



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



**TATACARA PENGGUNA EZBIZ PENDAFTARAN
PERNIAGAAN BARU
(SKIM PENDAFTARAN PERNIAGAAN PRIHATIN)**

Versi 4.0

1 Julai 2022

CARA-CARA PERMOHONAN PENDAFTARAN SKIM PENDAFTARAN PERNIAGAAN PRIHATIN SSM MELALUI PORTAL EZBIZ ONLINE

A. CARA MENGEMUKAKAN PERMOHONAN PENDAFTARAN PERNIAGAAN BARU

1. Layari portal ezbiz.ssm.com.my
 - (a) Masukkan **"USERNAME"**
 - (b) Masukkan **"PASSWORD"** – boleh klik ikon mata jika ingin lihat **"password"** yang ditaip
 - (c) Masukkan **"VERIFICATION CODE"**
 - (d) Klik **"Sign In"**

Home

USERNAME

PASSWORD

VERIFICATION CODE

Sign In

Forgot Password

Sign Up

2. Klik **"My Business Services"**

(a) Klik **"New Business"**

Home

My Business Services

My Compound Services

e-COMTRAC

My Payment History

User Profile

Guideline

Renewal Service

Renewal by Owners

Renewal by Others

menu.myBiz.selfBizRenewal

Renewal History

New Business Registration

New Business

List New Business Registration

Form A Partner Verification

Business Changes

New Business Changes

List of Business Changes

Form B Partner Verification

Business Termination

New Business Termination

List of Business Termination

Form C Partner Verification

User must download certificate and business info within 14 days after application approve/success : [Download](#)

User Manual (Download here)

3. "Main Information"

- (a) Sila pilih "**Name Type**" sama ada:
 - i. "**Trade Name**" - Menggunakan Nama Tred.
 - ii. "**Personal Name**" - Menggunakan nama sendiri seperti dalam Kad Pengenalan (MyKad/MyPR)
- (b) Masukkan "**Business Start Date**"
- (c) Masukkan "**Partnership Agreement Date**" (jika ada)
- (d) Sila pilih "**Incentive**" dan pilih "**Skim Pendaftaran Perniagaan Prihatin (SPPP)**"
- (e) Sila pilih "**SPPP Category**" samada "**Pelajar IPT Sepenuh Masa**" atau "**Usahawan Kumpulan B40**"
- (f) Sila pilih "**Registration Period**" dengan membuat pilihan bermula 1 tahun hingga 5 tahun. Pengecualian bayaran untuk **tahun pertama sahaja**.
- (g) Pada bahagian "**Business Info**", pilih "**Yes**" kerana tiada sebarang bayaran akan dikenakan
- (h) Status akan menunjukkan "**DATA ENTRY**"



Main Information

Name Type*
--Please Select--

Business Name*

For Nurseries/Taska, Care Centre/Pusat Jagaan, Kindergarten/Tadika, Tuition Centre/Pusat Tuisyen, Enrichment Centre/Pusat Perkembangan, School/Sekolah must proceed to the nearest SSM counter.
[Guidelines for Business Name Application](#)

Tahukah anda, Pendaftaran SSM BizTrust adalah PERCUMA sehingga 31 MAC 2019
Sila layari <https://biztrust.ssm.com.my> untuk pendaftaran

Business Start Date* 01-Mar-2022  Partnership Agreement Date (if applicable) 

Incentive (Usahawan B40 / Pelajar IPT / OKU)
Skim Pendaftaran Perniagaan Prihatin (SPPP) SSM

SPPP Category* : --Please Select--
--Please Select--
Pelajar IPT Sepenuh Masa
Usahawan Kumpulan B40

Registration Period* 1 Year

Business Info
YES

Status
DATA ENTRY

4. Sila pilih:

- (a) **"Has Branch(es)?"** – Pilih klik **"YES"** jika ada cawangan. Klik **"NO"** jika tiada cawangan.
- (b) **"Is Online Seller?"** – Pilih klik **"YES"** jika perniagaan secara atas talian. Pilih klik **"NO"** jika tidak berkenaan.

Has Branch(es) ?*

Is Online Seller ?

5. **"Main Address" dan "Mailing Address"**

- (a) Masukkan bahagian yang bertanda *
- (b) Klik POSKOD dahulu, senarai **"TOWN"** akan keluar
- (c) Jika **"Mailing Address"** sama dengan **"Main Address"** tekan **"Copy From Main Address"**
- (d) Tekan butang **"Next"**

Main Address	Mailing Address
<p>Address*</p> <input type="text" value="NO. 14, JALAN PERMATA"/> <input type="text" value="TAMAN LESTARI"/> <input type="text"/>	<p>Copy From Main Address</p> <p>Address*</p> <input type="text" value="NO. 14, JALAN PERMATA"/> <input type="text" value="TAMAN LESTARI"/> <input type="text"/>
<p>Postcode* Town*</p> <input type="text" value="68100"/> <input type="text" value="BATU CAVES ▾"/>	<p>Postcode* Town*</p> <input type="text" value="68100"/> <input type="text" value="BATU CAVES ▾"/>
<p>State</p> <input type="text" value="SELANGOR"/>	<p>State*</p> <input type="text" value="SELANGOR"/>
<p>Tel No Mobile No*</p> <input type="text"/> <input type="text"/>	<p>Tel No Mobile No</p> <input type="text"/> <input type="text"/>
<p>Email</p> <input type="text"/>	<p>Email</p> <input type="text"/>

6. **"Branches Information"** (hanya terpapar jika klik **"YES"**)

- (a) Masukkan bahagian yang bertanda *
- (b) Klik **"Add/Update Branch"**.
- (c) Sebarang pertambahan cawangan akan dikenakan bayaran RM5.00 untuk satu cawangan setahun
- (d) Tekan butang **"Next"**

Branches Information *(if applicable)

Notes:
1. Address for branches should not be the same with principal business address
2. Address for each branches should not be the same.
3. P.O. Box is not allowed.

Address *

NO. 88 JALAN 88

TAMAN 88

Postcode* **Town**

53000 KUALA LUMPUR ▾

State*

W.P KUALA LUMPUR

Branch URL (Website, FB, etc)

Add/Update Branch

Branch No	Address	Action
Showing 0 to 0 of 0		

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Previous **Next**

7. "Business Information"

- (a) Nyatakan jenis perniagaan di ruangan "Business Description"
- (b) Klik "Add Business Code"

Business Information

Types Of Business (Example: Retail Sale Of Food Products, Electrical Installation And Wholesale Of Clothing)*

MAKANAN DAN MINUMAN, PAKAIAN

You have 1472 characters remaining for your description.

Add Business Code

* Please add at least one business code.

No	Business Code	Description	Action
Showing 0 to 0 of 0			

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- (c) Isikan jenis perniagaan dalam kotak "Keyword" dan klik "Search"
- (d) Pilih "Business Code" yang berkaitan sekurang-kurangnya 1 pilihan dan klik "Add Selected Code"

Registration Period*

1 Year

Business Info

YES

Status

DATA ENTRY

Business Information

Types Of Business

MAKANAN DAN

You have 1500 characters remaining for your description.

Add Business Code

* Please add at least one business code.

Keyword

MAKANAN

Search **Add Selected Code**

Business Code	Description	Action
03218	OPERASI LADANG TERNAKAN CACING LAUT UNTUK MAKANAN IKAN (OPERATION OF MARINE WORM FARMS FOR FISH FEED)	<input type="checkbox"/>
10203	PENGELOUAN MAKANAN BERASASKAN IKAN UNTUK MANUSIA ATAU HAIWAN (PRODUCTION OF FISH MEALS FOR HUMAN CONSUMPTION OR ANIMAL FEED)	<input type="checkbox"/>
10301	PEMBUATAN PRODUK MAKANAN BUAH-BUAHAN DAN SAYUR-SAYURAN (MANUFACTURE OF FRUITS AND VEGETABLES FOOD PRODUCTS)	<input checked="" type="checkbox"/>
10750	PEMBUATAN MAKANAN DAN HIDANGAN TERSEDIA (MANUFACTURE OF PREPARED MEALS AND DISHES)	<input type="checkbox"/>
10799	PEMBUATAN PRODUK MAKANAN LAIN T.T.T.L. (MANUFACTURE OF OTHER FOOD PRODUCTS, N.E.C.)	<input type="checkbox"/>

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- (e) Setelah selesai, Tekan butang "Next"

8. "Owner Information"

- (a) Klik ikon di **"Action"** untuk menyemak atau mengemaskini maklumat pemilik.

No	Name	Id No	Verification Status	Action
1	MOHD SYAHMI BIN MAD YASIR		VERIFIED	

Showing 1 to 1 of 1

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- (b) Bahagian pemilik akan terpapar secara automatik kerana pemilik telah membuat verifikasi sebelum membuat permohonan.
- (c) Selepas kemaskini maklumat, sila tekan **"update"** manakala jika tiada perubahan maklumat sila tekan **"close"**
- (d) Tekan butang **'Next'**.

Registration Period*
1 Year

Business Info
YES

Status
DATA ENTRY

Owners Information

MyKad No*

No	Name
1	MOHD SYAHMI BIN MAD Y

Showing 1 to 1 of 1

Name : MOHD SYAHMI BIN MAD YASIR

IC No : [blank] Color : Blue

Date of Birth : [blank] Gender : MALE

Race : MELAYU Others Race : [blank]

Nationality : MALAYSIAN Original Country : [blank]

Address*
MENARA SSM

Postcode*
53000

Town*
KUALA LUMPUR

State*
W.P KUALA LUMPUR

Tel. No.

Mobile. No.*

WICKET AJAX DEBUG

Action

« 1 »

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9. **“Attachment”** – Sila lampirkan dokumen dalam format pdf yang diperlukan mengikut kategori permohonan seperti berikut:

Usahawan Kumpulan B40:

- Bukti pengesahan menerima Bantuan Prihatin Nasional (BPN 2.0) bagi golongan B40 atau Bantuan Prihatin Rakyat (BPR) atas nama sendiri atau No. Mykad/MyPR pemohon.

Pelajar IPT:

- Salinan surat perakuan pelajar dari pihak IPTA/ IPTS/Politeknik/Kolej/Institut Kemahiran/Pusat Kemahiran.

Klik **“Choose File”** & pilih dokumen yang perlu diupload. Kemudian, klik butang **“Upload”**.

Attachment (if applicable) - PDF Format Only

Select File (Max 3 MB)

Choose File No file chosen

Upload

10. "Fee & Declaration"

- (a) Semak bahagian bayaran dan tandakan ✓ di bahagian Deklarasi.
- (b) Klik "**Submit for Verification**" untuk hantar permohonan.

Item	Amount	Unit	Total (RM)
Registration of Business	60.00	1 Year(s)	60.00
Branches	0.00	1 Year(s)	0.00
Business Info	10.00	1	10.00
Incentive (Skim Pendaftaran Perniagaan Prihatin)			
Registration of Business	-60.00	1 Year(s)	-60.00
Business Info	-10.00	1	-10.00
Total Amount			0.00

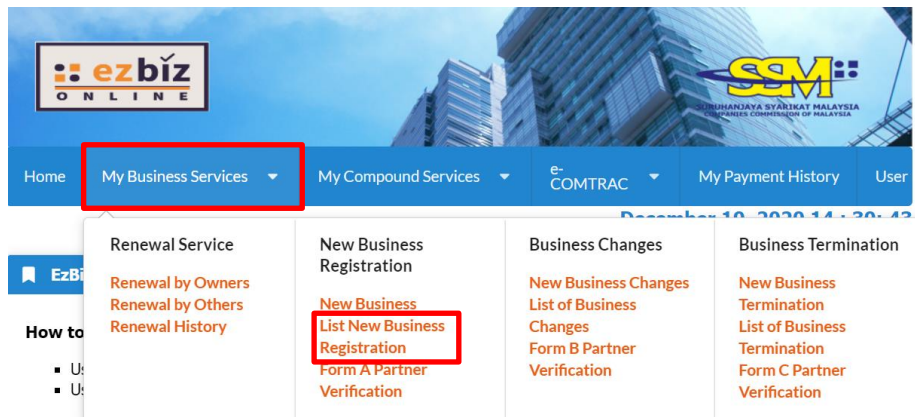
I confirm that the fact and information stated in this document are true. It is an offence under section 12 (1)(d) of Registration of Business Act 1956 to dishonestly makes any statement or furnishes any information to the Registrar under the provisions of this Act or of rules made thereunder whether such statement is verbal or in writing, which is false in any material particular or by reason of the omission of any material particular and which he either knows or has reason to believe is false, commits an offence and shall on conviction be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding two years or to both.

[Previous](#) [Submit for Verification](#)

B. SEMAKAN STATUS PERMOHONAN SKIM PENDAFTARAN PRIHATIN

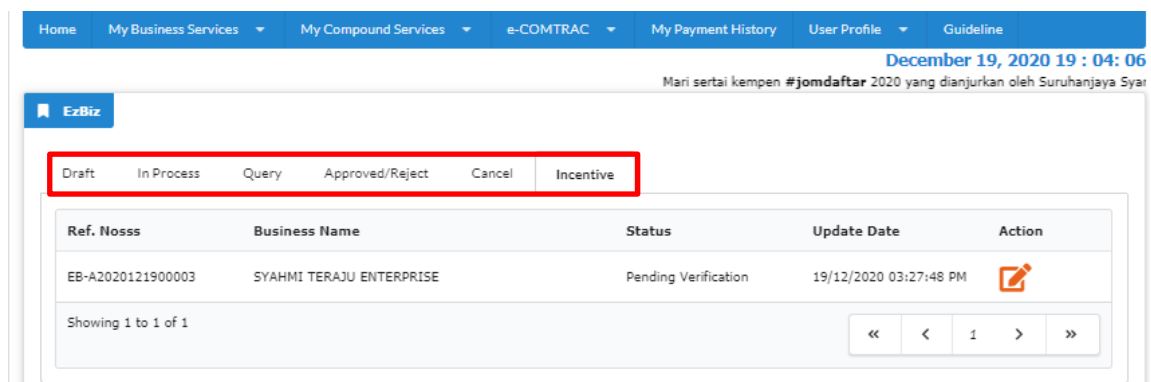
1. Klik **"My Business Services"**

(a) Klik **"List New business Registration"**



2. Semakan status permohonan pada tab:

- Tab **"Incentive"** – Permohonan masih dalam proses untuk semakan dokumen sokongan.
- Tab **"Query"** – Permohonan dikuiiri perlu dikemaskini diruang berkaitan dan dijawab kuirri tersebut. Klik button action untuk menjawab kuirri tersebut. Selepas mengemaskini dan jawab kuirri, sila hantar semula untuk permohonan diproses.
- Tab **"In Process"** – Permohonan masih dalam proses untuk semakan pendaftaran baharu.
- Tab **"Approved/Reject"** – Permohonan diluluskan dan perlu download sijil/maklumat perniagaan dalam tempoh 14 hari dari tarikh kelulusan.




C. CARA-CARA MENAMBAH RAKAN KONGSI

Untuk Skim Pendaftaran Perniagaan Prihatin, sila pastikan rakan kongsi adalah dari golongan yang layak untuk skim ini, iaitu Usahawan Kumpulan B40 atau Pelajar IPT Sepenuh Masa.

Jika rakan kongsi bukan dari golongan yang dinyatakan, permohonan tidak layak untuk didaftarkan di bawah skim ini.

1. "Owner Information"

- (a) Masukkan no. kad pengenalan di ruangan bertanda *
- (b) Klik **"Add Partner"**



Owners Information

MyKad No* [Add Partner](#)

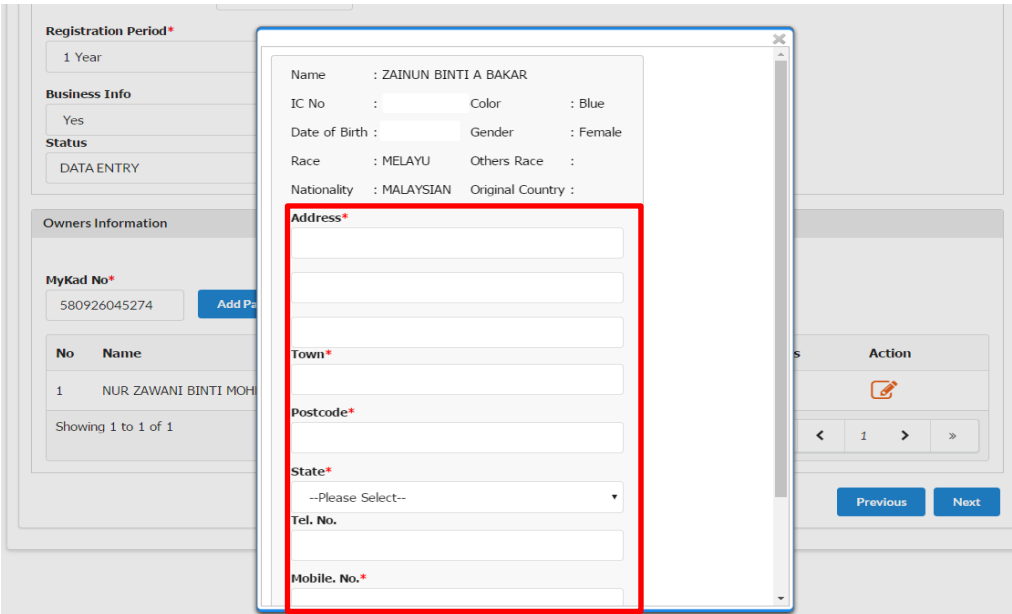
No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	

Showing 1 to 1 of 1

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- (c) Paparan maklumat rakan kongsi yang ditambah akan terpapar
- (d) Sila isi alamat rakan kongsi



Registration Period*
1 Year

Business Info
Yes

Status
DATA ENTRY

Owners Information

MyKad No*
580926045274 [Add Pa...](#)

No	Name
1	NUR ZAWANI BINTI MOH...

Showing 1 to 1 of 1

Name : ZAINUN BINTI A BAKAR
IC No : Color : Blue
Date of Birth : Gender : Female
Race : MELAYU Others Race :
Nationality : MALAYSIAN Original Country :
Address*
Town*
Postcode*
State*
--Please Select--
Tel. No.
Mobile. No.*

[Previous](#) [Next](#)

(e) Klik **“Update Owners”**

Registration Period*
1 Year

Business Info
Yes
Status
DATA ENTRY

Owners Information

MyKad No*
580926045274 Add Pa

No	Name
1	NUR ZAWANI BINTI MOH

Showing 1 to 1 of 1

Nationality : MALAYSIAN Original Country :

Address*
AA

Town*
BB

Postcode*
68000

State*
SELANGOR

Tel. No.

Mobile. No.*
045887458|

Verification Status
PENDING UPDATE ADDRESS

Update Owners Close

2. Maklumat rakan kongsi yang ditambah akan **menjadi “PENDING VERIFICATION”**

Owners Information

MyKad No*
580926045274 Add Partner

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	
2	ZAINUN BINTI A BAKAR		PENDING VERIFICATION	

Showing 1 to 2 of 2

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3. Pemohon tidak boleh **“Submt Payment”** selagi rakan kongsi yang ditambah belum membuat verifikasi.

All Error must be fix before submit for payment

- Partner ZAINUN BINTI A BAKAR must verify this form first before submission.

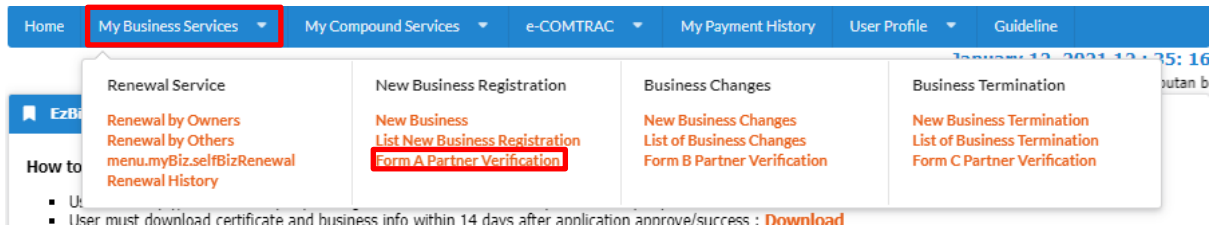
Previous

Submit Payment

D. CARA-CARA MEMBUAT PENGESAHAN RAKAN KONGSI (“PARTNER VERIFICATION”)


1. Klik “My Business Services”

(a) Klik “Partner Verification”



2. Maklumat perniagaan yang dimohon akan dipaparkan





(a) Klik butang

Ref. No	Business Name	Status	Update Date	Owner Verification Status	Action
EB-A2016080400004	QZZ TRADING	Data Entry	04/08/2016 11:25:03	PENDING VERIFICATION	

Showing 1 to 1 of 1

3. Klik “Next” sehingga ke bahagian “Owner Information”

(a) Klik ikon “+” di bahagian “Action”

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	
2	ZAINUN BINTI A BAKAR		PENDING VERIFICATION	  

Showing 1 to 2 of 2

(b) "Pop up box" akan keluar dan klik "OK"

The screenshot shows a table titled "Owners Information" with the following data:

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	
2	ZAINUN BINTI A BAKAR		PENDING VERIFICATION	

Showing 1 to 2 of 2

A pop-up box is displayed over the table with the text: "ezbiz.ssm.com.my says: Confirm to be added as partner?". The "OK" button in the pop-up is highlighted with a red box.

4. Rakan kongsi yang ditambah boleh klik ikon "X" di bahagian "Action" jika ingin batalkan sebagai rakan kongsi

The screenshot shows the same "Owners Information" table as above, but with the "X" icon in the "Action" column for the second row highlighted with a red box.

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	
2	ZAINUN BINTI A BAKAR		VERIFIED	

Showing 1 to 2 of 2

Buttons: Previous, Next

5. Pemohon akan menerima emel notifikasi bahawa rakan kongsi yang hendak ditambah bersetuju untuk menjadi rakan kongsi perniagaan.

SUBJECT: EZBIZ ONLINE |ACCEPT PARTNER OF BUSINESS REGISTRATION APPLICATION FOR (EB-A2016080400004:QZZ TRADING)

EzBiz Administrator <ezbizadmin@ssm.com.my>

Sent: Thu 4/8/2016 11:31 AM

To: Nur Zawani Mohd Zulkifli (RSD)

Dear Sir/Madam,

This is to inform that ZAINUN BINTI A BAKAR **ACCEPTED** your request as business partner.

Reference No: EB-A2016080400004

Business Name: QZZ TRADING

Should you have any queries or require any further information please contact us at 603-7721 4000.

Thank you for using our services.

6. Pemohon boleh menyemak semula dengan log in portal EZBIZ Online
 - (a) Rakan kongsi yang ditambah bertukar status **"VERIFIED"**
 - (b) Jika pemohon ingin membatalkan kemasukan rakan kongsi baru **"klik"** ikon "padam" di ruangan **"Action"**.

Owners Information

MyKad No* Add Partner

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	
2	ZAINUN BINTI A BAKAR		VERIFIED	

Showing 1 to 2 of 2

«
<
1
>
»

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Next

E. CARA MUAT TURUN SIJIL DAN MAKLUMAT PERNIAGAAN

1. Layari portal ezbiz.ssm.com.my
 - (a) Masukkan **"USERNAME"**
 - (b) Masukkan **"PASSWORD"** – boleh klik ikon mata jika ingin lihat kata laluan yang telah ditaip.
 - (c) Masukkan **"VERIFICATION CODE"** dan,
 - (d) Klik **"Sign In"**

SIGN IN

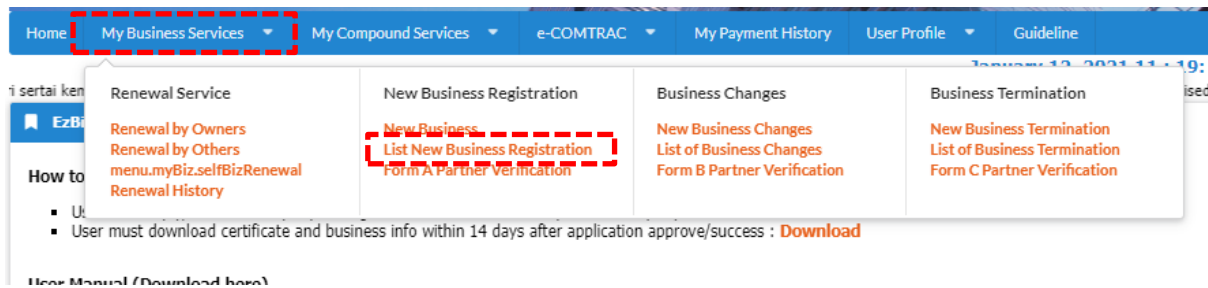
Home

Sign In

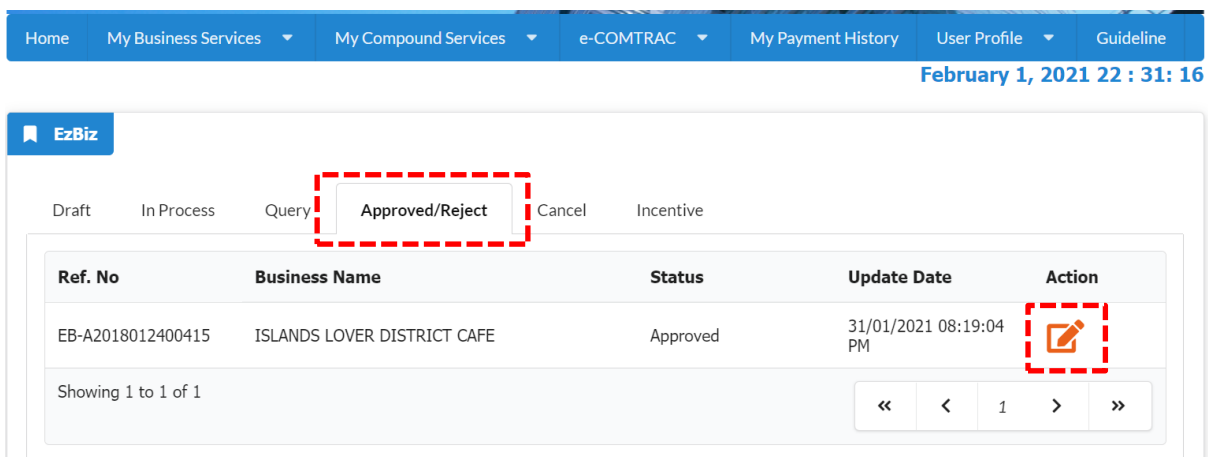
Forgot Password
Sign Up

2. Pergi ke menu dan klik **"My Business Services"**

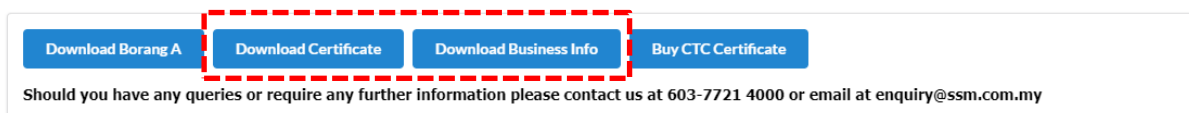
(a) Klik **"List New Business Registration"**



3. Klik Tab **"Approved/Reject"** dan klik butang **"Action"** 



4. Sistem akan memaparkan maklumat permohonan yang telah diluluskan. Klik **"Download Certificate"** dan **"Download Business Info"**



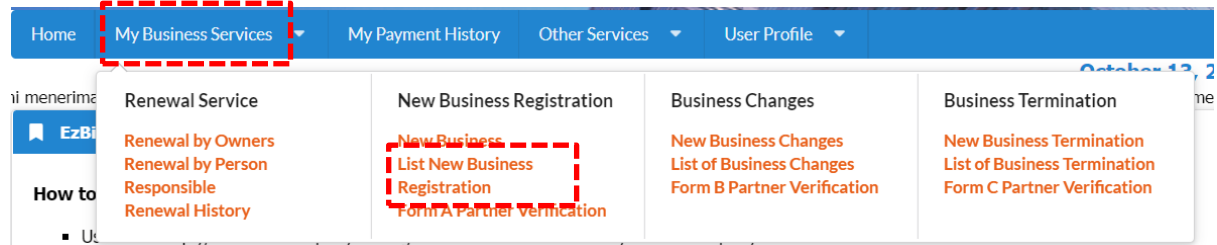
Nota:

- Butang **"Download Business Info"** hanya akan ada jika pembelian maklumat dibuat sewaktu membuat permohonan.


F. CARA "DISCARD" TRANSAKSI SEBELUM HANTAR PERMOHONAN

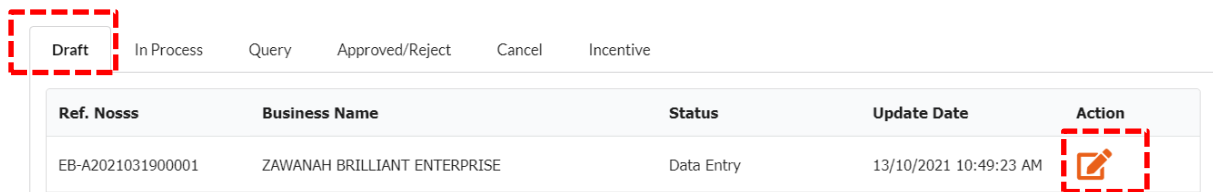
1. Pergi ke menu dan klik 'My Business Services'

(a) Klik "List New Business Registration"



2. Pergi ke menu "Draft"

(a) Pilih transaksi dan klik tombol "Action" 



3. Status "Data Entry".

(a) Skrol ke bawah, klik "Discard Application"

