



TATACARA PENGGUNA EZBIZ UNTUK
SKIM PENDAFTARAN PERNIAGAAN PRIHATIN
SSM

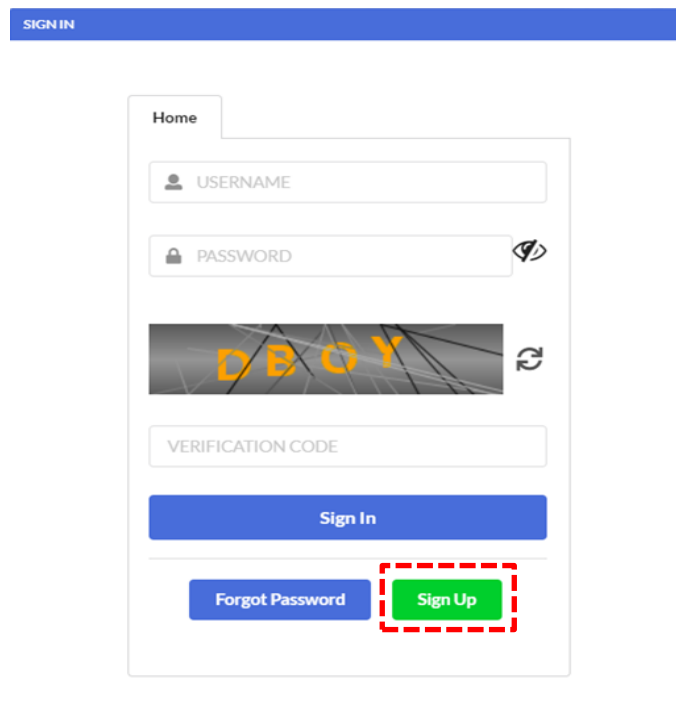
Versi 3.0

14 Oktober 2021

CARA-CARA PERMOHONAN PENDAFTARAN SKIM PENDAFTARAN PERNIAGAAN PRIHATIN SSM MELALUI PORTAL EZBIZ ONLINE

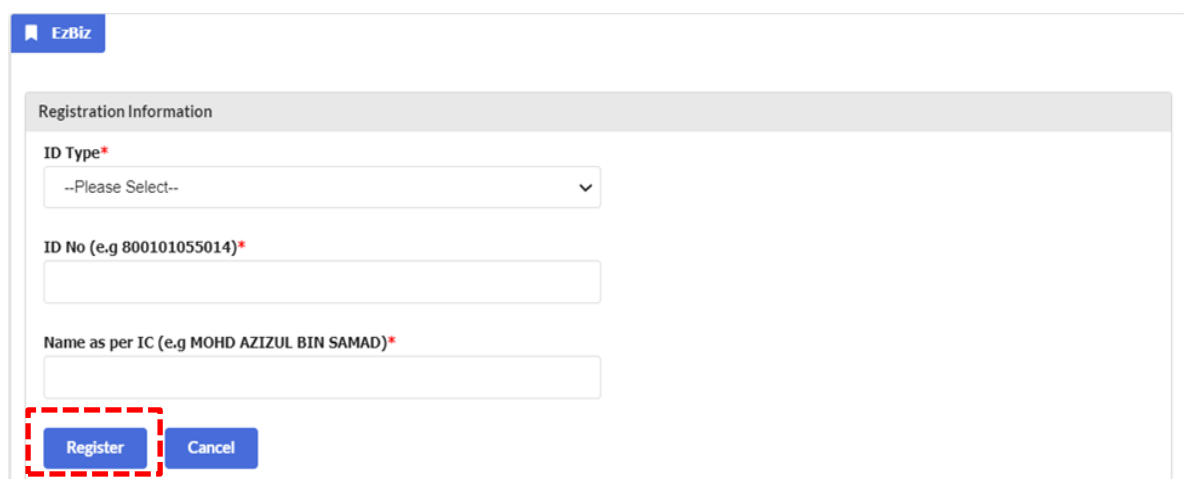
A. CARA MENDAFTAR SEBAGAI PENGGUNA EZBIZ ONLINE

1. Tekan **"Sign Up"**



The screenshot shows the 'SIGN IN' page of the EzBiz portal. It features a 'Home' tab, a 'USERNAME' field, a 'PASSWORD' field with a toggle icon, a 'DEPLOY' button with a refresh icon, and a 'VERIFICATION CODE' field. Below these are 'Sign In', 'Forgot Password', and 'Sign Up' buttons. The 'Sign Up' button 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. It includes a dropdown menu for 'ID Type*' with the placeholder '--Please Select--', a text field for 'ID No (e.g 800101055014)*', and a text field for 'Name as per IC (e.g MOHD AZIZUL BIN SAMAD)*'. At the bottom, there are 'Register' and 'Cancel' buttons. 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*		
MOHD SAMAD BIN AZIZUL		
ID Type	ID No (e.g 800101055014)*	Colour*
NRIC	770202105995	--Please Select--
Nationality*		
--Please Select--		
Gender* ☐ FEMALE ☐ MALE		
Date of Birth*	Race*	
02-Feb-1977	--Please Select--	

Residential Address Information	
Residential Address*	
NO. 66 JALAN 66	
TAMAN ENAM ENAM	
Postcode*	City*
68000	AMPANG
Country*	State*
MALAYSIA	SELANGOR
Mobile Phone No.*	
0166666666	

- 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

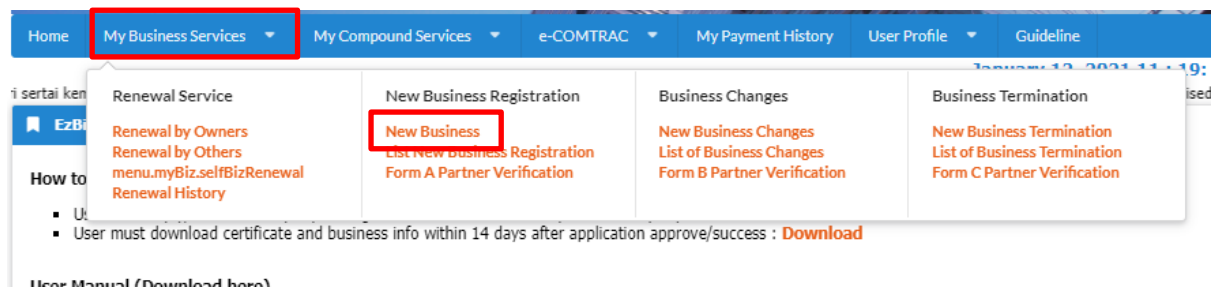
1. "Sign In"

- (a) Klik **"USERNAME"**
- (b) Masukkan **"PASSWORD"** – boleh klik ikon mata jika ingin lihat **"password"** yang ditaip
- (c) Masukkan **"VERIFICATION CODE"**
- (d) Klik **"Sign In"**

The image shows a 'SIGN IN' form. At the top is a blue button labeled 'SIGN IN'. Below it is a 'Home' tab. The form contains four input fields: 'USERNAME', 'PASSWORD', a CAPTCHA image with the text 'AKOX', and 'VERIFICATION CODE'. To the right of the 'PASSWORD' field is an eye icon inside a red dashed box. Below the input fields is a blue 'Sign In' button, also enclosed in a red dashed box. At the bottom are two buttons: 'Forgot Password' and 'Sign Up'.

2. Klik "My Business Services"

(a) Klik "New Business"



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"** dan pilih **"Skim Pendaftaran Perniagaan Prihatin (SPPP)"**
- (e) Sila pilih **"Registration Period"** dengan membuat pilihan bermula 1 tahun hingga 5 tahun. Pengecualian bayaran untuk **tahun pertama sahaja**.
- (f) Pada bahagian **"Business Info"**, pilih **"Yes"** kerana tiada sebarang bayaran akan dikenakan
- (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*

12-Jan-2021

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) ?*

--Please Select--

Is Online Seller ?

--Please Select--

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

- (a) Masukkan bahagian yang bertanda *
- (b) Klik POSKOD dahulu, 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
Address* NO. 14, JALAN PERMATA TAMAN LESTARI Postcode* 68100 Town* BATU CAVES State SELANGOR Tel No Mobile No* Email	Copy From Main Address Address* NO. 14, JALAN PERMATA TAMAN LESTARI Postcode* 68100 Town* BATU CAVES State* SELANGOR Tel No Mobile No Email

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

- (a) Masukkan bahagian yang bertanda *
- (b) Klik **"Add/Update Branch"**.
- (c) Sebarang pertambahan cawangan akan dikenakan bayaran RM5.00 untuk satu cawangan setahun
- (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		

<<

<

>

>>

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			

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 MINUMAN, PAKAIAN

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)	☐
10203	PENGELUARAN MAKANAN BERASASKAN IKAN UNTUK MANUSIA ATAU HAIWAN (PRODUCTION OF FISH MEALS FOR HUMAN CONSUMPTION OR ANIMAL FEED)	☐
10301	PEMBUATAN PRODUK MAKANAN BUAH-BUAHAN DAN SAYUR-SAYURAN (MANUFACTURE OF FRUITS AND VEGETABLES FOOD PRODUCTS)	☒
10750	PEMBUATAN MAKANAN DAN HIDANGAN TERSEDIA (MANUFACTURE OF PREPARED MEALS AND DISHES)	☐
10799	PEMBUATAN PRODUK MAKANAN LAIN T.T.T.L. (MANUFACTURE OF OTHER FOOD PRODUCTS, N.E.C.)	☐

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.

The screenshot shows the 'Owners Information' form. It includes a 'MyKad No*' input field and an 'Add Partner' button. Below is a table with the following data:

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

Showing 1 to 1 of 1

Navigation buttons: « < 1 > »

Buttons: Previous Next

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

The screenshot shows the 'Registration Period' form with a modal window for editing owner information. The modal contains the following fields:

- Name : MOHD SYAHMI BIN MAD YASIR
- IC No : [input field] Color : Blue
- Date of Birth : [input field] Gender : MALE
- Race : MELAYU Others Race : [input field]
- Nationality : MALAYSIAN Original Country : [input field]
- Address* : MENARA SSM
- Postcode* : 53000
- Town* : KUALA LUMPUR
- State* : W.P KUALA LUMPUR
- Tel. No. : [input field]
- Mobile. No.* : [input field]

Buttons: Previous Next

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

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

10. "Fee & Declaration"

- (a) Semak bahagian bayaran dan tandakan ✓ di bahagian Deklarasi.
- (b) Klik **"Submit for Verification"** untuk hantar permohonan.

Fees & Declaration

Item	Amount	Unit	Total (RM)
Registration of Business	60.00	1 Year(s)	60.00
Branches	0.00	1 Year(s)	0.00
Business Info	10.00	1	10.00
Incentive (Skim Pendaftaran Perniagaan Prihatin)			
Registration of Business	-60.00	1 Year(s)	-60.00
Business Info	-10.00	1	-10.00
Total Amount			0.00

☒ 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 RM150,000 or to imprisonment for a term not exceeding two years or to both.

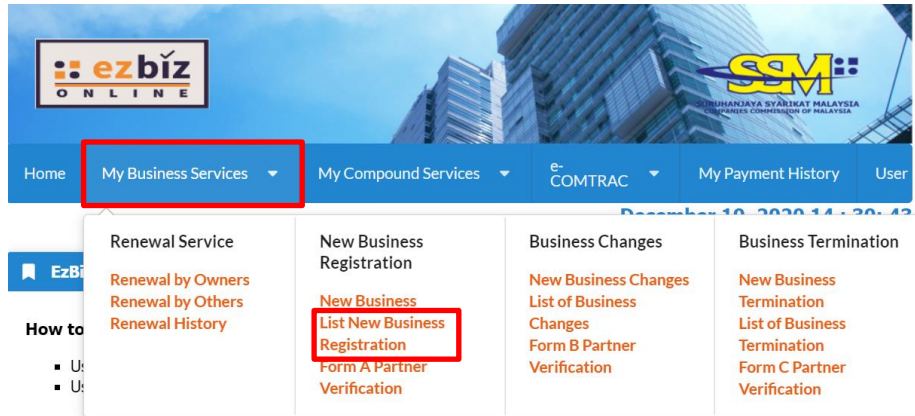
Previous

Submit for Verification

SEMAKAN STATUS PERMOHONAN SKIM PENDAFTARAN PRIHATIN

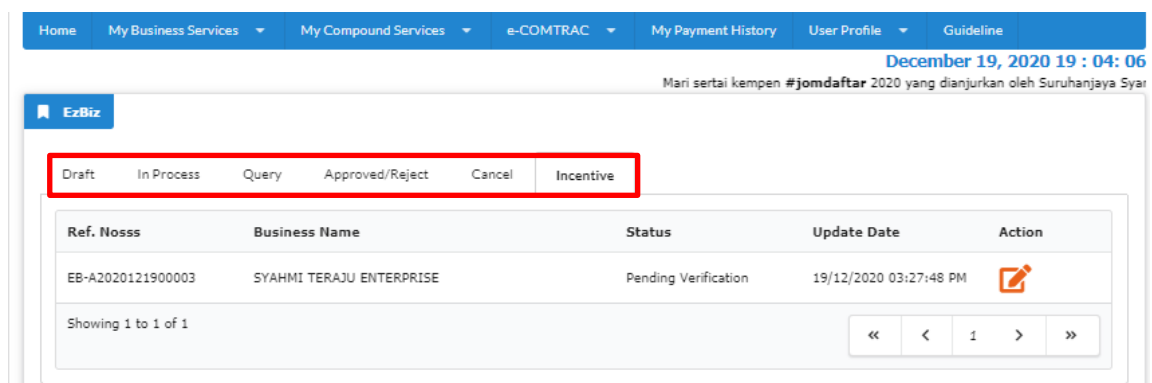
1. Klik "My Business Services"

(a) Klik "List New business Registration"



2. Semakan status permohonan pada tab:

- (a) Tab **"Incentive"** – Permohonan masih dalam proses untuk semakan dokumen sokongan.
- (b) Tab **"Query"** – Permohonan dikuiri perlu dikemaskini diruang berkaitan dan dijawab kuiri tersebut. Klik button action untuk menjawab kuiri tersebut. Selepas mengemaskini dan jawab kuiri, sila hantar semula untuk permohonan diproses.
- (c) Tab **"In Process"** – Permohonan masih dalam proses untuk semakan pendaftaran baharu.
- (d) Tab **"Approved/Reject"** – Permohonan diluluskan dan perlu download sijil/maklumat perniagaan dalam tempoh 14hari dari tarikh kelulusan.



C. CARA-CARA MENAMBAH RAKAN KONGSI

Untuk Skim Pendaftaran Perniagaan Prihatin, sila pastikan rakan kongsi adalah dari golongan yang layak untuk skim ini, iaitu Usahawan Kumpulan B40 atau Pelajar IPT Sepenuh Masa.

Jika rakan kongsi bukan dari golongan yang dinyatakan, permohonan tidak layak untuk didaftarkan di bawah skim ini.

1. "Owner Information"

- (a) Masukkan no. kad pengenalan di ruangan bertanda *
- (b) Klik **"Add Partner"**

Owners Information

MyKad No* [Add Partner](#)

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	

Showing 1 to 1 of 1

« < 1 > »

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

- (c) Paparan maklumat rakan kongsi yang ditambah akan terpapar
- (d) Sila isi alamat rakan kongsi

Registration Period*
1 Year

Business Info
Yes

Status
DATA ENTRY

Owners Information

MyKad No*
580926045274 [Add Partner](#)

No	Name
1	NUR ZAWANI BINTI MOHD

Showing 1 to 1 of 1

« 1 »

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

Name : ZAINUN BINTI A BAKAR

IC No : Color : Blue

Date of Birth : Gender : Female

Race : MELAYU Others Race :

Nationality : MALAYSIAN Original Country :

Address*

Town*

Postcode*

State*
--Please Select--

Tel. No.

Mobile. No.*

(e) Klik **“Update Owners”**

Registration Period*
1 Year

Business Info
Yes
Status
DATA ENTRY

Owners Information

MyKad No*
580926045274 Add Partner

No	Name
1	NUR ZAWANI BINTI MOH

Showing 1 to 1 of 1

Nationality : MALAYSIAN Original Country :

Address*
AA

Town*
BB

Postcode*
68000

State*
SELANGOR

Tel. No.

Mobile, No.*
045887458

Verification Status
PENDING UPDATE ADDRESS

Update Owners Close

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

Owners Information

MyKad No*
580926045274 Add Partner

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	
2	ZAINUN BINTI A BAKAR		PENDING VERIFICATION	

Showing 1 to 2 of 2

Previous Next

3. Pemohon tidak boleh **“Submt Payment”** selagi rakan kongsi yang ditambah belum membuat verifikasi.

All Error must be fix before submit for payment

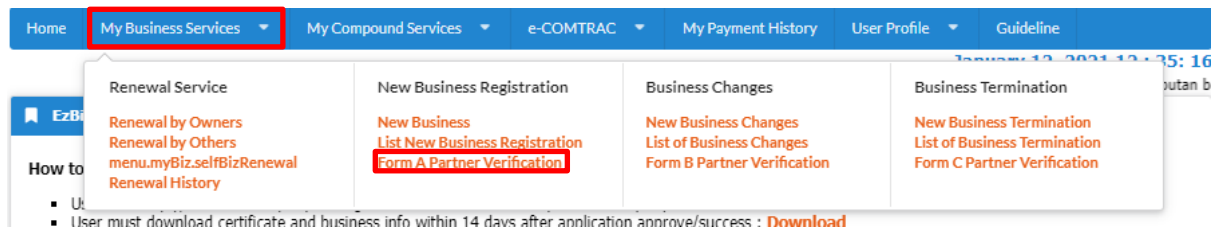
- Partner ZAINUN BINTI A BAKAR must verify this form first before submission.

Previous Submit Payment

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

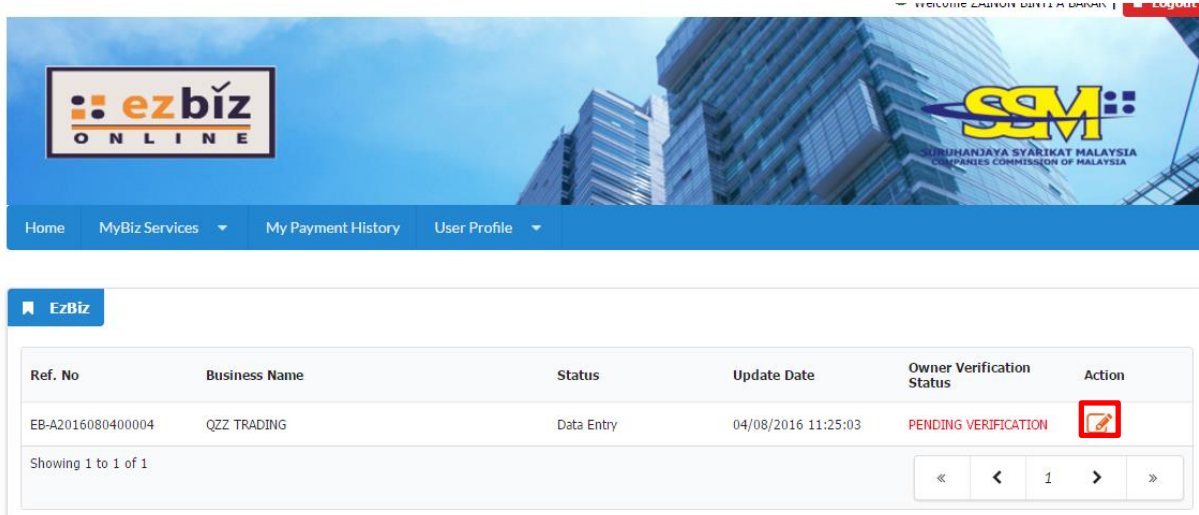
1. Klik "My Business Services"

(a) Klik "Partner Verification"



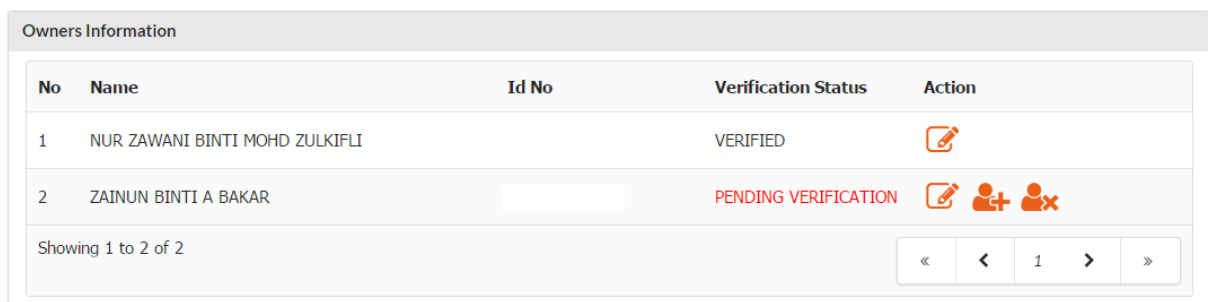
2. Maklumat perniagaan yang dimohon akan dipaparkan

(a) Klik butang



3. Klik "Next" sehingga ke bahagian "Owner Information"

(a) Klik ikon "+" di bahagian "Action"



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

The screenshot shows a web interface titled "Owners Information". It contains a table with the following data:

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	
2	ZAINUN BINTI A BAKAR		PENDING VERIFICATION	

Below the table, it says "Showing 1 to 2 of 2". A confirmation pop-up box is displayed in the center, with the text: "ezbiz.ssm.com.my says: Confirm to be added as partner?". The "OK" button in the pop-up is highlighted with a red rectangle. At the bottom right of the interface are "Previous" and "Next" buttons.

4. Rakan kongsi yang ditambah boleh klik ikon **"X"** di bahagian **"Action"** jika ingin batalkan sebagai rakan kongsi

This screenshot shows the same "Owners Information" table as before, but now both entries are marked as "VERIFIED". The "Action" column for the second entry, ZAINUN BINTI A BAKAR, now includes an "X" icon (remove partner) which is highlighted with a red rectangle. The "Showing 1 to 2 of 2" text and "Previous/Next" buttons are also visible.

5. Pemohon akan menerima emel notifikasi bahawa rakan kongsi yang hendak ditambah bersetuju untuk menjadi rakan kongsi perniagaan.

SUBJECT: EZBIZ ONLINE |ACCEPT PARTNER OF BUSINESS REGISTRATION APPLICATION FOR (EB-A2016080400004:QZZ TRADING)

EzBiz Administrator <ezbizadmin@ssm.com.my>

Sent: Thu 4/8/2016 11:31 AM

To: Nur Zawani Mohd Zulkifli (RSD)

Dear Sir/Madam,

This is to inform that ZAINUN BINTI A BAKAR **ACCEPTED** your request as business partner.

Reference No: EB-A2016080400004

Business Name: QZZ TRADING

Should you have any queries or require any further information please contact us at 603-7721 4000.

Thank you for using our services.

6. Pemohon boleh menyemak semula dengan log in portal EZBIZ Online
 - (a) Rakan kongsi yang ditambah bertukar status **"VERIFIED"**
 - (b) Jika pemohon ingin membatalkan kemasukan rakan kongsi baru **"klik"** ikon "padam" di ruangan **"Action"**.

Owners Information

MyKad No*

Add Partner

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	
2	ZAINUN BINTI A BAKAR		VERIFIED	

Showing 1 to 2 of 2

«

<

1

>

»

Previous

Next

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

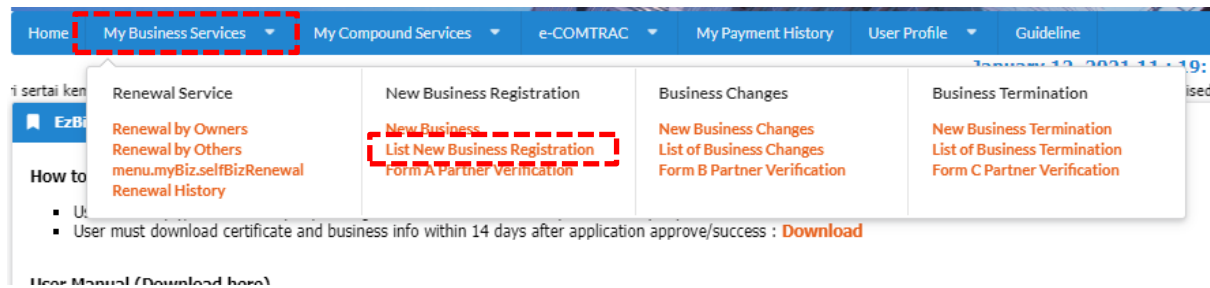
Sign In

Forgot Password

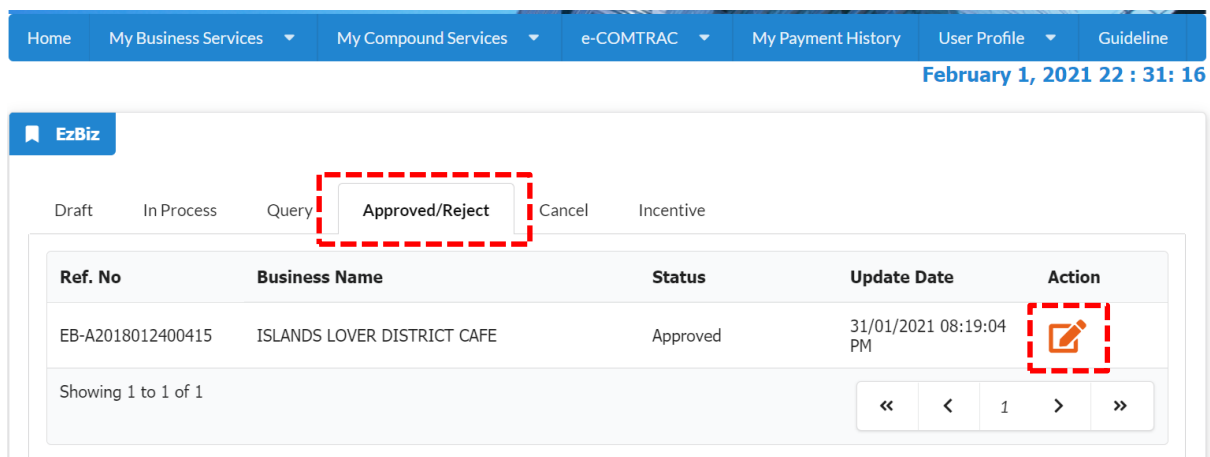
Sign Up

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

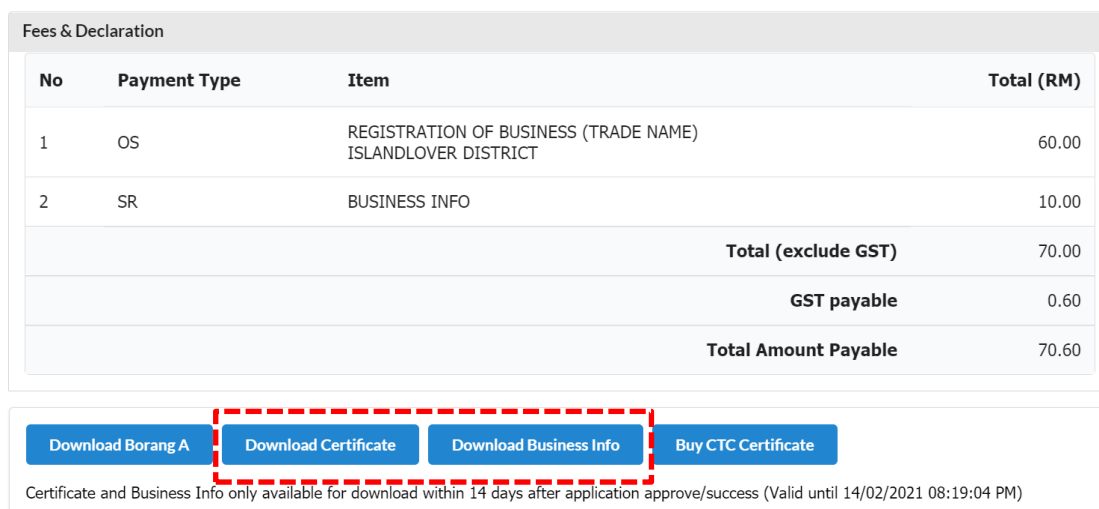
(a) Klik **"List New Business Registration"**



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



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



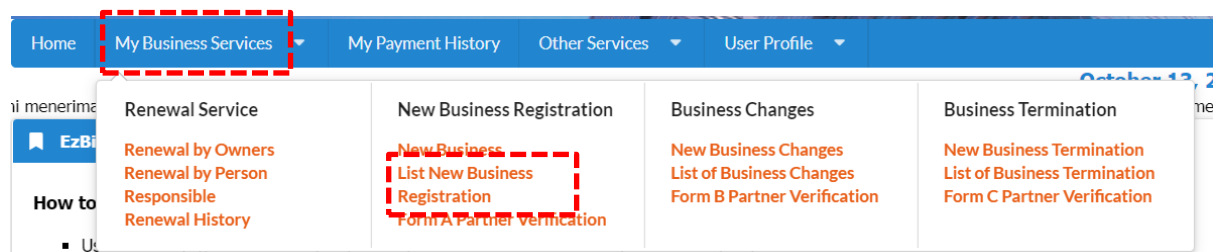
Nota:

- 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 HANTAR PERMOHONAN

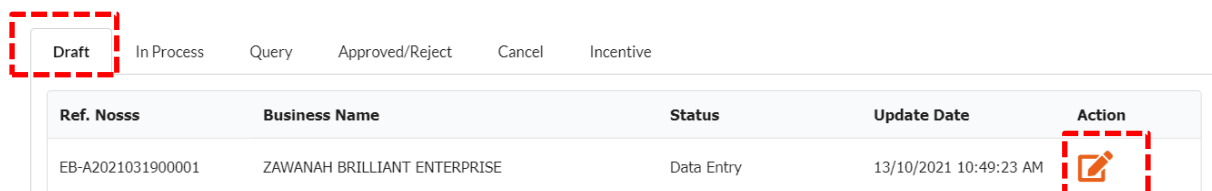
1. Pergi ke menu dan klik **'My Business Services'**

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



2. Pergi ke menu **"Draft"**

(a) Pilih transaksi dan klik butang **"Action"** 



3. Status **"Data Entry"**.

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

