



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



SURUHJAJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA

# e-COMTRAC

## PERMOHONAN PENCERAMAH SSM



KEMENTERIAN PERDAGANGAN DALAM NEGERI  
DAN KOS SARA HIDUP



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## WELCOME TO **SSM4U** PORTAL

To be a top tier **Corporate Registry** and **Regulatory Authority**.

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# COMTRAC

Companies Commission of Malaysia  
Training Academy

Explore our courses and sign up now

[Register Now](#)



1.



STEP 1  
Find Your Training  
Programme

2.



STEP 2  
Enrol

3.



STEP 3  
Learn & Enjoy

# Isi Kandungan

Cara Memohon Penceramah SSM melalui SSM4U

Log Masuk ke SSM4U

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1-3

Permohonan Penceramah SSM

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4-7

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# Log Masuk ke SSM4U

Nota: Pendaftaran program latihan korporat **tidak memerlukan pengaktifan ID.**

- 01 Layari <https://www.ssm4u.com.my/> dan klik 'Login'.
- 02 Masukkan alamat e-mel dan kata laluan yang telah didaftarkan.
- 03 Kemudian klik 'Sign In'.
- 04 Status '*Unverified*' atau '*Verified*' akan dipaparkan sekiranya pengguna belum mengaktifkan akaun atau telah mengaktifkannya, seperti yang ditunjukkan dalam imej di bawah:



'*Unverified Users*' hanya boleh mengakses perkhidmatan bukan teras, seperti:

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

# Log Masuk ke SSM4U

Manakala, '*Verified Users*' boleh mengakses perkhidmatan teras dan bukan teras, seperti berikut:

a) Perkhidmatan teras:

- MBRS;
- MyLLP; dan
- e-BOS;

b) Perkhidmatan bukan teras:

- e-COMTRAC;
- XCESS;
- DCTC Reader & Checker;
- e-Search;
- e-Compound;
- e-Query; dan
- Status 308/550

# Log Masuk ke SSM4U

05

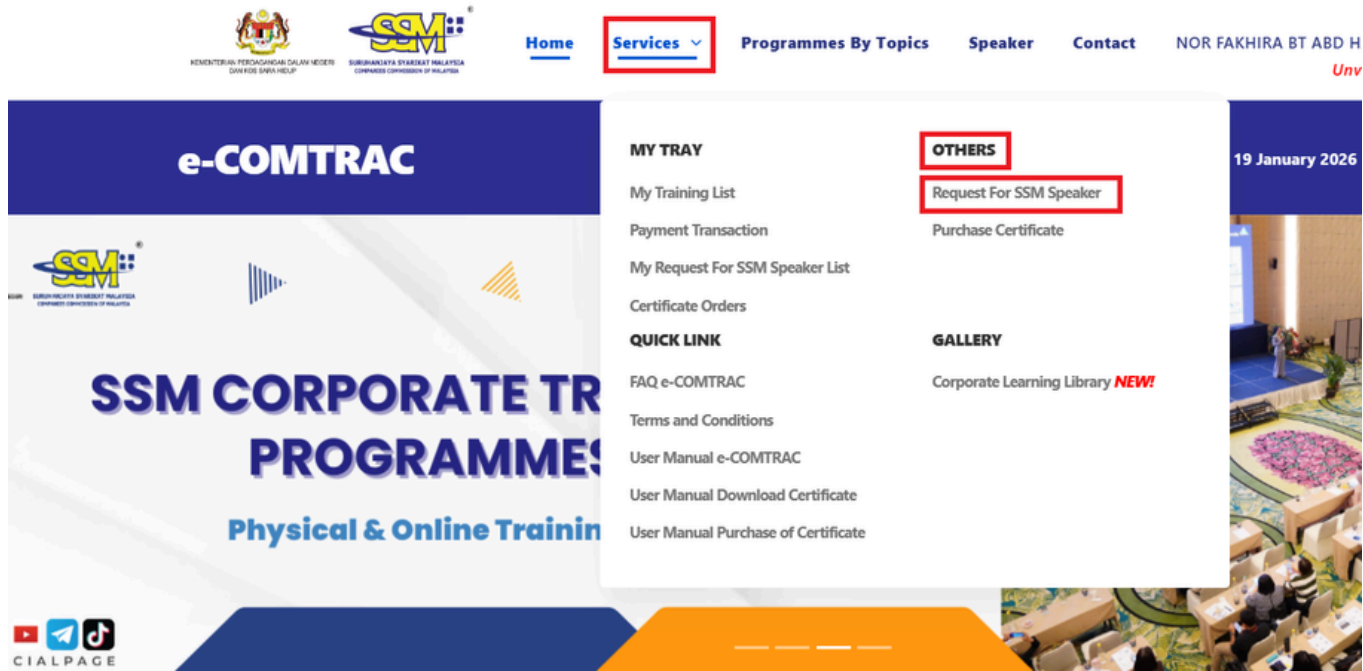
Pilih e-COMTRAC di halaman utama SSM4U selepas log masuk, kemudian klik butang 'View Details'.

The screenshot displays the SSM4U main page with a grid of service tiles. The central tile for e-COMTRAC is highlighted with a red border. Each tile includes a logo, a title, a list of services, and a 'View Details' button.

Service	Logo	Services	Action
Rectifications of annual documents	(None)	• Rectifications of annual documents	View Details
SSM ACCESS/NAME FORUM	(None)	(None)	View Details
Campaign / Knowledge Hub	(None)	• Campaign • Knowledge Hub	View Details
Electronic Beneficial Ownership System (e-Bos)		• Beneficial Ownership Information Update • Rectification	View Details
<b>e-COMTRAC</b>		<b>Explore our courses and sign up now</b> • Online Training Registration • Payment For Training • Repurchase e-Certificate	View Details
Manage Payments, Services, and Refunds		• Make secure online payments	View Details

# Permohonan Penceramah SSM

- 01 Cari 'Request for SSM Speaker' dengan mengklik butang 'Services', kemudian pilih di bawah menu 'Others'.



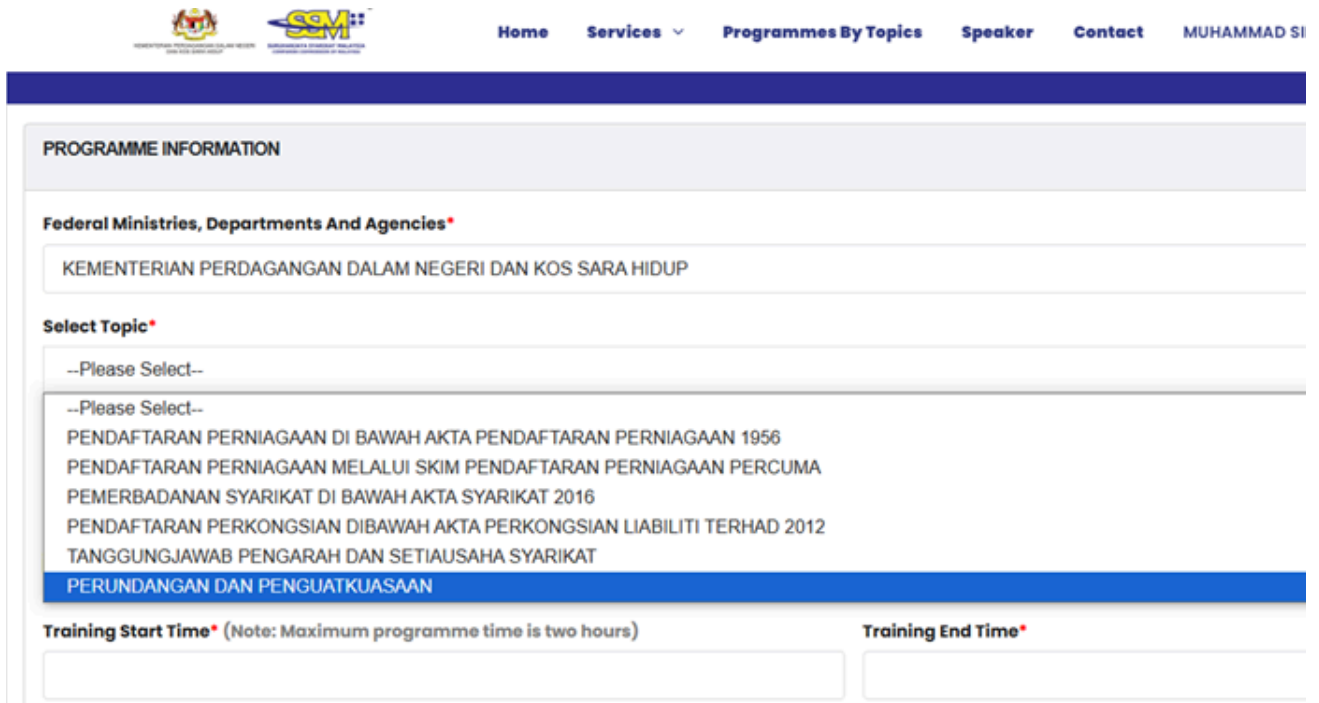
- 02 Seterusnya, masukkan Maklumat Program.

The image shows a screenshot of the 'Request For SSM Speaker' form. The title 'Request For SSM Speaker' is at the top left, and the date '19 January 2026 | 12:35:3' is at the top right. The form is titled 'PROGRAMME INFORMATION' and contains several input fields: 'Federal Ministries, Departments And Agencies\*' (empty), 'Select Topic\*' (dropdown menu showing '--Please Select--'), 'Training / Event / Programme Name\*' (empty), 'Training / Event / Programme Date\*' (calendar icon, note: 'The application must be made 14 working days prior to the event'), 'Training Start Time\*' (note: 'Maximum programme time is two hours'), 'Training End Time\*', 'Training Venue\*', and 'Number Of Participants\*'. All fields are currently empty.

# Permohonan Penceramah SSM

03

Pilih topik daripada senarai yang disediakan.

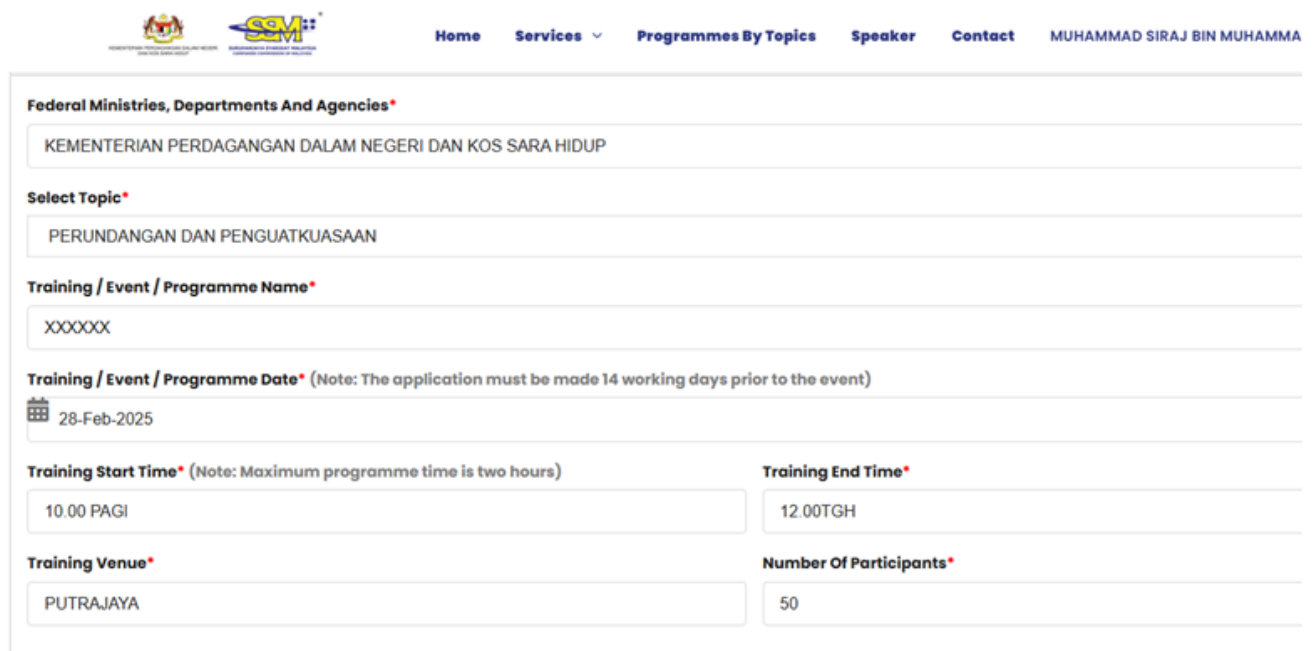


The screenshot shows the SSM application form with the following fields filled:

- Federal Ministries, Departments And Agencies\***: KEMENTERIAN PERDAGANGAN DALAM NEGERI DAN KOS SARA HIDUP
- Select Topic\***: A dropdown menu is open, showing a list of topics. The topic "PERUNDANGAN DAN PENGUATKUASAAN" is selected and highlighted in blue.
- Training Start Time\***: (Note: Maximum programme time is two hours)
- Training End Time\***

04

Seterusnya, masukkan maklumat program. Sila pastikan semua maklumat yang bertanda \* diisi dengan lengkap.



The screenshot shows the SSM application form with the following fields filled:

- Federal Ministries, Departments And Agencies\***: KEMENTERIAN PERDAGANGAN DALAM NEGERI DAN KOS SARA HIDUP
- Select Topic\***: PERUNDANGAN DAN PENGUATKUASAAN
- Training / Event / Programme Name\***: XXXXXX
- Training / Event / Programme Date\*** (Note: The application must be made 14 working days prior to the event): 28-Feb-2025
- Training Start Time\*** (Note: Maximum programme time is two hours): 10.00 PAGI
- Training End Time\***: 12.00TGH
- Training Venue\***: PUTRAJAYA
- Number Of Participants\***: 50

Nota: Permohonan hendaklah dikemukakan sekurang-kurangnya **14 hari** sebelum tarikh program.

# Permohonan Penceramah SSM

05

**Wajib:** Sila lampirkan surat permohonan menggunakan surat rasmi daripada Menteri-Menteri Persekutuan, Jabatan dan Agensi, kemudian klik butang 'Submit'.

Semua lampiran hendaklah dalam format PDF.

Permohonan tertakluk kepada terma dan syarat yang ditetapkan oleh SSM.

**APPLICANT INFORMATION**

**Name (As Per NRIC)\***  
SITI HAJAR

**Phone No\*** 019200XXXX **Fax No** **Email\*** shajar@ssm.com.my

**Designation\*** SENIOR MANAGER **Federal Ministries, Departments And Agencies\*** SURUHANJAYA SYARIKAT MALAYSIA

**SUPPORTING DOCUMENT - PDF FORMAT ONLY\***

Choose File No file chosen

Submit

# Permohonan Penceramah SSM

6

Status permohonan boleh disemak dengan mengklik **'Services' > 'My Tray' > 'My Request for SSM Speaker List'**.

Setelah permohonan diluluskan, pemohon akan menerima notifikasi melalui e-mel daripada pegawai SSM.

My Request For SSM Speaker List

Programme Reference No

Status

Search

MY TRAY

OTHERS

Request For SSM Speaker

Purchase Certificate

MY TRAY

My Training List

Payment Transaction

My Request For SSM Speaker List

Certificate Orders

QUICK LINK

FAQ e-COMTRAC

Terms and Conditions

User Manual e-COMTRAC

User Manual Download Certificate

User Manual Purchase of Certificate

18 February 2025 | 09 : 28 : 05

Showing 0 to 0 of 0 entries

No	Programme Reference No	Training / Event / Programme Name	Training Venue	Training / Event / Programme Date	Status	Action
No data available in table						

Showing 0 to 0 of 0 entries

My Request For SSM Speaker List

18 February

Programme Reference No

Status

Search

MY TRAY

OTHERS

Request For SSM Speaker

Purchase Certificate

MY TRAY

My Training List

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QUICK LINK

FAQ e-COMTRAC

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User Manual Purchase of Certificate

18 February

Showing 0 to 0 of 0 entries

No	Programme Reference No	Training / Event / Programme Name	Training Venue	Training / Event / Programme Date	Status	Action
No data available in table						

Showing 0 to 0 of 0 entries

# Hubungi Kami



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