

GUIDELINE FOR RENEWAL OF BUSINESS REGISTRATION

Renewal of business registration conditions

1. Under the provisions of section 5A of Registration of Businesses Act 1956 (ROBA 1956), an active registered business must be renewed before the expiry of the business registration certificate within 30 days to the Registrar/SSM.
2. Business Registration Certificate could be **renewed at any time before the registration expiry date and up to twelve (12) months** after the registration expiry date.
3. Only the owner or Person Responsible is allowed to make a renewal application.

Business Renewal Procedure

4. Applicants could submit their online application via 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 Renewal of Business](#).
5. Renewal of business could be done for a period of one (1) year and not exceeding five (5) years.
6. The renewal of business through Ezbiz Online is auto approved.

Business Renewal Fee

7. Fees for renewal of business are as follows:

7.1	RM 60 per year	Sole Proprietorship or Partnership using Trade Name
7.2	RM 30 per year	A sole proprietorship uses its own name as on the identity card (Personal Name)
7.3	RM 5 per year	Every one branch (if any)
7.4	RM 10	Business Information

General Guidance

8. Any person who continues to conduct businesses after the registration has expired, commits an offence under the ROBA 1956 and shall on conviction be liable to a fine not exceeding RM50,000 or to imprisonment for a term not exceeding two (2) years or both.

9. For further information, please contact SSM Contact Centre at 03-7721 4000 or by email at enquiry@ssm.com.my.