MyLLP

User Manual

Table of Contents

WI	ELCC	DME	3
	1.1	About MyLLP	3
1	Ge	tting Started	4
2	An	nual Declaration	5

WELCOME

Welcome to the MyLLP User Manual for Annual Declaration. This Manual is designed to assist the users navigate through system and make use of all the functions available. This Manual will give step-by-step instruction on using the Annual Declaration Module.

1.1 About MyLLP

MyLLP system is an online application provided by SSM for the registration of Limited Liability Partnership (LLP), which is regulated under the Limited Liability Partnerships Act 2012. LLP is an alternative business vehicle offering a hybrid of characteristics between a conventional partnership and a company.

The MyLLP system can be accessed via SSM4U Portal or http://myllp.ssm4u.com.my/.

The services offered under the MyLLP system include:

- User Registration
- Name Reservation Application
- Registration
- Change of Particular
- Annual Declaration
- Application of Change of Name
- Application for Extension of Time
- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents Related to Liquidation or Dissolution of Foreign LLP
- Rectification
- Court Order

1 Getting Started

- Open an Internet browser and navigate to the URL of <u>http://myllp.ssm4u.com.my/</u>
- 2. Click on the SIGN IN button.



3. Enter User Email address and Password.



4. Then Click on Sign-in button to enter the system.

2 Annual Declaration

1. Click on **Submit Annual Declaration** under the **Post Registration** Tab.

		the President	Jaco M	
Dashboard Starting a LLP * Post Regist	ration Winding Up User Management My Submission			(R) OON HOCK CHYE
Change of Particular	Extension of Time	Annual Declaration	Court Order	
Change of Particular	Annual Declaration	Submit Annual Declaration	General Court Order	
Notice of Cessation (Partner)	Change of Particular			
Notice of Cessation (Compliance Officer)	Carrying Business with Less Than Minimum Partner			
Replacement of Compliance Officer	Place Keep Accounting Record Other Than Registration Address			
	Winding Up			

2. The List of LLP for Annual Declaration submissions will be displayed.

List of LLP for Annual D Show 10 entries	Declaration submissions						Search:			
En		T.	Entity Type	ŤĻ	Entity Status	†1	Current Fye Date 0	ţ↓	Action	ţ1
201304000573 (LLP0000624-LGN)	MY.NG PLT		LOCAL REGISTRATI	ON	EXISTING		17		Proceed	
201304001420 (LLP0001409-LGN)	E DIMENSION CONSULTANCY PLT		LOCAL REGISTRATI	ОИ	EXISTING		17		Proceed	

List of LLP for Annual D	eclaration submissions			
Show 10 entries				Search
Entity R	itity N	/ Туре	Entity Status	1) Current Fye Date 0 1) Action 1)
201804003916 (LLP001	MASSISCO BBQ MEAT	LOCAL REGISTRATION	For Local LLP For Foreign LLP	: The date must be consistent with the date of Balance Sheet and Profit & Loss Accounts are made u P : The date refers to the LLP's registration anniversary date
201804003960 (LLP0018342-LGN)	CHAMPIONS BBQ MEAT PLT	LOCAL REGISTRATION	EXISTING	Proceed

3. List will be empty if user is not a Compliance Officer.

List of Pending I	tems					
Ref No.	Entity No.	Entity Name	Create by	Create Date	AD Status	Action
showing 0 to 0 o	fO					

 Select the respective LLP for submission. Key in Current Financial Year End (FYE) date and click Proceed button.

Entity Reg No.	†1	Entity Name	ţ	Entity Type	ţ	Entity Status	ţ,	Current Fye Date 0	ţ,	Action	ţ1
201304000573 (LLP0000624-LGN)		MY.NG PLT		LOCAL REGIS	TRATION	EXISTING		31/05/2022		Proceed	
								17			

REFERENCE NOTE:

Section 68(2) LLPA 2012 – Annual Declaration shall be lodged annually within 90 days from the FYE of the LLP.

Section 68(3) LLPA2012 – First Annual Declaration shall be lodged not later than 18 months from the date of the registration of the LLP.

Practice Note 1/2016 - Requirements Relating To The Lodgement Of Annual Declaration By A Limited Liability Partnership

(https://www.ssm.com.my/Pages/Legal_Framework/Document/2. PN%20No .1-2016.pdf)

IMPORTANT iTool

Local LLP: The date for current FYE must be consistent with the date of Balance Sheet and Profit & Loss are made up.

Foreign LLP: The date refers to the LLP's registration anniversary date.

List of LLP for Annual Declaration submissions Show 10 entries	Search:
Entity Reg No. Entity Name Entity Type	Entity Status
LOCAL REGISTRATION	For Local LLP : The date must be consistent with the date of Balance Sheet and Profit & Loss Accounts are made up For Foreign LLP : The date refers to the LLP's registration anniversary date
	EXISTING Proceed

5. Selected LLP information will be displayed.

LLP Registration Information			
Entity Name PLT Entity Status EXISTING Registration Date	Entity Reg No. Entity Type LOCAL REGISTRATION Submission Ref No. AD20210718000002	Is EOT Applied? [NO] EOT Duration [NO EOT] New Due Date(#EOT is applied) [NO EOT]	
Nature of Business 😧	Providelar		
88902	CHILD DAY-CARE ACTIVITIES/NURSE	Y	
Address			
Address Type	Address		
REGISTERED OFFICE ADDRESS	SELANGOR Malaysia		
BUSINESS ADDRESS			

- a. User must check the information displayed for Nature of Business, Registered Address, Business Address, Partners, Compliance Officer and Capital Contribution. If the data displayed is not updated, LLP is required to update the information through submission of Change of Particulars.
- b. If there is any different in capital contribution, LLP is required to update the capital contribution through submission Change of particulars.

6. The Current Financial Year End (FYE) Date will be auto populate

based on the date keyed in at step No. 4.

EXAMPLE:



NOTES ON FINANCIAL INDICATOR:

- The amount filled in the 'Total Assets', 'Total Liabilities', 'Total Revenue' and 'Total Profit/Loss' **must be consistent** with the amount stated in the *Balance Sheet and the Profit & Loss Accounts*
- 2. Total Assets = Non-Current Assets/Fixed assets + Current Assets
- 3. Total Liabilities = Non-Current Liabilities + Current Liabilities
- 4. Total Revenue = Revenue/Turnover/Sales/Income received during the year
- 5. Total Profit/(Loss) = Net Profit/(Loss) After Tax for the year

NOTE:

The information on Financial Indicators shall be kept by the LLP for future reference since the information are not available in the MyLLP Portal once the Annual Declaration is submitted and SSM will not be providing such information.

 Key in information on financial indicator. Negative value at the Profit/Loss will indicate Loss. Negative value on Total liabilities will indicate negative liability.

otal Assets(RM)	Total Liabilities(RM) 🖸			
	Negative value on Profit Loss will indicate loss			
tal Revenue(RM)	Total Profit Loss(RM) 0			

EXAMPLE: TOTAL ASSETS

ABC PLT (XXXXXXX - LGN) BALANCE SHEET AS AT 30 JUN 2	016		
	2016 RM	2015 RM	
ASSETS			Total Assets = Non-Current Assets /
Fixed Assets	52,312	66,047	
			Fixed assets + Curren
Current Assets		5.053	Assets
Trade receivables	9,100	5,853	Assets
Clesing stock	3,067	2,289	
Cash in hand and at Bank	5,824	3,267	= 52,312 + 28,970
	28,970	40,670	
TOTAL ASSETS	81,282	106,717	= 81,282
EINANCED BY:			
PARTNERS CONTRIBUTION			
AAA	20,000	20,000	
BBB	20,000	20,000	
Add: Accumulated Profit/(loss)	6,053	4,652	
	46,053	44,652	
LIABILITIES			
Current Liabilities			
Trade Payable	27,899	46,441	
Accrual & Other payable	7,330	15,624	
	35,229	62,065	
TOTAL CONTRIBUTION & LINES THESE	01.202	106 717	

EXAMPLE: TOTAL LIABILITIES



EXAMPLE: TOTAL REVENUE

ABC PLT (XXXXXX - LGN) PROFIT & LOSS ACCOUNT FOR THE YEAR ENDED 30 JUN 2016						
	2014					
	RM	RM				
SALES		387,255				
COST OF GOOD SOLD						
Opening Stock	29,261					
Purchases	256,182		Table Barris Barris I Tamara I			
(-): Closing Stock	(10,979)	(274,464)	Total Revenue = Revenue / Turnover /			
GROSS PROFIT		112,791	Cales / Income received			
			Sales / Income received			
LESS: EXPENSES			during the year			
Advertisement	3,000		aaring the year			
Bank Charges	45					
Depreciation	14,735		- 207 200			
License Fee	850		= 387,255			
Printing & Stationery	1,121					
Professional Fees	1,260					
Rental of Office	24,000					
Rental of Office Equipment	360					
Partners Salary	33,000					
Upkeep of Office	16,920					
Utilities	10,935	(106,226)				
NET PROFIT BEFORE TAX	_	6,565				
TAXATION		(512)				
NET DOOFT AFTER TAX	_	6.053				

EXAMPLE: TOTAL PROFIT/LOSS



8. Info on charges created for the respective FYE. User is required to tick Yes if LLP had created charge(s).



8a. If Yes, Tick Add Charges button. Fill up the required information. If more than one charge created, click Add button and fill up the required information.

Date of Charge Registered			Nature of	Nature of Charge		
17						
Name of C	Chargee		Amount o	f the Indebtedness (RM)		
			Add			
No	Date of Charge Registered	Nature of Charge	Name of Chargee	Amount of the Indebtedness (RM)	Action	

8b. If there is no charge(s) created, user is required to tick No.

🗸 Chi	arges
Does L	LP had particulars of indebtness of LLP in respect of charges created?
Ye	s 🗹 No

9. For **Solvency Declaration**, User is required to choose **Able to Pay Debt** or **Not Able to Pay Debt** option, and tick the Solvency Declaration box.

ease Tick :	
an opinion t	e partners of PLI do solemniy attirm and declare that we have made a tuil inquiry into the affairs of the limited liability partnership and we have form that the limited liability nartnership.
un opinion i	and the second se
	\bigcirc Able to pay debt \bigcirc Not able to pay debt
	they become due in the normal course of business as at the data of which the profit and loss accounts and balance sheets use made up

It is mandatory to tick the Solvency Declaration. If the box is not ticked, a reminder will pop-up to alert user before allowing to proceed payment.

- 10. LLP is required to submit Annual Declaration annually.
 - a. If **Current Financial Year End** is not set annually according to the FYE, a reminder will be displayed.



b. If **Current Financial Year End** is set to a future date, a reminder will be displayed.



c. If **Current Financial Year End** is set to a date earlier than the registration date, a reminder will be displayed.



d. If **Current Financial Year End** is set to the same date as previous FYE date, a reminder will be displayed.

Reminder!				
Current Finance	al Year End cannot be exactly	as previous Financial Y	ear End	

To be able to proceed with payment, User is required to change **Current Financial Year End** and tick the box in the **Declaration** part again.

In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked the declaration box.

I confirm that the facts and information stated in this doo dishonestly make or authorize the making of a statement th not exceeding five years or to a fine not less than RM150,000	ument are true. It is an offence under section at you know is false or misleading and you may and not more than RM500,000 or to both.	80 of the Limited Liability Partnerships Act 2 be liable,upon conviction, to imprisonment for			
✓ Declaration					
Plate its: I confirm that the facts and information stated in this docume	et aus to a lit is an offenne a solar services 10 of the lit	wheel i ability Partawaking Art 2012 to disk coastly			
Plase ICC IF L CHIERE that the facts and information stated in this docume make or autorize the making of a statement that you know five years or to a line not less than RMI53.200 and not more to the years.	nt ave true. It is an offence under section 10 of the Li 5 Taise er mistiseting and yea may be lieble, open co tan RMSD()000 er to beth.	mited Liability Partnerships Act 2012 to dishoreosity existing, no imprisonment for a term not exceeding			
Header IDS I confirm that the facts and information stated in this docume ranks or authorize the making of a statement that you know this years on a firm not less than RMISQ.200 and not more the Lodger information.	nt ave troe. It is an offence under section 10 of the Li s faise cronisticating and you may be lieble,upper co tan RMSD0,000 cr to both.	mited Lability Partnerskips 4:d12312 to diskorestly existion, to imprisonment for a term not exceeding			
 Hence IDS Is control that the facts and information stated in this docume make or authorize the making of a statement that you know five years on to a fire not less than RMISD.200 and not more to Lodger information. 	nt are true. It is an offence under section 10 of the Li s faits or microsofing and you may be liable upon co ison RMS100,000 or to both. Phone Namber	mikod Elab ility Partnerskips Act 2012 to diskoreasky existina, 30 imprisonmenti for a turne not eacoeding			
Masse LCC (V) I control that the lacts and information stated in this docume make or autionice the making of a statement that you know this years onto a line act less than RM151.200 and not more the Lodger information Name NG CHEE WAI	nt are true. It is an offence under section 10 of the Li s False or misclassing and you may be lieble, apon co han RMS30,000 or to both. Phone Namber	mited Einbilley Partnerskips Act 2312 to diskorestly esicilar, 30 imprisonment for a turne not esconding			
Vesse LCC Very Control that the facts and information stated in this docume make or autorize the making of a statement that you know five years onto a line not kess than RMI53.200 and not more t Lodger information None Vi3 C-HEE WAI Ered	nt are true. It is an offence under section 10 of the Lis 5 faits or missionling and you may be lieble, speer co tan RMS30,000 or to both. Phone Ramber IDRc.	mbed Liability Partnerskips Act 2312 to diskorestly exicitize, to imprisonment for a turne not exceeding			
Vesse LCC Very Confirm that the facts and information stated in this docume make or autorize the making of a statement that you know fits yours onto a line not kess than RMI50.000 and not more t Lodger Information Nome NG CHEE WAI Envel satewatingson part my	nt are true. It is an offence under section 10 of the Lis 5 Taise or mistissing and you may be lieble, upon co tain RMSD0,000 or to both. Phone Ramber ID:No. 711113105153	mbed Eige By Partnerskips Act 2312 to diskorestly exicitize, to imprisonment for a term not exceeding			
Vesse Los Verifications that the lacts and information stated in this docume make or authorize the making of a statement that you know fits yours onto a line out less than RMI50,000 and not more t Lodger Information Nome NG CHEE WAI Email Sakesiatingson commy foldmase	nt are true. It is an offence under section 10 of the Lis 5 Taise or mistissing and you may be lieble, open or two RMSD0,000 or to both. Phone Number IDNs. 711110106153	mbad Liability Partnerskips Act 2012 to diskoreastly existing to imprisonment for a turn not exceeding			
Vesse LCC Very Locket and Information stated in this docume reaks or authorize the reaking of a statement that you know fixe years on a line and less than RM150,000 and not more t Locket Information Nome N3 C-EE WAI Enail sake bit @sam one my Address 45,57,06,51,000,51,000,51,000,000,000,000,000,00	nt are true. It is an offence under section 10 of the Li is fails or microsofting and you may be liable upon co ison RMSD0,000 or to both. Phone Number ID No. 711113105153	mikod Elab ility Partnerskips 4:d 2012 to diskoreasky existing , to imprisonment for a turne not exceeding			
Header LCC If it confirms that the lacts and information stated in this docume make or autionize the making of a statement that you know the yours onto a line not less than RNI151.200 and not more t Lodger information Mene N3 CHEE WAI Enel sakesiatti@ssn.com my Addrass 45 07 06 BLOCK B SARAKAAPARTMENT JALAN WAWASAM 412	nt are true. It is an offence under section 10 of the Li s fails or misclassing and you may be lieble, speer co han RMS00,000 or to both. Phone Ramber IDNs. 711110106153	mited Einbilley Partnerskips Act 2312 to diskorestly esicilize, 30 imprisonment for a turne not exceeding			
Header Loss	ni are true. It is an offence under section 10 of the Li s failse or missioning and you may be lieble, upon co tan RMS30,000 or to both. Phone Ramber ID:No. 7111181051133	mbed Eige By Partnerskips Act 2312 to diskorestly exicitize, so imprisonment for a term not exceeding			

Please note that a reminder will pop up, if the submission do not comply with the time frame as provided under Section 68 for local LLP and Section 46 for foreign LLP.





12. After clicking on **Submit Payment**, a prompt will be display for confirmation. Click on **OK** button to continue.

Annual Declaration Submission Confirmation	×	nerships Act 2012 to distionestly onment for a term not exceeding
Are you sure to do this task ?		
ок С	ancel	
ID No.		

13. Payment Details will be displayed. Click **Pay Online** button to continue with payment.

Item Description	Quantity	Amount before	Tax (RM)	Total including
LOCAL ANNUAL DECLARATION (ANNUAL DECLARATION - LLP0000616-LGN - BABY VILLA CHILD CARE CENTRE PLT)	1	200.00	0.00	200.00
	Total	200.00	0.00	200.00
	(RM):	200.00	0.00	200.00
			Total Amount	200.00
			(,	
ane.				
RIC No. / MyColD No. / Business Registration No.*				
ddress*				
TEST ADDRESS 23050 DUNGUN T				
		2		

- 14. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.
 - Receipt no. is the payment receipt.
 - Reference no. is the Annual Declaration transactions.
 - Transaction ID is the payment transaction number.

Suruhanjaya Syarikat Malaysia (SSM) Menara SSM@Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur Tel : 03-2299 4400		
test address 23050 DUNGUN T	Receipt No Reference No. Payment Mode Approval Code Payment Mode Transaction ID Payment Date	: EB20210731000001 : AD20210731000002 Detail : HostSim : DD : E2021073100001 : 31/07/2021 10.51:24 AJ
NO.	DESCRIPTION	AMOUNT (RM)
1	LOCAL ANNUAL DECLARATION ANNUAL DECLARATION - LLP0000616-LGN - BABY VILLA CHILD CARE CENTR	200.00 E PLT
		Total 200.00
	Amount Rec	200.00