



# TATACARA PENGGUNA EZBIZ MENDAFTAR PERUBAHAN MAKLUMAT PERNIAGAAN

Versi 5.0

20 Oktober 2022

# A. CARA PERMOHONAN PENDAFTARAN PERUBAHAN MAKLUMAT MELALUI EZBIZ ONLINE

- 1. Layari portal <u>ezbiz.ssm.com.my</u>
  - (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"**

s	IGN IN
LUSERNAME	
PASSWORD	<b>I</b>
X	C
VERIFICATION CODE	
s	ign In
Forgot Password	New User Registration

2. Klik pada 'My Business Services' dan klik 'New Business Changes'.

	HOME MY BUSINESS SERVICES ~	MY PAYMENT HISTORY OTHER SERVI	CES V USER PROFILE V SANNY EIN ASHRI
Renewal Service Business Registration		Business Changes	Business Termination
Renewal By Owner New Business Registration		New Business Changes	New Business Termination
Renewal By Person Responsible Registration Partner Verification		n Changes Partner Verification	Termination Partner Verification
Renewal Status / History	Registration Status / History	Changes Status / History	Termination Status / History

3. Sila pilih perniagaan dalam senarai **'Select Business'**.

Dapatkan maklumat lanjut tentang faedah dan proses pendaftaran di sini.	Terima kasih.	October 18, 2022 10 : 28: 34
REGISTRATION OF CHANGES OF BUSINESS PARTICULAS (FORM B)		
Select BusinessPlease Select	<b>`</b>	

- 4. Berikut ialah perubahan yang boleh dilakukan:
  - 4.1 Perubahan Alamat Perniagaan
  - 4.2 Perubahan Jenis Perniagaan
  - 4.3 Perubahan Maklumat Cawangan
  - 4.4 Perubahan Maklumat Pemilikan:-
    - 4.4.1 Menambah rakan kongsi
    - 4.4.2 Mengeluarkan rakan kongsi
    - 4.4.3 Mengeluarkan rakan kongsi (kematian)
    - 4.4.4 Kemaskini maklumat pemilik (alamat kediaman dan nombor telefon)

# 4.1 Perubahan Alamat perniagaan

(a) Tandakan kotak **(Changes of Principal Business Address)** 

- (b) Isikan tarikh perubahan.
- (c) Sila isikan alamat utama perniagaan yang baharu dan alamat suratmenyurat yang baharu.

LOK 39-14-08, FLAT SERI PERAK   ANDAR BARU SENTUL   LOK 39-14-08, FLAT SERI PERAK   BLOK 39-14-08, FLAT SERI PERAK   BANDAR BARUS SENTUL   DOO KUALA LUMPUR   e of Changes* 11-Jan-2021 • • • • • • • • • • • • • • • • • • •	cut Huin Address     K 39-14-08, FLAT SERI PERAK   DAR BARU SENTUL   DAR BARU SENTUL   S100 KUALA LUMPUR   KUALA LUMPUR <b>of Changes*</b> 11-Jan-2021 <b>changes of Principal Business Address changes of Mailing Address changes of Mailing Address incess*</b> 100.77 JALAN 77 <b>changes* inces* changes*</b> 11-Jan-2021 <b>changes of Mailing Address incess* changes of Mailing Address incess* changes*</b> 10.77 JALAN 77 <b>changes* inces* changes* inces* changes* inces* chanses of Mailing Address inces* changes of Mailing Address inces* changes of Mailing Address inces* inces* inces* changes of Mailing Address inces* inces* changes of Mailing Address Address* index: index: changes of Mailing Address index: copy From Mail Address Nom* copy From Mail Address index: copy From Mail Address index: index:</b> <	ges of Principal Business Address			
LOK 39-14-08, FLAT SERI PERAK ANDAR BARU SENTUL 1000 KUALA LUMPUR e of Changes* 11-Jan-2021 12 hanges of Principal Business Address ddress* NO.77 JALAN 77 TAMAN 77 TAMAN 77 TAMAN 77 TAMAN 77 Business Address NO.77 JALAN 77 TAMAN 77 TAM	K 39-14-08, FLAT SERI PERAK DAR BARU SENTUL S1000 KUALA LUMPUR   BLOK 39-14-08, FLAT SERI PERAK BANDAR BARU SENTUL S1000 KUALA LUMPUR   of Changes* 11-Jan-2021   ress*   IO.77 JALAN 77   Changes of Mailing Address   Incode*   Town*   S250   KUANTAN   e*   AHANG   No   Mobile No*   0177777777   il	ıt Main Address — — — — — — —		Current Post Add	ress
te of Changes* 11-Jan-2021  hanges of Principal Business Address  Address* NO.77 JALAN 77 TAMAN 77 TAMAN 77 Town* 25250 KUANTAN V State* PAHANG Fel No Mobile No* 017777777 Email KL(Website, FB, etc)	sh Changes           I1-Jan-2021         nges of Principal Business Address         Incess*         I0.77 JALAN 77         AMAN 77         Incess*         ICONN*         S250         KUANTAN         KUANTAN         No         Mobile No*         017777777         Ni	39-14-08, FLAT SERI PERAK AR BARU SENTUL I KUALA LUMPUR UALA LUMPUR		BLOK 39-14-08, F BANDAR BARU SE 51000 KUALA LUN W.P KUALA LUMP	LAT SERI PERAK INTUL IPUR UR
Anges of Principal Business Address  dress* NO. 77 JALAN 77 TAMAN 77 TAMAN 77  stcode* Town* 25250 KUANTAN V  ste* PAHANG No Mobile No* 017777777 tail L(Website, FB, etc)	Inges of Principal Business Address	Changes* 11-Jan-2021			
dress* NO. 77 JALAN 77 IAMAN	Iress*       Copy From Main Address         IO. 77 JALAN 77       NO. 77 JALAN 77         AMAN 77       TAMAN 77         toode*       Town*         5250       KUANTAN         ke*       AMANG         No       Mobile No*         017777777       017777777         sil       Email         . (Website, FB, etc)	es of Principal Business Address		Changes of Mailing A	ddress
dress*       Address*         NO. 77 JALAN 77       NO. 77 JALAN 77         TAMAN 77       TAMAN 77         stcode*       Town*         25250       KUANTAN         ite*       Postcode*         Postcode*       Town*         25250       KUANTAN         ite*       PAHANG         INo       Mobile No*         017777777       017777777         iail       Email	Iress*       Address*         IO. 77 JALAN 77       NO. 77 JALAN 77         AMAN 77       TAMAN 77         tcode*       Town*         5250       KUANTAN         ke*       State*         AHANG       PAHANG         No       Mobile No*         017777777       01777777         sil       Email         . (Website, FB, etc)       Email			Copy From Main A	Address
NO. 77 JALAN 77         TAMAN 77         istcode*       Town*         25250       KUANTAN         ate*         PAHANG         INO       Mobile No*         017777777         tail         L	IO. 77 JALAN 77  AMAN 77  TAMAN 77	255*		Address*	
TAMAN 77       TAMAN 77         istcode*       Town*         25250       KUANTAN         ate*       Postcode*         PAHANG       KUANTAN         I No       Mobile No*         017777777       017777777         tail       Email	AMAN 77       TAMAN 77         tcode*       Town*         5250       KUANTAN         te*       KUANTAN         AHANG       No         Mobile No*       017777777         sil       017777777         Email       Image: Comparison of the second of the s	NO. 77 JALAN 77		NO. 77 JALAN 77	
stcode*       Town*         125250       KUANTAN         te*       25250         XAHANG       State*         PAHANG       PAHANG         1017777777       017777777         ail       Email         L (Website, FB, etc)       Email	tcode*       Town*         5250       KUANTAN         te*         AHANG         No       Mobile No*         017777777         sil         .(Website, FB, etc)	MAN 77		TAMAN 77	
25250     KUANTAN     25250     KUANTAN       25250     KUANTAN     25250     KUANTAN       PAHANG     PAHANG     PAHANG       017777777     017777777       mail     Email	KUANTAN     25250     KUANTAN       1000000000000000000000000000000000000	ode* Town*		Postcode*	Towo*
State*       PAHANG       PAHANG       PAHANG       O17777777       mail       RL (Website, FB, etc)	te*     State*       AHANG     PAHANG       No     Mobile No*       017777777       ail       . (Website, FB, etc)	250 KUANTAN	~	25250	KUANTAN 🗸
PAHANG     PAHANG       I No     Mobile No*       0177777777       nail       L (Website, FB, etc)	No     Mobile No*       017777777       sil       . (Website, FB, etc)	*		State*	
Id No         Mobile No*         Tel No         Mobile No           017777777         017777777         017777777           nail         Email         017777777	No         Mobile No*           017777777         017777777           ail         017777777           . (Website, FB, etc)         Email	HANG		PAHANG	
017777777     017777777       mail     Email       RL (Website, FB, etc)	017777777     017777777       ail     Email       . (Website, FB, etc)	o Mobile No*		Tel No	Mobile No
mail Email	ail Email	017777777			017777777
RL (Website, FB, etc)	. (Website, FB, etc)			Email	
		Website, FB, etc)			

# 4.2 Perubahan Jenis Perniagaan

(a) Tandakan kotak 🖌 (Changes in Type of Business)

(b) Isikan tarikh perubahan.

(c) Isikan semua jenis perniagaan yang terkini dalam kotak **'Business Description'** 

(d) Klik **'Add Business Code'** atau butang <u>tutuk</u> memadam kod yang sedia ada.

Current Busi	ness Info			
FOODS				
Changes in Ty	ype of Business			
Changes	in Type of Busine	n-2021		
Business De	scription*			
FOODS, ( You have 14	CLOTHING	maining for your description.	h	
Add Busir * Please add	ess Code at least one bus	iness code		
Business Code No	Business Code	Business Code Description	Amendment Type	Action
1	46329	JUALAN BORONG BARANG MAKANAN LAIN (WHOLESALE OF OTHER FOODSTUFFS)	NO CHANGES	
Showing 1 t	to 1 of 1		<b>« 〈</b> 1	> »
			Discard Application	wious Next

# 4.3 Perubahan Maklumat Cawangan

- (a) Tandakan kotak ✔ (Changes of Particulars on Branches)
- (b) Isikan tarikh perubahan.
- (c) Isikan perubahan cawangan dan klik **'Insert/Update'** atau klik 🔶 untuk menutup cawangan yang sedia ada.

Changes of Particulars on	Branches								
Notes: 1. Address for branches s 2. Address for each branc 3. P.O. Box is not allowed ✓ Changes of Particular Date of Changes <sup>*</sup>	hould not be the same with princ ch should not be the same. , <b>s on Branches</b> 2-Jan-2021	ipal business	s address.						
Address*									
NO. 88 JALAN 88									
TAMAN 88									
Postcode*	Town*	)							
State*									
W.P KUALA LUMPUR									
Branch URL (Website, F	B, etc)								
	Insert/Update								
No Addre	55				Amendment	Туре		Action	n
Showing 0 to 0 of 0						«	<	>	»
					Discard App	lication	Pre	vious	Next

#### 4.4 Perubahan maklumat pemilikan

• Tandakan kotak **(Changes of Business Ownership Information**)

#### 4.4.1 Menambah rakan kongsi:

(a) Isikan Mykad No. rakan kongsi dan klik 'Add New Partner'.

Changes of Business Ownership Information
 Amendment Date

Changes of Business Ownership Information

Amendment Date

Put owners My	/Kad No.	
MyKad No*	880403059999	Add New Partmer

(b) Isikan semua kotak yang mempunyai simbol asterisk (\*) dan klik
'Add'. Klik 'Next' dan teruskan dengan verifikasi rakan kongsi menggunakan ID Ezbiz mereka.

Owner Details Info			
Name IDRIZ KAISER		Address*	
MyKad No 900909099009 DateOfBirth 09 Sep 1990 Race MELAYU	IC Color IC Color Blue Gendor MALE Other Race		Tours
Nationality MALAYSIAN	Country Of Origins Malaysia	State*	Fill in Postcode First V
		Tel.No Amendment Date*	Mobile No*
		Add Cancel	

# 4.4.2 Mengeluarkan rakan kongsi:

(a) Klik butang 📝 (seperti dibawah)

No	Detail	Amendment Type	Amendment Date	Action
1	IYLIAA FAHMI BIN ISHAK JALAN LALA AHMAD 51000 KUALA LUMPUR W.P KUALA LUMPUR	NO CHANGES		ľ
2	MOHD SUHAIMI BIN ZAINOL BANDAR BARU SENTUL 51000 KUALA LUMPUR W.P KUALA LUMPUR	NO CHANGES	[	
3	ALI AHMAD BIN ABU BAKAR JAJAJAJ 81000 KULAI JOHOR	NO CHANGES		ľ

(b) Kemaskini alamat (jika ada) dan pilih 'PULL-OUT' di bahagian'Amendment Type'. Isikan tarikh perubahan, kemudian klik 'Update'.

Owner Details In	nfo					
Name MOHD SUHAIMI MyKad No	BIN ZAINOL IC Color IC Color Blue Gendor MALE	Address* BLOK 39-14-08, FLAT SERI PERAK BANDAR BARU SENTUL				
MELATO	Other Race	Darbarda#	T*			
Nationality	Country Of Origins	51000	KUALA LUMPUR V			
		State*				
		W.P KUALA LUMPUR				
		Tel.No	Mobile No*			
			0189070045			
		Amendment Date*	Amendment Type*			
		T	PULL - OUT 🗸 🗸			
		Supporting Document				
		Choose File No file chosen				
		Update Cancel Notes: 1. Please key in Date of Death in Amendment 2. Please attach certification of death and mus	Date for Amendment type Deceased st be certified by the commissioner of oaths			

# 4.4.3 Mengeluarkan rakan kongsi (MENINGGAL DUNIA):

(a) Klik butang 🗹 (seperti dibawah).

No	Detail	Amendment Type	Amendment Date	Action
1	IYLIAA FAHMI BIN ISHAK JALAN LALA AHMAD 51000 KUALA LUMPUR W.P KUALA LUMPUR	NO CHANGES		ľ
2	MOHD SUHAIMI BIN ZAINOL BANDAR BARU SENTUL 51000 KUALA LUMPUR W.P KUALA LUMPUR	NO CHANGES	[	ľ

- (b) Kemaskini alamat (jika berkenaan) dan pilih **'DECEASED'** di bahagian **'Amendment Type'**.
- (c) Isikan tarikh kematian pada ruangan 'Amendment Date'.
- (d) Klik 'Choose File', muat naik salinan Sijil Kematian pada bahagian 'Supporting Document' yang telah disahkan oleh Pegawai Kerajaan Kumpulan A/ Pengetua/ Guru Besar/ Guru Penolong Kanan/ Wakil Rakyat/ Penggawa/ Penghulu/ Ketua Kampung/ Pengerusi JKKK (Jawatankuasa Kemajuan dan Keselamatan Kampung)/ Ketua Kaum/ Ketua Anak Negeri/ Pesuruhjaya Sumpah/ Pegawai SSM/ Pegawai yang ditentukan oleh Pendaftar dimuatnaik di Portal Ezbiz. Cop pegawai pengesah hendaklah mempunyai nama dan jawatan pegawai serta jabatan atau alamat di mana pegawai bertugas.
- (e) Kemudian klik 'Update'.

Owner Details Info	<b>b</b>				
Name MOHD SUHAIMI BIN MyKad No	I ZAINOL IC Color IC Color Blue	Address* BLOK 39-14-08, FLAT SERI PERAK			
DateOfBirth Bace	Gendor MALE Other Race	DANDAR DARU SENTUL			
MELAYU		Postcode* Town*			
Nationality	Country Of Origins	51000	KUALA LUMPUR 🗸		
		State* W.P KUALA LUMPUR			
		Tel.No	Mobile No*		
			0189070045		
		Amendment Date*	Amendment Type*		
		Supporting Document Choose File No file chosen			
		Update Cancel Notes: 1. Please key in Date of Death in Amendment Dat 2. Please attach certification of death and must b	te for Amendment type Deceased be certified by the commissioner of oaths		

# 4.4.4 Kemaskini maklumat pemilik (alamat kediaman dan nombor telefon):

- (a) Kemaskini maklumat diri sendiri (Lodger).
  - Isikan maklumat terkini pemilik dan klik 'Update'.

	Audi C55	
RA MUDA, TAMAN F	NO. 2 LORONG BENDE	MUDA, TAMAN BUKIT BENDERA
5	Postcode*	Town*
	28400	MENTAKAB
	State*	
	PAHANG	
	Tel.No	Mobile No*
		0173029027
T	State* PAHANG Tel.No Amendment Date*	Mobile No* 0173029027

(b) Kemaskini maklumat rakan kongsi.

Isikan maklumat terkini dan pilih 'UPDATE ADDRESS' dan klik
 'Update'.

Owner Details In	nfo						
Name MOHD SUHAIMI B	IN ZAINOL	Address*					
MyKad No	IC Color IC Color Blue						
DateOfBirth	Gendor MALE						
Race MELAYU	Other Race	Postcode*	Town*				
Nationality	Country Of Origins	51000	KUALA LUMPUR 🗸				
		State*					
		W.P KUALA LUMPUR					
		Tel.No	Mobile No*				
		Amendment Date*	Amendment Type*				
		17	UPDATE ADDRESS 🗸				
		Choose File No file chosen					
		Update Cancel					

# PENGESAHAN RAKAN KONGSI (PERKONGSIAN)

1. Sebelum membuat pembayaran, kotak notifikasi akan dipaparkan seperti dibawah:

Klik **OK** untuk teruskan.

<ul> <li>Changes of Business Ownershi</li> <li>Amendment Date 27 Jan 2021</li> <li>Put owners MyKad No.</li> </ul>	ezbizdev.ssm.com.my says Partner may now login to ezbiz to approve application. Please ignore this notification for Amendment Type DECEASED.
MyKad No*	ОК

Nota: Rakan kongsi akan menerima emel notifikasi.

#### 2. Status pengesahan akan memaparkan 'PENDING VERIFICATION'.

Owner	/erification		
No	Partner Name	IC No	Verification Status
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED
2	QAIRA ZAWANAH BINTI QURNIAWAN		PENDING VERIFICATION
Showi	ng 1 to 2 of 2		« <b>&lt;</b> 1 <b>&gt;</b> »

3. Permohonan **TIDAK BOLEH** diteruskan jika pengesahan tidak dibuat.

Error	
Partner QAIXA ZAWANAH BIN II QUKNLAWAN MUST VEITY this form first before submission.	

**4.** Bagi kes **kematian**, **TIDAK PERLU** pengesahan daripada si mati. Status pengesahan akan memaparkan 'AUTO VERIFIED DUE TO DECEASED'.

Owner V	/erification		
No	Partner Name	IC No	Verification Status
1	IYLIAA FAHMI BIN ISHAK		VERIFIED
2	MOHD SUHAIMI BIN ZAINOL		AUTO VERIFIED DUE TO DECEASED
Showi	ng 1 to 2 of 2		« < 1 > »

# LANGKAH PENGESAHAN RAKAN KONGSI

# 1. Klik pada **My Business Services > New Business Changes > Changes Partner Verification**.

	HOME	MY BUSINESS SERVICES ~	MY PAYMENT HISTORY	OTHER SERVICES V	
Renewal Service		<b>Business Registration</b>	Business Changes		Business Termination
Renewal By Owner		New Business Registration	New Business Ch	anges	New Business Termination
Renewal By Person Responsil	ole	Registration Partner Verification	Changes Partner	Verification	Termination Partner Verification
Renewal Status / History		Registration Status / History	Changes Status /	History	Termination Status / History

# 2. Klik butang (+) untuk pengesahan.

Ref. No	Business Reg No	Business Name	Status	Update Date	Owner Verificatio Status	n	Actio	n		
EB-B2021011100003	003054278-M	ASOKA PARTNERSHIP	Data Entry	12/01/2021 01:40:50 PM	PENDING VERIFICATI	ON		2+	<u>×</u>	]
Showing 1 to 1 of 1						«	<	1	>	»

# 3. Klik butang **OK** jika bersetuju.

Do you agree to the changes?	×
Are you sure to do this task ?	
ок	Cancel

# 4. Status pengesahan pada '**Owner Verification Status'** akan memaparkan. '**VERIFIED**'.

Ref. No	Business Reg No	Business Name	Status	Update Date	Owner Verific Status	ation	Action			
EB-B2021011100003	003054278-M	ASOKA PARTNERSHIP	Data Entry	12/01/2021 01:42:19 PM	VERIFIED 📝 💄					
Showing 1 to 1 of 1						«	<	1	>	»

#### <u>NOTA</u>

- (a) **Lodger** akan mendapat notifikasi melalui emel apabila rakan kongsi telah bersetuju & seterusnya, lengkapkan proses Pembayaran.
- (b) **Lodger** hanya dibenarkan untuk menambah dan mengeluarkan rakan kongsi selain **Lodger** sendiri.

# **B. CARA MUAT TURUN SIJIL DAN MAKLUMAT PERNIAGAAN**

- 1. Layari portal <u>ezbiz.ssm.com.my</u>
  - (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"**

SI	GN IN
LUSERNAME	
PASSWORD	<b>I</b> D
X	G
VERIFICATION CODE	
Si	gn In
Forgot Password	New User Registration

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

# (a) Klik "Changes Status / History"

	MY BUSINESS SERVICES ~	MY PAYMENT HISTORY OTHER SERVICES ~	USER PROFILE V SANNY BIN ASHRI
Renewal Service	<b>Business Registration</b>	Business Changes	Business Termination
Renewal By Owner	New Business Registration	New Business Changes	New Business Termination
Renewal By Person Responsible	Registration Partner Verification	Changes Bartner Verification	Termination Partner Verification
Renewal Status / History	Registration Status / History	Changes Status / History	Termination Status / History

3. Klik Tab **Approved/Reject** dan klik butang 📝

ne My Bus	iness Services		My Compound Services 🔹	e-COMTRAC	My Payment History	User Pro	ofile 🔻	Guideli
						Februar	y 1, 20	21 22 : 5
EzBiz								
Draft In	Process	Query	Approved/Reject					
Ref. No			Business Name		Status	Upda Date	te	Action
EB-B2018030	600054		ISLANDS LOVER DISTRICT	CAFE	Approvec	06/03, 01:40 PM	/2018 :51	ľ

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

Back	Download Business Info	Download Certificate				

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

Nota:

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