



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agenzi di bawah KPDRHEP)



TATACARA PENGGUNA EZBIZ PENDAFTARAN PERNIAGAAN BARU

Versi 5.1

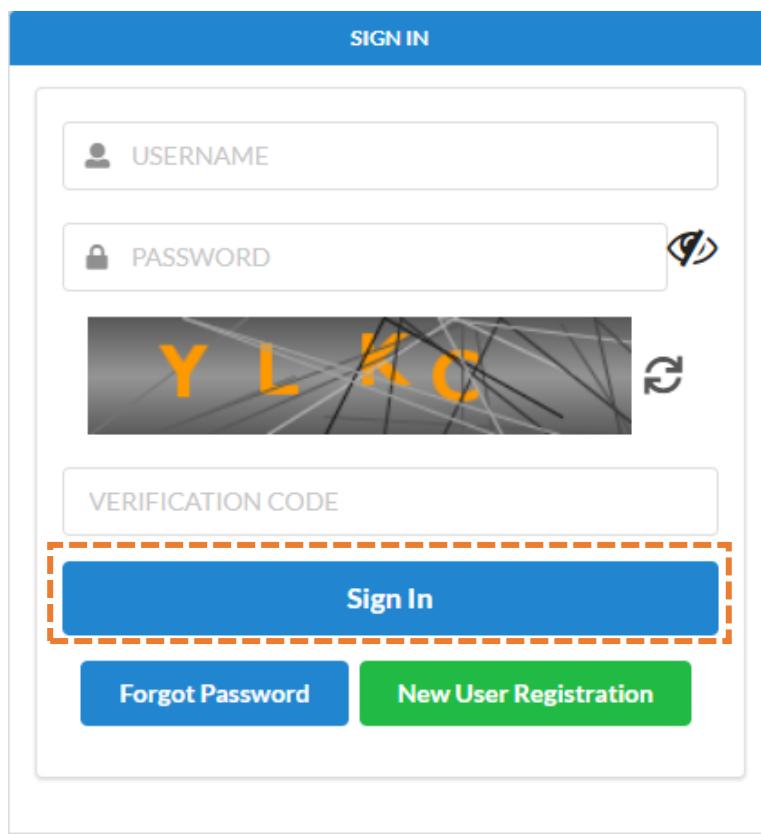
20 Oktober 2022

CARA PERMOHONAN PENDAFTARAN PERNIAGAAN BARU MELALUI PORTAL EZBIZ ONLINE

A. CARA MENGEJEMUKAKAN PERMOHONAN PENDAFTARAN PERNIAGAAN BARU

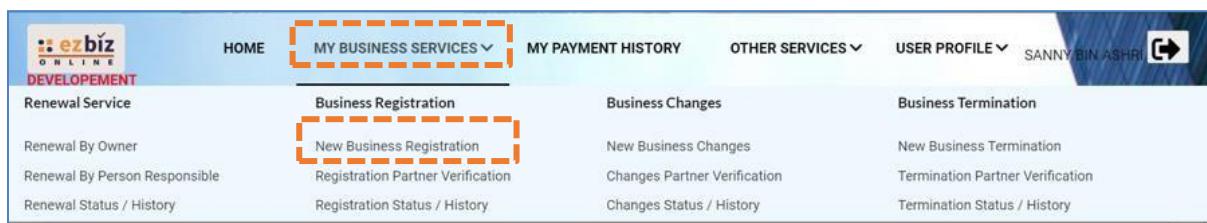
1. Layari portal ezbiz.ssm.com.my

- (a) Masukkan “**USERNAME**”
- (b) Masukkan “**PASSWORD**” – boleh klik ikon mata jika ingin lihat kata laluan yang telah ditaip.
- (c) Masukkan “**VERIFICATION CODE**” dan,
- (d) Klik “**Sign In**”



2. Pergi ke menu dan klik “**My Business Services**”

- (a) Klik “**New Business Registration**”



3. "Main Information"

- (a) Sila pilih "**Name Type**" sama ada;
 - i. "**Trade Name**" - Menggunakan Nama Tred.
 - ii. "**Personal Name**" - Menggunakan nama sendiri seperti dalam Kad Pengenalan (MyKad/MyPR)
- (b) Masukkan "**Business Start Date**"
- (c) Masukkan "**Partnership Agreement Date** (jika ada)
- (d) Sila pilih "**Incentive** (jika berkaitan).
- (e) Sila pilih "**Registration Period**" dengan membuat pilihan bermula 1 tahun hingga 5 tahun.
- (f) Pada bahagian "**Business Info**", sila pilih samada "**Yes**" jika setuju untuk beli info perniagaan, atau "**No**" jika tidak setuju untuk beli info perniagaan.
- (g) Status akan menunjukkan "**DATA ENTRY**".

Main Information

Name Type*
--Please Select--

Business Name*

Registration of Taska/Pusat Jagaan/Tadika/Pusat Tuisyen/Pusat Perkembangan/Sekolah must proceed to the nearest SSM counter.
[Guidelines for Business Name Application](#)

Tahukah anda, Pendaftaran SSM BizTrust adalah PERCUMA sehingga 31 MAC 2019
[Sila layari https://biztrust.ssm.com.my untuk pendaftaran](https://biztrust.ssm.com.my)

Business Start Date*
18-Oct-2022 

Partnership Agreement Date (if applicable)

Incentive
(Usahawan B40 / Pelajar IPT / OKU) - Please refer User Manual in Home Page
Not Applicable

Registration Period*
1 Year

Business Info
YES

Status
DATA ENTRY

4. Sila pilih:

- (a) **"Has Branch(es)?"** – Pilih klik "**YES**" jika ada cawangan.
Klik "**NO**" jika tiada cawangan.
- (b) **"Is Online Seller?"** – Pilih klik "**YES**" jika perniagaan secara atas talian. Pilih klik "**NO**" jika tidak berkenaan.

Has Branch(es) ?*

--Please Select--

Is Online Seller ?

--Please Select--

5. "Main Address" dan "Mailing Address"

- (a) Masukkan semua ruangan yang bertanda (*)
- (b) Masukkan **Postcode** terlebih dahulu, dan senarai "**Town**" akan keluar.
- (c) Jika "**Mailing Address**" sama dengan "**Main Address**" tekan "**Copy From Main Address**".
- (d) Tekan butang "**Next**"

Main Address	Mailing Address
Copy From Profile Address	Copy From Main Address
Address* NO. 7 JALAN 77	Address* NO. 7 JALAN 77
TAMAN TUJUH	TAMAN TUJUH
Postcode* 28400	Postcode* 28400
Town* MENTAKAB	Town* MENTAKAB
State PAHANG	State PAHANG
Tel No	Tel No
0179999999	0179999999
Email	Email
URL (Website, FB, etc)	

Next

6. “**Branches Information**” (hanya terpapar jika klik “**YES**”)

- (a) Masukkan semua ruangan yang bertanda (*)
(b) Klik “Add/Update Branch”.
(c) Sebarang pertambahan cawangan akan dikenakan bayaran RM5.00 untuk setahun bagi pendaftaran setiap satu cawangan.
(d) Tekan butang “Next”

Branches Information *(if applicable)

Notes:

1. Address for branches should not be the same with principal business address
2. Address for each branches should not be the same.
3. P.O. Box is not allowed.

Address *

NO. 88 JALAN 88
TAMAN 88

Postcode* 53000 **Town** KUALA LUMPUR

State* W.P KUALA LUMPUR

Branch URL (Website, FB, etc)

Add/Update Branch

Branch No	Address	Action
Showing 0 to 0 of 0		

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Previous **Next**

7. "Business Information"

(a) Nyatakan jenis perniagaan di ruangan "**Business Description**". Sila pastikan jenis perniagaan adalah bersesuaian dengan nama perniagaan. Contoh nama perniagaan adalah Restoran Seri Murni dan jenis perniagaan yang bersesuaian adalah menjual makanan dan minuman sahaja.

(b)Klik "**Add Business Code**".

The screenshot shows a web-based application for adding business codes. At the top, there is a header titled 'Business Information'. Below it, a red box highlights a text input field labeled 'Types Of Business (Example: Retail Sale Of Food Products, Electrical Installation And Wholesale Of Clothing)*'. Inside the field, the text 'MAKANAN DAN MINUMAN, PAKAIAN' is entered. A character count message 'You have 1472 characters remaining for your description.' is displayed below the input field. Below the input field is a blue button labeled 'Add Business Code'. To the right of the button, a red box contains the error message 'Please add at least one business code.'. Below the input field, there is a table with columns 'No', 'Business Code', 'Description', and 'Action'. The table currently displays 'Showing 0 to 0 of 0'. At the bottom right of the table area are navigation buttons: 'Previous' and 'Next'.

(c) Isikan jenis perniagaan dalam kotak "**Keyword**" dan klik "**Search**"

(d)Pilih "**Business Code**" yang berkaitan sekurang-kurangnya 1 pilihan dan klik "**Add Selected Code**"

Registration Period*
1 Year

Business Info
YES

Status
DATA ENTRY

Business Information

Types Of Business
MAKANAN DAN
...
You have 1500 ch
Add Business Code
* Please add at least one business code

Keyword: MAKANAN

Search Add Selected Code

Business Code	Description	Action
03218	OPERASI LADANG TERNAKAN CACING LAUT UNTUK MAKANAN IKAN (OPERATION OF MARINE WORM FARMS FOR FISH FEED)	<input type="checkbox"/>
10203	PENGELOUARAN MAKANAN BERASASKAN IKAN UNTUK MANUSIA ATAU HAIWAN (PRODUCTION OF FISH MEALS FOR HUMAN CONSUMPTION OR ANIMAL FEED)	<input type="checkbox"/>
10301	PEMBUATAN PRODUK MAKANAN BUAH-BUAHAN DAN SAYUR-SAYURAN (MANUFACTURE OF FRUITS AND VEGETABLES FOOD PRODUCTS)	<input checked="" type="checkbox"/>
10750	PEMBUATAN MAKANAN DAN HIDANGAN TERSEDIA (MANUFACTURE OF PREPARED MEALS AND DISHES)	<input type="checkbox"/>
10799	PEMBUATAN PRODUK MAKANAN LAIN T.T.L.	<input type="checkbox"/>

No Business Code Description Action

Showing 0 to 0 of 0

« < > »

Previous Next

(e) Setelah selesai, Tekan butang “Next”

Nota:

- Jenis perniagaan yang ingin dijalankan **MESTI** ditaip di ruangan **Business Description** manakala bagi **Business Code** perlulah dipilih sekurang-kurangnya satu kod. Namun, kod yang dipilih tidak akan terpapar di sijil SSM dan maklumat perniagaan (**Business Code** yang dipilih hanya untuk kegunaan dalaman SSM sahaja).

8. "Owner Information"

- (a) Klik ikon di "**Action**" untuk menyemak atau mengemaskini maklumat pemilik.

The screenshot shows a table with columns: No, Name, Id No, Verification Status, and Action. The 'Action' column contains an edit icon. The first row shows data for 'MOHD SYAHMI BIN MAD YASIR' with 'VERIFIED' status. Navigation buttons like 'Previous' and 'Next' are at the bottom.

No	Name	Id No	Verification Status	Action
1	MOHD SYAHMI BIN MAD YASIR		VERIFIED	

- (b) Maklumat pemilik akan terpapar secara automatik kerana pemilik telah membuat verifikasi sebelum membuat permohonan.
(c) Selepas kemaskini maklumat silah tekan "**update**" manakala jika tiada perubahan maklumat sila tekan "**close**".
(d) Tekan butang '**Next**'.

The screenshot shows a main form with sections for Business Info, Owners Information, and a modal dialog. The modal contains fields for Name, IC No, Date of Birth, Race, Nationality, Address, Postcode, Town, State, Tel. No., and Mobile. No. A red box highlights the 'Action' column in the modal's table.

No	Name
1	MOHD SYAHMI BIN MAD YASIR

9. **“Attachment”** (jika berkenaan sahaja) – Sila lampirkan dokumen dalam format .pdf yang diperlukan mengikut kategori permohonan seperti berikut:

Skim Pendaftaran Perniagaan Perihatin (SPPP)

Usahawan Kumpulan B40:

- i) Bukti pengesahan menerima bantuan khas kerajaan melalui MOF/LHDN yang memanfaatkan golongan B40 atas nama atau No. Mykad/MyPR penerima/pasangan; dan
- ii) Salinan Sijil Perkahwinan/kad pengenalan suami dan isteri menunjukkan alamat kediaman yang sama atau apa-apa dokumen sokongan yang membuktikan hubungan suami/isteri pemohon.

Pelajar IPT:

- Salinan surat perakuan pelajar dari pihak IPTA/IPTS/Politeknik/Kolej/Institut Kemahiran/Pusat Kemahiran.

Klik **“Choose File”** & pilih dokumen yang perlu diupload. Kemudian, klik butang **“Upload”**.

The screenshot shows a file upload form. At the top, it says "Attachment (if applicable) - PDF Format Only". Below that is a section titled "Select File (Max 3 MB)" with a "Choose File" button and a message "No file chosen". At the bottom of this section is a blue "Upload" button.

Contoh yang memerlukan **“Attachment”**.

All Error must be fix before submit for payment
• Start Business Date More Than 1 Year, Please Attach Supporting Document

10. "Fee & Declaration"

- (a) Semak bahagian bayaran dan tandakan di bahagian Deklarasi.
- (b) Klik "**Preview**" untuk membuat semakan akhir.

Fees & Declaration

Item	Amount	Unit	Total (RM)
Registration of Business	60.00	1 Year(s)	60.00
Branches	5.00	1 Year(s)	5.00
Business Info	10.00	1	10.00
		Total Amount	75.00

I confirm that the fact and information stated in this document are true. It is an offence under section 12 (1)(d) of Registration of Business Act 1956 to dishonestly makes any statement or furnishes any information to the Registrar under the provisions of this Act or of rules made thereunder whether such statement is verbal or in writing, which is false in any material particular or by reason of the omission of any material particular and which he either knows or has reason to believe is false, commits an offence and shall on conviction be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding two years or to both.

Previous Preview

- (c) Setelah selesai membuat semakan, sila klik butang "**Submit Payment**" untuk proses pembayaran dan pilih mod pembayaran yang berkenaan.
- (d) Jika terdapat butiran untuk dikemaskini, sila klik butang "**Edit Back**"

B. CARA-CARA MENAMBAH RAKAN KONGSI

1. Pada bahagian “Owner Information”

(a) Masukkan nombor **MyKad/MyPR** rakan kongsi dalam ruangan bertanda (*)

(b) Klik “**Add Partner**”

Owners Information

MyKad No*		Add Partner		
No	Name	Id No	Verification Status	Action
1	IYliaa Fahmi Bin Ishak		VERIFIED	

Showing 1 to 1 of 1

« < 1 > »

(c) Paparan maklumat rakan kongsi yang ditambah akan terpapar.

(d) Sila isi alamat rakan kongsi.

Incentive
(Pelajar/Ibu Tunggal B40/Belia)

Not Applicable

Registration Period*

1 Year

Business Info

YES

Status

DATA ENTRY

Owners Information

MyKad No*

911119119119

Name : ILMAN KHALISH (OKU)
IC No : 911119119119 Color : Blue
Date of Birth : 19 Nov 1991 Gender : MALE
Race : MELAYU Others Race :
Nationality : MALAYSIAN Original Country :
Address*
NO. 66 JALAN 66
TAMAN 66
Postcode*
57100
Town*
KUALA LUMPUR
State*
W.P KUALA LUMPUR
Tel. No.
Mobile. No.*

Action

< 1 > »

(e) Klik butang “Update”.

Incentive
(Pelajar/Ibu Tunggal B40/Belia E)

Not Applicable

Registration Period*

1 Year

Business Info

YES

Status

DATA ENTRY

Owners Information

MyKad No*

911119119119

No	Name
1	IYLIAA FAHMI BIN ISHAK

Showing 1 to 1 of 1

Nationality : MALAYSIAN Original Country :

Address*

NO. 66 JALAN 66

TAMAN 66

Postcode*

57100

Town*

KUALA LUMPUR

State*

W.P KUALA LUMPUR

Tel. No.

Mobile. No.*

0123233548

Verification Status

PENDING UPDATE ADDRESS

Action

Update

Close

Previous

Next

2. Maklumat rakan kongsi yang ditambah akan menjadi “**PENDING VERIFICATION**”.

No	Name	Id No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK		VERIFIED	
2	ILMAN KHALISH	911119119119	PENDING VERIFICATION	

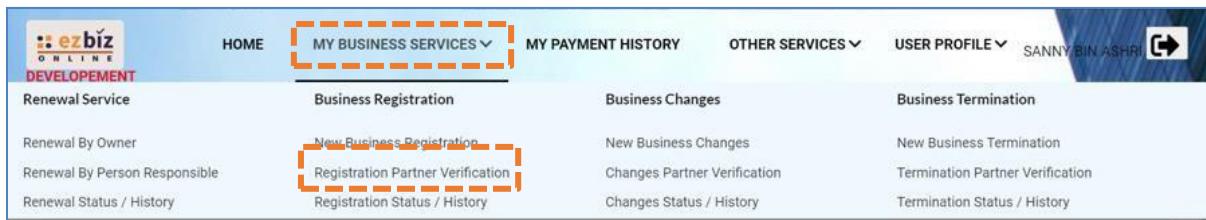
Showing 1 to 2 of 2

3. Pemohon tidak boleh “**Preview**” jika rakan kongsi yang ditambah masih belum membuat verifikasi menggunakan akaun mereka.

C. CARA-CARA MEMBUAT PENGESAHAN RAKAN KONGSI ("PARTNER VERIFICATION")

1. Pergi ke menu dan klik "My Business Services".

(a) Klik "Registration Partner Verification"



2. Maklumat perniagaan yang dimohon akan dipaparkan

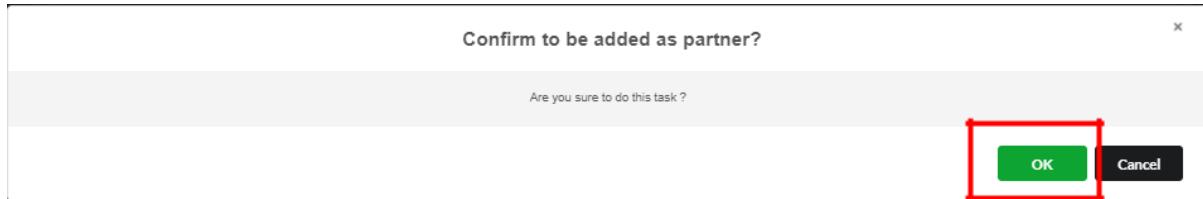
(a) Klik butang

3. Rakan kongsi boleh membuat semakan pendaftaran perniagaan yang telah diisi sebelum membuat pengesahan. Untuk pengesahan rakan kongsi:

(a) Klik ikon

Owner Information				
No	Name	IC No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK NO. 2 LORONG BENDERA MUDA, TAMAN BUKIT BENDERA 28400 MENTAKAB PAHANG	840618146485	VERIFIED	
2	IRIS BINTI IYLIAA NO. 43 JALAN PERTANIAN TAMAN UNIVERSITI 81300 JOHOR BAHRU JOHOR	040404144004	PENDING VERIFICATION	
Showing 1 to 2 of 2				

(b) "Pop up" box akan keluar dan klik "**OK**"



4. Pemohon akan menerima e-mel notifikasi bahawa rakan kongsi yang hendak ditambah telah bersetuju untuk menjadi rakan kongsi perniagaan.
5. Pemohon boleh menyemak semula dengan sign in ke portal **EZBIZ Online**
 - (a) Pergi ke Menu dan klik "**My Business Services**"
 - (b) Klik "**Registration Status / History**"
 - (c) Pada bahagian '**Draft**', klik pada perniagaan yang ingin didaftarkan

Ref. Nosss	Business Name	Status	Update Date	Action
EB-A2021011400001	CMC VENTURES	Data Entry	14/01/2021 10:13:13 AM	

Showing 1 to 1 of 1

« < 1 > »

- (d) Rakan kongsi yang ditambah bertukar status “**VERIFIED**”
(e) Proses seterusnya adalah memilih mod pembayaran. SELESAI.

Owners Information

MyKad No*

Add Partner

No	Name	Id No	Verification Status	Action
1	ILMAN KHALISH	911119119119	VERIFIED	
2	IDRIZ KAISER	900909099009	VERIFIED	

Showing 1 to 2 of 2

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D. CARA MUAT TURUN SIJIL DAN MAKLUMAT PERNIAGAAN

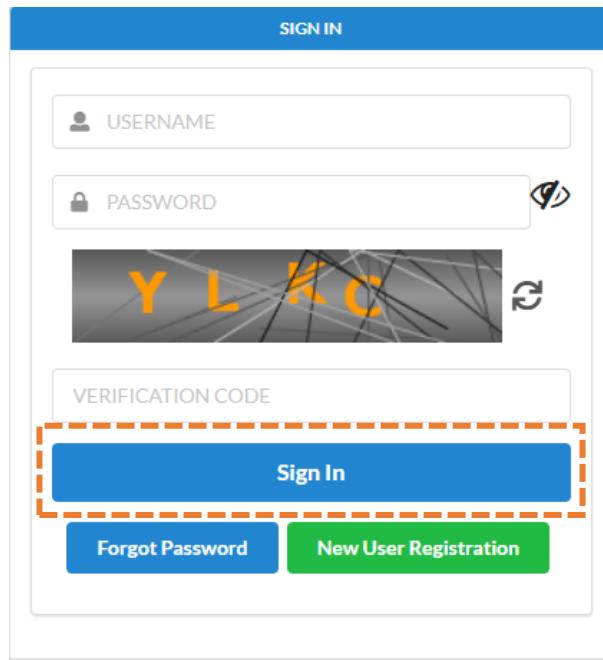
1. Layari portal ezbiz.ssm.com.my

(a) Masukkan “**USERNAME**”

(b) Masukkan “**PASSWORD**” – boleh klik ikon mata jika ingin lihat kata laluan yang telah ditaip.

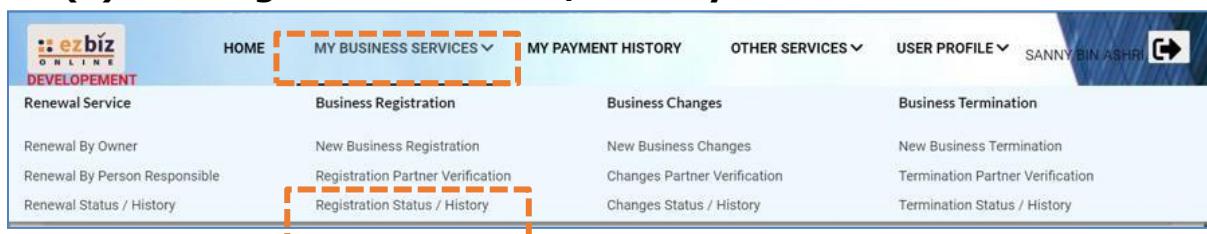
(c) Masukkan “**VERIFICATION CODE**” dan,

(d) Klik “**Sign In**”



2. Pergi ke menu dan klik “**My Business Services**”

(a) Klik “**Registration Status / History**”



3. Klik Tab “Approved/Reject” dan klik butang “Action”

Ref. Nosss	Business Name	Status	Update Date	Action
EB-A202209200001	GIG PARTY BUSINESS	Approved	20/09/2022 11:42:44 AM	
EB-A201909130001	YAKTER TRADING	Approved	20/09/2022 11:40:30 AM	

**4. Sistem akan memaparkan maklumat permohonan yang telah diluluskan.
Klik “Download Certificate” dan “Download Business Info”**

Should you have any queries or require any further information please contact us at 603-7721 4000 or email at enquiry@ssm.com.my

IS YOUR TRADEMARK REGISTERED YET?

READ ON FOR MORE INFORMATION ON THE BENEFITS AND REGISTRATION PROCESS [HERE](#).

Nota:

- Butang “**Download Business Info**” hanya akan ada jika pembelian maklumat dibuat sewaktu membuat permohonan.

E. CARA “DISCARD” TRANSAKSI SEBELUM BUAT BAYARAN

1. Pergi ke menu dan klik ‘My Business Services’

(a) Klik “Registration Status / History”



2. Pergi ke menu “Draft”

(a) Pilih transaksi dan klik butang “Action”

Draft	In Process	Query	Approved/Reject	Cancel	Incentive	
Ref. Nosss	Business Name		Status	Update Date	Action	
EB-A2021031900001	ZAWANAH BRILLIANT ENTERPRISE		Pending Payment	12/10/2021 04:45:23 PM		
EB-A2020072900001	ZINNIRAH SUCCESS TRADING		Data Entry	12/10/2021 04:22:12 PM		

3. Jika status “Pending Payment”.

(a) Klik “Edit Back”

(b) Skrol ke bawah, klik “Discard Application”

Fees & Declaration

I have read and understood the terms and conditions.

I agree to the declaration.

I accept the terms and conditions.

I declare that all information provided is true and accurate.

I declare that I am the authorized representative of the business.

I declare that I have read and understood the terms and conditions.

I agree to the declaration.

I accept the terms and conditions.

I declare that all information provided is true and accurate.

I declare that I am the authorized representative of the business.

Edit Back **Submit Payment**

Discard Application **Next**

4. Jika status “**Data Entry**”.

(a) Skrol ke bawah, klik “**Discard Application**”

