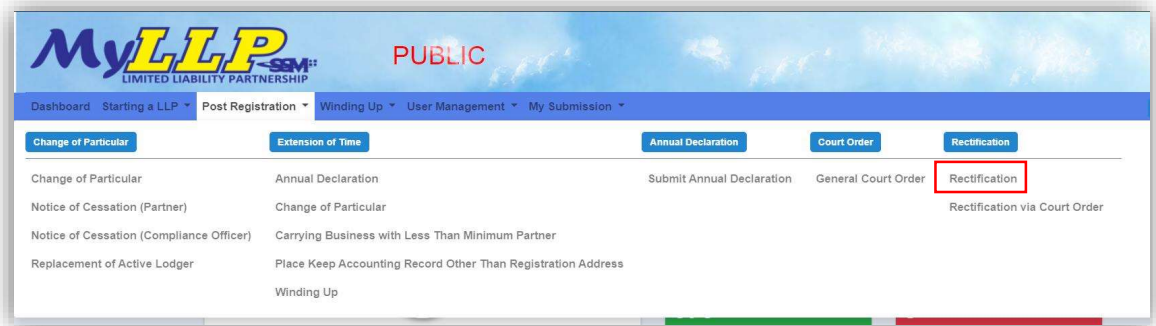
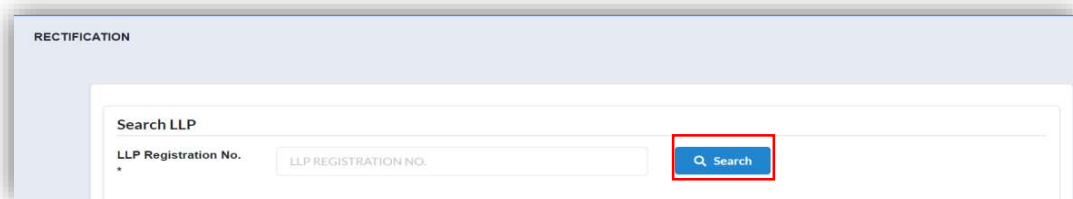


## 4.2 Rectification of Change of Particulars (COP)

1. Click on **Rectification** under the **Post Registration** Tab.



2. On the Rectification Page, enter LLP Registration No and click on the **search** button. From the result, click on pencil icon on the respective submission to proceed.



The screenshot shows the 'Search LLP Entity' page. It features a search form with the text 'Please Input llp entity number / name' and a 'Search' button. Below the search form is a table with the following data:

Ref No	Type	Received	Status	LLP Name	Action
CP2021092900001	CHANGE OF PARTICULARS	29/09/2021	Approve	██████████ PLT	
CP2021092800007	CHANGE OF PARTICULARS	28/09/2021	Approve	██████████ PLT	
CP2021092800002	CHANGE OF PARTICULARS	28/09/2021	Approve	██████████ PLT	
SR2021040900034	REGISTRATION OF LOCAL LLP	09/04/2021	Approve	██████████ PLT	

3. LLP Information pertaining to the respective Change of Particulars will be displayed. Tabs for Registered Address / Business Address / Business Nature / Partner / Compliance Officer / Place of Keeping Accounting Record will display the respective information submitted in Change of Particular. Only relevant information will be displayed.

The screenshot shows a web interface for an LLP. At the top, there is an 'Action' bar with 'Cancel', 'Save', and 'Next' buttons. Below this is a navigation menu with 'Main Details', 'Summary', 'Documents', and 'Fee'. The main content area is titled 'LLP Information' and contains a table with the following data:

Entity Name	[REDACTED] PLT	Entity Registration No.	202104001106 (LLP [REDACTED]-LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Submission Ref. No.	CP20210928000002	Registration Date	09/04/2021

Below the table are four expandable sections: Business Address, Business Nature, Partner, and Compliance Officer.

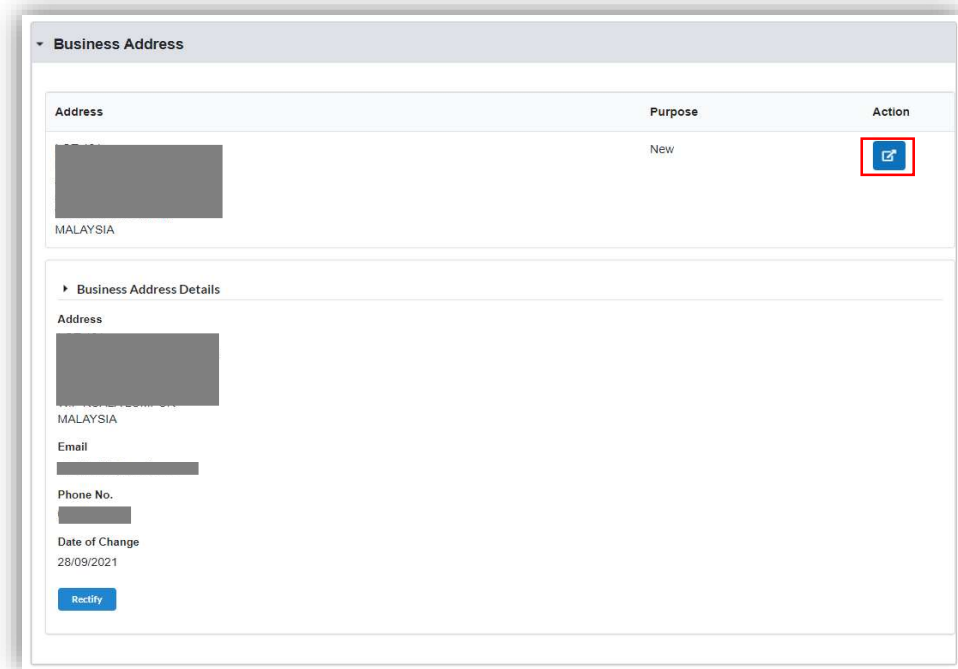
Clicking on any of the tabs will expand to display relevant information.

The screenshot shows the 'Business Address' section expanded. It contains a table with the following data:

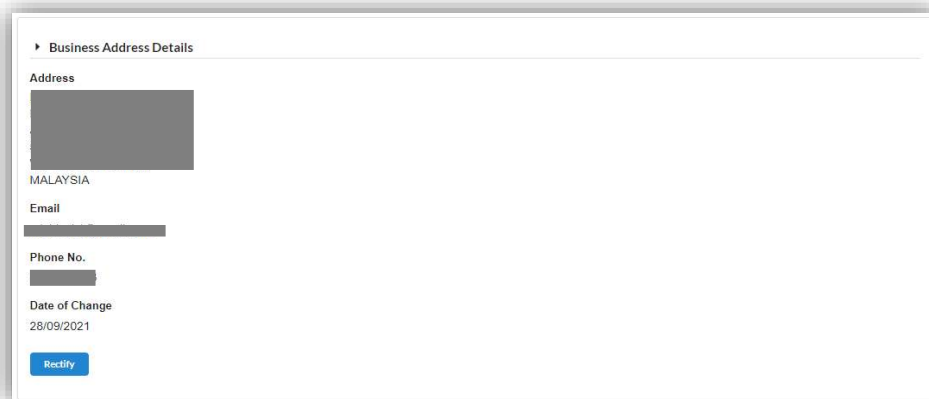
Address	Purpose	Action
[REDACTED] MALAYSIA	New	[Edit Icon]

Below the table are three expandable sections: Business Nature, Partner, and Compliance Officer.

4. Clicking on the Blue icon will expand to display respective information to be rectify.



Click on the **Rectify** button to rectify the respective information.



- Text box for rectification will be displayed alongside the original information. Click on the Cancel button to cancel the rectification, the screen will revert to the previous page and display original information.

The screenshot shows a form titled "Business Address Details" with two columns. The left column contains original information: Address (redacted), MALAYSIA, Email (redacted), Phone No. (redacted), and Date of Change (28/09/2021). The right column contains rectified information: Address Line 1 (redacted), Address Line 2 (redacted), Address Line 3 (redacted), Post Code (53100), City (KUALA LUMPUR), State (W.P. KUALA LUMPUR), Email (redacted), Phone No. (redacted), and Date of Change (28/09/2021). A red "Cancel" button is located at the bottom right of the form.

Save button to save the rectified information.

Cancel button to cancel the submission.

Click Next button to proceed to Summary page.



6. Summary of rectification will be displayed based on rectified information. The current information (current details) and rectified information (new details) will be display at the Summary of Rectification for review and comparison purposes.

Optional: Enter some note to support the application for Rectification at **Remarks** section.

Click Save button to save the information entered. Click Next button to proceed.

The screenshot displays the 'Summary' tab of the MyLLP system. At the top, there are four navigation buttons: 'Cancel' (red), 'Previous' (blue), 'Save' (green), and 'Next' (blue). Below these are four tabs: 'Main Details', 'Summary' (selected), 'Documents', and 'Fee'. The main content area is divided into three sections:


- LLP Information:** A table-like structure showing current and new details for the LLP.

Entity Name	[REDACTED] PLT	Entity Registration No.	202104001250 (LLP [REDACTED] LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Submission Ref. No.	CP20220309000004	Registration Date	19/04/2021
- Summary of Rectification:** A section with two columns: 'Current Details' and 'New Details'.

Current Details	New Details
Compliance Officer [REDACTED]	Compliance Officer [REDACTED]
Purpose Cessation	Purpose Reinstate Compliance Officer
- Remarks:** A text area containing the text 'CANCEL RESIGN'.

#### 4.2.1 Supporting Document

7. Supporting Document is mandatory for Rectification. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.
8. Maximum document to be attached is two (2). The documents **MUST** be in PDF form.
9. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	

10. In the Declaration of Rectification section, fill up the mandatory information required pertaining to the rectification below :

For item No. 1, select from the dropdown option;-

- LLP
- Court

For item No. 5, select from the dropdown option:-

- Has been omitted
- Is incorrect
- Has been included in error

State the reason for Item No. 5 in the textbox and tick on the Declaration checkbox.

The screenshot displays two main sections of the MyLLP application interface:

- Attachment Section:** Features a search bar, a table with columns for Attachment Description, Required, and File, and a 'Choose File' button. The table shows one entry: 'SUPPORTING DOCUMENT' with 'Required' set to 'YES' and 'File' set to 'No file chosen'. Navigation controls for 'Previous' and 'Next' are visible.
- Declaration of Rectification Section:** Contains five numbered items for declaration, each with a dropdown menu. Item 5 is selected, showing a dropdown menu with the option 'has been omitted'. Below this is a large text area for stating the reason. At the bottom, there is a checkbox for confirming the truth of the information and a note: '\*Note: Please select dropdown whichever is applicable, state your reason and tick the declaration'.

11. In the Fee section, total cost will be displayed.

Payment	
Description	Total Cost
LLP RECTIFICATION	RM150.00
Total	RM 150.00

12. In the Declaration section, declaration will be displayed. Click on **View Declaration Document** button to view the Declaration of Rectification and click **View PDF** button to view the **Amended Form**. The **Submit Payment** button will be enabled when the user has ticked the declaration box.

The screenshot displays a web interface with the following sections:

- Navigation:** Previous, Main Details, Summary, Documents, Fee (selected).
- LLP Information:**

Entity Name	SINAR INDAH 123 PLT	Entity Registration No.	202104001901 (LLP0028531-LGN)
Entity Status	EXISTING	Entity Type	LOCAL REGISTRATION
Submission Ref. No.	CP20220302000009	Registration Date	30/01/2019
- Payment:** (Same table as in step 11)
- Declaration:**

I hereby confirm that the facts and information stated in this document are true. It is an offence under section 60 of the Limited Liability Partnership 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.
- Buttons:** View Declaration Document, View PDF, Submit Payment
- Lodger Information:**

Name	Address	License No.
test address	23050 DUNGLUN, TERENGGANU, MALAYSIA	Nil
Identification No.	Email	Practising Certificate No.
	mylpes901@gmail.com	Nil
	Phone No.	Professional Body Type
	0111111111	Nil

\*Image of Declaration Document:

**Template 1**

**DECLARATION FOR THE APPLICATION TO RECTIFY THE  
INFORMATION/DOCUMENT IN THE REGISTER OF LIMITED LIABILITY  
PARTNERSHIP UNDER SECTION 71 OF  
THE LIMITED LIABILITY PARTNERSHIPS ACT 2012**

I/We [REDACTED] (NRIC/Passport no. [REDACTED]) being the Compliance Officer of MENG KHENG FARM PLT - 202104001108 (LLP0027734-LGN) registered under the Limited Liability Partnerships Act 2012;

do solemnly and sincerely declare the following:-

- (i) I/we have been duly appointed by the LLP to act in applying the rectification herein submitted;
- (ii) All interested party(or parties) who will be affected by this application has been notified and I/we did not receive any objection for this application to be made before the Registrar;
- (iii) That Registrar/SSM will not be held responsible to any party for changes made resulting from this application;
- (iv) The LLP as stated above has not involved in legal proceedings within or outside Malaysia involving the documents/information intended to be rectified herein;
- (v) That the LLP information/documents of the above LLP has been omitted due to :  
TEST

**Declaration:**

I/we confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed by Applicant/s:

.....

Name: [REDACTED]

Date: 28/09/2021

**Attention:**

It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than one hundred and fifty thousand and not more than five hundred thousand ringgit or to both.

**LODGER INFORMATION**

Name : [REDACTED]

Identification No. : [REDACTED]



Phone No. : [REDACTED]

Email : [REDACTED]

\*This is an auto generated declaration. Signature is not required.

\*Image of View PDF

This is filed by way of amendment to the Form Change of Particular dated 28/09/2021 which is erroneous

### Change Of Particulars

Section 17

Submission Number	CP20210928000002
Date/time Received	28/09/2021 16:46:47
Total Fee	RM430.00

LLP Details	
LLP Name	[REDACTED] PLT
LLP Registration Number	X02104001106 (LLP [REDACTED] LGN)
LLP Status	EXISTING

Change of Business Address		
Address	Purpose	Date of Change
[REDACTED] W.P KUALA LUMPUR MALAYSIA	New	27/09/2021

Change of Business Nature		
Code and Description	Purpose	Date of Change
01259U EXPORT AND IMPORT OF OTHER TREE AND BUSH FRUITS	New	27/09/2021

Business Description	Date of Change
DURIAN MUSANG KING	28/09/2021

Business URL	Date of Change
www.durianmusangkng.com.my	28/09/2021

Change of Partner				
Name	Identification No.	Race / Nationality	Purpose	Date of Change
[REDACTED] Address : [REDACTED] NEGERI SEMBILAN MALAYSIA Email : [REDACTED] Phone No. : [REDACTED]	[REDACTED]	MALAY / MALAYSIA	Appointment	28/09/2021

BERSEKUTUWA DI NEGARA MALAYSIA Page 1 of 3

After clicking on Submit Payment, a prompt will display for confirmation. Click on OK button to proceed with payment.



13. Payment Details will be displayed. Click **Pay Online** button to continue with payment.

Payment Details (REC2021092900004)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
RECTIFICATION (RECTIFICATION CHANGE OF PARTICULARS- ( [REDACTED] PLT - 202104001106 ( LLP [REDACTED]-LGN))	1	150.00	0.00	150.00
	Total (RM):	150.00	0.00	150.00
			Total Amount (RM):	150.00

Name\*  
[REDACTED]

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

Address\*  
[REDACTED]  
W.P KUALA LUMPUR


PAY ONLINE CANCEL

14. 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 Rectification 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

██████████  
██████████  
██████████  
W.P KUALA LUMPUR

### INVOICE



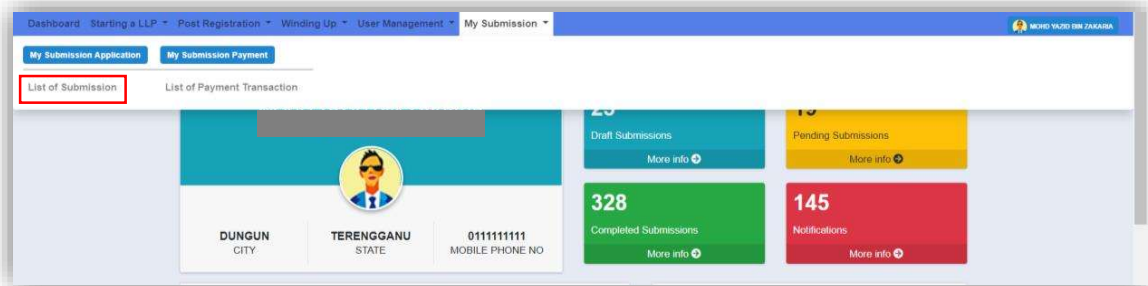
\*RL2021093000008\*

Receipt No : RL20210930000008  
Reference No. : REC2021092900004  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : TLS2021093000008  
Payment Date : 30/09/2021 08:54:47 AM

NO.	DESCRIPTION	AMOUNT (RM)
1	RECTIFICATION RECTIFICATION CHANGE OF PARTICULARS- (██████████ PLT - 202104001106 ( LLP ██████████ LGN)	150.00
<b>Total</b>		150.00
<b>Amount Received</b>		150.00

## 4.2.2 Resubmit Query

15. Click on **List of Submission** under **My Submission Application** while hovering over the **My Submission** Tab.



16. Click on the **PENDING** tab, and then click on the pencil icon to reply query.

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
REC2021081800002	201304001046 (LLP [REDACTED] LGN)	[REDACTED]	RECTIFICATION OF ANNUAL DECLARATION	Query	150.00	18/08/2021 06:41 PM	

17. Query section will be displayed for submission with query status. Update the required information.

The screenshot shows a 'Query' section with a table of query details. The table has columns for Query No, Query By, Query Create, Notes, Note Answer, Lodger Date, and Status. The first row shows Query No 1, Query By Nor Nazwa Zaini Zakaria, Query Create 18/08/2021, Notes KUERI 1, Note Answer -, Lodger Date -, and Status QUERY. Below the table is a 'Detail Query' section with 'Query Text' (KUERI 1) and 'Query Answer' (empty). At the bottom is a 'Lodger Information' section with fields for Name, Address (test address, 47630 KUALA LUMPUR, W.P. KUALA LUMPUR, MALAYSIA), License No., Practising Certificate No., and Professional Body Type (Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)).

18. Tick the declaration box and click on **Resubmit** button to proceed resubmit query.

The screenshot displays the MyLLP system interface with the following sections:

- Previous** (button)
- LLP Information**
  - Entity Name: [Redacted] P.L.T
  - Entity Status: EXISTING
  - Submission Ref. No.: CP20220302000016
  - Entity Registration No.: 202104001230 (LLP [Redacted] LGN)
  - Entity Type: LOCAL REGISTRATION
  - Registration Date: 19/04/2021
- Payment**

Description	Total Cost
LLP RECTIFICATION	RM150.00
<b>Total</b>	<b>RM 150.00</b>
- Query**
  - Query Detail**

Query No	Query By	Query Create	Notes	Note Answer	Lodger Date	Status
1	Nor Nazwa Zaris Zakaria	02/03/2022	SEMAK SEMULA PINDAAN YANG DILAKUKAN	-	-	QUERY
  - Detail Query**
    - Query Text
    - Query Answer: DONE
- Buttons**: View Declaration Document, View PDF, Resubmit
- Lodger Information**

Name	Address	License No.
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