

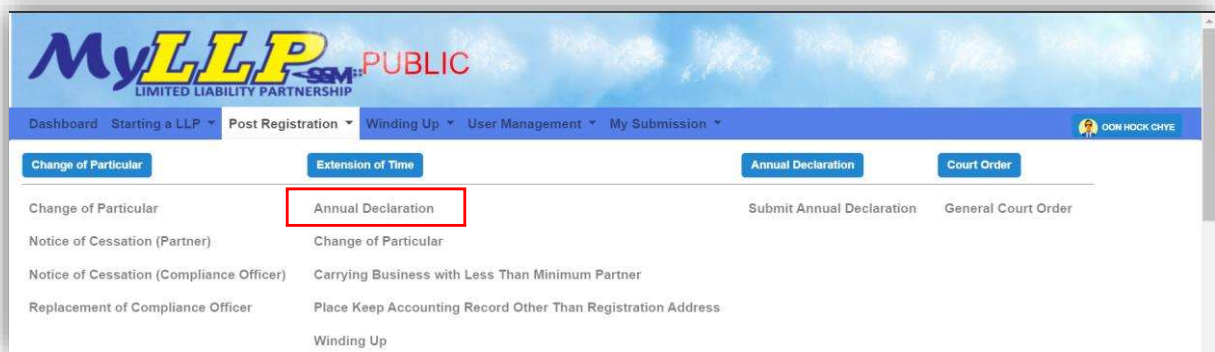
### 3 Extension of Time

Application for the extension of time provided under the LLPA 2012:

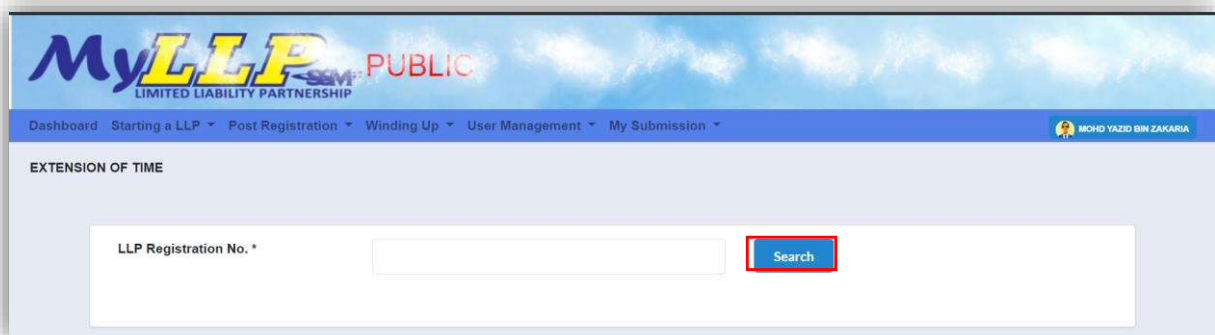
- (a) Extension of time for Annual Declaration - Section 68(1)
- (b) Extension of time for Change of Particulars – Section 17(1)
- (c) Extension of time for Carry Business with Less Than Minimum Partner – Section 7 (1)
- (d) Extension of time for Place of Keeping Accounting Record other than registered address – Section 69(3) & Section 17(1)

#### 3.1 Extension of Time - Annual Declaration

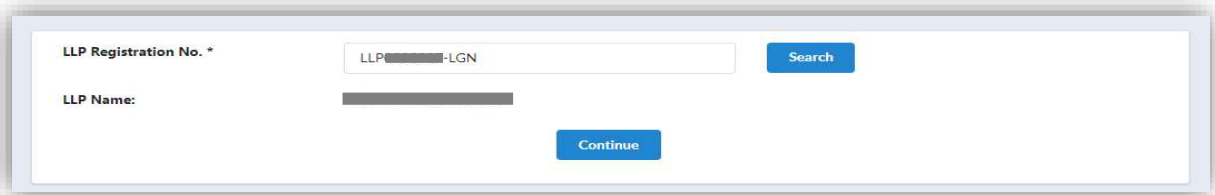
1. Click on **Annual Declaration** under **Extension of Time (EOT)** while hovering over the **Post Registration** Tab.



2. Enter LLP Registration No in the text box and then click on the **Search** button



LLP name will be displayed if user is the Compliance Officer (CO) for that LLP.



The screenshot shows a web form with two input fields and two buttons. The first input field is labeled "LLP Registration No. \*" and contains the text "LLP[REDACTED]-LGN". To its right is a blue "Search" button. Below this is a second input field labeled "LLP Name:" which is empty. Below the second input field is a blue "Continue" button.

3. If user is not a CO for that LLP, a prompt message will be displayed.



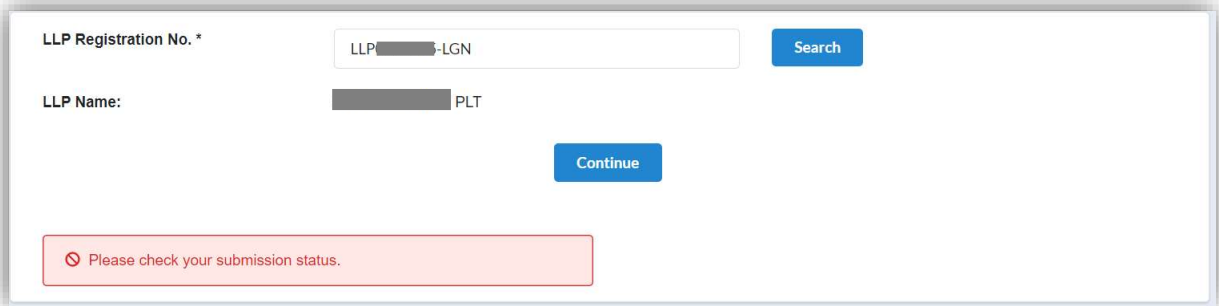
The screenshot shows the same web form as above, but with an error message displayed in a red-bordered box below the "Search" button. The error message reads: "You are not authorized partner or compliance officer for this LLP".

4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.



The screenshot shows a red-bordered error message box. It contains a warning icon (a triangle with an exclamation mark) followed by the text "Please complete form items below:-". Below this is a bulleted list with one item: "Unable to proceed. The duration for extension of time has reached maximum limit".

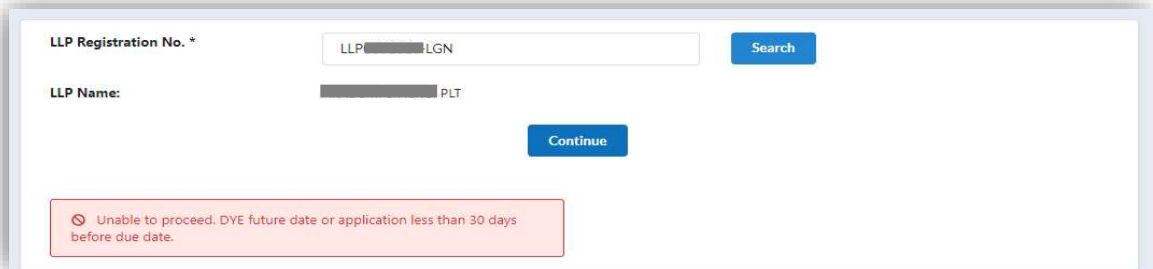
5. If there is any draft submission or pending application, a prompt message will be displayed.



LLP Registration No. \*

LLP Name:

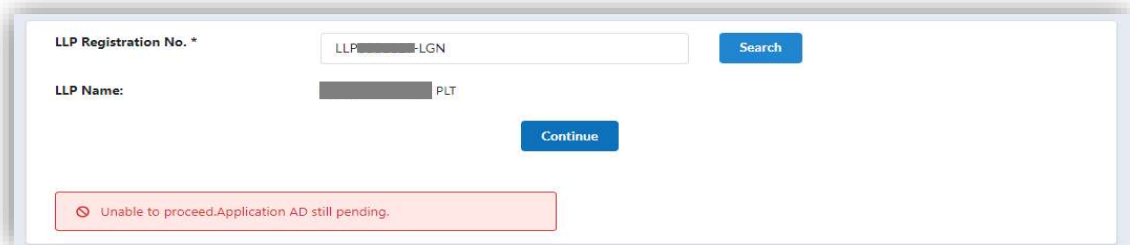
6. The application for an extension of time shall be made after the end of the financial year of the LLP and at least (30) days before the due date for the submission of the annual declaration. If the EOT application is less than 30 days of submission, a prompt message will be displayed.



LLP Registration No. \*

LLP Name:

7. If there is any AD submission with pending status, a prompt message will be displayed.





LLP Registration No. \*

LLP Name:

8. The LLP listing page also displays a shortcut for the list of applications that have been made.

User can click on the pencil icon to proceed application with status **draft**.

Application List						
Ref No.	Entity No.	Entity Name	Create by	Create Date	EOT Status	Action
EOT2021052400007	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052400011	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	24/05/2021	WITHDRAW	
EOT2021052400012	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052700002	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	27/05/2021	WITHDRAW	
EOT2021052800001	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202009220001	28/05/2021	DRAFT	 

Showing 1 to 5 of 5

< 1 >

9. The draft submission can be deleted. User needs to click the icon **X**, system will display a message for confirmation. Click on **OK** button to delete the submission.

### Delete draft submission confirmation

Are you sure to do this task ?

10. Continuing from step 2, click **Continue** button to proceed.

LLP Registration No. \*

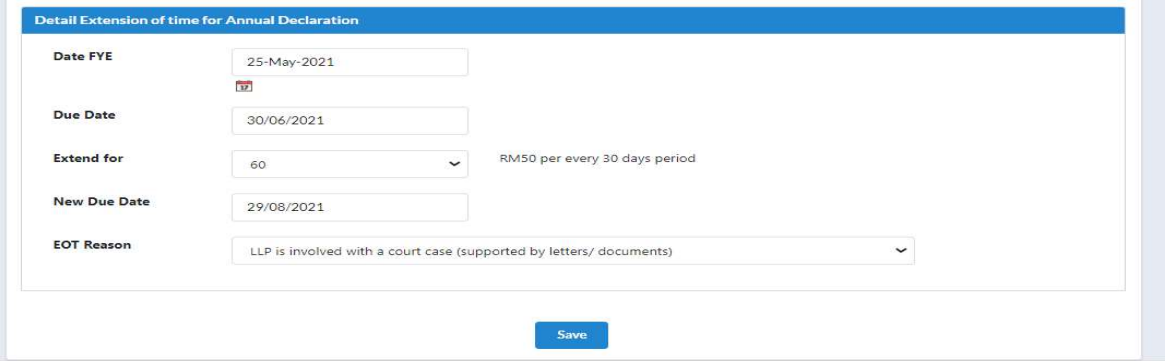
LLP Name:

11. User will be able to view the LLP detail as displayed at the LLP Information Detail.

LLP Information Detail	
<b>Entity Name</b> [REDACTED] LLP	<b>Entity Reg No.</b> 201504001597 (LLP [REDACTED] FGN)
<b>Entity Status</b> EXISTING	<b>Entity Type</b> FOREIGN REGISTRATION
<b>Registration Date</b> 16/04/2016	<b>Previous FYE</b> 24/05/2020

### 3.1.1 Local LLP

12. In the **Detail Extension of time for Annual Declaration** section, user is required to key in Date FYE. System will auto-calculate the due date.

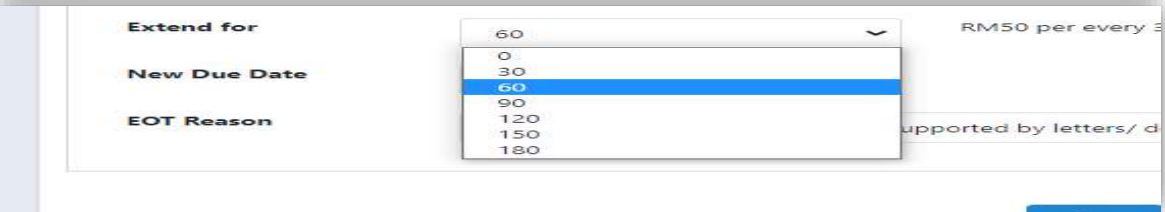


The screenshot shows a form titled "Detail Extension of time for Annual Declaration". It contains the following fields:

- Date FYE:** 25-May-2021
- Due Date:** 30/06/2021
- Extend for:** 60 (with a dropdown arrow) and "RM50 per every 30 days period"
- New Due Date:** 29/08/2021
- EOT Reason:** LLP is involved with a court case (supported by letters/ documents) (with a dropdown arrow)

A "Save" button is located at the bottom center of the form.

13. User can then choose the extended period displayed at the drop down list. System will auto-calculate and display the new due date.

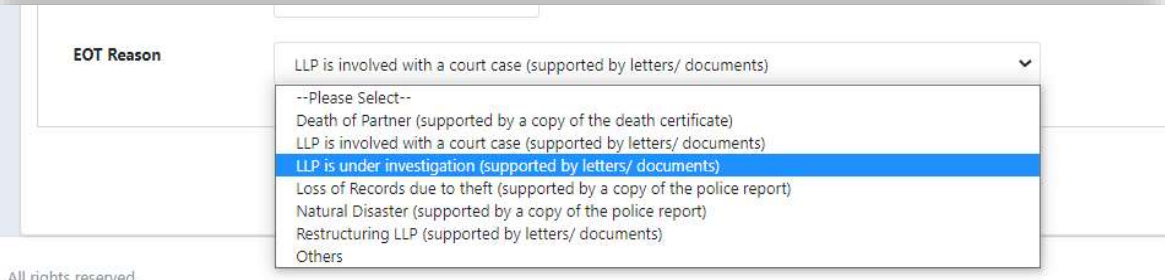


This screenshot shows a close-up of the "Extend for" dropdown menu. The menu is open, displaying the following options:

- 60
- 0
- 30
- 60 (highlighted in blue)
- 90
- 120
- 150
- 180

The "New Due Date" field is visible to the left of the dropdown, and the "EOT Reason" field is visible below it.

14. User is required to select the **EOT Reason** from the selection listed.

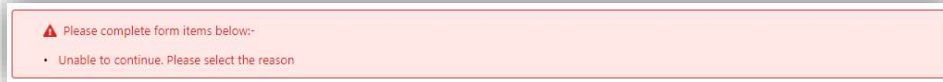


This screenshot shows a close-up of the "EOT Reason" dropdown menu. The menu is open, displaying the following options:

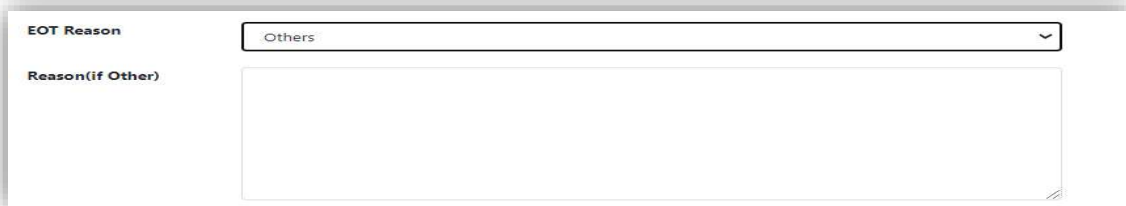
- LLP is involved with a court case (supported by letters/ documents)
- Please Select--
- Death of Partner (supported by a copy of the death certificate)
- LLP is involved with a court case (supported by letters/ documents)
- LLP is under investigation (supported by letters/ documents) (highlighted in blue)
- Loss of Records due to theft (supported by a copy of the police report)
- Natural Disaster (supported by a copy of the police report)
- Restructuring LLP (supported by letters/ documents)
- Others

The "All rights reserved." text is visible at the bottom left of the form.

If the reason is not selected, the prompt message will be displayed.



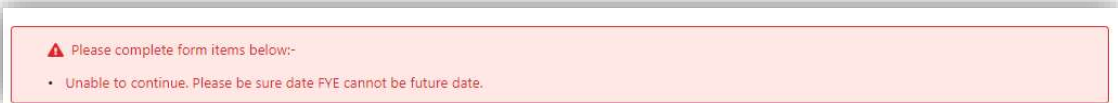
15.If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



A form with two main sections. The top section is labeled "EOT Reason" and contains a dropdown menu with "Others" selected. The bottom section is labeled "Reason(if Other)" and contains a large, empty text input box.



16.If the **Date FYE** exceeds current date, the prompt message will be displayed.



17.If the **Date FYE** skips year, the prompt message will be displayed.



### 3.1.2 Foreign LLP

18.The anniversary date will be auto-populated by the system.

The screenshot shows a form titled "Detail Extension of time for Annual Declaration". It contains the following fields and values:

- Anniversary Date:** 24/05/2021
- Due Date:** 21/10/2021
- Extend for:** 60 (with a dropdown arrow) and "RM50 per every 30 days period" to the right.
- New Due Date:** 20/12/2021
- EOT Reason:** Death of Partner (supported by a copy of the death certificate) (with a dropdown arrow)

A blue "Save" button is located at the bottom center of the form.

19.User must choose the extended period and system will auto-calculate and display the new due date.

This close-up shows the "Extend for" dropdown menu open. The menu options are:

- 0
- 30
- 60 (highlighted in blue)
- 90
- 120
- 150
- 180

The "New Due Date" field is visible to the left of the dropdown, and the text "RM50 per every 3" is visible to the right.

20.User is required to select the **EOT Reason** from the selection list.

This close-up shows the "EOT Reason" dropdown menu open. The menu options are:

- LLP is involved with a court case (supported by letters/ documents)
- Please Select--
- Death of Partner (supported by a copy of the death certificate)
- LLP is involved with a court case (supported by letters/ documents)
- LLP is under investigation (supported by letters/ documents) (highlighted in blue)
- Loss of Records due to theft (supported by a copy of the police report)
- Natural Disaster (supported by a copy of the police report)
- Restructuring LLP (supported by letters/ documents)
- Others

The text "All rights reserved." is visible at the bottom left of the form.

21.If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.



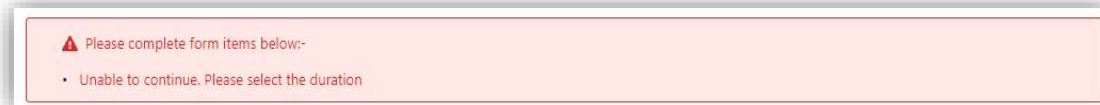
The screenshot shows a form with two main sections. The first section is labeled 'EOT Reason' and contains a dropdown menu with 'Others' selected. The second section is labeled 'Reason(if Other)' and contains a large, empty text input area.



Please complete form items below:-

- Unable to continue. Please fill up the other reason


22.If the duration is not selected, the prompt message will be displayed.



Please complete form items below:-

- Unable to continue. Please select the duration

23.If the reason is not selected, the prompt message will be displayed.

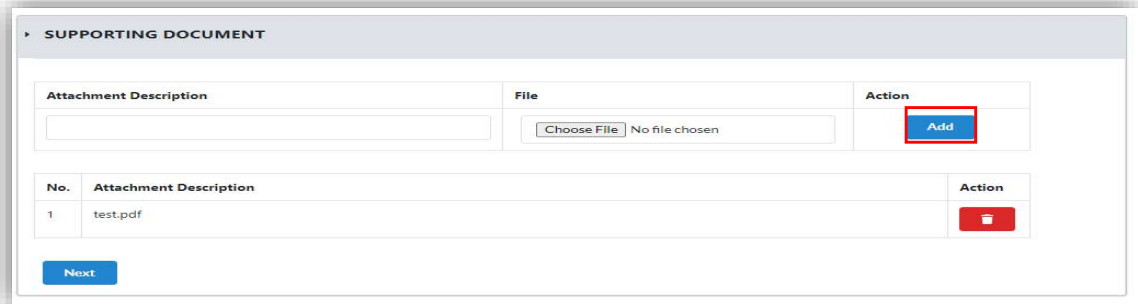


Please complete form items below:-


- Unable to continue. Please select the reason

### 3.1.3 Supporting Document

24. Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.



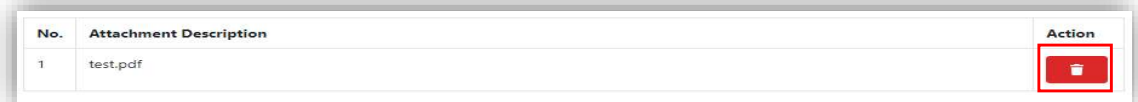
The screenshot shows a web interface titled "SUPPORTING DOCUMENT". It features a form with three columns: "Attachment Description", "File", and "Action". The "Attachment Description" column has an empty text input field. The "File" column contains a "Choose File" button and the text "No file chosen". The "Action" column has a blue "Add" button. Below the form is a table with the following data:

No.	Attachment Description	Action
1	test.pdf	


At the bottom left of the interface is a blue "Next" button.

25. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

26. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.



The screenshot shows a table with the following data:

No.	Attachment Description	Action
1	test.pdf	

27. User will be able to view the LLP detail as displayed at the LLP

Information Detail:

- Entity Name
- Entity Reg No
- Entity Status
- Entity Type
- Registration Date
- Previous Date FYE/Anniversary

LLP Information Detail	
Entity Name [REDACTED]	Entity Reg No. 202105001905 (LLP [REDACTED] FGN)
Entity Status EXISTING	Entity Type FOREIGN REGISTRATION
Registration Date 30/06/2019	Previous Anniversary 30/06/2020

28. In the **Extension Of Time Detail** section, complete details are displayed:

- Date FYE(local LLP)
- Anniversary Date (foreign LLP)
- Due Date
- EOT Period (days)
- New Due Date
- Reason

Extension Of Time Detail	
Date FYE 25/05/2021	Due Date 30/06/2021
EOT Period(Days) 120	New Due Date 28/10/2021
Reason LLP IS INVOLVED WITH A COURT CASE (SUPPORTED BY LETTERS/ DOCUMENTS)	

**Extension Of Time Detail**

<b>Anniversary Date</b> 30/06/2021	<b>Due Date</b> 30/07/2021
<b>EOT Period(Days)</b> 120	<b>New Due Date</b> 27/11/2021
<b>Reason</b> LOSS OF RECORDS DUE TO THEFT (SUPPORTED BY A COPY OF THE POLICE REPORT)	

29. In the **Fee Detail** Section, total cost for EOT application will be displayed.

**Fee Detail**

Description	Remarks	Total Cost
EXTENSION OF TIME FOR ANNUAL DECLARATION		RM200.00

30. In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked all the declaration boxes.

**Declaration**

**Please Tick**

- Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time.
- I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.

**Lodger Information**

<b>Name</b> ████████████████████	<b>Address</b> TEST ADDRESS 23050 DUNGUN TERENGGANU MALAYSIA	<b>License/ Membership No.</b> Nil
<b>Identification No.</b> ████████████████████	<b>Email</b> mylptest901@gmail.com	<b>Practising Certificate No.</b> Nil
<b>Phone No.</b> 0111111111		<b>Professional Body Type</b> Nil

[Back](#)
[Cancel](#)
[View PDF](#)
[Submit Payment](#)

31. Click on **View PDF** button to view application. Click on **Submit Payment** button to proceed payment.

32. After click on **Submit Payment**, a prompt message will be display for confirmation. Click on **OK** button to continue.



33. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed payment.

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
EXTENSION OF TIME (EXTENSION OF TIME FOR ANNUAL DECLARATION-MEKAR BUNGA)	1	100.00	0.00	100.00
	<b>Total (RM):</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
			<b>Total Amount (RM):</b>	<b>100.00</b>

Name\*  
SOHINAH


NRIC No. / MyCoID No. / Business Registration No.\*  
[REDACTED]

Address\*  
SSDAS  
TEST TSTING  
50000 KUALA LUMPUR  
SELANGOR

**PAY ONLINE** **CANCEL**


34. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.

- Receipt no. is the payment receipt.
- Reference no. is the EOT for Annual Declaration transactions.
- Transaction ID is the payment transaction number.



Suruhanjaya Syarikat Malaysia (SSM)  
Menara SSM@Sentral  
No 7, Jalan Stesen Sentral 5  
Kuala Lumpur Sentral  
50623 Kuala Lumpur  
Tel : 03-2299 4400

██████████  
██████████  
46150 PETALING JAYA  
SELANGOR

**INVOICE**  
  
\* E 0 2 0 2 1 0 5 2 9 0 0 0 0 1 \*

Receipt No	: EB20210529000001
Reference No.	: EOT20210528000001
Payment Mode Detail	: HostSim
Approval Code	:
Payment Mode	: DD
Transaction ID	: E20210529000001
Payment Date	: 29/05/2021 09:28:30 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	EXTENSION OF TIME EXTENSION OF TIME FOR ANNUAL DECLARATION-ZERO CELCIUS AUTO PLT	100.00
<b>Total</b>		100.00
<b>Amount Received</b>		100.00

PRINT