

MyLLP

User Manual

Table of Contents

WELCOME	4
1.1 About MyLLP	4
1 Getting Started	5
2 Change of Particular	6
2.1 Change of Particular	6
2.1.1 Supporting Document	16
2.1.2 Resubmit Query	20
2.2 Notice of Cessation (Partner).....	22
2.2.1 Supporting Document	24
2.2.2 Resubmit Query	26
2.3 Notice of Cessation (Compliance Officer).....	28
2.3.1 Supporting Document	30
2.3.2 Resubmit Query	32
2.4 Replacement of Compliance Officer	34
2.4.1 Supporting Document	36
2.4.2 Resubmit Query	39
2.5 Replacement of Active Lodger.....	41
2.5.1 Supporting Document	43
2.5.2 Resubmit Query	45
3 Extension of Time.....	47
3.1 Extension of Time - Annual Declaration.....	47
3.1.1 Local LLP.....	52
3.1.2 Foreign LLP.....	54
3.1.3 Supporting Document	56
3.1.4 Resubmit Query	61
3.2 Extension of Time for Change of Particular	63
3.2.1 Supporting Document	69
3.2.2 Resubmit Query	73
3.3 Extension of Time for Carry Business with Less Than Minimum Partner	75
3.3.1 Supporting Document	81
3.3.2 Resubmit Query	86
3.4 Extension of Time for Place of Keeping Accounting Record Other Than Registered Address.....	88
3.4.1 Supporting Document	94
3.4.2 Resubmit Query	99

4	Rectification	101
4.1	Rectification of Annual Declaration	101
4.1.1	Supporting Document	106
4.1.2	Resubmit Query	112
4.2	Rectification of Change of Particulars (COP)	114
4.2.1	Supporting Document	119
4.2.2	Resubmit Query	126
5	Court Order	128
5.1	Submit General Court Order	128
5.2	Supporting Document.....	130
5.3	Resubmit Query.....	134

WELCOME

Welcome to the MyLLP User Manual for Post Registration. 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 Post Registration Modules.

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.

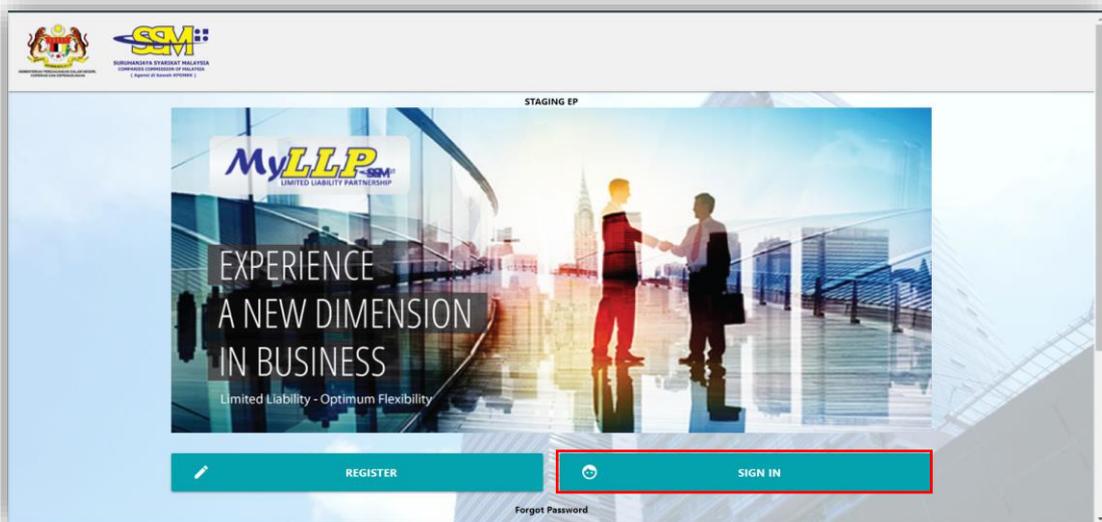
The MyLLP system can be accessed via SSM4U Portal or <http://myllp.ssm4u.com.my/>.

The services offered under the MyLLP system include:

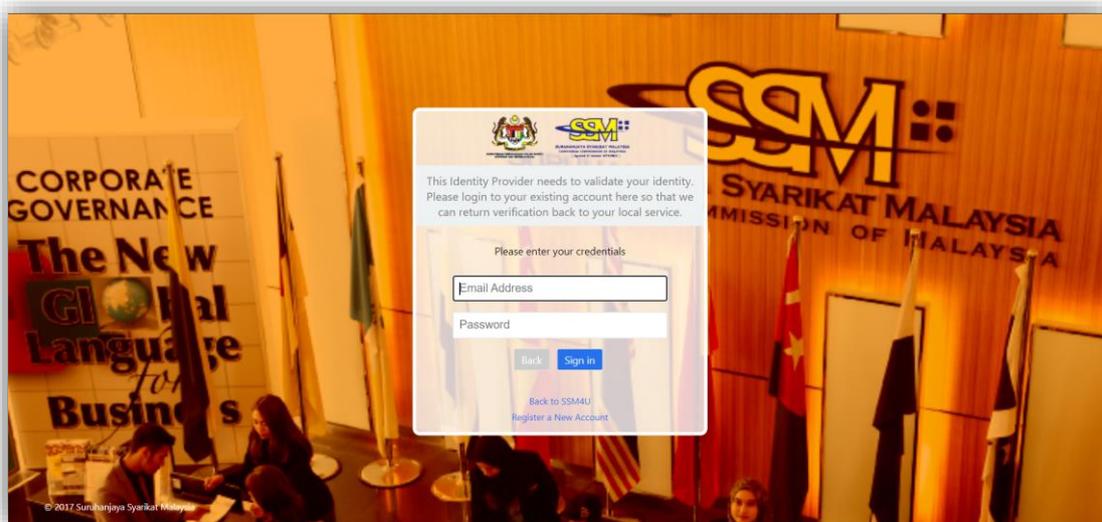
- User Registration
- Name Reservation Application
- Registration
- Change of Particular
- Annual Declaration
- Application of Change of Name
- Application for Extension of Time
- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents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

1 Getting Started

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



3. Enter User Email address and Password.

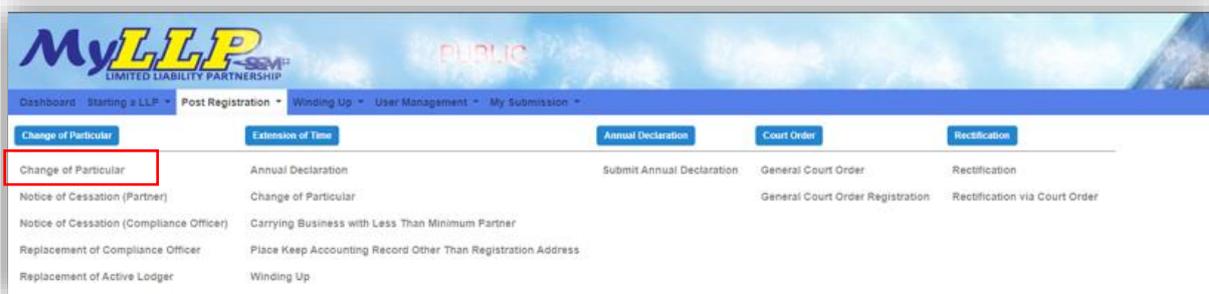


4. Then Click on Sign-in button to enter the system.

2 Change of Particular

2.1 Change of Particular

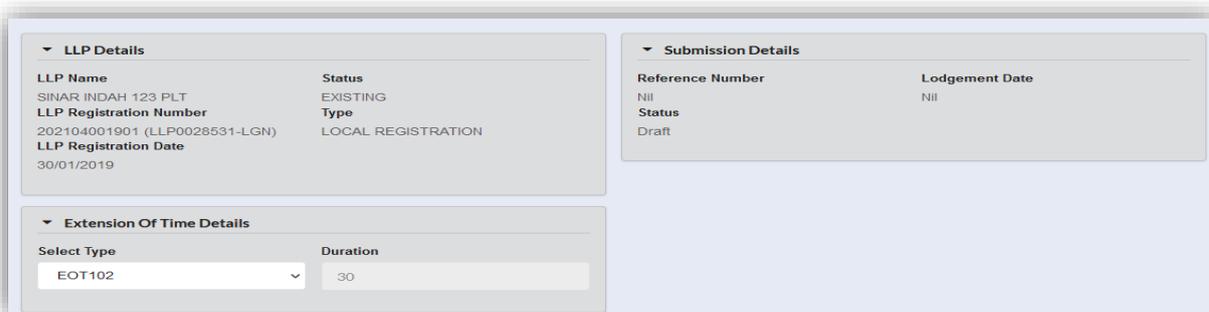
1. Click on **Change of Particular** under the **Post Registration** Tab.



2. The Change of Particular page will be displayed. Enter LLP no in the textbox given and click on the **Search** button. Results will be displayed below. Click on the pencil icon to continue.



3. The LLP details will be displayed. If there is any application for Extension of time, the information will be display at the EOT Details.



4. In the Registered Address tab, user can add new registered address by clicking on the **Add Registered Address** Button.

NOTE: Only 1 registered address situated within Malaysia is allowable. Once new address registered, the existing registered address will be ceased accordingly.

P.O Box and the same existing address is not allowed.

Only 1 registered address situated within Malaysia is allowable. Once new address registered, the existing registered address will be ceased accordingly.

Add Registered Address

P.O. Box & the same existing address is not allowed.

Current Registered Address	
Address	Effective Date
[Redacted]	11/07/2021

List of to be Update Registered Address		
Address	Change Date	Purpose

Save Next ->

5. Enter date of Change and key in the New Address Information.

NOTE:

Date of change for all type of changes must be a date:

- (a) not earlier than registration date or
- (b) not the same date as the registration date or
- (c) not a future date

Add Registered Address

P.O. Box & the same existing address is not allowed.

► Change Information

Date of Change*

► New Address Information

Address Line 1* Postcode*
E.G 10000

Address Line 2 City*
--Fill in Postcode First--

Address Line 3 State*
AUTO-POPULATE FROM CITY

Email Address* Phone Number
E.G 0133900000

Fax Number
E.G 0133900000

- Click **Save** button to save the changes. The information saved will be displayed at the List of to be Update Registered Address. Click **Next** button to proceed with other changes.

Address	Change Date	Purpose
[Redacted]	01/11/2021	New

Save Next →

- In the Business Address tab, user can add new business address by clicking on the Add Business Address Button. User can also cease any existing address by clicking on the red eraser button.

NOTE: Business address is not mandatory and it may be a local address or address outside Malaysia. LLP may add more than one business address.

P.O Box and the same existing address is not allowed.

Please click red button to cease the current business address & click Save before adding new business address.

Add Business Address

P.O. Box & the same existing address is not allowed.

Address	Effective Date
[Redacted]	30/07/2021

Address	Change Date	Purpose
---------	-------------	---------

← Previous Save Next →

8. Click **Save** button to save the changes then click **Next** button to proceed with other changes.
9. In the Business Nature tab, user can add new business nature by clicking on the Add Business Nature Button. User can also cease any existing business nature by clicking on the red eraser button.
NOTE: Minimum of one and maximum of five business nature is allowable. LLP may update the business nature description accordingly and also the business URL if online business is carried out.
10. Click **Save** button to save the changes then click **Next** button to proceed with other changes.

Business Nature - Min 1 Max 5 is allowable

CHANGE OF PARTICULARS

Registered Address

Business Address

Business Nature

Partner

Compliance Officer

Place of Keeping Accounting Records

Supporting Document

Summary

Declaration And Disclaimer

Add Business Nature

Current Business Nature

Code and Description	Effective Date
S8110 - PUBLISHING OF BOOKS, BROCHURES AND OTHER PUBLICATIONS	30/07/2021

Cessation / New Business Nature

*** Indicate item in list is not save.

Code and Description	Change Date	Purpose
----------------------	-------------	---------

Business Nature Description

PUBLISH BOOK

188 characters remaining

Add Business URL

Current Business URL(s)

URL Address

Effective Date

← Previous Save Next →

11. In the Partner tab, user can add new Partner by clicking on the Add Partner Button. User can also edit partner's information or cease any existing Partner by clicking on the green pencil button or the red eraser button respectively.

NOTE: There are 3 categories of partner:

(a) Individual

Key in all the required field.

Capital contribution of partner must be in monetary value.

(b) Body Corporate.

User must select the sub type either Company or LLP. Key in the Co Number or LLP Number, then click button Check. System will auto populate the basic info i.e. Corporate Name, Date & Place of Incorporation. Key in all required field. Supporting document is mandatory to attach consent letter or Resolution for appointment Corporate Representative.

(c) Other

User must select the sub type. Key in all required field. Supporting document is mandatory to attach consent letter or Resolution for appointment Corporate Representative.

PARTNER: INDIVIDUAL

The screenshot displays the 'Add Partner' form interface. On the left, a sidebar titled 'CHANGE OF PARTICULARS' lists various sections: Registered Address, Business Address, Business Nature, Partner, Compliance Officer, Place of Keeping Accounting Records, Supporting Document, Summary, and Declaration And Disclaimer. The 'Partner' section is currently active. The main form area is titled 'Add Partner' and contains two main sections: 'Appointment Information' and 'Partner Form'. The 'Appointment Information' section has a 'Date of Appointment' field. The 'Partner Form' section includes a 'Type' dropdown menu with options: '--Please Select--', 'INDIVIDUAL' (highlighted), 'OTHER', and 'BODY CORPORATE'. Below this is a search field for 'PLEASE ENTER IDENTIFICATION NO.' with a 'Search' button. Other fields include 'Date of Birth', 'Name as per Identification', 'Email', 'Citizenship', 'Nationality', 'Gender', 'Race', 'Mobile Number', and 'Capital Contribution (RM)'.

PARTNER: BODY CORPORATE

LLP Details Submission Details

Extension Of Time Details

CHANGE OF PARTICULARS

Registered Address
Business Address
Business Nature
Partner
Compliance Officer
Place of Keeping Accounting Records
Supporting Document
Summary
Declaration And Disclaimer

Add Partner

Appointment Information
Date of Appointment

Partner Form
Type*
BODY CORPORATE
Company Type
--Please Select--
LLP
LLP [REDACTED] -LGN Check
Corporate Name
Email*

Date of Incorporation
Place of Incorporation*
Office Number
Capital Contribution (RM)*

Partner

Compliance Officer
Place of Keeping Accounting Records
Supporting Document
Summary
Declaration And Disclaimer

Partner Form
Type*
BODY CORPORATE
Company Type
LLP
Company No./LLP No.(e.g 12345-X, Key In using 12 digit new registration number (c temporarily disallowed).
LLP [REDACTED] -LGN Check
Corporate Name
TOP WORLD BEAUTY PLT
Email*

Date of Incorporation
13/01/2015
Place of Incorporation*
SELANGOR
Office Number
E.G 0133900000
Capital Contribution (RM)*
0.00

Description (if any)
PLEASE ENTER DESCRIPTION

Corporate Representative Details
Representative Name
Identification Type
--Please Select--
Designation
Identification No.
PLEASE ENTER IDENTIFICATION NO.

Registered Office Address
 Local Address
Address Line 1*
Address Line 2
Address Line 3
Country*
MALAYSIA

Postcode*
58100
City*
BATU CAVES
State
SELANGOR

Supporting Document
Attachment Description
CONSENT LETTER / RESOLUTION OF BODY CORPORATE ATTACHMENT
File
 No file chosen

Consent
 I confirm that the facts and information stated in this document are true.

PARTNER: OTHER

Partner

- Compliance Officer
- Place of Keeping Accounting Records
- Supporting Document
- Summary
- Declaration And Disclaimer

Partner Form

Type*
OTHER

Sub Type
--Please Select--
--Please Select--
ASSOCIATE/COOPERATIVE
COMPANY NOT REGISTERED WITH SSM
STATE/FEDERAL/GOVERNMENT AGENCY

Date of Incorporation

Place of Incorporation*
E.G 0133900000

Mobile Number
E.G 0133900000

Capital Contribution (RM)*
0.00

Email*

Partner

- Compliance Officer
- Place of Keeping Accounting Records
- Supporting Document
- Summary
- Declaration And Disclaimer

Partner Form

Type*
OTHER

Sub Type
ASSOCIATE/COOPERATIVE

Registration No.

Corporate Name

Email*

Date of Incorporation

Place of Incorporation*
E.G 0133900000

Mobile Number
E.G 0133900000

Capital Contribution (RM)*
0.00

Description (if any)
PLEASE ENTER DESCRIPTION

Corporate Representative Details

Representative Name

Identification Type
--Please Select--

Identification No.
PLEASE ENTER IDENTIFICATION NO.

Designation

Residential Address

Local Address

Address Line 1*
Address Line 2
Address Line 3

Postcode*
E.G 10000

City*
--Fill in Postcode First--

State
AUTO-POPULATE FROM CITY

Country*
MALAYSIA

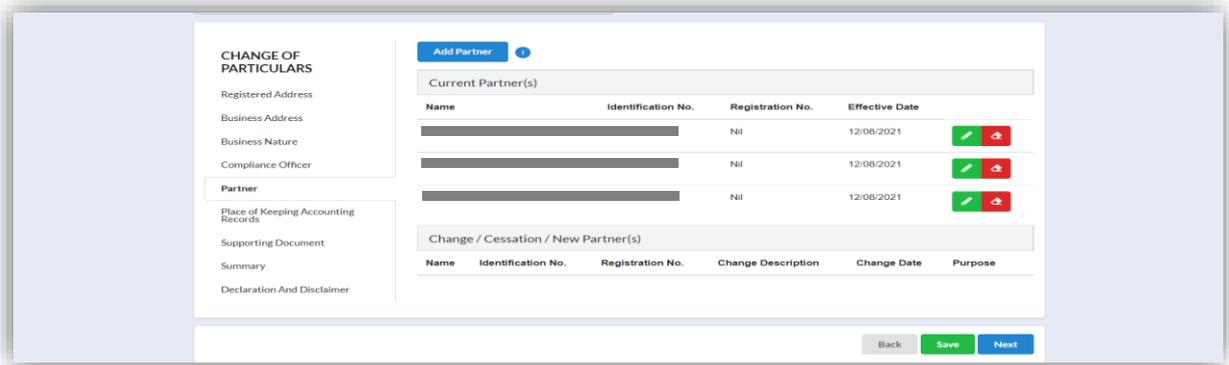
Supporting Document

Attachment Description
CONSENT LETTER / RESOLUTION OF BODY CORPORATE ATTACHMENT

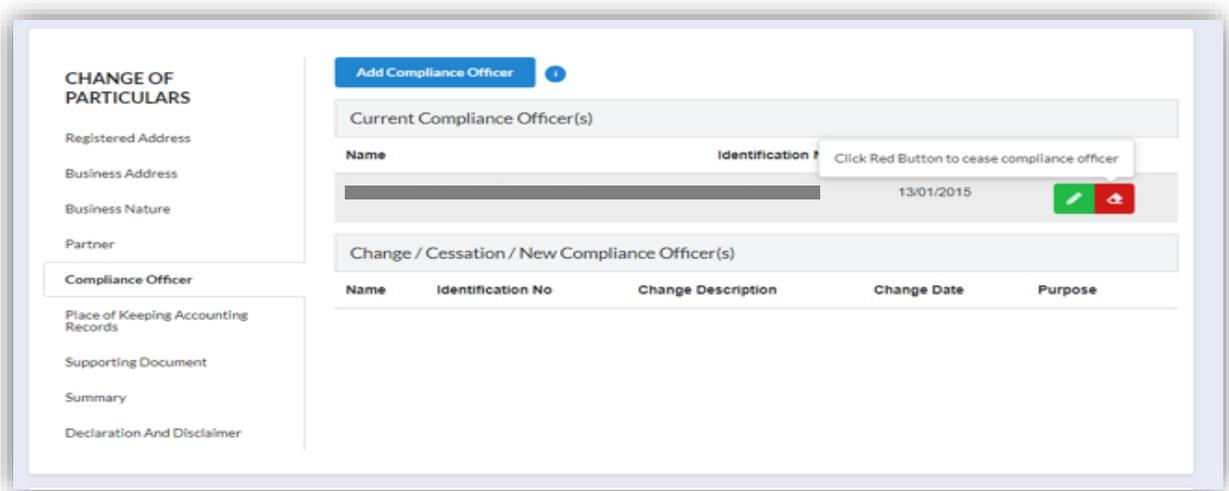
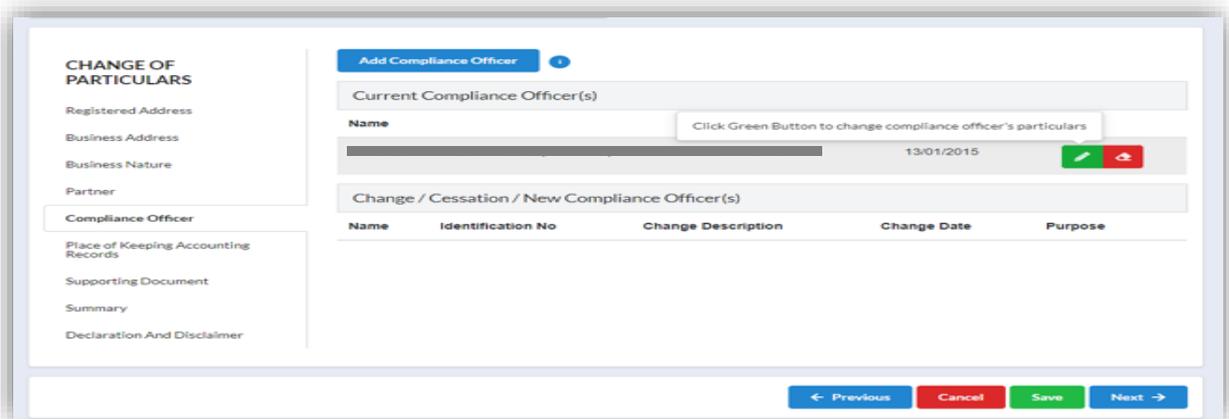
File
 No file chosen

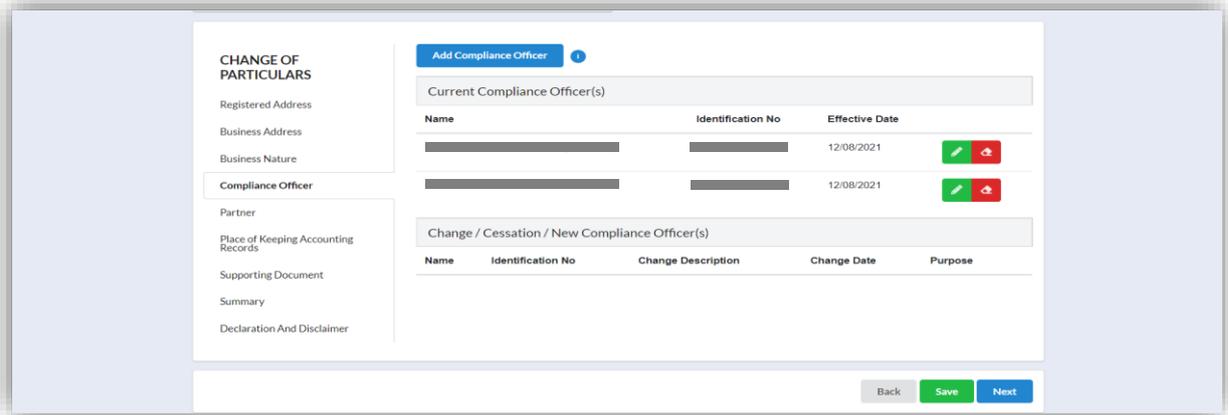
Consent

I confirm that the facts and information stated in this document are true.



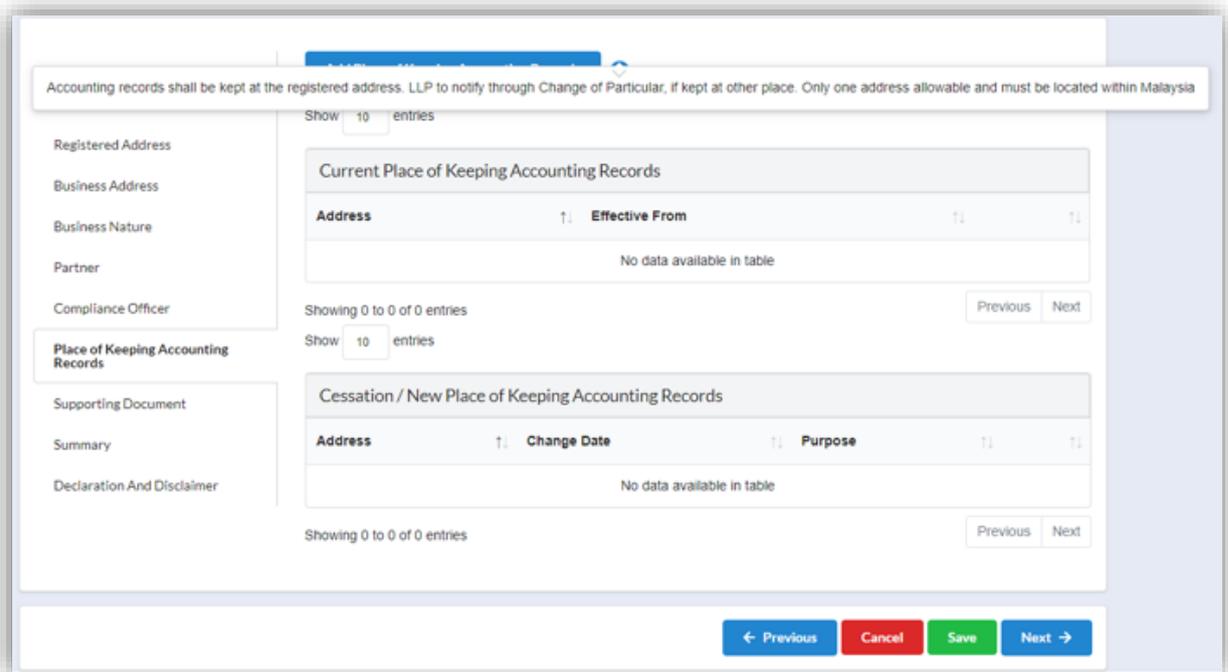
12. In the Compliance Officer tab, user can add new compliance officer by clicking on the Add Compliance Officer Button. User can also change the information or cease any existing compliance officer by clicking on the green pencil button or the red eraser button respectively.





13. In the Place of Keeping Accounting Records, user can add a new record by clicking on the Add Place of Keeping Accounting Records Button.

NOTE: Accounting records shall be kept at the registered address. LLP is required to notify through Change of Particular, if kept at other place. Only one address allowable and must be located within Malaysia. Once new Place of Keeping Accounting Record update, the existing address will be ceased accordingly.



CHANGE OF PARTICULARS

- Registered Address
- Business Address
- Business Nature
- Compliance Officer
- Partner
- Place of Keeping Accounting Records**
- Supporting Document
- Summary
- Declaration And Disclaimer

Add Place of Keeping Accounting Records
1

Show entries

Current Place of Keeping Accounting Records

Address		
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

Show entries

Cessation / New Place of Keeping Accounting Records

Address	Purpose		
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Back
Save
Next

2.1.1 Supporting Document

14. Supporting Document is not mandatory for Change of Particulars. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

15. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

CHANGE OF PARTICULARS		
Registered Address	Maximum of 2 documents are allowed to be uploaded	
Business Address		
Business Nature		
Partner		
Compliance Officer		
Place of Keeping Accounting Records		
Supporting Document		
Summary		
Declaration And Disclaimer		

Attachment Description	File	Action
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>

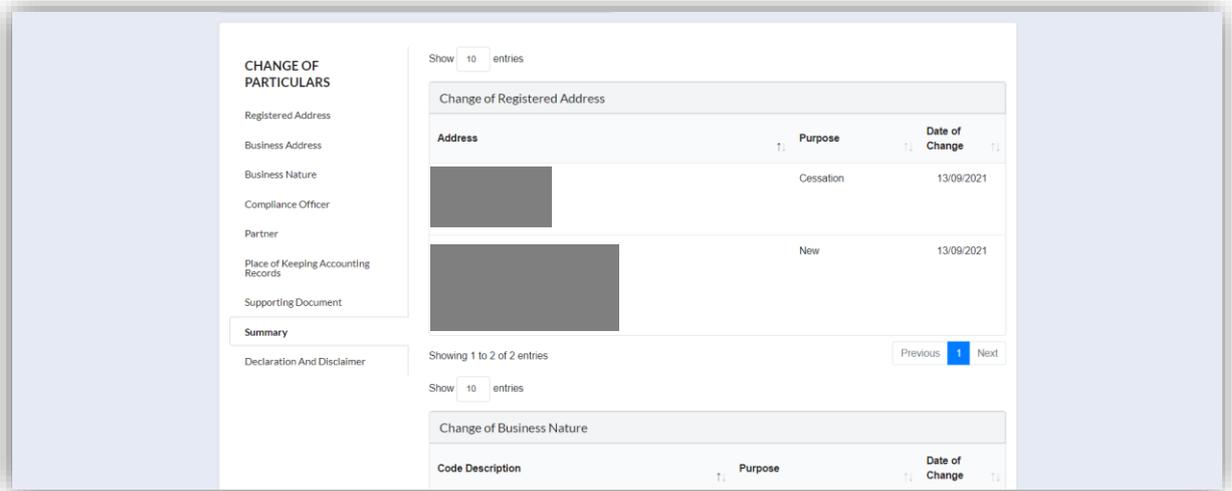
No.	Attachment Description	Action

← Previous Save Next →

16. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="Delete"/>

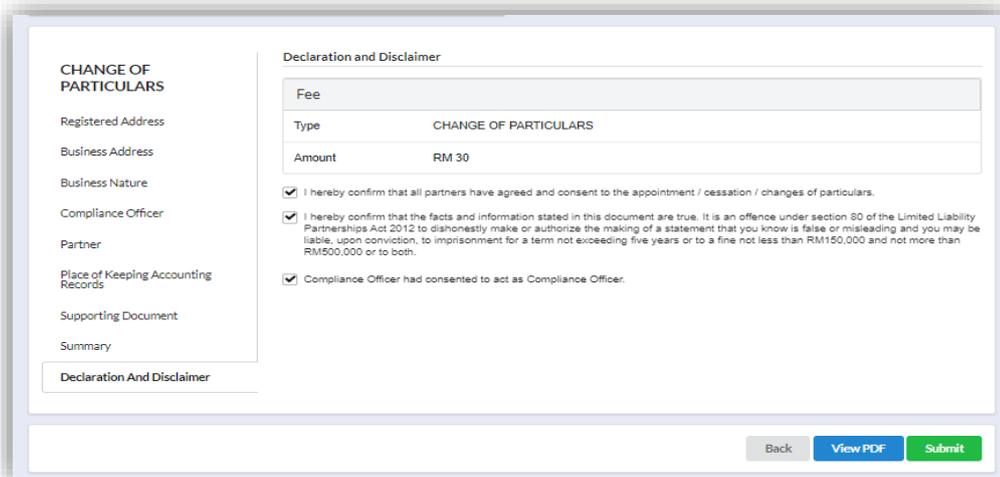
17. In the Summary tab, list of changes done will be displayed for confirmation.



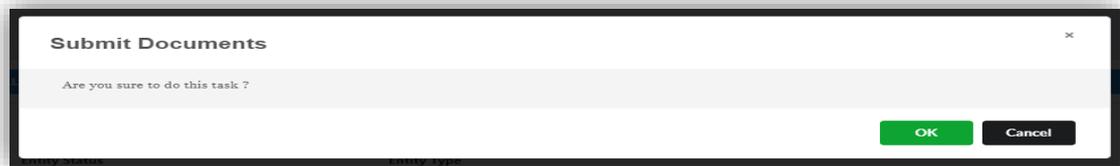
18. In the Declaration and Disclaimer tab, fee to be paid and declaration will be displayed. The Submit button will be enabled when the user has ticked all of the declaration boxes.

Click on **View PDF** button to view the submission.

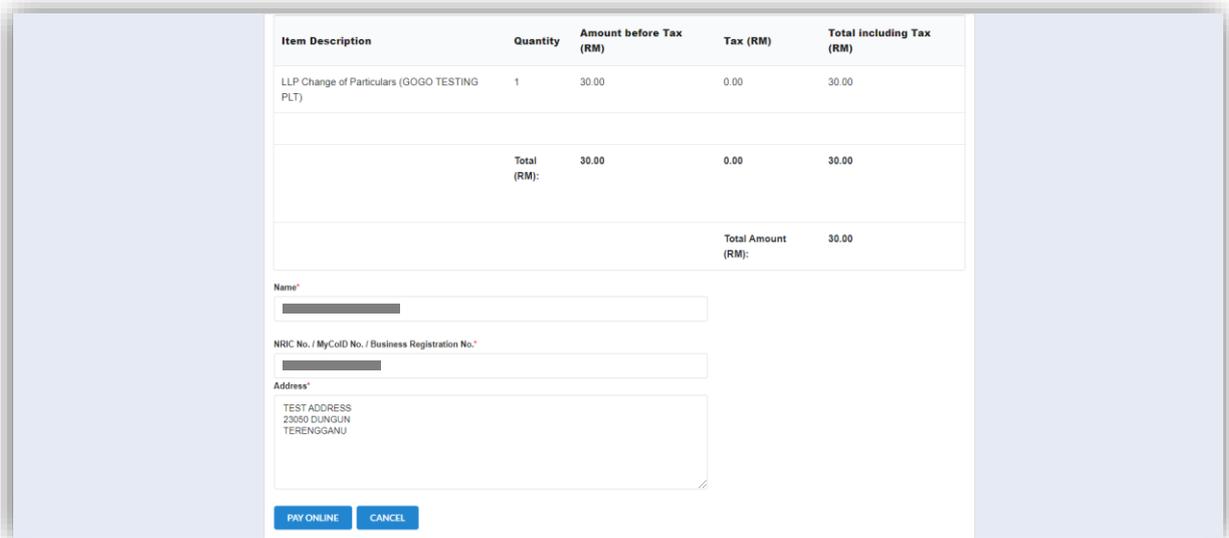
19. Click on **Submit** button to proceed payment.



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



21. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed with payment.



A screenshot of a payment page. The page displays a table with the following data:

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Change of Particulars (GOGO TESTING PLT)	1	30.00	0.00	30.00
	Total (RM):	30.00	0.00	30.00
			Total Amount (RM):	30.00

Below the table, there is a form with the following fields:

- Name* (text input)
- NRIC No. / MyCID No. / Business Registration No.* (text input)
- Address* (text area containing: TEST ADDRESS, 23050 DUNGUN, TERENGGANU)

At the bottom of the form, there are two buttons: "PAY ONLINE" and "CANCEL".

22. 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 Change of Particular transactions.
- Transaction ID is the payment transaction number.

INVOICE

SSM
Suruhanjaya Syarikat Malaysia (SSM)
Mencara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

test address
23050 DUNGUN
TERENGGANU

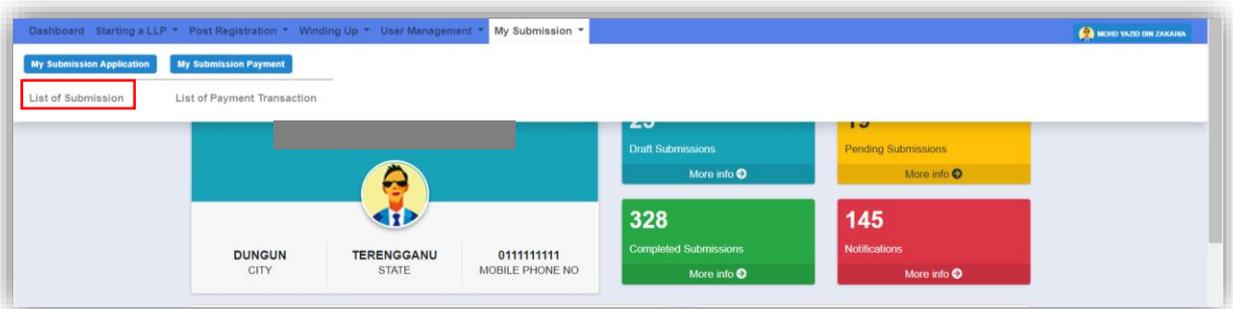
Receipt No : RL20210913000004
Reference No : CP20210913000001
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : TLS20210913000004
Payment Date : 13/09/2021 01:25:06 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Change of Particulars GOGO TESTING PLT	30.00
Total		30.00
Amount Received		30.00

PRINT

2.1.2 Resubmit Query

23. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



24. Click on the **PENDING** tab, and then click on the pencil icon to reply query.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
CP20210722000004	LLP0028520-LGN	AAYLA DOBOT PLT	CHANGE OF PARTICULARS	Query	RM 30	22/07/2021 03:10 PM	
REC2021062500006	202104001889 (LLP0028519-LGN)	ZARIS SIHAT DAN CERGAS PLT	RECTIFICATION CHANGE OF PARTICULARS	In Process	-	07/07/2021 06:16 PM	
REC2021062500007	201504002244 (LLP)	PLT	RECTIFICATION OF ANNUAL DECLARATION	In Process	-	26/06/2021 12:06 AM	

Showing 1 to 4 of 4

25. Query section will be displayed for submission with query. Update the required information.

The screenshot shows the 'Query' section. It displays a table with the following data:

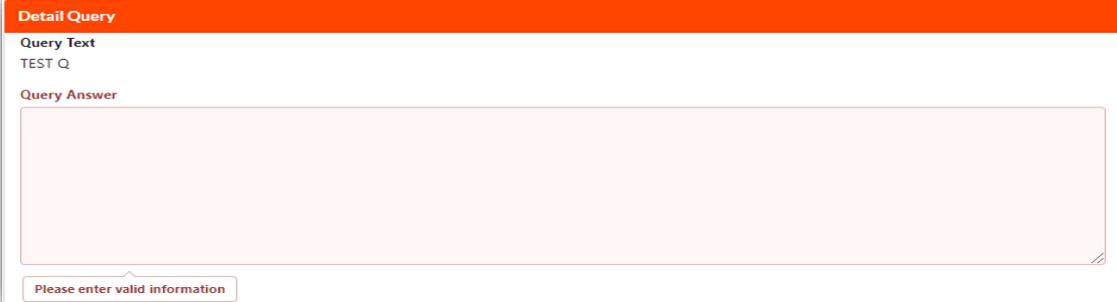
Query No	Query By	Query Create	Notes	Note Answer	Status
1	SALASIAH ROSLI	31-May-2021	TEST Q	-	QUERY

Below the table is a 'Detail Query' section with the following fields:

Query Text: TEST Q

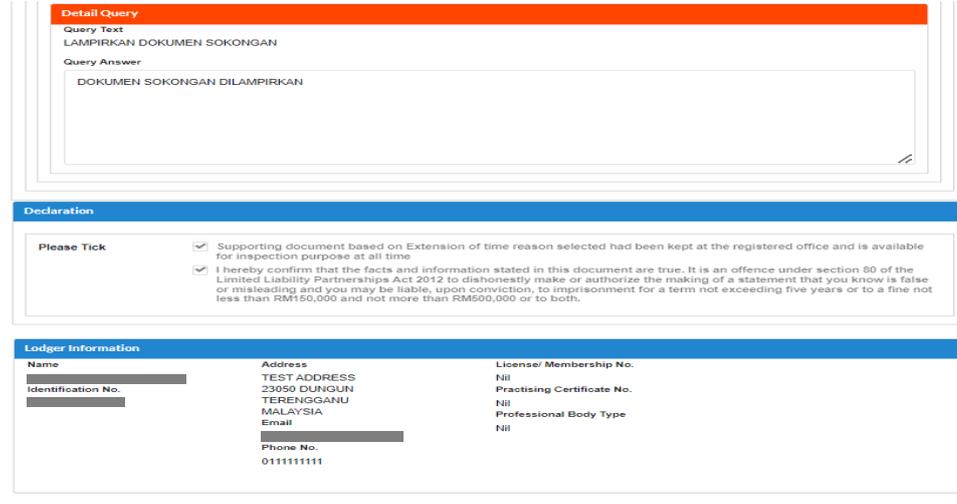
Query Answer:

26.If the Query answer box is left blank, the prompt message will be display to enter information for query answer.



The screenshot shows a web form titled "Detail Query". It has two main sections: "Query Text" and "Query Answer". The "Query Text" section contains the text "TEST Q". The "Query Answer" section is a large, empty text area. Below the text area, there is a red-bordered box containing the text "Please enter valid information".

27.Tick the declaration box and click on Resubmit button to proceed resubmit query.



The screenshot shows the "Detail Query" form with the "Query Answer" field filled with "DOKUMEN SOKONGAN DILAMPIRKAN". Below this is a "Declaration" section with two checked boxes. The first box is "Please Tick" and the second is "Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time". The third box is "I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both." Below the declaration is a "Lodger Information" section with a table of fields.

Lodger Information		
Name	Address	License/ Membership No.
██████████	TEST ADDRESS	Nil
Identification No.	23050 DUNGUN	Practising Certificate No.
██████████	TERENGGANU	Nil
	MALAYSIA	Professional Body Type
	Email	Nil
	██████████	
	Phone No.	
	0111111111	

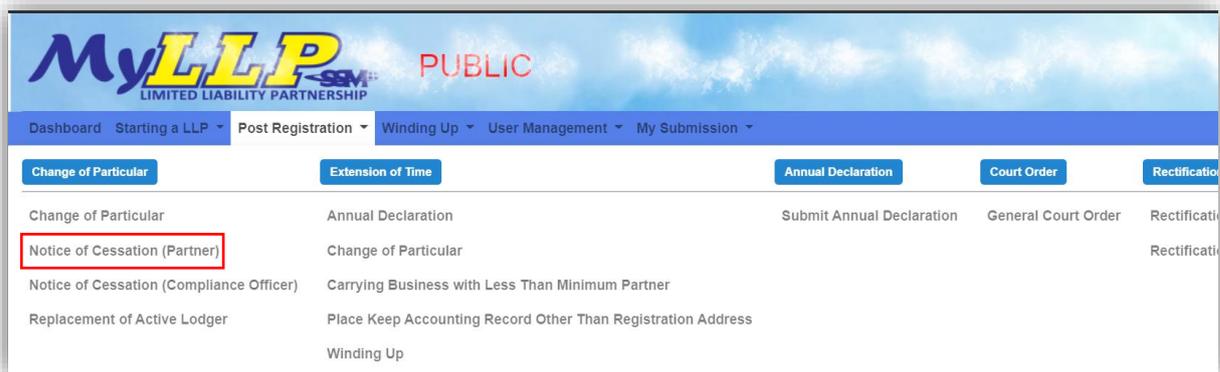
At the bottom right of the form, there are four buttons: "Back", "Cancel", "View PDF", and "Resubmit".

2.2 Notice of Cessation (Partner)

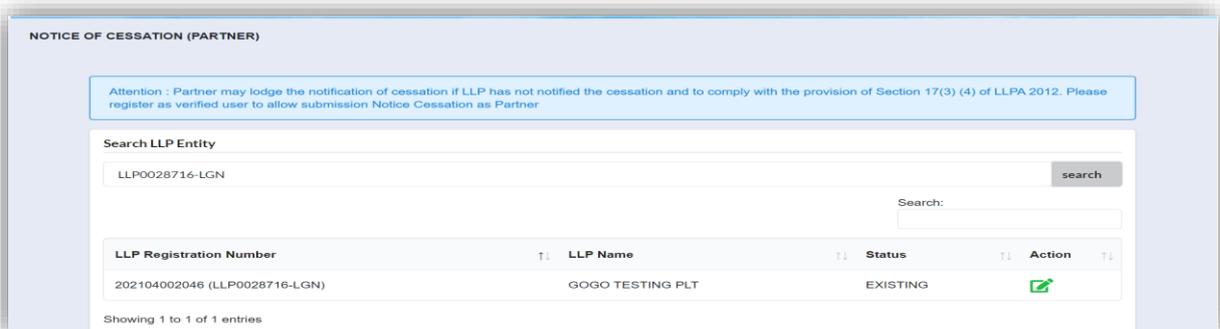
ATTENTION NOTE:

It is the duty of Compliance Officer to notify cessation or resignation of partner through submission of Change of Particulars according to Section 17 (1) LLPA 2012. Partner may lodge the notification of cessation if he reasonably believes that the LLP has not notify the fact of the cessation to the Registrar. Partner needs to comply with the provision of Section 17(3) & (4) LLPA 2012. Partner also needs to register as verified user to login for submission.

1. Click on **Notice of Cessation (Partner)** under the **Change of Particular** while hovering over the **Post Registration** Tab.



2. The Notice of Cessation (Partner) page will be displayed. Enter LLP no in the textbox given and click on the **Search** button. Results will be displayed below. Click on the green pencil icon to continue.



- The LLP details will be displayed. In the Notice of Cessation (Partner) tab, enter cessation date and fill in reason of cessation in the textbox given.
- Click **Save** button to save the changes then click **Next** button to proceed.

LLP Details

LLP Name	Status
XXXXXXXXXX	EXISTING
LLP Registration Number	Type
202105001908 (LLP:XXXXXXXXXX)	FOREIGN REGISTRATION
LLP Registration Date	
01/07/2019	

Submission Details

Reference Number	Lodgement Date
Nil	18/08/2021 12:35 PM
Status	
Draft	

NOTICE OF CESSATION (PARTNER)

Notice of Cessation (Partner)

Supporting Document

Summary

Declaration And Disclaimer

Cessation Information

Date of Cessation*

Reason*

PLEASE ENTER REASON OF CESSATION

250 characters remaining

Partner Details

Type	Citizenship
Individual	Malaysian
Identification Type	Nationality
NRIC	Nil
Identification Number	Gender
XXXXXXXXXX	Nil
Date of Birth	Race
Nil	Nil
Name as per Identification	Phone Number
XXXXXXXXXX	0123456789
Email Address	Capital Contribution
XXXXXXXXXX	0

Local Residential Address

Full Address

test address

Foreign Residential Address

Full Address

Nil

Save **Next**

2.2.1 Supporting Document

- Supporting Document is mandatory for Notice Cessation. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.
- Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

NOTICE OF CESSATION (PARTNER)

Notice of Cessation (Partner)

Supporting Document

Summary

Declaration And Disclaimer

Maximum of 2 documents are allowed to be uploaded

Attachment Description	File	Action
	Choose File No file chosen	Add

No.	Attachment Description	Action

- The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	

- In the Summary tab, list of changes done will be displayed for confirmation.

NOTICE OF CESSATION (PARTNER)

Notice of Cessation (Partner)

Supporting Document

Summary

Declaration And Disclaimer

Notice of Cessation (Partner)

Cessation Details	LLP Details
Date of Cessation 21/09/2021 Reason REASON	LLP Name GOGO TESTING PLT LLP Type LOCAL REGISTRATION LLP Registration No. LLP0028716-LGN LLP Status EXISTING
	User Details
	Name [redacted] Relationship of LLP Partner Identification No. [redacted]

9. In the Declaration and Disclaimer tab, declaration will be displayed. The Submit button will be enabled when the user has ticked all the declaration boxes.

Click on **View PDF** button to view the submission.

10. Click on **Submit** button to proceed submission.

The screenshot displays the MyLLP portal interface for a partner's notice of cessation. It is divided into several sections:

- LLP Details:** Shows the LLP Name, Registration Number (202105001908), and Registration Date (01/07/2019). The Status is EXISTING and the Type is FOREIGN REGISTRATION.
- Submission Details:** Shows the Reference Number as Nil, Lodgement Date as 18/08/2021 12:35 PM, and Status as Draft.
- NOTICE OF CESSATION (PARTNER):** A sidebar menu with options for Notice of Cessation (Partner), Supporting Document, Summary, and Declaration And Disclaimer (selected).
- Declaration and Disclaimer:** The main content area containing a table for fees and two checked checkboxes for declarations.

Fee	
Type	NOTICE OF CESSATION (PARTNER)
Amount	No Fee

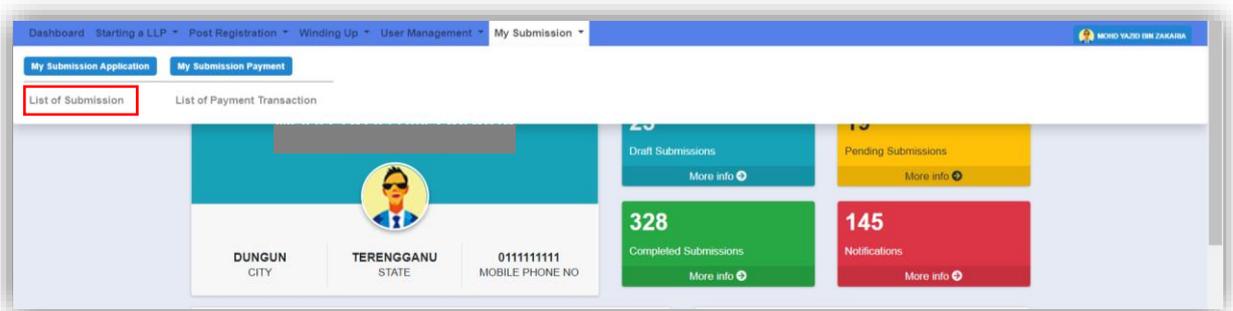
Supporting document for cessation of Partner had been kept at the registered office and is available for inspection purposes at all time

I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

At the bottom right, there are three buttons: Back (disabled), View PDF (blue), and Submit (green).

2.2.2 Resubmit Query

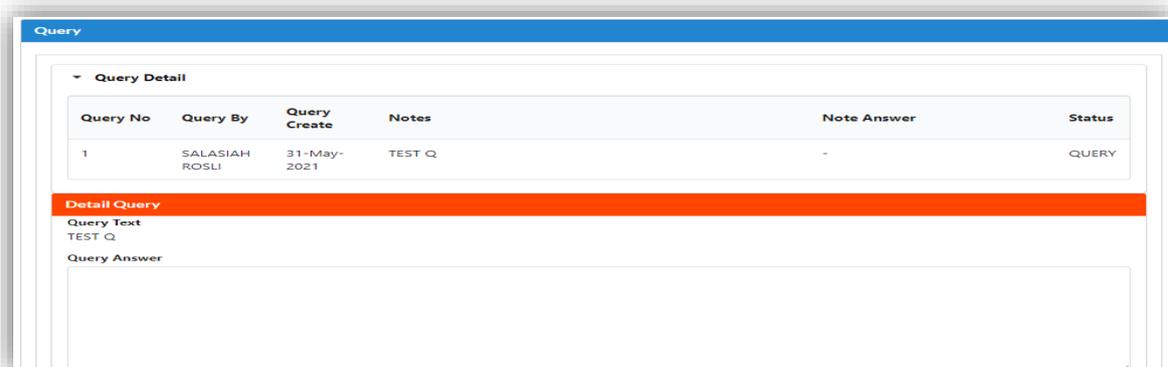
11. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



12. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
CP20210818000002	LLP- [REDACTED]	[REDACTED]	NOTICE OF CESSATION (PARTNER)	Query	No Fee	18/08/2021 12:47 PM	

13. Query section will be displayed for submission with query. Update the required information.



14.If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

The screenshot shows a web form titled "Detail Query". It has a red header bar. Below the header, there are two sections: "Query Text" with the value "TEST Q" and "Query Answer" which is a large empty text area. At the bottom of the form, there is a red-bordered box containing the text "Please enter valid information".

15.Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

The screenshot shows a web interface for "Query History" and "Query and Declaration". At the top, there is a table with the following data:

Officer Remark	Officer Name	Officer Remark Date	Public Remark	Public Remark Date
SILA SEMAK SEMULA TARIKH DATE OF CHANGE	Soraya Maulat Ismail	18/08/2021	Nil	Nil

Below the table is a sidebar with the following navigation options:

- NOTICE OF CESSATION (PARTNER)
- Notice of Cessation (Partner)
- Supporting Document
- Summary
- Query and Declaration (selected)

The main form area is titled "Query and Declaration" and contains the following fields:

- Query (text area)
- Lodger Remark Date: 18/08/2021
- Officer Remark Date: 18/08/2021
- Lodger Remark*: SUDAH SEMAK (244 characters remaining)
- Officer Remark: SILA SEMAK SEMULA TARIKH DATE OF CHANGE

At the bottom of the form, there are two checked checkboxes:

- Supporting document for cessation of Partner had been kept at the registered office and is available for inspection purposes at all time
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

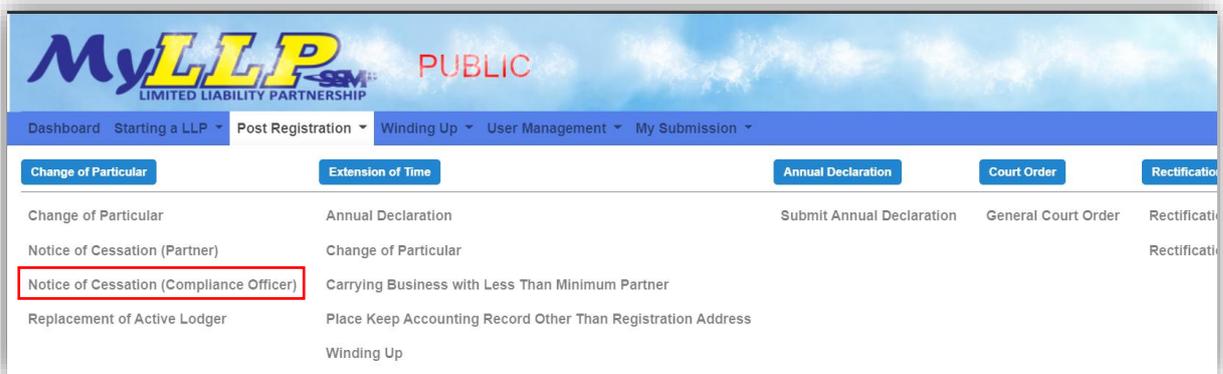
At the bottom right of the form, there are two buttons: "Back" and "Resubmit".

2.3 Notice of Cessation (Compliance Officer)

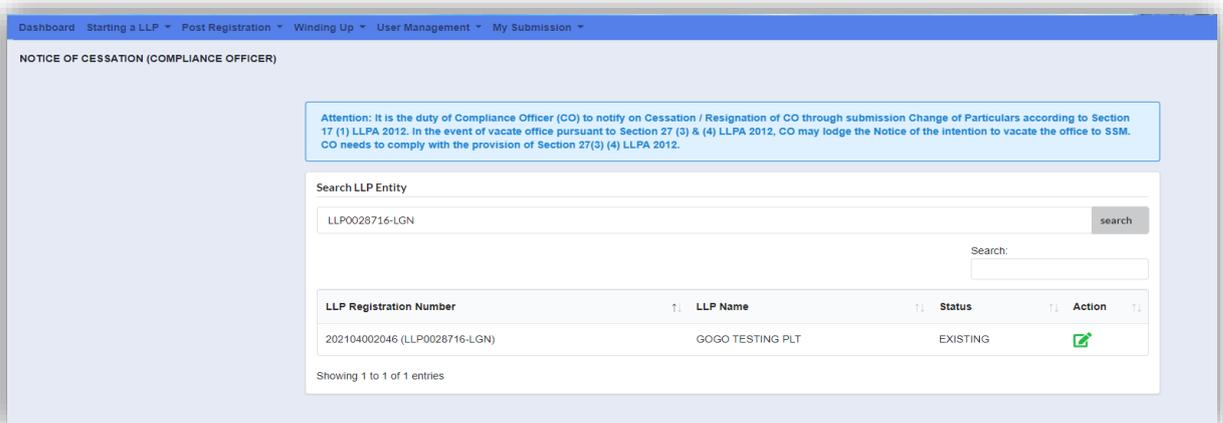
ATTENTION NOTE:

It is the duty of Compliance Officer (CO) to notify on cessation or resignation of CO through Submission Change of Particulars according to Section 17 (1) LLPA 2012. In the event of vacate office pursuant to Section 27 (3) & (4) LLPA 2012, CO may lodge the Notice of the intention to vacate the office to Registrar. CO needs to comply with the provision of Section 27(3) & (4) LLPA 2012.

1. Click on **Notice of Cessation (Compliance Officer)** under the **Change of Particular** while hovering over the **Post Registration** Tab.



2. The Notice of Cessation (Compliance Officer) page will be displayed. Enter LLP no in the textbox given and click on the **Search** button. Results will be displayed below. Click on the green pencil icon to continue.



- The LLP details will be displayed. In the Notice of Cessation (Compliance Officer) tab, enter cessation date and fill in reason of cessation in the textbox given.

Attention: It is the duty of Compliance Officer to notify Cessation / Resignation of Partner through submission Change of Particular. Partner may lodge the notification of cessation if reasonably believes that the LLP has not notify the cessation and needs to comply with the provision of Section 17(3) (4) LLPA 2012. Please register as verified user to allow submission Notice Cessation as Partner

NOTICE OF CESSATION (COMPLIANCE OFFICER)

Notice of Cessation (Compliance Officer)

Supporting Document

Summary

Declaration And Disclaimer

Cessation Information

Date of Cessation*

Reason*

PLEASE ENTER REASON OF CESSATION

250 characters remaining

Compliance Officer Details

Type	Citizenship
Individual	Malaysian
Identification Type	Nationality
NRIC	MALAYSIA
Identification No	Gender
██████████	FEMALE
Name as per Identification	Race
██████████	CHINESE
Email Address	Phone Number
██████████	██████████
Date of Birth	
09/08/1970	

Local Residential Address

Full Address

██████████

Save Next

- Click **Save** button to save the changes then click **Next** button to proceed.

NOTICE OF CESSATION (COMPLIANCE OFFICER)

Attention: It is the duty of Compliance Officer (CO) to notify on Cessation / Resignation of CO through submission Change of Particulars according to Section 17 (1) LLPA 2012. In the event of vacate office pursuant to Section 27 (3) & (4) LLPA 2012, CO may lodge the Notice of the intention to vacate the office to SSM. CO needs to comply with the provision of Section 27(3) (4) LLPA 2012.

NOTICE OF CESSATION (COMPLIANCE OFFICER)

Notice of Cessation (Compliance Officer)

Supporting Document

Summary

Declaration And Disclaimer

Maximum of 2 documents are allowed to be uploaded

Supporting Document to be attached :

- Notice Cessation to LLP and the proof send through registered post together with Resolution on Cessation
- Proofed communication between partner & Compliance Officer that the LLP has not notify Registrar on the cessation

Attachment Description	File	Action
<input type="text"/>	Choose File No file chosen	Add

No.	Attachment Description	Action

Back Save Next

2.3.1 Supporting Document

- Supporting Document is mandatory for Notice Cessation. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.
- Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

Attention: It is the duty of Compliance Officer to notify Cessation / Resignation of Partner through submission Change of Particular. Partner may lodge the notification of cessation if reasonably believes that the LLP has not notify the cessation and needs to comply with the provision of Section 17(3) (4) LLP Act 2012. Please register as verified user to allow submission Notice Cessation as Partner

NOTICE OF CESSATION (COMPLIANCE OFFICER)

Notice of Cessation (Compliance Officer)

Supporting Document

Summary

Declaration And Disclaimer

Maximum of 2 documents are allowed to be uploaded
Supporting Document to be attached :
a. Notice Cessation to LLP and the proof send through registered post together with Resolution on Cessation
b. Proofed communication between partner & Compliance Officer that the LLP has not notify Registrar on the cessation

Attachment Description	File	Action
	Choose File No file chosen	Add

No.	Attachment Description	Action
-----	------------------------	--------

Back Save Next

- The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	

8. In the Summary tab, list of changes done will be displayed for confirmation.

NOTICE OF CESSATION (COMPLIANCE OFFICER)

Notice of Cessation (Compliance Officer)

Supporting Document

Summary

Declaration And Disclaimer

Notice of Cessation (Compliance Officer)

Cessation Details		LLP Details	
Date of Cessation	21/09/2021	LLP Name	GOGO TESTING PLT
Reason	REASON	LLP Type	LOCAL REGISTRATION
		LLP Registration No.	LLP0028716-LGN
		LLP Status	EXISTING

User Details

Name	Relationship of LLP
[REDACTED]	Compliance Officer

Show 10 entries

Supporting Document(s)

9. In the Declaration and Disclaimer tab, declaration will be displayed. The Submit button will be enabled when the user has ticked all the declaration boxes.

Click on **View PDF** button to view the submission.

10. Click on **Submit** button to proceed submission.

LLP Details

LLP Name	[REDACTED]	Status	EXISTING
LLP Registration Number	202105001905 (LLP [REDACTED] FGN)	Type	FOREIGN REGISTRATION
LLP Registration Date	07/07/2019		

Submission Details

Reference Number	Nil	Lodgement Date	18/08/2021 12:51 PM
Status	Draft		

NOTICE OF CESSATION (COMPLIANCE OFFICER)

Notice of Cessation (Compliance Officer)

Supporting Document

Declaration And Disclaimer

Declaration and Disclaimer	
Fee	
Type	NOTICE OF CESSATION (COMPLIANCE OFFICER)
Amount	No Fee

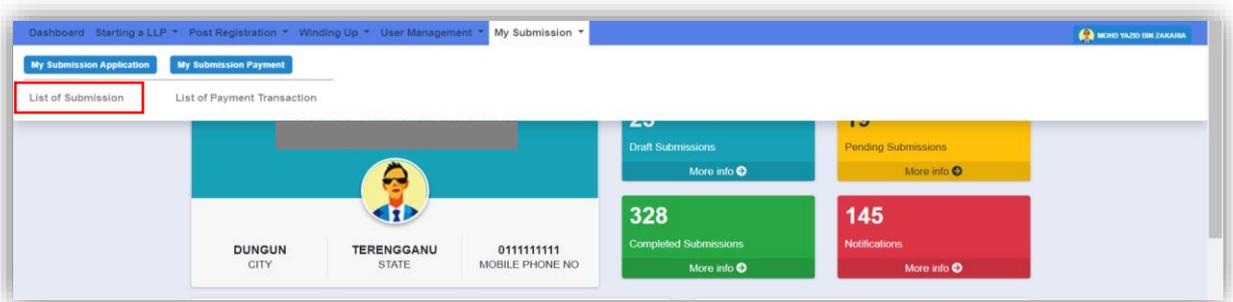
Supporting document for cessation of Compliance Officer had been kept at the registered office and is available for inspection purposes at all time

I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

Back View PDF Submit

2.3.2 Resubmit Query

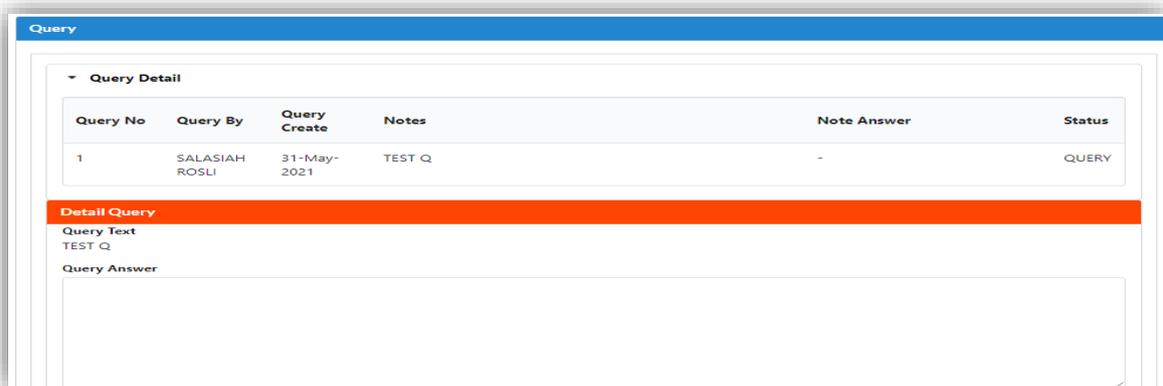
11. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



12. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
CP20210818000002	LLP [REDACTED] FGN	[REDACTED]	NOTICE OF CESSATION (PARTNER)	Query	No Fee	18/08/2021 12:47 PM	

13. Query section will be displayed for submission with query. Update the required information.



14.If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

The screenshot shows a web form titled "Detail Query" with an orange header. Under "Query Text", the value "TEST Q" is entered. The "Query Answer" field is empty. A red-bordered box at the bottom of the form contains the message "Please enter valid information".

15.Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

The screenshot shows a "NOTICE OF CESSATION (COMPLIANCE OFFICER)" form. A sidebar menu on the left includes "Notice of Cessation (Compliance Officer)", "Supporting Document", "Summary", and "Query and Declaration". The main form area is titled "Query and Declaration" and contains the following fields and options:

- Query** section:
 - Lodger Remark Date: 11/03/2022
 - Officer Remark Date: 11/03/2022
 - Lodger Remark*: SUDAH SEMAK (244 characters remaining)
 - Officer Remark: SILA SEMAK SEMULA TARIKH DATE OF CHANGE
- Supporting document for cessation of Compliance Officer had been kept at the registered office and is available for inspection purposes at all time (checked).
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both. (checked).
- Query and Declaration** table:

Declare Person Name	██████████
Declare Person Identification Number	██████████
Declaration Date	11/03/2022

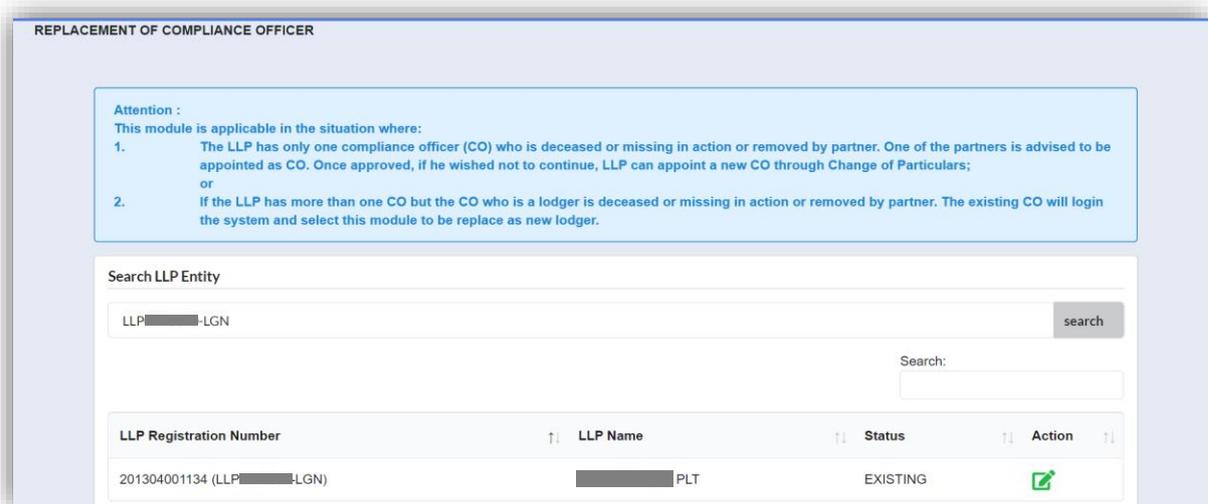
At the bottom right, there are "Back" and "Resubmit" buttons.

2.4 Replacement of Compliance Officer

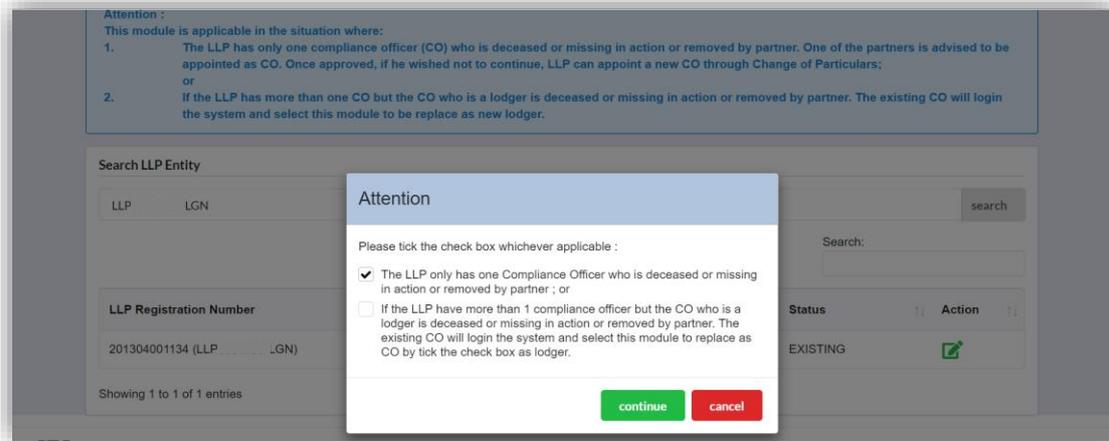
1. Click on **Replacement of Compliance Officer** under the **Change of Particular** while hovering over the **Post Registration** Tab.



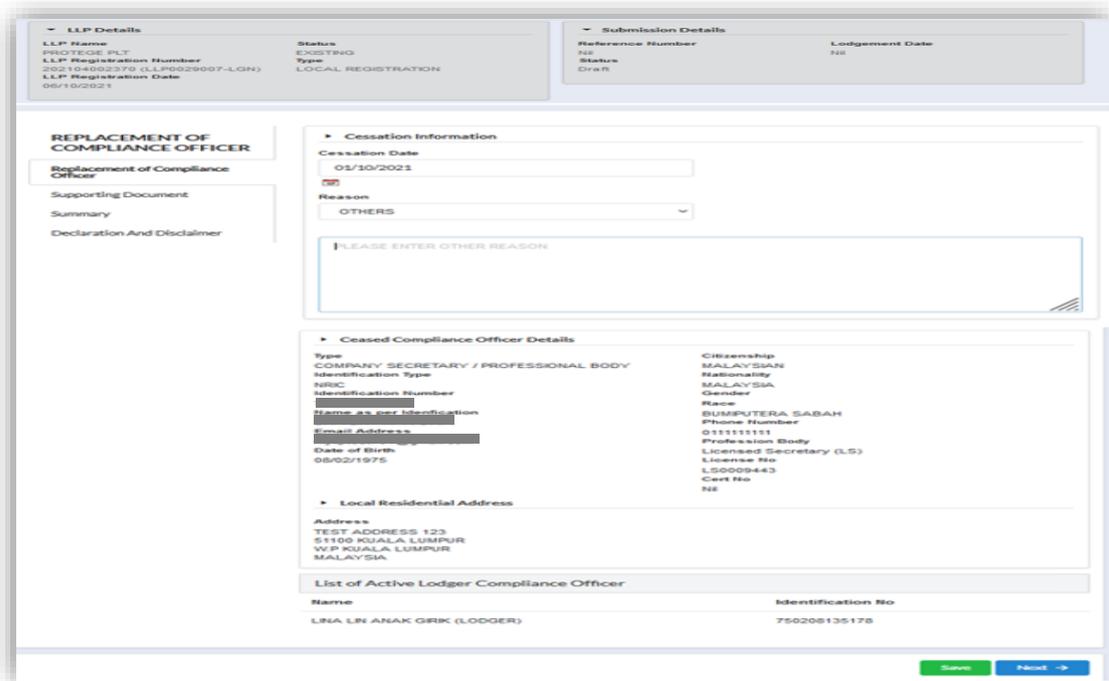
2. The Replacement of Compliance Officer page will be displayed. Read the Attention Note to ensure the purpose of this module. Enter LLP no in the textbox given and click on the Search button. Results will be displayed below. Click on the green pencil icon to continue.



- A prompt will pop up asking user for confirmation. User must tick one of the boxes that suit the purpose before clicking the **Continue** button.



- The LLP details will be displayed. In the Replacement of Compliance Officer Tab, user can enter the **Cessation Date** and select **Reason** for the cessation. Click on the **Save** button to save the changes then click **Next** button to proceed.



2.4.1 Supporting Document

- a. Supporting Document is mandatory for Replacement of Compliance Officer. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.
- b. Maximum document to be attached is two (2). The documents must be in PDF form.

REPLACEMENT OF COMPLIANCE OFFICER

LLP Details | Submission Details

REPLACEMENT OF COMPLIANCE OFFICER

Replacement of Compliance Officer

Supporting Document

Summary

Declaration And Disclaimer

Maximum of 2 documents are allowed to be uploaded

Attachment Description	File	Action
	Choose File No file chosen	Add

No. | Attachment Description | Action

← Previous | Save | Next →

5. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	

6. In the Summary tab, Summary of changes will be displayed for confirmation.

REPLACEMENT OF COMPLIANCE OFFICER

LLP Details | Submission Details

REPLACEMENT OF COMPLIANCE OFFICER

Replacement of Compliance Officer

Supporting Document

Summary

Declaration And Disclaimer

Replacement of Compliance Officer

Cessation Details

Date of Cessation: 15/10/2021

Reason: DEATH

Appointment Details

Date of Appointment: 15/10/2021

Replace as Lodger: Yes

New Compliance Officer Details

Name as per Identification: [Redacted]

Relationship with LLP: PT

Identification No.: [Redacted]

Show 10 entries

7. In the Declaration and Disclaimer tab, declaration will be displayed. The Submit button will be enabled when the user has ticked all the declaration boxes.

Click on **View PDF** button to view the submission.

LLP Details

LLP Name	Status
202104002372 (LLP [REDACTED] .GN)	EXISTING
LLP Registration Number	Type
202104002372 (LLP [REDACTED] .GN)	LOCAL REGISTRATION
LLP Registration Date	
05/10/2021	

Submission Details

Reference Number	Lodgement Date
Nil	Nil
Status	
Draft	

Please note that the Compliance Officer who submit this Replacement of Compliance Officer will be the lodger for future submission

REPLACEMENT OF COMPLIANCE OFFICER

Replacement of Compliance Officer

Supporting Document

Summary

Declaration And Disclaimer

Declaration and Disclaimer

Fee	
Type	REPLACEMENT OF COMPLIANCE OFFICER
Amount	RM 30

- I hereby confirm that all partners have agreed and consent to the appointment / cessation / changes of particulars.
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.
- Compliance Officer had consented to act as Compliance Officer.

← Previous View PDF Submit

8. Click on **Submit** button to proceed with payment.

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

Submit Documents

Are you sure to do this task?

OK Cancel

10. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed with payment.

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total Including Tax (RM)
LLP Change of Particulars (GOGO TESTING PLT)	1	30.00	0.00	30.00
Total (RM):		30.00	0.00	30.00
Total Amount (RM):				30.00

Name*

NRIC No. / MyCoD No. / Business Registration No.*

Address*
 TEST ADDRESS
 23050 DUNGUN
 TERENGGANU

11. 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 Change of Particular transactions.
- Transaction ID is the payment transaction number.



INVOICE



Suruhajaya Syarikat Malaysia (SSM)
 Memara SSM@Sentral
 No. 7, Jalan Siasen Sentral 5
 Kuala Lumpur Sentral
 50623 Kuala Lumpur
 Tel: 03-2299 4400

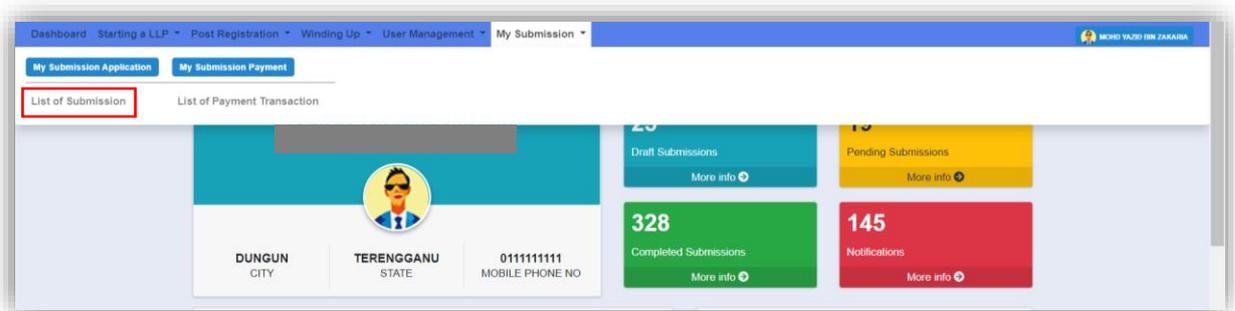
test address
 23050 DUNGUN
 TERENGGANU

Receipt No : RL20210913000004
 Reference No : CP20210913000001
 Payment Mode Detail : Hotsim
 Approval Code :
 Payment Mode : DD
 Transaction ID : TLS20210913000004
 Payment Date : 13/09/2021 01:25:06 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Change of Particulars GOGO TESTING PLT	30.00
Total		30.00
Amount Received		30.00

2.4.2 Resubmit Query

12. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



13. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
CP20211111000001	LLP0027879-LGN	SYA PLANNERS PLT	REPLACEMENT OF COMPLIANCE OFFICER	Query	30.00	11/11/2021 11:59 AM	
REC2021062500006	303104001889 (LLP0028519-LGN)	ZARIS SIHAT DAN CERGAS PLT	RECTIFICATION CHANGE OF PARTICULARS	In Process	-	07/07/2021 06:16 PM	
REC2021062500007	301504002244 (LLP-LGN)	PLT	RECTIFICATION OF ANNUAL DECLARATION	In Process	-	26/06/2021 12:08 AM	

Showing 1 to 3 of 3

14. Query section will be displayed for submission with query. Update the required information.

Query No	Query By	Query Create	Notes	Note Answer	Status
1	SALASIAH ROSLI	31-May-2021	TEST Q	-	QUERY

Detail Query

Query Text
TEST Q

Query Answer

15.If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

The screenshot shows a web form titled "Detail Query". It has a red header bar. Below the header, there are two sections: "Query Text" with the value "TEST Q" and "Query Answer". The "Query Answer" section contains a large, empty text input field with a red border. Below this field, a red-bordered box contains the text "Please enter valid information".

16.Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

The screenshot shows a web form titled "Query and Declaration". On the left is a sidebar with the heading "REPLACEMENT OF COMPLIANCE OFFICER" and four menu items: "Replacement of Compliance Officer", "Supporting Document", "Summary", and "Query and Declaration". The main form area is titled "Query and Declaration" and is divided into two main sections: "Query" and "Declaration".

The "Query" section contains two columns of input fields:

- Lodger Remark Date:** 05/11/2021
- Officer Remark Date:** 05/11/2021
- Lodger Remark:** REPLY QUERY QISZAR PLT (with a "233 characters remaining" indicator)
- Officer Remark:** QUERY PERTAMA QISZAR

Below the "Query" section are three checked checkboxes:

- I hereby confirm that all partners have agreed and consent to the appointment / cessation / changes of particulars.
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.
- Compliance Officer had consented to act as Compliance Officer.

The "Declaration" section is a table with the following data:

Query and Declaration	
Declare Person Name	OON HOCK CHYE
Declare Person Identification Number	680925075621
Declaration Date	04/11/2021

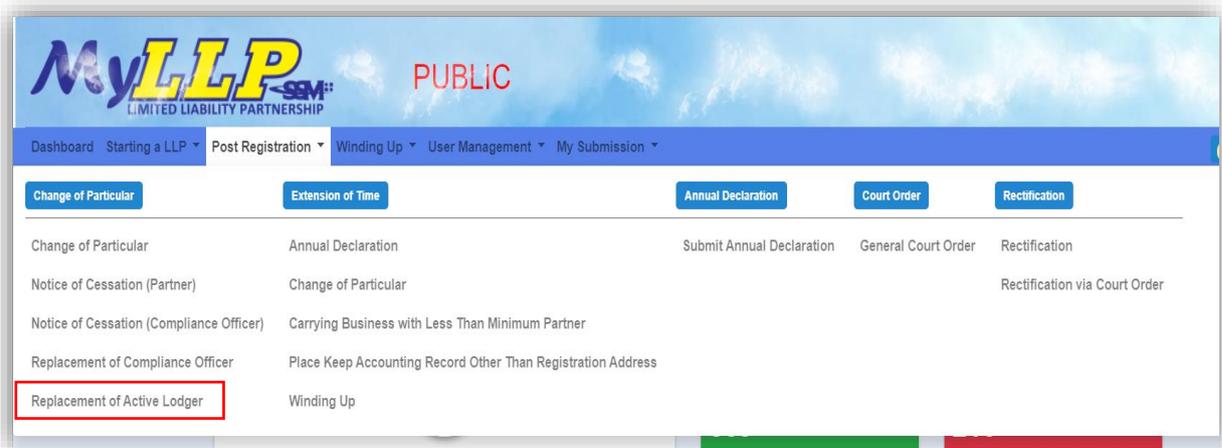
At the bottom of the form are three buttons: "Previous" (blue), "View PDF" (blue), and "Resubmit" (green).

2.5 Replacement of Active Lodger

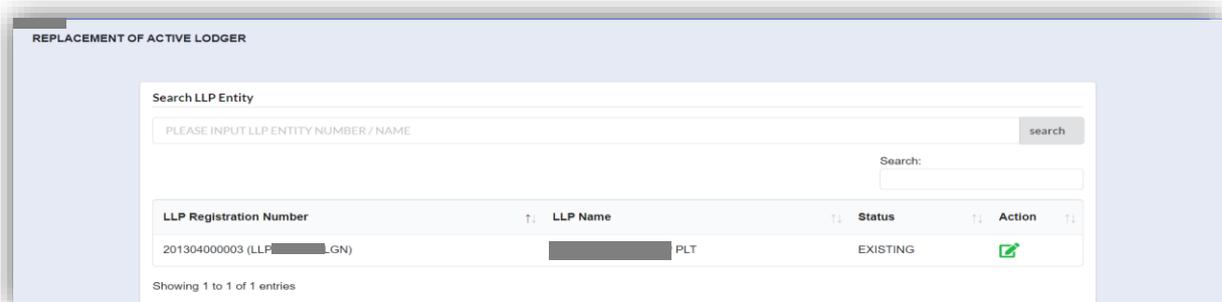
ATTENTION NOTE:

The Replacement of Active Lodger module is to cater submission where there is a need for replacement from existing active lodger function to the other Compliance Officer and there is no other change of particulars involved. No fee applicable.

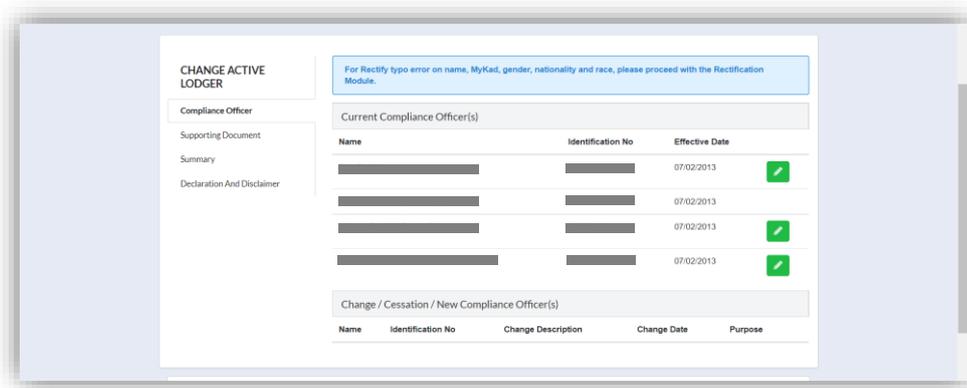
1. Click on **Replacement of Active Lodger** under the **Change of Particular** while hovering over the Post **Registration** Tab.



2. The Replacement of Active Lodger page will be displayed. Enter LLP no in the textbox given and click on the Search button. Results will be displayed below. Click on the Action button to continue.



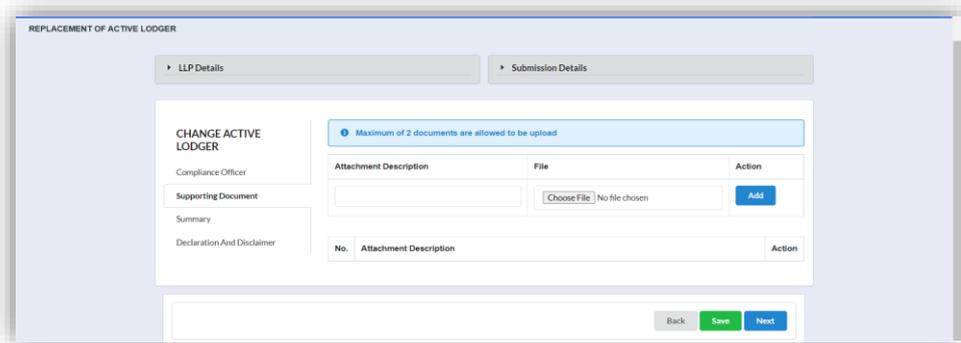
- The LLP details will be displayed. In the Compliance Officer tab, user can click on the pencil icon to change the lodger function from the Current Compliance Officer(s).



- Click **Save** button to save the changes then click **Next** button to proceed to Summary Page.

2.5.1 Supporting Document

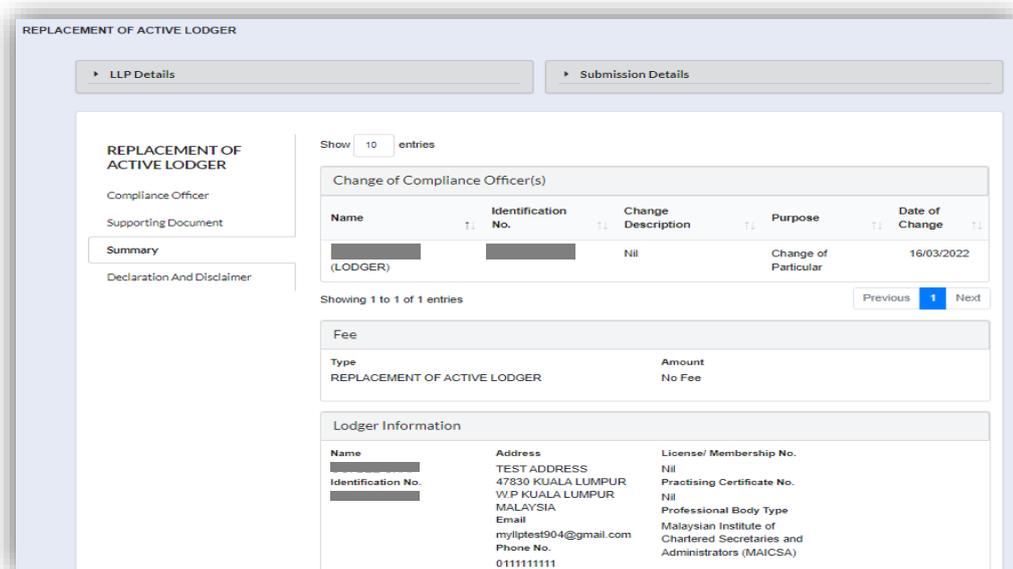
- c. Supporting Document is not mandatory for Replacement of Active Lodger. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded-by clicking on the **Add** button.
- d. Maximum document to be attached is two (2). The documents must be in PDF form.



- 5. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	

- 6. In the Summary tab, Summary of changes will be displayed.



7. In the Declaration and Disclaimer tab, declaration will be displayed. The Submit button will be enabled when the user has ticked all the declaration boxes.

Click on **Submit** button to proceed submission.

The screenshot shows a web form titled 'REPLACEMENT OF ACTIVE LODGER'. On the left is a navigation menu with options: 'Compliance Officer', 'Supporting Document', 'Summary', and 'Declaration And Disclaimer' (which is highlighted). The main content area is titled 'Declaration and Disclaimer' and contains a table with the following information:

Fee	
Type	REPLACEMENT OF ACTIVE LODGER
Amount	No Fee

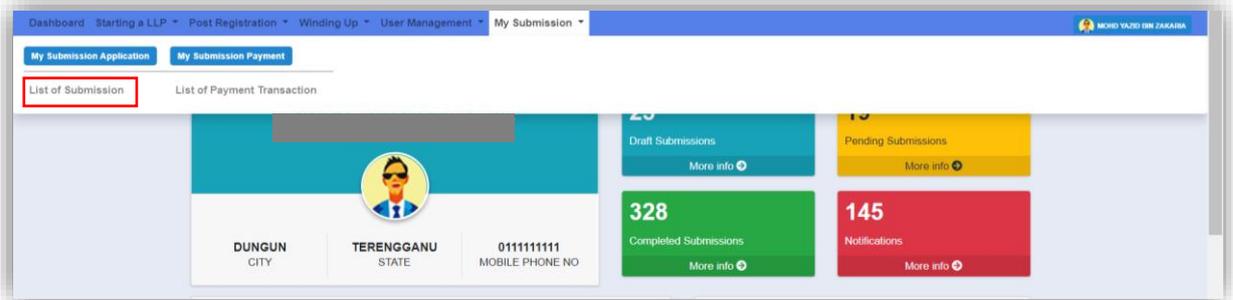
Below the table are two checked checkboxes with their respective text:

- I hereby confirm that all partners have agreed and consent to the appointment / cessation / changes of particulars.
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

At the bottom right of the form are two buttons: 'Back' (disabled) and 'Submit' (active).

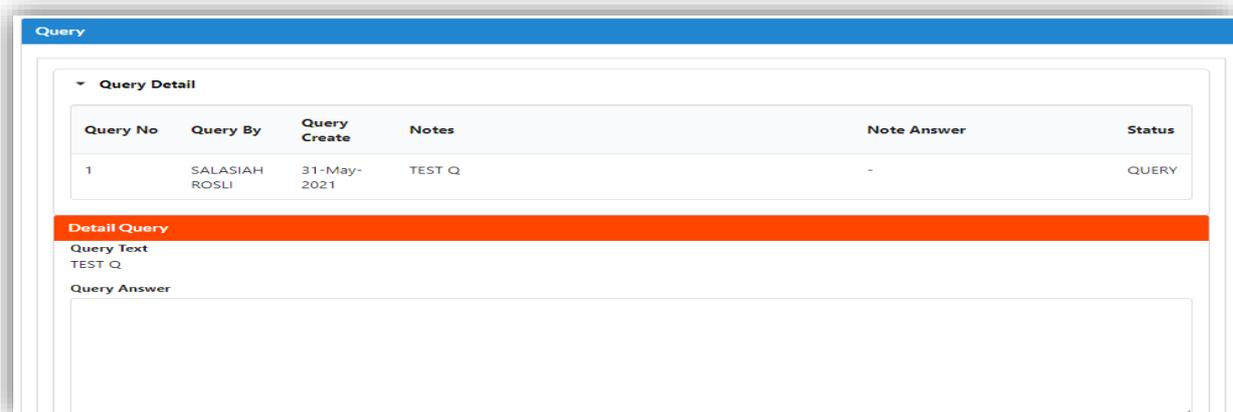
2.5.2 Resubmit Query

8. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



9. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.

10. Query section will be displayed for submission with query. Update the required information.



11.If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

The screenshot shows a web form titled "Detail Query". It has two main sections: "Query Text" and "Query Answer". The "Query Text" field contains the text "TEST Q". The "Query Answer" field is a large, empty text area. Below the "Query Answer" field, there is a red-bordered box containing the text "Please enter valid information", indicating a validation error.

12.Tick the declaration box and click on Resubmit button to proceed resubmit query.

The screenshot shows the "Detail Query" form with the "Query Answer" field filled with "DOKUMEN SOKONGAN DILAMPIRKAN". Below this is the "Declaration" section, which contains two checked boxes under the heading "Please Tick". The first box is "Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time". The second box is "I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both." Below the declaration is the "Lodger Information" section, which contains a table with the following data:

Lodger Information		
Name	Address	License/ Membership No.
[REDACTED]	TEST ADDRESS	Nil
Identification No.	23950 DUNGUN	Practising Certificate No.
[REDACTED]	TERENGGANU	Nil
	MALAYSIA	Professional Body Type
	Email	Nil
	mylplest901@gmail.com	
	Phone No.	
	0111111111	

At the bottom right of the form, there are four buttons: "Back", "Cancel", "View PDF", and "Resubmit".

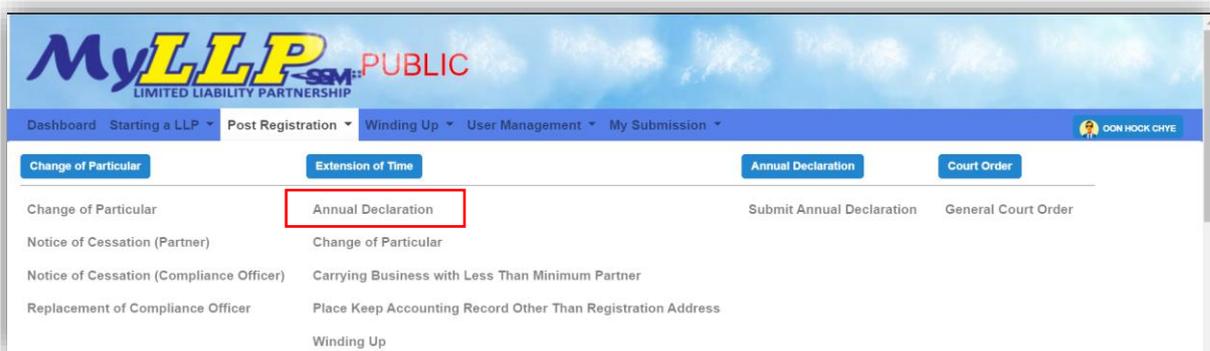
3 Extension of Time

Application for the extension of time provided under the LLPA 2012:

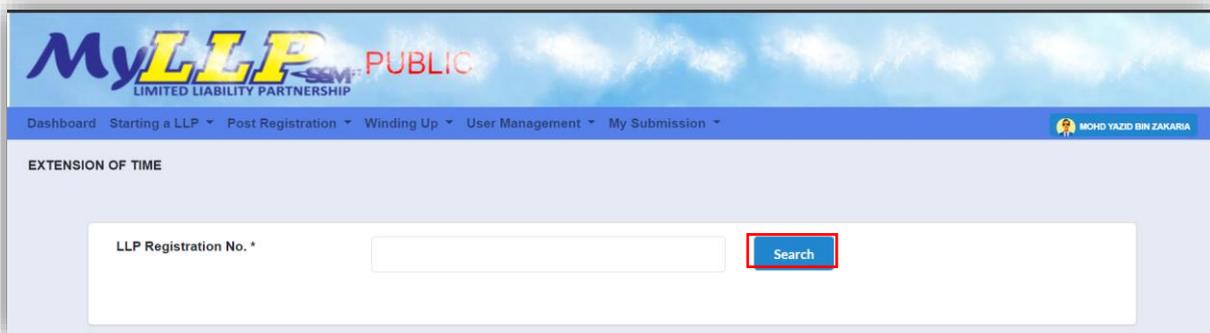
- (a) Extension of time for Annual Declaration - Section 68(1)
- (b) Extension of time for Change of Particulars – Section 17(1)
- (c) Extension of time for Carry Business with Less Than Minimum Partner – Section 7 (1)
- (d) Extension of time for Place of Keeping Accounting Record other than registered address – Section 69(3) & Section 17(1)

3.1 Extension of Time - Annual Declaration

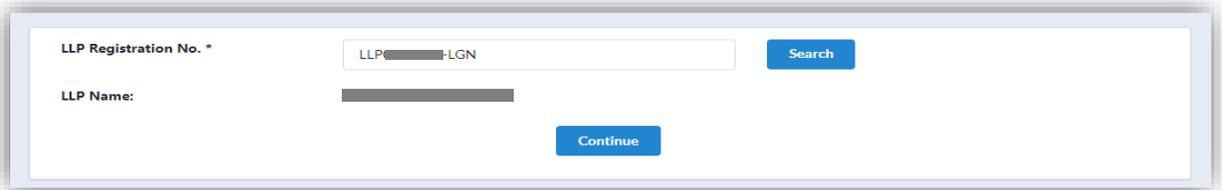
1. Click on **Annual Declaration** under **Extension of Time (EOT)** while hovering over the **Post Registration** Tab.



2. Enter LLP Registration No in the text box and then click on the **Search** button



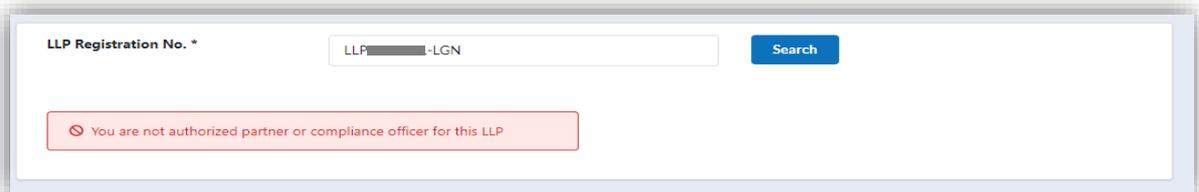
LLP name will be displayed if user is the Compliance Officer (CO) for that LLP.



The screenshot shows a search interface with the following elements:

- Label: "LLP Registration No. *"
- Input field: "LLP- -LGN"
- Button: "Search"
- Label: "LLP Name:"
- Input field: [Redacted]
- Button: "Continue"

3. If user is not a CO for that LLP, a prompt message will be displayed.



The screenshot shows the same search interface as above, but with an error message displayed below the search button:

- Message: "You are not authorized partner or compliance officer for this LLP"

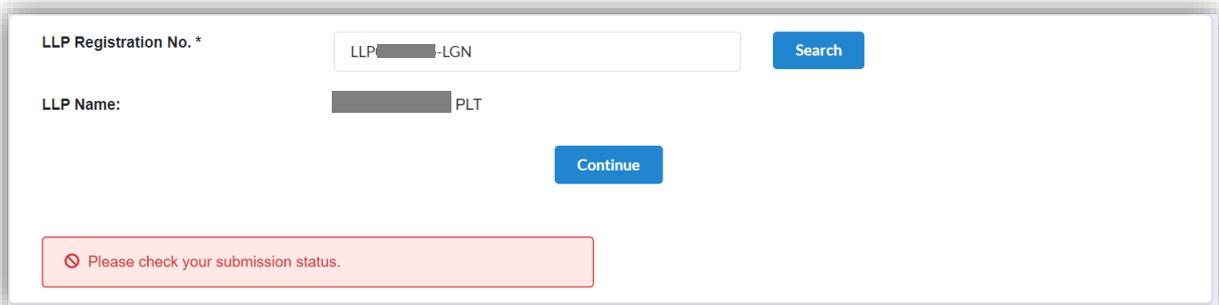
4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.



The screenshot shows an error message box with the following content:

- Warning icon: "Please complete form items below:-"
- List item: "Unable to proceed. The duration for extension of time has reached maximum limit"

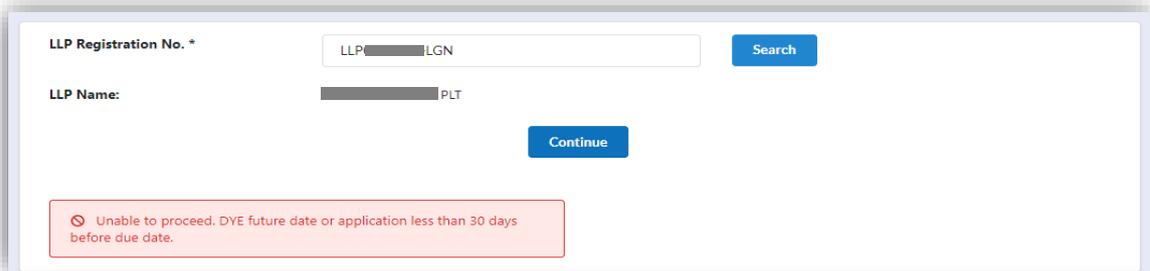
5. If there is any draft submission or pending application, a prompt message will be displayed.



LLP Registration No. *

LLP Name: PLT

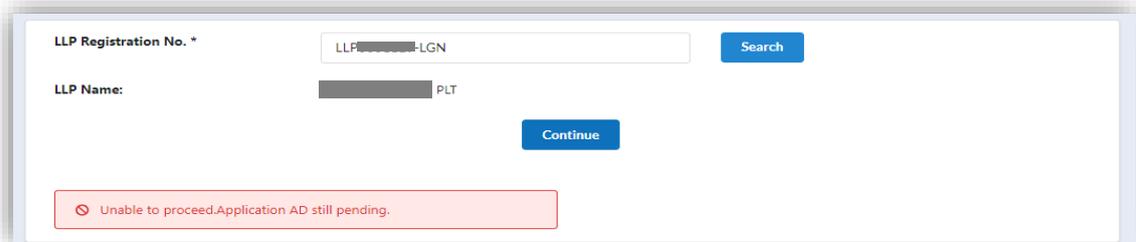
6. The application for an extension of time shall be made after the end of the financial year of the LLP and at least (30) days before the due date for the submission of the annual declaration. If the EOT application is less than 30 days of submission, a prompt message will be displayed.



LLP Registration No. *

LLP Name: PLT

7. If there is any AD submission with pending status, a prompt message will be displayed.



LLP Registration No. *

LLP Name: PLT

8. The LLP listing page also displays a shortcut for the list of applications that have been made.

User can click on the pencil icon to proceed application with status **draft**.

Application List						
Ref No.	Entity No.	Entity Name	Create by	Create Date	EOT Status	Action
EOT2021052400007	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052400011	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	24/05/2021	WITHDRAW	
EOT2021052400012	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052700002	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	27/05/2021	WITHDRAW	
EOT2021052800001	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202009220001	28/05/2021	DRAFT	 

Showing 1 to 5 of 5

< 1 >

9. The draft submission can be deleted. User needs to click the icon **X**, system will display a message for confirmation. Click on **OK** button to delete the submission.

Delete draft submission confirmation

Are you sure to do this task ?

10. Continuing from step 2, click **Continue** button to proceed.

LLP Registration No. *

LLP Name:

11. User will be able to view the LLP detail as displayed at the LLP Information Detail.

The screenshot displays a web interface titled "LLP Information Detail". It contains a table with the following information:

LLP Information Detail	
Entity Name [REDACTED] LLP	Entity Reg No. 201504001597 (LLP [REDACTED] FGN)
Entity Status EXISTING	Entity Type FOREIGN REGISTRATION
Registration Date 16/04/2016	Previous FYE 24/05/2020

3.1.1 Local LLP

12. In the **Detail Extension of time for Annual Declaration** section, user is required to key in Date FYE. System will auto-calculate the due date.

Detail Extension of time for Annual Declaration

Date FYE: 25-May-2021

Due Date: 30/06/2021

Extend for: 60 (RM50 per every 30 days period)

New Due Date: 29/08/2021

EOT Reason: LLP is involved with a court case (supported by letters/ documents)

Save

13. User can then choose the extended period displayed at the drop down list. System will auto-calculate and display the new due date.

Extend for: 60 (RM50 per every 30 days period)

- 60
- 0
- 30
- 60
- 90
- 120
- 150
- 180

14. User is required to select the **EOT Reason** from the selection listed.

EOT Reason: LLP is involved with a court case (supported by letters/ documents)

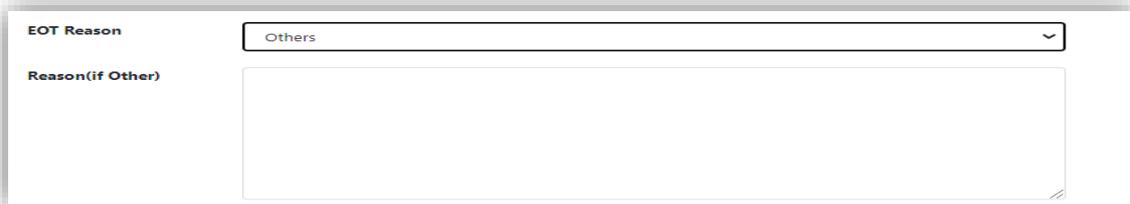
- LLP is involved with a court case (supported by letters/ documents)
- Please Select--
- Death of Partner (supported by a copy of the death certificate)
- LLP is involved with a court case (supported by letters/ documents)
- LLP is under investigation (supported by letters/ documents)
- Loss of Records due to theft (supported by a copy of the police report)
- Natural Disaster (supported by a copy of the police report)
- Restructuring LLP (supported by letters/ documents)
- Others

All rights reserved.

If the reason is not selected, the prompt message will be displayed.



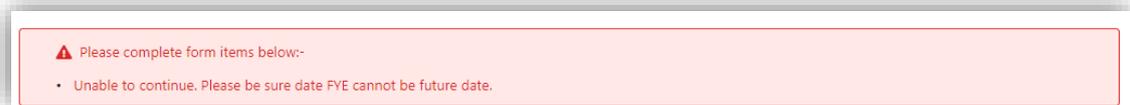
15.If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



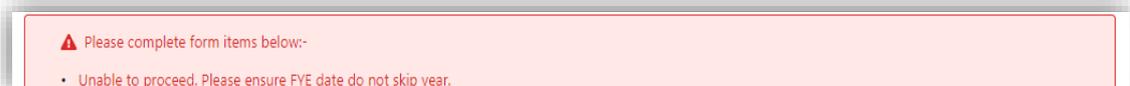
A form with two fields. The first field is labeled "EOT Reason" and is a dropdown menu with "Others" selected. The second field is labeled "Reason(if Other)" and is a large text box.



16.If the **Date FYE** exceeds current date, the prompt message will be displayed.



17.If the **Date FYE** skips year, the prompt message will be displayed.



3.1.2 Foreign LLP

18.The anniversary date will be auto-populated by the system.

Detail Extension of time for Annual Declaration

Anniversary Date	<input type="text" value="24/05/2021"/>
Due Date	<input type="text" value="21/10/2021"/>
Extend for	<input type="text" value="60"/> RM50 per every 30 days period
New Due Date	<input type="text" value="20/12/2021"/>
EOT Reason	<input type="text" value="Death of Partner (supported by a copy of the death certificate)"/>

19.User must choose the extended period and system will auto-calculate and display the new due date.

Extend for RM50 per every 30 days period

- 0
- 30
- 60**
- 90
- 120
- 150
- 180

New Due Date

20.User is required to select the **EOT Reason** from the selection list.

EOT Reason

- LLP is involved with a court case (supported by letters/ documents)
- Please Select--
- Death of Partner (supported by a copy of the death certificate)
- LLP is involved with a court case (supported by letters/ documents)
- LLP is under investigation (supported by letters/ documents)**
- Loss of Records due to theft (supported by a copy of the police report)
- Natural Disaster (supported by a copy of the police report)
- Restructuring LLP (supported by letters/ documents)
- Others

All rights reserved.

21.If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.

The screenshot shows a form with two main sections. The first section is labeled 'EOT Reason' and contains a dropdown menu with 'Others' selected. The second section is labeled 'Reason(if Other)' and contains a large, empty text input area. The form is presented with a soft drop shadow.

⚠ Please complete form items below:-

- Unable to continue. Please fill up the other reason

22.If the duration is not selected, the prompt message will be displayed.

⚠ Please complete form items below:-

- Unable to continue. Please select the duration

23.If the reason is not selected, the prompt message will be displayed.

⚠ Please complete form items below:-

- Unable to continue. Please select the reason

3.1.3 Supporting Document

24. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

SUPPORTING DOCUMENT		
Attachment Description	File	Action
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="trash icon"/>

25. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

26. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="trash icon"/>

27. User will be able to view the LLP detail as displayed at the LLP

Information Detail:

- Entity Name
- Entity Reg No
- Entity Status
- Entity Type
- Registration Date
- Previous Date FYE/Anniversary

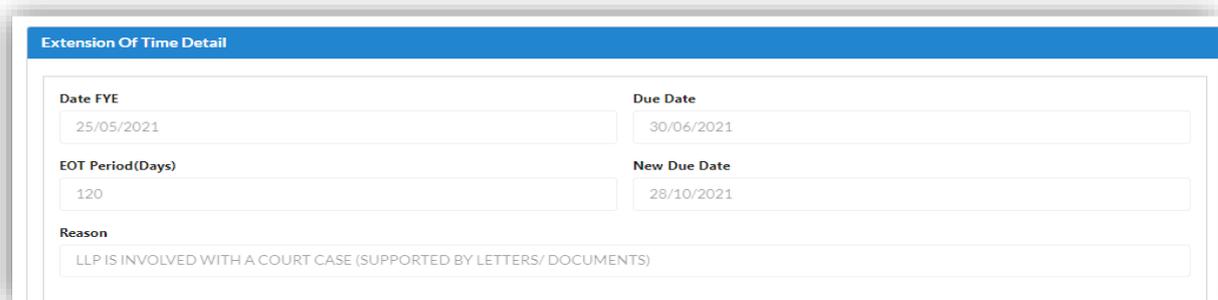


The screenshot shows a form titled "LLP Information Detail" with a blue header. The form contains the following fields:

Entity Name	Entity Reg No.
[REDACTED]	202105001905 (LLP [REDACTED] FGN)
Entity Status	Entity Type
EXISTING	FOREIGN REGISTRATION
Registration Date	Previous Anniversary
30/06/2019	30/06/2020

28. In the **Extension Of Time Detail** section, complete details are displayed:

- Date FYE(local LLP)
- Anniversary Date (foreign LLP)
- Due Date
- EOT Period (days)
- New Due Date
- Reason



The screenshot shows a form titled "Extension Of Time Detail" with a blue header. The form contains the following fields:

Date FYE	Due Date
25/05/2021	30/06/2021
EOT Period(Days)	New Due Date
120	28/10/2021
Reason	
LLP IS INVOLVED WITH A COURT CASE (SUPPORTED BY LETTERS/DOCUMENTS)	

Extension Of Time Detail

Anniversary Date 30/06/2021	Due Date 30/07/2021
EOT Period(Days) 120	New Due Date 27/11/2021
Reason LOSS OF RECORDS DUE TO THEFT (SUPPORTED BY A COPY OF THE POLICE REPORT)	

29. In the **Fee Detail** Section, total cost for EOT application will be displayed.

Fee Detail

Description	Remarks	Total Cost
EXTENSION OF TIME FOR ANNUAL DECLARATION		RM200.00

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

Declaration

Please Tick

- Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

Lodger Information

Name [REDACTED]	Address TEST ADDRESS 23060 DUNGUN TERENGGANU MALAYSIA	License/ Membership No. Nil
Identification No. [REDACTED]	Email mylptest901@gmail.com	Practising Certificate No. Nil
Phone No. 0111111111		Professional Body Type Nil

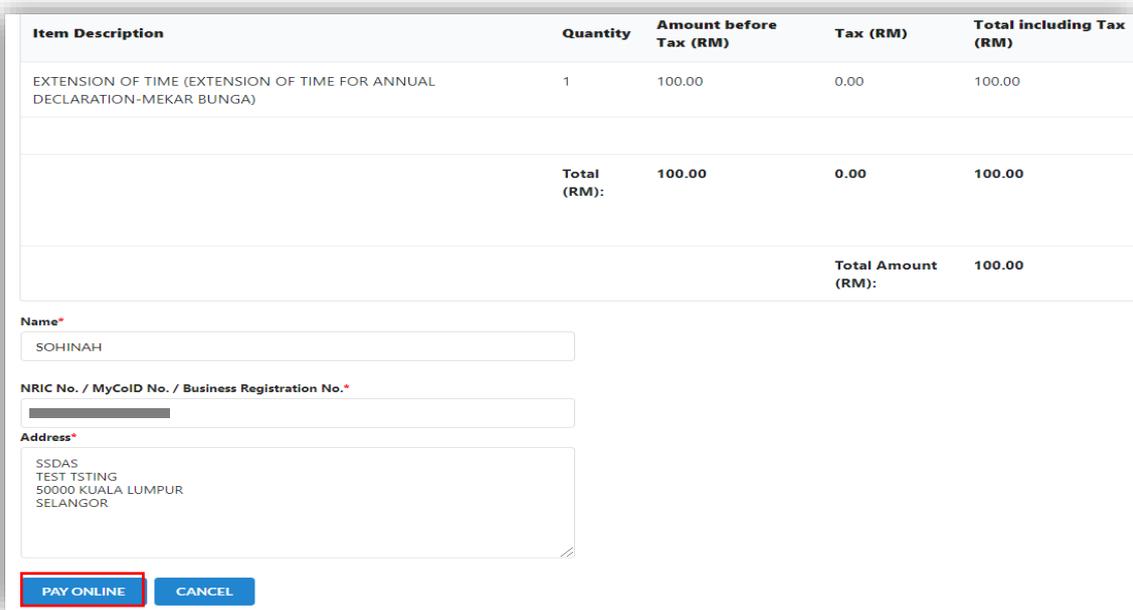
Back Cancel **View PDF** **Submit Payment**

31. Click on **View PDF** button to view application. Click on **Submit Payment** button to proceed payment.

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



33. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed payment.



A screenshot of a payment page. It features a table with the following data:

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
EXTENSION OF TIME (EXTENSION OF TIME FOR ANNUAL DECLARATION-MEKAR BUNGA)	1	100.00	0.00	100.00
	Total (RM):	100.00	0.00	100.00
			Total Amount (RM):	100.00

Below the table, there is a form with the following fields:

- Name***: SOHINAH
- NRIC No. / MyCoID No. / Business Registration No.***: [Redacted]
- Address***: SSDAS
TEST TSTING
50000 KUALA LUMPUR
SELANGOR

At the bottom of the form, there are two buttons: "PAY ONLINE" (highlighted with a red box) and "CANCEL".

34. 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 EOT for 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

INVOICE



4 6 2 0 2 1 0 5 2 9 0 0 0 0 1 4

██████████
██████████
██████████
46150 PETALING JAYA
SELANGOR

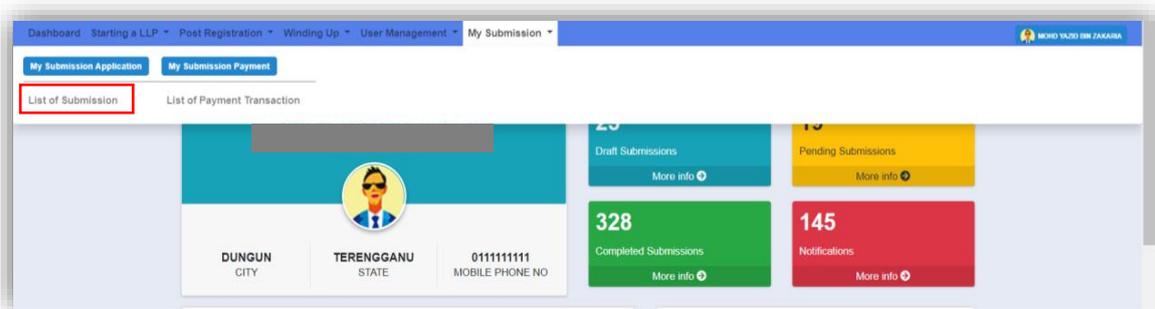
Receipt No : EB20210529000001
Reference No. : EOT2021052800001
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021052900001
Payment Date : 29/05/2021 09:28:30 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	EXTENSION OF TIME EXTENSION OF TIME FOR ANNUAL DECLARATION-ZERO CELCIUS AUTO PLT	100.00
Total		100.00
Amount Received		100.00

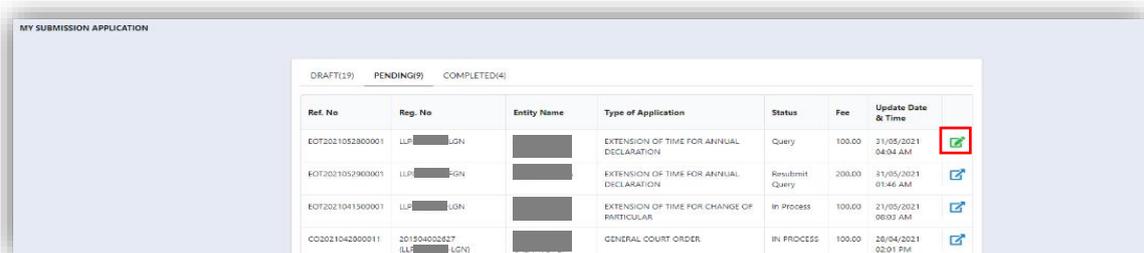
PRINT

3.1.4 Resubmit Query

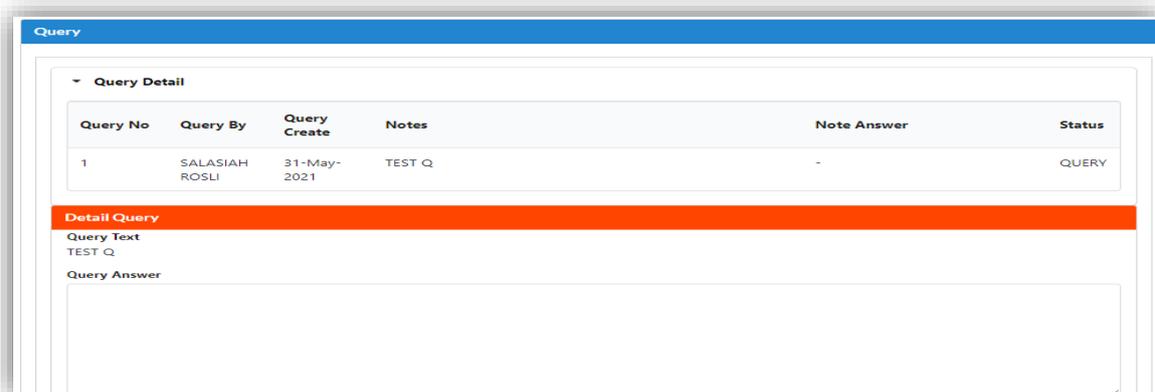
35. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



36. Click on the **PENDING** tab, and then click on the pencil icon to reply query.



37. Query section will be displayed if the submission is in QUERY status. Update the required information.



38.If the Query answer box left blank, the prompt message will be display to enter information for query answer.

The screenshot shows a web form titled "Detail Query". It has two main sections: "Query Text" and "Query Answer". The "Query Text" field contains the text "TEST Q". The "Query Answer" field is a large, empty text area. Below the "Query Answer" field, there is a red-bordered box containing the text "Please enter valid information", indicating a validation error.

39.Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

The screenshot shows the "Detail Query" form with the following content:

- Query Text:** LAMPIRKAN DOKUMEN SOKONGAN
- Query Answer:** DOKUMEN SOKONGAN DILAMPIRKAN
- Declaration:** A section titled "Please Tick" with two checked checkboxes:
 - Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time
 - I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.
- Lodger Information:** A table with three columns: Name, Address, and License/ Membership No. The Name field is redacted. The Address field contains "TEST ADDRESS, 23050 DUNGUN, TERENGGANU, MALAYSIA". The License/ Membership No. field contains "Nil". The Practising Certificate No. field contains "Nil". The Professional Body Type field contains "Nil".

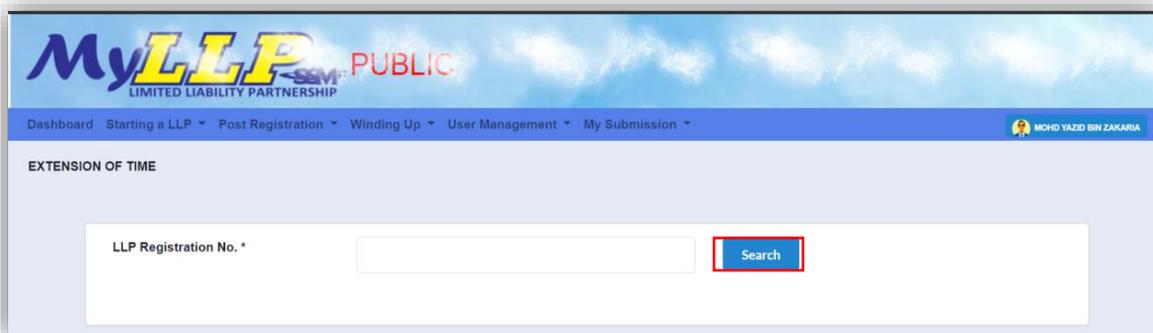
At the bottom right of the form, there are four buttons: "Back", "Cancel", "View PDF", and "Resubmit".

3.2 Extension of Time for Change of Particular

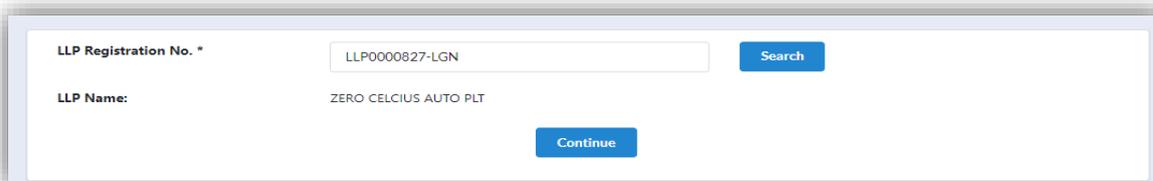
1. Click on **Change of Particular** under **Extension of Time** while hovering over the **Post Registration** Tab.



2. Enter LLP Registration No in the textbox and then click on the **Search** button



LLP name will be displayed if user is a CO for that LLP.



3. If user is not a CO for that LLP, a prompt message will be displayed.



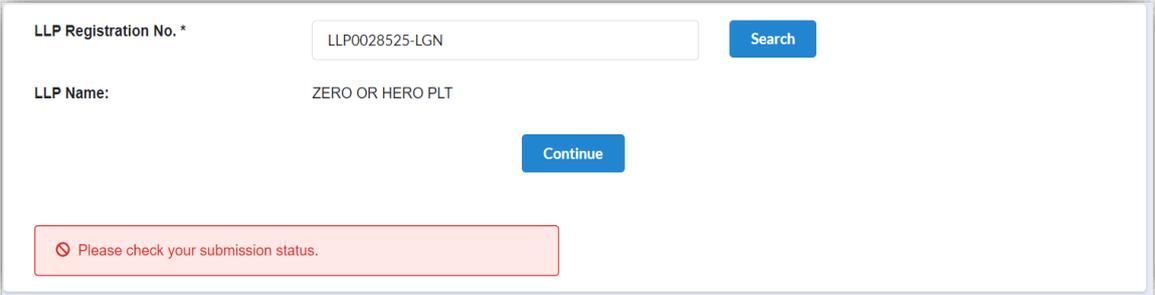
The screenshot shows a search interface for LLP Registration No. * with a text input field containing "LLP[REDACTED]-LGN" and a "Search" button. Below the search area, a red error message box displays: "You are not authorized partner or compliance officer for this LLP".

4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.



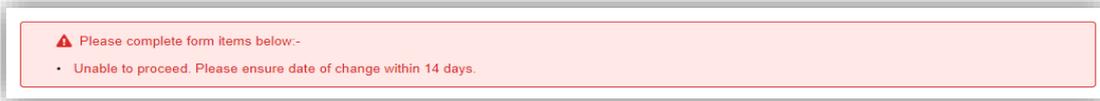
The screenshot shows a red error message box with the following text: "Please complete form items below:-" followed by a bullet point: "Unable to proceed. The duration for extension of time has reached maximum limit".

5. If there is any draft submission or pending application, a prompt message will be displayed.



The screenshot shows a search interface for LLP Registration No. * with a text input field containing "LLP0028525-LGN" and a "Search" button. Below the search area, the text "LLP Name: ZERO OR HERO PLT" is displayed, followed by a "Continue" button. At the bottom, a red error message box displays: "Please check your submission status."

6. The application for an extension of time for **Change of Particulars** shall be made before the expiry of 14 days from the date of change. If date of change is less than 14 days within the EOT time allowable, the prompt message will displayed.



7. If there is any Change of Particulars submission with pending status, a prompt message will be displayed.

LLP Registration No. *

LLP Name: ZERO OR HERO PLT

Please check your submission status.

8. The LLP listing page also displays a shortcut for the list of applications that have been made. User can click on the pencil icon to proceed application with status **draft**.

Application List

Ref No.	Entity No.	Entity Name	Create by	Create Date	EOT Status	Action
EOT2021052400007	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052400011	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	24/05/2021	WITHDRAW	
EOT2021052400012	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052700002	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	27/05/2021	WITHDRAW	
EOT2021052800001	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202009220001	28/05/2021	DRAFT	 

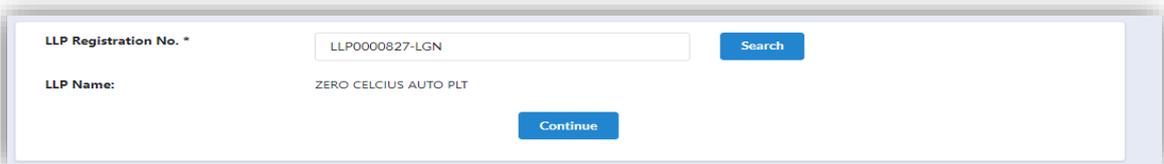
Showing 1 to 5 of 5

< 1 >

9. The draft submission can be deleted. User needs to click the icon **X**, then the system will display a message for confirmation. Click on **OK** button to delete the submission.

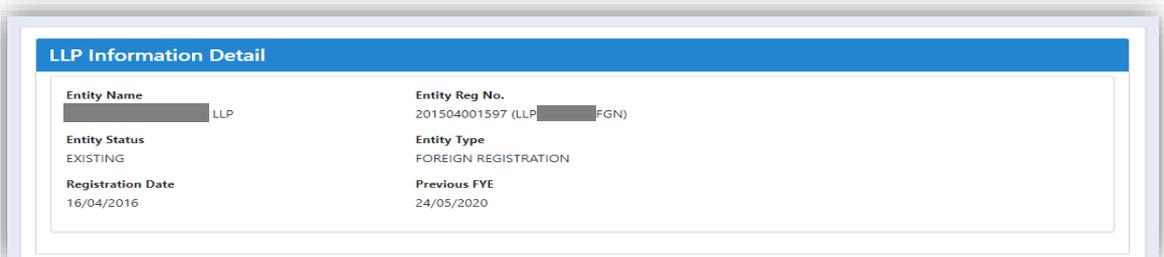


10. Continuing from step 2, click Continue button to proceed.



11. User will be able to view the LLP detail as displayed at the LLP Information Detail:

- Entity Name
- Entity Registration No
- Entity Status
- Entity type
- Registration date



12. In the **Main Detail**, user must enter Date of Change. The system will auto-calculate the due date.

Main detail

Date Of Change

Due Date

Extend for RM50 per every 30 days period

New Due Date

EOT Reason

13. If the **Date of Change** entered exceeds current date, the prompt message will be displayed.

⚠ Please complete form items below:-

- Unable to continue. Please be sure date of change cannot be future date.

14. User can then choose the extended period displayed at the drop down list. System will auto-calculate and displayed the new due date.

Extend for RM50 per every 30 days period

New Due Date

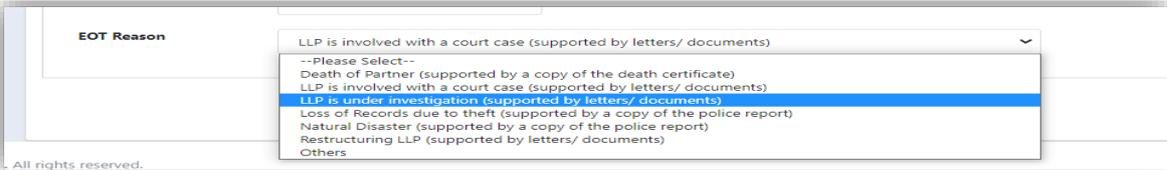
EOT Reason

15. If the duration is not selected, the prompt message will be displayed.

⚠ Please complete form items below:-

- Unable to continue. Please select the duration

16. User is required to select the **EOT Reason** from the selection listed. If the reason is not selected, the prompt message will be displayed.



17. If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



3.2.1 Supporting Document

18. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

Attachment Description	File	Action
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="Delete"/>

19. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

20. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="Delete"/>

21. User will be able to view the LLP detail as displayed at the LLP Information Detail:

- Entity Name
- Entity Registration No
- Entity Status
- Entity Type
- Registration Date
- Submission Reference No

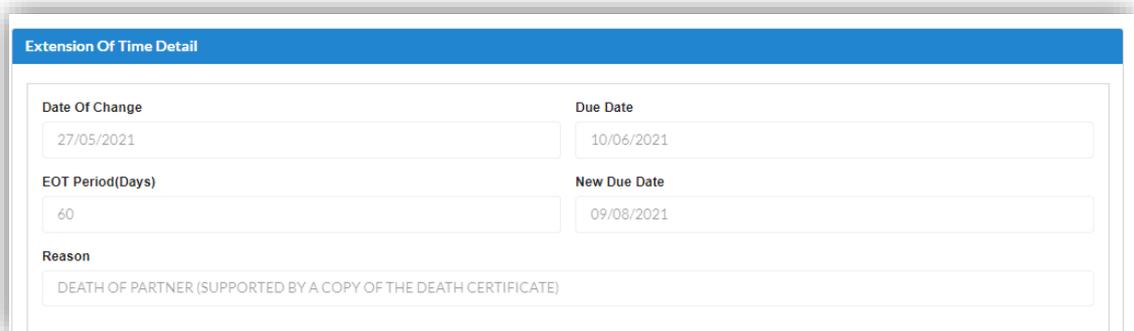


The screenshot shows a table titled "LLP Registration Information" with two columns. The first column contains: Entity Name (ZERO CELCIUS AUTO PLT), Entity Status (EXISTING), and Registration Date (30/12/2019). The second column contains: Entity Reg No. (201304000831 (LLP0000827-LGN)), Entity Type (LOCAL REGISTRATION), and Submission Ref No. (EOT202105280001).

LLP Registration Information	
Entity Name ZERO CELCIUS AUTO PLT	Entity Reg No. 201304000831 (LLP0000827-LGN)
Entity Status EXISTING	Entity Type LOCAL REGISTRATION
Registration Date 30/12/2019	Submission Ref No. EOT202105280001

22. In the **Extension Of Time Detail** section, complete details are displayed:

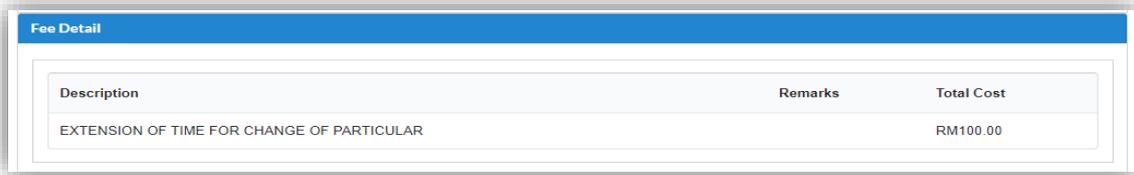
- Date of change
- Due Date
- EOT Period (days)
- New Due Date
- Reason



The screenshot shows a form titled "Extension Of Time Detail" with several input fields. The fields are: Date Of Change (27/05/2021), Due Date (10/06/2021), EOT Period(Days) (60), New Due Date (09/08/2021), and Reason (DEATH OF PARTNER (SUPPORTED BY A COPY OF THE DEATH CERTIFICATE)).

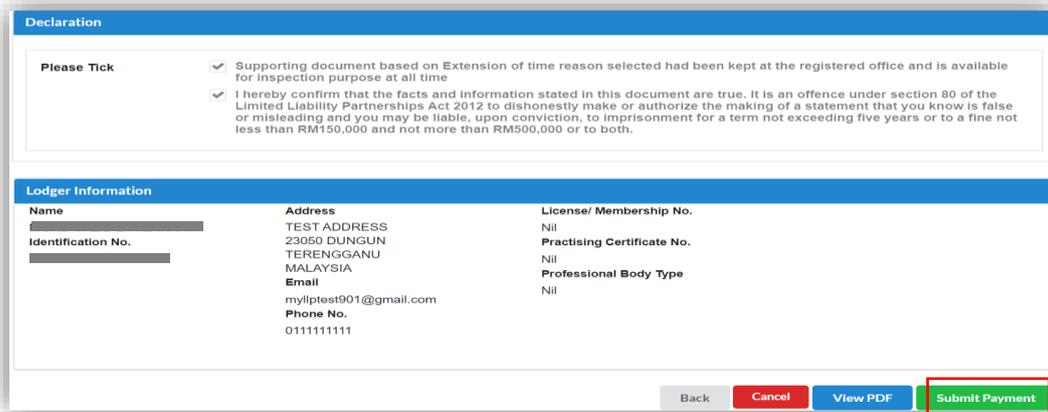
Extension Of Time Detail	
Date Of Change 27/05/2021	Due Date 10/06/2021
EOT Period(Days) 60	New Due Date 09/08/2021
Reason DEATH OF PARTNER (SUPPORTED BY A COPY OF THE DEATH CERTIFICATE)	

23. In the **Fee Detail** Section, total cost for EOT application will be displayed.



Description	Remarks	Total Cost
EXTENSION OF TIME FOR CHANGE OF PARTICULAR		RM100.00

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



Declaration

Please Tick

- Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

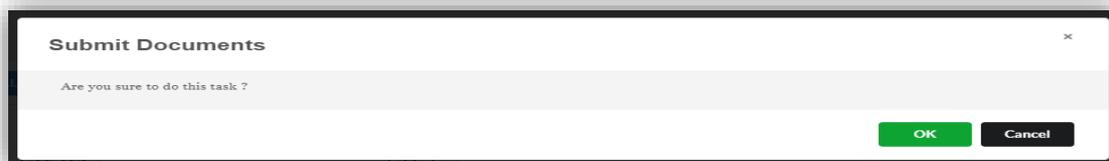
Lodger Information

Name [REDACTED]	Address TEST ADDRESS 23050 DUNGUN TERENGGANU MALAYSIA	License/ Membership No. Nil
Identification No. [REDACTED]	Email myllptest901@gmail.com	Practising Certificate No. Nil
	Phone No. 0111111111	Professional Body Type Nil

Back Cancel View PDF **Submit Payment**

Click on **View PDF** button to view application. Click on **Submit Payment** button to proceed with payment.

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



Submit Documents

Are you sure to do this task ?

OK Cancel

26. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed payment.

Payment Details

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
EXTENSION OF TIME (EXTENSION OF TIME FOR CHANGE OF PARTICULAR-AKADEMI SINERGI PLT)	1	100.00	0.00	100.00
		Total (RM):	0.00	100.00
			Total Amount (RM):	100.00

Name*
SALASIAH

NRIC No. / MyCoID No. / Business Registration No.*
[REDACTED]

Address*
[REDACTED]
SELANGOR

PAY ONLINE **CANCEL**

27. 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 EOT for Change Particulars transactions.
- Transaction ID is the payment transaction number.

INVOICE



Suruhanjaya Syarikat Malaysia (SSM)
Menara SSM@Sentral
No 7, Jalan Stesen Sentral 5
Kuala Lumpur Sentral
50623 Kuala Lumpur
Tel : 03-2299 4400

SALASIAH
[REDACTED]
[REDACTED]
SELANGOR



EB20210601000004

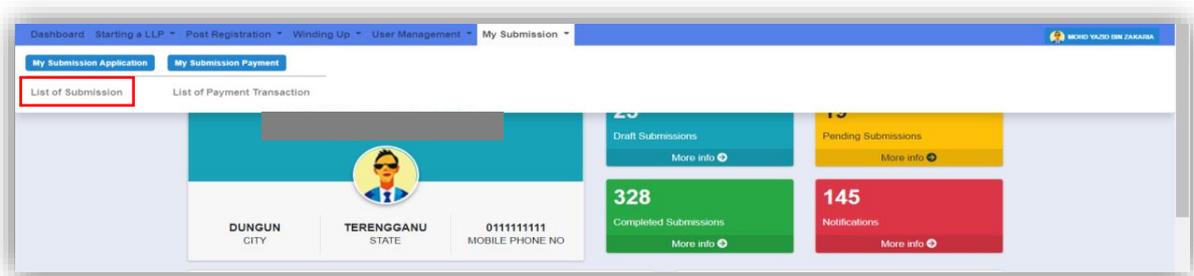
Receipt No : EB20210601000004
Reference No. : EOT2021060100001
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021060100004
Payment Date : 01/06/2021 10:14:50 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	EXTENSION OF TIME EXTENSION OF TIME FOR CHANGE OF PARTICULAR-AKADEMI SINERGI PLT	100.00
Total		100.00
Amount Received		100.00

PRINT

3.2.2 Resubmit Query

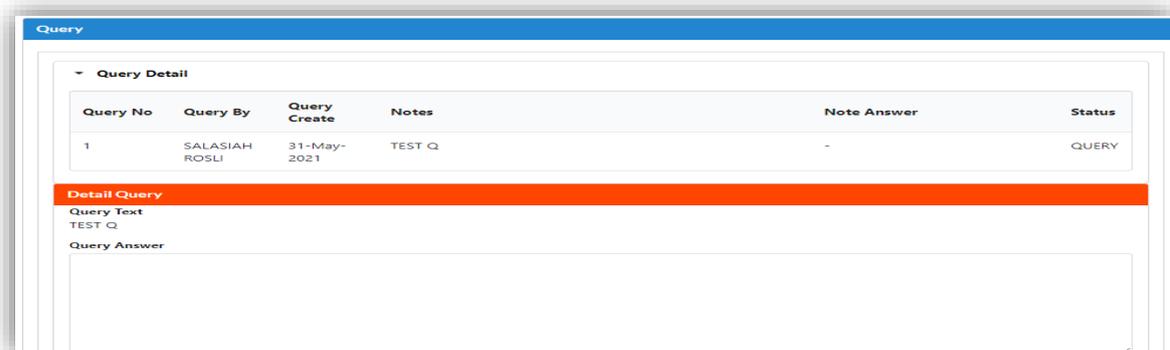
28. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



29. Click on the **PENDING** tab, and then click on the pencil icon to reply query.



30. Query section will be displayed for submission with query status. Update the required information.



31.If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

The screenshot shows a web form titled "Detail Query". It has two main sections: "Query Text" and "Query Answer". The "Query Text" field contains the text "TEST Q". The "Query Answer" field is currently empty. Below the "Query Answer" field, there is a red-bordered error message that says "Please enter valid information".

32.Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

The screenshot shows the "Detail Query" form with the following details:

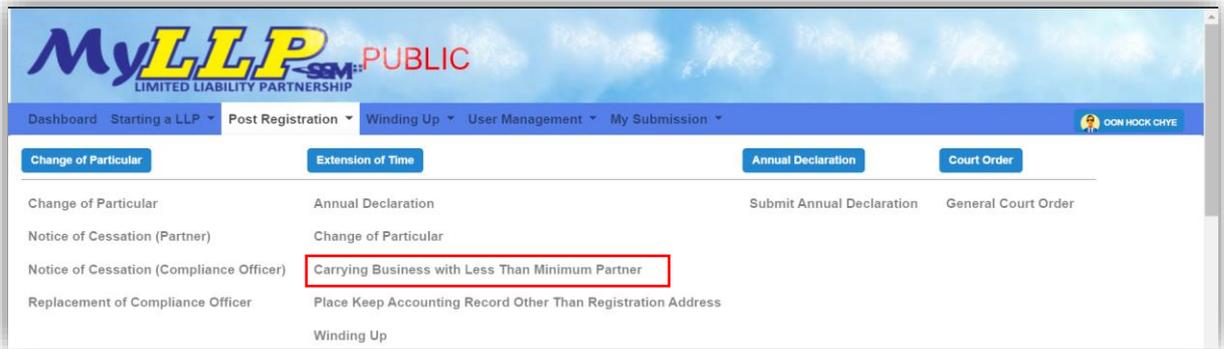
- Query Text:** LAMPIRKAN DOKUMEN SOKONGAN
- Query Answer:** DOKUMEN SOKONGAN DILAMPIRKAN
- Declaration:** Two checkboxes are checked. The first is "Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time". The second is "I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both."
- Lodger Information:** A table with the following data:

Name	Address	License/ Membership No.
[Redacted]	TEST ADDRESS 23050 DUNGUN TERENGGANU MALAYSIA	Nil
Identification No.	Email myllptest901@gmail.com	Practising Certificate No. Nil
	Phone No. 0111111111	Professional Body Type Nil

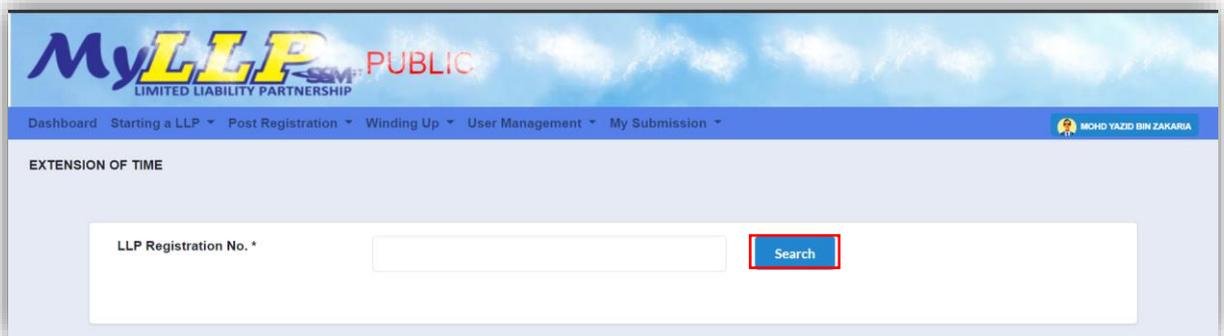
At the bottom right of the form, there are four buttons: "Back" (grey), "Cancel" (red), "View PDF" (blue), and "Resubmit" (green).

3.3 Extension of Time for Carry Business with Less Than Minimum Partner

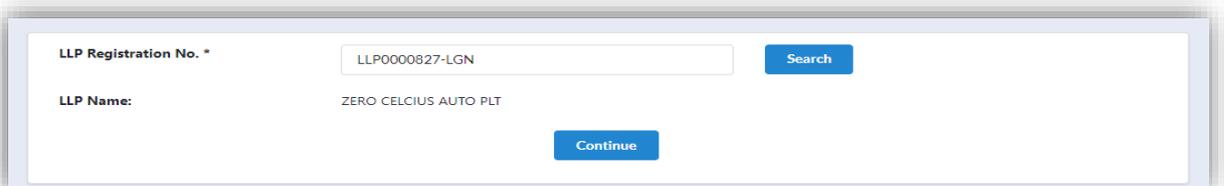
1. Click on **Carrying Business with Less Than Minimum Partner** under **Extension of Time** while hovering over the **Post Registration** Tab.



2. Enter LLP Registration No in the textbox and then click on the **Search** button



LLP name will be displayed if user is the Compliance Officer (CO) for that LLP.



3. If user is not a CO for that LLP, a prompt message will be displayed.

The screenshot shows a web form with the following elements:

- Label: **LLP Registration No. ***
- Input field: LLP0000831-LGN
- Button: **Search**
- Message box: **You are not authorized partner or compliance officer for this LLP**

4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.

The screenshot shows a red error message box with the following content:

- Header: **⚠ Please complete form items below:-**
- Bullet point: **• Unable to proceed. The duration for extension of time has reached maximum limit**

5. If there is any draft submission or pending application, a prompt message will be displayed.

The screenshot shows a web form with the following elements:

- Label: **LLP Registration No. ***
- Input field: LLP0028525-LGN
- Button: **Search**
- Label: **LLP Name:**
- Text: ZERO OR HERO PLT
- Button: **Continue**
- Message box: **Please check your submission status.**

6. The application for an extension of time for Carrying Business with Less Than Minimum Partner shall be made before expiry of the six months period given in the Section 7(1). EOT may be apply for a longer period provided the period extended does not exceed one (1) year.

7. If there is any Change of Particulars submission with pending status, a prompt message will be displayed.

The screenshot shows a web form with the following elements:

- LLP Registration No. ***: A text input field containing "LLP0028525-LGN" and a blue "Search" button.
- LLP Name:**: A text input field containing "ZERO OR HERO PLT" and a blue "Continue" button.
- A red-bordered message box at the bottom containing the text: "Please check your submission status."

8. The LLP listing page also displays a shortcut for the list of applications that have been made.

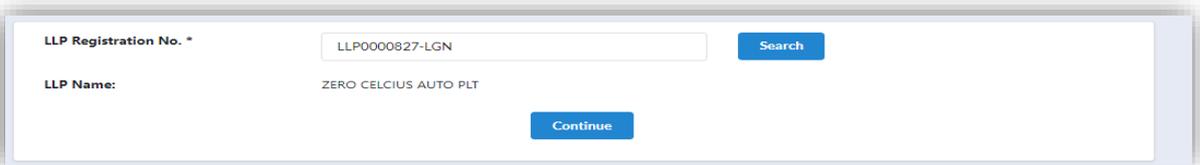
User can click on the pencil icon to proceed application with status **draft**.

Application List						
Ref No.	Entity No.	Entity Name	Create by	Create Date	EOT Status	Action
EOT2021052400007	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052400011	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	24/05/2021	WITHDRAW	
EOT2021052400012	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052700002	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	27/05/2021	WITHDRAW	
EOT2021052800001	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202009220001	28/05/2021	DRAFT	 

9. The draft submission can be deleted. User needs to click the icon **X** then the system will display a message for confirmation. Click on **OK** button to delete the submission.

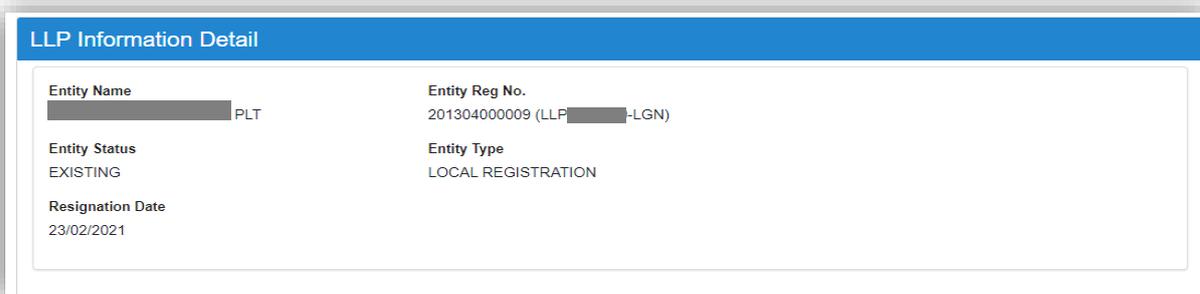


10. Continuing from step 2, click **Continue** button to proceed.



11. User will be able to view the LLP detail as displayed at the LLP Information Detail:

- Entity Name
- Entity Registration No
- Entity Status
- Entity type
- Resignation Date



12. In the **Main Detail**, Due Date will be auto-calculated from the partner resignation date

Main detail

Due Date ⓘ 23/08/2021

Extend for 0 RM50 per every 30 days period

New Due Date

EOT Reason --Please Select--

Save

13. User can then choose the extended period displayed at the drop down list. System will auto-calculate and displayed the new due date.

Extend for 60 RM50 per every 30 days period

New Due Date

EOT Reason

14. User is required to select the **EOT Reason** from the selection listed. If the reason is not selected, the prompt message will be displayed.

⚠ Please complete form items below:-

- Unable to continue. Please select the reason

EOT Reason

LLP is involved with a court case (supported by letters/ documents)

--Please Select--

Death of Partner (supported by a copy of the death certificate)

LLP is involved with a court case (supported by letters/ documents)

LLP is under investigation (supported by letters/ documents)

Loss of Records due to theft (supported by a copy of the police report)

Natural Disaster (supported by a copy of the police report)

Restructuring LLP (supported by letters/ documents)

Others

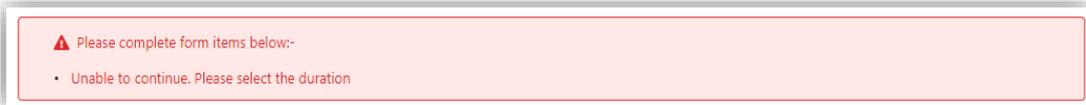
All rights reserved.

15.If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



The screenshot shows a form with two main sections. The first section is labeled 'EOT Reason' and contains a dropdown menu with 'Others' selected. The second section is labeled 'Reason(if Other)' and contains a large, empty text input box.

16.If the duration is not selected, the prompt message will be displayed.



The screenshot shows a red error message box with a warning icon. The text inside reads: 'Please complete form items below:-' followed by a bullet point: 'Unable to continue. Please select the duration'.

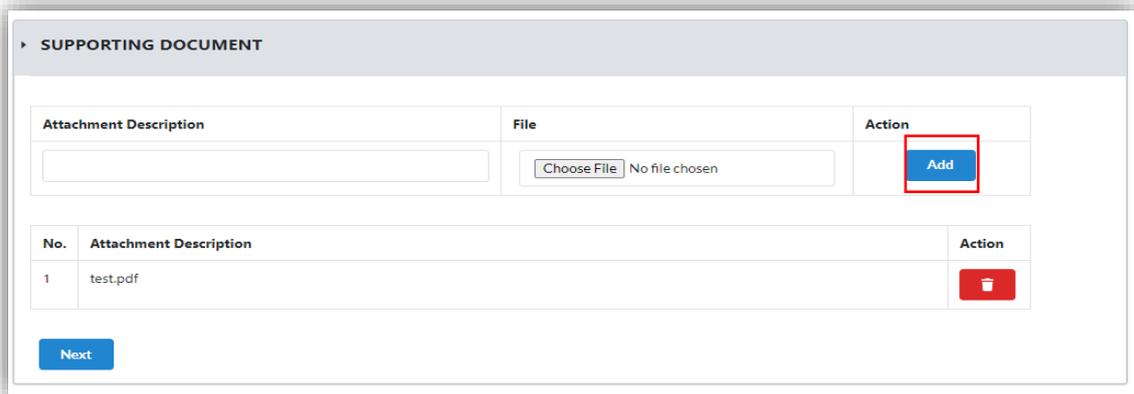
17.If the reason is not selected, the prompt message will be displayed.



The screenshot shows a red error message box with a warning icon. The text inside reads: 'Please complete form items below:-' followed by a bullet point: 'Unable to continue. Please select the reason'.

3.3.1 Supporting Document

18. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.



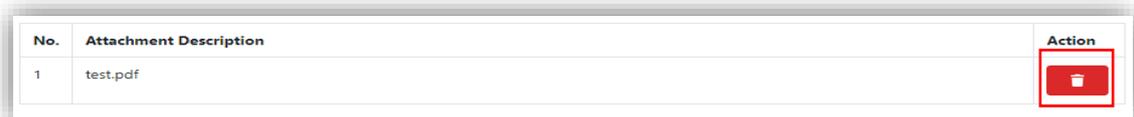
The screenshot shows a web interface titled "SUPPORTING DOCUMENT". It features a table for adding documents. The table has three columns: "Attachment Description", "File", and "Action". The "File" column contains a "Choose File" button and the text "No file chosen". The "Action" column contains a blue "Add" button, which is highlighted with a red box. Below the table is a "Next" button.

Attachment Description	File	Action
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="Delete"/>

19. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

20. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action button**.

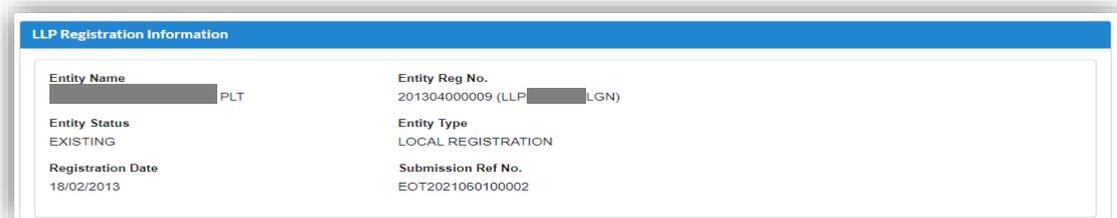


The screenshot shows a table listing the uploaded documents. The table has three columns: "No.", "Attachment Description", and "Action". The "Action" column contains a red "Delete" button, which is highlighted with a red box.

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="Delete"/>

21. User will be able to view the LLP detail as displayed at the LLP Information Detail.

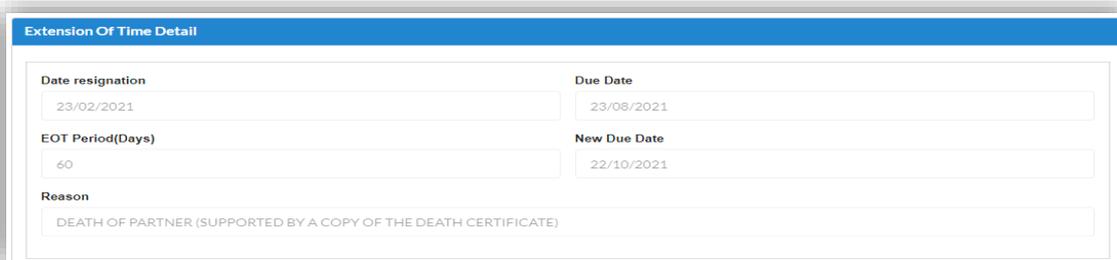
- Entity Name
- Entity Registration No
- Entity Status
- Entity Type
- Registration Date
- Submission Reference No



The screenshot shows a form titled "LLP Registration Information" with a blue header. The form is divided into two columns. The left column contains: Entity Name (redacted) PLT, Entity Status (EXISTING), and Registration Date (18/02/2013). The right column contains: Entity Reg No. (201304000009 (LLP [redacted] LGN)), Entity Type (LOCAL REGISTRATION), and Submission Ref No. (EOT2021060100002).

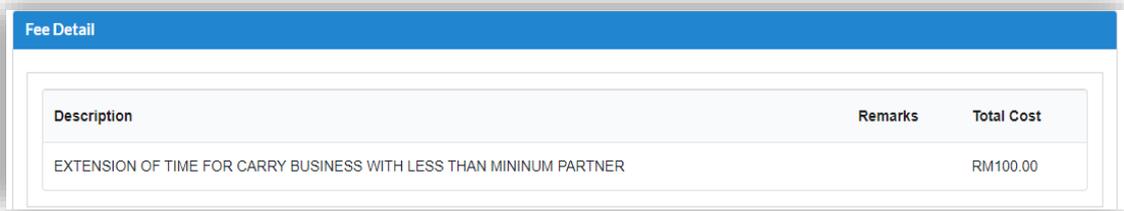
22. In the **Extension Of Time Detail** section, complete details are shown for:

- Date resignation
- Due Date
- EOT Period(days)
- New Due Date
- Reason



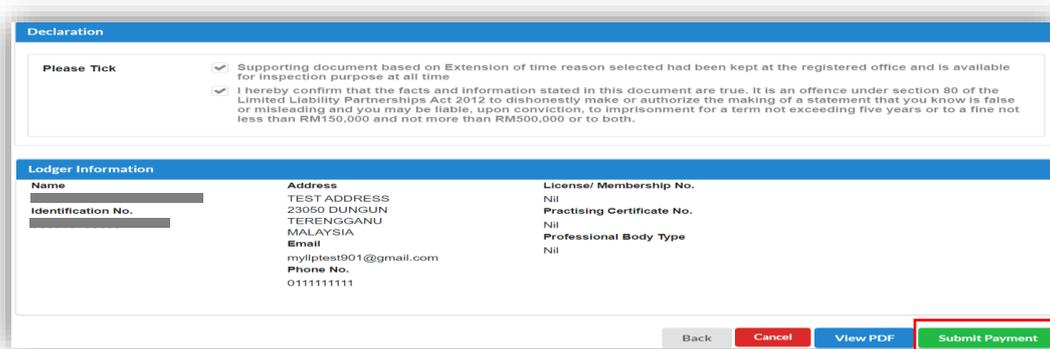
The screenshot shows a form titled "Extension Of Time Detail" with a blue header. The form contains several input fields: Date resignation (23/02/2021), Due Date (23/08/2021), EOT Period(Days) (60), and New Due Date (22/10/2021). Below these is a Reason field containing the text "DEATH OF PARTNER (SUPPORTED BY A COPY OF THE DEATH CERTIFICATE)".

23. In the **Fee Detail** Section, total cost for EOT application will be displayed.



Description	Remarks	Total Cost
EXTENSION OF TIME FOR CARRY BUSINESS WITH LESS THAN MINIMUM PARTNER		RM100.00

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



Declaration

Please Tick

- Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

Lodger Information

Name [REDACTED]	Address TEST ADDRESS 23050 DUNGUN TERENGGANU MALAYSIA	License/ Membership No. Nil
Identification No. [REDACTED]	Email mylptest901@gmail.com	Practising Certificate No. Nil
	Phone No. 0111111111	Professional Body Type Nil

Back Cancel View PDF **Submit Payment**

25. Click on **View PDF** button to view application. Click on **Submit Payment** button to proceed payment.

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



27. Payment Page will be display after click **Submit Payment** button. Click on the **Pay Online** button to proceed payment.

The image shows a "Payment Details" form. At the top, it has a title "Payment Details" and a close button. Below the title is a table with the following columns: "Item Description", "Quantity", "Amount before Tax (RM)", "Tax (RM)", and "Total including Tax (RM)".

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
EXTENSION OF TIME (EXTENSION OF TIME FOR CARRY BUSINESS WITH LESS THAN MINIMUM PARTNER-WEZMART CONSULTING PLT)	1	100.00	0.00	100.00
	Total (RM):	100.00	0.00	100.00
			Total Amount (RM):	100.00

Below the table, there are several input fields:

- Name***: A text input field containing "SOHINAH".
- NRIC No. / MyCoID No. / Business Registration No.***: A text input field with a greyed-out placeholder.
- Address***: A text area containing "SSDAS", "TEST TSTING", "50000 KUALA LUMPUR", and "SELANGOR".

At the bottom of the form, there are two buttons: a blue "PAY ONLINE" button and a blue "CANCEL" button. The "PAY ONLINE" button is highlighted with a red border.

28. 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 EOT 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

INVOICE



4 E B 2 0 2 1 0 6 0 1 0 0 0 0 0 6 *

SOHINAH

ssdas
Test tsting
50000 KUALA LUMPUR
SELANGOR

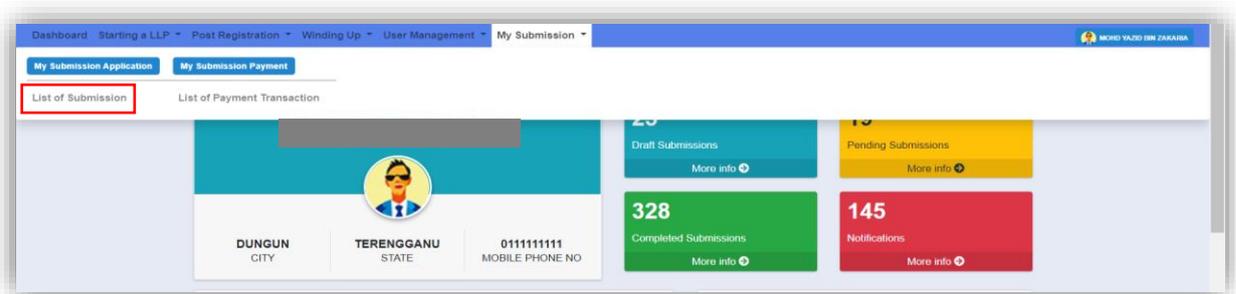
Receipt No : EB20210601000006
Reference No : EOT20210601000002
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E20210601000006
Payment Date : 01/06/2021 12:36:13 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	EXTENSION OF TIME EXTENSION OF TIME FOR CARRY BUSINESS WITH LESS THAN MINIMUM PARTNER-WEZMART CONSULTING PLT	100.00
Total		100.00
Amount Received		100.00

PRINT

3.3.2 Resubmit Query

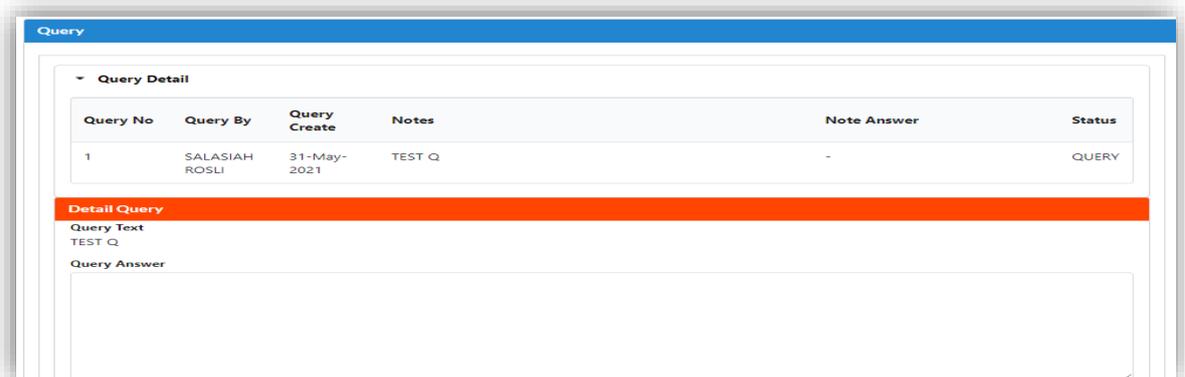
29. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



30. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.



31. Query section will be displayed for submission with query status. Update the required information.



32.If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

Detail Query

Query Text
TEST Q

Query Answer

Please enter valid information

33.Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

Detail Query

Query Text
LAMPIRKAN DOKUMEN SOKONGAN

Query Answer
DOKUMEN SOKONGAN DILAMPIRKAN

Declaration

Please Tick

- Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

Lodger Information

Name	Address	License/ Membership No.
[REDACTED]	TEST ADDRESS	Nil
Identification No.	23050 DUNGUN	Practising Certificate No.
[REDACTED]	TERENGGANU	Nil
	MALAYSIA	Professional Body Type
	Email	Nil
	myllptest901@gmail.com	
	Phone No.	
	0111111111	

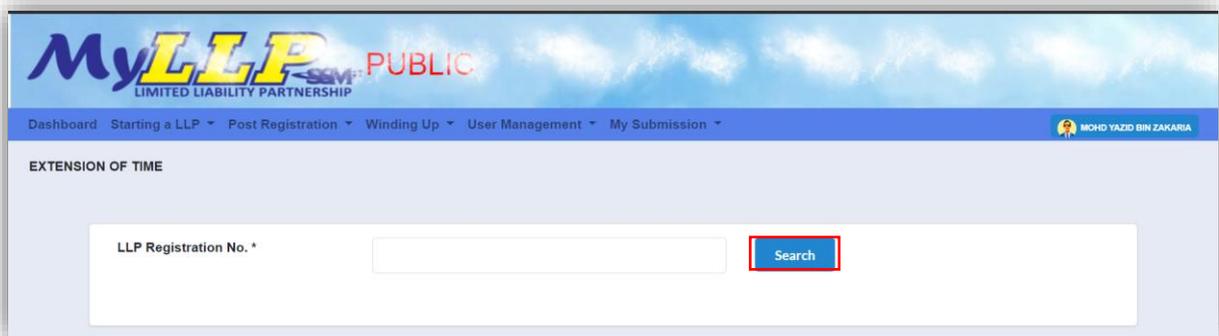
Back Cancel View PDF Resubmit

3.4 Extension of Time for Place of Keeping Accounting Record Other Than Registered Address

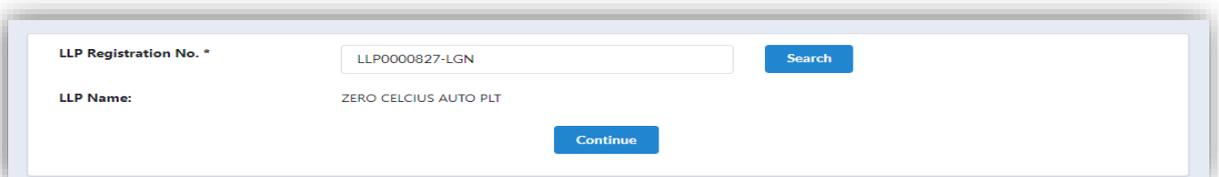
1. Click on **Place Keep Accounting Record Other Than Registered Address** under **Extension of Time** while hovering over the **Post Registration** Tab.



2. Enter LLP Registration No in the textbox and then click on the **Search** button.



LLP name will be displayed if user is the Compliance Officer for that LLP.



3. If user is not a CO for that LLP, a prompt message will be displayed.

LLP Registration No. *

ⓘ You are not authorized partner or compliance officer for this LLP

4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.

⚠ Please complete form items below:-

- Unable to proceed. The duration for extension of time has reached maximum limit

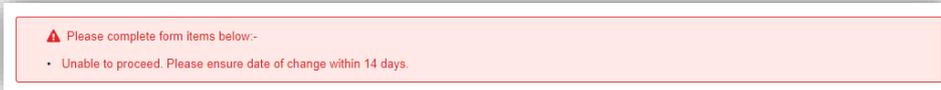
5. If there is any draft submission or pending application, a prompt message will be displayed.

LLP Registration No. *

LLP Name: ZERO OR HERO PLT

ⓘ Please check your submission status.

6. The application for an extension of time for **Change of Particulars** shall be made before the expiry of 14 days from the date of change. If date of change is less than 14 days within the EOT time allowable, the prompt message will displayed.



7. If there is any Change of Particulars submission with pending status, a prompt message will be displayed.

LLP Registration No. *

LLP Name: ZERO OR HERO PLT

⊘ Please check your submission status.

8. The LLP listing page also displays a shortcut for the list of applications that have been made. User can click on the pencil icon to proceed application with status **draft**.

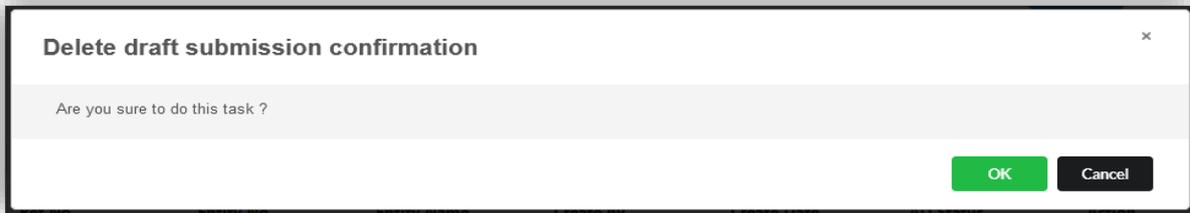
Application List

Ref No.	Entity No.	Entity Name	Create by	Create Date	EOT Status	Action
EOT2021052400007	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052400011	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	24/05/2021	WITHDRAW	
EOT2021052400012	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052700002	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	27/05/2021	WITHDRAW	
EOT2021052800001	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202009220001	28/05/2021	DRAFT	 

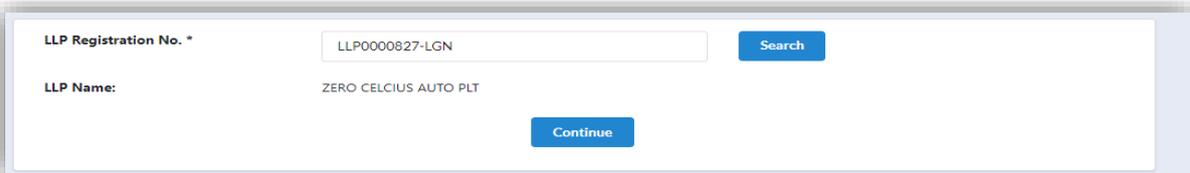
Showing 1 to 5 of 5

< 1 >

9. The draft submission can be deleted. User needs to click the **X** icon then the system will display a message for confirmation. Click on **OK** button to delete the submission.



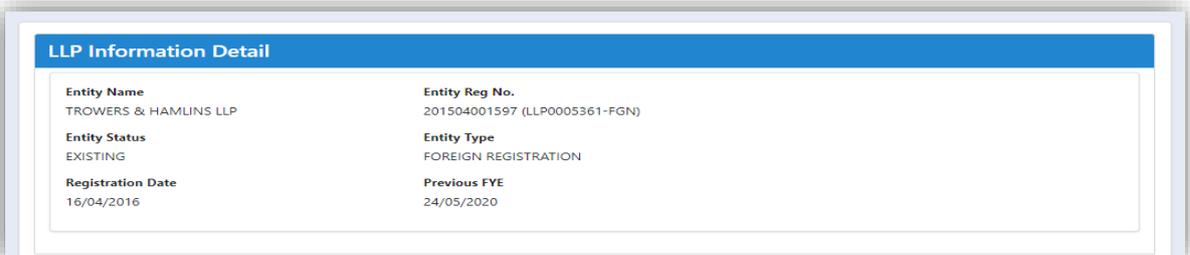
10. Continuing from step 2, click Continue button to proceed.



11. User will be able to view the LLP detail as displayed at the LLP

Information Detail:

- Entity Name
- Entity Registration No
- Entity Status
- Entity type
- Registration date



12. In the **Main Detail**, enter Date of Change. The system will auto-calculate the due date.

The screenshot shows a form titled "Main detail" with the following fields:

- Date Of Change**: A text input field containing "03-Dec-2021" with a calendar icon below it.
- Due Date**: A text input field containing "17/12/2021", which is highlighted with a red border.
- Extend for**: A dropdown menu showing "30" and a downward arrow, with the text "RM50 per every 30 days period" to its right.
- New Due Date**: A text input field containing "16/01/2022".
- EOT Reason**: A dropdown menu showing "--Please Select--" and a downward arrow.

13. If the **Date of Change** entered exceeds current date, the prompt message will be displayed.

The screenshot shows a red error message box with the following text:

▲ Please complete form items below:-

- Unable to continue. Please be sure date of change cannot be future date.

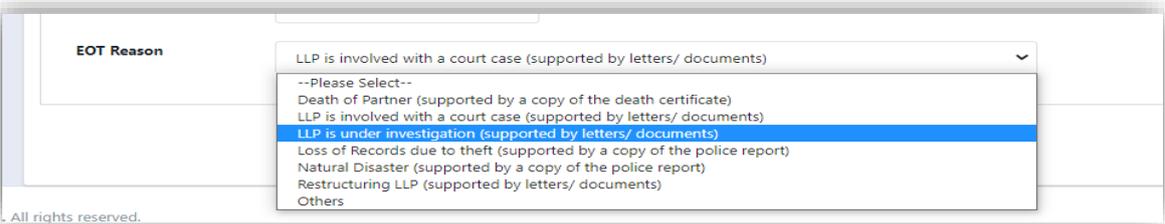
14. User can then choose the extended period displayed at the drop down list. System will auto-calculate and display the new due date.

The screenshot shows the "Extend for" dropdown menu open, displaying a list of options: 0, 30, 60, 90, 120, 150, and 180. The "60" option is highlighted with a blue background. The text "RM50 per every 30 days period" is visible to the right of the dropdown.

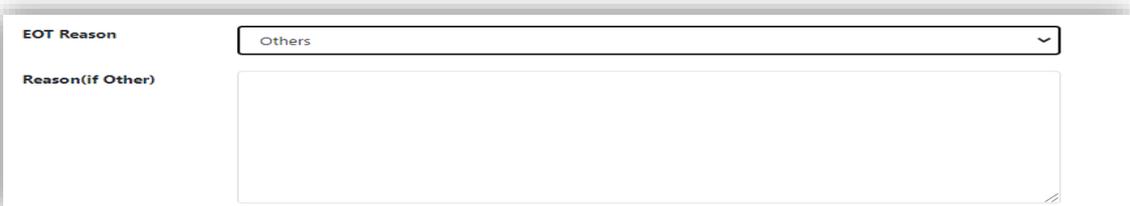
15.If the duration is not selected, the prompt message will be displayed



16.User must then select the **EOT Reason** from the selection listed. If the reason is not selected, the prompt message will be displayed.

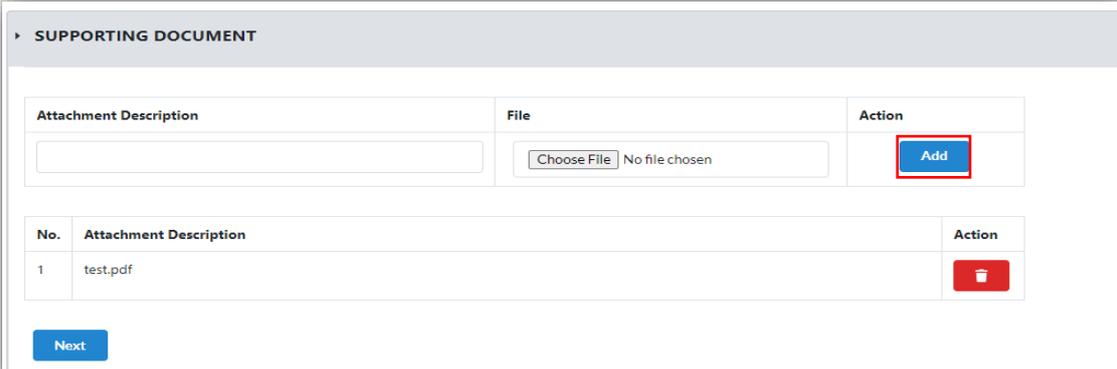


17.If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



3.4.1 Supporting Document

18. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.



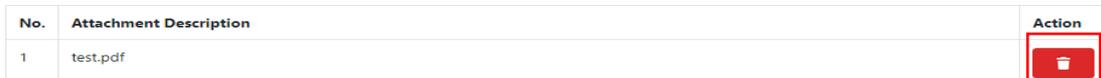
The screenshot shows a web interface titled "SUPPORTING DOCUMENT". It features a file upload section with an "Attachment Description" input field, a "File" input field with a "Choose File" button and "No file chosen" text, and an "Add" button. Below this is a table with columns "No.", "Attachment Description", and "Action". The table contains one row with "1" in the "No." column, "test.pdf" in the "Attachment Description" column, and a red trash icon in the "Action" column. A "Next" button is located at the bottom left of the interface.

Attachment Description	File	Action
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="Delete"/>

19. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

20. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.



The screenshot shows a table with columns "No.", "Attachment Description", and "Action". The table contains one row with "1" in the "No." column, "test.pdf" in the "Attachment Description" column, and a red trash icon in the "Action" column.

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="Delete"/>

21. User will be able to view the LLP detail as displayed at the LLP

Information Detail:

- Entity Name
- Entity Registration No
- Entity Status
- Entity Type
- Registration Date
- Submission Reference No

LLP Registration Information	
Entity Name ZERO CELCIUS AUTO PLT	Entity Reg No. 201304000831 (LLP0000827-LGN)
Entity Status EXISTING	Entity Type LOCAL REGISTRATION
Registration Date 30/12/2019	Submission Ref No. EOT2021052800001

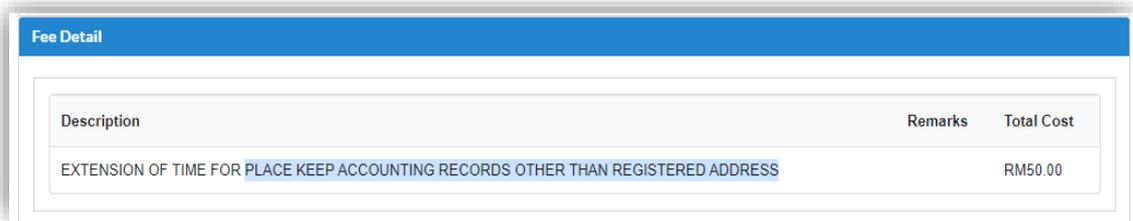
22. In the **Extension Of Time Detail** section, complete details are shown

for :

- Date Of Change
- Due Date
- EOT Period(days)
- New Due Date
- Reason

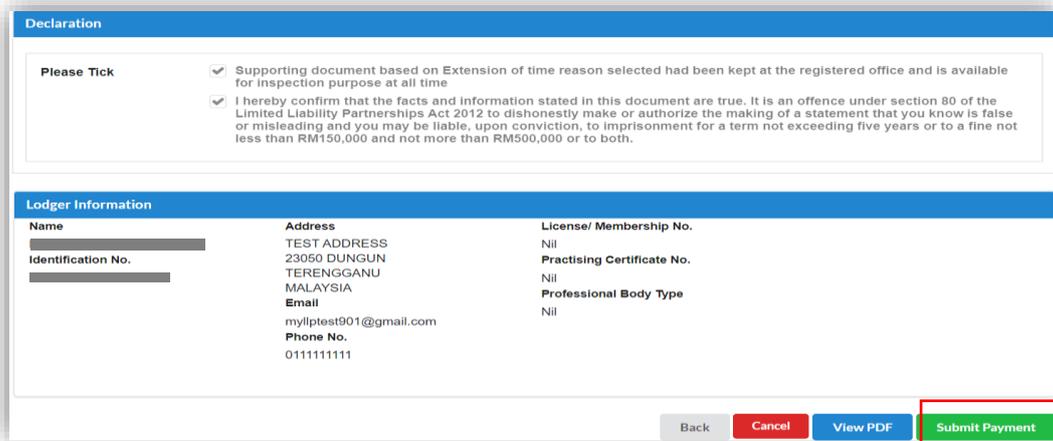
Extension Of Time Detail	
Date Of Change 27/05/2021	Due Date 10/06/2021
EOT Period(Days) 60	New Due Date 09/08/2021
Reason DEATH OF PARTNER (SUPPORTED BY A COPY OF THE DEATH CERTIFICATE)	

23. In the **Fee Detail** Section, total cost for EOT application will be displayed.



Description	Remarks	Total Cost
EXTENSION OF TIME FOR PLACE KEEP ACCOUNTING RECORDS OTHER THAN REGISTERED ADDRESS		RM50.00

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



Declaration

Please Tick

- Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

Lodger Information

Name	Address	License/ Membership No.
██████████	TEST ADDRESS	Nil
Identification No.	23050 DUNGUN	Practising Certificate No.
██████████	TERENGGANU	Nil
	MALAYSIA	Professional Body Type
	Email	Nil
	mylptest901@gmail.com	
	Phone No.	
	0111111111	

Back Cancel View PDF **Submit Payment**

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

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



27. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed with payment.

The image shows a "Payment Details" page. It features a table with the following data:

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
EXTENSION OF TIME (EXTENSION OF TIME FOR PLACE KEEP ACCOUNTING RECORDS OTHER THAN REGISTERED ADDRESS-AKADEMI SINERGI PLT)	1	50.00	0.00	50.00
	Total (RM):	50.00	0.00	50.00
			Total Amount (RM):	50.00

Below the table, there is a form with the following fields:

- Name***: SALASIAH
- NRIC No. / MyCoID No. / Business Registration No.***: [Redacted]
- Address***: [Redacted]
SELANGOR

At the bottom, there are two buttons: a blue "PAY ONLINE" button (highlighted with a red box) and a blue "CANCEL" button.

28. 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 EOT 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

INVOICE

4 8 2 0 2 1 0 6 0 1 0 0 0 0 7 *

SALASIAH
[REDACTED]
SELANGOR

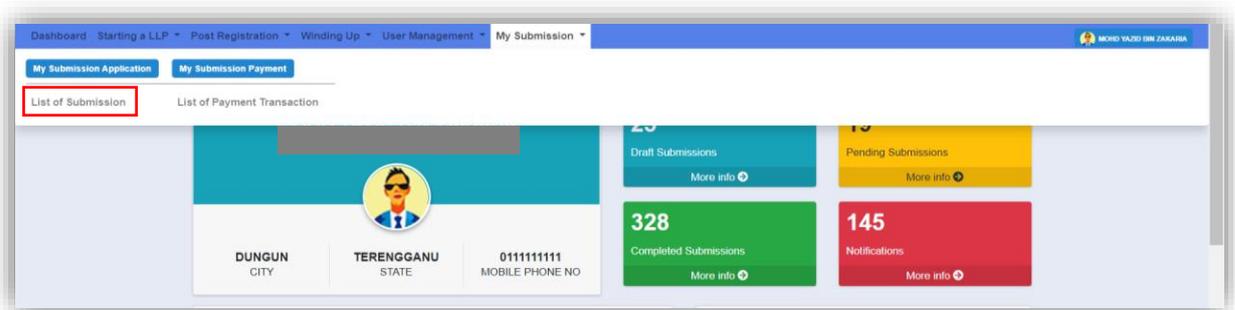
Receipt No : EB20210601000007
Reference No : EOT2021060100003
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021060100007
Payment Date : 01/06/2021 12:45:57 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	EXTENSION OF TIME EXTENSION OF TIME FOR PLACE KEEP ACCOUNTING RECORDS OTHER THAN REGISTERED ADDRESS-AKADEMI SINERGI PLT	50.00
Total		50.00
Amount Received		50.00

PRINT

3.4.2 Resubmit Query

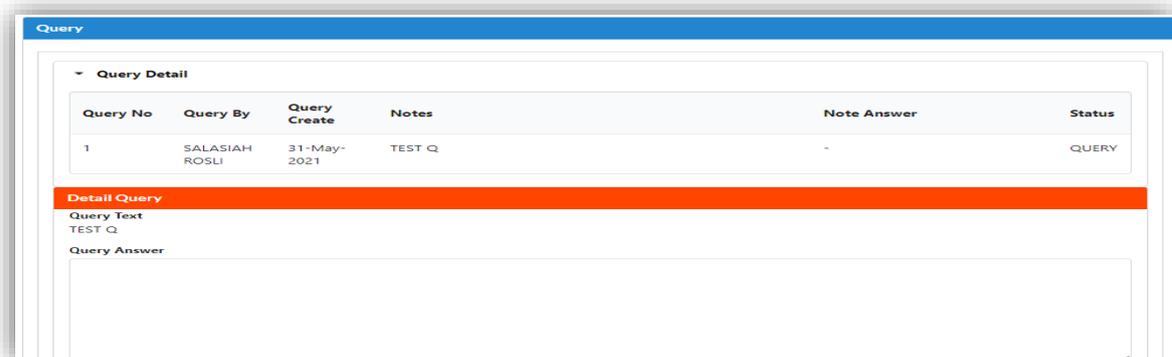
29. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



30. Click on the **PENDING** tab, and then click on the pencil icon to reply query.



31. Query section will be displayed for submission with query status. Update the required information.



32.If the Query answer box is left blank, the prompt message will be display to enter information for query answer.

The screenshot shows a web form titled "Detail Query". It has two main sections: "Query Text" and "Query Answer". The "Query Text" field contains the text "TEST Q". The "Query Answer" field is empty. Below the "Query Answer" field, there is a red-bordered box with the text "Please enter valid information".

33.Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

The screenshot shows the "Detail Query" form with the following content:

- Query Text:** LAMPIRKAN DOKUMEN SOKONGAN
- Query Answer:** DOKUMEN SOKONGAN DILAMPIRKAN
- Declaration:** A section titled "Please Tick" with two checked checkboxes. The first checkbox is for "Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time". The second checkbox is for "I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both."
- Lodger Information:** A table with the following data:

Name	Address	License/ Membership No.
[Redacted]	TEST ADDRESS 23050 DUNGUN TERENGGANU MALAYSIA	Nil
Identification No.	Email	Practising Certificate No.
[Redacted]	myllptest901@gmail.com	Nil
	Phone No.	Professional Body Type
	0111111111	Nil
- Buttons:** Back, Cancel, View PDF, Resubmit

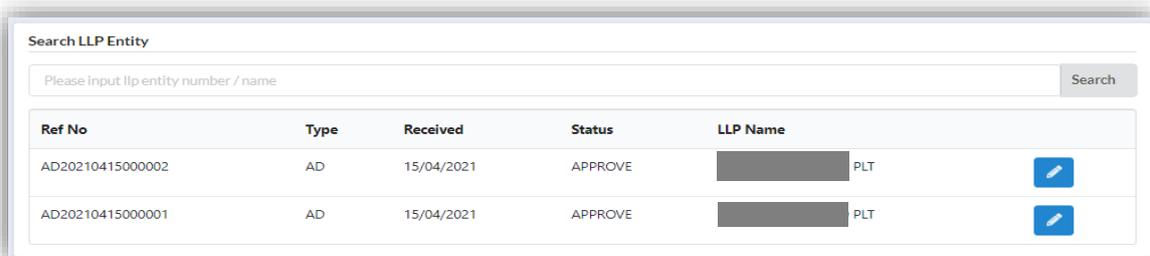
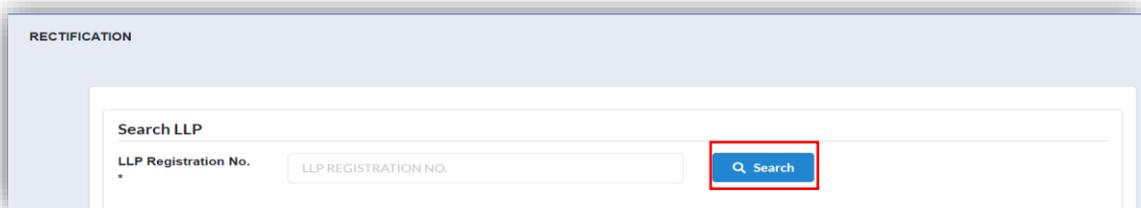
4 Rectification

4.1 Rectification of Annual Declaration

1. Click on **Rectification** under the **Post Registration** Tab.



2. On the Rectification Page, enter LLP Registration No and click on the **search** button. From the result, click the pencil icon on the respective submission to proceed.



3. LLP Information will be displayed. Select :

- a. **“Current FYE/Financial Indicator”** to rectify the Financial Year End (FYE) / Financial Indicator

Or

- b. Click **“Wrong LLP No. Submission”** for the purpose of withdraw the submission that had wrongly submitted.

The screenshot shows a web application interface for MyLLP. At the top, there is an 'Action' bar with 'Cancel', 'Save', and 'Next' buttons. Below this is a navigation menu with 'Main Details', 'Summary', 'Documents', and 'Fee'. The main content area is divided into two sections: 'LLP Information' and 'Annual Declaration Details'. The 'LLP Information' section contains a table with the following data:

Entity Name	[REDACTED] PLT	Entity Registration No.	202104001930 (LLP [REDACTED] LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Registration Date	09/07/2021	Submission Ref. No.	AD20210812000004

The 'Annual Declaration Details' section contains a 'Please select' dropdown menu with two options: 'Current FYE/Financial Indicator' and 'Wrong LLP No. Submission'.

4. Select "**Current FYE/Financial Indicator**", then current FYE date and financial indicator information will be displayed. Click on **Rectify** button at the respective information to rectify the data.

A textbox will be display beside the current information. The rectified data will be entered in the text box. Click Cancel button to cancel the rectify data. Page will revert to the original information.

The screenshot shows a web form titled "Annual Declaration Details". At the top, there are three buttons: "Cancel" (red), "Save" (green), and "Next" (blue). The form is divided into two main sections. The first section, "Current Date", contains a label "Current Date" and a text input field with the value "31/12/2020" and a "Cancel" button. The second section, "Financial Indicator", contains four rows, each with a label, a radio button, and a "Rectify" button: "Total Assets (RM)", "Total Liabilities", "Total Revenue (RM)", and "Total Profit Loss (RM)".

Click Save button to save the rectified information.

Click Next button to proceed to Summary page.

The screenshot shows a "Summary of Rectification" page. It features a table with two columns: "Old Value Details" and "New Value Details". The table contains the following data:

Old Value Details	New Value Details
Current FYE Date 01/03/2021	Current FYE Date 31/03/2021
Total Profit Loss (RM) 0	Total Profit Loss (RM) -100

Below the table is a "Remarks" section with a text input field containing the text "PINDAAN PADA DATE AND FINANCIAL ITEM|".

- In a case of wrong submission, Click Wrong LLP No. Submission button to withdraw the submission. System will display the LLP name and No. Click Save button to save changes.

Entity Name	BABY VILLA CHILD CARE CENTRE PLT	Entity Registration No.	201304000625 (LLP0000616-LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Registration Date	23/07/2013	Submission Ref. No.	SR2020021300015

Annual Declaration Details

Rectify this wrong submission LLP NO. :
LLP0000616-LGN - BABY VILLA CHILD CARE CENTRE PLT

Click Next button to proceed to Summary page.

Action

Cancel Back Save Next

Main Details **Summary** Documents Fee

LLP Information

Entity Name	BABY VILLA CHILD CARE CENTRE PLT	Entity Registration No.	201304000625 (LLP0000616-LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Registration Date	23/07/2013	Submission Ref. No.	SR2021031600015

Summary of Rectification

Current Details	New Details
Status	Status
Approve	Withdraw

Remarks

WRONGLY SUBMIT ANNUAL DECLARATION FOR DIFFERENT LLP IN THE GROUP

- Summary of rectification will be displayed based on rectified information on the Summary of Rectification Tab. The current information (old details) and rectified information (new details) will be display at the Summary of Rectification for review and comparison purposes.

Optional: Enter some note to support the application for Rectification at **Remarks** section.

Click Save button to save the information entered. Click Next button to proceed.

The screenshot shows a web application interface for the 'Summary of Rectification' section. At the top, there are navigation tabs: 'Main Details', 'Summary' (selected), 'Documents', and 'Fee'. Below the tabs is a table of 'LLP Information' with the following data:

LLP Information			
Entity Name	FUNKY AAYLA PLT	Entity Registration No.	202104001937 (LLP0028567-LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Registration Date	13/07/2021	Submission Ref. No.	AD20210515000002

Below the table is the 'Summary of Rectification' section, which is divided into two columns: 'Current Details' and 'New Details'.

Summary of Rectification	
Current Details	New Details
Current FYE Date	Current FYE Date
31/07/2021	13/05/2021
Total Assets (RM)	Total Assets (RM)
10.00	500.10
Total Liabilities (RM)	Total Liabilities (RM)
10.00	37.00
Total Revenue (RM)	Total Revenue (RM)
10.00	40.11
Total Profit/Loss (RM)	Total Profit/Loss (RM)
10.00	-90.00

At the bottom of the form is a 'Remarks' section with a text area containing the text: 'SALAH MASUK NILAI PADA SETIAP MAKLUMAT KEWANGAN'.

4.1.1 Supporting Document

7. Supporting Document is mandatory for Rectification. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.
8. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.
9. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	

10. In the Declaration of Rectification section, fill up the mandatory information required pertaining to the rectification below :

For item No. 1, select from the dropdown option;-

- LLP
- Court

For item No. 5, select from the dropdown option:-

- Has been omitted
- Is incorrect
- Has been included in error

State the reason for Item No. 5 in the textbox and tick on the Declaration checkbox.

Attachment

Show entries Search:

Attachment Description	Required	File
SUPPORTING DOCUMENT	YES	<input type="button" value="Choose File"/> No file chosen

Showing 1 to 1 of 1 entries Previous **1** Next

Declaration of Rectification

1. I/we have been duly appointed by the to act in applying the rectification herein submitted;
2. All interested party(or parties) who will be affected by this application has been notified and I/we did not receive any objection for this application to be made before the Registrar;
3. That Registrar/SSM will not be held responsible to any party for changes made resulting from this application;
4. The LLP as stated above has not involved in legal proceedings within or outside Malaysia involving the documents/information intended to be rectified herein;
5. That the LLP information/documents of the above LLP has been omitted due to :

I/we confirm that the facts and information stated in this document are true and to the best of my knowledge.

***Note: Please select dropdown whichever is applicable, state your reason and tick the declaration**

*Image of Declaration Document

Template 1

DECLARATION FOR THE APPLICATION TO RECTIFY THE INFORMATION/DOCUMENT IN THE REGISTER OF LIMITED LIABILITY PARTNERSHIP UNDER SECTION 71 OF THE LIMITED LIABILITY PARTNERSHIPS ACT 2012

I/ [REDACTED] (IRIC/Passport no. [REDACTED]) being the Compliance Officer of [REDACTED] PLT - 201304001046 (LLP0001035-LGN) registered under the Limited Liability Partnerships Act 2012;

do solemnly and sincerely declare the following:-

- (i) I/we have been duly appointed by the LLP to act in applying the rectification herein submitted;
- (ii) All interested party(ies) who will be affected by this application has been notified and I/we did not receive any objection for this application to be made before the Registrar;
- (iii) That Registrar/SSM will not be held responsible to any party for changes made resulting from this application;
- (iv) The LLP as stated above has not involved in legal proceedings within or outside Malaysia involving the documents/information intended to be rectified herein;
- (v) That the LLP information/documents of the above LLP is incorrect due to :
SALAH PILIH

Declaration:

I/we confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed by Applicant/s:

Name: [REDACTED]
Date: 18/08/2021

Attention:

It is an offence under section 80 of the Limited Liability Partnerships Act 2012 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 five years or to a fine not less than one hundred and fifty thousand and not more than five hundred thousand ringgit or to both.

LODGER INFORMATION

Name : [REDACTED]
Identification No. : [REDACTED]
Phone No. : [REDACTED]
Email : mylptest904@gmail.com
License No. : [REDACTED]
Professional Body Type : Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)

*This is an auto generated declaration. Signature is not required.

*Image of View PDF

This is filed by way of amendment to the Form Annual Declaration dated 18/08/2021 which is erroneous

MyLLP SSM
LIMITED LIABILITY PARTNERSHIP

Annual Declaration Form

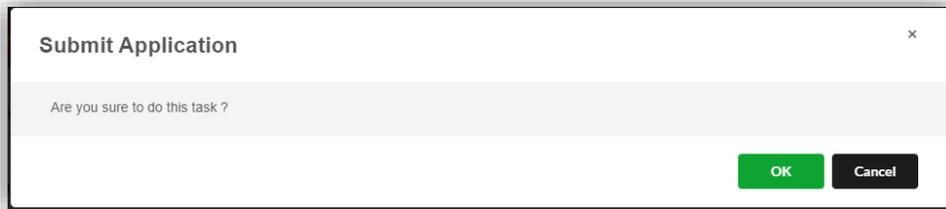
Section 68

Submission Number AD20210818000002
Datetime Received 18/08/2021 16:13:16
Total Fee RM 200

Name	FUNKY AAYLA PLT - 202104001937 (LLP0029567-LGN)	
LLP Type	LOCAL REGISTRATION	
REGISTERED OFFICE ADDRESS	LOT 300, TAMAN PANGLIMA, 57000, KUALA LUMPUR, W.P. KUALA LUMPUR MALAYSIA	
BUSINESS ADDRESS	LOT 300, TAMAN PANGLIMA, 57000, KUALA LUMPUR, W.P. KUALA LUMPUR MALAYSIA	
Nature of Business		
Business Code	Business Code Description	
32200a	EXPORT AND IMPORT OF MUSICAL INSTRUMENTS	
85421	MUSIC AND DANCING SCHOOL	
Partner Information		
Name	[REDACTED]	Identification No. [REDACTED]
Nationality	[REDACTED]	Race [REDACTED]
Address	test address, MALAYSIA	
Partner Information		
Name	[REDACTED]	Identification No. [REDACTED]
Nationality	MALAYSIA	Race CHINESE
Address	test address, 89800, BEAUFORT, SABAH MALAYSIA	
Compliance Officer		
Name	[REDACTED]	Identification No. [REDACTED]
Nationality	MALAYSIA	Race [REDACTED]
Address	test address, MALAYSIA	

SURUHJAJAYA SYARIAH MALAYSIA Page 1 of 2

13. After clicking on Submit Payment button, a prompt will display for confirmation. Click on **OK** button to proceed with payment.



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

The image shows a "Payment Details" form. At the top, there is a table with the following columns: Item Description, Quantity, Amount before Tax (RM), Tax (RM), and Total including Tax (RM). The table contains one row of data and a summary row. Below the table, there are three input fields: "Name*", "NRIC No. / MyCoID No. / Business Registration No.*", and "Address*". The "Address*" field contains the text: "SSDAS", "TEST TSTING", "50000 KUALA LUMPUR", "SELANGOR". At the bottom of the form, there are two buttons: "PAY ONLINE" and "CANCEL".

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
RECTIFICATION (RECTIFICATION OF ANNUAL DECLARATION- (ZERO CELCIUS AUTO PLT))	1	150.00	0.00	150.00
	Total (RM):	150.00	0.00	150.00
			Total Amount (RM):	150.00

Name*
[Redacted]

NRIC No. / MyCoID No. / Business Registration No.*
[Redacted]

Address*
SSDAS
TEST TSTING
50000 KUALA LUMPUR
SELANGOR

PAY ONLINE CANCEL

15. Once payment has been made, Invoice will be displayed. User may click on Print button to print and save a copy of the invoice.

Receipt no. is the payment receipt.

Reference no. is the Reference Number for Rectification 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

INVOICE

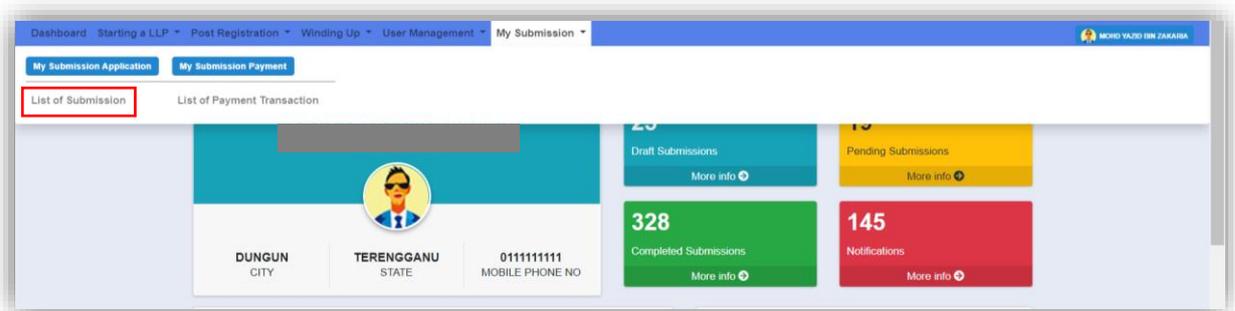

* EB 2 0 2 1 0 4 2 8 0 0 0 0 1 *

██████████ ssdas Test tsting 50000 KUALA LUMPUR SELANGOR	Receipt No : EB20210428000001 Reference No : REC2021042800004 Payment Mode Detail : HostSim Approval Code : Payment Mode : DD Transaction ID : E2021042800001 Payment Date : 28/04/2021 03:59:59 AM
--	---

NO.	DESCRIPTION	AMOUNT (RM)
1	RECTIFICATION RECTIFICATION OF ANNUAL DECLARATION- (ZERO CELCIUS AUTO PLT)	150.00
Total		150.00
Amount Received		150.00

4.1.2 Resubmit Query

16. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



17. Click on the **PENDING** tab, and then click on the green pencil icon to reply query.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
REC2021081800002	201304001046 (LLP0001035-LGN)	YLI UNITED PLT	RECTIFICATION OF ANNUAL DECLARATION	Query	150.00	18/08/2021 08:41 PM	

18. Query section will be displayed for submission with query status. Update the required information.

Query

▼ Query Detail

Query No	Query By	Query Create	Notes	Note Answer	Lodger Date	Status
1	Nor Nazwa Zaris Zakaria	18/08/2021	KUERI 1	-	-	QUERY

Detail Query

Query Text
KUERI 1

Query Answer

▼ Lodger Information

Name	Address	License No.
Identification No.	test address 47830 KUALA LUMPUR W.P. KUALA LUMPUR MALAYSIA	Practising Certificate No. Nil
Email	mylptest904@gmail.com	Professional Body Type Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)
Phone No.	0111111111	

[Back](#) [View Declaration Document](#) [Resubmit](#)

19. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

The screenshot displays the MyLLP system interface. At the top, there are navigation tabs: 'Previous', 'Wait Decline', 'Summary', 'Documents', and 'Fee'. The 'Previous' tab is active.

LLP Information

Entity Name	██████████ PLT	Entity Registration No.	202104001230 (LLP ██████████-LGN)
Entity status	EXISTING	Entity Type	LOCAL REGISTRATION
Submission Ref. No.	CP20220302000016	Registration Date	19/04/2021

Payment

Description	Total Cost
LLP RECTIFICATION	RM150.00
Total	RM 150.00

Query

Query Detail

Query No	Query By	Query Create	Notes	Note Answer	Lodger Date	Status
1	Nor Nazwa Zaris Zakaria	02/03/2022	SEMAK SEMULA PINDAAN YANG DILAKUKAN	-	-	QUERY

Detail Query

Query Text

Query Answer

DONE

Buttons: View Declaration Document, View PDF, Resubmit

Lodger Information

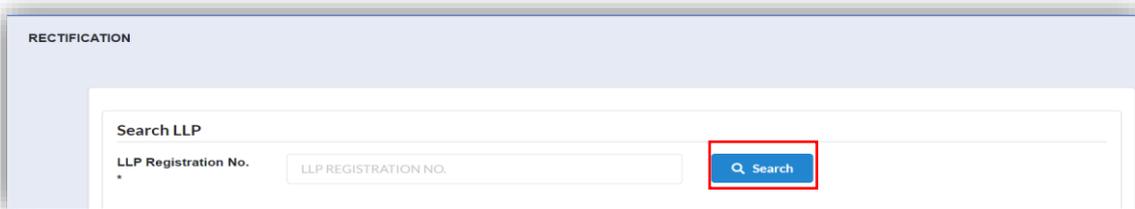
Name	Address	License No.
------	---------	-------------

4.2 Rectification of Change of Particulars (COP)

1. Click on **Rectification** under the **Post Registration** Tab.



2. On the Rectification Page, enter LLP Registration No and click on the **search** button. From the result, click on pencil icon on the respective submission to proceed.



The screenshot shows the Search LLP Entity page. It features a search form with the following fields and buttons:

- Search LLP Entity
- Please input llp entity number / name
- Search

Ref No	Type	Received	Status	LLP Name	Action
CP20210929000001	CHANGE OF PARTICULARS	29/09/2021	Approve	██████████ PLT	
CP20210928000007	CHANGE OF PARTICULARS	28/09/2021	Approve	██████████ PLT	
CP20210928000002	CHANGE OF PARTICULARS	28/09/2021	Approve	██████████ PLT	
SR2021040900034	REGISTRATION OF LOCAL LLP	09/04/2021	Approve	██████████ PLT	

3. LLP Information pertaining to the respective Change of Particulars will be displayed. Tabs for Registered Address / Business Address / Business Nature / Partner / Compliance Officer / Place of Keeping Accounting Record will display the respective information submitted in Change of Particular. Only relevant information will be displayed.

The screenshot shows a web interface for LLP information. At the top, there is an 'Action' bar with 'Cancel', 'Save', and 'Next' buttons. Below this is a navigation menu with 'Main Details', 'Summary', 'Documents', and 'Fee'. The main content area is titled 'LLP Information' and contains the following details:

Entity Name	[REDACTED] PLT	Entity Registration No.	202104001106 (LLP [REDACTED]-LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Submission Ref. No.	CP20210928000002	Registration Date	09/04/2021

Below the details are four expandable tabs: Business Address, Business Nature, Partner, and Compliance Officer.

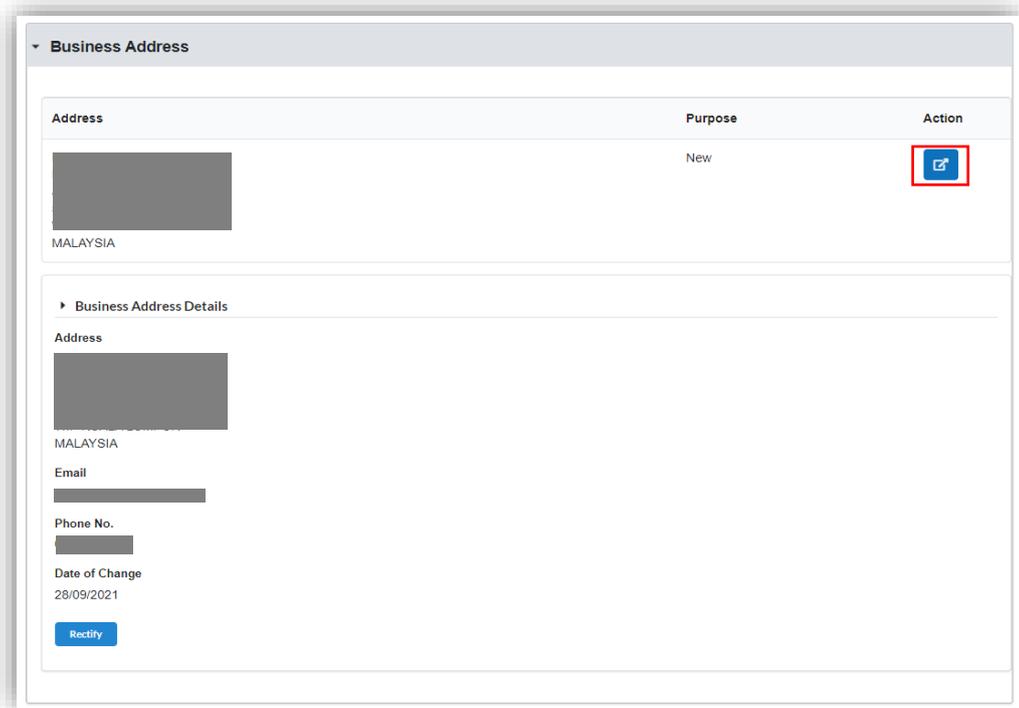
Clicking on any of the tabs will expand to display relevant information.

The screenshot shows the 'Business Address' tab expanded. It displays a table with the following data:

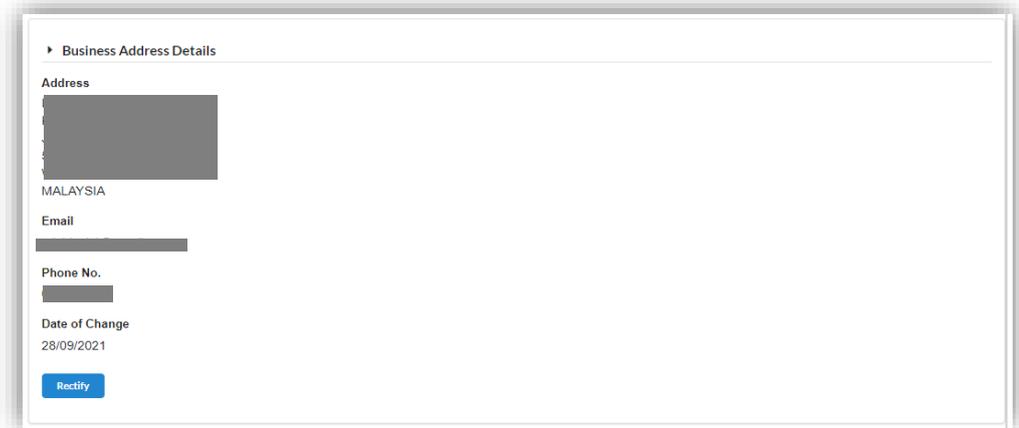
Address	Purpose	Action
[REDACTED] MALAYSIA	New	[Edit Icon]

Below the table are three other expandable tabs: Business Nature, Partner, and Compliance Officer.

4. Clicking on the Blue icon will expand to display respective information to be rectify.



Click on the **Rectify** button to rectify the respective information.



5. Text box for rectification will be displayed alongside the original information. Click on the Cancel button to cancel the rectification, the screen will revert to the previous page and display original information.

The screenshot displays a form titled "Business Address Details" with two columns. The left column shows the original information, and the right column shows the rectified information. The fields are as follows:

Original Information	Rectified Information
Address [Redacted]	Address Line 1 [Redacted]
MALAYSIA	Address Line 2 [Redacted]
Email [Redacted]	Address Line 3 [Redacted]
Phone No. [Redacted]	Post Code 53100
Date of Change 28/09/2021	City KUALA LUMPUR
	State W.P. KUALA LUMPUR
	Email [Redacted]
	Phone No. [Redacted]
	Date of Change 28/09/2021

At the bottom right of the form, there is a red "Cancel" button.

Save button to save the rectified information.

Cancel button to cancel the submission.

Click Next button to proceed to Summary page.

The screenshot shows a horizontal navigation bar with three buttons: "Cancel" (red), "Save" (green), and "Next" (blue).

6. Summary of rectification will be displayed based on rectified information. The current information (current details) and rectified information (new details) will be display at the Summary of Rectification for review and comparison purposes.

Optional: Enter some note to support the application for Rectification at **Remarks** section.

Click Save button to save the information entered. Click Next button to proceed.

The screenshot displays a web application interface for MyLLP. At the top, there are navigation buttons: 'Cancel' (red), 'Previous' (blue), 'Save' (green), and 'Next' (blue). Below these are tabs for 'Main Details', 'Summary' (selected), 'Documents', and 'Fee'. The main content area is divided into sections:

- LLP Information:** A table with the following data:

Entity Name	[REDACTED] PLT	Entity Registration No.	202104001250 (LLP [REDACTED] LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Submission Ref. No.	CP20220309000004	Registration Date	19/04/2021
- Summary of Rectification:** A section with two columns: 'Current Details' and 'New Details'.
 - Current Details:** Compliance Officer: [REDACTED]; Purpose: Cessation.
 - New Details:** Compliance Officer: [REDACTED]; Purpose: Reinstate Compliance Officer.
- Remarks:** A text area containing the text 'CANCEL RESIGN'.

4.2.1 Supporting Document

7. Supporting Document is mandatory for Rectification. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.
8. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.
9. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	

10. In the Declaration of Rectification section, fill up the mandatory information required pertaining to the rectification below :

For item No. 1, select from the dropdown option;-

- LLP
- Court

For item No. 5, select from the dropdown option:-

- Has been omitted
- Is incorrect
- Has been included in error

State the reason for Item No. 5 in the textbox and tick on the Declaration checkbox.

Attachment

Show entries Search:

Attachment Description	Required	File
SUPPORTING DOCUMENT	YES	<input type="button" value="Choose File"/> No file chosen

Showing 1 to 1 of 1 entries Previous **1** Next

Declaration of Rectification

1. I/we have been duly appointed by the to act in applying the rectification herein submitted;
2. All interested party(or parties) who will be affected by this application has been notified and I/we did not receive any objection for this application to be made before the Registrar;
3. That Registrar/SSM will not be held responsible to any party for changes made resulting from this application;
4. The LLP as stated above has not involved in legal proceedings within or outside Malaysia involving the documents/information intended to be rectified herein;
5. That the LLP information/documents of the above LLP has been omitted due to :

I/we confirm that the facts and information stated in this document are true and to the best of my knowledge.

***Note: Please select dropdown whichever is applicable, state your reason and tick the declaration**

11. In the Fee section, total cost will be displayed.

Payment	
Description	Total Cost
LLP RECTIFICATION	RM150.00
Total	RM 150.00

12. In the Declaration section, declaration will be displayed. Click on **View Declaration Document** button to view the Declaration of Rectification and click **View PDF** button to view the **Amended Form**. The **Submit Payment** button will be enabled when the user has ticked the declaration box.

[Previous](#)

Main Details

Summary

Documents

Fee

LLP Information

Entity Name	SINAR INDAH 123 FLT	Entity Registration No.	202104001901 (LLP0028831-LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Submission Ref. No.	CP20220302000009	Registration Date	30/01/2019

Payment

Description	Total Cost
LLP RECTIFICATION	RM150.00
Total	RM 150.00

Declaration

I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnership Act 2012 to dishonestly make to authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

View Declaration Document

View PDF

Submit Payment

Lodger Information

Name	Address	License No.
██████████	test address	Nil
Identification No.	23950 DUNGUN TERENGGANU MALAYSIA	Practising Certificate No.
	Email	Nil
	myllptest001@gmail.com	Professional Body Type
	Phone No.	Nil
	0111111111	

*Image of Declaration Document:

Template 1

**DECLARATION FOR THE APPLICATION TO RECTIFY THE
INFORMATION/DOCUMENT IN THE REGISTER OF LIMITED LIABILITY
PARTNERSHIP UNDER SECTION 71 OF
THE LIMITED LIABILITY PARTNERSHIPS ACT 2012**

I/We [REDACTED] (NRIC/Passport no. [REDACTED]) being the Compliance Officer of MENG KHENG FARM PLT - 202104001106 (LLP0027734-LGN) registered under the Limited Liability Partnerships Act 2012;

do solemnly and sincerely declare the following:-

- (i) I/we have been duly appointed by the LLP to act in applying the rectification herein submitted;
- (ii) All interested party(or parties) who will be affected by this application has been notified and I/we did not receive any objection for this application to be made before the Registrar;
- (iii) That Registrar/SSM will not be held responsible to any party for changes made resulting from this application;
- (iv) The LLP as stated above has not involved in legal proceedings within or outside Malaysia involving the documents/information intended to be rectified herein;
- (v) That the LLP information/documents of the above LLP has been omitted due to :
TEST

Declaration:

I/we confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed by Applicant/s:

.....

Name: [REDACTED]

Date: 28/09/2021

Attention:

It is an offence under section 80 of the Limited Liability Partnerships Act 2012 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 five years or to a fine not less than one hundred and fifty thousand and not more than five hundred thousand ringgit or to both.

LODGER INFORMATION

Name : [REDACTED]

Identification No. : [REDACTED]

Phone No. : [REDACTED]

Email : [REDACTED]

*This is an auto generated declaration. Signature is not required.

*Image of View PDF

This is filed by way of amendment to the Form Change of Particular dated 28/09/2021 which is erroneous




Change Of Particulars

Section 17	Submission Number: CP20210928000002
	Datetime Received: 28/09/2021 16:46:47
	Total Fee: RM30.00

LLP Details	
LLP Name	[REDACTED] PLT
LLP Registration Number	202104001106 (LLP [REDACTED] GN)
LLP Status	EXISTING

Change of Business Address		
Address	Purpose	Date of Change
[REDACTED] W.P KUALA LUMPUR MALAYSIA	New	27/09/2021

Change of Business Nature		
Code and Description	Purpose	Date of Change
01259u EXPORT AND IMPORT OF OTHER TREE AND BUSH FRUITS	New	27/09/2021

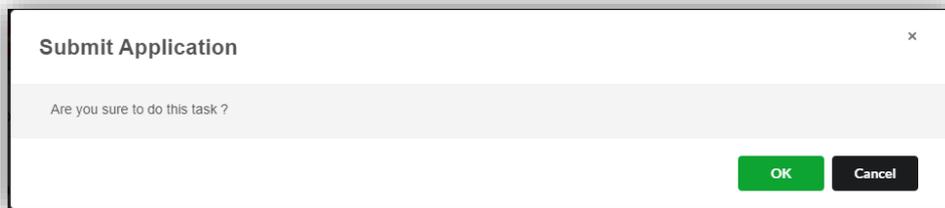
Business Description	Date of Change
DURIAN MUSANG KING	28/09/2021

Business URL	Date of Change
www.durianmusangking.com.my	28/09/2021

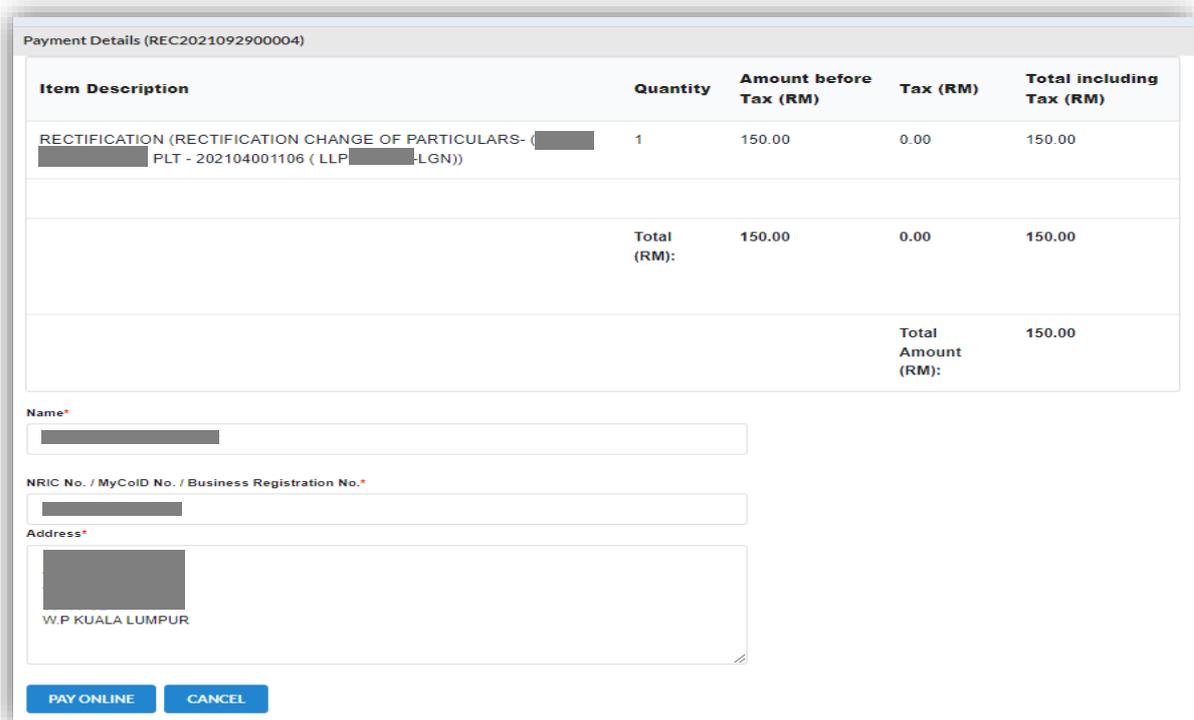
Change of Partner				
Name	Identification No.	Race / Nationality	Purpose	Date of Change
[REDACTED] Address : [REDACTED] NEGERI SEMBILAN MALAYSIA Email : [REDACTED] Phone No. : [REDACTED]	[REDACTED]	MALAY / MALAYSIA	Appointment	28/09/2021

SURUHANJAYA SYARIKAT MALAYSIA
Page 1 of 3

After clicking on Submit Payment, a prompt will display for confirmation. Click on OK button to proceed with payment.



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



Payment Details (REC2021092900004)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
RECTIFICATION (RECTIFICATION CHANGE OF PARTICULARS- ([REDACTED] PLT - 202104001106 (LLP [REDACTED]-LGN))	1	150.00	0.00	150.00
	Total (RM):	150.00	0.00	150.00
			Total Amount (RM):	150.00

Name*
[REDACTED]

NRIC No. / MyCoID No. / Business Registration No.*
[REDACTED]

Address*
[REDACTED]
W.P KUALA LUMPUR

PAY ONLINE CANCEL

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 Rectification 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

INVOICE

* R L 2 0 2 1 0 9 3 0 0 0 0 0 8 *

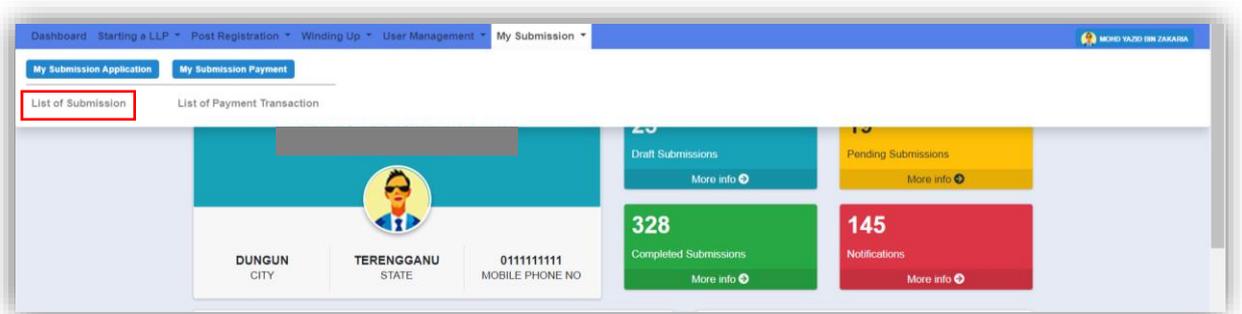
██████████
██████████
██████████
W.P KUALA LUMPUR

Receipt No : RL20210930000008
Reference No. : REC2021092900004
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : TLS20210930000008
Payment Date : 30/09/2021 08:54:47 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	RECTIFICATION RECTIFICATION CHANGE OF PARTICULARS- (██████████) PLT - 202104001106 (LLP ██████████ LGN)	150.00
Total		150.00
Amount Received		150.00

4.2.2 Resubmit Query

15. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



16. Click on the **PENDING** tab, and then click on the pencil icon to reply query.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
REC2021081800002	201304001046 (LLP [REDACTED] LGN)	[REDACTED]	RECTIFICATION OF ANNUAL DECLARATION	Query	150.00	18/08/2021 06:41 PM	

17. Query section will be displayed for submission with query status. Update the required information.

Query

Query Detail

Query No	Query By	Query Create	Notes	Note Answer	Lodger Date	Status
1	Nor Nazwa Zaris Zakaria	18/08/2021	KUERI 1	-	-	QUERY

Detail Query

Query Text
KUERI 1

Query Answer

Lodger Information

Name	Address	License No.
[REDACTED]	test address 47530 KUALA LUMPUR 11/P KUALA LUMPUR MALAYSIA	Practising Certificate No. Nil
Identification No.	Email myllptest904@gmail.com	Professional Body Type Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)
[REDACTED]	Phone No. 0111111111	

[Back](#) [View Declaration Document](#) [Resubmit](#)

18. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

The screenshot displays the MyLLP system interface. At the top, there are navigation tabs: 'Previous', 'Main Details', 'Summary', 'Documents', and 'Fee'. The 'Main Details' tab is active.

LLP Information

Entity Name	██████████ PVT	Entry Registration No.	202104001230 (LLP ██████████ LGN)
Entity status	EXISTING	Entry Type	LOCAL REGISTRATION
Submission Ref. No.	CP20220302000016	Registration Date	19/04/2021

Payment

Description	Total Cost
LLP RECTIFICATION	RM150.00
Total	RM 150.00

Query

Query Detail

Query No	Query By	Query Create	Notes	Note Answer	Lodger Date	Status
1	Nor Nazwa Zarlis Zakaria	02/03/2022	SEMAK SEMULA PINDAAN YANG DILAKUKAN	-	-	QUERY

Detail Query

Query Text

Query Answer

DONE|

Buttons: View Declaration Document, View PDF, Resubmit

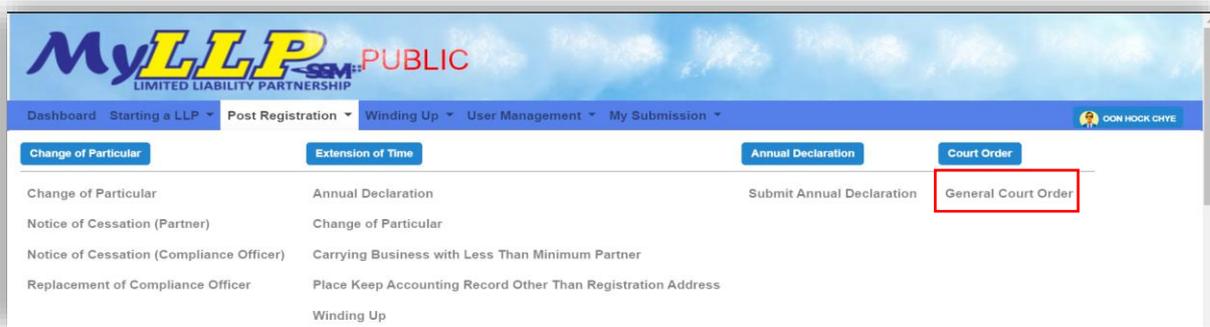
Lodger Information

Name	Address	License No.
------	---------	-------------

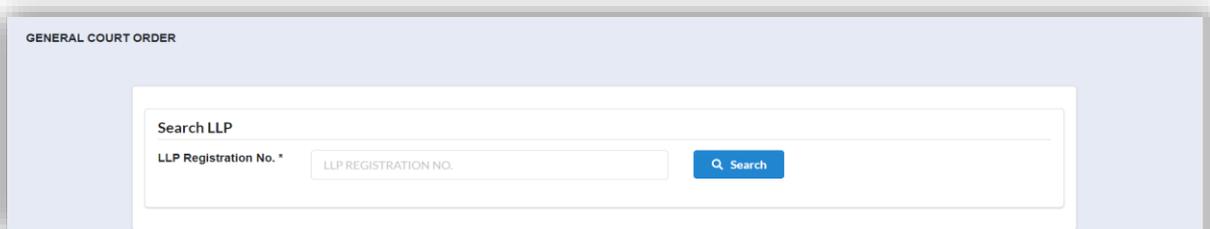
5 Court Order

5.1 Submit General Court Order

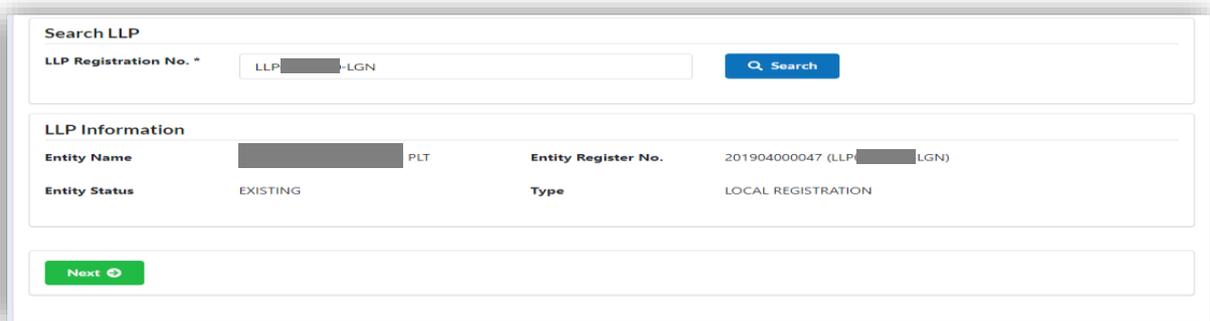
1. Click on **General Court Order** under **Court Order** category while hovering over the **Post Registration** Tab.



2. The General Court Order page will be displayed.



3. Key in LLP Registration No in the search box and click on the **Search** button. The LLP information will be displayed. Click on the **Next** button to continue.

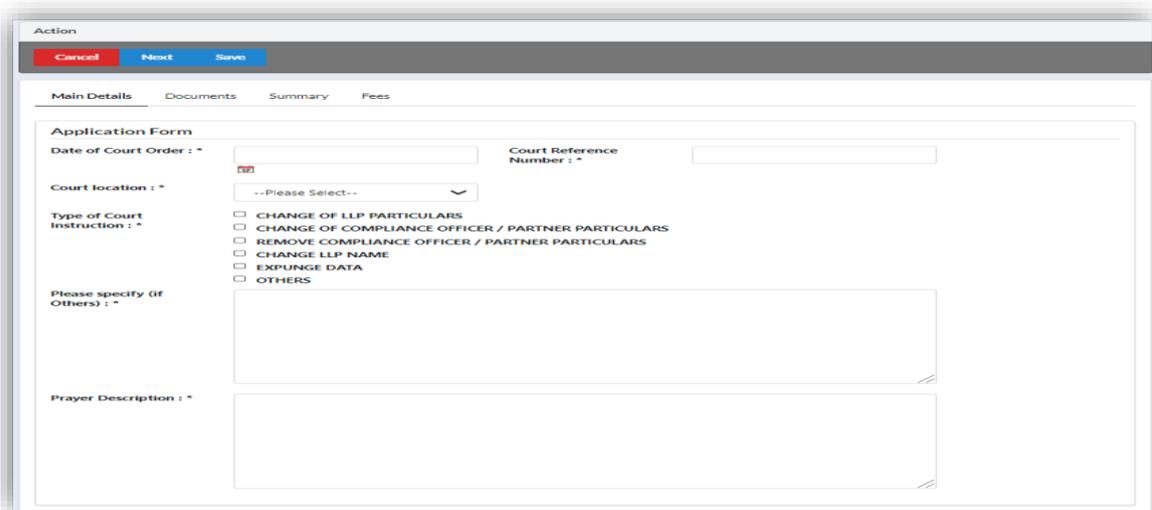


4. If the user is not a Compliance Officer (CO) for the LLP Registration Number, the prompt message will be displayed.



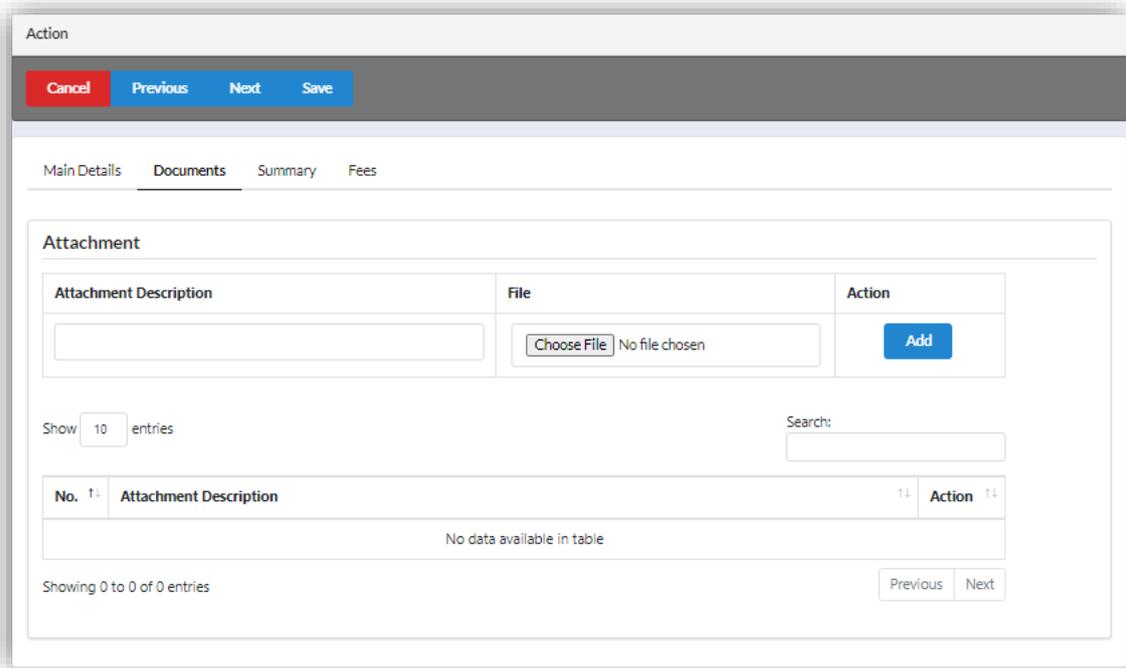
5. Continuing from step 3, Application Form will be displayed. In the **Main Details** tab, user can key in details for:

- Date of Court Order
The court order date refers to the order date. It must be a date not earlier than registration date or not a future date.
- Court Reference Number
It is the reference number provided by the court.
- Court Location
Select High Court location from the scroll list.
- Type of Court Instruction
Tick the relevant type from check box list.
- Prayer Description
Key in summary of the order at the prayer description box.



5.2 Supporting Document

6. Supporting Document is mandatory for Court Order. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.



The screenshot shows a web interface titled 'Action' with a navigation bar containing 'Cancel', 'Previous', 'Next', and 'Save'. Below this is a tabbed interface with 'Main Details', 'Documents', 'Summary', and 'Fees'. The 'Documents' tab is active, displaying an 'Attachment' section. This section includes a table with three columns: 'Attachment Description', 'File', and 'Action'. The 'Attachment Description' column has an empty text input field. The 'File' column contains a 'Choose File' button and the text 'No file chosen'. The 'Action' column has a blue 'Add' button. Below the table, there is a 'Show 10 entries' control, a 'Search:' input field, and a table header with columns 'No.', 'Attachment Description', and 'Action'. The table body is empty, displaying 'No data available in table'. At the bottom, there is a 'Showing 0 to 0 of 0 entries' message and 'Previous' and 'Next' navigation buttons.

7. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.
8. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.



No.	Attachment Description	Action
1	test.pdf	

Action

Cancel Previous Next Save

Main Details Documents Summary Fees

Attachment

Attachment Description	File	Action
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>

No.	Attachment Description	Action
1	SSM SRS Bomgar Users Manual.pdf	<input type="button" value="Delete"/>

9. After uploading supporting documents, Click **Save** button and click **Next** button to continue. The Summary of Court Order Application detail and document attached will be displayed at the Summary Tab.

Action

Cancel Previous Next Save

Main Details Documents Summary Fees

Application Detail

Date of Court Order : 21/04/2021 Court Reference Number : CO007

Court Location : JOHOR BHARU

Type of Court Instruction :
 • CHANGE OF COMPLIANCE OFFICER / PARTNER PARTICULARS, OTHERS

Please specify (if Others) : FSDF

Prayer Description : DSF

Attachments

Show entries Search:

No.	Attachment Description	Action
1	SSM SRS Bomgar Users Manual.pdf	<input type="button" value="Download"/>

Showing 1 to 1 of 1 entries Previous **1** Next

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

The screenshot shows a web interface with a top navigation bar containing 'Cancel' and 'Previous' buttons. Below this is a breadcrumb trail: 'Main Details > Documents > Summary > Fees'. The main content area is divided into three sections:

- Payment:** A table with two columns: 'Description' and 'Total Cost'.

Description	Total Cost
LLP COURT ORDER	RM 100.00
Total	RM 100.00
- Declaration:** A section with a checked checkbox (indicated by a red box) and a paragraph of text: "I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnership Act 2012 to dishonestly make to authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both."
- Lodger Information:** A table with three columns: 'Name', 'Address', and 'License / Membership No.'.

Name	Address	License / Membership No.
[Redacted]	TEST ADDRESS	Nil
Identification No.	81440 BANDAR TENGGARA	Practising Certification No.
[Redacted]	JOHOR	Nil
	MALAYSIA	Professional Body Type
	Email	Nil
	mylptest903@gmail.com	
	Phone No.	
	0111111111	

At the bottom right, there are four buttons: 'Back' (grey), 'Withdrawal' (red), 'View PDF' (blue), and 'Submit Payment' (green, highlighted with a red box).

11. After clicking on the **Submit payment** button, a prompt will display confirmation from the user. Click on the **OK** button to continue.

The screenshot shows a modal dialog box titled 'Submit Application' with a close button (X) in the top right corner. The main text inside the dialog asks: "Are you sure to do this task ?". At the bottom right, there are two buttons: 'OK' (green) and 'Cancel' (black).

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

Payment Details

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
(GENERAL COURT ORDER - BENGKEL BAJU KURUNG PLT)	1	100.00	0.00	100.00
	Total (RM):	100.00	0.00	100.00
			Total Amount (RM):	100.00

Name*

NRIC No. / MyCoID No. / Business Registration No.*

Address*
 SSDAS
 TEST TSTING
 50000 KUALA LUMPUR
 SELANGOR

PAY ONLINE **CANCEL**

13. 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 Court Order transactions.
 Transaction ID is the payment transaction number.

INVOICE



Suruhanjaya Syarikat Malaysia (SSM)
 Menara SSM@Sentral
 No 7, Jalan Stesen Sentral 5
 Kuala Lumpur Sentral
 50623 Kuala Lumpur
 Tel : 03-2299 4400

ssdas
 Test Tsting
 50000 KUALA LUMPUR
 SELANGOR

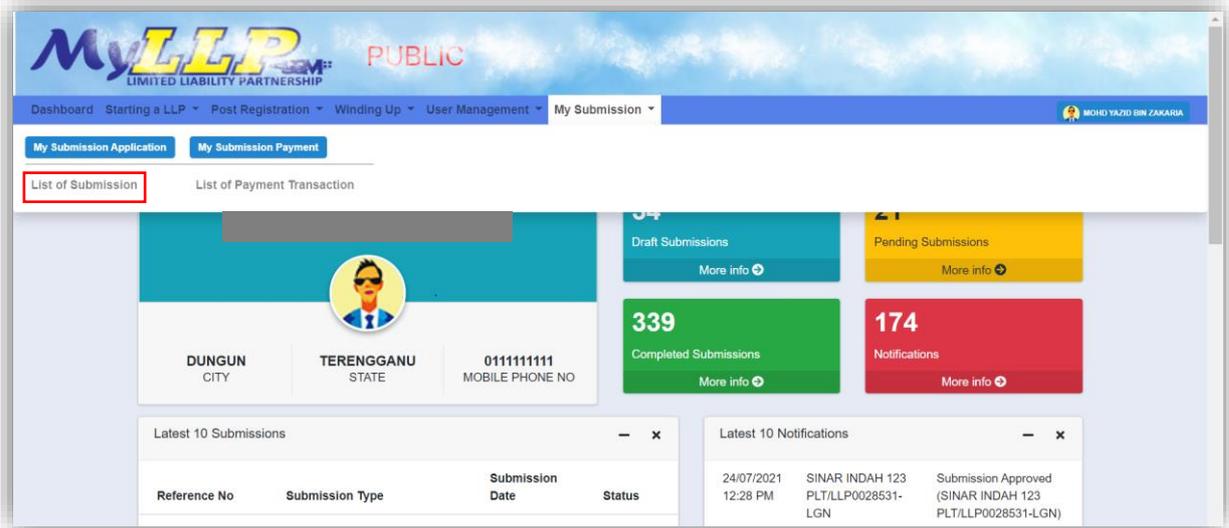
Receipt No : EB20210405000002
 Reference No. : CO20210405000006
 Payment Mode Detail : HostSim
 Approval Code :
 Payment Mode : DD
 Transaction ID : E20210405000002
 Payment Date : 05/04/2021 10:43:11 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	GENERAL COURT ORDER - BENGKEL BAJU KURUNG PLT	100.00
	Total	100.00
	Amount Received	100.00

PRINT

5.3 Resubmit Query

14. Click on **List of Submission** under **My Submission Application** category while hovering over the **My Submission** Tab.



15. My Submission Application page will be displayed. Click on the **Pending** tab, and then click on the action icon with status **QUERY** to resubmit a query.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Remarks	Fee	Update Date & Time	
CO2021022400002	201304000015 (LLP- -LGN)		GENERAL COURT ORDER	RESUBMIT QUERY	-	100.00	05/04/2021 12:13 PM	
CO2021040500008	201904000047 (LLP- -LGN)		GENERAL COURT ORDER	QUERY	-	100.00	05/04/2021 12:11 PM	
CO2021040500009	201904000047 (LLP- -LGN)		GENERAL COURT ORDER	IN PROCESS	-	100.00	05/04/2021 12:04 PM	

16.The Application Detail will then be displayed.

The screenshot shows the 'Application Detail' section of the MyLLP system. It contains the following fields and options:

- Reference No :** CO2021042300003
- Date of Court Order : *** 23-Apr-2021
- Court Reference No : *** CO007
- Court Location : *** KELANTAN
- Type of Court Instruction : ***
 - CHANGE OF LLP PARTICULARS
 - CHANGE OF COMPLIANCE OFFICER / PARTNER PARTICULARS
 - REMOVE COMPLIANCE OFFICER / PARTNER PARTICULARS
 - CHANGE LLP NAME
 - EXPUNGE DATA
 - OTHERS
- Please specify (if Others) : *** ZXC
- Prayer Description : *** X

17.Query section will be displayed if the submission is in QUERY status.
Update the required information.

The screenshot shows the 'Query' section of the MyLLP system. It contains the following fields and options:

- Query Detail**
- Detail Query**
- Query Text**
QUERY 1
- Query Answer**

18. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

Declaration

I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnership Act 2012 to dishonestly make to authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

Lodger Information

Name	Address	License / Membership No.
██████████	TEST ADDRESS	Nil
Identification No.	81440 BANDAR TENGGARA	Practising Certificate No.
██████████	JOHOR	Nil
	MALAYSIA	Professional Body Type
	Email	Nil
	myllptest903@gmail.com	
	Phone No.	
	0111111111	

[Cancel](#) [View PDF](#) [Resubmit](#)