

SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMMISSION OF MALAYSIA

( Agensi di bawah KPDNHEP )



MyLLP User Registration Manual for Existing and New User

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# WELCOME

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

### **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 LIMITED LIABILITY PARTNERSHIP
- 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

# **MYLLP USER REGISTRATION**

## **1.1 New User Guide to access MyLLP portal**

1. Visit SSM4U portal (<u>https://www.ssm4u.com.my</u>)



2. Click on "Register" tab.



3. **New User Registration** appears as below image. Fill-up the required details and click "Continue" to complete the registration.

New User Registration				
Account Information				
* Title - Please Select -		<ul> <li>Full Name</li> </ul>		
" Nationality - Please Select -	<ul> <li>Identification Type</li> <li>MYKAD</li> </ul>	Full name according to your ide	* NRIC / PR Number / Passport	
•Gender • MALE O FEMALE	* Race - Please Select -		Valid IC number multi-only contain number, Eg : 871027114335      Bitthdate	
* Email		* Confirm Email		
Contact Information			CONTINUE	Contraction of the second

1

Field indicated with '\*' are mandatory fields.

4. Insert captcha, tick ( $\checkmark$ ) to agree on T & C Agreement and click "Register" to complete the process.

New User Registration		
Account information     Contact information     Business Info     Confirmation     Confirmation     Captoa:	TICK HERE TO ACCEPT OUR T&C AGREEMENT Contrests view our standard Terms and Conditions	

5. As the registration is submitted, a success screen appears as below.

Thank you! Your info is successfully completed
We have received your request.
We have received your request. You will receive verification email from SSM eServices.
Please check your email for your new account details.

6. Followed by an email notification to the registered email address consisting login ID, password, and instructions for new MyLLP users to activate their account via ID verification at the nearest SSM office.

# IMITED LIABILITY PARTNERSHIP

New account creation at SSM's eServices Inbox ×			•	Ľ
no-reply@ssm.com.my to Generaluser010101 ▼ Dear Latipah binti Manaf,	Mon, Mar 29, 5:32 PM (16 hours ago)	☆	*	:
Your account has been created at SSM's eServices Portal. Below is your credential:				
Login ID: <u>Generaluser010101@gmail.com</u> Registration No: 461 Password: <b>trFadHx5eP</b>				
Please login at https://eservicesstg.ssm.com.my to change your password.				
Note: For MyLLP and MBRS users, you are required to go to the nearest SSM Office for you	our ID Verification. Please bring along :			
i. MyKad or ; ii. MyPR or ; iii. MyKAS or ; iv. Passport ;				

7. Upon completion of ID verification, user can now visit SSM4U portal and click on "Sign in"



8. Enter the verified email address and password as stated in the email and click "Sign In".



9. User will be directed to SSM4U main page as below.

Main Services				
C N L I N E	Malaysia Corporate Identity		MBRS" Malaysian Business Reporting System	
EZBIZ I	MyColD	MyLLP İ	MBRS	
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10. Click on **MyLLP** icon to access to MyLLP portal.

Main Services			AL		
		olia MyZ		BRS:	
EZBIZ İ	MyCoID	i MyLLP	I MBRS	1	
		·			
DCTC Checker					

11. MyLLP portal dashboard appears as below.

	* Post Registration * Wind	ling Up 👻 User Managem	ent * My Submission *					👷 USER TES
ASHBOARD								
			G	<b>O</b> Draft Subi	missions More info <b>3</b>	O Pending Submissions More info <b>C</b>	)	
	KUALA LUMPUR CITY	W.P KUALA LUMPUR STATE	0123456789 Mobile Phone No	0 Complete	d Submissions More info <b>O</b>	O Notifications More info €		
	Latest 10 Submissions	¢		- ×	Latest 10 Notificatio	ns	- ×	
			Submission Data	Ctatus				

If the user does not perform ID verification, user can only access basic services in SSM4U portal. To access to MyLLP portal, users are required to perform ID verification at the nearest SSM office.

### **1.2 Existing User guide to Access MyLLP portal**

- 1. Visit SSM4U portal (<u>https://www.ssm4u.com.my</u>).
- 2. Click on "Forgot password" as below image.



3. Password Retrieval screen appears as below image.



4. Enter the email address that has been registered previously in MyLLP system and identification number / permanent resident number / passport number, insert captcha and click retrieve password.

	Password Retrieval
	Identification Humber (NRCPR No/Parquet)
	Captha 3 2 5 8 9 0 32599
User wil	I than receive an email reset password as below.
User wil	I than receive an email reset password as below.
User wil	t than receive an email reset password as below.
User wil	I than receive an email reset password as below.
User wil	I than receive an email reset password as below.

6. Carry on to visit SSM4U portal and click "Sign in".



8. Enter the verified email address and password as stated in the email and click "Sign In".



9. User will be directed to SSM4U main page as below.

Main Services				
		D2016 MyZgZgZ	MBRS Malaysian Business Reporting	System
EZBIZ	i MyColD	i MyLLP	I MBRS	1
	N		1////	

10. Click on **MyLLP** icon to access to MyLLP portal.



11. MyLLP portal dashboard appears as below.

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SHBOARD								
	Ļ	JSER TESTIN	G	0 Draft Submissions More in		O Pending Submissions		
				More in				
	KUALA LUMPUR CITY	W.P KUALA LUMPUR STATE	0123456789 MOBILE PHONE NO	O Completed Submissi More int	ions fo <b>Q</b>	O Notifications More info O		
	Latest 10 Submissions			– × Late	est 10 Notifications		- ×	
	Reference No Si	ubmission Type	Submission Date	Status				
	Reference No Si	ubmission Type	Submission Date	Status				

If the user does not perform ID verification, user can only access basic services in SSM4U portal. To access to MyLLP portal, users are required to perform ID verification at the nearest SSM office.

#### **1.3 Guide to Register as Verified Professional User**

**The role of Verified Professional User will be performed on MyLLP** portal itself. Therefore, to be a Verified Professional User, user must perform ID verification at the nearest SSM office and user must be able to access SSM4U and MyLLP portal.

1. Visit SSM4U portal (<u>https://www.ssm4u.com.my</u>)



2. Click "Sign in"



3. Enter email address & password and click "Sign In".



4. User will be directed to SSM4U main page as below.

Main Services				
E CALINE	MuColD2016 Malaysia Corporate Identity	МуДдрени	MBRS: Malaysian Business Reporting System	
EZBIZ :	MyColD :	MyLLP	MBRS	
	1	NII.		

5. Click on MyLLP icon to access to MyLLP portal.

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	EZBIZ		MyCoID	;   	MyLLP	I MBRS	1	
	READER &							
	DCTC Checker	ı						

6. MyLLP portal dashboard appears as below.

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	L		G	O Draft Submissions More infe	0 Penc	ting Submissions More info 🕏		
	KUALA LUMPUR CITY	W.P KUALA LUMPUR STATE	0123456789 MOBILE PHONE NO	0 Completed Submissic More infe	ons Notif	ications More info �		
	Latest 10 Submissions	ubmission Type	Submission Date	- × Late	est 10 Notifications		- ×	
	Reference No St	ubmission Typ <del>e</del>	Submission Date	Status				

5. Click on User Management tab > Click Upgrade Verified Professional tab

LIMITED LI	ABILITY PARTNERSHIP	ing tip T liser Manage	mant * Mu Submission *		and the second	
ified Professional	r out negistation - Phila	osti manage	ing coordination			USER TES
grade Verified Profession	al					
tory Verifled Professiona	I Application					
				More info 📀	More info	
				Completed Submissions	U	
	CITY	W.P KUALA LUMPUR STATE	0123456789 MOBILE PHONE NO	More into 🛇	More info	
	Latest 10 Submissions			- x Latest 10 Notifi	cations – x	
	Reference No	Submission Type	Submission Date	Status		
			View A	I Submissions		

6. Verified Professional menu appears as below

IPGRADE VERIFIED PRO	ESSIONAL	
	Qualification Type	
	Pioase Select-	
	License No	
	Expiry Date	
	Submite and a submitted and a s	

7. Select Qualification Type from the dropdown

Dashboard Starting a LLP	POSE Registration * Winding Up * User Management * My Submission *	Ser Testing
UPGRADE VERIFIED PROFE	SSIONAL	
	Outlification Type         -Please Select-         - Please Select-         Leansed Secretary (LS)         Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)         Malaysian Institute of Accountants (MIA)         Sabah Law Association (SLA)         Malaysian Birt (BC)         Advocates Association of Sarawak (AAS)         Malaysian Association of Company Secretaries (MACS)         Total	

8. For example, Select MAICSA, enter the required details and attach MAICSA certificate, then click "**Submit**" to submit the role.

RADE VERIFIED PROFESSIONAL	
Qualification Type	
Malaysian Institute of Chartered Secretaries and Administre V	
Expiry Date	
31-Dec-2022	
Supporting Document	
Submit	

9. User will receive a prompt message "Your application has been submitted and will be review" as below.

Image: Apps       Image: Exbize       Image: MyLLP       Image: MyLP       Image: MyLP       I	Reading list
UPGRADE VERIFIED PROFESSIONAL	
Your application have been submitted and will be review.	
Copyright © 2020 Suruhanjaya Syarikat Malaysia. All rights reserved.	Version 0.0.1

10. User will than receive an email notification mentioning, Verified Professional Role has been submitted, approved, or rejected by SSM as below.

VERI	VERIFIED PROFESSIONAL USER ROLE REQUEST SUBMITTED TO SSM Index x				
MyLL to Gener	P Administrator Mon, Mar 29, 5:32 PM (16 hours ago) aluser010101 *	☆	*	:	
Dear Si	r/Madam,				
This is t	to inform you that requested role have been submitted to SSM for approval.				
Role Na Reques	ame: <b>Verified Professional</b> t Status: <b>Pending for SSM Approval</b>				
SSM re	quire three (3) working days to process the application of the requested role.				
Thank MyLLP	/ou. Admin				
Note: T	HIS IS AN AUTO-GENERATED MEESAGE. PLEASE DO NOT REPLY TO THIS MESSAGE				





11. To review the submission, click on User Management tab > Click on History Verified Professional Application.

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ing Up 🔹 User Management * My Submission *	🤶 USE
ing Up * User Management * My Submission *	en en en en en en en en en en en en en e

12. Verified professional application and status of the application will appear as below.

🏭 Apps 👩 Ezbiz 📑 Ezb	dizBO 📔 MyLLP 🍟 MYDATA 😚 SSM Core	🕿 SSM4U 🔇 MBRS 🔇 Informatio	n on Fire		🗄 Reading list
		San Maria		2,08 900	A
Dashboard Starting a LLP * F	Post Registration 👻 Winding Up 🍷 User Manageme	nt * My Submission *			👰 USER TESTING
HISTORY VERIFIED PROFESSIO	NAL APPLICATION				
	Ref. No				
			1	٩	
	Show 10 entries			Search:	
	Ref. No	Created Date	Status	Remarks	
	VP2021072100001	21/07/2021	Pending		
	Showing 1 to 1 of 1 entries			Previous 1 Next	
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### 1.4 Guide to Change SSM4U Password

1. User can change password of SSM4U by clicking on their username at the right top of the screen.

				Ser	vices usertestingllp01 •
		Malaysia Corporate Identity		MBRS: Malaysian Business Reporting System	
	EZBIZ	MyCoID :	MyLLP :	MBRS	
>	DCTC READER & CHECKER				(
	DCTC Web Checker				
https://eservicesstg.ssm.com.my	MyLLP Staging :	Xcess i			
				175	

- 2. Click "Change Password" option.

<b>***</b>						Services	My Profile
						•	Change Password
	· · ·	_			MDDC		Sign Out
		Ę	Malaysia Corporate Identity		Malaysian Business Reporting System		
	57017						
	EZBIZ	-	MyColD :	MYLLP :	MBRS		
			COMPOUND	ORACLE			
	0			PEOPLESOFT	READER & CHECKER		
	D'COMPASS		COMPOUND :	PEOPLESOFT :	DCTC Web Checker		
	XCES	5					
	SSH INFORMATION PO	RTAL					
	Xcess	:					
(In the second s	Other Services						

3. Enter current password and new password.

	Services usertestinglip01 👻
Change Password	
Current Password	
New Password	11123
Confirm New Password	and the second
CHANGE PASSWORD	and the second s
	1915 P

4. Click on "Change Password".

	Services usertestingIlp01 •
	Change Password
,	Current Passwerd
	New Passend
	Confirm New Plasmond
	CHANGE PASSWORD

5. A Prompt message stated "Your password has been changed successfully!" appears.



6. User can sign out by clicking on their username at the right top of the page and click sign out option.