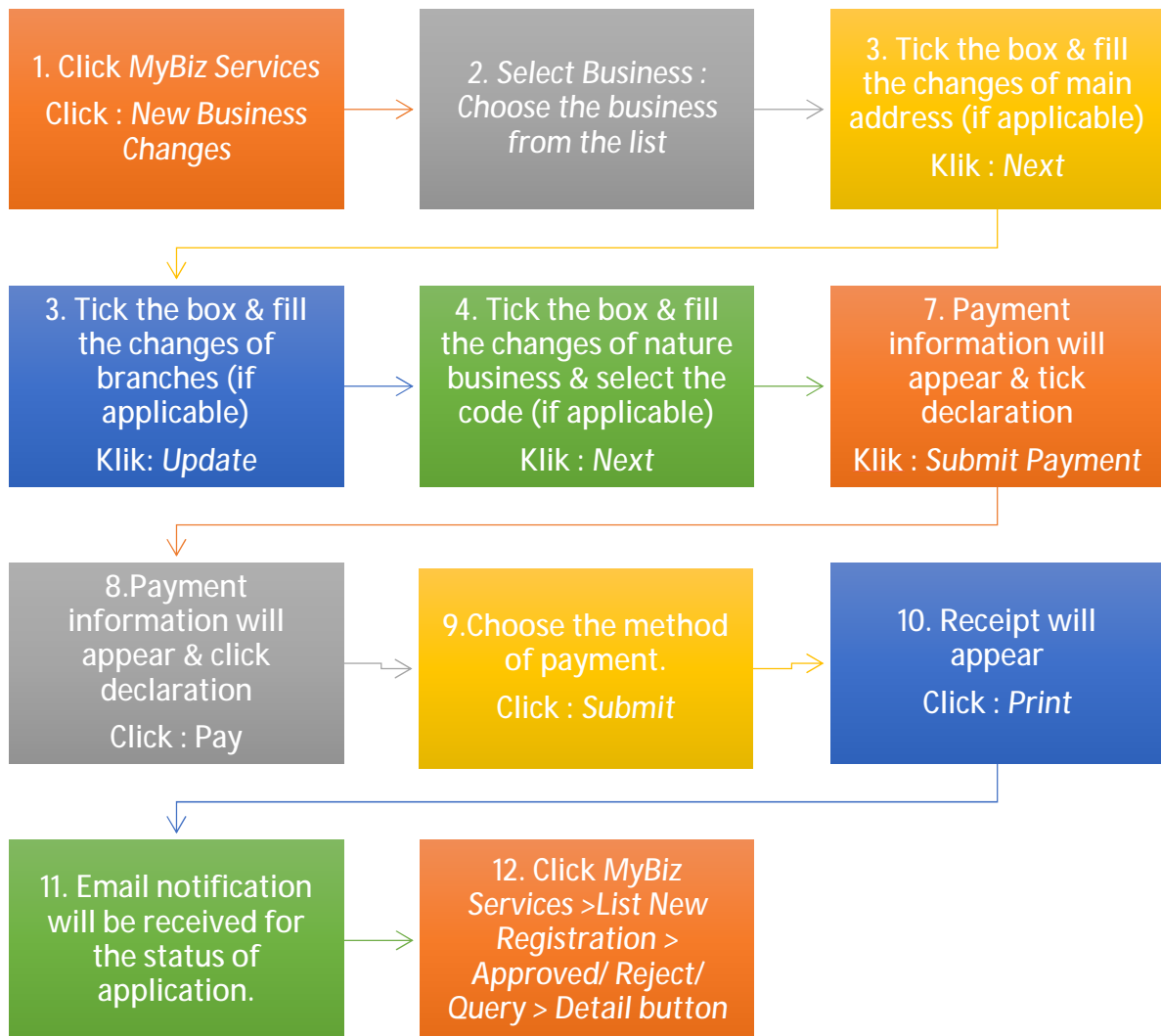



CARA-CARA PERMOHONAN PERUBAHAN PENDAFTARAN PERNIAGAAN MELALUI PORTAL EZBIZ ONLINE





SIGN IN

Home

USERNAME

PASSWORD 

VERIFICATION CODE

**Sign In**

Forgot Password Sign Up

1. "Sign In"

- (a) Klik "USERNAME"
- (b) Masukkan "PASSWORD" – Sila klik ikon mata jika ingin melihat 'password' yang telah dimasukkan.
- (c) Masukkan "VERIFICATION CODE" seperti yang tertera di skrin.
- (d) Klik "Sign In"

Welcome NUR ZAWANI BINTI MOHD ZULKIFLI | Logout

**ezbiz ONLINE** **SSM**  
Suruhanjaya Syarikat Malaysia  
SINGLES COMMISSION OF MALAYSIA

Home MyBiz Services My Compound Services My Payment History User Profile

**Renewal Service**  
Renewal by Owners  
Renewal by Others  
Renewal History

**New Business Registration**  
New Business Registration  
List New Business Registration  
Form A Partner Verification

**Business Changes**  
**New Business Changes**  
List of Business Changes  
Form B Partner Verification

**Business Termination**  
Coming Soon!!

Available 24 hours a day, 7 days a week by accessing [www.ezbiz.ssm.com.my](http://www.ezbiz.ssm.com.my).

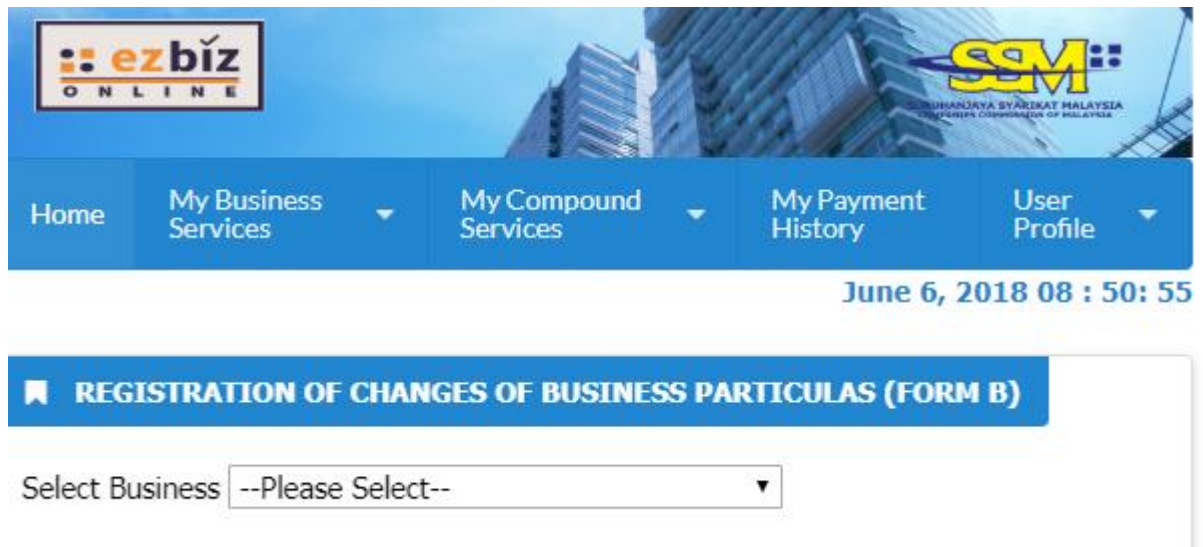
**How to use EzBiz ?**

- Owner must be Malaysian Citizen or Permanent Resident of Malaysia.
- Owner must be aged between 18 years and above.
- Every owner/ partners have to register as user of Ezbiz Online and visit the nearest SSM office for one-time activation.

**What are the services offered ?**

- New business registration:-
  - Personal Name
  - Trade Name
- Change of business particulars:-
  - Principal business address
  - Type of business

2. Klik "New Business Changes"



The screenshot displays the ezbiz ONLINE portal interface. At the top left is the ezbiz ONLINE logo. To the right is the SSM logo with the text "Suruhanjaya Syarikat Malaysia" and "Suruhanjaya Companies of Malaysia". Below the logos is a blue navigation bar with the following items: Home, My Business Services (with a dropdown arrow), My Compound Services (with a dropdown arrow), My Payment History, and User Profile (with a dropdown arrow). Below the navigation bar, the date and time "June 6, 2018 08 : 50: 55" are displayed. The main content area features a blue header for "REGISTRATION OF CHANGES OF BUSINESS PARTICULARS (FORM B)". Below this header is a "Select Business" label followed by a dropdown menu currently showing "--Please Select--".

3. Pilih perniagaan yang ingin buat perubahan melalui "Select Business"

## Perubahan Alamat Perniagaan atau Alamat Surat Menyurat

<input checked="" type="checkbox"/> <b>Changes of Principal Business Address</b>	
<b>Current Main Address</b> NO. 11 JALAN BATU MUDA 2, TAMAN BATU MUDA 68100 KUALA LUMPUR W.P KUALA LUMPUR	<b>Current Post Address</b> NO. 11 JALAN BATU MUDA 2 TAMAN BATU MUDA 68100 KUALA LUMPUR W.P KUALA LUMPUR

Date of Changes\*



Changes of Principal Business Address	Changes of Mailing Address
<b>Address*</b> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Copy From Main Address</b> <b>Address*</b> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Postcode*</b> <input type="text"/> <b>Town*</b> <input type="text" value="--Fill in P"/>	<b>Postcode*</b> <input type="text"/> <b>Town</b> <input type="text" value="--Fill in P"/>
<b>State*</b> <input type="text"/>	<b>State</b> <input type="text"/>
<b>Tel No</b> <input type="text"/> <b>Mobile No*</b> <input type="text"/>	<b>Tel No</b> <input type="text"/> <b>Mobile No</b> <input type="text"/>
<b>Email</b> <input type="text"/>	<b>Email</b> <input type="text"/>

1. Klik ✓ pada kotak kecil "Changes of Principal Business Address" dan alamat asal akan dipaparkan

2. Masukkan Tarikh Perubahan

3. Masukkan alamat yang ingin ditukar (masukkan dahulu poskod, kemudian senarai bandar akan keluar)

The screenshot shows a web application interface. At the top, there is a confirmation dialog box with the text "ezbiz.ssm.com.my says Confirm Reset B1". The dialog box has two buttons: "OK" (highlighted with a red dashed border) and "Cancel". Below the dialog box, there is a form with the following fields:

- Main I**: ezbiz.ssm.com.my says
- Ref. N**: EB-B2
- Busin**: 00270999
- Business Name**: QURNIAWAN BIN IMRAN
- Business Expiry Date**: 26 Sep 2018

Below the form, there is a checkbox labeled "Changes of Principal Business Address" which is checked and highlighted with a red dashed border. Below the checkbox, there are two input fields: "Current Main Address" and "Current Post Address".

1. Jika ingin batalkan perubahan alamat, klik semula di kotak kecil
2. "Pop up" box akan keluar dan klik "OK"

## Perubahan Jenis Perniagaan

### Current Business Info

MANAGEMENT SERVICES, GENERAL COMMISSION, TRADING ELECTRONIC PRODUCT AND PROPERTY MANAGEMENT.

### Changes in Type of Business

Changes in Type of Business

Date of Changes\*



Business Description\*

MANAGEMENT SERVICES, GENERAL COMMISSION, TRADING ELECTRONIC PRODUCT AND PROPERTY MANAGEMENT.

You have **1500** 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	45105	JUALAN OLEH AGEN KOMISEN (SALE BY COMMISSION AGENTS)	NO CHANGES	

1. Klik  pada kotak kecil "Changes in Type of Business" dan jenis perniagaan asal akan dipaparkan di dalam kotak "Business Description"
2. Masukkan Tarikh Perubahan
3. Masukkan Jenis perniagaan yang baru dalam kotak "Business Description" atau padam jenis perniagaan lama yang tidak digunakan lagi
4. Tambah kod perniagaan dengan klik "Add Business Code" atau buang kod perniagaan yang tidak berkenaan di kotak "Business Description" dengan klik "Action".

Current ezbiz.ssm.com.my says

MANA Confirm Reset B2

PROD

OK Cancel

Changes in Type of Business

Changes in Type of Business

Date of Changes\*  17

Business Description\*

MANAGEMENT SERVICES, GENERAL COMMISSION, TRADING  
ELECTRONIC PRODUCT AND PROPERTY MANAGEMENT.

You have **1500** characters remaining for your description.


1. Jika ingin batalkan perubahan jenis perniagaan, klik semula di kotak kecil
2. "Pop up" box akan keluar dan klik "OK"

## Perubahan Alamat Cawangan

### 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\*

1. Klik ✓ pada kotak kecil "Changes of Particulars on Branches"
2. Masukkan Tarikh Perubahan
3. Masukkan Maklumat Cawangan dan klik "Insert/Update"




**Business**  
26 Sep 2017 10:58 AM  
ezbiz.ssm.com.my says  
Confirm Reset B3

**OK** Cancel

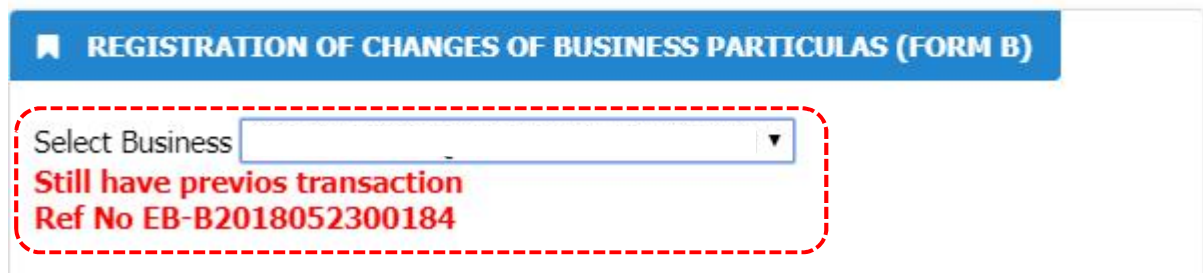
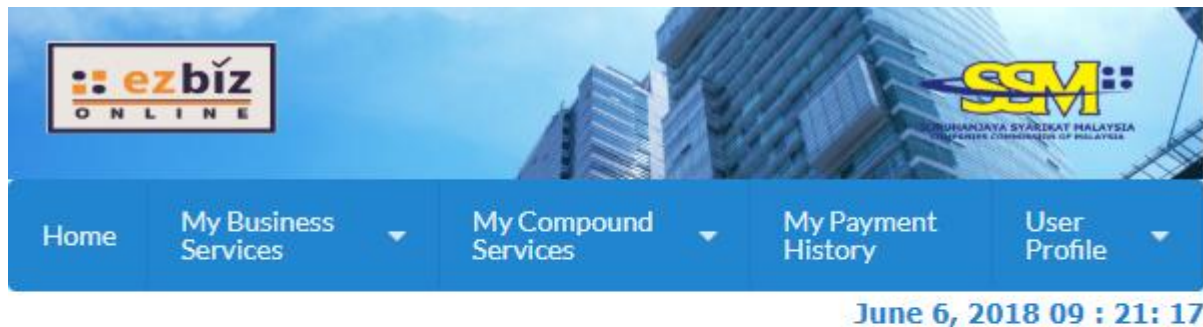
**Change**

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**

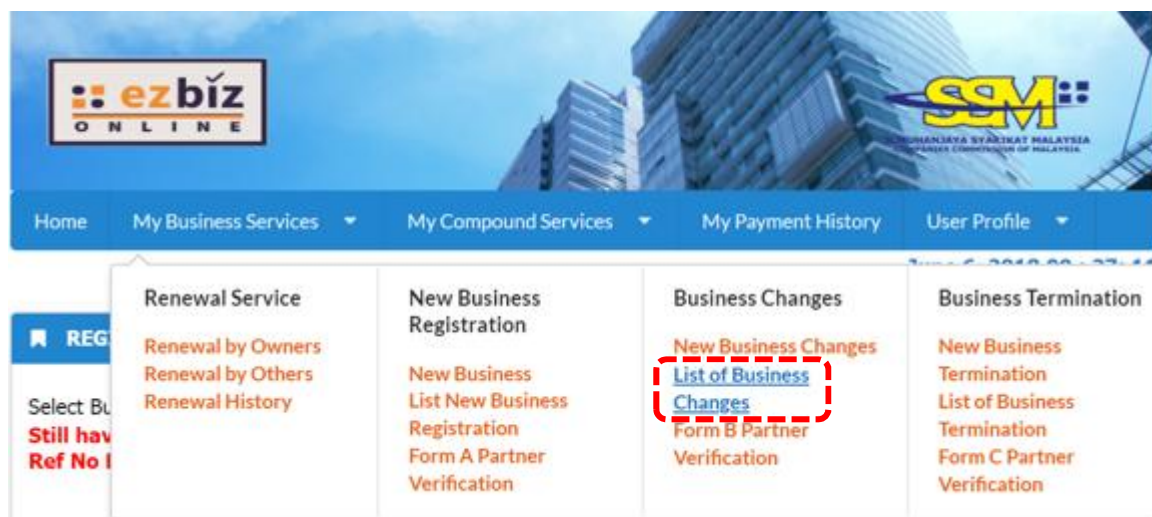
**Date of Changes\***  

1. Jika ingin batalkan perubahan alamat cawangan, klik semula di kotak kecil
2. "Pop up" akan keluar dan klik "OK"



Jika pemilik pernah buat “data entry” sebelum ini, tetapi ingin buat semula data entry perubahan maklumat, no rujukan “data entry” yang lama akan dipaparkan seperti di atas.


Pemilik boleh batalkan transaksi terdahulu seperti cara di bawah:



1. Klik “List of Business Changes”

**EzBiz**

Draft   In Process   Query   Approved/Reject

Ref. No	Business Name	Status	Update Date	Action
EB-B2018052300184		Data Entry	23/05/2018 03:40:17 PM	

Showing 1 to 1 of 1

« < 1 > »

2. Lihat pada "DRAFT"

3. Klik "ACTION"



4. Klik "Discard Application" untuk batalkan "data entry"

ezbiz.ssm.com.my says

Discard Application

OK   Cancel

5. Klik "OK" pada "pop up" box.

Draft   In Process   Query   Approved/Reject

Ref. No	Business Name	Status	Update Date	Action
Showing 0 to 0 of 0				

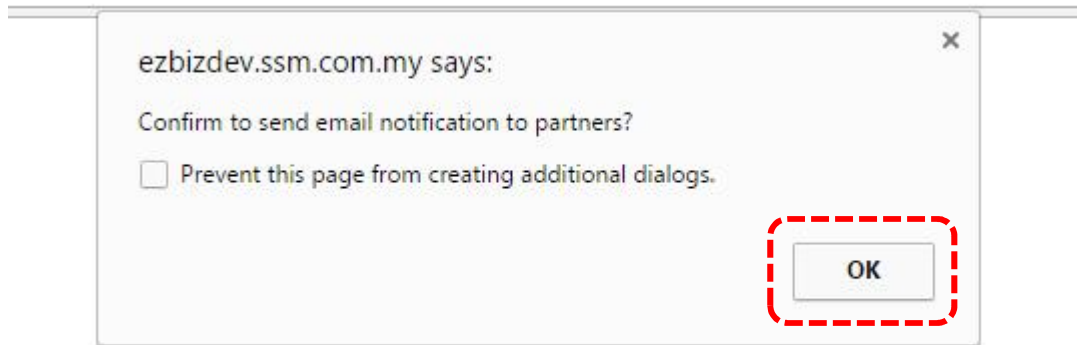
« < > »

6. Ruangan "Draft" akan kosong

## “PARTNER VERIFICATION” (Jika perubahan melibatkan perniagaan perkongsian)

Sebelum bayaran dibuat, “Pop up” box seperti di bawah akan keluar

Klik “OK untuk teruskan



**\*Nota:** Rakan kongsi akan terima email notifikasi

“Verification status” akan papir “PENDING VERIFICATION”

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

Showing 1 to 2 of 2

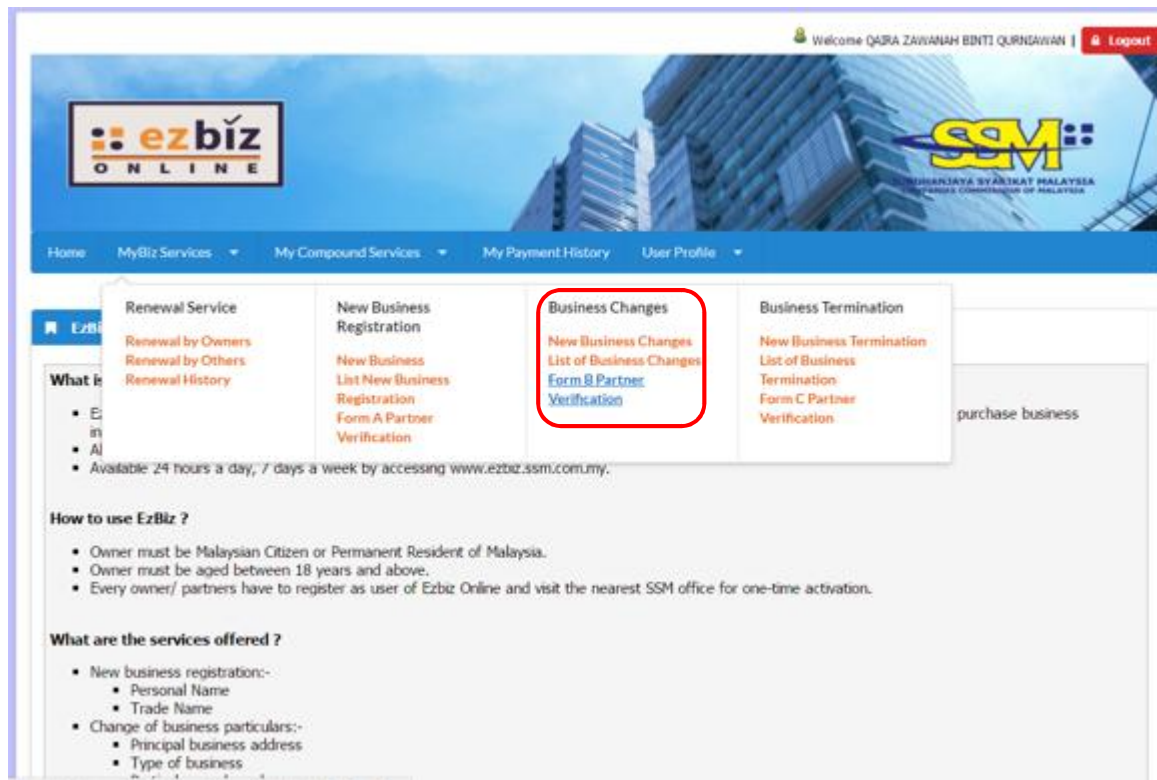
« < 1 > »

Transaksi tidak akan boleh diteruskan selagi rakan kongsi belum “verify”

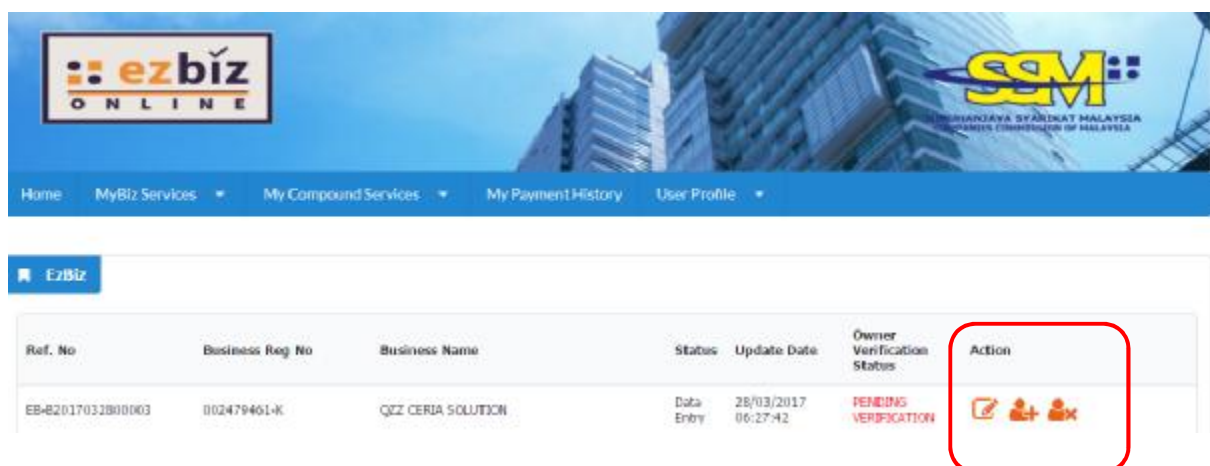


## Cara-cara untuk "PARTNER VERIFICATION"

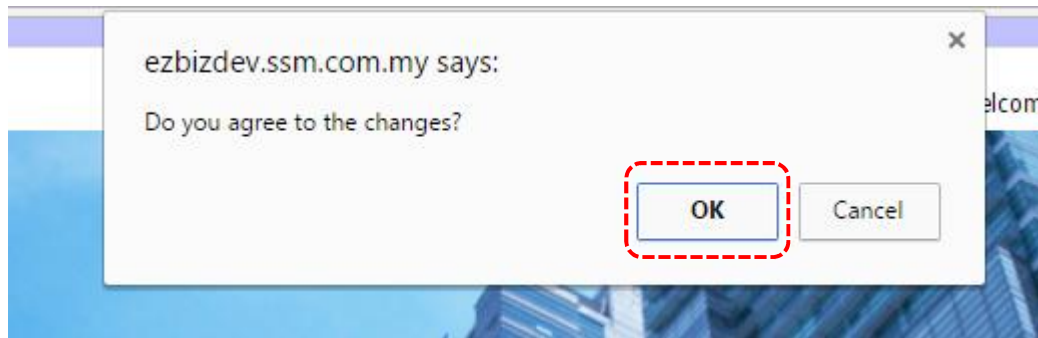
1. Klik pada MyBiz Services > Business Changes> Form B Partner Verification.



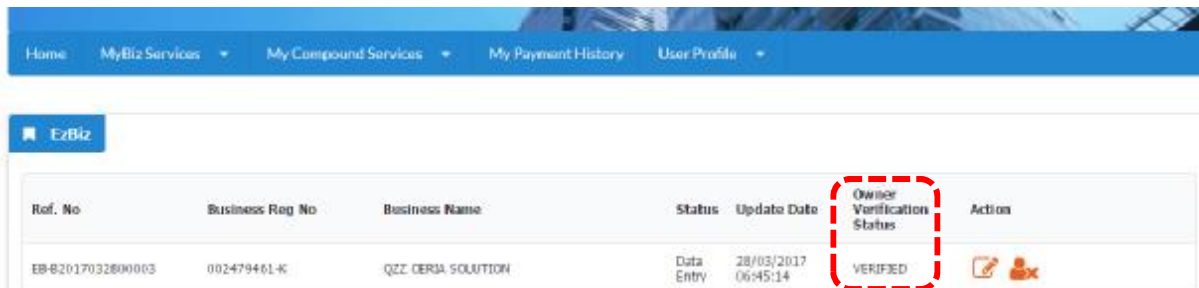
2. Klik simbol + tanda setuju untuk "verify"



### 3. Klik "OK pada "pop up" box



### 4. Status "Owner Verification" akan menunjukkan "VERIFIED".



A screenshot of the EzBiz dashboard. The top navigation bar includes "Home", "MyBiz Services", "My Compound Services", "My Payment History", and "User Profile". Below the navigation bar, there is a section titled "EzBiz" containing a table with the following data:

Ref. No	Business Reg No	Business Name	Status	Update Date	Owner Verification Status	Action
EB-82017032800003	002479461-K	QZZ CERMA SOLUTION	Data Entry	28/03/2017 06:45:14	VERIFIED	 

### Nota:

- Rakan kongsi yang membuat "data entry" akan menerima email notifikasi untuk makluman rakan kongsi yang lain setuju dan boleh teruskan bayaran