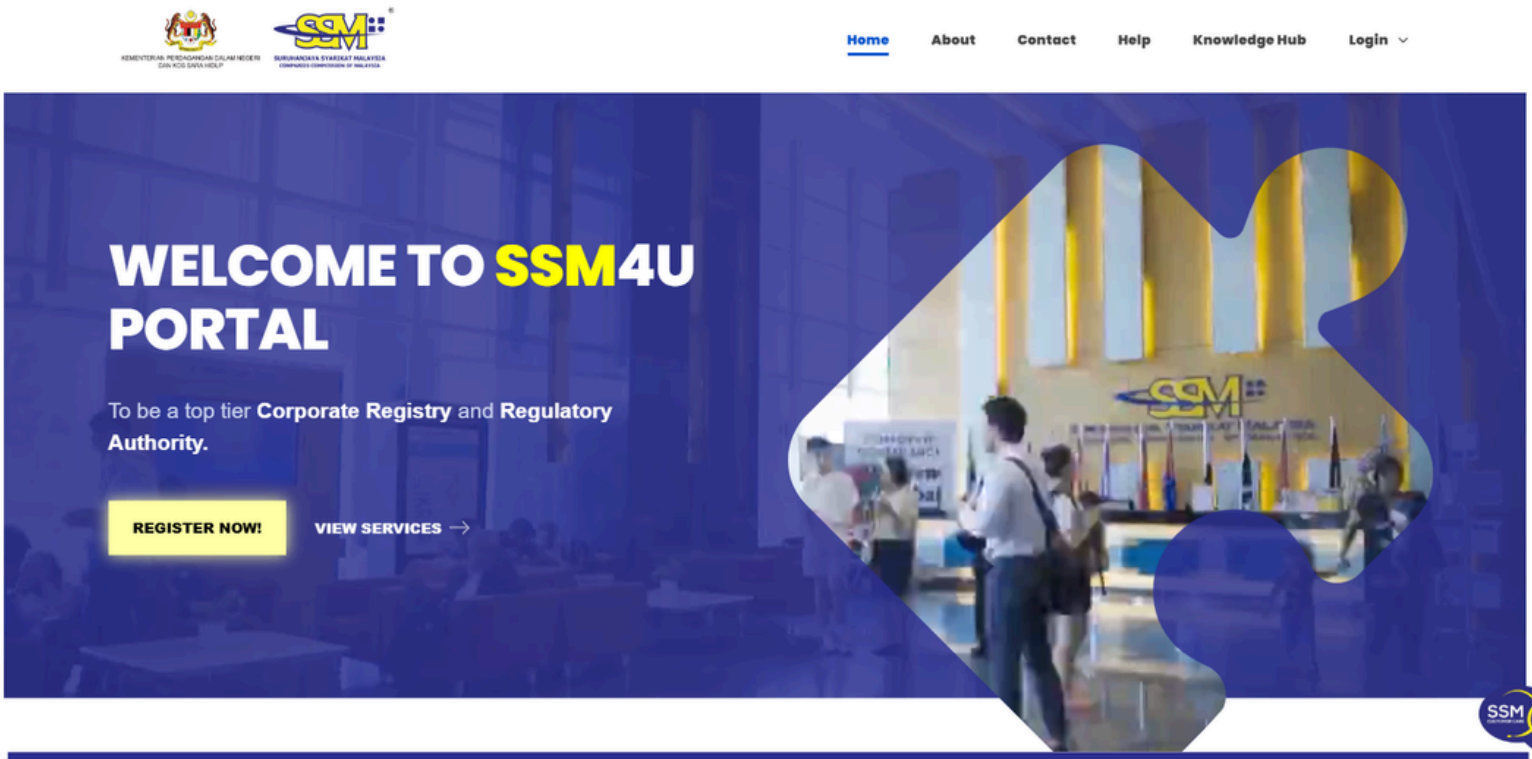
KEMENTERIAN PERDAGANGAN DALAM NEGERI
DAN KOS SARA HIDUP

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

e-COMTRAC

ONLINE TRAINING REGISTRATION SYSTEM





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How to register for SSM Corporate Training Programme through SSM4U

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Login to SSM4U

Note: Registration for training programmes **does not require ID activation.**

01 Visit https://www.ssm4u.com.my/ and click 'Login'

02 Enter the email address and password that were set during registration.

03 Click the 'Sign In' button.

04 'Unverified' or 'Verified' status will appear if users did not activate their account or did activate it, as shown in the image below:



'Unverified Users' can only access non-core services, such as:

- e-COMTRAC
- XCESS
- DCTC Reader & Checker
- e-Search
- e-Compound
- e-Query
- Striking Off

Login to SSM4U

Meanwhile, 'Verified Users' can access core and non-core services, such as:

a) Core services:

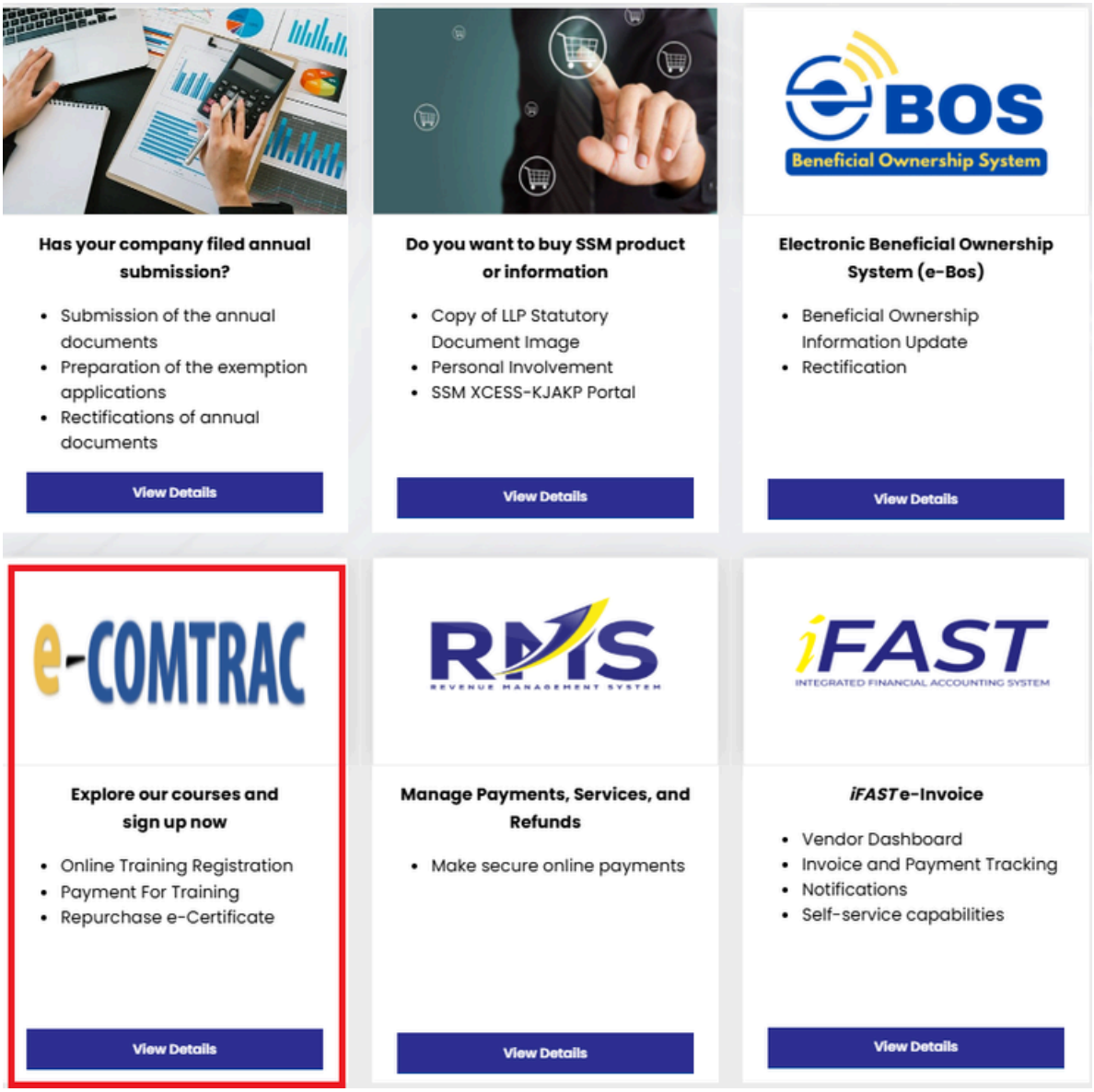
- MBRS;
- MyLLP; and
- e-BOS;

b) Non-core services:

- e-COMTRAC;
- XCESS;
- DCTC Reader & Checker;
- e-Search;
- e-Compound;
- e-Query; and
- Status 308/550

Login to SSM4U

05 Select e-COMTRAC at the SSM4U Main Page after Sign in and click View Details button to register for SSM Training Programmes.

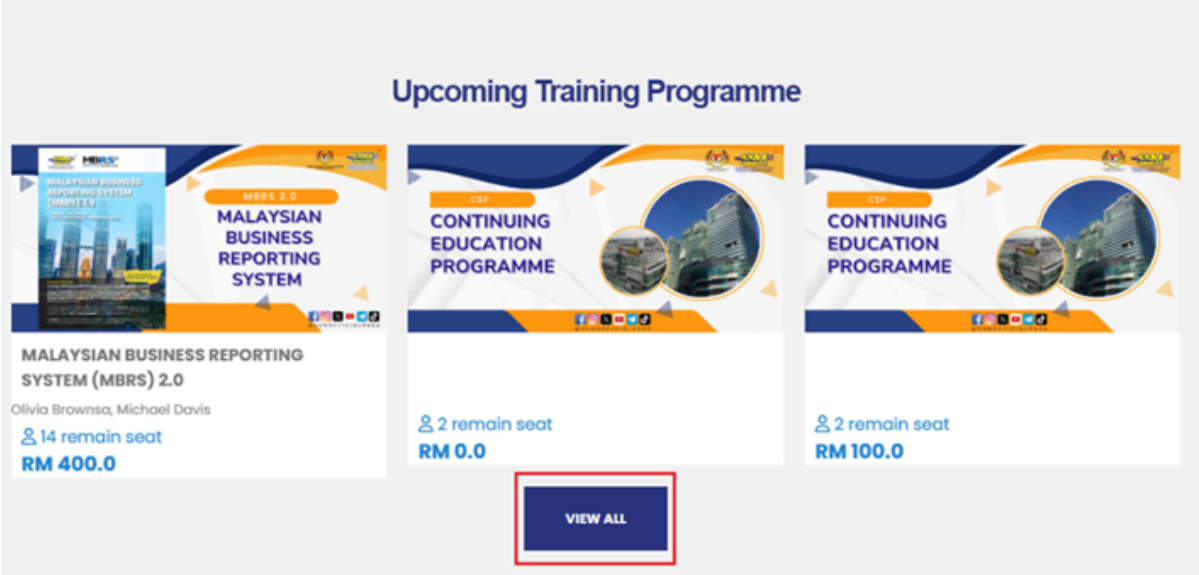


Registration for SSM Training Corporate Programme

01 You will be redirected to the e-COMTRAC main page.



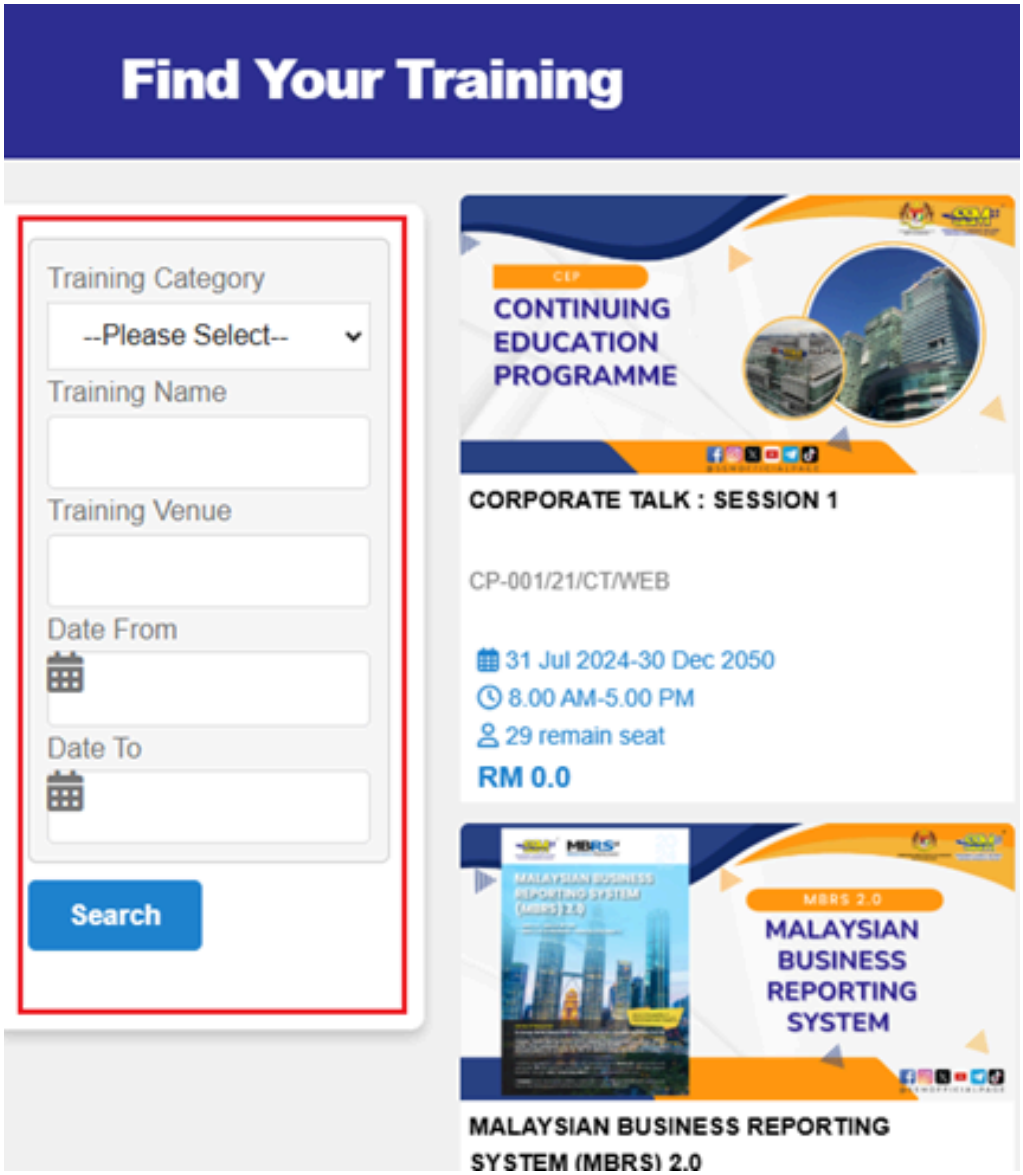
02 Find your training by clicking the 'View All' button.



Registration for SSM Training Corporate Programme

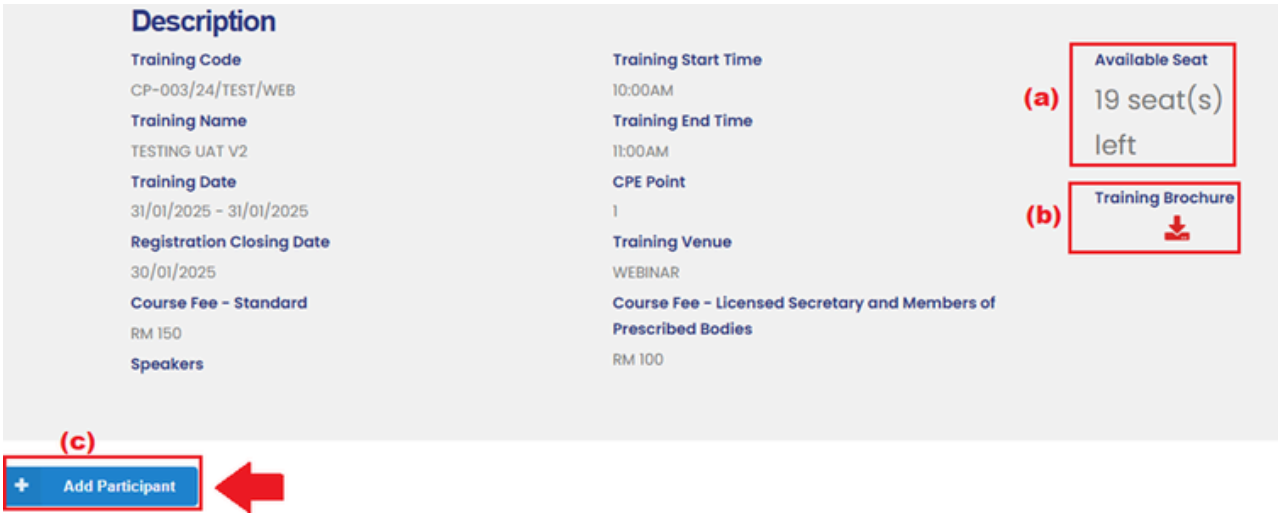
03

You can filter training based on Category, Training Name, Training Venue & Date.

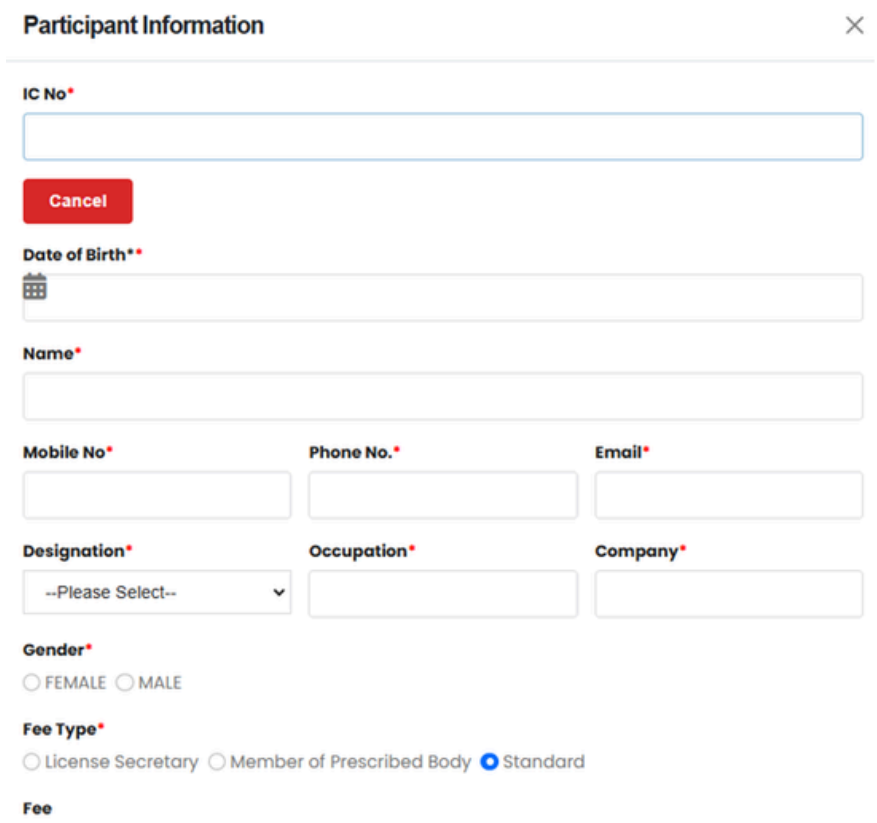


Registration for SSM Training Corporate Programme

04 Choose the training you want to participate in. You can check **(a) Available Seat**, **(b) Download Training Brochure** & click **(c) Add Participant** button to register for the training programme.



05 Next, key in the Participant's Information and click 'Submit' button. Please ensure that all fields marked with * are filled in.



Registration for SSM Training Corporate Programme

06 Upon clicking 'Submit' button at Step no.4, you will be able to view participant(s) details. You should check the details thoroughly and click 'Submit Payment' button.



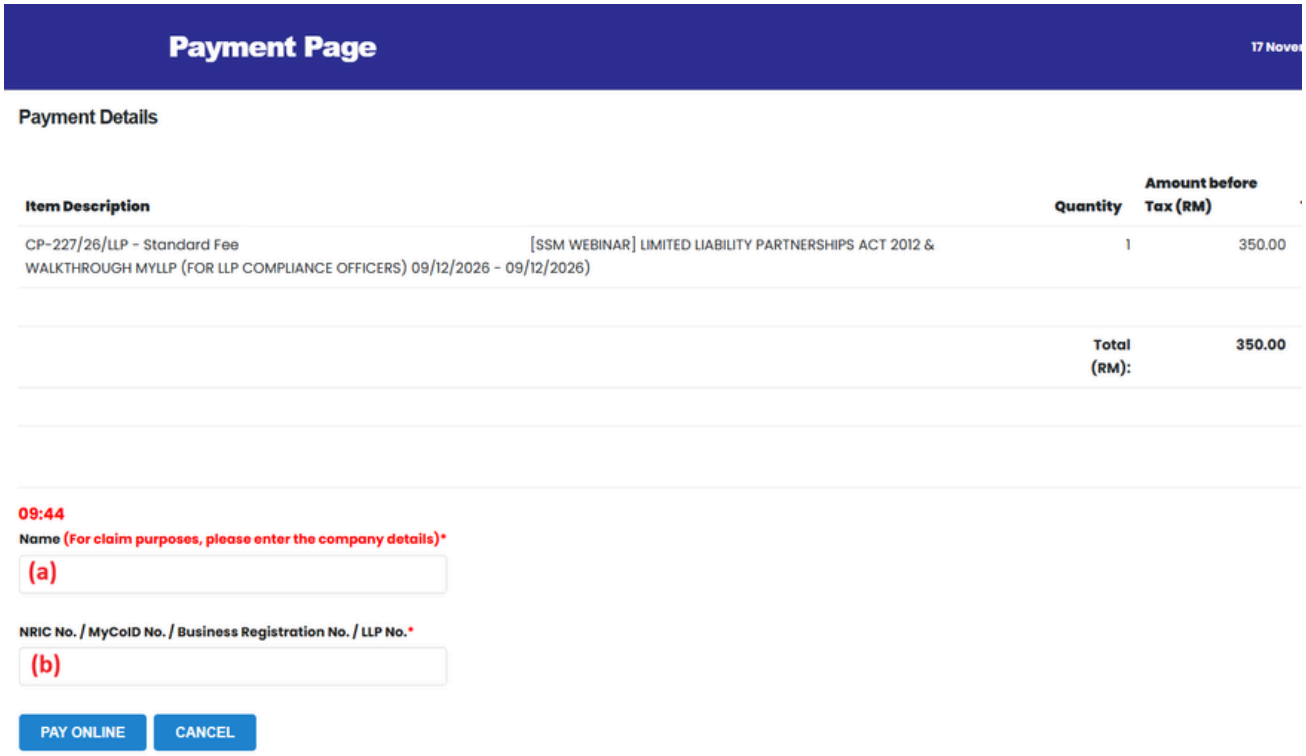
Notes:

a) Please submit your application within **15 minutes**. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed.

b) **LPO Payment** is applicable for **Government Agencies Only**. Please attach the Local Purchase Order as a Supporting Document. Letter of Undertaking will not be accepted. This application is subject to approval by the SSM Officer.

Registration for SSM Training Corporate Programme

07 Check your Payment Details and click “Pay Online” button to proceed to payment gateway.



Note: For the purpose of claiming with HRD Corp, in sections (a) & (b), please enter the company name instead of individual name.

Registration for SSM Training Corporate Programme

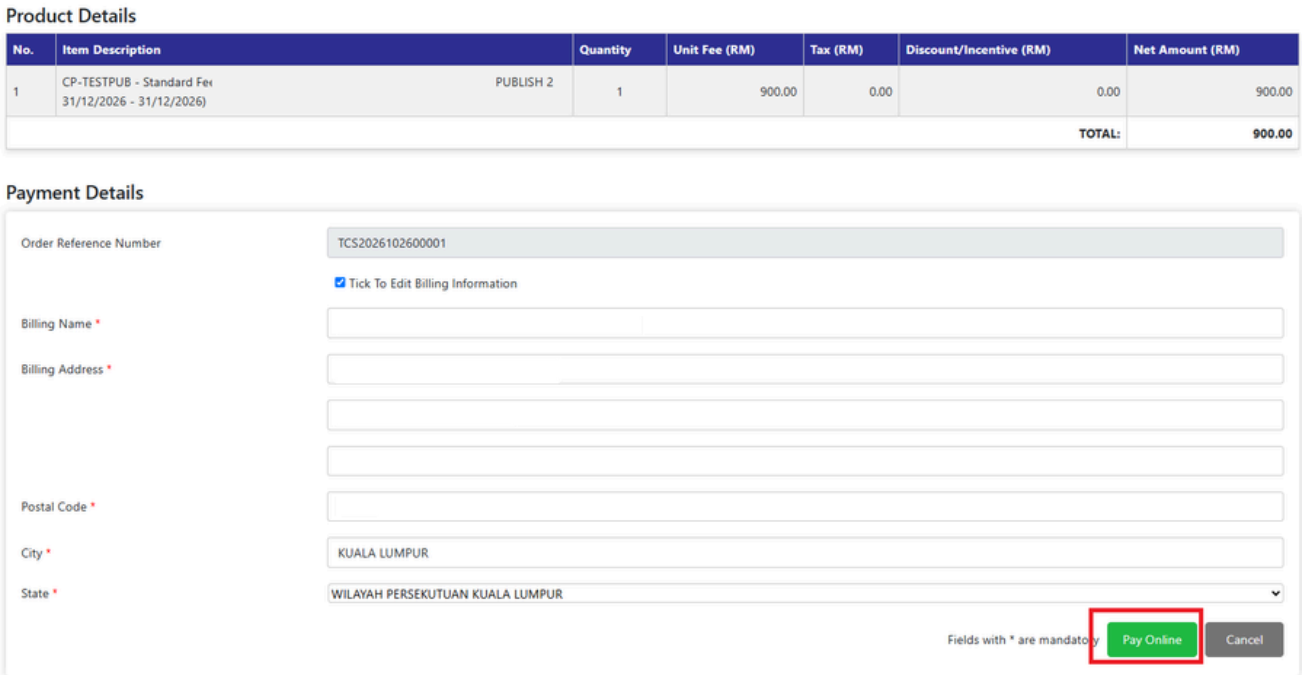
08

You will be redirected to the RMS Payment Page.

To edit your billing information, tick the checkbox provided and update the necessary details.

Note: Please ensure that all billing information is accurate before proceeding with the payment, as these details will appear on the Payment Receipt and cannot be changed once the payment is successful.

Once all details have been verified, click Pay Online to proceed with the payment.



Product Details

No.	Item Description	Quantity	Unit Fee (RM)	Tax (RM)	Discount/Incentive (RM)	Net Amount (RM)
1	CP-TESTPUB - Standard Fe PUBLISH 2 31/12/2026 - 31/12/2026)	1	900.00	0.00	0.00	900.00
					TOTAL:	900.00

Payment Details

Order Reference Number: TCS2026102600001

Tick To Edit Billing Information

Billing Name *

Billing Address *

Postal Code *

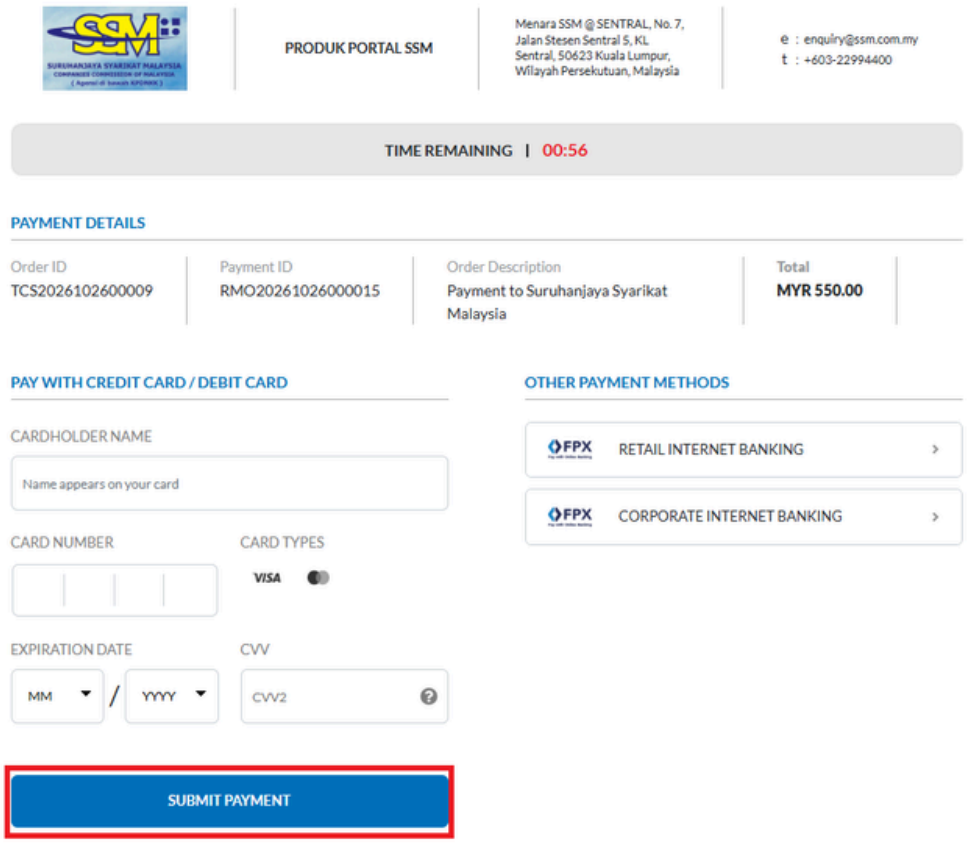
City * KUALA LUMPUR

State * WILAYAH PERSEKUTUAN KUALA LUMPUR

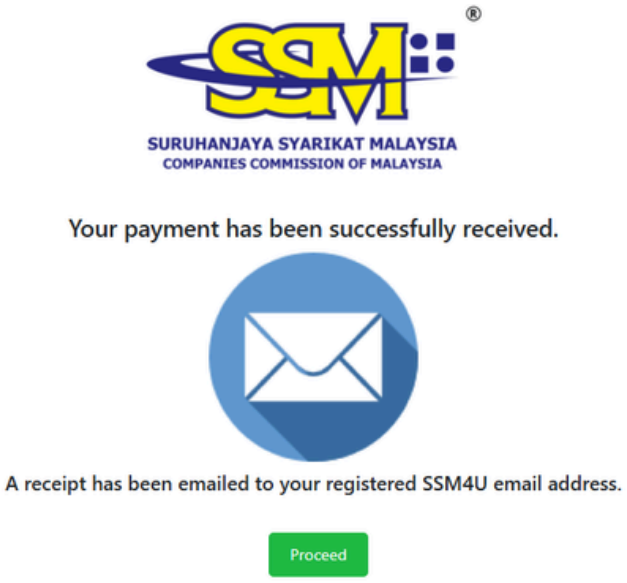
Fields with * are mandatory | Pay Online | Cancel

Registration for SSM Training Corporate Programme

09 Select your preferred payment method and click 'Submit Payment' button.

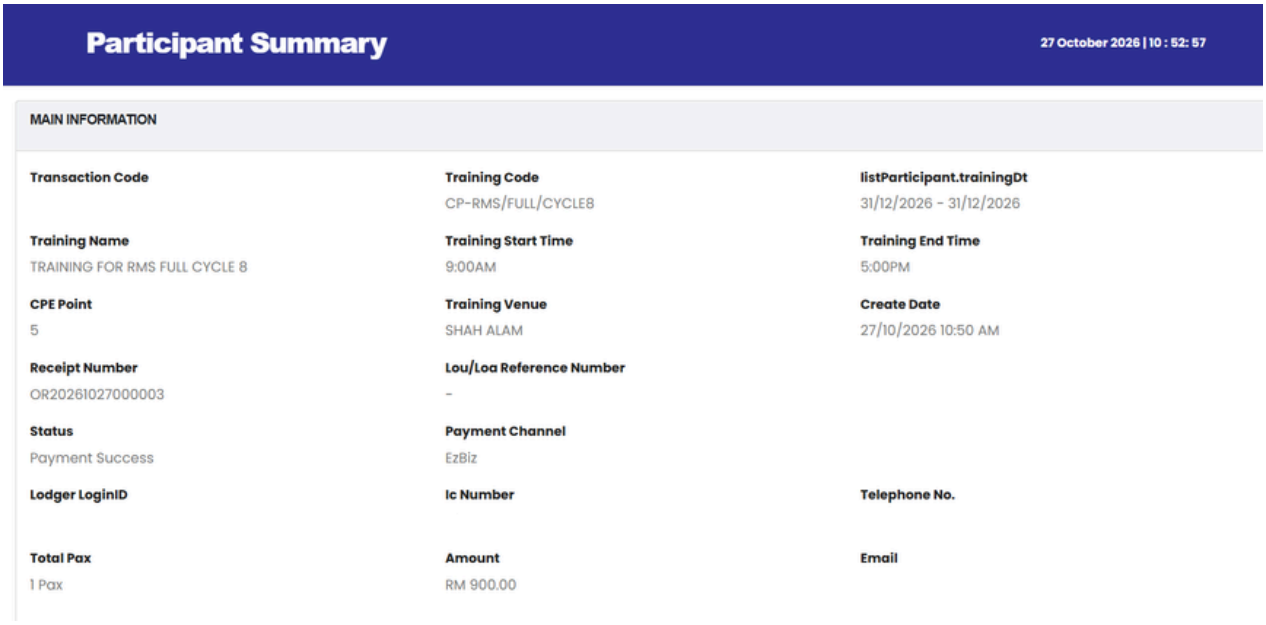


10 If the payment is successful, the screen below will be displayed. Click 'Proceed' to continue.



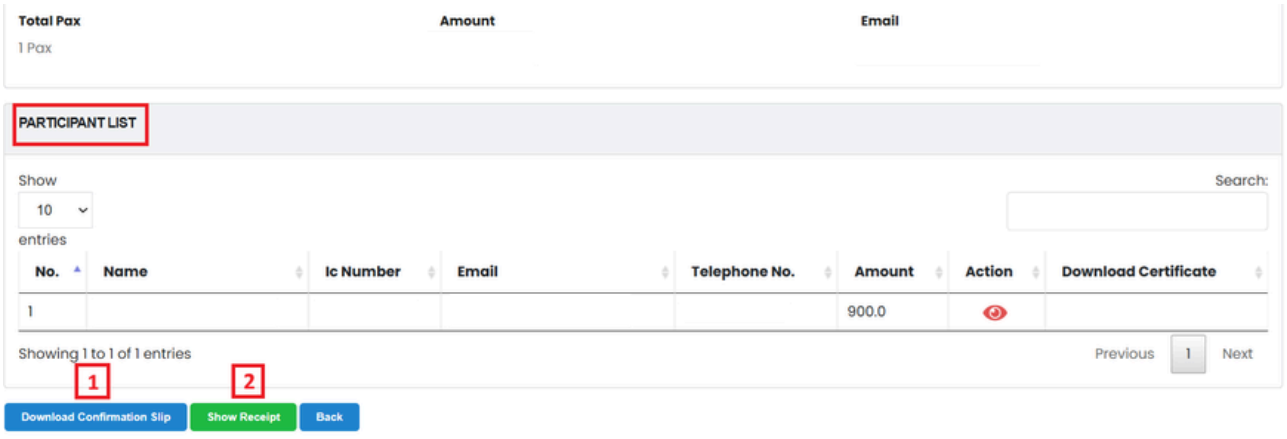
Registration for SSM Training Corporate Programme

11 Next, the Participant Summary page will be displayed.



On the Participant List:

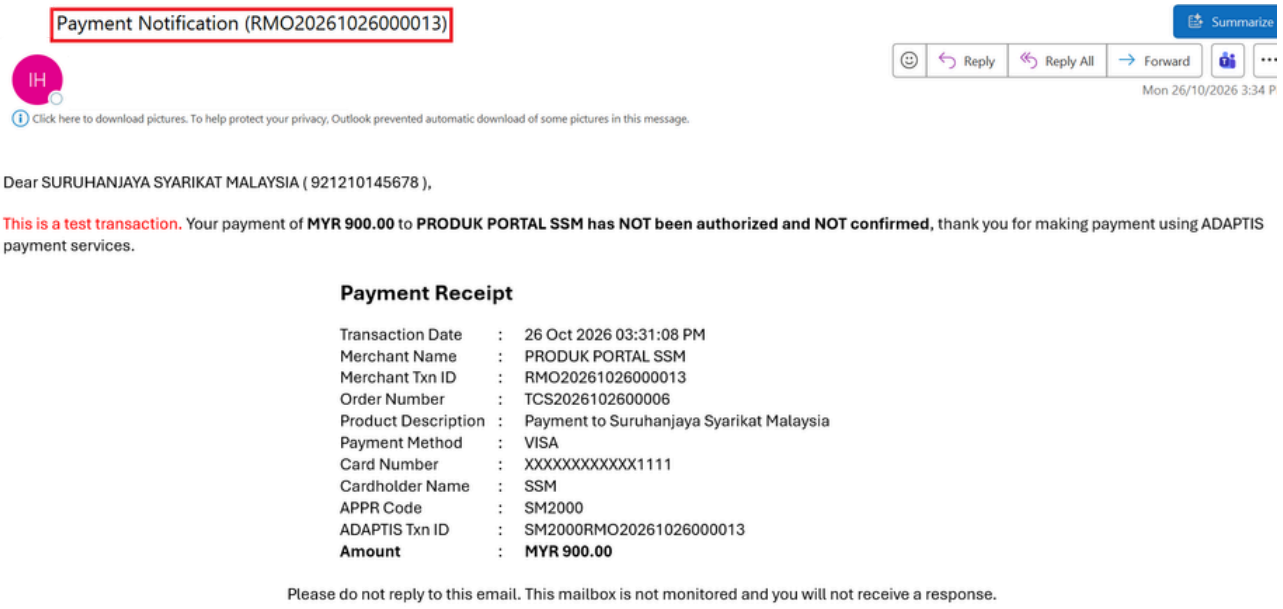
- **Click 1** to download the **Confirmation Slip.**
- **Click 2** to download the **Payment Receipt.**



Registration for SSM Training Corporate Programme

12 Upon successful transaction, there will be an email notification to applicant and participant(s).

a) Payment Notification



Payment Notification (RMO20261026000013)

IH

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Summarize | Reply | Reply All | Forward

Mon 26/10/2026 3:34 P

Dear SURUHANJAYA SYARIKAT MALAYSIA (921210145678),

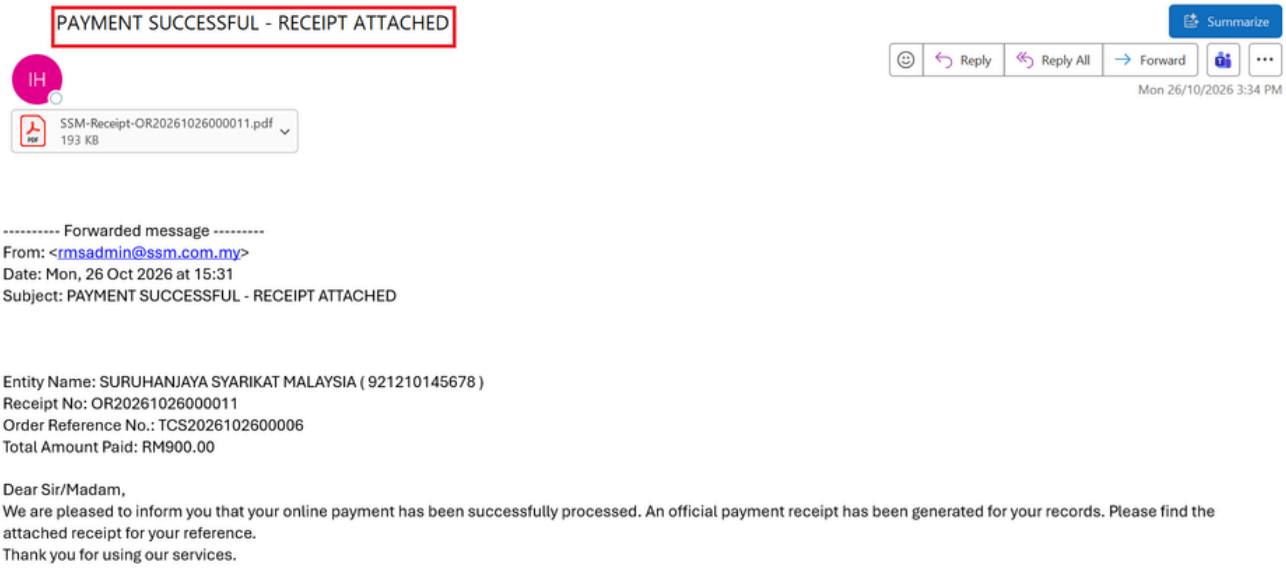
This is a test transaction. Your payment of **MYR 900.00** to **PRODUK PORTAL SSM has NOT been authorized and NOT confirmed,** thank you for making payment using ADAPTIS payment services.

Payment Receipt

Transaction Date	:	26 Oct 2026 03:31:08 PM
Merchant Name	:	PRODUK PORTAL SSM
Merchant Txn ID	:	RMO20261026000013
Order Number	:	TCS2026102600006
Product Description	:	Payment to Suruhanjaya Syarikat Malaysia
Payment Method	:	VISA
Card Number	:	XXXXXXXXXXXX1111
Cardholder Name	:	SSM
APPR Code	:	SM2000
ADAPTIS Txn ID	:	SM2000RMO20261026000013
Amount	:	**MYR 900.00**

Please do not reply to this email. This mailbox is not monitored and you will not receive a response.

b) Payment Receipt



PAYMENT SUCCESSFUL - RECEIPT ATTACHED

IH

SSM-Receipt-OR20261026000011.pdf
193 KB

Summarize | Reply | Reply All | Forward

Mon 26/10/2026 3:34 PM

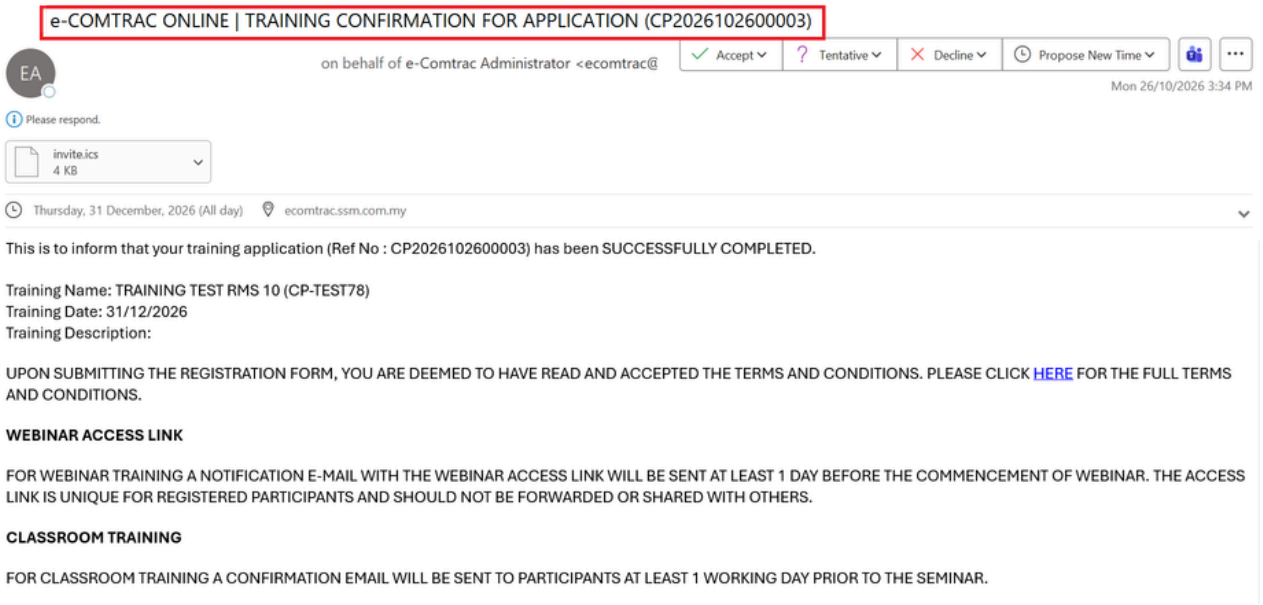
---------- Forwarded message ---------
From: <rmsadmin@ssm.com.my>
Date: Mon, 26 Oct 2026 at 15:31
Subject: PAYMENT SUCCESSFUL - RECEIPT ATTACHED

Entity Name: SURUHANJAYA SYARIKAT MALAYSIA (921210145678)
Receipt No: OR20261026000011
Order Reference No.: TCS2026102600006
Total Amount Paid: RM900.00

Dear Sir/Madam,
We are pleased to inform you that your online payment has been successfully processed. An official payment receipt has been generated for your records. Please find the attached receipt for your reference.
Thank you for using our services.

Registration for SSM Training Corporate Programme

c)Training Confirmation



e-COMTRAC ONLINE | TRAINING CONFIRMATION FOR APPLICATION (CP2026102600003)

EA

on behalf of e-Comtrac Administrator <ecomtrac@

Accept | Tentative | Decline | Propose New Time

Mon 26/10/2026 3:34 PM

Please respond.

invite.ics
4 KB

Thursday, 31 December, 2026 (All day) ecomtrac.ssm.com.my

This is to inform that your training application (Ref No : CP2026102600003) has been SUCCESSFULLY COMPLETED.

Training Name: TRAINING TEST RMS 10 (CP-TEST78)
Training Date: 31/12/2026
Training Description:

UPON SUBMITTING THE REGISTRATION FORM, YOU ARE DEEMED TO HAVE READ AND ACCEPTED THE TERMS AND CONDITIONS. PLEASE CLICK HERE FOR THE FULL TERMS AND CONDITIONS.

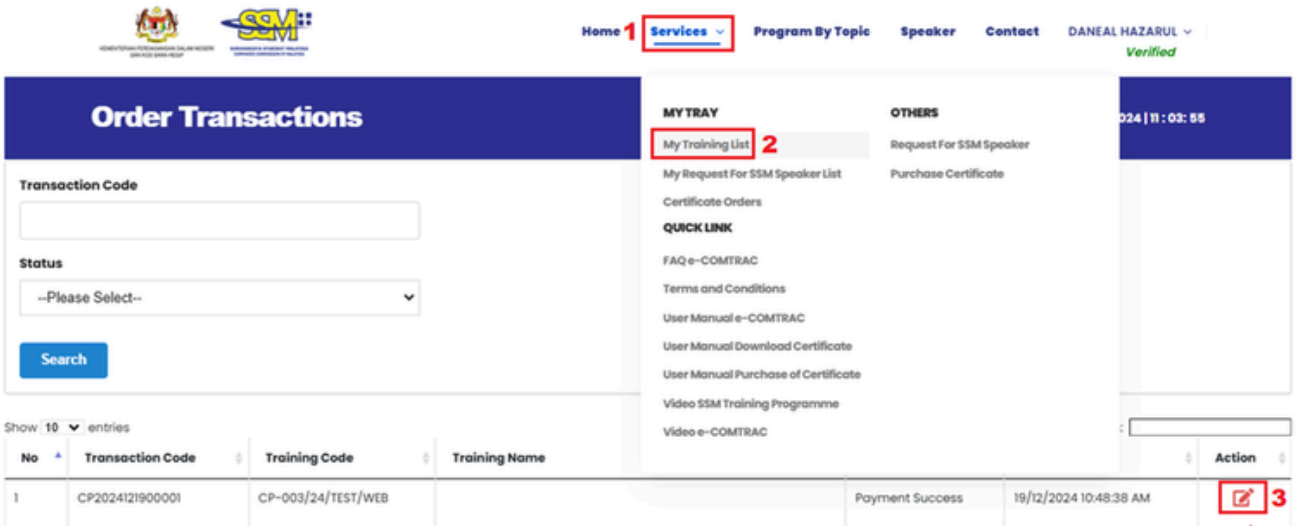
WEBINAR ACCESS LINK

FOR WEBINAR TRAINING A NOTIFICATION E-MAIL WITH THE WEBINAR ACCESS LINK WILL BE SENT AT LEAST 1 DAY BEFORE THE COMMENCEMENT OF WEBINAR. THE ACCESS LINK IS UNIQUE FOR REGISTERED PARTICIPANTS AND SHOULD NOT BE FORWARDED OR SHARED WITH OTHERS.

CLASSROOM TRAINING

FOR CLASSROOM TRAINING A CONFIRMATION EMAIL WILL BE SENT TO PARTICIPANTS AT LEAST 1 WORKING DAY PRIOR TO THE SEMINAR.

13 Go to **Services** > **My Training List** > **Action** to view your application and download the Training Confirmation Slip or Payment Receipt.



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