



## **TATACARA PENGGUNA EZBIZ MENDAFTAR PERUBAHAN MAKLUMAT PERNIAGAAN**

Versi 1.1

01.02.2021

## **A. CARA PERMOHONAN PENDAFTARAN PERUBAHAN MAKLUMAT MELALUI EZBIZ ONLINE**

### **1. "Sign In"**

**(a)** Masukkan **"USERNAME"**

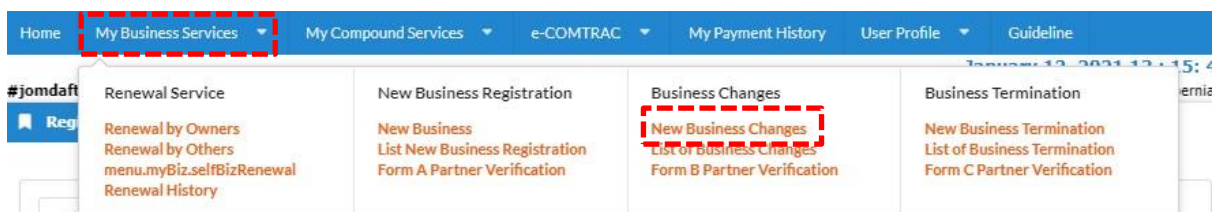
**(b)** Masukkan **"PASSWORD"** – boleh klik ikon mata jika ingin lihat kata laluan yang telah ditaip.

**(c)** Masukkan **"VERIFICATION CODE"** dan,

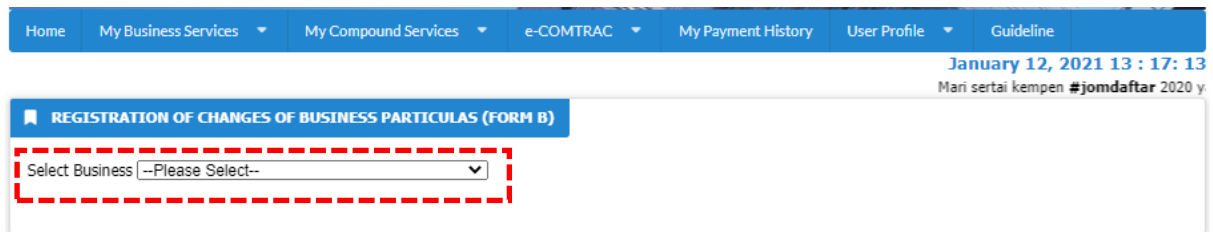
**(d)** Klik **"Sign In"**

The screenshot shows 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 a 'Home' tab at the top left. It contains four input fields: 'USERNAME', 'PASSWORD', a CAPTCHA image with the text 'AKOX', and 'VERIFICATION CODE'. The 'PASSWORD' field has a red dashed box around the eye icon. The 'Sign In' button is highlighted with a red dashed box. Below the form are two buttons: 'Forgot Password' and 'Sign Up'.

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



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



Home My Business Services My Compound Services e-COMTRAC My Payment History User Profile Guideline

January 12, 2021 13 : 17 : 13  
Mari sertai kempen #jomdaftar 2020 y

REGISTRATION OF CHANGES OF BUSINESS PARTICULARS (FORM B)

Select Business --Please Select--

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 rakang 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 surat-menyerurat yang baharu.

Changes of Principal Business Address

**Current Main Address**

BLOK 39-14-08, FLAT SERI PERAK  
BANDAR BARU SENTUL  
51000 KUALA LUMPUR  
W.P KUALA LUMPUR

**Current Post Address**

BLOK 39-14-08, FLAT SERI PERAK  
BANDAR BARU SENTUL  
51000 KUALA LUMPUR  
W.P KUALA LUMPUR

Date of Changes\* 11-Jan-2021

**Changes of Principal Business Address**

Address\*

NO. 77 JALAN 77

TAMAN 77

Postcode\* 25250 Town\* KUANTAN

State\* PAHANG

Tel No Mobile No\* 0177777777

Email

URL (Website, FB, etc)

**Changes of Mailing Address**

Copy From Main Address

Address\*

NO. 77 JALAN 77

TAMAN 77

Postcode\* 25250 Town\* KUANTAN


State\* PAHANG

Tel No Mobile No 0177777777

Email

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## 4.2 Perubahan Jenis Perniagaan


- Tandakan kotak  (**Changes in Type of Business**)
- Isikan tarikh perubahan.
- Isikan semua jenis perniagaan yang terkini dalam kotak '**Business Description**'
- Klik '**Add Business Code**' atau butang  untuk memadam kod yang sedia ada.

Current Business Info

FOODS

Changes in Type of Business

Changes in Type of Business

Date of Changes\* 12-Jan-2021 


Business Description\*

FOODS, CLOTHING

You have 1485 characters remaining for your description.

[Add Business Code](#)

\* Please add at least one business 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	

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### 4.3 Perubahan Maklumat Cawangan

- (i) Tandakan kotak  (Changes of Particulars on Branches)
- (ii) Isikan tarikh perubahan.
- (iii) 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 should not be the same with principal business address.  
2. Address for each branch should not be the same.  
3. P.O. Box is not allowed.

Changes of Particulars on Branches

Date of Changes\*

Address\*

Postcode\*  Town\*

State\*

Branch URL (Website, FB, etc)

No	Address	Amendment Type	Action
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#### 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

Put owners MyKad No.

MyKad No\*


880403059999

Add New Partner

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




Changes of Business Ownership Information

Amendment Date

Owner Details Info	
<b>Name</b> IDRIZ KAISER	
<b>MyKad No</b> 900909099009	<b>IC Color</b> IC Color Blue
<b>DateOfBirth</b> 09 Sep 1990	<b>Gendor</b> MALE
<b>Race</b> MELAYU	<b>Other Race</b>
<b>Nationality</b> MALAYSIAN	<b>Country Of Origins</b> Malaysia
<b>Address*</b>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<b>Postcode*</b>	<b>Town*</b>
<input type="text"/>	--Fill in Postcode First--
<b>State*</b>	
<input type="text"/>	
<b>Tel.No</b>	<b>Mobile No*</b>
<input type="text"/>	<input type="text"/>
<b>Amendment Date*</b>	
<input type="text"/> 	
<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

#### 4.4.2 Mengeluarkan rakan kongsi:

(a) Klik butang  (seperti dibawah)

No	Detail	Amendment Type	Amendment Date	Action
1	██████████ BIN ISHAK 840618146485 JALAN LALA AHMAD 51000 KUALA LUMPUR W.P KUALA LUMPUR	NO CHANGES		
2	██████████ BIN ZAINOL 880614565347 BLOK 39-14-08, FLAT SERI PERAK BANDAR BARU SENTUL 51000 KUALA LUMPUR W.P KUALA LUMPUR	NO CHANGES		
3	ALI AHMAD BIN ABU BAKAR 850101055014 JAJAJAJ 81000 KULAI JOHOR	NO CHANGES		

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

#### Owner Details Info

<b>Name</b> MOHD SUHAIMI BIN ZAINOL	<b>Address*</b> BLOK 39-14-08, FLAT SERI PERAK BANDAR BARU SENTUL
<b>MyKad No</b> 880614565347	<b>Postcode*</b> 51000
<b>IC Color</b> IC Color Blue	<b>Town*</b> KUALA LUMPUR
<b>Gendor</b> MALE	<b>State*</b> W.P KUALA LUMPUR
<b>Other Race</b> MELAYU	<b>Tel.No</b> 
<b>Nationality</b> 	<b>Mobile No*</b> 0189070045
<b>Country Of Origins</b> 	<b>Amendment Date*</b> <input type="text"/>
	<b>Amendment Type*</b> PULL - OUT
	<b>Supporting Document</b> Choose File No file chosen



**Update** **Cancel**

**Notes:**  
1. Please key in Date of Death in Amendment Date for Amendment type Deceased  
2. Please attach certification of death and must 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	TYLIAA FAHMI BIN ISHAK [REDACTED] JALAN LALA AHMAD 51000 KUALA LUMPUR W.P KUALA LUMPUR	NO CHANGES		
2	MOHD SUHAIMI BIN ZAINOL [REDACTED] BLOK 39-14-08, FLAT SERI PERAK BANDAR BARU SENTUL 51000 KUALA LUMPUR W.P KUALA LUMPUR	NO CHANGES		

(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** yang telah disahkan oleh **Pesuruhjaya Sumpah** sebagai dokumen sokongan pada bahagian **'Supporting Document'**.

(e) Kemudian klik **'Update'**.

#### Owner Details Info

<b>Name</b> MOHD SUHAIMI BIN ZAINOL	<b>Address*</b> BLOK 39-14-08, FLAT SERI PERAK BANDAR BARU SENTUL
<b>MyKad No</b> [REDACTED]	<b>IC Color</b> IC Color Blue
<b>DateOfBirth</b> [REDACTED]	<b>Gendor</b> MALE
<b>Race</b> MELAYU	<b>Other Race</b>
<b>Nationality</b>	<b>Country Of Origins</b>

<b>Postcode*</b> 51000	<b>Town*</b> KUALA LUMPUR
<b>State*</b> W.P KUALA LUMPUR	
<b>Tel.No</b>	<b>Mobile No*</b> 0189070045
<b>Amendment Date*</b> [REDACTED]	<b>Amendment Type*</b> DECEASED
<b>Supporting Document</b> [Choose File] No file chosen	

**Update** **Cancel**

**Notes:**  
1. Please key in Date of Death in Amendment Date for Amendment type Deceased  
2. Please attach certification of death and must 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'**.

Owner Details Info

Name IYLIAA FAHMI BIN ISHAK	IC Color IC Color Blue
MyKad No [REDACTED]	Gendor MALE
DateOfBirth [REDACTED]	Other Race
Race MELAYU	Country Of Origins
Nationality	

**Address\***  
NO. 2 LORONG BENDERA MUDA, TAMAN BUKIT BENDERA

Postcode\* 28400 Town\* MENTAKAB

State\* PAHANG

Tel.No Mobile No\* 0173029027

Amendment Date\* [REDACTED]

(b) Kemaskini maklumat rakan kongsi.

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

Owner Details Info

Name MOHD SUHAIMI BIN ZAINOL	IC Color IC Color Blue
MyKad No [REDACTED]	Gendor MALE
DateOfBirth [REDACTED]	Other Race
Race MELAYU	Country Of Origins
Nationality	

**Address\***  
BLOK 39-14-08, FLAT SERI PERAK

BANDAR BARU SENTUL

Postcode\* 51000 Town\* KUALA LUMPUR

State\* W.P KUALA LUMPUR

Tel.No Mobile No\* 0189070045

Amendment Date\* [REDACTED]

Amendment Type\* UPDATE ADDRESS

Supporting Document  
Choose File No file chosen

## PENGESAHAN RAKAN KONGSI (PERKONGSIAN)

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

Klik **OK** untuk teruskan.



**Nota:** Rakan kongsi akan menerima emel notifikasi.

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

No	Partner Name	IC No	Verification Status
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED
2	QAIRA ZAWANAH BINTI QURNIAWAN		PENDING VERIFICATION

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



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

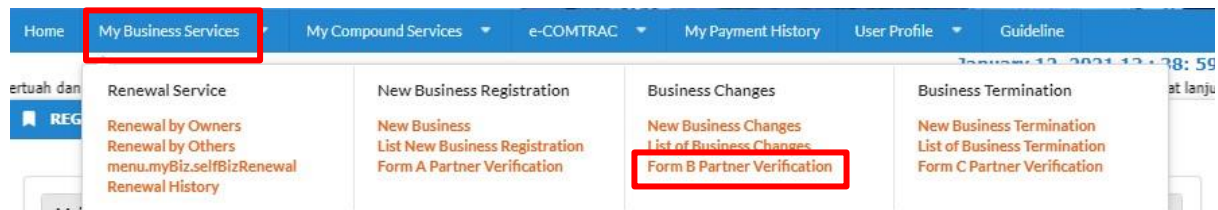
No	Partner Name	IC No	Verification Status
1	IYLIAA FAHMI BIN ISHAK		VERIFIED
2	MOHD SUHAIMI BIN ZAINOL		AUTO VERIFIED DUE TO DECEASED

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## LANGKAH PENGESAHAN RAKAN KONGSI

1. Klik pada **My Business Services > Business Changes > Form B Partner Verification**.

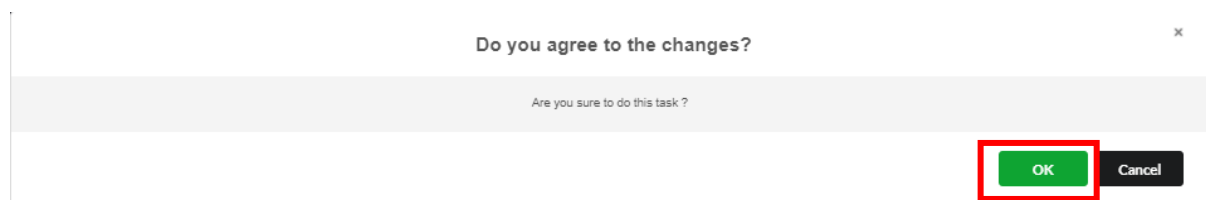


2. Klik tombol (+) untuk pengesahan.

Ref. No	Business Reg No	Business Name	Status	Update Date	Owner Verification Status	Action
EB-B2021011100003	003054278-M	ASOKA PARTNERSHIP	Data Entry	12/01/2021 01:40:50 PM	PENDING VERIFICATION	

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3. Klik tombol **OK** jika bersetuju.



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

Ref. No	Business Reg No	Business Name	Status	Update Date	Owner Verification Status	Action
EB-B2021011100003	003054278-M	ASOKA PARTNERSHIP	Data Entry	12/01/2021 01:42:19 PM	VERIFIED	

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## **NOTA**

- (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**

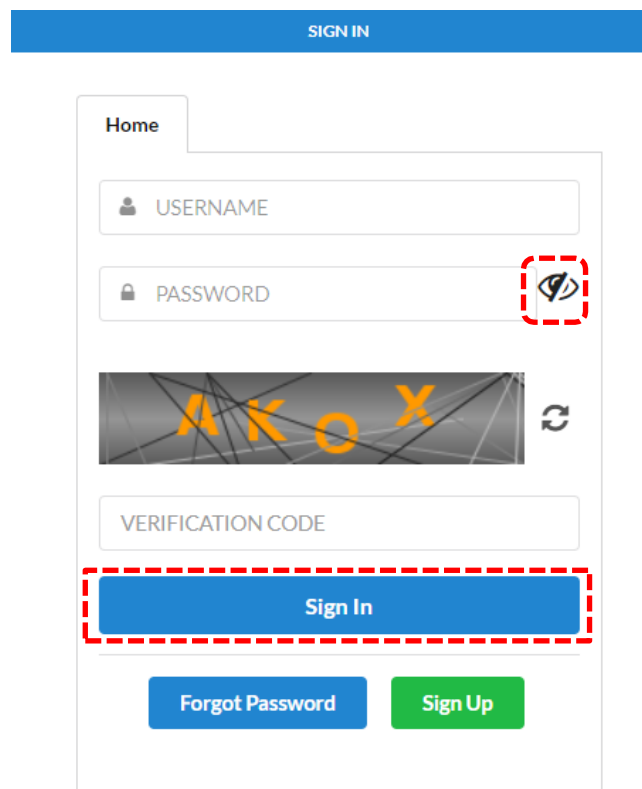
### **1. "Sign In"**

**(a)** Masukkan **"USERNAME"**

**(b)** Masukkan **"PASSWORD"** – boleh klik ikon mata jika ingin lihat kata laluan yang telah ditaip.

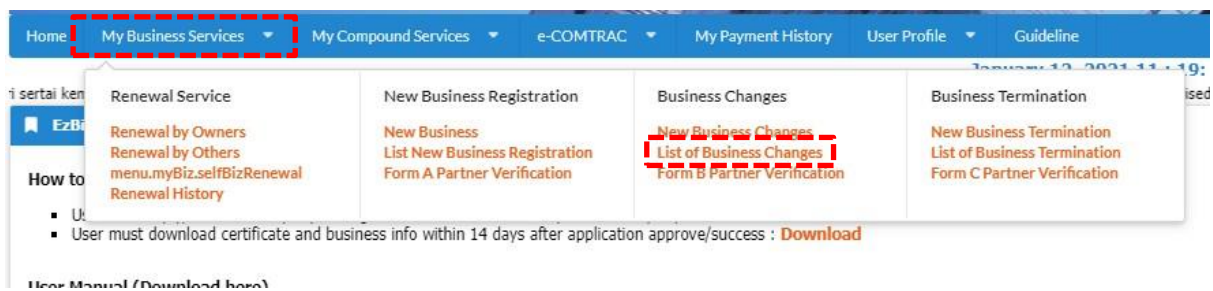
**(c)** Masukkan **"VERIFICATION CODE"** dan,

**(d)** Klik **"Sign In"**



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

**(a)** Klik **"List of Business Changes"**




Home	My Business Services	My Compound Services	e-COMTRAC	My Payment History	User Profile	Guideline
	Renewal Service Renewal by Owners Renewal by Others menu.myBiz.selfBizRenewal Renewal History	New Business Registration New Business List New Business Registration Form A Partner Verification	Business Changes New Business Changes List of Business Changes Form B Partner Verification	Business Termination New Business Termination List of Business Termination Form C Partner Verification		

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	

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

Summary

No	Payment Type	Item	Total (RM)
1	OS	CHANGES OF BUSINESS ISLANDS LOVER DISTRICT CAFE	20.00
2	SR	BUSINESS INFO	10.00
Total (exclude GST)			30.00
GST payable			0.60
Total Amount Payable			30.60

Back **Download Business Info** **Download Certificate**

Certificate and Business Info only available for download within 14 days after application approve/success (Valid until 15/02/2021 10:56:29 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.