



User needs to click on this icon present in their desktop to launch the mTool.

6. Upload XBRL file by Company Secretary Assistant/Company Agent Assistant (Maker)

Once the Maker has downloaded the installer and prepared the XBRL file, the Maker would upload this XBRL file for the associated company on the mPortal by using the **Upload Filing** menu item as shown in the below figure.

Figure 20: Upload Filing Page



A Maker must be careful during uploading if the association is complete between the Company and the Lodger and also between the lodger and Maker before uploading of any file in the Portal

Steps to Upload a Filing by a Maker Role:-

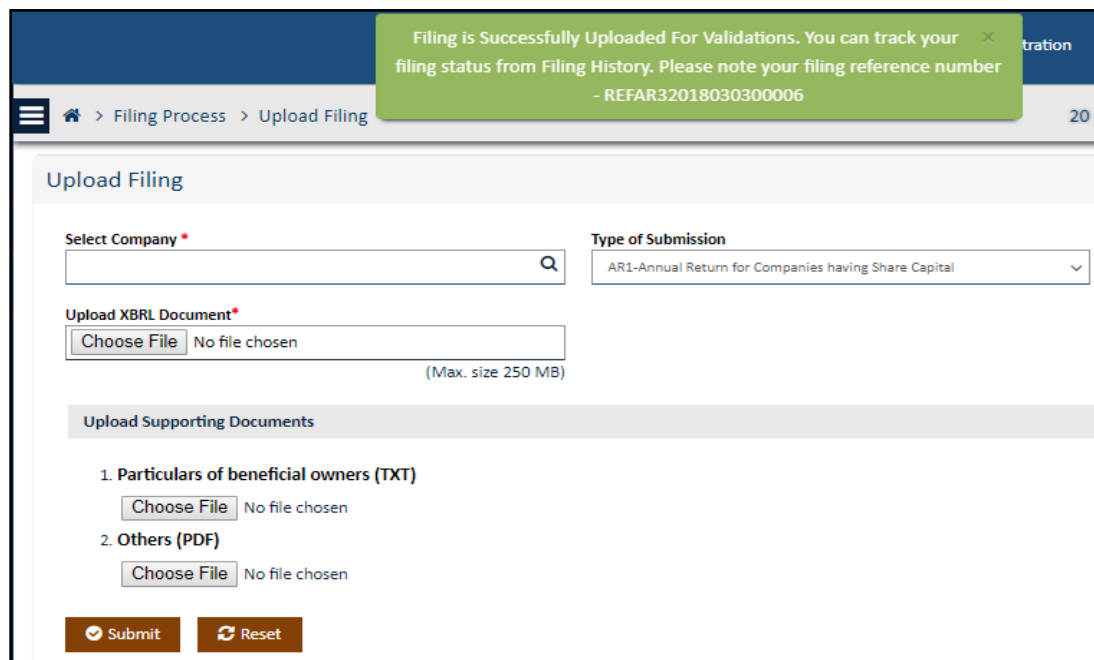
1. Go to “**Filing Process**” Menu Tab. Click on “**Upload Filing**” option.
2. Upload Filing Page would be displayed which would have options such as
 - **Select Company**
 - **Type of Submission**
 - **Upload XBRL Document (Max size 50MB)**
 - **Upload Supporting Document**
 - **Upload Filing**
 - **Reset**

3. **Select Company:** In this field Maker would enter at least first 3 characters of the company for which XBRL file is to be uploaded. This company should be associated with the Lodger to whom the Maker is also associated. This field would search through the web service to provide best and closest hits as a dropdown list for the user to select the company.
4. **Type of Submission:** The Maker needs to select the correct “**Type of Submission**” for which XBRL file is to be uploaded out of the 23 type of filings. E.g. AR1-Annual Return for companies having share capital.
5. **Upload XBRL Document:** Maker would have to browse the XBRL file that needs to be uploaded according to the selection made in type of submission only. Maximum size of the XBRL file that can be accepted is 250MB.
6. **Upload Supporting Document:** Each Type of Submission would require the Maker user to upload a supporting document that is made mandatory to be uploaded by SSM Admin as shown in the above figure.



As shown in the above figure which is an upload filing page for AR1 user has to upload a txt format file as a supporting document. User has been provided with 2 links above the Upload supporting Documents section namely “Download – Annexure: Particulars of Beneficial Owners” which is a downloadable excel file that has pre-defined format for the required annexure which can be used by the user to create a txt format file. The second link i.e. “Download – Instruction for Annexure” is the Instructions document for the same.

7. **Upload Filing:** Maker User can do submission of the filing if all the above details are filled are correctly by clicking on the “**Upload Filing**” button. A green highlighted confirmation box would appear stating successful upload and reference number for your uploaded filing.



The screenshot shows the 'Upload Filing' page in the MBRS Portal. A green notification banner at the top states: 'Filing is Successfully Uploaded For Validations. You can track your filing status from Filing History. Please note your filing reference number - REFAR32018030300006'. The page has a breadcrumb trail: 'Filing Process > Upload Filing'. The main form includes a 'Select Company' dropdown, a 'Type of Submission' dropdown (set to 'AR1-Annual Return for Companies having Share Capital'), an 'Upload XBRL Document' section with a 'Choose File' button and 'No file chosen' text, and an 'Upload Supporting Documents' section with two items: '1. Particulars of beneficial owners (TXT)' and '2. Others (PDF)', each with a 'Choose File' button and 'No file chosen' text. At the bottom are 'Submit' and 'Reset' buttons.

Figure 21: Prompt showing successful Upload of Filing

8. **Reset:** If the Maker user feels that there is any modification or wants to make changes in the options selected then they can click on **Reset** button before clicking on **Upload Filing** button.

 *The mPortal will only accept XBRL file (ZIP) as filing submission during upload*

9. On successful upload of the XBRL file the Maker would receive an confirmation email stating that the file has been uploaded successfully as shown in the below figure.

AR1 - MBRS Filing Have Been Uploaded

Dear Sir/Madam,

Please be advised that your MBRS filing have been successfully uploaded for **ABC SDN. BHD.** with Company number **1000000-A**

Thank you
MBRS Admin
©SSM - All rights reserved.


NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.

Figure 22: Email for successful upload of XBRL file by Maker

10. **Filing History:** Maker can view all files that have been uploaded from this menu item. Maker just needs to set the right filter for the following fields to get desired results as shown in the figure below.

Figure 23: Filing History page with status grid

11. The file that is successfully passed through all XBRL and Non XBRL validations will show status as “**Verify-Entity**” which means the file is now with the associated Company Secretary (Lodger) or Company Agent (Lodger) for further actions to be taken on the same.

 *Filing History menu item is found under the menu item “Report” on the left hand side of the page as shown in the above figure.*

12. **View Report:** Maker can also view publish report or rendering view of the XBRL file uploaded by clicking on the “**View Report**” option of the status grid.


No.	Type of Submission ID	Company Registration Number	Filing Status	Reference Number	View Report
1	AR1	100000-A	Verify-Entity	REFAR12018080600002	

Figure 24: Filing History status grid view report button

13. The rendering output would be opened in another tab of the browser

and user would have the provision to download the same as a PDF document by clicking on the “**Download as PDF**” button on the top-right corner of the page. Also user can download the supporting documents uploaded along with the filing upload as filing submission as shown in the below Figure.

FILING INFORMATION	
Name of company	ABC SDN. BHD.
Company registration number	100000-A
Former name of the company	ABC SDN. BHD.
Goods and services tax number	454556
Calendar year of annual return	2017
Date of annual return	2017-12-12
Origin of company	INCORPORATED IN MALAYSIA
Status of company	PUBLIC COMPANY
Type of company	COMPANY LIMITED BY SHARES
Type of submission	AR1 ANNUAL RETURN OF A COMPANY HAVING SHARE CAPITAL

Figure 25: Publish Report/Rendering view of XBRL Document



If there is no action taken by the Lodger for a file uploaded by Maker in 3 days the file would be purged which means the system would auto reject the file uploaded by Maker and the Maker would have to upload again.

7. Submission of XBRL file by Company Secretary/Company Agent (Lodger)

Now that the Maker has uploaded the required company's filing successfully, it would reflect in the associated Lodgers account for verification and final submission to SSM as shown in the below figure.

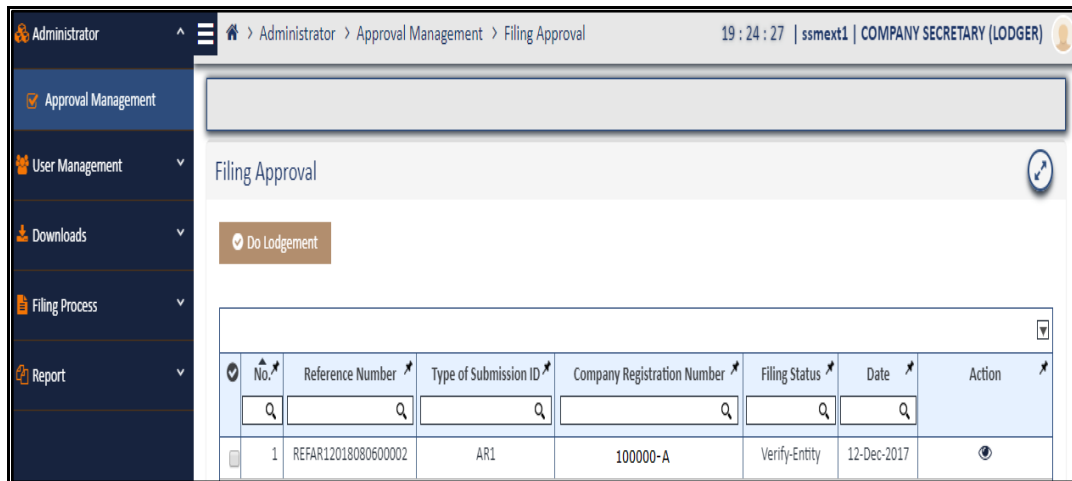


Figure 26: Lodgers Filing Approval page

Steps for a Lodger to complete submission of the uploaded file:

1. Go to “**Approval Management**” under the Menu Tab “**Administrator**” and click on Filing Approval as shown in the figure below.

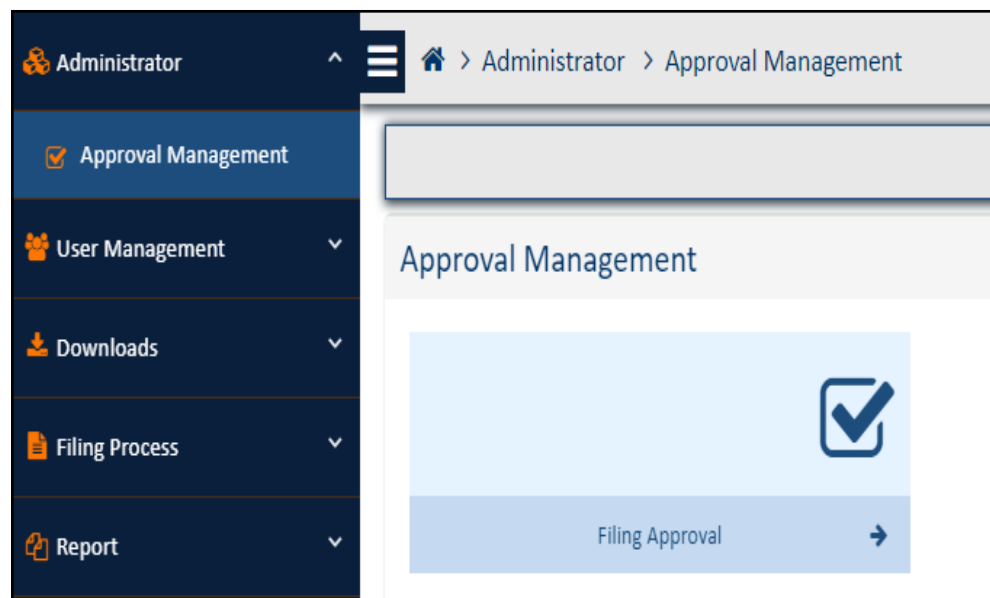


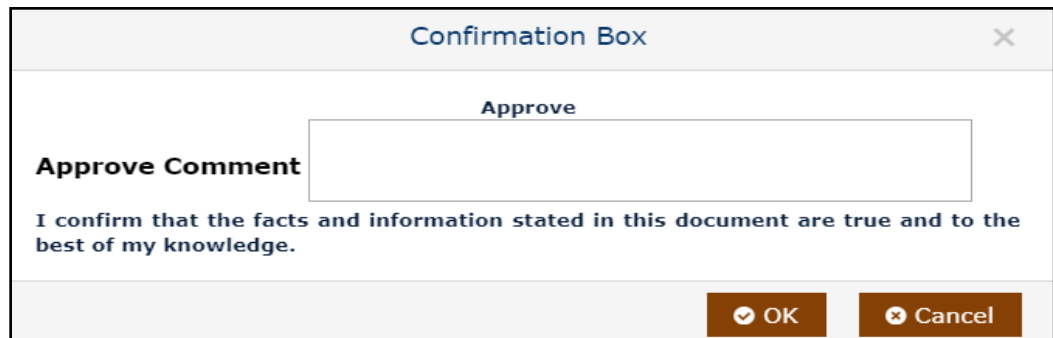
Figure 27: Approval Management page

2. Once clicked on the **"Filing Approval"** the filing approval grid section would display the list of all files relating to the associated companies of the Lodger that are been uploaded by the Maker as shown in the figure 26.
3. Go to the column **"Action"** and click on the eye icon to view the rendering (Human readable format) of the XBRL file uploaded by the Maker in a new tab of the browser as shown in the below picture.

FILING INFORMATION	
Name of company	ABC SDN. BHD.
Company registration number	100000-A
Former name of the company	ABC SDN. BHD.
Goods and services tax number	454556
Calendar year of annual return	2017
Date of annual return	2017-12-12
Origin of company	INCORPORATED IN MALAYSIA
Status of company	PUBLIC COMPANY
Type of company	COMPANY LIMITED BY SHARES
Type of submission	AR1 ANNUAL RETURN OF A COMPANY HAVING SHARE CAPITAL

Figure 28: Approve/Reject filing after review of Publish filing

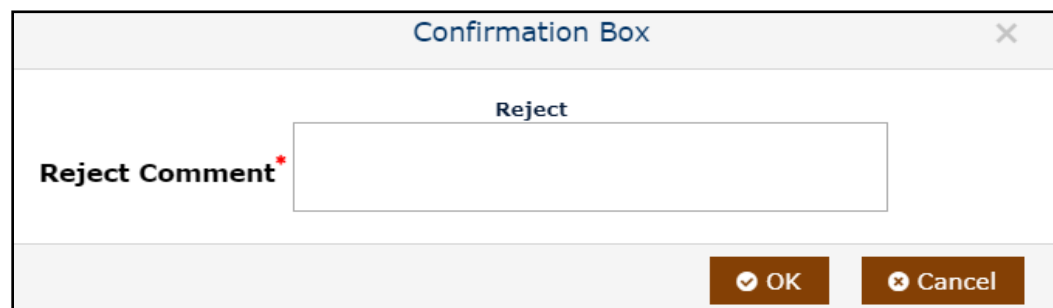
4. The Lodger would have 2 options in the top-right corner of the page one to **"Approve"** and other to **"Reject"** the uploaded file as shown in the above figure. The Lodger can also download this publish report as PDF from the option on the top-left corner of the page **"Download as PDF"**.
5. If the Lodger feels that the filing is correct in all aspects then he can click on **"Approve"**. Once clicked on **"Approve"** a confirmation box would pop up asking for an approve comment which is mandatory to be entered to proceed further along with a declaration note stating that the Lodger is confirming that all facts stated in the document are true.



A screenshot of a 'Confirmation Box' dialog. The title bar says 'Confirmation Box' with a close button (X). Inside, the word 'Approve' is centered at the top. On the left, the text 'Approve Comment' is followed by a large empty text input box. Below the input box, the text reads: 'I confirm that the facts and information stated in this document are true and to the best of my knowledge.' At the bottom right, there are two buttons: 'OK' with a checkmark icon and 'Cancel' with an X icon.

Figure 29: Approve Comment window

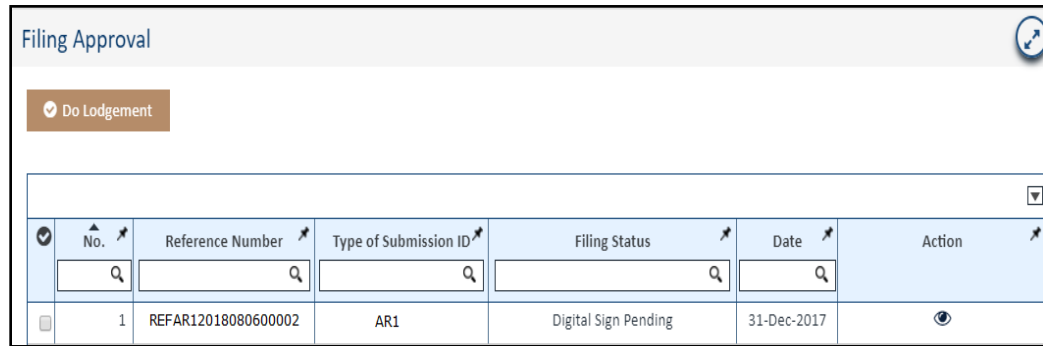
6. The same is seen when Lodger clicks on “**Reject**” option where he/she has to fill in the reject comments to continue ahead and reject the filing uploaded by the Maker as shown in the figures below.



A screenshot of a 'Confirmation Box' dialog. The title bar says 'Confirmation Box' with a close button (X). Inside, the word 'Reject' is centered at the top. On the left, the text 'Reject Comment' is followed by a large empty text input box. At the bottom right, there are two buttons: 'OK' with a checkmark icon and 'Cancel' with an X icon.

Figure 30: Reject Comment window

7. Once the Lodger has entered the Approved comments and clicked on “**OK**” button, the Lodger is directed to the Digital Signature page where the Lodger has to digitally sign the document by entering authentic and valid Username and Password.
8. If in case the Lodger decides not to proceed ahead with any action on the file at this point of time the status of the filing would be “**Digital Signature Pending**” as shown in the figure below.



Filing Approval

Do Lodgement

No.	Reference Number	Type of Submission ID	Filing Status	Date	Action
1	REFAR12018080600002	AR1	Digital Sign Pending	31-Dec-2017	

Figure 31: Digital Sign Pending status display in Filing Approval

9. The next time when a Lodger decides to proceed ahead and clicks on the “**Action**” button, the publish report page is displayed where Lodger needs to click on the “**Digital Signature**” button to continue as shown in the below figure.



Download As PDF Digital Signature

Supporting Document Uploaded

- Particulars of beneficial owners
- Others

COMPANIES ACT 2016
Section 68
AR1 - ANNUAL RETURN OF A COMPANY HAVING A SHARE CAPITAL

FILING INFORMATION	
Name of company	ABC SDN. BHD.
Company registration number	100000-A
Former name of the company	ABC SDN. BHD.
Goods and services tax number	454556
Calendar year of annual return	2017
Date of annual return	2017-12-12
Origin of company	INCORPORATED IN MALAYSIA
Status of company	PUBLIC COMPANY
Type of company	COMPANY LIMITED BY SHARES
Type of submission	AR1 ANNUAL RETURN OF A COMPANY HAVING SHARE CAPITAL

Figure 32: Publish Reports with Digital Signature button



If you have not yet obtained your own Digital Certificate for signing the document you can go to the PKI Registration link at the top right section as shown in the below figure from where you could register with Digicert and obtain your valid and authentic digital signing credentials to digitally sign filings in the mPortal. Kindly refer to user manual of PKI Registration.

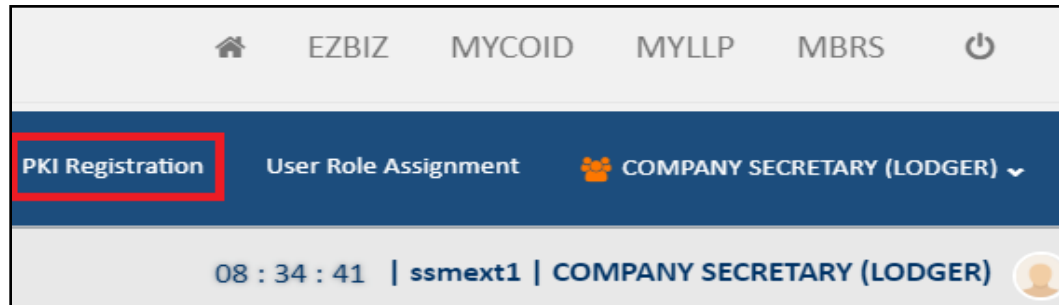


Figure 33: PKI – Digital Signature Registration link

10. Lodger will enter valid PIN for the ID in the pop up window as shown in below figure to digitally sign or if the lodger does not have a digital sign credential user can click on the PKI Registration link on the header to register on Digicert and obtain authenticated and valid digital signature.

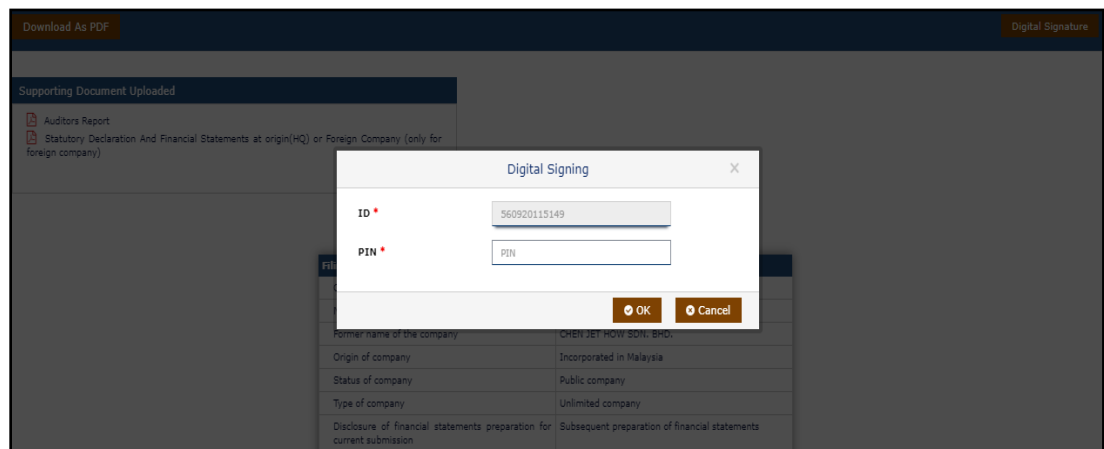


Figure 34: Digital Signing Pop up window

11. Once valid credentials are entered by the Lodger and “**OK**” button is clicked, a green highlighted message would appear stating “**Digital Signature Successful**” as shown in the figure below.

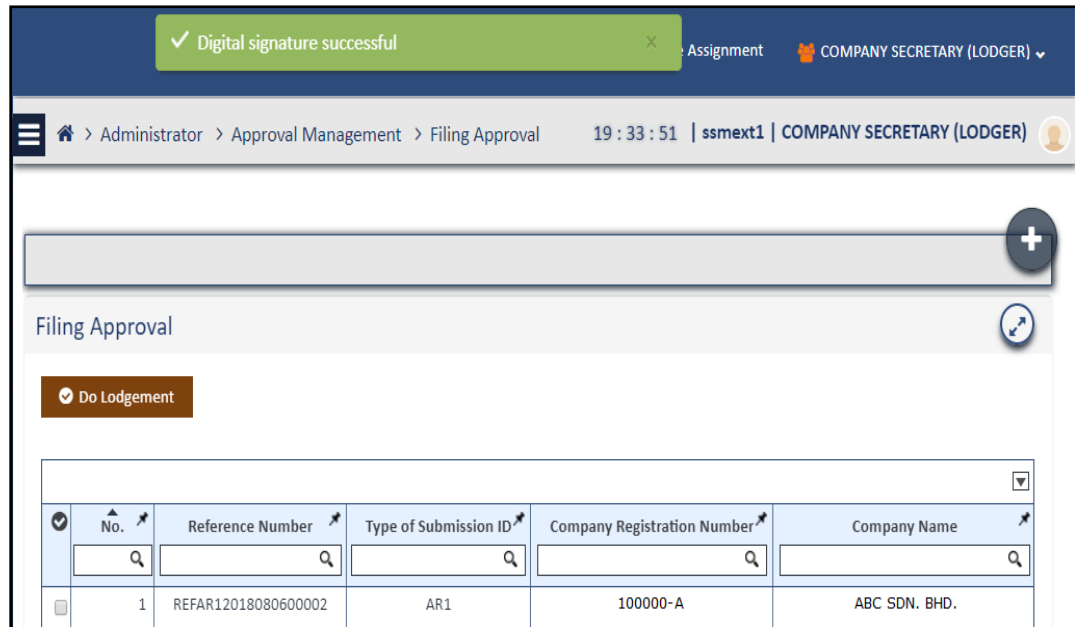


Figure 35: Digital Signing successful prompt box

12. An email would be received by the Lodger stating successful digital signature for the uploaded document with details like the name of the company for whom the document was uploaded and digitally signed, name of the person who signed the document and the role of that person whether a company agent or company secretary as shown in the figure below.

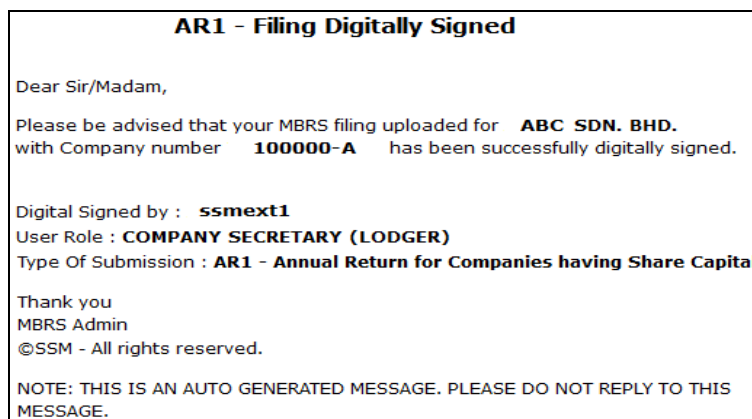
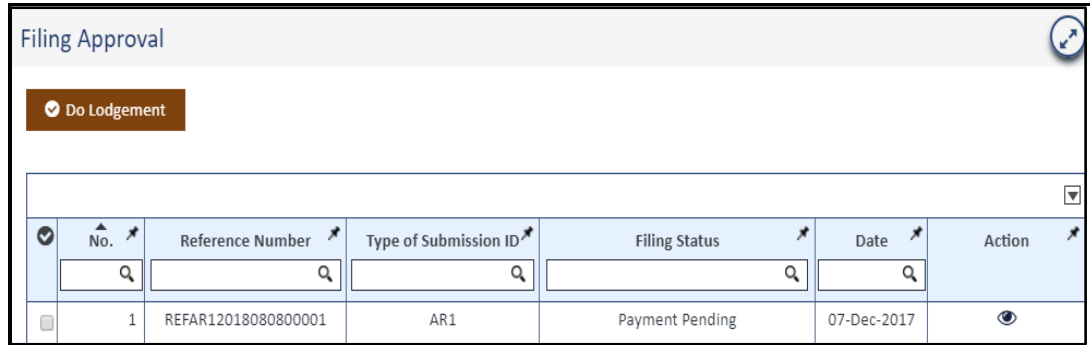


Figure 35: Email received by Lodger after successful Digital Signature

13. Now that the document is digitally signed the next step to complete the submission of the filing is to make payment towards the submission.
14. The filing approval page would reload as soon as the digital signature is successfully made and status would change to as **"Pending for Payment"** as shown in the figure below.



The screenshot shows the 'Filing Approval' page. At the top, there is a 'Do Lodgement' button. Below it is a table with the following columns: No., Reference Number, Type of Submission ID, Filing Status, Date, and Action. The table contains one record with the following details:

No.	Reference Number	Type of Submission ID	Filing Status	Date	Action
1	REFAR12018080800001	AR1	Payment Pending	07-Dec-2017	

Figure 36: Filing Approval page with Payment pending status

15. Lodger will have to click on the **checkbox** that is present in the 1st column of the table, which is displayed to select the filing for which the lodger needs to make payment for, and then click on the **"Do Lodgement"** box present above the records table.
16. A pop up box would open providing you details or Payment Summary relating to the payment to be made towards the filing submission as shown in the below figure.

No	Description	Reference Number	Basic Amount	Late Charges	Discount Amount	Tax Amount	Payable Amount
1	AR1/717880-U	REFAR12018080600002	500.00	300.00	0.00	0.00	800.00
Total (Excluding Tax)							800.00
OS							0.00
Total (RM)							800.00

Address

☒ Lodger Address

OK Cancel

Figure 37: Lodgement Summary pop up window

17. This payment summary pop up would consists of detailed pricing for the filing submission which would include Basic amount, Late Charges, and Total Amount payable, etc.
18. The Lodger needs to make sure that the "**Lodger Address**" is not incomplete before clicking on the "**OK**" button of the Lodgement Summary window.
19. Lodger's address or Company address are stored in the mPortal by obtaining it from SSM Enterprise portal on users login. User can needs to click on the "**Profile**" button on the top-right corner of the mPortal as shown in figure 10, where the user account icon appears which would

take him to the Edit Profile page (Company User Profile) as shown in the below figure.

Company User Profile		
Select Country *	Town *	Fax Number
<input type="text" value="SELECT"/>	<input type="text" value="Town M"/>	<input type="text"/>
Address 1 *	Address 2	Address 3
<input type="text" value="Address 1"/>	<input type="text" value="Address 2"/>	<input type="text"/>
Phone No *	Mobile No	Postal Code *
<input type="text" value="365241888"/>	<input type="text" value="325165165"/>	<input type="text" value="414651"/>
Email Id	<input type="text"/>	
<input type="button" value="Edit Profile"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/>		


Figure 38: Company User Profile for updating Lodgers Address

20. Lodger needs to click on the **Edit Profile** button as shown in the above figure to enable the edit functionality of this table. Once Lodger has edited or entered desired and mandatory data for this table lodger must click on the **"Submit"** button to save the edits made. Lodger can also click on the Reset button if all cells of this table are required to be filled again or modified.



User needs to make sure that there is no pop-up blocked or disabled before clicking on the "OK" button while making payment so that the payment gateway browser opens properly.

21. Once the Lodger has updated the address for the payment and clicks on the **"OK"** button of the Lodgement Summary window, the Lodger is directed to the payment gateway to make payment as shown in the below figure.

 Time Remaining : 10 Minutes 17 Seconds

\$ Payment Details

Order ID

O/0608201800000001

Payment ID

XB0608201800000001

Payment for


//payment description

Total

MYR 800.00

Pay with Credit or Debit Card



Other Payment Methods

 Credit or Debit Card

Cardholder Name

Card Number


Card Types



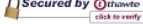
 

Expiration Date


/

CVV



Submit Payment

 MY (MYR 800.00)

[Cancel and Return to Suruhanjaya Syarikat Mala](#)



Secured Payments Powered by  

Figure 38: Payment Gateway screen

22. Lodger user needs to enter correct banking or card details and submit the payment to complete the payment process.
23. Now the status of the filing submission would be **"Payment in Process"** which can be viewed in the Filing History page as shown in the below figure.

The screenshot shows the 'Filing History' interface. It includes filters for Filing Type (XBRL Filing Submission), Type of Submission (Annual Return for Companies having Sha), Type of Submission ID (AR1), and Select Company. Filing Status is set to 'Select All', Start Date is '06-Aug-2018', and End Date is '06-Aug-2018'. There are Search and Reset buttons, and a Global Filter Area. Below the filters is a table with the following data:

No.	Type of Submission ID	Company Regi.	Is Rectify	Filing Status	Reference Number	View Report	Tax Receipt
1	AR1	100000-A	No	Payment In Process	REFAR12018080600002		

Figure 39: Filing History showing Filing status as Payment in Process

24. A confirmation email of the payment would be send to the Lodgers email address once payment is successfully received towards the filing submission as shown in the below figure.

The screenshot shows an email notification titled 'AR1 - Payment Received'. The content is as follows:

AR1 - Payment Received

Dear Sir/Madam,

Please be advised that the SSM received Payment. Please find below information regarding the payment:

Payment date : **06/08/2018**
 Payment Ref No : **XBAR120180806000001**
 Total Amount Paid : **RM800.00**
 Payment Receipt No : **XB/20180806000001**
 Mode Of Payment : **Credit Card**
 Time Of Payment : **06/08/2018 00:00:00**

Thank you
 MBRS Admin
 ©SSM - All rights reserved.

NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.

Figure 40: Email notification for Payment Received

25. A confirmation email of the **XBRL Filing Successful Submission to SSM** would also be send to the Lodgers email address once payment is successfully processed as shown in the below figure.

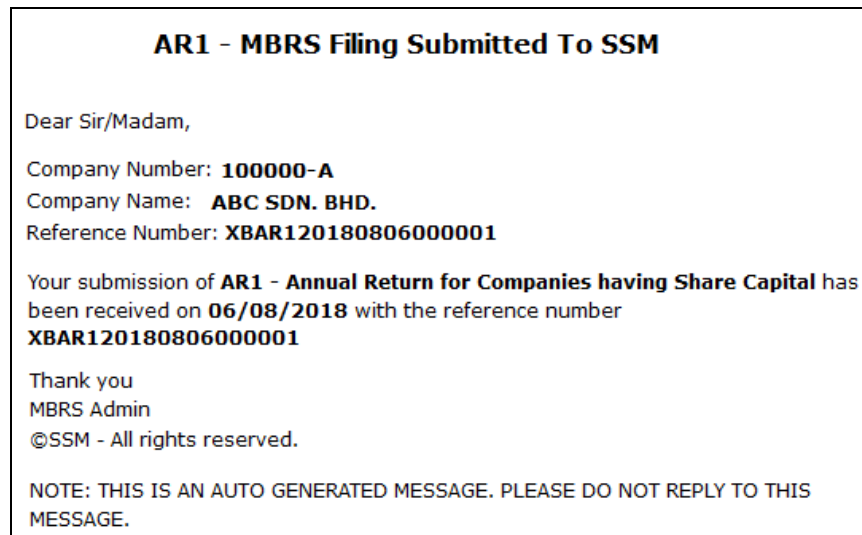


Figure 41: Email Notification for successful filing submission to SSM

26. An “**Official Receipt**” is generated showing successful payment as shown in the below figure.


OFFICIAL RECEIPT						
						
Suruhanjaya Syarikat Malaysia (SSM) Menara SSM@Sentral No 7, Jalan Stesen Sentral 5 Kuala Lumpur Sentral 50623 Kuala Lumpur TEL : 03-2299 4000 GST ID NO : 000640557056				Receipt No.: XB/2018080600001 Reference No.: XB0608201800000001 Mode of Payment: Credit Card Transaction ID: SMM00XB0608201800000001 Date & Time: 06/08/2018 20:40:54		
ABC SDN. BHD. Address 1,Address 2 ,Address 3 Town M 414651 SABAH MALAYSIA TEL : 365241888						
No	Description	Lodgement Reference No.	Fee (RM)	Late Lodgement (RM)	Discount Amount (RM)	Payable Amount (RM)
1	AR1/100000-A	XBAR120180806000001	500.00	300.00	0.00	800.00
					Total (RM)	800.00

Figure 42: Official Receipt screenshot

27. Lodger user can go to the Filing History Menu Tab to view status of the submitted filing. The status would now show as “**Pending for SSM Approval**” as shown in the below figure.

No.	Type of Submission ID	Filing Status	Lodgement Reference Number	Reference Number	View Report	Tax Receipt
1	AR1	Pending For SSM Approval	XBAR120180806000001	REFAR120180806000002		

Figure 43: Filing history pending for SSM Approval status



FS filings are auto approved by the mPortal but **EA** and **AR** filings require approval from SSM. Hence **FS** filings will have SSM Approved status directly

28. A confirmation email of the **XBRL Filing Approval by SSM** would also be send to the Lodgers email address once SSM Approver officer approves the submitted filing as shown in the below figure.

AR1 - MBRS Filing Have Been Approved By SSM

Dear Sir/Madam,

Company Number : **100000-A**
 Company Name : **ABC SDN. BHD.**
 Reference Number : **XBAR120180806000001**

Please be informed that your submission of **AR1 - Annual Return for Companies having Share Capital** has been approved on **06/08/2018** with reference number **XBAR120180806000001**

Thank you
 MBRS Admin
 ©SSM - All rights reserved.

NOTE: THIS IS AN AUTO GENERATED MESSAGE. PLEASE DO NOT REPLY TO THIS MESSAGE.

Figure 44: Email notification for Filing approved by SSM



The **Filing status** would be same for **Normal Filing Submission** and **Late filing Submission** as well. The only difference would be that **Normal Filings** would have **Submission Status** as "**On Time Submission**" and **Late Filing Submission** would have as "**Late Submission**".

29. Report - Filing History:

- i. Once the filing submitted is approved by SSM the status of the filing would change to "**SSM Approved**" and the Lodger would be able to see the status of each of the filings by clicking on the Filing History menu tab located under Report menu item on the left hand side of the mPortal page as shown in the below figure.

No.	Type of Sub.	Filing Status	Lodgement Reference Number	View Report	Tax Receipt	Comments By SSM	Download Instance
1	AR1	SSM Approved	XBAR120180806000001				

Figure 45: Filing History showing SSM Approved status of filing submission

- ii. User can view the comments for the filing that is **approved** by SSM Officer by clicking on the view icon of the column "**Comments by SSM**" as shown in the figure below.

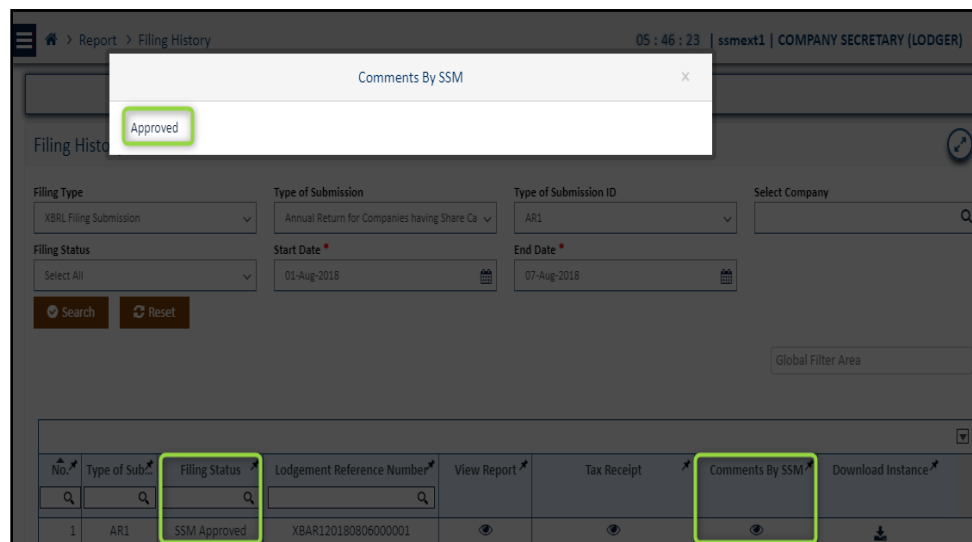


Figure 46: Comments window for Approval

- iii. If SSM Approver Officer has **rejected** the filing then the user similarly can view the comments for the filing that is rejected by clicking on the view icon of the column “**Comments by SSM**” and view the comments for rejection of as shown in the figure below.

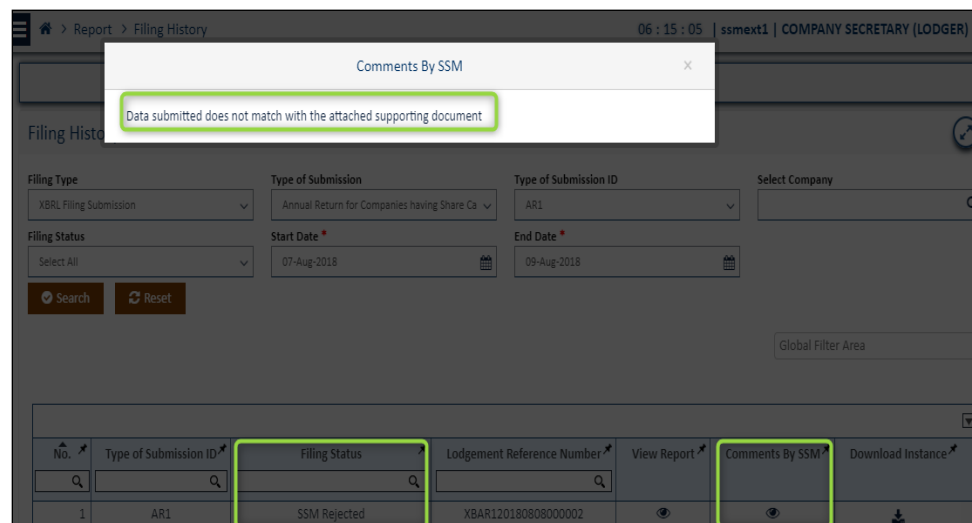


Figure 47: Comments window for Rejection

- iv. If SSM Approver Officer has **queried** the filing then the user similarly can view the comments for the filing that is queried by clicking on the view icon of the column “**Comments by SSM**” user can also click on the column “**Query**” and view the comments along with information of the SSM Officer who has

queried the filing and on which date of as shown in the figure below.

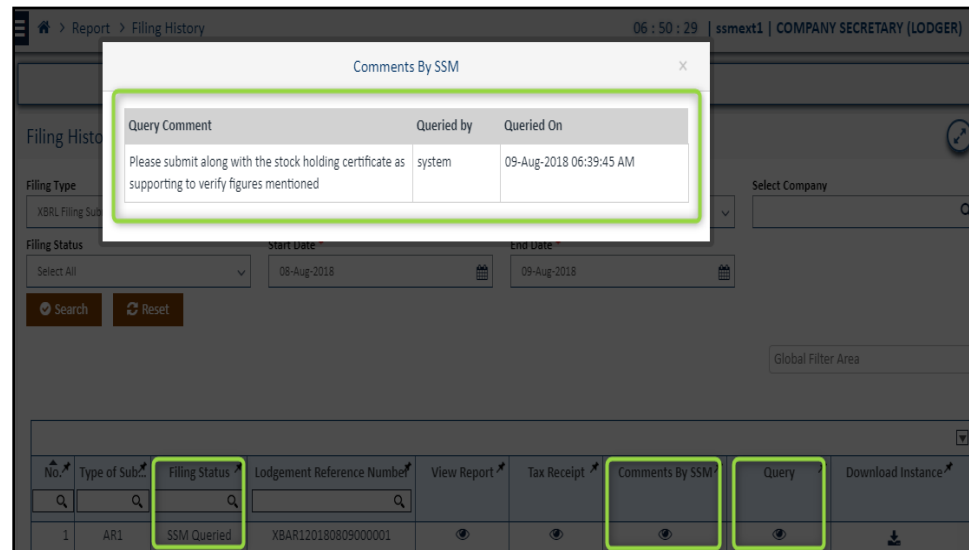


Figure 48: Comments window for Rejection

30. **Payment History:**

The Lodger has a provision to view all the payment related history and records through the payment history menu tab which is also a part of report menu tab.

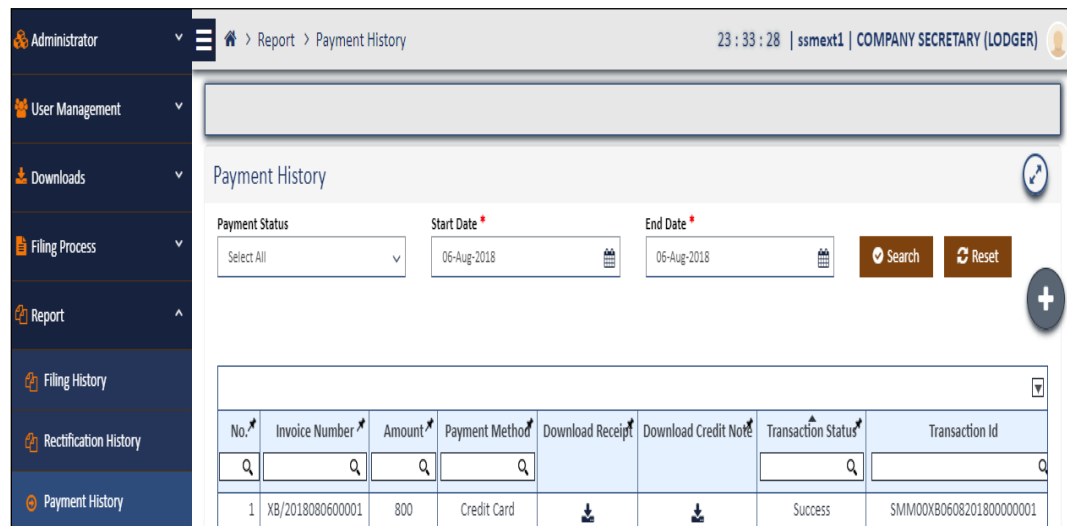


Figure 49: Payment History page

1. If Lodger clicks on the “**Payment History**” menu item located under the Report menu item the payment history page is opened as shown in the above figure.
2. There will be three (3) dropdown fields that need to be selected to get desired results they are namely Payment Status, Start Date and End Date.
3. The Lodger can view history of payment by four (4) different statuses which are Select All, Fail, Success or Payment in Process available in the “**Payment Status**” dropdown.
4. Once a status is selected a start date and end date needs to be selected to define the range of records that need to be viewed in this report.
5. After selecting values for all the three dropdowns and “**Search**” button is clicked the payment history report will be displayed.
6. Lodger will be able to view details such as invoice number, customer name, amount, date of transaction, payment method, transaction status, and transaction ID. Lodger can also download receipt and credit note from this report.