



## **TATACARA PENGGUNA EZBIZ PENDAFTARAN PENAMATAN PERNIAGAAN**

**Versi 2.0**

**14 Oktober 2021**

## **A. CARA PERMOHONAN PENDAFTARAN PENAMATAN PERNIAGAAN MELALUI EZBIZ ONLINE**

### **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 a 'SIGN IN' form with the following elements:

- A blue header bar with the text 'SIGN IN'.
- A 'Home' tab.
- A 'USERNAME' input field with a user icon.
- A 'PASSWORD' input field with a lock icon and a visibility toggle icon (an eye with a slash) circled in red.
- A verification code image showing 'AKOY' with a refresh icon.
- A 'VERIFICATION CODE' input field.
- A blue 'Sign In' button circled in red.
- Two buttons at the bottom: 'Forgot Password' (blue) and 'Sign Up' (green).

2. Pergi ke menu dan klik pada **'My Business Services'** dan klik **'New Business Termination'**.



3. Sila pilih perniagaan dalam senarai dan klik butang 

Business No	Business Name	Expiry Date	Action
003054288-V	PKPB BUSINESS	2021-12-27	
003054294-P	TRIPPING DEEP CONSULTANT	2021-12-28	

Showing 1 to 2 of 2

Navigation: << < 1 > >>

4. (a) Pilih sebab penamatan perniagaan pada bahagian **"Reason of Termination"**
- (b) Pilih **"YES"** or **"NO"** untuk pembelian info perniagaan.
- (c) Tekan **"Business Certificate Example"** sebagai contoh sijil perniagaan
- (d) Tekan **"Choose File"** dan lampirkan sijil **Perakaun Pendaftaran Perniagaan** yang masih aktif pada bahagian **"Attachment"**. Kemudian, tekan **"Upload"**.


**Business Termination Detail**

**Business Information**


Business No :  
Business Name :


**Business Termination Form**

Ref. No.

Termination Date\*  
13-Oct-2021 

Compound Amount : 0  \*tick this if you want to pay

**Reason of Termination\***  
CLOSE BUSINESS 

**Business Info**  
YES 

**Attachment - PDF Format Only**  
Please attach an active / a valid Business Certificate (Business Certificate Example).

Select File (Max 3 MB)  
Choose File No file chosen

**Upload**

## 5. "Owner Verification"

- (a) Jika perniagaan adalah pemilikan tunggal, tidak perlu untuk pengesahan pemilik.
- (b) Jika perniagaan adalah perkongsian, setiap rakan kongsi perlu membuat pengesahan menggunakan ID Ezbiz masing-masing. Permohonan tidak boleh dihantar jika proses verifikasi tidak dibuat.

**Owner Verification**

No	Name	IdNo	Status	Action
1	NUR ZAWANI BINTI MOHD. ZULKIFLI		PENDING VERIFICATION	
2	IYLIAA FAHMI BIN ISHAK		VERIFIED	

Showing 1 to 2 of 2

« < 1 > »

## 6. "Fee Summary"

- (a) Sila tick pada deklarasi
- (b) Tekan butang "**Save**"
- (c) **Tiada** pembayaran akan dikenakan.
- (d) Pembayaran hanya akan dikenakan jika memilih untuk **membeli info perniagaan.**

Fee Summary			
Item	Amount	Unit	Total
Compound	0.00	0	0.00
Business Info Amount	10.00	1	10.00
		Total Amount	10.00

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.

[Discard Application](#) [Save](#)

### Nota:

Sekiranya pemilik perniagaan tidak melampirkan sijil **Perakuan Pendaftaran Perniagaan**, permohonan tidak boleh dihantar dan notifikasi akan terpapar. Sekiranya tiada sijil **Perakuan Pendaftaran Perniagaan** yang terkini, pemohon boleh beli di laman web einfo dan mydata dengan tekan link yang disediakan.

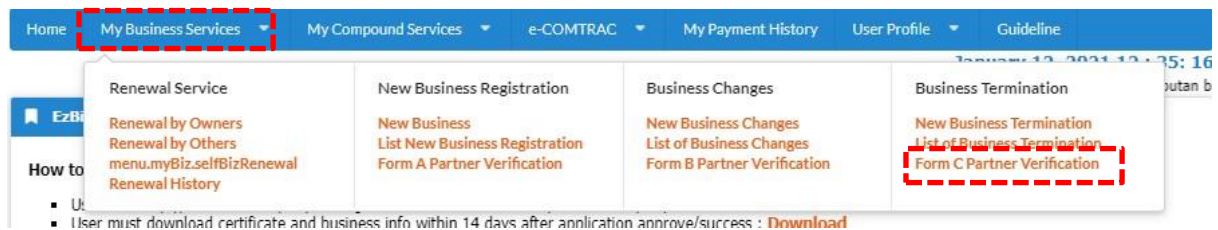
All Error must be fix before save.

- Attachment is needed. If no Business Certificate, please buy at [www.ssm-einfo.my](http://www.ssm-einfo.my) or [www.mydata-ssm.com.my](http://www.mydata-ssm.com.my).


## **B. CARA MEMBUAT PENGESAHAN RAKAN KONGSI** **("PARTNER VERIFICATION")**

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

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




2. Maklumat perniagaan yang dimohon akan dipaparkan

(a) Klik butang 

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

(b) Klik ikon 

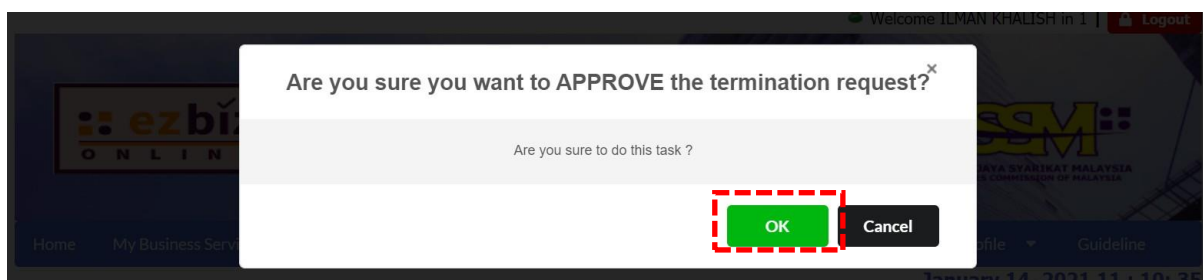
The screenshot shows a table with the following data:

Ref. No.	Business Registration No.	Business Name	Status	Update Date	Status	Action
EB-C2021011400001	003054288-V	PKPB BUSINESS	Data Entry	14/01/2021 11:05:29 AM	PENDING VERIFICATION	

Showing 1 to 1 of 1

Navigation buttons: << < 1 > >>

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



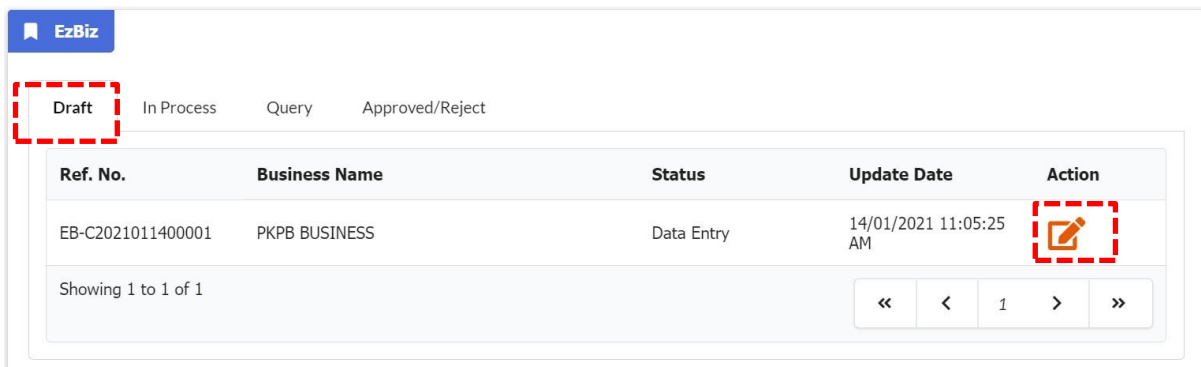
3. Pemohon akan menerima emel notifikasi bahawa rakan kongsi telah beretuju untuk menamatkan perniagaan.


4. Pemohon boleh menyemak semula dengan sign in ke portal **EZBIZ Online**

(a) Pergi ke Menu dan klik **"My Business Services"**

(b) Klik "List of Business Termination"

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



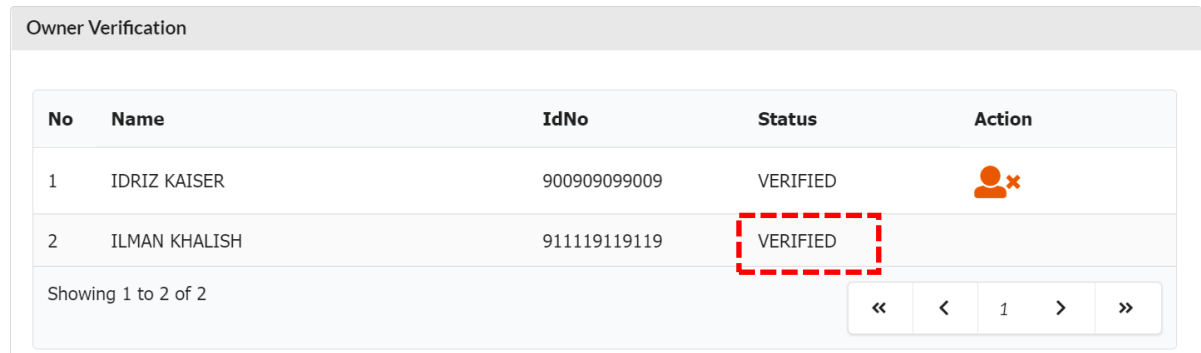
Ref. No.	Business Name	Status	Update Date	Action
EB-C2021011400001	PKPB BUSINESS	Data Entry	14/01/2021 11:05:25 AM	


Showing 1 to 1 of 1

« < 1 > »

(d) Rakan kongsi yang ditambah bertukar status **"VERIFIED"**

(e) Proses seterusnya adalah memilih mod pembayaran (jika ada).



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

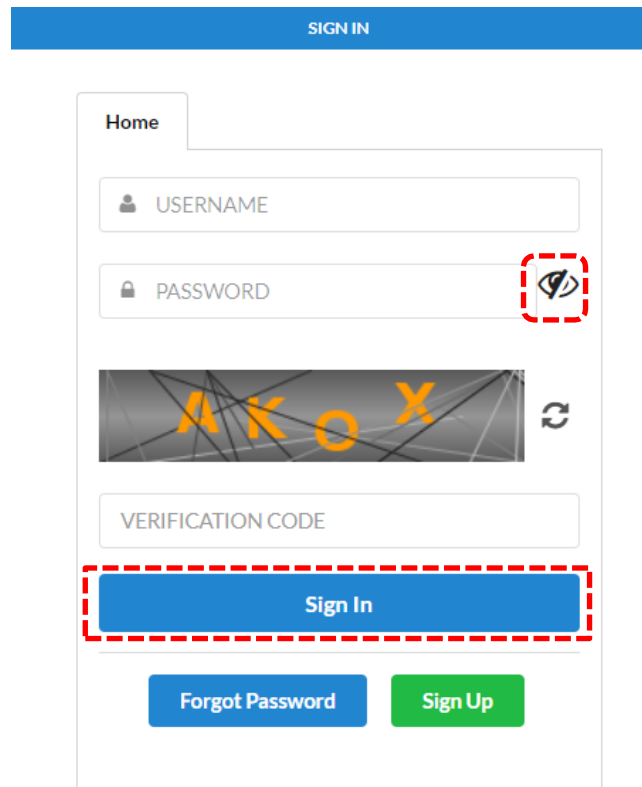
Showing 1 to 2 of 2

« < 1 > »

## **C. CARA MUAT TURUN 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"**

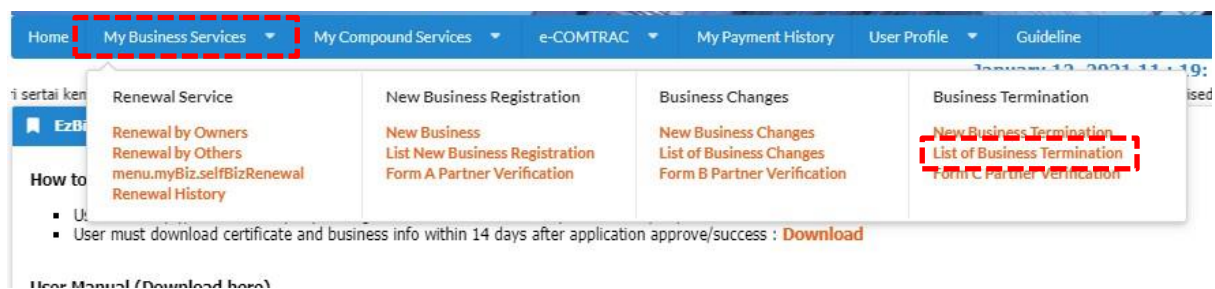


The screenshot shows a 'SIGN IN' page with a blue header. Below the header is a 'Home' tab. The main content area contains a form with the following elements:

- A 'USERNAME' input field.
- A 'PASSWORD' input field with an eye icon to the right, which is highlighted with a red dashed box.
- A 'VERIFICATION CODE' input field.
- A blue 'Sign In' button, which is highlighted with a red dashed box.
- Two buttons at the bottom: 'Forgot Password' (blue) and 'Sign Up' (green).

### **2. Pergi ke menu dan klik 'My Business Services'**

- (a) Klik **"List of Business Termination"**






### 3. Klik Tab "Approved/Reject" dan klik butang

Home My Business Services My Compound Services e-COMTRAC My Payment History User Profile Guideline  
February 1, 2021 22 : 55: 14

EzBiz

Draft In Process Query **Approved/Reject**

Ref. No	Business Name	Status	Update Date	Action
EB-B2018030600054	ISLANDS LOVER DISTRICT CAFE	Approved	06/03/2018 01:40:51 PM	

Showing 1 to 1 of 1

« < 1 > »

### 4. Sistem akan memaparkan maklumat permohonan yang telah diluluskan. Klik "Download Business Info"

Fee Summary

No	Payment Type	Item	Total (RM)
1	SR	BUSINESS INFO	10.00
<b>Total (exclude GST)</b>			10.00
<b>GST payable</b>			0.00
<b>Total Amount Payable</b>			10.00

[Download Form C](#) [Download Business Info](#)

Form C and Business Info only available for download 14 days after application approve/success (Valid until 15/02/2021 11:58:59 PM)

#### Nota:

- Permohonan penamatan perniagaan, hanya maklumat perniagaan sahaja yang boleh dimuat turun, jika tiada pembelian sewaktu permohonan dibuat tiada maklumat yang boleh dimuat turun.
- 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.