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How to check the MBRS Filing Status

Report - Filing History:

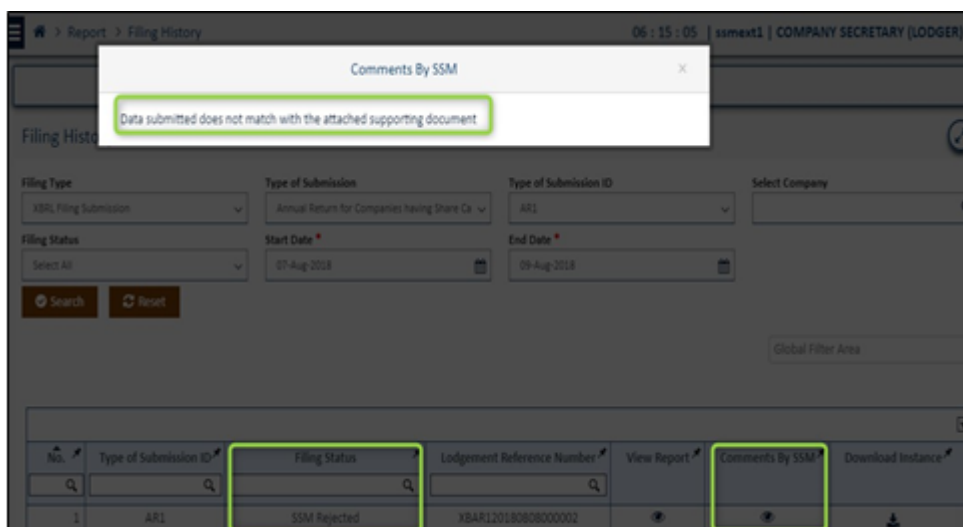
Once the filing submitted is approved by SSM the status of the filing would change to “**SSM Approved**” and the Lodger would be able to see the status of each of the filings by clicking on the Filing History menu tab located under the Report menu item on the left hand side of the mPortal page as shown in the illustration below.

| No. | Type of Sub. | Filing Status | Lodgement Reference Number | View Report | Tax Receipt | Comments by SSM | Download Instance |
|-----|--------------|---------------|----------------------------|-------------|-------------|-----------------|-------------------|
| 1 | AR1 | SSM Approved | BAR12018080600001 | | | | |

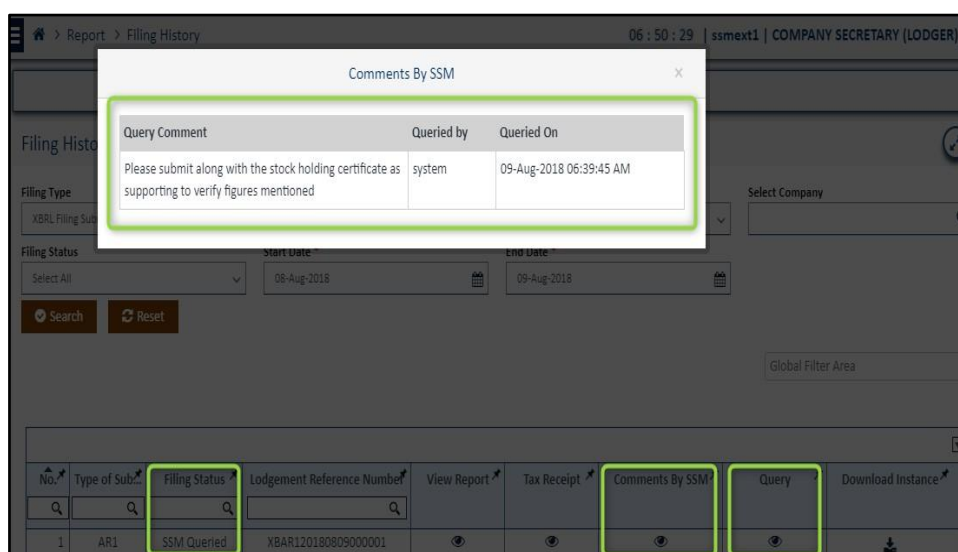
The user can view the comments for the filing that is **approved** by the SSM Officer by clicking on the view icon of the column “**Comments by SSM**” as shown in the illustration below.

| No. | Type of Sub. | Filing Status | Lodgement Reference Number | View Report | Tax Receipt | Comments by SSM | Download Instance |
|-----|--------------|---------------|----------------------------|-------------|-------------|-----------------|-------------------|
| 1 | AR1 | SSM Approved | BAR12018080600001 | | | | |

If the SSM Approver Officer has **rejected** the filing then the user similarly can view the comments for the filing that is rejected by clicking on the view icon of the column "**Comments by SSM**" and view the comments for rejection of as shown in the illustration below.



If the SSM Approver Officer has **queried** the filing then the user similarly can view the comments for the filing that is queried by clicking on the view icon of the column "**Comments by SSM**". The user can also click on the column "**Query**" and view the comments along with information of the SSM Officer who has queried the filing and on which date was the query as shown in the illustration below.



How to reuse or prepare the Annual Return (AR) using the previous year's instance document or without using the "Pre-Populate AR Data" function

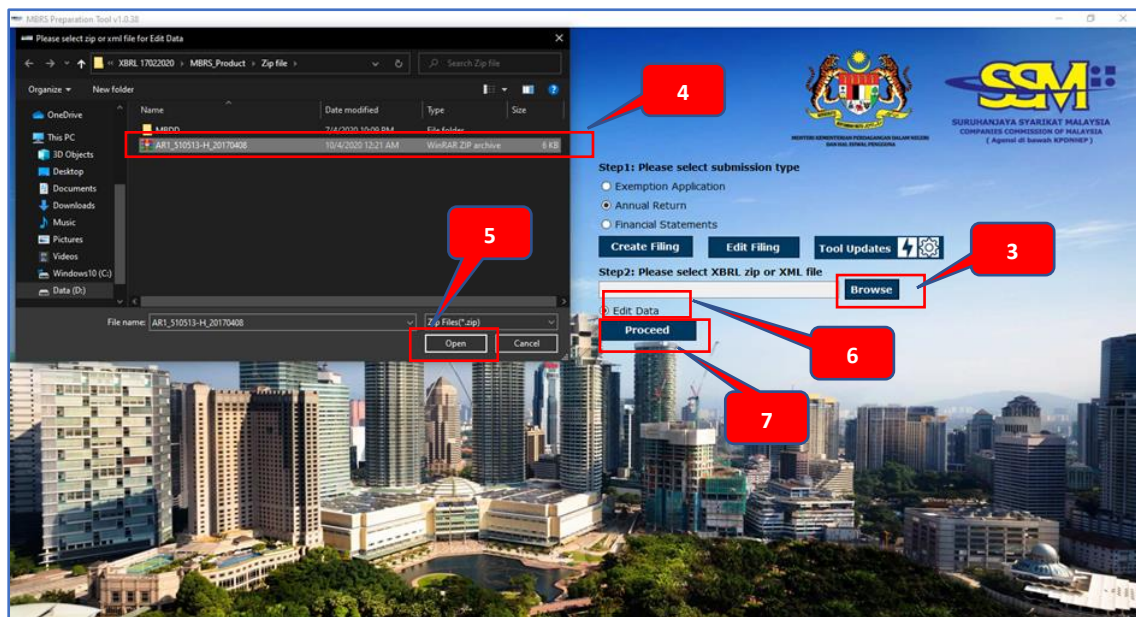
STEP 1: Launch the mTool and kindly choose:

- (a) AR.
- (b) Edit Filing.



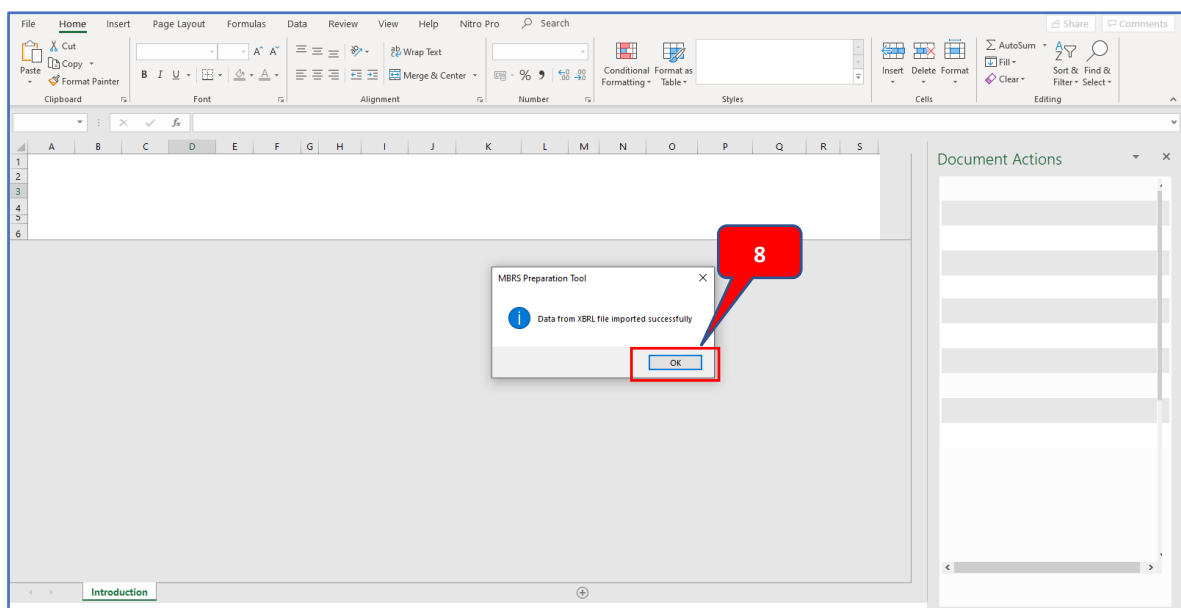
STEP 2: Look for the company's previous AR file:

- (a) Browse for the previous AR file from your laptop / computer.
- (b) Ensure that the file is in a zip file format.
- (c) Once you have identified the company's previous zip file, then continue by clicking the "Open" button.
- (d) Then choose "Edit Data".
- (e) You may now click the "Proceed" button.



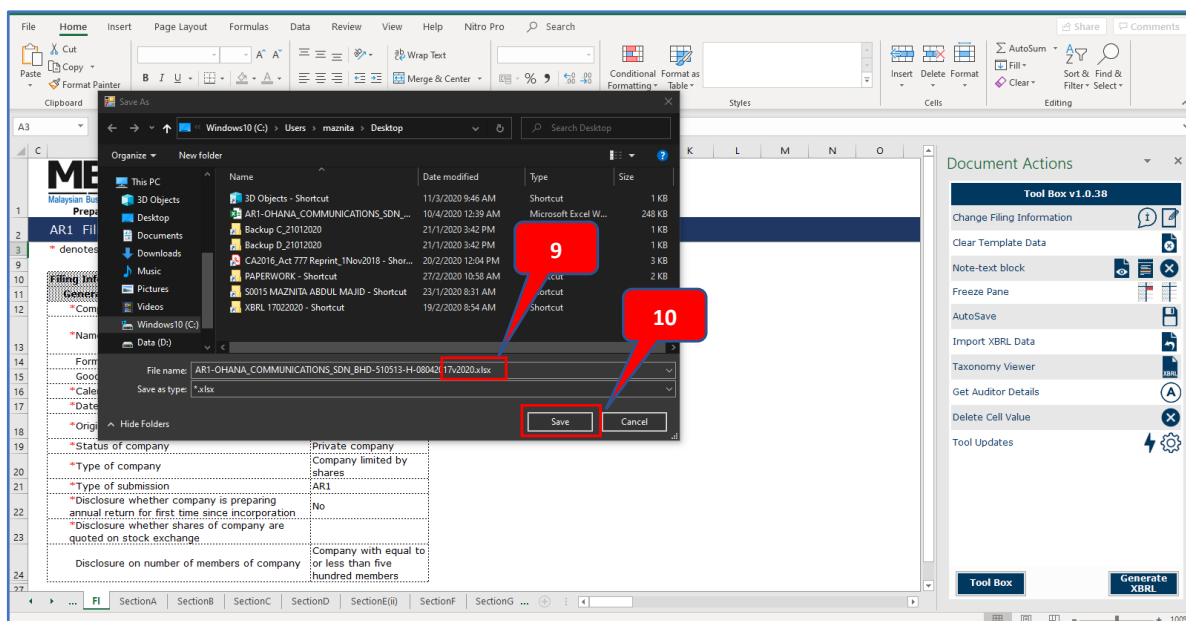
STEP 3: Retrieve the data:

- (a) Once the system has successfully retrieved the data, it will indicate “Data from XBRL file imported successfully” and then you may click Ok.



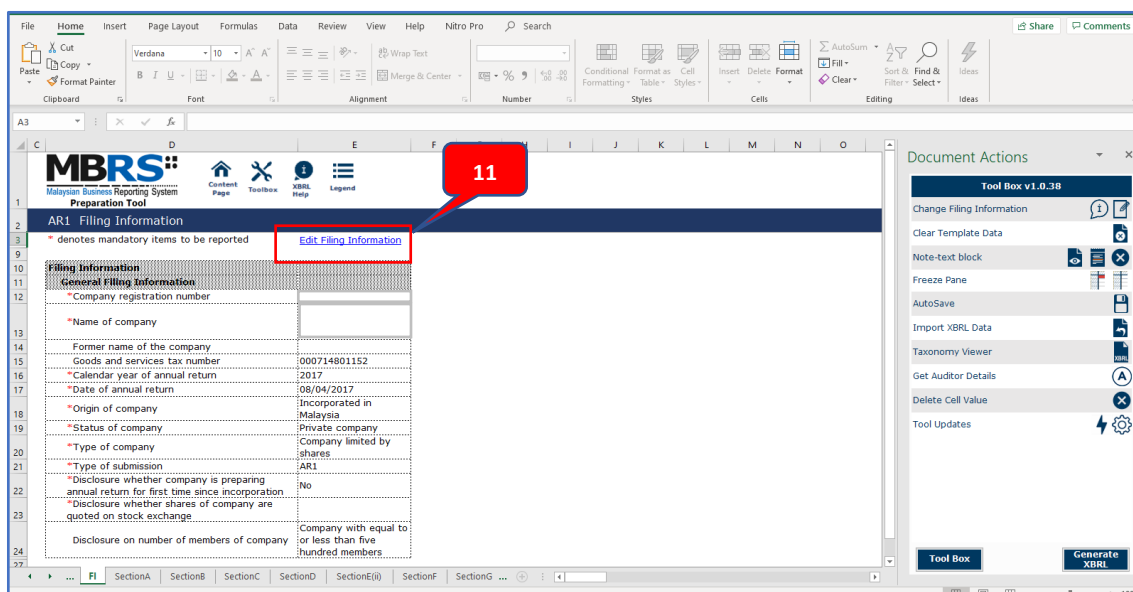
STEP 4: Save the file as a new name or version 2020:

- (a) Rename your file, as to indicate the new filing for AR 2020 of the company.
 (b) Then click “Save”.



STEP 5: To change the main particulars of the AR:

- (a) Before starting your editing, kindly change the particulars of your AR by using the “Edit Filing Information” function.



STEP 6: Change the particulars from this Filing Information window:

- (a) Calendar year of the AR.
 (b) Date of the AR.
 (c) Then you can proceed to do the other necessary changes by clicking “Generate Template”.

The screenshot shows the 'Filing Information' dialog box in a spreadsheet application. The dialog box is titled 'Filing Information' and contains the following fields and options:

- Company registration number: [Empty]
- Name of company: [Empty]
- Former name of the company: [Empty]
- Goods and services tax number: 000714801152
- Calendar year of annual return: 2020 (highlighted with callout 12)
- Date of annual return: 00/04/2020 (highlighted with callout 13)
- Origin of company: Incorporated in Malaysia
- Status of company: Private company
- Type of company: Company limited by shares
- Type of submission: AR1
- Disclosure whether company is preparing annual return for first time since incorporation: No
- Disclosure whether shares of company are quoted on stock exchange: [Dropdown]
- Disclosure on number of members of company: Company with equal to or less than five hundred members (highlighted with callout 14)

At the bottom of the dialog box, there are two buttons: 'Generate Template' and 'Cancel'. The 'Generate Template' button is highlighted with a red box.