SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

USER MANUAL

SSM e-Advertisement

SECTION 612A COMPANIES ACT 2016
AND
SECTION 76A LIMITED LIABILITY PARTNERSHIP ACT 2012

Prepared by:

COMPANIES COMMISSION OF MALAYSIA

DECEMBER 2025

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1.0 PURPOSE

This User Manual serves as a guide on advertising or publishing statutory information of companies and Limited Liability Partnerships (LLPs) on SSM's official portal.

2.0 BACKGROUND

SSM e-Advertisement is a new service provided by SSM as a platform for advertising or publishing statutory information of companies and LLPs in accordance with the following legal provisions:

i. Section 612A of the Companies Act 2016, effective from 30 November 2024; and
ii. Section 76A of the Limited Liability Partnerships Act 2012, effective from 16 April 2025.

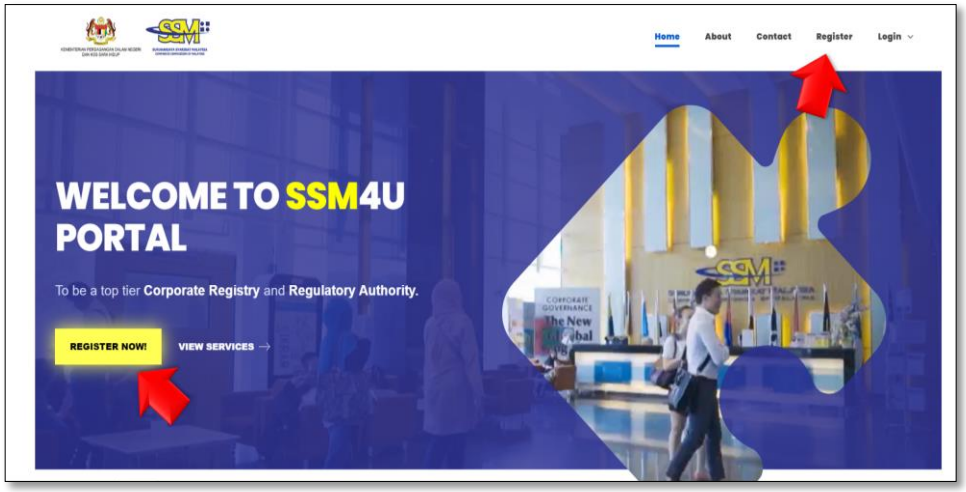
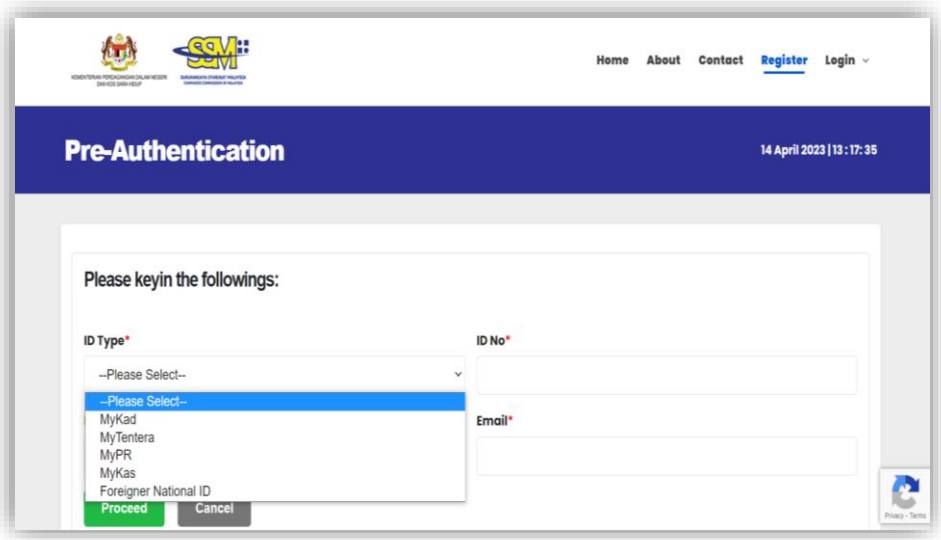
This service serves as an alternative for companies and LLPs to fulfill the statutory requirement of publishing or advertising statutory information, which was previously done through widely circulated newspapers across Malaysia.

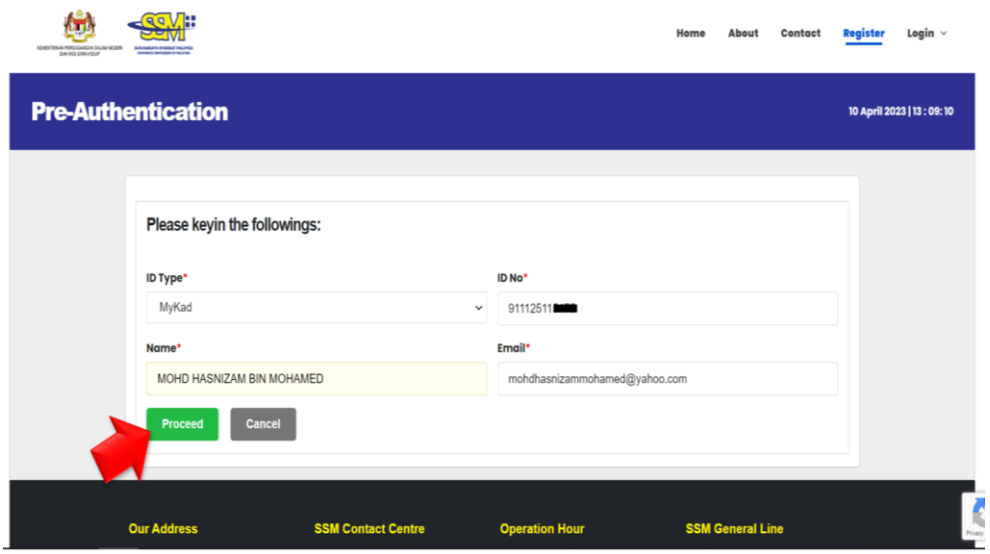
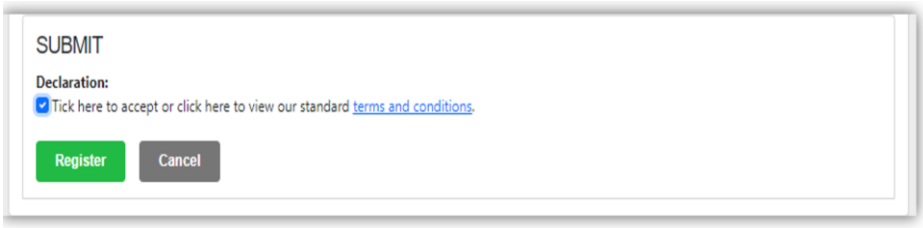
3.0 ACCOUNT REGISTRATION AND ACTIVATION ON SSM4U PORTAL

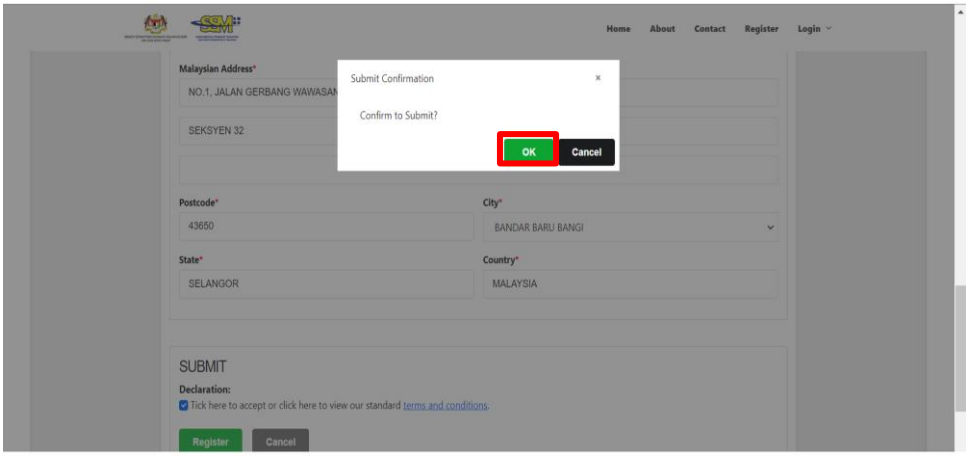
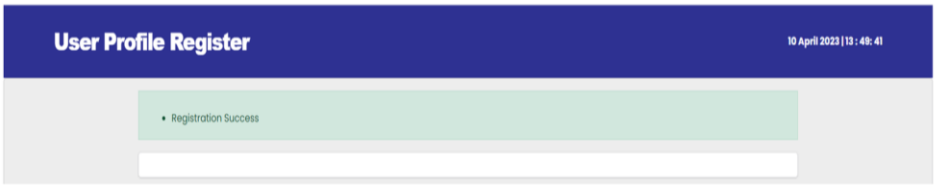
The SSM e-Advertisement service is accessible via the SSM XCESS portal. To utilise this service, users must first register and activate an account as a verified user on the SSM4U portal.

The registration and activation process are as follows:

3.1 STEPS TO REGISTER ON SSM4U PORTAL

STEP	DESCRIPTION
1.	Users can access the SSM4U portal at www.ssm4u.com.my and click on the **"Register"** button to create an SSM4U account. 
2.	Click the drop-down menu under **ID Type** and select the appropriate identification type. Users are then required to enter their name, identification number and email address. 

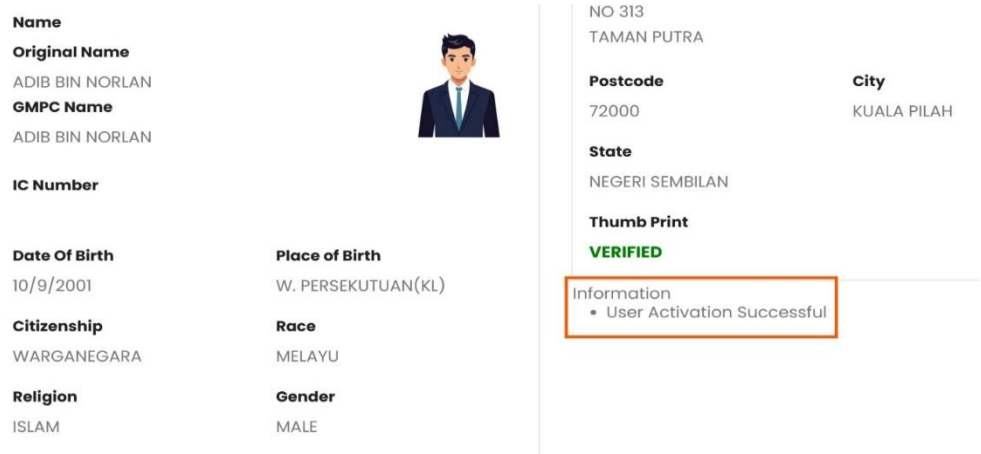
STEP	DESCRIPTION
3.	Click the **Proceed** button. 
4.	The **User Profile Register** screen will appear and users must complete the registration information fields with their relevant details.
5.	Tick **(✓)** on the **Terms & Conditions** checkbox and click the **Register** button to submit the registration. 

STEP	DESCRIPTION
6.	Click the **OK** button to confirm the registration submission. 
7.	A **Registration Success** screen will appear once the user has successfully completed the registration. 
8.	Users will receive an email notification from SSM4U to confirm the email address provided during registration on the SSM4U portal.
9.	Users must click on the **Verify Here** link provided in the email to verify their registered email address.
10.	Users can log in to the SSM4U portal using the login ID and password created during the registration process.
11.	Once logged in, the account status will be shown as **Unverified**, as shown in the image below:

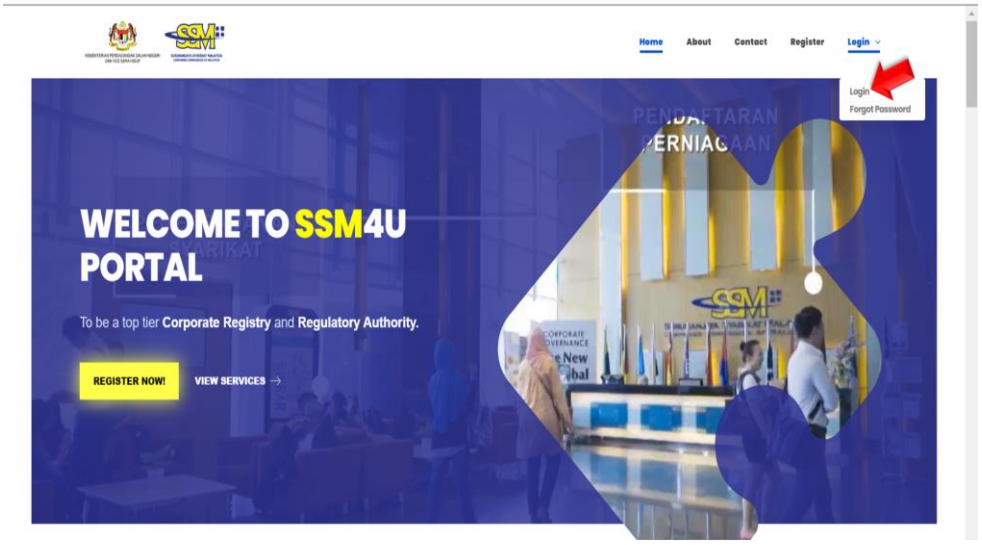
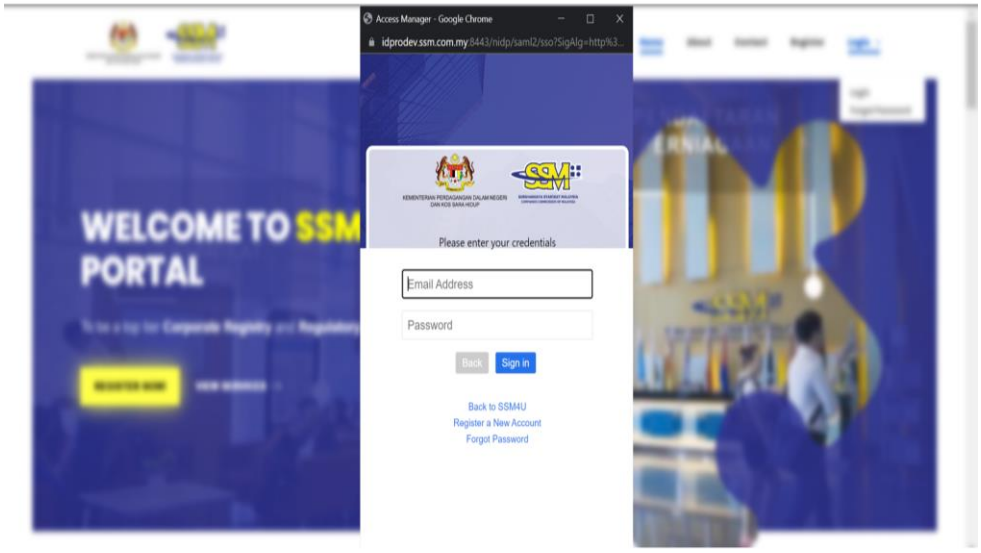
STEP	DESCRIPTION
12.	For unverified users, access is limited to non-core services only. Examples of non-core services include: • XCESS; • DCTC Reader & Checker; • e-Search; • e-Compound; • e-Query; and • Striking Off
13.	To access core services, users must be a verified user by activating their SSM4U account. Examples of core services include: • SSM e-Advertisement; • MBRS; • MyLLP; and • e-BOS
14.	There are two methods to activate an SSM4U account: i. Visit the nearest SSM counter with your identity card for fingerprint verification; or ii. Activate your account online by uploading the required documents.
15.	Once the SSM4U account is activated, users will have access to both core and non-core services.

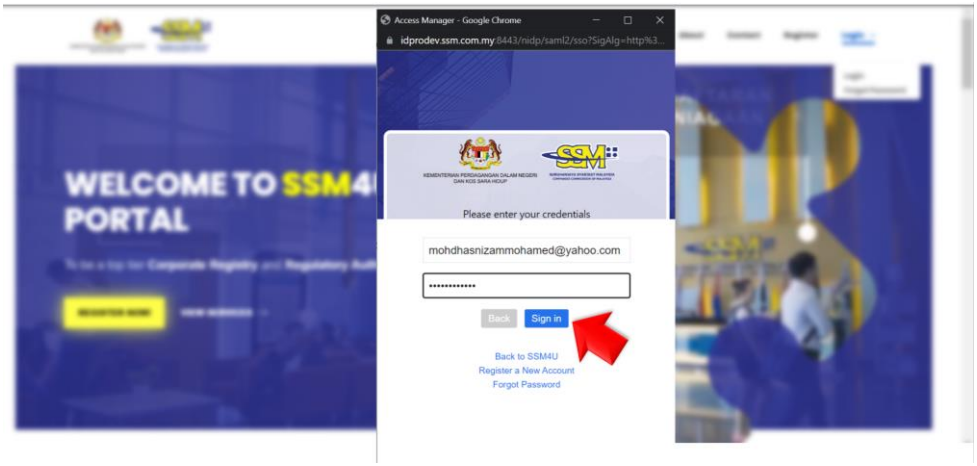
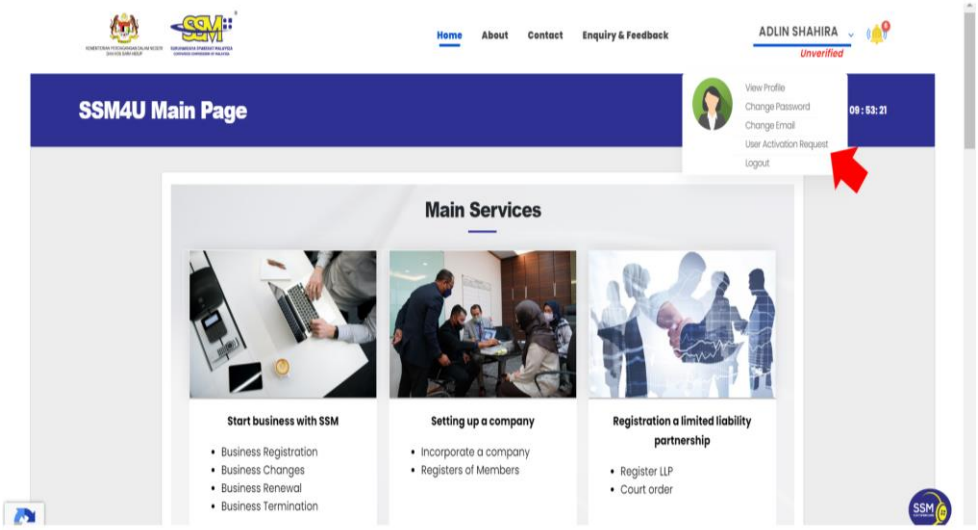
3.2 METHODS TO ACTIVATE VERIFIED USER ACCOUNT ON SSM4U PORTAL

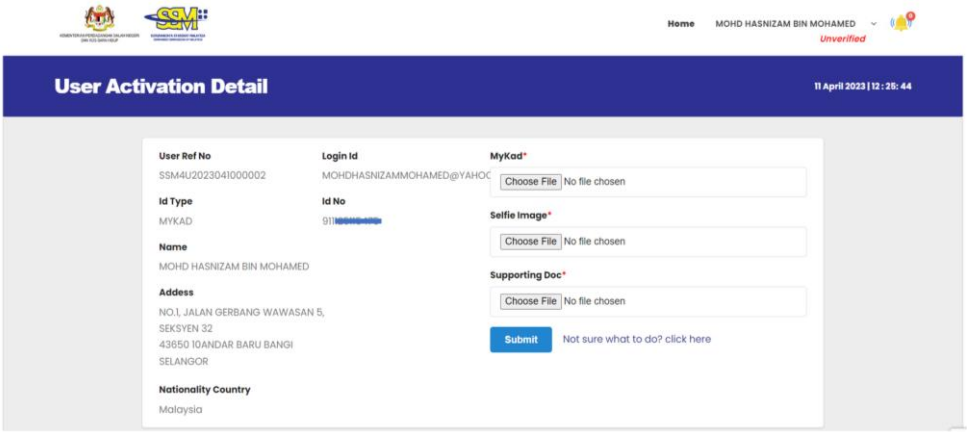
i. SSM COUNTER

STEP	DESCRIPTION
1.	Customers are required to visit the SSM counter and take a queue number for account activation. Once their queue number is called, they will need to present their identity card for fingerprint verification before the activation process could be completed.
2.	A User Activation Successful notification will appear on the screen once the customer's fingerprint verification is successfully completed. 
3.	Customers can log in to the SSM4U portal using the email and password that were set after successful verification.

ii. ONLINE ACTIVATION

STEP	DESCRIPTION
1.	Visit the SSM4U portal at www.ssm4u.com.my and click the **Log In** button. 
2.	Enter the email address and password that were registered during the account activation process. 

STEP	DESCRIPTION
3.	Click **Sign In** to log in to the SSM4U portal. 
4.	A message will appear advising customers to activate their account on the SSM4U portal.
5.	Customers can click **Verify Now** on the displayed message or go to **Username** and select **User Activation Request**. 

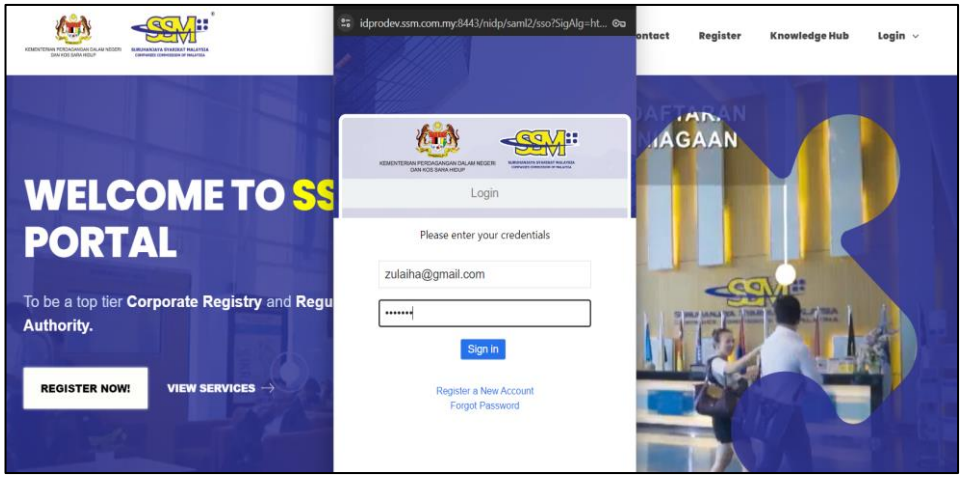
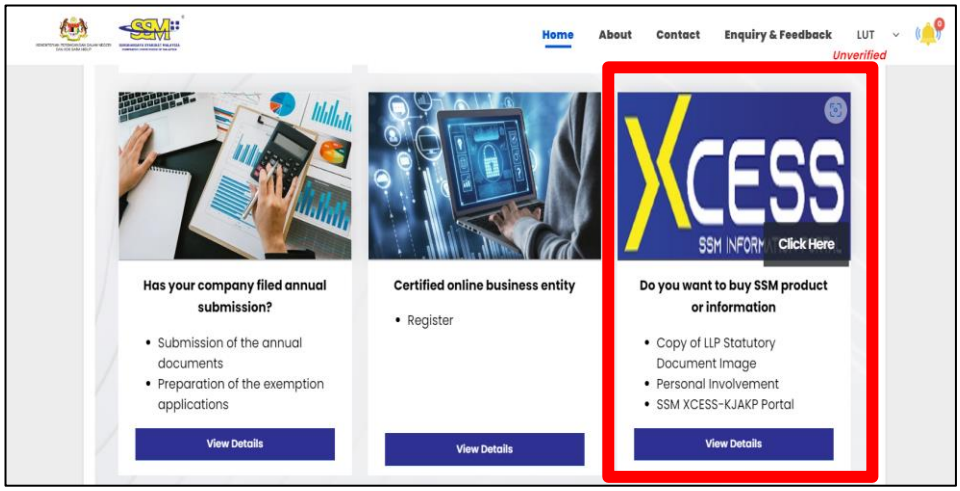
<table>
<tr><th>STEP</th><th>DESCRIPTION</th></tr>
<tr><td>6.</td><td>The User Activation Detail screen will be displayed, allowing customers to apply for online account activation.
 
</td></tr>
<tr><td>7.</td><td>The documents that customers need to provide for online account activation are as follows:
<table>
<tr><th rowspan="2">ID Type</th><th colspan="3">List of documents to be prepared</th></tr>
<tr><th>Identity card</th><th>Photo of holding an identity card</th><th>Supporting Documents</th></tr>
<tr><td>MyKAD
MyPR
MyKAS
MyTentera</td><td>Customers need to attach their identity card (front and back)</td><td>Customers are required to take a photo while holding their identity card at neck level</td><td>Customers need to provide the following supporting documents:

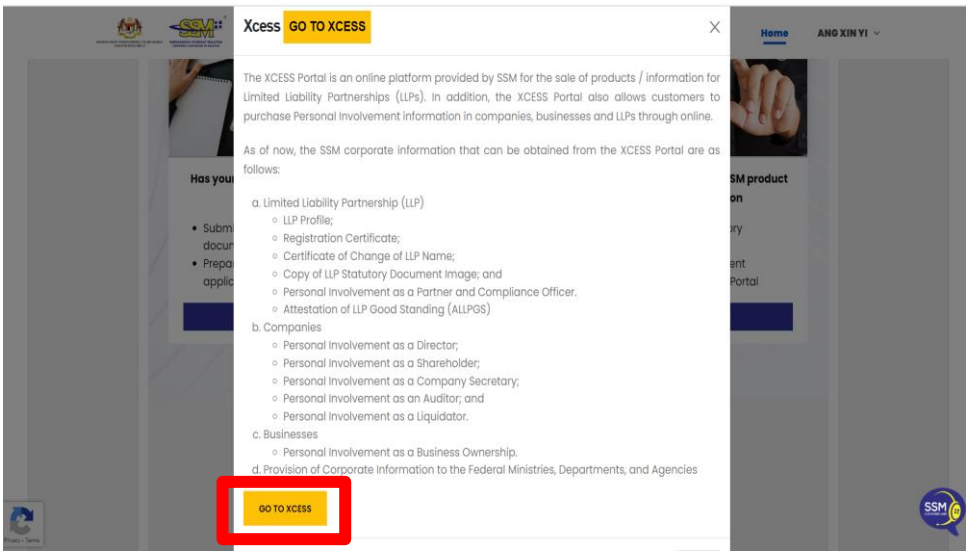
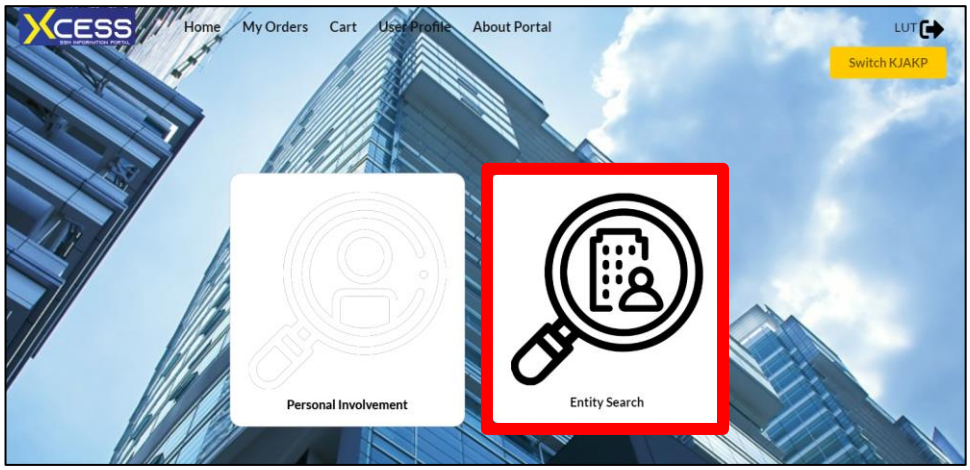
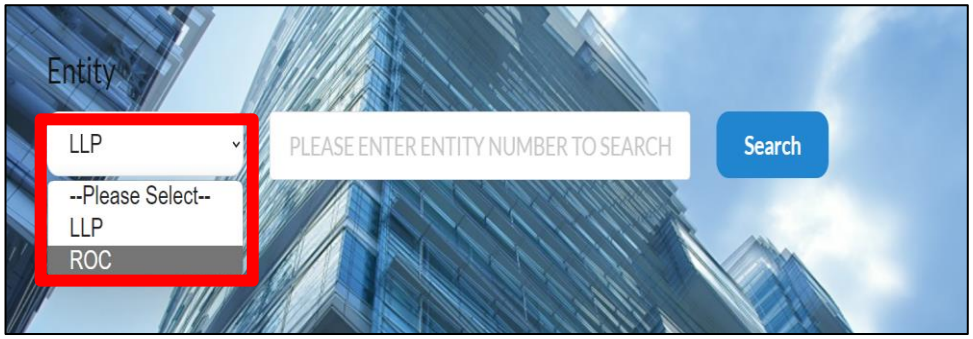
i) Latest electricity/ telephone/ internet bill; or
ii) Employee card; or
iii) A valid driving license.</td></tr>
<tr><td>Foreigner National ID</td><td>Customers need to provide his/her nationality</td><td>Customers are required to take a photo while holding a valid nationality identity</td><td>Customers need to provide passport as a supporting document</td></tr>
</table></td></tr>
</table>

STEP	DESCRIPTION
	identity card. If the customer does not have an identity card of the origin country, customer will need to attach one (1) of the documents listed below: 1) Country resident card; Or 2) A valid national driving license. card/nationality resident card/driving license/passport
8.	Click on the link **"Not sure what to do?"** or **"Click Here for more information** on online account activation for SSM4U.
9.	Click the **Submit** button to submit your SSM4U online account activation application.
10.	SSM will process the SSM4U account activation application within 3 working days.
11.	Customers can check the application status on the **User Activation Status** screen.
12.	An Approved status will appear if the application has been approved, while an In Process status will be displayed for applications that are still being processed**.**

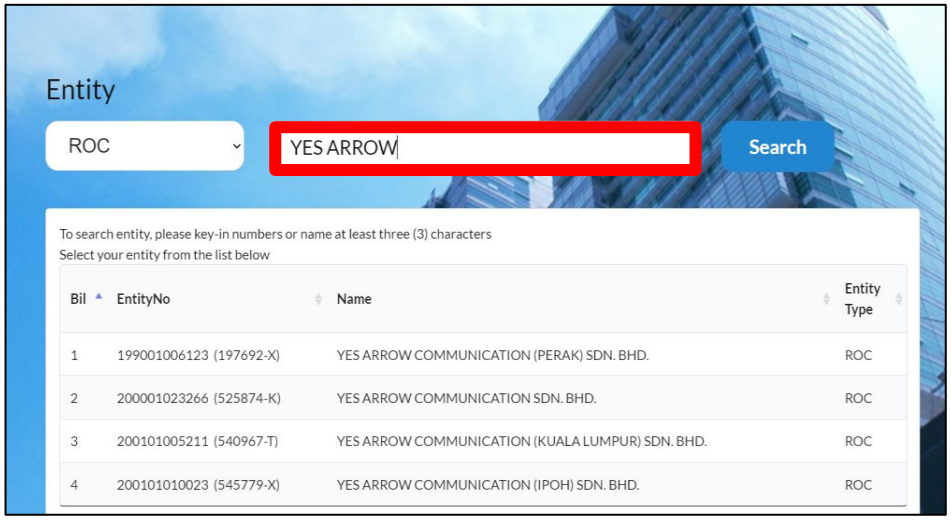
4.0 STEPS TO APPLY FOR SSM e-Advertisement

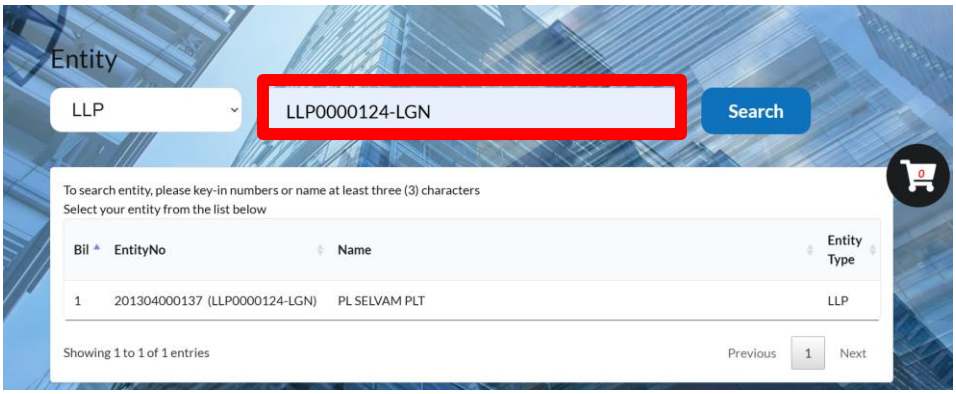
4.1 COMPANIES AND LLPs

STEP	DESCRIPTION
1.	Users need to visit the SSM4U portal at www.ssm4u.com.my and click the **Login** button. 
2.	Next, click the **XCESS** button. 

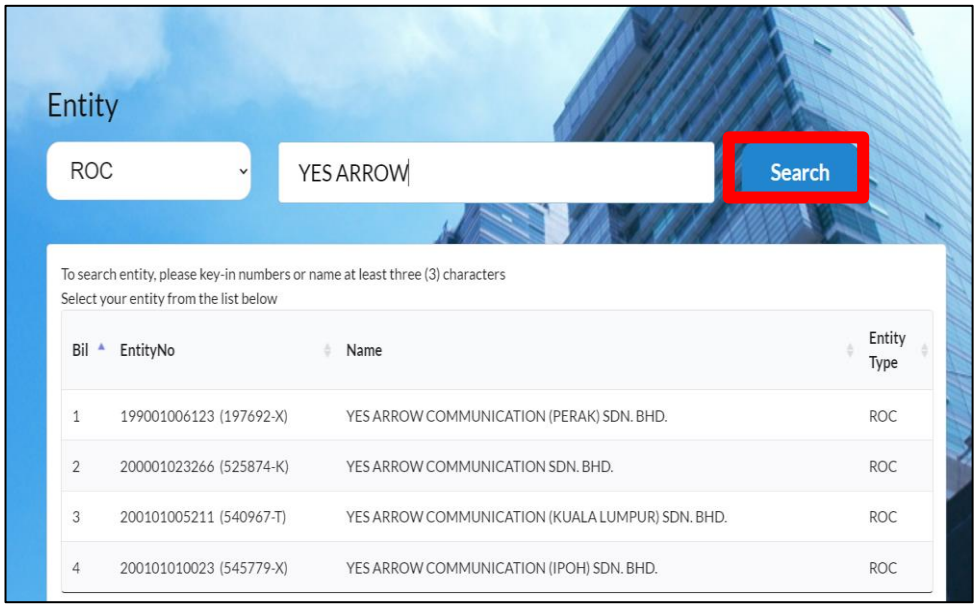
STEP	DESCRIPTION
3.	Click **Go To XCESS**. 
4.	Click the **Entity Search** button. 
5.	Click the **Entity button** and select **ROC** or **LLP** for the next step. 

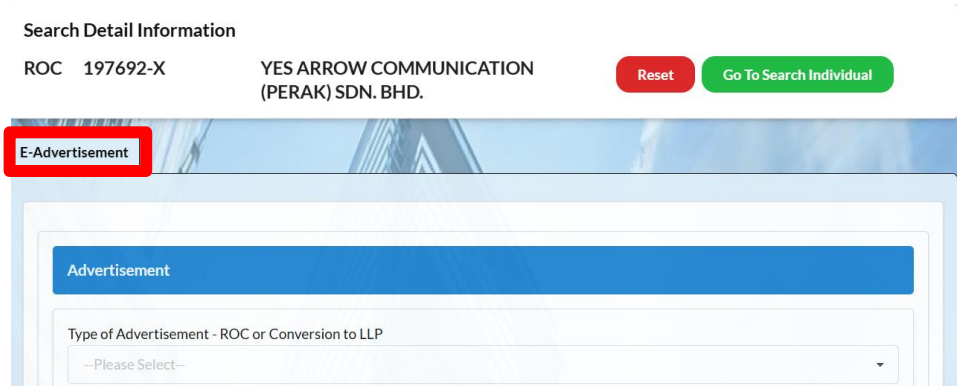
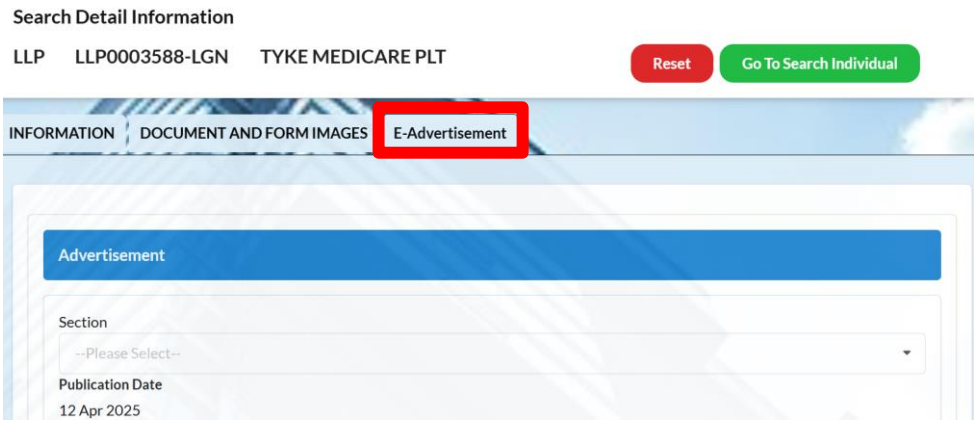
STEP	DESCRIPTION
6.	i. Enter the company or LLP name or the entity number, in the designated input section.

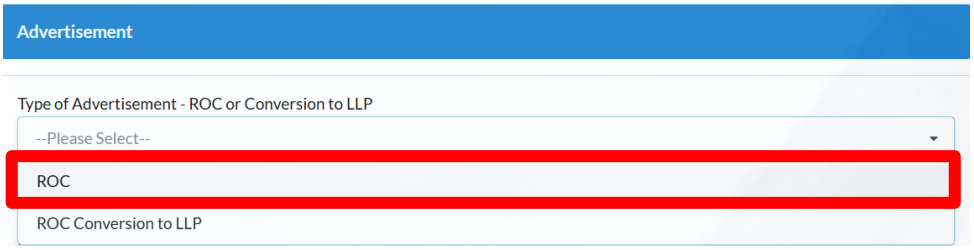
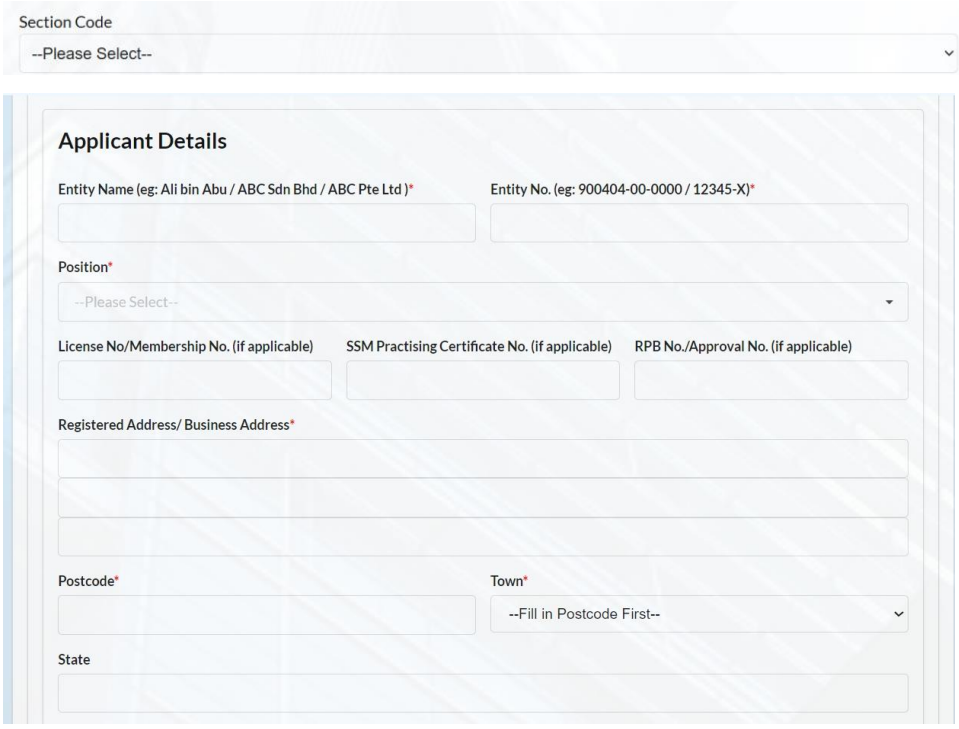


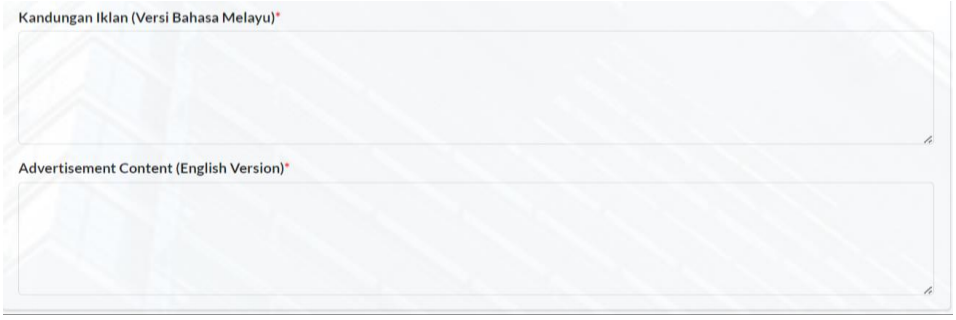
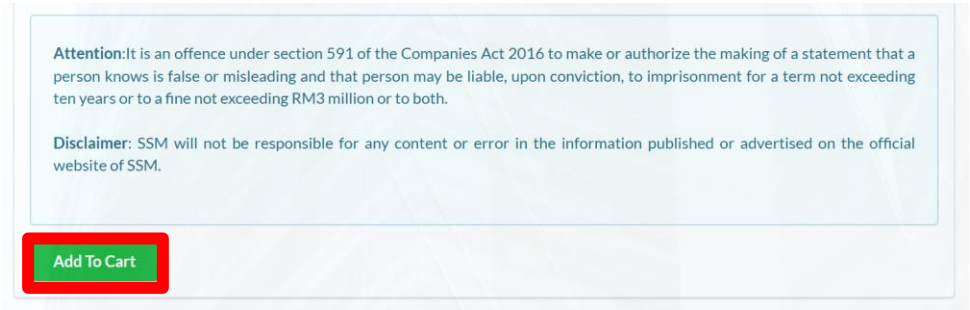


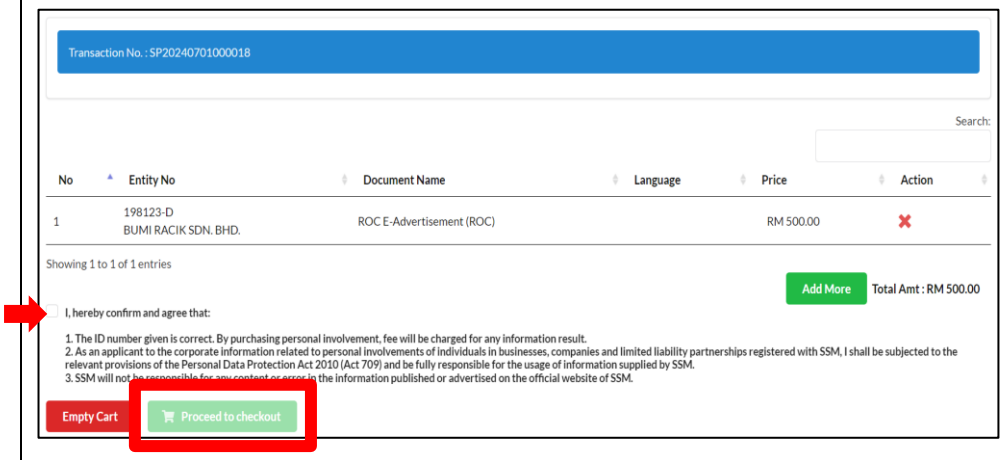
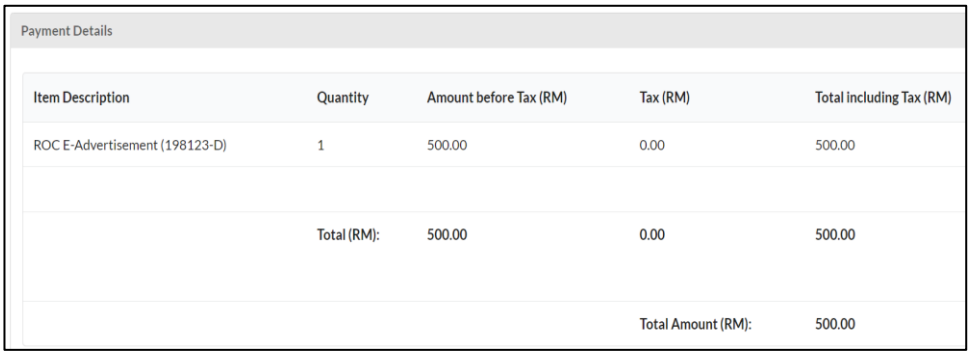
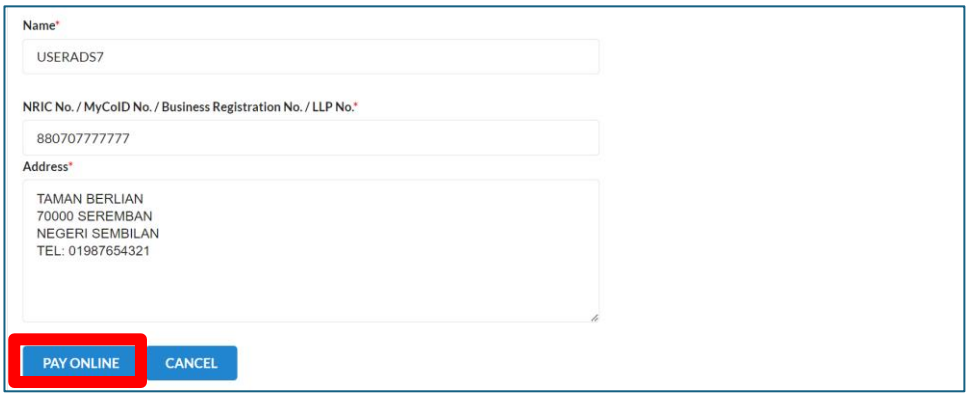
ii. Click **Search** or press **Enter** to proceed with the next review.

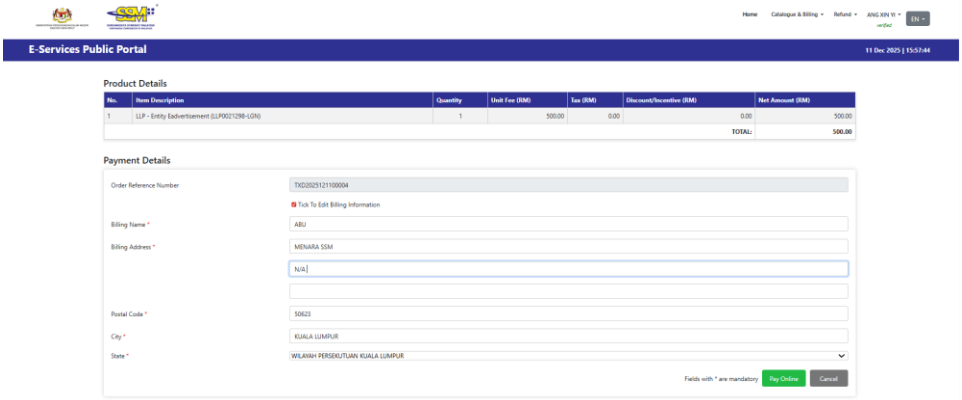
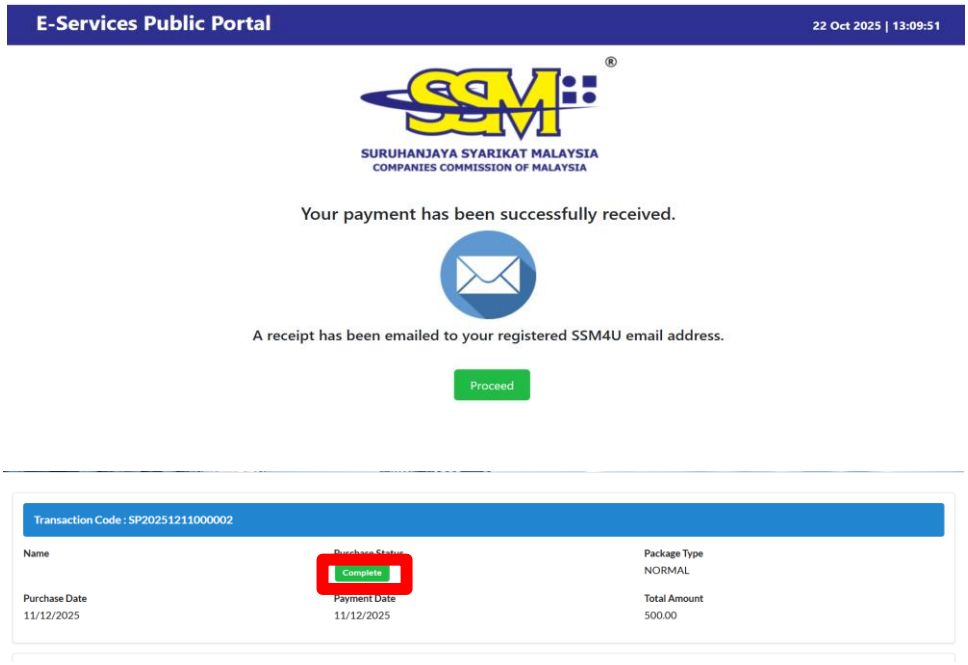


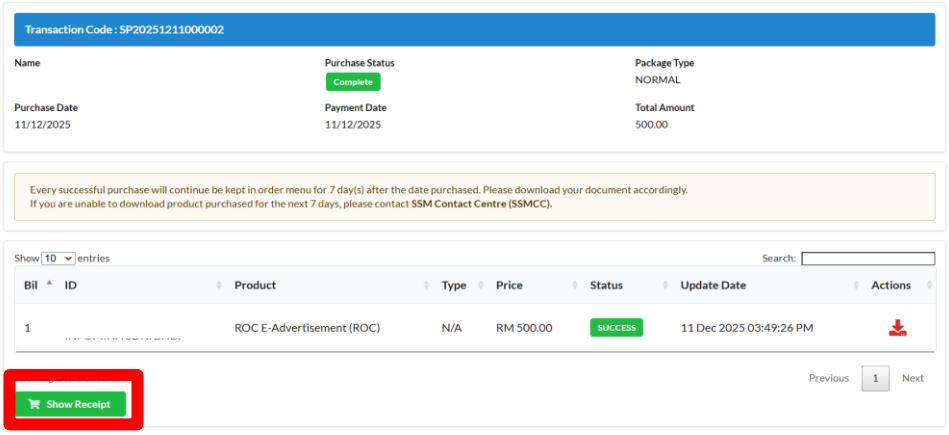
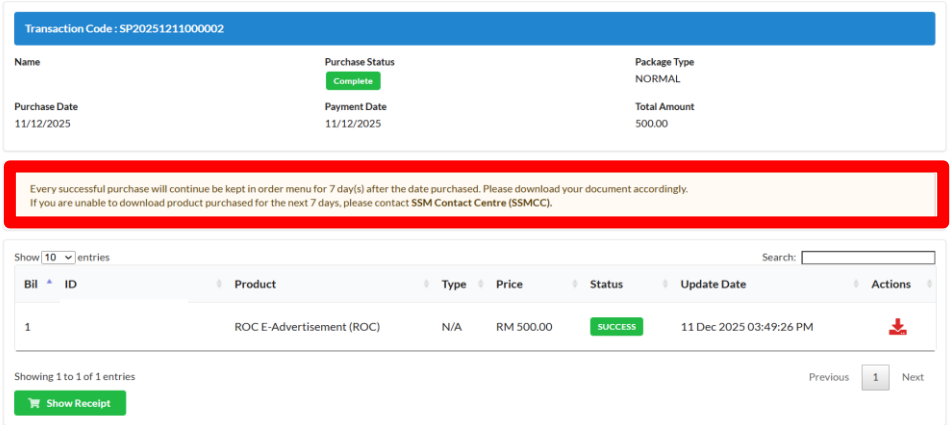
STEP	DESCRIPTION
7.	Users can proceed with the advertisement in the **E-Advertisement** section. i. Companies:  ii. LLPs: 

STEP	DESCRIPTION
8.	i. For companies, users may select **ROC** and continue to Step 9 as below:  ii. For conversion to LLPs, please refer Para 4.2 Conversion to LLPs.
9.	Users need to complete the applicant's information as follows: 

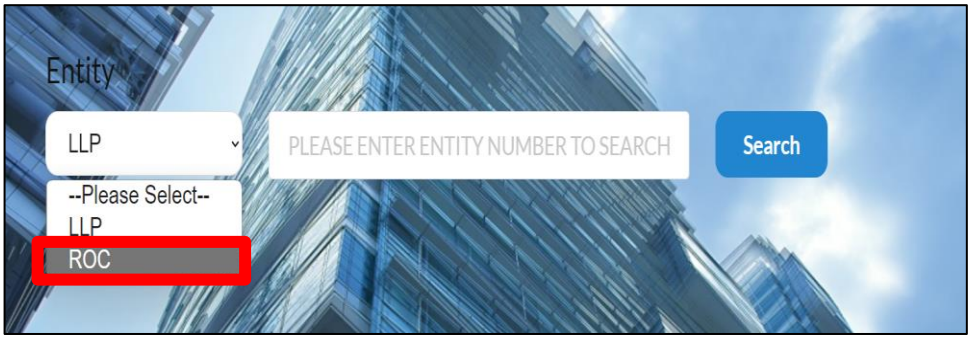
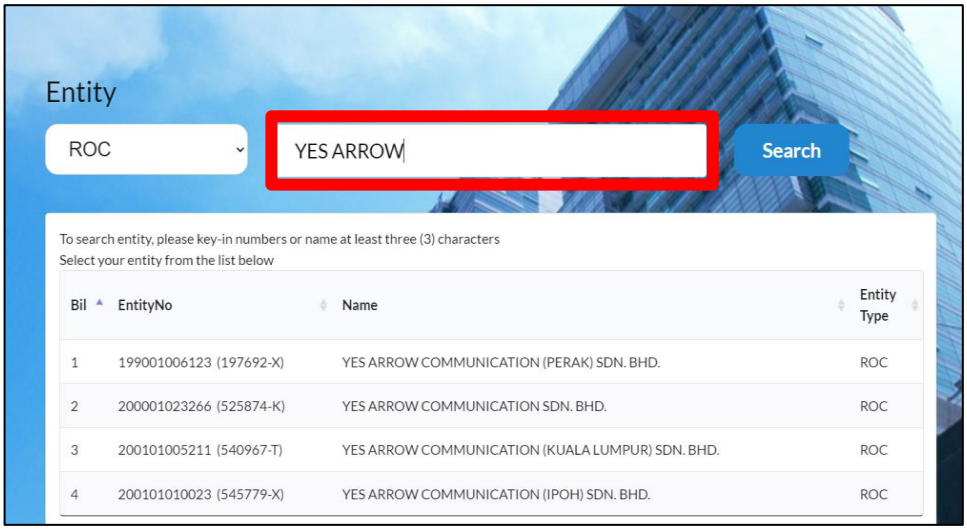
STEP	DESCRIPTION
10.	Users can enter the advertisement content in the **Advertisement Content** section, providing both Malay and English versions. If the users is only advertising in Malay, they must enter N/A in the English version and vice versa to proceed to the next step. 
11.	If the users does not proceed with the payment, they can still update the information for the same entity name of the company or LLP. Once the information is successfully updated, the following message will appear:
12.	i. Users must click the **Add to Cart** button before proceeding with the payment. 

STEP	DESCRIPTION
	ii. Check the declaration box; iii. Then, click **Proceed to Checkout**. 
13.	i. The screen will display the information as shown below, and customers need to click **PAY ONLINE** to proceed.  

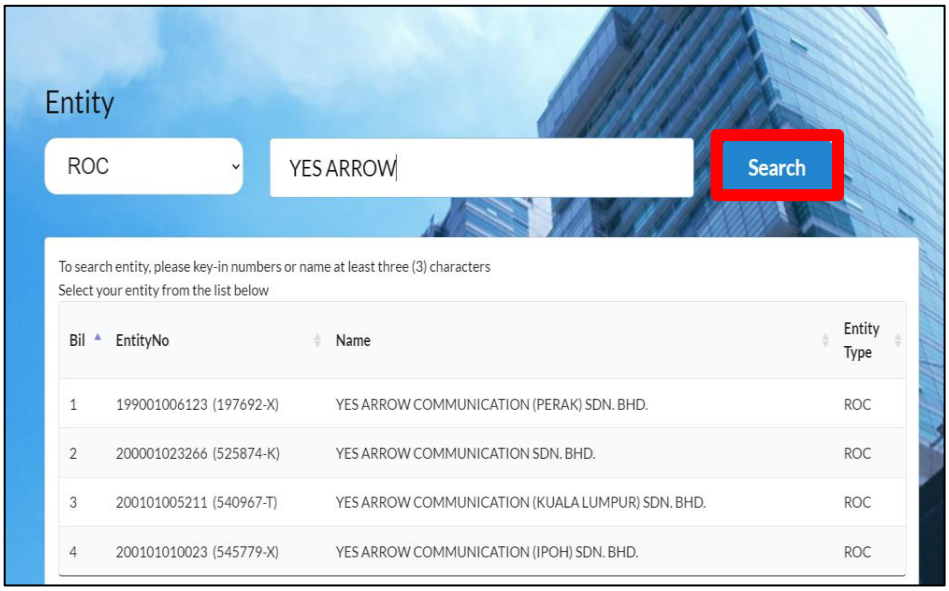
STEP	DESCRIPTION
	ii. Users need to fill in the payment details as displayed on the screen below:  iii. The payment receipt will be sent to customer's email after the payment is successfully processed, and the purchase status will be shown as **Complete**. 

STEP	DESCRIPTION
	iv. Customers can click the **Show Receipt** button if they wish to print a copy of the receipt. 
14.	After the transaction is successful transaction, customers can download the documents within 7 days from the date of the SSM e-Advertisement application. 
15.	Customers are advised to store the documents in a folder for future reference.

4.2 CONVERSION TO LLPs

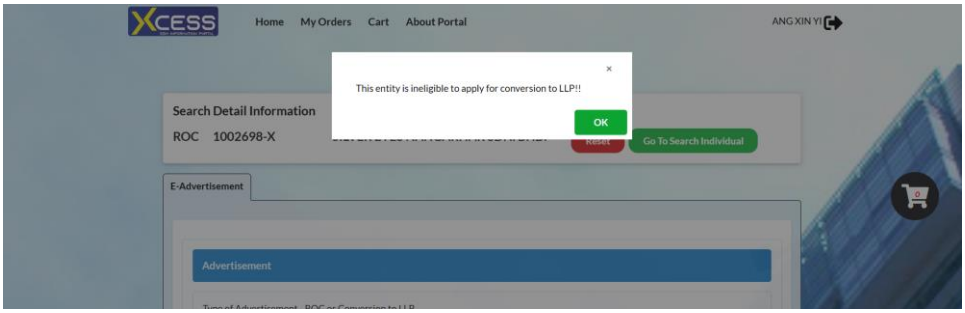
1.	Please repeat the steps in Para 4.1 Companies and LLPs, (step 1-4), before proceeding to the next step.
2.	Click the **Entity button** and select **ROC**. 
3.	i. Enter the company name or the entity number, in the designated input section. 

ii. Click **Search** or press **Enter.**



4. i. Select **ROC Conversion to LLP.**

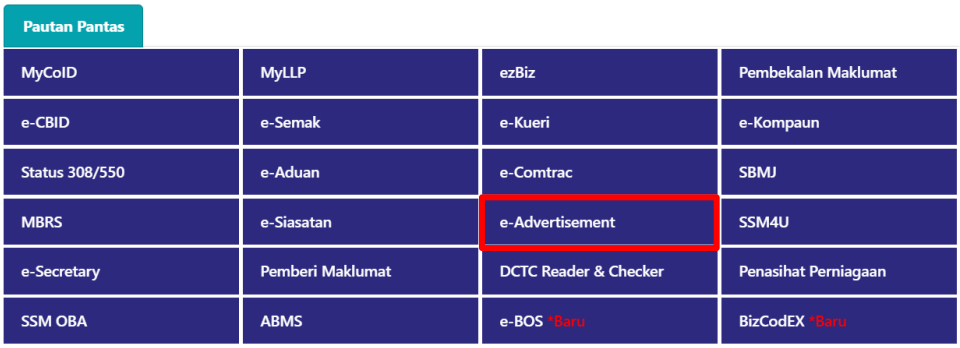
ii. If the entity is not eligible to apply, an error message will be displayed on the screen.

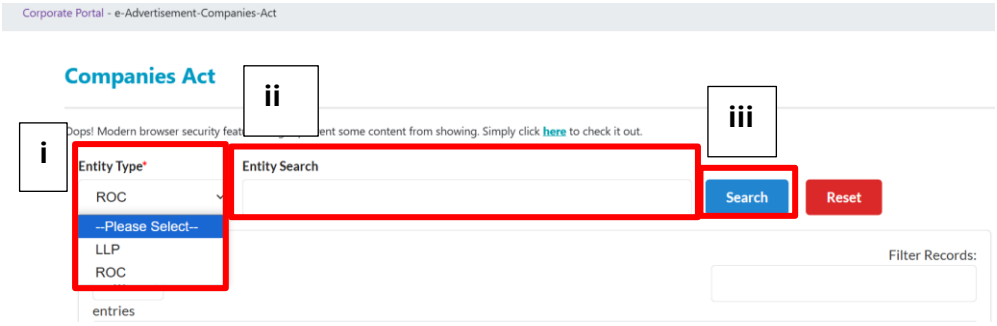
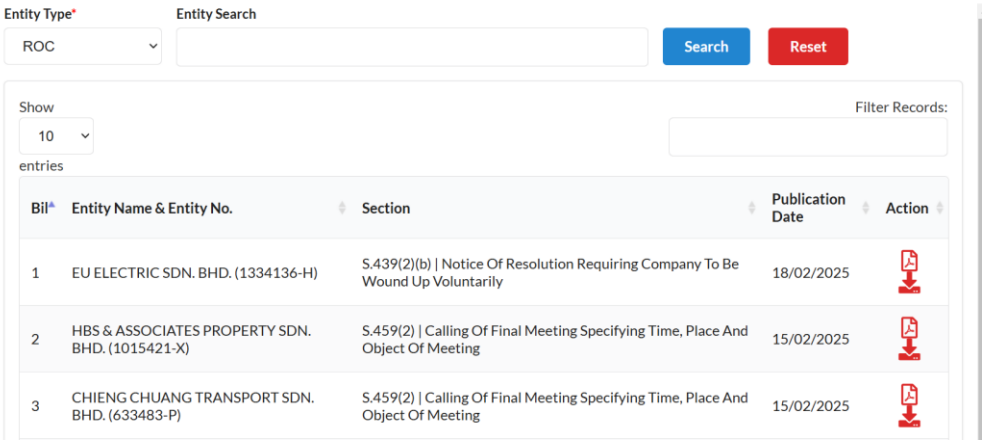


5. i. Select section code.

	ii. A disclaimer message will appear on the screen as follows: **Attention:** It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly 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 five years or to a fine not less than RM150,000 and not more than RM500,000 or to both. **Disclaimer:** SSM will not be responsible for any content or error in the information published or advertised on the official website of SSM.
6.	To complete application, please repeat the steps in Para 4.1 Companies and LLPs (Step 9-14).

5.0 ADVERTISEMENT ON SSM's OFFICIAL PORTAL

STEP	DESCRIPTION
1.	Users can visit the SSM's official portal at www.ssm.com.my to review the advertisement after one (1) day from the advertisement application date. Click on the **e-Advertisement** tab to view the advertisement.  Pautan Pantas MyCoID | MyLLP | ezBiz | Pembekalan Maklumat e-CBID | e-Semak | e-Kueri | e-Kompaun Status 308/550 | e-Aduan | e-Comtrac | SBMJ MBRS | e-Siasatan | e-Advertisement | SSM4U e-Secretary | Pemberi Maklumat | DCTC Reader & Checker | Penasihat Perniagaan SSM OBA | ABMS | e-BOS *Baru | BizCodEX *Baru

STEP	DESCRIPTION
2.	i. Select the **Entity Type** button ii. Enter the entity name or number of the company/LLPs in the **Entity Search** field; and iii. Click the **Search button.** 
3.	The SSM e-Advertisement will be displayed on the SSM official portal for 7 days from the advertisement application date. 

6.0 ADVERTISEMENT APPLICATION FEE

i. The fee is RM500 per advertisement application;

ii. Customers are not allowed to make changes once the advertisement has been published. If changes are required, a new advertisement application must be submitted, and the application fee will apply again; and

iii. Withdrawal and refunds are not permitted after the advertisement has been published.

7.0 CLOSING

For further inquiries, please contact SSM Customer Care (SSMCC) via the Complaints & Feedback section, SSM Chatbot, Live Chat SSM, which can be accessed through the official SSM portal, call 03-7721 4000 or email to enquiry@ssm.com.my.

Please scan here to contact SSMCC:

Prepared by:

Companies Commission of Malaysia
December 2025