



## **TATACARA PENGGUNA EZBIZ PENDAFTARAN PERNIAGAAN BARU**

**Versi 3.0**

**4 Mac 2022**

# **CARA PERMOHONAN PENDAFTARAN PERNIAGAAN BARU MELALUI PORTAL EZBIZ ONLINE**

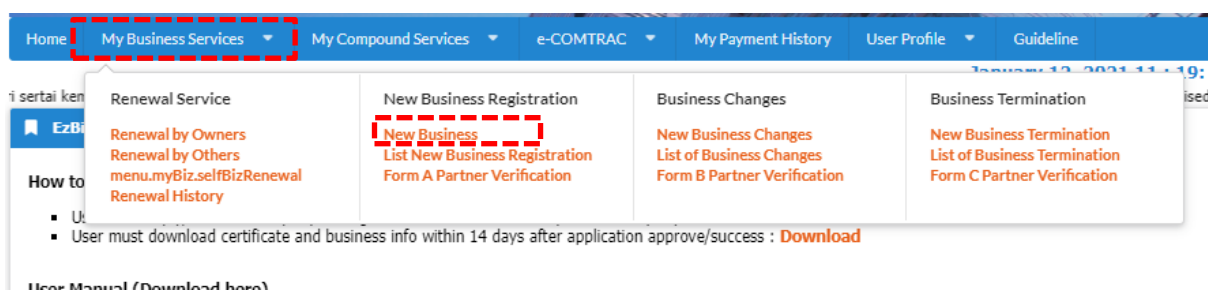
## **A. CARA MENGEMUKAKAN PERMOHONAN PENDAFTARAN PERNIAGAAN BARU**

1. Layari portal [ezbiz.ssm.com.my](http://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"**

The image shows a 'SIGN IN' form on a blue background. At the top, there is a blue button labeled 'SIGN IN'. Below it, the form is titled 'Home' and contains several input fields and buttons. The 'PASSWORD' field has a red dashed box around the eye icon. The 'Sign In' button is also highlighted with a red dashed box. Below the 'Sign In' button are two other buttons: 'Forgot Password' and 'Sign Up'.

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

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



### 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\***

For Nurseries/Taska, Care Centre/Pusat Jagaan, Kindergarten/Tadika, Tuition Centre/Pusat Tuisyen, Enrichment Centre/Pusat Perkembangan, School/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\*** 12-Jan-2021

**Partnership Agreement Date (if applicable)**

**Incentive (Pelajar/Ibu Tunggal B40/Belia B40/OKU)**

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) ?\***

**Is Online Seller ?**

#### 5. **"Main Address"** dan **"Mailing Address"**

- (a) Masukkan semua ruangan yang bertanda (\*)
- (b) Masukkan **POSKOD** 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
<input type="button" value="Copy From Profile Address"/>	<input type="button" value="Copy From Main Address"/>
<b>Address*</b> <input type="text" value="NO. 7 JALAN 77"/>	<b>Address*</b> <input type="text" value="NO. 7 JALAN 77"/>
<input type="text" value="TAMAN TUJUH"/>	<input type="text" value="TAMAN TUJUH"/>
<input type="text" value=""/>	<input type="text" value=""/>
<b>Postcode*</b> <input type="text" value="28400"/>	<b>Postcode*</b> <input type="text" value="28400"/>
<b>Town*</b> <input type="text" value="MENTAKAB"/>	<b>Town*</b> <input type="text" value="MENTAKAB"/>
<b>State</b> <input type="text" value="PAHANG"/>	<b>State*</b> <input type="text" value="PAHANG"/>
<b>Tel No</b> <input type="text" value=""/>	<b>Tel No</b> <input type="text" value=""/>
<b>Mobile No*</b> <input type="text" value="0179999999"/>	<b>Mobile No</b> <input type="text" value="0179999999"/>
<b>Email</b> <input type="text" value=""/>	<b>Email</b> <input type="text" value=""/>
<b>URL (Website, FB, etc)</b> <input type="text" value=""/>	

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\***      **Town**

53000      KUALA LUMPUR ▾

**State\***

W.P KUALA LUMPUR

**Branch URL (Website, FB, etc)**

**Add/Update Branch**

Branch No	Address	Action
Showing 0 to 0 of 0		

« < > »

[Previous](#) [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			

Previous Next

- (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

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)	<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.

Owners Information

MyKad No\*  [Add Partner](#)

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

Showing 1 to 1 of 1

« < 1 > »

[Previous](#) [Next](#)

- (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**'.

Registration Period\*  
1 Year

Business Info  
YES

Status  
DATA ENTRY

Owners Information

MyKad No\*

No	Name
1	MOHD SYAHMI BIN MAD Y

Showing 1 to 1 of 1

[Previous](#) [Next](#)

Name : MOHD SYAHMI BIN MAD YASIR

IC No :  Color : Blue

Date of Birth :  Gender : MALE

Race : MELAYU Others Race :

Nationality : MALAYSIAN Original Country :

Address\*

Postcode\*

Town\*  
KUALA LUMPUR

State\*  
W.P KUALA LUMPUR

Tel. No.

Mobile. No.\*

WICKET AJAX DEBUG

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”**.



Attachment (if applicable) - PDF Format Only

Select File (Max 3 MB)

Choose File No file chosen

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

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

Showing 1 to 1 of 1

- (c) Paparan maklumat rakan kongsi yang ditambah akan terpapar.
- (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

(e) Klik butang **"Update"**.

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

**Update** **Close**

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

No	Name	Id No	Verification Status	Action
1	YLIAA FAHMI BIN ISHAK		VERIFIED	
2	ILMAN KHALISH	911119119119	PENDING VERIFICATION	

Showing 1 to 2 of 2

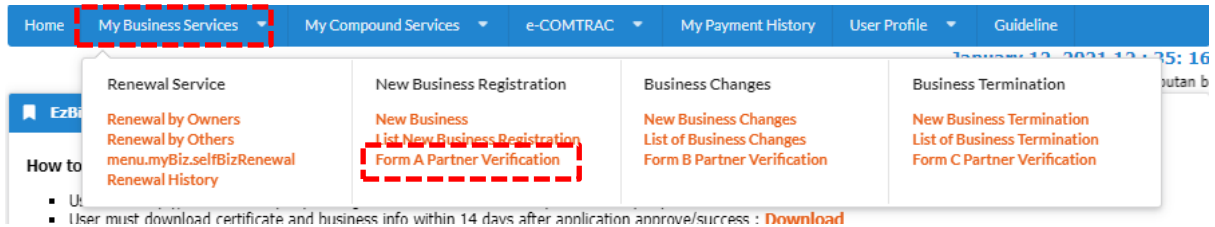
« < 1 > »

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 **"Form A Partner Verification"**



2. Maklumat perniagaan yang dimohon akan dipaparkan

(a) Klik butang 



Ref. Noss	Business Name	Status	Update Date	Owner Verification Status	Action
EB-A2021011400001	CMC VENTURES	Data Entry	14/01/2021 10:13:13 AM	PENDING VERIFICATION	
EB-A2020122900005	SIM TYRES	Data Entry	29/12/2020 11:52:56 AM	PENDING VERIFICATION	

Showing 1 to 2 of 2

<< < 1 > >>

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

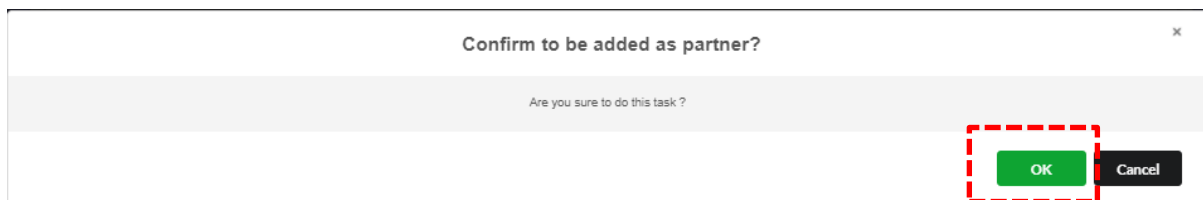
(a) Klik ikon 

Owner Information				
No	Name	IC No	Verification Status	Action
1	ILMAN KHALISH 77 JALAN STESEN SENTRAL 5 KL SENTRAL 50623 KUALA LUMPUR W.P KUALA LUMPUR	911119119119	VERIFIED	
2	IDRIZ KAISER NO. 55 JALAN 55 TAMAN LIMA 55300 KUALA LUMPUR SELANGOR	900909099009	PENDING VERIFICATION	

Showing 1 to 2 of 2

<< < 1 > >>

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




4. Pemohon akan menerima emel 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 "**List New Business Registration**"

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

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

<< < 1 > >>

- (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

« < 1 > »

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

1. Layari portal [ezbiz.ssm.com.my](http://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

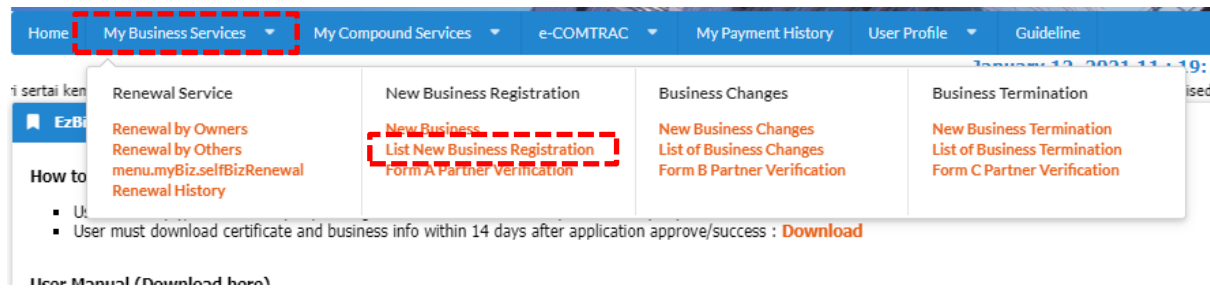
Home

Sign In

Forgot Password Sign Up

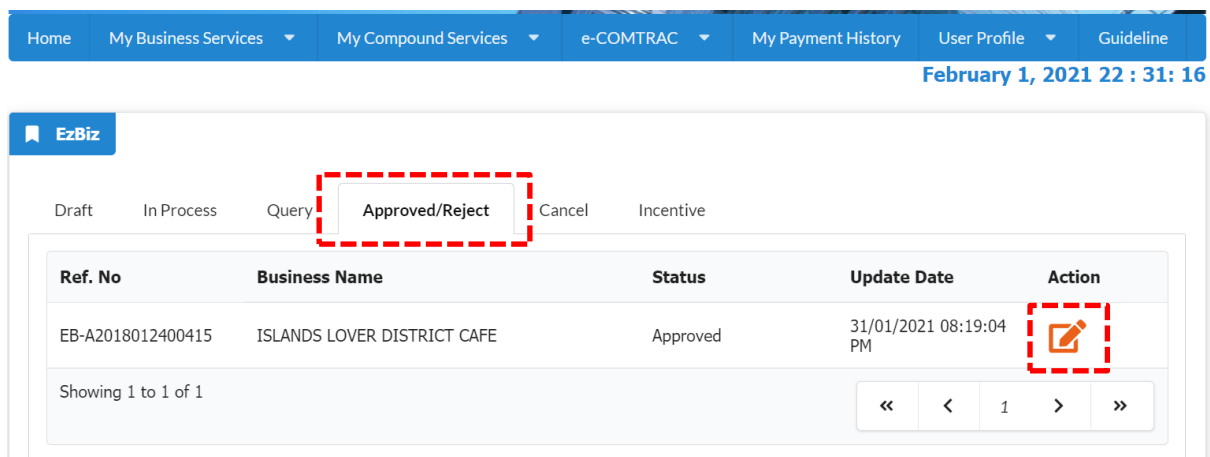
2. Pergi ke menu dan klik **"My Business Services"**

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



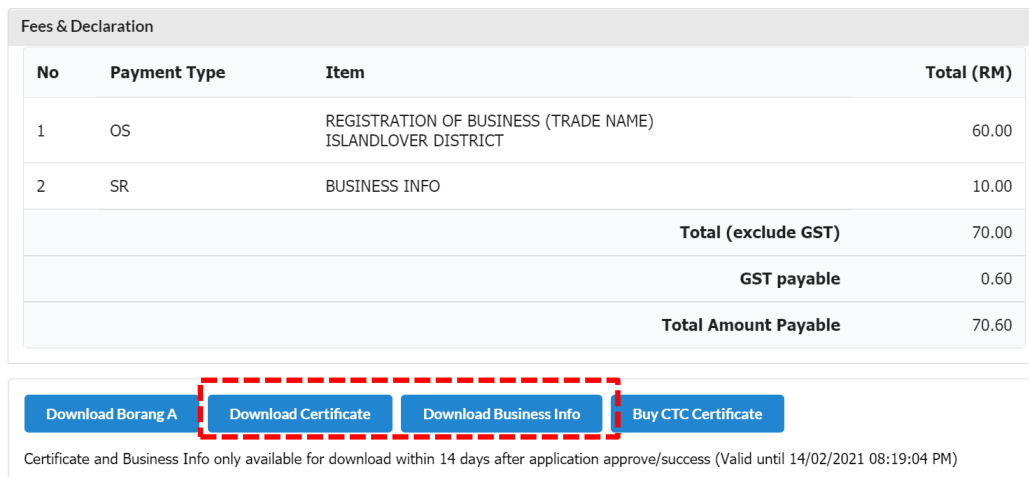
The screenshot shows the EzBiz navigation menu. The 'My Business Services' dropdown is open, and the 'List New Business Registration' option under the 'New Business Registration' category is highlighted with a red dashed box. Other options include 'Renewal Service', 'Business Changes', and 'Business Termination'. Below the menu, there is a note: 'User must download certificate and business info within 14 days after application approve/success : Download'.

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



The screenshot shows the 'Approved/Reject' tab selected in the EzBiz interface. A table displays one entry for 'ISLANDS LOVER DISTRICT CAFE' with status 'Approved'. The 'Action' button, represented by a pencil icon, is highlighted with a red dashed box. The table has columns for 'Ref. No', 'Business Name', 'Status', 'Update Date', and 'Action'. The update date is '31/01/2021 08:19:04 PM'. Below the table, there is a pagination control showing 'Showing 1 to 1 of 1'.

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



The screenshot shows the 'Fees & Declaration' table and the download buttons. The table lists fees for 'REGISTRATION OF BUSINESS (TRADE NAME) ISLANDLOVER DISTRICT' and 'BUSINESS INFO'. The total amount payable is 70.60 RM. Below the table, the 'Download Certificate' and 'Download Business Info' buttons are highlighted with a red dashed box. The 'Download Certificate' button is highlighted with a red dashed box.

No	Payment Type	Item	Total (RM)
1	OS	REGISTRATION OF BUSINESS (TRADE NAME) ISLANDLOVER DISTRICT	60.00
2	SR	BUSINESS INFO	10.00
Total (exclude GST)			70.00
GST payable			0.60
Total Amount Payable			70.60

Download Borang A Download Certificate Download Business Info Buy CTC Certificate

Certificate and Business Info only available for download within 14 days after application approve/success (Valid until 14/02/2021 08:19:04 PM)

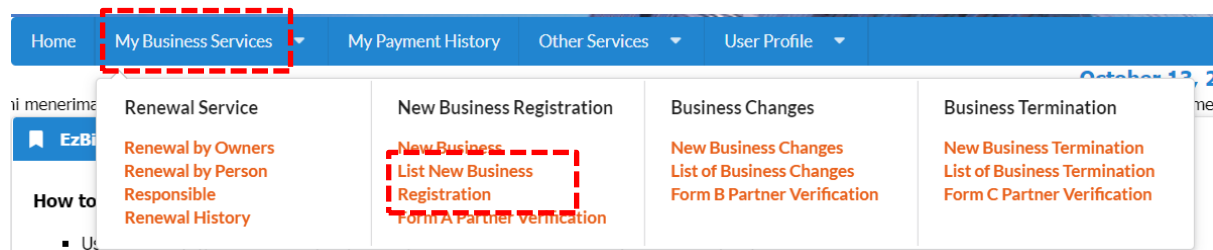
Nota:

- 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.


## **E. CARA "DISCARD" TRANSAKSI SEBELUM BUAT BAYARAN**

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



(a) Klik "List New Business Registration"



2. Pergi ke menu "Draft"

(a) Pilih transaksi dan klik butang "Action" 

The screenshot shows a table with columns: Ref. Noss, Business Name, Status, Update Date, and Action. The 'Draft' menu item is highlighted with a red dashed box. The 'Action' column contains edit icons, with the top one also highlighted by a red dashed box.

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