



**USER MANUAL FOR
ELECTRONIC BENEFICIAL
OWNERSHIP SYSTEMS
(e-BOS)**

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1 GETTING STARTED

1.1 Login to SSM4U

a. To begin, log in to SSM web site, www.ssm.com.my. Select either SSM4U or e-BOS from the quick links section. Entered the email address and password and click the **Sign In** button.

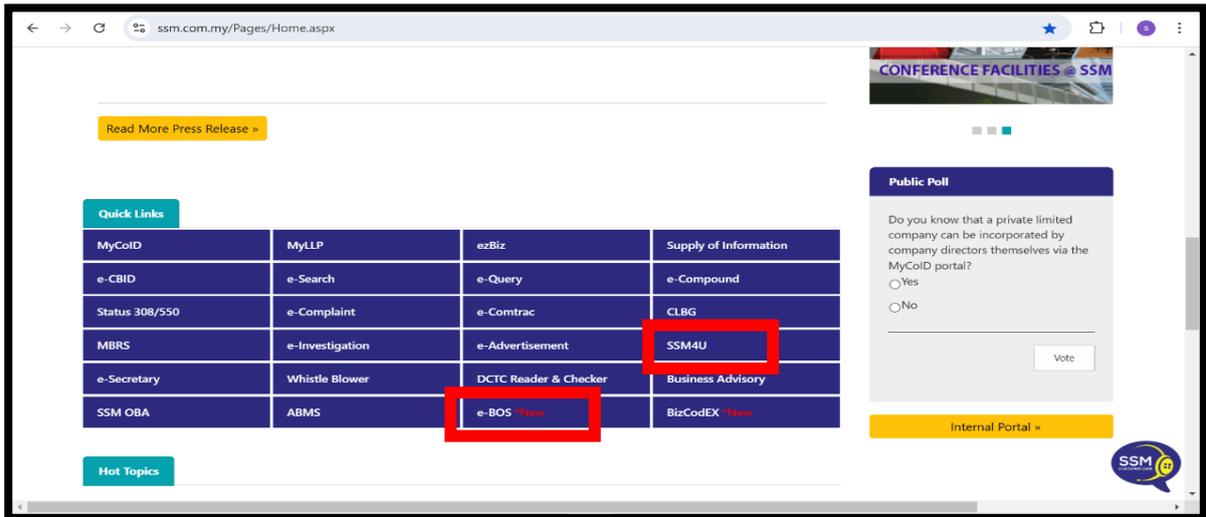


Diagram 1: SSM website screen

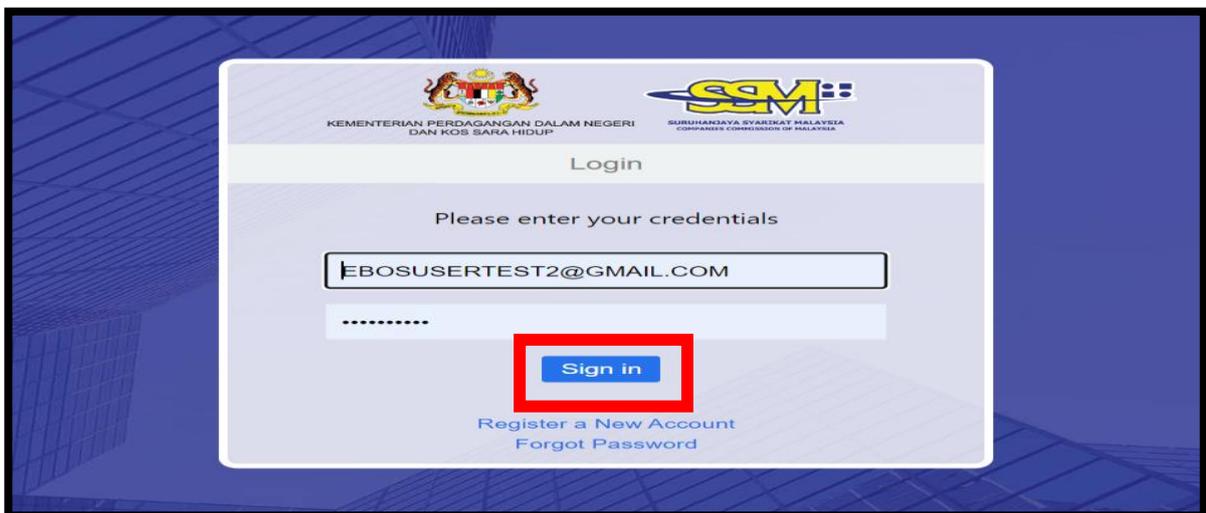


Diagram 2: Login screen

Classification Label: PUBLIC

b. Select the **e-BOS** icon to go to the e-BOS main page.

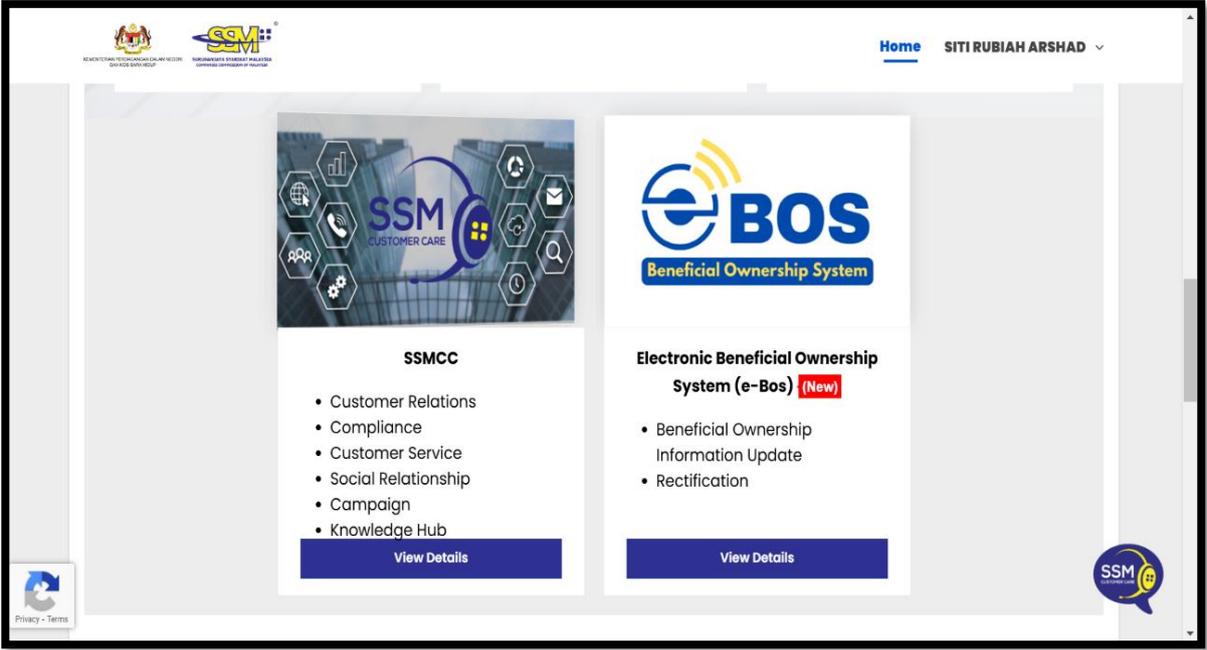


Diagram 3: e-BOS selection screen

1.2 Dashboard

a. The **dashboard** will be display once the user successful logged into e-BOS.

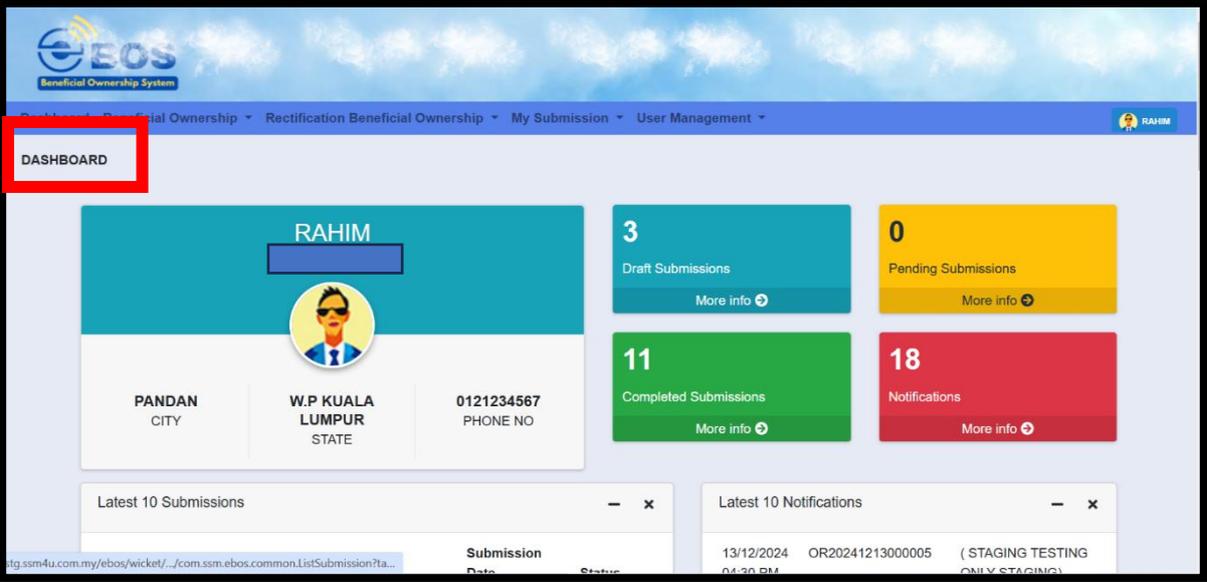


Diagram 4: Dashboard screen

PUBLIC

Classification Label: PUBLIC

b. A five (5) tab is shown. User can select one of the tabs as per description below:



Diagram 5: Main tabs

c. The users can select one of the tabs as per description below:

No	Items	Description
1.	Dashboard	To view all submission activities.
2.	Beneficial Ownership (BO)	To update BO and Senior Management in Place of BO (SM) information.
3.	Rectification Beneficial Ownership.	Application to registrar for rectification of BO information that has been recorded in the registrar.
4.	My Submission	To view the submission status, whether it is in draft, pending, or completed.
5.	User Management	To update / upgrade / verified professional user for companies' secretary and agent to the company.

Table 1: Main tabs

1.3 My Submission

a. The users can view the status of the submission as per below:

No	Items	Description
1.	Draft	<ul style="list-style-type: none">Application is in draft status.Draft will be auto purge after seven (7) days.
2.	Pending	<ul style="list-style-type: none">Submission is pending due to approval from SSM officers or pending payment.
3.	Completed	<ul style="list-style-type: none">The submission has been successfully submitted and approved.Lodger can download the PDF within 7 days from the approval date.

Table 2: Status of submission

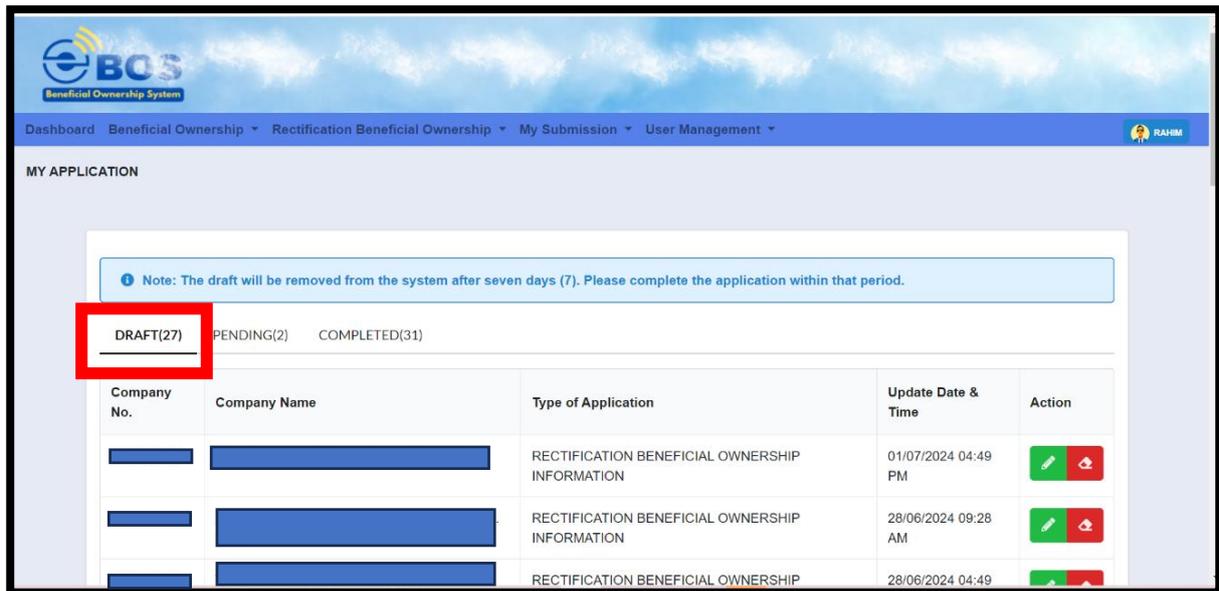


Diagram 6: List of draft

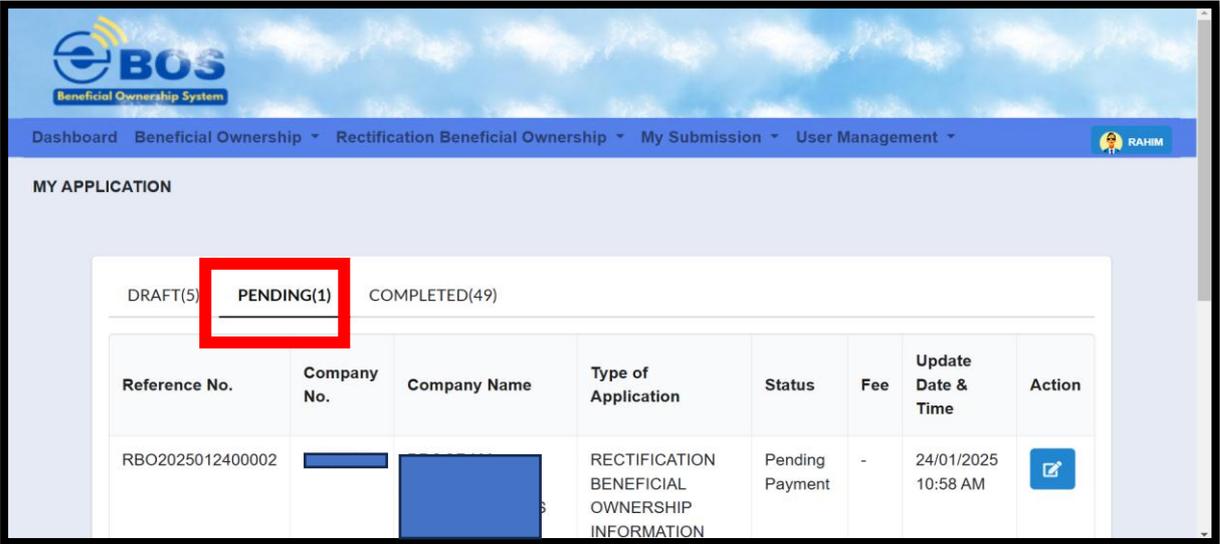


Diagram 7: List of pending submissions

b. The users can print and download PDF in **Completed** submission tab.

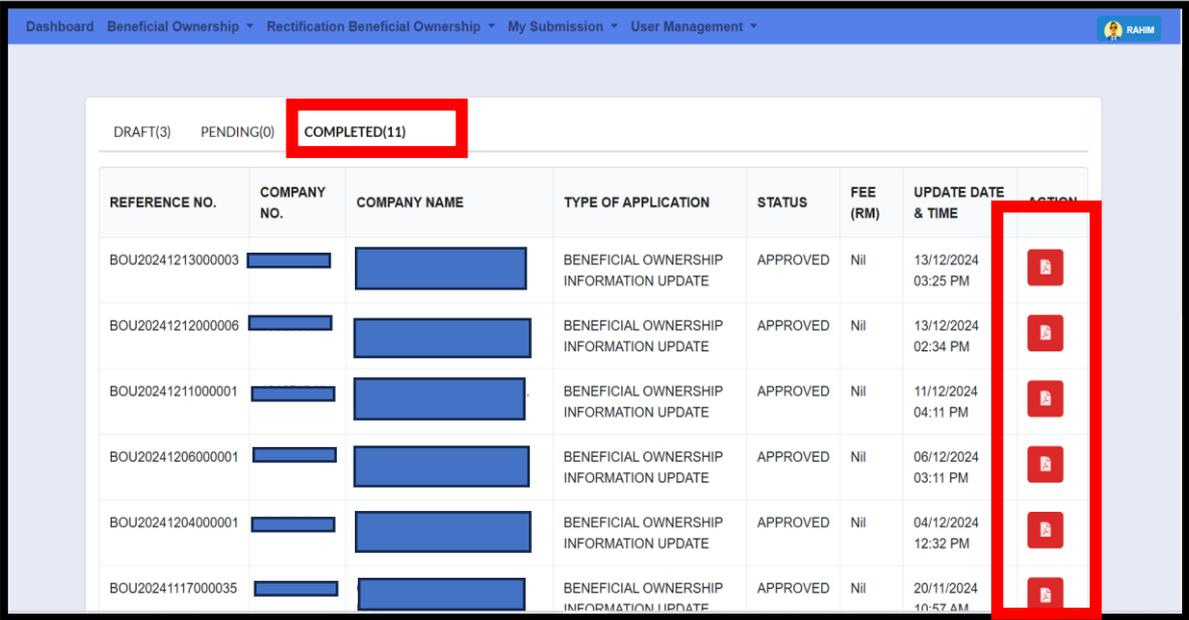


Diagram 8: List of completed submissions

1.4 How to start to Update BO Information?

- a. Click on the Beneficial Ownership tab and select Beneficial Ownership Update.

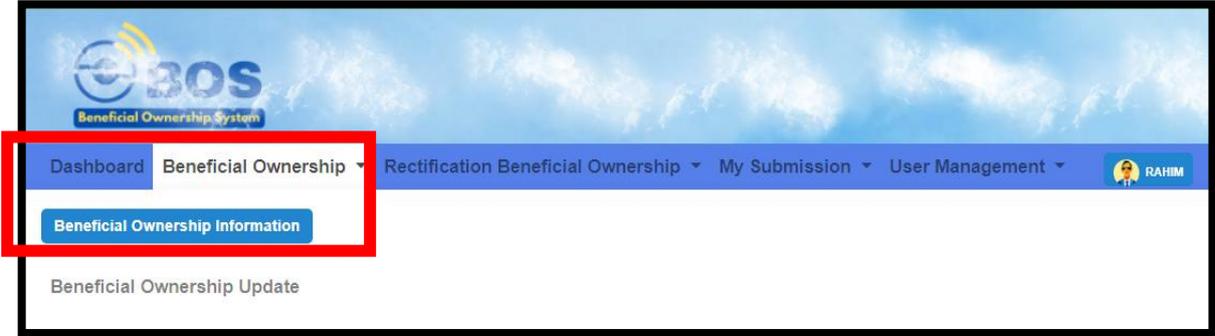


Diagram 9: BO update screen

- b. Enter Company Registration Number (Old Format) in the text field and click **Search** button.

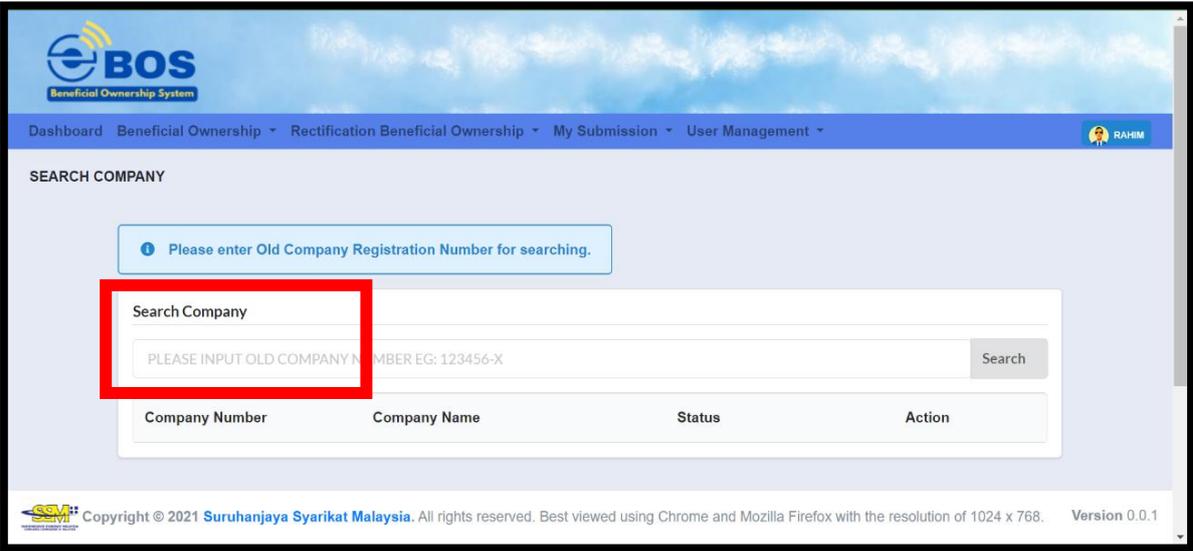


Diagram 10: Search company screen

Classification Label: PUBLIC

c. Information of the searched company will be displayed.

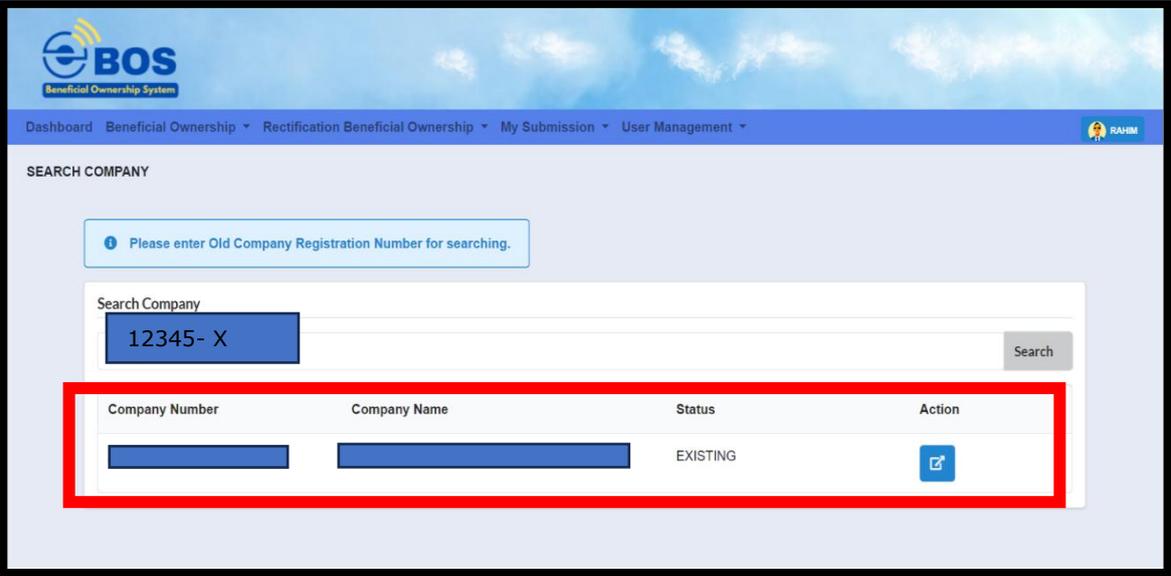


Diagram 11: Company information screen 1

d. Click **Action** button to proceed with submission.



Diagram 12: Company information screen 2

Classification Label: PUBLIC

- e. The system will display the **company name, number, and status of companies.**



Diagram 13: Company details screen

- f. System will show three (3) main tabs – Beneficial Ownership details (“**BO Details**”), **Summary and Declaration and Disclaimer** tab.

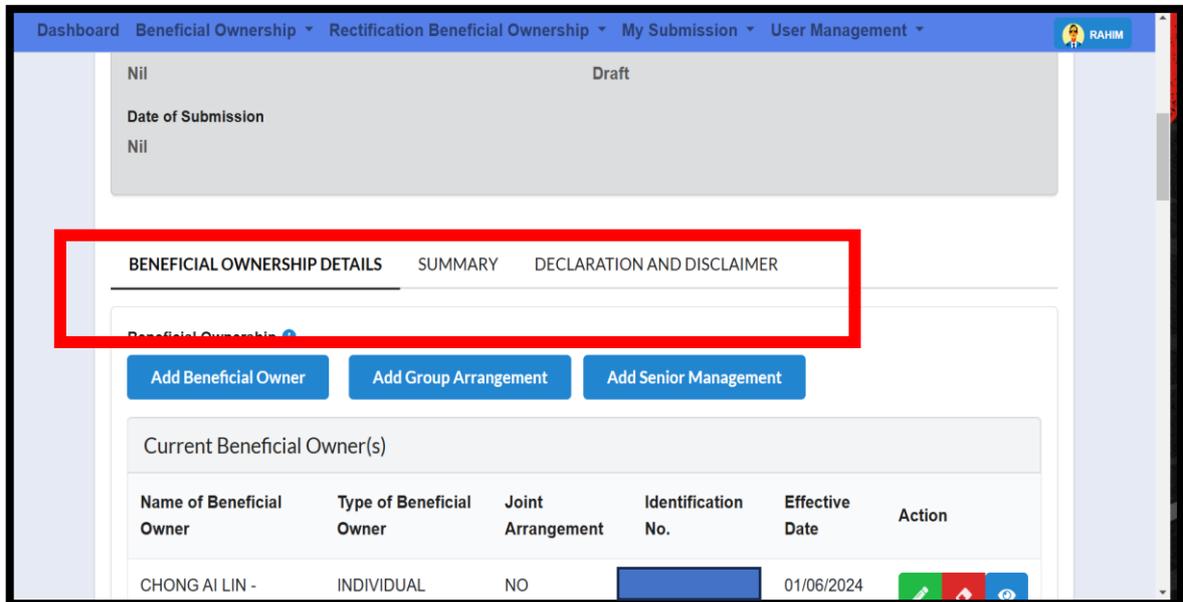


Diagram 14: Update BO information screen

2 BENEFICIAL OWNERSHIP

2.1 Add New Beneficial Owner

2.1.1 Add New BO - BO Details

- a. Click **Add Beneficial Owner** button to add **New** Beneficial Owner.

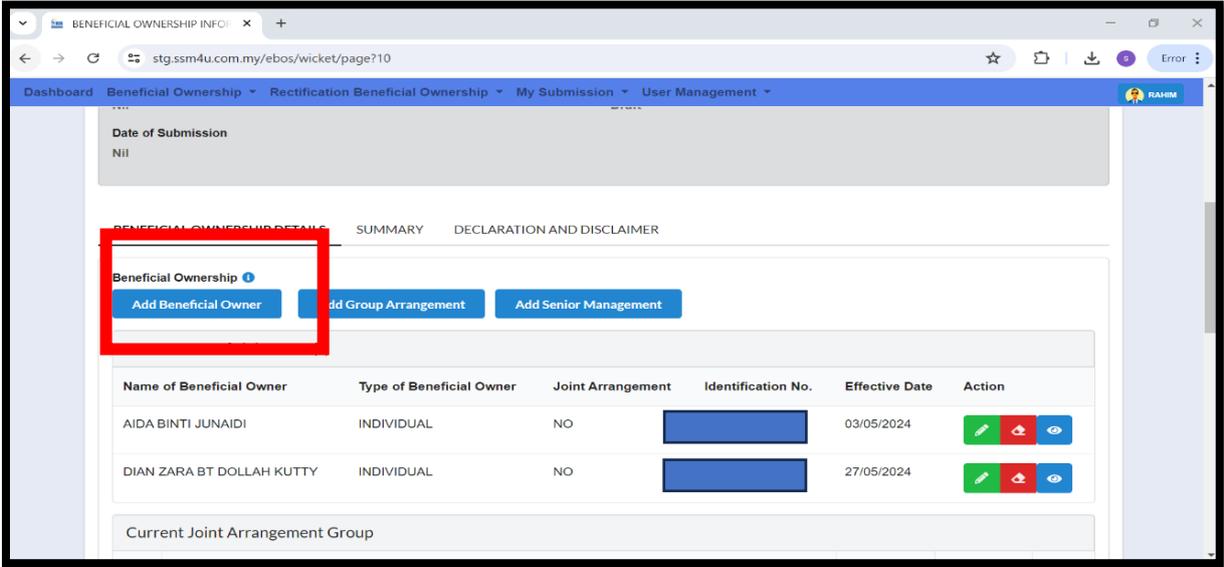


Diagram 15: Add New Beneficial Owner Screen

Classification Label: PUBLIC

b. Select Beneficial Owner.

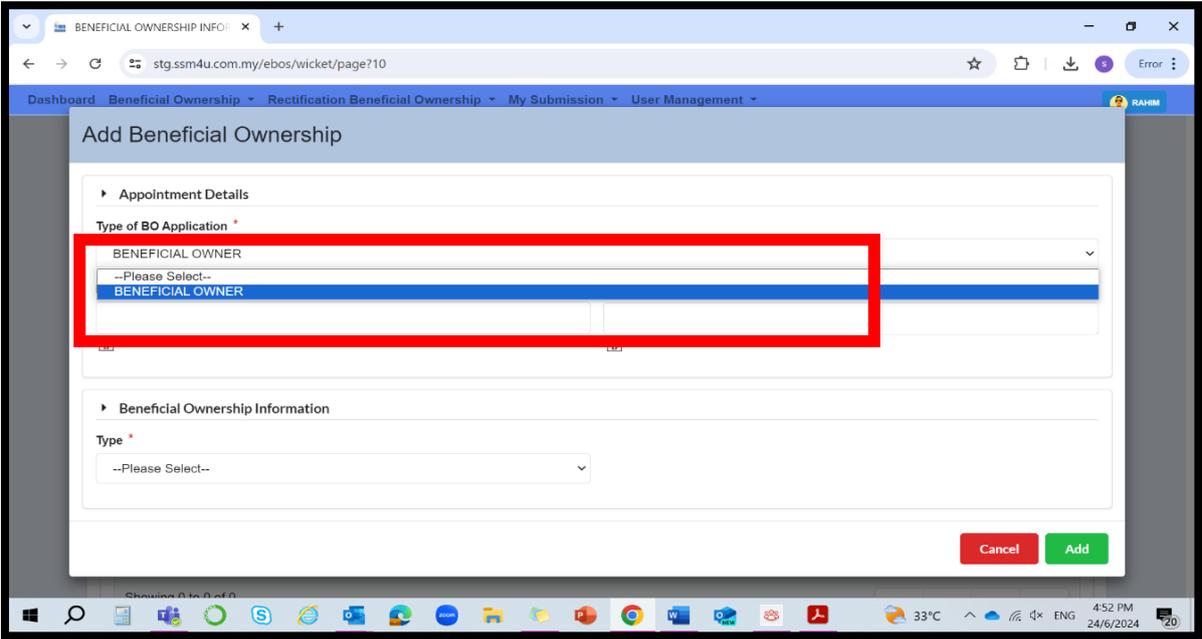


Diagram 16: Add Beneficial Owner Screen

c. Enter the Date of becoming BO and Date of Data Recorded.

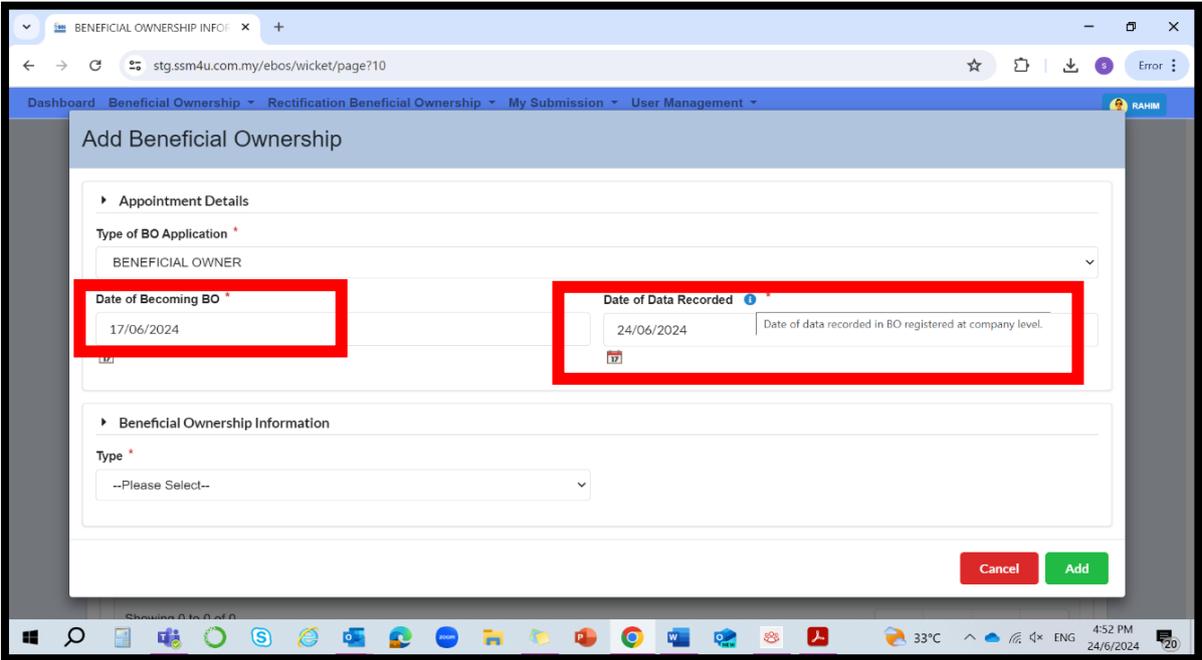


Diagram 17: Date Becoming BO and Date of Data Recorded screen

Classification Label: PUBLIC

d. Select the **Type of BO** from the selection list and click Add. Then, continue to enter BO information.

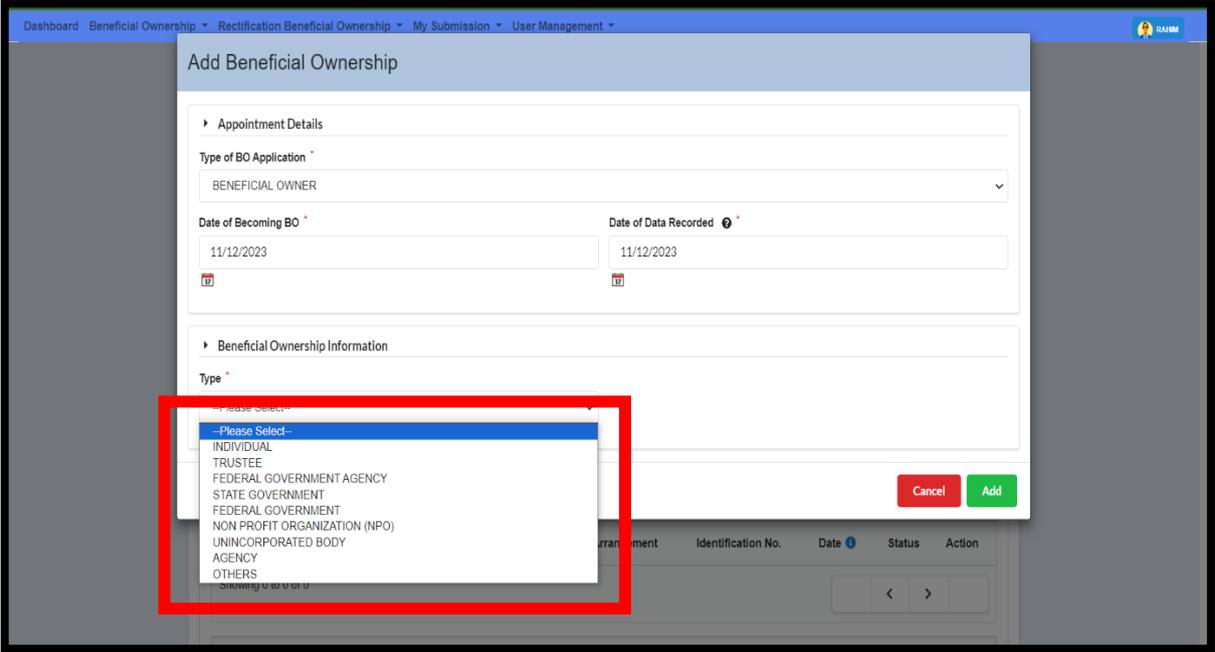


Diagram 18: Type of Beneficial Ownership Information Screen

Classification Label: PUBLIC

2.1.1.1 Type of Beneficial Owner

2.1.1.1.1 Individual

a. The users can select **Individual, Executor, Administrator on behalf of Deceased and Administrator on Behalf of Bankrupt**. Select Type of BO – Individual.

The screenshot shows a web form titled "Beneficial Ownership Information". The "Type" dropdown menu is highlighted with a red box and contains the option "INDIVIDUAL". Other fields include "Designation/Position in the Company", "Category", "Citizenship", "Id Type", "Nationality", "Identification No.", "Date of Birth", "Gender", "Race", "Name of Beneficial Owner", "Email Address", and "Phone No." with a "Search" button.

Diagram 19: Type of BO – Individual Screen 1

b. Select **Category** of BO.

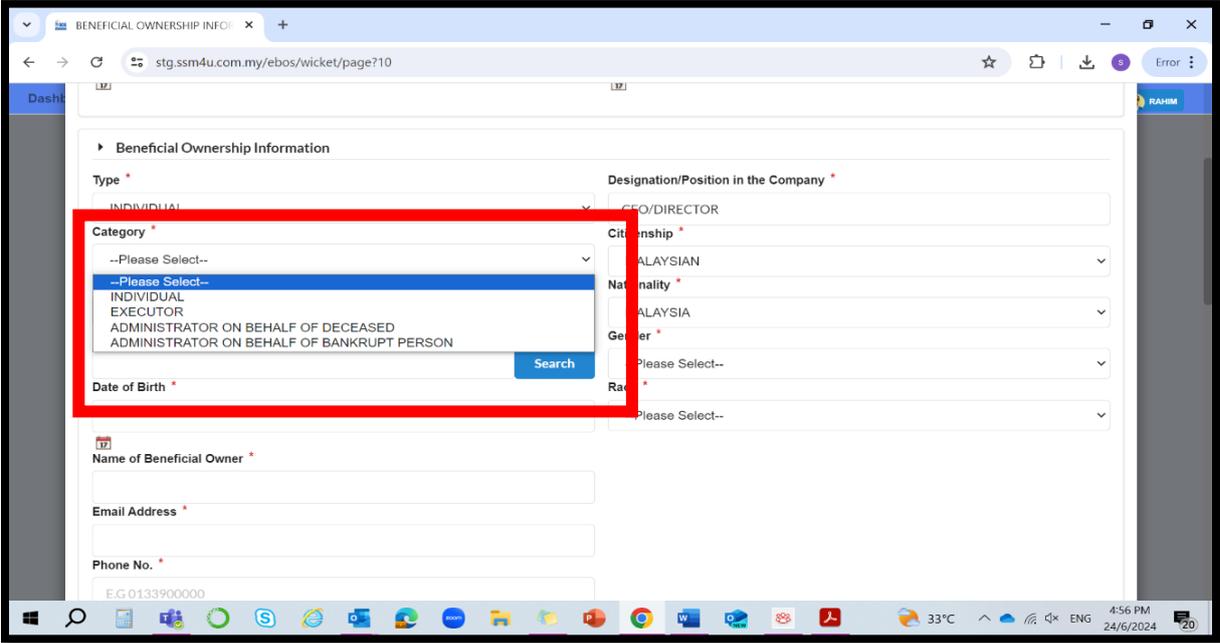


Diagram 20: Category of BO screen

2.1.1.1.2 Federal Government Agency

a. Select the **Type of BO** as **Federal Government Agencies** and choose one of the categories as per the screen below:

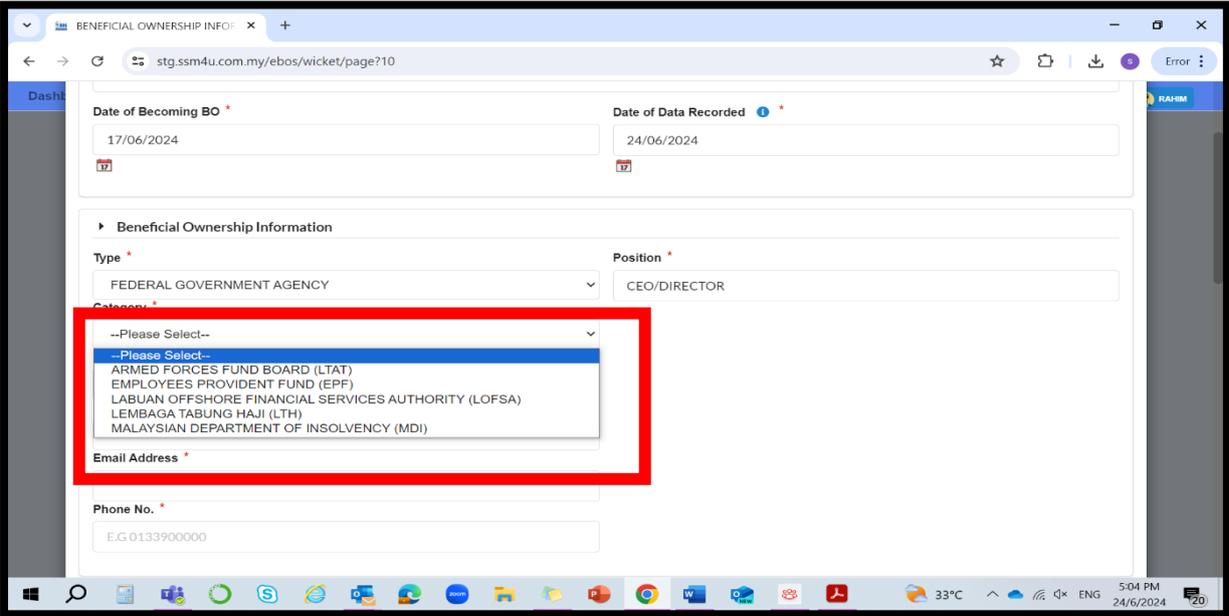


Diagram 21: Federal Government Agency and its category screen

Classification Label: PUBLIC

2.1.1.1. 3 State Government

- a. Select the Type of BO as State Government and choose one of the categories as per the screen below:

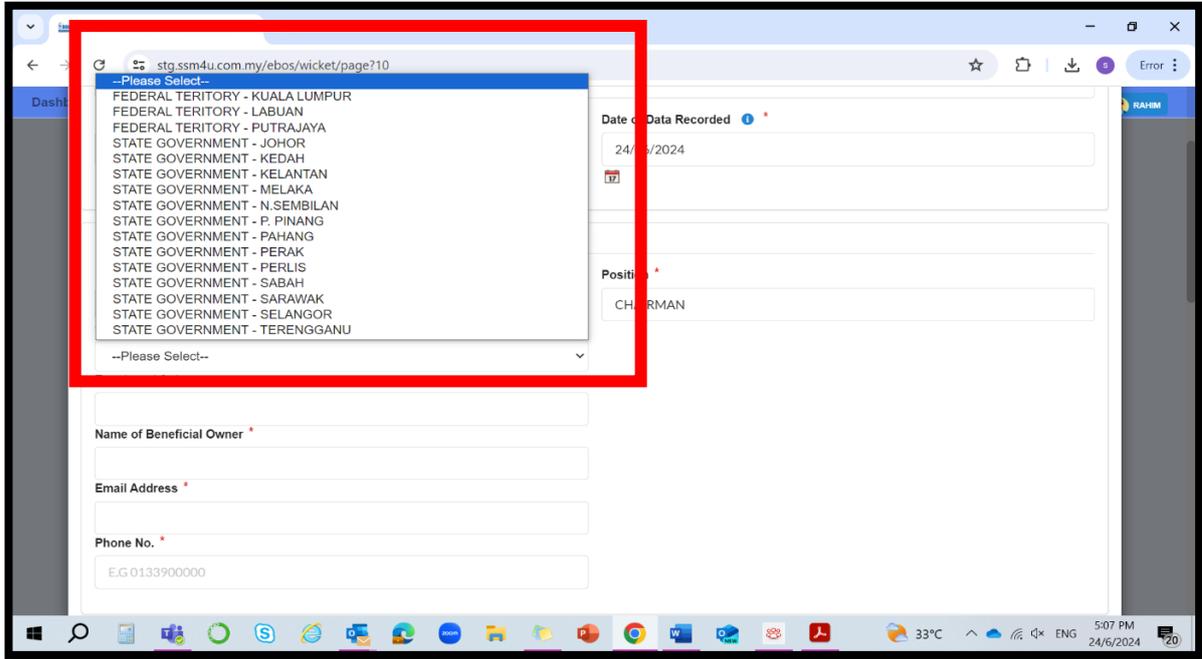


Diagram 22: State Government and its category screen 1

- b. Users can input BO information following the example provided below:

The screenshot shows a form titled "Beneficial Ownership Information". The form has the following fields and values:

- Type: STATE GOVERNMENT
- Category: STATE GOVERNMENT - SELANGOR
- Enactment Act: 1234
- Name of Beneficial Owner (i.e: MINISTER OF FINANCE): MENTERI BESAR SELANGOR
- Email Address: testevis@gmail.com
- Phone No.: 0182928292

The "Position in the company" field is set to "DIRECTOR".

Diagram 23: State Government and its category screen 2

Classification Label: PUBLIC

2.1.1.1.4 Federal Government

a. Select the Type of BO as State Government and choose one of the categories as per the screen below:

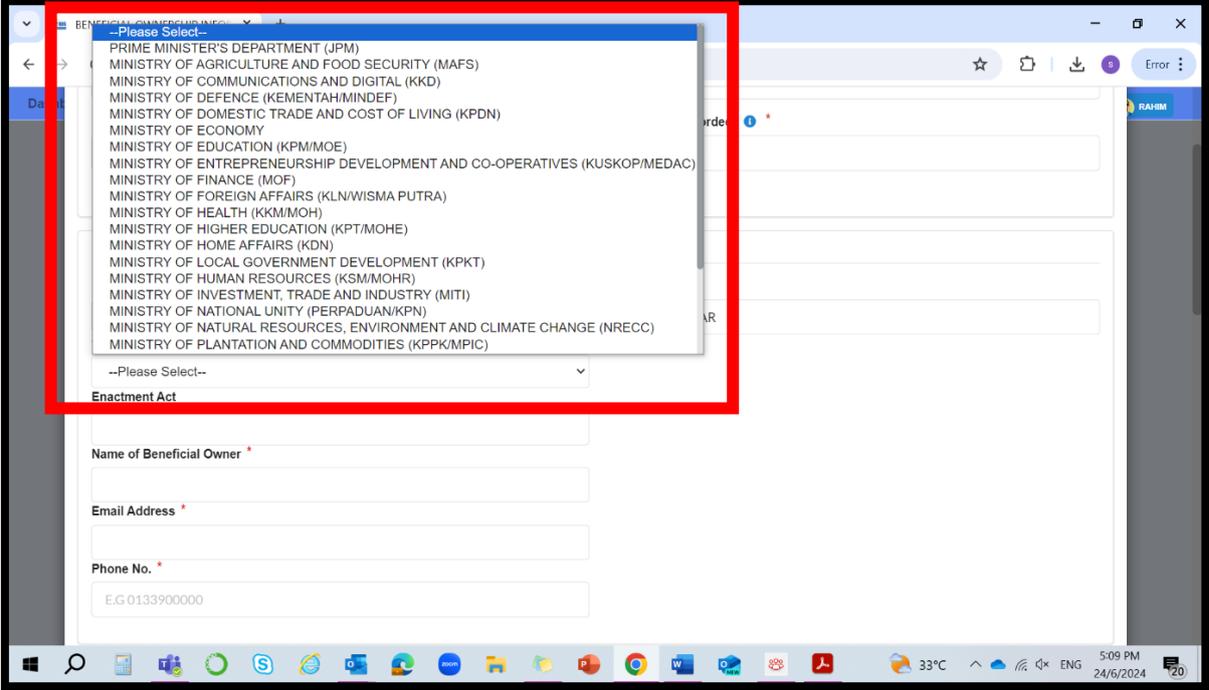


Diagram 24: Federal Government and its category screen 1

b. Users can input BO information following the example provided below:

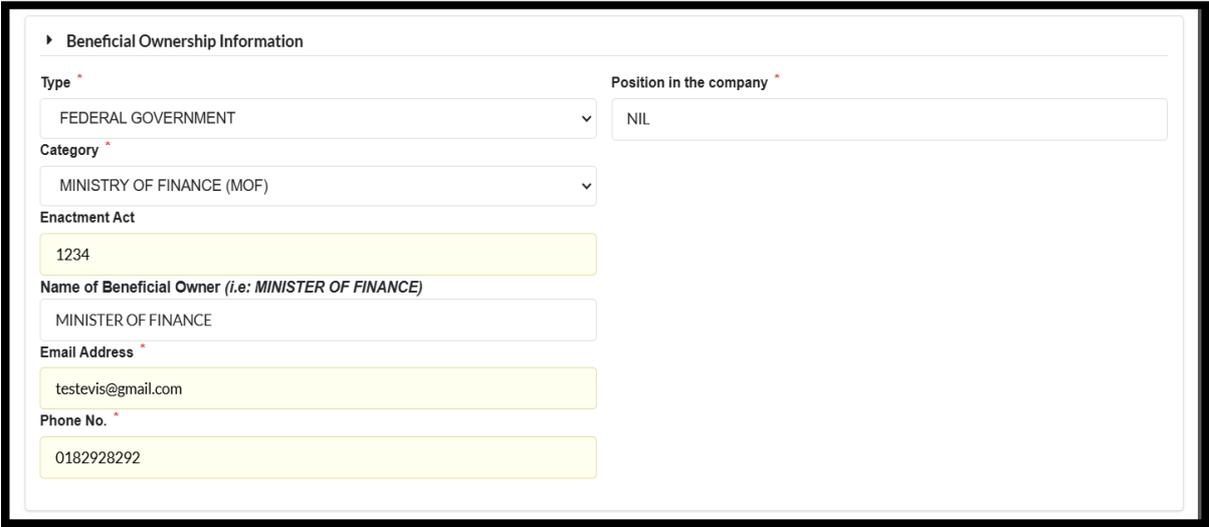


Diagram 25: Federal Government and its category screen 2

PUBLIC

2.1.1.1.5 Non Profit Organization

- a. Select the Type of BO as State Government and choose one of the categories as per the screen below:

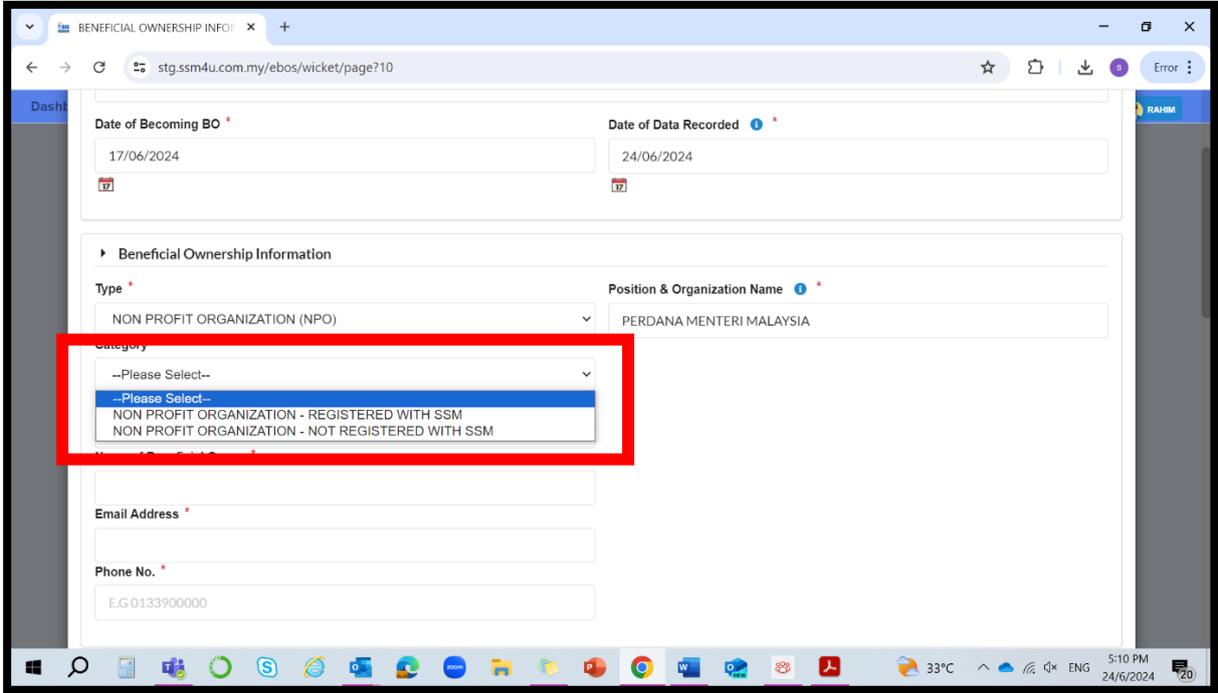


Diagram 26: Non profit organization type and its category screen

Classification Label: PUBLIC

2.1.1.1.6 Agency

- a. Select the Type of BO as Agency and enter BO information as per the screen below:

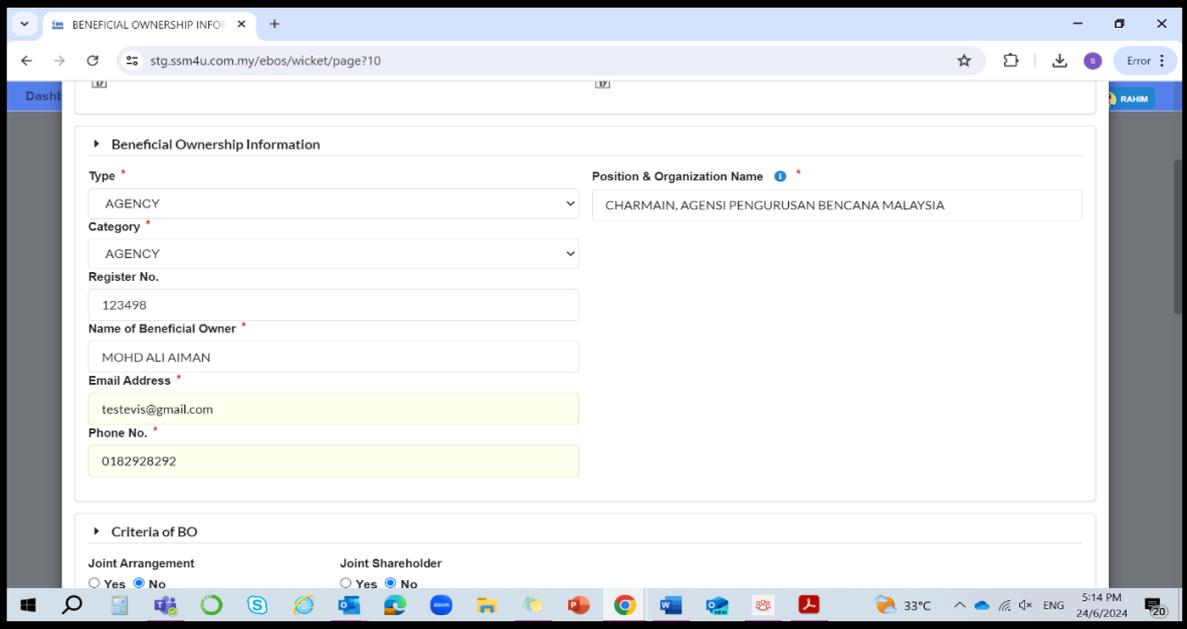


Diagram 27: Non-profit organization type and its category screen

2.1.1.1.7 Others

- a. Select the Type of BO as Others and enter BO information as per the screen below:

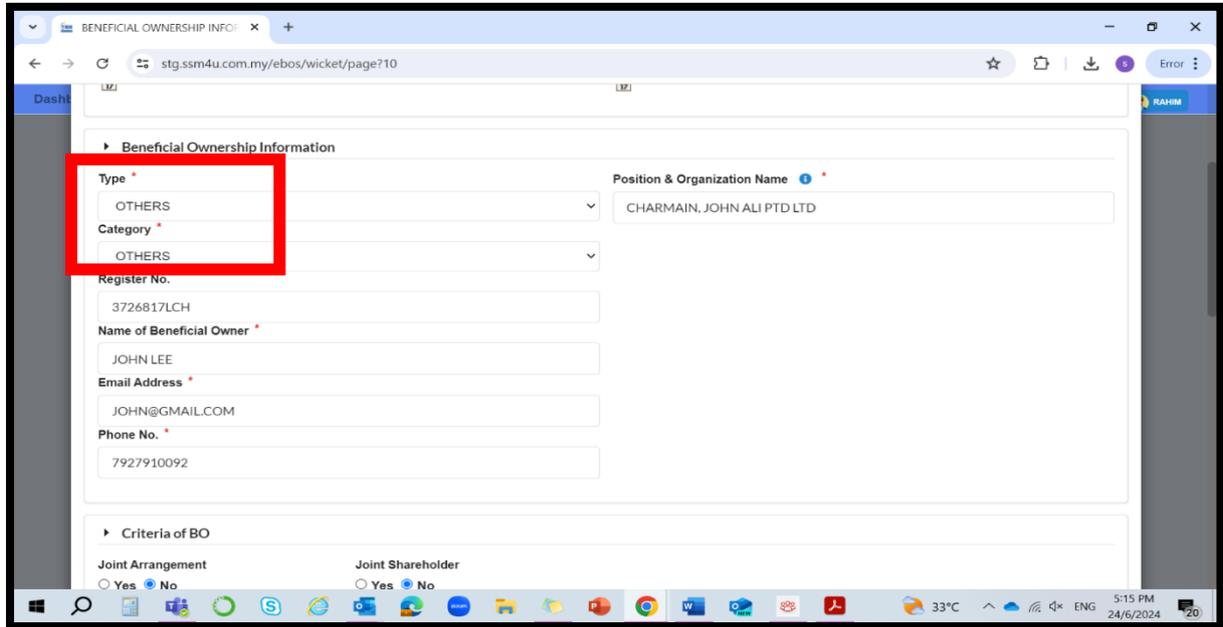


Diagram 28: Others type and their category screen

- b. Criteria of BO - Select the **Criteria of BO** from selection list.



Diagram 29: Criteria of BO screen

Classification Label: PUBLIC

c. System will display criteria of BO as table below:

No	If Select:	Shown Criteria
1	Direct Ownership	A,B,C,D,E,F
2	Indirect Ownership	A,B,C,D,E,F
3	Direct & Indirect Ownership	A,B,C,D,E,F
4	Control by Other Means	C,D,E,F

Table 3: Criteria of BO list.

d. Fill in Residential Address and Business Address (if any). For address other than Malaysia, untick the local address box.

Diagram 30: Residential address screen

Diagram 31: Business address screen

Classification Label: PUBLIC

e. The information of Beneficiary Owner will be display as **NEW** at the List of Changes in Beneficial Ownership.



Diagram 32: List of BO as NEW screen.

2.1.2 Add New BO - Summary

a. On the **Summary** tab, a list of changes will be display for confirmation. Click the **Next** button to proceed or click the action button to view the summary. Users can also view submissions in **PDF** format before submitting.

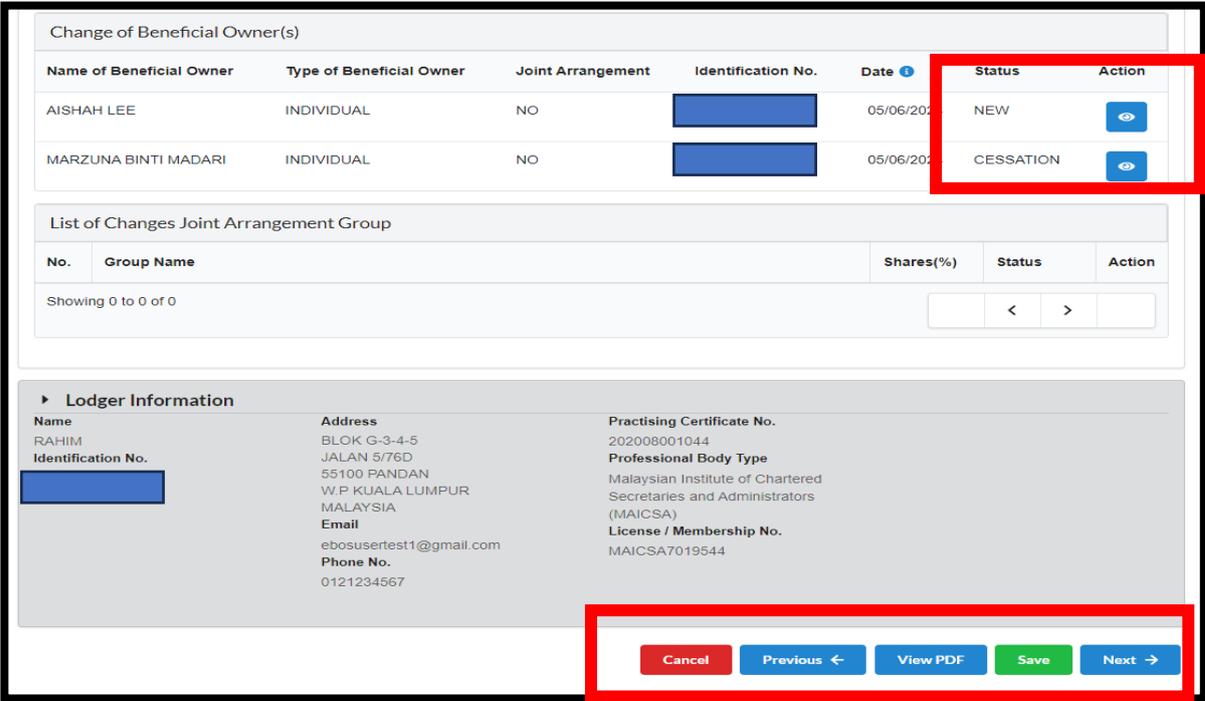


Diagram 33: Add New BO – Summary screen

Classification Label: PUBLIC

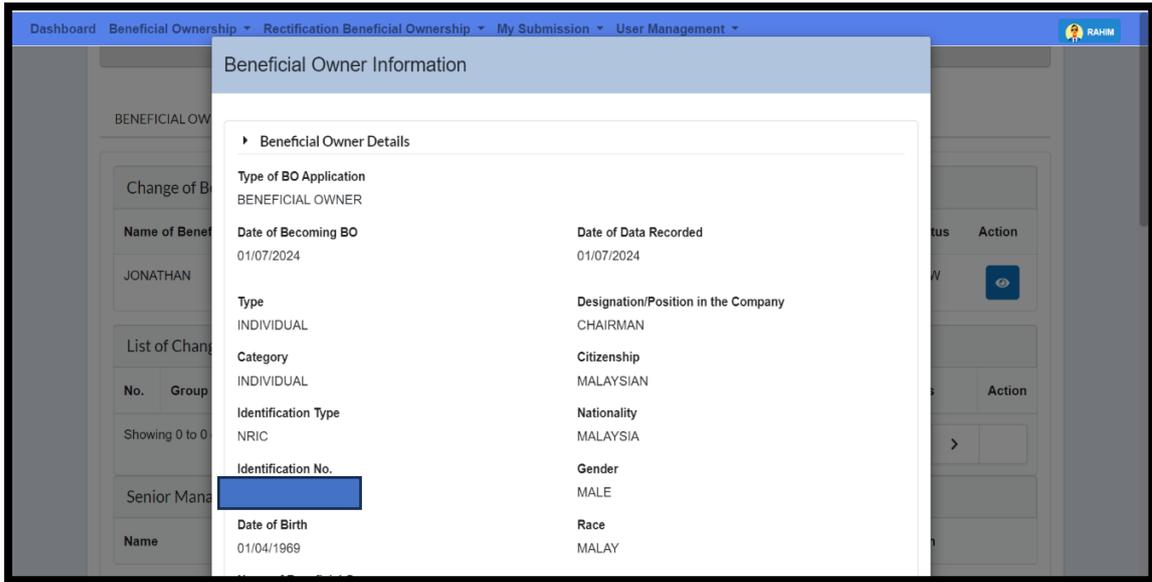


Diagram 34: View details of BO information screen

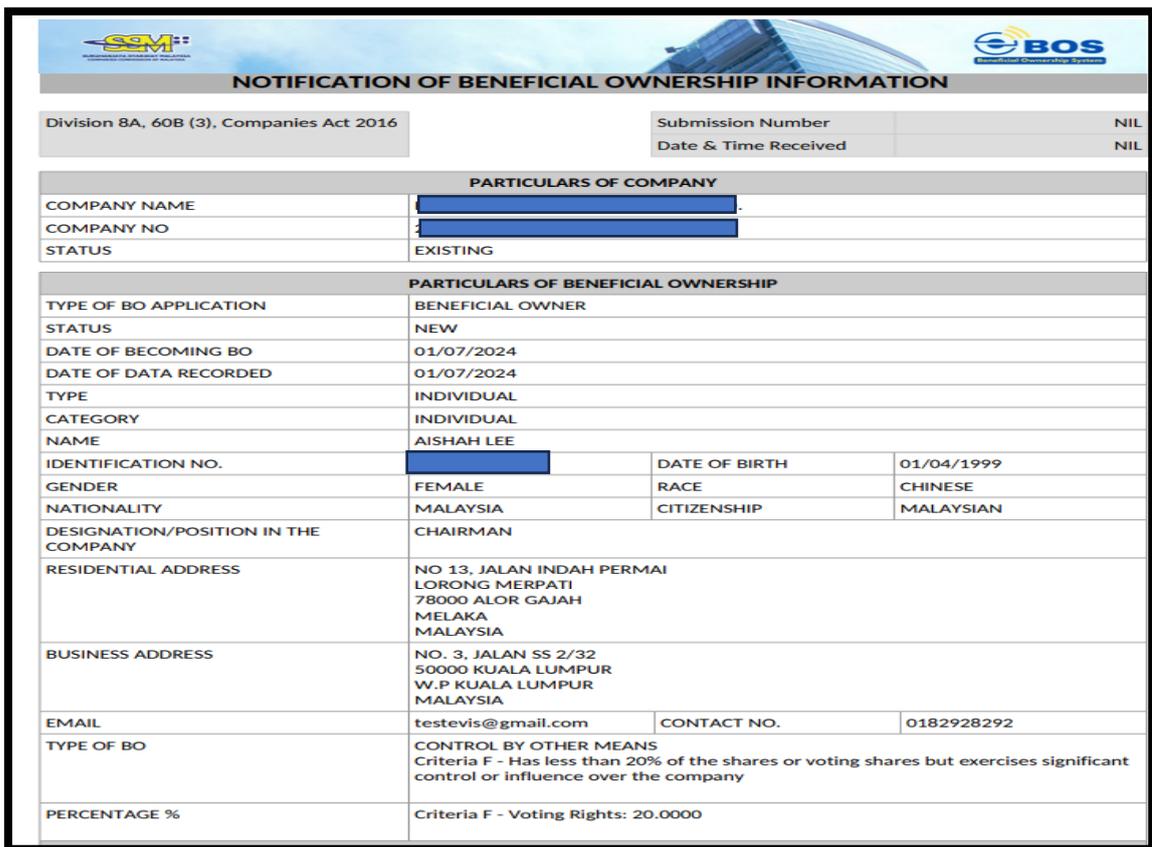


Diagram 35: View submission in PDFs format

2.1.3 Add New BO – Declaration and Disclaimer

- a. On the **Declaration and Disclaimer tab**, the **Submit** button will be enabled when the user has ticked declaration box. Once the **Submit** button is enable, click submit to proceed. Lastly, system would show notification if submission successfully submitted.

BENEFICIAL OWNERSHIP DETAILS SUMMARY **DECLARATION AND DISCLAIMER**

Declaration

I CONFIRM THAT THE FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.

ATTENTION:

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3 million or to both.

Lodger Information

Name	Address	Practising Certificate No.
RAHIM	BLOK G-3-4-5 JALAN 5/76D 55100 PANDAN W.P KUALA LUMPUR MALAYSIA	00000004125
Identification No.	Email	Professional Body Type
[Redacted]	ebosuser1@gmail.com	Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)
	Phone No.	License / Membership No.
	0121234567	MAICSA1234

Cancel Previous < **Submit**

Diagram 36: Add New BO-Declaration and Disclaimer screen.

Classification Label: PUBLIC

b. Click OK to submit.

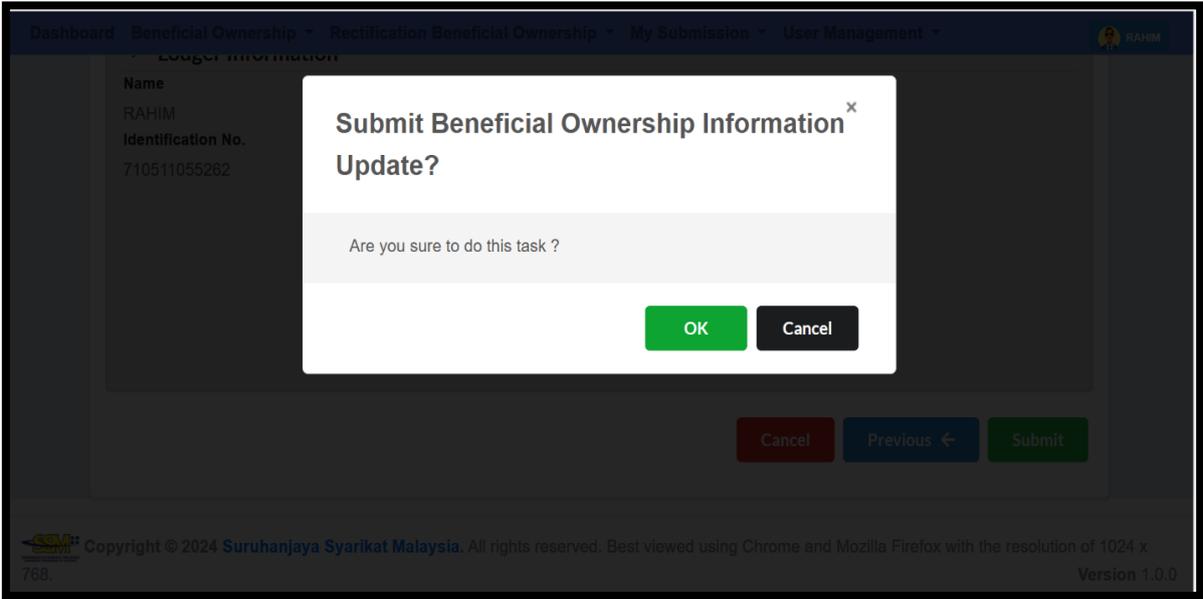


Diagram 37: Submit screen

c. The system will display a notification for successful submission.

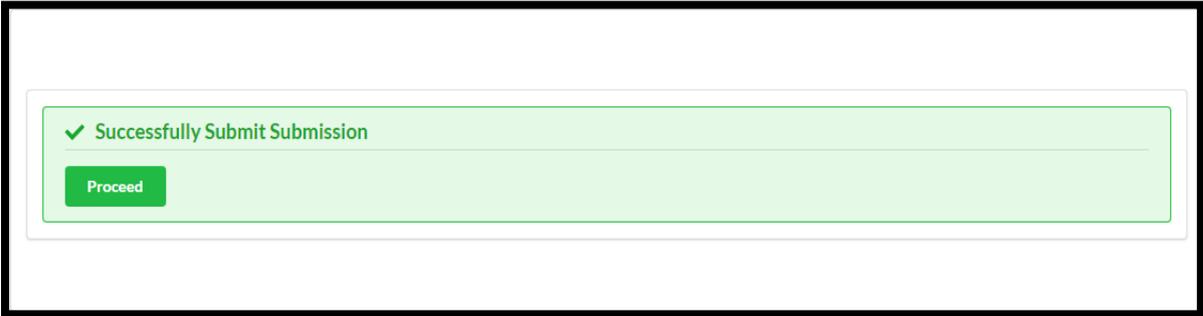


Diagram 38: Notification screen

2.2 Update Changes of Beneficial Owner Information

Users can update their BO information if there are changes to their details. However, in order to update the criteria of BO, users need to cease and add a new BO. Please refer to the add and cease BO process for more information.

2.2.1 Update Changes of BO - BO Details

- a. To update changes particulars of BO, click the green button next to BO name.

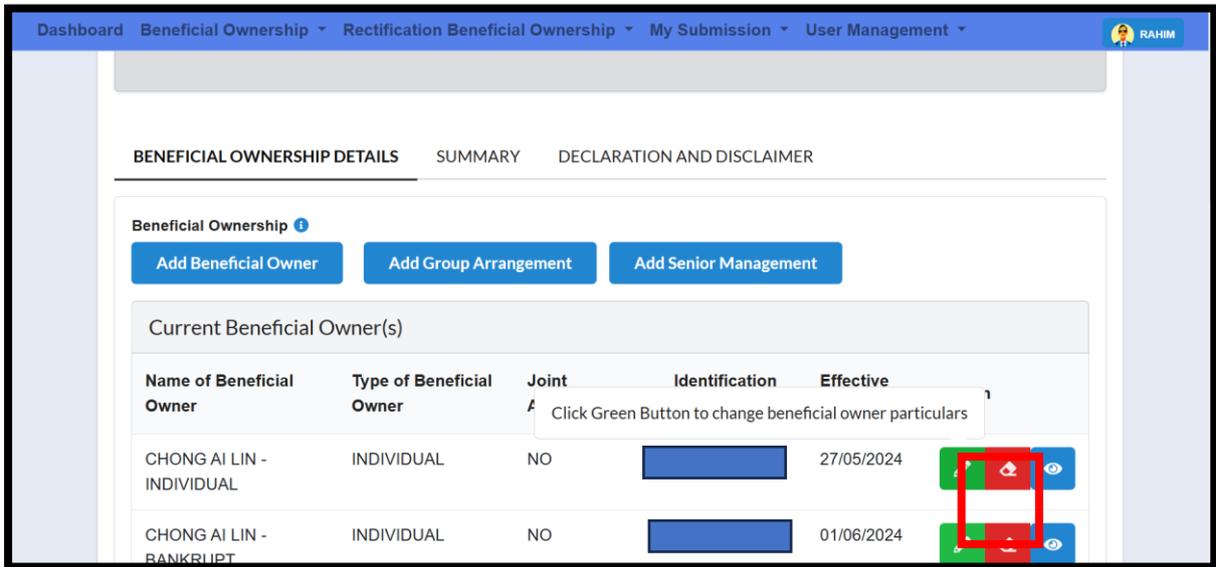


Diagram 39: Update Particulars of BO screen – BO details

- b. Entered date of changes and date of data recorded. Next, users can proceed to update changes.

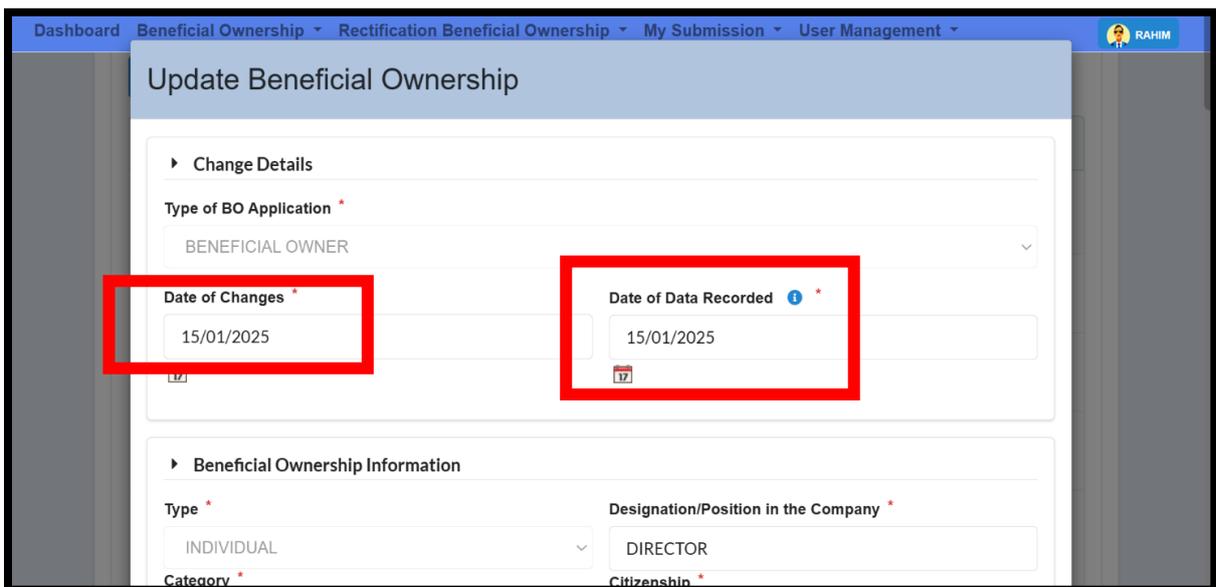


Diagram 40. Date of changes and Date of Data Recorded Screen.

Classification Label: PUBLIC

c. Click update to proceed.

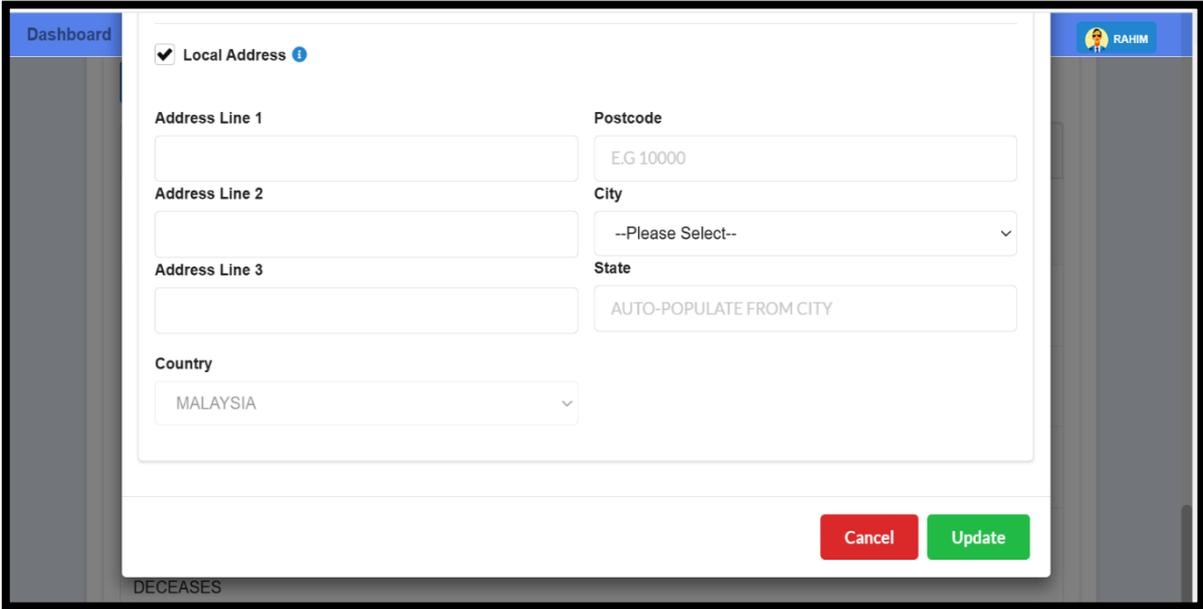


Diagram 41: Update screen

2.2.2 Update Changes of BO - Summary

a. On the **Summary** tab, a list of changes will be display for confirmation. Click the **Next** button to proceed or click the action button to view the summary. Users can also view submissions in **PDF** format before submitting.

Classification Label: PUBLIC

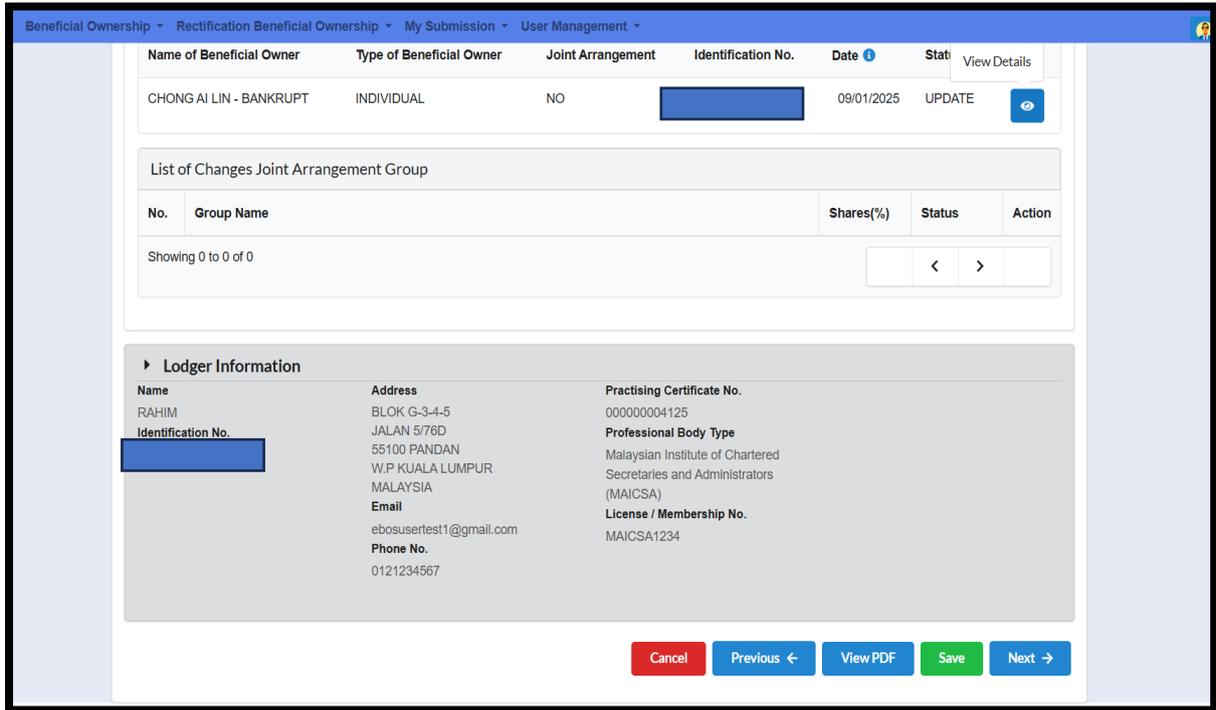


Diagram 42: Update of Particulars of BO – Summary Screen

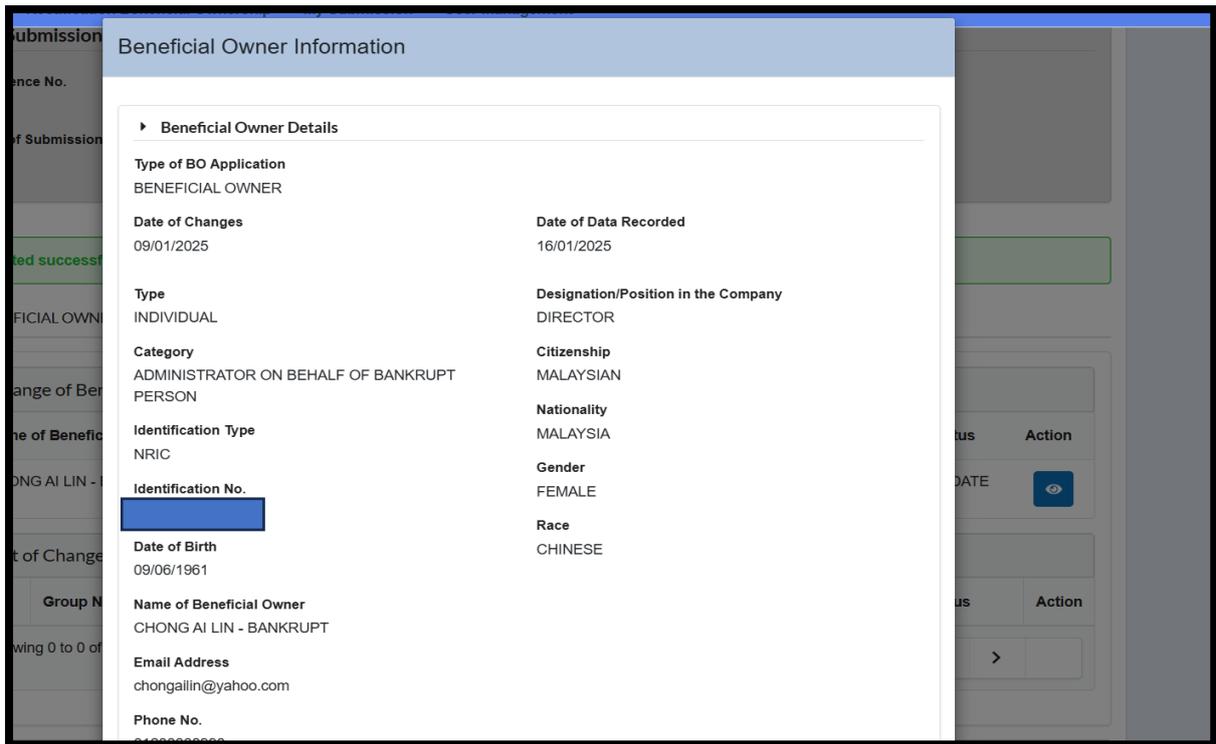


Diagram 43: View details of BO information screen

 	
NOTIFICATION OF BENEFICIAL OWNERSHIP INFORMATION	
Division 8A, 60B (3), Companies Act 2016	Submission Number: NIL
	Date & Time Received: NIL
PARTICULARS OF COMPANY	
COMPANY NAME	[REDACTED]
COMPANY NO	[REDACTED]
STATUS	EXISTING
PARTICULARS OF BENEFICIAL OWNERSHIP	
TYPE OF BO APPLICATION	BENEFICIAL OWNER
STATUS	UPDATE
DATE OF CHANGE	15/01/2025
DATE OF DATA RECORDED	15/01/2025
TYPE	INDIVIDUAL
CATEGORY	INDIVIDUAL
NAME	CHONG AI LIN - INDIVIDUAL
IDENTIFICATION NO	[REDACTED]
DATE OF BIRTH	09/06/1961

Diagram 44: View PDF

2.2.3 Update Changes of BO - Declaration and Disclaimer

- a. On the **Declaration and Disclaimer tab**, the **Submit** button will be enabled when the user has ticked declaration box. Once the **Submit** button is enable, then click submit. Lastly, system will show notification if submission successfully submitted.

Classification Label: PUBLIC

BENEFICIAL OWNERSHIP DETAILS SUMMARY **DECLARATION AND DISCLAIMER**

Declaration

I CONFIRM THAT THE FACTS AND INFORMATION STATED IN THIS DOCUMENT ARE TRUE AND TO THE BEST OF MY KNOWLEDGE.

ATTENTION:

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3 million or to both.

Lodger Information

Name	Address	Practising Certificate No.
RAHIM	BLOK G-3-4-5	00000004125
Identification No.	JALAN 5/76D	Professional Body Type
[Redacted]	55100 PANDAN	Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)
	W.P KUALA LUMPUR	License / Membership No.
	MALAYSIA	MAICSA1234
	Email	
	ebosuser1@gmail.com	
	Phone No.	
	0121234567	

Cancel Previous ← **Submit**

Diagram 45: Update Particulars of BO - Declaration and Disclaimer screen

- b. After click on **Submit** button, a prompt message will be display for confirmation. Click on **OK** button to continue.

Dashboard Beneficial Ownership Rectification Beneficial Ownership My Submission User Management RAHIM

Submit Beneficial Ownership Information Update?

Are you sure to do this task ?

OK Cancel

Cancel Previous ← Submit

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Diagram 46: Submit screen

PUBLIC

Classification Label: PUBLIC

c. System will display success submission if submission was successful.

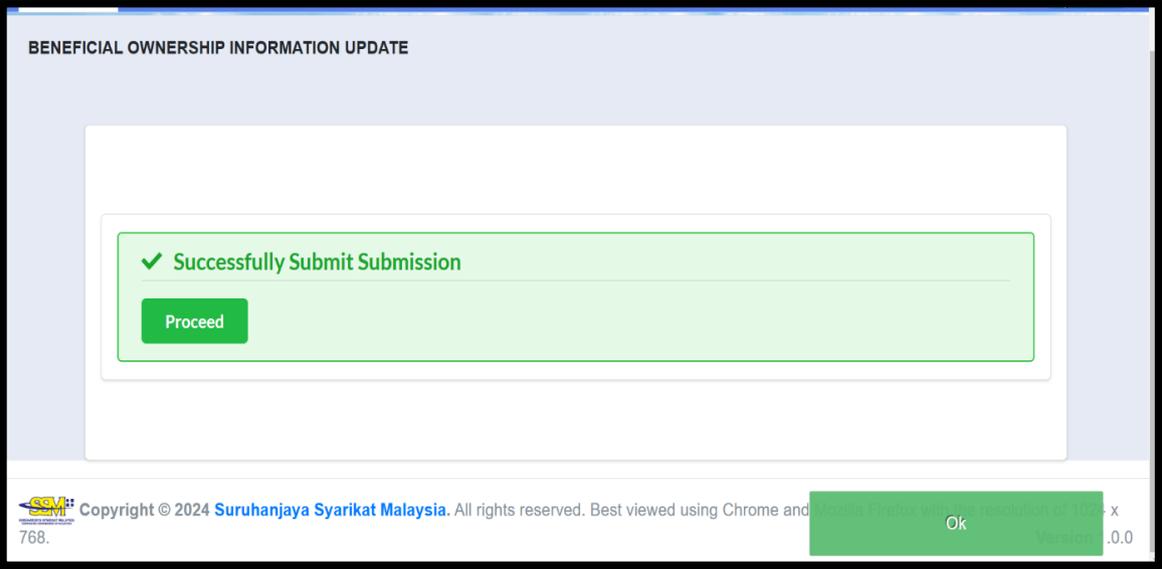


Diagram 47: Notification screen

2.3 Cessation of Beneficial Owner

2.3.1 Cessation of BO- BO Details

a. To cease BO, click red button to cease BO next to the BO name.

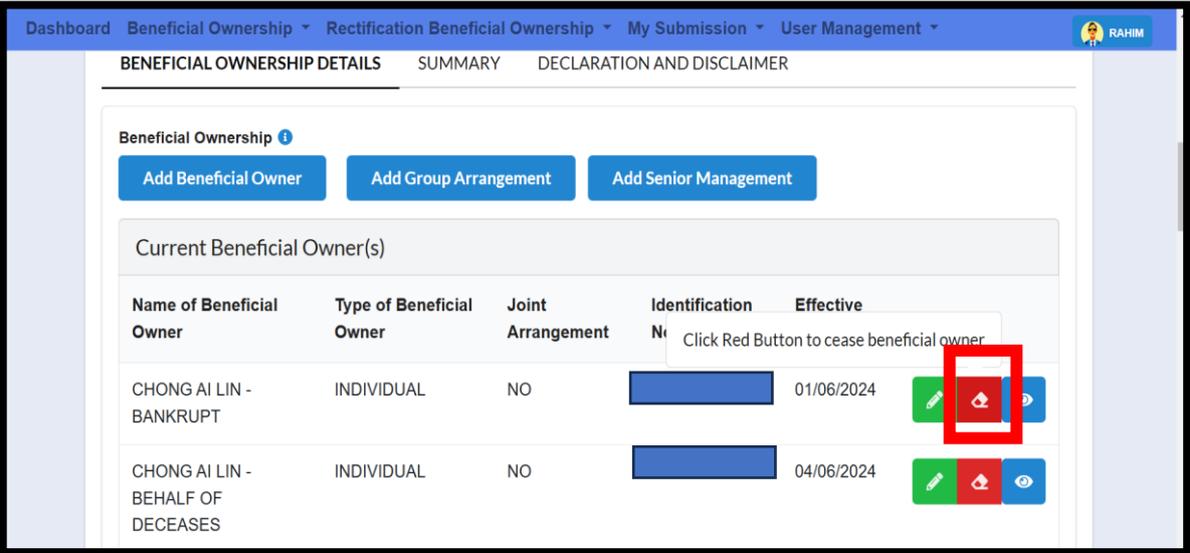


Diagram 48: Cessation of BO screen – BO details

Classification Label: PUBLIC

- b. Add Date Of Cessation and Date Of Data Recorded.

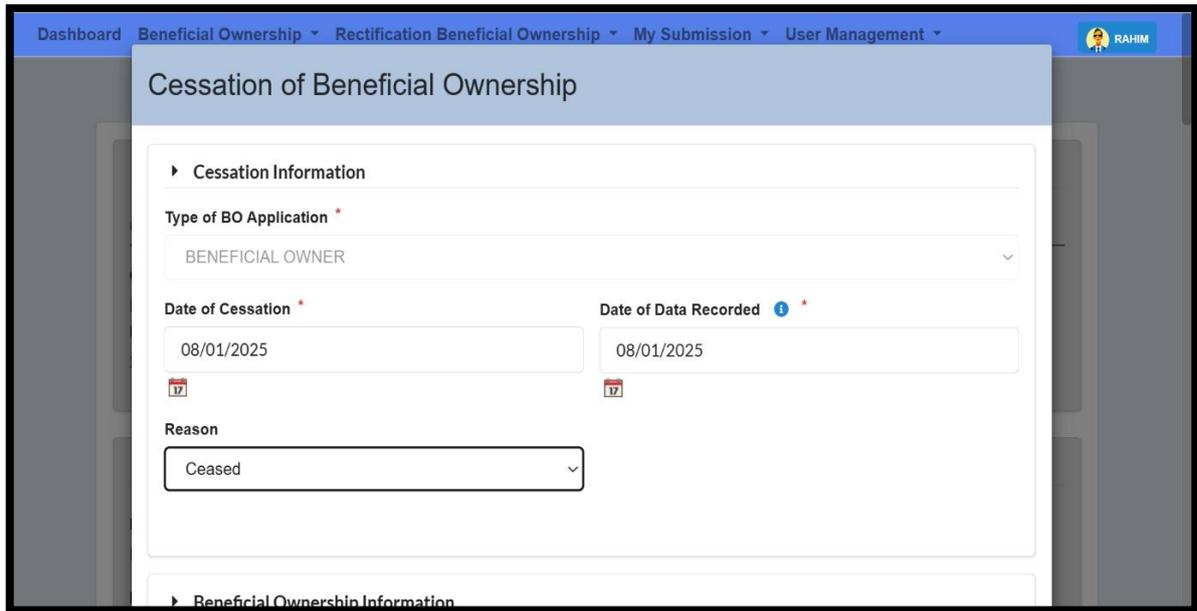


Diagram 49: Declaration and Disclaimer screen

2.3.2 Cessation of BO – Summary

- a. On the **Summary** tab, a list of changes will be displayed for confirmation. Click the **Next** button to proceed or click the action button to view the summary. Users can also view submissions in **PDF** format before submitting

Classification Label: PUBLIC

Change of Beneficial Owner(s)

Name of Beneficial Owner	Type of Beneficial Owner	Joint Arrangement	Identification No.	Date	Status	View Details
SURAYA ABDULLAH	INDIVIDUAL	NO	[Redacted]	15/01/2025	CESSATION	

List of Changes Joint Arrangement Group

No.	Group Name	Shares(%)	Status	Action
Showing 0 to 0 of 0				

▶ Lodger Information

Name RAHIM	Address BLOK G-3-4-5 JALAN 5/76D 55100 PANDAN W.P KUALA LUMPUR MALAYSIA	Practising Certificate No. 000000004125
Identification No. [Redacted]	Email ebosuserstest1@gmail.com	Professional Body Type Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)
	Phone No. 0121234567	License / Membership No. MAICSA1234

Cancel **Previous** ← **View PDF** **Save** **Next** →

Diagram 50: Cessation of BO – Summary screen

Classification Label: PUBLIC

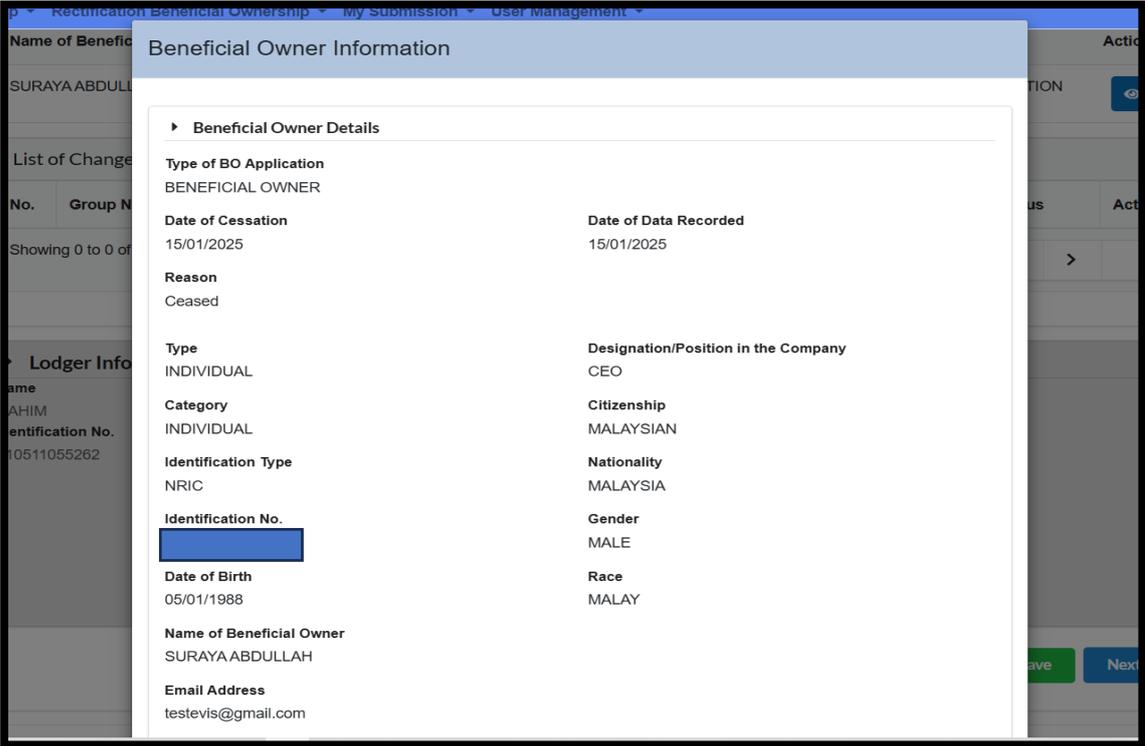


Diagram 51: View details of BO information screen

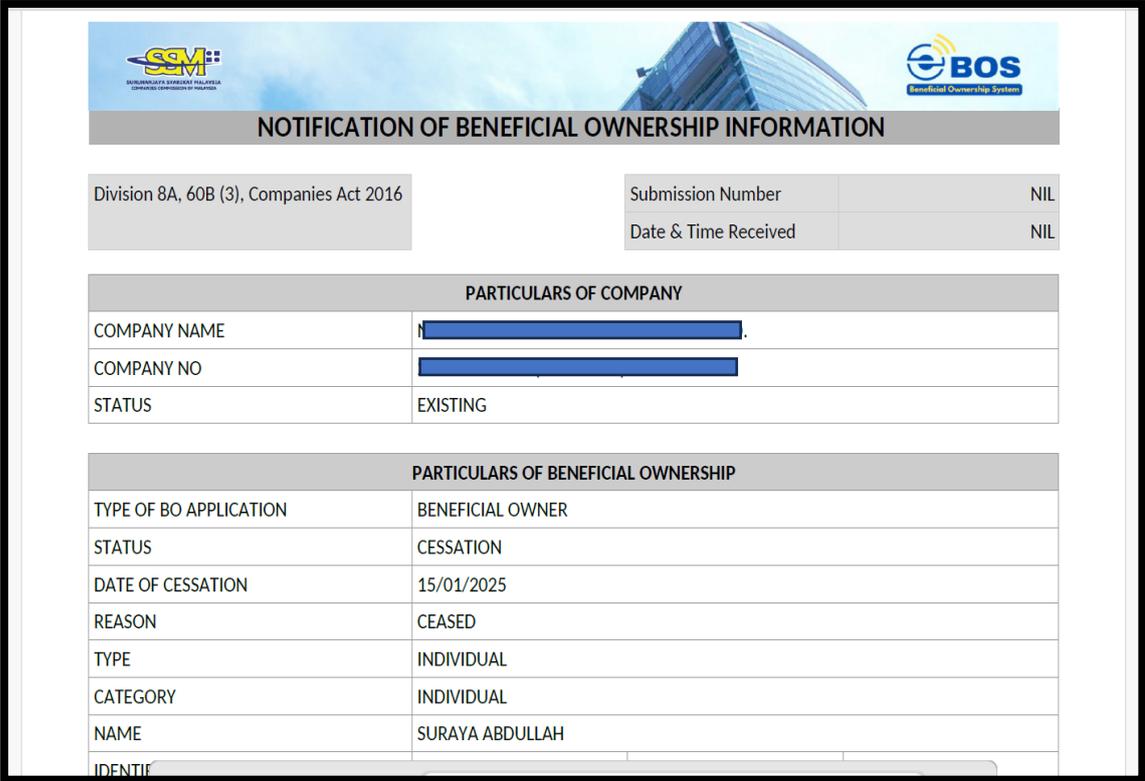


Diagram 52: View PDF

2.3.3 Cessation of BO - Declaration and Disclaimer

- a. On the **Declaration and Disclaimer tab**, the **Submit** button will be enabled when the user has ticked declaration box. Once the **Submit** button is enable, then click submit. Lastly, system will show notification if submission successfully submitted.

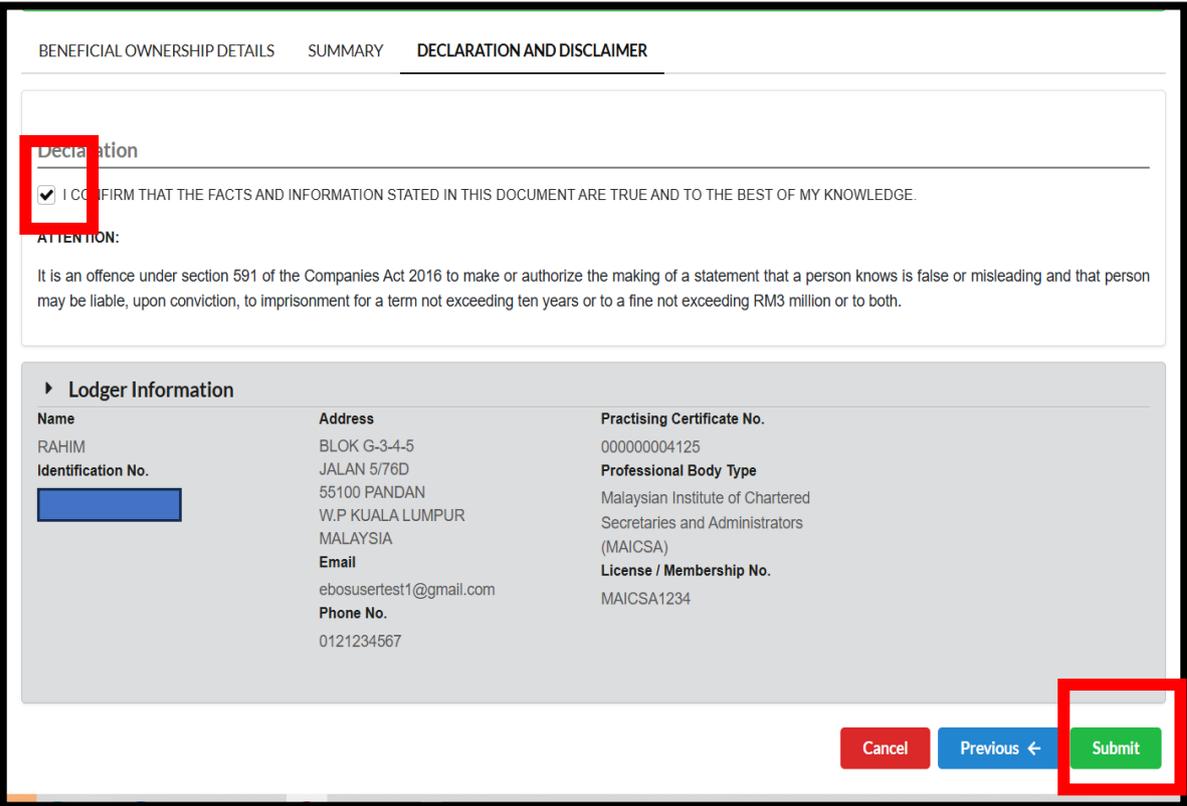


Diagram 53: Cessation of BO - Declaration and Disclaimer screen

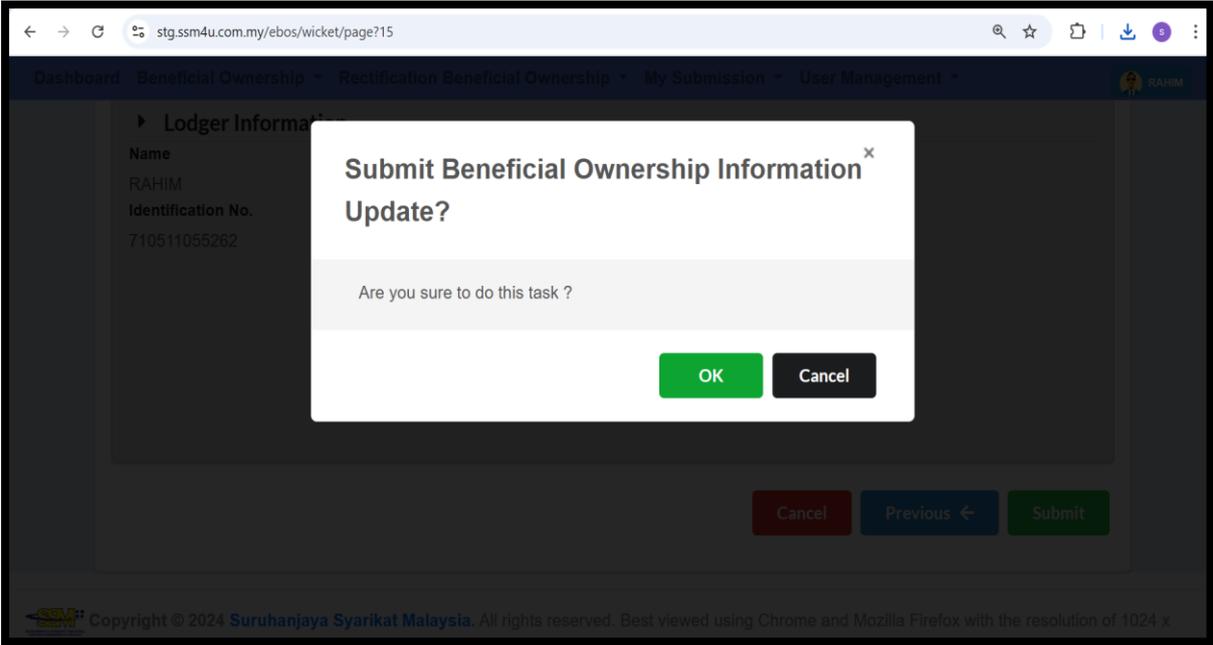


Diagram 54: Submit screen

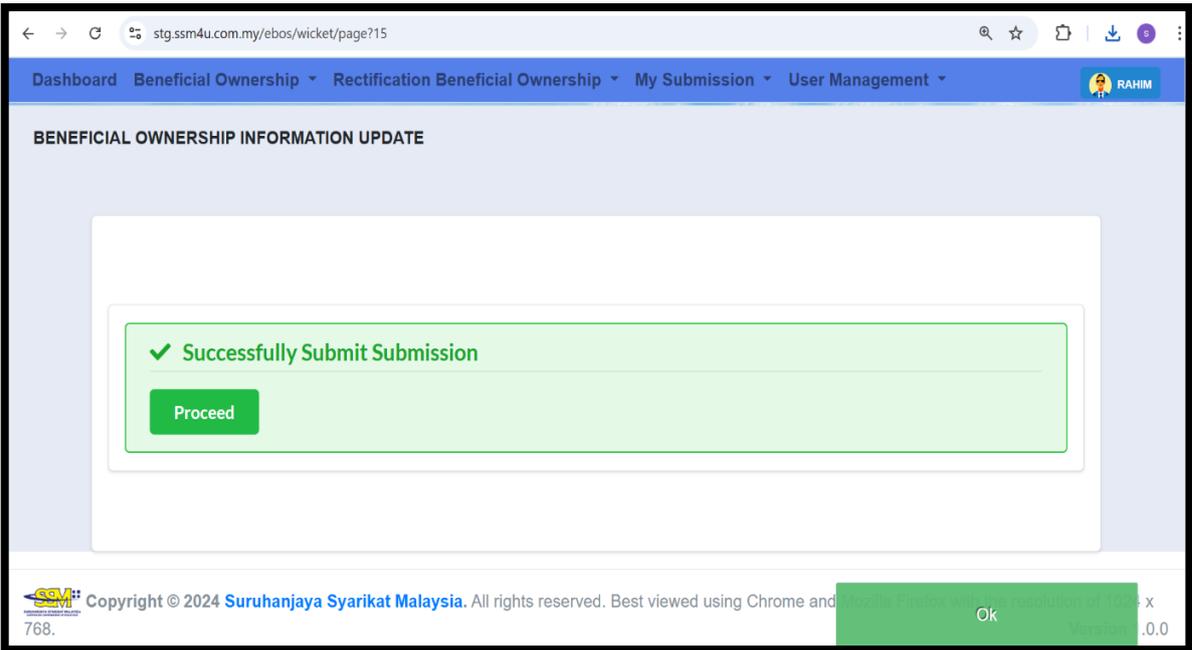


Diagram 55 : Notification screen

3 SENIOR MANAGEMENT IN PLACE OF BO (SM)

3.1 Add New Senior Management in Place of BO

3.1.1 Add New SM – BO Details

a. Click **Add Senior Management** button to add **New SM**.

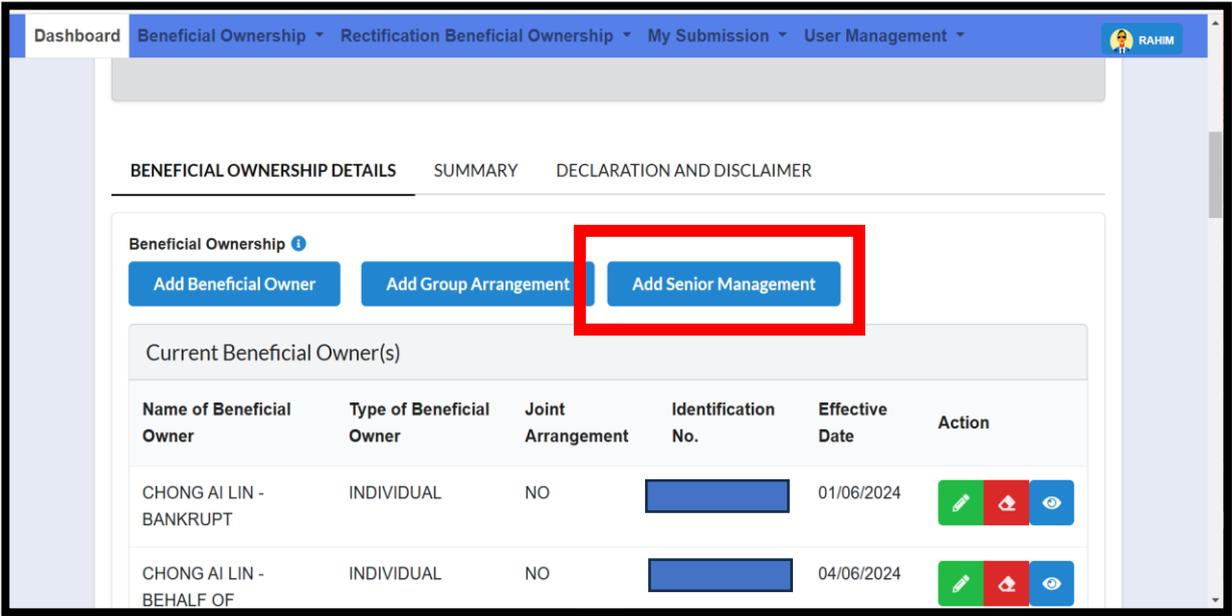


Diagram 56: Add New SM – BO Details Screen

b. Entered date Appointment to the Position and Date of Data Recorded and reason if BO information cannot be furnished.

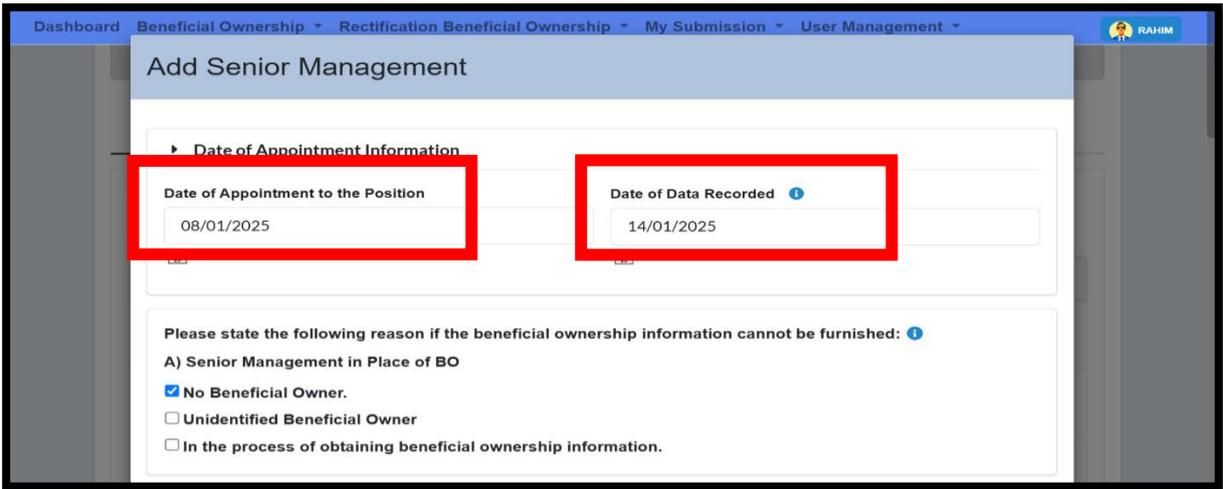


Diagram 57: Add SM information screen 1

Classification Label: PUBLIC

c. Entered SM details.

The screenshot shows a web form titled "Senior Management Information". The form is divided into two columns. The left column contains fields for "Identification Type" (dropdown menu with "NRIC" selected), "Identification No." (text input with a blue "Search" button), "Date of Birth" (text input with "12-Aug-1983"), "Name" (text input with "SURIA JUNAIDAH"), "Email Address" (text input with "testevis@gmail.com"), and "Phone No." (text input with "0182928292"). The right column contains fields for "Designation/Position in the Company" (text input with "CHAIRMAN"), "Citizenship" (dropdown menu with "MALAYSIAN"), "Nationality" (dropdown menu with "MALAYSIA"), "Gender" (dropdown menu with "FEMALE"), and "Race" (dropdown menu with "MALAY"). Below these fields is a section for "Office Address". The user's name "RAHIM" is visible in the top right corner.

Diagram 58: Add SM information screen 2

d. Entered office address and business address

The screenshot shows a web form titled "Office Address" and "Business Address (if any)". Both sections have a "Local Address" checkbox checked. The "Office Address" section includes fields for "Address Line 1" (text input with "JALAN MUTIARA EMAS"), "Postcode" (text input with "50300"), "Address Line 2", "City" (dropdown menu with "KUALA LUMPUR"), "Address Line 3", "State" (dropdown menu with "WP.KUALA LUMPUR"), and "Country" (dropdown menu with "MALAYSIA"). The "Business Address" section includes fields for "Address Line 1" (text input with "NO 7, JALAN MUTIARA 6"), "Postcode" (text input with "40460"), "Address Line 2", "City" (dropdown menu with "SHAH ALAM"), "Address Line 3", "State" (dropdown menu with "SELANGOR"), and "Country" (dropdown menu with "MALAYSIA"). The user's name "RAHIM" is visible in the top right corner.

Diagram 59: Business and Office address screen

Classification Label: PUBLIC

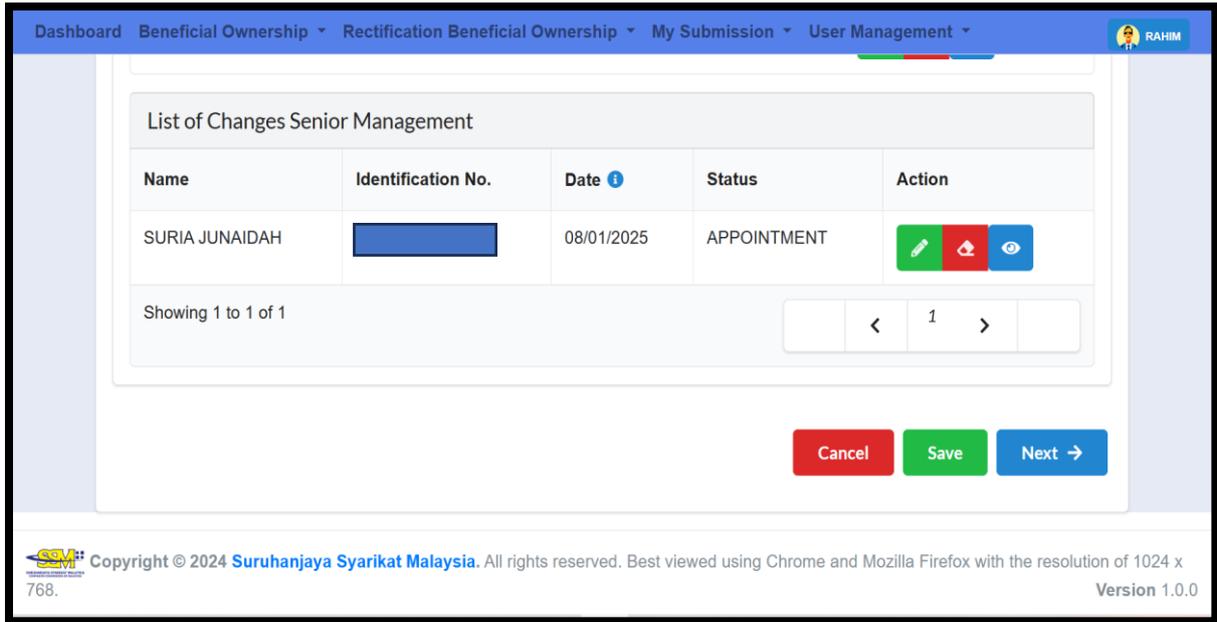


Diagram 60: List of Senior Management Screen

3.1.2 Add SM – Summary

- On the **Summary** tab, a list of changes will be displayed for confirmation. Click the **Next** button to proceed or click the action button to view the summary. Users can also view submissions in **PDF** format before submitting.

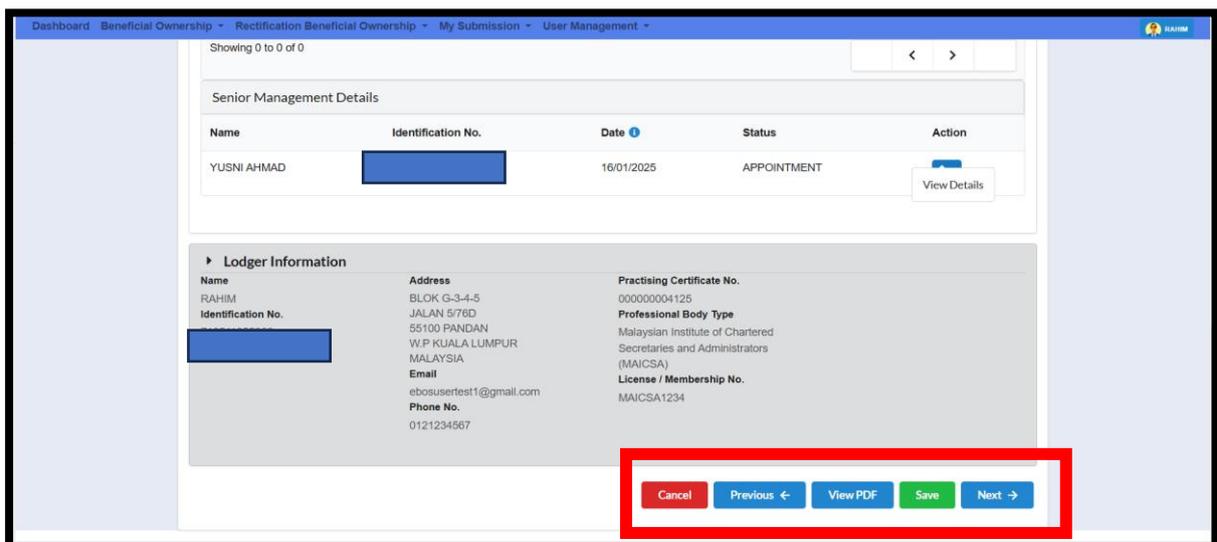


Diagram 61: Add New SM – Summary screen

PUBLIC

Classification Label: PUBLIC

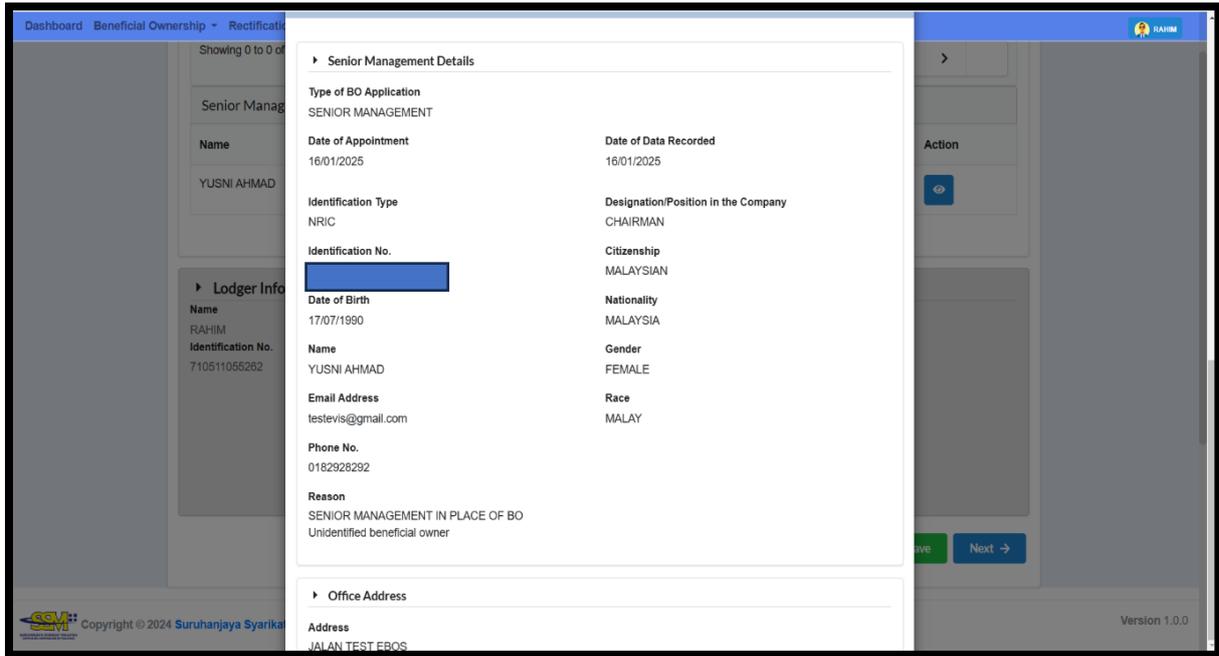


Diagram 62: Submit screen

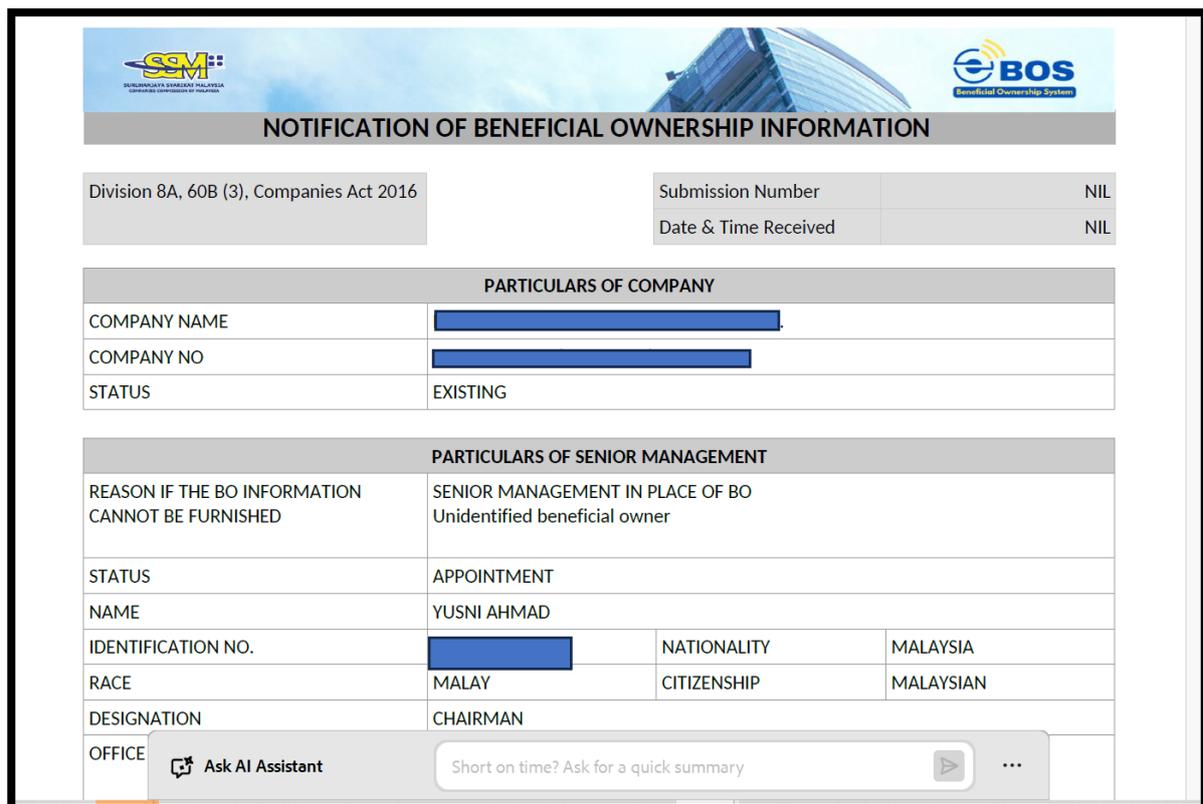


Diagram 63: View PDF

PUBLIC

3.1.3 Add SM – Declaration and Disclaimer

- a. On the **Declaration and Disclaimer** tab, the **Submit** button will become enabled once the user ticks the declaration box. After the Submit button is enabled, click it to submit. Finally, the system will display a **notification** confirming that the submission was successful.

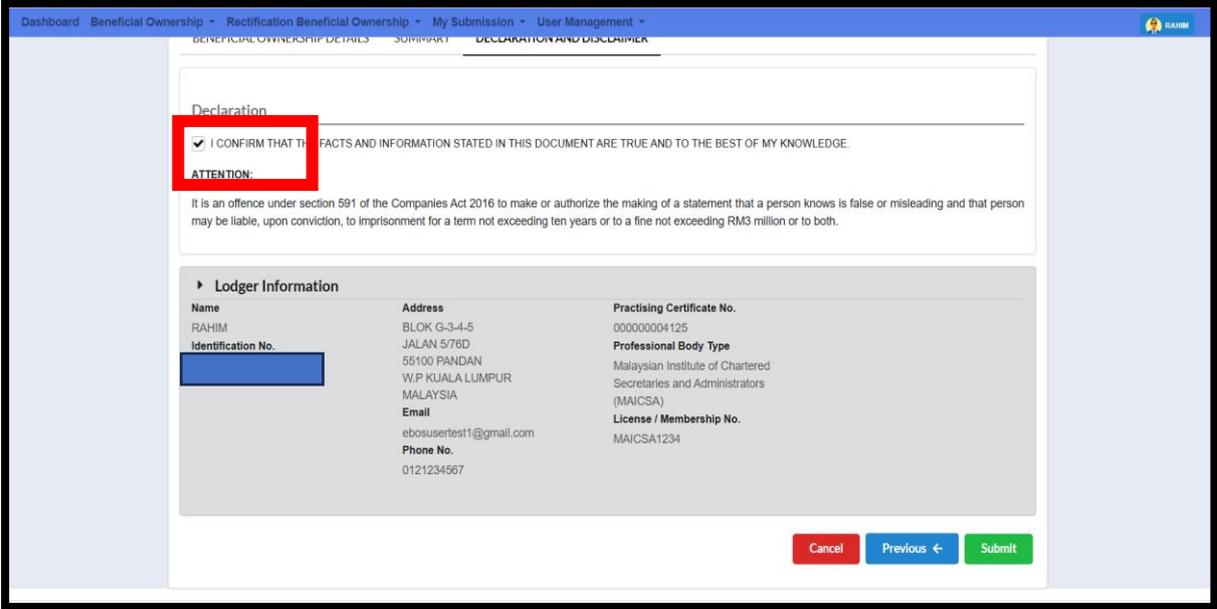


Diagram 64: Add New BO - Declaration and Disclaimer screen

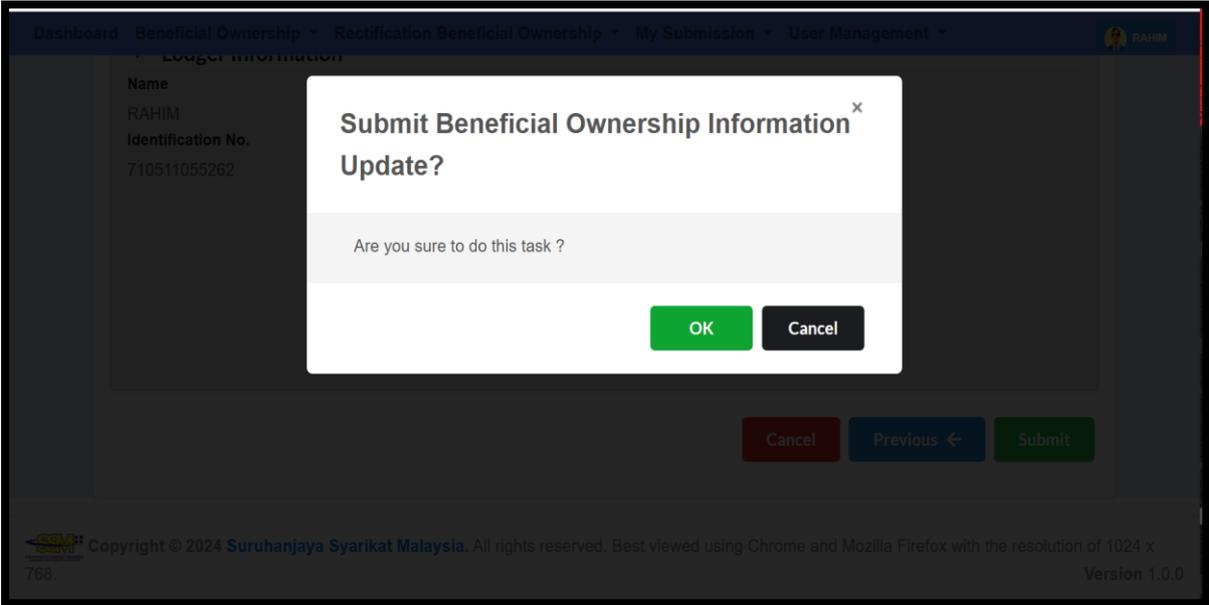


Diagram 65: Submit screen

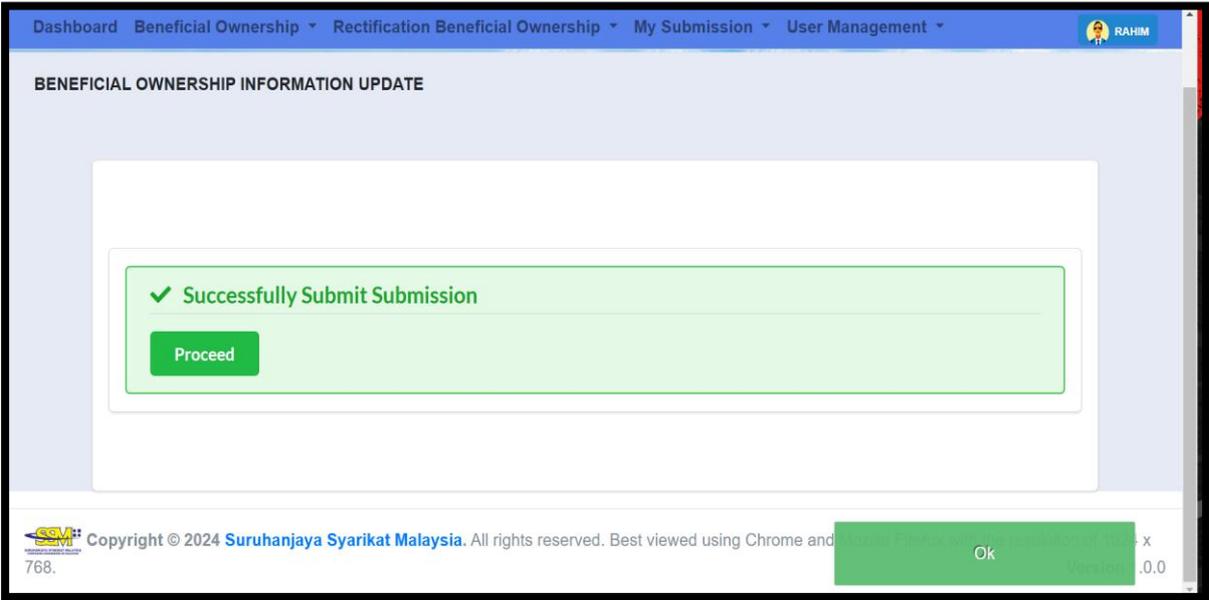


Diagram 66: Notification screen

3.2 Update Changes of Senior Management in Place of BO

3.2.1 Update Changes of SM – BO Details

- a. To update changes particulars of SM, click at green button next to BO name to update changes.

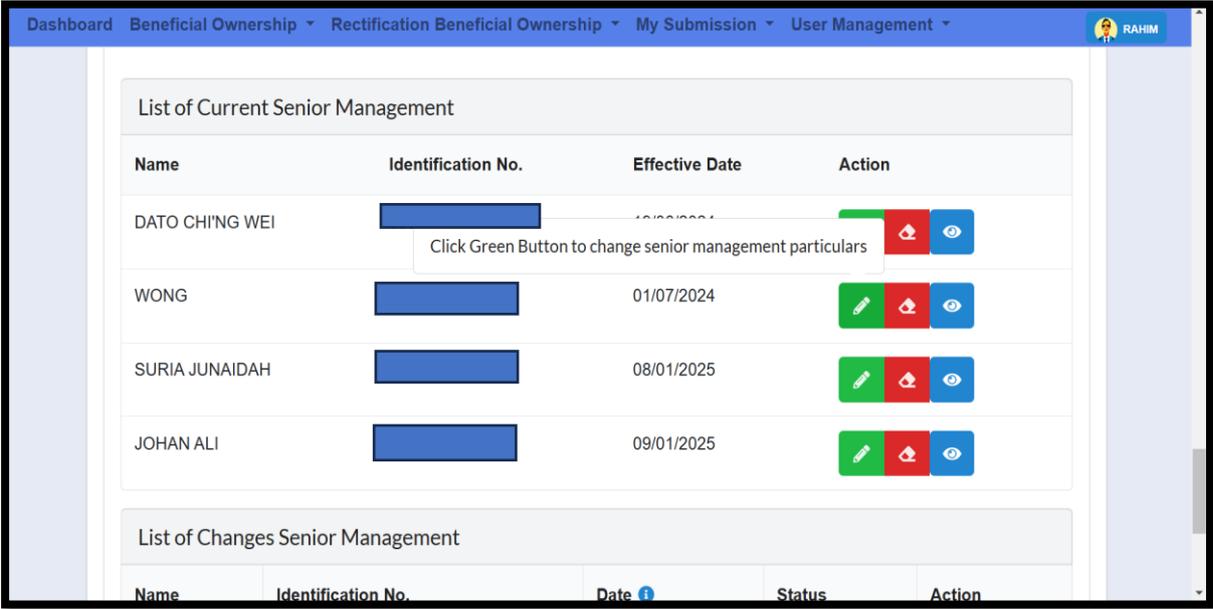


Diagram 67: Update particulars of SM – BO Details

- b. Add date of change and date of data recorded and continue to update SM information.

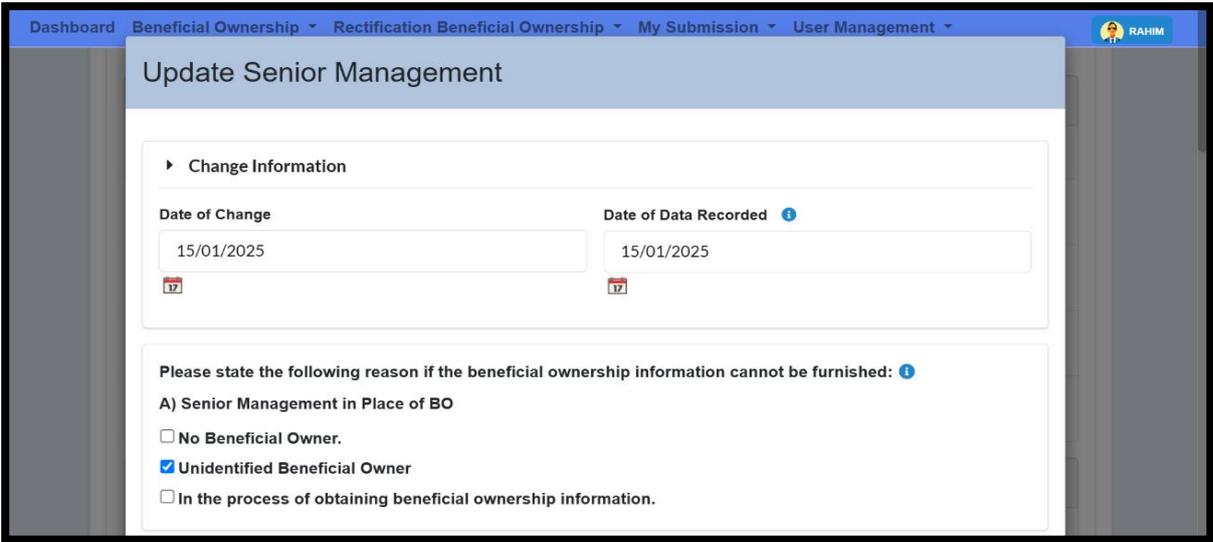


Diagram 68: Date of change and date of data recorded screen PUBLIC

3.2.2 Update Changes of SM – Summary

- a. On the **Summary** tab, a list of changes will be displayed for confirmation. Click the **Next** button to proceed or click the action button to view the summary. Users can also view submissions in **PDF** format before submitting

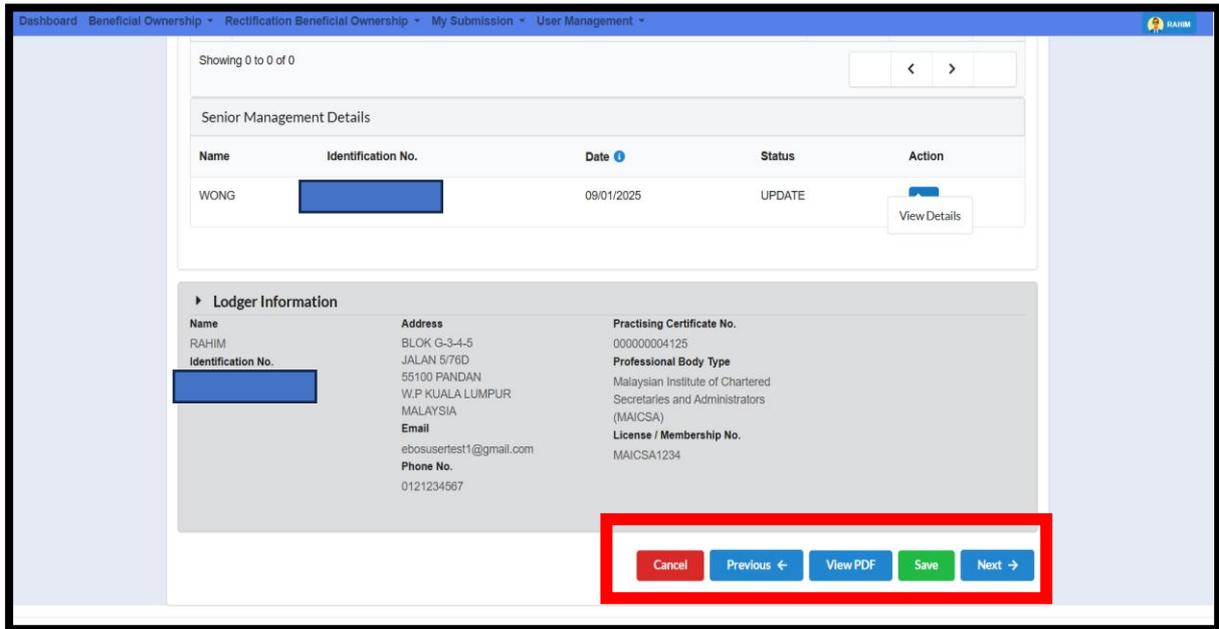


Diagram 69: Update particulars of SM – Summary screen

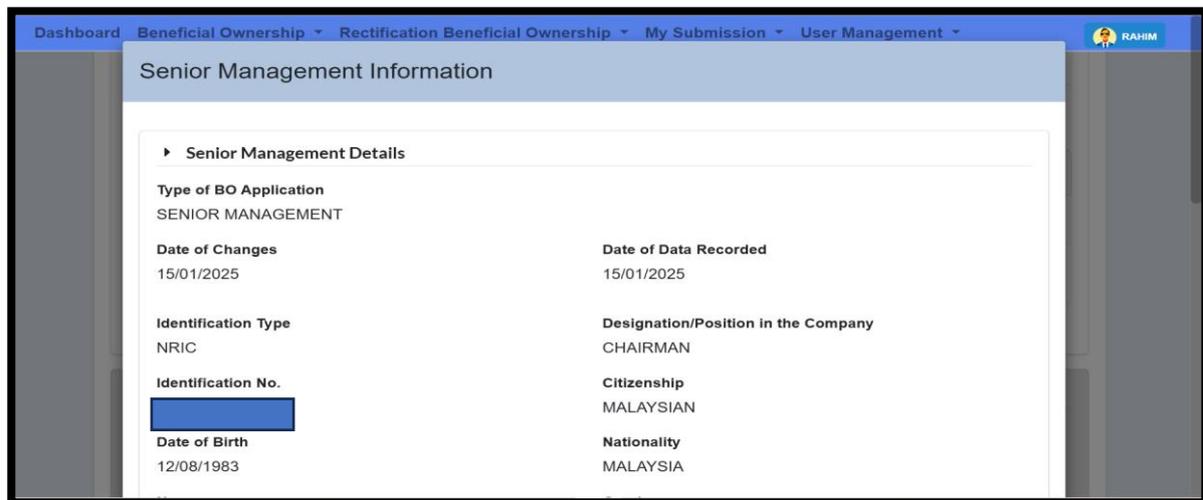


Diagram 70: View details of SM information screen

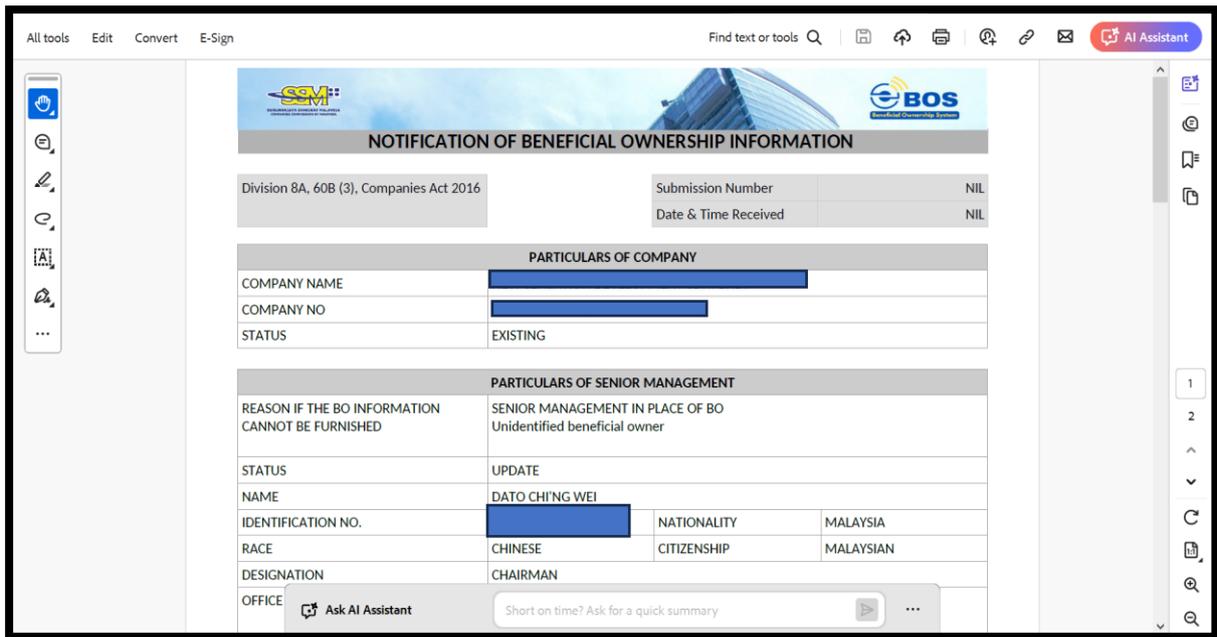


Diagram 71: View PDF

3.2.3 Update Changes of SM – Declaration and Disclaimer

- a. On the **Declaration and Disclaimer** tab, the **Submit** button will become enabled once the user ticks the declaration box. After the Submit button is enabled, click it to submit. Finally, the system will display a **notification** confirming that the submission was successful

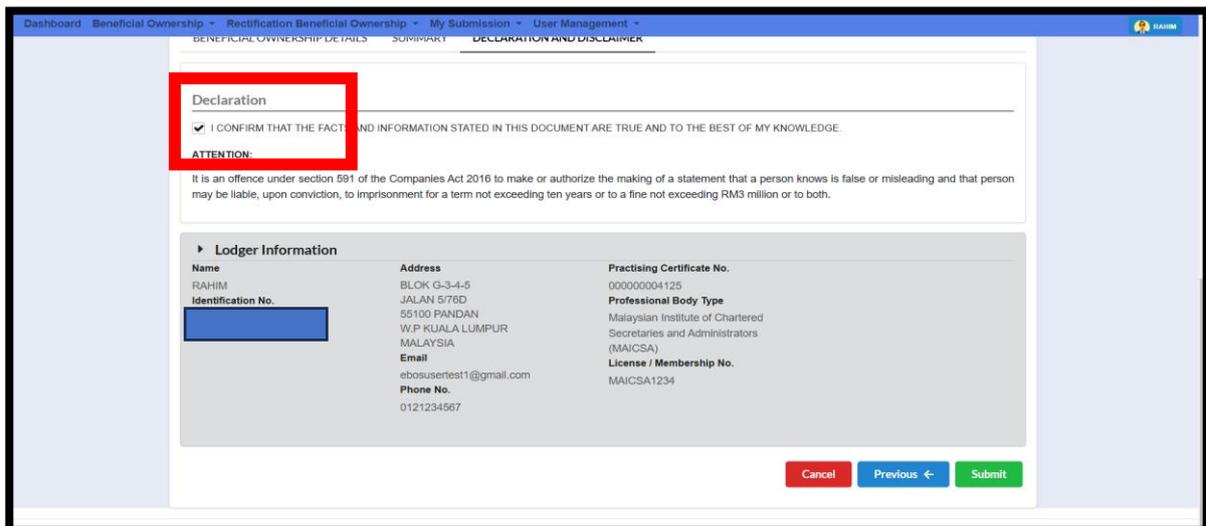


Diagram 72: Update Particulars of SM - Declaration and Disclaimer screen

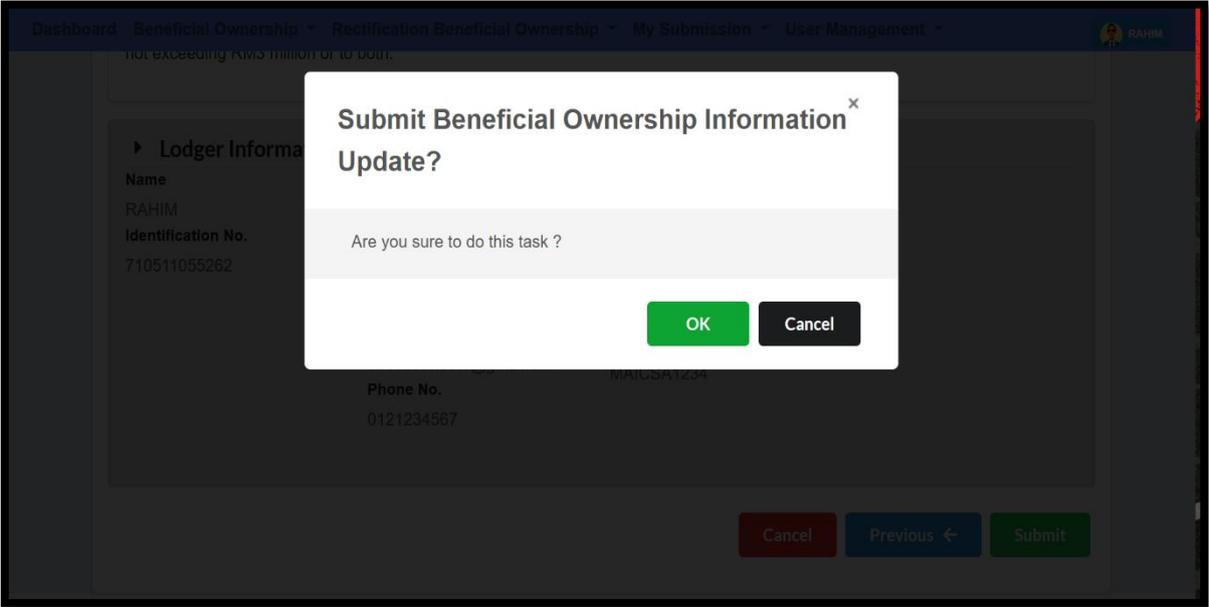


Diagram 73: Submit screen

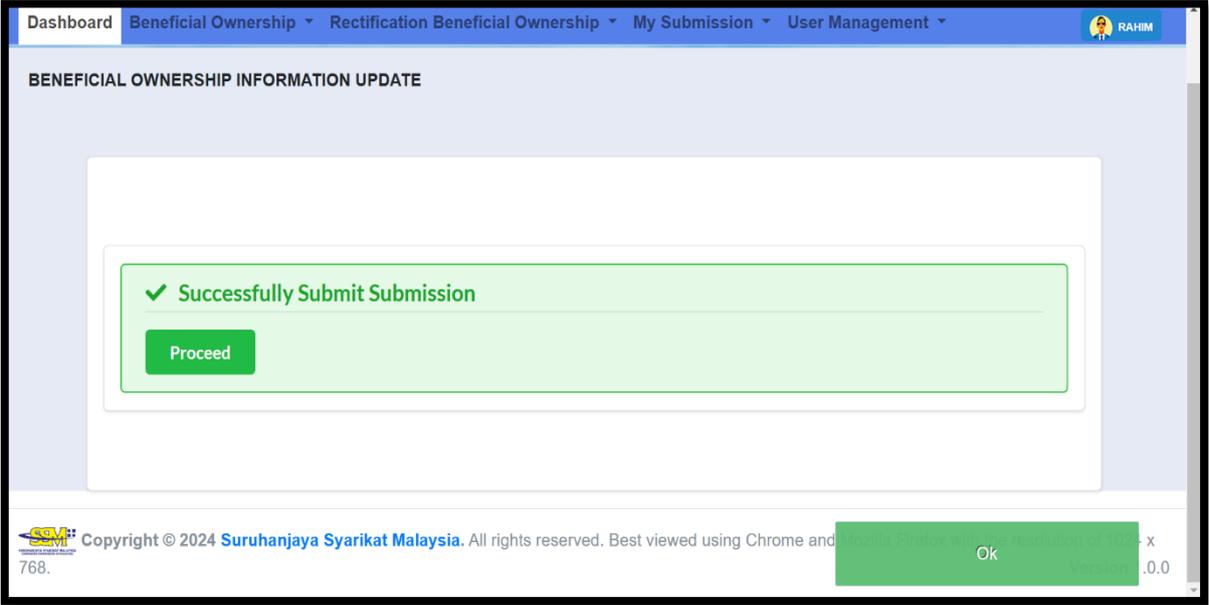


Diagram 74: Notification screen

3.3 Cessation of Senior Management in Place of BO

3.3.1 Cessation of SM - BO details

a. To cease BO, click red button to cease SM next to the SM name.

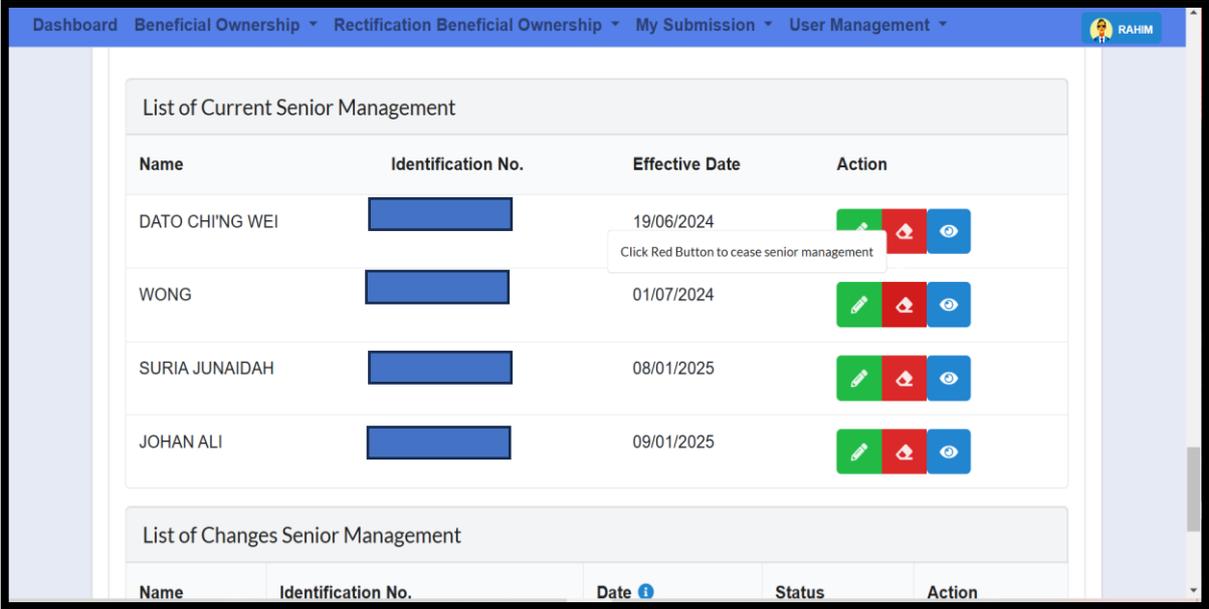


Diagram 75: Notification screen

b. Add Date Of Cessation and Date Of Data Recorded.

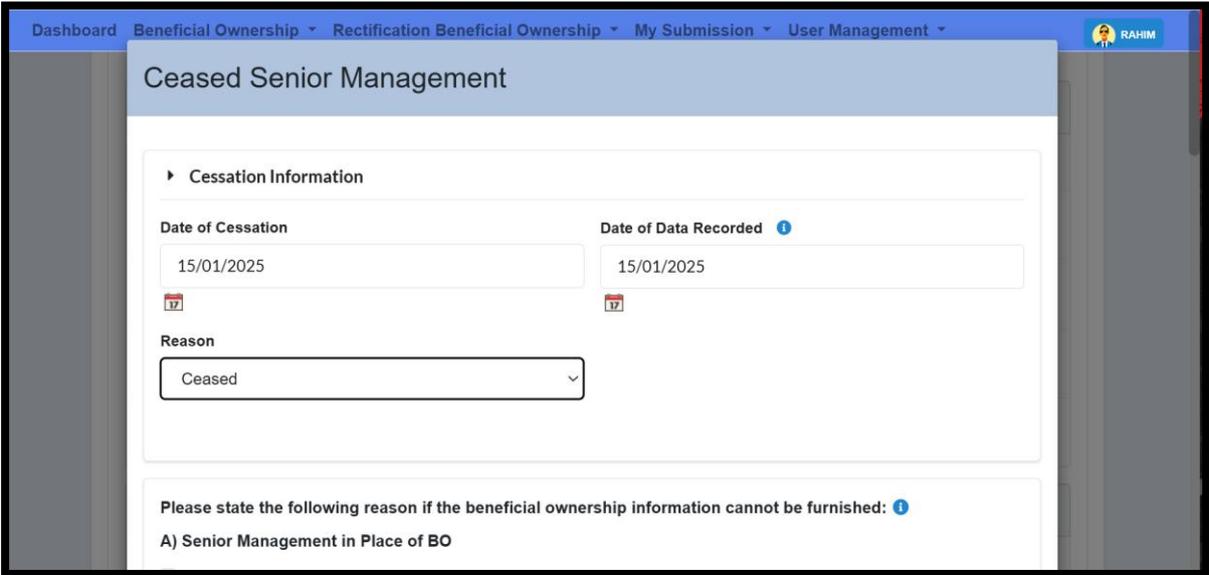


Diagram 76: Date Of Cessation and Date Of Data Recorded screen

3.3.2 Cessation of SM - Summary

- a. On the **Summary** tab, a list of changes will be displayed for confirmation. Click the **Next** button to proceed or click the action button to view the summary. Users can also view submissions in **PDF** format before submitting

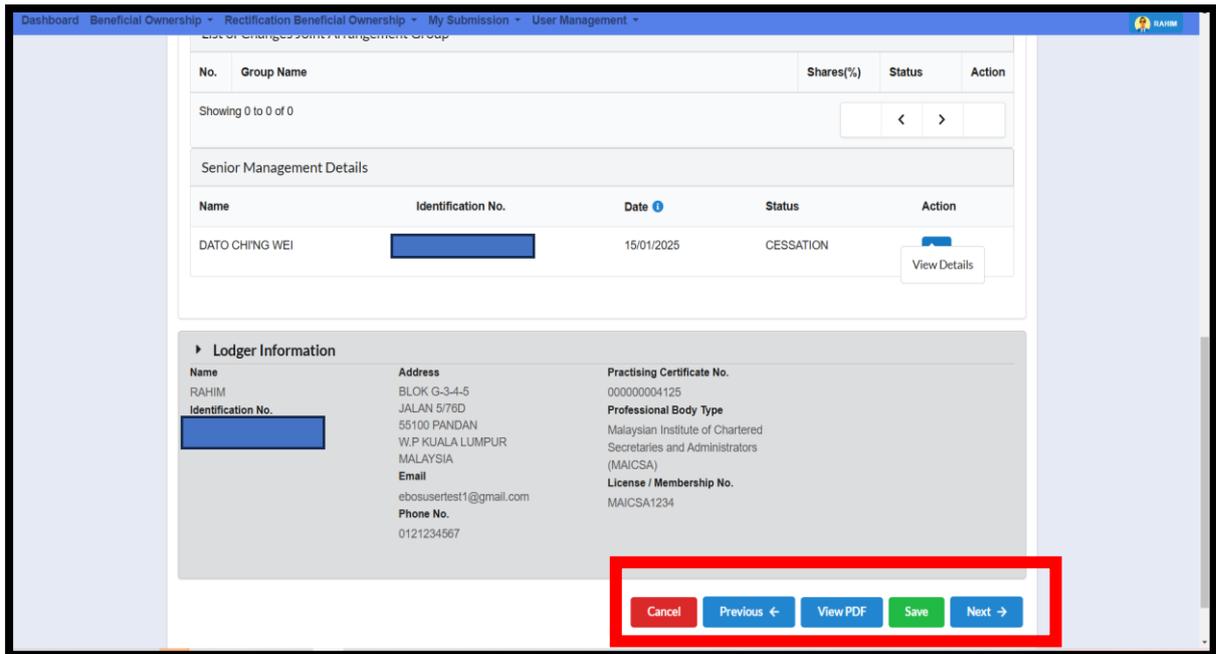


Diagram 77: Update particulars of SM – Summary screen

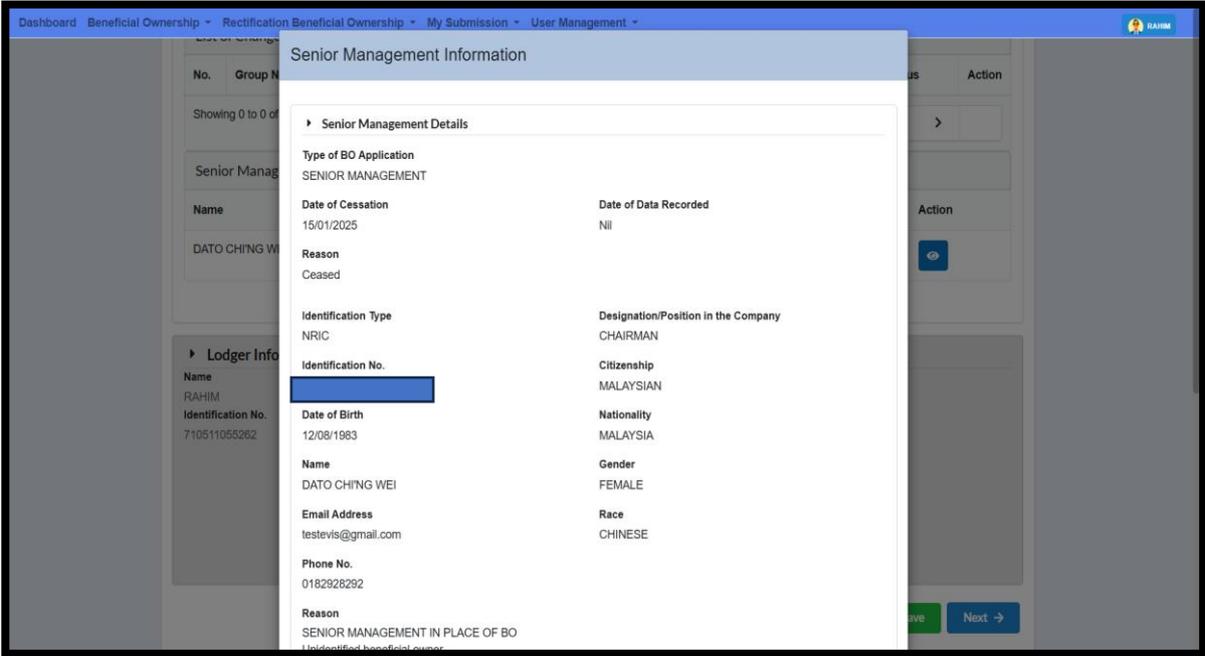


Diagram 78: View details of SM information screen

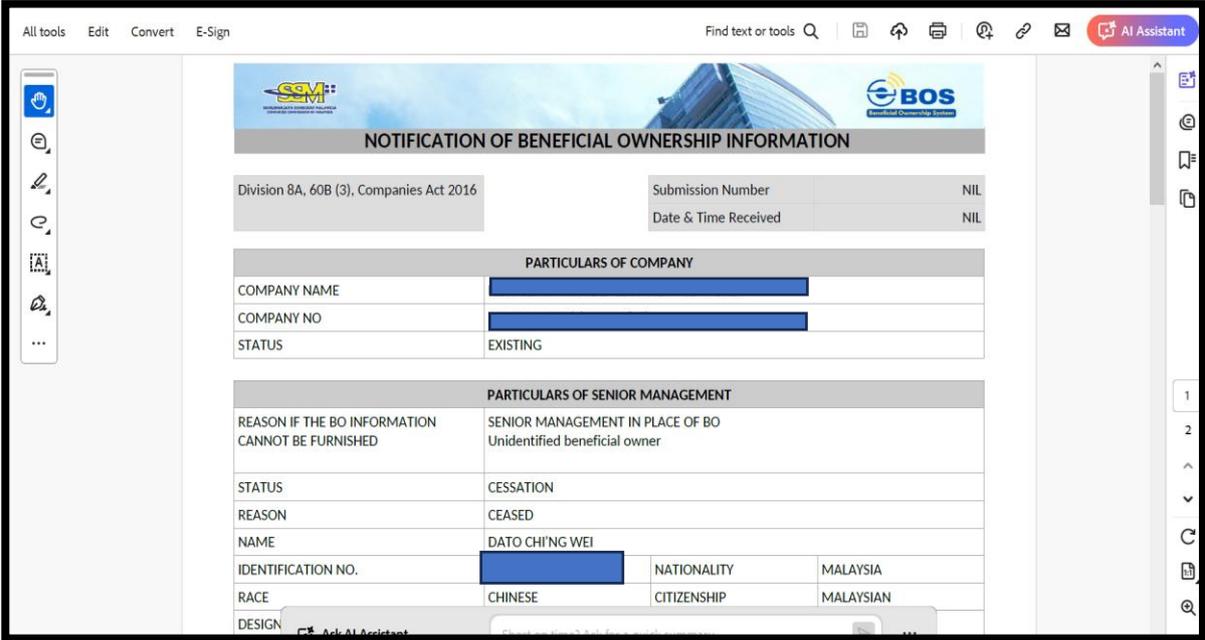


Diagram 79: View PDF

3.3.3 Cessation of SM - Declaration and Disclaimer

- a. On the **Declaration and Disclaimer** tab, the **Submit** button will become enabled once the user ticks the declaration box. After the Submit button is enabled, click it to submit. Finally, the system will display a **notification** confirming that the submission was successful.

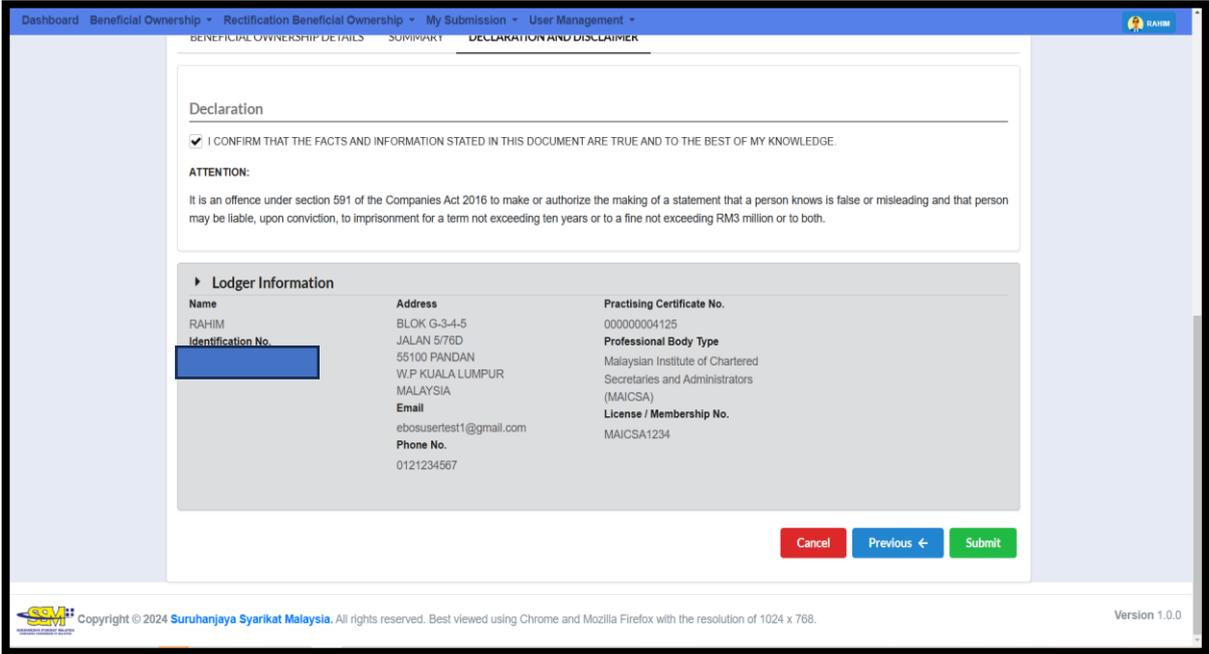


Diagram 80: Cessation of SM - Declaration and Disclaimer screen

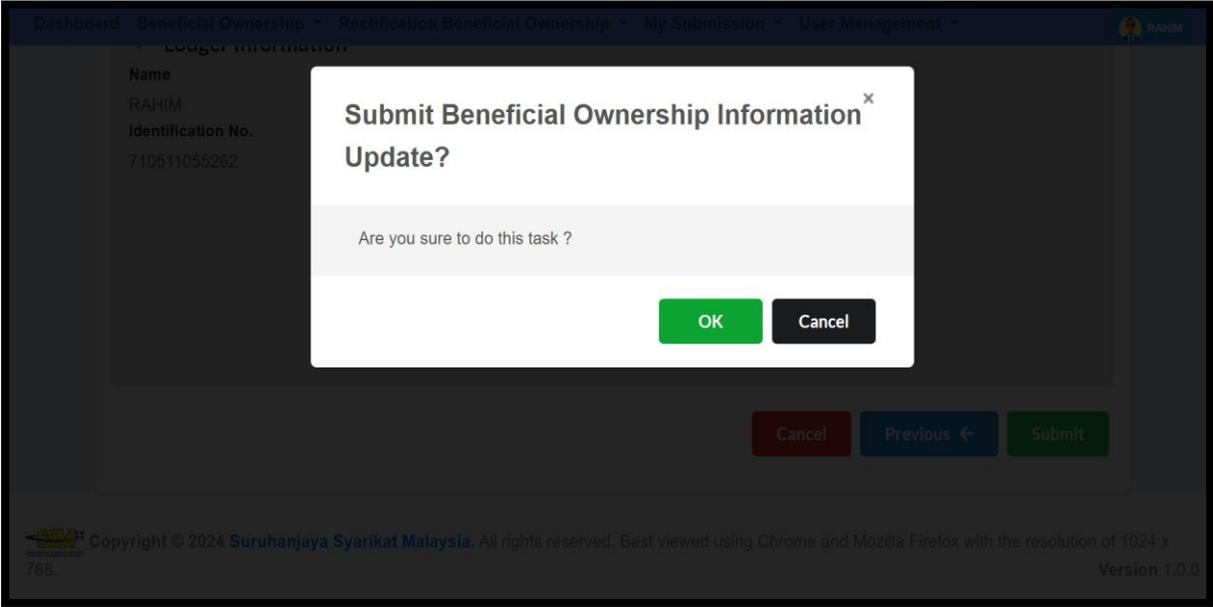


Diagram 81: Submit screen

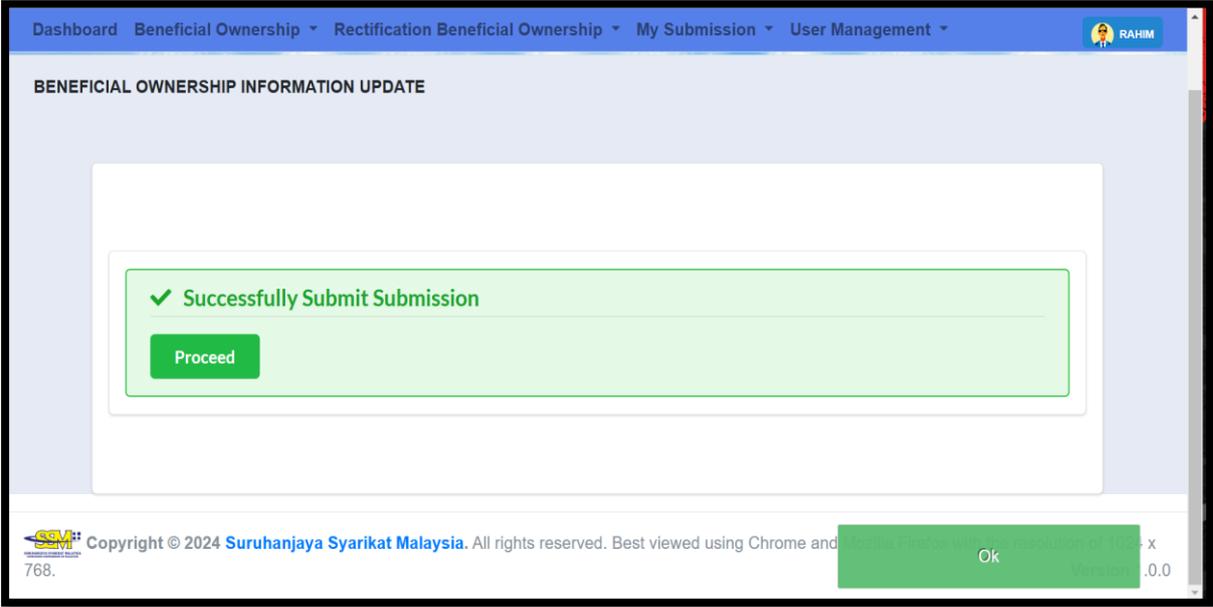


Diagram 82: Notification screen

4 JOINT ARRANGEMENT

4.1 Add Joint Arrangements Group

- a. If the notification of Beneficial Ownership is through a **Joint Arrangement**, mark **'Yes'** for the Joint Arrangement criteria. Once 'Joint Arrangement' is marked 'Yes', the system will automatically select 'Control by Other Means' and Criteria E. For Joint Arrangement, User need to repeat Add BO and select Joint Arrangement. As at Criteria of BO, select Yes for Joint Arrangement.

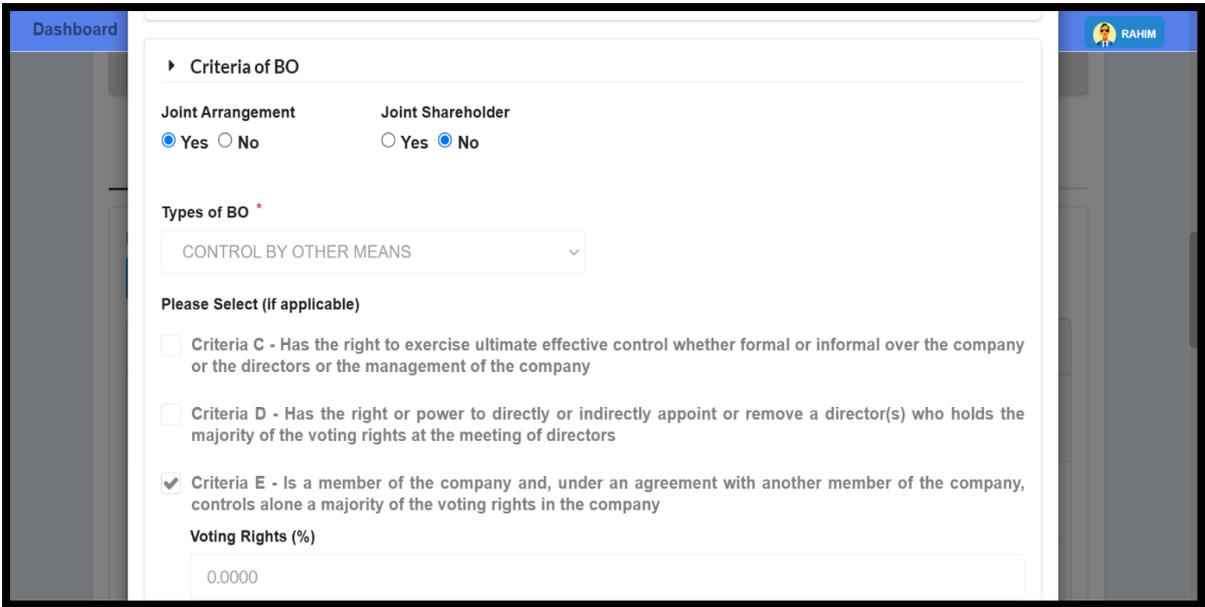


Diagram 83: Criteria of BO for Joint Arrangement screen

Classification Label: PUBLIC

b. System will display List of Beneficial Ownership with YES Joint Arrangements.

Name of Beneficial Owner	Type of Beneficial Owner	Joint Arrangement	Identification No.	Date	Status	Action
JURIANI JOHNSON	INDIVIDUAL	YES	[Redacted]	15/01/2025	NEW	[Edit] [Delete] [View]
RISA AIMAN	INDIVIDUAL	YES	[Redacted]	07/01/2025	NEW	[Edit] [Delete] [View]

Showing 1 to 2 of 2

Diagram 84: Criteria of BO for Joint Arrangement screen

c. Click Joint Group Arrangement to update group.

Dashboard Beneficial Ownership Rectification Beneficial Ownership My Submission User Management RAHIM

Successfully Saved

BENEFICIAL OWNERSHIP DETAILS SUMMARY DECLARATION AND DISCLAIMER

Beneficial Ownership

Add Beneficial Owner Add Group Arrangement Add Senior Management

Current Beneficial Owner(s)

Name of Beneficial Owner	Type of Beneficial Owner	Joint Arrangement	Identification No.	Effective Date	Action
CHONG AI LIN - BANKRUPT	INDIVIDUAL	NO	[Redacted]	01/06/2024	[Edit] [Delete] [View]
CHONG AI LIN - BEHALF OF	INDIVIDUAL	NO	[Redacted]	04/06/2024	[Edit] [Delete] [View]

Diagram 85: Criteria of BO for Joint Arrangement screen

Classification Label: PUBLIC

- f. Select the BO name and entered percentage and name of group. System will auto calculate the accumulated percentage. Percentage for Joint Arrangements should more than **50.0001 %**.

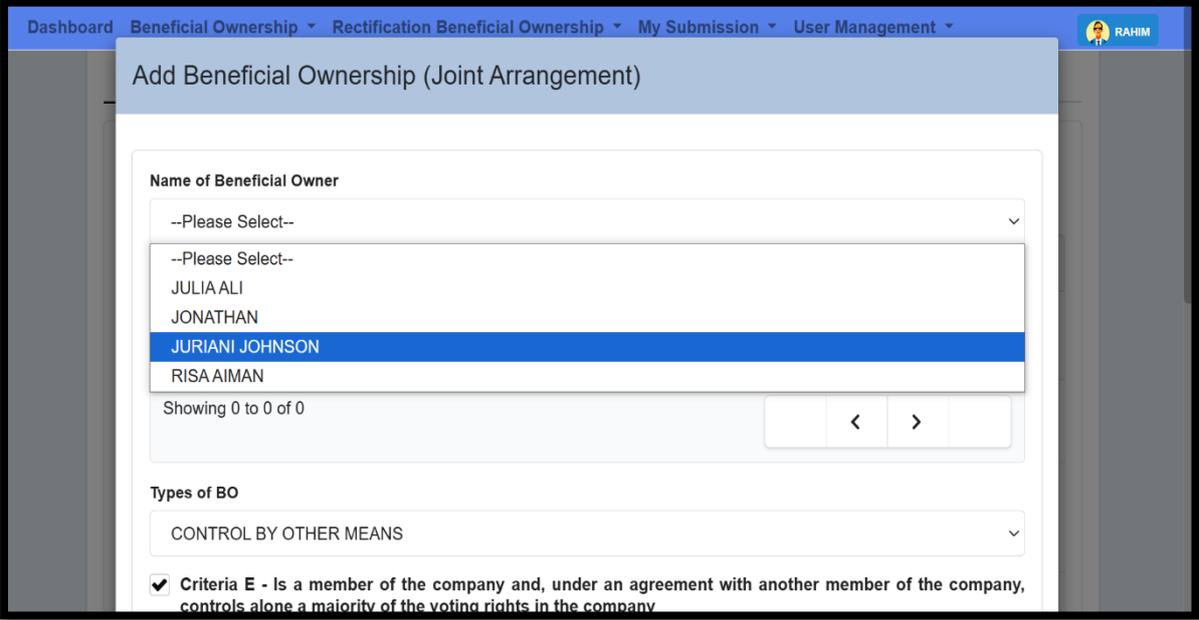


Diagram 86: Add BO for Joint Arrangement screen

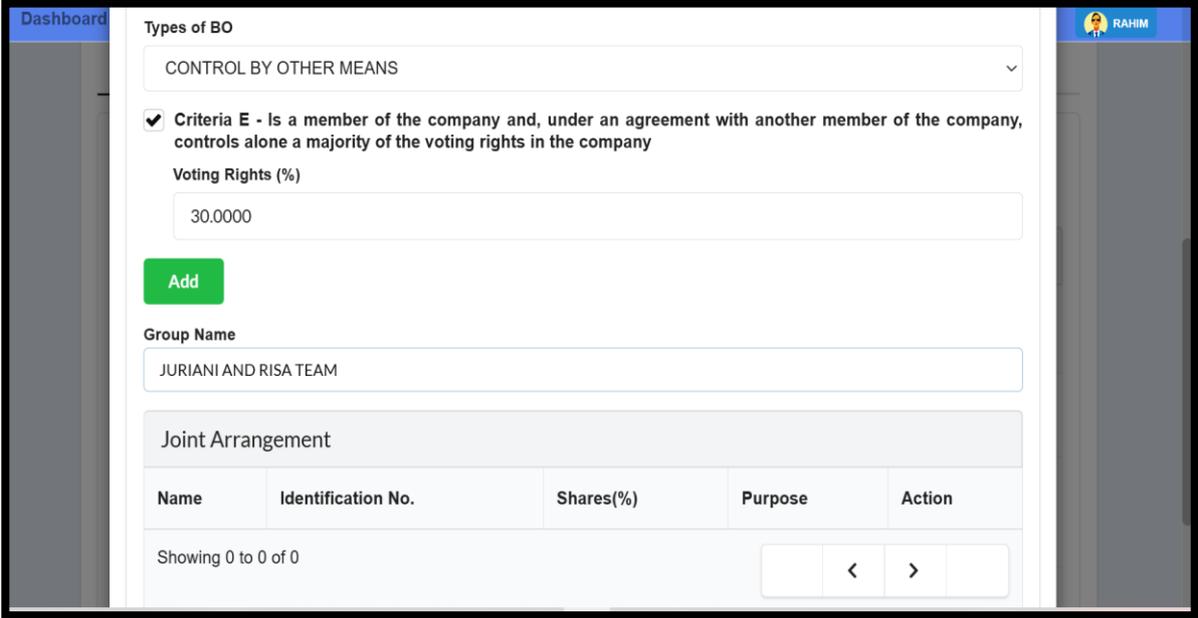


Diagram 87: Add BO percentage and Group Name screen

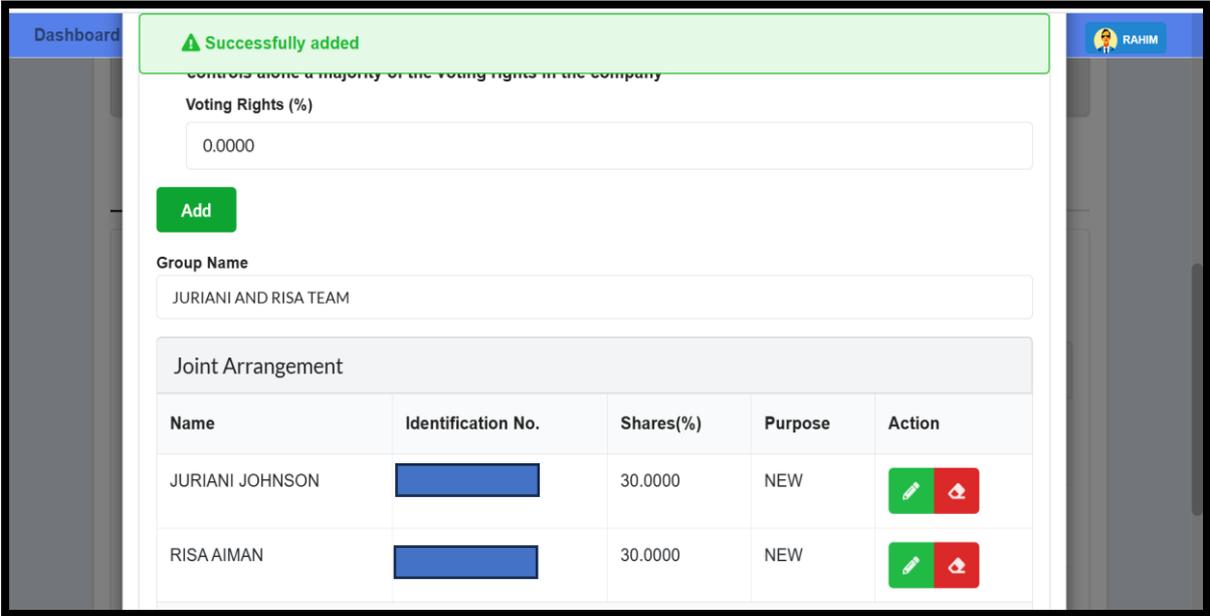


Diagram 88: Joint Arrangement with shareholders name screen

4.2 Cessation of Joint Arrangement

- a. For cessation of Joint Arrangement, users need to cease as BO and their group. Click cease at red button next to the group.

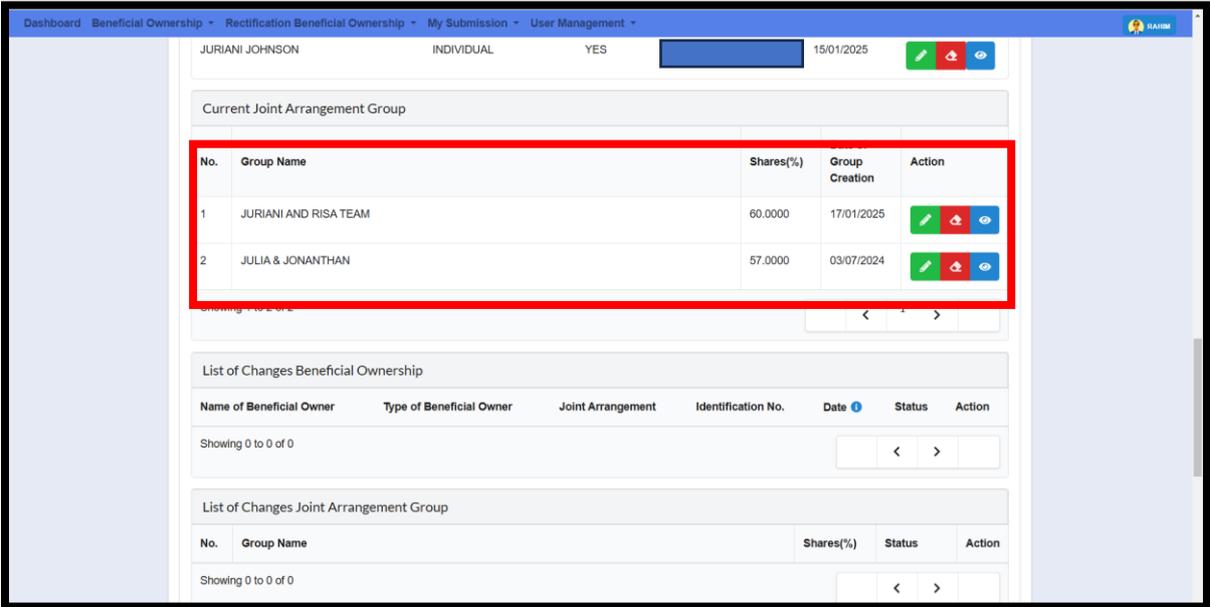


Diagram 89: Joint Arrangement with shareholders name screen

Classification Label: PUBLIC

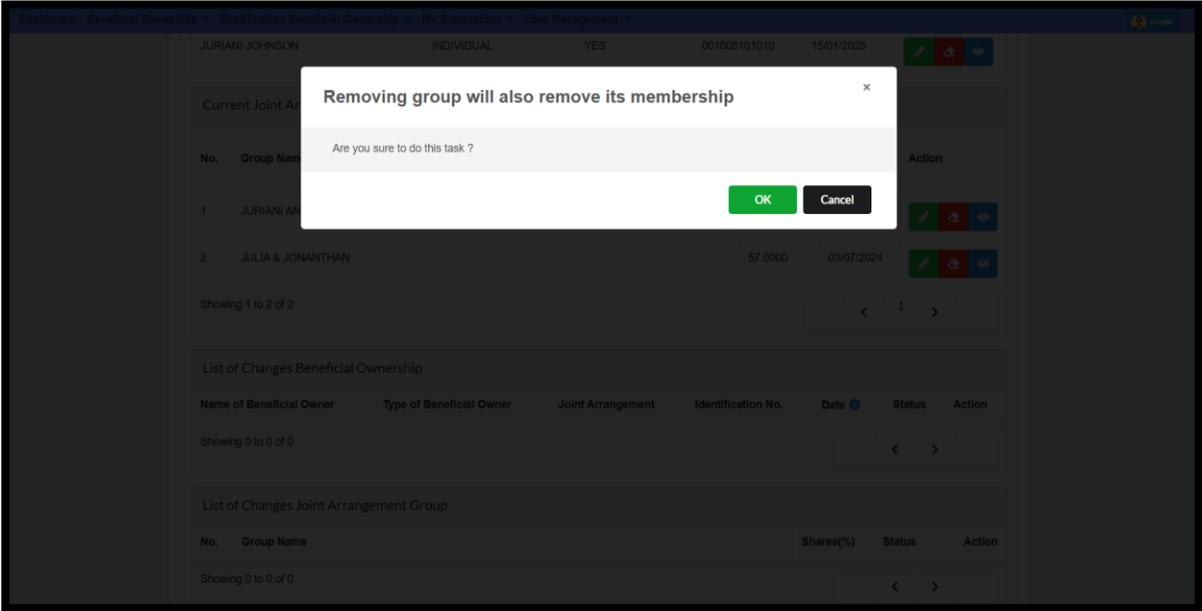


Diagram 90: Notification for cease group arrangement screen.

- b. Click red button next to BO name to cessation and repeat cessation process.

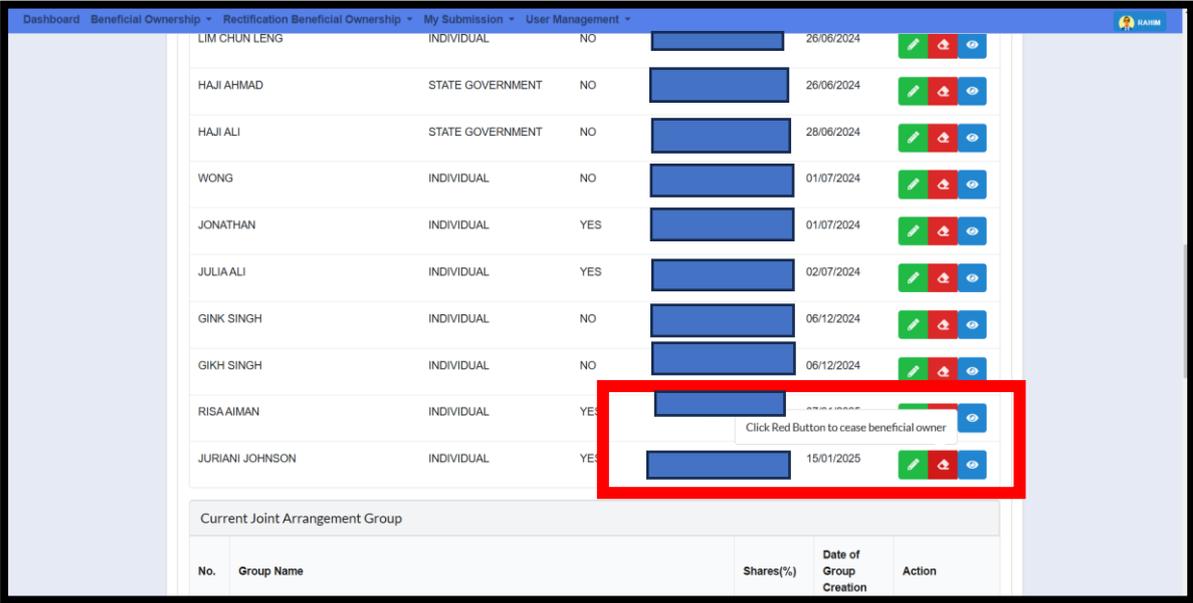


Diagram 91: BO with status Joint Arrangements screen

Classification Label: PUBLIC

- c. System will display name of BO and their group with status cessation. The users can click submit to proceed.

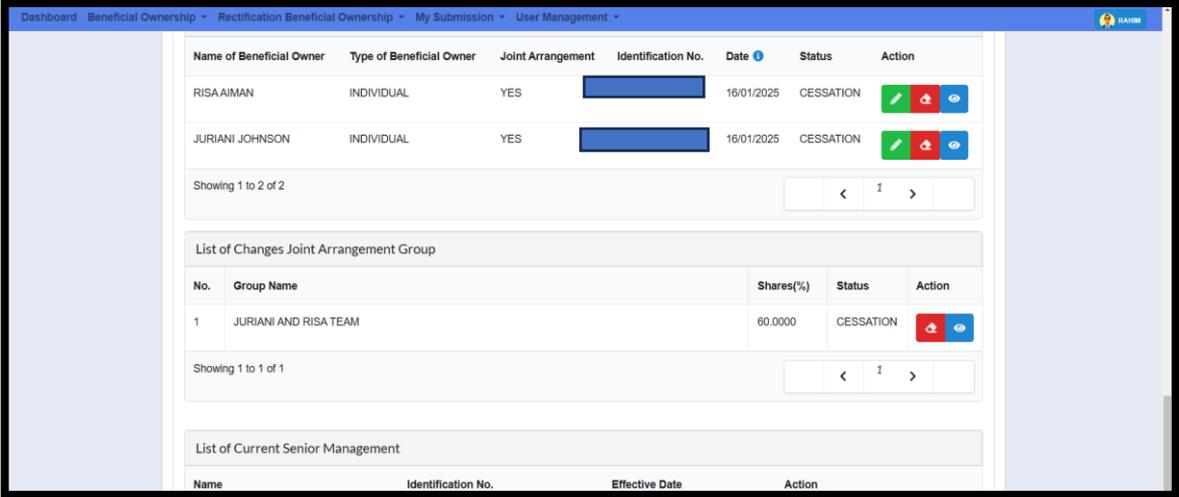


Diagram 92: name of BO and their group with status screen

5 RECTIFICATION

- a. Click on the 'Rectification Beneficial Ownership' menu, then proceed to click 'Rectification'.

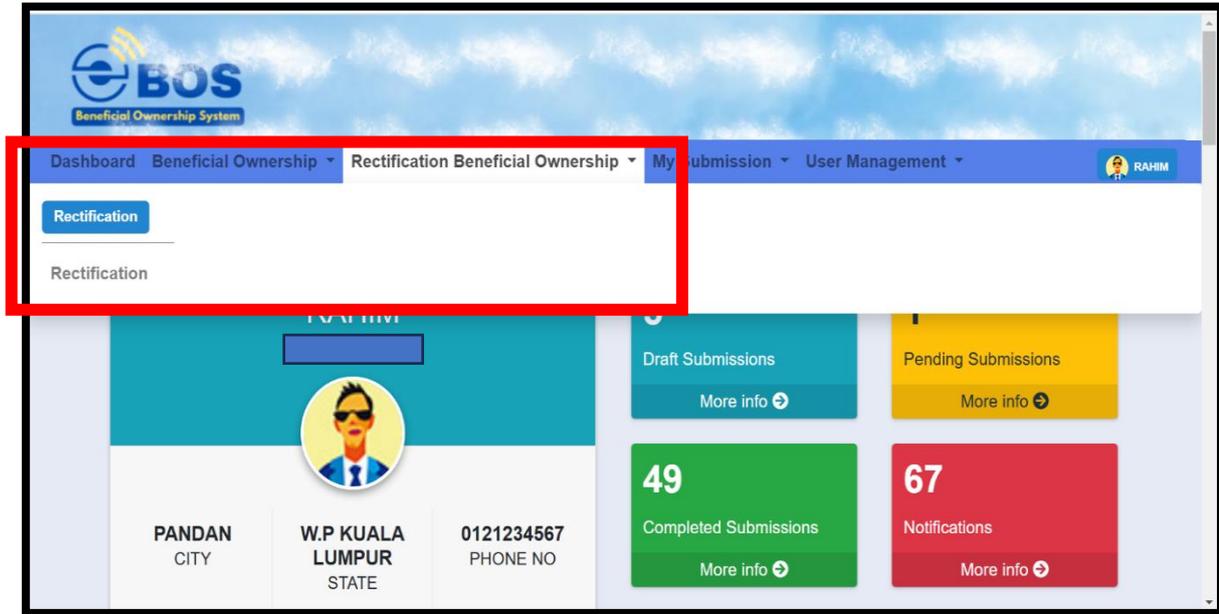


Diagram 93: Rectification Application Screen

- b. Entered company Number

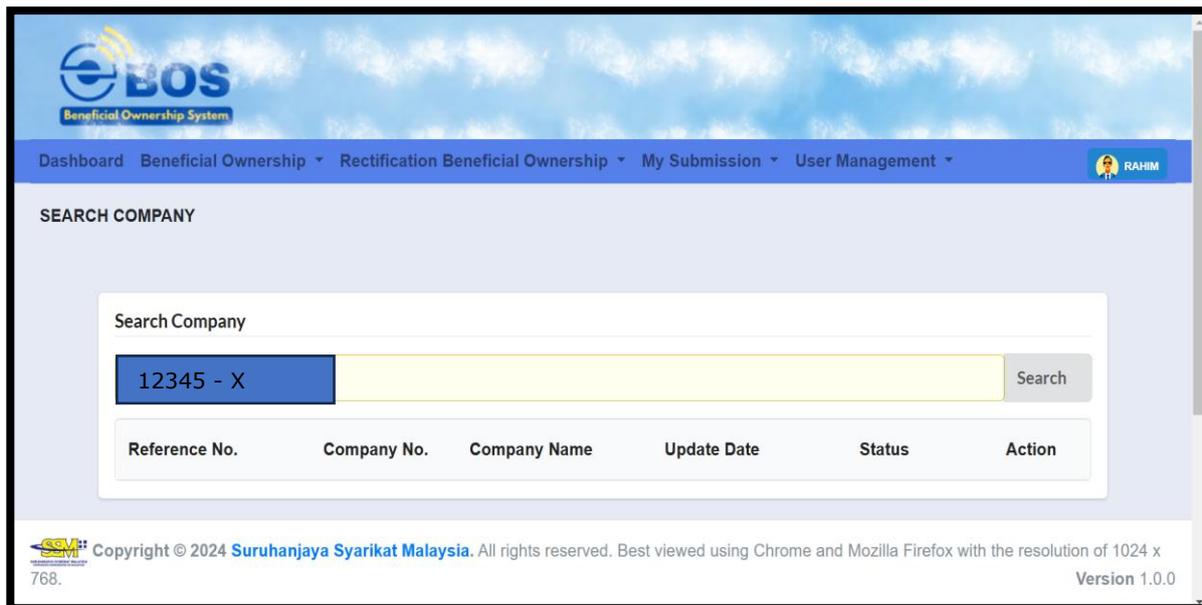


Diagram 94: Rectification Application Screen

PUBLIC

Classification Label: PUBLIC

- c. System will display same submission that has been submitted before. To apply for rectification, click green button next to the BO name. Then, click **Next** button to continue. For this example, amend name of BO.

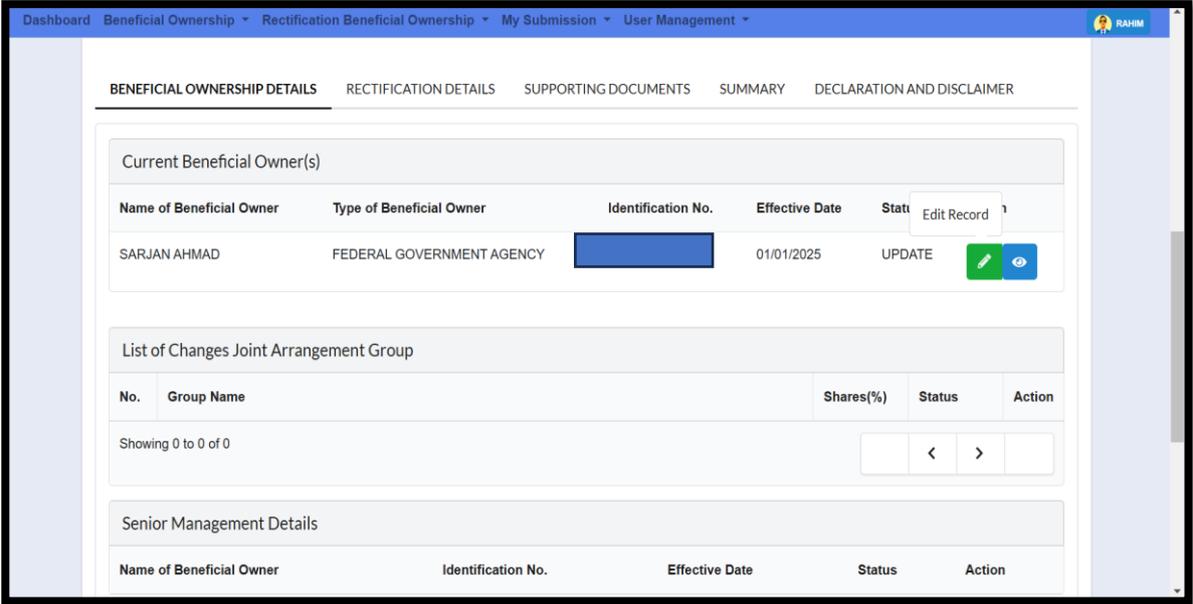


Diagram 95: Rectification Application Screen

- d. Select purpose of rectification:

No	Type of Rectification	Example
1	Rectification -Data	Amend BO/SM information such as Name of BO, Date of Becoming BO.
2	Rectification – Remove/ Cancellation	To cancel appointment Ali bin Ahmad as BO.

Table 4: Type of rectification and example

Classification Label: PUBLIC

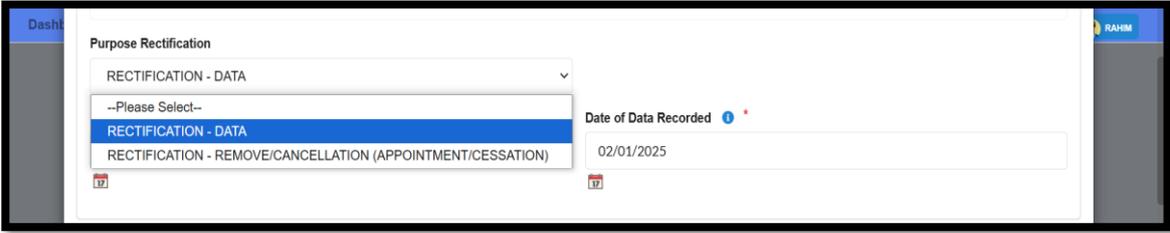


Diagram 96: Purpose of Rectification screen

- e. Add Rectification Date. For date of data recorded, user may choose either want to change or not. For this example, user want to change BO name.

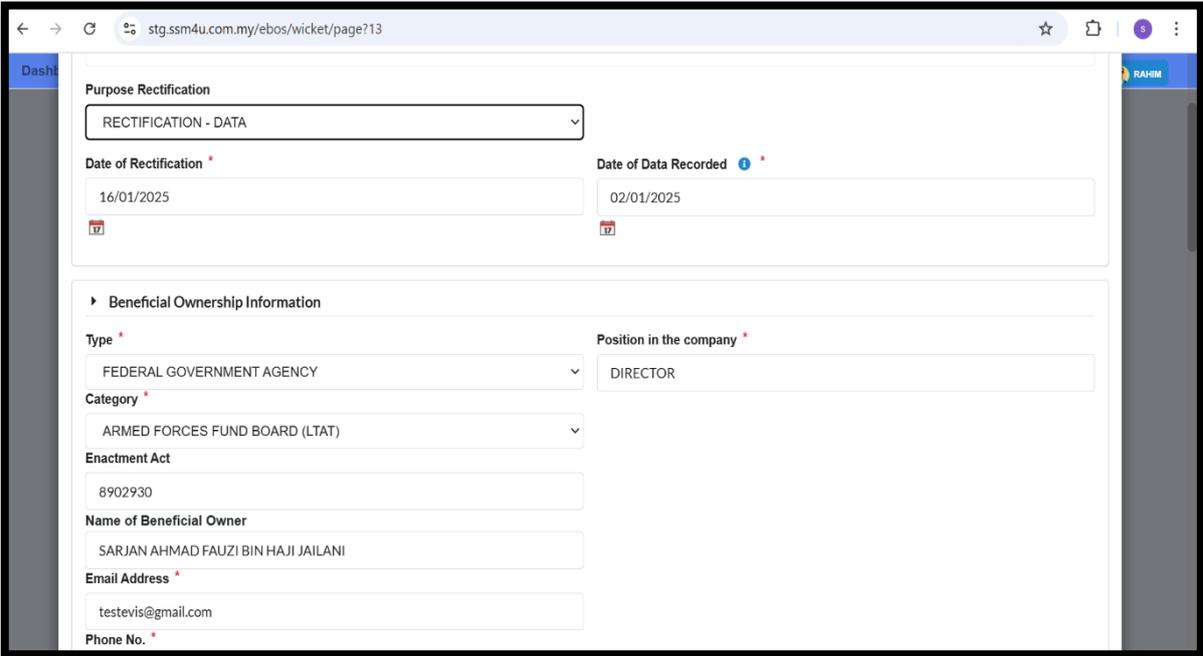


Diagram 97: Purpose of Rectification screen

Classification Label: PUBLIC

f. System will display his name with status rectification - Data

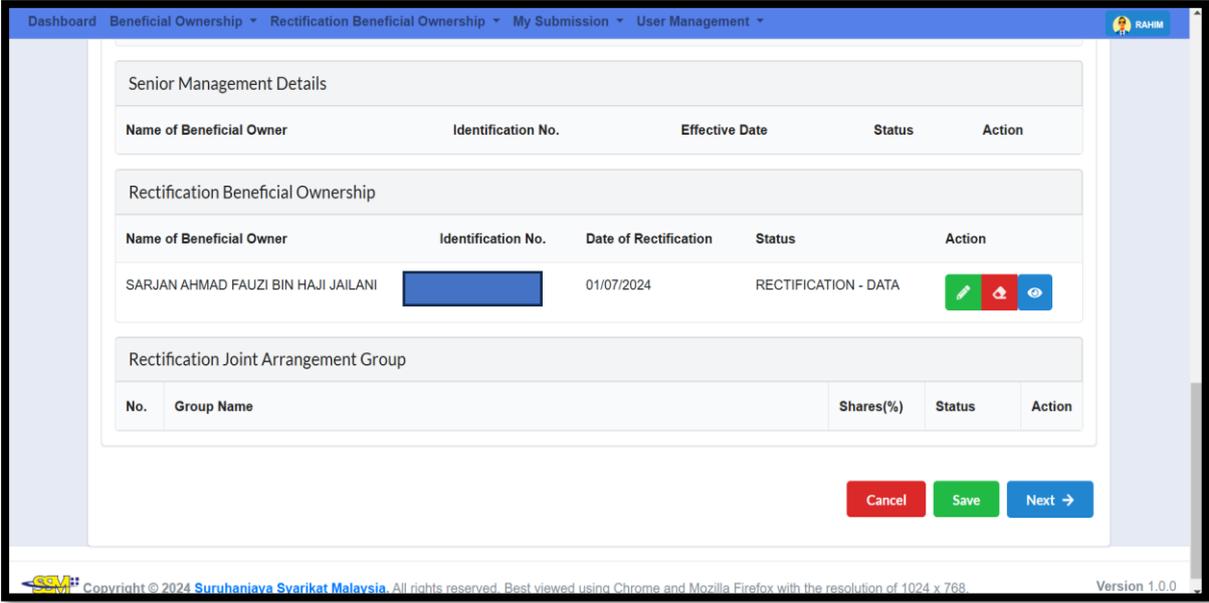


Diagram 98: BO name with status rectification - data screen

g. Select either rectification of BO by way of Court Order and by Statutory Declaration (SD).

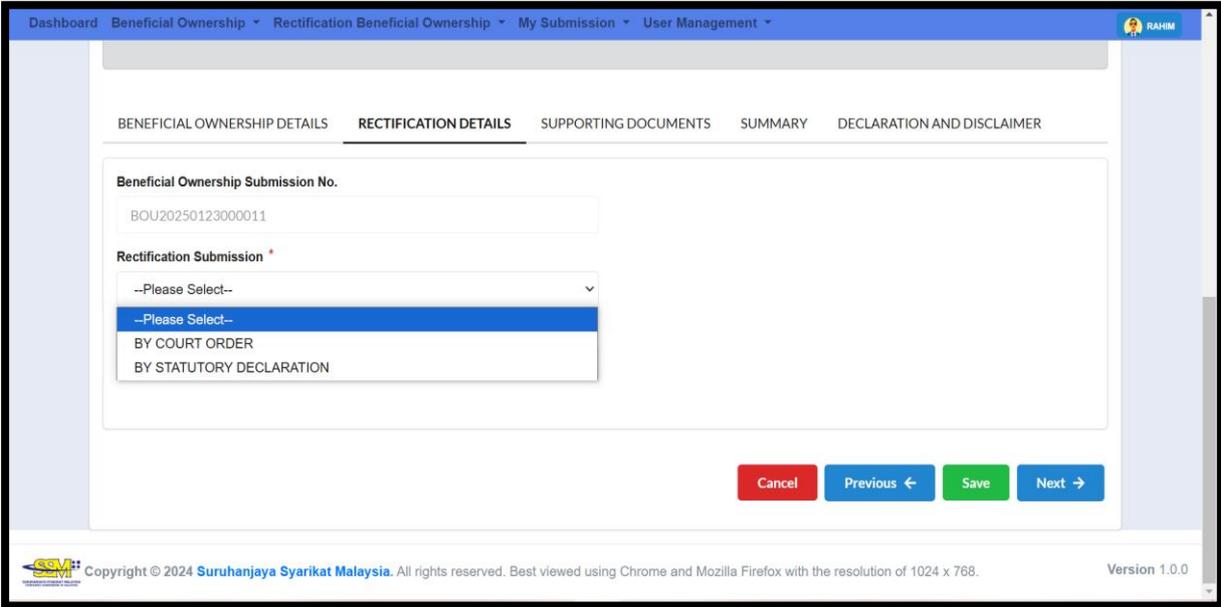


Diagram 99: Rectification Submission selections screen

Classification Label: PUBLIC

h. If by Court Order- entered Court Order information

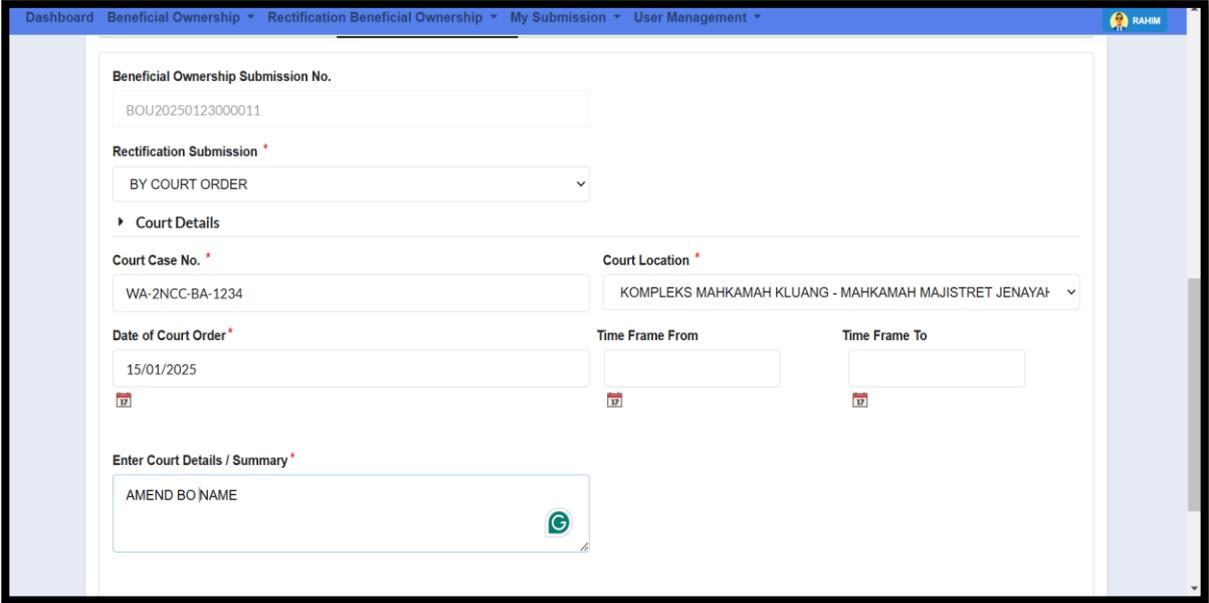


Diagram 100: Rectification Submission selections screen

i. Enter one of the reason if selected rectify BO by way of SD.

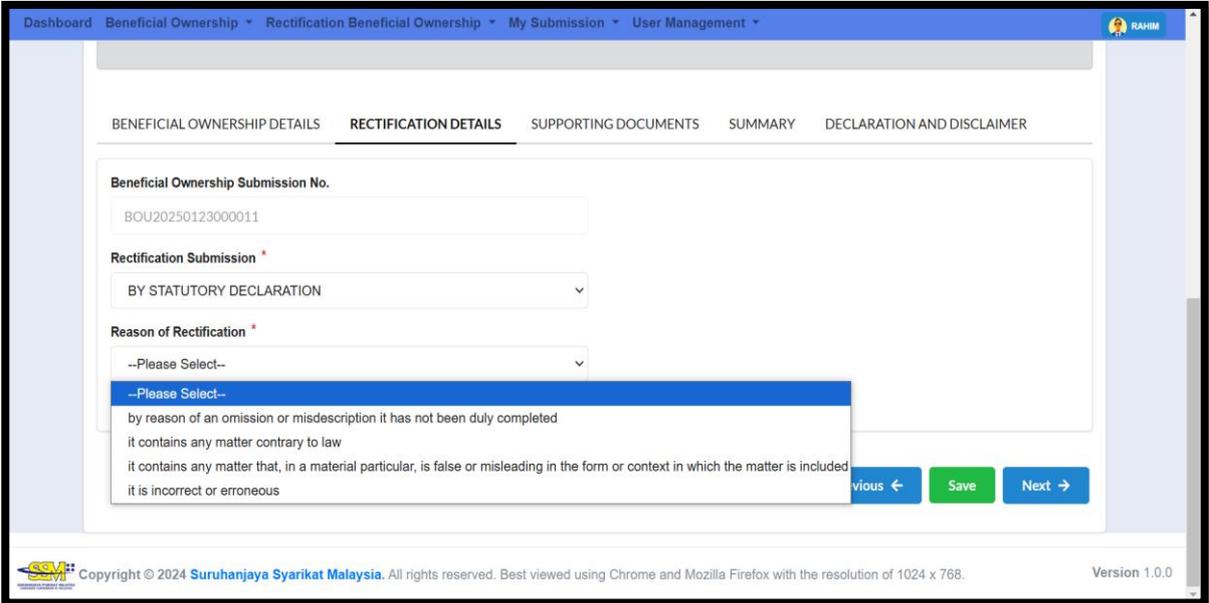


Diagram 101: Rectification reasons for submission via SD screen

Classification Label: PUBLIC

j. Supporting Documents tab- Upload Court Order or Statutory Declaration.

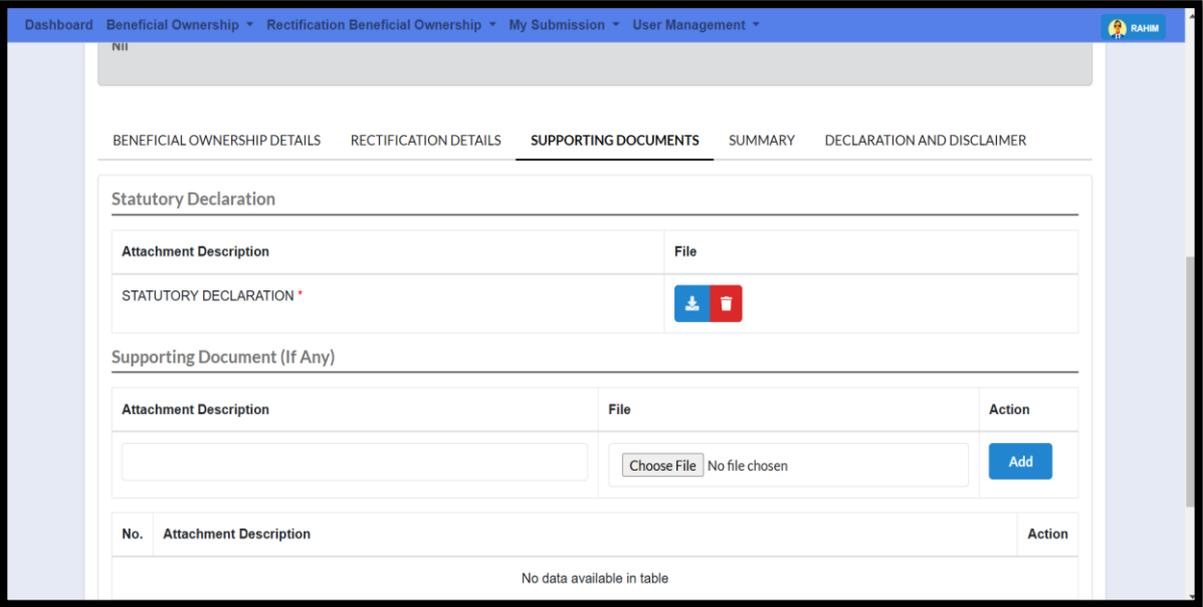


Diagram 102: Upload supporting documents screen

k. Before submit, click view details to avoid mistake.

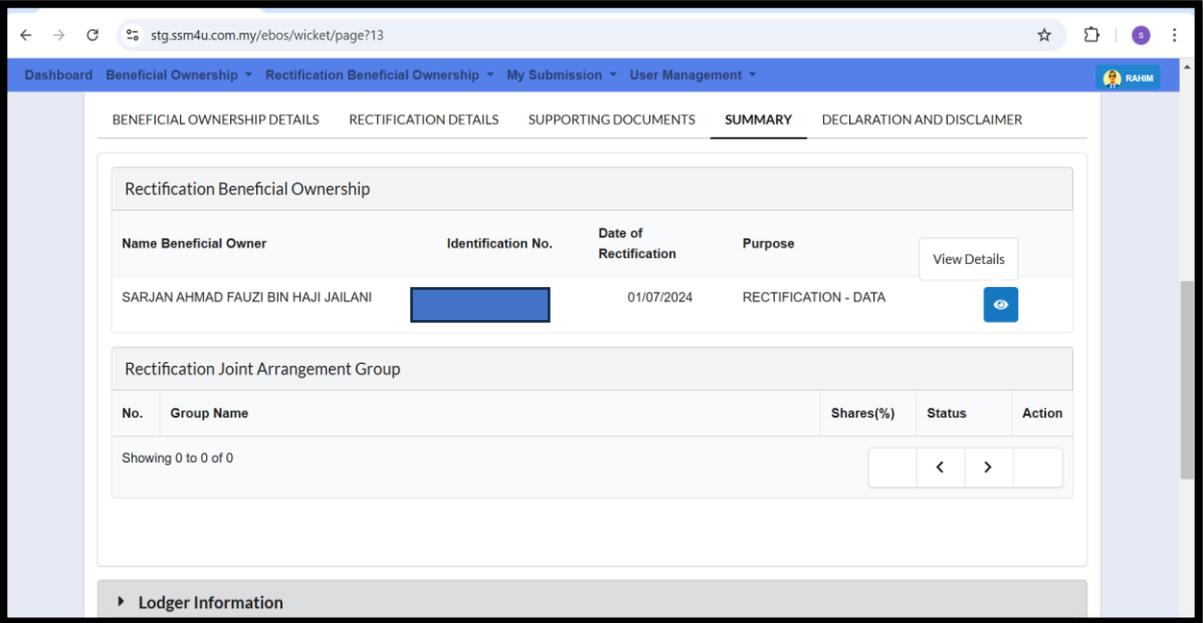


Diagram 103: Summary - view details screen 1

PUBLIC

Classification Label: PUBLIC

l. View details - System will display before and after amendments.

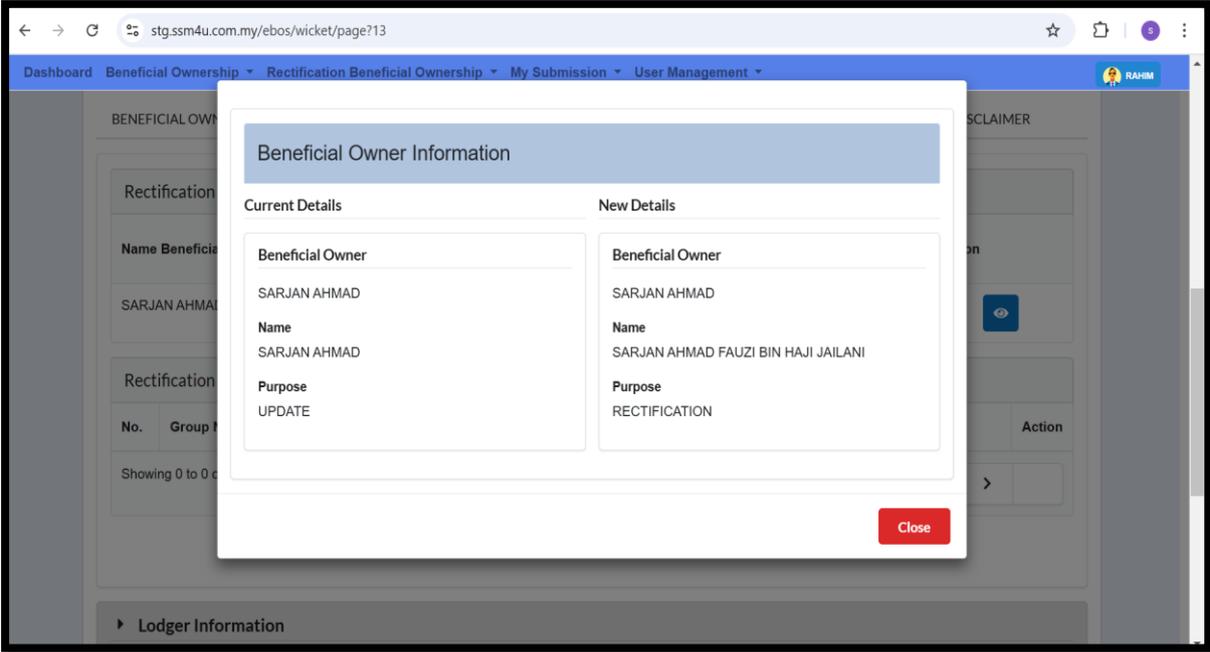


Diagram 104: Summary - view details screen 2

m. View PDF before submitting – to recheck the amendment was correct.

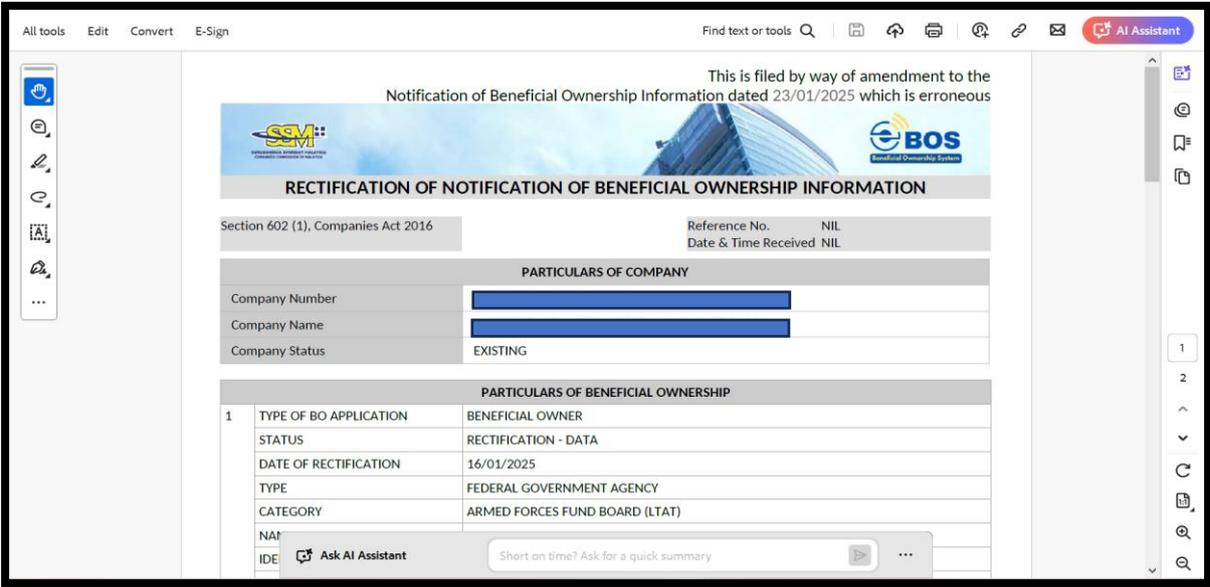


Diagram 105: View PDF

Classification Label: PUBLIC

n. Declaration – tick declaration before submitting. If satisfied, user can click submit.

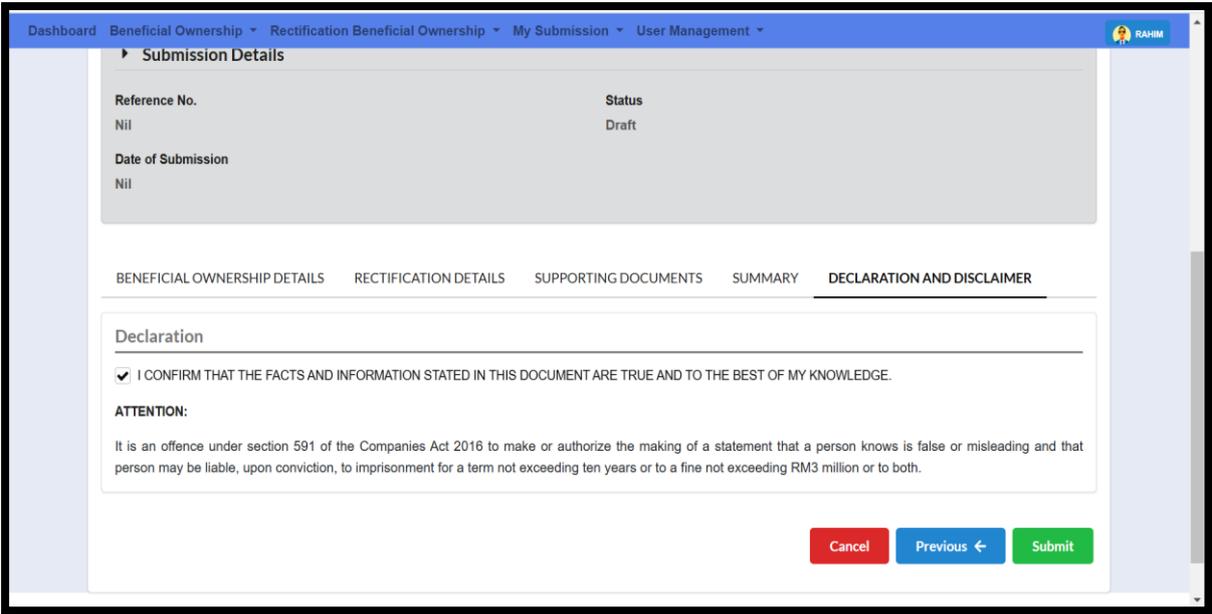


Diagram 106: Declaration and Disclaimer Screen

o. After submitting, system will display notification.

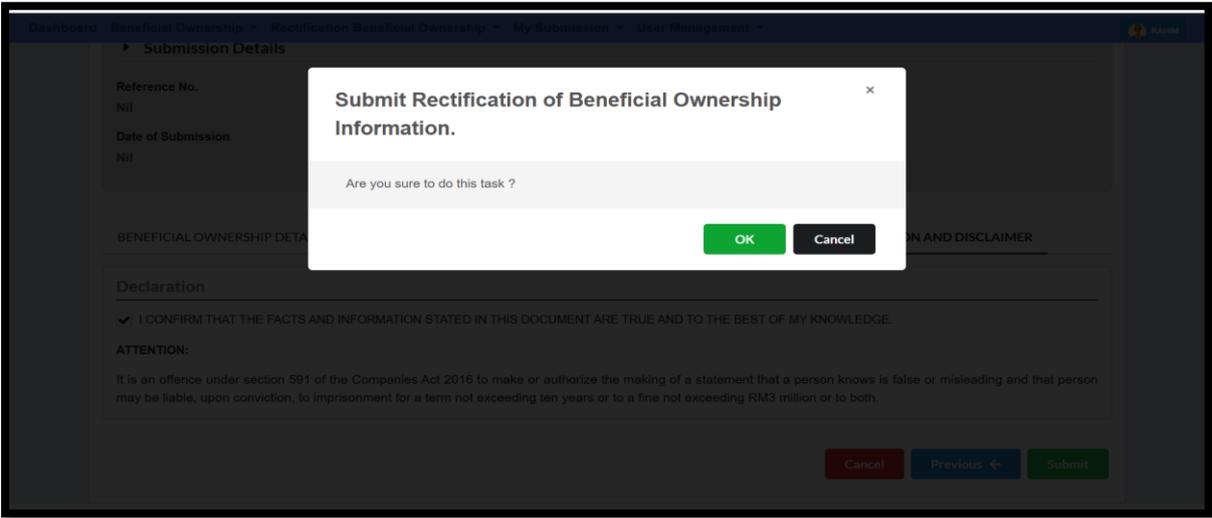


Diagram 107: Submission Screen

Classification Label: PUBLIC

p. System will request for payment. To proceed click next.

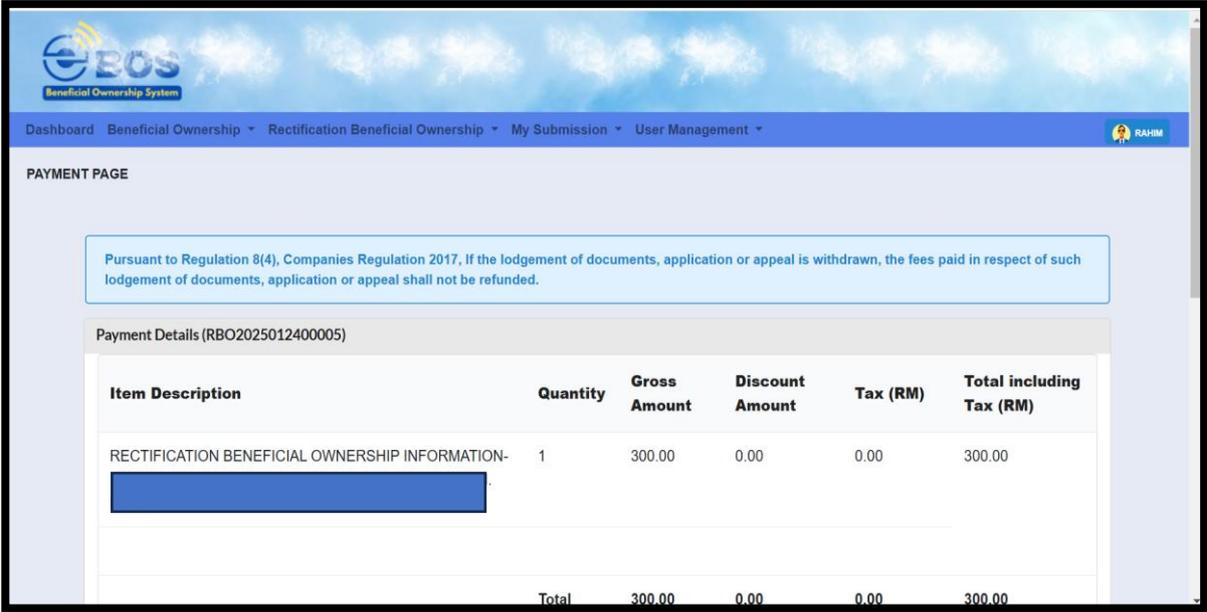


Diagram 108: Payment page

q. Fill in payment details

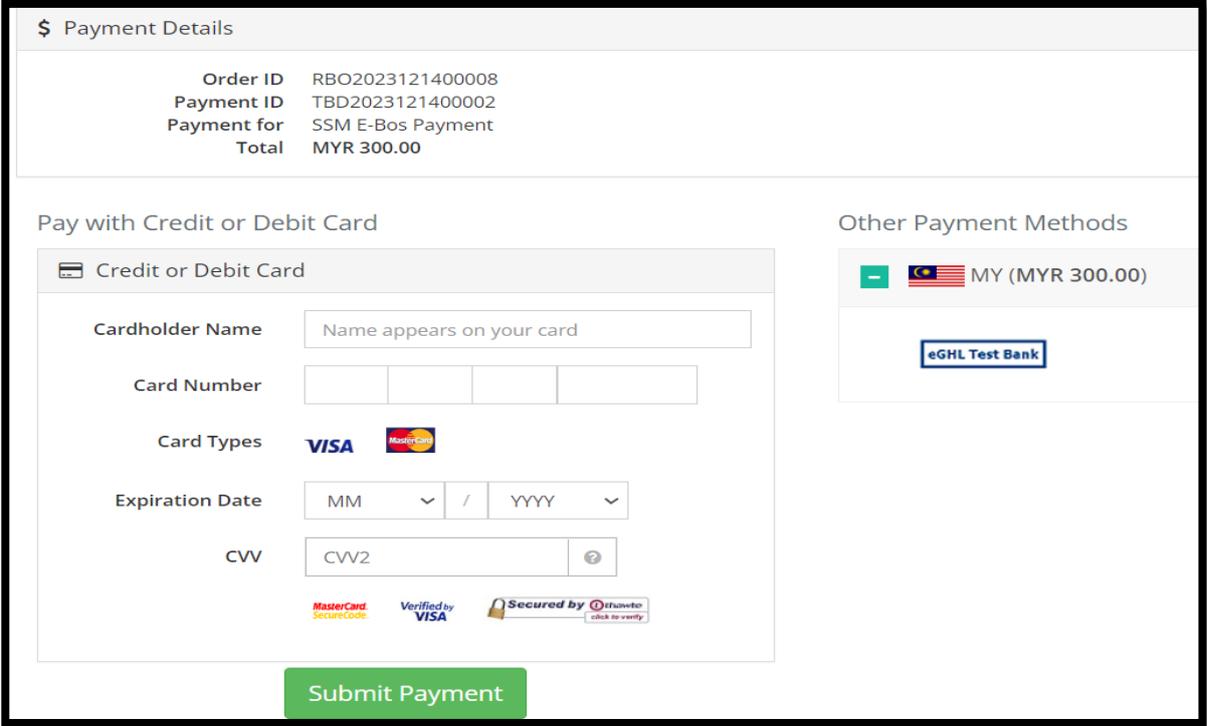


Diagram 109: Payment information screen

PUBLIC

Classification Label: PUBLIC

r. System will display receipt for successful payment.

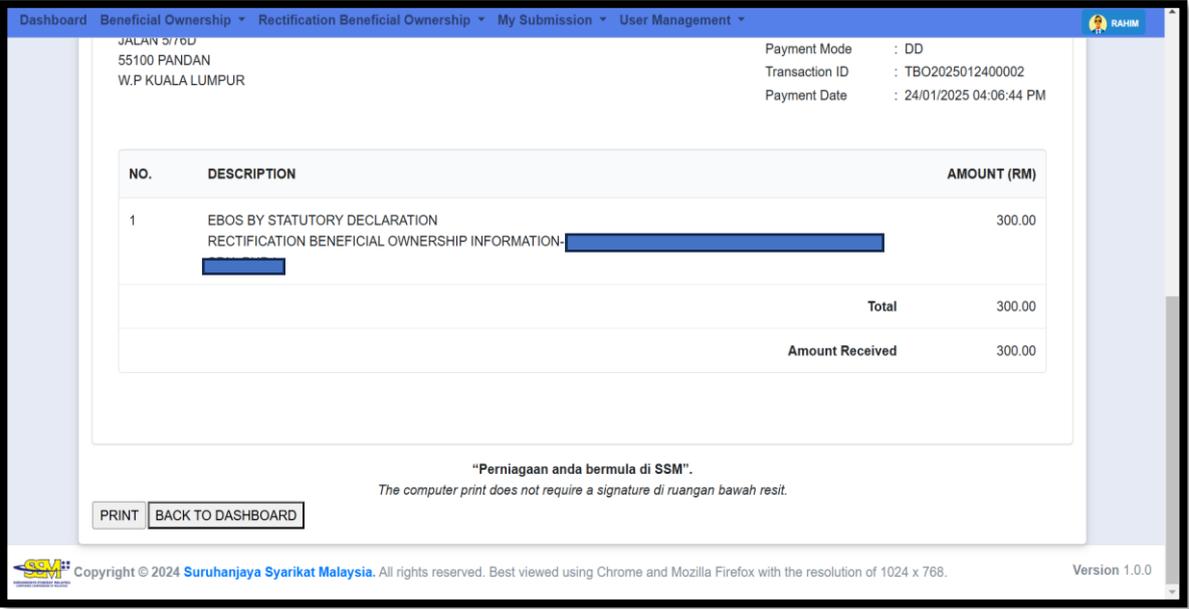


Diagram 110: Receipt screen