

User Manual

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USER REGISTRATION

- Open an internet browser (Google Chrome) and navigate to URL of <u>https://esecretary.ssm.com.my</u> OR go to SSM Web Portal at <u>www.ssm.com.my</u> 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.

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- 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 Register button.

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nam Gabile	
-	Harch 19, 2019-00 ; 33
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Registration Information	
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10 No (e.g 800101053014)*	
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Register Cancel	

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

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9. Proceed to "User Information" and enter the following information.

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- 10. Fill in "Residential Address Information".
- 11. Tick "Declaration" after you have read and understood the protocol and TOC of secretary system.

lesidential Address Information Sociologial Address*		
'evicade'	City*	
Doundary*	Slabe ⁴	
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13. Upon clicking the save button, you will see a notification message saying that an email has been sent to the email address you have registered with e-secretary.



14. You will also receive email notification on your user Login ID and Reference Number.

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APPLICATION FOR REGISTRATION TO ACT AS A SECRETARY

- 1. Open an Internet browser and navigate to URL of <u>https://esecretary.ssm.com.my</u> OR go to SSM Web Portal at <u>www.ssm.com.my</u> 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.

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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.

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9. Proceed to fill in mandatory information as follow.

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Secretary Qualiformies National Problem of Secretary, 2021		

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.

I am currently employed or practising in secretarial services*	
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).

an currently employed or practising in secretarial services*	
YIS	
nyiloyenneti Typer*	
Please Select	
- Prose Select	

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

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- 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.

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16. System will redirect to payment page below and click RM100.00.

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



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

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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.

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- 2. You have to login to <u>https://esecretary.ssm.com.my</u> in order to download your practising certificate OR go to SSM Web Portal at <u>www.ssm.com.my</u> 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.

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6. Select "List Of Transaction".

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Application for Registration to Act as a Secretary List of Tremaction	March 13, 2019 15 : 33: 1
e-secretary is an online application provided by SSM for n Upon approval of the application, practising certificate will	egistration to act as a secretary which is a requirement under section 245 of the Companies Act 2016. I be issued by SSH and particulars of the approved applicant will be entered in the Register of

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

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e secondary Draft in Process Qu Ref No	Nonce	Status	Update Ot	Action

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

DETAILS OF QUALIFICAT	ION					
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f am currently employed o	r practising in	secretarial services				
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VIEW AND RESUBMIT QUERY

- 1. You will receive an email informing that your application has been queried. You have to login to <u>https://esecretary.ssm.com.my</u> 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.

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5. Select "List Of Transaction".



6. Click "Query" and Action button below.

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

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DEC	ARATION
1113	an par warve above do volemente and sincarole declars that:
	 1 am qualified to act as company secretary under section 235(2) of the Companies Art 2016;
	1 are not an undeduarged bankeapt: 1 have not been concide the windler in a votable Malapsia of any offence referred to in section 398 of the Companies Act 2016; 1 doe not have any pending legal actions against me under any provision of the Companies Act 2016 and the rist schedule of the Companies Control and a Malapsia. Act 2010; All information previded in this application and the documents attached is correct and true to my innovided.
3	flortion :
	Lis an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that you know is fake or misloading and you my be liable, upon correction, to imprivoursmet for a term not anceeding ten years or to a flee net bios than RMD million or to both.
9.	Click BeSubmit button.
7 .	Click button.
) .	Click button.
). CLAR 1 m ;	Click button.
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CLAR 1 mg	Click button. TOON Tare dave do sciencely and sincerely declare that: I are qualified to act as conguesy secretary under section 235(2) of the Companies Act 2010; I are equilibred to act as conguesy secretary under section 235(2) of the Companies Act 2010; I are not as endobular disclosured address as an any offension referred to is section 196 of the Companies Act 2015; I do not have a rout been convicted address as any offension referred to is section 196 of the Companies Act 2015; I do not have an other specified in the Arian Schedule of the Companies Counsission of Malagela Act 2011; and all information provided in this applications; and the discusses attached is correct and true to my inserving.
CLAR Lasy Atos	Click Lesson button. THE Comparison of the compa