

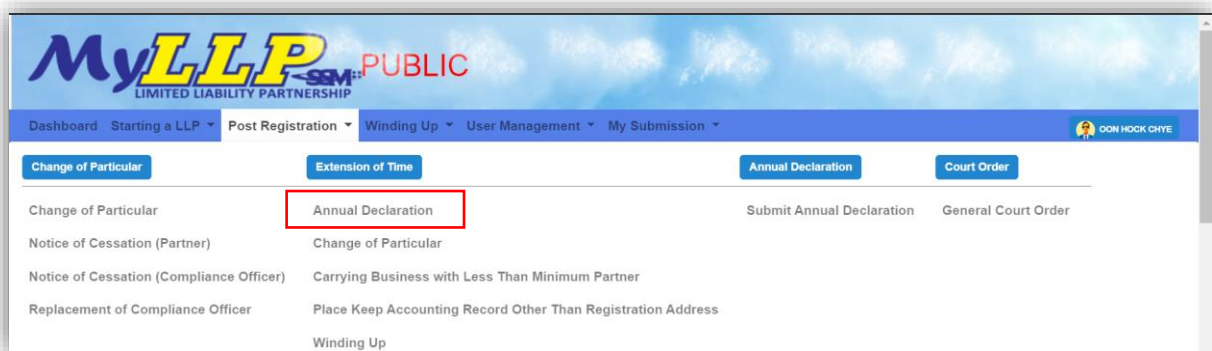
3 Extension of Time

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

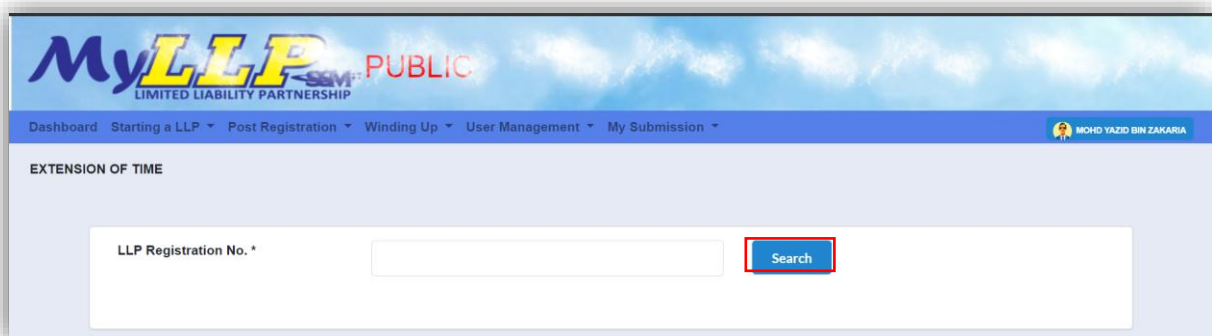
- (a) Extension of time for Annual Declaration - Section 68(1)
- (b) Extension of time for Change of Particulars – Section 17(1)
- (c) Extension of time for Carry Business with Less Than Minimum Partner – Section 7 (1)
- (d) Extension of time for Place of Keeping Accounting Record other than registered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

3.1 Extension of Time - Annual Declaration

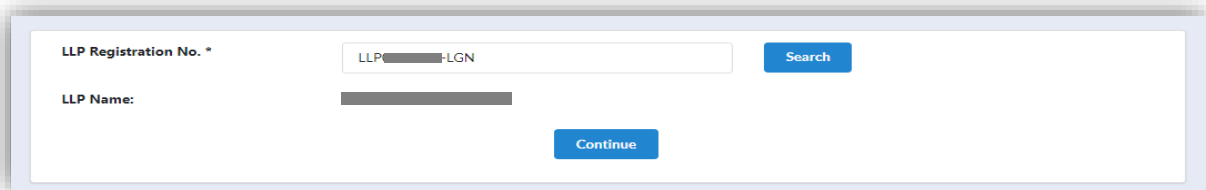
1. Click on **Annual Declaration** under **Extension of Time (EOT)** while hovering over the **Post Registration** Tab.



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



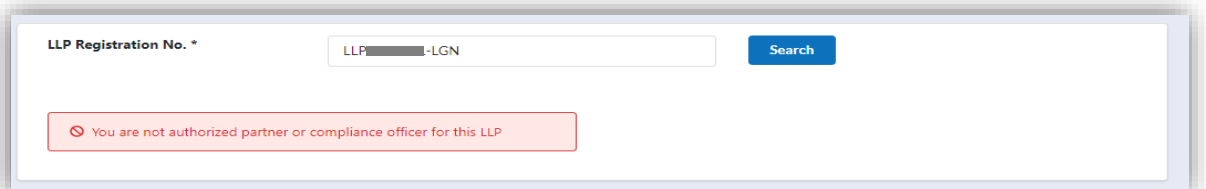
LLP name will be displayed if user is the Compliance Officer (CO) for that LLP.



The screenshot shows a search interface with the following elements:

- LLP Registration No. ***: A text input field containing "LLP- -LGN".
- Search**: A blue button.
- LLP Name:**: A text input field containing a redacted name.
- Continue**: A blue button.

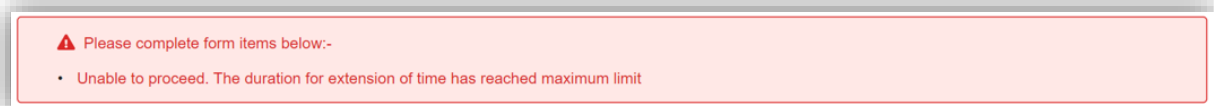
3. If user is not a CO for that LLP, a prompt message will be displayed.



The screenshot shows the same search interface as above, but with an error message displayed below the search fields:

- LLP Registration No. ***: A text input field containing "LLP- -LGN".
- Search**: A blue button.
- Error Message**: A red-bordered box containing the text: "You are not authorized partner or compliance officer for this LLP".

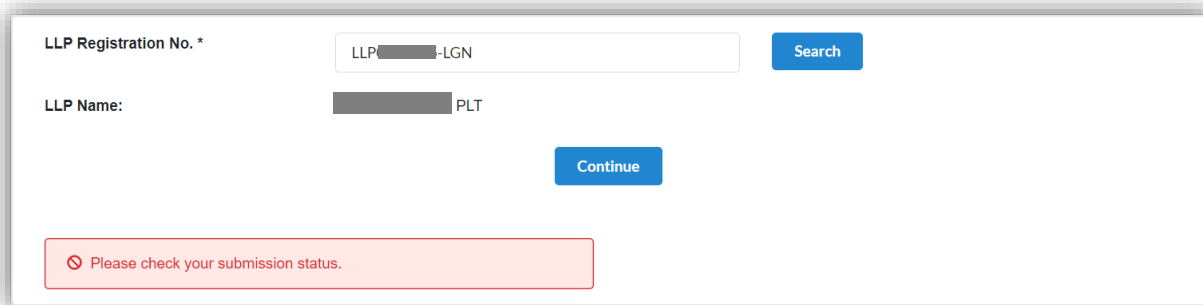
4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.



The screenshot shows a red-bordered box containing the following text:


- Warning Icon**: A red triangle icon.
- Text**: "Please complete form items below:-"
- List Item**: A bullet point followed by the text: "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.

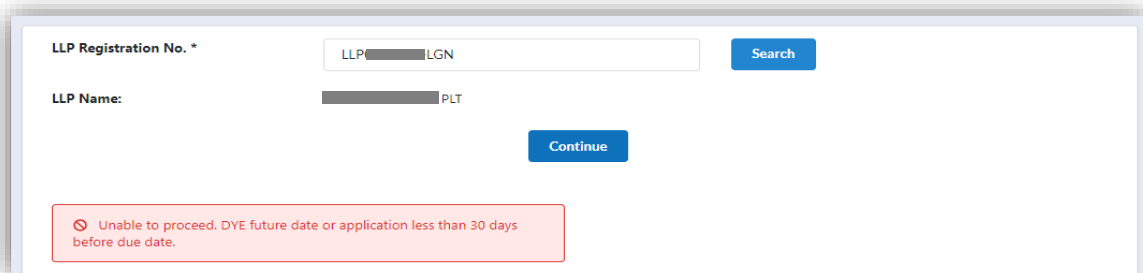


LLP Registration No. *

LLP Name: PLT


 Please check your submission status.

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.

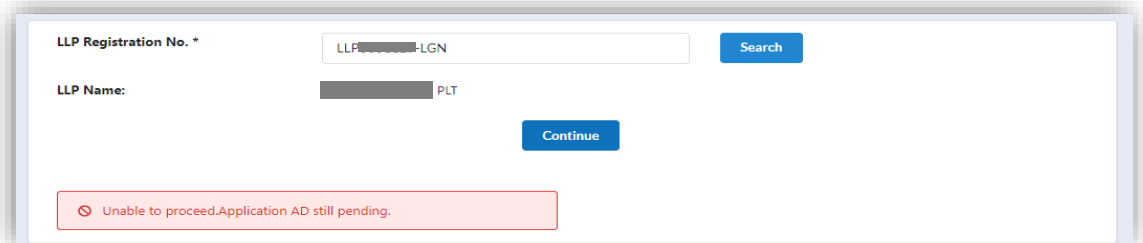


LLP Registration No. *

LLP Name: PLT


 Unable to proceed. DYE future date or application less than 30 days before due date.

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





LLP Registration No. *

LLP Name: PLT

 Unable to proceed. Application AD still pending.

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						
<div>< 1 ></div>						

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 ?

OK

Cancel

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

LLP Registration No. *

LLP LGN

Search

LLP Name:

PLT

Continue

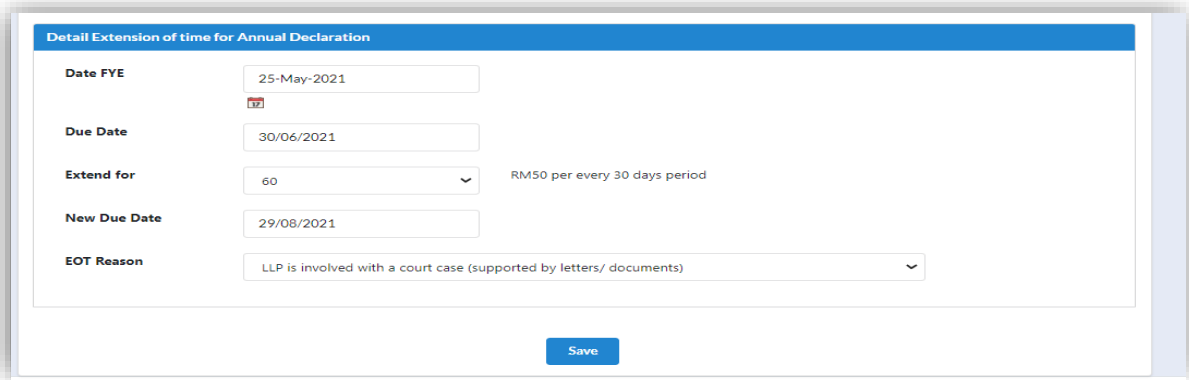
11. User will be able to view the LLP detail as displayed at the LLP Information Detail.

LLP Information Detail

Entity Name	Entity Reg No.
LLP	201504001597 (LLP FGN)
Entity Status	Entity Type
EXISTING	FOREIGN REGISTRATION
Registration Date	Previous FYE
16/04/2016	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.

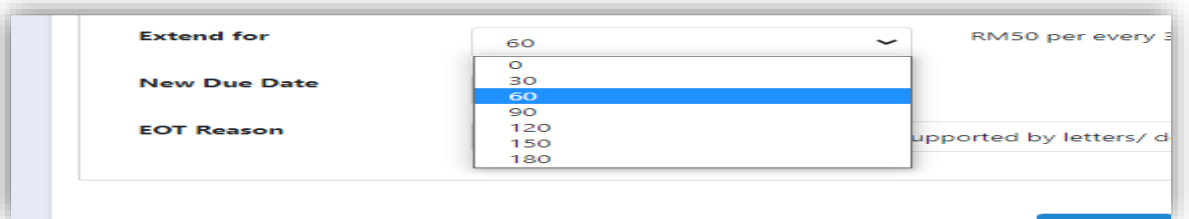


The screenshot shows a form titled "Detail Extension of time for Annual Declaration". It contains the following fields and values:

Field	Value
Date FYE	25-May-2021
Due Date	30/06/2021
Extend for	60 (dropdown menu)
New Due Date	29/08/2021
EOT Reason	LLP is involved with a court case (supported by letters/ documents) (dropdown menu)

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

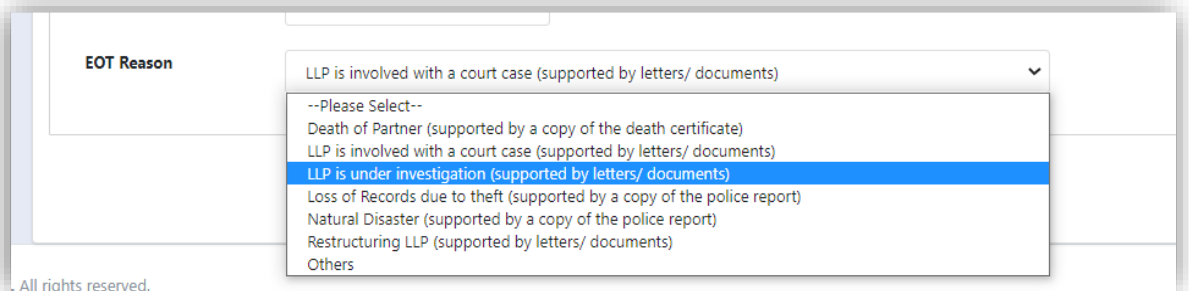
13. User can then choose the extended period displayed at the drop down list. System will auto-calculate and display the new due date.



The screenshot shows the "Extend for" dropdown menu open, displaying a list of options:

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

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



The screenshot shows the "EOT Reason" dropdown menu open, displaying a list of 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)
- 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

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

⚠ Please complete form items below:-
• Unable to continue. Please select the reason

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.

EOT Reason	Others
Reason(if Other)	

⚠ Please complete form items below:-
• Unable to continue. Please fill up the other reason

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

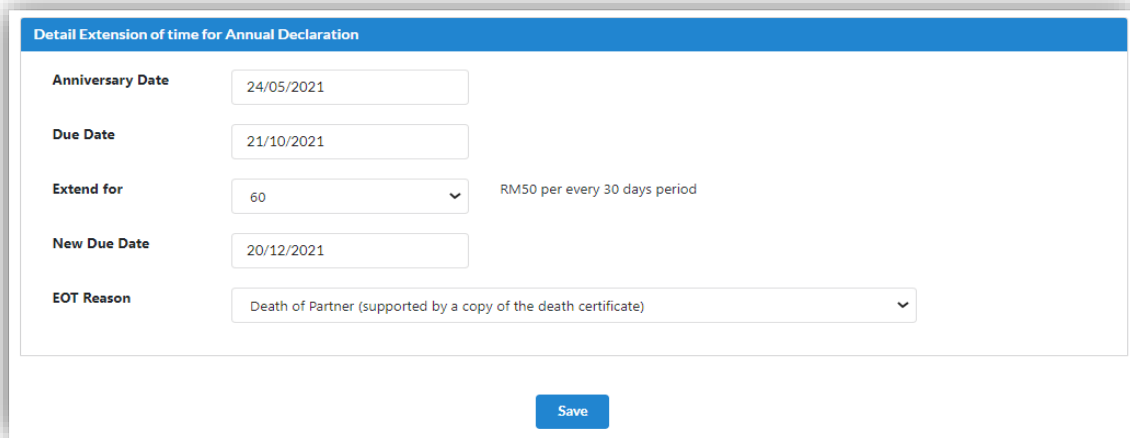
⚠ Please complete form items below:-
• Unable to continue. Please be sure date FYE cannot be future date.

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

⚠ Please complete form items below:-
• Unable to proceed. Please ensure FYE date do not skip year.

3.1.2 Foreign LLP

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

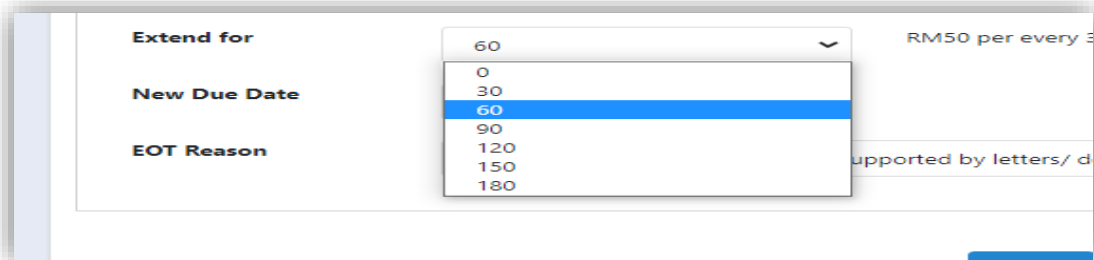


The screenshot shows a web form titled "Detail Extension of time for Annual Declaration". It contains the following fields and values:

Field	Value
Anniversary Date	24/05/2021
Due Date	21/10/2021
Extend for	60 (with a dropdown arrow)
RM50 per every 30 days period	
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 right of the form.

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

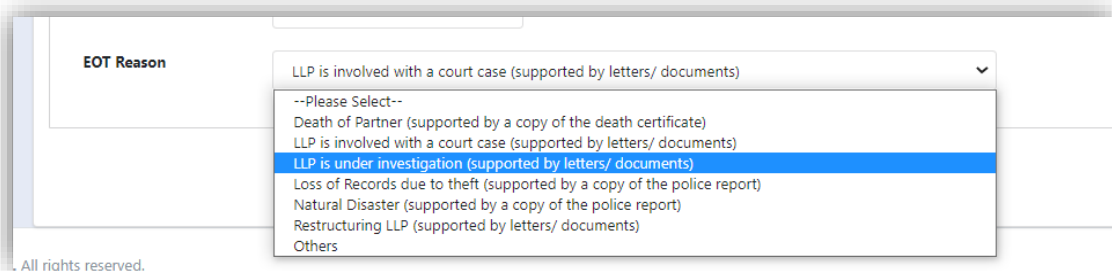


This screenshot shows the "Extend for" dropdown menu open. The menu lists the following options:

- 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 30 days period" is visible to the right.

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

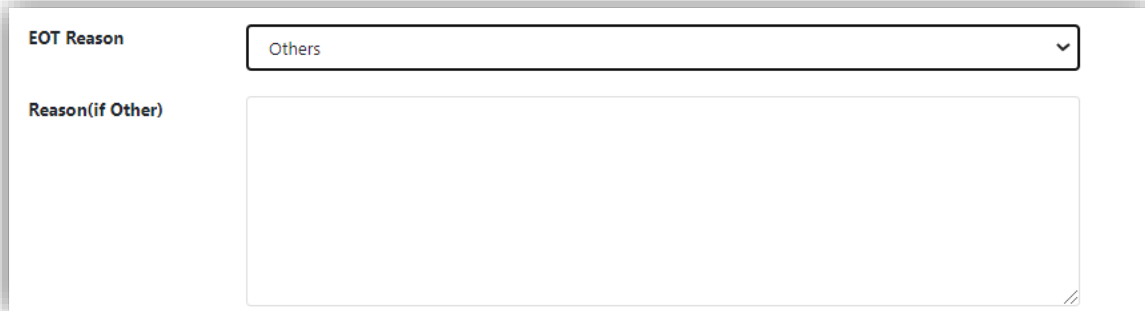


This screenshot shows the "EOT Reason" dropdown menu open. The menu lists the following options:

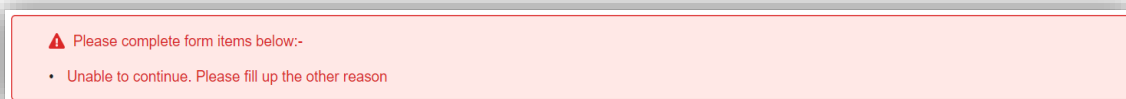
- LLP is involved with a court case (supported by letters/ documents)
- Please Select--
- Death of Partner (supported by a copy of the death certificate)
- LLP is involved with a court case (supported by letters/ documents)
- LLP is under investigation (supported by letters/ documents) (highlighted in 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 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.



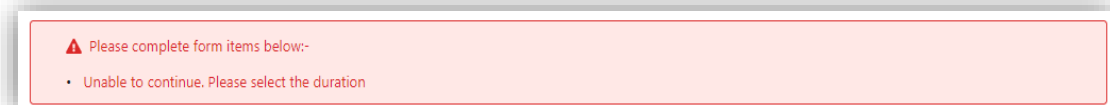
The screenshot shows a form with two main sections. The first section, labeled 'EOT Reason', contains a dropdown menu with 'Others' selected. The second section, labeled 'Reason(if Other)', contains a large, empty text input box. The form is styled with a light gray border and a white background.



Please complete form items below:-

- Unable to continue. Please fill up the other reason

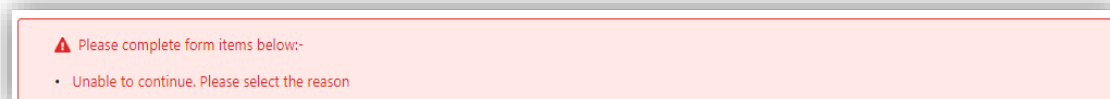
22.If the duration is not selected, the prompt message will be displayed.



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.

SUPPORTING DOCUMENT		
Attachment Description	File	Action
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>
No.	Attachment Description	Action
1	test.pdf	<input type="button" value="Delete"/>

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

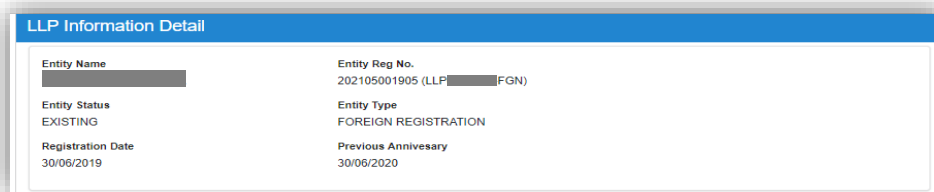
26. The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	<input type="button" value="Delete"/>

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

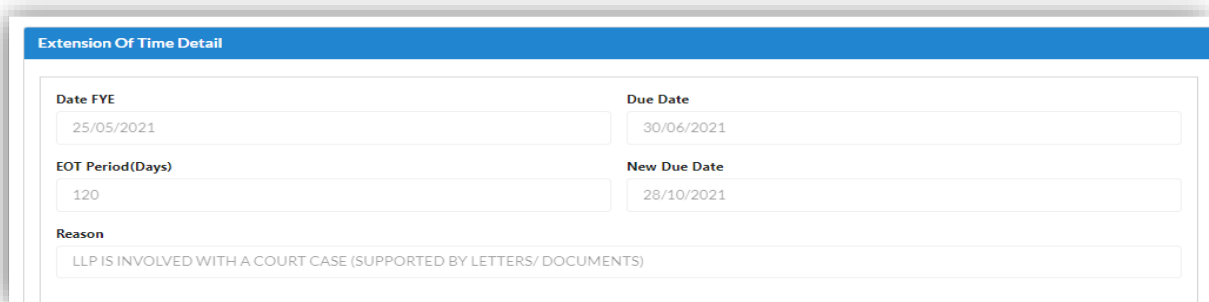


The screenshot shows a web form titled "LLP Information Detail". It contains two columns of information. The left column includes fields for Entity Name (with a greyed-out value), Entity Status (EXISTING), and Registration Date (30/06/2019). The right column includes fields for Entity Reg No. (202105001905 (LLP FGN)), Entity Type (FOREIGN REGISTRATION), and Previous Anniversary (30/06/2020).

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



The screenshot shows a web form titled "Extension Of Time Detail". It contains several input fields and a text area. The fields are: Date FYE (25/05/2021), Due Date (30/06/2021), EOT Period(Days) (120), and New Due Date (28/10/2021). The Reason field contains the text "LLP IS INVOLVED WITH A COURT CASE (SUPPORTED BY LETTERS/ DOCUMENTS)".

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

Extension Of Time Detail

Anniversary Date: 30/06/2021

Due Date: 30/07/2021

EOT Period(Days): 120

New Due Date: 27/11/2021

Reason: 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.

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.

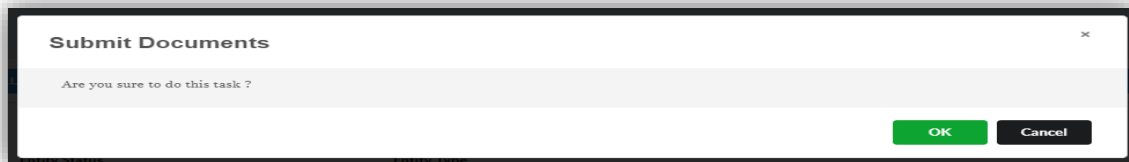
Lodger Information

Name	Address	License/ Membership No.
	TEST ADDRESS	NII
Identification No.	23060 DUNGUN	Practising Certificate No.
	TERENGGANU	NII
	MALAYSIA	Professional Body Type
	Email	NII
	myllptest901@gmail.com	
	Phone No.	
	0111111111	

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
	Total (RM):	100.00	0.00	100.00
			Total Amount (RM):	100.00

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.

INVOICE


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


4 6 2 0 2 1 0 5 2 9 0 0 0 0 1

46150 PETALING JAYA
SELANGOR

Receipt No : EB20210529000001
Reference No. : EOT2021052800001
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021052900001
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
	Total	100.00
	Amount Received	100.00

PRINT