



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)



TATACARA PENGGUNA EZBIZ MENDAFTAR PENDAFTARAN PERNIAGAAN BARU

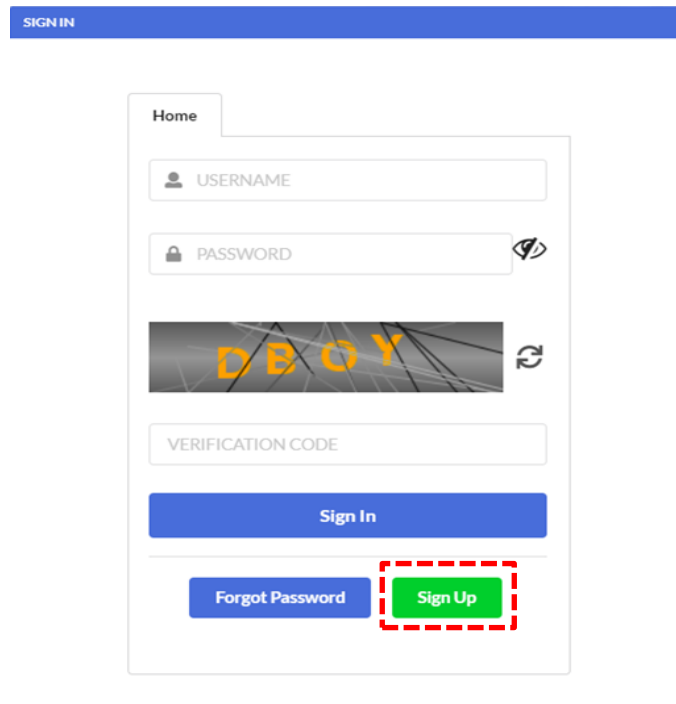
Versi 2.0

14 Oktober 2021

CARA PERMOHONAN PENDAFTARAN PERNIAGAAN BARU MELALUI PORTAL EZBIZ ONLINE

A. CARA MENDAFTAR SEBAGAI PENGGUNA EZBIZ ONLINE

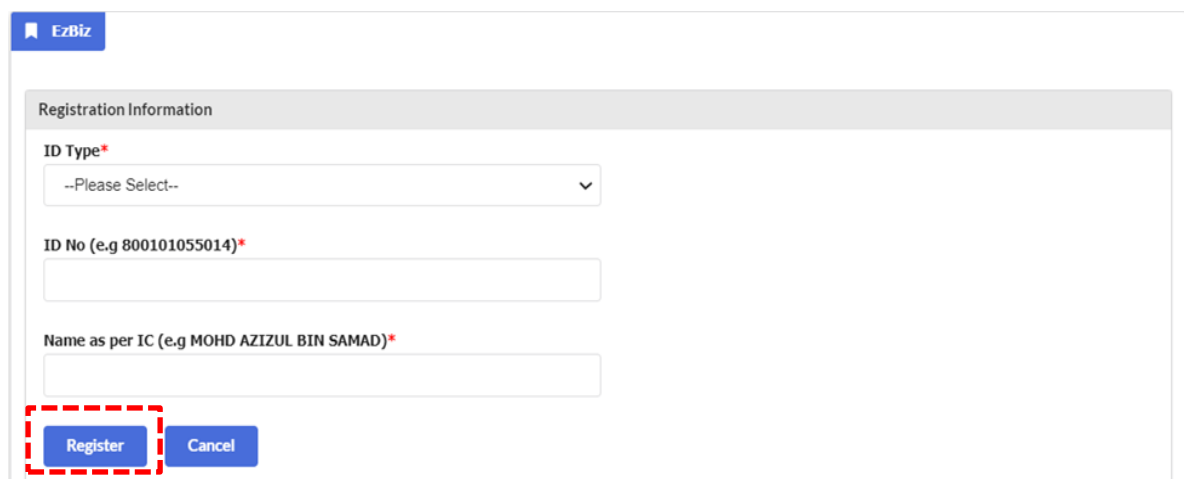
1. Tekan "Sign Up"



The screenshot shows the 'SIGN IN' page of the EzBiz portal. At the top, there is a blue header with the text 'SIGN IN'. Below the header, there is a 'Home' tab. The main content area contains a login form with the following elements:

- A 'USERNAME' input field with a user icon.
- A 'PASSWORD' input field with a lock icon and a toggle eye icon.
- A 'DEPLOY' button with a refresh icon.
- A 'VERIFICATION CODE' input field.
- A blue 'Sign In' button.
- A blue 'Forgot Password' button.
- A green 'Sign Up' button, which is highlighted with a red dashed border.

2. a) Sila isikan semua maklumat yang bertanda (*).
b) Selepas selesai, tekan "Register"



The screenshot shows the 'Registration Information' page of the EzBiz portal. At the top, there is a blue header with the text 'EzBiz'. Below the header, there is a 'Registration Information' section with a grey background. The section contains the following elements:

- An 'ID Type*' dropdown menu with the text '--Please Select--' and a downward arrow.
- An 'ID No (e.g 800101055014)*' input field.
- A 'Name as per IC (e.g MOHD AZIZUL BIN SAMAD)*' input field.
- At the bottom, there are two buttons: a blue 'Register' button and a blue 'Cancel' button. The 'Register' button is highlighted with a red dashed border.


3. a) Sila isikan semua maklumat yang bertanda (*).

Registration Information

Username*


(Please key in from 5 until 40 character.)

Password*



(Password must contain at least one of lower case letters, upper case letters, digits and minimum 6 characters)

Re-Type Password*



Email*

Re-Type Email*

User Information

Name*

ID Type **ID No (e.g 800101055014)*** **Colour***

Nationality*

Gender* FEMALE MALE

Date of Birth* **Race***

Residential Address Information

Residential Address*

Postcode* **City***

Country* **State***


Mobile Phone No.*

- b) Tick di bahagian "Declaration"
- c) Selepas selesai, tekan "**Save**"

Declaration:
 I have read and understood the [Protocol on E-Lodgement](#) and agree to the [Terms and Conditions](#) of the system.



- 4. Notifikasi akan dihantar melalui emel dengan disertakan nombor rujukan (EZxxxxxx).

 Please be informed that you have registered as an authorized user for EzBiz system using LoginId SAMAD77. Kindly check your email account samad77@gmail.com for further details.

1) BUSINESS REGISTRATION
You are required to go to the nearest SSM office within 14 days from the date of this notification to activate your ID and please bring along your NRIC/MyKad.

OR

2) CORPORATE TRAINING REGISTRATION (e-COMTRAC)
Registration for corporate training at e-COMTRAC does not require ID activation.

Should you have any queries or require any further information please email us at enquiry@ssm.com.my.

Thank you.

- 5. Pengguna perlu hadir ke pejabat SSM yang berdekatan bagi tujuan verifikasi ID (secara **one-off** sahaja) dengan membawa:
 - (a) Kad pengenalan,
 - (b) Surat pengesahan JPN jika cap ibu jari rosak (Jika berkaitan) atau,
 - (c) Kad OKU (Jika berkaitan).
- 6. Setelah selesai, pengguna akan menerima emel memaklumkan proses verifikasi telah BERJAYA dan ID Ezbiz telah diaktifkan.

B. CARA MENGEMUKAKAN PERMOHONAN PENDAFTARAN PERNIAGAAN BARU

1. "Sign In"

- (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"**

The screenshot shows the 'SIGN IN' page. At the top is a blue bar with the text 'SIGN IN'. Below this is a white form area. The form has three input fields: 'USERNAME', 'PASSWORD', and 'VERIFICATION CODE'. The 'PASSWORD' field has a red dashed box around the eye icon. Below the 'VERIFICATION CODE' field is a blue 'Sign In' button, also highlighted with a red dashed box. Below the 'Sign In' button are two smaller buttons: 'Forgot Password' (blue) and 'Sign Up' (green). The form is set against a background with the AKOY logo and a refresh icon.

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

- (a) Klik **"New Business"**

The screenshot shows the 'My Business Services' dropdown menu. The menu is open, showing several categories and their sub-items. The 'New Business' option under the 'New Business Registration' category is highlighted with a red dashed box. The sub-items under 'New Business' are 'List New Business Registration' and 'Form A Partner Verification'. Other categories include 'Renewal Service', 'Business Changes', and 'Business Termination'. The 'Business Changes' category has sub-items 'New Business Changes', 'List of Business Changes', and 'Form B Partner Verification'. The 'Business Termination' category has sub-items 'New Business Termination', 'List of Business Termination', and 'Form C Partner Verification'. The date 'January 12, 2021, 11:19:' is visible in the top right corner of the menu area.

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*

For Nurseries/Taska, Care Centre/Pusat Jagaan, Kindergarten/Tadika, Tuition Centre/Pusat Tuisyen, Enrichment Centre/Pusat Perkembangan, School/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

Business Start Date* 

Partnership Agreement Date (if applicable) 

Incentive (Pelajar/Ibu Tunggal B40/Belia B40/OKU)

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) ?*

Is Online Seller ?

5. **"Main Address"** dan **"Mailing Address"**

- (a) Masukkan semua ruangan yang bertanda (*)
- (b) Masukkan **POSKOD** 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
<input type="button" value="Copy From Profile Address"/>	<input type="button" value="Copy From Main Address"/>
Address* <input type="text" value="NO. 7 JALAN 77"/>	Address* <input type="text" value="NO. 7 JALAN 77"/>
<input type="text" value="TAMAN TUJUH"/>	<input type="text" value="TAMAN TUJUH"/>
<input type="text" value=""/>	<input type="text" value=""/>
Postcode* <input type="text" value="28400"/>	Postcode* <input type="text" value="28400"/>
Town* <input type="text" value="MENTAKAB"/>	Town* <input type="text" value="MENTAKAB"/>
State <input type="text" value="PAHANG"/>	State* <input type="text" value="PAHANG"/>
Tel No <input type="text" value=""/>	Tel No <input type="text" value=""/>
Mobile No* <input type="text" value="0179999999"/>	Mobile No <input type="text" value="0179999999"/>
Email <input type="text" value=""/>	Email <input type="text" value=""/>
URL (Website, FB, etc) <input type="text" value=""/>	

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* **Town**

53000 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		

« < > »

[Previous](#) [Next](#)

7. "Business Information"

- (a) Nyatakan jenis perniagaan di ruangan "Business Description"
- (b) Klik "Add Business Code".

Business Information

Types Of Business (Example: Retail Sale Of Food Products, Electrical Installation And Wholesale Of Clothing)*

MAKANAN DAN MINUMAN, PAKAIAN

You have 1472 characters remaining for your description.

Add Business Code

* Please add at least one business code.

No	Business Code	Description	Action
Showing 0 to 0 of 0			

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Previous 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 characters remaining for your description.

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	PENGELUARAN 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.T.L. (MANUFACTURE OF OTHER FOOD PRODUCTS)	<input type="checkbox"/>

No	Business Code	Description	Action
Showing 0 to 0 of 0			

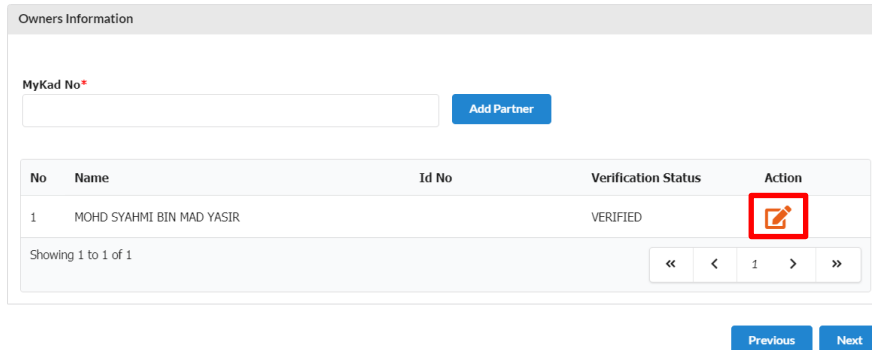
« < > »

Previous Next

- (e) Setelah selesai, Tekan butang "Next"


8. "Owner Information"

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



Owners Information

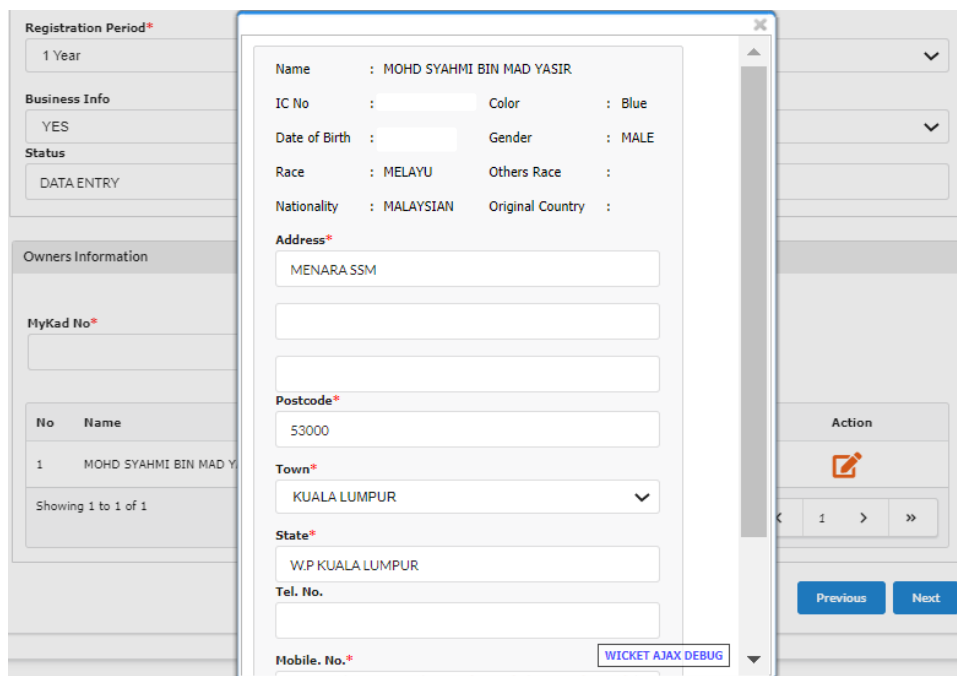
MyKad No*

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

Showing 1 to 1 of 1

« < 1 > »

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



Registration Period*
1 Year

Business Info
YES


Status
DATA ENTRY

Owners Information

MyKad No*

No	Name
1	MOHD SYAHMI BIN MAD YASIR

Showing 1 to 1 of 1

Action 

« 1 > »

WICKET AJAX DEBUG

Name : MOHD SYAHMI BIN MAD YASIR

IC No : Color : Blue

Date of Birth : Gender : MALE

Race : MELAYU Others Race :

Nationality : MALAYSIAN Original Country :

Address*

Postcode*

Town*
KUALA LUMPUR

State*
W.P KUALA LUMPUR

Tel. No.

Mobile. No.*

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:

- Bukti pengesahan menerima Bantuan Prihatin Nasional (BPN 2.0) bagi golongan B40 atau Bantuan Prihatin Rakyat (BPR) atas nama sendiri atau No. Mykad/MyPR 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”**.



Attachment (if applicable) - PDF Format Only

Select File (Max 3 MB)

Choose File No file chosen

Upload

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**"


C. CARA-CARA MENAMBAH RAKAN KONGSI

1. Pada bahagian "Owner Information"

- Masukkan nombor **MyKad/MyPR** rakan kongsi dalam ruangan bertanda (*)
- Klik "**Add Partner**"

Owners Information

MyKad No*
911119119119

No	Name	Id No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK		VERIFIED	

Showing 1 to 1 of 1

<< < 1 > >>

- Paparan maklumat rakan kongsi yang ditambah akan terpapar.
- Sila isi alamat rakan kongsi.

Incentive (Pelajar/Ibu Tunggal B40/Beliau)
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

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"**.

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

Veification Status
PENDING UPDATE ADDRESS

Update **Close**

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

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

Showing 1 to 2 of 2

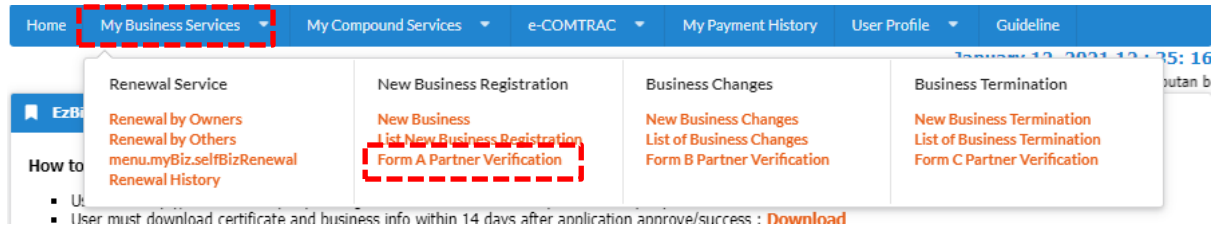
« < 1 > »

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

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



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

(a) Klik **"Form A Partner Verification"**



2. Maklumat perniagaan yang dimohon akan dipaparkan

(a) Klik butang 



Ref. Noss	Business Name	Status	Update Date	Owner Verification Status	Action
EB-A2021011400001	CMC VENTURES	Data Entry	14/01/2021 10:13:13 AM	PENDING VERIFICATION	
EB-A2020122900005	SIM TYRES	Data Entry	29/12/2020 11:52:56 AM	PENDING VERIFICATION	

Showing 1 to 2 of 2

<< < 1 > >>

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

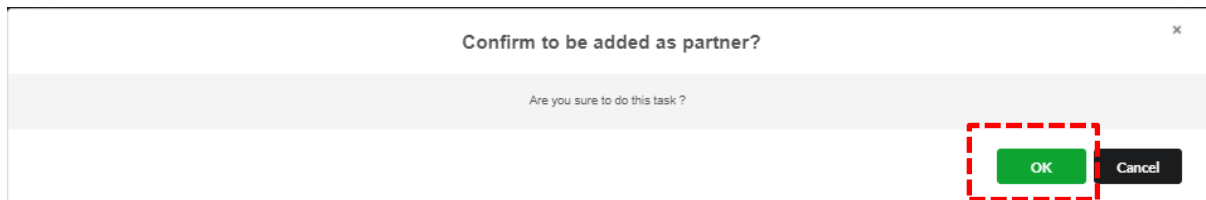
(a) Klik ikon 

Owner Information				
No	Name	IC No	Verification Status	Action
1	ILMAN KHALISH 77 JALAN STESEN SENTRAL 5 KL SENTRAL 50623 KUALA LUMPUR W.P KUALA LUMPUR	911119119119	VERIFIED	
2	IDRIZ KAISER NO. 55 JALAN 55 TAMAN LIMA 55300 KUALA LUMPUR SELANGOR	900909099009	PENDING VERIFICATION	

Showing 1 to 2 of 2

<< < 1 > >>

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




4. Pemohon akan menerima emel 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 "**List New Business Registration**"

(c) Pada bahagian '**Draft**', klik pada perniagaan yang ingin didaftarkan

Ref. Noss	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

<< < 1 > >>

E. CARA MUAT TURUN SIJIL DAN MAKLUMAT PERNIAGAAN


1. "Sign In"



- (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"**

SIGN IN

Home

USERNAME

PASSWORD 

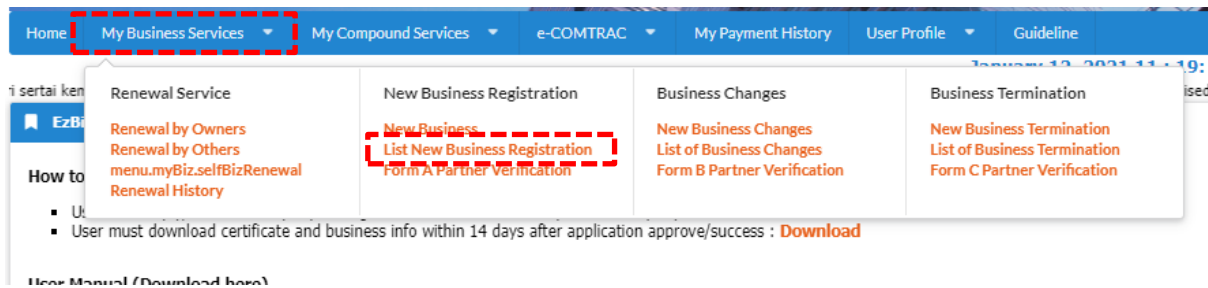
VERIFICATION CODE

Sign In

Forgot Password Sign Up

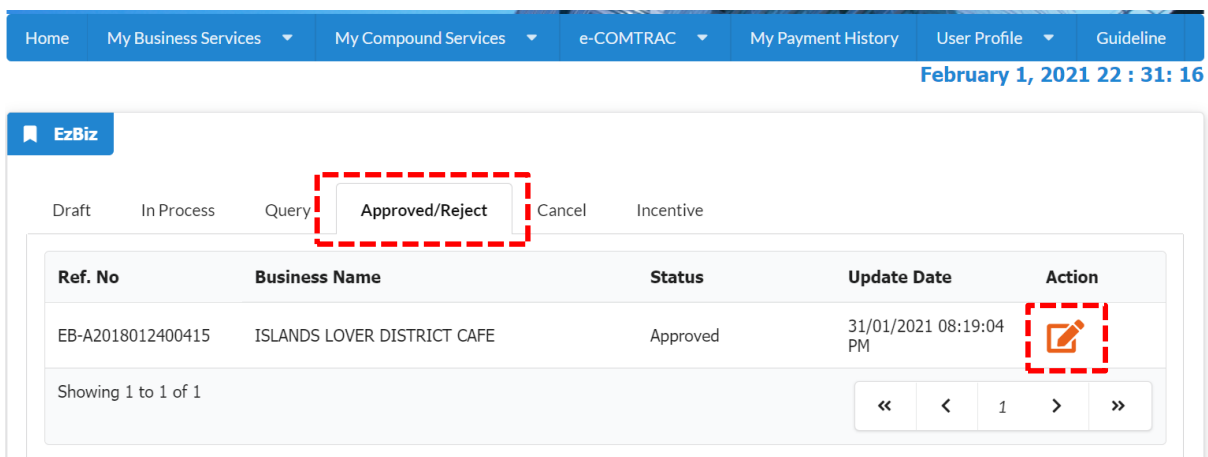
2. Pergi ke menu dan klik **"My Business Services"**

(a) Klik **"List New Business Registration"**




The screenshot shows the EzBiz navigation menu. The 'My Business Services' dropdown is open, and the 'List New Business Registration' option under the 'New Business Registration' category is highlighted with a red dashed box. Other options include 'Renewal Service', 'Business Changes', and 'Business Termination'.

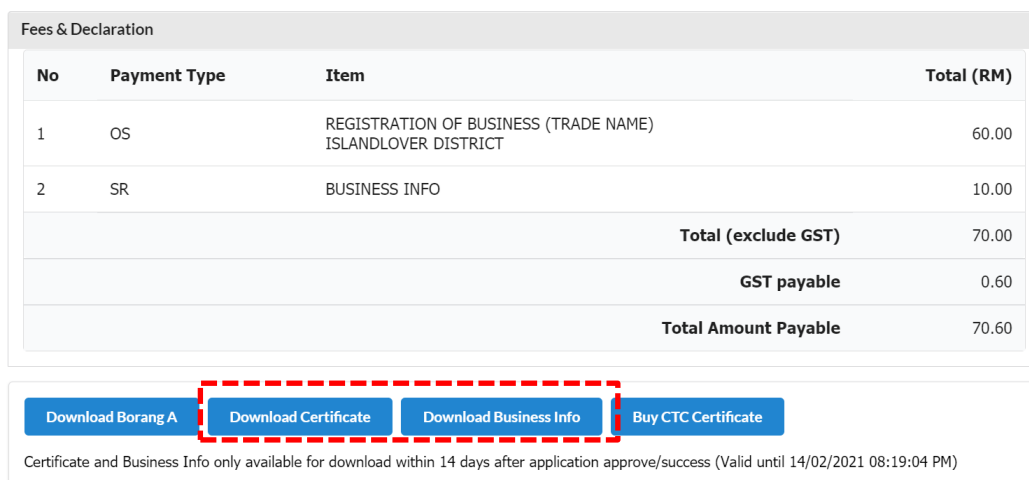
3. Klik Tab **"Approved/Reject"** dan klik butang **"Action"** 



The screenshot shows the 'Approved/Reject' tab selected in the EzBiz interface. A table displays one entry for 'ISLANDS LOVER DISTRICT CAFE' with status 'Approved'. The 'Action' button, represented by a pencil icon, is highlighted with a red dashed box.

Ref. No	Business Name	Status	Update Date	Action
EB-A2018012400415	ISLANDS LOVER DISTRICT CAFE	Approved	31/01/2021 08:19:04 PM	

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



The screenshot shows the 'Fees & Declaration' table and the 'Download Certificate' and 'Download Business Info' buttons highlighted with a red dashed box. The table lists fees for business registration and business info.

No	Payment Type	Item	Total (RM)
1	OS	REGISTRATION OF BUSINESS (TRADE NAME) ISLANDLOVER DISTRICT	60.00
2	SR	BUSINESS INFO	10.00
Total (exclude GST)			70.00
GST payable			0.60
Total Amount Payable			70.60

Download Borang A | **Download Certificate** | **Download Business Info** | Buy CTC Certificate

Certificate and Business Info only available for download within 14 days after application approve/success (Valid until 14/02/2021 08:19:04 PM)

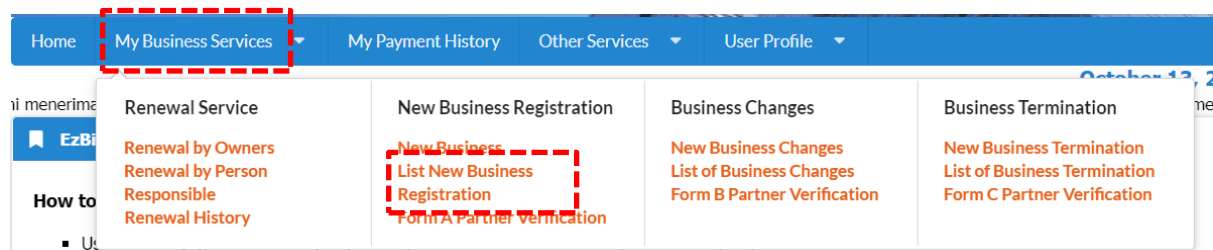
Nota:

- Sijil dan Maklumat Perniagaan perlu dimuat turun dalam **tempoh 14 hari** dari tarikh permohonan diluluskan. Tarikh akhir dan masa yang boleh dimuat turun ada dinyatakan.
- Butang **"Download Business Info"** hanya akan ada jika pembelian maklumat dibuat sewaktu membuat permohonan.


F. CARA "DISCARD" TRANSAKSI SEBELUM BUAT BAYARAN

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



(a) Klik "List New Business Registration"



2. Pergi ke menu "Draft"

(a) Pilih transaksi dan klik butang "Action" 

The screenshot shows a 'Draft' menu with the 'Draft' tab highlighted by a red dashed box. Below the menu is a table with the following data:

Ref. Noss	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

Edit Back Submit Payment



4. Jika status **"Data Entry"**.

(a) Skrol ke bawah, klik **"Discard Application"**

