

# MyLLP

## User Manual

# Table of Contents

<b>1 WELCOME</b> .....	3
1.1 About MyLLP .....	3
<b>2 GETTING STARTED</b> .....	4
<b>3 REGISTRATION</b> .....	5
3.1 Register of Local LLP .....	5
3.1.1 Local Name Reservation .....	5
3.1.2 Direct Registration.....	24
3.2 Register of Foreign LLP .....	36
3.2.1 Foreign Name Reservation.....	36
3.3 Register Professional Practice .....	54
3.3.1 Chartered Accountant .....	54
3.3.2 Advocates & Solicitors.....	64
3.3.3 Secretary .....	73
3.3.4 Liquidator.....	103
3.4 Conversion To LLP.....	126
3.4.1 Conventional Partnership.....	126
3.4.2 Private Company .....	147
3.4.3 Chartered Accountant .....	168
3.4.4 Advocates & Solicitors.....	180
3.5 Change of Name .....	190
3.5.1 Change of Name Local Name Reservation .....	190
3.5.2 Change of Name Foreign Name Reservation.....	206
3.5.3 Change of Name Local Direct Registration .....	221
3.5.4 Change of Name Foreign Direct Registration .....	227

# 1 WELCOME

Welcome to the MyLLP User Manual for 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 Registration Module.

## 1.1 About MyLLP

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

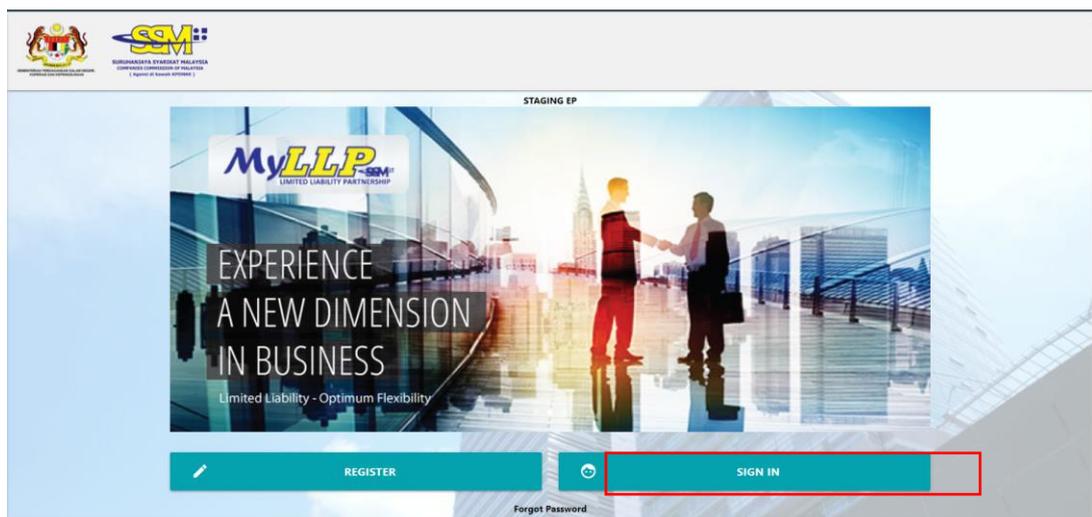
The MyLLP system can be accessed via SSM4U Portal or <http://myllp.ssm4u.com.my/>.

The services offered under the MyLLP system include:

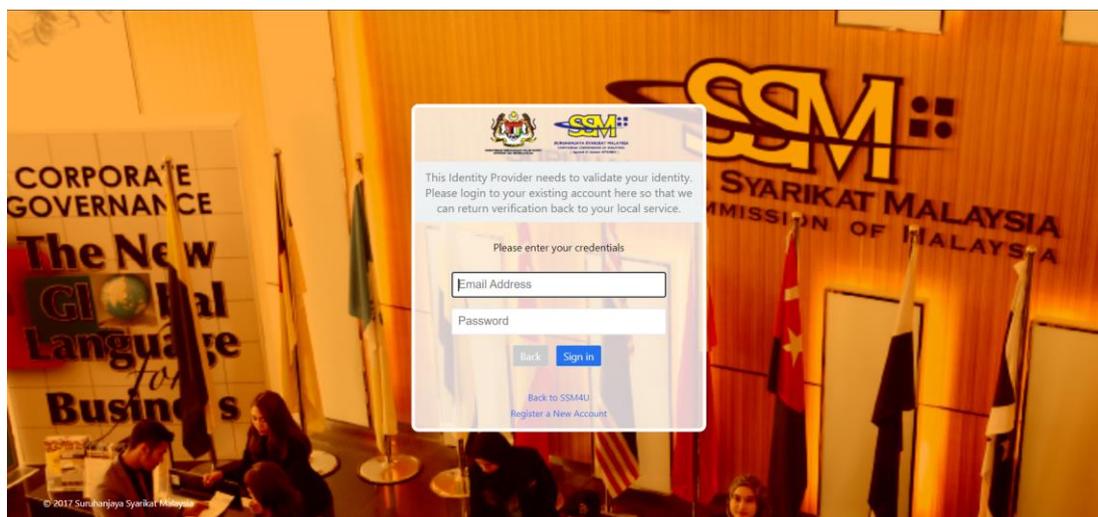
- User Registration
- Name Reservation Application
- Registration
- Change of Particular
- Annual Declaration
- Application of Change of Name
- Application for Extension of Time
- Application for Voluntary Winding Up, Registration of Documents Related to Winding up By the Court and Registration of Documents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

## 2 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.

## 3 REGISTRATION

### 3.1 Register of Local LLP

#### 3.1.1 Local Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **New Registration** under Professional Practice for Chartered Accountant.

The screenshot displays the MyLLP PUBLIC website dashboard. At the top, there is a navigation bar with the MyLLP logo and the word 'PUBLIC'. Below the navigation bar, there are several tabs: 'Register Local LLP', 'Register Foreign LLP', 'Register Professional Practice', 'Conversion to LLP', 'Change of Name', and 'Others'. The 'Register Professional Practice' tab is selected, showing a list of options including 'Chartered Accountant', 'Advocates & Solicitors', 'Secretary', and 'Liquidator'. Below the navigation bar, there are two tables: 'Latest 10 Submissions' and 'Latest 10 Notifications'.

Reference No	Submission Type	Submission Date	Status
RED0620210709000004	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	09/07/2021 05:02 PM	PENDING
RED0620210709000003	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	09/07/2021 04:49 PM	PENDING

Date	Reference No	Notification
28/05/2021 11:20 PM	NR2021062800005	NAME RESERVATION - CONVERSION FROM PRIVATE COMPANY - NOT DEFINED in properties files. (NR2021062800005)
28/05/2021 11:09 PM	NR2021062800004	NAME RESERVATION - CONVERSION FROM COMPANY

3. Key in **Proposed Name Reservation** and click *Search* button.

Purpose Of Reservation

NAME RESERVATION OF LOCAL LLP

Proposed Name Reservation

ENTER PROPOSED NAME

PLT  PERKONGSIAN LIABILITI TERHAD

Proposed Name :

Existing Similar Name Listing

LLP No	LLP Name
--------	----------

Compliance Officer Details

Name : ██████████	Mobile No : 0111111111
Identification No : ██████████	Office No :
Address : test address	Fax No : ██████████
Email Address : ██████████	

4. Key in Clarification Form and upload supporting documents. Leave blank if not applicable.

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English,please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

No file chosen

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY ♦ KHAIRUL IS THE NAME OF PARTNERS ♦S SON (BIRTH CERTIFICATE ATTACHED)

No file chosen

iv) If the proposed name is similar to that of related of associated LLP,business or company,state whether written consent has been obtained (please attach consent letter)

E.G. CONSENT LETTER OR RESOLUTION FROM PERMATA INDAH GROUP BERHAD IS ATTACHED.

No file chosen

5. Select **Business Code**.

Search Business Code

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

6. Key in **Partner Details** for both partner and tick confirmation checkbox to proceed and click *Submit* button.

Partner Details Information(1)	Partner Details Information(2)
Type of Partner* Individual	Type of Partner* Individual
Individual Details Information	
Name	Name
Identification Type --Please Select--	Identification Type --Please Select--
Identification No	Identification No
Email Address	Email Address
Mobile No	Mobile No
Nationality --Please Select--	Nationality --Please Select--
Gender --Please Select--	Gender --Please Select--
Race --Please Select--	Race --Please Select--
<input type="checkbox"/> I hereby agree to the all the information are true	

7. The summary page for the application will be displayed.

Name Reservation Details		
Reference No	Name	Purpose
NR2021072700002	SUN & CO PLT	NAME RESERVATION OF LOCAL LLP

Compliance Officer Details	
Name : ██████████	Mobile No : 01111111111
Identification No : ██████████	Office No :
Address : test address	Fax No : ██████████
Email Address : ██████████	

Partner Details			
Name	Identification No	Email Address	Phone No
██████████	██████████	test@gmail.com	██████████
██████████	██████████	test@gmail.com	██████████

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description	
Code	Description
56302	56302-COFFEE SHOPS

8. User able to download and preview the summary by click on *Download & Preview* button.

9. To edit document, click on *Edit* button.

Supporting Document

Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English,please clarify	N/A
iii) If the proposed name contains a proper name, state wheter it is the same name of a partner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related of associated LLP,business or company,state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark,state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

[Download & Preview](#) [Edit](#) [Make Payment](#)

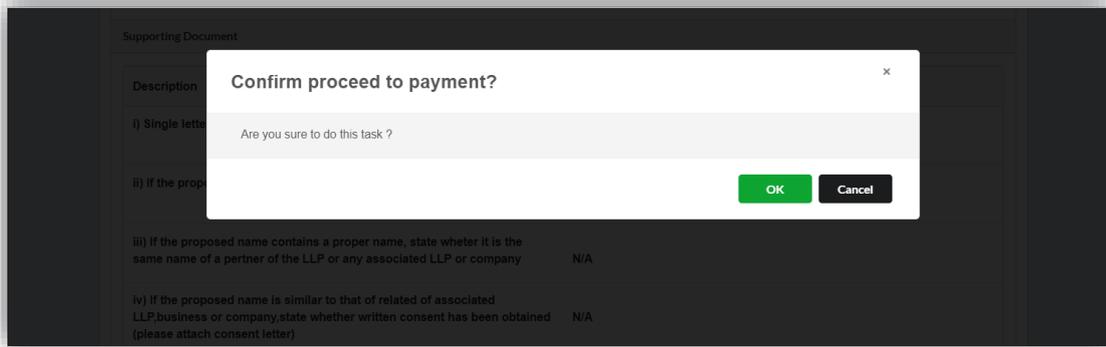
10.Proceed to make payment after confirming the details input by clicking Make Payment button.

Supporting Document

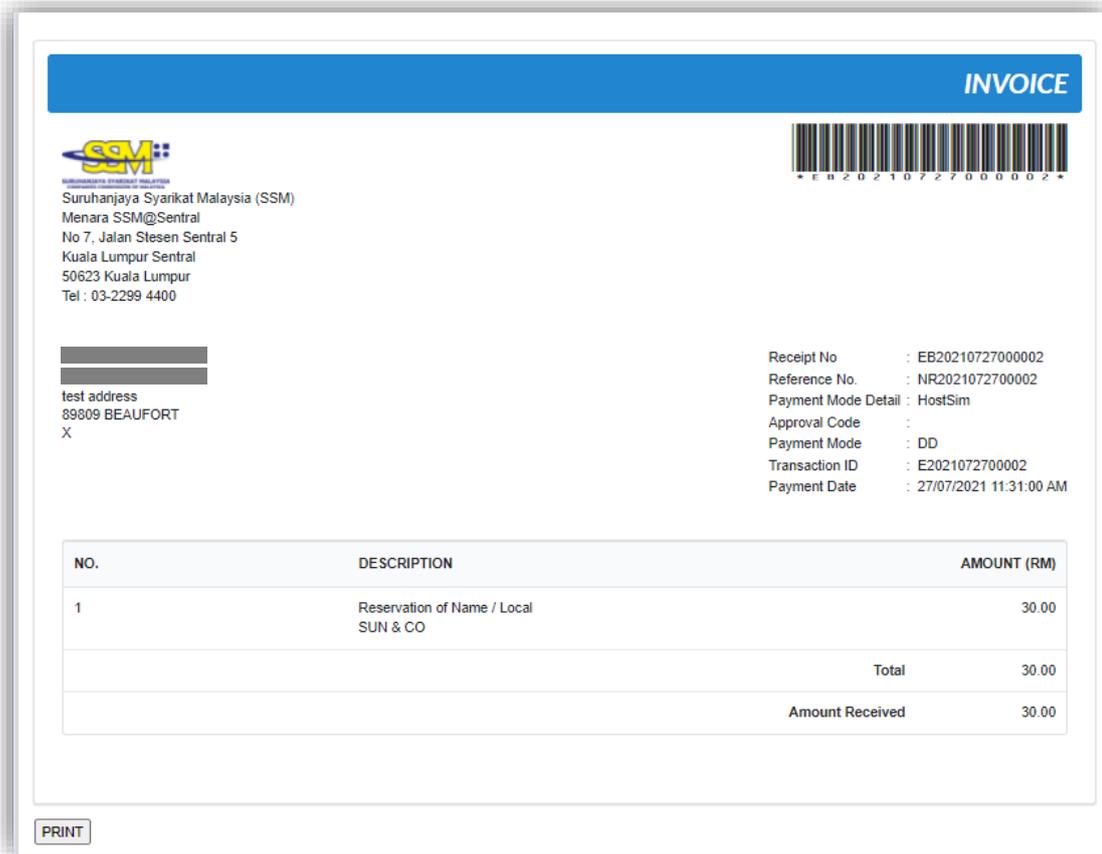
Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English,please clarify	N/A
iii) If the proposed name contains a proper name, state wheter it is the same name of a partner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related of associated LLP,business or company,state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark,state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

[Download & Preview](#) [Edit](#) [Make Payment](#)

11. Click OK button to proceed to payment page.

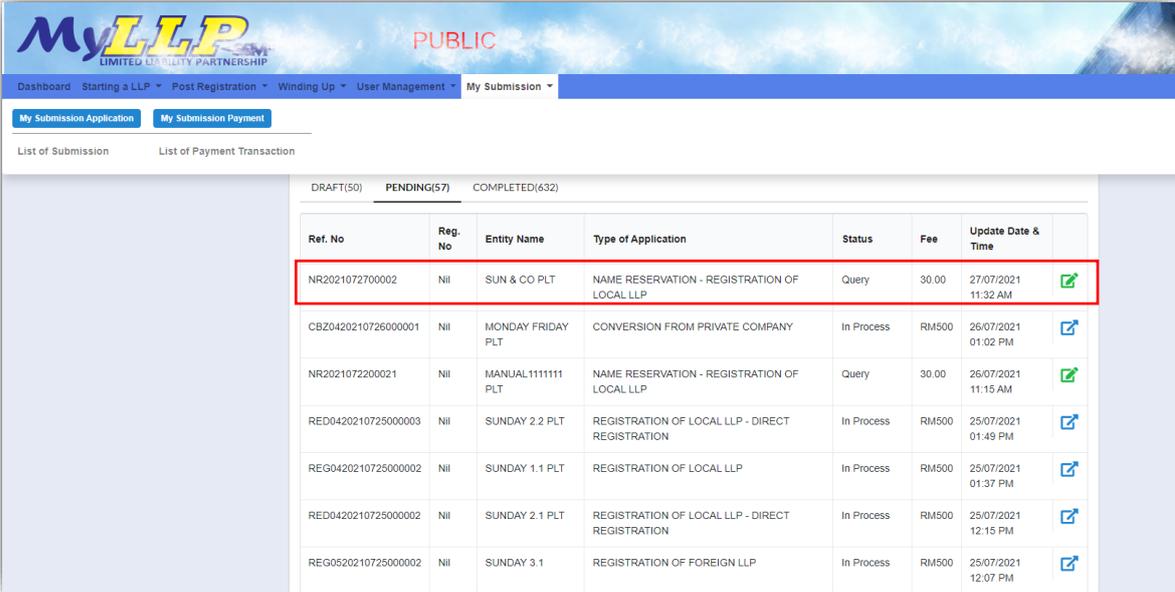


12. Invoice will be received by user once payment has been made.



### 3.1.1.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.
2. Choose an entity with type of **Name Reservation – Registration of Local LLP** along with its status “Query” and remarks from back office. Click *Edit Record* button to make query.



The screenshot displays the MyLLP PUBLIC interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a 'List of Submission' table with columns for 'Ref. No', 'Reg. No', 'Entity Name', 'Type of Application', 'Status', 'Fee', and 'Update Date & Time'. The first row is highlighted with a red border, showing a submission with Ref. No NR2021072700002, Reg. No NII, Entity Name SUN & CO PLT, Type of Application NAME RESERVATION - REGISTRATION OF LOCAL LLP, Status Query, Fee 30.00, and Update Date & Time 27/07/2021 11:32 AM. Other rows include submissions for 'CONVERSION FROM PRIVATE COMPANY', 'MANUAL.1111111 PLT', and 'SUNDAY 2.2 PLT'.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021072700002	NII	SUN & CO PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	27/07/2021 11:32 AM	
CBZ042021072600001	NII	MONDAY FRIDAY PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	26/07/2021 01:02 PM	
NR2021072200021	NII	MANUAL.1111111 PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	26/07/2021 11:15 AM	
RED042021072500003	NII	SUNDAY 2.2 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	25/07/2021 01:49 PM	
REG042021072500002	NII	SUNDAY 1.1 PLT	REGISTRATION OF LOCAL LLP	In Process	RM500	25/07/2021 01:37 PM	
RED042021072500002	NII	SUNDAY 2.1 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	25/07/2021 12:15 PM	
REG052021072500002	NII	SUNDAY 3.1	REGISTRATION OF FOREIGN LLP	In Process	RM500	25/07/2021 12:07 PM	

3. The query application summary will be appeared.

Query Type: (KUERI TERBUKA)

Name Reservation Details

Reference No	Name	Purpose
NR2021072700002	SUN & CO PLT	NAME RESERVATION OF LOCAL LLP

Compliance Officer Details

Name : ██████████ Mobile No : 01111111111  
Identification No : ██████████ Office No :  
Address : test address Fax No : ██████████  
Email Address : ██████████

Partner Details

Name	Identification No	Email Address	Phone No
██████████	██████████	test@gmail.com	██████████
██████████	██████████	test@gmail.com	██████████

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description

Code	Description
56302	56302-COFFEE SHOPS

4. Key in data that needed to be query, tick checkbox to confirm declaration and click *Submit* button.

Query Type: (KUERI TERBUKA)

Purpose Of  
NAME RESERVATION OF LOCAL LLP

Proposed Name Reservation  
SUN & CO

Proposed Name :

Compliance Officer Details  
Name : ██████████ Mobile No : 0111111111  
Identification No : ██████████ Office No :  
Address : test address Fax No : ██████████  
Email Address : ██████████

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for  
E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWM STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify  
E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

Choose File No file chosen

### 3.1.1.2 After Back Officer Approved Name Reservation

1. Select **My Submission** and choose List of Submission and click *Completed* tab.
2. Choose a **Name Reservation – Registration of Local LLP** application that user wants to proceed to LLP registration then click *Proceed to LLP* button.

The screenshot shows the MyLLP PUBLIC interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area displays a table of submissions, with filters for 'DRAFT(50)', 'PENDING(57)', and 'COMPLETED(632)'. The table has columns for Ref. No, Entity No, Entity Name, Type of Application, Status, Fee, Update Date & Time, and Expiry Date. The first row is highlighted with a red box.

Ref. No	Entity No	Entity Name	Type of Application	Status	Fee	Update Date & Time	Expiry Date	
NR2021072700002	Nil	SUN & CO PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Approve	30.00	27/07/2021 11:38 AM	27/08/2021 11:38 AM	
NR2021072700001	Nil	TRY TEST PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Approve	30.00	27/07/2021 11:10 AM	27/08/2021 11:10 AM	
CPP0620210726000001	202106002002 (LLP0028632-LCA)	MONDAY TO SATURDAY PLT	CONVERSION OF PROFESSIONAL PRACTICE	Approve	RM500	26/07/2021 01:12 PM	Nil	
NR2021072600006	Nil	MONDAY FRIDAY PLT	NAME RESERVATION - CONVERSION FROM PRIVATE COMPANY	Approve	30.00	26/07/2021 12:43 PM	26/08/2021 12:43 PM	
CN20210726000002	201604001575 (LLP0008287-LGN)	JKK 2 VENTURES MARKETING PLT	DIRECT CHANGE OF NAME	Approve	RM100	26/07/2021 11:24 AM	Nil	

3. Select **LLP Details** and key in data for LLP details and click *Save* button to save data. Click *Next* button.

Action

save next

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

**Main Details**

Lodging Reference Number: Nil  
Approval Name: SUN & CO PLT  
Purpose: REGISTRATION OF LOCAL LLP

**Registered Address**

Address Line 1: [Text Field]  
Address Line 2: [Text Field]  
Address Line 3: [Text Field]  
Postcode: [Text Field] (E.G 10000)  
City: [Text Field] (--Fill in Postcode First--)  
State: [Text Field] (AUTO-POPULATE FROM CITY)  
Email: [Text Field] (E.G user@ssm.com.my)  
Office No: [Text Field] (E.G 0133900000)  
Fax No: [Text Field] (E.G 0133900000)

**Business Local Address (if any)**

Copy from registered address

Address Line 1: [Text Field]  
Address Line 2: [Text Field]  
Address Line 3: [Text Field]  
Postcode: [Text Field] (E.G 10000)  
City: [Text Field] (--Fill in Postcode First--)  
State: [Text Field] (AUTO-POPULATE FROM CITY)  
Email: [Text Field] (E.G user@ssm.com.my)  
Office No: [Text Field] (E.G 0133900000)

URL ( Facebook, Instagram, Twitter, etc )  
[Text Field] (E.G SSM.COM.MY)

**Business Foreign Address (if any)**

4. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code* button, key in data for business code and click *Save* button.

5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

- Click *Next* button to proceed to **Partner Details** tab, key in data for partner and click *Save* button.

The screenshot shows the 'Partner Details' tab in the MyLLP system. At the top, there is an 'Action' bar with 'back', 'save', and 'next' buttons. Below this is a navigation menu with tabs for 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details' (which is active), 'Supporting Documents', and 'Summary'. Underneath the navigation is a 'Fee and Declaration' section with an 'Add Partner' button. Below that, there is a 'Show 10 entries' dropdown. The main content area features a table with columns for 'Name', 'Identification No / Corporate Body No', and 'Capital Contribution (MYR)'. There are two rows of data, each with a green edit icon and a red delete icon. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

- Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

The screenshot shows the 'Supporting Documents' tab in the MyLLP system. At the top, there is an 'Action' bar with 'back' and 'next' buttons. Below this is a navigation menu with tabs for 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents' (which is active), and 'Summary'. Underneath the navigation is a 'Fee and Declaration' section. The main content area features a 'Supporting Document Form' with a text input field containing the placeholder text 'PLEASE UPLOAD A FILE OR ENTER FILE NAME', a 'select' button, and an 'upload' button.

8. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

[back](#) [next](#) [View PDF](#)

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents **Summary**

Fee and Declaration

LLP Details

Main Details		Registered Address	
Lodging Reference Number	Approval Name	Full Address	Email
Nil	SUN & CO PLT	LORONG ABC LINGKARAN TENGAH	sunco@gmail.com
	Purpose	4 50470 KUALA LUMPUR W.P KUALA LUMPUR	Office No
	REGISTRATION OF LOCAL LLP		
		Fax No	
		0322789881	
		Business Local Address	
		Full Address	Email
		LORONG ABC LINGKARAN TENGAH	sunco@gmail.com
		4 50470 KUALA LUMPUR W.P KUALA LUMPUR	Office No
		URL (Facebook, Instagram, Twitter, etc)	
		Nil	
		Business Foreign Address	
		Full Address	
		Nil	

Business Codes and Description

56302 - 56302-COFFEE SHOPS

Business Nature

COFFEE SHOPS

- Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

back
submit

LLP Details
Business Code and Description
Compliance Officer Details
Partner Details
Supporting Documents
Summary

Fee and Declaration

**Declaration Form**

Fee	
Type	REGISTRATION OF LOCAL LLP
Amount	RM 500

ATTENTION: 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.

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

- Click Pay Online button.

Payment Details (REG0420210727000002)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF LOCAL LLP-SUN & CO PLT)	1	500.00	0.00	500.00
<b>Total (RM):</b>		<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
			<b>Total Amount (RM):</b>	<b>500.00</b>

**Name\***

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

**Address\***

TEST ADDRESS  
 89809 BEAUFORT  
 X

PAY ONLINE
CANCEL

11. User will be received invoice once they make the payment.

## INVOICE



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

  
\* EB2021072700003 \*

██████████  
██████████  
test address  
89809 BEAUFORT  
X

Receipt No : EB20210727000003  
Reference No. : REG0420210727000002  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021072700003  
Payment Date : 27/07/2021 12:03:51 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF LOCAL LLP-SUN & CO PLT	500.00
<b>Total</b>		<b>500.00</b>
<b>Amount Received</b>		<b>500.00</b>

### 3.1.1.3 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.

The screenshot displays the MyLLP PUBLIC interface. At the top, there is a navigation menu with options like 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are buttons for 'My Submission Application' and 'My Submission Payment'. The main content area shows a 'List of Submission' tab selected, with a table of pending submissions. The table has columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The first row in the table is highlighted, showing a submission with Ref. No REG0420210727000002, Reg. No Nil, Entity Name SUN & CO PLT, Type of Application REGISTRATION OF LOCAL LLP, Status Query, Fee RM500, and Update Date & Time 27/07/2021 12:00 PM. There is a green checkmark icon in the final column of this row.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
REG0420210727000002	Nil	SUN & CO PLT	REGISTRATION OF LOCAL LLP	Query	RM500	27/07/2021 12:00 PM	
CBZ0420210726000001	Nil	MONDAY FRIDAY PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	26/07/2021 01:02 PM	
NR2021072200021	Nil	MANUAL.1111111	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	26/07/2021 11:15 AM	
RED0420210725000003	Nil	SUNDAY 2.2 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	25/07/2021 01:49 PM	
REG0420210725000002	Nil	SUNDAY 1.1 PLT	REGISTRATION OF LOCAL LLP	In Process	RM500	25/07/2021 01:37 PM	
RED0420210725000002	Nil	SUNDAY 2.1 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	25/07/2021 12:15 PM	
REG0520210725000002	Nil	SUNDAY 3.1	REGISTRATION OF FOREIGN LLP	In Process	RM500	25/07/2021 12:07 PM	

2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

Action

back resubmit

▸ Query Details

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Declaration Form

Fee	
Type	REGISTRATION OF LOCAL LLP
Amount	RM 500

Query Details

Public Remark Date	27/07/2021	Officer Remark Date	27/07/2021
Public Remark	PLEASE ENTER REMARK 255 characters remaining	Officer Remark	KUERI

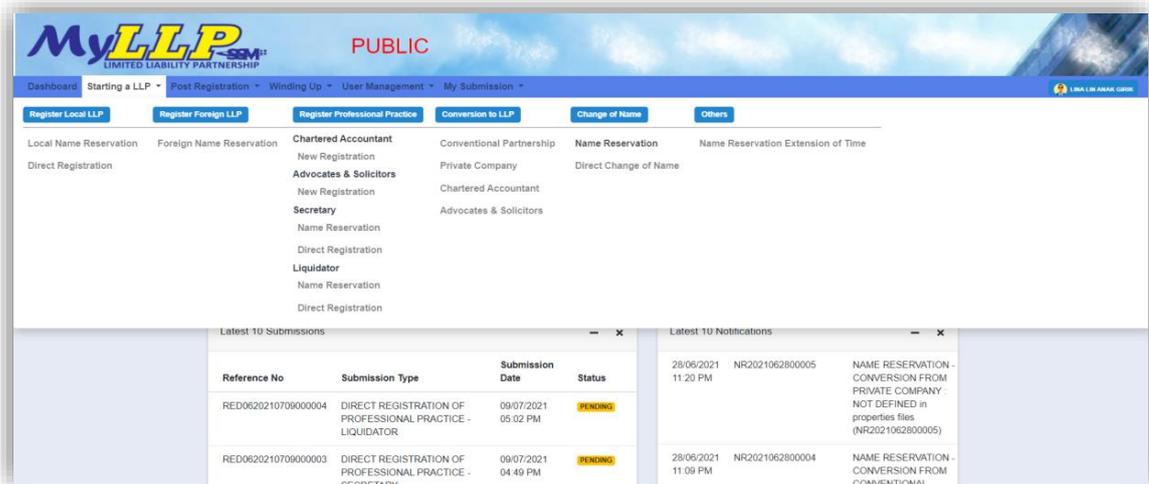
ATTENTION: It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

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

Declare Person Name	Date of Declaration
██████████	27/07/2021 12:00 PM
Declare Person Identification Number	
██████████	

### 3.1.2 Direct Registration

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Direct registration** under Register Local LLP.



3. Key in **Proposed Name** in the textbox and click *Check Name* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.

The screenshot shows the 'Check Proposed Name' form. It has a 'next' button at the top left. The form is divided into two main sections. The left section is for entering the proposed name and selecting a suffix. The right section is for providing clarification. The 'Proposed Name' field has a placeholder 'ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)' and a 'check name' button. Below it, the 'Select Suffix' section has two radio buttons: 'PLT' (checked) and 'Perkongsian Liabiliti Terhad'. The 'Clarification' section has three sub-sections: i) 'Single letter included in the name stands for', ii) 'If the proposed name not in Bahasa Malaysia or English, please clarify', and iii) 'If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company'. Each sub-section has a text area and a 'select file' button.

4. Key in **Clarification** form and upload **supporting documents** leave it blank if not applicable.

Action

next

Check Proposed Name

Proposed Name

ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)

Select Suffix

PLT  Perkongsian Liabiliti Terhad

Clarification (Leave blank if not applicable)

i) Single letter included in the name stands for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G. PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY KHAIRUL IS THE NAME OF PARTNER'S SON (BIRTH CERTIFICATE ATTACHED)

iv) If the proposed name is similar to that of related of associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)

E.G. CONSENT LETTER OR RESOLUTION FROM PERMATA INDAH GROUP BERHAD IS ATTACHED.

v) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent letter)

E.G. CONSENT LETTER FROM SIME DARBY GROUP OF COMPANY IS

5. Select **LLP Details** and key in data for LLP details and click Save button.

Action

[back](#) [save](#) [next](#)

Check Proposed Name **LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary Fee and Declaration

**Main Details**

Lodging Reference Number	Proposed Name
Nil	TOUR AND TRAVEL PLT
	Purpose
	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION

**Registered Address**

Address Line 1	Postcode
<input type="text"/>	E.G 10000
Address Line 2	City
<input type="text"/>	--Fill in Postcode First--
Address Line 3	State
<input type="text"/>	AUTO-POPULATE FROM CITY
Email	Office No
E.G user@ssm.com.my	E.G 0133900000
Fax No	
E.G 0133900000	

► **Business Local Address (if any)**

[Copy from registered address](#)

Address Line 1	Postcode
<input type="text"/>	E.G 10000
Address Line 2	City
<input type="text"/>	--Fill in Postcode First--
Address Line 3	State
<input type="text"/>	AUTO-POPULATE FROM CITY
Email	Office No
E.G user@ssm.com.my	E.G 0133900000
URL ( Facebook, Instagram, Twitter, etc )	
E.G SSM.COM.MY	

► **Business Foreign Address (if any)**

6. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code*, key in data for business code and click *Save* button.

Action

back save next

Check Proposed Name LLP Details **Business Code and Description** Compliance Officer Details Partner Details Supporting Documents

Summary Fee and Declaration

79120 - TOUR OPERATOR ACTIVITIES

Business Code Search

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

Business Description

TOUR ACTIVITIES

485 characters remaining

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

7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

Action

back save next

Check Proposed Name LLP Details Business Code and Description **Compliance Officer Details** Partner Details Supporting Documents

Summary Fee and Declaration

Add Compliance Officer

Show 10 entries

Name	Identification Number	Professional Body Type	License Number
		Licensed Secretary (LS)	

Showing 1 to 1 of 1 entries

Previous 1 Next

8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

The screenshot shows a web application interface for adding a partner. At the top, there is an 'Action' bar with 'back', 'save', and 'next' buttons. Below this is a navigation menu with tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details' (which is selected), and 'Supporting Documents'. Underneath the navigation menu are sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area is titled 'Partner Form' and is divided into two columns. The left column contains fields for: 'Type' (dropdown with 'Individual' selected), 'Citizenship\*' (dropdown with '--Please Select--'), 'Identification Type\*' (dropdown with '--Please Select--'), 'Nationality\*' (dropdown with '--Please Select--'), 'Identification Number\*' (text input with 'PLEASE ENTER IDEN' and a 'Search' button), 'Gender\*' (dropdown with '--Please Select--'), 'Date of Birth' (calendar icon and text input), 'Race\*' (dropdown with '--Please Select--'), 'Name as per Identification' (text input with 'EG 0133900000'), 'Mobile no' (text input with 'EG 0133900000'), 'Email\*' (text input with 'E.G user@esm.com.my'), and a checkbox for 'I confirm that the facts and information stated in this document are true.'. The right column contains fields for: 'Local Residential Address' with 'Address Line 1\*', 'Postcode\*' (text input with 'E.G 10000'), 'Address Line 2', 'City' (dropdown with '--Fill in Postcode First--'), 'Address Line 3', 'State' (dropdown with 'AUTO-POPULATE FROM CITY'), 'Foreign Residential Address (if any)' with 'Address Line 1', 'Country' (dropdown with '--Please Select--'), 'Address Line 2', and 'Address Line 3'.

9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

The screenshot shows a web application interface for uploading supporting documents. At the top, there is an 'Action' bar with 'back' and 'next' buttons. Below this is a navigation menu with tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents' (which is selected). Underneath the navigation menu are sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area is titled 'Supporting Document Form' and contains a text input field with the placeholder 'PLEASE UPLOAD A FILE OR ENTER FILE NAME', a 'select' button, and an 'upload' button.

10. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

[back](#) [next](#) [View PDF](#)

Check Proposed Name   LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents

**Summary**   Fee and Declaration

LLP Details

Main Details		Registered Address	
Lodging Reference Number	Proposed Name	Full Address	Email
Nil	TOUR AND TRAVEL PLT	LORONG ABC LINGKARAN TENGAH	tourandtravel@gmail.com
	Purpose	4 50470 KUALA LUMPUR W.P KUALA LUMPUR	Office No
	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	Fax No	
		0322789881	
		Business Local Address	
		Full Address	Email
		LORONG ABC LINGKARAN TENGAH	tourandtravel@gmail.com
		4 50470 KUALA LUMPUR W.P KUALA LUMPUR	Office No
		URL (Facebook, Instagram, Twitter, etc)	
		TOUR&TRAVEL/FACEBOOK	
		Business Foreign Address	
		Full Address	
		Nil	

Business Codes and Description

79120 - 79120-TOUR OPERATOR ACTIVITIES

Business Nature

TOUR AND TRAVEL AGENCY

11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

[back](#) [submit](#)

Check Proposed Name   LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents

Summary   **Fee and Declaration**

Declaration Form

Fee	
Type	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION
Amount	RM 500

ATTENTION: 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.

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

12. Click *Pay Online* button to proceed for payment.

Payment Details (RED0420210727000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-TOUR AND TRAVEL PLT)	1	500.00	0.00	500.00
	<b>Total (RM):</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
			<b>Total Amount (RM):</b>	<b>500.00</b>

Name\*

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

Address\*

TEST ADDRESS  
89809 BEAUFORT  
X

[PAY ONLINE](#) [CANCEL](#)

13. User will receive invoice once they make the payment.



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

**INVOICE**



\* EB2021072700004 \*

test address  
89809 BEAUFORT  
X

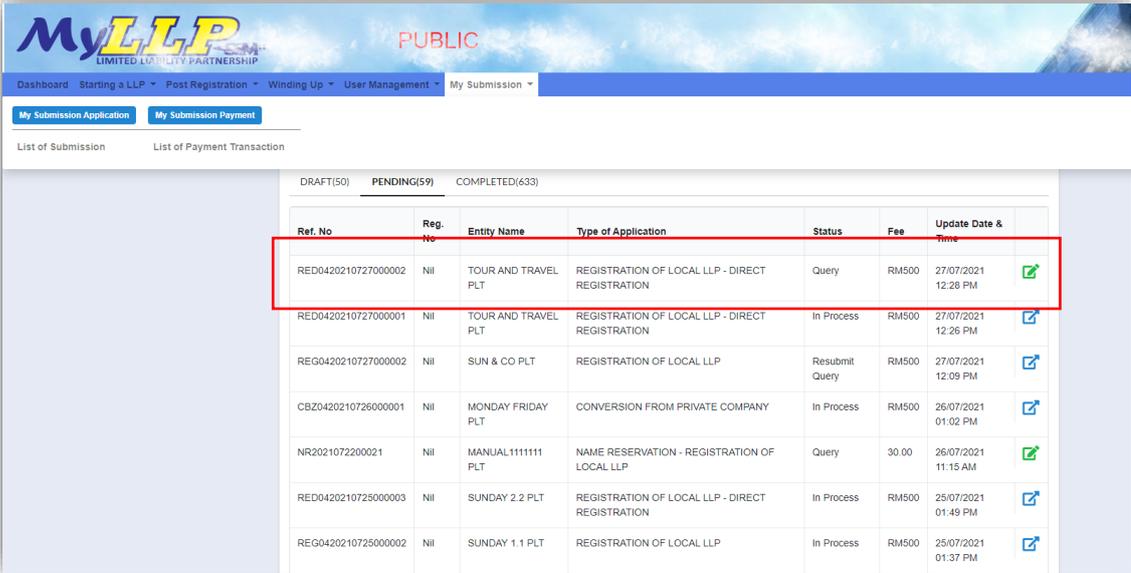
Receipt No : EB20210727000004  
Reference No. : RED0420210727000002  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021072700005  
Payment Date : 27/07/2021 12:29:00 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-TOUR AND TRAVEL PLT	500.00
<b>Total</b>		500.00
<b>Amount Received</b>		500.00

[PRINT](#)

### 3.1.2.1 If Back Officer Made Query on Name Reservation Application

1. Select **My Submission**, click List of Submission, choose a Registration of Local LLP – Direct Registration with status of "Query" and click *Edit* action button to make query.



The screenshot displays the MyLLP PUBLIC interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a list of submissions with filters for 'DRAFT(50)', 'PENDING(59)', and 'COMPLETED(633)'. The table below lists various applications, with the first row highlighted in red.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RED0420210727000002	NII	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	Query	RM500	27/07/2021 12:28 PM	
RED0420210727000001	NII	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	27/07/2021 12:26 PM	
REG0420210727000002	NII	SUN & CO PLT	REGISTRATION OF LOCAL LLP	Resubmit Query	RM500	27/07/2021 12:09 PM	
CBZ0420210726000001	NII	MONDAY FRIDAY PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	26/07/2021 01:02 PM	
NR2021072200021	NII	MANUAL1111111	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	26/07/2021 11:15 AM	
RED0420210725000003	NII	SUNDAY 2.2 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	25/07/2021 01:49 PM	
REG0420210725000002	NII	SUNDAY 1.1 PLT	REGISTRATION OF LOCAL LLP	In Process	RM500	25/07/2021 01:37 PM	

2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

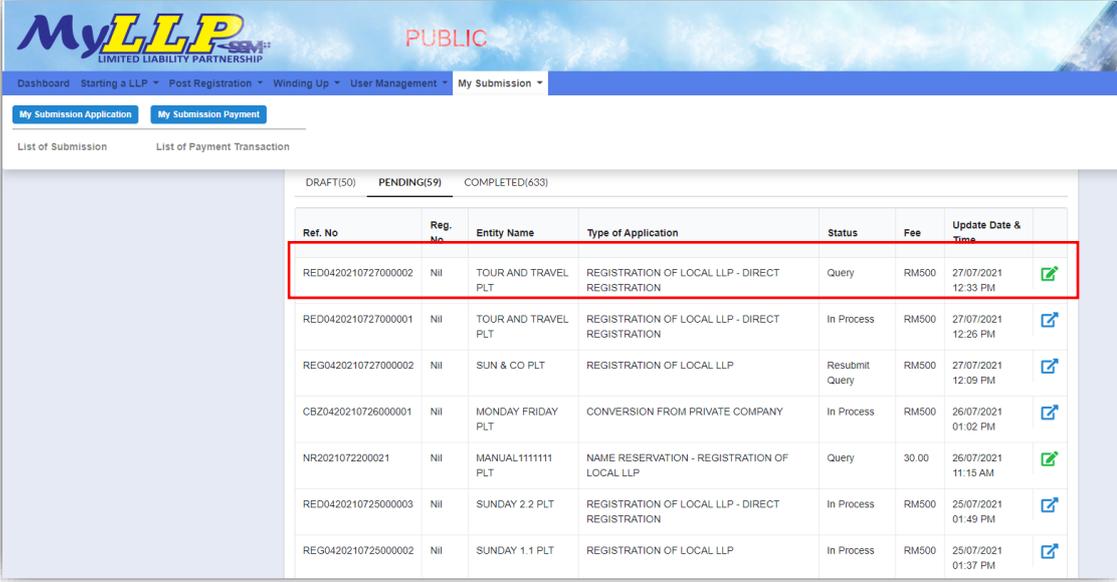
The screenshot shows a web interface for the 'Action' section. At the top, there are two buttons: 'back' (blue) and 'resubmit' (green). Below this is a 'Query Details' section with a dropdown arrow. A navigation bar contains several tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. The 'Fee and Declaration' tab is currently selected. The main content area is titled 'Declaration Form' and contains a table with the following data:

Fee	
Type	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION
Amount	RM 500

Below the table is a 'Query Details' section with two columns. The left column has 'Public Remark Date' (27/07/2021) and 'Public Remark' (PLEASE ENTER REMARK, 255 characters remaining). The right column has 'Officer Remark Date' (27/07/2021) and 'Officer Remark' (empty). Below this is an attention notice: 'ATTENTION: 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.' A checkbox is checked with the text 'I confirm that the facts and information stated in this document are true.' At the bottom, there are fields for 'Declare Person Name' and 'Declare Person Identification Number' (both redacted), and 'Date of Declaration' (27/07/2021 12:28 PM).

### 3.1.2.2 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.



The screenshot shows the MyLLP PUBLIC portal interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area displays a table of submissions with columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The first row, with Ref. No RED0420210727000002 and Status Query, is highlighted with a red border. Other rows show various application types like 'REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION' and 'CONVERSION FROM PRIVATE COMPANY' with statuses like 'In Process' and 'Resubmit Query'.

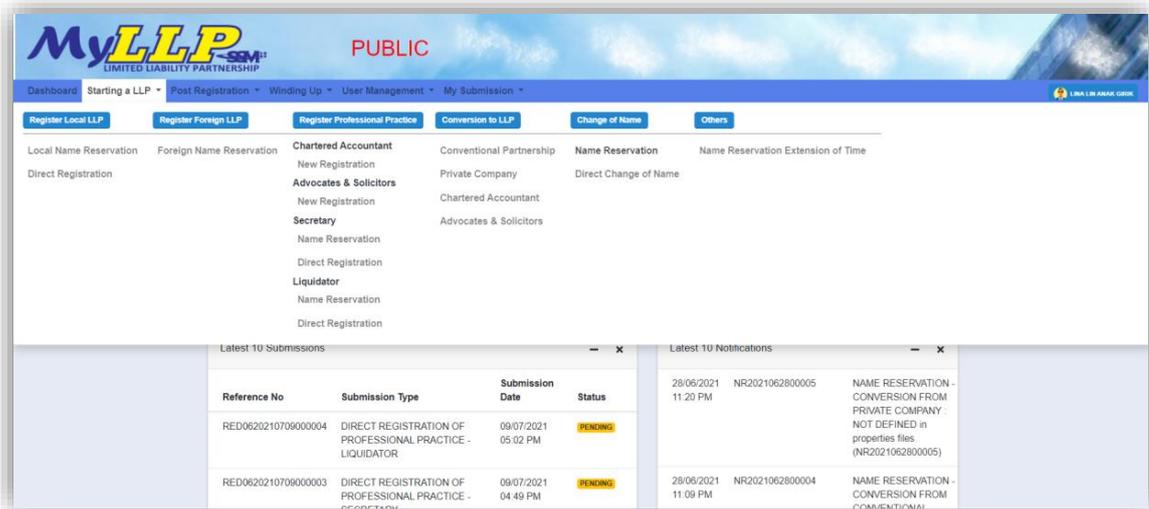
Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RED0420210727000002	NII	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	Query	RM500	27/07/2021 12:33 PM	
RED0420210727000001	NII	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	27/07/2021 12:26 PM	
REG0420210727000002	NII	SUN & CO PLT	REGISTRATION OF LOCAL LLP	Resubmit Query	RM500	27/07/2021 12:09 PM	
CBZ0420210726000001	NII	MONDAY FRIDAY PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	26/07/2021 01:02 PM	
NR021072200021	NII	MANUAL11111111 PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	26/07/2021 11:15 AM	
RED0420210725000003	NII	SUNDAY 2.2 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	25/07/2021 01:49 PM	
REG0420210725000002	NII	SUNDAY 1.1 PLT	REGISTRATION OF LOCAL LLP	In Process	RM500	25/07/2021 01:37 PM	



## 3.2 Register of Foreign LLP

### 3.2.1 Foreign Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Foreign Name Reservation** under Register Foreign LLP.



3. Key in **Proposed Name Reservation** and click *Search* button.

Purpose Of Registration  
NAME RESERVATION OF FOREIGN LLP

Proposed Name Reservation

ENTER PROPOSED NAME

Proposed Name :

Compliance Officer Details

Name :  Mobile No : 0111111111

Identification No :  Office No :

Address : test address Fax No :

Email Address :

4. Key in Clarification Form and upload supporting documents. Leave blank if not applicable.

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English,please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

No file chosen

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY ♦ KHAIRUL IS THE NAME OF PARTNERS♦S SON (BIRTH CERTIFICATE ATTACHED)

No file chosen

iv) If the proposed name is similar to that of related of associated LLP,business or company,state whether written consent has been obtained (please attach consent letter)

E.G. CONSENT LETTER OR RESOLUTION FROM PERMATA INDAH GROUP BERHAD IS ATTACHED.

No file chosen

5. Select **Business Code**.

Search Business Code

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

6. Key in **Partner Details** for both partner and tick confirmation checkbox to proceed and click *Submit* button.

Partner Details Information(1)	Partner Details Information(2)
Type of Partner*	Type of Partner*
Individual	Individual
Individual Details Information	Individual Details Information
Name	Name
Identification Type	Identification Type
--Please Select--	--Please Select--
Identification No	Identification No
Email Address	Email Address
Mobile No	Mobile No
Nationality	Nationality
--Please Select--	--Please Select--
Gender	Gender
--Please Select--	--Please Select--
Race	Race
--Please Select--	--Please Select--
<input type="checkbox"/> I hereby agree to the all the information are true	

7. The summary page for the application will be displayed.

Name Reservation Details		
Reference No	Name	Purpose
NR2021072700005	CHEKERED	NAME RESERVATION OF FOREIGN LLP

Compliance Officer Details	
Name : ██████████	Mobile No : 0111111111
Identification No : ██████████	Office No :
Address : test address	Fax No : ██████████
Email Address : ██████████	

Partner Details			
Name	Identification No	Email Address	Phone No
██████████	██████████	marior@gmail.com	██████████
██████	██████████	alice@gmail.com	██████████

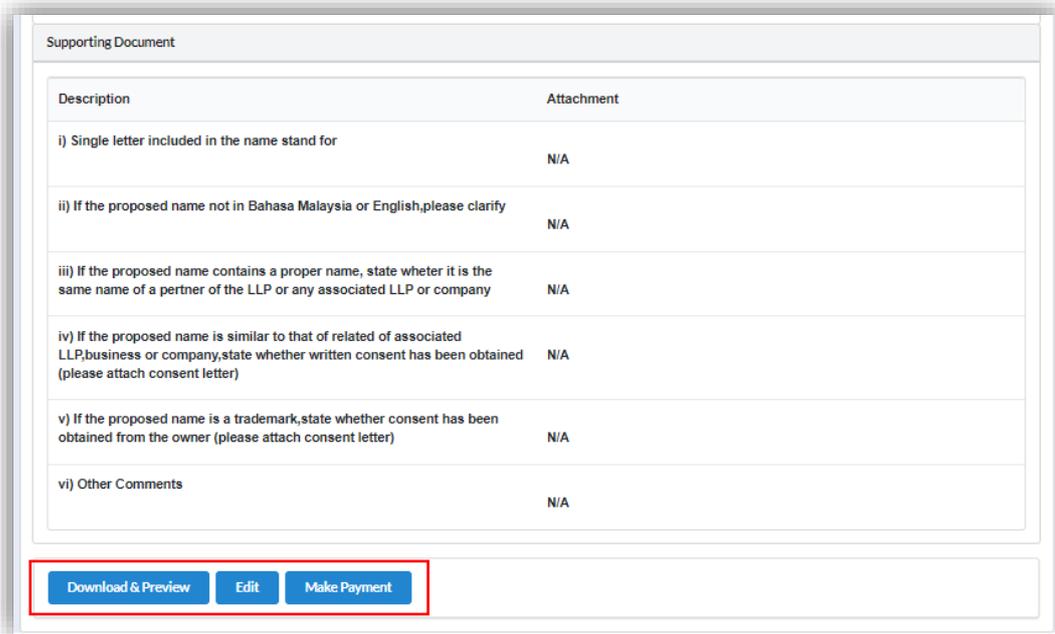
Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description	
Code	Description
14300u	14300u-EXPORT AND IMPORT OF KNITTED AND CROCHETED APPAREL

8. User able to download and preview the summary by click on *Download & Preview* button.

9. To edit document, click on *Edit* button.

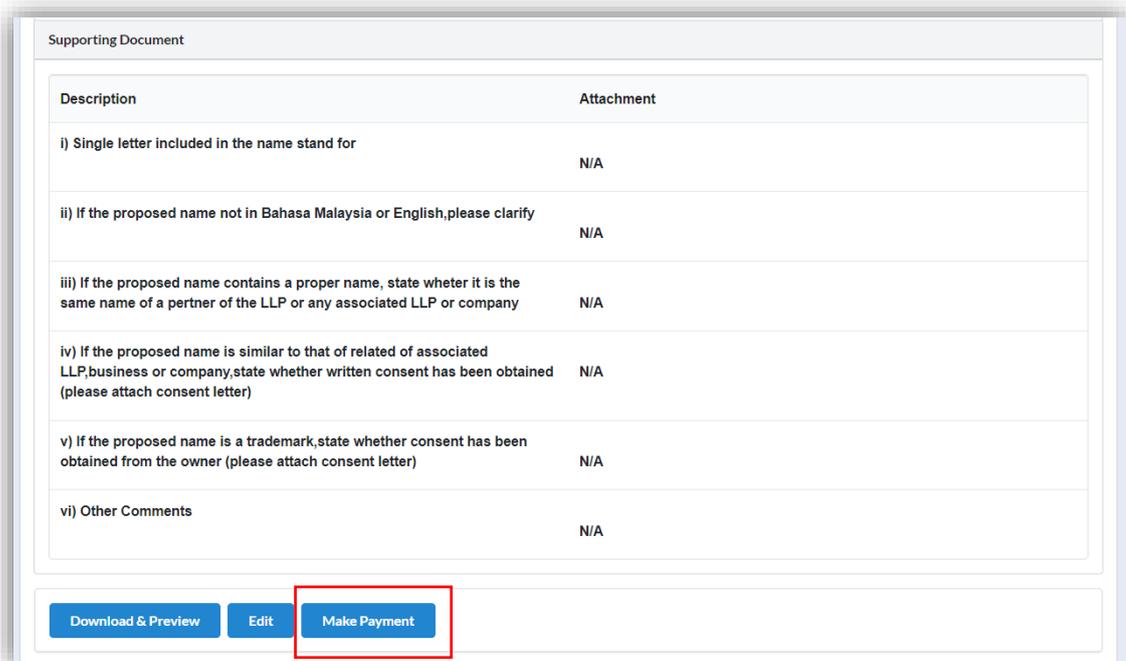


The screenshot shows a table titled "Supporting Document" with two columns: "Description" and "Attachment". The table contains six rows of data. Below the table, there are three buttons: "Download & Preview", "Edit", and "Make Payment". A red box highlights these three buttons.

Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English, please clarify	N/A
iii) If the proposed name contains a proper name, state wheter it is the same name of a partner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related of associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

Download & Preview Edit Make Payment

10. Proceed to make payment after confirming the details input by clicking *Make Payment* button.

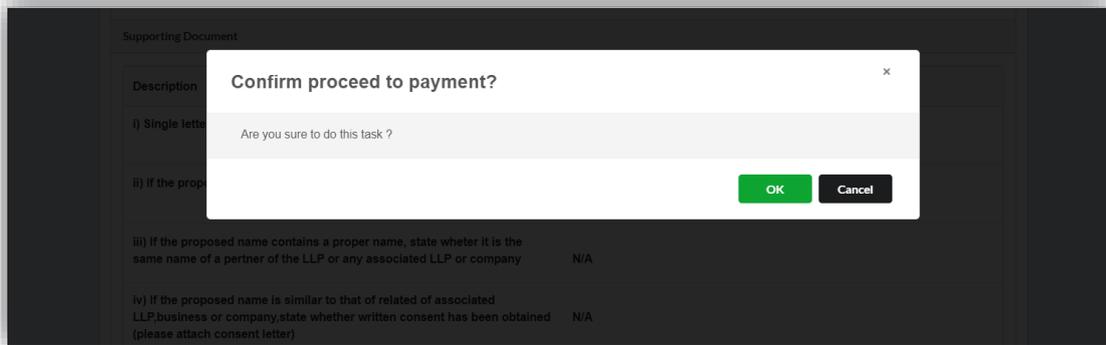


The screenshot shows the same "Supporting Document" table as in the previous image. Below the table, there are three buttons: "Download & Preview", "Edit", and "Make Payment". A red box highlights the "Make Payment" button.

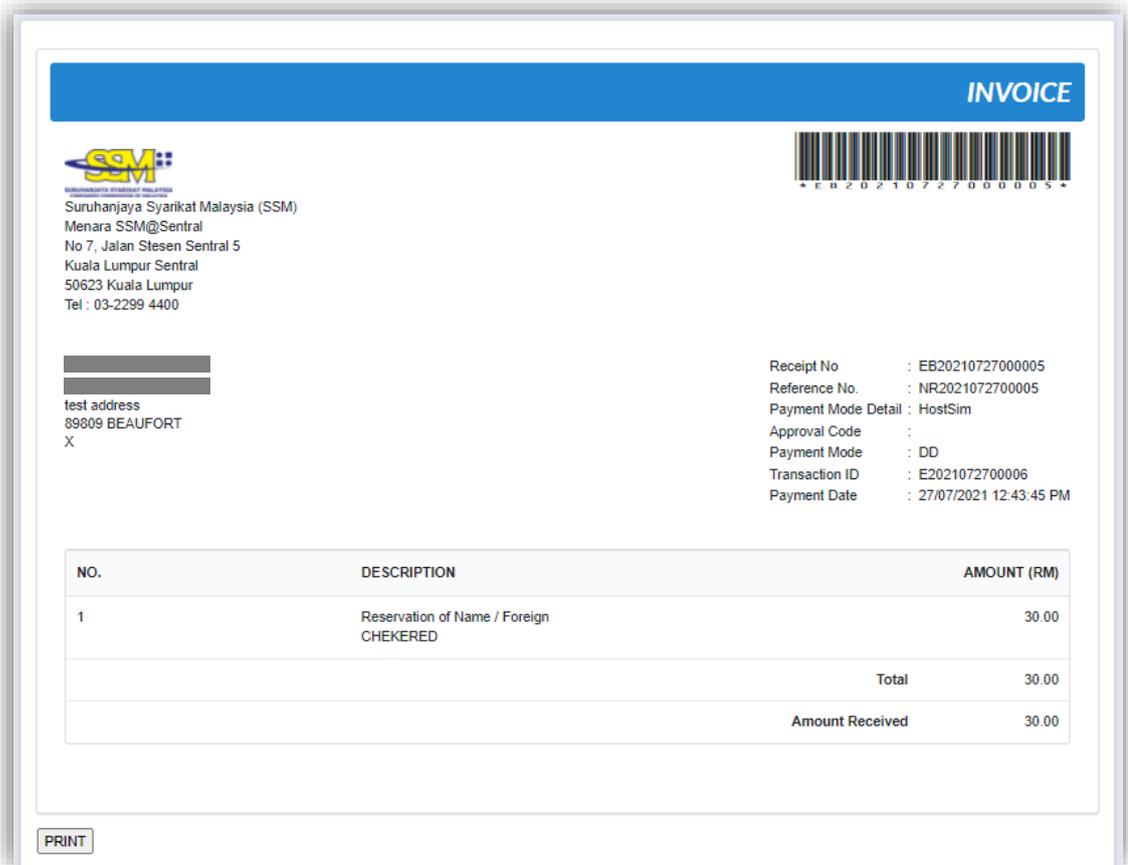
Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English, please clarify	N/A
iii) If the proposed name contains a proper name, state wheter it is the same name of a partner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related of associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

Download & Preview Edit Make Payment

11. Click OK button to proceed to payment page.

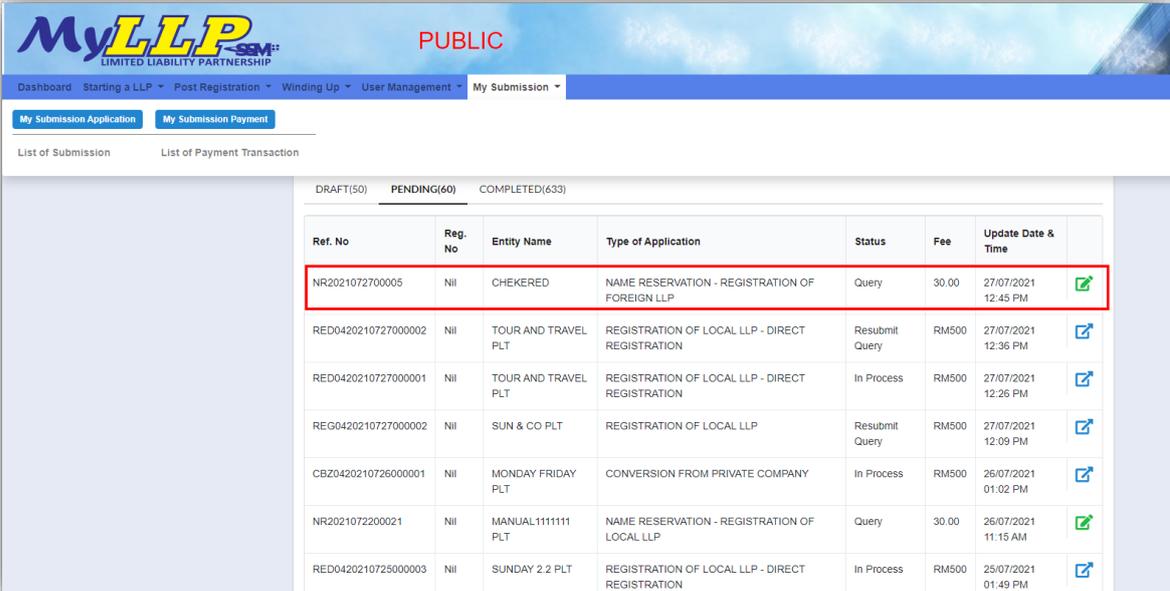


12. Invoice will be received by user once payment has been made.



### 3.2.1.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.
2. Choose an entity with type of **Name Reservation – Registration of Foreign LLP** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



The screenshot displays the MyLLP PUBLIC interface. The navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below the navigation bar, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a list of submissions with filters for 'DRAFT(50)', 'PENDING(60)', and 'COMPLETED(633)'. The table below lists various submissions, with the first row highlighted in red.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021072700005	NII	CHEKERED	NAME RESERVATION - REGISTRATION OF FOREIGN LLP	Query	30.00	27/07/2021 12:45 PM	
RED0420210727000002	NII	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	Resubmit Query	RM500	27/07/2021 12:36 PM	
RED0420210727000001	NII	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	27/07/2021 12:26 PM	
REG0420210727000002	NII	SUN & CO PLT	REGISTRATION OF LOCAL LLP	Resubmit Query	RM500	27/07/2021 12:09 PM	
CBZ0420210726000001	NII	MONDAY FRIDAY PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	26/07/2021 01:02 PM	
NR2021072200021	NII	MANUAL1111111	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	26/07/2021 11:15 AM	
RED0420210725000003	NII	SUNDAY 2.2 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	25/07/2021 01:49 PM	

3. The query application summary will be appeared.

Query Type: (KUERI TERBUKA)

Name Reservation Details

Reference No	Name	Purpose
NR2021072700005	CHEKERED	NAME RESERVATION OF FOREIGN LLP

Compliance Officer Details

Name : ██████████ Mobile No : 0111111111  
Identification No : ██████████ Office No :  
Address : test address Fax No : ██████████  
Email Address : ██████████

Partner Details

Name	Identification No	Email Address	Phone No
MARIO ROBERT	PASS246	mario@gmail.com	██████████
ALICE	PASS1234	alice@gmail.com	██████████

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description

Code	Description
14300u	14300u-EXPORT AND IMPORT OF KNITTED AND CROCHETED APPAREL

4. Key in data that needed to be query, tick checkbox to confirm declaration and click *Submit* button.

Query Type:(KUERI TERBUKA)

Purpose Of  
NAME RESERVATION OF FOREIGN LLP

Proposed Name Reservation  
CHEKERED

Proposed Name :

Compliance Officer Details  
Name : ██████████ Mobile No : 0111111111  
Identification No : ██████████ Office No :  
Address : test address Fax No : ██████████  
Email Address : ██████████

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for  
E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English,please clarify  
E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

Choose File No file chosen

### 3.2.1.2 After Back Officer Approve Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.
2. Choose an entity with type of **Name Reservation – Registration of Foreign LLP** along with its status "Approve". Click *Edit Record* button to proceed to LLP Registration.

The screenshot shows the MyLLP PUBLIC interface. The navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below the navigation bar, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area displays a table of submissions, with filters for 'DRAFT(57)', 'PENDING(67)', and 'COMPLETED(683)'. The table has columns for Ref. No, Entity No, Entity Name, Type of Application, Status, Fee (RM), Update Date & Time, and Expiry Date. The first row is highlighted with a red border.

Ref. No	Entity No	Entity Name	Type of Application	Status	Fee (RM)	Update Date & Time	Expiry Date	
NR2021080600005	Nil	TEST FRIDAY 2	NAME RESERVATION - REGISTRATION OF FOREIGN LLP	Approve	30.00	06/08/2021 11:20 AM	06/09/2021 11:20 AM	
RED0420210806000002	202104002043 (LLP0028712-LGN)	TEST FRIDAY 1 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	Approve	500.00	06/08/2021 10:40 AM	Nil	
CPP0620210802000004	202106000015 (LLP0028676-LCA)	CONCHAR PERKONGSIAN LIABILITI TERHAD	CONVERSION OF PROFESSIONAL PRACTICE	Approve	500.00	03/08/2021 08:56 AM	Nil	
CPP0620210803000002	202106000014 (LLP0028675-LLW)	CONVAS PLT	CONVERSION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITOR	Approve	500.00	03/08/2021 08:49 AM	Nil	

3. Select **LLP Details** and key in data for LLP details and click Save button.

**Action**

save next

**LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

**Main Details**

Lodging Reference Number: Nil  
Approval Name: TEST FRIDAY 2  
Purpose: REGISTRATION OF FOREIGN LLP

Country of Origin: --Please Select--  
Date of Registration: [Calendar icon]

**Registered Address**

Address Line 1: [Text field]  
Address Line 2: [Text field]  
Address Line 3: [Text field]  
Postcode: E.G 10000  
City: --Fill in Postcode First--  
State: AUTO-POPULATE FROM CITY  
Email: E.G user@ssm.com.my  
Office No: E.G 0133900000  
Fax No: E.G 0133900000

**Business Local Address (if any)**

Copy from registered address

Address Line 1: [Text field]  
Address Line 2: [Text field]  
Address Line 3: [Text field]  
Postcode: E.G 10000  
City: --Fill in Postcode First--  
State: AUTO-POPULATE FROM CITY  
Email: E.G user@ssm.com.my  
Office No: E.G 0133900000  
URL ( Facebook, Instragram, Twitter, etc ): E.G SSM.COM.MY

**Business Foreign Address (if any)**

4. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code*, key in data for business code and click *Save* button.

Action

back save next

LLP Details **Business Code and Description** Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Add Business Code

56302 - COFFEE SHOPS

01271u - EXPORT AND IMPORT OF COFFEE

Business Description ⓘ

PLEASE DESCRIBE YOUR BUSINESS

500 characters remaining

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

5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

Action

back save next

Check Proposed Name LLP Details Business Code and Description **Compliance Officer Details** Partner Details Supporting Documents

Summary Fee and Declaration

Add Compliance Officer

Show 10 entries

Name	↑ Identification Number	↑ Professional Body Type	↑ License Number	↑
(LODGER)		Licensed Secretary (LS)		

Showing 1 to 1 of 1 entries

Previous 1 Next

6. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

Action

back save next

LLP Details Business Code and Description Compliance Officer Details **Partner Details** Supporting Documents Summary

Fee and Declaration

Add Partner

Show 10 entries

Name	Identification No / Corporate Body No	Capital Contribution (MYR)	
		900900	 
		800000	 

Showing 1 to 2 of 2 entries

Previous 1 Next

7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

Action

back next

LLP Details Business Code and Description Compliance Officer Details Partner Details **Supporting Documents** Summary

File and Declaration

File name

Certificate of Registration from Country Origin 

Certified copy of Charter or Constitution 

8. Click *Next* button to proceed to **Summary** and view all the changes made.
9. Click View PDF button to view submission form.

Action

back
next
View PDF

LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents   Summary

Fee and Declaration

LLP Details

Main Details

<b>Lodging Reference Number</b>	<b>Approval Name</b>
Nil	TEST FRIDAY 2
	<b>Purpose</b>
	REGISTRATION OF FOREIGN LLP
	<b>Country of Origin</b>
	Australia
	<b>Date of Registration</b>
	06/08/2021

Registered Address

<b>Full Address</b>	<b>Email</b>
26 WALLUM COURT NEW SOUTH WALES 2484	<input style="width: 100%;" type="text"/>
<b>Fax No</b>	<b>Office No</b>
0322789881	<input style="width: 100%;" type="text"/>

Business Local Address

<b>Full Address</b>	<b>Email</b>
26 WALLUM COURT NEW SOUTH WALES 2484	<input style="width: 100%;" type="text"/>
<b>URL (Facebook, Instagram, Twitter, etc)</b>	<b>Office No</b>
Nil	<input style="width: 100%;" type="text"/>

Business Foreign Address

<b>Full Address</b>
Nil

Business Codes and Description

01271u - EXPORT AND IMPORT OF COFFEE
56302 - COFFEE SHOPS

Business Nature

COFFEE SHOP
-------------

10. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

[back](#) [submit](#)

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

**Fee and Declaration**

Declaration Form

Fee	
Type	REGISTRATION OF FOREIGN LLP
Amount	RM 500

ATTENTION: 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.

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

11. Click *Pay Online* button to proceed for payment.

Payment Details (REG0520210806000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF FOREIGN LLP-TEST FRIDAY 2 )	1	500.00	0.00	500.00
	<b>Total (RM):</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
			<b>Total Amount (RM):</b>	<b>500.00</b>

Name\*

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

Address\*

TEST ADDRESS  
89809 BEAUFORT  
SABAH

[PAY ONLINE](#) [CANCEL](#)

12. User will receive invoice once they make the payment.



**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 8 0 6 0 0 0 0 6 \*

<div style="background-color: gray; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: gray; width: 100px; height: 15px; margin-bottom: 5px;"></div> test address 89809 BEAUFORT SABAH	Receipt No : EB20210806000006 Reference No. : REG0520210806000001 Payment Mode Detail : HostSim Approval Code : Payment Mode : DD Transaction ID : E20210806000006 Payment Date : 06/08/2021 11:38:26 AM
---	--

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF FOREIGN LLP-TEST FRIDAY 2	500.00
<b>Total</b>		500.00
<b>Amount Received</b>		500.00

PRINT

### 3.2.1.3 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.

The screenshot shows the MyLLP PUBLIC portal interface. The navigation menu includes Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The 'My Submission' dropdown is active, showing 'My Submission Application' and 'My Submission Payment'. Below this, there are tabs for 'List of Submission' and 'List of Payment Transaction'. The main content area displays a table of submissions with columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The 'Query' status is highlighted in the table.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RED0420210727000001	Nil	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	Query	RM500	27/07/2021 12:26 PM	
NR20210727000005	Nil	CHEKERED	NAME RESERVATION - REGISTRATION OF FOREIGN LLP	Resubmit Query	30.00	27/07/2021 12:51 PM	
RED0420210727000002	Nil	TOUR AND TRAVEL PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	Resubmit Query	RM500	27/07/2021 12:36 PM	
REG0420210727000002	Nil	SUN & CO PLT	REGISTRATION OF LOCAL LLP	Resubmit Query	RM500	27/07/2021 12:09 PM	
CBZ0420210726000001	Nil	MONDAY FRIDAY PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	26/07/2021 01:02 PM	
NR2021072200021	Nil	MANUAL1111111 PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	26/07/2021 11:15 AM	
RED0420210725000003	Nil	SUNDAY 2.2 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	25/07/2021 01:49 PM	

2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

The screenshot shows a web interface for the 'Fee and Declaration' section of the MyLLP system. At the top, there is an 'Action' bar with 'back' and 'resubmit' buttons. Below this is a 'Query Details' section with a dropdown arrow. A navigation bar contains tabs for 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. The 'Fee and Declaration' tab is active. The 'Declaration Form' section includes a 'Fee' table with columns for 'Fee', 'Type', and 'Amount'. The 'Type' is 'REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION' and the 'Amount' is 'RM 500'. Below the table is a 'Query Details' section with two columns: 'Public Remark Date' (27/07/2021) and 'Officer Remark Date' (27/07/2021). The 'Public Remark' field contains 'PLEASE ENTER REMARK' and has a '255 characters remaining' indicator. The 'Officer Remark' field contains 'KUERI'. A warning message states: 'ATTENTION: 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.' A checkbox is checked with the text 'I confirm that the facts and information stated in this document are true.' At the bottom, there are fields for 'Declare Person Name', 'Date of Declaration' (27/07/2021 12:26 PM), and 'Declare Person Identification Number'.

Action

back resubmit

▾ Query Details

Check Proposed Name LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary **Fee and Declaration**

Declaration Form

Fee	Type	Amount
	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	RM 500

Query Details

Public Remark Date	Officer Remark Date
27/07/2021	27/07/2021

Public Remark	Officer Remark
PLEASE ENTER REMARK 255 characters remaining	KUERI

ATTENTION: 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.

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

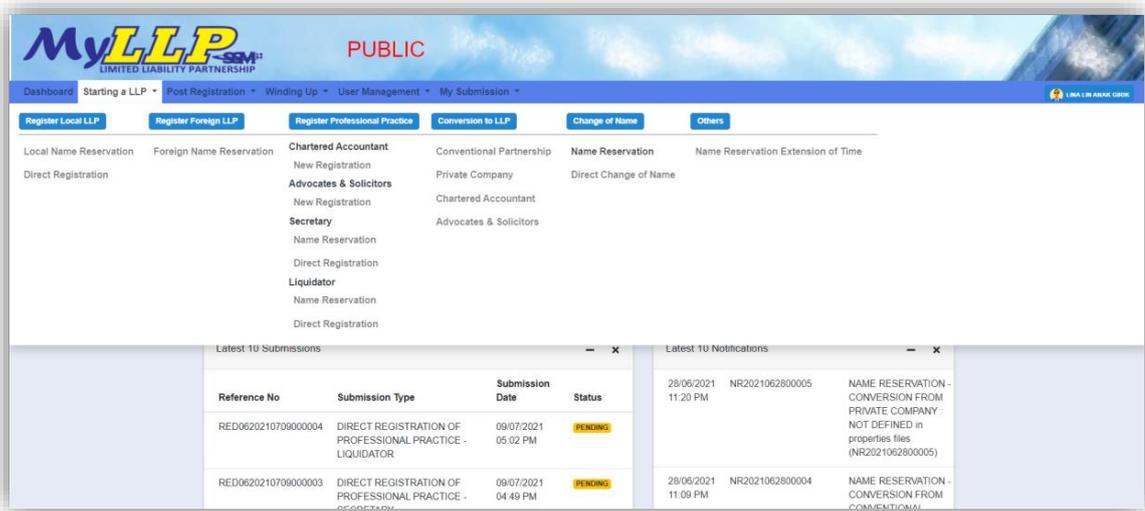
Declare Person Name	Date of Declaration
[REDACTED]	27/07/2021 12:26 PM

Declare Person Identification Number  
[REDACTED]

## 3.3 Register Professional Practice

### 3.3.1 Chartered Accountant

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **New Registration** under Professional Practice for Chartered Accountant.



3. Key in **Firm Number** and **Firm Name** in the text field and click *Check Firm* to check if the validation of the firm number. Key in LLP Name in the text field, tick check box for wanted suffix and click *Next* button.

The screenshot shows the 'Action' form for registering a Chartered Accountant. It features a 'next' button at the top. Below it, there are two main sections: 'Firm Number' and 'LLP Name'. The 'Firm Number' section includes a dropdown for 'Professional Body Type\*' (set to 'Chartered Accountant') and a text field for 'Firm Name\*' with the placeholder 'ENTER FIRM NAME'. The 'LLP Name' section includes a text field for 'LLP Name' with the placeholder 'ENTER LLP NAME (EXCLUDING PLT, LLP, ETC)' and a 'Select Suffix' section with two options: 'PLT' (checked) and 'Perkongsian Liabiliti Terhad' (unchecked).

4. Select **LLP Details** and key in data for LLP details and click *Save* button to save data.

The screenshot shows the 'LLP Details' form in the MyLLP portal. The form is divided into several sections:

- Action:** Contains 'save' and 'next' buttons.
- Navigation:** Includes tabs for 'Firm Number', 'LLP Details' (selected), 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents', and 'Summary'.
- Fee and Declaration:** A section for entering fee and declaration information.
- Main Details:**
  - Lodging Reference Number: Nil
  - Firm Number: Nil
  - Firm Name: ANUAR & CO
  - LLP Name: SWIPEWIRE PLT
  - Purpose: REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT
- Registered Address:**
  - Address Line 1: PANGSAPURI MPIAN KOTA
  - Address Line 2: JALAN KAMPONG ATTAP
  - Address Line 3: (empty)
  - Postcode: 50406
  - City: --Please Select--
  - State: AUTO-POPULATE FROM CITY
  - Email: (redacted)
  - Office No: (redacted)
  - Fax No: (redacted)
- Business Local Address (if any):**
  - Copy from registered address: (button)
  - Address Line 1: PANGSAPURI MPIAN KOTA
  - Address Line 2: JALAN KAMPONG ATTAP
  - Address Line 3: (empty)
  - Postcode: 50406
  - City: --Please Select--
  - State: AUTO-POPULATE FROM CITY
  - Email: swipe.wire@gmail.com
  - Office No: (redacted)
  - URL ( Facebook, Instagram, Twitter, etc ): SWIPE.WIRE/FACEBOOK
- Business Foreign Address (if any):** (empty section)

5. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code*, key in data for business code and click *Save* button.

Action

back save next

Firm Number LLP Details **Business Code and Description** Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Add Business Code

72106 - RESEARCH AND DEVELOPMENT ON INFORMATION COMMUNICATION TECHNOLOGY (ICT)

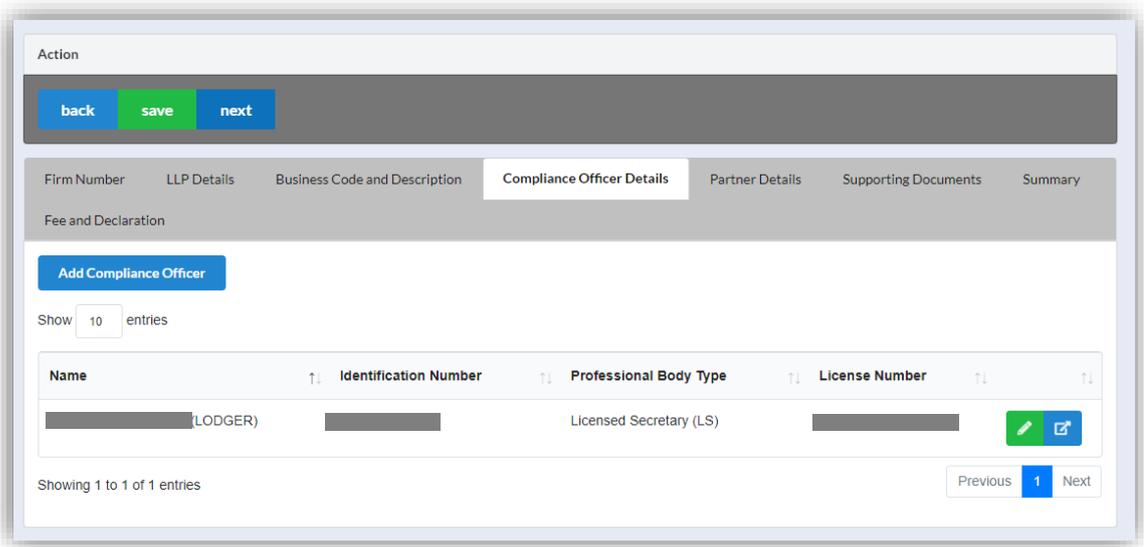
Business Description

TECHNOLOGY ADN APPLICATION DEVELOPER

464 characters remaining

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

6. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



7. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

The screenshot shows the 'Partner Details' tab in the MyLLP system. At the top, there are three buttons: 'back' (blue), 'save' (green), and 'next' (blue). Below these are navigation tabs: 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details' (selected), 'Supporting Documents', and 'Summary'. Underneath the tabs is a 'Fee and Declaration' section. The main form is divided into two columns. The left column is titled 'Partner Form' and contains fields for: 'Type' (dropdown menu with 'Individual' selected), 'Citizenship\*' (dropdown menu with '--Please Select--'), 'Identification Type\*' (dropdown menu with '--Please Select--'), 'Nationality\*' (dropdown menu with '--Please Select--'), 'Identification Number\*' (text input with 'PLEASE ENTER IDEN' and a 'Search' button), 'Gender\*' (dropdown menu with '--Please Select--'), 'Date of Birth' (text input), 'Race\*' (dropdown menu with '--Please Select--'), 'Name as per Identification' (text input), 'Mobile no' (text input with 'EG 0133900000'), 'Email\*' (text input with 'EG user@ssm.com.my'), 'Professional Body Type\*' (dropdown menu with '--Please Select--'), 'License Number\*' (text input), 'Practising Certification Number' (text input), 'Liquidator Approval Number' (text input), and 'Capital Contribution (MYR)\*' (text input with '0'). At the bottom of this column is a checkbox: ' I confirm that the facts and information stated in this document are true.' The right column is titled 'Local Residential Address' and contains: 'Address Line 1\*' (text input), 'Postcode\*' (text input with 'EG 10000'), 'Address Line 2' (text input), 'City' (text input), 'Address Line 3' (text input), and 'State' (dropdown menu with '--Fill in Postcode First--' and 'AUTO-POPULATE FROM CITY'). Below this is the 'Foreign Residential Address (if any)' section with 'Address Line 1' (text input), 'Country' (dropdown menu with '--Please Select--'), 'Address Line 2' (text input), and 'Address Line 3' (text input).

8. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

The screenshot shows the 'Supporting Documents' tab in the MyLLP system. At the top, there are two buttons: 'back' (blue) and 'next' (blue). Below these are navigation tabs: 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents' (selected), and 'Summary'. Underneath the tabs is a 'Fee and Declaration' section. The main form is titled 'File name' and contains two rows of text inputs, each with a green 'save' button to its right. The first row is 'Consent Letter from Governing Body' and the second row is 'Professional Indemnity Insurance Policy'.

9. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

[back](#) [next](#) [View PDF](#)

Firm Number    LLP Details    Business Code and Description    Compliance Officer Details    Partner Details    Supporting Documents    **Summary**

Fee and Declaration

LLP Details

Main Details		Registered Address	
Lodging Reference Number	LLP Name	Full Address	Email
Nil	SWIPEWIRE PLT	[REDACTED]	[REDACTED]
Firm Number	Purpose		Office No
Nil	REGISTRATION OF PROFESSIONAL	Fax No	[REDACTED]
Firm Name	PRACTICE - CHARTERED	[REDACTED]	
ANUAR & CO	ACCOUNTANT		

Business Local Address

Full Address	Email
[REDACTED]	[REDACTED]
Office No	[REDACTED]
URL (Facebook, Instagram, Twitter, etc)	
SWIPE.WIRE/FACEBOOK	

Business Foreign Address

Full Address
Nil

Business Codes and Description

72106 - RESEARCH AND DEVELOPMENT ON INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Business Nature

TECHNOLOGY ADN APPLICATION DEVELOPER

10. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

[back](#) [submit](#)

Firm Number    LLP Details    Business Code and Description    Compliance Officer Details    Partner Details    Supporting Documents    Summary

**Fee and Declaration**

Declaration Form

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT
Amount	RM 500

ATTENTION: 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.

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

11. Click *Pay Online* button to proceed for payment.

Payment Details (RED0420210727000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-TOUR AND TRAVEL PLT)	1	500.00	0.00	500.00
	<b>Total (RM):</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
			<b>Total Amount (RM):</b>	<b>500.00</b>

Name\*

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

Address\*  
 TEST ADDRESS  
 89809 BEAUFORT  
 X

[PAY ONLINE](#) [CANCEL](#)

12. User will be received invoice after made their payment.



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

**INVOICE**



\* E B 2 0 2 1 0 7 2 2 0 0 0 2 3 \*

<div style="background-color: gray; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: gray; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p>test address 89809 BEAUFORT X</p>	<p>Receipt No : EB20210722000023              Reference No. : RCA0620210722000006              Payment Mode Detail : HostSim              Approval Code :              Payment Mode : DD              Transaction ID : E20210722000024              Payment Date : 22/07/2021 03:14:32 PM</p>
--	---

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT- SWIPEWIRE PLT	500.00
<b>Total</b>		500.00
<b>Amount Received</b>		500.00

### 3.3.1.1 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.

The screenshot shows the MyLLP PUBLIC portal interface. The navigation menu includes Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The My Submission dropdown is open, showing My Submission Application and My Submission Payment. The List of Submission tab is active, displaying a table of applications under the PENDING(35) filter.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RCA0620210722000006	NII	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:13 PM	
NR2021072200011	NII	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	NII	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	
RSC0620210722000002	NII	LITLIN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 12:19 PM	
RSC0620210722000001	NII	FRESHIE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:13 PM	
RCA0620210722000005	NII	NII	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS	In Process	RM500	22/07/2021 11:59 AM	
RCA0620210722000003	NII	TEST666 PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	In Process	RM500	22/07/2021 11:32 AM	

2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

Action

[back](#) [resubmit](#)

▼ Query Details

Officer Remark	Lodger Remark	Process Date
QUERY	Nil	22/07/2021

Firm Number   LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents   Summary

Fee and Declaration

Declaration Form

Fee

Type	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT
Amount	RM 500

Query Details

Public Remark Date	Officer Remark Date
22/07/2021	22/07/2021
Public Remark	Officer Remark
PLEASE ENTER REMARK 255 characters remaining	QUERY

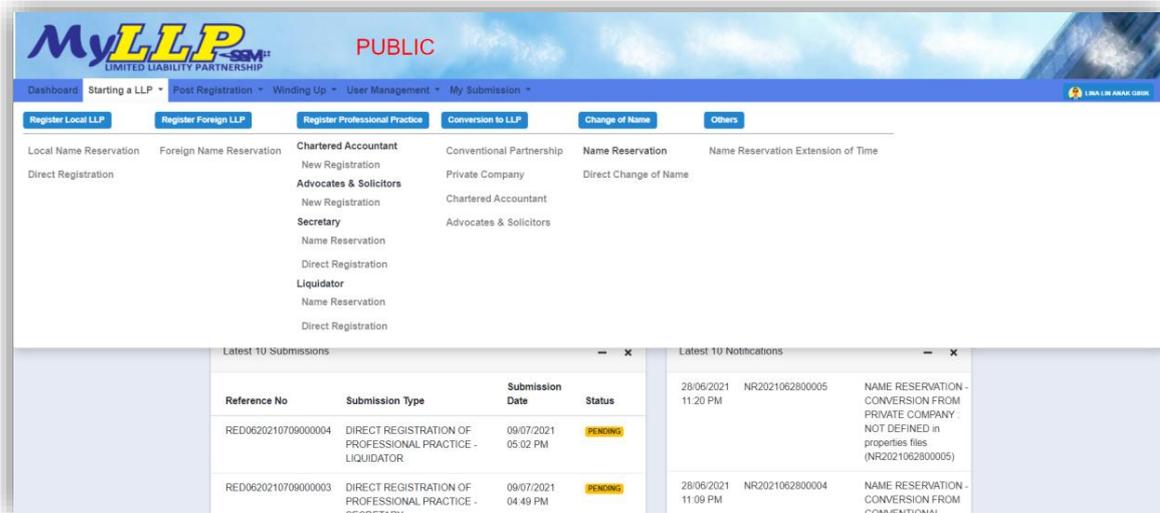
ATTENTION: It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

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

3. Status of the queried application will be changed to "Resubmit Query" and moved to Back Officer' working tray for process.

### 3.3.2 Advocates & Solicitors

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **New Registration** under Professional Practice for Advocates & Solicitors.



3. Key in **Firm Number** and **Firm Name** in the text field and click *Check Firm* to check if the validation of the firm number. Key in LLP Name in the text field, tick check box for wanted suffix and click *Next* button.

The screenshot shows the registration form for Advocates & Solicitors. The form is titled 'Action' and has a 'next' button. Below the button, there is a 'Firm Number' section with three input fields: 'Professional Body Type\*' (a dropdown menu with 'Advocate & Solicitor' selected), 'Firm Number (if any)' (with placeholder text 'ENTER FIRM NUMBER'), and 'Firm Name\*' (with placeholder text 'ENTER FIRM NAME'). To the right of these fields is an 'LLP Name' section with an input field (placeholder text 'ENTER LLP NAME (EXCLUDING PLT, LLP, ETC)'), a 'Select Suffix' section with two radio buttons: 'PLT' (checked) and 'Perkongsian Liabiliti Terhad' (unchecked).

4. Select **LLP Details** and key in data for LLP details and click *Save* button to save data.

Action

save next

Firm Number **LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

**Main Details**

Lodging Reference Number	LLP Name
Nil	MEDICING PLT
Firm Number	Purpose
2112	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS
Firm Name	
STRADER	

**Registered Address**

Address Line 1	Postcode
JAYA SUPERMARKET	46100
Address Line 2	City
JLN SEMANGAT SEKSYEN 14	PETALING JAYA
Address Line 3	State
	SELANGOR
Email	Office No
medic@gmail.com	
Fax No	
E.G 0133900000	

**Business Local Address (if any)**

Copy from registered address

Address Line 1	Postcode
	46100
Address Line 2	City
JLN SEMANGAT SEKSYEN 14	PETALING JAYA
Address Line 3	State
	SELANGOR
Email	Office No
URL ( Facebook, Instagram, Twitter, etc )	
MEDICING/FACEBOOK	

**Business Foreign Address (if any)**

5. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code* button, key in data for business code and click *Save* button.

Action

back save next

Firm Number LLP Details **Business Code and Description** Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Add Business Code

86202 - SPECIALIZED MEDICAL SERVICES

Business Description 1

MEDIC SERVICES

486 characters remaining

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

6. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

Action

back save next

Firm Number LLP Details Business Code and Description **Compliance Officer Details** Partner Details Supporting Documents Summary

Fee and Declaration

Add Compliance Officer

Show 10 entries

Name	Identification Number	Professional Body Type	License Number
(LODGER)		Licensed Secretary (LS)	

Showing 1 to 1 of 1 entries

Previous 1 Next

7. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

The screenshot shows the 'Partner Details' form. At the top, there is an 'Action' bar with 'back', 'save', and 'next' buttons. Below this is a navigation menu with tabs for 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details' (selected), 'Supporting Documents', and 'Summary'. The form is titled 'Partner Form' and contains the following fields:

- Partner Form:**
  - Type: Individual (dropdown)
  - Citizenship\*: --Please Select-- (dropdown)
  - Identification Type\*: --Please Select-- (dropdown)
  - Nationality\*: --Please Select-- (dropdown)
  - Identification Number\*: PLEASE ENTER IDEN (text) with a Search button
  - Gender\*: --Please Select-- (dropdown)
  - Date of Birth: (text)
  - Race\*: --Please Select-- (dropdown)
  - Mobile no: E.G 0133900000 (text)
  - Name as per Identification: (text)
  - Professional Body Type\*: --Please Select-- (dropdown)
  - Email\*: E.G user@ssm.com.my (text)
  - License Number\*: (text)
  - Practising Certification Number: (text)
  - Liquidator Approval Number: (text)
  - Capital Contribution (MYR)\*: 0 (text)
- Local Residential Address:**
  - Address Line 1\*: (text)
  - Postcode\*: E.G 10000 (text)
  - Address Line 2: (text)
  - City: --Fill in Postcode First-- (dropdown)
  - Address Line 3: (text)
  - State: AUTO-POPULATE FROM CITY (text)
- Foreign Residential Address (if any):**
  - Address Line 1: (text)
  - Country: --Please Select-- (dropdown)
  - Address Line 2: (text)
  - Address Line 3: (text)

At the bottom of the form, there is a checkbox:  I confirm that the facts and information stated in this document are true.

8. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

The screenshot shows the 'Supporting Documents' form. At the top, there is an 'Action' bar with 'back' and 'next' buttons. Below this is a navigation menu with tabs for 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents' (selected), and 'Summary'. The form is titled 'Supporting Documents' and contains a table for uploading files:

File name	
Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

9. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

[back](#) [next](#) [View PDF](#)

Firm Number    LLP Details    Business Code and Description    Compliance Officer Details    Partner Details    Supporting Documents    **Summary**

Fee and Declaration

LLP Details

Main Details		Registered Address	
Lodging Reference Number	LLP Name	Full Address	Email
Nil	MEDICING PLT	[REDACTED]	[REDACTED]
Firm Number	Purpose		Office No
2112	REGISTRATION OF PROFESSIONAL		[REDACTED]
Firm Name	PRACTICE - ADVOCATES AND	Fax No	
STRADER	SOLICITORS	Nil	

Business Local Address	
Full Address	Email
[REDACTED]	[REDACTED]
	Office No
	[REDACTED]
URL (Facebook, Instagram, Twitter, etc)	
MEDICING/FACEBOOK	

Business Foreign Address	
Full Address	
Nil	

Business Codes and Description

86202 - SPECIALIZED MEDICAL SERVICES

Business Nature

MEDIC SERVICES

10. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

[back](#) [submit](#)

Firm Number    LLP Details    Business Code and Description    Compliance Officer Details    Partner Details    Supporting Documents    Summary

Fee and Declaration

Declaration Form

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS
Amount	RM 500

ATTENTION: 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.

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

11. Click *Pay Online* button to proceed for payment.

12. User will be received invoice after made their payment.



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

**INVOICE**  
  
\* E B 2 0 2 1 0 7 2 2 0 0 0 0 2 4 \*

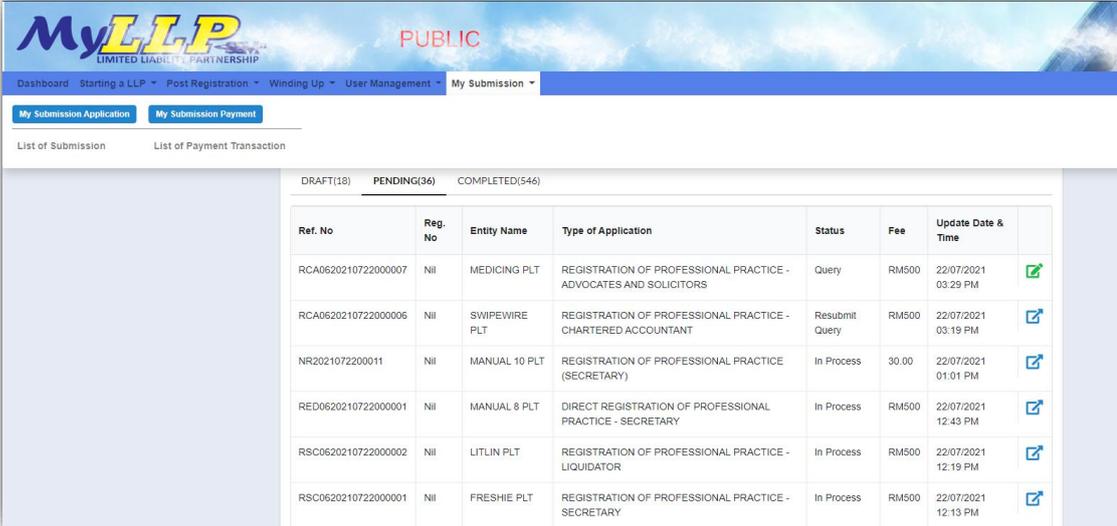
test address  
89809 BEAUFORT  
X

Receipt No : EB20210722000024  
Reference No. : RCA0620210722000007  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021072200025  
Payment Date : 22/07/2021 03:30:17 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS- MEDICING PLT	500.00
<b>Total</b>		500.00
<b>Amount Received</b>		500.00

### 3.3.2.1 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.



The screenshot shows the MyLLP PUBLIC portal interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area displays a table of submission applications with columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The application with Ref. No. RCA0620210722000007 and Status 'Query' is highlighted in green.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RCA0620210722000007	NII	MEDICING PLT	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS	Query	RM500	22/07/2021 03:29 PM	
RCA0620210722000006	NII	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Resubmit Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	NII	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	NII	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	
RSC0620210722000002	NII	LITLIN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 12:19 PM	
RSC0620210722000001	NII	FRESHIE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:13 PM	

2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

The screenshot shows a web form titled "Fee and Declaration" within a "Declaration Form" section. At the top, there are "back" and "resubmit" buttons. Below the form title, there are tabs for "LLP Details", "Business Code and Description", "Compliance Officer Details", "Partner Details", "Supporting Documents", and "Summary". The "Fee and Declaration" tab is active. The form contains the following fields:

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS
Amount	RM 500

Query Details	
Public Remark Date	Officer Remark Date
22/07/2021	22/07/2021
Public Remark	Officer Remark
PLEASE ENTER REMARK 255 characters remaining	QUERY

ATTENTION: 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.

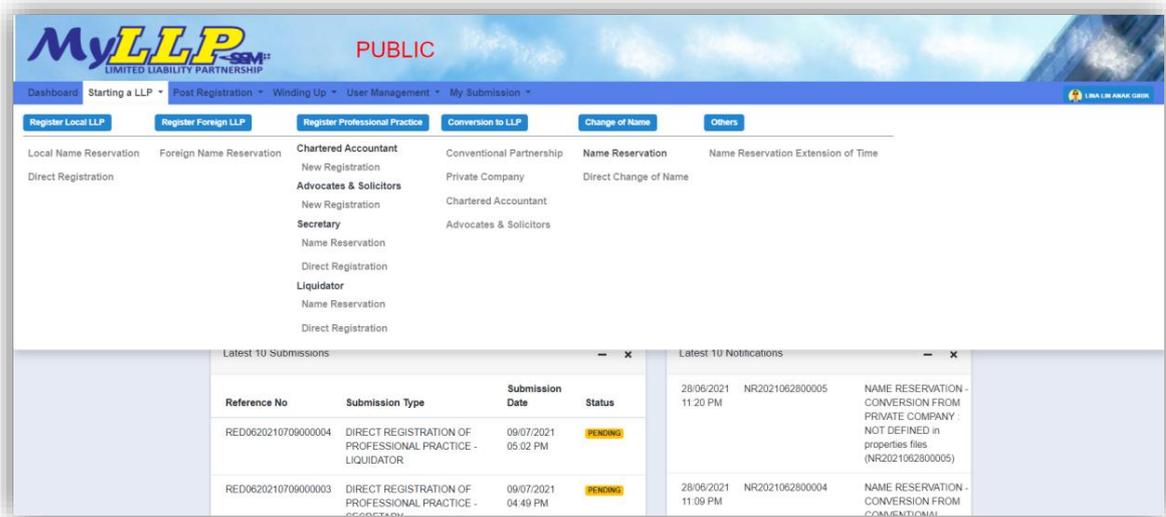
I confirm that the facts and information stated in this document are true.

3. Status of the queried application will be changed to "Resubmit Query" and moved to Back Officer' working tray for process.

### 3.3.3 Secretary

#### 3.3.3.1 Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **New Registration for Secretary** under Professional Practice.



3. Key in **Firm No, consent letter and acknowledgement.**
4. Upload file for supporting document.
5. Fill in **proposed name reservation** and click on Search button.

**Purpose Of Registration**

NAME RESERVATION OF REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)

**Firm No**

ENTER FIRM NO

Provide consent letter and acknowledgement from their Professional Bodies

PROVIDE CONSENT LETTER AND ACKNOWLEDGEMENT FROM YOUR PROFESSIONAL BODIES

Choose File No file chosen

**Proposed Name Reservation**

ENTER PROPOSED NAME

PLT  PERKONGSIAN LIABILITI TERHAD

Search Reset

Proposed Name :

**Compliance Officer Details**

Name : ██████████	Mobile No : 0111111111
Identification No : ██████████	Office No :
Address : test address	Fax No : ██████████
Email Address : mknoorlia@ssm.com.my	

6. If the propose name is available, user need to proceed with **Clarification Form, Business Code, Partners Details** & tick check box for confirmation and submit.

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English,please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

Choose File No file chosen

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY ✦ KHAIRUL IS THE NAME OF PARTNERS'S SON (BIRTH CERTIFICATE ATTACHED)

Choose File No file chosen

Partner Details Information(1)	Partner Details Information(2)
<b>Type of Partner*</b> Individual ▼	<b>Type of Partner*</b> Individual ▼
Individual Details Information	Individual Details Information
<b>Name</b> <input type="text"/>	<b>Name</b> <input type="text"/>
<b>Identification Type</b> --Please Select-- ▼	<b>Identification Type</b> --Please Select-- ▼
<b>Identification No</b> <input type="text"/>	<b>Identification No</b> <input type="text"/>
<b>Email Address</b> <input type="text"/>	<b>Email Address</b> <input type="text"/>
<b>Mobile No</b> <input type="text"/>	<b>Mobile No</b> <input type="text"/>
<b>Nationality</b> --Please Select-- ▼	<b>Nationality</b> --Please Select-- ▼
<b>Gender</b> --Please Select-- ▼	<b>Gender</b> --Please Select-- ▼
<b>Race</b> --Please Select-- ▼	<b>Race</b> --Please Select-- ▼
<input type="checkbox"/> I hereby agree to the all the information are true	

7. Click *Make a Payment* button.

8. Click *Pay Online* button to proceed for payment.

Payment Details (RED0420210727000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-TOUR AND TRAVEL PLT)	1	500.00	0.00	500.00
	<b>Total (RM):</b>	500.00	0.00	500.00
			<b>Total Amount (RM):</b>	500.00

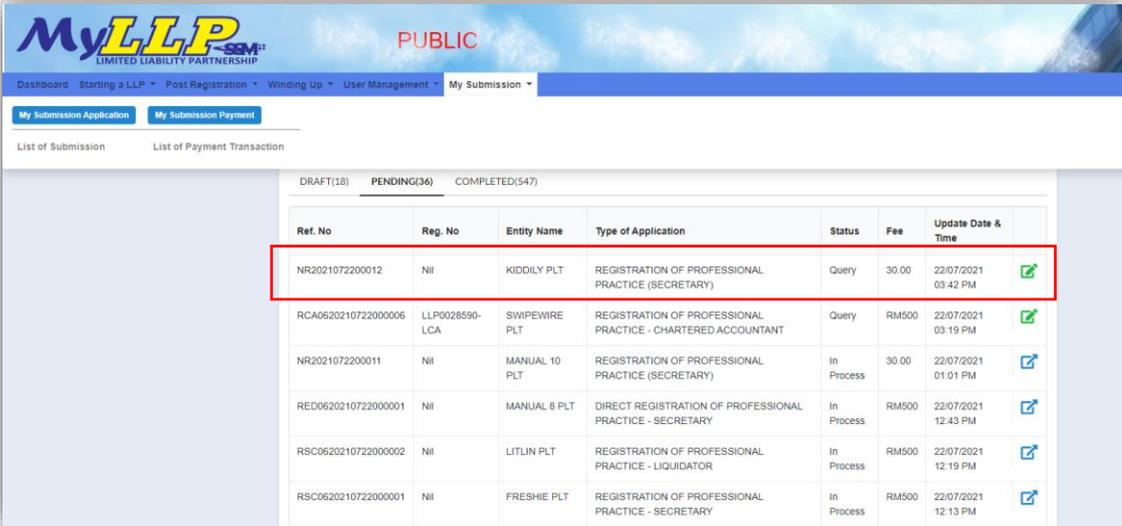
Name\*

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

Address\*  
TEST ADDRESS  
89809 BEAUFORT  
X

### 3.3.3.1.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** and choose List of Submission.
2. Choose an entity with type of **Registration of Professional Practice (Secretary)** along with its status "Query" and click *Edit Record* button to make query.



The screenshot shows the MyLLP PUBLIC portal interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area displays a table of submissions, categorized by status: DRAFT(18), PENDING(36), and COMPLETED(547). The table has columns for Ref. No, Reg. No, Entry Name, Type of Application, Status, Fee, and Update Date & Time. The first row, with Ref. No NR2021072200012 and Status Query, is highlighted with a red border. This row represents a 'REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)' for 'KIDDILY PLT' with a fee of 30.00 and an update date of 22/07/2021 at 03:42 PM. Other rows include 'SWIPEWIRE PLT' (Chartered Accountant), 'MANUAL 10 PLT', 'MANUAL 8 PLT', 'LITLIN PLT' (Liquidator), and 'FRESHIE PLT'.

Ref. No	Reg. No	Entry Name	Type of Application	Status	Fee	Update Date & Time	
NR2021072200012	NII	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	Query	30.00	22/07/2021 03:42 PM	
RCA062021072200006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	NII	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED062021072200001	NII	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	
RSC062021072200002	NII	LITLIN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 12:19 PM	
RSC062021072200001	NII	FRESHIE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:13 PM	

3. Key in data that needed to be query and tick checkbox to confirm declaration and click *Submit* button.

Query Type:(KUERI TERBUKA)

Purpose Of  
NAME RESERVATION OF REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)

Firm No  
0123

Provide consent letter and acknowledgement from their Professional Bodies  
PROVIDE CONSENT LETTER AND ACKNOWLEDGEMENT FROM YOUR PROFESSIONAL BODIES

Choose File No file chosen

Proposed Name Reservation  
KIDDILY

Proposed Name :

Compliance Officer Details	
Name : ██████████	Mobile No : 0111111111
Identification No : ██████████	Office No :
Address : test address	Fax No : ██████████
Email Address : ██████████	

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for  
E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

Code	Description
47640	RETAIL SALE OF GAMES AND TOYS, MADE OF ALL MATERIALS



**Search Business Code**

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

**Partner Details Information(1)**

Type of Partner\*  
 Body Corporate

**Body Corporate Details Information**

Name  
 LOTUS

Registration No  
 L0978

Office No  
 [REDACTED]

**Partner Details Information(2)**

Type of Partner\*  
 Body Corporate

**Body Corporate Details Information**

Name  
 FOCUS

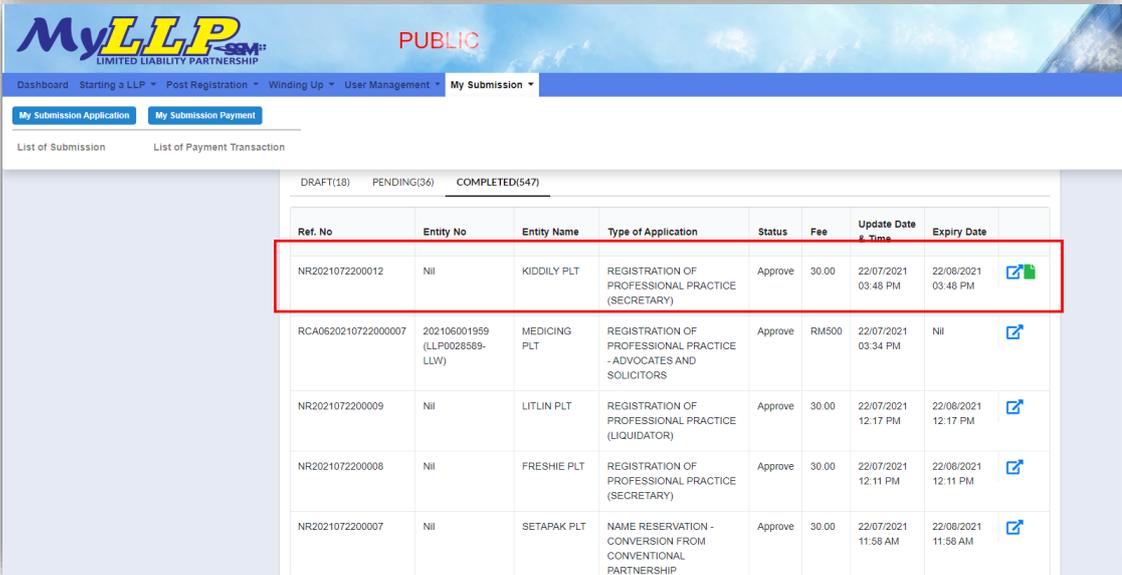
Registration No  
 L0978

Office No  
 [REDACTED]

I hereby agree to the all the information are true

### 3.3.3.1.2 After Back Officer has Approved Name Reservation

1. Select **My Submission** and choose List of Submission
2. Choose an entity with type of **Registration of Professional Practice (Secretary)** along with its status "Approved" and click *Edit Record* button to make a submission.



The screenshot shows the MyLLP PUBLIC portal interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below the navigation bar, there are two tabs: 'My Submission Application' and 'My Submission Payment'. The main content area displays a table of submissions, with filters for 'DRAFT(18)', 'PENDING(36)', and 'COMPLETED(547)'. The table has columns for Ref. No, Entity No, Entity Name, Type of Application, Status, Fee, Update Date & Time, and Expiry Date. The first row is highlighted with a red box.

Ref. No	Entity No	Entity Name	Type of Application	Status	Fee	Update Date & Time	Expiry Date	
NR2021072200012	Nii	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	Approve	30.00	22/07/2021 03:48 PM	22/08/2021 03:48 PM	
RCA0620210722000007	202106001959 (LLP0026589-LLW)	MEDICING PLT	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS	Approve	RM500	22/07/2021 03:34 PM	Nii	
NR2021072200009	Nii	LITLIN PLT	REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)	Approve	30.00	22/07/2021 12:17 PM	22/08/2021 12:17 PM	
NR2021072200008	Nii	FRESHIE PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	Approve	30.00	22/07/2021 12:11 PM	22/08/2021 12:11 PM	
NR2021072200007	Nii	SETAPAK PLT	NAME RESERVATION - CONVERSION FROM CONVENTIONAL PARTNERSHIP	Approve	30.00	22/07/2021 11:58 AM	22/08/2021 11:58 AM	

3. Select **LLP Details** and key in data for LLP details and click Save button.

**Action**

save next

**LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

**Main Details**

Lodging Reference Number: Nil  
Approval Name: KIDDILY PLT  
Purpose: REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY

**Registered Address**

Address Line 1: LOT 1A  
Address Line 2: JALAN 51A/223A OFF JALAN UTA  
Address Line 3: [Empty]  
Postcode: 46100  
City: PETALING JAYA  
State: SELANGOR  
Email: kiddily@gmail.com  
Office No: [Redacted]  
Fax No: E.G 0133900000

**Business Local Address (if any)**

Copy from registered address

Address Line 1: LOT 1A  
Address Line 2: JALAN 51A/223A OFF JALAN UTA  
Address Line 3: [Empty]  
Postcode: 46100  
City: PETALING JAYA  
State: SELANGOR  
Email: [Redacted]  
Office No: [Redacted]  
URL ( Facebook, Instagram, Twitter, etc ): E.GSSM.COM.MY

**Business Foreign Address (if any)**

4. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code*, key in data for business code and click *Save* button.

Action

back save next

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Add Business Code

47640 - RETAIL SALE OF GAMES AND TOYS, MADE OF ALL MATERIALS

Business Description ⓘ

PLEASE DESCRIBE YOUR BUSINESS

500 characters remaining

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

5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

Action

back save next

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Add Compliance Officer

Show 10 entries

Name	Identification Number	Professional Body Type	License Number
(LODGER)		Licensed Secretary (LS)	

Showing 1 to 1 of 1 entries

Previous 1 Next

- Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

Action

[back](#) [save](#) [next](#)

LLP Details Business Code and Description Compliance Officer Details **Partner Details** Supporting Documents Summary

Fee and Declaration

[Add Partner](#)

Show  entries

Name	Identification No / Corporate Body No	Capital Contribution (MYR)	
[REDACTED]	[REDACTED]	0	<a href="#">edit</a> <a href="#">delete</a>
[REDACTED]	[REDACTED]	0	<a href="#">edit</a> <a href="#">delete</a>

Showing 1 to 2 of 2 entries

Previous [1](#) Next

Action

[back](#) [save](#) [next](#)

LLP Details Business Code and Description Compliance Officer Details **Partner Details** Supporting Documents Summary

Fee and Declaration

**Partner Form**

Type:

Citizenship\*:

Identification Type\*:

Nationality\*:

Identification Number\*:

Gender\*:

Date of Birth:

Race\*:

Name as per Identification:

Mobile no:

Email\*:

Professional Body Type\*:

License Number\*:

Practising Certification Number:

Liquidator Approval Number:

Capital Contribution (MYR)\*:

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

**Local Residential Address**

Address Line 1\*:

Postcode\*:

Address Line 2:

City:

Address Line 3:

State:

**Foreign Residential Address (if any)**

Address Line 1:

Country:

Address Line 2:

Address Line 3:

7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

Action

back next

LLP Details Business Code and Description Compliance Officer Details Partner Details **Supporting Documents** Summary

Fee and Declaration

**File name**

Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

8. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

back next View PDF

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents **Summary**

Fee and Declaration

**LLP Details**

**Main Details**

Lodging Reference Number	Approval Name
Nil	KIDDILY PLT
	Purpose
	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY

**Registered Address**

Full Address	Email
[REDACTED]	[REDACTED]
	Office No
	[REDACTED]
Fax No	
Nil	

**Business Local Address**

Full Address	Email
[REDACTED]	[REDACTED]
	Office No
	[REDACTED]
URL (Facebook, Instagram, Twitter, etc)	
Nil	

**Business Foreign Address**

Full Address
Nil

**Business Codes and Description**

47640 - RETAIL SALE OF GAMES AND TOYS, MADE OF ALL MATERIALS
--

**Business Nature**

GAMES AND TOYS FOR KIDS
-------------------------

- Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

[back](#) [submit](#)

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

**Fee and Declaration**

Declaration Form

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY
Amount	RM 500

ATTENTION: 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.

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

- Click *Pay Online* button to proceed for payment.

Payment Details (RSC0620210716000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY-POLKADOT PLT)	1	500.00	0.00	500.00
	<b>Total (RM):</b>	500.00	0.00	500.00
			<b>Total Amount (RM):</b>	500.00

Name\*

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

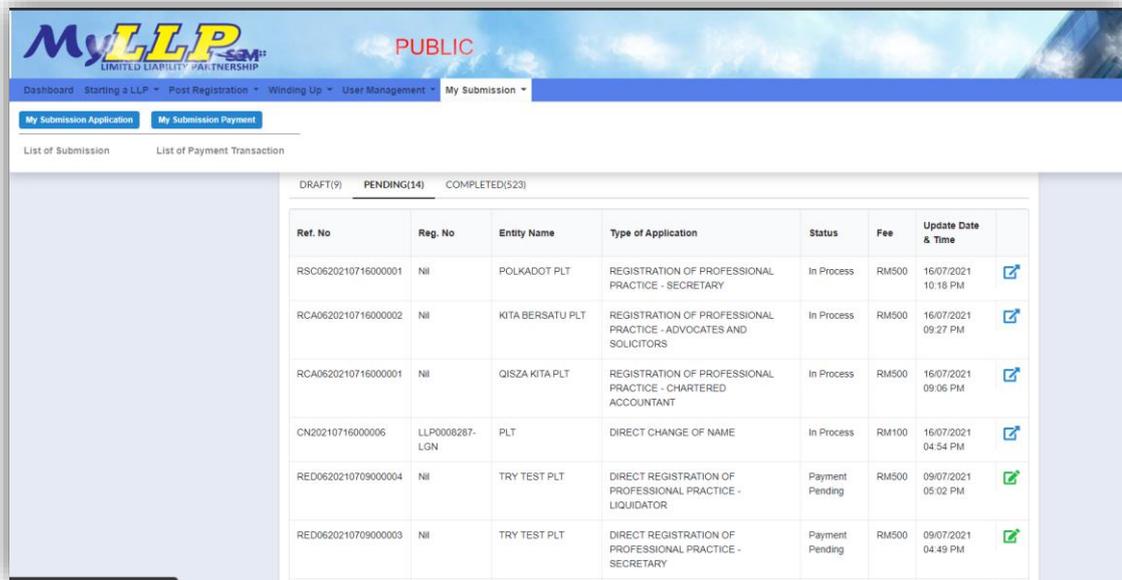
Address\*

TEST ADDRESS  
89809 BEAUFORT  
X

[PAY ONLINE](#) [CANCEL](#)

### 3.3.3.1.3 If Back Officer made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click edit action button to make query.



The screenshot displays the MyLLP PUBLIC portal interface. At the top, there is a navigation bar with the MyLLP logo and the word 'PUBLIC'. Below this, a breadcrumb trail shows 'Dashboard' > 'Starting a LLP' > 'Post Registration' > 'Winding Up' > 'User Management' > 'My Submission'. Two main tabs are visible: 'My Submission Application' (selected) and 'My Submission Payment'. Under 'My Submission Application', there are two sub-sections: 'List of Submission' and 'List of Payment Transaction'. The 'List of Submission' section shows a summary of application counts: DRAFT(9), PENDING(14), and COMPLETED(523). Below this is a table listing individual applications.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RSC0620210716000001	Nil	POLKADOT PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	16/07/2021 10:18 PM	
RCA0620210716000002	Nil	KITA BERSATU PLT	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS	In Process	RM500	16/07/2021 09:27 PM	
RCA0620210716000001	Nil	QISZA KITA PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	In Process	RM500	16/07/2021 09:06 PM	
CN20210716000006	LLP0006287-LGN	PLT	DIRECT CHANGE OF NAME	In Process	RM100	16/07/2021 04:54 PM	
RED0620210709000004	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Payment Pending	RM500	09/07/2021 05:02 PM	
RED0620210709000003	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Payment Pending	RM500	09/07/2021 04:49 PM	

2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick check box for confirm declaration, key in query remark and click *Submit* button.

Action

[back](#) [resubmit](#)

▸ Query Details

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

**Fee and Declaration**

Declaration Form

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY
Amount	RM 500

Query Details

Public Remark Date	06/08/2021	Officer Remark Date	06/08/2021
Public Remark	PLEASE ENTER REMARK 255 characters remaining	Officer Remark	KUERI

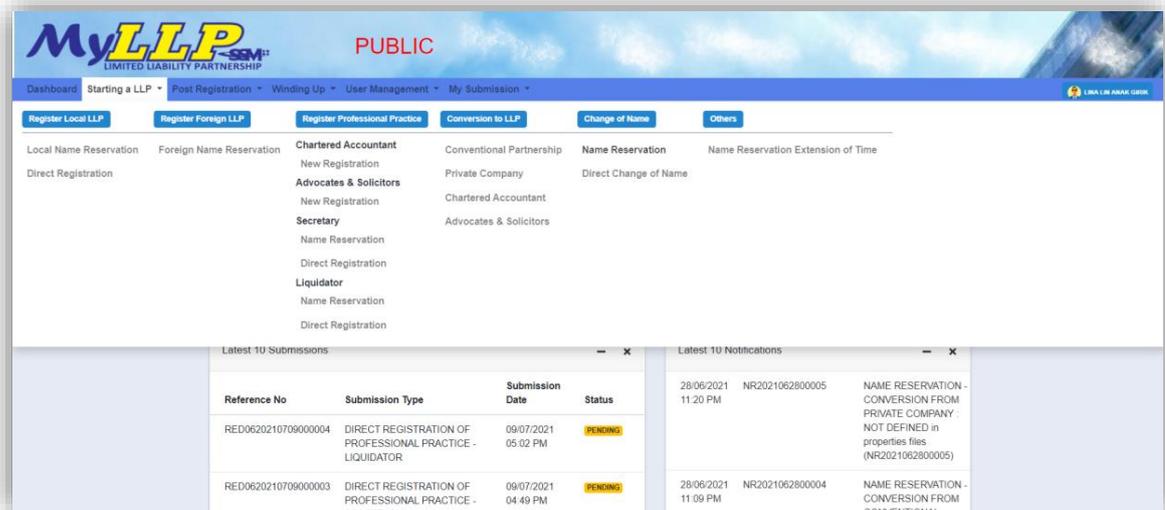
ATTENTION: It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

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

Declare Person Name	Date of Declaration
██████████	06/08/2021 02:17 PM
Declare Person Identification Number	
██████████	

### 3.3.3.2 Direct Registration

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Direct Registration for Secretary** under Professional Practice.



3. Key in **Proposed Name** in the textbox and click *Check Name* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.

Action

next

Check Proposed Name

Professional Body Type\*

Company Secretary

Proposed Name

ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)

check name

Select Suffix

PLT  Perkongsian Liabiliti Terhad

Clarification (Leave blank if not applicable)

i) Single letter included in the name stands for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

select file

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY KHAIRUL IS THE NAME OF PARTNERS SON (BIRTH CERTIFICATE ATTACHED)

4. Key in **Clarification** form and upload **supporting documents** leave it blank if not applicable.

Action

[next](#)

Check Proposed Name

Professional Body Type\*

Company Secretary

Proposed Name

ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC) [check name](#)

Select Suffix

PLT  Perkongsian Liabiliti Terhad

► Clarification (Leave blank if not applicable)

i) Single letter included in the name stands for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

II [select file](#)

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G. PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY ♦ KHAIRUL IS THE NAME OF PARTNERS♦S SON (BIRTH CERTIFICATE ATTACHED)

III [select file](#)

iv) If the proposed name is similar to that of related of associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)

E.G. CONSENT LETTER OR RESOLUTION FROM PERMATA INDAH GROUP BERHAD IS ATTACHED.

5. Select **LLP Details** and key in data for LLP details and click Save button.

Action

back save next

Check Proposed Name **LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary Fee and Declaration

**Main Details**

Lodging Reference Number  
Nil

Proposed Name  
TOURISH PLT

Purpose  
DIRECT REGISTRATION OF  
PROFESSIONAL PRACTICE -  
SECRETARY

**Registered Address**

Address Line 1  
[Text Input]

Postcode  
EG 10000

Address Line 2  
[Text Input]

City  
--Fill in Postcode First--

Address Line 3  
[Text Input]

State  
AUTO-POPULATE FROM CITY

Email  
E.G user@ssm.com.my

Office No  
EG 0133900000

Fax No  
EG 0133900000

**Business Local Address (if any)**

Copy from registered address

Address Line 1  
[Text Input]

Postcode  
EG 10000

Address Line 2  
[Text Input]

City  
--Fill in Postcode First--

Address Line 3  
[Text Input]

State  
AUTO-POPULATE FROM CITY

Email  
E.G user@ssm.com.my

Office No  
EG 0133900000

URL ( Facebook, Instagram, Twitter, etc )  
E.G SSM.COM.MY

**Business Foreign Address (if any)**

6. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code*, key in data for business code and click *Save* button.

The screenshot shows the 'Business Code and Description' tab. At the top, there are three buttons: 'back', 'save', and 'next'. Below these are navigation tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description' (selected), 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Underneath, there are sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area includes a box with the text '79120 - TOUR OPERATOR ACTIVITIES' and a red upload icon. To the right is a 'Business Code Search' box with the placeholder text 'PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION'. Below the main text is a 'Business Description' field containing 'TOUR ACTIVITIES' and a character count of '485 characters remaining'. At the bottom, there is a checked checkbox with the text 'I confirm that the facts and information stated in this document are true.'

7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

The screenshot shows the 'Compliance Officer Details' tab. At the top, there are three buttons: 'back', 'save', and 'next'. Below these are navigation tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details' (selected), 'Partner Details', and 'Supporting Documents'. Underneath, there are sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area features an 'Add Compliance Officer' button, a 'Show 10 entries' dropdown, and a table with the following columns: 'Name', 'Identification Number', 'Professional Body Type', and 'License Number'. The table contains one entry: '(LODGER)', a redacted identification number, 'Licensed Secretary (LS)', and a redacted license number. To the right of the table are edit and delete icons. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

Action

back save next

Check Proposed Name LLP Details Business Code and Description Compliance Officer Details **Partner Details** Supporting Documents

Summary Fee and Declaration

Add Partner

Show 10 entries

Name	Identification No / Corporate Body No	Capital Contribution (MYR)		
		7800		
		6700		

Showing 1 to 2 of 2 entries

Previous 1 Next

9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

Action

back next

Check Proposed Name LLP Details Business Code and Description Compliance Officer Details Partner Details **Supporting Documents**

Summary Fee and Declaration

File name

Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

10. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

[back](#) [next](#) [View PDF](#)

Check Proposed Name   LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents

**Summary**   Fee and Declaration

---

**LLP Details**

Main Details		Registered Address	
Lodging Reference Number	Proposed Name	Full Address	Email
Nil	TOURISH PLT	[REDACTED]	[REDACTED]
	Purpose	Fax No	Office No
	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Nil	[REDACTED]

---

**Business Local Address**

Full Address	Email
[REDACTED]	[REDACTED]
Office No	
[REDACTED]	
URL (Facebook, Instagram, Twitter, etc)	[REDACTED]
TOURISHADVENTURE@FACEBOOK	

---

**Business Foreign Address**

Full Address
Nil

---

**Business Codes and Description**

79120 - TOUR OPERATOR ACTIVITIES

---

**Business Nature**

TOUR ACTIVITIES

11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

[back](#) [submit](#)

Check Proposed Name   LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents

Summary   **Fee and Declaration**

Declaration Form

Fee	
Type	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY
Amount	RM 500

ATTENTION: 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.

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

12. Click *Pay Online* button to proceed for payment.

Payment Details (RED0620210722000002)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY-TOURISH PLT)	1	500.00	0.00	500.00
Total (RM):		500.00	0.00	500.00
			Total Amount (RM):	500.00

Name\*

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

Address\*  
TEST ADDRESS  
89809 BEAUFORT  
X

13. User will receive invoice once they make the payment.



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

test address  
89809 BEAUFORT  
X

**INVOICE**



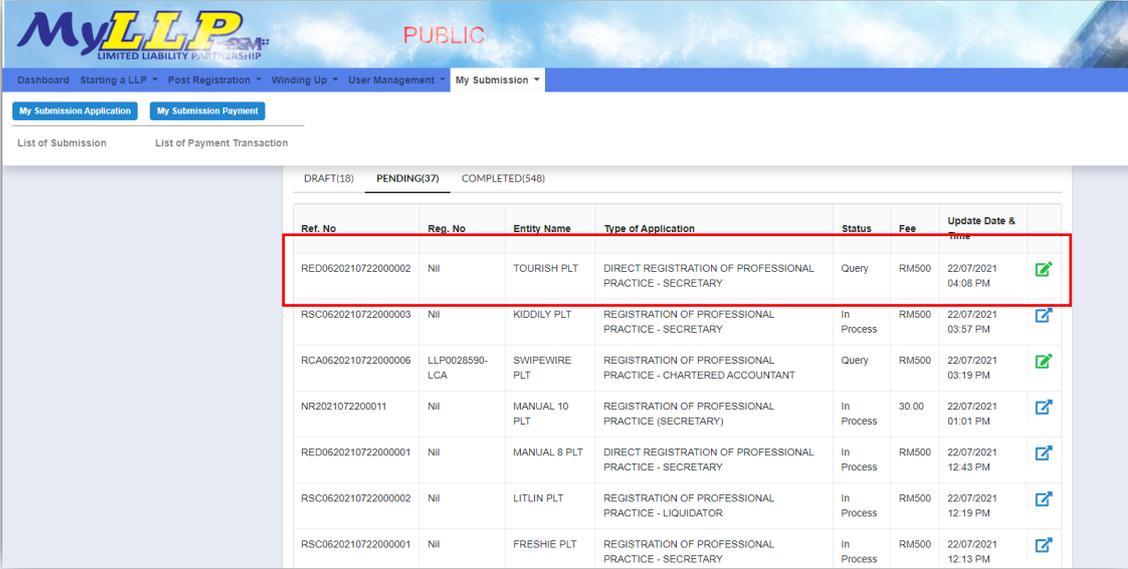
\* EB20210722000027 \*

Receipt No : EB20210722000027  
Reference No. : RED0620210722000002  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021072200028  
Payment Date : 22/07/2021 04:08:59 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY-TOURISH PLT	500.00
<b>Total</b>		500.00
<b>Amount Received</b>		500.00

### 3.3.3.2.1 If Back Officer Made Query on Name Reservation Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.



The screenshot displays the MyLLP PUBLIC interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a list of submissions with filters for 'DRAFT(18)', 'PENDING(37)', and 'COMPLETED(548)'. The table below lists various submissions, with the first row highlighted in red.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RED0620210722000002	Nii	TOURISH PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Query	RM500	22/07/2021 04:08 PM	
RSC0620210722000003	Nii	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 03:57 PM	
RCA0620210722000006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	Nii	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	Nii	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	
RSC0620210722000002	Nii	LITLIN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 12:19 PM	
RSC0620210722000001	Nii	FRESHIE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:13 PM	

2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

Action

[back](#) [resubmit](#)

▸ Query Details

Check Proposed Name   LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents

Summary   **Fee and Declaration**

Declaration Form

Fee	
Type	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY
Amount	RM 500

Query Details

Public Remark Date	Officer Remark Date
<input type="text" value="22/07/2021"/>	<input type="text" value="22/07/2021"/>
Public Remark	Officer Remark
<input type="text" value="PLEASE ENTER REMARK"/>	<input type="text"/>

255 characters remaining

ATTENTION: 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.

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

### 3.3.3.2.2 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.

The screenshot shows the MyLLP PUBLIC portal interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area displays a table of submission applications, categorized by status: DRAFT(18), PENDING(37), and COMPLETED(549). The table has columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The first row, with Ref. No NR2021072200014 and Status Query, is highlighted with a red border. Other rows show various application types like 'REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)', 'REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY', and 'REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT'.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021072200014	NII	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)	Query	30.00	22/07/2021 04:24 PM	
RSC0620210722000003	NII	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 03:57 PM	
RCA0620210722000006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	NII	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	NII	MANUAL & PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	
RSC0620210722000002	NII	LITLIN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 12:19 PM	
RSC0620210722000001	NII	FRESHIE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:13 PM	

2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

Action

[back](#) [resubmit](#)

▸ Query Details

Check Proposed Name   LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents

Summary   **Fee and Declaration**

Declaration Form

Fee	
Type	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY
Amount	RM 500

Query Details

Public Remark Date	Officer Remark Date
22/07/2021	22/07/2021
Public Remark	Officer Remark
PLEASE ENTER REMARK 255 characters remaining	QUERY

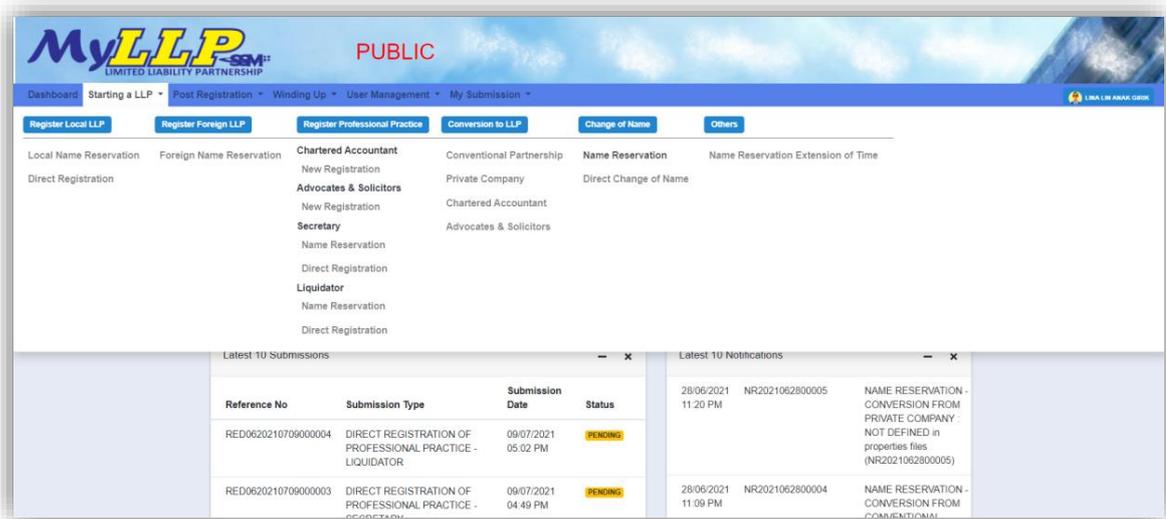
ATTENTION: It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

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

### 3.3.4 Liquidator

#### 3.3.4.1 Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **New Registration for Liquidator** under Professional Practice.



3. Key in **Firm No, consent letter and acknowledgement.**
4. Upload file for supporting document.
5. Fill in **proposed name reservation** and click on Search button.

Purpose Of Registration

NAME RESERVATION OF REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)

Firm No

3217

Provide consent letter and acknowledgement from their Professional Bodies

PROVIDE CONSENT LETTER AND ACKNOWLEDGEMENT FROM YOUR PROFESSIONAL BODIES

Choose File No file chosen

Proposed Name Reservation

ENTER PROPOSED NAME

PLT  PERKONGSIAN LIABILITI TERHAD

Search Reset

Proposed Name :

Compliance Officer Details

Name :		Mobile No :	0111111111
Identification No :		Office No :	
Address :	test address	Fax No :	
Email Address :			

6. If the propose name is available, user need to proceed with **Clarification Form, Business Code, Partners Details** & tick check box for confirmation and submit.

Clarification(Leave blank if not applicable)

**i) Single letter included in the name stand for**

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

**ii) If the proposed name not in Bahasa Malaysia or English,please clarify**

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

No file chosen

**iii) If the proposed name contains a proper name, state whether it is the same name of a pertner of the LLP or any associated LLP or company**

E.G PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY ❖ KHAIRUL IS THE NAME OF PARTNERS❖S SON (BIRTH CERTIFICATE ATTACHED)

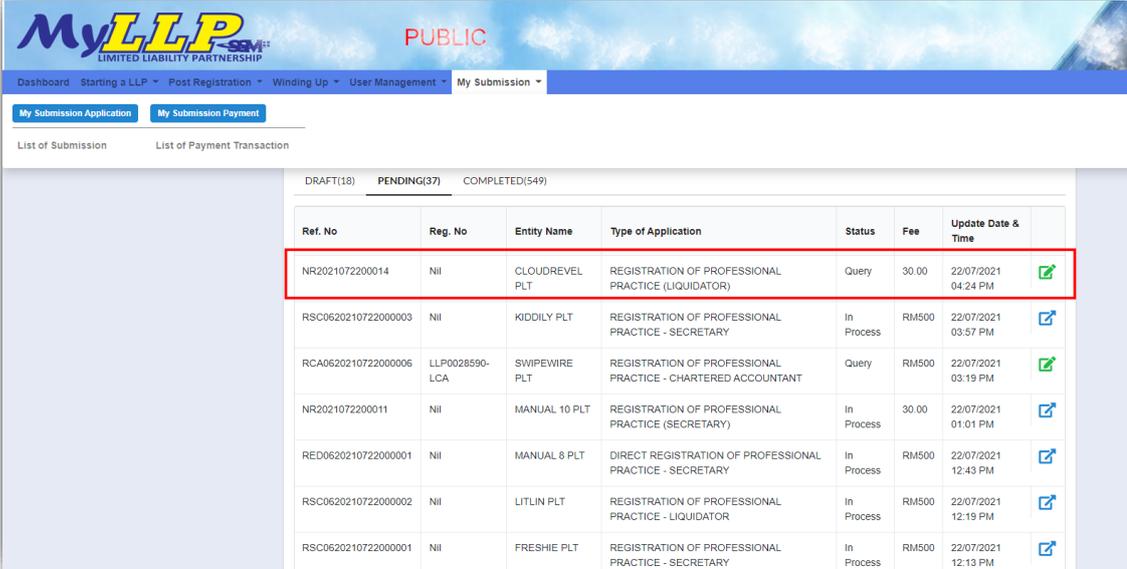
No file chosen

Partner Details Information(1)	Partner Details Information(2)
<b>Type of Partner*</b> Individual ▼	<b>Type of Partner*</b> Individual ▼
Individual Details Information	Individual Details Information
<b>Name</b> <input type="text"/>	<b>Name</b> <input type="text"/>
<b>Identification Type</b> --Please Select-- ▼	<b>Identification Type</b> --Please Select-- ▼
<b>Identification No</b> <input type="text"/>	<b>Identification No</b> <input type="text"/>
<b>Email Address</b> <input type="text"/>	<b>Email Address</b> <input type="text"/>
<b>Mobile No</b> <input type="text"/>	<b>Mobile No</b> <input type="text"/>
<b>Nationality</b> --Please Select-- ▼	<b>Nationality</b> --Please Select-- ▼
<b>Gender</b> --Please Select-- ▼	<b>Gender</b> --Please Select-- ▼
<b>Race</b> --Please Select-- ▼	<b>Race</b> --Please Select-- ▼
<input type="checkbox"/> I hereby agree to the all the information are true	



### 3.3.4.1.1 If Back Officer Has Made Query on Name Reservation

1. Choose an entity with type of **Registration of Professional Practice (Liquidator)** along with its status "Query" and click *Edit Record* button to make query.



The screenshot displays the MyLLP PUBLIC portal interface. At the top, there is a navigation bar with the MyLLP logo and the word 'PUBLIC'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a list of submissions with columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The first row is highlighted with a red border, showing a submission with Ref. No NR2021072200014, Reg. No Nil, Entity Name CLOUDREVEL PLT, Type of Application REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR), Status Query, Fee 30.00, and Update Date & Time 22/07/2021 04:24 PM. Other rows include submissions for KIDDILY PLT, SWIPEWIRE PLT, MANUAL 10 PLT, MANUAL 8 PLT, LITLIN PLT, and FRESHIE PLT.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021072200014	Nil	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)	Query	30.00	22/07/2021 04:24 PM	
RSC0620210722000003	Nil	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 03:57 PM	
RCA0620210722000006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	Nil	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	Nil	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	
RSC0620210722000002	Nil	LITLIN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 12:19 PM	
RSC0620210722000001	Nil	FRESHIE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:13 PM	

2. Key in data that needed to be query and tick checkbox to confirm declaration and click *Submit* button.

Query Type: (KUERI TERBUKA)

**Purpose Of**  
NAME RESERVATION OF REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)

**Firm No**  
3217

**Provide consent letter and acknowledgement from their Professional Bodies**  
PROVIDE CONSENT LETTER AND ACKNOWLEDGEMENT FROM YOUR PROFESSIONAL BODIES

No file chosen

**Proposed Name Reservation**  
CLOUDREVEL

**Proposed Name :**

<b>Compliance Officer Details</b>	
<b>Name :</b> ██████████	<b>Mobile No :</b> 0111111111
<b>Identification No :</b> ██████████	<b>Office No :</b>
<b>Address :</b> test address	<b>Fax No :</b> ██████████
<b>Email Address :</b> ██████████	

**Clarification(Leave blank if not applicable)**

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

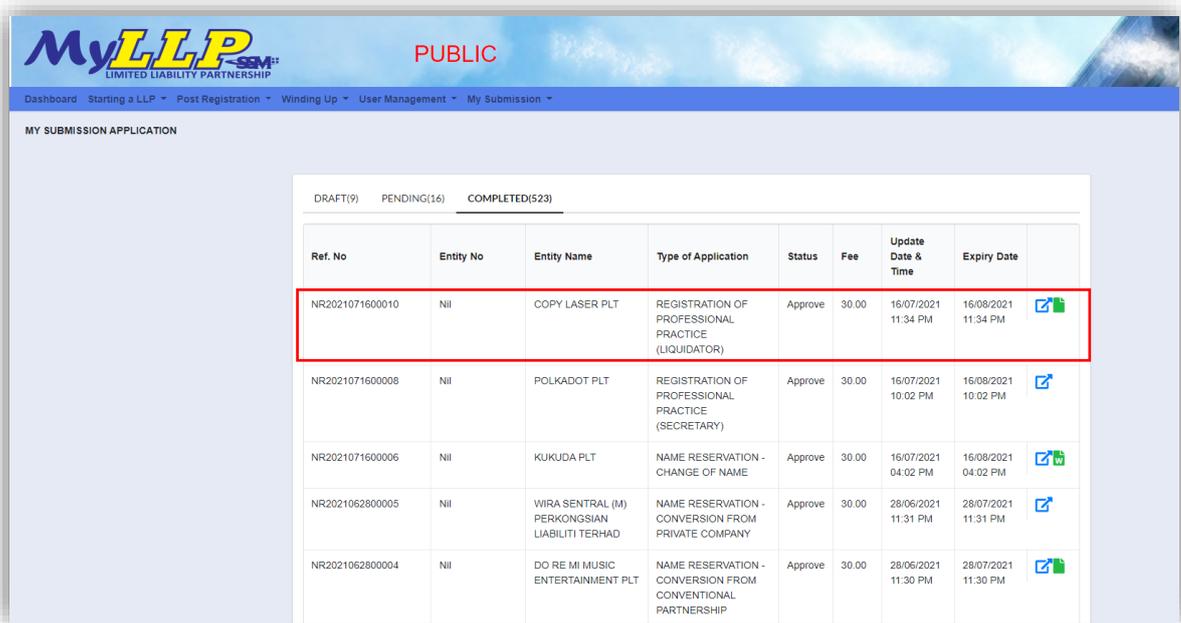
Partner Details Information(1)	Partner Details Information(2)
<b>Type of Partner*</b> Individual <span style="float: right;">▼</span>	<b>Type of Partner*</b> Individual <span style="float: right;">▼</span>
Individual Details Information	Individual Details Information
<b>Name</b> <input type="text"/>	<b>Name</b> <input type="text"/>
<b>Identification Type</b> NRIC <span style="float: right;">▼</span>	<b>Identification Type</b> NRIC <span style="float: right;">▼</span>
<b>Identification No</b> <input type="text"/>	<b>Identification No</b> <input type="text"/>
<b>Email Address</b> <input type="text"/>	<b>Email Address</b> <input type="text"/>
<b>Mobile No</b> <input type="text"/>	<b>Mobile No</b> <input type="text"/>
<input type="checkbox"/> I hereby agree to the all the information are true	
<input type="text"/>	

### 3.3.4.1.2 After Back Officer has Approved Name Reservation

1. Select **My Submission** and choose List of Submission.



2. Choose an entity with type of **Registration of Professional Practice (Liquidator)** along with its status "Approved" and click *Edit Record* button to make a submission.



3. Select **LLP Details** and key in data for LLP details and click **Save** button.

The screenshot shows the 'LLP Details' form with the following data:

Field	Value
Lodging Reference Number	Nil
Approval Name	CLOUDREVEL PLT
Purpose	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR
Registered Address Line 1	
Registered Address Line 2	
Registered Address Line 3	
Registered Address Email	E.G user@ssm.com.my
Registered Address Fax No	E.G 0133900000
Business Local Address Line 1	
Business Local Address Line 2	
Business Local Address Line 3	
Business Local Address Email	E.G user@ssm.com.my
Business Local Address Office No	E.G 0133900000

4. Click **Next** button to proceed to **Business Code and Description** tab, click **Add Business Code**, key in data for business code and click **Save** button.

The screenshot shows the 'Business Code and Description' form with the following data:

Field	Value
Business Code	62010 - COMPUTER PROGRAMMING ACTIVITIES
Business Description	COMPUTER PROGRAMMING ACTIVITIES
Characters Remaining	469 characters remaining
Confirmation	<input type="checkbox"/> I confirm that the facts and information stated in this document are true.

5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

The screenshot shows the 'Compliance Officer Details' tab. At the top, there are 'back', 'save', and 'next' buttons. Below the navigation tabs, there is a section for 'Fee and Declaration' with an 'Add Compliance Officer' button. A table below shows one entry for a compliance officer. The table has columns for Name, Identification Number, Professional Body Type, and License Number. The entry is for '(LODGER)' with a license number of 'LS0009443'. There are edit and delete icons for this entry. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

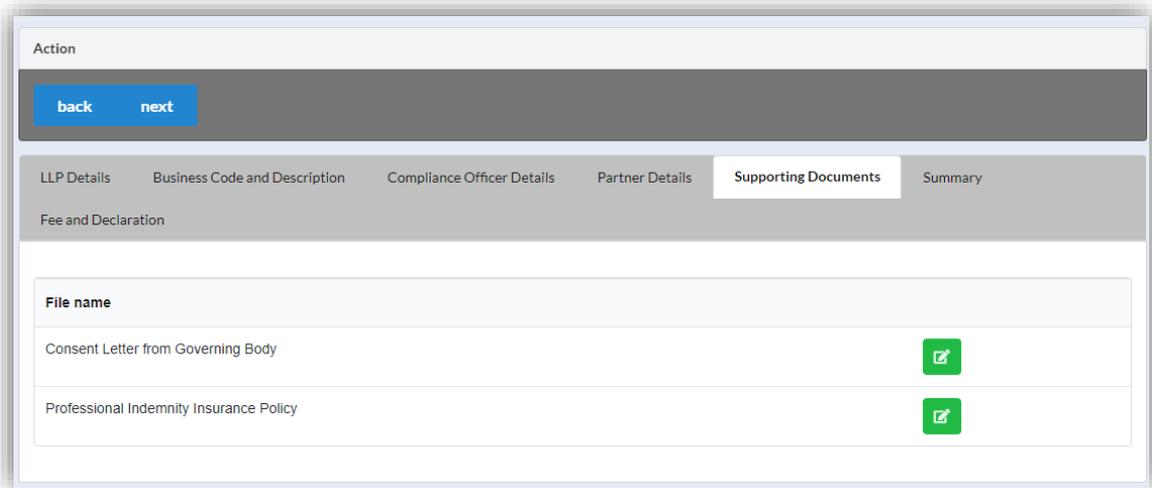
Name	Identification Number	Professional Body Type	License Number
(LODGER)		Licensed Secretary (LS)	LS0009443

6. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

The screenshot shows the 'Partner Details' tab. At the top, there are 'back', 'save', and 'next' buttons. Below the navigation tabs, there is a section for 'Fee and Declaration' with an 'Add Partner' button. A table below shows two entries for partners. The table has columns for Name, Identification No / Corporate Body No, and Capital Contribution (MYR). Both entries have a capital contribution of '0'. There are edit and delete icons for each entry. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Name	Identification No / Corporate Body No	Capital Contribution (MYR)
		0
		0

7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.



Action

back next

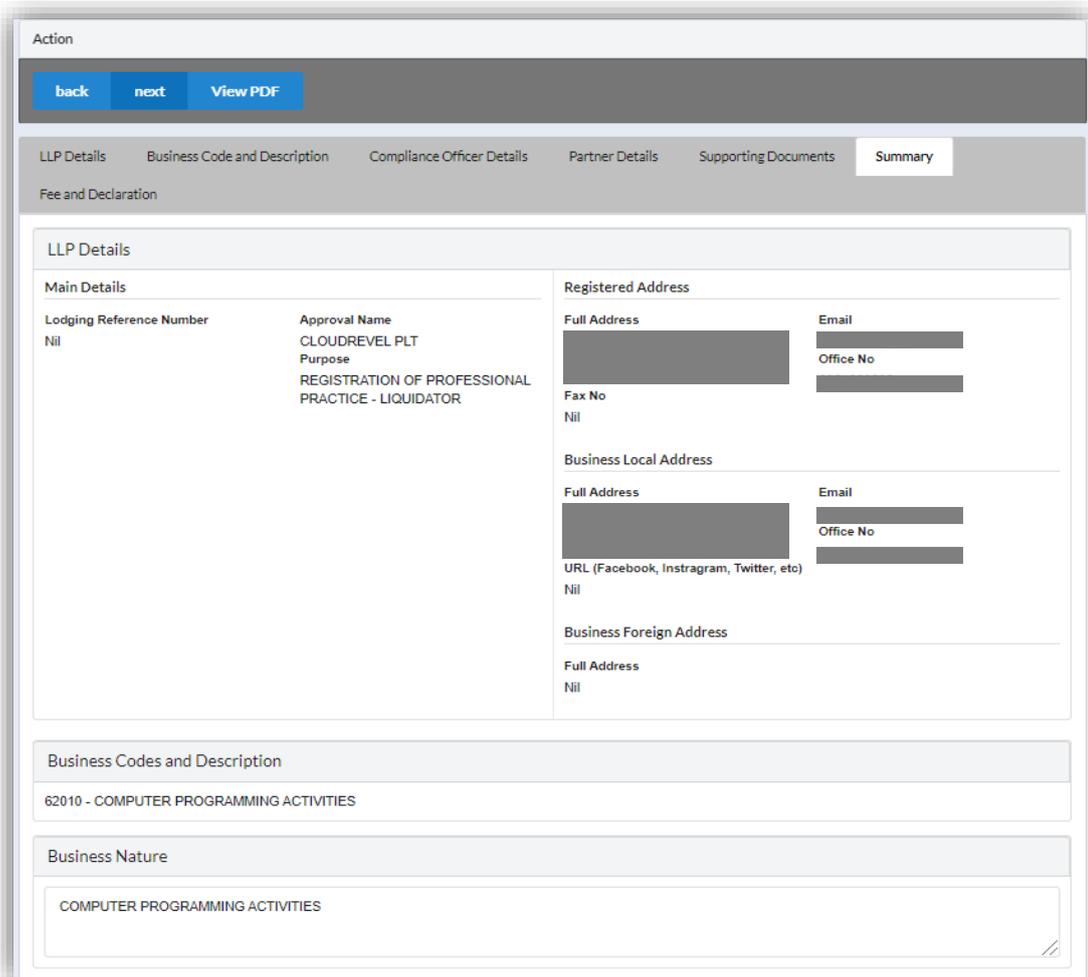
LLP Details Business Code and Description Compliance Officer Details Partner Details **Supporting Documents** Summary

Fee and Declaration

**File name**

Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

8. Click *Next* button to proceed to **Summary** and view all the changes made.



Action

back next View PDF

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents **Summary**

Fee and Declaration

**LLP Details**

<b>Main Details</b>		<b>Registered Address</b>	
Lodging Reference Number	Approval Name	Full Address	Email
Nil	CLOUDREVEL PLT		
	Purpose		Office No
	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR		
		Fax No	
		Nil	
		<b>Business Local Address</b>	
		Full Address	Email
			Office No
		URL (Facebook, Instagram, Twitter, etc)	
		Nil	
		<b>Business Foreign Address</b>	
		Full Address	
		Nil	

**Business Codes and Description**

62010 - COMPUTER PROGRAMMING ACTIVITIES

**Business Nature**

COMPUTER PROGRAMMING ACTIVITIES

- Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

[back](#) [submit](#)

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Declaration Form

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR
Amount	RM 500

ATTENTION: 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.

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

- Click *Pay Online* button to proceed for payment.

Payment Details (RSC0620210722000004)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR-CLOUDREVEL PLT)	1	500.00	0.00	500.00
	<b>Total (RM):</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
			<b>Total Amount (RM):</b>	<b>500.00</b>

Name\*

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

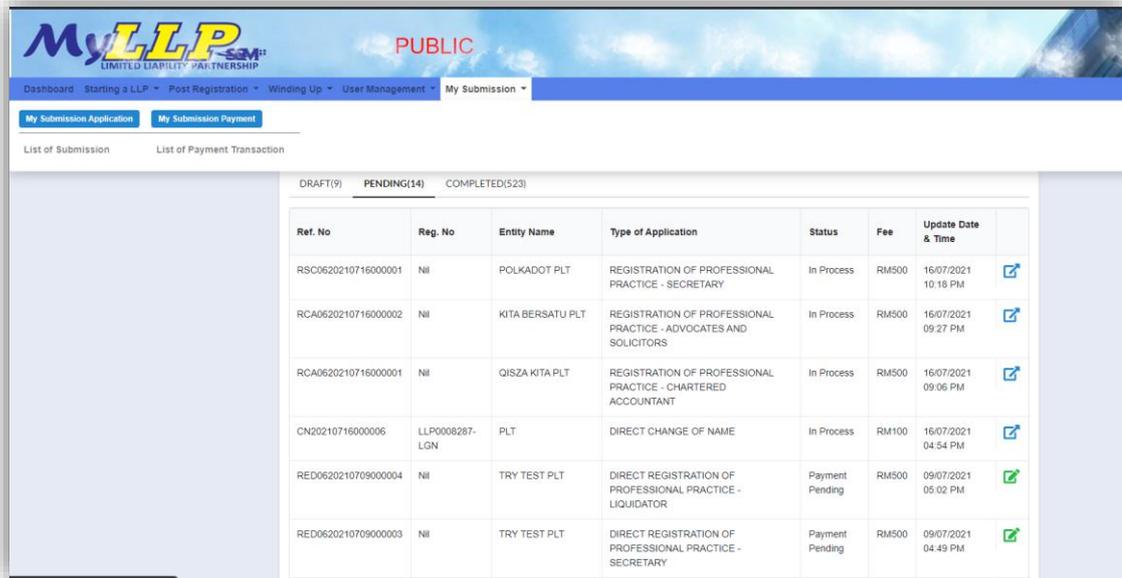
Address\*

TEST ADDRESS  
89809 BEAUFORT  
X

[PAY ONLINE](#) [CANCEL](#)

### 3.3.4.1.3 If Back Officer made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click edit action button to make query.



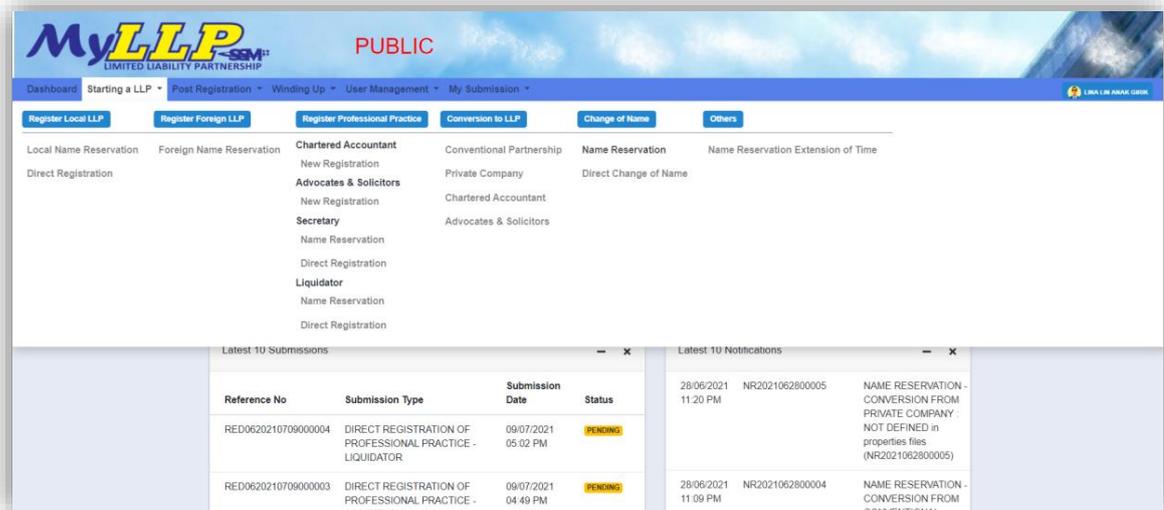
The screenshot displays the 'My Submission' page in the MyLLP PUBLIC system. The page header includes the MyLLP logo and navigation tabs for 'My Submission Application' and 'My Submission Payment'. Below the header, there are two tabs: 'List of Submission' (selected) and 'List of Payment Transaction'. The main content area shows a table with columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The table is filtered to show 'PENDING(14)' applications. The data rows are as follows:

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time
RSC0620210716000001	NII	POLKADOT PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	16/07/2021 10:18 PM
RCA0620210716000002	NII	KITA BERSATU PLT	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS	In Process	RM500	16/07/2021 09:27 PM
RCA0620210716000001	NII	QISZA KITA PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	In Process	RM500	16/07/2021 09:06 PM
CN20210716000006	LLP0008287-LGN	PLT	DIRECT CHANGE OF NAME	In Process	RM100	16/07/2021 04:54 PM
RED0620210709000004	NII	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Payment Pending	RM500	09/07/2021 05:02 PM
RED0620210709000003	NII	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Payment Pending	RM500	09/07/2021 04:49 PM

2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick check box for confirm declaration, key in query remark and click *Submit* button.

### 3.3.4.2 Direct Registration

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Direct Registration for Liquidator** under Professional Practice.



3. Key in **Proposed Name** in the textbox and click *Check Name* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.

The screenshot shows a web form titled "Check Proposed Name" under an "Action" header. At the top left is a blue "next" button. The form is divided into two main sections. The left section contains a "Professional Body Type\*" dropdown menu with "Liquidator" selected, a "Proposed Name" text input field with the placeholder "ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)", a "check name" button, and a "Select Suffix" section with radio buttons for "PLT" (checked) and "Perkongsian Liabiliti Terhad". The right section is titled "Clarification (Leave blank if not applicable)" and contains three sub-sections: i) "Single letter included in the name stands for" with an example "E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT"; ii) "If the proposed name not in Bahasa Malaysia or English, please clarify" with an example "E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)" and a "select file" button; iii) "If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company" with an example "E.G. PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY KHAIRUL IS THE NAME OF PARTNERS'S SON (BIRTH CERTIFICATE ATTACHED)" and a "select file" button. A red box highlights the "Proposed Name" input field.

4. Key in **Clarification** form and upload **supporting documents** leave it blank if not applicable.

This screenshot is identical to the one above, showing the "Check Proposed Name" form. However, a red box highlights the entire "Clarification (Leave blank if not applicable)" section on the right side of the form, including all three sub-sections (i, ii, and iii) and their respective text boxes and file upload buttons.

5. Select **LLP Details** and key in data for LLP details and click **Save** button.

Action

back save next

Check Proposed Name **LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary Fee and Declaration

**Main Details**

Lodging Reference Number  
Nil

Proposed Name  
HIPHONIC PLT

Purpose  
DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR

**Registered Address**

Address Line 1  
Address Line 2  
Address Line 3

Postcode  
EG 10000

City  
--Fill in Postcode First--

State  
AUTO-POPULATE FROM CITY

Email  
E.G user@ssm.com.my

Office No  
E.G 0133900000

Fax No  
E.G 0133900000

Business Local Address (if any)

Copy from registered address

Address Line 1  
Address Line 2  
Address Line 3

Postcode  
E.G 10000

City  
--Fill in Postcode First--

State  
AUTO-POPULATE FROM CITY

Email  
E.G user@ssm.com.my

Office No  
E.G 0133900000

URL ( Facebook, Instagram, Twitter, etc )  
E.G SSM.COM.MY

Business Foreign Address (if any)

6. Click **Next** button to proceed to **Business Code and Description** tab, click **Add Business Code**, key in data for business code and click **Save** button.

Action

back save next

Check Proposed Name LLP Details **Business Code and Description** Compliance Officer Details Partner Details Supporting Documents

Summary Fee and Declaration

**Add Business Code**

85421 - MUSIC AND DANCING SCHOOL

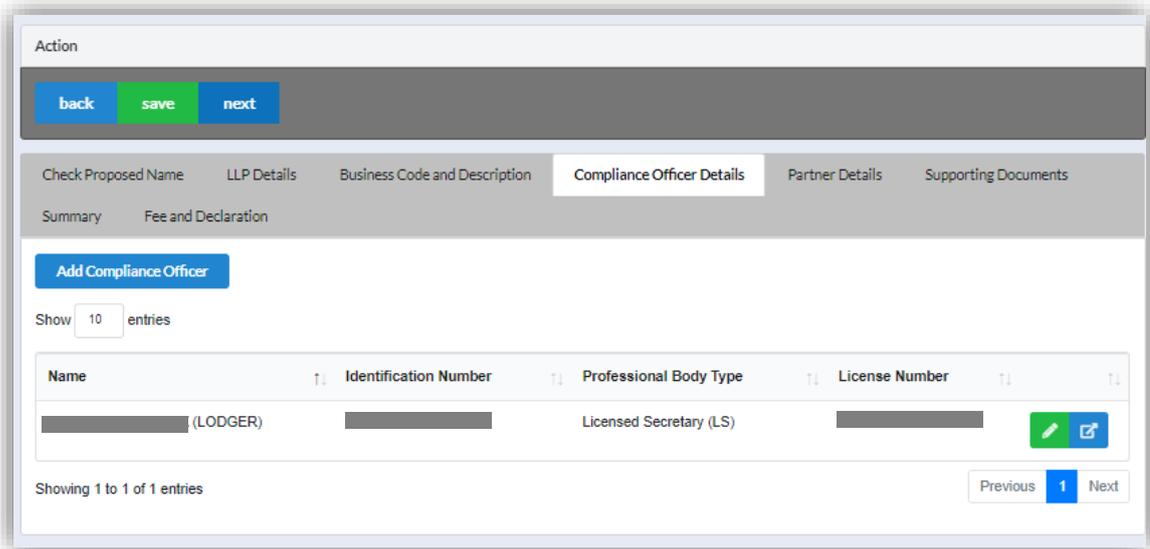
**Business Description**

MUSIC AND ENTERTAINMENT FOR TEENAGERS

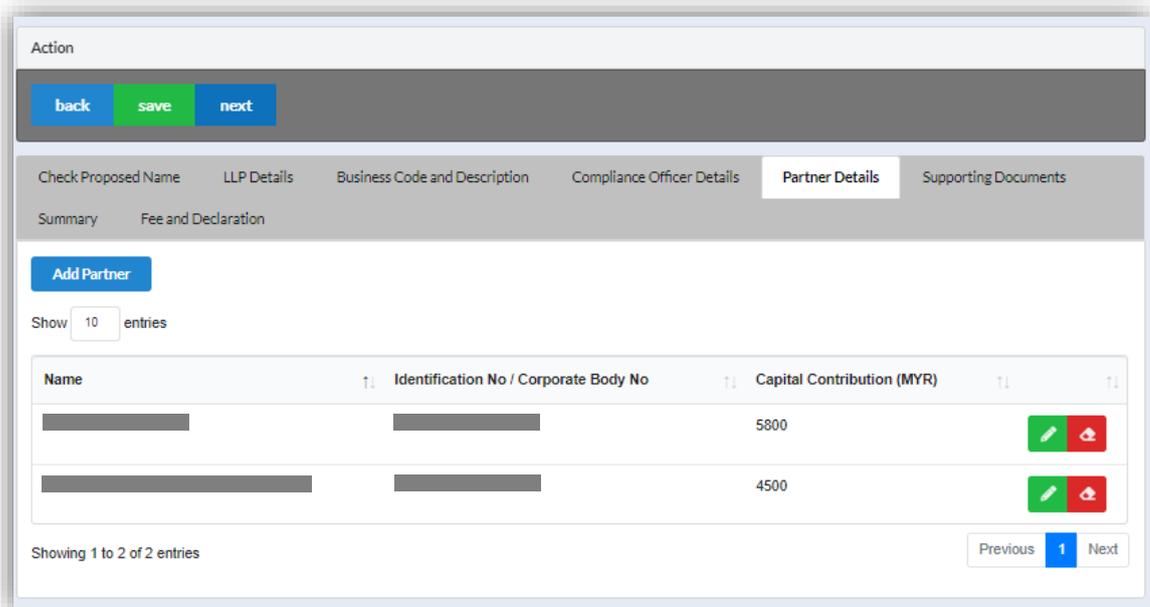
463 characters remaining

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

7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.



9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

The screenshot shows the 'Supporting Documents' section of the MyLLP application. At the top, there are 'back' and 'next' buttons. Below that is a navigation menu with tabs for 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Underneath the navigation menu, there are two sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area contains a table with two rows of document upload fields. The first row is for 'Consent Letter from Governing Body' and the second row is for 'Professional Indemnity Insurance Policy'. Each row has a green 'Save' button to its right.

10. Click *Next* button to proceed to **Summary** and view all the changes made.

The screenshot shows the 'Summary' section of the MyLLP application. At the top, there are 'back', 'next', and 'View PDF' buttons. Below that is a navigation menu with tabs for 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Underneath the navigation menu, there are two sub-tabs: 'Summary' and 'Fee and Declaration'. The main content area is divided into three sections: 'LLP Details', 'Business Codes and Description', and 'Business Nature'. The 'LLP Details' section is expanded and shows a table with 'Main Details' and 'Registered Address' sections. The 'Business Codes and Description' section shows '85421 - MUSIC AND DANCING SCHOOL'. The 'Business Nature' section shows 'MUSIC AND ENTERTAINMENT FOR TEENAGERS'.

11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

[back](#) [submit](#)

Check Proposed Name   LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents

Summary   **Fee and Declaration**

Declaration Form

Fee	
Type	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR
Amount	RM 500

ATTENTION: 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.

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

12. Click *Pay Online* button to proceed for payment.

Payment Details (RED0620210722000003)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR-HIPHONIC PLT)	1	500.00	0.00	500.00
	<b>Total (RM):</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
			<b>Total Amount (RM):</b>	<b>500.00</b>

Name\*

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

Address\*

TEST ADDRESS  
89809 BEAUFORT  
X

[PAY ONLINE](#) [CANCEL](#)

13. User will receive invoice once they make the payment.



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

test address  
89809 BEAUFORT  
X

**INVOICE**



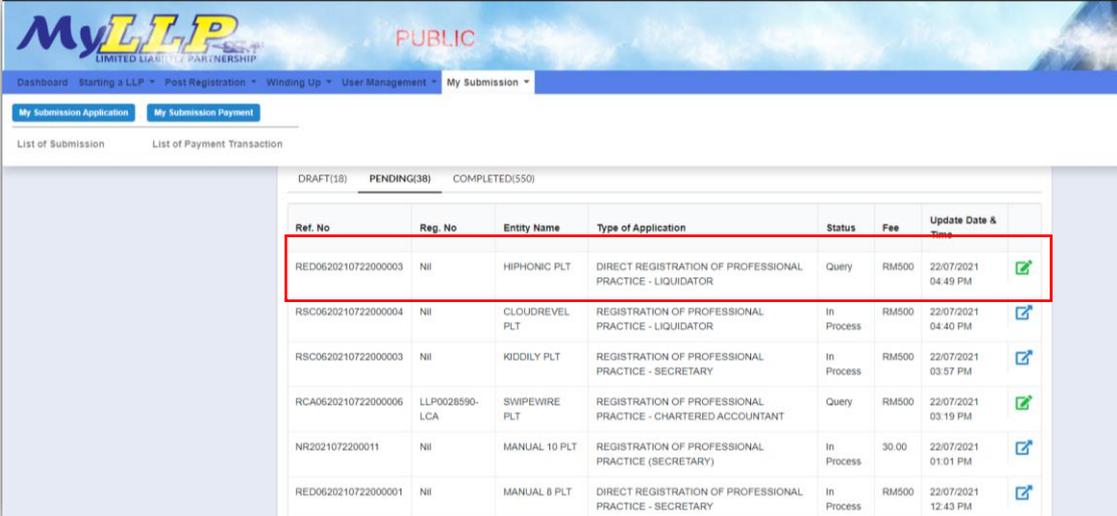
\* E 0 2 0 2 1 0 7 2 2 0 0 0 3 0 \*

Receipt No : EB20210722000030  
Reference No. : RED0620210722000003  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E20210722000031  
Payment Date : 22/07/2021 04:50:04 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR-HIPHONIC PLT	500.00
<b>Total</b>		500.00
<b>Amount Received</b>		500.00

### 3.3.4.2.1 If Back Officer Made Query on Name Reservation Application

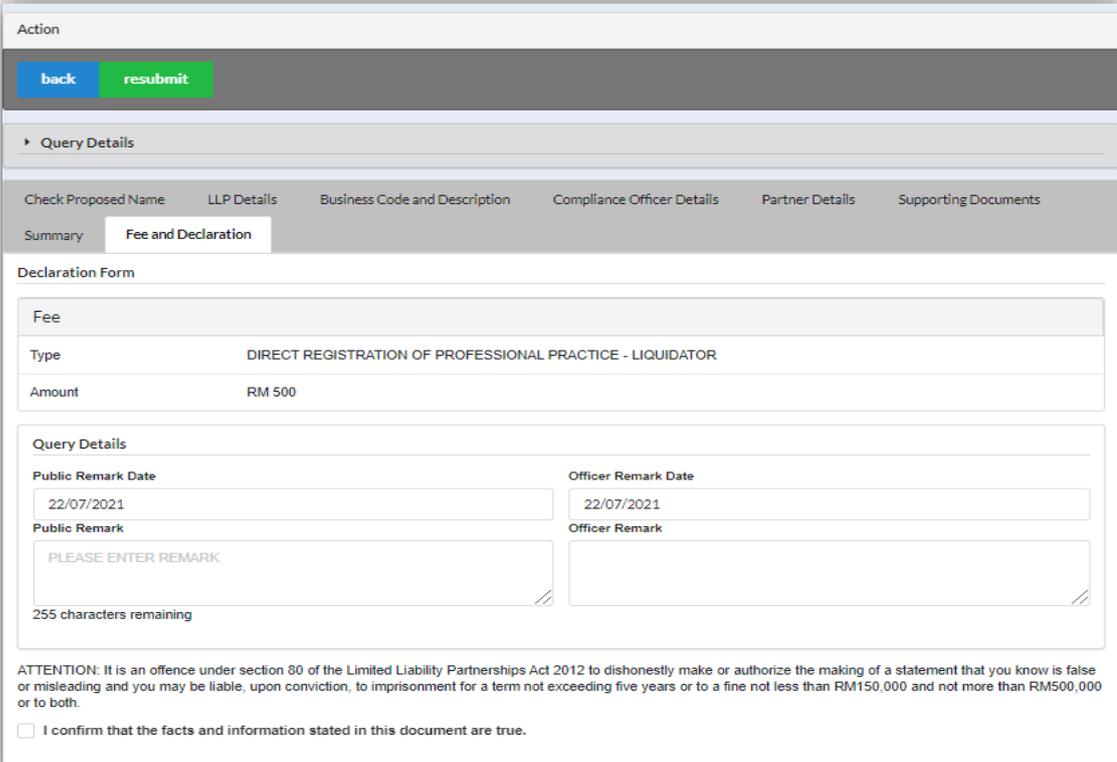
1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.



The screenshot shows the MyLLP PUBLIC dashboard. The navigation menu includes Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The My Submission section is active, showing a list of submissions. The table below is a representation of the data shown in the screenshot.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RED0620210722000003	Nii	HIPHONIC PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Query	RM500	22/07/2021 04:49 PM	
RSC0620210722000004	Nii	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 04:40 PM	
RSC0620210722000003	Nii	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 03:57 PM	
RCA0620210722000006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR20210722000011	Nii	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	Nii	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	

2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.



The screenshot shows the 'Fee and Declaration' tab of the MyLLP form. The form includes a Declaration Form section with fields for Fee, Type, and Amount. Below this is the Query Details section, which includes Public Remark Date, Officer Remark Date, Public Remark, and Officer Remark. A checkbox for confirming the facts and information is also present.

**Action**

[back](#) [resubmit](#)

► Query Details

Check Proposed Name    LLP Details    Business Code and Description    Compliance Officer Details    Partner Details    Supporting Documents

Summary    **Fee and Declaration**

**Declaration Form**

Fee

Type    DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR

Amount    RM 500

**Query Details**

Public Remark Date    22/07/2021    Officer Remark Date    22/07/2021

Public Remark    PLEASE ENTER REMARK    Officer Remark

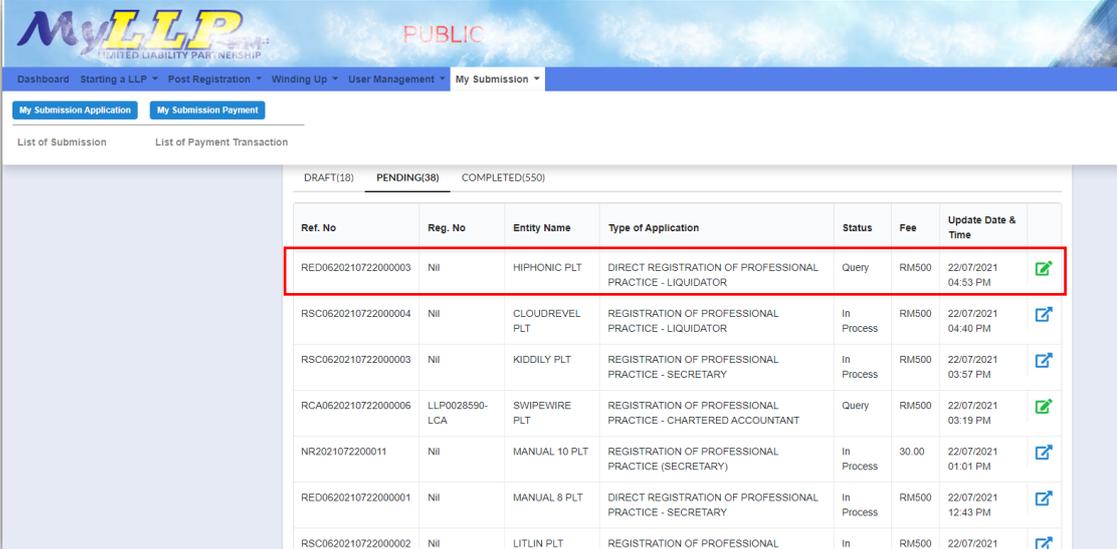
255 characters remaining

ATTENTION: 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.

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

### 3.3.4.2.2 If Back Officer Made Query on Registration Application

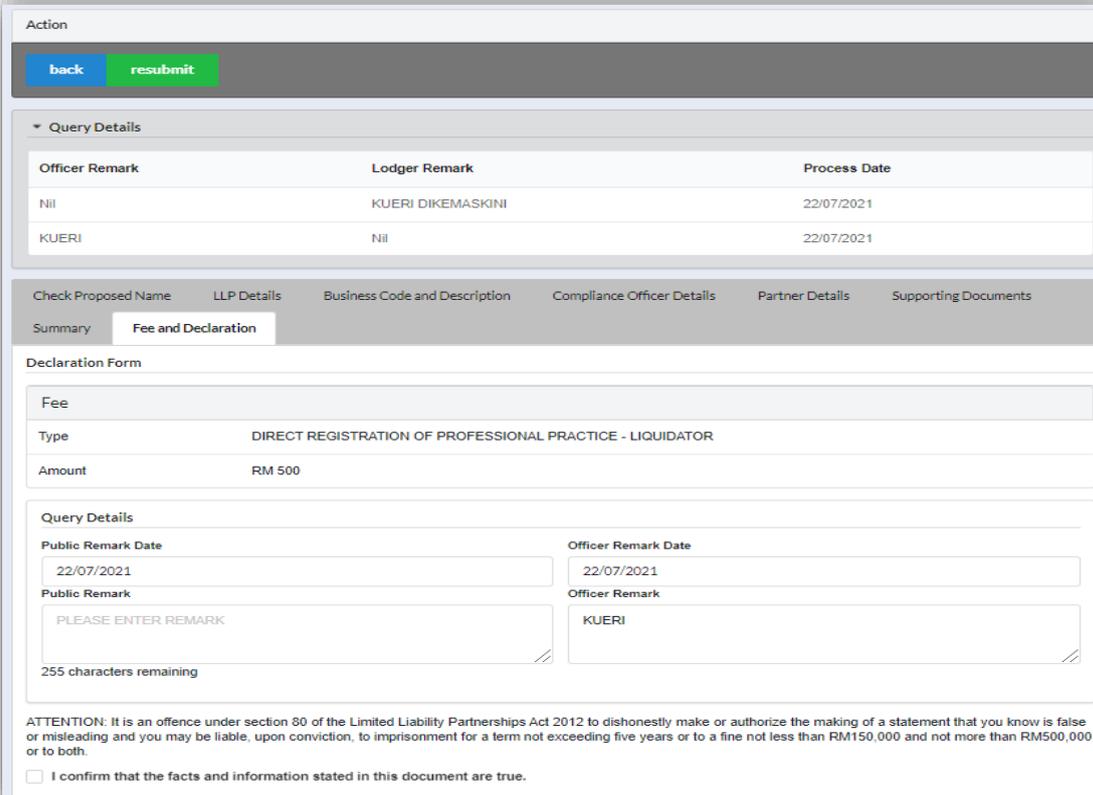
1. Select **My Submission**, click List of Submission, choose a foreign LLP registration with status of "Query" and click *Edit* action button to make query.



The screenshot shows the MyLLP PUBLIC dashboard. The navigation menu includes Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. Under My Submission, there are tabs for My Submission Application and My Submission Payment. The main content area shows a list of submissions with filters for DRAFT(18), PENDING(38), and COMPLETED(550). The table below lists several submissions, with the first row highlighted in red.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RED0620210722000003	Nil	HIPHONIC PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Query	RM500	22/07/2021 04:53 PM	
RSC0620210722000004	Nil	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 04:40 PM	
RSC0620210722000003	Nil	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 03:57 PM	
RCA0620210722000006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR20210722000011	Nil	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	Nil	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	
RSC0620210722000002	Nil	LITLIN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 12:19 PM	

2. Key in data that needed to be query, and at **Fee and Declaration** tab, tick checkbox for confirm declaration, key in query remark and click *Submit* button.



The screenshot shows the MyLLP Fee and Declaration form. The form is divided into several sections: Action (back, resubmit), Query Details (Officer Remark, Lodger Remark, Process Date), Check Proposed Name, LLP Details, Business Code and Description, Compliance Officer Details, Partner Details, and Supporting Documents. The Fee and Declaration tab is selected, showing a Declaration Form with fields for Fee Type, Amount, Query Details, Public Remark Date, Public Remark, Officer Remark Date, and Officer Remark. A checkbox for confirming the facts and information is at the bottom.

**Action**

back resubmit

**Query Details**

Officer Remark	Lodger Remark	Process Date
Nil	KUERI DIKEMASKINI	22/07/2021
KUERI	Nil	22/07/2021

Check Proposed Name LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary **Fee and Declaration**

**Declaration Form**

Fee

Type DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR

Amount RM 500

**Query Details**

Public Remark Date 22/07/2021

Officer Remark Date 22/07/2021

Public Remark PLEASE ENTER REMARK

Officer Remark KUERI

255 characters remaining

ATTENTION: It is an offence under section 60 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.

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

## 3.4 Conversion To LLP

### 3.4.1 Conventional Partnership

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Chartered Accountant** under Conversion to LLP.

The screenshot shows the MyLLP PUBLIC dashboard. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are several menu categories: 'Register Local LLP', 'Register Foreign LLP', 'Register Professional Practice', 'Conversion to LLP', 'Change of Name', and 'Others'. Under 'Conversion to LLP', the following options are listed: 'Chartered Accountant' (with sub-options: New Registration, Private Company, Chartered Accountant, Advocates & Solicitors), 'Conventional Partnership', 'Name Reservation', and 'Direct Change of Name'. Below the menu, there are two tables: 'Latest 10 Submissions' and 'Latest 10 Notifications'.

Reference No	Submission Type	Submission Date	Status
RED0620210709000004	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	09/07/2021 05:02 PM	PENDING
RED0620210709000003	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	09/07/2021 04:49 PM	PENDING

Date	Reference No	Notification
28/06/2021 11:20 PM	NR2021062800005	NAME RESERVATION - CONVERSION FROM PRIVATE COMPANY - NOT DEFINED in properties files (NR2021062800005)
28/06/2021 11:09 PM	NR2021062800004	NAME RESERVATION - CONVERSION FROM CONVENTIONAL

3. Search LLP by key in **Business number** and click button *Search*.

4. Key in **Proposed Name** then click *Search* button.

**Purpose Of**  
NAME RESERVATION OF CONVERSION FROM CONVENTIONAL PARTNERSHIP

ENTER BUSINESS NUMBER

**Business/Company Details**  
Business/Company Name :  Partner Name :   
Business/Company Status :  Partner Name :

**Proposed Name Reservation**  
ENTER PROPOSED NAME

PLT  PERKONGSIAN LIABILITI TERHAD

**Proposed Name :**

**Compliance Officer Details**  
Name :  Mobile No : 0111111111  
Identification No :  Office No :   
Address : test address Fax No :   
Email Address :

5. Key in **Clarification form** and upload supporting file (if applicable).

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

Choose File No file chosen

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY KHAIRUL IS THE NAME OF PARTNERS SON (BIRTH CERTIFICATE ATTACHED)

Choose File No file chosen

iv) If the proposed name is similar to that of related of associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)

E.G. CONSENT LETTER OR RESOLUTION FROM PERMATA INDAH GROUP BERHAD IS ATTACHED.

Choose File No file chosen

6. Search **Business Code** and select business code that applied to the business.

Search Business Code

PAPER

17094u - EXPORT AND IMPORT OF EFFIGIES, FUNERAL PAPER GOODS, JOSS PAPERS

17093u - EXPORT AND IMPORT OF GUMMED OR ADHESIVE PAPER IN STRIPS OR ROLLS AND LABELS AND WALL PAPER

7. **Partner details** for both partners will automatically appeared. Tick **checkbox** to agree to the all information given and click *Submit* button.

Partner Details Information(1)	Partner Details Information(2)
Type of Partner*	Type of Partner*
Individual	Individual
Individual Details Information	
Name	Name
Identification Type	Identification Type
--Please Select--	--Please Select--
Identification No	Identification No
Email Address	Email Address
Mobile No	Mobile No
Nationality	Nationality
--Please Select--	--Please Select--
Gender	Gender
--Please Select--	--Please Select--
Race	Race
--Please Select--	--Please Select--
<input type="checkbox"/> I hereby agree to the all the information are true	

8. User will be received application summary.

Name Reservation Details			
Reference No	Name	Purpose	
NR2021072200016	OOMPA LOOMPA PLT	NAME RESERVATION OF CONVERSION FROM CONVENTIONAL PARTNERSHIP	
Compliance Officer Details			
Name : ██████████	Mobile No : 0111111111		
Identification No : ██████████	Office No :		
Address : test address	Fax No : ██████████		
Email Address : ██████████			
Business Details			
Business Name : BENZA ENTERPRISE	Partner Name : ██████████		
Business Status :B	Partner Name : ██████████		
Partner Details			
Name	Identification No	Email Address	Phone No
██████████	██████████	zulfahmi@gmail.com	██████████
██████████	██████████	izreeq@gmail.com	██████████
Body Corporate Name	Body Corporate Registration No	Body Corporate Office No	
Business Codes and Description			
Code	Description		
93210	ACTIVITIES OF AMUSEMENT PARKS AND THEME PARKS		

9. Click *Download & Preview* button to preview submission.

10. Click *Edit* button to edit submission.

11. Click *Make Payment* button to proceed.

Supporting Document	
Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English, please clarify	N/A
iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related or associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

Download & PreviewEditMake Payment

12. Click *Pay Online* button to make payment.

Payment Details (NR2021072200016)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Reservation of Name / Conversion From Conventional Partnership (OOMPA LOOMPA)	1	30.00	0.00	30.00
Total (RM):		30.00	0.00	30.00
Total Amount (RM):			30.00	

Name\*

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

Address\*  
TEST ADDRESS  
89809 BEAUFORT  
X

13. User will be received invoice after they make the payment.



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

test address  
89809 BEAUFORT  
X

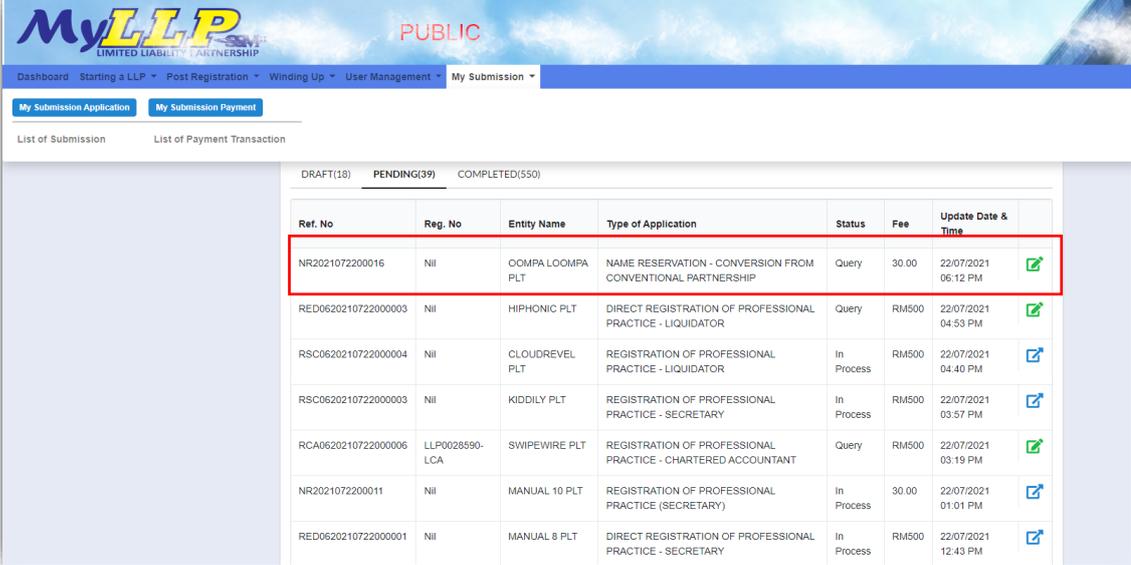
**INVOICE**  
  
\* E B 2 0 2 1 0 7 2 2 0 0 0 3 2 \*

Receipt No : EB20210722000032  
Reference No. : NR2021072200016  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021072200033  
Payment Date : 22/07/2021 06:10:11 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Conversion From Conventional Partnership OOMPA LOOMPA	30.00
<b>Total</b>		30.00
<b>Amount Received</b>		30.00

### 3.4.1.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.
2. Choose an entity with type of **Conversion from Conventional Partnership – Name Reservation** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



The screenshot displays the MyLLP PUBLIC dashboard. The navigation menu includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Under 'My Submission', there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a table of submissions with filters for 'DRAFT(18)', 'PENDING(39)', and 'COMPLETED(550)'. The table has columns for 'Ref. No', 'Reg. No', 'Entity Name', 'Type of Application', 'Status', 'Fee', and 'Update Date & Time'. The first row is highlighted with a red border, showing a submission with Ref. No NR2021072200016, Reg. No Nil, Entity Name OCOMPALOOMPA PLT, Type of Application NAME RESERVATION - CONVERSION FROM CONVENTIONAL PARTNERSHIP, Status Query, Fee 30.00, and Update Date & Time 22/07/2021 06:12 PM. An edit icon is visible in the last column of this row.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021072200016	Nil	OCMPALOOMPA PLT	NAME RESERVATION - CONVERSION FROM CONVENTIONAL PARTNERSHIP	Query	30.00	22/07/2021 06:12 PM	
RED062021072200003	Nil	HIPHONIC PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Query	RM500	22/07/2021 04:53 PM	
RSC062021072200004	Nil	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 04:40 PM	
RSC062021072200003	Nil	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 03:57 PM	
RCA062021072200006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	Nil	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED062021072200001	Nil	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	

3. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Submit* button.

Query Type:(KUJERI TERBUKA)

Purpose Of

NAME RESERVATION OF CONVERSION FROM CONVENTIONAL PARTNERSHIP

SA0542934-T

Business/Company Details

Business/Company Name : BENZA ENTERPRISE Partner Name : [REDACTED]

Business/Company Status : B Partner Name : [REDACTED]

Proposed Name Reservation

OOMPA LOOMPA

Proposed Name :

Compliance Officer Details

Name : [REDACTED] Mobile No : 0111111111

Identification No : [REDACTED] Office No :

Address : test address Fax No [REDACTED]

Email Address : [REDACTED]

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English,please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

**Search Business Code**

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

**Partner Details Information(1)**

Type of Partner\*

Individual ▼

**Individual Details Information**

Name

████████████████████

Identification Type

NRIC ▼

Identification No

██████████

Email Address

████████████████████

Mobile No

██████████

**Partner Details Information(2)**

Type of Partner\*

Individual ▼

**Individual Details Information**

Name

████████████████████

Identification Type

NRIC ▼

Identification No

██████████

Email Address

████████████████████

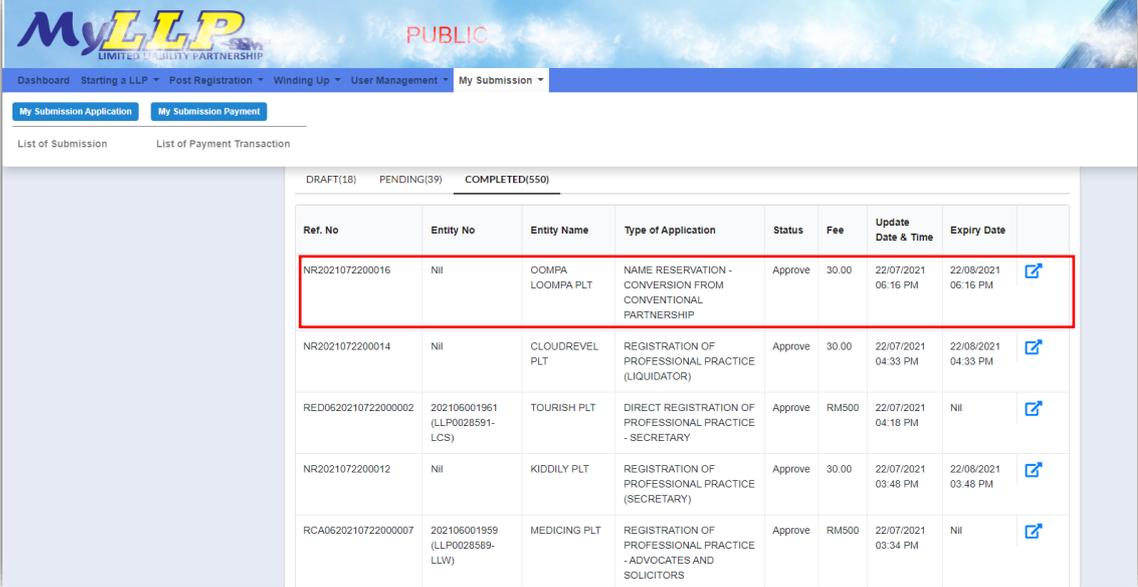
Mobile No

██████████

I hereby agree to the all the information are true

### 3.4.1.2 After Name Reservation Has Been Approved

1. Select **My Submission** on the menu bar, click List of Submission and select Completed tab.
2. Choose an approved **Conversion from Conventional Partnership - Name Reservation Application** and click *Proceed to LLP Registration* button.



The screenshot shows the MyLLP PUBLIC interface. The navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below the navigation bar, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area displays a table of submissions, with the 'COMPLETED(550)' tab selected. The table has columns for Ref. No, Entity No, Entity Name, Type of Application, Status, Fee, Update Date & Time, and Expiry Date. The first row is highlighted with a red border.

Ref. No	Entity No	Entity Name	Type of Application	Status	Fee	Update Date & Time	Expiry Date	
NR2021072200016	Nil	OOMPA LOOMPA PLT	NAME RESERVATION - CONVERSION FROM CONVENTIONAL PARTNERSHIP	Approve	30.00	22/07/2021 06:16 PM	22/08/2021 06:16 PM	<a href="#">🔗</a>
NR2021072200014	Nil	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)	Approve	30.00	22/07/2021 04:33 PM	22/08/2021 04:33 PM	<a href="#">🔗</a>
RED0620210722000002	202106001961 (LLP0028591-LCS)	TOURISH PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Approve	RM500	22/07/2021 04:18 PM	Nil	<a href="#">🔗</a>
NR2021072200012	Nil	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	Approve	30.00	22/07/2021 03:48 PM	22/08/2021 03:48 PM	<a href="#">🔗</a>
RCA0620210722000007	202106001959 (LLP0028589-LLW)	MEDICING PLT	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS	Approve	RM500	22/07/2021 03:34 PM	Nil	<a href="#">🔗</a>

3. Select LLP Details and key in data for LLP details and click Save button.

Action

save next

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Main Details

Lodging Reference Number	Business Name
Nil	BENZA ENTERPRISE
Name Reservation Reference Number	Business Registration Number
NR2021072200016	SA0542934-T
	Approval Name
	OOMPA LOOMPA PLT
	Purpose
	CONVERSION FROM
	CONVENTIONAL PARTNERSHIP

Registered Address

Address Line 1	Postcode
<input type="text"/>	E.G 10000
Address Line 2	City
<input type="text"/>	--Fill in Postcode First--
Address Line 3	State
<input type="text"/>	AUTO-POPULATE FROM CITY
Email	Office No
E.G user@ssm.com.my	E.G 0133900000
Fax No	
E.G 0133900000	

Business Local Address (if any)

Copy from registered address

Address Line 1	Postcode
<input type="text"/>	E.G 10000
Address Line 2	City
<input type="text"/>	--Fill in Postcode First--
Address Line 3	State
<input type="text"/>	AUTO-POPULATE FROM CITY
Email	Office No
E.G user@ssm.com.my	E.G 0133900000
URL ( Facebook, Instagram, Twitter, etc )	
E.G SSM.COM.MY	

Business Foreign Address (if any)

4. Click Next button to proceed to Business Code and Description tab, enter Business Description, click Add Business Code (if applicable), key in data for business code and click Save button.

Action

back save next

LLP Details **Business Code and Description** Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Add Business Code

93210 - ACTIVITIES OF AMUSEMENT PARKS AND THEME PARKS

Business Description *i*

PLEASE DESCRIBE YOUR BUSINESS

500 characters remaining

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

5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

Action

back save next

LLP Details Business Code and Description **Compliance Officer Details** Partner Details Supporting Documents Summary

Fee and Declaration

Add Compliance Officer

Show 10 entries

Name	Identification Number	Professional Body Type	License Number
(LODGER)	[REDACTED]	Licensed Secretary (LS)	LS0009443

Showing 1 to 1 of 1 entries

Previous 1 Next

6. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

The screenshot shows a web application interface for adding a partner. At the top, there is an 'Action' bar with 'back', 'next', and 'save' buttons. Below this is a navigation menu with tabs for 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details' (which is active), 'Supporting Documents', and 'Summary'. Underneath the navigation is a 'Fee and Declaration' section. The main content area is divided into two columns. The left column is titled 'Partner Form' and contains the following fields: 'Type' (dropdown menu with 'Individual' selected), 'Citizenship\*' (dropdown menu with '--Please Select--'), 'Identification Type\*' (dropdown menu with '--Please Select--'), 'Nationality\*' (dropdown menu with '--Please Select--'), 'Identification Number\*' (text input with 'PLEASE ENTER IDEN' and a 'Search' button), 'Gender\*' (dropdown menu with '--Please Select--'), 'Date of Birth' (text input), 'Race\*' (dropdown menu with '--Please Select--'), 'Name as per Identification' (text input with 'E.G 0133900000'), 'Mobile no' (text input), 'Email\*' (text input with 'E.G user@ssm.com.my'), and 'Capital Contribution (MYR)\*' (text input with '0'). At the bottom of this column is a checkbox with the text 'I confirm that the facts and information stated in this document are true.' The right column is titled 'Local Residential Address' and contains: 'Address Line 1\*' (text input), 'Postcode\*' (text input with 'E.G 10000'), 'Address Line 2' (text input), 'City' (dropdown menu with '--Fill in Postcode First--'), 'Address Line 3' (text input), and 'State' (text input with 'AUTO-POPULATE FROM CITY'). Below this is a section for 'Foreign Residential Address (if any)' with 'Address Line 1' (text input), 'Country' (dropdown menu with '--Please Select--'), 'Address Line 2' (text input), and 'Address Line 3' (text input). The 'save' button in the top bar is highlighted with a green box.

7. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

Action

back next

LLP Details Business Code and Description Compliance Officer Details Partner Details **Supporting Documents** Summary

Fee and Declaration

File name

Notice of Resolution signed by all partners

8. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

back next View PDF

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents **Summary**

Fee and Declaration

LLP Details

Main Details		Registered Address	
Lodging Reference Number	Business Name	Full Address	Email
Nil	BENZA ENTERPRISE		
Name Reservation Reference Number	Business Registration Number	Fax No	Office No
NR2021072200016	SA0542934-T	Nil	
	Approval Name	Business Local Address	
	OOMPA LOOMPA PLT	Full Address	Email
	Purpose		
	CONVERSION FROM	URL (Facebook, Instagram, Twitter, etc)	Office No
	CONVENTIONAL PARTNERSHIP	Nil	
		Business Foreign Address	
		Full Address	
		Nil	

Business Codes and Description

93210 - ACTIVITIES OF AMUSEMENT PARKS AND THEME PARKS

Business Nature

THEME PARKS

9. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

The screenshot shows a web interface for the 'Fee and Declaration' step. At the top, there is an 'Action' bar with 'back' and 'submit' buttons. Below this is a navigation menu with tabs for 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents', and 'Summary'. The 'Fee and Declaration' tab is selected. The main content area is titled 'Declaration Form' and contains a table with the following data:

Fee	
Type	CONVERSION FROM CONVENTIONAL PARTNERSHIP
Amount	RM 500

Below the table, there is a warning message: 'ATTENTION: 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, there is a confirmation checkbox that is checked, with the text 'I confirm that the facts and information stated in this document are true.'

10. Click *Pay Online* button to proceed for payment.

11. User will be received invoice once they make the payment.



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

test address  
89809 BEAUFORT  
X

**INVOICE**



\* EB2021072400014 \*

Receipt No : EB2021072400014  
Reference No. : CCO0420210722000002  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021072400014  
Payment Date : 24/07/2021 09:56:53 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations CONVERSION FROM CONVENTIONAL PARTNERSHIP-OOMPA LOOMPA PLT	500.00
	<b>Total</b>	500.00
	<b>Amount Received</b>	500.00

### 3.4.1.3 If Back Officer Has Made Query on Registration

1. Select **My Submission**, click List of Submission.
2. Choose an entity with type of **Conversion from Conventional Partnership** along with its status "Query" and remarks from Back Officer. Click *Edit* record action button to make query.



The screenshot displays the MyLLP PUBLIC portal interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a list of submissions with filters for 'DRAFT(32)', 'PENDING(49)', and 'COMPLETED(597)'. The table below lists various submissions, with the first row highlighted in red.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
CC00420210722000002	Nii	COMPA LOOMPA PLT	CONVERSION FROM CONVENTIONAL PARTNERSHIP	Query	RM500	24/07/2021 09:57 AM	
CBZ0420210724000001	Nii	TEST 20 PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	24/07/2021 08:30 AM	
REG0420210723000003	Nii	TEST 1.1 PLT	REGISTRATION OF LOCAL LLP	In Process	RM500	23/07/2021 10:24 PM	
RCA0620210723000002	Nii	Nii	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Payment Pending	RM500	23/07/2021 09:26 PM	
RSC0620210721000002	Nii	TADIKA INTAN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	21/07/2021 04:17 PM	
RSC0620210721000001	Nii	FUN FARM PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	21/07/2021 04:02 PM	
RED0420210723000003	Nii	TEST 3 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	23/07/2021 11:13 AM	

### 3. Key in data that needed to be query.

Action

[save](#) [next](#)

▼ Query Details

Officer Remark	Lodger Remark	Process Date
KUERI	Nil	24/07/2021

LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents   Summary

Fee and Declaration

**Main Details**

Lodging Reference Number CCO0420210722000002	Business Name BENZA ENTERPRISE
Name Reservation Reference Number NR2021072200016	Business Registration Number SA0542934-T
	Approval Name OOMPA LOOMPA PLT
	Purpose CONVERSION FROM CONVENTIONAL PARTNERSHIP

Registered Address

Address Line 1	Postcode
<input type="text"/>	50480
Address Line 2	City
BLOKE JLN 1/70C	KUALA LUMPUR
Address Line 3	State
<input type="text"/>	W.P.KUALA LUMPUR
Email	Office No
<input type="text"/>	<input type="text"/>
Fax No	
E.G 0133900000	

► Business Local Address (if any)

[Copy from registered address](#)

Address Line 1	Postcode
<input type="text"/>	50480
Address Line 2	City
BLOKE JLN 1/70C	KUALA LUMPUR
Address Line 3	State
<input type="text"/>	W.P.KUALA LUMPUR
Email	Office No
<input type="text"/>	<input type="text"/>
URL ( Facebook, Instagram, Twitter, etc )	
EGSSM.COM.MY	
► Business Foreign Address (if any)	

4. At **Fee and Declaration tab**, tick check box for confirm declaration.

5. Key in query remark and click *Resubmit* button.

Action

[back](#) [resubmit](#)

▼ Query Details

Officer Remark	Lodger Remark	Process Date
KUERI TERBUKA	Nil	19/07/2021

LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents   Summary

**Fee and Declaration**

Declaration Form

Fee	
Type	CONVERSION FROM CONVENTIONAL PARTNERSHIP
Amount	RM 500

Query Details

Public Remark Date	19/07/2021	Officer Remark Date	19/07/2021
Public Remark	PLEASE ENTER REMARK	Officer Remark	KUERI TERBUKA

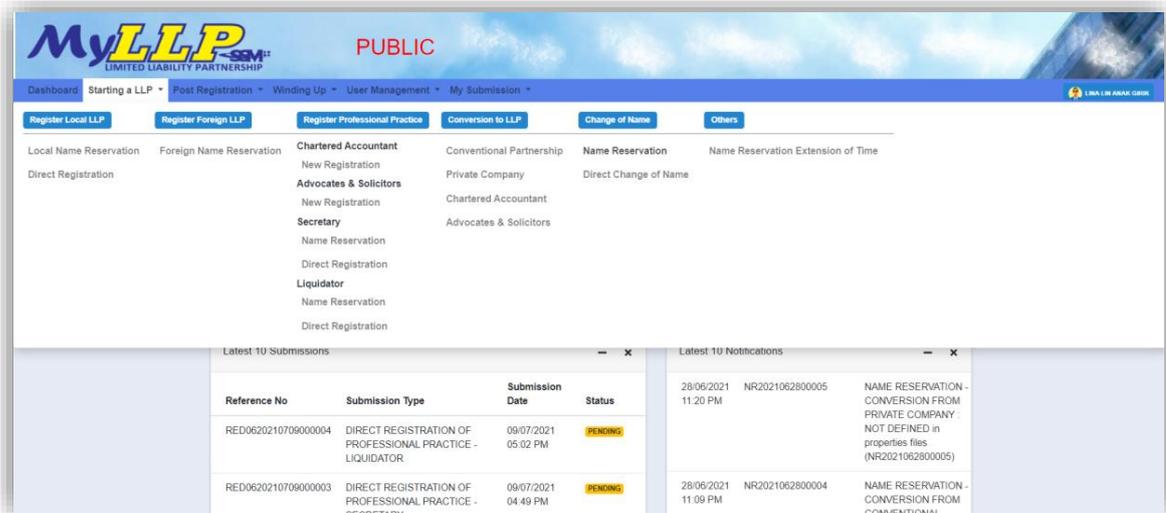
255 characters remaining

ATTENTION: 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.

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

### 3.4.2 Private Company

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Chartered Accountant** under Conversion to LLP.



3. Search LLP by key in **Business number** and click button *Search*.

4. Key in **Proposed Name** then click *Search* button.

The screenshot shows a web application interface for "NAME RESERVATION OF CONVERSION FROM PRIVATE COMPANY". The page is titled "Purpose Of" and contains the following sections:

- Business/Company Details:** A section with a search bar labeled "ENTER COMPANY NUMBER" and a magnifying glass icon. Below it are two rows of labels: "Business/Company Name :" and "Business/Company Status :", each followed by a text input field. To the right, there are two "Partner Name :" labels, each followed by a text input field.
- Proposed Name Reservation:** A section with a search bar labeled "ENTER PROPOSED NAME". Below it are two radio buttons: "PLT" (selected) and "PERKONGSIAN LIABILITI TERHAD".
- Buttons:** Two blue buttons labeled "Search" and "Reset".
- Proposed Name:** A label "Proposed Name :" followed by a text input field.
- Compliance Officer Details:** A section with two columns of labels and text input fields. The left column contains "Name :", "Identification No :", "Address : test address", and "Email Address :". The right column contains "Mobile No : 0111111111", "Office No :", and "Fax No :".

5. Key in **Clarification form** and upload supporting file (if applicable).

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English,please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

Choose File No file chosen

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY ✦ KHAIRUL IS THE NAME OF PARTNERS ✦ S SON (BIRTH CERTIFICATE ATTACHED)

Choose File No file chosen

iv) If the proposed name is similar to that of related of associated LLP,business or company,state whether written consent has been obtained (please attach consent letter)

E.G. CONSENT LETTER OR RESOLUTION FROM PERMATA INDAH GROUP BERHAD IS ATTACHED.

Choose File No file chosen

6. Search **Business Code** and select business code that applied to the business.

Search Business Code

CLOTH

14102u - EXPORT AND IMPORT OF CLOTHINGS

14109u - EXPORT AND IMPORT OF OTHER CLOTHING ACCESSORIES

7. **Partner details** for both partners will automatically appeared. Tick **checkbox** to agree to the all information given and click *Submit* button.

The form is divided into two main sections for Partner 1 and Partner 2. Each section contains a dropdown for 'Type of Partner' (set to 'Individual') and a sub-section for 'Individual Details Information'. This sub-section includes text input fields for 'Name', 'Identification No', 'Email Address', and 'Mobile No', and a dropdown for 'Identification Type' (set to 'NRIC'). At the bottom of the form, there is a checkbox labeled 'I hereby agree to the all the information are true' which is checked, and a blue 'Submit' button.

8. User will be received application summary.

Name Reservation Details		
Reference No	Name	Purpose
NR2021072200017	VINTAGE PLT	NAME RESERVATION OF CONVERSION FROM PRIVATE COMPANY

Compliance Officer Details	
Name : ██████████	Mobile No : 0111111111
Identification No : ██████████	Office No :
Address : test address	Fax No : 0320924199
Email Address : ██████████	

Company Details	
Company Name : WIRA SENTRAL (M) SDN. BHD.	Partner Name : ██████████
Company Status : E	Partner Name : ██████████

Partner Details			
Name	Identification No	Email Address	Phone No
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

Business Codes and Description	
Code	Description
68201	ACTIVITIES OF REAL ESTATE AGENTS AND BROKERS FOR BUYING, SELLING AND RENTING OF REAL ESTATE

9. The application could be previewed by click on *Download & Preview* button.

10.The application could be edited by click on *Edit* button.

11.Click *Make Payment* button to proceed.

Supporting Document	
Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English,please clarify	N/A
iii) If the proposed name contains a proper name, state wheter it is the same name of a pertner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related of associated LLP,business or company,state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark,state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

[Download & Preview](#) [Edit](#) [Make Payment](#)

12. Click *Pay Online* button to make payment.

Payment Details (NR2021072200017)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Reservation of Name / Conversion From Private Company (VINTAGE)	1	30.00	0.00	30.00
Total (RM):		30.00	0.00	30.00
Total Amount (RM):			30.00	

Name\*

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

Address\*

TEST ADDRESS  
89809 BEAUFORT  
X

13. User will be received invoice after they make the payment.



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

test address  
89809 BEAUFORT  
X

**INVOICE**



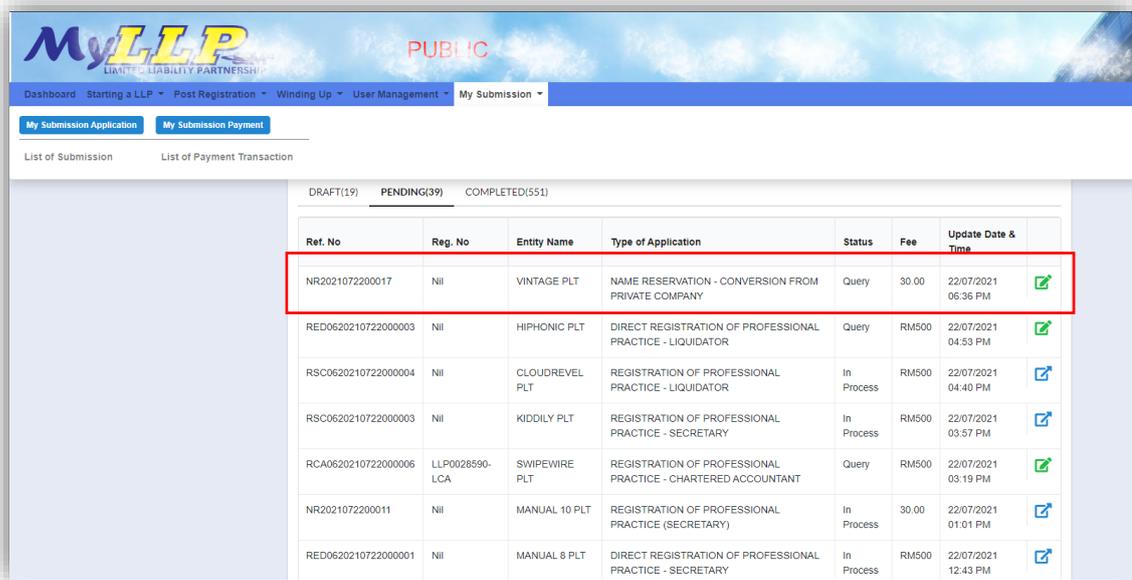
4 8 2 0 2 1 0 7 2 2 0 0 0 3 3 4

Receipt No : EB20210722000033  
Reference No. : NR2021072200017  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021072200034  
Payment Date : 22/07/2021 08:35:16 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Conversion From Private Company VINTAGE	30.00
	<b>Total</b>	30.00
	<b>Amount Received</b>	30.00

### 3.4.2.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.
2. Choose an entity with type of **Conversion from Conventional Partnership – Name Reservation** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



The screenshot displays the MyLLP PUBLIC portal interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a 'List of Submission' table with filters for 'DRAFT(19)', 'PENDING(39)', and 'COMPLETED(551)'. The table columns are: Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, Update Date & Time, and an 'Edit Record' icon. The first row is highlighted with a red box, showing a submission with Ref. No NR2021072200017, Reg. No Nil, Entity Name VINTAGE PLT, Type of Application NAME RESERVATION - CONVERSION FROM PRIVATE COMPANY, Status Query, Fee 30.00, and Update Date & Time 22/07/2021 06:36 PM.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021072200017	Nil	VINTAGE PLT	NAME RESERVATION - CONVERSION FROM PRIVATE COMPANY	Query	30.00	22/07/2021 06:36 PM	
RED0620210722000003	Nil	HIPHONIC PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Query	RM500	22/07/2021 04:53 PM	
RSC0620210722000004	Nil	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 04:40 PM	
RSC0620210722000003	Nil	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 03:57 PM	
RCA0620210722000006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	Nil	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	Nil	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	

3. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Submit* button.

Query Type:(KUERI TERBUKA)

Purpose Of  
NAME RESERVATION OF CONVERSION FROM PRIVATE COMPANY

518182

Business/Company Details  
Business/Company Name : WIRA SENTRAL (M) SDN. BHD. Partner Name :   
Business/Company Status : E Partner Name :

Proposed Name Reservation  
VINTAGE

Proposed Name :

Compliance Officer Details  
Name :  Mobile No : 0111111111  
Identification No :  Office No :   
Address : test address Fax No   
Email Address :

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for  
E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English,please clarify  
E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

No file chosen

Code	Description	
68201	ACTIVITIES OF REAL ESTATE AGENTS AND BROKERS FOR BUYING, SELLING AND RENTING OF REAL ESTATE	

**Search Business Code**

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

**Partner Details Information(1)**

Type of Partner\*

Individual ▼

---

**Individual Details Information**

Name

██████████

Identification Type

NRIC ▼

Identification No

██████████

Email Address

██████████

Mobile No

██████████

**Partner Details Information(2)**

Type of Partner\*

Individual ▼

---

**Individual Details Information**

Name

██████████

Identification Type

NRIC ▼

Identification No

██████████

Email Address

██████████

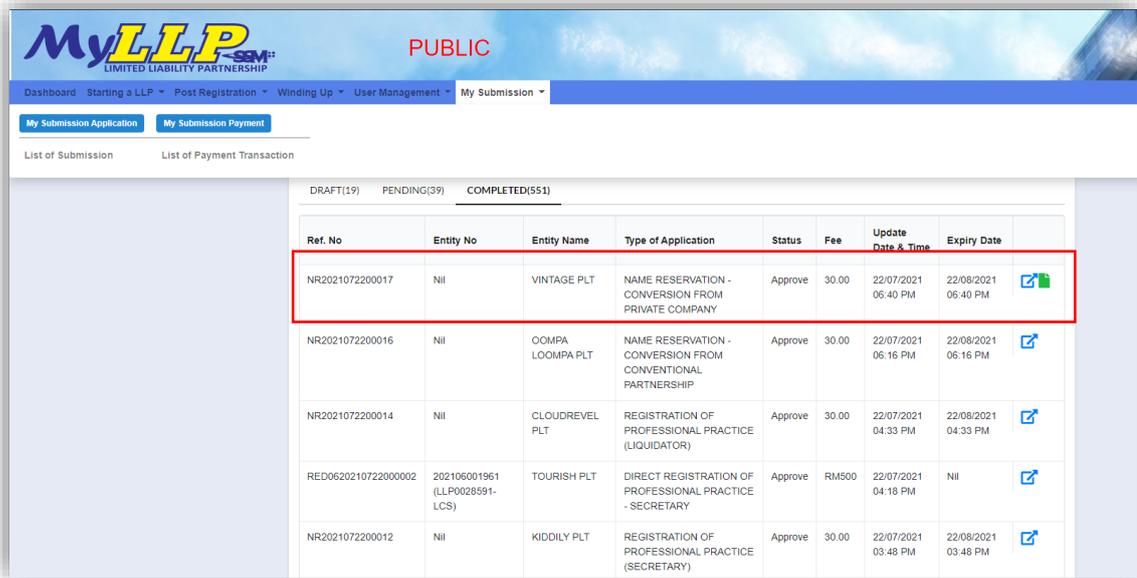
Mobile No

██████████

I hereby agree to the all the information are true

### 3.4.2.2 After Name Reservation Has Been Approved

1. Select **My Submission** on the menu bar, click List of Submission and select Completed tab.
2. Choose an approved **Conversion from Conventional Partnership - Name Reservation Application** and click *Proceed to LLP Registration* button.



The screenshot shows the MyLLP PUBLIC portal interface. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area displays a table of submissions, with the 'COMPLETED(551)' tab selected. The table has columns for Ref. No, Entity No, Entity Name, Type of Application, Status, Fee, Update Date & Time, and Expiry Date. The first row is highlighted with a red border.

Ref. No	Entity No	Entity Name	Type of Application	Status	Fee	Update Date & Time	Expiry Date	
NR2021072200017	Nii	VINTAGE PLT	NAME RESERVATION - CONVERSION FROM PRIVATE COMPANY	Approve	30.00	22/07/2021 06:40 PM	22/08/2021 06:40 PM	 
NR2021072200016	Nii	OOMPA LOOMPA PLT	NAME RESERVATION - CONVERSION FROM CONVENTIONAL PARTNERSHIP	Approve	30.00	22/07/2021 06:16 PM	22/08/2021 06:16 PM	
NR2021072200014	Nii	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)	Approve	30.00	22/07/2021 04:33 PM	22/08/2021 04:33 PM	
RED0620210722000002	202106001961 (LLP0028591-LCS)	TOURISH PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Approve	RM500	22/07/2021 04:18 PM	Nii	
NR2021072200012	Nii	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	Approve	30.00	22/07/2021 03:48 PM	22/08/2021 03:48 PM	

3. Select LLP Details and key in data for LLP details and click Save button.

**Action**

save next

**LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

**Main Details**

Lodging Reference Number	Company Name
Nil	WIRA SENTRAL (M) SDN. BHD.
Name Reservation Reference Number	Company Registration Number
NR2021072200017	518182
	Approval Name
	VINTAGE PLT
	Purpose
	CONVERSION FROM PRIVATE
	COMPANY

**Registered Address**

Address Line 1	Postcode
<input type="text"/>	E.G 10000
Address Line 2	City
<input type="text"/>	--Fill in Postcode First--
Address Line 3	State
<input type="text"/>	AUTO-POPULATE FROM CITY
Email	Office No
E.G user@ssm.com.my	E.G 0133900000
Fax No	
E.G 0133900000	

**Business Local Address (if any)**

Copy from registered address

Address Line 1	Postcode
<input type="text"/>	E.G 10000
Address Line 2	City
<input type="text"/>	--Fill in Postcode First--
Address Line 3	State
<input type="text"/>	AUTO-POPULATE FROM CITY
Email	Office No
E.G user@ssm.com.my	E.G 0133900000
URL ( Facebook, Instagram, Twitter, etc )	
E.G SSM.COM.MY	

**Business Foreign Address (if any)**

4. Click Next button to proceed to **Business Code and Description** tab, enter Business Description, click Add Business Code (if applicable), key in data for business code and click Save button.

5. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

- Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

The screenshot shows the 'Partner Details' form in the MyLLP system. The form is titled 'Partner Form' and includes the following fields and sections:

- Action:** back, next, **save** (highlighted with a green box)
- Navigation:** LLP Details, Business Code and Description, Compliance Officer Details, **Partner Details**, Supporting Documents, Summary
- Fee and Declaration:**
- Partner Form:**
  - Type: Individual (dropdown)
  - Citizenship\*: --Please Select-- (dropdown)
  - Identification Type\*: --Please Select-- (dropdown)
  - Nationality\*: --Please Select-- (dropdown)
  - Identification Number\*: PLEASE ENTER IDEN (text) Search (button)
  - Gender\*: --Please Select-- (dropdown)
  - Date of Birth: (text)
  - Race\*: --Please Select-- (dropdown)
  - Name as per Identification: (text)
  - Mobile no: E.G 0133900000 (text)
  - Email\*: E.G user@ssm.com.my (text)
  - Capital Contribution (MYR)\*: 0 (text)
  - I confirm that the facts and information stated in this document are true.
- Local Residential Address:**
  - Address Line 1\*: (text)
  - Postcode\*: E.G 10000 (text)
  - Address Line 2: (text)
  - City: --Fill in Postcode First-- (dropdown)
  - Address Line 3: (text)
  - State: AUTO-POPULATE FROM CITY (button)
- Foreign Residential Address (if any):**
  - Address Line 1: (text)
  - Country: --Please Select-- (dropdown)
  - Address Line 2: (text)
  - Address Line 3: (text)

- Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

The screenshot shows the 'Supporting Documents' form in the MyLLP system. The form is titled 'Supporting Documents' and includes the following fields and sections:

- Action:** back, next
- Navigation:** LLP Details, Business Code and Description, Compliance Officer Details, Partner Details, **Supporting Documents**, Summary
- Fee and Declaration:**
- Supporting Documents:**

File name	
Declaration that the company has paid all statutory fees or any amount owing to any govt. agency	
Notice of Resolution signed by all shareholders	
Government Gazette	
Newspaper Advertisement	

8. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

[back](#) [next](#) [View PDF](#)

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents **Summary**

Fee and Declaration

LLP Details

Main Details		Registered Address	
Lodging Reference Number	Company Name	Full Address	Email
Nil	WIRA SENTRAL (M) SDN. BHD.	[REDACTED]	[REDACTED]
Name Reservation Reference Number	Company Registration Number		Office No
NR2021072200017	518182	Fax No	[REDACTED]
	Approval Name	0322764862	
	VINTAGE PLT	Business Local Address	
	Purpose	Full Address	Email
	CONVERSION FROM PRIVATE	[REDACTED]	[REDACTED]
	COMPANY		Office No
			[REDACTED]
		URL (Facebook, Instagram, Twitter, etc)	
		VINTAGE/FACEBOOK	
		Business Foreign Address	
		Full Address	
		Nil	

Business Codes and Description

68201 - ACTIVITIES OF REAL ESTATE AGENTS AND BROKERS FOR BUYING, SELLING AND RENTING OF REAL ESTATE

Business Nature

REAL ESTATE

- Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

back
submit

LLP Details
Business Code and Description
Compliance Officer Details
Partner Details
Supporting Documents
Summary

Fee and Declaration

Declaration Form

Fee	
Type	CONVERSION FROM PRIVATE COMPANY
Amount	RM 500

ATTENTION: 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.

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

- Click *Pay Online* button to proceed for payment.

Payment Details (CBZ0420210724000004)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (CONVERSION FROM PRIVATE COMPANY-VINTAGE PLT)	1	500.00	0.00	500.00
<b>Total (RM):</b>		500.00	0.00	500.00
			<b>Total Amount (RM):</b>	500.00

**Name\***

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

**Address\***

TEST ADDRESS  
89809 BEAUFORT  
X

PAY ONLINE
CANCEL

11. User will be received invoice once they make the payment.



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

**INVOICE**

  
\*EB20210724000015\*

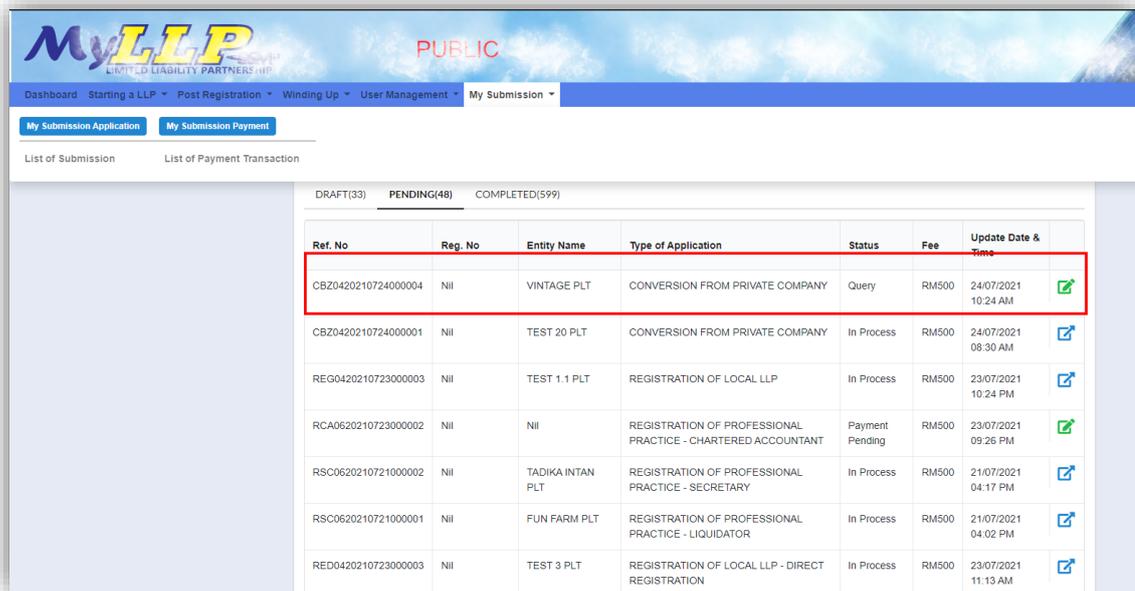
<p>██████████ ██████████ test address 89809 BEAUFORT X</p>	<p>Receipt No : EB20210724000015 Reference No. : CBZ0420210724000004 Payment Mode Detail : HostSim Approval Code : Payment Mode : DD Transaction ID : E2021072400015 Payment Date : 24/07/2021 10:25:38 AM</p>
--	--

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations CONVERSION FROM PRIVATE COMPANY-VINTAGE PLT	500.00
<b>Total</b>		500.00
<b>Amount Received</b>		500.00

[PRINT](#)

### 3.4.2.3 If Back Officer Has Made Query on Registration

1. Select **My Submission**, click List of Submission.
2. Choose an entity with type of **Conversion from Conventional Partnership** along with its status "Query" and remarks from Back Officer. Click *Edit* record action button to make query.



The screenshot displays the MyLLP PUBLIC interface. The navigation menu includes Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The My Submission dropdown is active, showing options for My Submission Application and My Submission Payment. Below this, there are tabs for List of Submission and List of Payment Transaction. A summary bar shows DRAFT(33), PENDING(48), and COMPLETED(599). The main table lists submissions with columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The first row is highlighted with a red border.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
CBZ0420210724000004	Nil	VINTAGE PLT	CONVERSION FROM PRIVATE COMPANY	Query	RM500	24/07/2021 10:24 AM	
CBZ0420210724000001	Nil	TEST 20 PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	24/07/2021 08:30 AM	
REG0420210723000003	Nil	TEST 1.1 PLT	REGISTRATION OF LOCAL LLP	In Process	RM500	23/07/2021 10:24 PM	
RCA0620210723000002	Nil	Nil	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Payment Pending	RM500	23/07/2021 09:26 PM	
RSC0620210721000002	Nil	TADIKA INTAN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	21/07/2021 04:17 PM	
RSC0620210721000001	Nil	FUN FARM PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	21/07/2021 04:02 PM	
RED0420210723000003	Nil	TEST 3 PLT	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION	In Process	RM500	23/07/2021 11:13 AM	

### 3. Key in data that needed to be query.

Action

[save](#) [next](#)

▸ Query Details

LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents   Summary

Fee and Declaration

#### Main Details

Lodging Reference Number	Company Name
CBZ0420210724000004	WIRA SENTRAL (M) SDN. BHD.
Name Reservation Reference Number	Company Registration Number
NR2021072200017	518182
	Approval Name
	VINTAGE PLT
	Purpose
	CONVERSION FROM PRIVATE COMPANY

#### Registered Address

Address Line 1	Postcode
LORONG ABC	50470
Address Line 2	City
LINGKARAN TENGAH 4	KUALA LUMPUR
Address Line 3	State
	W.P. KUALA LUMPUR
Email	Office No
Fax No	

#### ▸ Business Local Address (if any)

[Copy from registered address](#)

Address Line 1	Postcode
LORONG ABC	50470
Address Line 2	City
LINGKARAN TENGAH 4	KUALA LUMPUR
Address Line 3	State
	W.P. KUALA LUMPUR
Email	Office No
URL ( Facebook, Instagram, Twitter, etc )	
VINTAGE/FACEBOOK	

4. At **Fee and Declaration tab**, tick check box for confirm declaration.

5. Key in query remark and click *Resubmit* button.

Action

[back](#) [resubmit](#)

▼ Query Details

Officer Remark	Lodger Remark	Process Date
KUERI	Nil	19/07/2021

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

**Fee and Declaration**

Declaration Form

Fee	
Type	CONVERSION FROM PRIVATE COMPANY
Amount	RM 500

Query Details

Public Remark Date	19/07/2021	Officer Remark Date	19/07/2021
Public Remark	PLEASE ENTER REMARK	Officer Remark	KUERI

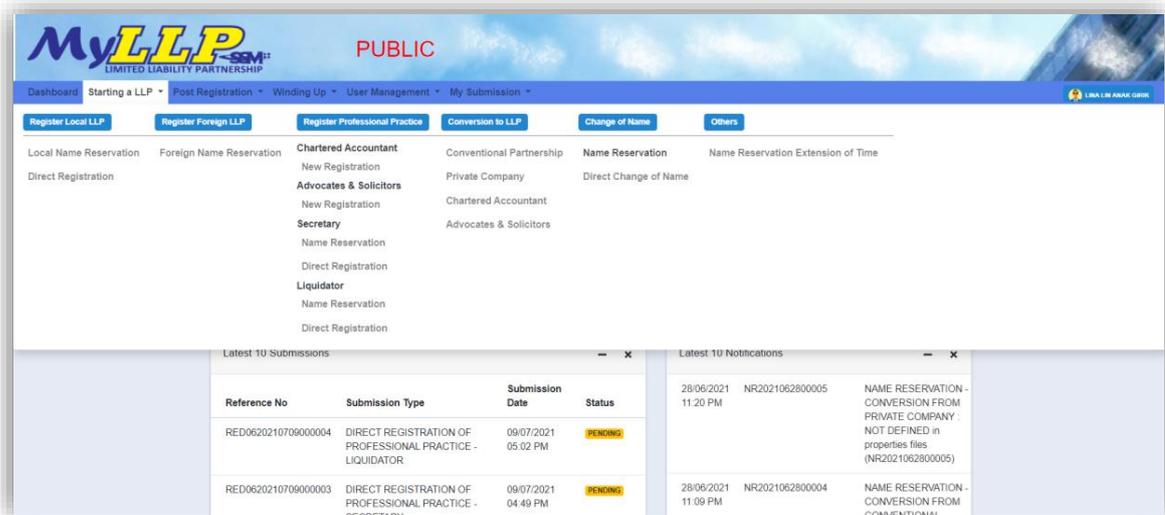
255 characters remaining

ATTENTION: 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.

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

### 3.4.3 Chartered Accountant

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Chartered Accountant** under Conversion to LLP.



3. Check firm by key in **Firm Number** and **Firm Name**.
4. Enter **LLP Name**, select Suffix and click *Next* button.

The screenshot shows the 'Check Firm' form. At the top, there is an 'Action' section with a 'next' button. Below this, the 'Check Firm' section contains several input fields and a dropdown menu. The 'Professional Body Type\*' dropdown menu is set to 'Chartered Accountant'. The 'Firm Number' field has the placeholder text 'ENTER FIRM NUMBER'. The 'Firm Name\*' field has the placeholder text 'ENTER FIRM NAME'. To the right of these fields, there is an 'LLP Name' field with the placeholder text 'ENTER LLP NAME (EXCLUDING PLT, LLP, ETC)'. Below the 'LLP Name' field, there is a 'Select Suffix' section with two radio buttons: 'PLT' (which is selected) and 'Perkongsian Liabiliti Terhad'.

5. Key in data for **LLP Details** and click **Save** button.

Action

**save** **next**

Firm Number **LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

**Main Details**

Lodging Reference Number	LLP Name
Nil	HIJAU BY DAUN PLT
Firm Number	Purpose
Nil	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT
Firm Name	
CHART & CO	

**Registered Address**

Address Line 1	Postcode
<input type="text"/>	E.G 10000
Address Line 2	City
<input type="text"/>	--Fill in Postcode First--
Address Line 3	State
<input type="text"/>	AUTO-POPULATE FROM CITY
Email	Office No
E.G user@ssm.com.my	E.G 0133900000
Fax No	
E.G 0133900000	

**Business Local Address (if any)**

Copy from registered address

Address Line 1	Postcode
<input type="text"/>	E.G 10000
Address Line 2	City
<input type="text"/>	--Fill in Postcode First--
Address Line 3	State
<input type="text"/>	AUTO-POPULATE FROM CITY
Email	Office No
E.G user@ssm.com.my	E.G 0133900000
URL ( Facebook, Instagram, Twitter, etc )	
E.G SSM.COM.MY	

**Business Foreign Address (if any)**

6. Click *Next* button to proceed to **Business Code and Description** tab, enter Business Description, click *Add Business Code (if applicable)*, key in data for business code and click *Save* button.

Action

back save next

Firm Number LLP Details **Business Code and Description** Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

**Business Description** ⓘ

PLEASE DESCRIBE YOUR BUSINESS

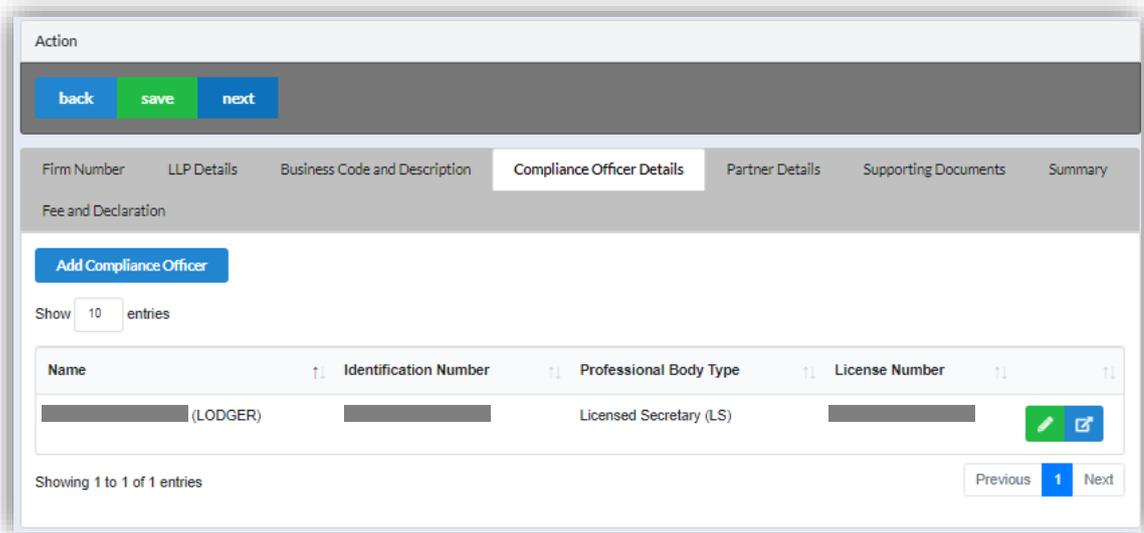
500 characters remaining

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

**Business Code Search**

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.



- Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

Action

back save next

Firm Number LLP Details Business Code and Description Compliance Officer Details **Partner Details** Supporting Documents Summary

Fee and Declaration

**Partner Form**

Type: Individual (dropdown)  
Citizenship\*: --Please Select-- (dropdown)  
Identification Type\*: --Please Select-- (dropdown)  
Nationality\*: --Please Select-- (dropdown)  
Identification Number\*: PLEASE ENTER IDEN (text) Search (button)  
Date of Birth: (text)  
Name as per Identification: (text)  
Email\*: E.G user@ssm.com.my (text)  
Gender\*: --Please Select-- (dropdown)  
Race\*: --Please Select-- (dropdown)  
Mobile no: E.G 0133900000 (text)  
Professional Body Type\*: --Please Select-- (dropdown)  
License Number\*: (text)  
Practising Certification Number: (text)  
Liquidator Approval Number: (text)  
Capital Contribution (MYR)\*: 0 (text)

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

**Local Residential Address**

Address Line 1\*: (text)  
Postcode\*: E.G 10000 (text)  
Address Line 2: (text)  
City: --Fill in Postcode First-- (dropdown)  
Address Line 3: (text)  
State: AUTO-POPULATE FROM CITY (text)  
Foreign Residential Address (if any)  
Address Line 1: (text)  
Country: --Please Select-- (dropdown)  
Address Line 2: (text)  
Address Line 3: (text)

9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

The screenshot displays a web application interface for uploading supporting documents. At the top, there is an 'Action' bar with 'back' and 'next' buttons. Below this is a navigation menu with tabs for 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents' (which is currently selected), and 'Summary'. Underneath the navigation menu is a section titled 'Fee and Declaration'. The main content area is a table with a header 'File name' and two rows of document entries. Each row contains a document name and a green square icon with a white document symbol, indicating a save or upload action.

File name	
Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

10. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

[back](#) [next](#) [View PDF](#)

Firm Number    LLP Details    Business Code and Description    Compliance Officer Details    Partner Details    Supporting Documents    **Summary**

Fee and Declaration

**LLP Details**

Main Details		Registered Address	
Lodging Reference Number	LLP Name	Full Address	Email
Nil	HIJAU BY DAUN PLT	[REDACTED]	Nil
Firm Number	Purpose		Office No
Nil	REGISTRATION OF PROFESSIONAL		[REDACTED]
Firm Name	PRACTICE - CHARTERED		
CHART & CO	ACCOUNTANT	Fax No	
		0322789881	

Business Local Address	
Full Address	Email
[REDACTED]	Nil
	Office No
	[REDACTED]
URL (Facebook, Instagram, Twitter, etc)	
HIJAUBYDAUN/FACEBOOK	

Business Foreign Address	
Full Address	
Nil	

**Business Codes and Description**

56101a - RESTAURANTS

**Business Nature**

RESTAURANT

11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

back submit

Check Firm LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Declaration Form

Fee	
Type	CONVERSION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT
Amount	RM 500

ATTENTION: 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.

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

12. Click *Pay Online* button to proceed for payment.

Payment Details (RCA0620210724000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT-HIJAU BY DAUN PLT)	1	500.00	0.00	500.00
	Total (RM):	500.00	0.00	500.00
			Total Amount (RM):	500.00

Name\*

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

Address\*

TEST ADDRESS  
89809 BEAUFORT  
X

PAY ONLINE CANCEL

13. User will be received invoice once they made the payment.



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

**INVOICE**



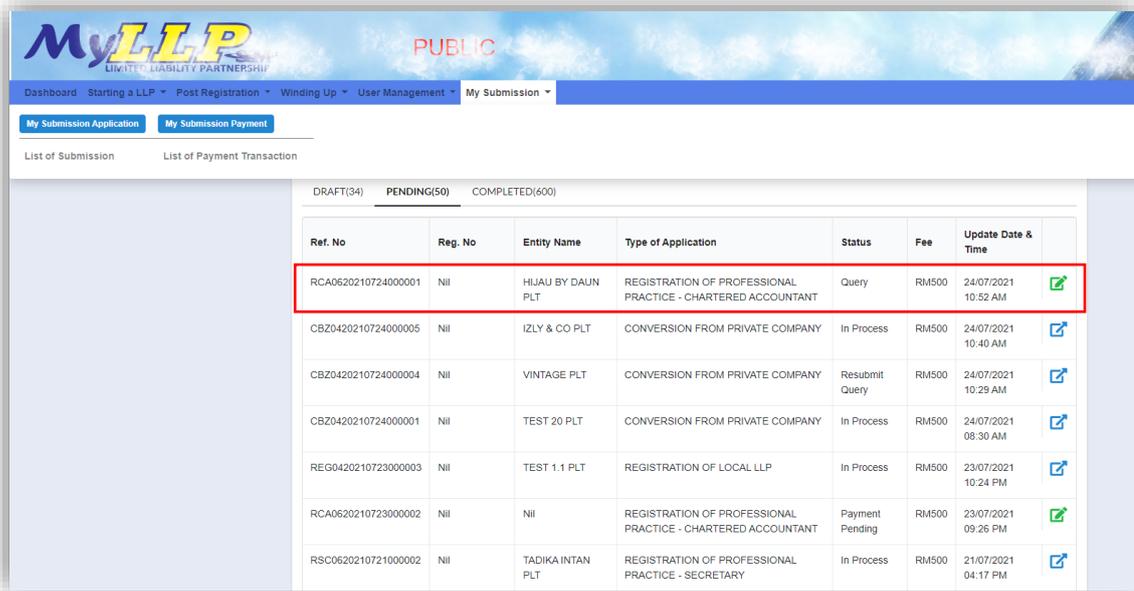
\* E B 2 0 2 1 0 7 2 4 0 0 0 0 1 8 \*

<div style="background-color: gray; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: gray; width: 100px; height: 15px; margin-bottom: 5px;"></div> <p>test address 89809 BEAUFORT X</p>	<p>Receipt No : EB20210724000018  Reference No. : RCA0620210724000001  Payment Mode Detail : HostSim  Approval Code :  Payment Mode : DD  Transaction ID : E2021072400018  Payment Date : 24/07/2021 10:53:29 AM</p>
--	--

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT- HIJAU BY DAUN PLT	500.00
<b>Total</b>		500.00
<b>Amount Received</b>		500.00

### 3.4.3.1 If Back Officer Has Made Query On Registration

1. Select **My Submission** and choose List of submission.
2. Choose an entity with type of **Conversion from Conventional Partnership** along with its status "Query" and remarks from Back Office. Click *Edit* record button to make query.



The screenshot displays the MyLLP PUBLIC interface. The navigation menu includes Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The My Submission dropdown is active, showing options for My Submission Application and My Submission Payment. Below this, there are tabs for List of Submission and List of Payment Transaction. The main content area shows a table of submissions with filters for DRAFT(34), PENDING(50), and COMPLETED(600). The table has columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The first row is highlighted with a red border, showing a submission with Ref. No RCA0620210724000001, Reg. No Nil, Entity Name HIJAU BY DAUN PLT, Type of Application REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT, Status Query, Fee RM500, and Update Date & Time 24/07/2021 10:52 AM. An edit icon is visible in the last column of this row.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RCA0620210724000001	Nil	HIJAU BY DAUN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	24/07/2021 10:52 AM	
CBZ0420210724000005	Nil	IZLY & CO PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	24/07/2021 10:40 AM	
CBZ0420210724000004	Nil	VINTAGE PLT	CONVERSION FROM PRIVATE COMPANY	Resubmit Query	RM500	24/07/2021 10:29 AM	
CBZ0420210724000001	Nil	TEST 20 PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	24/07/2021 08:30 AM	
REG0420210723000003	Nil	TEST 1.1 PLT	REGISTRATION OF LOCAL LLP	In Process	RM500	23/07/2021 10:24 PM	
RCA0620210723000002	Nil	Nil	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Payment Pending	RM500	23/07/2021 09:26 PM	
RSC0620210721000002	Nil	TADIKA INTAN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	21/07/2021 04:17 PM	

3. Key in data that needed to be query, and at **Fee and Declaration** tab, tick check box for confirm declaration, key in query remark and click *Submit* button.

Action

save next

▸ Query Details

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Main Details

Lodging Reference Number RCA0620210724000001	LLP Name HIJAU BY DAUN PLT
Firm Number Nil	Purpose REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT
Firm Name CHART & CO	

Registered Address

Address Line 1 [REDACTED]	Postcode 53300
Address Line 2 WANGSAMAJU	City SETAPAK
Address Line 3 [REDACTED]	State W/P KUALA LUMPUR
Email E.G user@ssm.com.my	Office No [REDACTED]
Fax No 0322789881	

▸ Business Local Address (if any)

Copy from registered address

Address Line 1 [REDACTED]	Postcode 53300
Address Line 2 WANGSAMAJU	City SETAPAK
Address Line 3 [REDACTED]	State W/P KUALA LUMPUR
Email E.G user@ssm.com.my	Office No [REDACTED]

URL ( Facebook, Instagram, Twitter, etc )

HIJAUBYDAUN/FACEBOOK

▸ Business Foreign Address (if any)

4. At **Fee and Declaration tab**, tick check box for confirm declaration.

5. Key in query remark and click *Resubmit* button.

Action

back resubmit

Query Details

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Declaration Form

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT
Amount	RM 500

Query Details

Public Remark Date	Officer Remark Date
24/07/2021	24/07/2021
Public Remark	Officer Remark
PLEASE ENTER REMARK 255 characters remaining	KUERI

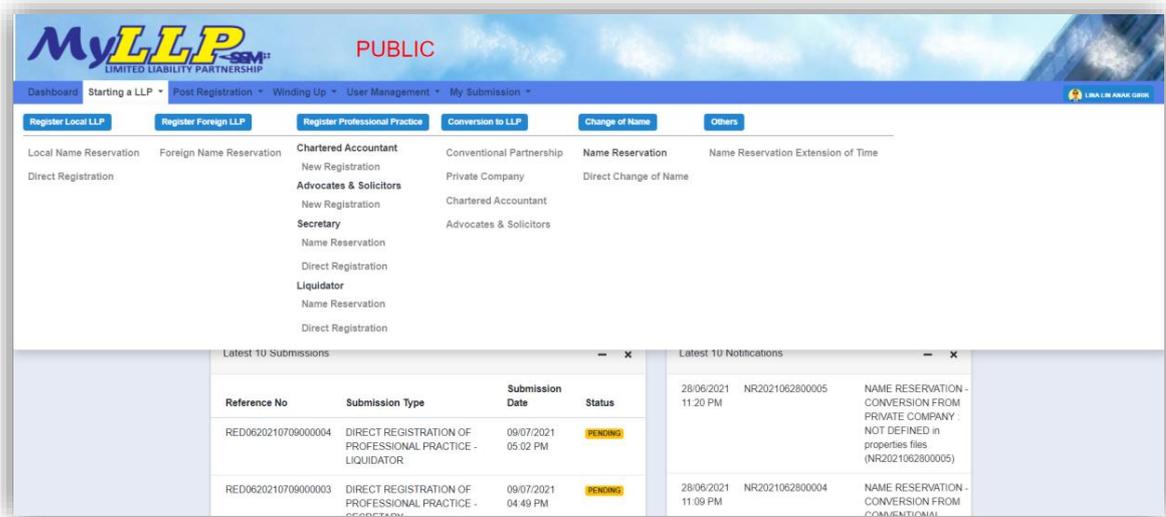
ATTENTION: It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

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

Declare Person Name	Date of Declaration
	24/07/2021 10:52 AM
Declare Person Identification Number	

### 3.4.4 Advocates & Solicitors

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Advocates & Solicitors** under Conversion to LLP.



3. Check firm by key in **Firm Number** and **Firm Name**.
4. Enter **LLP Name**, select Suffix and click *Next* button.

The screenshot shows the 'Check Firm' form in the MyLLP system. The form is titled 'Check Firm' and has a 'next' button at the top. The form contains several input fields and a dropdown menu. The 'Professional Body Type\*' dropdown menu is set to 'Advocate & Solicitor'. The 'Firm Number' field contains 'ENTER FIRM NUMBER'. The 'Firm Name\*' field contains 'ENTER FIRM NAME'. The 'LLP Name' field contains 'ENTER LLP NAME (EXCLUDING PLT, LLP, ETC)'. The 'Select Suffix' section has two options: 'PLT' (checked) and 'Perkongsian Liabiliti Terhad' (unchecked).

5. Key in data for **LLP Details** and click **Save** button.

**Action**

save next

Firm Number **LLP Details** Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

**Main Details**

Lodging Reference Number	LLP Name
Nil	AQUA NANO PLT
Firm Number	Purpose
2112	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS
Firm Name	
AQUA FIRM	

**Registered Address**

Address Line 1	Postcode
<input type="text"/>	<input type="text" value="EG 10000"/>
Address Line 2	City
<input type="text"/>	<input type="text" value="--Fill in Postcode First--"/>
Address Line 3	State
<input type="text"/>	<input type="text" value="AUTO-POPULATE FROM CITY"/>
Email	Office No
<input type="text" value="E.G user@ssm.com.my"/>	<input type="text" value="EG 0133900000"/>
Fax No	
<input type="text" value="EG 0133900000"/>	

**Business Local Address (if any)**

Copy from registered address

Address Line 1	Postcode
<input type="text"/>	<input type="text" value="EG 10000"/>
Address Line 2	City
<input type="text"/>	<input type="text" value="--Fill in Postcode First--"/>
Address Line 3	State
<input type="text"/>	<input type="text" value="AUTO-POPULATE FROM CITY"/>
Email	Office No
<input type="text" value="E.G user@ssm.com.my"/>	<input type="text" value="EG 0133900000"/>
URL ( Facebook, Instagram, Twitter, etc )	
<input type="text" value="EG.SSM.COM.MY"/>	

**Business Foreign Address (if any)**

6. Click *Next* button to proceed to **Business Code and Description** tab, enter Business Description, click *Add Business Code (if applicable)*, key in data for business code and click *Save* button.

Action

back save next

Firm Number LLP Details **Business Code and Description** Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

**Business Description** ⓘ

PLEASE DESCRIBE YOUR BUSINESS

500 characters remaining

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

**Business Code Search**

PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION

7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

Action

back save next

Firm Number LLP Details Business Code and Description **Compliance Officer Details** Partner Details Supporting Documents Summary

Fee and Declaration

**Add Compliance Officer**

Show 10 entries

Name	Identification Number	Professional Body Type	License Number
(LODGER)		Licensed Secretary (LS)	

Showing 1 to 1 of 1 entries

Previous 1 Next

8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

Action

back save next

Firm Number LLP Details Business Code and Description Compliance Officer Details **Partner Details** Supporting Documents Summary

Fee and Declaration

**Partner Form**

Type  
Individual

Citizenship\*  
--Please Select--

Identification Type\*  
--Please Select--

Nationality\*  
--Please Select--

Identification Number\*  
PLEASE ENTER IDEN Search  
--Please Select--

Gender\*  
--Please Select--

Date of Birth  
--Please Select--

Race\*  
--Please Select--

Name as per Identification  
EG 0133900000

Mobile no  
EG 0133900000

Professional Body Type\*  
--Please Select--

Email\*  
E.G user@asm.com.my

License Number\*  
--Please Select--

Practising Certification Number  
--Please Select--

Liquidator Approval Number  
--Please Select--

Capital Contribution (MYR)\*  
0

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

**Local Residential Address**

Address Line 1\*  
--Please Select--

Postcode\*  
E.G 10000

Address Line 2  
--Please Select--

City  
--Fill in Postcode First--

Address Line 3  
--Please Select--

State  
AUTO-POPULATE FROM CITY

**Foreign Residential Address (if any)**

Address Line 1  
--Please Select--

Country  
--Please Select--

Address Line 2  
--Please Select--

Address Line 3  
--Please Select--

9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

Action

back next

Check Firm LLP Details Business Code and Description Compliance Officer Details Partner Details **Supporting Documents** Summary

Fee and Declaration

File name	
Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

10. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

back next View PDF

Firm Number LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents **Summary**

Fee and Declaration

LLP Details

Main Details		Registered Address	
Lodging Reference Number	LLP Name	Full Address	Email
Nil	AQUA NANO PLT		
Firm Number	Purpose		Office No
2112	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS	Fax No	
Firm Name		0322789881	
AQUA FIRM			
		Business Local Address	
		Full Address	Email
			Office No
		URL (Facebook, Instagram, Twitter, etc)	
		AQUANANO	
		Business Foreign Address	
		Full Address	
		Nil	

Business Codes and Description

81292 - SWIMMING POOL CLEANING AND MAINTENANCE SERVICES
81295 - CLEANING OF PEST CONTROL SERVICES NOT IN CONNECTION WITH AGRICULTURE

Business Nature

CLEANING
----------

11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

**Action**

[back](#) [submit](#)

Check Firm   LLP Details   Business Code and Description   Compliance Officer Details   Partner Details   Supporting Documents   Summary

**Fee and Declaration**

**Declaration Form**

Fee	
Type	CONVERSION OF PROFESSIONAL PRACTICE - ADVOCATE & SOLICITOR
Amount	RM 500

ATTENTION: 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.

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

12. Click *Pay Online* button to proceed for payment.

Payment Details (RCA0620210724000002)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS-AQUA NANO PLT)	1	500.00	0.00	500.00
<b>Total (RM):</b>		<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
			<b>Total Amount (RM):</b>	<b>500.00</b>

**Name\***

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

**Address\***

TEST ADDRESS  
89809 BEAUFORT  
X

[PAY ONLINE](#) [CANCEL](#)

13. User will be received invoice once they made the payment.



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

**INVOICE**  
  
\* E B 2 0 2 1 0 7 2 4 0 0 0 2 0 \*

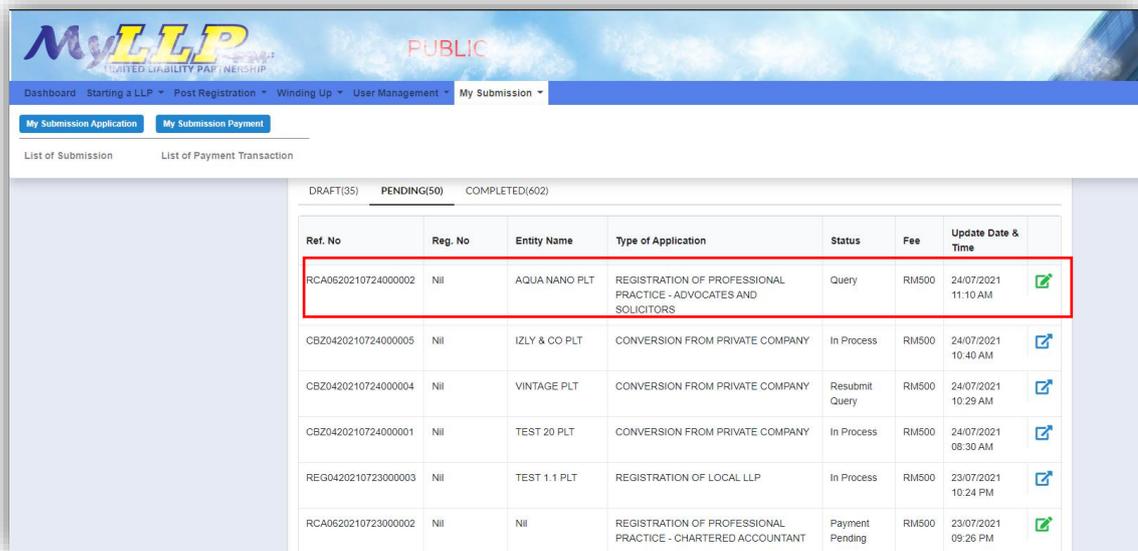
test address  
89809 BEAUFORT  
X

Receipt No : EB20210724000020  
Reference No. : RCA0620210724000002  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E20210724000020  
Payment Date : 24/07/2021 11:10:54 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS- AQUA NANO PLT	500.00
<b>Total</b>		500.00
<b>Amount Received</b>		500.00

### 3.4.4.1 If Back Officer Has Made Query On Registration

1. Select **My Submission** and choose List of submission.
2. Choose an entity with type of **Conversion from Conventional Partnership** along with its status "Query" and remarks from Back Office. Click Edit record button to make query.



The screenshot shows the MyLLP PUBLIC dashboard. The navigation menu includes Dashboard, Starting a LLP, Post Registration, Winding Up, User Management, and My Submission. The My Submission section is active, showing a list of submissions. The table below displays the submission details, with the first row highlighted in red.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RCA0620210724000002	Nii	AQUA NANO PLT	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS	Query	RM500	24/07/2021 11:10 AM	
CBZ0420210724000005	Nii	IZLY & CO PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	24/07/2021 10:40 AM	
CBZ0420210724000004	Nii	VINTAGE PLT	CONVERSION FROM PRIVATE COMPANY	Resubmit Query	RM500	24/07/2021 10:29 AM	
CBZ0420210724000001	Nii	TEST 20 PLT	CONVERSION FROM PRIVATE COMPANY	In Process	RM500	24/07/2021 08:30 AM	
REG0420210723000003	Nii	TEST 1.1 PLT	REGISTRATION OF LOCAL LLP	In Process	RM500	23/07/2021 10:24 PM	
RCA0620210723000002	Nii	Nii	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Payment Pending	RM500	23/07/2021 09:26 PM	

3. Key in data that needed to be query, and at **Fee and Declaration** tab, tick check box for confirm declaration, key in query remark and click *Submit* button.

The screenshot shows the 'Fee and Declaration' tab in the MyLLP system. The interface includes a top navigation bar with 'save' and 'next' buttons. Below this is a 'Query Details' section. The main content area has tabs for 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents', and 'Summary'. The 'Fee and Declaration' section is active, displaying 'Main Details' and 'Registered Address' information.

**Main Details**

Lodging Reference Number	LLP Name
RCA0620210724000002	AQUA NANO PLT
Firm Number	Purpose
2112	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS
Firm Name	
AQUA FIRM	

**Registered Address**

Address Line 1	Postcode
LORONG ABC	50470
Address Line 2	City
LINGKARAN TENGAH 4	KUALA LUMPUR
Address Line 3	State
	W.P KUALA LUMPUR
Email	Office No
Fax No	

**Business Local Address (if any)**

Copy from registered address

Address Line 1	Postcode
LORONG ABC	50470
Address Line 2	City
LINGKARAN TENGAH 4	KUALA LUMPUR
Address Line 3	State
	W.P KUALA LUMPUR
Email	Office No
URL ( Facebook, Instagram, Twitter, etc )	
AQUANANO	

**Business Foreign Address (if any)**

6. At **Fee and Declaration tab**, tick check box for confirm declaration.

7. Key in query remark and click *Resubmit* button.

Action

[back](#) [resubmit](#)

▸ Query Details

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

**Fee and Declaration**

Declaration Form

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS
Amount	RM 500

Query Details

Public Remark Date	Officer Remark Date
24/07/2021	24/07/2021
Public Remark	Officer Remark
PLEASE ENTER REMARK	KUERI
255 characters remaining	

ATTENTION: 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.

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

Declare Person Name Date of Declaration

24/07/2021 11:10 AM

Declare Person Identification Number

## 3.5 Change of Name

### 3.5.1 Change of Name Local Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Name Reservation** under Change of Name.

The screenshot displays the MyLLP PUBLIC dashboard. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'Register Local LLP', 'Register Foreign LLP', 'Register Professional Practice', 'Conversion to LLP', 'Change of Name', and 'Others'. The 'Change of Name' tab is active, showing a grid of options: Local Name Reservation, Foreign Name Reservation, Chartered Accountant (New Registration), Advocates & Solicitors (New Registration), Secretary (Name Reservation, Direct Registration), Liquidator (Name Reservation, Direct Registration), Conventional Partnership, Private Company, Chartered Accountant, and Advocates & Solicitors. Below the grid are two tables: 'Latest 10 Submissions' and 'Latest 10 Notifications'.

Reference No	Submission Type	Submission Date	Status
RED0620210709000004	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	09/07/2021 05:02 PM	PENDING
RED0620210709000003	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	09/07/2021 04:49 PM	PENDING

Date	Reference No	Notification
28/06/2021 11:20 PM	NR2021062800005	NAME RESERVATION - CONVERSION FROM PRIVATE COMPANY - NOT DEFINED in properties files (NR2021062800005)
28/06/2021 11:09 PM	NR2021062800004	NAME RESERVATION - CONVERSION FROM CONVENTIONAL

3. Search LLP by key in **LLP registration number** and click button Search. The LLP registration number will be displayed in a list under the LLP for Change Name panel.

Purpose Of

NAME RESERVATION OF CHANGE OF NAME

Search LLP For Change Name

ENTER LLP NO

LLP No	LLP Name
--------	----------

Proposed Name Reservation

ENTER PROPOSED NAME

PLT  PERKONGSIAN LIABILITI TERHAD

Proposed Name :

Existing Similar Name Listing

LLP No	LLP Name
--------	----------

Compliance Officer Details

Name :  Mobile No : 0111111111

Identification No  Office No :

4. Key in **Proposed Name** in the textbox and click *Search* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.
5. Message prompted stating "Name is available. You may now proceed with application".

The screenshot shows a web application interface for name reservation. At the top, it says "Purpose Of" followed by "NAME RESERVATION OF CHANGE OF NAME". Below this is a section titled "Search LLP For Change Name" which includes a search bar with the placeholder text "ENTER LLP NO" and a search icon. Underneath is a table with two columns: "LLP No" and "LLP Name".

The "Proposed Name Reservation" section is highlighted with a red border. It contains a search bar with the placeholder text "ENTER PROPOSED NAME". Below this are two radio buttons: "PLT" (which is selected) and "PERKONGSIAN LIABILITI TERHAD". There are two buttons, "Search" and "Reset", below the radio buttons.

Below the buttons, it says "Proposed Name :". Underneath is a section titled "Existing Similar Name Listing" which includes a table with two columns: "LLP No" and "LLP Name".

At the bottom, there is a section titled "Compliance Officer Details" which includes fields for "Name", "Mobile No : 0111111111", "Identification No", and "Office No".

6. Key in Clarification Form and upload supporting documents. Leave blank if not applicable.

Clarification(Leave blank if not applicable)

**i) Single letter included in the name stand for**

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

**ii) If the proposed name not in Bahasa Malaysia or English,please clarify**

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

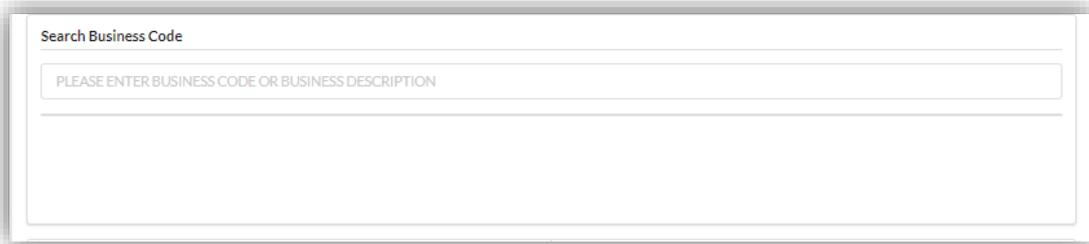
No file chosen

**iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company**

E.G PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY ♦ KHAIRUL IS THE NAME OF PARTNERS♦S SON (BIRTH CERTIFICATE ATTACHED)

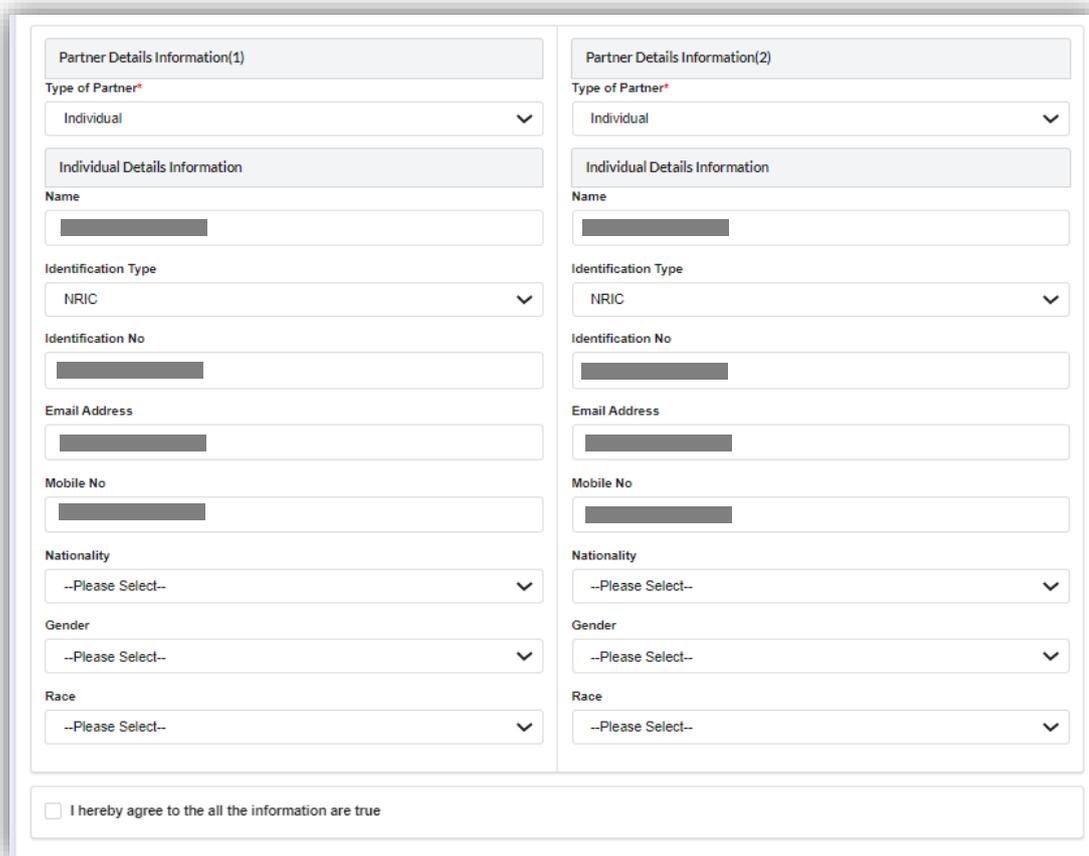
No file chosen

7. Select Business Code.



A rectangular form titled "Search Business Code". It contains a single text input field with the placeholder text "PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION".

8. Key in **Partner Details** for both partner and tick confirmation checkbox to proceed and click *Submit* button.



A form titled "Partner Details" consisting of two side-by-side columns, labeled "Partner Details Information(1)" and "Partner Details Information(2)". Each column contains the following fields:

- Type of Partner\* (Dropdown menu, selected "Individual")
- Individual Details Information (Section header)
- Name (Text input field)
- Identification Type (Dropdown menu, selected "NRIC")
- Identification No (Text input field)
- Email Address (Text input field)
- Mobile No (Text input field)
- Nationality (Dropdown menu, selected "--Please Select--")
- Gender (Dropdown menu, selected "--Please Select--")
- Race (Dropdown menu, selected "--Please Select--")

At the bottom of the form, there is a checkbox with the text "I hereby agree to the all the information are true".

9. The summary page for the application will be displayed.

Name Reservation Details			
Reference No	Name	Purpose	
NR2021072200018	CARHATT 66 PLT	NAME RESERVATION OF CHANGE OF NAME	
Change Name Details			
LLP No	LLP Name		
LLP0028549-LGN	CARHATT PLT		
Compliance Officer Details			
Name : ██████████	Mobile No : 0111111111		
Identification No : ██████████	Office No :		
Address : test address	Fax No : 0320924199		
Email Address : ██████████			
Partner Details			
Name	Identification No	Email Address	Phone No
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
Body Corporate Name	Body Corporate Registration No	Body Corporate Office No	
Business Codes and Description			
Code	Description		
14102u	EXPORT AND IMPORT OF CLOTHINGS		
46496e	EXPORT OF ELECTRICAL AND ELECTRONICS GOODS		
07102	BENEFICIATION AND AGGLOMERATION OF IRON ORES		
46496e	EXPORT OF ELECTRICAL AND ELECTRONICS GOODS		

10. User able to download and preview the summary by click on Download & Preview button.

11. To edit document, click on Edit button.

The screenshot shows a 'Supporting Document' interface. It contains a table with two columns: 'Description' and 'Attachment'. The table has six rows of data. Below the table, there are three buttons: 'Download & Preview', 'Edit', and 'Make Payment'. These three buttons are enclosed in a red rectangular box.

Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English, please clarify	N/A
iii) If the proposed name contains a proper name, state wheter it is the same name of a pertner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related of associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

Download & Preview   Edit   Make Payment

12. Proceed to make payment after confirming the details input by clicking *Make Payment* button.

The screenshot shows a 'Supporting Document' table with the following data:

Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English, please clarify	N/A
iii) If the proposed name contains a proper name, state wheter it is the same name of a partner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related of associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

Below the table are three buttons: 'Download & Preview', 'Edit', and 'Make Payment'. The 'Make Payment' button is highlighted with a red rectangle.

13. Click OK button to proceed to payment page.

The screenshot shows a confirmation dialog box titled 'Confirm proceed to payment?' with the text 'Are you sure to do this task ?' and two buttons: 'OK' and 'Cancel'. The dialog box is overlaid on the 'Supporting Document' table from the previous screenshot.

14. Invoice will be received by user once payment has been made.



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

**INVOICE**

  
\* E B 2 0 2 1 0 7 2 2 0 0 0 3 4 \*

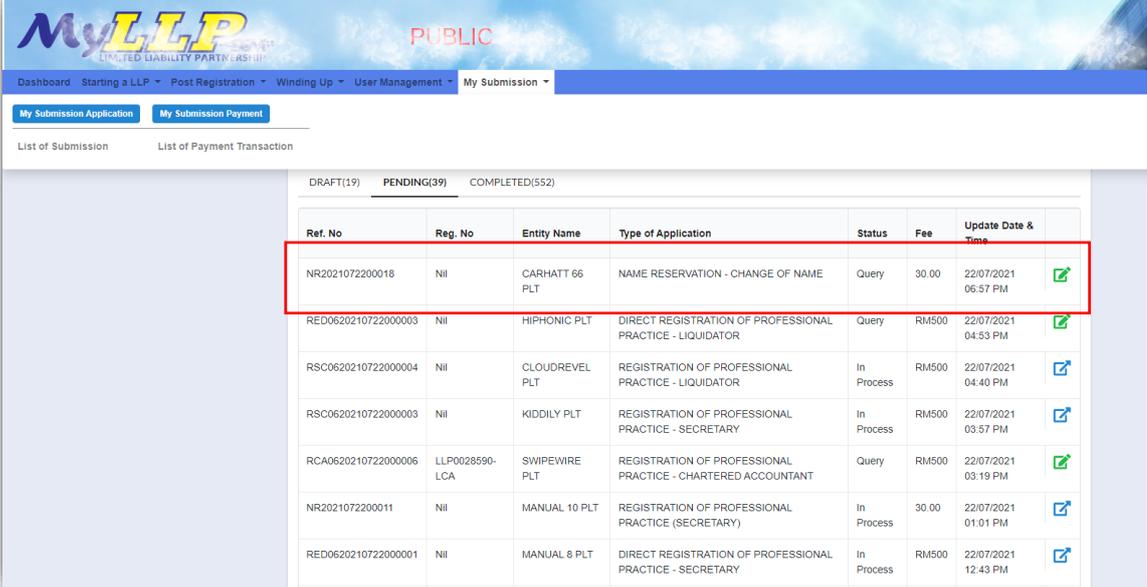
test address  
89809 BEAUFORT  
X

Receipt No : EB20210722000034  
Reference No. : NR2021072200018  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021072200035  
Payment Date : 22/07/2021 06:55:57 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Change Of Name CARHATT 66	30.00
<b>Total</b>		<b>30.00</b>
<b>Amount Received</b>		<b>30.00</b>

### 3.5.1.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.
2. Choose an entity with type of **Change of Name – Name Reservation** along with its status “Query” and remarks from back office. Click *Edit Record* button to make query.



The screenshot displays the MyLLP PUBLIC interface. The navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below the navigation bar, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a list of submissions under the 'List of Submission' tab. The table has columns for 'Ref. No', 'Reg. No', 'Entity Name', 'Type of Application', 'Status', 'Fee', and 'Update Date & Time'. The first row is highlighted with a red box, showing a submission with Ref. No. NR2021072200018, Reg. No. Nil, Entity Name CARHATT 66 PLT, Type of Application NAME RESERVATION - CHANGE OF NAME, Status Query, Fee 30.00, and Update Date & Time 22/07/2021 06:57 PM. Other rows include submissions for HIPHONIC PLT, CLOUDREVEL PLT, KIDDILY PLT, SWIPEWIRE PLT, and MANUAL 10 PLT.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021072200018	Nil	CARHATT 66 PLT	NAME RESERVATION - CHANGE OF NAME	Query	30.00	22/07/2021 06:57 PM	
RED0620210722000003	Nil	HIPHONIC PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Query	RM500	22/07/2021 04:53 PM	
RSC0620210722000004	Nil	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 04:40 PM	
RSC0620210722000003	Nil	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 03:57 PM	
RCA0620210722000006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	Nil	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	Nil	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	

3. The query application summary will be appeared.

Query Type: (KUERI TERBUKA)

**Name Reservation Details**

Reference No	Name	Purpose
NR2021072200018	CARHATT 66 PLT	NAME RESERVATION OF CHANGE OF NAME

**Change Name Details**

LLP No	LLP Name
LLP0028549-LGN	CARHATT PLT

**Compliance Officer Details**

Name : ██████████	Mobile No : 0111111111
Identification No : ██████████	Office No :
Address : test address	Fax No : 0320924199
Email Address : ██████████	

**Partner Details**

Name	Identification No	Email Address	Phone No
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

**Business Codes and Description**

Code	Description
14102u	EXPORT AND IMPORT OF CLOTHINGS
46496e	EXPORT OF ELECTRICAL AND ELECTRONICS GOODS
07102	BENEFICIATION AND AGGLOMERATION OF IRON ORES

4. Key in data that needed to be query, tick checkbox to confirm declaration and click *Submit* button.

Query Type:(KUJERI TERBUKA)

Purpose Of

NAME RESERVATION OF CHANGE OF NAME

Search LLP For Change Name

LLP0028549-LGN

LLP No	LLP Name
LLP0028549-LGN	CARHATT PLT

Proposed Name Reservation

CARHATT 66

Proposed Name :

Compliance Officer Details

Name : [REDACTED] Mobile No : 0111111111

Identification No [REDACTED] Office No :

Address : test address Fax No : [REDACTED]

Email Address : [REDACTED]

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

Choose File No file chosen

- Click Submit button after confirming the summary of edited details.
- Select **My Submission** and choose List of Submission and click *Pending* tab to check the resubmit query status.

Dashboard Starting a LLP Post Registration Winding Up User Management My Submission

MY SUBMISSION APPLICATION

DRAFT(7) **PENDING(11)** COMPLETED(521)

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021071600006	Nil	KUKUDA PLT	NAME RESERVATION - CHANGE OF NAME	Resubmit Query	30.00	16/07/2021 03:54 PM	
RED0620210709000004	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Payment Pending	RM500	09/07/2021 05:02 PM	
RED0620210709000003	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Payment Pending	RM500	09/07/2021 04:49 PM	
CN20210628000001	LLP0028547-LGN	ESCAPE STRATEGY PLT	DIRECT CHANGE OF NAME	Query	RM100	28/06/2021 10:16 PM	
SR2021031500026	Nil	SECRETARIAT PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	16/03/2021 12:50 AM	
SR2015121800039	Nil	KESINAMBUNGAN PLT	CONVERSION FROM PRIVATE COMPANY	Query	RM500	18/12/2015 08:31 AM	
SR2016081800027	Nil	MARIA KUHN PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	07/09/2016 02:25 AM	

### 3.5.1.2 After Back Officer Approved Name Reservation

1. Select **My Submission** and choose List of Submission and click *Completed* tab.
2. Choose an **Approved Name Reservation – Change of Name** application that user wants to change name then click *Change Name* button.



The screenshot shows the MyLLP PUBLIC dashboard. The navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below the navigation bar, there are tabs for 'My Submission Application' and 'My Submission Payment'. The main content area shows a list of submissions under the 'COMPLETED(552)' tab. The table has columns for Ref. No., Entity No., Entity Name, Type of Application, Status, Fee, Update Date & Time, and Expiry Date. The first row is highlighted with a red box.

Ref. No.	Entity No.	Entity Name	Type of Application	Status	Fee	Update Date & Time	Expiry Date	
NR2021072200018	Nil	CARHATT 66 PLT	NAME RESERVATION - CHANGE OF NAME	Approve	30.00	22/07/2021 07:01 PM	22/08/2021 07:01 PM	
NR2021072200017	Nil	VINTAGE PLT	NAME RESERVATION - CONVERSION FROM PRIVATE COMPANY	Approve	30.00	22/07/2021 06:40 PM	22/08/2021 06:40 PM	
NR2021072200016	Nil	OOMPA LOOMPA PLT	NAME RESERVATION - CONVERSION FROM CONVENTIONAL PARTNERSHIP	Approve	30.00	22/07/2021 06:16 PM	22/08/2021 06:16 PM	
NR2021072200014	Nil	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE (LIQUIDATOR)	Approve	30.00	22/07/2021 04:33 PM	22/08/2021 04:33 PM	
RED0620210722000002	202106001961 (LLP0028591-LCS)	TOURISH PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Approve	RM500	22/07/2021 04:18 PM	Nil	

3. Enter **Date of Resolution** and click *Save* button.
4. Upload **Supporting Document**, tick checkbox for confirmation and click *Save* button.
5. Click *Submit* button to proceed.

Action

save
submit
View PDF

▶ Main Details

<p>LLP Registration Number*</p> <input type="text" value="LLP0028549-LGN"/>	<p>Reference Number</p> <p>Nil</p>
<p>LLP Name</p> <input type="text" value="CARHATT PLT"/>	<p>proposed name</p> <p>CARHATT 66</p>
<p>Purpose</p> <p>CHANGE OF NAME</p>	<p>Suffix</p> <p><input checked="" type="checkbox"/> PLT <input type="checkbox"/> Perkongsian Liabiliti Terhad</p>
<p>Date of Resolution*</p> <input type="text"/>	<p>Clarification</p> <p>Nil</p>

▶ Supporting Documents

doc

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

I confirm that the information stated in the documents has been kept at the registered office

▶ Declaration & Disclaimer

<p>Declare Person Name</p> <input type="text" value=""/>	<p>Date of Declaration</p> <p>Nil</p>
<p>Declare Person Identification Number</p> <input type="text" value=""/>	

ATTENTION: 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.

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

▶ Lodger Details

<p>Lodger Name</p> <input type="text"/>	<p>Full Address</p> <input type="text"/>
---	--

6. Click *Pay Online* Button to proceed for payment.

Payment Details (CN20210722000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Change of Name (CHANGE OF NAME-CARHATT 66 PLT)	1	100.00	0.00	100.00
Total (RM):		100.00	0.00	100.00
Total Amount (RM):			100.00	

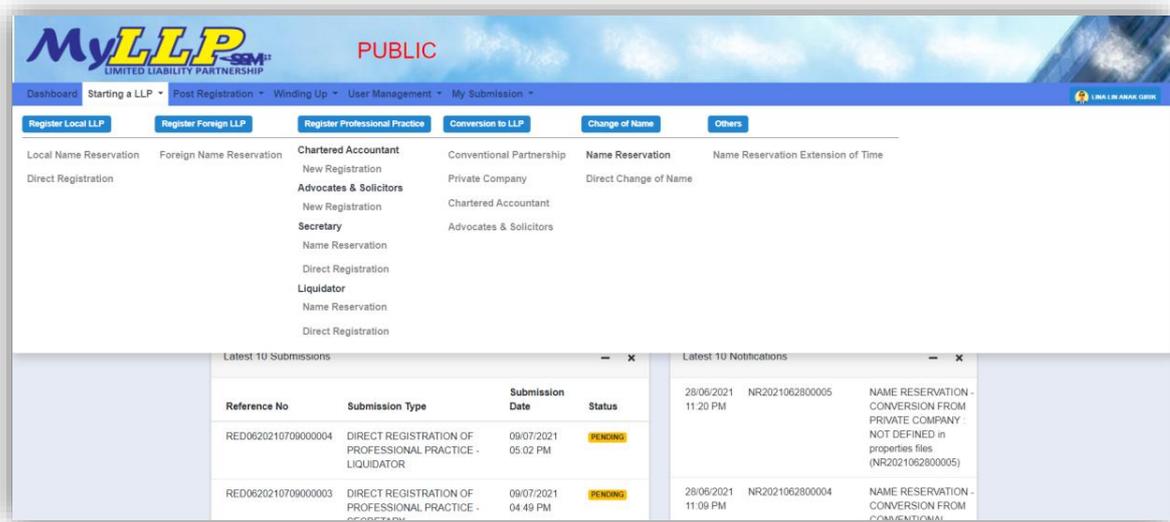
Name\*

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

Address\*  
TEST ADDRESS  
89809 BEAUFORT  
X

### 3.5.2 Change of Name Foreign Name Reservation

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Name Reservation** under Change of Name.



3. Search LLP by key in **LLP registration number** and click button Search. The LLP registration number will be displayed in a list under the LLP for Change Name panel.

The screenshot shows the 'Purpose Of' form for 'NAME RESERVATION OF CHANGE OF NAME'. The form has a section titled 'Search LLP For Change Name' with a text input field labeled 'ENTER LLP NO' and a search button. Below this is a table with columns 'LLP No' and 'LLP Name'. The next section is 'Proposed Name Reservation' with a text input field labeled 'ENTER PROPOSED NAME'. There are radio buttons for 'PLT' (selected) and 'PERKONGSIAN LIABILITI TERHAD'. Below this are 'Search' and 'Reset' buttons. The 'Proposed Name' section is currently empty. The 'Existing Similar Name Listing' section is also empty. At the bottom, there is a 'Compliance Officer Details' section with fields for 'Name', 'Mobile No', 'Identification No', and 'Office No'.

4. Key in **Proposed Name** in the textbox and click *Search* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.
5. Message prompted stating "Name is available. You may now proceed with application".

The screenshot shows a web application interface for name reservation. At the top, it says "Purpose Of" followed by "NAME RESERVATION OF CHANGE OF NAME". Below this is a section titled "Search LLP For Change Name" which contains a search bar with the placeholder text "ENTER LLP NO" and a search icon. Underneath the search bar is a table with two columns: "LLP No" and "LLP Name".

The "Proposed Name Reservation" section is highlighted with a red border. It contains a search bar with the placeholder text "ENTER PROPOSED NAME". Below this are two radio buttons: "PLT" (which is selected) and "PERKONGSIAN LIABILITI TERHAD". There are two buttons, "Search" and "Reset", below the radio buttons.

Below the buttons, it says "Proposed Name :". Underneath that is a section titled "Existing Similar Name Listing" which contains a table with two columns: "LLP No" and "LLP Name".

At the bottom, there is a section titled "Compliance Officer Details" which contains two rows of information: "Name : [redacted]" and "Mobile No : 0111111111" in the first row, and "Identification No [redacted]" and "Office No : [redacted]" in the second row.

6. Key in Clarification Form and upload supporting documents. Leave blank if not applicable.

Clarification(Leave blank if not applicable)

**i) Single letter included in the name stand for**

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

**ii) If the proposed name not in Bahasa Malaysia or English,please clarify**

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

No file chosen

**iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company**

E.G PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY ♦ KHAIRUL IS THE NAME OF PARTNERS♦S SON (BIRTH CERTIFICATE ATTACHED)

No file chosen

7. Select **Business Code**.

8. Key in **Partner Details** for both partner and tick confirmation checkbox to proceed and click *Submit* button.

The screenshot shows a web form with two columns for entering partner details. Each column has a header 'Partner Details Information(1)' and 'Partner Details Information(2)'. Below each header is a dropdown menu for 'Type of Partner\*' with 'Individual' selected. Underneath is a section titled 'Individual Details Information' containing several fields: 'Name', 'Identification Type' (dropdown with 'NRIC' selected), 'Identification No', 'Email Address', 'Mobile No', 'Nationality' (dropdown with '--Please Select--' selected), 'Gender' (dropdown with '--Please Select--' selected), and 'Race' (dropdown with '--Please Select--' selected). At the bottom of the form, there is a checkbox labeled 'I hereby agree to the all the information are true'.

9. The summary page for the application will be displayed.

Name Reservation Details			
Reference No	Name	Purpose	
NR2021072200019	MEGAH HOLDING 246 PLT	NAME RESERVATION OF CHANGE OF NAME	
Change Name Details			
LLP No	LLP Name		
LLP0028557-LGN	MEGAH HOLDING PLT		
Compliance Officer Details			
Name : ██████████	Mobile No : 0111111111		
Identification No : ██████████	Office No :		
Address : test address	Fax No : ██████████		
Email Address : ██████████			
Partner Details			
Name	Identification No	Email Address	Phone No
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
Body Corporate Name	Body Corporate Registration No	Body Corporate Office No	
Business Codes and Description			
Code	Description		
19202u	EXPORT AND IMPORT OF BIO-DIESEL PRODUCTS		

10. User able to download and preview the summary by click on *Download & Preview* button.

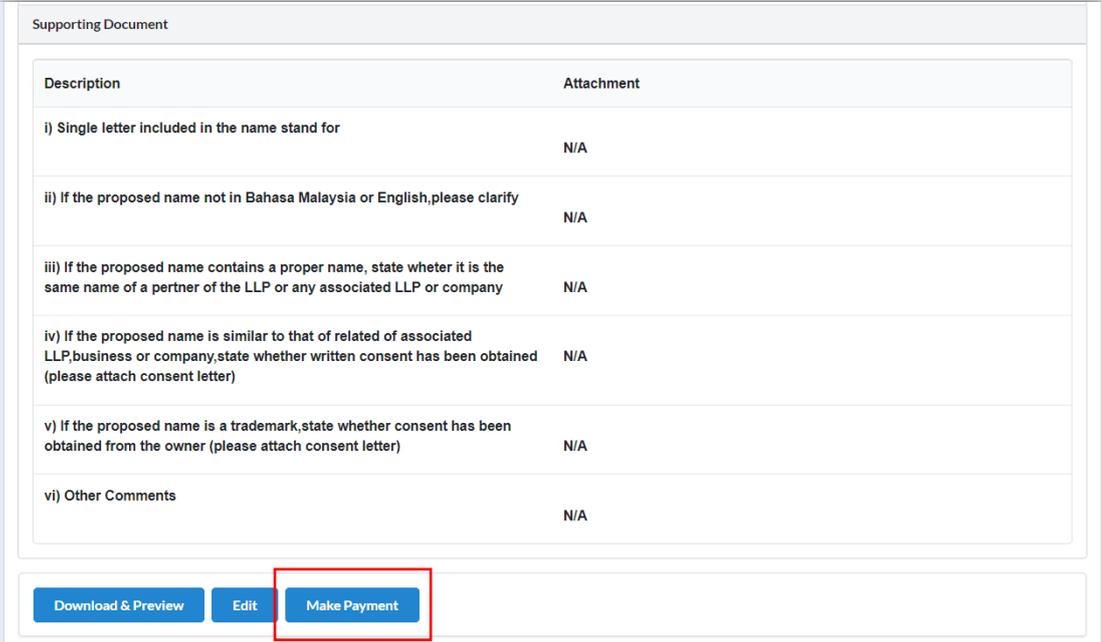
11. To edit document, click on *Edit* button.

The screenshot shows a web interface titled "Supporting Document". It contains a table with two columns: "Description" and "Attachment". The table lists six items, all with "N/A" in the Attachment column. Below the table, there are three buttons: "Download & Preview", "Edit", and "Make Payment". The "Download & Preview" button is highlighted with a red border.

Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English, please clarify	N/A
iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related or associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

[Download & Preview](#) [Edit](#) [Make Payment](#)

12. Proceed to make payment after confirming the details input by clicking *Make Payment* button.

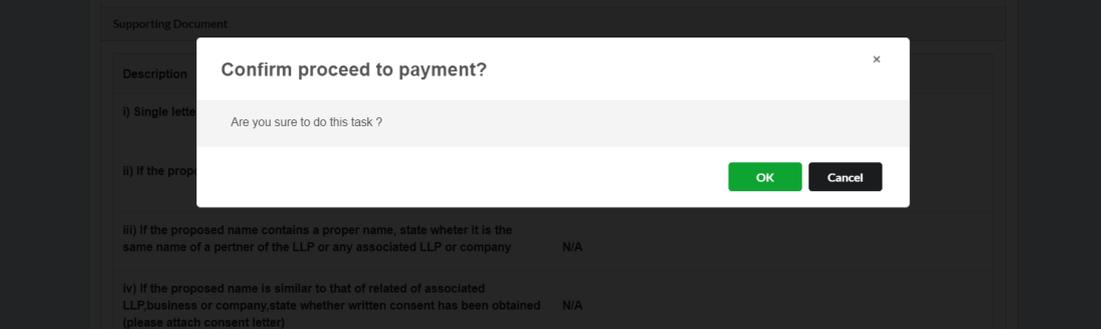


The screenshot shows a table titled "Supporting Document" with two columns: "Description" and "Attachment". The table contains six rows of data, all with "N/A" in the Attachment column. Below the table are three buttons: "Download & Preview", "Edit", and "Make Payment". The "Make Payment" button is highlighted with a red rectangular box.

Description	Attachment
i) Single letter included in the name stand for	N/A
ii) If the proposed name not in Bahasa Malaysia or English, please clarify	N/A
iii) If the proposed name contains a proper name, state wheter it is the same name of a partner of the LLP or any associated LLP or company	N/A
iv) If the proposed name is similar to that of related of associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)	N/A
v) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent letter)	N/A
vi) Other Comments	N/A

Buttons: Download & Preview, Edit, **Make Payment**

13. Click OK button to proceed to payment page.



The screenshot shows a confirmation dialog box titled "Confirm proceed to payment?" with a close button (X) in the top right corner. The dialog box contains the text "Are you sure to do this task ?" and two buttons: "OK" (green) and "Cancel" (black). The dialog box is overlaid on the "Supporting Document" table from the previous screenshot.

Dialog Box: Confirm proceed to payment? Are you sure to do this task ? OK Cancel

14. Invoice will be received by user once payment has been made.



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

**INVOICE**  
  
\* E B 2 0 2 1 0 7 2 2 0 0 0 3 6 \*

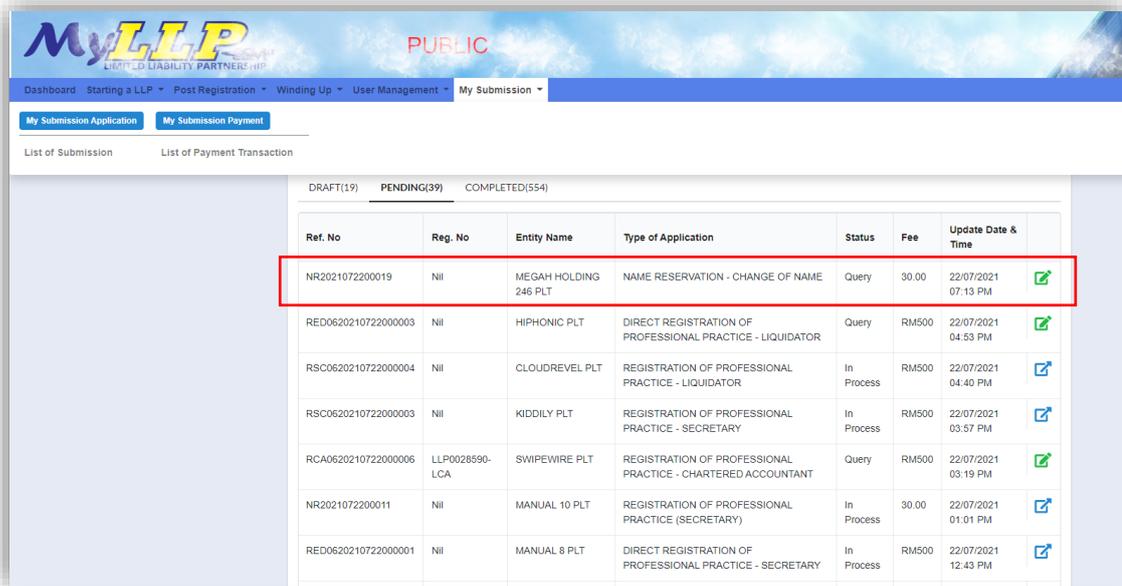
test address  
89809 BEAUFORT  
X

Receipt No : EB20210722000036  
Reference No. : NR2021072200019  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021072200037  
Payment Date : 22/07/2021 07:11:39 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	Reservation of Name / Change Of Name MEGAH HOLDING 246	30.00
	<b>Total</b>	30.00
	<b>Amount Received</b>	30.00

### 3.5.2.1 If Back Officer Has Made Query on Name Reservation

1. Select **My Submission** on the menu bar and choose List of Submission.
2. Choose an entity with type of **Change of Name – Name Reservation** along with its status "Query" and remarks from back office. Click *Edit Record* button to make query.



The screenshot displays the MyLLP PUBLIC interface. The navigation menu includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. The 'My Submission' dropdown is active, showing 'My Submission Application' and 'My Submission Payment'. Below this, there are tabs for 'List of Submission' and 'List of Payment Transaction'. The main content area shows a table of submissions with filters for 'DRAFT(19)', 'PENDING(39)', and 'COMPLETED(554)'. The table has columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The first row is highlighted with a red border, showing a submission with Ref. No NR2021072200019, Reg. No Nil, Entity Name MEGAH HOLDING 246 PLT, Type of Application NAME RESERVATION - CHANGE OF NAME, Status Query, Fee 30.00, and Update Date & Time 22/07/2021 07:13 PM. An edit icon is visible in the last column of this row.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021072200019	Nil	MEGAH HOLDING 246 PLT	NAME RESERVATION - CHANGE OF NAME	Query	30.00	22/07/2021 07:13 PM	
RED0620210722000003	Nil	HIPHONIC PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Query	RM500	22/07/2021 04:53 PM	
RSC0620210722000004	Nil	CLOUDREVEL PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 04:40 PM	
RSC0620210722000003	Nil	KIDDILY PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 03:57 PM	
RCA0620210722000006	LLP0028590-LCA	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	Nil	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	Nil	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	

3. The query application summary will be appeared.

Query Type: (KUERI TERBUKA)

**Name Reservation Details**

Reference No	Name	Purpose
NR2021072200019	MEGAH HOLDING 246 PLT	NAME RESERVATION OF CHANGE OF NAME

**Change Name Details**

LLP No	LLP Name
LLP0028557-LGN	MEGAH HOLDING PLT

**Compliance Officer Details**

Name : ██████████	Mobile No : 0111111111
Identification No : ██████████	Office No :
Address : test address	Fax No : ██████████
Email Address : ██████████	

**Partner Details**

Name	Identification No	Email Address	Phone No
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████

Body Corporate Name	Body Corporate Registration No	Body Corporate Office No

**Business Codes and Description**

Code	Description
19202u	EXPORT AND IMPORT OF BIO-DIESEL PRODUCTS

4. Key in data that needed to be query, tick checkbox to confirm declaration and click *Submit* button.

Query Type:(KUERI TERBUKA)

Purpose Of  
NAME RESERVATION OF CHANGE OF NAME

Search LLP For Change Name

LLP0028557-LGN

LLP No	LLP Name
LLP0028557-LGN	MEGAH HOLDING PLT

Proposed Name Reservation

MEGAH HOLDING 246

Proposed Name :

Compliance Officer Details

Name : [REDACTED] Mobile No : 0111111111

Identification No : [REDACTED] Office No :

Address : test address Fax No [REDACTED]

Email Address : [REDACTED]

Clarification(Leave blank if not applicable)

i) Single letter included in the name stand for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

Choose File No file chosen

- Click Submit button after confirming the summary of edited details.
- Select **My Submission** and choose List of Submission and click *Pending* tab to check the resubmit query status.

Dashboard Starting a LLP Post Registration Winding Up User Management My Submission

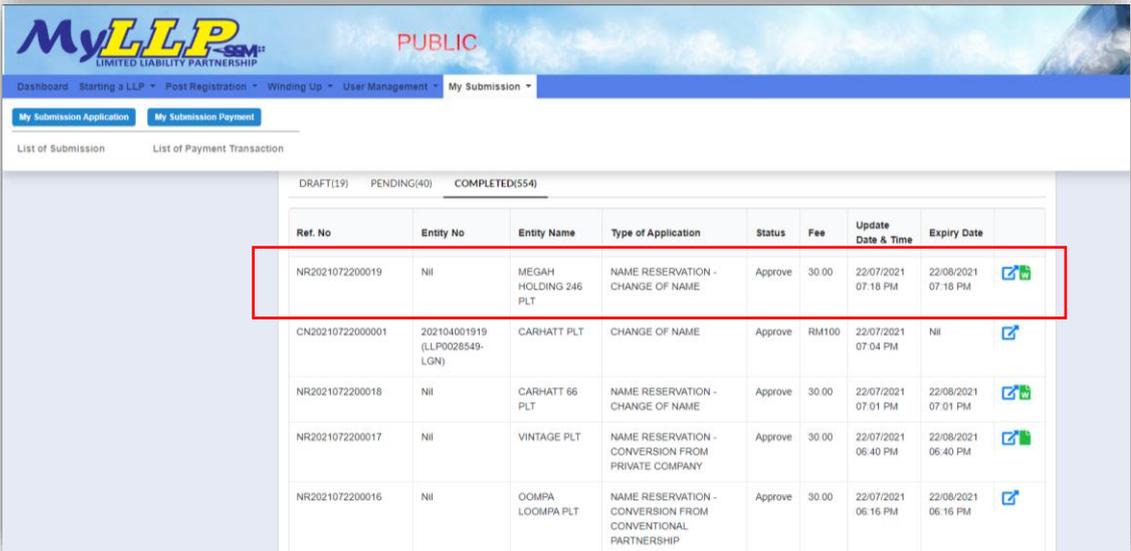
MY SUBMISSION APPLICATION

DRAFT(7) **PENDING(11)** COMPLETED(521)

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
NR2021071600006	Nil	KUKUDA PLT	NAME RESERVATION - CHANGE OF NAME	Resubmit Query	30.00	16/07/2021 03:54 PM	
RED0620210709000004	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Payment Pending	RM500	09/07/2021 05:02 PM	
RED0620210709000003	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Payment Pending	RM500	09/07/2021 04:49 PM	
CN20210628000001	LLP0028547-LGN	ESCAPE STRATEGY PLT	DIRECT CHANGE OF NAME	Query	RM100	28/06/2021 10:16 PM	
SR2021031500026	Nil	SECRETARIAT PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	16/03/2021 12:50 AM	
SR2015121800039	Nil	KESINAMBUNGAN PLT	CONVERSION FROM PRIVATE COMPANY	Query	RM500	18/12/2015 08:31 AM	
SR2016081800027	Nil	MARIA KUHN PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	07/09/2016 02:25 AM	

### 3.5.2.2 After Back Officer Approved Name Reservation

1. Select **My Submission** and choose List of Submission and click *Completed* tab.
2. Choose an **Approved Name Reservation – Change of Name** application that user wants to change name then click *Change Name* button.



The screenshot displays the MyLLP PUBLIC portal interface. The top navigation bar includes 'My Submission' and 'My Submission Application' tabs. Below the navigation, there are filters for 'List of Submission' and 'List of Payment Transaction'. The main content area shows a table of completed applications (554 total). The first row is highlighted with a red box.

Ref. No	Entity No	Entity Name	Type of Application	Status	Fee	Update Date & Time	Expiry Date	
NR2021072200019	Nii	MEGAH HOLDING 246 PLT	NAME RESERVATION - CHANGE OF NAME	Approve	30.00	22/07/2021 07:16 PM	22/08/2021 07:16 PM	
CN20210722000001	202104001919 (LLP0028549-LGN)	CARHATT PLT	CHANGE OF NAME	Approve	RM100	22/07/2021 07:04 PM	Nii	
NR2021072200018	Nii	CARHATT 66 PLT	NAME RESERVATION - CHANGE OF NAME	Approve	30.00	22/07/2021 07:01 PM	22/08/2021 07:01 PM	
NR2021072200017	Nii	VINTAGE PLT	NAME RESERVATION - CONVERSION FROM PRIVATE COMPANY	Approve	30.00	22/07/2021 06:40 PM	22/08/2021 06:40 PM	
NR2021072200016	Nii	OOMPA LOOMPA PLT	NAME RESERVATION - CONVERSION FROM CONVENTIONAL PARTNERSHIP	Approve	30.00	22/07/2021 06:16 PM	22/08/2021 06:16 PM	

3. Enter **Date of Resolution** and click *Save* button.
4. Upload **Supporting Document**, tick checkbox for confirmation and click *Save* button.
5. Click *Submit* button to proceed.

Action

save
submit
View PDF

▶ Main Details

<p>LLP Registration Number*</p> <input style="width: 95%;" type="text" value="LLP0028557-LGN"/>	<p>Reference Number</p> <p>Nil</p>
<p>LLP Name</p> <input style="width: 95%;" type="text" value="MEGAH HOLDING PLT"/>	<p>proposed name</p> <p>MEGAH HOLDING 246</p>
<p>Purpose</p> <p>CHANGE OF NAME</p>	<p>Suffix</p> <p><input checked="" type="checkbox"/> PLT <input type="checkbox"/> Perkongsian Liabiliti Terhad</p>
<p>Date of Resolution*</p> <input style="width: 95%;" type="text"/>	<p>Clarification</p> <p>Nil</p>

▶ Supporting Documents

doc

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

No.	Attachment Description	Action

I confirm that the information stated in the documents has been kept at the registered office

▶ Declaration & Disclaimer

<p>Declare Person Name</p> <input style="width: 95%;" type="text" value=""/>	<p>Date of Declaration</p> <p>Nil</p>
<p>Declare Person Identification Number</p> <input style="width: 95%;" type="text" value=""/>	

ATTENTION: 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.

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

▶ Lodger Details

6. Click *Pay Online* Button to proceed for payment.

Payment Details (CN20210722000002)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
Change of Name (CHANGE OF NAME-MEGAH HOLDING 246 PLT)	1	100.00	0.00	100.00
Total (RM):		100.00	0.00	100.00
Total Amount (RM):			100.00	

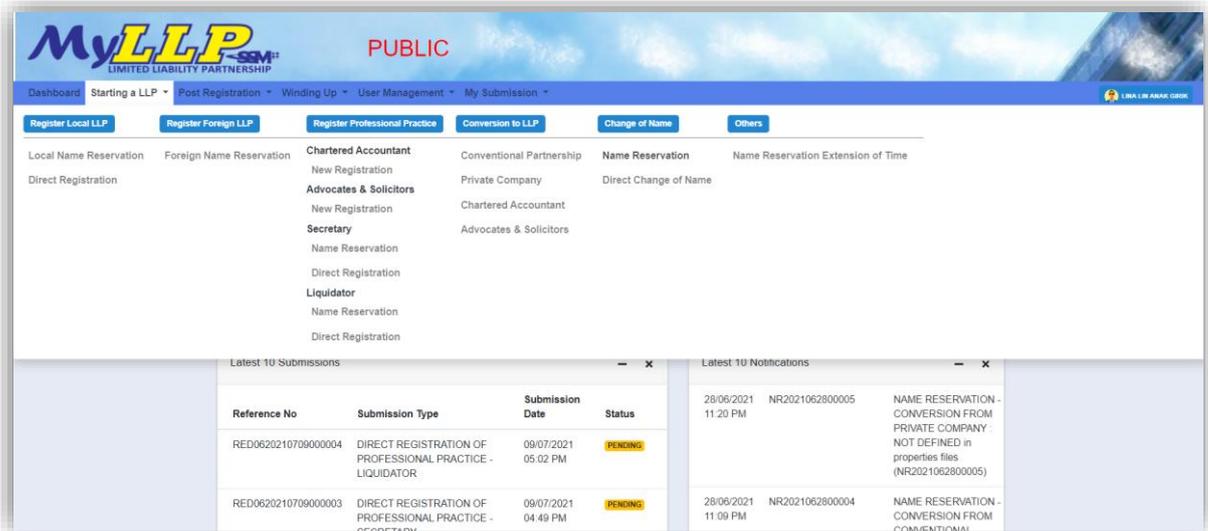
Name\*

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

Address\*  
TEST ADDRESS  
89809 BEAUFORT  
X

### 3.5.3 Change of Name Local Direct Registration

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Direct Change of Name** under Change of Name.



3. Search LLP by key in **LLP registration number** and click button *Search*. Message will be prompted stating "LLP Entity Found" and LLP Name will automatically populate.
4. Key in **Proposed Name, Clarification** and **Date of Resolution** then click *Save* button.

MyLLP LIMITED LIABILITY PARTNERSHIP PUBLIC

Dashboard Starting a LLP Post Registration Winding Up User Management My Submission

CHANGE NAME

Action

save submit View PDF

Main Details

LLP Registration Number\*  
PLEASE INPUT EXISTING LLP REGISTRATION NUMBER Search

Reference Number  
Nil

LLP Name  
PLEASE INPUT PROPOSED NAME check name

Purpose  
DIRECT CHANGE OF NAME

Date of Resolution\*  
PLEASE KEY IN CLARIFICATION

250 characters remaining

Supporting Documents

Attachment Description	File	Action
doc		

- Key in details for **Supporting Documents** panel, upload document and tick checkbox for confirmation. Files will be uploaded after save.

save submit View PDF

Supporting Documents

doc

Attachment Description	File	Action
	Choose File No file chosen	Add

No.	Attachment Description	Action

I confirm that the information stated in the documents has been kept at the registered office

Declaration & Disclaimer

Declare Person Name  
[Redacted]

Date of Declaration  
Nil

Declare Person Identification Number  
[Redacted]

ATTENTION: 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.

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

Lodger Details

- Click *Submit* button to proceed for payment.

- Click *Pay online* button to make payment for application.

Payment Details (RED0420210727000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-TOUR AND TRAVEL PLT)	1	500.00	0.00	500.00
	Total (RM):	500.00	0.00	500.00
			Total Amount (RM):	500.00

Name\*

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

Address\*

TEST ADDRESS  
89809 BEAUFORT  
X

PAY ONLINE CANCEL

8. User will be received invoice after made their payment.



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

**INVOICE**  
  
\* E B 2 0 2 1 0 7 1 6 0 0 0 0 1 0 \*

test address  
89809 BEAUFORT  
X

Receipt No : EB20210716000010  
Reference No. : CN20210716000006  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E20210716000010  
Payment Date : 16/07/2021 04:53:53 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	Change of Name DIRECT CHANGE OF NAME- PLT	100.00
<b>Total</b>		100.00
<b>Amount Received</b>		100.00

### 3.5.3.1 If Back Officer Made Query on Name Reservation Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.

The screenshot shows the 'My Submission Application' interface. At the top, there are two tabs: 'My Submission Application' (selected) and 'My Submission Payment'. Below the tabs, there are two sub-tabs: 'List of Submission' (selected) and 'List of Payment Transaction'. The main content area displays a table of submissions, filtered by 'PENDING(11)'. The table has columns for Ref. No, Reg. No, Entity Name, Type of Application, Status, Fee, and Update Date & Time. The row for 'ESCAPE STRATEGY PLT' is highlighted with a red box.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
CN20210716000006	LLP0008287-LGN	PLT	DIRECT CHANGE OF NAME	In Process	RM100	16/07/2021 04:54 PM	
RED0620210709000004	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Payment Pending	RM500	09/07/2021 05:02 PM	
RED0620210709000003	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Payment Pending	RM500	09/07/2021 04:49 PM	
CN20210628000001	LLP0028547-LGN	ESCAPE STRATEGY PLT	DIRECT CHANGE OF NAME	Query	RM100	28/06/2021 10:16 PM	
SR2021031500026	Nil	SECRETARIAT PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	16/03/2021 12:50 AM	
SR2015121800039	Nil	KESINAMBUNGAN PLT	CONVERSION FROM PRIVATE COMPANY	Query	RM500	18/12/2015 08:31 AM	
SR2016081800027	Nil	MARIA KUHN PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	07/09/2016 02:25 AM	
SR2016061000002	Nil	ANNEXURE PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	01/08/2016 02:53 AM	

2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

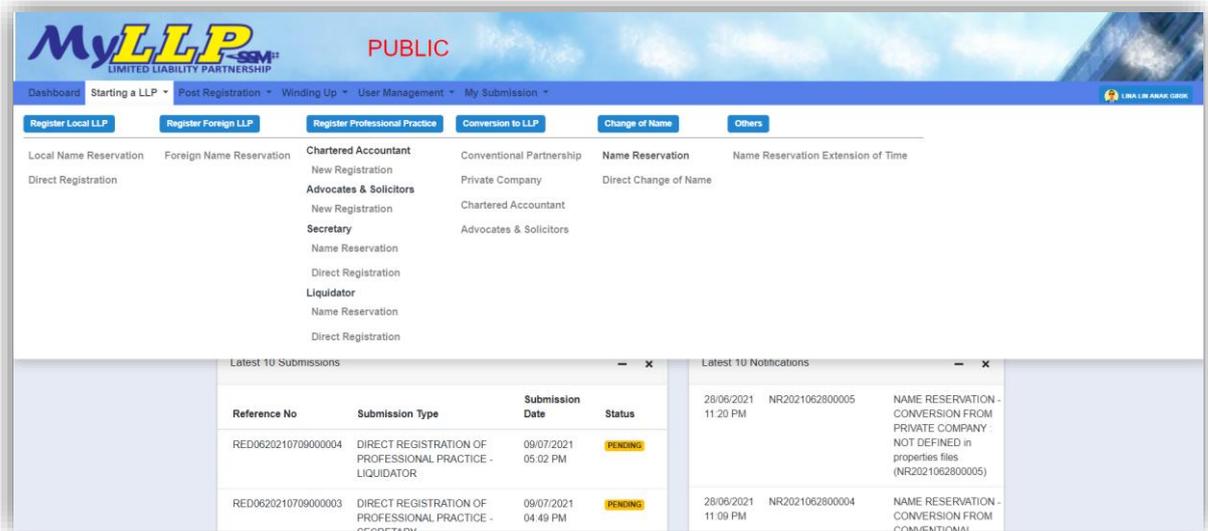
The screenshot shows a web application interface with a dark header bar containing two buttons: "resubmit" (green) and "View PDF" (green). Below the header, a status bar indicates "250 characters remaining". The main content area is divided into sections:

- Supporting Documents:** A section with a "doc" label. It contains a table with three columns: "Attachment Description", "File", and "Action". The "Attachment Description" column has an empty input field. The "File" column has a "Choose File" button and the text "No file chosen". The "Action" column has a blue "Add" button.
- Table of Existing Documents:** A table with three columns: "No.", "Attachment Description", and "Action". It contains one row with the number "1", the description "nong pee teerak .pdf", and a red trash icon.
- Confirmation:** A checkbox labeled "I confirm that the information stated in the documents has been kept at the registered office".
- Declaration & Disclaimer:** A section with two rows of text: "Declare Person Name" followed by a greyed-out field, and "Date of Declaration" followed by "28/06/2021 09:40 PM". Below this is "Declare Person Identification Number" followed by another greyed-out field. A paragraph of text follows: "ATTENTION: 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 this is another checkbox labeled "I confirm that the facts and information stated in this document are true."
- Lodger Details:** A section with a header "Lodger Details" and a greyed-out input field below it.

3. Status of the queried application will be changed to "Resubmit Query" and moved to Back Officer' working tray for process.

### 3.5.4 Change of Name Foreign Direct Registration

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Direct Change of Name** under Change of Name.



3. Search LLP by key in **LLP registration number** and click button *Search*. Message will be prompted stating "LLP Entity Found" and LLP Name will automatically populate.
4. Key in **Proposed Name, Clarification** and **Date of Resolution** then click *Save* button.

Action

save submit View PDF

▶ Main Details

<p><b>LLP Registration Number*</b></p> <input type="text" value="PLEASE INPUT EXISTING LLP REGISTRATION NUMBER"/> <span>Search</span>	<p><b>Reference Number</b></p> <p>Nil</p> <p><b>proposed name</b></p> <input type="text" value="PLEASE INPUT PROPOSED NAME"/> <span>check name</span>
<p><b>LLP Name</b></p> <input style="width: 100%;" type="text"/>	<p><b>Clarification</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;">           PLEASE KEY IN CLARIFICATION         </div> <p style="font-size: small;">250 characters remaining</p>
<p><b>Purpose</b></p> <p>DIRECT CHANGE OF NAME</p> <p><b>Date of Resolution*</b></p> <input style="width: 100%;" type="text"/>	

▶ Supporting Documents

Attachment Description	File	Action
doc		

- Key in details for **Supporting Documents** panel, upload document and tick checkbox for confirmation. Files will be uploaded after save.

save submit View PDF

Supporting Documents

doc

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
-----	------------------------	--------

I confirm that the information stated in the documents has been kept at the registered office

Declaration & Disclaimer

Declare Person Name  Date of Declaration

Declare Person Identification Number  Nil

ATTENTION: 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.

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

Lodger Details

- Click *Submit* button to proceed for payment.

- Click *Pay online* button to make payment for application.

Payment Details (RED0420210727000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-TOUR AND TRAVEL PLT)	1	500.00	0.00	500.00
	<b>Total (RM):</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
			<b>Total Amount (RM):</b>	<b>500.00</b>

Name\*

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

Address\*

TEST ADDRESS  
89809 BEAUFORT  
X

8. User will be received invoice after made their payment.



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

test address  
89809 BEAUFORT  
X

## INVOICE



\* EB20210716000010 \*

Receipt No : EB20210716000010  
Reference No. : CN20210716000006  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E2021071600010  
Payment Date : 16/07/2021 04:53:53 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	Change of Name DIRECT CHANGE OF NAME- PLT	100.00
<b>Total</b>		100.00
<b>Amount Received</b>		100.00

### 3.5.4.1 If Back Officer Made Query on Name Reservation Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.

The screenshot shows the 'My Submission Application' interface. At the top, there are two tabs: 'My Submission Application' (selected) and 'My Submission Payment'. Below the tabs, there are two sub-tabs: 'List of Submission' and 'List of Payment Transaction'. The main content area displays a table of submissions. The table has columns for 'Ref. No', 'Reg. No', 'Entity Name', 'Type of Application', 'Status', 'Fee', and 'Update Date & Time'. The 'PENDING(11)' tab is selected, and the table shows several rows of data. The row with 'Ref. No' CN2021062800001 is highlighted with a red box. This row has a 'Status' of 'Query' and an 'Update Date & Time' of 28/06/2021 10:16 PM. The 'Entity Name' is 'ESCAPE STRATEGY PLT' and the 'Type of Application' is 'DIRECT CHANGE OF NAME'. Other rows include 'TRY TEST PLT' with 'Payment Pending' status and 'SECRETARIAT PLT' with 'Query' status.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
CN20210716000006	LLP0008287-LGN	PLT	DIRECT CHANGE OF NAME	In Process	RM100	16/07/2021 04:54 PM	
RED0620210709000004	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Payment Pending	RM500	09/07/2021 05:02 PM	
RED0620210709000003	Nil	TRY TEST PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	Payment Pending	RM500	09/07/2021 04:49 PM	
CN20210628000001	LLP0028547-LGN	ESCAPE STRATEGY PLT	DIRECT CHANGE OF NAME	Query	RM100	28/06/2021 10:16 PM	
SR2021031500026	Nil	SECRETARIAT PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	16/03/2021 12:50 AM	
SR2015121800039	Nil	KESINAMBUNGAN PLT	CONVERSION FROM PRIVATE COMPANY	Query	RM500	18/12/2015 08:31 AM	
SR2016081800027	Nil	MARIA KUHN PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	07/09/2016 02:25 AM	
SR2016061000002	Nil	ANNEXURE PLT	NAME RESERVATION - REGISTRATION OF LOCAL LLP	Query	30.00	01/08/2016 02:53 AM	

2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

resubmit
View PDF

250 characters remaining

▸ Supporting Documents

doc

Attachment Description	File	Action
<input style="width: 95%;" type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>

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

I confirm that the information stated in the documents has been kept at the registered office

▸ Declaration & Disclaimer

Declare Person Name <input style="width: 95%;" type="text"/>	Date of Declaration 28/06/2021 09:40 PM
Declare Person Identification Number <input style="width: 95%;" type="text"/>	

ATTENTION: 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.

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

▸ Lodger Details

3. Status of the queried application will be changed to "Resubmit Query" and moved to Back Officer' working tray for process.