

3.3.4.2 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 for Liquidator** under Professional Practice.

The screenshot shows the MyLLP PUBLIC dashboard. The top navigation bar includes 'Dashboard', 'Starting a LLP', 'Post Registration', 'Winding Up', 'User Management', and 'My Submission'. Below this, there are tabs for 'Register Local LLP', 'Register Foreign LLP', 'Register Professional Practice', 'Conversion to LLP', 'Change of Name', and 'Others'. The 'Register Professional Practice' tab is active, showing options for 'Chartered Accountant', 'Advocates & Solicitors', 'Secretary', and 'Liquidator'. Under 'Liquidator', the 'Direct Registration' option is selected. Below the navigation bar, there is a table titled 'Latest 10 Submissions' with columns for Reference No, Submission Type, Submission Date, and Status. The table shows two entries for 'DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR' with status 'PENDING'.

Reference No	Submission Type	Submission Date	Status
RED0620210709000004	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	09/07/2021 05:02 PM	PENDING
RED0620210709000003	DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	09/07/2021 04:49 PM	PENDING

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.

The screenshot shows a web form titled 'Check Proposed Name' under an 'Action' header. A blue 'next' button is at the top left. The form is divided into two main sections. The left section contains a 'Professional Body Type*' dropdown menu with 'Liquidator' selected. Below it is the 'Proposed Name' section, which has a text input field with the placeholder 'ENTER PROPOSED NAME (EXCLUDING PLT, LLP, ETC)' and a 'check name' button. This entire section is highlighted with a red rectangle. Below the input field is a 'Select Suffix' section with two radio buttons: 'PLT' (which is selected) and 'Perkongsian Liabiliti Terhad'. The right section is titled 'Clarification (Leave blank if not applicable)' and contains three sub-sections: i) 'Single letter included in the name stands for' with a text area and example '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' with a text area and example 'E.G. DANKE STANDS FOR THANK YOU (PROVIDE ATTACHMENT/SCREENSHOT OF ANY DICTIONARY OR WEBSITE TO PROVE THE MEANING)'; and 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' with a text area and example 'E.G. PROPOSED NAME -KHAIRUL CONSULTANCY PLT CLARIFY KHAIRUL IS THE NAME OF PARTNERS S SON (BIRTH CERTIFICATE ATTACHED)'. Each sub-section has a 'select file' button.

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

This screenshot shows the same 'Check Proposed Name' form as above. In this view, the 'Clarification' section on the right is highlighted with a red rectangle. The 'Proposed Name' section on the left is still visible but not highlighted. The 'Clarification' section contains the same three sub-sections as described in the previous image, each with a text area for input and a 'select file' button for uploading supporting documents.

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

The screenshot shows the 'LLP Details' tab in a web application. At the top, there are three buttons: 'back' (blue), 'save' (green), and 'next' (blue). Below these are several tabs: 'Check Proposed Name', 'LLP Details' (selected), 'Business Code and Description', 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Under the 'LLP Details' tab, there are two sub-tabs: 'Summary' and 'Fee and Declaration'. The main form area is divided into two columns. The left column contains 'Main Details' with fields for 'Lodging Reference Number' (Nil), 'Proposed Name' (HIPHONIC PLT), and 'Purpose' (DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR). Below this is the 'Registered Address' section with fields for 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Email' (E.G user@ssm.com.my), 'Postcode' (E.G 10000), 'City' (dropdown menu), 'State' (dropdown menu), 'Office No' (E.G 0133900000), and 'Fax No' (E.G 0133900000). The right column contains the 'Business Local Address (if any)' section with a 'Copy from registered address' button and fields for 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Postcode' (E.G 10000), 'City' (dropdown menu), 'State' (dropdown menu), 'Email' (E.G user@ssm.com.my), 'Office No' (E.G 0133900000), and 'URL (Facebook, Instagram, Twitter, etc)' (E.G SSM.COM.MY). At the bottom of the right column is the 'Business Foreign Address (if any)' section.

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 in a web application. At the top, there are three buttons: 'back' (blue), 'save' (green), and 'next' (blue). Below these are several tabs: 'Check Proposed Name', 'LLP Details', 'Business Code and Description' (selected), 'Compliance Officer Details', 'Partner Details', and 'Supporting Documents'. Under the 'Business Code and Description' tab, there are two sub-tabs: 'Summary' and 'Fee and Declaration'. The main form area contains an 'Add Business Code' button. Below this is a text input field with the value '85421 - MUSIC AND DANCING SCHOOL' and a red upload icon. Below this is the 'Business Description' section with a text input field containing 'MUSIC AND ENTERTAINMENT FOR TEENAGERS'. At the bottom of the form, there is a checkbox labeled 'I confirm that the facts and information stated in this document are true.' which is checked. A note at the bottom indicates '463 characters remaining'.

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 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' (active), 'Partner Details', and 'Supporting Documents'. Under the active tab, there are sub-tabs: 'Summary' and 'Fee and Declaration'. A blue button labeled 'Add Compliance Officer' is visible. Below it, a 'Show 10 entries' dropdown is present. The main area contains a table with the following data:

Name	Identification Number	Professional Body Type	License Number
(LODGER)		Licensed Secretary (LS)	

At the bottom of the table, there are edit and delete icons. Below the table, it says 'Showing 1 to 1 of 1 entries'. On the right, there are 'Previous', '1', and 'Next' navigation buttons.

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 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 active tab, there are sub-tabs: 'Summary' and 'Fee and Declaration'. A blue button labeled 'Add Partner' is visible. Below it, a 'Show 10 entries' dropdown is present. The main area contains a table with the following data:

Name	Identification No / Corporate Body No	Capital Contribution (MYR)
		5800
		4500

At the bottom of the table, there are edit and delete icons for each row. Below the table, it says 'Showing 1 to 2 of 2 entries'. On the right, there are 'Previous', '1', and 'Next' navigation buttons.

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

Action

[back](#) [next](#)

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

Summary Fee and Declaration

File name

Consent Letter from Governing Body	
Professional Indemnity Insurance Policy	

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	Registered Address
Lodging Reference Number Nil	Full Address [Redacted]
Proposed Name HIPHONIC PLT	Email [Redacted]
Purpose DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR	Office No [Redacted]
	Fax No Nil
	Business Local Address
	Full Address [Redacted]
	Email [Redacted]
	Office No [Redacted]
	URL (Facebook, Instagram, Twitter, etc) HIPHONIC/FACEBOOK
	Business Foreign Address
	Full Address Nil

Business Codes and Description

85421 - MUSIC AND DANCING SCHOOL

Business Nature

MUSIC AND ENTERTAINMENT FOR TEENAGERS

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

DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR

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 (RED0620210722000003)

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
LLP Registrations (DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR-HIPHONIC 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

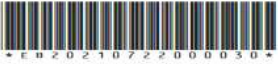
CANCEL

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 2 0 0 0 3 0 *

test address
89809 BEAUFORT
X

Receipt No : EB20210722000030
Reference No. : RED0620210722000003
Payment Mode Detail : HostSim
Approval Code :
Payment Mode : DD
Transaction ID : E2021072200031
Payment Date : 22/07/2021 04:50:04 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	LLP Registrations DIRECT REGISTRATION OF PROFESSIONAL PRACTICE - LIQUIDATOR-HIPHONIC PLT	500.00
	Total	500.00
	Amount Received	500.00

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