

## **GUIDELINE FOR REGISTRATION OF NEW BUSINESS**

### **New business registration conditions**

1. Under the provisions of Section 5 of Registration of Businesses Act 1956 (ROBA 1956) stipulates that a business must be registered not later than 30 days from the business starts. Registration must be submitted to the Registrar/SSM.
2. The registered business must comply with Section 2 (Business Interpretation) ROBA 1956 and must not be involve in any charity/welfare activities and any work specified in Schedule (Section 2)
3. The owner or partner must be a Malaysian citizen (MyKad) or permanent resident (MyPR) and must be at least 18 years old.
4. The business must operate in Peninsular Malaysia and Federal Territory of Labuan.

### **New business registration procedure**

5. Applicants can submit their application online via [ezbiz.ssm.com.my](http://ezbiz.ssm.com.my). Applicants must be registered as an Ezbiz Online user first. Please refer to the [Ezbiz User Guideline User Account Registration](#) and [Ezbiz User Guideline New Business Registration](#).
6. Please attach / upload relevant supporting documents as follows:
  - 6.1 A copy of partnership agreement (if any)
  - 6.2 Agency permission/confirmation letter (if any), in case if the business activity requires approval from the relevant agency.
7. Businesses can be registered using the following business names:
  - 7.1 Trade Name - Business name created for commercial purposes (example Indah Maju Construction, Restoran Seri Nelayan, Nirmala Trading & Services); and

7.2 Personal Name – Business name that uses the same name as stated on the identity card (Example Ali Bin Ahmad)

8. The type / activity of the registered business must be appropriate to the business name, must not be illegal, comply with federal security, public order or moral principles.

9. Registered business branches (if any) **must not be the same** as the principal business address and any other branches.

10. For business ownership, there are several scenarios that need to be adhered to:

10.1 Businesses registered using "Trade Name" can be registered either as a Sole Proprietorship or Partnership ( not exceeding twenty 20 people).

10.2 Businesses registered under "Personal Name" cannot be registered as partnerships

11. For **Partnership**, all partners will receive email notification related to new business registration. Partners need to **verify** the business registration application on the Ezbiz Online portal. After the verification is made by the partner, the payment can be made and sent for processing.

12. Referring to point 11, if there is a partner who wants to be registered in partnership, but not yet an active Ezbiz Online user (please refer to point 5), the registration of a partnership business cannot be done.

## **Registration Fee**

13. Fees for business registration are as follows:

- |      |                |  |
|------|----------------|--|
| 13.1 | RM 60 per year | Sole Proprietorship or Partnership using Trade Name                                    |
| 13.2 | RM 30 per year | A sole proprietorship uses its own name as stated on the identity card (Personal Name) |
| 13.3 | RM 5 per year  | Every branch (if any)  |
| 13.4 | RM 10          | Business Information   |

**Note: Registration can be made within one (1) year and up to five (5) years**

### **General Guidance**

14. Any person who conducts on a business without registering the business commits an offense under the ROBA 1956 and shall upon conviction be liable to a fine not exceeding RM 50,000 or to imprisonment for a term not exceeding two (2) years or both.

15. The business owner is responsible for obtaining a business license/permit, permit or letter of authorisation from the local authority or relevant agency related to the type/activity of the business conducted even if it has been registered at SSM.

16. For further information, please contact SSM Contact Centre at 03-7721 4000 or by email at [enquiry@ssm.com.my](mailto:enquiry@ssm.com.my).