

USER MANUAL

Application For Registration To Act As A Secretary / Application for Practicing Certificate Of Secretary

TABLE OF CONTENTS:

1.	User Registration	: Pg 2
2.	Application For Registration To Act As A Secretary	: Pg 5
3.	Approval And Issuance Of Practising Certificate	: Pg 10
4.	View And Resubmit Query	: Pg 12

USER REGISTRATION

- Open an internet browser (Google Chrome) and navigate to URL of <u>https://esecretary.ssm.com.my</u> OR go to SSM Web Portal at <u>www.ssm.com.my</u> under the Quick Links and select e-secretary.
- 2. Click "Sign Up" button at the e-secretary login homepage as screen below for new user.
- 3. If you are existing user for EzBiz / MyLLP, you can use the same ID and password to login into e-Secretary system. Click "Forgot password" if you want to reset your password.

-	NOWYA SYAREKAT MALAYSIA HEC COMMENSION OF MALAYSIA	196	
5	ilone		1
	a ARAFIDAH	Ø)	
		c	
	VERHICARGN CODE		

- 4. Select NRIC at the "ID Type".
- 5. Key in your NRIC Number.
- 6. Key in your full name as per your IC.
- 7. Click Register button.

C-Secretarÿ		J
Name Gidolike		
R e-secretary	March 19, 2019 60	1 ; 33: 03
Registration Information		
10 Type*		
-Plana Select-		
10 No (e.g 800101053014)*		
Name as por IC*		
Register Cancel		

8. Fill in the "Registration Information" below. Please ensure your email address is correct since all notification will be sent via email.

en 0.000	
	March 12, 3009 15 : 58: 0
o ennetay	
Registration information	
Logis 10*	
(Please key in Hom 5 until 40 character.)	
Annexed*	
(Passware must contain at least one of lower case letters, upper case letters, d	(gas and investors 6 character)
Br Type Ressource?	
Seul ^a	
Re Type Ireall*	

9. Proceed to "User Information" and enter the following information.

Name*			
RAFICAH ASCIULAH			
ID Type	10 No (e.g 800101055014)*	Colour*	
NRIC	770121076142	-Please Select-	•
Nationality*			
Plaase Seloct			
Gender (IPEMALESIMALE			
Date of Birth*	Rator*		
21-Jan-1977	-Ples	no Solart-	
12			

- 10. Fill in "Residential Address Information".
- 11. Tick "Declaration" after you have read and understood the protocol and TOC of secretary system.

inidential Address Information		
'wicode'	City*	
ioantry*	Sub:1	
MALAYEA	-Peau Sdert-	
charaction:	n I-Lodosmont and agree to the Tarree and Conditions of the	

13. Upon clicking the save button, you will see a notification message saying that an email has been sent to the email address you have registered with e-secretary.



14. You will also receive email notification on your user Login ID and Reference Number.

inne Lioneta y Aerre S. Hor<u>y Science and Interior (Journal IV)</u> Sen Treatas Nard III, 2003-027-04 The Hard Josh Z. Lako Conference (Journal IV) Science and Treat Sugert (JOHLOPEN ENTITISTING ONLY EXPERIENCE MERT, SCH-Chanalar, Unar Registration W. Hellem (2002) (2002)

) DEVICE PRIMER THEOTING ONLY DEVICEOREMENTS Dear Sim Madam RANDAR ACCULARI,

Please he informed that you have regimened as an authorized user for executing system up by pixels 100307AP127. Your Reference Nampel Is 00020100120001.

should well have any second or only a stage independent as no period construction of the well on only terms of the second stage of her we as independent on the second stage of the second stag

[Denoised, all other constraints in the second of the probability of the form t] for the second μ . Since μ and μ

APPLICATION FOR REGISTRATION TO ACT AS A SECRETARY

- 1. Open an Internet browser and navigate to URL of <u>https://esecretary.ssm.com.my</u> OR go to SSM Web Portal at <u>www.ssm.com.my</u> under the Quick Links and select e-secretary.
- 2. Login into e-secretary system using your username and password that has been registered.
- 3. Key in Verification Code as stated at the screen.
- 4. Click "Sign In" button.

1000 N 10	REFERENCES SEXAND	
Hatu	+	1000
A USERNAME	REXAD HEIRCARDING MURICAL DIGHE AN BUILD LINDAWA BUTTI,	
e marentato 🕫	Number 2012 1 (2014)	
W HAY O	The effective of a findparent factors compared it analysis of Manyela and	
VBIINGKNOH CODE	Sentencies and write and a sense of the	
Sprin	÷	Carlos -
Forget Personnel Sign Lip		al tra
0	000	

5. Click "New Application".

C-Secretarÿ	
Home MySecretaryServices - MyPeymentHistory	User Profile - Coldeline April 13, 2020 20 : 59: 26
Unregistered	

- 6. Select your relevant secretary's qualification.
- 7. Enter your license number or membership number based on the number indicated on the license / certificate issued.
- 8. Key in your license expiry / annual membership renewal date (the date must be more than 30 days from application date).
- 9. Click button.

Name	
ALYA NAZIRAH BINTI NEZAD BARTI	
Lib Type	ID No
MRIC	0311184-0366
Secretary Qualification*	Gense J Membership Number*
-Please Select-	•
	8.5 - e.g. 1.50001234
	MIA - 4.0, 33025 MAJCSA - 4.0, 7056360
	5LA - e.g. 145
	MACS- e.g. MACS12345
	MICFA - e.g. 2211
	BC - e.p. BC/7/1522 AA5 - e.p. 1000-KH009
	Monroe Expiry / Annual Membership Reviewal Date*

10. Proceed to fill in mandatory information as follow.

name optimization in the Parlameters		
· AND DESCRIPTION OF ADDRESS TARTING TO BE TABLE OF	March 12, 2011	
And the second se		
DEBUS OF ARR SOUT		
Name Automatical and Constants		
Bh Taine nábř	CO Mai Cent To Marci Alt	
Date of Bolls 21 Jan 1988	Damaker YERALE	
Sant MLATO	Nationality Homostan 1 (dataset) 1	
Residential address"		
5E X, A, MI 187		
au801062471		
Second Second		
Funish"	See .	
encos	-Place bilet-	
Band'		
Mane Number (ng - 6022008594)* 4-2022-1904	Heldels Number April Adress	
	(maritum)	
Real Security		
DETAILS OF QUILIPPICATION		
Becoming-Qualification Halepter Institute of Simurbards (1981)		
Linesen / Hamberdely Basilier		

11. In "Details of Company Secretary Office", you are required to declare whether at the time of the application you are currently employed or practicing in secretarial services.

DETAILS OF COMPANY SECRETARY OFFICE	
I am currently employed or practising in secretarial services*	
YES	
Please Select	

- 12. If you choose "Yes", you are required to select information regarding your employment type whether you are:
 - In house company secretary; or
 - Service provider (external company secretary).

DETAILS OF COMPANY SECRETARY OFFICE	
t am currently employed or practising in secretarial services*	
YES	•
Employment Type*	
Please Safett	
Th HOUSE SERVICE MOVIDER	
10/WEER SENIO	

13. Next, you have to fill in information pertaining to the company secretary office.

http://www.		
Company, No. 1 (g. 12546 X		
I P Note (). II PODOCO I JON		
Tusiness Reg Rol: e.g. 0073/1811-9		
Entity Rand 1		
l de la construcción de la constru		
uffer address*		
Proclambe ¹		
Perstands"	hmu	
	H I IN POStable Hist	
Allahe"		
uffice chone number (eq : 0.077591675)*	office Lag elumber	
Office Email Address		

14. If you are a member of an approved body, you are required to attach documents for verification purposes. The documents should be in pdf format.

- 15. Click the "Declaration" checkbox after you have read and fulfill all the conditions stated.
- 16. Click "Submit Payment" button.

į	www.her/juoga723
	ng mulikan am m
	DETAILS OF QUALIFICATION
	Increase Qublication Polyaes of Ecological (Q2)
	License / Manifeselity Nandlee HIAODBHT
	DETARS OF COMMANY SCORTARY OF YOR
	The constant material extension is recently a more than a second the second sec
	-Paue Inco-
	surreamed Socialities
	Made Mandarolog Cardforder
	Athesian File No. No. Ala chosen
	Attack Mandenskip Renewal Koreigt / any other proof of mantheming withing?
	Otacian file, Rollia docan
	Atuation opping MetC*
	Ethical #Mil fto file closes
	DECLARATION
	Tar per neme above do solutionly and sincessely declaw Welt
	 Fam GasHild fit ast as songary excertary under exciso EEGD of the Companies Act 2016; Fam had as additudaged basinged; Fam excision these constructions and the songary of the Companies Act 2016; Fam excision these constructions and the songary of the Companies Act 2016; Fam excision these constructions against the under generating of the Companies Act 2016; Fam excision the Company of the C
	Modest -
	It is an affects under section 391 of the Companies Act 2016 to make or authorize the nukley of a statement that you know is false or maintaining and you may be table, agont convection, to impresentent for a time test exceeding test yours to to a fine nut was MM2 million or to bath.
	Text Development

17. System will redirect to payment page below and click button. Fee imposed is RM100.00.

avaent Defaits				
lien Description	Quantility	Annual before Tox (NPD	Tex (HH)	Total locksby Tex.000
Secretary Hackey, Cert (334134P ABDAL AH)	4	198.X	8.20	180.00
	Total (RHQ)	103.00	6.03	100.06
			Tetal Amount (RH):	100.00
kanc"				
RATERNA AREALINA				
NEC No. 7 HaColD No. 1 Sostees Repair/ton No.				
302131086143				
ichileyest?				
NO, R. JALAY 600 JANAY 40 AT ANDRA DA JANAGARA MILANA FRANK TANA MARKA MILANA FRANK TANA MARKA				

18. Payment can be made via Credit card and FPX (Financial Process Exchange - Online banking)



\$ Payment Details			
Payment for	PE2019051500001 PE2019051500001 SSM EX82 Ruyment MYR 900.08		
Pay with Credit or De	bit Card	Other Payment Methods	
🖶 Credit or Debit Ca	nt	E MY (MYR 100.00)	
Coedholder Nome	Name appears on your card	(with Vert basis)	
Card Number		and the party	
Cavel Types	WSA 🎫		
Expiration Date	MM • 7 9999 •		
SVV.	DV/2 0		
	The second design of the secon		

20. System will generate official receipt on the payment made and you can print the receipt.

Invietovitedut News 258	1049UT for 1 100124011800807
Neural 2010 States and No.7, 2010 States Services	Roburnan-Ro.) VCX/20022000000 Preprint Pagle Dealt - Mendler
Kille Langu Jandari Kille Langu Jandari	anarwal tabe 1 Represent Ruder 200
Tel - 37.2109 (2011)	Terrenet Ter
Rafesal albertan Instancen Instancen Aneren Instancen Instancen Instancen Instancen Instancen	
M ANSALAN	AND 10 100
Basedo Destroation	1828
	THM 3813
	Record Received 30.1 tiones 5.1

21. You will also receive email notification on the payment made.

APPROVAL AND ISSUANCE OF PRACTISING CERTIFICATE

1. You will receive an email informing that your application has been approved.

Pero Sa Madan, This is to inform you due your applicat	en fer megehesten is an an versperv versitely under som 24. of the Companies Act 1016 ins been AFTHOVED.	
R. G. como M.C. Fractic og Gardfiloster forviser Kolad fyral Fractic, og Gardfiloster Como Data	No materialation 2012/00/0008 ESTAnch 2012 - 22 March 2010 Approved ESTAnch 2015	ł
King y logis to escentiary new sourcey Thank you for some on services	o devenour die Tranifiky Confikate Formane information prase val 05-7723 4000 er vond und <u>monte al ann een me</u> s	-

- 2. You have to login to <u>https://esecretary.ssm.com.my</u> in order to download your practising certificate OR go to SSM Web Portal at <u>www.ssm.com.my</u> under the Quick Links and select e-secretary.
- 3. Enter your username and password that has been registered.
- 4. Key in Verification Code as stated at the screen.
- 5. Click "Sign In" button.

the second se			
		EXTERNEY STAND	
	Harry	+	100
	& USERNAME	REND HEIGAN PRIME TO DER SIN BURT 7000 MAN HELD I I DER	
	e reserved 😰	Number 2007 1/2014 (non-	-//
	NT WY O	Territoria di Independi para Canana Canana di Antonia di Maneta	TRA
	VEHPORDON CODE	Inconcercial second control of the second	and a
	Signile	4	and the second
	Forged Personnel Sign Lip		100
	C	000	

6. Select "List Of Transaction".

@-Secretary	A A A A A A A A A A A A A A A A A A A
	All the second sec
Home My Secretary Services * My Phyriae CHistory	termine of the second
It was My Secretary Services • My Payment History Application for Registration to Act as affectedary Last of Toposactions	Ueer Profes Guidenne Narch 15, 7019 15 : 33:

7. Click "Approved/Reject" and Action button below.

@-Jecrete	ary S		SEM
	- Ny Payment Hassoy Unit Findes - Galde	1233.495	Contraction of the second
			March 13, 2019 15 : 1
e secretary.	· · · · · · · · · · · · · · · · · · ·		
	arry Approved Reject		
	Annual Reject	Status	Update Dt Action
		Status Approved	Update Ot Action 13/03/2000 00.31:51 PM

8. Scroll down and "download certificate" for the practicing certificate.

Secretary Qualification			
Nalaysian Institute of Account	sots (MIA)		
License / Meesbership Numb	er .		
MIA3456			
DETAILS OF COMPANY SEC	RETARY OFFICE		
Fam currently employed or p	ractising in secretarial services		
10			
RUPPORTING DOCUMENT			
Download Membership Ca	ntification Download Removal Receipt	Download MyKael	
OUTPUT GENERATE	-		
Download Caroficate			
Contrained Containing			

VIEW AND RESUBMIT QUERY

- 1. You will receive an email informing that your application has been queried. You have to login to <u>https://esecretary.ssm.com.my</u> in order to answer the query.
- 2. Enter your username and password that has been registered.
- 3. Key in Verification Code as stated at the screen.
- 4. Click "Sign In" button.

	ARCHRESTON DOARD
terns .	•
A URATINAT	READ REPORT AND A DEPARTMENT DEPARTMENT THE READ TO DEPART MEDICAL CONTRACT OF THE READ OF
a assessed 🐠	Number 1999 1 (1991) A South Lower
NT WW C	Second loss of a Subject Value Comparis Communic of Maryan States
NEBHIGASON-CODE	INCRUMES MORE TO ENDOLENEY IN THE INCLUSION
Sign In	+
Forged Pressword Sign Up	
	000

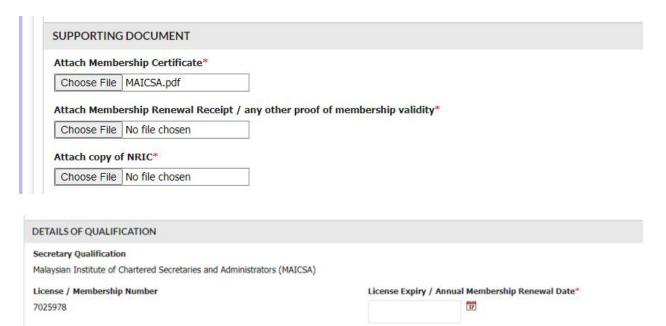
5. Select "List Of Transaction".



6. Click "Query" and Action button below.

@-Secret	arÿ 💦		-32	XI .
	Mathematility Institute Calaba	20.40	2	CERSIE-
	(2) The Area Stream Collins and Area Stream Collins and Area Stream Collins and Area Stream Collins		Hards (3, 3019 16 :
+ exatary				
Draft In Process Q	Approvec Reject			
Draft in Process Q	Approved Reject	Status	Update Dt	Action
-	-	Status Que y	Updates Dt 13/83/2019 D4.14C.24 PM	Action

7. Take action as stated in "Query Text" and provide feedback in the "Query Answer".



8. Tick "Declaration" checkbox.

581.4	LAMPERCAN MYKAD
Que	ry Annuer"
đ	
	LARATION
2	 an per names above de averages year cargo under sectors 235(2) of the Companies Act 2016; I am spatialite to act as company secretary under sectors 235(2) of the Companies Act 2016; I am not an undischarged bankrappi. I have not base conclude whether in a routide Halippia of any effector referred to in sociale 198 of the Companies Act 2016; I do not have any perchap legal actions against me under any provision of the Companies Act 2016 or the taxes specified in the rist schedule of the Companies Commodies of Halippia. All information previded in this application and the documents attached is correct and true to my knowledge.
ł	Vitention :
	It is an offence under section 594 of the Composite Act 2016 to make or authorize the making of a statement that you know is false or minimating and you may be liable, upon conviction, to imprimanement for a term not encouring ten years or to a fine metikan than IMD million or to both.

9. Click

button.

IECLARATION .
I as per some above do unlemaily and sincerely declare that: • I are qualified to act as company secretary under section 205(2) of the Companies Act 2010; • Tare not as entitischanged backrupti; • Takes on these coexisted whether is no catalate Malapsis of any offence referred to is section 198 of the Companies Act 2016; • I do not have any pending logal actions against mes under any provides of the Companies Act 2016 or the larve specified in the First Schedule of the <i>Companies Commission of Malapsis Act</i> 2010; and • All information provided in this application and the documents attached is correct and true to my knowledge.
Atsetion :
It is an offerce under section 501 of the Companies Act 2015 to make or authorize the making of a statement that you know is false or misleading and you may be fable, upon convistion, to imprisonment for a term not exceeding tee years or to a fine not less than RM3 million or to both.
Beck Beckland