



User Manual

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USER REGISTRATION

1. Open an internet browser (Google Chrome) and navigate to URL of <https://esecretary.ssm.com.my> OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select e-secretary.
2. Existing EzBiz user can use the same ID and password to login into e-Secretary system.
3. Click "Sign Up" button at the e-secretary login homepage as screen below for new user.

Internal

USERNAME

PASSWORD

VERIFICATION CODE

Sign In

INFORMASI (UMUM)

Pengumuman Selayur 245 Akta Syarikat 2016 (16/03/2016)

PENGUMUMAN (16/03/2016)

Makluman - Perakutan website operasi Pejabat SSM di UTC (16/03/2016)

4. Select NRIC at the "ID Type".
5. Key in your NRIC Number.
6. Key in your full name as per your IC.
7. Click button.

e-Secretary

Home | Contact Us

March 19, 2019 00:33:03

Registration Information

ID Type*

-Please Select-

ID No. (e.g. 800101053014)*

Name as per IC*

Register Cancel

8. Fill in the “Registration Information” below. Please ensure your email address is correct since all notification will be sent via email.

The screenshot shows the e-Secretary website interface. At the top, there is a navigation bar with 'Home' and 'Gubaloh'. The main content area is titled 'Registration Information' and contains the following fields:

- Login ID***: A text input field with a note: '(Please key in from 5 until 40 character.)'
- Password***: A text input field with a note: '(Password must contain at least one of lower case letters, upper case letters, digits and minimum 6 character)'
- Re-Type Password***: A text input field for confirming the password.
- Email***: A text input field.
- Re-Type Email***: A text input field for confirming the email address.

9. Proceed to “User Information” and enter the following information.

The screenshot shows the 'User Information' form with the following data entered:

- Name***: RAFIDAH ABUULAH
- ID Type**: NRIC
- ID No (e.g. 880101059814)***: 770121076142
- Colour***: --Please Select--
- Nationality***: --Please Select--
- Gender***: FEMALE MALE
- Date of Birth***: 21-Jan-1977
- Race***: --Please Select--

10. Fill in “Residential Address Information”.
11. Tick “Declaration” after you have read and understood the protocol and TOC of secretary system.
12. Click  button.

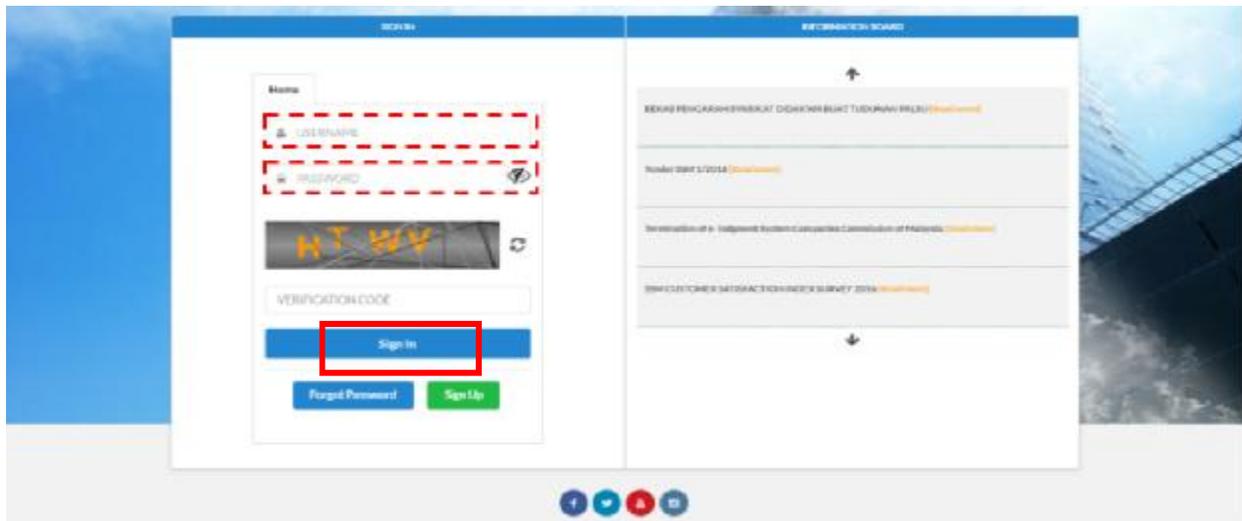
The screenshot shows the 'Residential Address Information' form with the following fields:

- Residential Address***: A large text input field.
- Postcode***: A text input field.
- City***: A text input field.
- Country***: MALAYSIA
- State***: --Please Select--
- Mobile Phone No.***: A text input field.

Below the form, there is a **Declaration:** section with the text: 'I have read and understood the [Protocol on E-Lockersystem](#) and agree to the [Terms and Conditions](#) of the e-Secretary System.' At the bottom, there are **Save** and **Cancel** buttons.

APPLICATION FOR REGISTRATION TO ACT AS A SECRETARY

1. Open an Internet browser and navigate to URL of <https://esecretary.ssm.com.my> OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select esecretary.
2. Login into e-secretary system using your username and password that has been registered.
3. Key in Verification Code as stated at the screen.
4. Click "Sign In" button.



5. Select "My Secretary Services" and click "Application for Registration to Act as a Secretary".



6. Select your relevant secretary's qualification.
7. Enter your license number or membership number based on the number indicated on the license / certificate issued.
8. Click  button.



e-Secretary **SSM**

Home My Secretary Services My Personal History User Profile Guidelines March 13, 2019 06:18:38

Application for registration to act as a Secretary

Name: RIZQATI ABDULLAH

ID Type: MID ID No: 98012100102

Secretary Qualification: **Licensed Secretary (LS)**

License / Membership Number: 98012100102

Next

9. Proceed to fill in mandatory information as follow.



e-Secretary **SSM**

Home My Secretary Services My Personal History User Profile Guidelines March 13, 2019 06:18:38

Application for registration to act as a Secretary

DETAILS OF APPLICANT

Name: RIZQATI ABDULLAH

ID Type: MID ID No: 98012100102

Date of Birth: 21 Jun 1988 Gender: Male

Sex: Male Nationality: MALAYSIAN

Personal Details

NIC / KUALA LUMPUR

Address

Password **Sex**

State

Phone Number (eg: 03-2229859) **Mobile Number**

Email:

DETAILS OF QUALIFICATION

Secretary Qualification

Licensed Secretary (LS)

License / Membership Number

98012100102

10. In “Details of Company Secretary Office”, you are required to declare whether at the time of the application you are currently employed or practicing in secretarial services.

DETAILS OF COMPANY SECRETARY OFFICE

I am currently employed or practicing in secretarial services*

YES

---Please Select---

NO

YES

---Please Select---

11. If you choose “Yes”, you are required to select information regarding your employment type whether you are:

- In house company secretary; or
- Service provider (external company secretary).

DETAILS OF COMPANY SECRETARY OFFICE

I am currently employed or practicing in secretarial services*

YES

Employment Type*

---Please Select---

---Please Select---

IN HOUSE

SERVICE PROVIDER

---Please Select---

12. Next, you have to fill in information pertaining to the company secretary office.

Company Registration Number*

Company Name*

Company No. (e.g. 12345678)

IP No. (e.g. 1234567890)

Business Registration No. (e.g. 0123456789)

Entity Name*

Office Address*

Postcode*

Area*

Office phone number (e.g. 0123456789)

Office fax number

Office Email Address

13. If you are a member of an approved body, you are required to attach documents for verification purposes. The documents should be in pdf format.
14. Click the “Declaration” checkbox after you have read and fulfill all the conditions stated.
15. Click “Submit Payment” button.

The screenshot shows a web form with the following sections:

- DETAILS OF QUALIFICATION:** Includes fields for 'Secretary Qualification' (with 'MAMBAH HUKUM & AKUNTANSI (MCA)' selected), 'Licence / Membership Number', and 'MAMBAH'.
- DETAILS OF COMPANY SECRETARY OFFICE:** Includes a dropdown menu for 'I am currently employed or putting in secretarial services?' with the value 'Please Select'.
- SUPPORTING DOCUMENT:** Includes three upload fields: 'Attach Membership Certificate*', 'Attach Membership Renewal Receipt / any other proof of membership validity*', and 'Attach copy of MFC*'. Each field has a 'Choose File' button and a 'No file chosen' status.
- DECLARATION:** Includes a checkbox for 'I as per name above do solemnly and sincerely declare that:' followed by a list of conditions:
 - I am qualified to act as company secretary under section 252C(1) of the Companies Act 2016;
 - I am not an undischarged bankrupt;
 - I have not been convicted whether in or outside Malaysia of any offence referred to in section 139 of the Companies Act 2016;
 - I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Commission of Malaysia Act 2000; and
 - All information provided in this application and the documents attached is correct and true to my knowledge.

At the bottom, there is a 'Back' button and a 'Submit Payment' button.

16. System will redirect to payment page below and click  button. Fee imposed is RM100.00.

The screenshot shows a 'Payment Page' with the following details:

Payment Details:

Item Description	Quantity	Amount, before Tax (RM)	Tax (RM)	Total including Tax (RM)
Secretary Practice, Curt (SAP23A) ABDELJALIL	1	100.00	0.00	100.00
Total (RM):		100.00	0.00	100.00
		Total Amount (RM):		100.00

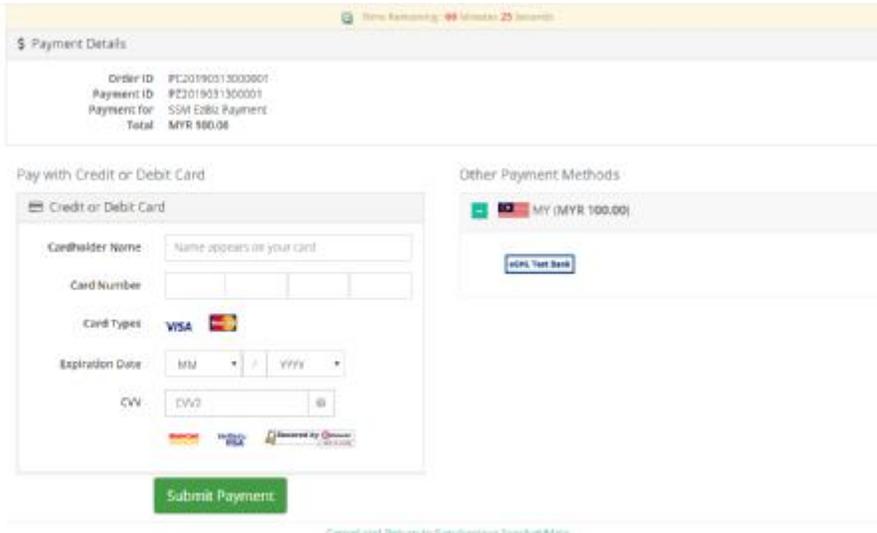
Below the table, there are input fields for:

- Name:** SAIFUDIN ABDULLAH
- MFC No. / MyCoED No. / Business Registration No.:** 30111084112
- Address:** NO. 9, JALAN 6/90, INDAH MELATI, 81000 KLUANG, JOHORE BHARU, JOHOR, MALAYSIA

At the bottom, there are 'PAY ONLINE' and 'CANCEL' buttons.

17. Payment can be made via Credit card and FPX (Financial Process Exchange - Online banking)

18. Click  button.



The screenshot shows a payment page with the following sections:

- Payment Details:**
 - Order ID: PE20190313000001
 - Payment ID: PE20190313000001
 - Payment for: SSM E88G Payment
 - Total: MYR 100.00
- Pay with Credit or Debit Card:**
 - Credit or Debit Card:** Fields for Cardholder Name, Card Number, Card Type (VISA), Expiration Date (MM/YY), and CVV.
 - Other Payment Methods:** Includes a button for "iCPL Test Bank" and a summary "MY (MYR 100.00)".

A green "Submit Payment" button is located at the bottom of the form.

19. System will generate official receipt on the payment made and you can print the receipt.



The screenshot shows an official receipt from SSM (Sistem Pembayaran) with the following details:

- Header:** SSM logo and "Sistem Pembayaran" text.
- Transaction Information:**
 - Order ID: PE20190313000001
 - Payment ID: PE20190313000001
 - Payment for: SSM E88G Payment
 - Total: MYR 100.00
- Customer Information:**
 - Name: SSM E88G Payment
 - Address: SSM E88G Payment
 - Phone: SSM E88G Payment
- Barcode:** A standard 1D barcode representing the transaction.
- Table:**

NO	DESCRIPTION	AMOUNT (MYR)
1	SSM E88G Payment	100.00
	TOTAL	100.00
	PAID	100.00
	CHANGE	0.00

The receipt includes a footer with contact information and a "Print" button.

20. You will also receive email notification on the payment made.

APPROVAL AND ISSUANCE OF PRACTISING CERTIFICATE

1. You will receive an email informing that your application has been approved.

Dato Seri Paduka,

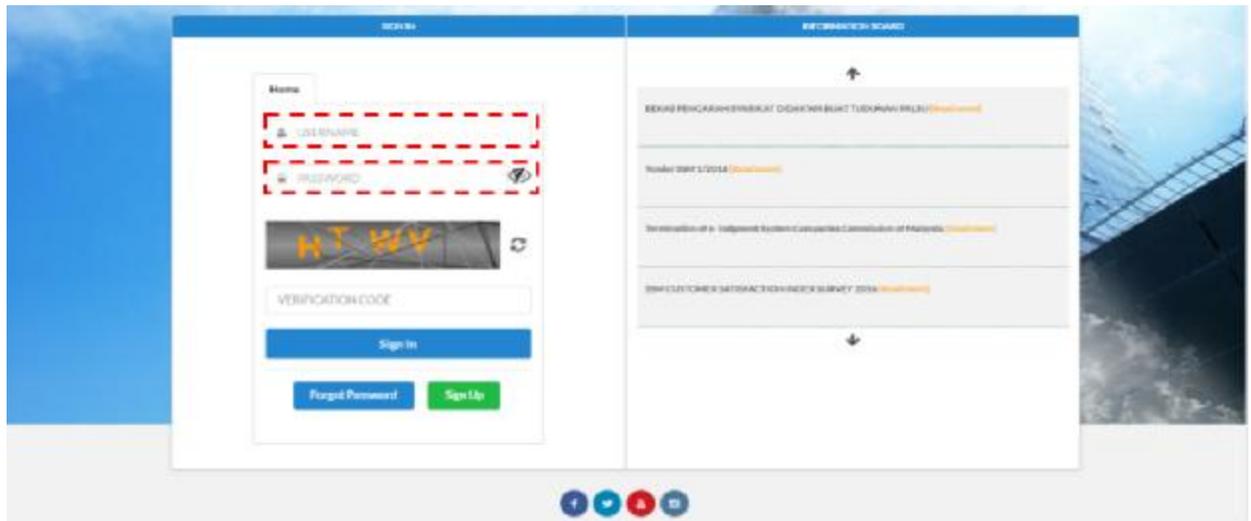
This is to inform you that your application for registration as an e-secretary under section 241 of the Companies Act, 2016 has been **APPROVED**.

e- Secretary No.	15211902149 8801
Practising Certificate Number	201920020018
Validity of Practising Certificate	12/March 2018 - 31 March 2020
Status	Approved
Date	12/ March 2018

Please login to esecretary.ssm.com.my or download the Practising Certificate. For more information please call 03-7721 4000 or visit our www.ssm.com.my.

Thank you for your services.

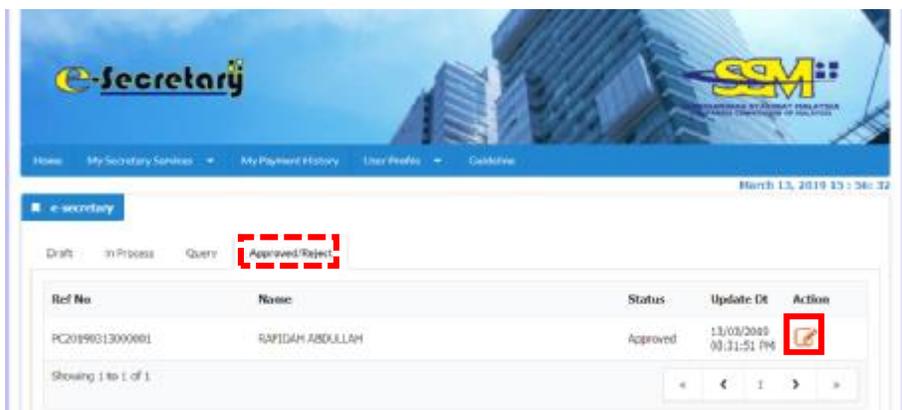
2. You have to login to <https://esecretary.ssm.com.my> in order to download your practising certificate OR go to SSM Web Portal at www.ssm.com.my under the Quick Links and select e-secretary.
3. Enter your username and password that has been registered.
4. Key in Verification Code as stated at the screen.
5. Click "Sign In" button.



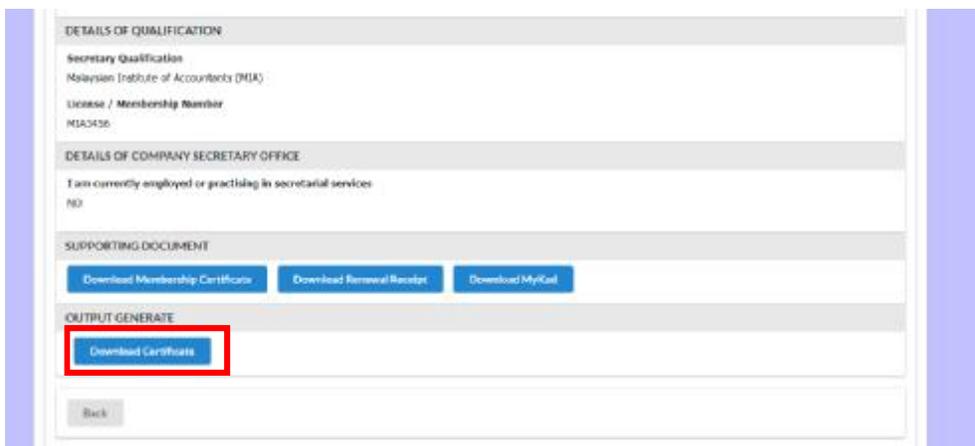
6. Select "List Of Transaction".



7. Click "Approved/Reject" and Action button below.

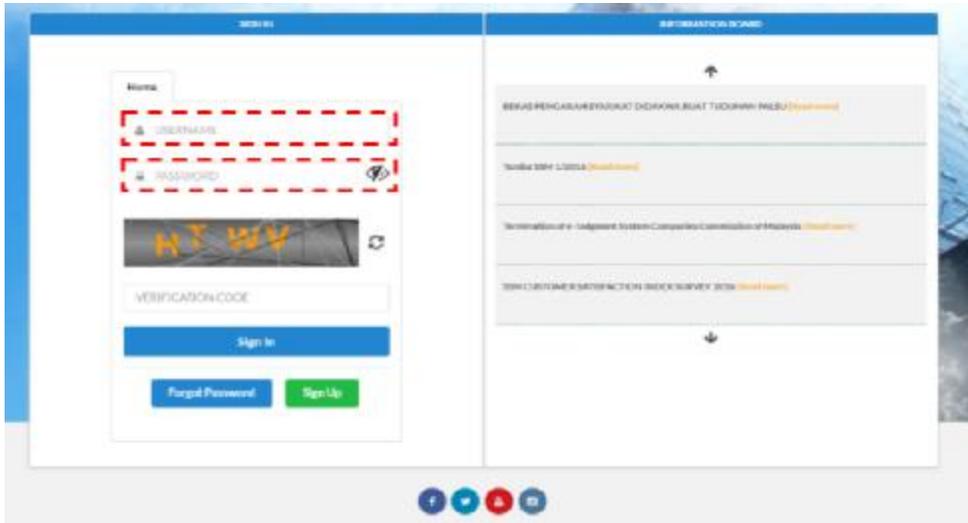


8. Scroll down and "download certificate" for the practicing certificate.



VIEW AND RESUBMIT QUERY

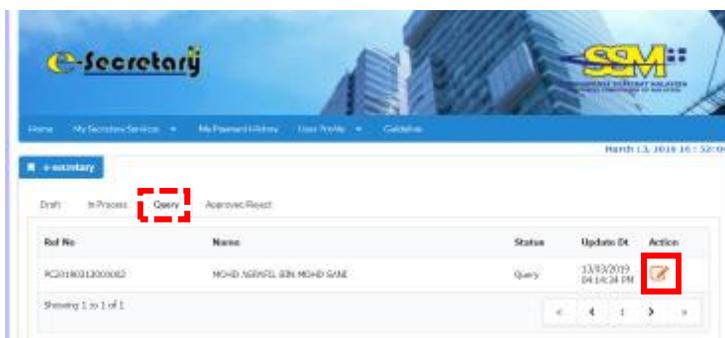
1. You will receive an email informing that your application has been queried. You have to login to <https://esecretary.ssm.com.my> in order to answer the query.
2. Enter your username and password that has been registered.
3. Key in Verification Code as stated at the screen.
4. Click "Sign In" button.



5. Select "List Of Transaction".



6. Click "Query" and Action button below.



7. Take action as stated in "Query Text" and provide feedback in the "Query Answer".
8. Tick "Declaration" checkbox.

QUERY

Query Text
SILA LAMPIKAN NYKAD

Query Answer

DECLARATION

I as per name above do solemnly and sincerely declare that:

- I am qualified to act as company secretary under section 235(2) of the Companies Act 2016;
- I am not an undischarged bankrupt;
- I have not been convicted whether in or outside Malaysia of any offence referred to in section 198 of the Companies Act 2016;
- I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Commission of Malaysia Act 2001; and
- All information provided in this application and the documents attached is correct and true to my knowledge.

Attention :

It is an offence under section 591 of the Companies Act 2016 to 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 ten years or to a fine not less than RM3 million or to both.

9. Click  button.

DECLARATION

I as per name above do solemnly and sincerely declare that:

- I am qualified to act as company secretary under section 235(2) of the Companies Act 2016;
- I am not an undischarged bankrupt;
- I have not been convicted whether in or outside Malaysia of any offence referred to in section 198 of the Companies Act 2016;
- I do not have any pending legal actions against me under any provision of the Companies Act 2016 or the laws specified in the First Schedule of the Companies Commission of Malaysia Act 2001; and
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