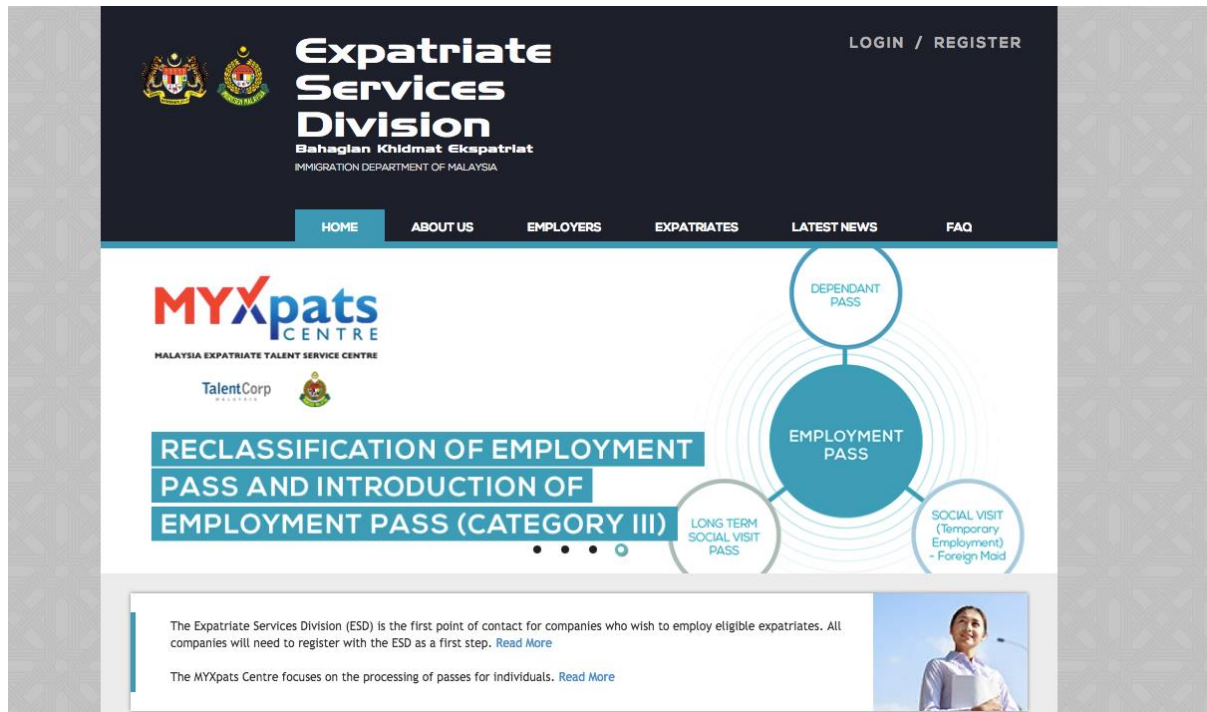


**EXPATRIATE SERVICES DIVISION
(USER MANUAL - UPDATE SSM e-INFO IN ESD
SYSTEM)**

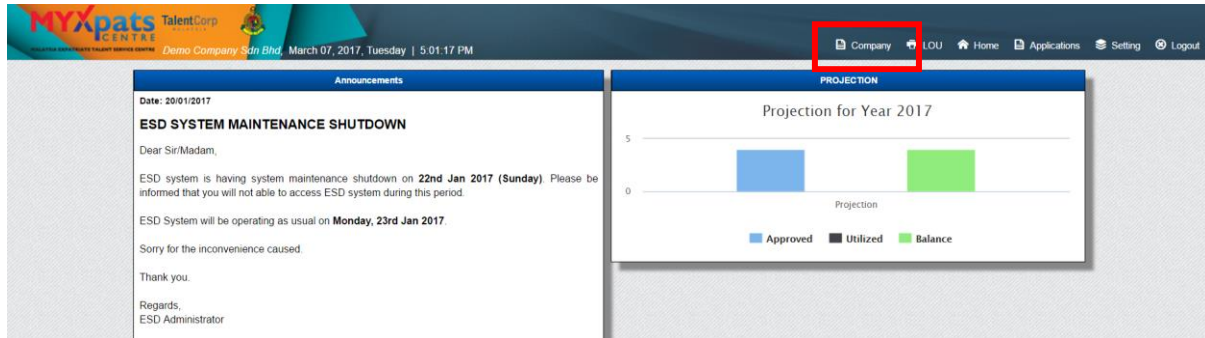
SYSTEM ACCESS

1. To access the system, launch the Internet Browser and browse to ESD System at <https://esd.imi.gov.my/portal/>



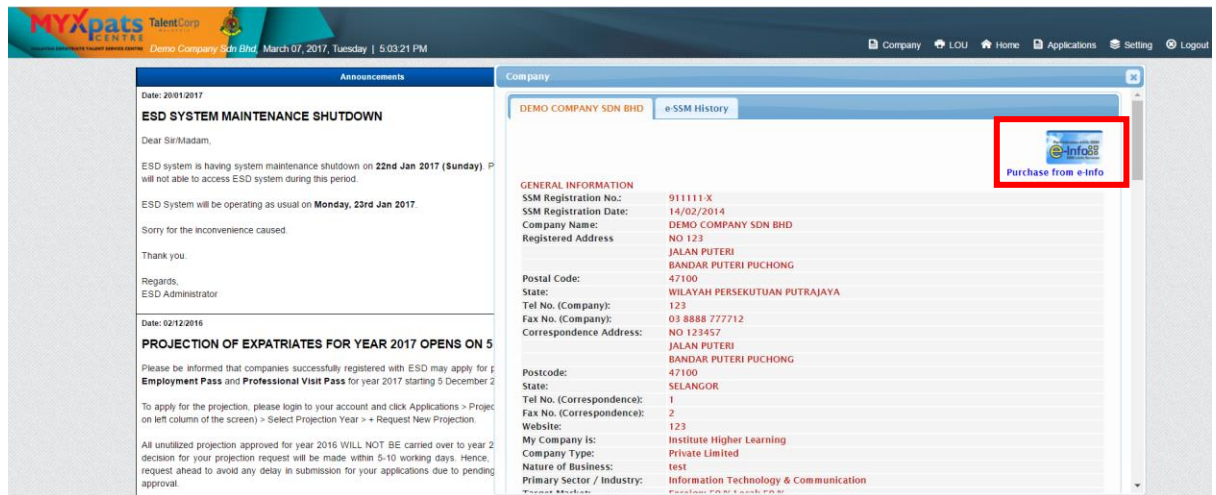
- a) Click on 'Login' button to access the system.

LANDING PAGE: DASHBOARD



Preview 5: Dashboard

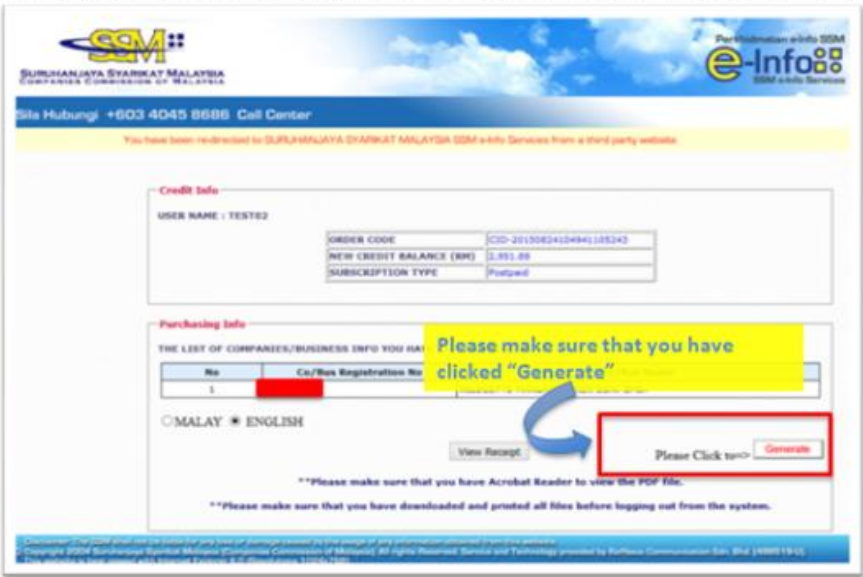
1. Upon a successful login, users will be directed to the dashboard.
2. On the menu list click on [Company] to start purchasing the SSM e-info.



3. Click on e-info icon to start the process.
4. An alert pop up will be shown. Read through the instructions and click **[Yes, I understand and Proceed]**. User will be redirected to SSM e-info purchase screen.

Important Reminder!

**Please make sure that you have clicked "Generate" at the screen showed below to generate your e-SSM document.



Credit Info

USER NAME : TEST02

ORDER CODE	CID-20150824104941105243
NEW CREDIT BALANCE (RM)	1,951.89
SUBSCRIPTION TYPE	Postpaid

Purchasing Info

THE LIST OF COMPANIES/BUSINESS INFO YOU HAVE:

No	Co/Bus Registration No
1	[REDACTED]

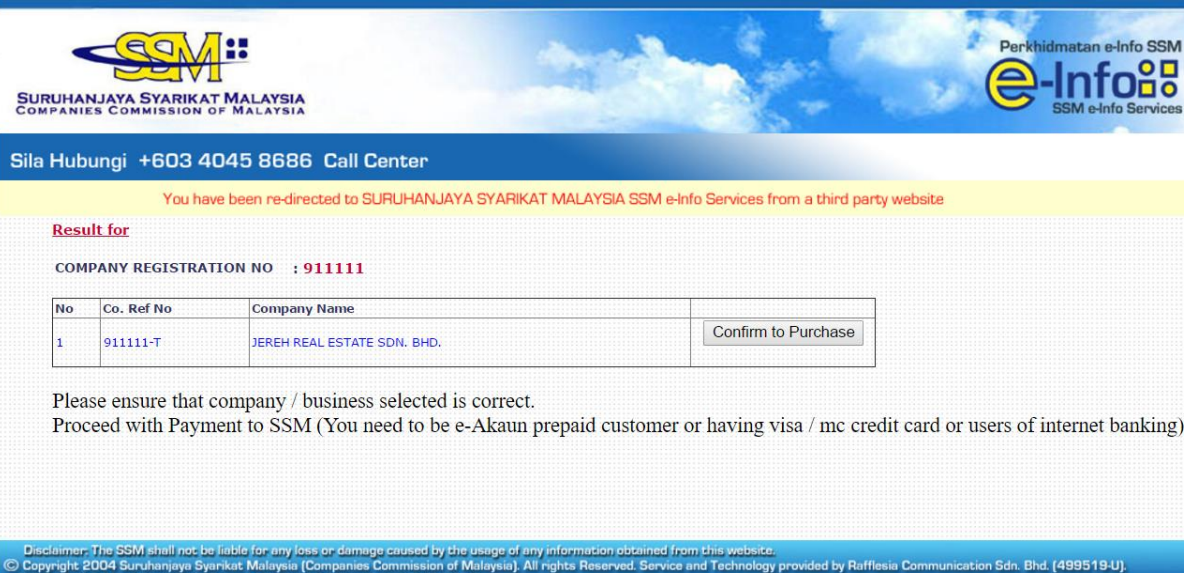
☐ MALAY ☒ ENGLISH

[View Receipt](#) [Generate](#)

**Please make sure that you have Acrobat Reader to view the PDF file.
**Please make sure that you have downloaded and printed all files before logging out from the system.

Yes, I understand and Proceed

5. Click on [Confirm to Purchase] to purchase.



Result for

COMPANY REGISTRATION NO : **911111**

No	Co. Ref No	Company Name	
1	911111-T	JEREH REAL ESTATE SDN. BHD.	Confirm to Purchase

Please ensure that company / business selected is correct.
Proceed with Payment to SSM (You need to be e-Akaun prepaid customer or having visa / mc credit card or users of internet banking).

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This website is best viewed with Internet Explorer 6.0 [Resolutions 1024x768].

6. Select "Prepaid" to continue.

Note: Please make sure that user have created the user account for SSM e-info. Refer to the following link on how to create the account for SSM e-info.

<https://esd.imi.gov.my/portal/pdf/SSM-USER-MANUAL.pdf>

The screenshot displays the SSM e-Info Services website interface. At the top, there is a header with the SSM logo and the text 'SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMMISSION OF MALAYSIA' on the left, and 'Perkhidmatan e-Info SSM e-Info SSM e-Info Services' on the right. Below the header, a blue banner contains the text 'Sila Hubungi +603 4045 8686 Call Center'. A yellow notification bar states: 'You have been re-directed to SURUHANJAYA SYARIKAT MALAYSIA SSM e-Info Services from a third party website'. The main content area has a light blue background with a grid pattern. It features a section titled 'PLEASE SELECT THE PAYMENT METHODS BELOW :' with a large blue button labeled 'Prepaid'. Below this button, a red asterisk followed by the text '* PLEASE CHOOSE EITHER OPTIONS FOR CREDIT CARD PAYMENT' is displayed. A link 'Click for Prepaid Instructions' is provided. To the right, a yellow sticky note contains a 'NOTIS' (Notice) in Malay and an 'NOTICE' in English. The Malay notice states: 'Laman berikutnya memerlukan anda memasukkan maklumat peribadi, tertakluk kepada KENYATAAN PRIVASI Perkhidmatan e-Info SSM.' The English notice states: 'The following page will require you to enter a personalise information, privileged as per SSM e-Info Services PRIVACY STATEMENT.' At the bottom, a blue footer contains a disclaimer: 'Disclaimer: The SSM shall not be liable for any loss or damage caused by the usage of any information obtained from this website.' It also includes copyright information: '© Copyright 2004 Suruhanjaya Syarikat Malaysia [Companies Commission of Malaysia]. All rights Reserved. Service and Technology provided by Rafflesia Communication Sdn. Bhd. (499519-U). This website is best viewed with Internet Explorer 6.0 [Resolutions 1024x768].'

SSM
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Perkhidmatan e-Info SSM
e-Info SSM e-Info Services

Sila Hubungi +603 4045 8686 Call Center

You have been re-directed to SURUHANJAYA SYARIKAT MALAYSIA SSM e-Info Services from a third party website

PLEASE SELECT THE PAYMENT METHODS BELOW :

Prepaid

* PLEASE CHOOSE EITHER OPTIONS FOR CREDIT CARD PAYMENT

[Click for Prepaid Instructions](#)

VERIFIED by VISA MasterCard. SecureCode.

NOTIS
Laman berikutnya memerlukan anda memasukkan maklumat peribadi, tertakluk kepada KENYATAAN PRIVASI Perkhidmatan e-Info SSM.

NOTICE
The following page will require you to enter a personalise information, privileged as per SSM e-Info Services PRIVACY STATEMENT.

Disclaimer: The SSM shall not be liable for any loss or damage caused by the usage of any information obtained from this website.
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Prepaid Payment

- I. Enter user credential details and click login to proceed.

The screenshot shows the SSM e-Info Services website. At the top, there is a header with the SSM logo and the text 'SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMMISSION OF MALAYSIA'. To the right, it says 'Perkhidmatan e-Info SSM e-Info SSM e-Info Services'. Below the header, a blue bar contains the text 'Sila Hubungi +603 4045 8686 Call Center'. A yellow bar below that states 'You have been re-directed to SURUHANJAYA SYARIKAT MALAYSIA SSM e-Info Services from a third party website'. The main content area is titled 'Prepaid User Login' and contains a login form with fields for 'USER NAME' and 'PASSWORD', and a 'Login' button. Below the form, it says 'Please use your Username and Password created in www.ssm-einfo.my'. At the bottom, there is a disclaimer: 'Disclaimer: The SSM shall not be liable for any loss or damage caused by the usage of any information obtained from this website. © Copyright 2004 Suruhanjaya Syarikat Malaysia (Companies Commission of Malaysia). All rights Reserved. Service and Technology provided by Rafflesia Communication Sdn. Bhd. (499519-U). This website is best viewed with Internet Explorer 6.0 (Resolutions 1024x768)'.

- II. User will then directing to purchase e-info. Click [Proceed] to purchase the e-info.

The screenshot shows the SSM e-Info Services website. At the top, there is a header with the SSM logo and the text 'SURUHANJAYA SYARIKAT MALAYSIA COMPANIES COMMISSION OF MALAYSIA'. To the right, it says 'Perkhidmatan e-Info SSM e-Info SSM e-Info Services'. Below the header, a blue bar contains the text 'Sila Hubungi +603 4045 8686 Call Center'. A yellow bar below that states 'You have been re-directed to SURUHANJAYA SYARIKAT MALAYSIA SSM e-Info Services from a third party website'. The main content area is titled 'User Details' and contains a form with fields for 'NAME', 'ADDRESS', 'POSTCODE', 'STATE', 'COUNTRY', 'TELEPHONE NO.', 'MOBILE PHONE NO.', and 'EMAIL ADDRESS'. Below this, there is a 'Credit Info' section with fields for 'CREDIT BALANCE (RM)' and 'SUBSCRIPTION TYPE', and a 'Proceed' button. At the bottom, there is a disclaimer: 'Disclaimer: The SSM shall not be liable for any loss or damage caused by the usage of any information obtained from this website. © Copyright 2004 Suruhanjaya Syarikat Malaysia (Companies Commission of Malaysia). All rights Reserved. Service and Technology provided by Rafflesia Communication Sdn. Bhd. (499519-U). This website is best viewed with Internet Explorer 6.0 (Resolutions 1024x768)'.

- III. The company's details based on SSM information will be displayed. Tick the agree checkbox and click [Yes] to proceed further.

SSM
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Perkhidmatan e-Info SSM
e-Info
SSM e-Info Services

Sila Hubungi +603 4045 8686 Call Center

You have been re-directed to SURUHANJAYA SYARIKAT MALAYSIA SSM e-Info Services from a third party website

Purchasing Info

No	Co/Bus Name	Co/Bus Registration No	Price Total (RM)
1	JEREH REAL ESTATE SDN. BHD.	911111	15.90
Total (RM)			15.90

Credit Info

USER NAME :

CREDIT BALANCE (RM)	52.80
SUBSCRIPTION TYPE	Prepaid

Proceed to your requested info ?

I agree and understand that for each information purchased via e-Info RM 10.00 goes to SSM and RM 5 goes to Service and Technology provider ☒

By pressing Yes, your credit will be deducted by RM 15.90

YES

CANCEL

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- IV. To generate the SSM e-info, click [Generate] button. Please wait while the purchase is being processed.

SSM
SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Perkhidmatan e-Info SSM
e-Info
SSM e-Info Services

Sila Hubungi +603 4045 8686 Call Center

You have been re-directed to SURUHANJAYA SYARIKAT MALAYSIA SSM e-Info Services from a third party website

Credit Info

USER NAME : ITOOLS15

ORDER CODE	CID-20170310175539495512
NEW CREDIT BALANCE (RM)	36.90
SUBSCRIPTION TYPE	Postpaid

Purchasing Info

THE LIST OF COMPANIES/BUSINESS INFO YOU HAVE PURCHASED :

No	Co/Bus Registration No	Co/Bus Name
1	911111-T	JEREH REAL ESTATE SDN. BHD.

☐ MALAY ☒ ENGLISH

Please Click to => **GENERATE**


****Please make sure that you have Acrobat Reader to view the PDF file.**

****Please make sure that you have downloaded and printed all files before logging out from the system.**

Important: Please ensure user click the [Generate] PDF in order for the process to be completed.

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This website is best viewed with Internet Explorer 6.0 (Resolutions 1024x768).

GENERATING INFORMATION

<p>Prepaid Member Priviledges under e-Account</p> <ul style="list-style-type: none"> • Change Password • Update User Profile • Recharge Facility • e-Statement • Quick Purchase • View Purchased Pdf(s) (for another 7 days) • e-Form • e-Statistics(soon) • e-Image(soon) 	<p>Thank you for using</p> <p>Perkhidmatan e-Info SSM</p>  <p>SSM e-Info Services</p> <p>The PDF file on the requested information is currently being generated. Please be patient and download the PDF file when it is ready.</p>
<p>Normally this will take 0 Minutes to generate the Pdf(s). You may minimize the window and open after 0 Minutes</p>	
<p>Delay in pdf generation might be due to several reasons</p> <ol style="list-style-type: none"> 1. High Internet traffic. 2. Slow Connection from client to SSM e-Info server - dialup instead of broad band 3. Low computer memory at the client site <p>Please call our Call Center 1 300 30 8686 for any difficulty.</p>	

- V. Once completed, user may view the SSM e-info in PDF file format.
- VI. Click on **[Submit to ESD]** button to submit the company info to ESD system.



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Perkhidmatan e-Info SSM



SSM e-Info Services

Sila Hubungi +603 4045 8686 Call Center

You have been re-directed to SURUHANJAYA SYARIKAT MALAYSIA SSM e-Info Services from a third party website

Credit Info

USER NAME : ITOOLS15

ORDER CODE	CID-20170310175539495512
NEW CREDIT BALANCE (RM)	36.90
SUBSCRIPTION TYPE	Prepaid

Purchasing Info

THE LIST OF COMPANIES/BUSINESS INFO YOU HAVE PURCHASED :

No	Type	Co/Bus Registration No	Co/Bus Name	Click on the Link
1	ROC	911111-T	JEREH REAL ESTATE SDN. BHD.	View PDF

You must click **[Submit to ESD]** to go back to Agency to automatically update your Application.

****Please make sure that you have Acrobat Reader to view the PDF file.**

****Please make sure that you have downloaded and printed all files before logging out from the system.**

Disclaimer: The SSM shall not be liable for any loss or damage caused by the usage of any information obtained from this website.

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This website is best viewed with Internet Explorer 6.0 (Resolutions 1024x768).

Important: Please ensure user click the **[Submit to ESD]** button so that the company information is submitted to ESD

7. The information will be auto uploaded to the system. User do not need to upload the e-info PDF file onto the system.

Latest Supporting Documents

PDF Format Only - 10MB Per File Upload



1	COPY OF ALL DIRECTOR'S IC / PASSPORT	UPLOAD
2	COMPANY PROFILE 	UPLOAD
3	COPY OF COMPANY'S PHONE BILL 	UPLOAD
4	TENANCY AGREEMENT / SALES AND PURCHASE AGREEMENT (S&P) 	UPLOAD
5	e-SSM PRINTOUT  <div>  e-SSM.pdf </div>	

Preview 16: e-SSM PDF uploaded automatically.

8. Please update the company information (if any) and click on [Confirm Save] button to save.

Further Note:

1. Please ensure to click on [Confirm Save] button otherwise the information will not be saved
2. There are few added information that are not from SSM that is required by ESD. User need to fill in all the details to complete this process.
3. Ensure to complete the detail director and shareholder information (email and phone no.)
4. If the data retrieve from e-info is not accurate as per information provided to SSM, kindly refer to SSM for clarification.
5. Call the helpdesk numbers below if you need further assistance.

From which screen user retrieve the error?	Helpdesk Number
1. e-INFO Screen 	e-Info Helpdesk Number:- 03-4045 8686
2. ESD System Screen 	myXpats Centre Helpdesk Number:- 03-8892 3939 Email: myxpats@talentcorp.com.my