KEMENTERIAN PERDAGANGAN DALAM NEGERI DAN KOS SARA HIDUP

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

e-COMTRAC

DOWNLOADING E-CERTIFICATES THROUGH E-COMTRAC

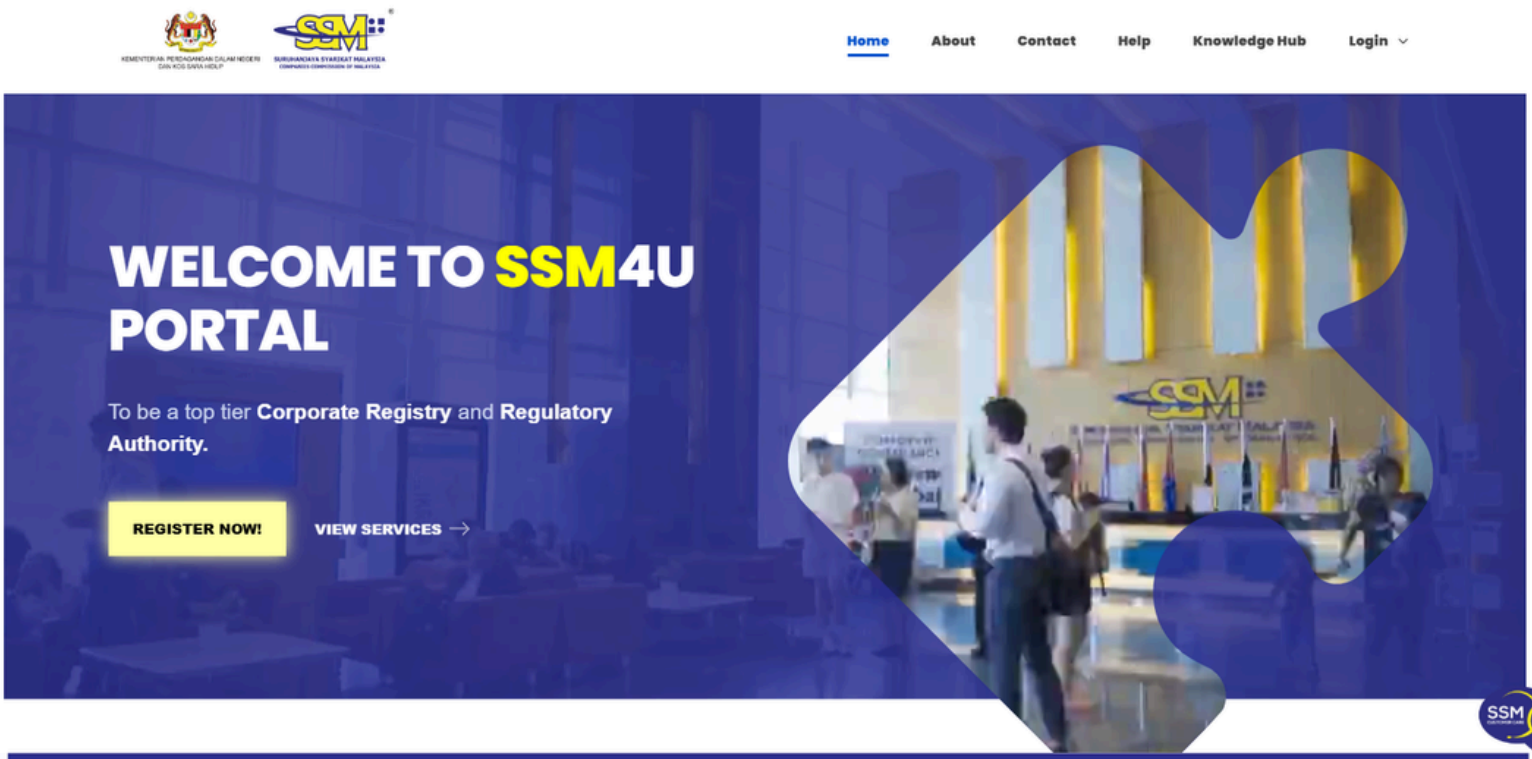




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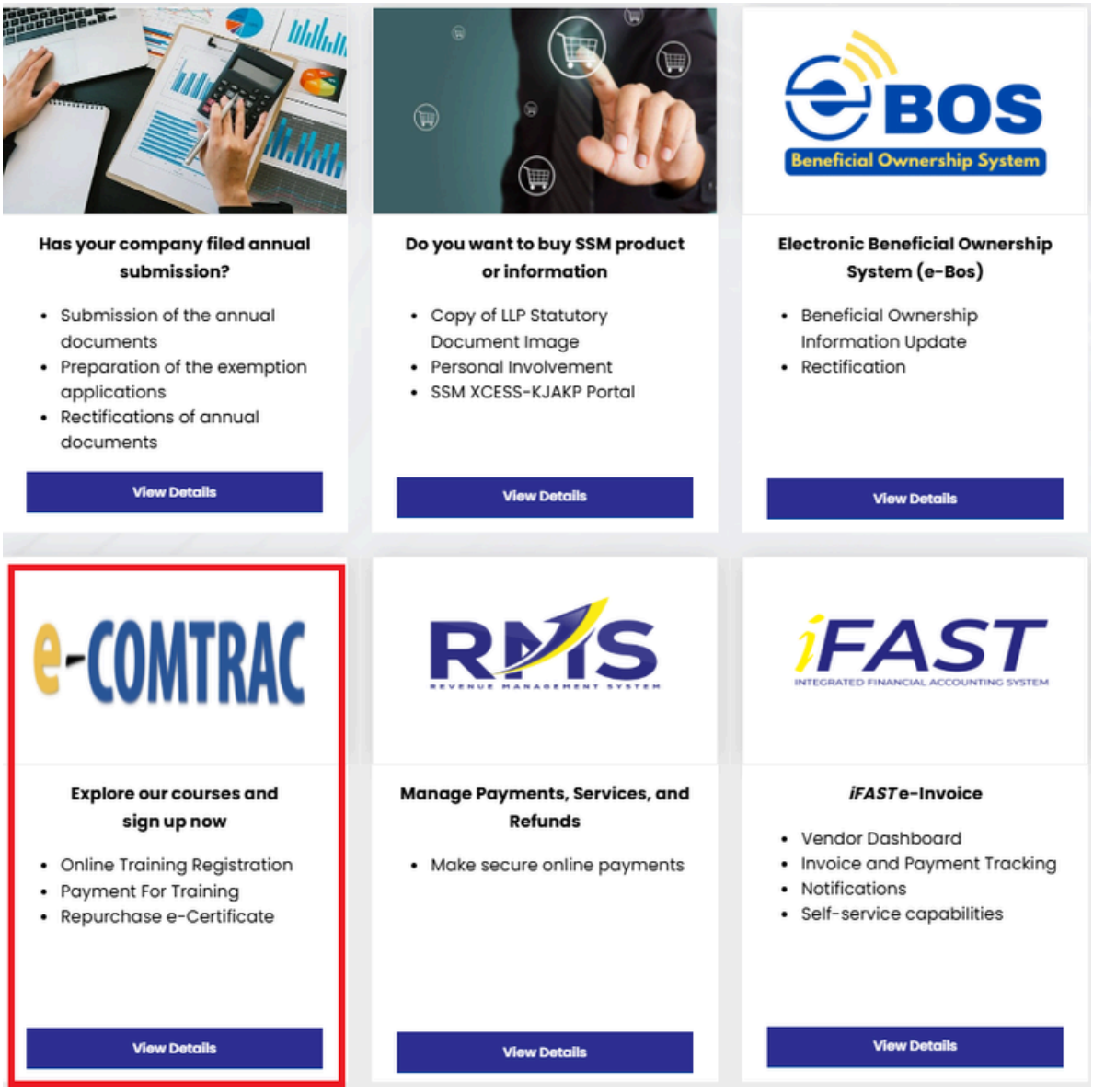
Login to SSM4U

01 Visit https://www.ssm4u.com.my/

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

03 Click the 'Sign In' button.

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

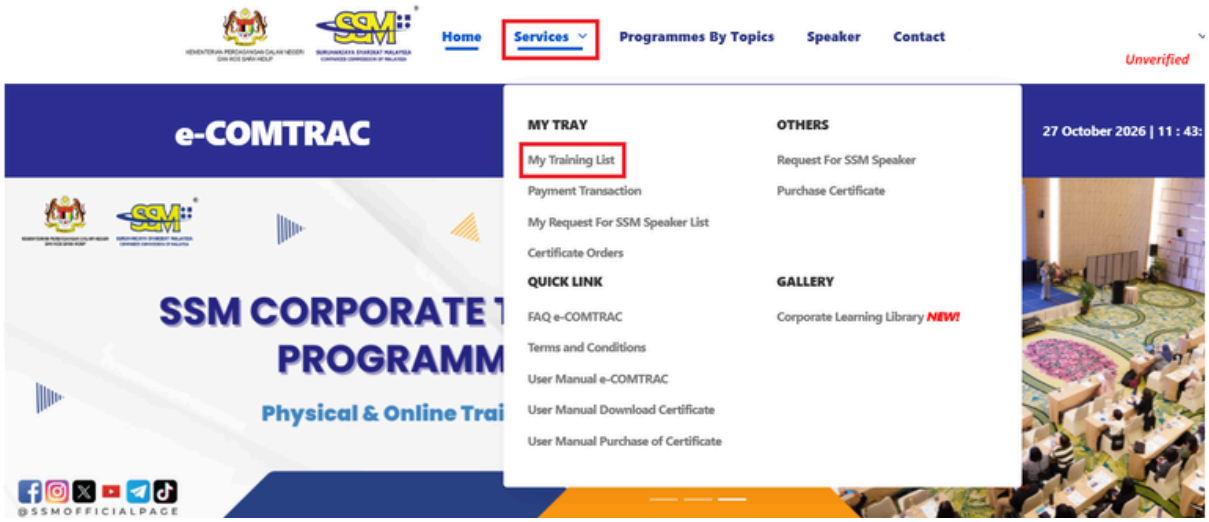


Steps to Download the e-Certificate

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



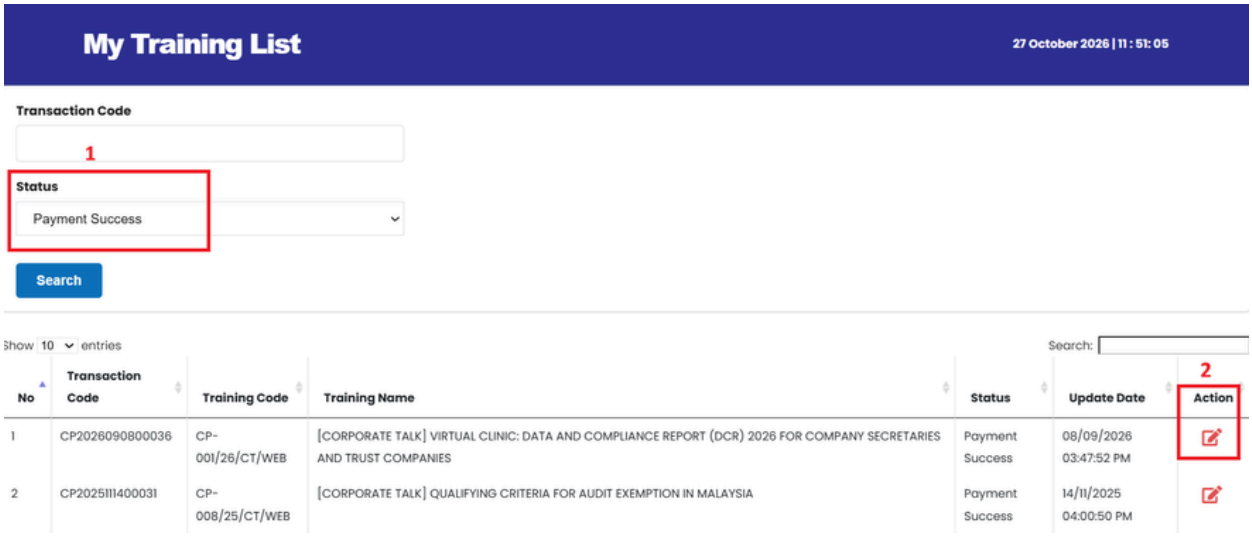
02 Click on the **'Services'** button and select **'My Training List'** from the available options.



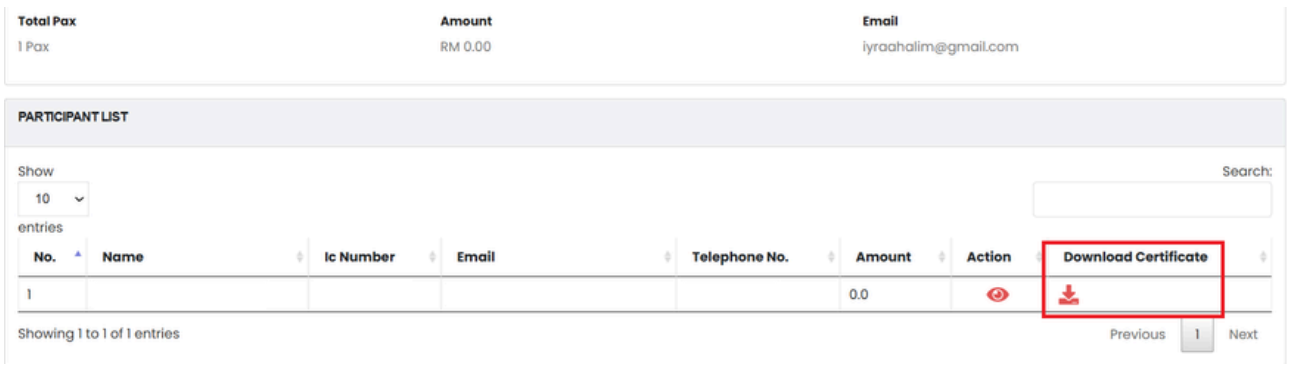
Steps to Download the e-Certificate

03 Under the **'Status'** filter, select **'Payment Success'** to display training registrations with successful payment status.

04 Select the name of the training programme you have attended to download the e-Certificate. Then, click the '**Actions**' button to proceed to the next step.



05 The Download Certificate icon will be appeared if your certificate of attendance is ready to be downloaded.



Important Notes:

- The e-Certificate of Attendance is available for download for up to 30 days from the date of the notification email.
- An administrative fee of RM30.00 may apply for requests to download the e-Certificate after the stated period.
- If your training registration was made by your lodger or HR personnel, please contact them to download the e-Certificate of Attendance on your behalf.

Contact Information



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