



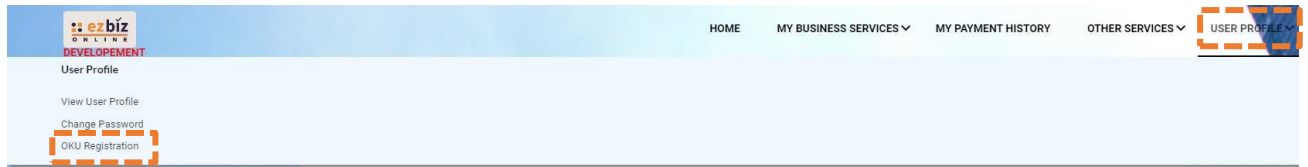
**EZBIZ USER GUIDELINE**  
**NEW BUSINESS REGISTRATION**  
**(SKIM 1 OKU 1 PERNIAGAAN)**

**Version 4.1**  
**20 October 2022**

# **APPLICATION OF NEW BUSINESS REGISTRATION UNDER SKIM 1 OKU 1 PERNIAGAAN THROUGH EZBIZ ONLINE**

## **A. OKU USER REGISTRATION**

1. **Sign In** at [ezbiz.ssm.com.my](http://ezbiz.ssm.com.my) and insert using registered **Username & Password**.
2. Click **User Profile** and click **OKU Registration**.



3. Insert **"OKU Card No."** & select **"OKU Category"**;
4. Click **"Choose File"** and upload a copy of OKU card as supporting document. Then, click **"Upload Attachment"**;
5. Tick ✓ in the provided field to agree; and
6. Click **"Submit Application"**.

OKU Details

Reference No.

Registration Status

OKU Card No.\*

OKU Category\*

Please Provide Supporting Document:

Select file

Upload PDF File:\*

Choose File DC0002486\_CERT (1).pdf

Upload Attachment

I confirm that the fact and information stated in this document are true. It is an offence under section 12 (1)(d) of Registration of Business Act 1956 to dishonestly makes any statement or furnishes any information to the Registrar under the provisions of this Act or of rules made thereunder whether such statement is verbal or in writing, which is false in any material particular or by reason of the omission of any material particular and which he either knows or has reason to believe is false, commits an offence and shall on conviction be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding two years or to both.

Submit Application Cancel

7. Registration status will be display as **"Pending Approval"**.
8. After officer already approved the application to register as OKU user, application status will be displays as **"Approved"**.
9. Registartion as OKU User completed and applicant are entitles to register and renew business using S101P scheme.

OKU Details

Reference No.  
OKU202012280001

**Registration Status**  
APPROVED

Application Date	Approval Date
28/12/2020	28/12/2020

OKU Card No.  
2355347

OKU Category  
MENTAL

[Download Attachment](#)

[Edit](#) [Cancel](#)

## B. APPLICATION STATUS - "QUERY"

1. Application will be queried if any information or attachment is not complete and not accurate.
2. **Sign In** at [ezbiz.ssm.com.my](http://ezbiz.ssm.com.my) using registered **Username & Password**.
3. Click **User Profile**. Then, click **OKU Registration**.
4. Please review at **"SSM Officer Query"** field. Please reply the query by inserting the answer based on what the officer query and;
  - i) Click **"Remove Attachment"** before upload new OKU card; or
  - ii) Click **"Edit"** to ammend any information

5. Tick ✓ in the provided field to agree; and

6. Click **"Re-submit Application"**.

OKU Details

Reference No.  
OKU202012280001

Registration Status  
QUERY

OKU Card No.\*  
2355347

OKU Category\*  
MENTAL

Please Provide Supporting Document:

Select file  
Upload PDF File:\*  
Choose File No file chosen  
Download Attachment Remove Attachment

SSH Officer Query  
LAMPIRAN TIDAK JELAS, SILA LAMPIRKAN KAD OKU YANG LEBIH JELAS

My Query Answer

I confirm that the fact and information stated in this document are true. It is an offence under section 12 (1)(d) of Registration of Business Act 1956 to dishonestly make any statement or furnishes any information to the Registrar under the provisions of this Act or of rules made thereunder whether such statement is verbal or in writing, which is false in any material particular or by reason of the omission of any material particular and which he either knows or has reason to believe is false, commits an offence and shall on conviction be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding two years or to both.

Re-submit Application Cancel

### C. CANCELLING THE OKU USER REGISTRATION

1. Tick ✓ in **"Tick to withdraw from OKU application incentive"** box.
2. Insert reason in the provided field;
3. Click **"Withdraw Application"**; and
4. User are no longer entittles to register and renew under S1O1P Scheme

Please Provide Supporting Document:

Select file  
Upload PDF File:\*

Choose File No file chosen

Download Attachment Remove Attachment

Tick to withdraw from OKU application incentive

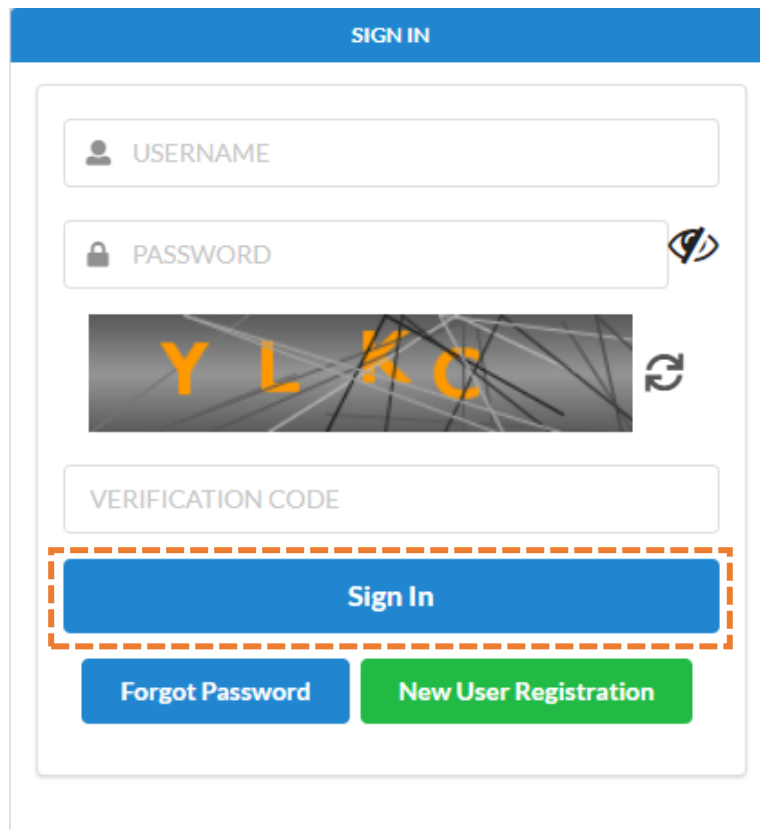
Pls keyin reason for the withdraw

WITHDRAW APPLICATION

Cancel

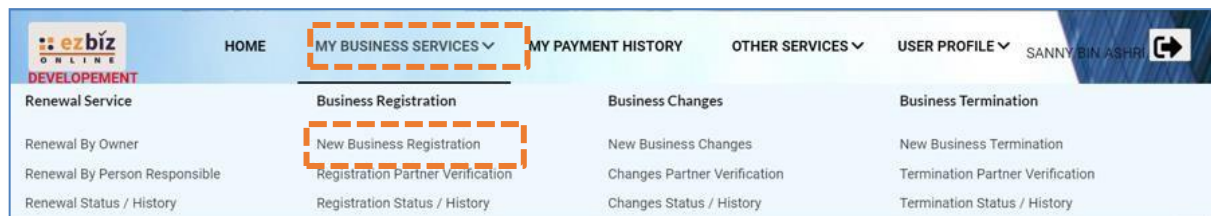
## D. PROCEDURE FOR APPLICATION OF NEW BUSINESS REGISTRATION (S101P)

1. Browse [ezbiz.ssm.com.my](http://ezbiz.ssm.com.my);
  - (a) Insert **"USERNAME"**
  - (b) Insert **"PASSWORD"** – Click "eye" icon to view password.
  - (c) Insert **"VERIFICATION CODE"**
  - (d) Click **"Sign In"**



## 2. Click "My Business Services"

- (a) Click **"New Business Registration"**



Renewal Service	Business Registration	Business Changes	Business Termination
Renewal By Owner	New Business Registration	New Business Changes	New Business Termination
Renewal By Person Responsible	Registration Partner Verification	Changes Partner Verification	Termination Partner Verification
Renewal Status / History	Registration Status / History	Changes Status / History	Termination Status / History

### 3. "Main Information"

- (a) Please select "Name Type" either:
  - i. "Trade Name"; or
  - ii. "Personal Name" - Own Personal Name as in Identification Card (MyKad/MyPR)
- (b) Insert "Business Start Date"
- (c) Insert "Partnership Agreement Date" (if any)
- (d) Under "Incentive", select "Skim 1 OKU 1 Perniagaan (S1O1P)"
- (e) Select "Registration Period" from 1 year to 5 year Fee exemption are only for **one year only**.
- (f) Under "Business Info" field, select either "Yes" if agree to purchase business information, or "No" if not agree to purchase business information. Fee **RM10.00** will be charged.
- (g) Status will be displays as "DATA ENTRY"

Main Information

Name Type\*  
--Please Select--

Business Name\*

For Nurseries/Taska, Care Centre/Pusat Jagaan, Kindergarten/Tadika, Tuition Centre/Pusat Tuisyen, Enrichment Centre/Pusat Perkembangan, School/Sekolah must proceed to the nearest SSM counter.  
[Guidelines for Business Name Application](#)

Tahukah anda, Pendaftaran SSM BizTrust adalah PERCUMA sehingga 31 MAC 2019  
Sila layari <https://biztrust.ssm.com.my> untuk pendaftaran

Business Start Date\* 01-Mar-2022

Partnership Agreement Date (if applicable)

Incentive (Usahawan B40 / Pelajar IPT / OKU)  
Not Applicable  
--Please Select--  
Not Applicable  
**Skim 1 OKU 1 Perniagaan (S1O1P)**  
Skim Pendaftaran Perniagaan Prihatin (SPPP) SSM  
1 Year

Business Info  
YES

4. Please select:

- (a) **"Has Branch(es)?"** – Click **"YES"** if any. Click **"NO"** if no branches.
- (b) **"Is Online Seller?"** – Click **"YES"** for online seller. Click **"NO"** if not applicable.

**Has Branch(es) ?\***

**Is Online Seller ?**

### 5. **"Business Address" dan "Mailing Address"**

- (a) Fill in all the information in the provided field mark (\*)
- (b) Insert **Postcode** and all the **TOWN** list will be displays
- (c) Click **"Copy From Main Address"** button if **"Mailing Address"** are similar with **"Main Address"**
- (d) Click **"Next"**

Business Address	Mailing Address
<input type="button" value="Copy From Profile Address"/>	<input type="button" value="Copy From Business Address"/>
Business Address*	Address*
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Postcode*	Postcode*
<input type="text"/>	<input type="text"/>
Town*	Town*
<input type="text"/>	<input type="text"/>
State	State*
<input type="text"/>	<input type="text"/>
Tel No	Tel No
<input type="text"/>	<input type="text"/>
Mobile No*	Mobile No
<input type="text"/>	<input type="text"/>
Email	Email
<input type="text"/>	<input type="text"/>

6. **"Branches Information"** (only will be displays if select **"YES"** for branches)
- Fill in all the information in the provided field mark (\*)
  - Click "Add/Update Branch".
  - Additional branches will be imposed fee RM 5.00 per year for every one registered branches.
  - Click **"Next"**

**Branches Information \*(if applicable)**

Notes:  
 1. Address for branches should not be the same with principal business address  
 2. Address for each branches should not be the same.  
 3. P.O. Box is not allowed.

**Address \***

NO. 88 JALAN 88

TAMAN 88

Postcode\* 53000      Town KUALA LUMPUR

State\* W.P KUALA LUMPUR

Branch URL (Website, FB, etc)

**Add/Update Branch**

Branch No	Address	Action
Showing 0 to 0 of 0		

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Next

## 7. "Business Information"

- Type / Insert nature of business in "Business Description" field. Please make sure that nature of business must be related with business name. Example: Business name is Seri Murni Restaurant and only nature of business regarding food/catering are allowed
- Click **"Add Business Code"**.

**Business Information**

**Types Of Business (Example: Retail Sale Of Food Products, Electrical Installation And Wholesale Of Clothing)\***

MAKANAN DAN MINUMAN, PAKAIAN

You have **1472** characters remaining for your description.

**Add Business Code**

Please add at least one business code.

No	Business Code	Description	Action
Showing 0 to 0 of 0			

- (c) Insert nature of business in **"Keyword"** field and click **"Search"**
- (d) Select at least one related **"Business Code"** and click **"Add Selected Code"**

The screenshot shows a web application interface for business registration. On the left, there are sections for 'Registration Period' (1 Year), 'Business Info' (YES), 'Status' (DATA ENTRY), and 'Business Information' (Types of Business: MAKANAN DAN). A modal window is open with a 'Keyword' field containing 'MAKANAN'. Below the field are 'Search' and 'Add Selected Code' buttons. A table of business codes is displayed below the modal, with the code 10301 selected. The table has columns for 'Business Code', 'Description', and 'Action'.

Business Code	Description	Action
03218	OPERASI LADANG TERNAKAN CACING LAUT UNTUK MAKANAN IKAN (OPERATION OF MARINE WORM FARMS FOR FISH FEED)	<input type="checkbox"/>
10203	PENGELUARAN MAKANAN BERASASAN IKAN UNTUK MANUSIA ATAU HAYWAN (PRODUCTION OF FISH MEALS FOR HUMAN CONSUMPTION OR ANIMAL FEED)	<input type="checkbox"/>
10301	PENBUATAN PRODUK MAKANAN BUAH-BUAHAN DAN SAYUR-SAYURAN (MANUFACTURE OF FRUITS AND VEGETABLES FOOD PRODUCTS)	<input checked="" type="checkbox"/>
10750	PENBUATAN MAKANAN DAN HIDANGAN TERSEDIA (MANUFACTURE OF PREPARED MEALS AND DISHES)	<input type="checkbox"/>
10799	PENBUATAN PRODUK MAKANAN LAIN T.T.T.L.	<input type="checkbox"/>


- (e) Then, click **"Next"**

Notes:

- Nature of business **must be type / inserted** in **Business Description** field while for **Business Code**, applicant only need to choose **at least one related business code**. However, chosen business code will **not be appear** on business certificate and business information (Business Code only for internal purpose)

## 8. "Owner Information"

- (a) Click icon in "**Action**" to verify or update latest personal information.

No	Name	Id No	Verification Status	Action
1	MOHD SYAHMI BIN MAD YASIR		VERIFIED	

Showing 1 to 1 of 1

« < 1 > »

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- (b) Owner information (Lodger) will be display automatically because owner already verified before making application
- (c) After update latest information, click "**Update**" while if no changes made, click "**Close**"
- (d) Click '**Next**'.

Registration Period\*  
1 Year

Business Info  
YES


Status  
DATA ENTRY

Owners Information

MyKad No\*

No	Name
1	MOHD SYAHMI BIN MAD Y

Showing 1 to 1 of 1

Action  


« 1 > »

Previous Next

WICKET AJAX DEBUG

## 9. "Fee & Declaration"

- (a) Tick ✓ in Declaration box.
- (b) Click "**Preview**" before submit payment.

Fees & Declaration			
Item	Amount	Unit	Total (RM)
Registration of Business	60.00	1 Year(s)	60.00
Branches	0.00	1 Year(s)	0.00
Business Info	10.00	1	10.00
<b>Incentive (Skim 1 OKU 1 Perniagaan (S1O1P))</b>			
Registration of Business	-60.00	1 Year(s)	-60.00
Total Amount			10.00

confirm that the fact and information stated in this document are true. It is an offence under section 12 (1)(d) of Registration of Business Act 1956 to dishonestly makes any statement or furnishes any information to the Registrar under the provisions of this Act or of rules made thereunder whether such statement is verbal or in writing, which is false in any material particular or by reason of the omission of any material particular and which he either knows or has reason to believe is false, commits an offence and shall on conviction be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding two years or to both.

[Previous](#) [Preview](#)

## 10. Resit dan Pembayaran

(a) Click **Submit Payment**

Fees & Declaration

[Edit Back](#) [Submit Payment](#)

(b) Receipt will be displays.

*INVOICE*

  
**SURUHANJAYA SYARIKAT MALAYSIA**  
COMPANIES COMMISSION OF MALAYSIA

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

Receipt No : EB20220302000001  
Reference No. : EB-A2022030200001  
Approval Code :  
Payment Mode : INCENTIVE  
Transaction ID : EZ2022030200001  
Payment Date : 02/03/2022 03:36:04 PM

  
\* E B 2 0 2 2 0 3 0 2 0 0 0 0 1 \*

**SRI PAHANG**  
970707105776  
10A JALAN 10B  
TAMAN SEPELUH  
56100 KUALA LUMPUR  
WILAYAH PERSEKUTUAN KUALA LUMPUR

NO.	DESCRIPTION	AMOUNT (RM)
1	REGISTRATION OF BUSINESS (TRADE NAME) DONBASS GLOBAL	60.00
2	INCENTIVE FOR OKU REGISTRATION OF BUSINESS	-60.00
<b>Total</b>		0.00
<b>Amount Received</b>		0.00
<b>Change</b>		0.00

[PRINT](#)

Notes:

- Payment must be made by clicking **"Pay Online"** if applicant purchase business information or any additional branches before receipt will be generated.

## E. STEP TO ADD PARTNER

For Skim 1 OKU 1 Perniagaan, please make sure that all partner are entitle to apply under this scheme which is need to be registered as OKU user & doesnt have any active business under this scheme

If partner are not under stated category, application are not allowed under this scheme.

### 1. "Owner Information"

- Insert partner **MyKad/MyPR** number in field mark (\*)
- Click **"Add Partner"**

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	

Showing 1 to 1 of 1

Navigation: << < 1 > >>

Buttons: Previous Next

- Partner information will be displays.
- Fill in partner personal reidential address.

Registration Period\*: 1 Year

Business Info: Yes

Status: DATA ENTRY

MyKad No\*: 580926045274

Partner Details:

Name : ZAINUN BINTI A BAKAR  
IC No : [ ] Color : Blue  
Date of Birth : [ ] Gender : Female  
Race : MELAYU Others Race : [ ]  
Nationality : MALAYSIAN Original Country : [ ]

Address\*  
Town\*  
Postcode\*  
State\*  
Tel. No.  
Mobile. No.\*

Buttons: Previous Next

(e) Click **“Update Owners”**

Registration Period\*  
1 Year

Business Info  
Yes

Status  
DATA ENTRY

Owners Information

MyKad No\*  
580926045274 [Add Pa](#)

No	Name
1	NUR ZAWANI BINTI MOH

Showing 1 to 1 of 1

Nationality : MALAYSIAN Original Country :

Address\*  
AA

Town\*  
BB

Postcode\*  
68000

State\*  
SELANGOR

Tel. No.

Mobile. No.\*  
045887458|

Verification Status  
PENDING UPDATE ADDRESS

[Update Owners](#) [Close](#)

2. Partner verification status will be display as **“PENDING VERIFICATION”**.

MyKad No\*  
580926045274 [Add Partner](#)

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI		VERIFIED	<a href="#">Edit</a>
2	ZAINUN BINTI A BAKAR		PENDING VERIFICATION	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 2 of 2

[Previous](#) [Next](#)

3. Lodger cannot click **“Submit Payment”** button if partner didnt verify the application.

All Error must be fix before submit for payment.

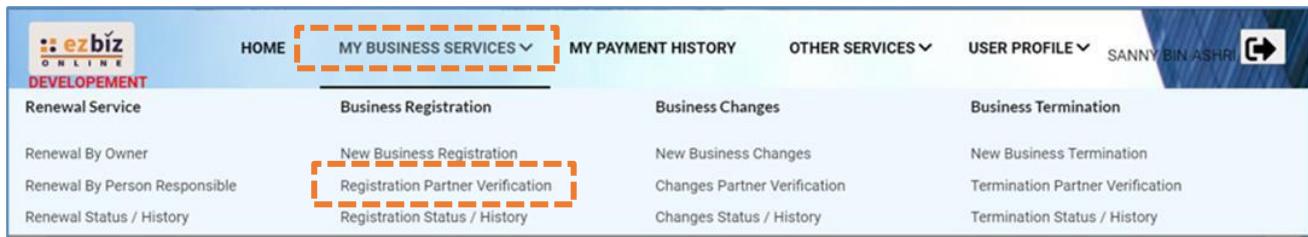
- Partner ZAINUN BINTI A BAKAR must verify this form first before submission.

[Previous](#) [Submit Payment](#)

## F. PARTNER VERIFICATION PROCEDURE

1. Click "My Business Services"

(a) Click "Registration Partner Verification"






2. Business application information will be displays

(a) Click icon 

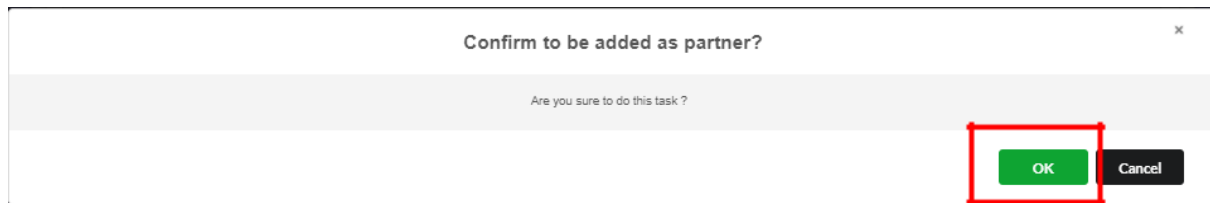
3. Partner able to preview the application made by lodger before verify.  
For partner verification:

(a) Click icon  to agree with the application

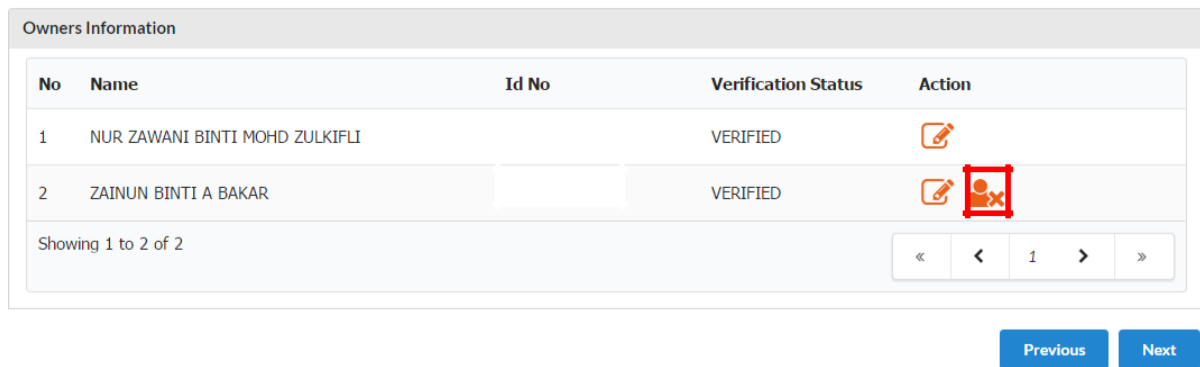
No	Name	IC No	Verification Status	Action
1	IYLIAA FAHMI BIN ISHAK NO. 2 LORONG BENDERA MUDA, TAMAN BUKIT BENDERA 28400 MENTAKAB PAHANG	840618146485	VERIFIED	
2	IRIS BINTI IYLIAA NO. 43 JALAN PERTANIAN TAMAN UNIVERSITI 81300 JOHOR BAHRU JOHOR	040404144004	PENDING VERIFICATION	 

Showing 1 to 2 of 2

(b) Notification will be pop up and click "OK"



4. Partner able to click icon "X" in "Action" field if not agree to be partner



5. Lodger will received an email notification when partner agree to be business partner.

**SUBJECT: EZBIZ ONLINE |ACCEPT PARTNER OF BUSINESS REGISTRATION APPLICATION FOR (EB-A2016080400004:QZZ TRADING)**

EzBiz Administrator <ezbizadmin@ssm.com.my>

Sent: Thu 4/8/2016 11:31 AM

To: Nur Zawani Mohd Zulkifli (RSD)

Dear Sir/Madam,

This is to inform that ZAINUN BINTI A BAKAR **ACCEPTED** your request as business partner.

Reference No: EB-A2016080400004

Business Name: QZZ TRADING

Should you have any queries or require any further information please contact us at 603-7721 4000.

Thank you for using our services.

6. Sign in at [ezbiz.ssm.com.my](http://ezbiz.ssm.com.my)
  - (a) Partner status will be changed to **"VERIFIED"**
  - (b) Lodger able to remove added partner by clicking icon "DELETE" in Action field.

Owners Information

MyKad No\*  Add Partner

No	Name	Id No	Verification Status	Action
1	NUR ZAWANI BINTI MOHD ZULKIFLI	8807070f	VERIFIED	
2	ZAINUN BINTI A BAKAR	5809260	VERIFIED	

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<<
<
1
>
>>

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## G. PROCEDURE TO "DISCARD" TRANSAKSI APPLICATION BEFORE PAYMENT

1. Click 'My Business Services'
  - (a) Click **"Registration Status / History"**

HOME
MY BUSINESS SERVICES
MY PAYMENT HISTORY
OTHER SERVICES
USER PROFILE
SANNY BIN ASHRI

Renewal Service

Renewal By Owner

Renewal By Person Responsible

Renewal Status / History

Business Registration

New Business Registration

Registration Partner Verification

Registration Status / History

Business Changes

New Business Changes

Changes Partner Verification

Changes Status / History

Business Termination

New Business Termination

Termination Partner Verification

Termination Status / History

2. Go to **"Draft"**

- (a) Select application and click icon in **"Action"** field

Draft
In Process
Query
Approved/Reject
Cancel
Incentive

Ref. Noss	Business Name	Status	Update Date	Action
EB-A2021031900001	ZAWANAH BRILLIANT ENTERPRISE	Pending Payment	12/10/2021 04:45:23 PM	
EB-A2020072900001	ZINNIRAH SUCCESS TRADING	Data Entry	12/10/2021 04:22:12 PM	

3. If status **"Data Entry"**.
  - (a) Scroll down and click **"Discard Application"**

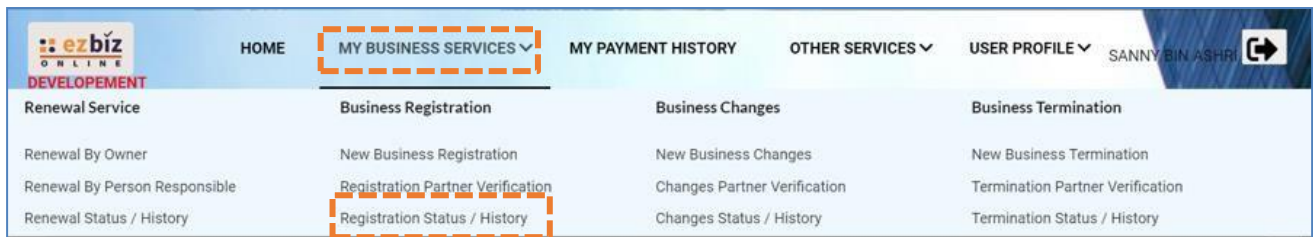
Discard Application

Next

## H. SEMAKAN STATUS PERMOHONAN SKIM 1 OKU 1 PERNIAGAAN

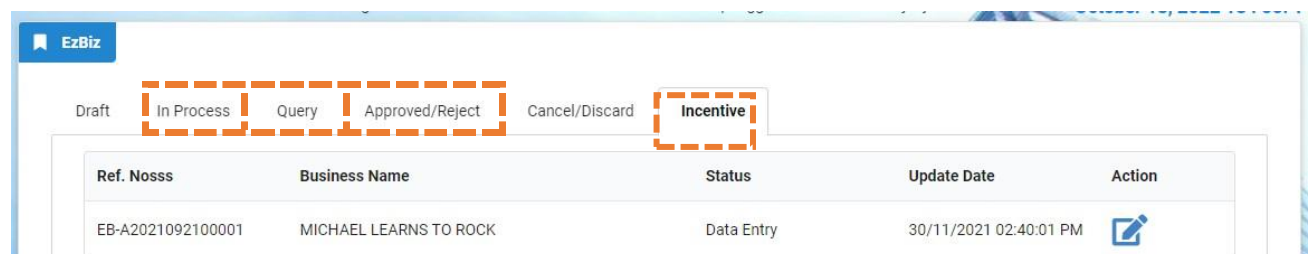
### 1. Click "My Business Services"

#### (a) Click "Registration Status / History"



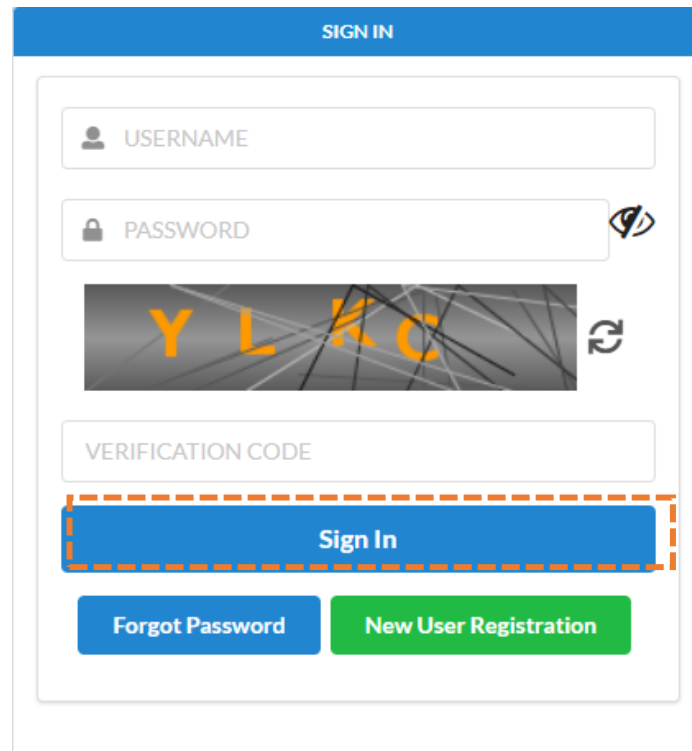
### 2. Application status are as follows:

- (a) Tab **"In Process"** – Application still in process and pending approval from SSM Officer.
- (b) Tab **"Query"** – Queried application are need to be reply by applicant based on query note by SSM Officer. Click action button to reply officer query. After update the application, click resubmit application.
- (c) Tab **"Approved/Reject"** – Approved / Rejected application. If application approved, applicant able to download Business Certificate & Business Information (if any).



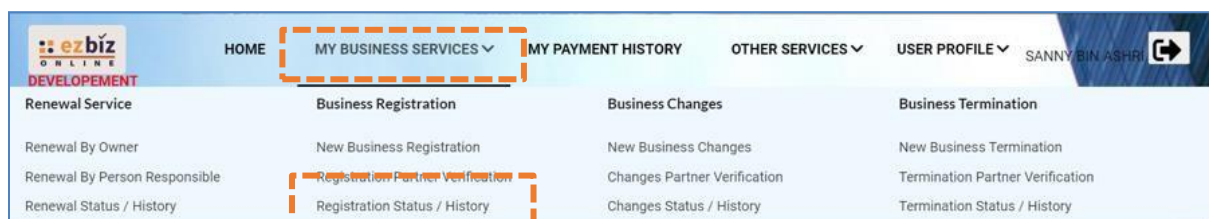
## I. DOWNLOAD BUSINESS CERTIFICATE AND BUSINESS INFORMATION

1. Browse [ezbiz.ssm.com.my](http://ezbiz.ssm.com.my)
  - (a) Insert **"USERNAME"**
  - (b) Insert **"PASSWORD"** – Click "eye" icon to view password
  - (c) Insert **"VERIFICATION CODE"**, and
  - (d) Click **"Sign In"**



## 2. Click **"My Business Services"**

- (a) Click **"Registration Status / History"**





3. Click **"Approved/Reject"** tab and click icon 

Pengaktifan ID Ezbiz Online boleh dilaksanakan melalui panggilan video. October 18, 2022 13 : 38

EzBiz

Draft   In Process   Query   **Approved/Reject**   Cancel/Discard   Incentive

Ref. Noss	Business Name	Status	Update Date	Action
EB-A2022092000001	GIG PARTY BUSINESS	Approved	20/09/2022 11:42:44 AM	
EB-A2019091300001	YAKTER TRADING	Approved	20/09/2022 11:40:30 AM	

4. System will displays the information of approved application. Click **Download Certificate** dan **Download Business Info**

[Download Borang A](#)   [Download Certificate](#)   [Download Business Info](#)   [Buy CTC Certificate](#)

Should you have any queries or require any further information please contact us at 603-7721 4000 or email at enquiry@ssm.com.my

**IS YOUR TRADEMARK REGISTERED YET?**

*READ ON FOR MORE INFORMATION ON THE BENEFITS AND REGISTRATION PROCESS [HERE](#).*

Notes:

- **"Download Business Info"** button only will be available if payment for purchase business information is made.