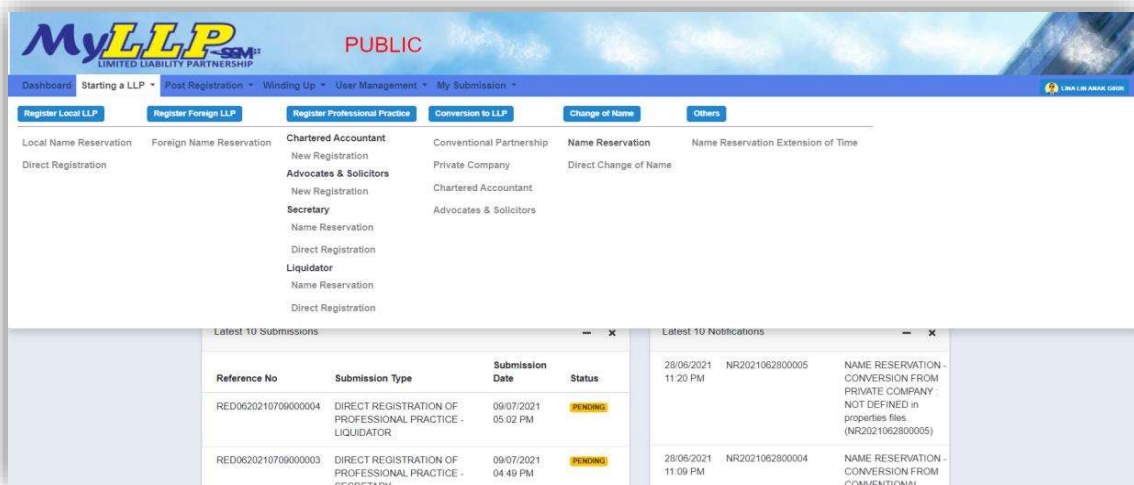


3.1.2 Direct Registration

1. Login into MyLLP system with valid **Email Address** and **Password** then click **Sign In** button.
2. Select **Starting a LLP** on the menu bar and click **Direct registration** under Register Local LLP.



3. Key in **Proposed Name** in the textbox and click *Check Name* to check the proposed name if the name proposed are similar with existing business name. Key in data for application if the proposed name is available.

Action

next

Check Proposed Name

Proposed Name

ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)

check name

Select Suffix:

☒ PLT ☐ Perkongsian Liabiliti Terhad

Clarification (Leave blank if not applicable)

i) Single letter included in the name stands for:

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DMI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

select file

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G. PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY KHAIRUL IS THE NAME OF PARTNERS'S SON (BIRTH CERTIFICATE ATTACHED)

select file

4. Key in **Clarification** form and upload **supporting documents** leave it blank if not applicable.

Action

next

Check Proposed Name

Proposed Name

ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)

check name

Select Suffix

☒ PLT ☐ Perkongsian Liabiliti Terhad

Clarification (Leave blank if not applicable)

i) Single letter included in the name stands for

E.G. ABC STANDS FOR AIR BATU CAMPUR, E.G. DWI STANDS FOR DEAL WITH IT

ii) If the proposed name not in Bahasa Malaysia or English, please clarify

E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)

II

select file

iii) If the proposed name contains a proper name, state whether it is the same name of a partner of the LLP or any associated LLP or company

E.G. PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY KHAIRUL IS THE NAME OF PARTNERS'S SON (BIRTH CERTIFICATE ATTACHED)

III

select file

iv) If the proposed name is similar to that of related of associated LLP, business or company, state whether written consent has been obtained (please attach consent letter)

E.G. CONSENT LETTER OR RESOLUTION FROM PERMATA INDAH GROUP BERHAD IS ATTACHED.

IV

select file

v) If the proposed name is a trademark, state whether consent has been obtained from the owner (please attach consent letter)

E.G. CONSENT LETTER FROM SIME DARBY GROUP OF COMPANY IS

5. Select **LLP Details** and key in data for LLP details and click **Save** button.

Action

back

save

next

Check Proposed Name

LLP Details

Business Code and Description

Compliance Officer Details

Partner Details

Supporting Documents

Summary

Fee and Declaration

Main Details

Lodging Reference Number

Nil

Proposed Name

TOUR AND TRAVEL PLT

Purpose

REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION

Registered Address

Address Line 1

Postcode

E.G 10000

Address Line 2

City

--Fill in Postcode First--

Address Line 3

State

AUTO-POPULATE FROM CITY

Email

E.G user@ssm.com.my

Office No

E.G 0133900000

Fax No

E.G 0133900000

Business Local Address (if any)

Copy from registered address

Address Line 1

Postcode

E.G 10000

Address Line 2

City

--Fill in Postcode First--

Address Line 3

State

AUTO-POPULATE FROM CITY

Email

E.G user@ssm.com.my

Office No

E.G 0133900000

URL (Facebook, Instagram, Twitter, etc)

E.G SSM.COM.MY

Business Foreign Address (if any)

6. Click *Next* button to proceed to **Business Code and Description** tab, click *Add Business Code*, key in data for business code and click *Save* button.

The screenshot shows the 'Business Code and Description' tab. At the top, there are buttons for 'back', 'save', and 'next'. Below these are navigation tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description' (active), 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Underneath are 'Summary' and 'Fee and Declaration' links. The main content area has a box for '79120 - TOUR OPERATOR ACTIVITIES' with a red upload icon. To the right is a 'Business Code Search' box with the placeholder text 'PLEASE ENTER BUSINESS CODE OR BUSINESS DESCRIPTION'. Below the main box is a 'Business Description' field with an information icon, containing the text 'TOUR ACTIVITIES'. A character count shows '485 characters remaining'. At the bottom, there is a checked checkbox with the text 'I confirm that the facts and information stated in this document are true.'

7. Click *Next* button to proceed to **Compliance Officer** tab, click *Add Compliance Officer*, key in data for compliance officer and click *Save* button.

The screenshot shows the 'Compliance Officer Details' tab. At the top, there are buttons for 'back', 'save', and 'next'. Below these are navigation tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details' (active), 'Partner Details', and 'Supporting Documents'. Underneath are 'Summary' and 'Fee and Declaration' links. The main content area features a blue 'Add Compliance Officer' button. Below it is a 'Show 10 entries' label. A table displays one entry with columns: 'Name', 'Identification Number', 'Professional Body Type', and 'License Number'. The entry shows a redacted name, a redacted ID number, 'Licensed Secretary (LS)', and a redacted license number. To the right of the license number are edit and delete icons. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Name	Identification Number	Professional Body Type	License Number
[Redacted]	[Redacted]	Licensed Secretary (LS)	[Redacted]

8. Click *Next* button to proceed to **Partner Details** tab, click *Add Partner*, key in data for partner and click *Save* button.

The screenshot shows a web application interface for the 'Partner Details' tab. At the top, there is an 'Action' bar with 'back', 'save', and 'next' buttons. Below this is a navigation bar with tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details' (active), and 'Supporting Documents'. Under the 'Partner Details' tab, there are sub-tabs: 'Summary' and 'Fee and Declaration'. The main form area is divided into two columns. The left column is titled 'Partner Form' and contains fields for: 'Type' (dropdown with 'Individual' selected), 'Citizenship*' (dropdown with '--Please Select--'), 'Identification Type*' (dropdown with '--Please Select--'), 'Nationality*' (dropdown with '--Please Select--'), 'Identification Number*' (text input with 'PLEASE ENTER IDEN' and a 'Search' button), 'Gender*' (dropdown with '--Please Select--'), 'Date of Birth' (text input), 'Race*' (dropdown with '--Please Select--'), 'Name as per Identification' (text input), 'Mobile no' (text input with 'E.G 0133900000'), 'Email*' (text input with 'E.G user@ssm.com.my'), and 'Capital Contribution (MYR)*' (text input with '0'). There is a checkbox for 'I confirm that the facts and information stated in this document are true.' The right column is titled 'Local Residential Address' and contains fields for: 'Address Line 1*', 'Postcode*' (text input with 'E.G 10000'), 'Address Line 2', 'City' (dropdown with '--Fill in Postcode First--'), 'Address Line 3', 'State' (dropdown with 'AUTO-POPULATE FROM CITY'), and 'Foreign Residential Address (if any)' with fields for 'Address Line 1', 'Country' (dropdown with '--Please Select--'), 'Address Line 2', and 'Address Line 3'.

9. Click *Next* button to proceed to **Supporting Documents** and upload supporting documents, key in file name and click *Save* button.

The screenshot shows a web application interface for the 'Supporting Documents' tab. At the top, there is an 'Action' bar with 'back' and 'next' buttons. Below this is a navigation bar with tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents' (active). Under the 'Supporting Documents' tab, there are sub-tabs: 'Summary' and 'Fee and Declaration'. The main form area is titled 'Supporting Document Form' and contains a text input field with the placeholder 'PLEASE UPLOAD A FILE OR ENTER FILE NAME', a 'select' button, and an 'upload' button.

10. Click *Next* button to proceed to **Summary** and view all the changes made.

Action

back

next

View PDF

Check Proposed Name

LLP Details

Business Code and Description

Compliance Officer Details

Partner Details

Supporting Documents

Summary

Fee and Declaration

LLP Details

Main Details

Lodging Reference Number

Nil

Proposed Name

TOUR AND TRAVEL PLT

Purpose

REGISTRATION OF LOCAL LLP -
DIRECT REGISTRATION

Registered Address

Full Address

LORONG ABC LINGKARAN TENGAH
4 50470 KUALA LUMPUR W.P KUALA
LUMPUR

Fax No

0322789881

Email

tourandtravel@gmail.com

Office No

Business Local Address

Full Address

LORONG ABC LINGKARAN TENGAH
4 50470 KUALA LUMPUR W.P KUALA
LUMPUR

URL (Facebook, Instagram, Twitter, etc)

TOUR&TRAVEL/FACEBOOK

Email

tourandtravel@gmail.com

Office No

Business Foreign Address

Full Address

Nil

Business Codes and Description

79120 - 79120-TOUR OPERATOR ACTIVITIES

Business Nature

TOUR AND TRAVEL AGENCY

11. Click *Next* button to proceed to **Fee and Declaration**, tick the confirmation box after confirming the application type and amount of fee and click *Submit* button.

Action

[back](#) [submit](#)

Check Proposed Name LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents

Summary **Fee and Declaration**

Declaration Form

Fee	
Type	REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION
Amount	RM 500

ATTENTION: 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.

☐ I confirm that the facts and information stated in this document are true.

12. Click *Pay Online* button to proceed for payment.

Payment Details (RED0420210727000001)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-TOUR AND TRAVEL PLT)	1	500.00	0.00	500.00
	Total (RM):	500.00	0.00	500.00
			Total Amount (RM):	500.00

Name*

NRIC No. / MyCoID No. / Business Registration No.*


Address*

TEST ADDRESS
89809 BEAUFORT
X


[PAY ONLINE](#) [CANCEL](#)

13. User will receive invoice once they make the payment.

INVOICE



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



* E B 2 0 2 1 0 7 2 7 0 0 0 0 0 4 *

test address
89809 BEAUFORT
X

Receipt No : EB20210727000004
Reference No : RED0420210727000002
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E20210727000005
Payment Date : 27/07/2021 12:29:00 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF LOCAL LLP - DIRECT REGISTRATION-TOUR AND TRAVEL PLT	500.00
	Total	500.00
	Amount Received	500.00

PRINT