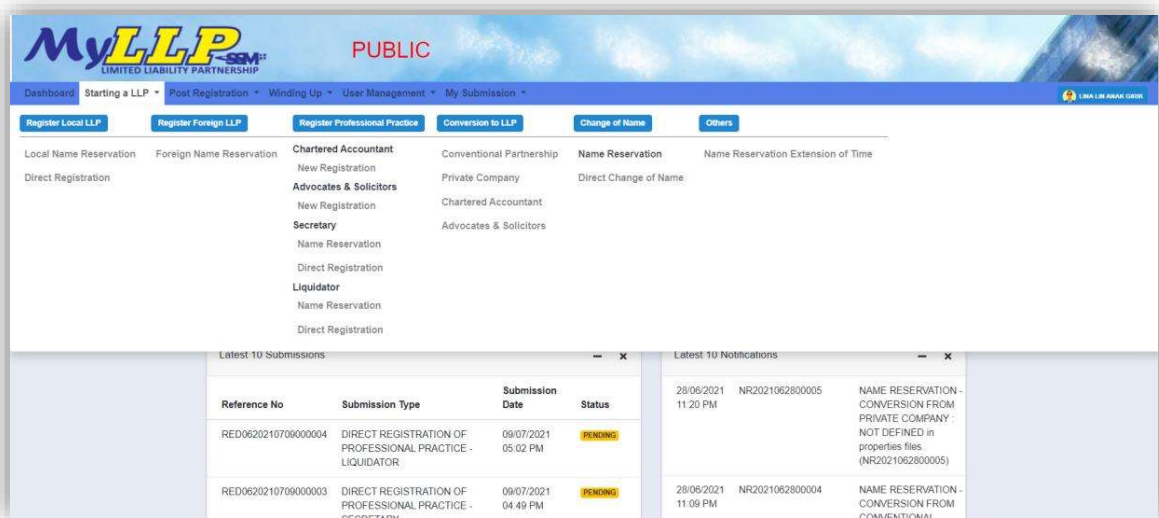


3.3.2 Advocates & Solicitors

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 **New Registration** under Professional Practice for Advocates & Solicitors.



3. Key in **Firm Number** and **Firm Name** in the text field and click *Check Firm* to check if the validation of the firm number. Key in LLP Name in the text field, tick check box for wanted suffix and click *Next* button.

The screenshot shows the 'next' button and the 'Firm Number' and 'LLP Name' form fields. The 'Firm Number' section includes a dropdown for 'Professional Body Type' (set to 'Advocate & Solicitor'), a text field for 'Firm Number (if any)', and a text field for 'Firm Name'. The 'LLP Name' section includes a text field for 'ENTER LLP NAME (EXCLUDING PLT, LLP, ETC)' and a 'Select Suffix' section with two options: 'PLT' (checked) and 'Perkongsian Liabiliti Terhad'.

4. Select **LLP Details** and key in data for LLP details and click *Save* button to save data.

Action

save

next

Firm Number

LLP Details

Business Code and Description

Compliance Officer Details

Partner Details

Supporting Documents

Summary

Fee and Declaration

Main Details

Lodging Reference Number

Nil

Firm Number

2112

Firm Name

STRADER

LLP Name

MEDICING PLT

Purpose

REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS

Registered Address

Address Line 1

JAYA SUPERMARKET

Postcode

46100

Address Line 2

JLN SEMANGAT SEKSYEN 14

City

PETALING JAYA

Address Line 3

State

SELANGOR

Email

medico@gmail.com

Office No

Fax No

E.G 0133900000

Business Local Address (if any)

Copy from registered address

Address Line 1

Postcode

46100

Address Line 2

JLN SEMANGAT SEKSYEN 14

City

PETALING JAYA

Address Line 3

State

SELANGOR

Email

Office No

URL (Facebook, Instagram, Twitter, etc)

MEDICING/FACEBOOK

Business Foreign Address (if any)

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

The screenshot shows the 'Business Code and Description' tab. At the top, there are three buttons: 'back' (blue), 'save' (green), and 'next' (blue). Below these are several tabs: 'Firm Number', 'LLP Details', 'Business Code and Description' (active), 'Compliance Officer Details', 'Partner Details', 'Supporting Documents', and 'Summary'. Under the active tab, there is a section 'Fee and Declaration'. Below this, there is a blue button labeled 'Add Business Code'. Underneath, a text input field contains '86202 - SPECIALIZED MEDICAL SERVICES' with a red upload icon to its right. Below that is a 'Business Description' section with a text area containing 'MEDIC SERVICES' and a character count '486 characters remaining'. At the bottom, there is a checkbox labeled 'I confirm that the facts and information stated in this document are true.' which is checked.

6. 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 three buttons: 'back' (blue), 'save' (green), and 'next' (blue). Below these are several tabs: 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details' (active), 'Partner Details', 'Supporting Documents', and 'Summary'. Under the active tab, there is a section 'Fee and Declaration'. Below this, there is a blue button labeled 'Add Compliance Officer'. Underneath, there is a 'Show' dropdown set to '10' and the text 'entries'. Below that is a table with the following columns: 'Name', 'Identification Number', 'Professional Body Type', and 'License Number'. The table has one row with the following data: 'Name' is '(LODGER)', 'Identification Number' is a redacted field, 'Professional Body Type' is 'Licensed Secretary (LS)', and 'License Number' is a redacted field. To the right of the table is a green button with a pencil icon and a blue button with a plus icon. Below the table, there is a text 'Showing 1 to 1 of 1 entries'. At the bottom right, there are buttons for 'Previous', '1' (active), and 'Next'.

7. 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: 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details' (selected), 'Supporting Documents', and 'Summary'. A 'Fee and Declaration' section is also visible. The main form is divided into two columns. The left column, titled 'Partner Form', contains fields for 'Type' (Individual), 'Citizenship' (Please Select), 'Identification Type' (Please Select), 'Nationality' (Please Select), 'Identification Number' (with a search button), 'Gender' (Please Select), 'Date of Birth', 'Race' (Please Select), 'Mobile no' (E.G 0133900000), 'Name as per Identification', 'Professional Body Type' (Please Select), 'Email' (E.G user@ssm.com.my), 'License Number', 'Practising Certification Number', 'Liquidator Approval Number', and 'Capital Contribution (MYR)' (0). The right column, titled 'Local Residential Address', contains fields for 'Address Line 1', 'Postcode' (E.G 10000), 'Address Line 2', 'City' (Fill in Postcode First), 'Address Line 3', and 'State' (AUTO-POPULATE FROM CITY). Below this is a section for 'Foreign Residential Address (if any)' with fields for 'Address Line 1', 'Country' (Please Select), 'Address Line 2', and 'Address Line 3'. At the bottom of the form, there is a checkbox for 'I confirm that the facts and information stated in this document are true.'.

8. 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: 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents' (selected), and 'Summary'. A 'Fee and Declaration' section is also visible. The main form is titled 'File name' and contains two rows of input fields. The first row is for 'Consent Letter from Governing Body' and the second row is for 'Professional Indemnity Insurance Policy'. Each row has a green upload icon (a square with a document and an arrow) to its right.

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

Action

back

next

View PDF

Firm Number

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

Firm Number

2112

Firm Name

STRADER

LLP Name

MEDICING PLT

Purpose

REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS

Registered Address

Full Address

Email

Office No

Fax No

Nil

Business Local Address

Full Address

Email

Office No

URL (Facebook, Instagram, Twitter, etc)

MEDICING/FACEBOOK

Business Foreign Address

Full Address

Nil

Business Codes and Description

86202 - SPECIALIZED MEDICAL SERVICES

Business Nature

MEDIC SERVICES

10. 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.

The screenshot shows a web application interface for the 'Fee and Declaration' step. At the top, there is an 'Action' bar with 'back' and 'submit' buttons. Below this is a navigation menu with tabs: 'Firm Number', 'LLP Details', 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', 'Supporting Documents', and 'Summary'. The 'Fee and Declaration' tab is currently selected. The main section is titled 'Declaration Form' and contains a table with the following data:

Fee	
Type	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS
Amount	RM 500

Below the table, there is a warning message: '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.'

At the bottom, there is a checkbox labeled 'I confirm that the facts and information stated in this document are true.'

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

12. User will be received invoice after made their 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 2 0 0 0 2 4 *

test address
89809 BEAUFORT
X

Receipt No : EB20210722000024
Reference No. : RCA0620210722000007
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E20210722000025
Payment Date : 22/07/2021 03:30:17 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS- MEDICING PLT	500.00
Total		500.00
Amount Received		500.00

PRINT

3.3.2.1 If Back Officer Made Query on Registration Application

1. Select **My Submission**, click List of Submission, choose a direct registration with status of "Query" and click *Edit* button to make query.

MyLLP

LIMITED LIABILITY PARTNERSHIP

PUBLIC

Dashboard

Starting a LLP

Post Registration

Winding Up

User Management

My Submission

My Submission Application

My Submission Payment

List of Submission

List of Payment Transaction

DRAFT(18)

PENDING(36)

COMPLETED(546)

Ref. No	Reg. No	Entity Name	Type of Application	Status	Fee	Update Date & Time	
RCA0620210722000007	Nil	MEDICING PLT	REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS	Query	RM500	22/07/2021 03:29 PM	
RCA0620210722000006	Nil	SWIPEWIRE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - CHARTERED ACCOUNTANT	Resubmit Query	RM500	22/07/2021 03:19 PM	
NR2021072200011	Nil	MANUAL 10 PLT	REGISTRATION OF PROFESSIONAL PRACTICE (SECRETARY)	In Process	30.00	22/07/2021 01:01 PM	
RED0620210722000001	Nil	MANUAL 8 PLT	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:43 PM	
RSC0620210722000002	Nil	LITLIN PLT	REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	In Process	RM500	22/07/2021 12:19 PM	
RSC0620210722000001	Nil	FRESHIE PLT	REGISTRATION OF PROFESSIONAL PRACTICE - SECRETARY	In Process	RM500	22/07/2021 12:13 PM	

2. Key in data that needed to be query and tick checkbox for confirm declaration, key in query remark and click *Resubmit* button.

Action

[back](#) [resubmit](#)

Query Details

LLP Details Business Code and Description Compliance Officer Details Partner Details Supporting Documents Summary

Fee and Declaration

Declaration Form

Fee

Type REGISTRATION OF PROFESSIONAL PRACTICE - ADVOCATES AND SOLICITORS

Amount RM 500

Query Details

Public Remark Date 22/07/2021

Officer Remark Date 22/07/2021

Public Remark PLEASE ENTER REMARK

Officer Remark QUERY

255 characters remaining

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.

3. Status of the queried application will be changed to "Resubmit Query" and moved to Back Officer' working tray for process.