid Username and Password

How to download e-Certificate

04

After sign in, select e-COMTRAC at the SSM4U Main Page and click View Details button.

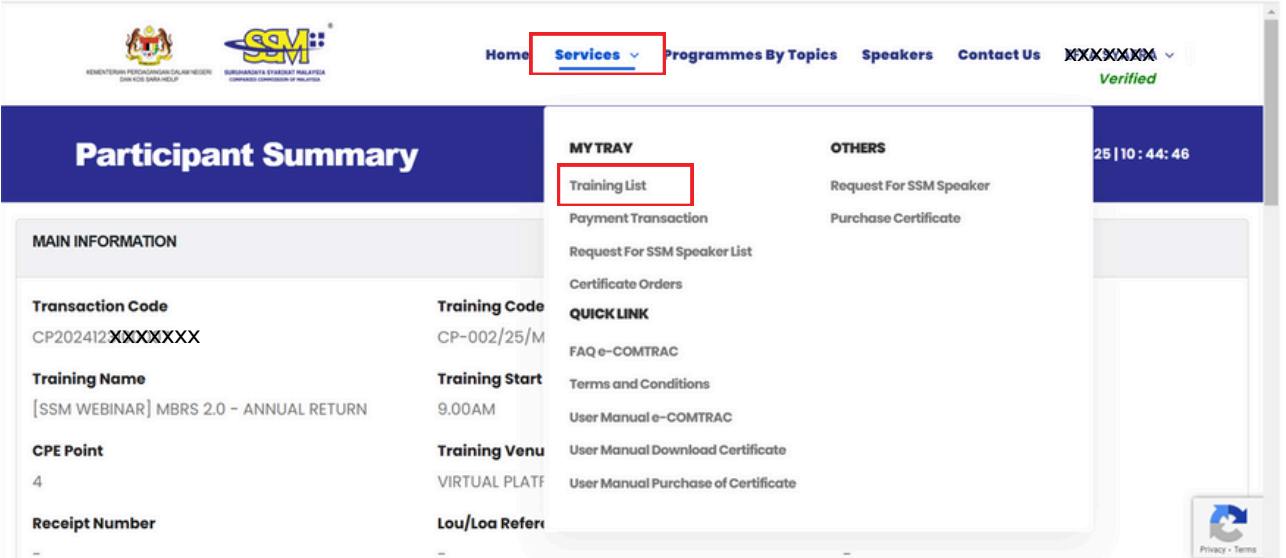


How to download e-Certificate

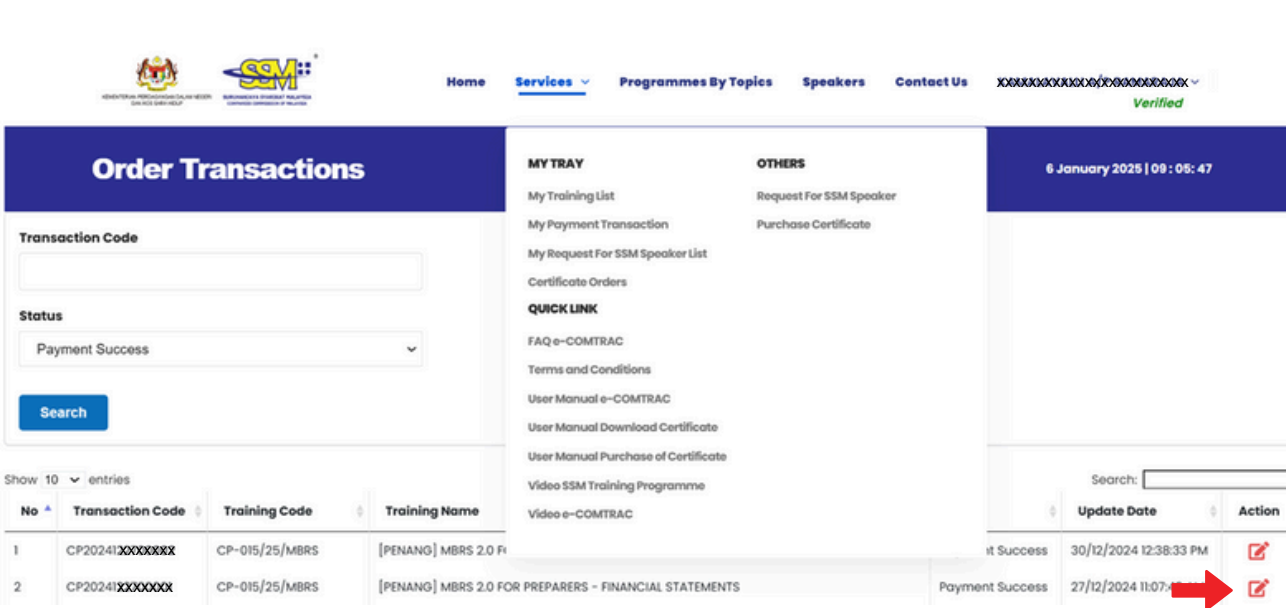
05

06

Click on the “Services” button and then choose ‘Training List’




Select the training name that you have attended to purchase certificate. Then click ‘Action’ button



How to download e-Certificate

07

The Download Certificate icon will be appeared if your certificate of attendance is ready to be downloaded.



COMMISSION OF MALAYSIA ACT 2001

Home

Training Services

Config & Report

XXXXXXXXXXXXXXXXXXXX

CPE Point

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Training Venue

WEBINAR - VIRTUAL PLATFORM

Receipt Number

Lou/Loo Reference Number

Invoice Number

Status

Payment Channel

EZBIZ

Lodger UserID

XXXXXXXXXXXXXX

Ic Number

XXXXXXXXXX

Telephone No.

XXXXXXXX

Total Pax

1 Pax

Amount

RM 150.00

Email

XXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX

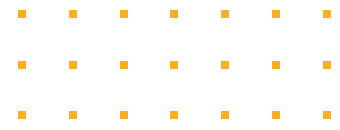
PARTICIPANT LIST

Search:

Show 10 entries

Note: The certificate is available up to 30 days only. SSM will charges an administrative fee of RM30.00 for each re-print of a certificate.

Contact Information



 03-7721 4000

 enquiry@ssm.com.my

 Complaints & Feedback

 SSM Chat / SSM Live Chat

 www.ssm.com.my
