

TATACARA PENGGUNA EZBIZ PENDAFTARAN PERNIAGAAN BARU

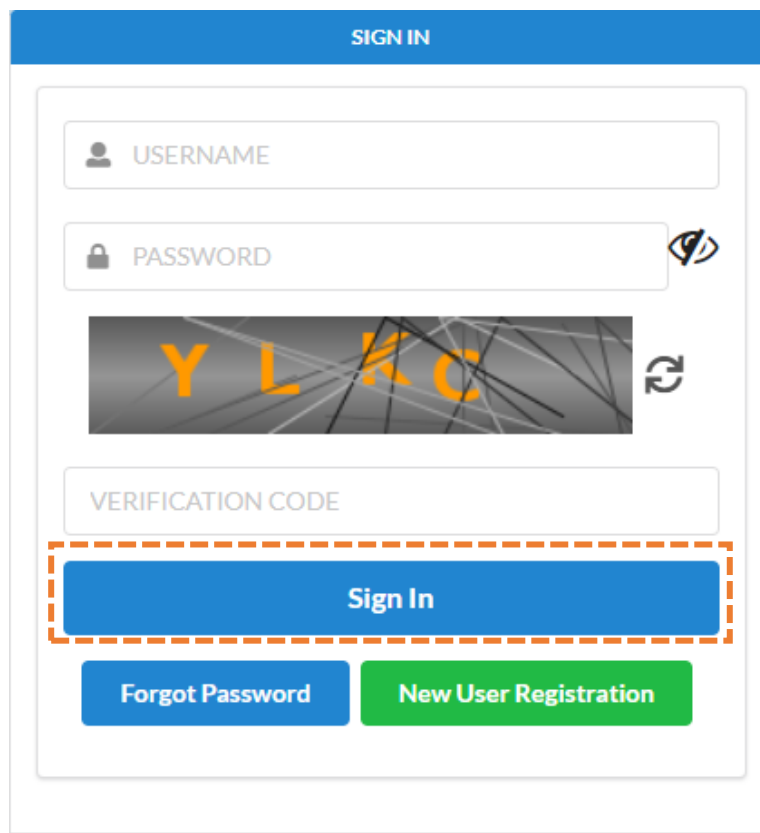
Versi 5.0

20 Oktober 2022

CARA PERMOHONAN PENDAFTARAN PERNIAGAAN BARU MELALUI PORTAL EZBIZ ONLINE

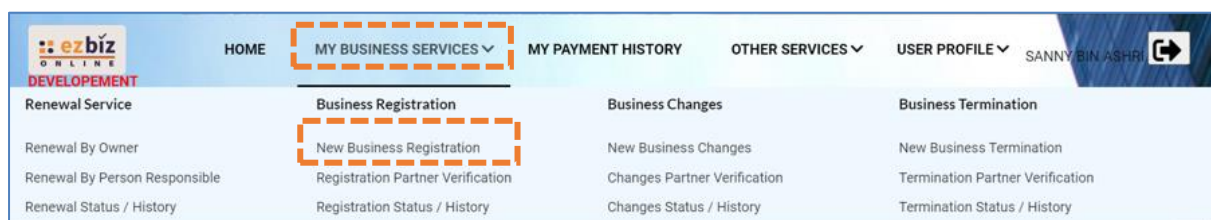
A. CARA MENGEMUKAKAN PERMOHONAN PENDAFTARAN PERNIAGAAN BARU

1. Layari portal ezbiz.ssm.com.my
 - (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"**



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

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



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*

Registration of Taska/Pusat Jagaan/Tadika/Pusat Tuisyen/Pusat Perkembangan/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*

18-Oct-2022

**Partnership Agreement Date
(if applicable)**

Incentive

(Usahawan B40 / Pelajar IPT / OKU) - Please refer User Manual in Home Page

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

Next

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*53000

TownKUALA LUMPUR

State*W.P KUALA LUMPUR

Branch URL (Website, FB, etc)

Add/Update Branch

Branch No	Address	Action
Showing 0 to 0 of 0		

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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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- (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)	<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 N.E.C.)	<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.

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

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

Below the table, it says 'Showing 1 to 1 of 1'. At the bottom right, there are pagination controls: '<<', '<', '1', '>', '>>'. At the very bottom, there are 'Previous' and 'Next' buttons.

- (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**'.

The screenshot shows the 'Registration Period' form with a modal window open 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]

At the bottom right of the modal, there is a 'WICKET AJAX DEBUG' button. The background shows the 'Registration Period' form with a '1 Year' selection, 'Business Info' (YES), 'Status' (DATA ENTRY), and 'Owners Information' section. The 'Action' button in the background is highlighted with a red box.

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"**.



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**"


B. CARA-CARA MENAMBAH RAKAN KONGSI

1. Pada bahagian "Owner Information"

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

Owners Information

MyKad No*
911119119119 Add Partner

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

Showing 1 to 1 of 1

« < 1 > »

- (c) Paparan maklumat rakan kongsi yang ditambah akan terapar.
- (d) 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”**.

The screenshot shows a web application interface with a modal form for updating a user's address. The modal is titled "Update Address" and contains the following fields:

- 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

At the bottom of the modal, there are two buttons: "Update" (highlighted with a red box) and "Close".

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

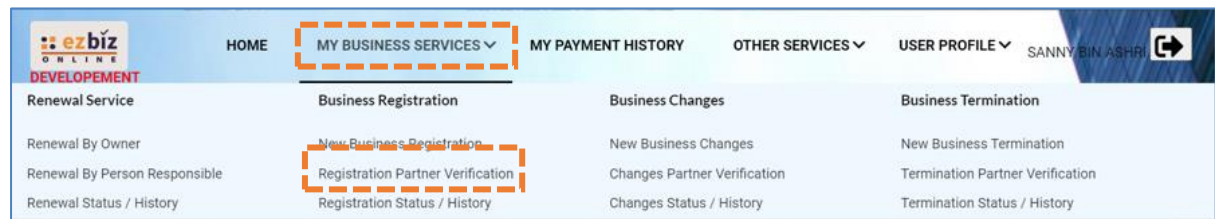
No	Name	Id No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK		VERIFIED	
2	ILMAN KHALISH	911119119119	PENDING VERIFICATION	
Showing 1 to 2 of 2				

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


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

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


(a) Klik **"Registration Partner Verification"**







2. Maklumat perniagaan yang dimohon akan dipaparkan

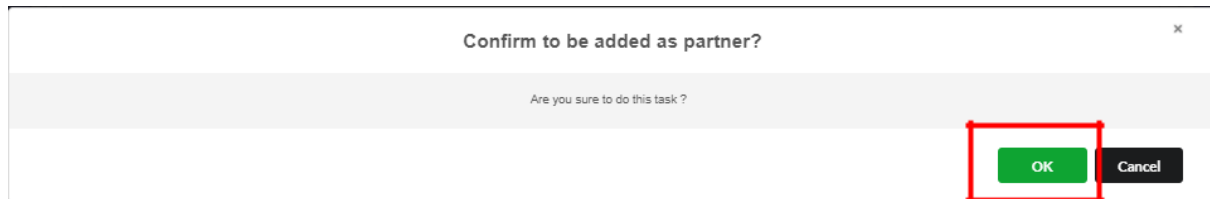
(a) Klik butang 

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	YLIAA FAHMI BIN ISHAK 28400 MENTAKAB PAHANG	8406	VERIFIED	
2	IRIS BINTI IYLIAA NO. 43 JALAN PERTANIAN TAMAN UNIVERSITI 81300 JOHOR BAHRU JOHOR	040404144004	PENDING VERIFICATION	  
Showing 1 to 2 of 2				

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



4. Pemohon akan menerima e-mel 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 **"Registration Status / History"**
- (c) Pada bahagian **'Draft'**, klik pada perniagaan yang ingin didaftarkan

Draft	In Process	Query	Approved/Reject	Cancel	Incentive
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			<div>« < 1 > »</div>		

- (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

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D. CARA MUAT TURUN SIJIL DAN MAKLUMAT PERNIAGAAN

1. Layari portal ezbiz.ssm.com.my
 - (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

USERNAME

PASSWORD

VERIFICATION CODE

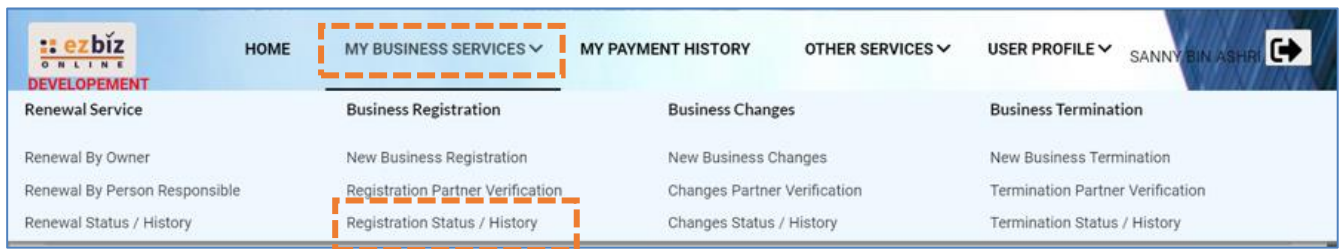
Sign In

Forgot Password

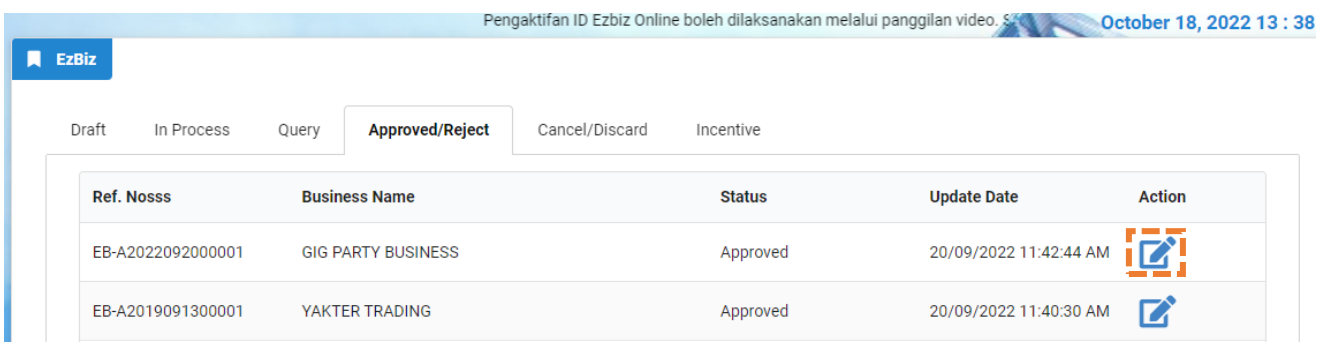
New User Registration

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

(a) Klik **"Registration Status / History"**



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



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



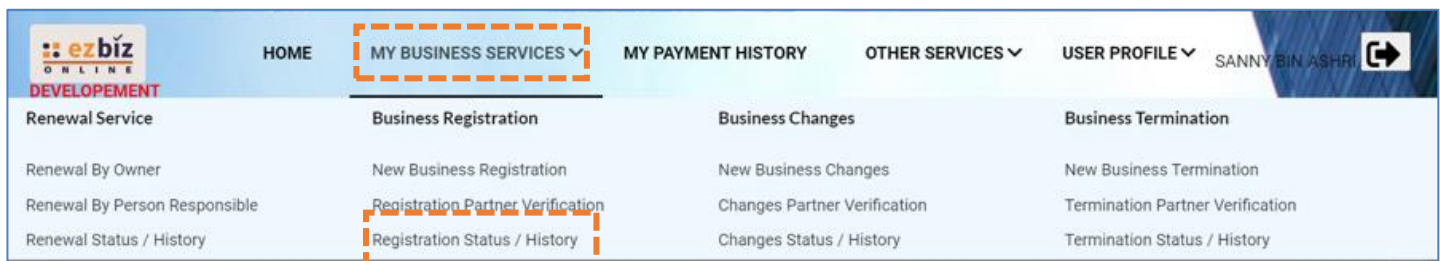
Nota:

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

E. CARA "DISCARD" TRANSAKSI SEBELUM BUAT BAYARAN

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

(a) Klik **"Registration Status / History"**



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

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

Draft



In Process

Query

Approved/Reject

Cancel

Incentive

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

Discard Application

Next

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

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

Discard Application

Next